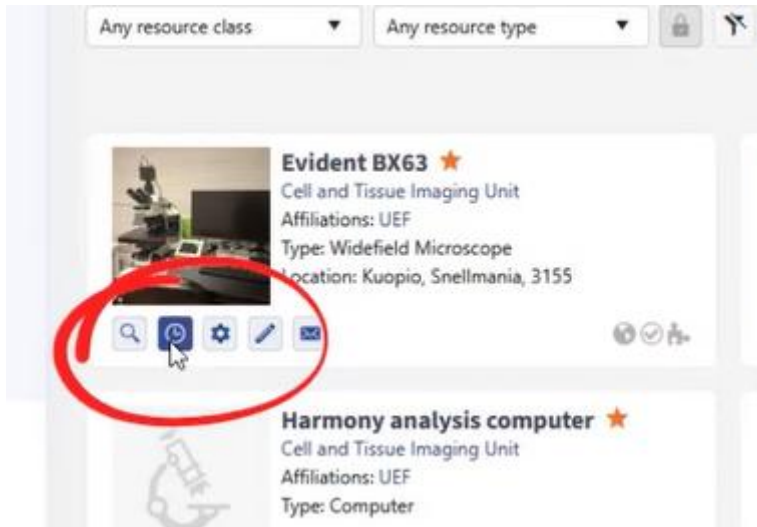
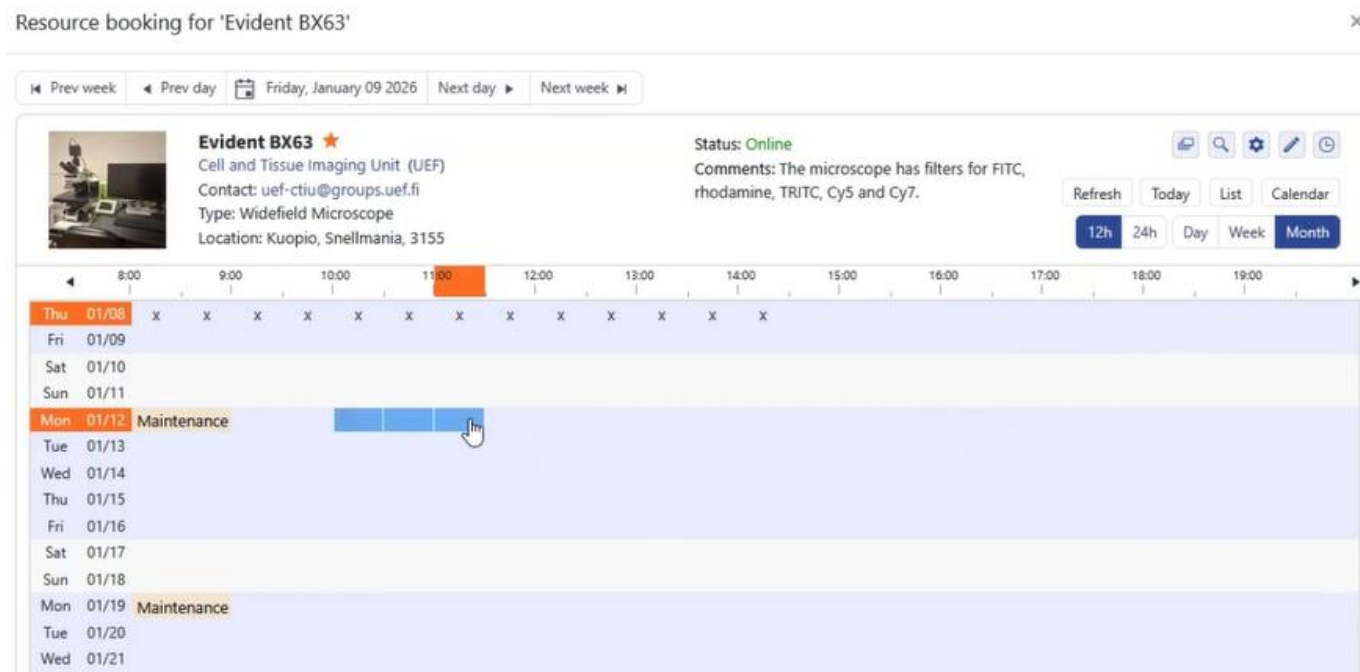


Booking time on a microscope with OpenIris



Clicking on the Clock icon opens the booking calendar.

