

View schedules and make web
reservations in TimeEdit



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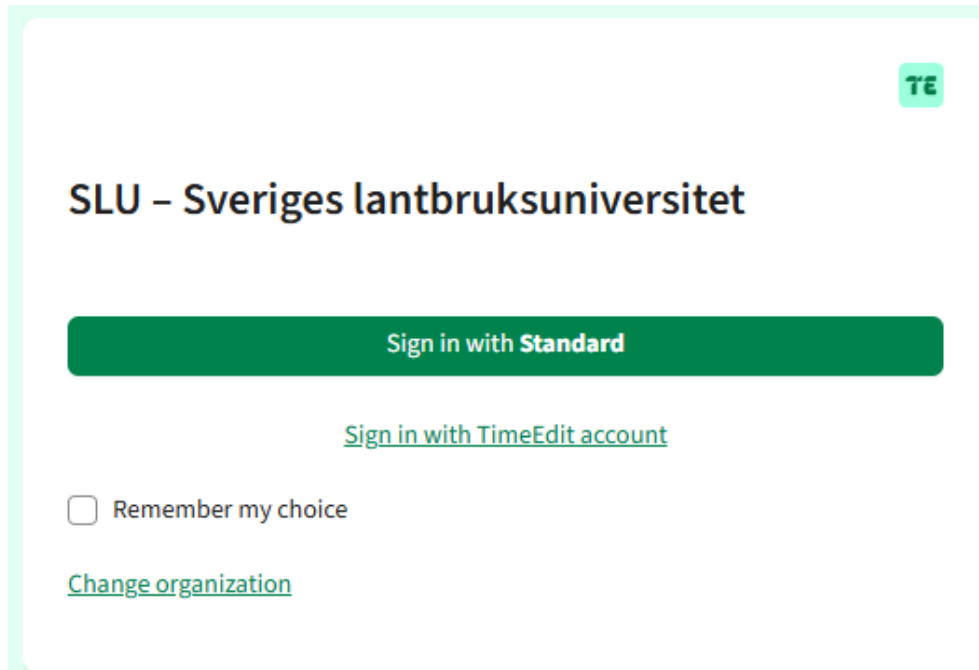
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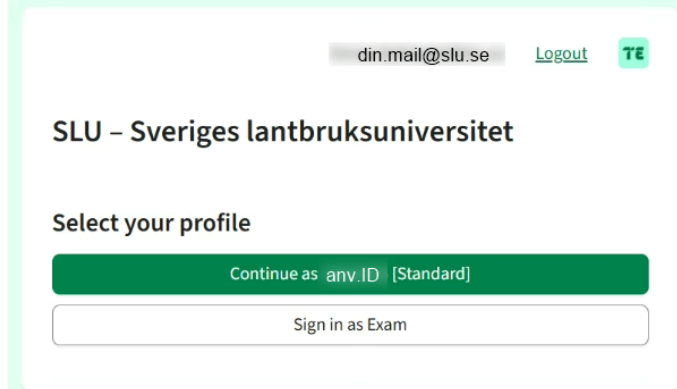
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TimeEdit's web interface – start page

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



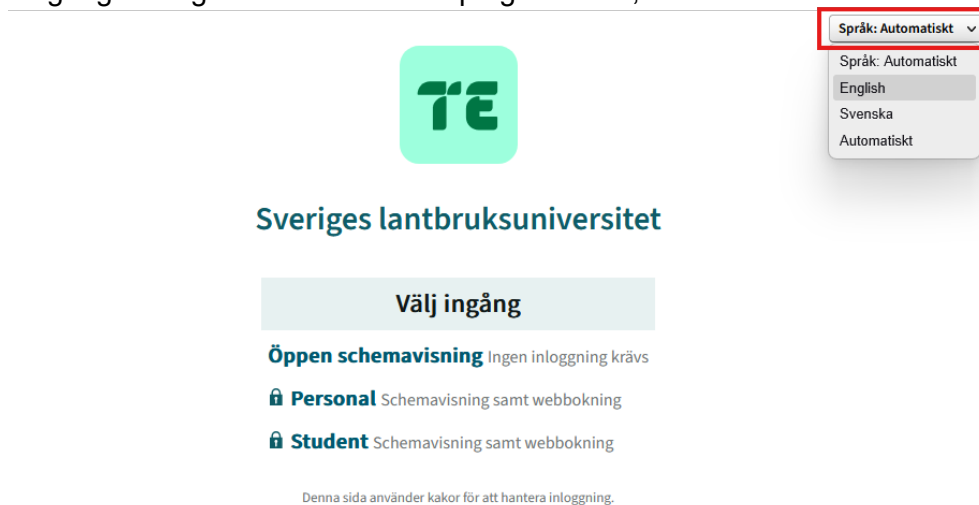
Click the big green button and log in using your SLU username and password. If there is more than one profile, use the one labeled [Standard].



Then click either Viewer or Reserve, it will take you to the same page.



