

27 January 2022

View schedules and make web
reservations in TimeEdit



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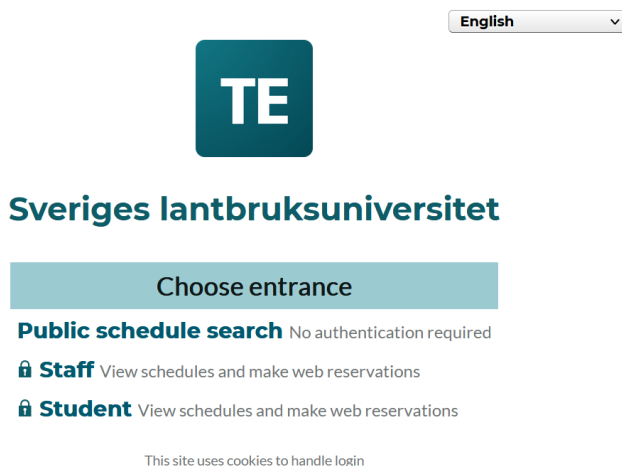
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TimeEdit's web interface – start page

Each university that uses TimeEdit has its own start page in the system's web interface. Go to <https://cloud.timeedit.net/slu/web> in a browser. Start page for SLU is shown (see screenshot below).



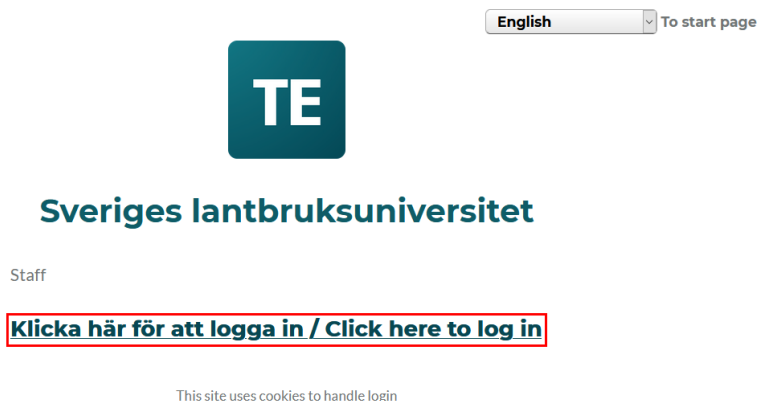
The start page contains a number of entrances. Each entrance can subsequently contain a number of pages that display schedules in different ways, or that handle different types of simple web reservations.

“Staff” - entrance

In order to use the “Staff” entrance you need to log in as this is a locked entrance. All staff at SLU are authorized to log in to the “Staff” entrance which consists of the following two parts:

- **Schedule pages** – View schedules (e.g. course schedule or room schedule)
- **Reservation pages** – Make web reservations (e.g. reserve department-owned rooms and equipment)

Go to the “Staff” entrance by clicking on the link “Staff” on the start page and then click on the link “Klicka här för att logga in / Click here to log in” (see screenshot below).



You will now be redirected to the AD-login page of SLU which you can access by logging in with your SLU account.



Use your AD-account without
AD/ before your username

Username

abcd0001

Password

.....

☐ Don't Remember Login

☐ Clear prior granting of
permission for release of your
information to this service.

Login

[> Forgot your password?](#)

[> Need Help?](#)

When you have accessed the Staff entrance you will be able to choose from a number of pages that view schedules and handle different types of simple web reservations (see screenshot below).

TE Sveriges lantbruksuniversitet

Svenska Account

Sveriges lantbruksuniversitet / Staff

Staff

SCHEDULE PAGES

Schedule

View schedule for course event, room, staff, equipment etc.

RESERVATION PAGES - ROOM

Room reservation - Libraries

Reserve group study rooms in libraries (only for library staff)

Room reservation - Urban and Rural Development

Reserve SOL Ateljén (only for SOL-staff)

Room reservation - Uppsala Sylt hallen

Reserve Uppsala Sylt hallen

RESERVATION PAGES - EQUIPMENT

Equipment reservation for staff

Reserve equipment that belongs to your department

RESERVATION PAGES - TIME

Calendar - PhD defences

Book a time slot for public defence of doctoral thesis or licentiate seminar

[Manual - View schedules and make web reservations in TimeEdit](#)

Search for a schedule

Click on the schedule page "Schedule" (see screenshot above) to search for a schedule.

Here you can search for schedules according to the following instructions:

The screenshot shows the Sveriges lantbruksuniversitet TimeEdit interface. At the top, there's a header with the university name and navigation links. Below it, a breadcrumb trail shows 'Sveriges lantbruksuniversitet / Staff / Schedule'. The main area has a search bar with a dropdown menu set to 'Course event' (arrow 1), a search input field containing 'VM012' (arrow 3), and a 'Search' button. To the right of the search bar is a 'Show filter' button (arrow 2). Below the search bar, there's a 'Result' section displaying a list of search results: VM0120, Scientific approach, HT2021; VM0121, Food safety, VT2021; VM0122, Animal welfare, legislation and epizootiology, HT2021; VM0123, Laboratory Animal Medicine, VT2021; VM0124, Rehabilitation after illness and injury in companion and sports animals, VT2021; VM0125, Veterinary propaedeutics, HT2021; and VM0127, Basic veterinary anatomy, HT2021. An 'Add all' button is at the bottom of the results list (arrow 4). To the right of the results is a 'My criteria' section (arrow 5) which currently shows 'Nothing selected yet.' and a 'Show schedule' button (arrow 6).

