

User manual

Wise Timetable online system



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In front of you is a short document for all the users and administrators of Wise Timetable, describing the important part of the whole system: overview of timetable intended for students and lecturers and system for online booking system for administration staff.


After opening the link (usually this is directly from your University/College web site), you will get one of the two main views:

- Calendar view: showing complete week of timetables arranged by
- hour (vertically) and days
- Room Overview: showing one day at once for all the rooms listed vertically

There are two modes of using the system – first, for all the students and professors only for viewing the current timetable and second, for logged users for configuration of the pages and for making online reservations.

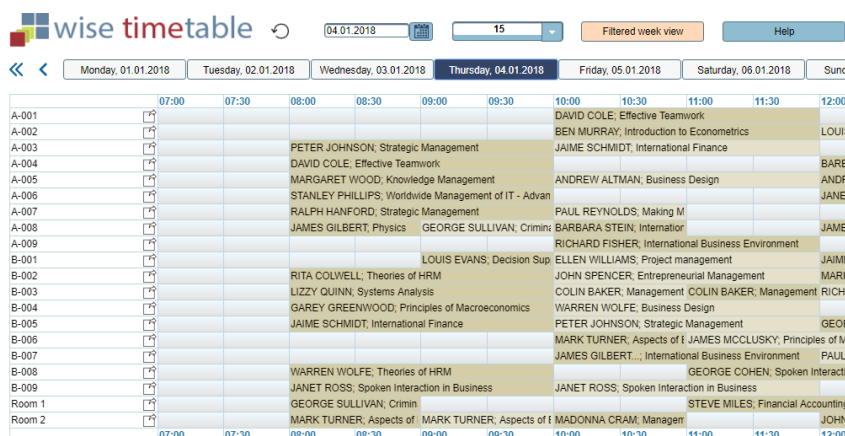
1 Icons and shortcuts

SYMBOLS	EXPLANATION OF SYMOBLS
	Next and previous week; shortcut on the keyboard: left and right arrow;
	Next and previous month; keyboard: down arrow, up arrow;
	Refreshment of the screen – shortcut is useful when we want to change the size of browser or when we want to update data from database;
	Show room calendar - click on the icon and specific room calendar will appear. That calendar shows data of the chosen room by month, week and day;
	Creating a PDF file or print the current week - a new print preview opens with a new tab;
	Create a quick link for your current selection so that next time you can get the required choices right away - with one click;
Home	Go on today's date;
	Add filtering subject - opens a dialog with search and selection options;
	Clean all the chosen lines. By double-clicking on a single line of selection, only this is deleted;
	Click on a character in the weekly schedule shows report that is limited to the selected object only;
	Configuration symbol - here the number of settings increases if you are logged in;
	Password change - for registered users only;

	<p>It means a link to, for example, study material - get to the icon by placing it on the coloured field (lecture or reservation) and open a new dialog box <u>Overview of the schedule and reservations</u> which is in the right corner of the window - a character is located for the selected object.</p>
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2 Review schedule

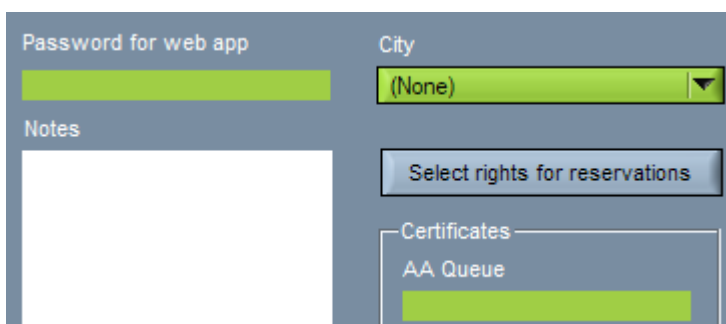
When the user is logged in the position of the rooms can change (the list of available rooms for making reservation) – it depends of the user rights for rooms. If no room is available, a mode without the content being entered can be used:



	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00
A-001											
A-002											
A-003			PETER JOHNSON, Strategic Management				BEN MURRAY, Introduction to Econometrics				LOUIS
A-004			DAVID COLE, Effective Teamwork				JAIME SCHMIDT, International Finance				
A-005			MARGARET WOOD, Knowledge Management				ANDREW ALTMAN, Business Design				BARB
A-006			STANLEY PHILLIPS, Worldwide Management of IT - Advan								ANDR
A-007			RALPH HANFORD, Strategic Management				PAUL REYNOLDS, Making M				JANE
A-008			JAMES GILBERT, Physics	GEORGE SULLIVAN, Crimin			BARBARA STEIN, Internatio				JAME
A-009							RICHARD FISHER, International Business Environment				
B-001							ELLEN WILLIAMS, Project management				JAIME
B-002			RITA COLWELL, Theories of HRM				JOHN SPENCER, Entrepreneurial Management				MAR
B-003			LUZZY QUINN, Systems Analysis				COLIN BAKER, Management COLIN BAKER, Management				RICH
B-004			GAREY GREENWOOD, Principles of Macroeconomics				WARREN WOLFE, Business Design				
B-005			JAIME SCHMIDT, International Finance				PETER JOHNSON, Strategic Management				GEOR
B-006							MARK TURNER, Aspects of f. JAMES MCCLUSKY, Principles of M				
B-007							JAMES GILBERT, ... International Business Environment				PAUL
B-008			WARREN WOLFE, Theories of HRM					GEORGE COHEN, Spoken Interacti			
B-009			JANET ROSS, Spoken Interaction in Business				JANET ROSS, Spoken Interaction in Business				
Room 1			GEORGE SULLIVAN, Crimin					STEVE MILES, Financial Accounting			
Room 2			MARK TURNER, Aspects of	MARK TURNER, Aspects of f			MADONNA CRAM, Managen				JOHN

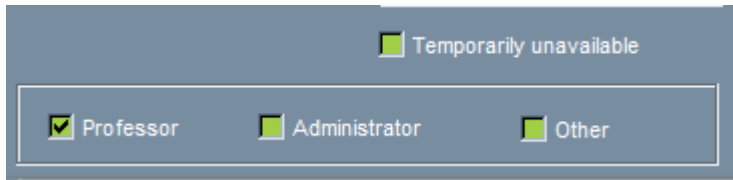
Picture 1: Room overview

Changes of mode have to be arranged in the administration office under the room settings in Menu:



Picture 2: Change of room position

At the bottom of screen, we can find three confirmation fields:

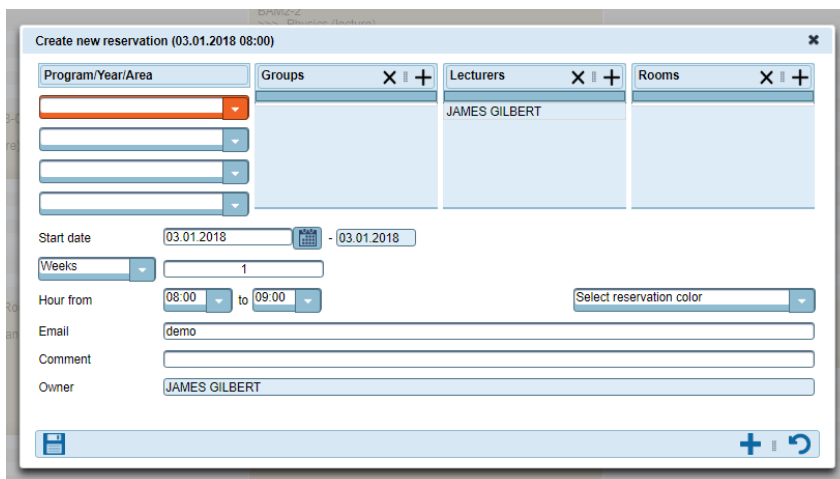
A screenshot of a confirmation panel at the bottom of a software interface. It has a dark blue header with a green square icon and the text 'Temporarily unavailable'. Below this is a white box containing three items: a checked checkbox next to 'Professor', an unchecked checkbox next to 'Administrator', and an unchecked checkbox next to 'Other'.

Picture 3: Confirmation fields

If the "Professor" checkbox is checked, then all booking rights are considered. In the case of the Administrator and the "Other", all rooms are always available - which correspond to the preference (which should also include the "Administrator" field).

With this method, the Administrative Office can make several "categories" of rooms available to different user groups.

When logged in, each click on available room (in both layouts) appears in dialog box:

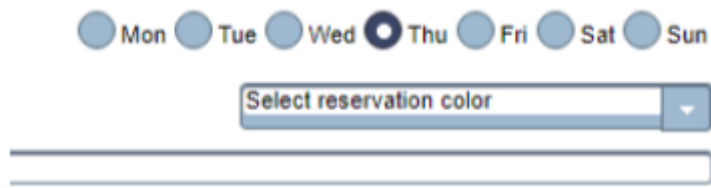
A screenshot of a 'Create new reservation' dialog box. The title bar says 'Create new reservation (03.01.2018 08:00)'. The dialog is divided into several sections. On the left, there are dropdown menus for 'Program/Year/Area', 'Start date' (set to 03.01.2018), 'Weeks' (set to 1), 'Hour from' (08:00 to 09:00), 'Email' (demo), 'Comment', and 'Owner' (JAMES GILBERT). On the right, there are three columns: 'Groups', 'Lecturers' (showing JAMES GILBERT), and 'Rooms'. At the bottom, there are icons for saving, adding, and refreshing.

Picture 4: Create new reservation

Inside of the dialog box is possible to define which element should be include into reservation.

By default, reservations are made for one day / hour, but they can also be repeated if you set a number greater than 1 in the Sunday / Days selection box in the field to the right. Reservation is therefore possible for the number of consecutive days or weeks. In the case of several days, note that weekends and holidays are automatically skipped.

