

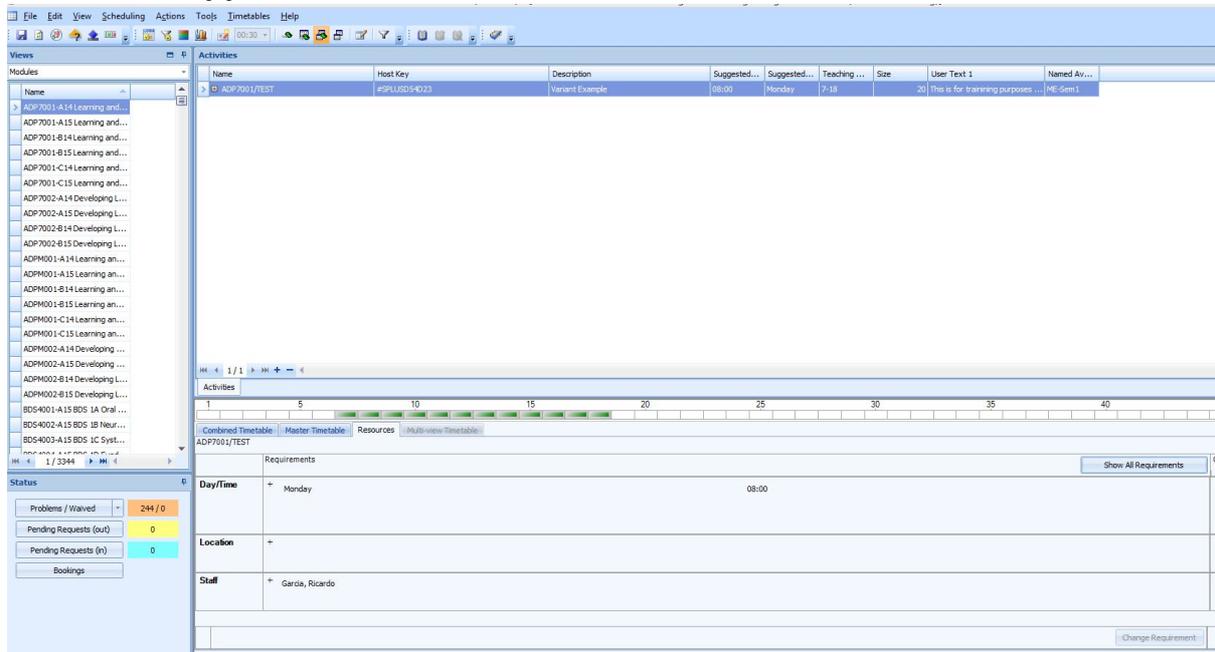
## **A Guide to Variant Bookings**

### **Timetabling Support**

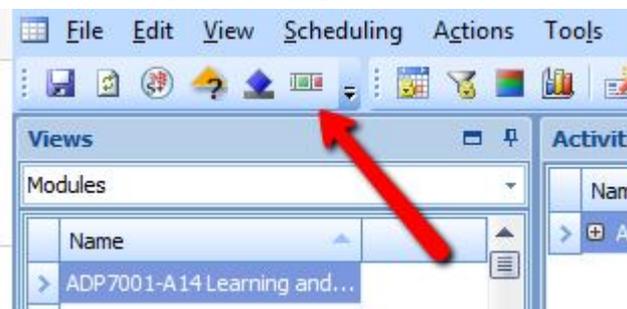
# A Guide to Variant Bookings in Enterprise

Making use of the 'Variant Booking' mode in Enterprise can be a time-saving tool that enables you to make changes to one or more sessions independently within an activity.