This is the main entrance of TE Viewer and TE Reserve. You can change language using the button in the top right corner, if needed.



This guide uses English settings.

This start page shows different entrances. Each entrance has an amount of different pages showing the schedule in different ways or handling web reservations.

“Staff” - entrance

To use the “Staff” entrance you need to be logged 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.

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).

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



Boka bilar på Ekologisentrum och Grimsö

Endast för behörig personal



Bilbokning Ekologisentrum och Grimsö

Rapportverktyg, endast behörig personal

RESERVATION PAGES - TIME



Calendar - Thesis defences and licentiate seminars

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

RESERVATION PAGES - PERSON



Person reservation for staff

Reserve yourself in TimeEdit (only for KV-staff)

[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 navigation bar with the university name and a 'Schedule' link. Below this, a search bar is visible with a dropdown menu for 'Course event' (1), a search input field (3) containing 'VM00', and a 'Search' button. To the right of the search bar is a 'Show filter' dropdown (2). Below the search bar, there are two main sections: 'Result' and 'My criteria'. The 'Result' section (4) lists search results for 'VM0052, Basic anatomy, tissue histology and biochemistry, HT202' and 'VM0053, Advanced anatomy, histology and physiology, VT2025'. The 'My criteria' section (5) shows 'Nothing selected yet.' and a 'Show schedule' button (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, equipment, 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 < Oct > Now +12 months Search VM0131, Clinical veterinary medicine, HT2025

Save favorite

Subscribe

Download

Filter

Customize

Time	Application code	Course name	Group	Exam info	Location, Building	Person	Module, Exam name	Activity	Exam type	Equipment	Title	Info till studenten	Number of students	Link	Request comment
Tue 2025-10-14 w42															
08:00 - 18:00	20025	Clinical veterinary medicine within surgery and the supplementary education	S1 Small animal		KV Smådjur Föberedelserum Experimentell, VHC building 5	Karolina Enlund Sara Kivellå Löfberg		Practical tutorial		KV Hund01-02 Tandbörning					Tandunits + tandinstrument, markos
09:00 - 12:00	20080	Clinical veterinary medicine	Ruminant medicine IM2		KV Demonstrationshall, VHC building 3			Practical tutorial			Fälthälsad klinisk undersökning				
10:00 - 11:30	20080	Clinical veterinary medicine	Pig diseases		KV Seminarium 3, VHC building 4	Axel Sannö		Seminar			Obligatorisk kunskapskontroll samt recept och remiss				
12:00 - 13:00	20025	Clinical veterinary medicine within surgery and the supplementary education	S1 Small animal			Caroline Ménour		Pre- and post-work			Avlysta Tandbörning				Tandunits + tandinstrument, markos
13:00 - 15:00	20080	Clinical veterinary medicine	Pig diseases		KV Seminarium 1A, VHC building 6	Axel Sannö		Seminar			Bildövning del 1, genomgång av ljudkomar				
13:00 - 16:00	20080	Clinical veterinary medicine	Ruminant medicine IM2		KV Demonstrationshall, VHC building 3			Practical tutorial			Fälthälsad klinisk undersökning				
Wed 2025-10-15															
08:00 - 12:00	20080	Clinical veterinary medicine	Pig diseases		Lövsta			Practical tutorial			Gårdsbesök: blodprov				
08:00 - 09:00	20025	Clinical veterinary medicine within surgery and the supplementary education	S1 Small animal		KV Bulan 1, VHC building 4	Sara Kivellå Löfberg		Pre- and post-work			Ottosapi övning				Fia Febb 14/10
09:00	20080	Clinical veterinary medicine													
Legend: Lecture, Lab, Seminar, Examination, Practical examination, Examination, Examination, Presentation, Practical tutorial, Introduction, Mandatory, Pre- and post-work, Review, Clinic, Multiple Activity, Exam, Cancelled															
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.

Name	Id, Building, City, Seats
BÖL 1	C-240B212, Biocentre, Uppsala, 32
Exam hall 1	C-185202.1, The Teaching Building, Uppsala, 53
Exam hall 2	C-185202.2, The Teaching Building, Uppsala, 92
Fictive Uppsala	C-Fiktiv Uppsala, Uppsala, 200
KV Anestesiurum 1	C-24732150, VHC building 3, Uppsala, 0
KV Avlivningsrum	C-24732244, VHC building 3, Uppsala, 0
KV Bulan 1	C-24742179, VHC building 4, Uppsala, 0
KV Bulan 2	C-24742180, VHC building 4, Uppsala, 0
KV Bulan 3	C-24742177, VHC building 4, Uppsala, 0
KV Bänkhall	C-24742142, VHC building 4, Uppsala, 0
KV Demonstrationshall	C-24732259, VHC building 3, Uppsala, 0
KV Garage	C-24712118, VHC building 1, Uppsala, 0
KV Häststall A	C-247322HA, VHC building 3, Uppsala, 0
KV Häststall B	C-247322HB, VHC building 3, Uppsala, 0
KV Häststall C	C-247322HC, VHC building 3, Uppsala, 0
KV Häststall D	C-247322HD, VHC building 3, Uppsala, 0
KV KTC rum 1	C-24743170, VHC building 4, Uppsala, 0
KV KTC rum 2	C-24743165, VHC building 4, Uppsala, 0
KV Kliniskt spermalab	C-24732144, VHC building 3, Uppsala, 0
KV Lådarum	C-24742123, VHC building 4, Uppsala, 0
KV Momentrum 1	C-24743214, VHC building 4, Uppsala, 5
KV Momentrum 2	C-24743215, VHC building 4, Uppsala, 5

