Getting started with KronoX

Employee manual

Content
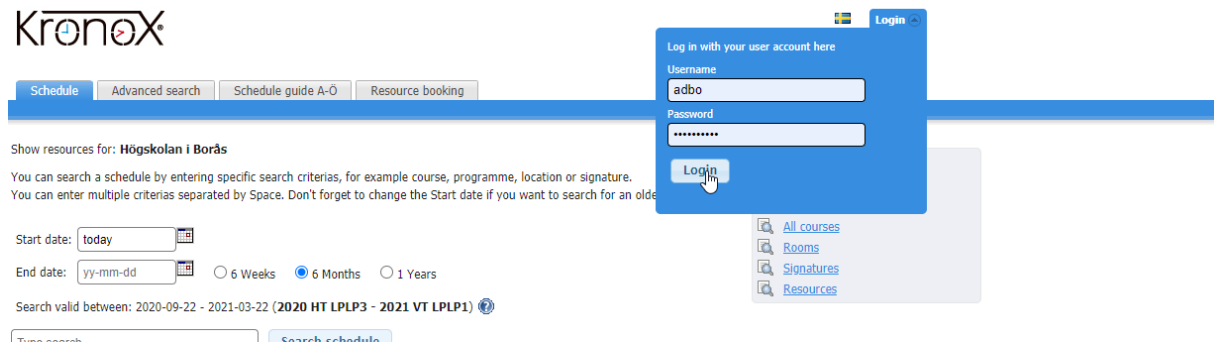
1. Log in to KronoX web client
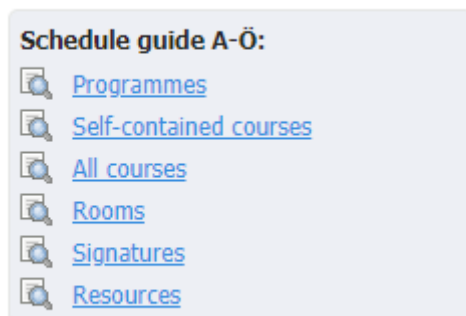
Visit the KronoX website.

Click on *Log in* in the right-hand corner and enter your login details.

2. Web client tabs

Below, we go through the tabs available in the KronoX web client that are used at the University of Borås.

Under the first four tabs, you will find the Schedule guide A-Ö on the right-hand side.

By clicking on the links, the resources/course or programme codes will appear in alphabetical order.

Below, *Programme* has been selected. You can scroll down or click on the letter of the alphabet at the top of the page to get to programmes that start with the desired letter.

Programme without name

AB C D E F GHI JKL M NOP QR S T U VW XY ZÅÄÖ

B

- Bachelor of Science in Business Administration, 180 credits (ACIVE)
- Bachelor of Science in Business Administration, 60 credits (SGKEK)
- Bachelor of Science in Nursing, 180 credits (GSJUK)
    - (GSJUK)
    - Vocational training Västra Götaland, 180 credits (GSJUKVUVG)
- Bachelor program in International Business and IT, 180 credits (NGBIT)
- Bachelor Programme in Informatics, 60 credits (APKIN)
- Bachelor Programme in Public Administration, 180 credits (SGOFF)
- Bachelor Programme in Textile Management and Business Administration, 180 credits (DTEKO)
- Bachelor Programme in Textile Management, with specialization in Fashion and Retail, 180 credits (SGKTM)
- Bachelor Programme in Textile Technology, 180 credits (DTEIN)
- Bibliotek och Läranderesurser (BLR)
- BSc Construction development, 180 credits (TGAPB)
- BSc Energy Engineering, 180 credits (KENER)
- BSc Energy Engineering, 180 credits (TGENA)
- BSc Energy Engineering, 180 credits (TGENI)
- BSc in Chemical Engineering - Applied Biotechnology, 180 credits (TGKEB)
- BSc in Chemical Engineering - Applied Biotechnology, 180 credits (TGKEM)
- BSc in Civil Engineering, 180 credits (KBYGG)
- BSc in Civil Engineering, 180 credits (TGBYI)
- BSc in Industrial Engineering - Business and Engineering, 180 credits (KINAF)
- BSc in Industrial Engineering - Business and Engineering, 180 credits (TGIEA)
- BSc in Industrial Engineering - International Business Engineering, 180 credits (KININ)
- BSc in Industrial Engineering - Logistics, 180 credits (KINLO)
- BSc in Industrial Engineering - Logistics, 180 credits (TGIEL)
- BSc in Industrial Engineering - Work Organisation and Leadership, 180 credits (KINAR)
- BSc in Industrial Engineering - Work Organisation and Leadership, 180 credits (TGIEO)
- BSc in Mechanical Engineering - Product Development, 180 credits (KMASK)
- BSc in Mechanical Engineering - Product Development, 180 credits (TGMAI)
- Business Administration Programme, 240 credits (ACEKO)
- Business Informatics with specialisation in International Marketing and IT, 240 credits (NGIMI)
- Business Informatics, 180 credits (ADAEK)

