

Instruction to TimeEdit Reserve for Staff

1. Log in via https://cloud.timeedit.net/nl_utwente/web
Choose your entrance to go the Schedule.



University of Twente

Guest


Staff

Student

This site uses cookies to handle login

TE Auth no token.

Click on: Sign in with SAML2 Surfconext



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Sign in with SAML2 Surfconext

[Sign in with TimeEdit account](#)

Remember my choice

[Change organization](#)


2. Click on 'Book a project room'

Staff


Welcome to the University of Twente Timetable Viewer and Reserve page for UT staff members. Need help? Take a look at the [website](#).

VIEWER
Educational Schedules

 Schedule 2024-2025

 Schedule 2025-2026

RESERVE
Make a reservation

 **Book a project/meeting room**

HALL VIEW

 Hall Viewer

3. When you enter Reserve you will see the list of available projectrooms
You can search for:

- a. Hall (just type (part of) the name of the hall)
- b. Capacity of the hall (when you use it, always fill both minimum and maximum)
- c. Building
- d. The week you want from the calendar or switch weeks
- e. Go to the day or week mode

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Book a project/meeting room

HALL **a** CAPACITY **b** - BUILDING **c**

< 25 - 31 Aug **d** **e**

w35	Monday 25/8	Tuesday 26/8	Wednesday 27/8	Thursday 28/8	Friday 29/8	Saturday 30/8	Sunday 31/8
	Carre						
CR 2020 Capacity 6							
CR 2028							

4. Unavailable times and reservations of others are grey. You can make a reservation by clicking on the white blocks.

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Book a project/meeting room

HALL CAPACITY - BUILDING

< 25 - 31 Aug

w35	Monday 25/8	Tuesday 26/8	Wednesday 27/8	Thursday 28/8	Friday 29/8	Saturday 30/8	Sunday 31/8
	Carre						
CR 2020 Capacity 6							
CR 2028							

5. When you click on a timeslot there will be a pop-up with a few fields to fill.

f. Begin and end time (prefilled but can be adjusted)

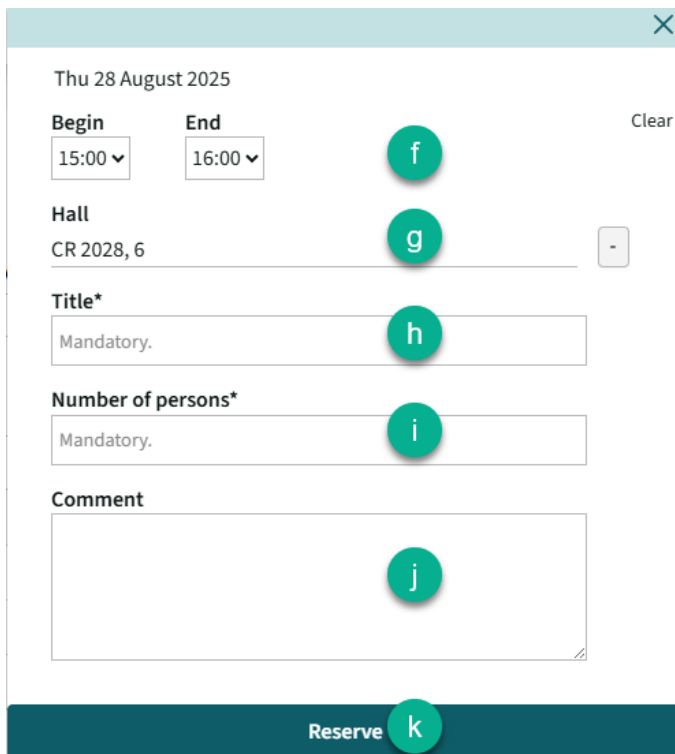
g. Hall (prefilled but can be adjusted)

h. Title: Mandatory

i. Number of persons: Mandatory

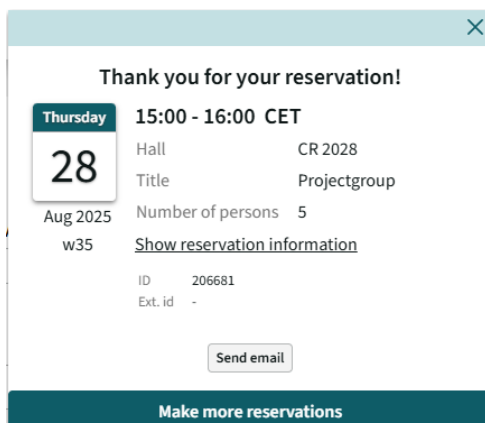
j. Comment

k. Click on 'Reserve' to make this reservation



A screenshot of a reservation form pop-up. The header shows the date 'Thu 28 August 2025' and a close button. The form contains several fields: 'Begin' and 'End' time slots (15:00 and 16:00), a 'Hall' dropdown (CR 2028, 6), a 'Title*' text field (Mandatory), a 'Number of persons*' text field (Mandatory), and a 'Comment' text area. A 'Clear' button is located next to the time slots. At the bottom, there is a dark green 'Reserve' button.

