

E/F
Kronløbshuset

COMMON ROOM BOOKING



Welcome to common room booking via ProBo

This guide shows you how to book our common room quickly via our communications platform ProBo.

The board will receive an e-mail upon your completion of the booking, and will make sure that receive the key in your mailbox, no later than the day before you need the room.

When you are done using the room, our administrator will receive an auto-generated e-mail from ProBo, and the *owner of the apartment* will subsequently be invoiced via the monthly joint expense charge.

If you don't need the room, but forget to cancel the booking, you will be charged anyway.

Have fun and best regards

The board

E/F Kronløbshuset

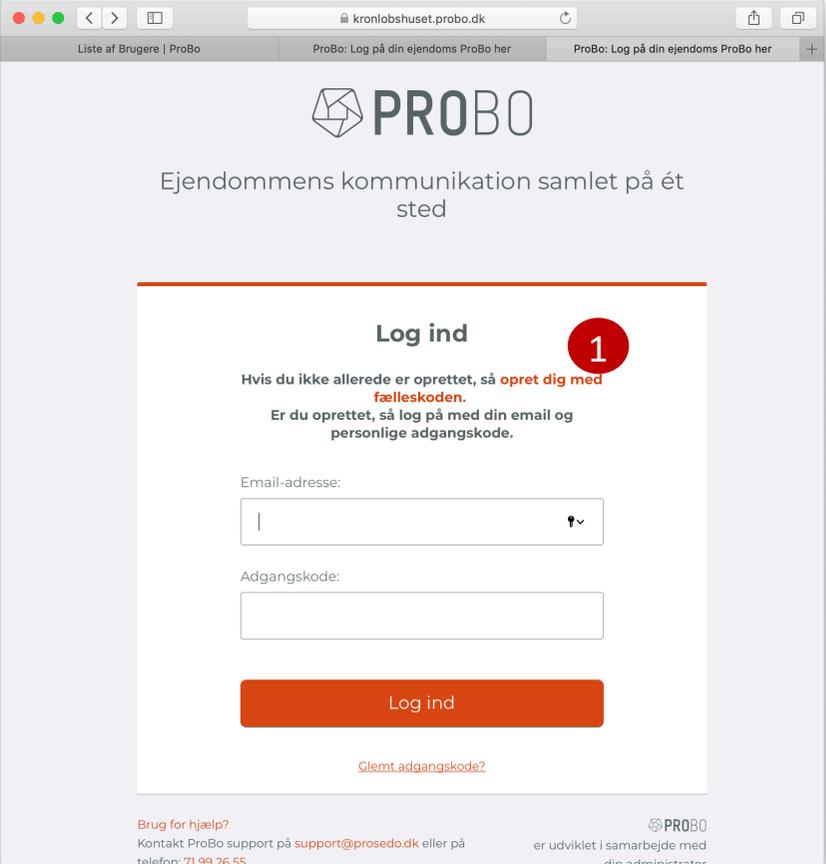


Important!

1. If you do not have a ProBo account, you can create one yourself by selecting "opret dig med fælleskoden" (create an account using the public code) and follow the instructions

The public code is: hundkaffepandatorsk

If you are renting your apartment, you must ask your landlord to create an account for you.



The screenshot shows a web browser window with the URL kronlobshuset.probo.dk. The page features the ProBo logo and the text "Ejendommens kommunikation samlet på ét sted". The main content is a login form titled "Log ind" with a red circle containing the number "1" next to it. The form includes instructions: "Hvis du ikke allerede er oprettet, så opret dig med fælleskoden." and "Er du oprettet, så log på med din email og personlige adgangskode." Below the instructions are two input fields: "Email-adresse:" and "Adgangskode:". A red "Log ind" button is positioned below the fields. At the bottom of the form, there is a link for "Glemt adgangskode?". The footer contains contact information for ProBo support and a note about the site's development.

PROBO

Ejendommens kommunikation samlet på ét sted

Log ind 1

Hvis du ikke allerede er oprettet, så opret dig med fælleskoden.

Er du oprettet, så log på med din email og personlige adgangskode.

Email-adresse:

Adgangskode:

