



Reserve Study Rooms or open spaces

As a student you can reserve rooms and open spaces at some campus. Open spaces are usually located in libraries and these spaces can look like the example below:

Touchbord, Biologibiblioteket ⓘ
Seats 1, öppen yta med 5 sittplatser. Går att ställa dit

Touchscreen, Ångströmbiblioteket ⓘ
Seats 1, öppen yta, rundel 4 pallar

You are authorized to reserve two weeks in advance and a maximum of 12 hours during one week. A reservation can be a maximum of 4 hours, but you can make one more in connection with the first if you need more time.

You can edit and cancel your reservations as long as they have not started to apply.

To narrow the list of rooms, you can select one or more locations. It is also possible to enter room numbers in the search box. You can also choose to filter on the number of seats to limit the list of room to suit your needs.

The screenshot shows a reservation interface with the following elements:

- ROOM**: Search box with a magnifying glass icon and a "Search" button.
- LOCATION**: A dropdown menu labeled "Location".
- SEATS**: A range selector showing "0 - 18".
- SHOW AVAILABLE WITHIN TIME INTERVAL**: A dropdown menu.
- Calendar**: A weekly view for "26 December - 1 January". The current week is "Wednesday 28/12". A "Change week" button is visible.
- Room List**: A table on the left with columns for room numbers and seats. Rooms listed include 101154, 101156, and 101168, all at Ångström.
- Annotations**: Red arrows point from text boxes to the search box, location dropdown, seats selector, and a room entry in the list.

More information about the room

SHOW AVAILABLE WITHIN TIME INTERVAL

⌵ : ⌵ - ⌵ : ⌵

To only see available rooms for a certain time enter an interval and the list will be show free rooms when you select a day.

If you click on one of the boxes with day and date in the calendar you will see available time slots and rooms for this day more clearly



Reserve by clicking on the calendar, by default you get an hour of reservationtime but you can change the time later.

	v 52	8	9
101154, Ångström Antal platser 12			
101156, Ångström Antal platser 12		08:00 - 09:00	
101168, Ångström			

Set the time.
Keep in mind that a reservation can be a maximum of 4 hours and the room must be vacant for the entire specified time.

Teachers have the right to access, and if necessary, empty the room, 15 minutes before booked teaching.

Reservationtime is between 8-22. Some rooms may have other times, if so, these times that can not be reserved are marked in gray in the calendar.

Enter an appropriate reservation text.
For example, your name or a study group name or similar.

Click on reserve.

Thu 29 December 2022 Clear

Begin **End**

Room
101156, Ångström, 12

Project number
Webbokning student

Reservation text

External comment

Reserve

Thank you for your reservation!

Thursday

29

Dec 2022
w52

08:00 - 09:00 CET

Room 101156, Ångström

Reservation text Malin, teamwork

[Show reservation information](#)

Make more reservations

Send confirmation if you want an email on your reservation or if you want to send the information to someone else.

Click on make more reservations to make another reservation.

Close the window when you are done.



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You will find your reservations under "My reservations" at the bottom of the page. If you want to edit or cancel, click on the reservation in the list and select "edit/cancel".

My reservations

Time	Room	Reservation text	External comment
2022-12-29 08:00 - 09:00	101156, Ångström	Malin, teamwork	

Thursday 2022-12-29

29
Dec 2022
w52

Begin End
08:00 ▾ 09:00 ▾

Room 101156, Ångström

Reservation text Malin, teamwork

External comment

[Show reservation information](#)

Cancel reservation Done

You can edit the time of the reservation, *provided it is vacant*.

Edit or add comment or external comment.

Cancel the reservation by clicking cancel, *receives a control question upon cancellation*.