When you click on 'Reserve' you will see another pop-up confirming the reservation.



A screenshot of a reservation confirmation pop-up. The header shows a close button. The main content includes a 'Thank you for your reservation!' message, a calendar snippet for Thursday, August 28, 2025, and reservation details: '15:00 - 16:00 CET', 'Hall: CR 2028', 'Title: Projectgroup', and 'Number of persons: 5'. There is a 'Show reservation information' link and a 'Send email' button. At the bottom, there is a dark green 'Make more reservations' button.

This pop-up shows:

- The ID number of this reservation when you click 'show reservation information'. When you have questions about your reservation you can use this number
- The possibility to send a confirmation to yourself or someone else (in that case you have to edit the prefilled email address). If you want to send the confirmation to multiple people, use ; between the email addresses.

6. Copy Reservations

When you click on a meeting you made in the calendar you can also copy this reservation to another day or week.

You click on the days you want and then 'copy +.'

These reservations will get the same specifications as the original meeting (except for the date). After confirming you can edit the separate or combined reservations if necessary.

The first screenshot shows a reservation for Thursday, August 28, 2025, from 15:00 to 16:00 CET. The reservation details are: Hall, CR 2028, Title: Projectgroup, Number of persons: 5. An 'Edit' button is highlighted with a red arrow. Below the details are 'Show reservation information' and 'Send email' buttons, and a large 'Edit / Cancel reservation' button at the bottom.

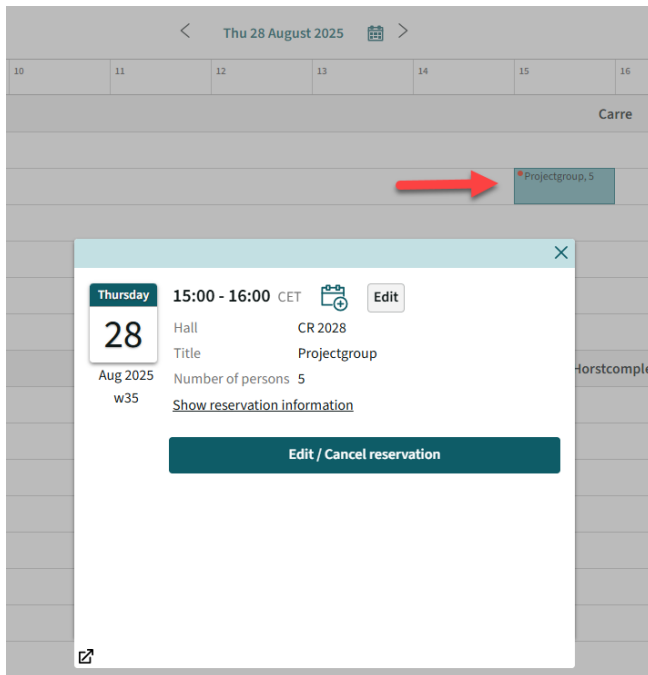
The second screenshot shows the same reservation details, but with a calendar overlay for September 2025. The calendar grid shows the 4th of September highlighted in green, indicating the target date for copying. A 'Copy +1' button is visible at the bottom of the calendar overlay.

The third screenshot shows the result of the copy action. It displays two reservation cards. The top card is for Thursday, August 28, 2025, and the bottom card is for Thursday, September 4, 2025. Both have the same details: 15:00 - 16:00 CET, Hall, CR 2028, Title: Projectgroup, Number of persons: 5. A red arrow points to the 'Edit all reservations' button at the top left of the window. Each card has its own 'Edit' button, which is also highlighted with a red arrow. At the bottom of the window is a large 'Edit all reservations' button.

7. Reservations you made are listed at the bottom of the screen.

My reservations				
Time	Hall	Title	Number of persons	Comment
• 28-08-2025 15:00 - 16:00	CR 2028	Projectgroup	5	

8. To see the details of an activity, click on the activity in the list or in the calendar.



It is also possible to edit or cancel your reservation by clicking on it.

When you cancel the reservation, you can send a cancellation notification to yourself or the participants.

9. When you click on 'show more reservations' (below the list of your reservations) you enter a graphical view of your meetings

My reservations				
Time	Hall	Title	Number of persons	Comment
• 25-08-2025 14:30 - 15:30	BA Table 03	Studygroup	5	
• 22-08-2025 14:30 - 15:30	BA Table 03	Studygroup	5	

Show more reservations ←

In this view you can

- l. Save your favorite schedule
- m. Make different exports of the schedule
- n. Customize your settings

o. Switch between graphical (calendar) and text (list) view

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Today < Sep > Today +6 months

Save favorite Subscribe Download Filter Customize


w35	Monday 25/8	Tuesday 26/8	Wednesday 27/8	Thursday 28/8	Friday 29/8	Saturday 30/8	Sunday 31/8
8							
9							
10							
11							
12							
13							
14							
15				CR 2028, Projectgroup, 5			
16							
17							
18							

Info Link to this page Text

10. To go back to the start screen click 'back'

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Today < Sep > Today +6 months

Back 

w35	Monday 25/8	Tuesday 26
8		