



Find the Classrooms Prepared for
Hybrid Meetings in KronoX



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Log in to KronoX web client. You will find it among the shortcuts on hb.se/staff

The screenshot shows the KronoX web client interface. At the top left is the KronoX logo. Below it are navigation tabs: 'Schedule', 'Advanced search', 'Schedule guide A-Ö', and 'Resource booking'. The main content area displays 'Show resources for: Högskolan i Borås' and provides instructions on how to search. There are input fields for 'Start date' (set to 'today') and 'End date' (set to 'yy-mm-dd'), along with radio buttons for '6 Weeks', '6 Months' (selected), and '1 Years'. A search bar with the placeholder 'Type search...' and a 'Search schedule' button is present. A 'Login' button is also visible. On the right side, there is a blue login overlay with fields for 'Username' (containing 'adbo') and 'Password' (masked with dots), and a 'Login' button. Below the login overlay is a sidebar with links: 'All courses', 'Rooms', 'Signatures', and 'Resources'. At the bottom, there is a notice: 'NOTICE! Only the first 500 bookings are returned.'

Click on the tab called Booking.

The screenshot shows the KronoX web client interface after a successful login. The top right corner displays 'Logged in as: Andrea Boldizar [ADBO]' and a 'Logout' button. The navigation tabs at the top are: 'Start', 'Schedule', 'Advanced search', 'Schedule guide A-Ö', 'Resource booking', 'Activity sessions', 'Booking' (highlighted with a mouse cursor), 'Search bookings', and 'Beställning'. The main content area features a greeting: 'Hello Andrea Boldizar!' followed by a welcome message and a link to 'Search bookings'. Below this, there is a message in Swedish: 'Ladda ner klienten nedan för det operativ du nyttjar. Efter att du installerat klienten, startas den via startmenyn.' Two buttons are provided: 'Ladda ner klient för Windows' and 'Ladda ner klient för OS X'. At the bottom, there is a link: 'Schedule for Andrea Boldizar (ADBO)'. On the right side, there is a sidebar with the heading 'Schedule guide A-Ö:' and links to 'Programmes', 'Self-contained courses', 'All courses', 'Rooms', 'Signatures', and 'Resources'.



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Choose the date and time for when you need to book the facility for your hybrid meeting.
After that, click on the link to the right of Room where it says List.

New booking

Date:

Week: + - + - Week: + - + -
Start: [hh:mm] End: [hh:mm]

Select your booking:

Programme: [\[List\]](#)
Course: [\[List\]](#)
Signature: [\[List\]](#)
Room: [\[List\]](#)
Resource: [\[List\]](#)

- Search only for ID
- Check availability

I have selected booking:



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A separate window listing all the facilities under “Room” opens up on top of your KronoX view. In the field Quick search (top right), you type **hybrid**, and you will find the classrooms prepared for hybrid meetings below. Mark the room you wish to book and then click on Select.

Select resource ✕

Show rows Quick search:

<input type="checkbox"/>	ID	Name	Categories	# seats	House	Floor	Free text	Starts from	Org.unit
<input type="checkbox"/>	A608	ALC (Active Learning Classroom)	Lektionssal,Dator,Projektor fastmonterad,Högtalare,Hybrid,HDMI till Laptop	50		6		240101	HB
<input type="checkbox"/>	L205	Datorsal	Datorsal,Hörslinga,Dator,Projektor fastmonterad,Högtalare,Mikrofon,Hybrid,HDMI till Laptop,Digital tentamen	90		2		230101	HB
<input type="checkbox"/>	D306	Grupprum	Grupprum,Dator,TV,Hybrid,HDMI till Laptop	6	D	3		230101	HB
<input type="checkbox"/>	D308	Grupprum	Grupprum,Dator,TV,Hybrid,HDMI till Laptop	12	D	3		230101	HB
<input checked="" type="checkbox"/>	D310	Grupprum	Grupprum,Dator,TV,Hybrid,HDMI till Laptop	16	D	3		230101	HB
<input type="checkbox"/>	D312	Grupprum	Grupprum,Dator,TV,Hybrid,HDMI till Laptop	16	D	3		230101	HB
<input type="checkbox"/>	L433	Grupprum	Grupprum,Dator,TV,Hybrid,HDMI till Laptop	8		4		150613	1
<input type="checkbox"/>	B659	Inspelningsrum	Hybrid,Inspelningsrum	7		6		230515	HB
<input type="checkbox"/>	A315	Konferensrum	Dator,Projektor fastmonterad,Högtalare,Hybrid,Konferensrum	20	Balder	3		240101	HB

You can now continue with your booking as usual.