



THE UNIVERSITY OF
MELBOURNE

How to Make Staff Ad-hoc bookings in TE Reserve



About TE Reserve

TE Reserve is a new effective reservation tool that has been introduced to book shared teaching and learning spaces including classrooms and lecture theatres.

When to use TE Reserve

Staff will use **TE (TimeEdit) Reserve** to make ad-hoc bookings for shared teaching spaces (classrooms and lecture theatres) and **DiBS (Direct Booking System)** for outdoor spaces for ad hoc activities.

Who is this guide for?

Staff wanting to make ad-hoc bookings for shared teaching spaces.

Please click to read more on [Booking rooms for your ad-hoc booking or student club activity](#).

How to use this guide

Click on the links below to navigate to a topic. Select [Back to contents] to return to the topic link selection.

Access Teaching Spaces Reservations	TE Reserve login	TE Reserve Navigation
Finding a Space to Book	Find a Room	Select Dates
Make Requests/Reservations	Confirmed Bookings	Request Only Bookings
	Send Email	More Requests/Reservations
	Request Multiple Locations	Recurring Bookings
Managing your Reservations	Review My Reservations	Edit/Cancel Reservations

TE Reserve Support

Log a request or report an issue through [TE Reserve and Dibs booking - Student and Teaching Services](#)

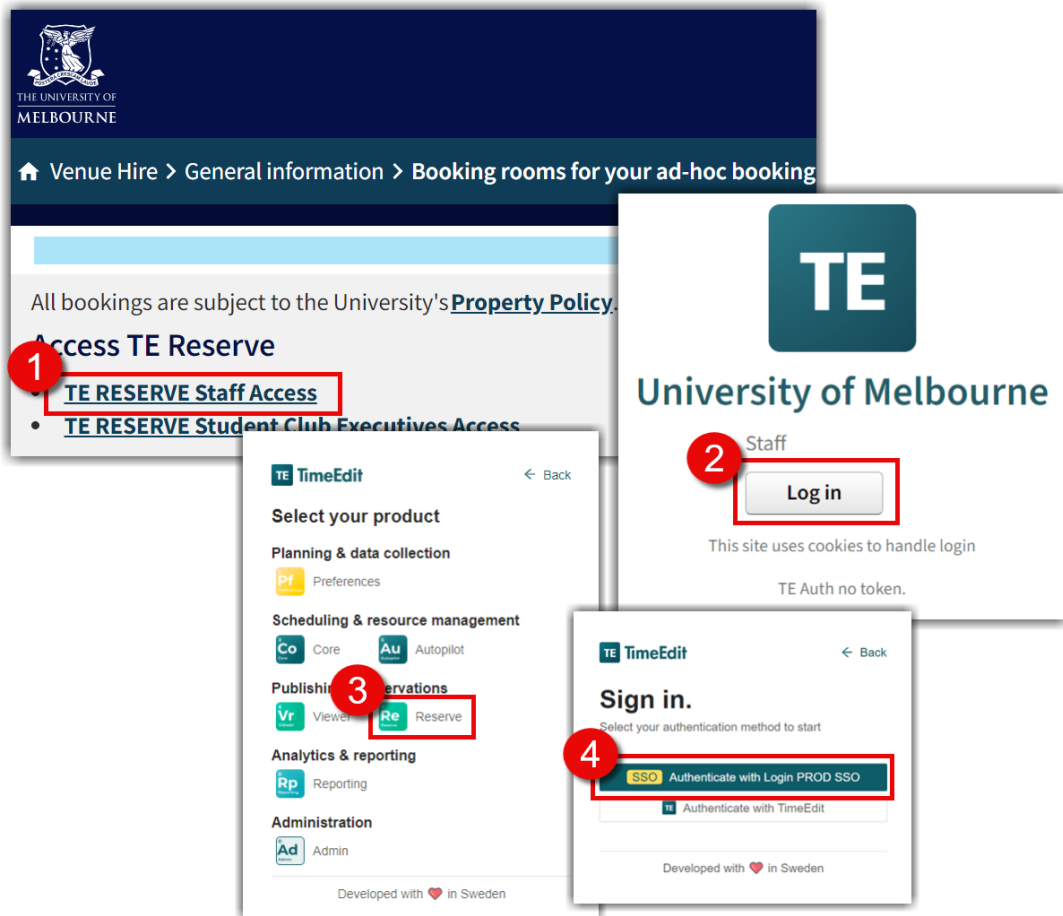


TE Reserve Staff login

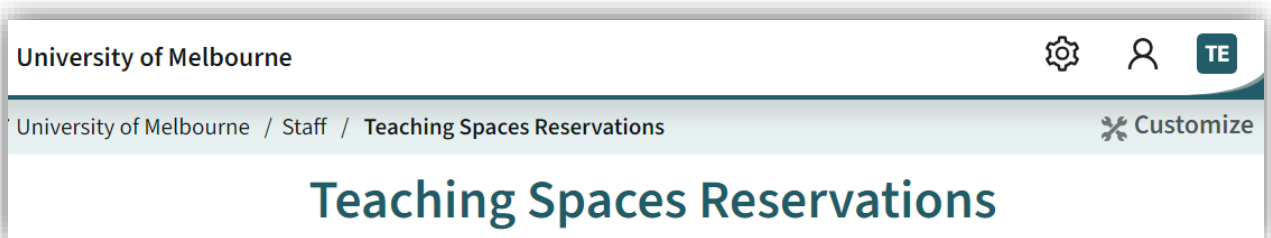
You can access **TE Reserve** by clicking on the link provided on the student club page or the link in the instructions below.

