

REPORTS FOR UNIVERSITY MANAGEMENT

Introduction

Wise Timetable includes a comprehensive set of reports designed to give universities full control and insight into their scheduling process. Reports are not just numbers – they transform the timetable into valuable information for decision-making. From understanding the workload of tutors to analysing room usage and spotting unallocated lectures, everything is available in a clear format.

Workload Analysis

Universities can instantly check how much each tutor is scheduled to teach. Reports show total hours per week, distribution of lectures, and possible overloads. This makes planning more transparent and fairer.

Room and Equipment Usage

Detailed reports display how often specific rooms are used, whether their capacities are fully utilized, and which equipment requirements (e.g., labs, special classrooms) are in demand. This helps management optimize facilities and plan future investments.

Unallocated Lectures

Wise Timetable highlights lectures that could not be scheduled under current constraints. This allows administrators to identify bottlenecks and make informed adjustments to resources or rules.

Accounting and Budgeting

By combining workload and room usage data, universities gain insight into cost efficiency. Reports make it easy to compare planned versus actual resource usage, supporting better budgeting and long-term strategy.

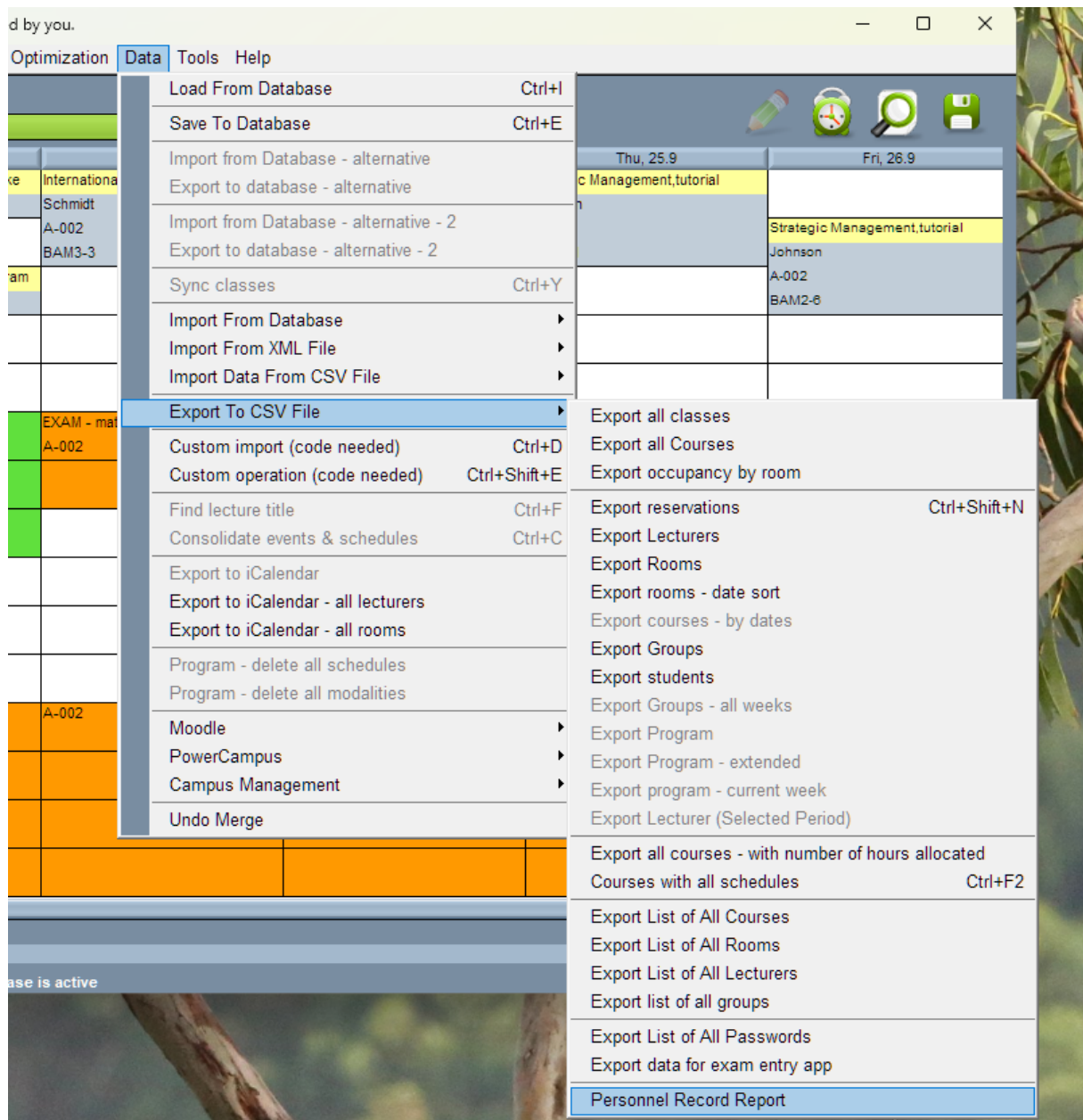
Benefits

- Clear overview of tutor workloads and fairness in assignments.
- Optimized use of rooms and equipment.
- Transparency for both administrators and teaching staff.
- Reliable data to support financial and strategic decisions.



USAGE

Here, we will concentrate on lecturer's workload report, which can be easily used for your management or accounting department. Engage with menu Data->Personnel Record Report:



This one will give you detailed information about your lecturer's workload – by the program, subject area and course modality. Firstly, you will be asked for a period you want to specify for the report:

Wise Timetable 14.028 - Database - Locked by you.

File Edit Analysis Settings Locking Optimization Data Tools Help

View By
Rooms

Time	Room	Course
07:00 - 07:30	A-002,BRC3-1	Data Envelope
07:30 - 08:00		
08:00 - 08:30		
08:30 - 09:00		
09:00 - 09:30	A-002,BRC3-1	Management Sci
09:30 - 10:00		
10:00 - 10:30		
10:30 - 11:00		
11:00 - 11:30		
11:30 - 12:00		
12:00 - 12:30	Reserved - Meeting	EXAM - math
12:30 - 13:00	A-002	A-002
13:00 - 13:30		
13:30 - 14:00		
14:00 - 14:30		
14:30 - 15:00		
15:00 - 15:30		

Select Period

From: 22.09 - 28.09 (01) Monday 22.9

To: 22.09 - 28.09 (01) Sunday 28.9

Course modality:

