

TE Preferences for requesters



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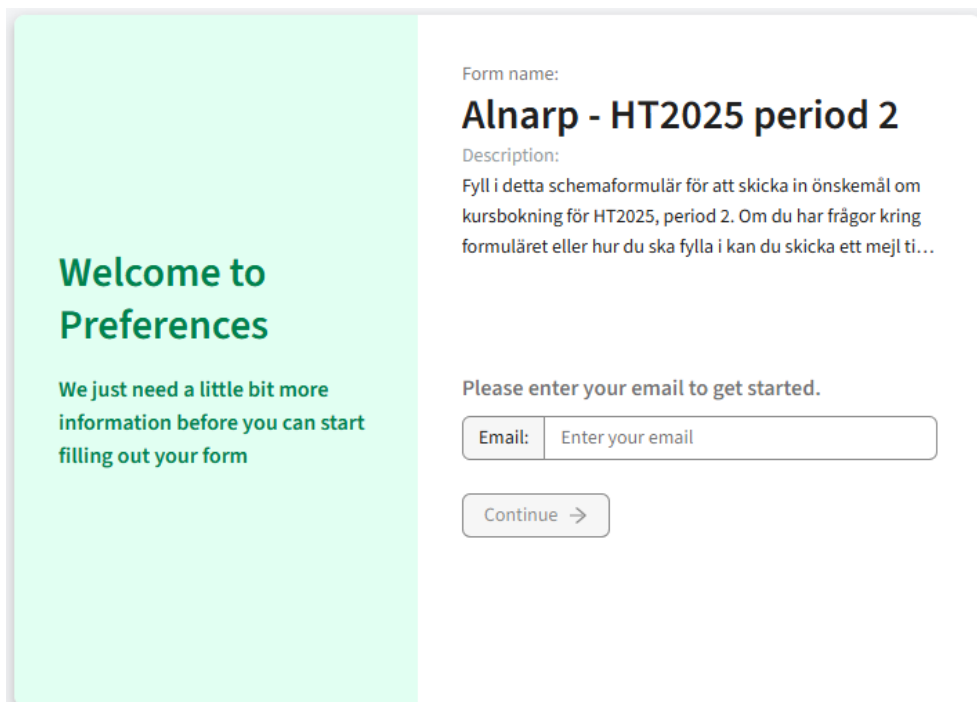
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TE Preferences is TimeEdit's tool for collecting schedule data. This guide is aimed at you who are the requesters.

Log in to TE Preferences

To be able to start filling in a TE Preferences form, you need to access the unique form link. For example, the links to the schedule forms are presented on the SLU employee website on the following page: <https://internt.slu.se/en/support-services/basic-services/buildings-and-rooms/booking-rooms/course-bookings/>.

When you click on the link, you will see a box where you fill in your email address and then click on the button "Next".



The screenshot shows a login interface for 'TE Preferences'. On the left, a green sidebar contains the text 'Welcome to Preferences' and 'We just need a little bit more information before you can start filling out your form'. The main white area displays the form name 'Alnarp - HT2025 period 2' and a description in Swedish. Below this, it prompts the user to enter their email with the text 'Please enter your email to get started.' There is an input field with the placeholder 'Enter your email' and a 'Continue' button with a right arrow.

Form name:
Alnarp - HT2025 period 2

Description:
Fyll i detta schemaformulär för att skicka in önskemål om kursbokning för HT2025, period 2. Om du har frågor kring formuläret eller hur du ska fylla i kan du skicka ett mejl ti...

We just need a little bit more information before you can start filling out your form

Please enter your email to get started.

Email:

Continue →

Depending on whether this is the first time you log in to TE Preferences or if you have been in the system before, one of the following happens:

If this is the first time you are logging in to TE Preferences, you will see a box where you fill in your first and last name and then click on the button "Start filling out the form!".

Welcome to Preferences

We just need a little bit more information before you can start filling out your form

Form name:

Alnarp - HT2025 period 2

Description:

Fyll i detta schemaformulär för att skicka in önskemål om kursbokning för HT2025, period 2. Om du har frågor kring formuläret eller hur du ska fylla i kan du skicka ett mejl ti...

Almost there!

Enter your name to get started

First name:

Last name:

[Start filling out the form! →](#)

A box will now appear where your unique pin code is pre-filled, and you only need to click on the button “Continue” to proceed and start filling in the form.

Welcome to Preferences

We just need a little bit more information before you can start filling out your form

Form name:

Alnarp - HT2025 period 2

Description:

Fyll i detta schemaformulär för att skicka in önskemål om kursbokning för HT2025, period 2. Om du har frågor kring formuläret eller hur du ska fylla i kan du skicka ett mejl ti...

Here is your pin code to TE Preferences

Welcome to TE preferences! We have generated a pin code for you which will be used as a password when you log in to TE Preferences in the future.

Pin code:

[Continue →](#)

Please note that you will also receive an email with the subject line **"Welcome to TE Preferences"**. If you do not receive the e-mail in your Inbox, also look in the Trash. This email contains your unique pin code that you need to enter when filling out future TE Preferences – forms.

Hi **Olle Olsson**,

Welcome to TE Preferences!

You are receiving this email because you just started to fill out your very first form. To view all of your forms, please click on the button below.