1. Here you choose what object type you want to search for, e.g. a course event, a room or a person.
2. Here you select if you want to filter on any category, e.g. department, start semester, building or city/campus.
3. Here you fill in the name of the object that you want to search for (e.g. the name of a specific course event, room or person) and then click on the magnifier icon.
4. The system picks up and presents the available search results that exist depending on your previously selected criteria. You now click on the search result you want to see the schedule for.
5. The selected option will be located under "My criteria" and here you can choose to add even more search criteria by repeating previous step.
6. When you are satisfied with your choices, click on the "Show schedule" - button. The selected schedule is now displayed (see screenshot below for example).

Sveriges lantbruksuniversitet										
Sveriges lantbruksuniversitet / Staff / Schedule										
Today < Sep > Now +12 months Search VM0127, Basic veterinary anatomy, HT2021 Save favorite Subscribe Download Filter Customize										
Time	Course code	Course name	Group	Place	Person	Activity	Title	Comment	Link	Examination
w35 Tue 2021-08-31										
09:15 - 12:00	VM0127	Basic veterinary anatomy		Zoom	Elisabeth Persson Liya Wang Per Ederhamn	Educational information	Info Studievägledning VM0110 och VM0127		Zoom-länk: https://su-se.zoom.us/j/68496367486 Password: 103195	
Wed 2021-09-01										
08:15 - 10:00	VM0127	Basic veterinary anatomy		Zoom	Elisabeth Persson	Educational information	Forts info om VM0127		Zoom-länk: https://su-se.zoom.us/j/68496367486 Password: 103195	
10:15 - 12:00	VM0127	Basic veterinary anatomy		Zoom	Maja Söderlind	Lecture	Instrument, dissektionsrutiner och anatomisk terminologi		Zoom-länk: https://su-se.zoom.us/j/68496367486 Password: 103195	
13:15 - 16:00	VM0127	Basic veterinary anatomy		Zoom	Helena Röcklinsberg	Lecture	Ettiska aspekter på samtal om djur	OBLIGATORISKT	Zoom-länk: https://su-se.zoom.us/j/68496367486 Password: 103195	
Thu 2021-09-02										
08:00 - 09:00	VM0127	Basic veterinary anatomy			Emma Persson-Sjödin	Lecture	Inspelad föreläsning Rörseleapparat och hud	Se film i Canvas.		
09:30 - 10:00	VM0127	Basic veterinary anatomy		Zoom	Emma Persson-Sjödin	Lecture	Rörseleapparat och hud	Se inspelad föreläsning (i Canvas) ca 60 min + frågestund kl 09:30-10:00	Zoom-länk till kl 09:30: https://su-se.zoom.us/j/66879313633 Password: 284858	
10:15 - 12:00	VM0127	Basic veterinary anatomy		Zoom	Britt-Marie Bergquist	Educational information	Introduktion till Ultunabibliotekets resurser		Zoom-länk: https://su-se.zoom.us/j/69084430433 Password: 222333	
13:15 - 16:00	VM0127	Basic veterinary		Zoom	Maja Söderlind	Lecture	Digestionsorganens anatomi		Zoom-länk: https://su-se.zoom.us/j/67967946281 Password: 997304	
<div> Lecture Own studies, Self studies Examination, Examination Educational information Exercise Pre- and post-work </div>										
Link to this page Graphical										

Please note that the page footer contains detailed information about those rooms that are on the reservations included in the schedule.

08:00 - 10:30	VM0127	Basic veterinary anatomy	Särimer	Elisabeth Persson	Examination	exam.timeedit.com
---------------	--------	--------------------------	---------	-------------------	-------------	-------------------

Name	Id, Building, City, Seats
Asis Amfiteater	C-24742141, VHC building 4, Uppsala, 60
Asis Dissektion 1-6	C-2474312742, VHC building 4, Uppsala, 60
Asis Torra 1-6	C-2474310617, VHC building 4, Uppsala, 60
Assembly hall Uppsala (videoconference)	C-185119, The Teaching Building, Uppsala, 250

Name	Id, Building, City, Seats
Exam hall 1	C-185202.1, The Teaching Building, Uppsala, 70
Exam hall 2	C-185202.2, The Teaching Building, Uppsala, 90
Lecture hall L (videoconference)	C-185104, The Teaching Building, Uppsala, 60
Lecture hall N	C-185111, The Teaching Building, Uppsala, 40
Lecture hall O1	C-185112.1, The Teaching Building, Uppsala, 20
Lecture hall O2	C-185112.2, The Teaching Building, Uppsala, 15
Särimer	C-24752136, VHC building 5, Uppsala, 50

<div> Lecture Own studies, Self studies Examination, Examination Educational information Exercise Pre- and post-work </div>	Link to this page Graphical
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You can change the time frame for your schedule search by choosing an optional date. You can also go back to the search page by clicking on the “Search” – icon.