Name	Id, Building, City, Seats
KV Momentrum 3	C-24743216, VHC building 4, Uppsala, 5
KV Momentrum 4	C-24743217, VHC building 4, Uppsala, 5
KV Momentrum 5	C-24743218, VHC building 4, Uppsala, 5
KV PÖL 1	C-24743321, VHC building 4, Uppsala, 40
KV PÖL 2	C-24743322, VHC building 4, Uppsala, 40
KV Seminarium 1A	C-24762725, VHC building 6, Uppsala, 0
KV Seminarium 1B	C-24762718, VHC building 6, Uppsala, 0
KV Seminarium 3	C-24743205, VHC building 4, Uppsala, 30
KV Smådjur Förberedelserum Experimentell	C-24762206, VHC building 6, Uppsala, 0
KV Smådjur Handtvätt Experimentell	C-24762205, VHC building 6, Uppsala, 0
KV Smådjur Håltutredningsgång	C-24762605, VHC building 6, Uppsala, 0
KV Smådjur Operation 2A Experimentell	C-24762207A, VHC building 6, Uppsala, 0
KV Smådjur Operation 2B Experimentell	C-24762207B, VHC building 6, Uppsala, 0
KV Stallgång	C-24732102, VHC building 3, Uppsala, 0
KV Träningsrum	C-24732119, VHC building 3, Uppsala, 0
KV UDS Smådjursklinik	C-UDS klinik, UDS, Uppsala
KV Undersökningspiltor	C-24732135, VHC building 3, Uppsala, 0
Lecture hall 02	C-185112-2, The Teaching Building, Uppsala, 30
Lövsta	C-Lövsta, Uppsala
Särimner	C-24752136, VHC building 5, Uppsala, 120
Ymer	C-24752529, VHC building 5, Uppsala, 60

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.

Sveriges lantbruksuniversitet

Sveriges lantbruksuniversitet / Staff / Schedule

Today < Oct > Now +12 months Search VM0131, Clinical veterinary medicine, HT2025

Time	Application code	Course name	Group	Exam info	Location, Building
Tue 2025-10-14 w42					

Edit a schedule

Change of the information in the schedule columns “Time”, “Course code”, “Course name”, “Group”, “Room”, “Equipment” and “Request comment”, must be done by the booking administrators. You contact them and specify which changes in the schedule you would like to make. Changes regarding “Examination” is sent to Tentamensservice.

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).

Friday

7

Nov 2025

w45

14:00 - 16:00 CET

Edit

Course code	SLU0000
Application code	DEMO00
Course name	Demo course
Group	
Location	DEMO Datorsal 1 Ulls hus, Ulls hus building A
Person	Sara Wåhlander
Activity	Lecture
Info till studenter	Genomgång av mjukvara som är central i kursen.
Number of students	15
Request comment	vad kan det vara
Show reservation information	
Edit	

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

The text fields are:

- **Location (not room)** – 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 a maximum number of characters of 120.
- **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 a maximum number of characters of 120.
- **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 a maximum number of characters of 120.

- **Student info** – 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 a maximum number of characters of 500.
- **Number of students** – Displays how many students that are supposed to be in the activity.
- **Link** - Can be used to add links that appear in the schedule, e.g. Zoom – links. The field has a maximum number of characters of 150.

You enter the correct information in those text fields, and it is saved automatically.

The screenshot shows a reservation form for Friday, Nov 7, 2025, from 14:00 to 16:00 CET. The form is divided into two main sections: 'object fields' and 'text fields'.

object fields:

- Group:** SLU0000,, HT2024
- Activity:** Lecture
- Room:** DEMO Datorsal 1 Ulls hus, DEMO-Datorsal1..
- Teacher:** Sara Wähler, tssara
- Equipment:**
- Service:**
- Module:**
- Account:**
- Bokningsaktivitet:**
- Project:**
- Free field:**

text fields:

- External teacher:**
- Title:**
- Info till studenter:** Genomgång av mjukvara som är central i kursen.
- Number of students:** 15
- Link:**

At the bottom, there is a 'Request comment' field with the text 'vad kan det vara' and a link 'Show reservation information'.

