

Queen Mary University of London

Training guide for departmental administrators:

Advanced Enterprise Timetabler (ET) tasks

1. Introduction

This training guide is intended for departmental administrators to work through some of the advanced functionality/training topics in Enterprise Timetabler (ET), in a simple, step-by-step manner from which the underlying principles of ET that were explained and demonstrated in the Enterprise training sessions should be reviewed and practiced. These topics include:

- Customising the timetabling windows in ET
- Re-setting customised timetabling windows in ET
- Understanding scheduling constraints
- Breaking certain scheduling constraints
- Bulk changes to activities
- Same time activities
- Printing and reporting

This document assumes that users are familiar with the basic concepts outlined in the introductory training session, and have been set up appropriately in Authorisation Manager. It is designed to supplement the existing Enterprise user and training documentation.

Write Back and Refresh



As you make any changes in ET you will need to write them back to the database, committing them to the server by pressing the write back button. If the Write back icon is greyed out there are no changes to save and send to the server.



To view the changes that your colleagues have made and written back to the shared database you must refresh your view of the system by pressing this button

Note: Changes are not safe until they have been written back to the server. If you want to discard the changes you have been making do not write them back, exit the application and do not save the image file if prompted.

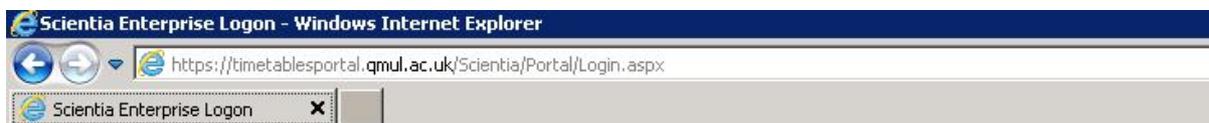
2. Getting Started

Follow the steps below to log in to the system.

- a. Log into your Virtual Machine and then open up your internet explorer web browser and enter the link below as illustrated in figure 2 below. Or click on the Scientia shortcut on the VM desktop.

<https://timetablesportal.qmul.ac.uk/Scientia/Portal/Main.aspx>

Figure 2: Scientia Enterprise link



- b. The Scientia Enterprise Timetabling system's log in screen will then load and prompt you to log in. Enter your University user Id and password and press enter or click the logon button, as illustrated in figure 3 below:

Figure 3: Scientia Enterprise login



Enterprise Foundation

A screenshot of the Scientia Enterprise login screen. It features a red globe on the left side. On the right, there are two input fields labeled "User" and "Password", and a "logon" button below them.

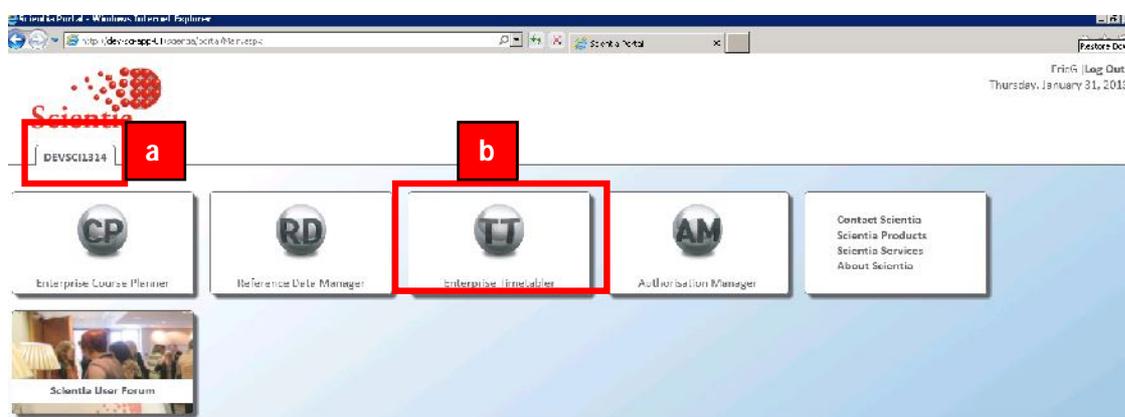
If you cannot log in to the Enterprise screen then contact: The IT helpdesk on: ext 8888, its-helpdesk@qmul.ac.uk

3. Loading the Enterprise Timetabler (ET) application

After logging in successfully, the Enterprise Portal screen illustrated in figure 4 below will become visible. Follow the steps below to open the ET application.

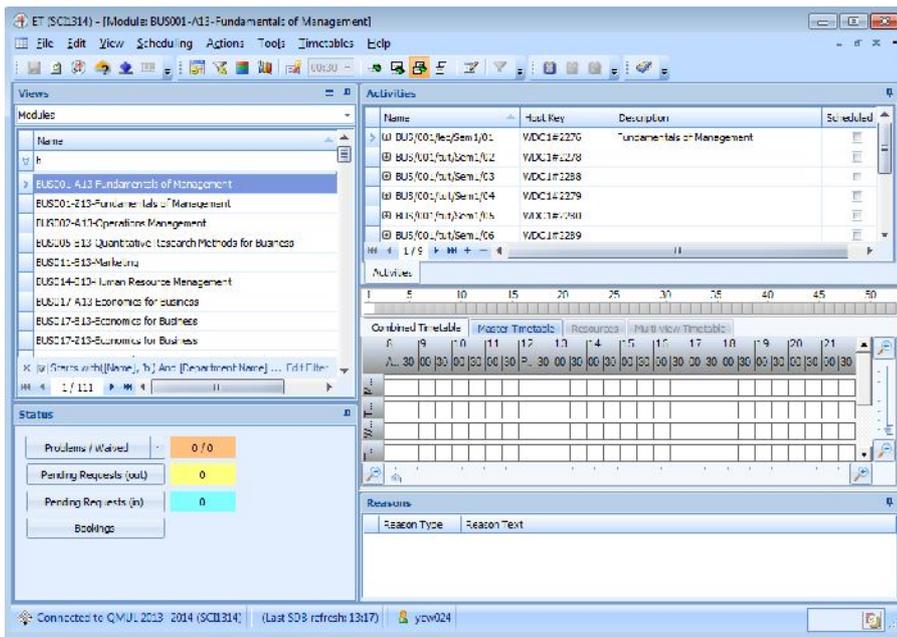
- a. Ensure you have selected the correct database/academic year by single left clicking on the 'SCI1314' tab at the top of the screen. The name of the selected database will turn white after it has been selected.
- b. To load ET single left click on the ET icon as illustrated in figure 4 below. If you double left click the ET application will launch twice.

