27 January 2022

View schedules and make web reservations in TimeEdit



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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).



Sveriges lantbruksuniversitet



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:

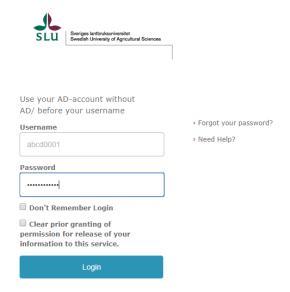
- **Schedule pages** View schedules (e.g. course schedule or room schedule)
- **Reservation pages** Make web reservations (e.g. reserve department-owned rooms and equipment)

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).

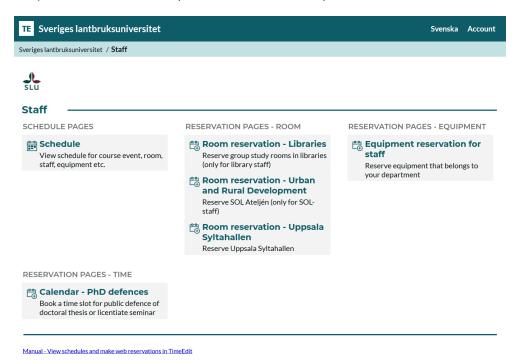


This site uses cookies to handle login

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



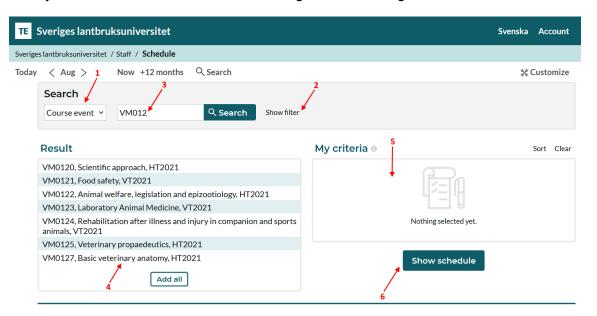
When you have accessed the Staff entrance you will be able to choose from a number of pages that view schedules and handle different types of simple web reservations (see screenshot below).



Search for a schedule

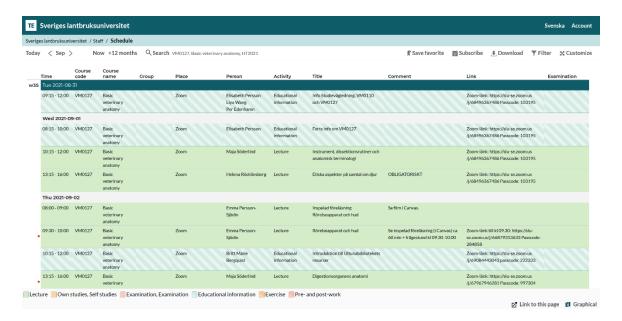
Click on the schedule page "Schedule" (see screenshot above) to search for a schedule.

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

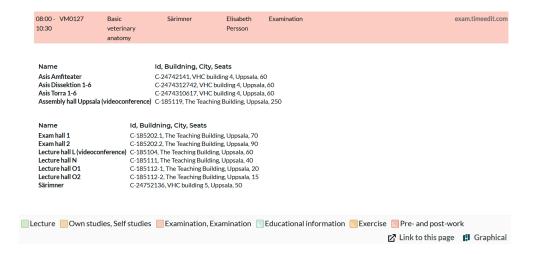


- 1. Here you choose what object type you want to search for, e.g. a course event, a room or a person.
- 2. Here you select if you want to filter on any category, e.g. department, start semester, equipment, building or city/campus.
- 3. Here you fill in the name of the object that you want to search 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"

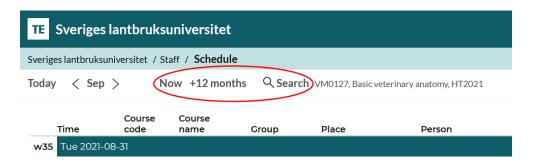
 button. The selected schedule is now displayed (see screenshot below for example).



