



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.

To narrow down the list of equipments., you can select location or equipment type. You can also write the name of the equipment in the box "equipment".

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

EQUIPMENT

LOCATION

EQUIPMENT TYPE

SHOW AVAILABLE WITHIN TIME INTERVAL : - :

< 16 - 22 January >

If you want to know more about the equipment, click on in the same box as the equipment you want to know more about. Some information is only available in one language and is therefore not translated.

w3	Monday 16/1	Tuesday 17/1	Wednesday 18/1	Thursday 19/1	Friday 20/1	Saturday 21/1	Sunday 22/1
4 Table-Top Microphones for Teleconferencing incl. Mixer							
Audio amplifier 1, Angstrom							
Audio amplifier 2, Angstrom							
BMC Lånedator 1							
BMC Lånedator 2							

Click on "i" for more information on an equipment.

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.

	w3	8	9	10
4 Table-Top Microphones for	Ångström, Hämtas och lämnas i rum 10202 på Ångström. Om kortaccess behövs, kontakta access@polacksbacken.uu.se		09:00 - 10:00	
Audio amplifier 1, Angstrom	Ångström, Ljudförstärkare. Enhet 1 Hämtas och lämnas i rum 10202 på Ångström. Kortaccess behövs, kontakta access@polacksbacken.uu.se För info			



UPPSALA
UNIVERSITET

Byggnadsavdelningen
Administrativt
schemastöd

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

You have to specify the following:

If needed, correct the time.

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

Person:

Your name is automatically added, but can be changed if you make the reservation for someone else.

The reservation time differs, see information under "i". To reserve an equipment for several days, change the end time and end date.

Tue 17 January 2023 Tue 17 January 2023 Clear

Begin End
09 : 00 10 : 00

Equipment
4 Table-Top Microphones for Teleconferencing incl. ... + -

Person
Marianne Carlsson, UU: 741 -

Reason
Click to select

Project number
Click to select

Reservation text

External comment

Internal comment

Reserve

Tue 17 January 2023 Tue 24 January 2023

Begin End
09 : 00 08 : 00

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



X

Thank you for your reservation!

Tuesday

17

Jan 2023
w3

16:00 - 17:00 CET

Equipment 4 Table-Top Microphones for Teleconferencing incl. Mixer

Person Marianne Carlsson

[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.

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".

My reservations

Time	Equipment	Person	Project number	Reason	Reservatio
2023-01-17 16:00 - 17:00	4 Table-Top Microphones for Teleconferencing incl. Mixer	Marianne Carlsson			

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 reservation, *receives a control question upon cancellation.*

X

Tuesday

17

Jan 2023
w3

2023-01-17 - 2023-01-17

16:00 - 17:00

Equipment 4 Table-Top Microphones for Teleconferencing incl. Mixer

Person Marianne Carlsson

Reservation text

External comment

[Show reservation information](#)

Are you sure you want to cancel the reservation?