Instructions:

Step	Action
1	Navigate to the booking landing page by clicking TE Reserve Staff Access (located in Staff Hub).
2	Click Staff Log in .
3	Click the TE Reserve option.
4	Follow the prompt to use Single Sign-On verification.



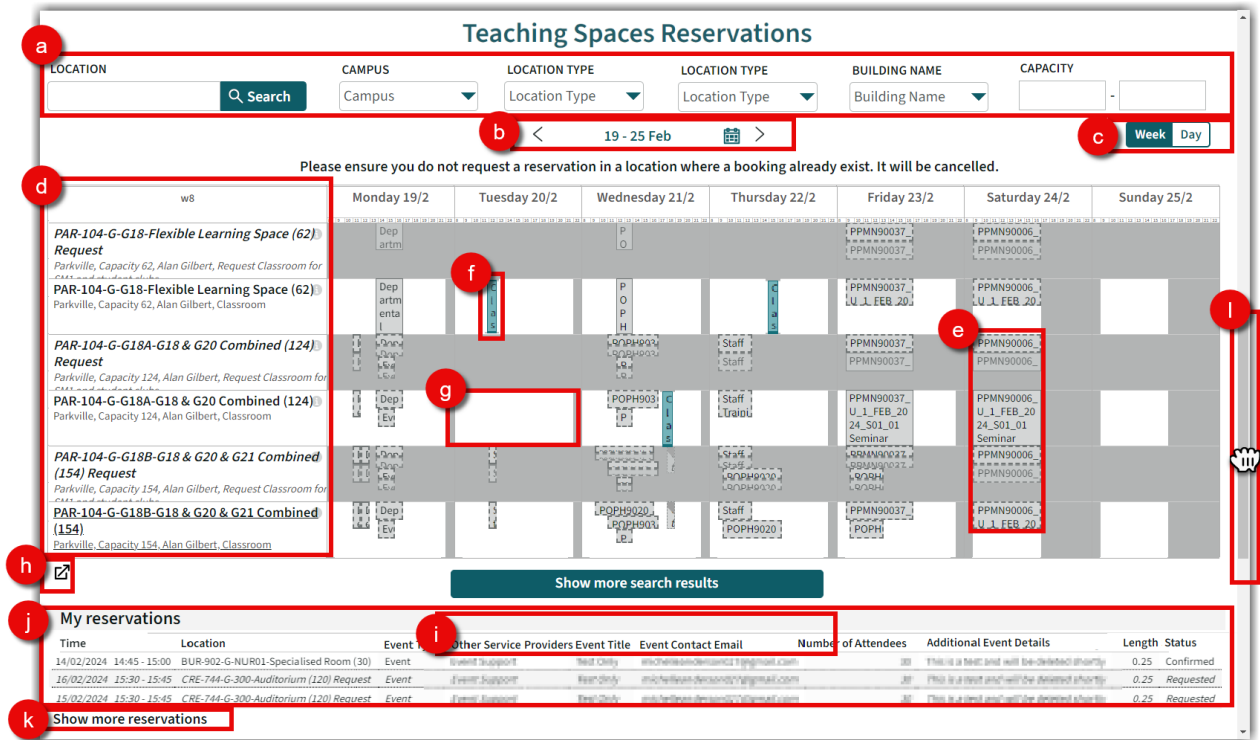
Result: The Teaching Spaces Reservations page will open.




Tip: Once you have signed in for the first time, save the **Teaching Spaces Reservations** page to your Web browser favourites.

TE Reserve Navigation

When you first open the Teaching Spaces Reservations page in TE Reserve, all locations that are available for requested bookings and/or confirmed bookings are displayed by default. You will need to understand the page layout before you can search and make booking requests.



Page Navigation	
a	Use filter options to Find a Room .
b	Select Dates using the calendar.
c	Select full week view or one day view.
d	Location name, description, and capacity. <i>Request only locations in italics</i> and confirmed booking location non-italics, the option not available is greyed out.
e	Grey space shows times unavailable for request or confirmed booking locations.
f	Green space shows existing requests or reservations made by you.
g	White space shows available for request. Note: this does not guarantee a reservation.
h	Click  to open the request bookings calendar in a new window.
i	Click Show more search results to show more available locations matching your criteria.
j	My Reservations list shows your reservations, including Status = Confirmed or Requested .
k	Click Show more Reservations where you have more Reservations to view in My Reservations .
l	Use the Scroll Bar to move to bottom of the page.

Find a Room

By default, all Teaching Spaces rooms available for Reservations or Requests appear. To make a reservation or request, click in the white space for the day/time and location you want to book or narrow the list down using any, or a combination of the various search criteria.

Search by Location Name

To find availability of a specific room, search using the room name.

Instructions:

Step	Action
1	Type all or part of the Location Name.
2	Click Search.

e.g. To view availability for ***PAR-104-G-G18-Flexible Learning Space***.



