



University of New England

# TimeEdit User Guide

TE Reserve:

**How to make a room booking – Staff Guide**

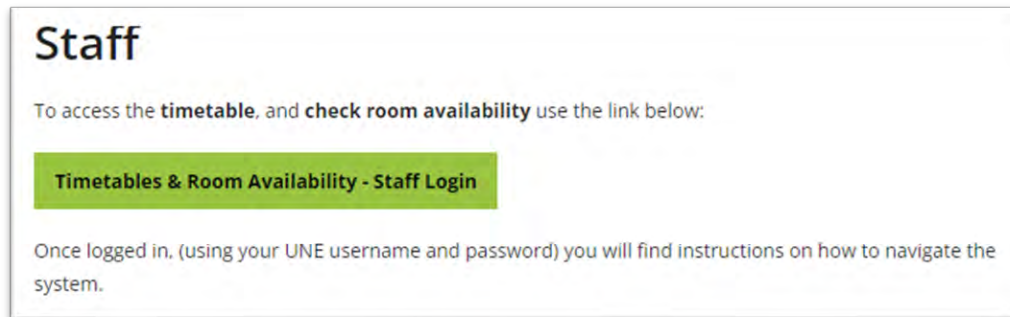
## Contents

Accessing the system and logging in.....	3
Important Information.....	4
Finding a room .....	5
Making a booking.....	7
Amending your reservation .....	10
Duplicate or recurring bookings .....	11
Cancelling your booking.....	13

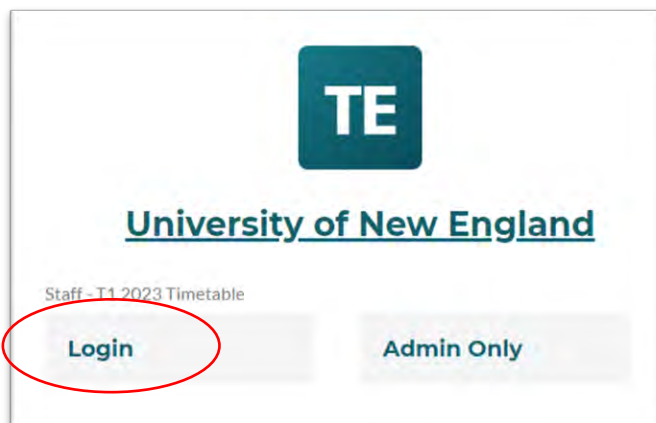
## Accessing the system and logging in

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:



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



- Choose 'Book a room – Staff' below:



**Staff - T1 2023 Timetable** [Customize](#)

Trimester 1 Timetable Published Monday 6 February 2023

Welcome to UNE's new timetable viewing application, TimeEdit (TE) Viewer.

For Trimester 1, 2023 a simplified configuration is being used. The application will be further developed in Phase 2, in preparation for Trimester 2, to provide improved functionality and user experience, taking stakeholder feedback into account. Suggestions and feedback are welcome. To provide feedback please email the Scheduling team: [scheduling@une.edu.au](mailto:scheduling@une.edu.au)

It is hoped you will find the application easy to navigate with new features to enable subscription to your calendar of choice (eg. Outlook, etc). A number of simplified views have been set up to enable you to quickly view your timetable, which can be found below. Additional views will be developed and rolled out gradually. In addition, a Staff Room Report has been created where you can check room availability.

**Timetable - List View**  
As the name suggests, this view shows your searched timetable activities in list view by date order.

**Timetable - Week by Week**  
This is a calendar view showing your searched timetable activities in a week by week view where you can see the entire trimester by scrolling down the page.

**Timetable - One Page Overview**  
This is a calendar view showing all activities overlaid in one page. This allows you to easily identify where there are differences from one week to the next such as a different venue in week 4.

Recommended browsers: Chrome or Firefox

**2023 T1 TIMETABLES**

- List View**  
List view by date
- Week by Week**  
Calendar view, week-by-week
- One Page Overview**  
Calendar view, overlay all weeks on a page

**2023 T1 ROOM AVAILABILITY**

- Staff - Room report**  
Check room availability
- Book a room - Staff**

## Important Information

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

## Book a room - Staff

**Important Information - please read before making a booking**

This portal is only for making standard room bookings during normal business hours. If you require teaching to be scheduled for a unit/offering please contact the Scheduling team. Specialised spaces such as labs, farms and research centres; after-hours and weekend bookings; and events with external participants can only be made by contacting the Scheduling team at this point in time - [scheduling@une.edu.au](mailto:scheduling@une.edu.au)

> To get started, click on any white space (denoting availability) in the calendar beside the room/day/time of choice. Narrow your choice using any of the filters. Complete all fields once the booking screen pops up. [Further instructions and help can be found here](#)

\*By making a room booking, you agree to the following Terms & Conditions:

- This booking is not for a teaching activity that should appear on a student timetable.
- This booking is not for an event with external participants.
- UNE reserves the right to cancel or amend any and all room bookings.
- I am responsible for cancelling any unwanted bookings to release unused space. Failure to do so may result in my access being suspended.

