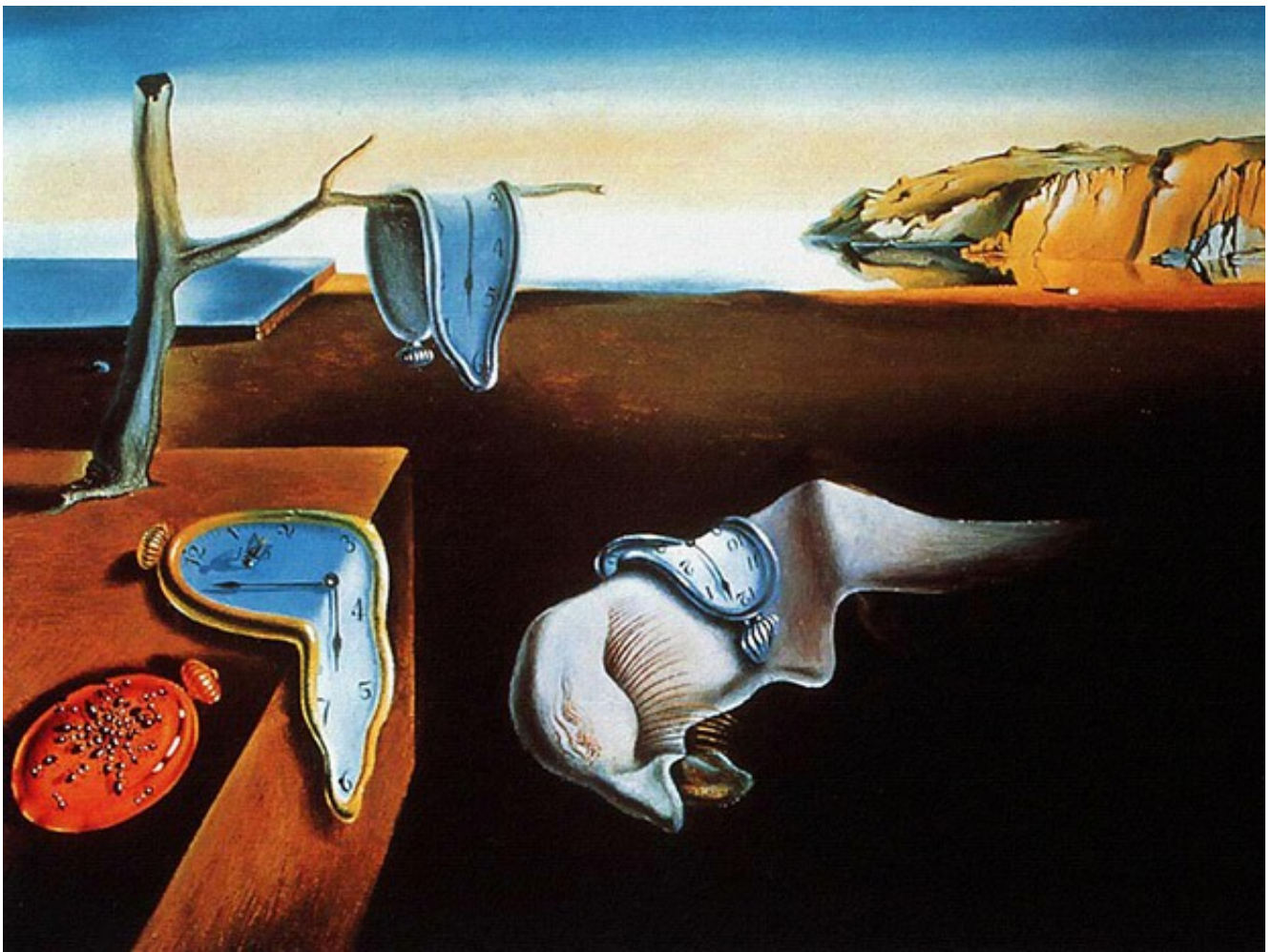


# Wise Timetable

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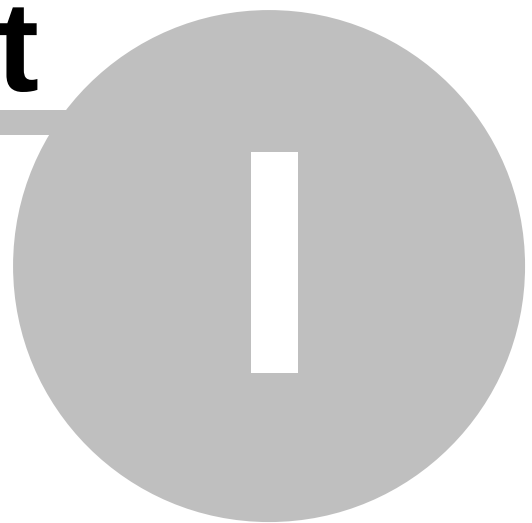
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**Part**



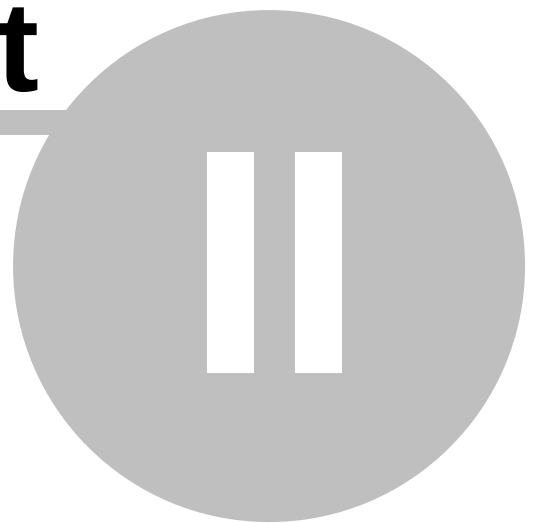
# 1 Introducing Wise Timetable

**Wise Timetable** is powerful and easy to use timetable software for automatic and interactive creation and maintenance of schedule of classes. There are two versions of Wise Timetable: one for universities and the other for primary and high schools.

## Main advantages

- our software sets no limits on the institution size or complexity
- graphical user interface is more intuitive and user friendly
- powerful automatic generation solve problem of even the most complex timetables
- program is designed to cope with real-life constraints such as:
  - room size and dispose ability
  - required equipment
  - lecturer availability
  - complex lecture distribution
  - other special requirements.
- for interactive timetabling we've created advanced assistance tools
- wise timetable can be used to produce unlimited number of timetables
- comprehensive reports and one click notifying by e-mail
- web publishing implemented for Windows and Unix web servers
- lecture execution is not restricted by time duration or weekly cycles
- your timetable can be spread over the whole year each week differently
- solely scheduling software capable of student level timetabling
- wise timetable university version complies to Bologna convention
- interfacing to the other applications in your organization has never been easier
- compatible to all popular database systems (e.g. ORACLE, MySQL, MSSql, ...)
- compatible with all Windows platforms
- if application is not already localized in your language on your request we will gladly do so
- our users get guaranteed support promptly and professionally without time limits.

**Part**



## 2 Why Wise Timetable?

### Overview

**Wise Timetable** was made in close cooperation with end users: schools and universities. We learned a lot from them about timetabling process and we designed our software with a great respect for all of their wishes and needs. Our product was also successfully tested by our end users, so we are certain that it is capable of handling various demands of modern education system.

For development we used the most up-to-date technology, and by doing so, we managed to make one of the best products in market of class scheduling.

Our main motto is: keep it simple and flexible! On first glance one can see how simple and user friendly Wise Timetable is. More important, it is very flexible, so if there is any specific in your organization, which is not already included in our product, we can implement it as a new functionality without any problem.

### Data input

Your data can be inserted manually or automatically imported from your database. For manual input of programs, subject areas, courses, lecturers, groups, rooms, and students specifications use intuitive interface with clear descriptions and tool tips (explanation are shown when mouse is placed over a function of interest). All functionalities are directly accessible from all the points where you might need them. For quicker access shortcuts are also available.

Timetable can be created manually or automatically or in both ways by mixing them in any way you want (to avoid changing already inserted parts of timetable by generation just use locking functions).

When creating timetables manually our software gives you extensive hints of optimal actions for creating ideal timetables. With Swap function you can easily manage lecture permutations across timetable, utilizing conflict prevention at the same time.

### Help tools

An extensive help is inseparable part of our application, easily accessible by F1 key. There, you can find clear descriptions of all functionalities and useful examples. Help is content sensitive and contains index and search functions on your disposal.

If you have any additional questions, do not hesitate to contact us. You can expect prompt response from our support team anytime.

### Views and reports

Timetables can be extremely complex, because of numerous combinations. To ensure that you can easily see how the data is interconnected, we provide five views on the timetable (view by room, by lecturer, by group, by course and by student). With the **Wise Timetable** reports, all the data is just a few clicks away!

List of unallocated turns shows all turns (courses) that are not allocated in the timetable. With the

function View occupancy you can see when lecturers, groups or rooms are occupied. You will quickly find free rooms with the help of rooms review.

You can also send timetables to lecturers or students by e-mail, and therefore You will have to entry e-mail addresses together with names and surnames of professors/students, so You could without any problem send their schedules to them - to an individual (professor/student), only a group of students or to all of them.

### Automatic generation

To generate a timetable automatically, just press button "Generate". **Wise Timetable** will generate new highly optimized timetable, taking care of all the restrictions you have made: blockades, room size, equipment required, lecture parameters, locked timetable units... With our software, you can easily generate a timetable for each week or each semester separately or for whole year at once. It is absolutely flexible!

You can optimize the process of automatic generation by setting up the percentage of deviation for the number of students and the number of seats in the room. Generation can be adjusted according to time constraints - by defining primary and secondary hours for lectures execution, or/and including Saturdays - there are no limits.

### Maintenance

We know that no timetable is finite and fixed at the beginning of the year. That's why we took special care of manual timetable maintenance. With just a few clicks, you can change room reservations or change the lecturer. Graphical interface is optimized for quick and easy usage. All changes are transparent throughout the timetable.

Your timetable can be maintained by more persons. You can even maintain different programs (e.g. undergraduate and postgraduate) simultaneously in the same rooms - **Wise Timetable** will allow you to reserve rooms for different timetables and transfer these reservations between them. You can add comments, which will be displayed in the main workspace, reports and/or email notifications.

### Corrections

You can always make corrections to your timetable or even make the whole timetable manually, keeping the data controlled and double-checked by **Wise Timetable**. Changes in the timetable can be made by making a single cell changes or copying parts of a timetable in a various ways.

You can change timetables for whole school year or just for one week. With the function swap you can quickly swap allocated course with other allocated courses or with empty fields. All changes are transparent and built-in conflict prevention function will guarantee you against overlapping.

### Publishing

Publish all the timetables to the WEB! We have prepared ready-to-use PHP and ASP web pages which can be easily included into your web site as sub-pages. To publish the timetable, just include connections string for your database and ODBC scripts will do the rest. PHP and ASP pages are made differently for access by professors and by students.

All pages are equipped by searching tool that uniquely identifies students of professor. Since, it is possible that timetable differs from week to week, searching by weeks is enabled.

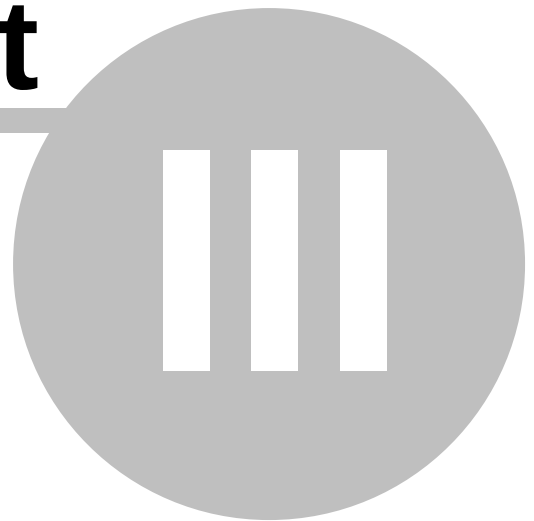
## Import data

Wise Timetable read and execute SQL commands (retrieving data from DB) directly from your text files. Prepared data about students in CSV (or Excel) file can be imported by using import functions directly from application.

If you have your data about lecturers, subject area, courses and students in any ODBC compatible database, you can import them. Wise Timetable is compatible with all popular databases (for example Microsoft SQL, Oracle, Interbase, MySQL or any other SQL database supporting ODBC communication or ANSI SQL).

# Part

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### 3 How to begin?

- In the [menu](#) choose Settings and edit:

1. [School year details](#),
2. [Edit locations](#),
3. [Equipment](#),
4. [Course type](#),
5. [Time labels](#),
6. [Miscellaneous](#) and
7. [Language](#).

- When you finish editing the Settings, choose Edit in the [menu](#) and then edit:

1. [Rooms](#),
2. [Lecturers](#),
3. [Programs](#),
4. [Subject areas](#),
5. [Groups](#) (without distribution of students into groups),
6. [Courses](#),
7. [Students](#) and
8. [Groups](#) (only distribution of students into groups).

You can [import](#) data about lecturers, subject areas, courses and students from your database.

- After all data is inserted, you can create a timetable [manually](#) or by [automatic generation](#).
- Frequently [saving](#) changes is recommended in order not to accidentally lose all the unsaved data (e.g. because of interrupted power supply).

When saving data for the first time, choose the file name and the folder in which you want to save the file.



**Part**

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**IV**

## 4 Keyboard shortcuts

We revised keyboard shortcuts available in Wise Timetable – especially for function keys. Now, some very often used screens are accessible also with function keys. Here is the list of all function keyboard shortcuts:

**F1** - content sensitive help

**F2** – Settings r Miscellaneous

**F3** – Edit courses (opens select courses screen)

**F4** – Room view – overview of all the rooms

**F5** – Select View by Room – main view

**F6** – Select View by Lecturer – main view

**F7** □ Select View by Group – main view

**F8** □ Select View by Course – main view

**F9** – Lecturer View – overview of all the lecturers

**F10** – Plan final exams

**F11** – Invoke »Full screen edit« screen (popularly »Magnetic Board«)

**F12** – Invoke »Substitutions« module (Cover planning). When on the main screen choose View you want and press F12 and edit screen for chosen view will open.

**SHIFT + F10** – Untouched reservations: make all reservations made on the web »fresh« - signed as »new«, so when editing different timetable you can import them again as »new«

**CTRL + F10** – manual check for modifications in database – new reservations,... Shows history log screen. This will not work if database is »Deactivated« previously in History log screen

**SHIFT + F11** – reload all the language settings, color schemes, etc... So, if you changed these configuration files while program is running, you can refresh it all here.

**SHIFT + F12** – generate automatically all the web passwords for professors. If password already exists it is NOT overwritten. In directory *c:\ProgramData\WiseTimetable* the file TutorPasswords.txt is created in order to let you collect passwords in one place (and inform professors if you like). The file looks like this:

1. GILBERT JAMES: GILBERTJ489
2. WEBB EDWARD: WEBBE604
3. WILLIAMS ELLEN: WILLIAMSE963
4. COLWELL RITA: COLWELLR166
5. YORKE ROBERT: YORKER326

....

Passwords are created as combination of surname, first letter of the name and random number at the end.

**CTRL + F12** – generate automatically all the web passwords for groups. If password already exists it is NOT overwritten. In directory `c:\ProgramData\WiseTimetable` the file `TutorPasswords.txt` is created in order to let you collect passwords in one place (and inform students if you like). The file looks like this:

1. AFM1-1: AFM11232
2. AFM1-2: AFM12380
3. AFM1-3: AFM13311
4. BAM1-1: BAM11273

&

Passwords are created as combination of group name and random number. Delimiters and special characters are always ignored.

**SHIFT + INSERT** – this is the same as SHIFT + F12 but passwords are always forced to be overwritten even if there is defined password

**CTRL + INSERT** – this is the same as CTRL + F12 but passwords are always forced to be overwritten even if there is defined password

**RIGHT ARROW** – shift week slider to the right

**LEFT ARROW** – shift week slider to the left

At groups screen (Edit r Groups) you can press:

**Enter:** to confirm input for all groups

**Double click on group:** to edit table cell (like group name or email...)

When table of groups is selected you can press first letter of »Edit« button (different name in different languages and software automatically recognize what is first letter for particular – current language used)

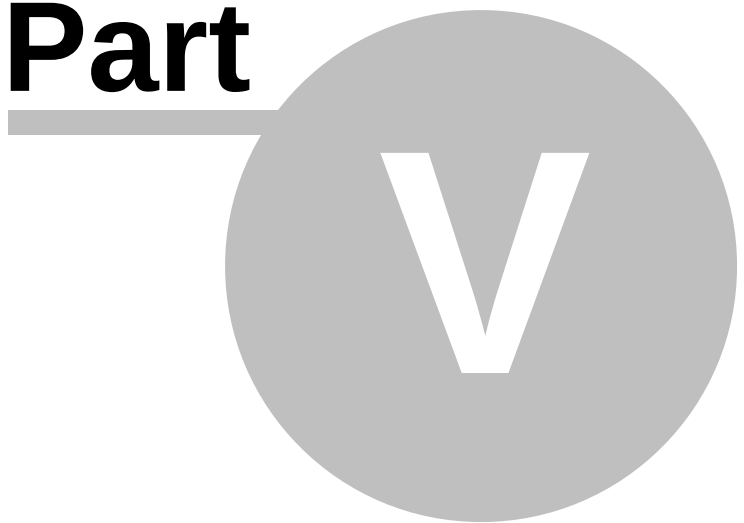
☐ for editing of groups.

**CTRL + R** - change mode to reference mode – in this case when you select some course on the main screen and then change view (by pressing F5-F8 or selecting it from menu) then corresponding room or corresponding professor is automatically selected in other view

**CTR + R** - again – returns to SWAP mode – thus enabling moving course across the main screen (these modes are visible by showing »REF« or »SWP« sign at bottom right of the main screen.

**ESC / ENTER** - exiting almost all screens in Wise Timetable application (except Courses, View Rooms and View Lecturers).

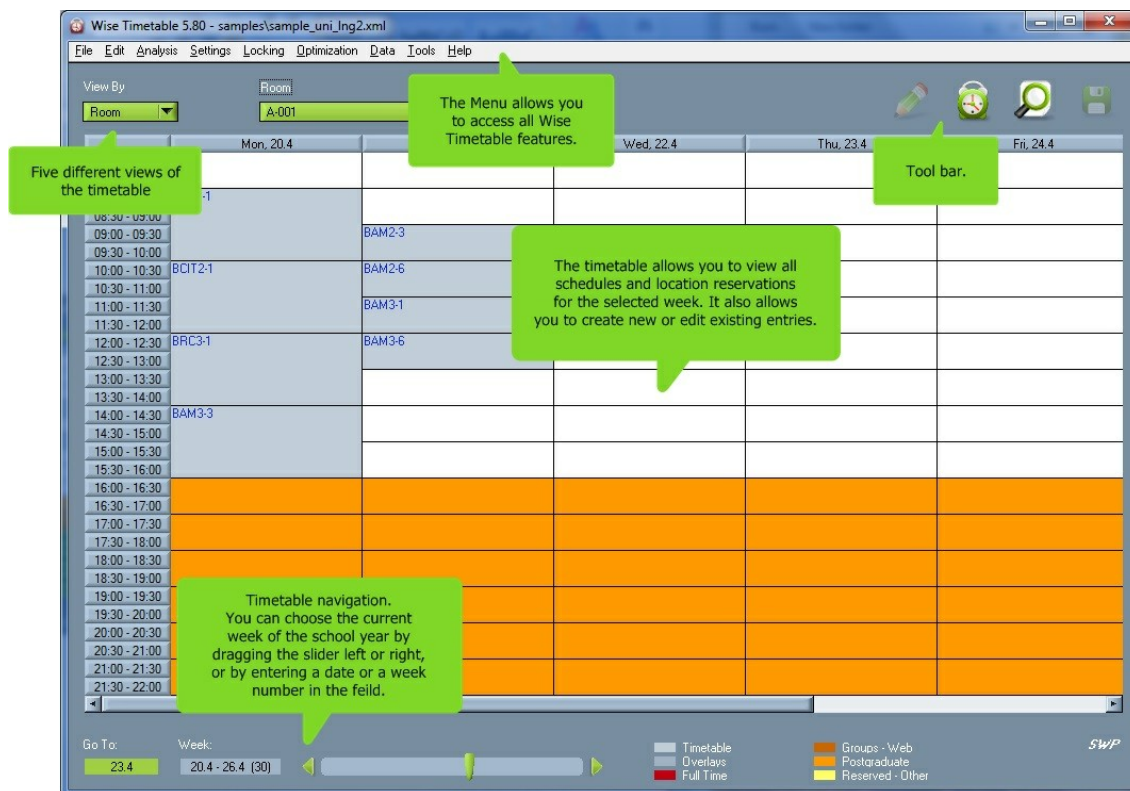
**Part**



## 5 The user interface (Overview)

### 5.1 Workspace

The Wise Timetable workspace is displayed below. Scroll down for a detailed description.



- **Menu**

Access all application features by using drop down menus.

- **Timetable**

Use the timetable to view the occupancy of rooms, lecturers and groups for a selected week. Changes in the schedule can also be made and new entries created.

- **Different views**

Choose among different ways of viewing the timetable.

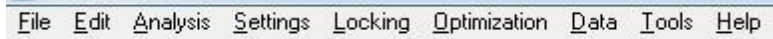
- **Tool bar**

Perform some of the tasks by using the buttons on the tool bar.

- **Timeline navigation**

View or change currently displayed week of the timetable.

## 5.2 Menu



The menu is divided into seven sub-menus:

- [File](#)  
Create a new timetable, load an existing timetable, save changes etc.
- [Edit](#)  
Create, edit and delete data.
- [Analysis](#)  
View unallocated turns, occupancy, rooms, lecturers and conflicts.
- [Settings](#)  
Set application parameters.
- [Locking](#)  
Lock and unlock schedules.
- [Optimization](#)  
Optimize schedules.
- [Data](#)  
Import and export data.
- [Tools](#)  
Plan final exam, edit in full screen and make substitutions
- **Help**  
Access this **Help content** and view the **About Wise Timetable** card.

### 5.2.1 File

<u>N</u> ew	Ctrl+N
<u>L</u> oad	Ctrl+L
<u>S</u> ave	Ctrl+S
Save A <u>s</u>	
Save As PDF	
Save to PDF - all	
<u>P</u> rint	Ctrl+P
Print - All	
Print <u>O</u> ne Day	
Send To <u>R</u> ecipient	Ctrl+M
Send Schedules To Lecturers	
c:\Schedule_Help\Rasposed_Help.xml	Ctrl+1
samples\sample_uni_lng2.xml	Ctrl+2
E <u>x</u> it	Ctrl+X

The File sub-menu consists of common functions.

- **New**

Create a new timetable.

- **Load**

Load an existing timetable.

- **Save**

Save all unsaved changes of the timetable.

When you save data for the first time, choose the file name and the folder in which you want to save the file.

- **Save as**

Save the timetable with a new name.

- **Save As PDF**

Export individual entities to the PDF. Wise Timetable will export files that you can see on the main window to PDF.

- **Save to PDF - all**

Export all timetables, e.g. all rooms timetables. Wise Timetable will export as many files as there are rooms. Exporting into PDF files takes care about proper order of Lecturer's name/surname. User can choose format of displaying lecturer's name. This is defined in Settings U Miscellaneous U View.

- **Print**

Print the timetable.

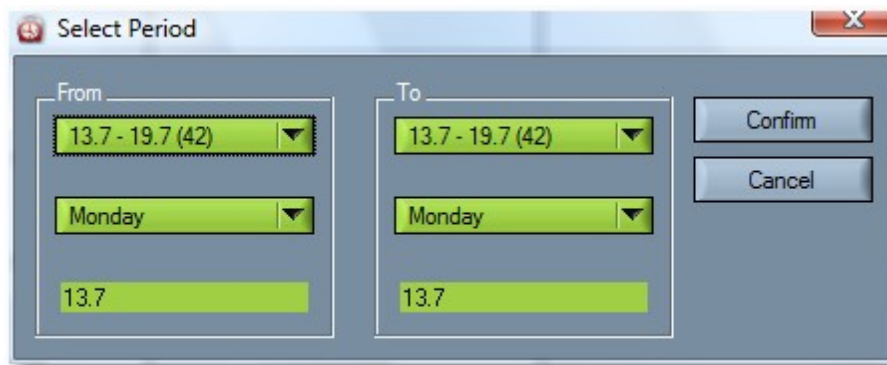
- **Print - All**

All screens for currently selected view, e.g. 'Room', will be printed automatically. Software will not send simple screen shot to the printer, but will actually make optimized print for the paper including taking care about overlapping courses, titles, legends and many more parameters which you can set-up at **Settings** | [Miscellaneous](#) | Export.

- **Print One Day**

Print One Day prints only lecturers' schedules for only one selected day.

Choose [view by](#) lecturer and the lecturer whose schedule you want to print. The following window opens:



The 'Select Period' dialog box is used to choose a specific time period and day for printing. It features two columns: 'From' and 'To'. Each column has a dropdown menu for the time period (currently showing '13.7 - 19.7 (42)'), a dropdown menu for the day (currently showing 'Monday'), and a text input field (currently showing '13.7'). To the right of these fields are 'Confirm' and 'Cancel' buttons.

Select the period for which you want to print schedules (separated for each day) and click Confirm. Here's how it looks like when printed:

**ANDREW ALTMAN**

**10.10.2012**

Time	Room	Course	Group(s)
10.00-12.00	B-003	Business Design	BAM3-2



### • Send to recipient

E-mail the schedule for the selected lecturer in an attached CSV or PDF file.

Choose [view by](#) lecturer and the lecturer whose schedule you want to e-mail.

Select File | Send to recipient option from the [menu](#). Your default e-mailing program opens with the CSV or PDF file of the lecturer's schedule attached.

### • Send Schedules To Lecturers

You can choose between different types of schedules, which can be selected in **Settings** | [Miscellaneous](#) in the [menu](#).

If you choose the Include To Mailing List function in the window for [adding lecturers](#), and insert a lecturer's E-mail Address, the lecturer is automatically added to the mailing list.

**Lecturer's Specifications**

Name: GAREY

Surname: GREENWOOD

Code: 32 / 35

E-Mail Address: [Empty field]

☒ Include To Mailing List

Schedules can be sent to the selected lecturers simultaneously with the 'Send Schedules to Lecturers' function. When choosing this function, the following window opens:

**Send To All**

Subject: [Field] *Insert the e-mail subject.*

Body: [Field]

Email body: [Field] *Insert the e-mail body.*

☒ Attach Schedules

Confirm Cancel

*To send the e-mail click Confirm.*

*If you don't want to send e-mail click Cancel.*

**Lecturers**

- ALTMAN ANDREW
- BAKER COLIN
- COHEN GEORGE
- ☒ COLE DAVID
- COLWELL RITA
- ☒ CRAM MADONNA
- DAVIS ANGELA
- EVANS LOUIS
- FISHER RICHARD
- ☒ GILBERT JAMES
- GOODMAN AMANDA
- GREENWOOD GAREY
- HANFORD RALPH
- HOFER NICHOLAS
- JOHNSON PETER
- MCCLUSKY JAMES

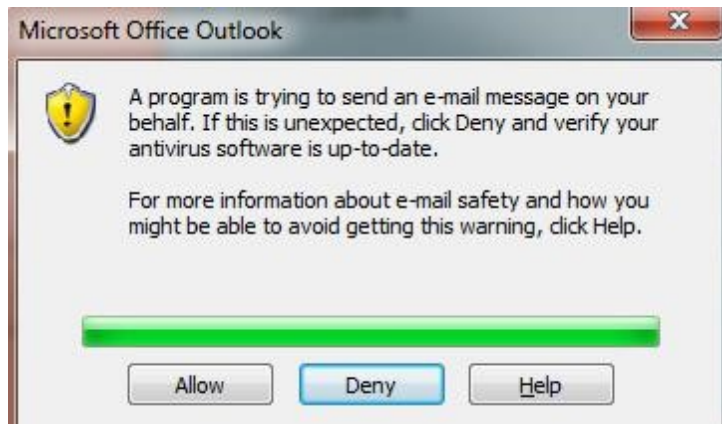
*Choose lecturers to whom you want to send e-mail.*

Select All Select None

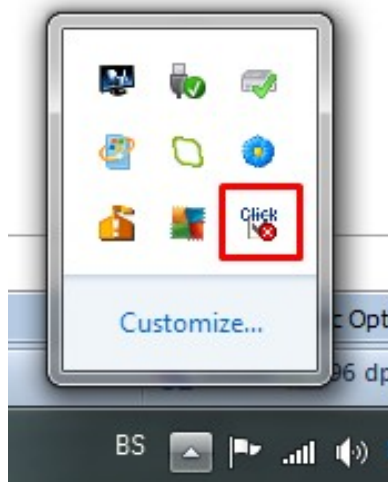
*Click Select All to select all lecturers.*

*Click Select None to remove selections.*

After clicking "Confirm", the following window will show up:



If you click "Allow", program will send e-mails from your Outlook e-mail address to selected professors/students, and each student will receive his/her own schedule. In case you don't want to click YES every time this window appears – we recommend you to download freeware application from Wise Timetable installation directory (ClickYesSetup.exe), which clicks automatically YES buttons for you. When installed, it will be available in the toolbar anytime you want to turn it on/off - only by double clicking on this icon, as shown further:



- **Send schedules by e-mail to student/group of students**
- **Send schedule to all of students**

The field of group can actually be the concrete name of the student (if faculty has small number of students), so every student can get his/her own schedule. When you enter a student, in the field of E-mail that is located on the right side of the window - enter his/her e-mail, as seen on the picture bellow.

Name	Stud. Num	Parent group	Type - 0:N	Note	Email
Ellie Thompson	30		0		ellie@th.university.com
Sarah Monroe	30		0		sarah@th.university.com
Dough Walley			0		dough@th.university.com
Amanda Jones			0		amanda@th.university.com
Jason Switchgerald			0		jason@th.university.com
Mary Halson			0		mary@th.university.com
Jack Hethaway	30		0		jack@th.university.com
Lilly Armstrong	30		0		lilly@th.university.com
Carrey Bergen	30		0		carrey@th.university.com
Stan Jim Cordow	30		0		stan@th.university.com
Angelica Lopez	30		0		angelica@th.university.com

In a case You want to send schedules by e-mail to all of students from some subject area or program (or to all subject areas and programs) - than choose the GROUP view of schedule and set the list of students from whatever programs and subject areas you want to send e-mails to, as following picture shows:

File Edit Analysis Settings Locking Optimization Data Tools Help

View By: **Group** Program: undergraduate Year: 1. Year Subject Area: Business and Management Group: (All)

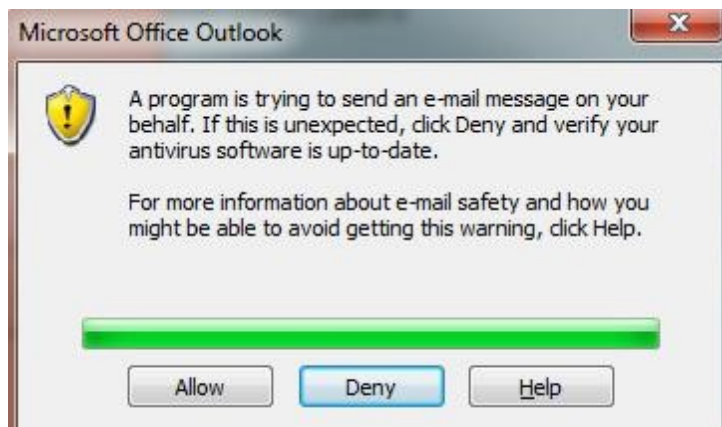
Choose view by groups.

Choose program and subject area from which mailing group is (or click 'All' if you want to send schedule to all students from all streams).

Click 'All' so each student can get his/her authentic schedule automatically.

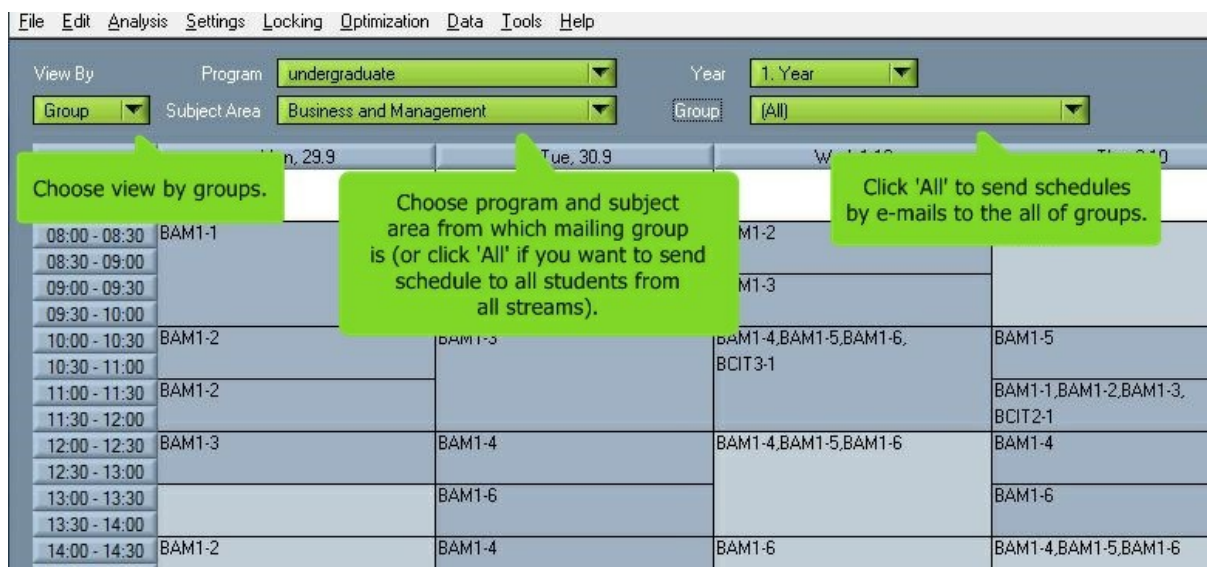
Time	Mon, 29.9	Tue, 30.9	Wed, 1.10	Thu, 2.10
08:00 - 08:30	BAM1-1		BAM1-2	
08:30 - 09:00				
09:00 - 09:30				
09:30 - 10:00				
10:00 - 10:30	BAM1-2	BAM1-3	BAM1-4, BAM1-5, BAM1-6, BCIT3-1	BAM1-5
10:30 - 11:00				BAM1-1, BAM1-2, BAM1-3, BCIT2-1
11:00 - 11:30	BAM1-2			
11:30 - 12:00				
12:00 - 12:30	BAM1-3	BAM1-4	BAM1-4, BAM1-5, BAM1-6	BAM1-4
12:30 - 13:00		BAM1-6		BAM1-6
13:00 - 13:30				
13:30 - 14:00				
14:00 - 14:30	BAM1-2	BAM1-4	BAM1-6	BAM1-4, BAM1-5, BAM1-6

After all this is done, go to File menu. There is option called "Send to Recipient". After click on that option, the following window will show up:

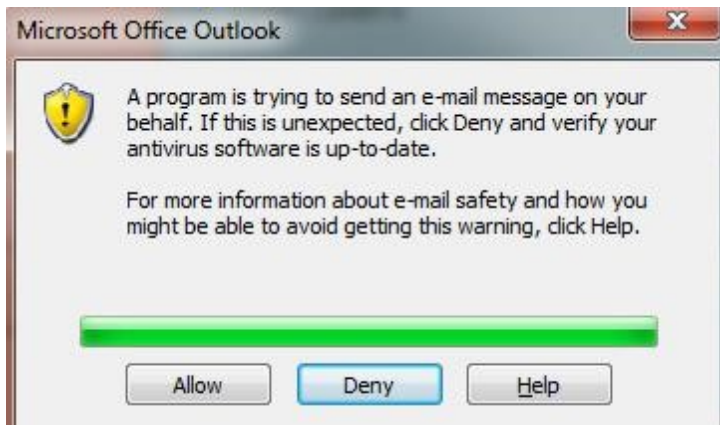


- Send e-mails to all of groups

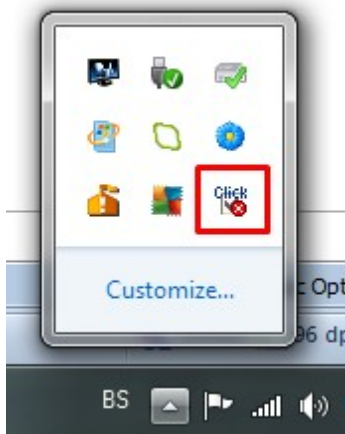
The same could be done if we have a lot of students divided into groups, where each group has its' own group e-mail. So if you want to send e-mails to all of groups from some subject area or program (or to all subject areas and programs) choose the GROUP view of schedule and set the list of groups from whatever programs and subject areas you want to send e-mails to, as following picture shows:



After all this is done, go to File menu. There is option called "Send to Recipient". After click on that option, the following window will show up:



If you click "Allow", program will send e-mails from your Outlook e-mail address to selected professors/ students, and each student will receive his/her own schedule. In case you don't want to click YES every time this window appears – we recommend you to download freeware application from Wise Timetable installation directory (ClickYesSetup.exe), which clicks automatically YES buttons for you. When installed, it will be available in the toolbar anytime you want to turn it on/off - only by double clicking on this icon, as shown further:

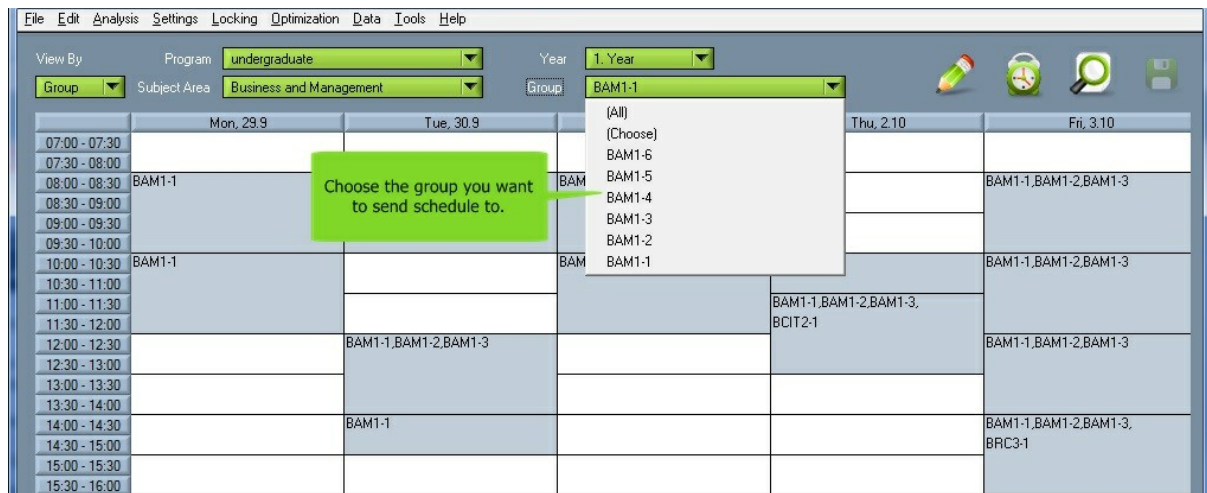


- Send individual schedule to one student/group

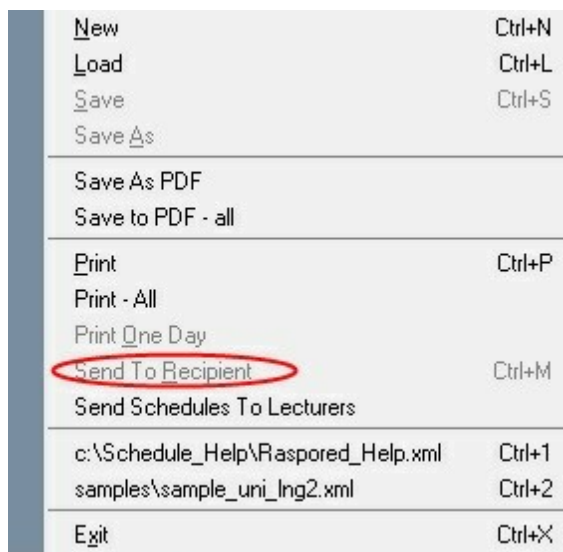
When we want to send schedule to group/student on the main screen and clicking on view in the group, then we have the ability to send schedules via E-mail, individually for each student in different programs or subject areas. To individually send e-mails to students, select student as illustrated example Amanda Jones.

To send individual schedule to one group/student select view by group/student and then select group/student to who schedule will be sent.

Send schedule to one group:

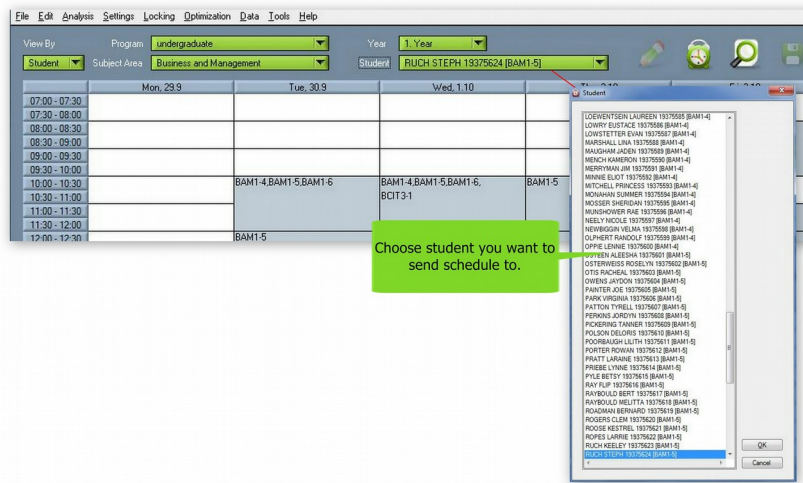


Then click on the main menu to "File" and then click "Send to recipient", and application Wise Timetable sends automatically E-mail to selected group.

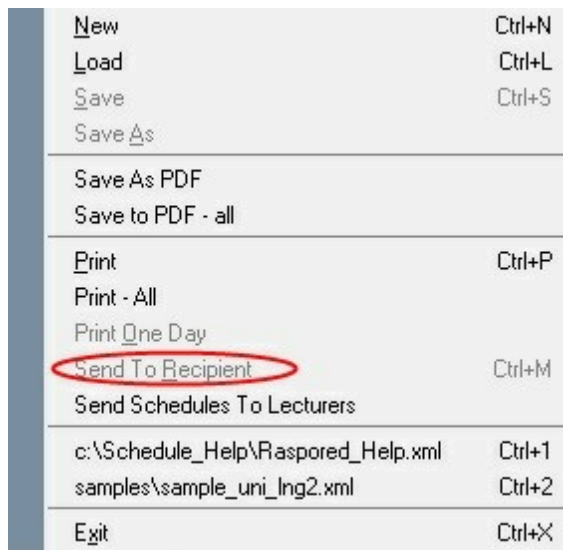


Send schedule to one student:

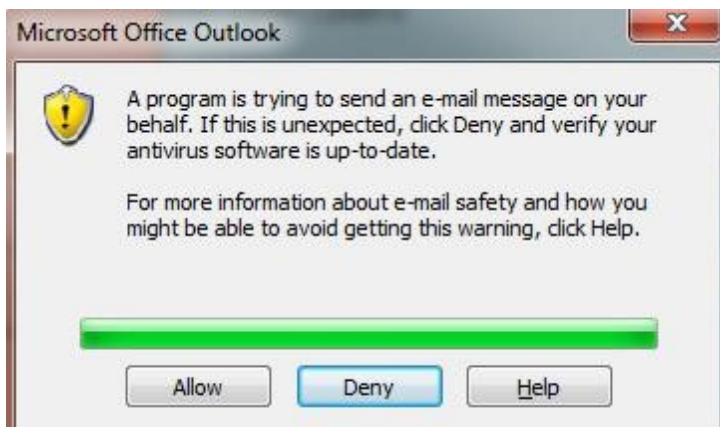




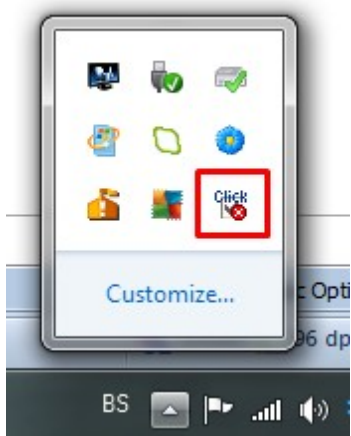
Then click on the main menu to "File" and then click "Send to recipient", and application Wise Timetable sends automatically E-mail to a selected student.



The same window will appear as You send e-mails to all of students or groups. Click Allow and student/group You sent Your e-mail to will receive it together with the iCalendar.



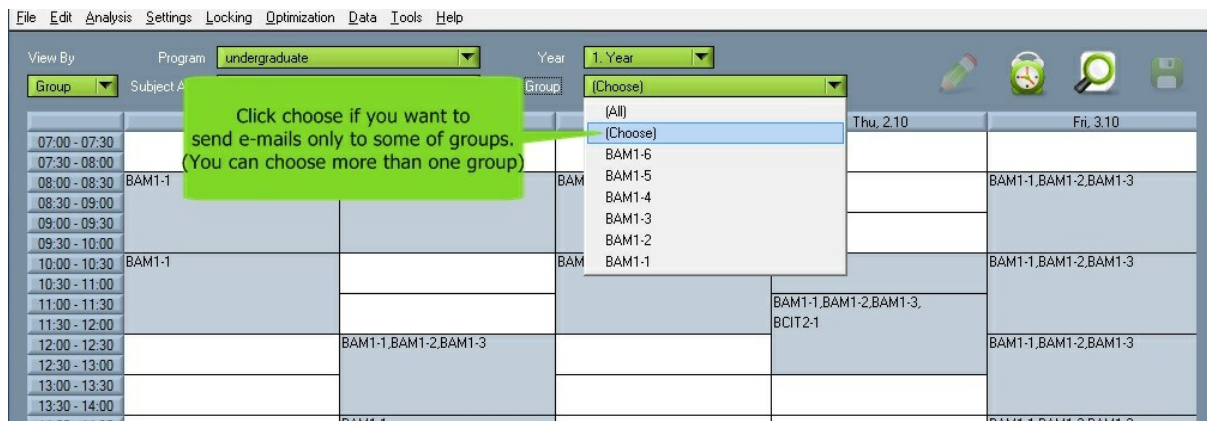
If you click "Allow", program will send e-mails from your Outlook e-mail address to selected professors/students, and each student will receive his/her own schedule. In case you don't want to click YES every time this window appears – we recommend you to download freeware application from Wise Timetable installation directory (ClickYesSetup.exe), which clicks automatically YES buttons for you. When installed, it will be available in the toolbar anytime you want to turn it on/off - only by double clicking on this icon, as shown further:



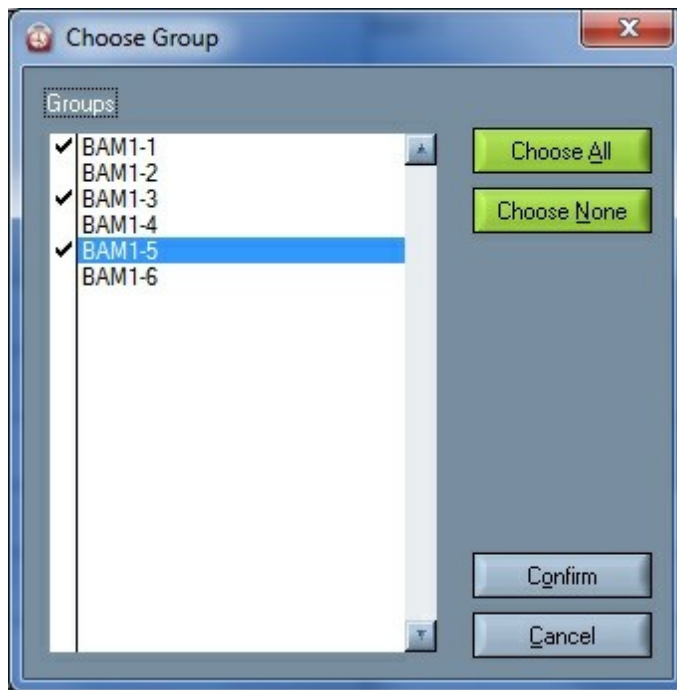
- Choose option

There is also option to choose particular number of groups to whom you want to send schedule via e-mail. All you do is clicking on "Choose" option and in the list of offered groups choose only those to whom you need to send schedule, as pictured bellow:

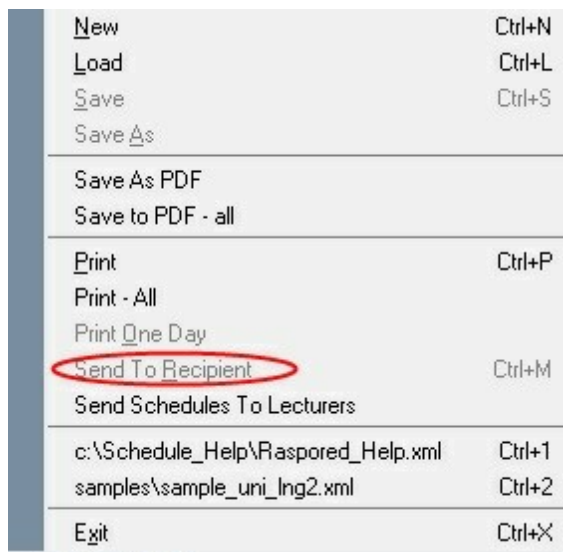




After clicking "Choose" in the list of groups, the following windows will show up:

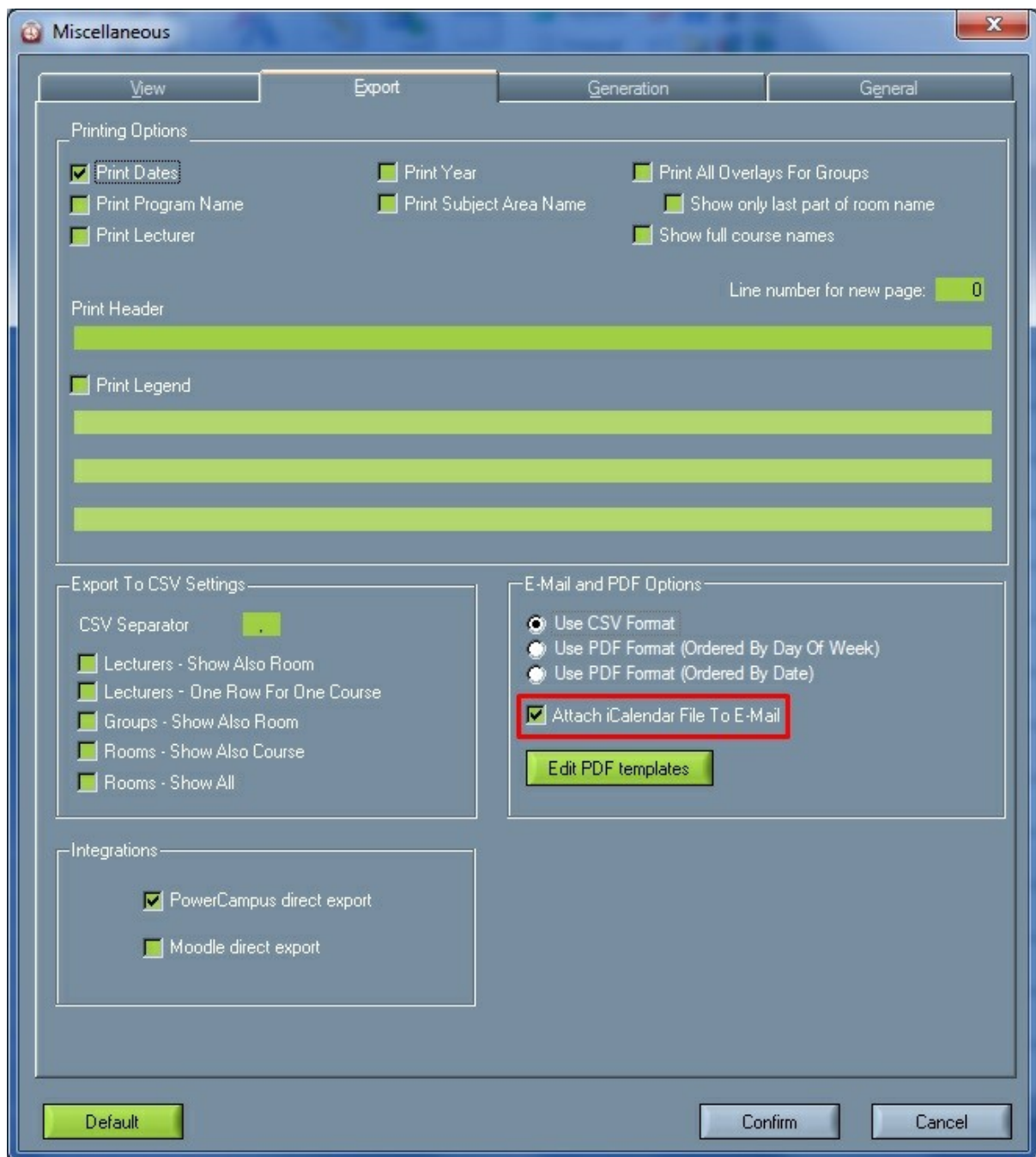


Then click on the main menu to "File" and then click "Send to recipient", and application Wise Timetable sends automatically E-mail to selected students/groups:



<u>N</u> ew	Ctrl+N
<u>L</u> oad	Ctrl+L
<u>S</u> ave	Ctrl+S
Save <u>A</u> s	
Save As PDF	
Save to PDF - all	
<u>P</u> rint	Ctrl+P
Print - All	
Print <u>O</u> ne Day	
<u>S</u> end To Recipient	Ctrl+M
Send Schedules To Lecturers	
c:\Schedule_Help\Rasposed_Help.xml	Ctrl+1
samples\sample_uni_lng2.xml	Ctrl+2
E <u>x</u> it	Ctrl+X

Attaching iCalendar together with schedule is possible only if iCalendar is checked in the miscellaneous options ([Settings](#) --> [Miscellaneous](#)), which You can see in the following picture.



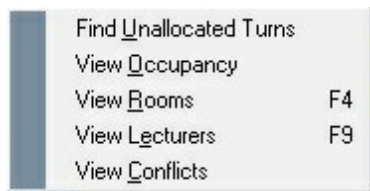
- **Last opened Files List**

The last opened files are displayed in the list. You can load a file by selecting it.

- **Exit**

Exit the Wise Timetable application.

## 5.2.2 Analysis



The Analysis sub-menu is used for viewing and modifying occupancy in the timetable and for viewing rooms and lecturers.

- **[Find Unallocated Turns](#)**

The list of courses with unallocated hours in the timetable can be viewed.

- **[View Occupancy](#)**

The availability of the rooms for different lecturers and groups can be viewed and changes to the timetables can be made.

- **[View Rooms](#)**

Rooms on different days and in different time slots can be viewed.

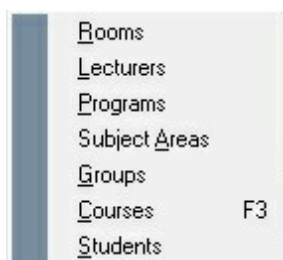
- **[View Lecturers](#)**

Lecturers on different days and in different time slots can be viewed.

- **[View Conflicts](#)**

All conflicts in the timetable can be viewed.

## 5.2.3 Edit



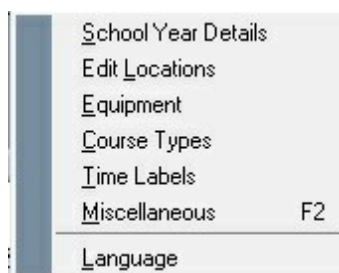
The Edit sub-menu is used for editing, inserting, deleting and viewing data.

- **[Rooms](#)**

Create new rooms, make reservations, choose room equipment, etc..

- [Lecturers](#)  
Add new lecturers, make changes of the existing ones, view their obligations etc.
- [Programs](#)  
Add, edit or remove programs and the number of years they are taught. Also, You can assign special color to some program.
- [Subject areas](#)  
Add subject areas to programs, move or copy them to other programs etc.
- [Groups](#)  
Create groups for subject areas, manually or automatically distribute students into the groups etc.
- [Courses](#)  
Enter new courses, select the lecturers and groups for them, create timetables etc.
- [Students](#)  
View inserted students, see how they are distributed etc.

## 5.2.4 Settings



The Settings sub-menu includes functions used for setting the application parameters and additional properties.

All configuration files for the software are accessible directly in the Settings

- [School Year Details](#)  
Define the current school year details as well as winter and summer semesters.
- [Edit Locations](#)  
Edit locations.

- **Equipment**  
Define the additional equipment that can be placed in the rooms.
- **Course Types**  
Insert, edit or delete course types.
- **Time Labels**  
Define time labels.
- **Miscellaneous**  
Define miscellaneous settings (e.g. basic screen options, default settings).
- **Language**  
Define language of the Wise Timetable application.

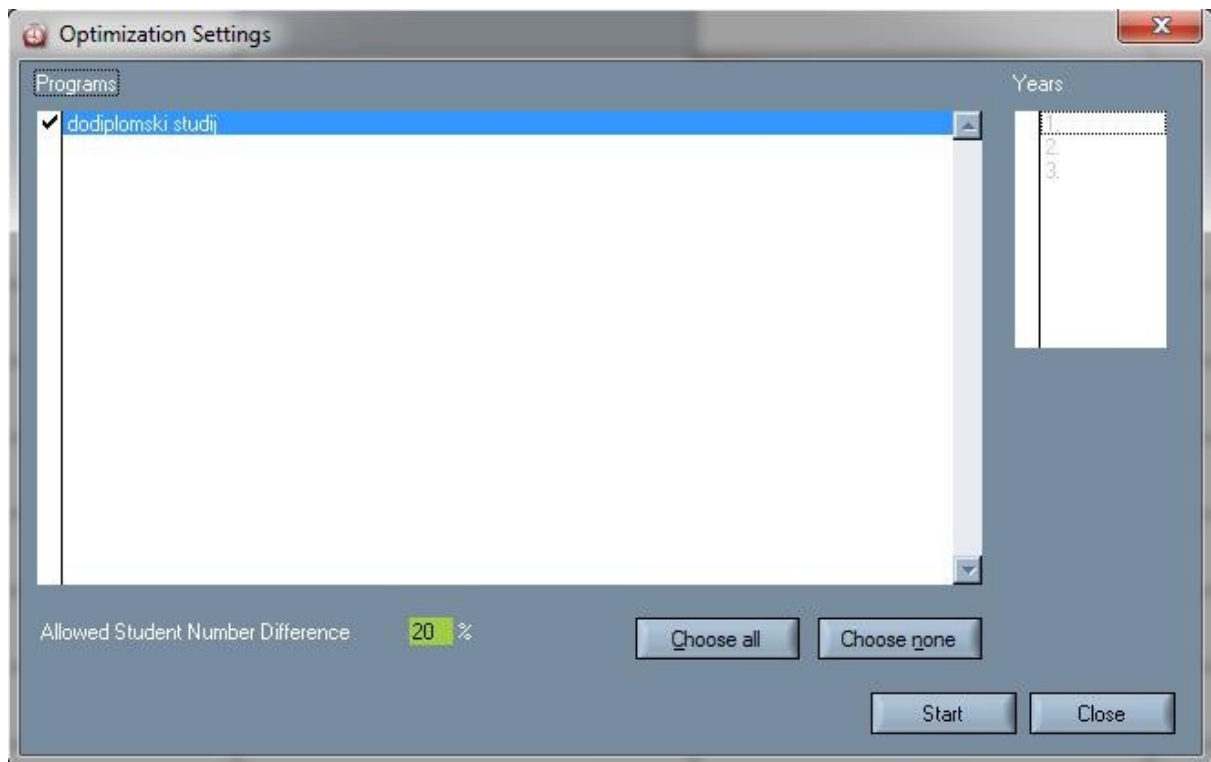
### 5.2.5 Locking



The Locking sub-menu is used for locking and unlocking parts of the schedule or the entire schedule. It allows you to guide and control the [automatic generation](#) process of schedules.

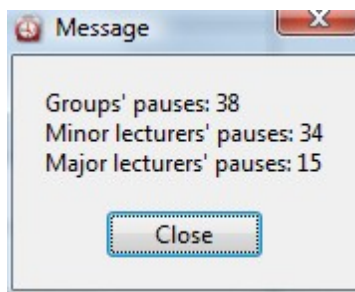
- **Lock Current Schedules**
- **Unlock Current Schedules**
- **Lock All Schedules**
- **Unlock All Schedules**
- **Edit permissions**

### 5.2.6 Optimization



The Optimization sub-menu is used for automatic timetable optimization.

- **Optimize groups**  
Reduce the number of pauses (free time between two courses) that groups have.
- **Optimize lectures**  
Reduce the number of pauses that lectures have.
- **Optimize all**  
Distribute pauses among all groups and lecturers.
- **Level pauses**  
Distribute pauses by lectures in order for all of the lectures to have an equal number of pauses.
- **Shuffle**  
Shuffle (change) the timetable.
- **Undo Shuffle**  
Restore the timetable to the state before shuffling.
- **Get pauses**  
Show statistics of pauses by groups and lectures.



### 5.2.7 Data

Load From Database	Ctrl+I
Save To Database	Ctrl+E
Import from Database - alternative	
Export to database - alternative	
Sync schedules	Ctrl+Y
Import From Database	▶
Import From XML File	▶
Import Data From CSV File	▶
Export To CSV File	▶
Export to iCalendar	
Export to iCalendar - all lecturers	
Export to iCalendar - all rooms	
Export to Moodle	
Publish changes to Moodle	
Export to PowerCampus	
Undo Merge	

Data sub-menu is used for importing and exporting data.

- **Load From Database**

Sub menu is used for loading data from database. For parameter connection settings with data base use file dbsetting.ini, which is in installation application directory. Detailed description for importation and exportation from database is uploaded to web site [www.wisetable.com](http://www.wisetable.com) (Import Data), where is the newest data structure adjusted with currently application. All the data in schedule are imported.

- **Save To Database**

Sub-menu is used to saving data in database. The settings are made so,how is written in Import from Database. .

- **Import from Database - alternative**

- **Export to Database - alternative**

Sub-menu for exporting data to database.. .



- **Sync schedules**

With this option we publish to central database only those schedules which are defined on local computer.

- **Import From Database**

Sub-menu for importing data from database.

- **Import from XML file**

Sub-menu for importing data from different XML files.

- **Import data from CSV file**

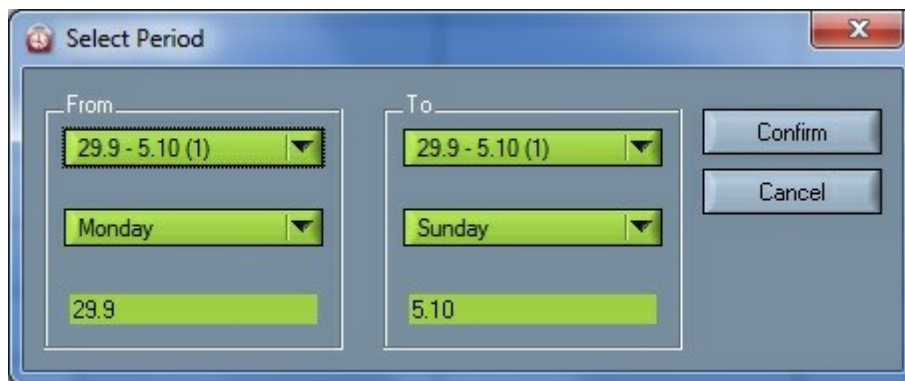
Sub-menu for importing data from CSV file.

- **Export to CSV file**

Exporting data to CSV file.

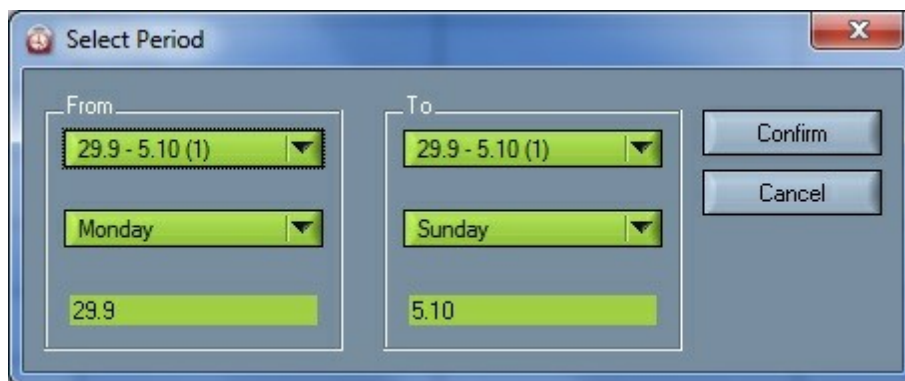
- **Export to iCalendar**

Exports timetables to iCalendar in selected period. After choosing Export to iCalendar, window for setting the time period will appear.



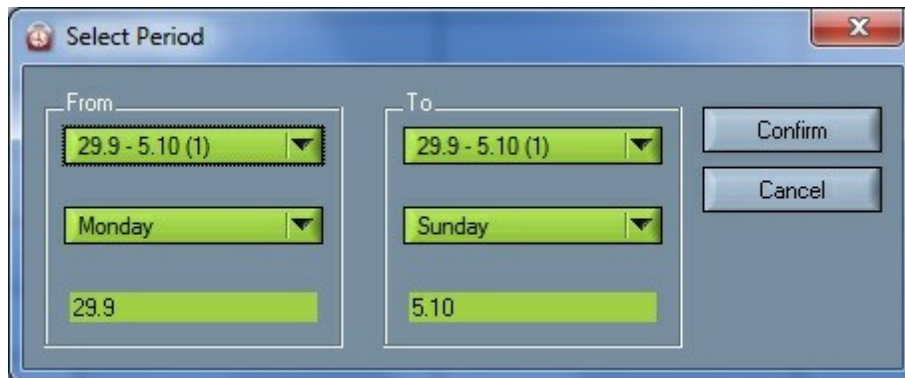
- **Export to iCalendar - all lecturers**

All lecturers in selected period will be exported to iCalendar. After choosing Export to iCalendar - all lecturers, window for setting the time period will appear.



- **Export to iCalendar - all rooms**

All rooms in selected period will be exported to iCalendar. After choosing Export to iCalendar - all rooms, window for setting the time period will appear



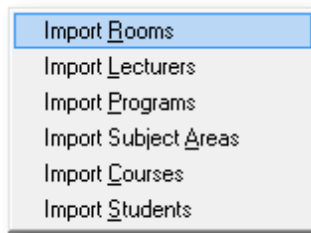
- [Undo merge](#)  
Undo merging data from XML file.

#### 5.2.7.1 Sync schedules

There is new procedure introduced for concurrent users which work on different programs. In this option we publish to central database only those schedules which are defined for my local computer. With this procedure we do not have to wait for other user to finish their timetable editing because we have a locked database – because we publish only programs which are edited on local computer. This procedure is possible only if programs are really distinctive and no many overlapping schedules exist from different programs. For each computer we define list of programs in text file (each program name in separate line) named: syncsPrograms.txt, stored in directory: c:\ProgramData\WiseTimetable. This file also can be accessed from Settings U Miscellaneous U Other U syncsPrograms.txt.

#### 5.2.7.2 Import from database

For importing data automatically from your own database select the **Data | Import from database** option from the [menu](#).



Data on the following items can be imported from existing databases:

- **rooms**
- **lecturers,**
- **programs,**
- **subject areas,**
- **courses** and
- **students.**

Create an ODBC data source through which the Wise Timetable connects to the database before importing.

## 1. Settings

All settings for importing from a database are set in dbsettings.ini file. Example:

[connection]
import db conn str = DSN=Urnik;Uid=root;Pwd=password
export db conn str = DSN=Urnik;Uid=root;Pwd=mmm
[sql]
import rooms = select r.Room Id, r.Name, r.Seats Num from Room r
import_tutors = select t.Tutor_Id, t.First_Name, t.Last_Name, NULL, NULL, NULL from Tutor t order by t.Last Name, t.First Name
import programs = select program id, name, code, years from Program
import branches =
import courses =
import students =
[logging]
use logger = 1
[performance]
commit_step=100

Description of parameters which are used for import:

- import\_db\_conn\_str                      here write connection string for connection to database
- use\_logger                                if we want to log sql command 1, otherwise 0
- parameters from group [sql] contain sql states

## 2. Import rooms

The following data are imported:

- Room ID (int, null)
- Room name (char, not null)
- Number of seats (int, not null)

Data example:

Id	Room name	Number of seats
1 R – 01		282
2 R – 02		80
3 R – 03		80
4 R – 04		36

Example of sql state:

```
select NULL, r.Name, r.Seats_Num from Room r
```

### 3. Import lecturers

The following data are imported:

- Lecturer's ID (int, null)
- Name (char, not null)
- Surname (char, not null)
- Code (char, null)
- Web pages code (char, null)
- Notes (char, null)

Data example:

Id	Name	Surname	Code	Web pages code	Notes
1	Nelly	Scott	SN		email: someone@somewhere.com
2	Tom	Rogers			
3	Nicole	Meyers	MN		

Example of sql state:

```
select t.Tutor_Id, t.First_Name, t.Last_Name, NULL, NULL, NULL from Tutor t
order by t.Last_Name, t.First_Name
```

### 4. Import programs

The following data are imported:

- Program ID (int,null)
- Program name (char, not null)
- Program code (char, null)
- Year of study (int, null)

Data example:

Id	Program name	Code	Year
1	Business sciences	BS	4
2	Economics		4

3 Business administration

4

Example of sql state:

```
select program_id, name, code, years from Program
```

## 5. Import subject areas

The following data are imported:

- Subject area ID (int null)
- Program name (char, not null)
- Subject area name (char, not null)
- Subject area code (char, null)

Data example:

Id	Program name	Subject area name	Code
1	Business sciences	Management	MNG
7	Economics	Economic history	EH
10	Business administration	Public sector administration	PSA

Example of sql state:

```
SELECT DISTINCT NULL, p.Name, b.Name, NULL FROM Branch b, Program p WHERE  
b.Program_Id = p.Program_Id
```

## 6. Import courses

The following data are imported:

- Course ID (int, null)
- Program name (char, not null)
- Subject area name (char, not null)
- Year (int, not null)
- Course name (char, not null)
- Course type (char, not null) (e.g. tutorial, lectures)
- Course code (char, null)
- Lecturer's name (char, not null)
- Lecturer's surname (char, not null)
- First week of execution (int, null) (default = 1)
- Last week of execution (int, null) (default = 52)
- No. of hours per week (int, null) (default = 1)

Data example:

Id	Program name	Subject area name	Year	Course name
7	Business sciences	Management	1	Introduction to Business
8	Business sciences	Management	1	Introduction to Organization
8	Business sciences	Management	1	International Business
10	Business sciences	Management	1	Business Communication

(continuation)

<b>Id</b>	<b>Course type</b>	<b>Code</b>	<b>Lecturer's name</b>	<b>Lecturer's surname</b>	<b>First week</b>	<b>Last week</b>	<b>Hours per week</b>
7	lecture		Peter	Smith	1	15	3
8	lecture		Daryl	Miller	1	15	3
8	tutorial		Jamie	Cornelius	1	15	4
10	lecture		Jack	Black	1	15	2

Example of sql state:

```

SELECT
    c.Course_Id, p.Name, b.Name, b.Year, c.Name, ct.Name, c.Code,
    tut.First_Name, tut.Last_Name, 1, 15, 1
FROM
    Branch b,
    Course c,
    Course_Branch cb,
    CoursePart cp,
    CourseType ct,
    Program p,
    Turn t,
    Turn_Tutor ttut,
    Tutor tut
WHERE
    cb.Branch_Id = b.Branch_Id AND
    cb.Course_Id = c.Course_Id AND
    cp.Course_Id = c.Course_Id AND
    ct.CourseType_Id = cp.CourseType_Id AND
    p.Program_Id = b.Program_Id AND
    t.CoursePart_Id = cp.CoursePart_Id AND
    ttut.Turn_Id = t.Turn_Id AND
    tut.Tutor_Id = ttut.Tutor_Id

```

## 7. Import students

The following data are imported:

ID	(int null)
Program name	(char, not null)
Subject area name	(char, not null)
Year	(int, not null)
Student <sub>s</sub> name	(char, not null)
Student <sub>s</sub> surname	(char, not null)
Student number	(int, null)

Data example:

<b>Id</b>	<b>Program name</b>	<b>Subject area name</b>	<b>Year</b>	<b>Name</b>	<b>Surname</b>	<b>Student number</b>
1	Business sciences	Management	1	ABBIE	AMMONS	19375211
2	Business sciences	Management	1	KAYLYN	AUMAN	19375212

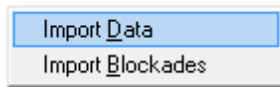
3 Business sciences	Management	1	KAROLYN	BAILEY	19375213
4 Business sciences	Management	1	PHYLLIDA	BAKER	19375214

Example of sql state:

```
SELECT
    s.Student_Id, p.Name, b.Name, b.Year, s.First_Name,
    s.Last_Name, s.Student_Num
FROM
    Branch b,
    Program p,
    Student s
WHERE
    p.Program_Id = b.Program_Id AND
    s.Branch_Code = b.Code AND
    s.Year = b.Year
```

### 5.2.7.3 Import from XML file

For importing data from other XML files select the **Data | Import from XML file** option from the [menu](#).