Result: The results list now shows locations that include the characters typed into the search field

		Tuesday 21/5	Wednesday 22/5																																													
<i>PAR-104-G-G18-Flexible Learning Space (62) Request</i>	<i>Parkville, Capacity 62, Alan Gilbert, Request Classroom for SM1 and student clubs</i>	<table border="1"> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td></tr> <tr><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td></tr> </table>	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Annual
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PAR-104-G-G18-Flexible Learning Space (62)	Parkville, Capacity 62, Alan Gilbert, Classroom	<table border="1"> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td></tr> <tr><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td><td>Le</td></tr> </table>	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Le	Annual
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Request teaching spaces during teaching periods.

If your preferred booking time starts during semester teaching time, e.g. up until 5:30pm during semester teaching period, a [Request Only Booking](#) needs to be submitted for consideration. Where your preferred booking time is outside of teaching periods (including after hours), you can make a [Confirmed Booking](#).

Confirmed Bookings Vs Request Only Bookings

There are two types of location listings, locations shown in non-italics for [Confirmed Bookings](#) and locations in *italics* for [Request Only Bookings](#). If the white space is in the **Request Only** location, you are required to submit a Request Only Booking and wait for confirmation of the reservation.

Add Search Filters

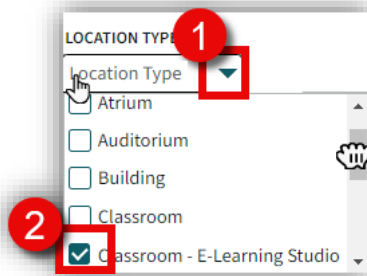
Select options from the drop-down menus to refine your search. Select one, all or a combination of these various categories. The more information provided, the better the search results.

Search by Campus, Location Type, Building (Name/Number), Equipment (Presenter/Student), Room Configuration, Specialised Attribute and Zone.

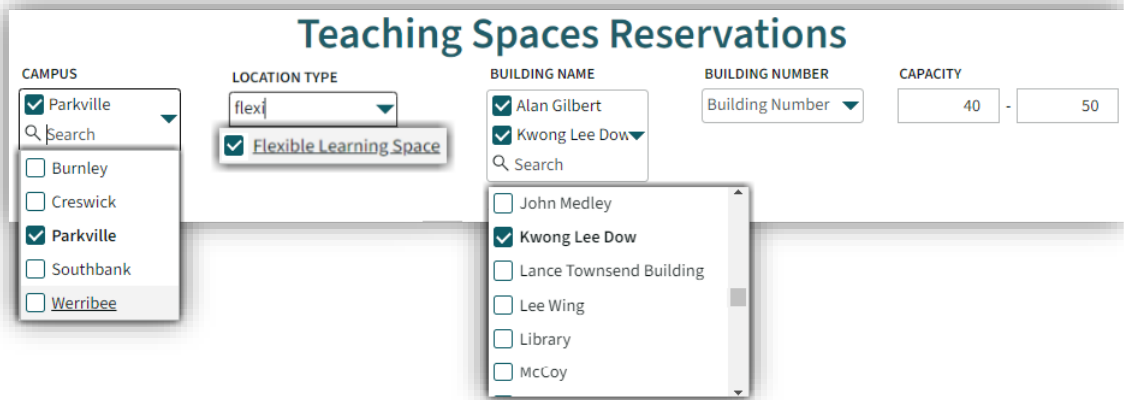
Instructions:

Step	Action
1	Click on the drop-down menu.
2	Select one or more objects to appear in your search results.

Tip: You can scroll through the drop-down menus to explore all the options for each or click in the search box and start typing the object you are looking for.



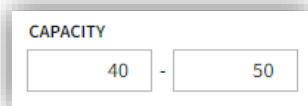
e.g. You need a Flexible Learning space minimum capacity of 40 in Parkville, your preference is either the Alan Gilbert building or the Kwong Lee Dow building.



Result: A more condensed list is displayed showing only the criteria set, making it easier for you to see locations with availability to suit your requirements.

Search by Capacity

Enter the minimum and maximum numbers for Capacity to locate a room to accommodate.

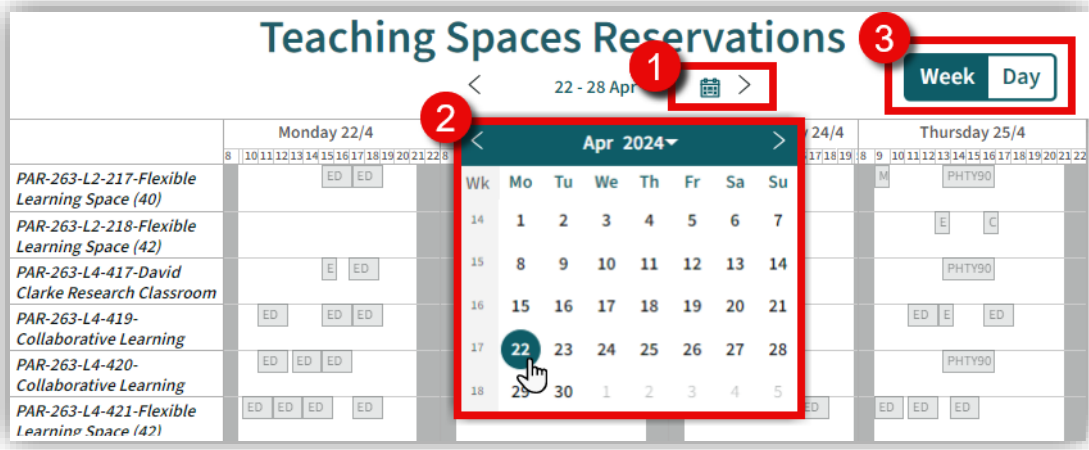


Select Dates

Use the calendar to set the dates (by day or week) you want to view availability for.

