

# CELCAT<sup>®</sup> Timetabler 6

## Getting Started Guide

<b>Introduction.....</b>	<b>1</b>
<b>Creating a Timetable .....</b>	<b>1</b>
Timetable Wizard.....	2
Location.....	2
Timetable Description.....	2
User Accounts .....	3
Roles .....	3
Timetable Defaults.....	4
<b>Using Timetabler Client .....</b>	<b>4</b>
Setting Timetabler Server.....	5
<b>Resources.....</b>	<b>7</b>
Navigation.....	9
<b>Classifications .....</b>	<b>9</b>
<b>Events .....</b>	<b>10</b>
Viewing Weeks.....	11
Annotations.....	11
Event Window.....	12
Adding an Event.....	13
<b>Advisers .....</b>	<b>15</b>
<b>Clash Checking.....</b>	<b>16</b>
Dynamic Clash Checking.....	17
Clash Checking Wizard.....	18
<b>Undo .....</b>	<b>18</b>
<b>Usage Chart.....</b>	<b>19</b>
<b>Printing.....</b>	<b>20</b>
<b>Using Timetabler Web Server .....</b>	<b>21</b>
Searching.....	23
<b>Other Features .....</b>	<b>23</b>
Companion Products .....	24
<b>Technical Support &amp; Installation Services.....</b>	<b>25</b>

## Introduction

Welcome to CELCAT *Timetabler* 6 – specialised software used to develop, maintain and publish teaching timetables. This brief guide shows you how to start using *Timetabler*, and assumes that the software is already installed. The guidance is generally in the form of a series of instructions (prefixed with an arrow symbol '⇒') that can be used to complete a common task, and you should modify the directions to suit your specific requirements.

⇒ Sections that begin with the '6' symbol describe changes in the latest edition of *Timetabler*.

This guide is not a comprehensive description of all *Timetabler* features; for this you should consult the on-line help.

The most up-to-date copy of this guide is on the CELCAT web site (check the release number at the end of this document):

<http://www.celcat.com/products/timetabling/pdfs/CT6GettingStartedGuide.pdf>

If you need to install and configure *Timetabler* software, please refer to the *Installation Guide*:

<http://www.celcat.com/products/timetabling/pdfs/CT6InstallationGuide.pdf>

You may also find our on-line *Viewlets* useful. This is a selection of animated demonstrations of *Timetabler* features (<http://www.celcat.com/products/timetabling/viewlets/index.html>)

Remember, if you need further help with any of the functions in *Timetabler*, please use the built in help facility (there is a **Help** button or menu item associated with most forms).

The next section describes how to create a new timetable database.

## Creating a Timetable

⇒ Open *Timetabler* Administrator using **Start | Programs | CELCAT | Timetabler | Administrator**.

The Administrator application is used to enforce timetable-wide preferences, maintain user details, access rights, etc, and is usually only accessible by privileged users because of the extensive changes it can make in a timetable. This section describes how to use Administrator to create a new timetable.

If you have followed the instructions in the Installation Guide, the Administrator main window should look similar to that shown in Figure 1:

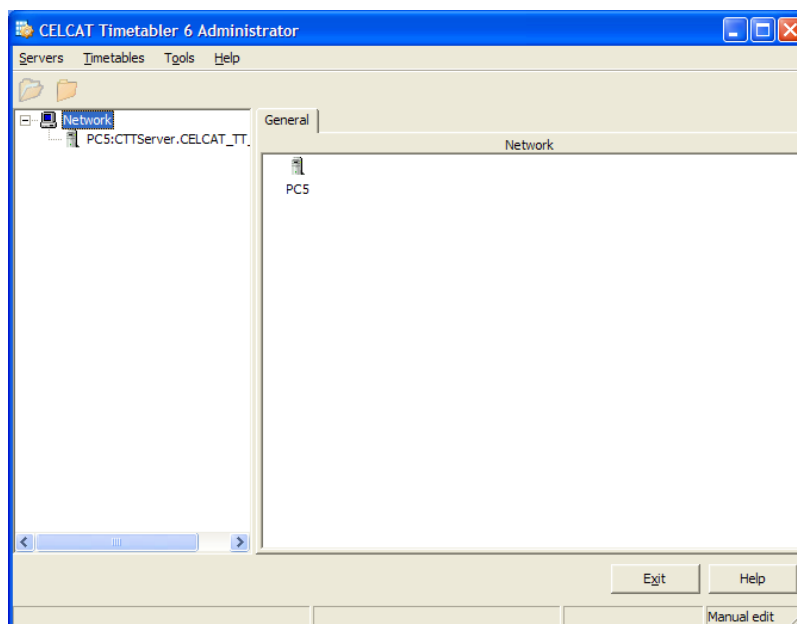


Figure 1: Administrator main window

The *Network* node in the left hand pane represents your network, with a single *Timetabler* Server registered (called "PC5" in the illustration).

⇒ Click the server node to check that Administrator can access the *Timetabler* Server. If all is well, a green tick should appear beside the server item as shown in Figure 2:

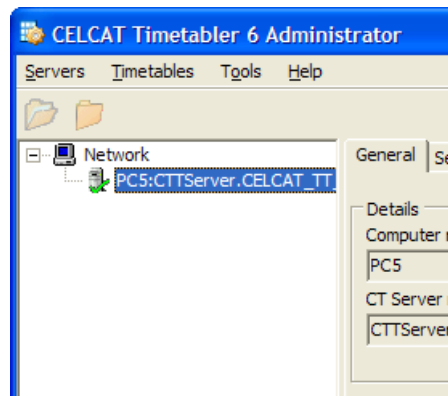


Figure 2: Active server

⇒ Select the **Timetables** menu, **Create New Timetable** command.

## Timetable Wizard

The *Timetable Wizard* prompts for basic timetable configuration data in order to create a timetable database.

### Location

⇒ Enter the name of your SQL Server (the name of the machine on which your SQL Server database software is installed), and the name you would like to give your database.

