# TIMETABLING TRAINING MANUAL

[Using Scientia Enterprise Course Planner and Enterprise Timetabler]

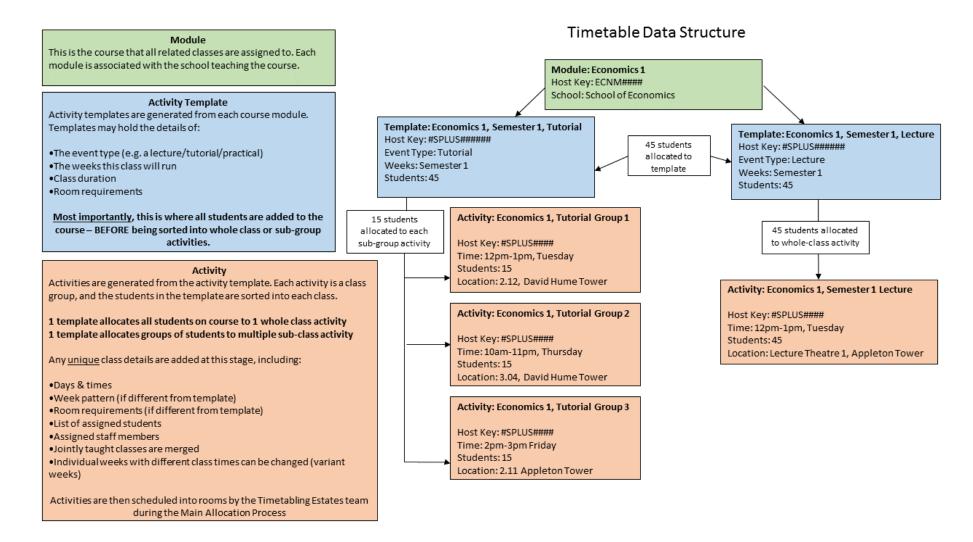
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#### 1. Overview

Module Modules (courses) are automatically imported into Scientia Enterprise from EUCLID. New Modules and Module changes are made in EUCLID.

- Activity Template Activity Templates are created from Modules. One Activity Template for each discrete type of event involved in delivering the Module e.g. recurring lectures, tutorials, labs etc. Activity Templates are used to create Activities.
- Activity An Activity is an event or set of identical events. Activities are what appear on the timetable, what students sign up to, rooms are allocated to.



#### 2. Launching the TED Portal

Log into MyEd and then access the Test Portal by using this link:

| Scientia.<br>TEST1516 TEST1617 TES | T1718                  |                       |                  |
|------------------------------------|------------------------|-----------------------|------------------|
| CCC<br>Enterprise Course Planner   | Reference Data Manager | Enterprise Timetabler | Web Room Booking |

### 3. Working in Enterprise Course Planner

#### 3.1 Creating Activity Templates

**Step 1.** Launch Enterprise Course Planner (ECP) from the Portal page. From the ECP dashboard, select the department drop-down selection view shown in *Figure 1*.

| <u>File View Planning Dashboard Tools Window H</u> elp                             |            |   |                     |                          |          |   |                         |                     |                    |
|--|------------|---|---------------------|--------------------------|----------|---|-------------------------|---------------------|--------------------|
| 📙 📓 🚓 Pathway <u>E</u> ditor 🆽 <u>A</u> llocation Editor 🖕 🕴 <u>D</u> epartment(s) | Sch        | ool of Divinity                                   |                     | · .                      |          |   |                         |                     |                    |
| Programmes of Study  | Unselected |   |                     |                          | Selected |   |                         |                     |                    |
| With no modules  | D          | Drag a column header here to group by that column |                     |                          |          | Drag a column header here to group by that column |                         |                     | olumn              |
| With no pathways   |            | Name 🔺  | Department          | Description              | 6        |   | Name                    | Department          | Description        |
| With >= 20 ^ % reserved spaces   | >          | Accommodation                                     | [Select Department] | Accommodation Service    | Ű        | /   | > School of Divinity    | [Select Department] | School of Divinity |
|  |            | Applications                                      | [Select Department] | Applications             | <<       |   |                         |                     |                    |
| With <= 30 <sup>+</sup> % available spaces   |            | Biological Services                               | [Select Department] | Biological Services      |          |   |                         |                     |                    |
| With >= 40 🜲 % available spaces  |            | Business School                                   | [Select Department] | Business School          |          |   |                         |                     |                    |
|  |            | Centre for Sport                                  | [Select Department] | Centre for Sport and Ex  |          |   |                         |                     |                    |
|  |            | College of Huma                                   | [Select Department] | College of Humanities ar |          |   |                         |                     |                    |
|  |            | College of Medici                                 | [Select Department] | College of Medicine and  |          |   |                         |                     |                    |
| New  |            | College of Scienc                                 | [Select Department] | College of Science and E |          |   |                         |                     |                    |
| 14000  |            | Communications                                    | [Select Department] | Communications & Mark    |          |   |                         |                     |                    |
| Modules  |            | Corporate Servic                                  | [Select Department] | Corporate Services Gro   |          |   |                         |                     |                    |
| With <= 0 + real students  |            | Court   | [Select Department] | Court                    |          |   |                         |                     |                    |
| With >= 0 0 % reserved spaces  |            | Development an                                    | [Select Department] | Development and Alumr    |          |   |                         |                     |                    |
|  |            | Digital Curation                                  | [Select Department] | Digital Curation Centre  |          |   |                         |                     |                    |
| With <= 0 🗘 % available spaces   |            | EDINA & Data Li                                   | [Select Department] | EDINA & Data Library 👻   |          |   |                         |                     |                    |
| With >= 50 🗘 % available spaces  | 4          |   |                     | •                        |          |   | 4                       | III                 | • •                |
|  | ×          |   |                     |                          |          |   |                         |                     |                    |
|  | _          |   |                     |                          |          |   | ,                       |                     |                    |
|  |            |   |                     |                          | 1        | With  | n unallocated student s | ets                 |                    |
|  |            |   |                     |                          |          |   |                         |                     |                    |
|  |            |   |                     |                          |          |   |                         |                     |                    |
| New  |            |   | Total               | : 281 Show               |          |   |                         |                     |                    |
|  |            |   |                     |                          |          |   |                         |                     |                    |



- Step 2. Select your School and use the ≥> arrow symbol to move your selected School from the 'Unselected' view to the 'Selected' view. Click the cross to close the Department Selection view. The dashboard will now display information relating to your School.
- **Step 3.** From the ECP dashboard, move to the **'Modules'** section and click the **'Show'** button highlighted in *Figure 2.* This will now display a full list of courses owned by your School.

| Modules | 5            |                    |      |              |      |
|---------|--------------|--------------------|------|--------------|------|
| With <= | 0 ¢          | real students      | 100% | 281          | Show |
| With >= | 0 ‡          | % reserved spaces  | 90%  | 254          | Show |
| With <= | 0 ¢          | % available spaces | 0%   | 0            | Show |
| With >= | <b>5</b> 0 ‡ | % available spaces | 77%  | 217          | Show |
|         |              |                    |      |              |      |
| New     |              |                    |      | Total: 281 🤇 | Show |

Figure 2

**Step 4.** You can use the autofilter row to search for the specific module you're looking for. Enable this by right-clicking the top row and selecting 'show autofilter row'.

| Drag a column header here to group by that column  |                    |  |  |  |  |  |  |  |
|--|--------------------|--|--|--|--|--|--|--|
| Name   | Description        |  |  |  |  |  |  |  |
|  | ENLI10249_SV1_SEM1 |  |  |  |  |  |  |  |
|  | ENLI10249_SV1_SEM2 |  |  |  |  |  |  |  |
| Abstract P     Clear Sorting   | LLLA07194_SS1_LLL1 |  |  |  |  |  |  |  |
| Abstract P 😑 Group By This Column  | LLLA07193_SS1_LLL2 |  |  |  |  |  |  |  |
| Abstract P Hide Group By Box   | LLLA07192_SS1_LLL3 |  |  |  |  |  |  |  |
| Advanced   | IMES11062_SS1_SEM2 |  |  |  |  |  |  |  |
| Art History     Remove This Column   | LLLA07177_SS1_LLL1 |  |  |  |  |  |  |  |
| Art History     Column Chooser   | LLLA07176_SS1_LLL2 |  |  |  |  |  |  |  |
| Art History — Best Fit   | LLLA07175_SS1_LLL3 |  |  |  |  |  |  |  |
| Contempor     Best Fit (all columns)   | LLLA07185_SS1_LLL3 |  |  |  |  |  |  |  |
| Contempor     Filter Editor  | LLLA07183_SS1_LLL2 |  |  |  |  |  |  |  |
| Graphic De Show Find Panel   | DESI11061_SS1_SEM1 |  |  |  |  |  |  |  |
| Introductic     Show Auto Filter Row   | LLLA07140_SS1_LLL1 |  |  |  |  |  |  |  |
| Landscape  | LLLA07174_SS1_LLL1 |  |  |  |  |  |  |  |
|  | LLLA07173_SS1_LLL2 |  |  |  |  |  |  |  |
|  | LLLA07172_SS1_LLL3 |  |  |  |  |  |  |  |
| Painting Pi     Save Layout  | LLLA07181_SS1_LLL1 |  |  |  |  |  |  |  |
| Painting Picture 2 and 2 | ULA07180_SS1_UL2   |  |  |  |  |  |  |  |

Step 5. Select a course by clicking on the Blue cell to the left of the course name – doing so will highlight the course record. After highlighting the course record, click the 'Create Activity Template' button as shown in *Figure 3*. You will now have generated an 'Activity Template' which is attached to the parent course that it was generated from.

