



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 select one or more locations or fixed equipment in the room. Alternatively you enter the room number in the search box. You can limit the list further by specifying the number of seats you need.

Choose a time interval to see which rooms are available. The list is updated when you have selected a date.

ROOM Search

LOCATION Blåsenhus Search

SEATS 0 - 50

FIXED EQUIPMENT Fixed equipment

SHOW AVAILABLE WITHIN TIME INTERVAL

< 2 - 8 January > Week Day

Click on "i" for more information on a room, e.g. what kind of equipment the room has or if the room have a price.

	Monday 2/1	Tuesday 3/1	Wednesday 4/1	Thursday 5/1	Friday 6/1	Saturday 7/1	Sunday 8/1
14:213, Blåsenhus Seats 12		Anet Se blan					
14:327, Blåsenhus Seats 14							
14:341, Blåsenhus Seats 8							
14:360, Blåsenhus Seats 16							
24:103, Blåsenhus Seats 16			A in all				

Click on "i" for more information on a room, e.g. what kind of equipment the room has or if the room have an in-house price.

Click on the arrows to change week or click on the calendar to get further ahead in time.

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

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

w52	8	9	10	11
14:213, Blåsenhus Seats 12			10:15 - 11:15	
14:327, Blåsenhus Seats 14				



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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.

Thu 29 December 2022

Begin 10:15 End 11:15

Room 14:213, Blåsenhus, 12

Project number* Mandatory. Click to select

Reason* Mandatory. Click to select

Person Click to select

Reservation text

External comment

Internal comment

Reserve

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.



Thank you for your reservation!

Thursday 10:15 - 11:15 CET

29 Room 14:213, Blåsenhus
 Person Marianne Carlsson
 Dec 2022 Project number 741016410
 w52 Comment Planning for the next semester
 Reason Meeting
[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. 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



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.

My reservations

Tid	Room	Person	Project number	Kommentar
2021-06-22 13:15 - 14:15	10238, Beurlingrummet, Ångström	Annette Simonsson	741016410	Enhetsmöt

Show more

By clicking on a reservation in the list one can choose to:
Copy
Edit/Cancel

Thursday 08:00 - 09:00 CET

24 Room 10234, Mellanrummet, Ångström
 Aug 2023 Person responsibility Marianne Carlsson
 w34 TimeEdit: Univ förvaltn o gem funktioner
 Reason Meeting
 Comment weekly meeting
[Show reservation information](#)

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?



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To copy your reservation, click the little calendar icon with a +.
A new box with a calendar appears.

Wk	Mo	Tu	We	Th	Fr	Sa	Su
35	28	29	30	31	1	2	3
36	4	5	6	7	8	9	10
37	11	12	13	14	15	16	17
38	18	19	20	21	22	23	24
39	25	26	27	28	29	30	1

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.

w35 w36 w37 w38 w39

Begin 08:00 **End** 09:00

Room: 10234, Mellanrummet, Ångström
Person: Marianne Carlsson
Project number: 741016410
Comment:
External comment:

Reason: Meeting
[Show reservation information](#)

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.