Once you have selected the schedule you want to see, click on the programme. The BSc in Civil Engineering programme was chosen below. A new view is displayed with all schedules available in KronoX, sorted by start year.

This works in the same way with the other search options in *Schedule guide A-Ö*.

Specialisation: BSc in Civil Engineering, 180 credits (TGBYI)

- BSc in Civil Engineering, 180 credits , start year 2018 (TGBYI18h)
- BSc in Civil Engineering, 180 credits , start year 2019 (TGBYI19h)
- BSc in Civil Engineering, 180 credits , start year 2020 (TGBYI20h)

2.1.   Start

Under the first tab, Start, you have the option to download the KronoX client. This is done in cases where work is not done at a UB computer or if you are using a Mac. If you are using a UB computer, the KronoX client is already installed.

You can also view your own Schedule here.

2.2. Schedule

The Schedule tab is used to make simple selections. In the search box, type the signature, room name, course or programme code.

Below is the schedule for group room C350. At the bottom of the page, you will find a link to the schedule.

Start	Schedule	Advanced search	Schedule guide A-Ö	Resource booking	Activity sessions	Booking
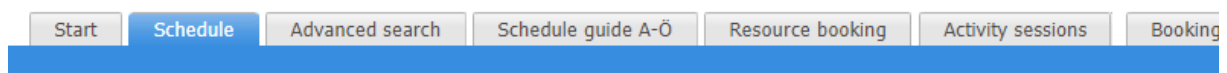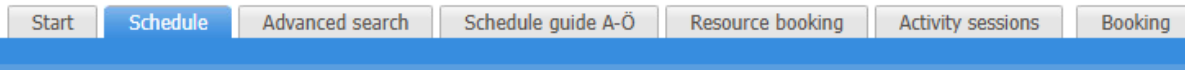
Show resources for: **Andrea Boldizar**

You can search a schedule by entering specific search criterias, for example course, programme, location or signature.
You can enter multiple criterias separated by Space. Don't forget to change the Start date if you want to search for an older course.

Start date: today

End date: yy-mm-dd   ○ 6 Weeks   ● 6 Months   ○ 1 Years

Search valid between: 2024-11-26 - 2025-05-26 (**2024 HT LPLP1 - 2025 VT LPLP3**)

c350   **Search schedule**

Install search provider

NOTICE! Only the first 500 bookings are returned.

Search result

Search parameters: c350
Total hits: 1 Add resources from Advanced search and Schedule guide A-Ö by clicking the icon in front of a resource.

Rooms

C350, Meeting room

2.3. Advanced search

The Advanced Search tab is very useful when you have many search criteria and the Schedule tab is not sufficient.

In the search boxes, you can write what you want to search for. A list of options is displayed as you type in the selected resource field.

Start date: today

End date: yy-mm-dd ○ 6 Weeks ● 6 Months ○ 1 Years

Search valid between: 2024-11-26 - 2025-05-26 (**2024 HT LPLP1 - 2025 VT LPLP**

Select search criteria: I'm searching for:

Programme: [List]

Course: [List]

Signature: [List]

Room: c [List]

A521, Conference room
A523, Conference room
Resource: **A604**, ALC (Active Learning Classroom)
A606, Lecture room
☐ Search on **A608**, ALC (Active Learning Classroom)
A612, Lecture room
Tip: You can **A614**, Lecture room
Schedule gui **B331**, Conversation room
B657, Conference room
B658, Conference room
B660, Conference room

You can also click on the *List* button to the right of the search box to bring up a list of all available resources. In the List of resources, you can filter in the boxes at the bottom of each column.

