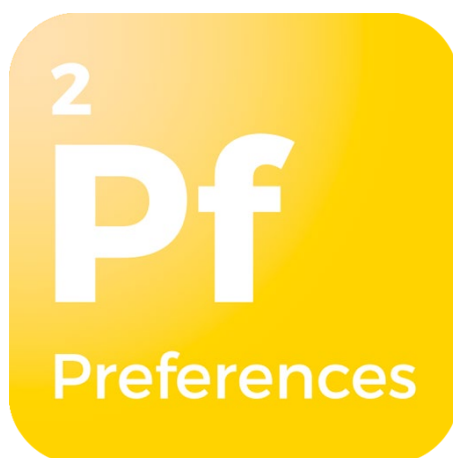


## TE Preferences for requesters



## Contents

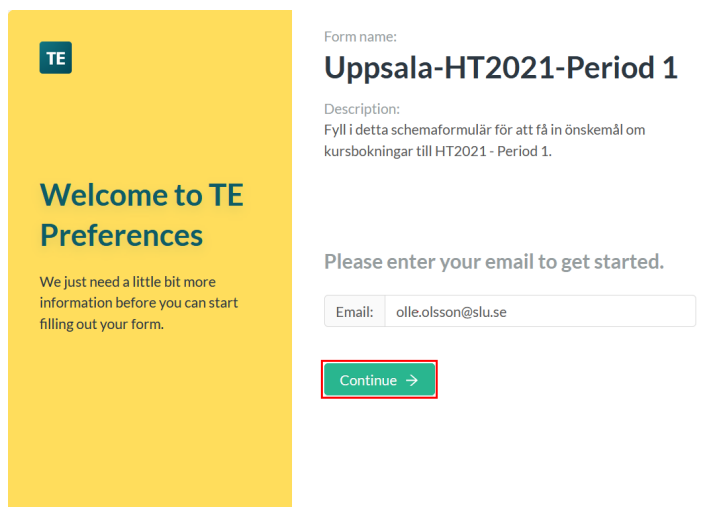
<b>Log in to TE Preferences .....</b>	<b>3</b>
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<b>Show all forms .....</b>	<b>Fel! Bokmärket är inte definierat.</b>
<b>Review your schedule .....</b>	<b>Fel! Bokmärket är inte definierat.</b>

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/book-a-room-or-videoconference/course-bookings/>.

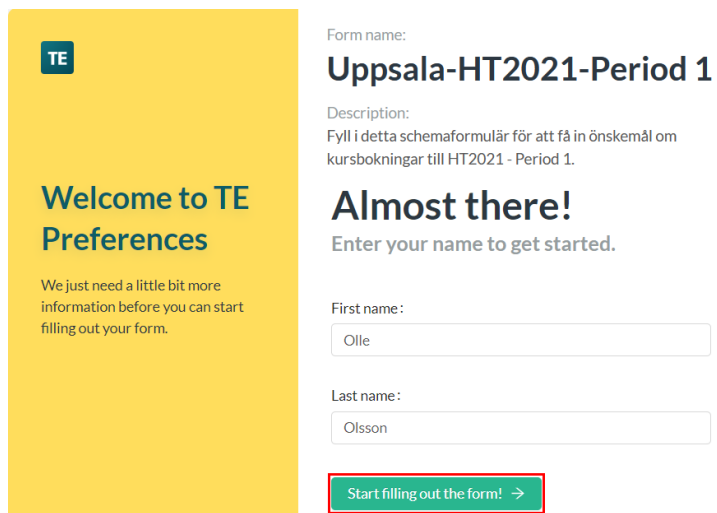
When you click on the link, you will see a box where you fill in your email address and then click on the button "Continue".



