



Wise Timetable — User Manual

The complete guide to the desktop application



Wise Technologies d.o.o. · Wise Timetable desktop application · August 2026

Applies to the 2026 release and later.

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Getting started

Introducing Wise Timetable

Wise Timetable is powerful and easy-to-use timetable software for automatic and interactive creation and maintenance of timetables.



Main advantages

- our software sets no limits on the size or complexity of the institution
- the graphical user interface is intuitive and user friendly
- powerful automatic generation can solve problems of the most complex timetables
- the program is designed to cope with real-life constraints such as:
 - room size and availability
 - equipment requirements
 - lecturer availability
 - complex lecture distribution
 - other special requirements.
- for interactive timetabling we have created advanced assistance tools
- Wise Timetable can be used to produce an unlimited number of timetables

- comprehensive reports and one-click notification 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
- scheduling software capable of timetabling on a student level
- Wise Timetable university version complies with the Bologna convention
- interfacing to other applications in your organization has never been easier
- compatible with all popular database systems (e.g. ORACLE, MySql, MSSql, ...)
- compatible with all Windows platforms
- if the application is not already localized to your language, on your request we will gladly do so
- our users get guaranteed support, executed promptly and professionally without time limits.

Why Wise Timetable?

Overview

Wise Timetable was made in close cooperation with end users: schools and universities. A great deal of knowledge about the timetabling process was obtained from our end users by taking care of all their wishes and needs.

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

Our main motto is: *Keep it simple and flexible!* And at the very first glance it is pretty obvious how simple and user friendly **Wise Timetable** is, and more importantly, how flexible it is. In case of any specific need from your organization, which is not already included in our product, we are willing to quickly implement it as a new functionality.

Data input

Your data can be manually or automatically imported from your database. For manual input of programs, subject areas, courses, lecturers, groups, rooms, and students specifications, you can use the intuitive interface with clear descriptions and tool tips (explanations are shown when the 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.

The timetable can be created manually or automatically, or in both ways by mixing them in any way you want (in order to avoid changing the already inserted parts of the 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 the *swap function* you can easily manage lecture permutations across the timetable, utilizing conflict prevention at the same time.

Help tools

Extensive help is an inseparable part of our application, easily accessible by the F1 key. There you can find clear descriptions of all functionalities and useful examples. Help is context sensitive and contains index and search functions at your disposal.

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

Views and reports

Timetables can be extremely complex, because of numerous possible 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. The only information you need is email addresses together with names and surnames of lecturers/students. The software allows you to send schedules individually to a student or a lecturer, to a group of students/lecturers or to all of them together.

Automatic generation

To generate a timetable automatically, just press button "*Generate*". **Wise Timetable** will generate a 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 the 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 lecture execution, or/and including Saturdays - there are just no limits!

Maintenance

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

Your timetable can be maintained by more than one person. 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 single cell changes, or copying parts of a timetable in various ways.

You can change timetables for the whole school year or just for one week. With the function *swap* you can quickly swap an allocated course with other allocated courses, or with empty fields. All changes are transparent and built-in *Conflict Prevention* function will make sure no overlapping happens.

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 the connection string for your database and ODBC scripts will do the rest. PHP and ASP pages are made differently for the access by lecturers, and for the access by students.

All pages are equipped with a searching tool that uniquely identifies students of a lecturer.

As it is possible that the timetable differs from week to week, searching by weeks is enabled.

Import data

Wise Timetable reads and executes 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 the application.

If you have your data about lecturers, subject areas, 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).

How to begin?

- In the *menu* choose *Settings* and edit:
 1. *Academic year details*,
 2. *Edit locations*,
 3. *Equipment*,
 4. *Course Modalities*,
 5. *Time labels-starting hours*,
 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.

Installing Wise Timetable

Wise Timetable runs on Windows. There are two editions and two ways to install each of them; whichever you choose, the result is the same program.

Edition	For	Installer	Microsoft Store
Wise Timetable	Universities, faculties, colleges	wttu	Wise Timetable
Wise Timetable Schools	Primary and secondary schools	wttS	Wise Timetable Schools

What you need

A PC running Windows 10 (build 17763) or Windows 11. Nothing else — no database client, no runtime, no framework. Everything the program needs is inside the installer, including the database connector and the graphics runtime.

Administrator rights are not required. The installer asks for the lowest privileges Windows offers and installs into your own user profile, so you can install Wise Timetable on a managed university PC without calling IT.

Installing from the installer

1. Download the installer for your edition from **wise-tt.com**.
2. Run it. Accept the licence agreement.
3. The install folder is fixed and is not offered as a choice — this keeps support simple, because every installation looks the same.
4. On the last page you can tick **Launch Wise Timetable** to start straight away.

The installer creates a Start menu entry and a desktop shortcut, and registers `.xml` files as Wise Timetable timetable files, so double-clicking an exported timetable opens it.

To update, download the current installer and run it over the existing installation. Your settings, your database configuration and your activation are untouched.

Installing from the Microsoft Store

The Store route installs and updates the program for you and avoids the Windows security warnings described below. Search the Store for *Wise Timetable* or *Wise Timetable Schools*.

If Windows blocks the installer

Windows applies two different checks to programs it has not seen before, and they behave differently. Which one you are looking at decides what to do.

“Windows protected your PC” (SmartScreen). A blue dialog with a single **Don’t run** button. This is a warning, not a block: click **More info**, then **Run anyway**. SmartScreen reacts to how many people have downloaded a file, so it fades on its own as a release spreads.

Smart App Control. A refusal with no way past it. Microsoft provides no per-application exception. This one appears only on a freshly installed Windows 11 that has never been joined to a domain — a new personal laptop, typically. University staff PCs that are domain-joined or managed by Intune never see it.

If Smart App Control refuses to run the installer, **install from the Microsoft Store instead**. That is the reliable way past it, and it needs no change to your machine’s security settings.

Turning Smart App Control off is a one-way change: Windows cannot switch it back on again without a reinstall. Use the Store instead.

Where things are installed

What	Where
The program	Your user profile’s program folder
Your settings, database configuration and log files	%APPDATA%\Wise Timetable

Both are per user, which is why no administrator is involved. If you have used an older version, its settings folder under **C:\ProgramData** is copied across the first time the new version runs.

Next

Once the program is installed, *activate your licence* so that Wise Timetable knows which database to open.

Activating your licence

Wise Timetable stores your timetables in a database. The activation key tells the program which database belongs to your institution, and where to find it. You type it **once**.

Entering the key

1. Open **Settings ► Miscellaneous**.
2. Go to the **General** tab.
3. Press the activation button. A small dialog appears, titled **Activation**, asking *Enter your activation key*:
4. Paste the key you were given and confirm.

The key looks like this:

5eb4d8e1-8922-11f1-9159-9200067361f9

Older licences use a shorter numeric key. Both are accepted.

When the key is recognised you get a confirmation listing your licence name and the databases it opens, and the program restarts itself to apply the settings.

What happens after that

From then on, **Wise Timetable keeps its own database settings up to date**. Every time you start the program it checks with the registration server and quietly applies anything that has changed — a new database, a moved database, a changed password. You will not need the key again, and nobody has to talk you through editing a settings file.

If your institution buys a second or third database, or its database is moved to a new server, the change reaches you the next time you start the program.

If there is no network

Nothing happens, and that is deliberate. With no connection, an unreachable server, or no key stored at all, Wise Timetable keeps the settings it already has and starts normally. A licence check must never be the reason you cannot open your timetable the morning it is due.

More than one database

A licence can carry up to three databases, and they appear in the **Data** menu:

Database	Menu entries
Main	Load From Database / Save To Database
Second	Import from Database - alternative / Export to database - alternative
Third	Import from Database - alternative - 2 / Export to database - alternative - 2

Entries for databases your licence does not have are greyed out. The window title tells you which one is open: plain **Database**, **(2.) Database** or **(3.) Database**.

An institution may own more databases than there are menu positions. Which three are offered is set on our side — ask support to move one into a free position.

What goes wrong, and what it means

Message	What to do
<i>The activation key must not be empty.</i>	Nothing was typed.
<i>The activation key contains invalid characters.</i>	Usually a stray space or a quotation mark picked up when copying. Paste it again.
<i>Cannot connect to the registration server.</i>	Your network blocks outgoing port 3306. Ask your IT department to allow it, then try again.
<i>This activation key was not recognised.</i>	Check for typing mistakes; then contact support.
<i>This licence is not active.</i>	The licence has been suspended. Contact support.
<i>The key is valid, but no databases have been assigned to it yet.</i>	Your licence exists but is not finished. Contact support — this is fixed on our side in a minute.
<i>Connecting to the main database failed.</i>	The key is fine and your existing settings have not been touched. The message carries the database server's own explanation; send it to support.

Asking for the key again

If Wise Timetable asks for the activation key on a machine that used to work, the installation has been revoked or reset on our side — for example because the PC was replaced. Enter the key again; it is the same key.

Reinstalling Windows, replacing a laptop, or running Wise Timetable on a second PC never blocks you. Extra installations are recorded but not refused.

Keyboard shortcuts

Keyboard shortcuts are available in Wise Timetable – especially function keys. Some very often used screens are accessible also with function keys. Here is the list of all function keyboard shortcuts:

F1 - context 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

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 – automatically generate all the web passwords for lecturers. If password already exists it is NOT overwritten. In directory *c: the file TutorPasswords.txt is created in order to let you collect passwords in one place (and inform lecturers 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 a combination of the surname, the first letter of the name and a random number at the end.

CTRL + F12 – automatically generate all the web passwords for groups. If password already exists it is NOT overwritten. In directory *c: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 a combination of the group name and a 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 a defined password

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

RIGHT ARROW – shift week slider to the right

LEFT ARROW – shift week slider to the left

At the 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 the table of groups is selected you can press the first letter of the »Edit« button (a different name in different languages – the software automatically recognizes what the first letter is for the 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 the corresponding room or corresponding lecturer is automatically selected in the other view

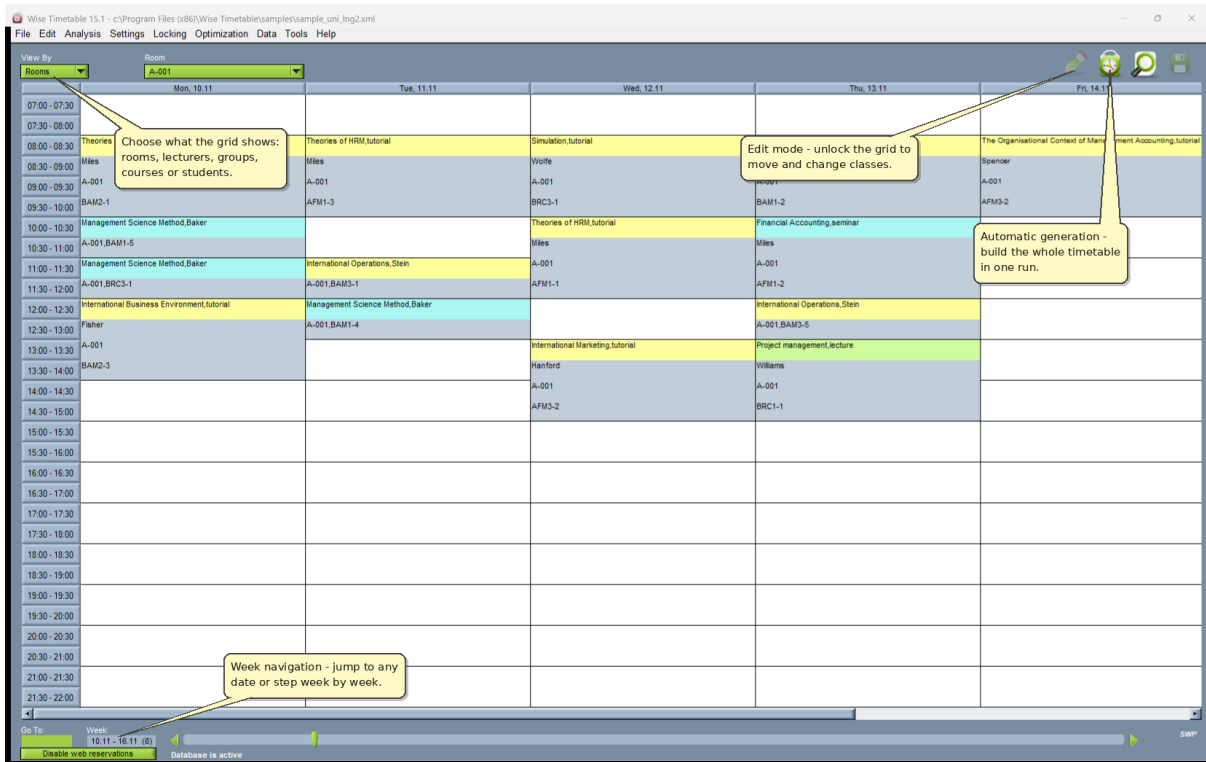
CTRL + R - again – returns to SWAP mode – thus enabling moving a course across the main screen (these modes are visible by showing the »REF« or »SWP« sign at the bottom right of the main screen).

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

The user interface

Workspace

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



- *Menus*

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.

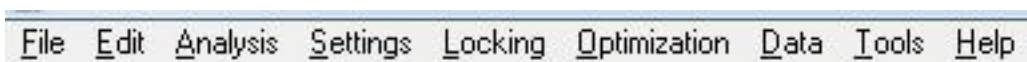
- *Tool bar*

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

- *Timeline navigation*

View or change the currently displayed week of the timetable.

Menu



The menu is divided into the following 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.

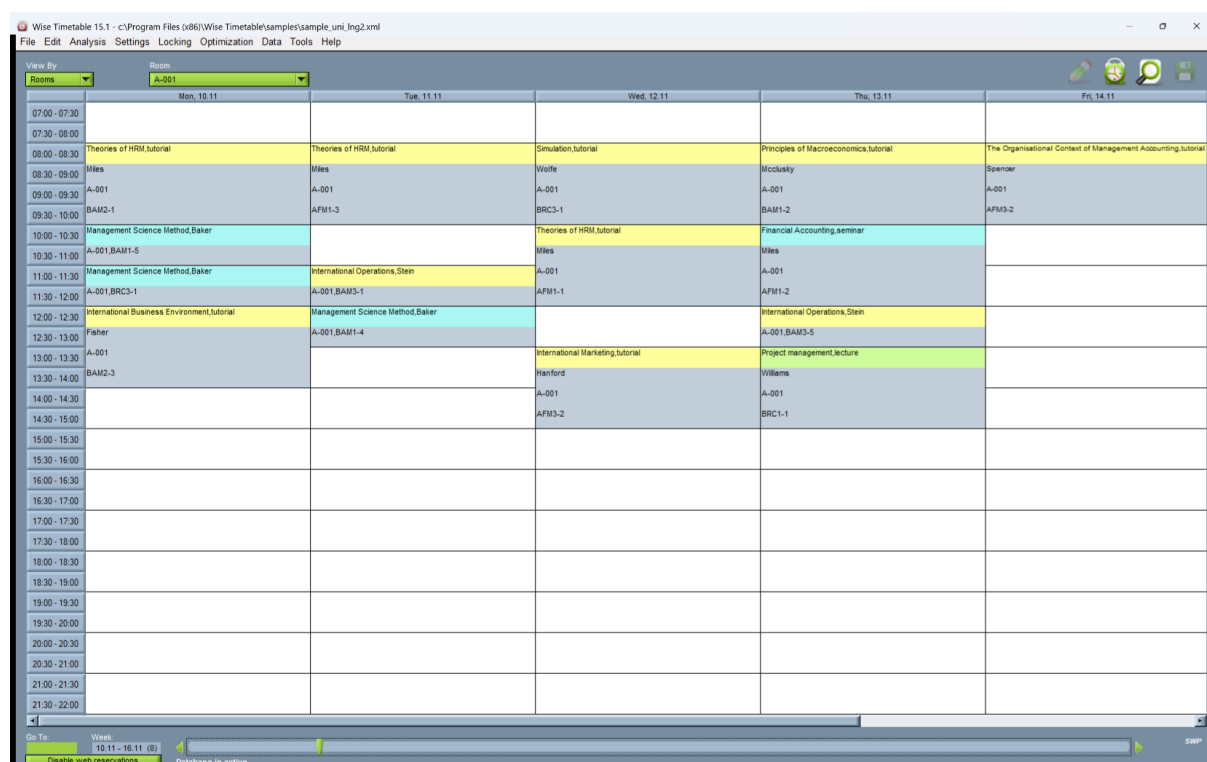
- *Tools*

Plan final exams, edit in full screen and make substitutions.

- **Help**

Access this **Help content** and view the **About Wise Timetable** card.

File



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

- **Save PDF as grid**

Export individual entities to PDF, but in the form of a grid. 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 of the proper order of the lecturer's name/surname. You can choose the format of displaying the lecturer's name. This is defined in Settings → Miscellaneous → View.

- **Save to PDF as grid- all**

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

- **Print**

Print the timetable.

- **Print two sheets on one paper**

Print the timetable with two sheets on one paper.

- **Print Preview**

Allows you to see how the material you want to print will look.

- **Print - All**

All screens for currently selected view, e.g. 'Room', will be printed automatically. The software will not send a simple screenshot to the printer, but will actually make an optimized print for the paper, taking care of overlapping courses, titles, legends and many more parameters which you can set up at **Settings** | *Miscellaneous* | Export.

- **Print One Day**

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

Choose *view by* lecturer and the lecturer whose schedule you want to print. The following window opens:

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

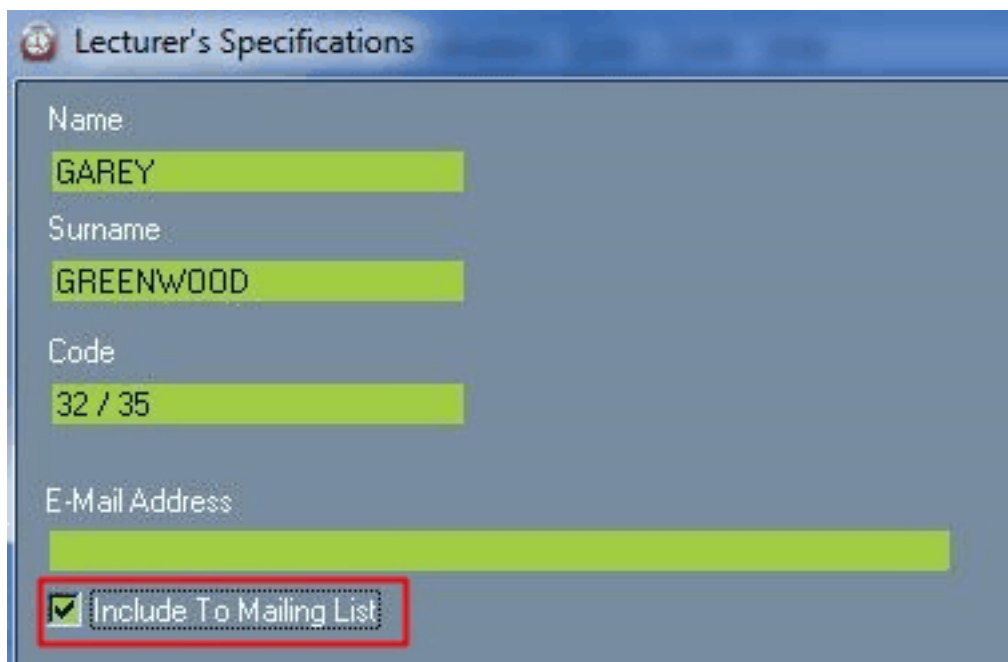
Choose *view by* lecturer and the lecturer whose schedule you want to e-mail.

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

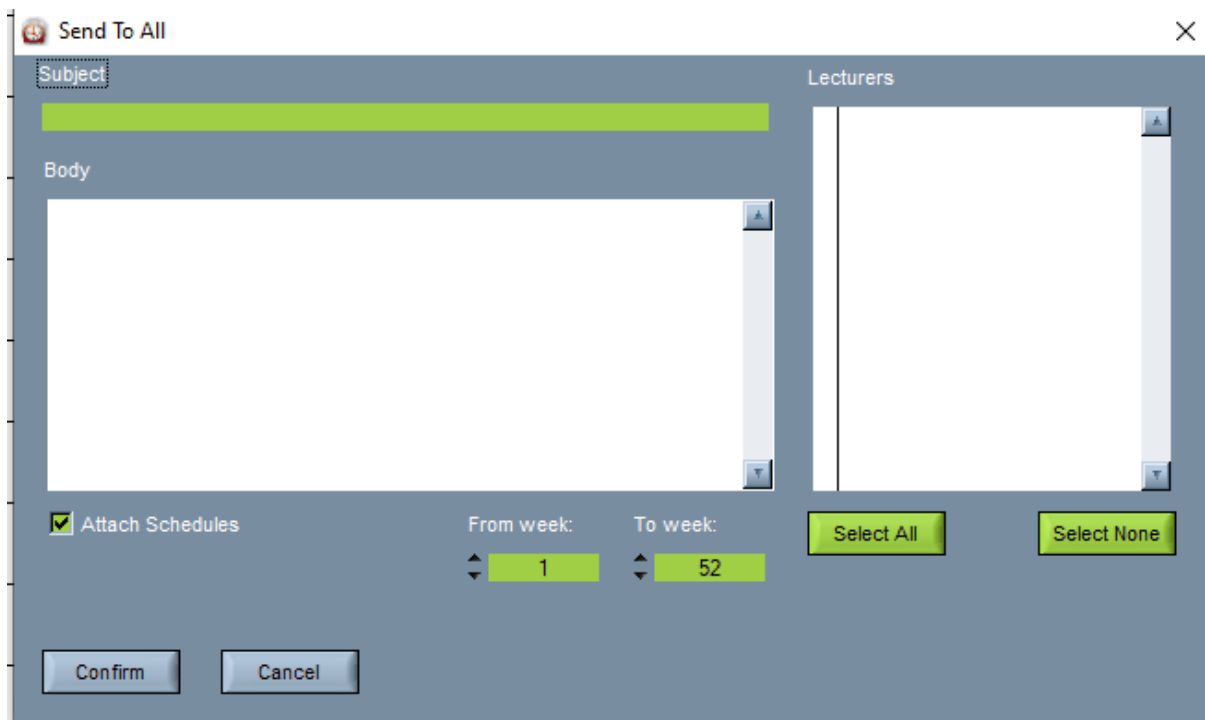
Surname
GREENWOOD

Code
32 / 35

E-Mail Address

☒ 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

Body

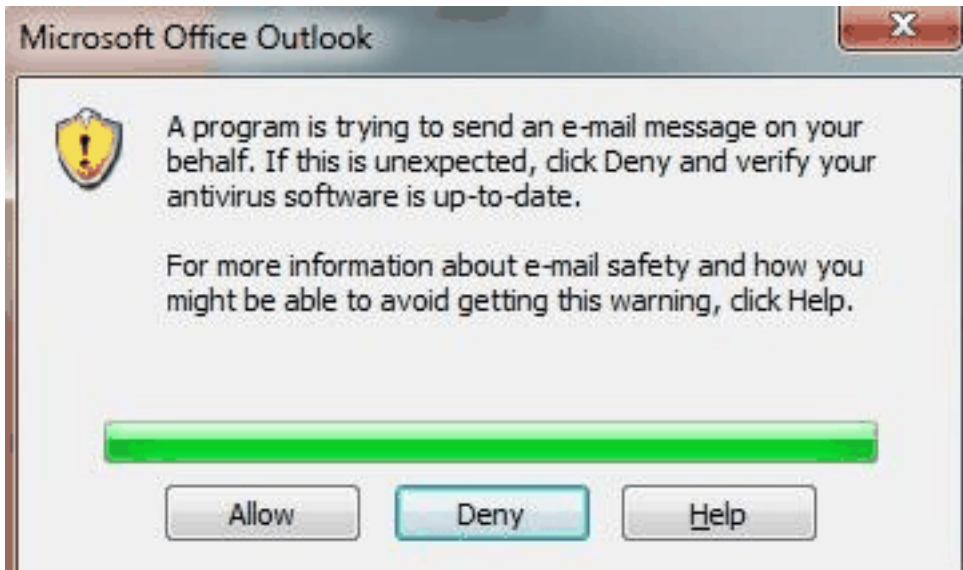
☒ Attach Schedules

From week: 1 To week: 52

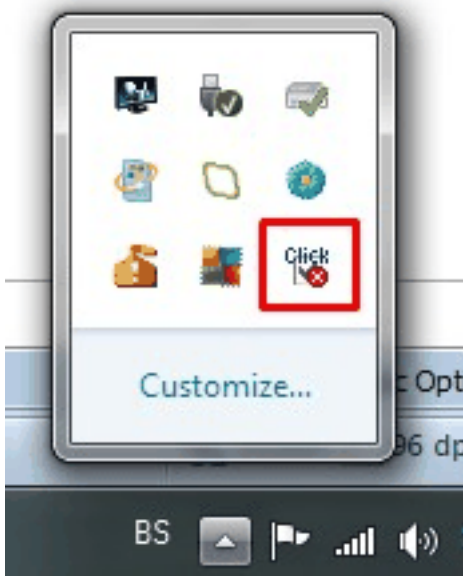
Select All Select None

Confirm Cancel

After clicking “Confirm”, the following window will show up:

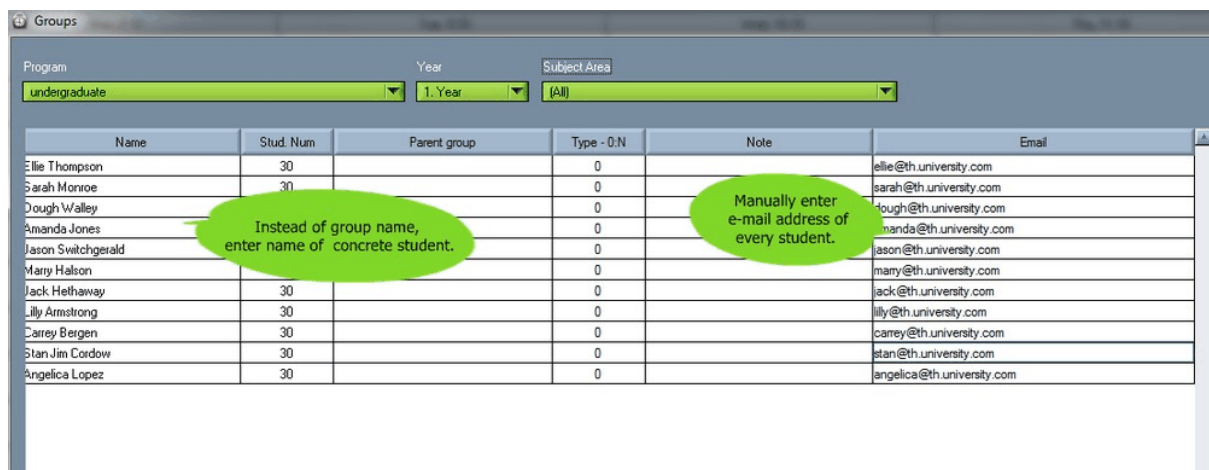


If you click “Allow”, the program will send e-mails from your Outlook e-mail address to the selected lecturers/students, and each student will receive his/her own schedule. In case you don't want to click YES every time this window appears – we recommend you download the freeware application from the Wise Timetable installation directory (ClickYesSetup.exe), which automatically clicks 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:

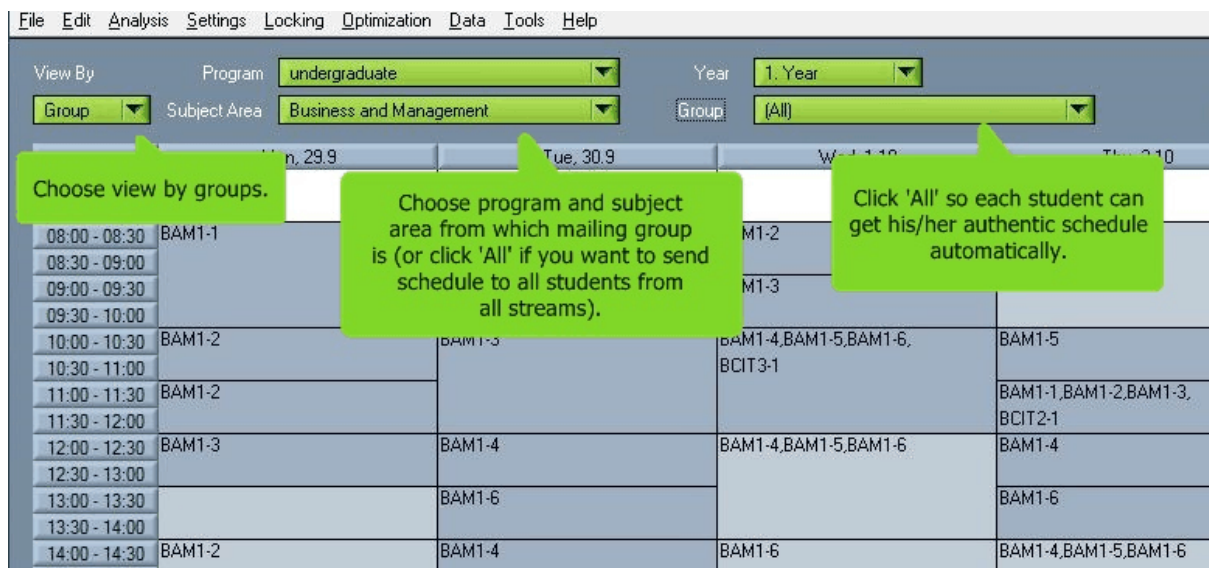


- **Send schedules by e-mail to student/group of students**
- Send schedules to all students

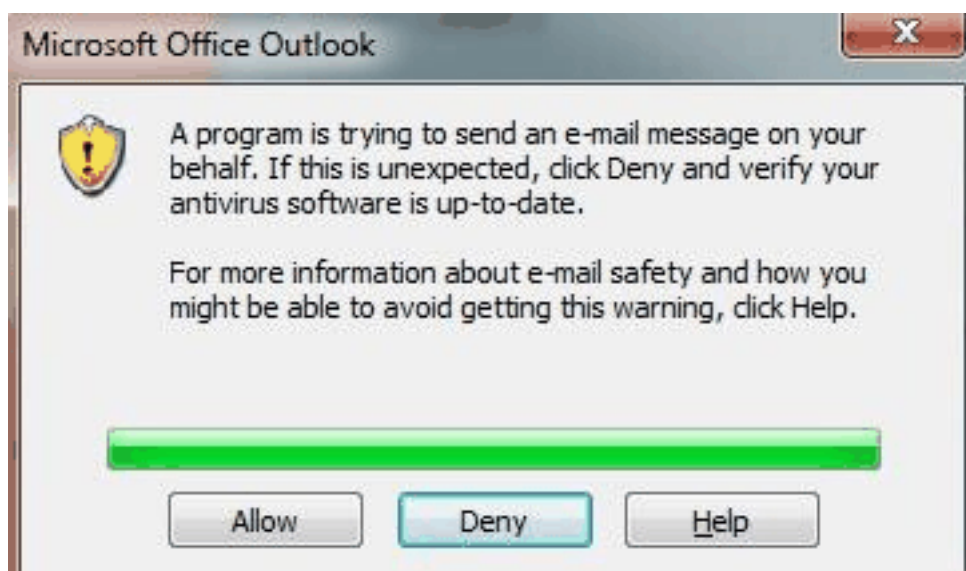
The field of group can actually be the concrete name of the student (if the faculty has a small number of students), so every student can get his/her own schedule. When you enter a student, in the field of E-mail that is located on the right side of the window - enter his/her e-mail, as seen on the picture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



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

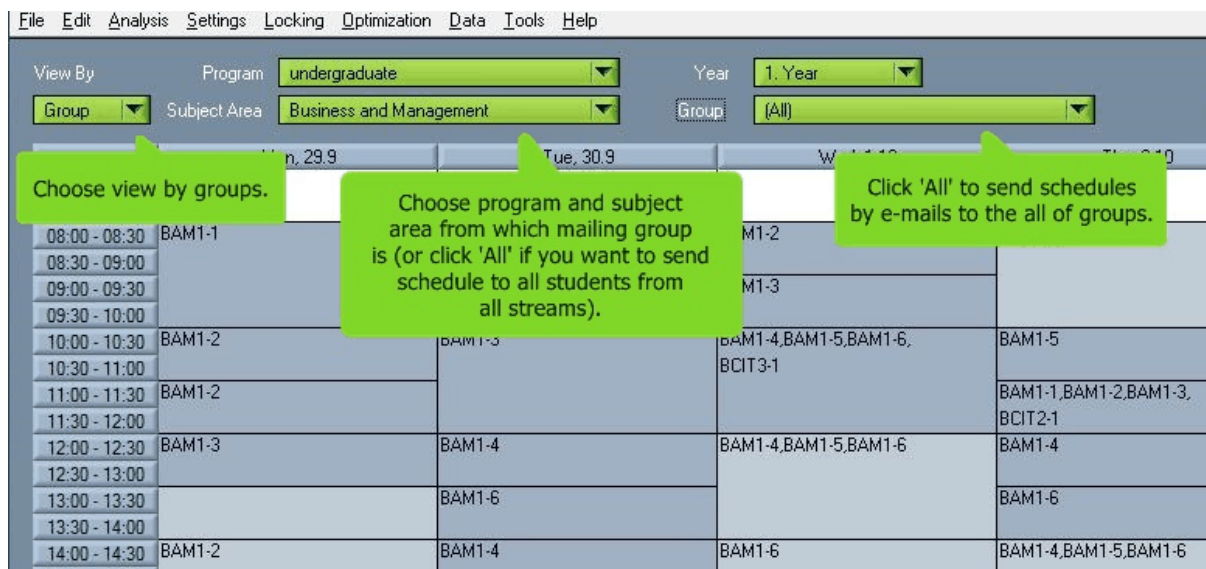


After all this is done, go to the File menu. There is an option called "Send to Recipient". After clicking on that option, the following window will show up:

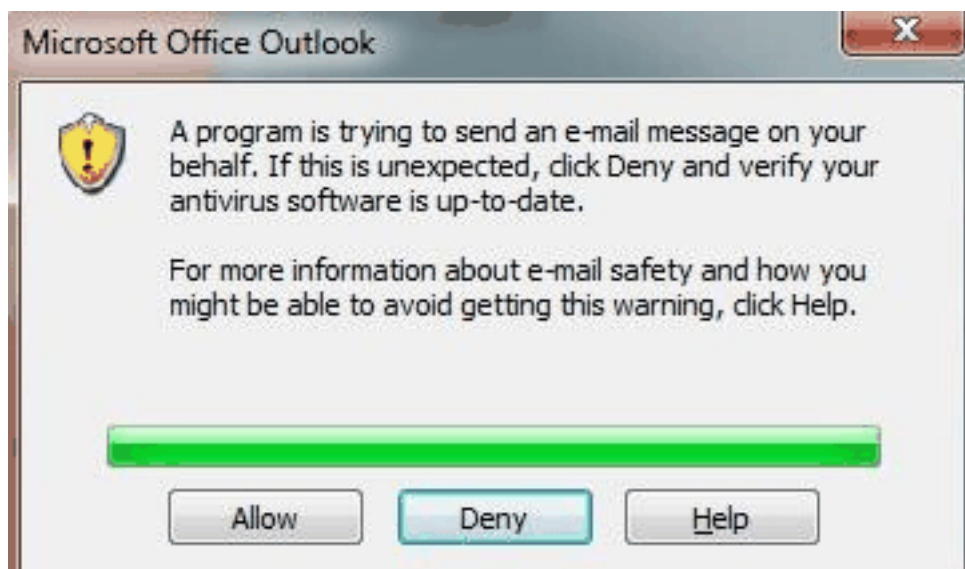


- Send e-mails to all groups

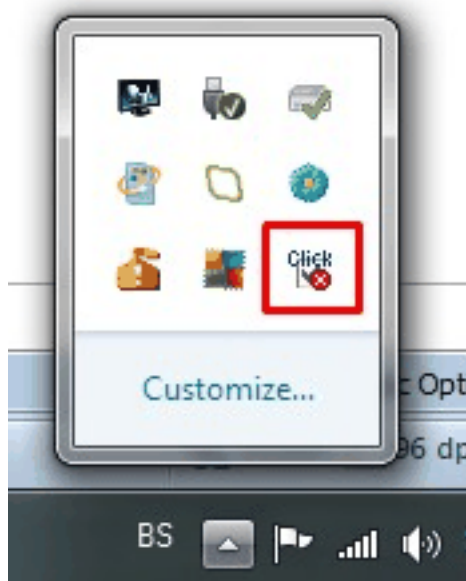
The same could be done if we have a lot of students divided into groups, where each group has its own group e-mail. So if you want to send e-mails to all groups from some subject area or program (or to all subject areas and programs), choose the GROUP view of the timetable and set the list of groups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



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



If you click “Allow”, the program will send e-mails from your Outlook e-mail address to the selected lecturers/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 download the freeware application from the Wise Timetable installation directory (ClickYesSetup.exe), which automatically clicks 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:

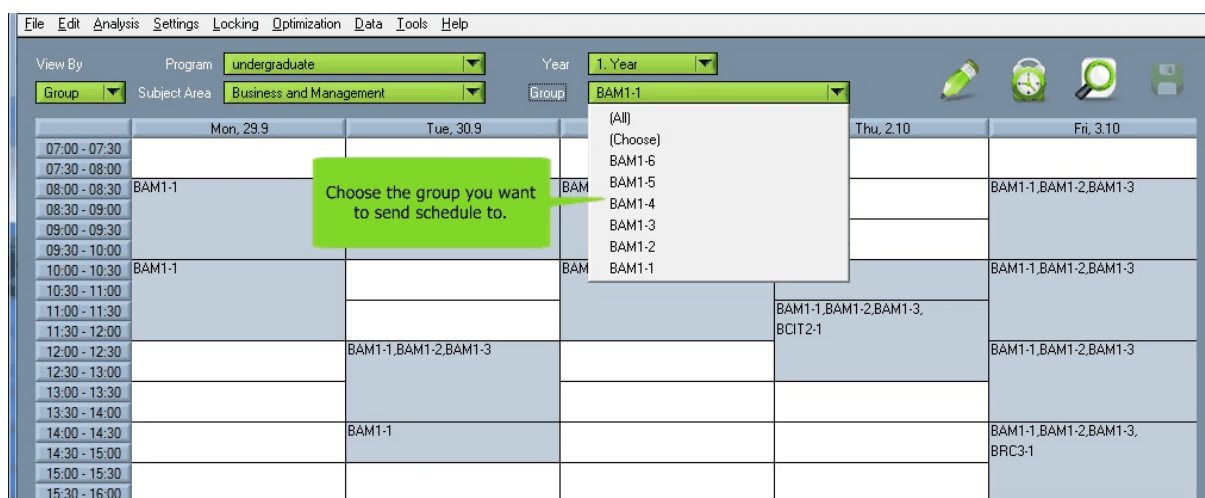


- Send an individual schedule to one student/group

When we want to send a schedule to a group/student on the main screen, by clicking on the view in the group 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 a student, as in the illustrated example Amanda Jones.

To send an individual schedule to one group/student, select view by group/student and then select the group/student to whom the schedule will be sent.

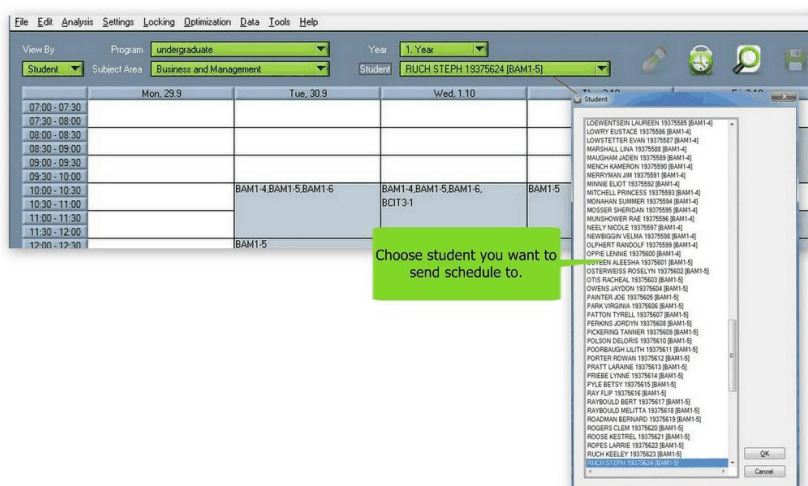
Send a schedule to one group:



Then click on the main menu “File”, then click “Send to recipient”, and the Wise Timetable application automatically sends an e-mail to the selected group.

File	Edit	Analysis	Settings	Locking	Optimization	Data
New						Ctrl+N
Load						Ctrl+L
Save						Ctrl+S
Save As						
Open auto recovery file						
Save As PDF						
Save PDF as grid						
Save to PDF - all						
Save PDF as grid - all						
Print						Ctrl+P
Print two sheets on one paper						
Print preview						
Print - All						
Print One Day						
Send To Recipient						Ctrl+M
Send Schedules To Lecturers						
c:\...\Desktop\mbu_Timetable_2018-19.xml						Ctrl+1
samples\sample_uni_ing2.xml						Ctrl+2
Exit						Ctrl+X

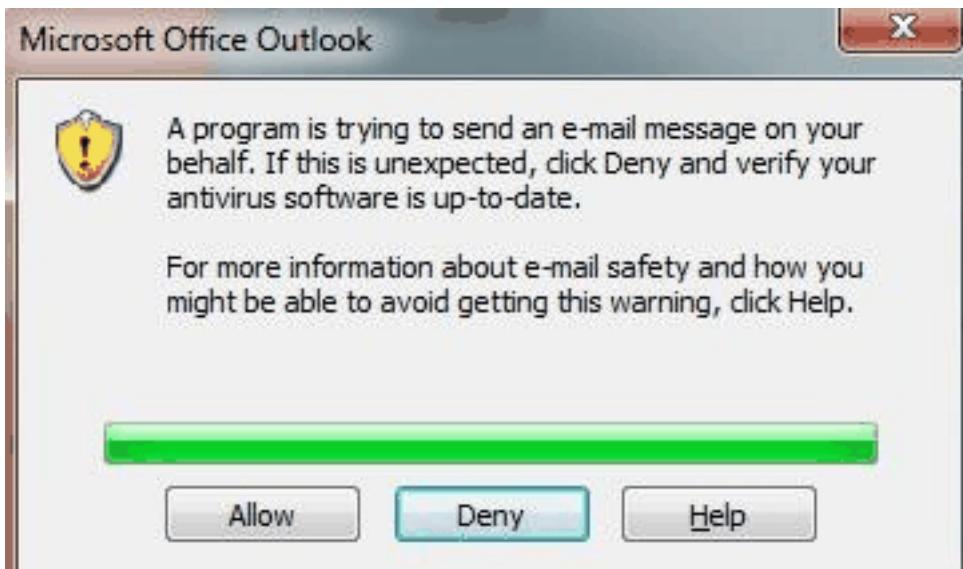
Send a schedule to one student:



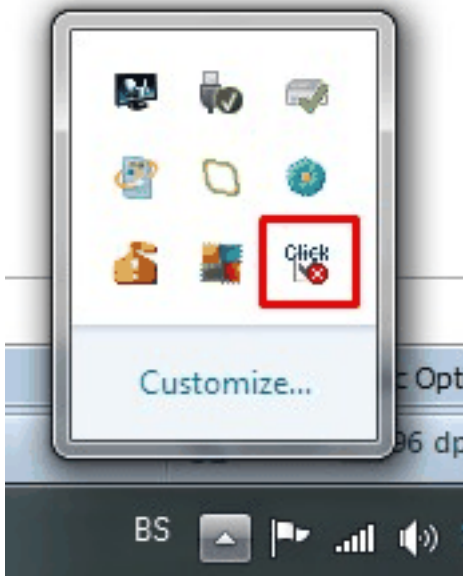
Then click on the main menu “File”, then click “Send to recipient”, and the Wise Timetable application automatically sends an e-mail to the selected student.

File	Edit	Analysis	Settings	Locking	Optimization	Data
New						Ctrl+N
Load						Ctrl+L
Save						Ctrl+S
Save As						
Open auto recovery file						
Save As PDF						
Save PDF as grid						
Save to PDF - all						
Save PDF as grid - all						
Print						Ctrl+P
Print two sheets on one paper						
Print preview						
Print - All						
Print One Day						
Send To Recipient						Ctrl+M
Send Schedules To Lecturers						
c:\...\Desktop\mbu_Timetable_2018-19.xml						Ctrl+1
samples\sample_uni_ing2.xml						Ctrl+2
Exit						Ctrl+X

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

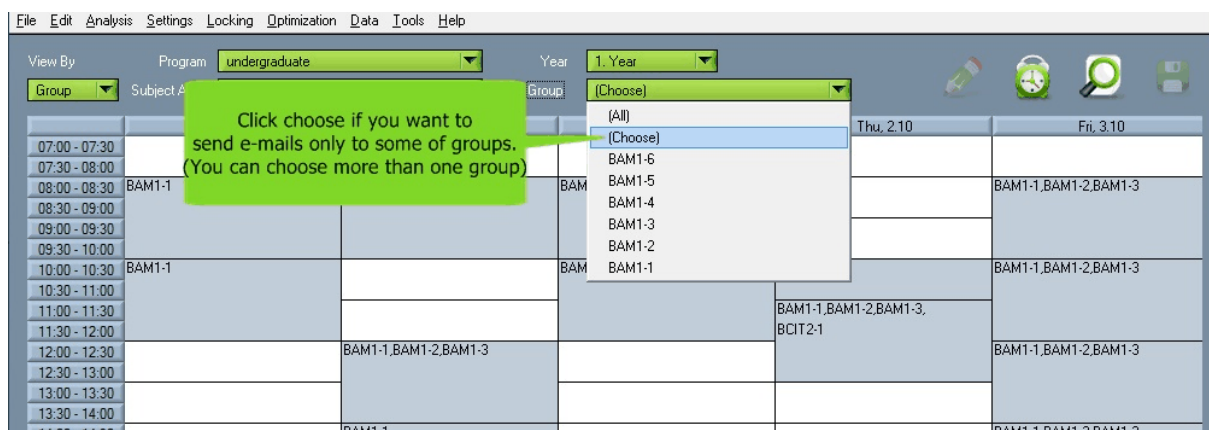


If you click “Allow”, the program will send e-mails from your Outlook e-mail address to the selected lecturers/students, and each student will receive his/her own schedule. In case you don’t want to click YES every time this window appears – we recommend you download the freeware application from the Wise Timetable installation directory (ClickYesSetup.exe), which automatically clicks 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:

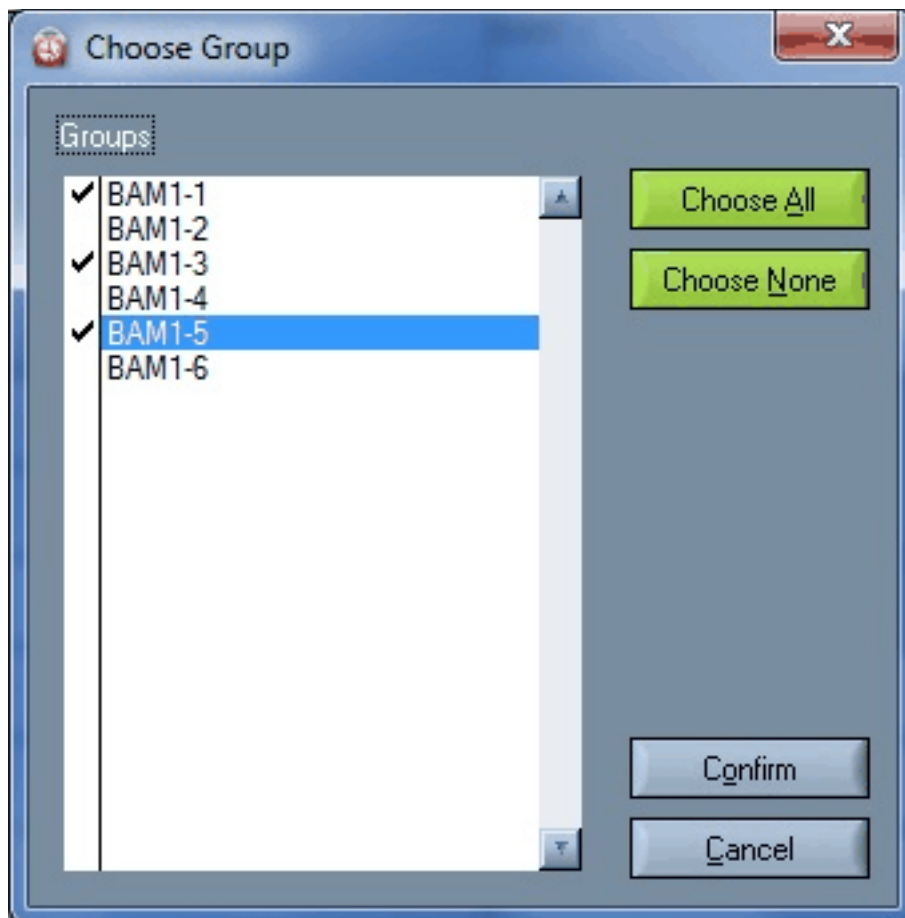


- Choose option

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



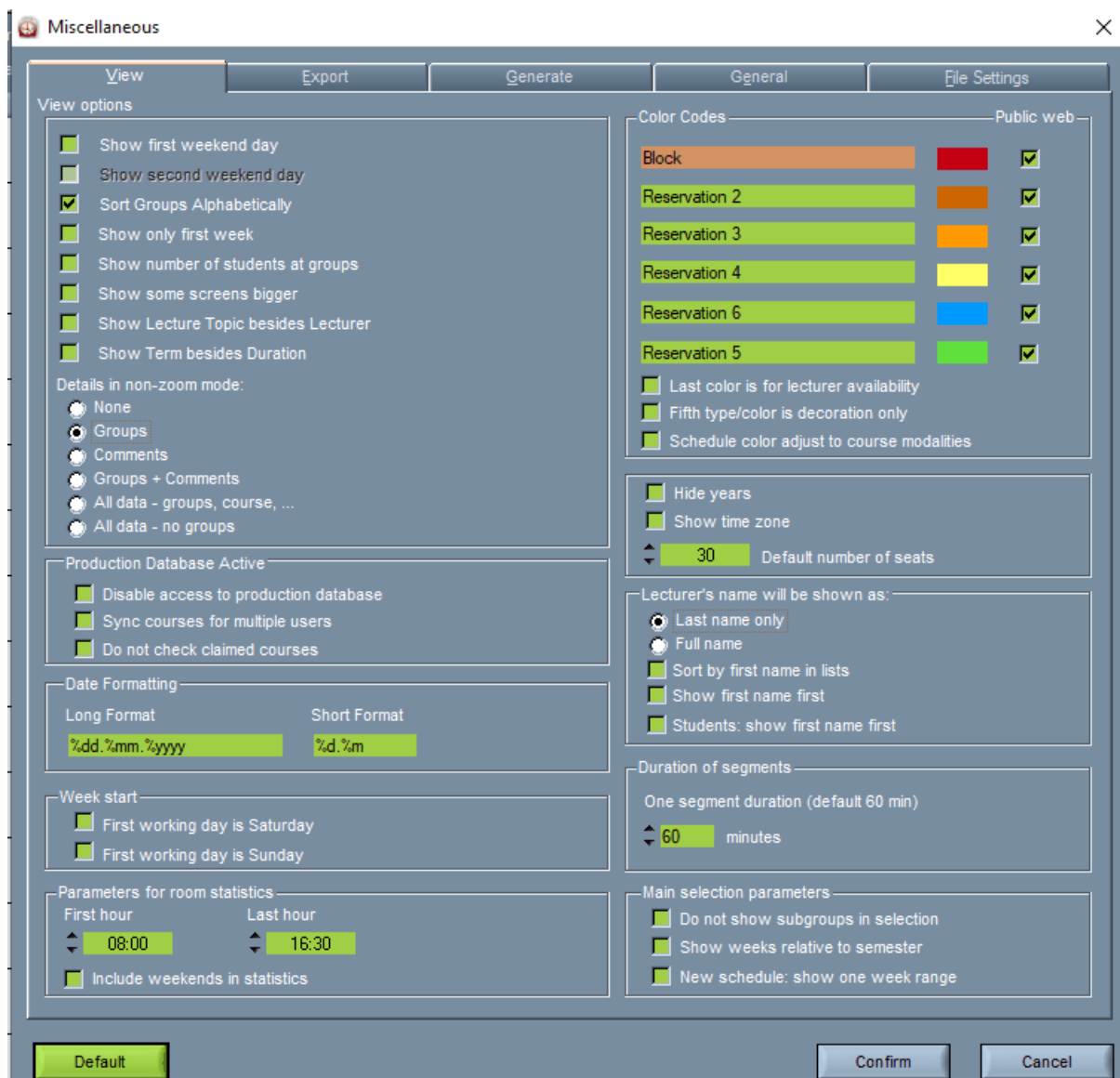
After clicking “Choose” in the list of groups, the following windows will show up:



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

File	Edit	Analysis	Settings	Locking	Optimization	Data
New						Ctrl+N
Load						Ctrl+L
Save						Ctrl+S
Save As						
Open auto recovery file						
Save As PDF						
Save PDF as grid						
Save to PDF - all						
Save PDF as grid - all						
Print						Ctrl+P
Print two sheets on one paper						
Print preview						
Print - All						
Print One Day						
Send To Recipient						Ctrl+M
Send Schedules To Lecturers						
c:\...\Desktop\mburu_Timetable_2018-19.xml						Ctrl+1
samples\sample_uni_ing2.xml						Ctrl+2
Exit						Ctrl+X

Attaching the iCalendar together with the schedule is possible only if iCalendar is checked in the miscellaneous options (*Settings* → *Miscellaneous*), which you can see in the following picture.



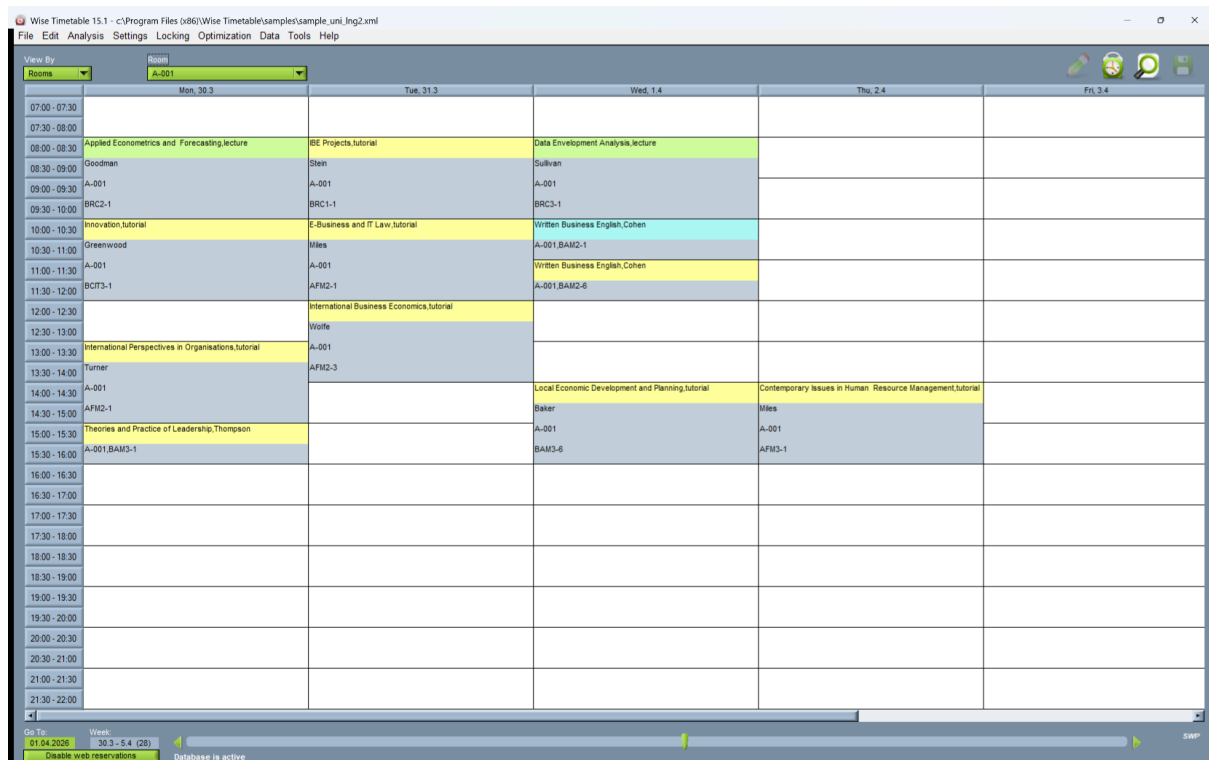
- **Last opened Files List**

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

- **Exit**

Exit the Wise Timetable application.

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 to 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 a 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.

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.

- **Display Unallocated Groups**

The list of groups 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.

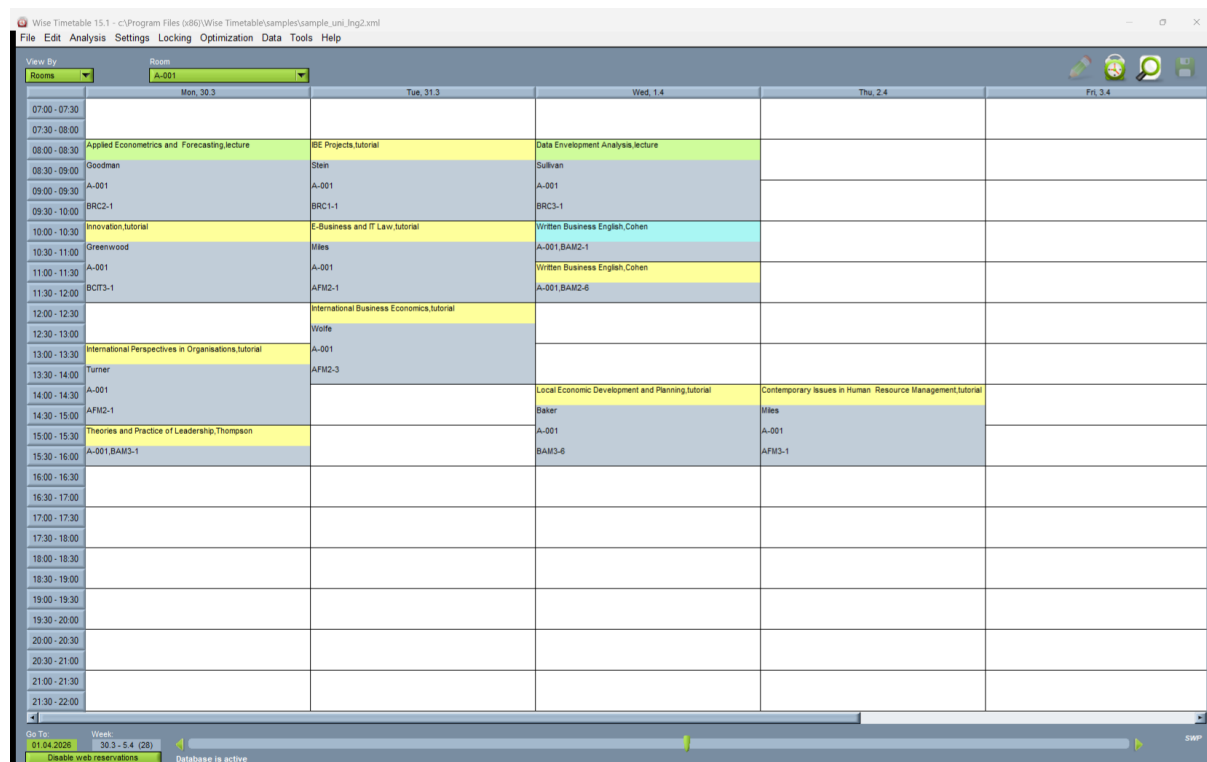
- *View Lecturers*

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

- **Check for additional rooms, if defined**
- *View Conflicts*

All conflicts in the timetable can be viewed.

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 menu.

- *Academic 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 Modalities*

Insert, edit or delete course types.

- *Time Labels-Starting hours*

Define time labels.

- **Publish Note to Web**

- *Miscellaneous*

Define miscellaneous settings (e.g. basic screen options, default settings).

- *Language*

Define the language of the Wise Timetable application.

Locking

Wise Timetable 15.1 - c:\Program Files (x86)\Wise Timetable\sample uni_lhg2.xml

File Edit Analysis Settings Locking Optimization Data Tools Help

View By: Rooms A-001

	Mon, 30.3	Tue, 31.3	Wed, 1.4	Thu, 2.4	Fri, 3.4
07:00 - 07:30					
07:30 - 08:00					
08:00 - 08:30	Applied Econometrics and Forecasting,lecture	BE Projects,tutorial	Data Envelopment Analysis,lecture		
08:30 - 09:00	Goodman	Stein	Sullivan		
09:00 - 09:30	A-001	A-001	A-001		
09:30 - 10:00	BRC2-1	BRC1-1	BRC3-1		
10:00 - 10:30	Innovation,tutorial	E-Business and IT Law,tutorial	Written Business English,Cohen		
10:30 - 11:00	Greenwood	Miles	A-001,BAM2-1		
11:00 - 11:30	A-001	A-001	Written Business English,Cohen		
11:30 - 12:00	BCIT3-1	AFM2-1	A-001,BAM2-6		
12:00 - 12:30		International Business Economics,tutorial			
12:30 - 13:00		Wolfe			
13:00 - 13:30	International Perspectives in Organisations,tutorial	A-001			
13:30 - 14:00	Turner	AFM2-3			
14:00 - 14:30	A-001		Local Economic Development and Planning,tutorial	Contemporary Issues in Human Resource Management,tutorial	
14:30 - 15:00	AFM2-1		Baker	Miles	
15:00 - 15:30	Theories and Practice of Leadership,Thompson		A-001	A-001	
15:30 - 16:00	A-001,BAM3-1		BAM3-6	AFM3-1	
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					

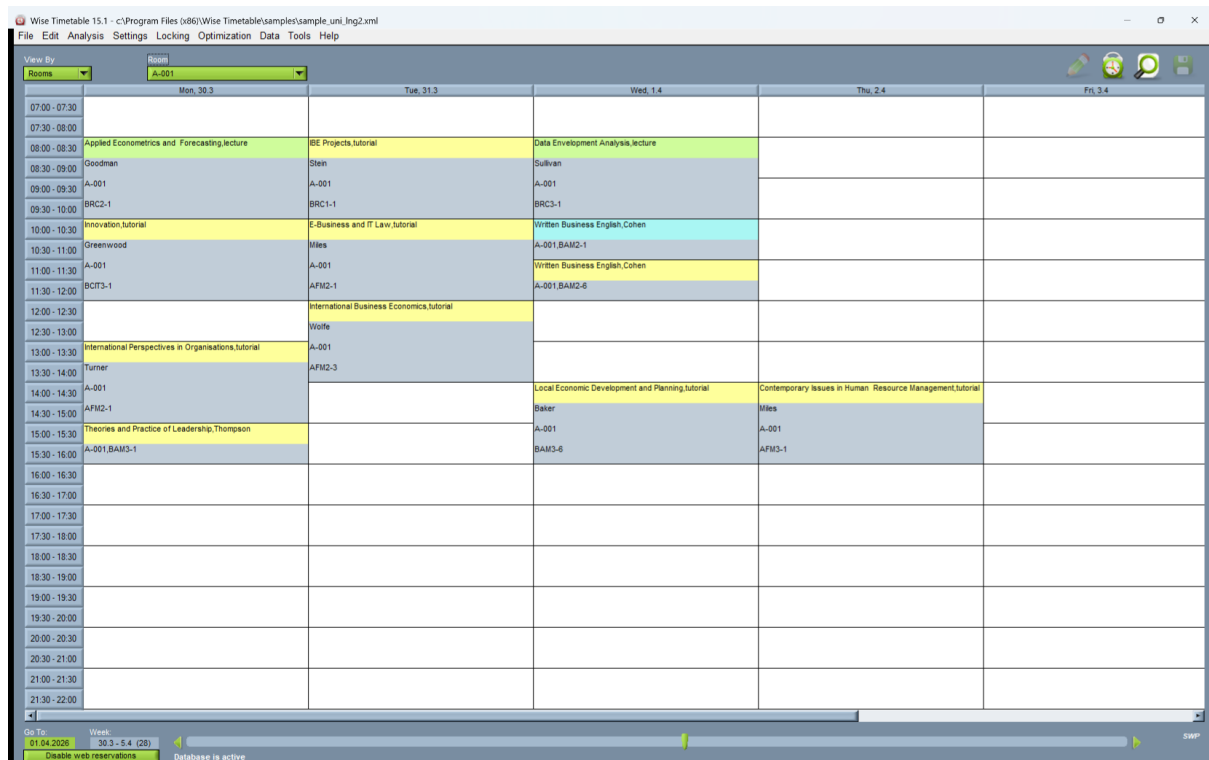
Go To: Week: 30.3 - 5.4 (28)

Disable web reservations Database is active

The Locking sub-menu is used for locking and unlocking parts of the timetable or the entire timetable. 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**

Optimization



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

- **Optimize student breaks**

Reduce the number of pauses (free time between two courses) that groups have.

- **Optimize lecturer breaks**

Reduce the number of pauses that lecturers have.

- **Optimize all**

Distribute pauses among all groups and lecturers.

- **Balance breaks**

Distribute pauses by lecturers in order for all of the lecturers to have an equal number of pauses.

- **Shuffle Schedule**

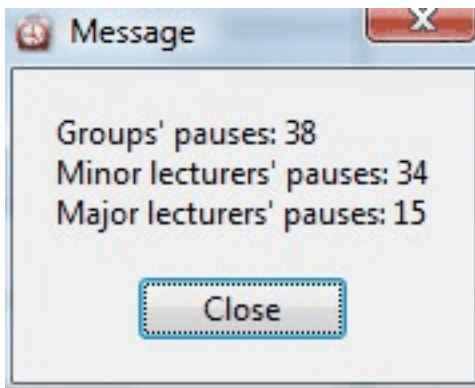
Shuffle (change) the timetable.

- **Undo Shuffle**

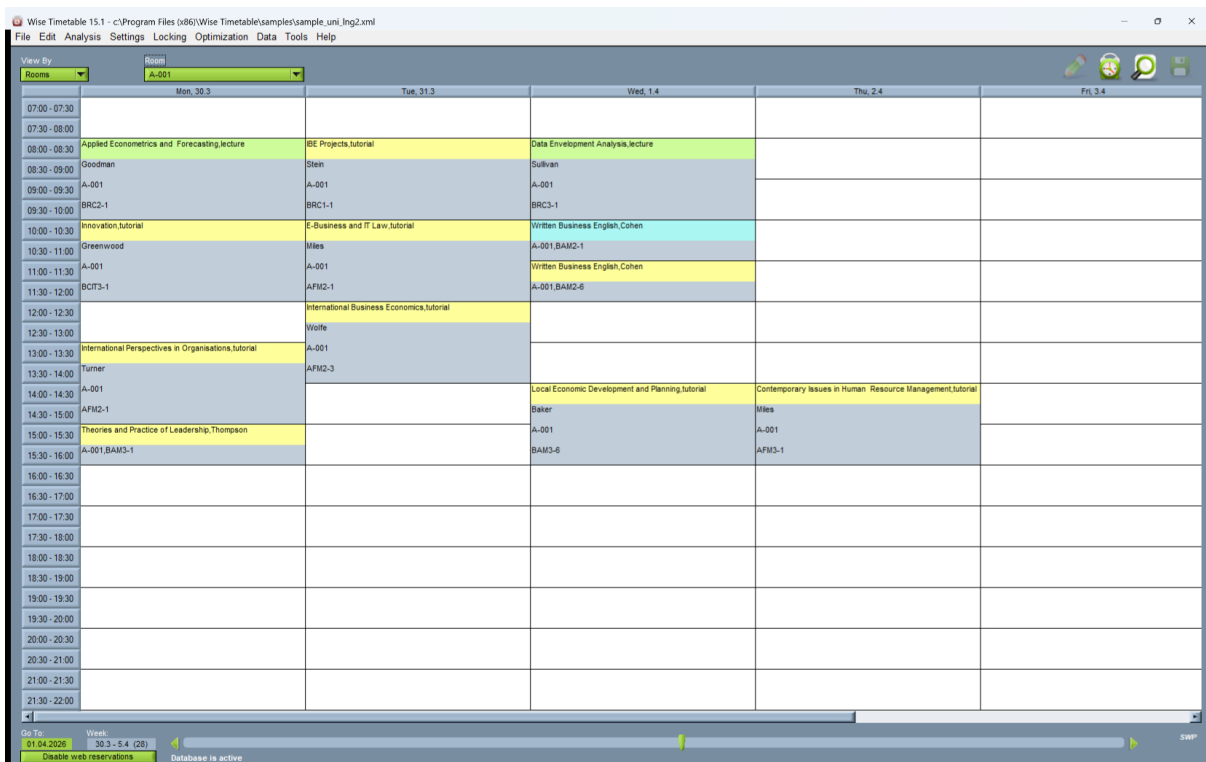
Restore the timetable to the state before shuffling.

- **Show breaks in a schedule**

Show statistics of pauses by groups and lecturers.



Data



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

- **Load From Database**

This sub-menu is used for loading data from a database. For connection parameter settings with the database use the file dbsetting.ini, which is in the application installation directory. A detailed description of importing and exporting from a database is published on the web site www.wisetimetable.com (Import Data), where the newest data structure, adjusted to the current application, can be found. All the data in the timetable are imported.

- **Save To Database**

This sub-menu is used for saving data to a database. The settings are made as written in Import from Database.

- **Import from Database - alternative**
- **Export to Database - alternative**

Sub-menu for exporting data to a database.

- *Sync schedules*

With this option we publish to the central database only those schedules which are defined for the 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*

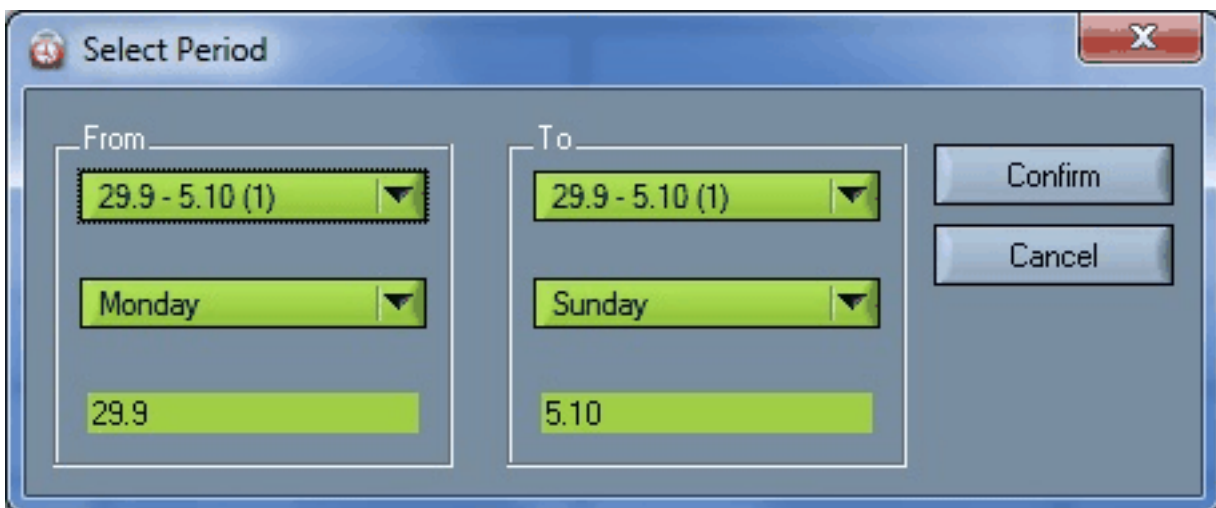
Sub-menu for importing data from CSV file.

- *Export to CSV file*

Exporting data to CSV file.

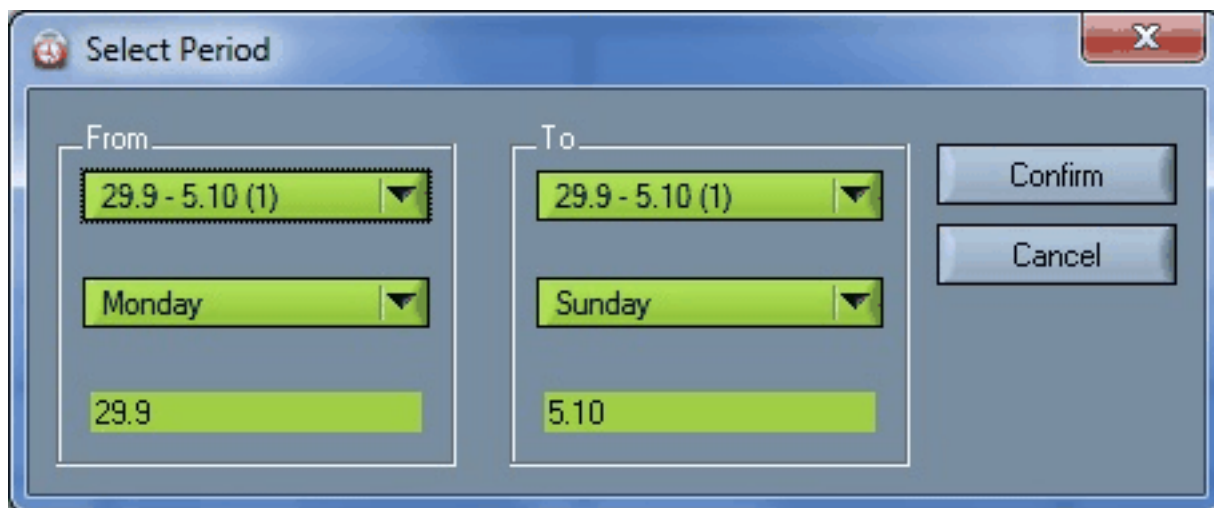
- **Export to iCalendar**

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



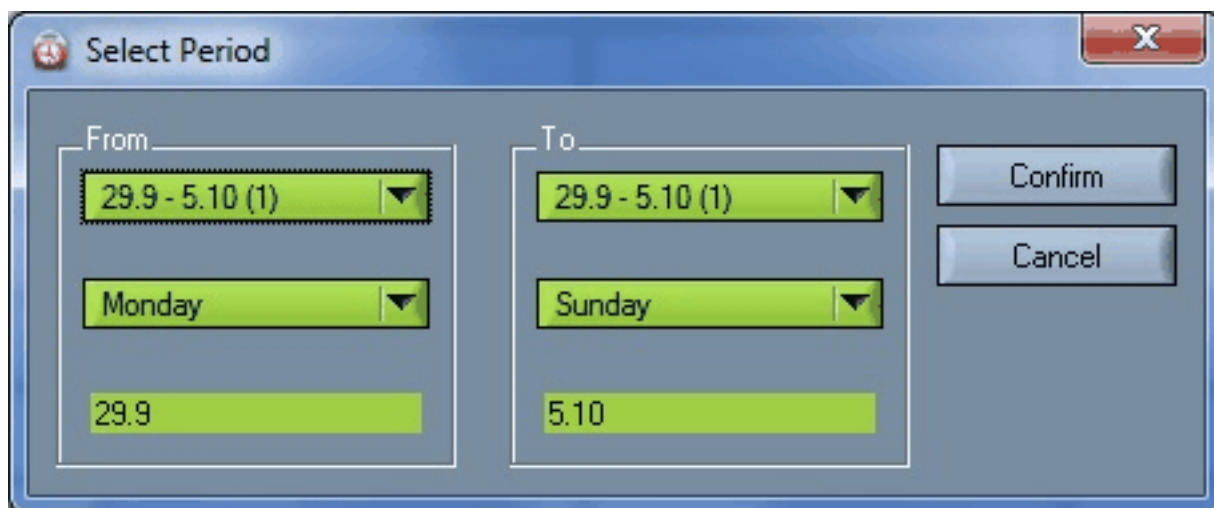
- **Export to iCalendar - all lecturers**

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



- **Export to iCalendar - all rooms**

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



- *Undo merge*

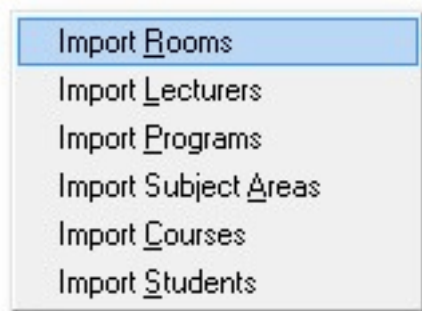
Undo merging data from XML file.

