

Getting started with Calira

Welcome to Calira! This guide will help you get started quickly by showing you how to find equipment, make bookings, and manage your schedule. Each section includes short tutorial videos to support you, step-by-step.

A **quick guide for end users** on using Calira for equipment visibility and making bookings.

Equipment visibility

The Lab Dashboard Calendar allows you to see all the equipment you have access to in one place.

- 🔹 [Lab dashboard & equipment calendar overview](#)

Equipment bookings

Booking equipment in Calira is quick and flexible. You can create both single and multiple equipment bookings. If permitted by your lab administrator, you may also create recurring bookings, group bookings, and workflow bookings.

- 🔹 [How to book single and multiple equipment](#)
- 🔹 [How to create a recurring booking](#)
- 🔹 [How to create a group booking](#)
- 🔹 [How to create a workflow booking](#)

Equipment Information

Each piece of equipment has a dedicated profile page that displays general information and provides access to related documents such as SOPs and manuals.

- 🔹 [Equipment details page overview](#)

Equipment Search

Calira makes it easy to find the equipment you need. You can search for equipment by name, label, location or more.

- 🔹 [How to search for equipment](#)

Edit and cancel Bookings

If permitted by your lab administrator, you can manage your own bookings by editing or canceling them. You are only able to edit or cancel future bookings, and you may edit bookings that are still pending. You also have the option to end a booking early.

- 🔹 [How to edit and cancel bookings](#)
- 🔹 [How to end a booking early](#)

Home page

The Home page is your personal dashboard in Calira, where you can quickly access relevant information and manage your favorite equipment.

- 🔹 [Home page overview](#)
- 🔹 [How to favorite and unfavorite equipment](#)

Integrations

Calira integrates with your existing tools by allowing you to subscribe to and sync your Calira calendar with an external calendar. All bookings created in Calira automatically appear in your personal calendar.

- 🔹 [How to sync your calendar](#)

