

User Manual

Wise Timetable web system



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Overview

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

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

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

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

Icons/Keyboard shortcuts

> and <	: next and previous week, Keyboard: right arrow, left arrow
 > and ≪ 	 : next and previous month, Keyboard: down arrow, up arrow : refresh screen – use it when resize browser or to fetch newest data from database : log into system – as authorized user you will be able to make online bookings and to make configuration changes ("Config" button will be enabled) : make PDF file or print current week – new tab will be opened with print preview : create quick link for your current selection so next time you can have all instantly
Home + ×	: Go to today's date : Add entity to filter – dialog box will open with search and selection options : Clear filter completely
For navigation	n through web application please use application buttons, icons and shortcuts only – do

For navigation through web application please use application buttons, icons and shortcuts only – do not use browser back/forward buttons. Many buttons and icons are having tooltip information text if you stay with mouse cursor for some time over them. By clicking on lessons inside calendar or room overview, you will get even more detailed information on that particular event.



Calendar/Filter view

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

_	Select date/week Program/Year/Area	Groups X i +	Lecturers X # +	Rooms X i +	Courses X i +	Export	Export-dates		
wice	12.10.2016		RICHARD FISHER			iCal-week	iCalc-year		
VVISe						Room	overview		
table						Config	Help		
lable		Y							
« <	Monday, 10.10.2016	Tuesday, 11.10.2016	We	ednesday,12.10.2016	Thursday,	13.10.2016		Friday, 14.10.2016	>>>
07:00									07:00
07:30									07:30
08:00	RICHARD FISHER/8-001 BCIT2-1	RICHARD FISHER/A-004 BRC1-1,AFM1-1						RICHARD FISHER/B-005 BAM2-2	08:00
08:30	International Business Environment (tutorial)	International Business Law (lecture)						International Business Environment (tutorial)	08:30
09:00									09:00
09:30									09:30
10:00	RICHARD FISHER/Room 1 RAM2.1	RICHARD FISHER/A-004 AEM1-2 AEM1-3	RICHARD FISHER	/B-002	RICHARD FISHER/A-009 BAM2-3			RICHARD FISHER/8-008 RAM2.1 RAM2.2	10:00
10:30	International Business Environment (tutorial)	International Business Law (lecture)	International Busine	ess Environment (tutorial)	International Business Enviro	nment (tutoria	il)	Strategic Management (lecture)	10:30
11:00									11:00
11:30									11:30
12:00	RICHARD FISHER/8-005	RICHARD FISHER/B-008	RICHARD FISHER	/A-003	RICHARD FISHER/B-003			•	12:00
42-20	BAM2-4 International Business Environment (tutorial)	BAM2-4,BAM2-5 Strategic Management (lecture)	BAM2-5 International Busine	ess Environment (tutorial)	BRC1-1 International Business Enviro	nment (tutoria	1)		12-20
13:00									13:00
13:30									13:30
14:00		*					_		14:00
14:30									14:30
15:00									15:00
15:30									15:30
16:00		RICHARD FISHER/A-007							16:00
16:30		Strategic Management (lecture)							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
« <	Monday,10.10.2016	Tuesday, 11.10.2016	We	ednesday, 12.10.2016	Thursday,	13.10.2016		Friday, 14.10.2016	>>>

Always, the current week is displayed with green day name for today and red day names for weekend. You can use navigation icons or keyboard shortcuts to move through the weeks or date week selection:



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

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



	Standard flat	•	
Monday, 10.	Full view		Tue
	Full flat		
	Standard view		
	Standard flat		
VB-001	Compressed		FISHER/A-
ess Environr	ment (tutorial)	Internatio	nal Business

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

Filter selection

All entities can be selected through filter on top of the screen. You can add selections with "+" icon or clear selection with "x" icon at top-right corner of the filter. Depending on configuration, you can see one or more filters (full view would include: Groups, Lecturers, Rooms, Courses).