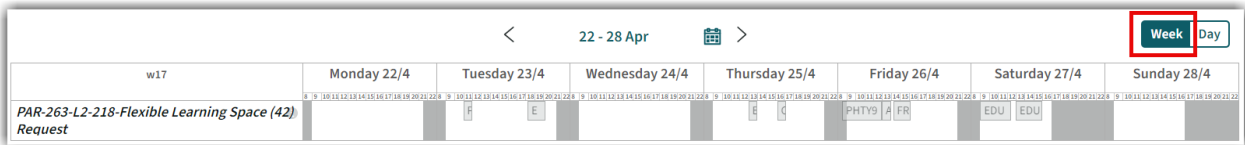
Instructions:

Step	Action
1	Select the calendar icon .
2	Use arrows to select the months, then click on the date.
3	Select to view the calendar by Week or Day format.

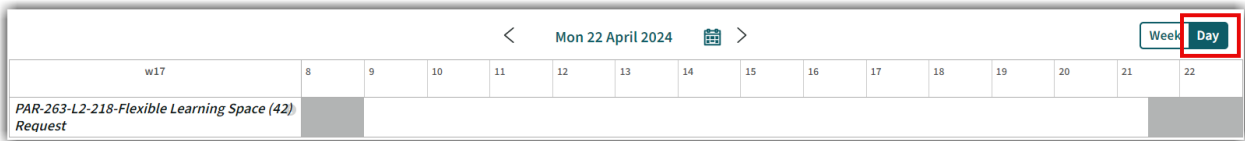


Result: The location/s display to show availability for the Week or Day you have selected.

Week View:



Day View:



Confirmed Bookings

To make a **Confirmed Booking** of a Shared Teaching Space, you can reserve on the spot, there is no need to wait for availability to be confirmed.

Note: This is for bookings outside of teaching periods and after hours only. Please ensure you do not request a reservation in a location where a booking already exists, it will be cancelled.

Instructions:

Step	Action
1	Use instructions to Find a Room and Select Dates .
2	Identify the Confirmed Booking Rooms by the non-italic font.
3	Click in the free (white) space (see TE Reserve Navigation), to open the booking form.
4	Check begin/end times are correct, add details (ensure all mandatory fields [*] are completed).
5	Click Reserve.

The screenshot shows the 'Teaching Spaces Reservations' interface. Callout 1 points to the search filters at the top. Callout 2 points to a room listing for 'BUR-901-G-10-Flexible Learning Space (30)'. Callout 3 points to a calendar showing the date 'Sat 10 February 2024'. Callout 4 points to the booking form on the right, which includes fields for 'Begin' (10:30) and 'End' (10:45) times, 'Location' (BUR-901-G-10-Flexible Learning Space (30), Burnley), 'Staff' (Michelle Anderson, 100000), 'Terms and Conditions' (I accept (hover here to view terms and conditions)), 'Staff Phone Number*' (0477894296), 'Event Title*' (Test Only), 'Event Contact Email' (michelleanderson817@gmail.com), 'Number of Attendees*' (30), and 'Additional Event Details' (This is a test only and will be removed shortly). Callout 5 points to the 'Reserve' button at the bottom of the form.

Result: A confirmed booking reservation has been made. If you would like to send confirmation of the reservation to yourself or a colleague, see [send email](#), to make more bookings see [Make more Reservations](#).

The screenshot shows a confirmation email template titled 'Thank you for your reservation!'. It includes the following information: 'CRE-719-G-G152-Flexible Learning Space (24)', 'Wednesday 22 May 2024', '13:15 - 14:15 AET', 'Location: CRE-719-G-G152-Flexible Learning Space (24)', 'Event Type: Other', 'Staff Phone Number: 9477894296', and 'Number of Attendees: 20'. There is a 'Show reservation information' link and a 'Send email' button. At the bottom, there is a 'Make more reservations' button.

Request Only Bookings

To book a **Request Only** Shared Teaching Space, you need to submit a **Request**, so that availability can be confirmed first.

Note: This is for bookings required within the teaching period and teaching hours only. Please ensure you do not request a reservation in a location where a booking already exist, it will be cancelled.

Instructions:

Step	Action
1	Use instructions to Find a Room and Select Dates .
2	Identify the Request Only Rooms by the <i>italic</i> font.
3	Click in the free (white) space (see TE Reserve Navigation), to open the booking form.
4	Check begin/end times are correct, add details (ensure all mandatory fields [*] are completed).
5	Click Reserve.

The screenshot shows the 'Teaching Spaces Reservation' interface. Callout 1 points to the search bar containing 'par-106-gm'. Callout 2 points to a room listing: 'PAR-106-GM-GM19-Clinic Parkville, Capacity 24, Law, Request this room Space (24) REQUEST'. Callout 3 points to a time slot '10:00 - 10:15'. Callout 4 points to the booking form fields, including 'Begin' (10:00), 'End' (10:15), 'Location', 'Event Type', 'Terms and Conditions', 'Event Title', 'Event Contact Name', 'Event Contact Telephone', and 'Number of Attendees'. Callout 5 points to the 'Reserve' button at the bottom of the form.