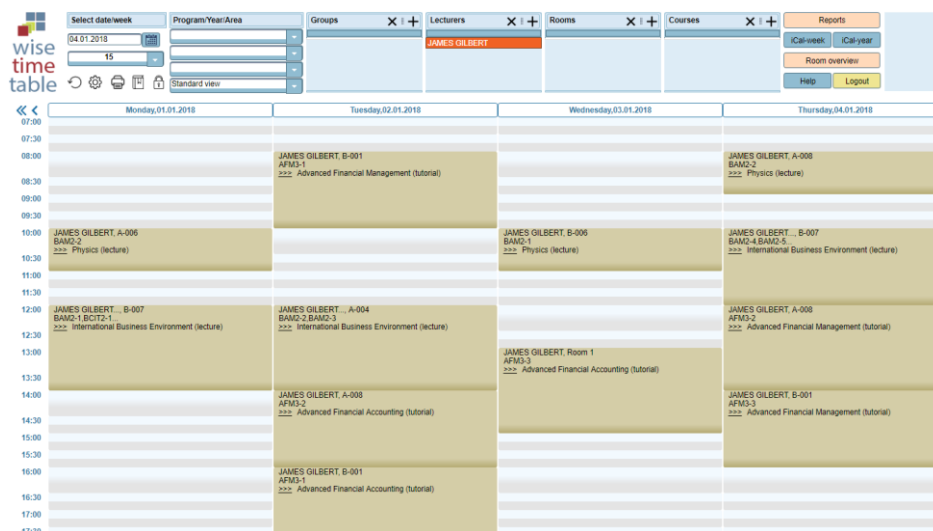
To switch between different days, you can use the options on the right side of the window:



Picture 5: Switching between different days

3 Calendar and filter overview

This is main application screen, containing dates and filters selection and some utility buttons as well – all at the top of the screen. Bottom part is filled with calendar for one week (days horizontally, hours vertically).



Picture 6: Main application screen

If you click on a character **>>>**, a new window opens to show you the details of the subject. If certain groups are selected, then in the new tab only details about those groups will appear, otherwise information about all objects carried out will be displayed.

Lecture Course Details - Total Quality Management

Overview

Lecturer:

Course: 2 Year undergraduate

Lecturer Materials

Lecturer materials can be downloaded from the web site: <http://www.wisetimetable.com>

Date, Time and Venue

In the 2017-2018 academic year these lectures will be held on:

Day	Week	Term	Time	Room
Monday	21		14:00-16:00	A-004
Tuesday	21		08:00-10:00	B-003
Tuesday	21		10:00-12:00	B-004
Tuesday	21		12:00-14:00	B-006
Tuesday	21		12:00-14:00	A-004
Tuesday	21		14:00-16:00	B-004
Tuesday	21		14:00-16:00	A-004
Wednesday	21		08:00-10:00	A-008
Wednesday	21		08:00-10:00	B-007
Wednesday	21		10:00-12:00	B-001
Wednesday	21		10:00-12:00	B-007
Wednesday	21		12:00-14:00	A-007
Wednesday	21		16:00-18:00	B-006
Monday	22		14:00-16:00	A-004
Tuesday	22		08:00-10:00	B-003
Tuesday	22		10:00-12:00	B-004
Tuesday	22		12:00-14:00	B-006
Tuesday	22		12:00-14:00	A-004
Tuesday	22		14:00-16:00	A-004
Tuesday	22		14:00-16:00	B-004
Wednesday	22		08:00-10:00	B-007
Wednesday	22		08:00-10:00	A-008
Wednesday	22		10:00-12:00	B-001
Wednesday	22		10:00-12:00	B-007
Wednesday	22		12:00-14:00	A-007
Wednesday	22		16:00-18:00	B-006
Monday	23		14:00-16:00	A-004
Tuesday	23		08:00-10:00	B-003
Tuesday	23		10:00-12:00	B-004
Tuesday	23		12:00-14:00	B-006
Tuesday	23		12:00-14:00	A-004
Tuesday	23		14:00-16:00	B-004

Picture 7: Lecture course details

The current week is always displayed with green color for today and red color for weekend. You can use navigation icons or keyboard shortcuts to move through the weeks or date week selection:

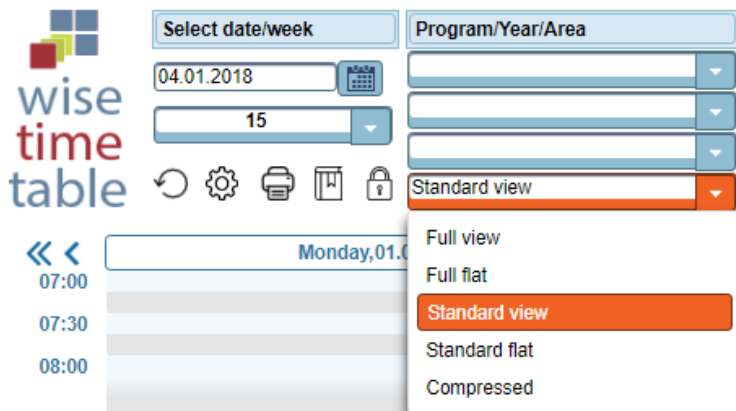


The screenshot shows the 'wise time table' logo on the left. To its right is a 'Select date/week' section with a text input field containing '04.01.2018', a calendar icon, and a dropdown menu showing '15'. Further right is a 'Program/Year/Area' section with three empty dropdown menus. At the bottom of the 'Select date/week' section are icons for refresh, settings, print, and a lock. Below the 'Program/Year/Area' section is a dropdown menu labeled 'Standard view'.

Picture 8: Selection of the date for the timetable report

Note that 1st week is first week of active school year. In both (date/week) selection fields you can type - in date or week numbers or click on Calendar icon for dates or open selection for all weeks (always 52 weeks are available for the current school year).


All the lessons will be shown as grey areas in calendar. This display can be optimized with the following selection:

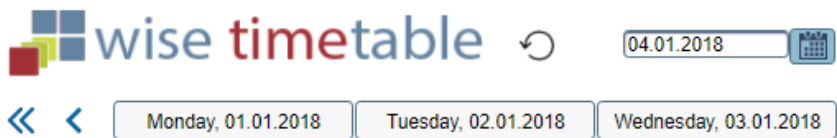


Picture 9: Viewing options

- Full view: all the hours will be displayed in full size;
- Full flat: empty slots are cut before the first hour and after the last hour (reserved lesson);
- Standard view: all hours are shown but height of cell is reduced where possible (at the places when no reservation is at that hour);
- Standard flat: the same as “Full flat” but also the height of cells in-between is reduced;
- Compressed: same as “Standard flat” but empty hours are completely omitted from display.

4 Room calendar

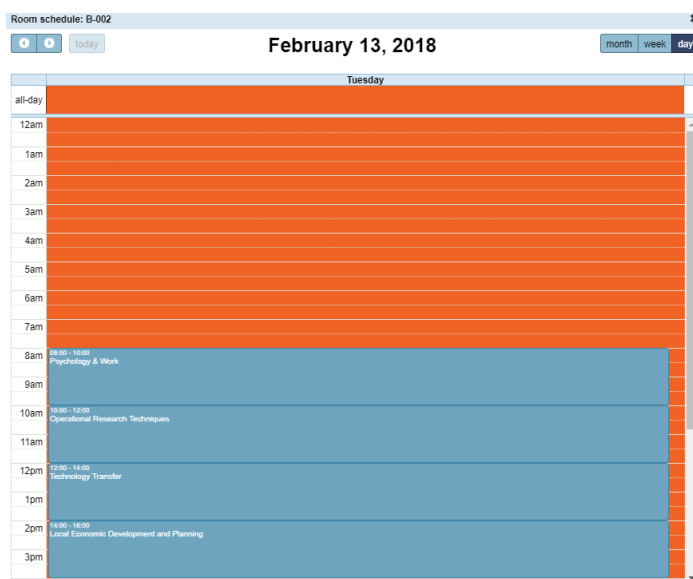
If, in the timetable view, we select Room overview, a field opens to indicate where the lecture is taking place. On the left side are the rooms and there is also a sign . If we click on that sign, the new window opens that shows calendar of each separate space.



	07:00	07:30	08:00	08:30	09:
A-001					
A-002					
A-003					
A-004					
A-005					
A-006					
A-007					
A-008					
A-009					
B-001					
B-002					

Picture 10: Shortcut to room overview

We can follow room calendar according to days, weeks and months. If you select the Today function, the following window opens to show which lectures are timed in the selected room (eg. room A-009) on the selected day:



Picture 11: Room calendar for option "Day"

Arrows allow us to flip through months back and forward. This way we can follow the course of the schedule and occupancy of the room for each month. If we choose function Week or Month, the program shows us occupancy of selected room for whole week or for exact day in the month/week.