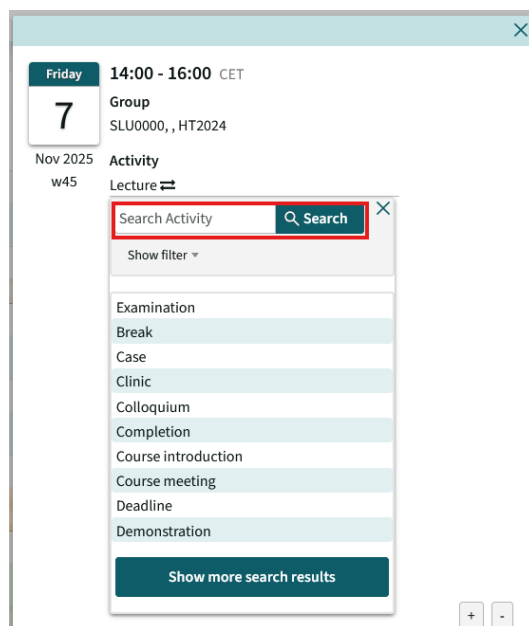
The object fields are:

- **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).

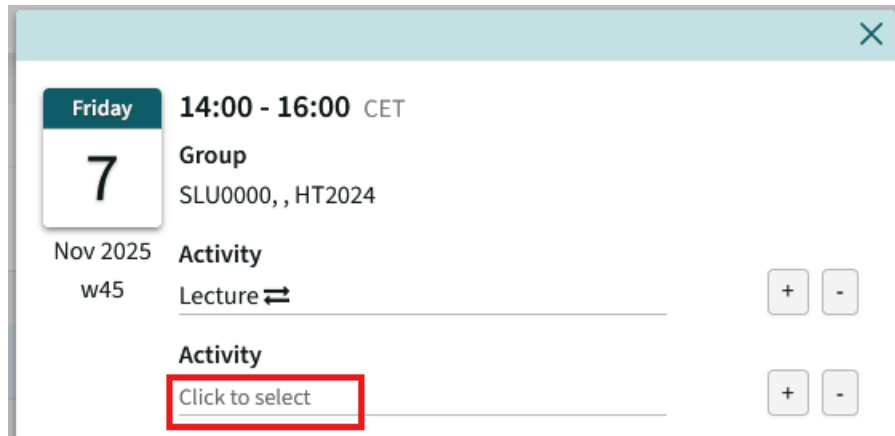


- **Swap object** – A box where you can search for the new object is displayed (see screenshot below). You click on the new object in the list to select it. The previous object is replaced with the new one.



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).



Friday 14:00 - 16:00 CET

7 Nov 2025 w45

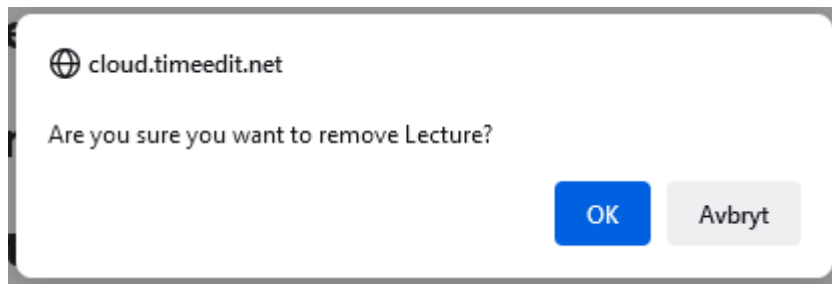
Group SLU0000, HT2024

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).

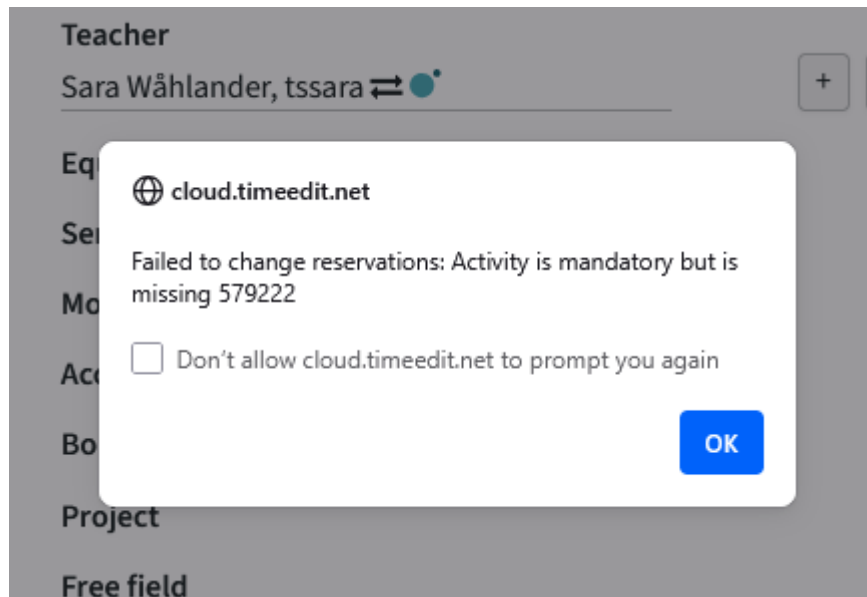


cloud.timeedit.net

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 middle of the change box (see screenshot below).