The database name is subject to the usual database naming conventions of your SQL Server, and although the name is not generally seen by end users of the timetable, you should select a descriptive designation (e.g. "CELCAT\_2005").

### Timetable Description

⇒ Give your timetable a descriptive name.

You can store up to a year's worth of timetable data in each timetable database, so it is common practice to include an indication of the academic year when naming your timetable, e.g. "Wincote College 2005/06".

⇒ Enter appropriate values for number of weeks, periods per day and timetable start date.

A typical teaching timetable may be configured as follows:

- 9 hourly periods starting at 9:00 am
- 52 weeks starting on the first Monday in October

If you are implementing *Timetabler* across a number of departments, you should probably create a single timetable database to cover all (since some resources are probably shared between them). In these circumstances, it is important to configure the timetable to accommodate the needs of all departments involved.

N.B. *Timetabler* does not restrict you to scheduling events that start and end on the period boundaries, but you cannot create events that start before the first period in the day or that end after the end of the last period.

When you have completed the Timetable Wizard, your timetable is automatically registered with the *Timetabler* Server and should appear under the server node in the Administrator window as shown in Figure 3:

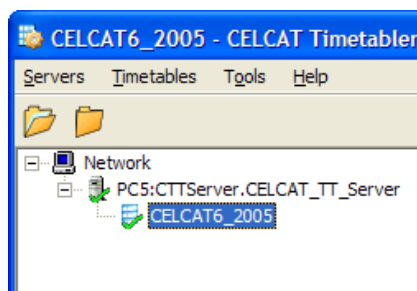


Figure 3: Registered timetable

## User Accounts

When you first create a timetable, an administrative account is automatically created for you. This has the name 'Administrator' and the password 'password'. This is a 'built-in' Administrator account. You can create additional administrative accounts, but the built-in account cannot be deleted. If timetable data security is important you should change the built-in account name and password as follows:

- ⇒ Open the *Users Page*.
- ⇒ Change the *User name* field.
- ⇒ Click the **Set Password** button and change the password.
- ⇒ Click the **Save** button.

Now add a normal account that you can use during regular timetabling activity:

- ⇒ In the *Users Page*, click the **Add** button.
- ⇒ Enter a *User name* and create a password for the account.
- ⇒ Click the **Save** button (ignoring the warning about no default role).

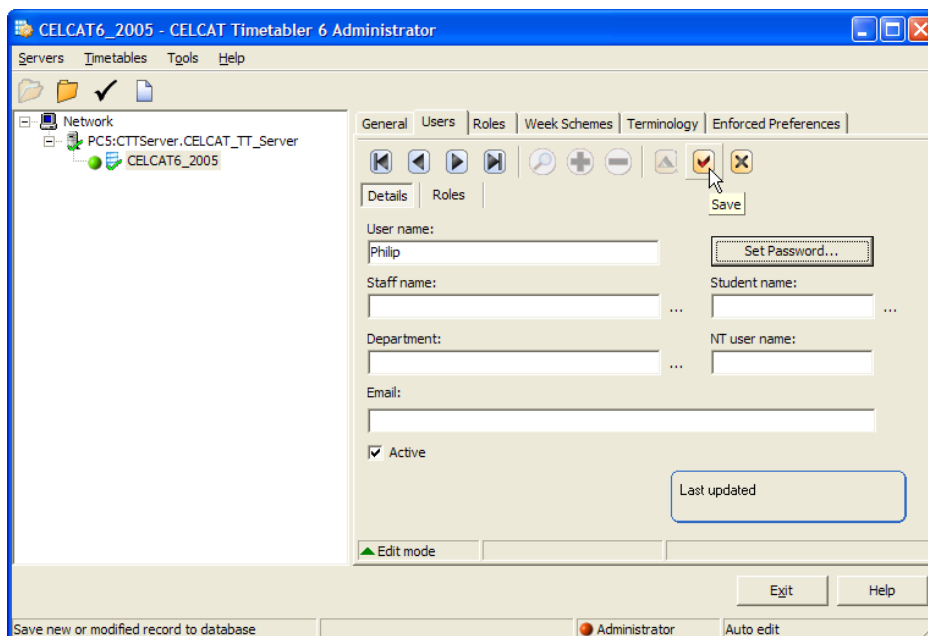


Figure 4: New user

On the *Users Page*, the *Active* checkbox is used to specify whether an account is in use or redundant. This is commonly used to disable an account when a member of staff leaves work. Note that you can associate a *Timetabler* user with an *NT user name* and simplify the logging in process for users (see on-line help for more information).

## Roles

*Timetabler* uses role-based security. Each user account is assigned to one or more roles, and when the user logs in via their account they can choose a role that is appropriate for the task in

hand. For example, a user may have an administrative role and a more restrictive role for day-to-day timetabling duties.

- ⇒ In the *Users Page*, click the **Roles** button.
- ⇒ Click the **Add** button to add a new role for the user account.
- ⇒ Click on the text “Role name” to display a pick-list of existing roles.
- ⇒ Select a role and click **OK** button.
- ⇒ Click the **Save** button.

If the timetable is newly-created, there will only be one existing role – called “Administrator”. In a working timetable you should establish additional roles that prevent users from viewing or modifying certain aspects of your timetable data. See the on-line help for further information.