Room schedule: B-002

Feb 11 — 17, 2018

	Sun 2/11	Mon 2/12	Tue 2/13	Wed 2/14	Thu 2/15	Fri 2/16	Sat 2/17
all-day							
12am							
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am		08:00 - 10:00 E-Business and IT Law	08:00 - 10:00 Psychology & Work	08:00 - 10:00 Management Science Project			
9am							
10am		10:00 - 12:00 Operational Research Techniques	10:00 - 12:00 Operational Research Techniques	10:00 - 12:00 Company Law			
11am							
12pm		12:00 - 14:00 Competition Policy and Economic Regulation	12:00 - 14:00 Technology Transfer	12:00 - 14:00 Emerging and Transition Economies			
1pm							
2pm		14:00 - 16:00 Written Business English	14:00 - 16:00 Local Economic Development and Planning	14:00 - 16:00 IBE Projects	14:00 - 16:00 Contemporary Issues in Human Resource Management		
3pm		16:00 - 17:00 International Perspectives in Organizations		16:00 - 18:00			

Picture 12: Option "Week"

Room schedule: B-002

February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
08:00 - 10:00 E-Business 10:00 - 12:00 Operational 12:00 - 14:00 Competition 14:00 - 15:00 Written Bus 15:00 - 17:00 International	08:00 - 10:00 Psychology 10:00 - 12:00 Operational 12:00 - 14:00 Technology 14:00 - 16:00 Local Econ	08:00 - 10:00 Management 10:00 - 12:00 Company L 12:00 - 14:00 Emerging a 14:00 - 16:00 IBE Project 16:00 - 18:00 Making Mar			14:00 - 16:00 Contempon	
18	19	20	21	22	23	24
08:00 - 10:00 E-Business 10:00 - 12:00 Operational 12:00 - 14:00 Competition 14:00 - 15:00 Written Bus 15:00 - 17:00 International	08:00 - 10:00 Psychology 10:00 - 12:00 Operational 12:00 - 14:00 Technology 14:00 - 16:00 Local Econ	08:00 - 10:00 Management 10:00 - 12:00 Company L 12:00 - 14:00 Emerging a 14:00 - 16:00 IBE Project 16:00 - 18:00 Making Mar			14:00 - 16:00 Contempon	
25	26	27	28	1	2	3
08:00 - 10:00 E-Business 10:00 - 12:00 Operational 12:00 - 14:00 Competition 14:00 - 15:00 Written Bus 15:00 - 17:00 International	08:00 - 10:00 Psychology 10:00 - 12:00 Operational 12:00 - 14:00 Technology 14:00 - 16:00 Local Econ	08:00 - 10:00 Management 10:00 - 12:00 Company L 12:00 - 14:00 Emerging a 14:00 - 16:00 IBE Project 16:00 - 18:00 Making Mar			14:00 - 16:00 Contempon	
4	5	6	7	8	9	10
08:00 - 10:00 E-Business 10:00 - 12:00 Operational 12:00 - 14:00 Competition 14:00 - 15:00 Written Bus 15:00 - 17:00 International	08:00 - 10:00 Psychology 10:00 - 12:00 Operational 12:00 - 14:00 Technology 14:00 - 16:00 Local Econ	08:00 - 10:00 Management 10:00 - 12:00 Company L 12:00 - 14:00 Emerging a 14:00 - 16:00 IBE Project 16:00 - 18:00 Making Mar			14:00 - 16:00 Contempon	

Picture 13: Option "Month"

5 Filters selection

You can select/deselect all the items with check box at the top left corner. Wide input text area at the top is search box. Typing here will dynamically search for all the items containing typed text anywhere inside the item name. With this method you will be able to find your items very quickly – but there is also possibility to go through all the items by clicking on

You can always select only one or more items by clicking on check boxes at the left side. By clicking on “Select” you will return to main screen and all the lessons corresponding to selected items will be displayed.

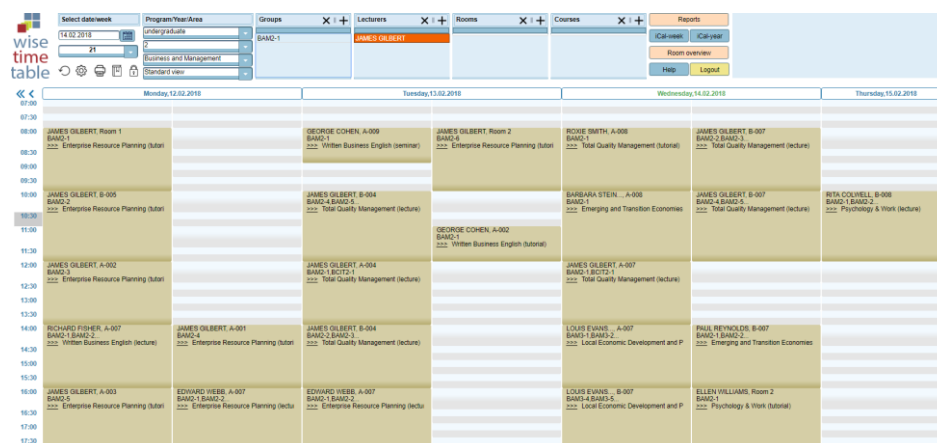


Groups can be selected (as other items) through filters at the top of main screen. However, sometimes is easier to narrow group (of students) search by selecting school program, year or subject area – thus showing only groups of interest for you:



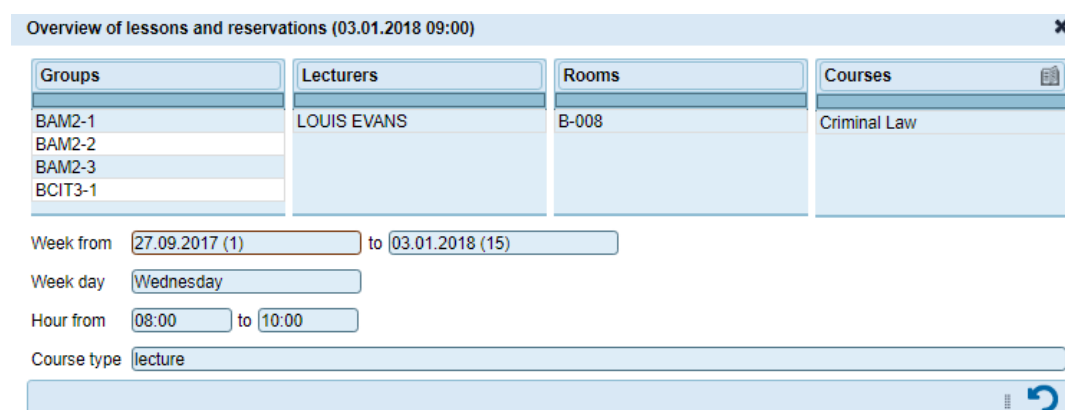
7 Reservation details

If you place yourself on the chosen field that is coloured in brown, the arrow changes into a circle with a plus sign. Clicking with this icon on the coloured box opens a new window, where you can find details about the lecture or reservation.



	Monday 12.02.2018	Tuesday 13.02.2018	Wednesday 14.02.2018	Thursday 15.02.2018
07:00				
07:30	JAMES GILBERT Room 1 BAM2-1 Enterprise Resource Planning (tutorial)	GEORGE COHEN A-008 BAM2-1 Writer Business English (seminar)	JAMES GILBERT Room 2 BAM2-1 Enterprise Resource Planning (tutorial)	RODIE SMITH A-008 BAM2-1 Total Quality Management (tutorial)
08:00				JAMES GILBERT B-007 BAM2-3 Total Quality Management (lecture)
08:30				
09:00				
09:30	JAMES GILBERT B-005 BAM2-3 Enterprise Resource Planning (tutorial)	JAMES GILBERT B-004 BAM2-3 Total Quality Management (lecture)	SARAHNA STEIN A-008 BAM2-1 Emerging and Transition Economies	JAMES GILBERT B-007 BAM2-4 Total Quality Management (lecture)
10:00				WYN COURELL B-008 BAM2-1 Psychology & Work (lecture)
10:30				
11:00				
11:30	JAMES GILBERT A-002 BAM2-5 Enterprise Resource Planning (tutorial)	JAMES GILBERT A-004 BAM2-5 Total Quality Management (lecture)	JAMES GILBERT A-007 BAM2-1 Total Quality Management (lecture)	
12:00				
12:30				
13:00				
13:30				
14:00	RICHARD FISHER A-007 BAM2-1 Writer Business English (lecture)	JAMES GILBERT A-001 BAM2-4 Enterprise Resource Planning (tutorial)	JAMES GILBERT B-004 BAM2-3 Total Quality Management (lecture)	LOUIS EVANS A-007 BAM2-1 Local Economic Development and P
14:30				PAUL REYNOLDS B-007 BAM2-3 Emerging and Transition Economies
15:00				
15:30	JAMES GILBERT A-003 BAM2-5 Enterprise Resource Planning (tutorial)	EDWARD WEBB A-007 BAM2-1 Enterprise Resource Planning (tutorial)	EDWARD WEBB A-007 BAM2-3 Enterprise Resource Planning (tutorial)	LOUIS EVANS B-007 BAM2-4 Local Economic Development and P
16:00				ELLEN WILLIAMS Room 2 BAM2-1 Psychology & Work (tutorial)
16:30				
17:00				
17:30				

Picture 16: Placing on one of the selected fields



Overview of lessons and reservations (03.01.2018 09:00)

Groups	Lecturers	Rooms	Courses
BAM2-1 BAM2-2 BAM2-3 BCIT3-1	LOUIS EVANS	B-008	Criminal Law

Week from 27.09.2017 (1) to 03.01.2018 (15)

Week day Wednesday

Hour from 08:00 to 10:00

Course type lecture

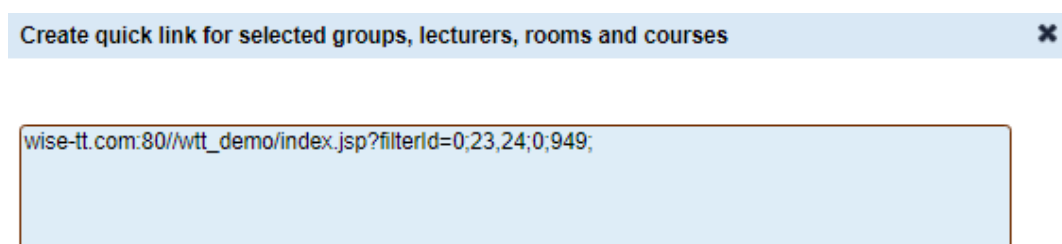
Picture 17: Details about reservation

8 Memorize the selection and save to the bookmark

You might want to bookmark your Wise Timetable application together with selections made – so next time you will not have to make the same selections again. You can achieve this with the “Remember link” icon:



After clicking on this icon the following dialog box will open:

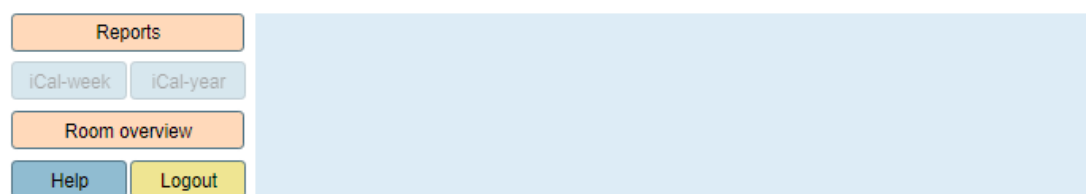


Picture 18: Create quick link for selected group, lecturers, rooms and courses

Large text area inside this dialog box contains link to Wise Timetable web application together with necessary parameters enabling future automatic selection of entities in filters. You can just copy this text and make bookmark with this link in your browser.