Recommended browsers: Chrome or Firefox

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.

30 Mar 23

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:

LOCATION

Search

CAMPUS

Campus

BUILDING

Building

TYPE

Type

AV EQUIPMENT

AV Equipment

CAPACITY

0

SHOW AVAILABLE WITHIN TIME INTERVAL

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:

CAMPUS

☒ Armidale

Search

☐ Match all selected

☒ Armidale

☐ Sydney

TYPE

☒ Lecture Theatr

Search

☐ Match all selected

☒ Lecture Theatre

☐ Meeting Room

☐ Seminar Room

☐ Tutorial Room

SHOW AVAILABLE WITHIN TIME INTERVAL 14:00 - 16:00

14

:

00

-

16

:

00

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 50
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 Belshavi 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

## Making a booking

	Monday 20/3							Tuesday 21/3							Wednesday 22/3							Thursday 23/3						
<b>C028_1.LT101</b>																												
Lewis Lecture Theatre (Room LT101), C028 - Lewis Lecture Theatre Building Capacity 200																												

[illegible]

Thu 23 March 2023

Thu 23 March 2023

Clear

Begin

End

14 ▾ : 00 ▾

15 ▾ : 00 ▾

Location

C028\_1LT101, Lewis Lecture Theatre (Room LT101),...

+

-

Activity Type\*

Mandatory. Click to select

Total Number of Attendees\*

Mandatory.

Title\*

Mandatory.

Booking Contact Name\*

Mandatory.

Booking Contact Number\*

Mandatory.

I agree to the conditions above\*

▾

Reserve



You will need to ensure that all information is correct:

- Check the date:



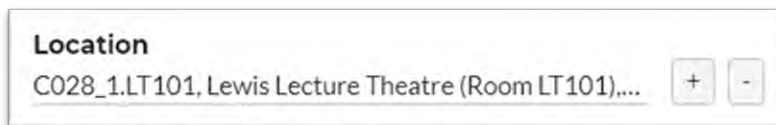
Two date pickers are shown side-by-side, both displaying 'Thu 23 March 2023'.

- Adjust the time if necessary:



The interface shows two time pickers. The 'Begin' time is set to 14:00 and the 'End' time is set to 16:00. Each time is displayed in a box with a dropdown arrow.

- Confirm the location:



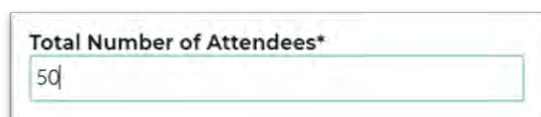
The location is displayed as 'C028\_1.LT101, Lewis Lecture Theatre (Room LT101),...'. There are '+' and '-' buttons to the right of the text.

- Choose your activity type:



The 'Activity Type\*' interface includes a search bar with the placeholder 'Search Activity Type' and a 'Search' button. Below the search bar is a list of activity types: Conference, Confirmation of Candidature, Debrief, Examination, Guest Speaker, Interview, Maintenance, Meeting, Other1, and Q&A. A 'Reset' link is located to the right of the search bar. A 'Show more result' button is at the bottom.

- Confirm your total number of attendees:



The 'Total Number of Attendees\*' field contains the number '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** 14:00 - 16:00 AET  
**23** Location C028 - Lewis  
Mar 2023 [Show reservation information](#)

