

E-mail: adm.schemastod@uu.se

Reserve meeting rooms

You who are logged in on these pages have authority to reserve some of the university's meetingrooms in this system. Some departments have their own meeting rooms that can be reserved here. To reserve those meeting rooms you have to be logged in with Joint Web Login and be employed by that particular department.

To narrow the list of rooms, you can Choose a time interval to see select one or more locations or fixed which rooms are available. equipment in the room. Alternatively The list is updated when you you enter the room number in the have selected a date. search box. You can limit the list further by specifying the number of seats you need. ROOM LOCATION SEATS FIXED EQUIPMENT SHOW AVAILABLE WITHIN TIME INTERVAL Q Search ✓ Blåsenhus 00 - 500 Fixed equipment -Q Search Week Day 4/1 Thursday 5/1 Friday 6/1 Saturday 7/1 14:213. Blåsenhus Click on the arrows to change week or click on Click on "i" for more information on a the calendar to get further room, e.g. what kind of equipment the ahead in time. room has or if the room have an in-

Click on a date in order to se when there are available times that day. Return to the week view by clicking on week at the right above the schedule.

house price.

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





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You have to specify the following:

If needed, correct the time.

Room:

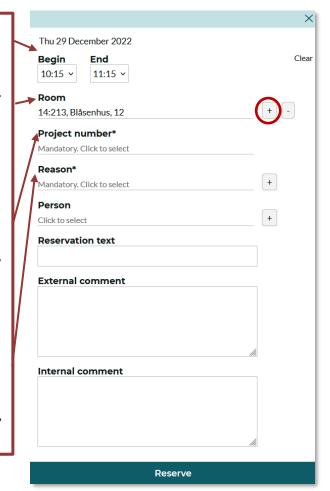
You have already chosen one room but you can add more rooms in the same reservation by clicking +. You will only be able to reserve rooms that are vacant on the time that you chosen.

Project number:

You get a list on project numbers you are authorized to reserve on. If you are unsure wich number you shall use, contact the finance manager at your department or section.

Reason:

Show all reasons and choose the reason that fit your purposes best.
There are only a few reasons to choose from.



Information that is useful to have in the reservation.

Person:

Reserve yourself as person or reserve everybody that's supposed to be in the meeting. If everybody's reserved they're able to see it in TimeEdits schedule. If someone is reserved somewhere else on that time you will not see them in the list since they already are occupied. Tip. Search by using the first letters of sur- and lastname for a shorter list. You can also search by department.

Reservation text

Is shown publicly. Max. 60 characters

External comment

Is shown publicly. Max. 250 characters

Internal comment

Is not shown publicly. Is used for the own comments by the one who reserved the room.

Save the reservation by clicking on reserve.



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Thank you for your reservation!

Thursday

10:15 - 11:15 CET

29

Room 14:213, Blåsenhus Person Marianne Carlsson

Dec 2022 w52 Project number 741016410

Comment Planning for the next semester

Reason Meeting

Show reservation information

Send confirmation

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. You will then keep all choices you done before and can choose a new day and time.

Close the window when you are done.

In "My reservations" which you will find at the bottom of the page or at the schedule page. Here you can see your reservations but also change, copy or cancel a reservation.

SCHEDULE



Search a schedule for a person, course, program or a room

My reservations

View or change reservations made by your CAS ID in this system. NOTE! Does not show reservations that you are booked on if they were created by another user.



By clicking on a reservation in the list one can choose to:

Copy-

Edit/Cancel

Thursday 08:00 - 09:00 Room 10234, Mellanrummet, Ångström Person responsibility Marianne Carlsson

w34 TimeEdit: Univ förvaltn o gem funktioner

Reason Meeting
Comment weekly meeting

Show reservation information

Send email

Edit / Cancel reservation

Edit/Cancel

You can change the time if the room is vacant at the time you want, you can also change the text field.

Upon cancellation you will receive a control question to make sure you really want to cancel.

Are you sure you want to cancel the reservation?

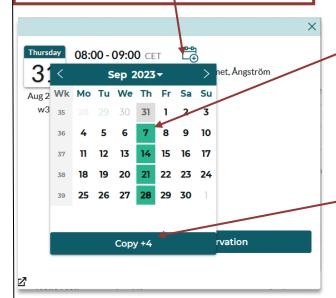
Cancel reservation



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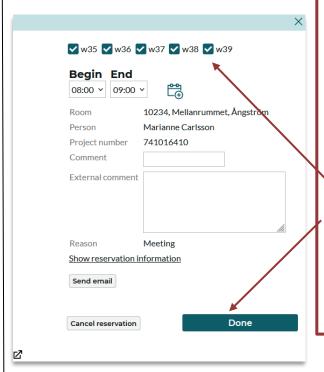
To copy your reservation, click the little calendar icon with a +.

A new box with a calendar appears.



Mark the dates where you want your copies (the days that are marked will turn green). Days marked grey, means that the room you want to reserve is occupied. When you have finished and are satisfied with your chosen copies, click "Copy +4". The number is the same as the number of copied reservations you have done.

You will now get a long list of all the reservations you have done. If any of your reservations is unavailable it will be clearly marked in this list. Close the window when you are done.



At the bottom of this list there is an Edit/Cancel button.

Here you can change the time or comment on one or more reservations. You can also cancel all or just some of the reservation at the same time.

Choose which week or weeks you want to Edit/cancel. Click "Done" when finished.

One can do several changes here but when you close the box you will have to go back to each reservation and change/cancel them one by one.