Figure 4: The Enterprise portal



- c. If the ET application is being run for the first time the software will need to be installed on your machine, click install if needed.
- d. A series of loading screens will then appear and after a few minutes ET will load as illustrated in figure 5 below.

Figure 5: The main ET screen



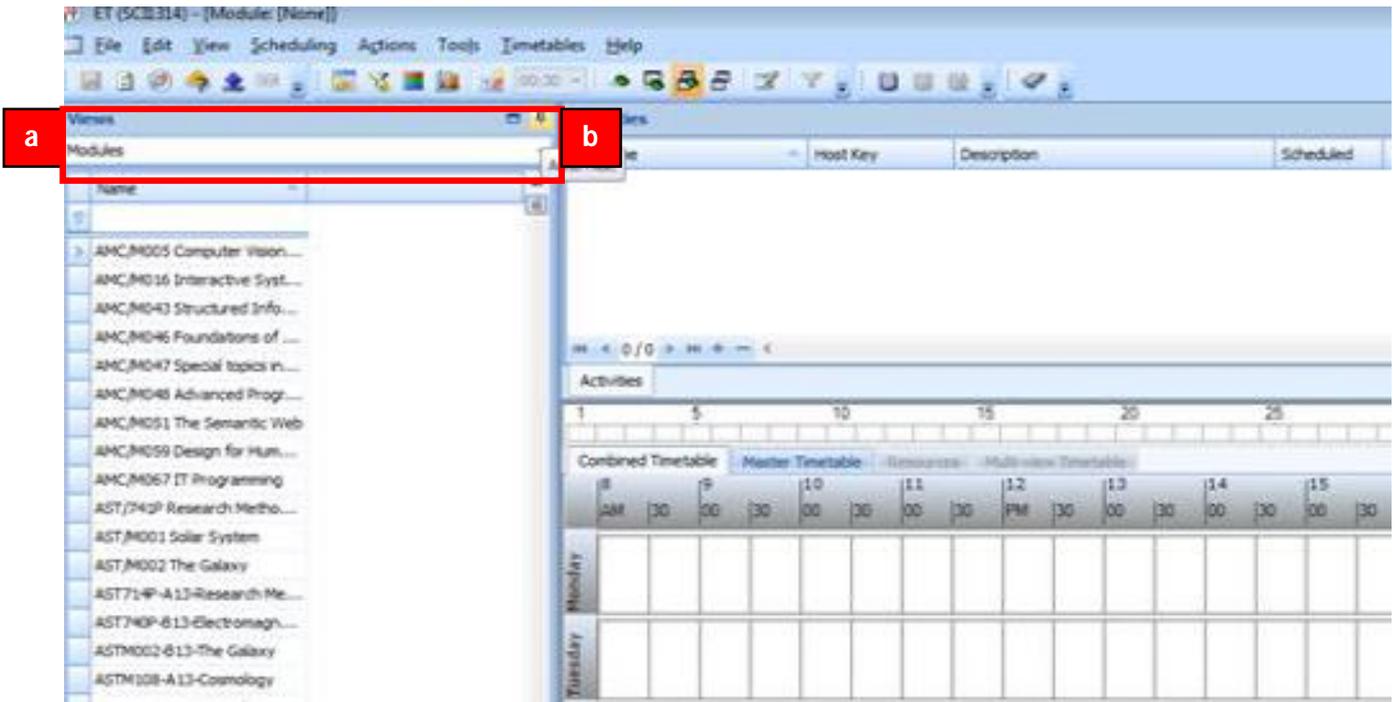
4. Personalising your ET Screen

The Views pane, Activities spreadsheet and Status palette can be un-pinned and hidden from the standard screen view. This personalisation setting provides more space on the screen to view the timetabling grid, hiding elements of the screen that are not required.

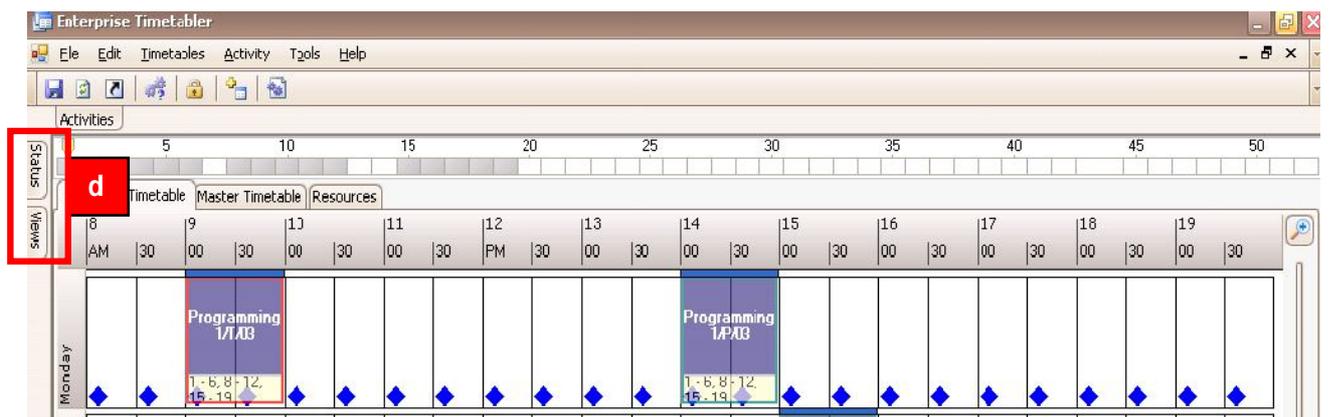
Once any of these screens have been un-pinned they become named tabs on the side, or the bottom of the screen (depending upon their starting position). Moving the cursor over these tabs will re-activate the required screen element. Moving the cursor off the relevant named tab will hide it again. Follow the steps detailed in this section to unpin some of the standard Enterprise screens.