[View my forms](#)

Your pin code to TE Preferences is: m2idJr1ZG

Best Regards,
TE Preferences

If you're having trouble clicking the button above, copy and paste the URL below into your web browser

<https://preferences.timeedit.com/organizations/5d10fe5b7bdff60020346eff/recipients/5fd9e2c5b78e5d00200f3bc5?pinCode=m2idJr1ZG>

Please do not reply directly to this e-mail. This e-mail was sent from a notification-only address that cannot accept incoming e-mail. If you have questions or need help, please contact your system administrator.

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However, if you have been to TE Preferences before, you need to enter your unique pin code before you can proceed and start filling in the form. Please note that if you don't find the e-mail with your unique pin code, you can always click on the link "Resend pin code". A new e-mail will be sent to you with your unique pin code.

Form name:
Alnarp - HT2025 period 2

Description:
Fyll i detta schemaformulär för att skicka in önskemål om kursbokning för HT2025, period 2. Om du har frågor kring formuläret eller hur du ska fylla i kan du skicka ett mejl ti...

Please enter your pin code to get started.

Pin code:

A Preferences pin code is a string of chars and numbers which looks like 'aAaaa0AaAA'. It got automatically generated when you first started using Preferences and sent to you via email. It is not changeable and hopefully not equal to any other passwords/pin codes you are using.

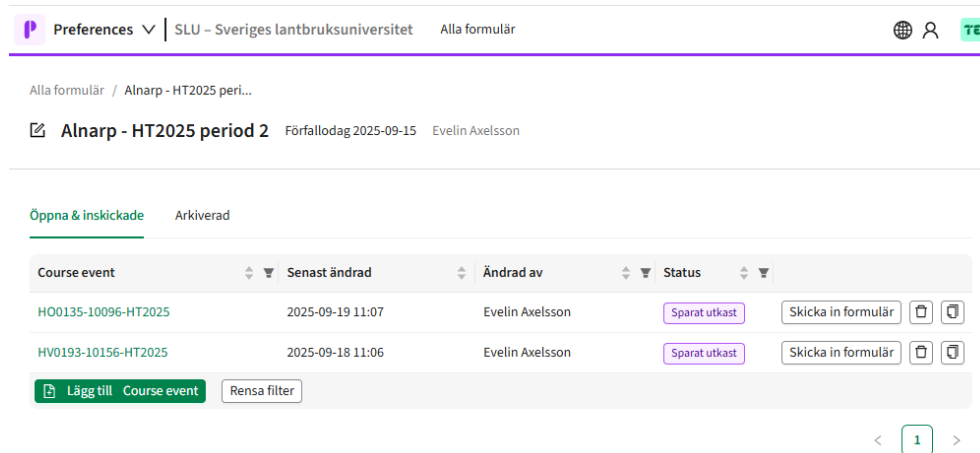
[Continue ->](#)

[Forgot your pin code?](#)
[Resend pin code](#)

If you haven't opened the current form before, you will log in to the system and the current form will be shown. You will also receive an e-mail with the

subject line **“View all of your forms in TE Preferences”**. In the e-mail, there is a button with the text “View all forms” that takes you to the overview page “My forms” where you can get an overview of all your TE Preferences – forms.

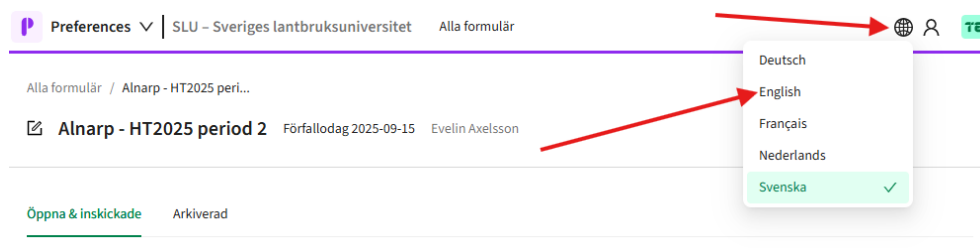
On the other hand, if you have opened (and perhaps saved or even submitted) the current form earlier, you will automatically be sent to the overview page “My forms”.



In this way, the system prevents you from inadvertently creating a new instance of a form.

Choosing language

First time you login to TE Preferences it will be in the same language as your browser. This instruction is based on English settings. You can change language from the “globe” in the upper right corner.



TE Preferences will then remember your choice and keep it until you choose something else.

Fill in a form

The first step in filling out a form may look different depending on the form type. For example, in a course schedule form the first step consists of a start page. The page contains comprehensive information about the current schedule form and shows the status of the form instance (green boxes).

Preferences | SLU – Sveriges lantbruksuniversitet | Alla formulär

Alla formulär / Uppsala-VT2026 /

Öppnat

Start > Alla aktiviteter > Granska > Skicka in

Förfallodag	Period
2025-11-15	2026-01-19 - 2026-08-30

Uppsala -VT2026

Kursbokning VT2026 och sommarperioden. Fyll i och skicka in dina kursönskemål i detta gränssnitt före deadline den 15 november.

*Välj kurs i "Course event", tryck enter och klicka "Spara".

*Vill du inte boka ett upprepande veckoschema, välj "individual Weeks" i nästa steg ("Next" eller "all activities").

