



Getting started with KronoX

Employee manual

Content

- 1. Log in to KronoX web client 1
- 2. Web client tabs 1
 - 2.1. Start..... 3
 - 2.2. Schedule..... 4
 - 2.3. Advanced search 6
 - 2.4. Resource booking..... 10
 - 2.5. Booking 12
 - 2.6. Search bookings 16

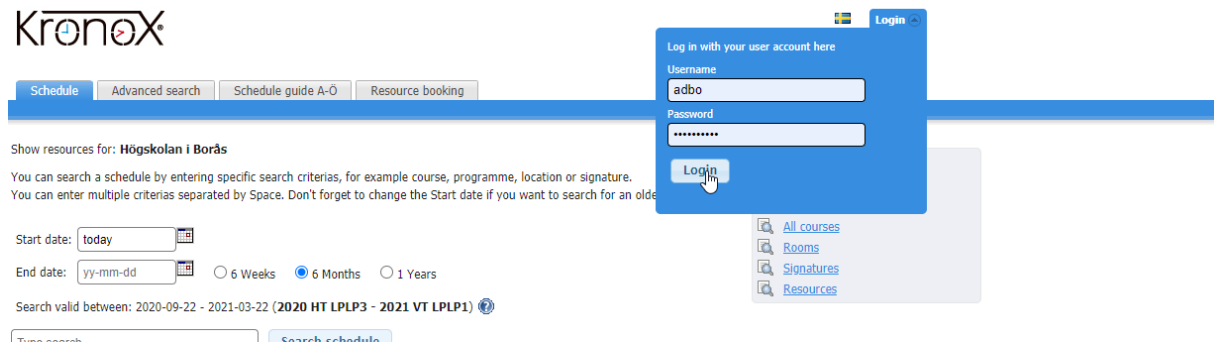


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1. Log in to KronoX web client

Visit [the KronoX website](#).

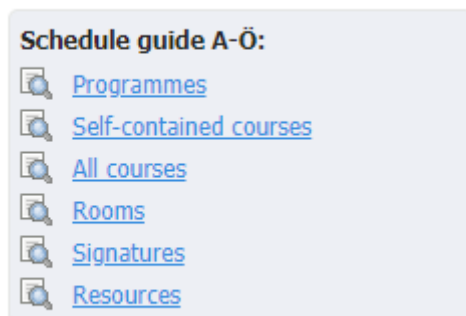
Click on *Log in* in the right-hand corner and enter your login details.



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.



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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

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Å](#) [Ö](#)

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 \(TGBYI20h\)](#)





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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.


Hello Andrea Boldizar!

Welcome to your page on KronoX Web 5.5.0.
From here you will have access to functions such as [Search bookings](#).

Ladda ner klienten nedan för det operativ du nyttjar. Efter att du installerat klienten, startas den via startmenyn.

[Ladda ner klient för Windows](#)

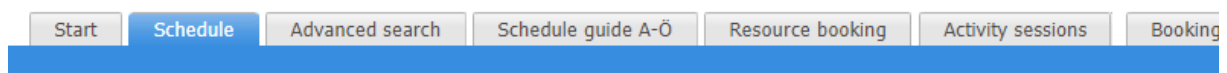
[Ladda ner klient för OS X](#)

 [Schedule for Andrea Boldizar \(ADBO\)](#)



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.



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:

End date: 6 Weeks 6 Months 1 Years

Search valid between: 2020-09-22 - 2021-03-22 (**2020 HT LPLP3 - 2021 VT LPLP1**)

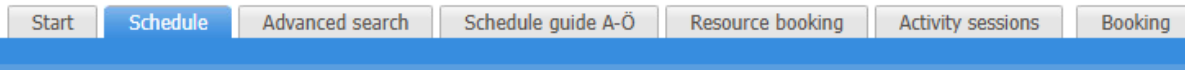
[Install search provider](#)

NOTICE! Only the first 500 bookings are returned.



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



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:

End date: 6 Weeks 6 Months 1 Years

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

[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.


Start Schedule **Advanced search** Schedule guide A-Ö Resource booking Activity sessions Booking Search bookings Beställning Statistics Debit Help


Advanced search
Show resources for: **Andrea Boldizar**

You can add a link to your own schedule containing multiple courses, programmes and resources. You can save or subscribe to the link through your google calendar, Groupwise or your mobile phone.
You can also add resources from [Schedule](#) and [Schedule guide A-Ö](#) by clicking the icon  in front of a resource.
Don't forget to change the Start date if you want to search for an older course. Change the Start date to a date when the course was taken.

