

Lukkarikone User manual

Lukkarikone

Quick Manual

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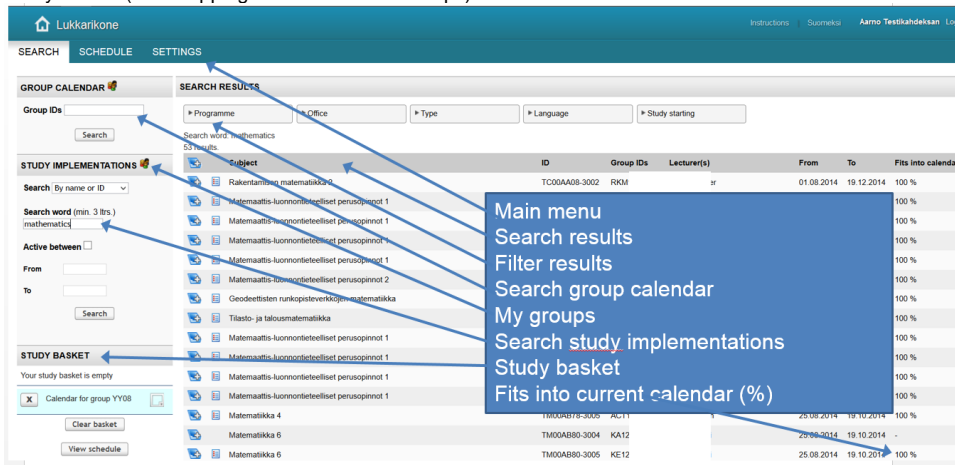
How it works

Lukkarikone is actually a view to the Metropolia (premises) reservation system. It is made as a tool for students to generate study-schedules. The user can use the machine in two ways: by giving the machine his/her group identifications code and generate the schedule with that information or alternatively by searching for different study implementations and generate the schedule with that information. You can also use both of these methods simultaneously. The machine searches all reservations with the given inputs and generates the schedule.

Main view

The main view includes

1. Main menu
2. Search fields
3. Study basket (like shopping cart in some web-shops)



Search page (first Tab)







Search page opens by default when you open Lukkarikone (if no default schedule is selected in the Settings page). In this page the user tells the machine all the criteria on how the schedule will be generated. The criteria can be study implementations or just group identification code - or a combination of those. All the criteria are collected into the study basket and used to generate a schedule that can be accessed from the second Tab (Schedule)

Making the Schedule

There are two ways to generate a schedule. The first way is to enter the group identification code in the "group calendar search" and select it to the study basket or (the second way) by going to "search study implementations" and search & select wanted implementations to basket. Then just go to Schedule tab. Underneath is a step-by-step guide for both ways.

Quick Schedule by Group ID:

1. In the "Search group calendar" -view, enter your group ID - you can also search by entering only the first two letters. Then click "Search".

GROUP CALENDAR	SEARCH RESULTS						
<p>Group IDs <input type="text" value="at13"/></p> <p><input type="button" value="Search"/></p>	<p>Search word: at13</p> <table border="1"><thead><tr><th colspan="2">Group</th></tr></thead><tbody><tr><td></td><td>Auto- ja kuljetustekniikka, tuotetekniikka</td></tr><tr><td></td><td>Auto- ja kuljetustekniikka, tuotetekniikka</td></tr></tbody></table>	Group			Auto- ja kuljetustekniikka, tuotetekniikka		Auto- ja kuljetustekniikka, tuotetekniikka
Group							
	Auto- ja kuljetustekniikka, tuotetekniikka						
	Auto- ja kuljetustekniikka, tuotetekniikka						
<p>STUDY IMPLEMENTATIONS</p> <p>Search <input type="text" value="By name or ID"/></p>							



2. The search result lists all groups that match the given criteria AND have at least one reservation in the Metropolia reservation system.

3. Select the right group by clicking the icon next to it - the colour of the icon changes when it is selected

4. The selected group should appear now in the study basket.

STUDY BASKET

Your study basket is empty

 Calendar for group AT08 

5. Now you can look at the group's schedule in the Schedule-tab. It shows all the reservations that are connected to the selected group.

Creating Schedule with study-implementations:

This search differs from the previous one so that in this search the user searches study-implementations (instead of groups) and selects them into the study-basket. The schedule is generated by searching all matching reservations for the selected study-implementations.

The user has to define which study-implementations are used to generate a schedule.