Sync schedules

There is a new procedure introduced for concurrent users who work on different programs. With this option we publish to the central database only those schedules which are defined for the local computer. With this procedure we do not have to wait for another user to finish their timetable editing because of a locked database – because we publish only the programs which are edited on the local computer. This procedure is possible only if the programs are really distinct and there are not many overlapping schedules between different programs. For each computer we define a list of programs in a text file (each program name in a separate line) named syncsPrograms.txt, stored in the directory *c:. This file can also be accessed from Settings → Miscellaneous → General → syncsPrograms.txt.

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 Wise Timetable connects to the database before importing.

1. Settings

All settings for importing from a database are set in the 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 the connection string for the connection to the database
- `use_logger` - if we want to log the SQL command 1, otherwise 0
- parameters from the group `[sql]` contain SQL statements

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:

IdRoom nameNumber of seats1R – 012822R – 02803R – 03804R – 0436

Example of SQL statement:

```
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:

IdNameSurnameCodeWeb pages codeNotes1NellyScottSNemail:
someone@somewhere.com2TomRogers3NicoleMeyersMN

Example of SQL statement:

```
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:

IdProgram nameCodeYear1Business sciencesBS42Economics43Business administration4

Example of SQL statement:

```
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:

IdProgram name**Subject area name**Code1Business sciencesManagementMNG7Economics
Economic history EH10Business administrationPublic sector administrationPSA

Example of SQL statement:

```
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:

IdProgram name**Subject area name**Year**Course name**7Business
sciencesManagement1Introduction to Business8Business sciencesManagement1Introduction to
Organization8Business sciencesManagement1International Business10Business
sciencesManagement1Business Communication

(continuation)

IdCourse type**Code**Lecturer's nameLecturer's surname**First week**Last week**Hours per**
week7lecturePeterSmith11538lectureDarylMiller11538tutorialJamieCornelius115410lectureJa
ckBlack1152

Example of SQL statement:

```
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's name(char, not null)Student's surname(char, not null)Student number(int, null)

Data example:

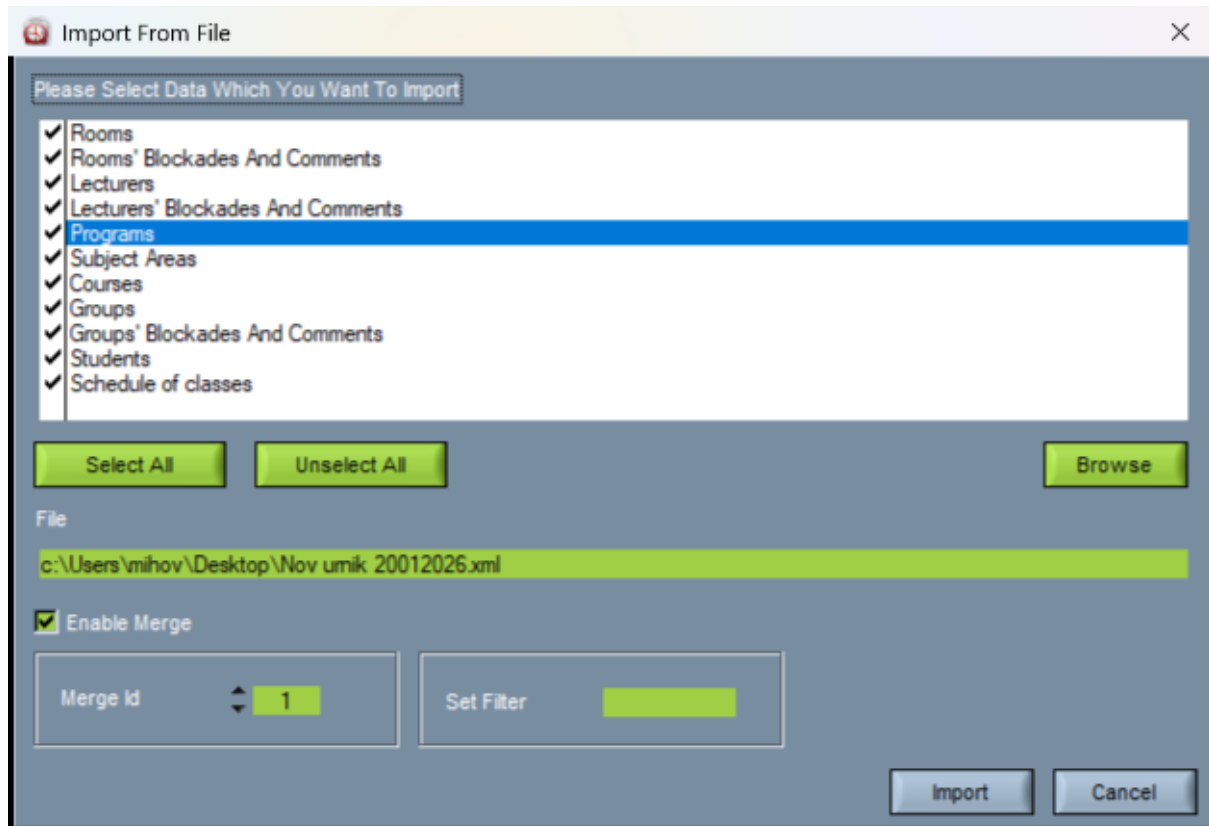
Id	Program name	Subject area name	Year	Name	Surname	Student number	1Business
sciences	Management1	ABBIEAMMONS	193752112	Business			
sciences	Management1	KAYLYNAUMAN	193752123	Business			
sciences	Management1	KAROLYNBAILEY	193752134	Business			
sciences	Management1	PHYLLIDABAKER	19375214				

Example of SQL statement:

```
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
```

Import from XML file

For importing data from other XML files select the **Data | Import from XML file** option from the menu.



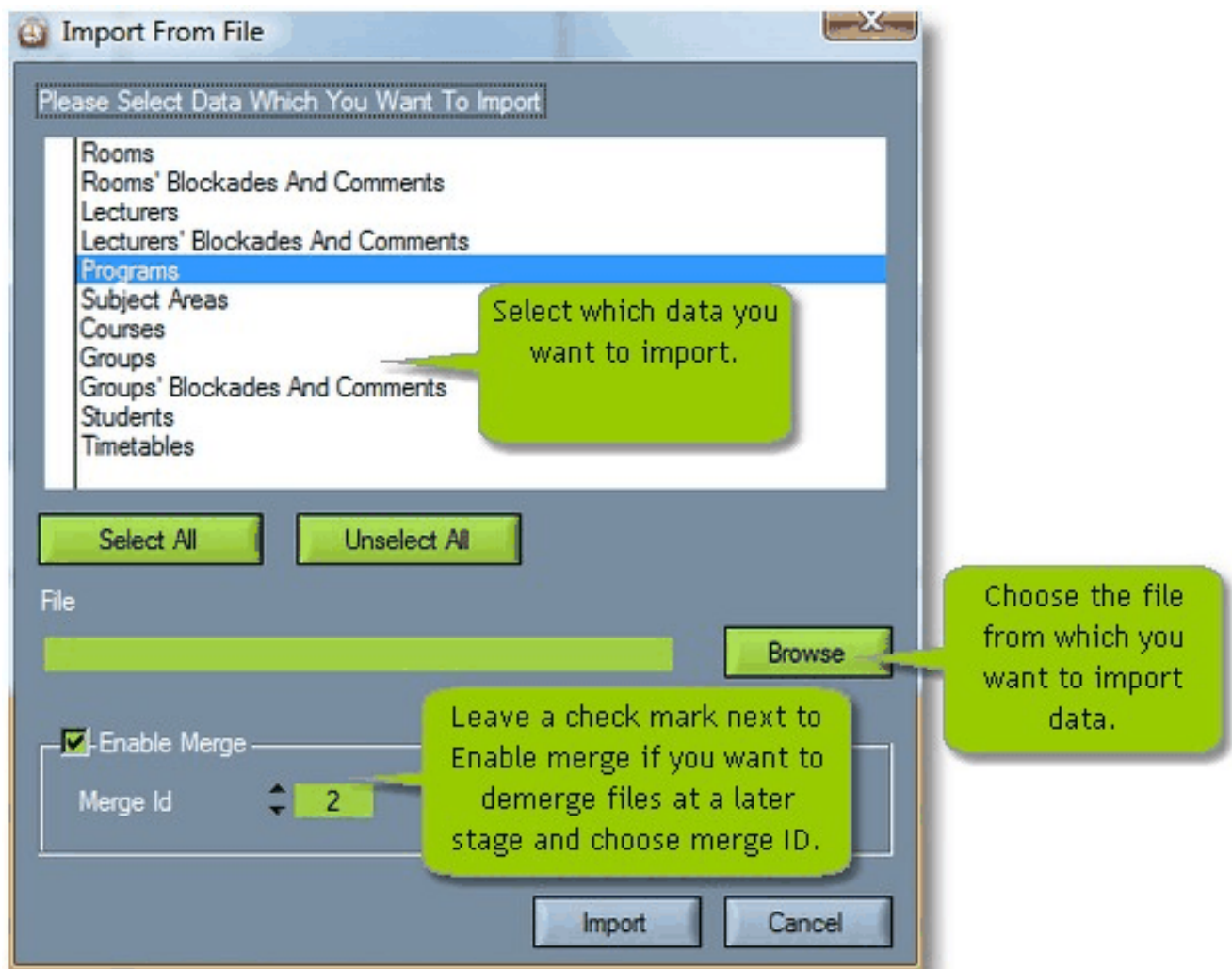
The following items can be imported from another XML file:

- **Import data**
- **Import Bookings/Reservations**

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.

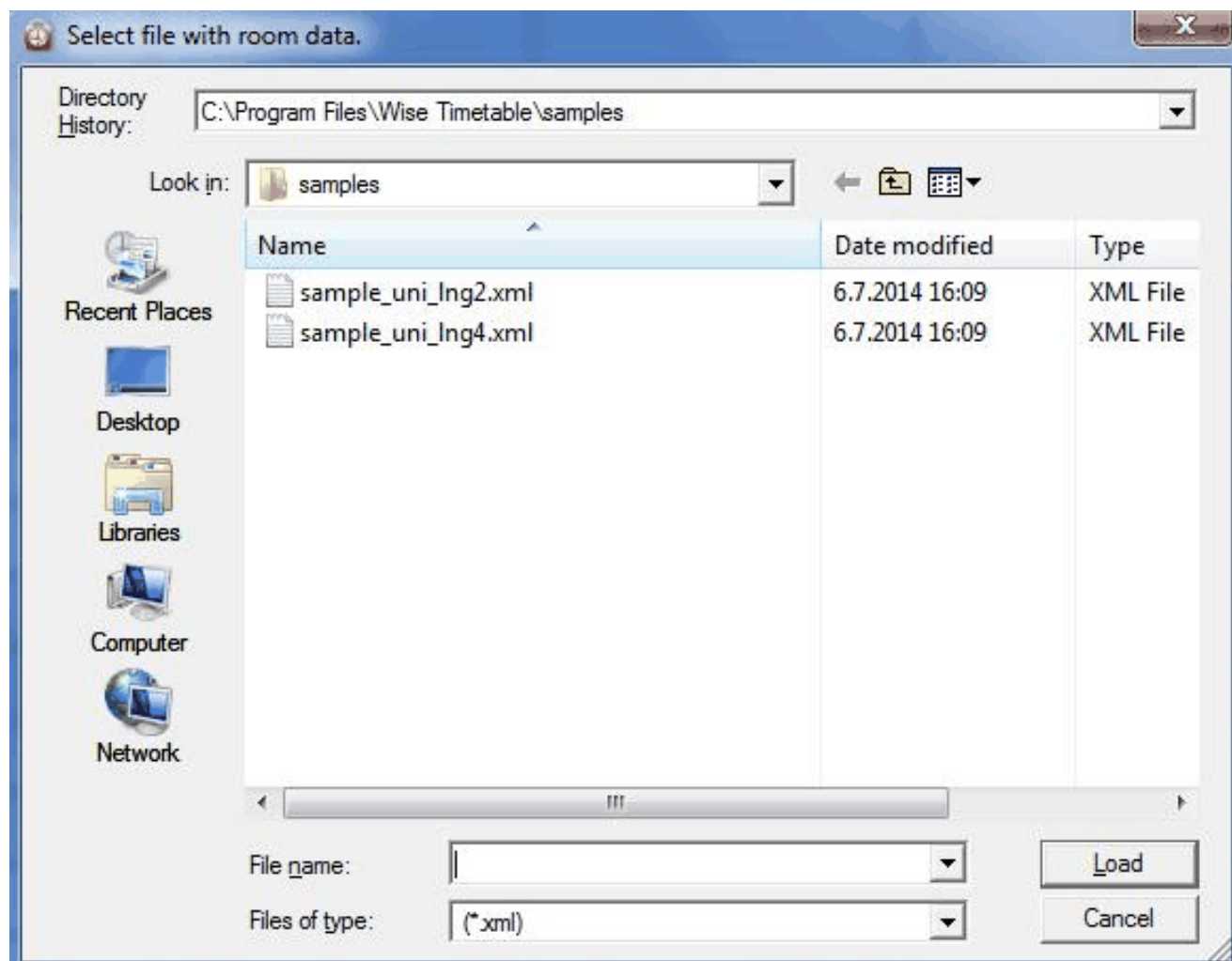
- If **"enable merge"** is **not selected**, the files cannot be demerged at a later stage.

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.

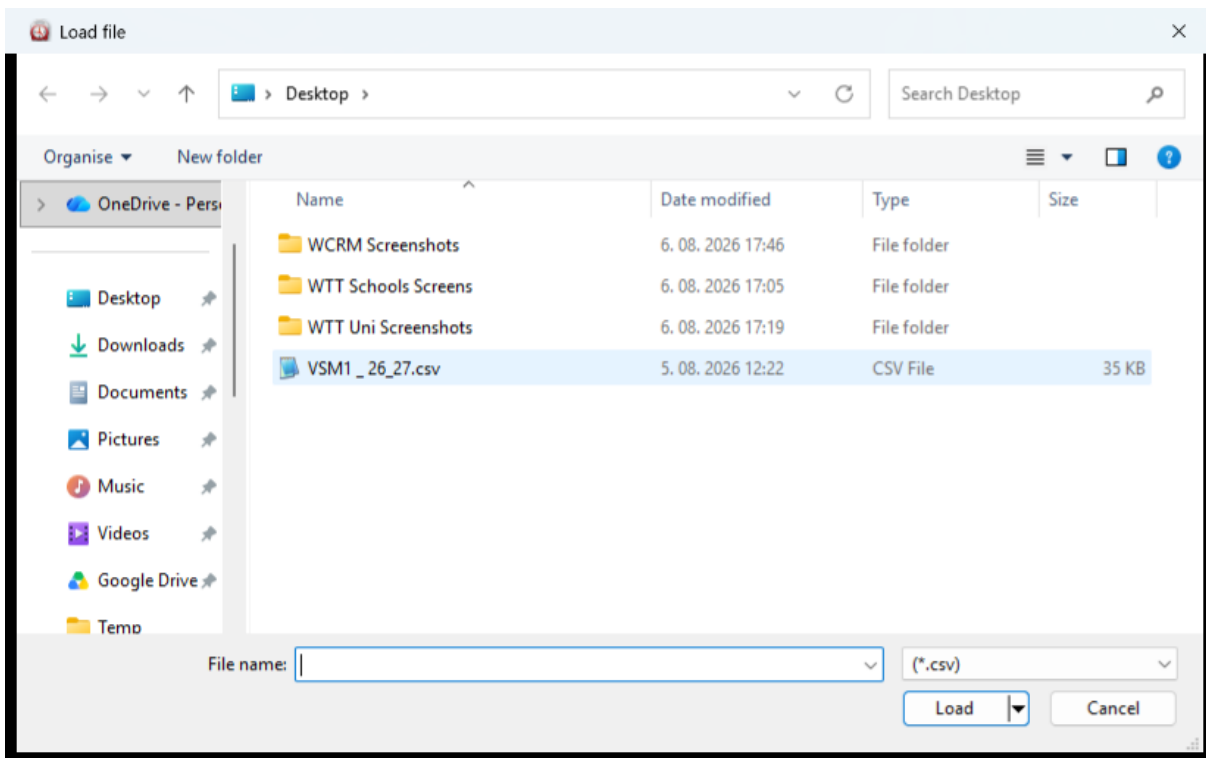
2. Import Bookings/Reservations

If you select Import Bookings/Reservations, a new window opens in which you can choose from which file you want to import blockades.



Import from CSV file

For importing data from a CSV file select **Data | Import data from CSV file** in the *menu*.



Find examples of all imports from a CSV file at 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 pieces of equipment separated by the CSV separator if written in the same field; if you don't want to use the 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 the email is already at this place it will be the last parameter; if not, this is the place for the lecturer's code),
- lecturer's role (optional, used for web reservations, must be 3 characters, 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 the group name and group settings set in parentheses. These settings are optional. You can set the following: number of students, parent name and email. See the example below.
- Turn index (optional, enabling one or more turns to be created by putting turn numbers from one upwards)
- Turn part index (optional, enabling one or more turn parts to be created. A turn part is the 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:

```
programName;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 the date format defined in Settings -> Miscellaneous -> View, e.g. 25.3),
- duration parameters in the following format: first hour:first minutes - second hour:second minutes, e.g. 08:30-10:00. Note that, in order for this import to be successful, your time labels (set in Settings -> Time labels) must conform to this format in order to find the 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 the student to 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 below:

Coursename1(coursetypecode1), Coursename2(coursetypecode2), ...

Note that the course type code is an optional parameter and you can mention here only the course name, in which case the software will take the 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	agnes.jim@domain.com		Financial Accounting(tutorial), Innovation(lecture)
94265	2	Burch	Sam			
62462	2	Smith	Tony	smith.tony@domain.com	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 the date format defined in 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 for this import to be successful, your time labels (set in Settings → Time labels) must conform to this format in order to find the 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 the course and lecturer'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.

1. 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).
2. 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 a description of where the various fields are inside the import. This import is completely aware of the existing state in the timetable – only entities which are not found (programs, branches, years, courses, constraints, ...) are created. There is no worry if the same or a modified file is imported multiple times into the same timetable. The ini (Settings) file for the import looks like this (telling us in which columns the information is):

```
// 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 st tutor last name	1 st tutor first name	2 nd tutor last name	2 nd tutor first name	3 rd tutor last name	3 rd 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;firstTutor
 FirstName;secondTutorLastName;secondTutorFirstName;thirdTutorLastName;thirdTutorFirst
 Name;durationInTheWeek;preferredRoomName;numberOfSeats;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 a description of where the various fields are inside the import. This import is completely aware of the existing state in the timetable – only entities which are not found (programs, branches, years, courses, constraints, ...) are created. There is no worry if the same or a modified file is imported multiple times into the same timetable. The ini (Settings) file for the import looks like this (telling us in which columns the information is):

```
// 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 evenly across all the course parts – so there is an equal number of groups for the lecturers having the same course, etc.

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

An example of an 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 a 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 the ignore list are explained in the 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:

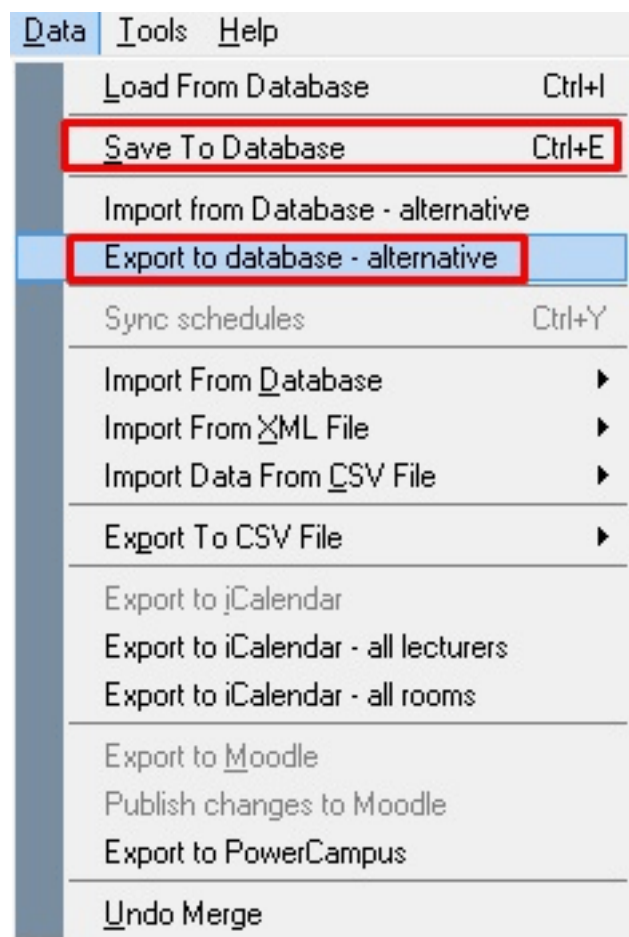
studentSurname;studentName;studentId;programOftheStudent;yearNumber;courseName;alternativeCourseName

Adams;Rickena;12568;Undergraduate;1;Databases;

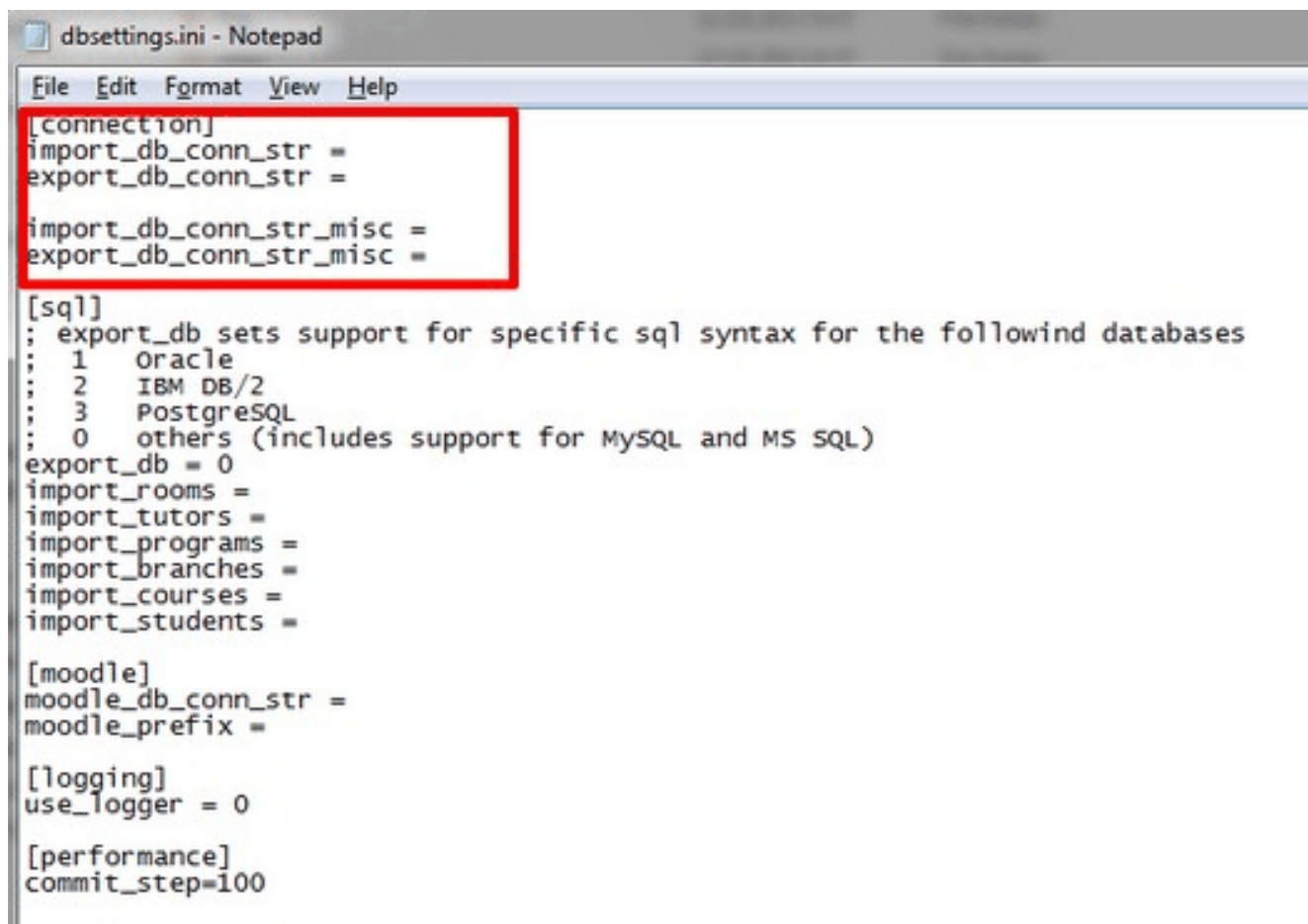
When the CSV file is prepared, choose **Data | Import data from CSV file | Import Students - misc** in the *menu*.

Export to databases

Data can be recorded in two different databases simultaneously - the first one is the production database (which can be seen by students and lecturers in public) and an “alternative” or testing database seen only by the admin and people that the admin chooses - it is a database for testing or for the case when the schedule is still in the process of being made for the next semester (through this phase it could be shown to lecturers 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:



```

dbsettings.ini - Notepad
File Edit Format View Help
[connection]
import_db_conn_str =
export_db_conn_str =

import_db_conn_str_misc =
export_db_conn_str_misc =

[sql]
: export_db sets support for specific sql syntax for the following databases
: 1 Oracle
: 2 IBM DB/2
: 3 PostgreSQL
: 0 others (includes support for MySQL and MS SQL)
export_db = 0
import_rooms =
import_tutors =
import_programs =
import_branches =
import_courses =
import_students =

[moodle]
moodle_db_conn_str =
moodle_prefix =

[logging]
use_logger = 0

[performance]
commit_step=100

```

When the history log (from database changes) is shown at the program startup, there is a possibility to disable the database completely. This is useful if you are making timetables for the new year (locally on a PC, using only local xml files) and do not want to work with the database at all. Another way to disable the database is Settings → Miscellaneous → General → dbsettings.ini.

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

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

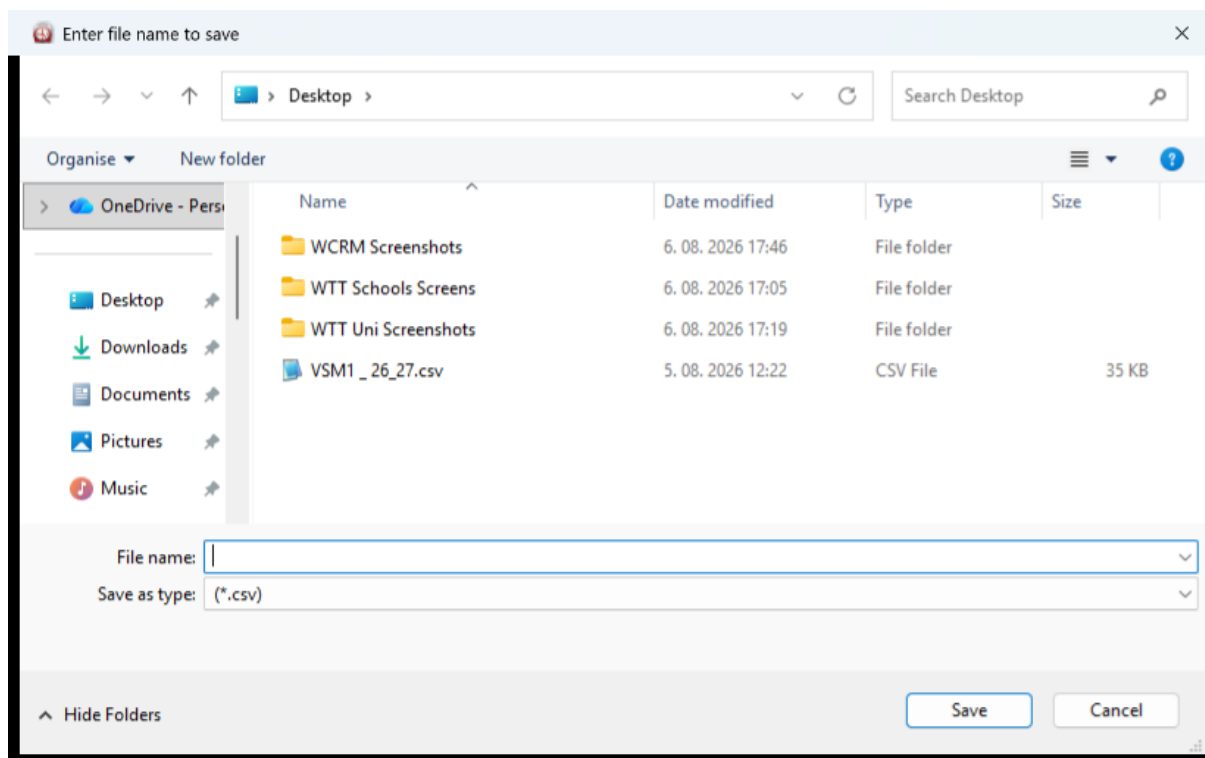
Export to CSV file

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 exports only timetables for the week which is selected in the *workspace*.

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

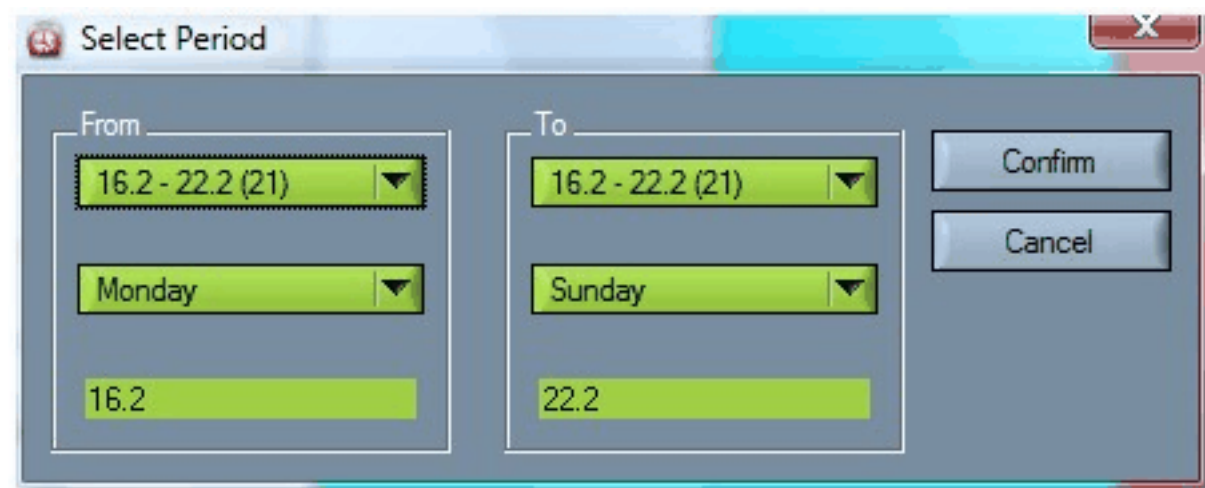


Export Groups - all weeks will export timetables for groups for all weeks.

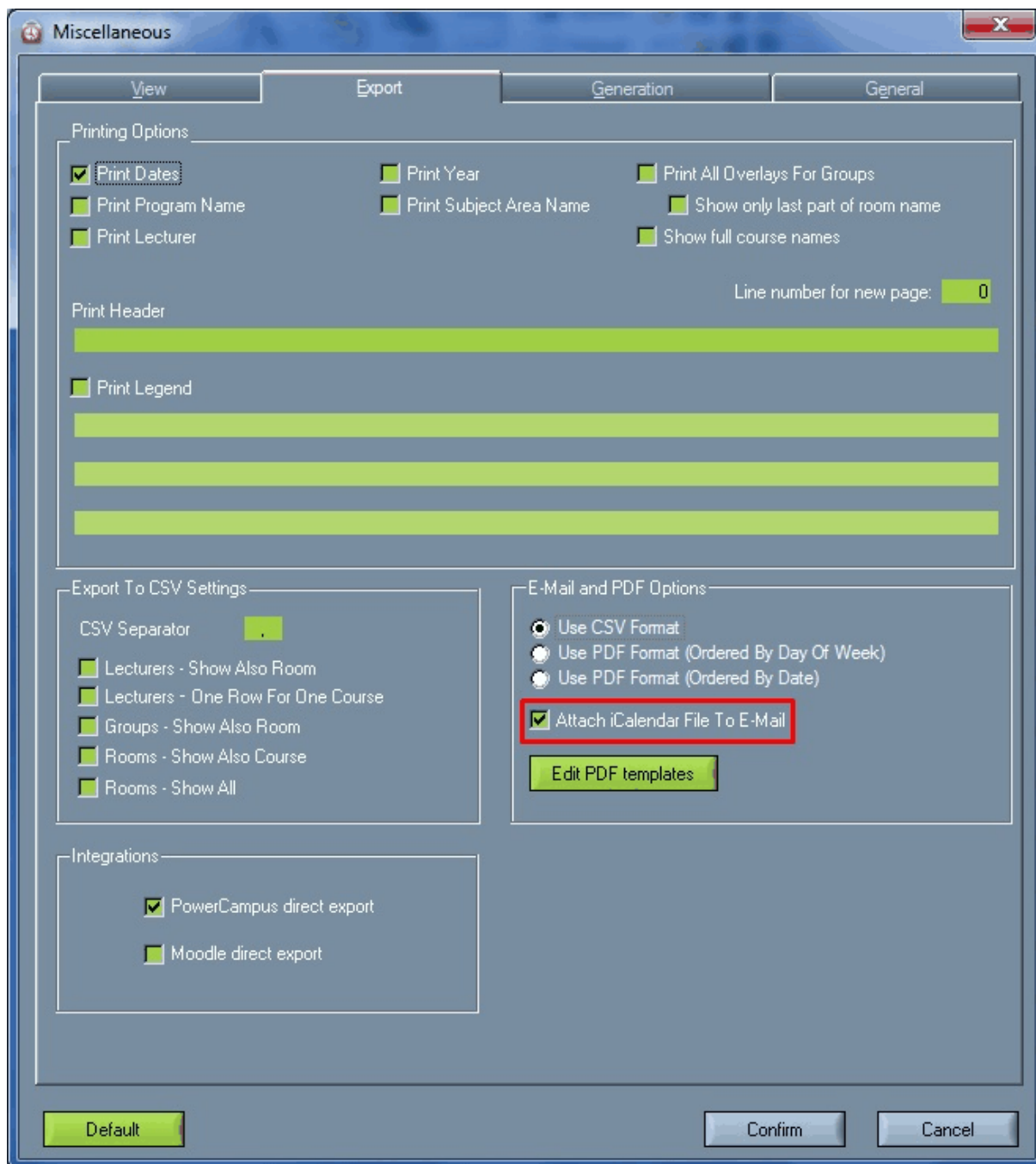
Export program works only if *view by course* is selected in the *main workspace*, and the program and the year are defined. Timetables are exported separately for each day.

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 the 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 the 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 calendar such as Google Calendar, Outlook and others. It is then easier for lecturers and students to have the whole schedule of their obligations in their own calendar application of choice.

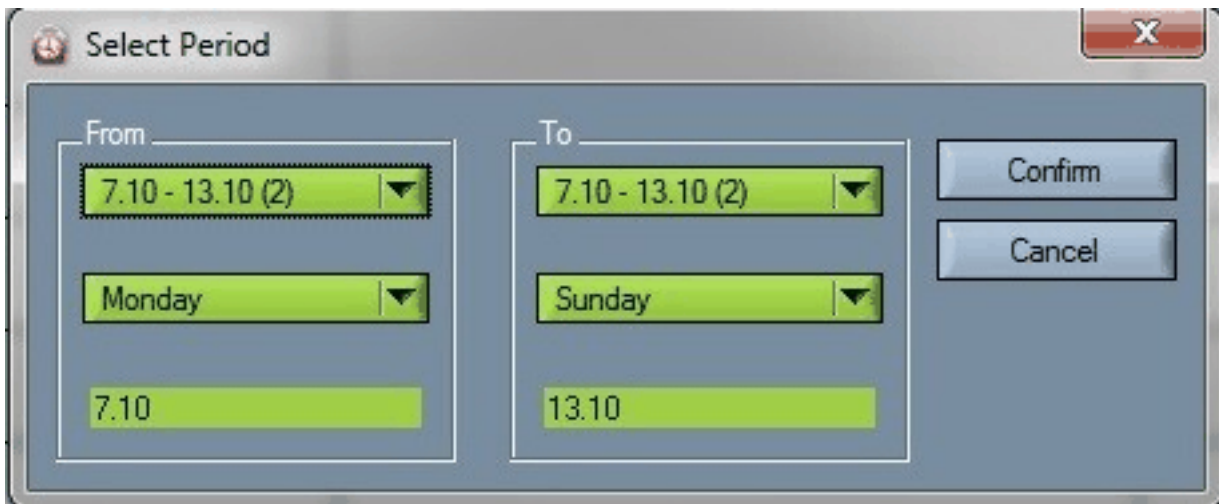
Export List of All Courses exports the list of all courses.

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 the software.

Personnel Record Report helps us to calculate all the working hours of different lecturers so we can have records of how much a particular lecturer worked in a selected period of 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*.

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.

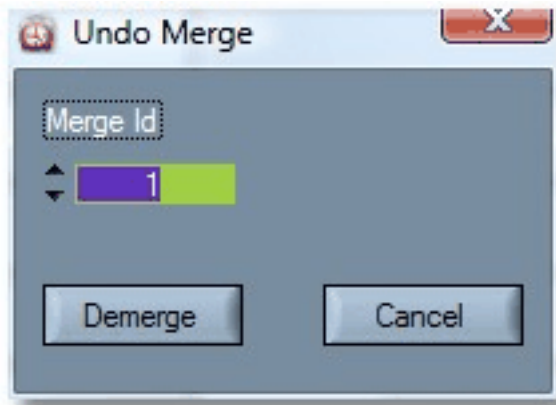
Note that every time a new version of data is sent, the software deletes the old one.

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

Undo merge

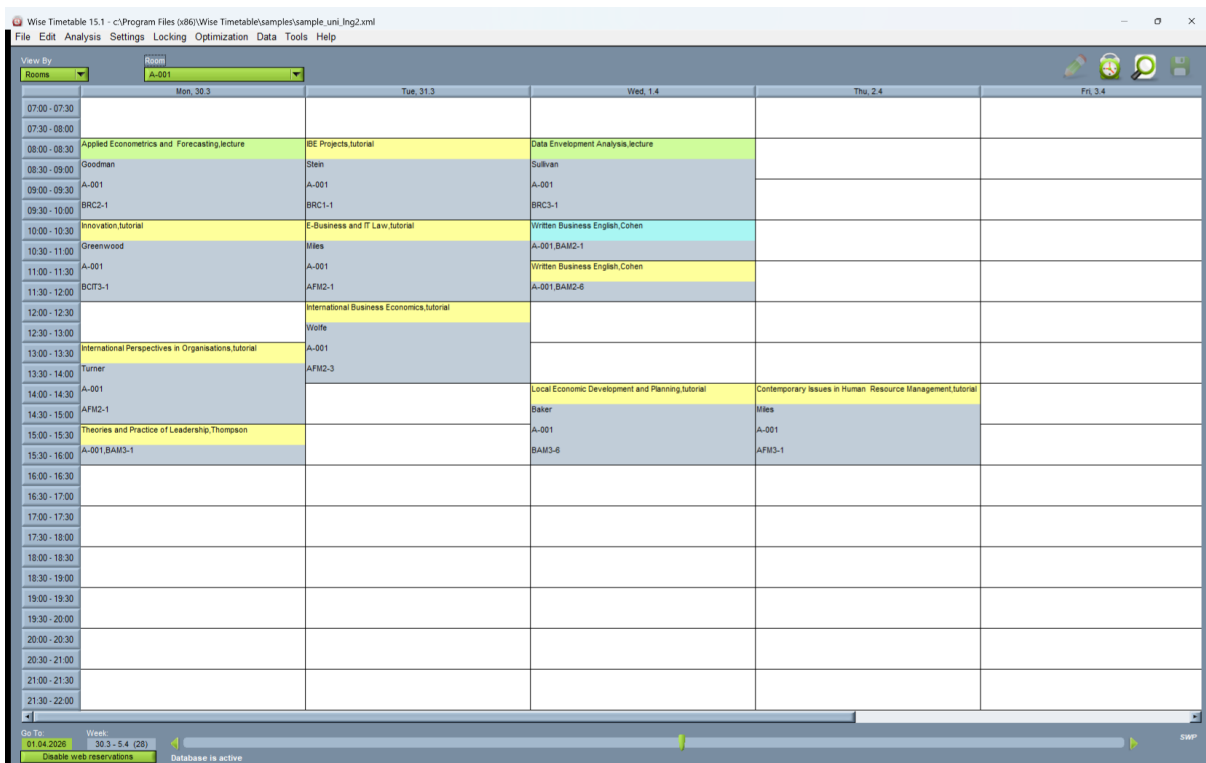
If you want to undo a merge (demerge files), choose **Data** | **Undo merge** in the *menu*.

The following window opens:



Choose the Merge ID and click the Demerge button.

Tools



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.*

Editing timetables in full screen.

- *Substitutions*

Make a replacement for an absent lecturer.

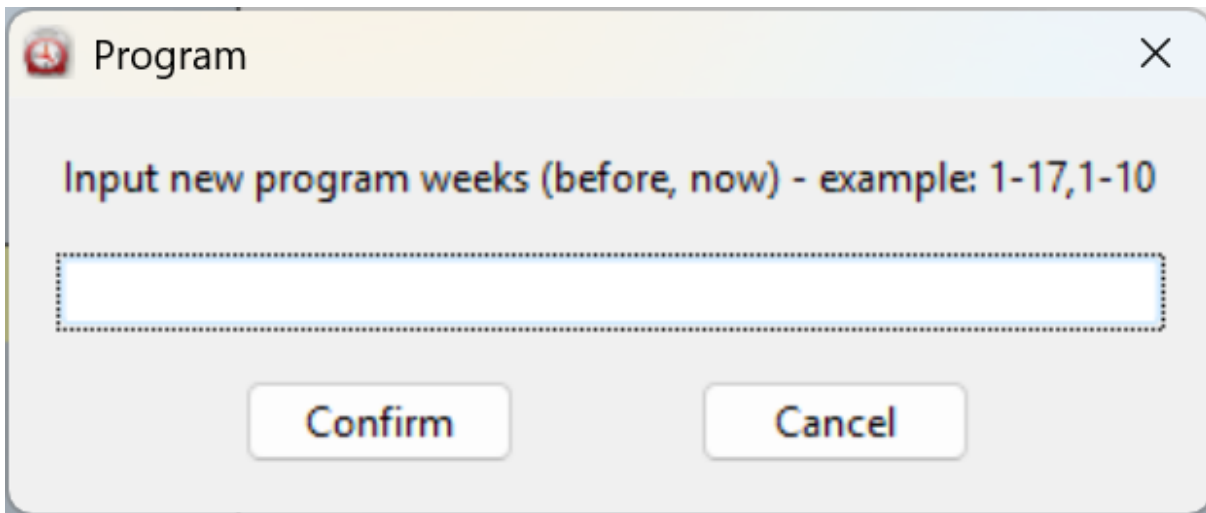
- **Set one room for all schedules**
- **Copy all lectures from week to week**

- **Delete all schedules in a week range**
- **Edit Reservations**

Delete many reservations at once.

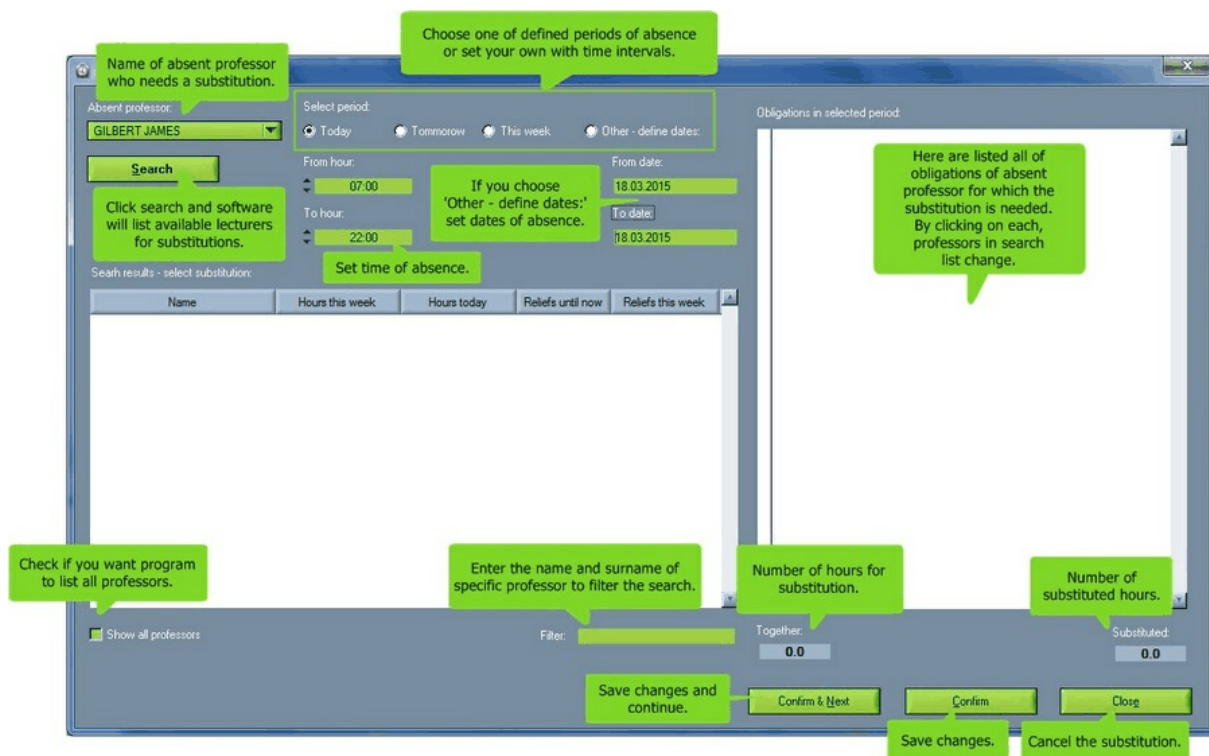
- **Change program weeks**

Shift the whole timetable of a program to a different span of school-year weeks. Enter the new starting and ending week and every scheduled class of that program moves with it - useful when a semester starts a week later than the timetable was built for.



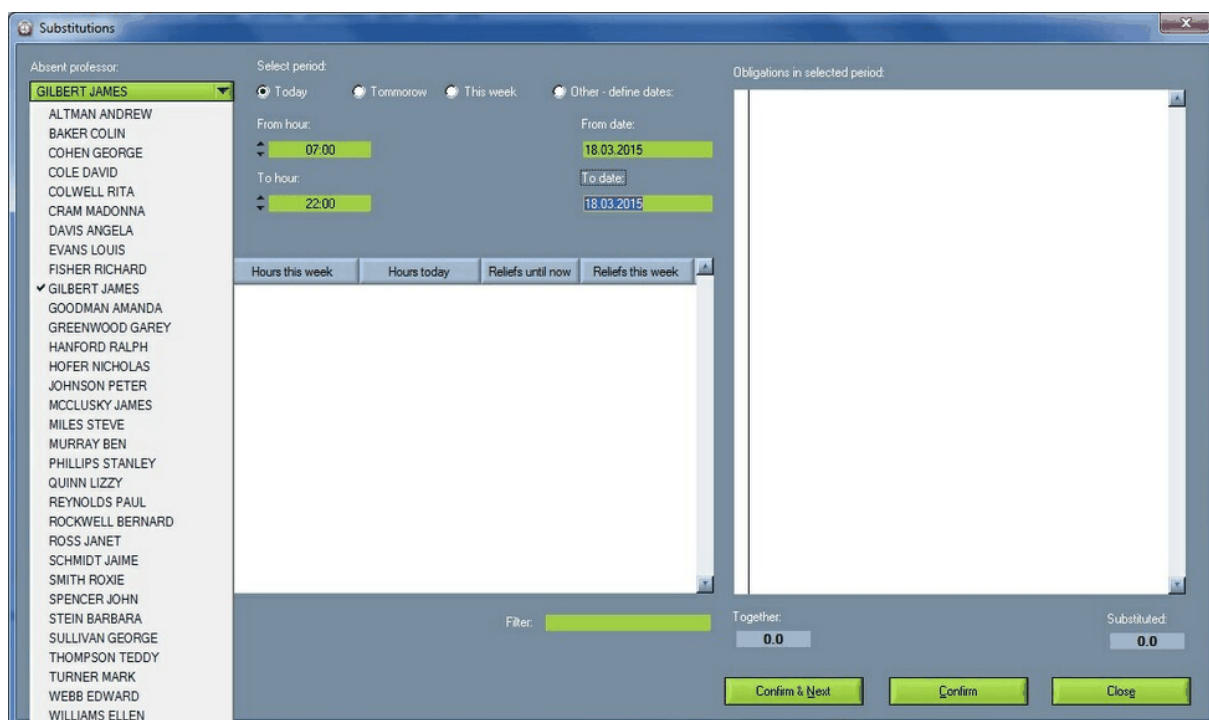
Substitutions

Substitutions is a separate topic in the *Tools* section where it is possible to make, manage and view substitutions for all lecturers 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 Substitutions window by pressing the F12 function key on the keyboard from the main screen of the Wise Timetable application. The main window of Substitutions looks exactly like the following picture:



Absent professor

Here you can find the lecturer, from the list of all lecturers, 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 lecturer. If none of them matches, choose 'Other-define dates', and define below the time and date of your preference. The default setting is 'Today'.

Select period:

☒ Today ☐ Tomorrow ☐ This week ☐ Other - define dates:

From hour: 07:00 To hour: 22:00

From date: 26.06.2014 To date: 26.06.2014

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

Select period:

☒ Today ☐ Tomorrow ☐ This week ☐ Other - define dates:

From hour: 07:00 To hour: 22:00

From date: 26.06.2014 To date: 26.06.2014

All hours Hours in period Reliefs until now Reliefs in period

Oblig

Search results

Here is a list of all lecturers that are available to substitute the lecturer who is absent.

Obligations in selected period

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

Show all

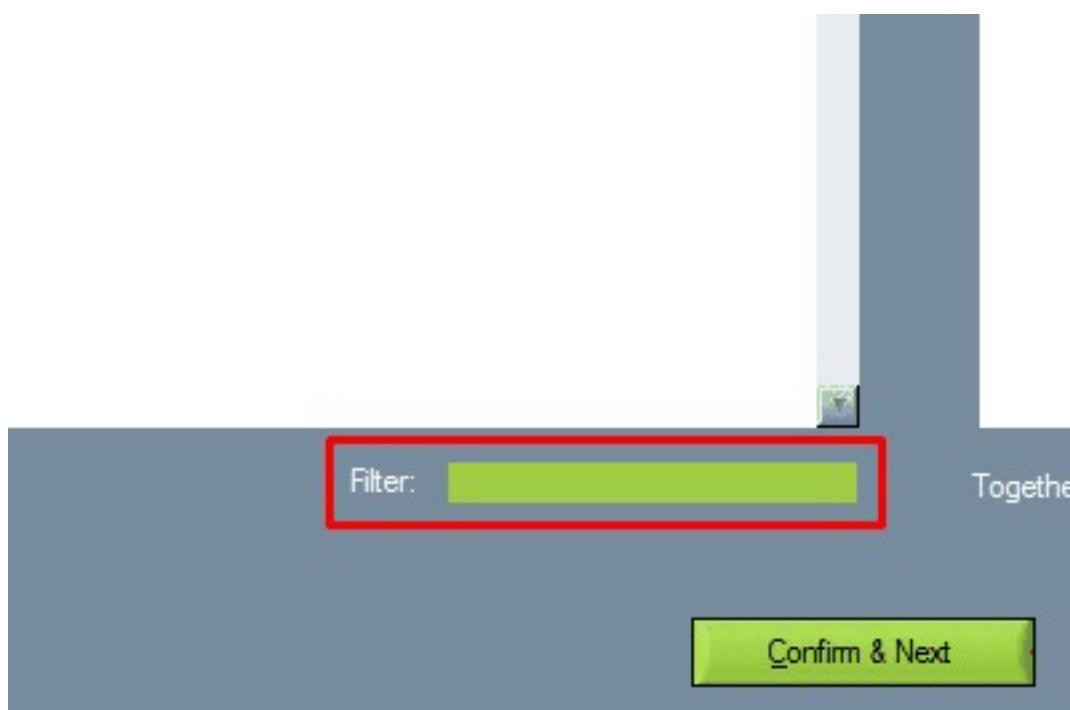
Check this box if you want the software to show all lecturers that are available for the chosen substitution, regardless of whether they teach a certain subject or not.

If it remains unchecked, only lecturers that can teach the chosen subject will be in the list. This option is in the lower-left part of the Substitution window.



Filter

In this field, you can shorten the search if you are looking for a particular lecturer: write down his/her name and surname, and the software will look for only that lecturer.



Together & Substituted

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

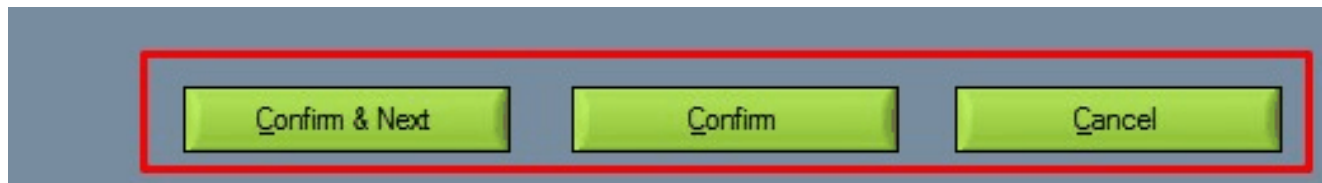


Confirm&Next, Confirm, Cancel

Click on 'Confirm&Next' if you want to save the settings for one absent lecturer and go on to settings for another absent lecturer.

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

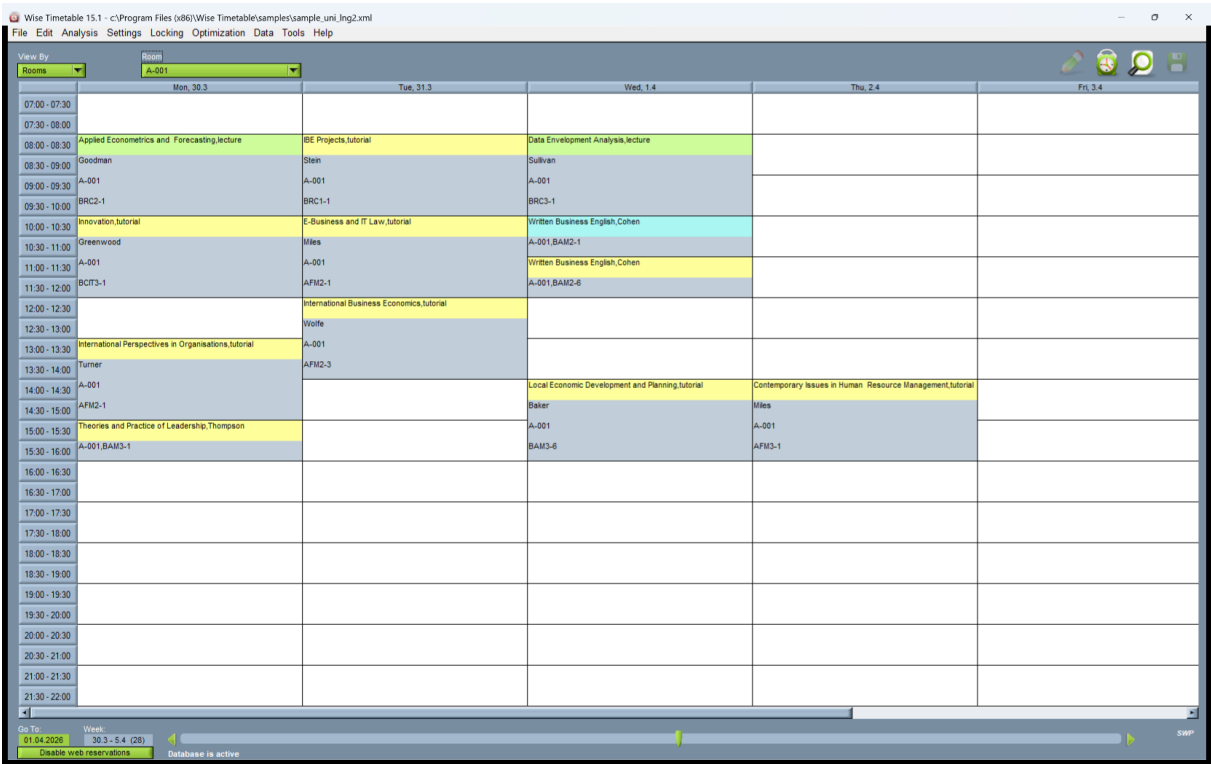
Click on 'Cancel' if you don't want to save changes.



Edit Reservations

The Edit Reservations screen is available at Tools → Edit Reservations. This screen is made for better handling of 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 inside the reservation):

The Help menu



Help Content

Opens this manual at its first page. From there, use the contents tree on the left, or the **Search** tab to look for a word anywhere in the text.

F1 opens the page for the screen you are on

Every screen in Wise Timetable is connected to the topic that describes it. Press **F1** on the course editor and you get the course editor's page, not the front of the manual. This is usually faster than searching.

A few more keys work the same way on every screen:

Key	Does
F1	Help for this screen
Esc	Close this screen
F5 / F6 / F7 / F8	On the course screen: switch to room, lecturer, group or course view

The manual is installed in the language you use Wise Timetable in. Where a translation does not exist yet, the English manual opens instead.

Check XML file errors

Reads a timetable XML file and reports anything malformed in it. Use it when an import has failed and you want to know whether the file or the import is at fault.

About Wise Timetable

Shows the version you are running. Quote this number whenever you contact support — it is the first thing we ask for. The window also links to **wtimetable.com**.

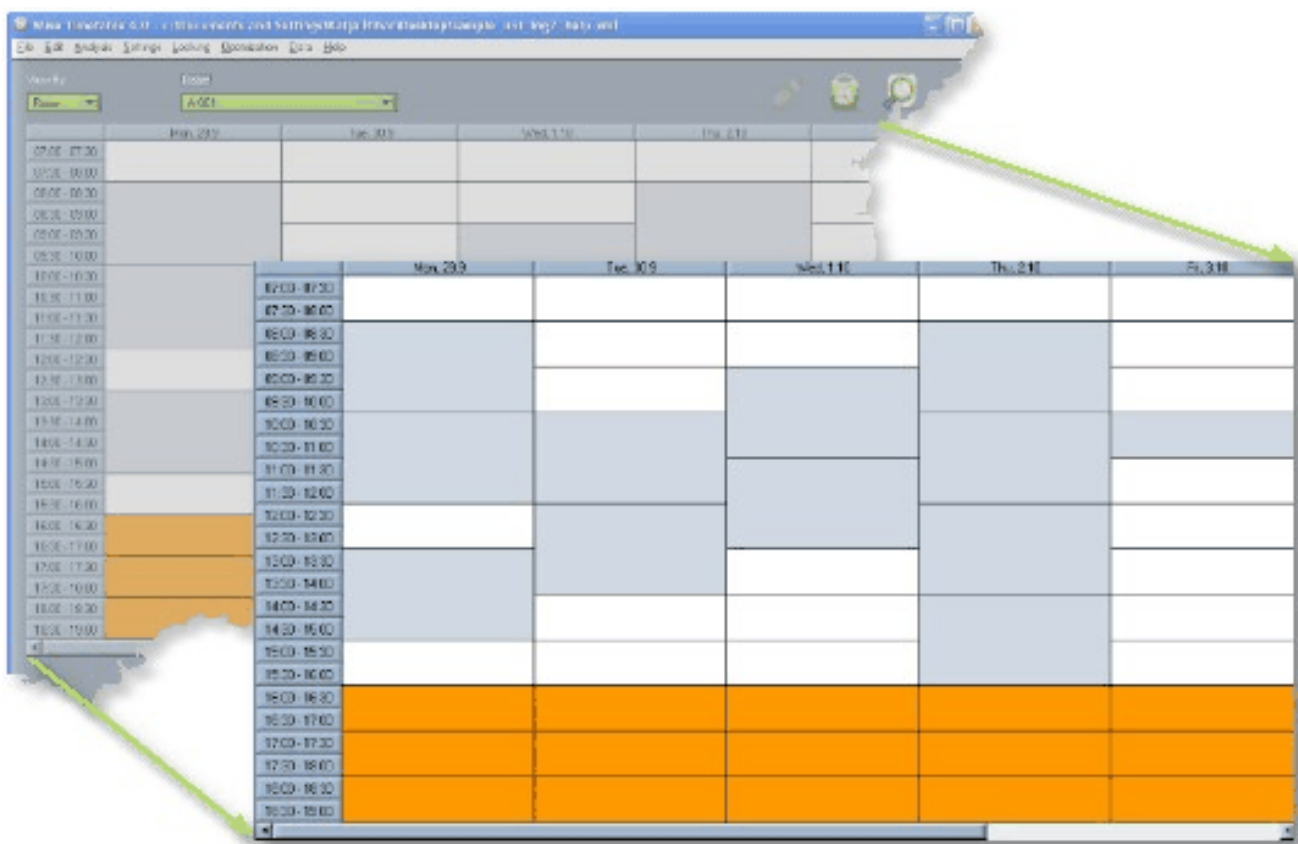
Getting help from us

Support needs three things to be quick:

1. The version from **Help ► About Wise Timetable**.
2. The exact wording of any message you saw. The wording is what we search for.
3. The event log — see *Troubleshooting*, which explains where to find it.

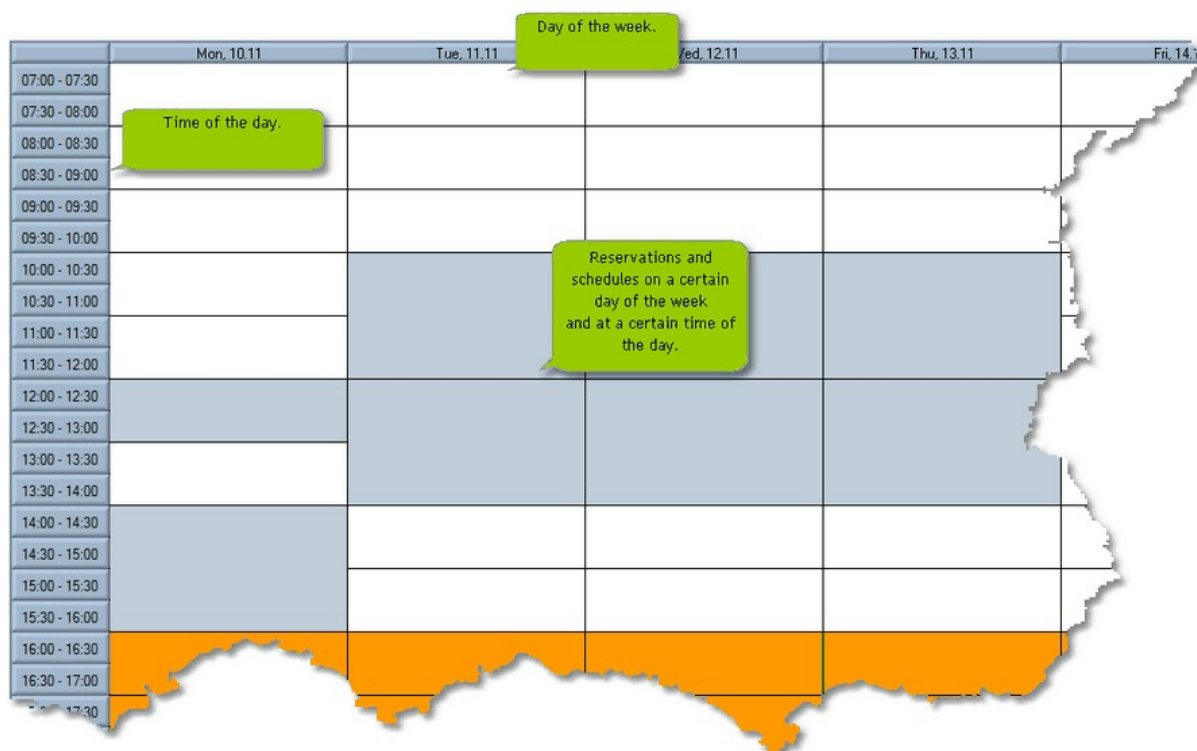
Timetable

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*.

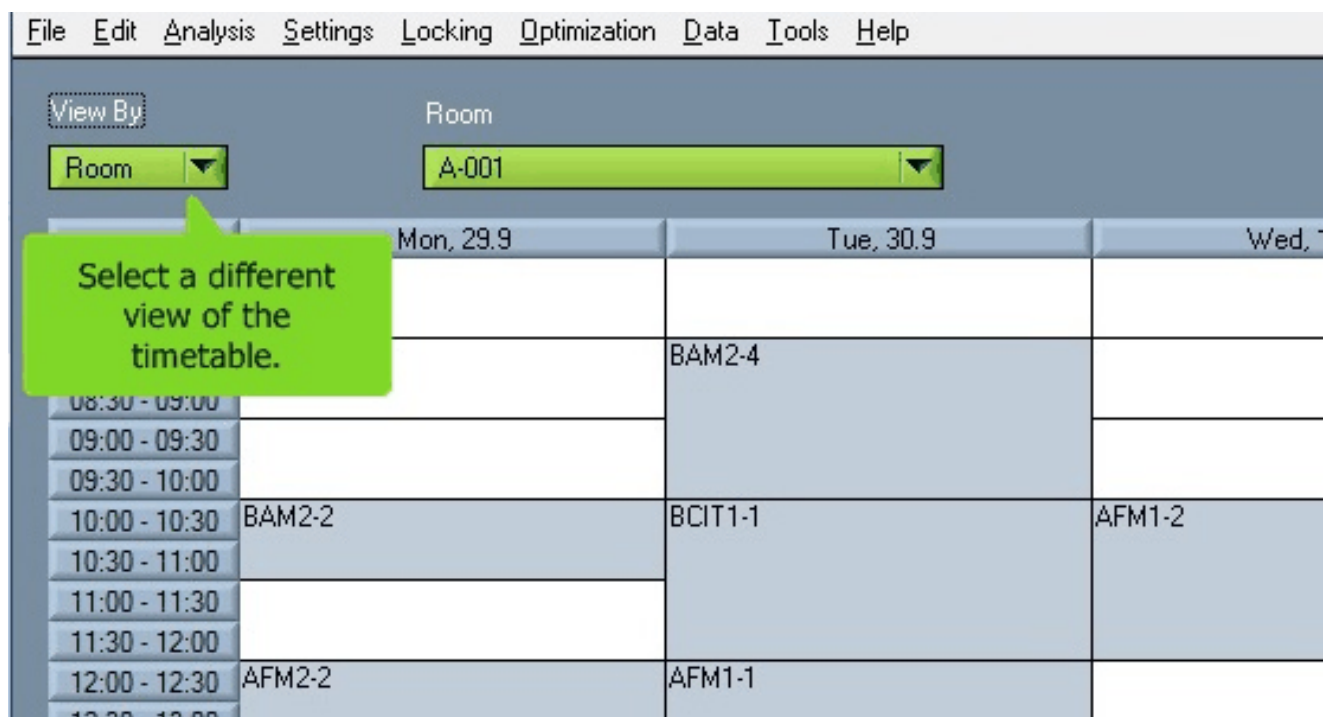
See also:

Maintaining timetable

Automatic generation

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*.

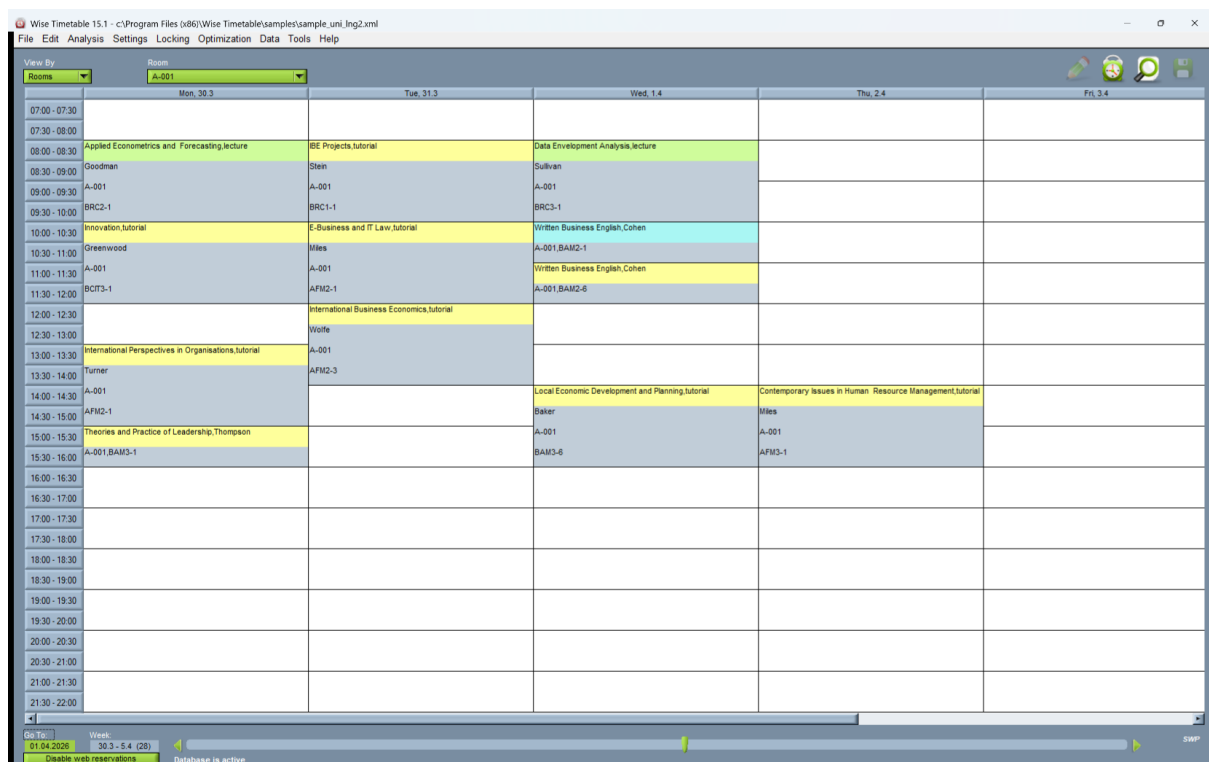


One of the following views can be selected:

- **Room**

View by room allows you to see when in the current week a chosen room is reserved or occupied.

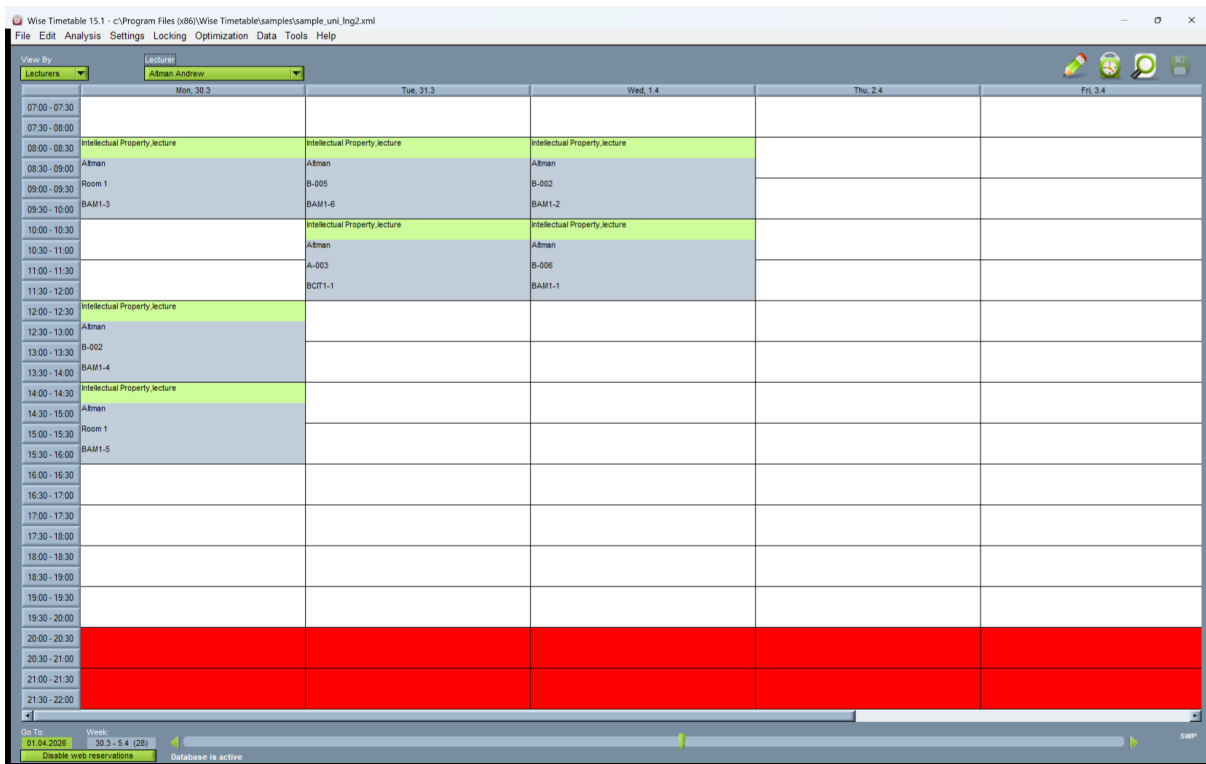
When you have selected view by room, you can choose the room for which you wish to see the information from the room list.



