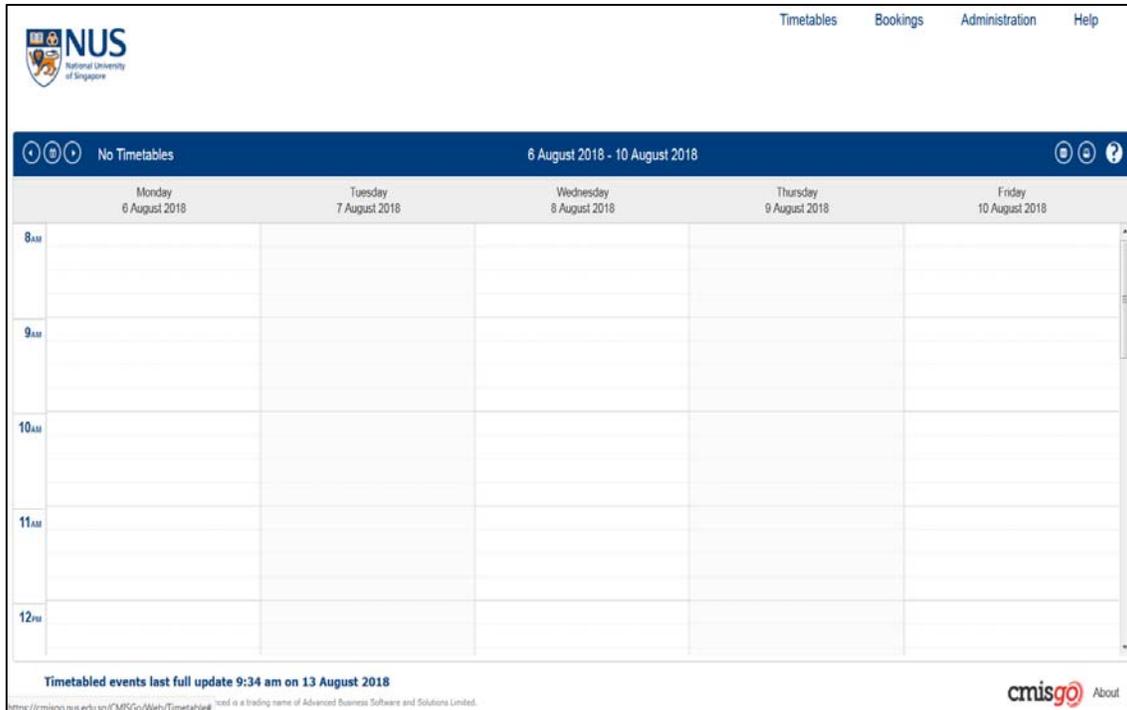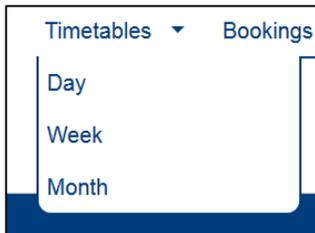# 1. View your timetable by month, week or day

When you login, your timetable will be displayed using the default timetable view which shows the current week.
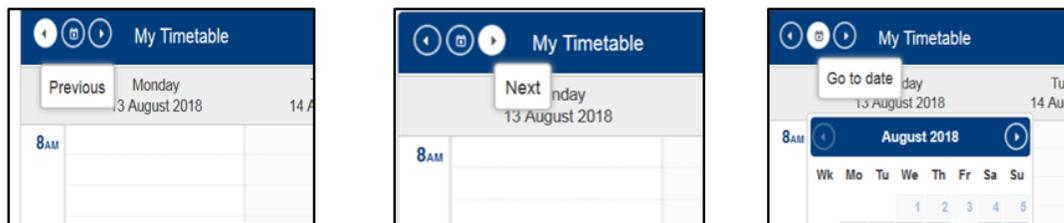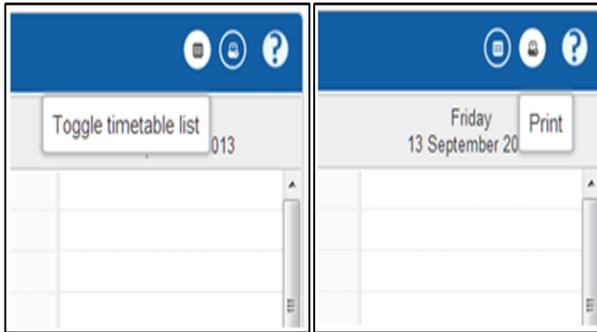

Week view

You can change this view from the **Timetables** menu to be a single day by selecting the **Day** option or to be a Month by selecting the **Month** option.

The navigation icons, shown below, allows you to navigate to the previous or next day, week or month (depending on your current timetable view).

On the top right-hand side of the screen, there are three icons.

1. The first is the **Toggle timetable list** icon. Please refer to Section2 "Other timetables, your timetable list" for details about this feature.
2. The second is the **Print** icon, this allows you to prints the displayed timetable.
3. The last icon is the **Help** icon which you use to access help pages.

The **Help** icon appears throughout the software, and clicking this icon will display help available for the feature which you are currently using.

2. Other timetables, your timetable list
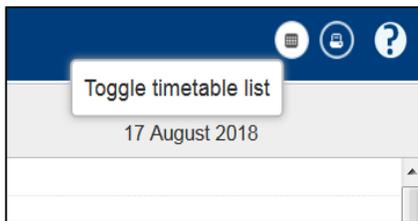
You can use your timetable list to view other types of timetables by clicking the **Toggle timetable list** icon. Clicking the icon shows the timetable list as shown below, clicking the icon again will remove the list.
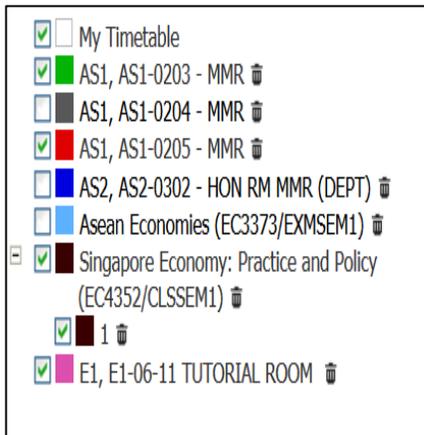
1. If you are interested to view your own timetable, click on the checkbox against **My Timetable** and **Save.**
2. There are two buttons at the bottom of the timetable list display, **Add** and **Save**. When you click the **Add** button, it will pops up the tabbed **Add timetable** dialog. When you have selected a **Module** or **Room**, clicking the **OK** button will add the selected timetable to your timetable list.
3. A timetable can be removed from the list by clicking the **Delete** icon assoiated with it.

Timetables are also automatically assigned a colour which is used to indicate why an item is being shown in the main time timetable display.