Result: Your Request has been submitted for consideration and you will receive an outcome in a few days. If you would like to send confirmation of your request to yourself or a colleague, [send email](#).

The confirmation email displays the following details:

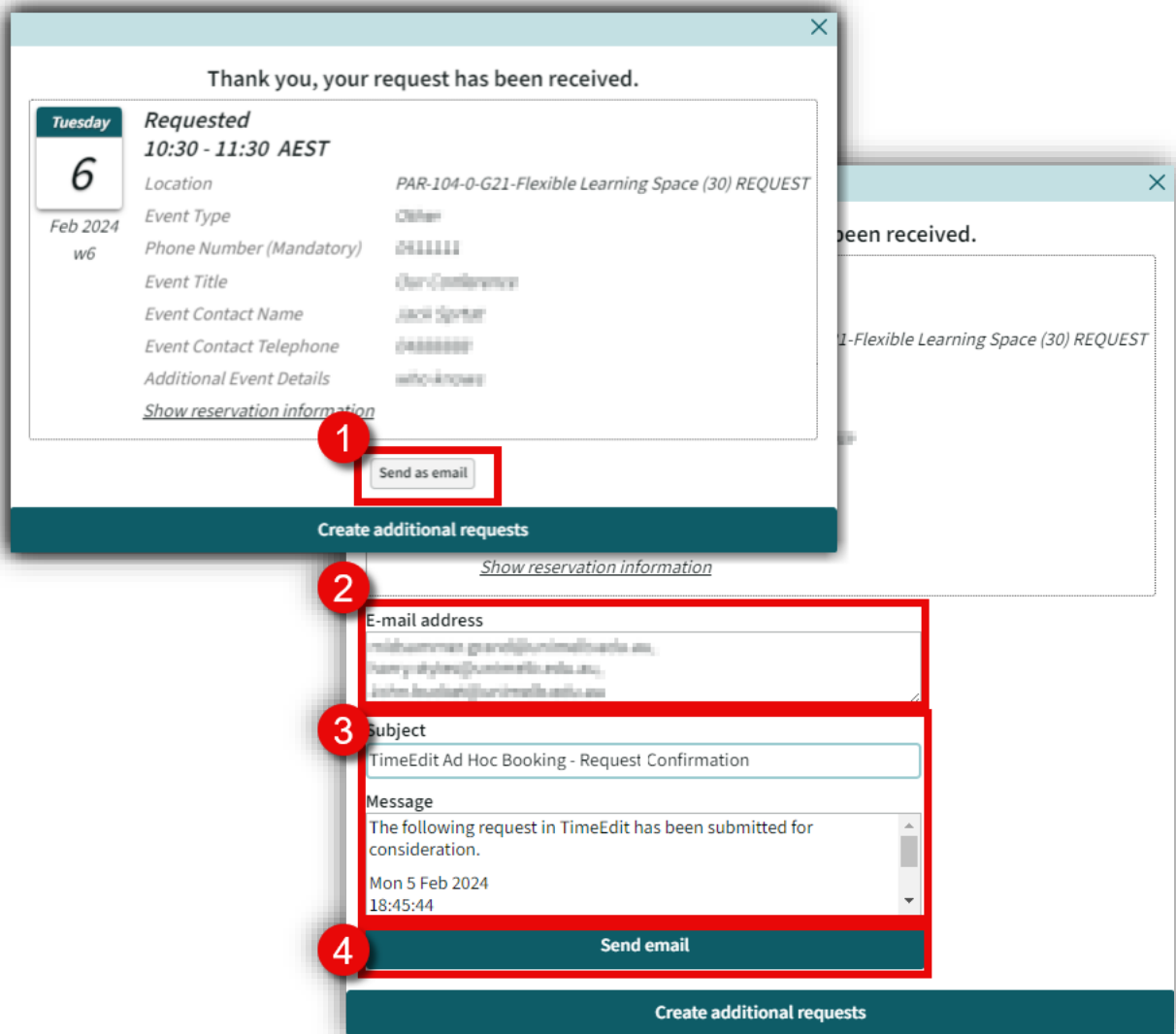
- Thank you, your request has been received.**
- PAR-106-GM-GM19-Clinic Space (24) REQUEST
- Wednesday 6 Mar 2024**
- Requested 10:00 - 11:00 AET**
- Location:** PAR-106-GM-GM19-Clinic Space (24) REQUEST
- Event Type:** Other
- Event Contact Name:** Michelle Anderson
- Event Contact Telephone:** 0477864206
- Number of Attendees:** 30
- [Show reservation information](#)
- [Send as email](#)
- [Create additional requests](#)

Send Email

To provide a confirmation of your Request/Confirmed booking, update, or cancellation, either to yourself or someone else, you can send a copy by email.

Instructions:

Step	Action
1	From the reservation request confirmation pop-up, select Send as Email .
2	The email panel is displayed, add Email Address/es . Note: For more than one email recipient, leave a space in between each email address. It is important that you do not use any commas or semi-colons.
3	Add any extra details you want the recipient to see.
4	Click Send Email .



