

To search bookings and schedules via TimeEdit

UID is one of the departments at Umeå University which uses TimeEdit for schedules.

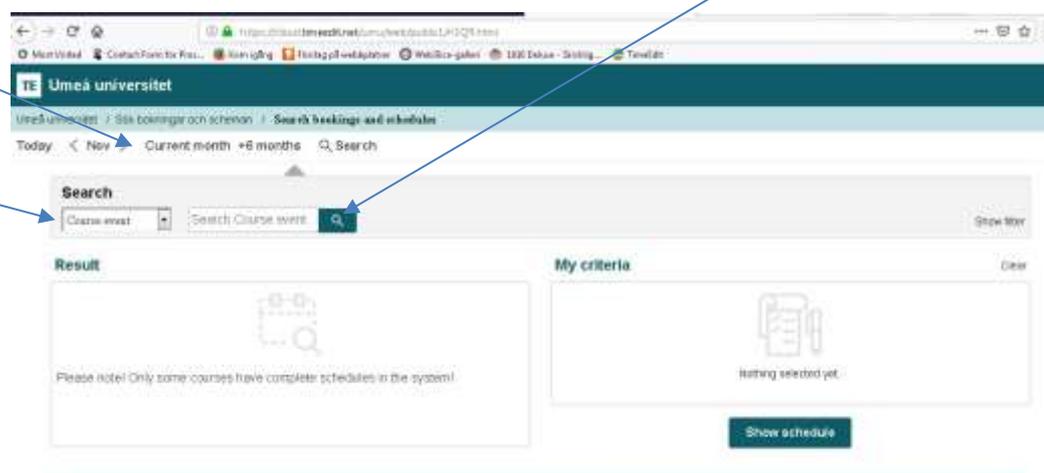
You can find the search via this link:

English version: <https://cloud.timeedit.net/umu/web/public1/ri1Q9.html>

Swedish version: <https://cloud.timeedit.net/umu/web/public1/ri1Q7.html>

First check if the dates are as you want them. If you want to change dates click on "CURRENT MONTH" to choose start date and then "+6 MONTHS" for end date.

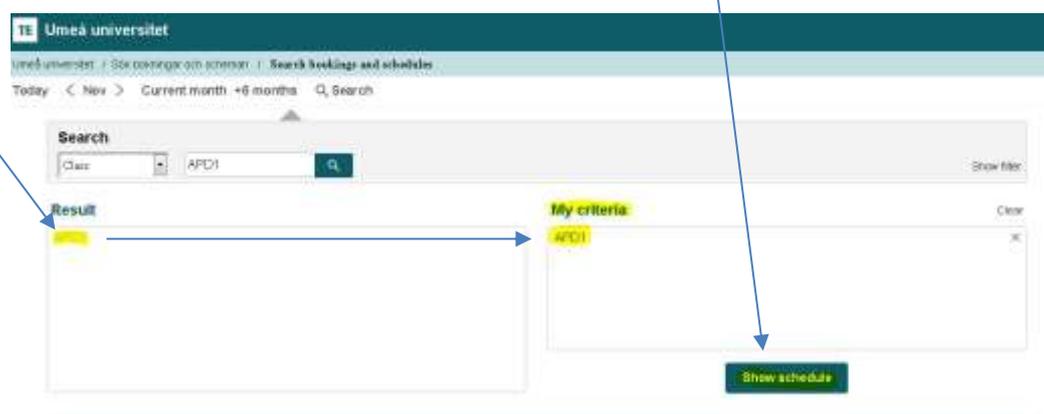
Choose "Class" and write the class name. Then click the "search button"



Now you have a search result

Click on the search result so it goes over to the right side under "My criteria"

If you are satisfied with your choice, click on "Show schedule"