- **Lecturer**

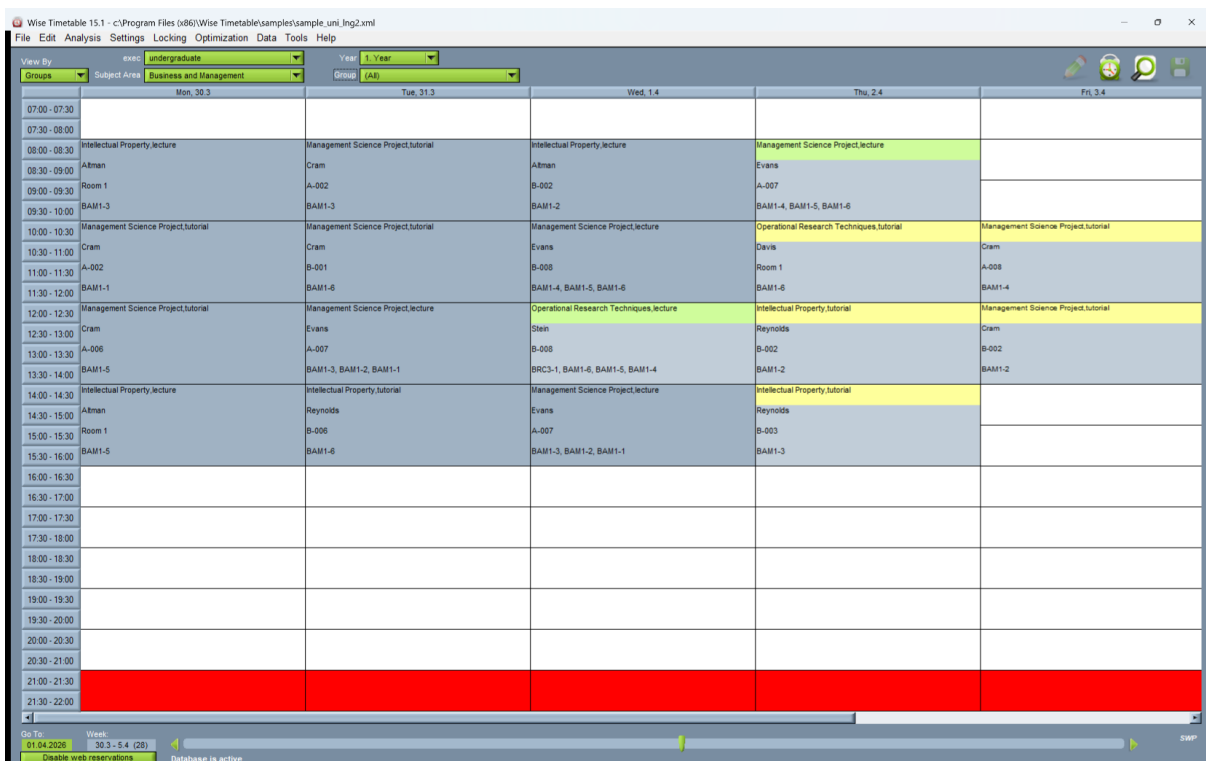
View by lecturer allows you to see when in the current week a chosen lecturer is occupied or blocked.

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.

	Mon, 30.3	Tue, 31.3	Wed, 1.4	Thu, 2.4	Fri, 3.4
07:00 - 07:30					
07:30 - 08:00					
08:00 - 08:30	Intellectual Property, lecture	Management Science Project, tutorial	Intellectual Property, lecture	Management Science Project, lecture	
08:30 - 09:00	Altman	Cram	Altman	Evans	
09:00 - 09:30	Room 1	A-002	B-002	A-007	
09:30 - 10:00	BAM1-3	BAM1-3	BAM1-2	BAM1-4, BAM1-5, BAM1-6	
10:00 - 10:30	Management Science Project, tutorial	Management Science Project, tutorial	Management Science Project, lecture	Operational Research Techniques, tutorial	Management Science Project, tutorial
10:30 - 11:00	Cram	Cram	Evans	Devis	Cram
11:00 - 11:30	A-002	B-001	B-005	Room 1	A-008
11:30 - 12:00	BAM1-1	BAM1-6	BAM1-4, BAM1-5, BAM1-6	BAM1-6	BAM1-4
12:00 - 12:30	Management Science Project, tutorial	Management Science Project, lecture	Operational Research Techniques, lecture	Intellectual Property, tutorial	Management Science Project, tutorial
12:30 - 13:00	Cram	Evans	Stein	Reynolds	Cram
13:00 - 13:30	A-006	A-007	B-005	B-002	B-002
13:30 - 14:00	BAM1-5	BAM1-3, BAM1-2, BAM1-1	BRC3-1, BAM1-6, BAM1-5, BAM1-4	BAM1-2	BAM1-2
14:00 - 14:30	Intellectual Property, tutorial	Intellectual Property, tutorial	Management Science Project, lecture	Intellectual Property, tutorial	
14:30 - 15:00	Reynolds	Reynolds	Evans	Reynolds	
15:00 - 15:30	B-002	B-006	A-007	B-003	
15:30 - 16:00	BCIT1-1	BAM1-6	BAM1-3, BAM1-2, BAM1-1	BAM1-3	
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					

• 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.

	Mon, 29.9	Tue, 30.9	Wed, 1.10	Thu, 2.10
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		BAM1-4, BAM1-5, BAM1-6	BAM1-4, BAM1-5, BAM1-6, BCIT3-1	
10:30 - 11:00				
11:00 - 11:30				BAM1-6
11:30 - 12:00				

See also:

Rooms

Lecturers

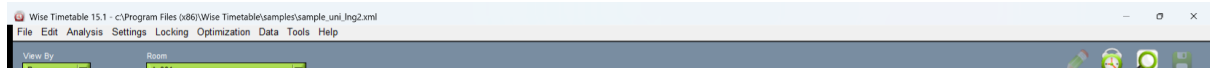
Groups

Courses

Students

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.

Basic and detailed view

You can switch between the basic and detailed views by clicking the 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				

Timeline navigation

- Timeline bar**

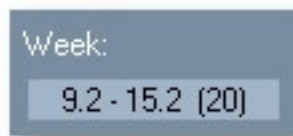
To navigate through the weeks of a school year, use the timeline bar.



- Current week**

On the timeline bar, you can see which week of the school year is currently being displayed.

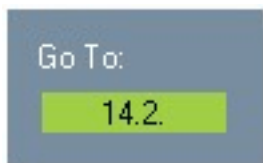
The week is represented by its starting and finishing date. A number in the parentheses is the consecutive number of that week in the current school year.



- **Choosing a different week**

You can choose a different week to be displayed 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.



Working with timetables

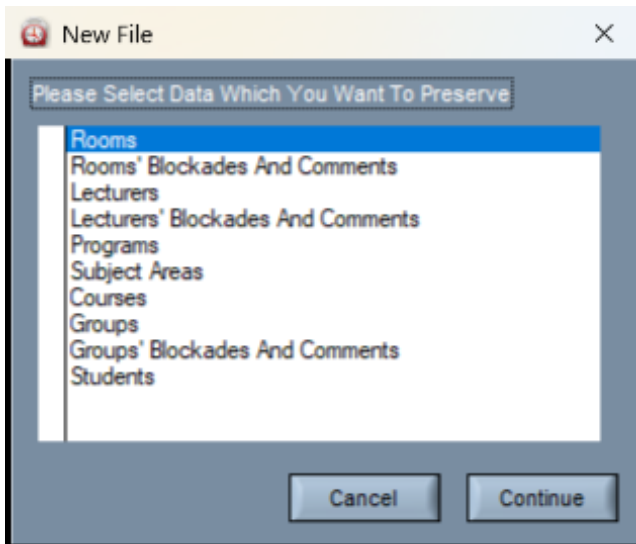
Creating a timetable

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:

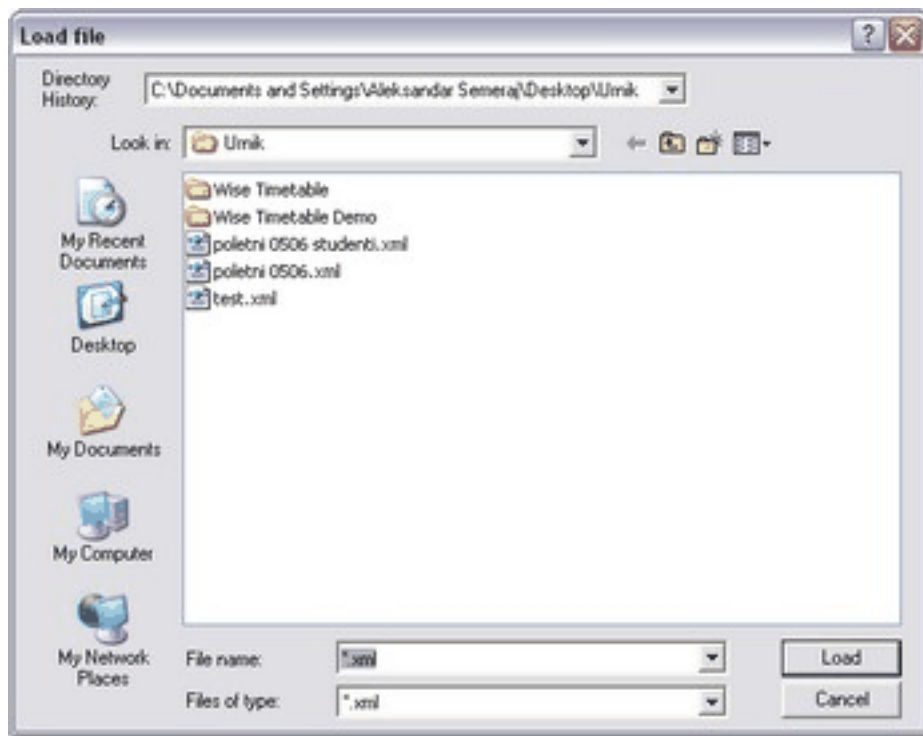
Copying existing data to a new timetable.

Loading a timetable

To load an existing timetable:

1. Select **File | Load**.

The load dialogue window is displayed.



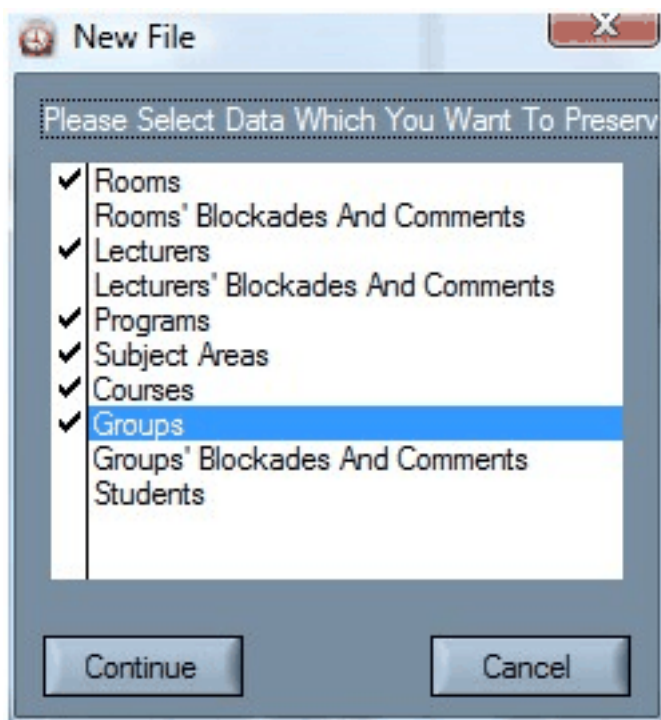
2. Choose the existing timetable that you wish to open.
3. Click **Load** to open the timetable.

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 timetable with a new name.

Transition to a new academic year

A common use case is that 52 weeks (the whole year from the beginning of the academic school year) are maintained by the administrator throughout the year (firstly created for each term and then changed as necessary).

At the same time, the timetable is published to Wise Timetable web pages to be accessible by lecturers and students and also to administrators for online booking.

The current state of the timetable

Current academic year details are accessed by the menu function Settings->Academic Year Details:

After selecting the menu function, you can see all the parameters for the current year:

Basically, Wise Timetable software works with all the weeks between date "From" at "Default duration" section and date "To" at "Default duration (second semester)" setting. Even if you have more different terms between those dates (and now Wise Timetable supports also multiple terms definition), these "From" and "To" are real boundaries for your work and all these weeks will be easily accessible by scrollbars, or in Wise Timetable software itself.

On the other side, the timetable is published to its users online and the same weeks as described above are accessible through web interface:

The pages are usually published as a link on faculty web pages (internet or intranet in some cases) as follows:

Course schedules; and this link will forward users directly to the Wise Timetable web page.

Planning the next year – before this (academic) year ends

Usually, the administrator will take the data from the current year and use it for the next year. The procedure is the following:

1. Save current year data into separate file for next year
2. Use this saved file for the changes while this year data is maintained in the database
3. Make two links on faculty pages: one for this and one for next year
4. Publish next year timetable from saved file into additional database (used by next year link)
5. Keep the two links available all the time until first date of next academic year start
6. After year start delete (optionally – you can keep it for history for your users if you want!)

The current data you are working on might be from a file or from a database. In case a file is used, the top (title) of the Wise Timetable software will show something like:

This means you are not working with online data (in a database) which is published and accessible by web pages – but rather with a local file, containing your timetable. You can have any number of such files.

If you are working directly with the database, the screen title will show you the following:

This means whenever you save the timetable it goes directly to the database and is published to your users. Note that you can save data into two separate databases (very important fact for this document – since later you will see that one database will hold this year data and the other next year data):

Note that in “Data” menu, you have first four lines dedicated to databases:

- The first two (Load and Save from/to Database) are default and contain your current year data
- The second two – “alternatives” – are for the database containing “future” data

Either way (you work with file or with database), you have to copy your data for use in the next academic year. You do that by saving the current timetable to a local file – with the menu function File->Save As:

You will be prompted for file name (and location) to store the current data. After that, your Wise Timetable title will be changed to the name of the selected (or newly created) file.

IMPORTANT NOTE: the newly saved file (containing the template for next year data) should not be exported to the current database (online published data for this year)! To avoid mixing current and new year data, please always load your current data from database (Data->Load From Database) or from file (File->Load). To come back to the next year timetable, use File->Load to select the next year file – containing the next academic year timetable.

Step 2 - Use the saved file for the changes

When working with a local file on your computer you can make all the changes for the next academic year. Note that first you have to change your “year settings” at:

So, there you put the first and end dates, holidays, etc. After this first step, you can go freely through all the courses and other info and change it according to the next year plan.

Step 3 - Make two links on faculty pages: one for this and one for next year

When it becomes important for your users to see data after your current year’s last date (i.e. the next year’s first date), you can publish next year data along with the current year. So the IT administrator should make an additional link on faculty pages similar to:

Course schedule (2016/2017)

Course schedule (2017/2018)

Each of these links is linked to a separate application (database). The additional database and application are usually provided by a Wise Technologies support engineer (if pages are hosted on the Wise Technologies server). These links are usually published and the database created one month before the current academic year ends.

Step 4 - Publish the next year timetable from the saved file into an additional database

When you are confident that timetable for the next year can be published, you just use the function Data->Export to database alternative when the next year data file is loaded:

Note that you can publish the next year timetable to the database also before the public link is shown on the faculty page. That way you are able to share the timetable with your colleagues or lecturers for review and additional changes – and only after the timetable is approved you can show the link publicly on your faculty page.

Step 5 - Keep the two links available all the time until the first date of the next year start

When you have both timetables published, you have to be careful to export your current data to first (default) database and your next year data to second (alternative) database in this menu:

Keep in mind that once you have published next year data to the database, you can use the database also as a source of data (not a local file) – so other administrators can still book online also for the next year.

Step 6 - After the next year starts, delete the link for the current year

Now it is up to you if you want to keep both links or just one. If both links are kept, you will have to delete the old one at least when the next year is published. At this point the next year database should also be switched to the default database (done by Wise Technologies support if hosted on the WT server).

New system for data recovery

There is a completely new system for data recovery if something goes wrong with the computer or application (or with accidental deletion of data). The software saves the file every 8 minutes in the background into a recovery file. This saving is not visible to the user and is done by involving a separate thread in the Windows system – making everything in the background. Not only one recovery file is saved but 9 of them – effectively covering a period of the latest 9 x 8 minutes of work, plus one file from yesterday (the name of that file contains »OLDFILE«). So the user can pick from various stages of edited data. Recovery files are complete xml files –

containing complete timetables. These files are stored in the directory *c:(or on XP systems – still supported by the product - in the installation directory/config). Here is an example of these recovery files:

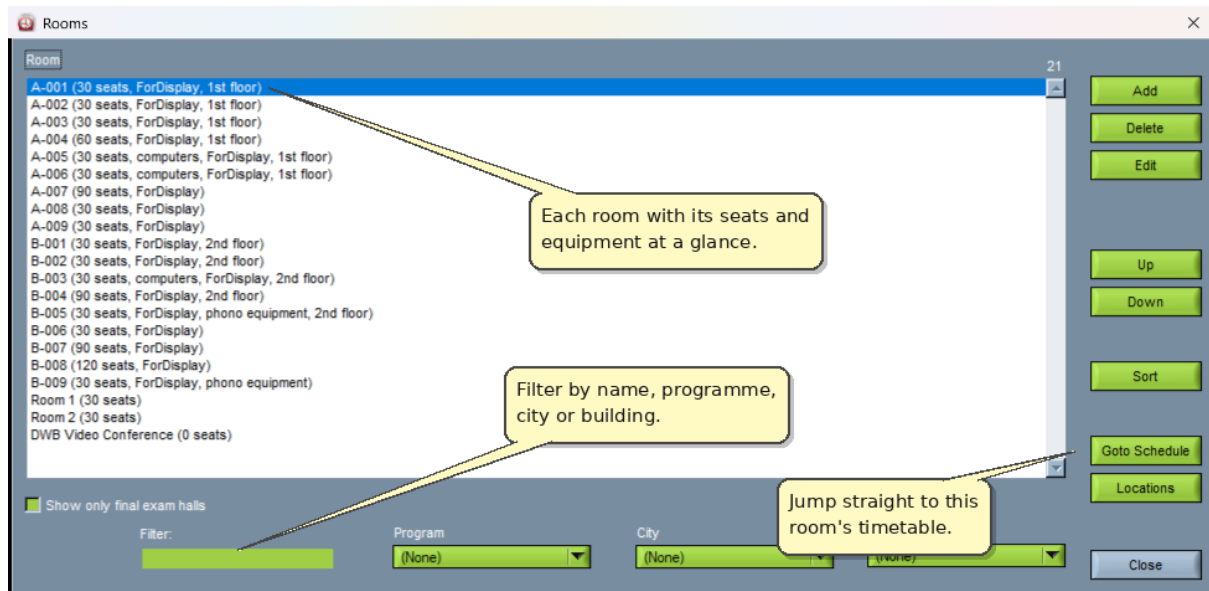


Working with data

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 to 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 this is done it stays even when the software is restarted – and as such is saved into the sml file or database.

- **Down**

Move a selected room down in the list.

- **Close**

Close the window for working with rooms.

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.

The 'Room description' window is a complex form for adding a new room. It includes the following sections:

- Name:** A text field for the room name.
- Name for translated web pages:** A text field for the room name in translated form.
- Code:** A text field for the room code.
- Seats:** A numeric input field with a default value of 30.
- Active:** A checkbox that is checked by default.
- Email(s):** A text field for the room's email address.
- Priority:** A numeric input field with a default value of 0.
- Allow multiple occupation:** A checkbox.
- Show only for Charging Module:** A checkbox.
- Master room (multiple rooms):** A checkbox.
- Equipment:** A list of checkboxes for equipment types: computers, ForDisplay, phono equipment, microscope, 1st floor, and 2nd floor.
- Booking rights:** A button.
- Use Exclusively:** A checkbox.
- Link:** A text field.
- Program:** A dropdown menu.
- City:** A dropdown menu.
- Facility:** A dropdown menu.
- Max. reservations:** A numeric input field with a default value of 0.00.
- Color for web:** A color selection field.
- Size:** A numeric input field with a default value of 0.00.
- Conference Hall:** A checkbox.
- Meeting Room:** A checkbox.
- Final Exam Hall:** A checkbox.
- Display room on web apps:** A checkbox.
- Rows:** A numeric input field with a default value of 0.
- Columns:** A numeric input field with a default value of 0.
- Allow web reservations only for:** A section with checkboxes for Professors, Administrators, and Others.

The main part of the window is a large grid with time slots on the left (from 07:00 to 22:00) and days of the week on top (Mon.30.3, Tue.31.3, Wed.1.4, Thu.2.4, Fri.3.4, Sat.4.4, Sun.5.4). The grid is currently empty. At the bottom, there is a navigation bar with a slider and buttons for 'Add', 'Confirm', and 'Cancel'.

- 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.

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, which means that rooms, which have *priority 0*, will be occupied first. After rooms with *priority 0* are occupied, the rooms under priority 1, then 2, to the number of 9 will be occupied with the same sequence of priority. For universities that have more buildings it is easier to first fill the main building, and then the others, which will be further occupied by the priorities of taking space. When entering a new room - by default priority area is set to 0. Rooms with the highest priority will be generated first, and then others with lower priority will be generated (by hierarchy: 0 - highest priority, 9 - lowest priority).
- If you want the room to be a final exam room check '*Final exam hall*'. After checking, insert the 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.

For the final exams, we have additional settings at the Room Edit screen:

Room description

Name: A-001

Name for translated web pages: A-001

Code: A-001

Seats: 30 ☒ Active

Email(s) - separate with ";": mihovil.santic@wise-tt.com

Priority: 0 ☒ Allow multiple occupation

☐ Show only for Charging Module

☐ Master room (multiple rooms)

Equipment: ☐ computers, ☐ phono equipment, ☐ microscope, ☐ 1st floor, ☐ 2nd floor

☒ Use Exclusively

Link:

Program: (None)

City: (None)

Faculty: (None)

☐ Conference Hall

☐ Meeting Room

☒ Final Exam Hall

Rows: 0 Columns: 0

Max. reservations: 0.00 h

Color for web:

Size: 0.00

☒ Display room on web apps

Allow web reservations only for: ☒ Professors, ☒ Administrators, ☒ Others

There are two fields: "Rows" and "Columns" which designates the size of Exam Hall. Enumeration of seats can be changed to alphabetic with "A" checkboxes besides rows or columns

15.2 - 21.2 (25)

Confirm Cancel

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 window opens. The window also opens if you double-click the left mouse button on a time slot. For a more detailed explanation choose *Edit rooms*.

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 other 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 the proper weeks. Then click the Confirm button again.

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

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

After you double-click on an empty field, a new window will appear where you can set all details and parameters for breaks:

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

Name: A-005

Name for translated web pages: A-005

Code: A-005 **Seats:** 30 **Active:** ☒

Email(s) - separate with ;:

Priority: 0 **Allow multiple occupation:** ☐

Show only for Charging Module: ☐ **Master room (multiple rooms):** ☐

Equipment: ☐ computers ☐ phono equipment ☐ microscope ☐ 1st floor ☐ 2nd floor

Booking rights:

Use Exclusively: ☒

Link:

Program: (None) **City:** (None) **Facility:** (None)

Conference Hall: ☐ **Meeting Room:** ☐ **Final Exam Hall:** ☐

Max. reservations: 0.00 h **Color for web:** **Size:** 0.00

Display room on web apps: ☒

Rows: 0 **Columns:** 0

Allow web reservations only for: ☒ Professors ☒ Administrators ☒ Others

Timetable Grid:

	Mon, 15.2	Tue, 16.2	Wed, 17.2	Thu, 18.2	Fri, 19.2	Sat, 20.2	Sun, 21.2
07:00 - 07:30						A-005	
07:30 - 08:00							
08:00 - 08:30							
08:30 - 09:00							
09:00 - 09:30	Cohen/A-004 A-005	Cohen/A-004 A-005	Cohen/A-004 A-005	Cohen/A-004 A-005	Cohen/A-004 A-005		
09:30 - 10:00							
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							
13:30 - 14:00							
14:00 - 14:30							
14:30 - 15:00							
15:00 - 15:30							
15:30 - 16:00							
16:00 - 16:30	A-005	A-005	A-005	A-005	A-005		
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							

Callout: If we set the break from 09:00 to 10:00 every working day for this room, then this period will be coloured with the colour of some reservation type (in this case blocked time).

Footer: 15.2 - 21.2 (25) **Confirm** **Cancel**

This procedure needs to be done in every room in order to have breaks every day in the timetable.

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 define who can make room reservations on the web.

See also:

Reservation of lecturers

Group reservation

Select Final Exam Room

Select Final Exam rooms

For selecting Final Exam rooms choose **Edit | Rooms** in the *menu* and double click on the room.

Rooms

- A-001 (30 seats)
- A-002 (30 seats)
- A-003 (30 seats, E7x6)
- A-004 (60 seats)
- A-005 (30 seats, computers)
- A-006 (30 seats, computers)
- A-007 (90 seats)
- A-008 (30 seats)
- A-009 (30 seats)
- B-001 (30 seats)
- B-002 (30 seats)
- B-003 (30 seats, computers)
- B-004 (90 seats)
- B-005 (30 seats, phono equipment)
- B-006 (30 seats)
- B-007 (90 seats)
- B-008 (120 seats)
- B-009 (30 seats, phono equipment)
- Room 1 (30 seats)
- Room 2 (30 seats)

Callout: Double click on the room.

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

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

Room description

Name:

Name for translated web pages:

Code: Seats: ☒ Active

Email(s) - separate with ',':

Priority: ☐ Allow multiple occupation

☐ Show only for Charging Module

☐ Master room (multiple rooms)

Equipment: ☐ computers ☐ phono equipment ☐ microscope ☐ 1st floor ☐ 2nd floor

☐ Use Exclusively

Link:

Program: Max. reservations: h

City: Color for web:

Facility: Size:

☐ Conference Hall ☒ Display room on web apps

☒ Final Exam Hall Rows: Columns:

Allow web reservations only for: ☒ Professors ☐ Administrators ☐ Others

15.2 - 21.2 (25)

Add Confirm Cancel

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

Room description

Name:

Name for translated web pages:

Code: Seats: ☒ Active

Email(s) - separate with ',':

Priority: ☐ Allow multiple occupation

☐ Show only for Charging Module

☐ Master room (multiple rooms)

Equipment: ☒ computers ☐ phono equipment ☐ microscope ☐ 1st floor ☐ 2nd floor

☐ Use Exclusively

Link:

Program: Max. reservations: h

City: Color for web:

Facility: Size:

☒ Conference Hall ☒ Display room on web apps

☒ Final Exam Hall Rows: Columns:

Allow web reservations only for: ☒ Professors ☒ Administrators ☒ Others

15.2 - 21.2 (25)

Confirm Cancel

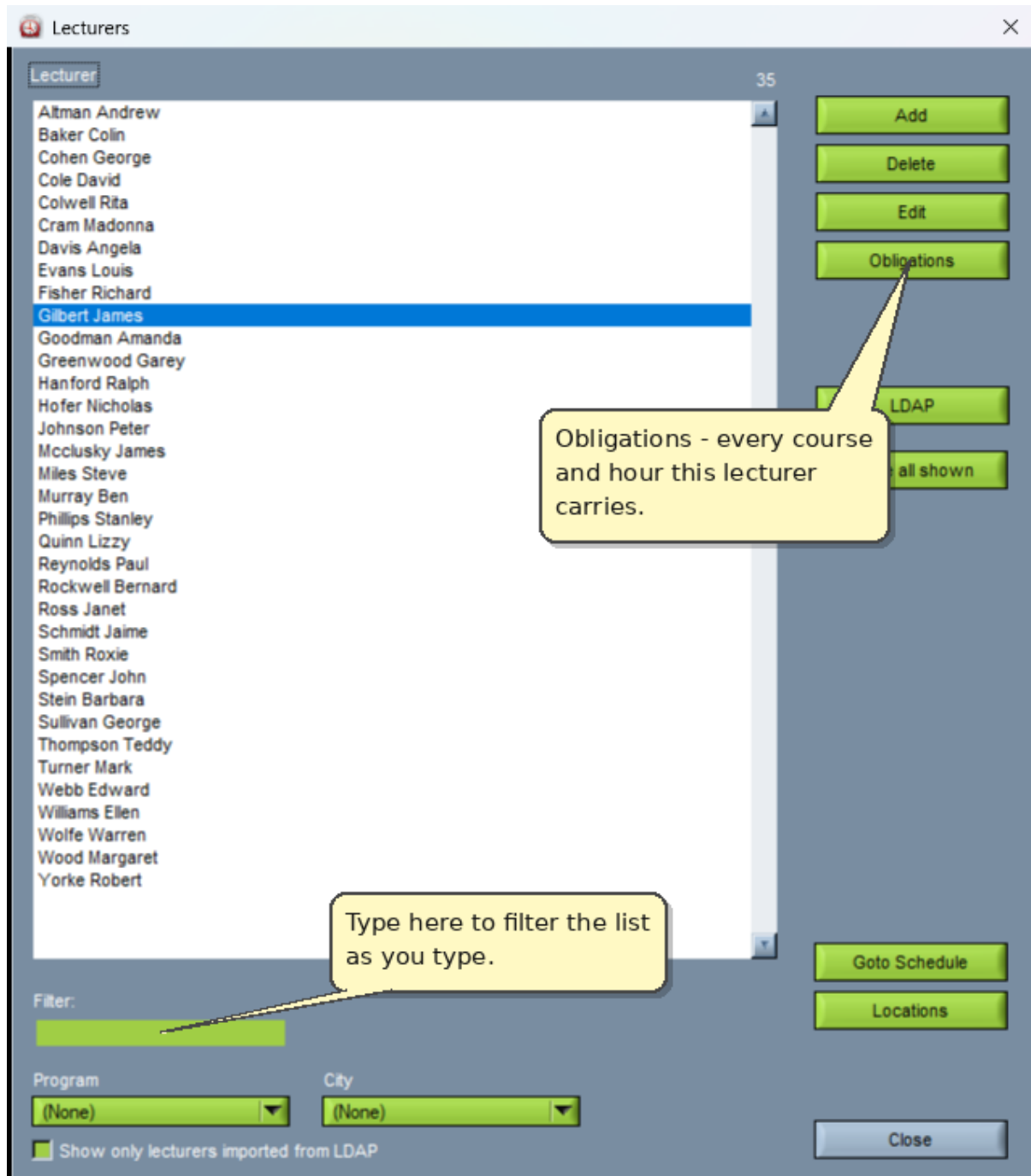
The new Final Exam room will have a new label next to the original name: "E m*n" → 'E' - Final Exam; 'm' - number of columns; 'n' - number of rows.

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

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 the 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 to 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 the PC application and from the web.

PC application

LDAP takes data from the 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 the configuration page set '**Use active directory**' in use.

The web pages code will not be taken; the system will go directly to active directory codes.

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

For enabling LDAP functions on web applications you need to enable it in the PHP server too - change 'extension=php_ldap.dll' in 'php.ini'.

You also need to copy dll files from the php directory into c:(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.

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 lecturers 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 **Settings** | *Edit Locations*.
- You can choose the 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 an 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 the lecturer's additional courses. You can also choose list view of additional courses.
- Choose the 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.

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.

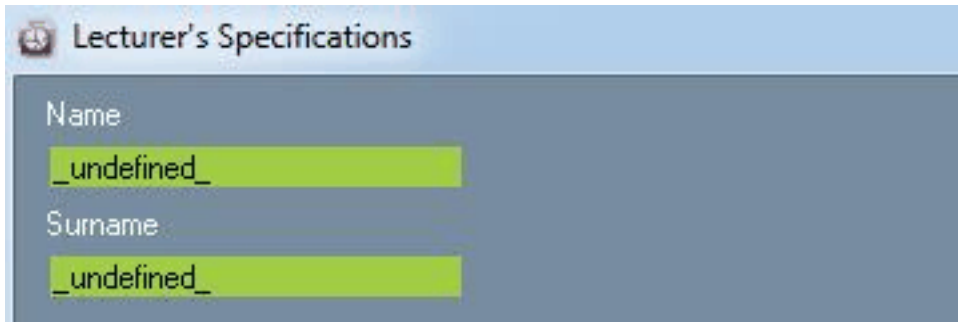
- Change the name or the surname for the lecturer.
- Insert the lecturer's code. This field is not obligatory.
- You can insert the lecturer's e-mail address. When you *send e-mail to lecturers*, the e-mail address will be written in the e-mail box.
- You can automatically add lecturers to the *mailing 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 **Settings | 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 the 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 an 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 a 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 below:
- 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 lecturer, you can also determine which subject areas a particular lecturer "belongs to" and is able to teach. When entering a new lecturer you can determine which subjects he belongs to, and later we can use this option to replace the lecturer when a lecturer in that field is absent from lectures. Also with this option you can easily substitute a lecturer by picking some other lecturer from the same area (from the area they both "belong to"). Courses that are already picked for that lecturer are listed with a star (*). This is described on the picture below (in this case lecturer Andrew Altman):

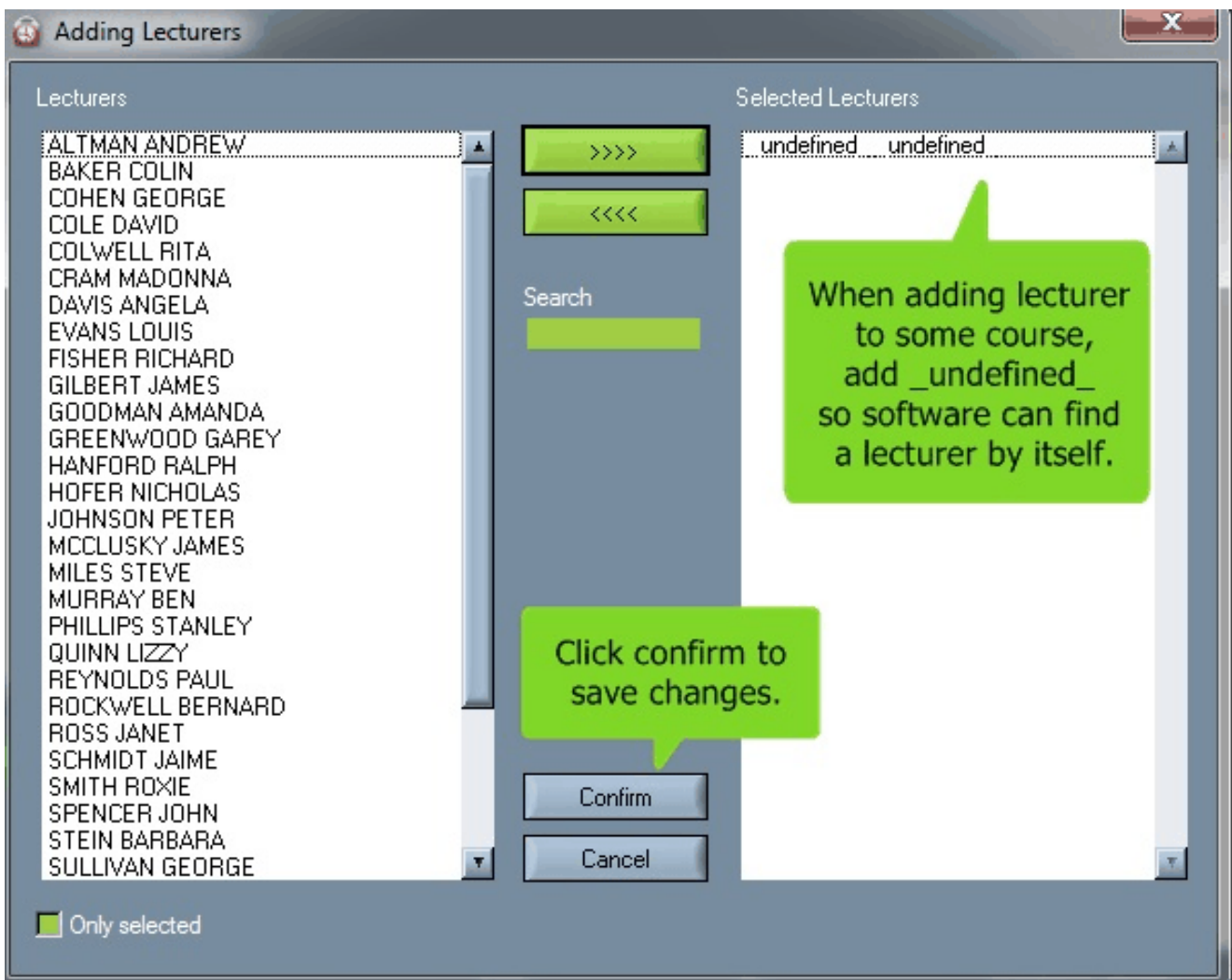
On the other side of the screen of the *course field* you can do the same thing - but to pick lecturers who can teach that particular course (in this case it is the course "Databases"):

- 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.

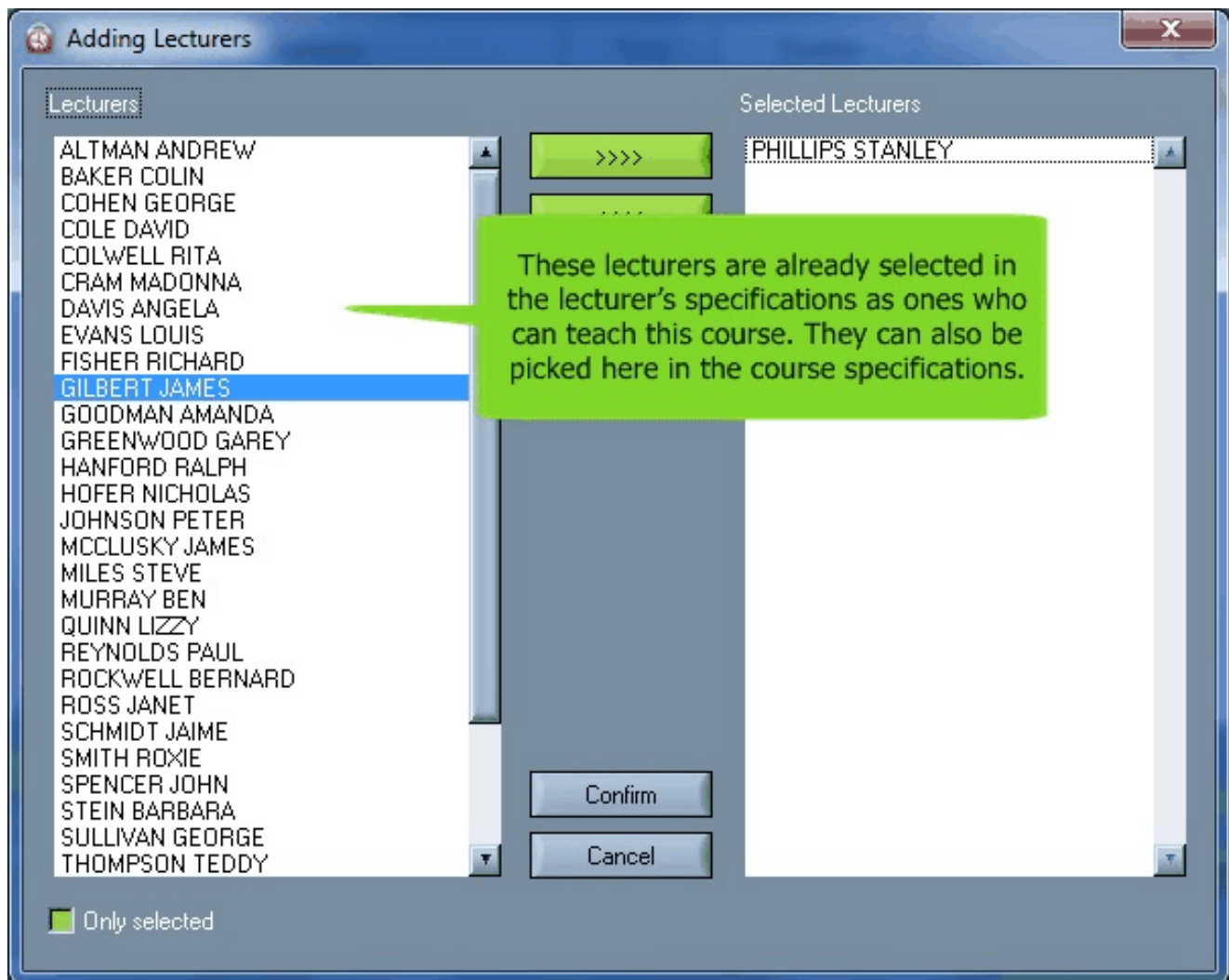
It is also possible to make a special lecturer whose name is *undefined* and surname also *undefined*. This lecturer can be any other lecturer that can teach in that program, subject area or year. This option serves so that the software can by itself find lecturers who “belong to” that subject area and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



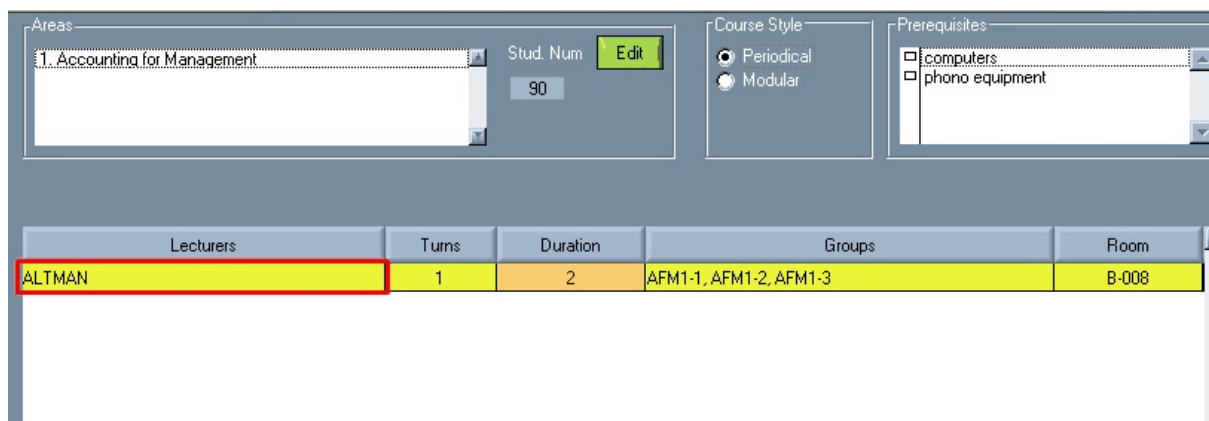
When we are seeking a lecturer who has time to teach some course, or when we simply don't know at this moment who can teach it, this virtual lecturer finds a lecturer who has more time to take this course. When adding a new course, we can add the undefined lecturer as follows:



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



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



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 also opens if you double-click the left mouse button on a time slot. For a more detailed explanation see *Edit lecturers*.

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 intended 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 start 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 the 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

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 lecturer 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 this lecturer has for this course 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-minute-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 the lecturer's obligations.

Lecturer's Obligations

Gilbert James

Anticipated Hrs: 782.00 Allocated Hrs: 782.00

Planned vs actually scheduled hours - equal numbers mean everything is placed.

Course name	Week	Total
Advanced Financial Accounting (P/undergraduate,3,Accounting for Management)		90.00 (90.00)
Advanced Financial Management (P/undergraduate,3,Accounting for Management)	tutorial 3 1-15:2	90.00 (90.00)
International Business Environment (P/undergraduate,1,2,Business Research and Consultancy, Business and Management, Business Computing and IT)	lecture 3 1-15:2	90.00 (90.00)
Enterprise Resource Planning (P/undergraduate,2,Business and Management)	tutorial 6 21-36:2	192.00 (192.00)
Total Quality Management (P/undergraduate,2,Business and Management, Business Computing and IT, Business Research and Consultancy)	lecture 3 21-36:2+2	192.00 (192.00)
Local Economic Development and Planning (P/undergraduate,3,Business and Management)	lecture 2 21-36:2	64.00 (64.00)
Physics (P/undergraduate,2,Business and Management)	lecture 2 1-16:1+1	64.00 (64.00)

Colour shows whether a class is already placed in the timetable.

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 a detailed view of courses taught by a particular lecturer, which includes program details, year details and subject area details. Those details have an explanatory nature, to tell us where exactly that particular course belongs. 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 (in our case it is turned off). Here's how it looks in the notepad file:

```

[Advanced]
ShowScreenAtConflictNo = 100
ob1RowHeight = 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
GenerateLectureExerciseSequence=0
ResetCourseHistoryWeeks=0
ImportFISCoursesFormat=0
MoodleSupport=0
PersonnelRecordsFullLines=0
ExportCoursesFromPeriod=0
CalendarFormatExecType=0
AllowBlockPausesSize=0
SupportCodeInTurnPart=1
ShowStudentsNumWithGroups=0
CompatibilityModesSelectLecturers=0
AddPauseAfterEachHour=0
IgnoreConflictIfEnoughHours=0
FindConflictsScheduleReservation=0
FindConflictsReservationReservation=1
GenerateCourseCompatibility=1
turnoffdetailedcourseinfo=1
doNotDisplayCourseCodesonSchedule=1
  
```

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

Lecturer's Obligations

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)

The number of allocated hours for the entire school year.

Course type.

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.

Print Close

Not Yet Inserted To Schedule
Inserted To Schedule

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 deduce the required information without blocking performance, hence getting the exact information about the lecturer's anticipated activities. The following picture shows the situation when there is no disabled activity of some lecturer:

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		Business Design , tutorial, ALTMAN, B-003
08:30 - 09:00	BAM3-1		BAM3-5
09:00 - 09:30			

The activity of this professor is not disabled.

Lecturer's Obligations

ANDREW ALTMAN

Anticipated Hrs. 404.0

Allocated Hrs. 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 lecturer (in this case the activity of the course "Business Design" and the same lecturer Mr. Andrew Altman):

The screenshot displays the 'Lecturer's Obligations' window for Andrew Altman. At the top, a dropdown menu shows 'Lecturer: ALTMAN ANDREW'. Below this is a timetable grid for Monday, Tuesday, and Wednesday. A green callout box points to a disabled activity on Monday at 07:00-07:30, stating: 'Disabled activity of one turn from this professor.' The main grid shows two active activities: 'Business Design, tutorial, ALTMAN, B-003' (BAM3-1) on Monday and 'Business Design, tutorial, ALTMAN, B-003' (BAM3-5) on Wednesday. A context menu is open over the Monday activity, listing options: New, Edit, Edit This Week, Delete, Delete This Week, Swap, Swap This Week, View By Weeks, Locked, Mark, Force, and ☒ Disable. Below the timetable, a table titled 'Lecturer's Obligations' for ANDREW ALTMAN shows the following data:

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)

Anticipated Hrs: 402.0, Allocated Hrs: 402.0. A green callout box points to the 'All Hours' column, stating: 'The disabled turn is excluded from the allocated hours of this professor.'

Programs

For working with programs, select the **Edit | Programs** option from the *menu*.

A new window for working with programs is displayed:

The screenshot shows the 'Program descriptions' window. It contains a table with the following columns: Name, Credits, Translation, Years, Code, City, and Color. The first row is 'undergraduate' with Credits '0.0', Years '3', and Code '1 / 1'. To the right of the table are buttons: Add, Delete, Sort, Move Up, Move down, Cancel, and Confirm.

- **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 this is done it stays even when the software is restarted – and as such is saved into the sml file or database.

- **Confirm**

Confirm changes.

- **Cancel**

Cancel changes.

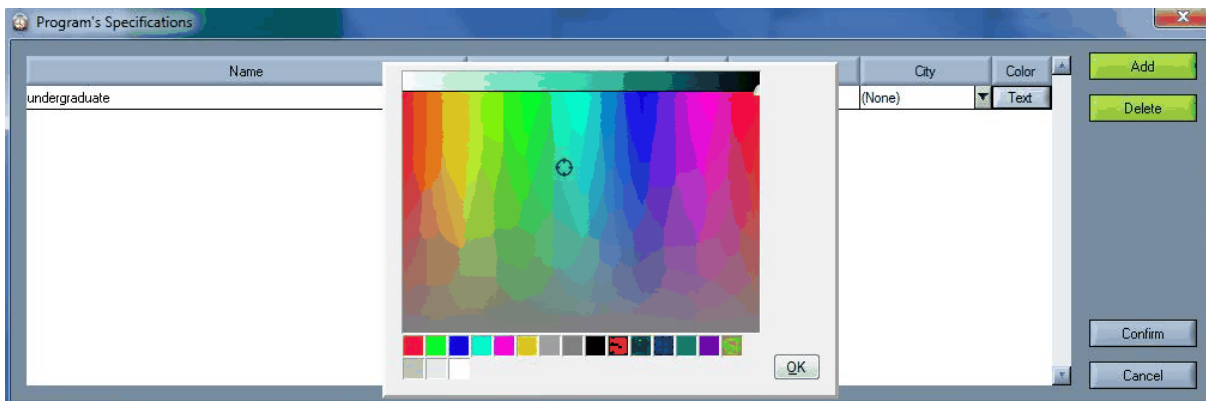
- **Points**

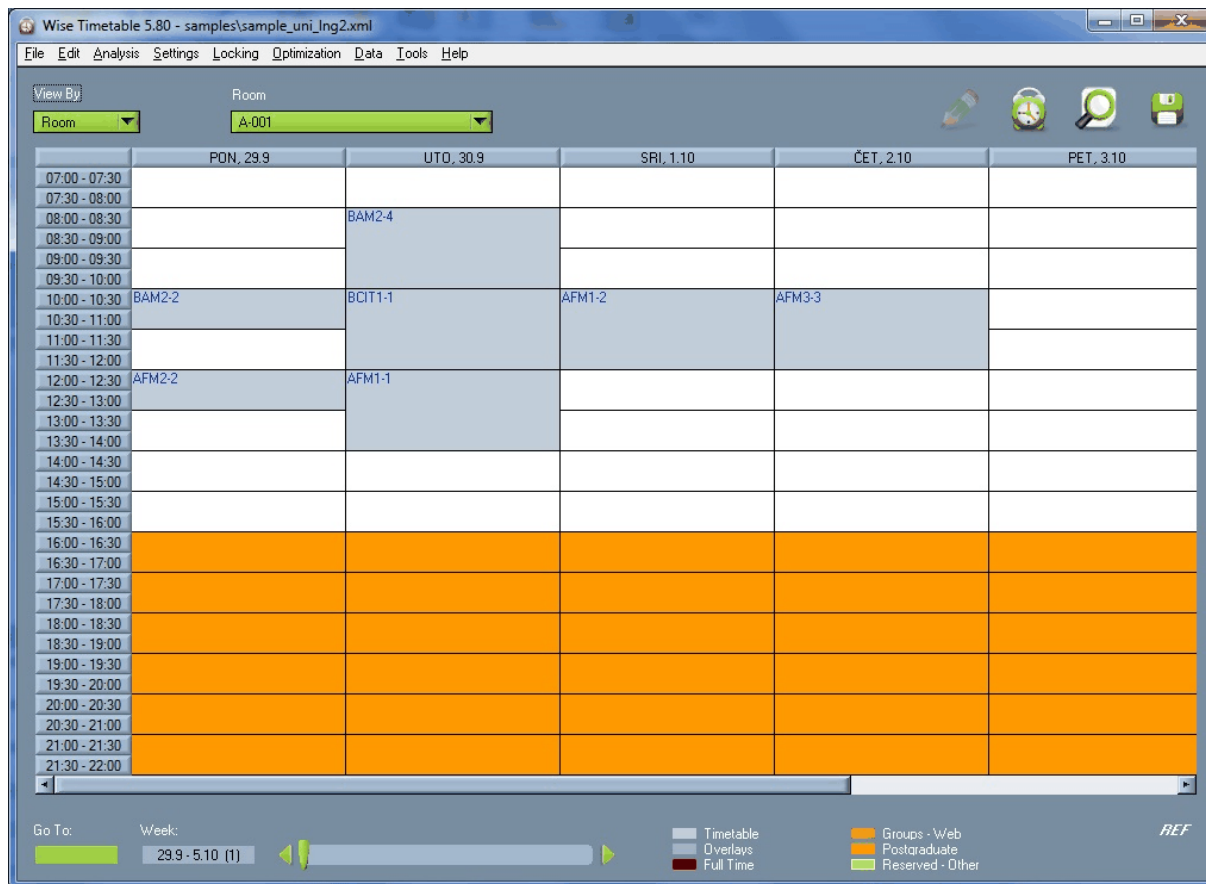
The option is used to determine how many points are needed to pass the program. If the points system is used in subject areas too, then the relevant number of points is the number of points in the subject areas. If the number of points in subject areas is 0, then the relevant number of points is the one in the program. To be able to use the points system you need to enable the *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 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 place. This field is not obligatory. Locations are set in **Settings** | *Edit Locations*.

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.

Subject Areas

Program: undergraduate Year: 1. Year

Name	Credits	Translation	Code	Students	Groups	Stud/Group
Business and Management	0.0		BAM	180	6	30
Accounting for Management	0.0		AFM	90	3	30
Business Computing and IT	0.0		BCIT	30	1	30
Business Research and Consultancy	0.0		BRC	30	1	30

Buttons: Add, Delete, Change Program, Copy To Program, Up, Down, Cancel, Confirm

- 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 study 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.

- **Credits** option is used to determine how many credits are needed to pass the subject area. If the credits system is used in subject areas too, then the relevant number of credits is the number of credits in the subject areas. If the number of credits in subject areas is 0, then the relevant number of credits is the one in the program. To be able to use the credits system you need to enable the *Course credits* option in Settings → Miscellaneous → General by checking Use credits system.

The screenshot shows a window titled "Subject Areas". At the top, there are two dropdown menus: "Program" (set to "undergraduate") and "Year" (set to "1. Year"). Below these is a table with the following data:

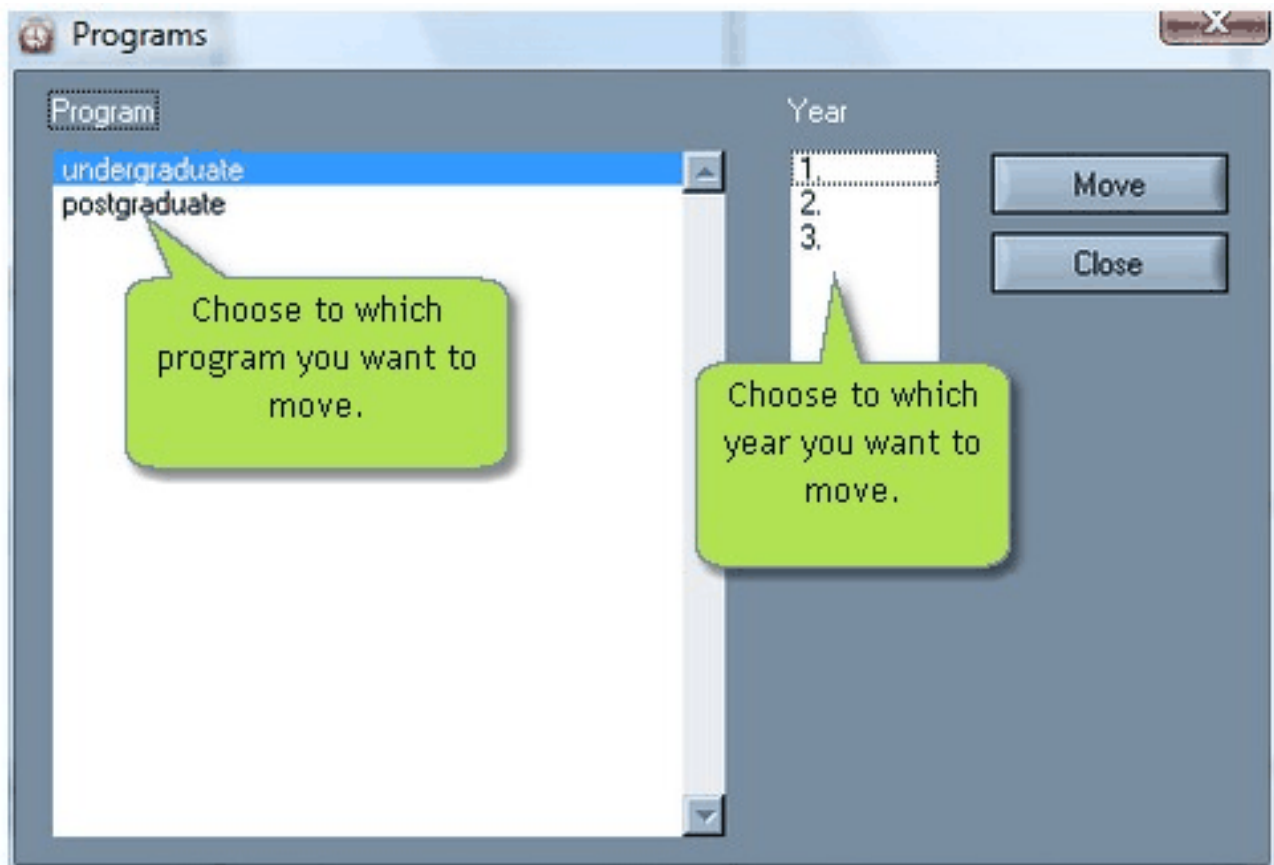
Name	Credits	Translation	Code	Students	Groups	Stud/Group
Business and Management	0.0		BAM	180	6	30
Accounting for Management	0.0		AFM	90	3	30
Business Computing and IT	0.0		BCIT	30	1	30
Business Research and Consultancy	0.0		BRC	30	1	30

To the right of the table is a vertical stack of buttons: "Add", "Delete", "Change Program", "Copy To Program", "Up", and "Down". At the bottom right are "Cancel" and "Confirm" buttons.

- **Change program**

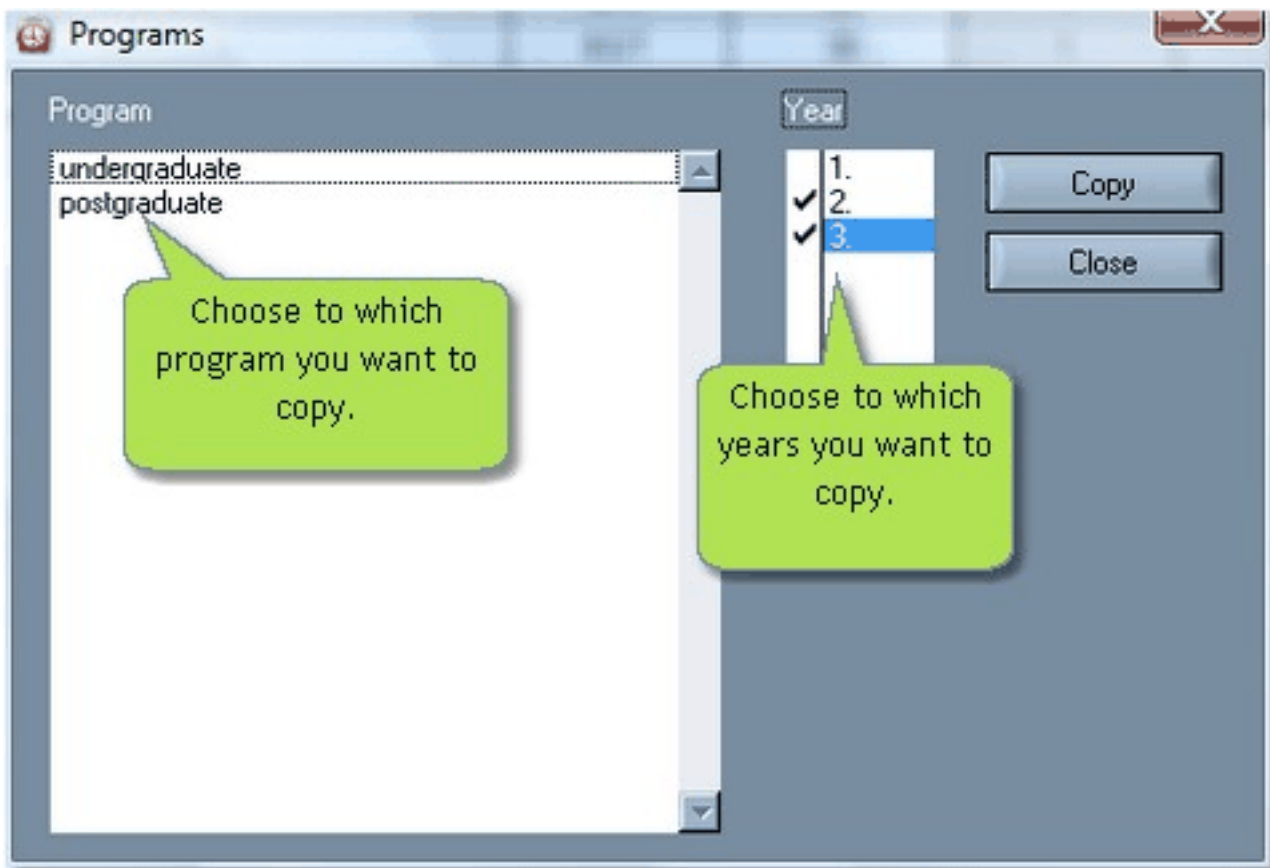
Move the subject area from the current program to a chosen one from the list. See the picture below.

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

Groups

For working with groups select **Edit | Groups** from the *menu*.

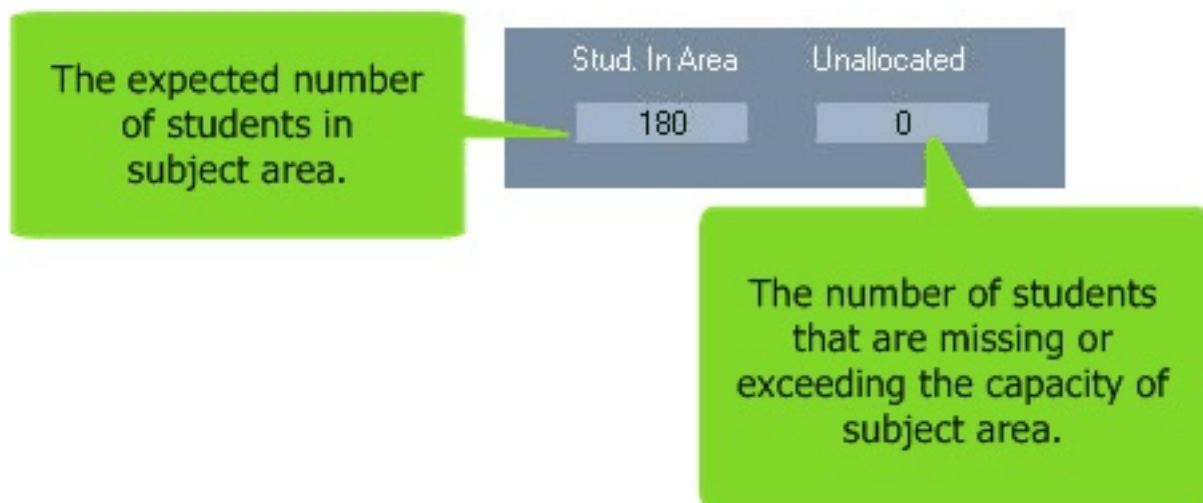
- In order to divide students into groups, first select the program to which you wish to distribute students. After selecting the program, choose the study year of the program and the subject area for that year.

Program: undergraduate Year: 1. Year Subject Area: Business and Management Stud. In Subject Area: 180 Unallocated: 0

Name	Size	Parent group	Class	Comment	Email	Code	Active
BAM1-6	30		0				1
BAM1-5	30		0				1
BAM1-4	30		0				1
BAM1-3	30		0				1
BAM1-2	30		0				1
BAM1-1	30		0				1

Buttons: Add, Edit, Delete, New, EMAIL, Goto Schedule, Cancel, Confirm, Edit Students, Distribute Students, Create all for courses, Release Groups, Distribute All Students, Release All Groups.

- 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 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	Size	Parent group	Class	Comment	Email	Code	Active
BAM1-6	30		0				1
BAM1-5	30		0				1
BAM1-4	30		0				1
BAM1-3	30		0				1
BAM1-2	30		0				1
BAM1-1	30		0				1

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 with regard to: tutorials, foreign languages, optional courses, ...

If you insert the parent group, it is necessary to write the name of the group in the "Name" column, and the number of students in the "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 the group in the "Name" column, and the number of students in the "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 e-mail addresses.

How does the automatic generation work?

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 any 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.

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 description - BAM1-6' window. On the left, there are several settings: 'Allowed hours for reservations' (0.00), 'Corresponding course (optional)' (None), 'Change owner to Assistant' (None), 'City' (None), 'Password for web' (empty), 'Custom hours/week' (10), 'Do not display online link' (checked), 'Ignore mandatory break' (checked), 'Warning hrs/week, level 1' (checked), 'Warning hrs/week, level 2' (checked), and 'Notification for web pages' (empty). The main area is a timetable grid with columns for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun) and rows for time slots (07:00 - 07:30 to 21:00 - 21:30). Some cells are greyed out, indicating blocked hours. A yellow callout box points to a greyed-out cell with the text: 'Grey hours are blocked - no class will be placed there. Click cells to toggle.' At the bottom, there are checkboxes for 'Copy to all groups in subject area', 'Copy to all groups in program', 'Copy to all groups in same year', and 'Copy to ALL other groups - all years'. A yellow callout box points to these checkboxes with the text: 'Copy these blocks to other groups in one go.' The bottom right has 'Confirm' and 'Cancel' buttons.

- Choose a city if groups take courses in different cities. Locations are set in **Settings | 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 the group's custom hours per day.
- Check '**Ignore mandatory break**', if there is no need for the break.
- 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 write maximum allowed occupancy of groups per week.

- Insert a web page note in '**Notification for web pages**'. Maximum allowed number of characters is 512.
- Choose who else besides the 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 button and choose *Add*. For more information about blockades see *Group reservation*.
- To edit/delete a group's 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.

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.

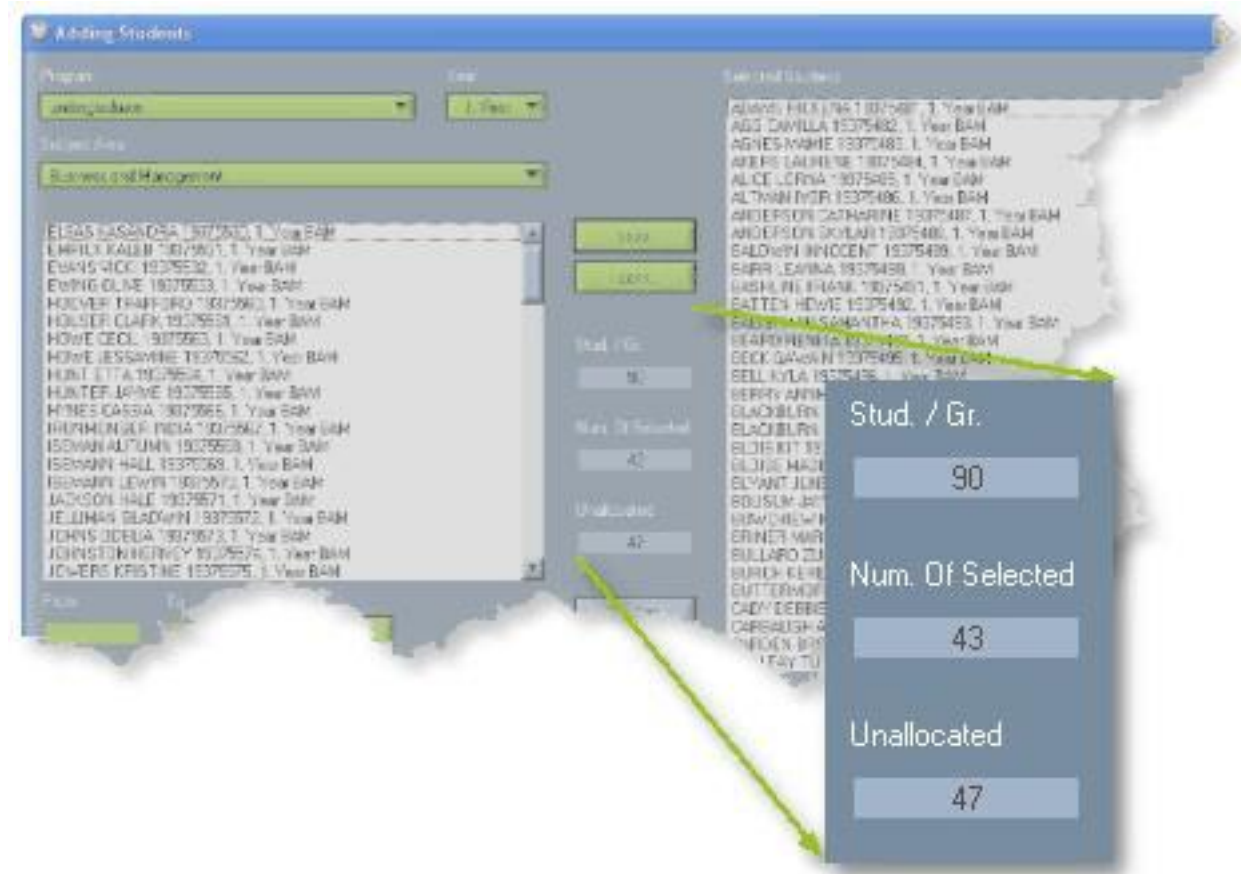
Students can be added or removed from a group.

- 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 for 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.

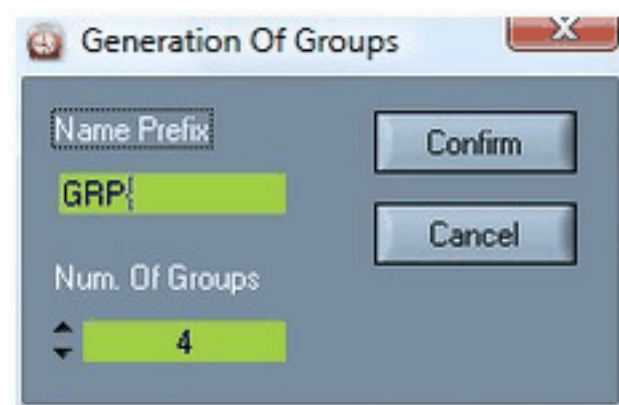


- If the capacity of a group is larger or smaller than the number of selected students, you can adjust the size of the group by checking the **Adjust group size** check box and clicking the **Confirm** button.
- When **show free only** is checked, only students who are not distributed in any other group will be shown. To see all students, do not check show free only.

Automatic generation of groups

For automatic generation of groups choose **Edit | Groups** in the *menu* and click **New**.

The fastest and the easiest way to create a certain number of groups with the same number of students is to automatically generate them.



To automatically generate groups in a subject area:

- Insert the prefix of the name of a group.

The actual names of groups are formed from the prefix that you have inserted, followed by the rank 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.

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*.

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 added to 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 the 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

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 is written in the **Hours** column. First, the weeks in which the group takes the course are 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 the group's obligations.

Group statistics

BAM1-6

Points: Anticipated Hrs. Allocated Hrs.

Planned vs allocated hours for the whole group.

Disabled Hrs.

Course	Group	Modality	Hours
Principles of Macroeconomics	BAM1-6	lecture	1-15:2+2
Principles of Macroeconomics	BAM1-6	tutorial	1-15:2
Principles of Microeconomics	BAM1-6	lecture	1-15:2+2
Principles of Microeconomics	BAM1-6	tutorial	1-15:2
Making Managerial Decisions	BAM1-6	lecture	21-36:2
Making Managerial Decisions	BAM1-6	tutorial	21-36:2
Effective Management Consultancy	BAM1-6	lecture	1-15:2
Effective Management Consultancy	BAM1-6	tutorial	1-15:2
Management Science Method	BAM1-6	lecture	1-15:2
Management Science Method	BAM1-6	seminar	1-15:1
Management Science Method	BAM1-6	tutorial	1-15:1

☐ 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.

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

Group Obligations

Group2

Points: Anticipated Hrs. Allocated Hrs.

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

☐ Not Yet Inserted To Schedule
☒ Inserted To Schedule

Print Close

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 this is done it stays even when the software is restarted – and as such is saved into the 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**

You can filter all the displayed courses by entering a certain character. The character entered is the "FILTER AID", which is defined inside the course.

- **Main Screen**

This option gets you back to the main screen.

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 four main input fields and a checkbox, each with a green callout box explaining its purpose:

- Course Name**: A text input field. Callout: "The name of the course."
- Name translation (optional)**: A text input field. Callout: "Translated name of the course."
- Code**: A text input field. Callout: "The code of the course."
- Selectable**: A checkbox. Callout: "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 a window for choosing subject areas will show up.

Course Name: Advanced Spreadsheet Systems

Student groups will be available from the following programs:

- 1. Business Computing and IT
- 2. Business Research and Consultancy

Select programs: Stud. Num: 60

Repeating type/weeks: Periodic (selected), Non-repeating, Modular - locked

Room attributes: computers, ForDisplay, phono equipment, microscope, 1st floor, 2nd floor

Course modality (tick to add): lecture, seminar, tutorial

The course name as students will see it.

Tick a modality to add it: lecture, seminar, tutorial.