- a. To unpin the Views pane move the cursor to the Pin icon in the top right hand corner of the views pane.
- b. Left click on the Pin icon
- c. Move down to the Status palette, left click on the Pin icon at the top right hand corner of the Status palette

Figure 6: Unpinning the Views pane and Status palette

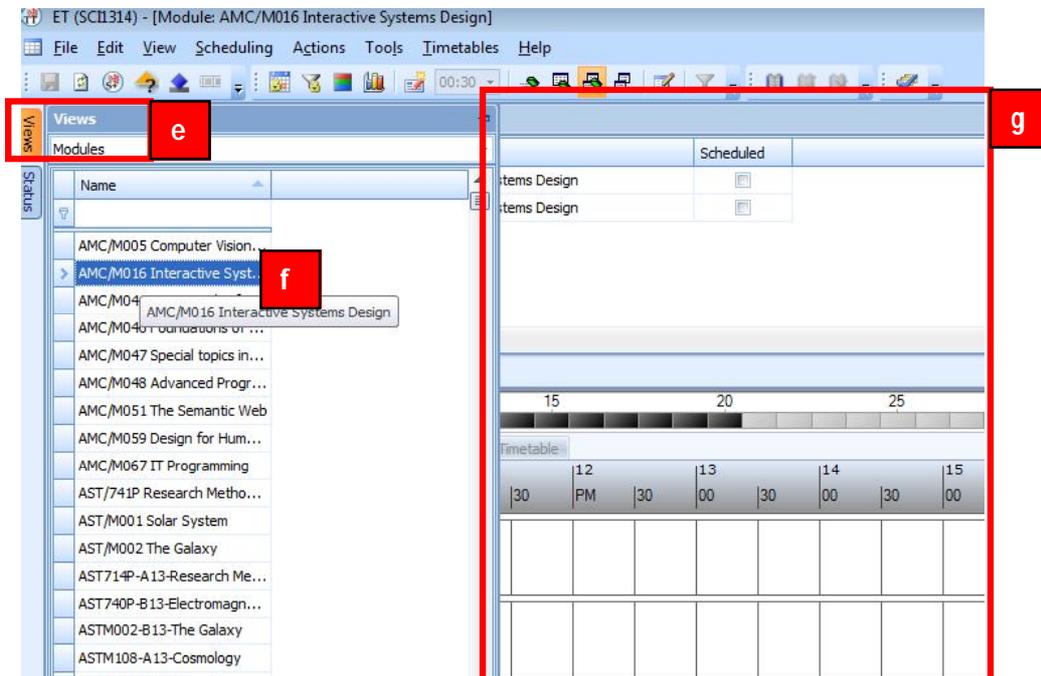


d. A Views and Status tab will appear on the left hand side of main Enterprise Timetabler screen



- e. To re-activate the views element of the screen move the cursor over the tab and the Views pane will re-appear
- f. Make your module selection from the Views pane as before
- g. Review the timetable information

Figure 7: Re-activating the Views pane

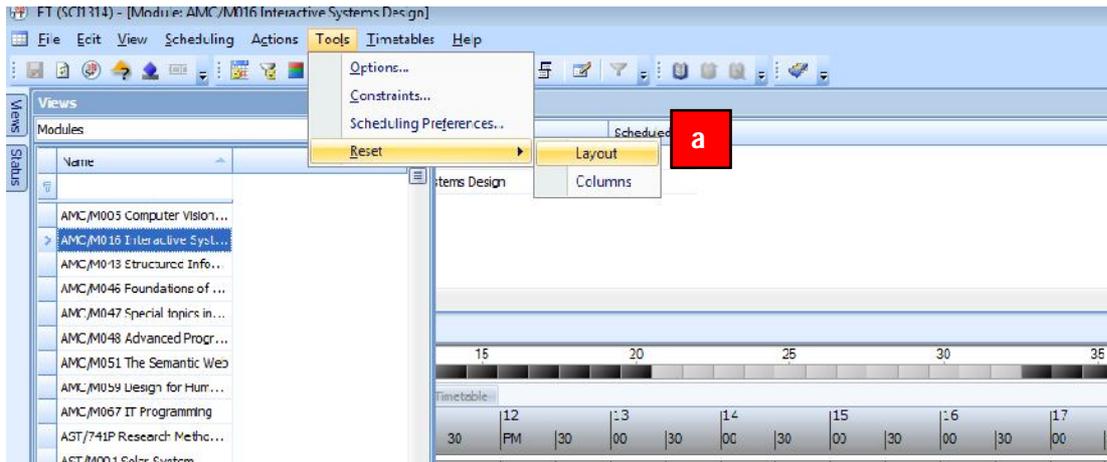


5. Re-setting the ET Screen Layout

If you wish to return to the standard ET screen layout follow the steps outlined below as illustrated in figures 8 and 9 below.

