

User guide:

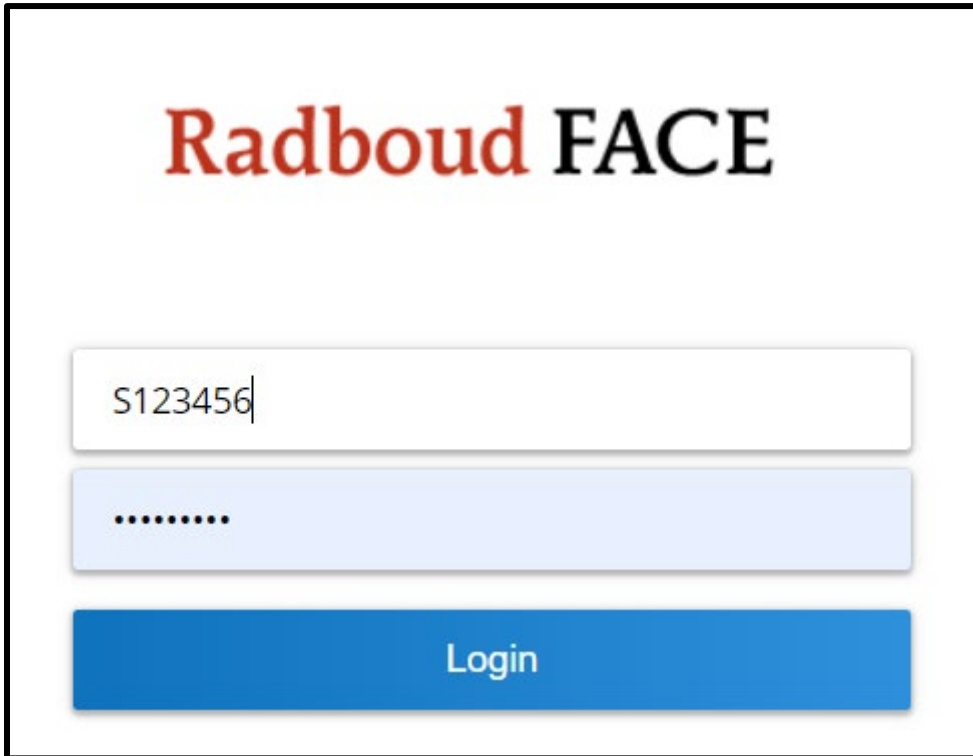
Reservation study workplace Radboud University

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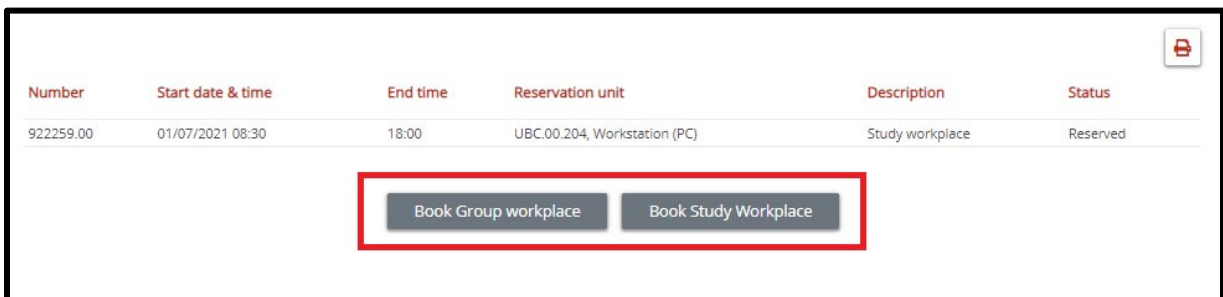
1. How to make a reservation

1. Fill in your 'S' number and 'password'



The image shows the Radboud FACE login interface. At the top, the text "Radboud FACE" is displayed in red and black. Below this, there is a white input field containing the text "S123456". Underneath the input field is a light blue field with a series of black dots representing a password. At the bottom of the form is a large blue button with the text "Login" in white.

2. Click: 'Book Group Workplace' or 'Book Study Workplace'

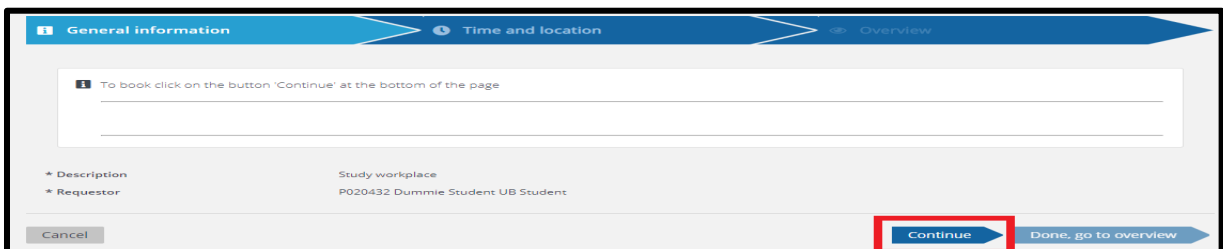


The image shows a reservation list table with the following data:

Number	Start date & time	End time	Reservation unit	Description	Status
922259.00	01/07/2021 08:30	18:00	UBC.00.204, Workstation (PC)	Study workplace	Reserved

Below the table, there are two buttons: "Book Group workplace" and "Book Study Workplace". Both buttons are highlighted with a red rectangular box.