The span of school-year weeks this course runs in.

Duration: 2+2

All sections: 1, Not scheduled: 0

Optimization timeframe: Any time

Color: Grey

Schedule - place this course into the timetable.

Not yet scheduled, Class is scheduled

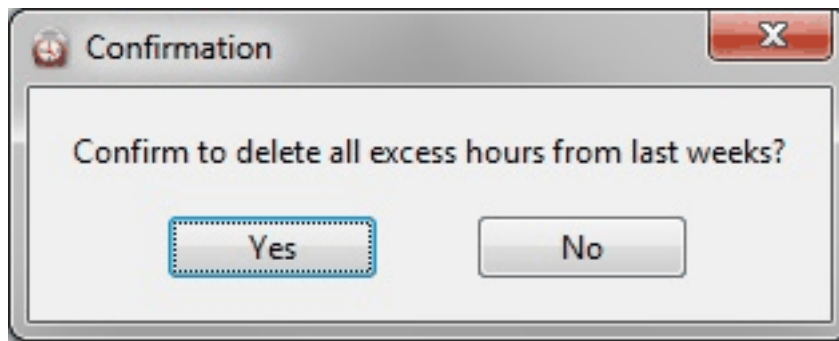
- You can choose whether the course is **periodical** or **modular**.
- Choose **periodical** if you want the course to be automatically generated into the timetable. In this case insert the duration of the course (in hours) per week.
- Choose **modular** if you want to insert the course into the timetable manually. In this case insert the full duration of the course (all hours). When you insert the course in the timetable, it is automatically *locked*. When a modular course's hours are exceeded, the system asks if excess hours should be deleted automatically.

Course Style

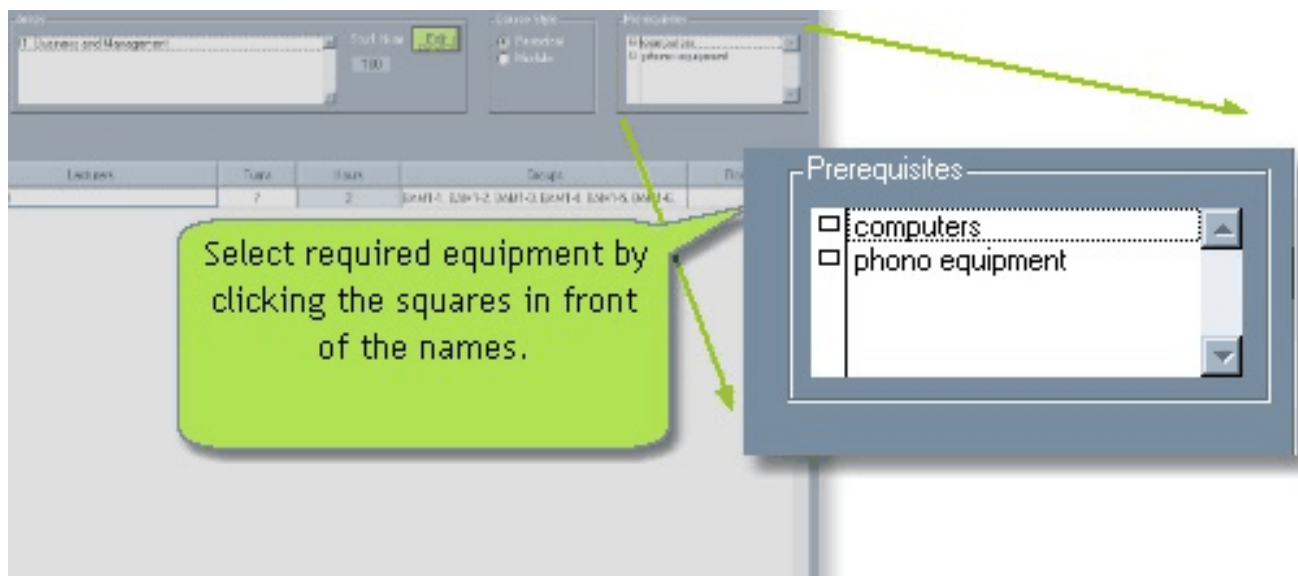
Periodical, Modular (selected)

All Hours: 40, Duration: 2

Duration Details, Duration Details



- You can select additional equipment that is needed for the execution of the course. To define these **prerequisites** go to *equipment*.

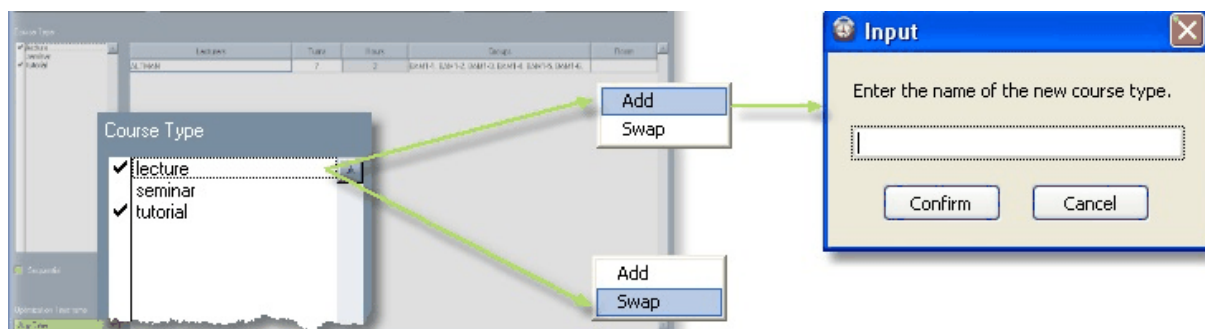


- Every course can have different course types, for instance: lectures, tutorials, seminars, computer exercises etc.

To define these types go to the *course type* section.

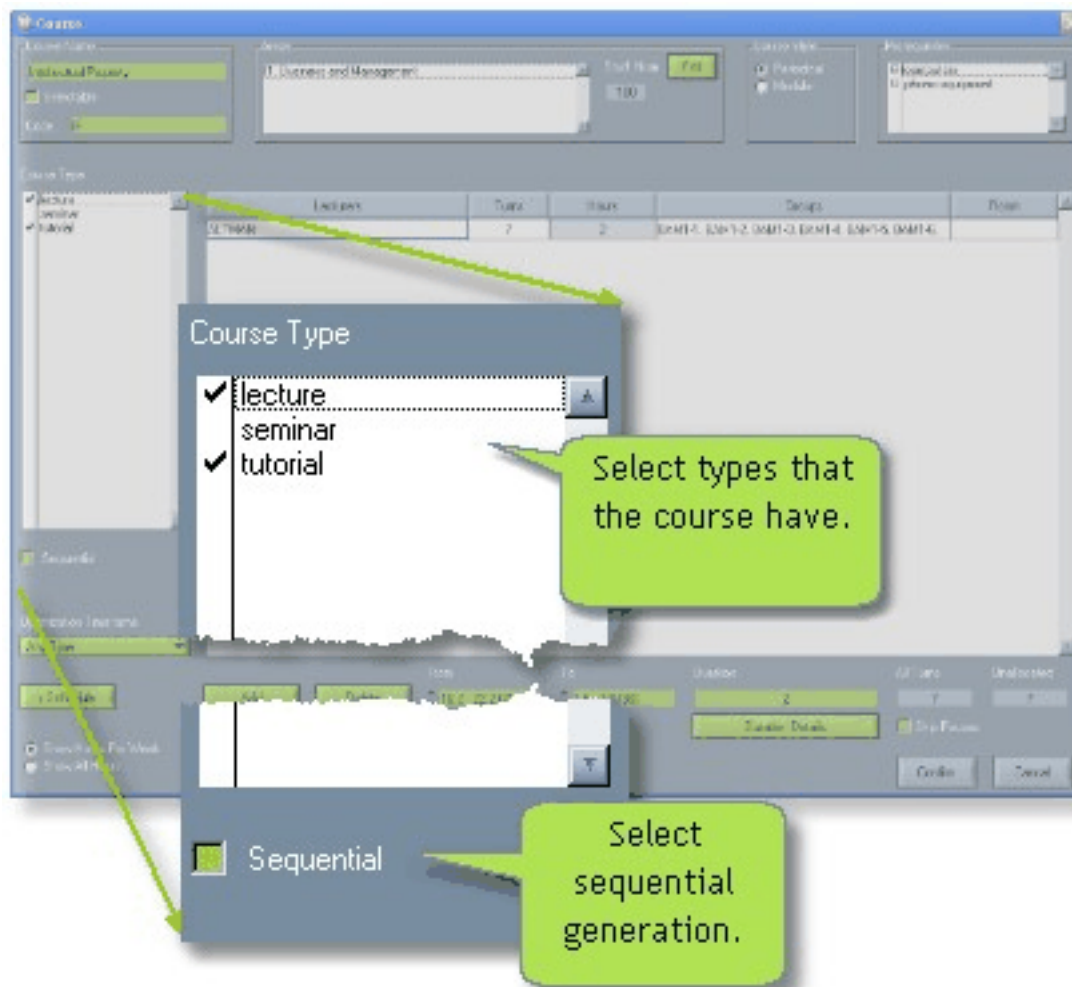
A course type can also be added if you click with the right mouse button on the list of course types and select Add.

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

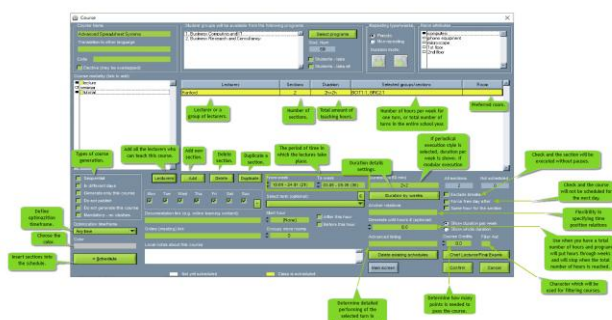


You can choose course types for the course by checking them in the list. For every selected type you can enter different lecturers, groups, schedules etc. in the right part of the window.

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. on Monday), then the seminar (e.g. on Tuesday), and the tutorial at the latest time (e.g. on 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 the number of turns, choose groups and a room. The 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 lecturers who can teach this course open **Lecturers** and choose lecturers. Chosen lecturers can be selected for substitutions.
- The fields **From** and **To** determine a period of time when the lectures will take place. You can choose the week by clicking the up or down arrow, or click with the left mouse button 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 to be displayed. Choose **show all hours** if you want all hours in the whole school year to be displayed.
- If there is a need for the course to start at some particular time, choose that time at **Start hour**. If you check **After this hour** after choosing the starting hour, the course will not start before the selected hour. If you check **Before this hour** after choosing the starting hour, the course will be performed only till the 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 the 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 another day in a week, write 1+2.

Duration details button works only if periodical course style is selected. If you press it, a new window will open. In the first column, the weeks of duration which you chose in the fields From and To are written. In the second column enter the number of hours in the chosen week. With the Copy button you can copy the duration to other weeks. E.g. if a course has the same number of hours in every week, enter the number of hours only in the first week, enter 1 in the field Copy step and press Copy. If the course is taught every second week, enter the number of hours only in the first week, enter 2 in the field Copy step and press Copy.

Detail duration settings

Duration per week: Term:

21 (1)	2+2	
22 (2)	2+2	
23 (3)		
24 (4)		
25 (5)		
26 (6)	2+2	
27 (7)	2+2	
28 (8)	2+2	
29 (9)	2+2	
30 (10)	2+2	
31 (11)	2+2	
32 (12)	2+2	
33 (13)	2+2	
34 (14)	2+2	
35 (15)	2+2	
36 (16)	2+2	

Copy Step: 2

Copy

Copy.

Cancel

Confirm

Enter the number of hours in the selected week.

Enter the copy step.

Weeks of duration.

Copy.

- Anchor relations** gives unprecedented flexibility in specifying time position relations between various course parts. It is possible to define one or more anchors for one turn, and once an anchor is set, it cannot be moved. Every anchor relation has the following format: ANCHOR+N(d/h), but the format can also be like this: ANCHOR. ANCHOR here is a number, representing a “virtual reference” to a course part (turn). Every anchor must be defined at some turn at least once. Example: 1+2d → the anchor relation tells us the following: we are going to generate this part at least 2 days after the 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 a desired weekly distribution. The software distributes 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. The option is set separately for each selected turn. If the number »0« is there, then generating until hours is ignored.
- Advanced timing** option is used to determine the detailed performing of the selected turn in individual days/weeks. In the Advanced timing box write whether the selected turn is performed on individual days. See examples in the following pictures:

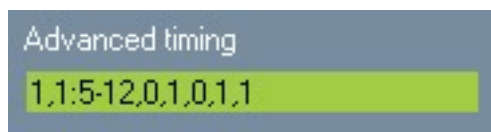


In this example you can declare on which days the selected turn will be performed.

0 - the selected turn will not be performed on a particular day

1 - the selected turn will be performed on a particular day

Note that there are always seven characters separated by commas 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, the software will automatically write the missing ones.



- If you want a turn to execute without pauses, select the **Skip pauses** function. You can select this function if you have *time labels* divided on one hour and a lecture lasts two hours, but you want the lecture to be shown in the timetable only for one hour and a half.
- **Force free day after** function is used if a course's lectures or other activity are scheduled for today and the next day needs to be free of that course.
- **Generate only this course** - in the next generation 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 the whole timetable, but not a particular course, check the **Do not generate this course** option.
- **Points** option is used to determine how many points are needed to pass the course.
- **Filter Aid** - enter a 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 only certain categories in the course selection screen. The filter is located in the menu Edit → Courses.
- **Optional settings for final exams - Course Parts** and **Optional settings for final exams - Whole Course** are used when a course part and/or the whole course need a final exam. See more about these options at *Select Final Exam Course*.
- Click the **>Schedule** button to make or modify the schedule for the selected lecturer.
- If two groups have courses in different weeks and have a different number of hours, then create two lines in the table. Add the first group in the first line and define weeks and number of hours. Then add the second group in the second line and define different weeks and a different number of hours.

- A group can be selected to only one turn (you cannot select it to more turns).
 - a) E.g. if two lecturers have the same lectures on different days (e.g. one on Monday and the other on Tuesday) and therefore you have to select all groups for both lecturers, choose one of the following options:
 1. Create two courses and then select the first lecturer for the first course and the second lecturer for the second course.
 2. Create another *course type* with a similar name as lecture (for example lectures, add one space at the end of the word lecture, etc.). So you will have two course types.

Tick the first lecture, insert the first lecturer and select all groups.

Then tick the second lecture, insert the second lecturer and again select all groups.

Because automatic generation can schedule both lecturers on the same day, we suggest you insert the lecture in the timetable manually (and lock it).

- b) E.g. if a lecture is taught in two turns and students themselves 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 a similar name as lecture (for example lectures, add one space at the end of the word lecture, etc.). So you will have two course types.

Tick the first lecture, insert a lecturer and select all groups.

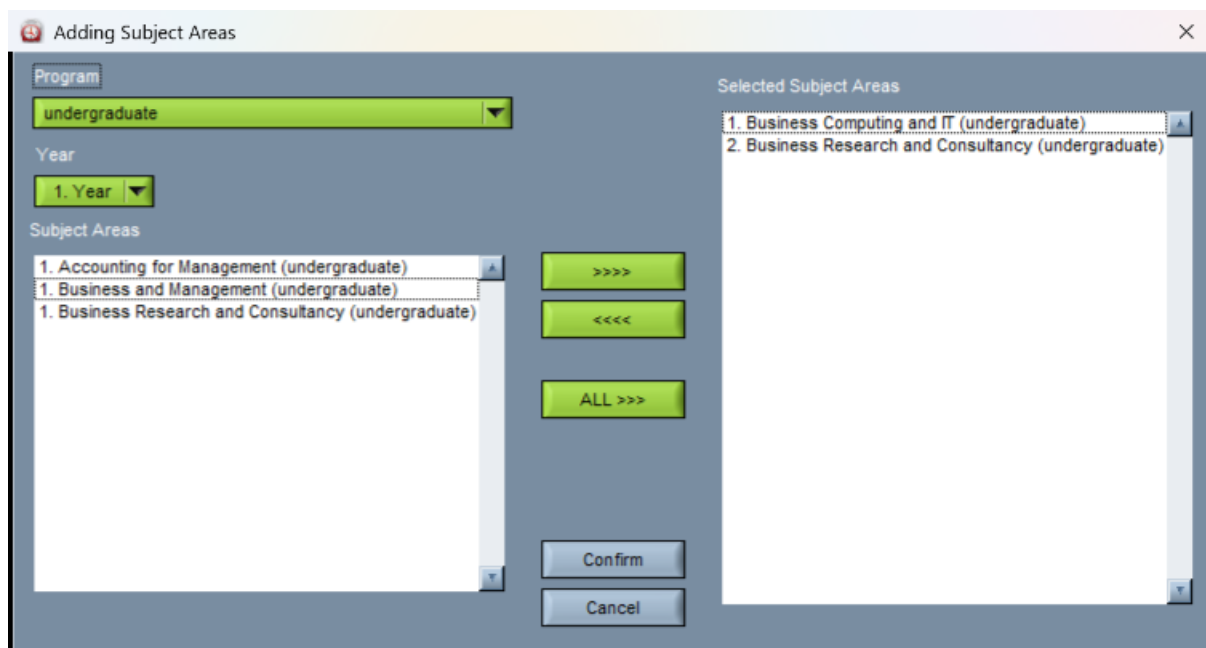
Then tick the second lecture, insert the same lecturer and again select all groups.

Choose subject areas for a course

For choosing subject areas for a course select **Edit | Course** in the *menu* and then click **Edit**. Then click the **Select programs** button in the window for editing courses.

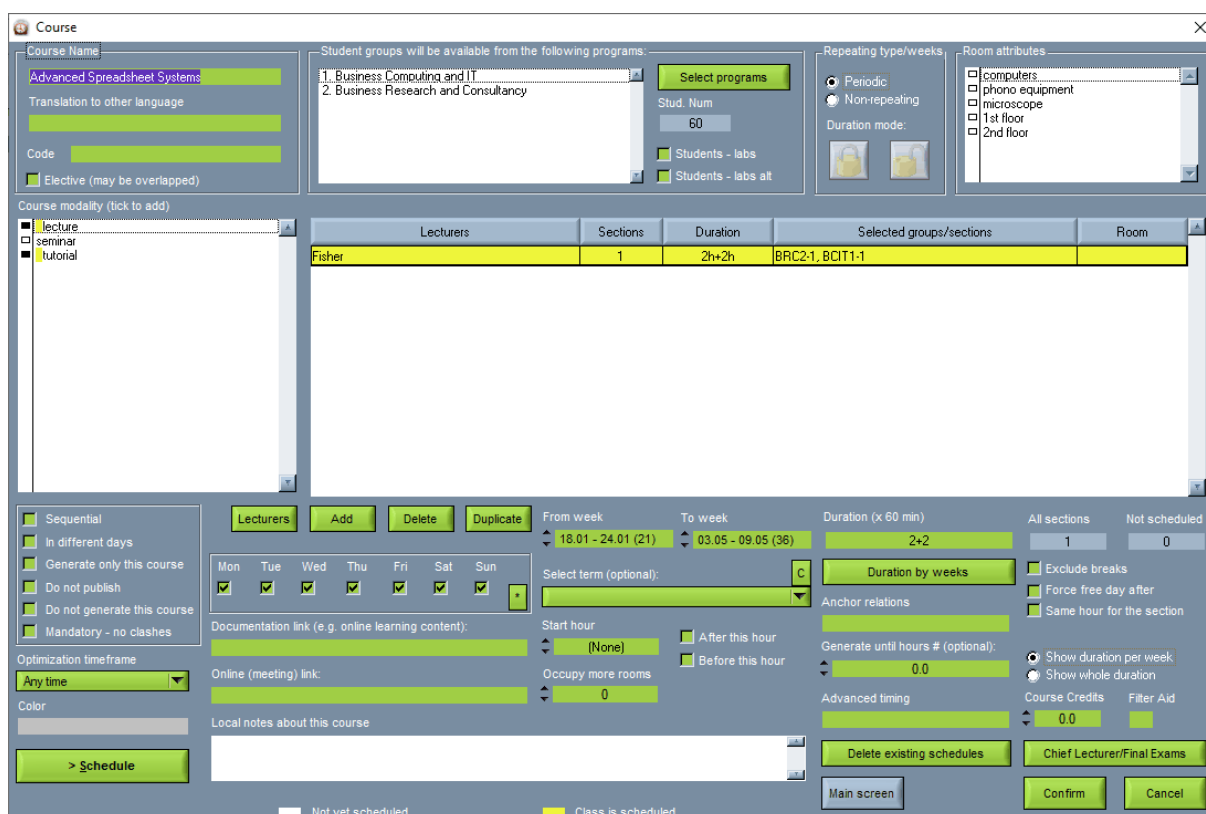
One course can feature within different subject areas. You can choose which subject areas share the same course.

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



Edit fields

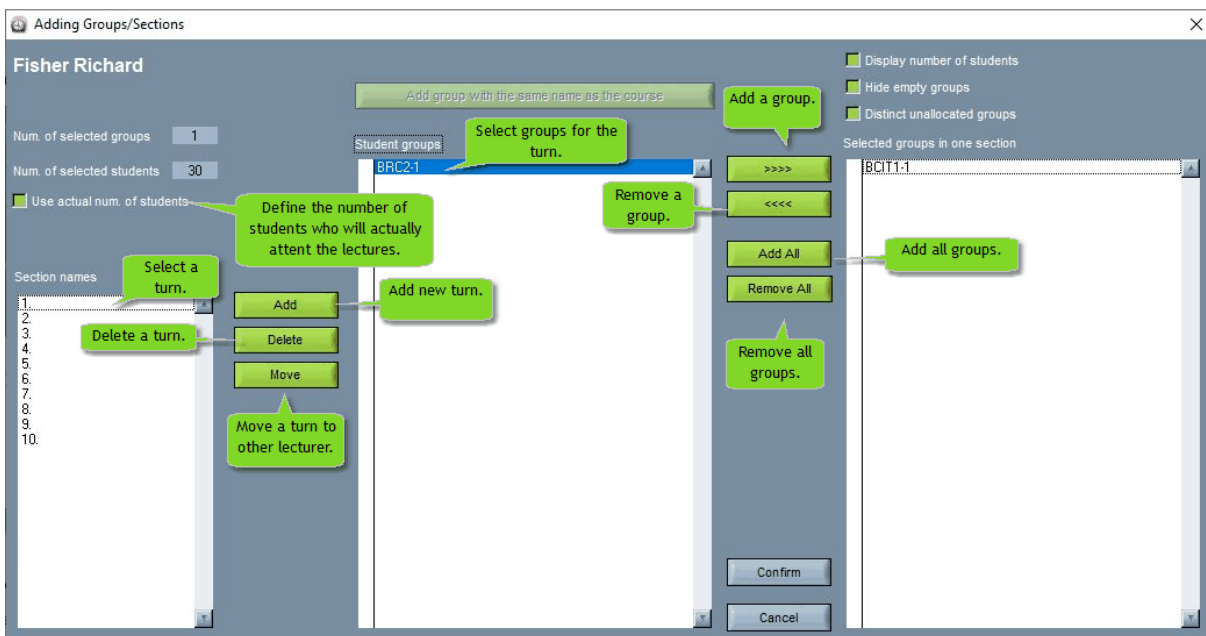
- Create a new line in the table by clicking the **Add** button. To insert or edit fields in the table, double-click them.



- When you double-click the **lecturers**, you can select or deselect them from the list. Select a lecturer, or more than one lecturer, by clicking on their names. When you are done with selecting lecturers for a course click the **Confirm** button. If you want to deselect them, just click on their names again.



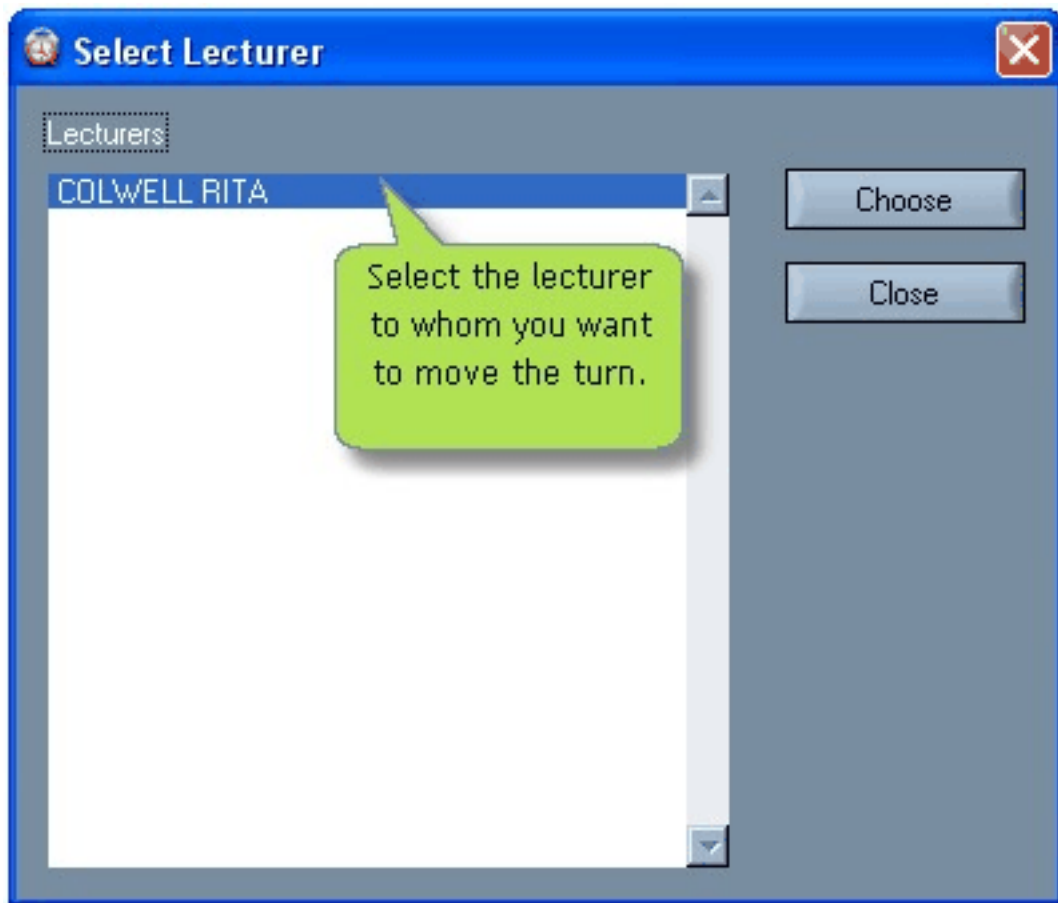
- By double-clicking **Turns**, you can define how many turns the selected lecturer has. **Turns** mean that the lecturer can have the same lecture (e.g. exercise) more than once per week (for different groups).
- By double-clicking the **groups**, you can select which groups are in which turn.



First select the turn which the groups attend.

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

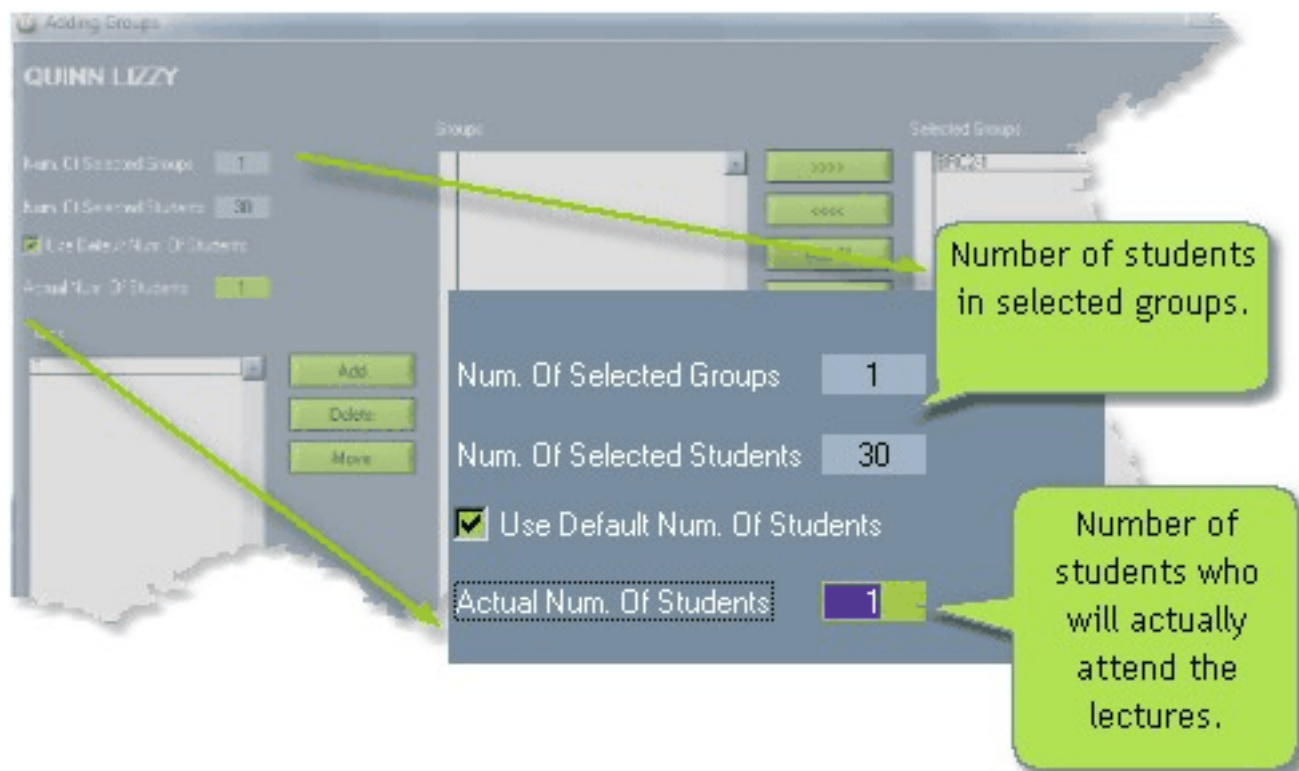
You can move turns to another lecturer, who also gives the course, with the **Move** button.



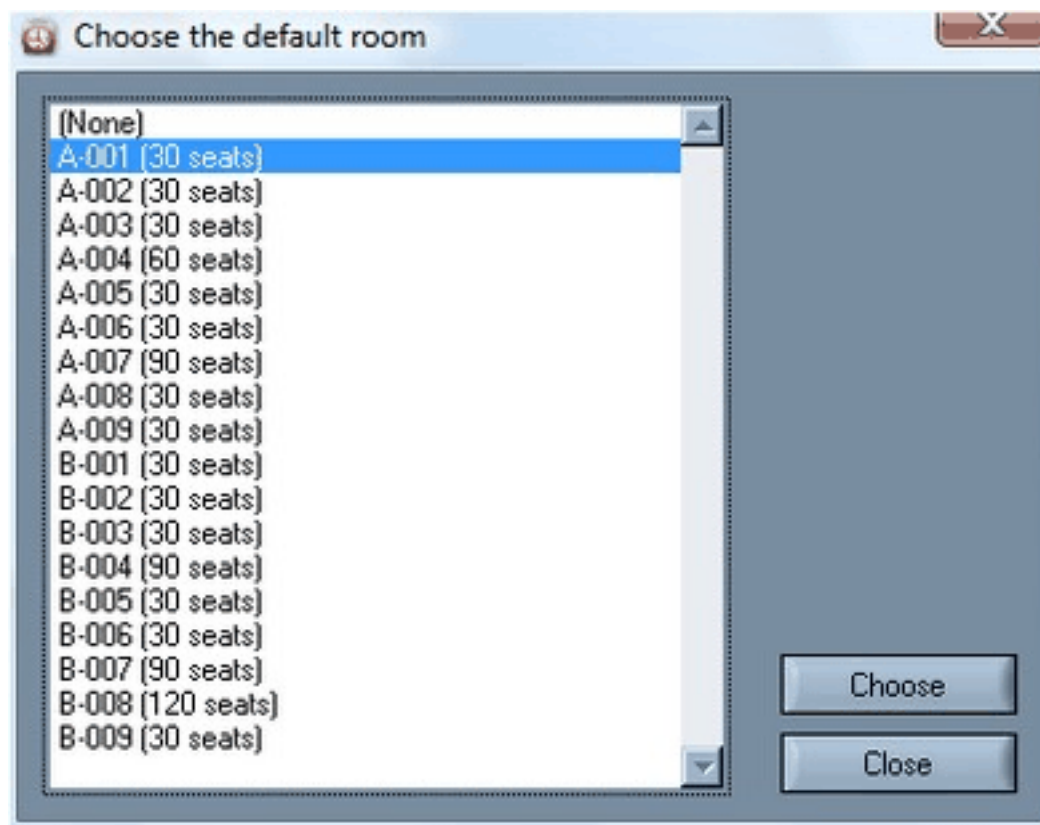
You can select a group by double-clicking it in the Group field, or with the right arrow button. You can add only specific groups by checking them and then clicking the right arrow. You can add all groups with the **Add all** button.

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. Normally the number of students who attend the lectures should be equal to the number of students in the selected group. However, you can alter that number if you are certain that fewer 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 below.

Start hour

▲ (None) ▼

☐ After this hour

☐ Before this hour

When we click on this option in editing courses, a 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 lecturer will teach only starting from that time. This is seen in the following picture:

02. 07:30

03. 08:00

04. 08:30

05. 09:00

06. 09:30

07. 10:00

08. 10:30

✓ 09. 11:00

10. 11:30

11. 12:00

12. 12:30

13. 13:00

14. 13:30

15. 14:00

16. 14:30

17. 15:00

18. 15:30

19. 16:00

20. 16:30

21. 17:00

22. 17:30

23. 18:00

24. 18:30

25. 19:00

26. 19:30

27. 20:00

28. 20:30

29. 21:00

30. 21:30

09. 11:00

stud. Num

0

Edit

Duration

1-12:2, 13-15:3

Group

To

4.1 - 10.1 (15)

☒ After this hour

☐ Before this hour

This option is by default set to (None) – which means the activity can be placed during the whole day. If you check the **After this hour** box, then the course will start any time after the time you selected in **Starting hour**. If you check the **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 the detailed performing of the selected turn in individual days/weeks. In the Advanced timing box write whether the selected turn is performed on individual days. See examples in the following pictures:

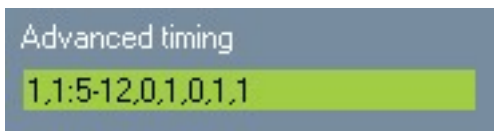


In this example you can declare on which days the selected turn will be performed.

0 - the selected turn will not be performed on a particular day

1 - the selected turn will be performed on a particular day

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



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

0 - the selected turn will not be performed on a particular day

1 - the selected turn will be performed on a particular day

To specify the time in a 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 the 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) with commas.

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 a need that some courses are never generated, check **Modular** in 'Course style'. When the course is modular, there is no need for entering the weekly duration field, only the total number of hours. Click on the '> Schedule' button to distribute total hours among the weeks.
- The option called **Force free day after** is used if a course's lectures or other activity are scheduled for today and the next day needs 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 the lecturer is unable to come the day after because he has lectures of that course in some other location that next day, etc.

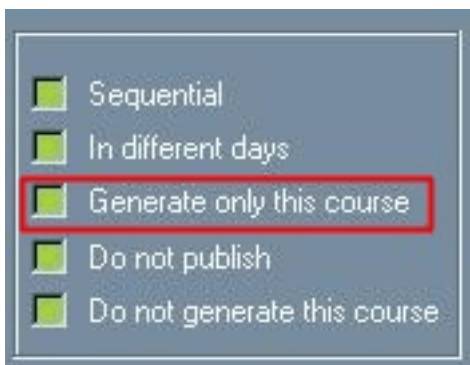


The **Skip Pauses** option is used when a course can be performed without pauses.

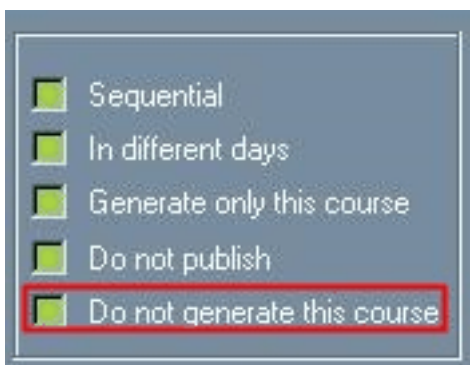


Make always visible option - when you change lecturers on the main screen (right mouse click -> Edit) a new turn is created, and with this option ON the turns are visible. The option is enabled only for turn parts that are created automatically, in other words when you change a lecturer on the main screen.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

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



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



Also, if you set in Miscellaneous (*Settings* -> *Miscellaneous*) that Saturdays and Sundays are not generated, this course will not be generated on those days - as 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

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

☐ Generate also first weekend day

☐ Generate also second weekend day

☒ Allow Empty Day For Lecturers

☒ Allow M+N Lectures In Neighboring Days

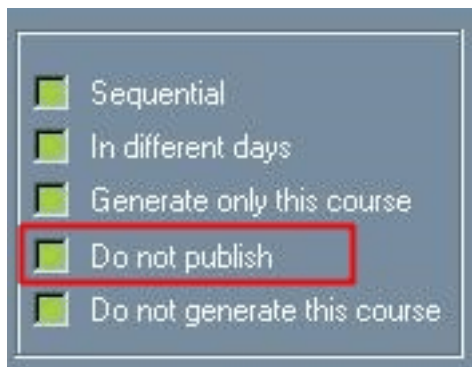
☐ Anchors with hour relations are on same day

Maximum Hours Per Day
Lecturers 10 Groups 10

Maximum Hours Per Week
Lecturers 70 Groups 70

Default Confirm Cancel

When the changes made should not be seen on the web, check the **Do not publish** box. The 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

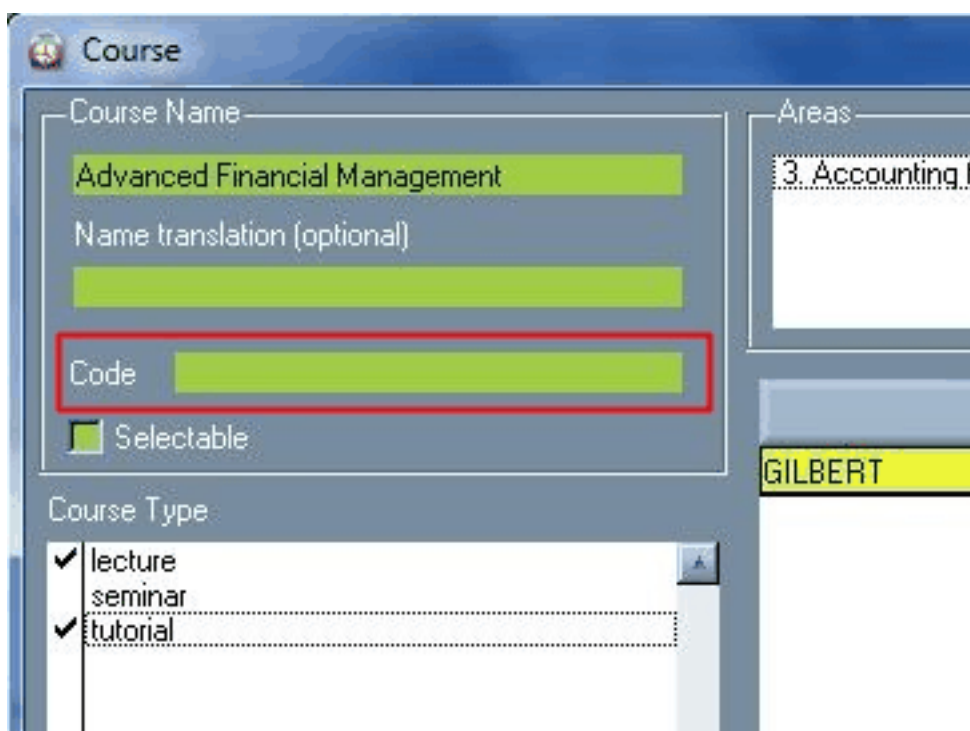
You can also set an option that regulates on which days a particular course is allowed to take place, so each turn will be generated only on the days you checked. Those are the check boxes at the bottom of the screen when editing courses, shown on the pictures below - so you can check the days on which you want this course's turns to be generated. But for example if you choose only Monday to generate some turn and set a 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 the formula 1+1 means two turns on two different days in a week.



Mon	Tue	Wed	Thu	Fri	Sat	Sun
☒	☒	☒	☒	☒	☒	☒

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

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

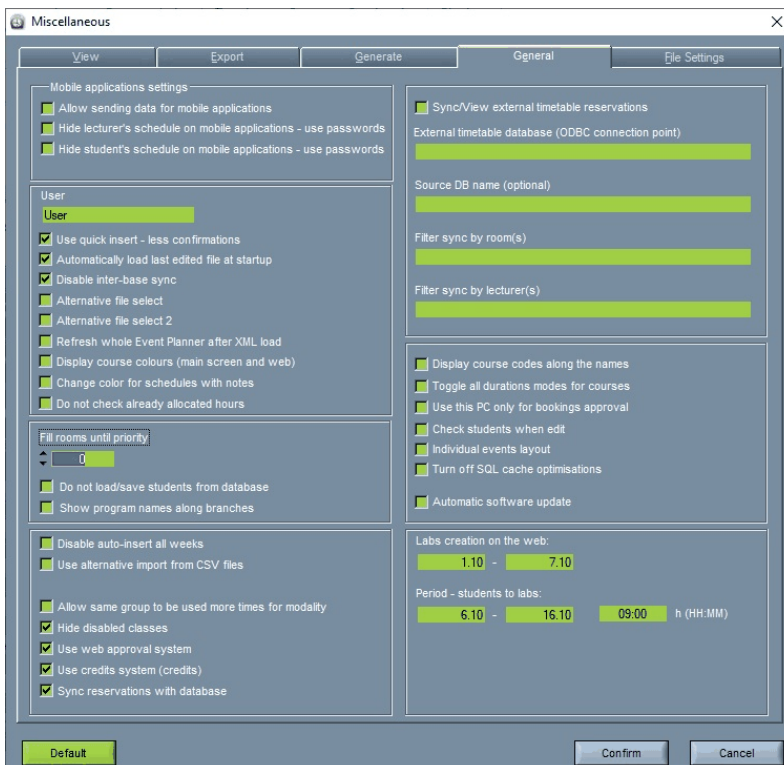


Course
 Course Name: Advanced Financial Management
 Name translation (optional):
 Code:
☒ Selectable
 Course Type:
☒ lecture
☒ seminar
☒ tutorial
 Areas: 3. Accounting for...
 GILBERT

You can turn the display of these codes in the timetable on or off (Program files → Wise Timetable → wtt.scheme) by setting the value equal to 1 if you don't want them to be shown and equal to 0 if you want course codes to be shown in the timetable. Here's how it looks in Notepad (in our case it is turned off):



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



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 Name: Advanced Financial Management

Name translation (optional):

Code:

☒ Selectable

Course Type:

- ☒ lecture
- ☒ seminar
- ☒ tutorial

Sequential ☐

In different days ☐

Generate only this course ☐

Do not publish ☐

Do not generate this course ☐

Optimization Timeframe: Any Time

> Schedule

Areas: 3. Accounting for Management

Lecturers	Turns
GILBERT	3

Select a turn you want to insert.

Lecturers Add Delete

Mon Tue Wed Thu Fri Sat Sun

☒ ☒ ☒ ☒ ☒ ☒ ☒

Optional settings for final exams - Course Parts:

☐ Need final exam ☐ Course part is major Exam supervisor: J

Optional settings for final exams - Whole Course:

☐ Course is major Exam supervisor: P

From: 29.9 - 5.10 (1)

Start hour: (None)

Not To Schedule Inserted To Schedule

Press >Schedule button.

- 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.

Occupancy check [X]

All 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

Selected Lecturers

Wood Margaret

All Groups

BAM1-6
BAM1-5
BAM1-4
BAM1-3
BAM1-2
BAM1-1
AFM1-3
AFM1-2
AFM1-1

Selected Groups

AFM3-3
AFM3-2
AFM3-1

Room

A-001 (30)
A-002 (30)
A-003 (30)
A-004 (60)
A-005 (30)
A-006 (30)
A-007 (30)
A-008 (30)
A-009 (30)
B-001 (30)

Legend Of Reservations

Not Reserved
Reserved
Meeting
Exam
Self-study activities
Labs
Other

Period

From: 18.01 - 24.01 (21) To: 18.01 - 24.01 (21)
And all weeks as defined in turn

	Mon, 18.1	Tue, 19.1	Wed, 20.1	Thu, 21.1	Fri, 22.1	Sat, 23.1	Sun, 24.1
07:00 - 07:30						LB	
07:30 - 08:00						LB	
08:00 - 08:30	RA LA GA	RA LA GA	RA LA GA	LA		LB	
08:30 - 09:00	RA LA GA	RA LA GA	RA LA GA	LA		LB	
09:00 - 09:30	RA LA GA	RA LA GA	RA LA GA	LA		LB	
09:30 - 10:00	RA LA GA	RA LA GA	RA LA GA	LA		LB	
10:00 - 10:30	RA GA	RA GA	RA LA GA	RA LA			
10:30 - 11:00	RA GA	RA GA	RA LA GA	RA LA			
11:00 - 11:30	RA GA	RA GA	RA LA GA	RA LA			
11:30 - 12:00	RA GA	RA GA	RA LA GA	RA LA		LB	
12:00 - 12:30	RA LA GA	RA LA GA	LA GA	RA LA GA		LB	
12:30 - 13:00	RA LA GA	RA LA GA	LA GA	RA LA GA		LB	
13:00 - 13:30	RA LA GA	LA GA	LA GA	RA LA GA		LB	
13:30 - 14:00	RA LA GA	LA GA	LA GA	RA LA GA		LB	
14:00 - 14:30	RA LA GA	GA	LA GA	LA		LB	
14:30 - 15:00	RA LA GA	GA	LA GA	LA		LB	
15:00 - 15:30	RA LA GA	GA	LA GA	LA		LB	
15:30 - 16:00	RA LA GA	GA	LA GA	LA		LB	
16:00 - 16:30				GA	GA	LB	
16:30 - 17:00				GA	GA	LB	
17:00 - 17:30				GA	GA	LB	
17:30 - 18:00				GA	GA	LB	
18:00 - 18:30						LB	
18:30 - 19:00						LB	
19:00 - 19:30						LB	
19:30 - 20:00						LB	
20:00 - 20:30						LB	
20:30 - 21:00						LB	
21:00 - 21:30						LB	
21:30 - 22:00						LB	

RA Room Allocated LA Lecturer Allocated GA Group Allocated RB Room Blocked LB Lecturer Blocked GB Group Blocked

Close

- 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 **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.

Schedule class - ALL PLANNED WEEKS

Program: undergraduate Year: 3. Year Edit

Subject Area: Accounting for Management

Applied Econometrics and Forecasting

Advanced Financial Accounting

Advanced Financial Management

Company Law

Competition Policy and Economic Regulation

Contemporary Issues in Human Resource Management

Effective Teamwork

Entrepreneurial Management

Applied Econometrics and Forecasting, lecture, Miles, section 1 (90:AFM3-1, AFM3-2, AFM3-3)

Applied Econometrics and Forecasting, lecture, Goodman, section 1 (30:BRC2-1)

Applied Econometrics and Forecasting, tutorial, Colwell, section 1 (30:AFM3-1)

Applied Econometrics and Forecasting, tutorial, Colwell, section 2 (30:AFM3-2)

Applied Econometrics and Forecasting, tutorial, Colwell, section 3 (30:AFM3-3)

Applied Econometrics and Forecasting, tutorial, Turner, section 1 (30:BRC2-1)

Room: 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) B-001 (30) B-002 (30) B-003 (30) B-004 (90)

Student groups: BRC2-1

Change lecturer: /X/ Goodman Amanda

Day: Monday From: 08:00 Duration: 2h Section name:

From: 09.02 - 15.02 (21) To: 25.05 - 31.05 (36) S2 (15)

Confirm Cancel

Not Yet Inserted To Schedule Inserted To Schedule

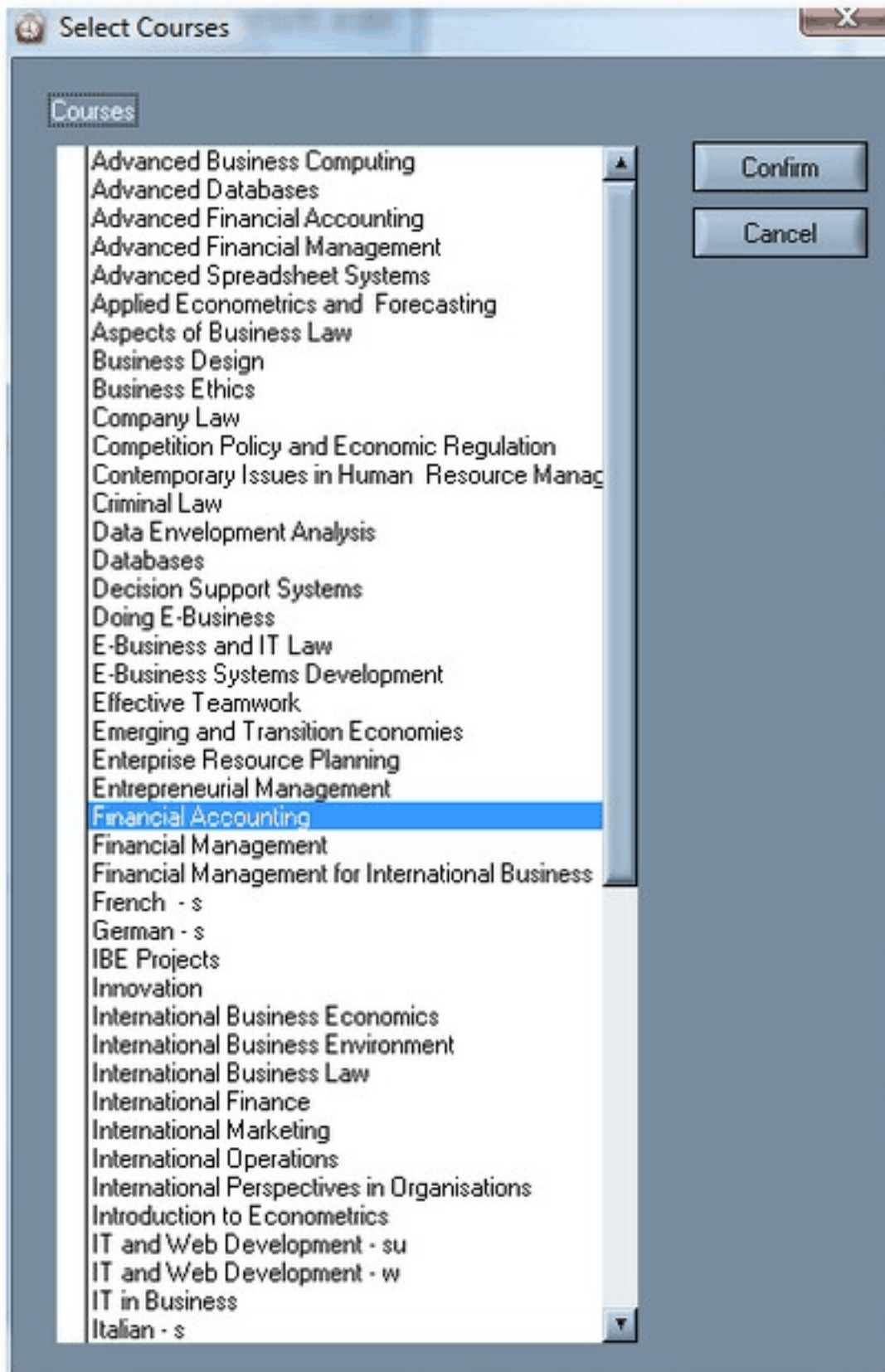
- You can change the time period when you wish the lecture to take place, as well as the day and the starting time of the lecture.
- You can change the duration of one lecture.
- When you are finished with changing data, click the **Confirm** button to insert the turn. If you do not want to insert the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

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.



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 teach 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 are written. Second, the number of hours that the group has 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.
- 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 upper right corner in the **Anticipated hrs** field, the number of all anticipated hours of the course is written.

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

Course's Statistics

Intellectual Property

Anticipated hrs. 448.00
Allocated hrs. 448.00
Disabled hrs. 0.00

Every lecturer teaching this course, with sections and weekly hours.

Lecturer	Subjects	Sections	Course Type	Hrs/week	Total hrs
Altman Andrew	Business and Management, Business Computing and IT	BAM1-1, BAM1-2, BAM1-3, BAM1-4, BAM1-5, BAM1-6, BCIT1-1	lecture	21-36:2 (x7)	224.00 (224.00)
Reynolds Paul	Business and Management, Business Computing and IT	BAM1-1, BAM1-2, BAM1-3, BAM1-4, BAM1-5, BAM1-6, BCIT1-1	tutorial	21-36:2 (x7)	224.00 (224.00)

☐ Not yet inserted to Schedule
☒ Inserted to Schedule

Close

The lecturers 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.

Select Final Exam Course

For choosing a Final Exam course select **Edit | Course** in the *menu* and double-click on the course.

Courses

Program: Year:

Subject Area:

Search: Find next

☐ Hide course details in table below
☐ Show only final exam courses
☐ Show only major courses

Courses

Advanced Spreadsheet Systems [1,2; lecture: 21-36;2+2, tutorial: 21-36;2+2]
 Advanced Business Computing [1,3; lecture: 21-36;2, tutorial: 21-36;2]
 Aspects of Business Law [1,2; lecture: 1-15;2, tutorial: 1-15;1]
 Applied Econometrics and Forecasting [2,3; lecture: 21-36;2, , tutorial: 21-36;2]
 Advanced Financial Accounting [3; lecture: 1-15;2, tutorial: 1-15;2]
 Advanced Financial Management [3; lecture: 1-15;2, tutorial: 1-15;2]
 Databases [2; lecture: 1-15;2, tutorial: 1-15;2]
 Decision Support Systems [1,2; lecture: 1-15;2, , seminar: 1-15;1, , tutorial: 1-15;1]
 Business Design [3; lecture: 1-15;2, , tutorial: 1-15;2]
 Business Ethics [3; lecture: 1-15;2+2, tutorial: 1-15;2+2]
 Doing E-Business [2; lecture: 21-36;2+1, tutorial: 21-36;2]
 Criminal Law [2,3; lecture: 1-15;2, tutorial: 1-15;1]
 Company Law [3; lecture: 21-36;2+2, tutorial: 21-36;2]
 Competition Policy and Economic Regulation [3; lecture: 21-36;2, tutorial: 21-36;2]
 Contemporary Issues in Human Resource Management [3; lecture: 21-36;2, tutorial: 21-36;2]
 Data Envelopment Analysis [3; lecture: 21-36;2+2, tutorial: 1-1+1]
 E-Business and IT Law [1,2,3; lecture: 21-36;2+1, tutorial: 21-36;2+2]
 Effective Teamwork [2,3; lecture: 1-15;2, tutorial: 1-15;2]
 Emerging and Transition Economies [2; lecture: 21-36;2, , tutorial: 21-36;2]
 Effective Management Consultancy [1,2; lecture: 1-15;2, , tutorial: 1-15;2]
 E-Business Systems Development [1,3; lecture: 21-36;2, tutorial: 21-36;2]
 Financial Accounting [1; lecture: 1-15;2, seminar: 1-15;2, tutorial: 1-15;2]
 Enterprise Resource Planning [2; lecture: 21-36;2+2, tutorial: 21-36;2]
 Financial Management [1; lecture: 21-36;2, seminar: 21-36;2]
 French - s [1,2; lecture: 21-36;2, tutorial: 21-36;1]
 IBE Projects [1; lecture: 21-36;2+2, tutorial: 21-36;2+2]
 German - s [1,2; lecture: 21-36;2, tutorial: 21-36;2]

Web notification:

☐ Show only modular courses
☐ Show only courses with notes
☐ Hide empty - without course parts

☐ Classes not scheduled
☐ Classes scheduled

Save course notification Import Final Exam Data Close

New Delete Edit Up Down Sort All Main Screen FILTER: Remove courses Add course

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

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

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

To save changes click 'Confirm'.

Final Exam Settings

Optional settings for final exams - Course Parts

☐ Need final exam

☐ Course part is major

Exam supervisor: Miles Steve

Attribute 1 *

Attribute 2 *

Equipment *

Optional settings for final exams - Whole Course

☐ Need final exam

☐ Course is major

Exam supervisor: Miles Steve

Attribute 1 *

Attribute 2 *

Equipment *

☐ Many students attend final exam for this course - plan additional rooms

☐ Check neighbours for these large student groups (above)

Save and Close Cancel

To import Final Exam course data automatically from the 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 a final exam and/or are major, mark 'Show only final exam courses' and/or 'Show only major courses'.



Students

To view data about the students, select the **Edit | Students** option from the *menu*.

A new window for viewing students is displayed.

Students

Program: undergraduate Year: 1. Year Subject Area: Business and Management Num. of students: 180 Num. of selected: 180

ID	Surname	Name	Email	Subject Area	Year
19375481	Adams	Rickena			1
19375482	Agg	Camilla			1
19375483	Agnes	Mamie			1
19375484	Akers	Laurene		BAM [BAM1-1]	1
19375485	Alice	Lorna		BAM [BAM1-1]	1
19375486	Altman	Ivor		BAM [BAM1-1]	1
19375487	Anderson	Catharine		BAM [BAM1-1]	1
19375488	Anderson	Skylar		BAM [BAM1-1]	1
19375489	Baldwin	Innocent		BAM [BAM1-1]	1
19375490	Barr	Leanna		BAM [BAM1-1]	1
19375491	Bashline	Frank		BAM [BAM1-1]	1
19375492	Batten	Hewie		BAM [BAM1-1]	1
19375493	Baughman	Samantha		BAM [BAM1-1]	1
19375494	Beard	Renita		BAM [BAM1-1]	1
19375495	Beck	Gawain		BAM [BAM1-1]	1
19375496	Bell	Kyla		BAM [BAM1-1]	1
19375497	Berkheimer	Bram		BAM [BAM1-1]	1
19375498	Berry	Annmarie		BAM [BAM1-1]	1
19375499	Blackburn	Burton		BAM [BAM1-1]	1
19375500	Blackburn	Heather		BAM [BAM1-1]	1
19375501	Blois	Kit		BAM [BAM1-1]	1
19375502	Bloise	Madelyn		BAM [BAM1-1]	1
19375503	Blyant	June		BAM [BAM1-1]	1
19375504	Bousum	Jayne		BAM [BAM1-1]	1
19375505	Bowchiew	Kenneth		BAM [BAM1-1]	1
19375506	Brandenburg	Harriette		BAM [BAM1-1]	1
19375507	Briner	Marcus		BAM [BAM1-1]	1
19375508	Bullard	Zubin		BAM [BAM1-1]	1
19375509	Burch	Keren		BAM [BAM1-1]	1
19375510	Buttmore	Lorin		BAM [BAM1-1]	1

Buttons: Add, Delete, Courses, Import, Set Password, Delete All, Update students, Close

Legend: ☐ Default courses, ☐ Not in group, ☒ In group

Callouts: "How many students the current filter shows." (pointing to Num. of students), "Assign this student's courses." (pointing to Subject Area)

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,
- study year for the program and
- subject area for the program.
- **Add**

Manually add 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 field 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 the import from a CSV file; besides Data → Import data from CSV file → Import Students, it can also 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 (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 the **credits system** is in use, then the names of students that don't have enough points are written in red. The program finds which groups a student belongs to and sums all points.

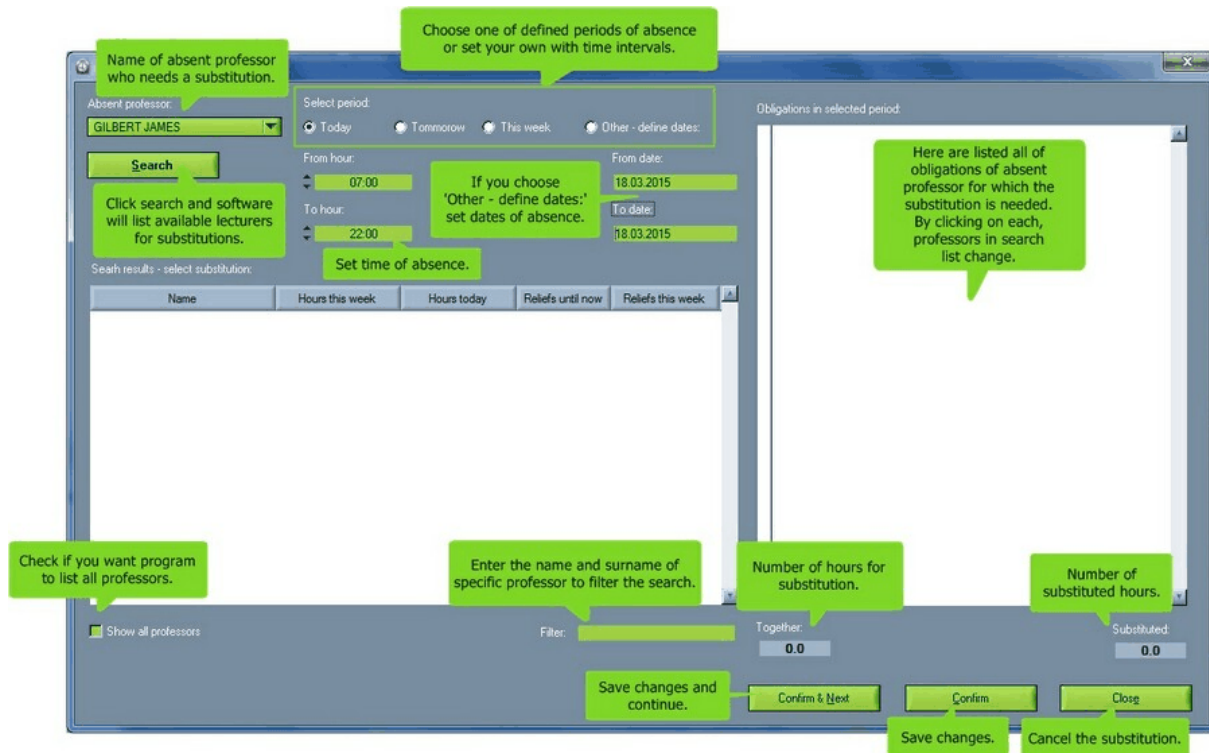
Student's courses

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

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

Substitutions

In the sub-menu **Substitutions** make a replacement for an absent lecturer.



'Absent professor' - choose the absent lecturer.

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

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

'Search results - select substitution' - the list of available lecturers for substitution.

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

'Show all professors' - click to see the list of all lecturers.

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

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

'Confirm' - save all changes you made.

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

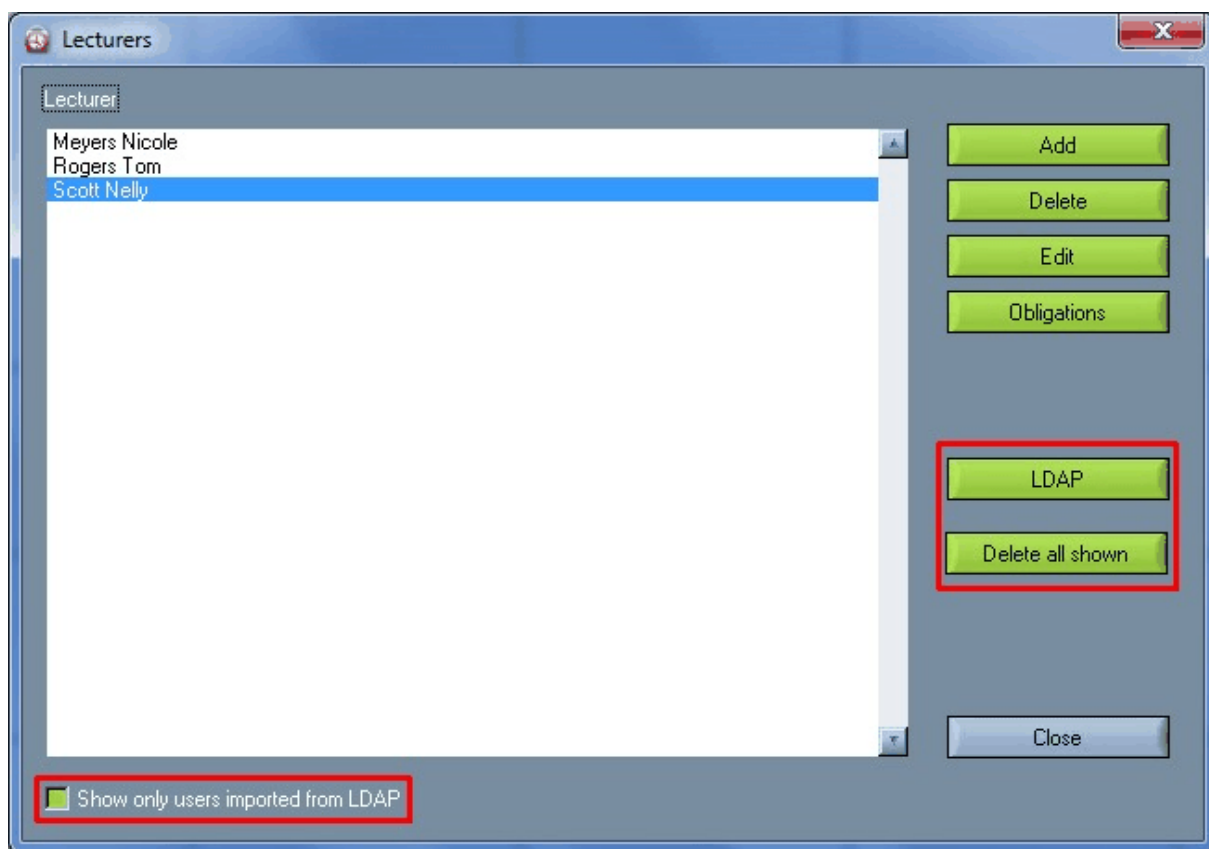
LDAPAttributeSURNAME=sn

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 lecturers from active directory integration, mark **'Show only users imported from LDAP'**

'Delete all shown' deletes 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 a notification.



Data imported in this way are: name, surname, e-mail, notes.

All users imported from LDAP will have an '(LDAP)' note in Notes.

Web

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

The web pages code will not be taken; the system will go directly to active directory codes.

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

For enabling LDAP functions on web applications you need to enable it in the PHP server too - change 'extension extension=php_ldap.dll' in 'php.ini'.

You also need to copy dll files from the php directory into c:(Note: not system32!). Those files are:

- libeay32.dll
- libsasl.dll
- ssleay32.dll.

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 schedules for them at the same time.

For a quick review of all rooms use *View rooms* from the *menu*.

View lecturers shows the occupancy of lecturers and their 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*.

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.

Wise Timetable 15.1 - c:\Program Files (x86)\Wise Timetable\samples\sample_uni_jhg2.xml

File Edit Analysis Settings Locking Optimization Data Tools Help

View By: Rooms Room: A-001

Mon, 10.11 Tue, 11.11 Wed, 12.11 Thu, 13.11 Fri, 14.11

07:00 - 07:30

07:30 - 08:00

08:00 - 08:30 Theories of HRM,tutorial

08:30 - 09:00 Miles

09:00 - 09:30 A-001

09:30 - 10:00 BAM2-1

10:00 - 10:30 Management Science Method,Baker

10:30 - 11:00 A-001,BAM1-5

11:00 - 11:30 Management Science Method,Baker

11:30 - 12:00 A-001,BRC3-1

12:00 - 12:30 International Business Environment,tutorial

12:30 - 13:00 Baker

13:00 - 13:30 A-001

13:30 - 14:00 BAM2-3

14:00 - 14:30

14:30 - 15:00

15:00 - 15:30

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

Choose what the grid shows:
rooms, lecturers, groups,
courses or students.

Edit mode - unlock the grid to
move and change classes.

Automatic generation -
build the whole timetable
in one run.

Week navigation - jump to any
date or step week by week.

Go To: Weeks: 10.11 - 10.11 (8)

Disable web reservations Database is active

Wise Timetable 15.1 - c:\Program Files (x86)\Wise Timetable\samples\sample_uni_jhg2.xml

File Edit Analysis Settings Locking Optimization Data Tools Help

View By: Rooms Room: A-001

Mon, 30.3 Tue, 31.3 Wed, 1.4 Thu, 2.4 Fri, 3.4

07:00 - 07:30

07:30 - 08:00

08:00 - 08:30 Applied Econometrics and Forecasting,lecture

08:30 - 09:00 Goodman

09:00 - 09:30 A-001

09:30 - 10:00 BRC2-1

10:00 - 10:30 E-Business and IT Law,tutorial

10:30 - 11:00 Miles

11:00 - 11:30 A-001

11:30 - 12:00 AFM2-1

12:00 - 12:30 International Business Economics,tutorial

12:30 - 13:00 Wolfe

13:00 - 13:30 International Perspectives in Organisations,tutorial

13:30 - 14:00 Turner

14:00 - 14:30 A-001

14:30 - 15:00 AFM2-1

15:00 - 15:30

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

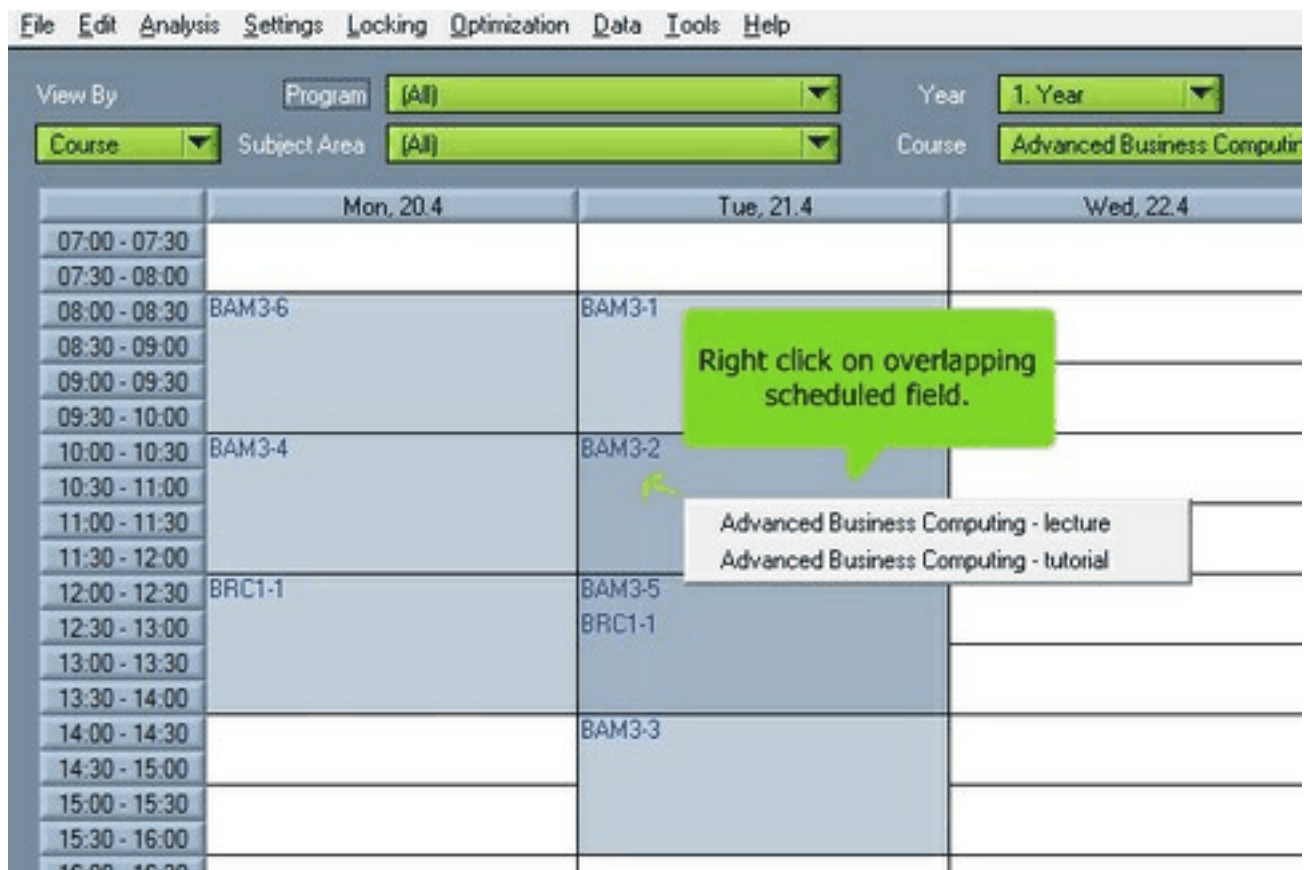
21:00 - 21:30

21:30 - 22:00

Go To: Weeks: 30.3 - 5.4 (28)

01.04.2026

Disable web reservations Database is active



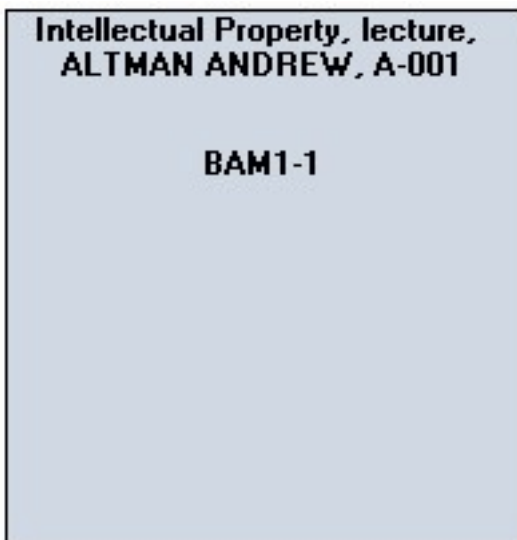
- Choose **New** for inserting a new course in the timetable.
- Choose **Add Reservation** to make a reservation for any entity.
- Choose **Edit** for editing a course for the entire school year, if the course takes place every day and at the same time. It leads directly into a *reservation edit screen*. Before this was possible only by editing corresponding entry – Room, Lecturer, Group, etc.
- Choose **Edit this week** for editing a course only for a chosen week (e.g. to displace the course within the chosen week). It 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 divided 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 **Change course type** to change the type of course.
- Choose **Edit Course** to edit a specific course.

- Choose **Add note/Custom hour** to add a comment about the course or the custom hour that the course will take place at.
- 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 an 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 a *basic view*, a check will be drawn on the timetable.