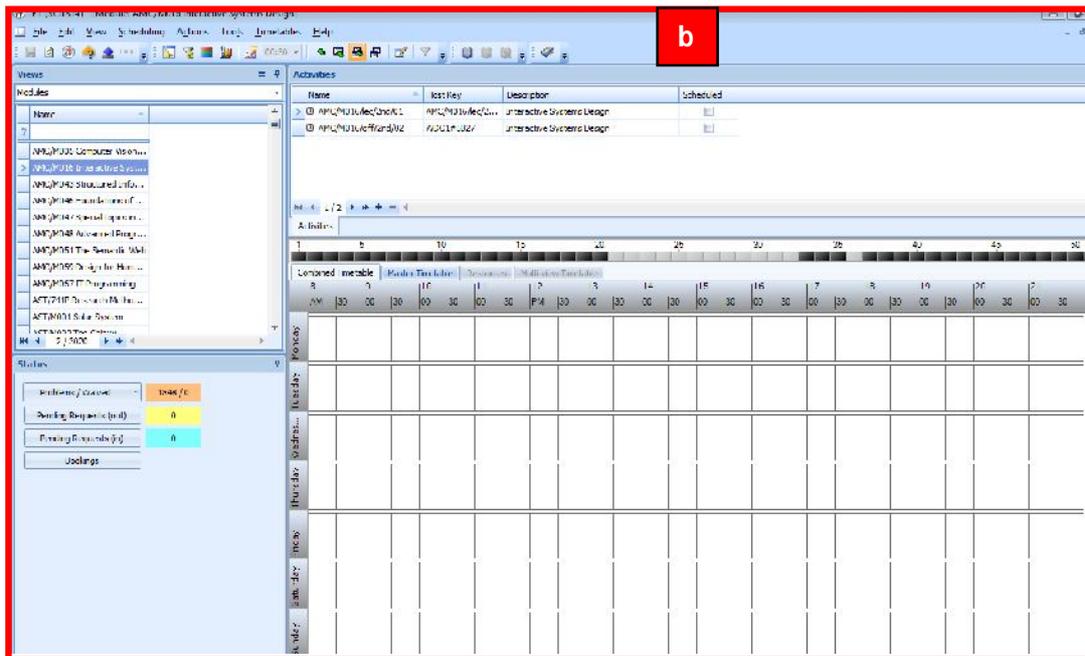
- a. Go to Tools|Reset Layout

Figure 8: Re-setting the ET screen layout



b. The ET screen will return to the standard layout with all elements visible at all times

Figure 9: The standard ET Screen Layout



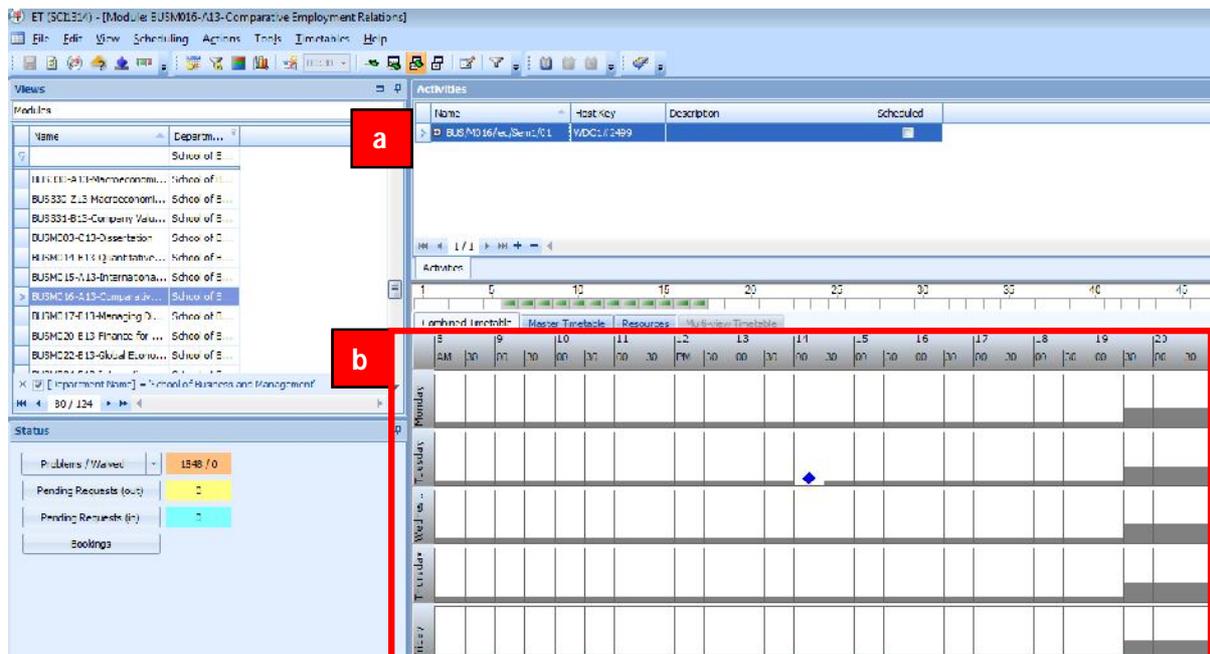
6. Understanding Scheduling Constraints

If the activity you are working with requires a room that your department owns then a blue diamond will appear on the timetable grid view for all of the start times where all of the resource requirements of the activity are clash and constraint free.

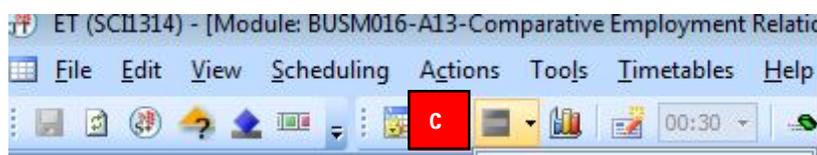
Any timeslots that have a scheduling problem based on the resource requirements will have a grey or coloured constraint bar on them. If you require a centrally owned room a blue diamond will not appear as you do not own the location. To understand what these constraints mean and investigate the exact scheduling problem, follow the steps in this section of the guide.