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-Sjödén	Lecture	Inspelad föreläsning Rörelseapparat och hud
09:30 - 10:00	VM0127	Basic veterinary anatomy	Zoom	Emma Persson-Sjödén	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

Sveriges lantbruksuniversitet / Staff / Schedule

Today < Oct > Now +12 months Search SLU0000, Dem Save favorite Subscribe Download Filter Customize

Time	Application code	Course name	Location, Building	Person	Activity	Service	Title	Info till studenten	Number of students	Request comment
Thu 2025-11-20 w47										
13:00 - 16:00	DEMO00	Demo course	DEMO Gruppum 01, Axelsson VHC building 5	Evelin Axelsson	Lecture			var syns detta?	10	Eller annat grupprum med plats för 10
Thu 2025-11-27 w48										
13:00 - 16:00	DEMO00	Demo course	DEMO Sal L, The Teaching Building	Evelin Axelsson	Questions			Sista chansen att ställa frågor innan tentan!	10	
Wed 2025-12-03 w49										

☐ Lecture
 ☐ Excursion
 ☐ Presentation
 ☐ Deadline
 ☐ Discussion, Exercise
 ☐ Questions

[Link to this page](#)
[Graphical](#)

Switch from graphical schedule to text schedule:

Sveriges lantbruksuniversitet

Sveriges lantbruksuniversitet / Staff / Schedule

Today < Oct > Now +12 months Search SLU0000, Dem Save favorite Subscribe Download Filter Customize

	Monday 20/10	Tuesday 21/10	Wednesday 22/10	Thursday 23/10	Friday 24/10	Saturday 25/10	Sunday 26/10
9							
10		10:00-11:00 DEMO00 Demo course Valfri plats i Ulls hus. Sara Wåhländer Questions Q&A Meddela Sara via Canvas var ni sitter!		10:00-11:00 DEMO00 Demo course Room cannot be changed.	11:00-12:00 DEMO00 Demo course Room cannot be changed.		
11							
12							

☐ Lecture
 ☐ Excursion
 ☐ Presentation
 ☐ Deadline
 ☐ Discussion, Exercise
 ☐ Questions

[Link to this page](#)
[Text](#)

Menu "Customize"

Sveriges lantbruksuniversitet

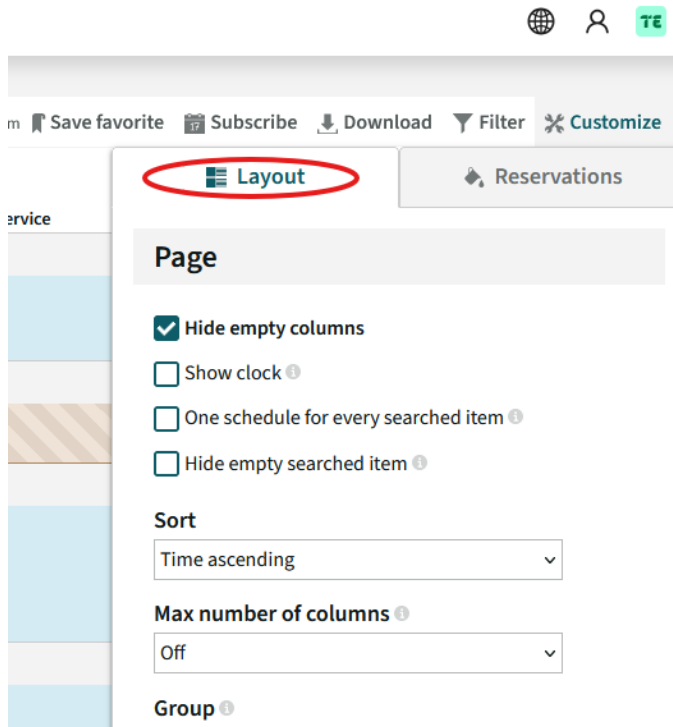
Sveriges lantbruksuniversitet / Staff / Schedule

Today < Oct > Now +12 months Search SLU0000, Dem Save favorite Subscribe Download Filter Customize

[Save favorite](#)
[Subscribe](#)
[Download](#)
[Filter](#)
[Customize](#)

Under the menu "Customize" (in the upper right corner of the page) there is a variety of settings to make. The most common are presented below.

