

## Timetable - User manual 4.0.10

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Timetable shows the reservations made and published in Peppi via its resource planning and reservation tool. As a student, you can view your schedule in Timetable and create new schedules. As a teacher, you can create schedules based on your teaching assignments.

Users that are not logged in can view available courses, but only logged-in users can create and edit schedules. When you log in to Timetable, the system updates your automatic schedule based on the following reservations (which may vary depending on your organization's settings):

<b>Student</b>	<ul style="list-style-type: none"> <li>• Realizations that you have registered for</li> <li>• Realizations on which you have been accepted</li> <li>• Realizations whose reservations include your group</li> <li>• Other reservations that include you or your group</li> </ul>
<b>Teacher</b>	<ul style="list-style-type: none"> <li>• Teaching reservations that include you</li> <li>• Other reservations that include you</li> </ul>

Timetable only searches for data stored in Peppi. In other words, it cannot be used to create realizations or register for them.

Weekends are shown in your calendar only if there are events on Saturday or Sunday.



The color of an event and the order of its contents (location, header, ID etc.) can vary depending on the settings of your organization.

When you have selected a time period to view (month, week, or day), the calendar shows long events that overlap with the period, even if they begin or end outside the period. For example, if an event lasts from March 16th to March 31st, it is shown on the week that starts on March 22nd and ends on March 28th.

## Glossary

<b>basket</b>	When you select realizations for your calendar, they are moved into your basket. The Timetable system creates a schedule based on the contents of the basket. The basket and the schedule have the same name.
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## Viewing calendar administration

Select the arrow (▼) on the upper right corner of the page and then select **Calendar Admin**.

## Creating a new schedule

1. Go to the Calendar Admin page.
2. Under the "Calendars" header, select **Add new calendar**.
  - The "New calendar" modal opens.

3. Write in the name of the calendar and select **Save**.

You can find the new schedule in the "Schedule" dropdown menu at the top of the page.

## Adding realizations, groups and locations to your schedule

- You cannot add content to the automatic schedule.
- If you select **Hide search results**, you can show them again by selecting **Search**.
- If there is a basket icon (🛒) on the row of a search result, the result is already in your basket. You can remove it from the basket by selecting **Delete**.

### Searching for realizations

1. Select **Calendar > Realization search**.
2. Fill in a part of the realization's name or ID.
3. Select search filters from the dropdown menu to the right:
  - Name or ID
  - Teacher's name
  - Group ID
4. If needed, use the **Active range** field to select a time range on which the realization is active.
5. Select **Search**.
  - Search results are shown as a list below the search field. You can filter the results with the dropdown menus above them.

Search results (11)

Study begins	Languages	Locations	Study Types
TESTI1000-2019 eng_testiopintojakso	5 ECTS	YY08	22.9.2017 - 4.5.2028
TESTI1000-3007 EN_en name (OJ)	5 ECTS		1.3.2020 - 31.7.2021
12-1004-3004 test1 - toteutuksen nimi	3 ECTS		1.4.2020 - 15.3.2028
SX00AA59-3006 First Aid and Health Care in Disasters	3 ECTS		1.8.2020 - 31.7.2021

6. Add a realization to your basket by selecting **+Add**.

If you want further information about the realization and its location, select **Info**.

Depending on the settings of your organization, the search results show the teachers of realizations.

### Small groups

If a realization has small groups, there is an arrow in front of its name. You can view the groups by clicking on the arrow, and from there you can add a group to your basket.


TESTI1000-3007 EN_en name (OJ)	5 ECTS	No overlapping	Info	+ Add
Group 1		No overlapping		+ Add
Group 2		No overlapping		+ Add
Group 3		No overlapping		+ Add

### Searching for groups

1. Select **Calendar > Group search**.


2. Fill in a part of the group's name or ID.
3. Select **Search**.
4. Add a group to your basket by selecting **+Add**.


## Searching for locations

1. Select  **Calendar** > **Location search**.
2. Fill in a part of the location's name or ID.
3. Select **Search**.
4. Add a location to your basket by selecting **+Add**.

## Filling out free periods

If you have empty spaces in your schedule and you want to find realizations to fill them with, use free period search. The search lists realizations that have reservations during the time period that you selected.

1. Select  **Calendar**.
2. Click on an empty space in your calendar or drag the pointer over the time period you want.
  - The "Free period search" modal opens.
3. You can filter the search results according to time, duration, and location.
  - If you want to edit the date and time, select them from the calendar menu and then select **Set**.

 Just clicking on the date in the calendar menu does not save your selection.

- Search results are shown in the same modal.
    - The row that has the name of a realization also shows all of its reservations, as well as the reservations of its small groups.
    - If a realization has small groups, there is an arrow in front of its name. You can view the groups by clicking on the arrow.
4. Add a realization or a group to your basket by selecting **+Add**.