TE Sveriges lantbruksuniversitet

Sveriges lantbruksuniversitet / Staff / Schedule

Today < Sep > **Now +12 months** 🔍 Search VM0127, Basic veterinary anatomy, HT2021

	Time	Course code	Course name	Group	Place	Person
w35	Tue 2021-08-31					

Edit a schedule

Change of the information in the schedule columns “Time”, “Course code”, “Course name”, “Group”, “Place (room)”, “Equipment”, “Request comment”, “Number of students” and “Examination” must be done by the booking administrators. You contact them and specify which changes in the schedule you would like to make.

You can change the information in the other schedule columns on your own. Click on an optional row in the schedule and then click on the button “Edit” (see screenshot below).

Thursday
2
Sep 2021
w35

13:15 - 16:00 CET
Course code VM0127
Course name Basic veterinary anatomy
Group
Location Zoom
Person Maja Söderlind
Activity Lecture
Title Digestionsorganens anatomi
Link Zoom-länk: slu-se.zoom.us Passcode: 997304
[Show more](#)

Edit

Some of the editable fields are text fields while others are object fields (see screenshot below).

The text fields are:

- **Location** – Can be used to specify a location other than room (e.g. “Alnarp Park” or “Zoom”). The information is displayed under the column “Place” in the schedule. The field has the maximum number of characters that are 128.
- **External teacher** – Can be used to enter the name of person(s) who do not belong to SLU staff (e.g. guest lecturer from another university). The information is displayed under the column “Person” in the schedule. The field has the maximum number of characters that are 128.

- **Title** – Can be used to give a brief description of the schedule booking, e.g. the theme of the lecture. The information is displayed under the column “Title” in the schedule. The field has the maximum number of characters that are 128.
- **Comment** – Can be used to give a longer description of the schedule booking. The information is displayed under the column “Comment” in the schedule. The field has the maximum number of characters that are 500.
- **Link** - Can be used to add links that appear in the schedule, e.g. Zoom – links. The field has the maximum number of characters that are 150.

You enter the correct information in those text fields and then press “Done” – button (see screenshot below).

The screenshot shows a booking form for Thursday, September 2, 2021, from 13:15 to 16:00 CET. The form is divided into several sections. Red boxes and arrows highlight specific fields:

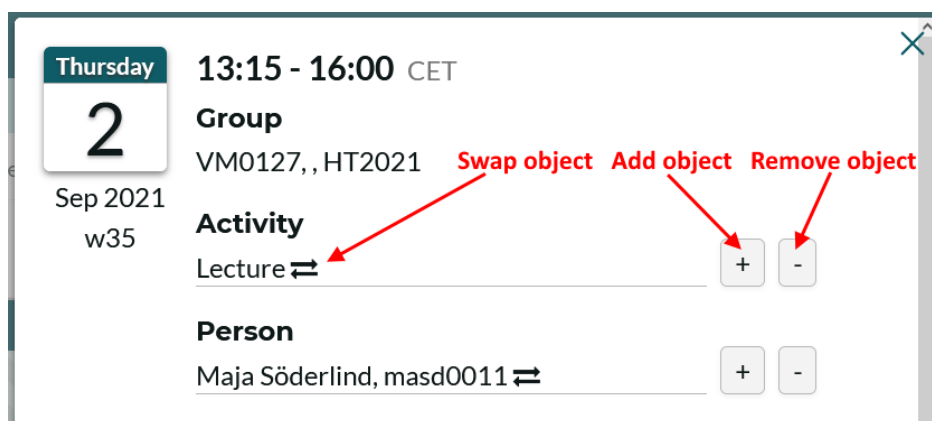
- Object field:** Points to the 'Activity' and 'Person' fields. The 'Activity' field contains 'Lecture' and the 'Person' field contains 'Maja Söderlind, masd0011'.
- Text field:** Points to the 'Location' (containing 'Zoom'), 'External teacher', 'Title' (containing 'Digestionsorganens a'), 'Comment', and 'Link' (containing 'Zoom-länk: https://slu') fields.

Other fields visible include 'Room', 'Equipment', 'Service', 'Module', 'Account', 'Project', 'Free field', 'Request comment', 'Number of students', 'Examination', 'Main supervisor', 'Responsible department', 'Public defence or lic.seminar?', and a 'Show more' link. A 'Done' button is located at the bottom right.

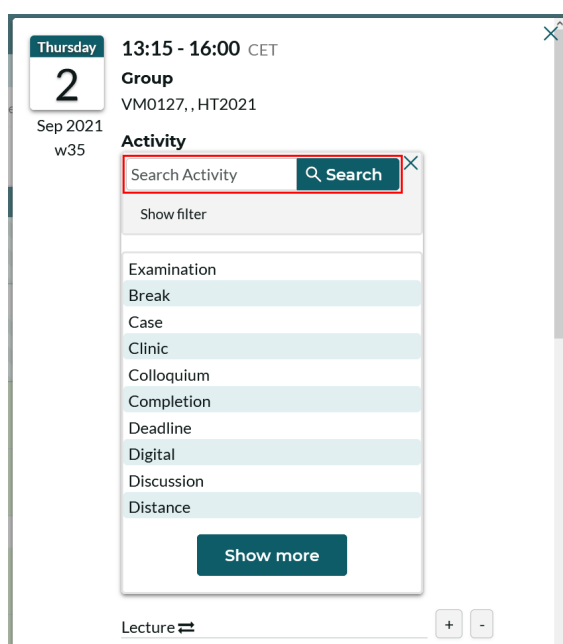
The object fields are:

- **Activity** – Course activity(s), e.g. “Lecture”. The information is displayed under the column “Activity” in the schedule.
- **Person** – Person(s), e.g. teachers. The information is displayed under the column “Person” in the schedule. In addition to all SLU staff, you can also choose one of the following abstract objects: “External resource”, “Guest lecturer”, “Guest teacher”, “Support resource” and “Student supervisor”.