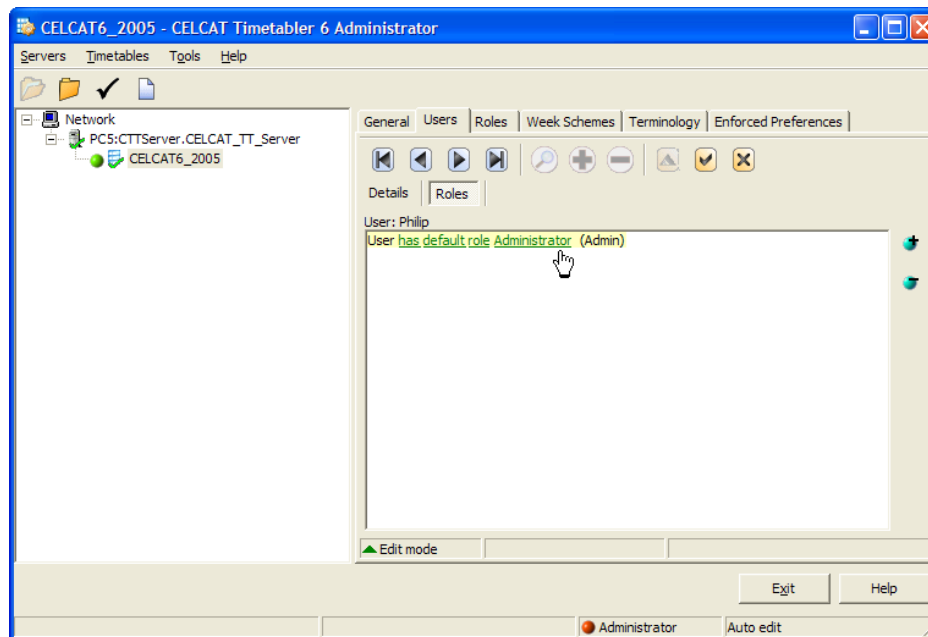


Figure 5: Assignment of user role

🔗 In *Timetabler 6*, access rights are given rather than restrictions placed (as in previous versions of *Timetabler*).

## Timetable Defaults

*Timetabler* Administrator can be used to specify week schemes, user-defined terminology and to enforce timetable-wide preferences; these features are described in the on-line help.

- ⇒ Close the Administrator application by clicking the **Exit** button.

The next section describes how to add resources and classifications to your timetable.

## Using Timetabler Client

- ⇒ Open *Timetabler* Client using **Start | Programs | CELCAT | Timetabler | Client**.

The main window is shown in Figure 6. *Timetabler* Client uses multiple windows which are opened in the application *Workspace*.

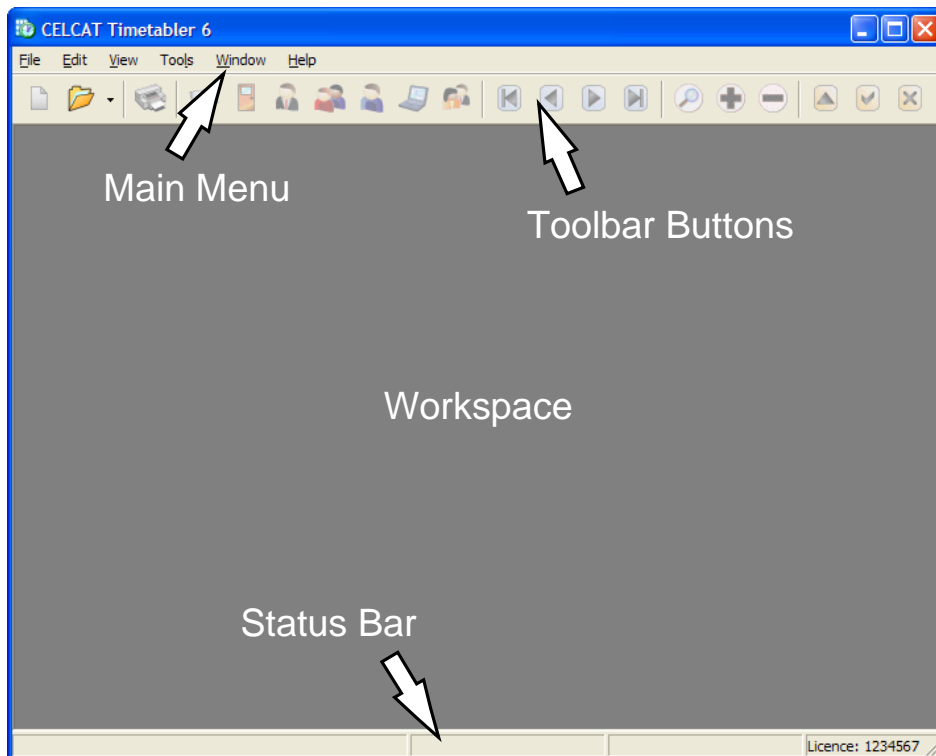


Figure 6: Client main window

## Setting Timetabler Server

The first step is to specify your connection to the *Timetabler* Server. (The *Timetabler* Server application should have been installed and configured during the installation procedure - see the Installation Guide for further details if required.)

⇒ Use the **Tools | Options** menu to display the *Options* window and select the *Database* page.

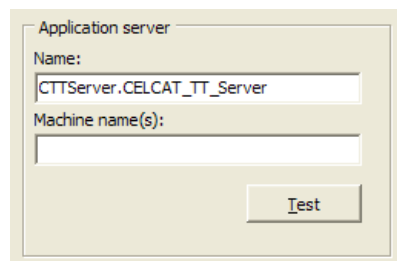


Figure 7: Timetable Server setting

⇒ Under *Machine name*, specify the name of the computer on which you installed the *Timetabler* Server component.

If you leave the field blank, *Timetabler* assumes that it is installed on the local machine (i.e. the computer on which the client software is running). The *Name* field should not normally be changed from its default value.

⇒ Click the **Test** button to ensure that the client software can communicate with the *Timetabler* Server.

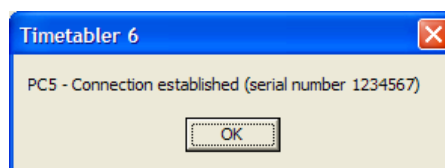
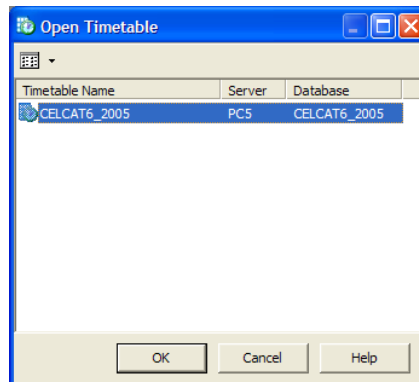


Figure 8: Successful connection

⇒ Click the **OK** button to dismiss the *Options* window.

