

# Request a room in TimeEdit

## Request

Step 1: Log in and choose entrance

1. Log in via the **”Student”** entrance in TimeEdit.
2. Choose the entrance **”Request a room”**, found under the heading **“Room booking and request”**.

Step 2: Search for and choose a room

1. Find your chosen room
2. Mark the time and date in the calendar.

ROOM   SHOW AVAILABLE WITHIN TIME INTERVAL  :  -  :

< Thu 16 January 2025  >

v 1	8	9	10	11	12	13	14
Beställ KA <input type="button" value="Info"/>						Fre 3/1 Boka <input type="button" value="Link"/>	13:15 - 14:15

## Adjust the time and fill in information

You can adjust the time and room. You are required to fill in the remaining information to finalize your order.

Fri 13 December 2024

**Begin** 12:00  **End** 13:00

**Room**  
Beställ Alfa

**Room booking activity\***  
Mandatory. Click to select

**Exhibition**  
Click to select

**Student union**  
Click to select

**Responsible name\***  
Mandatory.

**Responsible CID\***  
Mandatory.

**Responsible E-mail\***  
Mandatory.

**Responsible phone\***  
Mandatory.

**Number of participants\***  
Mandatory.

**Reference number\***  
Mandatory.

**Comment**

Mandatory fields are marked with \*. If you do not fill in these fields, you will be met with the following error message when you click "Send order".

Från cloud.timeedit.net:

Unable to create reservation. Room booking activity is mandatory but is missing #[]

OK

When everything has been filled in, click "Request".

Request

## Receive a confirmation of your order via email

To receive a confirmation of your order, click "send as email".

Thank you, your request has been received.

<b>Thursday</b>	<b>Requested</b>
<b>16</b>	<b>13:15 - 14:15</b>
Jan 2025	Room booking activity <i>Dissertation</i>
w3	Room <i>Beställ KA</i>
	Contact person name <i>Carl Pettersson</i>
	Contact person E-mail <i>carl.pettersson@chalmers.se</i>
	Number of participants <i>80</i>
	Reference number <i>ax1235B</i>
	<a href="#">Show reservation information</a>

Send as email

Create additional requests

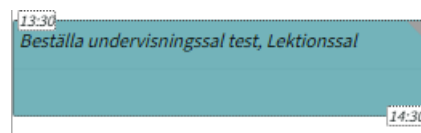
## Request additional rooms

Would you like to request additional rooms? Click "Create additional orders".

Send as email

Create additional requests

A placed request in TimeEdit has a gray label in the top right corner.

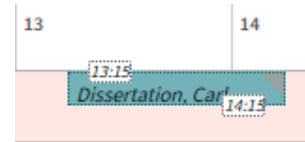


Under "My reservations" you can see your orders and their current status.

My reservations				
Time	Status	Room booking activity	Room	
2025-01-16 13:15 - 14:15	Requested	Dissertation	Beställ KA	
2025-01-02 13:15 - 14:15	Confirmed	Dissertation	KA	

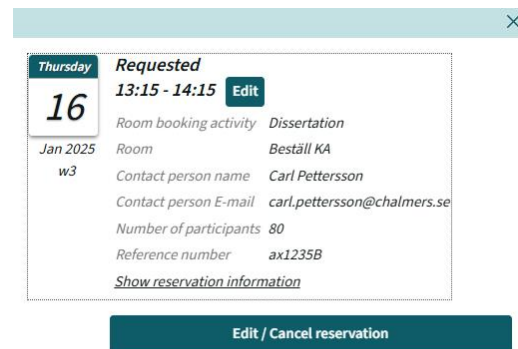
## Edit the information of a pending order

1. Log in via the **"Student"** entrance in TimeEdit.
2. Choose **"Request a room"**
3. Find the booking in the calendar and click "Edit"