The screenshot shows a login interface for 'Uppsala-HT2021-Period 1'. On the left is a yellow sidebar with the 'TE' logo and the text 'Welcome to TE Preferences' followed by 'We just need a little bit more information before you can start filling out your form.' The main content area has the form name 'Uppsala-HT2021-Period 1' and a description: 'Fyll i detta schemaformulär för att få in önskemål om kursbokningar till HT2021 - Period 1.' Below this is the instruction 'Please enter your email to get started.' and an email input field containing 'olle.olsson@slu.se'. A green 'Continue →' button is at the bottom.

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!".



This screenshot shows the next step in the login process. The sidebar remains the same. The main content area now says 'Almost there!' and 'Enter your name to get started.' It includes input fields for 'First name:' (containing 'Olle') and 'Last name:' (containing 'Olsson'). A green button at the bottom says '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.

Form name:  
**Uppsala-HT2021-Period 1**

Description:  
Fyll i detta schemaformulär för att få in önskemål om kursbokningar till HT2021 - Period 1.

Here is your pin code to TE Preferences

Pin code: m2idJr1ZG

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/5d10fe5b7bdf60020346eff/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.



## Welcome to TE Preferences

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

Form name:  
**Uppsala-HT2021-Period 1**

Description:  
Fyll i detta schemaformulär för att få in önskemål om kursbokningar till HT2021 - Period 1.

Please enter your pin code to get started.

Pin code:




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".







PF TE Preferences | SLU All Forms






All forms / Alnarp nytt GUI

 Alnarp nytt GUI
Due by 2023-01-15 Evelin Axelsson

Open & submitted
Archived

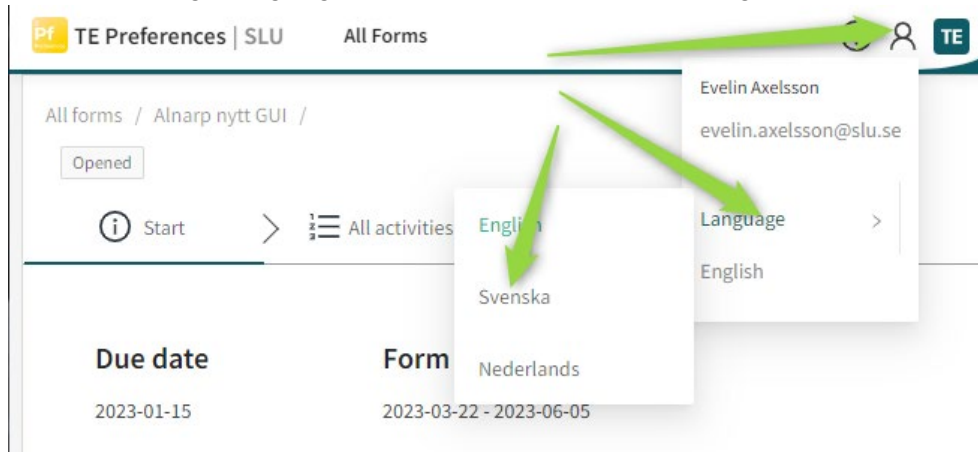
Course event	Last edited	Edited by	Status	
SLU0000-0000E	2022-12-09 09:54	Evelin Axelsson	Submitted	 
SLU0000-DEMO00	2022-12-09 09:39	Evelin Axelsson	Draft saved	Submit form  
SLU0000-0000A	2022-12-12 06:55		Draft saved	Submit form  

