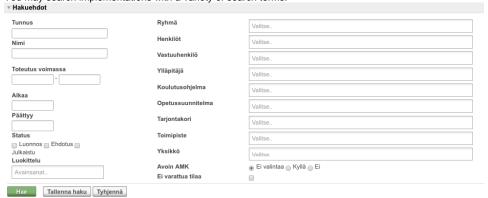
Implementations (Course units)

The implementations function in the Year planning allows you to search, edit, mass edit and copy implementations.

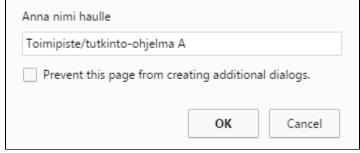
Step-by step instructions

Implementation search

- 1. Navigate to implementation search
 - On the planner's desktop, select Year planning -> "Implementations" from the top menu.
- 2. Search implementations
 - You may search implementations with a variety of search terms.



- As a default, the search terms are set for the search of your own ongoing implementations.
- You may clear the fields with the Clear button.
- · You may limit your search with one or more search terms, e.g. with dates, people, units, categories and implementation status.
- AND operator connects all the other search fields except for people, person in charge and administrator. They are connected with an OR
 operator to other search terms. If the search field has multiple values i.e. there is more than one value (e.g. groups or people) in the
 same search field, the search operator between them is OR.
- You may search implementations with e.g. the code or part of the implementation's name when you use the % operator. For example, %
 marketing% searches all implementations including the word marketing in some part of the name.
- When you have set the right search terms, select Search. The search results will be listed in an alphabetic order.
- You may change the order of the search results by name, group, teacher, start or end date or implementation status by selecting the
 attribute heading.
- You may also download the search results into an Excel file, which shows all the data saved into the implementations.
- Implementation dates limitation searches all the implementations that have even one day valid during the selected time period.
- Starts Ends limitation searches all the implementations, whose start date is greater than or equal to the Starts date, and end date is
 less than or equal to Ends date.
- When you have set the search terms, select Search.
- You may clear the search with the Clear button.
- 3. Saving searches and deleting a saved search
 - You may save the search by selecting Save search and giving it a name in the modal that opens. Once you have saved the search, you
 will find it in the left-hand side navigation under Saved searches and No group.
 - You may also save searches under their own heading. To do this, write the heading slash search name e.g. Unit / Degree programme A.



- Click or tap the implementation name or code to open the implementation.
- The saved search saves the search terms. Hence, the search is always in real time.
- If you want to delete a search, select the triangle after the search name and select Delete.
- 4. Find my own implementations
 - Select My ongoing implementations / My future implementations / My past implementations in the left-hand side navigation.
 - Click or tap the implementation name or code to open the implementation.
- 5. Find my saved implementation searches
 - Select the name of the saved search in the left-hand side navigation.
 - Click or tap the implementation name or code to open the implementation.