wise timetable

Guide for administrators

The settings screen, the faculty's own look, and the screens in the corridors

This guide is for the person at a faculty who decides how Wise Timetable behaves for everybody else: which filters visitors are offered, how far ahead the timetable is published, what is printed at the top of a report, which crest sits in the corner, and what appears on the televisions in the corridors. All of it is on one screen - Settings - and nothing in this guide requires anybody to touch a server.

It does not repeat the other two guides. Reading a timetable, the filters, printing and the calendar feed are in the Guide for students; signing in, booking a room and the reports are in the Guide for lecturers. The ? button offers each reader the guide for them - a visitor gets the student one, somebody signed in gets the lecturer's as well, and you get all three, and a fourth: the Guide to notifications, for everything your school sends by e-mail.

What is in this guide

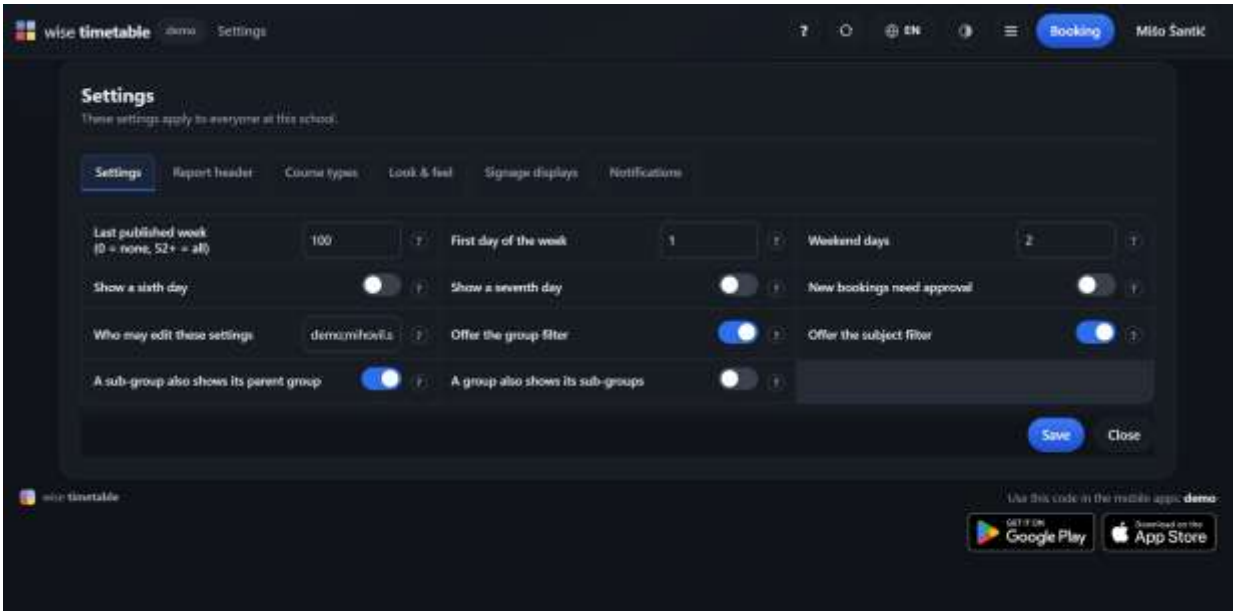
1. Who may open Settings
2. Settings - the decisions that apply to everybody
3. Report header - the letterhead on every report
4. Course types - what is published at all
5. Look & feel - your crest and your colours
6. Signage displays - the screens in the corridors
7. Putting a display on a television
8. Notices, and where they are written
9. Notifications - what your school sends
10. The mobile apps
11. What this screen cannot change

1. Who may open Settings

Settings is in the menu behind the three lines in the header, on every screen. Everybody who opens it gets something: a visitor sees one tab with the teaching types they may hide in their own browser, and nothing else. The rest of this guide is about what an administrator sees, which is six tabs.

Who counts as an administrator is itself a setting - Who may edit these settings, on the first tab. It holds usernames separated by semicolons. Anybody named there may change everything in this guide; anybody else who types the address gets the visitor's single tab, not an error page.

> **BE CAREFUL WITH THIS ONE**
> Who may edit these settings is the only setting that can lock you out of the screen you are editing it on. Remove your own username, press Save, and the next thing you see is the visitor's view.
>
> It can be put right, but not from here - it needs somebody with access to the database, or to us.



The Settings tab. Six tabs across the top; a visitor sees only Course types.

2. Settings - the decisions that apply to everybody

The first tab is a compact grid of the school-wide switches. Every one of them carries a ? beside it with a sentence of its own, so this guide explains what they are FOR rather than repeating those sentences.

How far ahead the timetable is published

Last published week is the horizon. Weeks after it are in the database and are not shown to anybody - not on this site, not in the mobile apps, not in the calendar feed. It is how a faculty works on next semester without publishing a half-finished draft, and it is applied by the API rather than by any one client, so there is no way round it and nothing to remember.

The shape of the week

First day of the week, Weekend days, Show a sixth day and Show a seventh day decide how many columns a week has and where it starts. A faculty that teaches on Saturday turns the sixth day on; one that does not leaves it off and gets a five-column week that fits a laptop.