 Add new Course event
Clear filter

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

## Choosing language

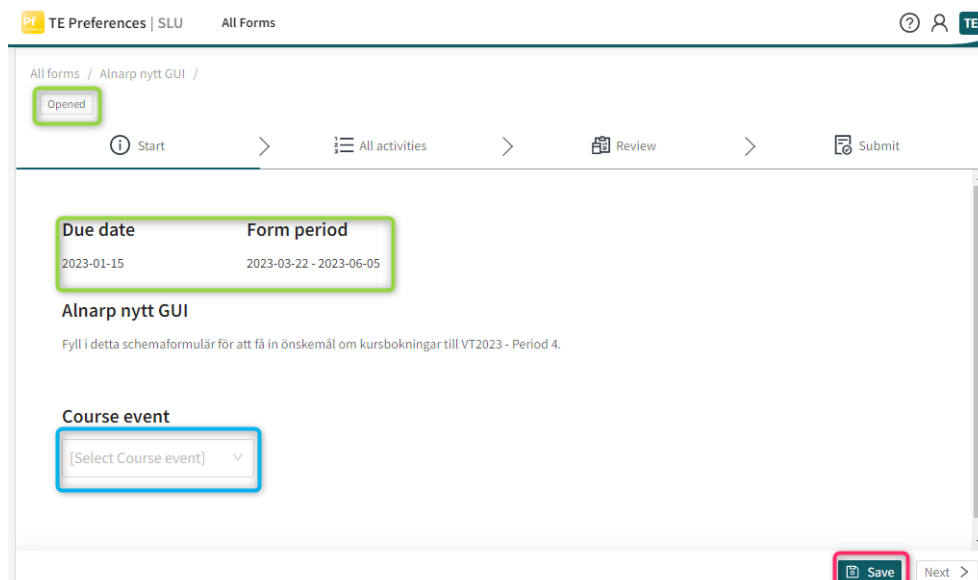
First time you login to TE Preferences it will be in English. You can change to Swedish or Nederlands. This instruction is based on English settings. You can change language from the “man” in the upper right corner.



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 an start page. The page contains comprehensive information about the current schedule form and shows the status of the form instance (green boxes).



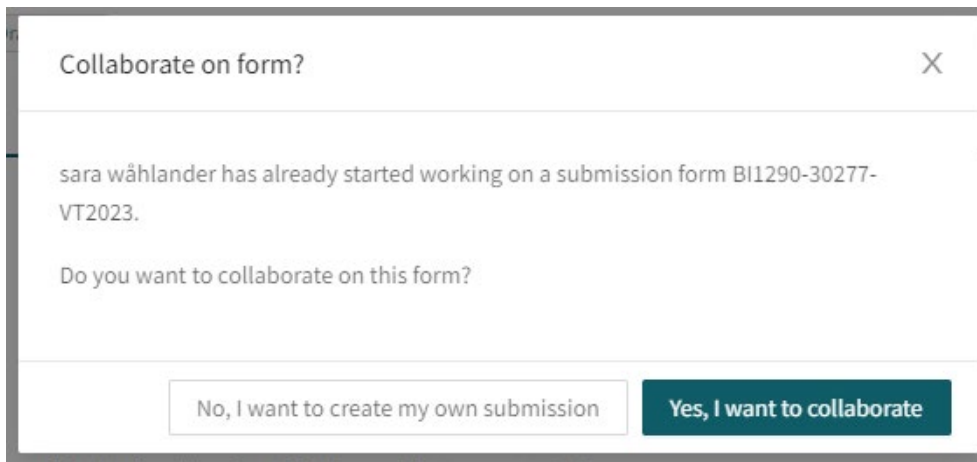
This is where you must select the desired course event. An object list with associated search box is displayed. The list of current course event objects is retrieved from Ladok, which means that the course event must be entered there for it to be displayed in the list. Type in the course code or the 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*

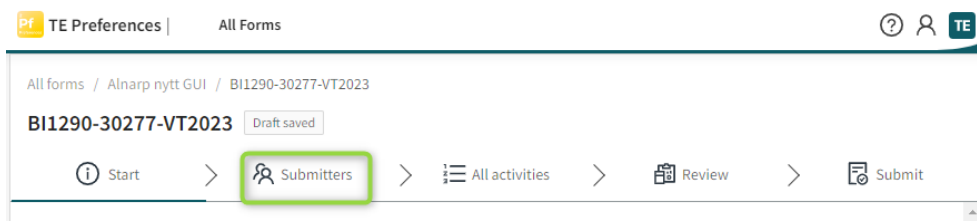
Please note that each completed schedule preferences form is valid for a specific course event. If you need to submit schedule preferences for several course events, start a completely new instance of the schedule preferences form for each individual course event.

