wise **ed** · Ed Tools

Wise Ed Tools

Guide

November 2026

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1 Getting started

What Wise Ed Tools is, how you get in, what the screen is made of, and the few rules that hold in every tool.

1.1 What Wise Ed Tools is

Wise Ed Tools is the school office's workbench: the everyday records a school must keep and that do not belong in a timetable. Everything lives in one place, behind one sign-in, and it already knows your school: the rooms, the lecturers and the lessons come from Wise Timetable, so you never type them twice.

- Fixed assets: what the school owns, where it is, what it is worth.

- Staff records: employees, time record, month overview, leave and absence, travel orders and travel rates.
- Lecture video: recordings of lectures and their settings.
- Zoom and Moodle: online lesson links and the connection settings.
- Payroll preparation: the month for the accountant, collected from the records above.
- AI assistant: answers staff questions from the school's own information.

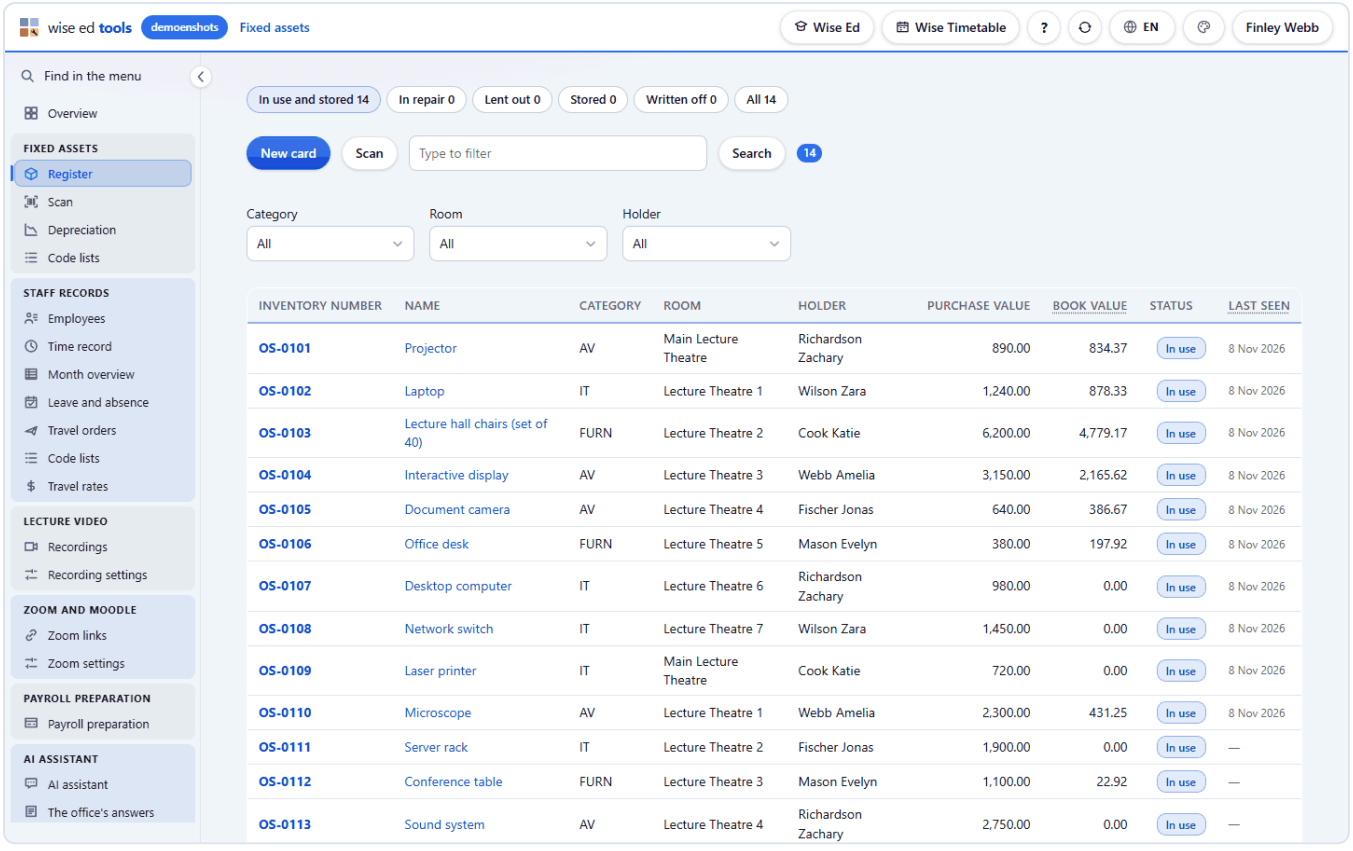
You see only the groups your school switched on, and only the screens your role allows.

1.2 Signing in and the first minute

You arrive from Wise Timetable or Wise Ed with one click - the button 'Wise Ed Tools' signs you in with the account you already use, so there is no second password. On the first visit:

- 1. Look at the left menu. It has a group per area; the one you are in is highlighted.
- 2. Open Fixed assets > Code lists and press 'Copy from the timetable and Wise Ed' on Rooms and Holders - this fills the lists in one go.
- 3. Open Staff records > Employees and copy the lecturers across the same way.
- 4. Press the ? button in the top bar on any screen: it opens the manual at the page for the screen you are on.

If you are signed out after a long pause, press the same button again; nothing you saved is lost.



Wise Ed Tools: the menu on the left, the top bar with the ? button, the screen in the middle.

1.3 The top bar and the menu

- Wise Ed and Wise Timetable: jump to the other products without signing in again.
- ? : the manual, opened at the page for this screen.
- The circular arrows: reload the data on the screen.
- EN / SL / HR: the language of the screens. The manual follows it.

- The palette: light or dark appearance.
- Your name: who you are signed in as, and sign out.
- 'Find in the menu' filters the left menu as you type - the quickest way across a long menu.
- The arrow next to it folds the menu to icons, for more room on a phone.

1.4 Rules that hold everywhere

- Saving is explicit: nothing changes until you press Save. Cancel throws the form away.
- History is added to, never rewritten: who did what, and when, stays visible on the card.
- A field with a dotted underline explains itself when you hover over it.
- Lists can be exported to Excel or CSV from under the list.
- A button that cannot work now says why instead of staying dead.
- Your data belong to your school only. Other schools never see them, and a demo school is filled with invented people.

1.5 Where to read next

Each tool has its own page in this manual; the ? button opens the right one. For a first day, read Fixed assets in full - it shows the pattern (lists, cards, history, export) that the other tools repeat.

2 Fixed assets

The register of what the school owns: one card per item, a history that is only ever added to, automatic depreciation and a scan view for the yearly stock-take. This is the long edition - read it once from top to bottom, then use it as a reference.

2.1 What fixed assets is for

Every school owns things that cost real money and must be accounted for: projectors, laptops, lecture hall chairs, a microscope. The accountant wants to know what exists, where it is, who is answerable for it and what it is worth today. The Fixed assets module keeps exactly that, in one register, with one card per item.

- One card per item: number on the label, name, category, room, holder, purchase data.
- A history on every card: who saw the item, in which room, when. Nothing is overwritten silently.
- Depreciation is calculated for you (straight line), so the book value is always current.
- A scan view for the yearly stock-take: walk through the building, scan the labels, and every item you pass is ticked as seen.

The module uses its OWN code lists (buildings, rooms, categories, holders, depreciation groups). They are not the timetable's lists - you copy the timetable's rooms and lecturers across once and then edit them here as you like.

2.2 A worked example, start to finish

Follow this once and you know the whole module. The school buys a projector for the Main Lecture Theatre.

- 1. Code lists: make sure the room 'Main Lecture Theatre', the category 'AV' and the person who will be answerable exist (see 'Code lists' below). Do this once for the school, not once per item.
- 2. Register > New card. Type the inventory number printed on the label, for example OS-0101, and the name 'Projector'.
- 3. Choose the category AV, the room, the holder. Fill in the purchase: supplier, invoice, date, value 890.
- 4. Choose the depreciation group and put-into-use date. The rate comes with the group. Press Save.
- 5. The card opens. On the right, History already says 'Card made'. Stick the label on the projector.
- 6. At the yearly stock-take scan the label with 'ticks it seen' on: History gets a line 'Seen', with the room.

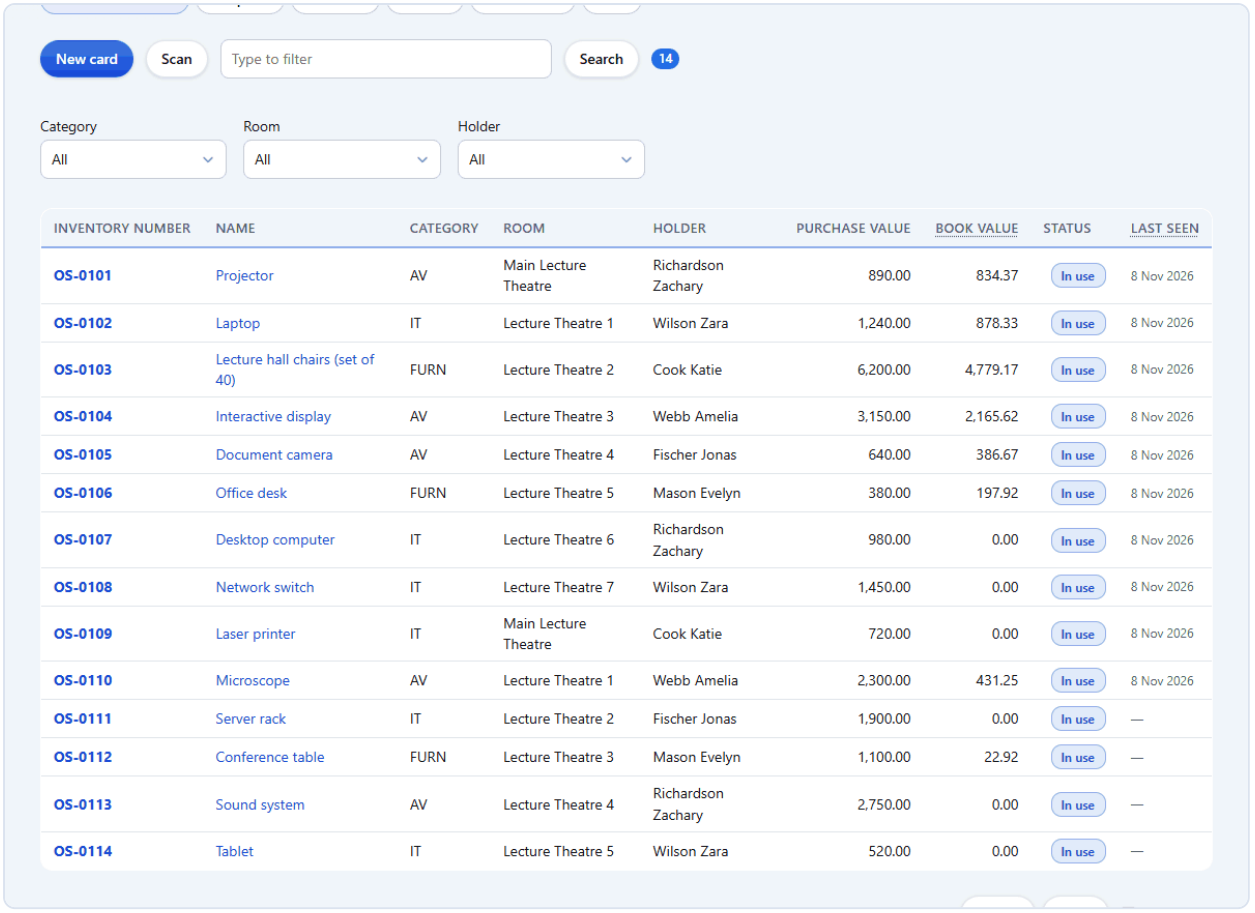
From now on the register shows the projector with its current book value, and the Depreciation view counts it in the group totals.

2.3 The register

Fixed assets > Register is the list of all cards. It opens on 'In use and stored'.

- Status chips at the top: In use and stored, In repair, Lent out, Stored, Written off, All. The number is how many cards are in it.
- New card opens an empty card. Scan opens the scan view.
- 'Type to filter' narrows the list as you type (number, name). Search runs the search on the server.
- Category, Room, Holder: three drop-downs, they combine. Set Room to a lecture theatre to see everything in it.
- Columns: Inventory number (opens the card), Name, Category, Room, Holder, Purchase value, Book value, Status, Last seen. A column header with a dotted underline explains itself when you hover over it.
- The Excel and CSV buttons under the list export what you see, with the filters applied.

Book value is purchase value minus depreciation to today. A zero means fully depreciated, not 'missing'. A dash in 'Last seen' means nobody has scanned it yet.



INVENTORY NUMBER	NAME	CATEGORY	ROOM	HOLDER	PURCHASE VALUE	BOOK VALUE	STATUS	LAST SEEN
OS-0101	Projector	AV	Main Lecture Theatre	Richardson Zachary	890.00	834.37	In use	8 Nov 2026
OS-0102	Laptop	IT	Lecture Theatre 1	Wilson Zara	1,240.00	878.33	In use	8 Nov 2026
OS-0103	Lecture hall chairs (set of 40)	FURN	Lecture Theatre 2	Cook Katie	6,200.00	4,779.17	In use	8 Nov 2026
OS-0104	Interactive display	AV	Lecture Theatre 3	Webb Amelia	3,150.00	2,165.62	In use	8 Nov 2026
OS-0105	Document camera	AV	Lecture Theatre 4	Fischer Jonas	640.00	386.67	In use	8 Nov 2026
OS-0106	Office desk	FURN	Lecture Theatre 5	Mason Evelyn	380.00	197.92	In use	8 Nov 2026
OS-0107	Desktop computer	IT	Lecture Theatre 6	Richardson Zachary	980.00	0.00	In use	8 Nov 2026
OS-0108	Network switch	IT	Lecture Theatre 7	Wilson Zara	1,450.00	0.00	In use	8 Nov 2026
OS-0109	Laser printer	IT	Main Lecture Theatre	Cook Katie	720.00	0.00	In use	8 Nov 2026
OS-0110	Microscope	AV	Lecture Theatre 1	Webb Amelia	2,300.00	431.25	In use	8 Nov 2026
OS-0111	Server rack	IT	Lecture Theatre 2	Fischer Jonas	1,900.00	0.00	In use	—
OS-0112	Conference table	FURN	Lecture Theatre 3	Mason Evelyn	1,100.00	22.92	In use	—
OS-0113	Sound system	AV	Lecture Theatre 4	Richardson Zachary	2,750.00	0.00	In use	—
OS-0114	Tablet	IT	Lecture Theatre 5	Wilson Zara	520.00	0.00	In use	—

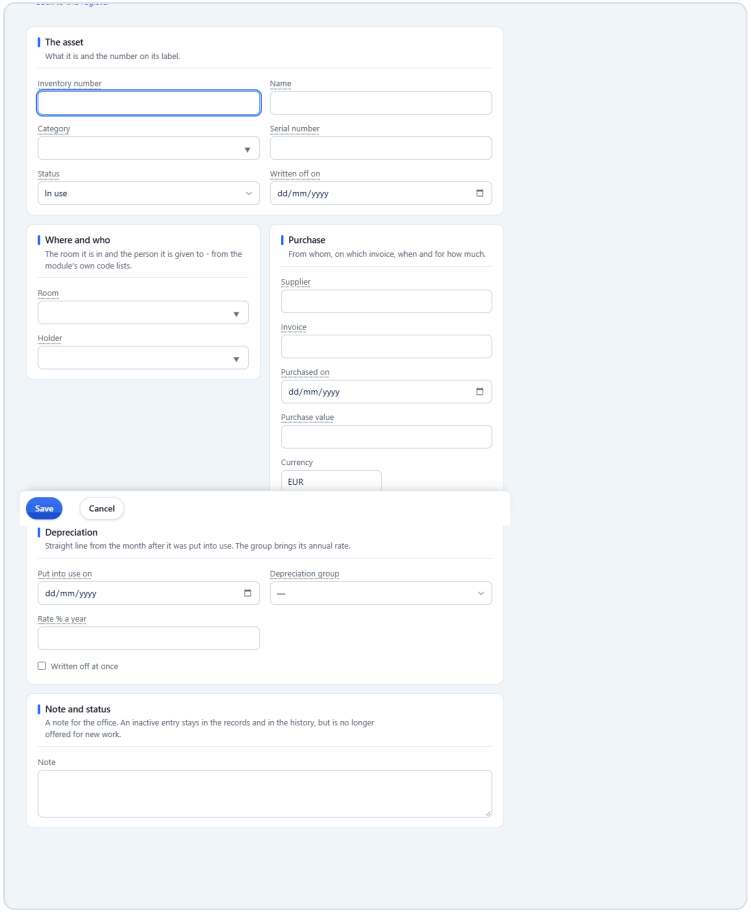
The register with the demo school's items. Click an inventory number to open the card.

2.4 A new card, field by field

Register > New card. The card has five blocks. A field labelled with a dotted underline explains itself on hover.

- The asset. Inventory number: exactly what is printed on the label; it must be unique. Name: what a colleague would call it ('Projector', not 'AV equipment 3'). Category: AV, IT, furniture ... from your Categories list. Serial number: the manufacturer's, useful for warranty. Status: In use, In repair, Lent out, Stored, Written off. Written off on: only when the status is Written off.
- Where and who. Room and Holder come from the module's own lists. The room is where the item normally lives; the holder is the person answerable for it.
- Purchase. Supplier, Invoice, Purchased on, Purchase value. The value is what the accountant will depreciate.
- Depreciation. Put into use on: depreciation counts from the month AFTER this date. Depreciation group: brings the annual rate (you can overwrite the rate for one card). 'Written off at once' is for small items written off in full on purchase. Below you see 'Depreciated to date' and 'Book value', recalculated on every save.
- Note and status. A free note for the office. 'Inactive' keeps the entry in the records and history but stops offering it for new work.

Save creates the card, Cancel throws the form away.



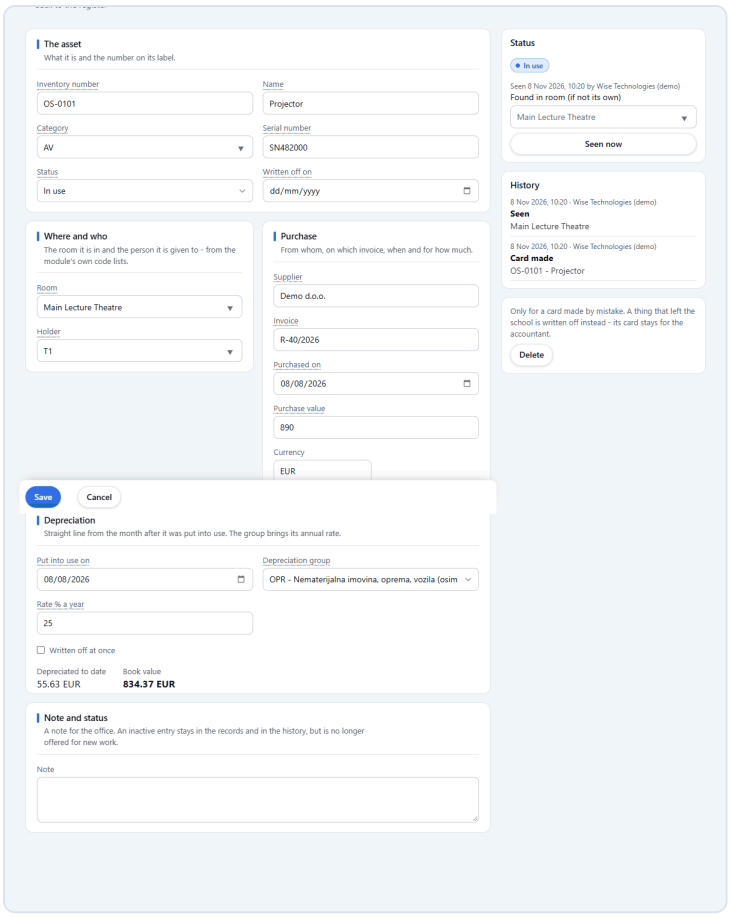
An empty card: five blocks, top to bottom.