New bookings need approval

Off, which is the default, means a room booked from the web is on the timetable immediately. On, it is visible only to the person who made it and to an administrator until somebody looks at it in the desktop

application. Nobody else sees it in the meantime - which is the point, and also the thing to explain to a lecturer who books a room and cannot find it on the public screen.

Which filters visitors are offered

Offer the group filter and Offer the subject filter take a whole panel off the timetable for everybody who is not signed in. Staff keep it. A faculty whose group names mean nothing to students switches the group panel off rather than explaining it.

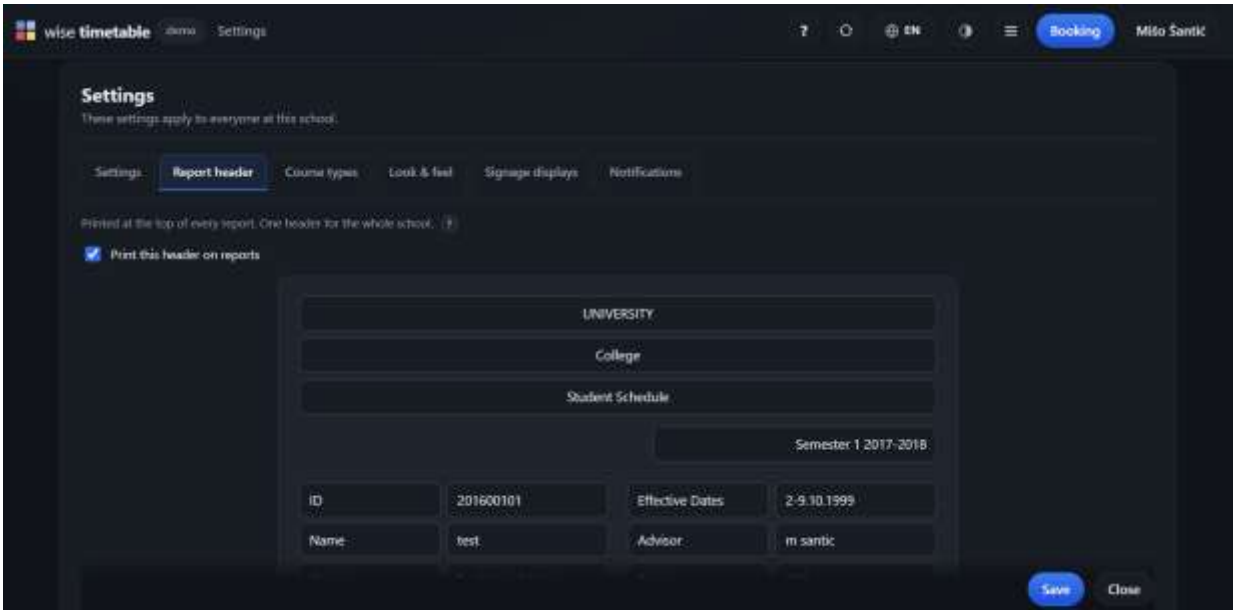
> **THIS IS NOT A PREVIEW**
>
> Everything on this tab is live for every visitor the moment you press Save. There is no draft and no undo.
>
> The safe way to try one is to change it, look at the timetable in another tab, and change it back - the whole round trip takes less than a minute.

3. Report header - the letterhead on every report

Every report this application prints can carry your faculty's own heading: three title lines and pairs of label and value - the kind of thing that ends up in a filing cabinet with a signature under it. It is one heading for the whole school, set once.

Print this header on reports is the switch. Unticked, the reports still work; they simply come out with no letterhead.

A person running a report can still type their own heading for that one report, and what they type wins for that report only. Whatever they leave empty falls back to what is here - so this tab is the house style, not a cage.



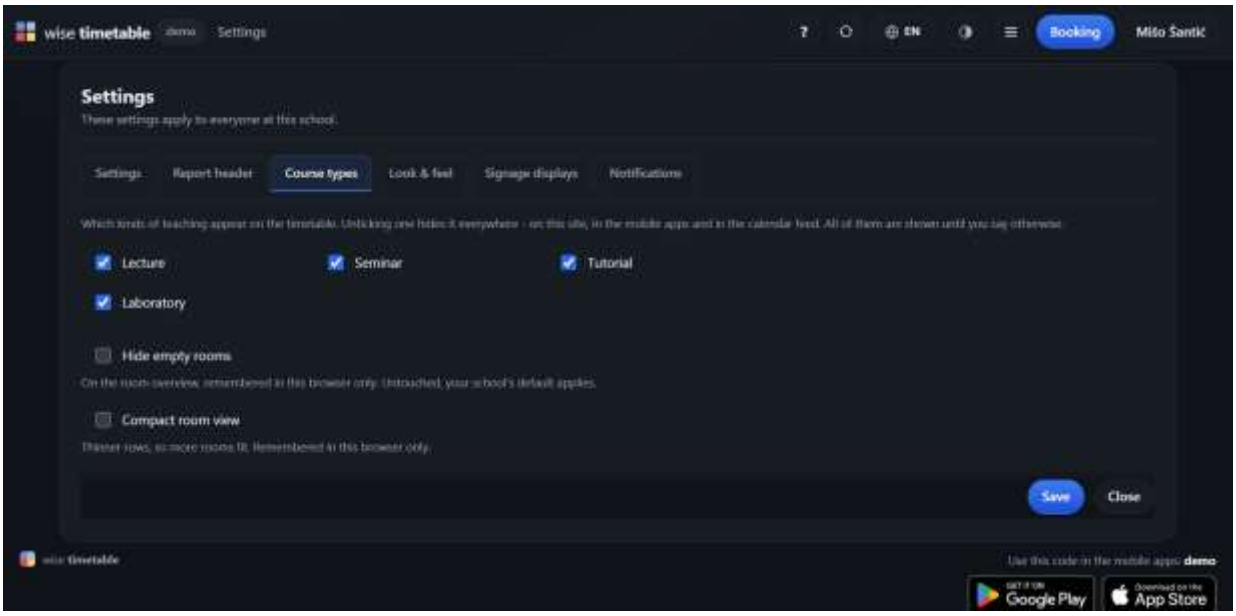
The Report header tab. Three title lines, then label and value pairs.