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.



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.



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: Select recipient

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

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.

Pf TE Preferences | SLU All Forms ? TE

All forms / Alnarp nytt GUI / SLU0000-DEMO00

SLU0000-DEMO00 Draft saved

Start > All activities > Review > Submit

Recurring mode, 9 week(s) selected

Select mode: Recurring Select weeks: 9 weeks selected Show as title: Select...

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<span>9X</span> <span>Select all</span>	<span>9X</span> <span>Select all</span>	<span>9X</span> <span>Select all</span>	<span>9X</span> <span>Select all</span>	<span>9X</span> <span>Select all</span>	<span>9X</span> <span>Select all</span>	<span>9X</span> <span>Select all</span>
07:00						

**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: 9 weeks selected

9X 9X

Tuesday Wednesday

Select all + Select all

Deselect all

- Mar 20 - 26, 2023 Week 12 ✓
- Mar 27 - Apr 02, 2023 Week 13 ✓
- Apr 03 - 09, 2023 Week 14 ✓
- Apr 10 - 16, 2023 Week 15 ✓
- Apr 17 - 23, 2023 Week 16
- Apr 24 - 30, 2023 Week 17 ✓
- May 01 - 07, 2023 Week 18

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.

SLU0000-DEMO00 Draft saved

Start All activities Review Submit

Week 14 Apr 03 - 09, 2023 (Week 14) < Back Next > Select mode: Individual weeks Show as title: Kursaktivitet(er)

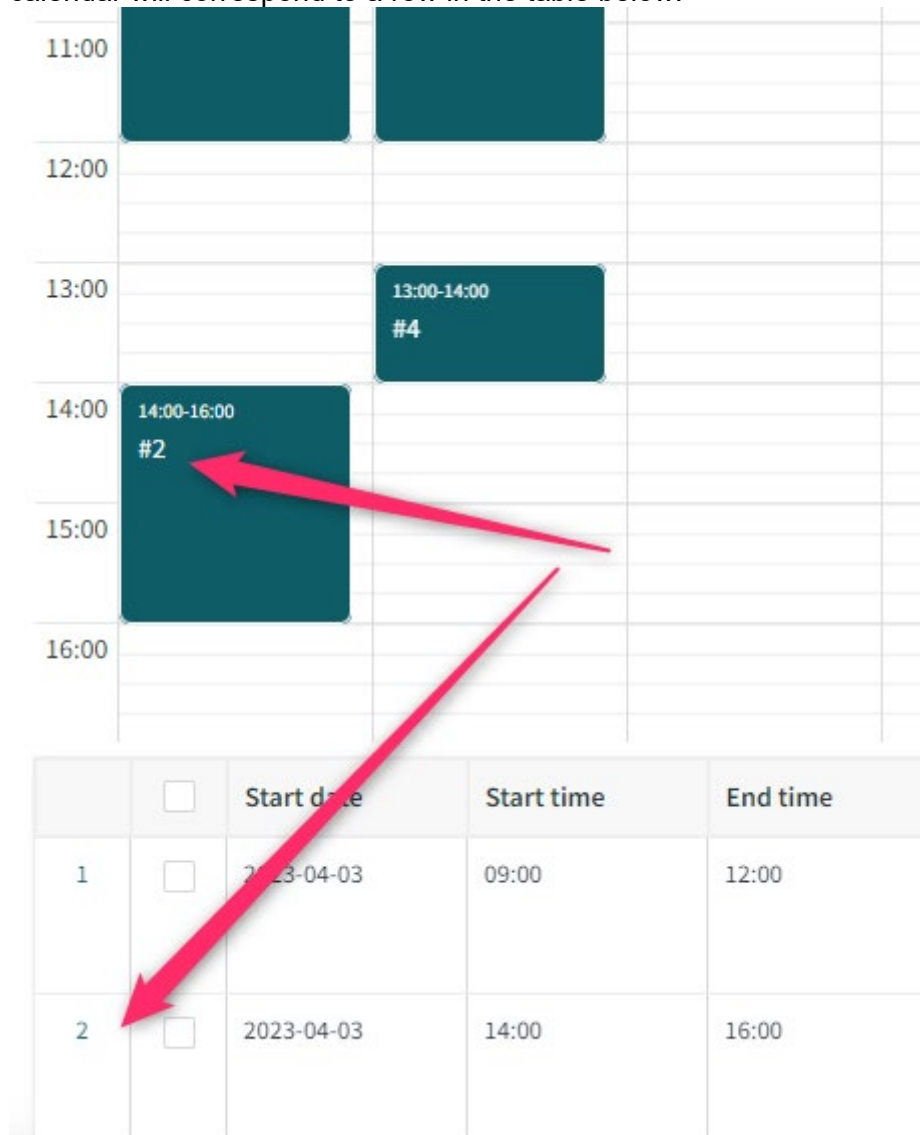
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
03	04	05	06	07	08	09
Select all	Select all	Select all	Select all	Select all	Select all	Select all
07:00						