3. Click: 'Continue'



The image shows a reservation confirmation screen. At the top, there are three tabs: "General information", "Time and location", and "Overview". Below the tabs, there is a message: "To book click on the button 'Continue' at the bottom of the page". Below the message, there is a form with the following details:

- * Description: Study workplace
- * Requestor: P020432 Dummie Student UB Student

At the bottom of the screen, there are three buttons: "Cancel", "Continue", and "Done, go to overview". The "Continue" button is highlighted with a red rectangular box.

4. Choose the 'Start date & time' and 'End date & time'

Time of the meeting

* Start date & time

* End date & time

5. Choose the building at which you'd like to make a reservation.

- Elinor Ostromgebouw (Elinor Ostrom Building)
- Erasmusgebouw hoog (Erasmus Study Centre and ESC)
- Erasmusgebouw laag (Erasmus Study Centre, ESC and Refter)
- Experience Center (Medical Library)
- Grotiusgebouw (Law Library and Het Gerecht)
- Huygensgebouw (Library of Science)
- Maria Montessorigebouw (Social Science)
- Thomas v. Aquinostr. 1
- Universiteitsbibliotheek (University Library)

• Start date & time

• End date & time

Building

Floor

Name

- Elinor Ostromgebouw
- Erasmusgebouw hoog
- Erasmusgebouw laag
- Experience Center
- Grotiusgebouw
- Huygensgebouw
- Maria Montessorigebouw
- Thomas v. Aquinostr. 1
- Universiteitsbibliotheek

6. If you want a PC workstation: type in: **PC** and press: **'Search'**

If you want to **choose a different type of workplace** you can fill in one of the **bold** words below:

- o **Study** workplace
- o Workstations (**PC**)
- o **No socket** workplace
- o **Soundproof** workplace (Zoom/Teams etc.)
- o **MIVA** workplace (wheelchair accessible)

Time of the meeting

* Start date & time

* End date & time

Building

Floor

Name

7. Click: **'Show unavailable reservation units'** to see the complete overview of study workplaces on that day.

* Start date & time: 26/06/2020 14:30

* End date & time: 26/06/2020 16:15

Search

Graphical view | List view

08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00

UBFW.01.027, Study workplace
 UBFW.01.028, Study workplace
 UBFW.01.029, Study workplace
 UBFW.01.030, Study workplace
 UBFW.01.031, Study workplace
 UBFW.01.032, Study workplace
 UBFW.01.033, Study workplace
 UBFW.01.034, Study workplace
 UBFW.01.035, Study workplace
 UBFW.01.036, Study workplace
 UBFW.01.037, Study workplace
 UBFW.01.038, Study workplace
 UBFW.01.039, Study workplace
 UBFW.01.040, Study workplace
 UBFW.01.041, Study workplace
 UBFW.01.042, Study workplace
 UBFW.01.043, Study workplace
 UBFW.01.044, Study workplace
 UBFW.01.045, Study workplace
 UBFW.01.046, Study workplace

Show unavailable reservation units.

8. Press on **'More info'** to see in which **time frame** you can make make a reservation.

Graphical view | List view

08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00

Start date & time: Tuesday, 1 September 2020 08:30
 End date & time: Tuesday, 1 September 2020 12:30

UBC.00.214, Workstation (PC) More info
 UBC.00.215, Workstation (PC) More info
 UBC.00.217, Workstation (PC) More info

In this case you are able to make a reservation between: **08:30 – 18.00h (Mon-Fri)** and **10.00 – 18.00 (Sat-Sun)**

You **don't** have to make a reservation for the complete shift.

For example: You can also make a reservation from 10.30 – 13.30h.