Figure 3

| < | 🚓 Create Activity Template 🦻 🖈 Planning Formulae 💂 |                    |                 |                       |   |
|---|--|--------------------|-----------------|-----------------------|---|
| D | rag a column header here to group by that column   |                    |                 |                       | _ |
|   | Name   | Description        | Credit Provided | Department            |   |
| 7 |  |                    |                 |                       |   |
|   | Academic Literacies for the Digital Age            | DIVI07004_SS1_YR   |                 | 0 School of Divinity  |   |
| > | Academic Skills for Divinity Students              | DIVI07003_SS1_YR   |                 | 0 School of Divinity  |   |
|   | Advanced Greek Readings                            | BIST11003_SV1_SEM1 |                 | 20 School of Divinity |   |

Figure 4

**Step 6.** Click the **'Apply'** button situated at the bottom right-hand corner of the screen, as shown in *Figure 5.* Then click OK to close the Module Window.

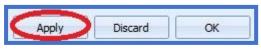


Figure 5

(Repeat Step 4 for other courses you need to create templates for. You can create more than one template against a course. For example; you might wish to create a template for the Lecture session, and another for the Tutorial sessions.)

Having closed the Module window, you may need to refresh the data in your dashboard view. You can do this by selecting **'Dashboard'** from the drop-down menu bar and selecting **'Refresh All'** as shown in *Figure 5*. It is recommended to also do a **Writeback** (save) at this time. You do this by clicking on the Disc image that is highlighted in *Figure 6*.

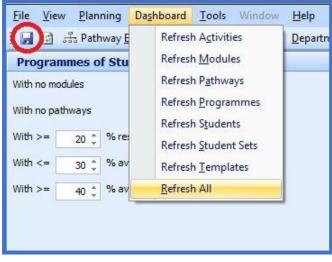


Figure 6

### 3.2 Working with Activity Templates

An Activity Template is where you can set common properties that will apply to all the individual activities you generate from them. There can be as many, or as few, common properties as you deem necessary; e.g. you may wish to determine that all activities will be 1 hour in duration, and that all will have the same teaching week span; add most common zone.

**Step 1.** From the ECP dashboard, move to the '**Templates'** section and click the '**Show'** button highlighted in *Figure 7*. This will now display a full list of templates generated against courses owned by your School.

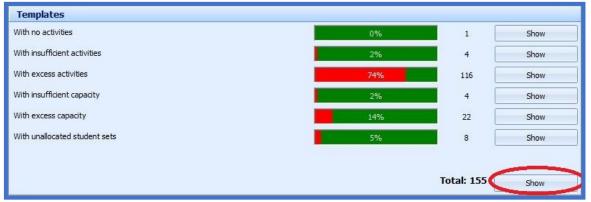


Figure 7

Step 2. Select a template by clicking on the blue cell to the left of the course name – doing so will highlight the template record. Clicking the '+' will show any activities already added to this template, and clicking '-' will minimise this. You are now ready to start confirming the properties which will be common to all activities generated from this template.

We will now work through some of the key template column categories in the template example shown in *Figure 7* 

- 1. **Name:** the Name field inherits the properties of the equivalent field at Course level. The contents of this field can be changed to whatever description is appropriate to the template. The key thing to bear in mind is that all the activities generated from this template will inherit the details from this field.
- 2. Activity Type: Click on the right-hand side of the highlighted cell to activate a list of preloaded Activity Types. In this example the associated Activity Type is Lecture
- 3. **Duration:** Click on the right-hand side of the highlighted cell to activate a list of available duration slots. The timetabling system is set to operate with 30min booking periods, so you need to select multiples of this duration to achieve the necessary duration.
- 4. **Planned Size:** Click in this cell to amend the numerical value to reflect the size of each individual activity to be generated from this template. Which will be the size of each activity generated from this template.
- Zone: Click on the right-hand side of the highlighted cell to activate a list of pre-loaded Zones. In most cases the Zone is the equivalent of a building. From this list you can select a Zone (in this example: New College) which will be applied as a scheduling requirement against all activities generated.

| Name 🔺                 | Activity Type | Duration | Planned Size | Module Size | Existing Activities | Zone             | Need To Generate           | Required Activities |
|------------------------|---------------|----------|--------------|-------------|---------------------|------------------|----------------------------|---------------------|
|                        | *Lecture      | 02:00    | 15           | 13          | 1                   | Drag a column he | • ader here to group by th | at column 💧         |
|                        | *Lecture      | 02:00    | 15           | 3           | 1                   | Name             |                            |                     |
|                        | *Lecture      | 02:00    | 20           | 9           | 1                   |                  |                            |                     |
| ∃ Approaches to Resea  | *Lecture      | 03:00    | 80           | 0           | 1                   | *Central         |                            |                     |
|                        | *Lecture      | 00:30    | 0            | 0           | 1                   | *Easter Bush     |                            |                     |
| Approaches to Resea    | *Lecture      | 00:30    | 7            | 0           | 1                   | *George Sq       |                            |                     |
| ⊕ Approaches to Resea  | *Lecture      | 00:30    | 0            | 0           | 1                   | *Holyrood        |                            |                     |
| Approaches to Resea    | *Lecture      | 00:30    | 0            | 0           | 1                   | *Kennedy T       |                            |                     |
| Approaches to Resea    | *Lecture      | 02:00    | 10           | 0           | 1                   | *King's Buil     |                            |                     |
|                        | *Lecture      | 01:00    | 140          | 0           | 1                   | *Lauriston       |                            |                     |
| ∃ Atheism in Debate: D | *Tutorial     | 01:00    | 12           | 0           | 12                  | *Little France   |                            |                     |
| ∃ Augustine in his Age |               | 02:00    | 2000         | 10          | 1                   | > *New College   |                            |                     |
| Augustine: Confessio   |               | 02:00    |              |             |                     | *RHSC Aca        |                            |                     |

Figure 8

## 3.3 Adding Columns

We are now going to look at how you can activate additional columns within the template view and subsequently apply a pre-loaded week span against the chosen template.

**Step 1.** Hover your mouse cursor over any of the existing column headings. Then right click and select **Column Chooser** to activate a Customization list of available, additional column heading, as shown in *Figure 9* 

|   | ag a column header here to | group by that colum          | 1        |                            |        |                              |                |           |
|---|----------------------------|------------------------------|----------|----------------------------|--------|------------------------------|----------------|-----------|
|   | Name 🔺                     | Activity Type                | Duration | Sort Ascending             | - ~: E | existing Activities          | Zone           | Need To G |
| 7 |                            |                              | 2        | Sort Descending            |        |                              |                |           |
| > | Advanced Greek Rea         | *Lecture                     | CA       | Clear Sorting              |        | 1                            | *New College   | +         |
|   | Advanced Greek Text        | *Lecture                     | d —      | Clear Sorting              |        | 1                            | 1 *New College |           |
|   | ⊕ Advanced Hebrew Te       | *Lecture                     | 0 2      | Group By This Colum        | n      | Taking and the second second | Show Collogo   |           |
|   | ⊕ Approaches to Resea      | *Lecture                     | d 🗄      | Hide Group By Box          |        | Customizati                  | on             | 8         |
|   | ⊕ Approaches to Resea      | *Lecture                     | q        | Remove This Column         |        | Department                   |                |           |
|   | Approaches to Resea        | *Lecture                     | c 7      | Column Chooser             |        | Description                  |                |           |
|   | Approaches to Resea        | Approaches to Resea *Lecture | 0        | Best Fit                   |        |                              |                |           |
|   | Approaches to Resea        | *Lecture                     | d H      | Best Fit (all columns)     |        | Equipment R                  | lequirement    |           |
|   | Approaches to Resea        | *Lecture                     | c        |                            |        | Host Key                     |                |           |
|   | ⊕ Atheism in Debate: D     | *Lecture                     | c 🖓      | <sup>9</sup> Filter Editor |        |                              |                |           |
|   |                            | *Tutorial                    | c        | Show Find Panel            |        | Module                       |                |           |
|   |                            | *Lecture                     | c        | Hide Auto Filter Row       |        | Named Avail                  | ability        |           |
|   | ⊕ Augustine: Confessio     | *Lecture                     | c        | Save Lawout                |        | Newsdor                      |                |           |
|   | ⊕ Biblical Hebrew Texts    | *Lecture                     | d        | Save Layout                |        | Named Start                  | IS             | -         |
|   | ⊕ Calvinist Theology &     | *Lecture                     | 02:00    | 0 20                       | 0      | 1                            | *New College   |           |
|   | ⊕ Christian-Muslim Rela    | *Lecture                     | 02:00    | o 40                       | 0      | 2                            | *New College   |           |
|   | ⊕ Christian-Muslim Rela    | *Lecture                     | 02:00    | 0 39                       | 0      | 1                            | None           |           |
| - | ⊕ Christian Theology: D    | *Lecture                     | 01:00    | 132                        | 28     | 1                            | *New College   |           |