2.5 The card and its history

Click an inventory number in the register to open the card. The left side is the same form as above; the right side is what makes the card a record.

- Status panel: the current status, when and by whom the item was last seen. 'Found in room (if not its own)' is for the case when you find the projector in another room than the one on the card; choose that room and press 'Seen now'. The item is ticked as seen and the finding is written to the history.
- History: newest first. 'Card made', 'Seen', every change of room, holder or status, each with date, time and the person who did it. History is only ever added to - this is what the accountant and the auditor read.
- Delete: only for a card made by mistake. A thing that left the school is written off instead; its card stays for the accountant.

To move an item permanently, change Room or Holder on the card and Save; the history records the move.



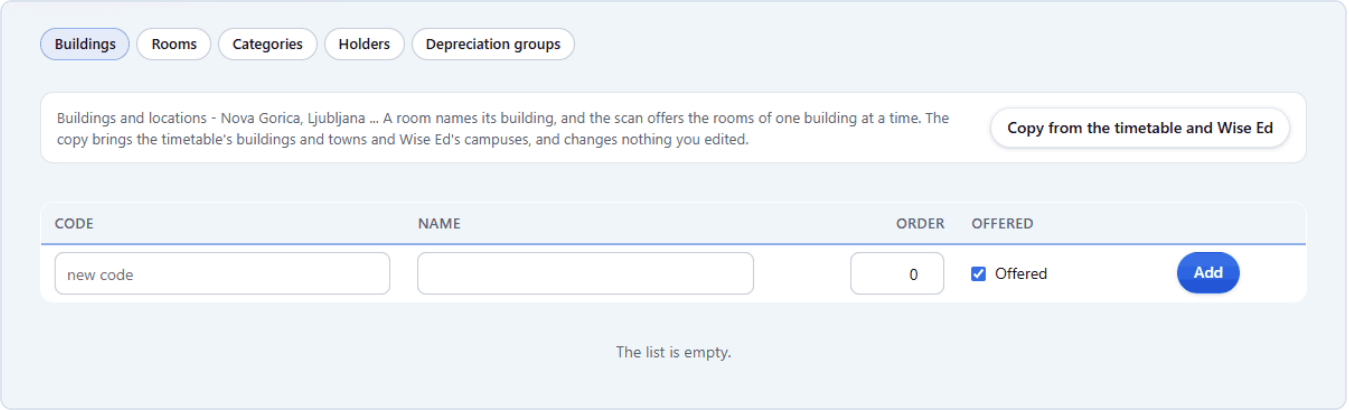
An open card: the form on the left, status and history on the right.

2.6 Code lists: buildings, rooms, categories, holders, depreciation groups

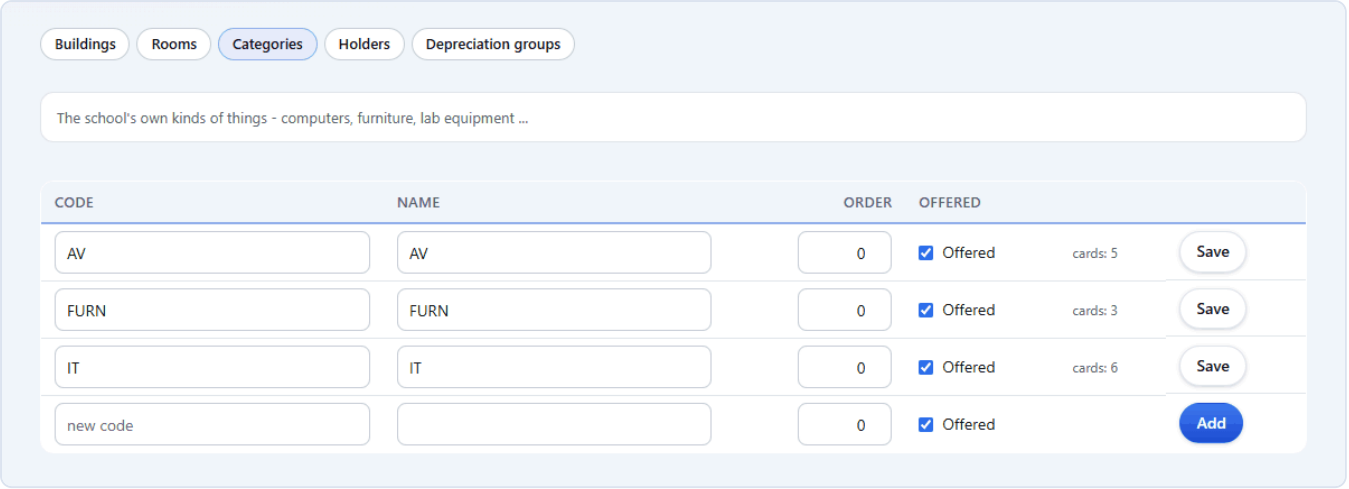
Fixed assets > Code lists holds the module's own lists, one tab each. They are separate from the timetable on purpose: the accountant's 'room' can be a storeroom the timetable never heard of.

- Buildings. Nova Gorica, Ljubljana, 'Campus North' ... A room names its building, and the scan offers the rooms of one building at a time.
- Rooms. Every room has a code, a name and a Place - its building. If the Place is empty the timetable's town is used.
- Categories. AV, IT, furniture, laboratory ... they drive the register filter and the reports.
- Holders. The people answerable for items. Not every holder is a lecturer: a caretaker is a holder too.
- Depreciation groups. A code, a name and the annual rate in per cent. The group brings the rate to the card.

Every list has the same row: Code, Name, Order, Offered, and the Add button. Order sorts the drop-downs. 'Offered' off hides an entry from new cards but keeps it on the old ones. Edit a row and press Save on it; a row you delete is gone from the lists, so prefer switching Offered off for anything old cards still use. Copy: on the empty Buildings, Rooms and Holders tabs a button 'Copy from the timetable and Wise Ed' brings the timetable's rooms, buildings and towns, the lecturers, and Wise Ed's campuses across in one go. It only adds what is missing and changes nothing that exists, so it is safe to press again after the timetable grows.



An empty Buildings list: add by hand or use Copy from the timetable.



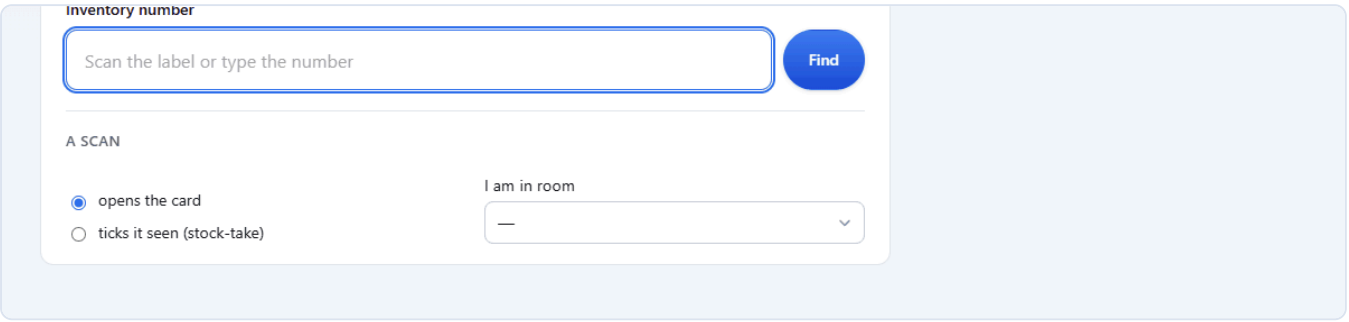
Categories: the same row everywhere - code, name, order, offered.

2.7 Scan: the yearly stock-take

Fixed assets > Scan is made for a phone or a handheld scanner in your hand while you walk.

- 1. Choose what a scan does: 'opens the card' (look something up) or 'ticks it seen (stock-take)'.
- 2. If your lists have at least two named places, a 'I am in room' drop-down appears. Choose the room you are standing in; the list offers one building's rooms at a time.
- 3. Click the field and scan the label, or type the number, and press Find.
- 4. In stock-take mode the item is ticked as seen, in the room you chose, and the field is empty again for the next label. Items found in the wrong room are written to the history as found there.

At the end open the register and filter by 'Last seen': whatever is still a dash was not scanned this year - that is your list of things to look for.



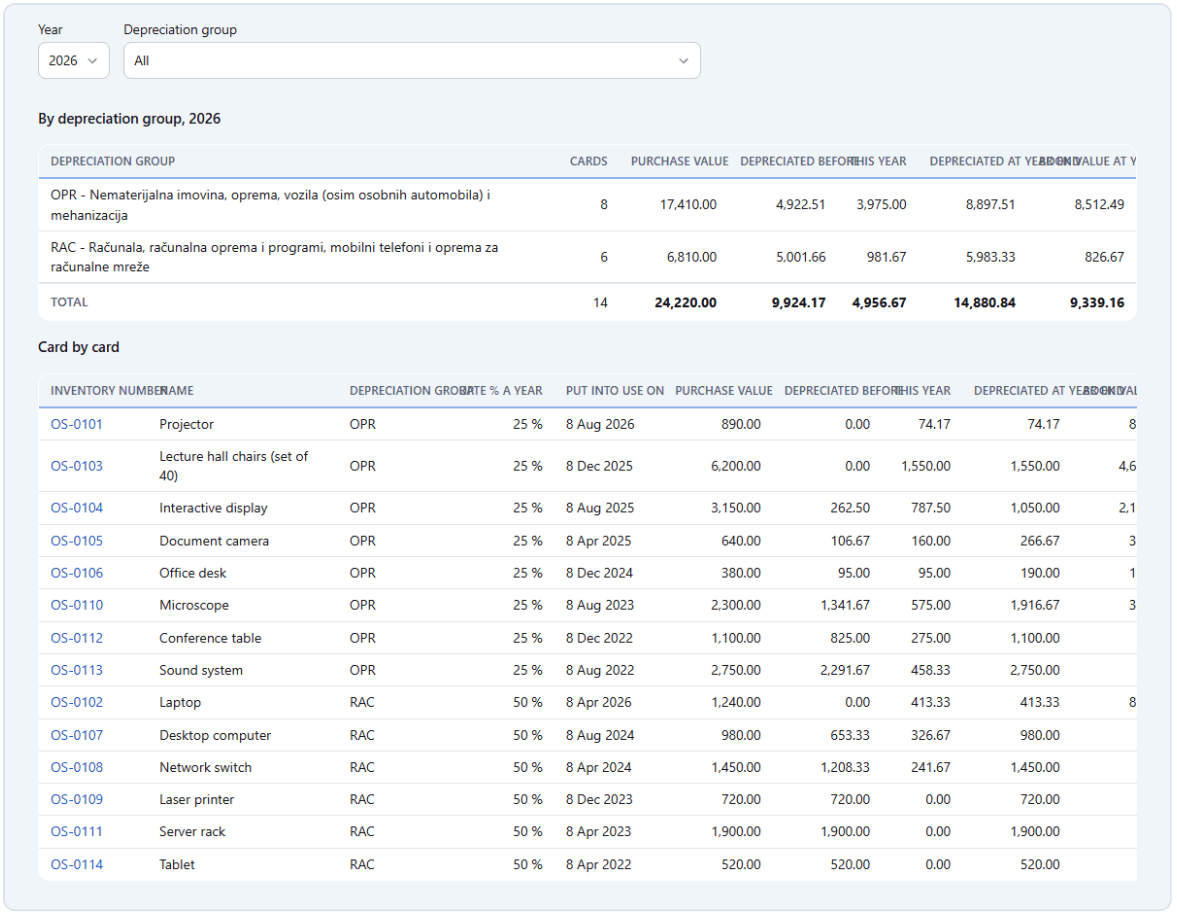
The scan view. The room choice appears once there are two named places.

2.8 Depreciation

Fixed assets > Depreciation answers the accountant's yearly question: what was depreciated, and what is left.

- Choose the Year and, if you like, one Depreciation group.
- By depreciation group: cards, purchase value, depreciated before the year, depreciated this year, depreciated at year end, book value at year end - with a total row.
- Card by card: the same figures per item, with the rate and the put-into-use date.

The method is straight line: purchase value x rate per year, counted by whole months from the month AFTER the item was put into use, and never below zero. Example: a projector for 890 at 25 % a year is 222.50 a year, 18.54 a month. If a figure looks wrong, the cause is nearly always on the card: a wrong put-into-use date, no group, or a rate typed over by hand.


Year 2026 Depreciation group All

By depreciation group, 2026

DEPRECIATION GROUP	CARDS	PURCHASE VALUE	DEPRECIATED BEFORE	THIS YEAR	DEPRECIATED AT YEAR END	BOOK VALUE AT Y
OPR - Nematerijalna imovina, oprema, vozila (osim osobnih automobila) i mehanizacija	8	17,410.00	4,922.51	3,975.00	8,897.51	8,512.49
RAC - Računala, računalna oprema i programi, mobilni telefoni i oprema za računalne mreže	6	6,810.00	5,001.66	981.67	5,983.33	826.67
TOTAL	14	**24,220.00**	**9,924.17**	**4,956.67**	**14,880.84**	**9,339.16**

Card by card

INVENTORY NUMBER	NAME	DEPRECIATION GROUP	RATE % A YEAR	PUT INTO USE ON	PURCHASE VALUE	DEPRECIATED BEFORE	THIS YEAR	DEPRECIATED AT YEAR END	BOOK VAL
OS-0101	Projector	OPR	25 %	8 Aug 2026	890.00	0.00	74.17	74.17	8
OS-0103	Lecture hall chairs (set of 40)	OPR	25 %	8 Dec 2025	6,200.00	0.00	1,550.00	1,550.00	4,6
OS-0104	Interactive display	OPR	25 %	8 Aug 2025	3,150.00	262.50	787.50	1,050.00	2,1
OS-0105	Document camera	OPR	25 %	8 Apr 2025	640.00	106.67	160.00	266.67	3
OS-0106	Office desk	OPR	25 %	8 Dec 2024	380.00	95.00	95.00	190.00	1
OS-0110	Microscope	OPR	25 %	8 Aug 2023	2,300.00	1,341.67	575.00	1,916.67	3
OS-0112	Conference table	OPR	25 %	8 Dec 2022	1,100.00	825.00	275.00	1,100.00	
OS-0113	Sound system	OPR	25 %	8 Aug 2022	2,750.00	2,291.67	458.33	2,750.00	
OS-0102	Laptop	RAC	50 %	8 Apr 2026	1,240.00	0.00	413.33	413.33	8
OS-0107	Desktop computer	RAC	50 %	8 Aug 2024	980.00	653.33	326.67	980.00	
OS-0108	Network switch	RAC	50 %	8 Apr 2024	1,450.00	1,208.33	241.67	1,450.00	
OS-0109	Laser printer	RAC	50 %	8 Dec 2023	720.00	720.00	0.00	720.00	
OS-0111	Server rack	RAC	50 %	8 Apr 2023	1,900.00	1,900.00	0.00	1,900.00	
OS-0114	Tablet	RAC	50 %	8 Apr 2022	520.00	520.00	0.00	520.00	

Depreciation for 2026: group totals above, card by card below.

2.9 Tips

- Set up the lists first, then the cards. Ten minutes on Code lists saves hours of corrections.
- Press Copy once, then edit: delete from the offer what you do not need instead of retyping.
- Number the labels before you stick them, and put the same number on the card at once. A label with no card is worse than a card with no label.
- Use 'Found in room' when you find something somewhere else; do not just edit the room - the history of the finding is worth keeping.
- Do the stock-take room by room, not item by item.
- Export to Excel before the yearly closing and give it to the accountant.

2.10 Common mistakes

- Typing a duplicate inventory number. The number must be unique; the save is refused with the name of the other card. Find the existing card instead.
- Forgetting 'Put into use on'. With no date nothing is depreciated and the book value stays equal to the purchase value.
- Choosing 'Written off' without a date. Fill in 'Written off on', otherwise the year reports cannot place the write-off.
- Deleting a card of an item that left the school. Write it off instead; Delete is only for cards made by mistake.
- Changing the rate on one card and expecting the group to follow. The group's rate applies to new cards; an overwritten rate belongs to that card alone.

2.11 When something is refused

- 'The number ... is already on another card (name)': that card has it. Open the register, search the number, and decide whether it is the same item.
- 'Not found' when scanning: the label has no card yet, or the number was typed with a different prefix. Check the register with the filter.
- The room or holder is missing from the drop-down: it is switched off ('Offered' unticked) or was never added. Fix it in Code lists.
- The scan has no 'I am in room' choice: there are fewer than two named places. Add buildings or rooms, or press Copy.
- You see the register but no Save or Delete: your role in the school may be read-only. Ask the administrator who gave you access.
- Anything else: the message on the screen names the field. Fix that field first; a refused save has changed nothing.

3 Staff records

The long edition: employees, working time, the monthly time record, leave and the code lists, with a worked example of one person through one month.

3.1 What this tool is for

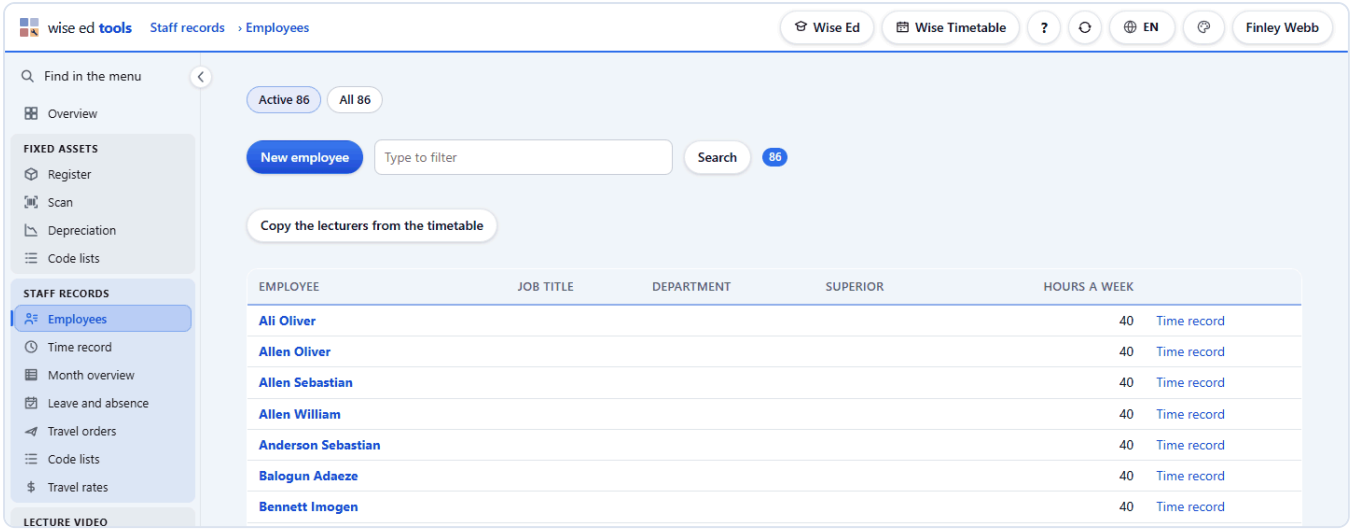
Staff records is the place where the school keeps what the law asks every employer to keep: who works here, how many hours that person is supposed to work, how many hours they really worked each day, which days were leave, sick leave or a business trip, and how many days of annual leave are left. Before this, it was usually a spreadsheet per year, a paper sheet at the entrance and a lot of e-mails asking "did you approve my leave?". Here it is one list of people, one time record per month and one leave balance per person - and the same data later feeds the travel orders and the payroll sheet, so nothing is typed twice. There are two sides. The office side (this manual) is where you set up people, code lists and decide leave. The employee side is the page /me, where every employee signs in with their own login, records arrival and departure with one click, asks for leave and sees the month. Both write into the same record. The menu group STAFF RECORDS has seven screens: Employees, Time record, Month overview, Leave and absence, Travel orders, Code lists and Travel rates. This chapter walks through all of them except the last two, which have their own chapter.