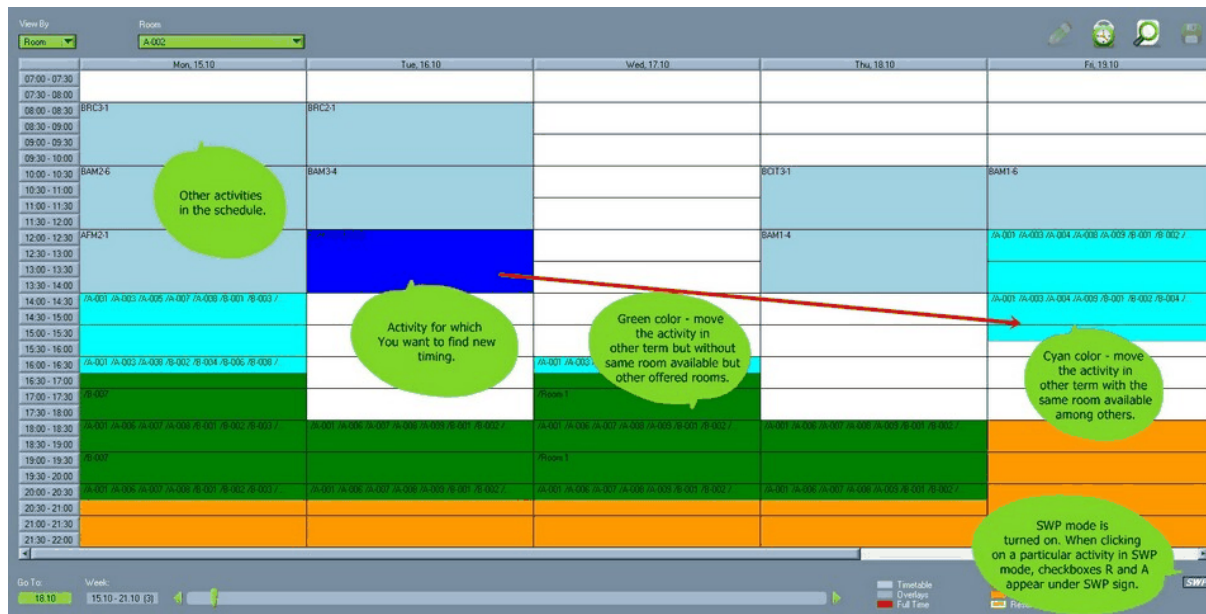
In *detailed view*, the inscription will be marked in bold.



- **Force** means that the activity is “active” and not red even if it holds a position on 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.
- **Disable** (the reverse option from Force) 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 complications such as the lecturer being late or unable to come, the group of students having some other obligations, the course being 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.

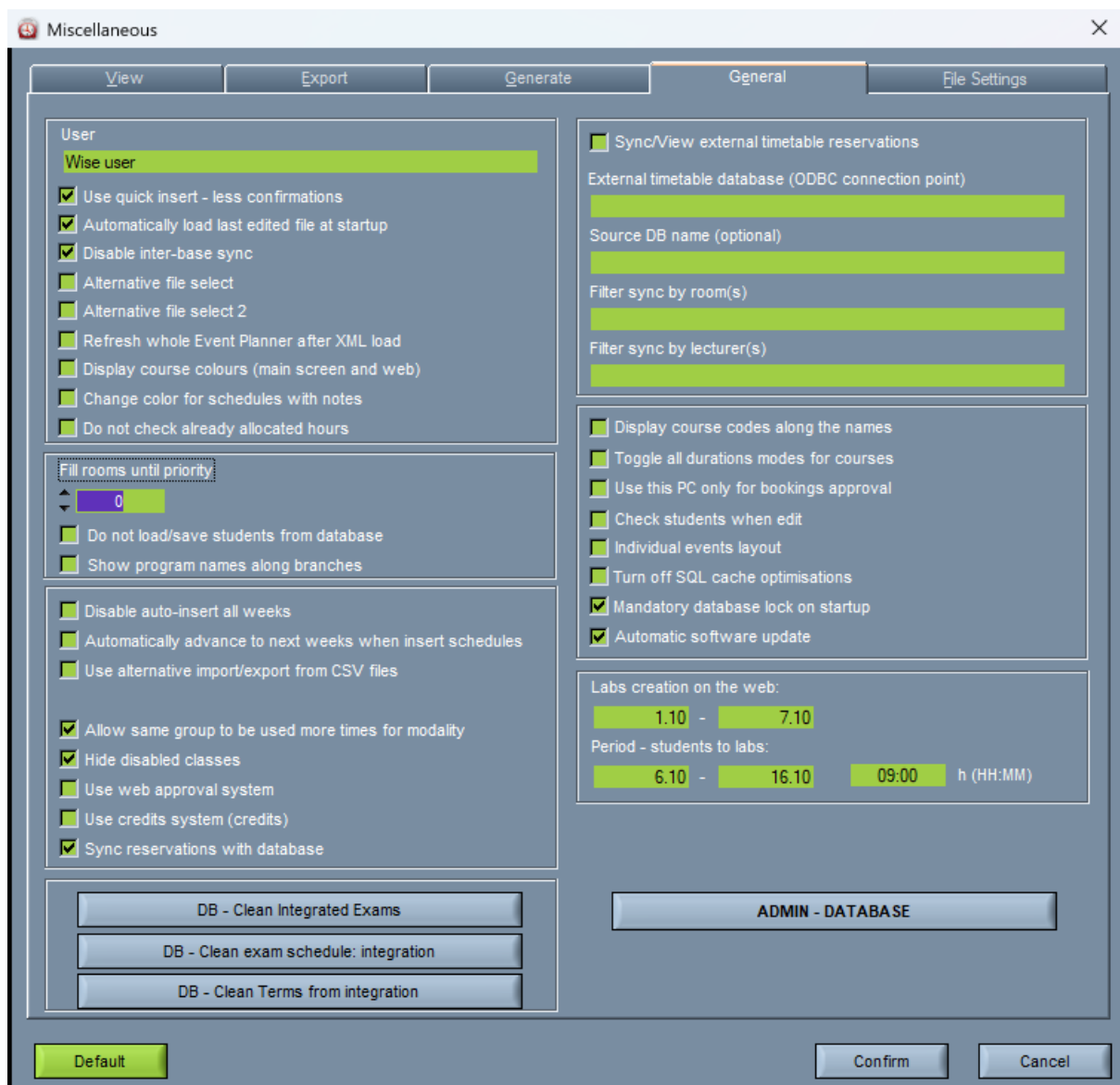
In case you want to move some existing activity to some other term in the schedule - it can be easily done from the main workspace of the timetable. For this option, the condition is that **SWP** mode is **ON** (*Making and maintaining timetable → The main workspace → SWP & REF view*)

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 clicking the activity you want to move to another term, two check boxes will appear at the bottom right corner, under the **SWP** sign, meaning as follows:
 - R - check it if you want the software to search other rooms at all (which are different from the present one – holding the currently selected activity). Uncheck it if you want the program to search free terms only in the current activity's room.
 - A - check it if you want the software to search terms in all rooms, no matter if they have fewer seats than the present one. Uncheck it if you want the software to search only in spaces with a number of seats equal to or higher than in the current activity's room.

Also, you can set in the Miscellaneous (*Settings* → *Miscellaneous*) the priority up to which the software will search for a change of term in the field “Fill rooms until priority”, and then you can choose a priority from 0 (high) to 9 (low). When searching for another term, if you set for example the priority for searching rooms in Miscellaneous to 3, the software will search new terms in rooms up to that priority we previously set (3 in this case). That setting in Miscellaneous can be seen here:



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.

- 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 a lecturer in the **Change professor** list. Lecturers in the list that have the '/X/' symbol before their names are not available for the selected period.

Schedule

Program: [All] Year: 1. Year [Edit]

Subject Area: [All]

Advanced Spreadsheet Systems
Advanced Business Computing
Aspects of Business Law
Decision Support Systems
E-Business and IT Law
Effective Management Consultancy
E-Business Systems Development
Financial Accounting
Financial Management
French - s

Decision Support Systems, lecture, SPENCER, turn 1 (AFM2-1, AFM2-2, AFM2-3)
Decision Support Systems, lecture, DAVIS, turn 1 (BRC1-1)
Decision Support Systems, seminar, STEIN, turn 1 (AFM2-1)
Decision Support Systems, seminar, STEIN, turn 2 (AFM2-2)
Decision Support Systems, seminar, STEIN, turn 3 (AFM2-3)
Decision Support Systems, seminar, EVANS, turn 1 (BRC1-1)
Decision Support Systems, tutorial, ROCKWELL, turn 1 (AFM2-1)
Decision Support Systems, tutorial, ROCKWELL, turn 2 (AFM2-2)
Decision Support Systems, tutorial, ROCKWELL, turn 3 (AFM2-3)
Decision Support Systems, tutorial, BAKER, turn 1 (BRC1-1)

Day: Wednesday From: 13:30 Duration: 1h

Name For Display: []

From: 29.9 - 5.10 (1) To: 12.1 - 18.1 (16)

Not Yet Inserted To Schedule
Inserted To Schedule

Confirm Cancel

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
MILES STEVE
MURRAY BEN
PHILLIPS STANLEY
QUINN LIZZY
REYNOLDS PAUL
ROCKWELL BERNARD
ROSS JANET
SCHMIDT JAIME
SMITH ROXIE
SPENCER JOHN
STEIN BARBARA
SULLIVAN GEORGE
THOMPSON TEDDY
TURNER MARK
WEBB EDWARD
WILLIAMS ELLEN
WOLFE WARREN
WOOD MARGARET
YORKE ROBERT
YORKE ROBERT

- 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.

Swap

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

	Mon, 30.3	Tue, 31.3	Wed, 1.4	Thu, 2.4	Fri, 3.4
07:00 - 07:30					
07:30 - 08:00					
08:00 - 08:30	Applied Economics and Forecasting lecture	RE Projects, tutorial	Data Envelopment Analysis, lecture		
08:30 - 09:00	Greenwood	Dean	Sullivan		
09:00 - 09:30	A-001	A-001	A-001		
09:30 - 10:00	BRIC2-1	BRIC1-1	BRIC3-1		
10:00 - 10:30	Innovation, tutorial	E-Business and IT Law, tutorial	Written Business English, Cohen		
10:30 - 11:00	Greenwood	Miles	A-001, BAM2-1		
11:00 - 11:30	A-001	A-001	Written Business English, Cohen		
11:30 - 12:00	BCIT3-1	AFIX2-1	A-001, BAM2-6		
12:00 - 12:30		International Business Economics, tutorial			
12:30 - 13:00		Wolfe			
13:00 - 13:30	International Perspectives in Organisations, tutorial	A-001			
13:30 - 14:00	Turner	AFIX2-3			
14:00 - 14:30	A-001		Local Economic Development and Planning, tutorial	Contemporary Issues in Human Resource Management, tutorial	
14:30 - 15:00	AFIX2-1		Baker	Miles	
15:00 - 15:30	Theories and Practice of Leadership, Thompson		A-001	A-001	
15:30 - 16:00	A-001, BAM3-1		BAM3-6	AFIX3-1	
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					

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 the selected entry (have the same course, lecturer and groups) and cannot 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 cannot be swapped with the selected entry.

The **white** color marks empty fields that cannot 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 cannot 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. The selected field will be swapped with the empty field.
- If you do not want to swap the selected empty field, press Esc (Escape).

Force & Disable

Force

- Select a field in the main *work space*, click the **right** mouse button and choose **Force**.

Force means that the activity is “active” and not red even if it holds a position on 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 the 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

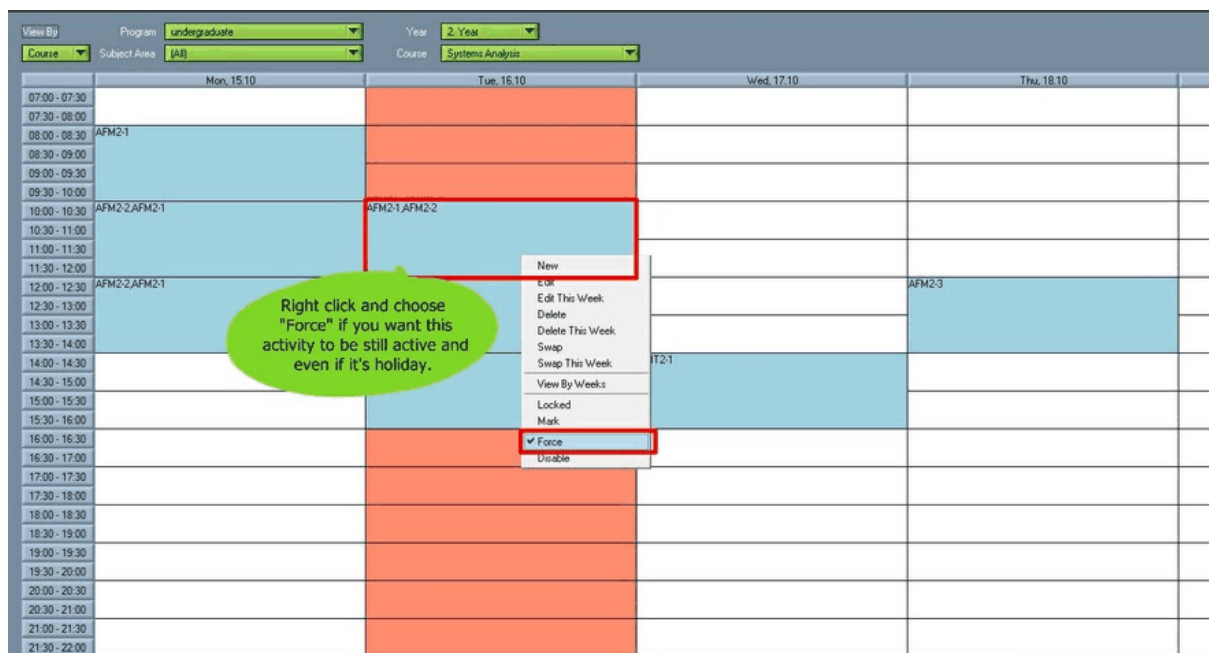
Del. schedules

Confirm

Cancel

Click to add new holiday.

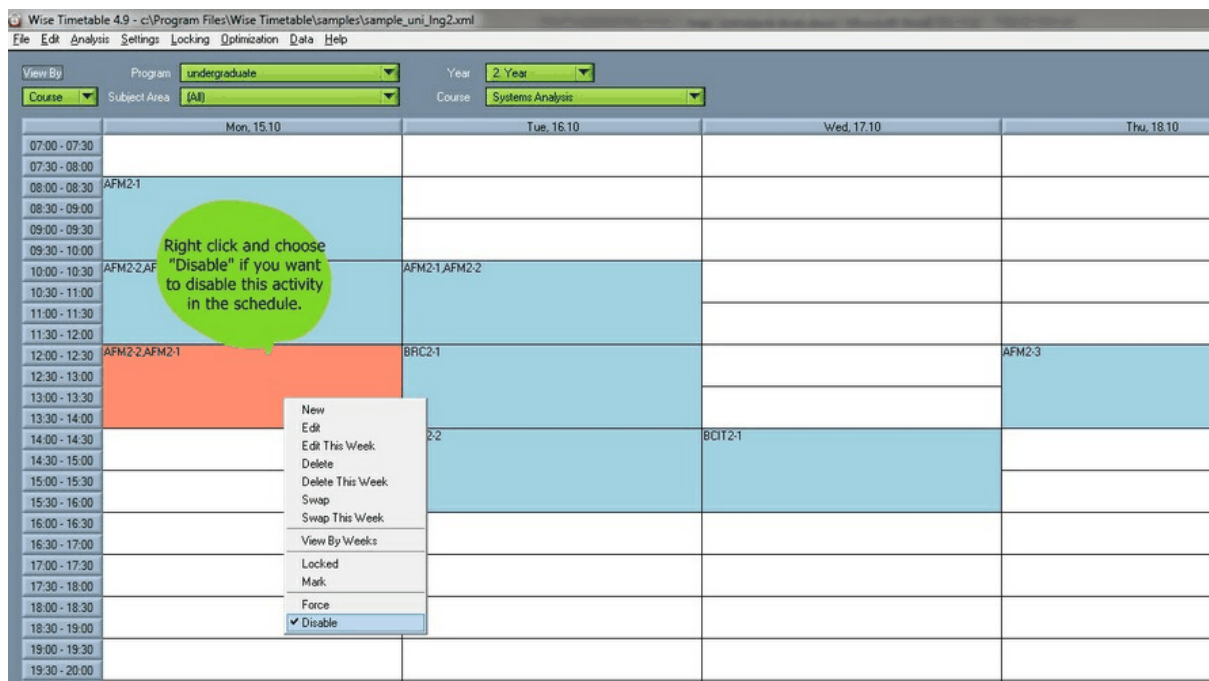
Entered date of the holiday and schedule for that day will be disabled.



Disable

- Select an activity in the main *work space*, click the **right** mouse button and choose **Disable**.

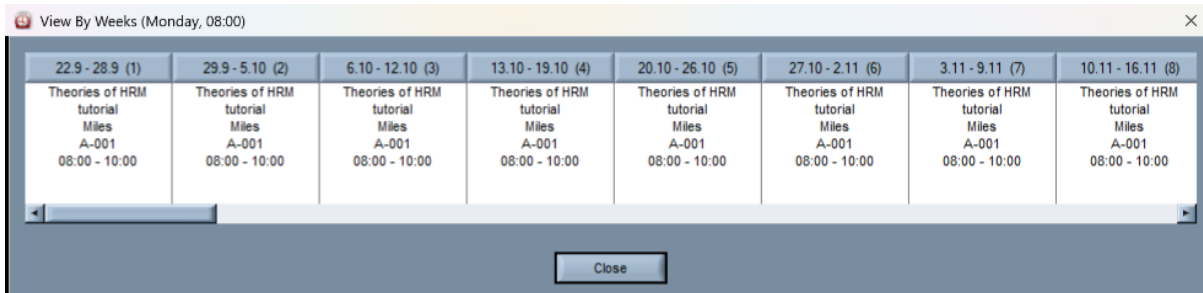
Disable means that the activity becomes red and then it does not show any more in obligations. This is used for situations where the activity is in the schedule but is blocked due to some complications such as the lecturer being late or unable to come, the group of students having some other obligations, the course being 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.



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.



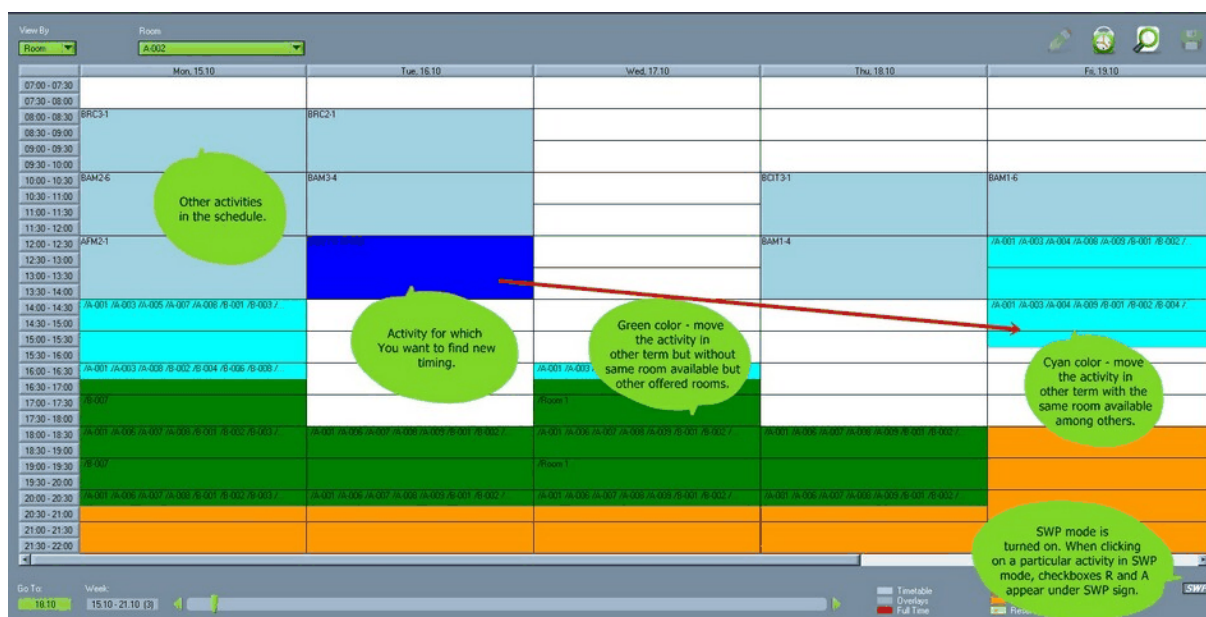
You can choose view by weeks for a room, lecturer, group, course or student.

Different views can be selected in the work space.

SWP & REF view

SWP view

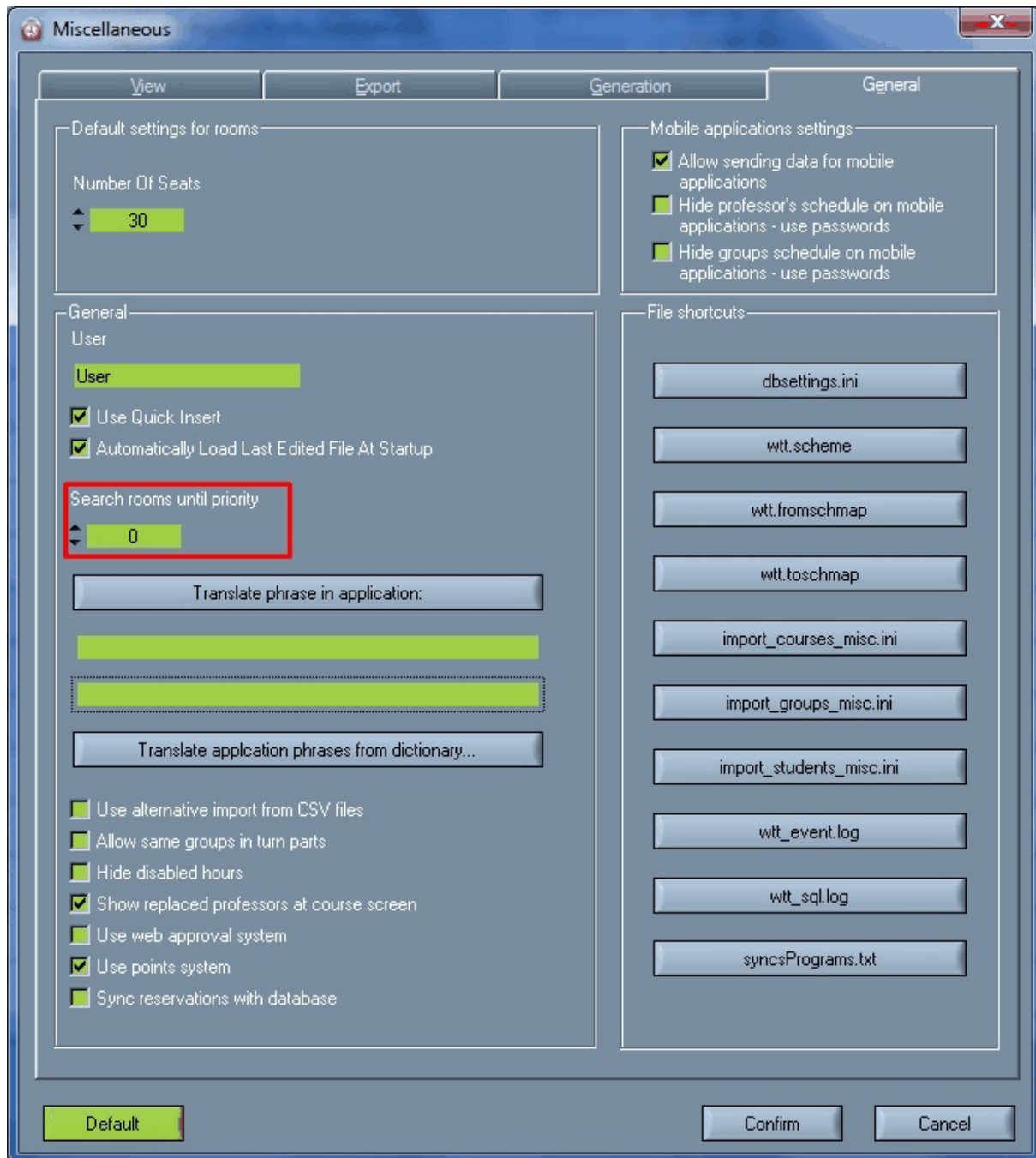
- This option is ON when we seek to **find other terms available** for a particular activity to be done, if it cannot be done at the time it is placed in the timetable. For this option, the condition is that **SWP** mode is **ON**, and it is located in the down-right corner of the main schedule window.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



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

Also, you can set in Miscellaneous the priority up to which the software will search for a change of term in the field "Search rooms until priority", and then you can choose a priority from 0

(high) to 9 (low). When searching for another term, if you set for example the priority for searching rooms in Miscellaneous to 3, the software will search new terms in rooms up to that priority we previously set. That setting in Miscellaneous can be seen here:

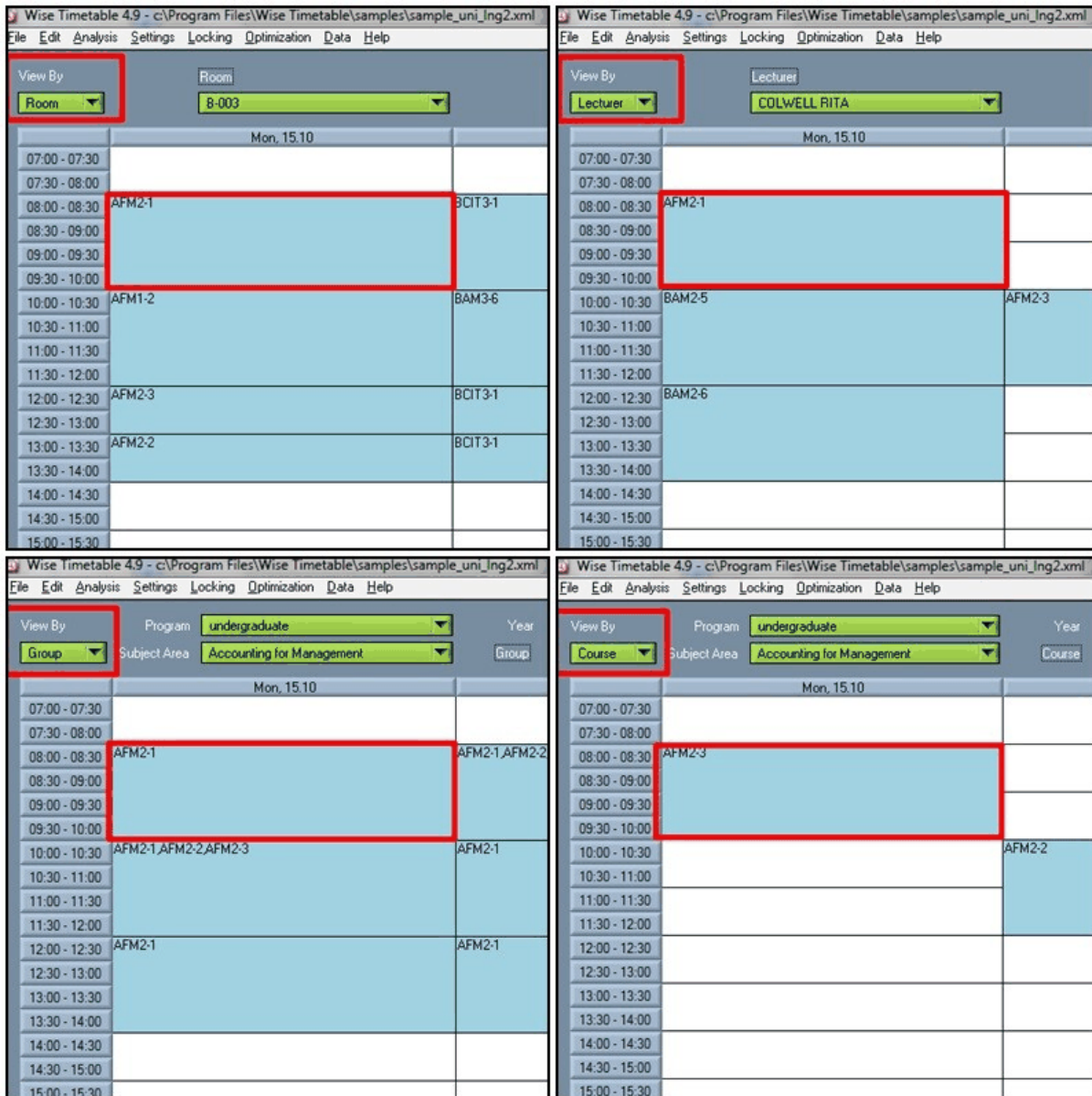


REF view

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 any 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 the activity we click on, and all four views are seen in the following picture:



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.

Schedule class - ALL PLANNED WEEKS

Program: undergraduate Year: 3. Year Edit

Subject Area: Accounting for Management

Applied Econometrics and Forecasting

Advanced Financial Accounting

Advanced Financial Management

Company Law

Competition Policy and Economic Regulation

Contemporary Issues in Human Resource Management

Effective Teamwork

Entrepreneurial Management

Applied Econometrics and Forecasting, lecture, Miles, section 1 (90:AFM3-1, AFM3-2, AFM3-3)

Applied Econometrics and Forecasting, lecture, Goodman, section 1 (30:BRC2-1)

Applied Econometrics and Forecasting, tutorial, Colwell, section 1 (30:AFM3-1)

Applied Econometrics and Forecasting, tutorial, Colwell, section 2 (30:AFM3-2)

Applied Econometrics and Forecasting, tutorial, Colwell, section 3 (30:AFM3-3)

Applied Econometrics and Forecasting, tutorial, Turner, section 1 (30:BRC2-1)

Room:

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)

B-001 (30)

B-002 (30)

B-003 (30)

B-004 (90)

A-001

Student groups:

BRC2-1

Change lecturer:

/X/ Goodman Amanda

Day: Monday From: 08:00 Duration: 2h

Section name:

Applied Econometrics and Forecasting, lecture, Goodman, section 1 (30:BRC2-1)

From: 09.02 - 15.02 (21) To: 25.05 - 31.05 (36) S2 (15)

Not Yet Inserted To Schedule Inserted To Schedule

Confirm Cancel

Pick the day, starting hour and duration.

Red rooms are occupied at the chosen time, green are free (seats in brackets).

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

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

- 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.

Occupancy check

All Lecturers

Altman Andrew
Baker Colin
Cohen George
Cole David
Colwell Rita
Cram Madonna
Davis Angela
Evans Louis
Fisher Richard
Goodman Amanda
Greenwood Garey
Hanford Ralph

Selected Lecturers

Gilbert James

The lecturers who you have selected and can not be changed here.

All Groups

BCIT1-1
BAM1-6
BAM1-4
BAM1-3
BAM1-2
BAM1-1
AFM1-3
AFM1-2
AFM1-1

Selected Groups

BAM1-5

The groups who you have selected for the course are automatically selected and can not be changed here.

Room

A-001 (30)
A-002 (30)
A-003 (30)
A-004 (60)
A-005 (30)
A-006 (30)
A-007 (30)
A-008 (30)
A-009 (30)
B-001 (30)

Select the room for the lecture.

Legend

Not Reserved
Block
Reservation 2
Reservation 3
Reservation 4
Reservation 6
Reservation

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

Period

Hours: 2h

From: 01.03 - 07.03 (27) To: 01.03 - 07.03 (27)

Plus all available weeks

The legend of occupancy.

RA Room Allocated LA Lecturer Allocated GA Group Allocated RB Room Blocked LB Lecturer Blocked GB Group Blocked

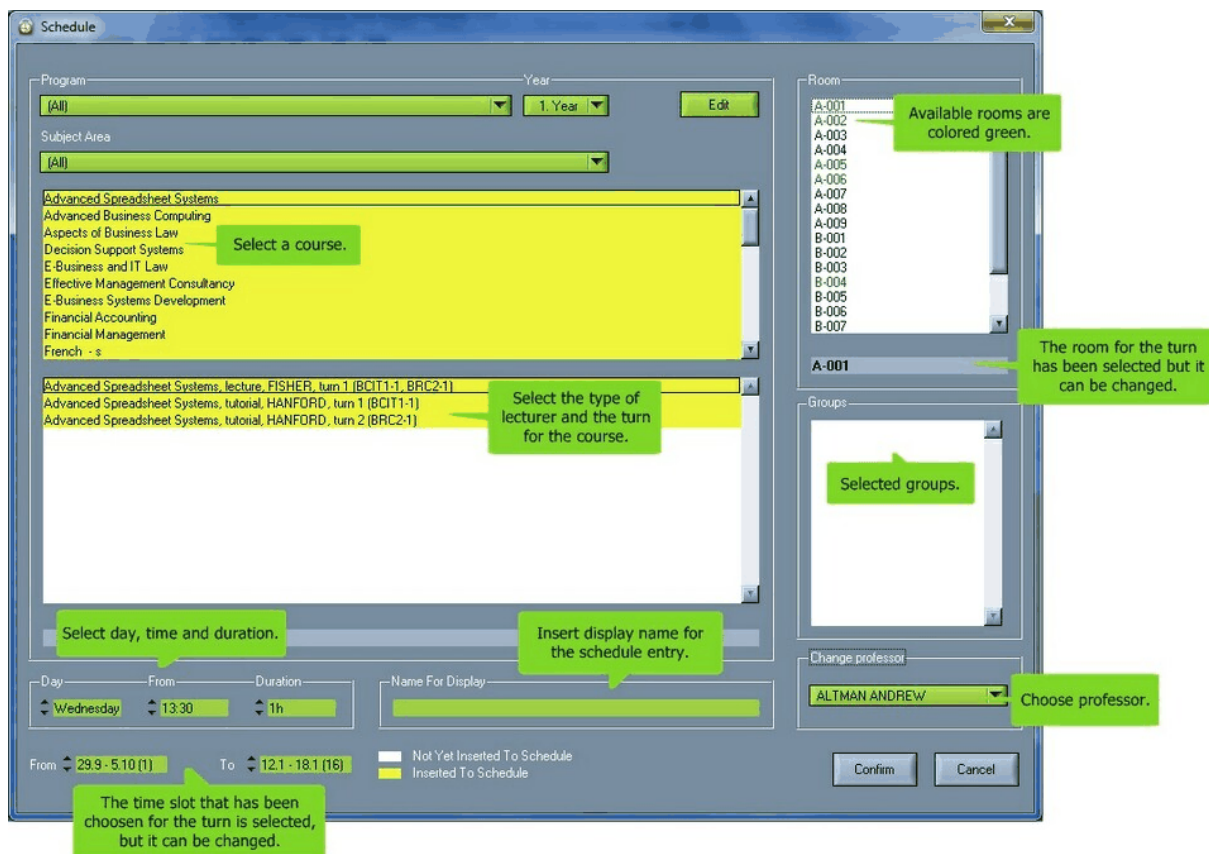
Close

	Mon, 1.3	Tue, 2.3	Wed, 3.3	Thu, 4.3	Fri, 5.3	Sat, 6.3	Sun, 7.3
07:00 - 07:30							
07:30 - 08:00							
08:00 - 08:30	RA LA GA	RA LA GA	RA	LA	LA		
08:30 - 09:00	RA LA GA	RA LA GA	RA	LA	LA		
09:00 - 09:30	RA LA GA	RA LA GA	RA	LA	LA		
09:30 - 10:00	RA LA GA	RA LA GA	RA	LA	LA		
10:00 - 10:30	RA LA	RA LA GA	RA LA	RA GA	GA		
10:30 - 11:00	RA LA	RA LA GA	RA LA	RA GA	GA		
11:00 - 11:30	RA LA	RA LA GA	RA LA	RA GA	GA		
11:30 - 12:00	RA LA	RA LA GA	RA LA	RA GA	GA		
12:00 - 12:30	RA LA GA	RA LA	LA GA	RA LA			
12:30 - 13:00	RA LA GA	RA LA	LA GA	RA LA			
13:00 - 13:30	RA LA GA	LA	LA GA	RA LA			
13:30 - 14:00	RA LA GA	LA	LA GA	RA LA			
14:00 - 14:30	RA GA	LA GA	LA GA	RA LA			
14:30 - 15:00	RA GA						
15:00 - 15:30	RA GA						
15:30 - 16:00	RA GA						
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							

- 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.

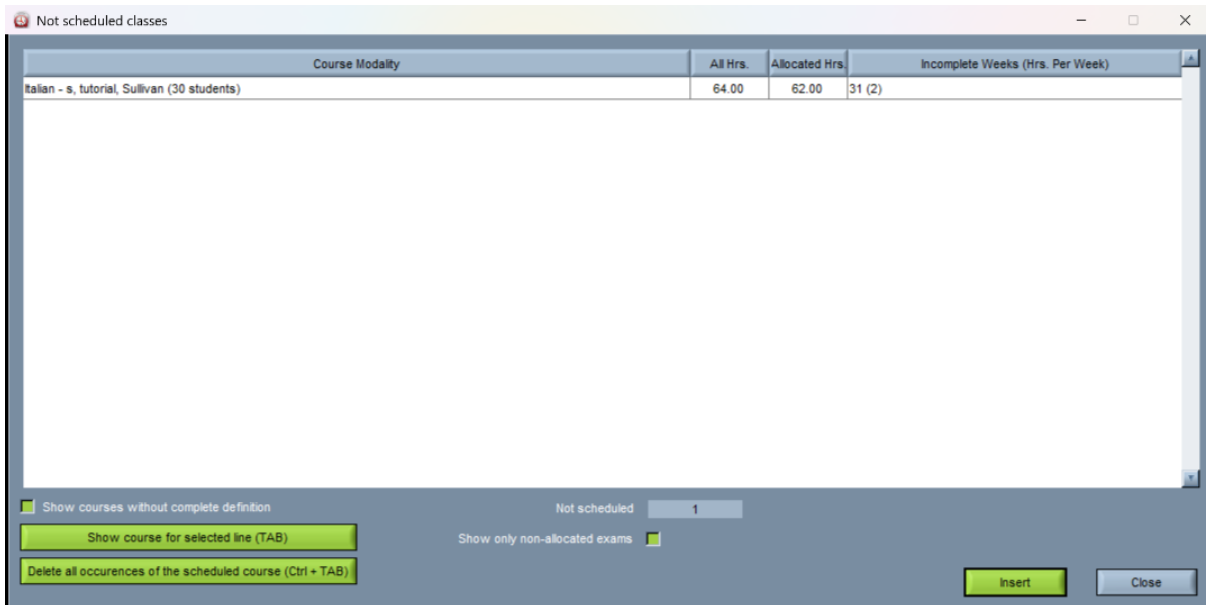


- The period that you chose for the course is selected but it can be changed.
- The duration has also been selected but it can be changed.
- When you are finished with changing data, click the **Confirm** button to insert the turn in the timetable. If you do not want to insert the turn in the timetable,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

Find unallocated turns

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

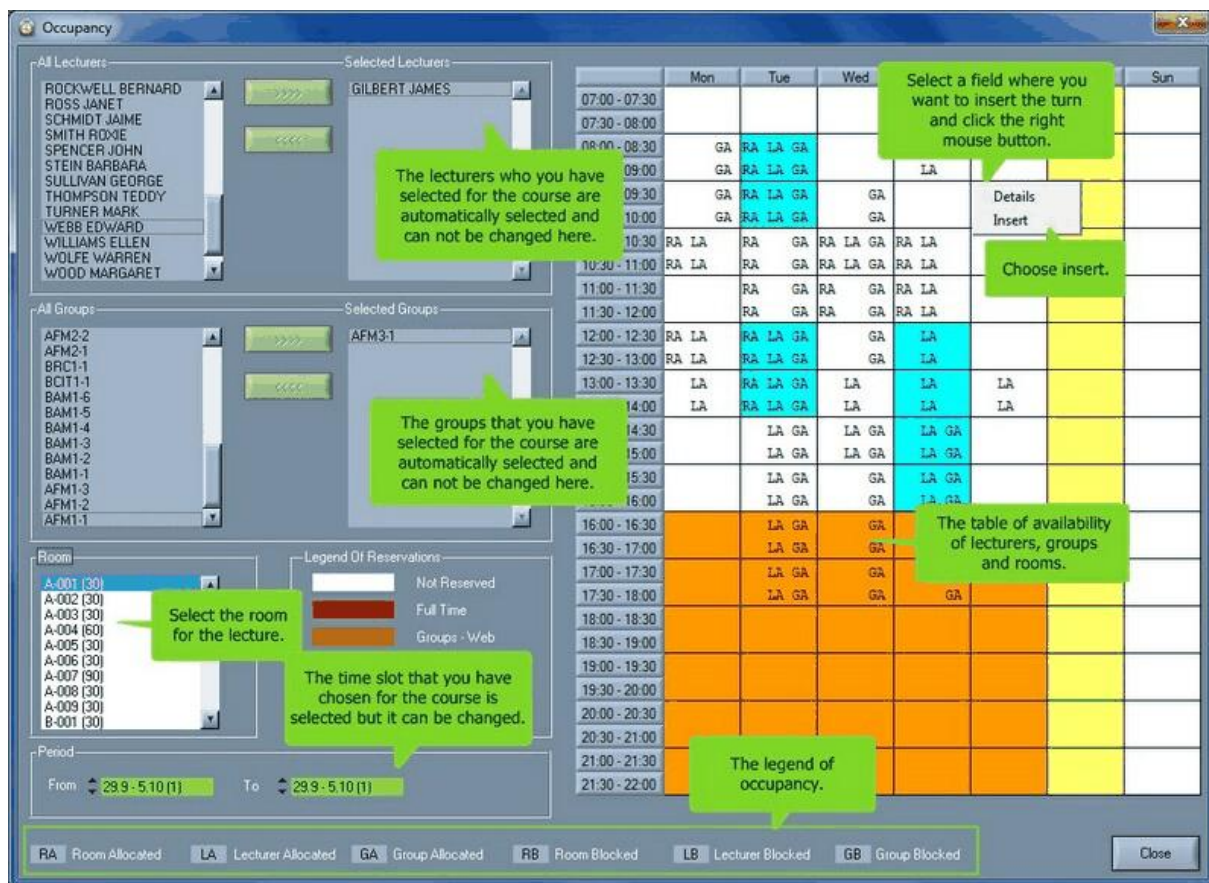
Select **Analysis** | **Find unallocated turns** from the *menu*.



- 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)** column.

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.

Schedule

Program: (All) Year: 1. Year Edit

Subject Area: (All)

Select a course.

- Advanced Spreadsheet Systems
- Advanced Business Computing
- Aspects of Business Law
- Decision Support Systems
- E-Business and IT Law
- Effective Management Consultancy
- E-Business Systems Development
- Financial Accounting
- Financial Management
- French - s

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

- Advanced Spreadsheet Systems, lecture, FISHER, turn 1 (BCIT1-1, BRC2-1)
- Advanced Spreadsheet Systems, tutorial, HANFORD, turn 1 (BCIT1-1)
- Advanced Spreadsheet Systems, tutorial, HANFORD, turn 2 (BRC2-1)

Select day, time and duration.

Day: Wednesday From: 13:30 Duration: 1h

Insert display name for the schedule entry.

Name For Display:

Available rooms are colored green.

- A-001
- A-002
- A-003
- A-004
- A-005
- A-006
- A-007
- A-008
- A-009
- B-001
- B-002
- B-003
- B-004
- B-005
- B-006
- B-007

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

A-001

Selected groups.

Change professor

ALTMAN ANDREW Choose professor.

From: 29.9 - 5.10 (1) To: 12.1 - 18.1 (16)

Not Yet Inserted To Schedule
Inserted To Schedule

Confirm Cancel

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

- All data are already chosen but they can be changed.
- Click the **Edit** button to change the data about the course.
- 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.

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.

Occupancy check

All Lecturers: Altman Andrew, Baker Colin, Cohen George, Cole David, Colwell Rita, Cram Madonna, Davis Angela, Evans Louis, Fisher Richard, Gilbert James

Selected Lecturers:

All Groups: BAM1-4, BAM1-3, BAM1-2, BAM1-1, AFM1-3, AFM1-2, AFM1-1

Selected Groups:

Room: A-001 (30), A-002 (30), A-003 (30), A-004 (60), A-005 (30), A-006 (30), A-007 (90), A-008 (30)

Legend Of Reservations:

- Not Reserved
- Reserved
- Meeting
- Exam
- Self-study activities
- Labs
- Other

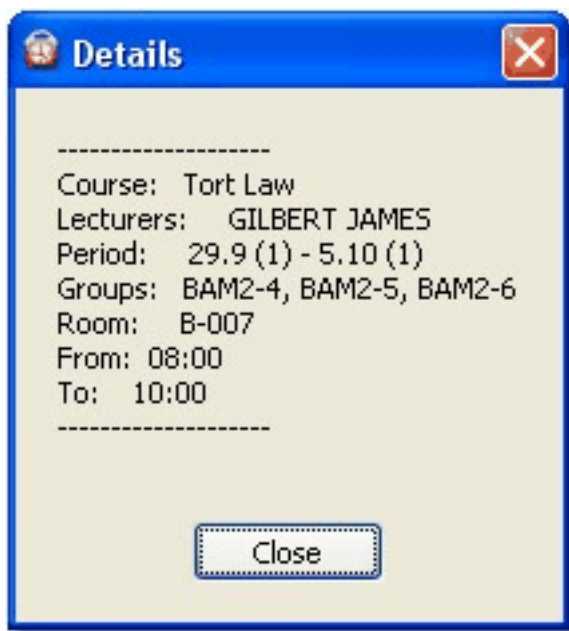
Period: From 30.03 - 05.04 (28) To 30.03 - 05.04 (28) \$2 (0)

Plus all available weeks

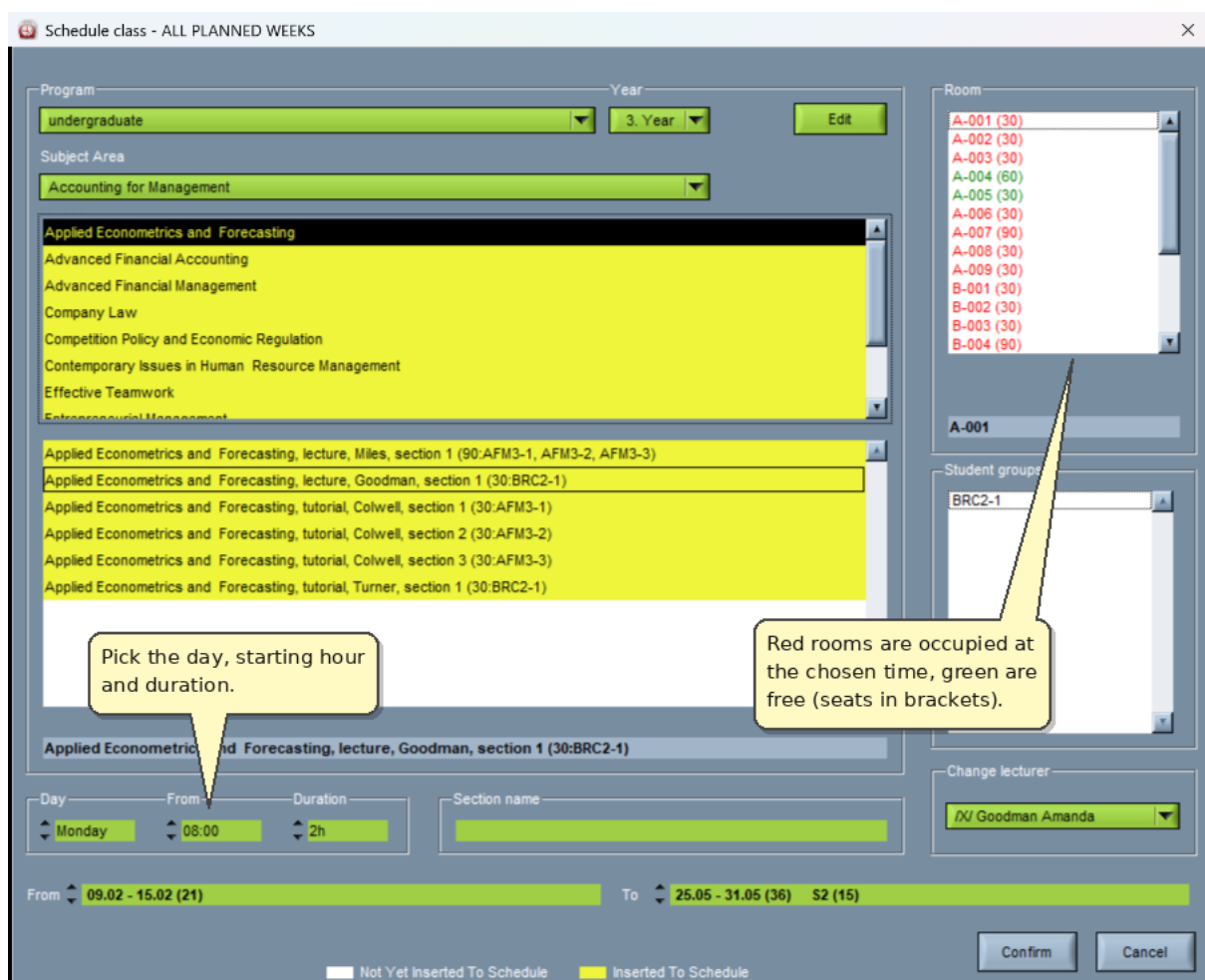
RA Room Allocated, LA Lecturer Allocated, GA Group Allocated, RB Room Blocked, LB Lecturer Blocked, GB Group Blocked

Close

- 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 more easily through weeks, arrows were added on the left and right side of the period section of the screen.
- To distinguish different entities (from the legend at the bottom), we introduced colors. By default "LA" (Lecturer allocated) fields in the table are colored red and they are bold (only text) but if you left-click with the mouse on any other entry at the bottom (legend), you will see that the clicked entry will now be colored red in the table. With that we can easily and quickly see when only a lecturer is occupied or only a 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.

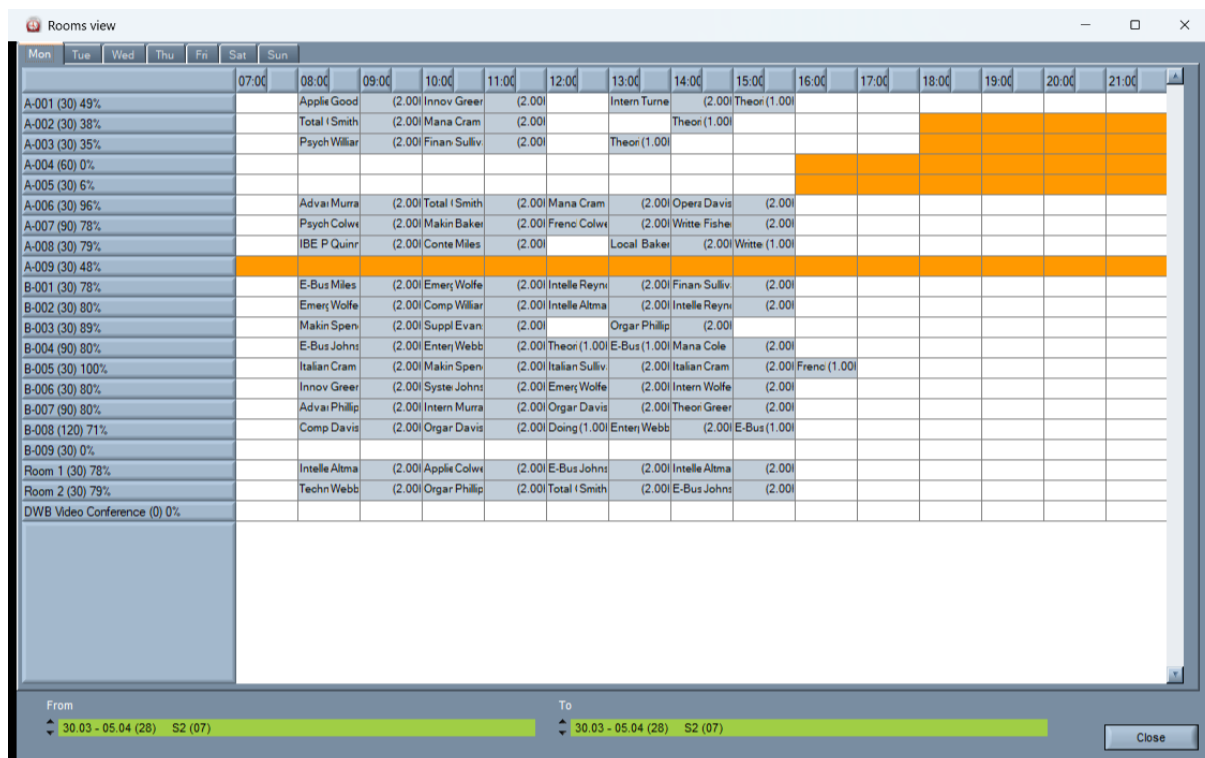


- Select an unallocated course.
- Select the type, the lecturer and the turn for the selected course.

- The room for the course has already been selected, but it can also be changed. Available rooms are written in green.
- 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 a lecturer. Lecturers available at the moment have the ‘/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.

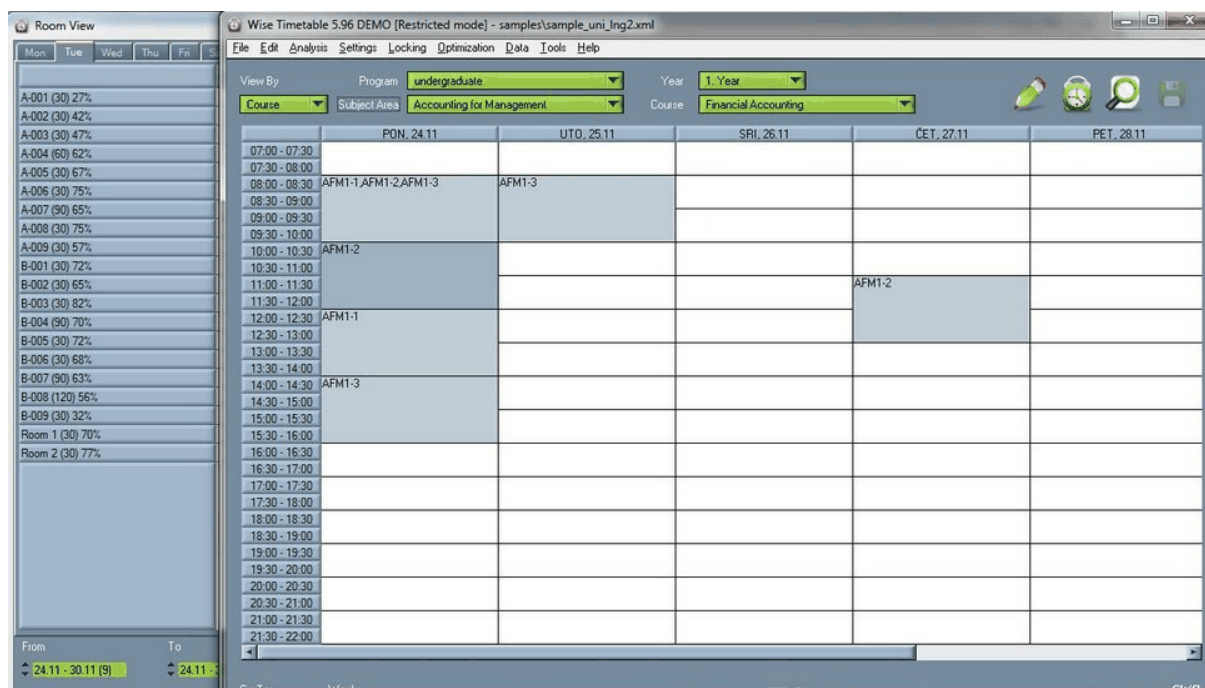
View room

Select **Analysis** | **View rooms** in the *menu* for viewing rooms on different days and in different time slots.



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

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



After each room name, there is a percentage, telling you what the room utilization is for the period set (from week to week). In order to make the percentage more “real”, there are parameters telling the software in which day period the room utilization is calculated. These parameters can be set at Settings → *Miscellaneous* → View | Parameters for room statistic.

View lecturers

Select **Analysis** | **View lecturers** in the *menu* for viewing lecturers on different days and in different time slots.

Lecturers View

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	
Altman Andrew									Intelle Room (2.00h)				Intelle B-002 (2.00h)		Intelle Room (2.00h)								
Baker Colin											Makin A-007 (2.00h)			Local A-008 (2.00h)									
Cohen George																Witter (1.00h)							
Cole David															Manaj B-004 (2.00h)		Frencl (1.00h)						
Colwell Rita									Psych A-007 (2.00h)	Applie Room (2.00h)			Frencl A-007 (2.00h)										
Cram Madonna									Italian B-005 (2.00h)	Manaj A-002 (2.00h)			Manaj A-006 (2.00h)		Italian B-005 (2.00h)								
Davis Angela									Comp B-008 (2.00h)	Organ B-008 (2.00h)			Organ B-007 (2.00h)		Opera A-006 (2.00h)								
Evans Louis										Suppl B-003 (2.00h)													
Fisher Richard															Witter A-007 (2.00h)								
Gilbert James																							
Goodman Amanda									Applie A-001 (2.00h)														
Greenwood Garey									Innov B-006 (2.00h)	Innov A-001 (2.00h)			Theori (1.00h)	Theori (1.00h)	Theori B-007 (2.00h)								
Harford Ralph																							
Hofer Nicholas																							
Johnson Peter									E-Bus B-004 (2.00h)	Syster B-006 (2.00h)			E-Bus Room (2.00h)		E-Bus Room (2.00h)								
Mcclusky James																							
Miles Steve									E-Bus B-001 (2.00h)	Conte A-008 (2.00h)													
Murray Ben									Advar A-006 (2.00h)	Intern B-007 (2.00h)													
Phillips Stanley									Advar B-007 (2.00h)	Organ Room (2.00h)				Organ B-003 (2.00h)									
Quinn Lizzy									IBE Pr A-008 (2.00h)														
Reynolds Paul													Intelle B-001 (2.00h)	Intelle B-002 (2.00h)									
Rockwell Bernard																							
Ross Janet																							
Schmidt Jaime																							
Smith Roxie									Total C A-002 (2.00h)	Total C A-006 (2.00h)			Total C Room (2.00h)										
Spencer John									Makin B-003 (2.00h)	Makin B-005 (2.00h)				E-Bus (1.00h)		E-Bus (1.00h)							

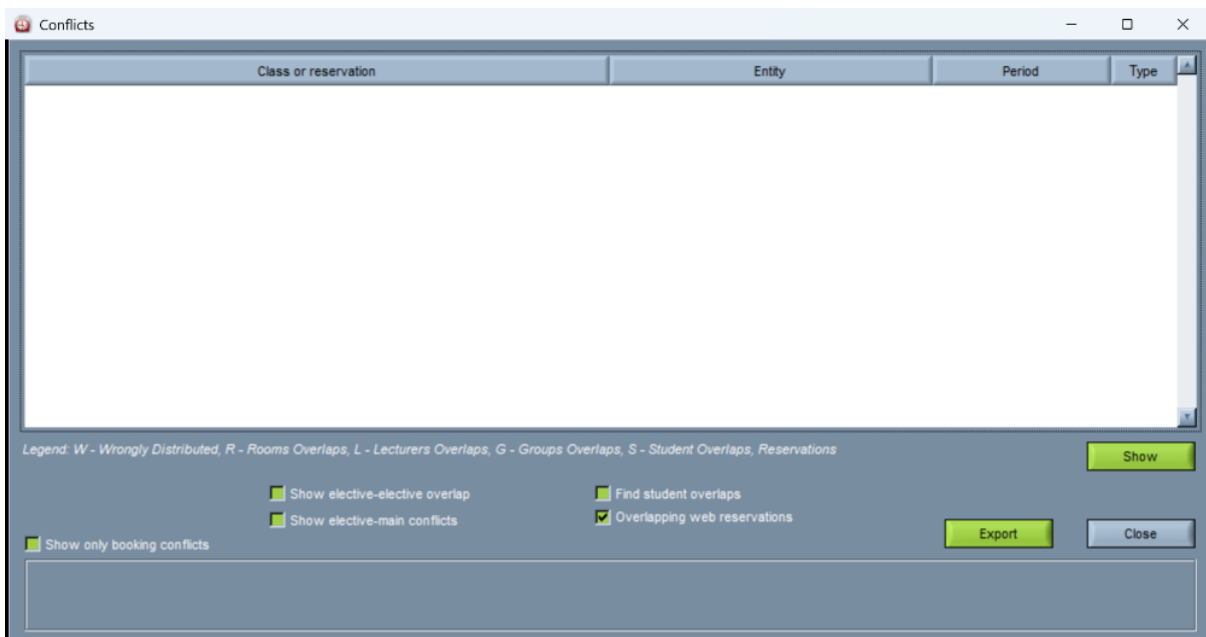
From 30.03 - 05.04 (28) S2 (07) To 30.03 - 05.04 (28) S2 (07) Close

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

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

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.

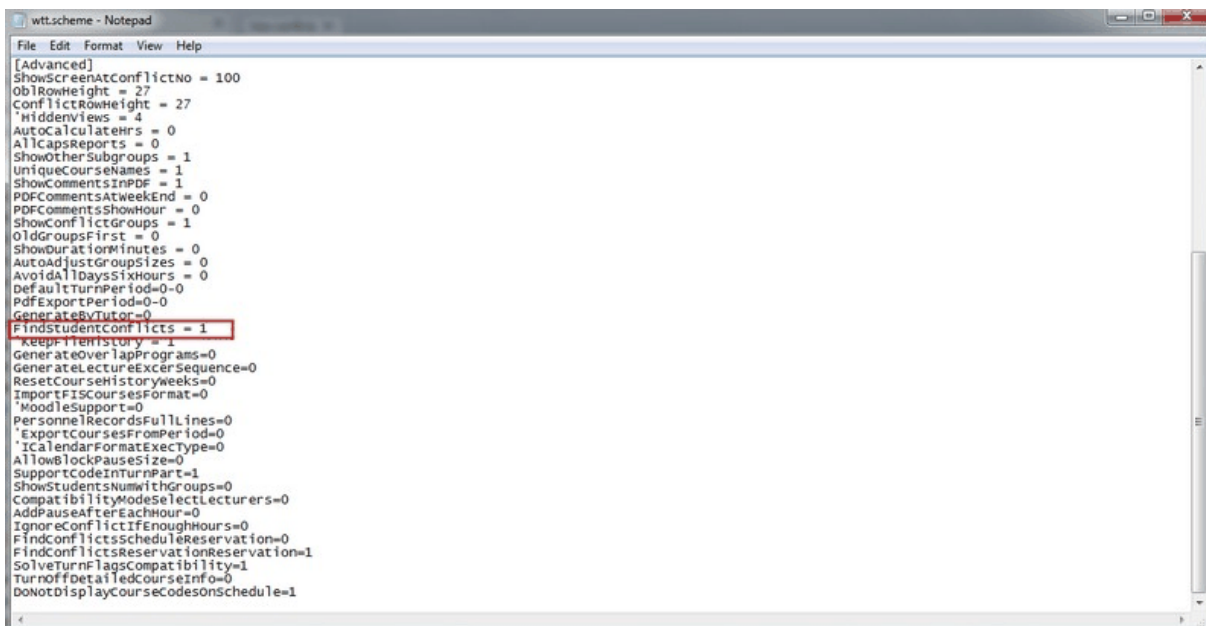


Show selectable - check this button if you want to see overlays or conflicts of optional / selectable courses and turns. This could also be an intentional overlay, because it is a selectable course; students and groups can choose between many selectable courses and more groups can participate in lectures 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 lecturers reserved the same room at the same time.

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

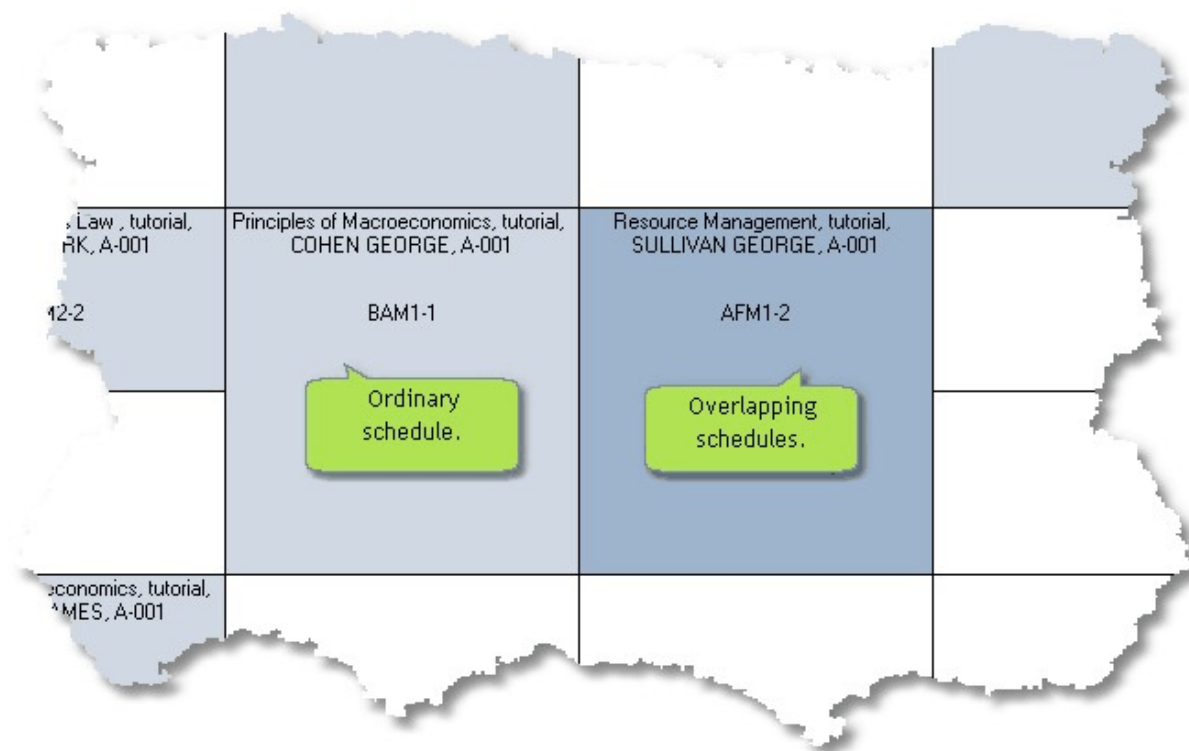
You can also control the analysis of conflicts in the WTT file called wtt.scheme (Program files -> Wise Timetable -> wtt.scheme). It opens in Notepad and you can enable or disable the appearance of the "Find student conflicts" by: put equal to 0 if you don't want it to appear in the window of conflicts,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



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**.

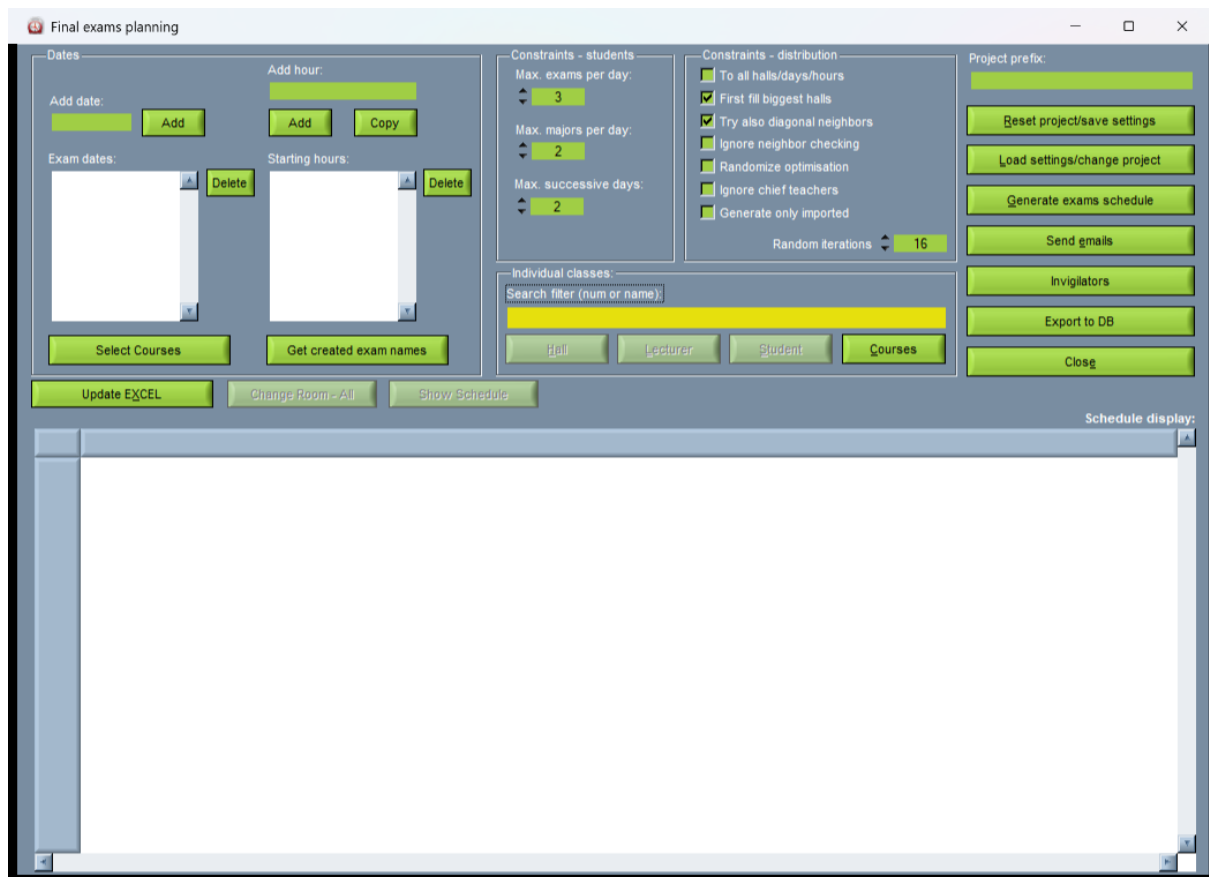


Schedule Final Exam

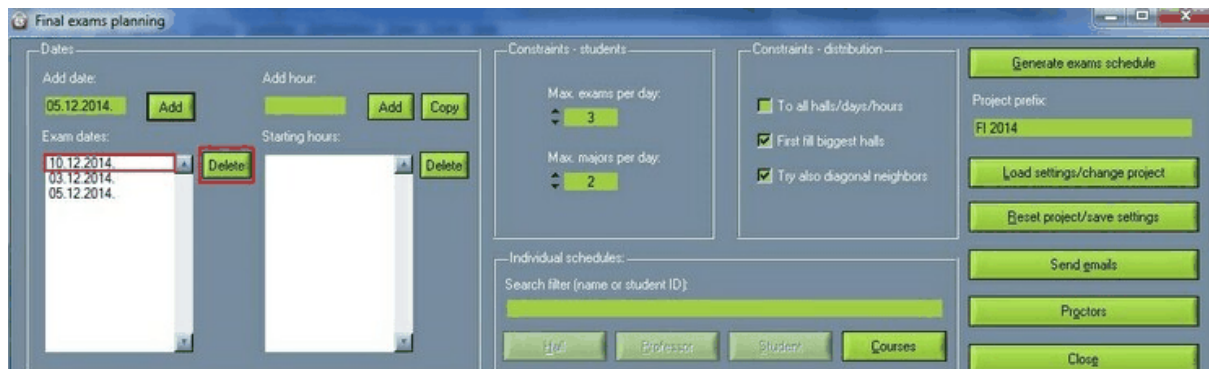
Select **Tools** | **'Plan final exam'** in the *menu*.

Dates

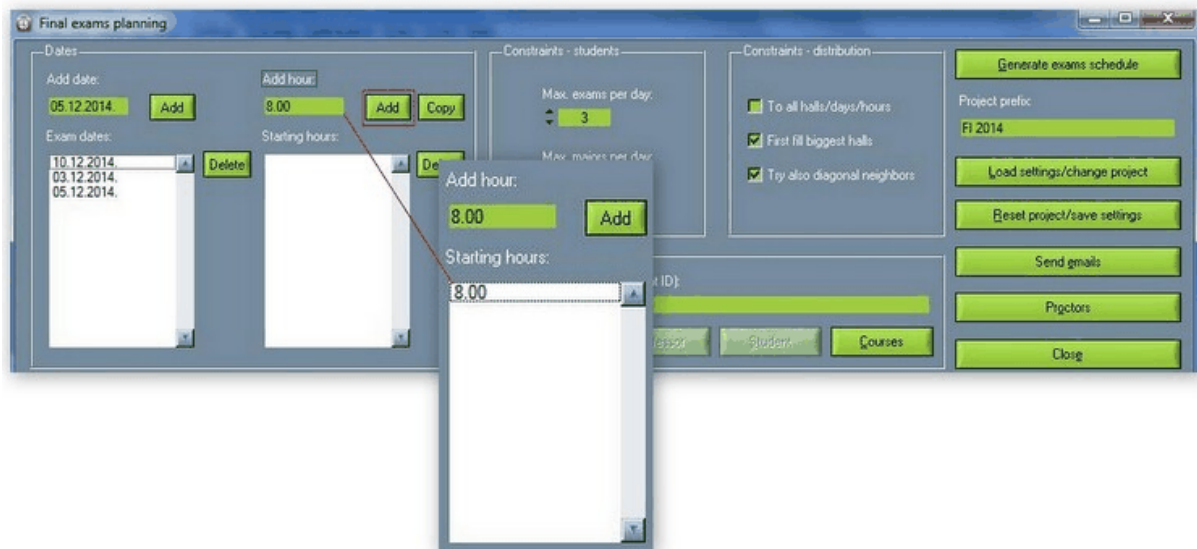
Add date - Write the exam date in the 'Add date' box, click 'Add' to confirm the date and the exam date will show up in 'Exam dates'.