*"Ingen lokal behövs" betyder att ingen lokal bokas om inget annat anges.

*Vid samläsning ska endast en av kurserna skicka in underlaget och skriva info om samläsade kurskod i "information till bokarna" Vid samläsning.

Tryck spara under tiden du registrerar din önskemål i formuläret!

Course Booking VT2026 and summer period. Fill in and submit your course preferences in this interface before the deadline on November 15.

*Pick your course in "Course event", press enter, and click "Save".

*If you don't want to book the same schedule every week, choose "individual Weeks" in the next step ("Next" or "all activities").

*"No room needed" means no room will be booked unless stated otherwise.

*For joint courses, only one course should send the booking and write the joint course code in "information to bookers".

Remember to click save while you're entering your preferences in the form.

NOTE! "ingen lokal behövs" in the local field means that the booking does not reserve any classroom unless otherwise specified in the field "information till bokarna"

Course event

[Välj Course event] v

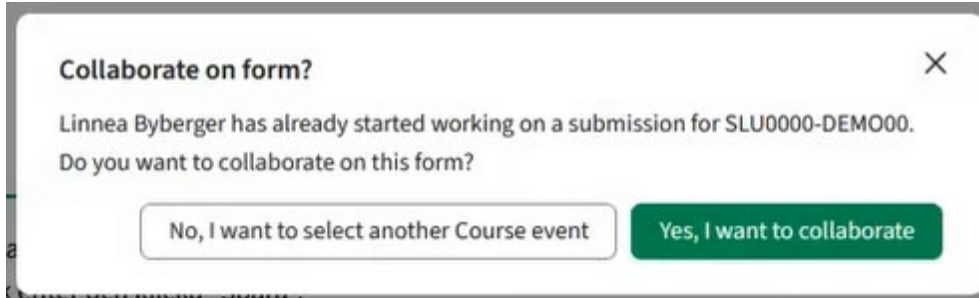
Spara Nästa >

This is where you must select the desired course event. An object list with associated search box is displayed. The list of current course event objects is retrieved from Ladok, which means that the course event must be entered there for it to be displayed in the list. Type in the course code or the course name to narrow down the list. Pick your event by stepping with the arrow keys and choose using the Enter key on your keyboard. In the bottom of the page is a "Save" button (pink box). **Always save before continuing.**

Fill in individually or collaborate with others

Please note that each completed schedule preferences form is valid for a specific course event. If you need to submit schedule preferences for several course events, start a completely new instance of the schedule preferences form for each individual course event.

If you choose a course event that no one else has chosen before, you will automatically be so-called owner of the order object. On the other hand, if you choose a course event that someone else has already chosen, you will be asked a question as shown below.



Collaborate on form? ✕

Linnea Byberger has already started working on a submission for SLU0000-DEMO00.

Do you want to collaborate on this form?

Here you choose whether you want to fill in the form individually or together with the other requester. In this way, you can choose to collaborate with one or more colleagues to fill in the form.

If you select the option “Yes, I want to collaborate”, an extra tab is added to the menu on the top, “Submitters”. There you can see who is collaborating to fill out this submission for the specific course event.



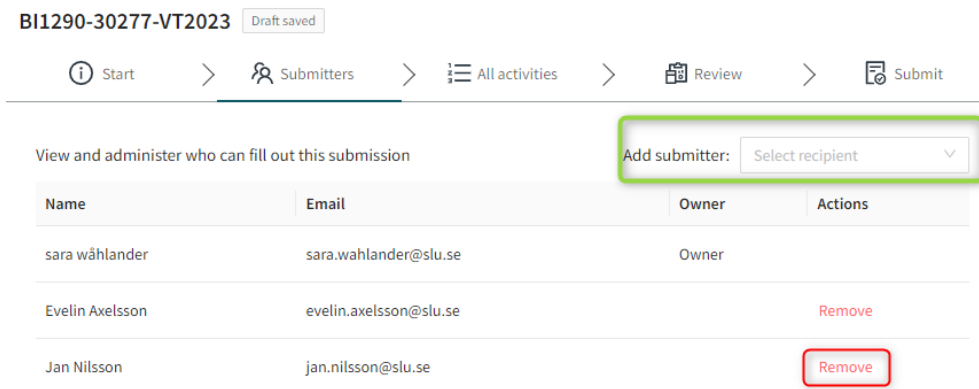
Draft saved

Start > Submitters > All activities > Review > Submit

Due date 2025-11-15

Form period 2026-01-19 - 2026-08-30

In this case, the owner of the order object becomes the first person who has chosen the specific course event in his/her order. That person now also has the opportunity to add other people who will fill out this submission (provided they have been logged in to the system before) and remove people from the collaboration.



BI1290-30277-VT2023 Draft saved

Start > Submitters > All activities > Review > Submit

View and administer who can fill out this submission

Add submitter:

Name	Email	Owner	Actions
sara wähländer	sara.wahlander@slu.se	Owner	
Evelin Axelsson	evelin.axelsson@slu.se		Remove
Jan Nilsson	jan.nilsson@slu.se		Remove

Save and click “Next” to enter the actual form. Please keep in mind that if you have chosen to collaborate with another person, you will see exactly the same information under the “Form” tab.