⇒ Open the timetable list using the **File | Open** command.

The *Open Timetable* window displays a list of available timetables. These are the timetables that are registered with your *Timetabler* Server, and each one corresponds to a database stored on your database server.

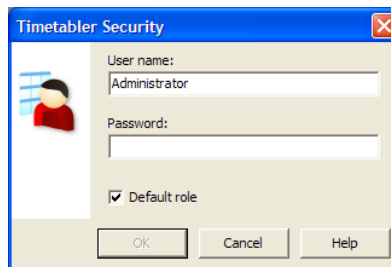


*Figure 9: Open Timetable window*

The *Open Timetable* window displays the name you have chosen for your timetable, the name of the computer on which your database server is installed, and the name of the database that contains the timetable data.

⇒ Click the **OK** button to load your timetable.

The *Security* window is displayed as shown in Figure 10:



*Figure 10: Security window*

⇒ Enter your user name and password and click the **OK** button.

*Timetabler* loads the selected timetable and displays its name in the caption of the main window.

Use the **Tools | Information** command to display a window showing basic timetable data such as the name of the database, number of weeks, etc.

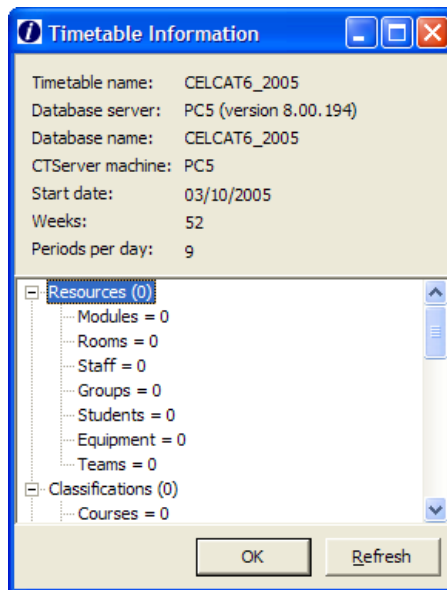



Figure 11: Information window

## Resources

*Timetabler* can store details of seven types of resource: Modules, Groups, Students, Rooms, Staff, Teams and Equipment. Resources are special in that they can be allocated to events and participate in clash checking. The work of maintaining resources and events, and publishing timetables is done in the *Timetabler* Client software.

 Teams and Equipment are new in *Timetabler* 6.

The following instructions apply to staff records, but a similar procedure can be followed for all resource types.

⇒ Select the **View | Staff** menu command to display a staff *Record* window.

If you are using a newly created timetable, the window will be blank.

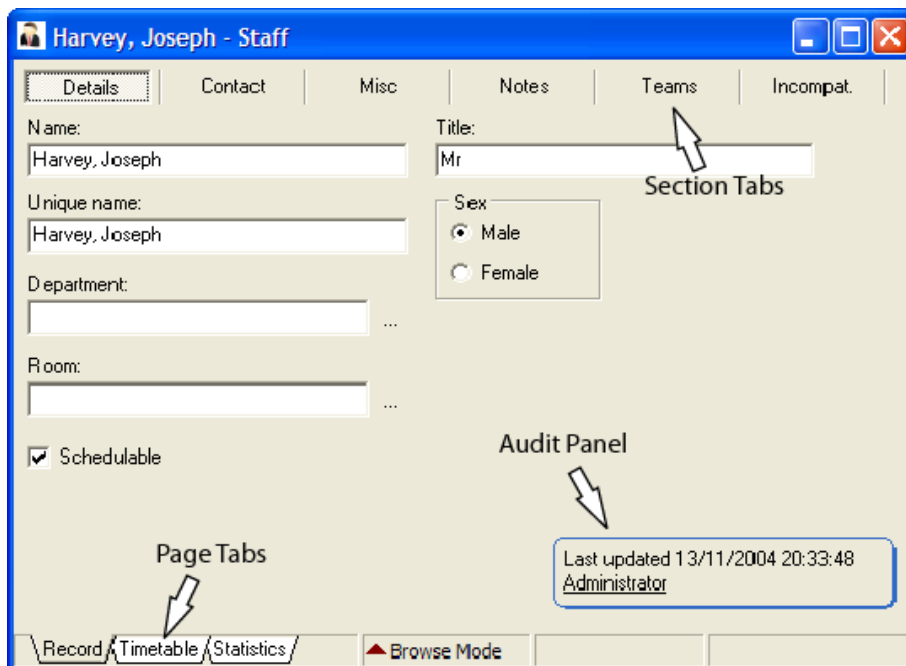


Figure 12: Staff Record window

*Record* windows are used extensively in *Timetabler* to insert, delete and edit timetable resources, classifications and events, and to examine statistics. They are referred to as *Record* windows because they display information pertaining to a specific record in the timetable database.

Resources have three *Page Tabs* at the bottom of the *Record* window. The *Record* page (as shown in Figure 12) is used to modify record fields such as *Name*, *Department*, etc. The resource's events can be modified in the *Timetable* page, and the *Statistics* page displays a chart and summary statistics for the resource.

6 Before *Timetabler* 6, records, timetables and statistics were all accessible from separate windows.

Most *Record* pages have *Section Tabs* that group together related fields within a record. For example, the staff record window (as shown in Figure 12) has separate sections for contact details, team membership, etc.

⇒ Enter a name in the *Name* field.

*Timetabler* uses two 'name' fields for each resource, labelled *Name* and *Unique name*. The *Name* field is normally used for a descriptive title of the resource and the *Unique name* field for a more terse designation such as a code. However, it is for you to decide how best to use these fields. Bear in mind that the *Name* field does not have to contain a value nor does it have to contain a unique value, whereas the *Unique name* must have a unique value. Notice that the *Unique name* field is filled in automatically as you type in the *Name*. The *Unique name* can subsequently be changed if you wish.

⇒ Enter a *Title* and click on the *Male* or *Female* button.

⇒ Click the **Save** button.

