

Our quick guide to Using IRIS Open Space

To get started:

Log onto IRIS at <https://www.irisopenspace.co.uk> using your email and password



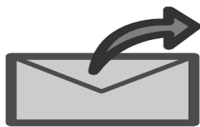
To open a document

From a desk top:	Select the file name to open it.
From tablets and smart phones:	Select the account you want to open. Select (i) to select document and click file name to open it.



To approve a document (once you have opened it),

From a desk top:	Select 'Awaiting Approval' and select "approve"
From tablets and smart phones:	Select (i) and select "approve"



To send us information

From a desk top:	Select "your files", select your name and then select 'upload file'. Select 'browse' and find the file on your computer and open and upload. Once file is uploaded, tick the box next to the file and select "notify" from the tabs above. This tells us you have uploaded information.
From tablets and smart phones:	Select the cloud icon and add your file, which will need to be a photograph. (Some electronic devices also use PDFs). We will automatically be notified you have sent us information.



Frequently asked questions

How do I change my account details?

This is best done from a desktop.

Select "Account" (below your email address)

Select "change password"

What if I have a technical problem with my IRIS Open Space account?

Confirm your Wi-Fi connection is working.

Contact Rostrons during normal office hours and we will help. If needed we can liaise with IRIS Open Space on your behalf.

What if I am unsure of the instructions?

Simply get in touch with us and we will talk you through how to use IRIS Open Space.

How much does IRIS Open Space cost me?

Nothing. We provide IRIS Open Space free of charge to all Rostrons clients.