3.2 A worked example: Oliver Ali, one month from start to finish

Follow one person through October 2026 and you have seen the whole tool. The people in this manual are invented (a demonstration school); yours will be real. 1. September: the office opens Employees, presses New employee, types First name "Oliver", Last name "Ali", the e-mail, sets Employment "Full time" and Leave days a year "20". Oliver is saved and appears on the list. 2. The office opens his card and, under Own sign-in, types the username oliver.ali and a first password of at least 8 characters, presses Give the sign-in and tells Oliver the password in person. The password is never shown again. 3. Every working day Oliver opens /me and presses Arrived in the morning and Leaving in the afternoon. Nobody types hours for him. 4. On 22 and 23 October he travels to a conference. His travel order is approved, and by that approval those two days appear in his time record as a business trip - nobody enters them again. 5. In the middle of the month he asks for leave on /me; his superior (or the office, if he has none) approves it, and the days move into the time record as leave and use up his balance. 6. On 1 November the office opens Month overview for October, sees one row per person, checks the exceptions, and opens Payroll preparation, where Oliver's row already holds 176 plan hours, the hours he really worked, the 16 travel hours and the lessons he taught. The rest of this chapter explains each of these steps in detail.

3.3 Employees: the list

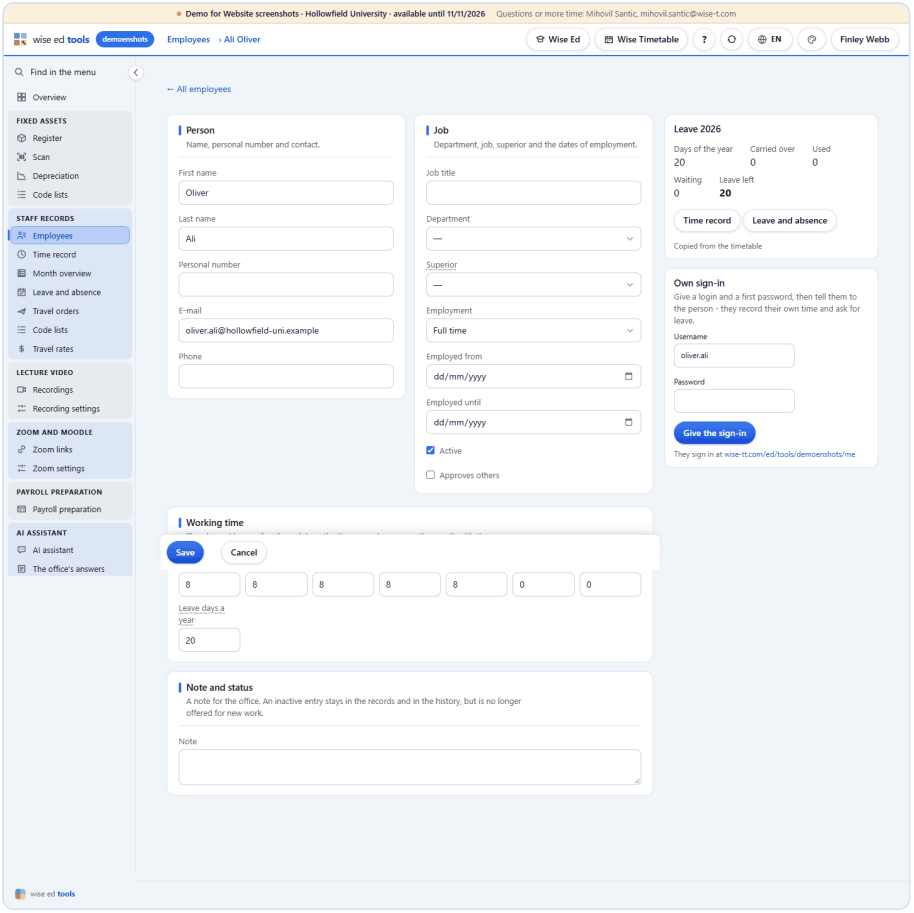
Open Staff records > Employees. The page lists everyone who has ever worked here, with a filter box on top. The first time, the list is empty and the page offers two ways out: Copy the lecturers from the timetable (adds every lecturer from Wise Timetable that is not on the list yet, never overwrites anyone, and reports "n added, m already on the list"), or New employee, one by one. Use the copy button if you already keep your lecturers in the timetable - it is also what later lets the payroll sheet count each person's lessons, because the copied person remembers which timetable lecturer they are. An employee you type by hand has no such link until you create one (see the Payroll chapter). People who are no longer active stay in the records and in the history, but they are not offered for new work. Never delete a person who has data; make them inactive instead.



The employee list with the filter box and the copy-from-timetable button.

3.4 The employee card, field by field

Click a name (or New employee) and the card opens in four panels. PERSON - First name and Last name (required). Personal number is for the office's own use; the system does not check it. E-mail and Phone are only contacts. JOB - Job title, free text. Department is chosen from your own list (Code lists > Departments); the month overview groups by it. Superior is the person who approves this employee's leave and trips; leave it empty and the office approves. Employment is one of Full time, Part time, Contract, Student work, External. Employed from and Employed until bound the period in which the person is expected to be here; outside it the time record shows nothing. Active takes the person out of new work when unticked. Approves others must be ticked for anyone who is somebody's Superior - otherwise they cannot be chosen and cannot decide requests on /me. WORKING TIME - seven boxes, Monday to Sunday, with the hours expected on each weekday (8 8 8 8 8 0 0 for a normal week; 4 4 4 0 0 0 0 for half time). This is the plan: it is what the Plan h column of the payroll sheet adds up, and what the time record compares real hours with. Leave days a year is the entitlement (20 here); the card remembers it per year. NOTE AND STATUS - a note for the office only; inactive entries stay in the history. Press Save (the bar sticks to the bottom of the window while you scroll). The red marker or the yellow notice on top says what was refused, for example a missing last name.



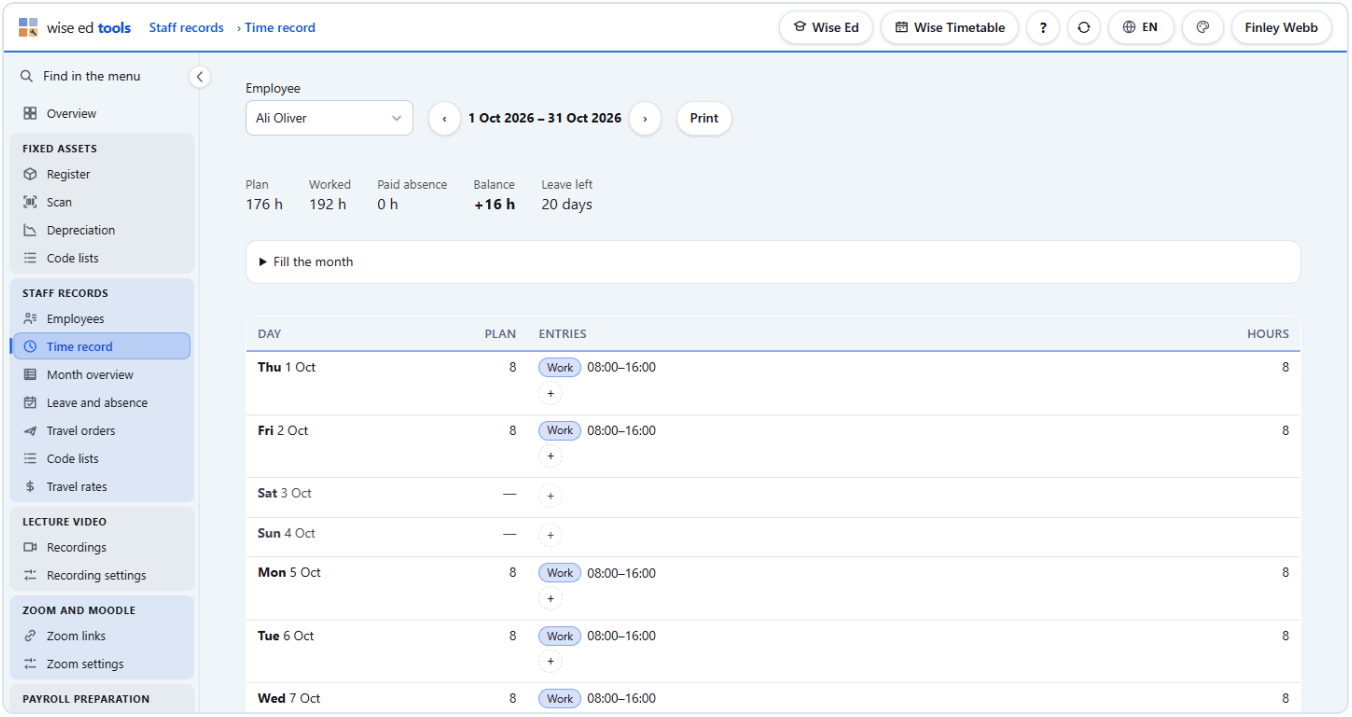
The employee card: person, job, leave balance for the year and the own sign-in box.

3.5 Leave balance and own sign-in (right-hand side of the card)

The box Leave 2026 is read-only and always current: Days of the year (the entitlement), Carried over (what was left from the previous year), Used (approved and taken), Waiting (requested, not yet decided) and Leave left (= days of the year + carried over - used - waiting). The two buttons beside it jump to this person's Time record and to Leave and absence. Waiting days are deducted at once so that a person cannot request more leave than they have, even if the superior is slow. If the request is rejected or withdrawn, the days come back. Own sign-in: type a Username and a Password of at least 8 characters, press Give the sign-in, and tell the person the password yourself. The system shows the address where they sign in (…/me). To change it later, type a new password (empty means keep the old one); Take the sign-in away signs the person out of every browser at once. This is the only place where passwords exist - there is no "forgot password" e-mail; the office sets a new one.

3.6 Time record: the month, day by day

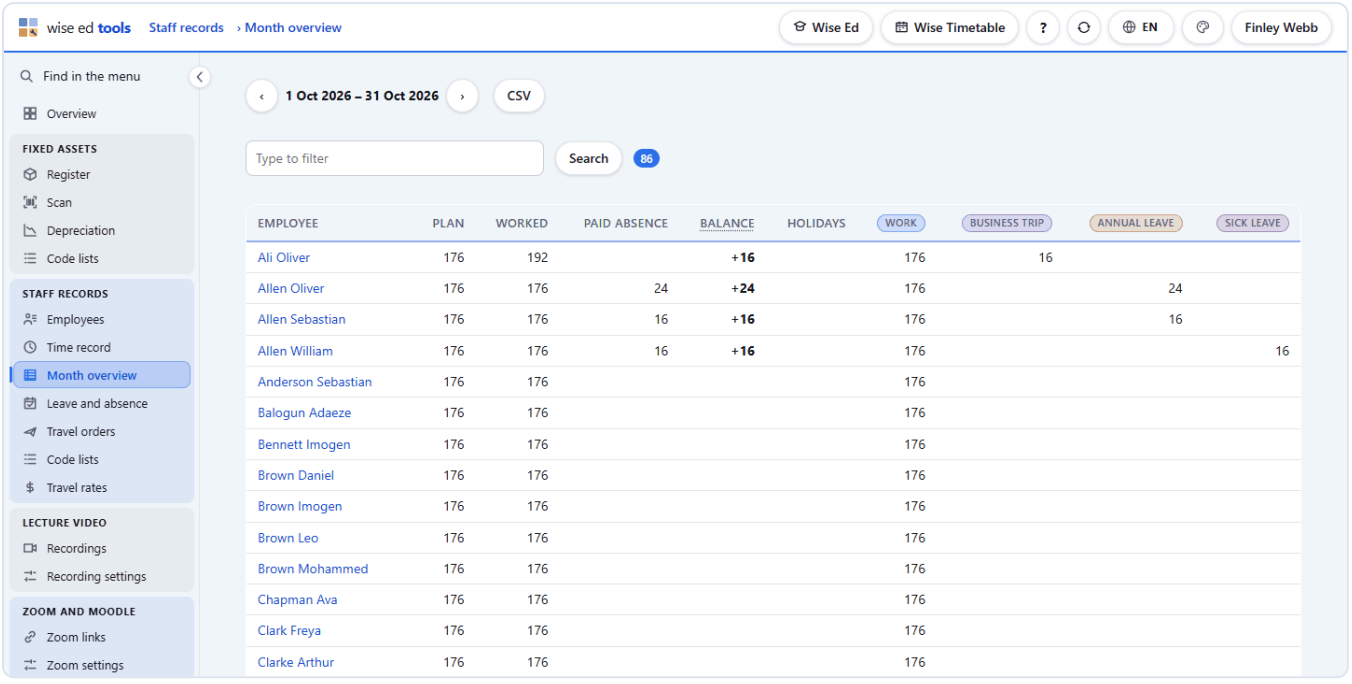
Staff records > Time record shows one person and one month: a row per calendar day with the arrival, the departure, the kind of entry and the hours. Choose the person and the month at the top. Where the rows come from: the employee's own clicks on /me (arrival, leaving), approved leave and approved trips (written automatically, one row per day, you cannot and should not type them again), and the office's own corrections. Each row has a Kind from the code list (Work, Work from home, Business trip, Leave, Sick leave...). The kind decides how the day counts: counts as work, is paid, needs the superior's approval, uses leave days. Weekends and public holidays carry the holiday marker and have a plan of zero hours. To correct a day, open it, change the times or the kind and save. A closed month (see Payroll) can still be changed by the office - the employee is told that the month is closed and has to ask. If a person forgot to leave, /me asks them the next morning "When did you leave that day?" and closes the day with the answer; the office can do the same here.



One person, one month: arrival, departure, kind of entry and hours per day.

3.7 Month overview: everybody at once

Month overview is the page the office opens on the first working day of the month. It shows every active person as one row for the chosen month: plan hours, hours worked, hours of leave, sick leave and business trip, and a marker where something is odd - a day with an arrival and no departure, an unapproved request, a day outside the employment period. Group by department when the school is large. Click a name to jump straight into that person's Time record for the same month. Use it as a checklist before you close the month in Payroll preparation: if the overview is clean, the payroll sheet will be clean, because it is built from the same rows.

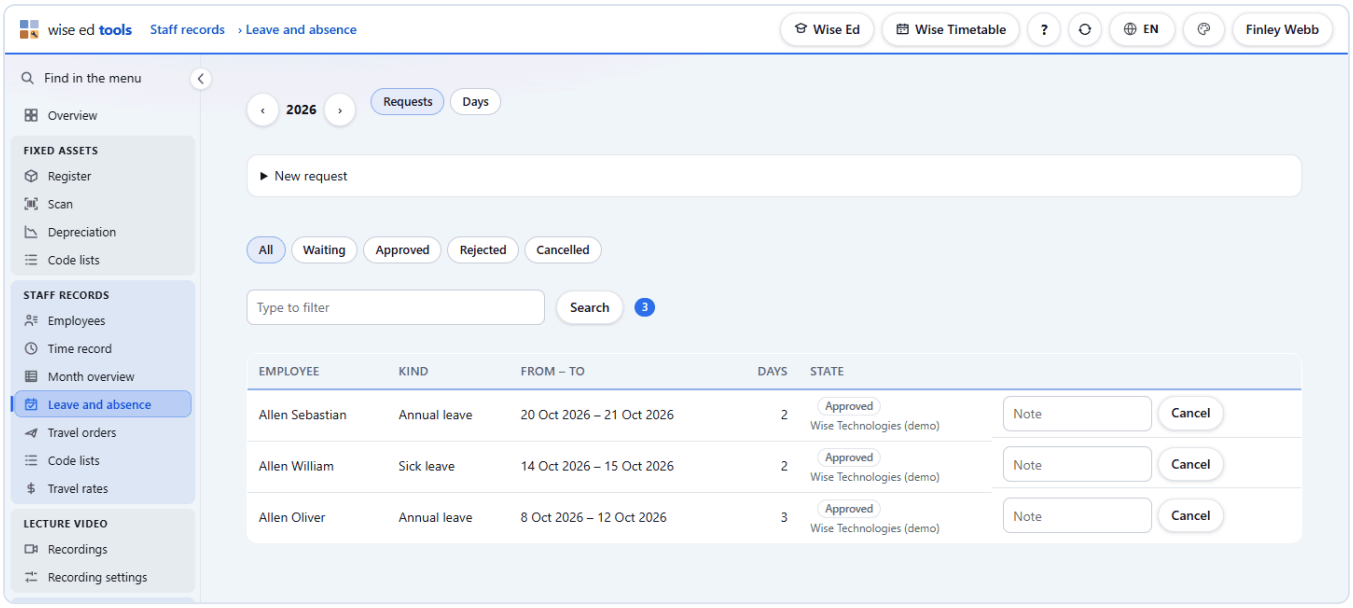


The month overview: one row per person with hours, leave, sick leave and trips.

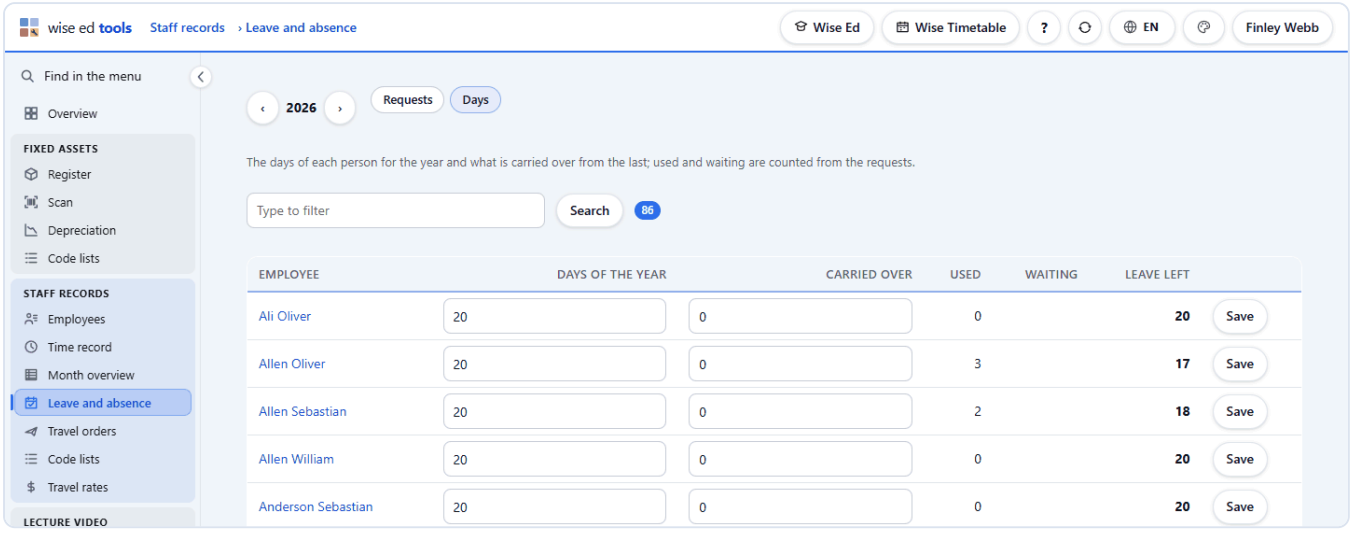
3.8 Leave and absence

Leave and absence has two tabs for the year you choose. Requests lists every request with its State: Waiting, Approved, Rejected or Cancelled. Days is the calendar of leave days by person, useful when you plan

substitutions. New request lets the office enter leave on behalf of somebody (for example sick leave phoned in at 7 a.m.); such a row is marked "entered by the office" on the employee's page, and the employee cannot change it - they are told to ask the office. Deciding: open a waiting request and press Approve or Reject. Approved - the days are in the time record and the balance is reduced for good. Rejected - nothing changes and the waiting days go back. Cancelled - the days are taken out of the time record again and returned to the balance. A request can only be cancelled by whoever may decide it. Important: undecided requests block closing the month (Payroll shows "n leave request(s) of this month are not decided yet - decide them under Leave first"). Decide before you close. Every request goes to the person's Superior; if there is none, to the office. The Days tab (second picture) lists the calendar days with the number of people absent on each, which is how you spot a week when half the department is away.