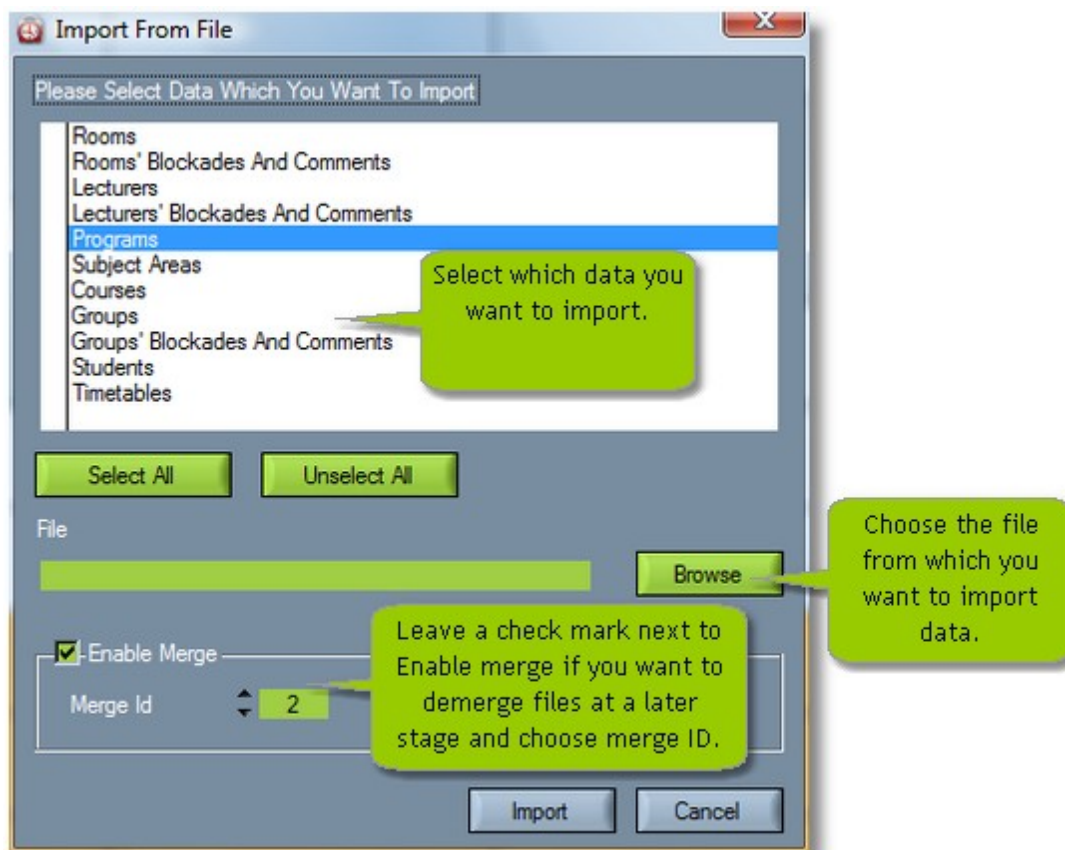
The following items can be imported from another XML file:

- **Import data**
- **Import blockades**

#### 1. Import data

Data import is usually used for merging different timetables from different files.

If you select Import data, the following window opens:



- Select the data which you want to import. For example: if you select courses, all data linked to courses will be selected automatically.
- Then choose the XML file from which you want to import data.

Words (for example lecturer's name and surname, room's name) must be spelled identically in different files. If they are not spelled identically, they are doubled in the merged file.

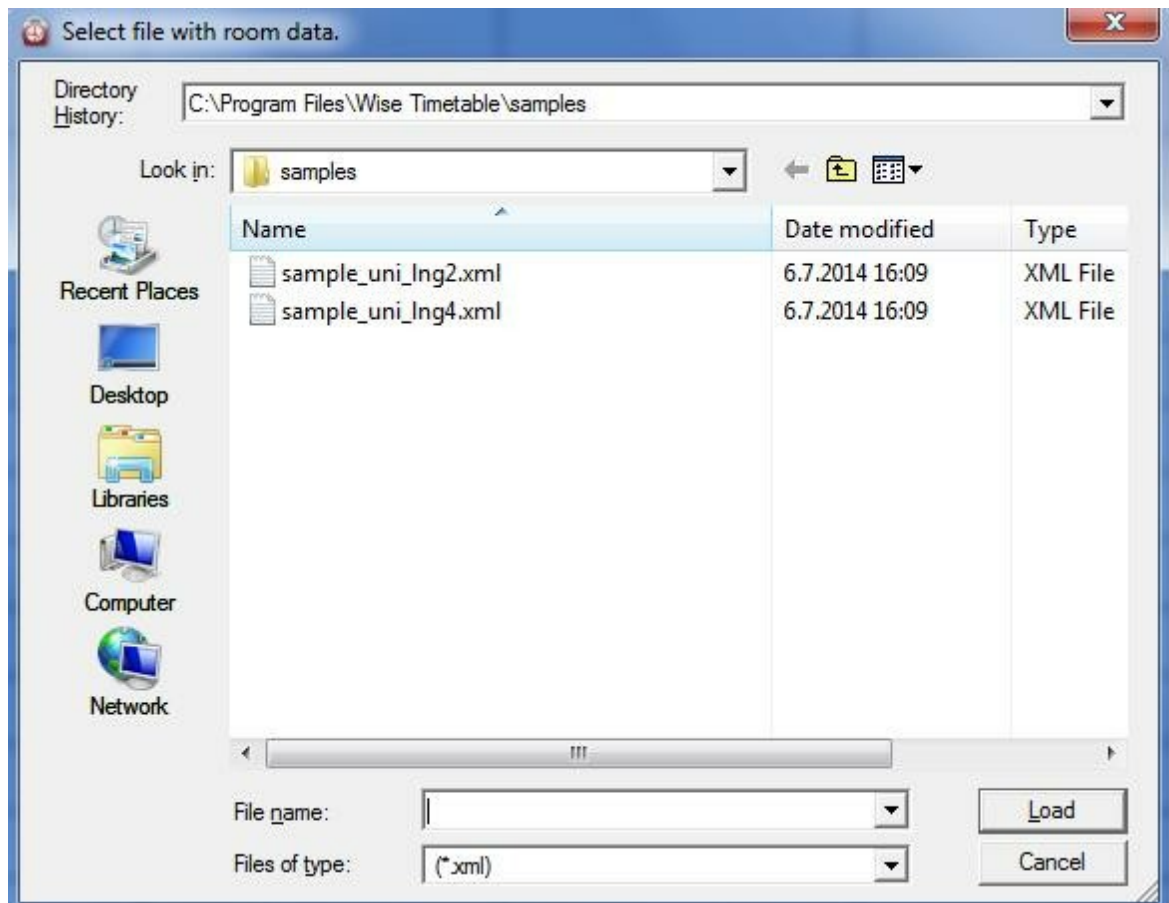
- If **"enable merge"** and **merge ID** are selected, you will be able to [demerge files](#) at a later stage. When you click the Import button, the data is imported and a window similar to the [Conflicts screen](#) is displayed. All overlays which appear due to merging are displayed on this screen. You can correct the timetables in the merged file but only data from the basic file (the file to which data are imported) can be saved. It is advisable to [demerge files](#) and correct the timetables in the demerged files.
- If **"enable merge"** is **not selected**, the files cannot be demerged at a later stage. When you click the Import button, the data is imported and a window similar to the [Conflicts screen](#) is displayed. All overlays which appear in all merged files (not only due to merging) are displayed on this screen. You can correct and save the timetables in the merged file.

## 2. Import blockades

If you select [Import blockades](#), a new window in which you can choose from which file you want to

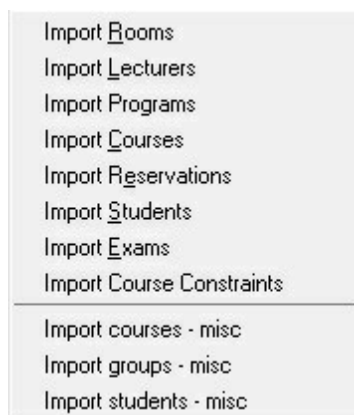


import blockades opens.



#### 5.2.7.4 Import from CSV file

For importing data from a CSV file select **Data | Import data from CSV file** in the [menu](#).



Find example of all imports from CSV file at [www.wisetimetable.com](http://www.wisetimetable.com) ? Usage ? Data entry

## CSV File preparation

Data in the CSV file have to be in the first sheet.

You can prepare your data in an Excel file and then transform the file to a CSV file.

- Open the Excel file with student data (data have to be arranged as described above).
- Select File and then Save as.
- Choose the folder in which you want to save the file.
- Save as type CSV (the extension of the file will be renamed into .csv).
- Press the Save button and then Ok and Yes.

### 1. Import Rooms

The following data are imported:

- room name (mandatory),
- number of seats (mandatory, can be '0'),
- equipment (optional, one or more equipment separated by CSV separator if written in the same field if you don't want to use CSV separator just move to the next field in the same row).

Data example:

Room name	Number of seats	Equipment
R 1	36	Microscope
R 2	40	Computers
R 3	20	Laboratory equipment
R 4	282	

Data for one room are written in one row. Example of one CSV line:

```
roomName;numberOfSeats;equipment1;equipment2;...  
R1;36;Microscope
```

When the CSV file is prepared, choose **Data | Import data from CSV file | Import Rooms** in the [menu](#).

### 2. Import Lecturers

The following data are imported:

- name (mandatory),
- surname (mandatory),
- email (if email is already at this place it will be the last parameter, if not this is place for lecturer's code),
- lecturer's role (optional, used for web reservations, must be 3 characters thing, e.g. 100; turning on roles for professor, administrator, other),
- email (optional, if not provided on third place it can be here),
- lecturer's password (optional).

Data example:

Name	Surname	Email (Code)	Lecturer's role	Email (optional)	Lecturer's password
James	McClusky	james.m@domain.com			
Stan	Phillips	SP22	100	Stan.phill@domain.com	

Data for one lecturer are written in one row. Example of one CSV line:

```
name;surname;email;lecturersRole;email;lecturersPassword
Stan;Phillips;SP22;100;stan.phill@domain.com;
```

When the CSV file is prepared, choose **Data | Import data from CSV file | Import Lecturers** in the [menu](#).

### 3. Import Programs

The following data is imported:

- program name (mandatory),
- program code (optional),
- number of years (optional).

Data example:

Program name	Program code	Number of years
Undergraduate	BAC	3
Graduate	MAS	2

Data for one program are written in one row. Example of one CSV line:

```
programName;programCode;numberOfYears
Undergraduate;BAC;3
```

When the CSV file is prepared, choose **Data | Import data from CSV file | Import Programs** in the [menu](#)

### 4. Import Courses

The following data is imported:

- program name (mandatory),
- program code (mandatory, can be empty),
- number of years (mandatory),
- branch name (mandatory for universities, does not exist for schools),
- branch code (mandatory for universities, does not exist for schools, can be empty),
- course name (mandatory),
- course name translation (mandatory, can be empty - used for multilingual web pages),
- course code (mandatory, can be empty),
- course type (mandatory),
- begin week number (mandatory),
- end week number (mandatory),
- hours per week (mandatory),

- lecturer's first name (mandatory),
- lecturer's last name (mandatory),
- lecturer's ID (optional),
- groups information - can be one or more single group information separated by comma character. One group info consists of group name and group settings set in parenthesis. This settings are optional. You can set the following: number of students, parent name and email. See the example bellow.
- Turn index (optional, enabling one ore more turns to be created by putting turn numbers from one to up)
- Turn part index (optional, enabling one ore more turns parts to be created. Turn part is same lecture provided by the same lecturer but with different groups)

Examples of group info:

- Groupname1(23.parentGroup,groupemail1), Groupname2(25.parentGroup,groupemail2), ...
- Groupname1(23.parentGroup,groupemail1), groupname2(25.parentGroup,groupemail2), ...
- Groupname1(23, , groupmail1), ...

Data example:

Program name	Program Code	Number of years	Branch name	Branch code	Course name	Course name (translation)	Course code	Course type	Begin week number	End week number	Hour per week	Lecturer's first name	Lecturer's last name	Lecturer's ID	Groups information	Turn index	Turn part index
Undergraduate	BAC	1	Business Computing and IT	BCIT	Databases		DB1	tutorial	1	20	2	James	McClusky		Group1(20, , group1@domain.com)	1	2

Data for one course are written in one row. Example of one CSV line:

```
programnName;programCode;numberOfYears;branchName;branchCode;courseName;courseName;
courseCode;courseType;beginWeekNumber;endWeekNumber;hoursPerWeek;lecturersFirstName;
lecturersLastName;lecturersID;groupsInformation;turnIndex;turnpartIndex
```

```
Undergraduate;BAC;1;BusinessComputingandIT;BCIT;Databases;;DB1;tutorial;1;20;2;James;McClusky;;
Group1(20,,group1@domain.com);1;2
```

When the CSV file is prepared, choose **Data | Import data from CSV file | Import Courses** in the [menu](#)

## 5. Import Reservations

The following data is imported:

- date (mandatory, must be in date format defined Settings --> Miscellaneous --> View, e.g. 25.3),
- duration parameters in following format: first hour:first minutes - second hour:second minutes, e.g. 08:30-10:00. Note that, in order that this import is successful, your time labels (set in Settings --> Time labels) must conform to this format in order to find appropriate hours,
- room name (mandatory).

Data example:

Date	Duration parameters	Room name
13.4	10:00-12:00	R 1
14.4	10:00-12:00	R 3

Data for one reservation are written in one row. Example of one CSV line:

```
date;durationParameters;roomName
25.3;08:30-10:30;room5
```

When the CSV file is prepared, choose **Data | Import data from CSV file | Import Reservations** in the [menu](#)

## 6. Import Students

The following data is imported:

- student ID (mandatory, can be alphanumeric),
- year (mandatory, can be 0 in which case the year is ignored),
- last name (mandatory),
- first name (mandatory),
- email (optional),
- group name (optional, can be empty if you don't want that student belong to any group yet)
- one or more identifications for courses needed for final exams (optional, used only for scheduling final exam). See the example bellow:

Coursename1(coursestypecode1), Coursename2(coursestypecode2), ...

Note that course type code is optional parameter and you can mention here only course name in which case software will take whole course for the final exam. However if the course code is set it must be one of the course type names or corresponding codes set in Settings {Course types.

Data example:

Student ID	Year	Last name	First name	Email	Group name	Course identification
52678	1	Agnes	Jim	<a href="mailto:agnes.jim@domain.com">agnes.jim@domain.com</a>		Financial Accounting(tutorial), Innovation(lecture)
94265	2	Burch	Sam			
62462	2	Smith	Tony	<a href="mailto:smith.tony@domain.com">smith.tony@domain.com</a>	Group1	Databases(lecture)

Data for one student are written in one row. Example of one CSV line:

```
studentid;year;lastName;firstName;email;courseName
62462;2;Smith;Tony;smith.tony@domain.com;Group1;Databases(lecture)
```

There are two manners of importing student data:

1. When the CSV file is prepared, select [View By Student](#) in the main window and select the Program, Year and Subject Area to which you want to import students. Then choose **Data | Import Data From CSV File | Import Students** in the [menu](#) and load the prepared CSV file.
2. When the CSV file is prepared, choose **Edit | Students** in the [menu](#) and select the Program, Subject Area and Year to which you want to import students. Then click the Import button and choose the CSV file.

When the CSV file is prepared, choose **Data | Import data from CSV file | Import Students** in the [menu](#)

## 7. Import Exams

The following data is imported:

- date (mandatory, must be in date format defined Settings ¶Miscellaneous ¶View, e.g. 25.3),
- start hour in format HH:MM (mandatory),
- end hour in format HH:MM (mandatory) - Note that, in order that this import is successful, your time labels (set in Settings ¶Time labels) must conform to this format in order to find appropriate hours.
- course name (mandatory),
- room name (mandatory),
- professor 1 name (mandatory),
- professor 2 name (mandatory, can be empty),
- professor 3 name (mandatory, can be empty),
- professor 4 name (mandatory, can be empty),

This import will make room reservations with comments including course and professor's name.

Data example:

Date	Start hour	End hour	Course name	Room name	Professor 1 name	Professor 2 name	Professor 3 name	Professor 4 name
25.4	10:00	12:00	Databases	R 1	Tom Rogers			
25.4	13:00	15:30	Financial Accounting	R 4	Stan Phillips	Margaret Wood		
26.4	11:30	14:00	Innovation	R 2	Stan Philips			

Data for one exam are written in one row. Example of one CSV line:

```
date;startHour;endHour;courseName;roomName;professor1name;professor2name;professor3name;professor4name
25.4;10:00;12:00;Databases;R1;TomRogers;;;
```

When the CSV file is prepared, choose **Data | Import data from CSV file | Import Exams** in the [menu](#)

## 8. Import Course Constraints

This import is modified so you can import two different kinds of data.

- The following data is imported:
  - course code or course name (mandatory),
  - generate for sixth day of the week (mandatory, e.g. Saturday, can be 0 or 1),
  - start hour (mandatory: if you put -2 into this value, start hour and following parameters will be ignored, otherwise this corresponds to time label sequence number),
  - after hour (mandatory, can be 0, -1, 1. 0=start hour is exact hour of course start, -1=course will start before start hour, 1=course will start after start hour).
- The following data is imported:
  - course code or course name (mandatory),
  - advanced timing (can be 0 or 1). Advanced timing is explained in [Edit Fields](#) section.

Data for one course constraint are written in one row. Example of one CSV line:

```
1. courseName;generateForSixthdayoftheWeek;startHour;afterHour
Innovation;0;-2;0
```

```
2. courseName;advancedTiming
Innovation;0,1,1,5-15,1,0,1,11-14,0 or Innovation;0,1,1,1,0,0,0
```

**Note:** In one import you can use both kinds of data.

When the CSV file is prepared, choose **Data | Import data from CSV file | Import Course**

Constraints in the [menu](#)

## 9. Import courses - misc

This file contains description, where are the various fields inside the import. This import is completely aware of the existing state in timetable – only entities which are not found (programs, branches, years, courses, constraints, ...) are created. There is no worries if the same or modified file is imported more times into same timetable. Ini (Settings) file for the import looks like this (telling us at which columns is information):

```
// Menu->Import from CSV --> Import courses misc: configuration,
// is comment line, USE ANSI ENCODING PLEASE
17; NUMBER OF COLUMNS
,; DELIMITER BETWEEN LINE COLUMNS
-; PLACEHOLDER FOR EMPTY OR NON-RELEVANT COLUMNS
1; program name
2; year 1-9
3; first week 1-52
4; last week 1-52
5; fixed term in form: N:TIME LABEL, where N is number of work day in week (1-7), TIME LABEL must
exists already!
6; course name
7; course type
8; first tutor last name
9; first tutor first name
10; second tutor last name (can be empty)
11; second tutor first name (can be empty)
12; third tutor last name (can be empty)
13; third tutor first name (can be empty)
14; duration in one week (duration string: e.g. 4, or 2+2) - will be applied for each week from first to last
15; preferred room name (can be empty)
16; number of students in one turn - if this is exceeded, new one will be automatically created
17; skip pauses (0 or 1) - assume there is no pauses between hours - use mapping from files wtt.
fromschmap and wtt.toschmap
```

There are descriptions inside the file about the rows. Imported file itself looks like this:



// first line – is ignored!

OTO,2,22,37,,Marketing,P+S,Tom,Brig,,,,,3,,125,1

OTO,2,22,37,,Marketing,V,Sting,Nina,,,,,2,L4,15,1

GMT,1,22,37,,Mathematics,P+S,White,Ann,,,,,4,,125,1

GMT,1,22,37,,Mathematics,V,Shon,Lowren,Weingerl,,,2,RU-2,15,1

PTO,1,22,37,, Mathematics,P,Byork,Barbara,,,,,2,,125,1

...

The following data is imported:

- program name (mandatory),
- year (mandatory),
- first week (mandatory),
- last week (mandatory),
- course name (mandatory),
- course type (mandatory),
- first tutor last name (mandatory),
- first tutor first name (mandatory),
- second tutor last name (can be empty),
- second tutor first name (can be empty),
- third tutor last name (can be empty),
- third tutor first name (can be empty),
- duration in one week (mandatory),
- preferred room name (can be empty),
- number of students in one turn (mandatory),
- skip pauses (0 or 1) (mandatory).

Data Example:

Program name	Year	First week	Last week	Course name	Course type	1 <sup>st</sup> tutor last name	1 <sup>st</sup> tutor first name	2 <sup>nd</sup> tutor last name	2 <sup>nd</sup> tutor first name	3 <sup>rd</sup> tutor last name	3 <sup>rd</sup> tutor first name	Duration in the week	Preferred room	Number of students in	Skip pauses
Undergraduate	1	1	21	Databases	tutorial	McClusky	James	Meyers	Nicole			2	R 1	5	1

Data for one course - misc are written in one row. Example of one CSV line:

```
programName;year;firstWeek;lastWeek;courseName;courseType;firstTutorLastName;
firstTutorFirstName;secondTutorLastName;secondTutorFirstName;thirdTutorLastName;
thirdTutorFirstName;durationInTheWeek;preferredRoomName;numberOfStudents;skipPauses
```

Undergraduate;1;1;21;Databases;tutorial;McClusky;James;Meyers;Nicole;;;2;R1;5;1

When the CSV file is prepared, choose **Data | Import data from CSV file | Import Courses - misc** in the [menu](#)

## 10. Import groups - misc

This file contains description, where are the various fields inside the import. This import is completely aware of the existing state in timetable – only entities which are not found (programs, branches, years, courses, constraints, ...) are created. There is no worries if the same or modified file is imported more times into same timetable. Ini (Settings) file for the import looks like this (telling us at which columns is information):

// Menu->Import from CSV->Import students misc: configuration,

// is comment line, USE ANSI ENCODING PLEASE

6; number of all columns in one line

;; delimiter between the columns

-; placeholder for empty or non-relevant columns

1; group name - will become group containing number of students in next field

2; number of students in a group

3; program of the group (same as branch/subject area)

4; year number 1-9

5; course name

6; alternative course name

"Diploma","Statistics in macroeconomics"," Statistics in microeconomics " ; all the courses which will be ignored during the import

// next line is a small dictionary for program names - program name will be mapped into word in parentheses "short name". Use one or more lines

school program (level 1) Graphic communication,"GIK"

professional study program (level 1) Graphics and Media Technologies, "GMT"Courses dictionary:

Finishing graphic products, "finishing graphic products - graphic finishing"

Graphic finishing, "finishing graphic products - graphic finishing"

Graphic investigation, "Graphic investigations - Investigations in the graphic"

Ignore list is in the line immediately after alternative course name line. Courses listed here are ignored

when encountered in import file.

After ignore line, there is a dictionary you can use to map long names into short program names.

After this dictionary, there is mandatory line named »Courses dictionary:«, which announces the last part of settings file, which is courses dictionary – used for mapping of course names as shown in import file into real names existing in timetable.

Please use parentheses in the same way as it is in presented example.

Note that groups are distributed nicely across all the course parts – so there are equal number of groups for the professors having same course, etc...

Branches will be created with the same name as program name.

Example of actual import file is here:

// first line – is ignored!

Group1,24,GroupProgram,2,English,English Literature

Group2,16,GroupProgram,1,Math,Algebra

&

The following data is imported:

- group name,
- number of students in s group,
- program of the group,
- year number,
- course name,
- alternative course name.

Data example:

Group name	Number of students in group	Program of the group	Year number	Course name	Alternative course name
Group 1	10	Undergraduate	1	Databases	

Data for one group - misc are written in one row. Example of one CSV line:

```
groupName;numberOfStudentsInGroup;programOftheGroup;yearNumber;courseName;
alternativeCourseName;
Group1;10;Undergraduate;1;Databases;
```

When the CSV file is prepared, choose **Data | Import data from CSV file | Import Groups - misc** in the [menu](#)

## 11. Import students - misc

// Menu->Import from CSV->Import students misc: configuration,

// is comment line, USE ANSI ENCODING PLEASE

10; number of all columns in one line

;; delimiter between the columns

-; placeholder for empty or non-relevant columns

66; Percentage of students over the top of current turns in order to divide turns into two parts

1; student last name

2; student first name

3; student ID - will become group containing only one student - with this name

4; program of the student (same as branch/subject area)

5; year number 1-9

8; course name

9; alternative course name

"Diploma", "Practical Lessons", "Practical Training" ; all the courses which will be ignored during the import

// next line is a small dictionary for program names - program name will be mapped into word in parentheses "short name". Use one or more lines

university study program (Level 1) Graphic and Interactive Communications, "GIK"

professional study program (Level 1) Graphics and Media Technologies, "GMT"

Courses dictionary:

Finishing graphic products, "finishing graphic products - graphic finishing"

Graphic finishing, "finishing graphic products - graphic finishing"

Graphic investigation, "Graphic investigations - Investigations in the graphic"

As you can see, everything can be set up – along with dictionaries. These dictionaries and ignore list is explained in section for group importing (misc way).

Actual import file example:

// First line is skipped!

Smith,Clara,32012098,university study program professional study program (Level 1) Graphics and Media Technologies, "GMT", Diploma BVS,Diploma,full year

Smith,Clara,32012098,university study program professional study program (Level 1) Graphics and Media Technologies, "GMT", Diploma BVS,Diploma,summer

&

The following data is imported:

- student surname (mandatory),
- student first name(mandatory),
- student ID (mandatory),
- program of the student(mandatory),
- year number (mandatory),
- course name (mandatory),
- alternative course name (optional).

Data example:

Student surname	Student first name	Student ID	Program of the student	Year number	Course name	Alternative course name
Adams	Rickena	12568	Undergraduate	1	Databases	

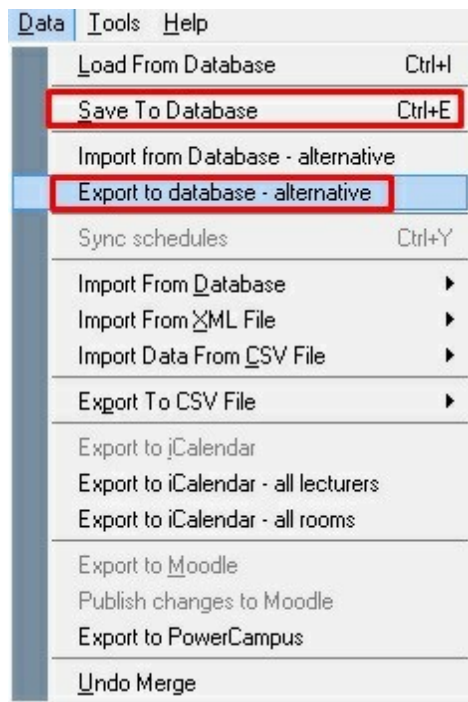
Data for one student - misc are written in one row. Example of one CSV line:

```
studentSurname;studentName;studentid;programOftheStudent;yearNumber;courseName;
alternativeCourseName
Adams;Rickena;12568;Undergraduate;1;Databases;
```

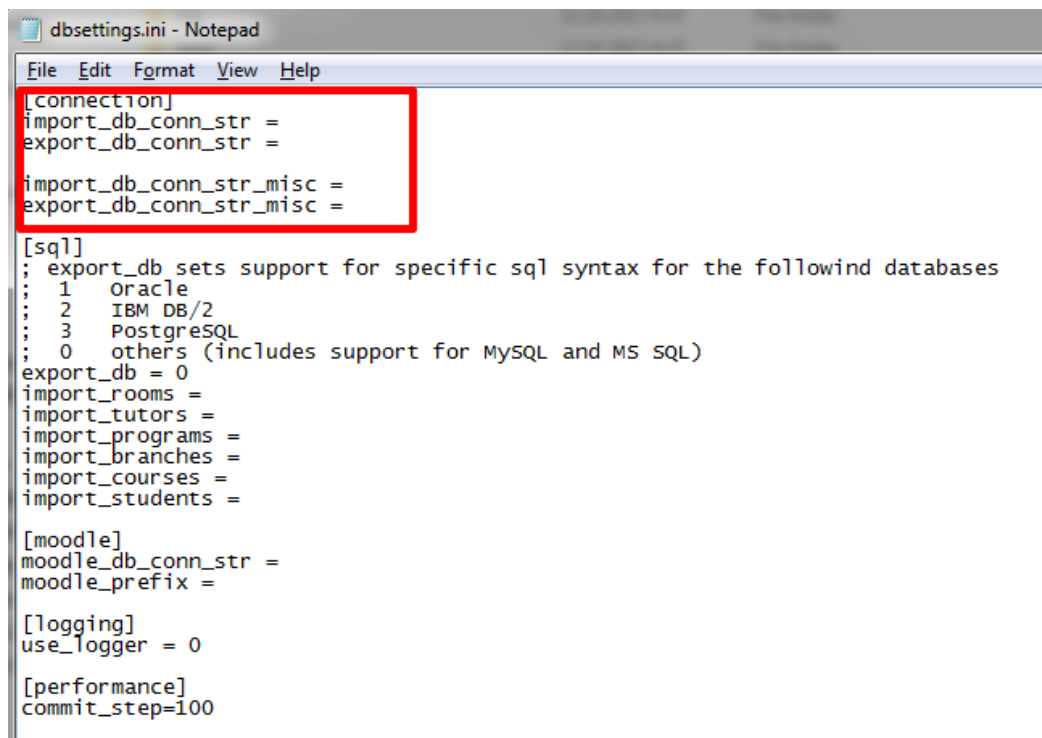
When the CSV file is prepared, choose **Data | Import data from CSV file | Import Students - misc** in the [menu](#)

#### 5.2.7.5 Export to databases

Data can be recorded in two different databases simultaneously - the first one is production database (which can be seen by students, professors in public) and "alternative" or a testing database only seen by admin and people that admin chooses - it is database for the probe or in the case when the schedule is still in the process of making for the next semester (through this phase it could be shown to professors to check their opinions etc). It is shown at the beginning of the Data menu, as You can see in the following picture:



You can check these options in the WTT file called dbsettings.ini (Computer --> Program files --> Wise Timetable --> dbsettings.ini) - first two are production databases and other two alternative databases, as you can check in the following picture:



When history log (from database changes) is shown at the program startup,

possibility to disable database completely. This is useful if making timetables for year (locally on PC, using only local xml files) and do not want to work with database. Other way to disable database is Settings U Miscellaneous U General U dbsettings.i

When exporting data into central database now also IP number of the current (when export is made) is written into history log and shown to users among other cha

16.9.2015 12:51:31	User	Data exported to the database IP=192.168.2.133
15.9.2015 13:06:54	User	Data exported to the database IP=192.168.2.133
15.9.2015 13:02:09	User	Data exported to the database IP=192.168.2.133
15.9.2015 12:47:29	ANDREW ALTMAN	New groups reservation (7984): Room A-009 on 15.09.2015 (18:00 - 18:30)
15.9.2015 12:47:02	ANDREW ALTMAN	New groups reservation (7983): Room A-006 on 15.09.2015 (16:30 - 17:00)
15.9.2015 12:42:52	ANDREW ALTMAN	New groups reservation (7982): Room A-003 on 15.09.2015 (17:00 - 17:30)
15.9.2015 12:34:09	ANDREW ALTMAN	New room reservation (7981): Room A-001 on 15.09.2015 (08:00 - 09:30)
15.9.2015 12:30:35	User	Data exported to the database, IP=192.168.2.133

#### 5.2.7.6 Export to CSV file

For exporting data to a CSV file select **Data | Export to CSV file** in the [menu](#).

**Export all schedules** exports the timetable for all weeks.

**Export Courses/Lecturers/Rooms/Groups** export only timetables for the week which is selected in the [workspace](#).

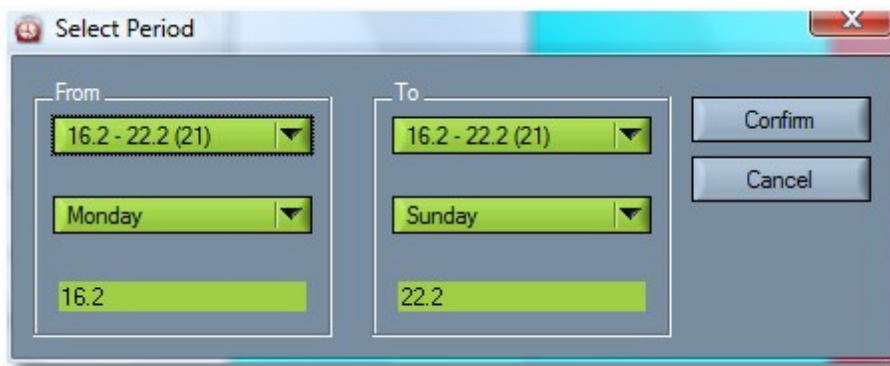
**Export occupancy by room** will export room occupancy in selected period.

**Export Groups - all weeks** will export timetables for groups for all weeks.

**Export program** works only if [view by](#) course is selected in the [main workspace](#), and the program and the year are defined. Timetables are exported separately for each day.

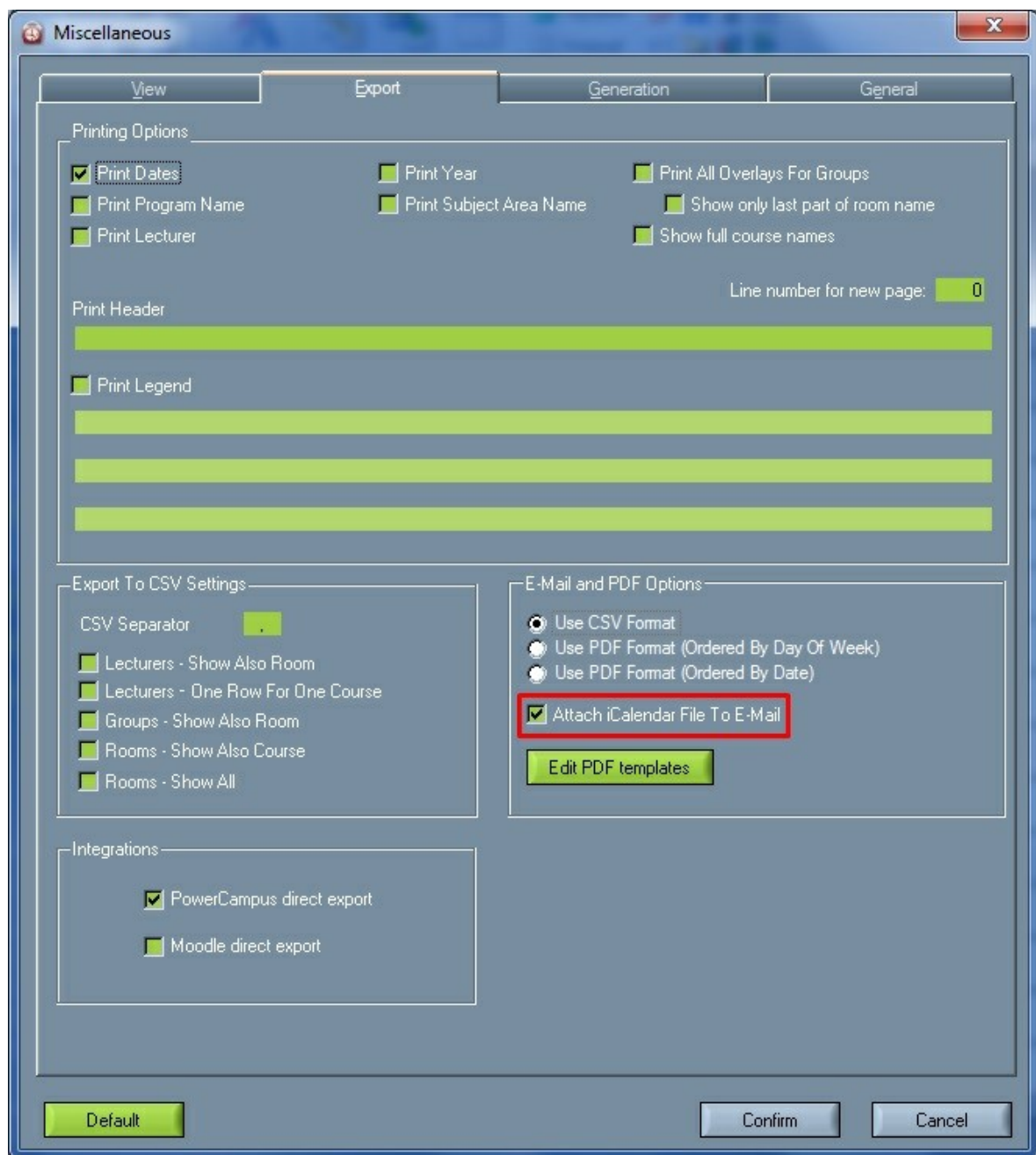
**Export program - current week** works only if [view by](#) course is selected in the [main workspace](#), and the program and the year are defined. Timetables for current week will be exported.

**Export lecturer (Selected Period)** works only if [view by](#) lecturer is selected in the [main workspace](#), and the lecturer for whom you want to export timetable is defined. When you choose the Export Lecturer (Selected Period) function, the following window opens:



Select the period for which you want to export the timetable, and click the Confirm button. Together with the export of data, iCalendar will also be attached, but only if it is checked in the Miscellaneous as follows:





Please note that iCalendar is compatible with every kind of online calendars as Google calendar, Outlook and others. It is than easier for professors and students to have the whole schedule of their obligations in their own calendar application of choice.

**Export List of All Courses** exports the list of all courses.

**Export List of All Rooms** exports the list of all rooms.

**Export List of All Lecturers** exports the list of all lecturers.

**Export List of All Passwords** exports the list of all passwords used in software..

**Personnel Record Report** helps us to calculate all of working hours of different lecturers so we can have records of how much a particular lecturer worked in a period of selected time. Working hours are divided according to programs and subject areas. This option is selectable in the following window:



For miscellaneous export settings select **Settings** | [Miscellaneous](#) in the [menu](#).

#### 5.2.7.7 Export to PowerCampus

Settings for PowerCampus export can be found in Settings ? Miscellaneous ? General ? dbsettings.ini

Settings are:

```
powercampus]
powercampus_db_conn_str = powercampus
powercampus_table = PC_COURSES
powercampus_event_type = COURSE
powercampus_academic_year = 2015
powercampus_academic_term = SPRING
powercampus_academic_session = MAIN
powercampus_opid = ARWA
powercampus_last_digits_for_section = 1
```

To send data to Power Campus go to Data ? Export to PowerCampus.

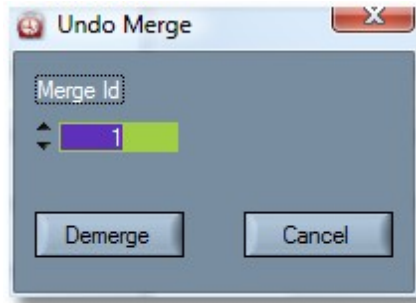
Note that every time a new version of data is sent, software delete the old one.

Direct export to PowerCampus database tables is improved by filling also event table. All data that is relevant for PowerCampus system is exported directly into PowerCampus database.

#### 5.2.7.8 Undo merge

If you want to undo merge (demerge files), choose **Data** | **Undo merge** in the [menu](#).

The following window opens:



Choose Merge ID and click the Demerge button.

### 5.2.8 Tools

Plan Final Exams	F10
Full screen edit	F11
Substitutions	
Edit reservations	

The **Tools** sub-menu consists of common functions.

- **Plan Final Exam**

Create Final Exam schedule using: [Select Final Exam Room](#), [Select Final Exam Course](#) and [Schedule Final Exam](#)

- **[Full screen edit](#)**

Editing timetables in full screen.

- **[Substitutions](#)**

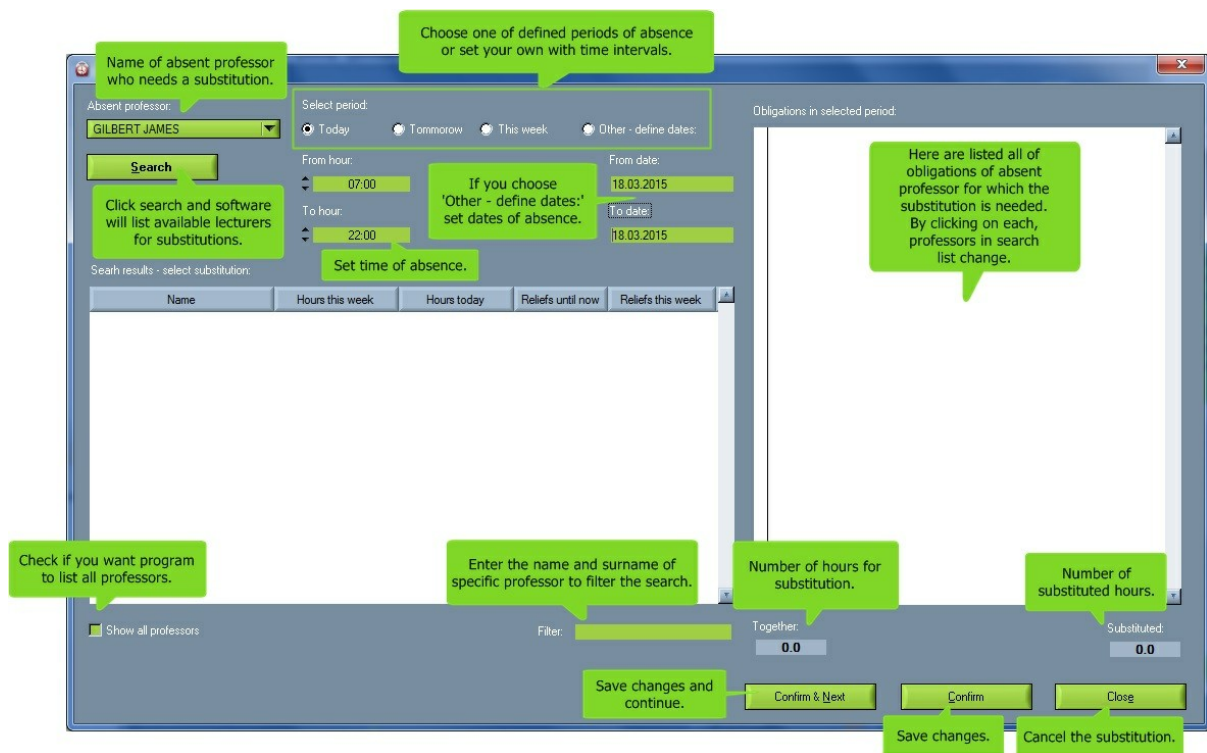
Make replacement for the absent professor.

- **Edit Reservations**

delete many reservations at once.

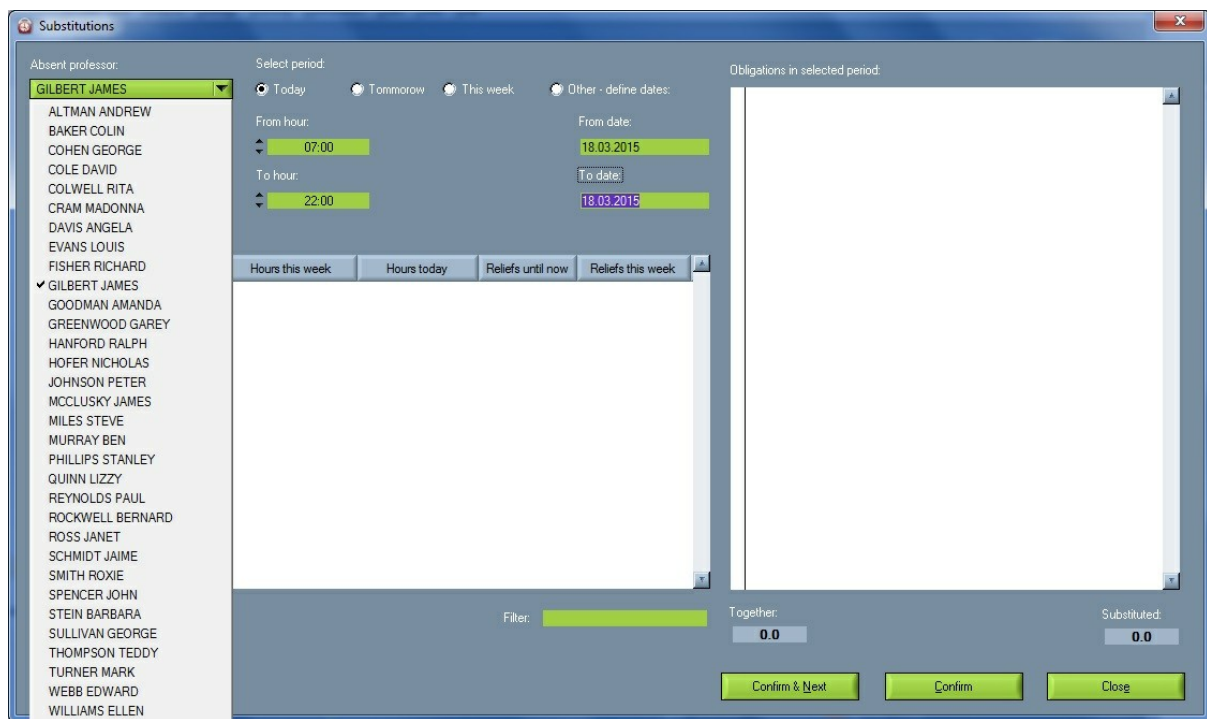
#### 5.2.8.1 Substitutions

**Substitutions** is the separated topic in [Tools](#) section where it is possible to make, manage and view substitutions for all professors that are unable to attend their lectures and work their hours during one or more days, when the whole schedule is already made. You can activate the window of Substitutions by clicking F12 function on the keyboard from the main screen of Wise Timetable application. Main window of Substitutions looks exactly as the following picture:



### Absent professor

Here you can find a professor from the list of all professor who is absent and needs a substitution for his activities and obligations during the period of absence.



### Select period

Here you can choose a defined period of absence for a certain professor. If none of them matches, choose 'Other-define dates', and define below time and date of your preference. Default setting is 'Today'.

Time and date can be set in settings shown in the following picture:

### **Search results**

Here is a list of all professors that are available to substitute the professor who is absent.

### **Obligations in selected period**

Here are listed all of obligations of absent professor during whole period of absence.

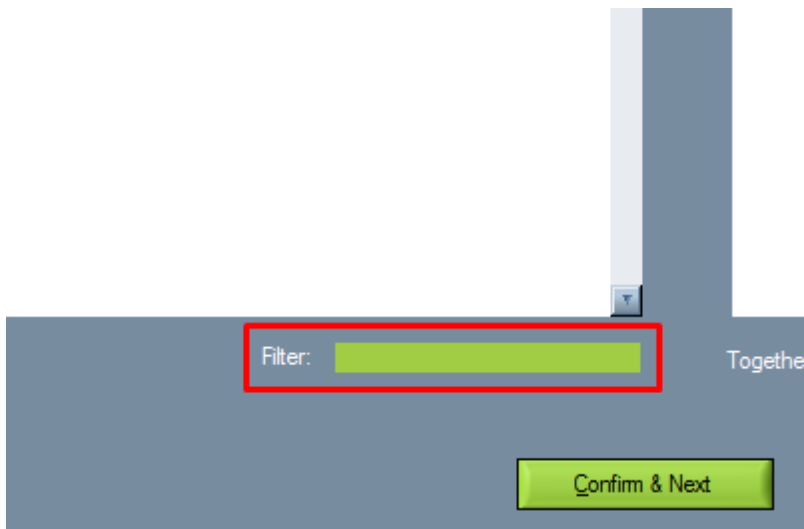
### **Show all**

Check this box if you want software to show all professors that are available for chosen substitution, regardless if they t  
If it remains unchecked, only professors that can teach chosen subject will be in the list. This option is in down-left part



### Filter

In this field, you can shorten the search if you are looking for a particular professor and write down his/her name and su



### Together & Substituted

**Together** represents the number of all hours that need to be substituted. **Substituted** represents the number of hours t

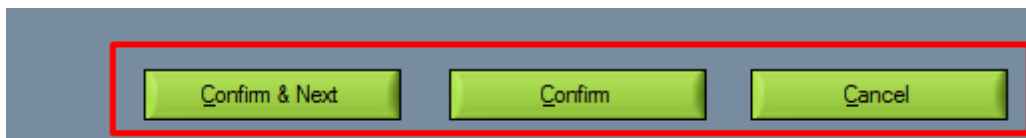


### Confirm&Next, Confirm, Cancel

Click on 'Confirm&Next' if you want to save settings for one absent professor and go on settings for other absent profes

Click on 'Confirm' if you want to save settings for one absent professor.

Click on 'Cancel' if you don't want to save changes.



### 5.2.8.2 Magnetic board

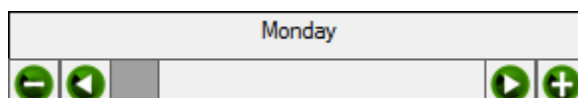
Besides the automatic way of making schedules in Wise Timetable application, there is also provided a traditional way of making handmade schedules inside the Wise Timetable software. All changes made in this software match with previously made automatic schedule, and it is not needed to generate timetables after some changes have been made in the Magnetic board. After saving changes in Magnetic board, they automatically stay inside the schedule.

**Magnetic board** is a special part of [Tools](#) section - **Full screen edit**, where it is possible to see the whole schedule for all professors. It is made according to traditional way of making schedules, before computers and internet even existed. Magnetic board is a special table with magnets and has axis with all professors listed and axis of days in a week. Little magnets represent each group of students and they can be moved across the table to match time and professors and have better overview of all activities inside one week. It is awesome because magnets cannot be set over each other so there will be no overlaps. Also, administrator has a good view of all activities for groups. Wise Timetable application gives even this kind of perspective on the whole schedule.

The window of Magnetic board is presented in the following picture:

The screenshot shows the Magnetic board interface. At the top, there are tabs for the days of the week: Monday, Tuesday, Wednesday, Thursday, and Friday. Each day tab has a set of navigation arrows (left, right, and zoom in/out) to navigate through the schedule. Below the day tabs is a grid where the rows represent professors and the columns represent time slots (07:00, 07:30, 08:00, 08:30, 09:00). The grid contains various student group codes (e.g., BAM2-2, B, BAM3-1, B, AFM1-2, etc.) assigned to specific professors and time slots. At the bottom of the window, there are controls for 'Resize all to:' and 'Start all at:', along with 'Cancel' and 'Accept' buttons.

**+ and - (plus, minus)** signs can be clicked to show more or less activities inside one day in a week. Grey quadrant can be moved left or right in order to navigate through all groups inside that one day in a week. It can be also done with arrows on the both sides for one day.



**Resize all to**

This is a special up-list menu where you can resize the whole magnetic board to how many groups you want to.

ALTMAN ANDREW			BAM3-1	BAM3-1	BAM3-1	
BAKER COLIN	1 group					
ROSS JANET	2 groups					
	3 groups		BAM3-3	BAM3-3	BAM3-3	
	4 groups					
MILES STEVE	5 groups					
	6 groups					
REYNOLDS PAUL	7 groups					
	8 groups					
GOODMAN AMANDA	9 groups					
	10 groups		BRC2-1	BRC2-1	BRC2-1	
SULLIVAN GEORGE	11 groups					
	12 groups					
EVANS LOUIS	13 groups					
	14 groups		BCIT1-1	BCIT1-1	BCIT1-1	
HOFFER NICHOLAS	15 groups					
	16 groups					
SPENCER JOHN	17 groups					
	18 groups					
STEIN BARBARA	19 groups					
	20 groups					
QUINN LIZZY	21 groups					
	22 groups				BAM2-5	
CRAM MADONNA	23 groups					
	24 groups					
SCHMIDT JAIME	25 groups					
	26 groups					
THOMPSON TEDDY	27 groups					
	28 groups					
GREENWOOD GAREY	29 groups					
	30 groups					
Resize all to:			Start all at:			

**Start all at**

This is a special up-list menu where you can set the time from which the whole schedule will start every day in a week that is presented on Magnetic board.



MURRAY BEN							
ALTMAN ANDREW			BAM3-1	BAM3-1	BAM3-1		
BAKER COLIN					07:00		
ROSS JANET			BAM3-3	BAM3-3	07:30		
MILES STEVE					08:00		
REYNOLDS PAUL					08:30		
GOODMAN AMANDA					09:00		
SULLIVAN GEORGE			BRC2-1	BRC2-1	09:30		
EVANS LOUIS					10:00		
HOFFER NICHOLAS			BCIT1-1	BCIT1-1	10:30		
SPENCER JOHN					11:00		
STEIN BARBARA					11:30		
QUINN LIZZY					12:00		
CRAM MADONNA					12:30		
SCHMIDT JAIME					13:00		
THOMPSON TEDDY					13:30		
GREENWOOD GAREY					14:00		
HANFORD RALPH					14:30		
					15:00		
					15:30		
					16:00		
					16:30		
					17:00		
					17:30		
					18:00		
					18:30		
					19:00		
					19:30		
					20:00		
					20:30		
					21:00		
					21:30		

Resize all to: 
 Start all at:

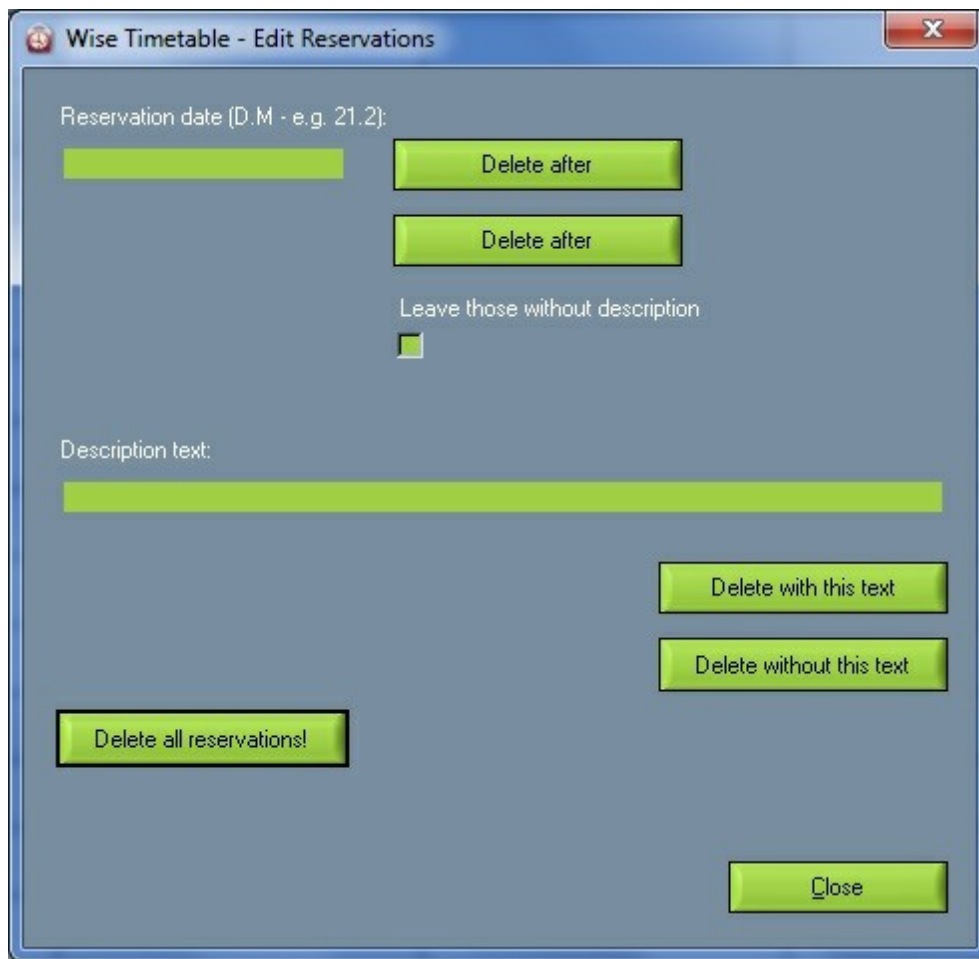
### Cancel or Accept

Click Cancel if you don't want to save changes that you made on a Magnetic board.

Click Accept if you want to save changes that you made on a Magnetic board.

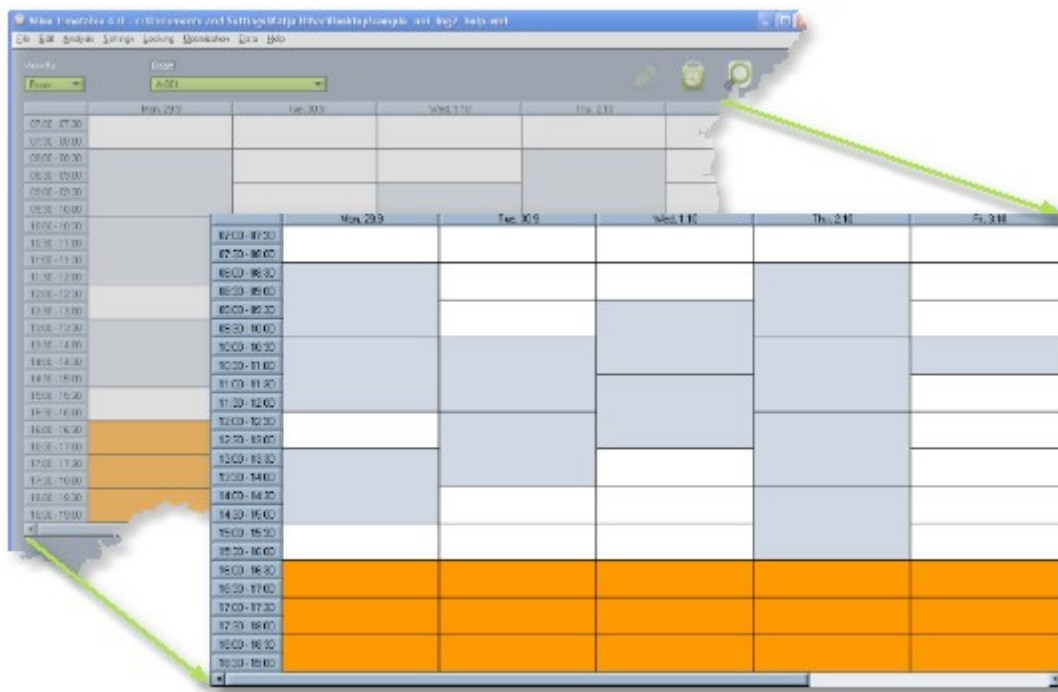
### 5.2.8.3 Edit Reservations

Edit Reservations screen is available at Tools U Edit Reservations. We made this screen better handling reservations – in order to delete many reservations at once. It is possible to choose to delete according to dates or according to content (text description of reservation):



## 5.3 Timetable

The timetable part of the Wise Timetable [workspace](#) is displayed below:



The schedule for a selected week of the school year is shown in the timetable. You can choose the week of the school year for which you wish to see the timetable by using the [timeline navigation bar](#).

The timetable is divided into columns and rows. Each column represents a day of the week, while the rows represent hours in a day. The colored rectangles represent reservations and schedules on a certain day of the week and at a certain time of the day. If a reservation or a schedule exceeds one hour, the cells in the column are merged. See the picture below.



You can choose among [different views](#) of the timetable.

Time labels can be set in **Settings** | [Time Labels](#) in the [menu](#).

You can set the data which you want to see in the [basic view](#) in **Settings** | [Miscellaneous](#).

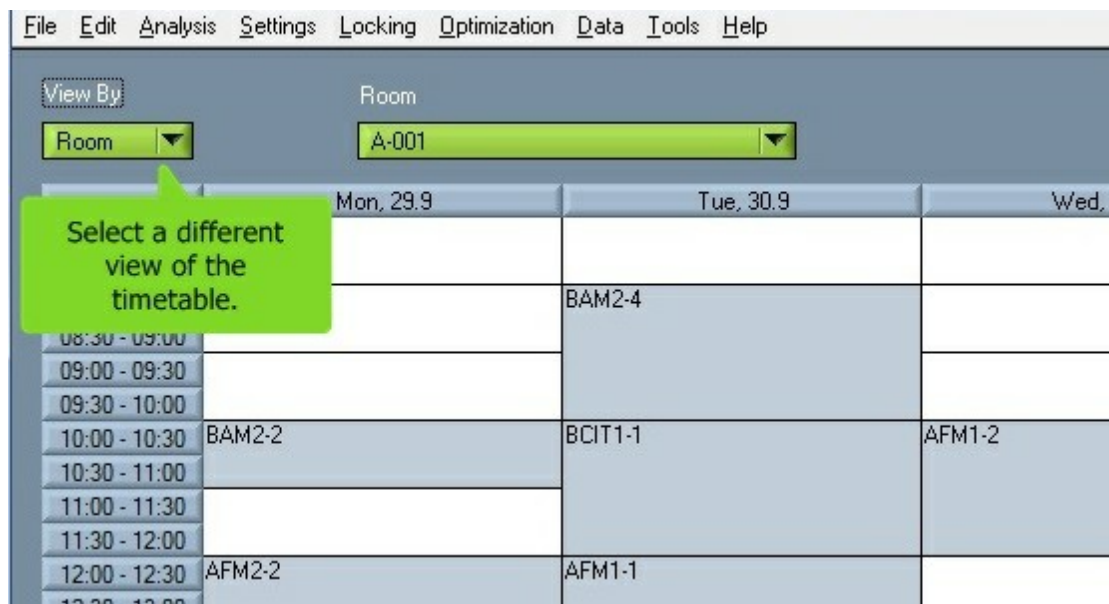
See also:

[Maintaining timetable](#)

[Automatic generation](#)

## 5.4 Different views

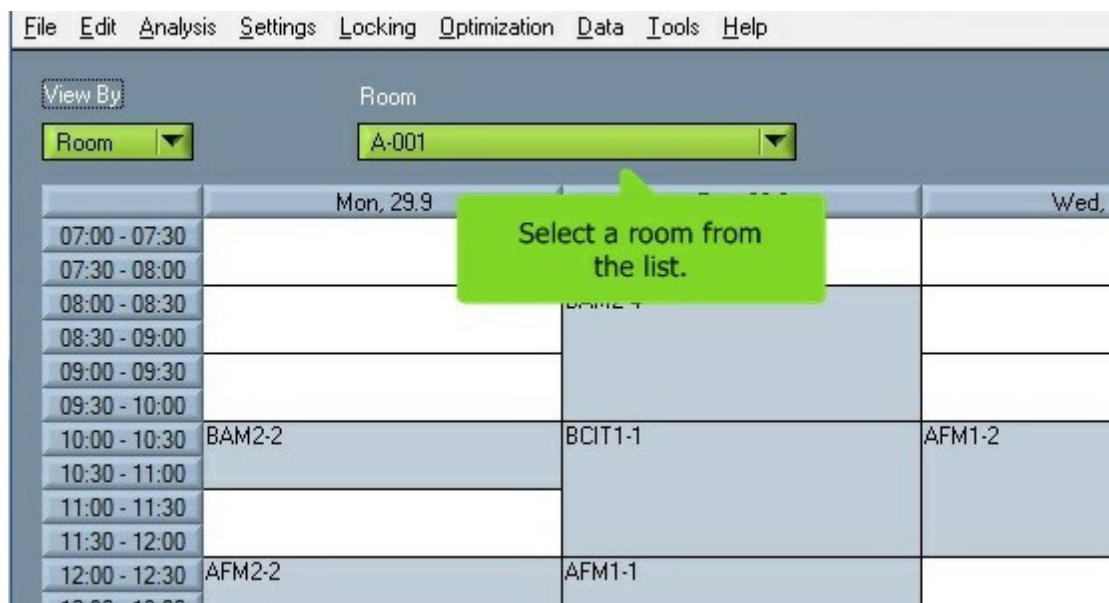
You can choose the type of reservation and schedules to be displayed in the timetable by selecting a different view in the [workspace](#).



One of the following views can be selected:

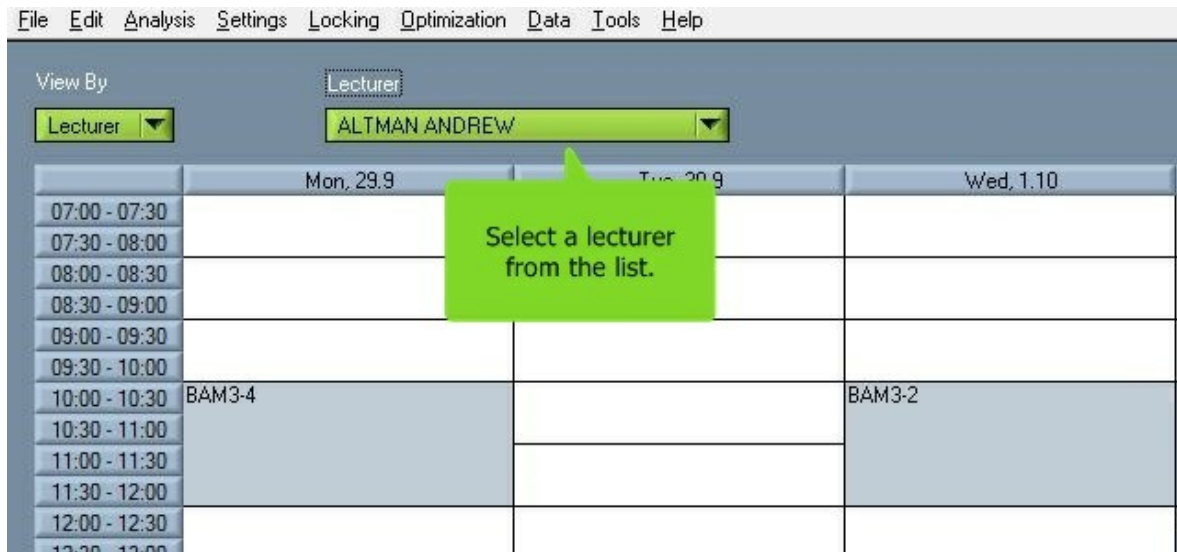
- **Room**

View by room allows you to see when in the current week a chosen room is reserved or occupied. When you have selected view by room, you can choose the room for which you wish to see the information from the room list.



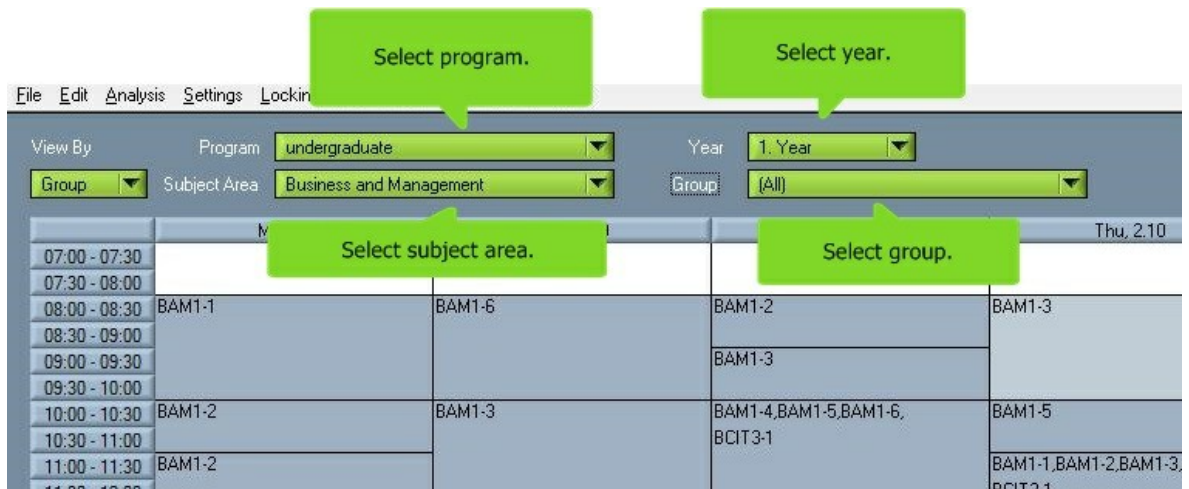
- **Lecturer**

View by lecturer allows you to see when in the current week a chosen lecturer is occupied or blocked. When you have selected view by lecturer, you can choose the lecturer for whom you wish to see the information from the list of lecturers.



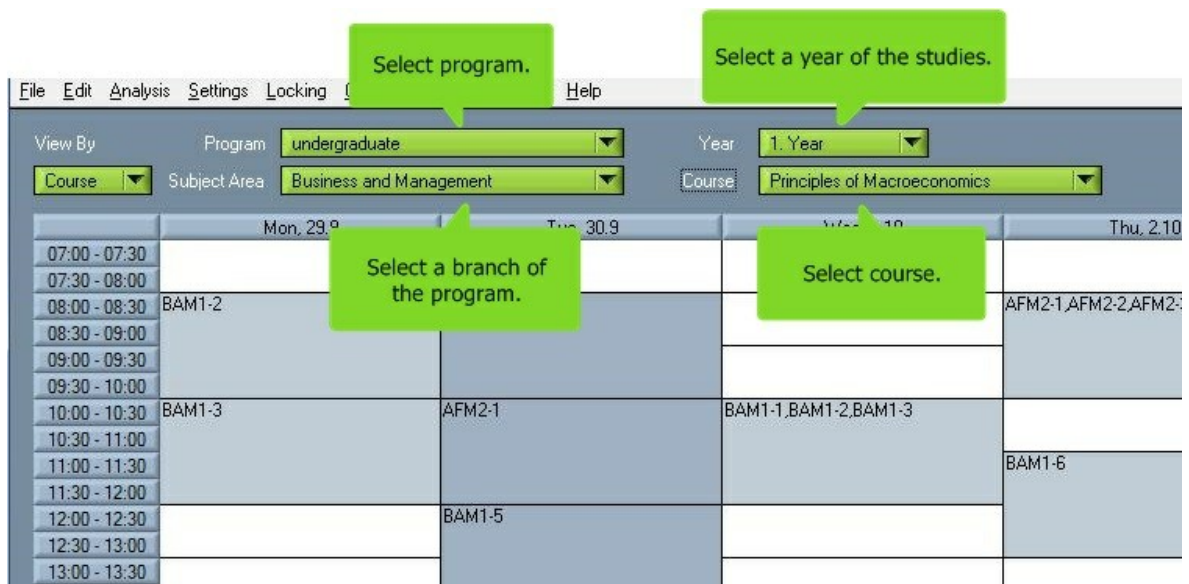
- **Group**

When you have selected View by group, you can see the information by choosing the program, the year of studies, the subject area, and the group.



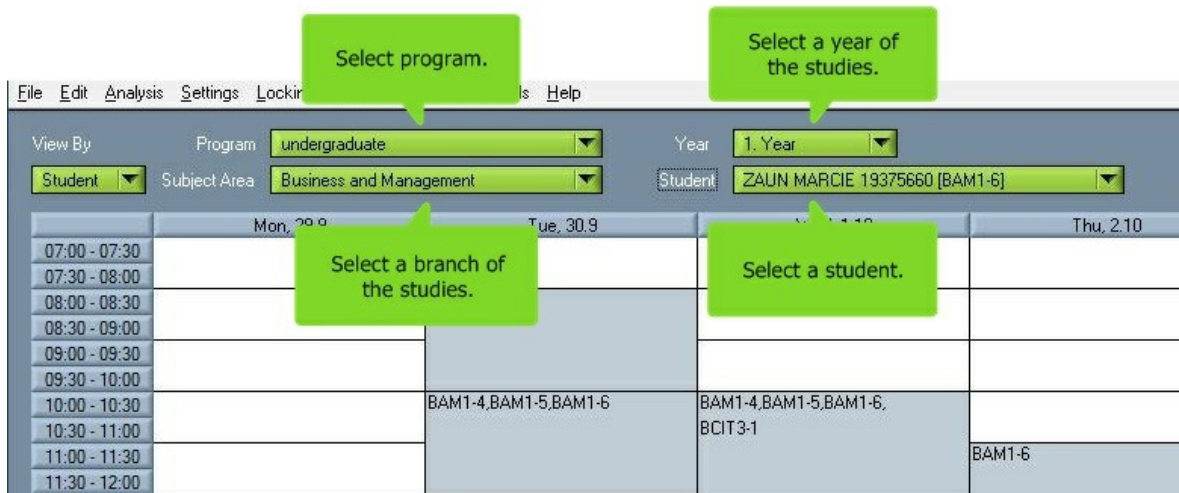
- **Course**

When you have selected View by course, you can see the information by choosing the program, the year of studies, the subject area, and the course.



- **Student**

When you have selected View by student, you can see the information by choosing the program, the year of studies, the subject area and the student.



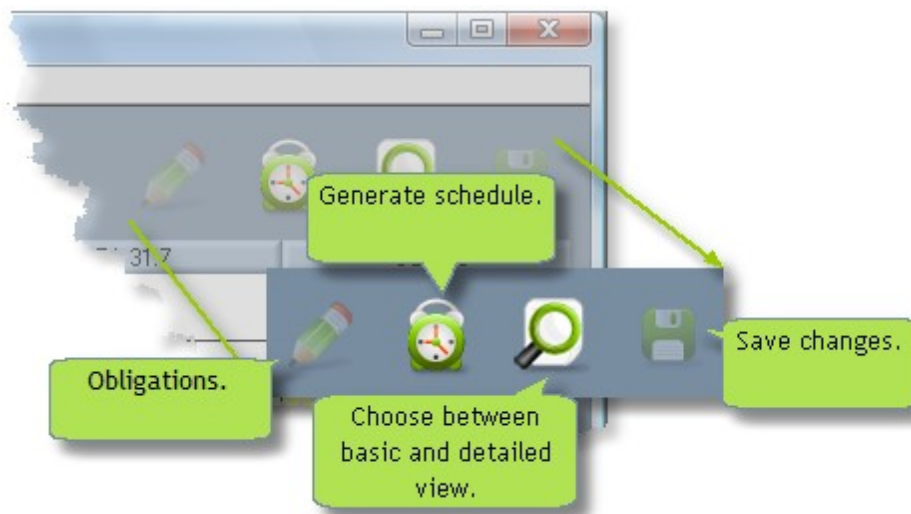
See also:

[Rooms](#)  
[Lecturers](#)  
[Groups](#)  
[Courses](#)  
[Students](#)

## 5.5 Tool bar

The tool bar of the Wise Timetable [workspace](#) is displayed below.





- **Obligations**

This button is enabled only in the [view](#) by [lecturer](#), by [group](#) and by [course](#).

- **[Generate](#)**

The Generate button is used for automatic generation of the schedules in the timetable.

- **Choose between basic and detailed view**

[Details](#) displays a more detailed view of a timetable. You can define the content of the basic view in **Settings** | [Miscellaneous](#) in the [menu](#).



- **Save changes**

Saves changes in a timetable.

When you save data for the first time, you will have to choose the file name and the folder in which you want to save the file.

### 5.5.1 Basic and detailed view



You can switch between the basic and detailed views by clicking button  or . (Choose between basic and detailed view) in the [tool bar](#) on [workspace](#).

Less data is shown in the [basic view](#) (non-zoom mode). In **Settings** | [Miscellaneous](#) in the [menu](#) you choose among the following data:





In the detailed view, you can see all the data on the allocated timetable (course, course type, lecturer, room and groups).

	Mon, 6.10	Tue, 7.10	Wed, 8.10	Thu, 9.10
07:00 - 07:30				
07:30 - 08:00				
08:00 - 08:30	Strategic Management, seminar, JOHNSON, A-004	Theories of HRM, lectures, WOLFE, A-004	Theories of HRM, lectures, STEIN, A-004	
08:30 - 09:00	BAM2-6	AFM1-2,BAM2-4	BCIT2-1,BAM2-1	
09:00 - 09:30			Theories of HRM, lectures, WOLFE, A-004	
09:30 - 10:00			AFM1-2,BAM2-4	
10:00 - 10:30	Effective Teamwork, lectures, COLE, A-004	Theories of HRM, seminar, MILES, A-004		Training, Training Organisations, seminar, A-004
10:30 - 11:00	AFM3-2,AFM3-3	AFM1-1		BCIT3-1
11:00 - 11:30				
11:30 - 12:00				

## 5.6 Timeline navigation

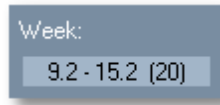
### • Timeline bar

To navigate through the weeks of a school year, use the timeline bar.



