# Queen Mary University of London

Enterprise Shortcut Keys and Glossary of Scientia
Terms

### Introduction

This document outlines the main shortcut keys for all of the Scientia Enterprise applications and provides a glossary of terms for some of key concepts and objects in the Scientia Enterprise applications.

# **Shortcut Keys**

The Scientia applications have a number of shortcut functions that help the user perform a range of useful tasks, mainly when trying to bulk select records. These shortcuts are listed in the table below.

### **Enterprise Shortcut Keys**

| Shortcut key             | Function  |
|--------------------------|---|
| [Ctrl and left mouse     | To remove a link between objects in the database. For example to      |
| click] on linked         | remove a room selection from an activity on the Resources tab IN      |
| attributes of an object  | Enterprise Timetabler.  |
| [Ctrl and left mouse     | To make a multiple non-continuous selection of objects.               |
| click] on records in the |   |
| home list                |   |
| [Shift and left mouse    | To make a multiple continuous selection of objects.                   |
| click] on records in the |   |
| home list                |   |
| [Ctrl and A]             | To select all the records in the home list. For example to select all |
|                          | the members of staff displayed on the screen                          |

# **Glossary of Terms**

Key Scientia terms and concepts are explained in the table below.

# **Key Scientia Concepts and Terms**

| Scientia Term                | Explanation  |
|------------------------------|--|
| Write-Back                   | Save the change you have made on your image file to the server         |
| Image                        | Your own version of timetabling database containing all of the         |
|                              | QMUL timetabling data  |
| Refresh                      | Retrieve all of the changes that other users have written back to      |
|                              | the server.  |
| Host Key                     | The unique identifier of an object. For example the Host Key of the    |
|                              | staff member object is their HR ID.                                    |
| Suitability                  | The features and attributes of a resource. For example a teaching      |
|                              | location may have data projection, be in the Art's One building, on    |
|                              | the Mile End Campus. This location would have three suitabilities.     |
| Named Availability           | A pre saved availability pattern that can be used to define resources  |
|                              | or modules o activities are available to be scheduled.                 |
| Activity                     | A discrete room booking or teaching event.                             |
| Module                       | A discrete subject.  |
| Zone                         | This represents a QMUL campus  |
|                              |  |
| Duration period              | The duration of an activity is length of time it needs to be scheduled |
|                              | for. The duration period of the database is 30 minutes. Two periods    |
| TI ODD                       | is one hour.   |
| The SDB                      | The Scheduling Database. This is the timetabling database.             |
| Timetabling problem          | Timetabling problems can be created by relaxing or overriding          |
|                              | scheduling constraints. This could lead to staff clashes or location   |
|                              | clashes. The system keeps track of all the scheduling problems that    |
|                              | have been introduced.  |
| Teaching Weeks               | The weeks of the year that the activity needs to be scheduled on.      |
| Scheduled Weeks              | The weeks of the year that the activity has been scheduled on          |
| Resource Requirement         | The resources that are required by the activity.                       |
| Allocated Resource           | The resources that have been allocated to the activity, based on the   |
|                              | requirements.  |
| Enterprise Timetabler        | The Enterprise application that is used to create and schedule         |
|                              | activities   |
| Enterprise Course Planner    | The Enterprise application that is used to administer the curriculum   |
|                              | structure and allocate students to their teaching activities           |
| Enterprise Desktop Reference | The Enterprise application that is used to administer the base         |
| Data Manager                 | (reference) data in the timetabling database.                          |