1. Click "search implementations" on the left - now a different looking search-box appears. You can search implementations by it's name (or part of the name), code, teacher's name or by your group ID. In addition you can specify more exactly the date when the implementation is planned to start. Then click "Search".

STUDY IMPLEMENTATIONS

Search

Search word (min. 3 ltrs.)

Start date between ☐

From

To

SEARCH RESULTS

Search word: mathematics
53 results.

Subject	ID	Group IDs	Lecturer(s)	From	To	Fits into calendar
Rakentamisen matematiikka 2	TC00AA08-3002	RKM13T	Pekka Kröger	01.08.2014	19.12.2014	100 %
Matematiikan luonnontieteelliset perusopinnot 1	TX00BQ15-3002	TXF14S2	Riikka Nummisen; ...	01.08.2014	31.12.2014	100 %
Matematiikan luonnontieteelliset perusopinnot 1	TX00BQ15-3009	TXO14S1; ...	Susanna Varonen; ...	01.08.2014	31.12.2014	100 %
Matematiikan luonnontieteelliset perusopinnot 1	TX00BQ15-3003	TXH14S2	Jorma Vilksa	01.08.2014	31.12.2014	100 %
Matematiikan luonnontieteelliset perusopinnot 1	TX00BQ15-3001	TXH14S1	Jorma Vilksa	01.08.2014	31.12.2014	100 %
Matematiikan luonnontieteelliset perusopinnot 2	TX00BQ16-3002	TXO14S1; ...	Susanna Varonen; ...	01.08.2014	31.12.2014	100 %
Geodeettisten runkopisteverkköjen matematiikka	TP00AA38-3002	TP12S2	Reijo Aalto	01.08.2014	31.12.2014	100 %
Tilasto- ja talousmatematiikka	TY00AB58-3001	TY13S2; ...	Riikka Nummisen	01.08.2014	30.01.2015	100 %
Matematiikan luonnontieteelliset perusopinnot 1	TX00BQ15-3005	TXM14S1; ...	Hannu Turunen; ...	25.08.2014	17.10.2014	100 %

2. In the example above, we have used "search by name" and entered "mathematics" as search word. The result list shows only 100 results on one page.

Filtering: You can use the facets on top of search results in order to filter results

Select implementations to the study-basket by clicking the '+' icon next to the implementation name. The other icon means that this implementation has at least one reservation in the reservation system. If this list icon is not visible then the implementation has no reservations and thus no calendar markings for the schedule. Select as many implementation as you like to the study-basket. You can select all visible results at once by clicking the uppermost one. You can remove implementations from the study-basket by clicking "X" next to the corresponding implementation in the basket

GROUP CALENDAR

Group IDs

STUDY IMPLEMENTATIONS

Search

Search word (min. 3 ltrs.)

Active between ☐

From

To

STUDY BASKET

Your study basket is empty

SEARCH RESULTS

Search word: yy08
1 results.

Subject	ID	Group IDs
test-iplm	TEST1000-2052	YY08; ...

OTHER RESERVATIONS FOR GROUP

Subject	Person(s)	Group IDs	Day
Test reservation		YY08	10.10.
Test reservation		YY08	11.10.
Test reservation		YY08	12.10.

In the example above we have searched implementations by group ID "YY08". As a result 1 implementation is found and all of those are visible. In addition it automatically looks for other reservations for this group that are not connected to any study-implementation but are connected to this group ID (such as exam, seminar etc.). You can also select there reservations to the study basket.

Note. If you use a partial/incomplete search word like "at0" the machine lists every instance that starts with at0, for example AT06 and AT07, AT08 etc. You should use as exact a search word as possible like "AT06". If only one result is found in Group search, the system will automatically select it and goes to Schedule view.

Tip: You can click on any implementation to get more information of that study.

3. After you have selected all necessary implementations to the study-basket you can move to Schedule tab and see the schedule for selected studies.

Schedule page

There are two Schedule views available - a normal calendar view and a list view. You can choose which view to use.

Schedule view

Schedule view shows the weekly-schedule of the groups/implementations that you have selected as criteria. You can click on any marking (reservation) to show more details of that single reservation. In this view you can also hide single reservations or make them visible again. You can also print the weekly schedule (or browse weeks).

Choose Calendar / List view

Print Schedule

Show hidden reservations

Show all reservations for this implementation / Hide reservation

If you click one of the reservations a new pop-up opens showing you more info and enables you to hide a reservation.