Select the resource you want to see the schedule for by checking the box to the left of the resource name and clicking **Select** at the bottom of the page to view the schedule.

When selecting a code/resource to view schedules for, it is important to make sure that the selected option(s) are in the *"I'm searching for"* box . If your option is not there, the search will not be correct.

Click on Show schedule or on the link above to see the schedule.

The schedule appears in a new tab on the browser.

2.4. Resource booking

The *Resource booking* tab is used to book resources you are authorised to book. This can include computers/iPad trolleys, lab equipment, etc.

To book a resource/assistive device, click on *Book* for the time you want to book the selected resource.

A new window will open. It is mandatory to write something in the *Information* box *.* Then click on Book.

Library Studyrooms floor 3 ✖

Resource: **J327**

Time: **14:00-16:00**

Signature: **ADBO**

Information:

Studies

Maximum number of characters: 500

Cancel   **Book**

Your booking will appear on the right-hand side, as shown. Some rooms/facilities require confirmation of the booking a few minutes before the booked time starts. If no confirmation is made, the tool/resource is automatically "cancelled" and free for other students/staff to book. Under *My bookings* you can also cancel already booked tools/resources.

2.5. Booking

Under the *Booking* tab, bookings are created.

Start by entering the date and time of your reservation either by typing the date and time in the boxes or by clicking on the calendar.

The next step is to specify the resources to be included in the booking.

- If the booking is for a programme, both the programme code and the course code must be filled in.
- The signature tells you who will be present at the booking, e.g. teacher during a lecture.
- Rooms that can be booked are those rooms owned by the Faculty itself and common rooms with a capacity of 65 seats or fewer.
- Lecture halls are booked by the main booker. Send your request with detailed booking information to kronox.hb.se.
- Equipment can be booked under assistive devices.

Select your booking:

Programme: [_____] [List]

Course: [_____] [List]

Signature: [_____] [List]

Room: [_____] [List]

Resource: [_____] [List]

☐ Search only for ID ❓
☐ Check availability ❓

I have selected booking:

Make sure your choices are in the *I have selected booking:*

I have selected booking:

- **Sign:** ADBO, Andrea Boldizar Delete
- **Room:** C350, Meeting room Delete
- **Course:** A130TG-20242-R22H4-, Construction Engineering, 7.5 credits 50% HT24 Delete

Description: ⓘ

| ✂ 🗐 📋 | **B** *I* <u>U</u> | Font Family ▾ | Font Size ▾ | Paragraph ▾ | 🔄 ↻ | HTML 🔍 | A ▾ ✎ ▾ |

Description will be displayed on the schedule

Path: p

Maximum number of characters: 500

Comment: ⓘ

| ✂ 🗐 📋 | **B** *I* <u>U</u> | Font Family ▾ | Font Size ▾ | Paragraph ▾ | 🔄 ↻ | HTML 🔍 | A ▾ ✎ ▾ |

Text in this box will not be displayed on the schedule, only during booking in KronoX

Path: p

Maximum number of characters: 500

You can send a confirmation of the booking by entering the email address of the recipient. If the booking has many signatures, you can enter a * in the email confirmation field. This way, all booked signatures receive a confirmation email.

Once the booking is created, it is visible on the right of the page. During the login session, you can work on your bookings. You can modify and copy the booking by clicking on the links below each booking.

2.6.   Search bookings

Under *Search bookings*, search options can be entered to find an existing booking.

The more options you enter, the easier it is to find the booking. Make sure your search options are in the *I have selected the following search criteria* box:

To search, click on *Search bookings*. The search results are shown at the bottom of the page.

Among the results, bookings that need to be worked on are highlighted. The options available here are as above. If you select *Edit* , the booking(s) will appear in the *Create booking* view *.*