#### Figure 9

- Step 2. From the Customization column list, double click the column titled NamedAvailability this will add the column to the end of your existing columns. Any number of additional columns can be added to the view in this way. You can click and drag the column to a more preferred location.
  - **Step 3.** Click on the right-hand side of this cell to activate the Named Availability window. From this window you have the ability to set week spans against your template.

| ed To Generate | Required Activities                              | Location Requirement          | Staff Requirement | t     | Named Ava | ailability |    |
|----------------|--|-------------------------------|-------------------|-------|-----------|------------|----|
| 0              | 1  | 1. Locally Allocated Space    | (Wildcard: 0)     |       | * SEM 1   |            |    |
| Г              | Use custom availabi                              | lity Teaching week patter     |                   |       |           |            |    |
|                | SEM 1  | × 1 1 10                      | 15 20             | 25    | 30        | 35 4       | 10 |
|                | SEM 1 - Even weeks or<br>SEM 1 - First Class     | Week Pattern for Con          |                   |       |           |            | -  |
|                | SEM 1 - First Class<br>SEM 1 - Odd Weeks or      |                               |                   | 25    | 20        | .ac        | 60 |
|                | SEM 1 - Weeks 2-11 or                            |                               | 15 20             | 25    | 30        | 35 4       | 10 |
|                | SEM 1 - Weeks 3-11 or                            |                               |                   | 2222  | 1312522   |            | _  |
|                | SEM 1 & 2<br>SEM 1 & 2 - Starts We               | 8:00                          | 10:00             | 12:00 | 14:00     | 16:00      |    |
|                | SEM 1 & 2 - Starts We                            | Mon                           |                   |       |           |            |    |
|                | SEM 2 - Even weeks or                            |                               |                   |       |           |            |    |
|                | SEM 2 - First Class                              |                               |                   |       |           |            |    |
|                | SEM 2 - Odd weeks on<br>SEM 2 - Weeks 2-11 or    |                               |                   |       |           |            |    |
|                | SEM 2 - Weeks 3-11 or                            |                               |                   |       |           |            | _  |
|                | usiness School UG - Sei                          |                               |                   |       |           |            |    |
|                | usiness School UG - Sei<br>con Hons SEM1 Lecture |                               |                   |       |           |            |    |
|                | con Non-Hons SEM1Lecture                         |                               |                   |       |           |            |    |
| E              | con Non-Hons SEM1 Tu                             |                               |                   |       |           |            |    |
|                | con Non-Hons SEM2 Tu                             | 100                           |                   |       |           |            |    |
|                | con SEM2 Lecture<br>LL Session 1                 | Fri                           |                   |       |           |            |    |
|                | LL Session 2 Daytime (                           |                               |                   |       |           |            | _  |
| 0              | LL Session 2 Evening (i                          | Sat                           |                   |       |           |            |    |
|                | LL Session 3<br>PLS Block 1                      |                               |                   |       |           |            |    |
|                | PLS Block 1                                      | Sun                           |                   |       |           |            |    |
|                | PLS Block 3                                      | -                             |                   |       |           |            |    |
| 33.            | 0  |                               |                   |       |           |            |    |
| 0              |  | (Wildcard: 0)                 | (Wildcard: 0)     |       | [Custom]  |            | -  |
|                |  | 1. Locally, Allocated Concern | (Addamade O)      |       | * CEM 2   |            |    |

Figure 10

Having opened the Named Availability constraint window, you will see a short list of pre-loaded semester-based availabilities, as shown in *Figure 10* 

- **Step 4.** First un-tick the box, located in the top left-hand corner, labelled **Use custom** availability
- Step 5. Next, select one of the pre-set semester labels. In *Figure 10*, Sem 1 is selected as an example. This will automatically set the correct recurring week span for the semester, which will be applied to all activities generated from the template.
- **Step 6.** Finally, click the **x** to close the Named Availability window. The selected week span will now be displayed in the **Named Availability** column.
- **Step 7.** By this step you have confirmed all the common properties relating to the template. Before proceeding, you should now click the **Apply** button, found towards the bottom righthand corner of the template editor window, as shown in *Figure 11*, to save these changes.



Figure 11

**NB**. If you want to set a custom week availability for your activities, leave the availability set to 'Custom' and apply. Custom weeks can be edited in Enterprise Timetabler as explained in 4.1.

### 3.4 Generating Activities

Having created an Activity Template, you are now in a position to generate a number of activities against it.

- **Step 1.** From with the Activity Template Editor, highlight the individual template you have created as an example.
- **Step 2.** In the top left-hand corner is an option labelled **Activities to Generate**. In the adjacent box, you can stipulate the number of individual activities required against the template, as shown in *Figure 12*. You can set a numerical value as required.
- **Step 3.** After setting the number of required activities, click the **Generate Activities** icon, situated to the right, to enable the template editor to generate the required activities.

| ľ  | Activities To <u>G</u> enerate | 2 🗘 🙀        | P Te | emplate Alloca      | tor 🗧        |             |                     |     |
|----|--------------------------------|--------------|------|---------------------|--------------|-------------|---------------------|-----|
| Dr | ag a column header here to     | group by tha |      | te<br>te Activities |              |             |                     | _   |
|    | Name 🔺                         | Activity Typ |      | Duration            | Planned Size | Module Size | Existing Activities | 1   |
| 7. |                                |              |      |                     |              |             |                     |     |
| ×1 | 🕀 Advanced Greek Rea           | *Lecture     |      | 02:00               | 15           | 13          |                     | 1   |
|    |                                | *Lecture     |      | 02:00               | 15           | 3           | 1                   | 1 * |
|    |                                | *Lecture     |      | 02:00               | 20           | 9           | 3                   | 1 * |
|    | Approaches to Resea            | *l ecture    |      | 03:00               | 80           | 0           | -                   | 1   |

Figure 12

#### **Step 4.** Having generated the activities, click the **Apply** button

Once you have generated the requisite number of activities and clicked **Apply** the existing activities column will increase to show the new total activities generated to this template shown in *Figure 13*. In this example we added 2 activities so the new total of existing activities is now 3.

|   | Name 🔺                | Activity Type | Duration | Planned Size | Module Size | Existing Activities | Zc |
|---|-----------------------|---------------|----------|--------------|-------------|---------------------|----|
| 7 |                       |               |          |              |             |                     |    |
| > | 🕀 Advanced Greek Rea  | *Lecture      | 02:00    | 15           | 13          | 3                   | T  |
|   | ⊕ Advanced Greek Text | *Lecture      | 02:00    | 15           | 3           | 1                   | *1 |



You have now completed the process of generating both templates and activities. You are now ready to begin working with these activities in **Enterprise Timetabler.** You can now close the template editor and return to the main ECP dashboard.

The final task is to **Writeback** your data to the database as shown in *Figure 14*. The **Writeback** symbol will be blue if you have made any changes and will be greyed out if you have no changes to **Writeback**.

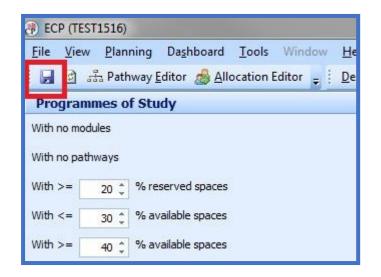


Figure 14

## 4. Working in Enterprise Timetabler

### 4.1 Preparing Activities for Scheduling

Having generated your activities in **ECP**, you are now ready to work with the activities to ensure they are ready for scheduling. You will need to Launch Enterprise Timetabler from the Ted Portal.

- Step 1. From the drop-down selection directly beneath the Views bar, select the option Modules. This will activate all the courses associated with your School.
- **Step 2.** In the views section do a right click on the name column and then click on show Auto Filter Row. This gives you a free type search bar. You will also need to add this to the activities section if required.
- Step 3. You can click the Name column header to rank the list alphabetically. You also right-hand click, select Column Chooser and drag-and-drop additional column headers from the Customization window covered earlier in *Figure 9*.
- **Step 4.** Select the course from which you generated the template and activities. By selecting the course, you will activate all the activities associated with it in the **Activities** view, situated to the right of the screen, as shown in *Figure 14*.

|     | 🚽 🖻 🥐 <del>今</del> 👱 🚥 <sub>z</sub> i 💆 | 1 🔏 🔳    | 🛍 🛃 00:30 🗸 🐟 🖳 🛃 🖓           | 7 - 0 0 0 - 0          |           |
|-----|---|----------|-------------------------------|------------------------|-----------|
| Vie | ews                                     | <b>P</b> | Activities                    |                        |           |
| Мо  | odules                                  |          | Name                          | Host Key 🔶 Description | Scheduled |
|     | Name                                    | - D( -   | 9                             |                        | 8         |
| 9   |   |          | >      Accountancy 1A Lecture | #SPLUS 18 2963         | <u> </u>  |
|     | Accelerated Algebra and Calculus for    | r Sc     | Accountancy 1A Tutorial/01    | #SPLUS623E71           |           |
|     | Accelerated Proofs and Problem Solv     | ring Sc  | ⊕ Accountancy 1A Tutorial/02  | #SPLUS623E73           |           |
| 5   | Accountancy 1A                          | Bu       | ⊕ Accountancy 1A Tutorial/03  | #SPLUS623E75           |           |
|     | Accountancy 1B                          | Bu       | ⊕ Accountancy 1A Tutorial/04  | #SPLUS623E77           |           |
|     | Accountancy 2A                          | Bu       | ⊕ Accountancy 1A Tutorial/05  | #SPLUS623E79           |           |
|     | Accountancy 2B                          | Bu       | ⊕ Accountancy 1A Tutorial/06  | #SPLUS623E7B           |           |
|     | Accounting                              | Bu       | ⊕ Accountancy 1A Tutorial/07  | #SPLUS623E7D           |           |
|     | Accounting (EMBA)                       | Bu       | ⊕ Accountancy 1A Tutorial/08  | #SPLUS623E7F           |           |
|     | Accounting (MBA)                        | Bu       | H4 4 1/31 ► HH + - 4          | m                      |           |
|     | Accounting and Everyday Life            | Bu       | Activities                    |                        |           |

Figure 15

Before you start to confirm the resource requirements for each activity, it is worth activating some key columns of information within the Activities spreadsheet view. This view will play a pivotal role in your ongoing use of **Enterprise Timetabler (ET)** so it is worth spending a bit of time experimenting with the various column options.