4. Course types - what is published at all

This is the shortest tab and the one with the longest reach. It lists the kinds of teaching your school uses - lecture, seminar, tutorial, laboratory, whatever the desktop application defines - and unticking one hides it EVERYWHERE: on this site, in the mobile apps, and in the calendar feed that people subscribe to.

All of them are shown until somebody says otherwise, and a school that has never opened this tab publishes everything, which is the sensible default for a timetable.

A visitor has a tab of the same shape, and it does something different: it hides a type in THEIR browser only, and touches nobody else. The two are easy to confuse from the same words on the screen. This one is the faculty's decision; theirs is a preference.



Course types. Unticking one removes it from every client, not just from this site.

5. Look & feel - your crest and your colours

The corner of every page, on every screen, can carry your own mark instead of ours. Choose a file, press Save, and it is there for everybody.

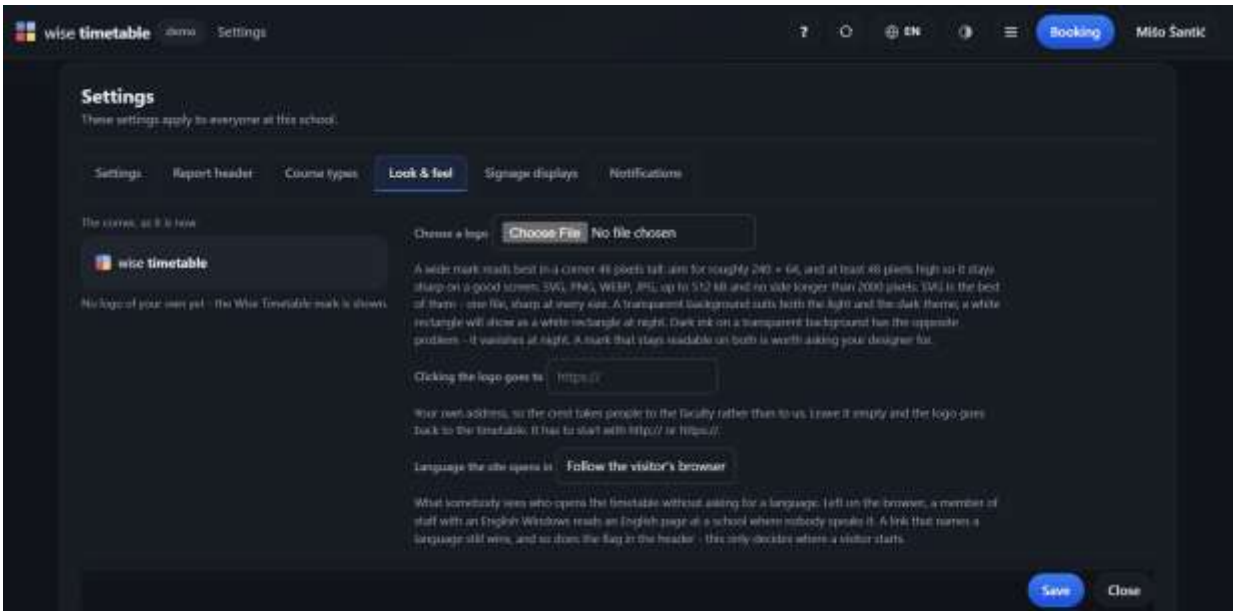
What kind of file

A wide mark reads best in a corner 48 pixels tall: roughly 240 by 64, and at least 48 pixels high so it stays sharp on a good screen. SVG, PNG, WEBP or JPG, up to 512 kB, no side longer than 2000 pixels.

SVG is the best of them - one file, sharp at every size. Ask your designer for a transparent background: a white rectangle shows as a white rectangle on the dark theme, and dark ink on transparency has the opposite problem and vanishes at night. A mark that stays readable on both is worth asking for once.