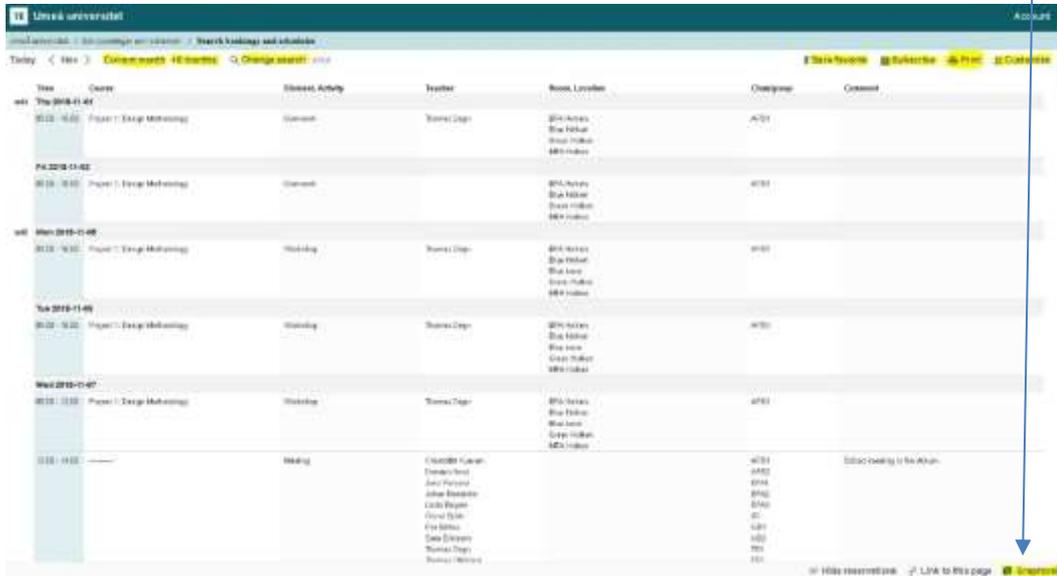


Schedule:

If you want to change to another date click on "CURRENT MONTH" to choose an new start date and "+6 MONTHS" for a new end date. Or you can return to do a new search by clicking on "CHANGE SEARCH".

To the right you have some options. **Save Favorite** is Save Favorite. **Subscribe** means that you can have your schedule in a calendar. **Print** is Print. If you click on **Customize** you have different alternatives to customize your schedule.

The schedule is in text format but you can change to graphical by clicking on "Graphical" in the right end corner.



The screenshot shows a web interface for a university schedule. At the top, there are navigation links: "Home", "Current month: +6 months", "Change search: 1/1/2018", "Save Favorite", "Subscribe", "Print", and "Customize". Below this is a table with columns: "Time", "Course", "Classroom/Activity", "Teacher", "Room/Location", "Days", and "Comment". The table lists several courses, including "Project 1: Design Methodology" and "Project 2: Design Methodology". At the bottom right, there is a "Export" button. A blue arrow points from the text above to this button.

Time	Course	Classroom/Activity	Teacher	Room/Location	Days	Comment
08:00 - 09:00	Project 1: Design Methodology	Classroom	Thomas Degen	014-Actives 014-Active 014-Active	MTWTF--	
09:00 - 10:00	Project 1: Design Methodology	Classroom		014-Actives 014-Active 014-Active	MTWTF--	
10:00 - 11:00	Project 1: Design Methodology	Workshop	Thomas Degen	014-Actives 014-Active 014-Active	MTWTF--	
11:00 - 12:00	Project 1: Design Methodology	Workshop	Thomas Degen	014-Actives 014-Active 014-Active	MTWTF--	
12:00 - 13:00	Project 1: Design Methodology	Workshop	Thomas Degen	014-Actives 014-Active 014-Active	MTWTF--	
13:00 - 14:00		Workshop	Christoph Kuehn, Domenico Rossi, Jana Pohlmann, Julian Rossmann, Lukas Pappert, Goran Stahn, Eva Schmitt, Sven Schmitt, Thomas Degen, Thomas Weidner	014-Actives 014-Active 014-Active 014-Active 014-Active 014-Active 014-Active 014-Active 014-Active	MTWTF--	Extra meeting in BA-KAUN.

Observe! If you save the link as a bookmark/favourite, note that the schedule is just a snapshot of the schedule. To update the schedule you need to press F5. Make it a habit to always press F5 when you have opened a schedule.

If you choose to subscribe you will get any updates automatically. The same goes if you use Export under Customize.

Let us look at Customize

If you click on Customize you will get a menu with different folders where you can change the layout of your schedule. Test the different options.

Under the folder "Export", you can export to different formats. For instance to iCal where you can export your schedule to your mobile phone.



The screenshot shows the same university schedule page as before, but with the "Export" menu open. The menu options are: "iCal", "PDF", "HTML", "Text", "CSV", and "Full screen". The "iCal" option is highlighted.

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