WORKING WITH TRAVEL CONTRAINT REPORT

(MODERN VIEW)

The Travel Constraint report is available to run via the BI Suite (SAP BusinessObjects).

This report provides information on students who are enrolled on back to back activities **in different location zones**, e.g. a class in Kings Buildings followed by a class in the Central area. Such enrolments create a travel constraint, causing difficulties for students to arrive to their following classes on time. This information could be particularly useful for personal tutors and student support staff who are looking to optimise students' timetables and ensure there are no travel complications.

How to access Travel Constraint report

The report can be accessed via **BI Suite**, through the following pathway: Folders >> Public Folders >> SASG: Student Systems >> Officially Dev & Maintained >> Student >> Class List.
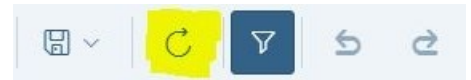
The report is called '**SCH: Travel Constraint**'.

Refresh the report to open the most up to date version. The Refresh button can be found in the left side of the screen, in the top tools ribbon.

After you hit refresh, you will be invited to **fill in the prompts**. The prompts allow you to condense the report to show information you require. This report has one optional prompt. You can choose the report to return data from specific student department **(Enter value(s) for Student Dep)** or leave it blank to return all student departments.
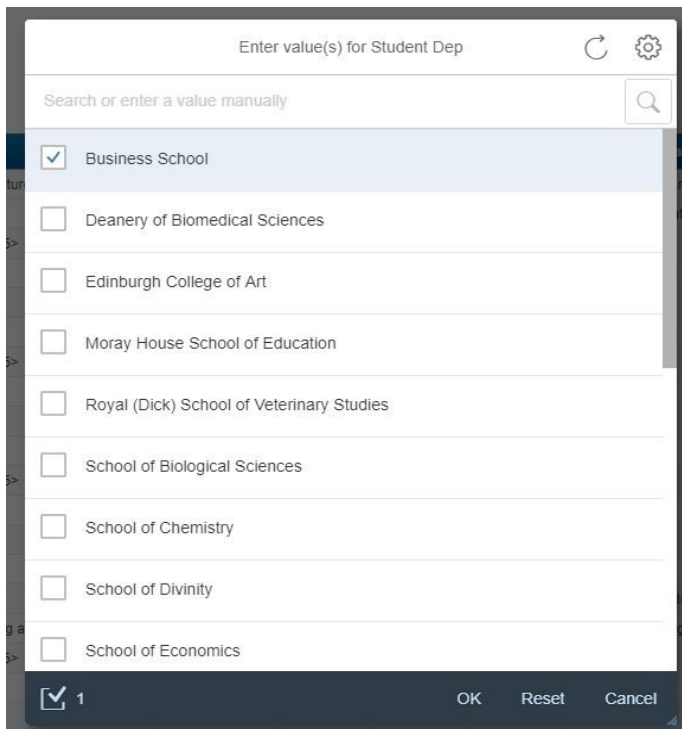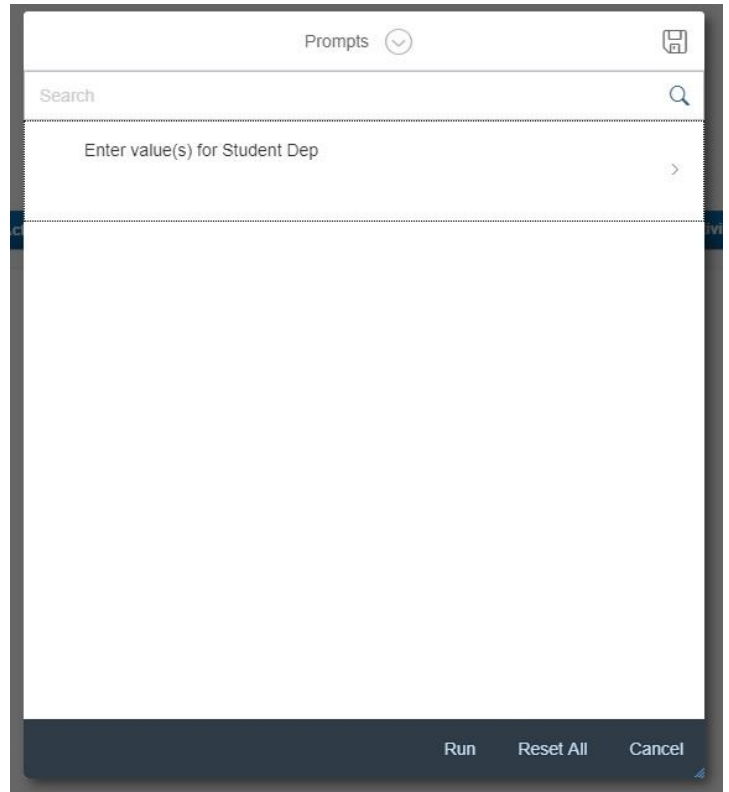
You can manually **enter the values for departments**, or select from a list. To select from a list, click refresh in the top right corner of the pop-up.

Click **OK,** followed by **Run** to run the report based on your selections.

How to work with Travel Constraint report

The report will return information on all students who have back to back activities in different location zones. It will have the name/UUN of the student, the two clashing destinations (zone and building), the module and activity names of both back to back activities, their types, days, start and end times, as well as weeks when the activities are running. You can use this information to **identify students within your school that are affected by travel constraints**, in particular whole class to whole class clashes (e.g. lecture to lecture) and facilitate the optimisation of their timetable.

Startpoint	Activity Building	Destination	Clashed Activity Building	Module Name
*Central	7 George Square	*King's Buildings	Geology/Geophysics (Grant Institute)	Sustainable Development 2a: Perspectives on Sustainable Developm
*Central	Chrystal MacMillan Building	*Holyrood	Patersons Land	Analytical Perspectives in Social Policy
*Central	Appleton Tower	*Holyrood	Patersons Land	Introduction to Political Data Analysis
*Holyrood	Patersons Land	*Central	Old College	Community Education: Theory, Policy and Politics
*Central	Chrystal MacMillan Building	*Holyrood	Patersons Land	Analytical Perspectives in Social Policy
*Central	Appleton Tower	*Holyrood	Patersons Land	Global Politics of Public Health
*Central	Chrystal MacMillan Building	*Holyrood	Patersons Land	Parliamentary Studies
*Central	Chrystal MacMillan Building	*Holyrood	Patersons Land	Analytical Perspectives in Social Policy
*Holyrood	Patersons Land	*Central	Appleton Tower	Children's Rights
*Central	Old College	*Holyrood	Patersons Land	Global Security

You can either work with the report in the BI Suite environment, or download it in a different format, e.g. **Excel**. Click the three dots in the top ribbon and choose Export >> Export to Excel.

You can use the filtering and/or search options in Excel, or other functionalities to facilitate your interaction with the report.

If you have any further questions on the contents of these reports or how to use them, please get in touch with timetabling@ed.ac.uk