



**University of New England**

# TimeEdit User Guide

TE Reserve:

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

## Contents

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

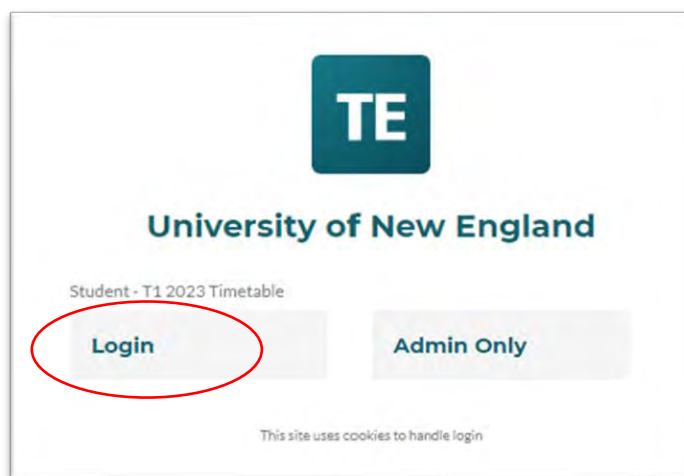
## Accessing the system and logging in

You can access room bookings via the 'Current Students' tile or 'Room Bookings' tile on the [Timetable Home Page](#) in the same way you access the timetable.

- Click on the green Student Login link:



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



- Choose 'Book a room – Student' below:

## Student - T1 2023 Timetable

 Customize

UNE has moved to a new timetable application, *TimeEdit (TE)* Viewer.

It is hoped you will find the application easy to navigate with new features to enable you to set up and save favourites and subscribe to your calendar of choice (eg. Outlook, etc). A number of views have been set up to enable you to quickly view your timetable, which can be found below. You may see enhancements and changes from time to time as the product is further developed.

If you are enrolled in an online unit please go directly to **Moodle for your timetable**.

If your online unit has an Intensive School, the Intensive School timetable will be found below.

### Timetable - List View

As the name suggests, this view shows your searched timetable activities by unit in list view by date order.

### Timetable - Week by Week

This is a calendar view showing your searched timetable activities by unit 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 your searched timetable activities by unit overlayed 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.

*Nursing students only:* You will be allocated to a group for each unit the week commencing 20th February. Refer to Moodle for this information.

### 2023 T1 ON CAMPUS 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 INTENSIVE SCHOOL TIMETABLES



#### Week by Week

Calendar view, week by week

### 2023 T1 ROOM AVAILABILITY



#### Room report

Check room availability



#### Book a room - Student

#### Please note:

1. Timetables are for students enrolled in on-campus mode only with the exception of Intensive Schools.
2. Not all units have timetables - check your Moodle site or contact your Unit Coordinator for further details.
3. Recommended browsers: Chrome or Firefox.

## Important Information

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

## Book a room - Student

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

This portal is for making room bookings during standard hours. Specialised spaces and after-hours bookings can only be made by contacting the Scheduling team - [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](#)

Recommended browsers: Chrome or Firefox

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

- I will leave the space in the same condition and layout as it was found.
- I will remove and dispose of any rubbish.
- I will not use the space for any purpose other than that described in my booking.
- Food and drink, including alcohol will not be consumed in the space.
- Noise will be kept to a minimum, and nearby occupants will not be disrupted.
- I will adhere to the UNE Code of Conduct at all times.
- UNE reserves the right to cancel or amend any and all room bookings.
- I am responsible for cancelling any unwanted bookings. Failure to do so may result in the removal of my access to self-service room bookings.