To change one of the object fields, click on one of the following three symbols: “Swap object”, “Add object” and “Remove object” (see screenshot below).

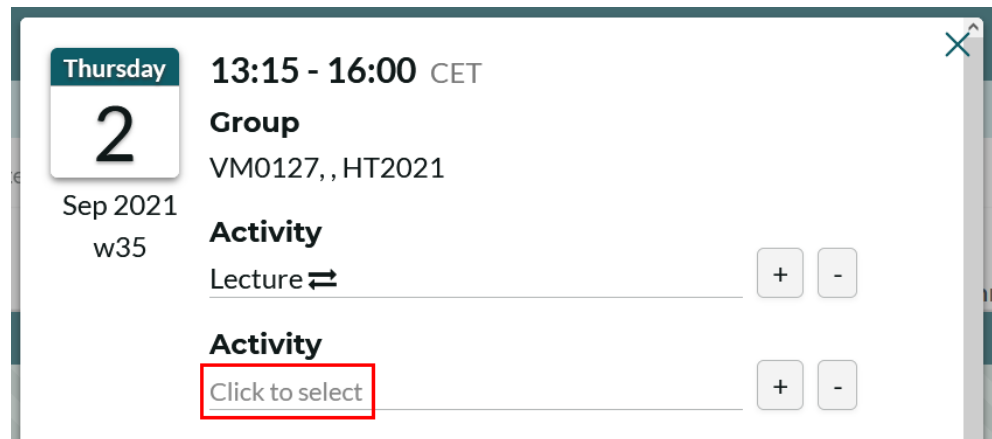


- **Swap object** – A box where you can search for the new object is displayed (see screenshot below). You click on the new object in the list to select it. The previous object is replaced with the new one.



Please note that when swapping objects of the type “Person”, the object list only shows available persons, i.e. if a certain person is already on another booking on the same date and time, that person will not appear in the object list.

- **Add object** – A new object line is added (see screenshot below).



Thursday 13:15 - 16:00 CET

2 Sep 2021 w35

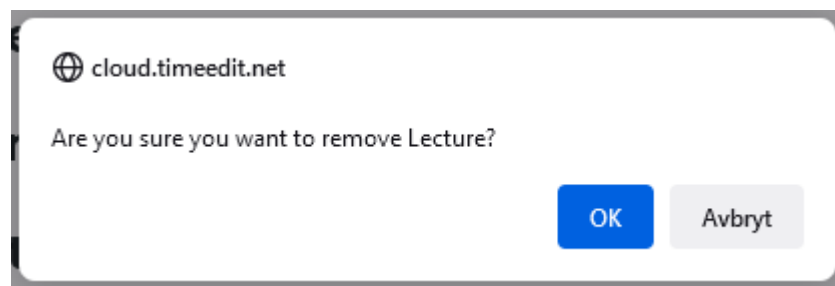
Group VM0127,, HT2021

Activity Lecture ⇄

Activity Click to select + -

You click on the link “Click to select” and then the same box for selecting object is displayed as in the case of the “Swap object” – option. The difference here is that when you have selected an object in the list, that object is placed on the new object line, i.e. the previous object remains on the booking.

- **Remove object** – A pop-up box asking you to confirm the removal of object is displayed (see screenshot below).



cloud.timeedit.net

Are you sure you want to remove Lecture?

OK Avbryt

Click the “OK” button to remove the object from the booking. Please note that there must always be at least one object of the type “Activity” on the booking, which means that if you try to remove the last/only activity object on the booking, the system will not allow it. An error message is then displayed in the upper right corner of the change box (see screenshot below).

13:15 - 16:00 CET
Group
VM0127,, HT2021
Activity
Lecture

+
-

Unable to create reservation. Activity is mandatory but is missing

When you have done the changes in the text and object fields, they are displayed immediately in the schedule, both in the staff and student interface. Those bookings that have been changed are also indicated with a red dot (see screenshot below). The indication is removed after 12 hours.

Thu 2021-09-02						
08:00 - 09:00	VM0127	Basic veterinary anatomy		Emma Persson-Sjodin	Lecture	Inspelad föreläsning Rörelseapparat och hud
09:30 - 10:00	VM0127	Basic veterinary anatomy	Zoom	Emma Persson-Sjodin	Lecture	Rörelseapparat och hud
10:15 - 12:00	VM0127	Basic veterinary anatomy	Zoom	Britt Marie Bergquist	Educational information	Introduktion till Ultunabibliotekets resurser
13:15 - 16:00	VM0127	Basic veterinary anatomy	Zoom	Maja Söderlind	Lecture	Digestionsorganens anatomi

Customize a schedule

In TimeEdit's web interface there are a variety of possibilities to customize a schedule. Here are the most common:

Change schedule format (text schedule ↔ graphical schedule)

At the lower right part of the page there is a button that can be used to switch between the graphical and the text format of a schedule.

