

## Calira (formerly Clustermarket) – UCD Imaging-Conway Core

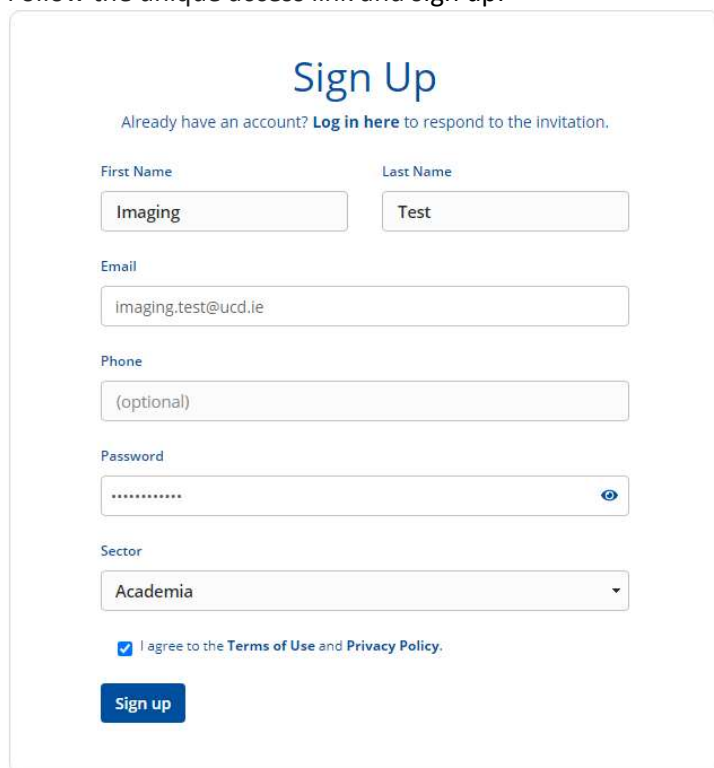
To get an access to our online booking system you need make sure the user access form has been filled in by your PI/budget holder.

<https://docs.google.com/forms/d/e/1FAIpQLSeQ7uskmuVachaOTkFotZcO5NcclgTnMOKfB1Rr4A2KTmug7w/viewform>

Once we have received the form you will be invited to join **Calira**.

### **Sign up:**

Follow the unique access link and sign up:



The image shows a 'Sign Up' form for Calira. At the top, it says 'Sign Up' in a large blue font. Below that, a link says 'Already have an account? Log in here to respond to the invitation.' The form has several input fields: 'First Name' with the value 'Imaging', 'Last Name' with the value 'Test', 'Email' with the value 'imaging.test@ucd.ie', 'Phone' with the placeholder '(optional)', and 'Password' with a masked field '\*\*\*\*\*' and an eye icon to toggle visibility. There is a 'Sector' dropdown menu currently set to 'Academia'. At the bottom, there is a checkbox labeled 'I agree to the Terms of Use and Privacy Policy.' which is checked, and a blue 'Sign up' button.

Note! Your name, email address and phone number will be visible to all UCD Imaging-Conway users. Please use a UCD phone number or leave the field empty.

