

TimeEdit – Viewers and Extended User Roles

Introduction

TimeEdit offers a range of Viewers that allow users to view or manage schedules, bookings, and other overviews. The Viewer you use depends on your role within the organisation.

Most users work with the standard [Staff](#), [Student](#) or [Guest](#) Viewer.

For several specialised roles, extended Viewers have been configured.

These Viewers provide additional functionality tailored to specific tasks.

Overview of TimeEdit Viewers

Viewer	Type	Separate Link Required?	Intended Users
Guest	Standard	No	Visitors
Student	Standard	No	Students
Staff	Standard	No	Staff members
Booking Office	Extended	Yes	Booking Office staff
Designlab	Extended	Yes	Designlab staff
E-Invigilators	Extended	Yes	E-Invigilators
Exam Office	Extended	Yes	Examination Office staff
Building Operator	Extended	Yes	Building Operators / Service Desk
Time Tabling	Extended	Yes	Central Timetabling Team

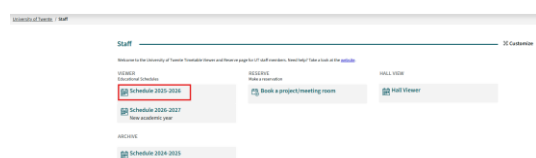
Standard Viewers

The standard viewers are available to almost all users.

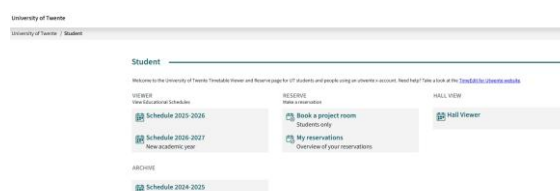
Viewer	Purpose
Guest	View public schedules without signing in.
Student	View schedules, bookings, and rooms for students.
Staff	View schedules, bookings, and rooms for staff members.

Examples

Staff Viewer homepage



Student Viewer homepage



Available Extended Viewers

Extended Role	Viewer	Direct Link
Booking Office	Booking Office Viewer	https://cloud.timeedit.net/nl_utwente/web/book/
Designlab	Designlab Viewer	https://cloud.timeedit.net/nl_utwente/web/dlab/
E-Invigilators	Exam Invigilator Viewer	https://cloud.timeedit.net/nl_utwente/web/exami/
Exam Office	Exam Office Viewer	https://cloud.timeedit.net/nl_utwente/web/exam/
Building Operator / Service Desk	Building Management Viewer	https://cloud.timeedit.net/nl_utwente/web/desk/
Time Tabling (Central Timetabling Team)	Time Tabling Viewer	https://cloud.timeedit.net/nl_utwente/web/sched/

Accessing an Extended Viewer

To use an extended Viewer, both of the following requirements must be met.

1. The Direct Link

You will receive a direct link to the Viewer from TimeEdit Information Management.

2. The Correct Authorisation

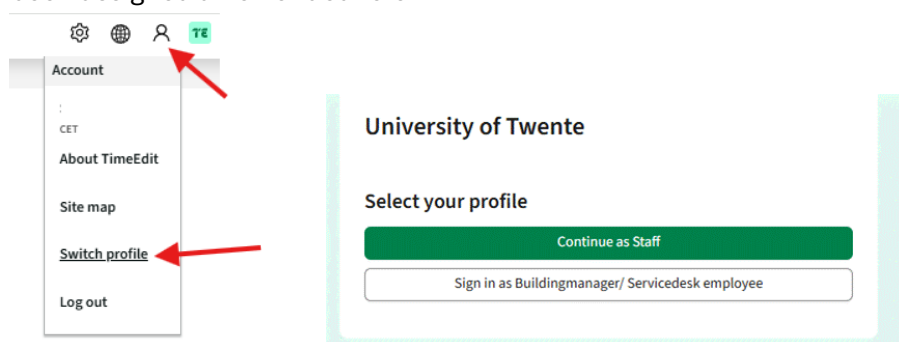
The direct link alone is not sufficient. You must:

- be authorised for the role (contact your supervisor to fill in the [Authorisation form](#))
- be signed in to TimeEdit with that role.

When expected functions are missing, please contact [TimeEdit Information Management](#)

Switching Profiles

You can switch profiles within the Viewer if, in addition to your Staff or Student profile, you have been assigned an extended role.

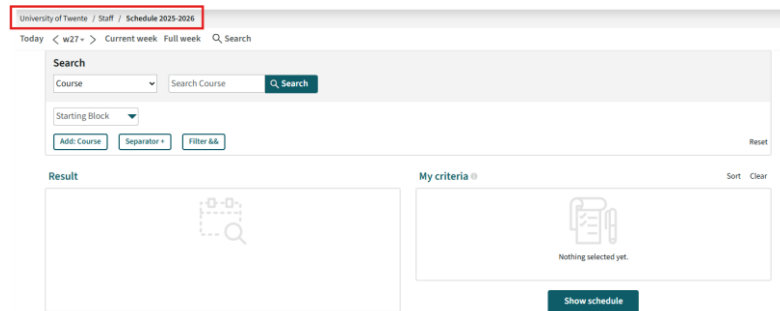


Navigating Between TimeEdit Viewers

Not sure whether you are using the correct Viewer?

Check the navigation path at the top of the page. If it shows, for example, University of Twente / Staff while you normally work in Exam Office, Designlab, or Time Tabling, you have most likely opened the standard Viewer. In that case, reopen the appropriate extended viewer using the direct link.

At the top of each Viewer, you will see a navigation path.



For example:

- University of Twente / Staff
- University of Twente / Exam Invigilator
- University of Twente / Exam Invigilator / Digital Exam Schedule

Note

Once you leave an extended Viewer, you cannot return to it using the navigation menu.

Because extended Viewers are hidden, they do not reappear in the menu.

Always use the *direct* link to reopen the extended Viewer.

Tip: Save the direct link as a browser bookmark or favorite for quick access.

Frequently Asked Questions

I received a direct link, but I cannot sign in to the Viewer.

Make sure you are signed in with the correct extended role.

Without the required authorisation, the viewer is not accessible.

I was working in my extended Viewer but navigated back to the Staff Viewer. How do I get back?

You cannot return through the navigation menu.

Use the direct link you received to reopen the extended Viewer.

Why do I only see Guest, Staff, and Student in the main overview?

Extended Viewers are intentionally hidden to keep the standard interface simple.

They can only be accessed through a direct link.

Can I save the direct link?

Yes. We recommend making a browser bookmark or favorite so you can easily return to your extended Viewer.

I cannot see certain information that I should have access to.

First, check whether you are using the correct Viewer.

It is possible that you have returned to the standard **Staff** or **Student** Viewer. These Viewers do not provide access to all functions and information available in the extended Viewers.

If this is the case, use the direct link to reopen your extended Viewer.