6 In previous versions of *Timetabler* records were automatically saved; whereas *Timetabler* 6 provides an explicit **Save** command.

Notice that the *Audit Panel* is updated to reflect the changes you have just made to the staff record.

⇒ Open the *Contact* tab

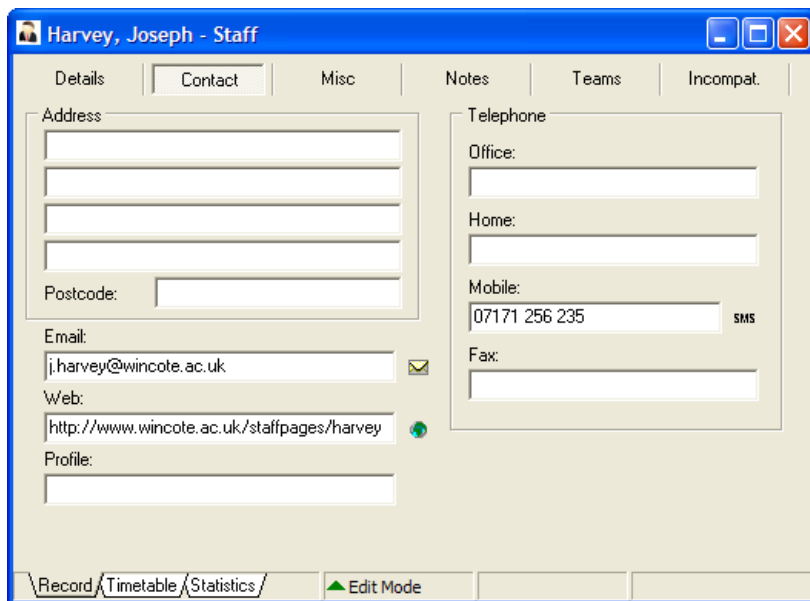


Figure 13: Staff contact tab

In addition to standard contact details, *Timetabler* can store staff homepage and mobile phone data. If the SMS function is enabled by your administrator you can send text messages to staff from the *Contact* tab.

6 The ability to send SMS (text messages) is new in *Timetabler* 6.

The *Record* windows for other resource types have different *Section Tabs*. For example, the room *Record* window has a section called *Inventory* where you can store details of a room's fixtures and fittings, and *Layouts* where a room's possible seating styles and capacities can be recorded.

- ⇒ Enter several more staff records.
- ⇒ Select the **View | Room** menu command to display a room *Record* window.
- ⇒ Enter several room records.
- ⇒ Select the **View | Module** menu command to display a module *Record* window.
- ⇒ Enter several module records.

## Navigation

The navigation buttons on the toolbar can be used to navigate between records.

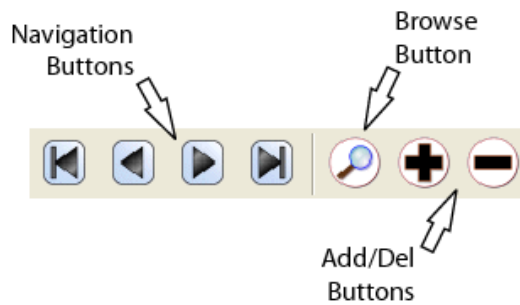


Figure 14: Toolbar buttons

The *Browse* button can be used to quickly locate a record amongst thousands of entries. Figure 15 shows a browse window from a timetable with 100 members of staff. The letters 'br' have been entered into the browse field which has limited the results to 2 members of staff. This incremental searching facility is essential with large timetable databases. Ctrl-B is a shortcut key to invoke the *Browse* window from within a *Record* window.

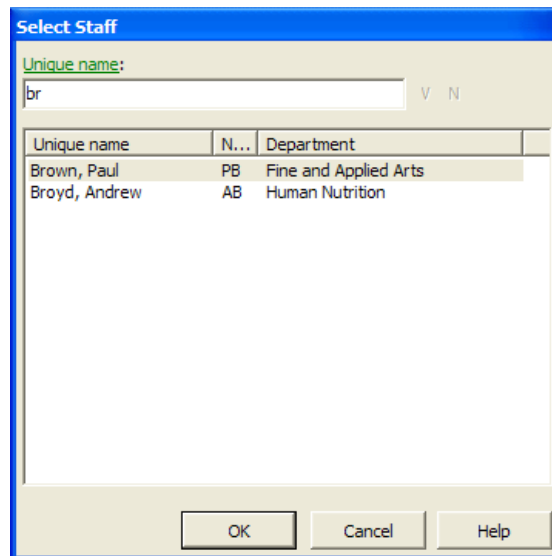


Figure 15: Browse window

🔍 In *Timetabler 6*, the *Browse* window will open with a blank list if the number of records exceeds a predefined limit. This is a performance optimisation that limits unnecessary network activity. In previous versions, the *Browse* list displays all records even if there are many thousands.

## Classifications

Classifications are similar to resources but cannot be allocated to events; they are simply used to categorise resources and events.

- ⇒ Select the **View | Classifications | Departments** menu command to display a department *Record* window.

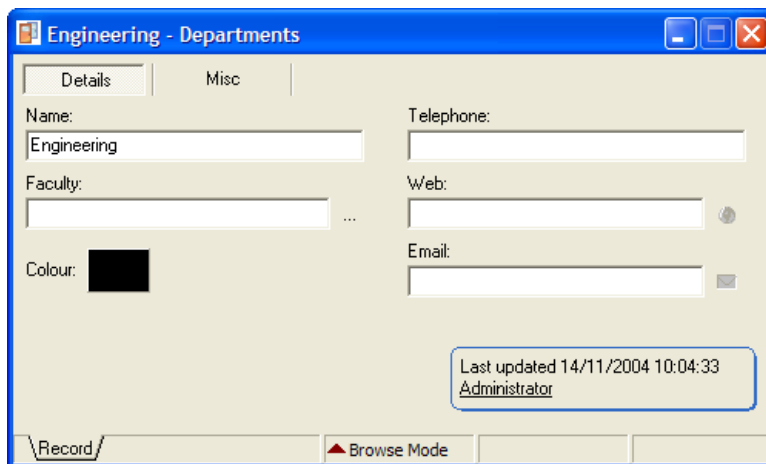


Figure 16: Department Record window

⇒ Enter a *Name* and click the *Save* button.

