



Stockholms
universitet

Schema

Schema i listformat

English schedule

Schedule in english

Lokalbokning för personal

Personal kan boka lokaler som tillhör den institution de är anställda vid om institutionen angett detta till TimeEdits support.

Room reservation for employees

Employees can make reservations in rooms that belongs to the department that they are employed at if the department has entered this to the TimeEdit support.

Utrustningsbokning för personal

Personal kan boka utrustning som tillhör den institution de är anställda vid om institutionen angett detta till TimeEdits support.

Schema för export och statistik

Listschema med mycket information, kan användas för Excelexport

Externa bokningar

Endast för TimeEdits systemadministratörer på Tekniska avdelningen

Pågående schema

Pågående bokningar avsedd för visning på informationskärm

Book a room in TimeEdit

Log in with your SUKAT account and choose the highlighted option –
Room reservation for employees.

Step 1

Choose date and Room

Step 2

Choose other objects

Date Show only free resources Begin time : End time :

Search Room

Seats -

Building

[Show more categories](#)

Lastest used

Name	Seats	Comment
▶ C332 Silent room	5	5 skrivbord
▶ C334	10	
▶ C545	15	

[Show the first 50](#)

- On this site you can make reservations in rooms that belongs to the department that you are employed at if your department has chose to have rooms bookable through web reservation in TimeEdit.
- Each department is responsible for informing on rules for reservations that is on your department.
- If you don't see a room for reservation please contact your Timeedit user at your department.
- To subscribe to your reservations choose Show more during My Reservations, when you see the schedule, click on the Subscribe button in the upper right comer.BR>

My reservations

No reservations

[Show more](#)

Option 1: Search Available Rooms

Choose your date. You find the rooms available for your chosen date and time by ticking the box **Show only free resources** and then click **Search**.

OR

Step 1
Choose date and Room**Step 2**
Choose other objects

Date Show only free resources Begin time : End time :

Search Room

Seats -

Building

[Show more categories](#)

Result [Click to select Room](#)

Name	Seats	Comment
▶ C516 North	18	If you want to use C516 South and C516 North at the same time, please book them both.
▶ C516 South	18	If you want to use C516 South and C516 North at the same time, please book them both.

My reservations

No reservations

[Show more](#)

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Option 2: Search Specific Rooms

You can search a specific room by typing the **room name** in to the search field and then click **Search**.

Step 1
Choose date and Room**Step 2**
Choose other objectsDate
2015-07-01   Show only free resources Begin time
00 : : 00 End time
01 : : 00

Search Room C516 Search

Seats 0 - 1999

Building Building

[Show more categories](#)**Result** Click to select Room

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Name **Seats** **Comment**

C516 North 18 If you want to use C516 South and C516 North at the same time, please book them both.

	Monday 29/6	Tuesday 30/6	Wednesday 1/7	Thursday 2/7
w27				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

Begin time
14 : : 00 End time
15 : : 00 Ok

14:00 - 15:00

Seats 18 Building Arhenius hus C Lokaltyp Undervisningssal Prisinformation Comment If you want to use C516 South and C516 North at the same time, please book them both.

C516 South 18 If you want to use C516 South and C516 North at the same time, please book them both.

Make Your Booking

Select your room (indicated with blue arrow) and choose **time**, then click OK.

Note! For room C516 you have to book both North & South if you want to use the entire room.

Step 1

Choose date and Room

Step 2

Choose other objects

You have to choose an activity. *The options are only in Swedish but as a default you can choose "Möte" (which is Swedish for meeting).*

Optional: make a comment about the booking – free text

Enter your name before clicking Reserve

Date	Begin time	End time
<input type="text" value="2015-07-01"/>	<input type="text" value="14:00"/>	<input type="text" value="15:00"/>
Room		
<input type="text" value="C516 North, 18, If you want to use C516 South and..."/>		
Activity*		
<input type="text" value="Mandatory. Click to select"/>		
Bokningskommentar		
<input type="text"/>		
Reserved by*		
<input type="text" value="Mandatory."/>		
<input type="button" value="Reserve"/>		

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My reservations

No reservations

[Show more](#)

Booking Details

The last step of the booking process. Please choose an activity, make a comment (optional) and enter your name.

The fields marked * are mandatory.

Step 1
Choose date and Room

Step 2
Choose oth

Thank you for your reservation!

Wednesday 14:00 - 15:00

1	Room	C516 North
	Activity	Föreläsning
Jul 2015	Bokningskommentar	Seminar by Prof. X
w27	ID	479499

Send confirmation

Make more reservations

My reservations

Time	Room	Activity	Person	Bokningskommentar
2015-07-01 14:00 - 15:00	C516 North	Föreläsning		Seminar by Prof. X

[Show more](#)

Wednesday 14:00 - 15:00

1	Room	C516 North
	Activity	Föreläsning
Jul 2015	Bokningskommentar	Seminar by Prof. X
w27	ID	479499

Send confirmation

Change

Done!

You can e-mail the booking to yourself or others by clicking **Send Confirmation** or you can continue to *Make more reservations*.

Your reservations are shown at the bottom of the page and you can edit or cancel them by clicking on the booking you want to **change**.