Log ind

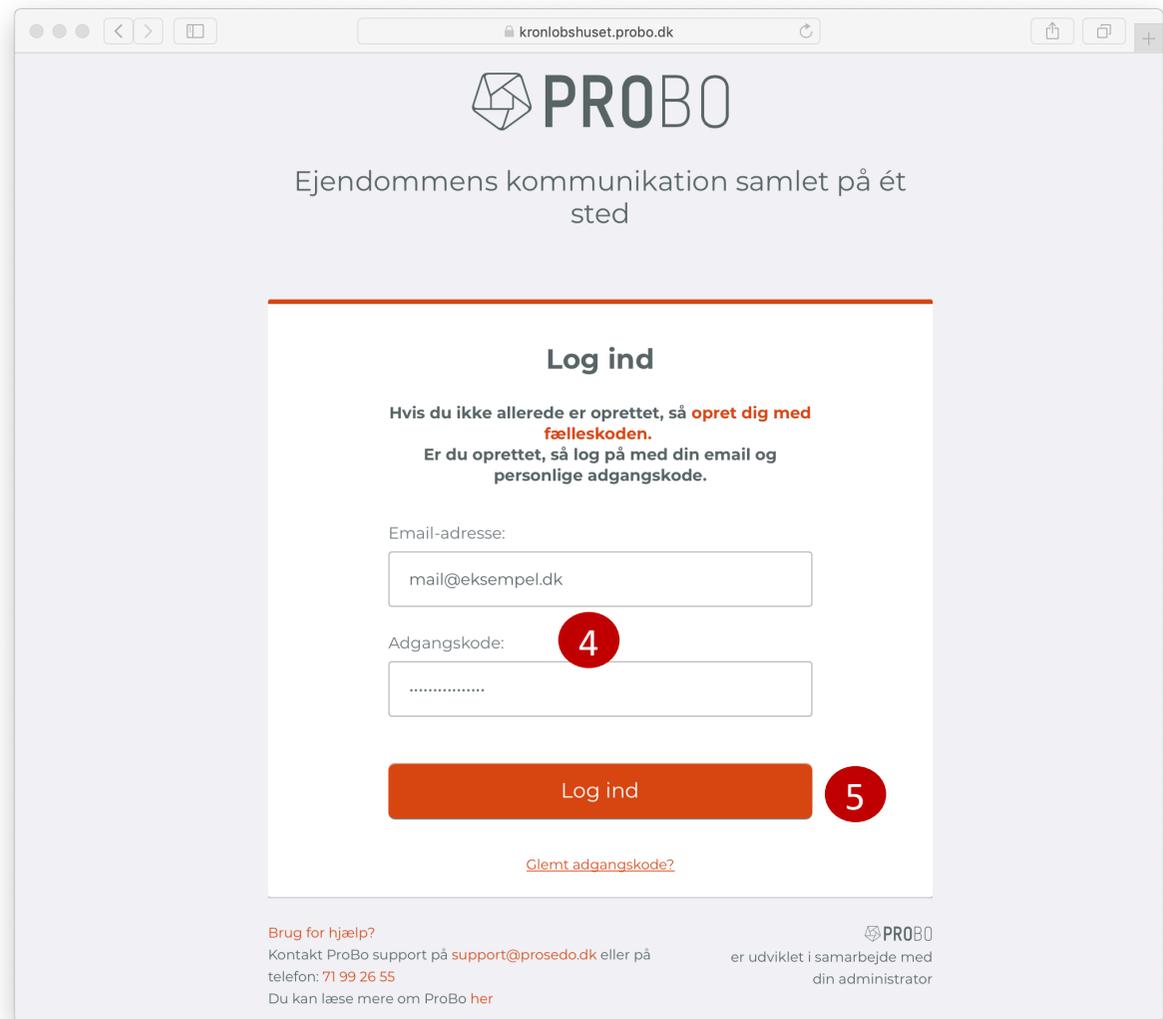
[Glemt adgangskode?](#)

Brug for hjælp?
Kontakt ProBo support på support@prosedo.dk eller på telefon: 71 99 26 55

PROBO er udviklet i samarbejde med din administrator

Step 1, Logon to Probo

1. Open your Internet browser
2. Connect to <https://kronlobshuset.probo.dk>
3. Select the "Gå til ProBo" link in the upper left corner
4. Logon using your e-mail address and password
5. Press the "Log ind" button



The screenshot shows a web browser window with the address bar displaying "kronlobshuset.probo.dk". The page features the ProBo logo at the top center, which consists of a cube icon and the text "PROBO". Below the logo, the text "Ejendommens kommunikation samlet på ét sted" is displayed. The main content area is a white box with a red border, titled "Log ind". Inside this box, there is a message: "Hvis du ikke allerede er oprettet, så opret dig med fælleskoden. Er du oprettet, så log på med din email og personlige adgangskode." Below this message are two input fields: "Email-adresse:" with the value "mail@eksempel.dk" and "Adgangskode:" with a red circle containing the number "4" next to it. Below the password field is a red "Log ind" button with a red circle containing the number "5" next to it. At the bottom of the login box, there is a link: "Glemt adgangskode?". At the bottom of the page, there is a footer with contact information: "Brug for hjælp? Kontakt ProBo support på support@prosedo.dk eller på telefon: 71 99 26 55. Du kan læse mere om ProBo her" and the ProBo logo with the text "er udviklet i samarbejde med din administrator".