Note that classifications do not have *Page Tabs* for *Timetable* and *Statistics*.

Once you have entered classifications these can be used to categorise resources.

⇒ Open a staff *Record* window and enter a value in the *Department* field (click the ellipsis button or simply start to type the department name).



Figure 17: Department field

## Events

Use the *Record* window *Timetable* page to view and alter events using an intuitive week-style grid.

⇒ Open a module *Record* window and click the *Timetable Page Tab*.

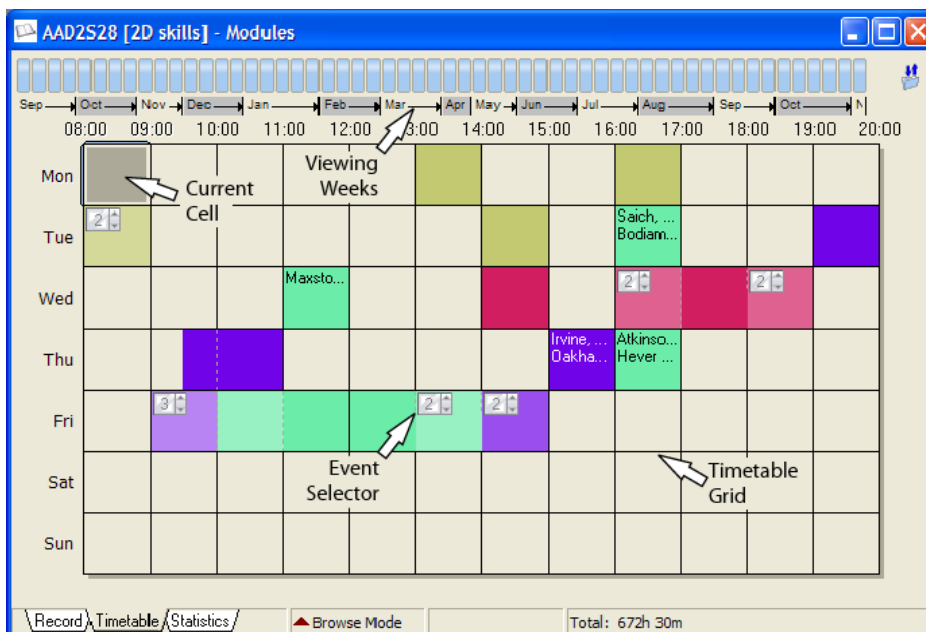


Figure 18: Module timetable

The *Timetable Grid* represents the timetable as a matrix of ‘period’ cells with days on the vertical axis and periods along the horizontal (this orientation can be swapped if you wish). Figure 18 is from an existing timetable that contains many events which are depicted as coloured rectangles on the grid.

6 Previous versions of *Timetabler* could use event category colour coding in the *Timetable Grid*. In *Timetabler 6* colour coding can be by department (notice the *Colour* field in Figure 16), event category or faculty – an option that is configured in the **Tools | Options | Events** window.

## Viewing Weeks

The *Viewing Weeks* control consists of a series of buttons at the top of the *Timetable Page*. Each button represents a week in your timetable and can be turned on or off (by clicking) in order to limit your view of the current timetable to specified weeks. For example if you wanted to examine the events occurring within the first term you might activate only weeks 1-10.

Figure 18 shows a module timetable with all weeks active. Figure 19 shows how the *Viewing Weeks* control appears with weeks 1-10 active.

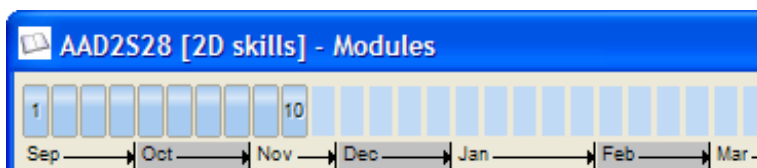


Figure 19: Viewing Weeks

Modifying the *Viewing Weeks* does not alter any of your events; it simply modifies your view of the timetable. To quickly change the Viewing Weeks, simply type the week numbers that you want to view (e.g. “1-10”) and then press RETURN. As soon as you type a digit the *Timetable Page* displays the *Viewing Weeks* window, which accepts the digits you type.

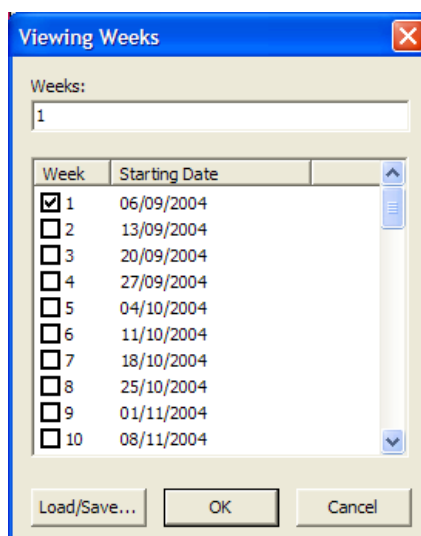


Figure 20: Viewing Weeks window

If you want to pinpoint a single week in the timetable you can use the Calendar control. Simply type ‘C’ to display the calendar and select the relevant date.

A grey coloured rectangle in the *Timetable Grid* represents the current cell, and you can use the cursor keys to move from one cell to the next.

## Annotations

Events in the *Timetable Grid* are annotated – where possible an event’s resources are displayed in the rectangular event block (within the limitations of the available space). For example, Figure 21 shows an event with staff and room assignments.

Tue			
Wed	Lightfoot, Ti...	Tattershall ...	
Thu			Luc

Figure 21: Annotations

The type of annotations displayed in the *Timetable Grid* is configurable using the **Tools | Options | Timetables** window, *Grid annotations* section.