All forms are made up of different sections which consist of different fields. This is what it usually looks like when requesting.

Preferences | SLU - Sveriges lantbruksuniversitet | All Forms

All forms / Uppsala -VT2026 / SLU0000-DEMO00

SLU0000-DEMO00 Opened

Start > All activities > Review > Submit

Recurring mode, 32 week(s) selected

Select mode: Recurring Select weeks: 32 weeks Selected Activity title: Select...

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

+ Select all + Select all + Select all + Select all + Select all + Select all + Select all

Select week mode: You need to decide whether you want to have a recurring schedules or individual weeks. The default setting for "Select mode" is "Recurring". Here you can choose to create activities in the calendar for several weeks at the same time. You can choose how many week to repeat and which. To unselect weeks you hold Ctrl and click those weeks.

Select mode: Recurring Select weeks: 28 weeks Selected

Deselect all

Jan 19 - 25, 2026Week 4

Jan 26 - Feb 01, 2026Week 5 ✓

Feb 02 - 08, 2026Week 6

Feb 09 - 15, 2026Week 7 ✓

Feb 16 - 22, 2026Week 8

Feb 23 - Mar 01, 2026Week 9 ✓

Mar 02 - 08, 2026Week 10

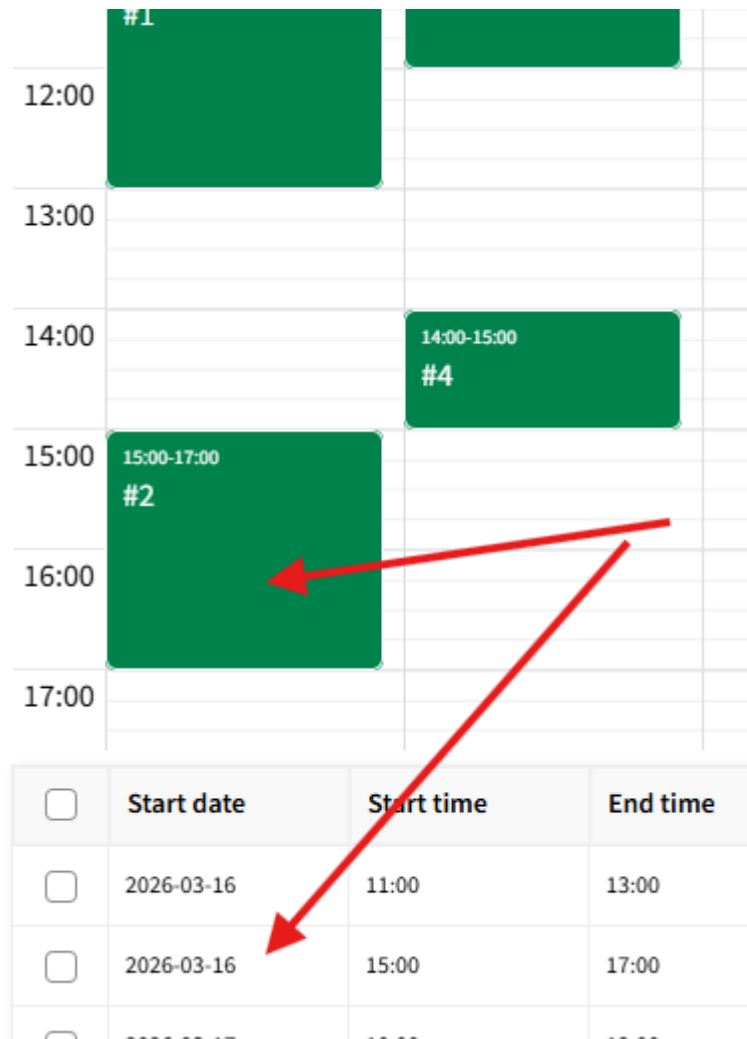
Select weeks first and then create activities in the calendar. If you prefer individual weeks, chose that option.

Select date: The dates available in the calendar depend on what the form administrator has specified for the date range, e.g. start and end date for a semester. Move between different using the buttons next to the date field.

Activity title: Select which attribute from the row to use as the title for your activities in the calendar by selecting an option in the list "Activity title". Activity title creates a better overview in the schedule form while you are filling it out.

