



## Getting started with KronoX

Manual for staff

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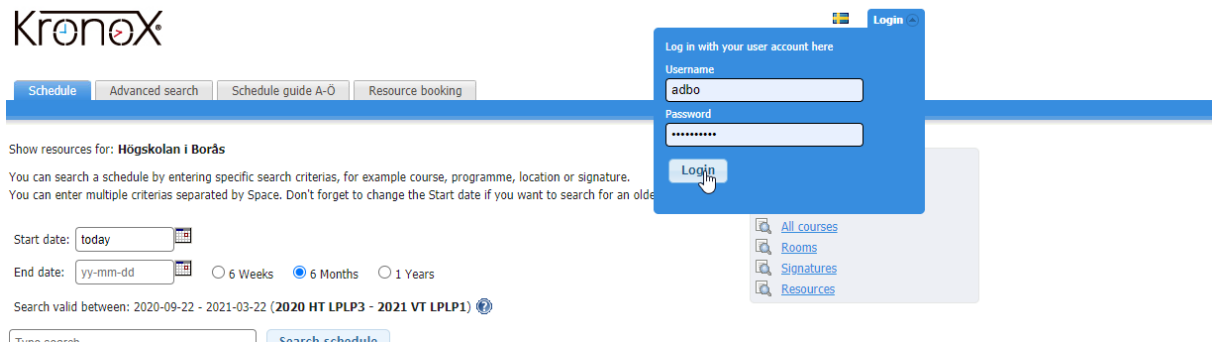


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## 1. Log in to the KronoX web client

To go to KronoX web, visit the [KronoX website](#).

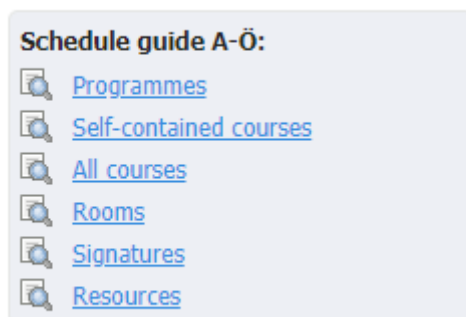
Click on *Login* in the upper right corner and enter your login details.



## 2. Tabs in the web client

The following discusses the tabs in the KronoX web client used at the University of Borås (UB).

The first four tabs show the Schedule guide A-Ö appears on the right side.



Clicking on the links displays the resources/courses or programme codes in alphabetical order.

When *Programmes* is clicked, the following list is displayed. Scroll down or click on the letter in the alphabet at the top of the page to find programmes that start with the desired letter.



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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 \(ACTIVE\)](#)
- [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 \(ADAEK\)](#)

When you have selected the schedule you want to see, click on the programme. The BSc in Civil Engineering Programme was selected below. This shows a new view with all schedules available in KronoX, sorted by start year.

The other search alternatives in Schedule guide A-Ö work the same way.

### 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 \(TGBYI20h\)](#)



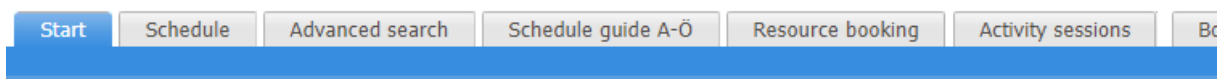


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## 2.1. Start

Under Start, the first tab, you have the option of downloading the KronoX client. Do this when not using on a UB computer or 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 5.1.1.

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

Simple searches are carried out under the Schedule tab. In the search box, enter the signature, location, course code or programme code.

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:

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.

The below search shows the schedule for group room C350. There is a link that leads to the schedule displayed at the bottom of the page.

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:

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.




### 2.3. Advanced search




It is good to use the Advanced Search tab when you have many search criteria and the Schedule tab does not provide enough options.

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.

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:**

[Delete all](#)

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.bb.se/setup/jsp/Schema.jsp?startDatum=today&intervallTyp=m&intervallAntal=6&sokMedAND=false&sprak=EN&resurser=>

[Show schedule](#)



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Type what you want to search for in the search boxes. It also works well to click on *List* to the right of the search box to show a list of all available codes/resources for searches. In the list, select the programme or course/resource for which you want to see the schedule and click *Show schedule* at the bottom of the page to view the schedule.

Show  rows Quick search:

<input type="checkbox"/>	<b>Id</b>	<b>Name</b>	<b>Programme instance</b>	<b>Students</b>	<b>From</b>	<b>Org.unit</b>
<input type="checkbox"/>	TGAPB19h	BSc Construction development, 180 credits , start year 2019	TGAPB19h	0	200519	HB
<input type="checkbox"/>	TGAPB19h	BSc Construction development, 180 credits , start year 2019	TGAPB19h	0	200901	HB
<input type="checkbox"/>	TGAPB20h	BSc Construction development, 180 credits , start year 2020	TGAPB20h	0	200519	HB
<input checked="" type="checkbox"/>	TGAPB20h	BSc Construction development, 180 credits , start year 2020	TGAPB20h	0	200901	HB

Shows **1** to **4** of **totaly 4** rows (filtered from **totaly 493** rows)





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When you have selected a code/resource for which you want to view the schedule, it is important to make sure that the selected alternative/alternatives appear in the box "I'm searching for:". If your alternative is not included 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 your browser.