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

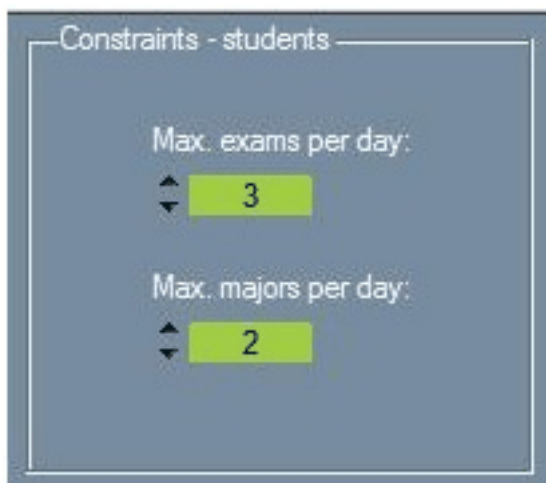


Add hour - Select the date in 'Exam dates', write the time of the exam in the 'Add hour' box and confirm the time by clicking on 'Add'. The time of the exam on that date will show up in the 'Starting hours' box. One date can have more starting times for exams; the process of adding is the same. If the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



Constraints - students

'Constraints - students' is used to declare the maximum number of final exams, max. successive days and major exams for students per day.



Constraints - distribution

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

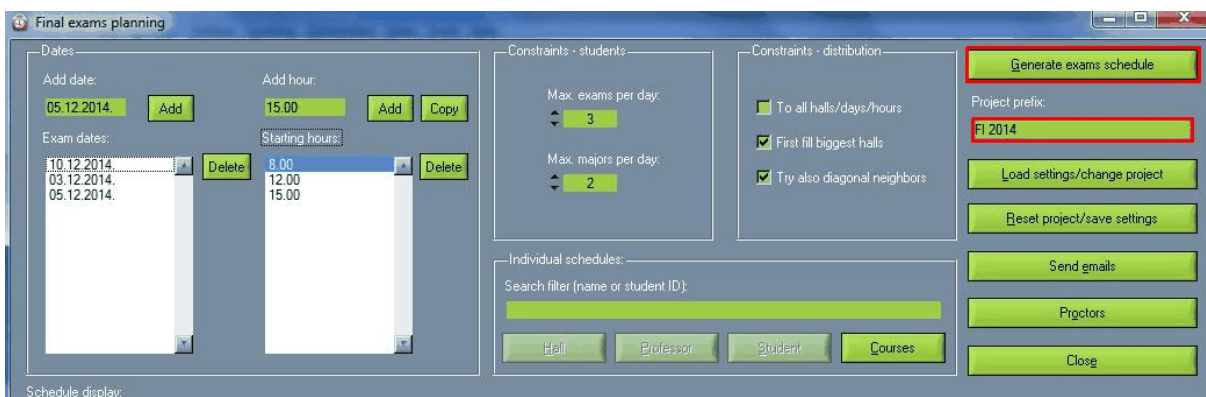
- 'All halls/days/hours' – students will be scheduled in all rooms, no matter which date or start hour.
- 'First fill biggest hall' - students will be scheduled from bigger to smaller rooms.
- 'Try also diagonal neighbors' - students will be scheduled in a diagonal way. Notice: even when this option is checked the software will first try to schedule students that have the same exam not to sit near each other. We recommend that this option is always checked.



You can decide to ignore the chief teacher by checking the checkbox at the bottom.

Generate exam schedule

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



Load exams

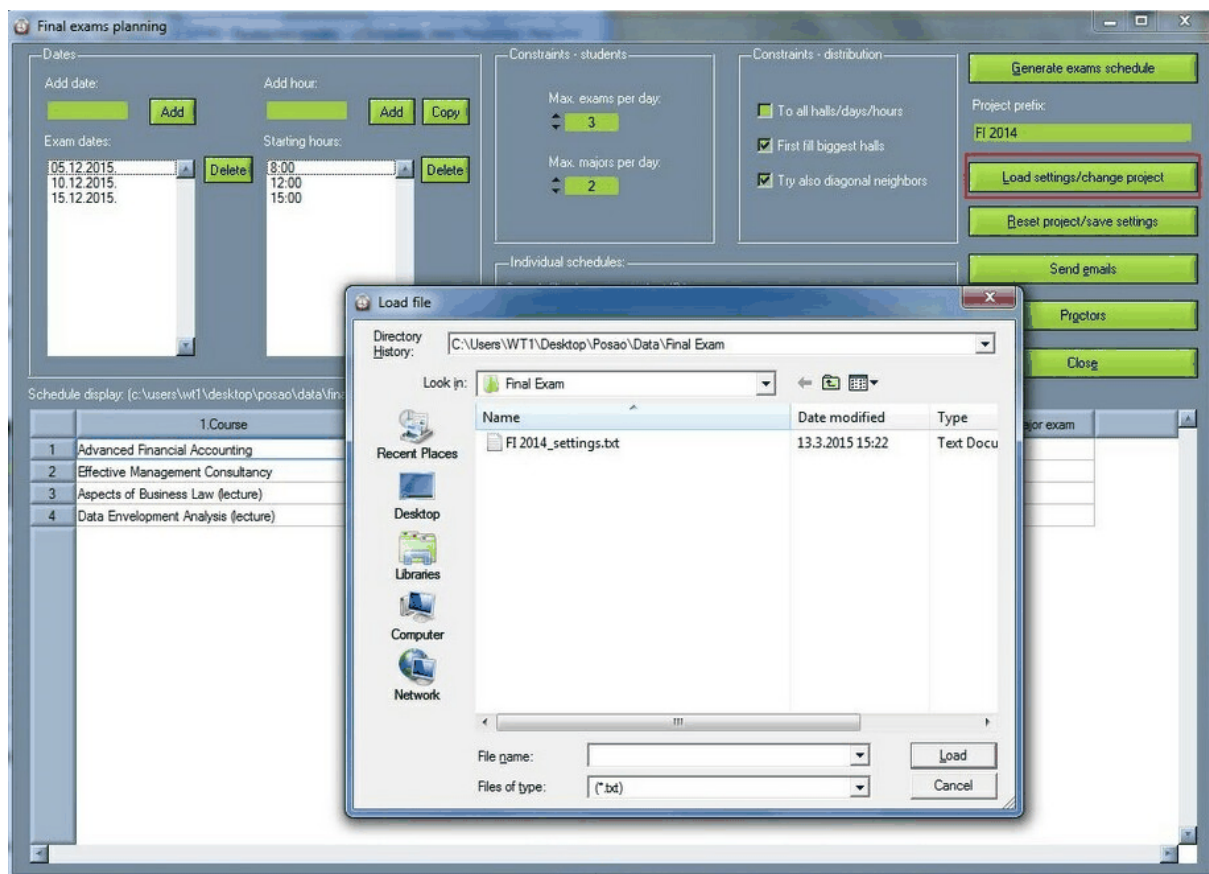
'Load settings/change project' is used to load exam projects made before. First write the name of the project you want to load in 'Project prefix' and click 'Load exams'. A new window with all schedules with that project name will show up. To distinguish schedules within the same project from one another,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

'c' - the document contains the whole schedule;

'p' - the document contains the schedule for the lecturer whose name is written right after;

'r' - the document contains the schedule for a room, the room name is written right after;

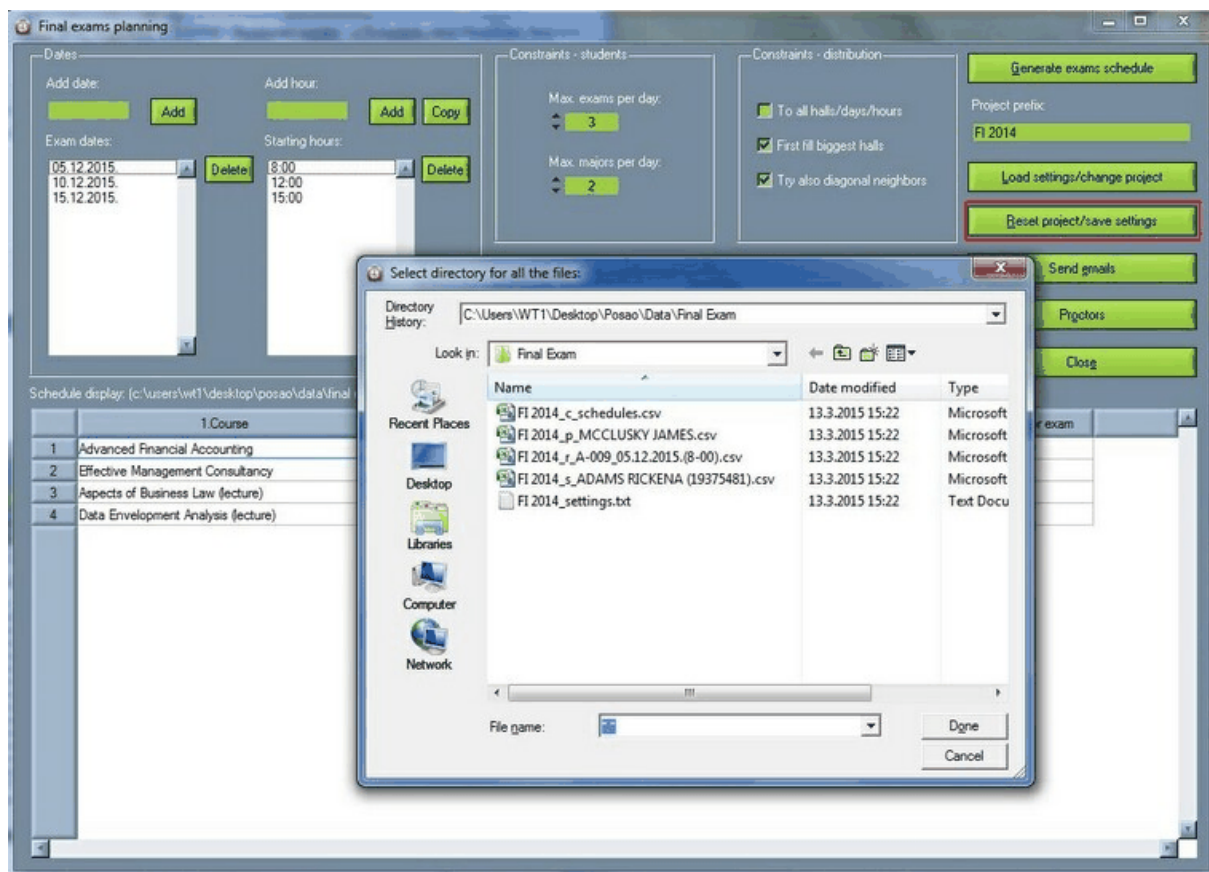
's' - the document contains the schedule for the student whose name is written right after.



Save exams

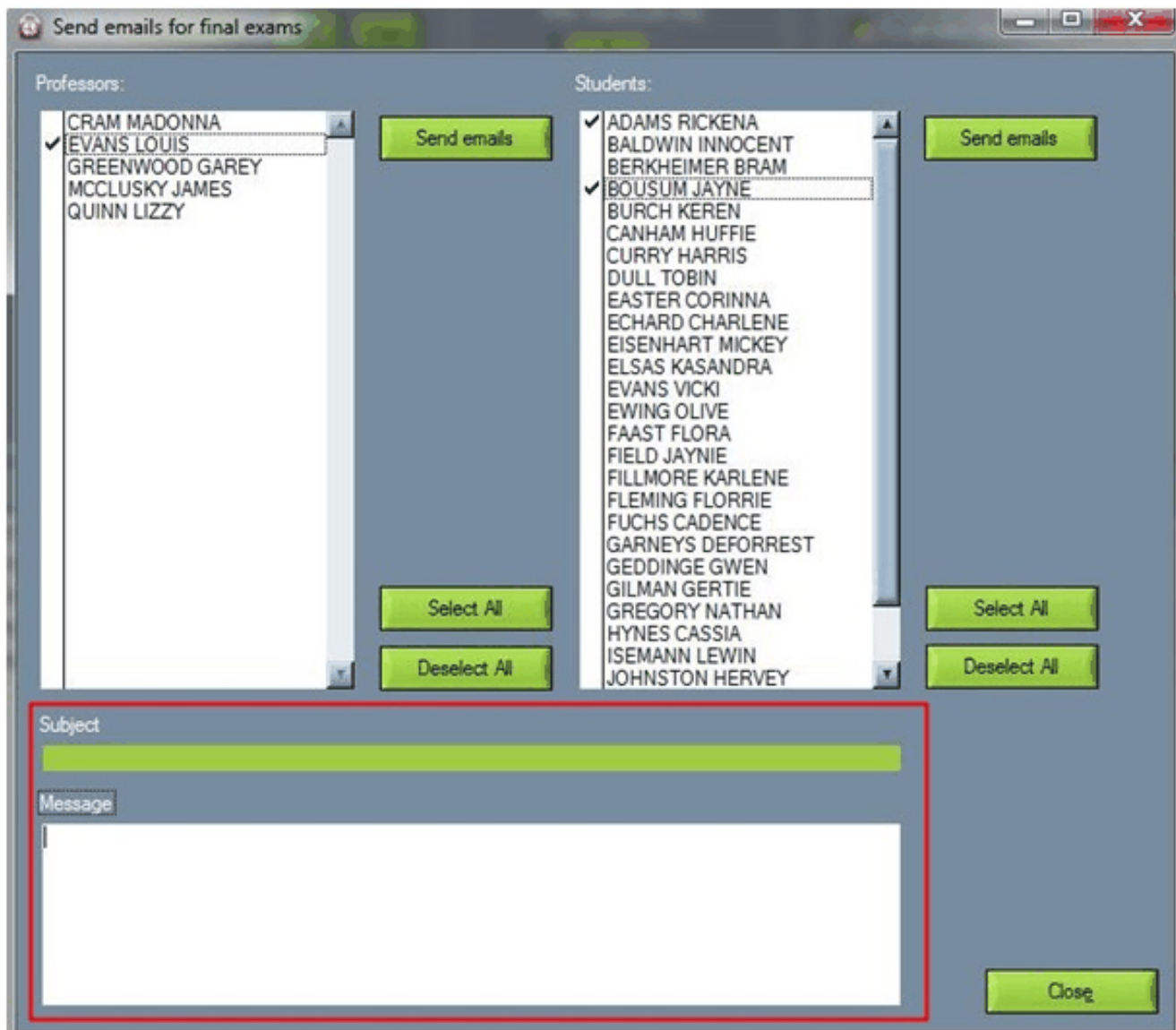
Click on 'Reset project/save settings' to save the changes you made, and in the new window click on 'Done' and your exams will be saved.

Besides saving, 'Reset project/save settings' has one more function - it deletes/overwrites previous documents which have the same project prefix (name of the project) and replaces them with new ones; the program will back up previous documents.



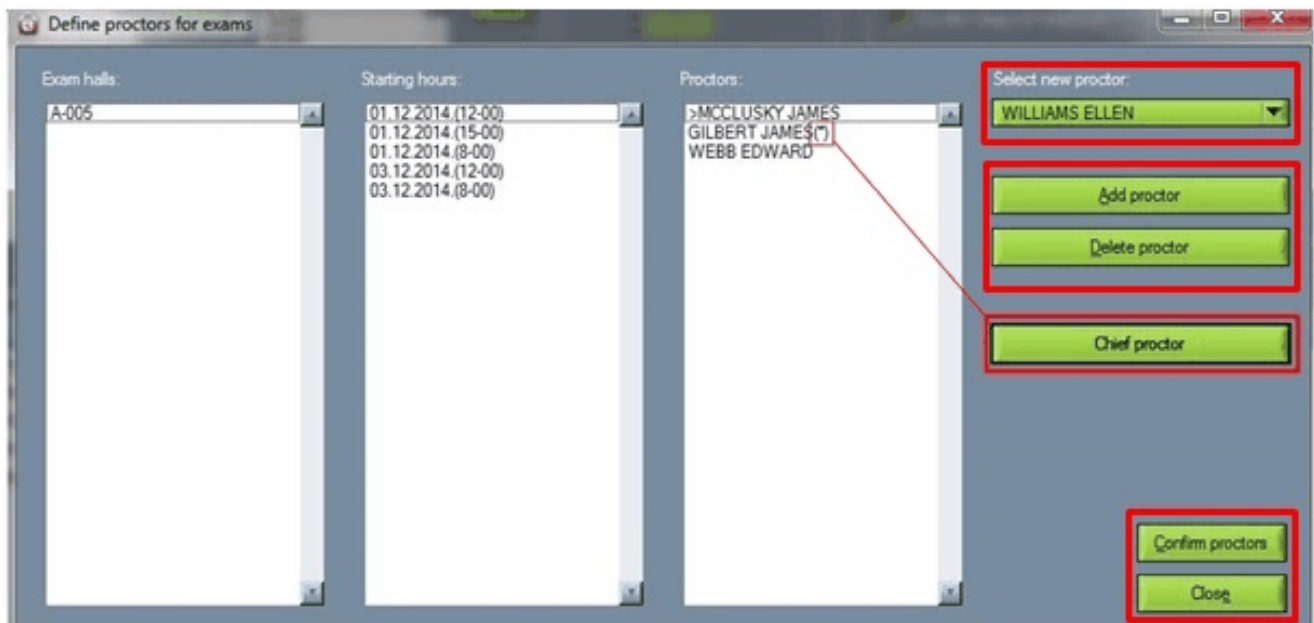
Send e-mails

Send personal schedules to lecturers and students by clicking 'Send emails'. The new window contains the names of lecturers and students whose e-mail is written in the application. Besides sending the schedule, you can write and send a message in the lower part of the window. Select lecturers 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'.

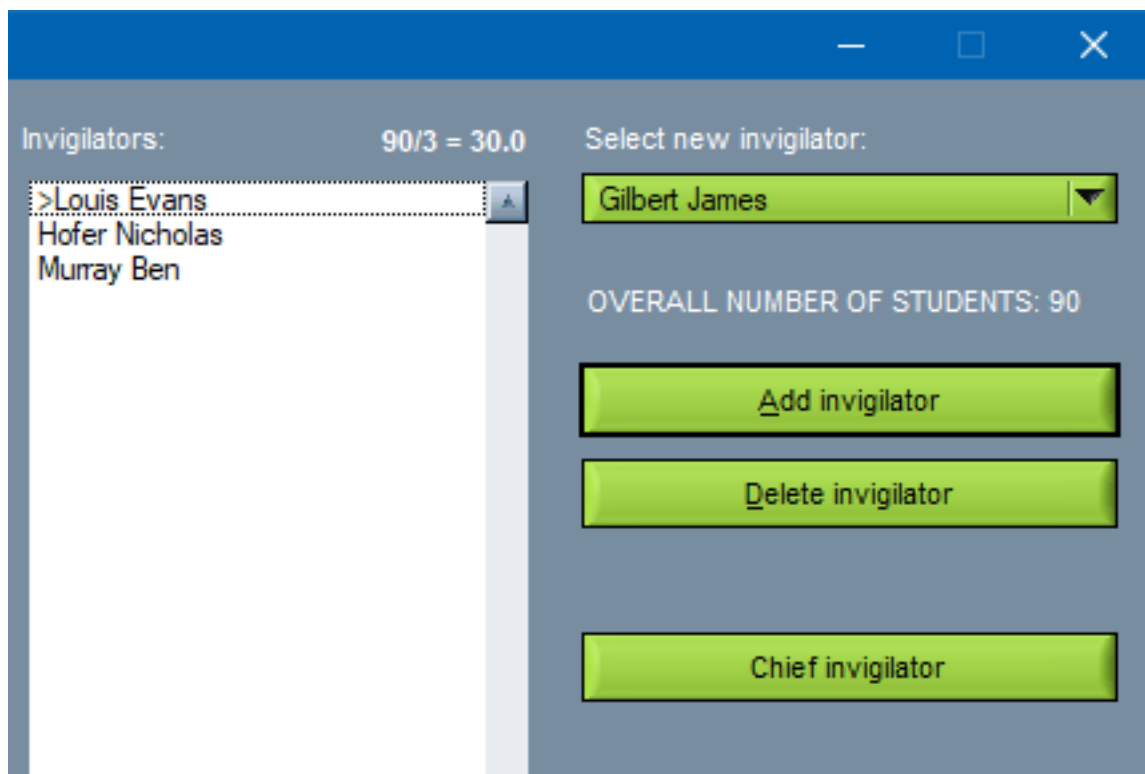


Add proctor

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



Calculating number of Proctors/Invigilators:



At the top of Invigilators list, there is a calculator showing you the exact ratio between the students and proctors.

Search (Individual schedules)

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

Individual schedules

Search filter (name or student ID)

19375481

His

Professor

Student (1)

Courses

Generating the timetable

Automatic generation

The most convenient manner for making a timetable for the entire school year is to use the automatic generation process. It automatically generates the entire timetable 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.

Locked courses 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 is available in that room will be inserted there.

- **Starting the automatic generation**

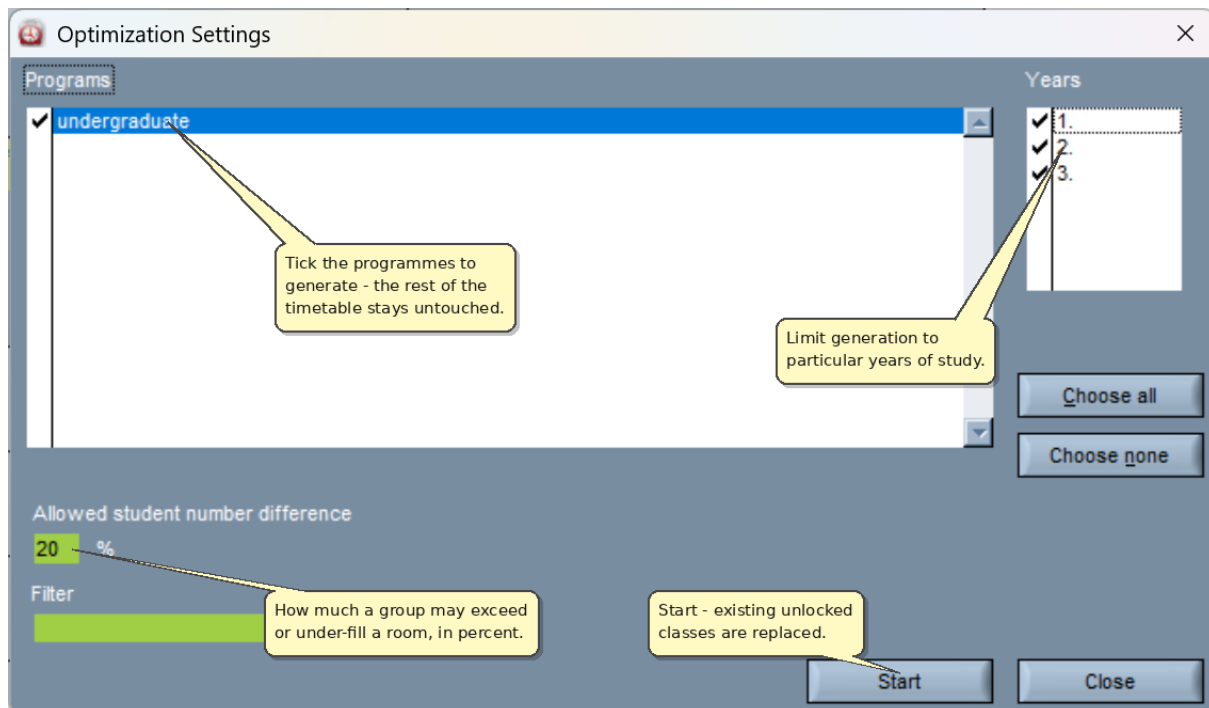
To start the automatic generation process, click the **Generate** button on the *tool bar*.



- **Optimizing the process**

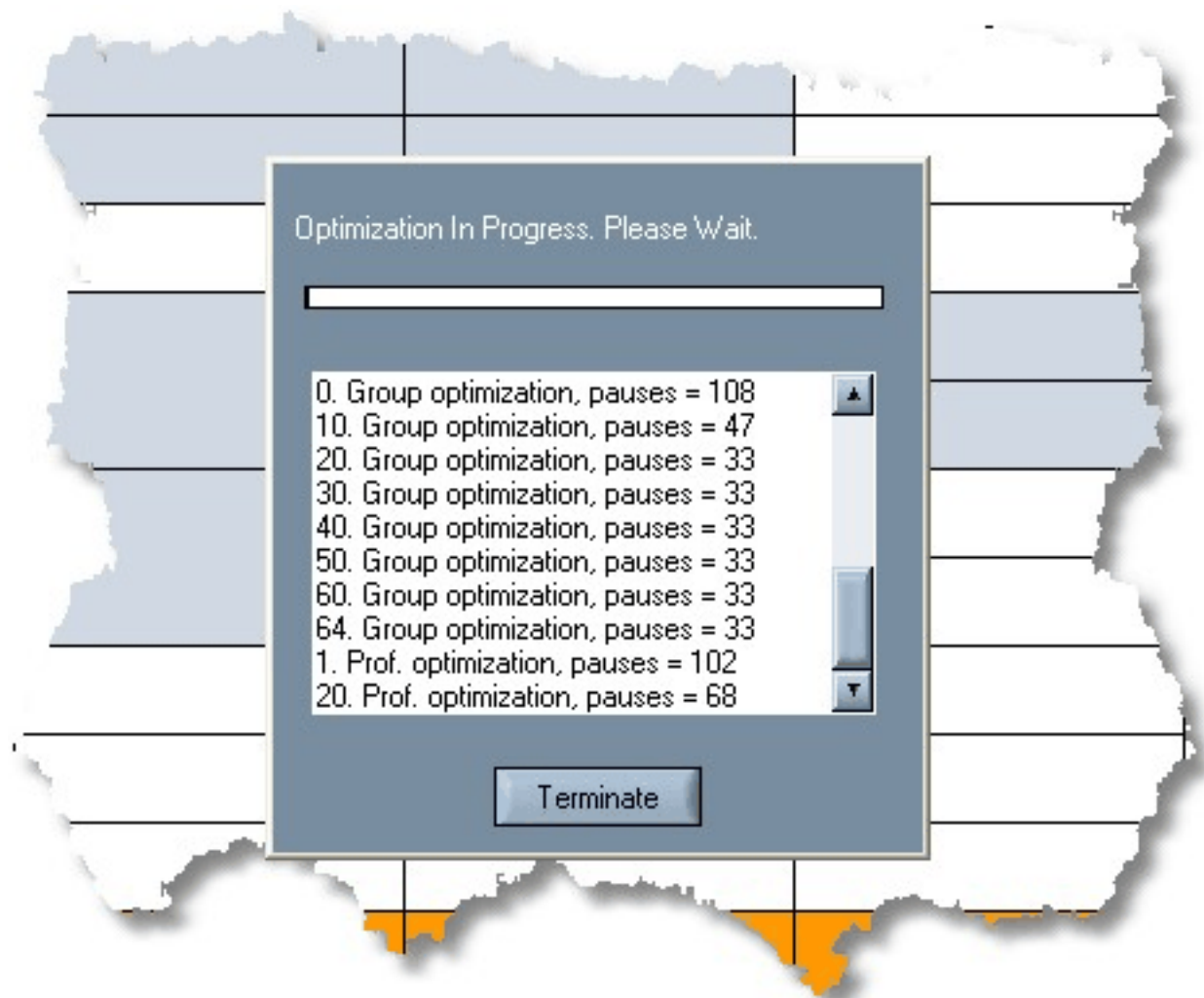
You can optimize the automatic generation process by choosing the programs and the years which you want to generate and by setting the percentage of deviation for the number of

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 the 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 recommended to *optimize* the timetable. This reduces the number of all pauses for all lecturers and all pauses for all groups.

Locking and unlocking schedules

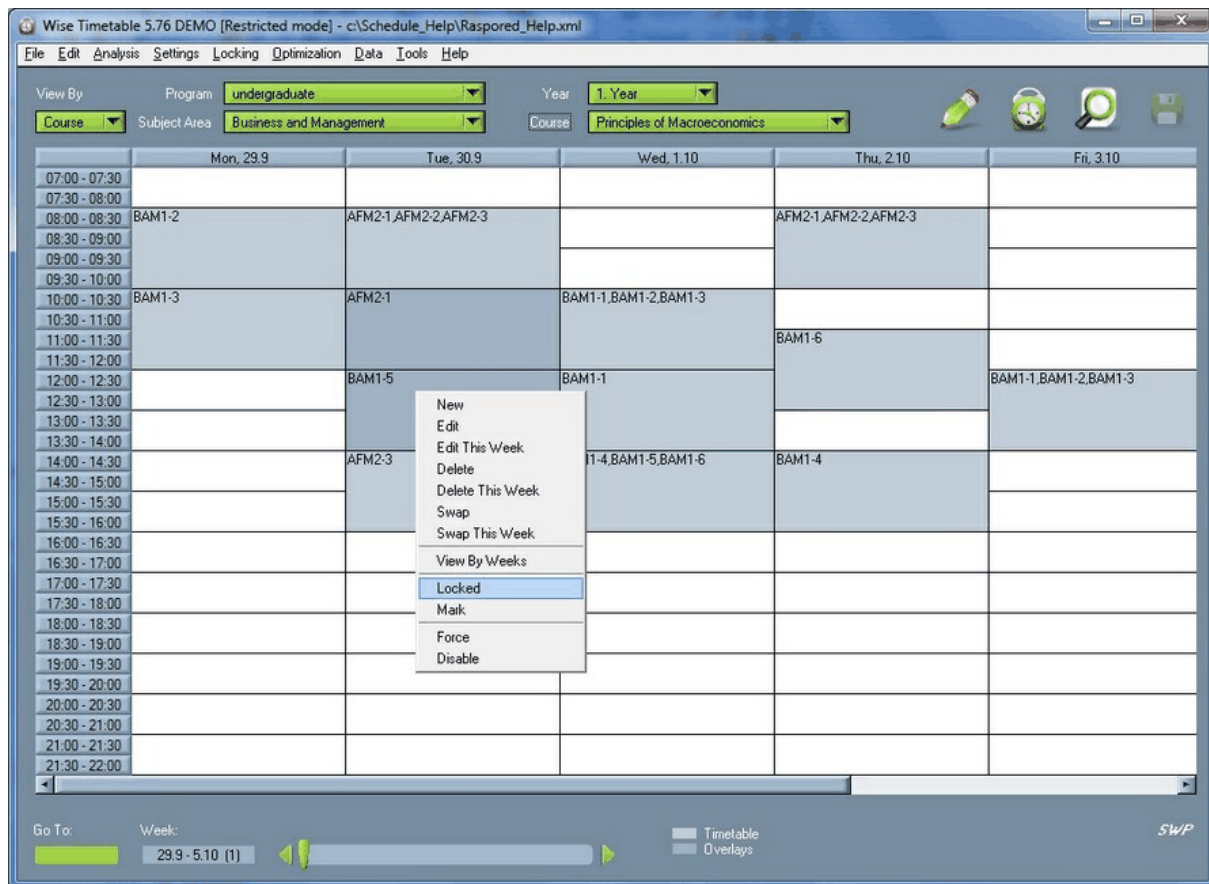
Schedule locking is used for guiding and controlling the *automatic generation* process of a timetable. For example, after making a part of a schedule, you may want to lock it and let the program finish the rest of the schedule automatically.

• Locking a specified entry

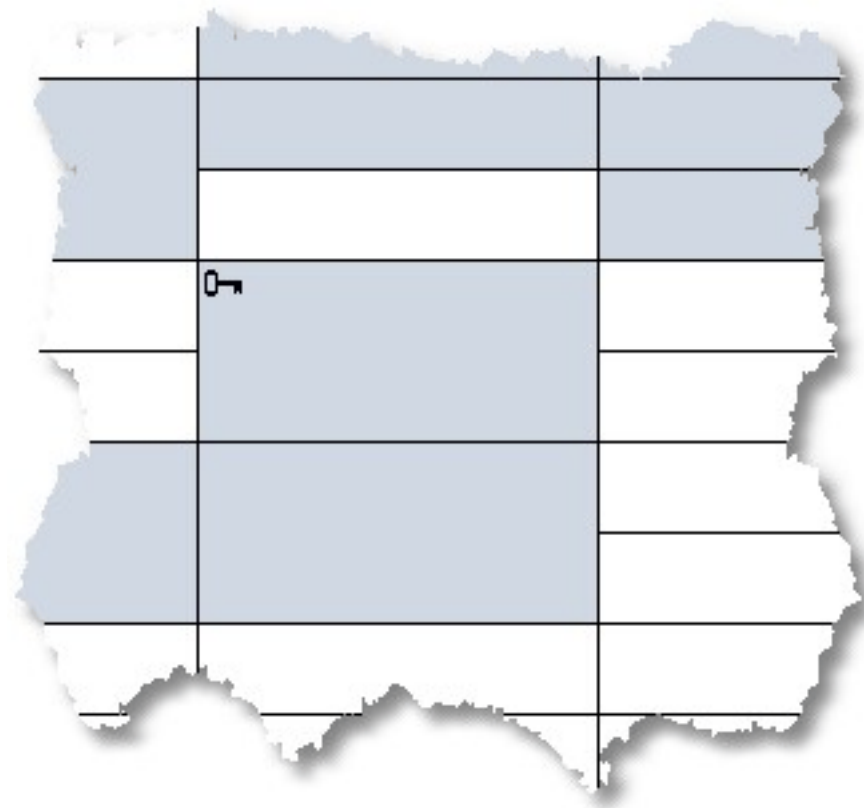
An entry in the schedule is defined by: day of the week, time of day, specified course with its type and the lecturer who is giving it, specified room and the specified groups of students. When locking an entry in a schedule, all of the components of the schedule will be locked on a specified day of 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.



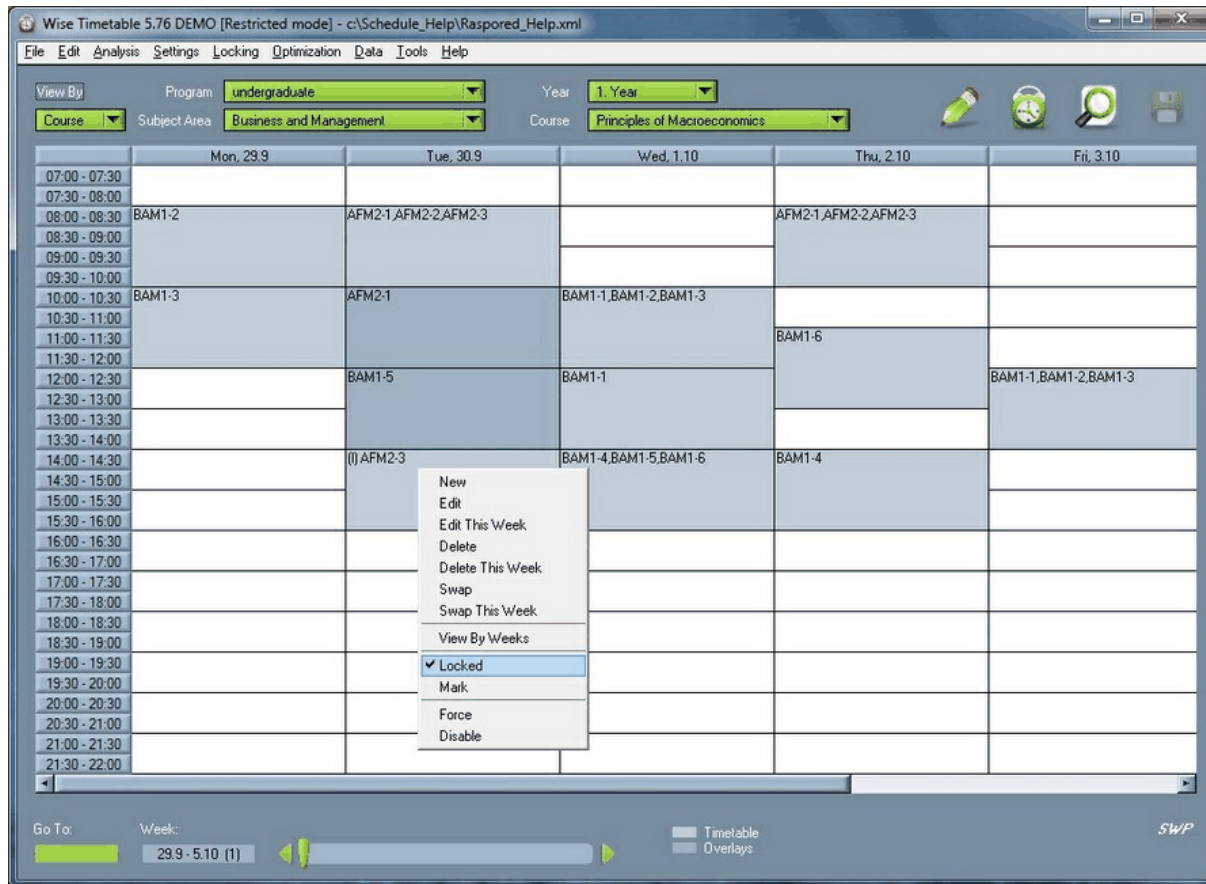
When an entry is locked, a key is shown in the main *work space*.



- **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 schedule**

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 the schedule and in which parts. This option is related only to years. For example, one person edits the 1st year, another the 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 has not been enabled previously.

Settings

School year details

To set the details for the current school year select **Settings | Academic year details** from the *menu*.

- The “Delete” option does not really delete the settings for the school year; all activities are only disabled and these are then shown in the schedule in red. So it does not break courses and their movement is still completely possible. You can also set on which day each holiday falls, 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 the organization is located. (Obligatory)

- **Organization name**

Enter the organization name. (Obligatory)

- **Semester break weeks and weeks between semesters**

Enter the number of non-working weeks in a 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.

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.

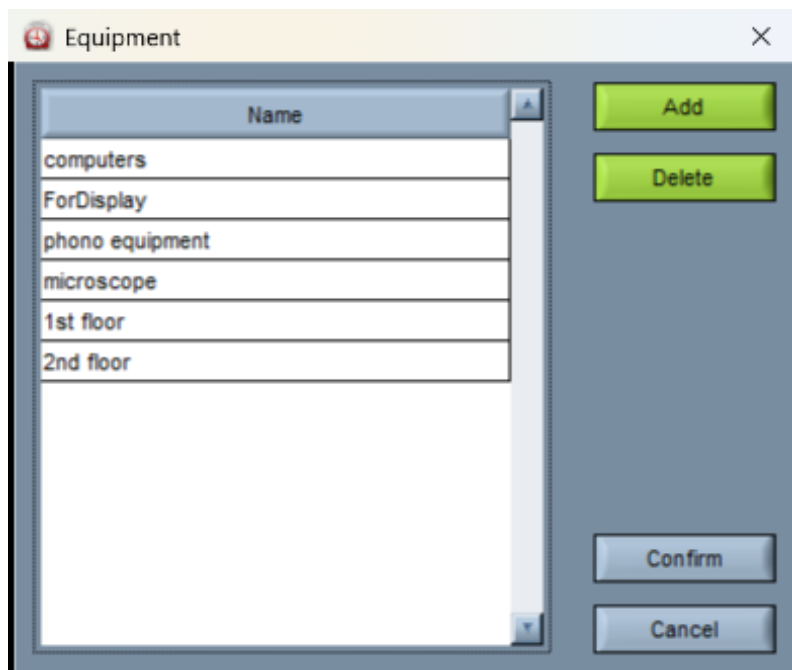
First insert the cities and define the distances among them if courses take place in different cities or buildings. The distances among cities are defined by first positioning the mouse pointer

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 building and then defining the distance from that building to others. Distances are defined in hours.

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.

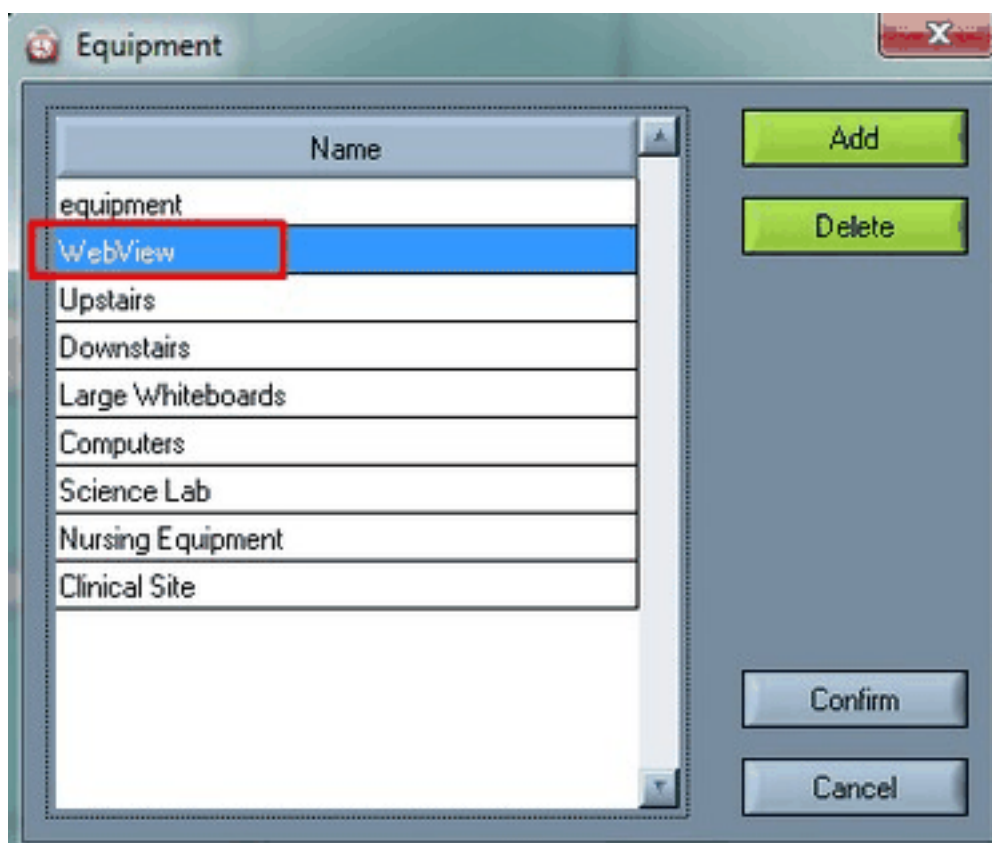
- **Cancel**

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 the ROOMS and ROOM web page of the schedule. Highlighted means that they are marked as ones that can be viewed in this special way in order to have a quicker look at what is being performed in those rooms. In

order to enable this option in any of the rooms, first of all we have to add new equipment in the 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

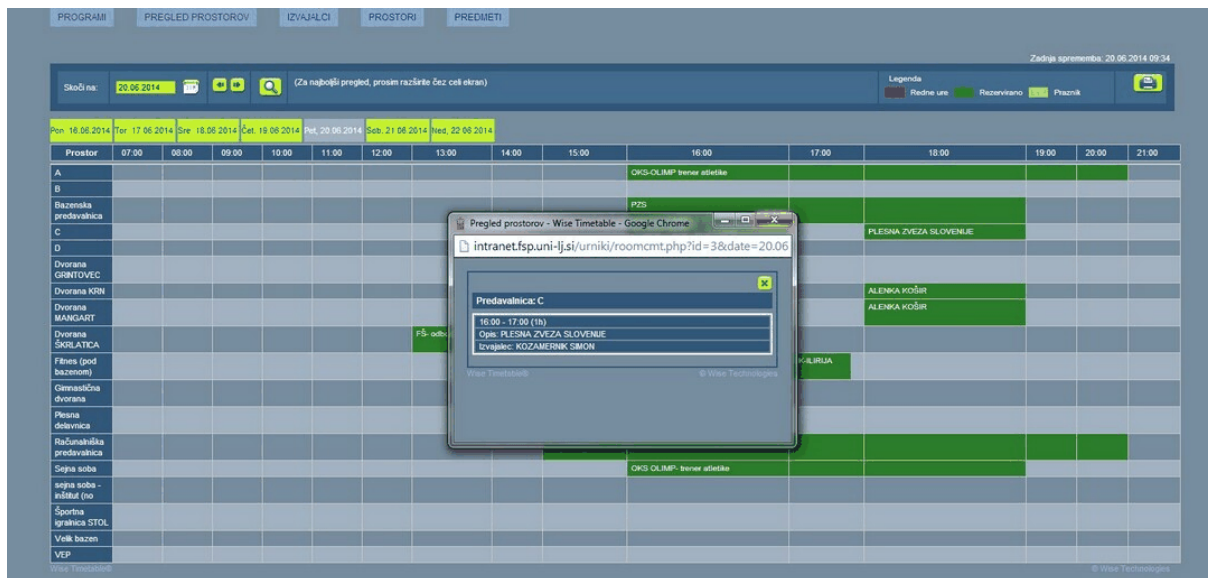
Skoli na: 20.06.2014 (Za najboljši pregled, prosim razširite čez cel ekran)

Legenda: Redna ura Rezervirano Praznik

Prostor	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00
A										OKS-OLIMP trener atletike					
B										PZS					
Bazenska predavalnica															
C										PLESNA ZVEZA SLOVENIJE		PLESNA ZVEZA SLOVENIJE			
D															
Dvorana GRINTOVEC															
Dvorana KOBIR												ALENKA KOŠIR			
Dvorana MANGART												ALENKA KOŠIR			
Dvorana ŠPORTALICA							FS odbojka								
Fitness (pod bazenom)											PK ALUJKA				
Gimnastična dvorana															
Plesna delavnica															
Načrtniška predavalnica										dr. Zadravnik					
Sopna soba										OKS-OLIMP trener atletike					
Sopna soba - inštitut (no)															
Športna igralnica STOL															
Velik bazen															
VEP															

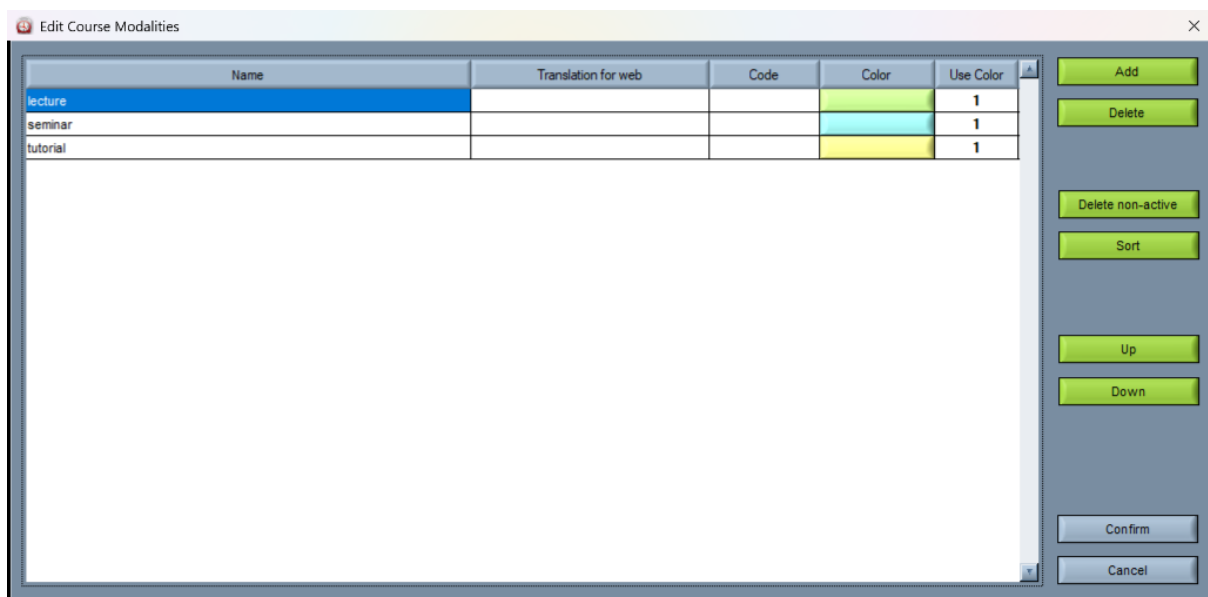
© Wise Technologies

By clicking on one of those highlighted activities, the following additional window will appear, with all other details regarding that activity such as duration, description and lecturer.



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 option course types are sorted alphabetically. Once this is done it stays even when the software is restarted – and as such is saved into the 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 the 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:

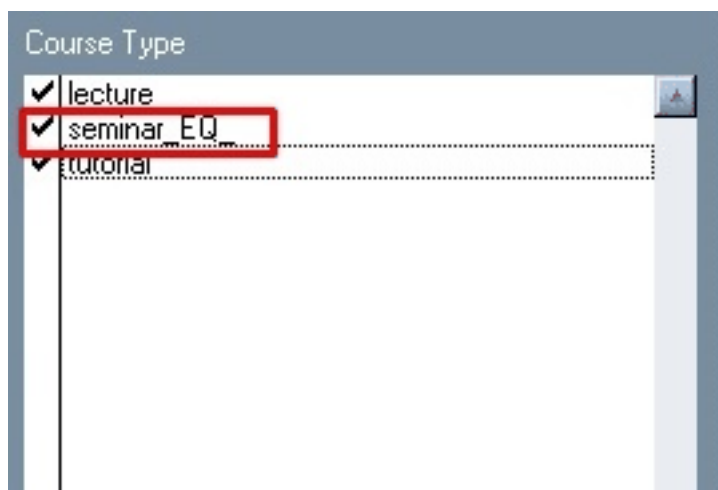
- **EQ (e.g. "Lecture_EQ")**

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 the pictures it is the 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 a 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 and the intentional overlay is done, you can check how that activity looks in the timetable (in our case the course is Business Ethics):

View By	Room	Mon, 15.10	Tue, 16.10	Wed, 17.10	Thu, 18.10
Rooms	B-007		BCIT2-1.BAM2-1	BAM3-4.BAM3-5.BAM3-6	BAM3-4.BAM3-5.BAM3-6
10:30 - 11:00					
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	Making h
12:30 - 13:00	AFM3-1	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			IT in Business, lecture, COLE, B-007	
14:30 - 15:00	BRC3-1			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	

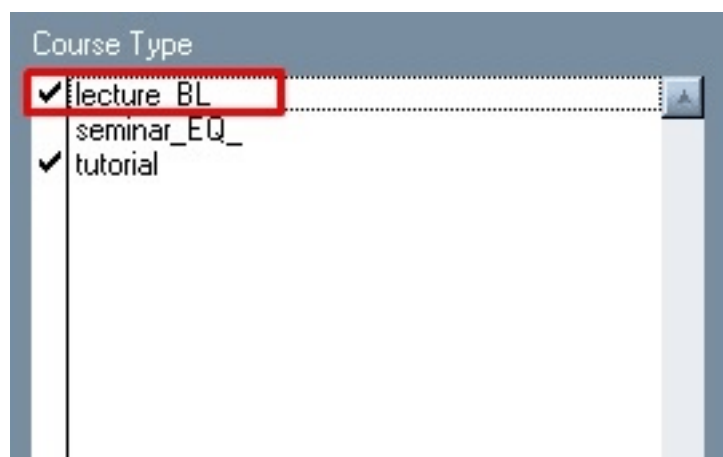
- **BL** (e.g. “Lecture_BL_”, “Tutorial_BL_”)

This sign is used for consecutive course segments. This means that course types with this sign 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 intentionally make a tutorial be held immediately after a lecture in some course, whatever course it is - as seen on this picture below:



After this setting is done, generate your timetable so you can check how that activity looks in the timetable (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
	Mon, 15.10	Tue, 16.10	Wed, 17.10	Thu, 18.10
08:30 - 09:00				
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_QUIINN, A-006		Systems Analysis , tutorial_QUIINN, A-005
12:00 - 12:30	AFM2-2,AFM2-1	BRC2-1		AFM2-3
12:30 - 13:00				
13:00 - 13:30				
13:30 - 14:00		Systems Analysis , tutorial_QUIINN, B-003	Systems Analysis , tutorial_QUIINN, 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.

Time labels

To set time labels select **Settings | Time labels** from the *menu*.


Set Time Labels
✕

	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

Add

Delete

Defaults

Defaults - 15 min

24H

Display only:

1

to

30

Default real hours

Multiply pattern

Cancel

Confirm

* 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.

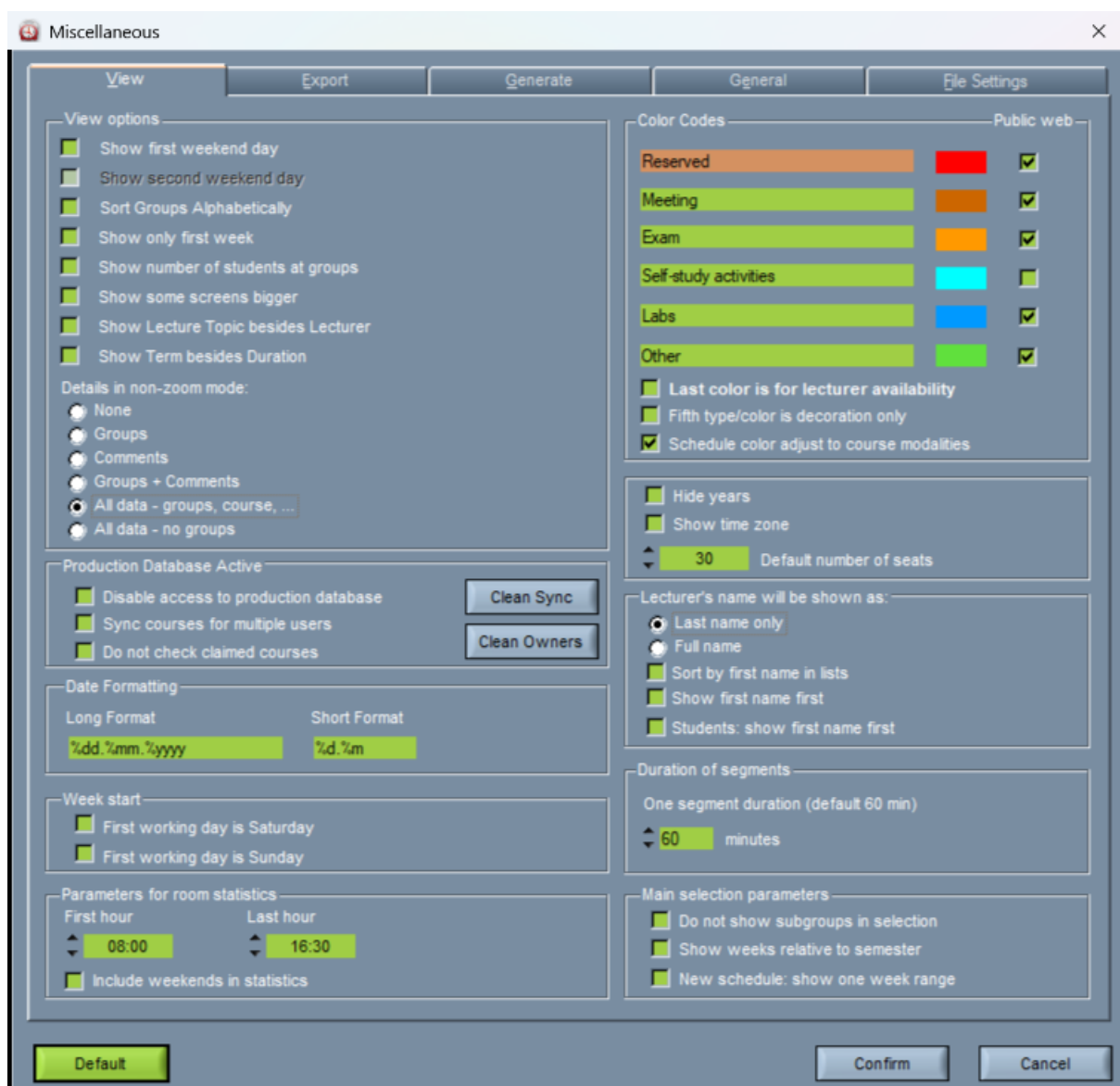
- Click **Defaults** to return to default values (as they are shown above).
- Click **Cancel** to cancel changes.

Miscellaneous

To set miscellaneous settings select **Settings | Miscellaneous** from the *menu*.

The Miscellaneous window 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 long 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 of the proper order of the lecturer's name/surname. You can choose the format of displaying the lecturer's name.

- **Week start**

First working day is Sunday - click if your organization's starting 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 the first day.

- **Parameters for room statistic**

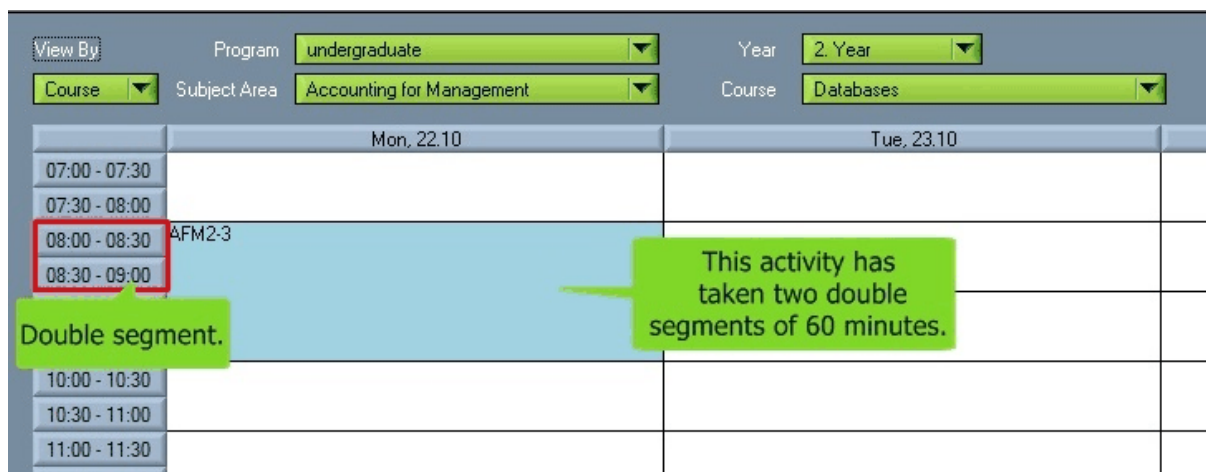
To make room utilization percentage more 'real', set the period in which utilization is calculated. You can see utilization percentage at Analysis → *View Room*.

- **Main selection parameters**

If there is no need for subgroups to be 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:

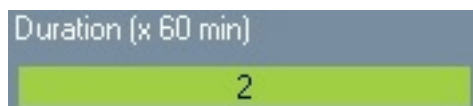


It is possible to set the segment duration to any number of minutes so we can divide time however we need to.

For example, here we have one segment duration of 60 minutes.



After that, in some course specifications (in our case the course is “Databases”) we entered that tutorials have 3 x 60 duration.



And therefore, after the next generation this activity has taken three segments of 60 minutes in the timetable.

View By	Program	undergraduate	Year	2. Year
Course	Subject Area	Accounting for Management	Course	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 the course is “Databases”) we entered that lectures have 3.5 x 30 duration.

Duration (x 30 min)

3.5

 Duration Details

After the next generation of the timetable or that course, this activity will take 3.5 double segments; this is possible because we turned on the one segment duration of 30 minutes, and it will look like this in the timetable:

View By	Program	undergraduate	Year	2. Year
Course	Subject Area	Accounting for Management	Course	Databases
	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			
14:30 - 15:00	AFM2-1,AFM2-2,AFM2-3			
15:00 - 15:30	Taken 3.5 double segments.			
15:30 - 16:00				
16:00 - 16:30				
16:30 - 17:00				
17:00 - 17:30				

Taken 3.5 double segments.

2. Export

Miscellaneous [X]

View Export Generate General File Settings

Printing Options

☒ Print dates
 ☐ Export PDF grid to portrait
 ☐ Print all overlaps for groups
☐ Bold full hours - grid PDF
 ☐ Print year
 ☐ Show only last part of room name
☐ PDF grid - show all weeks
 ☐ Print subject area name
 ☐ Show full course names
☐ PDF grid - ignore duplicates
 ☐ Print Program name
☐ Print Lecturer
 Line number for new page:

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
☐ Compact CSV export (for some reports)

Integrations

☐ PowerCampus direct export
☐ Moodle direct export

Email and PDF options

☒ Use CSV format
☐ Use PDF format (Ordered by day of week)
☐ Use PDF format (Ordered by date)
☒ Attach iCalendar file to email

[Edit PDF templates](#)

Time limit for group grid PDF (2-96):

[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 the lecturer's name in the printed schedule. Here's how it looks 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-07	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	
	AFM1-1	AFM1-1	AFM1-1	AFM1-1 AFM1-2 AFM1-3	

If you leave this option unchecked, the lecturer's name will not be displayed in the printed schedule.

Print All Overlays for Groups - check this button if you want the 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, the software will not display overlays in grey color on the printed version.

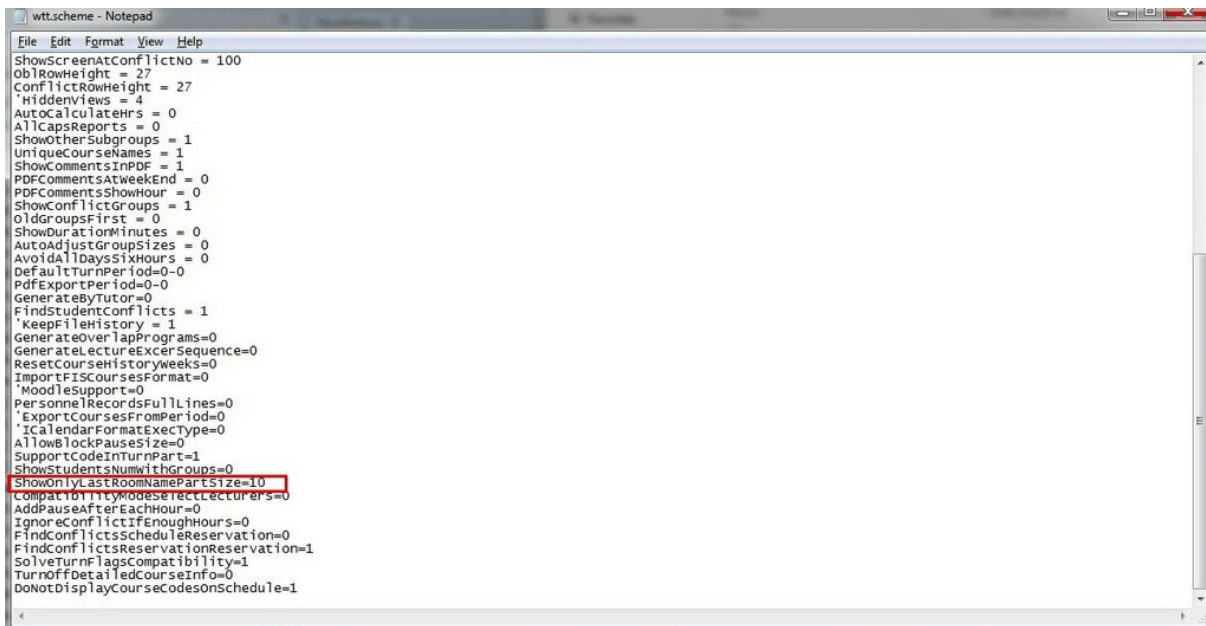
In this section (**Print all overlays for groups**), there is also a setting **Show only last part of room name**, which means, as it states, that only the last several characters of a room name will be shown in printed versions of the Overlays for groups schedule.

Check **Show full course names** and full course 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 the wtt.scheme file as

ShowOnlyLastRoomNamePartSize=10, where the number after the equals sign represents the number of last characters of room names that will be shown in the timetable. This number is 10 by default, and it can be set to any other number.



In the **Print Header** box insert the text that will be displayed when printing.

Check **Print Legend** and you will be able to write down a legend that will be included in the 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.

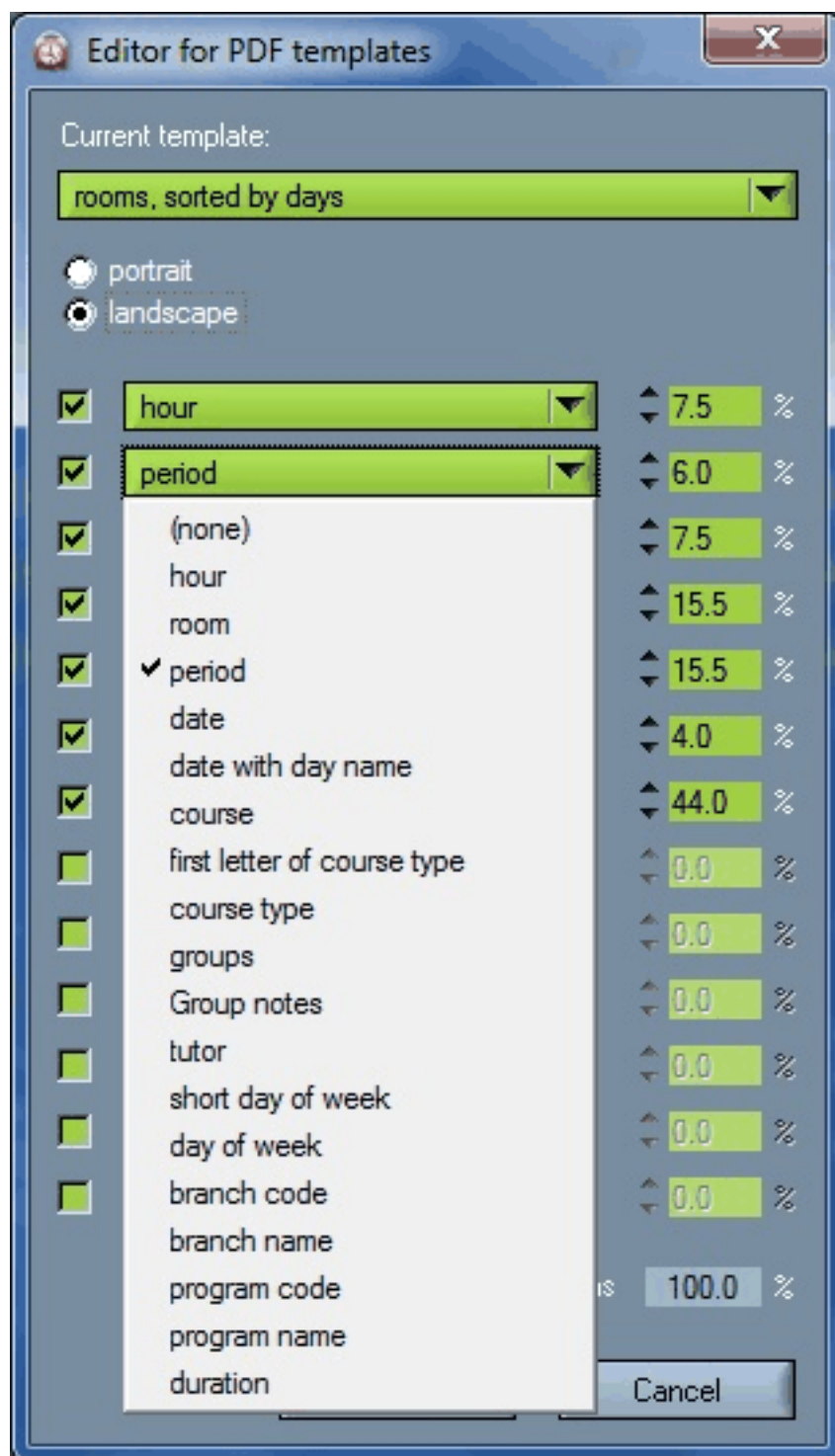
Check “Groups - show also room” to also show rooms for groups in the timetable.

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 the lecturers’ obligations with those from the 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 a green button in this section called Edit PDF templates; by clicking on this button you can include or exclude labels in the PDF template for e-mails. Here’s how it looks:



3. Generation

Miscellaneous

Generate

Working hours

From To

Extended working hours

From To

☐ Schedule multiple sections into same hour

☐ Mandatory break for students h after module:

☐ Mandatory break for lecturers h after module:

Warn after lecturer reach weekly (hrs):

Prof. year limit (hrs): Prof. term limit Room Capacity Limit (%)

Warning for student's hours limit, level 2:

Warning for student's hours limit, level 1:

☐ Check individual student - classes

☐ Check individual student - groups

Select Location To Suite

Maximum travels per day

Lecturers Groups

General

Num. Of iterations

Num. Of iterations (Lecturers)

Num. Of iterations (Students)

☐ Generate also first weekend day

☐ Generate also second weekend day

☒ Allow empty day for lecturers

☒ Allow M+N classes in neighboring days

☐ Anchors with hour relations are on same day

☐ Scatter generated hours

☐ Force same rooms for blocks

☐ Put lectures only on whole hours

☐ Try electives at the same hour

☐ Align hours for the course part

File Settings

Maximum hours per day

Lecturers Groups

Maximum classes per week

Lecturers Students

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 the maximum hours per week for the lecturer, and when the lecturer reaches that number of hours, the warning will be shown.

You can set **two levels of warning for groups**, and when a group reaches that level, the warning will be shown. You need 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 on consecutive days. (E.g. the lecture of Mathematics is taught on 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 the well-known way of setting 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 have attended a 4-hour block of activities at the university.

Therefore, the space will not be crowded, and every group will have a deserved break of 1 hour after 4 hours (or another number of hours that can be set here) of activities are finished. These breaks for each group will be presented in the schedule as empty fields.

Also, it is important to note that 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 lecturer that will be there only one day, so students have no breaks at all, etc. Here is how it looks in one group's specification:

- Warn after professor reach weekly (hrs)

Here you can set how many hours are “allowed” for lecturers. Therefore, if you set it to 40, and later more activities and more hours than 40 are dedicated to any lecturer, 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 that some groups need more, some fewer hours per week. Choose the warning level in a certain group’s main window; Edit → *Groups*/click edit.

- Max. hours per day for professors and groups

This general option allows you to set the maximum number of hours for all lecturers and groups in general. Also to note, this option can be changed for each group of students or lecturer in their own specifications, where by checking a box this option becomes ignored for a certain group or lecturer. Here is how it looks in *Miscellaneous* → Generation:

- Max. hours per week for professors and groups

It is possible to set maximum weekly hours for lecturers and for students separately.

In the lecturer’s or group’s specifications, this general setting can be ignored and a certain group/lecturer can be set to have another 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: ☐

Lecturer can teach the following (optional):

- Advanced Business Computing(lecture,1,2)
- Advanced Business Computing(tutorial,1,2)
- 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 Economics and Forecasting(lecture,2,3)
- Applied Economics and Forecasting(tutorial,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,2)
- Competition Policy and Economic Regulation(tutorial,2)
- 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 Environment Analysis(lecture,3)
- Data Environment Analysis(tutorial,3)
- Databases(lecture,2)
- Databases(tutorial,2)
- Decision Support Systems(lecture,1,2)
- Decision Support Systems(tutorial,1,2)
- Decision Support Systems(lecture,1,2)
- Decision Support Systems(tutorial,1,2)
- Doing E-Business(lecture,2)
- Doing E-Business(tutorial,2)
- E-Business and IT Law(lecture,1,2,3)

Program: (All)
Subject Area: (All)
Year: (All)

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: ☒

Confirm Cancel

- Select location to suite/Maximum travel per day

You can also select the location and maximum travel per day for lecturers and groups.

4. General

Miscellaneous [X]

View Export Generate **General** File Settings

Mobile applications settings

- ☒ Allow sending data for mobile applications
- ☐ Hide lecturer's schedule on mobile applications - use passwords
- ☐ Hide student's schedule on mobile applications - use passwords

User

User []

- ☒ Use quick insert - less confirmations
- ☒ Automatically load last edited file at startup
- ☒ Disable inter-base sync
- ☐ Alternative file select
- ☐ Alternative file select 2
- ☒ Refresh whole Event Planner after XML load
- ☐ Display course colours (main screen and web)
- ☐ Change color for schedules with notes
- ☐ Do not check already allocated hours

Fill rooms until priority

Priority [0]

- ☐ Do not load/save students from database
- ☐ Show program names along branches

Labs creation on the web:

1.10.2022 - 6.10.2022

Period - students to labs: 7.10.2022 - 16.10.2022 09:00 h (HH:MM)

- ☐ Sync/View external timetable reservations
- External timetable database (ODBC connection point) []
- Source DB name (optional) []
- Filter sync by room(s) []
- Filter sync by lecturer(s) []
- ☐ Display course codes along the names
- ☐ Toggle all durations modes for courses
- ☐ Use this PC only for bookings approval
- ☐ Check students when edit
- ☐ Individual events layout
- ☐ Turn off SQL cache optimisations
- ☐ Automatic software update

Default Confirm Cancel

- **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 the user name in the **User** box.

Check **Use quick insert** for quickly inserting pedagogical processes in the schedule. One less control window 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').

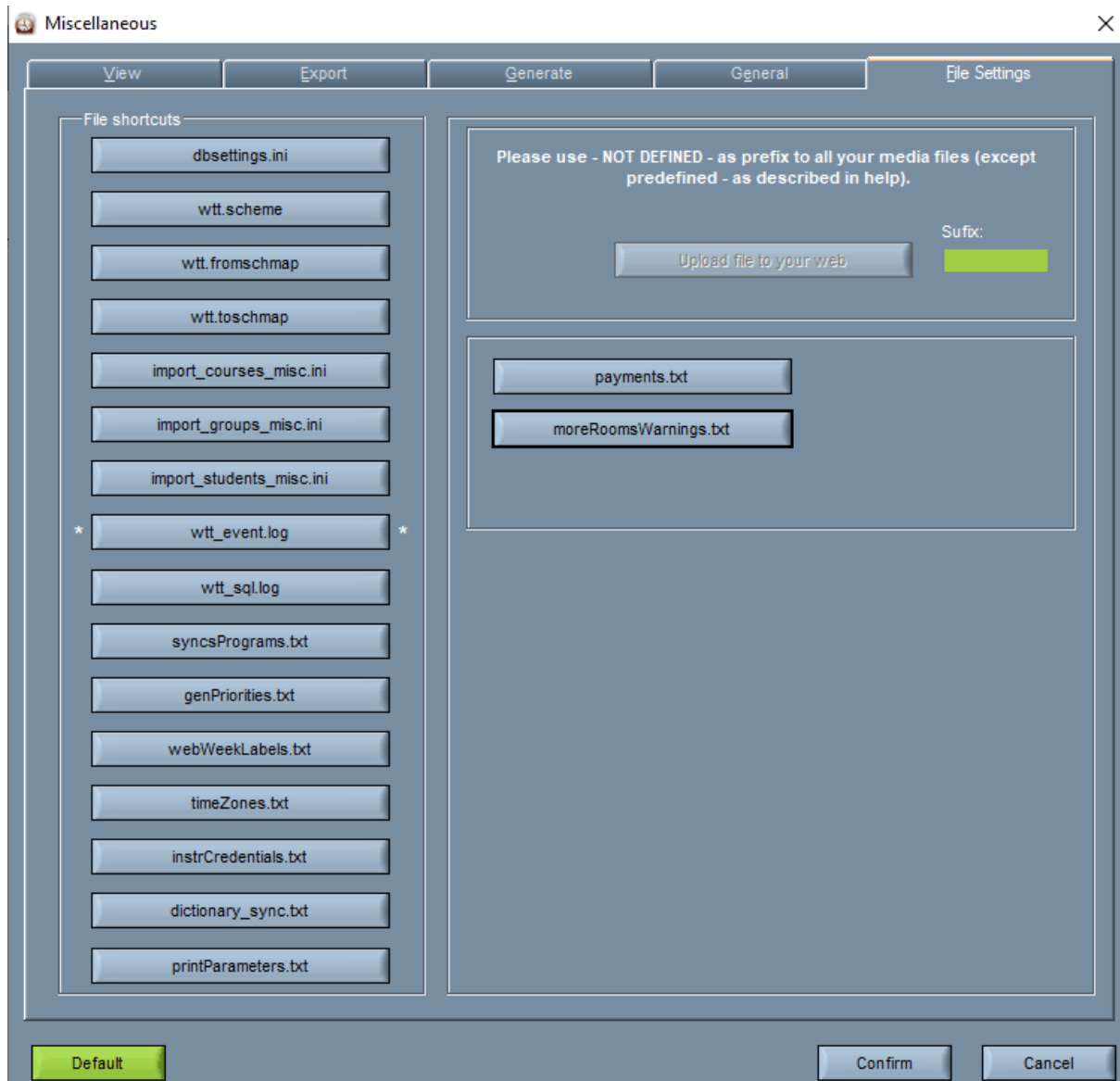
Translate phrase in application - use for translating word phrases in the application.