## 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.

UN University of New England

Admin Account

University of New England / Student - T1 2023 Timetable / Book a room - Student

Customize

### Book a room - Student

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LOCATION

CAMPUS

Campus

BUILDING

Building

TYPE

Type

AV EQUIPMENT

AV Equipment

CAPACITY

0 -

SHOW AVAILABLE WITHIN TIME INTERVAL

- - -

< 27 Mar - 2 Apr >

Week Day

	Monday 27/3	Tuesday 28/3	Wednesday 29/3	Thursday 30/3	Friday 31/3
<b>C023_2.216</b> Meeting Room (Room 216), C023 - Riggs Building, Capacity 10					
<b>C023_3.307</b> Seminar Room (Room 307), C023 - Riggs Building, Capacity 30					
<b>C026_2.113</b> Seminar Room (Room 113), C026 - MSCS Building, Capacity 28					
<b>C026_3.206</b> Seminar Room (Room 206), C026 - MSCS Building, Capacity 12					
<b>C028_1.105</b> Tutorial Room (Room 105), C028 - Lewis Lecture Theatre Building, Capacity 10					
<b>C028_1.LT101</b> Lewis Lecture Theatre (Room LT101), C028 - Lewis Lecture Theatre Building, Capacity 200					
<b>C034_1.148</b> Immersive Conference Suite 1 (Room 148), C034 - ITD Building, Capacity 16					
<b>E011_1.A3</b> A3 Theatre (Room A3), E011 - Arts, Humanities & Social					

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

LOCATION

Lewis Lecture Theatre

CAMPUS

Campus

BUILDING

Building

TYPE

Type

< 20 - 26 Mar >

Week Day

	Monday 20/3
<b>C028_1.105</b> Tutorial Room (Room 105), C028 - Lewis Lecture Theatre Building, Capacity 10	
<b>C028_1.LT101</b> Lewis Lecture Theatre (Room LT101), C028 - Lewis Lecture Theatre Building, Capacity 200	

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

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.

A screenshot of a booking pop-up window. The window has a title bar with a close button (X). It contains the following fields and controls:

- Date: Two input fields showing "Thu 23 March 2023".
- Begin/End: Two time selection fields. "Begin" is set to "14 : 00" and "End" is set to "15 : 00". There are dropdown arrows for the hour and minute.
- Location: A text field containing "C028\_1.LT101, Lewis Lecture Theatre (Room LT101),..." with plus and minus icons for selection.
- Activity Type\*: A text field with the placeholder "Mandatory. Click to select".
- Total Number of Attendees\*: A text field with the placeholder "Mandatory".
- Title\*: A text field with the placeholder "Mandatory".
- Booking Contact Name\*: A text field with the placeholder "Mandatory".
- Booking Contact Number\*: A text field with the placeholder "Mandatory".
- I agree to the conditions above\*: A checkbox.
- Reserve: A large green button at the bottom.

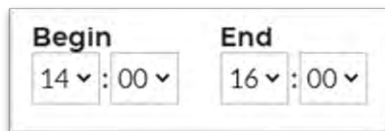
You will need to ensure that all information is correct:

- Check the date:



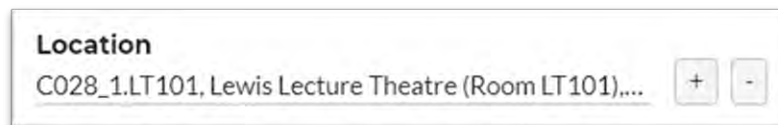
Thu 23 March 2023 Thu 23 March 2023

- 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:



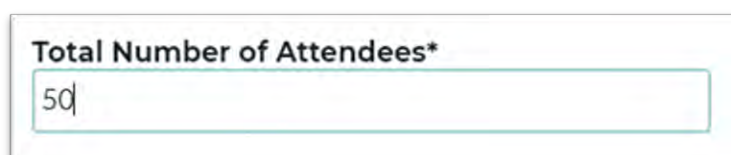
**Activity Type\***

Search Activity Type Search

Reset

- Confirmation of Candidature
- Meeting
- Other1
- PASS
- Rehearsal
- Study Group
- Supervisor Meeting

- 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** 14:00 - 16:00 AET  
**23** Location C028 - Lewis  
Mar 2023 [Show reservation information](#)