9 Administration area

At the top-right portion of the main screen, there is area reserved for notes from your Administration office. These text notes might contain important information such as cancelation of some lessons or invitations to school party:



Picture 19: Area reserved for notes

10 Configuration settings

Configuration (⚙️) is not allowed to just any user which can log in into the system but only to users having user name (email) the same as it is written in database table TBWeb_Settings, field configAdmin. At the system installation time, this is possible only by administrator which set the database on server but later it can be changed directly through configuration screen.

Configuration screen appears after clicking on button “Config” on main screen:

☐ When printing show start hours in cells
☐ When printing desktop use portrait mode

4

Number of columns in a same day

Charging module

Category

Project

Venues/Labs

Rates



Lock/Report reservations

Visible course types


☒ lecture
☒ seminar
☒ tutorial

Parameter	Value	
approvalSystem	false	
configAdmin	demo	
dateFormat	dd.MM.yyyy	
decimalSeparatorComma	false	
defaultDuration	2	
disabledLogin	false	
excelMultiColumnsNum	10	
finAdmin	demo	
firstDayOfWeek	1	
firstPage		
groupFilterShowOnlyParents	false	
helpTranslationUrl	http://www.wisetable.com/PDF/WTWebUserManual.pdf	
helpUrl	http://www.wisetable.com/PDF/WTWebUserManual.pdf	
hideEmptyRooms	true	
lastWeekForSchedule	100	
ldapBase	CN=Users,DC=wise-t,DC=com	
ldapUrl	192.168.2.66:389	
limitTime	100	
logoUrl	http://www.wisetable.com/	
mailContent	Dear Wise Timetable User, This is automated message confirming booking made w	
mailSubject	Booking - Wise Timetable: <START_DATE>, <START_HOUR>	
multiColumnsNum	4	
reservationDateLimit		
roomDependence		
schoolCode	demo	
serverTimezone	0	

Picture 20: Configuration settings

Each option can be changed by clicking on “pencil” () icon at the right side. Changes are saved immediately into database. To reflect some changes in web application, you might have to press on “Refresh” () icon. Parameter names are “self-explanatory” – from deciding, if weekends are displayed to setting-up LDAP logging system.

11 Utility buttons

There are number of utility buttons right to the filters, enabling reporting, printing and exporting data. Only “Config” () button will be disabled if non-authorized person is logged in into application.

Courses

X

...

+

Reports

iCal-week

iCal-year

Room overview

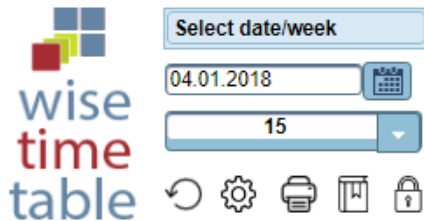
Help

Logout

Picture 21: Practical buttons

12 Logo URL

The Logo URL allows you to insert a link to your site and your logo appears in the top right corner. The connection is created in the Wise Timetable configuration that is made by the system administrator.

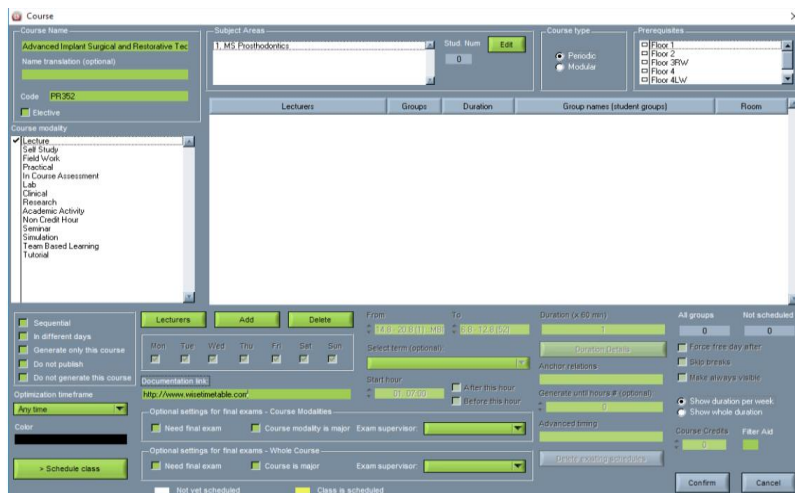


Picture 22: Logo URL

A book-like sign (📖) offers the option to add a link to study tasks / scripts or a website under the settings. To go to the bottom window, click on the mouse to place the coloured field in the schedule and click on it. In order to add link, you have to choose the option “edit” and then you choose “subject” and add link under documentation link.

The image shows a window titled 'Overview of lessons and reservations (03.01.2018 13:30)'. It contains four main sections: 'Groups' with 'BAM2-1', 'Lecturers' with 'MARK TURNER', 'Rooms' with 'B-003', and 'Courses' with 'Aspects of Business Law'. Below these are filters: 'Week from' (27.09.2017 (1)) to '03.01.2018 (15)', 'Week day' (Wednesday), 'Hour from' (13:00) to (14:00), and 'Course type' (tutorial). At the bottom right are a blue plus icon and a circular arrow icon.

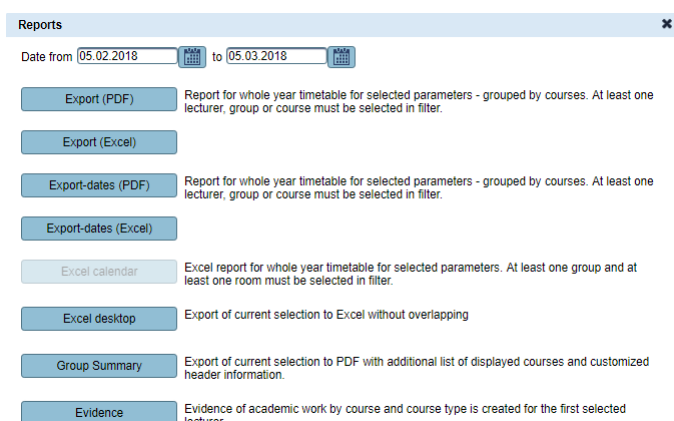
Picture 23: Documentation link



Picture 24: Sorting and editing site link

13 Reports/Exports

Reports allow you to export the schedule in several different ways. You can export the schedule in Excel or PDF file format or on your desktop. Below you can find a description of each function separately.



Picture 25: List of all reports

Lecturer: JAMES GILBERT Last change: 14.02.2018 02:36

Enterprise Resource Planning

Day	Date	Hour	Room	Comment	Group	Lecturer
Monday	12.02.2018	08:00-10:00	Room 1	tutorial	BAM2-1	JAMES GILBERT
Monday	12.02.2018	10:00-12:00	B-005	tutorial	BAM2-2	JAMES GILBERT
Monday	12.02.2018	12:00-14:00	A-002	tutorial	BAM2-3	JAMES GILBERT
Monday	12.02.2018	14:00-16:00	A-001	tutorial	BAM2-4	JAMES GILBERT
Monday	12.02.2018	16:00-18:00	A-003	tutorial	BAM2-5	JAMES GILBERT
Tuesday	13.02.2018	08:00-10:00	Room 2	tutorial	BAM2-6	JAMES GILBERT
Monday	19.02.2018	08:00-10:00	Room 1	tutorial	BAM2-1	JAMES GILBERT
Monday	19.02.2018	10:00-12:00	B-005	tutorial	BAM2-2	JAMES GILBERT
Monday	19.02.2018	12:00-14:00	A-002	tutorial	BAM2-3	JAMES GILBERT
Monday	19.02.2018	14:00-16:00	A-001	tutorial	BAM2-4	JAMES GILBERT
Monday	19.02.2018	16:00-18:00	A-003	tutorial	BAM2-5	JAMES GILBERT
Tuesday	20.02.2018	08:00-10:00	Room 2	tutorial	BAM2-6	JAMES GILBERT
Monday	26.02.2018	08:00-10:00	Room 1	tutorial	BAM2-1	JAMES GILBERT
Monday	26.02.2018	10:00-12:00	B-005	tutorial	BAM2-2	JAMES GILBERT
Monday	26.02.2018	12:00-14:00	A-002	tutorial	BAM2-3	JAMES GILBERT
Monday	26.02.2018	14:00-16:00	A-001	tutorial	BAM2-4	JAMES GILBERT
Monday	26.02.2018	16:00-18:00	A-003	tutorial	BAM2-5	JAMES GILBERT
Tuesday	27.02.2018	08:00-10:00	Room 2	tutorial	BAM2-6	JAMES GILBERT
Monday	05.03.2018	08:00-10:00	Room 1	tutorial	BAM2-1	JAMES GILBERT
Monday	05.03.2018	10:00-12:00	B-005	tutorial	BAM2-2	JAMES GILBERT
Monday	05.03.2018	12:00-14:00	A-002	tutorial	BAM2-3	JAMES GILBERT
Monday	05.03.2018	14:00-16:00	A-001	tutorial	BAM2-4	JAMES GILBERT
Monday	05.03.2018	16:00-18:00	A-003	tutorial	BAM2-5	JAMES GILBERT

Total Quality Management

Day	Date	Hour	Room	Comment	Group	Lecturer
Tuesday	13.02.2018	10:00-12:00	B-004	lecture	BAM2-4, BAM2-5, BAM2-6	JAMES GILBERT
Tuesday	13.02.2018	12:00-14:00	A-004	lecture	BAM2-1, BCIT2-1	JAMES GILBERT
Tuesday	13.02.2018	14:00-16:00	B-004	lecture	BAM2-2, BAM2-3, BRC2-1	JAMES GILBERT
Wednesday	14.02.2018	08:00-10:00	B-007	lecture	BAM2-2, BAM2-3, BRC2-1	JAMES GILBERT
Wednesday	14.02.2018	10:00-12:00	B-007	lecture	BAM2-4, BAM2-5, BAM2-6	JAMES GILBERT
Wednesday	14.02.2018	12:00-14:00	A-007	lecture	BAM2-1, BCIT2-1	JAMES GILBERT

Picture 26: Export PDF

Export PDF: This is a report for whole year timetable for selected parameters - grouped by courses. If we want to export pdf, at least one lecturer, group or course must be selected in filter.