Schedule guide A-Ö:
[Programmes](#)
[Self-contained courses](#)
[All courses](#)
[Rooms](#)
[Signatures](#)
[Resources](#)

Start date: 

End date:  6 Weeks 6 Months 1 Years

Search valid between: 2020-09-22 - 2021-03-22 (2020 HT LPLP3 - 2021 VT LPLP1) 

Select search criteria:


Programme: [\[List\]](#)

Course: [\[List\]](#)

Signature: [\[List\]](#)


Room: [\[List\]](#)


Resource: [\[List\]](#)


Search only for ID 


Tip: You can also add search criteria from tab [Schedule guide A-Ö](#)

I'm searching for:


Org.unit(UTB) 


Org.unit(RESOURCES) 


Booking type 


Activity type 


Description

All search criterias must match 

Display explanatory text at bottom of schedule 

View schedule without block restrictions 

Show only archived entries 

Type of schedule 

[Clear form](#)

Displaying link for schedule based on selected search criteria:
<https://schema.hb.se/setup/jsp/Schema.jsp?startDatum=today&intervalTyp=m&intervalAntal=6&soKMedAND=false&sprak=EN&resurser=>

[Show schedule](#)



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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:

End date: 6 Weeks 6 Months 1 Years

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

Select search criteria:

Programme: [\[List\]](#)

Course: [\[List\]](#)

Signature: [\[List\]](#)

Room: [\[List\]](#)

Resource:

Search on

Tip: You can [Schedule a meeting](#)

I'm searching for:

A521, Conference room

A523, Conference room

A604, ALC (Active Learning Classroom)

A606, Lecture room

A608, ALC (Active Learning Classroom)

A612, Lecture room

A614, Lecture room

B331, Conversation room

B657, Conference room

B658, Conference room

B660, Conference room



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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 resource ✕

Show rows Quick search:

<input type="checkbox"/>	Group	Name	Stud.	Resp.	Course	Course instance	Starts from	Org.unit
<input checked="" type="checkbox"/>	A130TG-20242-R22H4-	Construction Engineering, 7.5 credits 50% HT24	0		A130TG	A130TG-20242-R22H4	201005	Teknik
<input type="checkbox"/>	A147TG-20242-R26H4-	Construction Materials, 7.5 credits 50% HT24	0		A147TG	A147TG-20242-R26H4	180926	Teknik
<input type="checkbox"/>	A301TG-20242-14442-	Construction Materials, 7.5 credits Subject course, 50% HT24	0		A301TG	A301TG-20242-14442	231012	Teknik
<input type="checkbox"/>	A289TG-20242-R11H4-	Construction Project Coordination, 7.5 credits 50% HT24	0		A289TG	A289TG-20242-R11H4	240125	Teknik
<input type="checkbox"/>	A329TG-20242-E30H4-	Construction Project, 15 credits 50% HT24	0	,ALDA,	A329TG	A329TG-20242-E30H4	240222	Teknik
<input type="checkbox"/>	AX2K01-20242-D11H4-	Construction technique, advanced level, 7.5 credits HT24	0		AX2K01	AX2K01-20242-D11H4	240506	Textil

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.



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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.

Start date:

End date: 6 Weeks 6 Months 1 Years

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

Select search criteria:

Programme: [\[List\]](#)

Course: [\[List\]](#)

Signature: [\[List\]](#)

Room: [\[List\]](#)

Resource: [\[List\]](#)

Search only for ID

Tip: You can also add search criteria from tab [Schedule guide A-Ö](#)

I'm searching for:

- **Course:** A130TG-20242-R22H4-, Construction Engineering, 7.5 credits 50% HT24 [Delete](#)

[Delete all](#)

Org.unit(UTB)

Booking type

(Not selected)

Description

All search criterias must be met

Display explanatory text

View schedule without description

Show only archived

Type of schedule

Schedule

Displaying link for schedule based on selected search criteria:

<https://schema.hb.se/setup/jsp/Schema.jsp?startDatum=today&intervallTyp=m&intervallAntal=6&sokMedAND=false&sprak=E>

[Show schedule](#)



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.

Start Schedule Advanced search Schedule guide A-O **Resource booking** Activity sessions Booking Search bookings Beställning Statistics Debit

Book tuftningsutrustning Research and Innovation Conference room THS - Building S Conference room Conference room Meeting room THS - Building T Meeting

Textile Testing Lab Studyrooms J5 Studyrooms J5 **Library Studyrooms floor 3** Allmänna grupprum Library Studyrooms floor 3 3D Lab Library Studyrooms floor 3

Dye and Print Design Lab LAB A1 - Analysis instrument LAB A1 - Other THS LAB S451 THS LAB S452 THS LAB S453 THS LAB S454 LAB A1 - Oven / Climate Chamber

LAB A1 - Fume hood - 2 THS Chromojet TT SW Fibre Lab Calendar Heat Press S416 Dye and Print Technique Lab Washing Machines

Library Studyrooms floor 3

24-12-03

	08:00 - 10:00	10:00 - 12:00	12:00 - 14:00	14:00 - 16:00	16:00 - 18:00	18:00 - 20:00
J318c 4 platser Dator	Book	Book	Book	Book	Book	Book
J318d 4 platser Dator	Book	Book	Book	Book	Book	Book
J318e 4 platser Dator	Book	Book	Book	Book	Book	Book
J325 4 platser	Book	Book	Book	Book	Book	Book
J326 4 platser	Book	Book	Book	Book	Book	Book
J327 4 platser	Book	Book	Book	Book	Book	Book
J329 6 platser	Book	Book	Book	Book	Book	Book
J330 6 platser Dator	Book	Book	Book	Book	Book	Book
J331 6 platser Dator	Book	Book	Book	Book	Book	Book

My bookings:

Bookings today :
No bookings today.