The *Timetable Grid* displays some information about events, but because of the limited space available it cannot present all of the event data. However, you can double-click on any event in the *Timetable Grid* to display the *Event* window, which is used to examine detailed information about the current event.

## Event Window

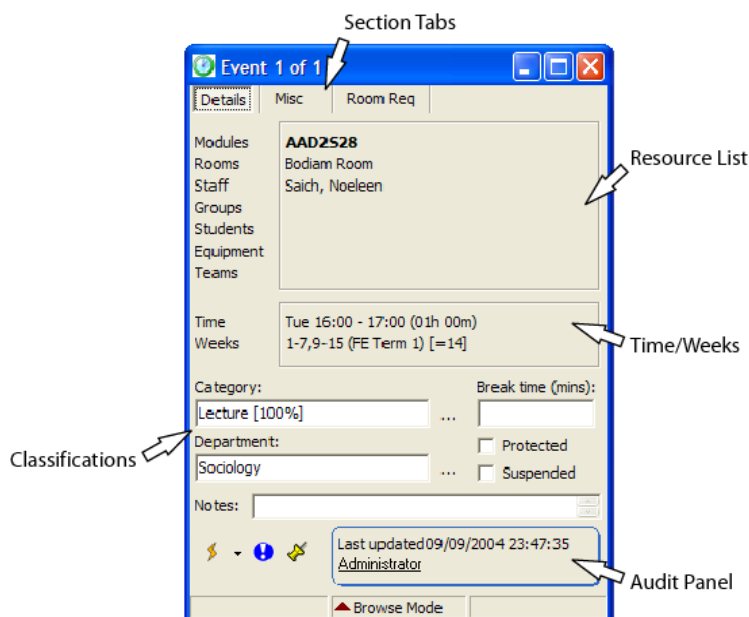


Figure 22: Event window

The *Event* window *Details Tab* displays the basic event data.

The *Resource List* catalogues all of the resources that are allocated to the event, and these can be modified by clicking on the appropriate line. For example, to add a room to an event you should click on the **Rooms** title.

Where several overlapping events are displayed in a *Timetable Grid*, you can navigate between the events by clicking the *Event Selector* and viewing details in the *Event* window. Alternatively, you can right-click the *Event Selector* to display a popup list of events as shown in Figure 23. Select an item from this popup menu to display the event in the *Event* window.

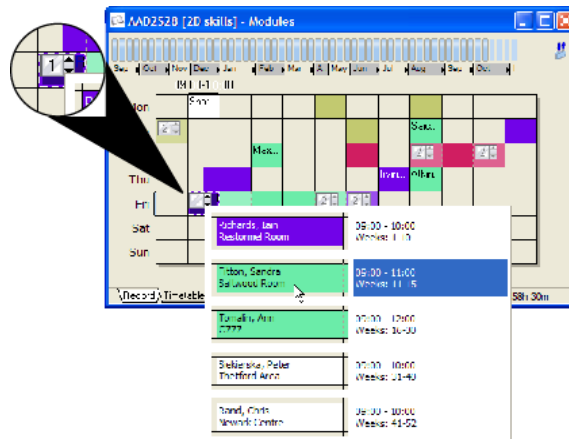


Figure 23: Using the Event Selector

## Adding an Event

With your module *Timetable Page* displayed, follow these instructions to add a new event:

- ⇒ Select the period cell that begins at 10:00am on Tuesday.
- ⇒ Double-click the cell to display the *Event* window.

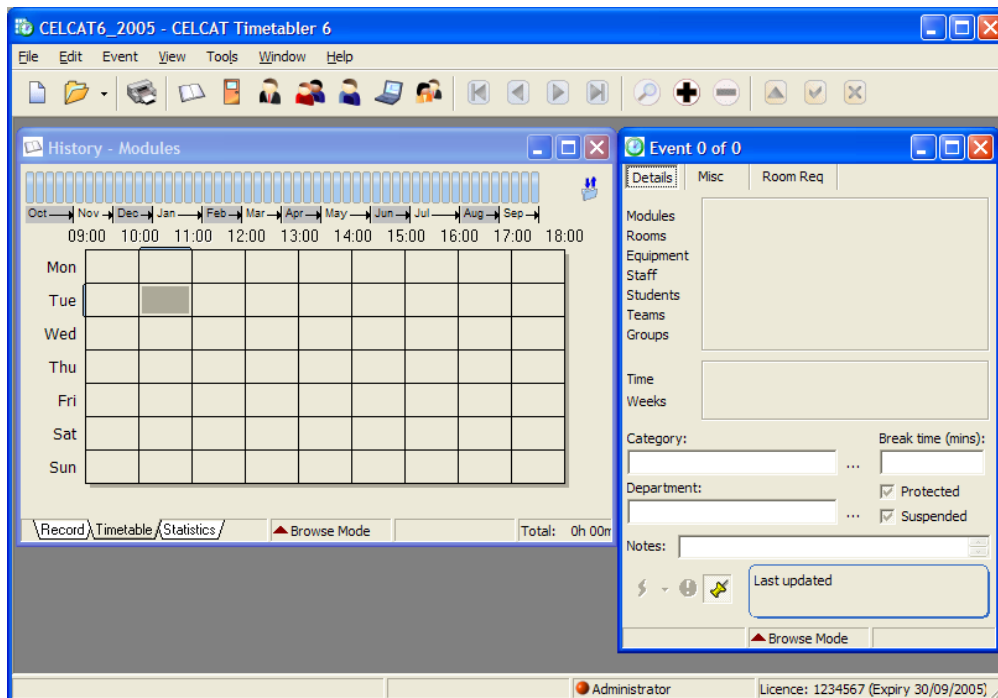


Figure 24: Adding an event

- ⇒ Click the toolbar **Add** button.
- ⇒ Click the **Save** button.