Switch from text schedule to graphical schedule:

Sveriges lantbruksuniversitet
Svenska Account

Sveriges lantbruksuniversitet / Staff / Schedule

Today < Sep > Now +12 months Search VM0127, Basic veterinary anatomy, HT2021 Save favorite Subscribe Download Filter Customize

Time	Course code	Course name	Group	Place	Person	Activity	Title	Comment	Link	Examination
w35 Tue 2021-08-31										
09:15 - 12:00	VM0127	Basic veterinary anatomy		Zoom	Elisabeth Persson, Ulya Wang, Per Ednerhamm	Educational information	Info Studievägledning VM0110 och VM0127		Zoom-link: https://su-se.zoom.us/j/68196367488?Passcode:103195	
Wed 2021-09-01										
08:15 - 10:00	VM0127	Basic veterinary anatomy		Zoom	Elisabeth Persson	Educational information	Forts info om VM0127		Zoom-link: https://su-se.zoom.us/j/68196367488?Passcode:103195	
10:15 - 12:00	VM0127	Basic veterinary anatomy		Zoom	Maja Söderlind	Lecture	Instrument, dissectionsutövar och anatomisk terminologi		Zoom-link: https://su-se.zoom.us/j/68196367488?Passcode:103195	
13:15 - 16:00	VM0127	Basic veterinary anatomy		Zoom	Helena Röcklinsberg	Lecture	Ettiska aspekter på samtal om djur	ORLUGATORSKT	Zoom-link: https://su-se.zoom.us/j/68496307488?Passcode:103195	
Thu 2021-09-02										
08:00 - 09:00	VM0127	Basic veterinary anatomy			Emma Persson-Sjodin	Lecture	Inspelad föreläsning Rörelseapparat och hud	Se film i Canvas.		
09:30 - 10:00	VM0127	Basic veterinary anatomy		Zoom	Emma Persson-Sjodin	Lecture	Rörelseapparat och hud	Se Inspelad föreläsning i Canvas ca 40 min - Filglästid 11:09:30-12:00	Zoom-link: https://su-se.zoom.us/j/68196367488?Passcode:284858	
10:15 - 12:00	VM0127	Basic veterinary anatomy		Zoom	Britt Marie Bergquist	Educational information	Introduktion till Ultunabibliotekets resurser		Zoom-link: https://su-se.zoom.us/j/69084443043?passcode:720253	
13:15 - 16:00	VM0127	Basic veterinary		Zoom	Maja Söderlind	Lecture	Digestionsorganens anatomi		Zoom-link: https://su-se.zoom.us/j/67967946281?Passcode:997304	

Lecture Own studies, Self studies Examination, Examination Educational information Exercise Pre- and post-work

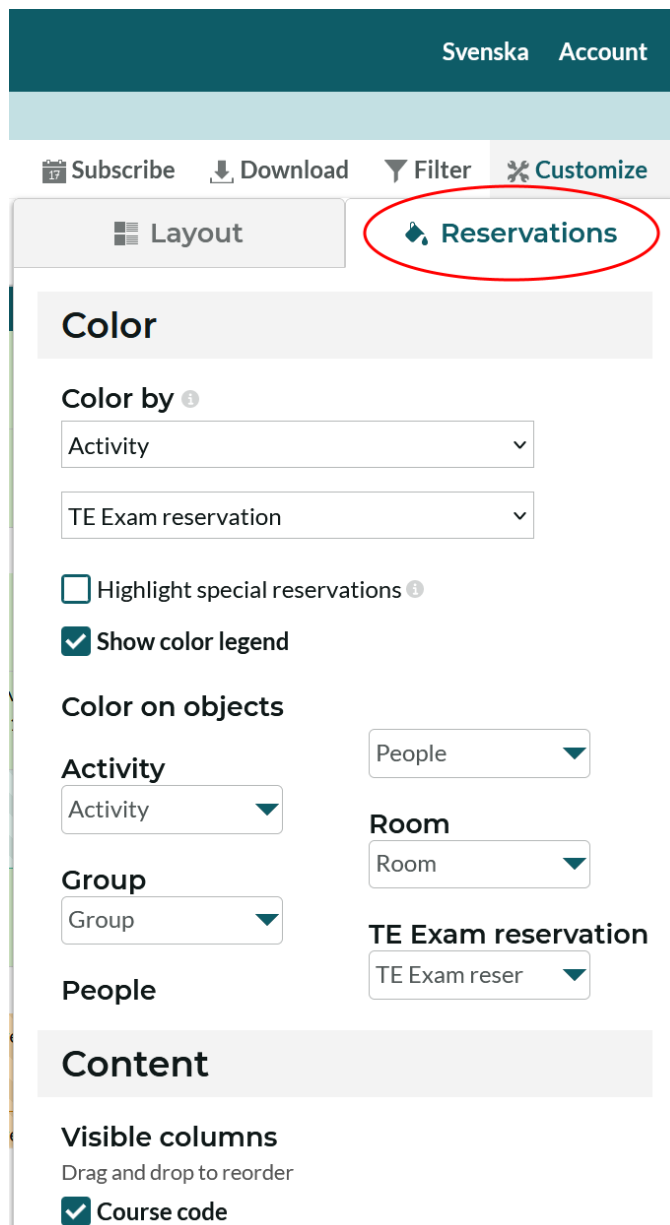
Link to this page Graphical

Here you can e.g. choose to change sorting and grouping in the schedule. Time frame and time format in the schedule can also be changed here as well as schedule format (graphical schedule or text schedule).