**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 screenshot shows a dialog box titled "Edit visible columns" with a close button (X) in the top right corner. The dialog contains two columns of toggle switches, each with a dropdown arrow below it. The first column includes "Start date", "End time", "Kursaktivitet(er)\*", "Lokal(er)\*", and "Schematitel". The second column includes "Start time", "Information till bokarna (ej oblig.)", "Antal studenter\*", and "Lärare". At the bottom right are "Cancel" and "OK" buttons.

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.

In order 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.

För- och efternamn	AD-namn	Institution/Avdelning
Evelyn Elisabeth Villanueva Gutierrez	ehvi0002	Växtförädling
Zelal Everbring	zeev0001	Kliniska vetenskaper
Evelina Augustsson	eaau0001	Ekologi
<b>Evelin Axelsson</b>	<b>evax0001</b>	<b>Lärande och digitalisering</b>
Evelina Broberg	evbg0002	Universitetsdjursjukhuset
Evelina Blom	evbm0002	Universitetsdjursjukhuset
Eveline Krab	evkb0001	Mark och miljö
Katarina Böhme Evengård	kateven	Biblioteket
Eva Enström	evem0002	NJ-fakulteten, kansli

		Ingen lokal behövs X	eve
--	--	----------------------	-----

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 and finally click on the "Save change" button.

Selected date:	Start time:	End time:
2023-04-03	09:00	11:00

Save change

1	<input type="checkbox"/>	2023-04-03	09:00	12:00

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.

	<input checked="" type="checkbox"/>	Start date	Start time	End time	Info
1	<input checked="" type="checkbox"/>	2023-04-03	09:00	11:00	
2	<input checked="" type="checkbox"/>	2023-04-03	14:00	16:00	
3	<input checked="" type="checkbox"/>	2023-04-04	10:00	12:00	
4	<input checked="" type="checkbox"/>	2023-04-04	13:00	14:00	

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

SLU0000-DEMO00

Start

17:00

	<input type="checkbox"/>	Start date
1	<input type="checkbox"/>	2023-04-03
2	<input checked="" type="checkbox"/>	2023-04-03
3	<input checked="" type="checkbox"/>	2023-04-04
4	<input checked="" type="checkbox"/>	2023-04-04

Edit row #2, #3, #4

Information till bokarna (ej obligatoriskt):

Kursaktivitet(er)\*:

Antal studenter\*:

Lokal(er)\*: Ingen lokal behövs X

Lärare:

Schematitel:

Cancel OK

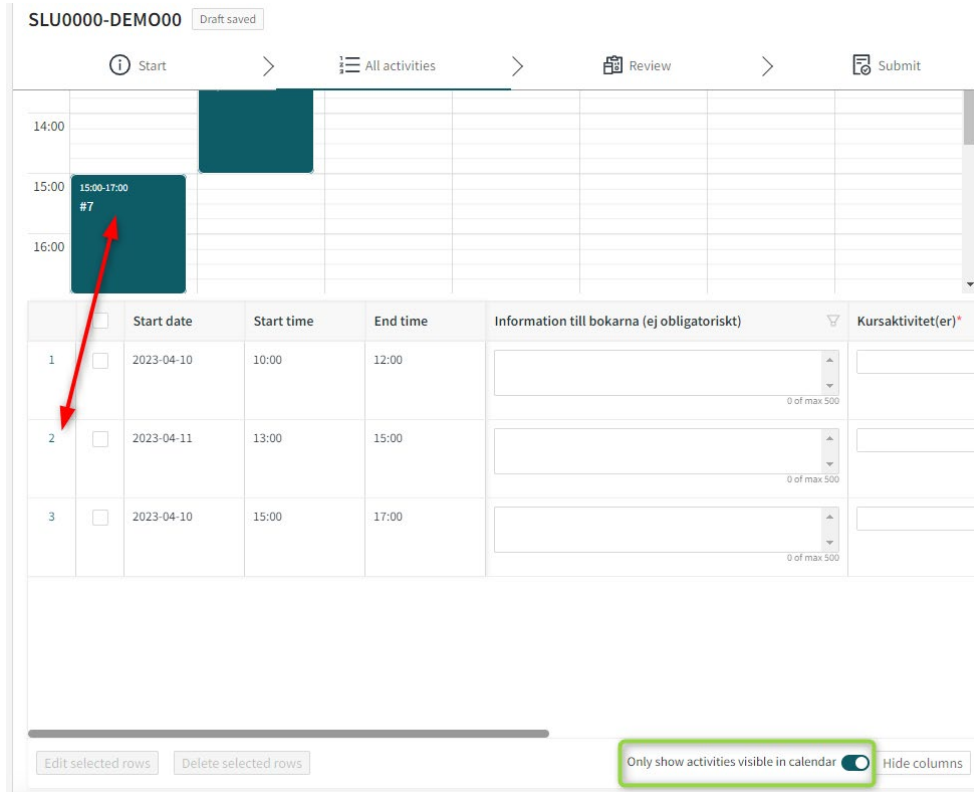
Edit selected rows Delete selected rows

Only show activities visible in calen

**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 Draft saved

Start > All activities > Review > Submit



	<input type="checkbox"/>	Start date	Start time	End time	Information till bokarna (ej obligatoriskt)	Kursaktivitet(er)*
1	<input type="checkbox"/>	2023-04-10	10:00	12:00	<div>0 of max 500</div>	
2	<input type="checkbox"/>	2023-04-11	13:00	15:00	<div>0 of max 500</div>	
3	<input type="checkbox"/>	2023-04-10	15:00	17:00	<div>0 of max 500</div>	

Edit selected rows Delete selected rows

Only show activities visible in calendar ☒ Hide columns

Please note the number of the activity now no longer the row number.

**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".

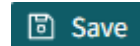
		Start date	Start time	End time	Room
1	<input type="checkbox"/>	2023-04-03	09:00	11:00	
2	<input type="checkbox"/>	2023-04-03	14:00	16:00	
3	<input type="checkbox"/>	2023-04-04	10:00	12:00	
4	<input checked="" type="checkbox"/>	2023-04-04	13:00	14:00	
5	<input checked="" type="checkbox"/>	2023-04-10	10:00	12:00	

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

**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.

TE Preferences | SLU All Forms

All forms / Alnarp nytt GUI / SLU0000-DEMO00

SLU0000-DEMO00 Draft saved

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

Calendar view showing activities #6 and #7.