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



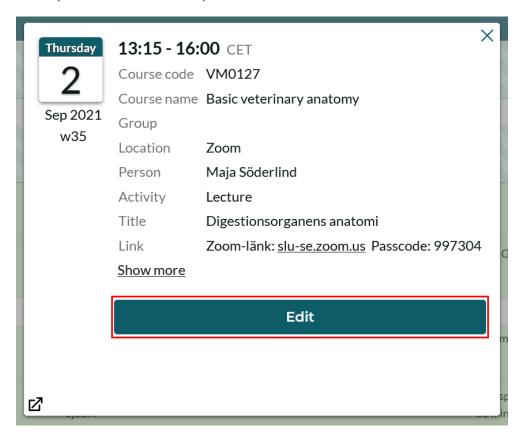
You can change the time frame for your schedule search by choosing an optional date. You can also go back to the search page by clicking on the "Search" – icon.



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).



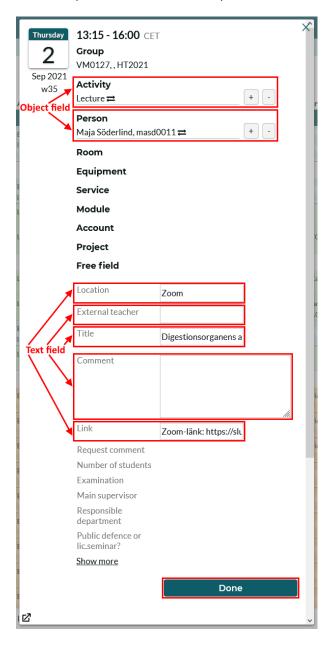
Some of the editable fields are text fields while others are object fields (see screenshot below).

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).



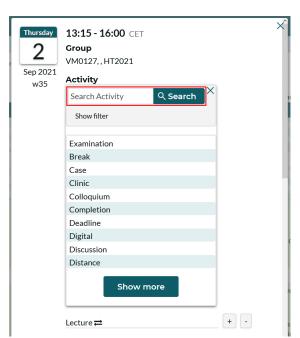
The object fields are:

- **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).

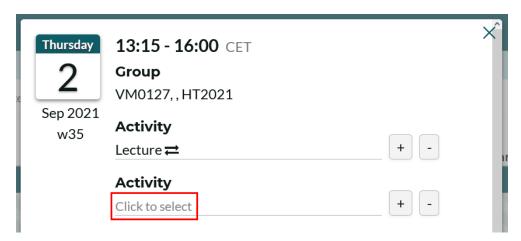


• **Swap object** – A box where you can search for the new object is displayed (see screenshot below). You click on the new object in the list to select it. The previous object is replaced with the new one.



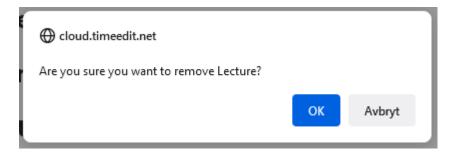
Please note that when swapping objects of the type "Person", the object list only shows available persons, i.e. if a certain person is already on another booking on the same date and time, that person will not appear in the object list.

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



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.

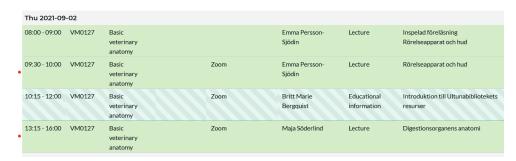
 Remove object – A pop-up box asking you to confirm the removal of object is displayed (see screenshot below).



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).



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.



