

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.

Hakuehdot

Tunnus	Ryhmä	Valitse..
Nimi	Henkilöt	Valitse..
Toteutus voimassa	Vastuuhenkilö	Valitse..
Aikaa	Ylläpitäjä	Valitse..
Päättyy	Koulutusohjelma	Valitse..
Status	Opetussuunnitelma	Valitse..
<input type="checkbox"/> Luonnos <input type="checkbox"/> Ehdotus	Tarjontakori	Valitse..
Julkaistu	Toimipiste	Valitse..
Luokittelu	Yksikkö	Valitse..
Avainsanat..	Avoin AMK	<input checked="" type="radio"/> Ei valintaa <input type="radio"/> Kyllä <input type="radio"/> Ei
	Ei varattua tilaa	<input type="checkbox"/>

Hae **Tallenna haku** **Tyhjennä**

- 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.

Anna nimi haulle

Toimipiste/tutkinto-ohjelma A

☐ Prevent this page from creating additional dialogs.

OK **Cancel**

- 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.