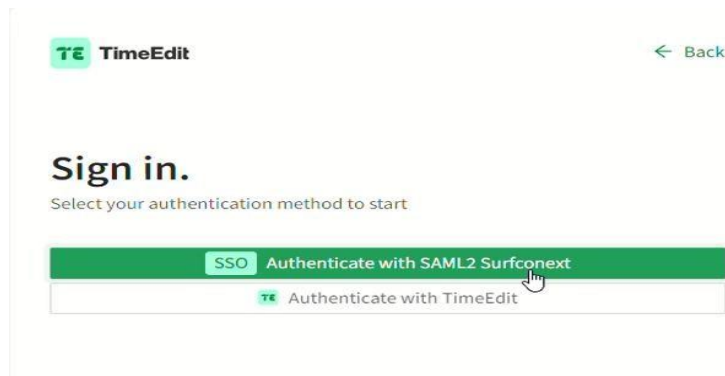**Instruction Time-Edit Reserve for Staff**
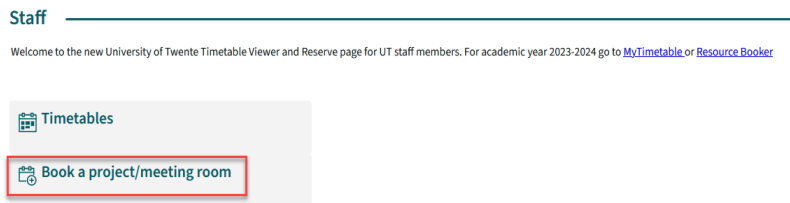
1. Log in
   https://cloud.timeedit.net/nl_utwente/web/staff/
   You only need to log in once through the following steps, then you will be automatically logged in.

   Click on: Authenticate with SAML2 Surfconext

2. Click on Book a project/meeting room

3. When you enter Reserve you will see the list of available projectrooms
   You can search for:
   a.   Hall (just type (part of) the name of the hall)
   b.   Capacity of the hall (always fill both minimum and maximum)
   c.   Building
   d.   The week you want from the calendar or switch weeks
   e.   Go to the day or week mode

4. Not available times and reservations of others are grey. You can make a reservation by clicking on the white blocks.

5. When you click on a timeslot there will be a pop-up with a few fields to fill.

   f. Begin and endtime (prefilled but can be adjusted)
   g. Hall (prefilled but can be adjusted)
   h. Title: Mandatory
   i. Number of persons: Mandatory
   j. Comment
   k. Click on 'Reserve' to make this reservation.
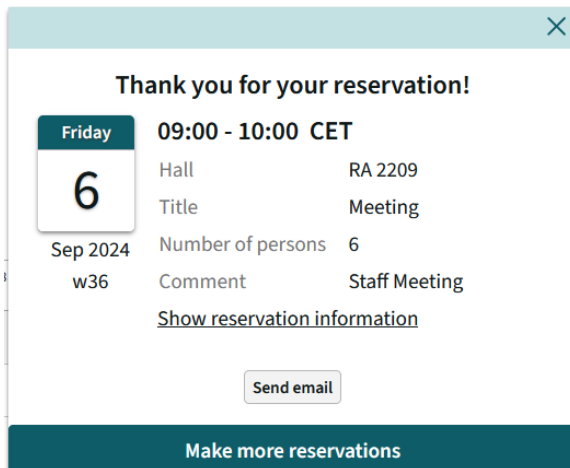
When you click on Reserve you will see another pop-up confirming the reservation.


This pop-up shows:

- The ID number of this reservation when you click 'show reservation information' When you have questions about your reservation you can use this number
- The possibility to send a confirmation to yourself or someone else (in that case you have to edit the prefilled email address). If you want to send the confirmation to multiple people, use ; between the email addresses.

6. Copy Reservations

When you click on a meeting you made in the calendar you can also copy this reservation to another day or week or multiple weeks.

You click on the days you want and then 'copy +..'

These reservations will get the same specifications as the original meeting (except for the date). After confirming you can edit the separate reservations if necessary.
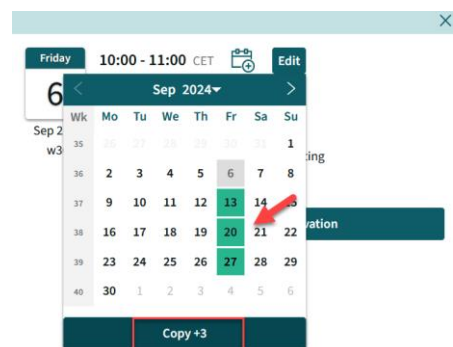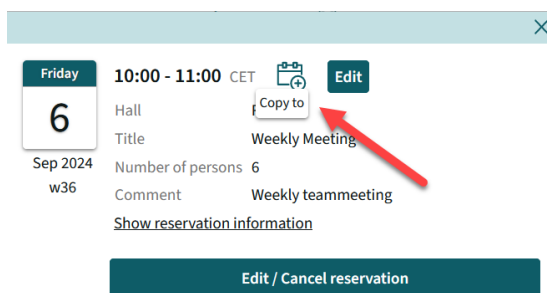
7. Reservations you made are listed at the bottom of the screen.

Time		Hall	Title	Number of persons	Comment
27-09-2024	10:00 - 11:00	RA 2209	Weekly Meeting	6	Weekly teammeeting
20-09-2024	10:00 - 11:00	RA 2209	Weekly Meeting	6	Weekly teammeeting
13-09-2024	10:00 - 11:00	RA 2209	Weekly Meeting	6	Weekly teammeeting
06-09-2024	10:00 - 11:00	RA 2209	Weekly Meeting	6	Weekly teammeeting
06-09-2024	09:00 - 10:00	RA 2209	Meeting	6	Staff Meeting

Show more reservations

8. To see the details of an activity, click on the activity in the list or in the calendar.

It's possible to edit or cancel the reservation by clicking on it.
When you cancel the reservation, it's possible to send a cancellation to yourself or the participants.

9. When you click on 'show more reservations' in the list of your reservations:
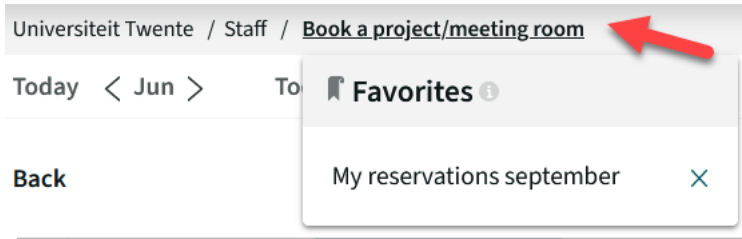

You enter a graphical view of your meetings

    l.   This is where you can save your favorite schedule

    m. This is where you can make different exports of the schedule

    n.   This is where you can customize your settings (more about that later on)

    o.   This is where you can switch between graphical (calendar) and text view

10.   To see your favorites click on 'book a project/meeting room

11.   To go back to the start screen click 'back'