Code: UBC.01.001

Building: H0281, Universiteitsbibliotheek

Space: 01.08, Studiewerkplek

Calendar: 01.C19-9 ma-vr 08:30 18:00 | za-zo 10.00-18.00

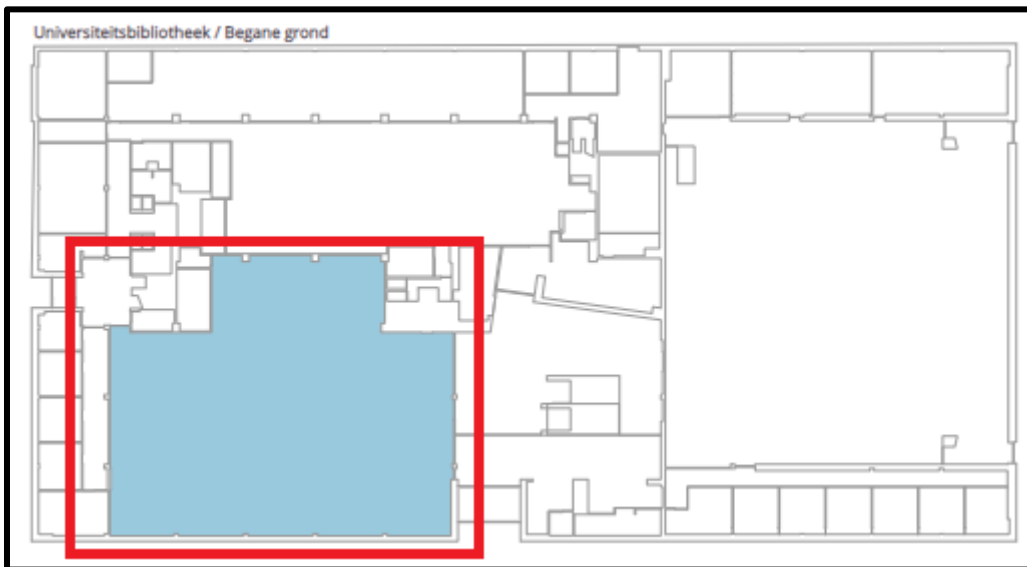
Comment:

Close

9. If you press on below icon you can see where the study workplace is located in the building.

Code UBC.00.214
Building H0281, Universiteitsbibliotheek
Space 00.07, Bibliotheek
Calendar 01.C19-00, 08:30-12:30 | 13:30-17:30

Close



10. Click: the desired study workplace and click on 'Continue' or 'Done, go to Overview'

UBFW.01.030. Study workplace
UBFW.01.031. Study workplace
UBFW.01.032. Study workplace
UBFW.01.033. Study workplace
UBFW.01.034. Study workplace
UBFW.01.035. Study workplace
UBFW.01.036. Study workplace
UBFW.01.037. Study workplace
UBFW.01.038. Study workplace
UBFW.01.039. Study workplace
UBFW.01.040. Study workplace
UBFW.01.041. Study workplace
UBFW.01.042. Study workplace
UBFW.01.043. Study workplace
UBFW.01.044. Study workplace
UBFW.01.045. Study workplace
UBFW.01.046. Study workplace

14:41

Show unavailable reservation units

Cancel Continue Done, go to overview

11. You have now made the reservation. You will receive a confirmation e-mail on your student account. **Please show this confirmation e-mail and your Campus Card to the member of staff on entry.**

2. How to change your reservation: (time or location)

1. Go to your reservation list and **click on the reservation** which you want to change.

Number	Start date & time	End time	Reservation unit	Description	Status
599818.00	08/10/2020 15:00	17:00	HUY 00.376, No socket Workplace	Study workplace	Reserved

2. Click: **'Change time and location'** to change the reservation.

General information

Number: 599818.00
Requestor: Dummie Student UB
Description: Study workplace

Time and location

Start date & time: Thursday, 8 October 2020 15:00
End date & time: Thursday, 8 October 2020 17:00
Reservation unit: HUY 00.376, No socket Workplace

[Change general information](#) [Change time and location](#)

3. Change the **data** of your reservation

Search for available places

* Start date & time: 08/10/2020 15:00
* End date & time: 08/10/2020 17:00
Building: Huygensgebouw
Floor:
Name: *Type part of the name of the workplace to filter results*

[Search](#)