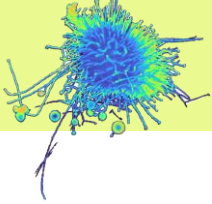
(Side note: the color of the button indicates whether the microscope is currently occupied or not)



Drag over the desired time

! Already booked times are blocked out and can not be booked

Releasing the drag will open the booking window



Resource booking for Evident BX63

Booking

Group: N/A

Booking information

Email calendar entry to ☐ booked for ☐ booked by

Title:

Start: 2026.01.12 10:00 End: 2026.01.12 12:00 ☐ All day event

Repeat: Never

Comments:

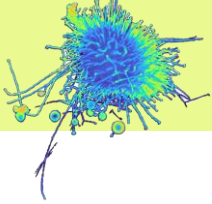
Additional information

Booking type: Regular usage

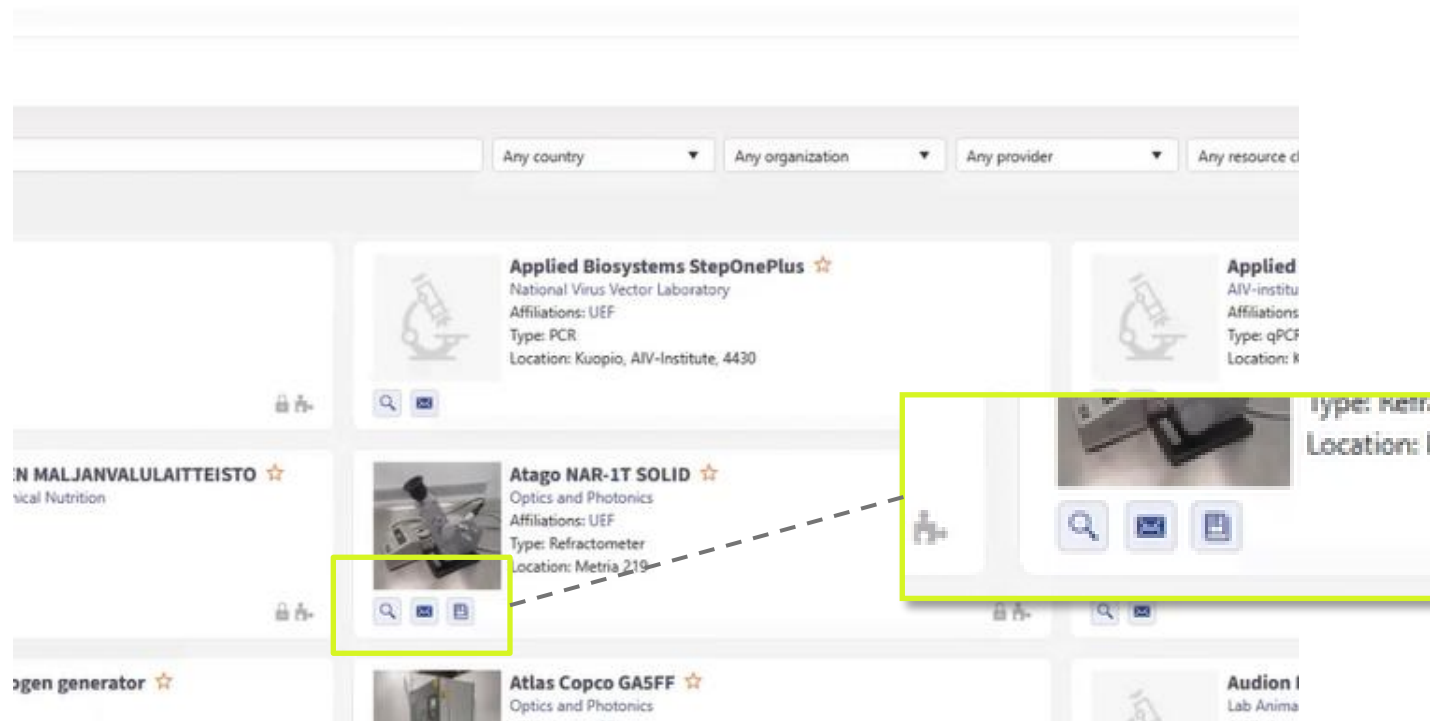
Book

When the booking window opens you can:

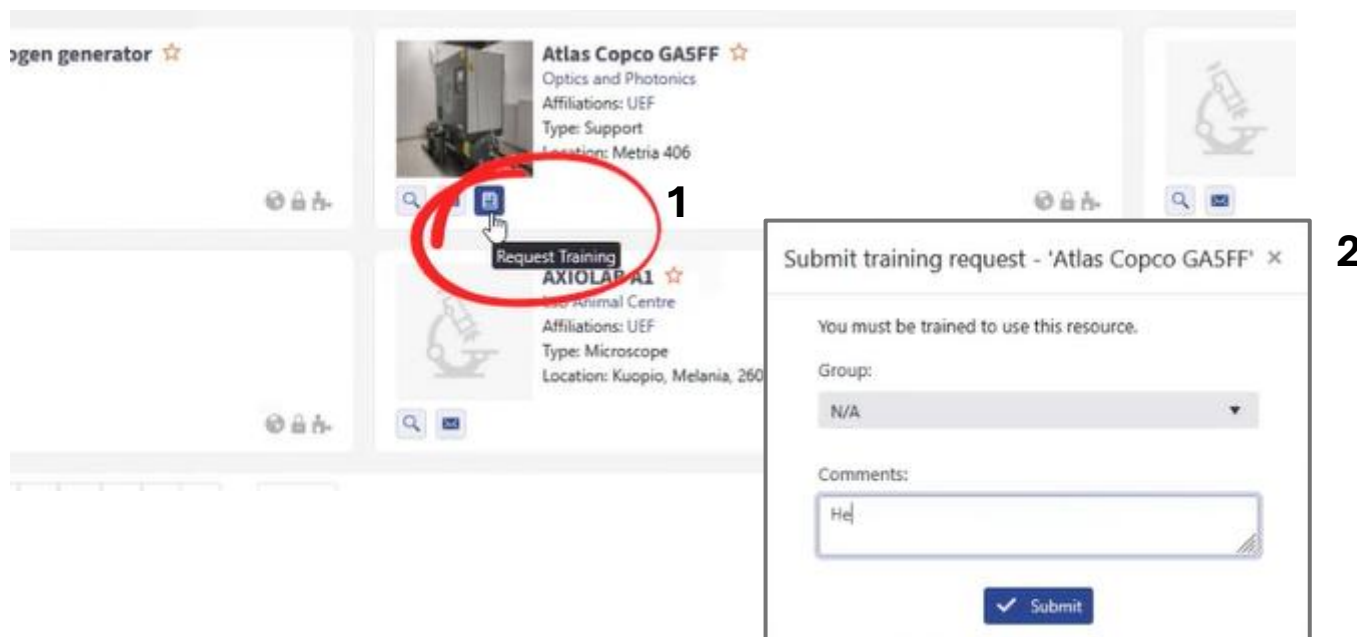
- Give your booking a title (optional)
- Adjust your booking time
- Leave a comment for yourself or the CTIU staff (also optional)
- **Confirm the booking (necessary)**



I don't see the booking button (that means you haven't been trained)



If you don't have a clock icon under the microscope you want to book, that means you are unable to book this microscope, because you are not trained yet.

