TE

University of New England

TimeEdit User Guide

TE Reserve:
How to make a room booking – Staff Guide
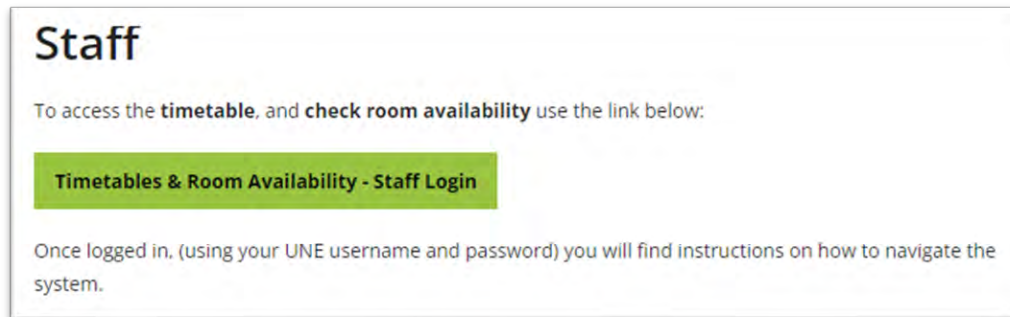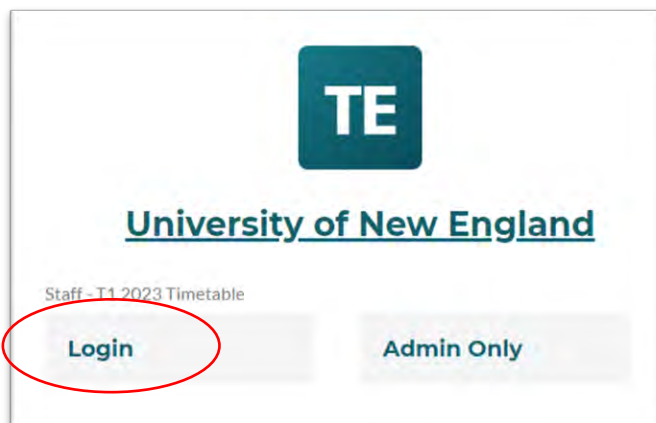
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Contents

Accessing the system and logging in

You can access room bookings via the 'Staff' tile or 'Room Bookings' tile on the Timetable Home Page in the same way you access the timetable.

- Click on the green Staff Login link:

Staff

To access the **timetable**, and **check room availability** use the link below:

<div style="background-color:#9acd32; padding:8px; display:inline-block;">**Timetables & Room Availability - Staff Login**</div>

Once logged in, (using your UNE username and password) you will find instructions on how to navigate the system.

- Log in to the timetabling system using your UNE credentials, using the link below:

TE

University of New England

Staff - T1 2023 Timetable

| Login | Admin Only |

- Choose 'Book a room – Staff' below:

Important Information

Ensure you read the 'important information' section prior to making your booking.

Finding a room

By default, you will see all rooms available for self service bookings. You can narrow the list down using various search criteria explained below, or simply click on any white space in the calendar on the day/time and location you want to book.

If you know which room you would like to book, search for it in the 'Location' search box.

If you are uncertain of the room you need or are looking for alternative options, you can use the filters next to 'Location' to narrow your search:

For example, if you would like to book a lecture theatre for a particular date/time on the Armidale Campus, you can narrow your search as follows:

These filters will then provide you with a list of lecture theatres available within your time window. In this example, it is as follows:

C028_1.LT101	Lewis Lecture Theatre (Room LT101), C028 - Lewis Lecture Theatre Building, Capacity 200
E011_1.A3	A3 Theatre (Room A3), E011 - Arts, Humanities & Social Science Building, Capacity 60
E011_2.A2	A2 Theatre (Room A2), E011 - Arts, Humanities & Social Science Building, Capacity 102
E022_1.26	Lecture Theatre 1 (Room 1-26), E022 - Oorala Centre, Capacity 56
S003_1.109	Lecture Theatre (Room 109), S003 - Biological Sciences (1st Year) Building, Capacity 195
S006_2.LT201	Paul Barratt Lecture Theatre (Room LT201), S006 - Psychology, Capacity 63
W034_3.366	McClymont Lecture Theatre 2 (Room 366), W034 - McClymont Building (Rural Science), Capacity 56
W034_3.368	McClymont Lecture Theatre 3 (Room 368), W034 - McClymont Building (Rural Science), Capacity 45
W034_3.387	McClymont Lecture Theatre 1 (Room 387), W034 - McClymont Building (Rural Science), Capacity 149
W039_3.215	Lecture Theatre 5 (Room 215), W039 - UNE Business School Building, Capacity 50
W040_3.321	Lecture Theatre 2 (LT2 Room 321), W040 - UNE Business School Building, Capacity 47
W040_3.322	Lecture Theatre 3 (LT3 Room 322), W040 - UNE Business School Building, Capacity 47
W040_5.518	J P Belshaw Lecture Theatre (LT1 Room 518), W040 - UNE Business School Building, Capacity 272
W042_4.416	John L Dillon Lecture Theatre (LT4 Room 416), W042 - UNE Business School Building, Capacity 164
W048_1.LT101	Wright Lecture Theatre (Room LT101), W048 - Meat Science Laboratories, Capacity 88

When you have chosen your room, by either method above, you will then need to check the availability of your room.

Making a booking

Click anywhere in the day you would like to check:

Please note: the grey and green spaces mean the room is booked at that time.

It will look like this when you click anywhere in the day section. Then choose your time by clicking anywhere in the day's free space:

A pop-up window will appear requesting information about your booking.

You will need to ensure that all information is correct:

- Check the date:
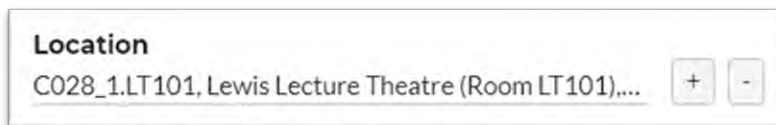
| Thu 23 March 2023 | Thu 23 March 2023 |

- Adjust the time if necessary:

Begin 14 ⌄ : 00 ⌄   **End** 16 ⌄ : 00 ⌄

- Confirm the location:
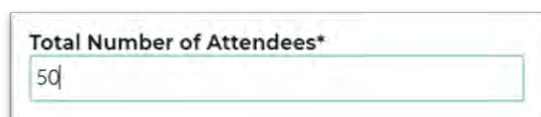
Location
C028_1.LT101, Lewis Lecture Theatre (Room LT101),...   [+] [-]

- Choose your activity type:

Activity Type*

Search Activity Type   🔍 **Search**   ✕

Reset

Conference
Confirmation of Candidature
Debrief
Examination
Guest Speaker
Interview
Maintenance
Meeting
Other1
Q & A

Show more result

- Confirm your total number of attendees:

Total Number of Attendees*
50

- Add the title of your booking:

Title*

Business Seminar

- Provide your contact name:

Booking Contact Name*

Bob Smith

- Provide your contact number:

Booking Contact Number*

6773 3333

- Agree to the terms and conditions by choosing 'yes' from the dropdown menu:

I agree to the conditions above*

Yes

- Click 'Reserve':

Reserve

- Your booking has now been made. You can either click out of this by using 'x' or send a booking confirmation to yourself or anyone else by clicking 'send confirmation' and following any prompts:

Thank you, your booking is now confirmed.

Thursday
23
Mar 2023

14:00 - 16:00 AET

Location   C028 - Lewis

Show reservation information
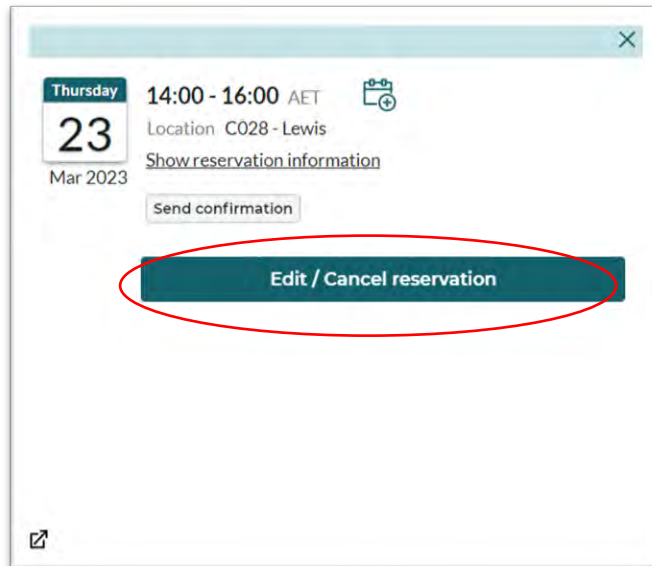
Send confirmation