The suggested column layout can be found in Appendix 2.

**NB**. If you wish to add custom week patterns to activities: Right-click on the activity to change then select the option, 'Edit weeks'.

| A    | ctivities  |  |          |
|------|--|--|----------|
|      | Name   | 2                                      | Schedu   |
| 5    |  |  | E        |
|      | Economics 1 Tutorial SEM 1/13                    | Schedule                               |          |
|      | ⊕ Economics 1 Lecture SEM 1/1, Economics 1     ( | Unschedule                             |          |
|      | ⊕ Economics 1 Tutorial SEM 1/01, Economics 1     |  |          |
|      | ⊕ Economics 1 Tutorial SEM 1/02, Economics 1     | Schedule Special                       |          |
|      | ⊕ Economics 1 Tutorial SEM 1/03, Economics 1     | <u>R</u> eschedule                     |          |
|      |  | Unschedule Special                     |          |
|      | Economics 1 Tutorial SEM 1/05, Economics 1       | Edit Activity                          |          |
| Ľ    | 4 4 34/60 ▶ ₩ + - 4                              | Edit Weeks                             |          |
| L    | Activities                                       | Edit <u>R</u> esources                 |          |
|      | Iodule: Economics 1                              | View Related Problems                  |          |
| 1    | 5 10   | Delete Activity                        | 30       |
| lt.  | Combined Timetable Master Timetable Resc         | Generate From Template                 | <u> </u> |
| Ľ    | 8  9  10  11                                     |  |          |
|      | AM 30 00 30 00 30 00                             | Show Multi-view Timetable for Activity | 3        |
|      | Economics 1 Lutonal                              | Suggested Day/Time                     | LURON    |
| Mon. | SEM 1/01. Economics 1                            | <u>V</u> iew ►                         | ECON     |

Figure 16

This will show you a timeline of weeks as seen below. Click to select and deselect weeks, holding the 'Crtl' key to select multiple weeks.

| Activity names    | Economic | s 1 Tutorial | SEM 1/13 |            |    |    |    |    |    |    |    |
|-------------------|----------|--------------|----------|------------|----|----|----|----|----|----|----|
| Current weeks     | 8 - 16   |              |          |            |    |    |    |    |    |    |    |
| Keep current reso | urces 🔽  |              |          |            |    |    |    |    |    |    |    |
| 1 5               | 10 15    | 20           | 25       | <b>B</b> 0 | 35 | 40 | 45 | 50 | 55 | 60 | 65 |
|                   |          |              |          |            |    |    |    |    |    |    | ΤĹ |
| Add weeks         |          |              |          |            |    |    |    |    |    |    |    |
| Delete weeks      |          |              |          |            |    |    |    |    |    |    |    |
| Resulting weeks   | 8 - 16   |              |          |            |    |    |    |    |    |    |    |
|                   |          |              |          |            |    |    |    |    |    |    |    |

Figure 17

Otherwise, the pre-selected patterns should remain selected from ECP.

Your activities are now ready to have required days and times set against them.

- **Step 1.** Highlight one of the activities in your view. From the timetable grid view, directly beneath the activity spreadsheet view, select the tab labelled **Resources**
- **Step 2.** Select the + symbol directly adjacent to the category labelled **Day/Time**.
- **Step 3.** From the options provided, select the **Day** and the **Start Time** that will apply to the activity in question.
- **Step 4.** You can now confirm this requirement by clicking the **Change Requirement** button highlighted in *Figure 18.* You can select multiple days as a requirement against an activity.

| Name                          |                             |   | Host Key 🔺            | Activity Template Name                   | Activity Ty | Suggested Days | Suggested Time  | Required Location Names | Allocated Location Name | Zone Name |
|-------------------------------|-----------------------------|---|-----------------------|--|-------------|----------------|---|-------------------------|-------------------------|-----------|
| Accountance                   |                             | -   | #SPLUS 182963         | Accountancy 1A Lecture                   | *Lecture    |                |   |                         |                         | 10.00     |
|                               |                             | C. L. | C BOMAN COLUMN COLUMN | a strende der diest die der strende mehr |             | 2              |   |                         |                         | *George S |
| Accountance                   |                             |   | #SPLUS623E71          | Accountancy 1A Tutorial                  | *Tutorial   |                |   |                         |                         | *George S |
| Accountance                   | New York Control            | 10.00 (S) (S 10.00  | #SPLUS623E73          | Accountancy 1A Tutorial                  | *Tutorial   |                |   |                         |                         | *George S |
| Accountance                   | and the second              |   | #SPLUS623E75          | Accountancy 1A Tutorial                  | *Tutorial   |                |   |                         |                         | *George S |
| Accountance                   |                             |   | #SPLUS623E77          | Accountancy 1A Tutorial                  | *Tutorial   |                |   |                         |                         | *George S |
| Accountance                   |                             |   | #SPLUS623E79          | Accountancy 1A Tutorial                  | *Tutorial   |                |   |                         |                         | *George S |
| Accountance                   |                             | 3   | #SPLUS623E7B          | Accountancy 1A Tutorial                  | *Tutorial   |                |   |                         |                         | *George S |
| Accountance                   |                             |   | #SPLUS623E7D          | Accountancy 1A Tutorial                  | *Tutorial   |                |   |                         |                         | *George S |
| Accountance<br>4 1/31         |                             |   | #SPLUS623E7F          | Accountancy 1A Tutorial                  | *Tutorial   |                |   |                         |                         | *George S |
| mbined Timeta                 | able M                      | aster Timetab   |                       |  | 25          | 30             | 35  | 40                      | 45                      | 50        |
| mbined Timeta                 | able M                      | aster Timetab   |                       |  | 25          | 30             | 35  | 40<br>                  | 45<br>Hide All Require  |           |
| mbined Timeta                 | able M<br>.ecture           | aster Timetab<br>ements   |                       |  | 25          |                |   |                         |                         | ments     |
| mbined Timeta<br>untancy 1A L | able M<br>.ecture           | aster Timetab<br>ements<br>Day  |                       |  | 25          | 30             | iod 🔺 Start Tim   |                         |                         | ments     |
| mbined Timeta<br>untancy 1A L | able M<br>.ecture           | aster Timetab<br>ements<br>Day<br>Monday  |                       |  | 25          |                | iod  Start Tim 1 08:00  |                         |                         |           |
| mbined Timeta<br>untancy 1A L | able M<br>.ecture           | aster Timetab<br>ements<br>Day<br>Monday<br>Tuesday   | e Resources ML        |  | 25          |                | iod   |                         |                         | ments     |
| mbined Timeta<br>untancy 1A L | able M<br>.ecture           | aster Timetab<br>ements<br>Day<br>Monday<br>Tuesday<br>Wednesda   | e Resources ML        |  | 25          |                | iod   |                         |                         | ments     |
| mbined Timeta                 | able M<br>ecture<br>Require | aster Timetab<br>ements<br>Day<br>Monday<br>Tuesday<br>Wednesda<br>Thursday   | e Resources ML        |  | 25          |                | iod Start Tim<br>1 08:00<br>2 08:30<br>3 09:00<br>4 09:30           |                         |                         | ments     |
| mbined Timeta                 | able M<br>ecture<br>Require | aster Timetab<br>ements<br>Day<br>Monday<br>Tuesday<br>Wednesda<br>Thursday<br>Friday   | e Resources ML        |  | 25          |                | od Start Tim<br>1 08:00<br>2 08:30<br>3 09:00<br>4 09:30<br>5 10:00 |                         |                         | ments     |
| mbined Timeta<br>untancy 1A L | able M<br>ecture<br>Require | aster Timetab<br>ements<br>Day<br>Monday<br>Tuesday<br>Wednesda<br>Thursday   | e Resources ML        |  | 25          |                | iod Start Tim<br>1 08:00<br>2 08:30<br>3 09:00<br>4 09:30           |                         |                         | ments     |

Figure 18

By confirming this requirement you will notice that the **Suggested Days** and **Suggested Time** columns (in the activity spreadsheet view) now display confirmation of this requirement, as shown in *Figure 18*.