Submenu “Reservations”

Under the submenu “Reservations” you can set how you want the colors to be displayed in the schedule. For example, you can choose to color according to the different objects displayed in the schedule (e.g. room, activity or staff). By default, the schedule is colored according to “Activity” and each activity has a predetermined color, e.g. “Lecture” is green, “Seminar” is blue and so on.

Here you can select which columns are to be visible and also in which order they are shown in the schedule.



The screenshot shows the 'Reservations' submenu in the TimeEdit interface. The 'Reservations' tab is highlighted with a red circle. The 'Color' section includes a 'Color by' dropdown set to 'Activity', a 'TE Exam reservation' dropdown, a checkbox for 'Highlight special reservations' (unchecked), and a checked checkbox for 'Show color legend'. The 'Color on objects' section has three columns of dropdowns: 'Activity' (set to 'Activity'), 'Room' (set to 'Room'), and 'TE Exam reservation' (set to 'TE Exam reser'). The 'Content' section includes a 'Visible columns' section with a 'Drag and drop to reorder' instruction and a checked checkbox for 'Course code'.

Svenska Account

Subscribe Download Filter Customize

Layout Reservations

Color

Color by ⓘ

Activity ▼

TE Exam reservation ▼

☐ Highlight special reservations ⓘ

☒ Show color legend

Color on objects

Activity

Activity ▼

Room

Room ▼

TE Exam reservation

TE Exam reser ▼

Content

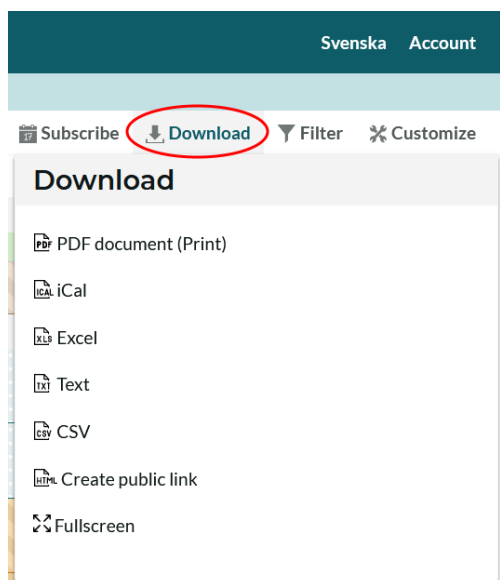
Visible columns

Drag and drop to reorder

☒ Course code

Download a schedule

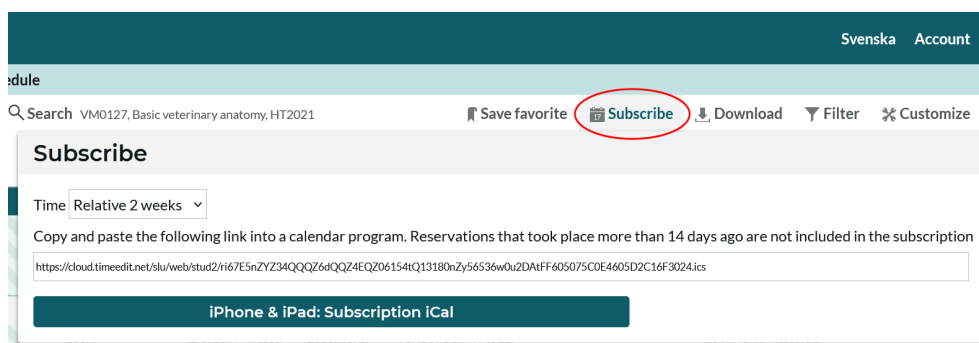
Under the menu "Download" (in the upper right corner of the page) you can choose to download your schedule. For example, you can download your schedule to PDF-, Excel- or Text format. Please note that if the schedule changes, a new download must be made to the desired format to get the changes.



Subscribe to a schedule

You can subscribe to a schedule and view it on your device (e.g. your phone) or application (e.g. Outlook or Google Calendar).

You click on the "Subscribe" – icon and follow the instructions that appear in the box that is shown.



You can choose whether you want to subscribe relative 2 weeks, relative 4 weeks or relative the entire date range that is displayed on the page.