Where the crest leads

Clicking the logo goes to takes your own address, so the crest sends people to the faculty rather than to us. Leave it empty and the logo goes back to the timetable. It has to start with http:// or https://.



Look & feel. The corner as it is now, on the left.

The three switches under it

Show the code AND the name decides whether a card says Financial Accounting, FIN201, or both - which matters most at a school whose students know subjects by code and whose visitors do not.

Show the faculty logo turns the corner mark off without deleting the file, and Faculty logo links to is the address behind it.

Booking types marked important is the one that is not about looks. It names the reservation type - by number, as the desktop numbers them - that gets an exclamation mark on the timetable. Most schools use it for exams. It is a number rather than a word because the words are translated, and a rule that matched on a word would work in one language and quietly stop in another.

Language the site opens in decides what a visitor who has asked for nothing gets. Leave it on Follow the visitor's browser and a Slovenian faculty's timetable opens in English on an English computer, which is what used to happen and what the setting exists to stop. It does not take the choice away from anybody: a visitor who picks a language is never overruled.

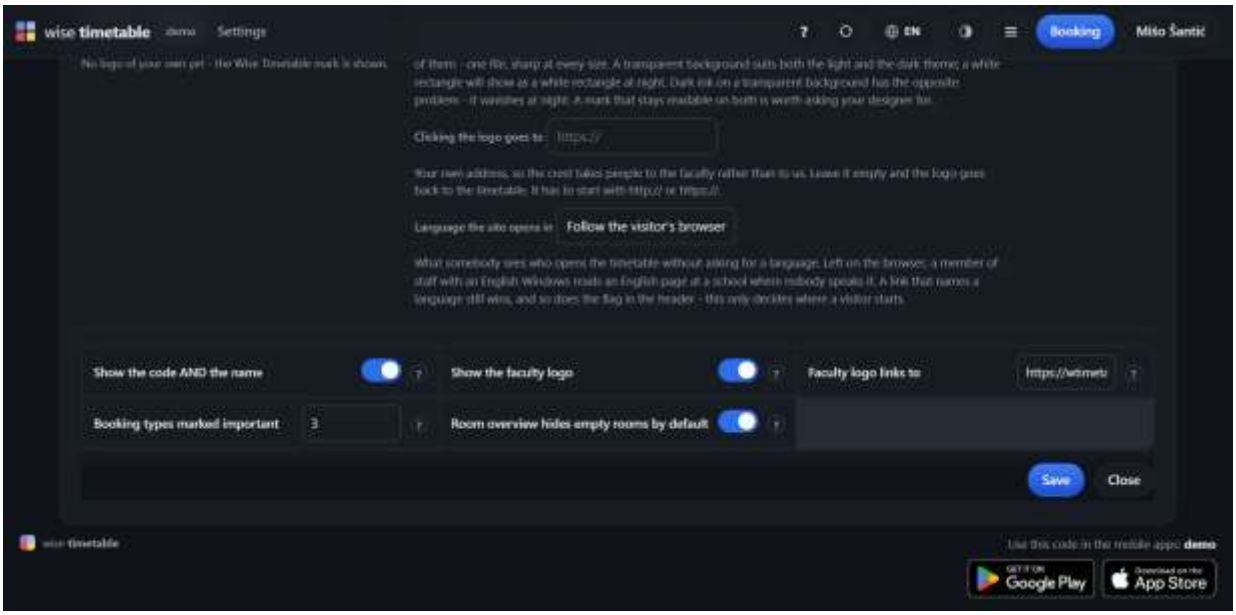
How a lecturer's name is written - First name first, or Surname first - applies wherever this application assembles a name from its two halves. Four schools in the estate chose surname first twenty years ago and were shown the other way round on every screen until this was read.

Show how many seats a room has prints the seat count beside each room in the room filter, and nowhere else - the room overview and the room screens always show it, because there the number is the point. It is off by default: two databases out of a hundred and twenty-three carry seat counts at all.

The school code opens your own timetable turns the small code in the top-left corner into a link back to a fresh, unfiltered view of your timetable. Off, it is not a link at all. It is off everywhere until somebody asks for it.

What the ruler down the left says chooses between the real time worked out from the bell schedule, and your own text for each line exactly as it was typed in the desktop. It matters where the text says something a clock cannot - periods numbered 1, 2, 3, or a named row such as a notes line. The lines do not move either way.

Room overview hides empty rooms by default decides where a VISITOR starts on the room overview: only the rooms with something in them on the day shown. It binds visitors only, deliberately - signing in is what you do in order to book, and a booking goes into a room that is empty, so the one board a signed-in reader must never be handed is the one with the empty rooms taken out. Anybody can change it for their own browser, and their choice wins.