Translate application phrases from dictionary - use for translating phrases in the application from the dictionary.

Show replaced professors at course screen - check and the new turn and new lecturer will be visible on the main screen (related to changing lecturers on the main screen).

- **File settings**

All configuration data are at *c: and they can be easily accessed from Settings → Miscellaneous → General. To access configuration files just click on the needed configuration file button.



- **Confirm**

Click Confirm to save changes.

- **Default**

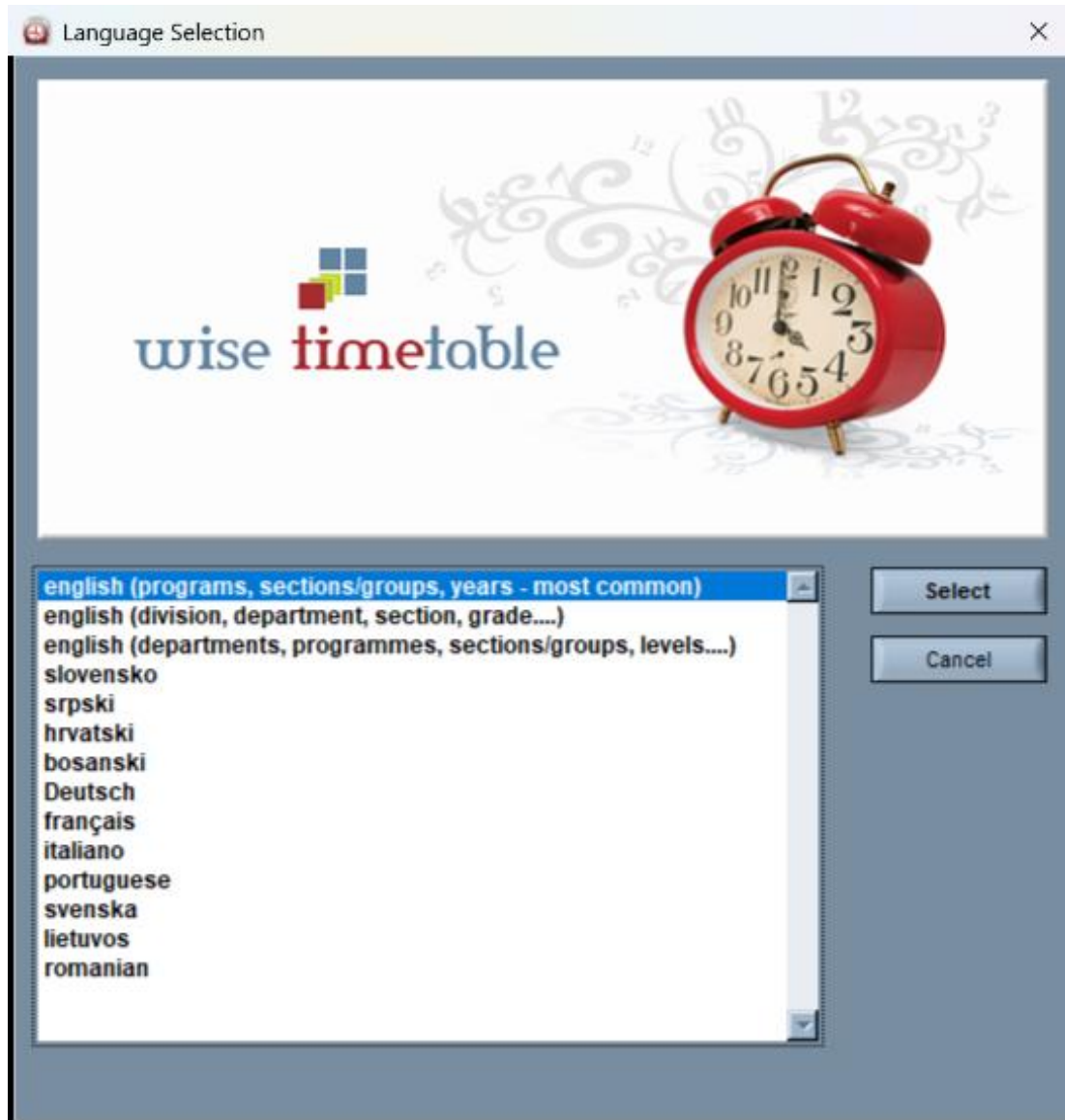
Check Default to save current settings as default settings. Those settings will be selected when a *new file is created*.

- **Cancel**

Click Cancel to cancel changes.

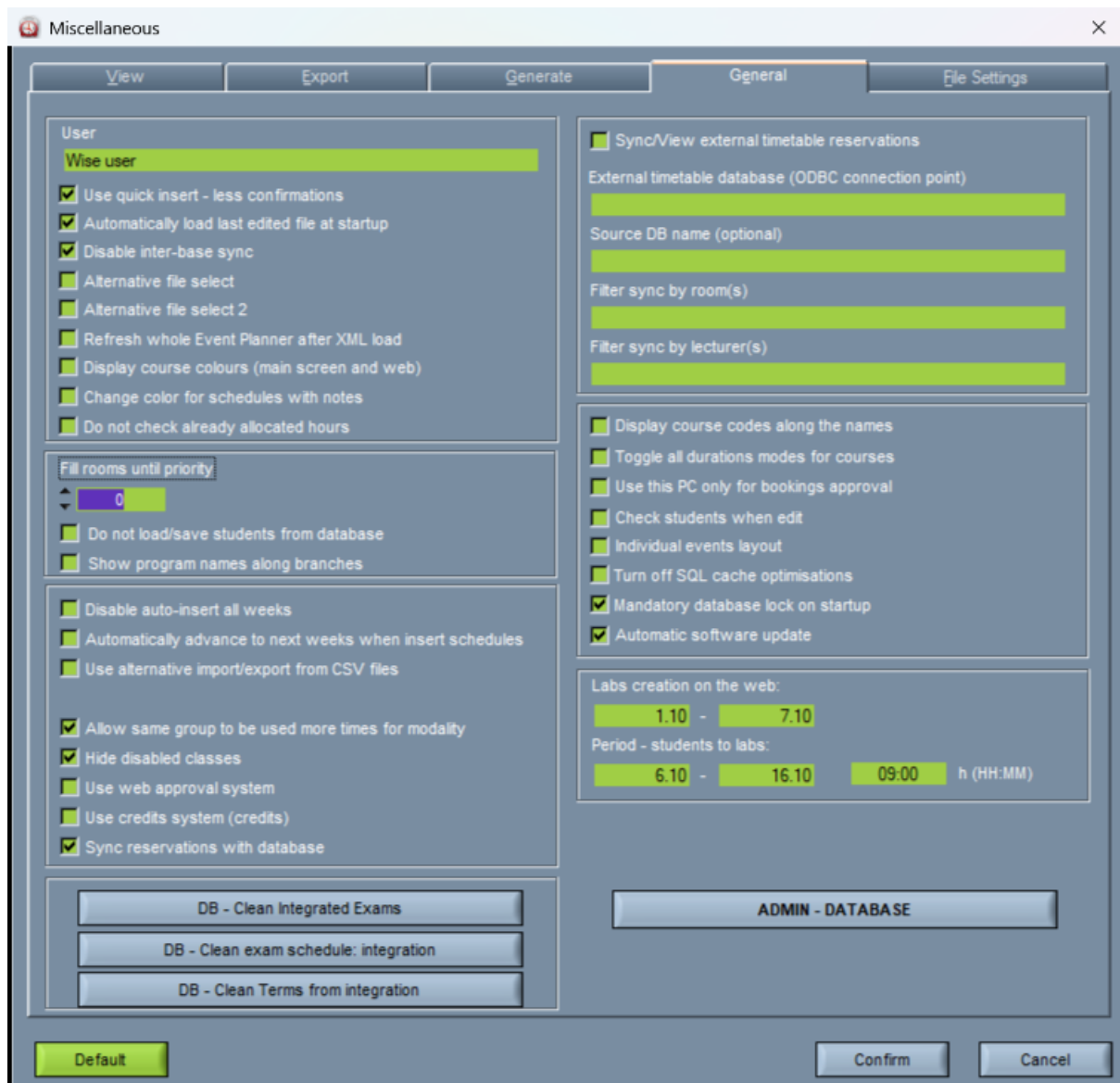
Language

If you want to change the language of the Wise Timetable application, choose **Settings | Language** in the *menu*.



Advanced settings

The »**wtt.scheme**« file is located in the folder where Wise Timetable is stored (usually C:FilesTimetable). 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:

ShowScreenAtConflictNo

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.

OblRowHeight

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.

ConflictRowHeight

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.

HiddenViews

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.

AutoCalculateHrs

Indicates 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.

AllCapsReports

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.

ShowOtherSubgroups

ShowOtherSubgroups = 0 indicates that when a subgroup is displayed, subgroups of other classes are not shown. ShowOtherSubgroups = 1 indicates that when a subgroup is displayed, subgroups of other classes are shown as well.

UniqueCourseNames

UniqueCourseNames = 0 does not warn of several courses having the same name. UniqueCourseNames = 1 warns if several courses have the same name.

ShowCommentsInPDF

ShowCommentsInPDF = 0 indicates that comments are not displayed in the pdf format. ShowCommentsInPDF = 1 indicates that comments are displayed in the pdf format.

PDFCommentsAtWeekEnd

PDFCommentsAtWeekEnd = 0 indicates that in the pdf format comments are displayed in the day in which they are inserted. PDFCommentsAtWeekEnd = 1 indicates that in the pdf format comments are displayed at weekends regardless of the day in which they are inserted.

PDFCommentsShowHour

PDFCommentsShowHour = 0 indicates that the time of the comment is not displayed in the pdf format. PDFCommentsShowHour = 1 indicates that the time of the comment is displayed in the pdf format.

ShowConflictGroups

ShowConflictGroups = 0 indicates that groups are not shown when conflicts are displayed. ShowConflictGroups = 1 indicates that groups are shown when conflicts are displayed.

OldGroupsFirst

OldGroupsFirst = 0 indicates that new groups are displayed at the top of the group insertion window. OldGroupsFirst = 1 indicates that old groups are displayed at the top of the group insertion window.

ShowDurationMinutes

ShowDurationMinutes = 0 indicates that half an hour is written as 0.5h. ShowDurationMinutes = 1 indicates that half an hour is written as 30min.

AutoAdjustGroupSizes

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. 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.

DefaultTurnPeriod

DefaultTurnPeriod indicates the default period for course execution. E.g. DefaultTurnPeriod=1-15 indicates that the default period for course execution is from week number 1 to week number 15.

PdfExportPeriod

PdfExportPeriod indicates the weeks for which the timetables will be exported to the pdf format. E.g. PdfExportPeriod=1-15 indicates that the timetables from week number 1 to week number 15 will be exported to the pdf format.

GenerateByTutor

GenerateByTutor indicates generation by tutors/lecturers in a process of generating, not by courses. Also, this option doesn't generate an optimal schedule scheme but only lists lecturers' activities one after another at the next free time. E.g. GenerateByTutor=0 means this function is OFF, but if it is equal to 1, it is turned ON.

FindStudentConflicts

FindStudentConflicts option to enable/disable button for finding conflicts between students in conflict analysis section. E.g. If you enter =0 it will not be shown as the option, and if you enter =1 it will be shown though.

KeepFileHistory

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.

GenerateOverlapPrograms

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.

GenerateLectureExcerSequence

There is another option inside the application that changed this setting. Therefore, it is disabled/obsolete and any variable entered will be ignored.

ResetCourseHistoryWeeks

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.

ImportFISCoursesFormat

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.

MoodleSupport

MoodleSupport=0 means that schedules made by the Wise Timetable application do not support Moodle course management system and cannot be incorporated together. MoodleSupport=1 means that schedules made by the Wise Timetable application support Moodle course management system and can be incorporated together. Additional menu options in application will be shown accordingly.

PersonnelRecordsFullLines

Personnel records are usually formatted in a way that is easily human readable (structured). So not all information is displayed in all lines - it has a "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).

ExportCoursesFromPeriod

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).

ICalendarFormatExecType

ICalendarFormatExecType=0 indicates that when exporting ICalendar in Subject area will be displayed course name and room name. ICalendarFormatExecType=1 indicates that when

exporting ICalendar in Subject area will be displayed type of activity (e.g. Exercises, Lectures, etc.).

AllowBlockPauseSize

This setting is used when *BL* option is enabled. If equal to “0” software will not make pauses between two *BL* segments. If equal to “1”, software will be allowed to make certain pauses between two *BL* segments in one day.

SupportCodeInTurnPart

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 versa. 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.

ShowStudentsNumWithGroups

This setting serves to display in breaks number of students in a group next to the group name. If =0, this option is disabled, If=1, it is enabled.

CompatibilityModeSelectLecturers

This option is related to setting *undefined* lecturer. If turned “0”, software will assume that you work with older databases that were made when this new *undefined* 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 *undefined* lecturer existed and therefore will not make itself compatible with older databases.

AddPauseAfterEachHour

AddPauseAfterEachHour=0 will not add automatically pauses after each hour.
AddPauseAfterEachHour=1 will add automatically pauses after each hour.

IgnoreConflictIfEnoughHours

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 to or more than the 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.

FindConflictsScheduleReservation

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 versa.

FindConflictsReservationReservation

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 versa.

SolveTurnFlagsCompatibility

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.

TurnOffDetailedCourseInfo

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.

DoNotDisplayCourseCodesOnSchedule

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.

Permissions and user accounts

Wise Timetable has two separate ideas of “who you are”, and they answer different questions. Keeping them apart saves a lot of confusion.

- **The user name** says who owns a course and who holds the database lock. It is a label, not a login.
- **Permissions** say which academic years you are allowed to edit. They are protected by a password.

Your user name

Settings ▶ Miscellaneous ▶ General has a **User** field. Fill it in with something a colleague will recognise — it is the name that appears in messages like these:

- *Warning! Database is LOCKED by Ana (time: ...)*
- *User Ana claimed the course Statistics you already own. Allow?*
- *Course Statistics is currently owned by Ana. Claim the course?*

The field must not be empty. On a single-user installation it does not matter what it says; in a department where three people edit the same database, it matters a great deal.

The database lock

When you open a shared database for editing, Wise Timetable locks it, so two people cannot overwrite each other's work. Someone else opening it is told who holds the lock and when it was taken, and is offered three choices:

Choice	Effect
Unlock database	Takes the lock. Asks for the unlock password.
Ignore warning	Opens anyway. Only sensible when you know the other person has finished.
Exit from program	Leaves it alone.

If the unlock password is wrong you get *Wrong password.* and nothing changes.

Editing permissions by year

Larger institutions split the work by academic year — one person schedules first year, another second year. **Locking ► Edit permissions** is where that is set.

1. A dialog titled **Verifying credentials** asks for a **Username** and a **Password**.
2. If they do not match, you get *Wrong username or password* and nothing opens.
3. On success, **Edit permissions** lists the academic years with a tick box each. Ticked means that user may edit that year.

Someone who tries to change a year they are not entitled to is told:

You have no rights for editing this year

Permissions live in a file called `permissions.xml` in the program folder. It is set up for you when your institution is configured; there is no screen for creating it, because it is a deployment decision rather than a daily one. Ask support if you need users added, removed or renamed.

The passwords in `permissions.xml` are obscured so they cannot be read at a glance, but the file is not a security boundary. Anyone who can reach the program folder can reach the file. Use it to keep colleagues out of each other's years, not to protect confidential data.

Signing in at startup

Some institutions switch on a sign-in prompt when Wise Timetable starts:

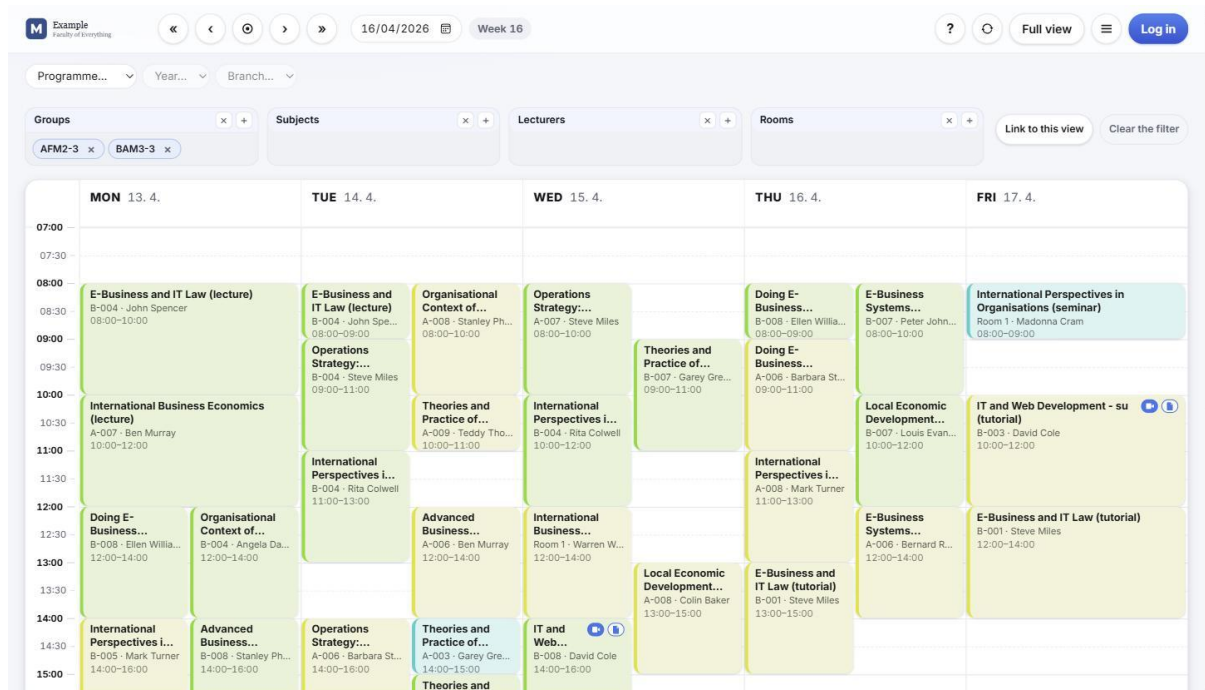
- **User (email)** — remembered between sessions and filled in for you
- **Password**

When this is on, the **User** field on the General tab is filled from the sign-in and cannot be edited. If your institution does not use it, you will never see it.

Wise Timetable Web System

Every schedule made in Wise Timetable can be published on the web. The web system is where students, lecturers and visitors actually meet your timetable — no installation, nothing to configure, any browser on any device.

Your institution has its own address, and every view described below has its own address too, so anything you are looking at can be bookmarked or sent to somebody else — see *Sharing and embedding timetable links*.



The timetable view

The main screen shows one week. Pick what you want to see by one of four axes:

- **Groups** — the timetable of one or more student groups
- **Lecturers** — everything one lecturer teaches
- **Rooms** — everything happening in one room
- **Subjects** — every class of one course

Switching an axis immediately opens the picker, so the next click answers the only question that matters: *whose* timetable?

For groups, the picker leads you down the same path the school is organised by: **Programme** → **Year** → **Subject area**, and then the groups of that selection, with sub-groups indented under their parent. Every step narrows the list; if you already know the group's name, just type it in the search field instead.

Move between weeks with the arrows, or jump back with **Today**. The address in the browser follows along, so a bookmarked page opens on the same selection again.

Your own timetable, from your student number

Some institutions let a student skip the pickers entirely. Where that is switched on, a **Student ID** field sits at the left of the filter bar: type your enrolment number, press the arrow, and the groups you are enrolled in arrive as the selection.

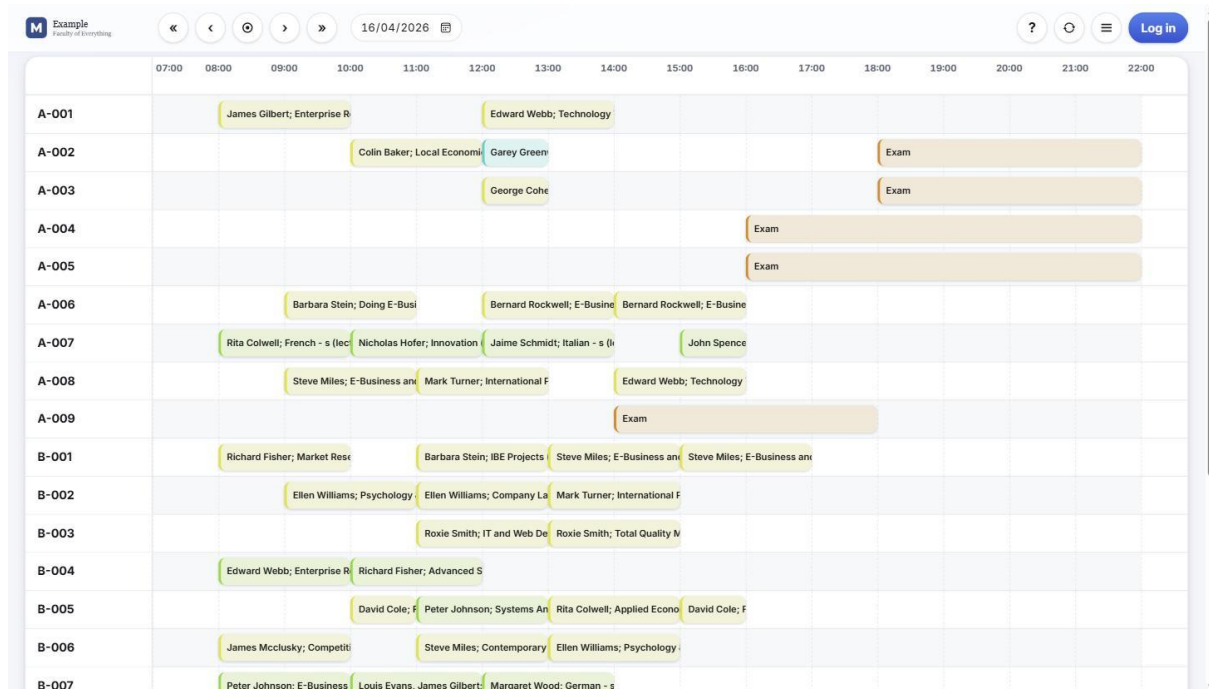
They are an ordinary selection afterwards — take one off, add another, bookmark the result or send it to somebody. Nothing is signed in and nothing about you is kept on the server: the number is used once, to look up which groups it belongs to, and the site never shows a name, an e-mail address or anything else about a person.

If the number finds nothing, the field says so in red. Check it against your student card; if it is right, ask your faculty office, because the enrolment record behind it is what the timetable is reading.

The field is drawn only for institutions that have asked for it. If you cannot see it, yours has not — choose your groups with the pickers instead.

Room overview

One day, every room, side by side — the screen for finding a free room at a glance, or for seeing at ten o'clock what the building is actually doing.



Rooms run down the side, the school's own lesson hours run across the top. A click on a room's name opens that room's week timetable. Page by day with the arrows, or jump back with **Today**.

Lesson details

Click any lesson to see its full details — lecturer, rooms, groups, weeks, and any online-meeting or learning-material links the scheduler attached (see *Online links on events*).

The header, and the menu behind it

The top bar carries only what you need while you are reading a timetable: your institution's logo, the week you are on, the language, and a menu. Everything else lives in the menu, in the same order on every screen:

- **Timetable, Room overview, Reports** — the three ways of looking
- **Quick link** — the address of exactly what is on screen, in a field you can copy
- **My bookings and Booking**, once you have signed in
- **Settings** — see below
- **Print**
- **Sign out** — always last, never beside a button you were reaching for

Refresh sits in the bar itself, because it is the one thing you press without thinking: the timetable does not reload itself, and somebody may have booked a room since you opened the page.

The language control offers 13 languages, and switching keeps you on the page you were reading. Institutions that hold their subject and room names in two languages get a second control beside it — the *content* language — because these really are two questions. An Erasmus

student reads a Slovenian faculty's subject names in English while the secretary beside them reads the same page's buttons in Slovenian.

Reports

Everything the desktop application prints, the website prints too — from a browser, with no installation, by anybody the institution lets in.

Example Faculty of Everything

Reports

REPORT By subject FROM 13/04/2026 TO 19/04/2026 Show

QUICK RANGE Winter semester Summer semester Whole year

Groups AFM2-3 BAM3-3 Subjects Lecturers Rooms

New School
By subject · 13. 4. 2026 – 19. 4. 2026

Download Excel Download PDF Printable / PDF Calendar (.ics) Subscribe 31 x · 56 h

DATE	START	END	LECTURERS	ROOMS	GROUPS	NOTE
Advanced Business Computing (lecture)						
13. 4. 2026	14:00	16:00	Stanley Phillips	B-008	BAM3-1, BAM3-2, BAM3-3, BRC1-1	1 x · 2 h
Advanced Business Computing (tutorial)						
14. 4. 2026	12:00	14:00	Ben Murray	A-006	BAM3-3	1 x · 2 h
Doing E-Business (lecture)						
13. 4. 2026	12:00	14:00	Ellen Williams, Robert Yorke	B-008	AFM2-1, AFM2-2, AFM2-3, BCIT2-1	2 x · 3 h
16. 4. 2026	08:00	09:00	Ellen Williams, Robert Yorke	B-008	AFM2-1, AFM2-2, AFM2-3, BCIT2-1	2 x · 3 h
Doing E-Business (tutorial)						
16. 4. 2026	09:00	11:00	Barbara Stein	A-006	AFM2-3	1 x · 2 h
E-Business and IT Law (lecture)						
13. 4. 2026	08:00	10:00	John Spencer	B-004	AFM2-2, AFM2-3, BCIT3-1	2 x · 3 h

The reports are:

Report	What it lists
By subject	Every class of one or more subjects
By date	Everything happening in a period
Exams	Bookings of the type your institution uses for exams
Consolidated	One page per group, subject or room, side by side
Evidence	The attendance sheet
Lecturers by programme	Who teaches what, per programme

Each one can be read on screen, printed, or taken away as a PDF, an Excel workbook or a calendar file. Clicking any row opens that lesson in the week it belongs to, so a report is also a way of navigating.

Visitors who have not signed in see the three reports that are public — by subject, by date and exams. The rest are staff work.

The report heading

Every report is printed under your institution's own letterhead: name, address, faculty, and the label-and-value pairs your school uses. It is set once, on the Settings screen, and it is laid out on that form the way it will come out on paper.

You can also type a heading on the reports screen itself for one particular print. What you type is remembered in your browser, so the next report you run carries it too — and the letterhead underneath is untouched.

Settings

Settings is open to everybody, but it does not show everybody the same thing.

Anyone can open it and choose **which kinds of teaching** they want in their own timetable — hide tutorials, keep lectures. That choice lives in your browser and changes nothing for anybody else.

An administrator — the person whose e-mail is on the institution's configAdmin list — sees four tabs instead of one:

- **Settings** — how the week is shaped, how far ahead the timetable is published, whether bookings need approving, who may browse by what
- **Report header** — the letterhead described above
- **Look and feel** — your institution's own logo for the top-left corner, the address clicking it leads to, and how a subject is written on a card
- **Course types** — the same list of ticks everybody else gets, but an administrator's answer decides what the school **publishes**. Unticking one removes it from the website, the mobile apps and the calendar feed alike, because the server applies it rather than any one client

The last of those is the one to be careful with: the same screen, the same ticks, and two very different consequences depending on who is looking at it. The note above the list says which one it is doing.

The screenshot shows the 'Settings' page for a user named 'Example Faculty of Everything'. The page has a header with a logo, the title 'Settings', and navigation icons (help, refresh, menu, and a 'Log in' button). The main content area is titled 'Settings' and includes a note: 'What you choose here is remembered in this browser and changes nothing for anybody else.' Below this, a sub-note states: 'This changes only what YOU see, in this browser. Untick a kind of teaching to keep it out of your own timetable - nobody else is affected.' There are three checkboxes: 'lecture' (checked), 'seminar' (checked), and 'tutorial' (checked). At the bottom right are 'Save' and 'Close' buttons. At the very bottom, there is a 'wise timetable' logo and a section for mobile apps with 'GET IT ON Google Play' and 'DOWNLOAD ON THE App Store' buttons.

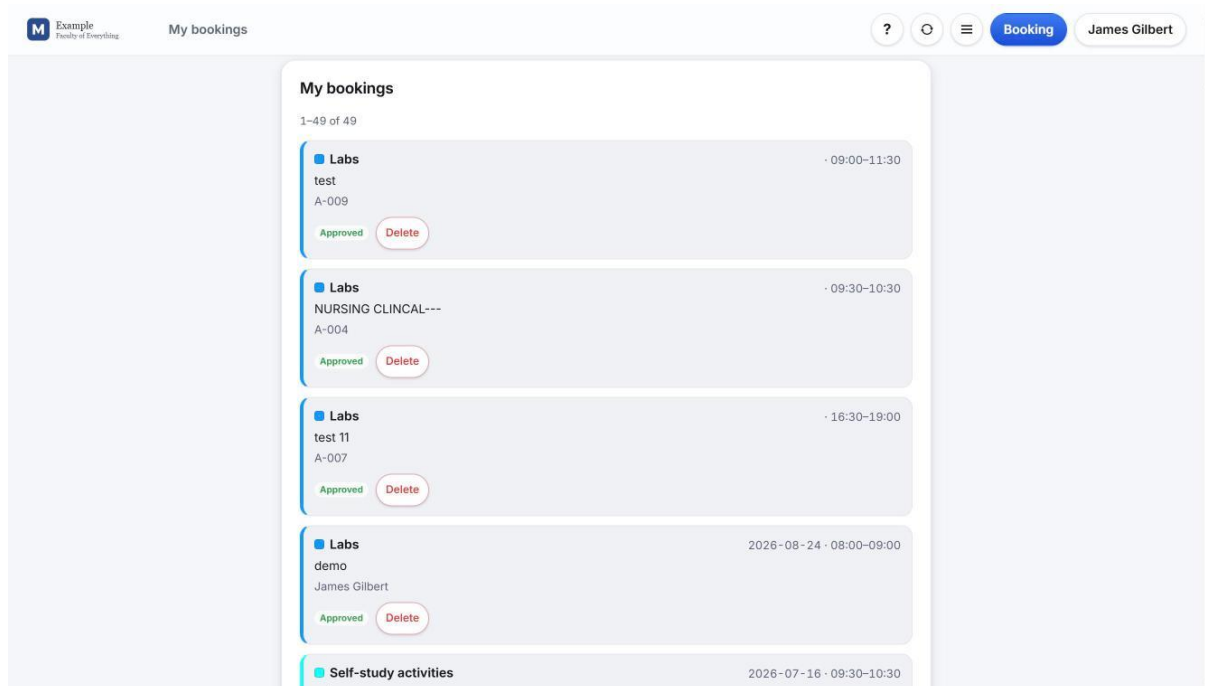
The screenshot shows the 'Settings' page for an administrator user named 'James Gilbert'. The page has a header with a logo, the title 'Settings', and navigation icons (help, refresh, menu, and a 'Booking' button). The main content area is titled 'Settings' and includes a note: 'These settings apply to everyone at this school.' Below this, there are four tabs: 'Settings' (selected), 'Report header', 'Course types', and 'Look & feel'. The 'Settings' tab contains a grid of settings:

Last published week: 100	First day of the week: 1	Weekend days: 2
Show a sixth day: ☐	Show a seventh day: ☐	New bookings need approval: ☐
Who may edit these settings: registrar@faci	Offer the group filter: ☒	Offer the subject filter: ☒
Offer the lecturer filter: ☒	Offer the room filter: ☒	

 At the bottom right are 'Save' and 'Close' buttons.

Signing in

Viewing a timetable needs no account. Signing in — with the credentials your institution gave you — is what unlocks making **room reservations** and seeing **My bookings**.



Booking a room is described in *Reserving a room on the web*. In **My bookings**, click any booking to open it for editing — change the time, room or description and confirm. A changed booking goes back to *awaiting approval*, exactly like a new one.

On a phone

The same pages adapt to a phone screen, and there is also a dedicated mobile app for people who check every day — see *The mobile app*. A timetable can also land straight in somebody's calendar application — see *Calendar subscription*.

For administrators

What appears on the web — which views may be browsed, whether reservations are enabled, what a visitor may see without signing in — is set partly from the desktop application and partly on the **Settings** screen described above. Lecturer and student accounts are described in *Permissions and user accounts*. Institutions that want the timetable inside their own portal should read *The Wise Timetable API*.

Two things that surprise people, so they are worth saying plainly:

- Unticking a teaching type on the **Course types** tab hides it *everywhere* — this website, the phone apps and any calendar subscription — because the server applies it before anything is sent. It is a publishing decision, not a filter.
- The **filter switches** (may a visitor browse by lecturer, by room, by subject) bind visitors only. Staff who have signed in keep every picker. That asymmetry is the point of them: it lets an institution publish its timetable without publishing who teaches what.

Sharing and embedding timetable links

Everything you publish from Wise Timetable is reachable at a web address of the form

<https://wise-tt.com/web/<your school code>>

Your school code is the short string we assigned when your institution was set up. It never changes, and old codes keep working even after a new one is added — addresses printed on noticeboards, saved in bookmarks and built into QR codes do not stop working.

Addresses printed before August 2026 begin wise-tt.com/w/ instead of wise-tt.com/web/. They still work; nothing you have handed out or hung on a wall has stopped being valid.

What people can see

Who	Sees
Students and the public	The week grid, filtered to whatever they choose
Staff, after signing in	The same, plus room booking

Nobody needs an account to look at a timetable.

Making a link to one particular timetable

Choose the groups, subjects, lecturers or rooms you want on the website, then copy the address from the browser. The selection travels in the address, so the person you send it to sees exactly what you saw.

The pieces you will see in an address:

Part	Means
?g=	groups
?c=	subjects
?t=	lecturers
?r=	rooms
?date=YYYY-MM-DD	which week to open on
?lang=	interface language

Several can be combined. A link with no date opens on the current week, which is what you want for anything printed or hung on a wall — the link stays correct all year.

The quick link, and the timetable that remembers you

You do not have to build these addresses by hand. Once you have the week you want on screen, **Quick link** in the menu shows the address in a field you can copy — no right-clicking, and it works on a phone.

The website also remembers, in your own browser, what you were last looking at. Type the bare school address the next morning and your timetable opens, not an empty grid. It is your browser's memory and nobody else's: a link somebody sends you always wins over it, so a shared address never opens the reader's own timetable by mistake. **Clear** in the filter bar forgets it.

Putting a timetable on your faculty page

The usual approach is a plain link, labelled with what it shows: *Timetable — 1st year, Computer Science*. It opens the live timetable, so it is right the morning after somebody reschedules a lecture.

For an embedded view, put the same address in an `<iframe>` on your own page. Give it room: a week grid needs roughly 900 pixels of width before it stops collapsing into a narrower layout.

QR codes

A QR code holding one of these addresses works well outside a lecture room: it points at that room's timetable, live. Generate the code from the address — there is nothing special to configure.

What controls what appears

Which of lecturers, rooms and subjects may be browsed on your website is a setting on your institution's licence, not something set per visitor. Some institutions hide the lecturer list; groups can never be hidden, because a student has to be able to find their own timetable. Ask support to change it.

See also

- *Calendar subscription* — the same selection, in a calendar app
- *Online meeting and material links*

Calendar subscription

A timetable is more useful inside the calendar people already look at. Wise Timetable publishes any selection as iCalendar, in two forms.

A download gives you a file of what you selected — a week, a term, a year. It is a snapshot: it does not change when the timetable changes.

A subscription gives your calendar application an address that it re-reads on its own, so a rescheduled lecture moves in the reader's calendar without anybody doing anything. This is almost always the one you want.

Subscribing

1. Select the groups, lecturers, rooms or subjects you want on the timetable website.
2. Choose the calendar subscription option.
3. Outlook, Google Calendar and Apple Calendar all recognise the address and offer to subscribe rather than download.

If your calendar application asks for a URL instead, paste the address you were given into *Add calendar* ▶ *From internet* (Outlook), *Other calendars* ▶ *From URL* (Google) or *File* ▶ *New Calendar Subscription* (Apple).

How often a subscribed calendar refreshes is decided by the calendar application, not by us. Google typically re-reads every few hours; Outlook and Apple can be set to refresh more often. A change made in the morning may not reach a phone until the afternoon — tell students that once and it saves a lot of questions.

Times and time zones

Lessons are published as local times without a time zone, deliberately. A lecture at 08:00 stays 08:00 for a student reading their calendar from another country. Nobody wants a timetable that shifts because they crossed a border.

Choosing the range

A week is a small file and a fine thing to hand out for one occasion. A whole year is the right choice for a subscription, because the calendar keeps re-reading it and you never have to re-issue the link.

See also

- *Sharing and embedding timetable links*

Reserving a room on the web

Staff can book a room from the timetable website, without opening Wise Timetable itself. Everything else on the website is read-only; this is the one thing that writes back.

Room booking is switched on per institution. If your institution has not asked for it, the sign-in page will tell you so rather than refuse your password.

Signing in

Use the **Login** button in the header of your school's timetable page. Your credentials are the ones held for you in Wise Timetable — usually your e-mail address, or the short code your institution uses for you.

Institutions that sign in through their university's central directory (LDAP or Shibboleth) cannot use this form. Their staff have no separate password here.

Making a booking

The quickest way in is to **click an empty slot** in the week grid, or an empty slot in the room overview. The date, the hour and — from the room overview — the room are filled in for you, and the booking starts out **one hour** long rather than one lesson line, because an hour is what people mean when they point at a gap. Empty slots are only clickable once you have signed in.

The form asks for:

Field	Notes
Programme ▶ Year ▶ Branch ▶ Subject ▶ Teaching type	Optional. Narrows the group and subject lists as you go.
Groups, Subjects, Lecturers, Rooms	Add with +, which opens a searchable list. Each choice appears as a chip you can remove.
From / To date, and the days of the week	Tick every weekday the booking should fall on.
Repeat	How many times, and over what period.
From / To hour	Must match your institution's lesson boundaries. All day fills in the school's first and last lesson hour; changing either time unticks it again.
Type	Exam, meeting, lab, and so on — the list your

Field	Notes
	institution uses, each in the colour the block will have on the timetable.
Description	Required. It is what everyone else sees on the timetable.
Note, E-mail	Optional.
Show on the web	On by default. Off still holds the room — nobody else can book it — but visitors do not see it.

Press **Check** to test the booking without making it, or **Book** to make it.

Several controls on this form carry a ? in a circle. It is worth pressing the one beside **Check** at least once: it explains exactly what the check looks at, which is the difference between trusting the answer and pressing **Book** and hoping.

What Check actually looks at

It works out every single date your booking would really fall on — one afternoon, or every Tuesday until June — and asks the timetable what is already on each of them.

For each date it looks at **everything you have chosen**: every room, every lecturer and every group. A room free at that hour but a lecturer already teaching is still a clash, and it is reported as one.

Touching is not overlapping: a lesson that ends at 09:00 and yours starting at 09:00 are consecutive, not a double booking. Bookings that are still waiting for approval **do** count as taken — somebody asked for that room first.

Example
Faculty of Everything

Booking

Internal note

Owner: James Gilbert

Email: —

☒ Show on the public timetable

☐ Send mail ☐ To lecturers Mail is not switched on for this school yet.

Check availability **Book** **Close**

?

It works out every single date your booking would actually fall on - one afternoon, or every Tuesday until June - and then asks the timetable what is already on each of them.

For each date it looks at everything you have chosen: every room, every lecturer and every group. A room free at that hour but a lecturer already teaching is still a clash, and it is reported as one.

Touching is not overlapping. A lesson that ends at 09:00 and yours starting at 09:00 are consecutive, not a double booking. It also counts bookings that are still waiting for approval - somebody asked for that room first, so it is not free.

The answer is a count: how many of your dates are taken, out of how many. When something is in the way it also offers the nearest times the whole booking would fit. Checking changes nothing - nothing is reserved until you press Book.

The answer is a count: how many of your dates are taken, out of how many. Checking changes nothing; nothing is reserved until you press **Book**.

The hours must line up with your lesson times

Start and end times have to fall on your institution's own bell schedule. If they do not, you are told so and shown what your institution actually offers. This is why "two hours" means different things at different faculties — it counts lesson periods, not clock hours.

Repeating bookings

The repeat count means **how many times**, not "every N". Six times, weekly, with Monday and Wednesday ticked, is six weeks and twelve bookings.

Period	Means
day, week, 2 weeks, 3 weeks	As it reads
month (same weekday)	The second Tuesday of each month, say. A start date in the last week of a month means <i>the last</i> Tuesday, not the fifth.
month (same date)	The 15th of each month. The 31st skips months that have no 31st.

Ticking a weekday moves the start date within its own week, so the first occurrence is the one you meant.

If the room is already taken

You are shown a grid: one row per week, one column per weekday the booking touches. **Green is free, red is taken**, and blank means the pattern skips that date. Busy cells name what is in the way.

You are also offered alternatives — other start times of the same length that are free on *every* date of your pattern, and other rooms that are free on every date. Choosing one re-runs the check.

If you decide the clash is acceptable, **Book anyway** records it.

Bookings outside the academic year

Inside the school year, you can book anything. Outside it, **only rooms** can be booked — groups, subjects and lecturers cannot, because the identities they refer to are reissued when the new year is published. You are told which dates are the problem.

Your bookings

Your own bookings are listed beside the timetable, and in full on the bookings page. Click one to open it again for editing. Changing a booking puts it back to awaiting approval if your institution approves bookings.

Deleting asks first, and the confirmation repeats the description and the date so you can see what you are about to remove.

Today only the person who made a booking can change or delete it.

Changing your password

There is an account page for changing your own password. You need your current password even though you are already signed in. If your institution signs you in through its central directory, there is no password here to change.

Online meeting and material links

A lesson on the timetable website can carry two links: one that joins the online meeting, and one that opens the reading material. A room can carry a link of its own. Students see them as small icons on the lesson card and as full-width buttons — **Join online lecture** and **Materials** — when they open the lesson.

An icon appears only when there is a link behind it, so a card is never cluttered with dead buttons.

Where the links are set

In Wise Timetable, on the **subject**. Open the subject in the course editor and fill in:

Field	Holds
Online link	The meeting address — Zoom, Teams, Meet, whatever your institution uses
Documentation link	Reading material, a Moodle page, a shared folder

A room's link is set on the room, in the room editor.

Three places a link can live

An address can be held on the **room** (this room is a permanent online space), on the **subject** (its own meeting, in every occurrence, all term), or on **one lesson** (this particular class is somewhere else — a replacement session, a guest lecture, one week moved online).

The subject is what most institutions use: fill it in once and every occurrence carries it. When a lesson has more than one address, the sources are tried in order and the first that has one is used. The default order is **the lesson's own address, then the subject's, then the room's**. It can be inverted for the whole institution, or set per programme with `online_priority` in `wtt.scheme`.

Addresses must start with `http://` or `https://`

Anything else is ignored and nothing is shown. This is intentional — a field that appears on a page every student opens cannot be allowed to contain arbitrary text.

Paste the whole address, including `https://`. A meeting address copied from Zoom or Teams is already in the right form.

On paper

When a timetable is printed, the icons are replaced by the addresses written out, so a printed schedule is still usable.

The mobile app

There are two ways to carry a timetable on a phone, and for most people the first is enough.

The website on a phone

Your school's timetable page adapts to the screen. Below roughly 900 pixels it becomes a day view with a strip of days along the top, and lesson details open as a sheet from the bottom. Nothing needs installing, and a link you send someone opens the right timetable on whatever they are holding.

For a student who checks their timetable a few times a week, sending them the *link to their own selection* and telling them to add it to their home screen is the shortest path.

The Wise Timetable app

The app is for people who look every day. It keeps the last timetable it downloaded, so it still shows this morning's lectures on a train with no signal.

Setting it up:

1. Install *Wise Timetable* from your phone's app store.
2. Enter your school code, or scan the QR code your institution publishes.
3. Choose what to follow — your groups (you can follow several, across programmes), or a lecturer, a room or a subject.

Day, week and month views are all available. The week view shows five columns in portrait, adding weekend columns only for weeks that actually have something on them. Tapping a lesson opens its details; tapping the room name from there jumps to that room's timetable.

To follow something else later, change it in Settings. The school code lives there too, for anybody who moves between institutions.

What the app does not do

Room booking is on the website, not in the app. Calendar subscription is also a website feature — see *Calendar subscription*.

The Wise Timetable API

Institutions that want their timetable inside their own portal, student information system or app can read it directly. The API is a plain HTTPS service returning JSON, and it is the same service our own website and mobile app use — so anything you can see, you can read.

<https://wise-tt.com/api/v2/>

Who it is for

Your IT department, or whoever maintains your portal. It is not something a scheduler uses.

Getting access

Ask us for an API account. You are given a user name and password, scoped to your own institution — an account only ever sees the schools it is entitled to.

Your integration signs in once with those credentials and receives a token that is valid for 24 hours; it then sends that token with each request.

What you can read

Endpoint	Returns
<code>/v2/meta</code>	Version of the service
<code>/v2/login</code>	Exchanges your credentials for a token
<code>/v2/schools</code>	The schools your account may read
<code>/v2/schedule</code>	Lessons and bookings, for a date range and a selection
<code>/v2/event</code>	One lesson or booking in full
<code>/v2/year</code>	The academic year's first and last week
<code>/v2/capabilities</code>	How this school's week is shaped, and what may be browsed
<code>/v2/holidays</code>	Non-teaching days
<code>/v2/times</code>	The school's own lesson boundaries

A schedule request takes a date range plus any combination of groups, lecturers, rooms and subjects, and can join them with *any* or *all*.

The manual

A separate 25-page **Wise Timetable API Manual** covers every endpoint with worked examples in shell, Python, Node.js and C, along with the authentication flow, error codes and the older request format we keep supported for existing integrations. Ask support for the current revision.

If you already integrate with the old service

The previous request format still answers, unchanged, at its own address. Nothing built against it needs rewriting. New work should use `/v2`.

Rate and reliability notes

- A token lasts 24 hours; ask for a new one when it expires rather than on every request.
- Requests are answered per school; an account scoped to several schools names the one it wants in each request.
- Error codes mean what they say: 401 is bad credentials, 403 is a school your account may not read, 404 is a school code that does not exist.

Printing and reports

Printing the timetable

There are three ways to get a timetable out of Wise Timetable and onto paper or into somebody else's hands, and they suit different jobs.

Printing from the application

Prints what is on screen — the current view, for the current week or range, for whatever you have selected. Use it for a schedule to pin up or hand out.

Before printing a wide timetable, check the printed width. A seven-day week with detailed cards needs landscape; a filtered view of one group usually fits portrait.

Saving as PDF

The same output, written to a file you can e-mail or publish. A PDF prints the same way everywhere, which a spreadsheet does not, so it is the safer thing to send to somebody outside your department.

Accented characters are handled correctly in every language Wise Timetable supports. If you see the wrong letter in a PDF, tell us which language and which screen — see *Troubleshooting*.

Exporting to CSV

For anything that has to be counted, sorted or loaded somewhere else — lecturer hours, room use, a list handed to finance. See *Export to CSV file*.

Excel guesses the encoding when you double-click a `.csv`, and often guesses wrong for accented letters. Open Excel first, then use **Data ► From Text/CSV** and choose UTF-8.

Publishing rather than printing

If the reason you are printing is so that other people can see the timetable, consider publishing it instead. A printed schedule is wrong the first time somebody reschedules; a link is not. See *Sharing and embedding timetable links*.

Administration

User Manual for Administrators

Introduction

The web application is divided into two main parts: Administration Module (this is where Option sets are being created and final reports made) and Students Module. You are reading the User Manual for Administrators – to learn everything from importing options from the Wise Timetable system, creating projects and option sets, preparing options into projects and finally exporting the final report.

Login screen

Depending on the university configuration, the login screen can be set to accept local credentials (like email as username and your SSO or University ID for password), or to accept Single Sign On credentials (or Active Directory or Shibboleth SSO).

Anyway – until now, you have received your username and password and logged-in through this page:



Options Selection

User:

Password:

Login

v12.12

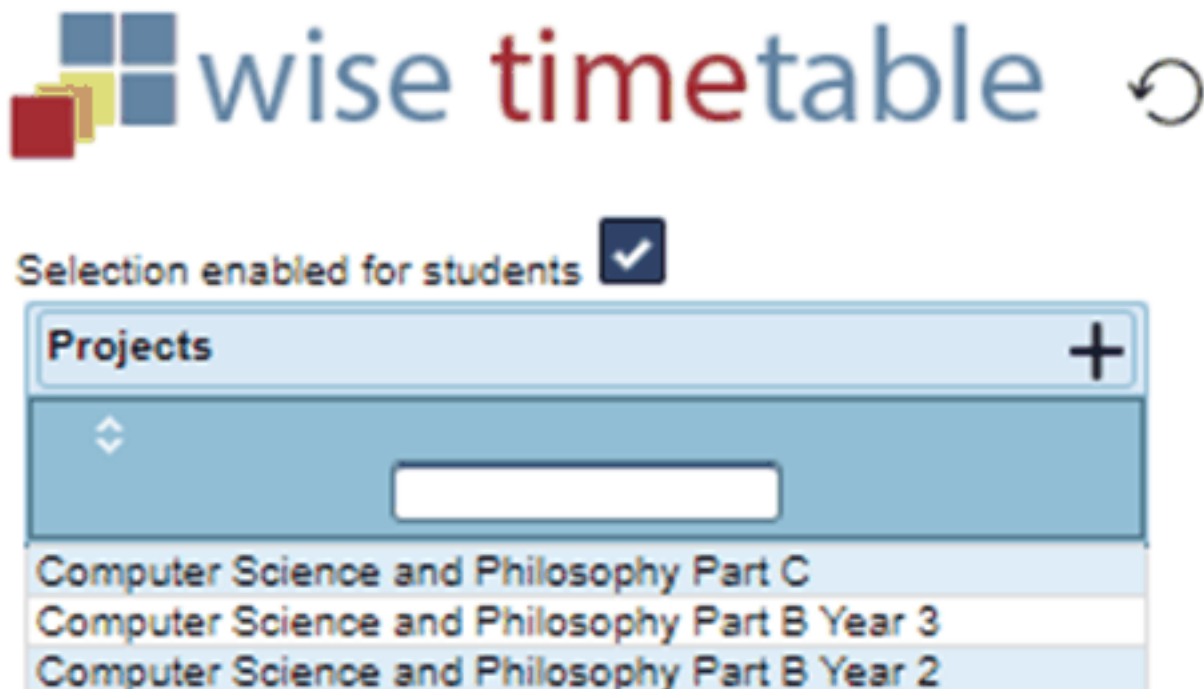
Powered by Wise Technologies

3. First steps

After successful login, you are presented with the complete screen for administration. At the left side, you have created projects (the first time you are here, there will not be any yet), at the right side there are available options, and further to the right there are options prepared for the selected project (if any).

3.1 Create a project

You have to create one or more projects. Each project corresponds to a certain program you want to differentiate in your Department/Faculty. You do that by clicking on the “+” icon at the left-side table (of projects):



Projects you create here will be visible as the initial selection for your students – at the student's screen. There students will be able to select exactly one project (their program) before they proceed to select their options which correspond to that program (which you will prepare later).

3.2 Define project basis parameters

At the bottom of the projects table, you will see parameters which correspond to a selected (created) project. Here you can define the project name (usually you will put here the program name or a combination of program name and year or subject area – depending on how you divide your learning process).

Then you define the number of options that students have to select, if they choose to take options from this project.

Below student numbers, you will see a big text field, containing the project description – here you can write the instructions for the students on how to select options and give them some advice, depending on the project selected. This description is later shown to students at their screen (at the top).

Note that description *edit fields* (this one is for the project but also description for the option/courses) are in plain text format and cannot be formatted like HTML – you actually have to press “Enter” to make a new line there. This is not the case with *Options Description*, where we can (and must) format text in HTML format (providing detailed text formatting, and links to external content as well).

When data is changed (name, options limits, description), you can save data for the project with the button “Save”. Depending on the current state of the project, it can be activated or deactivated (through a corresponding button at the bottom) or deleted. Note that a project can

be deleted (and button visible) only if there are no students already using this project for their selection of options.

The current status is displayed here as *Active/Inactive*. Also, the number of students currently “enrolled” into this project is displayed.

Status: Active

Number of enrolled students: 0

Project name

Computer Science Part B Year 2

Allowed number of options

min 1 max 6

Description

In your second and third years you are required to offer a total of ten optional subjects for examination from Schedules S1 and S2 (with no more than two from S2).

You should study at least four optional courses in your second year.

Save

Deactivate



Delete

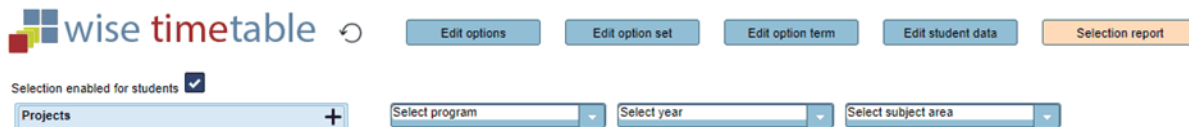


WISE TECHNOLOGIES
Vision of tomorrow

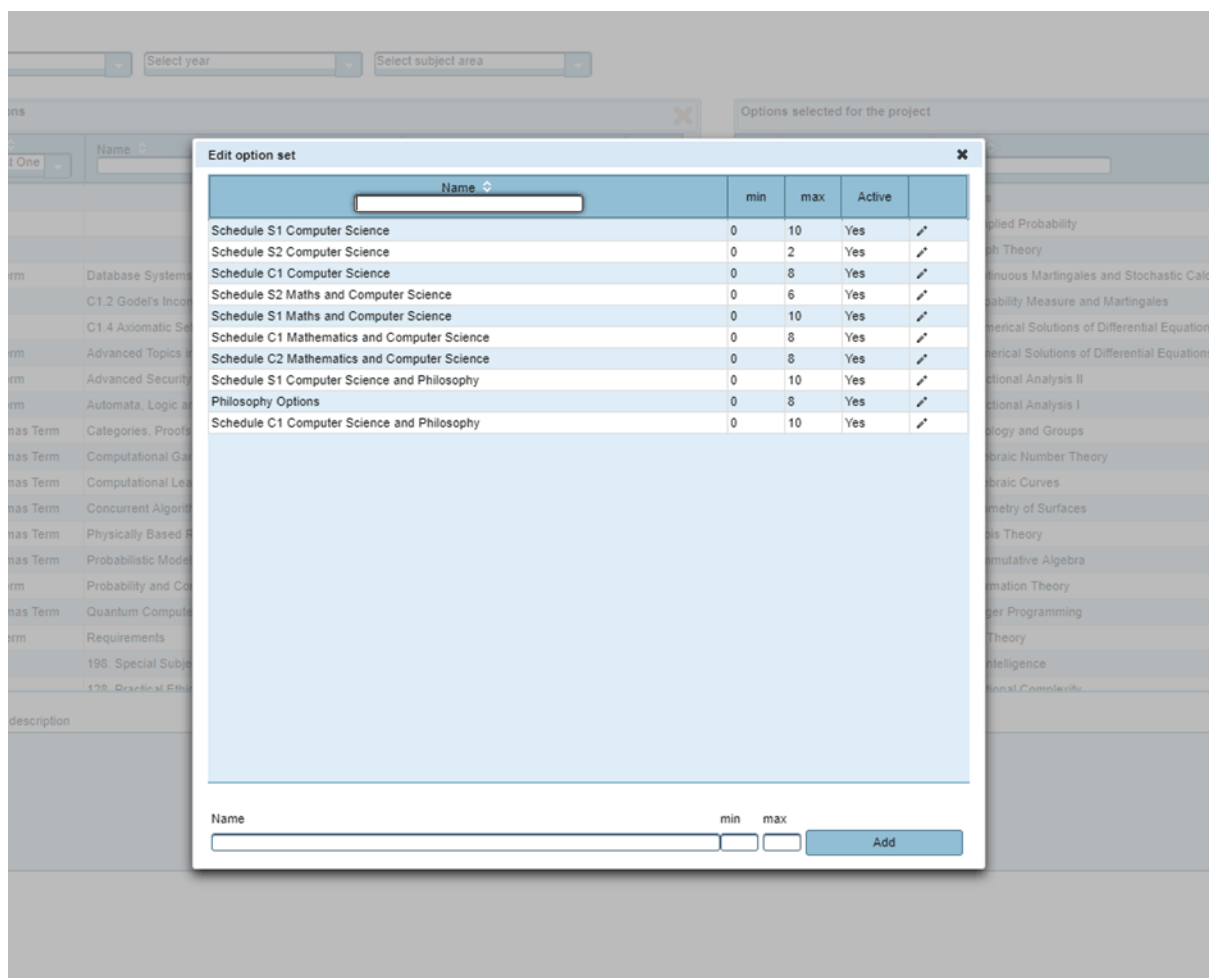
3.3 Third step – creating option sets

The project (program) is the first thing students have to select (only one). After that selection, students will be presented with a number of options you've put into this project. In order to put more structure into this process, you are able to create "Option Sets" – so students can select options from one or more "Option Sets" (you can define the number of options). Also, all available options can be filtered through option sets.

You create Option Sets with the button (second from the left) "Edit Option Set" at the top of this screen:



A new screen for Option Set editing will appear:



Here you can add your new *Option Sets* at the bottom of this screen: define the *Option Set* name, and the minimum and maximum number of options that a student must select from this Option Set.

If you do not want to define min and max options needed, just put zeros into these two fields. In the end, to create an Option Set, click on the "Add" button. The newly created option will appear inside the table.

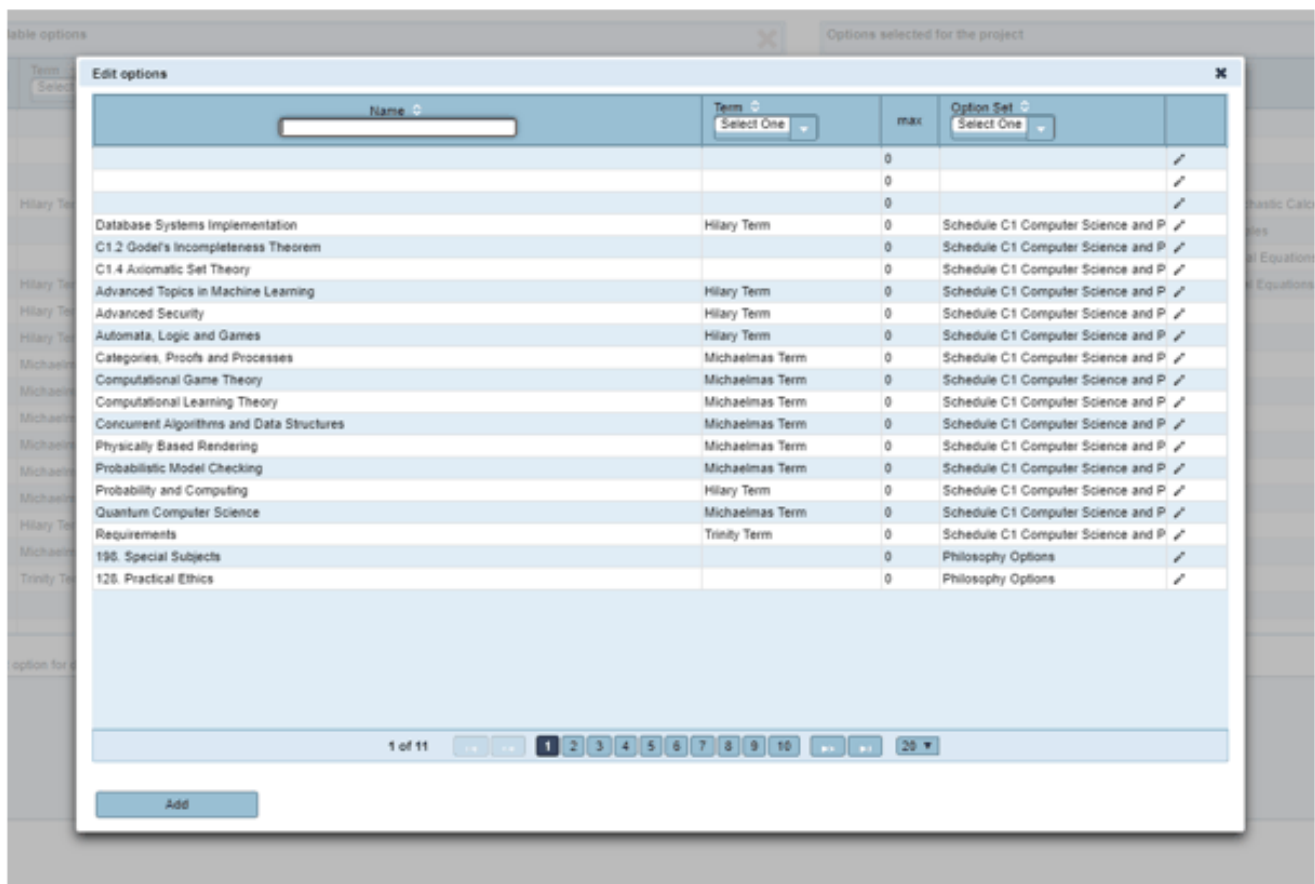
The table containing all the Option Sets can be used for all the projects (so, the option set intentionally does not correspond to an individual project/program).

Like all the tables, this one has a filter field at the top – allowing you to filter out any option set containing the text you type into the filter field. Of course, with “small arrows” near the filter you can sort the table alphabetically (ascending, descending).

3.4. Fourth step – importing options

At the beginning, you will see no options available for putting into projects you create.

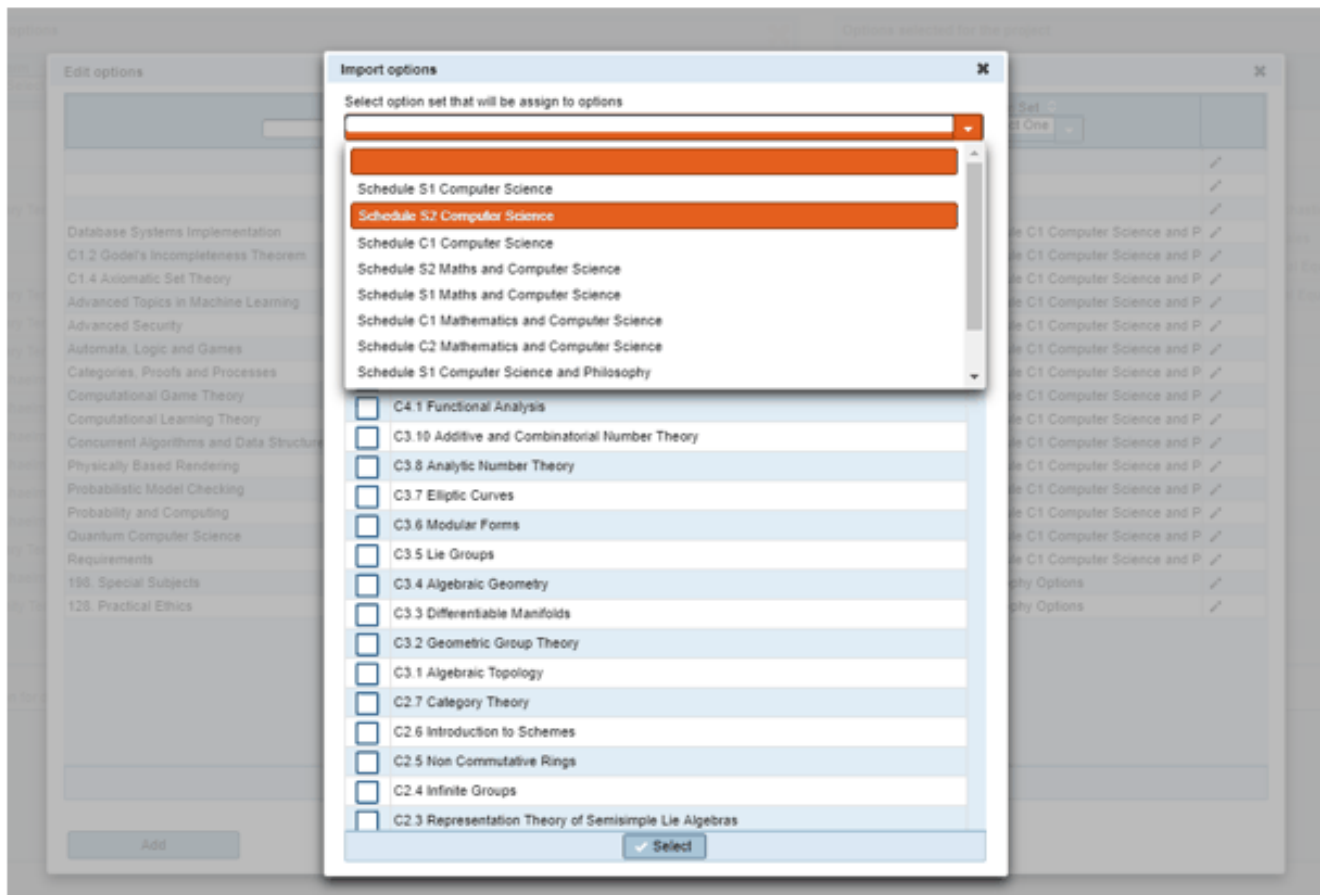
You have to import all the options from the Wise Timetable system. You do that with the button “Edit options” – the first in the top row of buttons.



Here you have to import options you use in (any) projects. So, first you have to click on the “Add” button at the bottom left corner and you get the import window.

In the import window you have a list of all available options (courses) from all the programs in Wise Timetable and you import one or more options directly into the Option Set, which you select at the top of the screen.

Theoretically, you can leave the Option Set empty and options will be imported without a determined Option Set.



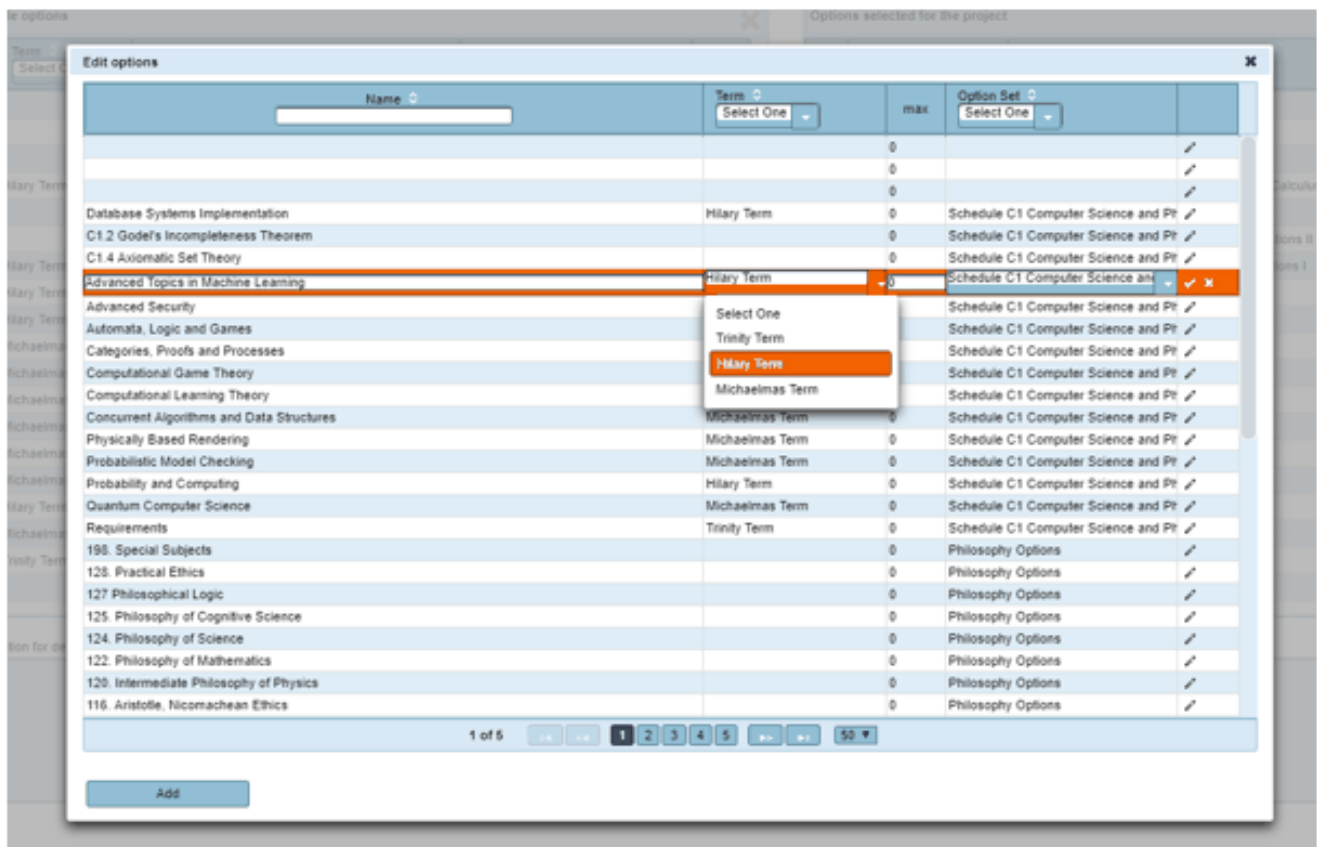
Please use the search filter at the top to quickly find the courses and then select one or more options before pressing the button “Select” to confirm these options are part of the Option Set.

Do not worry about wrong options in Option Set – you can still change it later on the main screen if needed.

3.5 Fifth step – editing options

You can inform students about the term used for an option or set different Option Sets for some options.

You can do this here – at Edit Options screen and later at the Main Screen – in the left table, showing the list of all available options.

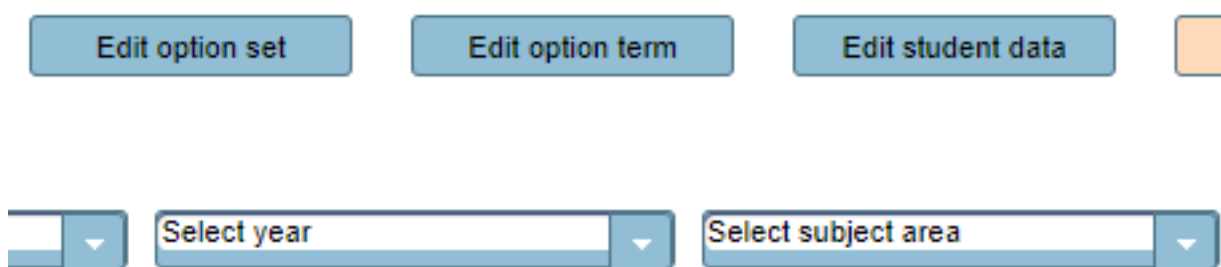


As you can see, here we can edit the whole line, including:

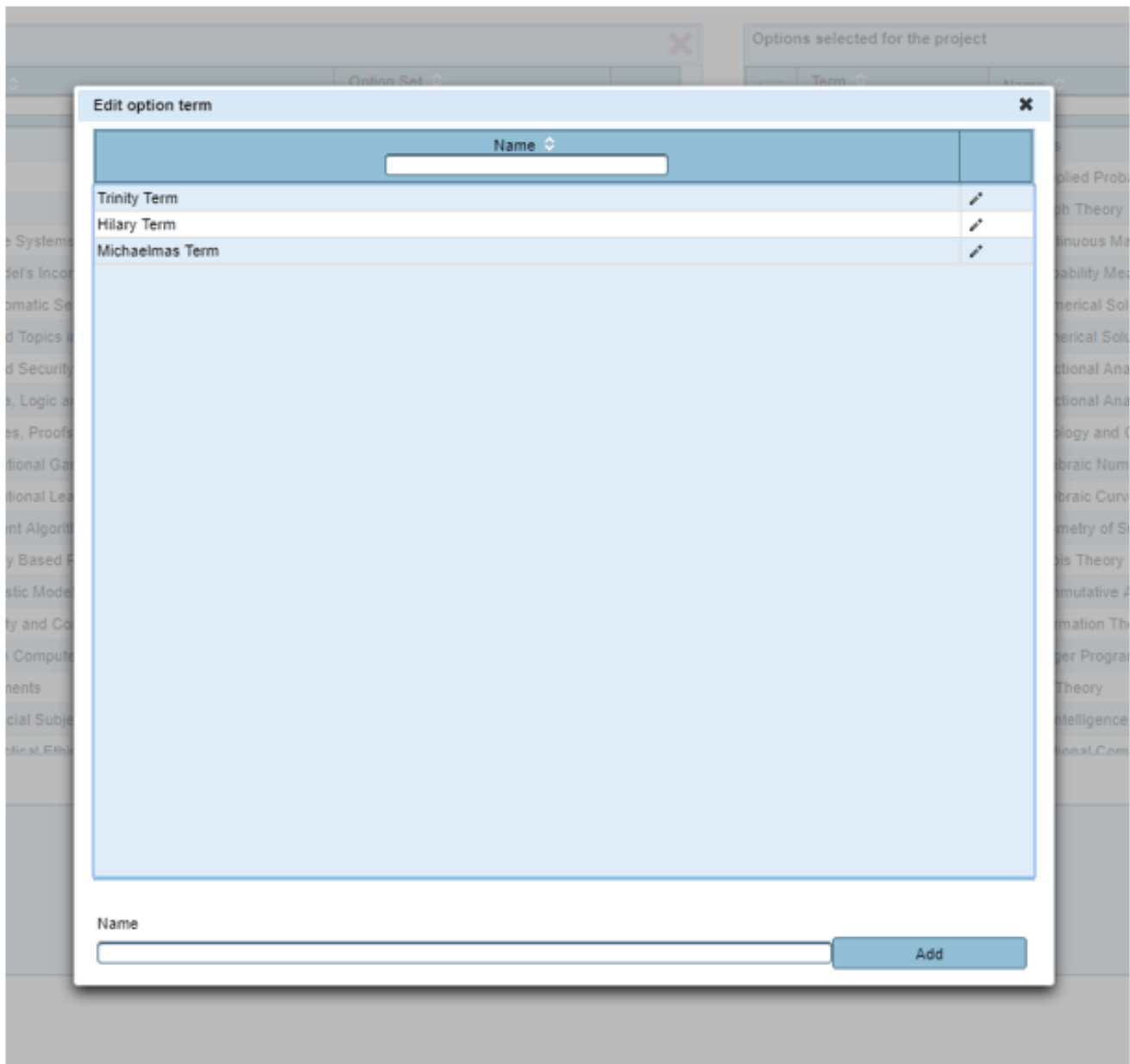
- Option name
- Select Option Term
- Change Option “Option Set”

3.5.1 Term names

The Term names can be changed on the main screen with button “Edit Option Term”:



You can define as many terms as you want but we recommend that these terms directly correspond to the terms defined in the Wise Timetable main application.