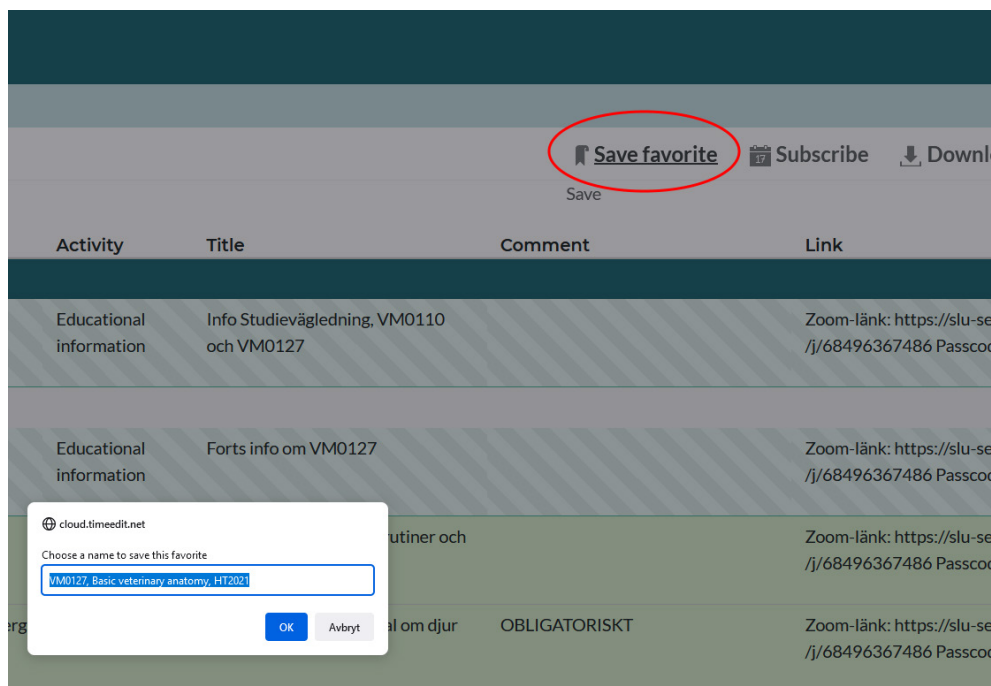
When you subscribe to a schedule in TimeEdit the so-called iCal format is used. This format does not determine how often the schedule is updated. Instead, it is the device or application that receives the subscription that determines this.

Some applications and devices allow you to set how often the subscription is updated while others use a fixed range.

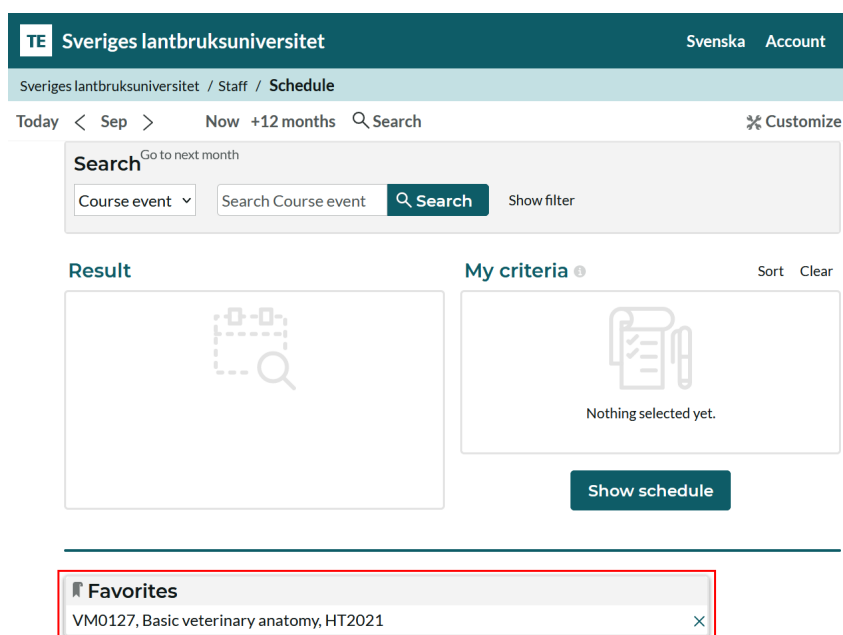
Save a schedule as favorite

You can save a schedule as favorite, which means that you do not have to search for it again every time you log in to the TimeEdit's web interface.

You click on the icon "Save favorite", enter the name of the favorite in the box that appears and then click on the "OK" button.



The saved favorite is displayed on the search page.



Make web reservations

The screenshot shows the SLU Staff portal interface. At the top, there's a header with the SLU logo and navigation links. Below the header, the 'Staff' section is active. The main content area is divided into three columns:

- SCHEDULE PAGES:** Contains a 'Schedule' link with the description 'View schedule for course event, room, staff, equipment etc.'
- RESERVATION PAGES - ROOM:** Contains three links:
 - Room reservation - Libraries:** Reserve group study rooms in libraries (only for library staff)
 - Room reservation - Urban and Rural Development:** Reserve SOL Ateljén (only for SOL-staff)
 - Room reservation - Uppsala Syltiahallen:** Reserve Uppsala Syltiahallen
- RESERVATION PAGES - EQUIPMENT:** Contains a link: **Equipment reservation for staff:** Reserve equipment that belongs to your department
- RESERVATION PAGES - TIME:** Contains a link: **Calendar - PhD defences:** Book a time slot for public defence of doctoral thesis or licentiate seminar

Red boxes in the original image highlight the 'RESERVATION PAGES - ROOM' and 'RESERVATION PAGES - EQUIPMENT' sections together, and the 'RESERVATION PAGES - TIME' section separately.

[Manual - View schedules and make web reservations in TimeEdit](#)

The Staff – entrance contains a couple of pages that can be used to make simple web reservations.

Just as an entrance can be locked, a reservation page can also be locked, which means that only certain user groups have access to the content on the page. So is e.g. the case of reservation pages for department-owned rooms or equipment (e.g. SOL Ateljé). Only those users who are in the correct authorization group in SLU's identity and information system (Idis) can reserve the objects available on these pages. The group study rooms on a certain campus can e.g. only be reserved by those students that are studying on that particular campus or in some cases even by the library staff.