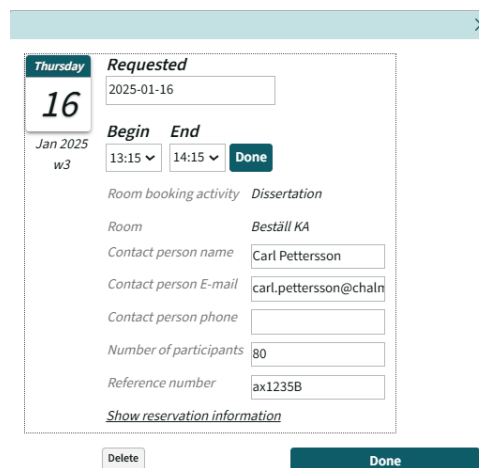


### Limitations:

- **Room** and **purpose** cannot be changed after an order has been placed.

A screenshot of a 'Requested' booking details form. The form is titled 'Requested' and shows the date 'Thursday 16 Jan 2025 w3'. The booking is for the time slot '13:15 - 14:15'. The form includes the following fields: 'Room booking activity' (Dissertation), 'Room' (Beställ KA), 'Contact person name' (Carl Pettersson), 'Contact person E-mail' (carl.pettersson@chalmers.se), 'Number of participants' (80), and 'Reference number' (ax1235B). There is an 'Edit' button next to the time slot and a 'Show reservation information' link at the bottom. A 'Delete / Cancel reservation' button is located below the form.

- You can now adjust the information and the date/time of the order.

A screenshot of a 'Requested' booking details form, similar to the one above, but with edit options. The form is titled 'Requested' and shows the date 'Thursday 16 Jan 2025 w3'. The booking is for the time slot '13:15 - 14:15'. The form includes the following fields: 'Room booking activity' (Dissertation), 'Room' (Beställ KA), 'Contact person name' (Carl Pettersson), 'Contact person E-mail' (carl.pettersson@chalmers.se), 'Contact person phone' (empty), 'Number of participants' (80), and 'Reference number' (ax1235B). There is a 'Done' button next to the time slot and a 'Show reservation information' link at the bottom. A 'Delete' button is located below the form.

- When the time or date has been adjusted the field will turn green and has thus been saved.

Thursday 16  
Jan 2025 w3

**Requested**  
2025-01-16

**Begin End**  
13:00 14:15 Done

Room booking activity Dissertation

## Edit a confirmed request

1. Go to **"My reservations"**.
2. Click the confirmed order and choose **"Edit"**.

Thursday 13:15 - 14:15 Edit

2  
Jan 2025 w1

Status Confirmed  
Room booking activity Dissertation  
Room KA

Show reservation information

Send email

Edit / Cancel reservation

- Only date and time can be edited for a confirmed order.

Thursday 2025-01-12

2  
Jan 2025 w1

**Begin End**  
13:15 14:15 Done

Status Confirmed  
Room booking activity Dissertation  
Room KA

Show reservation information

Cancel reservation Done

## Cancel

### Cancel a room request

1. Go to **"My reservations"** and choose your order.

My reservations				
Time	Status	Room booking activity	Room	
2025-01-16 13:00 - 14:15	Requested	Dissertation	Beställ KA	

2. Click **"Edit/Cancel"**.

Edit / Cancel reservation

3. To confirm the cancellation, click **"Cancel"**.

Cancel reservation

Done

You will receive a confirmation question asking if you really want to delete the order. If you are sure, click **"Cancel"** again.

Are you sure you want to cancel the reservation?

Cancel reservation

## Denied request

1. Log in via the **"Student"** entrance in TimeEdit.
2. Choose the entrance **"Request a room"**.

This is what it looks like under **"My reservations"**

My reservations		
Time	Status	Room booking activity
2025-01-16 13:00 - 14:15	Incomplete, Rejected	Dissertation

### How to identify a denied request:

- Denied requests are shown in the calendar and under **"My reservations"**.
- You will receive an email containing information regarding the decision to deny your request.