|   | Name                         | Host Key 🔺    | Activity Template Name  | A shire the Tax | Suggested Days  | Suggested Time | Required Location Names | Allocated Location Name |
|---|------------------------------|---------------|-------------------------|-----------------|-----------------|----------------|-------------------------|-------------------------|
|   | Ndiffe                       | HOST KEY      | Activity remplate Name  | Activity Ty     | Suggested Days  | suggested time | Required Location Names | Allocated Location Name |
| 8 |                              |               |                         | _               |                 |                |                         |                         |
| > | Accountancy 1A Lecture       | #SPLUS 182963 | Accountancy 1A Lecture  | *Lecture        | Monday,Tuesday, | 11:00          |                         |                         |
|   |                              | #SPLUS623E71  | Accountancy 1A Tutorial | *Tutorial       |                 |                |                         |                         |
|   | Accountancy 1A Tutorial/02   | #SPLUS623E73  | Accountancy 1A Tutorial | *Tutorial       |                 |                |                         |                         |
|   | ⊕ Accountancy 1A Tutorial/03 | #SPLUS623E75  | Accountancy 1A Tutorial | *Tutorial       |                 |                |                         |                         |
|   | ⊕ Accountancy 1A Tutorial/04 | #SPLUS623E77  | Accountancy 1A Tutorial | *Tutorial       |                 |                |                         |                         |
|   | ⊕ Accountancy 1A Tutorial/05 | #SPLUS623E79  | Accountancy 1A Tutorial | *Tutorial       |                 |                |                         |                         |



You can also bulk-edit activities when setting requirements against them. It may be that a number of activities will run on the same day and time, or it may be they will all require the same room.

- Step 5. From the activity spreadsheet view, you can bulk-select activities by usingCTRL+mouse-click, to select the number of activities that you need. As shown in *Figure 20*
- **Step 6.** You can now set the necessary requirements within the Resource tab, which will be applied to all highlighted activities. As per steps 2-4 above.

| Name  |                             |  | Host Key 4                             | Activity Template Name  | Activity Ty | Suggested Days      | Suggested Time  | Required Location Names    | Allocated Location Name   | Zone Nam             |
|---|-----------------------------|--|--|-------------------------|-------------|---------------------|---|----------------------------|---------------------------|----------------------|
| Accountan                                   | ncy 1A Lec                  | ture   | #SPLUS 1B2963                          | Accountancy 1A Lecture  | *Lecture    | Monday,Tuesday,.    | . 11:00   |                            |                           | *George S            |
| Accountant                                  | icy 1A Tut                  | orial/01   | #SPLUS623E71                           | Accountancy 1A Tutorial | *Tutorial   |                     |   |                            |                           | *George S            |
| Accountan                                   | ncy 1A Tut                  | orial/02   | #SPLUS623E73                           | Accountancy 1A Tutorial | *Tutorial   |                     |   |                            |                           | *George S            |
| Accountan                                   | ncy 1A Tut                  | orial/03   | #SPLUS623E75                           | Accountancy 1A Tutorial | *Tutorial   |                     |   |                            |                           | *George S            |
| Accountan                                   | ncy 1A Tut                  | orial/04   | #SPLUS623E77                           | Accountancy 1A Tutorial | *Tutorial   |                     |   |                            |                           | *George S            |
| Accountan                                   | ncy 1A Tut                  | orial/05   | #SPLUS623E79                           | Accountancy 1A Tutorial | *Tutorial   |                     |   |                            |                           | *George S            |
| Accountan                                   | icy 1A Tut                  | orial/06   | #SPLUS623E7B                           | Accountancy 1A Tutorial | *Tutorial   |                     |   |                            |                           | *George S            |
| Accountan                                   | ney 1A Tut                  | orial/07   | #SPLUS623E7D                           | Accountancy 1A Tutorial | *Tutorial   |                     |   |                            |                           | *George S            |
| Accountan                                   | ncy 1A Tut                  | orial/08   | #SPLUS623E7F                           | Accountancy 1A Tutorial | *Tutorial   |                     |   |                            |                           | *George S            |
| tivities                                    | 5                           | 1<br>aster Timetab   | <u>eeee</u> e                          |                         | 25          | 30                  | 35  | 40                         | 45                        | 50                   |
| 7/31 ctivities  pmbined Timet puntancy 1A 1 | 5<br>table Mi<br>Tutorial/0 | 1<br>aster Timetab<br>1, Accountan   | e Resources M                          |                         |             |                     |   |                            | ccountancy 1A Tutorial/07 | 7, Accounta          |
| ombined Timet                               | 5                           | 1<br>aster Timetab<br>1, Accountan   | e Resources M                          | ulti-view Timetable     |             |                     |   |                            |                           | 7, Accounta          |
| ctivities                                   | 5<br>table Mi<br>Tutorial/0 | aster Timetab<br>1, Accountan<br>ments   | e Resources M                          | ulti-view Timetable     |             | ial/04, Accountancy | 1A Tutorial/05, Acc   | ountancy 1A Tutorial/06, A | ccountancy 1A Tutorial/07 | 7, Accounta          |
| mbined Timet                                | 5<br>table Mi<br>Tutorial/0 | 1<br>aster Timetab<br>1, Accountan   | e Resources M                          | ulti-view Timetable     |             |                     | 1A Tutorial/05, Acc   | ountancy 1A Tutorial/06, A | ccountancy 1A Tutorial/07 | 7, Accounta<br>ments |
| mbined Timet                                | 5<br>table Mi<br>Tutorial/0 | 1<br>aster Timetab<br>1, Accountan<br>ments<br>Day   | e Resources M                          | ulti-view Timetable     |             | ial/04, Accountancy | 1A Tutorial/05, Acc   | ountancy 1A Tutorial/06, A | ccountancy 1A Tutorial/07 | 7, Accounta          |
| mbined Timet                                | 5<br>table Mi<br>Tutorial/0 | 1<br>aster Timetab<br>1, Accountan<br>ments<br>Day<br>Monday                                     | e Resources M<br>cy 1A Tutorial/02, Ac | ulti-view Timetable     |             | ial/04, Accountancy | 1A Tutorial/05, Acc<br>od Alsonation Start Tim<br>1 08:00                       | ountancy 1A Tutorial/06, A | ccountancy 1A Tutorial/07 | 7, Accounta          |
| tivities<br>mbined Timet<br>ountancy 1A T   | 5<br>table Mi<br>Tutorial/0 | 1<br>aster Timetab<br>1, Accountan<br>ments<br>Day<br>Monday<br>Tuesday                          | e Resources M<br>cy 1A Tutorial/02, Ac | ulti-view Timetable     |             | ial/04, Accountancy | 1A Tutorial/05, Acc<br>od Start Tim<br>1 08:00<br>2 08:30                       | ountancy 1A Tutorial/06, A | ccountancy 1A Tutorial/07 | 7, Accounta          |
| tivities<br>mbined Timet<br>ountancy 1A T   | 5<br>table Mi<br>Tutorial/0 | 1<br>aster Timetab<br>1, Accountan<br>iments<br>Day<br>Monday<br>Tuesday<br>Wednesda             | e Resources M<br>cy 1A Tutorial/02, Ac | ulti-view Timetable     |             | ial/04, Accountancy | 1A Tutorial/05, Acc<br>ad Start Tim<br>1 08:00<br>2 08:30<br>3 09:00            | ountancy 1A Tutorial/06, A | ccountancy 1A Tutorial/07 | 7, Accounta<br>ments |
| mbined Timet                                | 5<br>table Mi<br>Tutorial/0 | 1<br>aster Timetab<br>1, Accountan<br>iments<br>Day<br>Monday<br>Tuesday<br>Wednesda<br>Thursday | e Resources M<br>cy 1A Tutorial/02, Ac | ulti-view Timetable     |             | ial/04, Accountancy | 1A Tutorial/05, Acc<br>ad Start Tim<br>1 08:00<br>2 08:30<br>3 09:00<br>4 09:30 | ountancy 1A Tutorial/06, A | ccountancy 1A Tutorial/07 | 7, Accounta          |

Figure 20

### 4.2 Working in Request Mode

Your activities are now in a position to be allocated rooms, or **Locations** as they are referred to in Scientia Enterprise. Locations are requested for an external location controller to approve. We will now look at how the request process works.