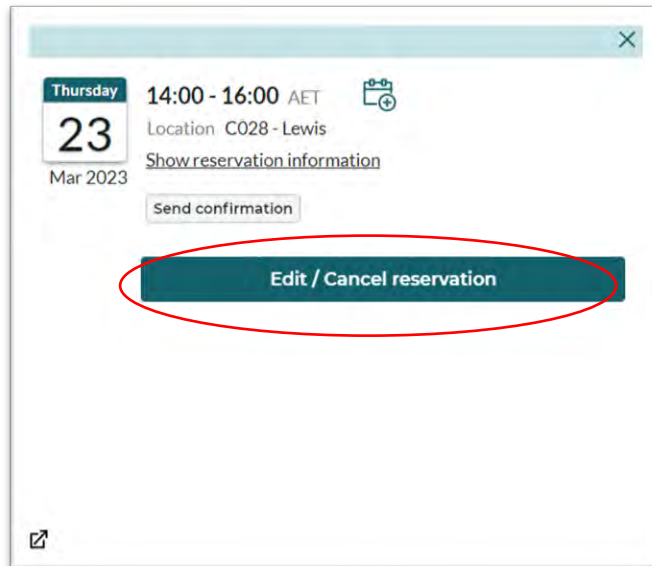
Send confirmation

Make more reservations

## Amending your reservation

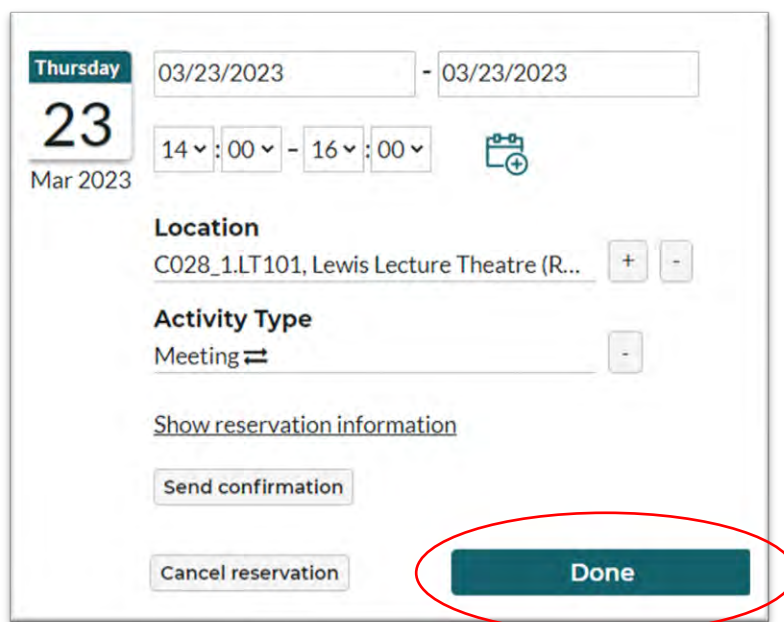
If you need to change any details within your booking, follow the steps below.

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



A screenshot of a reservation pop-up window. The window has a light blue header bar with a close button (X) in the top right corner. The main content area displays reservation details: 'Thursday 23 Mar 2023' on the left, '14:00 - 16:00 AET' in the center, and 'Location C028 - Lewis' below it. There is a 'Show reservation information' link and a 'Send confirmation' button. A dark teal button labeled 'Edit / Cancel reservation' is highlighted with a red oval at the bottom of the window.

- Make any necessary amendments then click 'Done':

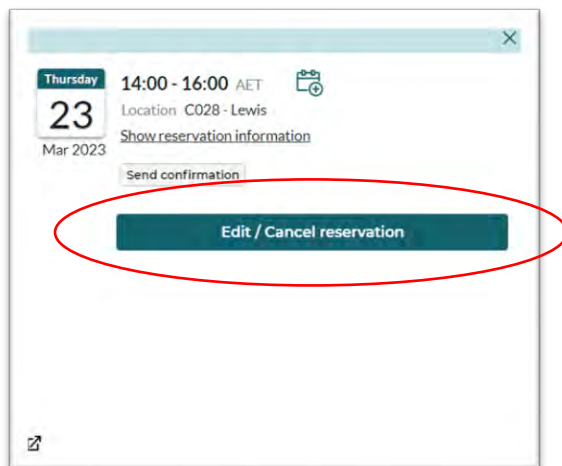


A screenshot of a reservation pop-up window showing the editing interface. The window has a light blue header bar. The main content area displays reservation details: 'Thursday 23 Mar 2023' on the left, date and time pickers for '03/23/2023' and '14:00 - 16:00', and 'Location C028\_1.LT101, Lewis Lecture Theatre (R...)' with '+' and '-' buttons. Below this is 'Activity Type Meeting' with a '-' button. There is a 'Show reservation information' link, a 'Send confirmation' button, and a 'Cancel reservation' button. A dark teal button labeled 'Done' is highlighted with a red oval at the bottom right of the window.

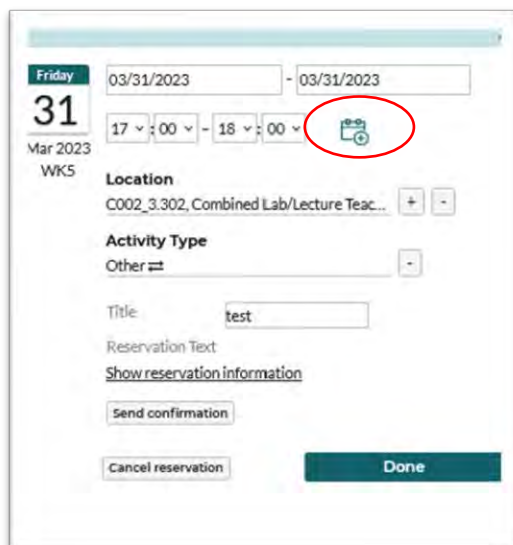
## Duplicate or recurring bookings

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)

The screenshot shows a date selection interface. At the top, it says 'Thursday 08:00 - 09:00 AET'. Below this is a calendar for April 2023. The date '11' is highlighted in green. To the right of the calendar, there is a text label 'Meeting Space (Room s Building)'. At the bottom of the calendar, there is a button labeled 'Copy +1'.