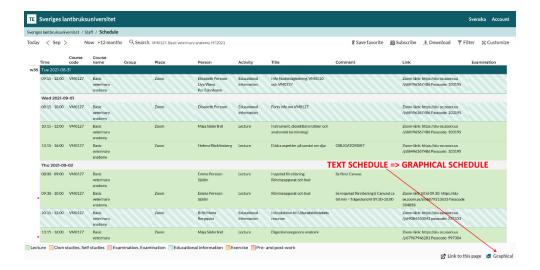
Customize a schedule

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

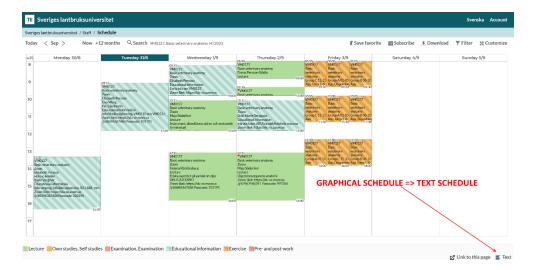
Change schedule format (text schedule ⇔ graphical schedule)

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.

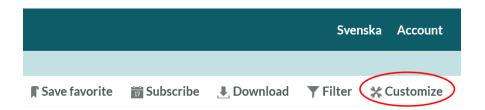
Switch from text schedule to graphical schedule:



Switch from graphical schedule till text schedule:

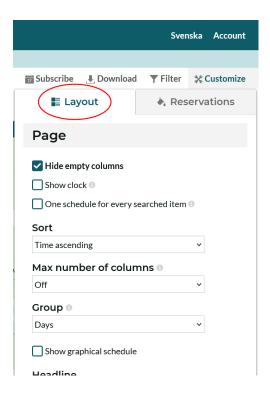


Menu "Customize"



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"

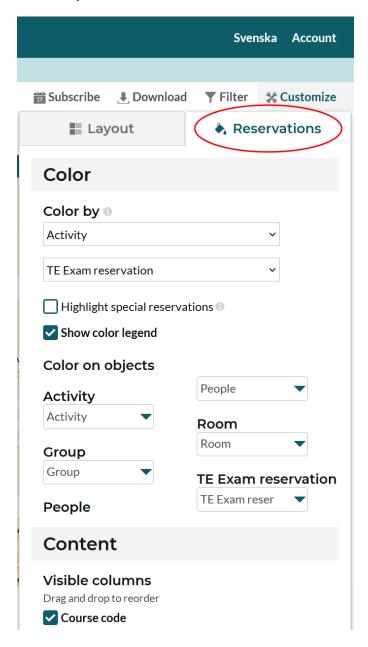


Here you can e.g. choose to change sorting and grouping in the schedule. Time frame and time format in the schedule can also be changed here as well as schedule format (graphical schedule or text schedule).

Submenu "Reservations"

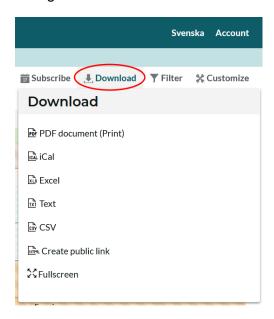
Under the submenu "Reservations" you can set how you want the colors to be displayed in the schedule. For example, you can choose to color according to the different objects displayed in the schedule (e.g. room, activity or staff). By default, the schedule is colored according to "Activity" and each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

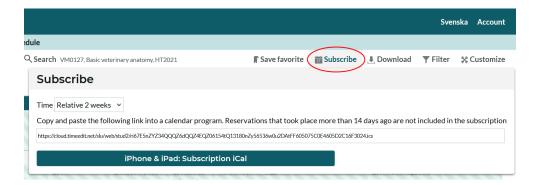
Under the menu "Download" (in the upper right corner of the page) you can choose to download your schedule. For example, you can download your schedule to PDF-, Excel- or Text format. Please note that if the schedule changes, a new download must be made to the desired format to get the changes.



