

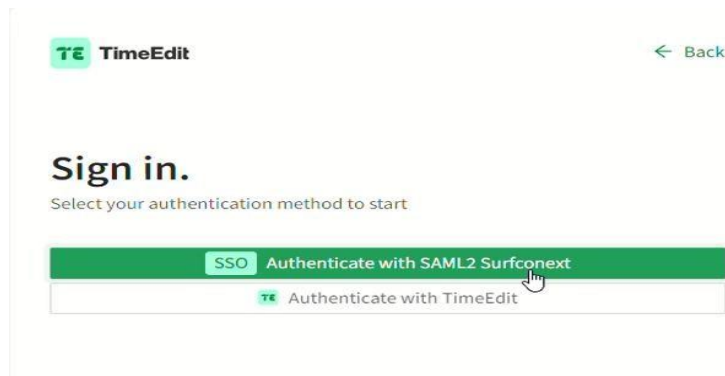
Instruction Time-Edit Reserve for Staff

1. Log in

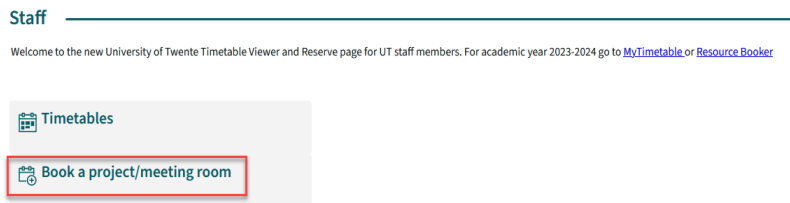
https://cloud.timeedit.net/nl_utwente/web/staff/

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

Universiteit Twente / Staff / Book a project/meeting room

Book a project/meeting room

HALL **A** CAPACITY **B** - BUILDING **C**

< 2 - 8 Sep **D** **E**

w36	Mon 2/9	Tue 3/9	Wed 4/9	Thu 5/9	Fri 6/9	Sat 7/9	Sun 8/9
	Carre						
CR 2020 Capacity 6	■	■	■	■	■	■	■
CR 2028 Capacity 6	■	■	■	■	■	■	■

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

HALL CAPACITY - BUILDING Ravelijn

< 2 - 8 Sep >

w36	Monday 2/9	Tuesday 3/9	Wednesday 4/9	Thursday 5/9	Friday 6/9	Saturday 7/9	Sunday 8/9
	Ravelijn						
RA 2209 Capacity 8							
RA 2314 Capacity 8							
RA 3112 Capacity 8							
RA 4110 Capacity 8							

5. When you click on a timeslot there will be a pop-up with a few fields to fill.
- Begin and endtime (prefilled but can be adjusted)
 - Hall (prefilled but can be adjusted)
 - Title: Mandatory
 - Number of persons: Mandatory
 - Comment
 - Click on 'Reserve' to make this reservation.

×

Fri 6 September 2024

Begin **End** Clear

Hall
RA 2209, 8

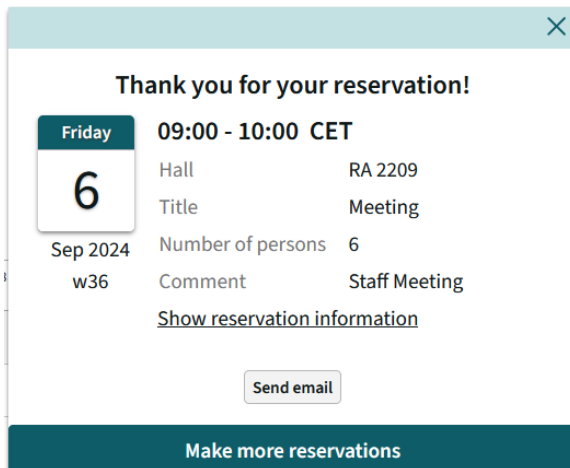
Title*

Number of persons*

Comment

Reserve

When you click on Reserve you will see another pop-up confirming the reservation.



This pop-up shows:

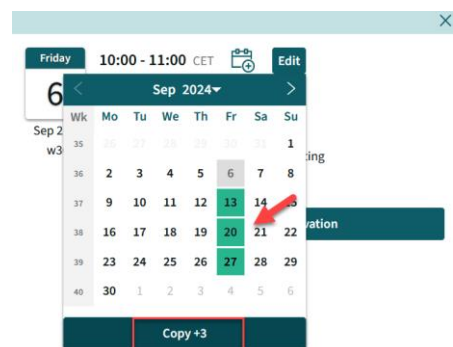
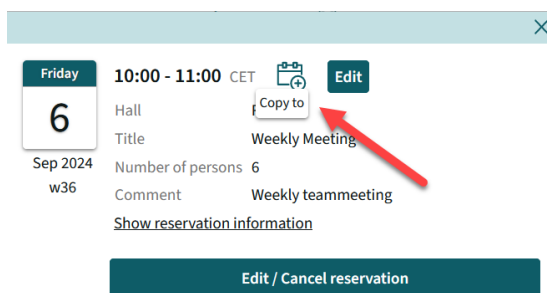
- The ID number of this reservation when you click 'show reservation information' When you have questions about your reservation you can use this number
- The possibility to send a confirmation to yourself or someone else (in that case you have to edit the prefilled email address). If you want to send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

My reservations

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.

< Fri 6 September 2024 >

	8	9	10	11	12	13	14	15
w36								
RA 2209 Capacity 8			Meeting, 6, Staff Meeting	Weekly Meeting				
RA 2314 Capacity 8								
RA 3112 Capacity 8								

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.

Friday 09-06-2024
6
Sep 2024
w36
Begin 13:15 End 14:15
Hall RA 2314, 8
Title test
Number of persons 4
Comment
[Show reservation information](#)
Cancel reservation Done

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

My reservations					
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	

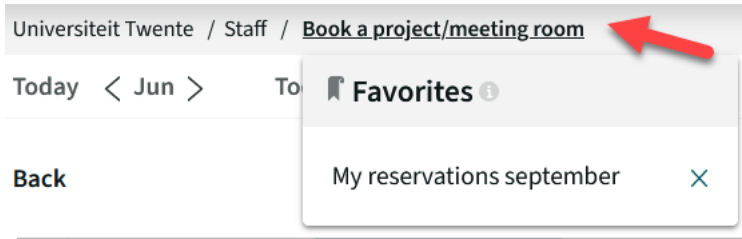
[Show more reservations](#)

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

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Today < Sep > 02-09-2024 - 30-09-2024
Save favorite Subscribe Download Filter Customize
Back
w36 Monday 2/9 Tuesday 3/9 Wednesday 4/9 Thursday 5/9 Friday 6/9
8
9 RA 2209, Meeting, 6, Staff Meeting
10 RA 2209, Weekly Meeting, 6, Weekly teammeeting
11
12
13
14
15
16
17
18
19
20
Link to this page Text

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



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