- **Current week**

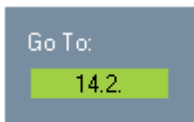
On the timeline bar, you can see which week of the school year is currently being displayed. The week is represented by its starting and finishing date. A number in the parentheses is the consecutive number of that week in the current school year.



- **Choosing a different week**

You can choose a different week to be display by:

- Pressing the left or right arrow on the keyboard.
- Inserting a date of the week or a consecutive number of the week in the date field and pressing **Enter** or **Tab**.



- Dragging the slider with your mouse to the left or to the right.



- Clicking on the arrows for moving to the left or to the right.



**Part**

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**VI**

## 6 Working with timetables

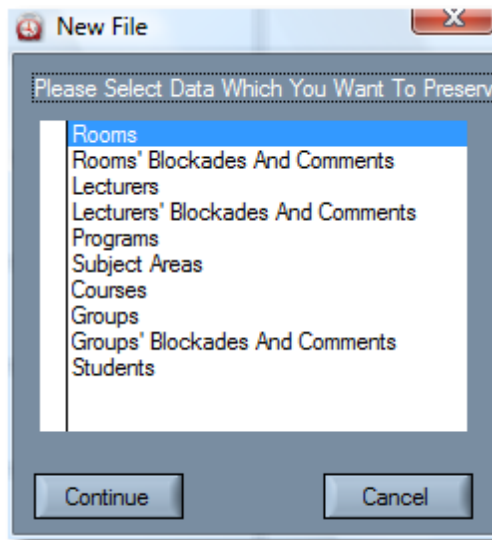
### 6.1 Creating a timetable

Creating a new timetable:

1. Select **File | New**.

If a timetable is opened, you are asked which data you want to preserve.

2. Do not select any data and click the Continue button.



3. A blank timetable is created.

**See also:**

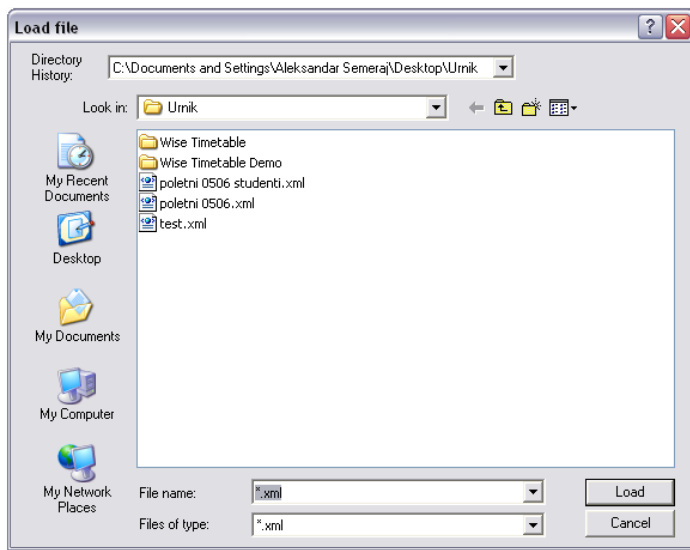
[Copying existing data to a new timetable.](#)

### 6.2 Loading a timetable

To load an existing timetable:

1. Select **File | Load**.

The load dialogue window is displayed.

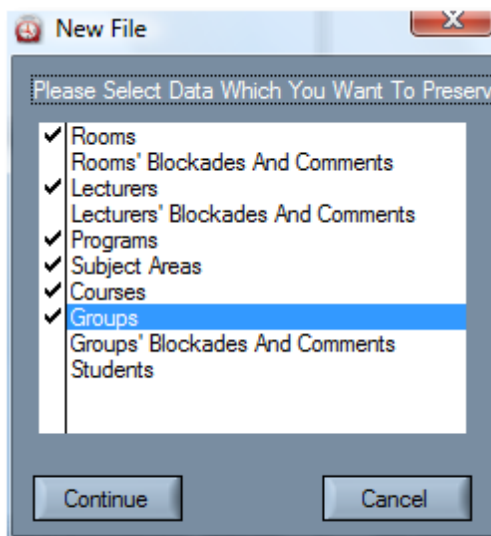


2. Choose the existing timetable that you wish to open.
3. Click **Load** to open the timetable.

## 6.3 Copying existing data

If you wish to copy lecturers, rooms, programs, subject areas and groups from an existing timetable:

1. [Load](#) an existing timetable.
2. Select **File | New**.  
You are asked which data you want to preserve.



3. Select the data that you wish to preserve and click the Continue button.

A new timetable is created and it contains the data that you have chosen.

You can use copying existing data for copying the existing data (without schedules) into a new folder. If you want to copy all the data into a new file (with schedules), first save the file with a new name. Choose **File | Save As** and save the schedule with a new name.

**Part**

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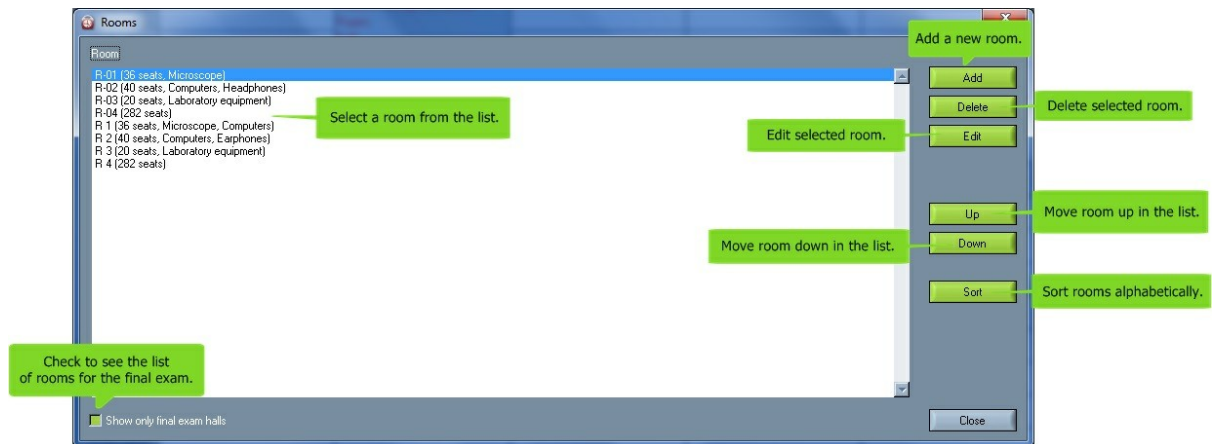
**VII**

## 7 Working with data

### 7.1 Rooms

For working with rooms select the **Edit | Rooms** option from the [menu](#).

A new window for working with rooms is displayed.



- **Add**

Add a new room, select additional equipment for the room, make reservations in a schedule and copy them throughout the school year.

- **Delete**

Delete a selected room.

- **Edit**

Make changes of room data, make reservations, add equipment etc.

- **Up**

Move a selected room up in the list.

- **Sort**

With this option rooms can be sorted alphabetically. Once when this is done it stays when software is restarted – and such is saved into sml file or database.

- **Down**

Move a selected room down in the list.

- **Close**

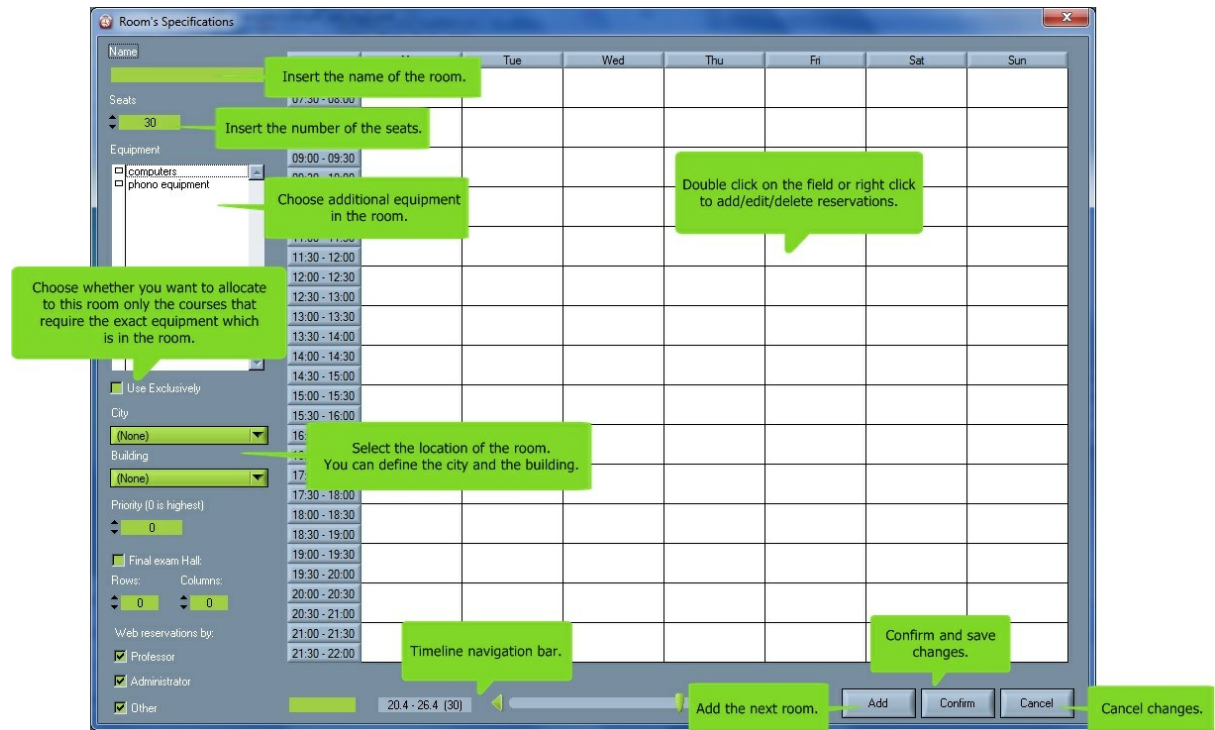
Close the window for working with rooms.



### 7.1.1 Add rooms

For adding rooms choose **Edit | Rooms** in the [menu](#) and click **Add**.

The window for inserting a new room is displayed below. Scroll down for a detailed description.



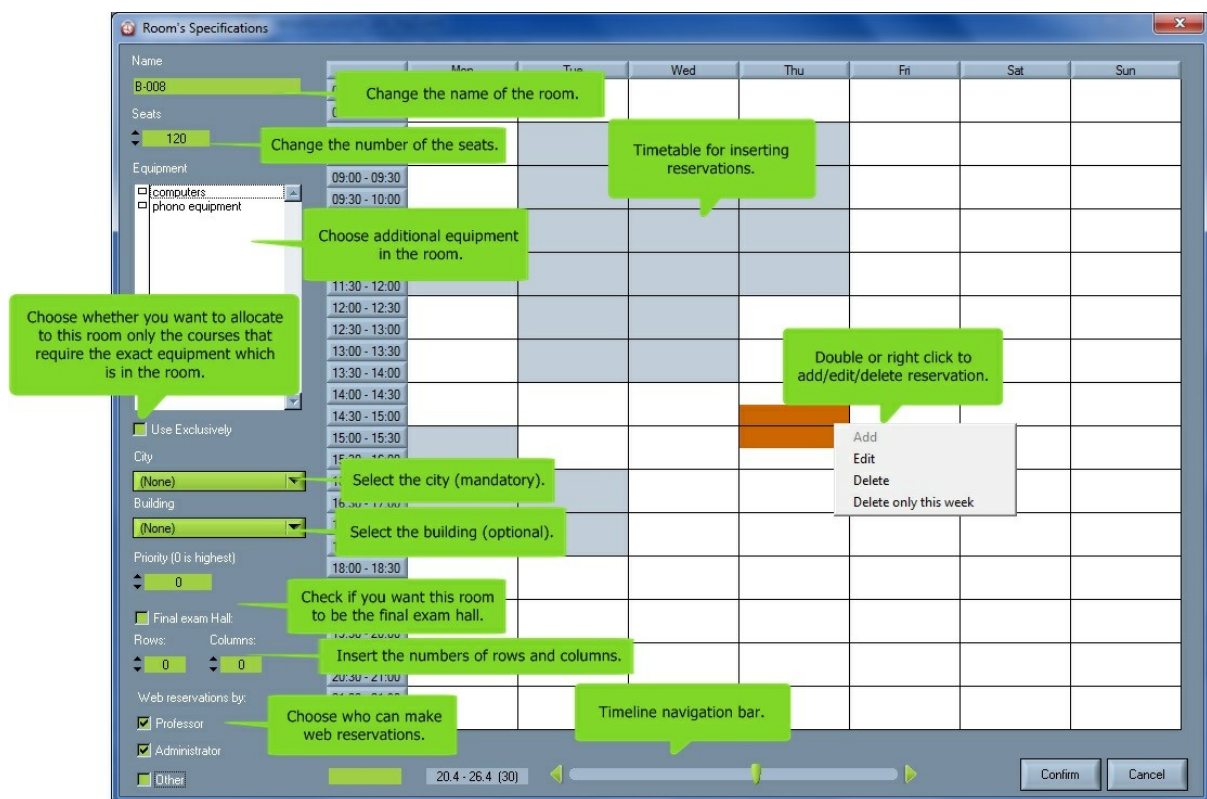
- Insert the name for the new room.
- The default number of seats in the room is shown at the beginning. The default number of seats can be defined in **Edit | Miscellaneous** in the [menu](#). The number of seats in the room can also be changed.
- Define the equipment (e.g. computers, phono equipment, etc.). The equipment can be set in **Settings | Equipment**.
- Check use exclusively if you want the [automatic generation](#) to allocate only those courses to this room that require the exact equipment which is in the room. E.g. only courses which require computers can take place in the computer room. Other courses cannot take place in the computer room.
- If rooms are located in different cities and buildings, select them. Locations can be set in **Settings | Edit Locations**.
- Choose the week in which you wish to reserve/block the room by using the [timeline navigation bar](#).
- If you want to insert a reservation of a room, position your mouse pointer on the time slot that you wish to reserve (e.g. Thursday at 1 p.m. - see picture above), click the right mouse button and choose Add. For more information about reservations see [Room reservation](#).

- When you want to add a new room, click the **Add next** button and a new window for adding a new room opens.
- When all the data is inserted, click the **Confirm** button to save changes.
- If you do not want to save changes, click the **Cancel** button.

## 7.1.2 Edit rooms

For editing rooms choose **Edit | Rooms** in the [menu](#) and click Edit.

The window for changing room data is displayed below. Scroll down for a detailed description.



- Change the name of the room.
- Change the number of seats in the room.
- Define equipment (e.g. computers, photo equipment, etc.). The equipment can be set in **Settings | Equipment**.
- Check use exclusively, if you want the [automatic generation](#) to allocate only those courses to this room that require the exact equipment which is in the room. E.g. only courses that require computers can take place in the computer room. Other courses cannot take place in the computer room.
- If rooms are located in different cities and buildings, select them. Locations can be set in **Settings |**

### [Edit locations.](#)

- Choose the week in which you wish to reserve/block the room by using the [timeline navigation bar](#).
- If you want to insert a reservation of a room, position your mouse pointer on the time slot that you wish to reserve (e.g. Saturday at 9 am. - see picture above), click the right mouse button and choose Add. For more information about reservation see [Room reservation](#).
- If you want to edit/delete a room reservation, position your mouse pointer on the reservation that you wish to edit/delete (e.g. Thursday at 5 pm. - see picture above), and click the left mouse button and select Edit/Delete. You can edit a reservation also by double-clicking the right mouse button on the reservation that you want to edit. For more information about reservations see [Room reservation](#).
- When entering new rooms You have the option of choosing **priorities** for taking up space, it means that rooms which have priority 0 will be occupied first, after they are occupied than rooms under priority 1, then 2, to the number of 9 will be occupied with the same sequence of priority. It is ideal for faculty who has more buildings that we first fill the main building, and then others that are further will be occupied by the priorities of taking space. When entering a new room - by default priority area is set to 0. Rooms with highest priority will be generated first, and then will be generated others with lower priority (by hierarchy: 0 - highest priority, 9 lowest priority). Rooms with higher priority will be generated first, and than others by descending priority.
- If you want room to be final exam room check 'Final exam hall'. After checking, insert number of rows and columns. This is important for scheduling students in the room for the final exam.
- When all the data is inserted, click the **Confirm** button to save changes. If you do not want to save changes, click the **Cancel** button.

### 7.1.3 Room reservation

Reservations are used for guiding and controlling the process of [automatic generation](#) of the timetable. Automatic generation will not schedule any course in the time slot when the room is reserved.

If you click with the right mouse button on a time slot in the [Room Specifications](#) window and choose Add or Edit, the following windows opens. The window opens also if you double-click the left mouse button on a time slot. For a more detailed explanation choose [Edit rooms](#).

The screenshot shows the 'Edit Reservation' dialog box with several callout boxes explaining its components:

- Editor:** A dropdown menu currently set to '(None)'. Callout: "The person who edits reservation can be chosen here."
- Reservation Type:** Radio buttons for 'Full Time / Blocked Term' (selected), 'Groups - Web', 'Post Graduate', 'Other', 'Exam', and 'Preferred Term'. Callout: "Choose a reservation type."
- Comment:** A large text area for notes. Callout: "You can insert a comment to be shown in the reservation."
- From/To Time Slot:** Fields for 'From' (12:00), 'To' (13:00), 'From Day' (Wednesday), 'To Day' (Wednesday), 'From Week' (20.4 - 26.4 (30)), and 'To Week' (20.4 - 26.4 (30)). Callout: "Choose from which to which hour the reservation will be inserted."
- All Lecturers:** A list of lecturers including ALTMAN ANDREW, GREENHORN, GOODMAN AMANDA, GREENWOOD GAREY, HANFORD RALPH, and HOFER NICHOLAS. Callout: "You can insert reservations/blockades for lecturers at the same time."
- Selected Rooms:** A list showing 'B-001 J301'. Callout: "Selected room will be automatically chosen. You can choose more rooms."
- All Groups:** A list of groups including AFM2.3, AFM2.2, and BAM1.3. Callout: "Choose from which to which day the reservation will be inserted."
- Selected Groups:** A list showing 'BAM1.2' and 'BCIT1-1'. Callout: "You can insert reservations/blockades for groups at the same time."
- Buttons:** '>>>', '<<<', 'Add All', 'Remove All', 'Confirm', and 'Cancel' buttons are present.

It is not obligatory to select Editor.

- The following reservation types are the most suitable for room reservations: Full time / Blocked Time slot, Part time, Post Graduate, Other, Exam. Automatic generation will not schedule any course in the time slot when the room is reserved.
- The following reservation types are the most suitable for a reservation of a lecturer: Full time / Blocked Time slot, Exam and Preferred. Automatic generation will not schedule any course in the time slot when the lecturer is blocked with Full time or Exam. Reservation type Preferred is intended for the person who makes schedules.
- The most suitable for group reservations are: Full time / Blocked Time slot and Exam. Automatic generation will not schedule any course in the time slot when the group is blocked with Full time or Exam.

Different colors for reservations can be chosen in **Settings** | [Miscellaneous](#).

A comment can be inserted in the reservation.

The start of the time slot reservation (From) is automatically chosen according to the position of the mouse in the Room Specifications window. You can edit the start of the time slot, but you must also define the end of the time slot (To).

The room for which the reservation has been made is chosen automatically. If needed, you can choose others rooms, lecturers and groups and make reservations for them at the same time. E.g. you can make a reservation for part time students from Monday till Friday, from 6 pm. to 10 pm. and from the 1st until the 15th week.

If you want to confirm reservations, click the Confirm button. You will return to the [Room Specifications](#) window, where the inserted reservations are shown. You can check with the [slider](#) if reservations are

inserted in proper weeks. Then click the Confirm button again.

If you do not want to save changes, press the Cancel button.

You can also set the break at the particular time every working day using **reservations**. It is possible by entering the reservation for each day in each room at the particular time (Edit --> Rooms --> Room's specifications).

After you click twice at the empty field there will be new window where you can set all details and parameters for breaks:

**Edit Reservation**

Editor: (None)

Reservation Type:

- ☒ Full Time / Blocked Term
- ☐ Groups - Web
- ☐ Post Graduate
- ☐ Other
- ☐ Exam
- ☐ Preferred Term

Comment:

All Rooms:

Selected Rooms:

All Lecturers:

Selected Lecturers:

All Groups:

Selected Groups:

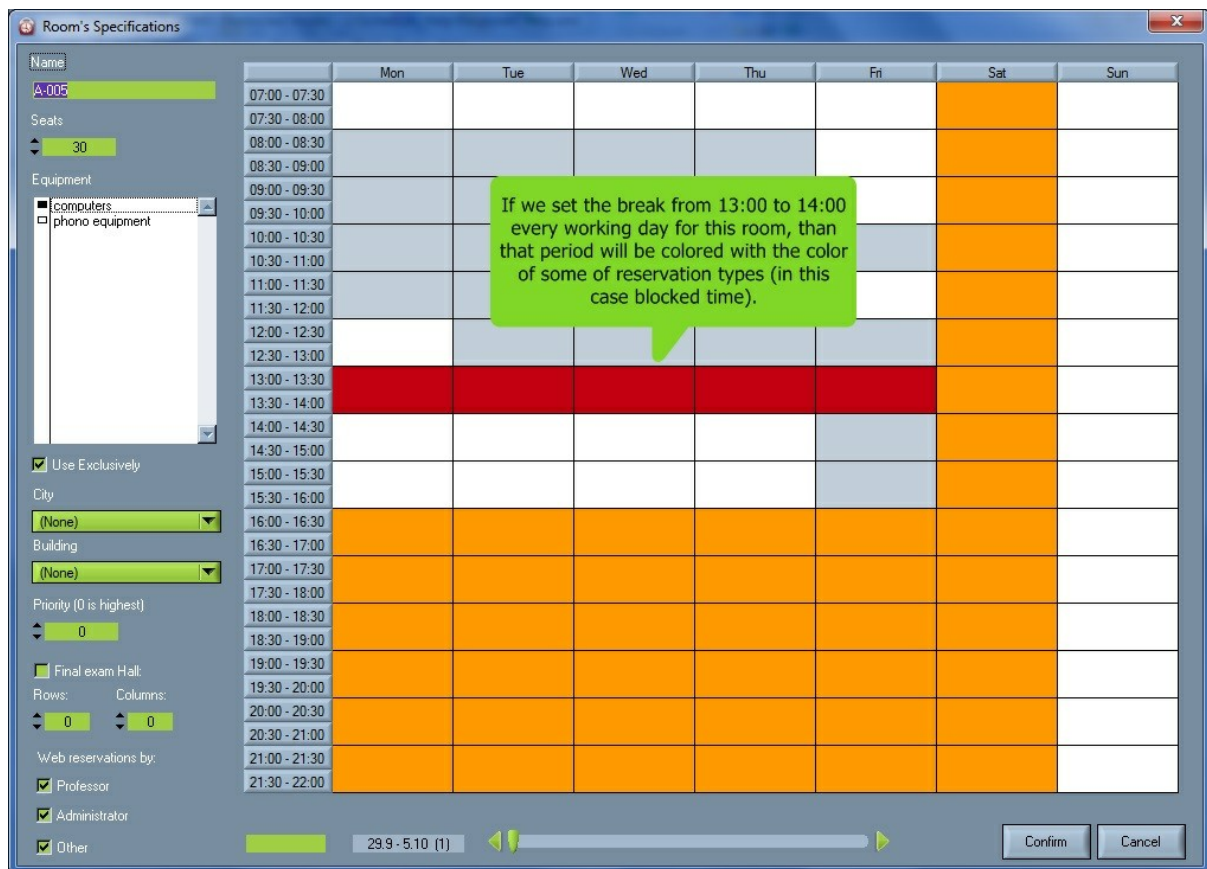
From: 12:00 To: 13:00

From Day: Wednesday To Day: Wednesday

From Week: 20.4 - 26.4 [30] To Week: 20.4 - 26.4 [30]

Buttons: Confirm, Cancel

After we set for example break from 15:00 to 15:30 every working day, here's how it will look like for one room:



This procedure is needed to be done in every room in order to have breaks every day in the schedule.

There is also an option to attribute different roles to different persons who want to make a room reservation: **Administrator**, **Professor**, **Tutor**, **Other** etc in order to allow and generate who can make room reservations on the web.

See also:

[Reservation of lecturers](#)

[Group reservation](#)

#### 7.1.4 Select Final Exam Room

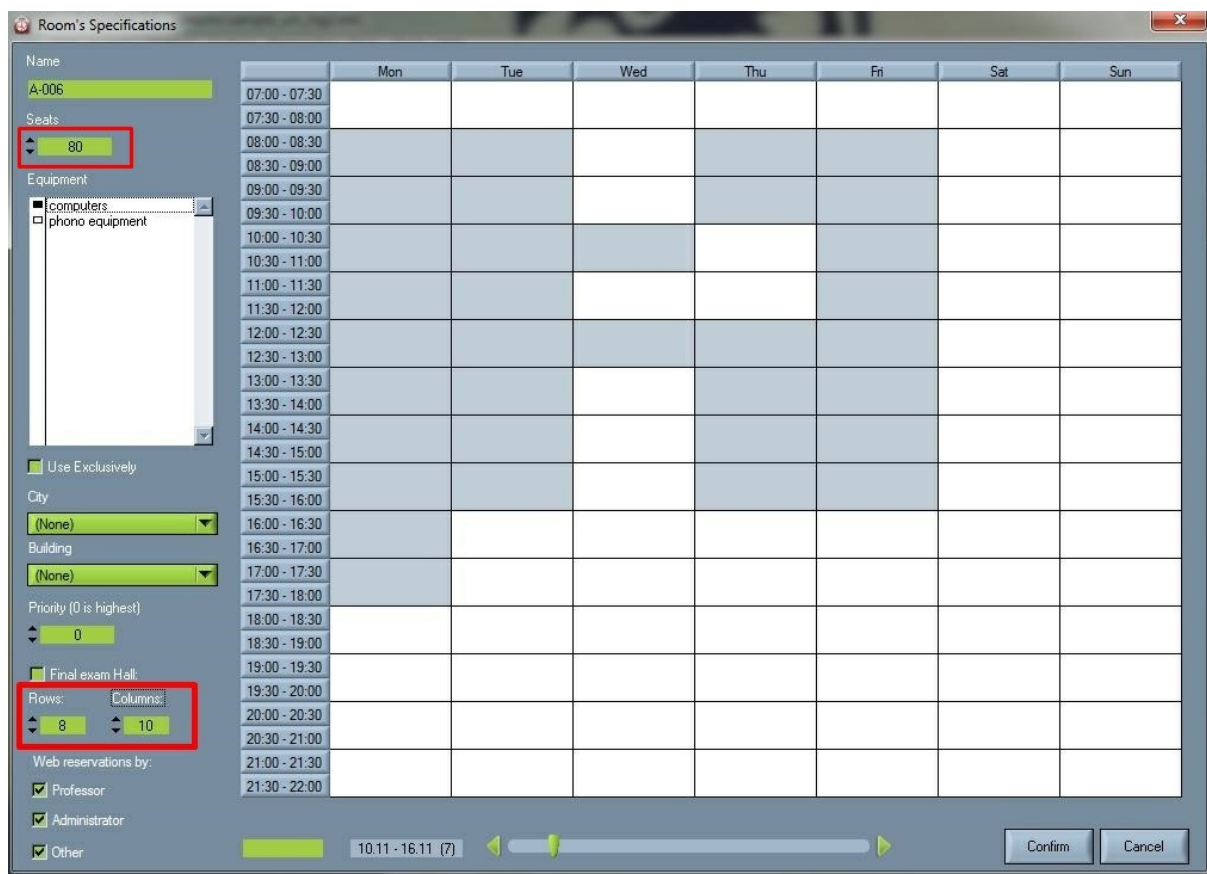
For selecting Final Exam rooms choose **Edit | Rooms** in the [menu](#) and double click on the room.





Define the number of **seats** in the room.

Define the number of **rows** and **columns** in the room.



Mark 'Final exam Hall' box, click 'Confirm' and selected room will become the room for the Final Exam.

**Room's Specifications**

Name: A-006

Seats: 80

Equipment: ☒ computers, ☐ phono equipment

☐ Use Exclusively

City: (None)

Building: (None)

Priority (0 is highest): 0

☒ Final exam Hall

Rows: 8 Columns: 10

Web reservations by: ☒ Professor, ☒ Administrator, ☒ Other

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
07:00 - 07:30							
07:30 - 08:00							
08:00 - 08:30							
08:30 - 09:00							
09:00 - 09:30							
09:30 - 10:00							
10:00 - 10:30							
10:30 - 11:00							
11:00 - 11:30							
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18:00 - 18:30							
18:30 - 19:00							
19:00 - 19:30							
19:30 - 20:00							
20:00 - 20:30							
20:30 - 21:00							
21:00 - 21:30							
21:30 - 22:00							

10.11 - 16.11 (7)

Confirm Cancel

New Final Exam room next to the originally name will have new label "E m\*n" ? 'E' - Final Exam; 'm' - number of columns; 'n' - number of rows.

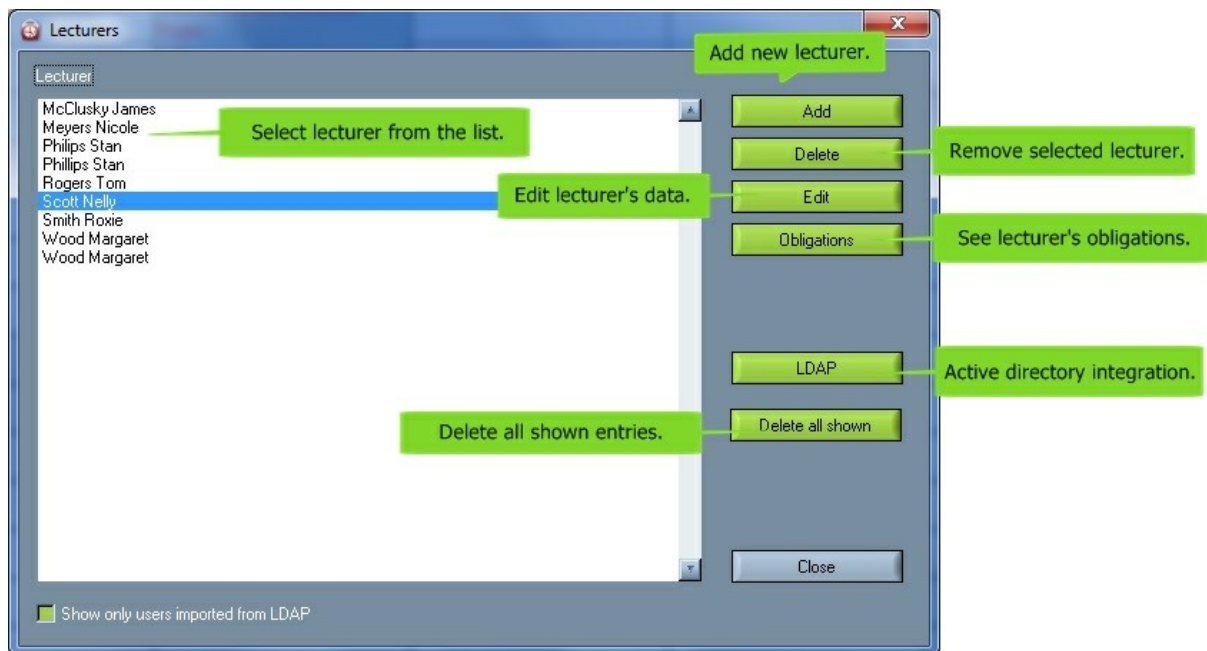
To see the Final Exam rooms list mark 'Show only final exam halls' box.

## 7.2 Lecturers

For working with lecturers select the **Edit | Lecturers** option from the [menu](#).

A new window for working with lecturers is displayed.





- **Add**  
Add a new lecturer, make blockades in his schedule and copy them throughout a school year.
- **Delete**  
Remove a selected lecturer. Note: You can only remove lecturers who have no obligations, which means that they do not teach any course.
- **Edit**  
Make changes of lecturer data, block or unblock his schedule etc.
- **Obligations**  
View the courses that a lecturer teaches. Read more at [Lecturer obligations](#).
- **LDAP**  
Active directory integration (LDAP) can be used from PC application and from web.  
**PC application**

LDAP takes data from user's active directory.

Settings for Active directory integration (LDAP) can be found in Settings ? Miscellaneous  
General ? wtt.scheme

Settings are:

LDAPHost=192.168.2.210

LDAPPort=389

LDAPLoginDN=CN=4TRESS LDAP,CN=Users,DC=wise,DC=local

LDAPPassword=YOURPASSWORD

LDAPSearchBase=OU=External Users,DC=wise,DC=local

LDAPAttributeNAME=givenName  
 LDAPAttributeSURNAME=sn  
 LDAPAttributeDESCRIPTION=description  
 LDAPAttributeEMAIL=mail  
 LDAPTargetCharacterSet=WINDOWS-1250

### Web

In configuration page set '**Use active directory**' in use.

Web pages code will not be taken, system will go directly to active directory codes

If 'Use active directory' is in use than 'AD server', 'LoginDN' and 'SearchBase' fields must be filled in.

For enabling LDAP functions on web applications you need to enable it in PHP server to change 'extension=php\_ldap.dll' in 'php.ini'.

You also need to copy dll files from php directory in c:\windows\system (Note: not system32!). Those files are:

libeay32.dll

libsasl.dll

ssleay32.dll.

- **Delete all shown**

Delete all shown entries. It is good to use when you make a mistake by importing users from LDAP, to undo the mistake mark 'Show only users imported from LDAP' and then click on 'Delete all shown'.

- **Close**

Close the window for working with lecturers.

## 7.2.1 Add lecturers

For adding lecturers choose **Edit | Lecturers** in the [menu](#) and click **Add**.

The window for inserting a new lecturer is displayed below. Scroll down for a detailed description.

- Insert the name and the surname of a new lecturer.
- Insert the lecturer's code. This field is not obligatory.
- You can insert the lecturer's e-mail address. When you [send e-mail to lecturers](#), the e-mail address will be written in the e-mail box.
- You can automatically add lectures to the [mailing list](#).
- You can choose the lecturer's default room. Automatic generation will schedule the lecturer's courses in the chosen default room. This field is not obligatory. If you choose the lecturer's default room after you have defined this lecturer for a course, you have to choose this lecturer for the course again. After that, the automatic generation schedules the lecturer's courses in his/her default room.
- You can choose different cities. Locations are set in **Setting** | [Edit Locations](#).
- You can choose lecturer's custom hours per day.
- You can insert the lecturer's web pages code. The lecturer needs this code for secured access to his timetable on the web. This field is not obligatory.
- You can insert additional data about the lecturer (e.g. his phone, title). This field is not obligatory.
- You can insert additional note to the lecturer's web page in '**Notification for web pages**'. Check '**Copy to all other professors**' and other lecturers will receive the same note. (Maximum 512 characters).
- Choose lecturer's additional courses. You can also choose list view of additional courses.
- Choose lecturer's role for making web reservations.
- Choose the week to which you wish to add or change the blockades, by using the [timeline navigation bar](#).

- You can insert the lecturer's blockades. Position your mouse pointer on the time slot you wish to block (e.g. Thursday at 1 p.m. - see picture above), click the right mouse button and choose Add. For more information about blockades see [Lecturer's reservations](#).
- For adding the next lecturer, click the **Add** button and the window for inserting the next lecturer opens.
- When you are finished with modifying data, click the **Confirm** button to save changes. If you do not want to save changes, click the **Cancel** button.

## 7.2.2 Edit lecturers

For editing lecturers choose **Edit | Lecturers** in the [menu](#) and click **Edit**.

The window for editing lecturer's data is displayed below. Scroll down for a detailed description.

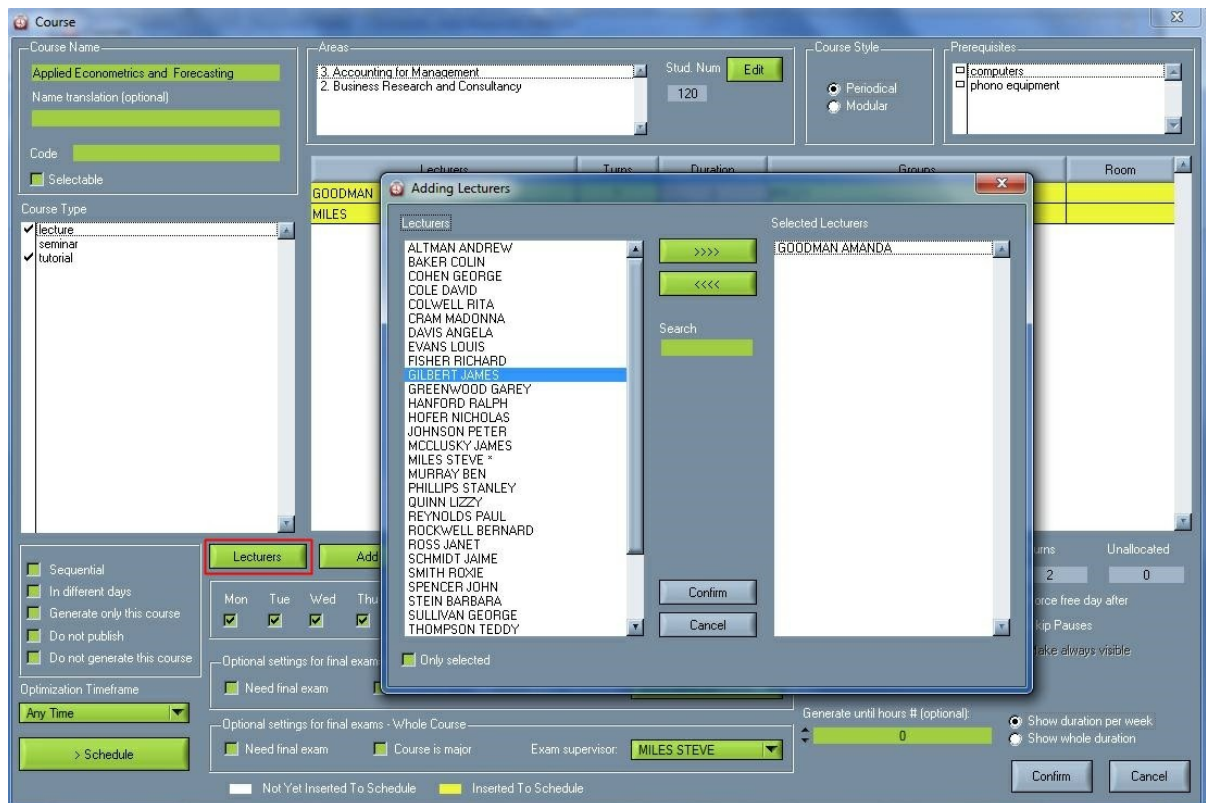
The screenshot shows the 'Lecturer's Specifications' window. It contains several input fields and a timetable. Green callouts point to specific elements with instructions:

- Name**: Insert lecturer's name and surname.
- Surname**: Insert lecturer's surname.
- Code**: Insert lecturer's code.
- E-Mail Address**: Insert lecturer's e-mail address.
- Include To Mailing List**: Check to include lecturer to the mailing list.
- Custom hours/day**: Choose lecturer's hours per day.
- Web Pages Code**: Insert web pages code.
- Notes**: Insert additional data about the lecturer.
- Notification for web pages**: Write notification to the web pages. (Maximum 512 characters).
- Copy to all other professors**: Check to copy the same web notification to all lecturers.
- Role**: Choose lecturer's role.
- Timetable**: Click the time slot to add blockade.
- Buttons**: Add, Edit, Delete, Delete only this week.
- Additional courses**: Choose lecturer's additional courses.
- Program/Subject Area/Year**: Choose list view of the additional courses.
- Confirm/Cancel**: Confirm and save changes.

- Change the name or the surname for the lecturer.
- Insert the lecturer's code. This field is not obligatory.
- You can insert the lecturer's e-mail address. When you [send e-mail to lecturers](#), the e-mail address will be written in the e-mail box.
- You can automatically add lectures to the [mailing list](#).
- You can choose the lecturer's default room. Automatic generation will schedule the lecturer's courses in the chosen default room. This field is not obligatory. If you choose the lecturer's default room after you have defined this lecturer for a course, you have to choose this lecturer for the course again. After that, the automatic generation schedules the lecturer's courses in his/her default room.
- You can choose different cities. Locations are set in **Setting** | [Edit Locations](#).

- You can insert the lecturer's web pages code. The lecturer needs this code for secured access to his timetable on the web. This field is not obligatory.
- You can insert lecturer's custom hours per day. This field is not obligatory.
- You can insert additional data about the lecturer (e.g. his phone, title). This field is not obligatory.
- You can insert additional note to the lecturer's web page in '**Notification for web pages**'. Check '**Copy to all other professors**' and other lecturers will receive the same note. (Maximum 512 characters)
- It is also possible to attribute a title or role to lecturer: Administrator, Tutor, Professor or Other and it is mostly used for making web (online) room reservations.
- This leads to easier control of who can make web reservations of a particular room. Here's how it looks in [Room's Specifications](#) where you can simply decide who can do reservations based on the previous giving of "roles" to lecturers in Lecturer's Specifications, which are displayed bellow:
- Choose the week to which you wish to add or change blockades by using the [timeline navigation bar](#).
- You can insert the lecturer's blockades. Position your mouse pointer on the slot that you wish to block (e.g. Thursday at 1 pm. - see picture above), click the right mouse button and choose Add. For more information about blockades see [Lecturer reservations](#).
- To edit/delete a reservation of a lecturer, position your mouse pointer on the reservation that you wish to edit/delete (e.g. Friday at 8 pm. - see picture above), click the left mouse button and select Edit/Delete. The reservation can also be edited by double-clicking the right mouse button on the reservation you want to edit. For more information about reservations see [Lecturer reservations](#).
- In addition to all the information about the professor, You can also determine to which subject areas particular professor "belongs" and is able to teach. When entering a new teacher You can determine which subjects he belongs to, and later we can use this option to replace the teacher, when a professor in that field is absent from lectures, then with this option You can easily substitute teacher by picking some other professor from the same area (from area they both "belong" to). Courses that are already picked for that professor are listed with the star (\*). This is described on the picture bellow (in this case professor Andrew Altman):

On the other side of the screen of course field You can do the same thing - but to pick lecturers who can teach that particular course (in this case it is course "Databases"):

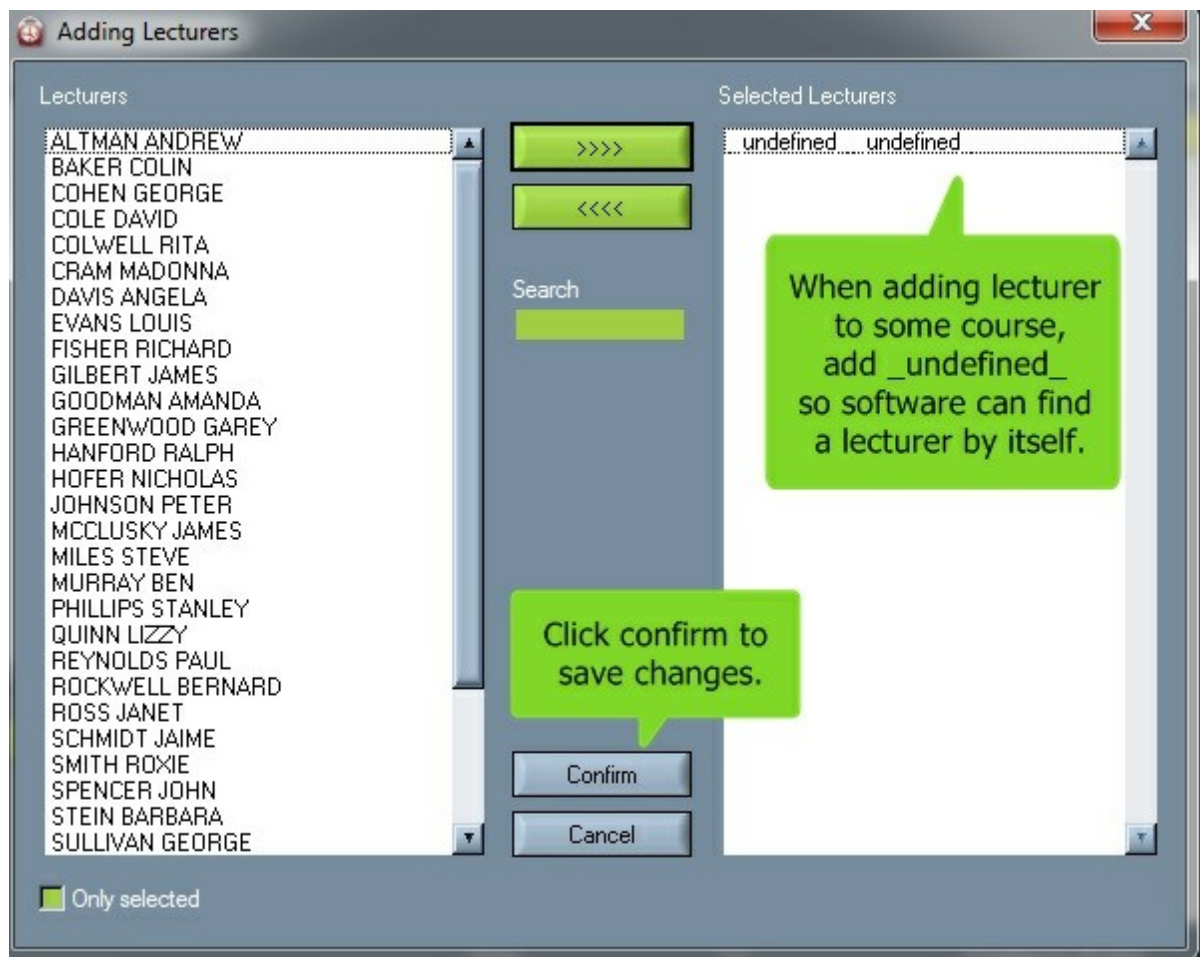


- When you are finished with changing data, click the **Confirm** button to save changes. If you do not want to save changes, click the **Cancel** button.

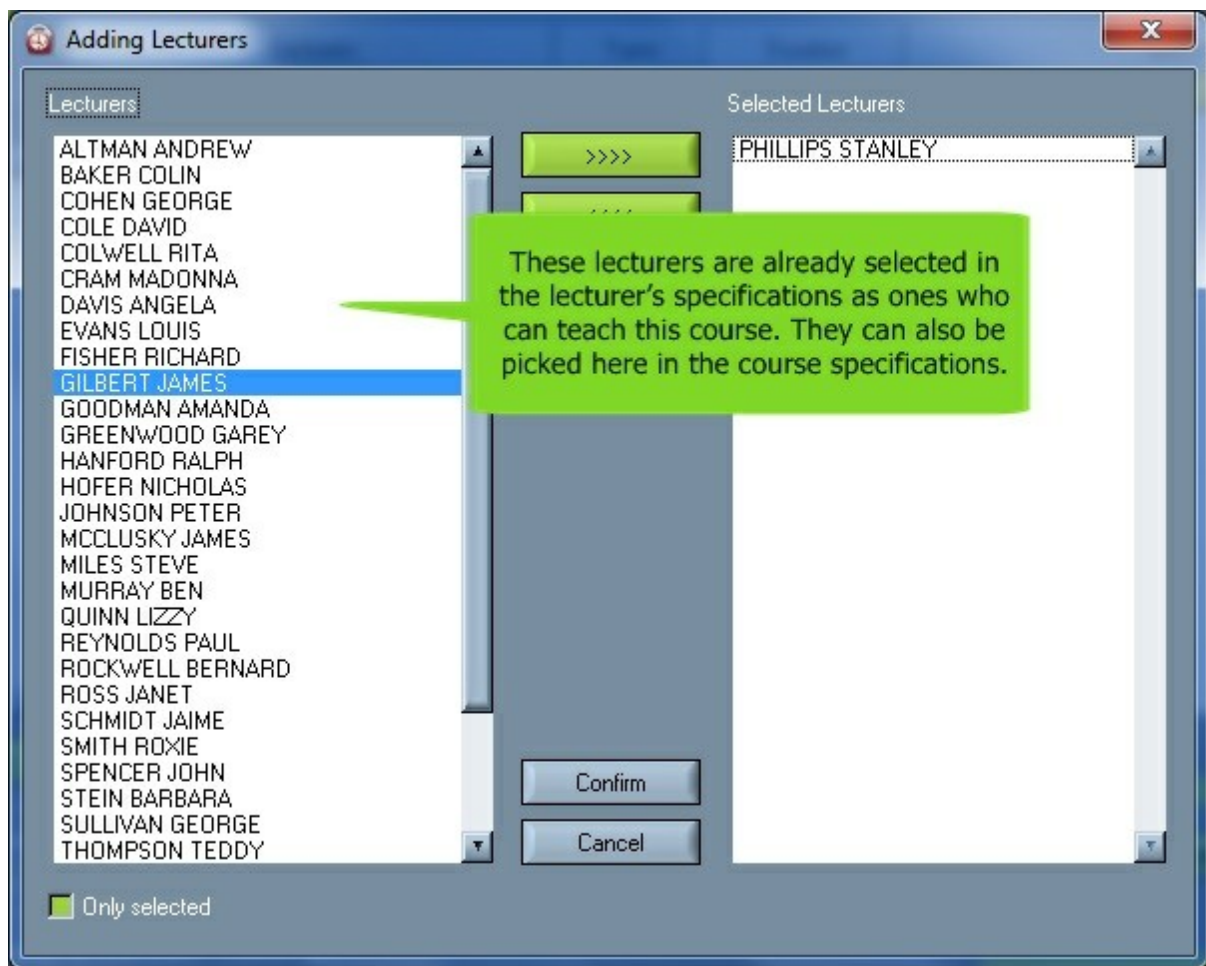
It is also possible to make a special lecturer whose name is `_undefined_` and surname also `_undefined_`. This lecturer can be any other lecturer that can teach in that program, subject area or year. This option serves so software can find by itself lecturers who "belong" to that subject area and can teach some course, but if we pick lecturer `_undefined_ _undefined_` for that course. When software finds appropriate real lecturer, that lecturer remains in that turn till the end of semester. Simply go to add new lecturer and follow these steps:

And when we are seeking for the lecturer who has time to teach some course or when we simply don't know at this moment who can teach it, than this virtual professor finds a lecturer who has more time to take this course. When adding new course, we can add undefined lecturer as follows:

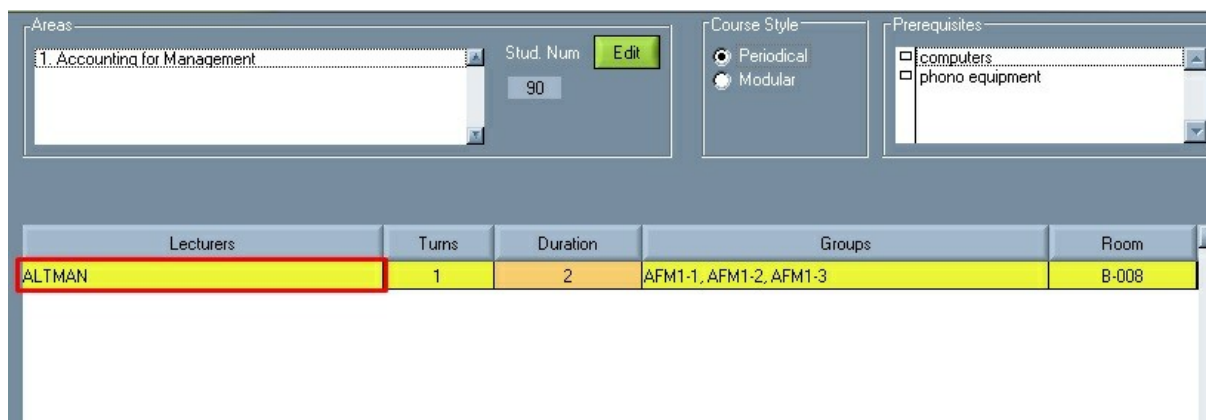




There is also list of lecturers who are selected as ones that can teach this course, but we want to find the optimal one of them who has more free time than others by this "undefined" option. Here is how that list looks like with checked professors who could teach this course:



After next generation, the software will find a lecturer who has more time to teach this course and we will finally have a defined professor. Check what happened in our case: after setting `_undefined_` professor for Financial Accounting, we generated the schedule again and software have found an optimal professor for this course instead of undefined one. In this case it is Mr. Altman who, as we can see, had more time to teach this course than other two professors.

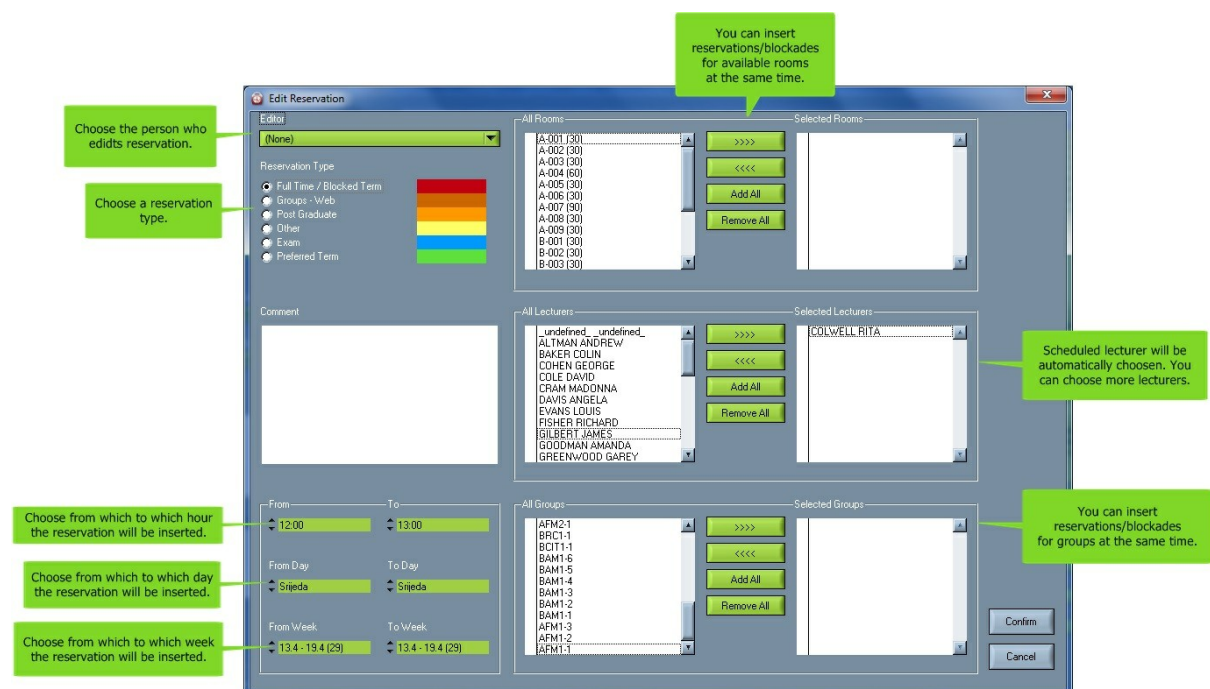




### 7.2.3 Lecturer reservation

Reservations are used for guiding and controlling the process of [automatic generation](#) of the timetable. Automatic generation will not schedule any course in the time slot when the lecturer is reserved or blocked.

If you click the right mouse button on a time slot in the [Lecturer Specifications](#) window and choose Add or Edit, the following window opens. The window opens also if you double-click the left mouse button on a time term. For a more detailed explanation see [Edit lecturers](#).



0

Selecting Editor is not obligatory.

- The most suitable reservation types for a reservation of a lecturer are the following: Full time / Blocked Term, Exam and Preferred Term. Automatic generation will not schedule any course in the time slot when the lecturer is blocked with Full time / Blocked Term or Exam. Reservation type Preferred Term is intend for the person who makes the schedules.
- The following reservation types are the most suitable for room reservations: Full time / Blocked Term, Groups - Web, Post Graduate, Other, Exam. Automatic generation will not schedule any course in the time slot when the room is blocked.
- The most suitable for group reservations are: Full time / Blocked Term and Exam. Automatic generation will not schedule any course in the time slot when the group is blocked with Full time / Blocked Term or Exam.

Different colors for reservations can be chosen in **Settings** | [Miscellaneous](#).

A comment can be inserted in a reservation.

The start of the time slot reservation (From) is automatically chosen according to the mouse position in the Lecturer Specifications window. You can edit the starting of the time slot, but you must define the end of the time slot (To) as well.

The lecturer for the reservation will be automatically chosen. You can choose other lecturers, rooms and groups and make reservations for them at the same time. E.g. you can make a reservation for part time students from Monday till Friday, from 6 pm. to 10 pm. and from the 1st until the 15th week.

To confirm reservations, click the Confirm button. You will return to the [Lecturer Specifications](#) window, where the inserted reservations are shown. You can verify with the [slider](#) if reservations are inserted in proper weeks. Then click the Confirm button again.

If you do not want to save changes, click the Cancel button.

See also:

[Room reservation](#)

[Group reservation](#)

## 7.2.4 Lecturer obligations

There are two options to see lecturer obligations:

1. Choose [view](#) by lecturer and a lecturer whose obligations you want to see ( in our example it is professor David Cole). Then click the **Obligations** button in the [tool bar](#).

2. Choose **Edit | Lecturers** in the [menu](#) and a lecturer whose obligations you want to see. Then click the **Obligations** button.

- All the lecturer's courses are listed in the **Course** column.
- The course type (e.g. lecture, seminar, exercise) is written in the **Type** column.
- The number of turns that attend this course by this lecturer is written in the **Turns** column.
- The number of hours per week for all turns is written in the **Hours** column. E.g. 1-15:2 means that the lecturer has 2 hours per week from the 1st until the 15th week. 1-15:1+1 means that the lecturer has two times 1 hour per week from the 1st until the 15th week.
- The number of anticipated hours for the entire school year and in brackets, the number of allocated hours for the entire school year are written in the column **All hours**. Numbers are decimal because of the possibility to have 30 minutes long turns which is half of one hour.

In the upper right corner of the **Anticipated hrs** field, the number of all anticipated hours for all courses that a lecturer gives is written.

In the **Allocated hrs** field, the number of the allocated hours for the courses that a lecturer gives and are inserted in the timetable is written.

Click the **Print** button to print the list of group obligations.

**Lecturer's Obligations**

DAVID COLE Select lecturer.

Anticipated Hrs. 672.0 The number of all anticipated hours.

Allocated Hrs. 672.0 The number of all allocated hours.

Course	Type	Turns	Hours	All Hours
IT and Web Development - su (P/undergraduate,2,Accounting for Management)	lecture	1	21-36:2	32.0 (32.0)
IT and Web Development - su (P/undergraduate,2,Accounting for Management)	tutorial	1	21-36:2	32.0 (32.0)
Principles of Microeconomics (P/undergraduate,1,2,Business and Management,Accounting for Management)	lecture	1	1-15:2+2	60.0 (60.0)
Effective Teamwork (P/undergraduate,2,3,Business Computing and IT,Accounting for Management)	lecture	2	1-15:2	60.0 (60.0)
Effective Teamwork (P/undergraduate,2,3,Business Computing and IT,Accounting for Management)	tutorial	4	1-15:2	120.0 (120.0)
French - s (P/undergraduate,1,2,Accounting for Management,Business Computing and IT,Business Research and Consultancy)	tutorial	5	21-36:1	80.0 (80.0)
Management of Taxation (P/undergraduate,3,Accounting for Management)	tutorial	1	21-36:2	32.0 (32.0)
Financial Management for International Business (P/undergraduate,3,Business and Management)	tutorial	6	1-15:2	180.0 (180.0)
IT in Business (P/undergraduate,3,Business and Management)	lecture	2	1-15:2	60.0 (60.0)
Systems Analysis Project (P/undergraduate,2,Business Computing and IT)	seminar	1	21-36:1	16.0 (16.0)

The list of courses this lecturer is teaching.

Course type.

Number of turns this course has.

The number of hours by weeks for all turns.

Number of hours for the entire school year displayed in decimal (because of the 30min duration possibility).

Click to print lecturer's obligations.

☐ Not Yet Inserted To Schedule  
☒ Inserted To Schedule

Print Close

The courses painted in **yellow** have all of the planned hours scheduled in the timetable. For the ones painted in **white** some extra hours need to be scheduled.

There is detailed view of courses taught by this professor which includes program details, year details and subject area details. Those details have the explanatory nature to tell us where exactly belongs that particular course. You can turn on or off this detailed view of courses in the wtt notepad file (Settings ? Miscellaneous? General / wtt.scheme) in the following way: put equal to 1 if you don't want detailed info of courses or put equal to 0 if you want it though (in our case it is turned off). Here's how it looks like in the notepad file:

```

[Advanced]
ShowScreenAtConflictNo = 100
ObRowHeight = 27
ConflictRowHeight = 27
HiddenViews = 4
AutoCalculateHrs = 0
AllCapsReports = 0
ShowOtherSubgroups = 1
UniqueCourseNames = 1
ShowCommentsInPDF = 1
PDFCommentsAtWeekend = 0
PDFCommentsShowHour = 0
ShowConflictGroups = 1
OldGroupsFirst = 0
ShowDurationMinutes = 0
AutoAdjustGroupSizes = 0
AvoidAllDaysSixHours = 0
DefaultTurnPeriod=0-0
PdfExportPeriod=0-0
GenerateByTutor=0
FindStudentConflicts = 1
KeepFileHistory = 1
GenerateOverlapPrograms=0
GenerateLectureExecSequence=0
ResetCourseHistoryWeeks=0
ImportF15CoursesFormat=0
WoodiesSupport=0
PersonnelRecordsFullLines=0
ExportCoursesFromPeriod=0
ICalendarFormatExecType=0
AllowBlockPausesSize=0
SupportCodeinTurnPart=1
ShowStudentsNumWithGroups=0
CompatibilityModeSelectLecturers=0
AddPauseAfterEachHour=0
IgnoreConflictIfEnoughHours=0
FindConflictScheduleReservation=0
FindConflictsReservationReservation=1
SolveTurnPlagsCompatibility=1
turnoffdetailedcourseinfo=1
doNotDisplayCourseCodesonSchedule=1
  
```

If detailed view of courses is turned off in notepad file, here's how it looks like without it (in this case we have chosen by accident other professor's example - Mr. Ben Murray):

**BEN MURRAY**

Selected lecturer.

The list of courses that the lecturer is teaching.

The number of all anticipated hours.

Anticipated Hrs. 466

Allocated Hrs. 466

The number of all allocated hours.

Course	Type	Turns	Hours	All Hours
International Business Economics	lecture	1	21-36.2	32 (32)
Introduction to Econometrics	exercise	4	1-15.2	120 (120)
Advanced Business Computing	exercise	7	21-36.2	224 (224)
Business Design	lecture	1	1-15.2	30 (30)
Business Ethics	exercise	1	1-15.2+2	60 (60)

Course type.

The number of allocated hours for the entire school year.

The number of turns that this course has.

The number of hours by weeks for all turns.

The number of hours for the entire school year.

Click the Print button to print lecturer's obligations.

Not Yet Inserted To Schedule  
Inserted To Schedule

Print Close

If some of the activities in the schedule are disabled, the program will take into account that certain activities are not fulfilled and we will deduct the required information without blocking performance, hence we get the exact information about the lecturer's anticipated activities. The following picture shows the situation when there is no disabled activity of some professor:

Lecturer: **ALTMAN ANDREW**

	Mon, 22.10	Tue, 23.10	Wed, 24.10
07:00 - 07:30			
07:30 - 08:00			
08:00 - 08:30	Business Design , tutorial, ALTMAN, B-003 BAM3-1		Business Design , tutorial, ALTMAN, B-003 BAM3-5
08:30 - 09:00			
09:00 - 09:30			

The activity of this professor is not disabled.

**Lecturer's Obligations**

**ANDREW ALTMAN**

	Anticipated Hrs.	Allocated Hrs.
	404.0	404.0

Course	Type	Turns	Hours	All Hours
Intellectual Property (P/undergraduate,1:Business and Management,Business Computing and IT)	lecture	7	21-36:2	224.0 (224.0)
Business Design (P/undergraduate,3:Business and Management)	tutorial	6	1-15:2	180.0 (180.0)

Number of allocated hours including this activity.

And the following picture shows the situation where there is one disabled activity of a particular professor (in this case the activity of course "Business Design" and same professor Mr. Andrew Altman):

Disabled activity of one turn from this profesor.

Business Design , tutorial, ALTMAN, B-003  
BAM3-1

Business Design , tutorial, ALTMAN, B-003  
BAM3-5

Anticipated Hrs. 402.0 Allocated Hrs. 402.0

Course	Type	Turns	Hours	All Hours
Intellectual Property (P/undergraduate,1:Business and Management,Business Computing and IT)	lecture	7	21-36:2	224.0 (224.0)
Business Design (P/undergraduate,3:Business and Management)	tutorial	6	1-15:2	178.0 (178.0)

The disabled turn is excluded from the allocated hours of this professor.

## 7.3 Programs

For working with programs, select the **Edit | Programs** option from the [menu](#).

A new window for working with programs is displayed:

Name	Points	Translation	Years	Code	City	Color
undergraduate	0		3	1 / 1	(None)	Text

Add  
Delete  
Sort  
Confirm  
Cancel

- **Add**

Insert the name and the number of years the program is taught in a new line.

- **Delete**

Delete the selected program with all of its subject areas.

- **Sort**

With this option programs can be sorted alphabetically. Once when this is done it stays even when software is restarted – and such is saved into sml file or database.

- **Confirm**

Confirm changes.

- **Cancel**

Cancel changes.

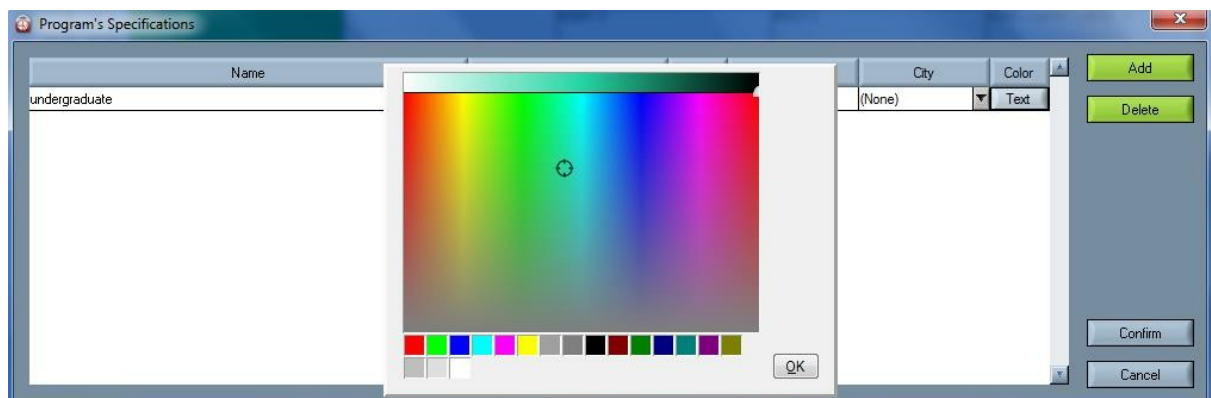
- **Points**

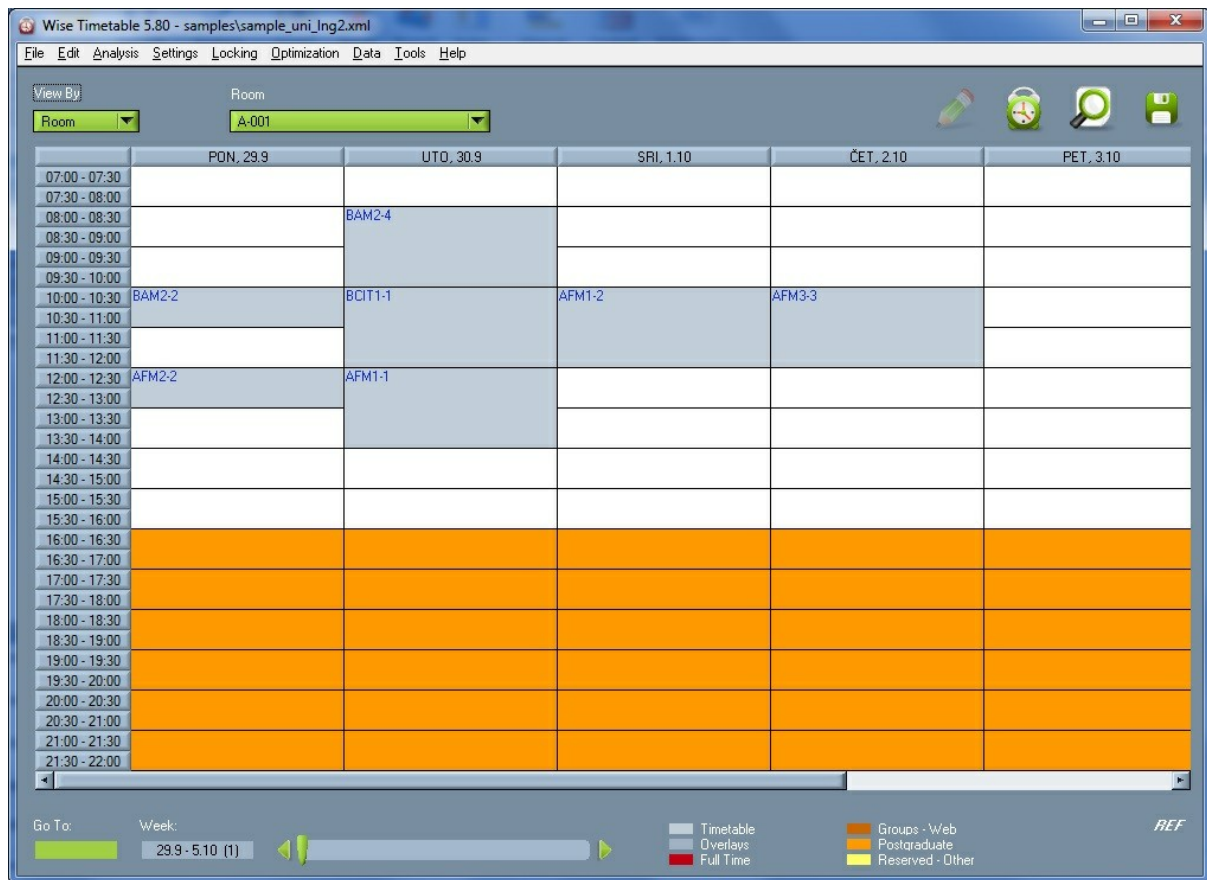
Option is used to determine how many points is needed to pass the program. If points system is used in subject areas too, than relevant number of points is number of points in subject areas. If number of points in subject areas is 0, than relevant number of points is in programs. To be able to use points system You need to enable Course points option in Settings ? Miscellaneous ? General by checking Use points system.

- **Add colors to programs**

You can also add different colors to different programs, so activities from a particular program can be colored in the schedule with its' own color.

When you click on the "Color" label in [Program's Specifications](#), the following window shows up (so you can choose the exact color of that program):





- To change the name of a program, double-click the **Left** mouse button on the name you wish to change.
- To change the translation double-click to the **Left** mouse button on the translation you wish to change.
- To change the number of study years of a program, double-click the **Left** mouse button on the number that you wish to change.
- To change the code of a program, double-click the **Left** mouse button on the code that you wish to change. This field is not obligatory.
- You can choose cities where programs take part. This field is not obligatory. Locations are set in **Setting** | [Edit Locations](#)

## 7.4 Subject areas

Usually, every program contains a certain number of subject areas, which may or may not be the same for every study year of the program. To work with subject areas select the **Edit** | **Subject areas** option from the [menu](#).

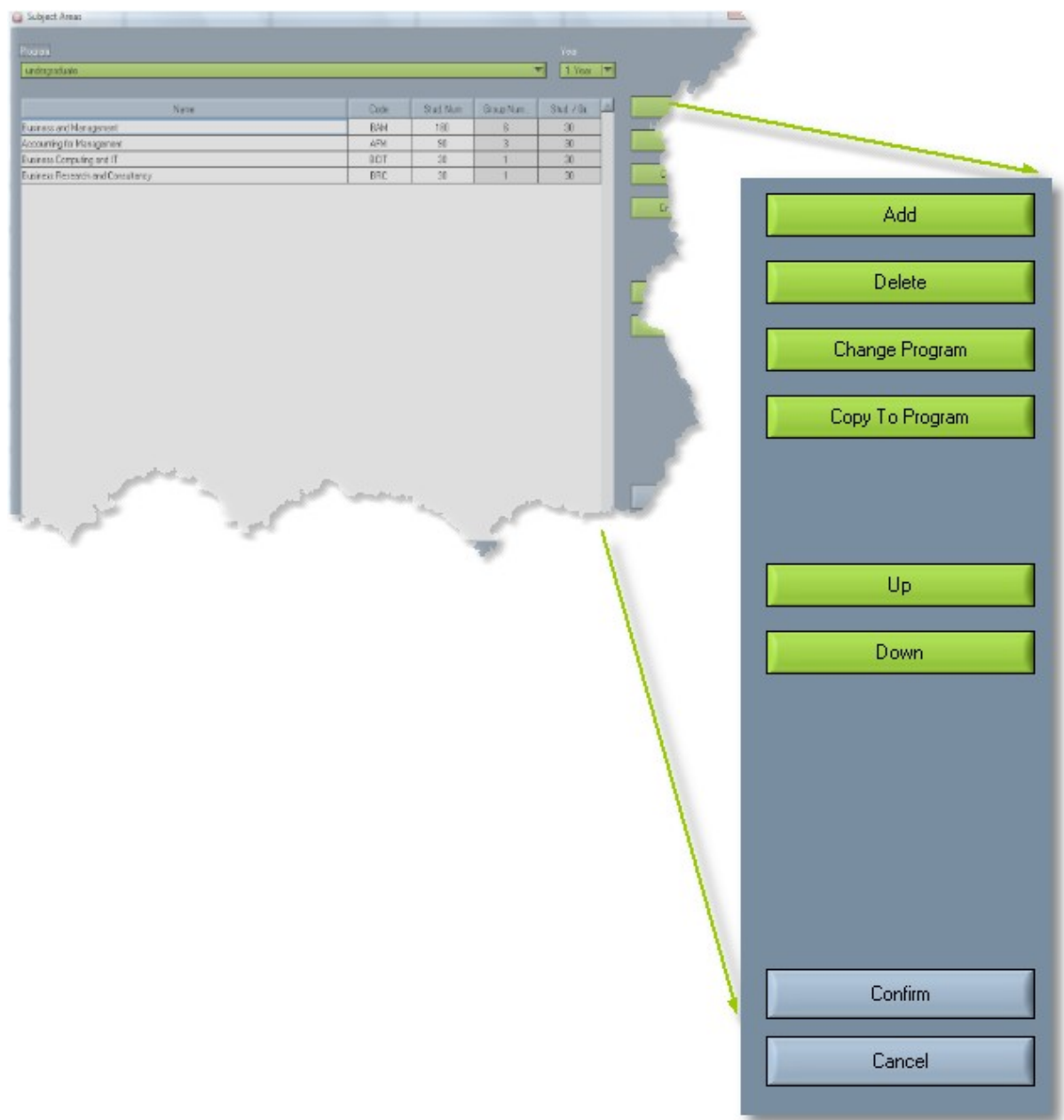
Even if the faculty has only one subject area, it is obligatory to insert it.