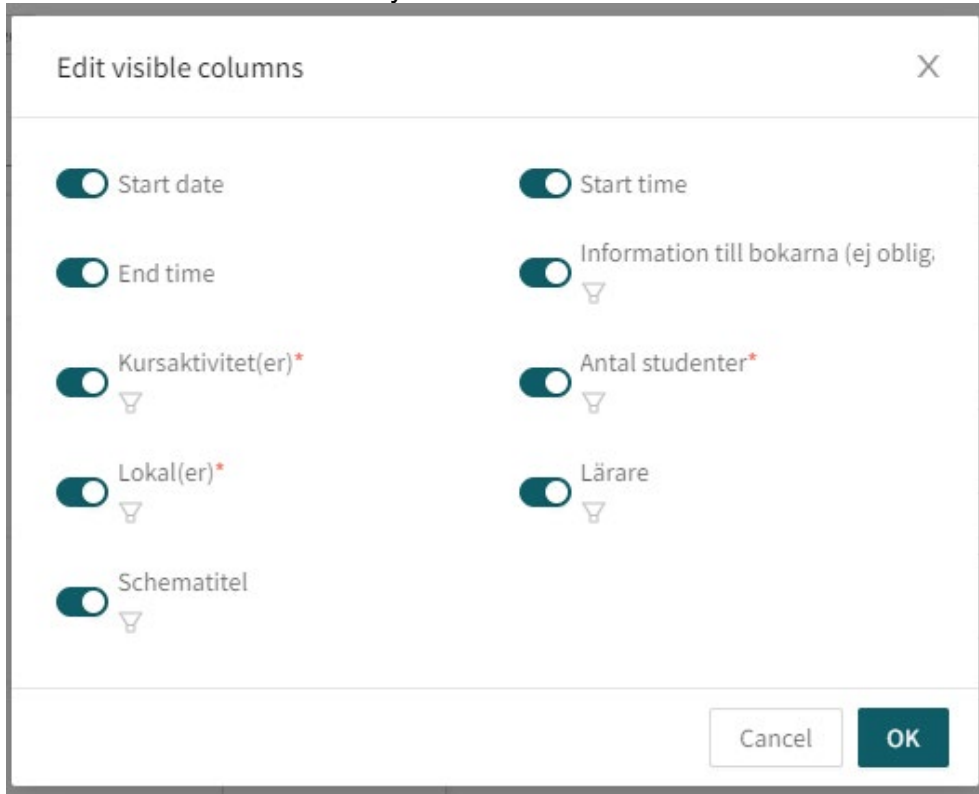
The actual booking is made in the calendar section. It is a combination of a calendar view along with a table section.

To start filling in a calendar section, you can easily "pull out" an activity directly in the calendar. To do this, click on any start time in the calendar, hold down the left mouse button, drag the activity to the desired end time and then release the left mouse button. Each activity entered in the calendar will correspond to a row in the table below.



In the table section there are several different columns where some are mandatory. One can choose which columns to show, e.g. if the screen is too narrow and all are not visible. In the bottom right corner you will find the

button “Hide columns” where you choose what columns to see.



The dialog box titled "Edit visible columns" contains the following settings:

Column Name	Toggle	Dropdown
Start date	On	
End time	On	
Kursaktivitet(er)*	On	
Lokal(er)*	On	
Schematitel	On	
Start time	On	
Information till bokarna (ej oblig)	On	
Antal studenter*	On	
Lärare	On	

Buttons: Cancel, OK

You can also change the width of the columns to have the table better fit your screen. One can move between the columns using the tab button on the keyboard.

Select objects in the list: Some fields in the table are linked to object lists that retrieve data from the system database. Examples of such fields are "Kursaktivitet(er)" (eng. "Course activities") or "Lokal(er)" (eng. "Room(s)"). You select items in these fields by selecting one or more options in each list. You can e.g. select several course activities or several rooms for the same activity in the schedule.

For an activity to appear as mandatory in the schedule, you must first select the course activity "Mandatory" (swe. "Obligatorisk") and then select which course activity it applies to, e.g. "Presentation" (swe. "Redovisning").

In each object list, there is a search box that makes it easier to search for an object. You can also sort the contents of the list by clicking on a column heading. When the requested result is seen in the list it can be chosen by stepping with the arrow keys and picked by pressing Enter, or you can click

it using the mouse.

☐	Start date	Start time	End time	Kursaktivitet(er)*	Lokal(er)*
☐	2026-03-16	11:00	13:00	de	Ingen lokal behövs X

Namn	Namn (eng)	Preferences
Deadline	Deadline	Aktiviteter Alnarp, Aktiviteter Umeå, Aktivitet...
Demonstration	Demonstration	Aktiviteter Alnarp, Aktiviteter Umeå, Aktivitet...

Close

Please note that the field "Lokal(er)" (eng. "Room(s)") have a default value that is automatically added to each activity row. This is "Ingen lokal behövs" (eng. "No room needed"), indicating that you don't want to book a room for a specific activity. You can, of course, choose to delete this default values and replace with optional room objects.

Once you have selected an item, you can close the list in one of the following three ways:

- 1) Click outside the list (e.g. somewhere in the calendar)
- 2) Press the "Esc" – key on the keyboard
- 3) Press the "Tab"-key to move on to the next field.

Information to the bookers: In the text field "Information till bokarna" (eng. "Information to the bookers") you can enter such information that needs to be clarified in the schedule form. This information will not be visible to the students. Here are some examples:

- If different courses share activities for certain parts => In that case, enter the course code and the registration code for the second course event.
- If certain activities in the schedule don't apply to the whole class (all students) but only to certain student groups => In that case, enter the name of the student group(s) and that will then be displayed in the web schedule.
- If you want to book extra equipment (e.g. poster screen or standing table) => In that case, enter the type and amount of equipment.
- If you need a start-up technician who comes and starts up a certain activity on site in the room => Enter "start help" and current time when the technician needs to be on site in the room.