## **To book:**

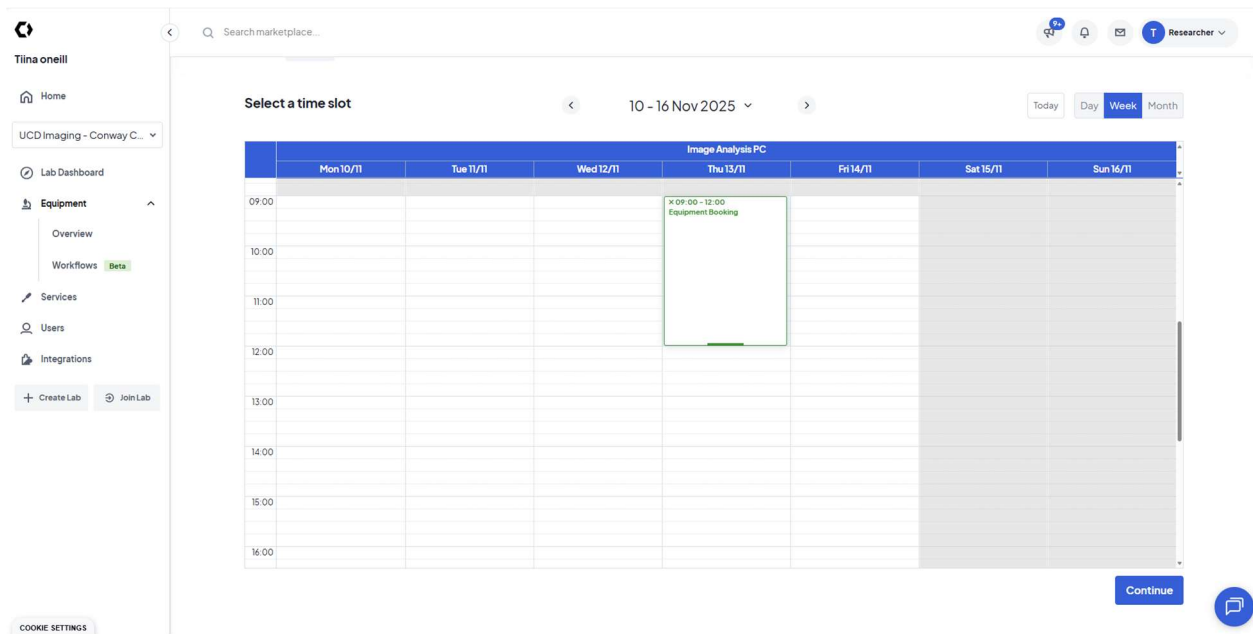
Log into Calira <https://app.clustermarket.com/login>

From the Lab Dashboard you can find all the equipment you can book.

If you are missing any of the microscopes you've been trained on, please contact UCD Imaging-Conway Core staff.

Click the equipment to select. You will see equipment details and booking calendar. You can book by selecting the date and time on calendar, click on the start time and drag down to the desired end time

and click **Continue**.




You can add a note, Optional Add-ons and Project (research account). To finalize the booking click

**Confirm**.

Funding codes are mandatory for booking equipment. If you need to add another project code your PI needs to grant you access before Core staff can add it to your account.

### Edit/cancel:

You can edit/cancel your booking 24h before your booking starts. Go Home, select the booking you want to edit/cancel.

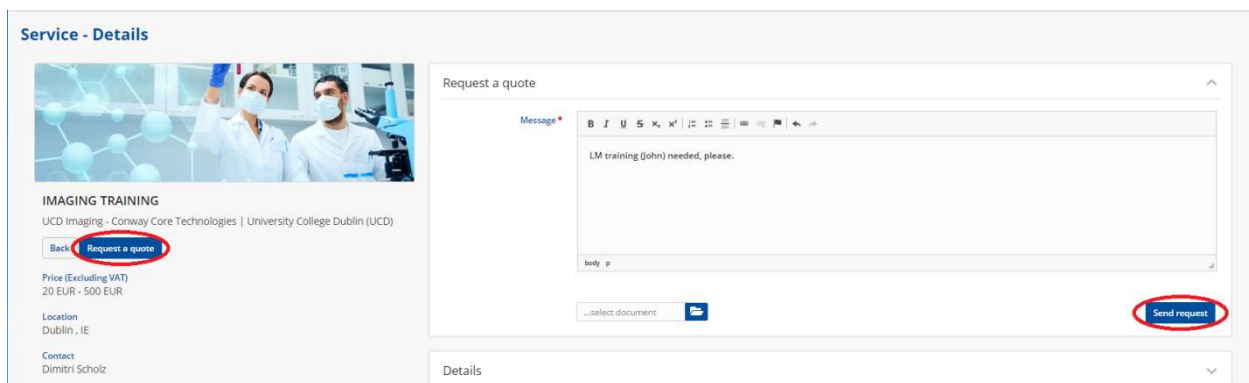
To edit, just select your booking on the calendar and drag the booking slot over to a different time/date and click .

To cancel, just simply click .

### To book services/training:


Go to Services and select the service/training that you need from the list. Then click

, type a message and click .



UCD Imaging-Conway Core staff will send you a quote once the training/service has been done. When you receive this quote go to Home, select Orders from the list below the greeting message,

[Calendar](#) [Bookings](#) [Orders](#) [Projects](#)

go to the details page and confirm the order by clicking  at the bottom of the screen.

You will then be requested to mark the service completed, click .

**If you have any questions, please contact UCD Imaging-Conway Core staff.**

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