- To divide a program into subject areas or change the subject areas of a program, select the program and the study year as shown in the picture below.



- You can add or delete, copy or move subject areas between programs and change the order in which subject areas appear in the list.



- **Add**

Add a new subject area in the table where you can insert the name, the code and the number of students for the subject area. Double-click on the field to insert new data.

- **Delete**

Delete a selected subject area.

- All of the existing subject areas for a selected study year of a program are shown in the table.

Name	Translation	Code	Students	Groups	Stud/Grp
Business and Management		BAM	180	6	30
Accounting for Management		AFM	90	3	30
Business Computing and IT		BCIT	30	1	30
Business Research and Consultancy		BRC	30	1	30

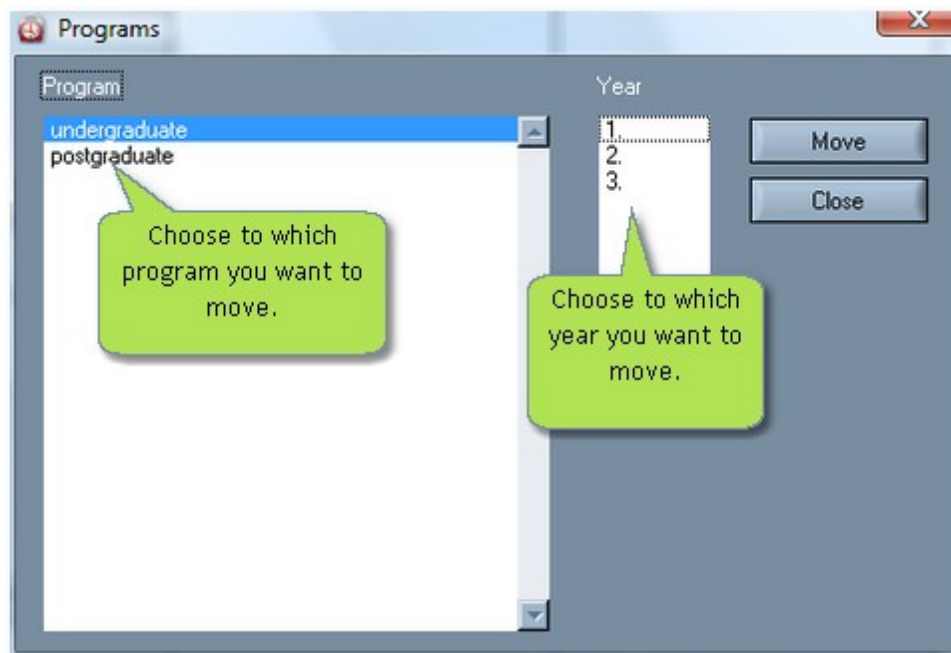
The table shows the names and the codes of the subject areas in a selected program, the studying year and also the number of students that can sign up for the subject area. These columns can be easily modified by double-clicking on the field you wish to change. The last two columns cannot be modified. They represent the number of groups that are assigned to the subject area and the number of students per group.

- **Points** option is used to determine how many points is needed to pass the subject area. If points system is used in subject areas too, than relevant number of points is number of points in subject areas. If number of points in subject areas is 0, than relevant number of points is in programs. To be able to use points system You need to enable Course points option in Settings ? Miscellaneous ? General by checking Use points system.

- **Change program**

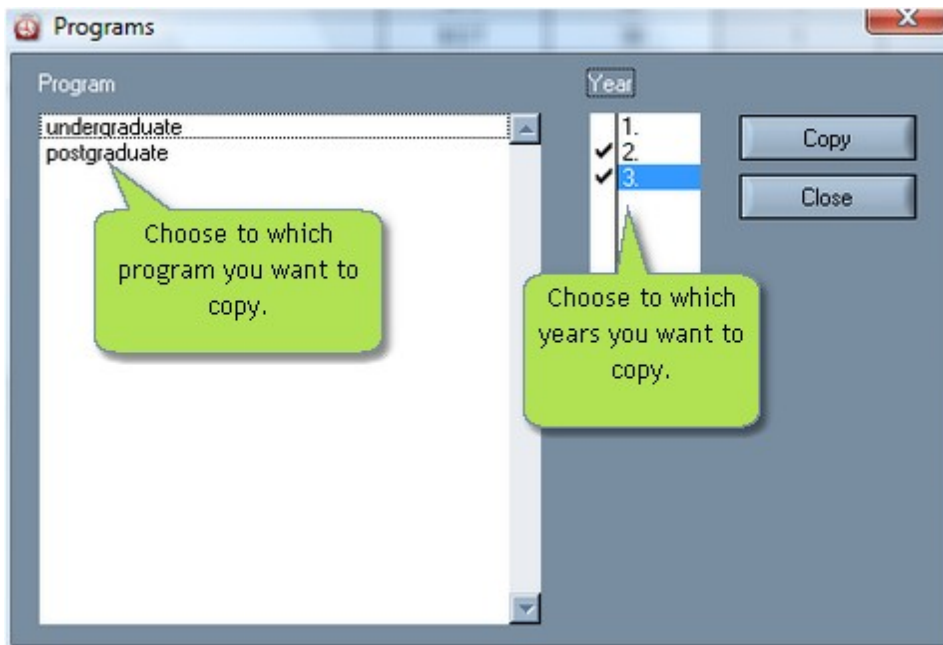
Move the subject area from the current program to a chosen one from the list. See the picture below.

You can move more subject areas at the same time.



- **Copy to program**

Copy the subject area from the current program to the programs that you have chosen from the list. You can move more subject areas at the same time.



- **Up**

Move a selected subject area up in the list.

- **Down**

Move a selected subject area down in the list.

See also:

[Programs](#)

[Groups](#)

## 7.5 Groups

For working with groups select **Edit | Groups** from the [menu](#).

- In order to divide students into groups, first select the program to which you wish to distribute students. After selecting the program, choose the study year of the program and the subject area for that year.

The screenshot shows a horizontal bar with three dropdown menus. The first menu is labeled 'Program' and has 'undergraduate' selected. The second menu is labeled 'Year' and has '1. Year' selected. The third menu is labeled 'Subject Area' and has 'Business and Management' selected.

- You can see the capacity of the subject area in the **Students in subject area** field. It represents the maximum number of students in all groups of a subject area. If you have not distributed enough students to fill the capacity of a subject area, a number of missing students is shown in the **Unallocated** field. If you have exceeded the capacity of a subject area, a negative number is shown in the same field.

The screenshot shows two input fields. The first field is labeled 'Stud. In Area' and contains the value '180'. The second field is labeled 'Unallocated' and contains the value '0'. A green callout box points to the 'Stud. In Area' field with the text: 'The expected number of students in subject area.' Another green callout box points to the 'Unallocated' field with the text: 'The number of students that are missing or exceeding the capacity of subject area.'

- The list of groups in the current subject area is shown in the table. To change the name of a group, the maximum number of students or the additional notes, double-click the field and insert new values.

Name	Stud. Num	Parent group	Type - 0:N	Note	Email
BAM1-6	30		0		
BAM1-5	30		0		
BAM1-4	30		0		
BAM1-3	30		0		
BAM1-2	30		0		
BAM1-1	30		0		

A parent group and its subgroups can be inserted in the program.

- The parent group can include all students of the defined program in a specific year and subject area.
- Different distributions of the parent group are inserted as subgroups. The parent group can be distributed into sub-groups regarding to: tutorials, foreign languages, optional courses, ...

If you insert the parent group, it is necessary to write the name of group in the " Name" column, and the number of students in " Stud.Num". column. Leave "Parent" empty. Number 0 has to be inserted in the " Class" column. In the above example, the parent group is AFM1.

If you insert a subgroup, it is necessary to write the name of a group in the " Name" column, and the number of students in "Stud. Num." column. In the "Parent" column, write the name of the parent group. It is important to insert an identically spelled name, therefore it is recommended to copy the name of the parent group. In the Class column, insert the class of subgroup division - the first distribution of subgroups is marked with 1, the next one with 2 and so on. You can see 2 types of dividing in the example above - the first one (class 1) divides students into 3 groups for tutorials, the second one (class 2) divides students into 3 groups for foreign languages (2 groups of English and one group of German).

To be able to send schedules to the groups add email address.

#### How is the automatic generation generated?

1. The automatic generation generates schedules in such a manner that different executions which have the parent group inserted do not overlap, and they do not overlap with executions which have subgroups inserted.

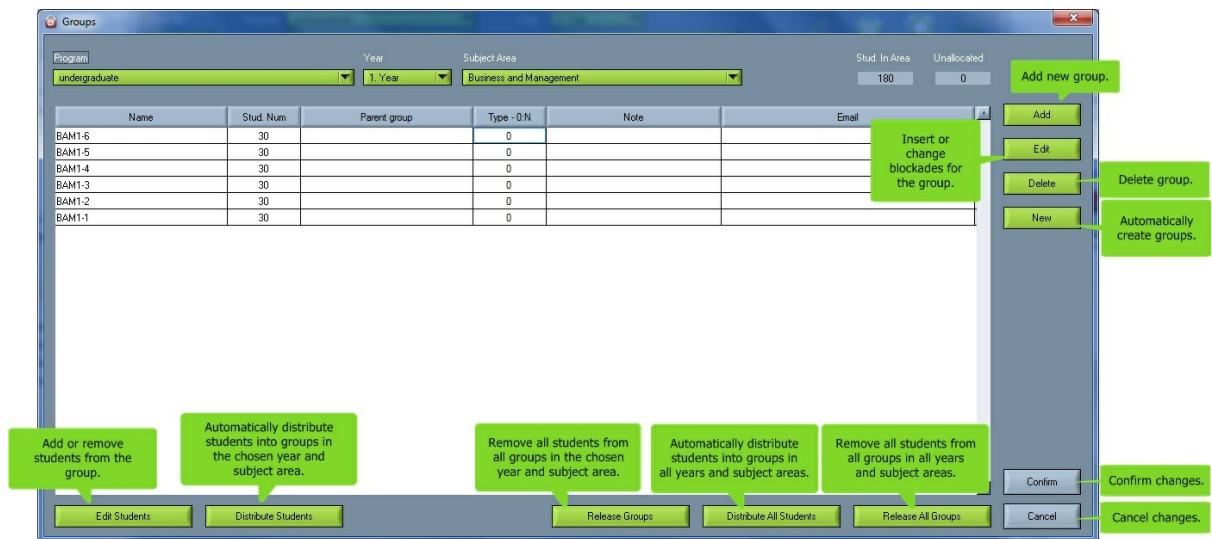
In the above example, the executions with the AFM parent group do not overlay one another, and do not overlay the executions with any subgroup inserted (AFM1-1, AFM1-2, AFM1-3, AFM1-eng1, AFM1-eng2, AFM1-german).

2. Executions which have different subgroups with the same class inserted can overlay one another (automatic generation will try to overlay them). At the same time, they cannot overlay executions, which have the parent group and subgroups with other classes inserted.

In the above example, executions with inserted AFM1-1, AFM1-2 in AFM1-3 groups can overlay one another. However, they cannot overlay executions which have the AFM1 parent groups and groups with class 2 (AFM1-eng1, AFM1-eng2, AFM1-german) inserted.

The Note field is not obligatory. You can write random notes in it. We suggest that you write the surnames of the students in the group in this field.

- You can add or delete groups, insert and edit blockades for the groups, distribute students into groups, automatically generate groups and automatically distribute students, remove students from all groups etc.



- **Add**  
Add a new group to a subject area.
- **Edit**  
Insert and edit blockades for groups.
- **Delete**  
Delete a group from a subject area.
- **New**  
Automatically generate groups with the parameters that you determine.
- **Edit students**  
Add or remove students from a group.
- **Distribute students**  
Automatically distribute students into existing groups, in the chosen year and subject area only.
- **Release groups**  
Remove all students from all groups, in the chosen year and subject area only.
- **Distribute all students**  
Automatically distribute students into existing groups in all years and subject areas.
- **Release all groups**  
Remove all students from all groups in all years and subject areas.
- **Confirm**  
Confirm changes.

- **Cancel**  
Cancel changes.

### 7.5.1 Edit groups

For editing blockades for a group select **Edit | Groups** on the [menu](#) and click **Edit**.

The window for editing blockades for groups is displayed below. Scroll down for a detailed description.

The screenshot shows the 'Group Occupancy - BAM1-6' window. It features a left sidebar with various input fields and checkboxes, and a main grid for the timetable. Callouts point to the following elements:

- Choose city.**: Points to the 'City' dropdown menu.
- Enter group's web pages code.**: Points to the 'Web Pages Code' text field.
- Enter group's hours per day.**: Points to the 'Custom hours/day' spinner.
- Check to ignore mandatory brake**: Points to the 'Ignore mandatory brake' checkbox.
- Two levels of warning regarding maximum allowed occupancy of groups per day.**: Points to the 'Warning hrs/week, level 1' and 'level 2' checkboxes.
- Insert a note for the web pages.**: Points to the 'Notification for web pages' text area.
- Choose to who else copy the same web note.**: Points to the 'Copy to all groups in branch', 'Copy to all groups in program', 'Copy to all groups in year', and 'Copy to ALL other groups' checkboxes.
- Time navigation bar.**: Points to the time range and navigation controls at the bottom.
- Timetable for inserting blockades.**: Points to the main grid showing days of the week and time slots.
- Confirm and save changes.**: Points to the 'Confirm' button.
- Cancel changes.**: Points to the 'Cancel' button.

- Choose a city if groups take courses in different cities. Locations are set in **Setting | [Edit Locations](#)**.
- The group's web pages code can be inserted. A student needs this code for secured access to the timetable of his group on the web. This field is not obligatory.
- Choose groups custom hours per day.
- Check '**Ignore mandatory brake**' if there is no need for the brake.
- There are two levels of warnings regarding maximum allowed occupancy of groups per week. To define levels open 'Settings' and choose '[Miscellaneous](#) - 'General'. In the boxes with the label 'Maximum allowed occupancy of groups per week'.

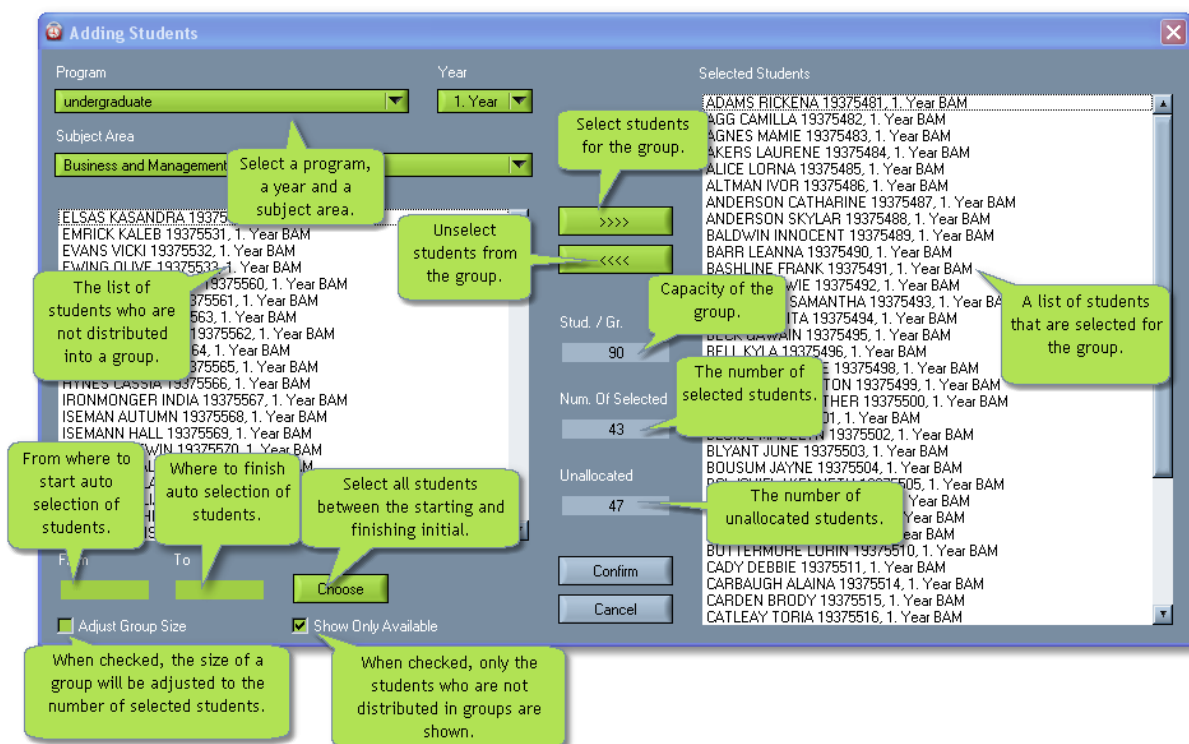


- Insert web page note in '**Notification for web pages**'. Maximum allowed number of characters is 512.
- Choose who else besides chosen group can see the note by checking:
  - 'Copy to all groups in branch';
  - Copy to all groups in program';
  - 'Copy to all groups in year';
  - 'Copy to ALL other groups'.
- Choose the week you wish to change or add the blockades/reservations by using the [timeline navigation bar](#).
- The group's blockades can be inserted. Position your mouse pointer on the time slot you wish to block (e.g. Thursday at 9 am. - see picture above), click the right mouse key and choose Add. For more information about blockades see [Group reservation](#).
- To edit/delete groups reservations, position your mouse pointer on the reservation that you wish to edit/delete (e.g. Saturday at 6 pm. - see picture above), click the left mouse button and select Edit/Delete. The reservation can also be edited by double-clicking the right mouse button on the reservation that you want to edit. For more information about reservations see [Group reservation](#).
- When you are finished with changing data, click the **Confirm** button to save changes. If you do not want to save changes, click the **Cancel** button.

## 7.5.2 Distribute students

For distributing students into groups select **Edit | Groups** from the [menu](#) and click **Edit students**.

The window for distributing students into the groups is displayed below. Scroll down for a detailed description.

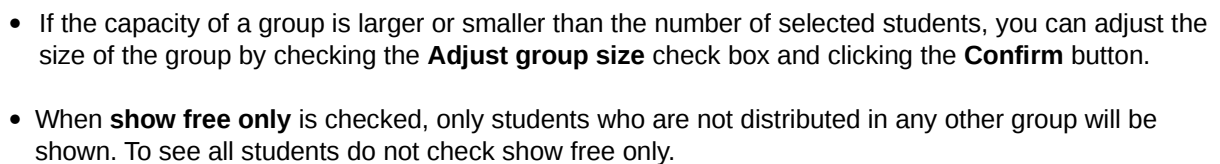


Students can be added or removed from a group.

- To add a student to a group, select the student from the list of unselected students and double-click the student or click the "right arrow" button. The selected student is moved to the list of selected students.
- To remove a student from a group, select the student from the list of selected students and double-click the student or click the "left arrow" button. The selected student is moved to the list of unselected students.
- Students from other programs, years and subject areas can also be selected to a specific group. To select these students, you first have to determine the program, year and subject area that they attend.

To add more than one student at the same time:

- Insert the initial which you wish to start the selection with into the **From** field.
- Insert the initial which you wish to finish the selection with into the **To** field.
- All the students from the list whose names start with the letter between the initial chosen in the **From** field and the initial chosen in the **To** field will be moved to the group by clicking the **Choose** button (i.e. if you insert the letter "a" into the **From** field and the letter "m" into the **To** field and click the Choose button, you move all students whose names are alphabetically between the first student whose name starts with "a" and the last one whose name starts with "m").
- You can see the capacity of the group, the number of selected students and the number of missing students.  
If the number of selected students exceeds the capacity of the group, the missing student number is negative.



number of the group (i.e. GRP-1, GRP-2).

- Insert the number of groups that you wish to create in a subject area.  
The number of students in the subject area will be equally divided into the groups.
- Click the **Confirm** button.

## 7.5.4 Group reservation

Reservations are used for guiding and controlling the process of [automatic generation](#) of the timetable. Automatic generation will not schedule any course in the time slot when a lecturer is reserved or blocked.

If you click the right mouse button on a time slot in the [Group Occupancy](#) window and choose Add or Edit, the following window opens. The window also opens if you double-click the left mouse button on a time slot. For a more detailed explanation see [Edit blockades for a group](#).

The screenshot shows the 'Editor' window for group reservations. It contains several sections with green callout boxes providing instructions:

- Editor:** A dropdown menu with '(None)' selected. Callout: 'The person who edits reservation can be chosen here.'
- Reservation Type:** Radio buttons for 'Full Time / Blocked Term', 'Groups - Web', 'Post Graduate', 'Other', 'Exam', and 'Preferred Term'. Callout: 'Choose a reservation type.'
- Comment:** A text area for entering a comment. Callout: 'You can insert a comment to be shown in the reservation.'
- From / To:** Time and day selection fields. Callout: 'Choose from which to which hour the reservation will be inserted.'
- From Day / To Day:** Day selection fields. Callout: 'Choose from which to which day the reservation will be inserted.'
- From Week / To Week:** Week selection fields. Callout: 'Choose from which to which day the reservation will be inserted.'
- All Rooms / Selected Rooms:** Lists of rooms with 'Add All' and 'Remove All' buttons. Callout: 'You can insert reservations/blockades for available rooms at the same time.'
- All Lecturers / Selected Lecturers:** Lists of lecturers with 'Add All' and 'Remove All' buttons. Callout: 'You can insert reservations/blockades for lecturers at the same time.'
- All Groups / Selected Groups:** Lists of groups with 'Add All' and 'Remove All' buttons. Callout: 'Selected groups will be automatically chosen. You can choose more lecturers.'
- Buttons:** 'Confirm' and 'Cancel' buttons at the bottom right.

Selecting Editor is not obligatory.

- The following reservation types are the most suitable for group reservations: Full time / Blocked Time slot and Exam. Automatic generation will not schedule any course in the time slot when the group is blocked with Full time or Exam.
- The following reservation types are the most suitable for room reservations: Full time / Blocked Time slot, Part time, Post Graduate, Other, Exam. Automatic generation will not schedule any course in the time slot when the room is blocked.

- The following reservation types are the most suitable for a reservation of a lecturer: Full time / Blocked Time slot, Exam and Preferred. Automatic generation will not schedule any course in the time slot when the lecturer is blocked with Full time or Exam. Reservation type Preferred is intended for the person who makes the schedules.

Different colors for reservations can be chosen in **Settings** | [Miscellaneous](#).

A comment can be in the reservation.

The start of the time slot reservation (From) is automatically chosen according to the mouse position in the Lecturer's Specifications window. You can edit the start of the time slot, but you must define the end of the time slot (To).

The group for which you wanted to make the reservation is automatically chosen. You can choose other groups, rooms and lecturers and make reservations for them at the same time. E.g. you can make a reservation for part time students from Monday till Friday, from 6 pm. to 10 pm. and from the 1st until the 15th week.

To confirm reservations, click the Confirm button. You return to the [Group Occupancy](#) window, where the inserted reservations are shown. You can verify with the [slider](#) if the reservations are inserted in proper weeks. Then click the Confirm button again.

If you do not want to save changes, click the Cancel button.

See also:

[Room reservation](#)

[Group reservation](#)

## 7.5.5 Group obligations

You can see group obligations if you select [view](#) by group and then click **Obligations** in the [tool bar](#).

- All the courses of the group are written in the **Course** column.
- Course types (e.g. lecture, exercise, seminar) are written in the **Type** column.
- The number of hours by weeks are written in the **Hours** column. First, the weeks in which the group takes the course is written. Second, the number of hours of the course that the group takes per week is written. E.g. 1-15:2+2 means that the group takes the course from the 1st until the 15th week for 2 plus 2 hours per week.

In the upper right corner of the **Anticipated hrs** field, the number of all group's anticipated hours is written.

In the field **Allocated hrs**, the number of all group's allocated hours is written.

Click the **Print** button to print the list of group's obligations.

Group Obligations

AFM1-3 Selected group.

The number of anticipated hours. 852.0

The number of allocated hours. 852.0

Course	Group	Type	Hours
Financial Accounting	AFM1-3	lecture	1-15:2
Financial Accounting	AFM1-3	seminar	1-15:2
Financial Accounting	AFM1-3	tutorial	1-15:2
Making Managerial Decisions Using Accounting Information	AFM1-3	lecture	1-15:1+1
Making Managerial Decisions Using Accounting Information	AFM1-3	tutorial	1-15:2
Financial Management	AFM1-3	lecture	21-36:2
Financial Management	AFM1-3	tutorial	21-36:2
Technology Transfer	AFM1-3	lecture	21-36:2+2
Technology Transfer	AFM1-3	tutorial	21-36:2+2

Print group's obligations. Print Close

Not Yet Inserted To Schedule  
Inserted To Schedule

The courses painted in **yellow** have all of the planned hours scheduled in the timetable. For the ones painted in **white** some extra hours need to be scheduled.

When **points system** is in use in groups obligations you can see number of points for a specific group - program automatically calculate to which courses group belongs to and sum all points. If number of points is enough, than text that shows points is green, if not the text is red. If points system is not in use, than text is dimmed.

Group Obligations

Group2

Points 0

Anticipated Hrs. 160.0

Allocated Hrs. 120.0

Course	Group	Type	Hours
IT in Business	Group2	lecture	1-20:3
IT in Business	Group2	tutorial	1-20:2
Physics	Group2	lecture	1-20:3

Print Close

Not Yet Inserted To Schedule  
Inserted To Schedule



## 7.6 Courses

For working with courses select **Edit | Courses** option from the [menu](#).

A new window for working with courses is displayed.



- **[New](#)**  
Create a new course
- **Delete**  
Delete a course.
- **[Edit](#)**  
Edit the existing course.
- **Up**  
Move a course up in the list.
- **Down**  
Move a course down in the list.

- **Sort All**

With this option courses can be sorted alphabetically. Once when this is done it stays when software is restarted – and such is saved into sml file or database.

- **Add**

Add an existing course to the subject area.

- **Close**

Close the window.

- **Web notification**

Write a note to the web.

- **Save course note**

Save added web note.

- **Import Final Exam Data**

Import course data for the final Exam from your computer.

- **FILTER**

user can filter all the displayed courses by entering certain characters. Character that user is entering is “FILTER AID” which is defined inside the course.

### 7.6.1 Create or edit courses

For creating a new course select **Edit | Course** in the [menu](#) and then click **New**. For editing a course click **Edit**.

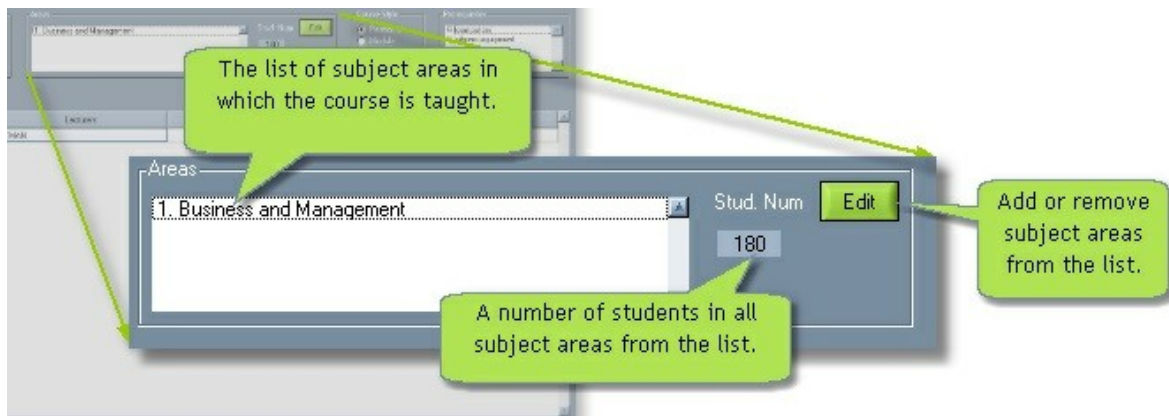
- Insert or change the name of the course.
- Check the check box if the course is optional (is not obligatory).
- Insert the code of the course. This field is not obligatory.

The image shows a form for creating or editing a course. The form has a blue header bar with the text "Course Name". Below the header, there are four input fields: "Course Name", "Name translation (optional)", "Code", and "Selectable". Each field is highlighted with a green box, and a green callout box points to it with an explanatory text:

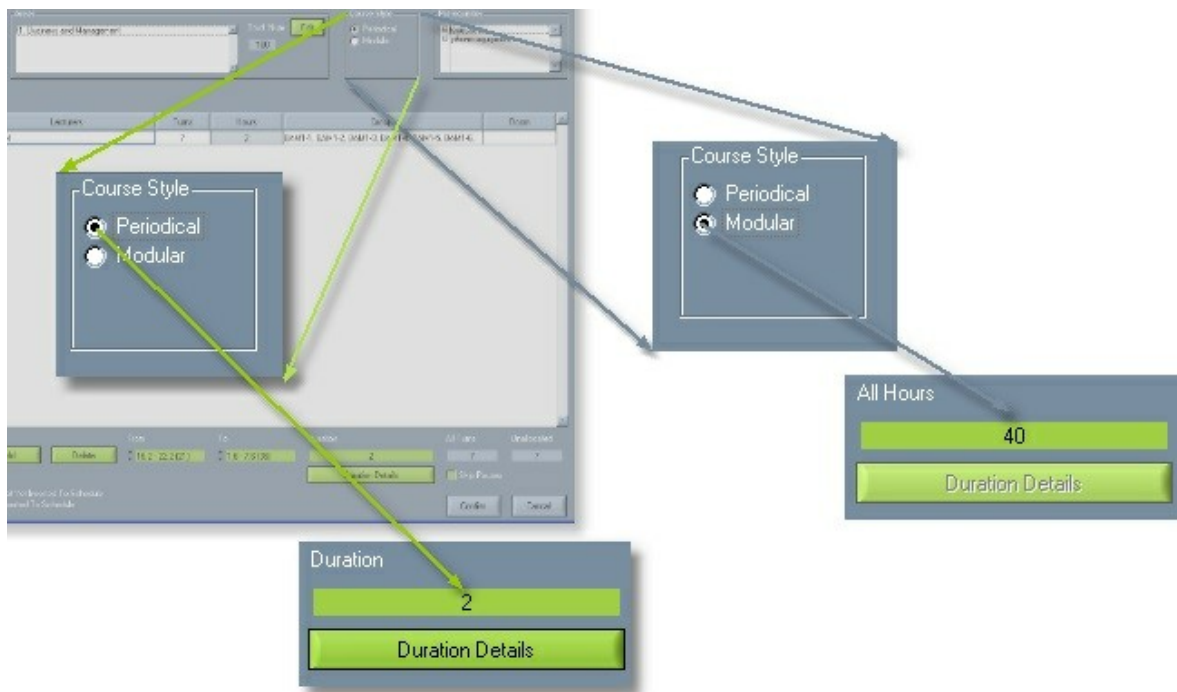
- Course Name:** The name of the course.
- Name translation (optional):** Translated name of the course.
- Code:** The code of the course.
- Selectable:** Check if the course is obligatory.

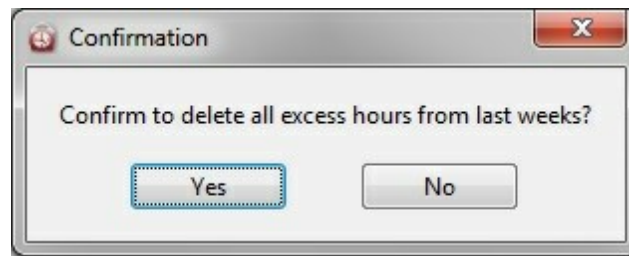


- The same course can be taught in different subject areas. To select the subject areas for the course click the [Edit](#) button and window for choosing subject areas will show up.

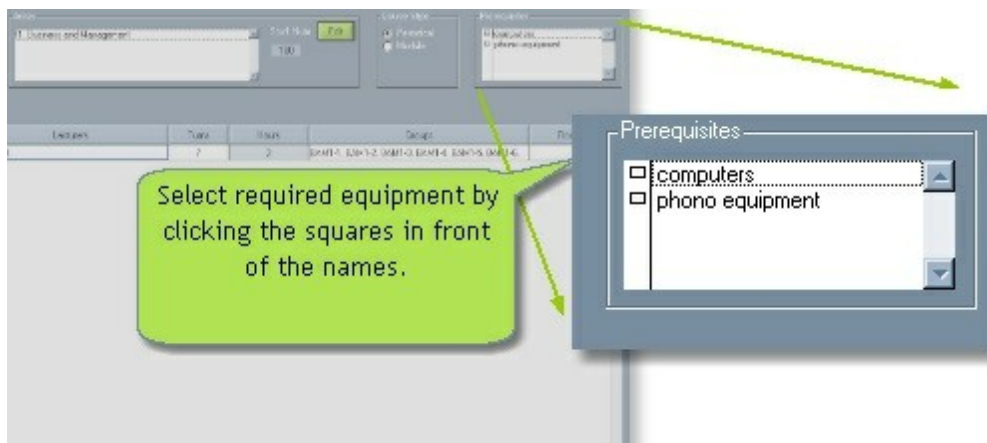


- You can choose whether the course is **periodical** or **modular**.
- Choose **periodical** if you want the course to be automatically generated into the schedule. In this case insert the duration of the course (in hours) per week.
- Choose **modular** if you want to insert the course into the schedule manually. In this case insert the full duration of the course (all hours). When you insert the course in the schedule, it is automatically [locked](#). When modular courses hours are exceeded, system ask user if excess hours s be deleted automatically.





- You can select additional equipment that is needed for the execution of the course. To define these prerequisites go to [equipment](#).

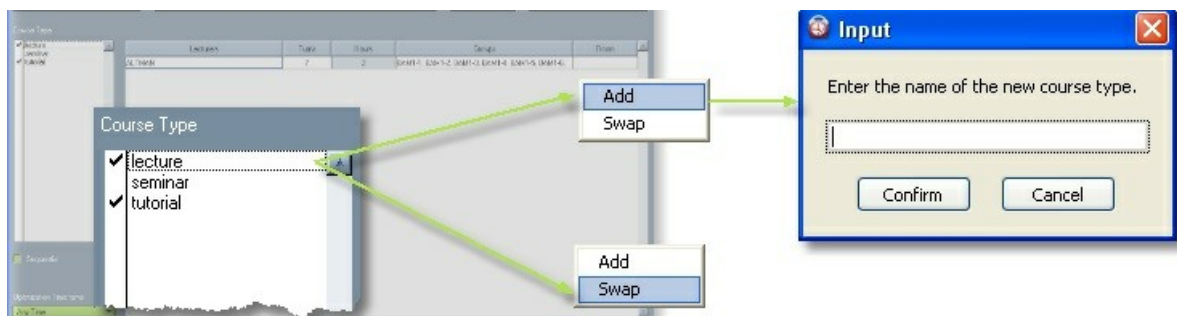


- Every course can have different course types, for instance: lectures, tutorials, seminars, computer exercises etc.

To define these types go to the [course type](#) section.

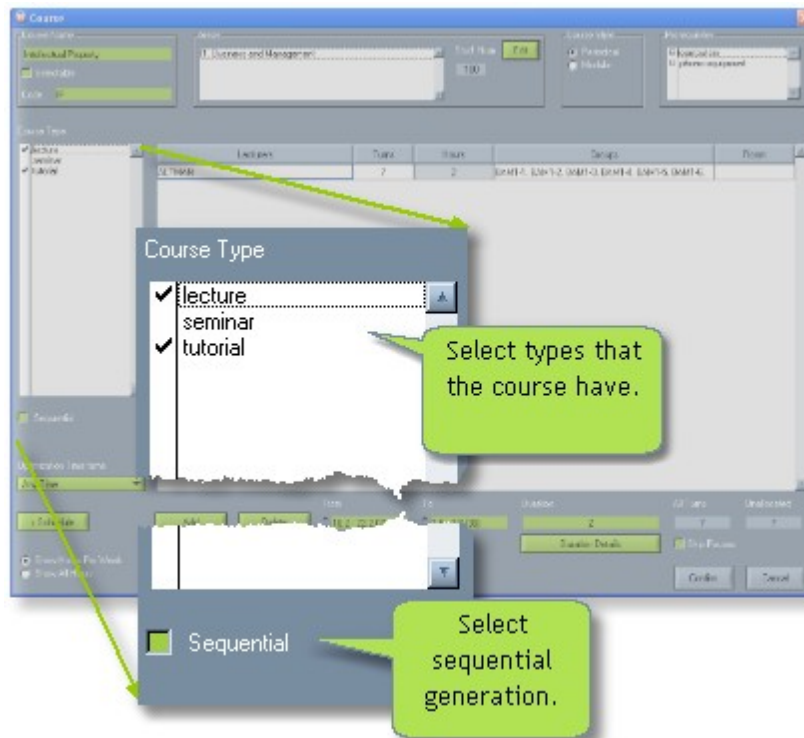
A course type can also be added if you click with the right mouse key the list of course types and select Add.

You can swap course types (with belonging data about lecturers, groups, etc.), if you click with the right mouse key the course type that you wish to swap, select Swap and then choose another course type.

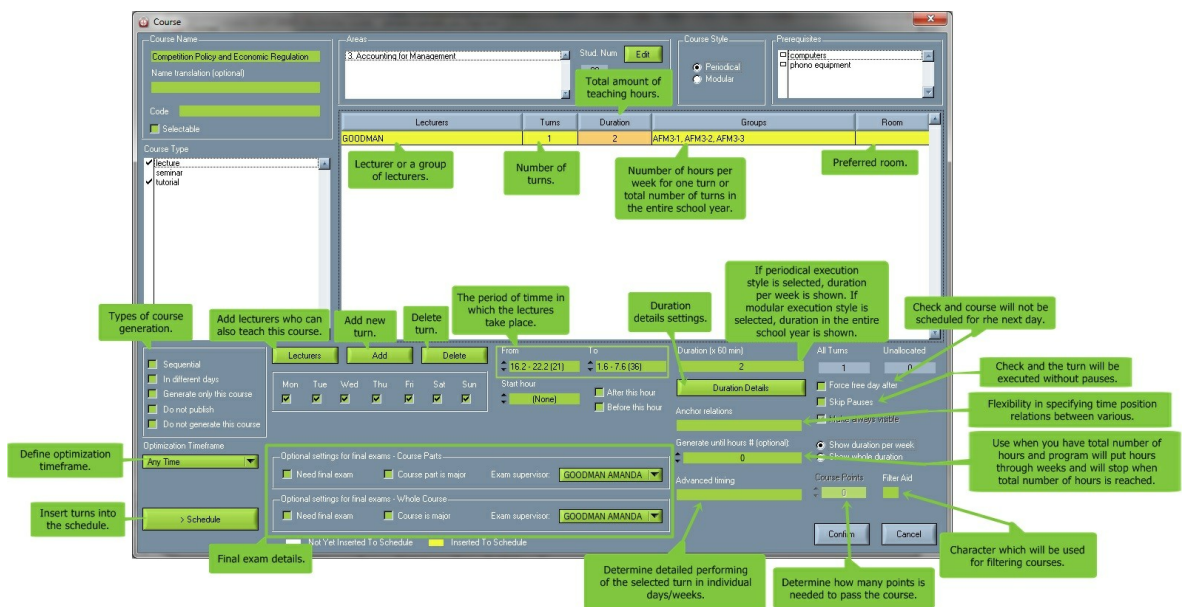


You can choose which a course type for the course by checking them in the list. For every selected type you can enter different lecturers, groups, schedules etc. in the right part of the window.

If you select **sequential** generation, automatic generation schedules course types in the timetable in the order in which they are written in the list. In the example below, automatic generation will schedule the lecture first (e.g. in Monday), then the seminar (eg. in Tuesday), and the tutorial at the latest time (e.g. Wednesday).



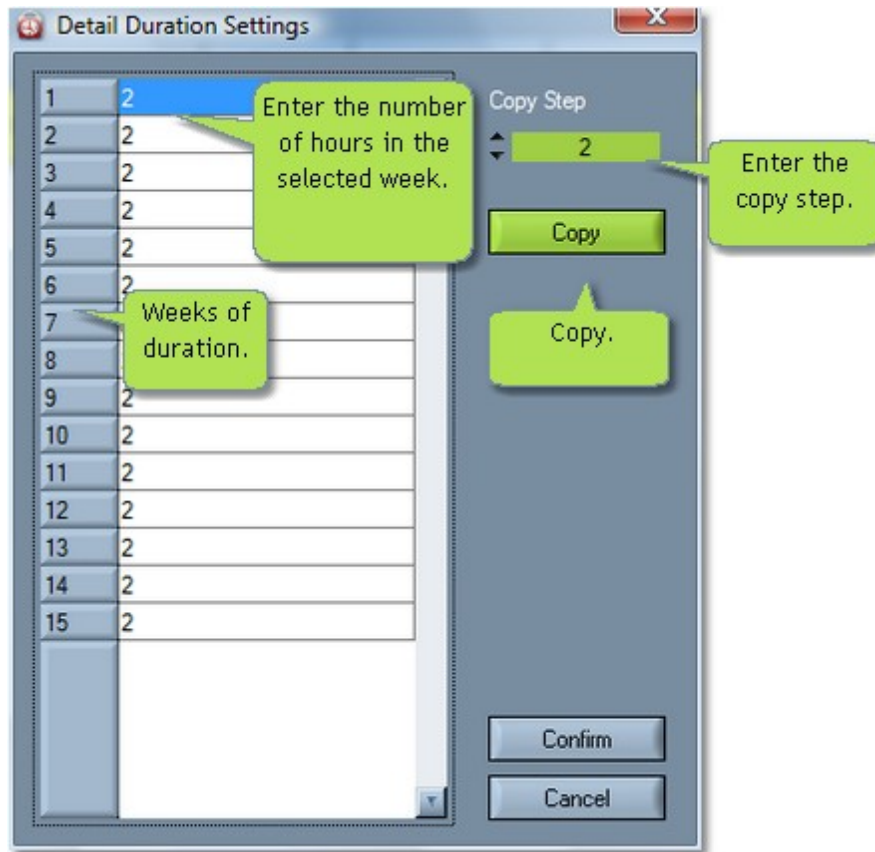
- There can be one or more lecturers or groups of lecturers for every execution part of the course. Every lecturer or a group of lecturers can have one or more **turns**, i.e. the lecturer can have the same lecture more than once a week (for different groups). You can define a different schedule for every turn.



- Click the **Add** button to create new rows in the table.
- **Edit fields** in the table by double clicking on them. Choose lecturers, define number of turns, choose groups and a room. Fields lecturers, turns and groups are obligatory, but room is not obligatory.
- Click the **Delete** button to remove rows from the table.
- To add more sub-professors who can teach this course open **Lecturers** and choose professors. Chosen professors can be selected for substitutions.
- The fields **From** and **To** determine a period of time when the lectures will take place. You can choose week by clicking on up or down arrow or click with left mouse key on the field and a drop down menu will open with all weeks.
- Choose **show hours per week** if you want hours per week for all turns are displayed. Choose **show all hours** if you want all hours in whole school year are displayed.
- If there is need that course start in some particular time, choose that time at **Start hour**. If you check **After this hour** after choosing starting hour, the course will not start before selected hour. If you check **Before this hour** after choosing starting hour, the course will be performed only till chosen hour.
- In the **Duration** field or **All hours** field enter the number of hours per week when periodical course style is selected or all hours in whole school year when modular course style is selected. If a group has a course more than once a week, divide durations per day with plus (+). E.g. if a group has a course for 1 hour in one day and for 2 hours in other day in a week, write 1+2.

**Duration details** button works only if periodical course style is selected. If you press on it new window will open. In the first column weeks of duration which you choose in the fields From and to are written. In the second column enter a number of hours in the chosen week. With button Copy you can copy duration in other weeks. E.g. if a course has the same number of hours in every week, enter number of hours only in first week, enter 1 in the field Copy step and press Copy. If the

course is taught every second week enter number of hours only in first week, enter 2 in the field Copy step and press Copy.



- **Anchor relations** gives unprecedented flexibility in specifying time position relations between various. It is possible to define one and more anchor for one turn and once anchor is set, can not be moved. Every anchor relation is heaving the following format: ANCHOR+N(d/h), but the format also can be like this: ANCHOR; ANCHOR here is a number, representing “virtual reference” to a course part (turn). Every anchor must have definition at some turn at least once. Example: 1+2d ? The anchor relation tell us the following: we are going to generate this part at least 2 days after course part referenced by number 1.
- **Generate until hours # (optional)** option gives us much more flexibility for generating – when we actually have only a total number of hours and desired weekly distribution. Software is putting the hours through the weeks (trying to fulfill the desired distribution specified in Duration e.g. 2+2+2) but stops when this total number of hours is reached. Option is set separately for each selected turn. If number »0« is there, than generating until hours is ignored.
- **Advanced timing** option is used to determine detailed performing of the selected turn in individual days/weeks. In the Advanced timing box write if selected turn is performing in individual days. See examples in following pictures:



1.

In this example you can declare on which days selected turn will be performed.

0 - selected turn will not be performed on particular day

1 - selected turn will be performed on particular day

Note that there are always seven characters separated by comma representing each day in the week (start day depends on start day defined in the software, e.g. Monday, Sunday etc.). If you write less than seven characters, software will automatically write the missing ones.



- If you want that turn executes without pauses select **Skip pauses** function. You can select this function, if you have [time labels](#) divided on one hour and lecture last two hours, but you want that lecture is shown in the schedule only for one hour and a half.
- **Force free day after** function is used if a course whose lectures or other activity is scheduled for today and the next day is needed to be free of that course.
- **Generate only this course** - in the next generating only this course will be generated and after generating this option will be unchecked. If you set in [the Miscellaneous](#) that Saturdays and Sundays are not generated, this course will be unable to generate on those days.
- When **Do not publish** is checked, changes made for the course will not be published on the web.
- If you want to generate whole schedule, but not particular course check **Do not generate this course** option.
- **Points** option is used to determine how many points is needed to pass the course.
- **Filter Aid** - enter character which will be used for filtering courses. Filter Aid can contain any ANSI character. With this system we can distinguish courses into categories (e.g. »w« for winter semester, »s« for summer semester, »a« for all year courses, etc...) and then list categories in course selection. Filter Aid is located in menu Edit ? Courses.
- In **Optional settings for final exams - Course Parts** and **Optional settings for final exams - Whole Course** is used when course part and/or whole course need final exam. See more about this options at [Select Final Exam Course](#).
- Click the [>Schedule](#) button to make or modify the schedule for the selected lecturer.



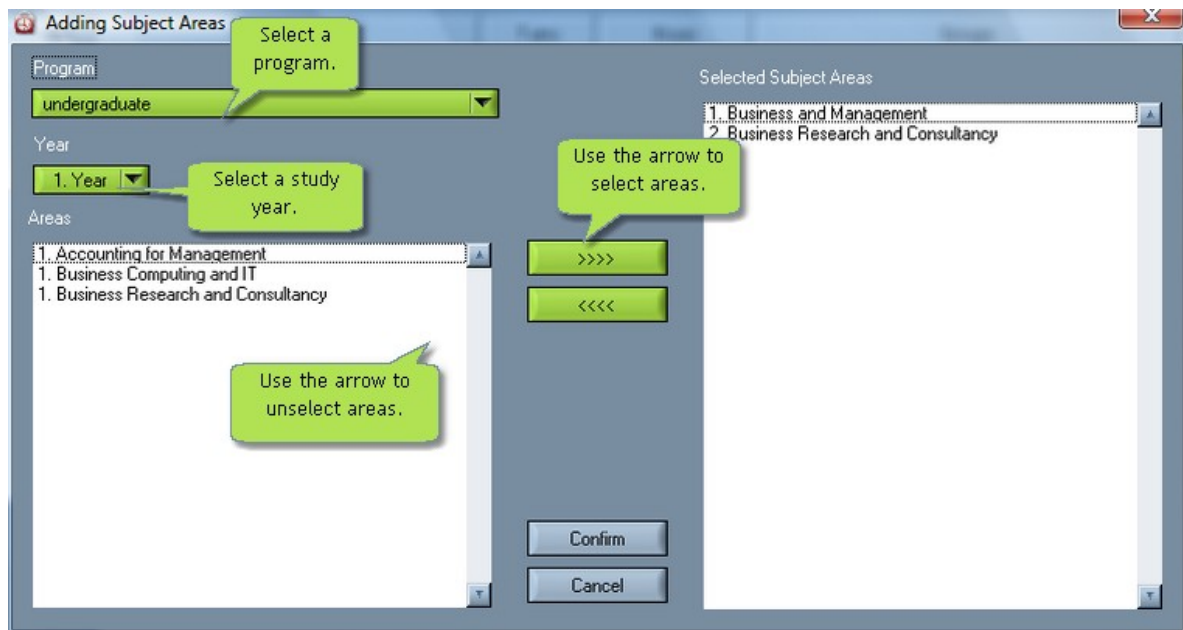
- If two group have courses in different weeks and have different number of hours, than create two lines in a table. Add first group in a first line and define weeks and number of hours. Than add second group in a second line and define different weeks and different number of hours.
- A group can be selected to only one turn (you can not select it to more turns).
  - a) E.g. if two professors have the same lectures in different days (e.g. one in Monday in the other in Tuesday) and therefore you have to select all groups to both professors choose one of the following options:
    1. Create two courses and then select first professor for first course and second professor for second course.
    2. Create another [course type](#) with the similar name as lecture (for example lectures, add one space in the end of the world lecture etc). So you will have two course types.  
Tick first lecture, insert first professor and select all groups.  
Then tick second lecture, insert second professor and again select all groups.  
Because automatic generation can schedule both professors in the same day we suggest you to insert lecture in the timetable manually (and lock it).
  - b) E.g. if lecture is taught in two turns and students alone select their turn (so you have to select all groups in both turns) choose one of the following options:
    1. Create two courses and select all groups for both courses.
    2. Create another [course type](#) with the similar name as lecture (for example lectures, add one space in the end of the world lecture etc). So you will have two course types.  
Tick first lecture, insert a professor and select all groups.  
Then tick second lecture, insert the same professor and again select all groups.

#### 7.6.1.1 Choose subject areas for a course

For choosing subject areas for a course select **Edit | Course** in the [menu](#) and then click **Edit**. Click the **Edit** button again in the window for editing courses.

One course can feature within different subject areas. You can choose which subject areas share the same course.

- Select the program
- Select the study year
- Use **Right** and **Left arrow** button to select and deselect subject areas.



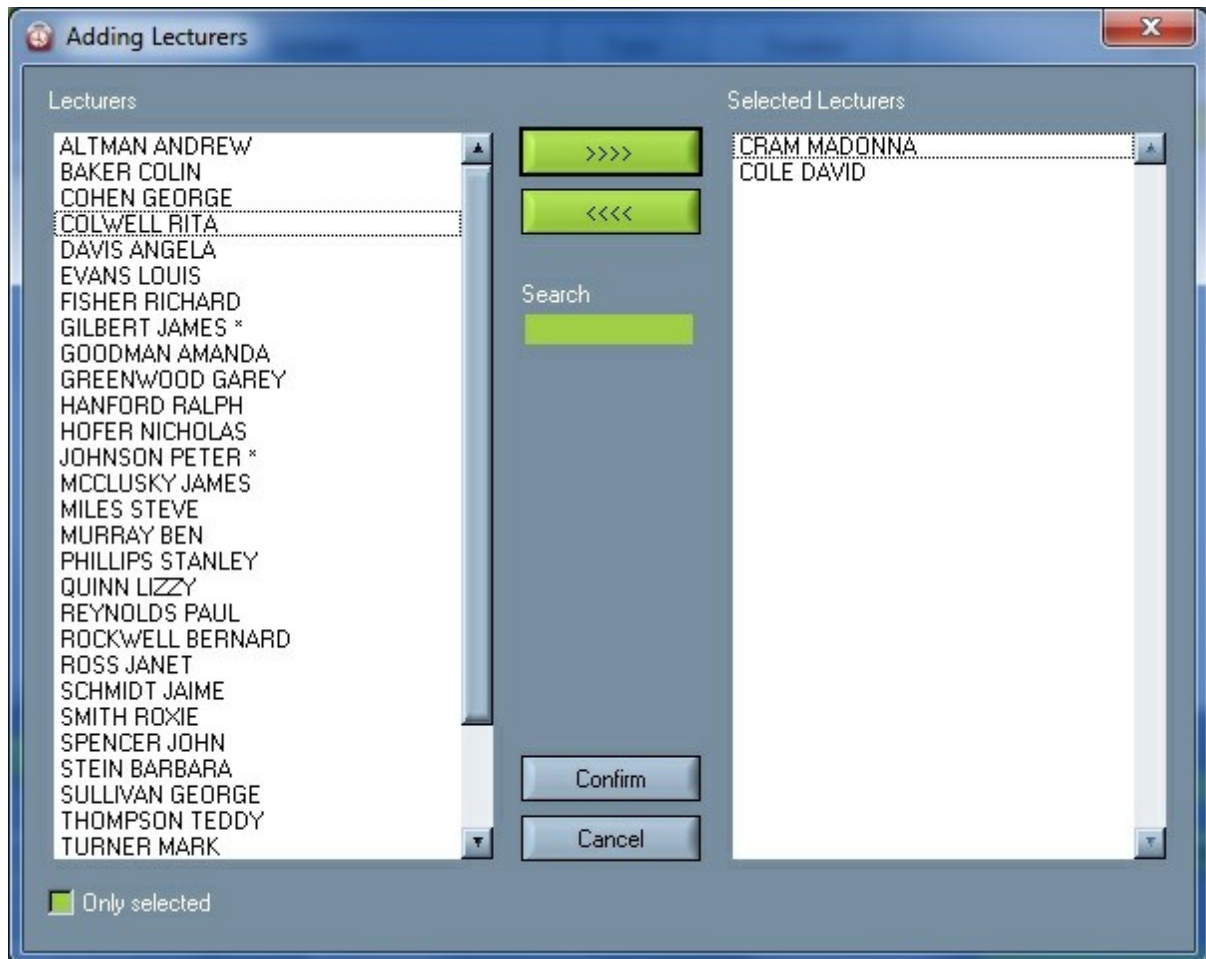
### 7.6.1.2 Edit fields

- Create a new line in the table by clicking the **Add** button. To insert or edit fields in the table, double-click them.

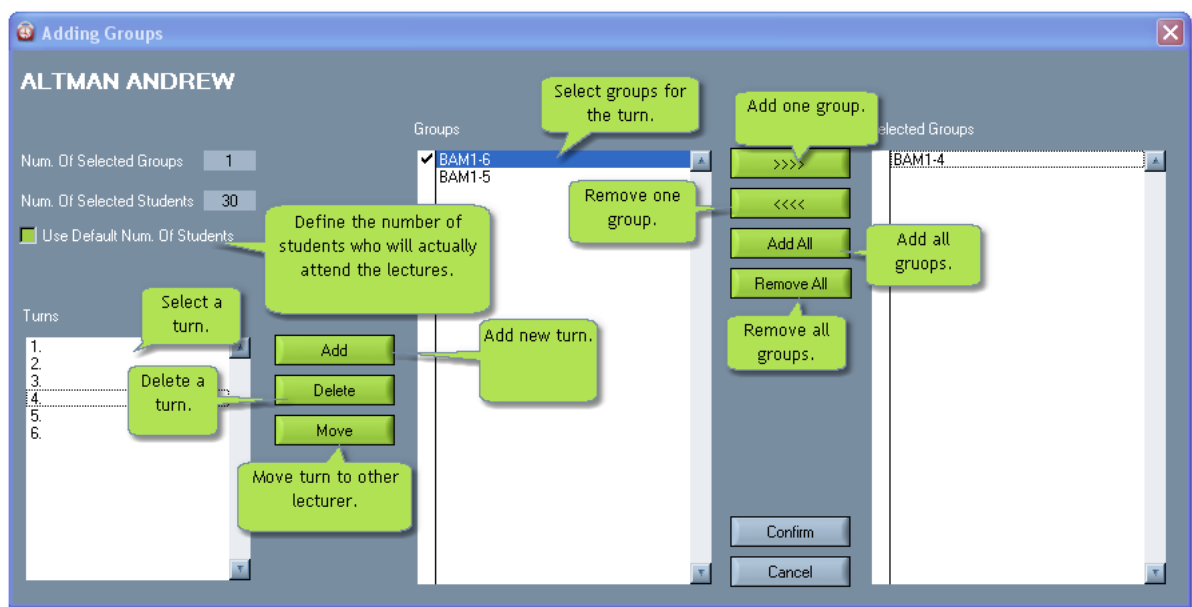
Lecturers	Turns	Duration	Groups	Room
GOODMAN	1	2	AFM3-1, AFM3-2, AFM3-3	



- When you double-click the **lecturers**, you can select or deselect them from the list. Select a lecturer by using the **right arrow** button or by double-clicking the lecturer in the Lecturers field. Deselect a lecturer by using the **left arrow** button or by double-clicking the lecturer in the Selected lecturers field.



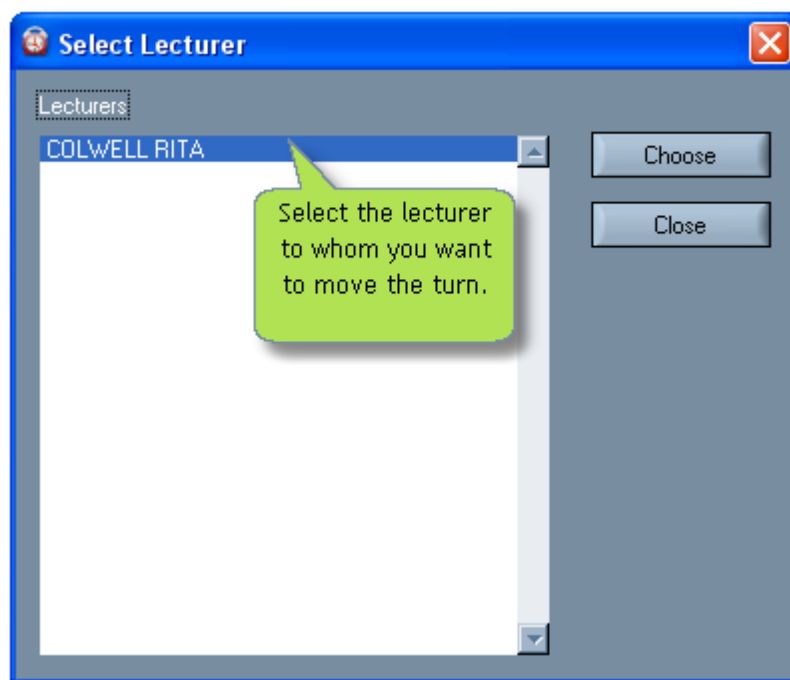
- By double-clicking **Turns**, you can define how many turns the selected lecturer has. **Turns** mean that the lecturer can have the same lecture (e.g. exercise) more than once per week (for different groups).
- By double-clicking the **groups**, you can select which groups are in which turn.



First select the turn which the groups attend.

Add new turns with the **Add** button. Delete turns with the **Delete** button.

You can move turns to another lecturer, who also gives the course, with the **Move** button.

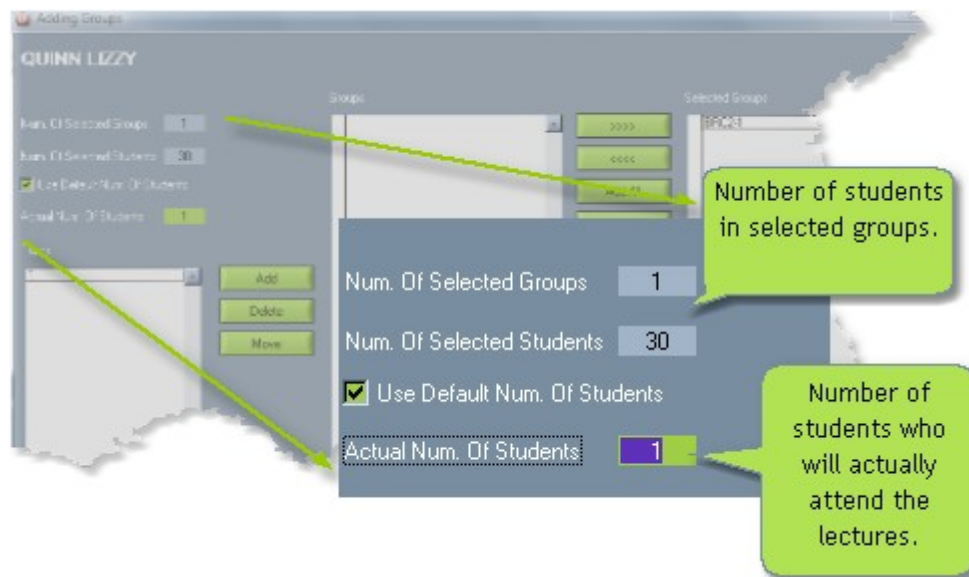


You can select a group by double-clicking it in the Group field, or with the right arrow button. You can

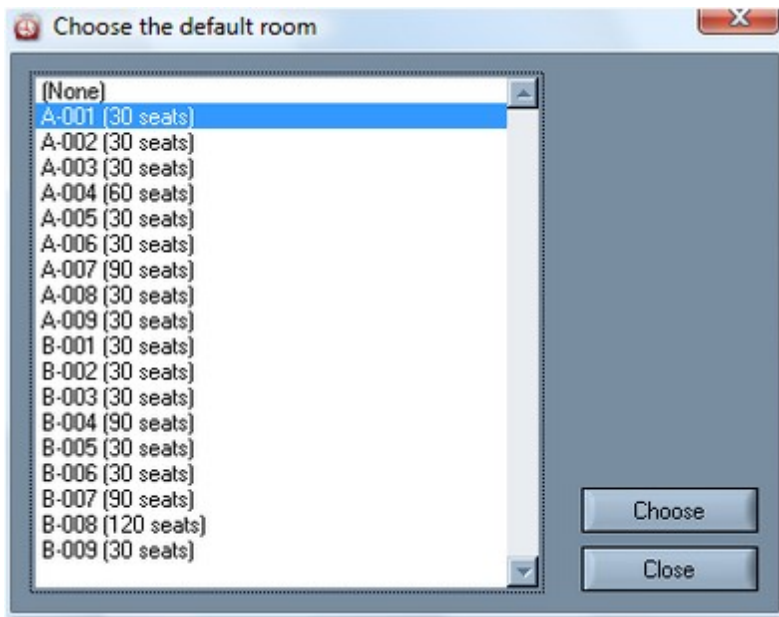
add only specific groups by checking them and then clicking the right arrow. You can add all groups with the **Add all** button.

You can remove a group by double-clicking it in the Selected groups field, or with the left arrow button. You can remove only specific groups by checking them and then clicking the left arrow. You can remove all groups with the **Remove all** button.

You can also modify the number of students who attend the lectures. Although the number of students who attend the lectures should be equal to the number of students in a selected group. However, you can alternate that number if you are certain that less or more students will attend the lectures. In that case check **Use custom student number**. Then insert the actual number of students who will attend the lectures in the **Actual num of students** field.



- When you double-click a **room**, you can select the preferable room for the lecture.



- There is also an option called **"Start Hour"** and with it we have the ability to determine at what time to start performing the selected subject/course, as seen on the picture bellow.



When we click on this option in editing courses, new window shows up to choose at what time we want this turn to start - whatever day is chosen when the activity is actually generated. If we for example choose 10:30, that turn and that professor will teach only starting from that time. It is seen in the following picture:

The screenshot shows a vertical list of time slots on the left, ranging from 02:07:30 to 30:21:30 in 15-minute increments. The 09:11:00 slot is selected, indicated by a checkmark. A red rectangular box highlights the entire list of time slots. To the right of the list, there is a form with fields for 'Stud. Num' (containing '0') and 'Edit' button. Below that is a 'Duration' field with the value '1-12:2, 13-15:3' and a 'Group' field. At the bottom right, there are two checkboxes: 'After this hour' (checked) and 'Before this hour' (unchecked). A red rectangular box highlights these two checkboxes.

This option is by default set to (None) – which means the activity can be placed during the whole day. If you check **After this hour** box, then the course will start any time after the time you selected in **Starting hour**. If you check **Before this hour** box, then the course will be performed only till the time selected in **Starting hour**.

- **Advanced timing** option is used to determine detailed performing of the selected turn in individual days/weeks. In the Advanced timing box write if selected turn is performing in individual days. See examples in following pictures:

1. 
 The screenshot shows a small window titled 'Advanced timing' with a green box containing the text '0,1,0,1,1,1,1'. The number '1.' is to the left of the box.

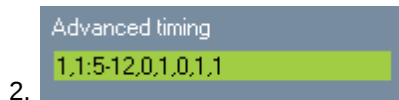
In this example you can declare on which days selected turn will be performed.

0 - selected turn will not be performed on particular day

1 - selected turn will be performed on particular day

Note that there are always seven characters separated by comma representing each day in the week (start day depends on start day defined in the software, e.g. Monday, Sunday etc.). If you write less than

seven characters, software will automatically write the missing ones.



In this example you can declare on which days selected turn will be performed and in which period during that day.

0 - selected turn will not be performed on particular day

1 - selected turn will be performed on particular day

To specify the time in particular day we are speaking about turns that will be performed - 1 because there is no need to specify turns that will not be performed) use this format - 1:start hour-end hour.

Start and end hours are defined in the software and you can easily see them in Start hour in the same window. **Note:** in start and end hour do not write the time, write ordinal number of the hour (also seen in Start hour). Example: 1:5-12 (in our case selected turn will be performed on selected day from 09:00 to 12:30)

Same as in the first example, separate each day (seven days) by comma.

Besides this manual way for Advanced timing, you can also import data via Course Constraints. See explanation in [Import from CSV file](#) section.

- If there is need that some courses are never generated, check **Modular** in 'Course style'. When the course is modular there is no need for entering weekly duration field, but only total number of hours. Click on '> Schedule' button to distribute total hours among the weeks.
- Option called **Force free day after** - it is used if a course whose lectures or other activity is scheduled for today and the next day is needed to be free of that course (free day after) if for example students have difficult homework so they need more time to do it, or professor is unable to come day after because he has lectures of that course in some other location that next day, etc.

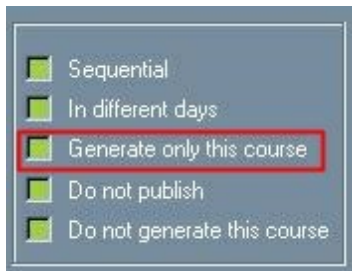


Option **Skip Pauses** is used when course can be performed without pauses.

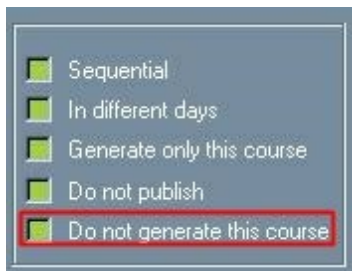


**Make always visible** option - when you change professors on main screen (right mouse click --> Edit) new turn is created and with this option ON turns are visible. Option is enabled only for turn parts that are created automatically, in other words when you change professor on the main screen. Related to this option is option in Settings --> Miscellaneous --> General 'Show replaced professors at course screen'. Turn parts might be hidden in miscellaneous, but when option 'Make always visible' is turned on turn parts are visible no matter what is state of 'Show replaced professors at course screen'.

Another option is **Generate only this course** - in the next generating only this course will be generated and after generating this option will be unchecked.



If you want to generate whole schedule, but not particular course check **Do not generate this course** option.



Also, if You set in the Miscellaneous ([Settings](#) --> [Miscellaneous](#)) that Saturdays and Sundays are not generated, this course will be unable to generate on those days - as it is seen in the next picture. This option overrides the settings you make on check boxes for selecting days.

**Miscellaneous**

View Export **Generation** General

Primary Hours  
From 08:00 To 16:00

Secondary Hours  
From 08:00 To 18:00

Warn after professor reach weekly (hrs):  
40

Warning for group's hours, level 1:  
15

Warning for group's hours, level 2:  
30

Select Location To Suite  
Program

Maximum Travels Per Day  
Lecturers 0 Groups 0

Num. Of Iterations 1

Num. Of Iterations (Lecturers) 32

Num. Of Iterations (Groups) 32

☐ Mandatory break for students

Break after block (hrs): 4

☐ Generate also first weekend day

☐ Generate also second weekend day

☒ Allow Empty Day For Lecturers

☒ Allow M+N Lectures In Neighboring Days

☐ Anchors with hour relations are on same day

Maximum Hours Per Day  
Lecturers 10 Groups 10

Maximum Hours Per Week  
Lecturers 70 Groups 70

Default Confirm Cancel

When made changes should not be seen on the web, than check **Do not publish** box. Made changes will be saved, but they won't be published on the web.



☐ Sequential  
☐ In different days  
☐ Generate only this course  
☒ Do not publish  
☐ Do not generate this course

You can also set option that regulates which days are allowed to take a particular course, so each turn will be generated only at days You checked. Those are check boxes at the bottom of the screen when editing courses, shown on the pictures bellow - so You can check days in which You want this course turns to be generated. But for example if You choose only Monday to generate some turn and set 1+1 formula of duration at the same time, one turn will be left unallocated because You have chosen only one day to generate this course and formula 1+1 means two turns in two different days in a week.

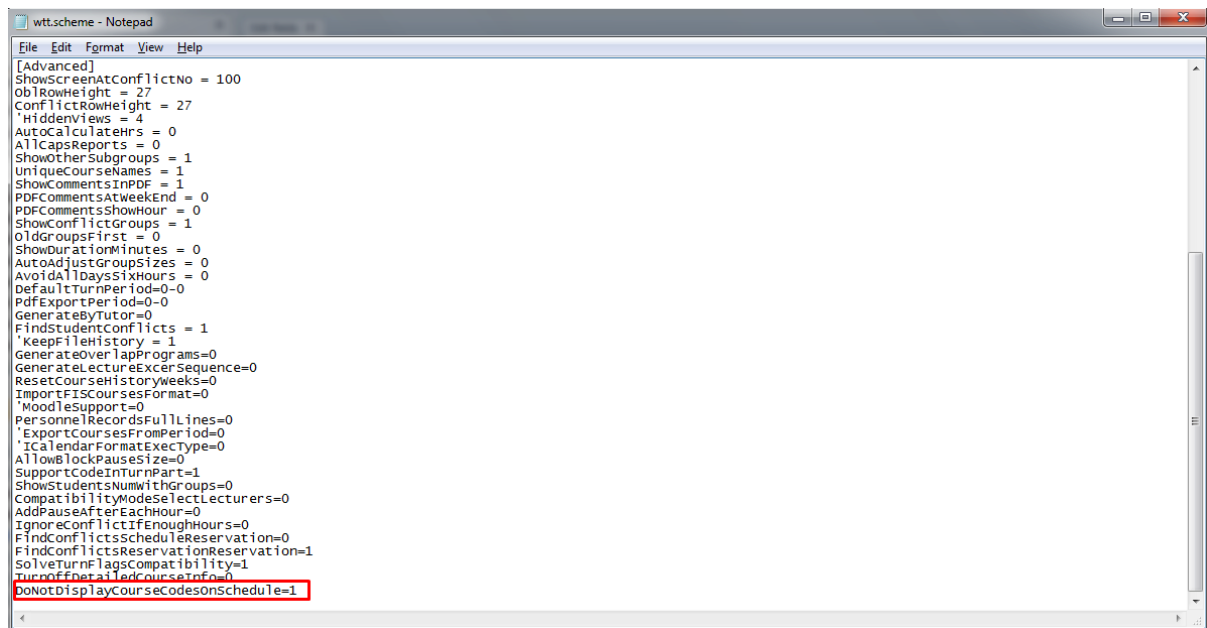
Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This option can be different for each turn; it is not set for the whole course. Therefore You may notice that it will be enabled to be checked only when You click on a particular turn in that course. It is different for each professor - for example if some professor prefers to have his/her turns in some particular days in a week. This option has all days in week checked by default.

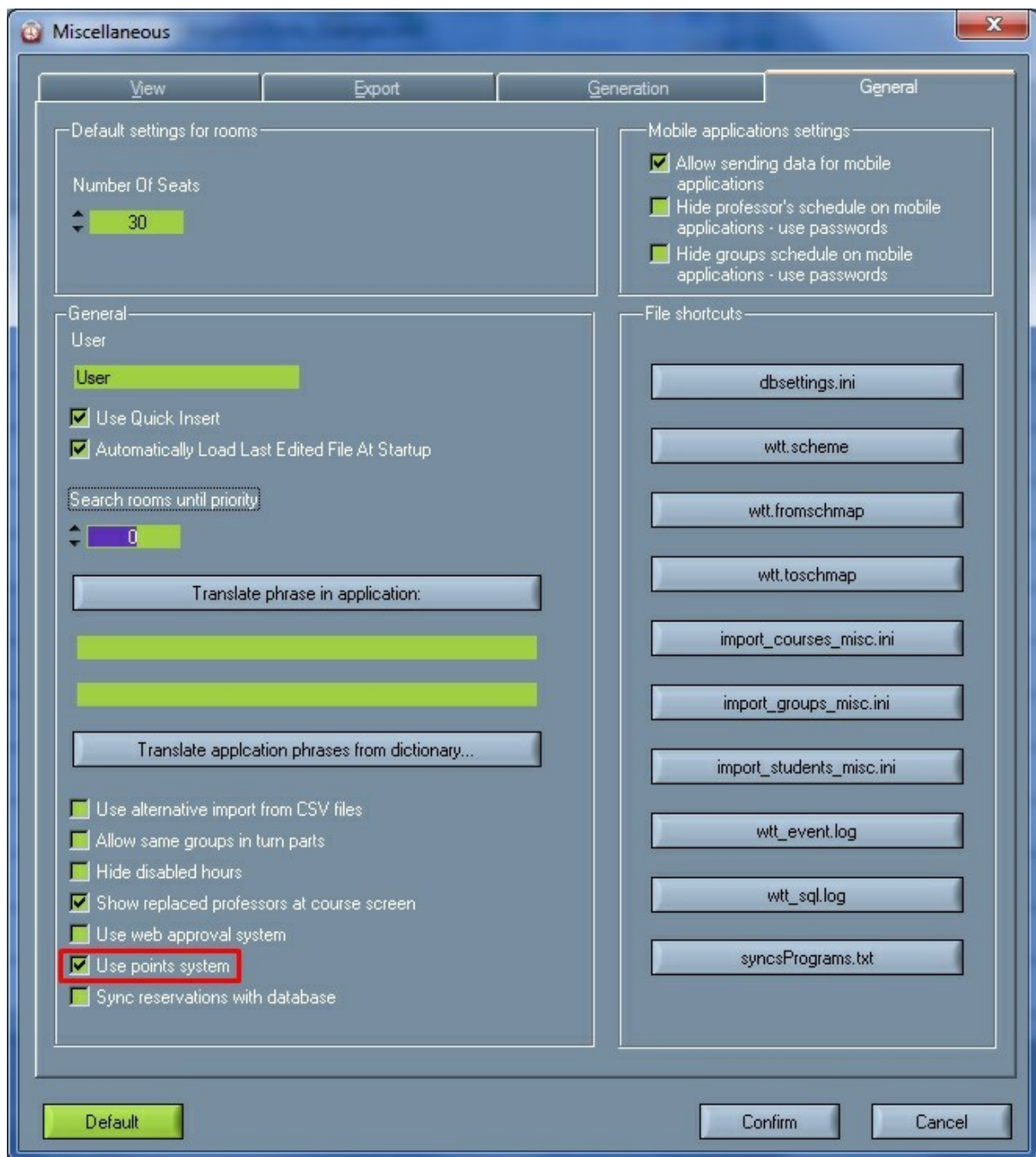
There is also the possibility to enter a code for each course in the following field shown in the picture:

**Course**  
 Course Name: Advanced Financial Management  
 Name translation (optional):  
 Code:    
☒ Selectable  
 Course Type:  
☒ lecture  
☐ seminar  
☒ tutorial  
 Areas: 3. Accounting for  
 GILBERT

You are allowed to turn on or off the display of these codes in the schedule (Program files --> Wise Timetable --> wtt.scheme) in a way to turn equal to 1 if you don't want it to be shown and equal to 0 if you want course codes to be shown in the schedule. Here's how it looks like in the notepad (in our case it is turned off):



- You can decide how much points every course have by using **Course points**. Open specific subject and write in Course points number of points for that subject. To be able to do so You need to enable Course points option in Settings ? Miscellaneous ? General by checking Use points system, as shown in the picture below:



### 7.6.1.3 Making schedules

- For making a schedule select **Edit | Course** in the [menu](#). Then select the course that you want to insert and click **Edit** (or double-click the course).
- Then select the turn for which you want to make the schedule, and click the **>Schedule** button.

**Course**

Course Name: **Advanced Financial Management**

Name translation (optional):

Code:

☐ Selectable

Course Type:

- ☒ lecture
- ☐ seminar
- ☒ tutorial

Areas:

3. Accounting for Management

Lecturers	Turns
GILBERT	3

Select a turn you want to insert.

☐ Sequential  
☐ In different days  
☐ Generate only this course  
☐ Do not publish  
☐ Do not generate this course

Optimization Timeframe: **Any Time**

> Schedule

Press >Schedule button.

Lecturers: Add Delete  
 Mon: ☒ Tue: ☒ Wed: ☒ Thu: ☒ Fri: ☒ Sat: ☒ Sun: ☒

From: **29.9 - 5.10 (1)**

Start hour: **(None)**

Optional settings for final exams - Course Parts:

☐ Need final exam    ☐ Course part is major    Exam supervisor: **JC**

Optional settings for final exams - Whole Course:

☐ Course is major    Exam supervisor: **P**

☐ Not To Schedule    ☒ Inserted To Schedule

- If the course takes place only in one turn, the following window does not appear.

Insertion To Schedule

Lecturer  
GILBERT

> Schedule

Course Type  
Advanced Financial Management, tutorial

Close

Turns	Groups
1.	AFM3-1
2.	AFM3-2
3.	AFM3-3

Not Yet Inserted To Schedule  
Inserted To Schedule

- The lecturers and the groups for the turn are already selected from the lists of lecturers and groups.

The screenshot shows the 'Occupancy' window with several panels and a central grid. The panels include:

- All Lecturers:** A list of lecturers including ROCKWELL BERNARD, ROSS JANET, SCHMIDT JAIME, SMITH ROXIE, SPENCER JOHN, STEIN BARBARA, SULLIVAN GEORGE, THOMPSON TEDDY, TURNER MARK, WEBB EDWARD, WILLIAMS ELLEN, WOLFE WARREN, and WOOD MARGARET.
- Selected Lecturers:** GILBERT JAMES.
- All Groups:** A list of groups including AFM2-2, AFM2-1, BRC1-1, BCIT1-1, BAM1-6, BAM1-5, BAM1-4, BAM1-3, BAM1-2, BAM1-1, AFM1-3, AFM1-2, and AFM1-1.
- Selected Groups:** AFM3-1.
- Room:** A list of rooms including A-001 (30), A-002 (30), A-003 (30), A-004 (60), A-005 (30), A-006 (30), A-007 (90), A-008 (30), A-009 (30), and B-001 (30).
- Legend Of Reservations:** Not Reserved (white), Full Time (red), and Groups - Web (orange).
- Period:** From 29.9 - 5.10 (1) To 29.9 - 5.10 (1).

The central grid shows a timetable with columns for days (Mon, Tue, Wed, Sun) and rows for time slots (07:00 - 07:30, 07:30 - 08:00, 08:00 - 08:30, 09:00, 09:30, 10:00, 10:30, 10:30 - 11:00, 11:00 - 11:30, 11:30 - 12:00, 12:00 - 12:30, 12:30 - 13:00, 13:00 - 13:30, 14:00, 14:30, 15:00, 15:30, 16:00, 16:00 - 16:30, 16:30 - 17:00, 17:00 - 17:30, 17:30 - 18:00, 18:00 - 18:30, 18:30 - 19:00, 19:00 - 19:30, 19:30 - 20:00, 20:00 - 20:30, 20:30 - 21:00, 21:00 - 21:30, 21:30 - 22:00). The grid cells are color-coded: white for 'Not Reserved', red for 'Full Time', and orange for 'Groups - Web'. Some cells contain codes like 'GA', 'LA', 'RA', 'LB', 'GB', 'RB', 'LB', 'GB'.

Annotations in the image include:

- "The lecturers who you have selected for the course are automatically selected and can not be changed here."
- "The groups that you have selected for the course are automatically selected and can not be changed here."
- "Select the room for the lecture."
- "The time slot that you have chosen for the course is selected but it can be changed."
- "The legend of occupancy."
- "The table of availability of lecturers, groups and rooms."
- "Choose insert."
- "Select a field where you want to insert the turn and click the right mouse button."

At the bottom, there is a legend for the occupancy codes: RA Room Allocated, LA Lecturer Allocated, GA Group Allocated, RB Room Blocked, LB Lecturer Blocked, GB Group Blocked. A 'Close' button is also present.

- Select a room for which you wish to make a schedule.
- Find a time slot in the table and click it with the **right** mouse button.
- Select **Insert** from the pop-up menu.

If you check [use quick insert](#) in the **Settings | Miscellaneous** in the [menu](#), the following window is not shown.

The turn will already be inserted in the timetable.

- The course, the lecturer, the turn, the groups and the room have already been selected as well as the day and the starting time of the lecture.



Day, time and duration are already selected, but can be changed.

Available rooms are written in green color.

Groups you have been already selected.

Chose new professor.

The time slot that you have chosen for the course is selected, but can be changed.

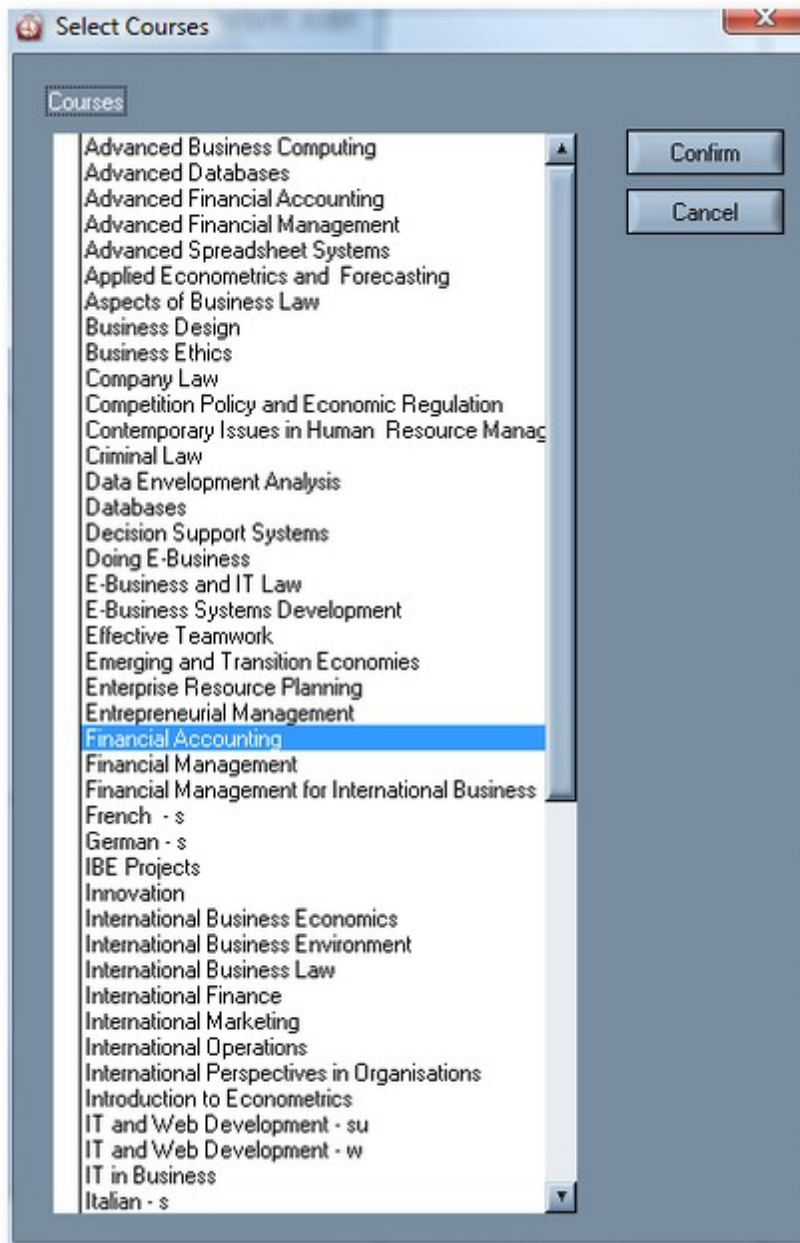
- You can change the time period when you wish the lecture to take place, as well as the day and the starting time of the lecture.
- You can change the duration of one lecture.
- When you are finished with changing data, click the **Confirm** button to insert the turn. If you do not want to insert the turn, click the **Cancel** button.

## 7.6.2 Add an existing course to an area

- The same course can take place within different subject areas. You can choose which courses can take place in a specified subject area.

Select **Edit | Courses** in the [menu](#).

Choose the program, the year and the subject area to which you want to add the existing courses and click the **Add** button. A new window opens where you can check which courses are in the selected subject area.



### 7.6.3 Course obligations

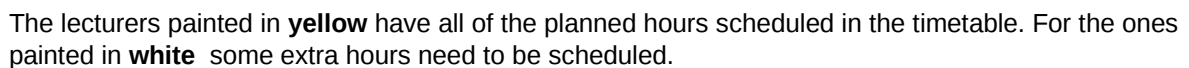
You can see the obligations of a course if you select [view](#) by course and then click **Obligations** in the [tool bar](#).

- All lecturers that give the course are listed in the **Lecturer** column.
- Course types (e.g. lecture, exercise, seminar) are written in the **Type** column.
- The number of hours by weeks is written in the **Hours** column. First, the weeks in which the group takes the course is written. Second, the number of hours that the group has per week is written. E.g.



- The number of hours for the entire school year and, in brackets, the number of allocated hours for the entire school year is written in the **All hours** column.

In the **Allocated hrs** field, the number of all allocated hours of the course is written.



#### 7.6.4 Select Final Exam Course

For choosing Final Exam course select **Edit | Course** in the [menu](#) and make double click on the course.

**'Optional settings for final exams - Course Parts'** use when course part has need for the final exam and check 'Need final exam' box to do so. If course part is major exam part check 'Course part is major' box. Choose Final exam supervisor by clicking at 'Exam Supervisor'.

**'Optional settings for final exams - Whole Course'** use when whole course has need for the final exam and check 'Need final exam' box to do so. If course is major check 'Course is major' box. Choose Final exam supervisor by clicking at 'Exam Supervisor'.

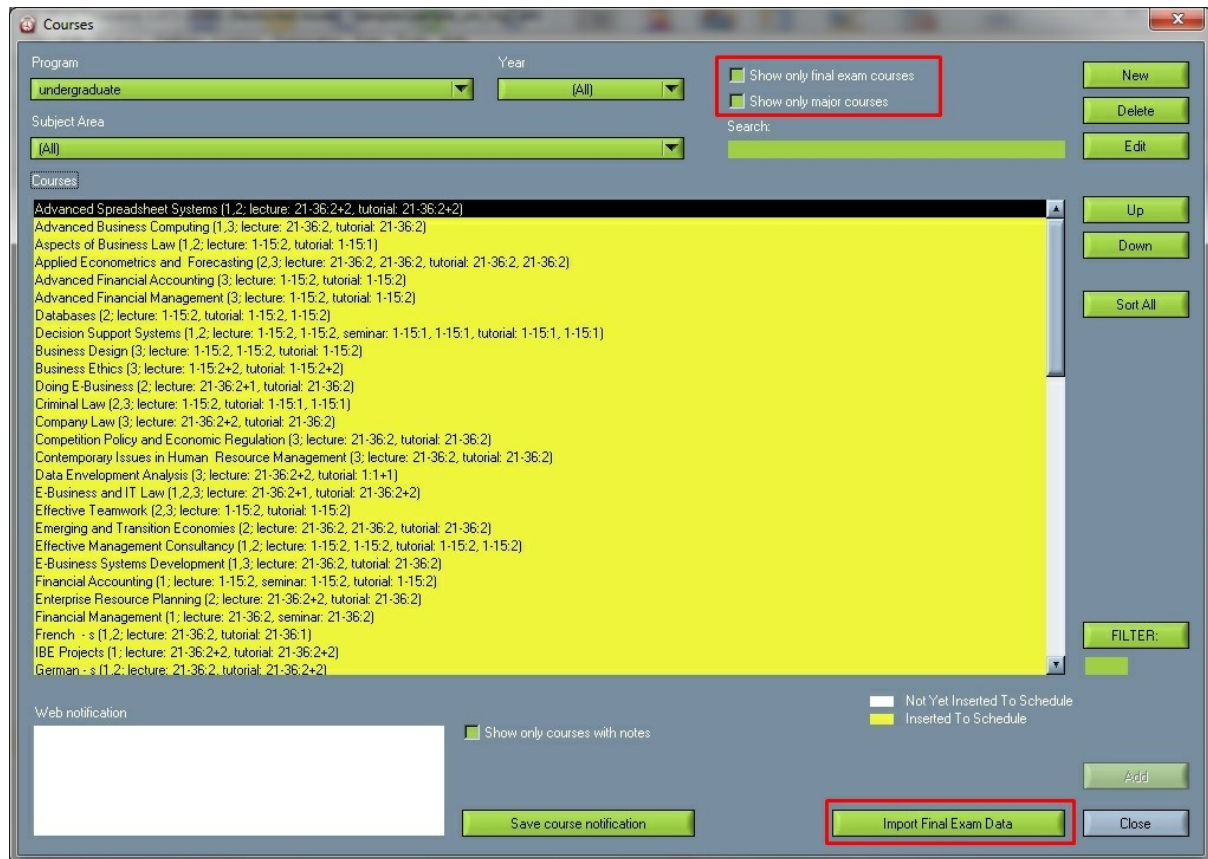
It is possible that course part and whole exam have final exam.

To save changes click 'Confirm'.

To import Final Exam course data automatically from PC (csv/excel) click on 'Import Final Exam Data' and in the new window select the data which will be imported.

To see the list of courses that have final exam and/or are major mark 'Show only final exam courses'

and/or 'Show only major courses'.



## 7.7 Students

To view data about the students, select the **Edit | Students** option from the [menu](#).

A new window for viewing students is displayed.



There are three ways to insert students:

1. [import students from database](#),
2. [import students from a CSV file](#) and
3. insert students manually.

For work with students you have to select:

- program,
- studying year for the program and
- subject area for the program.

#### • Add

Add manually a new student to the table, where you can insert the student number, the surname and the name of the student. The subject area and the year are selected automatically because you have already selected them.

- To edit the student number, surname and the name of the student, double-click on the position of field gap and insert a new value.
- **Delete**  
Manually delete the chosen student.
- **Courses**  
Define [student's courses](#).
- You can check if students are distributed into the groups. The students painted in yellow are distributed into the groups. The ones painted in white remain undistributed.

- **Import**

This is import from CSV file and besides Data ? Import data from CSV file ? Import Students can be accessed from here. See more details about CSV import in ['Import from CSV file section'](#).

Before you import students from the CSV file, you have to choose a program, a year and a subject area where you want to import students. You can import students only from a chosen program, year and subject area simultaneously.

Find an example of a CSV file on [www.wisetimetable.com](http://www.wisetimetable.com) (DATA IMPORT).

The data of one student are written in one row. Write the student number in the first column, the surname in the second, and the name in the third.

- If **point system** is in use than students names that don't have enough points are written in red color. Program finds to which groups does a student belongs to and sum all points.

### 7.7.1 Student's courses

To define student's courses select the **Edit | Students** option from the [menu](#) and click the **Courses** button.

The screenshot shows a window titled "Student's Courses" for student "ADAMS RICKENA 19375481, 1. Year BAM [BAM1-1]". The window contains several dropdown menus and a list of courses.

- Program:** A dropdown menu with "undergraduate" selected. A green callout bubble says "Select a program."
- Year:** A dropdown menu with "1. Year" selected. A green callout bubble says "Select a year."
- Subject Area:** A dropdown menu with "Business and Management" selected. A green callout bubble says "Select a subject area."
- Select Courses:** A list of courses with "Effective Management Consultancy(All)" selected at the top. Below the list are two green buttons: ">>>>" and "<<<<". A green callout bubble says "Select a course."
- At the bottom right are "Confirm" and "Cancel" buttons.

The student's program, year and subject area are shown at first. You can select which courses the student attends from his/hers subject area. Then you can change the program, year and subject area, and select other courses that the student attends.



## 7.7.2 Substitutions

In sub-menu **Substitutions** make replacement for absent professor.

The screenshot shows a software window for managing substitutions. It includes several sections and controls:

- Absent professor:** A dropdown menu currently showing 'GILBERT JAMES'. A callout box points to it with the text: 'Name of absent professor who needs a substitution.'
- Select period:** Radio buttons for 'Today', 'Tomorrow', 'This week', and 'Other - define dates:'. A callout box points to the 'Other' option with the text: 'Choose one of defined periods of absence or set your own with time intervals.'
- Search:** A button labeled 'Search'. A callout box points to it with the text: 'Click search and software will list available lecturers for substitutions.'
- From hour:** A time selector set to 07:00. A callout box points to it with the text: 'Set time of absence.'
- To hour:** A time selector set to 22:00. A callout box points to it with the text: 'If you choose "Other - define dates:" set dates of absence.'
- From date:** A date selector set to 18.03.2015.
- To date:** A date selector set to 18.03.2015.
- Search results - select substitution:** A table with columns: Name, Hours this week, Hours today, Reliefs until now, Reliefs this week. A callout box points to the table with the text: 'Here are listed all of obligations of absent professor for which the substitution is needed. By clicking on each, professors in search list change.'
- Show all professors:** A checkbox. A callout box points to it with the text: 'Check if you want program to list all professors.'
- Filter:** A text input field. A callout box points to it with the text: 'Enter the name and surname of specific professor to filter the search.'
- Together:** A numeric display showing 0.0. A callout box points to it with the text: 'Number of hours for substitution.'
- Substituted:** A numeric display showing 0.0. A callout box points to it with the text: 'Number of substituted hours.'
- Buttons:** 'Save changes and continue.', 'Confirm & Next', 'Confirm', and 'Close'. A callout box points to the 'Confirm' button with the text: 'Save changes.'
- Buttons:** 'Save changes.' and 'Cancel the substitution.' (labeled as such in the callout).

'Absent professor' - choose absent professor.

'Select period' - period in which the professor is absent.

'Search' - click it to see available professors for the replacement. The list of available professors will show up in blank space in down part of the window.

'Search results - select substitution' - list of available professors for substitution.

'Obligations in selected period' - list of obligations for new professor.

'Show all professors' - Click to see the list of all professors.

'Together' - number of all hours that needs to be substituted.

'Substituted' - number of hours that already are substituted.

'Confirm' - save all changes you made.

## 7.8 Making and maintaining timetable

There are two ways of making timetables:

- manually and

- with [automatic generation](#).

Timetables are maintained in the same manner as they are manually made.

Maintaining a timetable consists of many different things such as inserting, changing, deleting and viewing schedules, finding unallocated turns, viewing occupancy etc.

There are four manual ways of making and maintaining the timetable. Each way has its own advantages, depending on your current needs. You can make or maintain a timetable via:

- **[Main workspace](#)**

The main [workspace](#) is made for maintaining the timetable. By using [different views](#) of the timetable, you can easily maintain the timetable.

- **[Inserting a course](#)**

Usually you insert courses when you have already inserted all other data (programs, subject areas, groups, lecturers, rooms and students): therefore, it is very convenient to insert the course schedule through the course itself.

- **[Viewing unallocated turns](#)**

Find unallocated turns is very convenient for finding unallocated turns and their scheduling into the timetable.

- **[Viewing occupancy](#)**

When you have already inserted a part of the timetable, you can view when lecturers, groups and rooms are available and make schedule for them at the same time.

For a quick review of all rooms use [View rooms](#) from the [menu](#).

[View lecturers](#) shows occupation of lecturers and theirs blocked and preferred terms.

For a quick review of all conflicts in the timetable use [View conflicts](#) from the [menu](#).

In some cases you might want to create more than one schedule entry at the same time and in the same room. To find out more about this topic, see [overlapping schedules](#).

### 7.8.1 The main workspace

You can make or change the schedule entries from the main [workspace](#).

- For editing a time slot of a timetable click the **right** mouse button on it and a pop-up menu with functions will be shown.
- Different pop-up menus for different schedule entries are shown below.

The image displays two screenshots of a scheduling application interface, illustrating how to interact with the data grid.

**Top Screenshot:** The interface shows a menu bar (File, Edit, Analysis, Settings, Locking, Optimization, Data, Tools, Help) and filter controls (View By: Program, Course, Subject Area, Year: 1. Year, Course: Advanced). The main grid shows a schedule for Tuesday, 21.4. A green callout bubble points to a scheduled field (BAM3-6) with the text "Right click on ordinary scheduled field." A context menu is open over this field, listing actions: New, Edit, Edit This Week, Delete, Delete This Week, Swap, Swap This Week, View By Weeks, Locked, Mark, Force, and Disable.

**Bottom Screenshot:** The same interface is shown, but the context menu is now open over a blank field on Tuesday, 21.4. A green callout bubble points to the blank field with the text "Right click on blank field." The context menu lists the same actions as in the top screenshot.





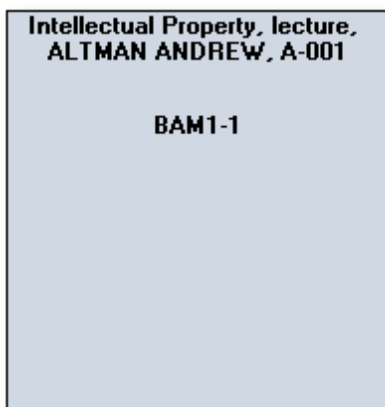
- Choose [New](#) for inserting a new course in the timetable.
- Choose **Edit** for editing a course for the entire school year if the course takes place every day and at the same time. Leads directly into reservation edit screen. Before this was possible only by editing corresponding entry – Room, Lecturer, Group, etc.
- Choose **Edit this week** for editing a course only for chosen week (e.g. to displace the course within the chosen week). Leads directly into reservation edit screen. Before this was possible only by editing corresponding entry – Room, Lecturer, Group, etc.
- Choose **Delete** for deleting a course in the entire school year if the course takes place every day and at the same time.
- Choose **Delete this week** for deleting a course only in the chosen week (e.g. the lecturer is absent only in the chosen week). Reservations will be splitted into two parts (before and after this week) – or remain in one piece if this is the first or the last week of the reservation duration
- Choose [Swap](#) to swap a chosen entry or an empty field with other entries in the timetable or with empty fields in the entire school year if the course takes place every day and at the same time.
- Choose **Swap this week** to swap a chosen entry or an empty field with other entries in the timetable or with empty fields only in the chosen week.
- Choose [View by weeks](#) to view all entries in the chosen time slot.
- Choose [Locked](#) to lock an entry in the entire school year.

- Choose **Mark** for marking a entry in the timetable. You can use it for marking an entry, which has already been edited, or an entry to which you have to pay special attention.

In [basic view](#), a check will be drawn on the timetable.

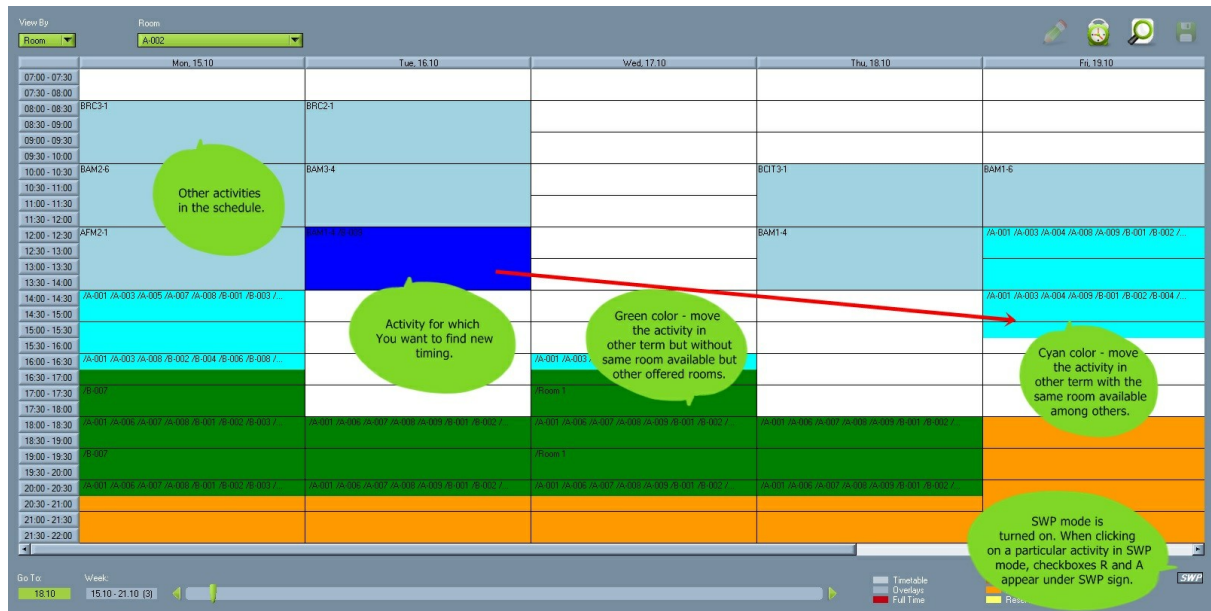


In [detailed view](#), the inscription will be marked in bold.



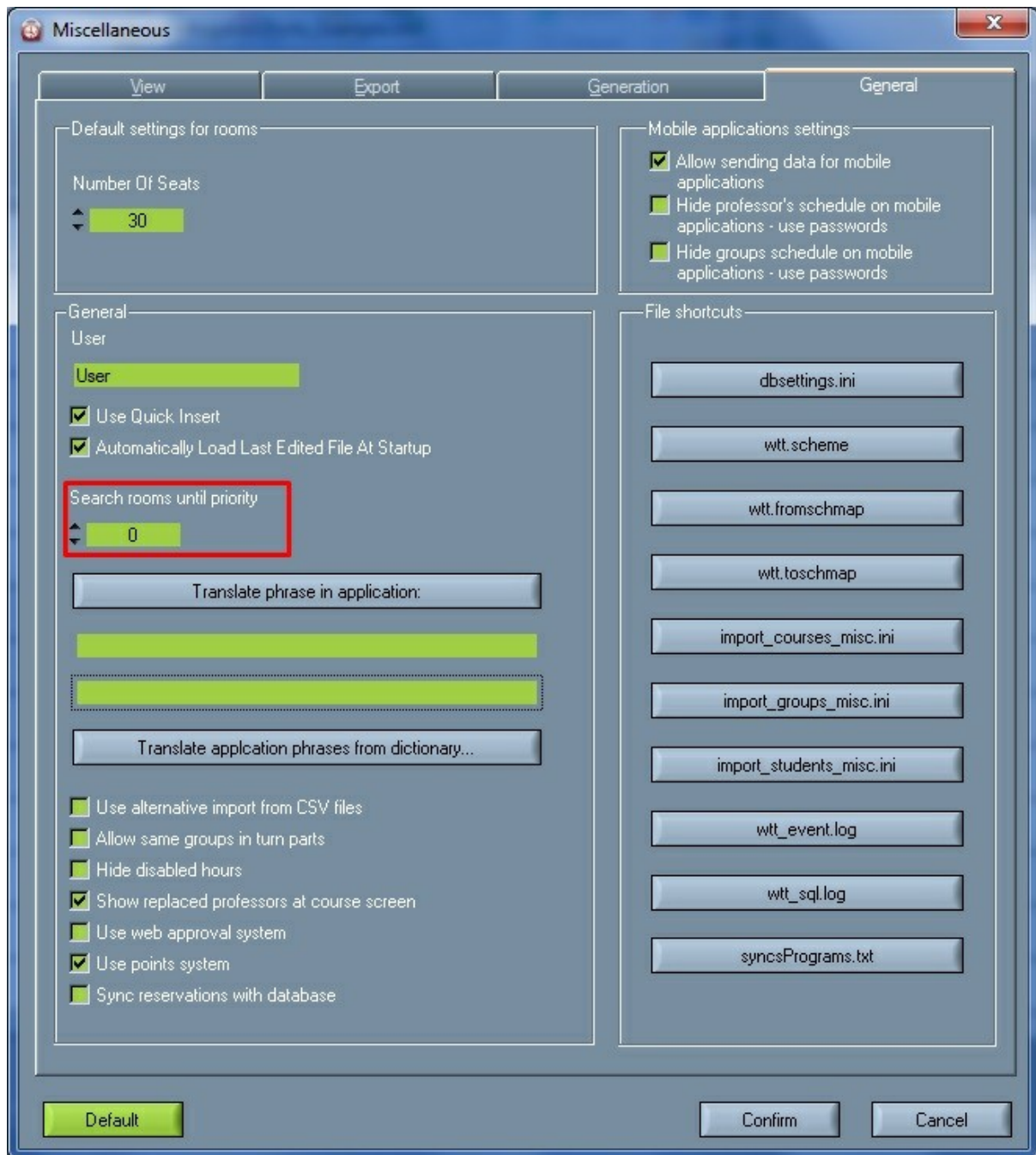
- **Force** means that the activity is "active" and not red even if it holds a position no working days (which are defined in the options for the holidays in the school year - Settings U School year details). This option is active only for the current week.
- **Disable** (reversed option from Force) is also new possibility and means that the activity becomes red and then it does not show any more in obligations. This is used for situations where the activity is in the schedule but is blocked due to some implication as lecturer being late, unable to come, group of students have some other obligation and the course is canceled and similar. Therefore, only this one activity in the schedule will be disabled by this click without affecting other activities in that day or in the week of the schedule.

In case you want to move some existing activity to some other term in the schedule - it can be easily done from the main workspace of the timetable. For this option, the condition is to be **SWP mode ON** ([Making and maintaining timetable](#) ? [The main workspace](#) ? [SWP & REF view](#)) which can be seen as "SWP" located in the down-right corner of the main schedule window. It helps you to quickly find available terms for the clicked activity, without compromising schedule integrity.



- When SWP is ON, if You choose by click the activity You want to move to other term, there will appear two check boxes at the bottom right corner, under the **SWP** sign, meaning as follows:
- R - check it if You want software to search other rooms at all (which are different from the present one ☐ holding the current activity selected). Uncheck it if you want program to search free terms only in the current activity room.
- A - check it if You want software to search terms in all rooms no matter if they have less seats than the present one. Uncheck it if You want software to search only in space with number of seats equal or higher than in current activity room.

Also, You can set in the Miscellaneous ([Settings](#) ? [Miscellaneous](#)) the priority to which the software will search change of term in the field "Search rooms until priority" and then You can choose priority from 0 (high) to 9 (low). When searching for other term, if You set for example the priority for searching rooms in the Miscellaneous 3, software will search new terms in rooms to that priority we previously set (3 in this case). That setting in Miscellaneous can be seen here:



#### 7.8.1.1 Inserting a new course

- To insert a course through the [work space](#), click the right mouse button on a selected time slot and choose **New**.

A window for inserting a schedule entry opens. Scroll down for a detailed description.

Program: [All] Year: 1. Year Edit

Subject Area: [All]

Select course.

Select type of lecture and turn for the course.

Select day, time and duration.

Insert display name for the schedule entry.

Available rooms are colored green.

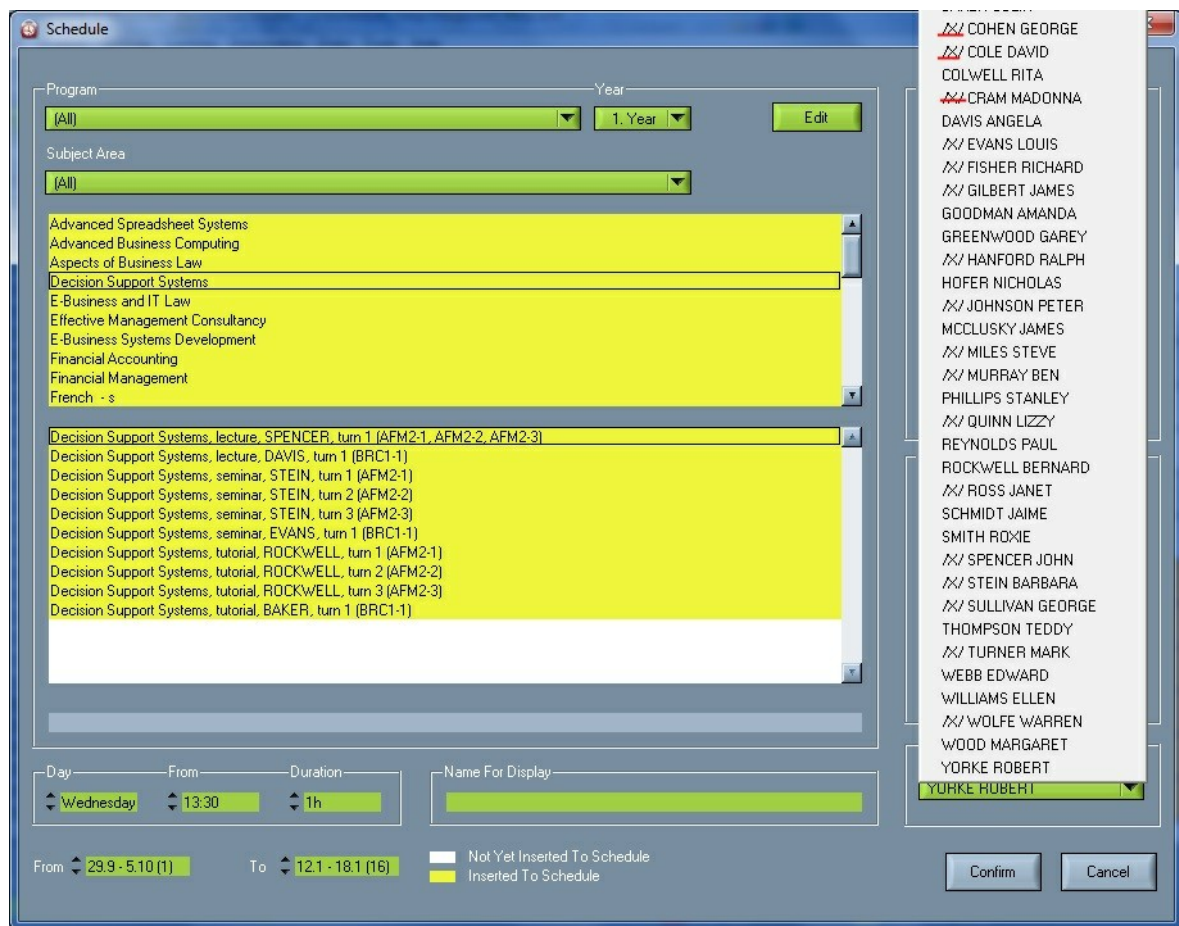
The room for turn has been selected but it can be changed.

Select groups.

Choose professor.

The time slot that has been chosen for the turn is selected, but it can be changed.

- Select the program, year and subject area of the course that you want to insert.
- Select an unallocated course.
- Select the type, the lecturer and the turn for the selected course.
- The room for the turn has already been selected, but it can be changed.
- The day and the starting time of the turn have already been selected but they can be changed.
- The time period that you choose for the turn is selected but it can be changed.
- The duration of the turn has already been selected but it can be changed.
- Insert a display name for the schedule entry. This name will be displayed instead of the groups.
- Click the **Edit** button to change the data about the course.
- Choose professor in **Change professor** list. Professors in the list that have '/X/' symbol before their names are not available for selected period.

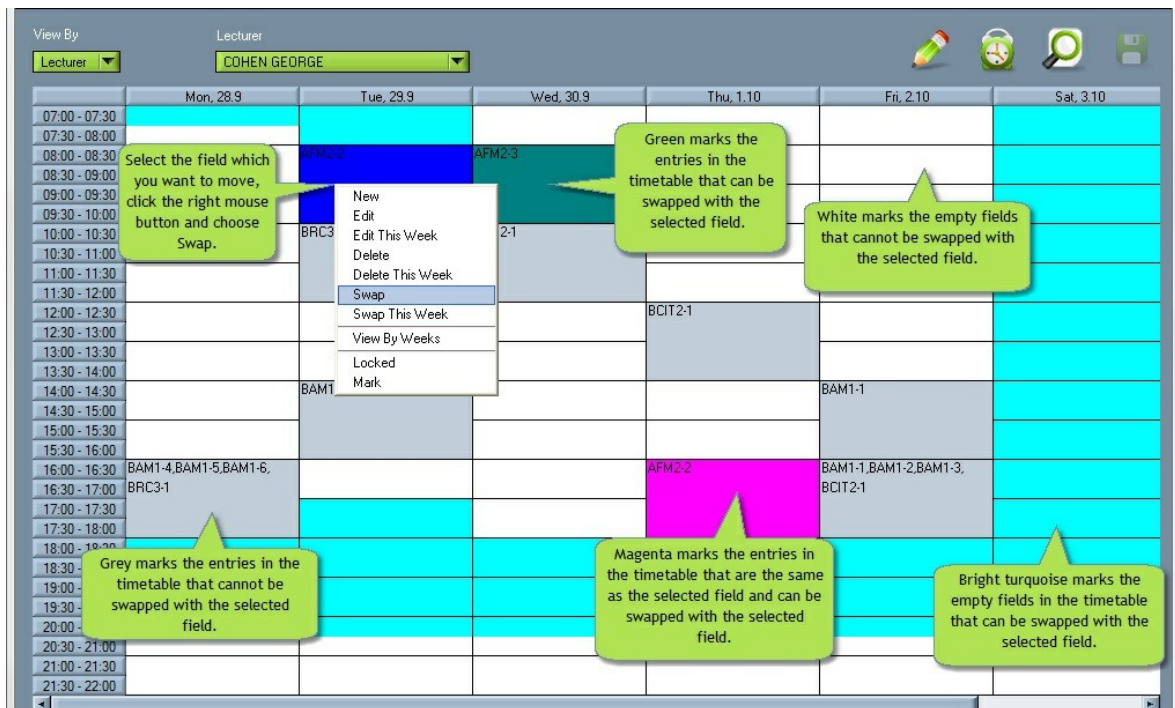


- When you are finished with changing data, click the **Confirm** button to insert the turn into the timetable. If you do not want to insert the turn into the timetable, click the **Cancel** button.

### 7.8.1.2 Swap

- Select a field in the main [work space](#), click the **right mouse key** and choose **Swap**.
- With this function you can:
  1. swap an entry in the timetable (gray field) with others entries or with empty fields (white fields).
  2. swap an empty fields in the timetable (white fields) with entries in the timetable (gray fields) so you can fill pauses in the timetable.





### Entry in the timetable

- Choose a scheduled course (or entry in the timetable) which you want to move.
- Click the right mouse button and choose **Swap**.
- The arrow will be transformed into a hand and some fields will become colored in the main work space.

The **blue** color marks a selected entry and other entries in the timetable that are the same as selected entry (have the same course, lecturer and groups) and can not be swapped with the selected entry.

The **turquoise** color marks empty fields in the timetable that can be swapped with the selected entry.

The **green** color marks entries in the timetable that can be swapped with the selected entry.

The color **magenta** marks entries in the timetable that are the same as the selected field (have the same course, lecturer and groups) and can be swapped with the selected field.

The **gray** color marks entries in the timetable that can not be swapped with the selected entry.

The **white** color marks empty fields that can not be swapped with the selected entry.

- To swap the selected entry with the field that is colored turquoise or green, click the left mouse button on the field that is colored turquoise or green. The selected field will be moved.
- If you do not want to swap the selected entry press Esc (Escape) or choose a selected entry again.

### Empty field in the timetable

- Choose an empty field in the timetable to which you want to move any scheduled course (or any entry in the timetable).
- Click the right mouse button and choose **Swap**.
- The arrow will be transformed into a hand and some fields in the main work space will become dark turquoise.

The **green** color marks entries in the timetable that can be swapped with the selected empty field.

The **gray** color marks entries in the timetable that can not be swapped with the selected empty field.

The **white** color marks other empty fields.

- To swap the selected empty field with a dark turquoise field, click the left mouse button on the dark turquoise field. Selected field will be swapped with the empty field.
- If you do not want to swap the selected empty field, press Esc (Escape).

### 7.8.1.3 Force & Disable

#### Force

- Select a field in the main [work space](#), click the **right** mouse key and choose **Force**.

Force means that the activity is "active" and not red even if it holds a position non-working days (which are defined in the options for the holidays in the school year details - [Settings](#) --> [School year details](#)). This option is active only for the current week. All this is presented in following pictures:

**School Year Settings**

Basic data: Organization name: \_\_\_\_\_  
City name: \_\_\_\_\_  
Organization name: \_\_\_\_\_

School Year:  
Enrol. Year: 2014

Default duration:  
From: 1.10 To: 18.1

Default duration (second semester):  
From: 18.2 To: 31.5

Semester break weeks and weeks between semesters: \_\_\_\_\_  
Make these weeks non-working

Extend year:  
Weeks: 0  
Shift start date to extend year

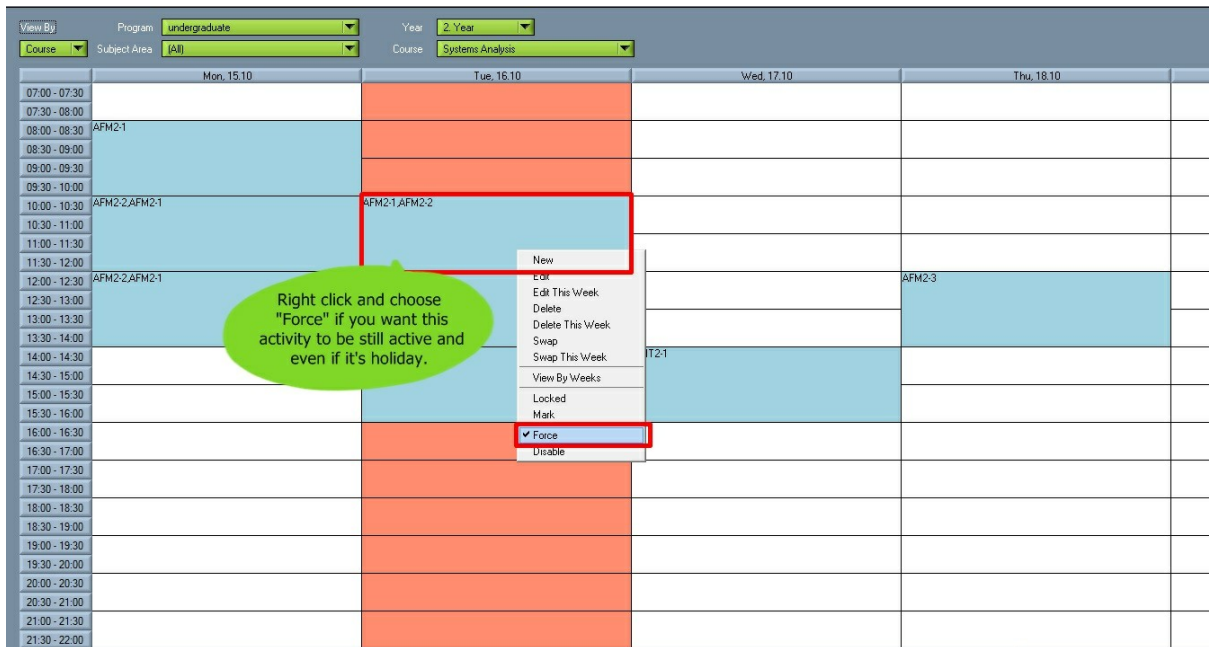
Holidays:  
Add  
Delete  
Del. schedules

Click to add new holiday.

Entered date of the holiday and schedule for that day will be disabled.

Confirm Cancel

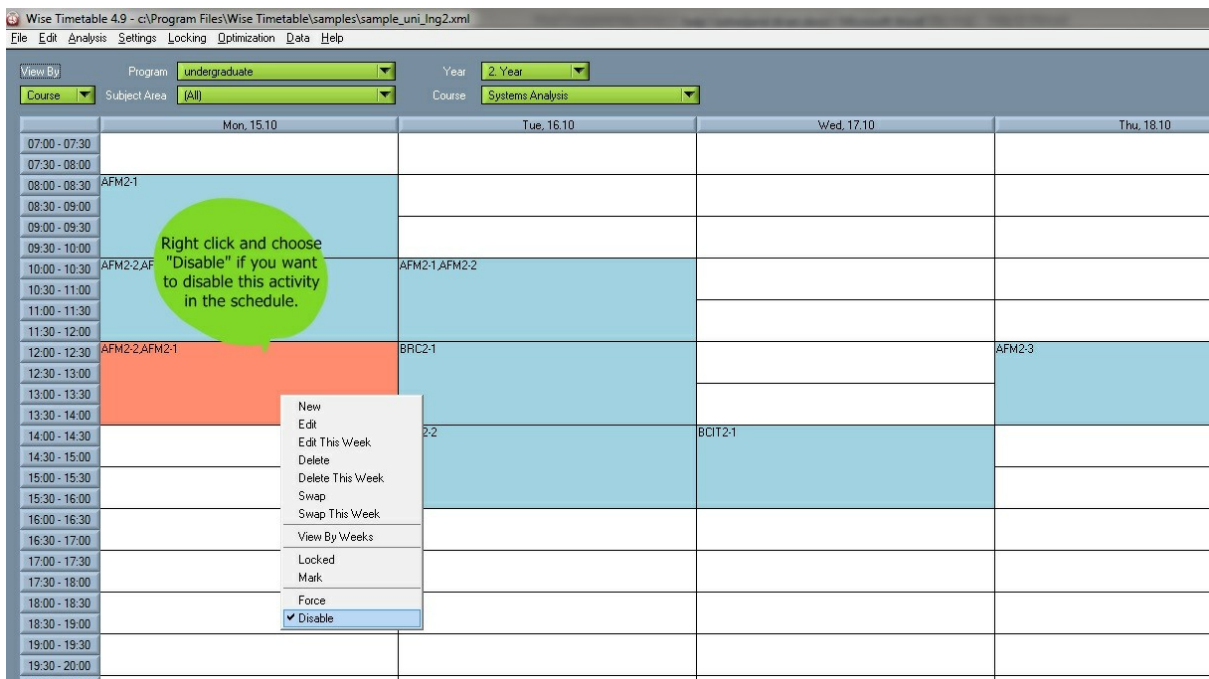




## Disable

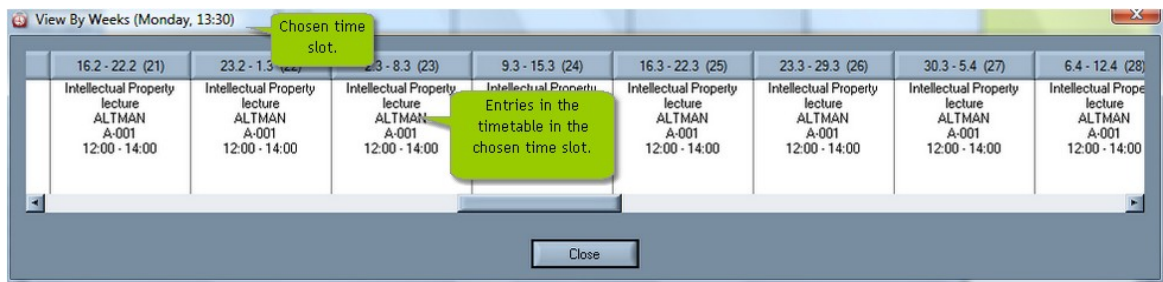
- Select an activity in the main [work space](#), click the **right** mouse key and choose **Disable**.

Disable means that the activity becomes red and then it does not show any more in obligations. This is used for situations where the activity is in the schedule but is blocked due to some implications as lecturer being late, unable to come, group of students have some other obligations, the course is canceled and similar. Therefore, only this one activity in the schedule will be disabled by this click without affecting other activities in that day or in the whole week of the schedule.



#### 7.8.1.4 View by weeks

- Select a field in the main [work space](#), click the **right** mouse button and choose **View by weeks**.
- This function allows you to see all entries in the timetable in a selected time slot.

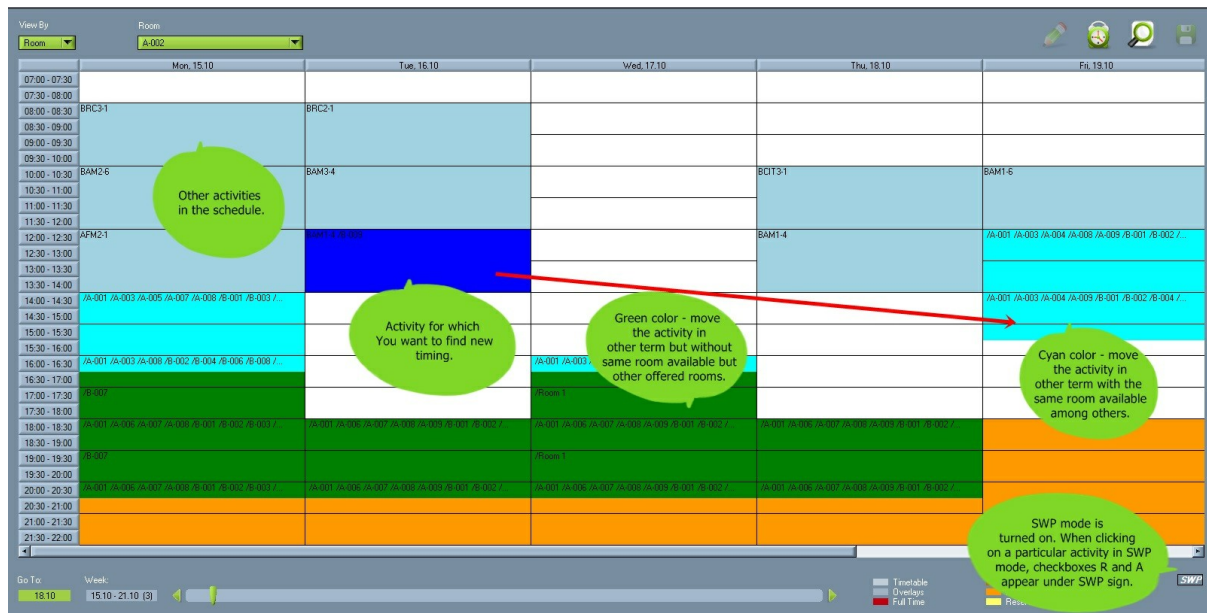


You can choose view by weeks for a room, lecturer, group, course or student.  
[Different views](#) can be selected in the [work space](#).

#### 7.8.1.5 SWP & REF view

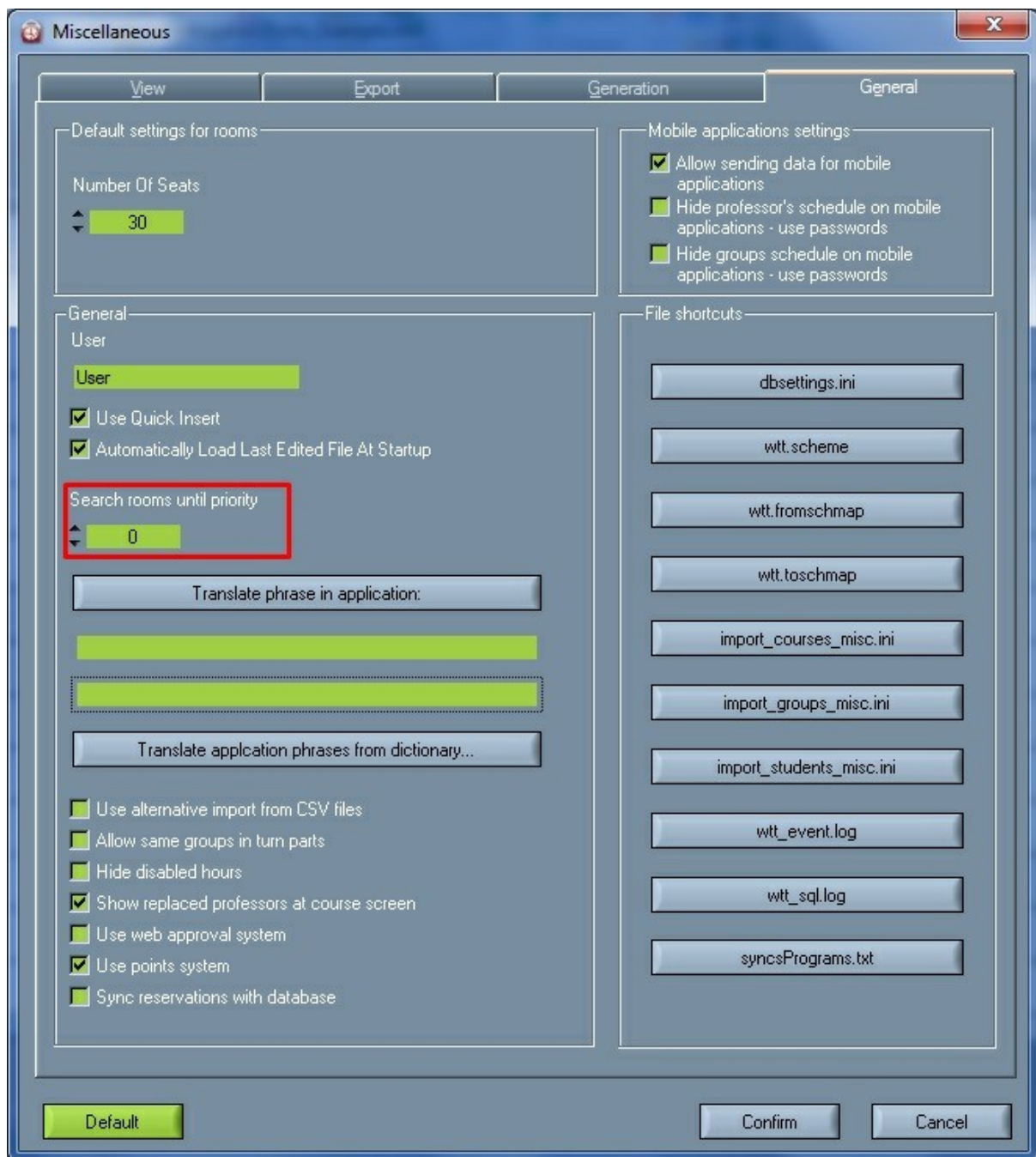
##### SWP view

- This option is ON when we seek to **find other terms available** for a particular activity to be done if it cannot be done at the time it is placed in the timetable. For this option, the condition is to be **SWP** mode **ON** and it is located in the down-right corner of the main schedule window. It is easier because You don't have to look for other rooms manually (if they are not the same as current).



- When SWP is ON, if You choose by click the activity You want to move to other term, there will appear two check boxes at the bottom right corner, under the **SWP** sign, where:
- R - check it if You want software to search other rooms at all (which are different from the present one). Unchecked it if You want program to search free terms only in the same room.
- A - check it if You want software to search terms in all rooms no matter if they have less seats than the present one. Uncheck it if You want software to search only in space with present number of seats or more.

Also, You can set in the Miscellaneous the priority to which the software will search change of term in the field "Search rooms until priority" and then You can choose priority from 0 (high) to 9 (low). When searching for other term, if You set for example the priority for searching rooms in the Miscellaneous 3, software will search new terms in rooms to that priority we previously set. That setting in Miscellaneous can be seen here:



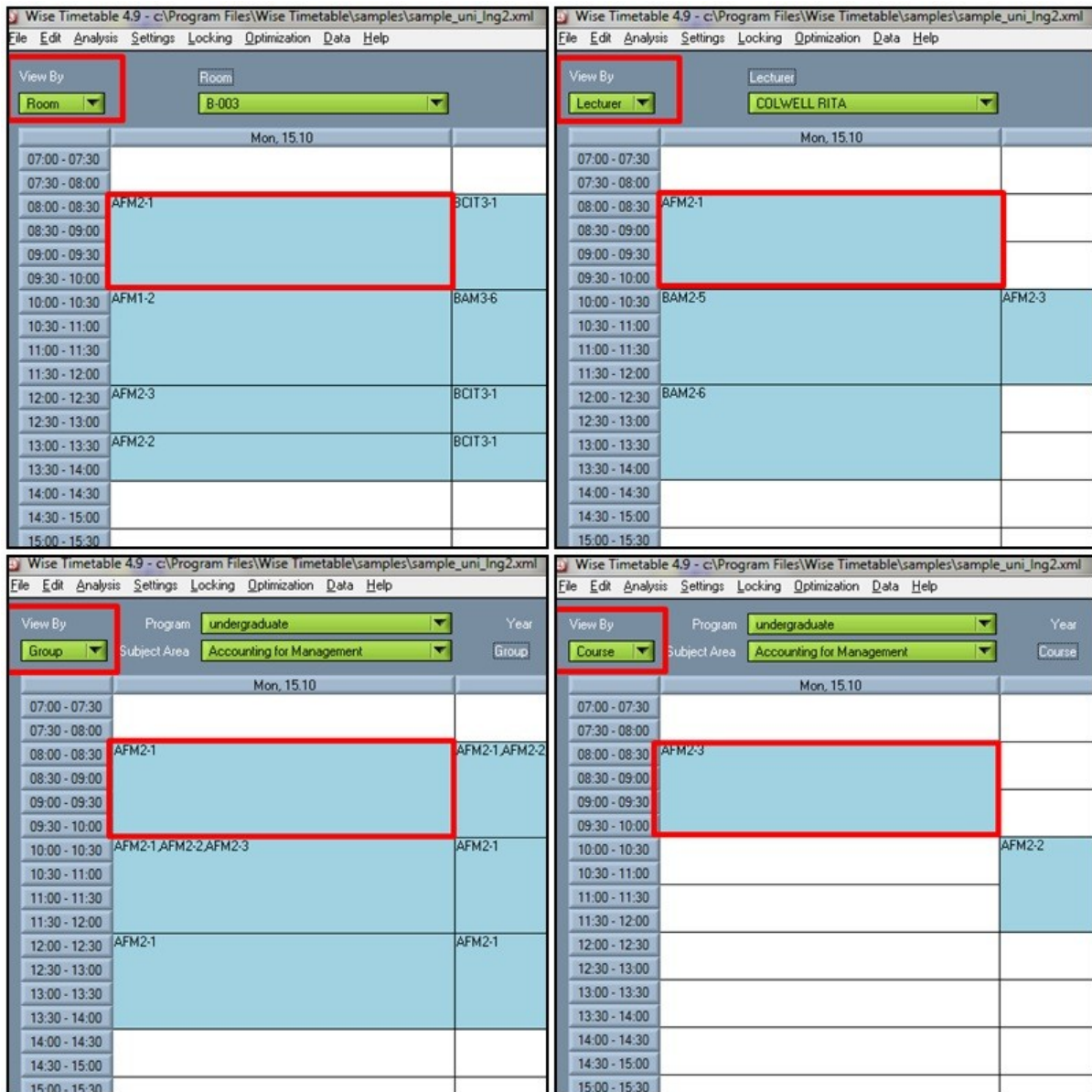
## REF view

If the REF is turned on (instead of SWP) - the software will not search for replacement terms, but it will allow You to switch different views of that activity by clicking F5, F6, F7 and F8. Those functions allow:

- F5 - room view
- F6 - lecturer view

- F7 - group view
- F8 - course view.

By clicking of all of these functions, the different view will be shown in the upper - left corner of the Timetable window. With this option it is very easy and quick to change different views of that activity we click on, and all four views are seen in following picture:



## 7.8.2 Inserting a course

To insert schedule entries via a course select the **Edit | Courses** option from the [menu](#).

A new window for working with courses is displayed.

- Select a program.
- Select a study year for the program.
- Select a subject area for the program and the study year.
- Select a course for which you wish to make the schedule entry and click the **Edit** button.
- When a new window opens, select a lecturer and click the **> Schedule** button.



**Course**

Course Name: **Advanced Financial Management**

Name translation (optional):

Code:

☐ Selectable

Course Type:

- ☒ lecture
- ☐ seminar
- ☒ tutorial

Areas:

3. Accounting for Management

Lecturers	Turns
GILBERT	3

Select a turn you want to insert.

☐ Sequential  
☐ In different days  
☐ Generate only this course  
☐ Do not publish  
☐ Do not generate this course

Optimization Timeframe: **Any Time**

> Schedule

Press >Schedule button.

Lecturers: Add Delete  
 Mon: ☒ Tue: ☒ Wed: ☒ Thu: ☒ Fri: ☒ Sat: ☒ Sun: ☒

From: **29.9 - 5.10 (1)**

Start hour: **(None)**

Optional settings for final exams - Course Parts:

☐ Need final exam    ☐ Course part is major    Exam supervisor: **JK**

Optional settings for final exams - Whole Course:

☐ Course is major    Exam supervisor: **P**

☐ Not To Schedule    ☒ Inserted To Schedule

- If the course takes place in only one turn, the following window is not shown.

Insertion To Schedule

Lecturer  
GILBERT

Course Type  
Advanced Financial Management, tutorial

> Schedule

Close

Turns	Groups
1.	AFM3-1
2.	AFM3-2
3.	AFM3-3

Not Yet Inserted To Schedule

Inserted To Schedule

- Select the turn which you wish to make a schedule for and click the **>Schedule** button.
- The lecturers and the groups are already selected from the lists of lecturers and groups. These are the lecturers and the groups which you have selected for this turn, i.e. the turn which you are making a schedule for.



The screenshot shows the 'Occupancy' window of the Wise Timetable software. It features several panels for selecting course details and a central timetable grid.

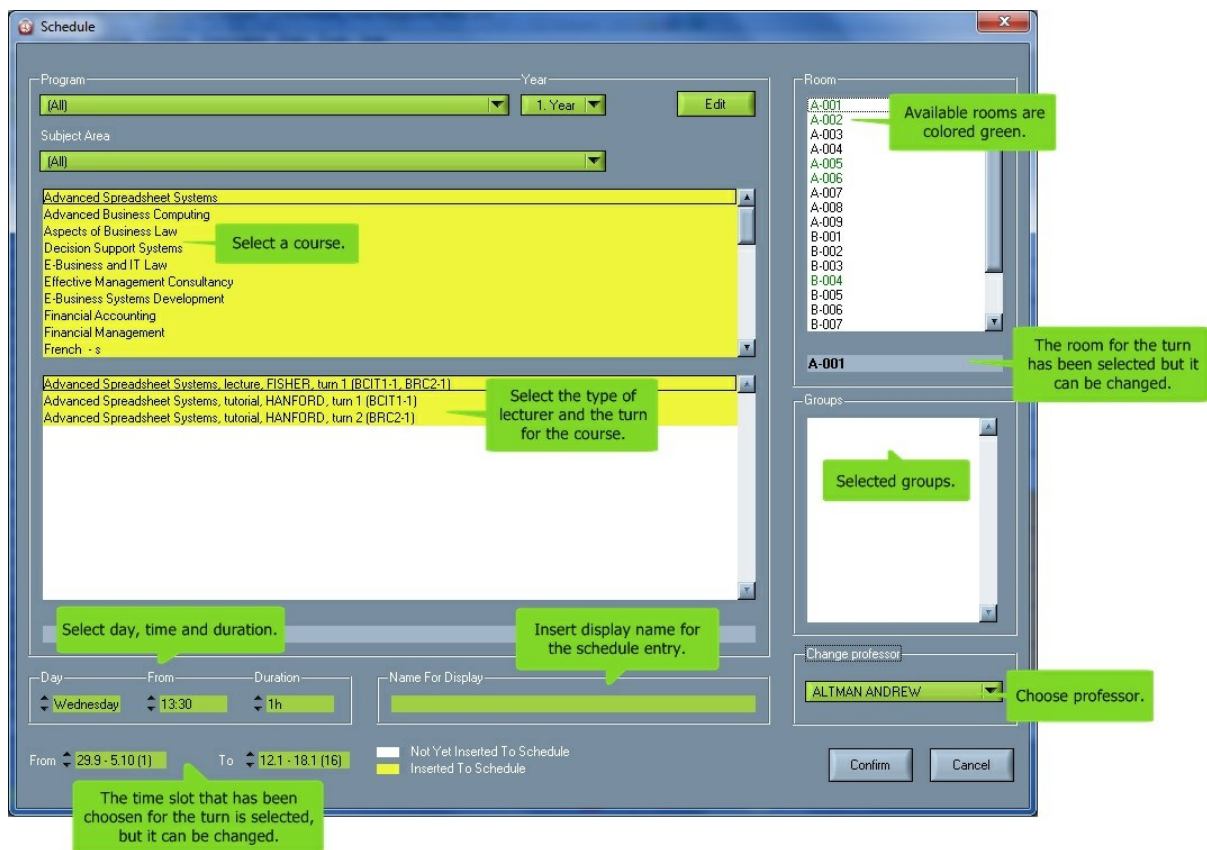
- All Lecturers / Selected Lecturers:** A list of lecturers on the left and a selected lecturer 'GILBERT JAMES' on the right. A callout states: 'The lecturers who you have selected for the course are automatically selected and can not be changed here.'
- All Groups / Selected Groups:** A list of groups on the left and a selected group 'AFM3-1' on the right. A callout states: 'The groups that you have selected for the course are automatically selected and can not be changed here.'
- Room:** A list of rooms on the left. A callout points to 'A-001 (30)' and says: 'Select the room for the lecture.'
- Legend Of Reservations:** A legend showing 'Not Reserved' (white), 'Full Time' (red), and 'Groups - Web' (orange). A callout states: 'The time slot that you have chosen for the course is selected but it can be changed.'
- Period:** A range selector showing 'From 29.9 - 5.10 (1)' to 'To 29.9 - 5.10 (1)'.
- Timetable Grid:** A grid showing time slots (07:00 - 22:00) and days (Mon, Tue, Wed, Sun). The grid is color-coded: orange for 'Room Allocated', light blue for 'Lecturer Allocated', and green for 'Group Allocated'. A callout points to a cell and says: 'Select a field where you want to insert the turn and click the right mouse button.'
- Details Insert:** A button in the grid with a callout saying: 'Choose insert.'
- Legend of occupancy:** A callout pointing to the bottom of the grid.

At the bottom, a legend defines the colors: RA Room Allocated, LA Lecturer Allocated, GA Group Allocated, RB Room Blocked, LB Lecturer Blocked, GB Group Blocked. A 'Close' button is in the bottom right.

- Select a room which you wish to make a schedule for.
- Find the time slot in the table, and click the **right** mouse button on it.
- Select **Insert** from the pop-up menu.

If you check [use quick insert](#) in **Settings | Miscellaneous** in the [menu](#), the following window is not shown. The turn will already be inserted in the timetable.

- The course, the lecturer, the turn, the groups and the room have already been selected as well as the period, the day and the starting time of the lecture.

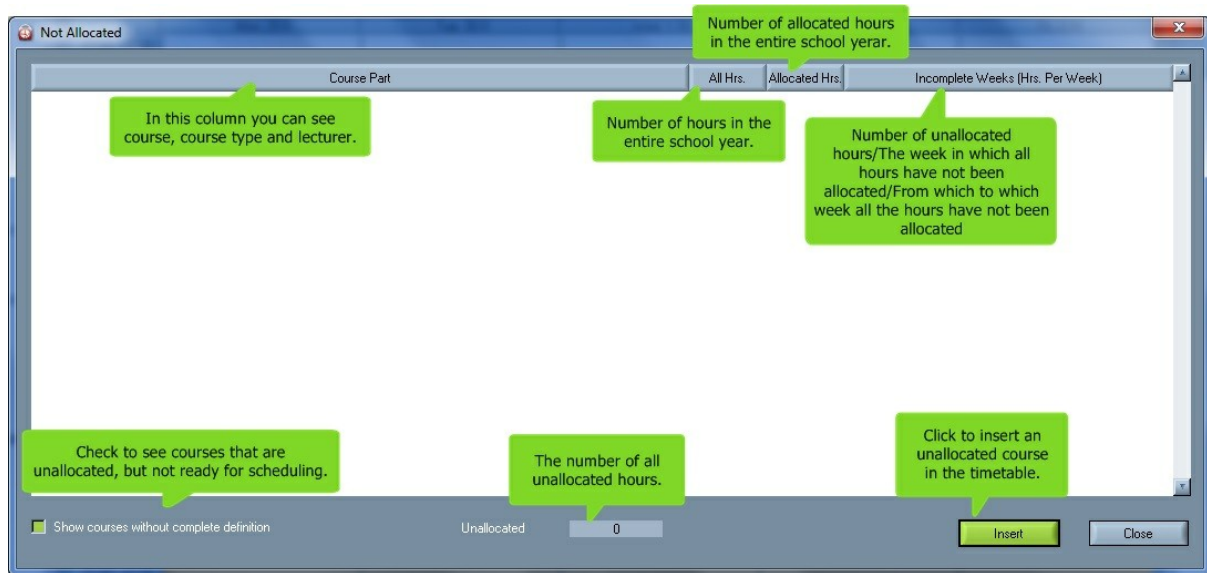


- The period that you chose for the course is selected but it can be changed.
- The duration has also been selected but it can be changed.
- When you are finished with changing data, click the **Confirm** button to insert the turn in the timetable. If you do not want to insert the turn in the timetable, click the **Cancel** button.

### 7.8.3 Find unallocated turns

You can view the list of courses that have unallocated hours in the schedule.

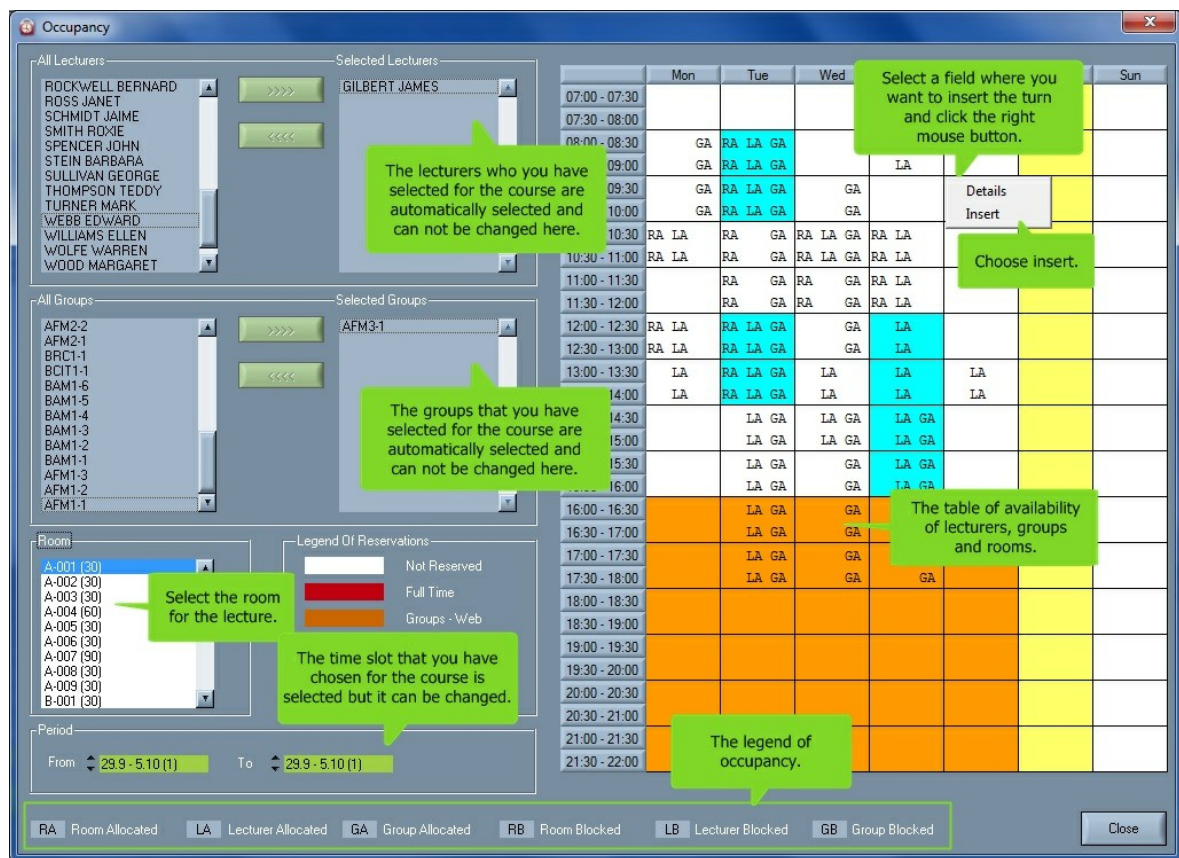
Select **Analysis | Find unallocated turns** from the [menu](#).



- All courses that are not allocated are written in the **Course part** column.
- The number of all hours in the entire school year is written in the **All hrs** column.
- The number of all allocated hours in the entire school year is written in the **Allocated hrs** column.
- The week (weeks) in which a course is not allocated is written in the **Incomplete weeks (hrs per week)**.