From the main toolbar select Request Mode, as shown in Figure 21

|     | <u>File Edit V</u> iew <u>S</u> cheduling Ag | tions      | To |
|-----|--|------------|----|
| : 6 | a 🗈 🗶 🥱 🔦 💷 🖕 i 👿 🕯                          | g 🔳        | 1  |
| Vie | ws   | <b>- P</b> | A  |
| Mo  | dules  | •          |    |
| 9   | Name 🔺 🎙                                     | De         |    |
|     | Accelerated Algebra and Calculus for         | Sc         |    |
|     | Accelerated Proofs and Problem Solving       | Sc         |    |
| >   | Accountancy 1A                               | Bu         |    |
|     | Accountancy 1B                               | Bu         |    |

Figure 21

Once you have entered **Request Mode**, this status is confirmed by way of a symbol in ET's bottom menu bar, directly adjacent to confirmation of your UUN, as shown in *Figure 22* 

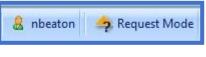


Figure 22

**Step 1.** Click on the **Resources** tab directly above the timetable grid view.

**Step 2.** Click on the + symbol to activate the **Locations** section, as shown in *Figure 20* 

- **Step 3.** Now change the numerical value in the **Number** box from 0 to 1
- Step 4. Now expand the side-arrow of the Suitabilities box to activate a list of available options. Now select the suitability requirements for your activity. At least suitability categories 1 & 2 must be selected. Remember that the more suitabilities are added, the narrower the scope of your search will become.

| Acc | ay/Time                                  | Requirements<br>+                        |                              |        |
|-----|--|--|------------------------------|--------|
|     |  | Requirements                             |                              |        |
|     |  |  |                              |        |
|     | ombined Time                             |  | Resources Multi-view Time    | etable |
|     |  | table Master Timetable                   | Resources Multi-view Time    |        |
| 1   | icuviues                                 | 5 10                                     | 15                           |        |
| -   | 2/31<br>ctivities                        | • • • + - •                              |                              |        |
|     |  | ncy 1A Tutorial/08                       | #SPLUS623E7F                 | Accou  |
| 1   | Accountar                                | ncy 1A Tutorial/07                       | #SPLUS623E7D                 | Accou  |
| 1   | ⊕ Accountar                              | ncy 1A Tutorial/06                       | #SPLUS623E7B                 | Accou  |
| T   |  | ncy 1A Tutorial/05                       | #SPLUS623E79                 | Accou  |
|     |  | ncy 1A Tutorial/04                       | #SPLUS623E75                 | ACCOL  |
| -   |  | ncy 1A Tutorial/02<br>ncy 1A Tutorial/03 | #SPLUS623E73<br>#SPLUS623E75 | ACCOL  |
| -   | Contraction of the local division of the | ncy 1A Tutorial/01                       | #SPLUS623E71<br>#SPLUS623E73 | Accou  |
| >   | Services and the                         | ncy 1A Lecture                           | #SPLUS 1B2963                | Accou  |

Figure 23

**Step 5.** Once you have selected your suitabilities, move them across from the **Available** to the **Selected** section, as shown in *Figure 23*.

|            | Requirements |     |                              |       |                              |   |     |                            |       | Hide All Requirements |
|------------|--------------|-----|------------------------------|-------|------------------------------|---|-----|----------------------------|-------|-----------------------|
| Location   | - Number     | Sui | tabilities                   |       |                              | I | Man | ual selection              |       |                       |
|            | 1 🔹          |     | Name                         | A Per | mi                           |   |     | Name                       | Permi | -                     |
|            |              |     | 1. Centrally Allocated Space |       |                              |   |     | Concourse (Appleton Tower) | Full  |                       |
|            |              | E   | 5                            |       |                              |   |     | F.21                       | Full  |                       |
|            |              |     |                              |       |                              |   |     | G.01                       | Full  |                       |
|            |              |     |                              |       |                              |   |     | G.02                       | Full  |                       |
|            |              | -   |                              |       |                              |   |     | G.05                       | Full  | •                     |
| 1          |              |     | Available                    |       | Selected                     |   |     |                            |       | diama basis           |
|            |              |     | Name                         | •     | Name                         |   |     |                            |       | Change Requiremen     |
| Reasons    |              |     | 2. Foyer                     |       | 1. Centrally Allocated Space |   |     |                            |       |                       |
| Reason Typ | )e           |     | 2. General Teaching          | Þ     |                              |   | -   |                            |       |                       |
| ,          |              |     | 2. Group Study               | 4     |                              |   |     |                            |       |                       |
|            |              |     | 2. Gym                       |       |                              |   |     |                            |       |                       |
|            |              |     | 2. Hall                      |       |                              |   |     |                            |       |                       |
|            |              |     | 2. Laboratory                | *     |                              |   |     |                            |       |                       |

Figure 24

- **Step 6.** Now close the suitabilities list and select the **Change Requirement** button to confirm your selections.
- **Step 7.** To Request without a specific location you need to only put in suitabilities and click change requirement. Then click search in Location and accept this will then become a Pending Request out, and you will be assigned a room that meets these suitabilities.

**NB.** When you search for a location there will be no rooms appearing that are centrally allocated as they have been constrained.

| Activit       | ies                                  |                      |                      |           |  |   |           |           |                         |         |
|---------------|--------------------------------------|----------------------|----------------------|-----------|--|---|-----------|-----------|-------------------------|---------|
| Nam           | ne 🔺                                 | Host Key             | Description          | Scheduled | Required Location Names                          | Zone Name   | Suggested | Suggested | Allocated Location Name | User T  |
| 2             |                                      |                      |                      | 8         |  |   |           |           |                         |         |
| ⊕A            | Aquatic Systems - Lecture            | #SPLUS936C8E         |                      | V         | Lecture Theatre 201                              | Geology/Ge  | Monday    | 15:00     | Lecture Theatre 201     | Geolog  |
| > 🕀 A         | Aquatic Systems/1                    | #SPLUS4B76B1         |                      |           |  | 7 Bristo Squ  | Tuesday   | 10:00     |                         |         |
| Activiti      |                                      |                      | 25                   |           |  |   |           |           |                         |         |
| 1             | 5 10                                 | 0 15                 | 20                   | 25        | 30 35  | 40  | 45        | 50        | 55 60                   |         |
|               | ned Timetable Master Ti<br>Systems/1 | imetable Resource    | Multi-view Timetable |           |  |   |           |           |                         |         |
|               | Requirements                         |                      |                      |           | Hide All R                                       | lequirements  | Current   |           | Sea                     | rch All |
| Day/Ti        | i <b>me</b> <sup>+</sup> Tuesday     |                      |                      | 10:00     |  |   |           |           |                         | earch   |
| Locatio       | on <sup>–</sup> Number               | Suitabilities        |                      | Ma        | anual selection                                  |   | N         | lame      | Permi Departm           | en :    |
|               | 1\$                                  | Name<br>1. Centrally | Allocated Space      | ,         | 1.203 Req<br>1.204 Req<br>1.206 Req<br>1.208 Req | mi  uest uest uest uest uest uest vest vest vest vest | 4         |           | m                       | •       |
| <b>₽</b> ,-+2 | <u>+</u>                             |                      |                      |           | Chi  | ange Requiremen                                       | t         | A         | ccept Cance             |         |

Figure 25

Step 8. If you need a specific location, this will mean that during the allocation process it will only look for this one room. To select the room in manual selection highlight the required location and then click search in Location and accept\*\* this will then become a Pending Request out for this specific location.

| - Number | Suitabilit | ies                       |       | Mar | nual selection |            |           | Name | A Pern | ni Departmen |
|----------|------------|---------------------------|-------|-----|----------------|------------|-----------|------|--------|--------------|
| 1 🗘      | Nan        | ne 🔺                      | Permi |     | Name           | A Permi    |           |      |        |              |
|          | 1. 0       | Centrally Allocated Space |       |     | 1.203          | Request    | =         |      |        |              |
|          | 1          |                           |       |     | 1.204          | Request    |           |      |        |              |
|          | 3.5        |                           |       |     | 1.206          | Request    |           |      |        |              |
|          |            |                           |       |     | 1.208          | Request    |           |      |        |              |
|          |            |                           |       |     | 13A            | Request    | -         |      |        |              |
|          |            |                           |       |     |                |            |           |      | JIII.  |              |
| -        |            |                           |       |     |                |            |           |      |        |              |
|          |            |                           |       |     |                | Change Red | quirement |      | Accept | Cancel       |
|          |            |                           |       |     |                |            |           |      |        |              |

Figure 26

**NB.** If you click change requirement when manually selecting a location you will get the following error message.

| Enterprise | Timetabler                         |                 |
|------------|------------------------------------|-----------------|
| 1          | You need to have full permission o | <br>equirement. |

Figure 27

Click OK and then click search and accept, and the location will be requested. If there are locations appearing in the location search box if you have manually selected a room this will supersede the options that are free.

Step 9. Within the list of displayed locations you can use the Column Chooser and
 Customization functionality, covered earlier, to activate additional, useful columns related to Zones (confirmation of building) and Department Name (confirmation of owning dept) to help you decide which location to request.

By clicking back on the **Combined Timetable** tab, you will now see that the activity is scheduled, with two key additional pieces of information on display, as shown in *Figure 28*:

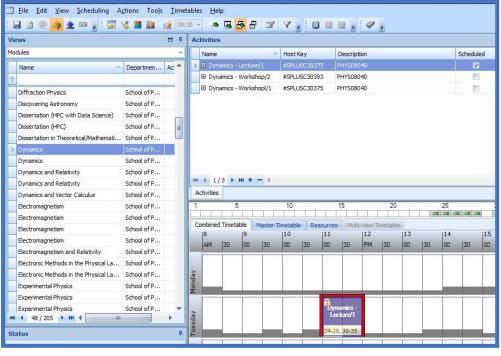


Figure 28

- **Step 10.** The activity has a padlock symbol which indicates is locked by a resource request that requires intervention and confirmation by the resource owner.
- **Step 11.** The activity also contains an amber triangle, which is a visual confirmation that the activity exists in **Request Mode.**
- **Step 12.** Requestors are also advised to activate the **Request Deny Text** column within their activity spreadsheet view, in order to monitor reasons for any requests denied by a location 'Gatekeeper'.