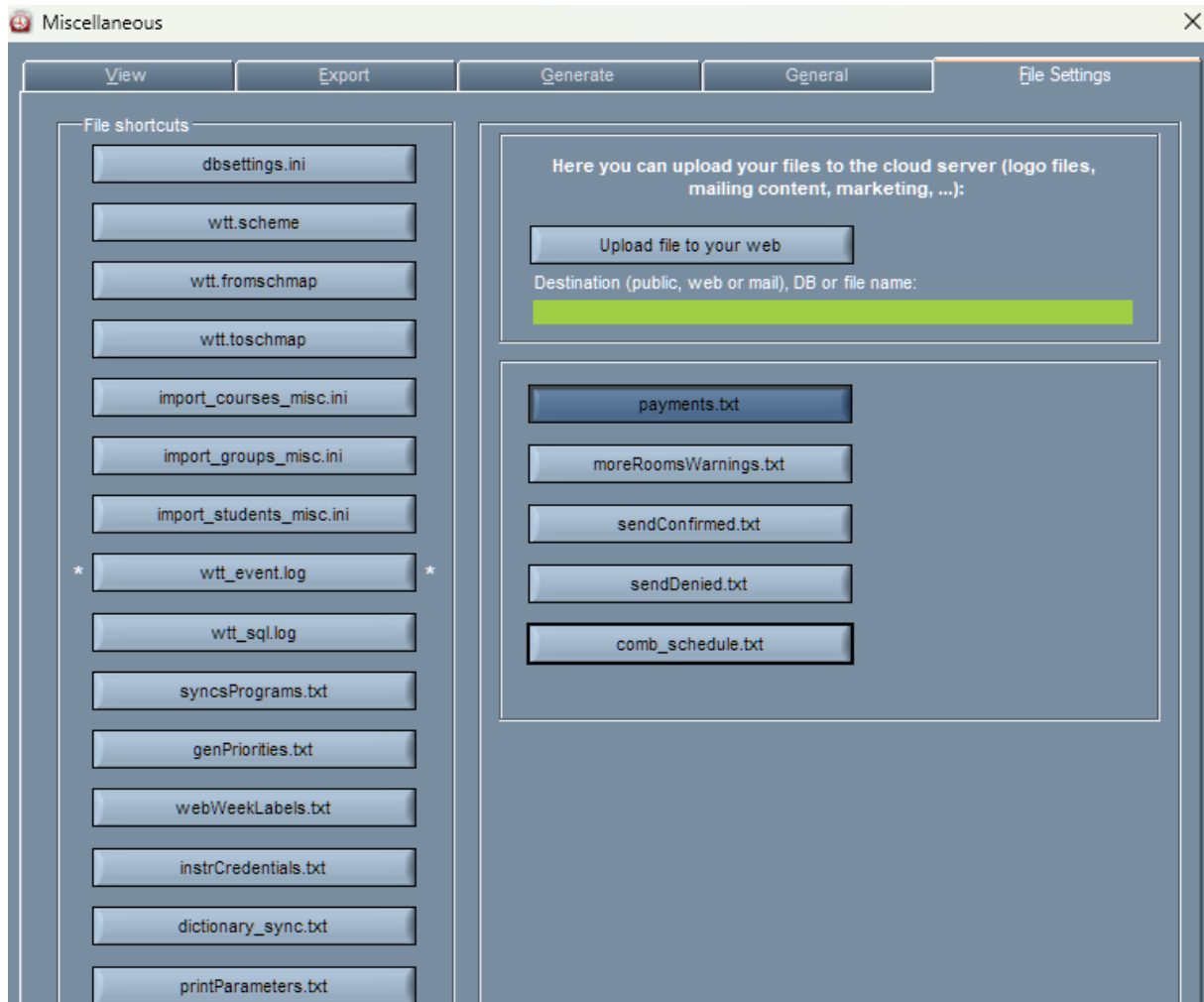
Confirm Cancel

After selecting the period, the Excel (CSV) file will be created, containing all the data you might need about the workload:

1394	Goodman Amanda	84.00h	22.09.2025 - 28.12.2025			
1395		undergraduate	84.00h			
1396		1. Year	Management Science Method	lecture	56.00h	
1397				22.09.2025	10:00-12:00	2.00h
1398				22.09.2025	08:00-10:00	2.00h
1399				29.09.2025	10:00-12:00	2.00h
1400				29.09.2025	08:00-10:00	2.00h
1401				06.10.2025	10:00-12:00	2.00h
1402				06.10.2025	08:00-10:00	2.00h
1403				13.10.2025	10:00-12:00	2.00h
1404				13.10.2025	08:00-10:00	2.00h
1405				20.10.2025	10:00-12:00	2.00h
1406				20.10.2025	08:00-10:00	2.00h
1407				27.10.2025	10:00-12:00	2.00h
1408				27.10.2025	08:00-10:00	2.00h
1409				03.11.2025	10:00-12:00	2.00h
1410				03.11.2025	08:00-10:00	2.00h
1411				10.11.2025	10:00-12:00	2.00h
1412				10.11.2025	08:00-10:00	2.00h
1413				17.11.2025	10:00-12:00	2.00h
1414				17.11.2025	08:00-10:00	2.00h
1415				24.11.2025	10:00-12:00	2.00h
1416				24.11.2025	08:00-10:00	2.00h
1417				01.12.2025	10:00-12:00	2.00h
1418				01.12.2025	08:00-10:00	2.00h
1419				08.12.2025	10:00-12:00	2.00h
1420				08.12.2025	08:00-10:00	2.00h
1421				15.12.2025	10:00-12:00	2.00h
1422				15.12.2025	08:00-10:00	2.00h
1423				22.12.2025	10:00-12:00	2.00h
1424				22.12.2025	08:00-10:00	2.00h
1425		3. Year	Worldwide Management of IT - Advanced	tutorial	28.00h	