The number of hours that are not allocated in this week (weeks) is written in brackets. E.g. if 1 hour is not allocated in the 6th week and 1 in the 8th week, 6(1), 8(1) is written. If a course is not allocated from the 1st until the 15th week for 2 hours per week, 1 - 15 (2) is written. If hours are not allocated in a modular type of execution, this column is empty.

- Check **Show courses without complete definition** to rule out courses that are not intended to be allocated yet.
- The number of all unallocated courses is written in the **Not allocated** field.
- Insert an unallocated course in the timetable.
  1. Choose the course that you want to insert in the timetable (the line becomes gray).
  2. Click the **Insert** button, and a new window opens.



3. Choose the room for the unallocated course.
4. The period when the course is not allocated is already chosen, but it can be changed.
5. Select the field in which you want to insert the turn, and click the right mouse button.
6. Choose Insert.

If you check [use quick insert](#) in **Settings | Miscellaneous** in the [menu](#), the following window will not be shown. The turn will already be inserted in the timetable.

Available rooms are colored green.

The room for the turn has been selected but it can be changed.

Select a course.

Select the type of lecturer and the turn for the course.

Select day, time and duration.

Insert display name for the schedule entry.

Selected groups.

Choose professor.

The time slot that has been chosen for the turn is selected, but it can be changed.

7. All data are already chosen but they can be changed.
8. Click the **Edit** button to change the data about the course.
9. Click the **Confirm** button to insert the course in the timetable. Click **Cancel** if you do not want to insert the course in the timetable.

#### 7.8.4 View occupancy

To view occupancy and make entries in the schedule select **Analysis | View occupancy** from the [menu](#).

A new window for viewing occupancy and making schedules is displayed.

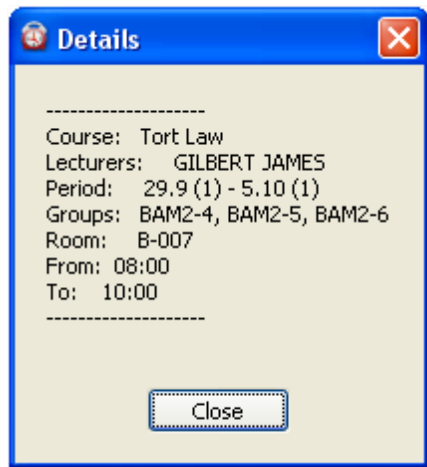


The screenshot shows the 'Occupancy' application window. It features several panels on the left for selecting entities: 'All Lecturers' (listing names like ALTMAN ANDREW, BAKER COLIN, etc.), 'Selected Lecturers' (showing GILBERT.JAMES), 'All Groups' (listing AFM2-3, AFM2-2, etc.), 'Selected Groups' (showing BAM1-5), 'Room' (listing A-001 (30), A-002 (30), etc.), and 'Period' (showing a range of 29.9 - 5.10 (1)). A 'Legend Of Reservations' panel explains the color coding: white for 'Not Reserved', red for 'Full Time', orange for 'Groups - Web', yellow for 'The timeslot that you have chosen for the course is selected but can be changed.', and blue for 'The legend of occupancy.'.

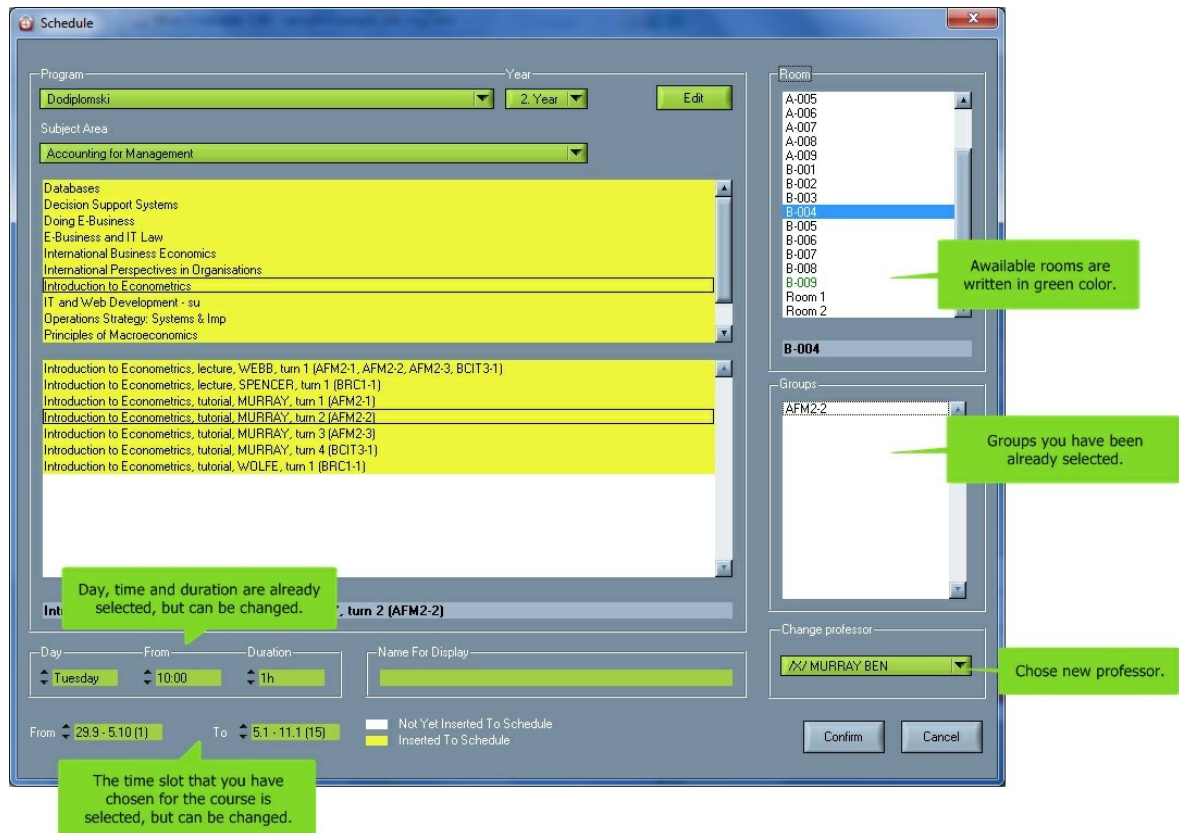
The main area is a grid representing the schedule. The columns are labeled with days of the week: PON, PET, SUB, NED. The rows represent time slots from 07:00 to 21:30. The grid cells contain codes like 'RA', 'LA', 'GA', 'LB', 'GB', 'RB', and 'GB'. Callouts provide instructions: 'The lecturers who you have selected for the course are automatically selected and can not be changed here.' (pointing to the 'Selected Lecturers' list), 'The groups who you have selected for the course are automatically selected and can not be changed here.' (pointing to the 'Selected Groups' list), 'Select a field where you want to insert the turn, click the right mouse button and click insert.' (pointing to a grid cell), 'Select the room for the lecture.' (pointing to the 'Room' list), 'The table of availability of lecturers, groups and rooms.' (pointing to the grid), and 'The legend of occupancy.' (pointing to the legend panel).

At the bottom, there is a legend bar with color-coded boxes and labels: 'Room Allocated' (red), 'Lecturer Allocated' (LA), 'Group Allocated' (GA), 'Room Blocked' (RB), 'Lecturer Blocked' (LB), and 'Group Blocked' (GB). A 'Close' button is located in the bottom right corner.

- Select the lecturers for whom you wish to see the occupancy and make a schedule.
- Select the groups for which you wish to see the occupancy and make a schedule.
- Select the room for which you wish to see the occupancy and make a schedule.
- The empty white fields are neither allocated nor blocked, therefore entries can be inserted in them. To make a schedule entry, click the **right** mouse button on the field and select the **Insert** option from the pop-up menu.
- In order to move easier trough weeks we added arrows on the left and right period section of the screen.
- To distinguish different entities (from the legend at the bottom), we introduced color. By default "LA" (Lecturer allocated) fields in the table are colored red and they are (only text) but if you make left click with a mouse to any other entry at the bottom (legend), you will see that clicked entry now will be colored red in the table. With we can easy and quickly see when only lecturer is occupied or only room, etc.
- You can see when the lecturers, groups and rooms are blocked, reserved or allocated in the table. To see more details about allocations, click the **right** mouse button and select the **Detail** option from the pop-up menu.



- If you check [use quick insert](#) in **Settings | Miscellaneous** in the [menu](#) the following window will not be shown. The turn will already be inserted in the timetable.



- Select an unallocated course.
- Select the type, the lecturer and the turn for the selected course.
- The room for the course has already been selected, but it can also be changed. Available rooms are written in the green color.
- The groups were selected in the previous window, but they can be added or removed here.
- Select the time period when you wish the lecture to take place.

- The day and the starting time of the lecture have already been selected.
  - Select the duration of one lecture.
  - Insert a display name for the schedule entry. This name will be displayed instead of the groups.
  - Select professor. Available professors at the moment have 'X' sign in front of their names.
  - Click the **Edit** button to change the data about the course.
- When you are finished with changing data, click the **Confirm** button to insert the turn in the timetable. If you do not want to insert the turn in the timetable, click the **Cancel** button.

### 7.8.5 View room

Select **Analysis | View rooms** in the [menu](#) for viewing rooms at different days and different time slots.

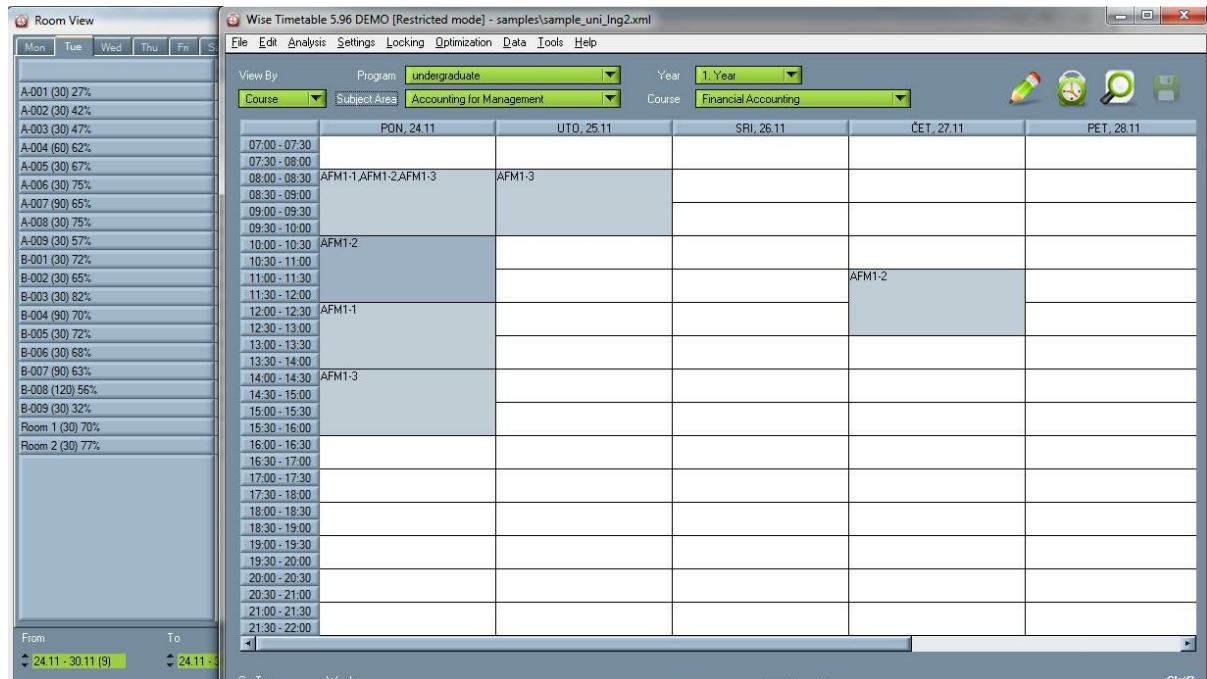


- Choose the day in a week for which you want to see room occupation with inserted courses and reservations.
- Choose from which to which week you want to see room occupation and reservations.
- Window can be broadened and widened to see more rooms in the list at once.

View room window can be called and after that we can still work on the main screen (these view is still open). Interaction between main screen and view screen is implemented.



so when the work is changed on the main screen it is also changed on View room screen



After each room name, there is percentage, telling you what is room utilization for the period set (from week to week). In order to make percentage more "real", we introduced parameters telling the software in which day period the room utilization is calculated. These parameter scan be set at [Settings](#) ? [View I Parameters for room statistic.](#)

## 7.8.6 View lecturers

Select **Analysis | View lecturers** in the [menu](#) for viewing lecturers at different days and different time slots.

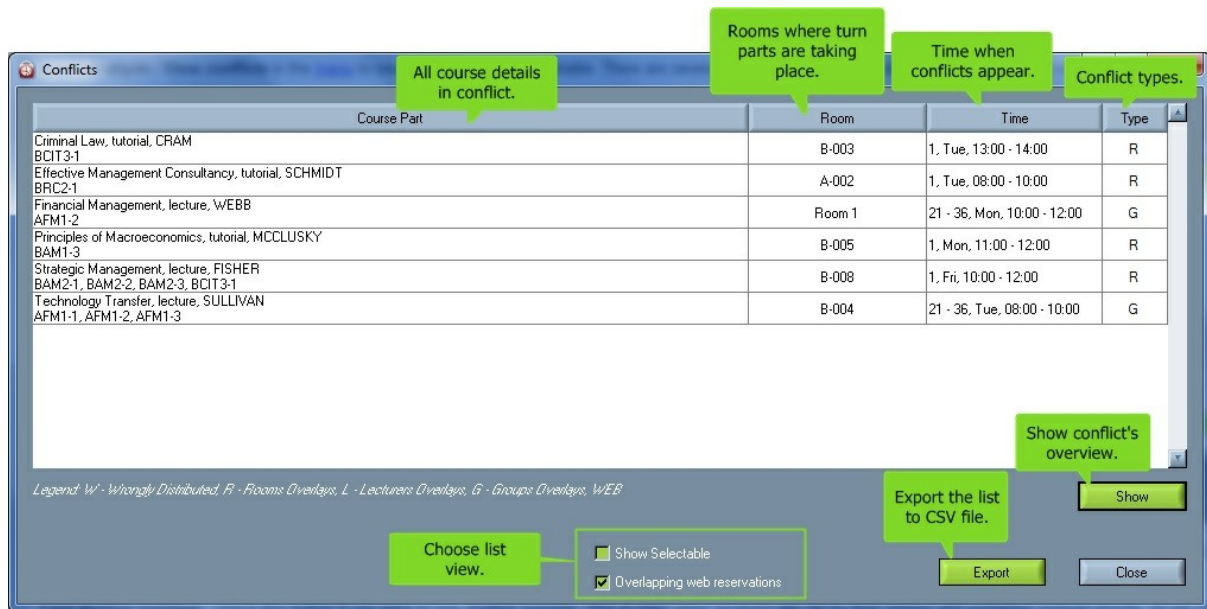


- Choose the day in a week for which you want to see lecturers' occupation, and their preferred and blocked time slots.
- Choose from which to which week you want to see lecturers' occupation, and their preferred and blocked time slots.
- By double clicking on the blank field by some professor, then that professor goes on the top of the list (maybe because we need him/her to be first on the list).
- Window can be broadened and widened to see more lecturers in the list at once.

View lecturers window can be called and after that we can still work on the main screen (while this view is open). Interaction between main screen and view screen is implemented so when the work is changed on the main screen it is also changed on the lecturers screen.

### 7.8.7 View conflicts

Select **Analysis | View conflicts** in the [menu](#) to see all conflicts in the timetable. There are several options - as one to include also overlapping web reservations in the list of conflicts.

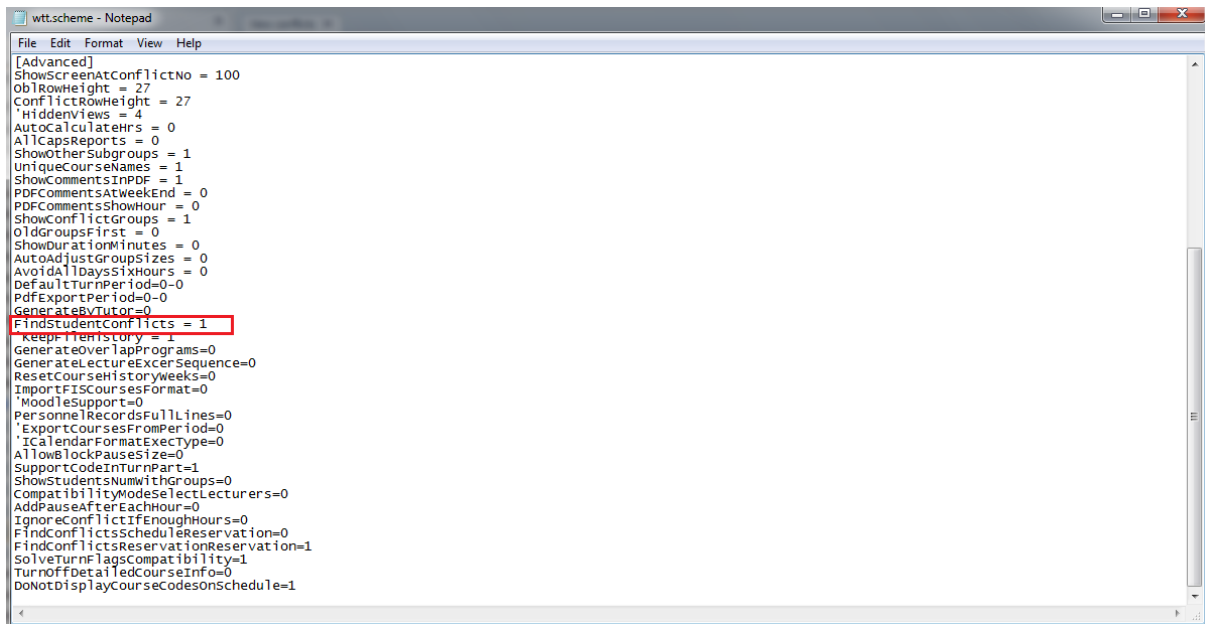


**Show selectable** - check this button if you want to see overlays or conflicts of optional / selectable courses and turns. This could be also an intentional overlay, because it is selectable course, students and groups can choose between many selectable courses and more groups can participate to lectures or tutorials of this kind of course.

**Overlapping web reservations** - check this button if you want to see overlaps of reservations made on the web. For example you can check if two professors reserved the same room at the same time.

In order to show longer lists at once Conflicts window can now be resized and content is resized accordingly.

You can also control the analysis of conflicts in the WTT file called wtt.scheme (Program files --> Wise Timetable --> wtt.scheme). It opens in the notepad and you can enable or disable the appearance of the "Find student conflicts" by: put equal to 0 if you don't want it to appear in the window of conflicts, and put equal to 1 if you want it to appear in the window of conflicts, than save the change. Here's how it looks like in notepad:



### 7.8.8 Overlapping schedules

There are some cases when you need to make more than one schedule entry at the same time and in the same room. For instance, if you have a seminar in one room with more lecturers teaching different topics, you can schedule all of them at the same time without making a special entry for each of them. If a lecturer gives a course which belongs to more than one program and the lectures are held together for all programs, you have to make a schedule for the course in each program.

The overlapping schedule entries are made in the same manner as the ordinary ones: by [entering the course](#) or by [viewing occupancy](#). The only difference is that you select the time slot that is already scheduled. An overlapping entry is added to the schedule, and that time slot is painted **dark gray** in the main [workspace](#), while the ordinary ones are **light gray**.

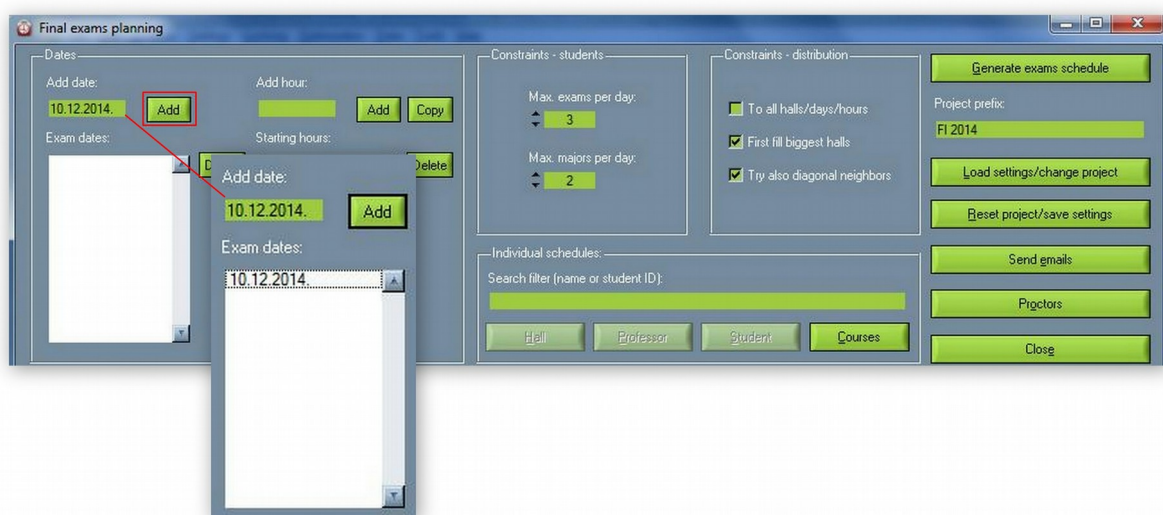


### 7.8.9 Schedule Final Exam

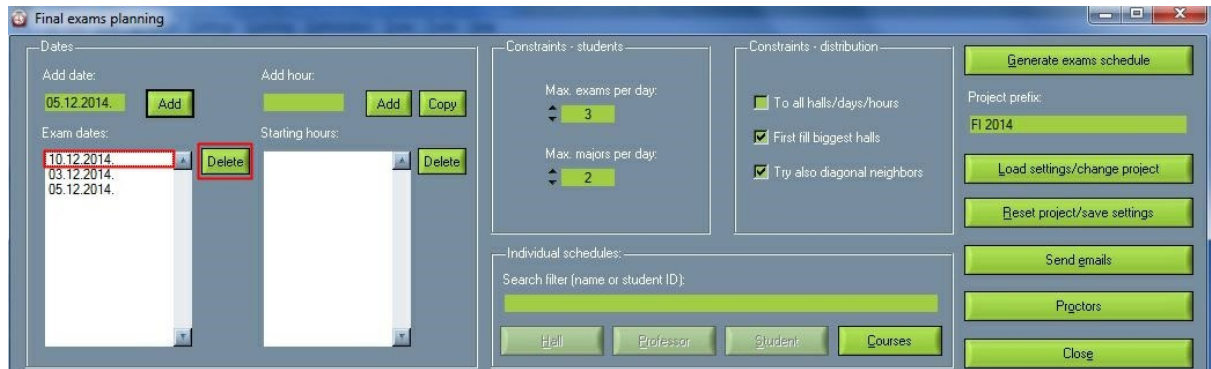
Select Tools | 'Plan final exam' in the [menu](#).

#### Dates

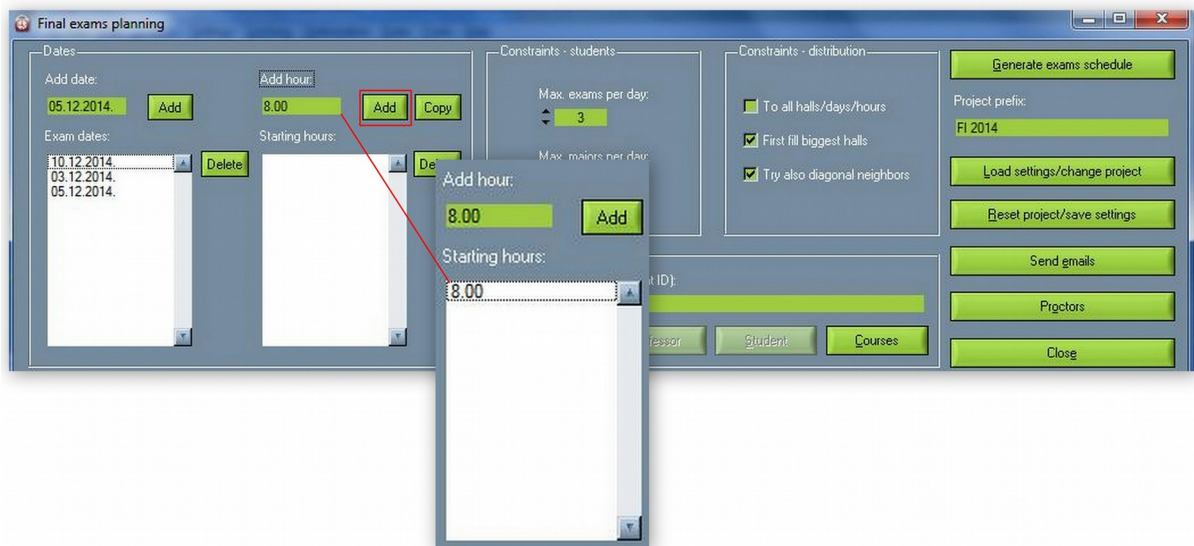
**Add date** - Write exam date in the 'Add date' box, click 'Add' to confirm date and exam date will show up in 'Exam dates'.



To delete added date click on the date in 'Exam dates' box and click 'Delete'.



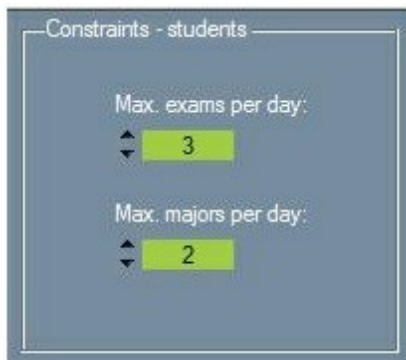
**Add hour** - Select the date in 'Exam dates' and write time of the exam in the 'Add hour' box' and confirm time by clicking on 'Add'. Time of the exam in that date will show up in 'Starting hours' box. One date can have more starting times for exam, the process of adding is same. If exam time is same between dates, click on date where you want to copy time and click on 'Copy'. To delete time select time and click 'Delete'.



## Constraints - students

'Constraints - students' is used to declare maximum number of final and major exams for students per day.





### **Constraints - distribution**

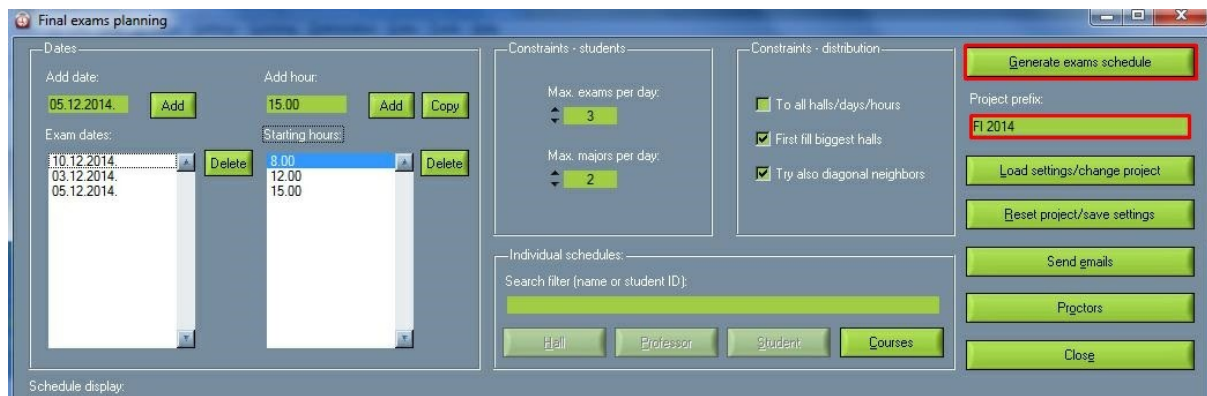
'Constraints - distribution' is used to schedule students in classroom during the final exam.

- 'All halls/days/hours' – students will be scheduled in all rooms, does not matter which date or start hour.
- 'First fill biggest hall' - students will be scheduled from bigger to smaller rooms.
- 'Try also diagonal neighbors' - students will be scheduled in diagonal way. Notice: even when this option is checked software will first try to schedule students that have same exam not to seat near each other. We recommend that this option is always checked.



### **Generate exam schedule**

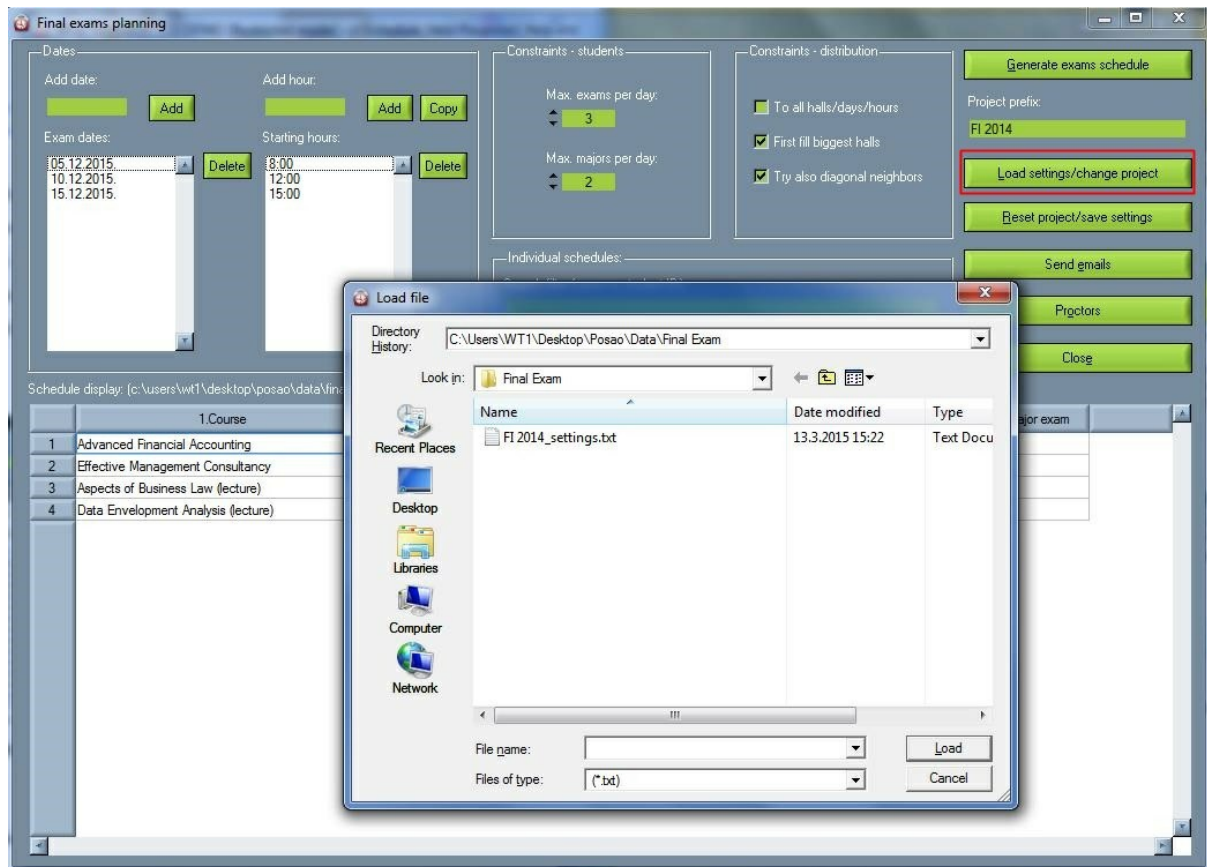
Give name to the project in 'Project profile' and then generate exam project by clicking 'Generate exam schedule'. In new window decide where to save project. Note: New project shouldn't be saved in Program Files! When generating is finished, exam schedule will show up in the blank part of the window.



## Load exams

'Load settings/change project' is used to load exam projects made before. First write the name of project you want to load in 'Project prefix' and click 'Load exams'. New window with all schedules with that project name will show up. To distinguish schedules within same project one from another, there are special marks:

- '\_c\_' - document contains whole schedule;
- '\_p\_' - document contains schedule for professor whose name is written right after;
- '\_r\_' - document contains schedule for room, the room name is written right after;
- '\_s\_' - document contains schedule for student whose name is written right after.

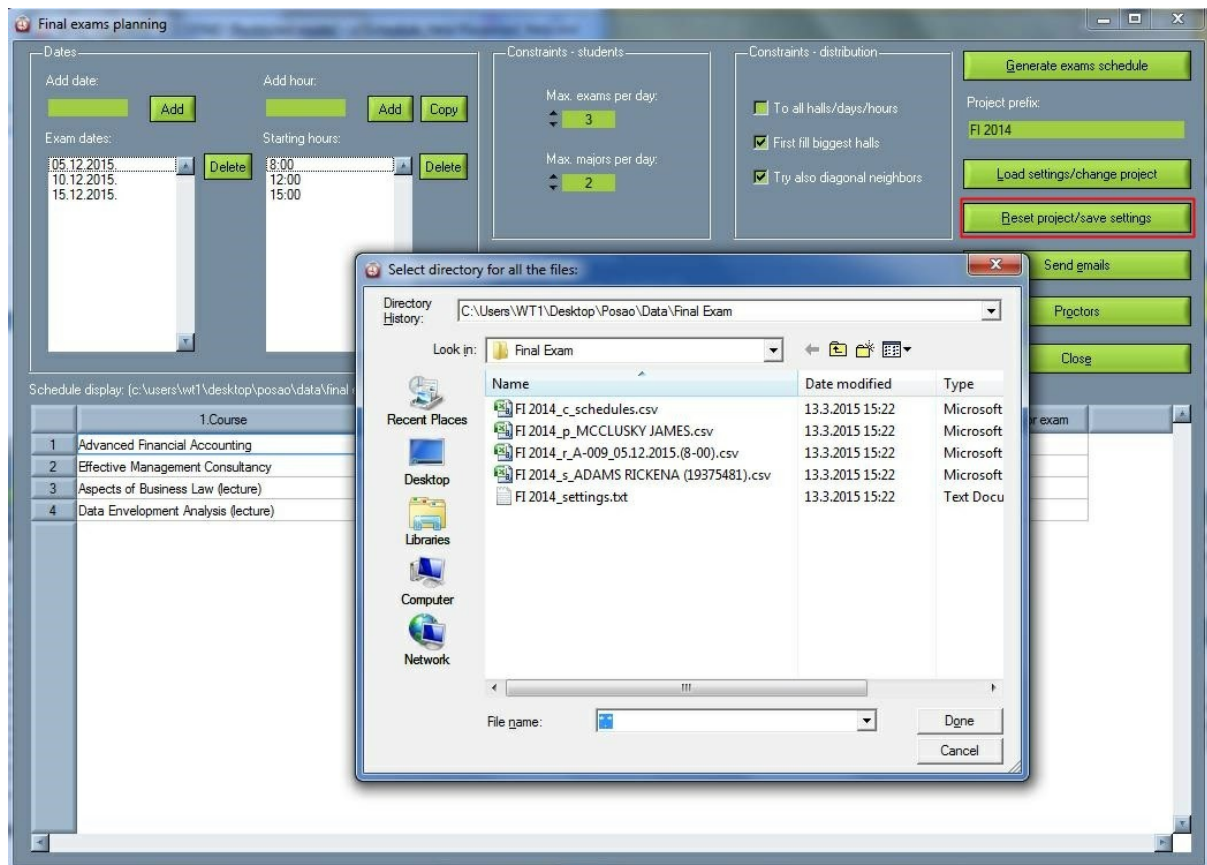




## Save exams

Click on 'Reset project/save settings' to save changes you made and in the new window click on 'Done' and your exams will be saved.

Beside saving, 'Reset project/save settings' has one more function - delete/overwrite previous documents which have the same project prefix (name of the project) and will change with new ones, program will back up previous documents.



## Send e-mails

Send personal schedules to professors and students by clicking 'Send emails'. New window contains names of professors and students whose e-mail is written in application. Besides sending schedule, you can write and send message in lower part of the window. Select professors and students who will receive schedules one by one or click 'Select all'. To deselect click 'Deselect all'. After sending e-mails (click on 'Send emails') you need to confirm your action in the new window by clicking 'Allow'.

**Send emails for final exams**

**Professors:**

- ☒ CRAM MADONNA
- ☒ EVANS LOUIS
- GREENWOOD GAREY
- MCCLUSKY JAMES
- QUINN LIZZY

**Students:**

- ☒ ADAMS RICKENA
- BALDWIN INNOCENT
- BERKHEIMER BRAM
- ☒ BOUSUM JAYNE
- BURCH KEREN
- CANHAM HUFFIE
- CURRY HARRIS
- DULL TOBIN
- EASTER CORINNA
- ECHARD CHARLENE
- EISENHART MICKEY
- ELSAS KASANDRA
- EVANS VICKI
- EWING OLIVE
- FAAST FLORA
- FIELD JAYNIE
- FILLMORE KARLENE
- FLEMING FLORRIE
- FUCHS CADENCE
- GARNEYS DEFORREST
- GEDDINGE GWEN
- GILMAN GERTIE
- GREGORY NATHAN
- HYNES CASSIA
- ISEMANN LEWIN
- JOHNSTON HERVEY

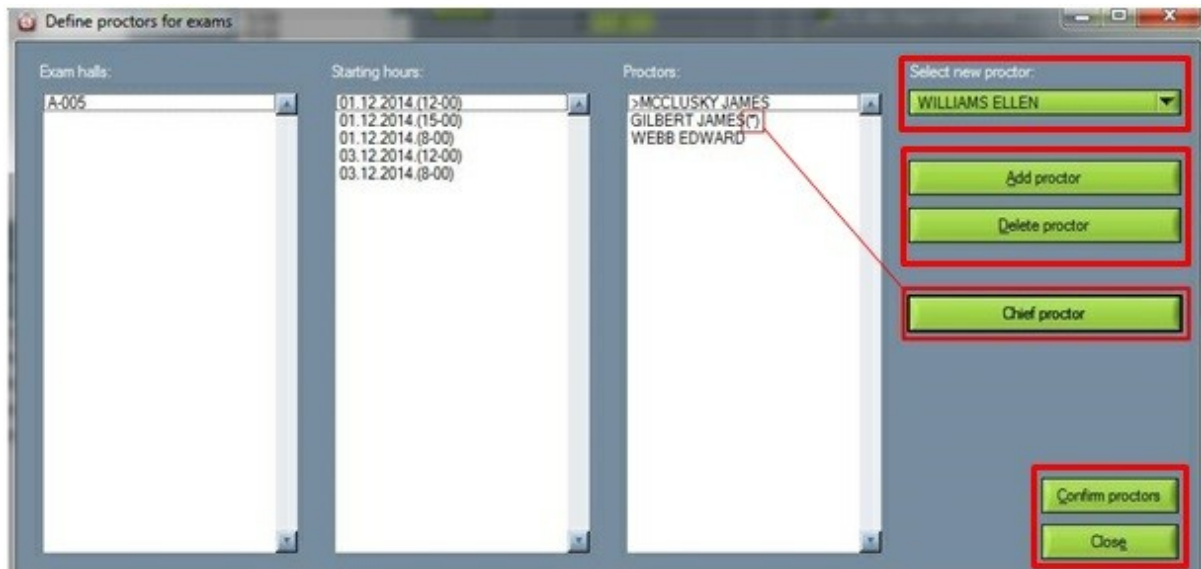
**Subject**

**Message**

**Close**

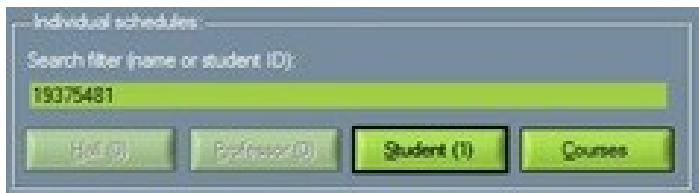
### Add proctor

To add more proctors for final exam, open 'Proctors' and in the new window mark room in 'Exam halls' and time in 'Starting hours' then open proctors list in 'Select new proctor' and choose proctor. Confirm proctor with 'Add proctor'. If added proctor needs to be deleted, click on proctor's name and 'Delete proctor'. To chose major proctor mark proctor's name and select 'Chief proctor'. To confirm click on 'Confirm proctors'.



### Search (Individual schedules)

In search filter write name or students ID. Results will show up in blank space below and they belong to one of this parts: 'Hall', 'Professor', 'Student' and 'Courses'. Next to named parts will show up number of searched objects (it does not have to be in all of them).



## 7.9 Active Directory Integration

### From PC application

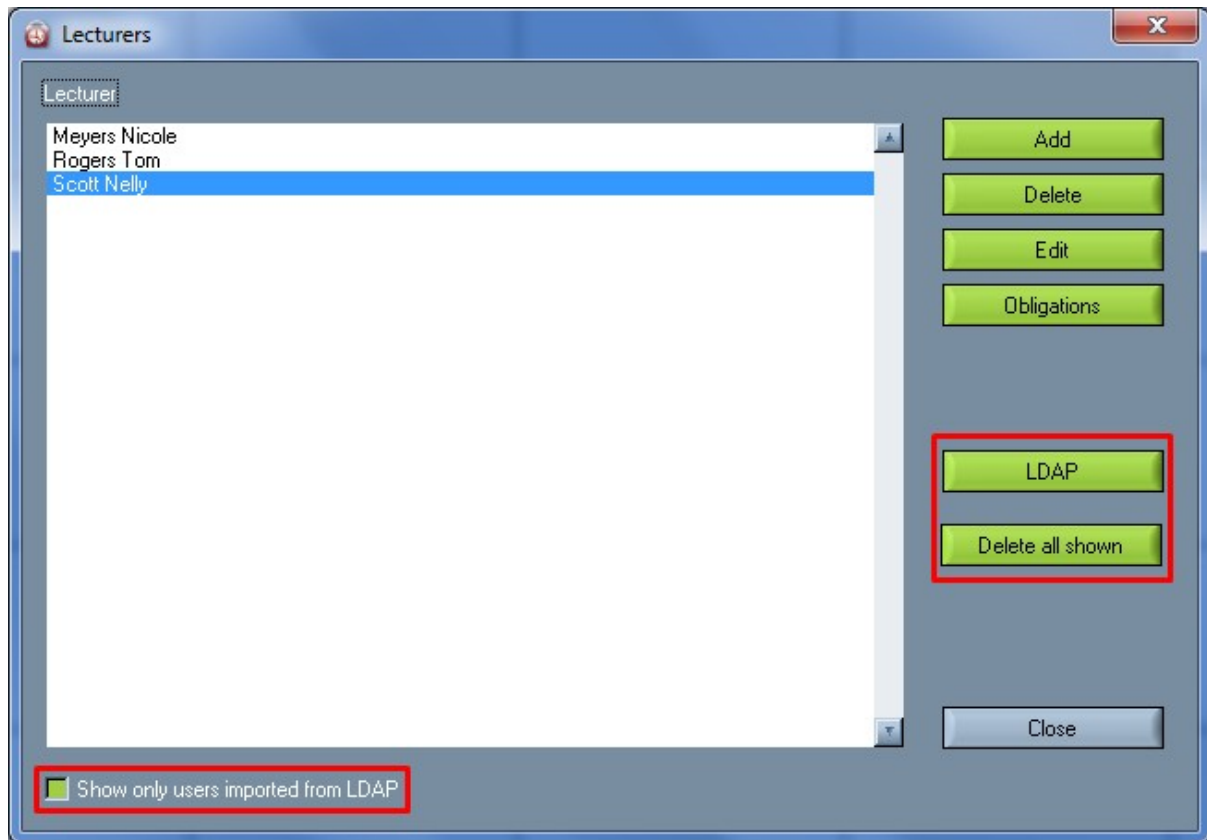
Settings for Active directory integration (LDAP) can be found in Settings ? Miscellaneous ? General ? wtt.scheme

Settings are:

```
LDAPHost=192.168.2.210
LDAPPort=389
LDAPLoginDN=CN=4TRESS LDAP,CN=Users,DC=wise,DC=local
LDAPPassword=YOURPASSWORD
LDAPSearchBase=OU=External Users,DC=wise,DC=local
LDAPAttributeName=givenName
LDAPAttributeSURNAME=sn
LDAPAttributeDESCRIPTION=description
```

LDAPAttributeEMAIL=mail  
LDAPTargetCharacterSet=WINDOWS-1250

To use active directory integration go to Edit ? Lecturers and click on LDAP.



If you want to see only the list of lecturer from active directory integration mark **'Show only users imported from LDAP'**

**'Delete all shown'** delete all shown entries. It is good to use when you make a mistake by importing users from LDAP, to undo the mistake mark 'Show only users imported from LDAP' and then click on 'Delete all shown'.

If importing is successful you will receive notification.



Data imported in this way are: name, surname, e-mail, notes.

All users imported from LDUP will have '(LDAP)' note in Notes.

## Web

In configuration page set **'Use active directory'** in use.

Web pages code will not be taken, system will go directly to active directory codes.

If 'Use active directory' is in use than 'AD server', 'LoginDN' and 'SearchBase' fields must be filled in.


For enabling LDAP functions on web applications you need to enable it in PHP server to change 'extension extension=php\_ldap.dll' in 'php.ini'.

You also need to copy dll files from php directory in c:\windows\system (Note: not system32!). Those files are:

- libeay32.dll
- libsasl.dll
- ssleay32.dll.

## 7.10 New system for data recovery

There is complete new system for data recovery if something goes wrong with the complete application (or accidentally deletion of data). Software now save the file every 8 minutes in background into recovery file. This saving is not visible to user and is done by independent separate thread in Windows system - making everything in background. Not only one recovery file is saved but 9 of them - effectively covering period of 9 x 8 latest minutes of work and one file from yesterday (the name of that file contains »OLDFILE«). So user can pick from various stages of edited data. Recovery files are complete xml files - contain complete timetables. These files are stored in directory *c:\ProgramData\WiseTimetables* on XP systems - still supported by the product - in installation directory/config directory on newer systems. Example of these recovery files:



- 1OLDFILE09-13 utorak septembar 23 2015.xml
- 1RECOVER09-13 srijeda septembar 23 2015.xml
- 2RECOVER09-26 srijeda septembar 23 2015.xml
- 3RECOVER09-34 srijeda septembar 23 2015.xml
- 4RECOVER09-42 srijeda septembar 23 2015.xml
- 5RECOVER09-50 srijeda septembar 23 2015.xml
- 6RECOVER09-58 srijeda septembar 23 2015.xml
- 7RECOVER10-06 srijeda septembar 23 2015.xml
- 8RECOVER10-14 srijeda septembar 23 2015.xml
- 9RECOVER10-22 srijeda septembar 23 2015.xml

**Part**



## 8 Generating timetable

### 8.1 Automatic generation

The most convenient manner for making a schedule for the entire school year is to use the automatic generation process. It automatically generates the entire schedule based on the information you have provided for [lecturers](#), [rooms](#), [programs](#), [subject areas](#), [courses](#) and [students](#).

You can also guide the automatic generation process by blocking some time slot for lecturers and groups, reserving the rooms or by [locking or unlocking](#) the schedules you have already made.

Automatic generation will not insert a course in the timetable where a blockade or a reservation is already made.

Courses that are locked will not be removed.

The automatic generation will try to insert a course in the preferable room. If for any reason the course cannot be inserted in the preferable room (e.g. room is blocked), it is inserted in any other room.

The automatic generation takes the number of seats in a room and the number of students into account.

The automatic generation inserts a course in the room that has at least the prerequisite equipment for the course, i.e. it can insert a course in a room that has more equipment than needed. If use exclusively is checked next to a room, only courses requiring the exact equipment that it available in that room will be inserted there.

- **Starting the automatic generation**

To start the automatic generation process, click the **Generate** button on the [tool bar](#).

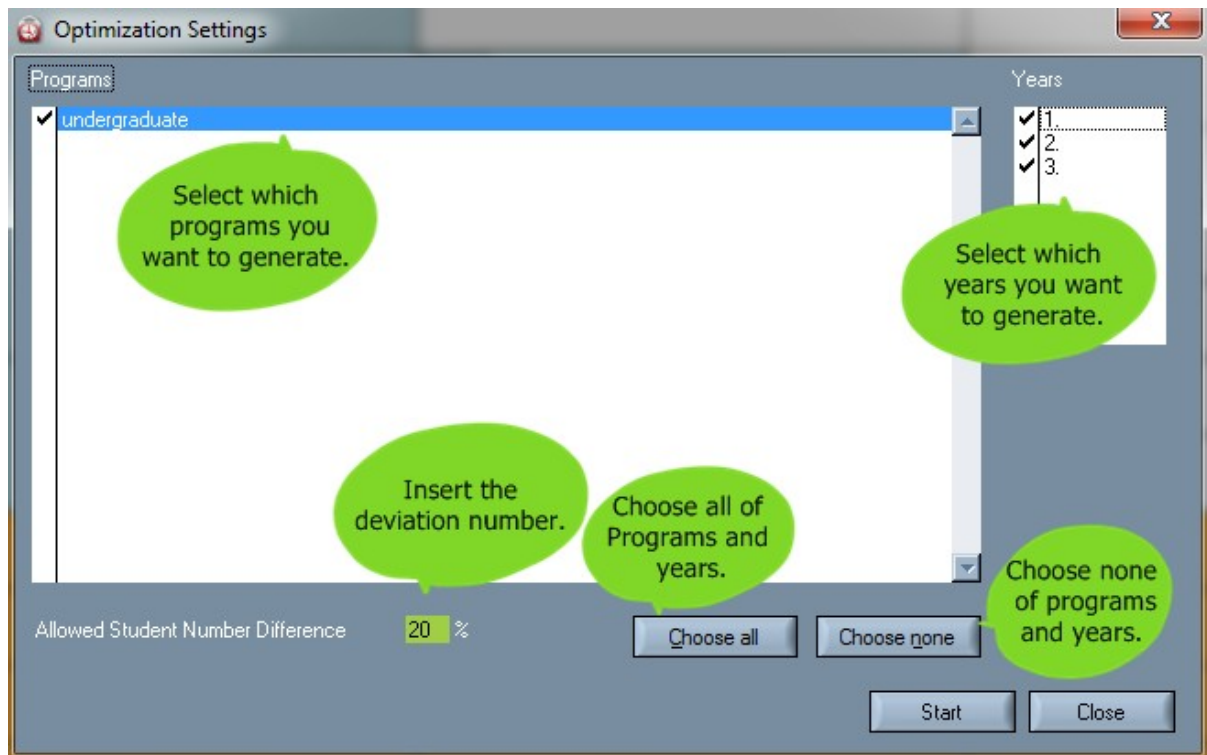


- **Optimizing the process**

You can optimize the automatic generation process by choosing the programs and the years which you want to generate and by setting the percentage of deviation for the number of students and the number of seats in a room. Setting the percentage of deviation means that you allow the program to occupy a room with fewer seats than there are students in the group or to allow the program to occupy a bigger room for

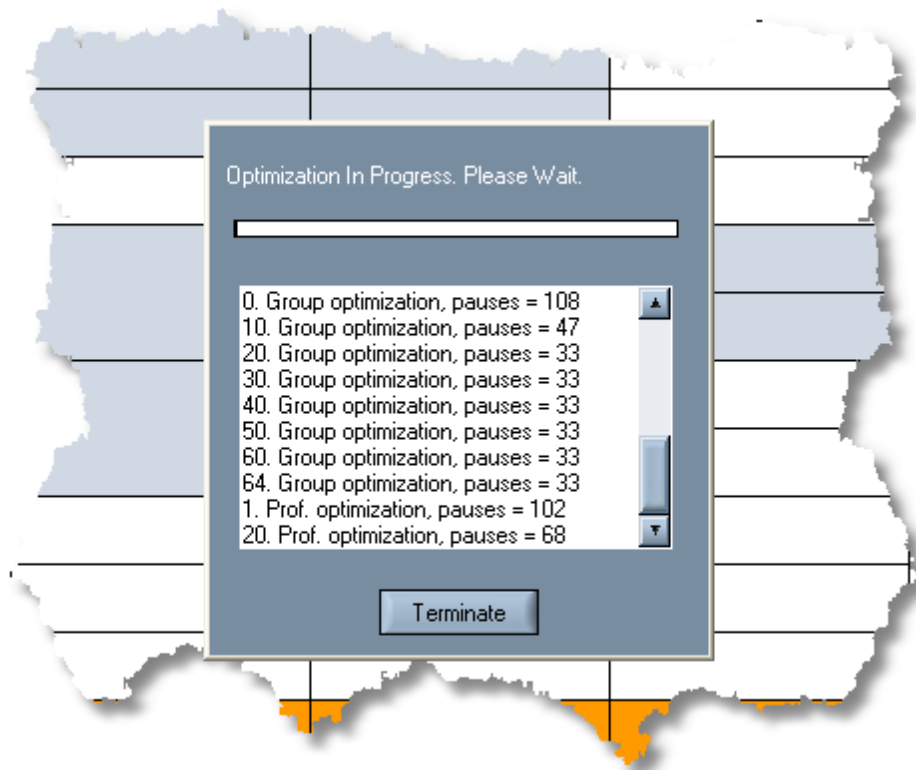


a smaller group of students. Also, You can choose all of programs to optimize them, you can click "choose none" button or just click the particular ones from the list.



- **Monitoring the process**

You can monitor the progress of the automatic generation process. You can also terminate the process by clicking the Terminate button.



- When the automatic generation is finished, it is recommendable to [optimize](#) the timetable. This reduces the number of all pauses for all lecturers and all pauses for all groups.

**Part**

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**IX**

## 9 Locking

### 9.1 Locking and unlocking schedules

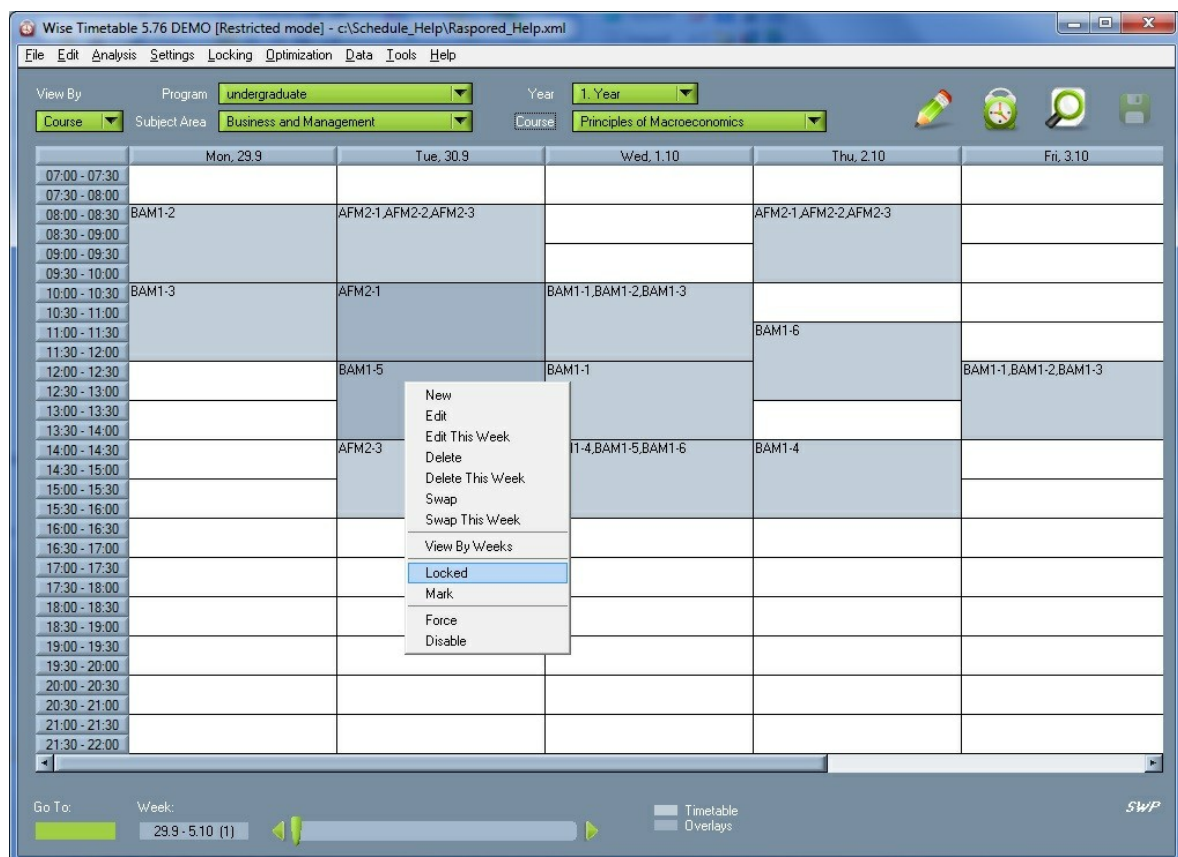
Schedule locking is used for guiding and controlling the [automatic generation](#) process of a timetable. For example, after making a part of a schedule, you may want to lock it and let the program finish the rest of the schedule automatically.

- **Locking a specified entry**

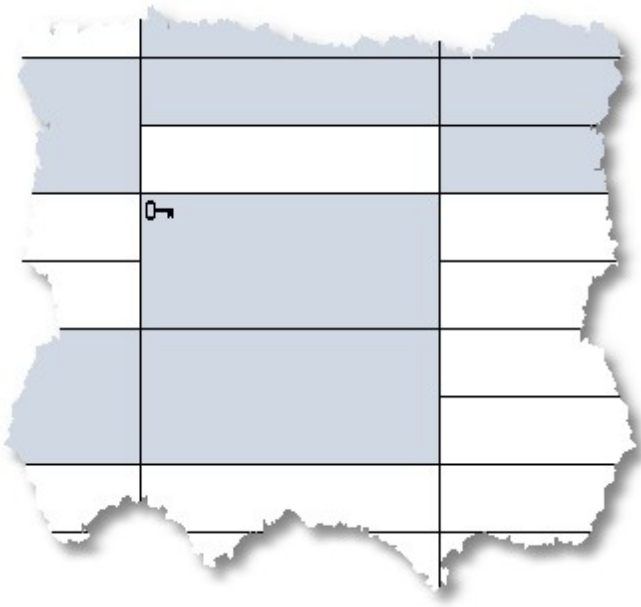
An entry in the schedule is defined by: day of the week, time of day, specified course with its type and the lecturer who is giving it, specified room and the specified groups of students. When locking an entry in a schedule, all of the components of the schedule will be locked on a specified day of the week and at a specified time of the day throughout the entire timetable.

To lock a specified entry in a schedule:

- Select one of the [views](#) of the [workspace](#);
- Click with the Right mouse button on the entry that you wish to lock;
- Choose the **Locked** option from the pop-up menu.



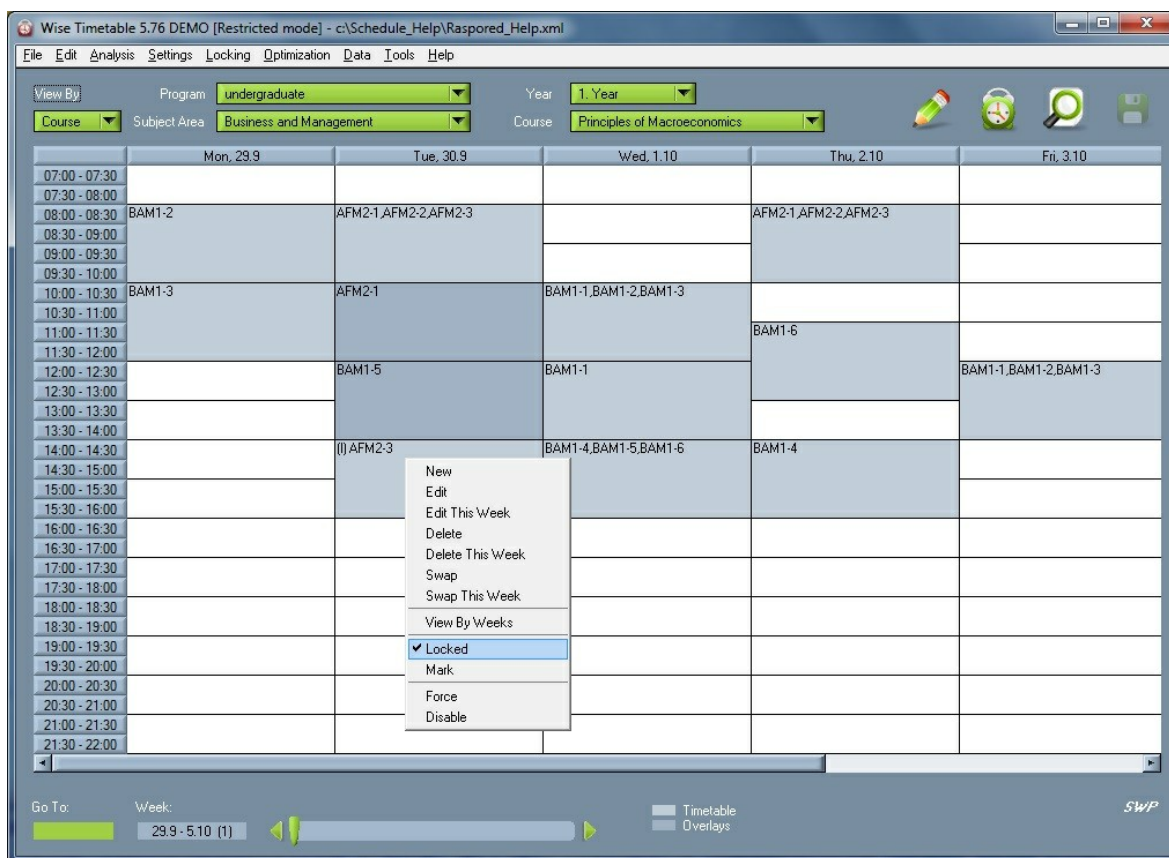
When an entry is locked, a key is shown in the main [work space](#).



- **Unlocking a specified entry**

To unlock a specified entry in the schedule:

- Select one of the [views](#) of the [workspace](#);
- Click with the **Right** mouse button on the entry that you wish to unlock;
- Choose the **Locked** option from the pop-up menu.



## • Locking current schedules

When locking the current schedule, all the entries in the schedule that are shown in a specified [view](#) of a timetable will be locked.

To lock current schedules:

- Choose a schedule by selecting a specified [view](#);
- Select **Locking | Lock current schedules** from the [menu](#).

## • Unlocking current schedules

When unlocking the current schedule, all the entries in the schedule that are shown in a specified [view](#) of a timetable will be unlocked.

To unlock current schedules:

- Choose a schedule by selecting a specified [view](#);
- Select **Locking | Unlock current schedules** from the [menu](#).

## • Locking all schedules

When locking all schedules, all the entries, regardless of the [view](#), will be locked.

To lock all schedules:

- Select **Locking | Lock all schedules** from the [menu](#).

- **Unlocking all schedules**

When unlocking all schedules, all the entries, regardless of the [view](#), will be unlocked.

To unlock all schedules:

- Select **Locking | Unlock all schedules** from the [menu](#).

## **Edit permissions**

- This option allows you to limit actions by other users (administrators) in the following way: You set which users (they are entered when You start the software) can change schedule and in which parts. This option is related only with years. For example, one person edits 1st year, other 2nd year, etc. It is placed at the end of the list in the Locking menu, but it will not show up if such locking is not enabled previously.

**Part**

---



**X**



## 10 Settings

### 10.1 School year details

To set the details for the current school year select **Settings | School year details** from the [menu](#).

**School Year Settings**

Basic data: Organization name

City name:

Organization name:

School Year

Enrol. Year: 2014

Default duration

From: 1.10 To: 18.1

Default duration (second semester)

From: 18.2 To: 31.5

Holidays

Add

Delete

Del. schedules

Semester break weeks and weeks between semesters

Make these weeks non-working

Extend year

Weeks: 0

Shift start date to extend year

Confirm Cancel

- Option "Delete" really does not delete settings for school year but all activities are only disabled and these are then shown in the schedule with the color red. So it does not break courses and their movement is still completely possible. You can also set on which day comes different holiday and

those days will be accordingly colored in the schedule, individual activities on these days will be disabled (unless they are “Forced”) and during automatic generation activities will not be set on these days.

- **City name**

Enter the name of the city where organization is placed. (Obligatory)

- **Organization name**

Enter organization name. (Obligatory)

- **Semester break weeks and weeks between semesters**

Enter number of non-working weeks in semester or between semesters.

- **School year**

Choose the current school year by inserting the year in the white field or by clicking the up and down arrow.

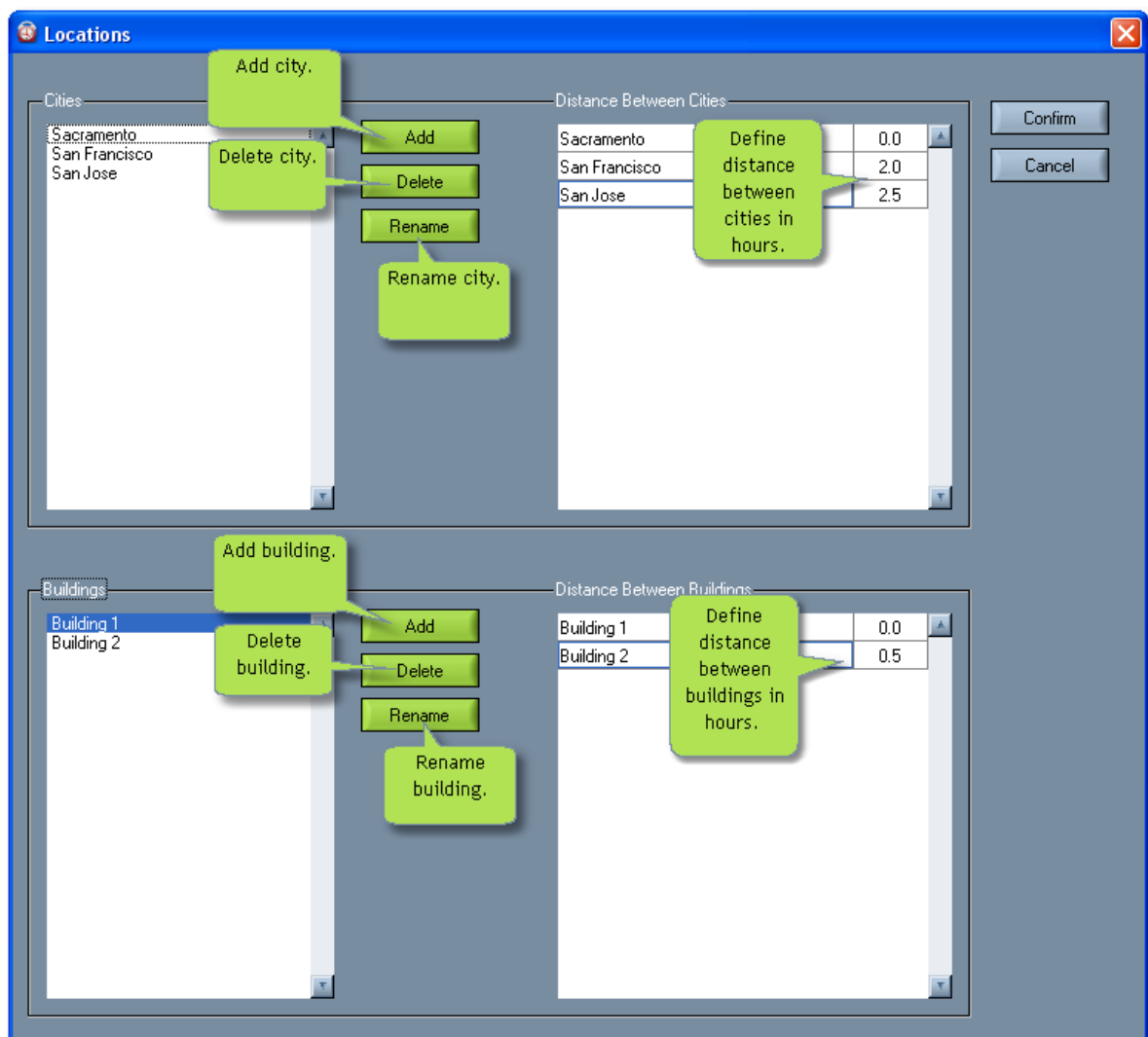
- **Default duration/Default duration (second semester)**

Set the starting date of the semester by inserting the date in the **From** field, and set the finishing date of the semester by inserting the date in the **To** field.

## 10.2 Edit locations

To edit and regulate locations choose **Settings | Edit locations** in [menu](#).

Insert cities or buildings. Leave the following window empty if courses do not take place in different buildings or cities.

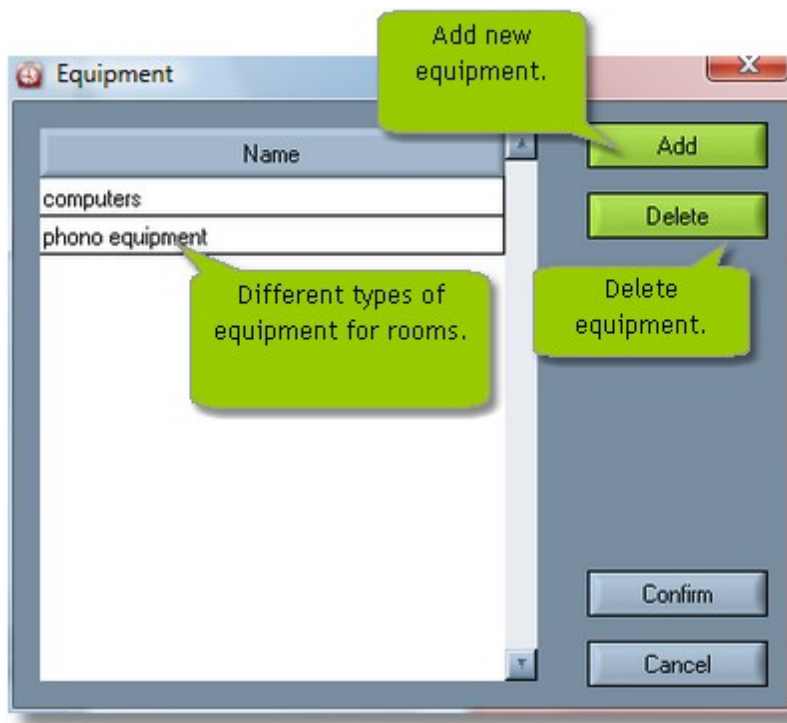


First insert the cities and define the distances among them if courses take place in different cities or buildings. The distances among cities are defined by first positioning the mouse pointer over one city and then defining the distance between that city and others. Then position the mouse pointer over another city and define the distance between that city and others. Distances are defined in hours.

To insert buildings, first position the mouse pointer over the city in which the buildings are located. The distances among buildings are defined by first positioning the mouse pointer over one city and then defining the distance from that city to others. Distances are defined in hours.

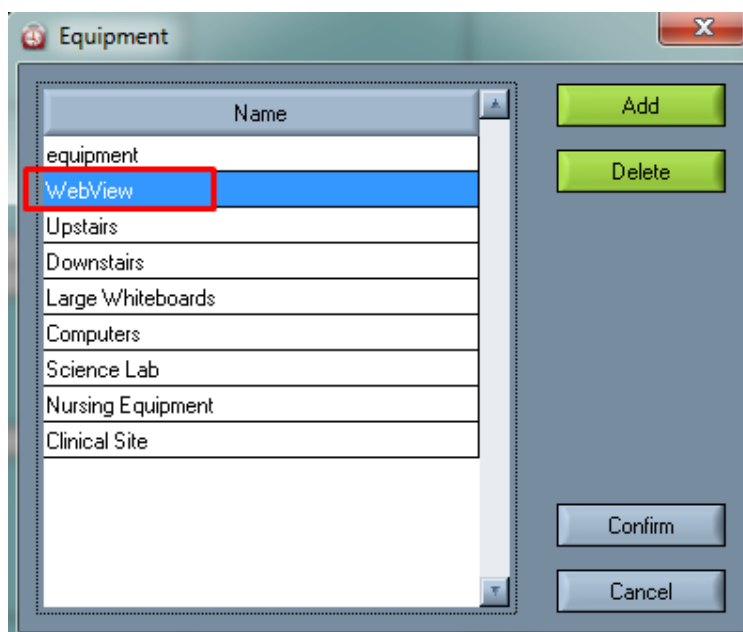
### 10.3 Equipment

Different types of equipment can be added to [rooms](#). To define these types of equipment select **Settings** | **Equipment** from the [menu](#).