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-O](#)

**I'm searching for:**

- Prog: TGAPB20h, BSc  
Construction development, 180  
credits , start year 2020 [Delete](#)

[Delete all](#)

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](#)



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## 2.4. Resource booking

Under the *Resource booking* tab, you can book resources for which you are authorised. This can include computers/iPad carts, lab equipment, etc.

Book tuftningsutrustning	Book Fotostudion	THS - Building S	THS - Building T	THS - Resorces	THS - Resources 2	Allmänna c
Library Studyrooms floor 5 - Currently there are only half as many seats in each group room				Library Studyrooms floor 3 - Currently there are only h		
Library Studyrooms floor 3 - Currently there are only half as many seats in each group room				Library Studio (J433)	Library Studio (J433)	L
LAB A1 - Polymer processing equipment	LAB A1 - Fume hood - 1	LAB A1 - Fume hood - 2	Heatpress assistance			

### Library Studyrooms floor 5 - Currently there are only half as many seats in each group room

20-09-23

	08:00 - 10:00	10:00 - 12:00	12:00 - 14:00	14:00 - 16:00	16:00 - 18:00	18:00 - 20:00
<b>J513</b> 6 platser, Dator	S204907	S204907	Book	Book	Book	Book
<b>J514</b> 6 platser, Dator	ANPO FRFO	ANPO FRFO	Book	Book	Book	Book
<b>J515</b> 6 platser, Dator	S152006	S152006	S152006	Book	Book	
<b>J518</b> 8 platser, Dator	S205944	S205944	S205944	Book	Book	Book
<b>J519</b> 8 platser, Dator	Book	Book	Book	Book	Book	Book
<b>J520</b> 8 platser, Dator	S180785	S180785	S180785	Book	Book	Book
<b>J521</b> 8 platser,	Book	S170900	S170900	S170900	Book	Book

**My bookings:**

**Bookings today:**

No bookings today.

**Upcoming bookings:**

Klicka för att boka resursen J518.

To book a resource/aid, click *Book* for the time you want to reserve the selected resource.

A new window opens with the information shown below. You are required to write something in the *Information* box. Then click on *Book*.



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**Library Studyrooms floor 5 - Currently there are only half as many seats in each group room** ✕

Resource: J519

Time: 16:00-18:00

Signature: ADBO

Information:

Study

Maximum number of characters: 500

Cancel

Book



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Your booking is displayed on the right side as shown. Some rooms/aids require confirmation of the booking a few minutes before the booked time takes effect. If the booking is not confirmed, the aid/resource will be “cancelled” automatically and be available for booking by other students/teachers. Under *My bookings*, you can also cancel aids/resources you have already booked.

12:00 - 14:00	14:00 - 16:00	16:00 - 18:00	18:00 - 20:00
Book	Book	Book	Book
Book	Book	Book	Book
S152006	Book	Book	Book
S205944	Book	Book	Study
Book	Book	ADBO	Book
S199795	Book	Book	Book

### 2.5. Booking

Bookings are made under the *Booking* tab.

Start by choosing the date and time of your booking either by entering them in the boxes or by clicking on the calendar.



**Date:**

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



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The next step is to specify the resources that are to be included in the bookings.

- If the booking is for a course or programme, both the programme and course instance/lesson code need to be entered.
- Signature indicates who is present at the booking. For example, the teacher during a lecture.
- Premises that can be booked are premises owned by the Faculty and university-wide rooms. If you want to book a room that you are not authorised to book, remember that charges for room costs will be added.
- Lecture halls are booked by a head of bookings. Create your booking as usual and choose one of the fictitious rooms called "Number 100, Number 120", etc. to indicate how many people the room needs to accommodate. Then send an email to [kronox@hb.se](mailto:kronox@hb.se) and indicate which booking you are referring to. The head of bookings will then help you book a lecture hall.
- Equipment is booked under aids.

**Select your booking:**

Programme:  [List]

Course:  [List]

Signature:  [List]

Room:  [List]

Resource:  [List]

Search only for ID ?

Check availability ?