After clicking on "+" icon, the following dialog is displayed:

Select	groups for tim	etable displ	lay				×
	AFM1-1						
	AFM1-2						
	AFM1-3						
	BAM1-1						
~	BAM1-2						
	BAM1-3						
	BAM1-4						
~	BAM1-5						
	BAM1-6						
	BCIT1-1						
	BRC1-1						
	AFM2-1						
	AFM2-2						
	AFM2-3						
	BAM2-1						
	BAM2-2						
	BAM2-3						
	BAM2-4						
	BAM2-5						
	BAM2-6						
		1 of 2		12	P > P 1	20 🔻	
			(Select)		



You can select/deselect all the items with check box at the top left corner. Wide input text area at the top is search box. Typing here will dynamically search for all the items containing typed text anywhere inside the item name. With this method you will be able to find your items very quickly – but there is also possibility to go through all the items by clicking on page numbers at the dialog bottom (there you will find also direction buttons for quick jumping to previous/next page or to jump to begin/end of the item list. At the bottom right is selection box with number determining number of items displayed in the dialog box at once.

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

Groups selection – narrowing search

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



Remember your selection and store it in bookmark

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



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

Create quick link for selected groups, lecturers, rooms and courses	×
www.wise-tt.com:80//wtt_testen/index.jsp?filterId=0;3,7,8;0;0;	

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



Administration notes area

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

ab.	E-14 44 40 2040	
v		
-year		
rt-dates		

Utility buttons

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

< i +	Export	Export-dates	
	iCal-week	iCalc-year	
	Room o		
	Config	Help	
Thursday	y,13.10.2016		
RD/A-007			PETER J BAM1-4

Export (yearly export to PDF/printer)

Makes a table, containing the whole year of timetables for current selection. This report is grouped by courses – so each course is displayed in it's own section with terms sorted by date inside each section:

Program	gram undergraduate Last change: 12.10.2016 20:23										
Year	1										
Area	Accounting for Management										
Group	ιρ AFM1-3										
Financial	Accounting										
Day	Date	Hour	Room	Comment	Group	Lecturer					
Monday	26.09.2016	08:00-10:00	B-007	lecture	AFM1-1, AFM1-2, AFM1-3	LOUIS EVANS					
Monday	26.09.2016	14:00-16:00	Room 2	tutorial	AFM1-3	JANET ROSS					
Tuesday	27.09.2016	08:00-10:00	B-005	seminar	AFM1-3	STEVE MILES					
Monday	03.10.2016	08:00-10:00	B-007	lecture	AFM1-1, AFM1-2, AFM1-3	LOUIS EVANS					
Monday	03.10.2016	14:00-16:00	Room 2	tutorial	AFM1-3	JANET ROSS					
Tuesday	04.10.2016	08:00-10:00	B-005	seminar	AFM1-3	STEVE MILES					
Monday	10.10.2016	08:00-10:00	B-007	lecture	AFM1-1, AFM1-2, AFM1-3	LOUIS EVANS					
Monday	10.10.2016	14:00-16:00	Room 2	tutorial	AFM1-3	JANET ROSS					
Tuesday	11.10.2016	08:00-10:00	08:00-10:00 B-005 seminar AFM1-3		AFM1-3	STEVE MILES					
Monday	17.10.2016	08:00-10:00	B-007	lecture	AFM1-1, AFM1-2, AFM1-3	LOUIS EVANS					
Monday	17.10.2016	14:00-16:00	Room 2	tutorial	AFM1-3	JANET ROSS					
Tuesday	18.10.2016	08:00-10:00	B-005	seminar	AFM1-3	STEVE MILES					
Monday	24.10.2016	08:00-10:00	B-007	lecture	AFM1-1, AFM1-2, AFM1-3	LOUIS EVANS					
Monday	24.10.2016	14:00-16:00	Room 2	tutorial	AFM1-3	JANET ROSS					
Tuesday	25.10.2016	08:00-10:00	B-005	seminar	AFM1-3	STEVE MILES					
Monday	31.10.2016	08:00-10:00	B-007	lecture	AFM1-1, AFM1-2, AFM1-3	LOUIS EVANS					
Monday	31.10.2016	14:00-16:00	Room 2	tutorial	AFM1-3	JANET ROSS					
Tuesday	01.11.2016	08:00-10:00	B-005	seminar	AFM1-3	STEVE MILES					
Monday	07.11.2016	08:00-10:00	B-007	lecture	AFM1-1, AFM1-2, AFM1-3	LOUIS EVANS					
Monday	07.11.2016	14:00-16:00	Room 2	tutorial	AFM1-3	JANET ROSS					
Tuesday	08.11.2016	08:00-10:00	B-005	seminar	AFM1-3	STEVE MILES					
Monday	14.11.2016	08:00-10:00	B-007	lecture	AFM1-1, AFM1-2, AFM1-3	LOUIS EVANS					
Monday	y 14.11.2016 14:00-16:00 Room 2 tutorial AFM1-3					JANET ROSS					
Turnetau	45 44 0040	00.00 40.00	0.005		AC14 0	OTTO JE NU EO					