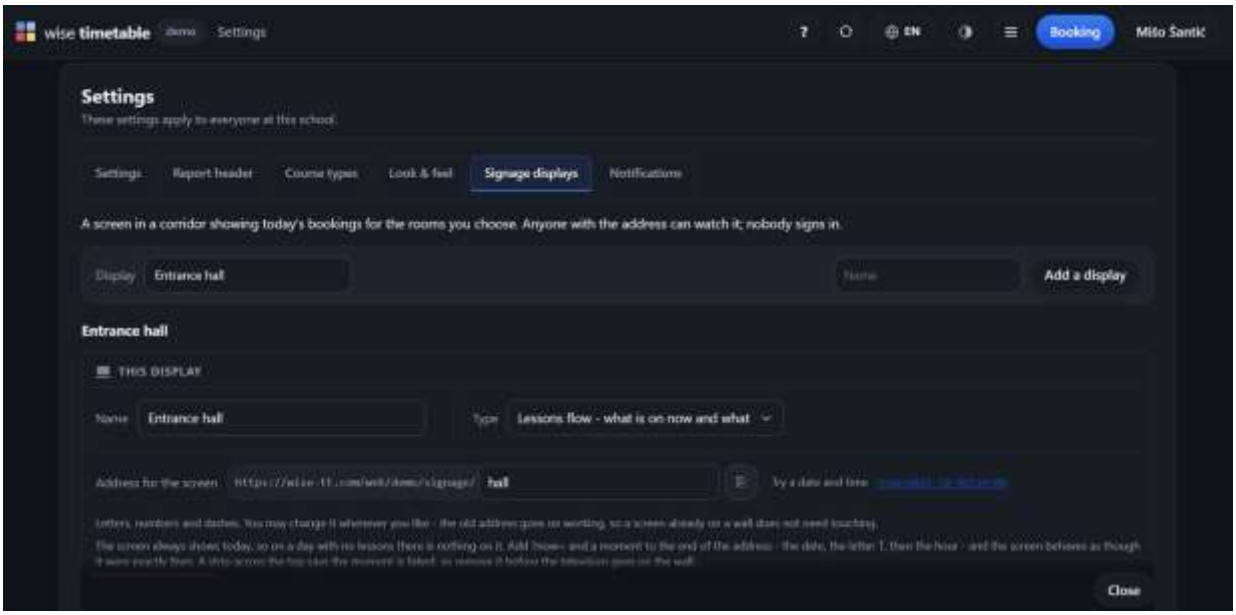


The switches, and the booking type that earns an exclamation mark.

6. Signage displays - the screens in the corridors

A signage display is a web page built for a television: today's bookings for the rooms you choose, large enough to read from across a hall, reloading itself all day. It has its own address, and anybody with that address can watch it - nobody signs in, which is the whole point of a screen bolted to a wall.

A school may have as many as it likes, each covering different rooms and each with its own look. They are configured on the last tab, one display at a time: choose it in the Display list at the top, or type a name beside Add a display to make another.



The top of the Signage displays tab: which display, its name, its design.

The address

Address for the screen is the last word of the URL you type into the television. The rest is printed beside it and the button at the end copies the whole thing. Letters, numbers and dashes.

You may change it whenever you like: the old address goes on working forever, so a screen already on a wall does not have to be touched. That is deliberate - renaming a display should never mean fetching a ladder.

The two designs

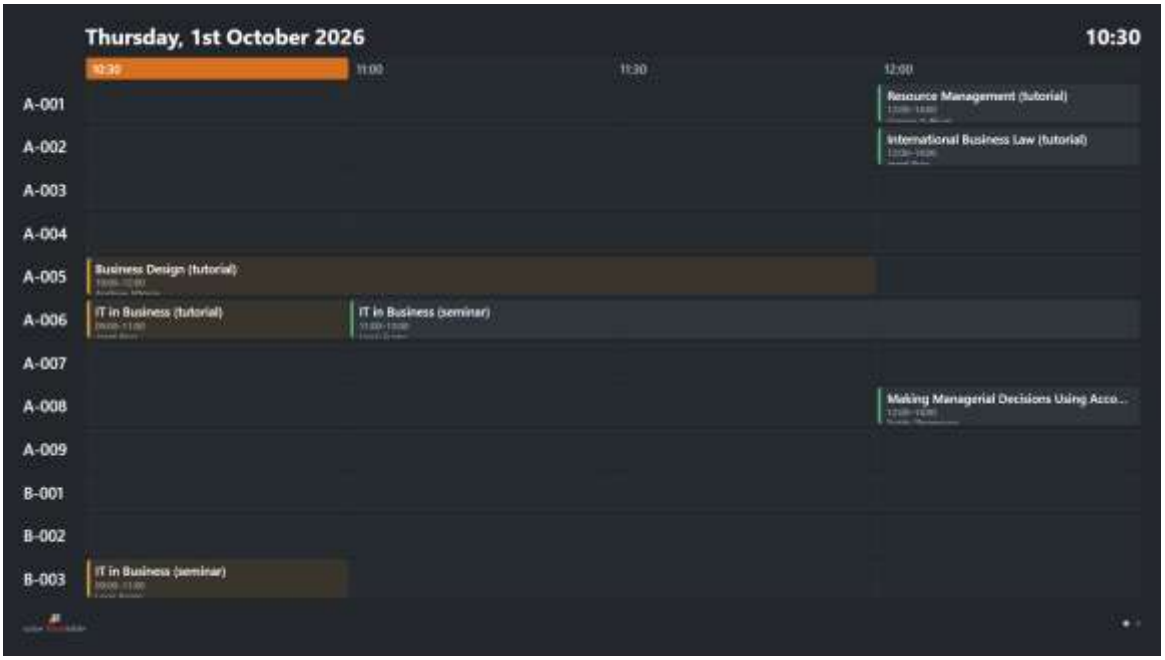
Type chooses between them, and it can be changed at any time on a display that is already running.

