Navigation and Advanced Filters

This guide provides information on advanced search filters in the TimeEdit Viewer to display only the relevant timetable data. It also covers navigation and customisations options available on the schedule page.
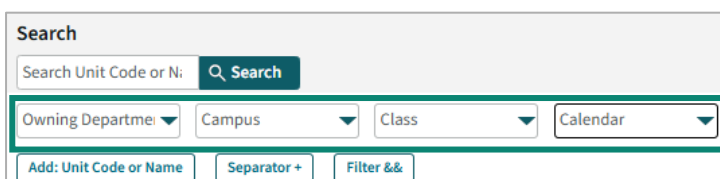
This guide is complimentary to the Viewing a provisional class timetable guide which provides the basic steps to quickly view provisional class timetables.

SEARCHING FOR A SCHEDULE

In TimeEdit Viewer search page, you can find a schedule you need by:

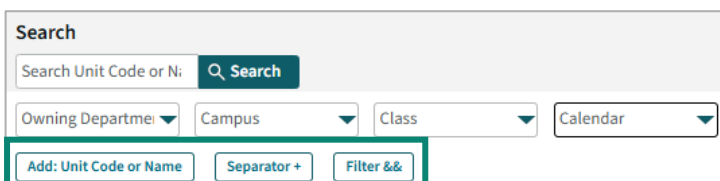➢ **Unit Code or Name**

FILTERING UNIT CODE OR DESCRIPTION

You can filter **Unit Code or Name** by:

- **Owning Department**: set up in a format 'Faculty – Department – Campus'
  Example: A&E – Communication and Creative Arts – B; SEBE – Engineering – G; B&L – Management – W

- **Campus**: Burwood, GIFT City, Warrnambool, Waterfront, Waurn Ponds

- **Class** (enrolment mode): CBD = Community Based Delivery, D = Day, D-INTENS = Day intensive, D-OS = Day Overseas, E = Evening, X = Off campus, X=FL = Off campus, Future Learning, X-XINTENS = Off campus, includes intensive campus delivery, X-OS = Off campus, Overseas

- **Calendar:** SEM-1, TRI-1

FILTERING BY ADD:, SEPARATOR+ AND FILTER&&

Use **Add:**, **Separator +** or **Filter &&** to:

- Use **Add:** (e.g. Add: Unit Code or Name) to see all items marching current filter.

- Use **Separator+** if you want to make a new search with the criteria under this separator e.g. unit code or location.

- Use **Filter &&** if you want to see a schedule which contain the criteria under this filter e.g. unit code and location.

Timetable Viewer
Guide for Students

DEAKIN UNIVERSITY

Last modified:
11/12/2024

Navigation and Advanced Filters

NAVIGATION FEATURED IN TIMETABLE VIEW

1. **Search:** click the button to include your search criteria you completed on the previous page. You can adjust your criteria if needed.

2. **Save favourite:** click to save the current view as a favourite. Afterward it will be visible as favourite on the search page allowing you to click on it to load its view and search results immediately. You can save multiple views as favourite.

3. **Subscribe:** provides a link to integrate the schedule with your other calendar applications. You can subscribe to your timetable so that it displays in your preferred calendar program, e.g. Outlook.

4. **Download:** you can download the schedule as a PDF, Excel, etc. This is also where you find a link that adapts the schedule to be presented in full screen.

5. **Filter:** this is a quick way to add further filtering to your search results.

6. **Customise:** click to customise the view that you are seeing. To find out more about the available customise options, refer to the Layout and Reservations sections of TimeEdit guide on customize settings in TE Viewer (only point 1 and 2 in the article are relevant).

7. **Legend** explains the colour coding for different activity types such as seminars, workshops, lectures.

8. **Hide reservations:** click to hide selected reservations from the view. This can be used in combination with the 'Link to this page'.

9. **Link to this page:** Use it to send a link to your current view to someone else.

10. **Text:** You can swap between a graphical and text view.

STILL NEED HELP?

For further support, please contact Student Central Team.