Export (yearly – sorted by dates)

This is report similar to previous but without grouping the terms into course sections. So all the courses might be mixed but sorted by date throughout whole report.

Program Year Area Group	Im undergraduate Last change: 12.10.2016 20:23 1 Accounting for Management AFM1-3										
Lessons											
Day	Date	Hour	Room	Comment	Group	Lecturer					
Monday	26.09.2016	08:00-10:00	B-007	lecture Financial Accounting	AFM1-1, AFM1-2, AFM1-3	LOUIS EVANS					
Monday	26.09.2016	10:00-12:00	B-001	tutorial Resource Management	AFM1-3	GEORGE SULLIVAN					
Monday	26.09.2016	12:00-14:00	A-008	tutorial Making Managerial Decisions Using Accounting Information	AFM1-3	TEDDY THOMPSON					
Monday	26.09.2016	14:00-16:00	Room 2	tutorial Financial Accounting	AFM1-3	JANET ROSS					
Monday	26.09.2016	16:00-18:00	A-007	lecture Theories of HRM	AFM1-3, BAM2-4	WARREN WOLFE					
Tuesday	27.09.2016	08:00-10:00	B-005	seminar Financial Accounting	AFM1-3	STEVE MILES					
Tuesday	27.09.2016	10:00-12:00	A-004	lecture International Business Law	AFM1-2, AFM1-3	RICHARD FISHER					
Tuesday	27.09.2016	12:00-14:00	B-002	tutorial International Business Law	AFM1-3	JANET ROSS					
Tuesday	27.09.2016	14:00-16:00	B-008	lecture Resource Management	AFM1-1, AFM1-2, AFM1-3, BRC2-1	STANLEY PHILLIPS					
Tuesday	27.09.2016	16:00-18:00	A-007	lecture Strategic Management	AFM1-1, AFM1-2, AFM1-3	RICHARD FISHER					
Wednesday	28.09.2016	08:00-10:00	B-006	tutorial Theories of HRM	AFM1-3	STEVE MILES					
Wednesday	28.09.2016	10:00-12:00	A-004	lecture Theories of HRM	AFM1-3, BAM2-4	WARREN WOLFE					
Thursday	29.09.2016	08:00-10:00	A-007	tutorial Strategic Management	AFM1-1, AFM1-2, AFM1-3	RALPH HANFORD					
Thursday	29.09.2016	10:00-11:00	A-007	lecture Making Managerial Decisions	AFM1-1. AFM1-2. AFM1-3	PAUL REYNOLDS					

iCal-week

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

iCal-year

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

Room overview

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

Config

Normally disabled – enabled only in case authorized person is logged-in. Determines many aspects of the web application.

Help

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



Room overview

This screen (sometimes default screen if you make such configuration) shows a list of all available rooms and timetable for one day at once in all these rooms. You can switch between days by clicking on day buttons at the top and navigate through calendar similarly to calendar week view.