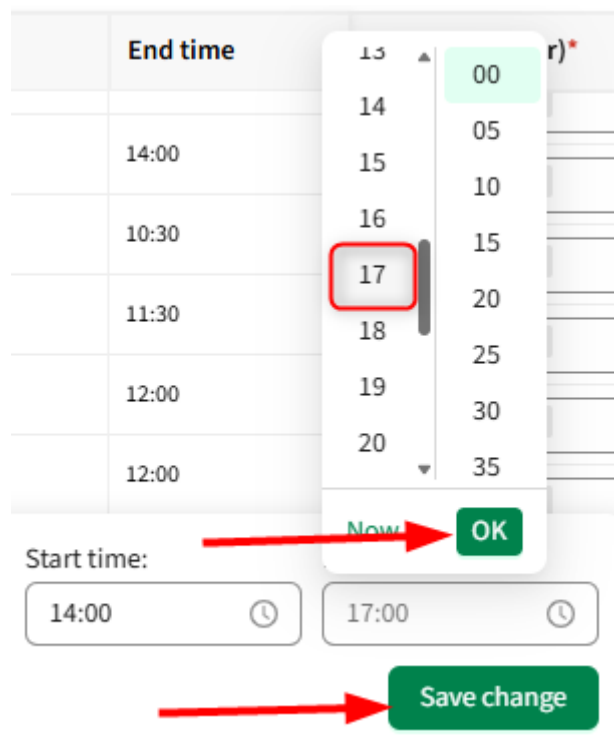
Move an activity: By selecting one or more activities in the calendar, you can easily change the time for an activity or move it between days. To move an activity to another time on the same day, press "Shift" + up / down arrow. The jump takes place at 5 minute intervals. To move an activity to another day, press "Shift" + left / right arrow. The same result is achieved even if you click and "drag" an activity to another time/day. To select

several activities at the same time, hold down the "Shift" key while clicking on the various activities.

Change the time/length of an activity: If you hover the mouse over an activity in the calendar, two dashes appear at the beginning and end of the activity.



By grabbing and pulling on one of these two lines, you can reduce/increase the time for the activity. The jump takes place at 5 minute intervals. The same result is achieved even if you click on the start or end time for the activity on its row in the table and then change the time, click OK and finally click on the "Save change" button.



Please note that the minimum length of an activity is 15 minutes.

Select several/all rows: To fill in many rows faster at the same time as all have the same values, you can choose to select several at once or select all by clicking in the checkbox at the very top of the table.

14:00		14:00-14:25
15:00	15:00-17:00 #2	
16:00		
17:00		

☒	Start date	Start time
☒	2026-03-17	13:00
☒	2026-03-18	13:00
☒	2026-03-18	10:00
☒	2026-03-18	11:15
☒	2026-03-19	13:00

You change the rows using the button at the page bottom.

All forms / Uppsala -VT2026 / SLU0000-DEMO00

SLU0000-DEMO00 Opened

i Start

☐	2026-03-18	11:15
☒	2026-03-19	13:00
☒	2026-03-19	10:00
☒	2026-03-18	12:05
☐	2026-03-17	13:10
☐	2026-03-17	14:00
☐	2026-03-20	14:00

Edit selected rows Delete selected rows

Edit row #7, #8, #9

Kursaktivitet(er)*: Föreläsning X ▼

Lokal(er)*: Ingen lokal behövs X ▼

Antal studenter*:

Information till bokarna:

Lärare: ▼

Schematitel:

Show one week at the time: If you have drawn the times for several weeks but just want to handle one week, you can activate “Only show activities visible in calendar”. It shows only the rows corresponding to the

week shown in the calendar.

SLU0000-DEMO00

Opened

> > >

☐	Start date	Start time	End time	Kursaktivitet(er)*	Lokal(er)*
☐	2026-03-23	13:00	15:00	Föreläsning X	Ingen lokal beh
☐	2026-03-24	15:00	16:00	Föreläsning X	Ingen lokal beh

☒

Delete an activity: If you want to delete one or more activity/ies, you can do so by marking them in the calendar or ticking the check boxes in each row and then click "Delete selected rows".

☒	2026-03-17	13:10	13:30
☒	2026-03-17	14:00	14:25
☒	2026-03-20	14:00	15:00

Mandatory fields: Some fields for an activity are mandatory. These fields are marked with a red asterisk (*) in the form.

End time	Kursaktivitet(er)* ▾	Lokal(er)* ▾	Antal studenter* ▾	Information till bokare
15:00	Föreläsning ✕ ▾	Ingen lokal behövs ✕ ▾		
16:00	Föreläsning ✕ ▾	Ingen lokal behövs ✕ ▾		

You can save a form missing mandatory fields, but you cannot submit it.

Remember that you can save your work at any time by clicking "Save" in the bottom of the page.

Only show activities visible in calendar ☒

Maximum number of characters: Some text fields in the table have a maximum number of characters. Please note that the form can be saved but not submitted if the content of any of these text fields exceeds the maximum number of characters.

Review and submit a form

Once you have filled in your form, it is time to review and submit it. Go to the “Review” tab either by clicking “Next” in the bottom or clicking the tab.

Preferences | SLU – Sveriges lantbruksuniversitet | All Forms

All forms / Uppsala -VT2026 / SLU0000-DEMO00

SLU0000-DEMO00 Opened

Start > All activities > **Review** > Submit

Week 04 Jan 19 - 25, Week 2026 (4)

Select mode: Individual weeks Activity title: Select...