## 1. Select the activity you wish to edit



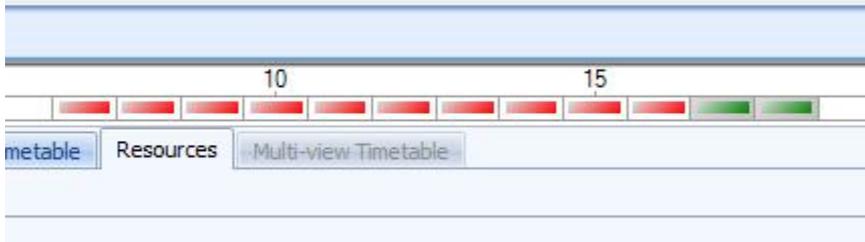
## 2. Click on the Variant Mode Button



Once you have entered Variant Mode you are able to isolate individual week(s) of an activity and edit them independently. This may involve adding/removing different resources, changing the time/day or shortening/lengthening the duration of the activity on specific weeks.

- You will notice that the week selector ribbon has turned red. In order to create a variant booking, we must first select the weeks we want to work with. Click on the weeks you wish to edit (with the same changes). Selected weeks will be coloured green.

Here you can see that the last two weeks have been selected:

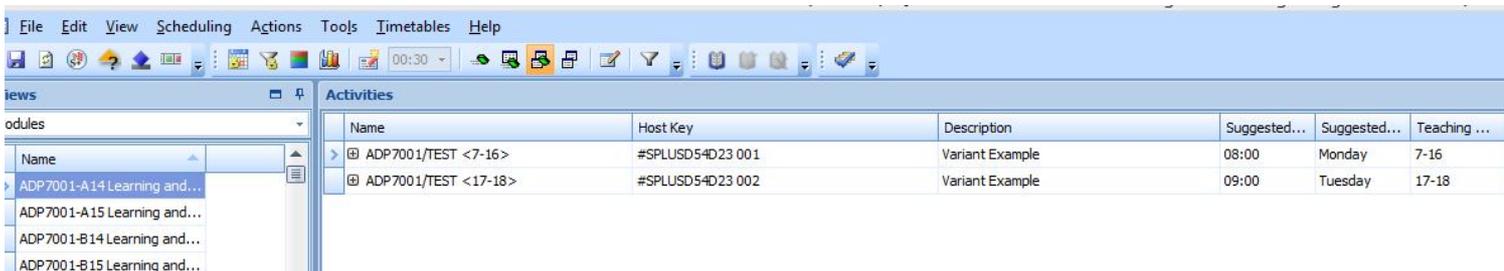


- Next, within the resources tab, change the requirements for Day/Time, Location or Staff as required:

5.



- Click on 'Change Requirement' when you have made all your changes and you will see a new activity is created. The new activity spans only the weeks you had selected and will feature the modified attributes you have selected.



In this example, the original activity has been split into two. The variant activity has a different start time and day and runs for the final two weeks only.

Further changes can be made to variant bookings by right-clicking the variant and selecting 'Edit Activity'. This will bring up the Activity Editor:

The screenshot shows the 'Activity Editor' window with the 'Sequencing' tab selected. The 'Details' section includes fields for Name, Host Key, Description, Duration, Activity Type, Planned Size, and Zone. The 'Delivery' section includes fields for Module, Department, Course, Programmes, Template, Real Size, and Availability. The 'Group' section shows 'Same Time Activities' and '112 SHOULD BE JTA'. The 'Tags' section shows '\*Non QM Staff' and 'A/Central LT of size 100+ (all sites)'. The 'User Text' section contains a text area with the text 'This is for training purposes only and can be deleted' and five 'User Text' input fields. At the bottom right are 'OK' and 'Cancel' buttons.

Within the Activity Editor you can amend the duration, title, activity type or size. You can also edit any notes in the user text. All changes will be independent to the original booking.

## **Deleting a variant**

You have two options when a variant is no longer required.

1. Select the Variant you want to delete.
2. Click Edit, then 'Delete Activity'.  
This will delete the variant and leave the original activity unchanged from its current form.

OR:

1. Select the Variant you want to delete.
2. Click Edit, then 'Delete Variant'.
3. This will remove the variant booking and restore the original activity to include those weeks that had been assigned to the variant. The restored activity will bear none of the (modified) characteristics that were present in the variant booking.

**End of Guide**