

## Byggnadsavdelningen Administrativt schemastöd

E-post: adm.schemastod@uadm.uu.se

# **Reserve Equipment**

You who are logged on to this page have authority to reserve some of the university's equipment. There are many different types of equipments as: bicycles, certain lab equipment, Audio/video equipment and several other types. The reservation time differs depending on equipment and can be between one day and up to seven days.

Choose a time interval To narrow down the list of equitments., to see which equipmyou can select location or equipment type. ents are available. The You can also write the name of the list is updated when you equipment in the box "equipment". have selected a date. EOUIPMENT LOCATION **EOUIPMENT TYPE** SHOW AVAILABLE WITHIN TIME INTERVAL Q Search Location Equipment type 

T k Day If you want to know more about the equipment, click on in the same box as the equipment you want to and is therefore not translated. Monday 16/1 Tuesday 17/1 Wednesday 18/1 Thursday 19/1 Friday 20/1 Saturday 21/1 9 1011 1213141516178 9 1011 121 1516178 9 1011 1213141516178 9 1011 1213141516178 9 1011 121314151617 4 Table-Top Microphones for Teleconferencing incl. Mixer Audio amplifier 1, Angstrom Audio amplifier 2, Angstrom Click on the arrows to **BMC Lånedator 1** change week or click on BMC Lånedator 2 the calendar to get further ahead in time. Click on "i" for more information on an equipment.

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.

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

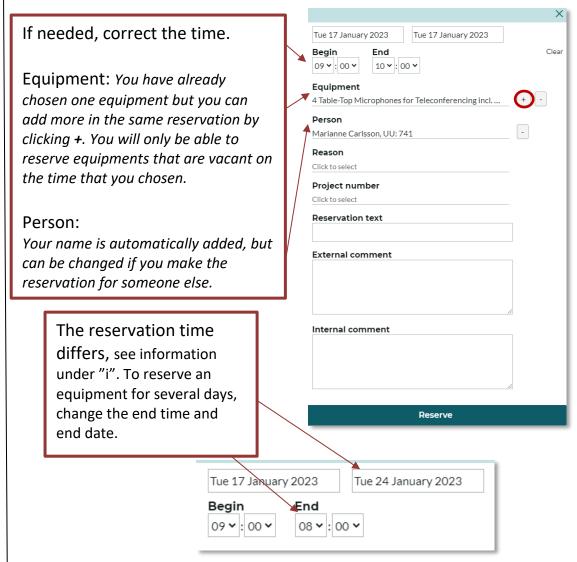




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You have to specify the following:



# Good to know:

Reason and projectnumber: does not have to be specified on equipment reservations.

No comments or reservation texts are needed, but if one wants to give one consider that:

#### Reservation text

Is shown publicly. Max 60 characters

### External comment

Is shown publicly. Max 250 characters

# Internal comment

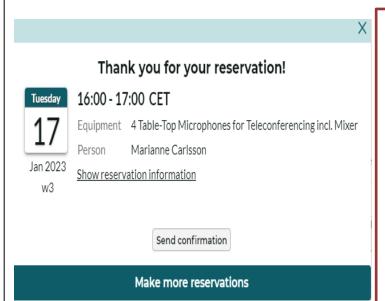
Is not shown publicly. Is used for the own comments by the one who reserved the room.

Save the reservation by clicking on reserve



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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.

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 reservation".