A1

Lecturer: JAMES GILBERT Last change: 14.02.2018 02:36

Enterprise Resource Planning

Day	Date	Hour	Room	Comment	Group	Lecturer
Monday	12.02.2018	08:00-10:00	Room 1	tutorial	BAM2-1	JAMES GILBERT
Monday	12.02.2018	10:00-12:00	B-005	tutorial	BAM2-2	JAMES GILBERT
Monday	12.02.2018	12:00-14:00	A-002	tutorial	BAM2-3	JAMES GILBERT
Monday	12.02.2018	14:00-16:00	A-001	tutorial	BAM2-4	JAMES GILBERT
Monday	12.02.2018	16:00-18:00	A-003	tutorial	BAM2-5	JAMES GILBERT
Tuesday	13.02.2018	08:00-10:00	Room 2	tutorial	BAM2-6	JAMES GILBERT
Monday	19.02.2018	08:00-10:00	Room 1	tutorial	BAM2-1	JAMES GILBERT
Monday	19.02.2018	10:00-12:00	B-005	tutorial	BAM2-2	JAMES GILBERT
Monday	19.02.2018	12:00-14:00	A-002	tutorial	BAM2-3	JAMES GILBERT
Monday	19.02.2018	14:00-16:00	A-001	tutorial	BAM2-4	JAMES GILBERT
Monday	19.02.2018	16:00-18:00	A-003	tutorial	BAM2-5	JAMES GILBERT
Tuesday	20.02.2018	08:00-10:00	Room 2	tutorial	BAM2-6	JAMES GILBERT
Monday	26.02.2018	08:00-10:00	Room 1	tutorial	BAM2-1	JAMES GILBERT
Monday	26.02.2018	10:00-12:00	B-005	tutorial	BAM2-2	JAMES GILBERT
Monday	26.02.2018	12:00-14:00	A-002	tutorial	BAM2-3	JAMES GILBERT
Monday	26.02.2018	14:00-16:00	A-001	tutorial	BAM2-4	JAMES GILBERT
Monday	26.02.2018	16:00-18:00	A-003	tutorial	BAM2-5	JAMES GILBERT
Tuesday	27.02.2018	08:00-10:00	Room 2	tutorial	BAM2-6	JAMES GILBERT
Monday	05.03.2018	08:00-10:00	Room 1	tutorial	BAM2-1	JAMES GILBERT
Monday	05.03.2018	10:00-12:00	B-005	tutorial	BAM2-2	JAMES GILBERT
Monday	05.03.2018	12:00-14:00	A-002	tutorial	BAM2-3	JAMES GILBERT
Monday	05.03.2018	14:00-16:00	A-001	tutorial	BAM2-4	JAMES GILBERT
Monday	05.03.2018	16:00-18:00	A-003	tutorial	BAM2-5	JAMES GILBERT

Total Quality Management

Day	Date	Hour	Room	Comment	Group	Lecturer
Tuesday	13.02.2018	10:00-12:00	B-004	lecture	BAM2-4, BAM2-5, BAM2-6	JAMES GILBERT
Tuesday	13.02.2018	12:00-14:00	A-004	lecture	BAM2-1, BCIT2-1	JAMES GILBERT
Tuesday	13.02.2018	14:00-16:00	B-004	lecture	BAM2-2, BAM2-3, BRC2-1	JAMES GILBERT
Wednesday	14.02.2018	08:00-10:00	B-007	lecture	BAM2-2, BAM2-3, BRC2-1	JAMES GILBERT
Wednesday	14.02.2018	10:00-12:00	B-007	lecture	BAM2-4, BAM2-5, BAM2-6	JAMES GILBERT
Wednesday	14.02.2018	12:00-14:00	A-007	lecture	BAM2-1, BCIT2-1	JAMES GILBERT
Tuesday	20.02.2018	10:00-12:00	B-004	lecture	BAM2-4, BAM2-5, BAM2-6	JAMES GILBERT
Tuesday	20.02.2018	12:00-14:00	A-004	lecture	BAM2-1, BCIT2-1	JAMES GILBERT
Tuesday	20.02.2018	14:00-16:00	B-004	lecture	BAM2-2, BAM2-3, BRC2-1	JAMES GILBERT
Wednesday	21.02.2018	08:00-10:00	B-007	lecture	BAM2-2, BAM2-3, BRC2-1	JAMES GILBERT
Wednesday	21.02.2018	10:00-12:00	B-007	lecture	BAM2-4, BAM2-5, BAM2-6	JAMES GILBERT
Wednesday	21.02.2018	12:00-14:00	A-007	lecture	BAM2-1, BCIT2-1	JAMES GILBERT

Picture 27: Export Excel

Export Excel: This function, like the PDF export function, exports the timetable for the selected parameters.

Lessons						
Day	Date	Hour	Room	Comment	Group	Lecturer
Monday	12.02.2018	08:00-10:00	Room 1	tutorial Enterprise Resource Planning	BAM2-1	JAMES GILBERT
Monday	12.02.2018	10:00-12:00	B-005	tutorial Enterprise Resource Planning	BAM2-2	JAMES GILBERT
Monday	12.02.2018	12:00-14:00	A-002	tutorial Enterprise Resource Planning	BAM2-3	JAMES GILBERT
Monday	12.02.2018	14:00-16:00	A-001	tutorial Enterprise Resource Planning	BAM2-4	JAMES GILBERT
Monday	12.02.2018	16:00-18:00	A-003	tutorial Enterprise Resource Planning	BAM2-5	JAMES GILBERT
Tuesday	13.02.2018	08:00-10:00	Room 2	tutorial Enterprise Resource Planning	BAM2-6	JAMES GILBERT
Tuesday	13.02.2018	10:00-12:00	B-004	lecture Total Quality Management	BAM2-4, BAM2-5, BAM2-6	JAMES GILBERT
Tuesday	13.02.2018	12:00-14:00	A-004	lecture Total Quality Management	BAM2-1, BCIT2-1	JAMES GILBERT
Tuesday	13.02.2018	14:00-16:00	B-004	lecture Total Quality Management	BAM2-2, BAM2-3, BRC2-1	JAMES GILBERT
Wednesday	14.02.2018	08:00-10:00	B-007	lecture Total Quality Management	BAM2-2, BAM2-3, BRC2-1	JAMES GILBERT
Wednesday	14.02.2018	10:00-12:00	B-007	lecture Total Quality Management	BAM2-4, BAM2-5, BAM2-6	JAMES GILBERT
Wednesday	14.02.2018	12:00-14:00	A-007	lecture Total Quality Management	BAM2-1, BCIT2-1	JAMES GILBERT
Wednesday	14.02.2018	14:00-16:00	A-007	lecture Local Economic Development and Planning	BAM3-1, BAM3-2, BAM3-3	LOUIS EVANS, JAMES GILBERT
Wednesday	14.02.2018	16:00-18:00	B-007	lecture Local Economic Development and Planning	BAM3-4, BAM3-5, BAM3-6	LOUIS EVANS, JAMES GILBERT
Monday	19.02.2018	08:00-10:00	Room 1	tutorial Enterprise Resource Planning	BAM2-1	JAMES GILBERT
Monday	19.02.2018	10:00-12:00	B-005	tutorial Enterprise Resource Planning	BAM2-2	JAMES GILBERT
Monday	19.02.2018	12:00-14:00	A-002	tutorial Enterprise Resource Planning	BAM2-3	JAMES GILBERT
Monday	19.02.2018	14:00-16:00	A-001	tutorial Enterprise Resource Planning	BAM2-4	JAMES GILBERT
Monday	19.02.2018	16:00-18:00	A-003	tutorial Enterprise Resource Planning	BAM2-5	JAMES GILBERT

Picture 28: Export - dates (PDF)

Export - dates (PDF): This report is similar to the Export Pdf above (Picture 23). If we want to perform this function, the same conditions must be fulfilled.