Leave requests of the year with their state.

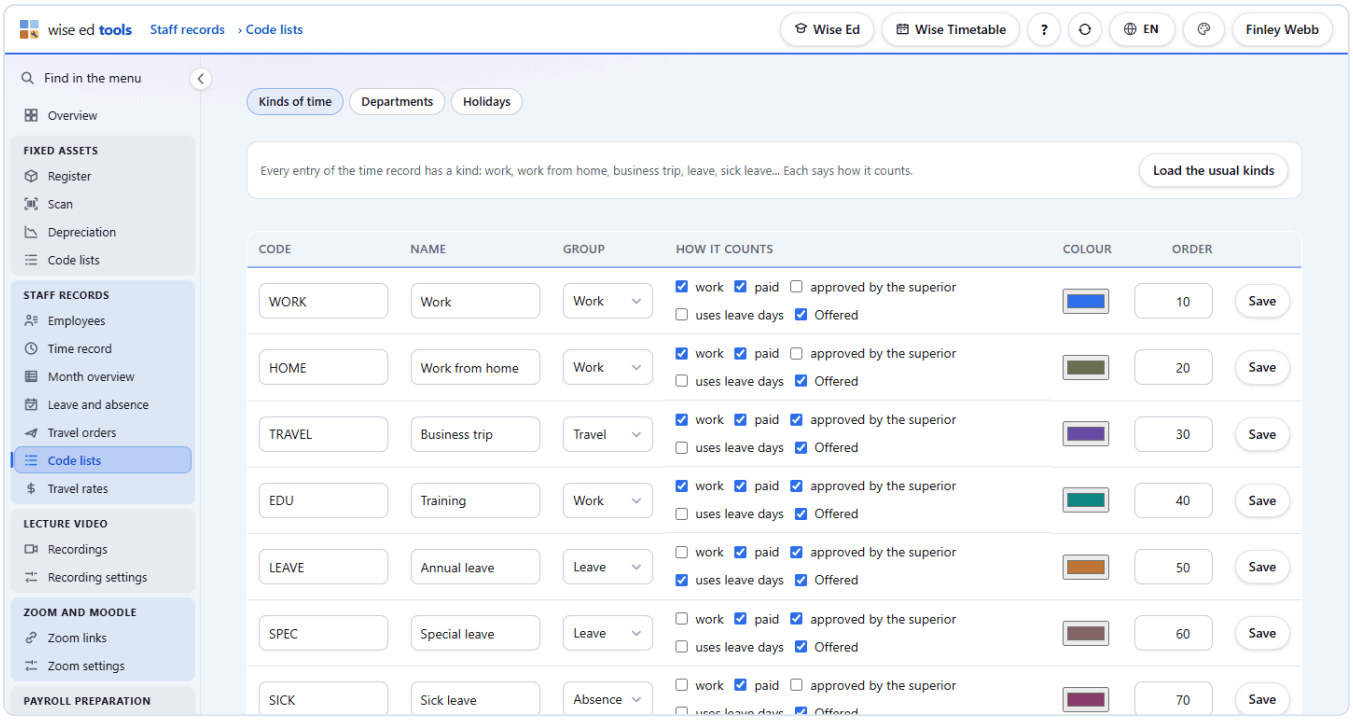


The Days tab: leave by calendar day.

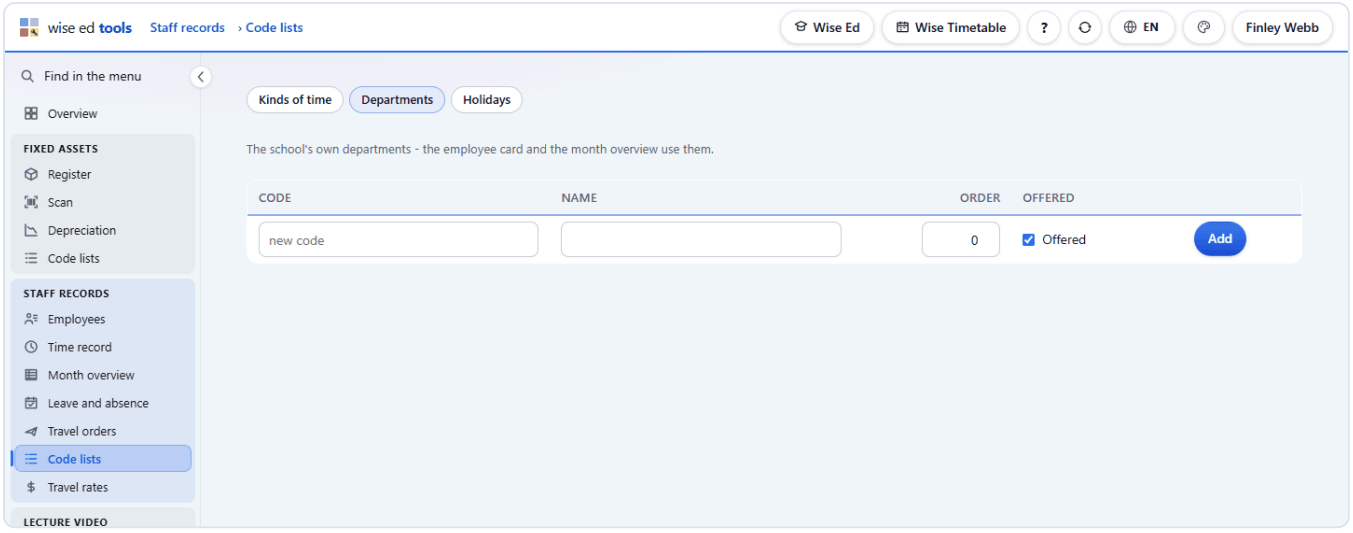
3.9 Code lists: kinds of entry, departments, holidays

Code lists has three tabs. Everything on them is the school's own; change it and every screen follows. KINDS OF ENTRY (Types). Every row of the time record has a kind. Press Load the usual kinds once and the missing standard kinds are added in this language - existing ones are never touched. For each kind you set Group, Colour and How it counts through four ticks: counts as work, paid, approved by the superior, uses leave days. Example: "Sick leave" = paid, not work, no approval, does not use leave days; "Leave" = paid, not work, approval needed, uses

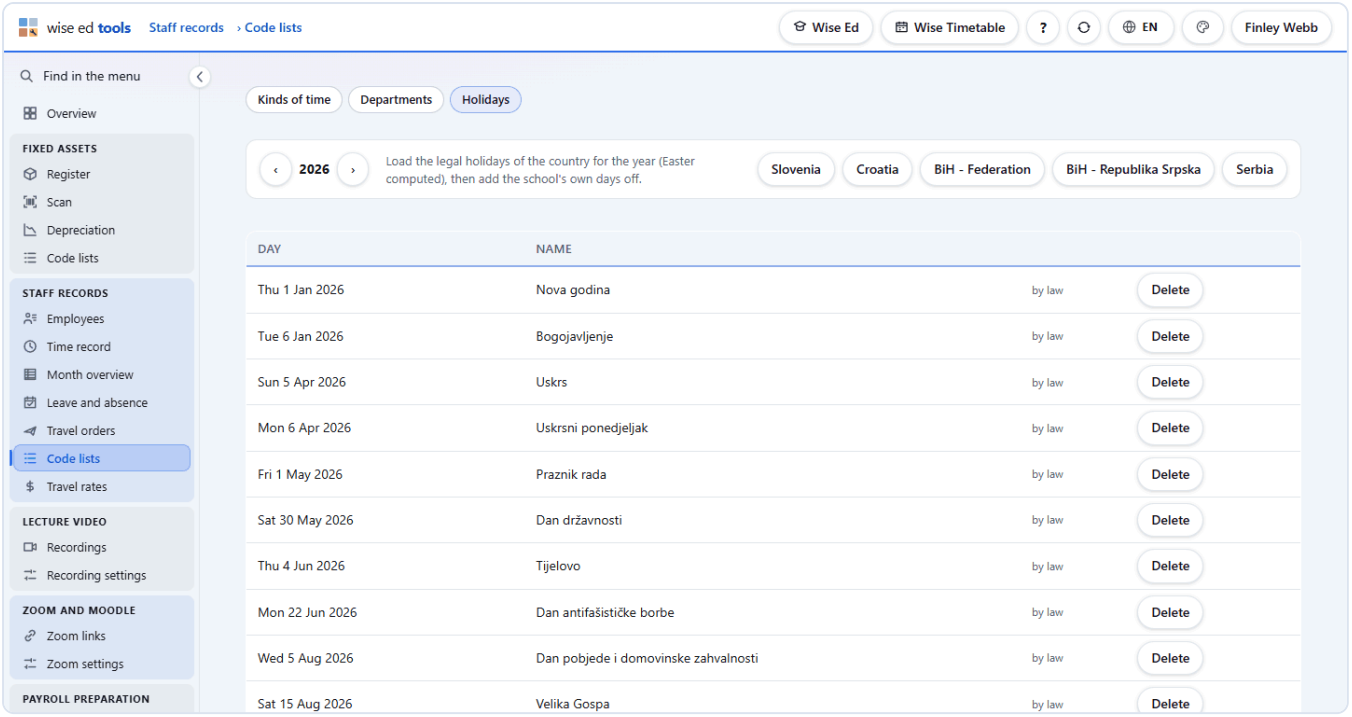
leave days; "Work from home" = work, paid, no approval. Think before you untick "paid": it changes the payroll sheet's Paid absence column. DEPARTMENTS. Your own list; each line shows how many employees use it (employees: n). A department with people cannot be deleted - move them first. HOLIDAYS. Choose the year and the country (Slovenia, Croatia, BiH - Federation, BiH - Republika Srpska, Serbia) and press load: the legal public holidays are added, with Easter computed, marked "by law". Then add the school's own days off (for example "School day off"). A holiday has a plan of zero hours for everybody, so a missing holiday means a missing day in the plan and a wrong Plan h in payroll. Do this every December for the next year.



Kinds of entry and how each one counts.



Departments of the school.



Public holidays by law and the school's own days off.

3.10 The employee's own page /me

The employee signs in at the address shown on the card with the login the office gave. The page is called My working time and has up to four tabs: My month, My leave, Business trips and To approve (the last only for people who approve others). Arrived / Leaving: one button that switches. In the morning it says Arrived, afterwards "At work since 07:58 (Work)" and the button says Leaving. If you open the page and have not clocked in, it says "It is 09:12 - you have not clocked in". Forgotten leaving: the next time the person opens the page, they are asked "The clock was left running on [day] from [time]. When did you leave that day?" - they type the time and press Close that day. My leave: the balance, the list of own requests, New request (kind, from, to, note) and Send the request; the screen says to whom it goes ("The request goes to [superior] for approval"). Withdraw takes back a waiting request. Business trips: My travel orders and, for approvers, Waiting for my approval (see the Travel chapter). Rows entered by the office carry the label "entered by the office"; the employee cannot edit them. A closed month shows "This month is closed - the office can still change it". Sign out ends the session. The session also ends when the office takes the sign-in away or sets a new password.

3.11 Tips and common mistakes

- Load the holidays for next year every December. A missing public holiday is the most common reason for a wrong "Plan h".
- Set the weekly plan on the card, not only the leave days. A person with the default 8-8-8-8-8-0-0 who works half time will show a plan twice too high.
- A superior must have "Approves others" ticked, otherwise the name is not on the list.
- Do not type leave days into the time record by hand - use New request in Leave and absence, so the balance moves too.
- Do not delete a person; untick Active. Deleting loses the history of leave and trips.
- Pick the department before the first month closes; later changes do not rewrite closed months.
- Tell the employee the password in person. It is shown once; if lost, set a new one.
- Use Month overview before closing - fix the exceptions in the Time record, not in the payroll sheet.

3.12 When something is refused

- "Staff records are not set up for this school yet" - the module is off for the school; ask Wise Technologies to switch it on.
- The employee cannot be saved - the last name (or first name) is empty, or the date "Employed until" is before "Employed from".
- The sign-in is refused - the username is already taken by another person, or the password is shorter than 8 characters.
- A leave request is refused - the period overlaps another request, or the person does not have enough days left (see the balance box), or the period lies in a closed year.
- The superior is not on the list - tick "Approves others" on that person's card.
- A department cannot be deleted - employees still use it; move them to another one first.
- A person's days do not show - the date is outside "Employed from / until", or the person is not active.

If the screen shows a yellow or red notice, it is the system's exact reason - read it before you retry.

4 Travel orders

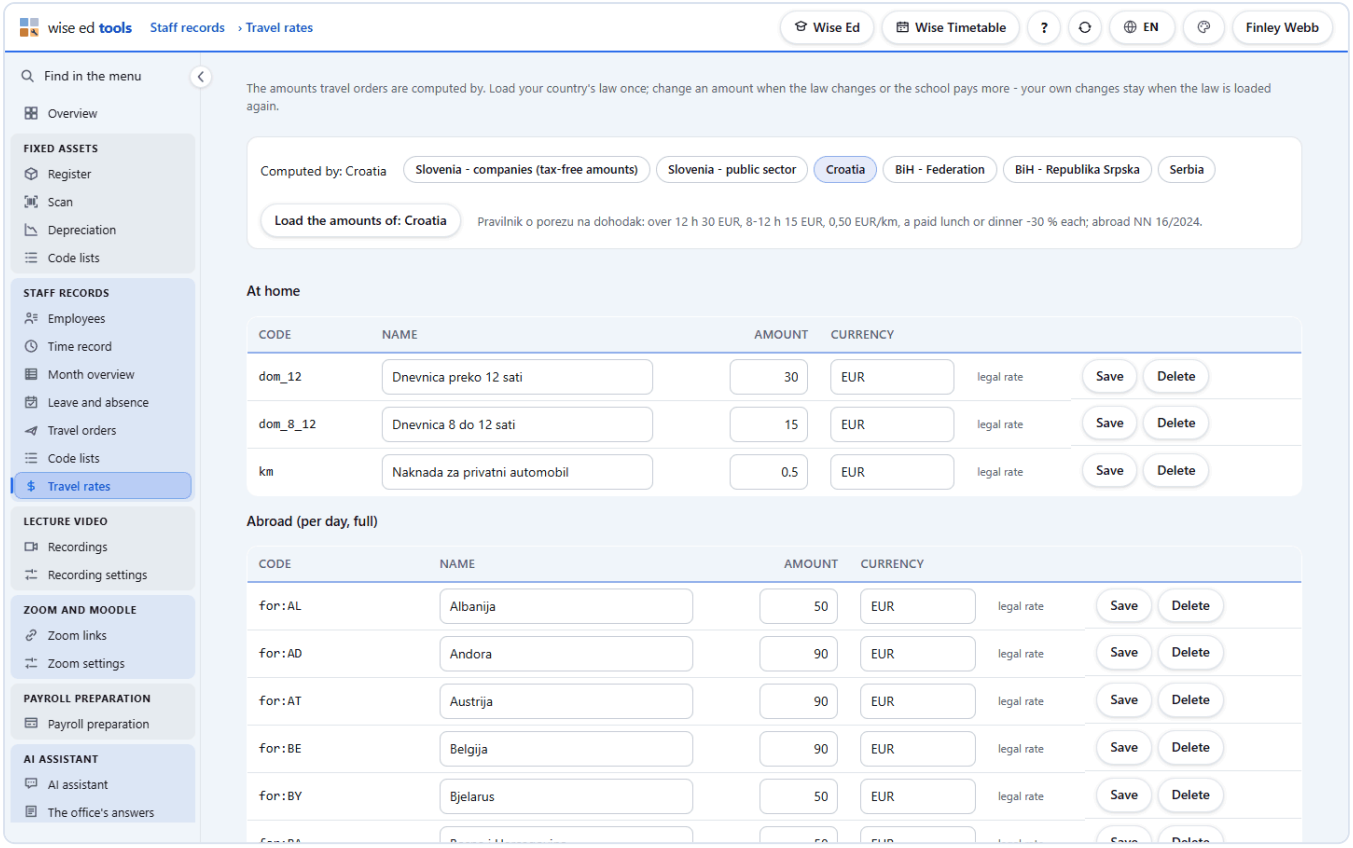
The long edition: from the request to the settlement, per diems by the law of your country, mileage, receipts and scans, with a worked trip from start to finish.

4.1 What this tool is for

Travel orders take a business trip from the first request to the final settlement and compute the money by the law of your country, so the accountant gets a number that can be defended in an inspection. The path is always the same: REQUEST (the traveller or the office writes the order) > APPROVAL (the superior approves; the days go into the time record as a business trip) > THE TRIP > THE CLAIM (after the trip: real times, kilometres, meals paid by others, receipts and scans, a short report) > CHECKED - SETTLED (the office checks and settles; the amount goes to the payroll sheet). What the tool computes for you: the per diem by hours of absence, in the country or countries visited, in the right currency; the mileage for own-car trips; the meals somebody else paid (the law takes a part off the per diem); receipts, converted by the exchange rate; the advance already paid; and the result - "To pay out" or "To pay back". What it never does on its own: choose the law. Until the office loads the rates of its country once (Travel rates), orders can be written and sent, but the amounts stay empty, with a notice that says so.

4.2 Before the first order: Travel rates

Open Staff records > Travel rates. This is the rate table orders are computed by, and it is the first thing to set up, once. 1. Choose the law of your country from the list: Slovenia - companies (tax-free amounts), Slovenia - public sector, Croatia, BiH - Federation, BiH - Republika Srpska or Serbia. Each carries a short note with what it is based on (for example Croatia: over 12 h 30 EUR, 8-12 h 15 EUR, 0.50 EUR/km, a paid lunch or dinner -30 % each). 2. Press "Load the amounts of: [law]". It adds the law's amounts and updates those still from the law; amounts you changed yourself stay. 3. Press "Compute the school's orders by this law" so that the school uses it. 4. The table has two parts. At home: the per diem bands by hours (e.g. over 8 to 12 h, over 12 h) and the mileage per km. Abroad (per day, full): one row per country with the full-day amount and its currency. Rows you changed yourself are marked "changed by the school" and are not overwritten by a later load - use this when the school pays more than the law or when the law changed. Some laws give only some data: Federation and Republika Srpska give no mileage rate and a short list of countries, so enter the mileage rate and add the missing countries yourself. The note under each law tells you what is missing. Check the amounts against the newest decision of your government before the first settlement.