- a. Select the module and activity
- b. Review the timetable grid and look for diamonds and grey constraint blocks

Figure 10: Viewing constrained timeslots

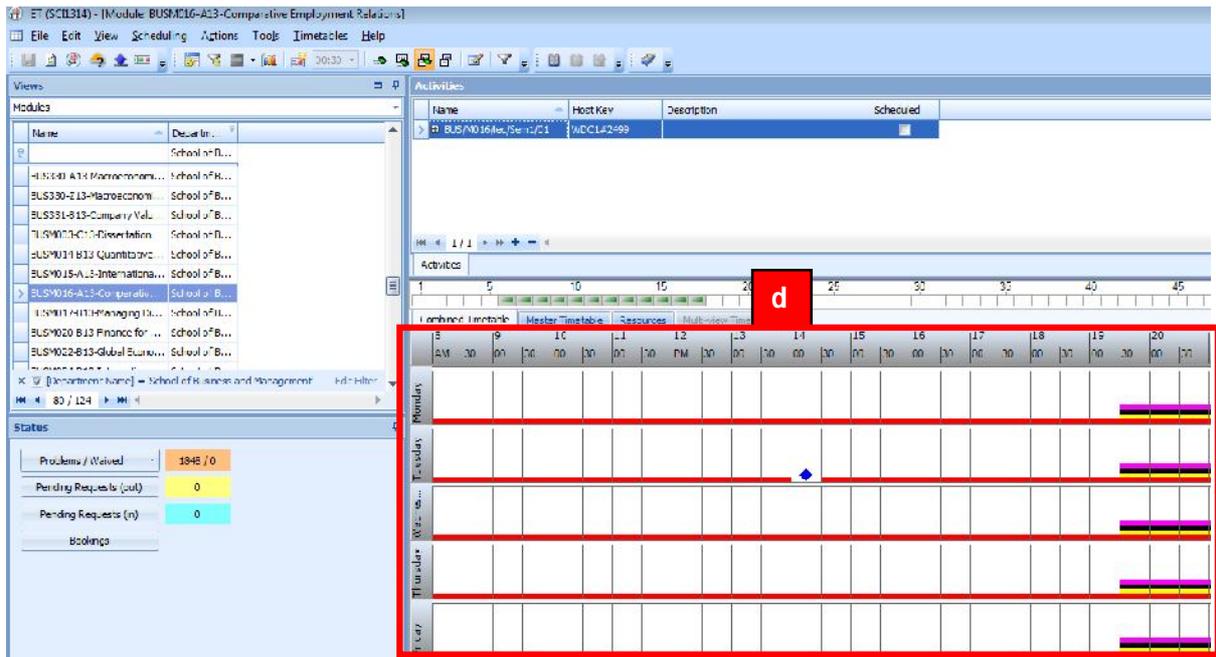


- c. Click on the “Show Violation Colours” button on the main menu as illustrated below to change the grey constraint blocks to coloured constraints blocks. Each colour denotes the type of scheduling problem associated with the timeslot.



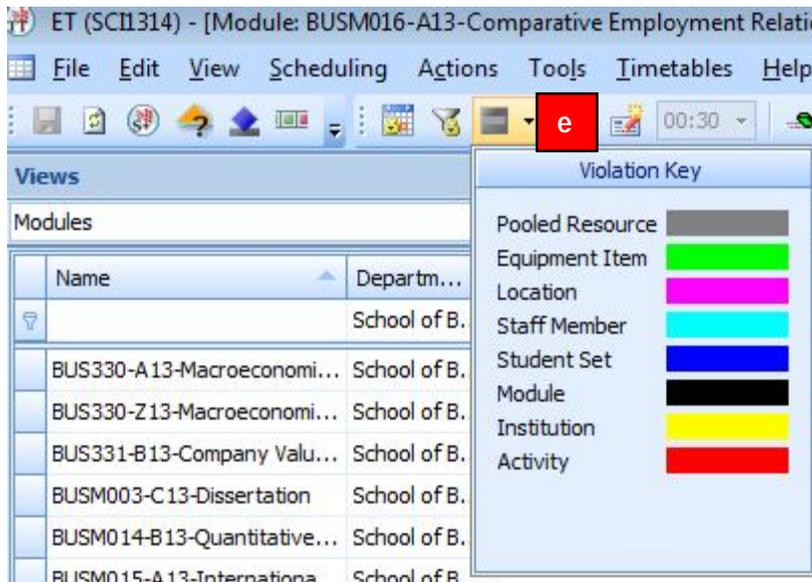
- d. Once the “Show Violation Colours” button has been pressed the timetable grid will look similar to figure 11 below with colour constraints rather than grey constraint blocks.

Figure 11: Viewing coloured constraints



- e. To view the Violation Colour legend that details the type of problem associated with each colour click on the drop down arrow next to the “Show Violation Colours” button as illustrated in figure 12 below.
- f. Each colour denotes a type of violation. For example red represents an activity constraint, aqua blue represents a staff related problem and magenta represents a location related problem