Lessons						
Day	Date	Hour	Room	Comment	Group	Lecturer
Monday	12.02.2018	08:00-10:00	Room 1	tutorial Enterprise Resource Planning	BAM2-1	JAMES GILBERT
Monday	12.02.2018	10:00-12:00	B-005	tutorial Enterprise Resource Planning	BAM2-2	JAMES GILBERT
Monday	12.02.2018	12:00-14:00	A-002	tutorial Enterprise Resource Planning	BAM2-3	JAMES GILBERT
Monday	12.02.2018	14:00-16:00	A-001	tutorial Enterprise Resource Planning	BAM2-4	JAMES GILBERT
Monday	12.02.2018	16:00-18:00	A-003	tutorial Enterprise Resource Planning	BAM2-5	JAMES GILBERT
Tuesday	13.02.2018	08:00-10:00	Room 2	tutorial Enterprise Resource Planning	BAM2-6	JAMES GILBERT
Tuesday	13.02.2018	10:00-12:00	B-004	lecture Total Quality Management	BAM2-4, BAM2-5, BAM2-6	JAMES GILBERT
Tuesday	13.02.2018	12:00-14:00	A-004	lecture Total Quality Management	BAM2-1, BCIT2-1	JAMES GILBERT
Tuesday	13.02.2018	14:00-16:00	B-004	lecture Total Quality Management	BAM2-2, BAM2-3, BRC2-1	JAMES GILBERT
Wednesday	14.02.2018	08:00-10:00	B-007	lecture Total Quality Management	BAM2-2, BAM2-3, BRC2-1	JAMES GILBERT
Wednesday	14.02.2018	10:00-12:00	B-007	lecture Total Quality Management	BAM2-4, BAM2-5, BAM2-6	JAMES GILBERT
Wednesday	14.02.2018	12:00-14:00	A-007	lecture Total Quality Management	BAM2-1, BCIT2-1	JAMES GILBERT
Wednesday	14.02.2018	14:00-16:00	A-007	lecture Local Economic Development and Planning	BAM3-1, BAM3-2, BAM3-3	LOUIS EVANS, JAMES GILBERT
Wednesday	14.02.2018	16:00-18:00	B-007	lecture Local Economic Development and Planning	BAM3-4, BAM3-5, BAM3-6	LOUIS EVANS, JAMES GILBERT
Monday	19.02.2018	08:00-10:00	Room 1	tutorial Enterprise Resource Planning	BAM2-1	JAMES GILBERT
Monday	19.02.2018	10:00-12:00	B-005	tutorial Enterprise Resource Planning	BAM2-2	JAMES GILBERT
Monday	19.02.2018	12:00-14:00	A-002	tutorial Enterprise Resource Planning	BAM2-3	JAMES GILBERT
Monday	19.02.2018	14:00-16:00	A-001	tutorial Enterprise Resource Planning	BAM2-4	JAMES GILBERT
Monday	19.02.2018	16:00-18:00	A-003	tutorial Enterprise Resource Planning	BAM2-5	JAMES GILBERT
Tuesday	20.02.2018	08:00-10:00	Room 2	tutorial Enterprise Resource Planning	BAM2-6	JAMES GILBERT
Tuesday	20.02.2018	10:00-12:00	B-004	lecture Total Quality Management	BAM2-4, BAM2-5, BAM2-6	JAMES GILBERT

Picture 29: Export-dates (Excel)

A	B	C	D	E	F	G	H	I	J	K	L
1											
2											
3											
4	1	th		1	sun		1	wed		1	th
5	2	sat		2	mon		2	thu		2	sat
6	3	sun		3	tue		3	fri		3	sun
7	4	mon		4	wed		4	sat		4	mon
8	5	tue		5	thu		5	sun		5	tue
9	6	wed		6	fri		6	mon		6	wed
10	7	thu		7	sat		7	tue		7	thu
11	8	fri		8	sun		8	wed		8	fri
12	9	sat		9	mon		9	thu		9	sat
13	10	sun		10	tue		10	fri		10	sun
14	11	mon		11	wed		11	sat		11	mon
15	12	tue		12	thu		12	sun		12	tue
16	13	wed		13	fri		13	mon		13	wed
17	14	thu		14	sat		14	tue		14	thu
18	15	fri		15	sun		15	wed		15	fri
19	16	sat		16	mon		16	thu		16	sat
20	17	sun		17	tue		17	fri		17	sun
21	18	mon		18	wed		18	sat		18	mon
22	19	tue		19	thu		19	sun		19	tue
23	20	wed		20	fri		20	mon		20	wed
24	21	thu		21	sat		21	tue		21	thu
25	22	fri		22	sun		22	wed		22	fri
26	23	sat		23	mon		23	thu		23	sat
27	24	sun		24	tue		24	fri		24	sun
28	25	mon		25	wed		25	sat		25	mon
29	26	tue		26	thu		26	sun		26	tue
30	27	wed		27	fri		27	mon		27	wed
31	28	thu		28	sat		28	tue		28	thu
32	29	fri		29	sun		29	wed		29	fri
33	30	sat		30	mon		30	thu		30	sat
34				31	tue					31	sun

Picture 30: Excel calendar

Excel calendar: Filter Excel reports for whole year timetable for selected parameters. At least one group and at least one room must be selected in filter.

A	B	C	D	E	F	G	H
1	Lecturers: JAMES GILBERT, Groups: BAM2-1, Rooms: A-001						
2	Monday, 01.01.2018		Tuesday, 02.01.2018		Wednesday, 03.01.2018		
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							

Picture 31: Excel desktop

Excel desktop: This is an export of current selection to Excel without overlapping.

ID 201600101
Name test
Degree Bachelor of

Effective 2-9.10.1999
Advisor m santic
Session 112 Semester 1 2017-2018

	Monday, 01.01.2018	Tuesday, 02.01.2018	Wednesday, 03.01.2018	Thursday, 04.01.2018	Friday, 05.01.2018	Saturday, 06.01.2018	Sunday, 07.01.2018
07:00						A-001	
07:30							
08:00	STEVE MILES, Room 2 BAM2-1 Theories of HRM (tutorial)	JAMES GILBERT, B-001 AFM3-1 Advanced Financial	LOUIS EVANS, B-008 BAM2-1.BAM2-2... Criminal Law (lecture)	PETER JOHNSON, A-003 BAM2-1 Strategic Management	BARBARA STEIN, A-004 BCIT2-1.BAM2-1 Theories of HRM (lecture)		
08:30							
09:00							
09:30							
10:00	RICHARD FISHER, Room BAM2-1 International Business	NICHOLAS HOFER, A-001 BCIT1-1 IT and Web Development	JAMES GILBERT, B-008 BAM2-1 Physics (lecture)	DAVID COLE, A-001 AFM3-3 Effective Teamwork	RICHARD FISHER, B-008 BAM2-1.BAM2-2... Strategic Management		
10:30							
11:00							
11:30							
12:00	BARBARA STEIN, A-001 AFM2-2 Decision Support Systems	TEDDY THOMPSON, A- AFM1-1 Making Managerial		JAMES GILBERT, A-008 AFM3-2 Advanced Financial	GEORGE SULLIVAN, B- BAM2-1 Criminal Law (tutorial)		
12:30							
13:00			JAMES GILBERT, Room 1 AFM3-3 Advanced Financial	TEDDY THOMPSON, A- AFM1-2 Making Managerial	JAMES GILBERT, B-008 BAM2-1 Physics (lecture)		
13:30							
14:00		JAMES GILBERT, A-008 AFM3-2 Advanced Financial	JAMES GILBERT, Room 1 AFM3-3 Advanced Financial	TEDDY THOMPSON, A- AFM1-2 Making Managerial	ROBERT YORKIE, A-007 BAM2-1.BCIT2-1 Aspects of Business Law		
14:30							
15:00							
15:30							
16:00	A-001	A-001	A-001	A-001	A-001		
16:30							
17:00							
17:30							
18:00							
18:30							
19:00							
19:30							
20:00							
20:30							
21:00							
21:30							

Course	Course Title	Credits	Course Coordinator	Start Date	End Date
Making Managerial Decisions	Making Managerial Decisions Using Accounting Information	0		25.09.2017	07.01.2018

Picture 32: Group summary

Group summary: This is an export of current selection to PDF with additional list of displayed courses and customized header information.

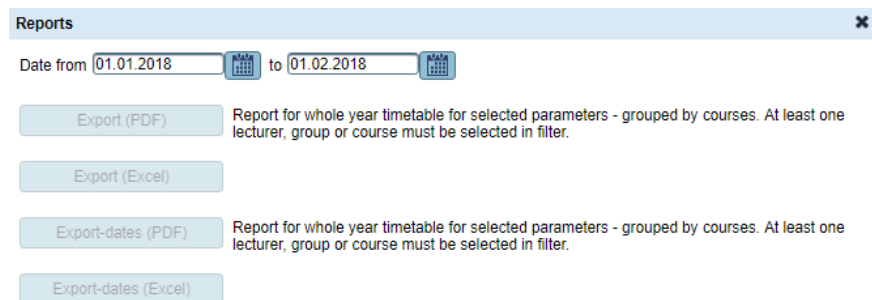
JR_PAGE_... : X ✓ f _x EVIDENCE OF ACADEMIC WORK BY COURSE AND COURSE TYPE					
	A	B	C	D	E
1	EVIDENCE OF ACADEMIC WORK BY COURSE AND COURSE TYPE				
2	LECTURER	JAMES GILBERT	DEPARTMENT		
3	PROGRAM	undergraduate			LE - lecture SE - seminar TU - tutorial
4	YEAR	3	SEMESTER		
5	COURSE	Advanced Financial Accounting			
6					
7	Date:			Signature:	

Picture 33: Evidence

Evidence: This is the report of the teacher on the performance of work at the pedagogical institution. This report takes the types of implementation from the basic Wise Timetable

program, namely their codes. For each object, the lecturer performs a special tab in the Excel file.

If a user is not logged in into the application, only certain reports are available:



The screenshot shows a 'Reports' section with a close button (X) in the top right corner. Below the title bar, there is a date range selector showing 'Date from 01.01.2018' and 'to 01.02.2018', each with a calendar icon. Underneath, there are five buttons: 'Export (PDF)', 'Export (Excel)', 'Export-dates (PDF)', and 'Export-dates (Excel)'. To the right of the 'Export (PDF)' and 'Export-dates (PDF)' buttons, there is a descriptive text: 'Report for whole year timetable for selected parameters - grouped by courses. At least one lecturer, group or course must be selected in filter.'

Picture 34: Reports in case user is not log in to the application

Reports also allow you to limit print dates:



This screenshot is similar to the previous one but highlights the date selection part. It shows the 'Reports' title bar and the date range 'Date from 01.01.2018 to 01.02.2018'. Each date input field has a calendar icon next to it, indicating that the dates can be selected from a calendar view.