	MONDAY 19	TUESDAY 20	WEDNESDAY 21	THURSDAY 22	FRIDAY 23	SATURDAY 24	SUNDAY 25
07:00	Select all	Select all	Select all	Select all	Select all	Select all	Select all
08:00							

The review sums up the number of activities.

Summary

Showing 1 of 1 results

Activity Summary	Number of activities	Total duration	Duration for one student
All activities	6	9h 30m	9h 30m

Further down on the page is the calendar and all requests, for extra checking. As in the “All activities” tab you can adjust the width of the columns to fit your screen. Make it a habit to look through all lines for red fields.

Make sure all is correct and head on to submitting by clicking “Next” or on the tab “Submit”.

Preferences | SLU – Sveriges lantbruksuniversitet All Forms

All forms / Uppsala-VT2026 / SLU0000-DEMO00

SLU0000-DEMO00 Draft saved

Start > Submitters > All activities > Review > **Submit**

12:00						
13:00	13:00-15:00 #5					
14:00						
15:00	15:00-17:00 #2	15:00-16:00 #6				
16:00						

Start date	Start time	End time	Kursaktivitet(er)*	Lokal(er)*	Antal studenter*	Information till bokarna
2026-03-16	11:00	13:00	Föreläsning	Sal K	20	
2026-03-16	15:00	17:00	Föreläsning	Sal K	20	
2026-03-17	10:00	12:00	Övning	Sal K	20	
2026-03-18	10:00	10:30	Föreläsning	Sal K	20	
2026-03-23	13:00	15:00	Föreläsning	Sal K	20	

Save < Previous **Next >**

If there are mandatory fields that have not been filled the form cannot be submitted. There will be a red text in the submit tab.

Submit form ⓘ After submitting the form it will be locked for further editing

There is an error with one of your fields. Go to [Review](#) for more details.

The “Submit form” button is also greyed out. Go back to the “All activities” tab and correct the missed out fields. The button is activated and the red text gone.

Submit form ⓘ After submitting the form it will be locked for further editing

Click to submit the form. You will get a question to ensure you want to submit your filled out form. After submitting the form it will be locked for editing. If you need to do some changes in it before the booking administrators start creating bookings (i.e. before the deadline has passed) you can contact the booking administrators and ask them to unlock your form. Then you can make your changes and submit the form once again.

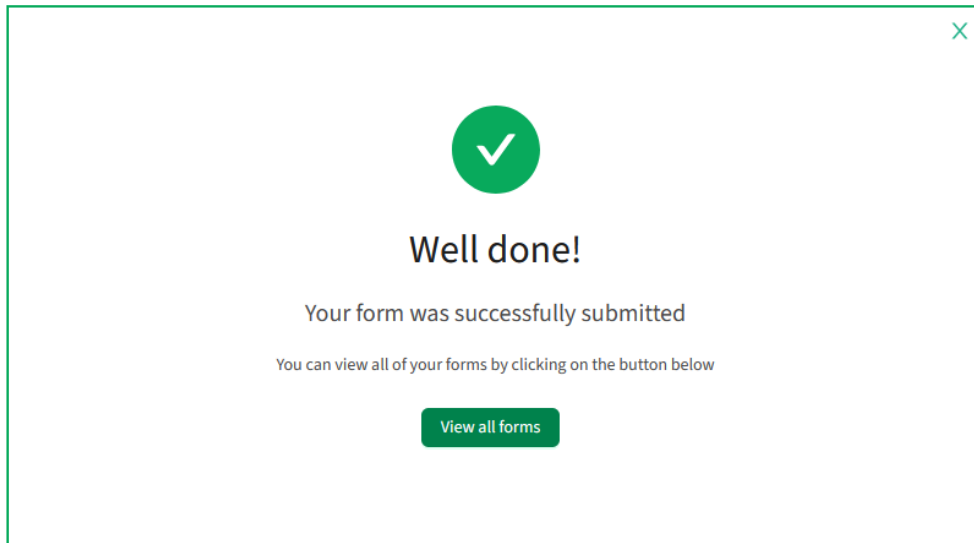


Do you want to submit this form?

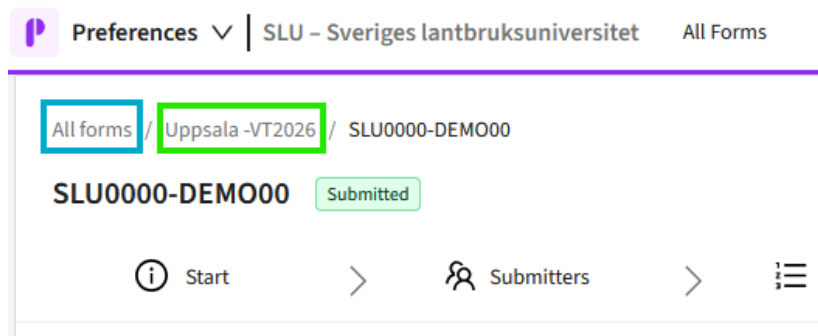
You won't be able to make any changes after you've submitted your form.