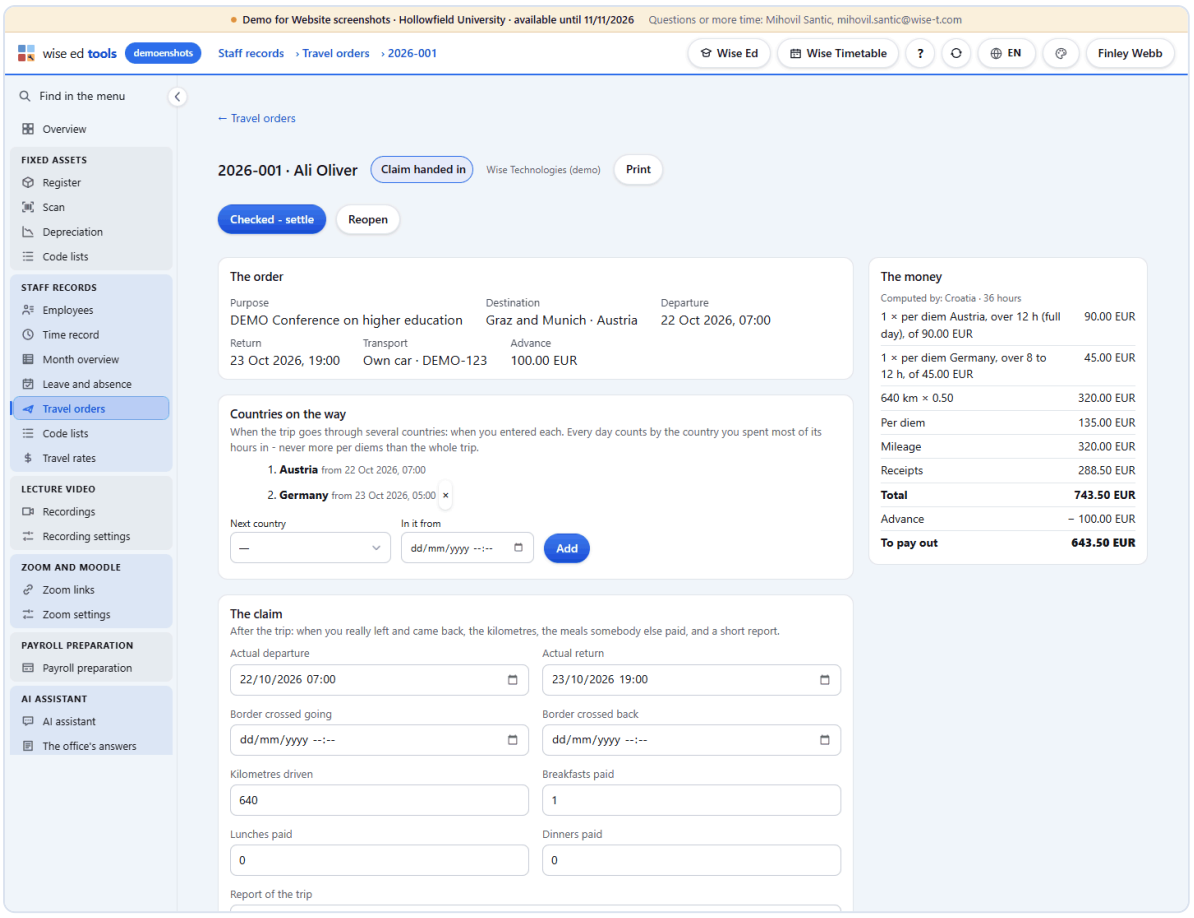
Travel rates: choose the law, load its amounts, then adjust what your school pays differently.

4.3 A worked example: Ali Oliver to Graz and Munich

The order 2026-001, Ali Oliver, purpose "Conference on higher education", destination Graz and Munich, own car (plate DEMO-123), departure 22 Oct 2026 at 07:00, return 23 Oct at 19:00, advance 100 EUR. Order: 36 hours away. Countries on the way: Austria from 22 Oct 07:00 and Germany from 23 Oct 05:00. Claim: he really left 22 Oct 07:00 and came back 23 Oct 19:00, drove 640 km, one breakfast was paid by the hotel, and he handed in receipts for 288.50 EUR (lodging, fuel, parking, registration fee). What the system computed (Croatian law, the school's home currency EUR):

- 1 x per diem Austria, over 12 h (full day) - 90.00 EUR
- 1 x per diem Germany, over 8 to 12 h - 45.00 EUR (half of the full amount, because the hours of that day in Germany fall in the 8-12 band)
- Per diem total 135.00 EUR
- Mileage 640 km x 0.50 = 320.00 EUR
- Receipts 288.50 EUR
- Total 743.50 EUR, minus the advance 100.00 EUR = To pay out 643.50 EUR.

Note how each day counts by the country where most of its hours were spent - never two per diems for one day. After "Checked - settle", the two travel days (16 hours) appear in the payroll sheet in the column TRAVEL, and 743.50 in "Travel settled".



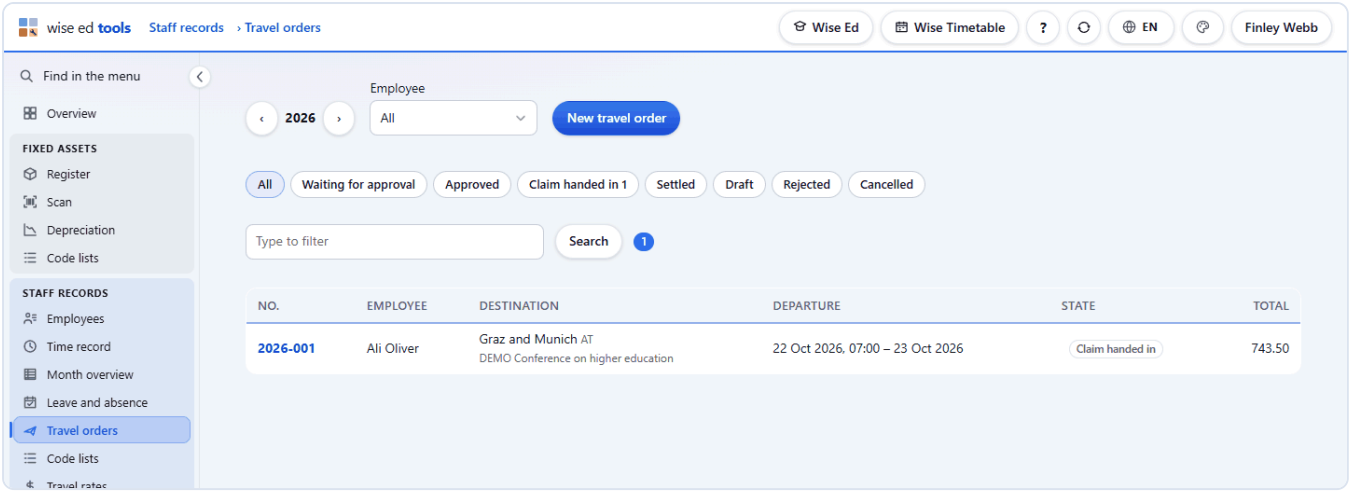
An order handed in: the order, the countries on the way, the claim and, on the right, the computed money.

4.4 The order list and the new order, field by field

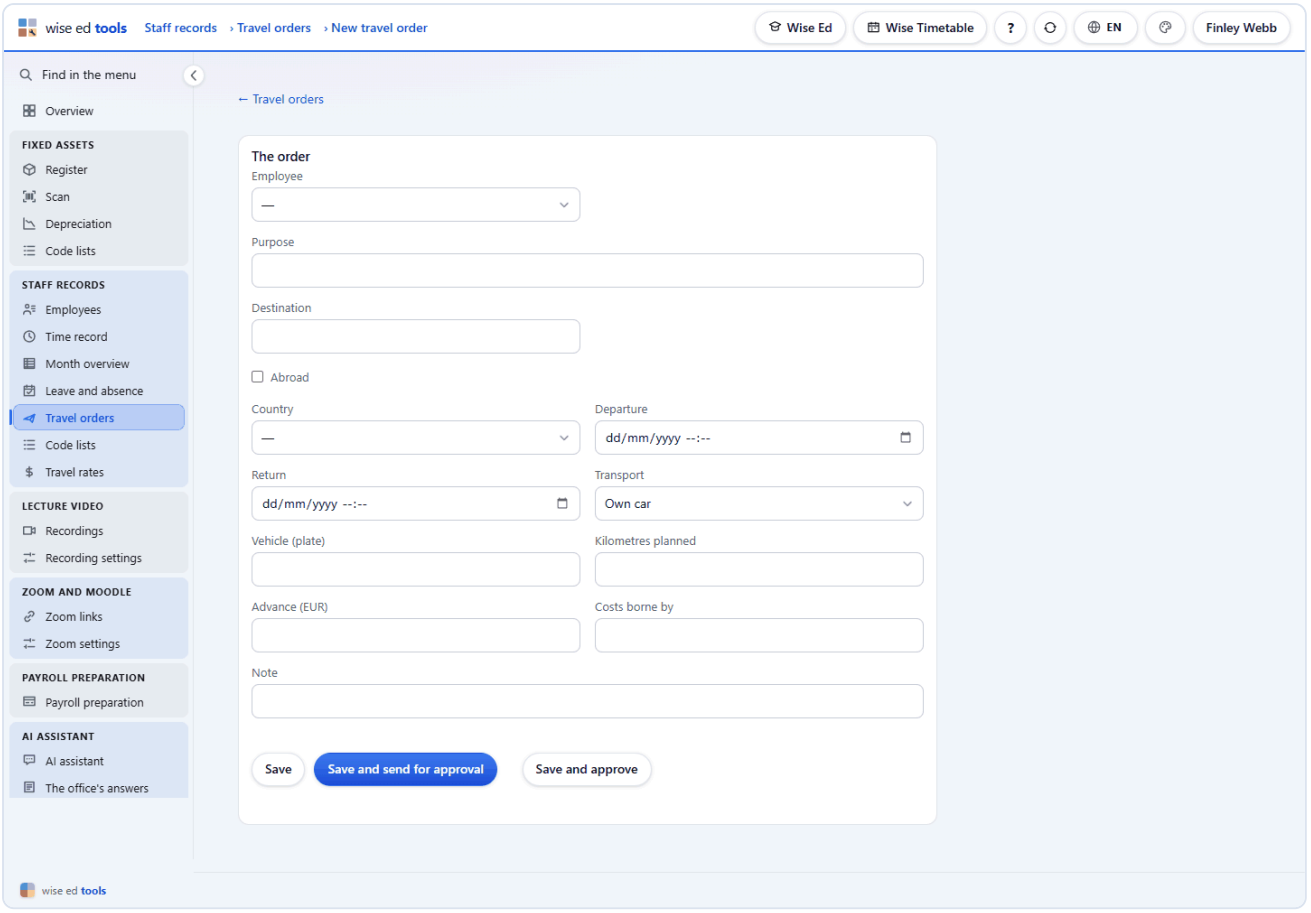
Travel orders opens on the list of the chosen year: the order number (2026-001, numbered by year), the traveller, the destination, the dates and a coloured state: New, Draft, Waiting for approval, Approved, Rejected, Cancelled, Claim handed in, Settled. Filter by year at the top; New travel order starts one. The order panel:

- Traveller - the person going (the office chooses anyone; a traveller sees only themselves).
- Purpose - why (a conference, a visit); it is printed on the order.
- Destination - the place, free text ("Graz and Munich").
- Abroad - tick it for a trip abroad and choose the Country; for several countries use the Countries on the way panel afterwards.
- Departure and Return - the planned date and time; the planned hours decide the first estimate.
- Transport - Own car, Company car, Public transport, Plane or Other. Vehicle (plate) and Kilometres planned appear for a car; the kilometres are paid only for the own car.
- Advance - money already paid before the trip, in the school's currency; it is subtracted at the end.
- Costs borne by - who pays the costs (the school, a host or an organiser); it is printed on the order.

Two buttons: Save and send for approval (the traveller's normal choice) and Save and approve (the office, when it approves at once). The office can also keep it as a Draft.



The list of the year's orders with their state.



The new-order form.

4.5 Approval

A sent order goes to the traveller's Superior (Employees > card > Superior); without one it goes to the office. The approver sees it on /me under Business trips > Waiting for my approval, or in the list here, and presses Approve or Reject. Approved: the message says "Approved - the days are in the time record", and indeed each day of the trip is now a Business trip row in the traveller's time record, so the month overview and the payroll count them. Rejected: nothing is written and the traveller can correct the order and send it again. Cancel the order takes an approved trip out again: "Cancelled - its days are out of the time record". Do it as soon as you know the trip will not happen, otherwise the days stay on the traveller's record as worked travel. Only the person who may decide (the superior or the office) sees these buttons; a traveller cannot approve their own trip.

4.6 Countries on the way

When the trip crosses several countries, the Countries on the way panel records them in order: the first country from the departure, and for each next country the moment you entered it. Choose Next country, set "In it from" (date and time) and press Add; the x beside a country removes it. The rule the law gives and the system applies: every day counts by the country where you spent most of its hours - never more per diems than the whole trip has days. In the worked example, 22 Oct is Austria (full day, 90.00 EUR) and 23 Oct counts as Germany (45.00 EUR for the 8-12 h band). Border times: in the claim, "Border crossed going" and "Border crossed back" matter for countries where the law counts the foreign per diem from the border (Croatia, BiH, Serbia). Slovenia counts the whole trip at the destination country's rate - leave the border times empty there. If the per diems fall in more than one foreign currency, the system warns "The per diems are in more than one foreign currency - enter them in the home currency on the receipts, or ask the office." A country without a rate in Travel rates gives the warning "This country has no rate yet - add it on Travel rates" and its per diem stays out of the total until you do.

4.7 The claim: real times, kilometres, meals

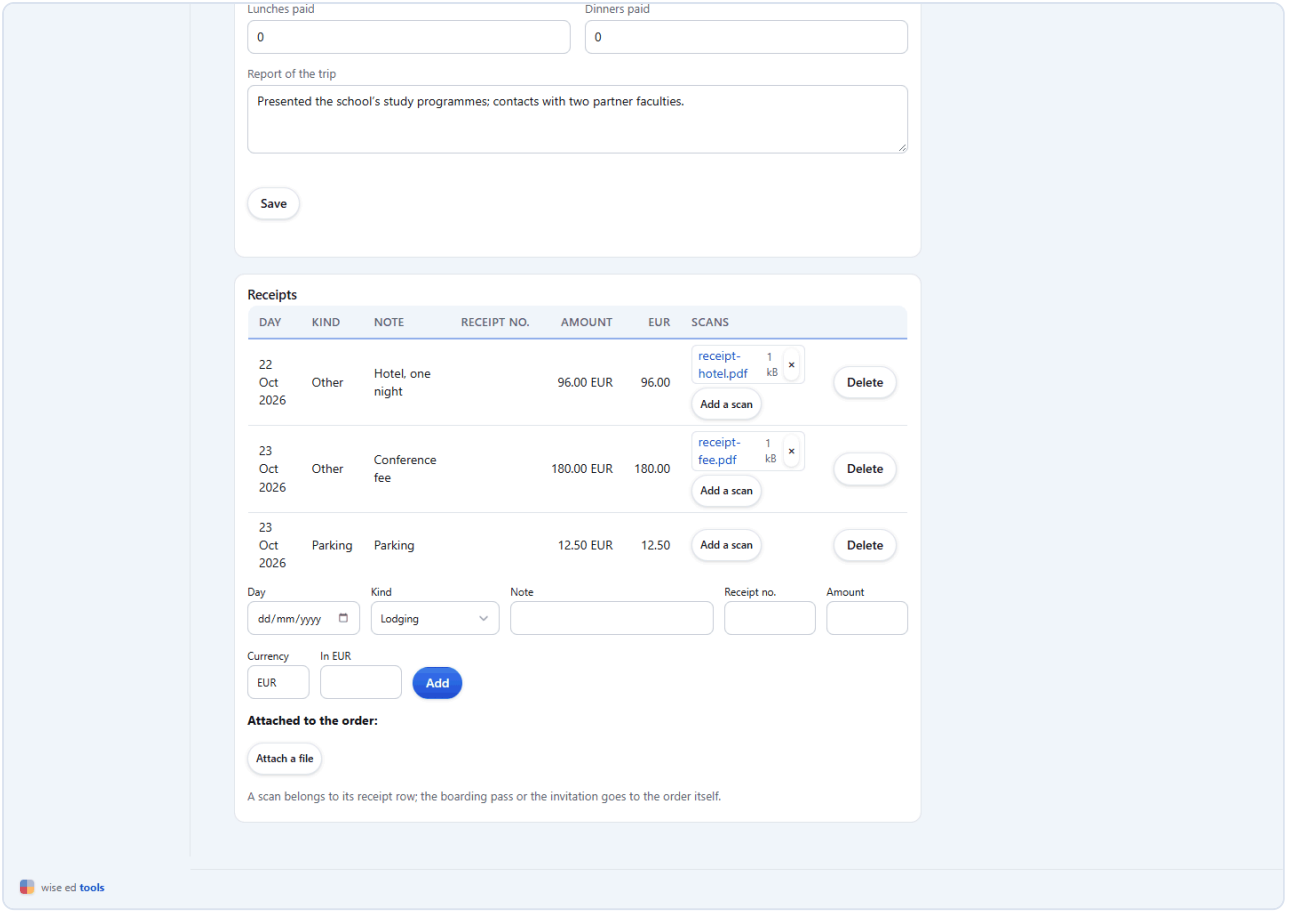
After the trip the traveller (or the office) fills in The claim panel; the figures here replace the plan.

- Actual departure and Actual return - the real times; the per diem bands are counted from these, not from the plan.
- Border crossed going / back - see the previous section.
- Kilometres driven - from the odometer or the route planner; the mileage is paid per km for the own car (here 640 km x 0.50 EUR).
- Breakfasts paid, Lunches paid, Dinners paid - the meals somebody else paid (the hotel, the host). The law takes a part off the per diem for each; the money box shows it as a line "less 30 % for meals paid by others".
- Report of the trip - a short free text: what was done, with whom, the result. It is printed on the order and often asked for by auditors.
- If the per diem is in a foreign currency, the field "Rate 1 EUR = ? [currency]" appears: the reference rate of the last day of the trip. Without it the per diem cannot be converted - the notice says "enter the exchange rate in the claim".

Press Hand in the claim: the state becomes "Claim handed in" and the office is notified. Until then the money box on the right is only "an estimate from the plan - the claim gives the final amounts".

4.8 Receipts, scans and the money box

Receipts: each receipt is one row - Kind (Lodging, Ticket, Fuel, Toll and vignette, Parking, Registration fee, Taxi and local transport, Other), Receipt no., Amount and Currency. For a receipt in a foreign currency, fill "In EUR" (the amount in the home currency); empty means "by the trip's rate". A receipt in another currency without a home amount gives a notice. Each added or deleted receipt is confirmed ("The receipt is added", "The receipt is removed"). Scans: next to each receipt press Add a scan (a PDF or a photo - JPG, PNG, WEBP or HEIC - up to 10 MB; on a phone the camera opens). A scan belongs to its receipt row; the boarding pass or the invitation goes to the order itself under Attached to the order. If "No file arrived - choose it again" appears, the file was too large or not chosen. THE MONEY on the right adds up: the header shows "Computed by: [law]" and the hours; then one line per per diem ("1 x per diem Austria, over 12 h (full day)"), meal reductions, the mileage line ("640 km x 0.50"), exchange-rate lines, then Per diem, Mileage, Receipts, Total, minus the Advance and finally To pay out (or To pay back when the advance was larger). Print opens a printable order with the places for signatures: Traveller, Approved (and by whom) and Claim checked.



Lower part of the order: the claim fields, receipts and scans.

4.9 Checking and settling

When a claim is handed in, the office opens the order and checks it against the paper receipts and scans: the times against the tickets, the kilometres, the receipts, the exchange rate. If something is wrong, press Reopen - the state goes back and the traveller corrects it. If everything is fine, press Checked - settle: the state becomes Settled ("Settled.") and the order is locked. Settled orders are what Payroll preparation counts: the amount goes to the column "Travel settled" and the travel hours to TRAVEL. A claim that is handed in but not settled shows in payroll only as "Claimed, not settled yet - not in the total". Reopen is also the way to correct a settled order later - but only while the payroll month is open; after you close the month, reopen the month first (Payroll chapter), correct, settle and close again.

4.10 Tips and common mistakes

- Load the law in Travel rates before the first order. Without it every order shows "No travel rates are chosen - the per diem cannot be computed".
- Enter the real times in the claim, not the plan. A trip planned for 10 hours that took 13 pays a different band.
- Keep the receipt scans on the receipt row; auditors look for them there.
- A foreign receipt needs its amount in the home currency or a trip exchange rate - otherwise the total is incomplete.
- Cancel an approved trip that did not happen, immediately; otherwise its days stay in the time record.
- Mileage is paid only for the own car; with a company car or public transport it is not counted.
- Enter the traveller's advance on the order; forgetting it makes "To pay out" too large.
- Change a rate only when the school pays more than the law, and write why in the school's own notes.