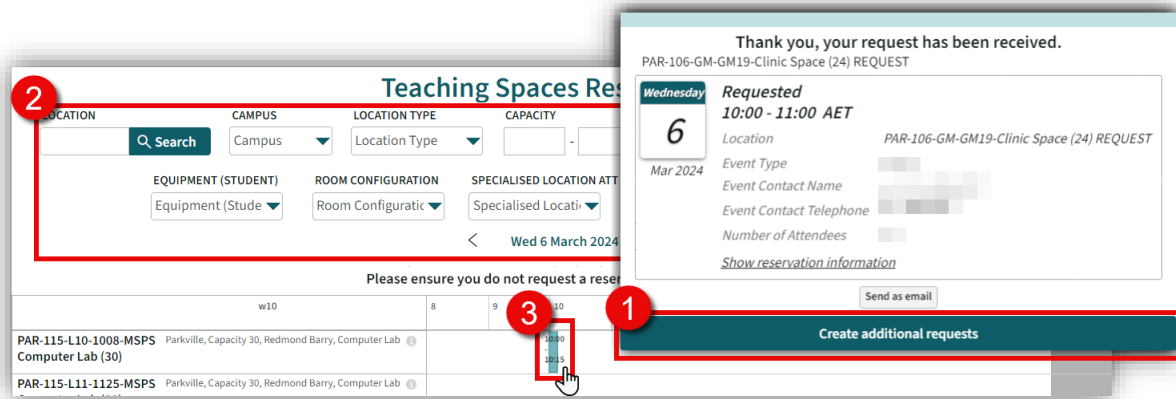
Result: Your email recipient/s will receive an email confirming you have made a booking request.

More Requests/Reservations

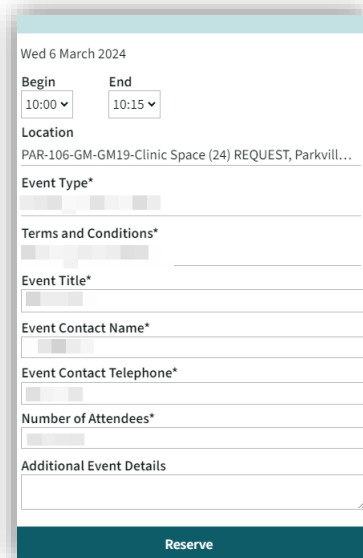
Once you have made a booking request or confirmed booking, you have the option to keep the data as is in the booking form for to make further bookings.

Instructions:

Step	Action
1	From the confirmation window, select Make more Reservations or Create additional requests .
2	Use instructions to Find a Room and Select Dates .
3	Click in the free (white) space (see TE Reserve Navigation), to open the booking form.



Result: The booking form is prepopulated with your details, review and make changes as required before making a confirmed reservation or submitting your request.

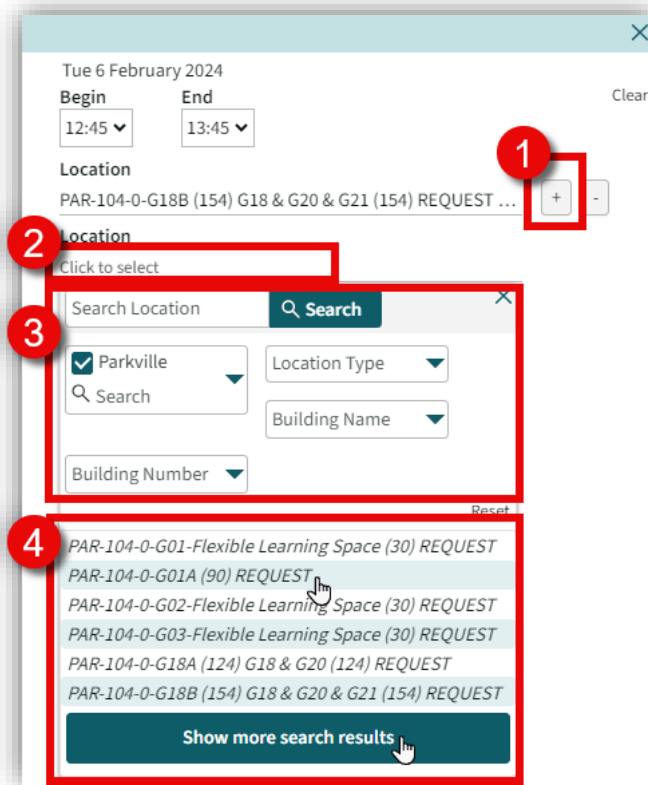


Request/Reserve Multiple Locations

If you need to request Multiple locations for the same event, you can Request these via the booking form.

Instructions:

Step	Action
1	In the booking form, click the + button next to your existing location.
2	Under the new Location heading select Click to Select .
3	Use the search filters to help locate suitable additional locations.
4	Select the Location from the results list or select Show More Search Results , then select.