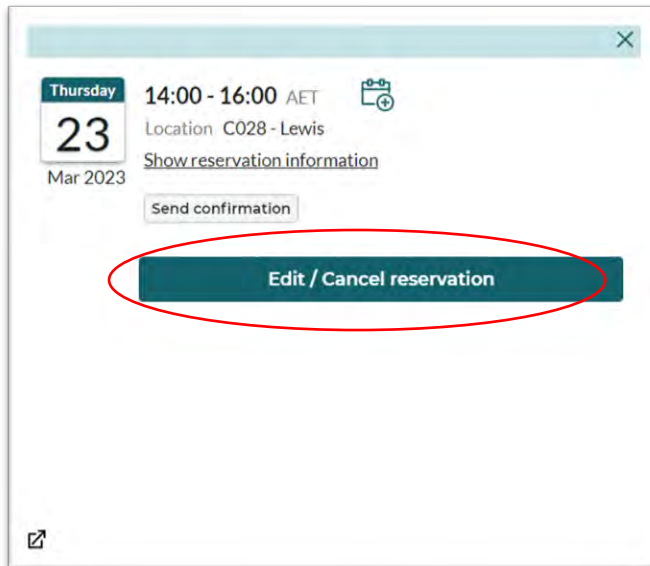
**Send confirmation**

**Make more reservations**

## Amending your reservation

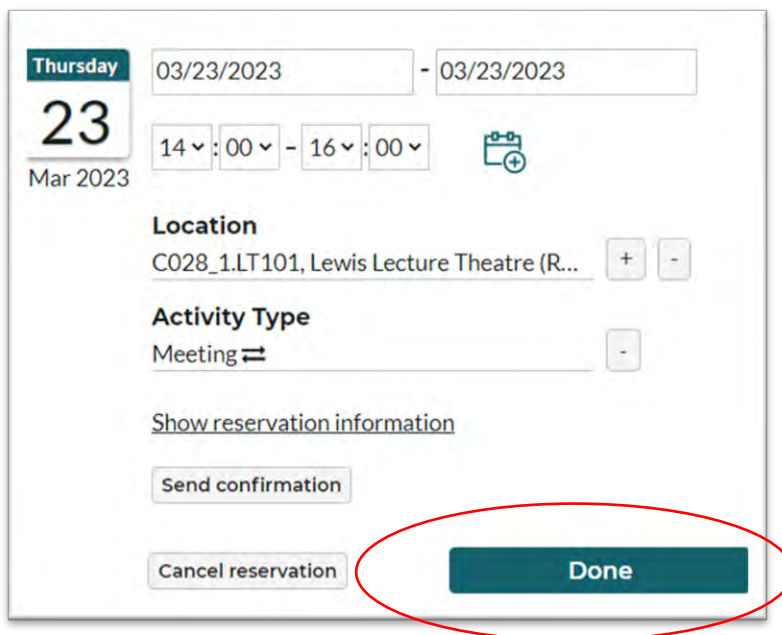
If you need to change any details within your booking, follow the steps below.

- 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', '14:00 - 16:00 AET', and 'Location C028 - Lewis'. There is a 'Show reservation information' link and a 'Send confirmation' button. A dark teal button labeled 'Edit / Cancel reservation' is prominently displayed in the center and is circled with a red oval. A small icon of a document with a checkmark is visible in the bottom left corner.

- Make any necessary amendments then click 'Done':

