

# Timetable Viewer Report Navigation

The screenshot shows the Unitec Timetable Viewer Report Navigation interface. The browser address bar displays <https://splusportal.unitec.ac.nz/> and the page URL is [splusportal.unitec.ac.nz/Production/SWS2021/Reports/Calendar.aspx](https://splusportal.unitec.ac.nz/Production/SWS2021/Reports/Calendar.aspx). The page title is "Bach Architectural Studies, Year 1 Term 1 (Semester 1)". The "Displaying Dates" section shows "1/3/21 - 18/4/21, 3/5/21". The timetable is displayed for Monday, Friday, Saturday, and Sunday. The timetable cells contain course information, staff names, and times. A red circle highlights the navigation buttons at the top: a grid icon, left and right arrows, a plus icon, a minus icon, an information icon, and "Split" and "Merge" buttons. A blue circle highlights the "Download XLSX" button in the top right corner. A blue callout box explains the navigation controls: "Previous / Next Week – search for other dates" (with left and right arrows), "Increase cell height of Timetable display" (with a plus icon), "Return to the Selection screen" (with a minus icon), and "Split" and "Merge" buttons. A text box explains that where multiple selections have been made, users can view timetables as a combined timetable (Merge) or as separate timetables (Split). Another text box explains that in "Split" mode, users can use the +/- buttons to collapse/open each course or scroll to see other courses, and clicking the "Merge" button will allow them to view the combined timetable. A final text box states that whatever mode was last used will remain the default for the next search, and users can change this by toggling between two buttons or using the Reset button on the Selection screen.

Use the Download XLSX button to download to Excel. From there you can save, print and share timetables.

Previous / Next Week – search for other dates

Increase cell height of Timetable display

Return to the Selection screen

Split Merge

Where you have made multiple selections for a search criteria ie. Room, Course, Staff member, you have the option of viewing the Timetables produced as a combined timetable (Merge) or as separate timetables (Split).

In "Split" mode you can either use the +/- buttons to collapse / open each course or scroll to see the other courses. Clicking the "Merge" button will allow you to view the combined timetable.

Whatever mode you last used will remain the default for your next search. You can change this by toggling between two buttons or using the Reset button on the Selection screen.

Download XLSX

Monday

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

ARCH/5112-SA/1745/CLS/01  
ARCH/5121/1761/CLS/01 (JT  
048-1070  
048-1043  
Design Studio 1A (Semester 1 MTALB)  
Staff: Hamish Foote, Jessamine Fraser, Semisi Potauaine, Pip Newman  
Type: Studio  
Time: 8:30am - 12:30pm  
Week(s): 11-16,19-24

ARCH/5112-SA/1745/CLS/01  
ARCH/5121/1761/CLS/01 (JT  
048-1070  
048-1043  
Design Studio 1 (Sem A) (Semester 1 MTALB)  
Staff: Hamish Foote, Jessamine Fraser, Semisi Potauaine, Pip Newman  
Type: Studio  
Time: 8:30am - 12:30pm  
Week(s): 11-16,19-24

ARCH/5011/1744/CLS/01  
170-1016  
Architecture & Context (Semester 1 MTALB)  
Staff: David Chaplin  
Type: Lecture  
Time: 2:00pm - 4:00pm  
Week(s): 11-16,19-24

Friday

Saturday

Sunday

ARCH/5213/1746/CLS/01  
LAND/5113/1435/CLS/01 (JT  
048-1070  
048-1043  
Architectural Representation 1 (Semester 1 MTALB)  
Staff: Krystina Kaza, Duncan Long  
Type: Studio  
Time: 8:30am - 12:30pm  
Week(s): 11-16,19-24

S/03  
3 (JT