Submenu "Layout"

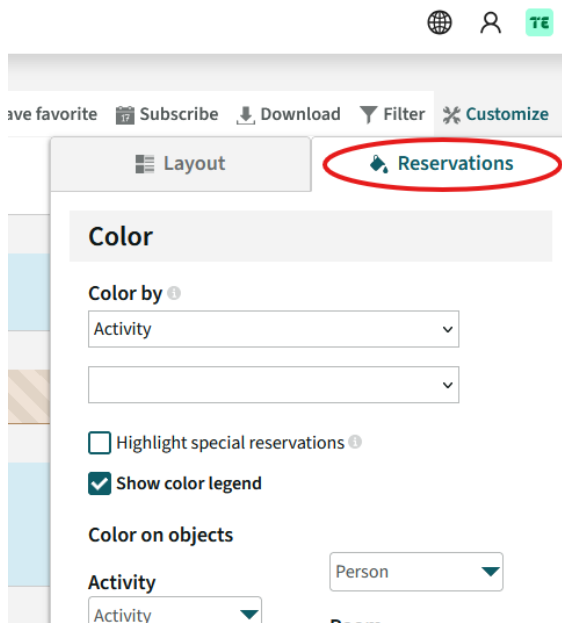


Here you can e.g. choose to change sorting and grouping in the schedule. Time frame and time format in the schedule can also be changed here as well as schedule format (graphical schedule or text schedule).

Submenu "Reservations"

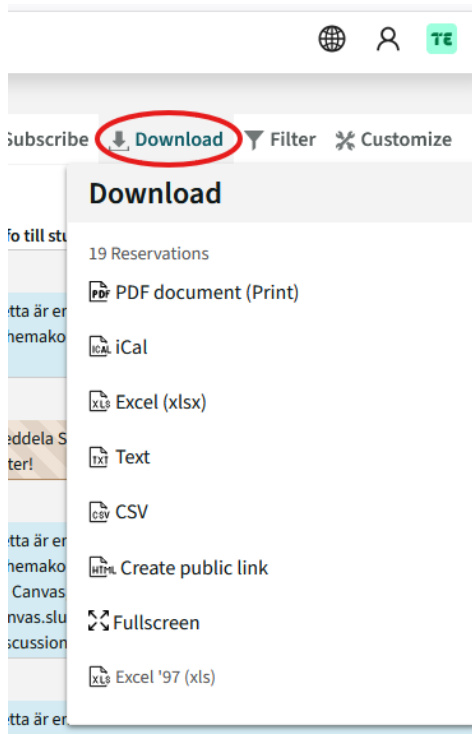
Under the submenu "Reservations" you can set how you want the colors to be displayed in the schedule. For example, you can choose to color according to the different objects displayed in the schedule (e.g. room, activity or staff). By default, the schedule is colored according to "Activity" and each 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.



Download a schedule

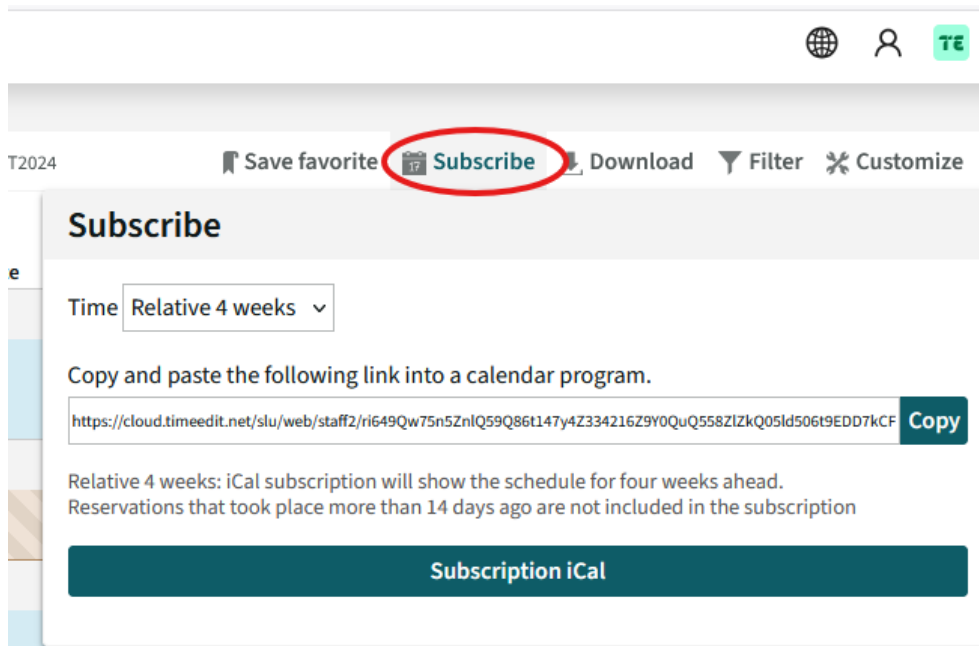
Under the menu "Download" (in the upper right corner of the page) you can choose to download your schedule. For example, you can download your schedule to PDF-, Excel- or Text format. Please note that if the schedule changes, a new download must be made to the desired format to get the changes.



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 4 weeks or relative the entire date range that is displayed on the page.