4.11 When something is refused

- "Travel orders are not set up for this school yet" - the module is off for the school; ask Wise Technologies.
- "No travel rates are chosen yet - load your country's law once" - open Travel rates, choose the law, load, and press "Compute the school's orders by this law".
- "This country has no rate yet - add it on Travel rates" - add a row for the country with its full-day amount and currency.
- "The per diem is in another currency - enter the exchange rate in the claim" - fill "Rate 1 EUR = ? [currency]" with the reference rate of the last day.
- "There is no mileage rate yet - enter it on Travel rates" - typical for BiH and Serbia; type the rate per km in the home part of the table.
- "A receipt in another currency has no amount in the home currency" - fill "In EUR" on that receipt.
- The buttons Approve / Reject are missing - you are not the traveller's superior and not the office.
- The claim cannot be handed in - the actual departure or return is empty, or the return is before the departure.
- A settled order cannot be edited - press Reopen; if the payroll month is closed, reopen that month first.

The yellow notice on the screen always quotes the exact reason.

5 Payroll preparation

The long edition: the monthly sheet field by field, where each number comes from, teaching units and the lecturer link, adjustments, closing and the export for the accountant.

5.1 What this tool is for

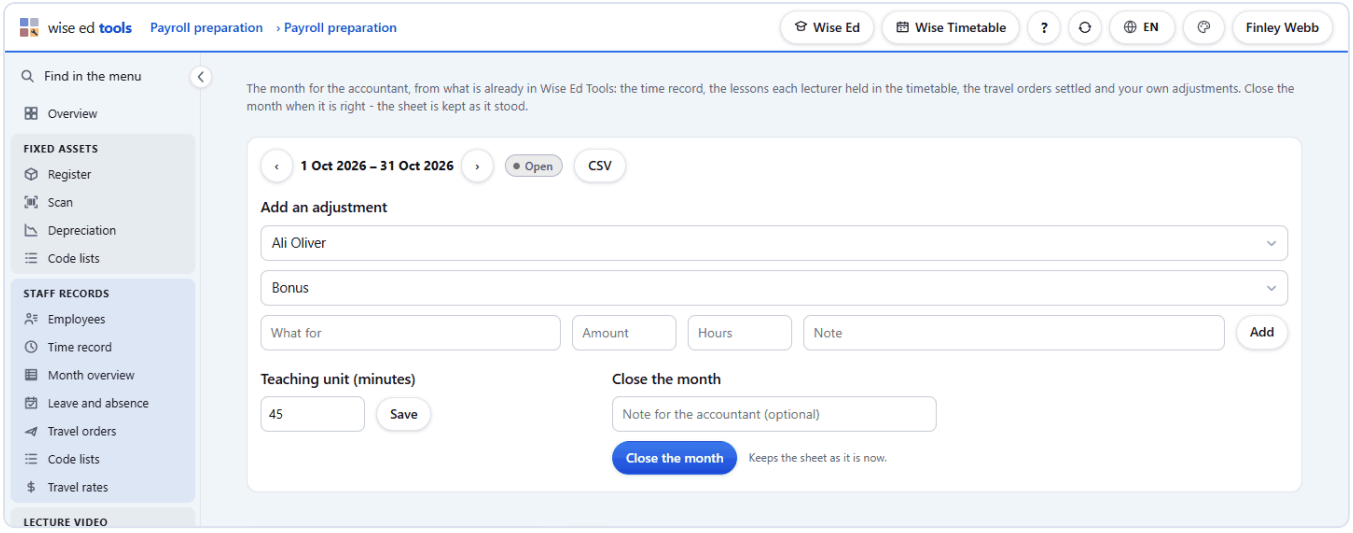
Payroll preparation builds, for one month, the sheet the accountant needs: for every person the hours that were planned, the hours really worked, paid absences, the lessons taught, the teaching hours and units, the business trips settled, and the adjustments you add - instead of the big spreadsheet that somebody used to assemble by hand on the last evening of the month. It does not pay anybody and it does not compute taxes or net salaries. It prepares the facts, in one row per person, so that the accountant (or the payroll software) can start from reliable numbers. The sheet is computed live from what is already in Wise Ed Tools: the time record and leave (Staff records), the lessons each lecturer held in the timetable (Wise Timetable), and the travel orders you settled (Travel orders). The only things typed on this screen are the adjustments and the unit length. Everything else you correct at its source, and the sheet follows. When the month is finished you close it: the sheet is then frozen as it stood, and later changes elsewhere do not move it until you reopen it.

5.2 Before you start: the three sources must be in order

1. People: Staff records > Employees must list the people (use Copy the lecturers from the timetable once). With no active staff the sheet says "No active staff yet - add them under Staff records, or copy the lecturers from the timetable". 2. Time: the month's time record must be complete - Month overview is the check. Holidays must be loaded for the year (Code lists), or the plan hours will be wrong. 3. Teaching: the lessons come from the timetable, and a person is matched to the timetable by the lecturer linked on their card ("A person is matched to the timetable by the lecturer copied into Staff records"). A person typed by hand has no link, so their lessons count as zero until you link them. 4. Travel: only SETTLED orders are in the sheet. 5. Leave: undecided leave requests of the month block closing. Decide them first. If you do this order, the sheet needs almost no fixing.

5.3 The top of the screen: month, state, filter

Open Payroll preparation. At the top you choose the Month; next to it a badge says Open or Closed. When closed, a line reads "Closed by [who], [when]. The sheet below is as it stood then." If leave requests of the month are undecided, a yellow line warns "n leave request(s) of this month are not decided yet - decide them under Leave first". The sheet is still shown, but closing will refuse. Below: a filter box "Type to filter" and the Search button narrow the rows by name, and a blue badge shows how many rows (86 in the demonstration school). A long sheet is paged; the pager at the bottom moves between pages and offers the CSV download. A grey line "Where this is entered - nothing here is typed except the adjustments; the rest comes from: Time record - Leave and absence - Travel orders - Employees" gives direct links to the sources, so when a number looks wrong you jump straight to where it is fixed. At the end of the page the box Months closed lists the months already frozen; click one to see it.

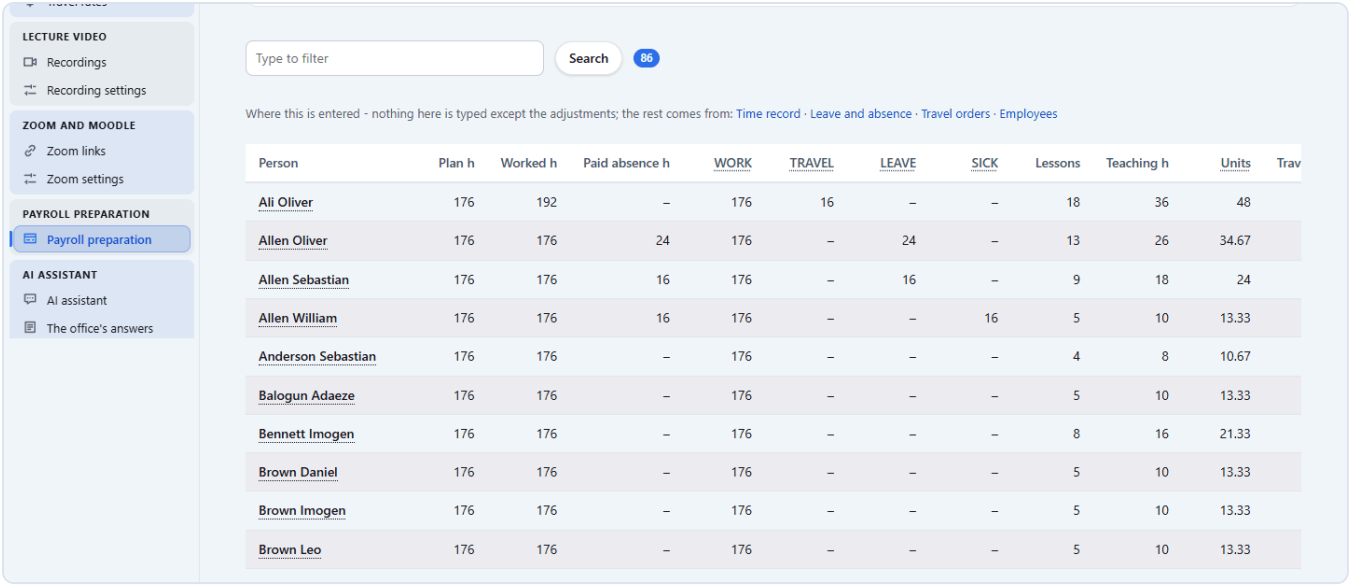


The top of the sheet: month, state, filter and the links to the sources.

5.4 The sheet, column by column - where each number comes from

- Person - the employee; click the name to open the card (the hint "Open the staff record").
- Plan h - the planned hours of the month: the weekly plan on the card (Monday to Sunday) summed over the working days of the month, public holidays and days outside the employment period excluded. Example: October 2026 with 8-8-8-8-8 and no other holidays = 176.
- Worked h - the hours really recorded in the time record in the month (arrival to leaving, the kinds that count as work, which includes business trips and work from home). Ali Oliver: 192 = 176 + 16 hours more because the two trip days count 8 h each on top.
- Paid absence h - the hours of the kinds marked "paid" that are not work: leave, sick leave... (24 h = three days of leave).
- WORK, TRAVEL, LEAVE, SICK (and more, one column per kind group) - the same hours split by kind. Hover over a heading to see the kind. In the example: WORK 176, TRAVEL 16.
- Lessons - the number of lessons the person held in the timetable in the month. A lesson with two lecturers counts in full for each (the line under the table says so).
- Teaching h - the lessons' hours. 18 lessons x 2 h = 36.
- Units - teaching hours converted into teaching units of the length set below (45 minutes): 36 h x 60 / 45 = 48. Hover over the heading to read "Teaching units of 45 minutes".
- Travel settled - the sum of the settled orders whose days fall in the month (743.50 EUR for the example). Orders claimed but not settled are shown separately and are NOT in the total.
- Adjustments - the sum of the adjustments you added (below).
- Total - the sum of the money columns (travel plus adjustments); the hours stay hours.

Every number is a computation, not an entry; click a number's source (the links above the table) to see the rows behind it.



Person	Plan h	Worked h	Paid absence h	WORK	TRAVEL	LEAVE	SICK	Lessons	Teaching h	Units	Trav
Ali Oliver	176	192	–	176	16	–	–	18	36	48	
Allen Oliver	176	176	24	176	–	24	–	13	26	34.67	
Allen Sebastian	176	176	16	176	–	16	–	9	18	24	
Allen William	176	176	16	176	–	–	16	5	10	13.33	
Anderson Sebastian	176	176	–	176	–	–	–	4	8	10.67	
Balogun Adaeze	176	176	–	176	–	–	–	5	10	13.33	
Bennett Imogen	176	176	–	176	–	–	–	8	16	21.33	
Brown Daniel	176	176	–	176	–	–	–	5	10	13.33	
Brown Imogen	176	176	–	176	–	–	–	5	10	13.33	
Brown Leo	176	176	–	176	–	–	–	5	10	13.33	

The sheet: plan, worked, absences by kind, lessons, teaching hours and units.

5.5 A worked example: Ali Oliver's October row

Put everything together and read the row of Ali Oliver in October 2026:

- Plan h 176 - 22 working days x 8 h, from his card's weekly plan and the holiday list.
- Worked h 192 - 22 days at work plus the two travel days (22 and 23 Oct) that the approved order wrote into his time record.
- Paid absence h - (none) - he took no leave in October.
- WORK 176, TRAVEL 16 - the same hours split by kind.
- Lessons 18, Teaching h 36, Units 48 - the timetable shows 18 lessons of 2 h; 36 h x 60 / 45 = 48 units.
- Travel settled 743.50 EUR - order 2026-001, checked and settled (the Travel chapter).
- Adjustments - (none yet). Say the school adds a bonus of 100 EUR for the conference talk: below the table, Add an adjustment, Kind "Bonus", What for "Conference talk", Amount 100, Add. The row now shows 100.00 under Adjustments and the Total goes up.

Compare Allen Oliver: 13 lessons, 26 teaching hours and 34.67 units, with 24 paid absence hours (3 days of leave) and LEAVE 24. And Allen William: 16 hours of SICK leave - the same kind logic. Then the accountant opens the CSV and works from these rows.

5.6 Adjustments: the only thing you type

Under the table the box Add an adjustment records things that cannot be computed from the sources. Fields:

- Person - whose row.
- Kind - Bonus, Deduction, Extra hours or Other.
- What for - a short reason; it is shown to the accountant.
- Amount - money, positive. A Deduction is entered as a positive number and is subtracted by its kind.
- Hours - used with the kind Extra hours (hours that the time record does not show).
- Note - free text.

Press Add; the message says "Adjustment added." The row appears in the list and in the person's Adjustments column. A wrong adjustment is removed from the list ("Adjustment removed.") and entered again - there is no

silent editing, so the trail stays clear. Adjustments belong to the month in which you add them; they are frozen with the month on closing.

5.7 The teaching unit and the lecturer link

Teaching unit (minutes): a school-wide setting under the sheet. Many schools pay by "teaching hours" of 45 minutes; others by 50 or 60. Type the minutes and press Save ("Saved."); the Units column of every month recomputes from teaching hours x 60 / minutes. Closed months keep the value they had when closed. Lecturer link: the lessons come from Wise Timetable, matched by the lecturer on the employee's card. Two situations:

- A person copied from the timetable is already linked - nothing to do.
- A person typed by hand shows zero lessons. Open the card and choose the timetable lecturer it belongs to (the same lecturer's identifier, copied by the Copy button). After saving, the month shows the lessons.

A lesson with two lecturers counts in full for each - important when you split payment. A lecturer with lessons in the timetable but no card here is not in the sheet at all: copy the lecturers again from the timetable to add them.

5.8 Closing and reopening the month

When the numbers are final, press Close the month. A field "Note for the accountant (optional)" lets you leave a message with the frozen sheet. The hint under the button says "Keeps the sheet as it is now." What closing does: the sheet is stored exactly as shown, with who closed it and when. After that, changes to the time record, leave, lessons or travel no longer move it - the closed sheet is what the accountant received. The badge turns to Closed and the month appears in "Months closed". When closing is refused: undecided leave requests of the month (the yellow warning). Decide them, or - if you really must close with them open - use Close anyway. Reopen the month: "The sheet is then computed live again" - use it when something was found after closing. Press Reopen the month ("The month is open again."), fix the source, check the sheet and close again. Tell the accountant when you do - they may have already used the first version; the note field is the place for that. The office can still change a closed month's time record on the employee's request, but the closed sheet does not follow until you reopen and close again.

5.9 Export to the accountant (CSV)

The pager under the table offers the sheet as a CSV file (opens in Excel and LibreOffice). The file has the same columns as the screen, one row per person, for the chosen month, and a closed month exports its frozen version. The file name carries the month, so two months do not overwrite each other. Good practice: close the month first, then export, so that the file and the stored sheet are identical, and send the file with the note you wrote when closing. The filter applies to the screen only: an export always contains all people, not just the filtered ones.

5.10 Tips and common mistakes

- Always run Month overview first. Fix exceptions in the Time record, not in the sheet - the sheet has no cells to correct.
- A person with zero lessons who surely teaches is almost always missing the lecturer link on their card.
- A plan that is far off (176 for a half-time person) means the weekly plan on the card was never set.
- A missing holiday inflates Plan h by 8 h per day: load the year's holidays.
- Settle the travel orders before you close; claimed-but-not-settled orders are not in the total.
- Enter deductions as positive numbers with the kind Deduction, not as negative amounts.
- Do not close the month and then fix things silently in the sources: reopen, fix, close, tell the accountant.

- Keep the teaching unit the same through a school year; changing it changes every open month.

5.11 When something is refused

- "No active staff yet" - the sheet is empty because Staff records has no active people. Add them or copy the lecturers.
- "n leave request(s) of this month are not decided yet" - go to Leave and absence and decide every Waiting request of the month; closing is refused until then (or use Close anyway if you must).
- A person has no lessons - link the timetable lecturer on the card (see above).
- The month will not close or reopen - you may be looking at a month that is already in that state; the badge Open / Closed says which.
- A travel amount is missing - the order is claimed but not settled; settle it under Travel orders.
- The adjustment is refused - the person is missing, or the amount and hours are both empty.
- The sheet changed after I closed it - it did not; you are looking at a different month, or you reopened it.

Read the yellow line on the screen - it always names the reason.

6 Lecture recordings

Recordings collects lecture videos from wherever they are made, pairs each with the lesson it belongs to, and decides who may watch it: nobody, everybody in the course, or only students who hold a study option such as PLUS. Students find them in My recordings, in the lesson itself and in the Wise Ed tool inside Moodle.

6.1 What it is for, in one example

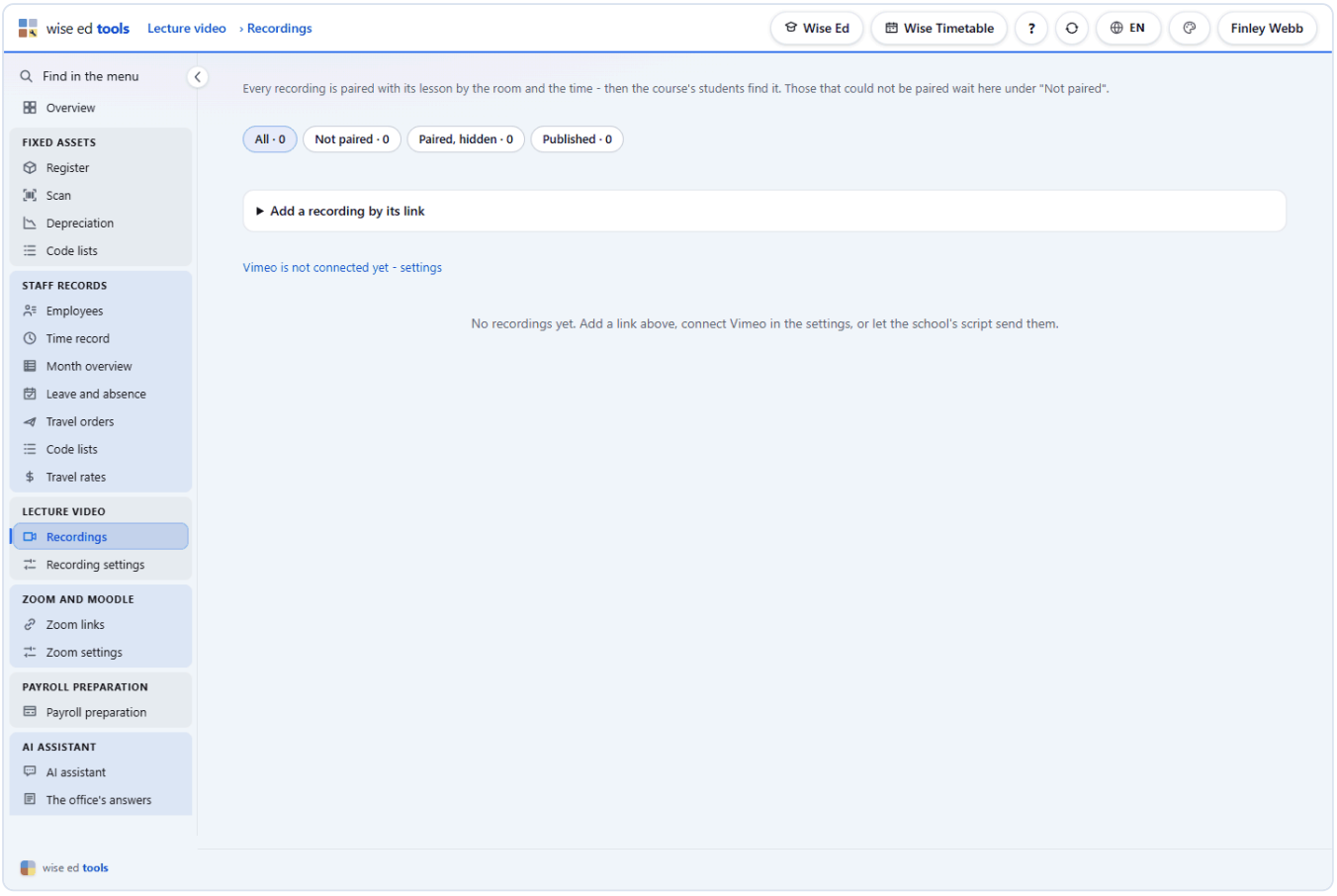
Example: on Tuesday the lecture Databases 1 is held in room A1 and a recorder in the room uploads the video. On Wednesday the video is on the list, already paired with that Tuesday lecture. Students who paid for online lectures (option PLUS) see it under the lesson and in My recordings; the others see nothing. You did nothing in between. The three ideas to remember: a recording has a source, a lesson it is paired with, and a rule about who sees it.