On this screen you can add new terms at the bottom or change the previously created terms in the presented table (click “Pencil” icon to change the line).

4. Sixth step – selecting options for the project

In this last preparation step, you can select options from all the available options (left table) into the selected options for an individual project (selected options are in the right table).

You do that simply by “moving” the options to the right side with “>>” button (after ticking the desired options) or removing them with “<<” button.

The screenshot shows the 'Available options' table on the left and the 'Options selected for the project' table on the right. At the top, there are three dropdown menus: 'Select program', 'Select year', and 'Select subject area'. The 'Available options' table has columns for 'Term', 'Name', 'Option Set', and 'max'. It lists various courses like 'Database Systems Implementation', 'C1.2 Gödel's Incompleteness Theorem', 'C1.4 Automatic Set Theory', 'Advanced Topics in Machine Learning', 'Advanced Security', 'Automata, Logic and Games', 'Categories, Proofs and Processes', 'Computational Game Theory', 'Computational Learning Theory', 'Concurrent Algorithms and Data Structures', 'Physically Based Rendering', 'Probabilistic Model Checking', 'Probability and Computing', 'Quantum Computer Science', 'Requirements', '108. Special Subjects', '128. Practical Ethics', and '127 Philosophical Logic'. The 'Options selected for the project' table has columns for 'Term' and 'Name' and lists courses like 'Compilers', 'SB3 a Applied Probability', 'SB.5 Graph Theory', 'SB.2 Continuous Martingales and Stochastic Calculus', 'SB.1 Probability Measure and Martingales', 'SB.2 Numerical Solutions of Differential Equations II', 'SB.1 Numerical Solutions of Differential Equations I', 'SB.2 Functional Analysis II', 'SB.1 Functional Analysis I', 'SB.5 Topology and Groups', 'SB.4 Algebraic Number Theory', 'SB.3 Algebraic Curves', 'SB.2 Geometry of Surfaces', 'SB.1 Galois Theory', 'SB.6 Commutative Algebra', 'SB.4 Information Theory', 'SB.3 Integer Programming', 'SB.2 Set Theory', 'Artificial Intelligence', 'Computational Complexity', and 'Computer Architecture'. A 'Select options into project' button is visible between the two tables.

Apart from filtering all the available options with filters at the top of the table, you can select some options and delete them (only if they are not used yet in projects or by students!).

5. Final corrections for the options inside the project

In the right table (containing the selected options for the project), you can still make changes for all the option parameters:

- Selected term
- Name
- Maximum number of students allowed for this option (0 = not limited)
- Current number of enrolled students (this information cannot be edited – only indicator)
- Option set

6. Seventh step: open the selection season

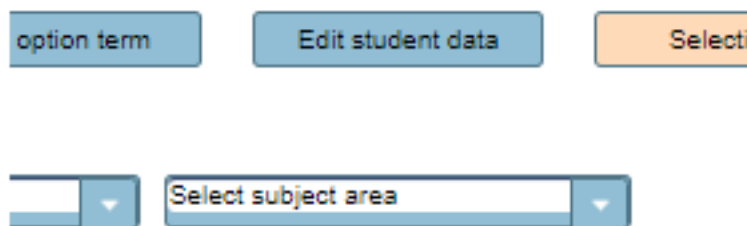
Finally, you can enable students to start selecting. If they try to login into their page before you enable the season, there will be a message waiting for them, with information about the “closed season”.

At the end it is a matter of one checkbox here:

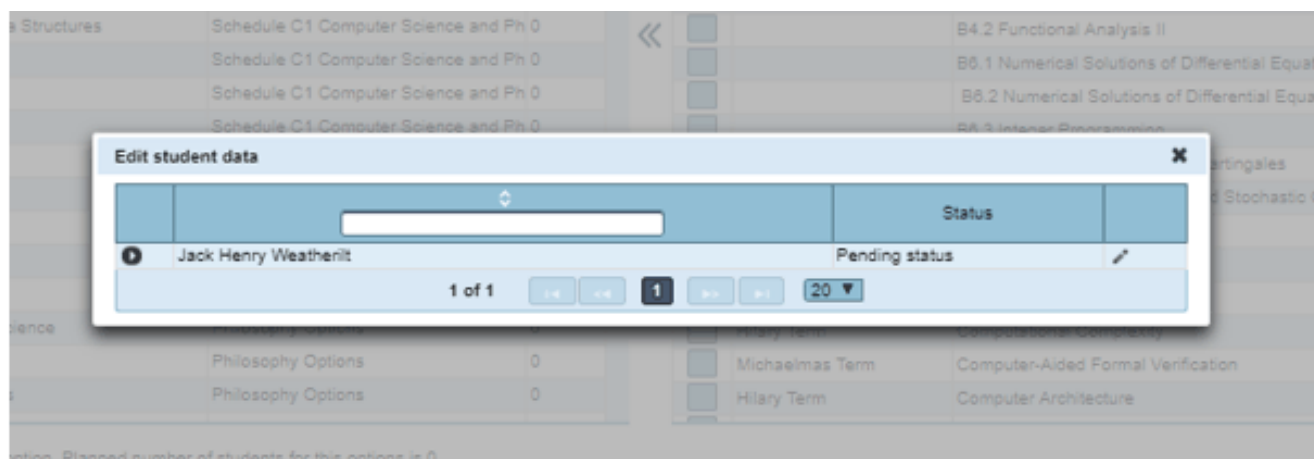
The screenshot shows the 'wise timetable' logo at the top. Below it, there is a checkbox labeled 'Selection enabled for students' which is checked. Below the checkbox is a list of projects. The first project is 'Computer Science and Philosophy Part C'. There is a search bar and a plus sign button next to the project list.

7. Altering student enrollment data

During the open season for option selection (and after), you are able to alter all the data students entered (changing options) with the button on the top: “Edit student data”:



By clicking on the button, you get the whole editing tool for the students:



Firstly, the table with all the students already enrolled appears here. You can quickly find a student by name, using the filter at the top of the table (also sort them ascending/descending).

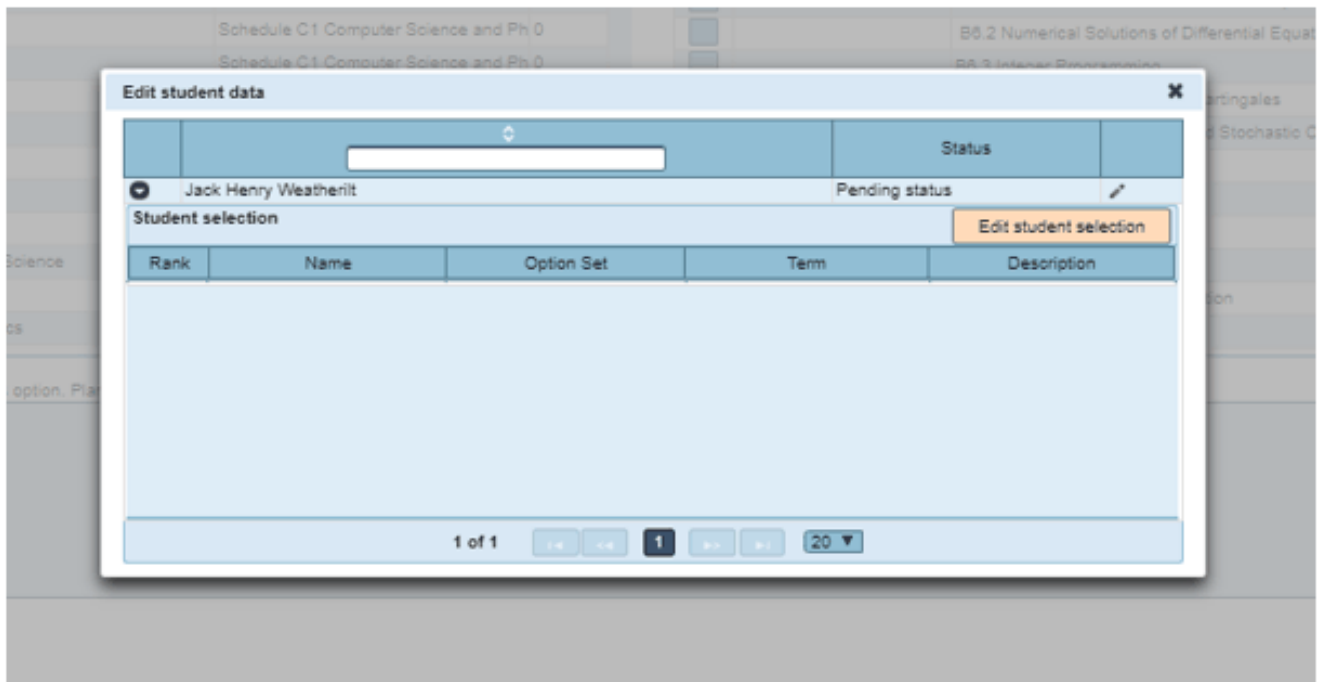
In this table we always see name and surname (in that sequence) and a Status. Status can be:

- Pending (this means the student logged in, maybe selected some options but still has not finally confirmed a selection)
- Final (the student already pressed the button “Confirm Project Selection”, which means the selection is final and should be reviewed by Administration)

To see (or edit) the student selection, you have to click on the small “Arrow” icon at the left side of the table:



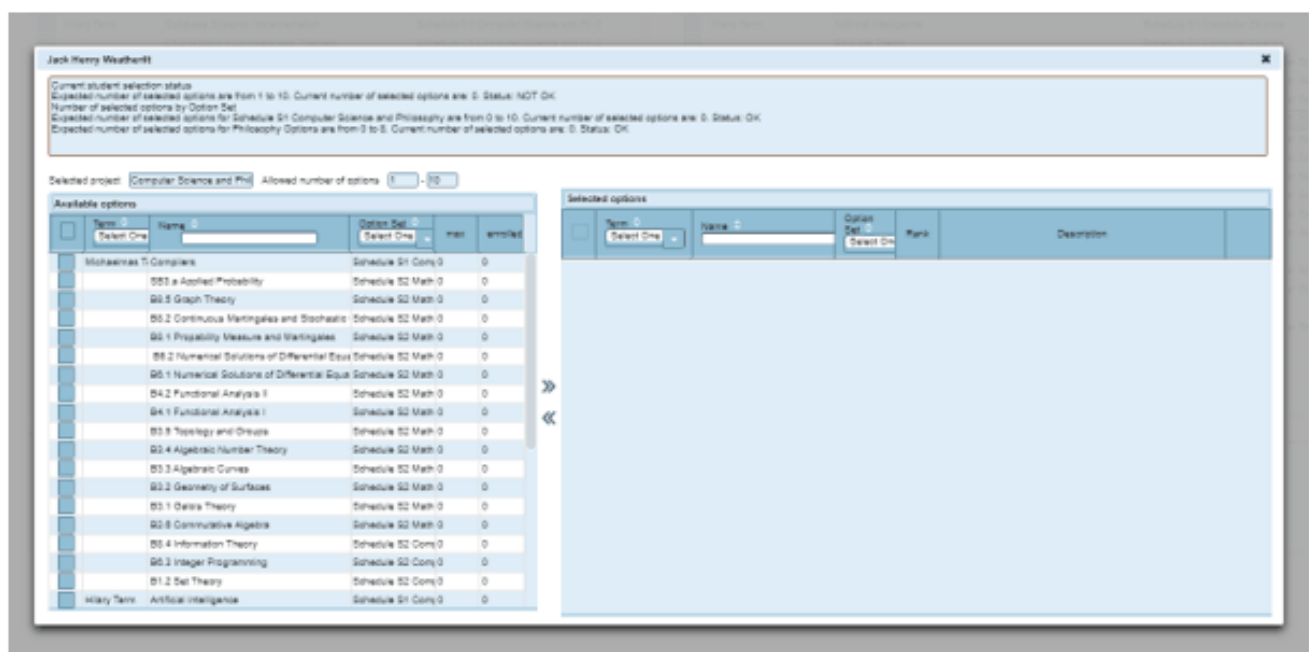
The student’s selection details will be displayed.



By default, you can only view the selection, or you can click on the orange button at the top-right side “Edit student selection”, in order to enable editing.

Editing is done within a new screen, allowing you to add/remove options and to edit each option individually.

Basically, this is the equivalent of a student editing screen, and you can do all the filtering and editing as a student.



8. Utility information: option description

Under the available options table (left one), you will see a big field, where you can enter option description.

NOTE: Option description is HTML information. The reason for this is enabling links and formatted text inside. So please use basic HTML keywords to format the text here.

There are two buttons at the bottom right side:

1. Preview
2. Save option Description

You must “Save Option Description” before being able to see a “Preview”. Entered description will be presented in “Preview” format on the student’s pages (not HTML).

9. Utility functions: additional filtering

All the available options can be filtered by a “hierarchy” of the programs as entered in Wise Timetable system – thus, dividing all the structure by programs, then years (each degree might have a different number of years), then Subject areas (each degree on each year can have “Subject Areas”, representing groups of courses available to students).

Please do not mix “Subject Areas” and “Option Sets”. Subject Areas are inside program hierarchy under the year – as we have: program->years->subject areas.

Option Sets are groups of courses you define completely outside the hierarchy in Wise Timetable – in order to be more flexible and create course sets across different programs or years.

Select program

MSc in Computer Science

Mathematics and Computer Science

Computer Science

Computer Science and Philosophy

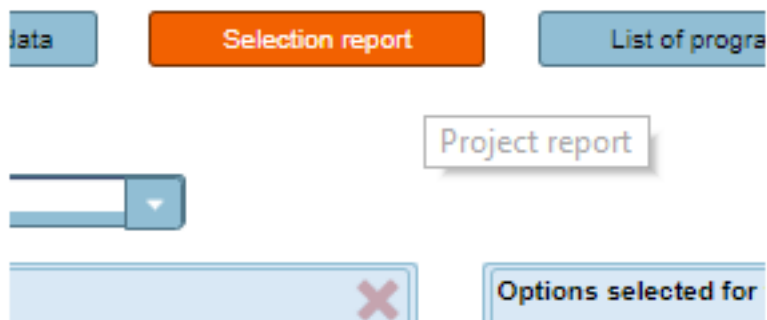
Option Set	max	Schedule C1 Computer Science and Ph 0
Systems Implementation		Schedule C1 Computer Science and Ph 0
Gödel's Incompleteness Theorem		Schedule C1 Computer Science and Ph 0
C1.4 Axiomatic Set Theory		Schedule C1 Computer Science and Ph 0
Hilary Term	Advanced Topics in Machine Learning	Schedule C1 Computer Science and Ph 0
Hilary Term	Advanced Security	Schedule C1 Computer Science and Ph 0

10. Final Report

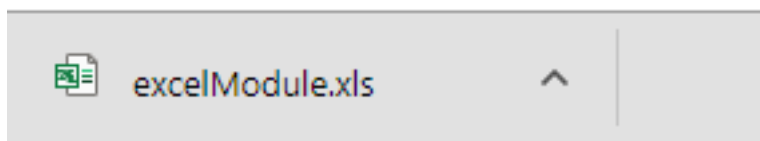
After the period you defined for the students ends (and you uncheck the checkbox “Selection enabled for students”), you might want to create a report, containing all the student’s selections.

This report can be created at any moment before the selection season ends, as well.

You have to click on the button “Selection report”:



Usually, processing will end very quickly, and you will see that a single Excel file is already downloaded and shown at the browser's bottom side:



It will contain all the options selected, sorted and grouped by individual students:

Student Number									
A	B	C	D	E	F	G	H		
1	Student	Surname	Forename(s)	Specialism	Status	Project	Option set	Option	Term

All this information is also automatically transferred into the Wise Timetable system central database and can be used for optimizing timetable generation and conflict resolution.

11. Miscellaneous exports

There are three more buttons at the top for making various miscellaneous reports.



All of these make CSV (comma separated value) files, with various lists important for further integration with third-party applications or infrastructure.

These reports do not have any functional value for the option selection for Administrators.

Exam Module User Manual

In front of you is a planner for organizing an exam schedule. In this document, you will find instructions on how to use this software and the meanings of icons. This application can work completely standalone, but in order to import data, you might find it useful to do that from the Wise Timetable system.

1. Use of icons and shortcuts



- **Add** program/year of school/subject/professor



- **Confirm** your choice



- **Refresh**



- **Remove** the selected record

Additional explanations

Key Esc (escape): If you press that key, the modal window will close. A modal window is a window that prevents background work.

Orange color: Each choice that we make (about subject, program, professor etc.) is colored in orange.

With the help of coloring we know that we have chosen a certain subject area or content. When we click on a particular selection, it turns to orange.

Filtering

In order to search for lecturers, we simply enter the first letter of the name or surname in the blue-marked line with a white window (for example the letter D) and the program will find all lecturers whose names start with that letter.

If we want to find a lecturer faster, we can type more than one word in the line (for example Da). The same procedure stands for all the other lists (for example year of study, program etc.).

In the Modal Window **Lecturers/Professors**, the checkbox tab (check mark) can be found in the upper right corner. If we check the box in the head that lies next to the filter, then all the lecturers/professors are automatically marked.

Lecturers			+
☐			
☐	AMANDA GOODMAN		×
☐	ANDREW ALTMAN		×
☐	ANGELA DAVIS		×
☐	BARBARA STEIN		×
☒	BEN MURRAY		×
☐	BERNARD ROCKWELL		×
☐	COLIN BAKER		×
☐	DAVID COLE		×
☐	EDWARD WEBB		×
☐	ELLEN WILLIAMS		×
☐	CAREY GREENWOOD		×

Lecturers			+
☐	Da		
☐	AMANDA GOODMAN		×
☐	ANGELA DAVIS		×
☐	DAVID COLE		×

2. Log in to the application

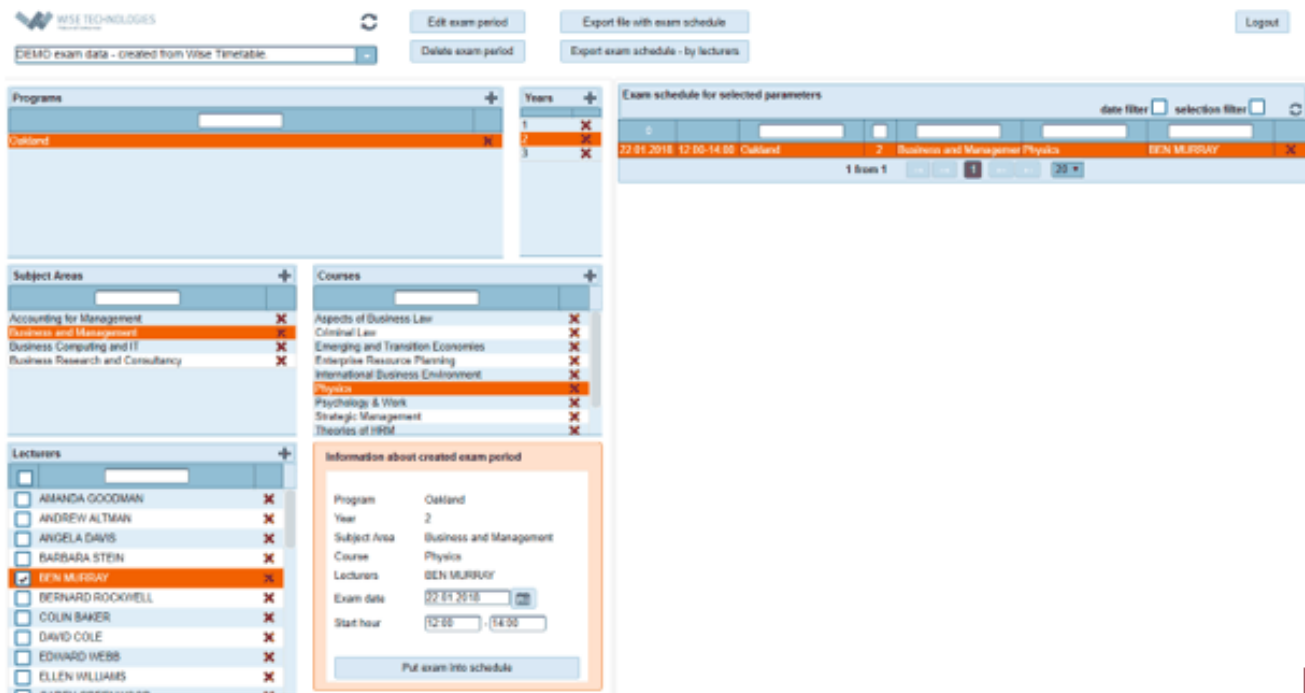
A Log in Window opens.

In order to log in to the application, you use the user name and password that you get from the administrator of the application (or demo, demo for demonstration data only – you can freely experiment with data entry here).

Once you have entered all the required information correctly, click on the **Login** button.

3. User interface

An example of creating a new exam

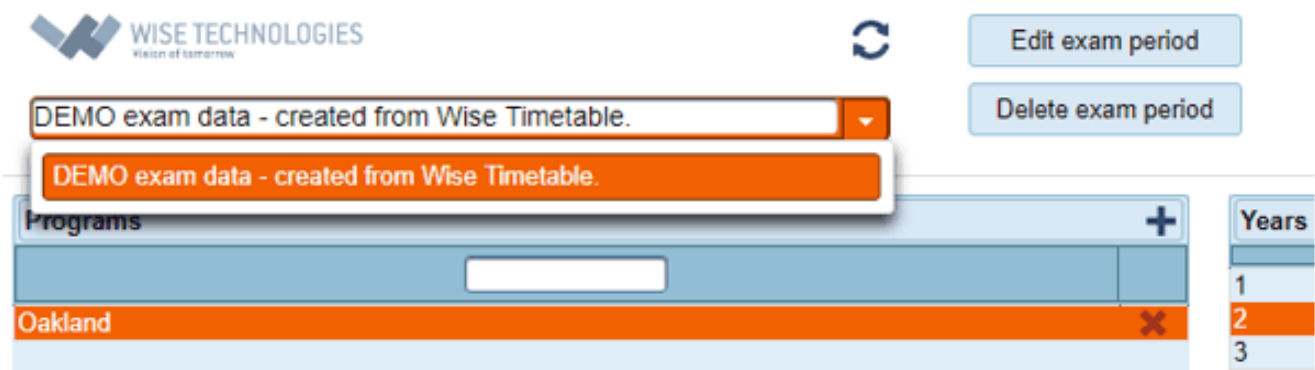


On the picture above you can see the main screen of **Wise Exam planner**.

There is a drop-down list of existing exam periods in the planning head.

The exam period represents a group of exams you are currently working on – you can have several groups each year, if needed. Each user can decide what group he/she is editing at the moment.

The exam period can include all the exams in one study year or we can group the exams from separate exam deadlines so the exam period is equal to the exam deadline. Before you start to enter the data, you have to select the exam period for editing your exams.



Selection of the exam period

In the head area, you can find buttons for editing and deleting the test/exam periods. You can also find buttons for exporting the exam schedule to a file. The program offers you two options for export:

- exporting of file with exam schedule,
- exporting the exam schedule by lecturers.

In the upper right corner, there is a button to log out from the application. Please note that the application will lose connection to the database (session) automatically after 2 hours of idle time (when you do not work on the computer).

On the **left side**, you can add/select programs, year of study, Subject area and subjects, which follow in that order.

At the highest level, we see the window **Programs**, which means that we cannot select a year of study without choosing the program first.

Under the years of study, in the program hierarchy, we can see courses of study and subjects. In each group we add the record with a click on the icon Plus ().

That icon opens the modal window in which we add data about a group that we select. If you want to delete data that you entered before, you click on the icon cross ().

Every time you want to delete something, it is necessary to confirm your choice, because the program asks you to confirm your choice. The selected record is colored in orange.

In a rounded square with an orange color we see information about the selection: program, year of study, subjects and professors.

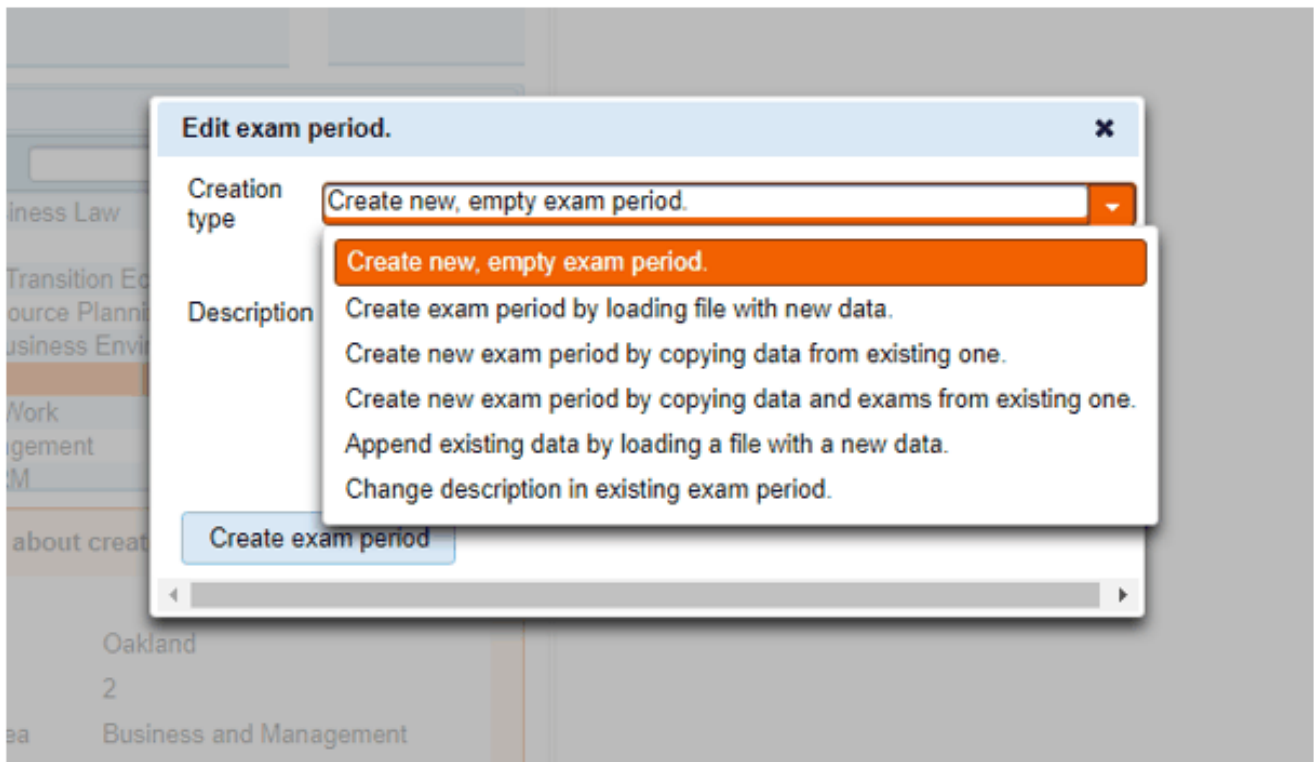
To add the exam in the exam deadline, it is necessary to specify the date of exam. It is also possible to enter the time of exam. On the **right side**, a list of exams which are already entered is displayed. The list can be filtered according to the conditions on the left side.

Note: At the same time and date, several exams may be taken from different years of study. We can also add more than one professor at the same term/time. The only limitation is that we cannot plan more than one exam at the same date if we have the same program, year of study and Subject area. The lecturers/professors are independent of the other data entered; all other data, programs, years of study, Subject area, and subjects are interconnected and relate to one another.

4. Modes of editing the exam period

At the top of the side we select the option **Edit the exam period**. If we click on that option, we get a choice to create a new exam period or to work with a recent/already existing exam period.

A new window opens, where you can select from a variety of options under the "Creation type" drop-down list. The values (self-explanatory) are as follows:



The tab for editing the exam period

4.1 Create new, empty exam period

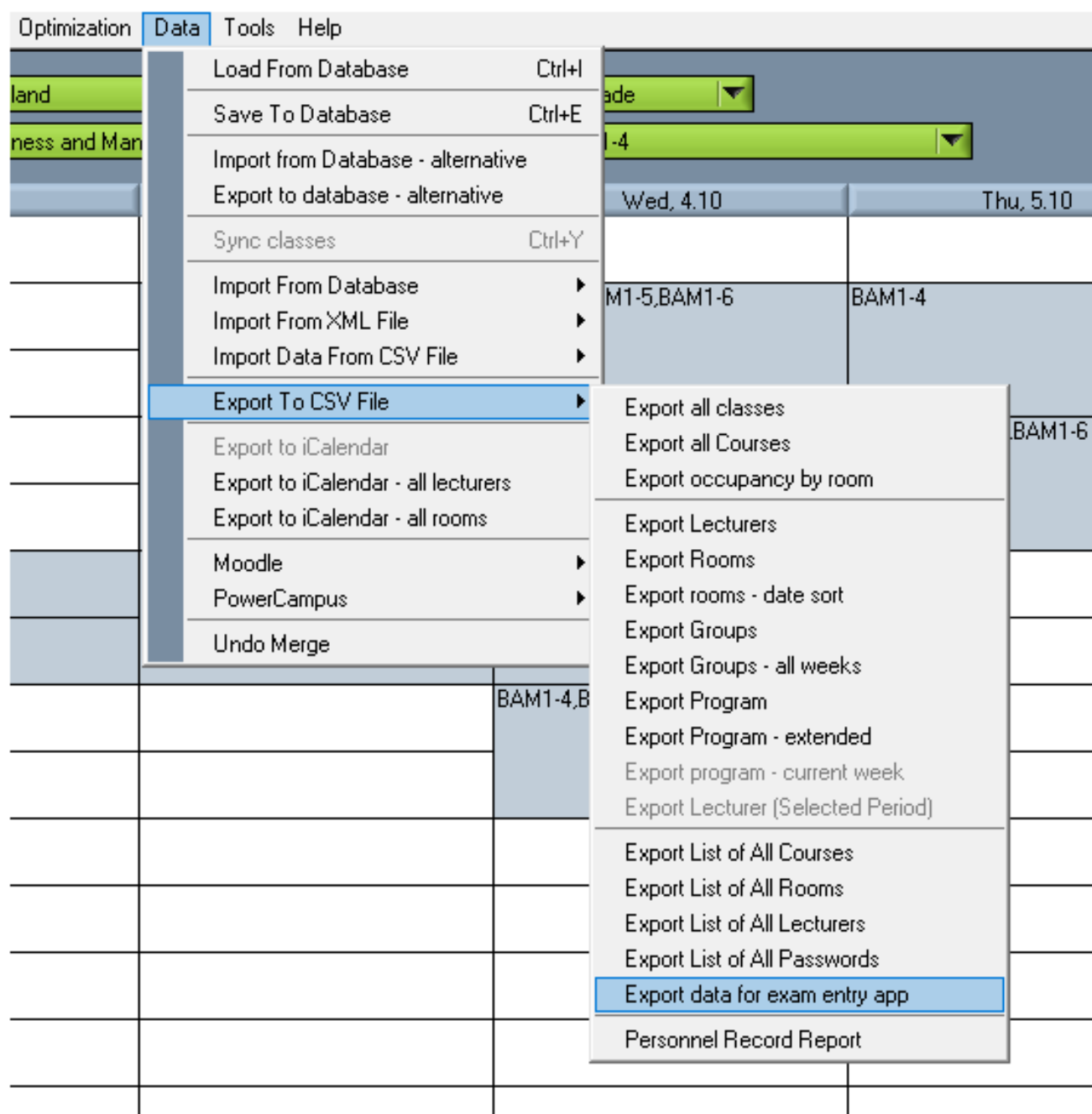
With this option, we have to insert data on our own.

After we insert data about our study and professors etc., we can edit exam schedule. In the window Description box, we add the name of the exam period (for example: August 2017, Study year 2017/2018 etc.).

To confirm, we have to click the button **Create exam period**.

4.2 Create an exam period by loading file with new data.

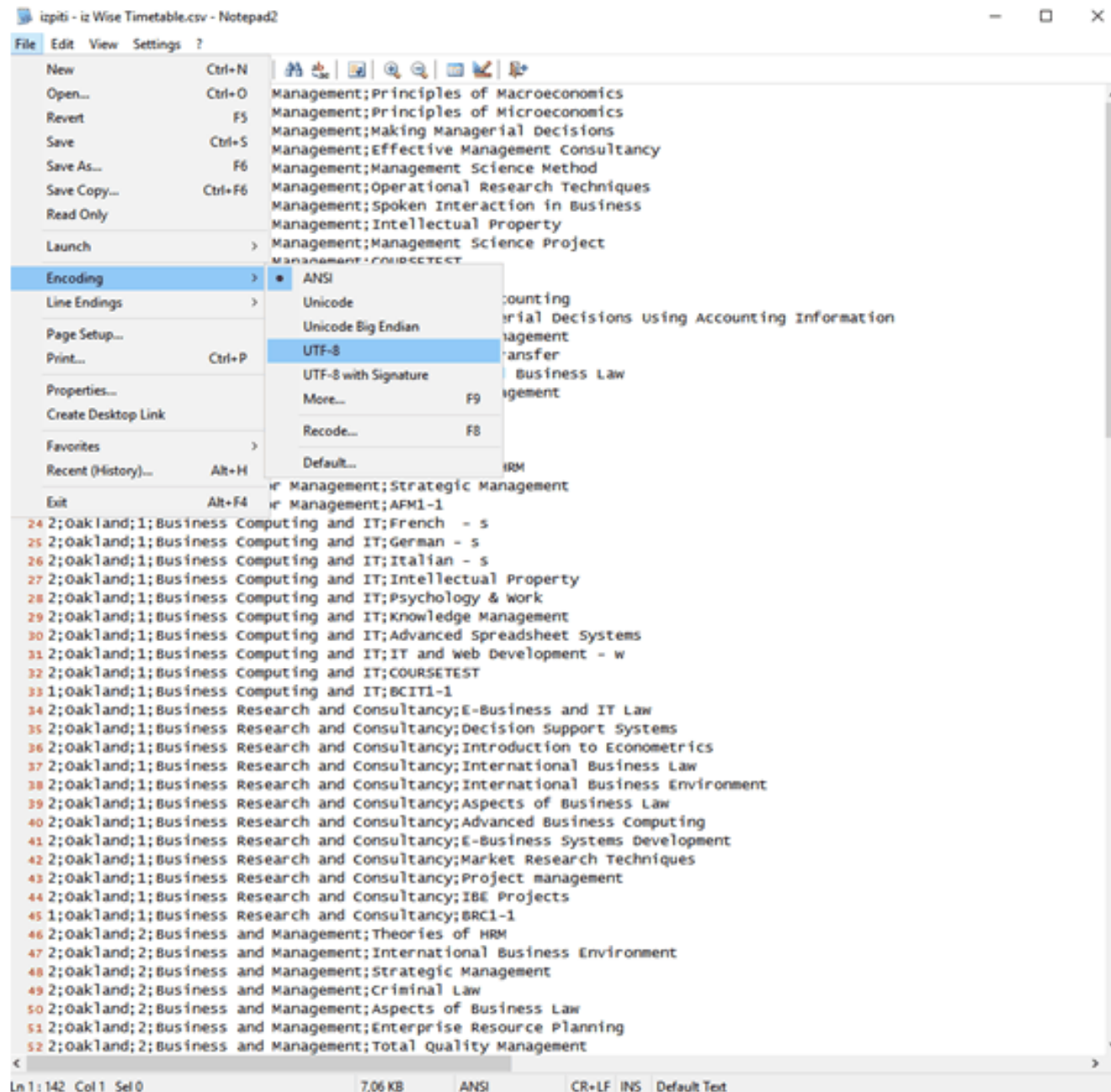
If we select this option, it is necessary to prepare the data manually in a csv file or automatically export the data from the Wise Timetable program before we upload it:



Export data from the program Wise Timetable

Before you upload the file, you have to check that it is in utf8 format (and if not, convert the encoding to utf8).

We can check that in the Notepad program (File > Encoding) and if necessary, we can change the format there. Then we have to save the data on the computer and later import the data into Exam planner with a click on the button **Select file to upload**.



Prepare file to upload - changing encoding into utf8 using the Notepad application

4.3 Create a new exam period by copying data from existing one.

From the recent exam period, which was chosen recently, we create a new exam period. All student and provider information is transferred.

4.4 Create new exam period by copying data and exams from existing one.

A new exam period is created from the already existing exam period that is currently selected. All student and provider information is transferred. All exams are transferred too.

If a choice is selected Select one year on the date of the exam, a new exam date is set when passing the exams.

The new date is determined by passing the exam in the same week, month, and day of the week as the current exam is being copied.

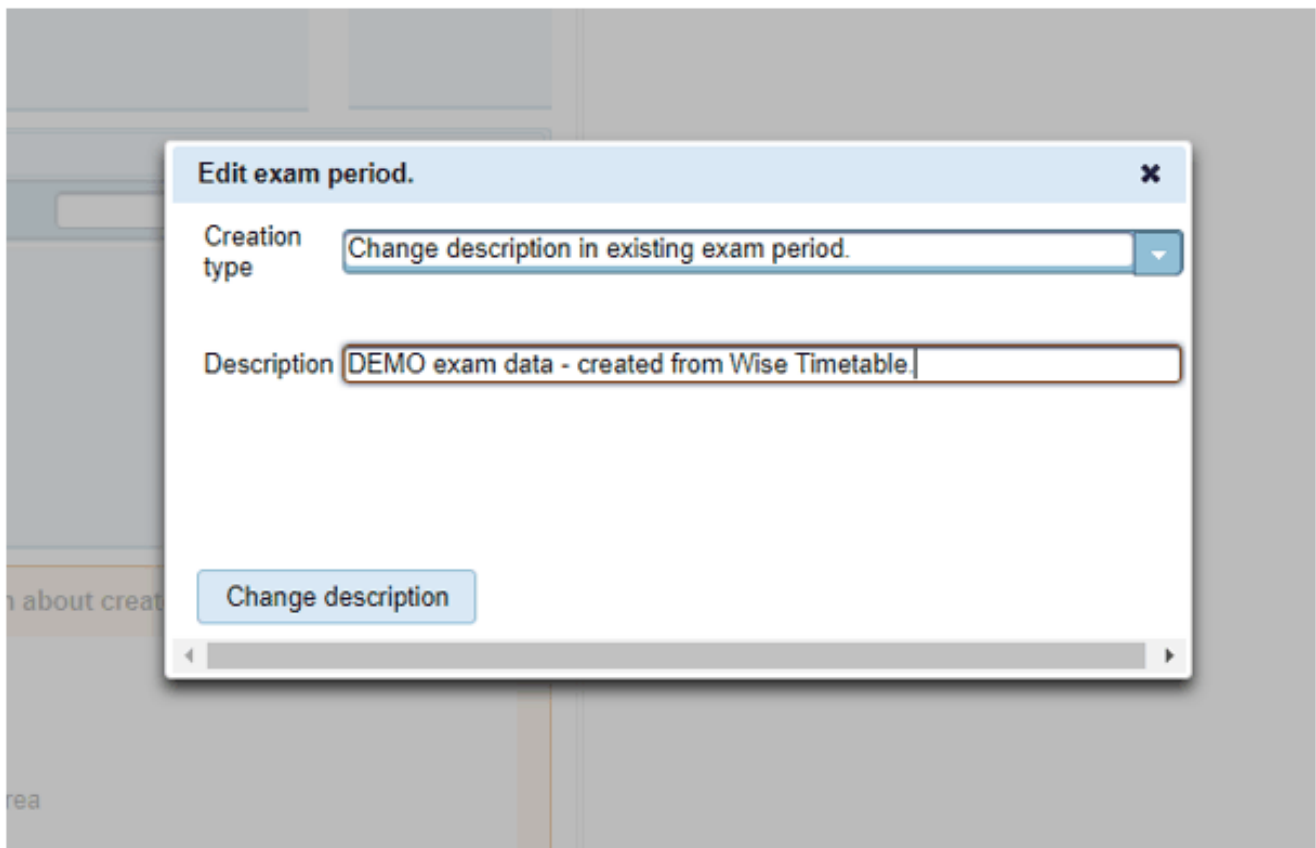
Let's take a look at the example: if the exam was carried out within the existing examination period on Thursday, 5/ 5/2016, which falls on the first week of May, the transfer date of this exam will be a new date on 4/5/2017, which falls on the same day, which is Thursday, also in the first week of May.

4.5 Append existing data by loading a file with a new data.

We upload new data from the file to existing data. The file must be prepared as described above in point 4.2, exported from the Wise Timetable program in UTF-8 format.

4.6 Change description in existing exam period

We can change the name of (rename) the current exam period. We simply change the description (name) of the current period from, for example, June 2017 to August 2017. To confirm our choice we have to press the button **Change the description**.



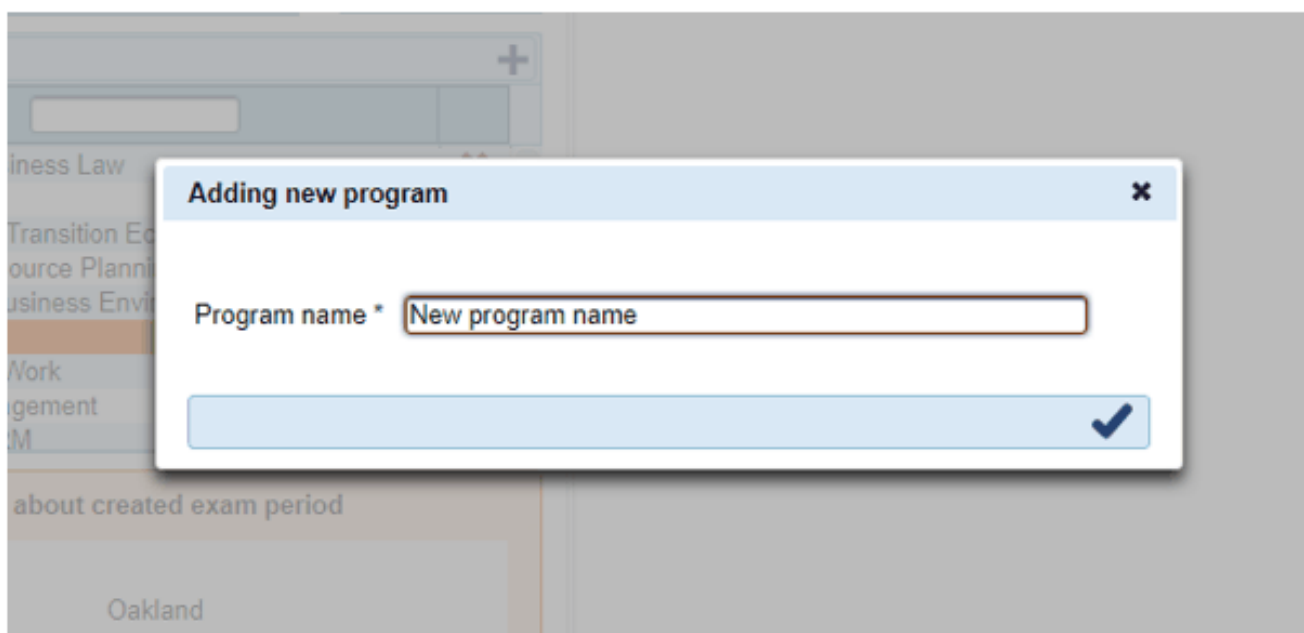
Change of the description of current period

5. Process of data editing

5.1 Programs

The Study Programs are shown at the upper left- hand corner. It is possible to add new Programs or delete those that already exist.

If we want to add a Program, we have to click on the icon . In the new modal window, we can add a new name, for example Communicology. In order to confirm the choice, you need to click the icon . The number of programs is not limited.

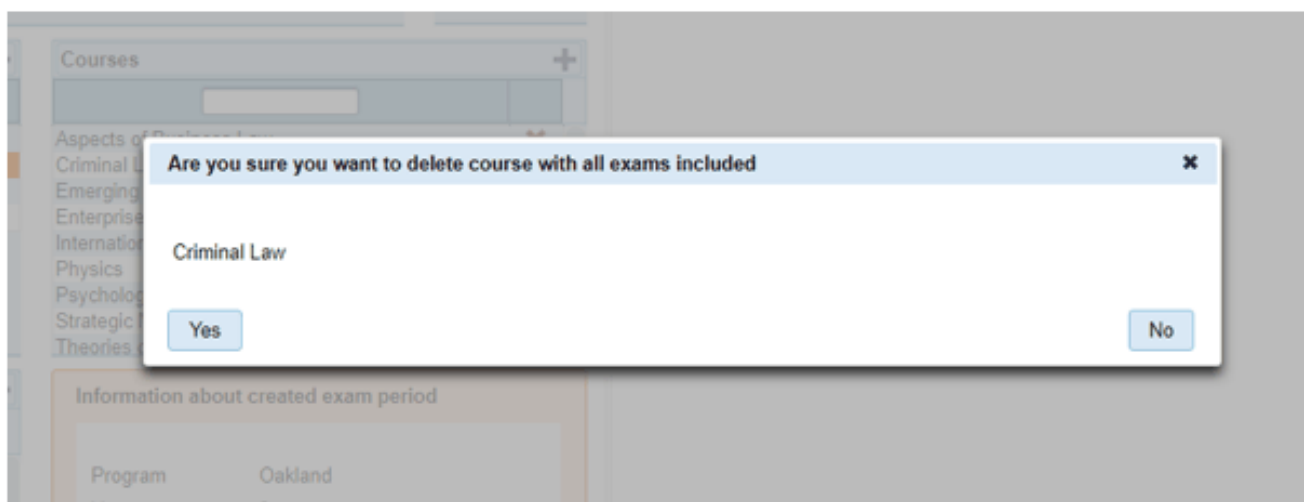


Editing a new program

It is possible to delete the Programs you have added. To delete a Program you click on the button/icon cross ().

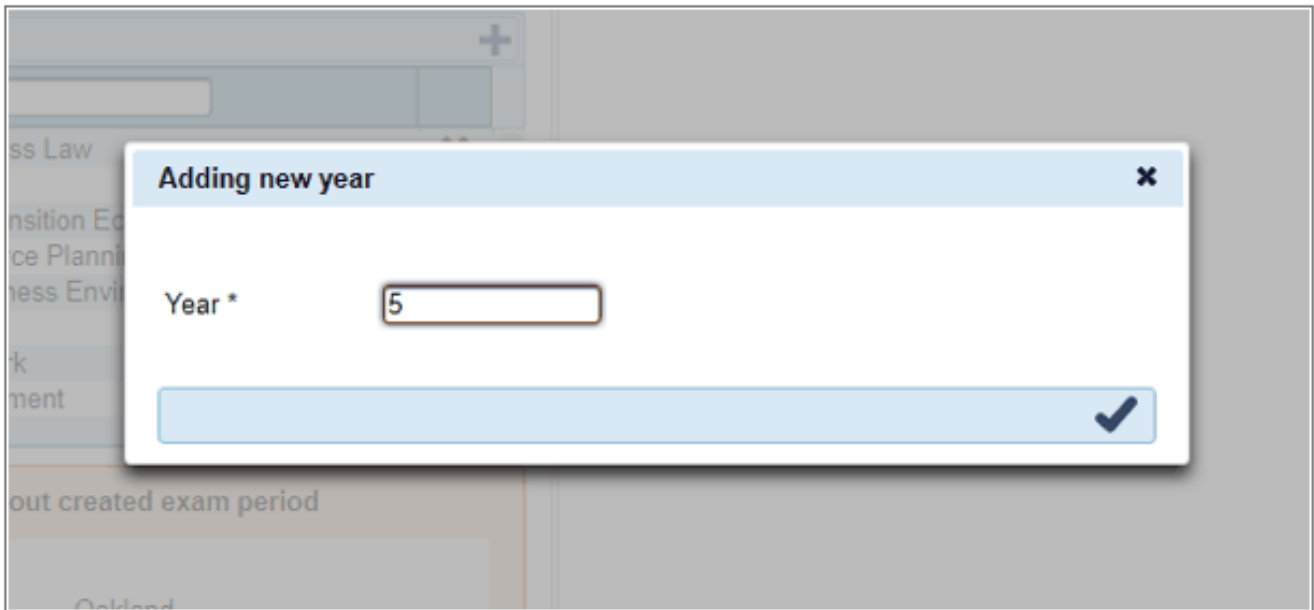
Before the Program is completely deleted, you need to confirm your choice once again.

Note: When deleting programs, you should be aware that not only the selected program will be deleted, but also all the substructure and exams associated with this program.



Picture 10: Delete an existing program

5.2 Year of study



Editing a new year of study

In the next window lists we can see the study years for the selected program.

For each program, it is necessary to determine study years that coincide with the program (e.g. Communicology → 1, 2 years; International relations → 1, 2, 3 years, etc.).

If we select to delete one of the entries here, the deletion procedure is the same as described above (point 5.1).

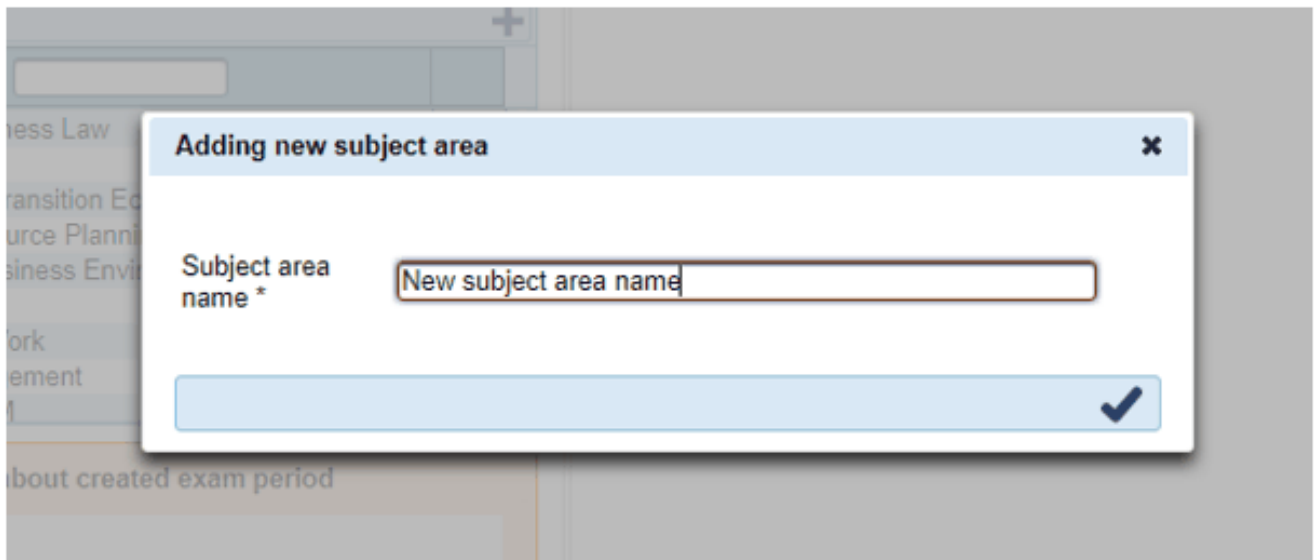
If we delete, for example, a subject (clicking the cross icon and confirming the selection), all other subcategories will also be deleted when the item is deleted.

5.3 Subject area

When entering the Subject area, we must pre-select a program and a year that relate to the chosen subject area.

If the year is not selected, it is not possible to edit the subject area. The selection is marked with an orange color.

We select for example Communicology → 1st year of study → we click on the icon in the window named Subject area. It opens a new modal window, where we can put the name of our Subject area.



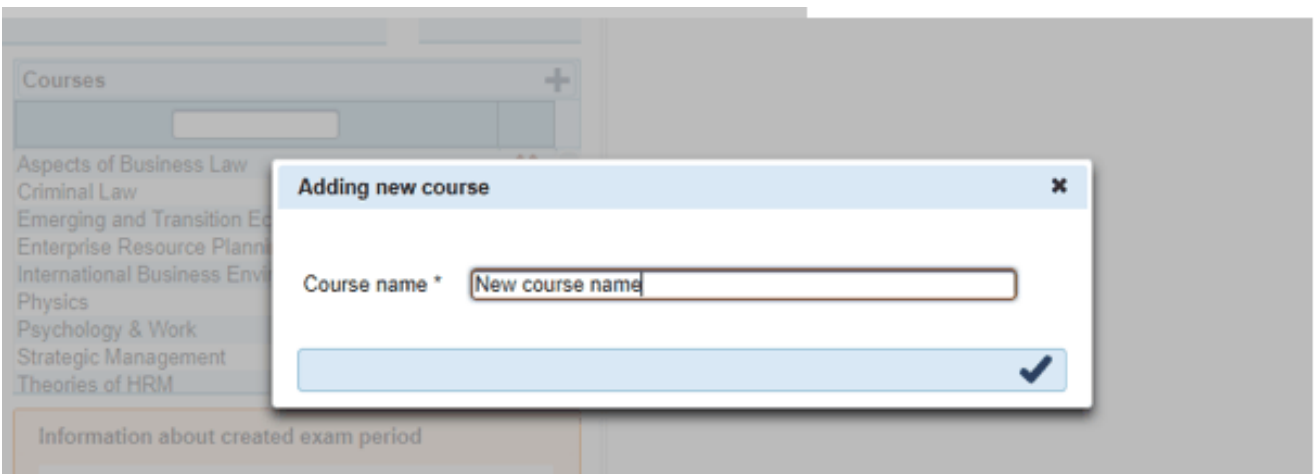
Adding a new Subject area

When the entry is confirmed, a new subject area is displayed in the subject area list.

5.4 Courses

The same system applies to the addition of subjects. Therefore, it is necessary to indicate which Program, Study Year and Subject area the Course is related to.

We do this simply by clicking on a selection that will (as shown above) be colored orange.



The procedure:

1. We pre-mark the Subject area to which our Course is related (click on the Course → our choice is colored in orange).
2. Then we click on the icon in the box Course.
3. We input the name of the Course and confirm our input by clicking on icon.
4. If we want to insert more than one Course, we simply repeat the procedure.

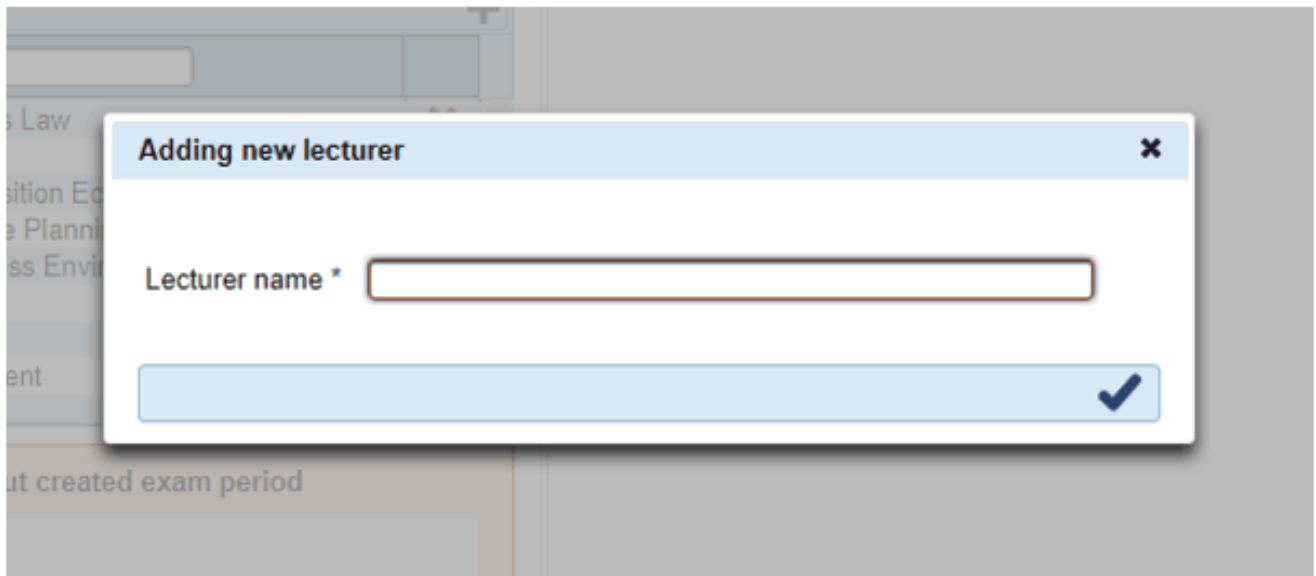
5.5 Lecturer

Independently of the above mentioned structure, we can also enter the lecturers. We do this by the same procedure, namely to click the button plus (+), enter the name of the lecturer, and then confirm the entry by clicking on the confirmation button (✓).

Unlike the study structures, we can select several providers/lecturers here, for example, conducting one exam.

We do this by tagging. On the left side, we select the lecturer and the selection is displayed in the adjacent bordered box on the right side **Information about the exam time that we are creating.**

You can also enter an unlimited number of lecturers in the modular window. The lecturers are independent of all other entries, so their addition or deletion will not affect the entries or deletion of other tabs such as Subject area, subject, etc.



If we want to delete one of the lecturers, we simply click on the icon cross () and then confirm our choice.

5.6 Exams

Information about created exam period

Program	Oakland		
Year	2		
Subject Area	Business and Management		
Course	Physics		
Lecturers	BEN MURRAY		
Exam date	22.01.2018		
Start hour	12:00	-	14:00

Put exam into schedule

Preparation of data for input

In the last orange rounded box, the selection is selected, i.e. Selected program, Year, Subject area and Subject, and all selected lecturers.

In order to enter the exam, it is necessary to mark the program, year, course, subject and one or more lecturers.

Lecturers

☐		
☐	AMANDA GOODMAN	×
☐	ANDREW ALTMAN	×
☒	ANGELA DAVIS	×
☒	BARBARA STEIN	×
☐	BEN MURRAY	×
☐	BERNARD ROCKWELL	×
☐	COLIN BAKER	×
☐	DAVID COLE	×
☐	EDWARD WEBB	×
☐	ELLEN WILLIAMS	×
☐	GARY GREENWOOD	×

Information about created exam period

Program	Oakland		
Year	2		
Subject Area	Business and Management		
Course	Physics		
Lecturers	ANGELA DAVIS, BARBARA STEIN		
Exam date	22.01.2018		
Start hour	12:00	-	14:00

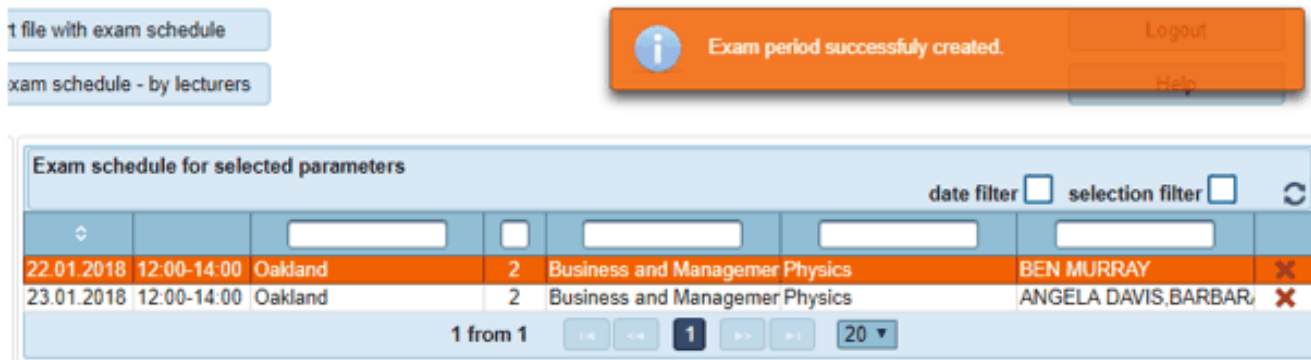
Put exam into schedule

The example of the procedure:

- Click on the program for example Communicology. Only then you will see a list of years.
- We select **first year of study**, then **Subject area** (for example Media and communication studies → MCS). At the end, we pick a course (for example Film studies).
- We select one or more lecturers.

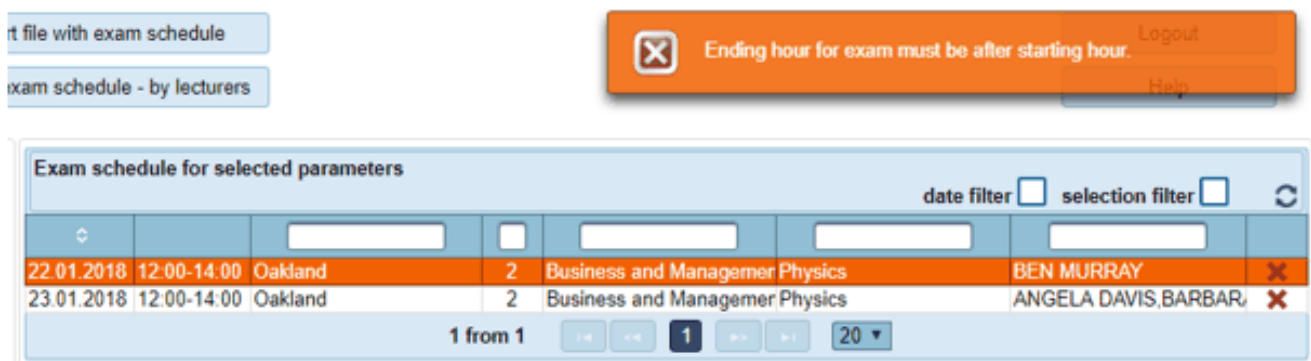
- After that we select the date and hour of the exam.
- We click on the button **Put exam into schedule**. When the entry is successful, a new record is written to the right and all the exam data is displayed in the exam schedule/table.

When the entry of data is successful, we get a notification as shown in the picture below. The message is displayed in the window in the upper right corner. After a specified time (5 seconds), the message is automatically closed.



If an entry is not successful, we receive an error message. An error occurs if one of the mandatory conditions is not entered, namely the subject, the lecturer or the date of the exam.

It is also a mistake to enter multiple exams on the same date for the same Subject area. The error is displayed in the window in the upper right corner. After a specified time (5 seconds), the error is automatically closed.



An example of the message and the error

On the right-hand side of the **Exam schedule for selected parameters** is a list of all exams created. To help find a particular exam, you can use:

- text filters in the head of the window
- check the date filter
- check the filter selection

When the filters are checked, the exams are filtered according to the selected conditions on the left side. In this way, it is easier to find exams that run on a specific date or according to the selected criteria.

If the date or filter is checked, the window looks like this (Filter selection):

Exam schedule for selected parameters

date filter ☐ selection filter ☐

22.01.2018 12:00-14:00 Oakland 2 Business and Manager Physics BEN MURRAY

1 from 1 1 20

The entry of the exam on the left side is displayed on the right side, where we will find a list of all exams and exam lecturers.

The date and time of the exam, which we have entered, are also written.

6. Outputs

AutoSave DEMO exam data - created from Wise Timetable

File Home Insert Page Layout Formulas Data Review View Add-ins Team Tell me what you want to do

Clipboard Font Alignment Number Conditional Formatting Table

A1 DEMO exam data - created from Wise Timetable, 17.09.2017

	A	B	C	D	E	F	G	H	I	J
1	DEMO exam data - created from Wise Timetable, 17.09.2017									
2	22.01.2018	12:00	14:00	Oakland	2	Business & Physics		BEN MURRAY		
3	23.01.2018	12:00	14:00	Oakland	2	Business & Physics		ANGELA D BARBARA STEIN		
4										

An example of an output

If we click on the Output button, the entered data (in the form of a csv file) is exported.

The first line of the output is a description of the test period. In the first column, we find the exam date, the second and third columns show the exam time (the beginning and end of the exam), followed by which program and subject the exam is conducted, and the last line shows the lecturers.

The second output of data, which shows the lecturers, is the same as the one described above. The only difference is that the data lines are grouped by lecturers.

Instructions for Wise Timetable Server Installation

SERVER BASICS

- Windows Server 2019 is OK – but also earlier (or later) Win Servers are compatible
- Microsoft SQL Server 2017 is OK – plus Server Management
- WildFly server must be version 18.0.0. Final, because of the compatibility issues: <https://download.jboss.org/wildfly/18.0.0.Final/wildfly-18.0.0.Final.zip> (shall be installed as a service)
- We need *Apache* and you can install the latest version 2.4 (should be installed as a service)
- Desktop client that works as a server shall be installed from

<https://wtimetable.com/Downloads/wttu.exe>

JAVA ENVIRONMENT

1. Download *Java jdk 8* (<https://www.oracle.com/java/technologies/javase/javase8-archive-downloads.html>)
2. In *Environment Variables* create JAVA_HOME having value:

C:\Files.0_202

3. Add new entry into *Environment Variables* path variable: %JAVA_HOME%
4. Check if you set environment variables properly: for example, in cmd window execute:

echo %JAVA_HOME%

WEB SERVER INSTALLATION

Inside the instructions you will find files or directories to be stored in certain places. You can find those at our download link:

<https://wtimetable.com/Downloads/Installations>

So, for example, if the instructions require adding the file *sqljdbc42.jar*, you can download it from the link:

<https://wtimetable.com/Downloads/Installations/sqljdbc42.jar>

If there is a complete directory you have to download, please get the zip file, containing the directory, unzip it and then copy it to the described destination, e.g.:

<https://wtimetable.com/Downloads/Installations/service.zip>

1. Download *wildfly-18.0.0.Final* from <https://www.wildfly.org/downloads/>

(Already done by your team)

2. In C:\0.Final create new directory named "main"
3. Add two files *module.xml* and *sqljdbc42.jar*
4. In C:\0.Final create new directory *wiset*

(External libraries that the web application uses are stored there)

5.0 Please download *wiset.zip* and extract it into this directory.

In C:\0.Final change *standalone.xml*:

5.1 download *standalone.xml* and copy it to C:\0.Final

5.2 inside the file search for "XXXXX", you will find three places to make your changes:

5.2.1 The first one is the first datasource where you have to set your IP for DB server and password

5.2.2 The second one is the second datasource – do the same as for the first (5.2.1)

5.3 Set your own email credentials

6. In C:\0.Final change *standalone.conf.bat*. Here specifically you have to change only JAVA_OPTS variable from set "JAVA_OPTS=-Xms64M -Xmx512M -XX:MetaspaceSize=96M -XX:MaxMetaspaceSize=256m"

to

```
set "JAVA_OPTS=-server -Xms10G -Xmx10G -XX:+UseLargePages -XX:+UseG1GC -
XX:MaxGCPauseMillis=100 -XX:+ExplicitGCInvokesConcurrent -XX:ParallelGCThreads=15 -
XX:+UseStringDeduplication -XX:MetaspaceSize=2G -XX:MaxMetaspaceSize=4G -
XX:ReservedCodeCacheSize=384m -XX:+UseCodeCacheFlushing -
XX:+UnlockExperimentalVMOptions -XX:G1NewSizePercent=20 -XX:-
OmitStackTraceInFastThrow -XX:+CMSParallelRemarkEnabled -XX:+ParallelRefProcEnabled -
XX:MaxTenuringThreshold=1 -XX:+ScavengeBeforeFullGC -XX:+CMSScavengeBeforeRemark -
XX:+DoEscapeAnalysis"
```

7. Make it as a service (C:.0.Final):

7.1 Copy "service" folder from C:.0.Final to C:.0.Final

7.2 Inside a newly copied directory, from cmd run service install

7.3 To check that the service is working, go to Windows services and ensure that the service is set to "Automatic", and that it is started.

8. Make new Directory c:

Please download wttmedia.zip and extract it into this directory

9. Deploy application: Copy file wtt_yourname.ear into C:.0.Final. Check that your web page is working: http://localhost:8080/wtt_yourname/

EMAILS SETUP

In the standalone.xml file you can set up an email.

Email is there if you want to use online booking system (booking through the web pages – inside timetable). When you make a booking, you can "tick" an option to send a confirmation email to the booking owner and/or booking event participants. If you do not need to use email (confirmations), leave it empty. If you want Microsoft Exchange example, Wise Technologies support team can provide it to you.

SETTING THE APACHE SSL CERTIFICATE

After you establish the web server using our instructions, you will be able to run the web page, using link locally as:

http://localhost/wtt_yourname

However – this link will work only on the web server itself.

To see the same pages (displaying timetables and providing booking system) outside of the server (on your own network), you will probably use something like (assuming server IP is 192.168.1.107):

http://192.168.1.107/wtt_yourname

Now, if you want to publish your timetables in a less "cryptic" way, you might want to use some domain name instead of server IP – something like:

<http://timetable.yourdomain.uk>

To link this incoming domain address to our web server, you have to put this in the Apache vhosts file to point to Wildfly (replace wise-tt.com with your domain):

LoadModule proxy_module modules/mod_proxy.so

LoadModule proxy_http_module modules/mod_proxy_http.so

<VirtualHost *:80>

ServerName www.wise-tt.com

ServerName wise-tt.com

Redirect permanent / <https://www.wise-tt.com/>

<VirtualHost *:80>

ProxyPreserveHost On

ProxyRequests Off

ServerName www.wise-tt.com

ServerName wise-tt.com

ProxyPass / <http://localhost:8080/>

ProxyPassReverse / <http://localhost:8080/>

Moreover, to make data flow from the web server encrypted, you may want to have end-result as:

<https://timetable.yourdomain.uk>

To achieve this, you must:

1. Get the domain name from your network support (they will forward subdomain timetable.da.mod.uk to the IP of your server – and only they will know details about that – we are not aware of your internal network details)
2. Buy an SSL certificate and install it on your web server (on Apache) – we buy our certificates at a well-established/known place: godaddy.com – but you can acquire that SSL certificate wherever you want. You can use Standard SSL for single server/domain. You will get it as a zip file, containing crt, key and pem file. You use these files (crt and key) in SSL Apache configuration file stored in C:-ssl.conf. Example:

SSLCertificateFile “conf/ssl.crt/811473e453584022.crt”

SSLCertificateKeyFile “conf/ssl.key/server.key”

SSLCertificateChainFile “conf/ssl.crt/gd_bundle-g2-g1.crt”

Also, there (on godaddy) you have instructions for Apache. You should make a server.key according to these instructions.

Troubleshooting

Most problems are answered by one file. Find it first.

The event log

%APPDATA%\Wise Timetable\wtt_event.log

Paste that path into the address bar of any Explorer window. The Schools edition uses **Wise Timetable Basic** instead.

The log is plain text. Every line carries a date, a time, a level — **[INFO]**, **[WARNING]**, **[MINOR]**, **[MAJOR]**, **[CRITICAL]** — and a message. When the database refuses something, the log carries the **database server's own explanation**, which is usually the whole answer.

The file is rotated at 1 MB across five files: **wtt_event.log**, then **.1** to **.4**. If you are sending it to support, send all of them — the interesting part is often in **.1** by the time anybody looks.

The same folder holds your database settings (**dbsettings.ini**) and the rest of your configuration.

Common symptoms

The program will not start, and the log is empty or missing. The message is usually *The application was unable to start correctly (0xc0000142)*. Windows stopped it before Wise Timetable ran a single line, so it could not write anything. Almost always this means files are missing next to the program — reinstall from a freshly downloaded installer rather than copying the folder from another PC. Copying the program folder by hand is the usual cause.

Windows refuses to run the installer. See *Installing Wise Timetable*. A blue *Windows protected your PC* dialog has **More info ▶ Run anyway**; a flat refusal with no way past it is Smart App Control, and the answer there is to install from the Microsoft Store.

Cannot connect to the registration server. Outgoing port 3306 is blocked, usually by a university firewall or a VPN. Ask your IT department to allow it. Nothing else is affected — the program still starts with the settings it already has.

Menu entries under Data are greyed out. Your licence has fewer databases than there are positions in the menu. This is configured on our side. See *Activating your licence*.

Database is locked. Another user has it open. See *Permissions and user accounts*.

Central database is disabled. The central-database option is switched off in the settings. It is not a connection failure.

Error occurred while exporting to the database... The message contains the failing statement and the server's reply. Copy the whole text — it names the problem exactly.

A caption reads 'SOMETHING' not found in message catalog! A translation is missing for the language you are using. It is a packaging fault on our side, not something you did. Tell us which screen and which language and it is fixed in the next build.

Accented letters look wrong. Note *where* they look wrong — in menus, in your own data on screen, or only in an exported file — and tell us. The three cases have three different causes and knowing which one it is saves a day.

A spreadsheet you exported shows the wrong letters in Excel. Excel guesses the encoding when you double-click a CSV. Open Excel first, then use *Data ▶ From Text/CSV* and choose UTF-8.

Reporting a problem so it gets fixed quickly

Send:

1. `wtt_event.log` and its rotated copies.
2. The version from **Help ► About Wise Timetable**, and which edition.
3. Whether you installed from the installer or from the Microsoft Store.
4. The exact title and text of any message.
5. Which database was open — the window title says `Database`, `(2.) Database` or `(3.) Database`.
6. What you were doing when it happened, in one sentence.

If the program will not start at all and there is no log, say so explicitly. That absence is itself the diagnosis.