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

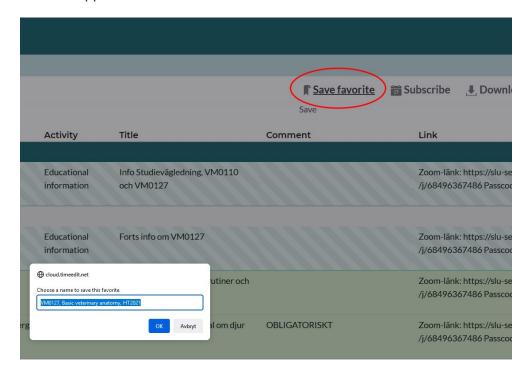
When you subscribe to a schedule in TimeEdit the so-called iCal format is used. This format does not determine how often the schedule is updated. Instead, it is the device or application that receives the subscription that determines this.

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

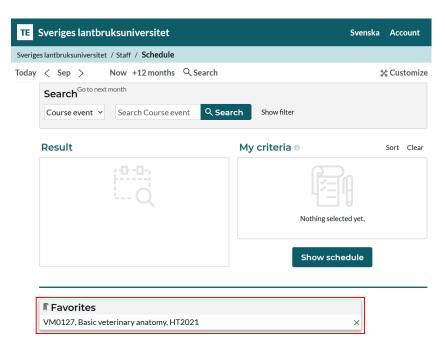
Save a schedule as favorite

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.

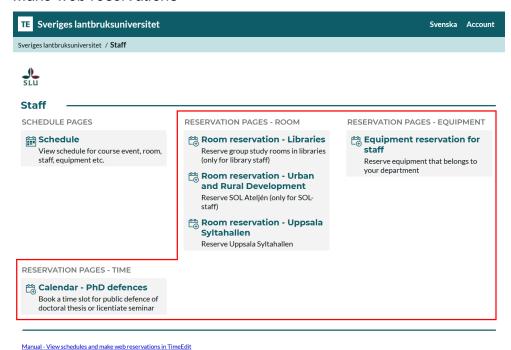


The saved favorite is displayed on the search page.



Make web reservations

simple web reservations.

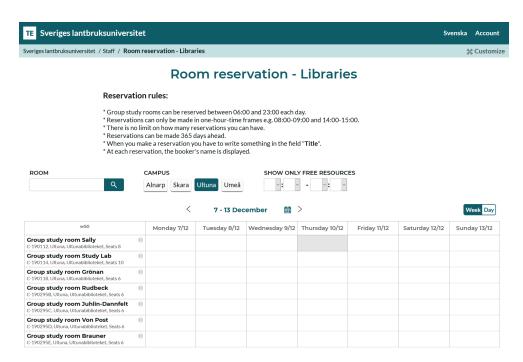


The Staff – entrance contains a couple of pages that can be used to make

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.

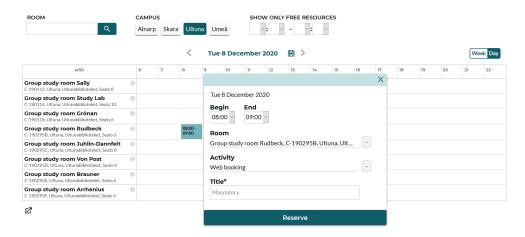
The following example shows how a library staff – user can reserve one of the group study rooms in the Uppsala Library. The same principle also applies for the other reservation pages, both on the Staff – entrance but also on the Student – entrance.



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.

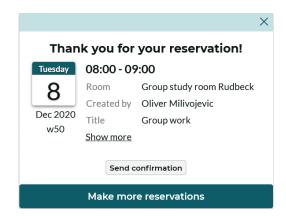
You will now get a pop-up window where you set the start and end time for your reservation and enter a Title-text (mandatory). You can see it in the example below.



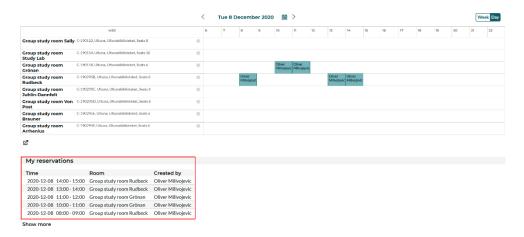
Then you click the "Reserve" button.

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.