6.2 The list and adding by hand

The Recordings page lists every recording with its title, date, length, the lesson it is paired with and its state (open or locked, section 5). Above the list is the form to add one by hand:

- Address: where the video plays, http or https (a Vimeo, YouTube, Zoom or school-server link). A link that is not http/https is refused.
- Title: what students see.
- Lesson: choose the lesson the video belongs to. A recording without a lesson is shown only in the course list.

Use the delete button on a row to remove it from the list; the video itself is not deleted from where it is stored. If the lesson was removed from the timetable you are told that the lesson is no longer there on that date, and you pick another.

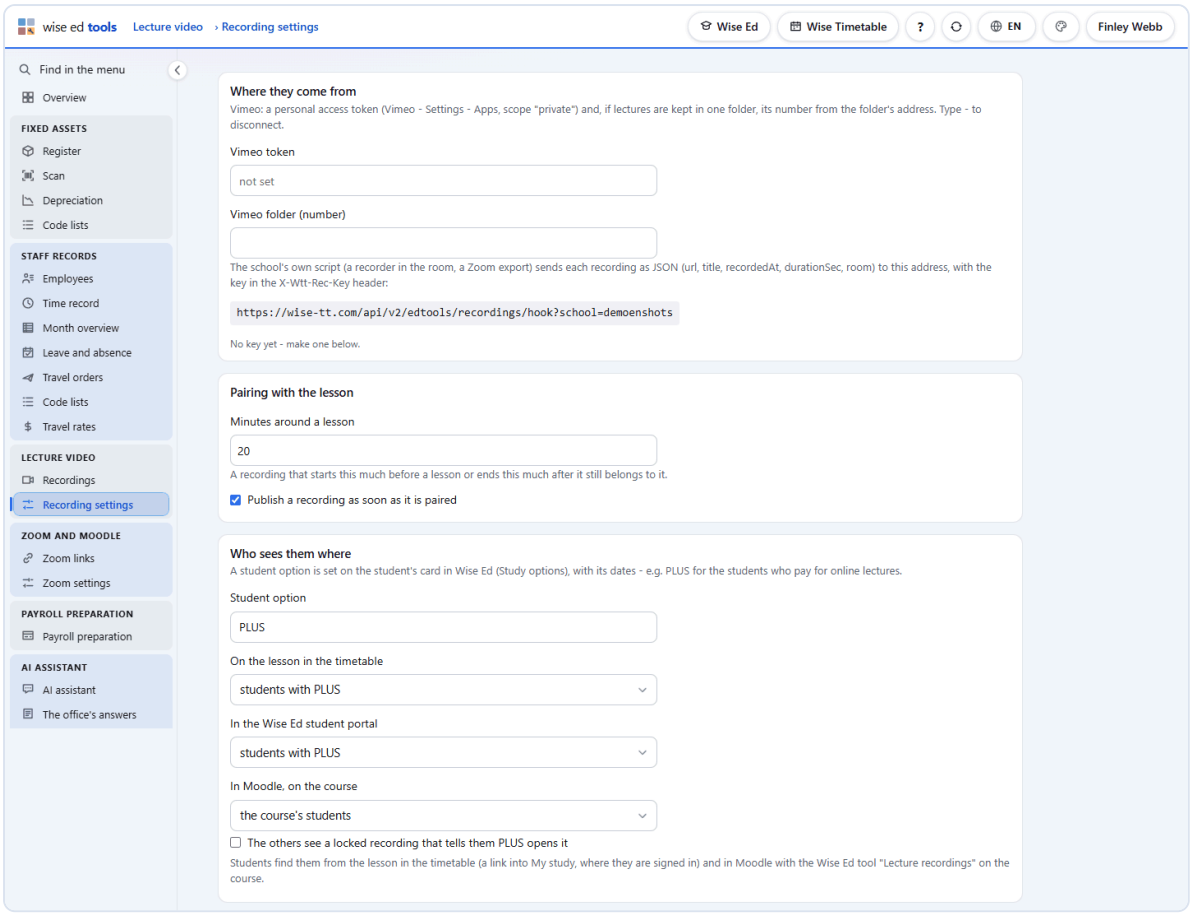


The list of recordings (demo school, invented data)

6.3 Where recordings come from

Open Recording settings, block Where they come from. Four sources, use any of them:

- By hand: section 2.
- Vimeo: paste a personal access token (in Vimeo: Settings, Apps, create an app, a token with scope private). If lectures are kept in one Vimeo folder, enter the folder number from the folder's address; otherwise the whole account is read. Type a minus sign (-) to disconnect. A nightly job at 02:23 reads new videos and pairs them; the Sync button does the same now and answers, for example, 12 videos looked at, 3 new.
- Zoom: switch on Cloud recordings in Zoom settings (see the Zoom manual); recordings arrive with their lesson already known.
- The school's own script (a recorder in the room, an export): the settings show an address (webhook) and a key. The script sends each recording as JSON with the fields url, title, recordedAt, durationSec, room, and the key in the header X-Wtt-Rec-Key. A recorder that knows the room name lets the pairing work without any manual step.



Recording settings

6.4 Pairing a recording with its lesson

Automatic pairing compares the time the video was recorded and, when known, the room with the timetable. The field Minutes around a lesson is the tolerance: with 20, a video recorded between 20 minutes before the start and 20 minutes after the end of a lesson in that room belongs to that lesson. Too small and late-starting lectures stay unpaired; too large and a video can be taken by the neighbouring lesson in the same room. A recording that cannot be paired stays in the list without a lesson. Open its row and choose the lesson by hand; the choice is kept and the nightly job does not undo it.

6.5 Open, locked and study options

Block Who sees them where. The rule is one of three: nobody, the course (every student enrolled in the course sees it) or the option (only students with a given study option). A student option is set on the student's card in Wise Ed, Study options, with its dates; for example PLUS for students who pay for online lectures. The option counts on the day of the lecture: a student whose PLUS starts next month does not see this month's recordings. Open means the viewer may play it; locked means it is on the list for the office but the student does not see it. In the settings, 'nobody, the course or the option' is exactly the error you get if the rule is not chosen. Tip: begin with course while testing, then change to option when you are sure the pairing is right.

6.6 What students see

- My recordings (student portal): a list of the recordings the student may watch, newest first, each with the course and the date.
- In the lesson: in the student's timetable the lesson carries a Recording link once a recording is paired and open.
- In Moodle: the Wise Ed tool in the course (target Recordings) lists the course's recordings. It uses the same open/locked rule, so a student without the option sees the list without the locked ones.

Test it as a student before announcing: sign in as a test student with and without the option and check all three places.

6.7 When something is refused, common mistakes

- A recording needs the address it plays at (http or https): the address was empty or ftp/other.
- That recording is no longer in the list: someone deleted it; reload.
- That lesson is not in the timetable on that date any more: choose another.
- Vimeo is not connected - add the token in the settings.
- Vimeo did not answer as expected - try again later: the token may be wrong or Vimeo is down.
- Who sees recordings is nobody, the course or the option: choose one.

Common mistakes: Minutes around a lesson set to 0, so almost nothing pairs; PLUS given to students without dates; testing as a lecturer and wondering why students do not see it; expecting deletion here to delete the video at Vimeo.

7 Zoom meetings for lessons

This tool gives every online lesson in your timetable its own Zoom meeting, puts the link where students and lecturers look (Moodle calendar, top of the course, the Wise Ed tool, the public timetable) and brings the cloud recordings back to Recordings. Set it up once; after that it runs every night by itself.

7.1 What it is for, in one example

Example: course Databases 1 has a lecture every Tuesday at 10:00, delivered online by Dr. Webb. Without this tool someone creates a Zoom meeting by hand each week, pastes the link into Moodle, and tells the students. With the tool: you tick the course Databases 1 once. That night the tool makes one Zoom meeting per lesson (or one for the whole course, your choice), with Dr. Webb as host, writes the link into the Moodle course calendar and the Wise Ed tab, and the next morning students see Join beside the lesson. After the lecture the cloud recording arrives in Recordings, paired with that lesson. The tool never changes the timetable. It only reads the lessons and adds links.

7.2 Create the Zoom app (once, about 10 minutes)

You need a Zoom account with administrator rights (or ask your Zoom administrator to do these steps).

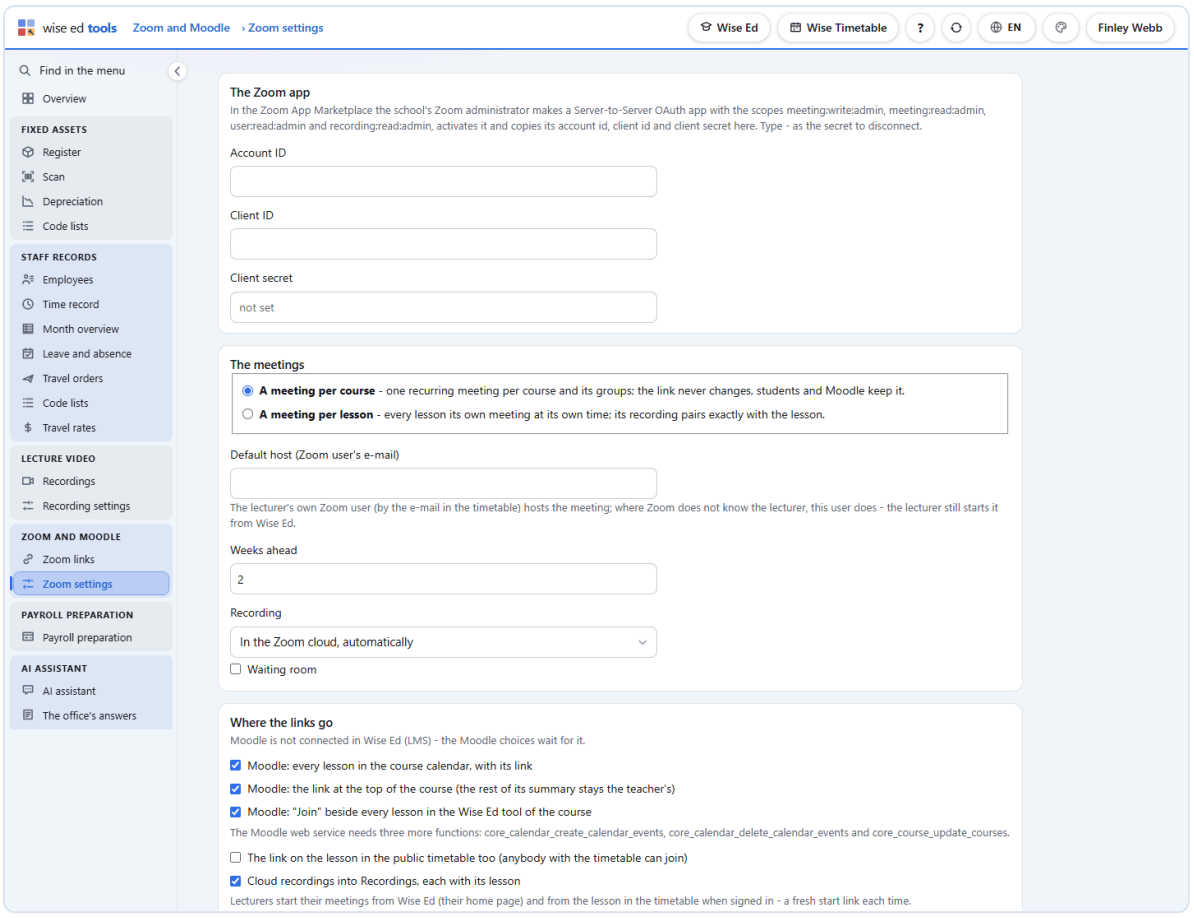
- Open marketplace.zoom.us and sign in. Choose Develop, then Build App.
- Pick the type Server-to-Server OAuth. This type needs no student or lecturer to log in; the school's account lets the tool create meetings.
- Name the app, for example Wise Ed Tools. Fill the company name and a contact e-mail (Zoom requires them).
- On the App Credentials page copy three values: Account ID, Client ID and Client Secret. You will paste them into the tool in step 3.
- Open the Scopes step, press Add Scopes and add: meeting:write:admin, meeting:read:admin, user:read:admin and recording:read:admin. Without the last one cloud recordings cannot come back.
- Finish with Continue until the app shows Activate. Press Activate. An app that is created but not activated is the most common reason for the message that Zoom did not accept the credentials.

7.3 Zoom settings, field by field

Open Zoom, then Zoom settings. Paste Account ID, Client ID and Client Secret. The secret is stored sealed and is never shown again; to change it, type a new one. Then:

- Default host: the e-mail address of a Zoom user in your account. It is used for lessons where the lecturer has no Zoom user of their own. It must be an e-mail, not a name.
- Waiting room: when on, the host admits each person. Good for open links; for a closed class it only slows the start.
- Where the links go: choose the places in the next section.
- Cloud recordings into Recordings, each with its lesson: when on, the nightly job collects finished cloud recordings and pairs them with lessons.

Press Save. Then press the test button at the top to check that Zoom accepts the app. Both buttons on the Zoom page answer with a message even when nothing is set: if Zoom is not connected, you are told so instead of nothing happening.



Zoom settings (demo school, invented data)

7.4 Where the links go

Tick any combination:

- Moodle: every lesson in the course calendar, with its link. Each lesson becomes a calendar event in the Moodle course.
- Moodle: the link at the top of the course. The link is added to the course summary; the rest of the summary stays the teacher's.
- Moodle: Join beside every lesson in the Wise Ed tool of the course. Students open the Wise Ed tab and press Join next to the lesson.
- The link on the lesson in the public timetable too. Anybody who has the timetable can join, so use it only for open events.

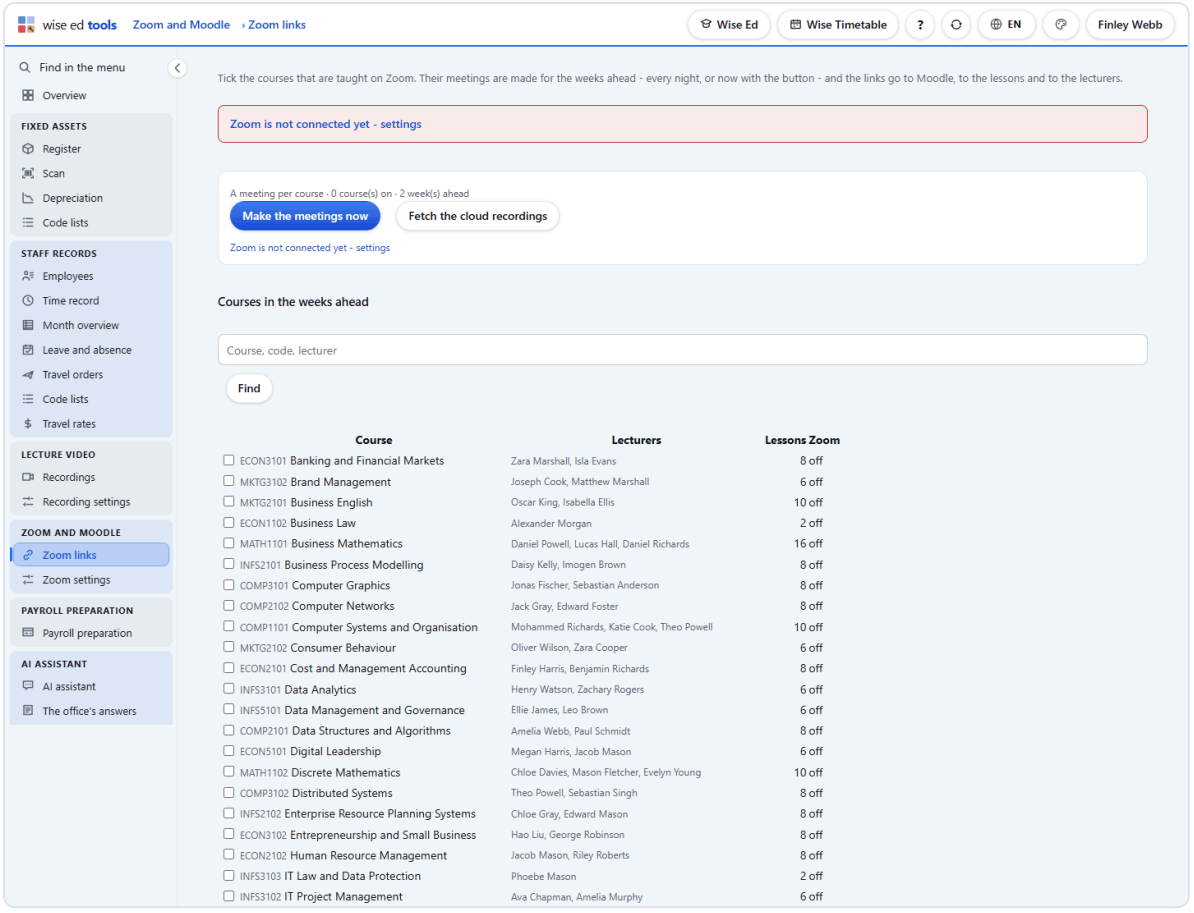
The Moodle options need the Moodle connection of step 6. The Wise Ed tab needs only the tool installed in the course.

7.5 Choose courses, host and meeting style

On the Zoom page the list shows courses. Tick the ones that are taught online. For each you decide:

- One meeting per lesson (each lesson has its own link and its own recording) or one meeting for the whole course (one link all semester; simpler for students, but recordings of all lessons sit under one meeting and are paired by time).
- The host is the lecturer, found by the lecturer's e-mail in the staff record. If a lecturer has no Zoom user with that e-mail, the default host is used and the tool says so in the result.

The lecturer starts the meeting from My hours (the lecturer's page); the Start link opens Zoom as host, so the lecturer does not search for the meeting. Tip: check the lecturers' e-mail addresses in staff records first. A typo there is the usual reason a lesson ends up on the default host.



Ticking courses and making meetings

7.6 Making the meetings: now and every night

After ticking, press the button that makes the meetings now; the list then shows for each course how many meetings exist and how many were refused. If you do nothing, the nightly job (at 02:41) makes missing meetings, moves meetings whose lesson moved in the timetable, removes meetings of cancelled lessons, and collects new cloud recordings. So: a lesson moved on Monday is already correct on Tuesday morning, with the same link. The Moodle connection (for the Moodle options): in Moodle create a web-service token for a service user and give the service these functions: core_calendar_create_calendar_events, core_calendar_delete_calendar_events and core_course_update_courses. Enter the Moodle address and the token in the tool's connection settings. Without the three functions Moodle answers with an access error, and the tool shows Zoom's or Moodle's own message as Refused with the reason.