Picture 35: Date determination of reports

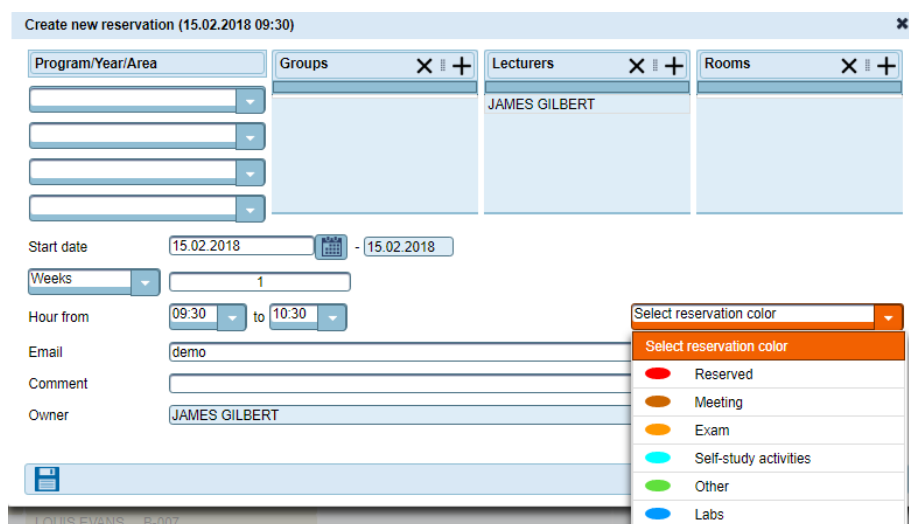
14 Types of reservations

Function Types of reservations allow us to edit and select different colours for each type of reservation and each course of study. We arrange that in desktop application. The colours and reservation names are determined according to your desires on the desktop file.



Picture 36: Define types of reservations

The reservation type can also be selected in the web application under Creating a new reservation:



Picture 37: Choose the colour of reservation

15 Overlapping of reservations

After the reservation is saved, the program checks any overlaps between the provisions made. If no overlap is detected, the reservation is saved and a booking message about successful reservation is sent.

	Monday, 12.02.2018	Tuesday, 13.02.2018	Wednesday, 14.02.2018	Thursday, 15.02.2018
07:00				
07:30				
08:00	JAMES GILBERT, Room 1 BAM2-1 Enterprise Resource Planning (tutorial)	JAMES GILBERT, Room 2 BAM2-6 Enterprise Resource Planning (tutorial)	JAMES GILBERT, B-007 BAM2-2, BAM2-3 Total Quality Management (lecture)	JAMES GILBERT labs
08:30				
09:00				
09:30				
10:00	JAMES GILBERT, B-005 BAM2-2 Enterprise Resource Planning (tutorial)	JAMES GILBERT, B-004 BAM2-4, BAM2-5 Total Quality Management (lecture)	JAMES GILBERT, B-007 BAM2-4, BAM2-5 Total Quality Management (lecture)	
10:30				
11:00				
11:30				
12:00	JAMES GILBERT, A-002 BAM2-3 Enterprise Resource Planning (tutorial)	JAMES GILBERT, A-004 BAM2-1, BCI2-1 Total Quality Management (lecture)	JAMES GILBERT, A-007 BAM2-1, BCI2-1 Total Quality Management (lecture)	
12:30				
13:00				
13:30				
14:00	JAMES GILBERT, A-001 BAM2-4 Enterprise Resource Planning (tutorial)	JAMES GILBERT, B-004 BAM2-2, BAM2-3 Total Quality Management (lecture)	LOUIS EVANS... A-007 BAM3-1, BAM3-2 Local Economic Development and Plan	
14:30				
15:00				
15:30				
16:00	JAMES GILBERT, A-003 BAM2-5 Enterprise Resource Planning (tutorial)		LOUIS EVANS... B-007 BAM3-4, BAM3-5 Local Economic Development and Plan	
16:30				
17:00				
17:30				

Picture 38: The example without overlapping

Reservations are displayed in blue, unless "System Approval" is enabled in the configuration. In the case of an approval system, the colour of the reservation is orange. When the reservation is approved by the Office of Administration in the central Wise Timetable program, it becomes blue. Your reservations are always displayed in blue and the reservations of others are green.

If your reservation overlaps with another event, the following screen will appear:

Create new reservation (15.02.2018 08:00) ✕

Program/Year/Area	Groups	Lecturers	Rooms
undergraduate		GAREY GREENWOOD	
1			
Accounting for Management			
Financial Management			

Start date: 14.02.2018

Weeks: 1

Hour from: 07:30 to 09:30

Comment: course

Email: demo

Owner: JAMES GILBERT

	Monday 12.02.2018	Tuesday 13.02.2018	Wednesday 14.02.2018	Thursday 15.02.2018	Friday 16.02.2018	Saturday 17.02.2018	Sunday 18.02.2018
07:00							
07:30							
08:00							
08:30							
09:00							
09:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
13:00							
13:30							
14:00							
14:30							
15:00							
15:30							
16:00							
16:30							
17:00							
17:30							

Picture 39: The example of overlapping

In this part of the screen, we can see the booking schedule, which is coloured black with a red border. You can now confirm the overlap by clicking this field (do this step if you want both events to run in the same place with the same lecturers), or click on any green box to make this reservation without overlapping. In all other red fields, there is also a problem of overlapping between reservations.

The e-mail recipient receives a confirmation mail, which looks something like this:

Dear Wise Timetable user,

This is an automatic message confirming made with the reservation made in Wise Timetable.

Reservation was made for the following subject: ANDREW ALTMAN//

Reservation was made by ANDREW ALTMAN with a comment: special event for 2nd year students.

Starting date of reservation: 11.10.2016, start time: 14.00, duration: 2, repetition: 1 (weeks).

Best regards,

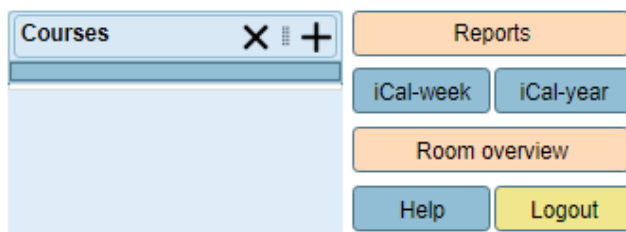
Administration of Wise Timetable (in the name of ANDREW ALTMAN).

16 An overview of the rooms

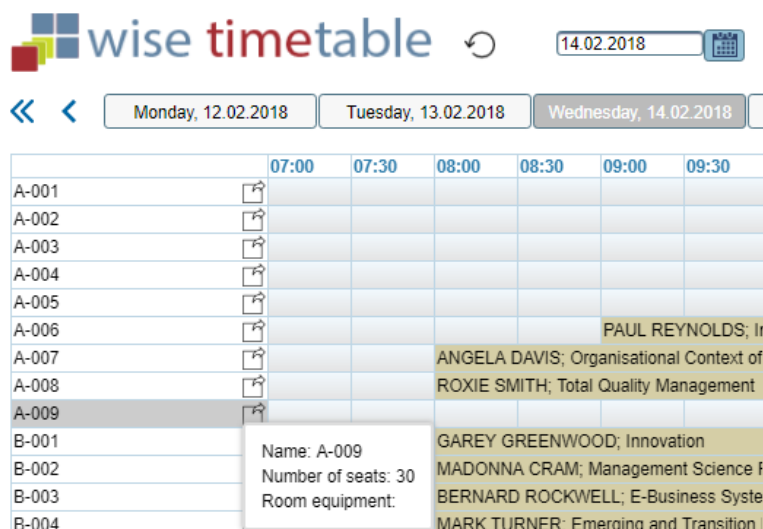
This screen (sometimes the default screen, if you make such a configuration) at the same time displays a list of all available rooms and schedules for one day in all rooms. You can switch between days by clicking on the daily buttons at the top of the screen, and scrolling through the calendar, similarly as if you were to view the calendar of the week.

The filter filters the rooms according to the desired indicator (number of seats, equipment, etc.). If you place a mouse on one of the available rooms, it shows you what kind of equipment contains the selected room (seats, computers, etc.).

When viewing a calendar, there is the possibility of daily, weekly and monthly schedules.



Picture 40: The option of room overview



Picture 41: Details about equipment

You can return to the weekly view with the "Week view" button at the top. This way you can replace weeks, dates and other data in the same way as in a weekly view. The only difference is that the layout is not the same.

If you are going through lectures, you will get a toolbar that offers more information about the current lecture. By clicking on the lecture, a new dialog box appears that contains even more information about the current event.

At the bottom of the screen we can find the date of the last change in the schedule that was entered by the administrative office. We also find information about the current version of the program.

	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30
A-001																						
A-002							PETER JOHNSON, Systems Analysis Proj															
A-003							GEORGE COHEN, V															
A-004											JOHN SPENCER, E-Business and IT Law											
A-005																						
A-006							PAUL REYNOLDS, Intellectual Property				ROXIE SMITH, IT and Web Development				BERNARD ROCKWELL, E-Business Syste							
A-007							ANGELA DAVIS, Organisational Context of				JAMES GILBERT, Total Quality Managem				LOUIS EVANS, ... Local Economic Develop							
A-008							ROXIE SMITH, Total Quality Management								GEORGE SULLIVAN, Data Envelopment Ai							
A-009							RICHARD FISHER, Market Research Tech															
B-001							GAREY GREENWOOD, Innovation				ELLEN WILLIAMS, Company Law				GEORGE COHEN, V STEVE MILES, E-Business and IT Law							
B-002							MADONNA CRAM, Management Science I				BARBARA STEIN, ... Emerging and Transi				LIZZY QUINN, IBE Projects							
B-003							BERNARD ROCKWELL, E-Business Syste				BERNARD ROCKWELL, E-Business Syste				ROXIE SMITH, IT and Web Development -							
B-004							MARK TURNER, Emerging and Transition				ANGELA DAVIS, Organisational Context of				EDWARD WEBB, Enterprise Resource Pla							
B-005							EDWARD WEBB, Technology Transfer				GEORGE SULLIVAN, Italian - s				MARGARET WOOD, German - s							
B-006							STEVE MILES, E-Business and IT Law				EDWARD WEBB, Technology Transfer				MADONNA CRAM, It							
B-007							JAMES GILBERT, Total Quality Managem				JAMES GILBERT, Total Quality Managem				LOUIS EVANS, Management Science Proj							
B-008							ELLEN WILLIAMS, ... Doing E-Business				LOUIS EVANS, Management Science Proj				RICHARD FISHER, Advanced Spreadsh							
B-009							MARGARET WOOD, German - s				MARGARET WOOD, German - s				MARGARET WOOD, German - s							
Room 1							MADONNA CRAM, Management Science I				GAREY GREENWOC				JOHN SPENCER, Making Managerial Decis							
Room 2							JOHN SPENCER, Making Managerial Decis				STEVE MILES, E-Business and IT Law				ELLEN WILLIAMS, Company Law							

Picture 42: Overview of rooms

To determine the equipment in a single space, select the filter "icon" in the Room Overview view and in the new window we can see the following:

Find room by equipment ✕

Reset

Number of seats

Room equipment

☒

☒ computers

☒ phono equipment

Picture 43: Choose equipment for the room

In this window we can select, for example, the number of seats, the type of equipment (computers, projectors, canvases, etc.) that you can add by yourself. When we enter all the information, we click on X and in the schedule, it shows us rooms that contains the desired equipment.

