

USING ADVANCED VIEW SWITCH IN WISE TIMETABLE

Introduction

Instead of always selecting "**View**" on the main screen and then choosing a tutor, room, group, course or student, Wise Timetable also allows a faster way. When you are working on a single lecture slot and want to **immediately** see its tutor, room or group timetable, you can simply **use function keys** to switch directly to the correct view. This way you save time and stay focused on your work.

So, the key action here is to change DEFAULT mode to "Reference mode" by clicking on Ctrl + R. Click again and you will return to "SWAP" mode.

Default mode (SWP): in this mode right click on the lecture will activate "SWAP" function – which means: software is searching for empty slots or other lectures where the original (clicked) lecture can be moved/exchanged.

ess Environment,tutorial	
	A-002



When you click on Ctrl+R, the changing view mode (type is visible at the bottom-right corner of the main Wise Timetable screen) will be set to “REF”:

International Marketing,lecture	International Business Law,lecture
Reynolds A-007 BAM3-2, BAM3-3, BAM3-1	Fisher A-007 AFM1-2, AFM1-3
	Strategic Management,tutorial
	Hanford A-007 AFM1-1, AFM1-2, AFM1-3

REF

When “REF” is set, click on the lecture will no longer search for available free slots but there will be no change – HOWEVER, if you click one of the F5 – F8 keys afterwards, the view will be changed to one of the following:

- Key F5: ROOM of the last clicked lecture
- Key F6: LECTURER of the last clicked lecture
- Key F7: GROUP (cohort, section) of the last clicked lecture
- Key F8: COURSE of the last clicked lecture

This way you can “explore” quickly all the aspects of the desired (selected, clicked) lecture. To return to Swap mode just click on Ctrl+R again.

NOTE: Be aware that some computer configurations (you can set it inside BIOS) do not recognize function keys (F1 to F12) without clicking key “Fn” together (because some special functions like speaker volume controls are set to the same keys). So on some computers you will need to switch the views in reference mode using Fn+Function key.

Other 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 & 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 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).