- \	wise <mark>ti</mark>	me	eta	ble	e .	0	€	12.10.2	016				3	-		1	Veek vie	w			Hel	P									
« <	Monday, 10.10	2016	1	Fuesday	11.10.2	2016	Wed	nesday,	12.10.2	016	Thurs	day, 13.	10.201	6	Friday	, 14.10.	2016	>	>>>												
																		5													
		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								TEDDY																							
A-002																															
A-003												RICHA																			
A-004				WARR	1			WARR								BARB/															
A-005				MARG				GEOR				BERN/																			
A-007						PAUL	F			LOUIS						LOUIS				ANGEL											
A-008				JAIME				MARK		MARK		LIZZY				MARK															
A-009						MADO	1					WARR																			
B-001				ELLEN				STEVE				RALPH				RALPH															
B-002				RITA C				RICHA				GEOR				PETER															
B-003				MARK				ANDRE						MARK		LIZZY				_											
B-004				EDWA	1			GARE				_								ROBER											
B-006				STEVE	-			JAMES		COLIN		BARBA		JOHN																	
B-007				JOHN				DAVID				PETER								DAVID											
B-008				LOUIS	_			AMANE												_											
B-009				JANET				0.01.01				GEOR				GEOR				-											
A-006				0500				COLIN				MADO				1414.000															
B-005				GEOR	'			PETER				MAR DIV		MADO		WARR		OTTUE													
Room 1				DAVID				MADO		DALLE		MARK		DADEA		DENIN		SIEVE													
Room 2				PETER	(MADU		PAUL				DAKBA		DENIN															
V <u>w</u>	WSE TECHNOLOGIES Last change: 12.10.2016 20:23																														

You can return to week view with "Week view" button at the top and change weeks, dates in the same way as you do on week view screen. The only difference is different layout.

By hovering over lessons, you will get tooltip box, containing more information about the current lesson. With click on the lesson, a new dialog box will appear, containing even more information about the current event.

At the screen bottom, there is date of the last timetable change made in Administration office – as well as current software version.



Online booking

Online booking is allowed only for authorized users, having user name and password which is set in Administration office (directly in central Wise Timetable software).

Login into application	×
User:	
Password:	wise
	time
Login	table

For online booking, you have to log in with the following icon (available on both screens – week and room overview):

∋

After successful login, this icon will change into "Logout" icon:

₽

When user is logged in, room layout might change (list of available rooms for booking) – depending on user rights she/he might have on the rooms. Even this "empty" situation is possible if there is no any room available:



To fix this, Administration office should change Room properties in menu Edit->Rooms (and then Edit room or double-click on the room):

Conference Hall Meeting Room		
🧾 Final Exam Hall	Rows:	Columns: 0
Allow web reservations or	nly for:	
Professors 📃 Adı	ministrators	📕 Others

Here, at the bottom all empty check boxes mean that everybody can access the room. If let's say "Administrators" check box is checked, only lecturers with the same checkbox checked will be able to



make bookings in this room. With this method, Administration office is able to make several "categories" of rooms available to different groups of users.

Note that all the users have to be added to "Lecturers" section in the main Wise Timetable program and they have these three check boxes also at the bottom of screen you get at Edit->Lecturers. Username is lecturer's email and password is set in "Web pages code" field.

Create new reservation (11.10.2016 12:00)							
Program/Year/Area		Groups	× = +	Lecturers	× +	Rooms	X : +
undergraduate - 2 - Business and Management		BAM2-1 BAM2-2 BAM2-3		ANDREW ALTMAN			
Start date 11.10.2016							
Email Comment	mihoviLsantic@wise-Lcom						
Owner	ANDREW ALTM	IAN				- : ×	· + · 9

After login, every click on any empty slot (in both layouts) will yield to a booking dialog box:

Inside this dialog box you are able to define (through filters), which entities you want to include in reservation.

Reservations are by default made for one day/hour – but you can also make repeating reservations if you put number bigger than "1" in field right to "Weeks"/"Days" selection box. So, reservation is possible for number of consecutive days or weeks. In case of more days note that weekends and holidays are automatically skipped.