7.7 When something is refused

- Zoom is not connected - add the app's account id, client id and secret: the settings are empty; fill step 3.
- Zoom did not accept the app's credentials: a value was copied wrongly, or the app is not activated (step 2).
- Zoom refused, with a reason: read the reason. Usual ones are a missing scope, a host e-mail that is not a user of your account, or your Zoom plan's limit on meetings.
- Zoom could not be reached: try again later; the nightly job retries by itself.
- The default host is a Zoom user's e-mail address: you typed a name or left it empty.
- Zoom links are not switched on for this school yet: ask Wise Technologies to enable the module.

- The server cannot keep a secret safely yet: also a matter for Wise Technologies.

Common mistakes: ticking a course but never pressing make-now and then looking for links the same afternoon (they appear after the button or after the night); using the public-timetable option on a closed class; forgetting that a lecturer whose e-mail differs between staff record and Zoom lands on the default host.

8 The AI assistant for students

The assistant answers students' everyday questions on the student page: how the portal works, what the school's rules are, when the next lesson is. It answers only from material your school gives it, it costs your school only what its own model key costs, and it carries several safeguards against misuse. This manual explains what it knows, how to set it up, how to write good answers, every safeguard in plain words, and how to link it from the faculty's own web page.

8.1 What it is for, in one example

A student asks on My study: Until when can I hand in the form for exam re-sit? The assistant looks at the material: if the office wrote an answer for this (for example, Re-sit forms are handed in at the office until 15 January, room 12), it replies with that. If nothing in the material covers it, it says so and sends the student to the office. It does not guess. Another student asks: When is my next lecture? It reads the timetable of the next two weeks and answers. It reduces repeated questions to the office; it does not replace the office.

8.2 What it knows

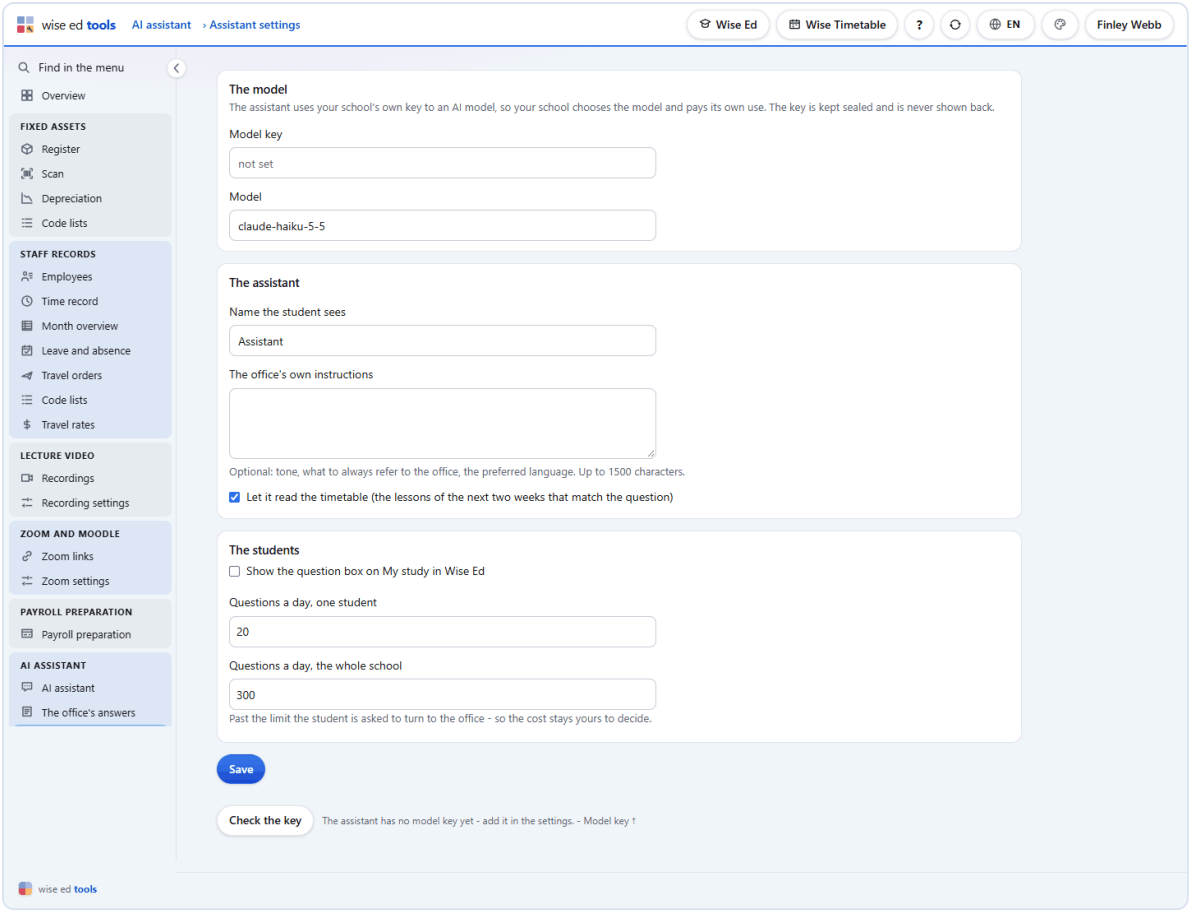
Its material has four parts and nothing else:

- A built-in guide to the student portal (how to sign in, see the timetable, grades, recordings, apply for things). You do not write this.
- The office's answers (the FAQ), written by you in section 4.
- The student's timetable for the next two weeks, only the lessons that match the question, if you let it read the timetable.
- The office's own instructions (section 5).

It does not browse the internet, does not see grades or personal data, and does not know the school's rules unless you wrote them down. The message in the empty FAQ screen says the same: the assistant already knows how the student portal works and the timetable; add the rules, deadlines and contacts only your school has.

8.3 Setting up the model

Open Assistant settings. Block The model: the assistant uses your school's own key to an AI model, so your school chooses the model and pays for its own use. Get a key from the AI provider's console (an account with a payment limit that you set there is a good idea). Paste it in Model key; it is stored sealed and never shown again; to change it type a new one. In Model enter the model name (the recommended default is claude-haiku-5-5, small, fast and cheap enough for this task). Block The assistant: Name the student sees (for example Ask Webb University) and the switch Show the question box on My study in Wise Ed. Switch the box on only after you have tried it (section 6). Block The students: the daily limit (how many questions a student may ask per day; the school-wide daily limit is by default 300). Past the limit the student is asked to turn to the office, so the cost stays yours to decide. The option Let it read the timetable lets it answer about the student's coming lessons; switch it off if you want only office answers.



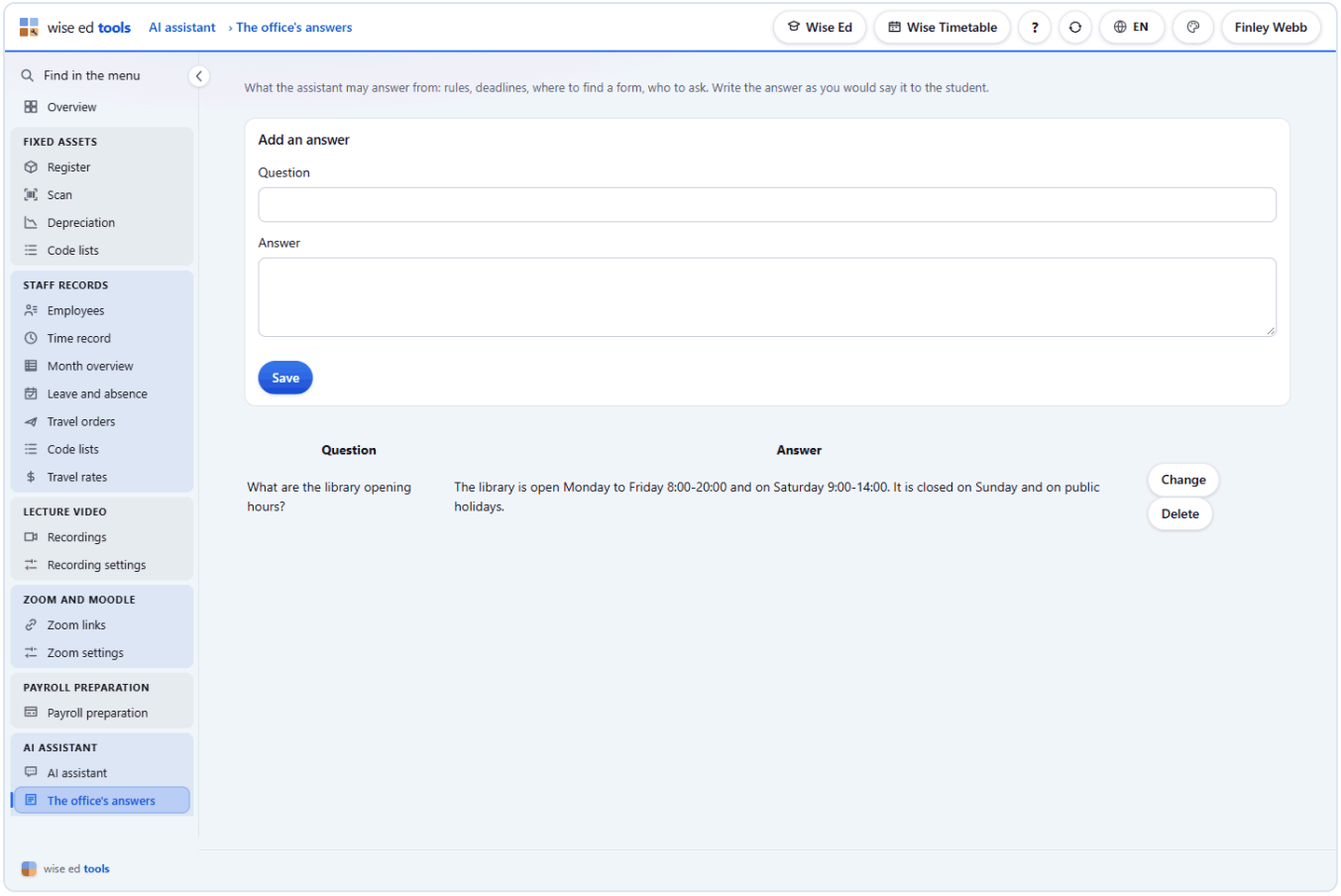
Assistant settings

8.4 The office's answers (FAQ): how to write them

Open The office's answers and press Add an answer. Each answer has a question (as students would ask it) and the answer (as you would say it to the student). Rules that make the assistant good:

- One topic per answer. Do not put exams, fees and housing in one entry.
- Put the facts students need: date, place, who, which form, what it costs.
- Use the words students use. If students say indexes, write index, not student record book.
- Write the answer as speech. Keep it short: long entries are cut after 1200 characters (the question after 300).
- Keep it current. An old deadline is worse than no answer. Review before every semester.

Good: Question: Where do I hand in the re-sit form? Answer: At the office, room 12, Monday to Friday 9:00-13:00, until 15 January. Bring your index. Bad: Question: Forms. Answer: See the regulations. (No facts, nothing to base an answer on.) Also bad: one entry with the whole regulation pasted in. Change and Delete are on each row; Delete asks to confirm.



The office's answers

8.5 The office's own instructions (persona)

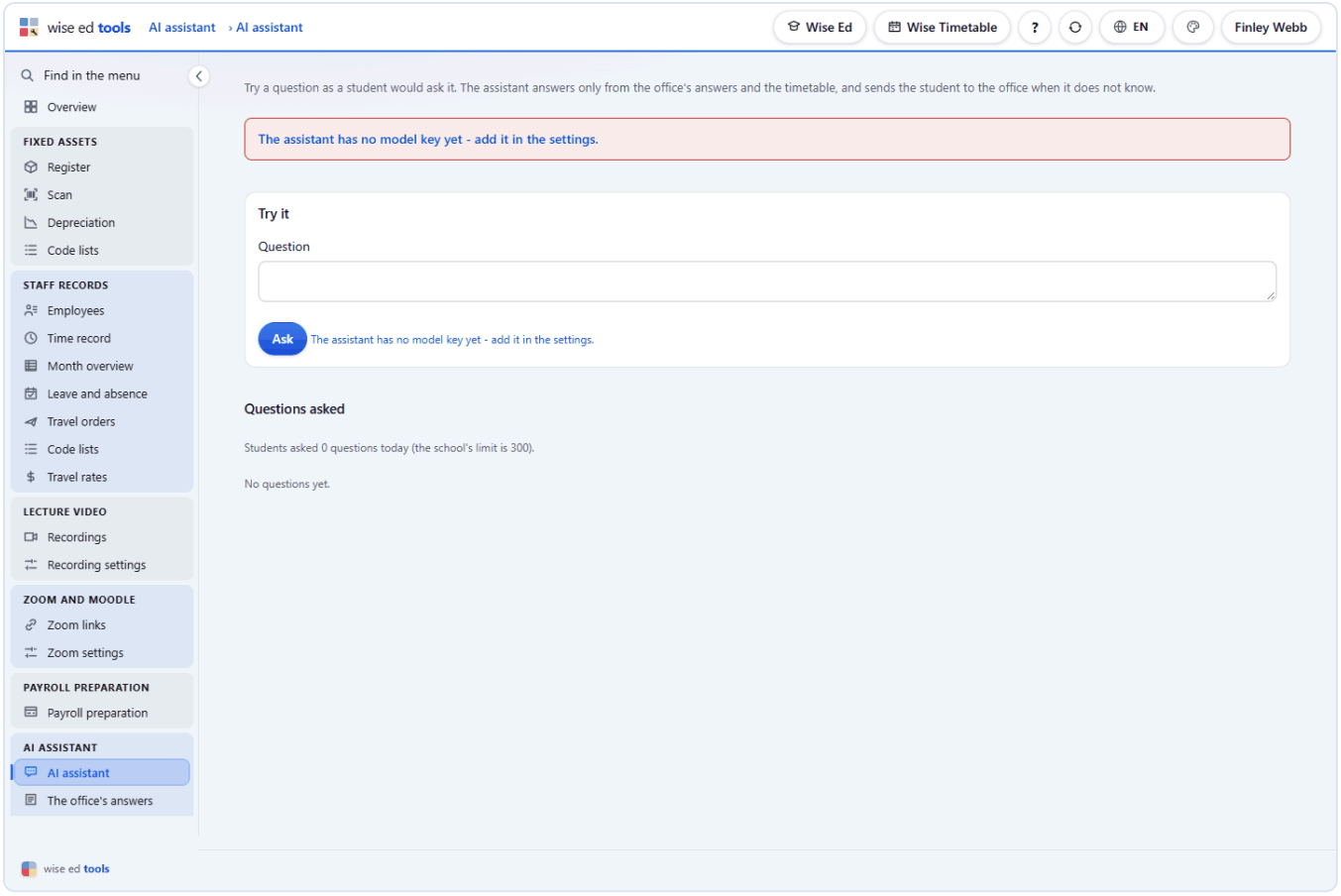
Optional field, up to 1500 characters: tone, what to always refer to the office, preferred language. Examples:

- Answer politely and briefly, in the language of the question. Address students formally.
- For anything about fees, scholarships or complaints, always refer the student to the office; do not explain.
- Never promise that an exception will be granted.

The instructions shape the style; they cannot make the assistant answer from outside its material or reveal anything it was not given.

8.6 Try it, the log and who asked most

Try it: on the Assistant page type a question as a student would and press Ask. The answer you see is what students would get. Test questions are not counted against any limit. Try at least: a question your FAQ covers, one it does not (it must refuse politely and refer to the office), and one about the timetable. The log lists recent questions and answers with the date and a short student identifier. Read it weekly at first. Where the answer was poor, the usual cause is a missing or vague FAQ entry; add one. Who asked most today shows the ten students with the most questions today (short IDs, not names) with their counts; a student far above the others is a sign to look at the log.



Try it

8.7 The student's side

When the switch Show the question box is on, a student who is signed in sees a question box on My study with the name you chose. They type a question and read a short answer. If they ask the same thing twice they get the earlier answer. If they hit a limit they are told to turn to the office. The assistant does not take instructions from the student (section 8), so a student cannot make it behave differently.

8.8 All safeguards in plain words

- Answers only from the material. If the material does not contain it, it says so and refers to the office.
- A question is a question, not an instruction. A student's text is treated as something to answer, never as an order, so tricks such as ignore your rules do not change behaviour.
- No personal data. It is not given grades, addresses or other personal records, so it cannot reveal them.
- The model key is sealed. It is stored encrypted, never shown back, and never given to the student's browser.
- Everything is logged. Each question and answer is stored with a short student ID.
- Meaningless questions are refused free. Something like a single letter gets a short message to write a few words; nothing is sent to the model, so it costs nothing.
- Repeats are served from the log. The same question within about ten minutes returns the earlier answer without a new request.
- Rate limits. At most 5 questions a minute per student, and three identical questions in a row within an hour are stopped. A student who hits it is asked to wait.
- Daily limits. Per student and for the whole school (default 300 a day). After that the student is referred to the office.

- Short, capped answers. At most about 350 tokens per answer, questions up to 600 characters, and a bounded amount of material per request, which also caps the cost of each call.
- Test questions from the office are not counted.

8.9 Honest limits

- It can be wrong. It is a language model; even with good material it can misread a question or phrase something badly. For decisions with consequences (deadlines, fees, rights) the student should confirm with the office; you can write that into the persona.
- Review the log. Safeguards limit the cost and the abuse, they do not check correctness.
- Keep the FAQ current. Its quality is the quality of your entries.
- It answers only signed-in students, so it is not an anonymous helpdesk (section 10).

8.10 Putting the assistant on the faculty's own web page

What works today, and only that: 1) A link or button. On the faculty site put a button that opens https://wise-tt.com/web/<school>/a/study/assistant (replace <school> with your school's code). The student signs in once per device with the enrolment number and an e-mail code, and then sees the assistant. The general entry to the student pages is <school site>/a/study. This is the safest and recommended way. 2) A frame (iframe). The page does not forbid being framed today (it sends no X-Frame-Options and no frame-ancestors rule), so this works technically: <iframe src="https://wise-tt.com/web/<school>/a/study/assistant" width="100%" height="700" style="border:0" title="Assistant"></iframe> Caveat, not tested by us: browsers that block third-party cookies may ask the student to sign in again inside the frame, or not keep the sign-in. If that happens, use the button. 3) Moodle. The assistant is not one of the Wise Ed tool's targets in Moodle (those are timetable, exams, grades, progress, materials and recordings), so it has no tab there. In Moodle you can only add a plain URL link to the student page above. What does not exist yet: a public, anonymous chat widget for the faculty's home page. The assistant needs a signed-in student because the limits are per student. For anonymous visitors there would be no identity to limit, so abuse and cost could not be controlled. Building it would need limits per visitor and per IP address, a bot check, and a much smaller daily budget; tell Wise Technologies if you want it.

8.11 The assistant in the school's mobile apps (Dr. Wise's head)

The school's mobile apps can carry the assistant too. When it is on, Dr. Wise's head appears in the bar at the top of the timetable. A student taps it, types a question into the box that says "Ask Dr. Wise..." and gets the answer on the same screen. How to switch it on: open AI assistant > Settings, section "The students", and find the field "Show on school mobile apps (code):". Type this school's own code in it (the page shows the code as a grey example inside the empty field and in the hint under it) and press Save. The line under the field then says "The mobile apps show the assistant." Empty field: the head does not appear in the mobile apps at all. Why you type the code: it is the confirmation that you mean it. A code of another school is refused with a sentence, not stored. What must be true as well:

- the question box for students is switched on (the first field of the same section),
- the model key is set (section "Model"),
- the student has signed in on the phone once with the enrolment number and the e-mail code - the same sign-in as for exams and electives. A phone that is already signed in there is signed in here.

It takes effect the next time the app reads the school's settings, which is when it is opened or brought back to the front; the student does not need a new version of the app. Apps older than version 1.3.3 simply do not show the head. Everything in section 8 (limits, bursts, repeated and meaningless questions) applies in the mobile apps exactly as on the web, and the questions appear in the same log. The mobile screen keeps the questions of one

visit only; nothing is stored on the phone. To take it off again: empty the field and Save. The head disappears from the mobile apps; the question box on My study is not affected.