The same report can be used also for calculating the wages – so there is a file you can set in a way that every course modality for some lecturer can have the hourly wage and then software will include these numbers (actual price in your currency) along the other statistics. You can set these numbers (for each lecturer individually) in a configuration file accessible directly from the application at Settings->Miscellaneous, tab “File Settings”, click on button “Payments”:





You will get the file into Notepad (at the beginning probably empty) and the format for hourly prices is as follows:

First name;Second name;lectureCode (80.00);seminarCode(60.00);tutorialCode (70.0)

First name2;Second name2;lectureCode (80.00);seminarCode (60.00);tutorialCode (70.0)

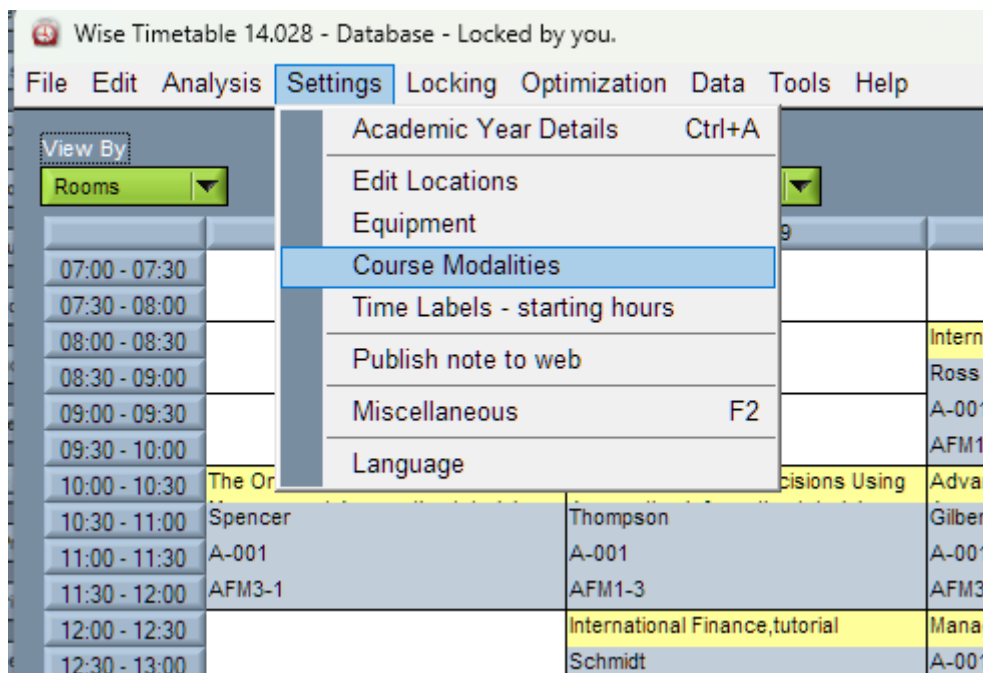
First name3;Second name3;lectureCode (80.00);seminarCode (60.00);tutorialCode (70.0)

...

When this is saved for all the lecturers, inducing the report as before will yield to calculating the lecturer's costs inside same report:

147	Goodman Amanda	6.00h	29.09.2025 - 05.10.2025	lecture(320.00)	seminar(0.00)	tutorial(140.00)
148		undergraduate	6.00h			
149		1. Year	Management Science Method	lecture	4.00h	
150				29.09.2025	10:00-12:00	2.00h
151				29.09.2025	08:00-10:00	2.00h
152		3. Year	Worldwide Management of IT - Advanced	tutorial	2.00h	
153				30.09.2025	10:00-12:00	2.00h

IMPORTANT: course modalities are here identified by the code, not by the name of the modality – so name might be lecture but code can be “LCODE” for example. Codes are set at Settings->Course modalities:



And codes are set in a third column:

