



Reserve study rooms

As a student you can reserve rooms at some campus. You are authorized to reserv two weeks in advance and a maximum of 12 hours in one week. A reservation can be a maximum of 4 hours, but you can make one more in connection with the first if you need more time.

Important, there are some rooms that are in locked corridors where only certain students can enter. You can see that on the room comments.

To narrow the list of rooms, you can select one or more locations. It is also possible to enter room numbers in the search box. To only see available rooms for a certain time enter an interval and the list will be show free rooms when you select a day.

The screenshot shows a reservation interface with the following elements:

- ROOM:** Search box with a magnifying glass icon and a "Search" button.
- LOCATION:** A dropdown menu labeled "Location".
- SEATS:** Input fields for "0" and "1800" with a minus sign between them.
- SHOW ONLY FREE RESOURCES:** Three dropdown menus for filtering.
- Calendar:** A calendar view for "31 - 6 June" with a "Week Day" toggle.
- Room List:** A table with columns for days of the week (Monday 31/5 to Sunday 6/6) and rows for rooms:

ROOM	Monday 31/5	Tuesday 1/6	Wednesday 2/6	Thursday 3/6	Friday 4/6	Saturday 5/6	Sunday 6/6
1-0062, Engelska parken Seats 16							
1-2073, Engelska parken Seats 8, Tillhör Historiska institutionen.							
10131, Grupprum, Ångström Seats 0, Bokningsbart för studenter				Dissertation			
10133, Grupprum, Ångström Seats 0, Bokningsbart för studenter				Tentapluss			
10134, Grupprum, Ångström Seats 0, Bokningsbart för studenter				Tenta			

Callouts in the image:

- "Change week" points to the calendar navigation arrows.
- "More information on a room" points to the information icon (i) next to a room name.

Reserve by clicking on the calendar, by default you get an hour of reservationtime but you can change the time later.

v 22	8	9	10	11	12
1149, Grupprum, ITC Storlek 0, Bokningsbart för studenter Genomgångsrum.				11:00 - 12:00	
1152, Grupprum, ITC Storlek 0, Bokningsbart för studenter					
1156, Grupprum, ITC					



UPPSALA
UNIVERSITET

Byggnadsavdelningen
Administrativt
schemastöd

E-post:
adm.schemastod@uadm.uu.se

Set the time.

Keep in mind that a reservation can take a maximum of 4 hours and the room must be vacant for the entire specified time.

Reservation time is between 8-20. Some rooms may have other times, if so, then these times that can not be booked are marked in gray.

Enter an appropriate reservation text.

For example, your name or a study group name or similar.

Click on reserve

Fri 4 June 2021

Begin 09:00 **End** 10:45

Room
10208-10, Grupprum, Ångström, 14, Bokningsbart f...

Project number
Webbokning student

Reservation text
Studdygroup B

External comment

Reserve

Thank you for your reservation!

Friday 4 Jun 2021 w22

09:00 - 10:45 CET

Room 10208-10, Grupprum, Ångström

Comment Studdygroup B

Show more

Send confirmation

Make more reservations

Send confirmation if you want an email on your reservation or if you want to send the information to someone else.

Click on make more reservations to make another reservation.

Close the window when you are done.

You will find your reservations under "My reservations". If you want to edit or cancel, click on the booking in the list and select "edit/cancel".

My reservations

Time	Room	Comment
2021-06-04 09:00 - 10:45	10208-10, Grupprum, Ångström	Studdygroup B
2021-06-02 10:45 - 12:00		Artikelseminarium Siuk

Friday 2021-06-04

4 Jun 2021 w22

Begin 09:00 **End** 10:45

Room 10208-10, Grupprum, Ångström

Comment Studdygroup B

External comment

Show more

Cancel reservation Done

You can edit the time of the reservation, *provided it is vacant*

Edit or add comment or external comment.

Cancel the booking by clicking cancel, *receives a control question upon cancellation.*