LESSONS FLOW is a list, and it reads down the day: what has finished, what is running now, what is coming. The colours carry the same three states - red behind, amber now, green ahead - so somebody walking in reads the screen from ten metres before they read a word of it. A running row fills from the left as its lesson passes, and the countdown on the right says how much is left of it.

Lessons flow. Finished, running, coming - and the amber row is filling as it runs.

Each row is room, subject, lecturer, times, and how long is left. Nothing wraps: a subject too long for its column ends in three dots rather than pushing the row to a second line, because a list whose rows are different heights stops lining up and stops being readable at a distance. A room booking that names nobody - most of them - gives its space to what was typed into the booking's comment, which is usually the only thing on the row that says what is actually happening in there.

DAY MATRIX is a grid: rooms down the side, the next few hours across the top in half-hour columns. It answers a different question - not what is on now, but which room is free at three o'clock. The past is not drawn; the window starts at the current half hour and looks forward.



Day matrix. Rooms down the side, half-hour columns across.

If more rooms are covered than fit on one screen, the matrix turns pages by itself and the dots at the bottom right say where in the rotation it is. Nothing is squeezed to fit and nothing is dropped.

Rooms it covers

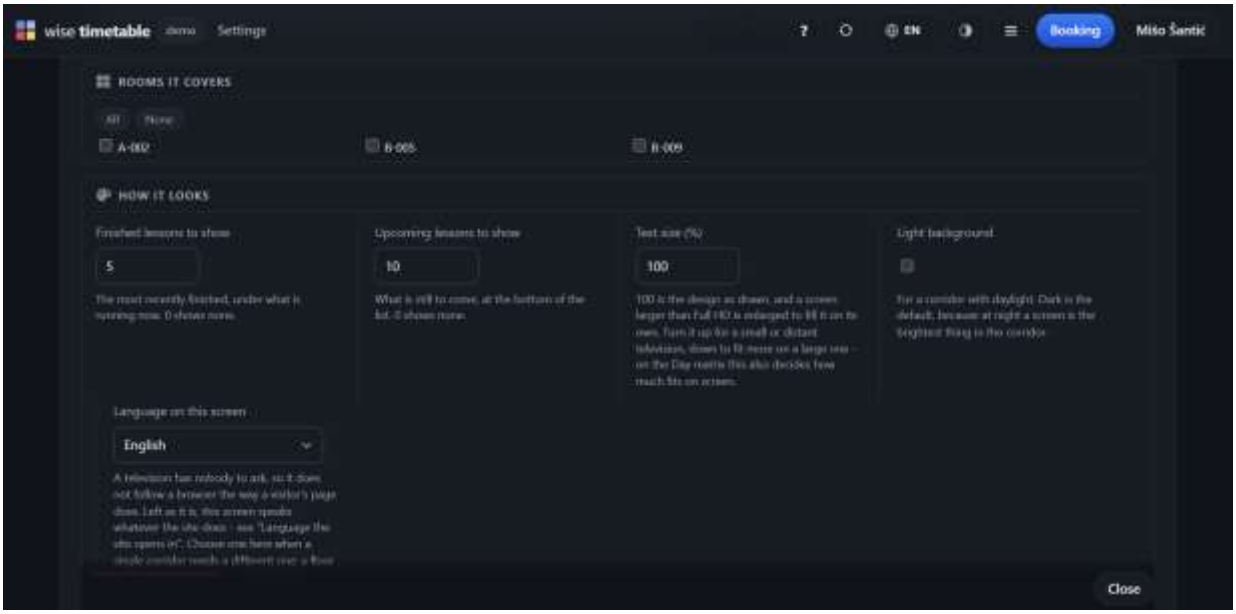
Tick the rooms this screen is about. Leaving every box empty means EVERY room, which is what an entrance hall usually wants; a screen outside a particular corridor usually wants four or five.

How it looks

A Lessons flow display is asked two questions the matrix is not: how many finished lessons to keep on screen, and how many upcoming ones. Zero is a legitimate answer to either. What is running is never cut - a building with more lessons at once than fit on a television has a problem no setting can solve.

A Day matrix is asked its own two instead: how many rooms fit on a page, and how many hours forward to show.

Both are offered Text size and Light background. Text size is a percentage: turn it up for a small or distant screen, down to fit more on a large one. Dark is the default because at night a bright screen is the brightest thing in the corridor; a screen in daylight often reads better the other way round.

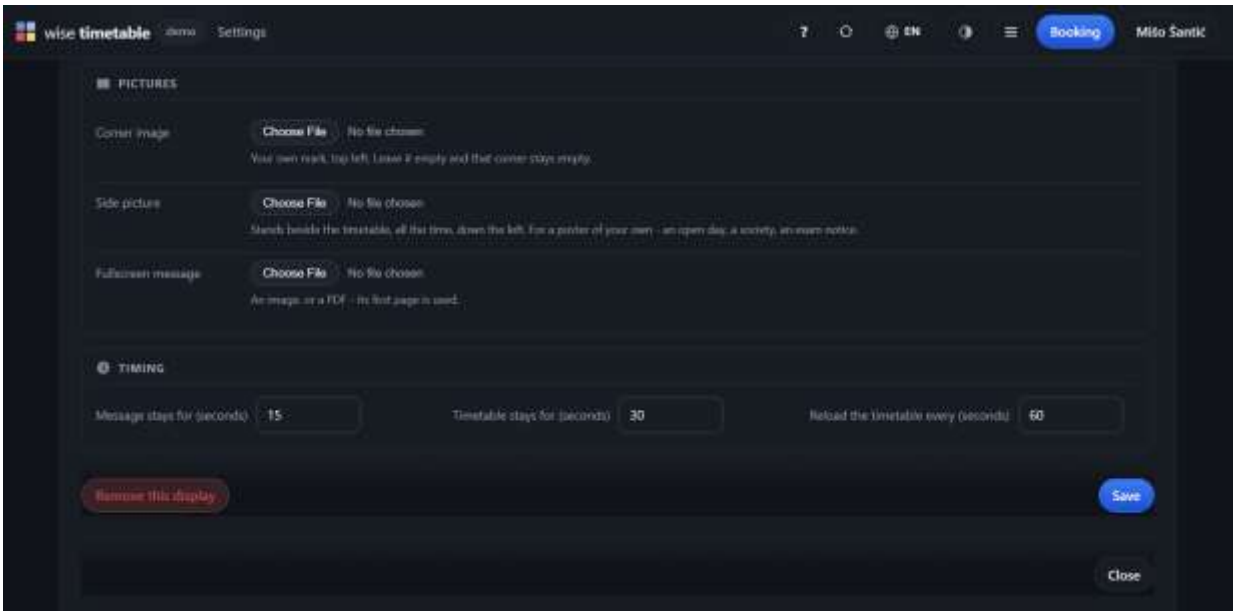


Rooms it covers, and How it looks - each design is shown only its own numbers.

Pictures

Three, and they do different jobs. There is no switch beside any of them: a picture appears because it has been uploaded, and the small button beside a stored one removes it. A checkbox that disagreed with a file would only ever be a way of being wrong.

- Corner image - your own mark, top left. Leave it empty and that corner stays empty.
- Side picture - stands beside the timetable, all the time, down the left. For a poster of your own: an open day, a society, an exam notice. Lessons flow only, because the matrix has no side to put one down.
- Fullscreen message - takes the whole television for a few seconds and then gives it back. An image, or a PDF whose first page is used.



The three pictures, and the seconds that govern them.

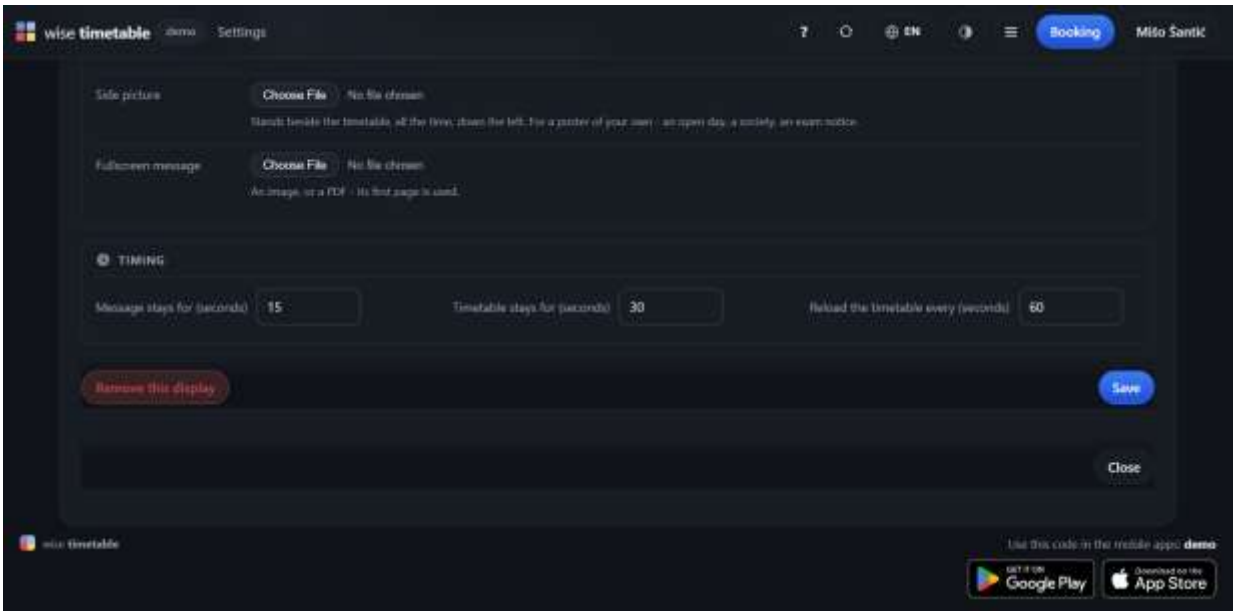
> **THE WISE TIMETABLE MARK IS ALWAYS BOTTOM LEFT**
>
> Every signage design carries our small mark in the bottom left corner, on every screen and in every state. There is no setting for it and this tab does not offer one.
>
> Your own crest has the top corner and is never displaced by it. The two are never drawn in the same place.