- **Add**  
Add a new line where you can insert the name of the equipment.
- **Delete**  
Delete a selected piece of equipment.
- **Confirm**  
Save changes.
- **Cancel**  
Cancel changes.
- To change the name of a piece of equipment double-click the name in the list.
- **WebView Equipment**

There is also a setting by which some of the rooms are "highlighted" on ROOMS and ROOM web page of schedule. Highlighted means that they are marked as ones that can be viewed in this special way in order to have a quicker look of what is performing in those rooms. In order to enable this option in any of rooms, first of all we have to add new equipment in equipment section written as WebView and confirm, as seen below:



After that is done, rooms in which this "webview" option is set will be highlighted and specially presented on the presentation pages, and this option is called "Room Zoom". Here is how it looks on the page of all rooms listed with all activities held in them:

PROGRAMI PREGLED PROSTOROV IZVAJALCI PROSTORI PREDMETI

Sklepi na: 20.06.2014 (Za najbližji pregled, prosim razširite čez cel ekran)

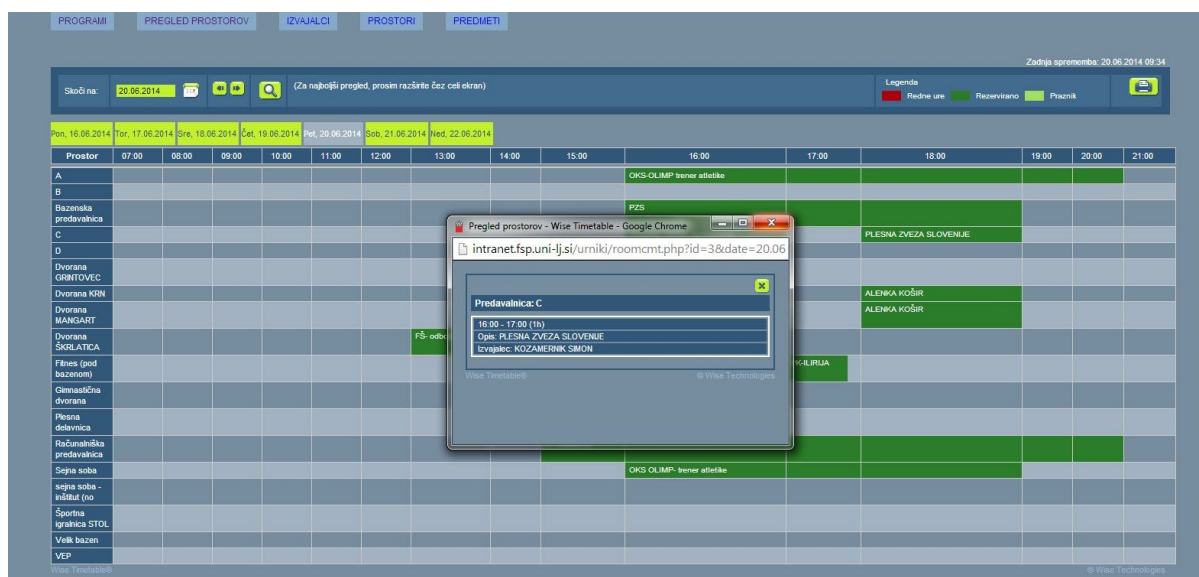
Legenda: Rdeča ure Rezervirano Praznik

Zadnja sprememba: 20.06.2014 09:34

Prostor	Pon, 16.06.2014	Tor, 17.06.2014	Sre, 18.06.2014	Čet, 19.06.2014	Pet, 20.06.2014	Sob, 21.06.2014	Ned, 22.06.2014
A							
B						OKS-OLIMP - tenis atletika	
Bazenska predavalnica						F2S	
C						PLESNA ZVEZA SLOVENIJE	
D						PLESNA ZVEZA SLOVENIJE	
Dvorana GRINTOVEC							
Dvorana KRN							ALENKA KOŠIR
Dvorana MANDART							ALENKA KOŠIR
Dvorana ŠORLATICA						FS - odbojka	
Fitness (pod bazenom)							PK-KURILA
Gimnastična dvorana							
Rečna delavnica							
Računalniška predavalnica						dr. Zdravnik	
Sejna soba						OKS-OLIMP - tenis atletika	
sejna soba - odbojka (po)							
Športna igralnica STOL							
Velik bazen							
VEP							

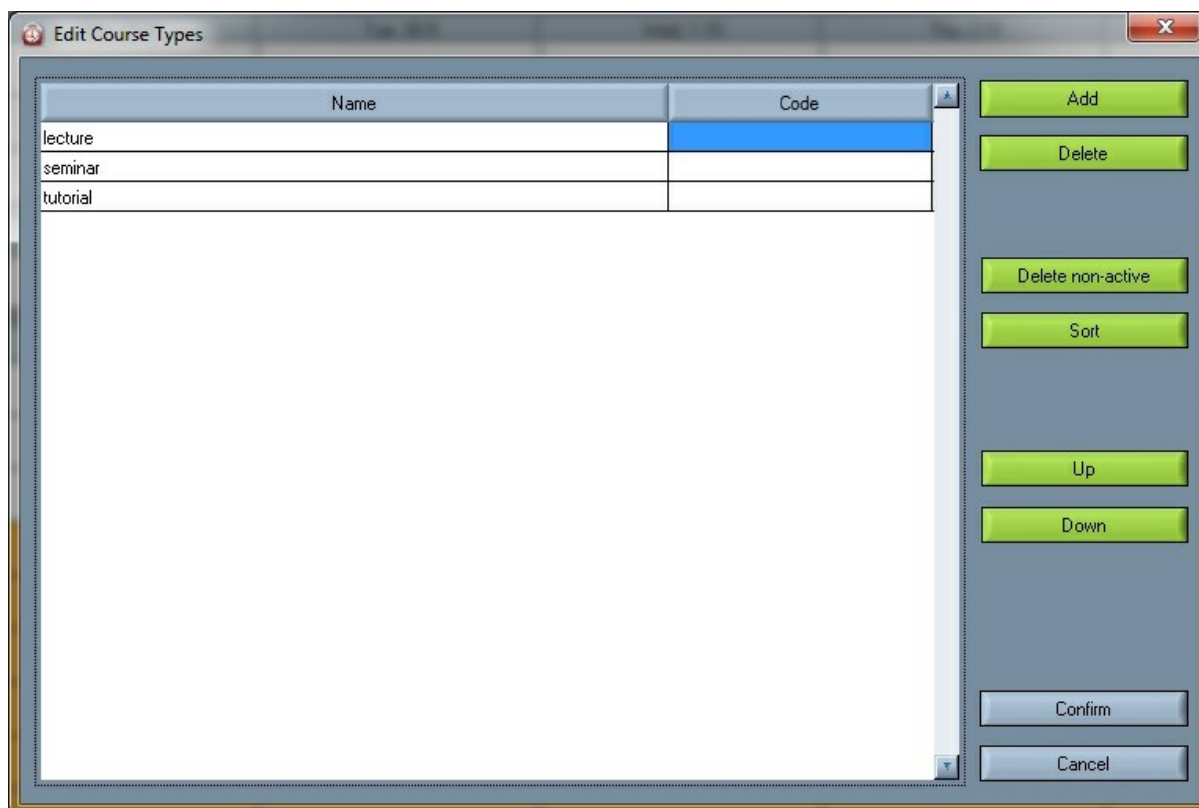
Wise Timetables © Wise Technologies

By clicking on one of those highlighted activities, the following additional window will appear, with all other details regarding that activity as duration, description and teacher.



## 10.4 Course types

You can insert or remove different types of [courses](#). To define these types select **Settings | Course types** from the [menu](#).



- **Add**

Add a new line where you can insert the name for the course type.

- **Delete**

Delete a selected course type.

- **Delete non-active**

Delete all course types that are not active.

- **Sort**

With this options course types are sorted alphabetically. Once when this is done it even when software is restarted – and such is saved into sml file or database.

- **Up/Down**

Move through course types up and down.

- **Confirm**

Save changes.

- **Cancel**

Cancel changes.

- To change **the name** of the course type, double-click its name in the list.
- To change course type **code**, double-click its code in the list.

You can choose **exam** as a course type and [insert](#) it in the timetable in the same manner as a course.

You can insert two special signs in the course types:

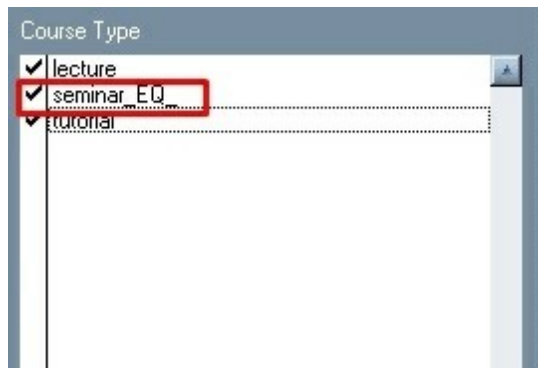
- **\_EQ\_ (e.g. "Lecture\_EQ\_")**

This sign means that the automatic generation will insert all course types with this sign within one course in the same time slot (intentional overlays), in rooms which are defined for the particular course type. Allocation in the same time slot will be done for all course types with the sign "\_EQ\_" in one course (in our example on pictures it is course "Business Ethics". For the use of this sign you have to define the preferred room. You can set this option in the [Settings](#) --> [Course types](#), adding new course type with \_EQ\_ attached at the end, as you can see on the picture below:

lecture	L/1
seminar_EQ_	S/1
tutorial	T/1

Enter '\_EQ\_' sign attached to the end of course name.

This allows you to make intentional overlays in some course between two course types, whatever course it is - as seen on this picture below:



After all this is finished, the intentional overlay is done, you can check how that activity looks like in the schedule (in our case course is Business Ethics):

View By: Room Room: B-007

	Mon, 15.10	Tue, 16.10	Wed, 17.10	Thu, 18.10
10:30 - 11:00		BCIT2-1,BAM2-1	BAM3-4,BAM3-5,BAM3-6	BAM3-4,BAM3-5,BAM3-6
11:00 - 11:30				
11:30 - 12:00				
12:00 - 12:30	Systems Analysis , lecture, DAVIS, B-007	Making Managerial Decisions Using Accounting Information, tutorial, THOMPSON, B-007	International Business Environment , lecture, GILBERT, GOODMAN, B-007	The Organisational Context of Management Accounting, lecture, SPENCER, B-007
12:30 - 13:00	AFM2-1	AFM1-1	BAM2-1,BCIT2-1,BRC1-1	AFM3-1,AFM3-2,AFM3-3
13:00 - 13:30				
13:30 - 14:00				
14:00 - 14:30	Business Ethics, exercise, BRC3-1			IT in Business, lecture, COLE, B-007
14:30 - 15:00				BAM3-4,BAM3-5,BAM3-6
15:00 - 15:30				
15:30 - 16:00				
16:00 - 16:30		Principles of Microeconomics , lecture, COLE, B-007		Entrepreneurial Management , lecture, EVANS, B-007
16:30 - 17:00		AFM2-1,AFM2-2,AFM2-3		AFM3-1,AFM3-2,AFM3-3

**Business Ethics - lecture\_EQ\_**  
**Business Ethics - exercises\_EQ\_**

Lectures and exercises of this course are set at the same activity and will be held at the same time.

- **\_BL\_** (e.g. "Lecture\_BL\_", "Tutorial\_BL\_")

This sign is used for consecutive course segments. This means that course types with this signs are scheduled (with automatic generation) in consecutive time slots - immediately one after another. It allows you to always schedule tutorials immediately after lectures. This setting (as **\_EQ\_** setting) is possible only within the same course but between different course types in that course.



lecture_BL_	L1
seminar_EQ_	S1
tutorial	T1

Enter the name of the new course type with '\_BL\_' attached at the end.

This allows you to make intentionally tutorial to be held immediately after lecture in some course, whatever course it is - as seen on this picture below:

Course Type

- ☒ lecture BL
- ☐ seminar\_EQ\_
- ☒ tutorial

After this setting is done, generate your schedule so you can check how that activity looks like in the schedule (in our case the course is Systems Analysis), tutorials are immediately set after lectures:

View By	Program	Year	Subject Area	Course
Course	undergraduate	2 Year	[All]	Systems Analysis
08:30 - 09:00	Mon, 15:10	Tue, 16:10	Wed, 17:10	Thu, 18:10
09:00 - 09:30				
09:30 - 10:00				
10:00 - 10:30	Systems Analysis , lecture, BL, BAKER, A-004	Systems Analysis , lecture, DAVIS, A-004		
10:30 - 11:00	AFM2.2.AFM2.1	AFM2.1.AFM2.2		
11:00 - 11:30				
11:30 - 12:00	Systems Analysis , tutorial, BL, MCCLUSKY, A-004	Systems Analysis , tutorial, QUINN, A-006		
12:00 - 12:30	AFM2.2.AFM2.1	BRC2.1		Systems Analysis , tutorial, QUINN, A-005
12:30 - 13:00				AFM2.3
13:00 - 13:30				
13:30 - 14:00		Systems Analysis , tutorial, QUINN, B-003	Systems Analysis , tutorial, QUINN, A-005	
14:00 - 14:30		AFM2.2	BCIT2.1	
14:30 - 15:00				

Tutorials are set to be held immediately after lecture of the same course.

## 10.5 Time labels

To set time labels select **Settings | Time labels** from the [menu](#).

	Start	End	Hour*	Minute*
1	07:00	07:30	7	0
2	07:30	08:00	7	30
3	08:00	08:30	8	0
4	08:30	09:00	8	30
5	09:00	09:30	9	0
6	09:30	10:00	9	30
7	10:00	10:30	10	0
8	10:30	11:00	10	30
9	11:00	11:30	11	0
10	11:30	12:00	11	30
11	12:00	12:30	12	0
12	12:30	13:00	12	30
13	13:00	13:30	13	0
14	13:30	14:00	13	30
15	14:00	14:30	14	0
16	14:30	15:00	14	30
17	15:00	15:30	15	0
18	15:30	16:00	15	30
19	16:00	16:30	16	0
20	16:30	17:00	16	30
21	17:00	17:30	17	0
22	17:30	18:00	17	30
23	18:00	18:30	18	0
24	18:30	19:00	18	30
25	19:00	19:30	19	0
26	19:30	20:00	19	30
27	20:00	20:30	20	0
28	20:30	21:00	20	30
29	21:00	21:30	21	0
30	21:30	22:00	21	30

\* Hour and minute info is used only for synchronization in mobile apps

- Two lines in the table represent one course hour.
- We suggest that one line represents 30 minutes.

- Click **Add** to add 1 course hour (or two lines). The number of hours in the [main workspace](#) increases also.
- Click **Delete** to delete 1 course hour (or two lines). The number of hours in the [main workspace](#) decreases also.
- Click **Confirm** to save changes.
- Click **Defaults** to return to default values (as they are shown above).
- Click **Cancel** to cancel changes.

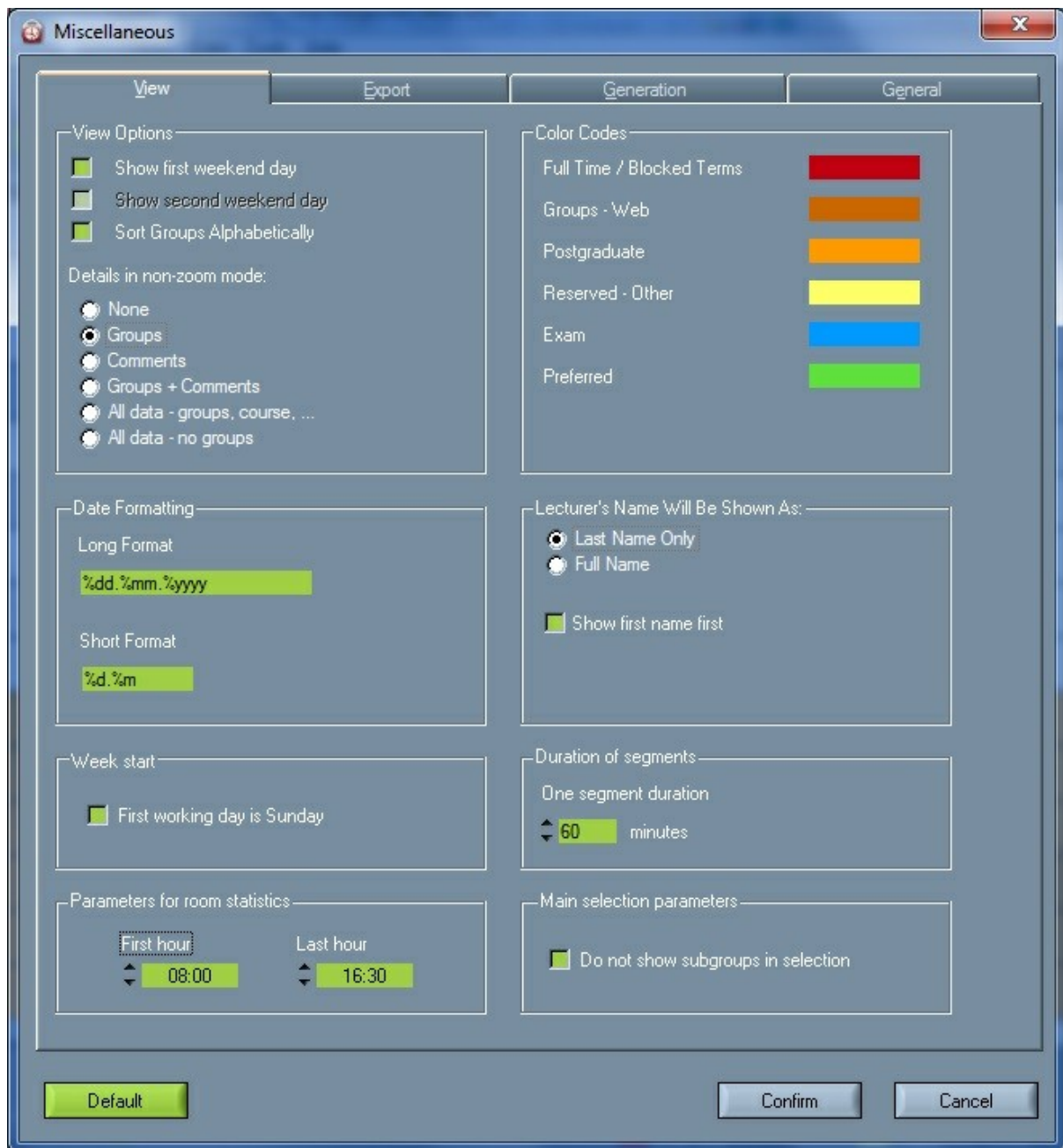
## 10.6 Miscellaneous

To set miscellaneous settings select **Settings | Miscellaneous** from the [menu](#).

Window Miscellaneous has 4 tabs:

- View,
- Export,
- Generation and
- General.

### 1. View



- **View options**

You can select Saturdays and Sundays to be shown in the main [workspace](#). If Saturdays and Sundays are not selected, you have to move right with the timeline bar to see them.

If you select sort groups alphabetically, groups in view by groups are sorted in the alphabetical order. Otherwise they are shown in the order in which you inserted them in the application.

Select which data will be shown on the [basic screen](#) in the [workspace](#). You can choose between: none, groups, comments or groups + comments.

- **Date formatting**

Set a log format for the date (Legend: dd - day, mm - month, yyyy - year).

Set a short format for the date (Legend: d - day, m - month).

Determine whether dates are separated with a full stop (.) or with a slash (/).  
Write the percentage (%) before the day or month or year (see picture above).

- **Color codes**

You can set color codes according to your own preferences. Select the color and choose a new one.

- **Lecturer's name will be shown as**

Choose whether only the lecturer's last name or the full name will be shown. Exporting into PDF files takes care about proper order of Lecturer's name/surname. User can choose for of displaying lecturer's name.

- **Week start**

First working day is Sunday - click if your organizations' stating day of the week is Sunday. After checking this option and Confirming it, the whole schedule, presentation pages and working interface will start with Sunday instead of Monday as a first day.

- **Parameters for room statistic**

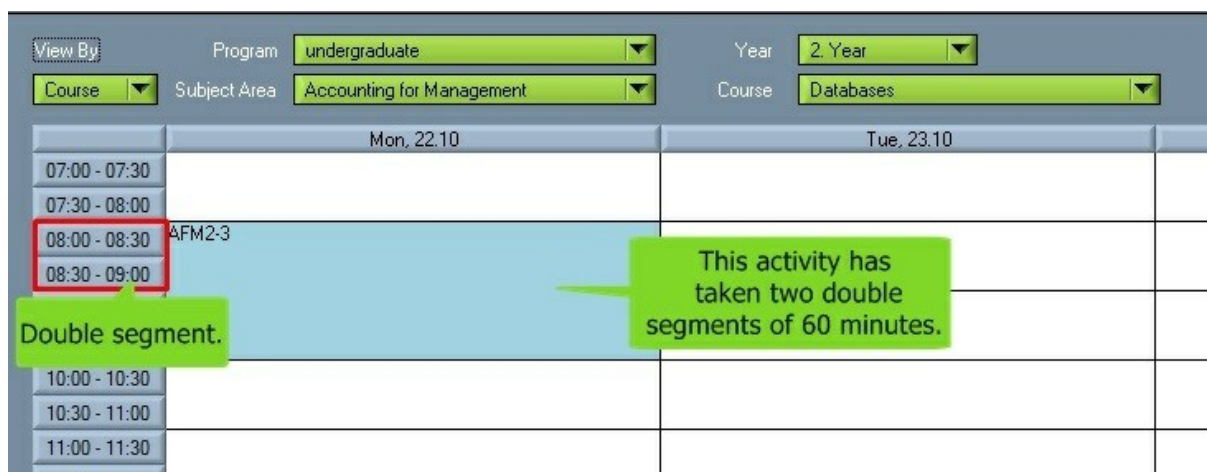
To make room utilization percentage more 'real', set the period in which utilization is calculated. You can see utilization percentage at Analysis ? [View Room.](#)

- **Main selection parameters**

If there is no need that subgroups are displayed, check **Do not show subgroups in selection** and subgroups will be hidden.

- **Duration of segments**

With this option we set how long the "double"segment is. It has an impact on almost all displays of the obligation of lecturers, groups, subjects. It has an immediate impact on the display when editing subjects. Segments are seen on the main schedule window as this :



It is possible to make segment duration to any number of minutes so we can divide time however we need to.

For example, here we have one segment duration of 60 minutes.

Duration of segments

One segment duration

60 minutes

After that, in some course specifications (in our case course is "Databases") we entered that tutorials have 3 x 60 duration.

Duration (x 60 min)

2

And therefore, after next generating this activity has taken three segments of 60 minutes in the schedule.

View By	Program	Year	Subject Area	Course
Course	undergraduate	2. Year	Accounting for Management	Databases
	Mon, 22.10	Tue, 23.10		
07:00 - 07:30				
07:30 - 08:00				
08:00 - 08:30	Databases, tutorial, ROCKWELL, B-003	Databases, tutorial, ROCKWELL, A-006		
08:30 - 09:00	AFM2-3	AFM2-2		
09:00 - 09:30				
09:30 - 10:00				
10:00 - 10:30				
10:30 - 11:00				

But for example, if we have one segment duration of 30 minutes, the situation will be slightly different.

Duration of segments

One segment duration

30 minutes

After that, in some course specifications (in our case course is "Databases") we entered that lectures have 3.5 x 30 duration.



Duration (x 30 min)

3.5

Duration Details

After next generating of schedule or that course, this activity will take 3.5 double segments and it will be possible because we turned on the one segment duration of 30 minutes and it will look like this in the schedule:

View By	Program	Year	Course
Course	undergraduate	2. Year	Databases
Subject Area	Accounting for Management		
	Mon, 22.10	Tue, 23.10	
12:00 - 12:30	Databases, tutorial, COLWELL, A-006  AFM2-1		
12:30 - 13:00			
13:00 - 13:30			
13:30 - 14:00			
14:00 - 14:30	Databases, lecture, BAKER, B-004  AFM2-1, AFM2-2, AFM2-3		
14:30 - 15:00			
15:00 - 15:30			
15:30 - 16:00			
16:00 - 16:30			
16:30 - 17:00			
17:00 - 17:30			

Taken 3.5 double segments.

## 2. Export



**Miscellaneous**

View | **Export** | Generation | General

**Printing Options**

☒ Print Dates ☐ Print Year ☐ Print All Overlays For Groups  
☐ Print Program Name ☐ Print Subject Area Name ☐ Show only last part of room name  
☐ Print Lecturer ☐ Show full course names

Line number for new page: 0

Print Header

☐ Print Legend

**Export To CSV Settings**

CSV Separator: .

☐ Lecturers - Show Also Room  
☐ Lecturers - One Row For One Course  
☐ Groups - Show Also Room  
☐ Rooms - Show Also Course  
☐ Rooms - Show All

**E-Mail and PDF Options**

☐ Use CSV Format  
☐ Use PDF Format (Ordered By Day Of Week)  
☐ Use PDF Format (Ordered By Date)  
☒ Attach iCalendar File To E-Mail

Edit PDF templates

**Integrations**

☒ PowerCampus direct export  
☐ Moodle direct export

Default Confirm Cancel

- **Printing options**

Define whether you want to print dates or not. If the schedules do not change during the entire semester, you will probably not print the dates. If the schedules change during the semester, you will probably want to print the dates.

When printing by groups you can also print the program name, subject area name, year, header and legend.

You can choose Expand rows if necessary. This function expands the schedules as much as needed for the entire text to be shown.

Print lecturer - check this button if you want professor's name in the printed schedule. Here's how it



looks like when printed:

**Groups** AFM1-3, AFM1-2, AFM1-1

	Mon, 15.10	Tue, 16.10	Wed, 17.10	Thu, 18.10	Fri, 19.10
07:00 - 07:30					
07:30 - 08:00	Financial Accounting, lecture, EVANS, B-007	International Business Law, tutorial, ROSS, A-006	Theories of HRM, tutorial, MILES, B-006	Strategic Management, tutorial, HANFORD, A-007	
08:00 - 08:30					
08:30 - 09:00	AFM1-1,AFM1-2,AFM1-3	AFM1-2	AFM1-3	AFM1-1,AFM1-2,AFM1-3	
09:00 - 09:30					Making Managerial Decisions Using Accounting Information, lecture, REYNOLDS, B-007
09:30 - 10:00					AFM1-1,AFM1-2,AFM1-3
10:00 - 10:30	Resource Management , tutorial, SULLIVAN, B-001	Resource Management , tutorial, SULLIVAN, B-005	Theories of HRM, tutorial, MILES, B-001	Making Managerial Decisions Using Accounting Information, lecture, REYNOLDS, A-007	
	AFM1-3	AFM1-1	AFM1-1	AFM1-1 AFM1-2 AFM1-3	

If you leave this option unchecked, professor's name will not be displayed in the printed schedule.

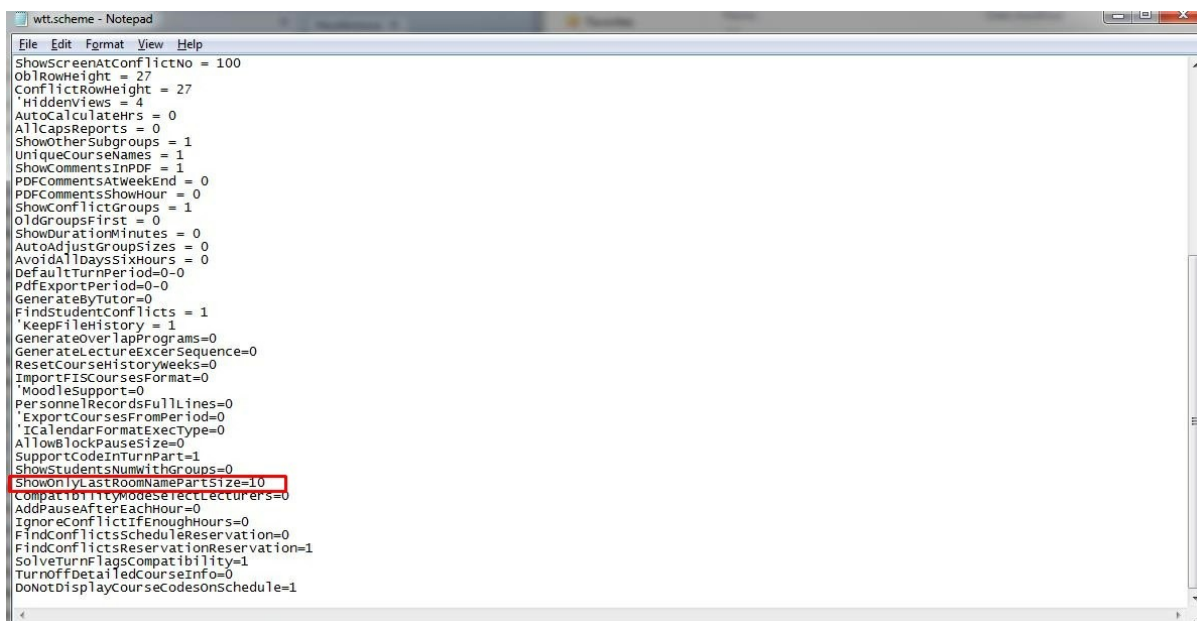
Print All Overlays for Groups - check this button if you want software to display all overlays of groups in the printed schedule. This option is only possible when all groups are chosen when printing. If it remains unchecked, a software will not display overlays in Grey color on printed version.

In this section (**Print all overlays for groups**) , there is also a setting **Show only last part of room name**, which means as it states, only last several characters of a room name will be shown in printed versions of Overlays for groups schedule.

Check **Show full course names** and full courses names will be seen.

In **Line number for new page** enter the number of lines per page, after that number of lines you will get a new page.

The other part of this setting is in wtt.scheme file as **ShowOnlyLastRoomNamePartSize=10**, where the number after equalizer represents the number of last characters of room names that will be shown in the schedule. This number is 10 by default, and it can be set to any other number.



In **Print Header** box insert text that will be displayed when printing.

Check **Print Legend** and you will be able to write down legend that will be included in print.

- **Export to CSV settings**

Insert the sign which separates values in a CSV file (full stop (.) or comma (,)) in the CSV Separator field.

Check "Lecturers - show also room" to also show rooms for lecturers in the timetable.

Check "Lecturers - one row for one course" to show one course in one row for lecturers in the timetable.

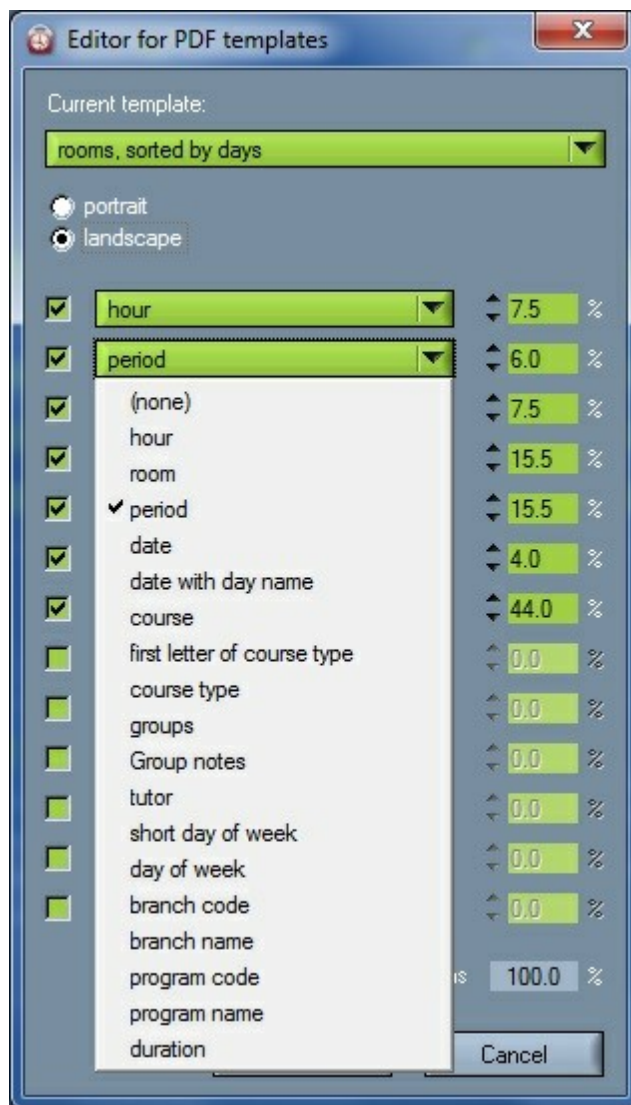
Check "Groups - show also room" to also show rooms for groups in the timetable.

Check "Rooms - show also course" to also show courses for rooms in the timetable.

- **E-mail options**

Choose between CSV and PDF format. In a PDF format, you can choose between the schedule being ordered by day of the week or by day. Also, You have an option to include **iCalendar** in Your email and incorporate all of professors' obligations with those from Wise Timetable schedule. The same will happen if You choose to send e-mails to each student, if You click on the "Attach iCalendar File to E-mail", each student will get his/her own iCalendar to be incorporated in their other schedules.

There is also green button in this section called Edit PDF templates, and by clicking on this button you can include or exclude labels in PDF template for e-mails. Here's how it looks like:



### 3. Generation

**Miscellaneous**

**Generation**

Primary Hours  
From: 08:00 To: 16:00

Secondary Hours  
From: 08:00 To: 18:00

Num. Of Iterations: 1  
Num. Of Iterations (Lecturers): 32  
Num. Of Iterations (Groups): 32

☐ Mandatory break for students  
Break after block (hrs): 4

Warn after professor reach weekly (hrs): 40  
Warning for group's hours, level 1: 15  
Warning for group's hours, level 2: 30

Select Location To Suite  
Program

Maximum Travels Per Day  
Lecturers: 0 Groups: 0

Maximum Hours Per Day  
Lecturers: 10 Groups: 10

Maximum Hours Per Week  
Lecturers: 70 Groups: 70

☐ Generate also first weekend day  
☐ Generate also second weekend day  
☒ Allow Empty Day For Lecturers  
☒ Allow M+N Lectures In Neighboring Days  
☐ Anchors with hour relations are on same day

Default Confirm Cancel

- **Automatic generation settings**

Define primary hours. The automatic generation will try to schedule all courses within those hours. Define secondary hours. The automatic generation will schedule courses within those hours if it could not schedule them within primary hours. Therefore, secondary hours have to include primary hours.

In **Warn after professor reach weekly (hrs)** you can set maximum hours per week for the professor, and when professor reach that hour, the warning will be sent.

You can set **two levels of warning for groups**, and when group reach that level, the warning will be sent. It is needed to choose levels for each group separately in Edit ? [Groups](#)/click Edit.

You can set the maximum hours per day for lecturers and groups. The automatic generation will not exceed the defined hours when scheduling courses. Therefore, attention should be paid to maximum hours for lecturers and groups per week.

You can set maximum travels per day for lecturers and groups.

If courses take place at different locations, you have to select the criteria according to which you want to adapt generation (lecturer, program or group). You have to select the location accordingly when entering lecturers, programs or groups.

Define the number of iterations of automatic generation. More iterations will last longer but the timetable will be more optimal.

Check **Generate also first weekend day** to generate schedules also on Saturdays.

Check **Generate also second weekend day** to generate schedules also on Sundays.

Check **Allow empty day for lecturers** if lecturers can have free days.

Check **Allow M+N lectures in neighboring days** if the same lecture can be taught in consecutive days. (E.g. the lecture of Mathematics is taught in Monday and Tuesday).

Check **Anchors with hour relation are on same day** to enable this anchor relation.

- **Mandatory break for students**

This is the option for setting automatic breaks for students differently from that well known way to set blocks in every room at the same time, every working day in a week. For example, if a lot of students are attending a university, then it would be very crowded if all students have a break at the same time. Therefore, this option is very helpful because it sets automatic breaks for all groups but only after they attended 4 hours block of activities at university.

Therefore, the space will not be crowded, and every group will have a deserved break of 1 hour after 4 (or other number of hours that can be set here) of activities are finished. These breaks for each group will be presented in a schedule as empty fields.

Also, it is important to note that there is a setting in [every group's specifications](#) ([Edit](#) --> [Groups](#) --> certain group), there is a checkbox to **Ignore mandatory breaks** for a certain group for special reasons. For example it could happen if a group doesn't need a break after 4 hours, or if there is a special guest professor that will be there only one day, so students have no breaks at all, etc. Here it is how it looks in a one group's specification:

- **Warn after professor reach weekly (hrs)**

Here you can set how many hours are "allowed" for professors. Therefore, if you set to 40, if later more activities and more hours than 40 are dedicated to any professor, the software will warn you about that.

- **Warning for groups**

Here you can set how many hours are "allowed" for groups. There are two levels of warning, and the reason for that is because some groups need more, some less hours per week. Choose warning level in certain group main window; Edit ? [Groups](#)/click edit.

- **Max. hours per day for professors and groups**

This general option allows you to set maximum number of hours for all professors and groups in general. Also to note, this option can be changed for each group of students or professor in their own specifications where by checking a box this option becomes ignored for a certain group or professor. Here is how it looks in a [Miscellaneous](#) --> Generation:

- **Max. hours per week for professors and groups**

it is possible to set maximum weekly hours for lecturers and for students separate

In the professor's or group's specifications, this general setting can be ignored and for a certain group/

professor it can be set to have other number of daily working hours:

LECTURER'S SPECIFICATIONS:

**Lecturer's Specifications**

Name: RALPH  
Surname: HANFORD  
Code: 33 / 35  
E-Mail Address: [Empty]  
Include To Mailing List: ☐  
Custom hours/day: 10  
Default Room: [None]  
Web Pages Code: 33 / 35  
City: [None]  
Notes: [Empty]  
Notification for web pages: [Empty]  
Copy to all other professors: ☐  
Professor: ☒ Administrator: ☐ Other: ☐

**Lectures can teach the following (optional):**

- Advanced Business Computing(lecture.1.3)
- Advanced Business Computing(tutorial.1.3)
- Advanced Financial Accounting(lecture.3)
- Advanced Financial Accounting(tutorial.3)
- Advanced Financial Management(lecture.3)
- Advanced Financial Management(tutorial.3)
- Advanced Spreadsheet Systems(lecture.1.2)
- Advanced Spreadsheet Systems(tutorial.1.2)
- Applied Econometrics and Forecasting(lecture.2.3)
- Aspects of Business Law(lecture.1.2)
- Aspects of Business Law(tutorial.1.2)
- Business Design(lecture.3)
- Business Design(tutorial.3)
- Business Ethics(lecture.3)
- Business Ethics(tutorial.3)
- Company Law(lecture.3)
- Company Law(tutorial.3)
- Competition Policy and Economic Regulation(lecture.3)
- Competition Policy and Economic Regulation(tutorial.3)
- Contemporary Issues in Human Resource Management(lecture.3)
- Contemporary Issues in Human Resource Management(tutorial.3)
- Criminal Law(lecture.2.3)
- Criminal Law(tutorial.2.3)
- Data Envelopment Analysis(lecture.3)
- Data Envelopment Analysis(tutorial.3)
- Databases(lecture.2)
- Databases(tutorial.2)
- Decision Support Systems(lecture.1.2)
- Decision Support Systems(tutorial.1.2)
- Decision Support Systems(seminar.1.2)
- Doing E-Business(lecture.2)
- Doing E-Business(tutorial.2)
- E-Business and IT Law(lecture.1.2.3)

Show only "Undefined" courses: ☐  
Show only checked: ☒  
Program: [All]  
Subject Area: [All]  
Year: [All]

29.9 - 51.0 (1)

Confirm Cancel

GROUP'S SPECIFICATIONS:

**Group Occupancy - BAM1-6**

City: [None]  
Web Pages Code: [Empty]  
Custom hours/day: 10  
Ignore mandatory break: ☐  
Warning hrs/week, level 1: ☐  
Warning hrs/week, level 2: ☐  
Notification for web pages: [Empty]  
Copy to all groups in branch: ☐  
Copy to all groups in program: ☐  
Copy to all groups in year: ☐  
Copy to ALL other groups: ☐

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
07:00 - 07:30							
07:30 - 08:00							
08:00 - 08:30							
08:30 - 09:00							
09:00 - 09:30							
09:30 - 10:00							
10:00 - 10:30							
10:30 - 11:00							
11:00 - 11:30							
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18:00 - 18:30							
18:30 - 19:00							
19:00 - 19:30							
19:30 - 20:00							
20:00 - 20:30							
20:30 - 21:00							
21:00 - 21:30							
21:30 - 22:00							

29.9 - 51.0 (1)

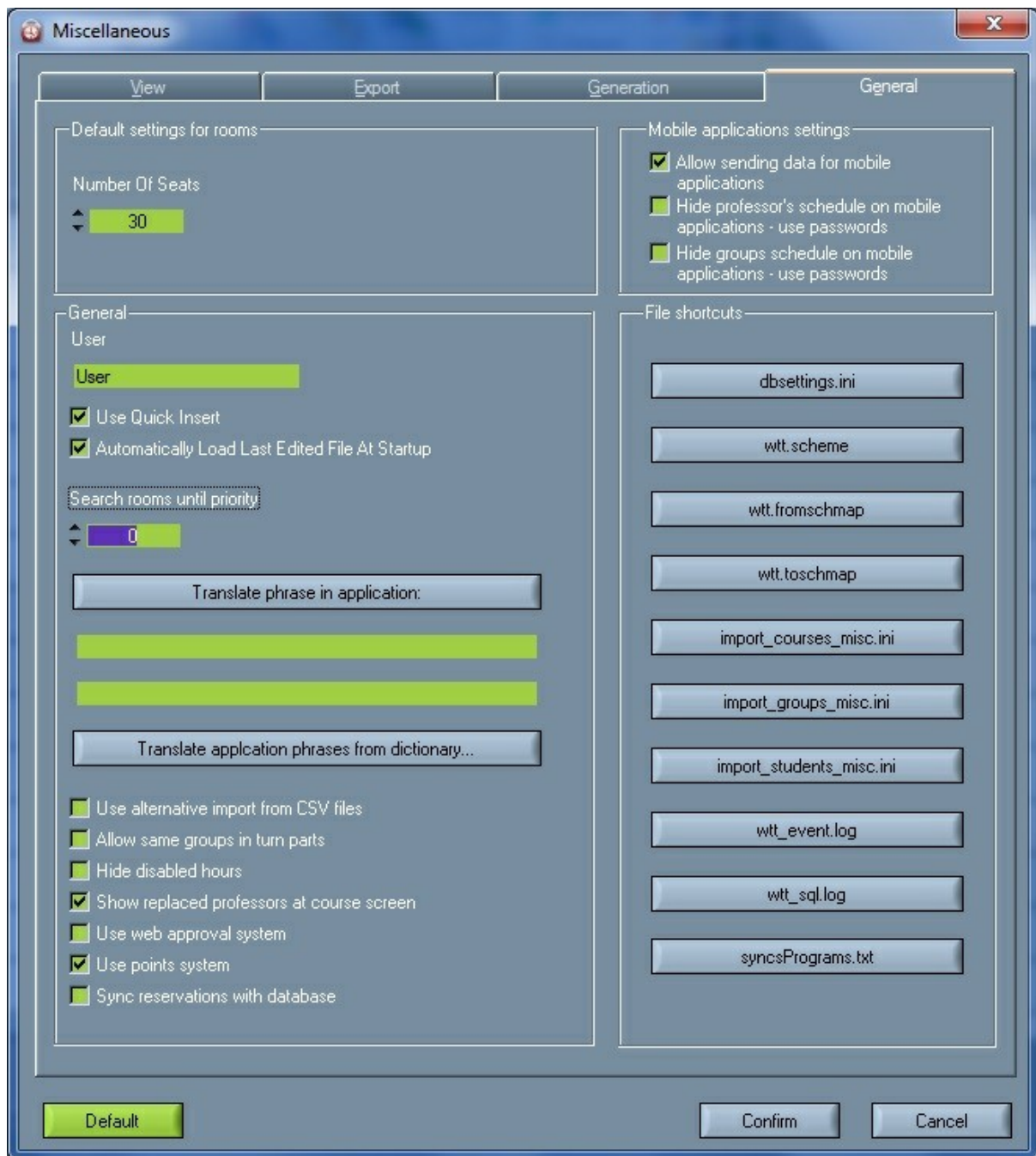
Confirm Cancel



- **Select location to suite/Maximum travel per day**

You can also select location and maximum travel per day for professors and groups.

#### 4. General



- **Default settings**



Select the **Default number of seats** in the rooms. This number of seats will be shown when a [new room](#) is added.

- **Mobile applications settings**

To be able to use mobile applications check 'Allow sending data for mobile applications'.

- **General**

Write user name in the **User** box.

Check **Use quick insert** for quickly inserting pedagogical processes in schedule. One control window less opens in this case.

Check **Automatically load last edited file at startup**. The last file that was being organized will automatically be loaded when you start the Wise Timetable application.

**Search rooms until priority** - choosing priorities for taking up space. Rooms with priority '0' will be generated first ('0' is the highest priority, priorities can be set till '9').

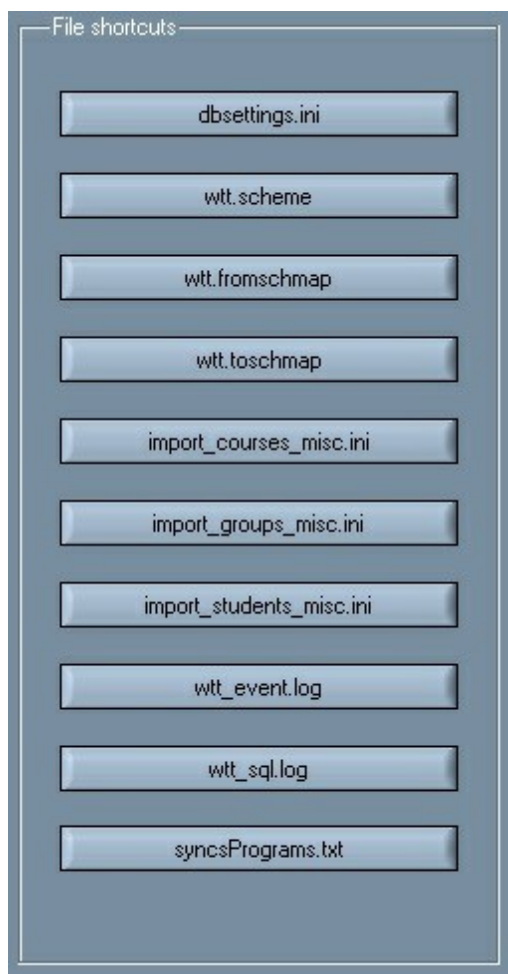
**Translate phrase in application** - use for translating word phrases in application.

**Translate application phrases from dictionary** - use for translating phrases in application from dictionary.

**Show replaced professors at course screen** - check and new turn and new professor will be visible on the main screen (related to changing professors on the main screen).

- **File shortcuts**

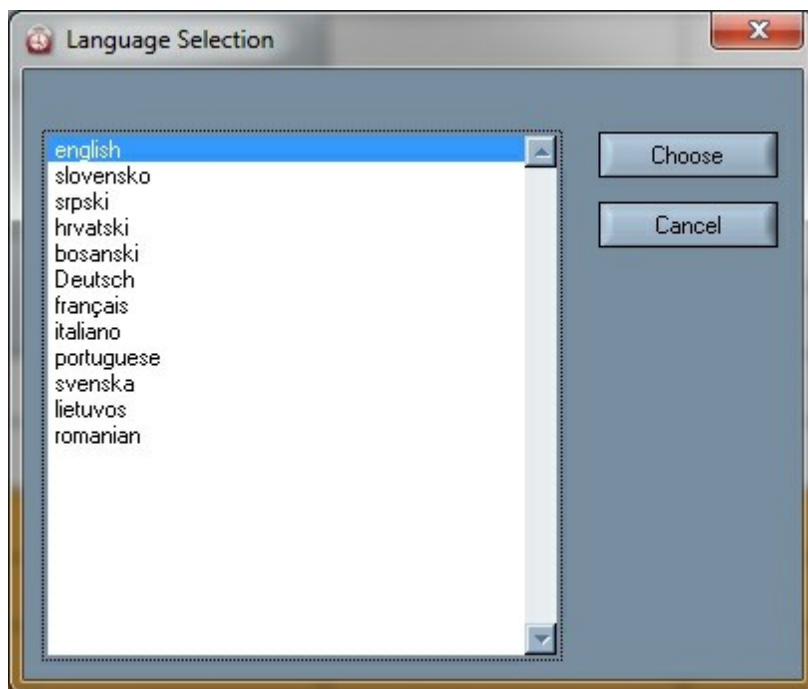
All configuration data are at *c:\ProgramData\WiseTimetable* and they can be easily accessed from Settings ? Miscellaneous ? General. To access configuration files just click on needed configuration file button.



- **Confirm**  
Click Confirm to save changes.
- **Default**  
Check Default to save current settings as default settings. Those settings will be selected when a [new file is created](#).
- **Cancel**  
Check Cancel to cancel changes.

## 10.7 Language

If you want to change the language of the Wise Timetable application, choose **Settings | Language** in the [menu](#).



**Part**

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**XI**

## 11 Website settings

Enter topic text here.

### 11.1 Configuration

#### Change password











In this section you can change password of the configuration site and it is highly recommended if you are starting site of configuration for the first time. Simply enter the password you want, as shown in the picture below:

Product information	
Change password:	<input type="password"/> <small>*Recommended, especially if you are running this for the first time</small>
Revision number:	2007
Modifications:	No uncommitted modifications

Also, here are displayed **Revision number** and **Modification** info, but those information are related to the software and do not have high importance for your own settings.

#### Colors

In this section you can easily set colors in which each type of activities will show in the schedule on website. Click on each of them and set the color you wish, as you can check on the following picture:

Colors	
Timetable entry:	#430c 
Timetable entry alternative:	#A88f 
Overlapping:	#b101 
Reservation:	#2c7c 
Overlapping reservation (reservation):	#a05c 
Overlapping reservation timetable entry:	#a05c 
Exams:	#fbed 
Tooltip background:	#798c 
Reservation owner:	#4011 
Holiday:	#a3e6 

#### Features

- Work week and display settings

Features	
Work week and display settings	
Use Saturdays:	<input type="radio"/> Use <input checked="" type="radio"/> Don't use
Use Sundays:	<input type="radio"/> Use <input checked="" type="radio"/> Don't use
Dates with day names:	<input checked="" type="radio"/> Show <input type="radio"/> Don't show
Datetime format:	<input type="text" value="DD.MM.YYYY hh:mm"/> [e.g.: DD.MM.YYYY hh:mm:ss]
Holidays:	<input type="text" value="Show"/>
Display week number:	<input checked="" type="radio"/> Show <input type="radio"/> Don't show
First weekday is Sunday:	<input checked="" type="radio"/> True <input type="radio"/> False
Show only full hours:	<input type="radio"/> Use <input checked="" type="radio"/> Don't use

Choose between **use and don't use Saturdays/Sundays** in the official schedule on the website.  
 Choose whether you **want or don't want day names to show** next to the date in the schedule.  
 Choose **date format** in which dates will be shown in the schedule.  
 Choose whether you want **holidays to be shown in the schedule, not to be shown or to override other activities in that day**, all options are listed in next picture:

Work week and display settings	
Use Saturdays:	<input checked="" type="radio"/> Use <input type="radio"/> Don't use
Use Sundays:	<input checked="" type="radio"/> Use <input type="radio"/> Don't use
Dates with day names:	<input checked="" type="radio"/> Show <input type="radio"/> Don't show
Datetime format:	<input type="text" value="DD.MM.YYYY hh:mm"/> [e.g.: DD.MM.YYYY hh:mm:ss]
Holidays:	<input type="text" value="Show"/>
Display week number:	<input checked="" type="radio"/> Show <input type="radio"/> Don't show
Show only full hours:	<input type="radio"/> Use <input checked="" type="radio"/> Don't use

Choose whether you want **week numbers** to be displayed or not to be displayed in the schedule (from 1 to 52).

Enable or disable the option - **First weekday is Sunday**, which has to be also enabled inside the [Settings](#) --> [Miscellaneous](#) --> Generation. Than the whole schedule on website will start with Sunday.  
 Choose between **show or don't show only full hours** in the schedule. If you choose "show" than only full hours will be shown which last 60 minutes. If you choose don't show, than activities which last 30 minutes will be shown in the schedule too.

## • General settings

General settings	
Use translated course name:	<input type="radio"/> Use <input checked="" type="radio"/> Don't use
Hide subject area code:	<input checked="" type="radio"/> Use <input type="radio"/> Don't use
Use reservations:	<input checked="" type="radio"/> Use <input type="radio"/> Don't use
Timetable valid until:	<input type="text" value="0"/>
Use mark:	<input type="radio"/> Use <input checked="" type="radio"/> Don't use
Main menu:	<input type="text" value="Groups,Rooms,Prof,Classrooms,Courses,Rooms_Zoom, [Groups,Rooms,Prof,Classrooms,Courses,Stud,Rooms_Zoom] [Clear] [Default]"/>
Display last change time:	<input checked="" type="radio"/> Show <input type="radio"/> Don't show
Details about the selection when printing:	<input checked="" type="radio"/> Show <input type="radio"/> Don't show
Zoom view - list of rooms limited:	<input type="radio"/> Use <input checked="" type="radio"/> Don't use
... must be equal to:	<input type="text" value="WebView"/>
Show both - start and end hours:	<input type="radio"/> Show <input checked="" type="radio"/> Don't show
Use additional description at reservations:	<input checked="" type="radio"/> Use <input type="radio"/> Don't use
Show only after approval:	<input checked="" type="radio"/> Use <input type="radio"/> Don't use

Choose between **use and don't use subject area codes** beside their names in the schedule on website.

Choose whether you want to **use reservations** in the schedule or not (any kind of reservations).

Enter the **date until the timetable is valid** in order to show timetable on website only during weeks till that date. This is used when schedule after some date is not made yet, so after that date it has to be hidden.

Choose between **use and don't use marked schedule activities**. Those marked activities could serve to show that those activities are done or they can have other function/meaning too.

**Show only after approval** - Use: Professors can make online reservations, but administration approves that reservation. Don't use: Professor make online reservations.

Groups;Rooms;Prof;Classrooms;Courses;

[Groups,Rooms,Prof,Classrooms,Courses,Stud,Rooms\_Zoom]

[Clear] [Default]

Choose between **show and don't show Last change** label in the right-upper corner of the main schedule screen.

Last change: 30.11.2013 23:18

Choose to **include or exclude details about room/lecturer/group name** when printing the schedule, and both cases are shown in the picture below:

05.12.2013.

Rooms - Wise Timetable

Room: A-005		Week: 49		Last change: 30.11.2013 23:18			
	Mon, 02.12.2013	Tue, 03.12.2013	Wed, 04.12.2013	Thu, 05.12.2013	Fri, 06.12.2013	Sat, 07.12.2013	Sun, 08.12.2013
07:00						Reserved	
07:30							
08:00	Systems Analysis - tutorial	Knowledge Management - tutorial	Knowledge Management - tutorial	Knowledge Management - tutorial			
08:30	LIZZY QUINN; AFM2-2	MARGARET WOOD; BAM3-3	MARGARET WOOD; BQT1-1	MARGARET WOOD; BAM3-1			
09:00							
09:30							
10:00	Business Design - tutorial	Databases - tutorial	IT and Web Development - w	Business Design - tutorial	IT and Web Development - w		
10:30	ANDREW ALTMAN; BAM3-4	BERNARD ROCKWELL; AFM2-2	tutorial GEORGE SULLIVAN; BQT1-1	ANDREW ALTMAN; BAM3-1	tutorial GEORGE SULLIVAN; BQT1-1		

05.12.2013.

Rooms - Wise Timetable

Week: 49

Last change: 30.11.2013 23:18

	Mon, 02.12.2013	Tue, 03.12.2013	Wed, 04.12.2013	Thu, 05.12.2013	Fri, 06.12.2013	Sat, 07.12.2013	Sun, 08.12.2013
07:00						Reserved	
07:30							
08:00	Systems Analysis - tutorial	Knowledge Management - tutorial	Knowledge Management - tutorial	Knowledge Management - tutorial			
08:30	LIZZY QUINN; AFM2-2	MARGARET WOOD; BAM3-3	MARGARET WOOD; BQT1-1	MARGARET WOOD; BAM3-1			
09:00							
09:30							
10:00	Business Design - tutorial	Databases - tutorial	IT and Web Development - w	Business Design - tutorial	IT and Web Development - w		
10:30	ANDREW ALTMAN; BAM3-4	BERNARD ROCKWELL; AFM2-2	tutorial GEORGE SULLIVAN; BQT1-1	ANDREW ALTMAN; BAM3-1	tutorial GEORGE SULLIVAN; BQT1-1		

## • Settings for list of professors and reservation

Settings for list of professors for reservations	
3 char value explanation for (Professor,Admin,Other) can be 1 - must be set, 0 - must not be set, N - not checked	
Rooms - must be (Professor,Admin,Other) e.g. 11N:	<input type="text" value="N1N"/>
Groups - must be (Professor,Admin,Other) e.g. N10:	<input type="text" value="1NN"/>
Group and Branch selection handling	

For the Web modules for reservation, there are new options which defines which use reserve what and use which module. List of users is shown in list for login is now determined by 3-character string like 11N – this means: must be professor, must be administrator, other is not important, or N10 – this means: to be professor is not important, administrator, can not be other.

## • Group and Branch selection handling

Group and Branch selection handling	
Groups:	<input checked="" type="radio"/> Use <input type="radio"/> Don't use
Groups in cells:	<input checked="" type="radio"/> Show <input type="radio"/> Don't show
Groups selector:	<input checked="" type="radio"/> Use <input type="radio"/> Don't use
Branch selector for one group:	<input checked="" type="radio"/> Use <input type="radio"/> Don't use
Group's password:	<input type="radio"/> Use <input checked="" type="radio"/> Don't use
When groups password is on, enter groups name manually:	<input type="radio"/> Use <input checked="" type="radio"/> Don't use

Choose between **use and don't use groups** at all. In some cases, if there is only one group of students, there is no need to show groups at all in the schedule because the whole schedule is made only for one group.

Choose between **show and don't show group names in cells** in the schedule. Here is how it looks when they are used/not used:



	Mon, 09.12.2013	Tue, 10.12.2013	Wed, 11.12.2013	Thu, 12.12.2013
07:00				
07:30				
08:00			Strategic Management - tutorial, Room 2, PETER JOHNSON; BAM2-5	Theories of HRM - WARREN BAM2-5, BAM2-6
08:30				
09:00				
09:30				
10:00	Theories of HRM - tutorial, A-003, RITA COLWELL; BAM2-5	Theories of HRM - lecture, B-007, WARREN WOLFE; BAM2-5, BAM2-6, BRC2-1		International Business lecture, B-007, JAMES GOODMAN BAM2-4, BAM2-5
10:30				
11:00			Aspects of Business Law - tutorial, A- 008, MARK TURNER; BAM2-5	
11:30				

	Mon, 09.12.2013	Tue, 10.12.2013	Wed, 11.12.2013	Thu, 12.12.2013
07:00				
07:30				
08:00			Strategic Management - tutorial, Room 2, PETER JOHNSON	Theories of HRM - WARREN
08:30				
09:00				
09:30				
10:00	Theories of HRM - tutorial, A-003, RITA COLWELL	Theories of HRM - lecture, B-007, WARREN WOLFE		International Business lecture, B-007, JAMES GOODMAN BAM2-4, BAM2-5
10:30				
11:00			Aspects of Business Law - tutorial, A- 008, MARK TURNER	
11:30				

Choose between **use or don't use group selector** in the selection part of the website schedule. If there is only one group you don't need a group selector/menu, but you can also keep it if you have more groups than one. In the following picture it is shown how it looks with/without group selector:

Program:	undergraduate
Year:	1
Subject area:	Accounting for Management - AFM
Group:	<div> -- select --  AFM1-1  AFM1-2  AFM1-3 </div>

Program:	undergraduate
Year:	1
Subject area:	Accounting for Management - AFM
Jump to:	11.12.2013
Click to show:	Show Weekly Schedule Show Whole Schedule
Export to	Export Weekly Calendar Export Whole Calendar

Also you can choose between **use or don't use branch selector for one group**, so you can keep group selector even if there is only one group in the schedule, or to remove it totally. Choose between **use or don't use passwords for groups**, in order to have a different password for each group so the schedule for that group shows only when the correct password is entered. It is used for example for students to find their schedules easier, only by entering the password for the group they are

in. Here's how it looks like:

Insert password. If you don't have it, contact administrator.

Program:	undergraduate
Year:	2
Subject area:	Business and Management - BAM
Group:	-- select -- BAM2-1 BAM2-2 BAM2-3 BAM2-4 BAM2-5 BAM2-6
Jump to:	11.12.2013
Password:	
Click to show:	<input type="radio"/> Show Weekly Schedule <input type="radio"/> Show Whole Schedule
Export to iCalendar:	<input type="radio"/> Export Weekly Calendar <input type="radio"/> Export Whole Calendar

Also, if the group password is ON, you can decide whether there will be need to **enter the group name too**. So anyone who wants to check a schedule for some group, has to know the exact name of the group and also a password for that group, as presented in the following picture:

Group:		Enter the group name you want to see the schedule for.
Jump to:	11.12.2013	
Password:		Enter password for the same group.
Click to show:	<input type="radio"/> Show Weekly Schedule <input type="radio"/> Show Whole Schedule	
Export to iCalendar:	<input type="radio"/> Export Weekly Calendar <input type="radio"/> Export Whole Calendar	

#### NOTE for administrators - SHORTCUTS:

If password entering is enabled for groups, sometimes it is very time-consuming to generate manually all of passwords for every group, especially if there are a lot of them.

In case that password for groups is ON, and you want to generate passwords for groups of students who still don't have it, when entering PC Wise Timetable application, click SHIFT + F12 and automatically those who don't have passwords will be generated.

But if you enter SHIFT + INSERT, program will generate passwords for those who don't have it, and also for those with existing passwords, and those will be deleted. So in that case you will generate passwords for every group, no matter if the group had or did not have one.

#### • Email (SMTP) settings - for reservation modules

Email (SMTP) settings - for reservation modules	
User which is sending an email:	<input type="text"/>
SMTP (outgoing) server IP address or server name:	<input type="text"/>
SMTP (outgoing) port (default: 25):	<input type="text"/>

These options are intended only for room and exam reservation modules. When reservation is made by administrator or professor, there is option to send an email to person for which the reservation is made. So, in order to send this email, server need to have information about user sending the email and corresponding email outgoing server. This is usually something like mail.domain.com, port is usually set to 25.

### • Room reservation Module settings

There is a special website dedicated to online room reservations made by admin's and professors. It is better explained in the [Reservation of rooms](#) section of help. Here are settings related to this module.

Room reservation Module settings	
Show seats number (resrooms.php):	<input type="radio"/> Show <input checked="" type="radio"/> Don't show
Profesor can reserve in the same interval (resrooms.php):	<input checked="" type="radio"/> Use <input type="radio"/> Don't use
Reservation for admin only:	<input type="radio"/> Use <input checked="" type="radio"/> Don't use

Choose whether you want to **show number of rooms seats** to professors when they make reservations of rooms. Here's how it looks like in both cases:

Room	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30
A-001								
A-002								
A-003								
A-004								
A-005								
A-006								
A-007								

Room	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30
A-001 (30)								
A-002 (30)								
A-003 (30)								
A-004 (60)								
A-005 (30)								
A-006 (30)								
A-007 (90)								

Also, you can **enable or disable to professors to make reservations at the same time**. There is interval section in the reservation page, after clicking on some empty field in the schedule (resrooms.php) where you set the time that you want to reserve, as seen on the next picture. You can only change

the end of interval, because the beginning is defined at the time where is the empty field in the schedule you previously clicked.

Room reservation	A-003		Room name and date of reservation you make.
Date	12.12.2013		
Lecturer	GILBERT JAMES		Name of lecturer that makes reservation, and description of reservation (lectures, seminar, etc).
Description:	(*R 16:10 12.12.2013		
Interval:	From: 14:30	To: 15:00	Start and end of reservation interval. You can only change the end of interval.
Interval:	From: 12.12.2013	To: 12.12.2013	
Email			
	Back	Description	Reserve

You can **enable or disable reservation for admins only**. If it is enabled, then only admins can make reservations of rooms for themselves or also for others.

### • Lecturer's timetable display settings

Lecturer's timetable display settings	
Lecturer's password:	<input checked="" type="radio"/> Use <input type="radio"/> Don't use
When lecturers password is on, enter lecturers name manually:	<input type="radio"/> Use <input checked="" type="radio"/> Don't use
Whole schedule for lecturers - Sort by date:	<input type="radio"/> Use <input checked="" type="radio"/> Don't use
Whole schedule for lecturers - Reservations:	Show reservation <input type="button" value="v"/>

Choose between **use and don't use lecturer password**. If it is enabled, a professor must find his name and enter his password in order to see his schedule. Here is how it looks in the selection part:

Insert password. If you don't have it, contact administrator.

Surname, name:	GEORGE COHEN		
Password:			
Jump to:	12.12.2013	<input type="button" value="←"/> <input type="button" value="→"/>	
Click to show:	<input checked="" type="button" value="Show Weekly Schedule"/> <input type="button" value="Show Whole Schedule"/>		




Week: 50

	Mon, 09.12.2013	Tue, 10.12.2013	Wed, 11.12.2013
07:00			
07:30			

Enable or disable **entering of professors name manually** if lecturers password is ON. It is shown in

the next picture:

Insert password. If you don't have it, contact administrator.

Surname, name:	<input type="text"/>
Password:	<input type="password"/>
Jump to:	12.12.2013   
Click to show:	<input type="button" value="Show Weekly Schedule"/> <input type="button" value="Show Whole Schedule"/>

#### NOTE for administrators - SHORTCUTS:

If password entering is enabled for lecturers, sometimes it is very time-consuming to generate manually all of passwords for every professor, especially if there are a lot of them.

In case that password for lecturers is ON, and you want to generate passwords for lecturers who still don't have it, when entering PC Wise Timetable application, click SHIFT + F12 and automatically those without passwords will be generated.

But if you enter SHIFT + INSERT, program will generate passwords for those lecturers who don't have it, and also for those with existing passwords which will be deleted automatically. So in that case you will generate new passwords for every lecturer, no matter if he/she had or did not have one.

You can also set the **way of displaying professors obligations** in his whole schedule. If you use 'sort by date' option, all of activities will be listed by dates when they occur, one after another and will be shown individually, as seen on the next picture:

PROGRAMS	ROOM VIEW	LECTURERS	ROOMS	COURSES
Surname, name: <div>Kim Aaronson</div>				
Jump to: <div>23.03.2014</div> <div>📅</div> <div>🔍</div> <div>🔄</div>				
Click to show: <div>Show Weekly Schedule</div> <div>Show Whole Schedule</div>				
Export to Calendar: <div>Export Weekly Calendar</div> <div>Export Whole Calendar</div>				

Week: 12

Last change: 12.12.2013 23:13

Science Concepts for Healthcare Workers

Day	Date	Hour	Room	Type	Group
Mon	06.01.2014	08:30 - 10:30	Classroom 205	Lecture	DD-B, DD-C
Mon	06.01.2014	16:00 - 18:00	Classroom 2102	Lecture	ED-A
Tue	07.01.2014	08:30 - 10:30	Classroom 2101	Lecture	DD-A
Thu	09.01.2014	11:00 - 13:00	Classroom 205	Lecture	DD-B, DD-C
Thu	09.01.2014	16:00 - 18:00	Classroom 210	Lecture	ED-B
Thu	09.01.2014	18:00 - 20:00	Classroom 213	Lecture	ED-A
Fri	10.01.2014	10:30 - 12:30	Classroom 205	Lecture	DD-A
Fri	10.01.2014	17:30 - 19:30	Classroom 204	Lecture	ED-B
Mon	13.01.2014	08:30 - 10:30	Classroom 205	Lecture	DD-B, DD-C
Mon	13.01.2014	16:00 - 18:00	Classroom 2102	Lecture	ED-A
Tue	14.01.2014	08:30 - 10:30	Classroom 2101	Lecture	DD-A
Thu	16.01.2014	11:00 - 13:00	Classroom 205	Lecture	DD-B, DD-C
Thu	16.01.2014	16:00 - 18:00	Classroom 210	Lecture	ED-B
Thu	16.01.2014	18:00 - 20:00	Classroom 213	Lecture	ED-A
Fri	17.01.2014	10:30 - 12:30	Classroom 205	Lecture	DD-A
Fri	17.01.2014	17:30 - 19:30	Classroom 204	Lecture	ED-B

If it is disabled, than activities will be shown together for one day in a week with timing from week X to week Y, as you can check in following picture:

PROGRAMS		ROOM VIEW		LECTURERS		ROOMS		COURSES	
Surname, name:		Kim Aaronson							
Jump to:		23.03.2014							
Click to show:		Show Weekly Schedule		Show Whole Schedule					
Export to iCalendar:		Export Weekly Calendar		Export Whole Calendar					
Week: 12									
Last change: 12.12.2013 23:13									
Science Concepts for Healthcare Workers									
Day	Date	Hour	Room	Type	Group				
Mon	06.01.2014 - 20.04.2014	08:30 - 10:30	Classroom 205	Lecture	DD-B, DD-C				
Mon	06.01.2014 - 20.04.2014	16:00 - 18:00	Classroom 2102	Lecture	ED-A				
Tue	06.01.2014 - 20.04.2014	08:30 - 10:30	Classroom 2101	Lecture	DD-A				
Thu	06.01.2014 - 20.04.2014	11:00 - 13:00	Classroom 205	Lecture	DD-B, DD-C				
Thu	06.01.2014 - 20.04.2014	16:00 - 18:00	Classroom 210	Lecture	ED-B				
Thu	06.01.2014 - 20.04.2014	18:00 - 20:00	Classroom 213	Lecture	ED-A				
Fri	06.01.2014 - 20.04.2014	10:30 - 12:30	Classroom 205	Lecture	DD-A				
Fri	06.01.2014 - 20.04.2014	17:30 - 19:30	Classroom 204	Lecture	ED-B				
Reservations									
Description:									

Also, you can set the way of presenting reservations of lecturers in their whole schedule. You can choose between Don't show at all reservations, Show reservations and Show reservations with dates, as seen on following picture:

Lecturer's timetable display settings	
Lecturer's password:	<input type="radio"/> Use <input checked="" type="radio"/> Don't use
When lecturers password is on, enter lecturers name manually:	<input type="radio"/> Use <input checked="" type="radio"/> Don't use
Whole schedule for lecturers - Sort by date:	<input type="radio"/> Use <input checked="" type="radio"/> Don't use
Whole schedule for lecturers - Reservations:	<div> Show reservation  Don't show  Show reservation  Show reservation and date </div>
Show duration (rooms.php):	

If you set **Don't show**, than Reservation section in the whole schedule for a professor will not be shown at all on presentation page of lecturers. If you set **Show reservation**, that Reservation section will be shown with done reservations but without days of performing. If you set **Show reservation and date**, in the whole schedule for some professor will be shown Reservation section under list of all regular activities with their days of performing.

### • Room display settings

Room display settings	
Show duration (rooms.php):	<input checked="" type="radio"/> Use <input type="radio"/> Don't use
Display number of students (rooms.php):	<input checked="" type="radio"/> Show <input type="radio"/> Don't show
Sort room names alphabetically:	<input checked="" type="radio"/> Use <input type="radio"/> Don't use

Choose between **show and don't show duration of activities** in Room presentation section (rooms.php). If you choose to use this option, there will be interval/duration shown on each of activity, but if you choose not to use this option, there will not be duration shown but only from x hour to y hour format. Both situations can be seen below:

Show duration of activities example:

The screenshot displays the Wise Timetable web application. At the top, there is a 'Jump to:' section with a date selector set to 17.03.2014 and navigation icons. Below this is a row of date tabs for the week of March 17-23, 2014. The main area is a grid with rooms listed on the left and time slots from 07:00 to 13:00 on the top. Classroom 1 is highlighted in red, indicating a scheduled activity. A modal window titled 'Reservations - Wise Timetable - Google Chrome' is open, showing details for Classroom 1:

- Classroom: Classroom 1
- Geriatric/Mental Health Nursing
- Mon, 08:30
- Lecture 1.5h
- Lecturer: Deborah Levi
- Group: DAB-A (24)

The modal window also includes the text 'Wise Timetable® © Wise Technologies'.

Don't show duration of activities example:

The screenshot displays the Wise Timetable interface. At the top, there is a 'Jump to:' section with a date selector set to 17.03.2014 and navigation icons. Below this is a weekly calendar view with dates from Mon, 17.03.2014 to Sun, 23.03.2014. The main area is a grid showing room reservations for various rooms: Ambassador, Bronzeville, Casa Central, Classroom 1, Classroom 2, Classroom 204, Classroom 205, Classroom 206, Classroom 210, Classroom 2101, Classroom 2102, Classroom 2103, Classroom 213, Classroom 3, Computer Lab, Crestwood, and Evergreen. The grid columns represent time slots from 07:00 to 13:00. Classroom 1 has a red reservation for a lecture from 08:30 to 10:00 on Monday, 17.03.2014.

An overlay window titled 'Reservations - Wise Timetable - Google Chrome' is open, showing the details for Classroom 1. The details include:

- Classroom: Classroom 1
- Geriatric/Mental Health Nursing
- Mon, 08:30
- Lecture, 08:30-10:00 (highlighted with a red box)
- Lecturer: Deborah Levi
- Group: DAB-A (24)

The overlay also shows the 'Wise Timetable®' logo and '© Wise Technologies'.

Choose between **display and don't display number of students** in Room presentation section (rooms.php). If you choose to use this option, there will be number of students in group shown on each of activity, but if you choose not to use this option, there will not be shown number of students in brackets but only name of group. Both situations can be seen below:

Display number of students example:



Jump to: 17.03.2014

Mon, 17.03.2014 Tue, 18.03.2014 Wed, 19.03.2014 Thu, 20.03.2014 Fri, 21.03.2014 Sat, 22.03.2014 Sun, 23.03.2014

Room	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00
Ambassador											
Bronzeville											
Casa Central											
Classroom 1											
Classroom 2											
Classroom 204											
Classroom 205											
Classroom 206											
Classroom 210											
Classroom 2101											
Classroom 2102											
Classroom 2103											
Classroom 213											
Classroom 3											
Computer Lab											
Crestwood											
Evergreen											
Leiberman											

Reservations - Wise Timetable - Google Chrome

wisetimetable.com/wtt\_test/roomdetails.php?id=2&date=1

**Classroom: Classroom 1**

Geriatric/Mental Health Nursing

Mon, 08:30

Lecture, 08:30-10:00

Lecturer: Deborah Levi

Group: DAB-A (24)

Wise Timetable®  
© Wise Technologies

Don't display number of students example:

The screenshot displays the Wise Timetable web interface. At the top, there is a 'Jump to:' section with a date selector set to 17.03.2014 and navigation icons. Below this is a weekly calendar view with dates from Mon, 17.03.2014 to Sun, 23.03.2014. The main area is a timetable grid with columns for time slots (07:00 to 12:00) and rows for various rooms. The rooms listed are Ambassador, Bronzeville, Casa Central, Classroom 1, Classroom 2, Classroom 204, Classroom 205, Classroom 206, Classroom 210, Classroom 2101, Classroom 2102, Classroom 2103, Classroom 213, Classroom 3, Computer Lab, and Crestwood. Classroom 1 and Classroom 2 are highlighted in red for the 08:30-10:00 slot on Friday, 21.03.2014. An overlay window titled 'Reservations - Wise Timetable - Google Chrome' is open, showing the URL 'wisetimetable.com/wtt\_test/roomdetails.php?id=2&date=1'. The window displays details for 'Classroom: Classroom 1', including the course 'Geriatric/Mental Health Nursing', the time 'Mon, 08:30', the lecture 'Lecture, 08:30-10:00', the lecturer 'Lecturer: Deborah Levi', and the group 'Group: DAB-A' (which is highlighted with a red box). The footer of the overlay window shows 'Wise Timetable®' and '© Wise Technologies'.