Comment is mandatory parameter for each reservation. After defining all the entities, dates and hours, you might want to send email confirmation to somebody about this reservation. By default, email of the logged user is put in "Email" field but you can update it as you wish – delete email or add more emails separated with ";" character. Email template is written inside configuration section and can be defined (customized) in Administration office.

Icons at the bottom right:

5	: return to main screen without making reservation
+ ×	: make a new reservation but with same parameters as selected (opened) reservation
-	: only for repeating reservations – delete only the current week/day reservation part
	: save reservation. This will trigger checking of reservation overlapping. Email is sent.



Reservation overlapping

After saving a reservation, software is checking conflicts with all the other schedules and reservations. If there is no any conflict reservation is saved and information message about successful save is displayed.



Reservations are shown in blue colour unless "Approval system" is turned-on in configuration. In case of approval system, reservation colour is orange. When reservation is approved by Administration office in central Wise Timetable program, it becomes blue. Your own reservations are always shown as blue to you but reservations made by other people are shown in green colour.

In case your reservation is overlapped with some other event, the following screen is displayed:

Create new reservation (11.10.2016 14:00)									
Program	Program/Year/Area		Groups		Lecturers		Rooms	Rooms	
			,		ANDREW ALTMAN				
		_							
		*							
Start date	11.10.2016								
Weeks		1							
Hour from	14:00	to (15:00]						
Comment	Special event	for 2nd year							
Email	mihovil.santic(@wise-t.com							
Owner	ANDREW AL	TMAN							
								5	
	Monday 10.10.2016	Tuesday 11.10.2010	Wednesday 12,10,2016	Thu 13.1	rsday 0.2016	Friday 14.10.2016	Saturday 15.10.2016	Sunday 16.10.2016	
07:00									
07:30									
08:00									
08:30									
09:30									
10:00									
10:30									
11:00									
11:30									
12:30									
13:00									
13:30									
14:00									
14:30									
15:30									
40.00									



On this screen, your intended time frame for reservation is shown with black frame and darker red colour in frame. Now you can confirm overlapping by clicking on this field (not recommended – only if you really want these two events with same actors at the same place) or you can click on any GREEN field to make this reservation free of conflicts. On all other red fields there is also conflict with some other schedules or reservations.

Email recipient might receive booking confirmation like this:

Dear Wise Timetable User, This is automated message confirming booking made with Wise Timetable system. Booking is made for the following subjects:

ANDREW ALTMAN//

Reservation is made by ANDREW ALTMAN with comment: Special event for 2nd year Reservation start date: 11.10.2016, start hour: 14:00, duration: 2, repetitions: 1 (Weeks)

Best regards, Wise Timetable Administration (on behalf of ANDREW ALTMAN)



Configuration

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

Configuration screen appears after clicking on button "Config" on main screen:

Configuration settings		×
Parameter	Value	
approvalSystem	false	1
configAdmin	mihovil.santic@wise-t.com	1
dateFormat	dd.MM.yyyy	1
defaultDuration	2	1
displayNoSlots	4	1
firstDayOfWeek	1	1
firstPage		1
helpTranslationUrl	http://www.wisetimetable.com/PDF/WTTWebUserManual.pdf	1
helpUri	http://www.wisetimetable.com/PDF/WTTWebUserManuaLpdf	1
lastWeekForSchedule	100	1
IdapBase	CN=Users,DC=wise-t,DC=com	1
IdapUri	192.168.2.66:389	1
limitTime	100	1
mailContent	Dear Wise Timetable User, br/>This is automated message confirming booking m	1
mailSubject	Booking - Wise Timetable: <start_date>; <start_hour></start_hour></start_date>	1
roomDependence		1
serverTimezone	0	1
show6Day	false	1
show7Day	false	1
showEndHour	false	1
showFilterCourse	true	1
showFilterGroup	true	1
showFilterProfessor	true	1
showFilterRoom	true	1
tutorNaming	first	1
useLdapAuth	false	1

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