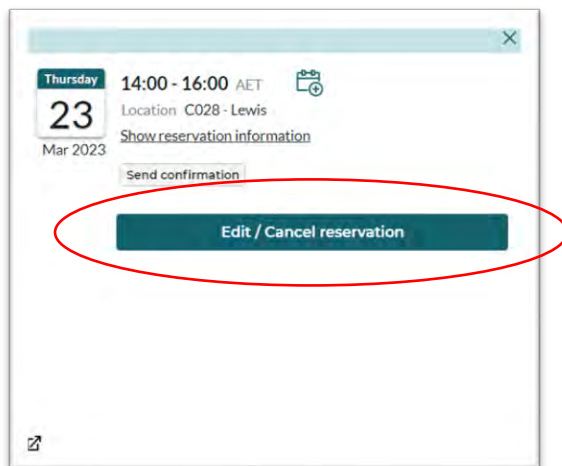
- Make any adjustments to the Title or Activity Type if required then click 'Done':

The screenshot shows a reservation form. At the top, there are two checkboxes: 'WKS Thursday' and 'WKS Wednesday', both of which are checked. Below these is a time selection field showing '08:00 - 09:00'. The 'Location' field is set to 'C002\_3.302, Combined Lab/Lecture Teac...'. The 'Activity Type' field is set to 'Other'. The 'Title' field contains the text 'test'. Below the title field is a 'Reservation Text' field. There is a link 'Show reservation information'. At the bottom, there are two buttons: 'Send confirmation' and 'Cancel reservation'. The 'Done' button is circled in red.

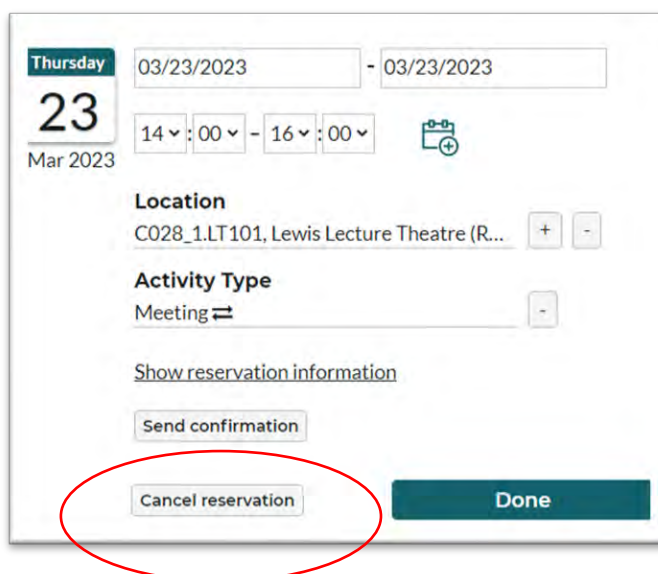
## Cancelling your booking

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

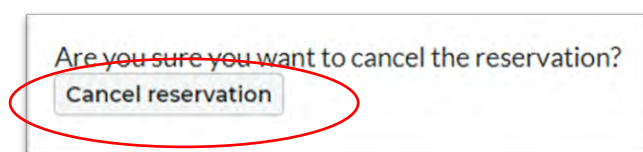
- Click on the booking and this pop-up window will appear. Click 'edit/cancel reservation':



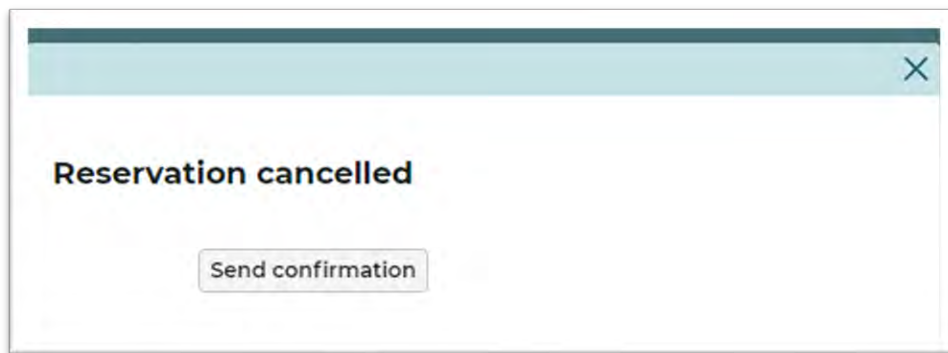
- Ensure all details are correct then click 'cancel reservation':



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](mailto:scheduling@une.edu.au)