Once the activity is confirmed as a request, the **Pending Requests (out)** filter, situated in the **Status** view will increase in value by one, as shown in *Figure 29.* You can click on this button to instantly filter to all requests for which you are awaiting confirmation by the location controller.



The "Allocated Location Name" will remain empty until the TTU/Gatekeeper has allocated a location to your activity

| (H) ET (UOE1516)                                |   | - T                                |                         | -                     |      |                 | -                       |    |
|---|---|------------------------------------|-------------------------|-----------------------|------|-----------------|-------------------------|----|
| <u>File Edit View Scheduling Actions To</u>     | oo <u>l</u> s <u>T</u> imetables <u>H</u> elp |                                    |                         |                       |      |                 |                         |    |
| 🚽 🗈 🤀 ᆃ 全 🚥 🖌 📓 🏹 🔳 I                           | 🛄 🛃 00 🖂 🛋                                    | 😼 🗗 🗹 🔽 🔰 🔘 🔘                      | i 🗟 🗸 🛷 🗸               |                       |      |                 |                         |    |
| Views 🗖 🗜                                       | Activities                                    |                                    |                         |                       |      |                 |                         |    |
| Modules   | Name 🔺  | Module Name                        | Named Availability Name | Teaching Week Pattern | Size | Zone Name       | Allocated Location Name | Ac |
| Name  | 4   |                                    |                         |                       |      |                 |                         |    |
| 4   | IAD BET Workshop                              | Institute for Academic Development | * SEM 2                 | 23-27, 29-34          | 20   | Outreach Centre | 81.11-1                 | *W |
| Insolvency Law                                  | IAD Time Management                           | Institute for Academic Development |                         | 7                     | 30   | Outreach Centre |                         | *S |
| Institute for Academic Development              |   |                                    |                         |                       |      |                 |                         |    |
| Institutions and Policies of the European Union |   |                                    |                         |                       |      |                 |                         |    |
|   |   |                                    |                         |                       |      |                 |                         |    |

Figure 30

# 5. Jointly Taught Activities

Occasionally, some courses will be taught in the same class. To create a Jointly Taught activity, the process is the same as creating a regular activity as above. Activities are Jointly Taught when two activities are linked together to be taught simultaneously.

To link together two jointly taught courses go to Enterprise Timetabler.

- **Step 1.** In the modules view, search the module and then highlight the activity which you wish to join.
- Step 2. From the main drop-down menu labelled Actions select the option labelled Jointly Taught Activity. This will open the Jointly Taught activities window.

| A <u>c</u> t | ions | Too <u>l</u> s     | <u>T</u> imetables | <u>H</u> elp |
|--------------|------|--------------------|--------------------|--------------|
| Y            | Joir | ntly Taug          | ht Activity        |              |
| X            | Spl  | it <u>J</u> ointly | Taught Activit     | y            |
|              | Pro  | blems              |                    | ►            |
|              | Reg  | juests             |                    | •            |
| -            | Boo  | oking              |                    | •            |

Figure 31

**Step 3.** In the **Candidates for Sharing** section, select the module which contains the activities you wish to join. Right-click the module drop-down to select 'auto-filter row' to search more quickly. The options available to be joined will be displayed below. Only activities with a matching week pattern and duration will be displayed.

| x |                       | -                        |          |   | ties   | Taught Activiti  | Jointly |
|---|-----------------------|--------------------------|----------|---|--|--|---------|
|   |                       |                          |          | A     Sort Ascending       A     Sort Descending       Clear Sorting  |  | neral Options<br>Activities curren   |         |
|   |                       |                          |          | Group By This Column Show Group By Box  |  | Activity Name<br>Description   |         |
|   | Description           | Host Key<br>#SPLUSCA4B72 | -        | Remove This Column<br>Column Chooser<br>Rest Fit  |  | Name   |         |
|   |                       | #SPLUSCA4862             |          | Best Fit (all columns)  | 1 Tutorial   | Economics :  |         |
|   | <b>F</b>              |                          |          | Show Find Panel Show Auto Filter Row Cefault Alignment  | _  | •  |         |
|   | Edit Selected Parents |                          | <b>V</b> | Align Left<br>Align Centre<br>Align Right   | sharing  | Candidates for s   |         |
|   | · ·                   |                          |          | Use multi-item popup filter   | Economi  | Module   |         |
|   |                       |                          |          | omics 1 (VS1) omics 2   | > Econor   | Name     Seconomics 1  |         |
|   |                       |                          |          | omics 2 (VS1)<br>omics and Innovation i<br>omics for Postoraduates  | Econor<br>Econor   | Economics 1<br>Economics 1   | er      |
|   | Edit Selected Parents | #SPLUSCA4B72             | ×        | <ul> <li>Column Chooser</li> <li>Best Fit<br/>Best Fit (all columns)</li> <li>Filter Editor<br/>Show Find Panel</li> <li>Show Auto Filter Row</li> <li>Default Alignment<br/>Align Left<br/>Align Centre<br/>Align Right</li> <li>Use multi-item popup filter</li> <li>e</li> <li>comics 1 (VS1)</li> <li>comics 2 (VS1)</li> </ul> | sharing<br>Economi<br>Sharing<br>Economi<br>Economi<br>Economi<br>Economi<br>Economi | Candidates for s Module Name Economics 1 Candidates for s | er .    |

Figure 32

**Step 4.** Select the correct activity and click the blue 'up' arrow to join the activities together. Additional activities can be added by following the same process.

| Activities curre   | ntly sharing the jointly taught activ   | rity |                              |                                    |              |
|--|---|------|------------------------------|------------------------------------|--------------|
| Activity Name  | Economics 1 Tutorial SEM 1/13   |      |                              |                                    |              |
| Description  |   |      |                              |                                    |              |
| Primary Activity   | Economics 1 Tutorial SEM 1/13   |      |                              |                                    | •            |
| Name   |   |      | <ul> <li>Host Key</li> </ul> | Description                        |              |
| Economics  | 1 Tutorial SEM 1/13   |      | #SPLUSCA4862                 |                                    |              |
| •  |   | Ш    |                              |                                    | •            |
| Candidates for   | sharing   |      |                              | Edit Sele                          | cted Parents |
|  | sharing<br>Economics 1 (VS1)  |      |                              | Edit Sele                          |              |
| Candidates for   |   |      |                              | Edit Sele                          |              |
| Candidates for<br>Module   |   |      | ▼ Ho                         |                                    | cted Parents |
| Candidates for<br>Module   | Economics 1 (VS1)   |      | #5                           | st Key<br>PLUSCA4B72               | cted Parents |
| Candidates for<br>Module<br>Name<br>Construction<br>Economics<br>Economics | Economics 1 (VS1) 1 (VS1) Tutorial/22 1 (VS1) Tutorial/17                     |      | #S                           | st Key<br>PLUSCA4B72<br>PLUSCA4B7C | cted Parents |
| Candidates for<br>Module<br>Name<br>Construction<br>Economics<br>Economics | Economics 1 (VS1)   |      | #S                           | st Key<br>PLUSCA4B72               | cted Parents |
| Candidates for<br>Module<br>Name<br>Construction<br>Economics<br>Economics | Economics 1 (VS1) 1 (VS1) Tutorial/22 1 (VS1) Tutorial/17                     |      | #S                           | st Key<br>PLUSCA4B72<br>PLUSCA4B7C | cted Parents |
| Candidates for<br>Module<br>Name<br>Construction<br>Economics<br>Economics | Economics 1 (VS1) 1 (VS1) Tutorial/22 1 (VS1) Tutorial/17 1 (VS1) Tutorial/13 |      | #S                           | st Key<br>PLUSCA4B72<br>PLUSCA4B7C | cted Parents |



**Step 5.** Once all the activities required have been added to the jointly taught activity select the **Options** tab at the top of the jointly taught activities window.

**Step 6.** Using the Options tab, you can edit what information the created activity will inherit from its parent activities.

Click **ALL** for name, size, location and staff. This will merge the two activity names, the group size, locations, and required staff in the Jointly Taught activity created.

If you do not click **ALL**, the Jointly Taught activity will inherit the name, size, etc, of *one* of the parent activities.

|                | tions                                       |  |             |   |
|----------------|---|--|-------------|---|
| The combined a | activity should be created using properties | s from the primary or all parents as follows | 5:          |   |
|                | Primary                                     | All  |             |   |
| Name           | O   | ۲  | Separator , |   |
| Size           | O   | ۲  |             |   |
| Location       | Ø   | ۲  |             |   |
| Staff          | O   | ۲  |             |   |
| Equipment      | ۲   | ۲  |             |   |
|                | Primary                                     | All  | None        |   |
| Groups         | ۲   | ©  | O           |   |
| Tags           | ۲   | ٥  | 0           |   |
|                |   |  |             |   |
|                |   |  |             |   |
|                |   |  |             |   |
|                |   |  |             | İ |
|                |   |  |             |   |
|                |   |  |             |   |
|                |   |  | OK Cancel   |   |
|                |   |  |             |   |

**Step 7.** Click **OK** to confirm your changes.

**Step 8.** A new joint activity will be created that will share the properties of the parents.

To see whether an activity is jointly taught, it's helpful to use the **Jointly Taught Parents** column on Timetabler. This will allow you to see which activities make up the Joint activity.

| Jointly Taught Parents   |   |
|--|---|
| Economics 1 (VS1) Lecture SEM 1/1,Economics 1 Lecture SEM 1  |   |
| Economics 1 (VS1) Tutorial/01,Economics 1 Tutorial SEM 1/01<br>Economics 1 (VS1) Tutorial/02,Economics 1 Tutorial SEM 1/02 |   |
| Economics 1 (VS1) Tutorial/03, Economics 1 Tutorial SEM 1/03   |   |
| Economics 1 (VS1) Tutorial/04,Economics 1 Tutorial SEM 1/04<br>Economics 1 (VS1) Tutorial/05,Economics 1 Tutorial SEM 1/05 | _ |
|  |   |

**NB**. Jointly taught activities' days and times cannot be edited even when unscheduled. To edit, the activity must be split, edited in its separate parts, and joined again.