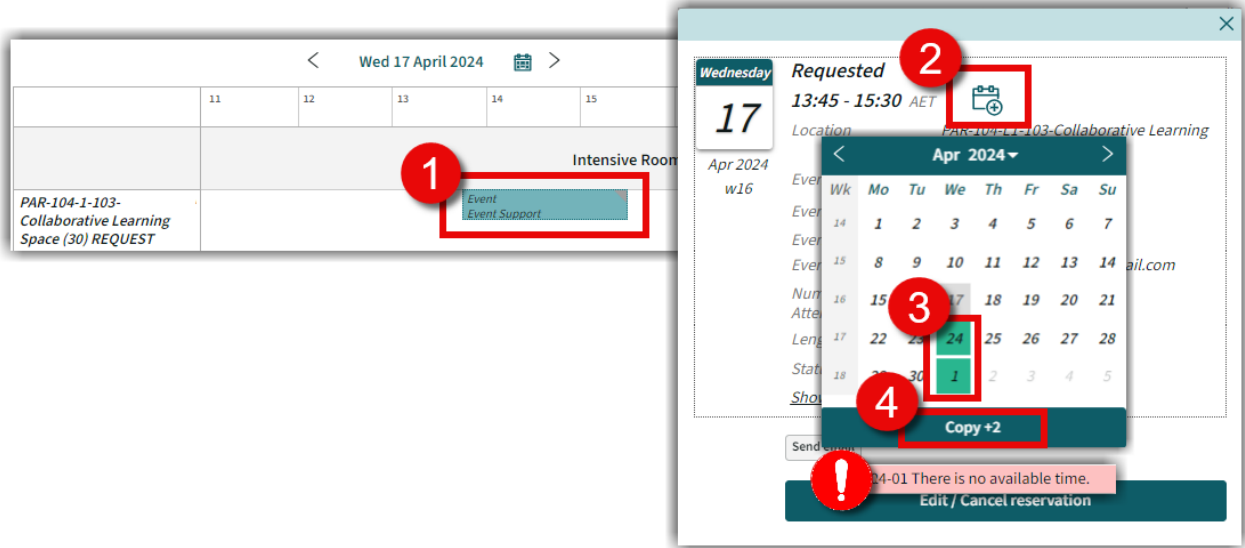
Result: Your Request has been submitted with Multiple locations for the same event.

Recurring Bookings

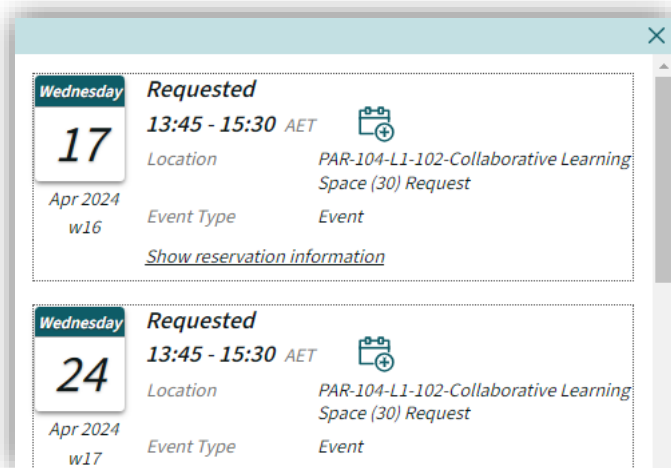
If you need to request Multiple days for the same event at the same location and time, you can copy the Request or Reservation in TE Reserve.

Instructions:

Step	Action
1	Click on your reservation either in the calendar or Review My Reservations .
2	Click the Add to Calendar  icon.
3	Select the additional days you want to request a booking for.
4	Select Copy.
!	If you receive a There is no available time warning, deselect the date and choose another.



Result: The Additional days have been requested and now waiting for review.



Review My Reservations

Review all your bookings, regardless of status (Confirmed or Requested) via **My Reservations**.

Instructions:

Step	Action
1	Scroll to the bottom portion of the Teaching Spaces Reservations page.
2	The last five bookings you made will show here to view more, click Show More reservations .
3	Choose Graphical view to view as calendar or Text View to view as a list.
4	Click on the Reservation you want to view.

Student Club Bookings

LOCATION: Search | CAMPUS: Campus | LOCATION TYPE: Location Type | BUILDING NAME: Building Name | BUILDING NUMBER: Building Number

Please ensure you do not request a reservation in a location where a booking already exist. It will be cancelled.

	Monday 5/2	Tuesday 6/2	Wednesday 7/2	Thursday 8/2	Friday 9/2	Saturday 10/2	Sunday 11/2
PAR-104-G-001-Flexible Learning Space (30) Request							
PAR-104-G-G01A-G01 & G02 & G03 Combined							

My reservations

Time	Location	Event Type	Other Service Providers	Event Title	Event Contact Email	Number of Attendees	Additional Event Details	Length	Status
14/02/2024 14:45 - 15:00	BUR-902-G-NUR01-Specialised Room (30)	Event	Event Support	Test Only	ms.h@teachersonline21@gmail.com	30	This is a test and will be deleted shortly	0.25	Confirmed
16/02/2024 15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	ms.h@teachersonline21@gmail.com	30	This is a test and will be deleted shortly	0.25	Requested
15/02/2024 15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	ms.h@teachersonline21@gmail.com	30	This is a test and will be deleted shortly	0.25	Requested
21/02/2024 15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	ms.h@teachersonline21@gmail.com	30	This is a test and will be deleted shortly	0.25	Requested
14/02/2024 15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	ms.h@teachersonline21@gmail.com	30	This is a test and will be deleted shortly	0.25	Requested
Sum length 3.50 Number of Attendees 150 Length 3.50									

Show more reservations

PAR-104-L1-103-Collaborative Learning Space (30) Request

Time	Location	Event Type	Other Service Providers	Event Title	Event Contact Email	Number of Attendees	Additional Event Details	Length	Status
15:00 - 15:00	PAR-104-L1-103-Collaborative Learning Space (30)	Event	Event Support	Test Only	ms.h@teachersonline21@gmail.com	30	This is a test and will be deleted shortly	1.00	Confirmed