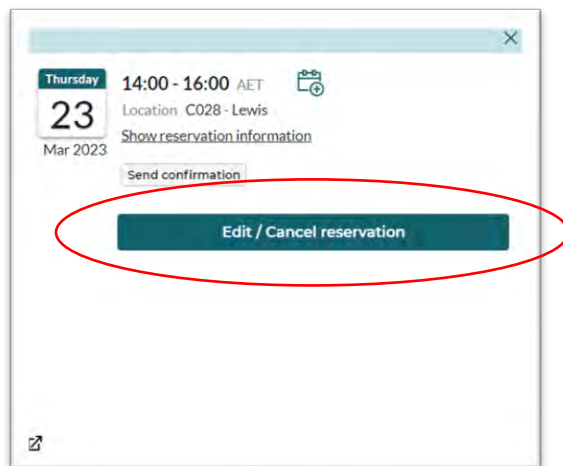


A screenshot of a reservation pop-up window showing detailed editing options. The window has a light blue header bar. The main content area includes fields for 'Thursday 23 Mar 2023', a date range '03/23/2023 - 03/23/2023', and a time range '14:00 - 16:00'. There is a 'Location' field with the text 'C028\_1.LT101, Lewis Lecture Theatre (R...' and a plus/minus button. Below that is an 'Activity Type' field with the text 'Meeting' and a plus/minus button. There is a 'Show reservation information' link and a 'Send confirmation' button. At the bottom, there is a 'Cancel reservation' button and a dark teal button labeled 'Done', which is circled with a red oval. A small icon of a document with a checkmark is visible in the bottom left corner.

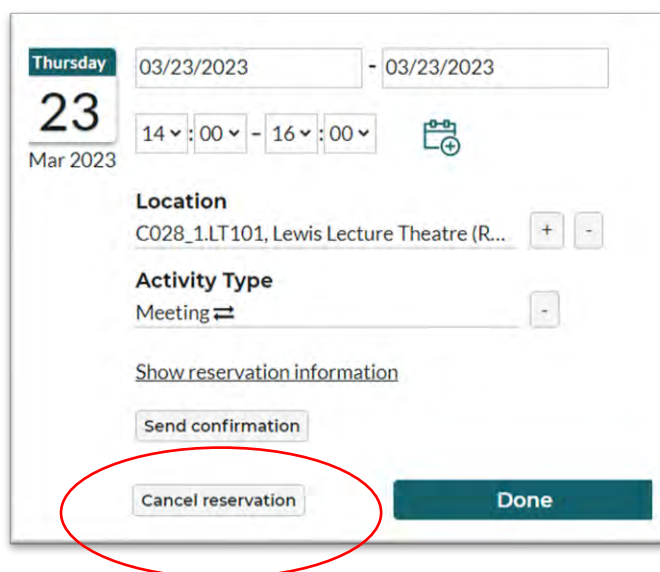
## Cancelling your room booking

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

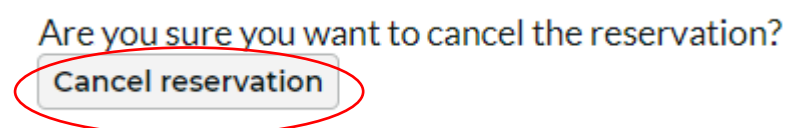
- Click on the booking and this pop-up window will appear. Click 'edit/cancel reservation':



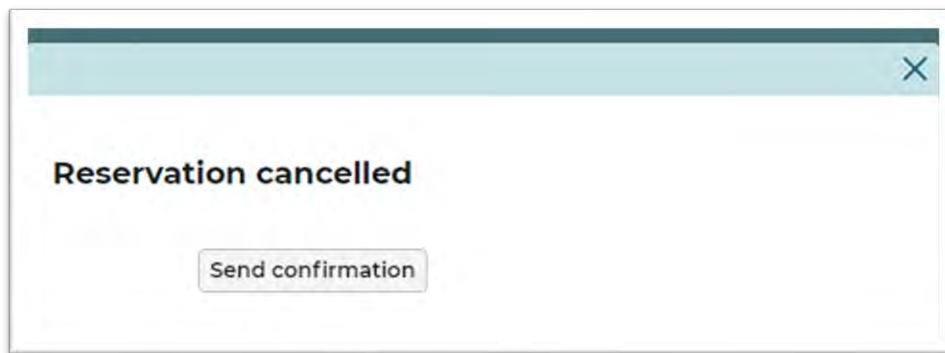
- Ensure all details are correct then click 'cancel reservation':



- 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)