



Quick Guide for Staff

Version:

2020-05-29 UNIVERSITY OF BORÅS ACADEMIC AFFAIRS OFFICE **QUICK GUIDE**

Search for bookings

Client (from Start menu)

At the top of the Booking List are a number of columns with details of all bookings. To search for a signature, type it at the top of the column and press enter or the *Search* button. The same applies to other search criteria. In addition, if you want to search for a specific course, type the course code at the top of the column *Course Instance Groups*. Be sure to set *Start date time* and *End date time*.

Web Client (kronox.hb.se)

Go to the *Advanced Search* tab and enter your search criteria under *Choose what you want to search for*, and when your selection appears under *I've chosen to search schedule for*, click the *Show Schedule* button. Don't forget to set *Start date* and *End Date*.

Create a booking

1. If it is an older course, the work interval must first be changed so that the start date is the same as when the course was given. *NOTE! Applies only to the client and to educational programmes. For regular meeting bookings, work intervals do not apply.*
2. **The client** Click the *New* button in the *Booking list*. **Web Client** Click the *Booking* tab.
3. Fill in the date and time.
4. Enter *Course* and *Programme*. For meeting bookings, it is enough to book a course group/Faculty.
5. Enter your signature and the other colleagues/teachers you wish to see the booking on their schedule.
6. Please enter *Premises* for the booking. You can book any premises you find in the list for the premises field.

7. In the *Element* field, enter the purpose of the meeting, e.g. description of what you are booking the premises for.

8. For meeting bookings, select the booking type *do not show booking on display screens*. Then the reservation will not be visible on the screens at the university entrance.

9. Should there be a double booking, change the time and date or double click on the booking to check which booking it conflicts with.

10. Save your booking

Change a booking

Client

1. Search the bookings you want to change via the *Booking list*.
2. Select the booking and click the *Change* button.
3. Enter the time, date, or resources you want to change.
4. Save by clicking the **Save** button (Confirm selected bookings).

Web Client

1. Click the *Search Bookings* tab.
2. Select the bookings you want to change under *Select what you want to search for*.
3. Click the *Search bookings* button.
4. Select the booking and click the *Edit* button.
5. Enter the time, date, or resources you want to change.
6. To save, click the *Save edited booking* button.

More information about KronoX can be found at www.hb.se/kronox.