## 6.1 Appendix 1 – Glossary of Terms

Enterprise - The timetabling system (contains ECP and ET)

**TED Portal** – This is the portal where you can launch the suite of Enterprise packages you will need to do your timetabling work

Department - This denotes the School, Unit or College your user profile is attributed to

Module - Enterprise's word for "Course"

**Activity Template** – This is the building block for each discrete type of event that will happen in each module

**Activity** – This is an event or set of identical events, generated out of the over-arching Activity Template (e.g. a group of tutorials that each student has to attend one of). Activities are what appear on the web timetables for all to see

**Activity Type** – This is a label for an activity which can be used to highlight what type of event the activity is e.g. \*Lecture, \*Tutorial, \*Workshop, \*Meeting

**Planned Size** –This is number of students you expect to have in a room for an activity. This helps Enterprise allocate locations accurately to activities.

Location - Enterprise's word for "Room"

Zone – This is Enterprise's word for a building (or collection of buildings)

**Named Availability** – This is the term used to denote a collection of weeks in the database (e.g. SEM1, SEM2)

**Suitabilities** – These are the parameters that each location contains which clarify who controls it, what its purpose is, the default layout and what Audio Visual kit it contains.

| DATABASE WEEK NO | w/c        | VACATION PERIOD 3   | DATABASE WEEK NO | w/c        | VACATION PERIOD 2      | DATABASE WEEK NO | w/c        | VACATION PERIOD 3    |
|------------------|------------|---------------------|------------------|------------|------------------------|------------------|------------|----------------------|
| 1                | 23/07/2018 | VAC3 - 9            | 23               | 24/12/2018 | VAC1 - 2               | 45               | 27/05/2019 | VAC3 - 1             |
| 2                | 30/07/2018 | VAC3 - 10           | 24               | 31/12/2018 | VAC1 - 3               | 46               | 03/06/2019 | VAC3 - 2             |
| 3                | 06/08/2018 | VAC3 - 11           | 25               | 07/01/2019 | VAC1-4                 | 47               | 10/06/2019 | VAC3 - 3             |
| 4                | 13/08/2018 | VAC3 - 12           | DATABASE WEEK NO | w/c        | SEMESTER 2             | 48               | 17/06/2019 | VAC3 - 4             |
| 5                | 20/08/2018 | VAC3 - 13           | 26               | 14/01/2019 | SEM2 - 1               | 49               | 24/06/2019 | VAC3 - 5             |
| 6                | 27/08/2018 | VAC3 - 14           | 27               | 21/01/2019 | SEM2 - 2               | 50               | 01/07/2019 | VAC3 - 2             |
| 7                | 03/09/2018 | VAC3 - 15           | 28               | 28/01/2019 | SEM2 - 3               | 51               | 08/07/2019 | VAC3 - 3             |
| DATABASE WEEK NO | w/c        | WELCOME WEEK        | 29               | 04/02/2019 | SEM2 - 4               | 52               | 15/07/2019 | VAC3 - 4             |
| 8                | 10/09/2018 | WELCOME - 1         | 30               | 11/02/2019 | SEM2 - 5               | DATABASE WEEK NO | w/c        | Not part of database |
| DATABASE WEEK NO | w/c        | SEMESTER 1          | DATABASE WEEK NO | w/c        | FLEXIBLE LEARNING WEEK | 53               | 22/07/2019 | n/a - unbookable     |
| 9                | 17/09/2018 | SEM1 - 1            | 31               | 18/02/2019 | SEM 2 - FLEX           | 54               | 29/07/2019 | n/a - unbookable     |
| 10               | 24/09/2018 | SEM1 - 2            | DATABASE WEEK NO | w/c        | SEMESTER 2 (continued) | 55               |            | n/a - unbookable     |
| . 11             | 01/10/2018 | SEM1 - 3            | 32               | 25/02/2019 | SEM2 - 6               | 56               |            | n/a - unbookable     |
| 12               | 08/10/2018 | SEM1 - 4            | 33               | 04/03/2019 | SEM2 - 7               | 57               |            | n/a - unbookable     |
| 13               | 15/10/2018 | SEM1 - 5            | 34               | 11/03/2019 | SEM2 - 8               | 58               | 26/08/2019 | n/a - unbookable     |
| 14               | 22/10/2018 | SEM1 - 6            | 35               | 18/03/2019 | SEM2 - 9               | 59               |            | n/a - unbookable     |
| 15               | 29/10/2018 | SEM1 - 7            | 36               | 25/03/2019 | SEM2 - 10              | 60               | 09/09/2019 | n/a - unbookable     |
| 16               | 05/11/2018 | SEM1 - 8            | 37               | 01/04/2019 | SEM2 - 11              | 61               |            | n/a - unbookable     |
| 17               | 12/11/2018 | SEM1 - 9            | DATABASE WEEK NO | wic        | VACATION PERIOD 2      | 62               | 23/09/2019 | n/a - unbookable     |
| 18               | 19/11/2018 | SEM1 - 10           | 38               | 08/04/2019 | VAC2 - 1               | 63               | 30/09/2019 | n/a - unbookable     |
| 19               | 26/11/2018 | SEM1 - 11           | 39               | 15/04/2019 | VAC2-2                 | 64               |            | n/a - unbookable     |
| DATABASE WEEK NO | w/c        | REVISION PERIOD 1   | DATABASE WEEK NO | wic        | REVISION PERIOD 2      | 65               | 14/10/2019 | n/a - unbookable     |
| 20               | 03/12/2018 | REV1 - 1 / EXAM1 -1 | 40               | 22/04/2019 | REV2 - 1               |                  |            |                      |
| DATABASE WEEK NO | w/c        | EXAM PERIOD 1       | DATABASE WEEK NO | w/c        | EXAM PERIOD 2          | ]                |            |                      |
| 21               | 10/12/2018 | EXAM1 - 2           | 41               | 29/04/2019 | EXAM2 - 1              | ]                |            |                      |
| 22               | 17/12/2018 | EXAM1 - 3/VAC1 - 1  | 42               | 06/05/2019 | EXAM2 - 2              | ]                |            |                      |
|                  |            |                     | 43               | 13/05/2019 | EXAM2 - 3              | ]                |            |                      |
|                  |            |                     | 44               | 20/05/2019 | EXAM2 - 4              | ]                |            |                      |
|                  |            |                     |                  |            |                        | -                |            |                      |
| VACATIONS        | FRESHERS   | SEMESTERS           | EXAMS            | FLEXIBLE   | REVISION               | 1                |            |                      |

# 6.2 Appendix 2 – Database Week Key

## 6.3 Appendix 3- Suggested Enterprise Timetabler Activity Column Layout

Right-hand click on the column headers, select **Column Chooser** to activate the **Customization window.** Drag and drop into the Activities view the following column headers:

| Name                    |
|-------------------------|
| Activity Template Name  |
| Activity Type Name      |
| Host Key                |
| Teaching Week Pattern   |
| Suggested Days          |
| Suggested Time          |
| Duration                |
| Planned Size            |
| Real Size               |
| Named Availability Name |
| Required Location Names |
| Allocated Location Name |
| User Text 5             |
| Zone Name               |
|                         |

Optional: Jointly Taught Parents Activity Dates (Range)

|   | Name 🔶                | Host Key | Scheduled | Activity Type Name | Allocated Location Name | Activity Template Name | Named Availability Name | Required Location Names | Size | Suggested Days | Suggested Time | User Text 5 | Zone Name   |
|---|-----------------------|----------|-----------|--------------------|-------------------------|------------------------|-------------------------|-------------------------|------|----------------|----------------|-------------|-------------|
| 0 | Youth Culture, Medi   | #SPLUSA2 | V         | *Seminar           | LG.11                   | Youth Culture, Media a | * SEM 2                 |                         | 6    | 0 Thursday     | 11:00          | David Hume  | *Central    |
| 6 | ∋ Youth Culture, Medi | #SPLUS3C | 1         | *Seminar           | Meeting Room 1          | Youth Culture, Media a |                         | Meeting Room 1          | 1    | 2 Thursday     | 14:00          | Chrystal Ma | Chrystal Ma |

Columns can also be re-arranged in any order by clicking and dragging a column header and releasing it in a newly preferred position.