List view

In the list view you can see all the future reservations related to the study basket. You can sort reservations based on the search word and hide reservations. Furthermore you can save the list in i.e. Excel format or copy the list to clipboard (excel- and copy features deprecated since 2023).

Show: Calendar | List

Copy CSV XLS Print

Show 100 results

Filter view

Hide	Day	Name
<input type="checkbox"/>	1.03.12 klo 10:00 - 13:45	Vaurioanalyysit
<input type="checkbox"/>	1.03.12 klo 14:00 - 16:45	Saksa 6: Tekniikka
<input type="checkbox"/>	11.04.12 klo 10:00 - 12:45	Talousmatematiikka
<input type="checkbox"/>	11.04.12 klo 13:00 - 14:45	Logistiikan perusteet
<input type="checkbox"/>	11.04.12 klo 15:00 - 17:45	Autokauppa
<input type="checkbox"/>	12.03.12 klo 13:00 - 15:45	Logistiikan perusteet
<input type="checkbox"/>	13.02.12 klo 12:00 - 14:45	Valmistustekniikan sovellukset autotekniikassa
<input type="checkbox"/>	13.02.12 klo 15:00 - 18:45	Autosähkön ja diagnostiikan laboraatiot
<input type="checkbox"/>	14.02.12 klo 10:00 - 11:45	Valmistustekniikan sovellukset autotekniikassa
<input type="checkbox"/>	14.02.12 klo 12:00 - 14:45	Talousmatematiikka
<input type="checkbox"/>	14.02.12 klo 15:00 - 16:45	Saksa 6: Tekniikka
<input type="checkbox"/>	14.03.12 klo 10:00 - 12:45	Talousmatematiikka
<input type="checkbox"/>	14.03.12 klo 13:00 - 14:45	Logistiikan perusteet

Schedule (study-basket) direct link can be copied behind the star-icon (i.e. direct link to group schedule).

Show: Calendar | List

Week 07

Settings

To access Settings menu you have to first log in with your own Metropolia username/password.

Saving a Schedule

To save the Schedule first sign in, then compose the Schedule you wish (on the search page). Then go to Settings page and give the schedule a name and then click "Save". You can also set the default Schedule which will open automatically when you sign in the next time.

Automatic Schedule

Automatic schedule (if selected) will be generated based on the information in Room reservation system. This will include reservations such that the user

- has made the reservation - non teaching related (no implementation or group ID attached to reservation)
- has made the reservation - teaching related (implementations or groups attached to reservation)
- has been attached to a reservation study implementation
- has been attached to a reservation studentgroup (reservations that have been attached to groups that the user belongs to)
- has been attached to a reservation separately (user is attached separately to reservations like meetings)

Other settings

In the Settings you can also

- change calendar view settings (what info will be shown in the weekly schedule view).
- include other reservations into the study basket (based on Room reservation system, select from same options as in automatic schedule)
- copy a direct URL link to a saved schedule (star-icon beside the saved schedule)
- export reservations in the study-basket to your Metropolia email calendar or save in iCal-format. **Remember that the export is based on information at the time of export**, future changes in the schedule will not be updated in the exported calendars (except in Exchange-export if a lesson is deleted from the room reservation system, it will also be removed from your calendar). The latest up to date information is always in Lukkarikone! **After Exchange-export the markings will appear in your Calendar after a few minutes.**

The screenshot shows the 'Saved schedules' section of a web application. It contains a table with three rows of saved schedules. The first row is 'Automatic schedule' with a star icon and an 'Open' button. The second row is '03.02.2012 My calendar fall 2012' with 'Open' and 'Delete' buttons. The third row is '03.02.2012 testi122012' with 'Open' and 'Delete' buttons. Below the table, there is a 'Default Schedule' dropdown menu set to 'My calendar fall 2012'. A 'Save schedule as..' button is also present. At the bottom, there is a section for 'Your study basket' which is currently empty, and a 'Calendar for group AT08' with a star icon. Below this, it says 'Other reservations 0 pcs'. At the very bottom, there are two buttons: 'Move to Outlook calendar' and 'iCal conversion'. Three blue callout boxes with arrows point to specific elements: 'Open saved schedule' points to the 'Open' button of the 'Automatic schedule' row; 'Save schedule as (give name)' points to the 'Save schedule as..' button; and 'Copy schedule to your Metropolia email-calendar or save as .ics -file' points to the star icon next to the 'Calendar for group AT08'.

Open saved schedule

Save schedule as (give name)

Copy schedule to your Metropolia email-calendar or save as .ics -file