Step 2, Navigate to room booking

1. Select the "Bookinger" menu item

The screenshot shows the ProBo web application interface. The browser address bar displays "kronlobshuset.probo.dk". The top navigation bar includes the ProBo logo, the location "E/F KRONLØBSHUSET (125)", and user information for "Emil Hahn Pedersen". The left sidebar menu is visible, with the "Bookinger" item highlighted with a red circle containing the number "1". The main content area is divided into several sections: "Beskeder" (Messages) with a document archive and a "Vis alle beskeder" button; a featured article titled "Få tips til ProBo når det passer dig" with a "Læs artiklen" button; "Akutbesked" (Emergency message) with a "Send" button; "Nyheder" (News) with a table of recent updates; and "Opslagstavle" (Noticeboard) showing "Intet resultat".

Navigation Menu:

- Informationssider
- Afstemninger
- Beskeder
- Bookinger 1**
- Brugere
- Dokumentarkiv
- Gallerier
- Kalender
- Nyheder
- Opslagstavle
- Administrer faciliteter
- Administrer hjemmeside

Beskeder (Messages):

- Dokumentarkiv
 - Nyt dokument til E/F Kro...
- bilagsgodkendelse
 - Nyt bilag til godkendels...
- [Redacted]
- Booking af fælleslokale

Featured Article:

Få tips til ProBo når det passer dig

Hjælpevideoer tilgængelige døgnet rundt!

Læs artiklen

Akutbesked (Emergency message):

Send akut besked:

Der sendes email og SMS til alle oprettede beboere, når du trykker 'Send'

Send

Nyheder (News):

Oprettet dato	Emne	Vis
2. juli 2019 22:23	Informations tavler / Information boards	Vis
20. december 2018 15:44	Adgang til ejendommens dokumenter døgnet rundt	Vis
14. november 2017 14:36	Saltning og snerydning	Vis

Opslagstavle (Noticeboard):

Intet resultat

Step 3, Choose date for booking

1. Select the "Fælleslokale, Fortkaj 22" button
2. Select the date listbox
3. Choose a date from the calendar

The screenshot shows the PROBO booking system interface. The top navigation bar includes the PROBO logo, the location 'E/F KRONLØBSHUSET (125)', and user information for 'Emil Hahn Pedersen'. The sidebar menu on the left lists various navigation options, with 'Bookinger' highlighted. The main content area shows the 'Opret booking' process for 'Fælleslokale, Fortkaj 22'. A date picker is open, showing the date '09-11-2019' and a calendar grid. The date '09' is selected in the calendar. A 'Book' button is visible next to the date picker.

1. Select the "Fælleslokale, Fortkaj 22" button

2. Select the date listbox

3. Choose a date from the calendar

Trin 5, Confirm the booking

- If the room is available, it will be marked with a green field labelled "Ledig"
 - If the room is not available, the field will be marked with the colour red and cannot be booked
1. Select the button marked with "Book"

The screenshot shows a web browser window with the URL kronlobshuset.probo.dk. The page header includes the logo 'PROBO', the location 'E/F KRONLØBSHUSET (125)', and user information for 'Emil Hahn Pedersen'. A navigation menu on the left lists various options, with 'Bookinger' highlighted. The main content area is titled 'Opret booking' and shows a calendar view for 'Fælleslokale, Fortkaj 22' on '09-11-2019'. A table displays the room's availability for the dates 10:00 - 09/11-2019 and 10:00 - 10/11-2019. The status for the first date is 'Ledig' (green), and for the second date, it is 'Booket af' (red) with a red circle containing the number '1'. A 'Book' button is visible next to the 'Booket af' status.

		Status	Booket af
10:00 - 09/11-2019	-	10:00 - 10/11-2019	Ledig - 1 Book

Step 5, The booking will be confirmed

- You will receive an auto-generated e-mail as booking confirmation
- The key will be placed in your mailbox, not later than the day before the booking
- You can always reach the board regarding your reservation via our e-mail address:
kronloebshuset@gmail.com
- You can at any point in time cancel the booking until the day before the event by selecting the "Aflys" button

The screenshot shows a web browser window with the URL kronloebshuset.probo.dk. The page header includes the logo 'PROBO', the location 'E/F KRONLØBSHUSET (125)', and navigation links for 'Beskeder', 'Emil Hahn Pedersen', 'Hjælp', and 'Hjemmeside'. The left sidebar contains a menu with options: 'Oversigt', 'Informationssider', 'Afstemninger', 'Beskeder', 'Bookinger' (highlighted), 'Brugere', 'Dokumentarkiv', 'Gallerier', 'Kalender', 'Nyheder', 'Opslagstavle', 'Administrer faciliteter', and 'Administrer hjemmeside'. The main content area shows the path 'Hjem > Bookinger' and a 'Opret booking' button. Below this, a card displays the booking details for 'Fælleslokale, Fortkaj 22' with a date selector set to '09-11-2019'. A table lists the booking with columns for time slots, status, and the booker's name. The booking is confirmed with a 'Booket' status and a red 'Aflys' button.

	Status	Booket af
10:00 - 09/11-2019 - 10:00 - 10/11-2019	Booket	Emil Hahn Pedersen