14.02.2018

21

Filter

Filtered week view

Help

Logout

Monday, 12.02.2018

Tuesday, 13.02.2018

Wednesday, 14.02.2018

Thursday, 15.02.2018

Friday, 16.02.2018

Saturday, 17.02.2018

Sunday, 18.02.2018

	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	
A-005																									
A-006																									
B-003																									

Picture 44: Equipment selection

17 iCal week

This function immediately makes a file named “calendar.ics” downloaded in your browser. It contains information about lessons in displayed week in form of standard calendar format (ics). This means you can import this file (calendar.ics) into your Outlook calendar, Google calendar or any other calendar you use (for private or work purposes) and lessons will be shown on your devices. Note that multiple import of the same calendar will not create duplicate entries because each entry is having unique ID which is preserved.

18 iCal year

Similar to iCal-week but all the lessons from whole year are exported to a calendar file.

19 Room overview

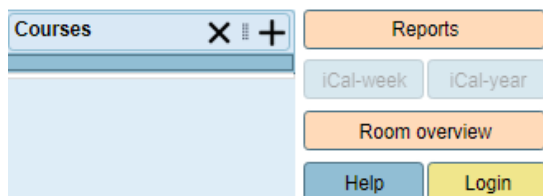
Switch to completely new screen, showing all the rooms at once at the left side and week lessons at the right side.

20 Help

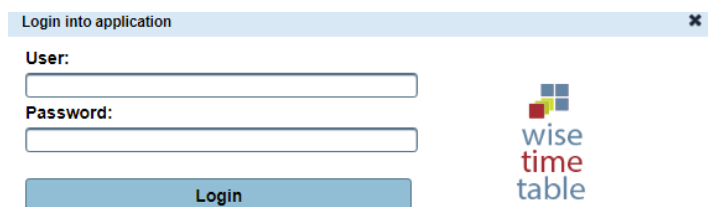
Showing this PDF file in a separate tab in your browser.

21 Log in/log out into application

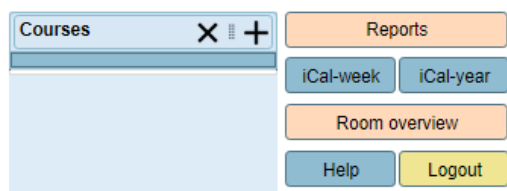
In order to log in into the application, you use user name and password that you get when you buy application. Once you have entered all the required information correctly, click on the **Login** button.



Picture 45: Log into application

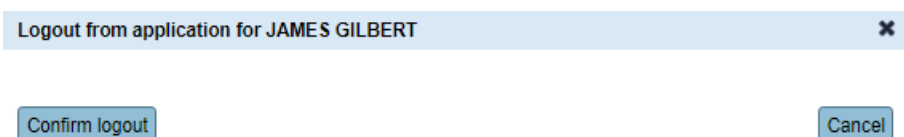


Picture 46: Insert login data



Picture 47: Logout button

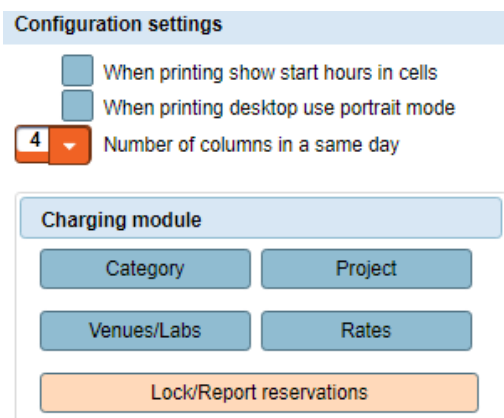
When you want to logout you have to choose the button above (Logout). Before the logout you will be asked to confirm your choice.



Picture 48: Confirm logout from application

22 Rent a room

Under the Settings tab (⚙️), there are five buttons or functions that are only accessible to financial administrators. Blue buttons allow settings and the orange button is for report.



Picture 49: Charging module

- Use all the blue buttons to setup the projects, codes and rates (so first create categories, then input project code and names, define which labs you charge and finally set the prices – all this you set with the four upper buttons – use them in order: Category, Project, Venues/Labs, Rates).

- Then you wait for somebody to book those venues (or make samples) – for test you can make same reservations at reception or with another username, or even you can create test reservations at chargeable rooms.
- You make your report with orange button – probably you will want to lock the reservations on all the venues for a defined period (so your invoice report cannot be affected by changes) and then make a report.

Charging report (opened when clicking “Lock/Report reservations”):

- You always have to define Date from-to – all other functions work according to these dates.
- Button “Show open” – shows all the bookings which are chargeable but they are not included in any invoice report (or locked) made by you (in defined period).
- Button “Show locked” – shows all the reservations which are not “Open” in selected period (locked).
- Button “Show undefined” – those who are having selected lab which is chargeable but there is no defined charge rate/category/project ... (this can happen when you set additional room as chargeable but have not yet defined the rates with a “blue” buttons).
- Button “Lock reservations” locks all the reservations in the selected period – so they cannot be changed or deleted – only those will be visible in the report you get with “Charging report”.
- Button “Charging report” will make final excel file with charging report as we defined it. It will contain all the locked reservations (might be empty if you forget to lock the reservations in a period).

Lock/Report reservations

Date from to

Show open Show locked Show undefined Export to excel

Lock reservations Charging report

Date	Month	Venue/Lab	Venue/Lab Manager	User Name	Number of Hours/Days	Units of Output	Rate	Cost of Venue/Lab Use	Project Name
------	-------	-----------	-------------------	-----------	----------------------	-----------------	------	-----------------------	--------------

Picture 50: Lock/Report reservations

22.1 Blue buttons (for settings)

22.1.1 Categories

Name	Active	
Research Council	Yes	
ERC	Yes	
Shell	Yes	
R Rickaby	Yes	

Picture 51: Categories

Here you edit lines with a click on a “pencil” icon and confirm edit with “check” icon:

Active
Yes

Yes No

Picture 52: Managing with icons

So here you edit project categories. You cannot delete them because they might be active in current open bookings but you can declare them “Inactive” here – so they will not be shown at Booker.

22.1.2 Projects

When you book, you select project name and rate type (day, hour, sample). Here you define projects – similarly to categories:

Project

✕

Code	Name	Category	Active	
CDT		Research Council	Yes	✎
DGR00140	CS_KK_NERC-IRF	Research Council	Yes	✎
DGRW000	SHELL EARTH RESOURCES	Research Council	Yes	✎
DGR00330	LH NERC JULY 14	Research Council	Yes	✎
DGR00250	LH-NI	Research Council	Yes	✎
DGR00370	The Large-Scale Oceanic Distr	Research Council	Yes	✎
DRG00230	CM TM NERC LG	Research Council	Yes	✎
DG1021		Research Council	Yes	✎
DG1061	4th year	Research Council	Yes	✎

Code

Name

Add

Picture 53: Button Projects

22.1.3 Venues/Labs

Similarly, to categories and projects, you add here venues/labs (at the bottom, from all the existing labs). Also, them you cannot delete – only set inactive.

Venues/Labs

✕

Cost center	Cost center	Venue/Lab manager	Chargeable	
Room 1			Yes	✎
Room 2			No	✎

Add

Picture 54: Button Venues/Labs

Cost center	Venue/Lab name	Venue/Lab manager	Chargeable
Room 1			Yes
Room 2			

Add

Picture 55: Managing Venues/Labs

22.1.4 Rates

The rate for these labs is set at the “Rates” blue button.

Here you set all the rates for the selected rooms. Your users (booking) will have to select only charge type (day, hour, and sample) and project name – as follows:

Cost center	Venue/Lab name	Venue/Lab manager	Day Rate Research Council	Day Rate ERC	Day Rate Shell	Day Rate R Rickaby	Hour Rate Research Council	Hour Rate ERC	Hour Rate Shell	Hour Rate R Rickaby	Sample Research Council	Sample ERC	Sample Shell	Sample R Rickaby
Room 1														
Room 2														

Picture 56: Button Rates

Create new reservation (15.02.2018 07:00)

Program/Year/Area: [dropdown] Groups: [dropdown] Lecturers: [dropdown] Rooms: [dropdown]

Start date: [15.02.2018] to [15.02.2018]

Weeks: [1]

Hour from: [07:00] to [08:00] Select reservation color: [dropdown]

Email: [demo]

Comment: [JAMES GILBERT]

Owner: [JAMES GILBERT]

Charging by: [Day Rate] Project: [dropdown]

CDT -
DGR00140 - CS_KK_NERC-IRF
DGRW/O00 - SHELL EARTH RESOURCES
DGR00330 - LH NERC JULY 14
DGR00250 - LH-NI
DGR00370 - The Large-Scale Oceanic Distr
DRG00230 - CM TM NERC LG
DG1021 -
DG1061 - 4th year

Picture 57: Fixing the prices for selected room

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