Upcoming bookings:
No upcoming bookings.

[Booking rules](#) | [Help](#)

Klicka för att boka resursen J327.

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*.



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Library Studyrooms floor 3 ✕

Resource: **J327**

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

Signature: **ADBO**

Information:

Studies

Maximum number of characters: 500

[Cancel](#) [Book](#)



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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.

Textile Testing Lab	Studyrooms J5	Studyrooms J5	Library Studyrooms floor 3	Allmänna grupprum	Library Studyrooms floor 3	3D Lab	Library Studyrooms floor 3
Dye and Print Design Lab	LAB A1 - Analysis instrument	LAB A1 - Other	THS LAB S451	THS LAB S452	THS LAB S453	THS LAB S454	LAB A1 - Oven / Climate Cham
LAB A1 - Fume hood - 2	THS Chromojet TT SW	Fibre Lab	Calendar Heat Press S416	Dye and Print Technique Lab	Washing Machines		

Library Studyrooms floor 3

24-12-03

	08:00 - 10:00	10:00 - 12:00	12:00 - 14:00	14:00 - 16:00	16:00 - 18:00	18:00 - 20:00
J318c 4 platser Dator	Book	Book	Book	Book	Book	Book
J318d 4 platser Dator	Book	Book	Book	Book	Book	Book
J318e 4 platser Dator	Book	Book	Book	Book	Book	Book
J325 4 platser	Book	Book	Book	Book	Book	Book
J326 4 platser	Book	Book	Book	Book	Book	Book
J327 4 platser	Book	Book	Book	ADBO	Book	Book
J329 6 platser	Book	Book	Book	Book	Book	Book
J330 6 platser Dator	Book	Book	Book	Book	Book	Book
J331 6 platser Dator	Book	Book	Book	Book	Book	Book

My bookings:

Bookings today:
No bookings today.

Upcoming bookings:

24-12-03 14:00 - 16:00 **ADBO, J327** [Cancel booking](#)

Studies

[Booking rules](#) | [Help](#)

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.

New booking

Date:

Week:	<input type="text"/>			<input type="text" value="Monday"/>			Week:	<input type="text"/>			<input type="text" value="Monday"/>		
Start:	<input type="text" value="yy-mm-dd"/>		<input type="text" value="hh:mm"/>	<input type="text" value="[hh:mm]"/>	End:	<input type="text" value="yy-mm-dd"/>		<input type="text" value="hh:mm"/>	<input type="text" value="[hh:mm]"/>				



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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:	I have selected booking:
Programme: <input type="text"/> [List]	<div style="border: 1px solid black; height: 200px;"></div>
Course: <input type="text"/> [List]	
Signature: <input type="text"/> [List]	
Room: <input type="text"/> [List]	
Resource: <input type="text"/> [List]	
<input type="checkbox"/> Search only for ID ?	
<input type="checkbox"/> Check availability ?	

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



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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:

Description will be displayed on the schedule

Path: p

Maximum number of characters: 500

Comment:

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

Path: p

Maximum number of characters: 500



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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.

Booking type: (Not selected) ▼

Activity type: (Not selected) ▼

Preliminary:

External:

Send email confirmation to: ?

[Save new booking](#)




[Clear form](#)

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.

Bookings I am working on:

[New booking](#) | [Show calendar](#) | [Remove from list](#)

24-11-28 10:00 - 11:00 Thur v.48

 A130TG-20242-R22H4-  ADBO  C350

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

[Edit](#) [Copy](#)

[New booking](#) | [Show calendar](#) | [Remove from list](#)



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:

Search bookings

Start date:

End date: 6 Weeks 6 Months 1 Years

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

Select search criteria:

Programme: [\[List\]](#)

Course: [\[List\]](#)

Signature: [\[List\]](#)

Room: [\[List\]](#)

Resource: [\[List\]](#)

Search only for ID

I have selected the following search criteria:

- Sign: ADBO, Andrea Boldizar [Delete](#)

[Delete all](#)

Org.unit(UTB)

Org.unit(RESOURCES)

Booking type

Activity type

Description

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

Search result:

Select all rows

Show rows

	W.	Day	Start	Time	End	Time	Programme	Course	Sign
<input checked="" type="checkbox"/>	48	Thur	24-11-28	10:00	24-11-28	11:00		A130TG-20242-R22H4-	ADBO
<input type="checkbox"/>	49	Tue	24-12-03	14:00	24-12-03	16:00			ADBO

Shows **1** to **2** of totally **2** rows

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.