**I have selected booking:**

There are different ways to choose resources. One way is to write the code or name of the resource in the box. A list of suggestions that match your search is then displayed. **Be sure to choose the right instance code!**

**Select your booking:**

Programme:  [List]

Course:  [List]

Signature:

Room:

Resource:

Search on

Check ava

**I have selected booking:**



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Another alternative is to click on the link [List]. Then a list of all resources is displayed. The search fields at the bottom of the page can be used to filter results. The list updates as the search is refined. When the right resource is found, tick the box on the far left. Click *Select* to include the resources in the booking.

choose

Select resource

Quick search:

<input type="checkbox"/>	Group	Name	Stud.	Resp.	Course	Course instance	Starts from	Org.unit
<input type="checkbox"/>	21RK2C-20202-M08H0	Accounting Theory and Consolidated Accounts, 7.5 credits 50% HT20	0		21RK2C	21RK2C-20202-M08H0	190425	Ekonomi
<input type="checkbox"/>	SRT011-20202-M02H0	Accounting, 7.5 credits 50% HT20, start week 36 (ADAEK20h)	0		SRT011	SRT011-20202-M02H0	200416	Ekonomi
<input type="checkbox"/>	SRT011-20202-M14H0	Accounting, 7.5 credits 50% HT20, start week 36 (DTEKO20h)	0		SRT011	SRT011-20202-M14H0	200416	Ekonomi
<input type="checkbox"/>	SRT011-20202-M20H0	Accounting, 7.5 credits 50% HT20, start week 36 (NCBIT20h)	0		SRT011	SRT011-20202-M20H0	200416	Ekonomi
<input type="checkbox"/>	SRT011-20202-M73H0	Accounting, 7.5 credits 50% HT20, start week 36 (SCKTM20h)	0		SRT011	SRT011-20202-M73H0	200416	Ekonomi
<input type="checkbox"/>	SRT011-20202-M24H0	Accounting, 7.5 credits 50% HT20, start week 46 (ACEKO20h, ACIVE20h)	0		SRT011	SRT011-20202-M24H0	200416	Ekonomi
<input checked="" type="checkbox"/>	21FP1A-20202-A01H0	Administration and political systems, 15 credits 50% HT20	0		21FP1A	21FP1A-20202-A01H0	200421	Välfärd
<input type="checkbox"/>	AE2RC1-20202-M91H0	Advanced Fashion Retail marketing and Communication, 7.5 credits 50% HT20	0		AE2RC1	AE2RC1-20202-M91H0	200430	Ekonomi
<input type="checkbox"/>	AT2AB1-20202-T16H0	Advanced Finishing and Printing, 7.5 credits 50% HT20	0		AT2AB1	AT2AB1-20202-T16H0	200409	Textil
<input type="checkbox"/>	AT1TF1-20202-IN47H	Advanced Level in Textile Innovation, 15 credits 50% HT20, start week 36	0		AT1TF1	AT1TF1-20202-IN47H	200409	Textil

2020  Name  Stud.  Resp.  Course  Course  Starts  Org.uni

Shows 1 to 10 of totally 828 rows (filtered from totally 1,170 rows)

First Previous 1 2 3 4 5 Next Last

Select Cancel



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Make sure that your selections appear in the box *I have selected booking:*

<b>Select your booking:</b>	<b>I have selected booking:</b>
Programme: <input type="text"/> [List]	<ul style="list-style-type: none"><li>• <b>Course:</b> 21FP1A-20202-A01H0-, Administration and political systems, 15 credits 50% HT20 <a href="#">Delete</a></li><li>• <b>Sign:</b> ADBO, Andrea Boldizar <a href="#">Delete</a></li><li>• <b>Room:</b> C350, Grupprum <a href="#">Delete</a></li></ul>
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	

Search only for ID

Check availability

Description will be displayed on the schedule

**Description:**

Path: p

Maximum number of characters: 500

Path: p

Maximum number of characters: 500

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

**Comment:**

Path: p

Maximum number of characters: 500



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The below options appear at the bottom of the page. Under *Booking type*, choose the type of booking you want and whether to display it on the displays where the students see their schedules.

You can also send a confirmation of the booking by entering the e-mail address of the recipient.

**Booking type:** (Not selected) ▾

**Activity type:** (Not selected) ▾

**Preliminary:**

**External:**

**Send email confirmation to:** ?

Save new booking

Clear form

When the booking is created, it appears on the right of the page. You can work on your bookings while logged in. You can change and copy the booking by clicking on the links under each booking.

## Bookings I am working on:

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

20-09-23 10:00 - 11:00 Wed v.39  
📅 21FP1A-20202-A01H0- 👤 ADBO 🏠 C350  
[Edit](#) [Copy](#)

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





## 2.6. Search bookings

Under *Search bookings*, search options are entered to find existing bookings.

The more options you enter, the easier it will be to find a specific booking. Make sure that your search options appear in the box *I have selected the following search criteria*:

### Search bookings

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:

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

Empty the list of opened bookings by Edit

To search, click *Search bookings*. The search result is displayed at the bottom of the page.

### Search result:

Select all rows

Show  rows

	W.	Day	Start	Time	End	Time	Programme	Course	Sign	Room
<input checked="" type="checkbox"/>	39	Wed	20-09-23	10:00	20-09-23	11:00		21FP1A-20202-A01H0-	ADBO	C350
<input checked="" type="checkbox"/>	39	Wed	20-09-23	16:00	20-09-23	18:00			ADBO	J519
									ADBO CIAN CLA	

Mark the booking you want to work with. Available options are shown above. If you select *Edit*, the booking/bookings will appear in the *Create booking* view.