Choose between **display** and **don't display rooms in list alphabetically** in Room presentation section (rooms.php). If you choose to use this option, rooms will be listed alphabetically, but if you choose not to use this option, rooms will be displayed in way in which they are listed in PC application of Wise Timetable. Both situations can be seen below:

List rooms in alphabetical order example:

PROGRAMS ROOM VIEW LECTURERS ROOMS COURSES									
Example Room Page Title									
Jump to:		17.03.2014							
Mon, 17.03.2014	Tue, 18.03.2014	Wed, 19.03.2014	Thu, 20.03.2014	Fri, 21.03.2014	Sat, 22.03.2014	Sun, 23.03.2014			
Room	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	
Ambassador									
Bronzeville									
Casa Central									
Classroom 1									
Classroom 2									
Classroom 204									
Classroom 205									
Classroom 206									
Classroom 210									
Classroom 2101									
Classroom 2102									
Classroom 2103									
Classroom 213									

Don't list rooms in alphabetical order example:

<a href="#">PROGRAMS</a> <a href="#">ROOM VIEW</a> <a href="#">LECTURERS</a> <a href="#">ROOMS</a> <a href="#">COURSES</a>										
Example Room Page Title										
Jump to:		17.03.2014								
Mon, 17.03.2014	Tue, 18.03.2014	Wed, 19.03.2014	Thu, 20.03.2014	Fri, 21.03.2014	Sat, 22.03.2014	Sun, 23.03.2014				
Room		07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00
Classroom 1										
Classroom 2										
Classroom 3										
Computer Lab										
Testing Center										
Tutoring Center										
Classroom 204										
Classroom 205										
Classroom 206										
Classroom 210										
Classroom 213										
Classroom 2101										
Classroom 2102										
Classroom 2103										

### • iCalendar export settings

In these settings you can set the way data will be sent as iCalendar to recipients. There are several options for professors and groups of students.

iCalendar export settings			
iCal for groups - Subject:	<input type="text" value="Course;Room;"/>	<input type="text" value="[WTT;Course,Room,Type,Group,Tutor]"/>	<input type="button" value="[Clear]"/> <input type="button" value="[Default]"/>
iCal for groups - Text:	<input type="text" value="Type;Tutor;"/>	<input type="text" value="[Course,Room,Type,Group,Tutor]"/>	<input type="button" value="[Clear]"/> <input type="button" value="[Default]"/>
iCal for lecturers - Subject:	<input type="text" value="WTT;Course;Room;"/>	<input type="text" value="[WTT;Course,Room,Type,Group,Tutor]"/>	<input type="button" value="[Clear]"/> <input type="button" value="[Default]"/>
iCal for lecturers - Text:	<input type="text" value="Course;Room;Type;"/>	<input type="text" value="[Course,Room,Type,Group,Tutor]"/>	<input type="button" value="[Clear]"/> <input type="button" value="[Default]"/>

**iCal for groups - Subject:** Set the sequence by which labels will be presented in Subject of E-mails that are sent to groups of students regarding their iCalendar.

**iCal for groups - Text:** Set the sequence by which labels will be presented in the Text of E-mails that are sent to groups of students regarding their iCalendar.

**iCal for lecturers - Subject:** Set the sequence by which labels will be presented in Subject of E-mails that are sent to lecturers for regarding their iCalendar.

**iCal for lecturers - Text:** Set the sequence by which labels will be presented in the Text of E-mails that are sent to lecturers regarding their iCalendar.

### • Exam Reservation Module settings

## Exam Reservation Module settings

Max exams per week:

Max exams per day:

In this section you can set the maximum number of exams that could be reserved in a week or a day. It is made primarily because of concerns for students concentration and time, so their exams could be good sequenced without affecting their daily or weekly possibilities. So professors can make as many reservations for a group as this option allows, counted per day or per week.

## Administration

## Administration

Save to log: ☒ Yes ☐ No

Log Filename:

Administrator - first name:

Administrator - last name:

Check cookie: ☒ Yes ☐ No

Login URL:

Cookie variable name:

In this section you are able to set your own administration settings, meaning you can choose between saving or not saving data to log files, or setting your log file name (we gave an example in the upper picture). Also, you can set name and surname of the main administrator of schedules, decide whether you want to receive cookies or not, display login URL or allowed cookie variable name.

## Settings

## Settings

Web character encoding:

Ajax character encoding:

Database type: ☐ MS SQL ☒ MySQL

Connection string:

ADODB driver location:

Language:

Application path:

Ends with a slash or backslash (depending on the system)!

In these settings you can also set very important and helping things. If schedules are made/used in area where special characters are used in language (e.g. š, č, ž, ò, ç, å, ø, etc.) then we recommend you to set this Ute-8 code as **Web character encoding** and **Ajax character encoding**, in order for those characters to be readable and used in a right way.

You can also set the sort of database in which data and changes are saved. **Connection string** shows address of database name which we are connected to, but instead of three dots shown as Connection string in the picture, you have to enter your user name and password in this address in order to be connected to your own database.

You can also set the preferred **language** on which labels and notifications will be shown.

**Application path** is left blank by default.

## Custom page messages

Custom page messages	
Admin page:	<input type="text"/>
Classrooms page:	<input type="text"/>
Courses page:	<input type="text"/>
Groups page:	<input type="text"/>
Lecturers page:	<input type="text"/>
Rooms page:	<input type="text" value="Example Room Page Title"/>
Reservation email message (subject):	<input type="text"/>
Reservation email message (body):	<input type="text"/>

Here you can set **messages that are shown on presentation pages**, and those messages are usually some directions, notifications or simply name of the school/university that is using a software. They show up in the upper-left corner of the presentation pages. So therefore you have six different presentation pages for which you can set different messages:

- For admin page
- Classrooms page
- Courses page
- Groups page
- Lecturers page
- Rooms page.

Also, in this section you can set the **message which will display in e-mail subject and body** which is sent to professors regarding their reservation. On this way, you can easily set the universal message to make sending mails even easier and faster.

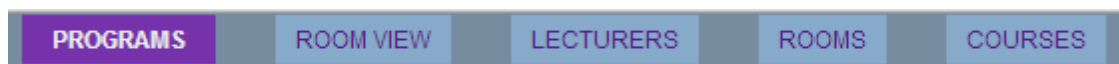
After all of settings are done, in any of these sections on Configuration page, click **Submit** at the end of the page to save settings and changes you made.

## 11.2 Presentation pages

Presentation pages serve to display data according to different labels, and those are five different sections:

- PROGRAMS view
- ROOM view
- LECTURERS view
- ROOMS (separately every room) view and
- COURSES view.

These sections can be chosen in the upper-left corner of the presentation page. Here's how it looks:



### • PROGRAMS view

Here is displayed schedule for a specific program, year, subject area and group, so you can easily check and print specifically chosen schedules.

**PROGRAMS** Choose programs view. **LECTURERS** **ROOMS** **COURSES**

Program: Practical Nursing Choose the preferred program.

Year: 1 Choose year of studies.

Subject area: Completers - GRAD Choose the preferred subject area.

Group: Completers Choose group for which you want to see schedule.

Jump to: 04.06.2014 Choose the specific date.

Click to show: Show Weekly Schedule Show Whole Schedule Choose between showing or exporting to ICalendar weekly schedule or whole schedule.

Export to iCalendar: Export Weekly Calendar Export Whole Calendar

After setting all of sections, chosen schedule will show up.

When the preferred schedule is displayed, print it (if needed).

Week: 23 Last change: 12.12.2013 23:13

	Mon, 02.06.2014	Tue, 03.06.2014	Wed, 04.06.2014	Thu, 05.06.2014	Fri, 06.06.2014	Sat, 07.06.2014	Sun, 08.06.2014
07:00							
07:30							
08:00							
08:30							
09:00							
09:30							
10:00							

Also, program view can also be displayed as whole schedule, where you have overall picture of obligations/activities for a particular program during whole semester:

**PROGRAMS** Choose programs view. **LECTURERS** **ROOMS** **COURSES**

Program: Practical Nursing Choose preferred program.

Year: 1 Choose preferred year of study.

Subject area: Fundamentals Semester - FUND Choose preferred subject area.

Group: EF-A Choose preferred group.

Jump to: 19.03.2014

Click to show: Show Weekly Schedule Show Whole Schedule Choose to show the whole schedule.

Export to iCalendar: Export Weekly Calendar Export Whole Calendar

Last change made on the schedule (you can enable this info in configuration settings)

Week: 12 Number of week info. All of programs/courses are listed with all of activities for chosen labels.

Last change: 12.12.2013 23:13

Day	Date	Hour	Room	Type	Group	Lecturer
Tue	07.01.2014	17:30 - 20:30	Classroom 2102	Lecture	EF-A	James Kerlin
Thu	09.01.2014	20:00 - 22:00	Science Lab 1	Skills Lab	EF-A	James Kerlin
Tue	14.01.2014	17:30 - 20:30	Classroom 2102	Lecture	EF-A	James Kerlin
Thu	16.01.2014	20:00 - 22:00	Science Lab 1	Skills Lab	EF-A	James Kerlin
Tue	21.01.2014	17:30 - 20:30	Classroom 2102	Lecture	EF-A	James Kerlin
Thu	23.01.2014	20:00 - 22:00	Science Lab 1	Skills Lab	EF-A	James Kerlin
Tue	28.01.2014	17:30 - 20:30	Classroom 2102	Lecture	EF-A	James Kerlin
Thu	30.01.2014	20:00 - 22:00	Science Lab 1	Skills Lab	EF-A	James Kerlin
Tue	04.02.2014	17:30 - 20:30	Classroom 2102	Lecture	EF-A	James Kerlin
Thu	06.02.2014	20:00 - 22:00	Science Lab 1	Skills Lab	EF-A	James Kerlin
Tue	11.02.2014	17:30 - 20:30	Classroom 2102	Lecture	EF-A	James Kerlin
Thu	13.02.2014	20:00 - 22:00	Science Lab 1	Skills Lab	EF-A	James Kerlin

## • ROOM view

On this screen are displayed all of rooms together, without selecting, so you have fine view at activities held in every of rooms at a specific time on a specific day in a week.



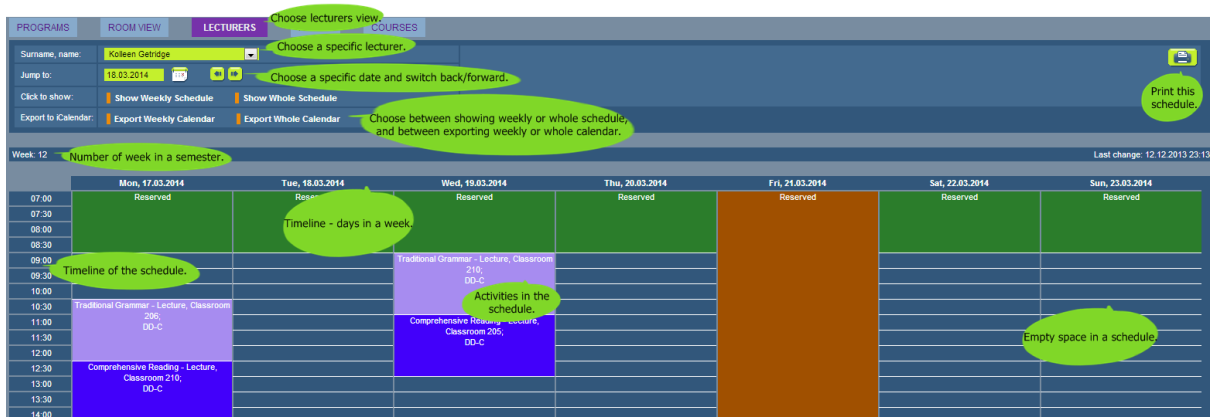
Room view is already displayed as whole calendar and shows all of obligations/activities for all of rooms. If view of one particular room is needed, there is also rooms view which shows obligations/activities related to only one particular room.

- **rooms\_zoom option**

After setting in Equipment settings at [Settings](#) in PC application Wise Timetable special equipment named "WebView", rooms with that equipment defined in themselves can be shown in a "highlighted" way on website, which means they can be more easily tracked and seen (if we are really interested to check those rooms primarily and quickly each time). Highlighted means that they are marked as ones that can be viewed in this special way in order to have a quicker look of what is performing in those rooms.

- **LECTURERS view**

In this section of the presentation page are displayed all of activities or obligations of specific professor, so choose the preferred professor and date, and after that click whether you want to see weekly schedule or the whole schedule (or to export them).



Also, lecturers view can also be displayed as whole schedule, where you have overall picture of obligations/activities/reservations for a particular lecturer during whole semester:



**LECTURERS** Choose lecturers view. RESERVATIONS

Surname, name:  Choose a particular lecturer.

Jump to:  Choose a date and switch dates back/forward.

Click to show:

Export to iCalendar:   Choose to display the whole schedule.

Week: 12 Last change: 12.12.2013 23:13

**Science Concepts for Healthcare Workers**

Day	Date	Hour	Room	Type	Group
Mon	06.01.2014 - 20.04.2014	08.30 - 10.30	Classroom 205	Lecture	DO-B, DO-C
Mon	06.01.2014 - 20.04.2014	16.00 - 18.00	Classroom 2102	Lecture	ED-A
Tue	06.01.2014 - 20.04.2014	08.30 - 10.30	Classroom 2101	Lecture	DO-A
Thu	06.01.2014 - 20.04.2014	11.00 - 13.00	Classroom 205	Lecture	DO-B, DO-C
Thu	06.01.2014 - 20.04.2014	16.00 - 18.00	Classroom 210	Lecture	ED-B
Thu	06.01.2014 - 20.04.2014	18.00 - 20.00	Classroom 213	Lecture	ED-A
Fri	06.01.2014 - 20.04.2014	18.30 - 12.30	Classroom 205	Lecture	ED-A
Fri	06.01.2014 - 20.04.2014	17.30 - 19.30	Classroom 204	Lecture	ED-B

**Reservations**

Description:

## • ROOMS view

In this section of the presentation page you can check all of reservations/obligations related to a specific room. Unlike the ROOM view, where you can check all of rooms but only together, here you can choose a specific room to have info about all of activities performing only in that room.

**ROOMS** Choose rooms view.

Room:  Choose a specific classroom for which you want to check the schedule.

Jump to:  Choose a specific date and switch back/forward.

Click to show:  Click to print this schedule.

Week: 12 Last change: 12.12.2013 23:13

	Mon, 17.03.2014	Tue, 18.03.2014	Wed, 19.03.2014	Thu, 20.03.2014	Fri, 21.03.2014	Sat, 22.03.2014	Sun, 23.03.2014
07.00							
08.00	Geriatric/Mental Health Nursing - Lecture Deborah Levi, DAB-A	Nursing Care of the Adult II - Lecture Jone Benson-Cobbs, DAA-B	Pharmacology in Geriatric Health Care, DAA-B	Nursing Care of the Adult II - Lecture Jone Benson-Cobbs, DAA-B	Geriatric/Mental Health Nursing - Lecture Deborah Levi, DAB-A		
09.00							
09.30	Human Anatomy & Physiology II - Lecture Brian Stephens, DAB-B	Nursing Care of the Adult II - Lecture Jone Benson-Cobbs, DAA-A		Nursing Care of the Adult II - Lecture Jone Benson-Cobbs, DAA-A	Nursing Fundamentals - Lecture Russell Walker, DF-C		
10.00							
10.30							
11.00							
11.30			Nursing Care of the Adult I - Lecture Zhr Raegen Quandt, DAB-A				
12.00							
12.30					Geriatric/Mental Health Nursing - Lecture Russell Walker, DAB-B		
13.00							
13.30		Introduction to Nursing - Lecture Russell Walker, DO-B	ATI Support Seminar - Lecture DAA-A				
14.00							
14.30							
15.00					Nursing Fundamentals - Lecture Raegen Quandt, DAA-A		
15.30							

Rooms view serves only to check obligations/reservations for one particular room. There is also room view where all of rooms are listed together.

## • COURSE view

In this section of the presentation page you can check all of reservations/obligations related to a specific course. Choose the preferred Program, Year, Subject area and Course. After that click whether you want to display weekly schedule or for the whole semester.

PROGRAMS ROOM VIEW LECTURERS ROOMS **COURSES**

Program: Practical Nursing  
 Year: 1  
 Subject area: Adult II Semester - A2  
 Courses: ATI Support Seminar, Focused Learning Seminar, Maternity Nursing, Nursing Care of the Adult II, Nursing of Children, Nursing Seminar, Nursing Trends and Issues, Pharmacology I

Jump to: 18.03.2014  
 Click to show: Show Weekly Schedule Show Whole Schedule

Week: 12  
 Last change: 12.12.2013 23:13

	Mon, 18.03.2014	Tue, 19.03.2014	Wed, 20.03.2014	Thu, 21.03.2014	Fri, 22.03.2014	Sat, 23.03.2014	Sun, 24.03.2014
07:00							
07:30							
08:00							
08:30							
09:00							
09:30							
10:00							
10:30							
11:00							
11:30							
12:00	Focused Learning Seminar - Lecture, Classroom 3, Jonell Benson-Cobbles, DF-A	Focused Learning Seminar - Lecture, Classroom 2101, DD-B					
12:30							
13:00					Focused Learning Seminar - Lecture, Classroom 210, DD-A		
13:30							

Also, course view can also be displayed as whole schedule, where you have overall picture of obligations/activities/ for a particular course during whole semester:

PROGRAMS ROOM VIEW LECTURERS ROOMS **COURSES**

Program: Practical Nursing  
 Year: 1  
 Subject area: Adult II Semester - A2  
 Courses: ATI Support Seminar, Focused Learning Seminar, Maternity Nursing, Nursing Care of the Adult II, Nursing of Children, Nursing Seminar, Nursing Trends and Issues, Pharmacology I

Jump to: 22.03.2014  
 Click to show: Show Weekly Schedule Show Whole Schedule

Week: 12  
 Last change: 12.12.2013 23:13

Day	Date	Hour	Room	Type	Group	Lecturer
Tue	07.01.2014	12:30 - 15:00	Classroom 2	Lecture	DAA-A	Heather San Juan
Tue	07.01.2014	18:30 - 21:00	Classroom 1	Lecture	EAA-B	La Trice Jackson
Thu	09.01.2014	12:30 - 15:00	Classroom 1	Lecture	DAA-A	Heather San Juan
Thu	09.01.2014	15:00 - 18:30	Classroom 3	Lecture	EAA-B	La Trice Jackson
Tue	14.01.2014	12:30 - 15:00	Classroom 2	Lecture	DAA-A	Heather San Juan
Tue	14.01.2014	18:30 - 21:00	Classroom 1	Lecture	EAA-B	La Trice Jackson
Thu	16.01.2014	12:30 - 15:00	Classroom 1	Lecture	DAA-A	Heather San Juan
Thu	16.01.2014	18:00 - 18:30	Classroom 3	Lecture	EAA-B	La Trice Jackson
Tue	21.01.2014	12:30 - 15:00	Classroom 2	Lecture	DAA-A	Heather San Juan
Tue	21.01.2014	18:30 - 21:00	Classroom 1	Lecture	EAA-B	La Trice Jackson
Thu	23.01.2014	12:30 - 15:00	Classroom 1	Lecture	DAA-A	Heather San Juan

## 11.3 Reservation of rooms

### WEB APPLICATION FOR ROOM RESERVATION

Web application for room reservation is an additional module which can be purchased in addition to Wise Timetable desktop application. It's web address is accessible in a form of [http://wisetimetable.com/wtt\\_test/res\\_room.php](http://wisetimetable.com/wtt_test/res_room.php)

Users of the application can be: lecturers (professors, assistants, etc.), administrative staff, or anyone else with enabled access.

Installation is very easy. It is installed the same way as other web applications for viewing timetables. Data is read from the same database as the applications for viewing timetables. It is made in PHP programming language.

## FUNCTIONALITY

Access to application is enabled with the user name and password (user name is the name; password is set in the Wise Timetable desktop application).

In overview of all rooms (on a given day), free room can be easily found as grey fields. Note that there is difference when approval system is in use and when is not in use. The meaning of Approval system: when is in use professors can make reservations, but administration needs to approve that reservation. Before administration approves reservation, the reservation is only visible to the person that made that reservation. To set Approval system use Configuration pages.



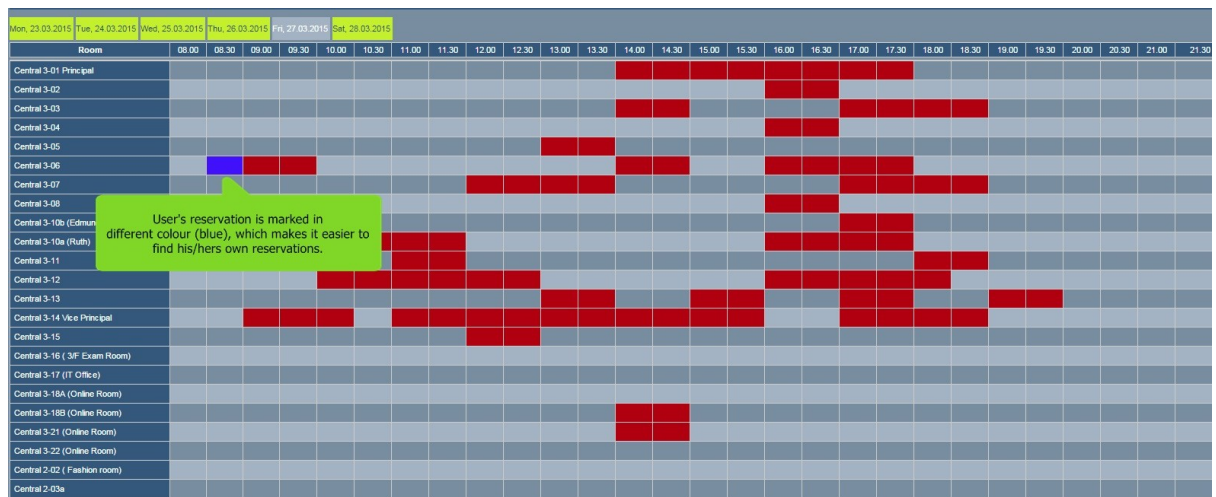
Click at free time and make reservation.

The screenshot shows a web form for room reservations. The fields and their callouts are as follows:

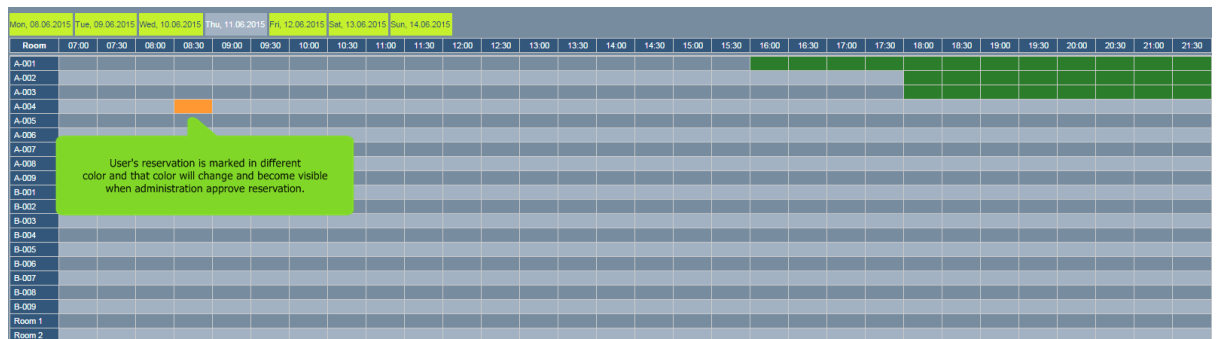
- Room reservation:** A list of rooms including Central 3-01 Principal, Central 3-02, Central 3-03, Central 3-04, Central 3-05, Central 3-06, Central 3-07, Central 3-08, Central 3-10b (Edmund), and Central 3-10a (Ruth). A callout points to this list saying "Choose room/rooms."
- Date:** A text field containing "27.03.2015". A callout points to it saying "Date on which reservation is made."
- Lecturer:** A text field containing "Smith Susan". A callout points to it saying "Name of professor/professors who (or in whose name) made reservation."
- Description:** A text field containing "(Smith Susan, Central 3-02)". A callout points to it saying "More details about the reservation."
- Interval:** Two rows of time and date selection. The first row has "From: 10.30", "To: 11.00", and "Duration (days): 1". The second row has "From: 27.03.2015" and "To: 27.03.2015". A callout points to these fields saying "Intervals in hours and dates. Indicate time that you want to reserve and on which days to perform it."
- Email:** A text field with the placeholder "Professor's email." A callout points to it saying "Professor's email."
- Buttons:** At the bottom are three buttons: "Back" (callout: "Go back without making reservation."), "Description" (callout: "Set description to default"), and "Reserve" (callout: "Make reservation.").

- **Room reservation** - choose room you want to reserve. You can choose one or more rooms. To reserve more rooms use Ctrl + click on rooms or Shift + click.
- **Date** - the date when reservation is made.
- **Lecturer** - you can choose one or more professors.
- **Description** - you can write more details about reservation. Software automatically insert professor's name and room name. You can delete automatic description and write your own or continue with writing description)
- **Interval** - interval is set automatically with the date and time on which you click to make the reservation. Interval can be changed.
- **Duration days** - if you enter 'n' number (bigger than 1) than same reservation will be made for 'n' number of next days. Note that weekends are skipped.
- **Email** - if professor's email is entered before in professors specification than email will be automatically entered, if not, you can enter email. In case more professors are chosen, email of last chosen professor will be seen.
- **Back** - click here and reservation will be canceled.
- **Description** - click here and description field will be set back to default.
- **Reserve** - click to make reservation. If reservation is successful you will go automatically to previous screen and you will be able to see your reservation in blue color. If reservation is not successful, you will stay on the same screen where notification about error.

Example of successful room reservation when Approval system is not in use:



Example of successful room reservation when Approval system is in use:



Example of unsuccessful room reservation:

Time interval error: check entry!

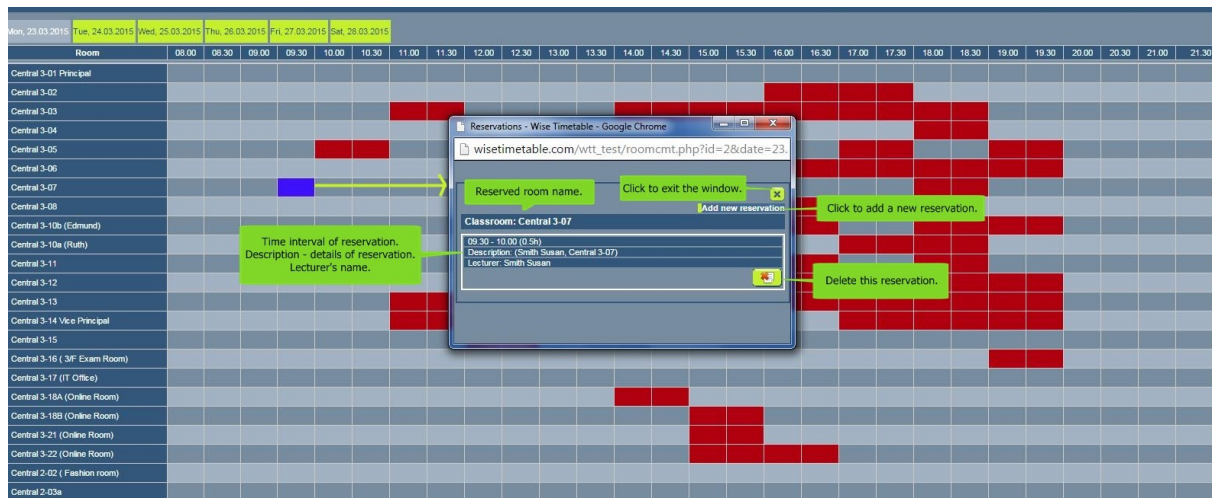
Notification for failed room reservation.

Room reservation	Central 3-01 Principal Central 3-02 Central 3-03 Central 3-04 Central 3-05 Central 3-06 Central 3-07 Central 3-08 Central 3-10b (Edmund) Central 3-10a (Ruth)
Date	27.03.2015
Lecturer	Smith Susan
Description:	(Smith Susan, Central 3-04)
Interval:	From: 08.00 To: 11.30 Duration (days): 1
Interval:	From: 27.03.2015 To: 27.03.2015
Email	
<a href="#">Back</a> <a href="#">Description</a> <a href="#">Reserve</a>	

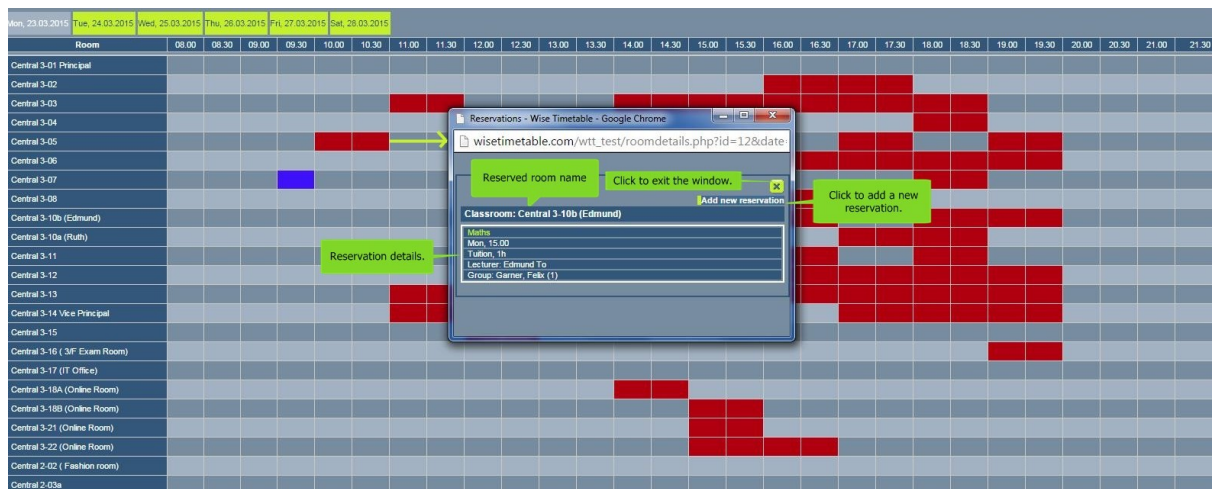
If the user clicks on any reserved field (hour), details are displayed. In case of regular lectures, the name of the course, day, hour, course type, duration or time interval and lecturer are displayed. In case of room reservation, time interval, duration (how many hours are booked), description and lecturer are displayed.

The user can delete only his own reservations, and cannot interfere in the reservations of other users (Note: except it is set that only main admin can make reservations in his own name and in the name of other professors).

Example of detailed view of own reservation:



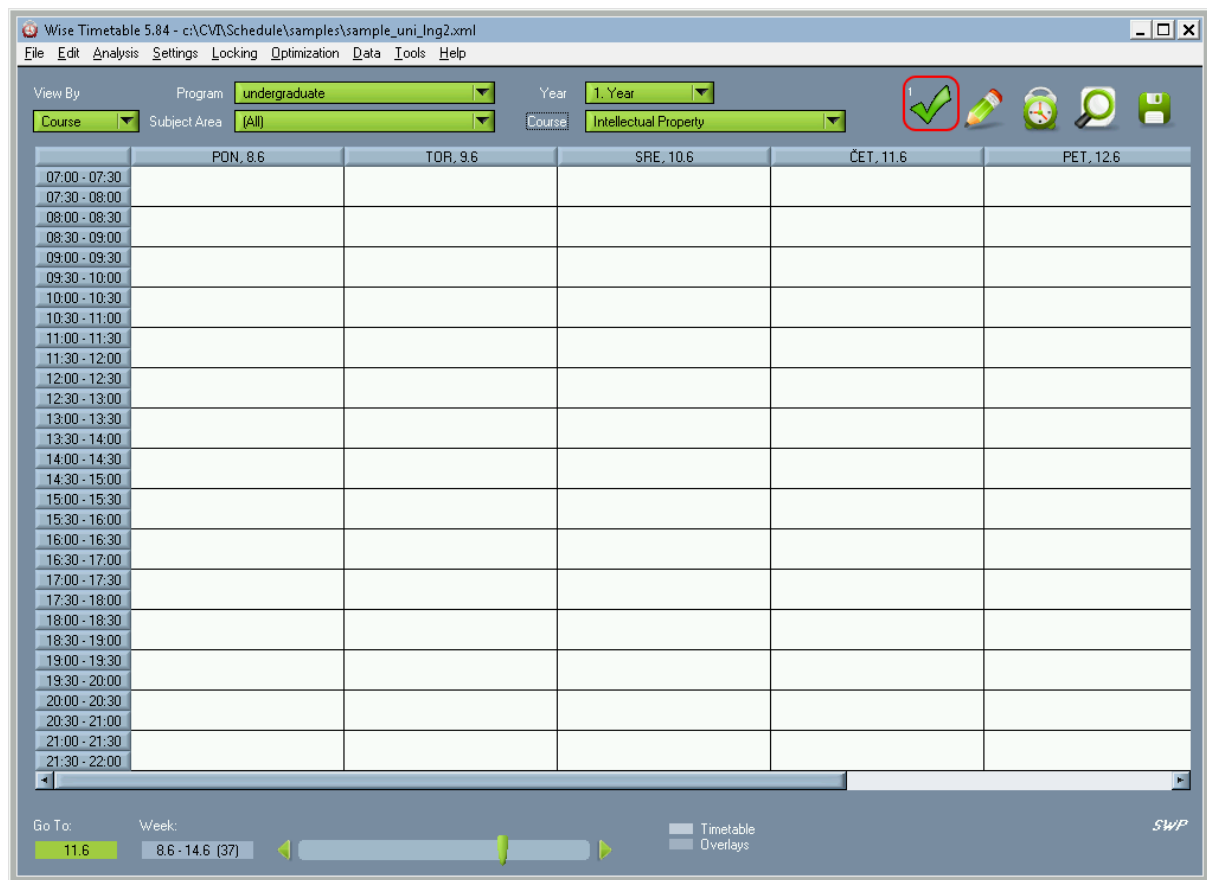
Example of detailed view of other reservations:



Changes made with the web application are saved directly in the database. User of the Wise Timetable desktop application can lock the database while working. This means that online reservations can still be made, but when exporting into database, an additional window is displayed, showing all the changes made through web application in the meantime.

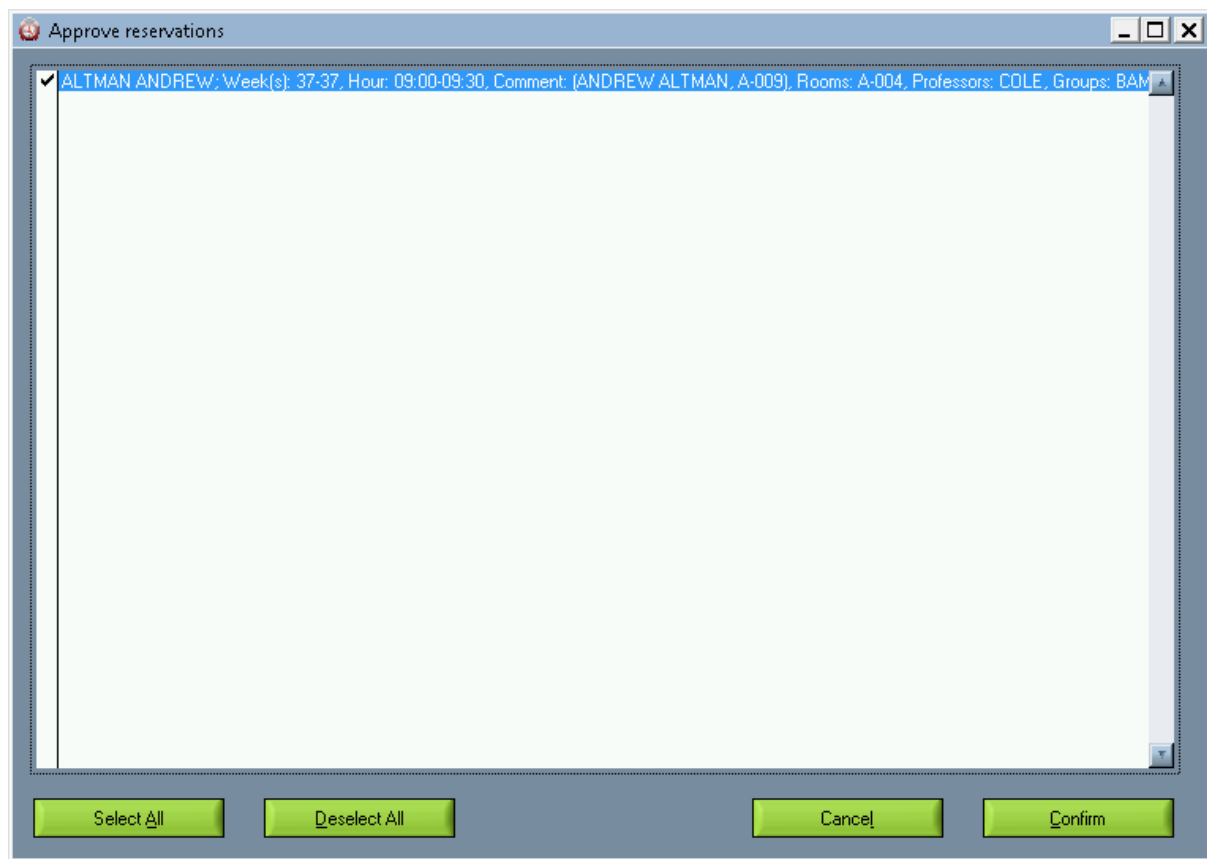
Any changes made with the web application can be verified through website for administrators. Also, there are additional settings in the [Configuration](#) section for Room Reservation Module Settings.

In case Approval system is in use, than administration needs to approve reservations. In PC application administration will see notification as shown:



Click on notification and approve or disapprove reservation.





## 11.4 Reservation of groups

### WEB APPLICATION FOR GROUP RESERVATION

Web application for room reservation is an additional module which can be purchased in addition to Wise Timetable desktop application. It's web address is accessible in a form of [http://wisetimetable.com/wtt\\_test/res\\_groups.php](http://wisetimetable.com/wtt_test/res_groups.php)

Users of the application can be: lecturers (professors, assistants, etc.), administrative staff, or anyone else with enabled access.

Installation is very easy. It is installed the same way as other web applications for viewing timetables. Data is read from the same database as the applications for viewing timetables. It is made in PHP programming language.

### FUNCTIONALITY

Access to application is enabled with the user name and password (user name is the name; password

is set in the Wise Timetable desktop application).

In overview of all rooms (on a given day), free room can be easily found as grey fields. Note that there is difference when approval system is in use and when is not in use. The meaning of Approval system: when is in use professors can make reservations, but administration needs to approve that reservation. Before administration approves reservation, the reservation is only visible to the person that made that reservation. To set Approval system use Configuration pages.



Click at free time and make group reservation.

The screenshot shows a reservation form with the following fields and callouts:

- Room reservation:** A list of rooms (Central 3-01 Principal to Central 3-10a (Ruth)) with a callout "Choose room/rooms." pointing to the list.
- Date:** A date picker showing 26.03.2015 with a callout "Choose date of the reservation."
- Lecturer:** A text field containing "Smith Susan" with a callout "Name of professor/professors who (or in whose name) made reservation."
- Program:** A dropdown menu showing "Central" with a callout "Choose program."
- Year:** A dropdown menu showing "1" with a callout "Choose year."
- Subject area:** A dropdown menu showing "Tutorial - 1" with a callout "Choose subject area."
- Group:** A list of groups (1 Othman, Abbas, Jemma, Alder, James, Appleton, Catherine, Ascough, Andrew, Ascough, Philip, Assessment, Au, Anselm, Au, Christopher, Au, Hadrian) with a callout "Choose group/groups."
- Description:** A text field containing "(Smith Susan, Central 3-05)" with a callout "Write more details about the reservation."
- Interval:** Fields for "From: 10.00", "To: 10.30", and "Duration (days): 1" with a callout "Interval in hours and days/weeks."
- Find slot:** A button labeled "Find slot" with a callout "Find free slot and save reservation."
- Email:** A text field for entering an email address.
- Back:** A button labeled "Back" with a callout "Go back without making reservation."
- Description:** A button labeled "Description" with a callout "Set description to default."
- Stay after reservation:** A checkbox labeled "Stay after reservation" with a callout "Check to stay on this window after saving reservation."

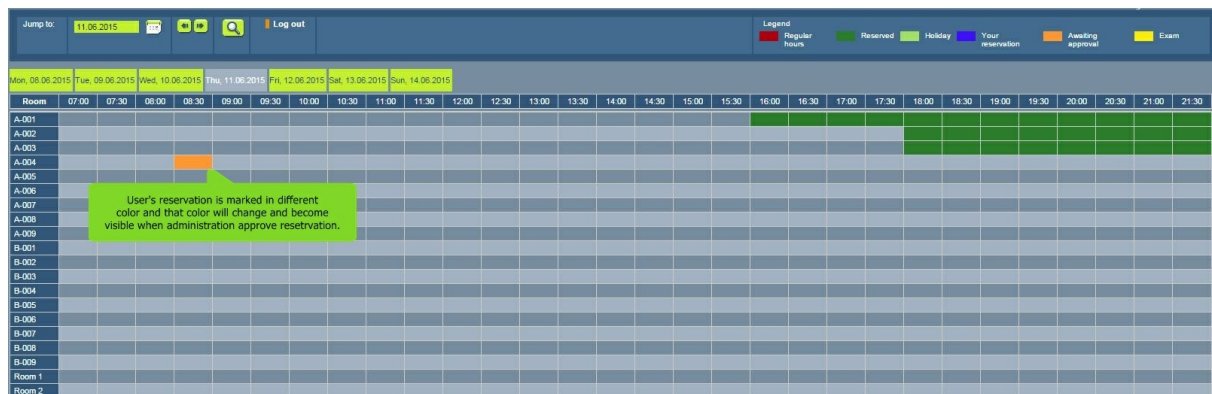
\* Please select an empty field in calendar

- **Room reservation** - choose room you want to reserve. You can choose one or more rooms. To reserve more rooms use Ctrl + click on rooms or Shift + click.
- **Date** - the date when reservation is made.
- **Lecturer** - you can choose one or more professors.
- **Program** - choose program.
- **Year** - choose year.
- **Subject area** - choose subject area.
- **Group** - choose group you want to reserve. You can choose one or more groups. To reserve more groups use Ctrl + click on rooms or Shift + click.
- **Description** - you can write more details about reservation. Software automatically insert professor's name and room name. You can delete automatic description and write your own or continue with writing description)
- **Interval** - interval is set automatically with the date and time on which you click to make the reservation. Interval can be changed.
- **Duration days/Duration weeks** - if you enter 'n' number (bigger than 1) than same reservation will be made for 'n' number of next days/weeks. Note that weekends are skipped.
- **Find slot** - click to open reservation calendar. 'X' on time slot marks current reservation position. Click on any slot to change date and time of reservation, software will ask for confirmation of reservation change. When you confirm changes, reservation will be saved and software will return you to the previous window.
- **Email** - if professor's email is entered before in professors specification than email will be automatically entered, if not, you can enter email. In case more professors are chosen, email of last chosen professor will be seen.
- **Back** - click here and reservation will be canceled.
- **Description** - click here and description field will be set back to default.
- **Stay after reservation** - check to stay on this window after confirming the changes.

Example of successful room reservation when Approval system is not in use:



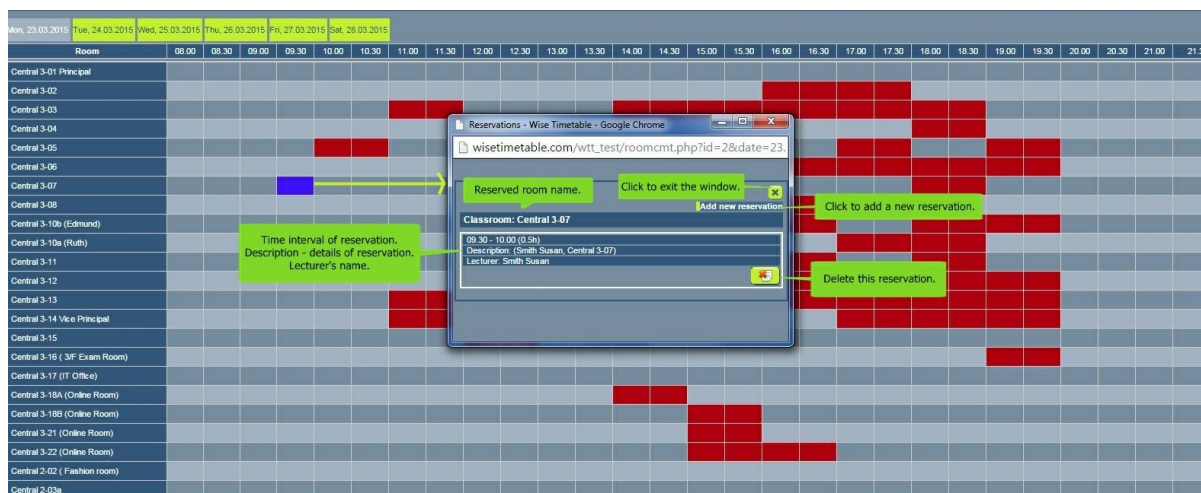
Example of successful room reservation when Approval system is in use:



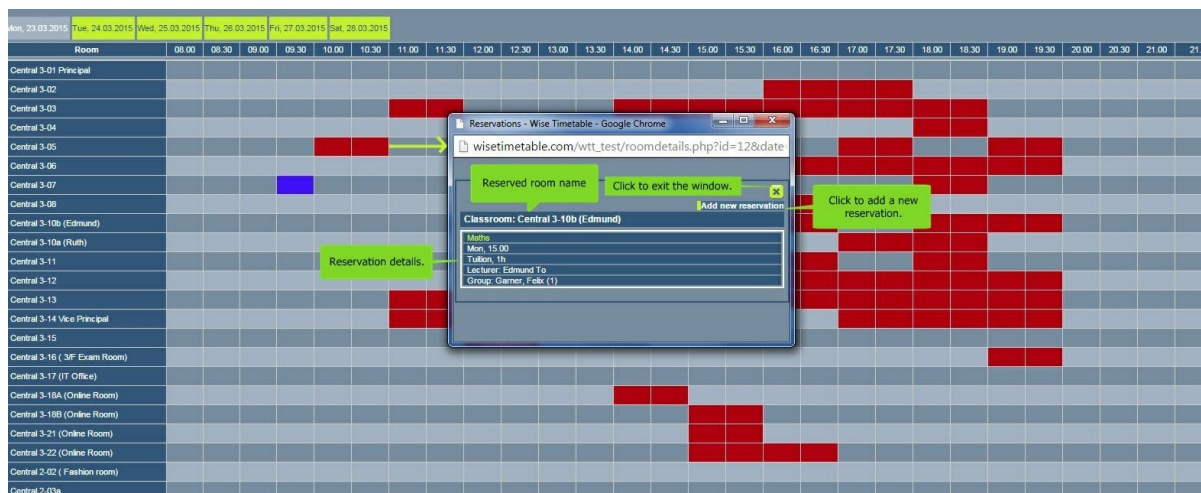
If the user clicks on any reserved field (hour), details are displayed. In case of regular lectures, the name of the course, day, hour, course type, duration or time interval and lecturer are displayed. In case of room reservation, time interval, duration (how many hours are booked), description and lecturer are displayed.

The user can delete only his own reservations, and cannot interfere in the reservations of other users (Note: except it is set that only main admin can make reservations in his own name and in the name of other professors).

Example of detailed view of own reservation:



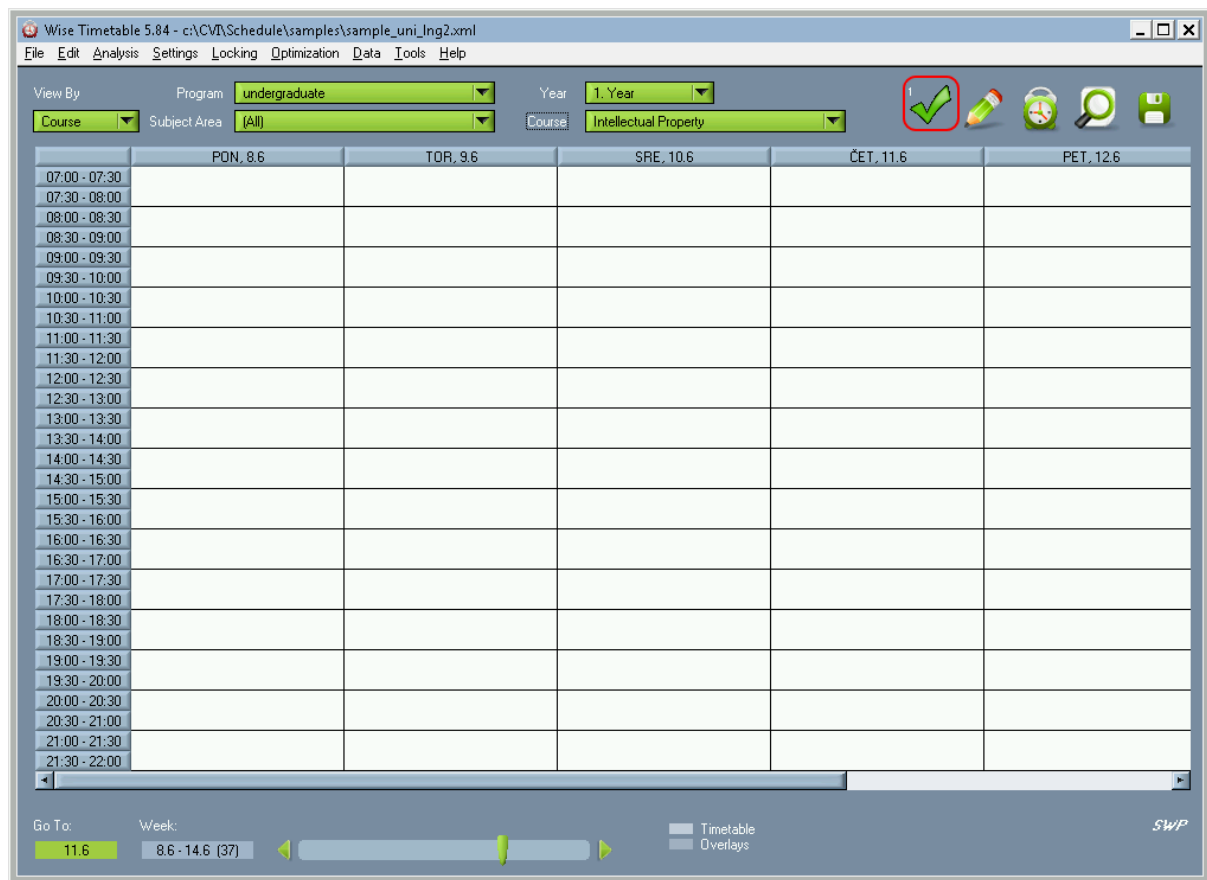
Example of detailed view of other reservations:



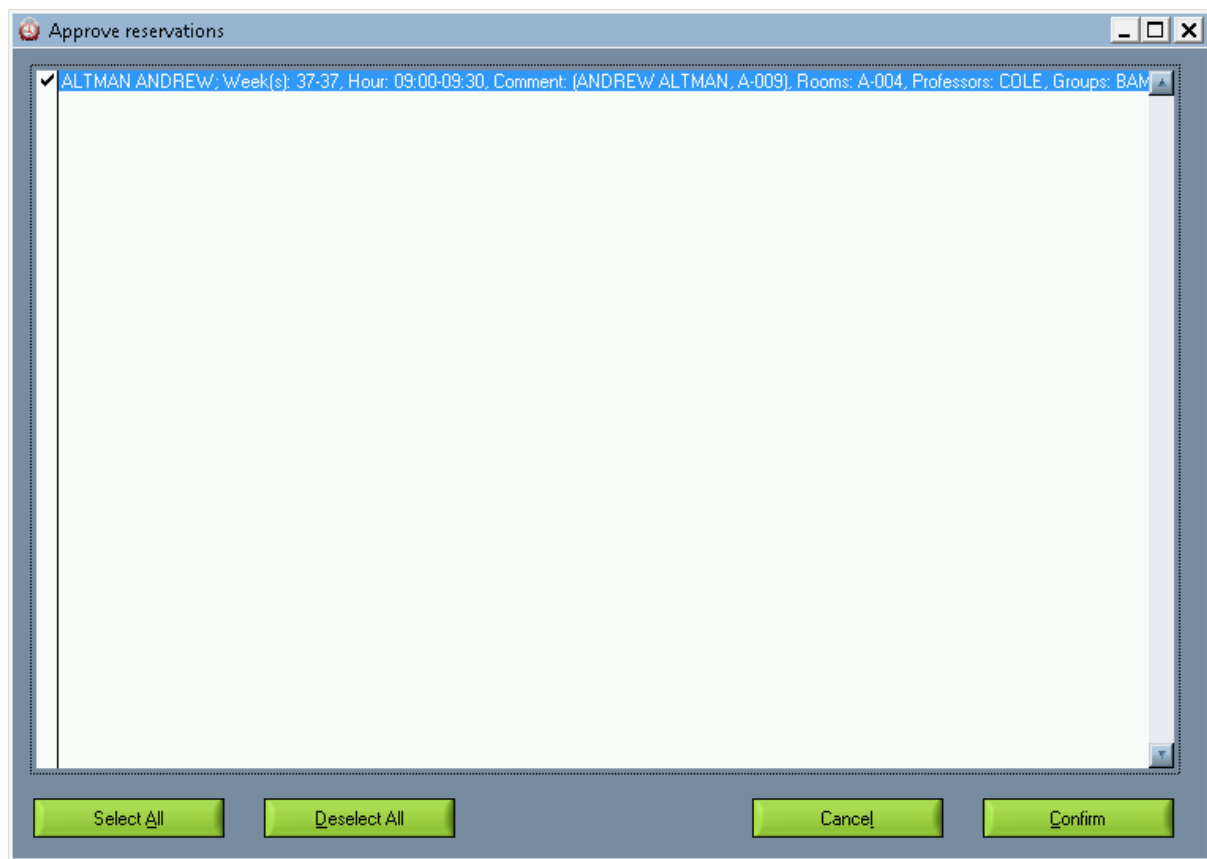
Changes made with the web application are saved directly in the database. User of the Wise Timetable desktop application can lock the database while working. This means that online reservations can still be made, but when exporting into database, an additional window is displayed, showing all the changes made through web application in the meantime.

Any changes made with the web application can be verified through website for administrators. Also, there are additional settings in the Configuration section for Room Reservation Module Settings.

In case Approval system is in use, than administration needs to approve reservations. In PC application administration will see notification as shown:



Click on notification and approve or disapprove reservation.



## 11.5 Reservation of exams

### WEB APPLICATION FOR EXAMS RESERVATION

Users of the application can be: lecturers (professors, assistants, etc.), administrative staff, or anyone else with enabled access.

Application helps you in checking the occupancy of rooms, groups and lecturers and allows you to limit the number of exams per day and per week.

Installation is very easy. It is installed the same way as other web applications for viewing timetables. Data is read from the same database as the applications for viewing timetables. It is made in PHP programming language.

### FUNCTIONALITY

At the [configuration](#) page on the website (configure.php) set the maximum number of exams the group may have per week/day.



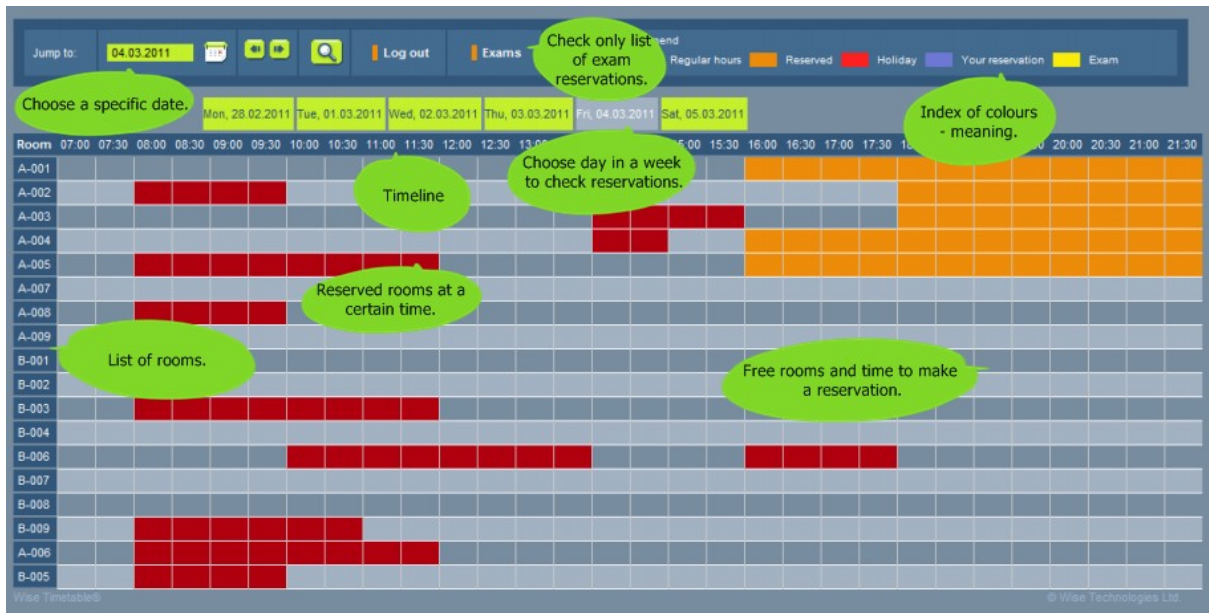
Max exams per week:

Max exams per day:

When the user inserts the exams into schedule, the application warns him if he is going to exceed any of the limitations (set in the [configure](#) as maximum number of exams allowed per day/week).

Access to application is enabled with the user name and password (user name is the name and surname; password is set in the Wise Timetable desktop application). The same window appears as in the reservation site for rooms:

In overview of all rooms (on a given day), free room can be easily found as gray fields. This window is almost the same as window for room reservations, the only difference is that here you have 'exams' button next to 'log out' button to check all of exam reservations.



When entering exam user can choose who will supervise the exam (which lecturer), program, year, subject area, group, time interval of the exam and can insert comment on the reservation (in this case exam - type of exams perhaps).



Room reservation: A-007

Date: 04.03.2011

Lecturer: ALTMAN ANDREW

Program: undergraduate

Year: 1

Subject area: Accounting for Management - AFM

Group: AFM1-1, AFM1-2, AFM1-3

Comment: Project Management, exam

Interval: From: 16:00 To: 17:00

Buttons: Back, Reserve

Before entering an exam reservation, application verifies if the lecturer and the group are free at the time of the reservation. If not, application warns him to change entered data. On overview of all rooms, the exam is marked with yellow color. On all other views (over lecturers, groups and rooms) it is marked the same as other reservations. The user can only delete an exam which he himself had inserted, and cannot interfere in the reservations of other users.



If the user clicks on any field (hour), details are displayed. In case of regular lectures, the name of the course, day, hour, course type, duration or time interval and lecturer are displayed. In case of exam, time interval, duration (how many hours are booked), comment, group and lecturer are displayed.

Jump to: 04.03.2011 Log out Exams Legend  
 Regular hours Reserved Holiday Your reservation Exam

Mon, 28.02.2011 Tue, 01.03.2011 Wed, 02.03.2011 Thu, 03.03.2011 Fri, 04.03.2011 Sat, 05.03.2011

Room 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 19:00 19:30 20:00 20:30 21:00 21:30

A-001  
A-002  
A-003  
A-004  
A-005  
A-007  
A-008  
A-009  
B-001  
B-003  
B-004  
B-006  
B-007  
B-008  
B-009  
A-006  
B-005

Room view - Wise Timetable - Google Chrome  
 https://www.wisetimetable.com/wtt\_test/roomcmt.php?id=8&date=04.03.2011

Click to add a new reservation. Add new reservation

Name of the room reserved. Classroom: A-007

Interval of reservation, Comment (Subject name, etc.), Groups attending the exam and Name of the lecturer. 16:00 - 17:00 (1h)  
 Comment: Project Management, exam  
 Group: AFM1-1, AFM1-2, AFM1-3  
 Lecturer: ALTMAN ANDREW

Click to exit this reservation.

Delete this exam reservation.

Wise Timetable © Wise Technologies Ltd.

Application user (main admin) has access to the list of all exams. Exams can be searched by lecturer, room, group, comment or time interval (from week to week and from hour to hour).

Lecturer Room Group Comment  
 From date To date  
 From hour To hour  
 Search

Back

As admin, enter details to check someone's exam reservations by clicking search.

Listed exam reservations of a certain professor.

Lecturer	Room	Group	Comment	Date	From	To
ALTMAN	A-007	AFM1-1	Project Management, exam	04.03.2011	16:00	17:00
ALTMAN	A-007	AFM1-2	Project Management, exam	04.03.2011	16:00	17:00
ALTMAN	A-007	AFM1-3	Project Management, exam	04.03.2011	16:00	17:00

Wise Timetable © Wise Technologies Ltd.

Changes made with the web application are saved directly in the database. User of the Wise Timetable desktop application can lock the database while working. This means that online exams reservations can still be made, but when exporting into database, an additional window is displayed, showing all the changes made through web application in the meantime.

Any changes made with the web application can be verified through website for administrators.

## 11.6 Mobile version

### MOBILE VERSION OF SCHEDULES

Mobile browser application is an additional module which can be purchased in addition to Wise Timetable desktop application.

Application is intended for viewing online schedules with mobile devices for lecturers and groups/students.

The advantage of the application is that it only takes small data transfer for displaying schedules.

Installation is very easy. It is installed the same way as other web applications for viewing timetables. Data is read from the same database as the applications for viewing timetables. It is made in PHP programming language.

### FUNCTIONALITY

Lecturers or students enter a link to their schedule into the browser on their mobile device and their schedule for current week is displayed. If they wish to see schedules for other weeks that may change the week.

Link for accessing their schedule must be set in such a form:

#### 1. Lecturer

Lecturer must enter his name and surname into the link.

#### 2. Student

Student must enter group name into the link. If he is registered into several groups, he must enter all groups names. Groups must be separated by a comma.

We recommend that educational institutions prepare possible links in advance and forward them to lecturers and students. For easier access lecturers and students should save corresponding links on their mobile devices.

These schedules can also be seen at the regular browser on computers, but was made as simple data display to make it much easier to scroll on mobile devices for professors and students in order to get their schedule as easy and fast as possible.

- An example of displayed schedule for the **professor** is on the following picture:

Week: 06.12.2010 ▼

Search:

**Monday**

08:00 Worldwide Management of IT - Advanced  
seminar, 2h, B-003

10:00 Resource Management  
lecture, 2h, B-008

**Thursday**

16:00 Advanced Financial Management  
lecture, 2h, B-007

Generated by: Wise Timetable

[\(c\) by Wise Technologies Ltd.](#)

- An example of displayed schedule for **student** is on the following picture:

Week: 06.12.2010 ▼

Search:

**Monday**

10:00 Resource Management  
lecture, 2h, B-008

12:00 Making Managerial Decisions Using Accounting Information  
exercise, 2h, A-007

14:00 International Business Law  
exercise, 2h, B-001

**Tuesday**

08:00 Theories of HRM  
exercise, 2h, A-009

10:00 Resource Management  
exercise, 2h, B-001

12:00 Making Managerial Decisions Using Accounting Information  
lecture, 1h, A-007

**Part**

---

**XIII**

## 12 Advanced settings

The »**wtt.scheme**« file is located in the folder where the Wise Timetable (usually in C:\Program Files \Wise Timetable) is stored. The color schemes [WTTColorScheme], style [WTTStyle] and advanced settings [Advanced] can be defined in this file. Advanced settings are listed and explained below:

### Default wtt.scheme file:

[Advanced]

```
ShowScreenAtConflictNo = 100
OblRowHeight = 27
ConflictRowHeight = 27
'HiddenViews = 4
AutoCalculateHrs = 0
AllCapsReports = 0
ShowOtherSubgroups = 1
UniqueCourseNames = 1
ShowCommentsInPDF = 1
PDFCommentsAtWeekEnd = 0
PDFCommentsShowHour = 1
ShowConflictGroups = 1
OldGroupsFirst = 0
AutoAdjustGroupSizes = 0
DefaultTurnPeriod=0-0
DefaultTurnPeriod=1-52
PdfExportPeriod=0-0
GenerateByTutor=0
FindStudentConflicts = 1
'KeepFileHistory = 1
GenerateOverlapPrograms=0
GenerateLectureExcerSequence=0
ResetCourseHistoryWeeks=0
ImportFISCoursesFormat=0
MoodleSupport=0
PersonnelRecordsFullLines=0
ExportCoursesFromPeriod=0
ICalendarFormatExecType=1
AllowBlockPauseSize=0
SupportCodeInTurnPart=1
ShowStudentsNumWithGroups=0
CompatibilityModeSelectLecturers=0
AddPauseAfterEachHour=0
IgnoreConflictIfEnoughHours=1
FindConflictsScheduleReservation=1
FindConflictsReservationReservation=1
SolveTurnFlagsCompatibility=1
TurnOffDetailedCourseInfo=0
DoNotDisplayCourseCodesOnSchedule=1
```

### Function description:

<b>ShowScreenAtConflictNo</b>	Indicates the subsequent number of the conflict at which the process indicator screen is shown. E.g. ShowScreenAtConflictNo=100 indicates that the process indicator screen is shown at conflict number 100.
<b>OblRowHeight</b>	Indicates the row height in the obligations window. E.g. OblRowHeight = 27 indicates that the row in the obligations window is 27 pixel rows high.
<b>ConflictRowHeight</b>	Indicates the row height in the conflict display window. E.g. ConflictRowHeight = 27 indicates that the row in the conflict display window is 27 pixel rows high.
<b>HiddenViews</b>	Enables to hide possible views. HiddenViews = 4 indicates that the view by students is hidden. HiddenViews= 3 indicates that the view by courses is hidden. HiddenViews= 2 indicates that the view by groups is hidden. HiddenViews= 1 indicates that the view by lecturers is hidden. HiddenViews= 0 indicates that the view by rooms is hidden. Different views can be hidden simultaneously. E.g. HiddenViews= 4,3 indicates that the views by students and courses are hidden.
<b>AutoCalculateHrs</b>	Indicated the manner of calculating allocated hours. This function determines whether to ignore the “execute without breaks” function in the course insertion window or not. AutoCalculateHrs = 0 indicates that 1.5 hours stands for 1.5 hours if the course is executed with breaks and 2 hours if it is executed without breaks. AutoCalculateHrs = 1 indicates that 1.5 hours stands for 2 hours. The same is achieved by choosing “execute without breaks” in all turns.
<b>AllCapsReports</b>	AllCapsReports = 0 indicates that all pdf formats contain capital and small letters as inserted in the application. AllCapsReports = 1 indicates that all letters in the pdf format are capital.
<b>ShowOtherSubgroups</b>	ShowOtherSubgroups = 0 indicates that when a subgroup is displayed, subgroups of other classes are not shown. ShowOtherSubgroups = 1 indicated that when a subgroup is displayed, subgroups of other classes are shown as well.
<b>UniqueCourseNames</b>	UniqueCourseNames = 0 does not warn of several courses having the same name. UniqueCourseNames = 1 warns if several courses have the same name.
<b>ShowCommentsInPDF</b>	ShowCommentsInPDF = 0 indicates that comments are not displayed in the pdf format. ShowCommentsInPDF = 1 indicates that comments are displayed in the pdf format.
<b>PDFCommentsAtWeekEnd</b>	PDFCommentsAtWeekEnd = 0 indicates that in the pdf format comments are displayed in the day in which they are

	<p>inserted.</p> <p>PDFCommentsAtWeekEnd = 1 indicates that in the pdf format comments are displayed at weekends regardless of the day in which they are inserted.</p>
<b>PDFCommentsShowHour</b>	<p>PDFCommentsShowHour = 0 indicates that the time of the comment is not displayed in the pdf format.</p> <p>PDFCommentsShowHour = 1 indicates that the time of the comment is displayed in the pdf format.</p>
<b>ShowConflictGroups</b>	<p>ShowConflictGroups = 0 indicates that groups are not shown when conflicts are displayed.</p> <p>ShowConflictGroups = 1 indicates that groups are shown when conflicts are displayed.</p>
<b>OldGroupsFirst</b>	<p>OldGroupsFirst = 0 indicates that new groups are displayed at the top of the group insertion window.</p> <p>OldGroupsFirst = 1 indicates that old groups are displayed at the top of the group insertion window.</p>
<b>ShowDurationMinutes</b>	<p>ShowDurationMinutes = 0 indicates that half an hour is written as 0.5h.</p> <p>ShowDurationMinutes = 1 indicates that half an hour is written as 30min.</p>
<b>AutoAdjustGroupSizes</b>	<p>AutoAdjustGroupSizes = 0 indicates that with a change in the number of students enrolled in a subject area, the size of main groups does not adjust.</p> <p>AutoAdjustGroupSizes=1 indicates that with a change in the number of students enrolled in a subject area, the size of main groups is adjusted automatically.</p>
<b>DefaultTurnPeriod</b>	<p>DefaultTurnPeriod indicates the default period for course execution.</p> <p>E.g. DefaultTurnPeriod=1-15 indicates that the default period for course execution is from week number 1 to week number 15.</p>
<b>PdfExportPeriod</b>	<p>PdfExportPeriod indicates the weeks for which the timetables will be exported to the pdf format.</p> <p>E.g. PdfExportPeriod=1-15 indicates that the timetables from week number 1 to week number 15 will be exported to the pdf format.</p>
<b>GenerateByTutor</b>	<p>GenerateByTutor indicates generation by tutors/lecturers in a process of generating, not by courses. Also, this option doesn't generate optimal scheme of schedule but only lists tutors activities one after another on next free time.</p> <p>E.g. GenerateByTutor=0 means this function is OFF, but if it is equal to 1, it is turned ON than.</p>
<b>FindStudentConflicts</b>	<p>FindStudentConflicts option to enable/disable button for finding conflicts between students in conflict analysis section.</p> <p>E.g. If you enter =0 it will not be shown as the option, and if you enter =1 it will be shown though.</p>



<b>KeepFileHistory</b>	KeepFileHistory =1 indicates that software will keep all history of files and changes made or entered by user. KeepFileHistory =0 indicates that software will not keep all the history of files after changes are made.
<b>GenerateOverlapPrograms</b>	GenerateOverlapPrograms =1 indicates that activities with overlaps between different programs will be generated. GenerateOverlapPrograms =0 indicates that activities with overlaps between different programs will not be generated.
<b>GenerateLectureExcerSequence</b>	There is other option inside the application that changed this setting. Therefore, it is disabled/obsolete and any variable entered will be ignored.
<b>ResetCourseHistoryWeeks</b>	This setting can be any number from 1 to 52 which indicates number of weeks between two schedules that have the same course scheduled at the same time. E.g. if some activity of a certain course is performed on Mondays, and after several weeks there are weeks in which this course activity is not performed, and after that performed again, this option is used. So e.g. if we set ResetCourseHistoryWeeks 8 by default, those 8 weeks will be a limit to which software will not forget the old schedule and will generate it at the same time. But if activity is not performed for more than 8 weeks, software will generate it after that break on some other place in a week.
<b>ImportFISCoursesFormat</b>	This option changes format of exporting data in CSV file. It is used only internally and serves only inside a particular faculty. If =0, this option is disabled. If =1, this option is enabled.
<b>MoodleSupport</b>	MoodleSupport=0 means that schedules made my Wise Timetable application do not support Moodle course management system and cannot be incorporated together. MoodleSupport=1 means that schedules made my Wise Timetable application support Moodle course management system and can be incorporated together. Additional menu options in application will be shown accordingly.
<b>PersonnelRecordsFullLines</b>	Personnel records are usually formatted in a way that is easily human readable (structured). So not all information is displayed in all lines - it have "tree" like structure. If this setting is set to "1" all records will be presented in machine readable format where all lines are formatted with all the data (full lines).
<b>ExportCoursesFromPeriod</b>	This option is used by a specific faculty and means that option to choose periods while exporting courses will display or not, but it is not used since you also can choose period when exporting no matter if this option is enabled

	(=1) or disabled (=0).
<b>ICalendarFormatExecType</b>	<p>ICalendarFormatExecType=0 indicates that when exporting ICalendar in Subject area will be displayed course name and room name.</p> <p>ICalendarFormatExecType=1 indicates that when exporting ICalendar in Subject area will be displayed type of activity (e. g. Exercises, Lectures, etc.).</p>
<b>AllowBlockPauseSize</b>	This setting is used when <code>_BL_</code> option is enabled. If equal to "0" software will not make pauses between two <code>_BL_</code> segments. If equal to "1", software will be allowed to make certain pauses between two <code>_BL_</code> segments in one day.
<b>SupportCodeInTurnPart</b>	This setting is made to make new versions compatible with older versions which don't have "code" label. Value 1 is recommended, which enables connection between values in a field with values in XML bases, vice verse. This option also serves (if enabled=1) to connect easier data about courses from bases of some other applications that faculty used before Wise Timetable with those in Wise Timetable.
<b>ShowStudentsNumWithGroups</b>	<p>This setting serves to display in breaks number of students in a group next to the group name.</p> <p>If =0, this option is disabled, If=1, it is enabled.</p>
<b>CompatibilityModeSelectLecturers</b>	This option is related to setting <code>_undefined_ lecturer</code> . If turned "0", software will assume that you work with older databases that were made when this new <code>_undefined_</code> option did not exist, and therefore make itself compatible with those kind of databases. If turned "1", software will assume that you work with newest databases that were made when this <code>_undefined_ lecturer</code> existed and therefore will not make itself compatible with older databases.
<b>AddPauseAfterEachHour</b>	<p>AddPauseAfterEachHour=0 will not add automatically pauses after each hour.</p> <p>AddPauseAfterEachHour=1 will add automatically pauses after each hour.</p>

<b>IgnoreConflictIfEnoughHours</b>	Related to Analysis->View Conflicts screen: program will not display conflicts when there are already enough hours set in schedule for certain activity - e.g. equal or more then defined number of hours. Also, even if definition is e.g. "2+2" but actual schedule is manually set to "3+1" "Wrongly distributed" conflict will not be displayed.
<b>FindConflictsScheduleReservation</b>	Related to Analysis->View Conflicts screen: if this setting is "0" it will prevent displaying overlapping between schedules and reservations.  If equal to "1", vice verse.
<b>FindConflictsReservationReservation</b>	Related to Analysis->View Conflicts screen: if this setting is "0" it will prevent displaying conflicts showing overlapping between reservations.  If equal to "1", vice verse.
<b>SolveTurnFlagsCompatibility</b>	SolveTurnFlagsCompatibility=0 indicates that software reads correctly information from databases and enables to choose on which days a course can be performed (checkboxes on the end of course editing window). SolveTurnFlagsCompatibility=1 indicates that software will not read information from old databases properly and will automatically assume that courses can be performed on all days in a week. It should be set as =1.
<b>TurnOffDetailedCourseInfo</b>	TurnOffDetailedCourseInfo=0 means that detailed info about courses will be displayed next to course names. TurnOffDetailedCourseInfo=1 means that detailed course info will be disabled and will not be displayed next to course names.
<b>DoNotDisplayCourseCodesOnSchedule</b>	DoNotDisplayCourseCodesOnSchedule=0 indicates that course codes for each course will be displayed on the main schedule screen next to course names. DoNotDisplayCourseCodesOnSchedule=1 indicates that course codes for each course will NOT be displayed on the main schedule screen next to course names.

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[PICTURE oznacen\_podrobni.ipp] 158

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