Wed 14/02/2024

14:45 - 15:00	BUR-902-G-NUR01-Specialised Room (30)	Event	Event Support	Test Only	ms.h@teachersonline21@gmail.com	30	This is a test and will be deleted shortly	0.25	Confirmed
15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	ms.h@teachersonline21@gmail.com	30	This is a test and will be deleted shortly	0.25	Requested

Thu 15/02/2024

15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	ms.h@teachersonline21@gmail.com	30	This is a test and will be deleted shortly	0.25	Requested
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Fri 16/02/2024

15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	ms.h@teachersonline21@gmail.com	30	This is a test and will be deleted shortly	0.25	Requested
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Wed 21/02/2024

15:30 - 15:45	CRE-744-G-300-Auditorium (120) Request	Event	Event Support	Test Only	ms.h@teachersonline21@gmail.com	30	This is a test and will be deleted shortly	0.25	Requested
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Sum length 2.50
Number of Attendees 210
Length 2.50

Link to this page Graphical

Result: You can now view the details of your request or reservation, see [Edit/Cancel Requests or Reservations](#) to cancel or make changes.

Friday 26
Apr 2024 w17

Requested
13:45 - 15:30 AET

Location: PAR-104-L1-102-Collaborative Learning Space (30) Request

Event Type: Event
Other Service Providers: Event Support

Number of Attendees: 30
Length: 1.75
Status: Requested

Show reservation information

Send email

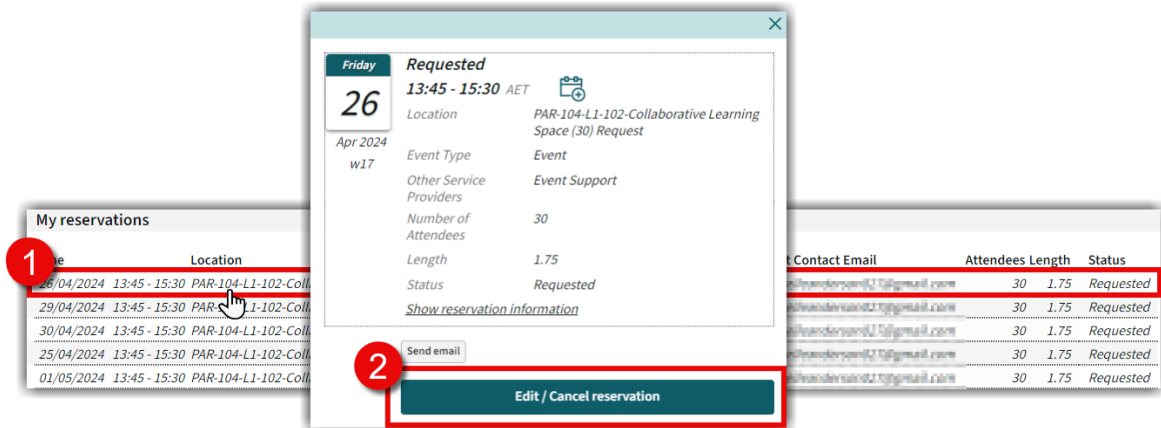
Edit / Cancel reservation

Edit/Cancel Requests or Reservations

You can edit or cancel both your Requests and Reservations, regardless of their status.

Instructions:

Step	Action
1	See Review My Reservations to locate the Request or Reservation you need to amend.
2	Click Edit/Cancel Reservation .
3	Make required changes to the reservation details.
4	Click Done .

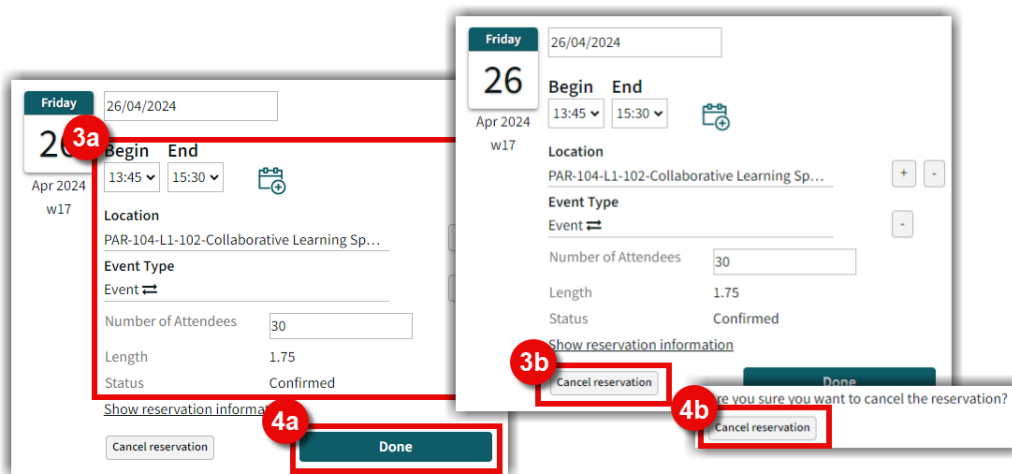


To Edit Instructions:

Step	Action
3a	Make required changes to the reservation details.
4a	Click Done .

To Cancel Instructions:

Step	Action
3b	Click Cancel Reservation .
4b	Are you sure you want to cancel the reservation? appears, Click Cancel reservation .



Result: Reservation has been edited or cancelled, see [Send Email](#) if you need to notify someone.