4. Press **'Done, go to overview'**

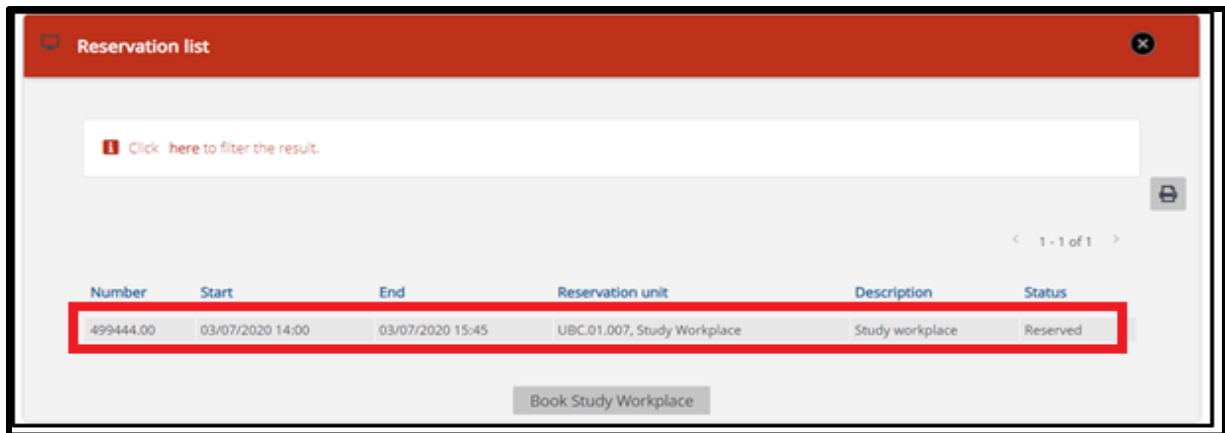
Show unavailable reservation units

[Cancel](#) [Continue](#) [Done, go to overview](#)

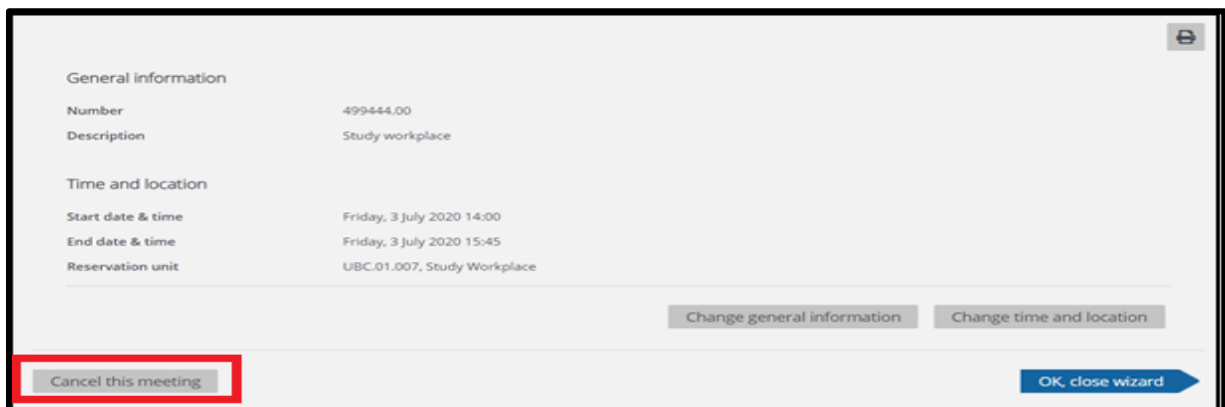
You have now changed your reservation.

3. How to delete your reservation

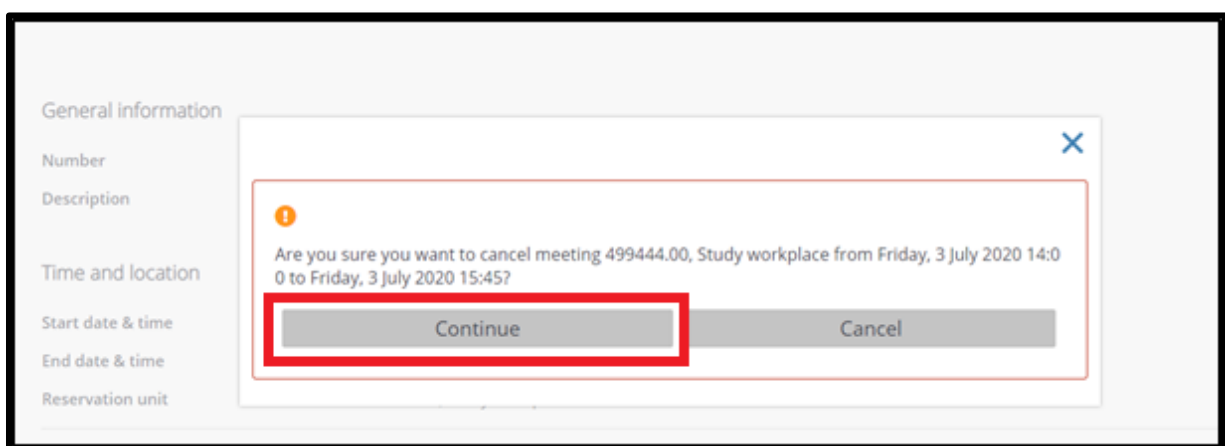
1. Go to your reservation list and **click on the reservation** which you want to change.



2. Click: **'Cancel this meeting'** to delete the reservation.



3. Click: **'Continue'**



The reservation is now deleted.