	<input type="checkbox"/>	Start date	Start time	End time	Information till bokarna (ej obligatoriskt)
1	<input checked="" type="checkbox"/>	2023-04-03	09:00	11:00	0 of max 500
2	<input checked="" type="checkbox"/>	2023-04-03	14:00	16:00	0 of max 500
3	<input checked="" type="checkbox"/>	2023-04-04	10:00	12:00	0 of max 500
4	<input checked="" type="checkbox"/>	2023-04-04	13:00	14:00	0 of max 500

Save < Previous **Next** >

The review sums up the amount of activities by type and the total time for each activity type.

### Summary

	Number of activities	Total duration
Föreläsning	3	6h 0m
Seminarium	1	1h 0m
Övning	1	2h 0m
All activities	5	9h 0m

Further down in the page is the calendar and all requests, for an extra checking. As in the “All activities” tab you can adjust the width of the columns to fit your screen. Make sure all is correct and head on to

submitting by clicking “Next” or on the tab “Submit”.

All forms / Alnarp nytt GUI / SLU0000-DEMO00

SLU0000-DEMO00 Draft saved

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

	Start date	Start time	End time	Information till bokarna (ej obligatoriskt)	Kursaktivitet(er)
1	2023-04-03	09:00	11:00		Föreläsning
2	2023-04-03	14:00	16:00		Övning
3	2023-04-04	10:00	12:00		Föreläsning
4	2023-04-04	13:00	14:00		Seminarium
5	2023-04-10	10:00	12:00		Föreläsning

Save Previous **Next**

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

Submit form

Note: After submitting the form for scheduling it will be locked for further editing  
 Missing information in required field(s). Go to Review for more details.

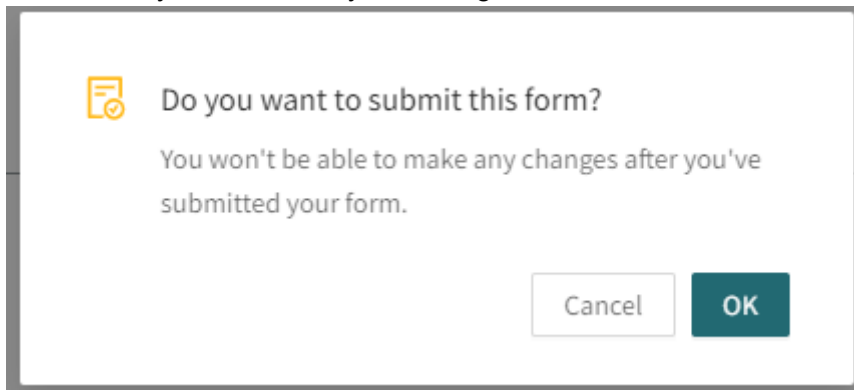
The “Submit form” button is also greyed out. Go back to the “All activities” tab and correct the missed out fields. The button is activated and the red text gone.


Submit form

Note: After submitting the form for scheduling 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.