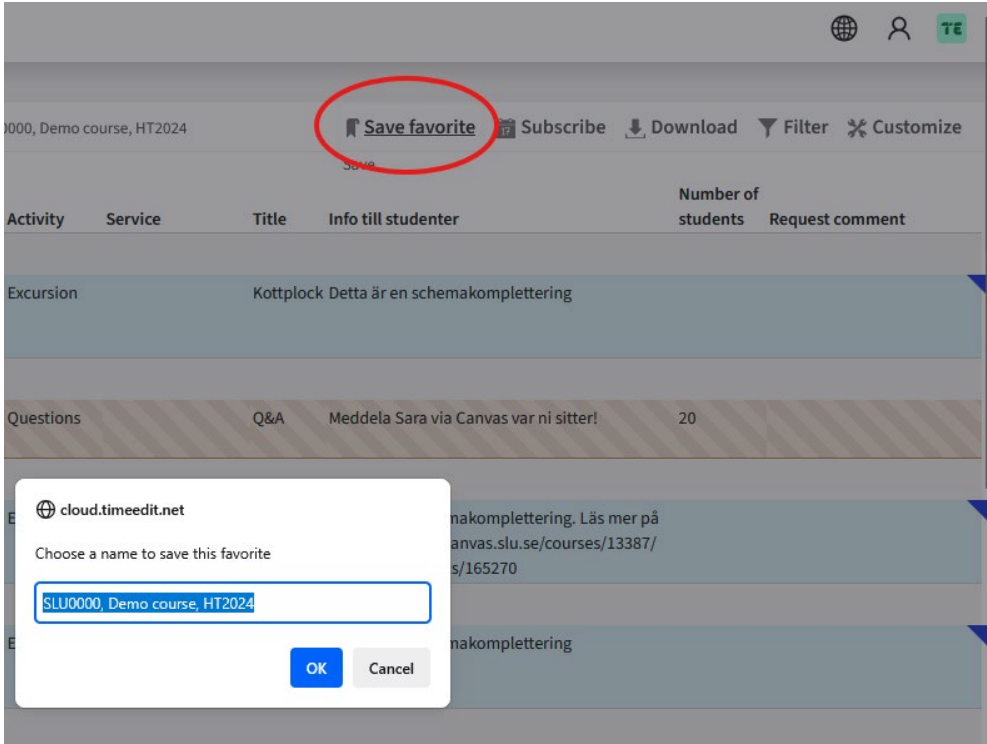
When you subscribe to a schedule in TimeEdit the so-called iCal format is used. This format does not determine how often the schedule is updated. Instead, it is the device or application that receives the subscription that determines this.

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

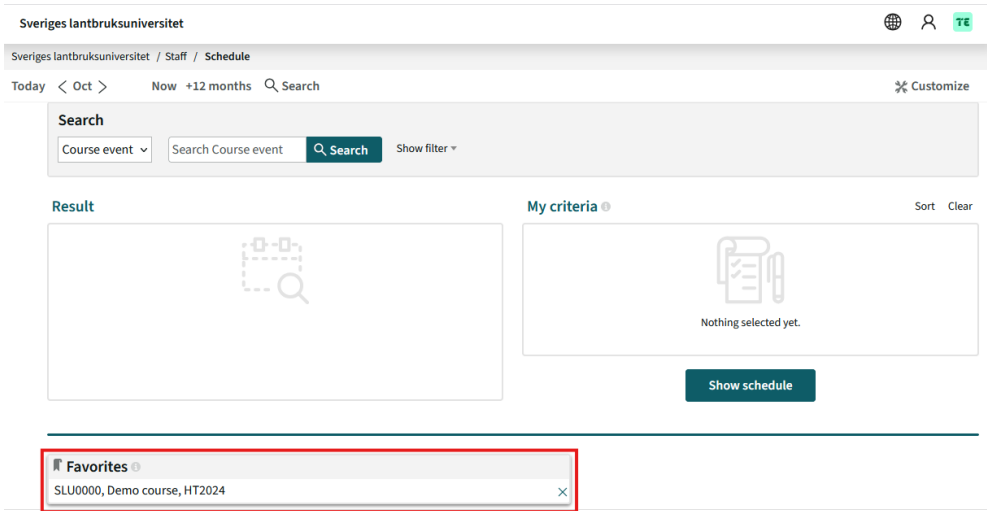
Save a schedule as favorite

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.

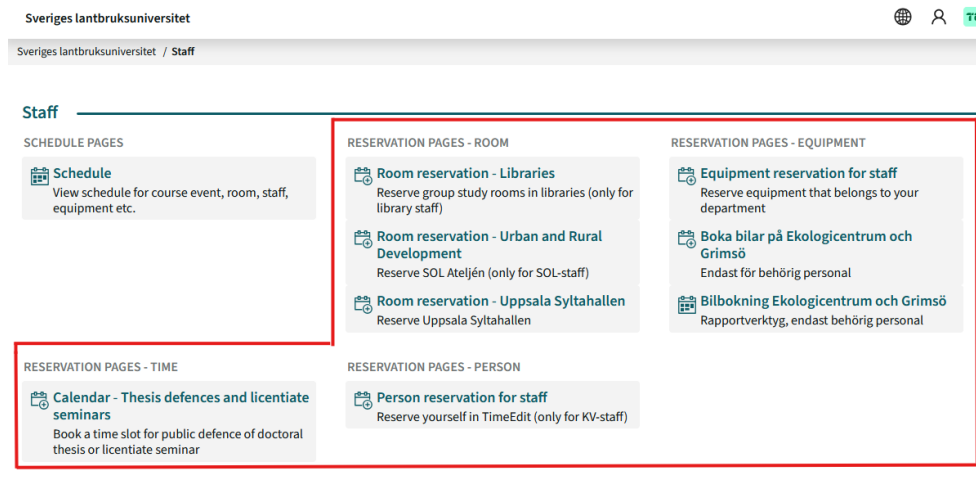
You click on the icon "Save favorite", enter the name of the favorite in the box that appears and then click on the "OK" button.