Timing

Message stays for is how long the fullscreen picture holds the screen; Timetable stays for is how long the timetable gets before the picture comes round again. Reload the timetable every is how often the page fetches today's bookings afresh - sixty seconds is the default and is right for almost everybody.

Removing a display

Remove this display is at the far left of the last row, away from Save and in a softer red. It asks first, and the question has a visible way out as well as a way through. Removing a display does not touch a single booking; it stops answering at that address.



Timing, then the last row: Remove at the left, Save at the right.

7. Putting a display on a television

There is nothing to install. Any device with a browser will do - a smart television, a stick behind one, a small PC. Copy the address from the settings tab, open it, and put the browser into fullscreen.

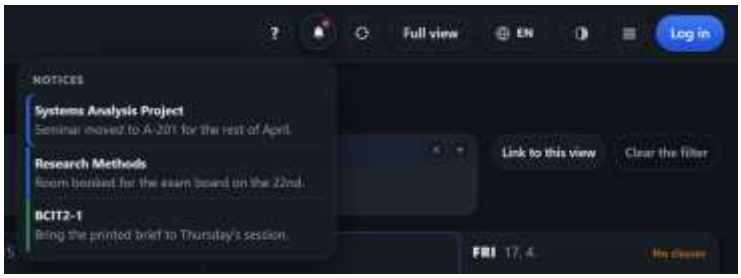
- Nobody signs in, so nothing expires and nothing has to be renewed.
- The page reloads itself, so it does not need to be touched again.
- If the network drops, the screen keeps its shape and says plainly that it could not refresh, rather than going blank or showing an error page.
- Turn the screen off at night if you like: it picks up where it is when it comes back, because it works out the time for itself.

> **ANYBODY WITH THE ADDRESS CAN OPEN IT**
>
> A signage address is public by design - a screen on a wall cannot sign in. Treat the address as public, and remember that what is on it is exactly what the timetable already publishes.
>
> A booking your schedulers have marked as not for the web, and a booking type your school does not publish, do not appear on a signage screen either. That decision is made once, in the desktop application, and every screen obeys it.

8. Notices, and where they are written

The bell in the header carries short notices - a lecture moved, a room changed - and a red dot appears on it when something applies to what the reader is looking at. It is worth knowing where those come from, because they are not written here.

A notice is attached in the DESKTOP application to a group, a subject or a lecturer. The web reads them and shows the ones that match the filter in front of the reader: the groups and lecturers they picked, and the subjects those groups are taught. Nothing on the web can write one, and there is no expiry - a notice stays until somebody clears it in the desktop.



The bell, with one notice in it. The dot appears only when something matches.

9. Notifications - what your school sends

The Notifications tab is everything your school sends by e-mail: who the letters come from and where the replies go, the weekly timetable letter each lecturer receives with their own week, and the letters a booking sends when it is saved or cancelled. It has a guide of its own - the Guide to notifications, which the ? button offers you beside this one.

In one sentence each: fill in a Reply address and every answer to your school's mail comes to you; fill in Sending as this school and the letters leave with your own address in the From line; and press Send test e-mail before you rely on either. The weekly letter and the booking letters are written on the same tab, in your own words.

10. The mobile apps

The same timetable is in the phone apps, and they ask for a school code - which is printed in the footer of every page of your site, so anybody who can read the timetable can find it. Wise Timetable for Android is on Google Play; the iPhone app is on the App Store as Wise Timetable Companion. Both badges in the footer link straight to the store.

The apps read the same settings this screen writes. A teaching type you untick disappears from them too, and a week past the horizon is not there either.

The footer: your school code, and the apps.

11. What this screen cannot change

Plenty, and it is easier to say so than to let somebody hunt for a tab that does not exist.

- The timetable itself. Lessons, rooms, groups, lecturers and the bell schedule all come from the desktop application.
- Rooms, lecturers, programmes, groups, courses and the timetable itself are edited in the separate administration application at your school's /admin address, by the timetable office. They were on this site for a fortnight in September and are not here any more.
- Notices on groups, subjects and lecturers - written in the desktop, as above.
- Which reservation types exist and their colours - the desktop again. This screen only names the one that gets an exclamation mark.

- Whether a single booking is published - that is a tick on the booking in the desktop, and every client obeys it.
- Passwords and accounts. A faculty on LDAP or Shibboleth signs in through its own system and not through this form at all.
- The language a visitor reads in. They choose it in the header, and the choice follows them.

If something in this guide does not match what you see, the likeliest reason is that your faculty is on an older build - and the second likeliest is that we changed something and this guide is behind. Either way, tell us.