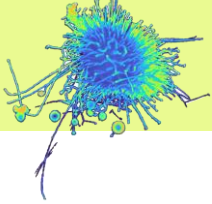


1 You can request a training by clicking on the book icon

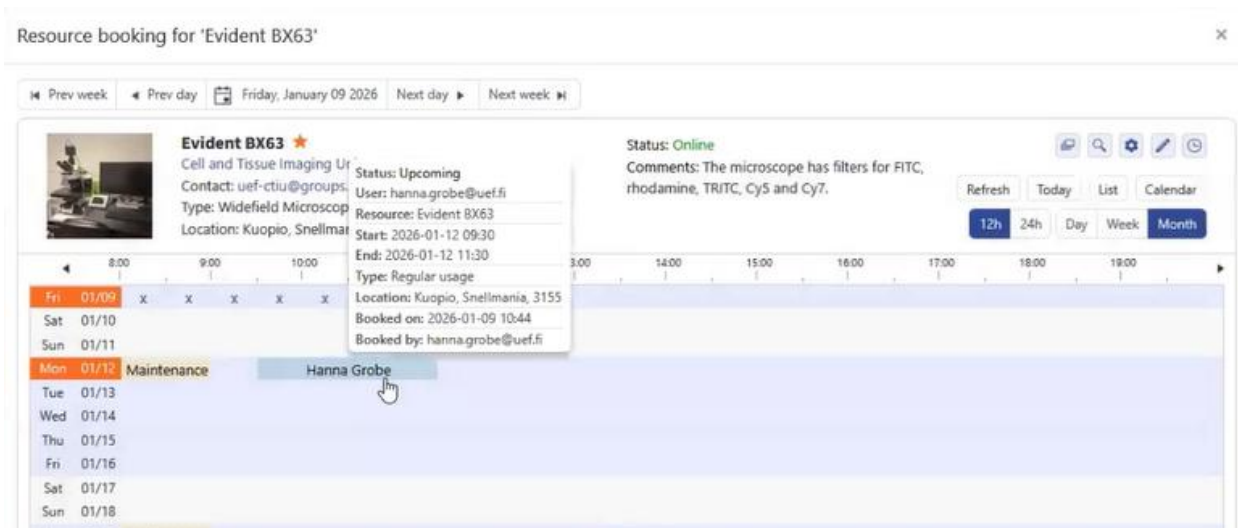


2 Optionally, you can leave a message, otherwise click submit and we will get notified

Of course, you can also send us an email to our general email address with a training request.

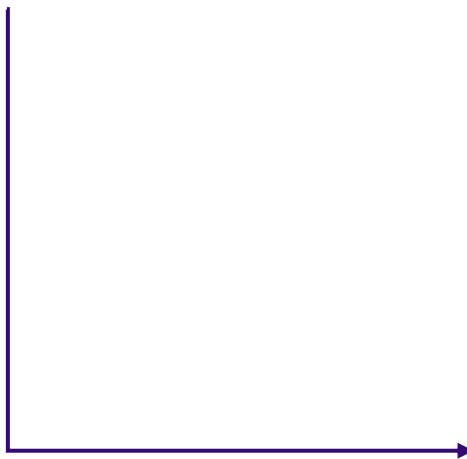


Editing or deleting a booking (only possible for your own bookings)



Hovering the cursor over the booking shows the details of the booking

Clicking on the booking opens the booking menu
(only possible for your own bookings)



Resource booking for Evident BX63

Booking record Trainings (0)

User information

Name: Hanna Grobe (hanna.grobe@uef.fi) [Change user](#)

Organization: University of Eastern Finland

Group: N/A

Booking information

[Add to calendar](#)

Resource: Evident BX63

Title:

Start: 2026.01.12 09:30 End: 2026.01.12 11:30

Comments:

Additional information

Booking type: Regular usage

Updated charge:

[Update](#) [Delete](#)

Hovering the cursor over the booking shows the details of the booking

Clicking on the booking opens the booking menu
(only possible for your own bookings)

Delete booking record

Are you sure you want to delete this booking record?

[Delete](#) [Cancel](#)