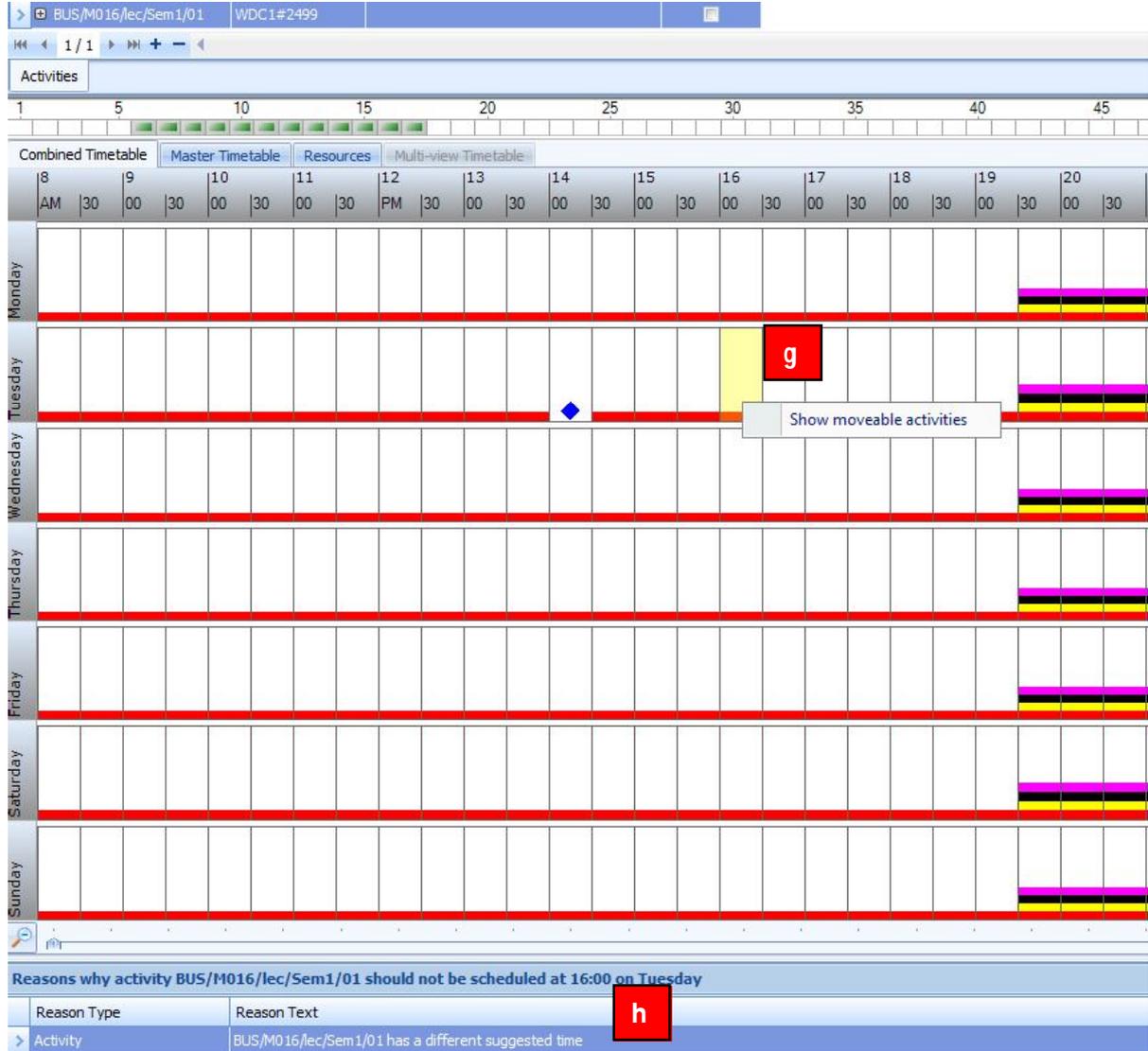
Figure 12: Viewing the Violation Key



- g. To drill down and find out the precise problem(s) associated with the timeslots right mouse click on one of the problem timeslots

- h. The timeslot selected will change to pastel yellow and the details of the problem will become visible on the “reason why” pane as illustrated in figure 13 below.

Figure 13: Investigating Scheduling Problems



- i. To investigate timeslots with multiple scheduling problems associated with them right click on the relevant problem start time

- j. The timeslot selected will change to pastel yellow and the details of the problems will become visible on the “reason why” pane as illustrated in figure 14 below.

Figure 14: Investigating Scheduling Problems - part 2

The screenshot shows a scheduling interface with a grid of days and time slots. The activity BUS/M016/lec/Sem1/01 is selected, and a red diamond is placed on the Tuesday 20:00 slot. The 'Reasons why' pane is open, showing the following details:

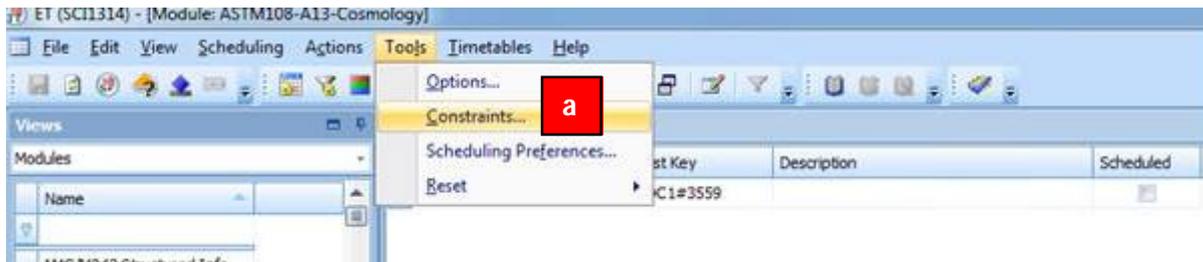
Reason Type	Reason Text
Activity	The Activity (BUS/M016/lec/Sem1/01) is not available.
Institution	Institution QMUL 2013- 2014 is not available in weeks 6-17 for BUS/M016/lec/Sem1/01.
Module	Module BUSM016-A13-Comparative Employment Relations is not available in weeks 6-17 for BUS/M016/lec/Sem1/01.
Location	No desired Location available for BUS/M016/lec/Sem1/01..