The saved favorite is displayed on the search page.



Make web reservations



The 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.

Sveriges lantbruksuniversitet ⚙️ 🌐 👤 TE

Sveriges lantbruksuniversitet / Staff / **Room reservation - Libraries** ✖️ Customize

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.
- * 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

 Search

CAMPUS

☒ Alnarp

Search

SHOW AVAILABLE WITHIN TIME INTERVAL

-

-

-

-

-

< 13 - 19 Oct > Week Day

w42	Monday 13/10	Tuesday 14/10	Wednesday 15/10	Thursday 16/10	Friday 17/10	Saturday 18/10	Sunday 19/10
Group study room Aralia M-620222, Alnarp, Alnarpsgården, Seats 12							
Group study room Adonis M-620223, Alnarp, Alnarpsgården, Seats 12							
Group study room Daphne M-620224, Alnarp, Alnarpsgården, Seats 6							
Group study room Betula M-620224A, Alnarp, Alnarpsgården, Seats 6							
Group study room Primula M-620225, Alnarp, Alnarpsgården, Seats 6							
Group study room Rosa M-620226, Alnarp, Alnarpsgården, 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

 Search

CAMPUS

☒ Alnarp

Search

SHOW AVAILABLE WITHIN TIME INTERVAL

-

-

-

-

-

< Fri 17 October 2025 > Week Day

w42	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Group study room Aralia M-620222, Alnarp, Alnarpsgården, Seats 12																	
Group study room Adonis M-620223, Alnarp, Alnarpsgården, Seats 12																	
Group study room Daphne M-620224, Alnarp, Alnarpsgården, Seats 6																	
Group study room Betula M-620224A, Alnarp, Alnarpsgården, Seats 6																	
Group study room Primula M-620225, Alnarp, Alnarpsgården, Seats 6																	
Group study room Rosa M-620226, Alnarp, Alnarpsgården, Seats 6																	

✕

Fri 17 October 2025

Begin

08:00

End

09:00

Clear

Room

Group study room Daphne, M-620224, Alnarp, Alnarpsg...

Activity

Web booking

Title*

Mandatory.

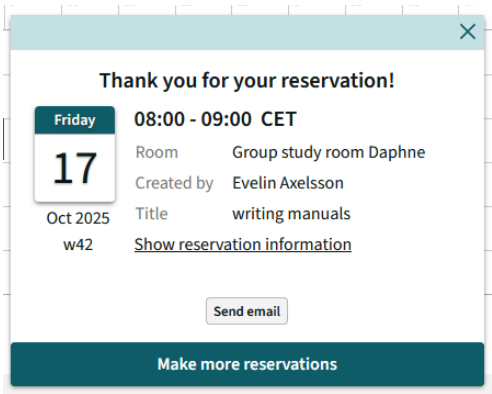
Reserve

My reservations

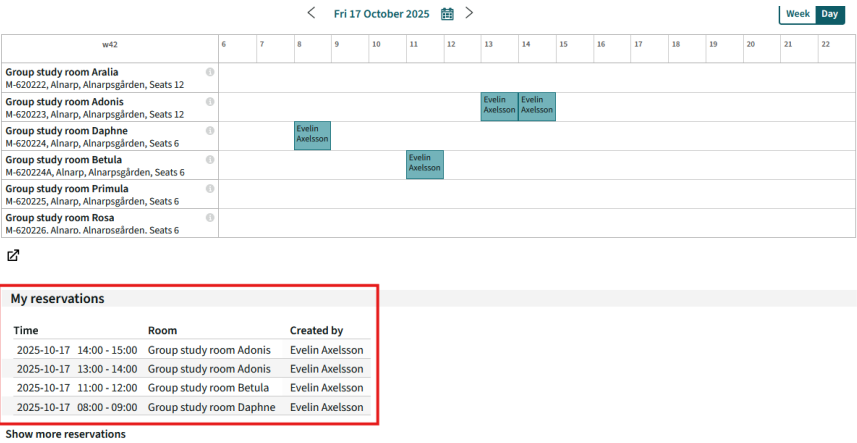
Then you click the "Reserve" button.

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.

Your reservation is now confirmed and in the system.



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



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.