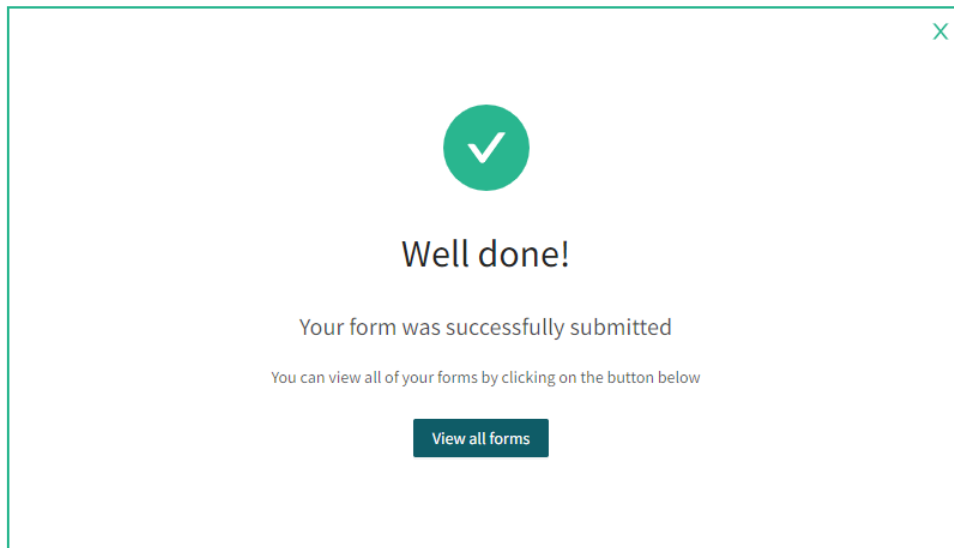
A confirmation dialog box with a light gray border. It contains a yellow icon of a document with a checkmark. The text reads: "Do you want to submit this form?" followed by "You won't be able to make any changes after you've submitted your form." At the bottom right, there are two buttons: "Cancel" (light gray) and "OK" (dark teal).


 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.

A success confirmation message box with a green border and a close button (X) in the top right corner. It features a large green circle with a white checkmark. The text reads: "Well done!" followed by "Your form was successfully submitted" and "You can view all of your forms by clicking on the button below". At the bottom, there is a dark teal button labeled "View all forms".



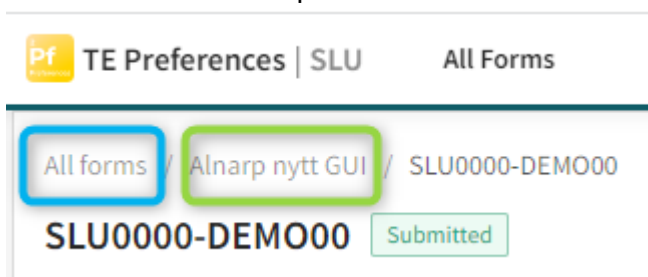
Well done!


Your form was successfully submitted

You can view all of your forms by clicking on the button below

[View all forms](#)

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.

A navigation bar with a dark teal background. It contains a yellow "Pf" logo, the text "TE Preferences | SLU", and a link "All Forms". Below this, there is a breadcrumb trail: "All forms / Alnarp nytt GUI / SLU0000-DEMO00". The "All forms" link is highlighted with a blue box, and "Alnarp nytt GUI" is highlighted with a green box. Below the breadcrumb, the text "SLU0000-DEMO00" is displayed next to a green button labeled "Submitted".

 TE Preferences | SLU [All Forms](#)

[All forms](#) / [Alnarp nytt GUI](#) / SLU0000-DEMO00

SLU0000-DEMO00 [Submitted](#)

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.

TE Preferences | SLU All Forms

All forms / Alnarp nytt GUI

Alnarp nytt GUI Due by 2023-01-15 Evelin Axelsson

Open & submitted Archived

Course event	Last edited	Edited by	Status
Courseevt 1	2022-12-12 12:25	Evelin Axelsson	Opened Submit form
SLU0000-0000E	2022-12-09 09:54	Evelin Axelsson	Submitted
SLU0000-DEMO00	2022-12-12 12:17	Evelin Axelsson	Submitted
SLU0000-0000A	2022-12-12 08:32		Draft saved Submit form

Add new Course event Clear filter

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 time line in the Submit tab shows how far the booking has come.

What happens next?



After the booking administrator has created all the bookings you, as a requester, needs 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.

## TE Preferences for requesters

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 manual located in the Staff entry in TE Viewer.

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 Syltallen**  
Reserve Uppsala Syltallen

#### 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

#### RESERVATION PAGES - PERSON

**Person reservation for staff**  
Reserve yourself in TimeEdit (only for KV-staff)

Manual - View schedules and make web reservations in TimeEdit

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.