7. Breaking Constraints

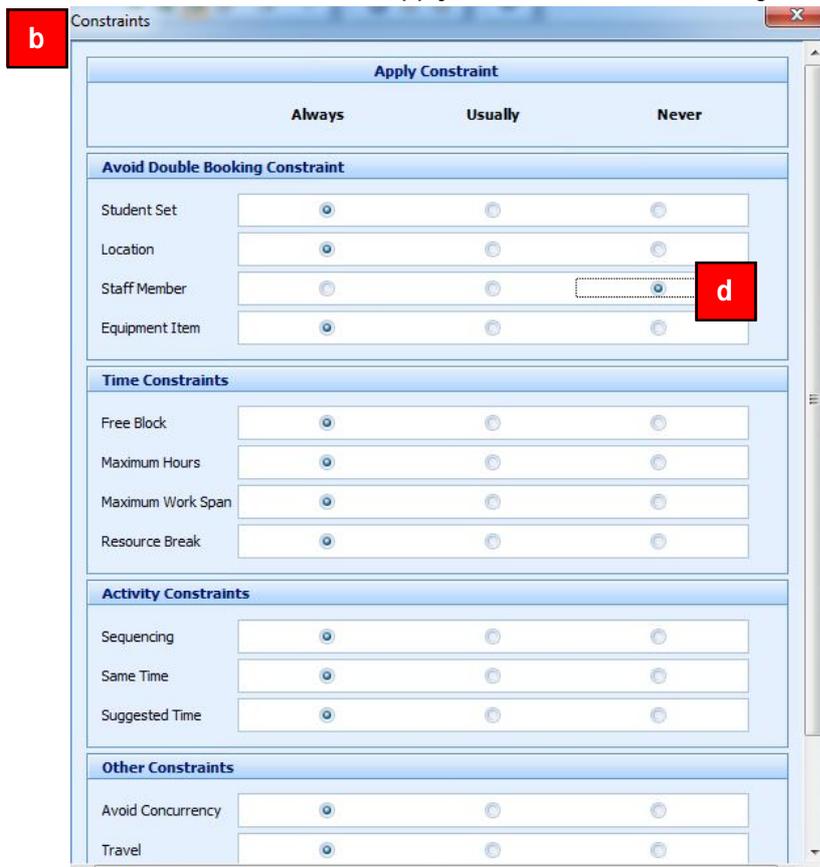
If you are scheduling activities into your own departmentally owned teaching space then it might be necessary to occasionally break certain types of scheduling constraints. For example you may need to double book a member of staff until the staff workload model has been finalised. Follow the steps in this section of the guide to break scheduling constraints.

- a. Go to Tools | Constraints

Figure 15: Investigating Scheduling Problems - part 2



- b. The Constraints window will then open.
- c. To break a constraint change the relevant constraint option from “Always” to “Never” using the relevant radio button.
- d. For example, to double book a staff member select “Never “ against staff as illustrated below. This will Never apply the Avoid Double Booking Constraint for staff.



Note: The scheduling problem count will increase. The scheduling problems that you have introduced will be tracked in the scheduling database.

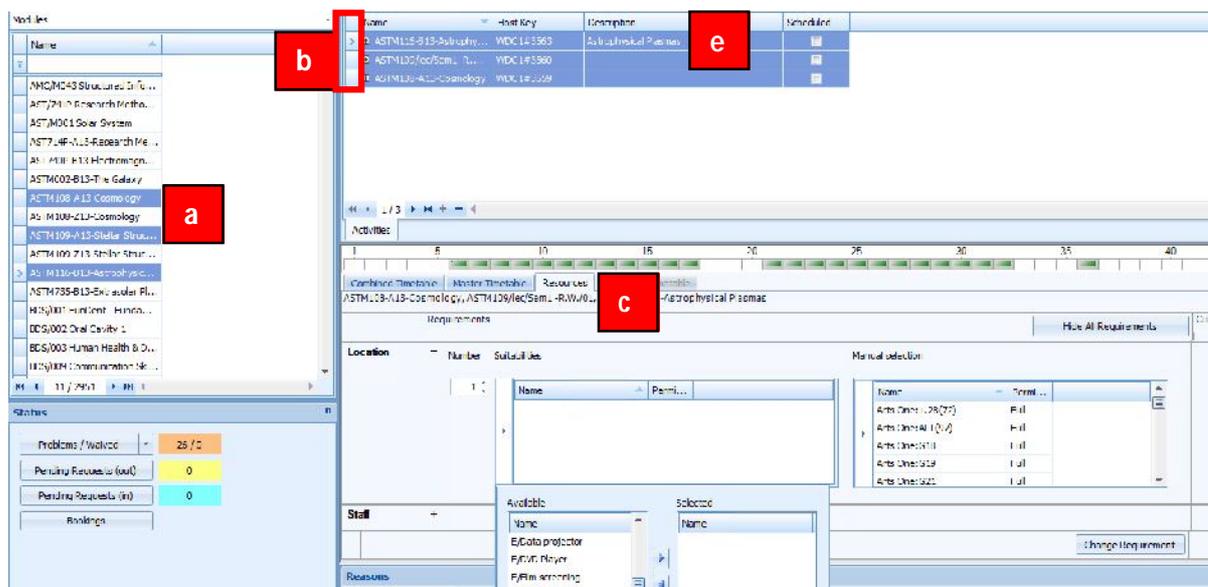
Note: Adjusting the constraint settings acts like a switch, once it is on you will be able to continue to break the specified constraints. You will need to turn it back to Always when you are finished breaking constraints.

8. Changing Activity Details in Bulk

It is possible to make a number of changes to activities in bulk this includes changing the: activity type; duration; size, description and resource requirements. To make bulk changes to activities follow the steps outlined in this section.

- Click on the relevant module or modules in the views pane
- Select the relevant activities in the Activity Spreadsheet list by left clicking and dragging down on the grey square next to the activity name, or using the CTRL and left click technique. Once the activities have been selected they will turn blue.
- Move to the Resources tab and make any necessary changes to the activities resource requirements in the usual way. Remember to click the “Change Requirement” button to finalise the change.
- Open the Activity Editor to change the basic activity information as normal. Remember to “Ok” to confirm the changes.
- Review the changes once you are finished in the Activity details spreadsheet.