## Overlapping events

If a lecture overlaps with an existing reservation of yours, you can view further information in the "Overlapping" column.


- The search goes through all the realizations that are not in your basket and checks how many hours overlap with the reservations in the basket. Overlapping hours are shown in a red bar.
- For further information, select **Show overlapping** under the red bar.
  - The modal that opens shows the name, dates, and times of the reservations, as well as their exact durations.


## Adding existing reservations to your schedule

You can add several existing reservations to your schedule at a time, such as all the reservations of your groups.


1. Select  **Index** > , or go to the calendar admin page and select  next to the "Index" header.
2. Select your reservations from the dropdown menu.

## Removing realizations, groups, and rooms from a basket

 The system does not ask for confirmation when you remove an element from a basket.

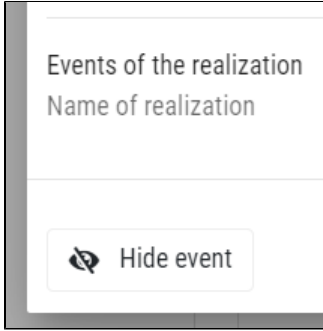
1. Select  **Index**.
2. Select **Realizations**, **Group IDs** or **Room**.
  - If you want to remove small groups, you can view them by clicking on the arrow in front of a realization's name.
3. Find the realization, group, or room that you want to remove and select the trash can icon next to it.

## Viewing details of a reservation

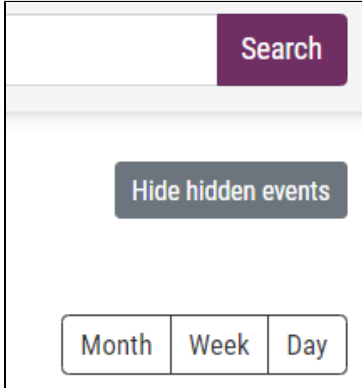
1. Select  **Calendar**.
2. Click on the realization whose details you want to view.
  - A modal with more information opens.

If you want to hide a reservation in the calendar:

1. Select **Hide event** at the bottom left corner of the modal mentioned above.



2. Close the modal and select **Hide hidden events** at the top right corner of the calendar.



## Reservation colors

Depending on your organization's settings, the background colors of events change according to their realization, group or location.

10:00			10:00 - 12:00 Testi-opintojakso (OJ) TESTI1000-3007 TESTI1000-3007 ESIMERKKI-2019	10:00 - 13:00 Ulkoinen tila -testi eng_testiopintojakso TESTI1000-2019 TESTI1000-2019 YY08
11:00				
12:00		12:00 - 14:00 Testitoteutus TP TE00CY40-3001 TE00CY40-3001	12:00 - 15:00 TEST-01 Testitila, Testirakennus (FI) Testitila 01 Testitila 01, TESTI-rakennus eng_testiopintojakso TESTI1000-2019 TESTI1000-2019 TE00CY40-3001 YY08	
13:00				13:00 - 14:00 eng_testiopintojakso TESTI1000-2019 TESTI1000-2019
14:00				
15:00				


## Changing the name of a schedule


You cannot edit your automatic schedule.

1. Go to the calendar admin page.
2. On the same row as the schedule, select the arrow icon and then **Edit**.
3. Write the new name in the text field and select **Save**.

## Adding notes


Notes are specific to the schedule that you created them for.

 You cannot edit notes after creating them.

1. Select  **Index > Notes > +Create new note.**
2. Write the note in the text area and select **Save.**

## Viewing and deleting notes

1. Go to the calendar admin page.
2. Select the note icon next to a schedule. The number on the icon shows the number of notes that the schedule has.

 The system does not ask for confirmation when you delete a note.

If you want to delete a note, select the trash can icon at its upper right corner.


## Choosing the default schedule

When you log in, the default schedule opens automatically.

1. Go to the calendar admin page.
2. Select the arrow icon next to a schedule and then **Choose as default schedule.**


## Sharing the calendar link of a schedule

You can sync your schedule with your Google calendar, iCloud calendar etc.

1. If you are on the front page, select  **Index > Share calendar.** If you are on the calendar admin page, select the arrow icon next a schedule and then **Create share link.** An iCal link is created.
2. Copy the link and add it to your calendar software. Events are updated depending on the interval that you have set in the software.

If you want to stop syncing, select **Remove calendar share** on the front page or the calendar admin page.

## Deleting a schedule

 The system does not ask for confirmation when you delete a schedule.

1. Go to the calendar admin page.
2. Select the arrow icon next to the schedule and then select **Delete.**

You cannot delete your default schedule or automatic schedule.