Make more reservations
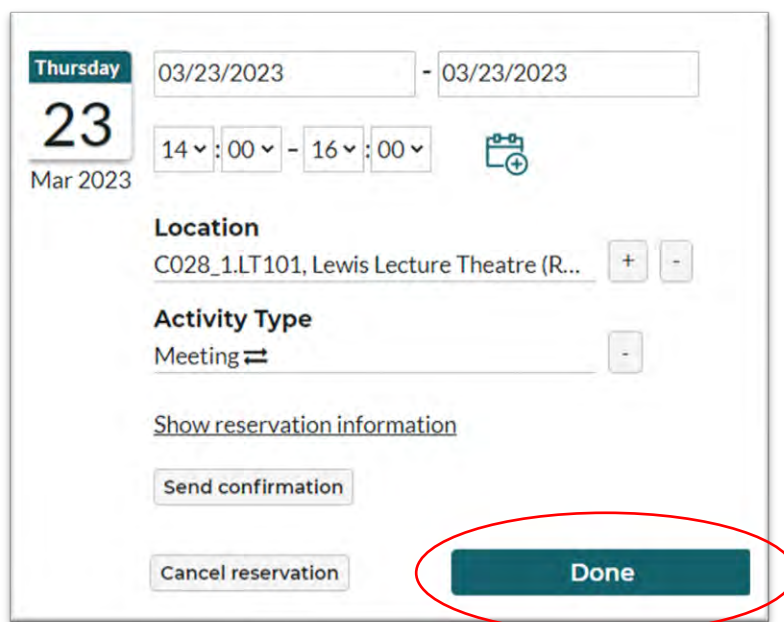
Amending your reservation

If you need to change any details within your booking, follow the steps below.

- Click on the booking and this pop-up window will appear. Click 'edit/cancel reservation':
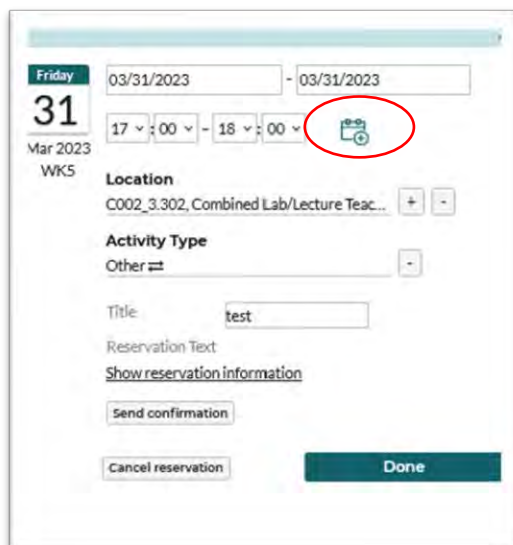

- Make any necessary amendments then click 'Done':

Duplicate or recurring bookings

If you need to book a series of meetings for example, this can be done by following the steps below.

- Click on the booking and this pop-up window will appear. Click 'edit/cancel reservation':
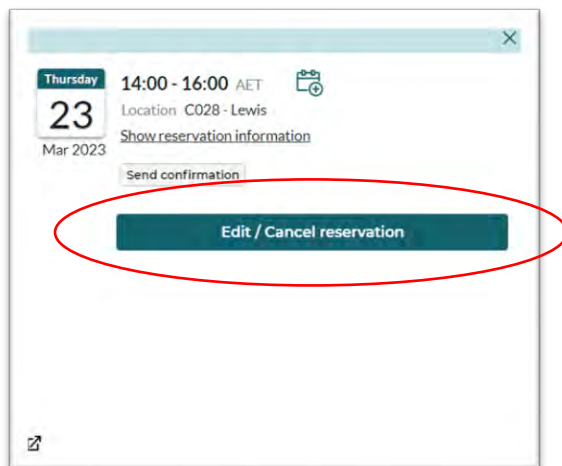
- Click on the calendar+ icon:

- Click on any white date (greyed out dates mean that the time and location you have chosen are not available)

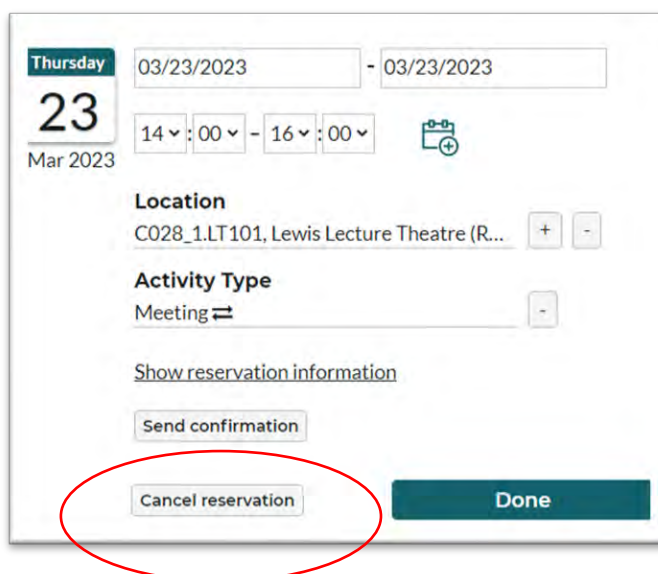- Make any adjustments to the Title or Activity Type if required then click 'Done':

Cancelling your booking

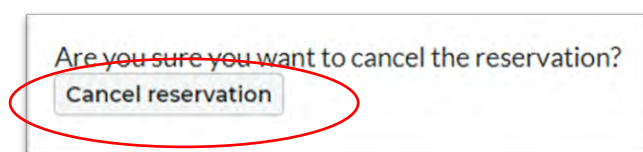If you need to cancel your booking, follow the steps below.

- Click on the booking and this pop-up window will appear. Click 'edit/cancel reservation':
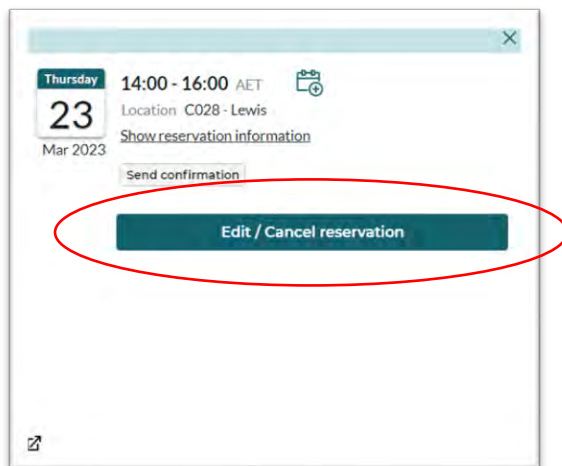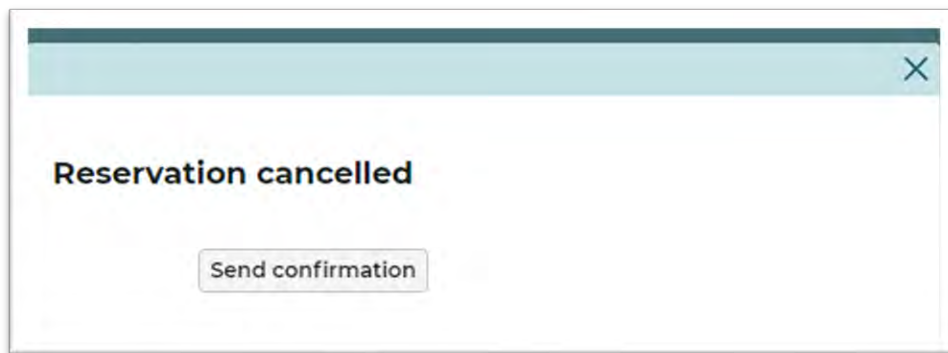

- Ensure all details are correct then click 'cancel reservation':

Confirm you would like to cancel your reservation by clicking 'cancel reservation':

- You can either click out of this pop-up window by clicking 'x' or you can send a confirmation of reservation cancellation to yourself or anyone else by following the prompts:

If you require support or assistance, please contact the Scheduling team

scheduling@une.edu.au