Figure 16: Make bulk changes to activities

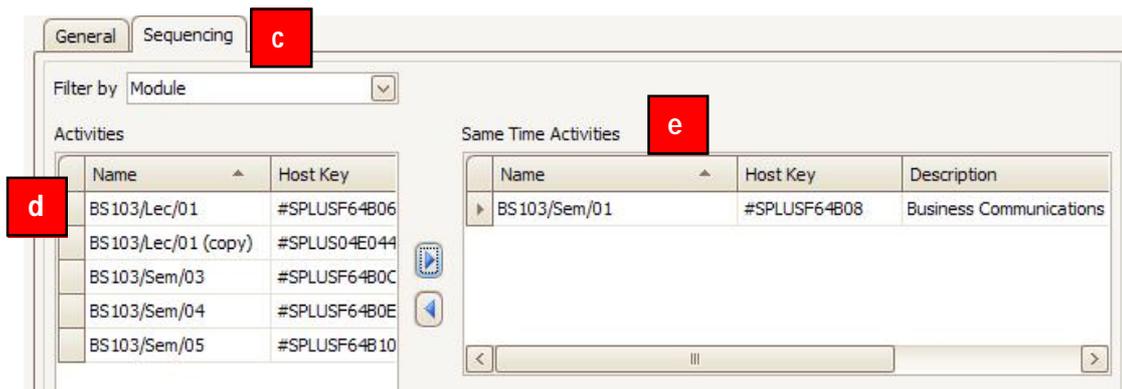


9. Linking Same Time Activities

It is possible to link a number of activities together creating a same time relationship between the selected activities. Whenever they are scheduled, from this point forward, they will be scheduled at the same time. Moving one of the activities to a different time will also move all of the other activities in the same-time relationship. To set up same time activities follow the steps outlined in this section.

- Select the relevant activity in the Activity Spreadsheet list by left clicking on it.
- Right click on the selected activity and select the Edit Activity option
- Move from the “General” tab to the “Sequencing” tab
- Select the relevant activities from the “Activities” list and use the squiggle buttons to add them to the Same Time Activities list
- The same time activities are listed in the Same Time Activities box

Figure 17: Linking Same Time Activities



Note: If, activities are already scheduled at different times when the user creates the same time relationship then the activities will have a scheduling problem.

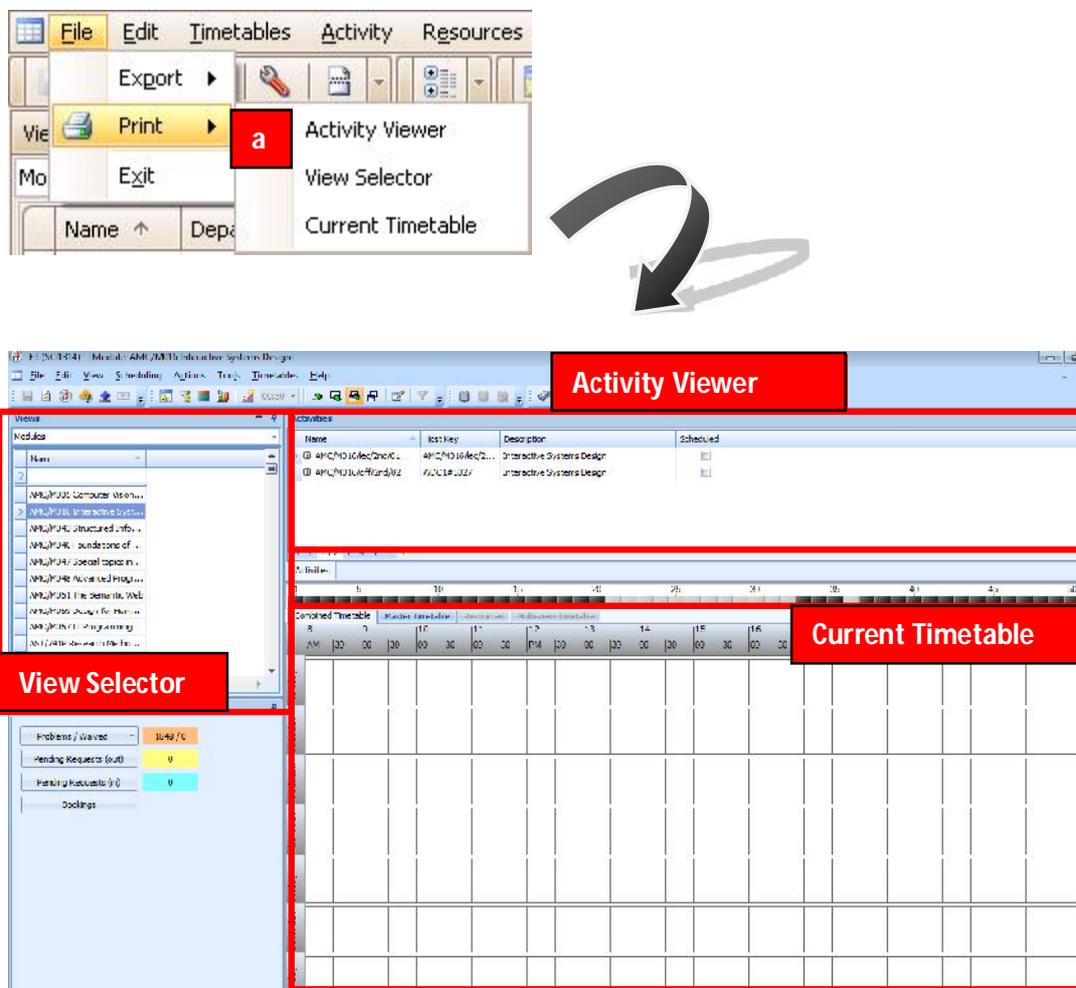
Note: If, activities have different suggested days and times and share a same time relationship they will be unschedulable.

10. Printing and Reporting

Enterprise Timetabler allows the user to either export or print data contained in the **Activities** spreadsheet, the **Views** pane and the **Timetable** grid. A simple selection procedure from the File drop-down menu is used to achieve these objectives. Follow the steps outlined below to produce some basic reports.

- Ensure that the relevant columns are visible in the views pane or Activities spreadsheet and the relevant filter have been applied. Whatever information you have visible in the ET screens will be exported in the report.
- Go to File| Print and Select the relevant Print option from the list of 3 as illustrated in figure 18 below.

Figure 18: Printing and Report Selection



- c. The print preview screen will then become visible
- d. Go to File | Export and select the type of file you want to export the report data into
- e. Follow the export wizard and name and save the file

Figure 19: Print Preview Screen