Cancel OK

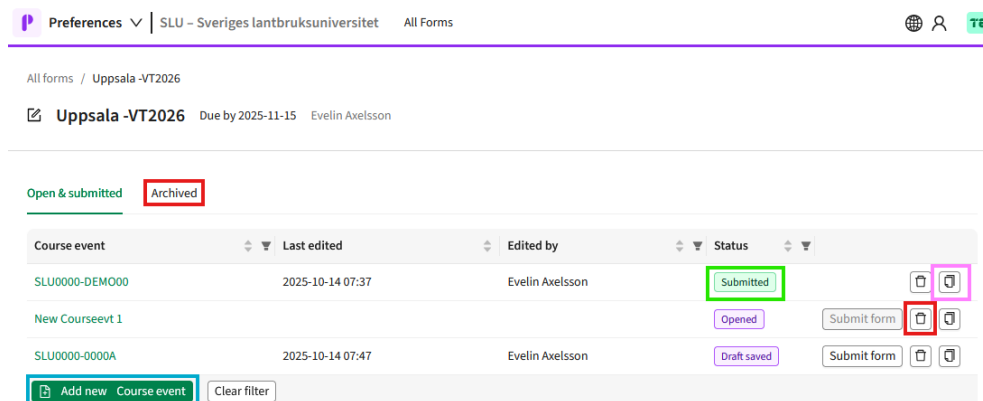
If all goes well you will get a confirmation that you are done.



Now that you are done with this request you can use the links top left to see other forms you have filled out. You will also get there by using the button "View all forms" in the picture above.



The blue box as well as the above button takes you to all previous forms, the green to any saved requests in this particular form.



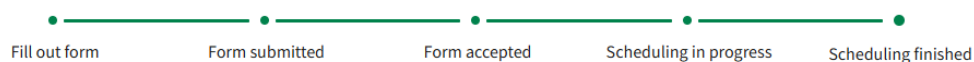
Here you see the status of your requests. Any started but not saved will have status "Opened", any saved but not submitted have status "Draft"

Saved" and submitted requests have status "Submitted". If you want to make a request for another course event you click "Add new course event" (blue box). If you want to create an identical request as a previous one, you use the copy button (pink box). This will create an opened course event called "Courseevt X" where X is a digit. To this request you can add a course code and do any changes needed.

If you want to remove a request you click the trash can (red box). The course event will be moved to the tab "Archived" where it get status "declined".

What happens next?

When the booking administrator has received and verified a request it is given the status "accepted" or "rejected". If a request is rejected it usually says why and the requester is given a chance to add the missing information. The timeline in the Submit tab shows how far the booking has come.



After the booking administrator has created all the bookings you, as a requester, need to verify that all is correct. This is done in [TE Viewer](#). Please note that you log in to TE Viewer with your SLU AD account.

Idag < Apr. > Nu +12 månader 🔍 Sök NAO180, Aktuella te 📅 Spara genväg Prenumerera 📄 Ladda ner 🏠 Filter 🔄 Anpassa

Tid	Kurskod	Kursnamn	Plats	Aktivitet	Beställningskommentar	Antal studenter
v 35 Tis 2021-08-31						
09:00 - 10:00	NAO180	Aktuella teman inom tillämpad agrar ekonomi I	Sal P	Föreläsning	Behöver lokal i Ulls hus	15
10:30 - 12:00	NAO180	Aktuella teman inom tillämpad agrar ekonomi I	Sal P	Föreläsning Obligatorisk	Behöver lokal i Ulls hus	15
Ons 2021-09-01						
14:30 - 16:00	NAO180	Aktuella teman inom tillämpad agrar ekonomi I	Sal S	Handledning	Behöver lokal i Ulls hus	15
Fre 2021-09-03						
08:00 - 09:20	NAO180	Aktuella teman inom tillämpad agrar ekonomi I	Sal O1	Frågestund	Behöver lokal i Undervisningshuset	15
11:00 - 12:00	NAO180	Aktuella teman inom tillämpad agrar ekonomi I	Sal V	Seminarium	Behöver lokal i Ulls hus	15
15:00 - 17:00	NAO180	Aktuella teman inom tillämpad agrar ekonomi I	Sal W	Redovisning	Behöver lokal i Ulls hus	15

Namn Id, Hus, Ort, Platser

Sal O1 C-185112-1, Undervisningshuset, Uppsala, 20

Sal P C-250B203, Ulls hus B-blocket, Uppsala, 10

Namn Id, Hus, Ort, Platser

Sal S C-250E209, Ulls hus E-blocket, Uppsala, 40

Sal V C-250E223, Ulls hus E-blocket, Uppsala, 30

Sal W C-250E225, Ulls hus E-blocket, Uppsala, 45

• Ändrade inom de senaste 12 timmarna.

Föreläsning
Seminarium
Handledning
Redovisning
Obligatorisk
Frågestund
Flera Aktivitet, TE Exam reservation

If you find any errors in the schedule please contact the booking administrators and indicate which bookings have gone wrong and need to be changed.

Because you submit your course booking requests usually long before the start of the course, the later changes/updates in the schedule are very common.

You can change the information in the schedule fields “Activity”, “Person”, “Location”, “External teacher”, “Title”, “Comment” and “Link” on your own. For more information on how you can edit a schedule in TimeEdit’s web interface (TE Viewer) see the Viewer manual in [TimeEdit Guides](#).

Change of the information in the other schedule fields (e.g. “Time” and “Room”) as well as cancellation of booking(s) must be done by the booking administrators. You contact them and specify which changes in the schedule you would like to make.