



LUND UNIVERSITY
School of Economics and Management

TimeEdit

You will find all schedules in TimeEdit. By using the search function, you can obtain schedules for both courses and staff. It is a good idea to bookmark the link for the course schedule for easy access, or choose to import it to your calendar.

Finding schedules

Use this link: <https://se.timeedit.net/web/lu/db1/ehl1/>

2015 VT

Schema för vårterminen 2015. OBS Ändringar kan förekomma i schemat

2015 SPRING SEMESTER

Schedule for spring 2015. NB Changes may occur

2015 HT

Schema för höstterminen 2015. OBS Ändringar kan förekomma i schemat

2015 AUTUMN SEMESTER

Schedule for autumn 2015. NB Changes may occur

2016 VT

Schema för vårterminen 2016. OBS Ändringar kan förekomma i schemat

2016 SPRING SEMESTER

Schedule for spring 2016. NB Changes may occur

Choose the current semester. For example: 2016 Spring semester (2016 VT for a Swedish version).

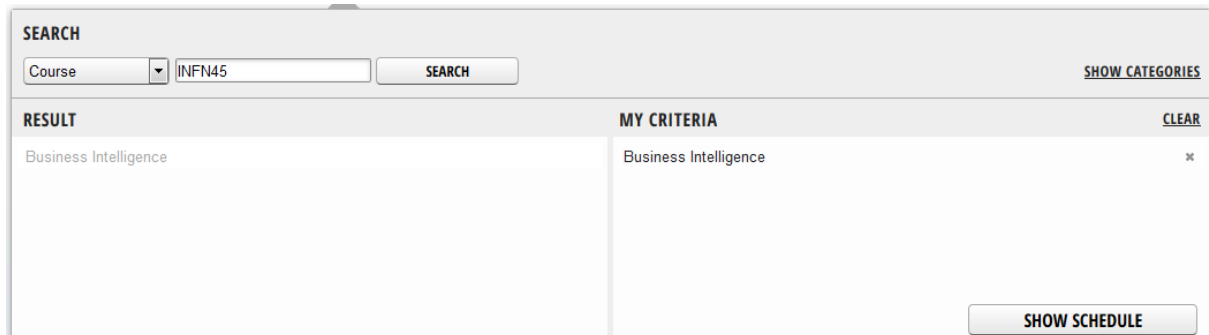
The next view will be a box with a search function.

Enter the course code in the box *Search Course* and press the Search button. You will now see the name of the course under *Result*.

SEARCH	
Course	<input type="text" value="INFN45"/>
<input type="button" value="SEARCH"/>	
SHOW CATEGORIES	
RESULT	MY CRITERIA
Business Intelligence	No object selected
<input type="button" value="SHOW SCHEDULE"/>	

Transfer the search result to *My criteria* by clicking on the course.

Click on the *Show schedule* button to see the actual schedule. Click on the x next to the course name to remove it from *My criteria*.



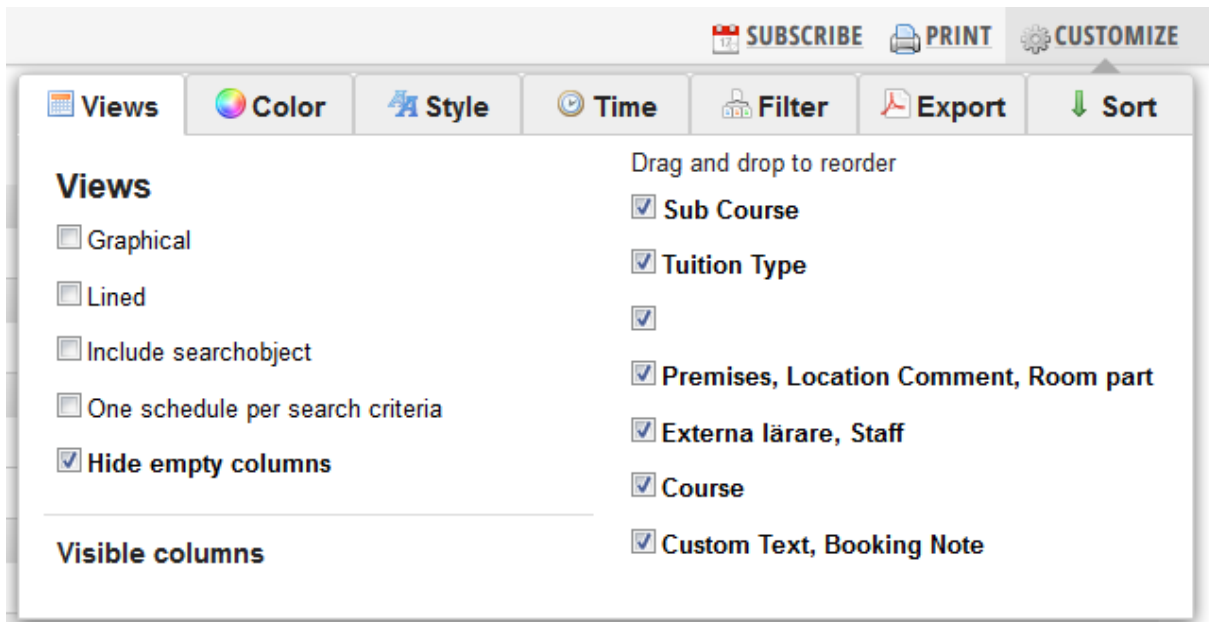
The screenshot shows a search interface with a 'SEARCH' section at the top containing a 'Course' dropdown menu set to 'INFN45' and a 'SEARCH' button. To the right is a 'SHOW CATEGORIES' link. Below this are two columns: 'RESULT' and 'MY CRITERIA'. The 'RESULT' column contains the text 'Business Intelligence'. The 'MY CRITERIA' column also contains 'Business Intelligence' with a small 'x' icon to its right. A 'CLEAR' link is positioned above the 'MY CRITERIA' column. At the bottom right of the interface is a 'SHOW SCHEDULE' button.

To choose a specific period within the semester, click on the dates on the top left of the screen.



The screenshot shows the header of the TimeEdit interface. It includes the 'TimeEdit' logo, a home icon, and the text 'LUNDS UNIVERSITET > 2016 SPRING SEMESTER'. Below this is a navigation bar with 'TODAY', a left arrow, 'JAN', a right arrow, the date range '2016-01-01 - 2016-08-30', a search icon, and a 'SEARCH' button.

Customise your schedule by the *Customize* button on the top right of the screen.



The screenshot shows the customization menu in TimeEdit. At the top right are buttons for 'SUBSCRIBE', 'PRINT', and 'CUSTOMIZE'. Below these are tabs for 'Views', 'Color', 'Style', 'Time', 'Filter', 'Export', and 'Sort'. The 'Views' tab is active, displaying a list of options with checkboxes: 'Graphical', 'Lined', 'Include searchobject', 'One schedule per search criteria', and 'Hide empty columns' (checked). To the right of these options is a section titled 'Drag and drop to reorder' with a list of items: 'Sub Course' (checked), 'Tuition Type' (checked), an unchecked item, 'Premises, Location Comment, Room part' (checked), 'Externa lärare, Staff' (checked), 'Course' (checked), and 'Custom Text, Booking Note' (checked).