Some other reservation pages are open, which means that everyone who logs in to the entrance can also reserve the objects available on the reservation page. Web reservations on page "Calendar – PhD defences" can e.g. be made by any staff at SLU that have an active/valid AD-account.

The following example shows how a library staff – user can reserve one of the group study rooms in the Uppsala Library. The same principle also applies for the other reservation pages, both on the Staff – entrance but also on the Student – entrance.

Room reservation - Libraries

Reservation rules:

- * Group study rooms can be reserved between 06:00 and 23:00 each day.
- * Reservations can only be made in one-hour-time frames e.g. 08:00-09:00 and 14:00-15:00.
- * There is no limit on how many reservations you can have.
- * Reservations can be made 365 days ahead.
- * When you make a reservation you have to write something in the field "Title".
- * At each reservation, the booker's name is displayed.

ROOM

Q

CAMPUS

Alnarp Skara **Uttuna** Umeå

SHOW ONLY FREE RESOURCES

:

-

:

< 7 - 13 December >

Week Day

w50	Monday 7/12	Tuesday 8/12	Wednesday 9/12	Thursday 10/12	Friday 11/12	Saturday 12/12	Sunday 13/12
Group study room Sally C-190112, Uttuna, Uttunabiblioteket, Seats 8							
Group study room Study Lab C-190114, Uttuna, Uttunabiblioteket, Seats 10							
Group study room Grönan C-190118, Uttuna, Uttunabiblioteket, Seats 6							
Group study room Rudbeck C-190295B, Uttuna, Uttunabiblioteket, Seats 6							
Group study room Juhlin-Dannfelt C-190295C, Uttuna, Uttunabiblioteket, Seats 6							
Group study room Von Post C-190295D, Uttuna, Uttunabiblioteket, Seats 6							
Group study room Brauner C-190295E, Uttuna, Uttunabiblioteket, Seats 6							

Reservation rules are shown in the upper middle part of each reservation page (see screenshot above).

You choose the specific group study room you want to reserve by clicking on the column that belongs to that room and on the day you want to do your reservation.

You will now get a pop-up window where you set the start and end time for your reservation and enter a Title-text (mandatory). You can see it in the example below.

ROOM

Q

CAMPUS

Alnarp Skara **Uttuna** Umeå

SHOW ONLY FREE RESOURCES

:

-

:

< Tue 8 December 2020 >

Week Day

w50	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Group study room Sally C-190112, Uttuna, Uttunabiblioteket, Seats 8																	
Group study room Study Lab C-190114, Uttuna, Uttunabiblioteket, Seats 10																	
Group study room Grönan C-190118, Uttuna, Uttunabiblioteket, Seats 6																	
Group study room Rudbeck C-190295B, Uttuna, Uttunabiblioteket, Seats 6																	
Group study room Juhlin-Dannfelt C-190295C, Uttuna, Uttunabiblioteket, Seats 6																	
Group study room Von Post C-190295D, Uttuna, Uttunabiblioteket, Seats 6																	
Group study room Brauner C-190295E, Uttuna, Uttunabiblioteket, Seats 6																	
Group study room Arrhenius C-190295F, Uttuna, Uttunabiblioteket, Seats 6																	

08:00 - 09:00

Tue 8 December 2020

Begin

08:00

End

09:00

Room

Group study room Rudbeck, C-190295B, Uttuna, Ult...

Activity

Web booking

Title*

Mandatory.

Reserve

Then you click the "Reserve" button.

Now you will see a confirmation window for your reservation. If you want to send the reservation by email click the "Send confirmation" button and type in your email address.

17/18

Your reservation is now confirmed and in the system.

Tuesday

8

Dec 2020

w50

08:00 - 09:00

Room Group study room Rudbeck

Created by Oliver Milivojevic

Title Group work

[Show more](#)

Send confirmation

Make more reservations

Your reservations are shown both in the calendar and in the table “My reservations” (see screenshot below).

<

Tue 8 December 2020

>

Week

Day

	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Group study room Sally																	
Group study room Study Lab																	
Group study room Grönan																	
Group study room Rudbeck																	
Group study room Juhlin-Dannfelt																	
Group study room Von Post																	
Group study room Brauner																	
Group study room Arrhenius																	

My reservations

Time	Room	Created by
2020-12-08 14:00 - 15:00	Group study room Rudbeck	Oliver Milivojevic
2020-12-08 13:00 - 14:00	Group study room Rudbeck	Oliver Milivojevic
2020-12-08 11:00 - 12:00	Group study room Grönan	Oliver Milivojevic
2020-12-08 10:00 - 11:00	Group study room Grönan	Oliver Milivojevic
2020-12-08 08:00 - 09:00	Group study room Rudbeck	Oliver Milivojevic

Show more

You can edit or cancel your reservation by just clicking on it and pressing “Edit / Cancel reservation” - button. You will then see a window where you can change the time or cancel reservation.

Tuesday

8

Dec 2020

w50

2020-12-08

Begin End

08:00 09:00

Room Group study room Rudbeck

Created by Oliver Milivojevic

Title Grupparbete

[Show more](#)

Cancel reservation

Done