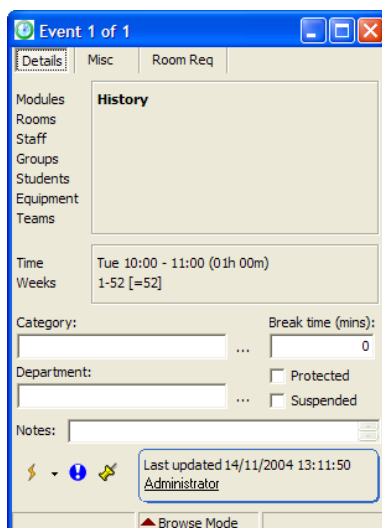


Figure 25: Newly added event

The *Event* window displays details of your newly-added event, showing the module in the *Resource List* and the appropriate day, time and weeks. The *Timetable Grid* depicts the event as a white rectangle.

### Allocating Resources

Add some resources to the event as follows:

⇒ Click the **Rooms** title to display the *Resource Management* window.

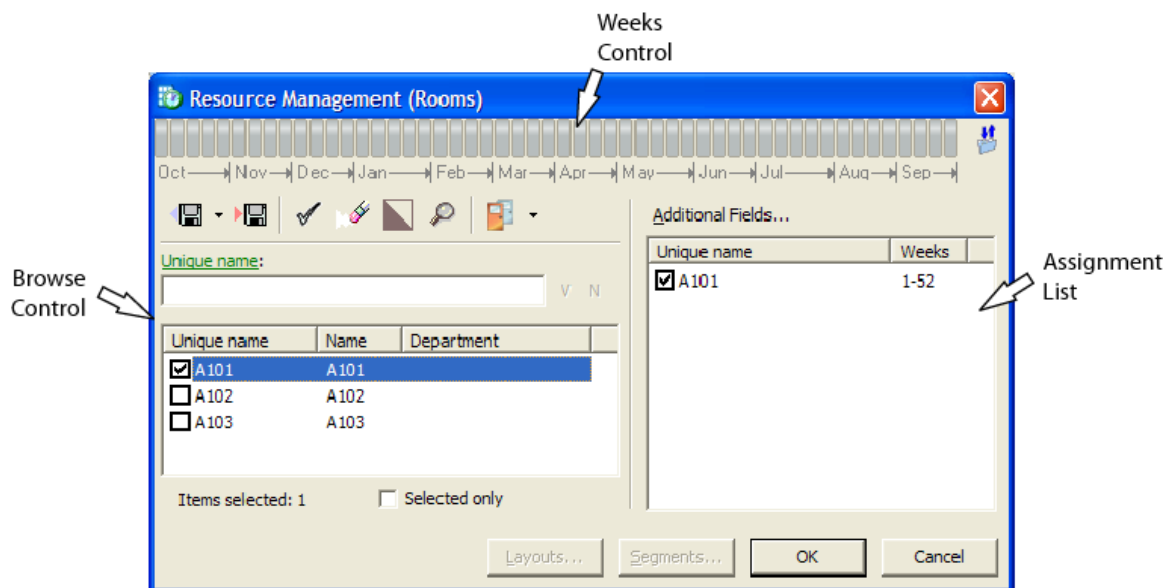


Figure 26: Resource Management window

⇒ Select two rooms to assign to the event by clicking the appropriate checkboxes in the *Browse Control*.

When resources are selected from the *Browser Control*, they are placed in the *Assignment List*. If you want to remove a resource from an event just remove the checkbox tick.

Both of your rooms are assigned to the event in all of its weeks. However, *Timetabler* also allows you to assign resources for a subset of an event's weeks:

⇒ Select one of your rooms in the *Assignment List* and modify the room's weeks using the *Weeks Control*.

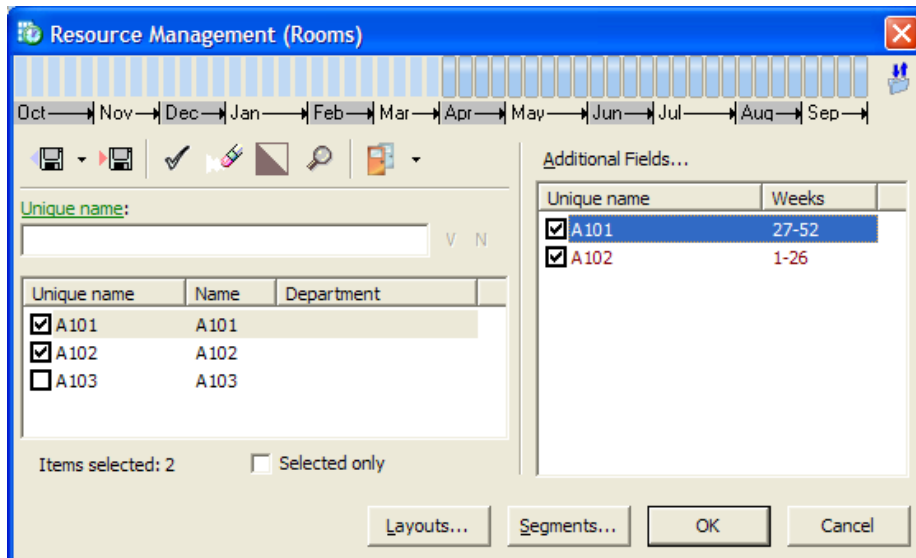


Figure 27: Resource weeks

Figure 27 shows room A101 assigned in weeks 27-52 and room A102 in weeks 1-26.

⇒ Click the **OK** button to return to the *Event* window.

6 In previous versions of *Timetabler* you could not assign a resource to a subset of the event's weeks.

## Advisers

*Timetabler Advisers* are used to seek advice on availability and suitability of resources for selected events. The Advisers can be invoked from the *Event* window as follows:

⇒ Click the **Adviser** button in the *Event* window.

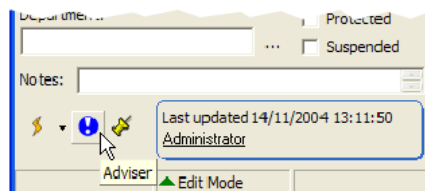


Figure 28: Adviser button

The Adviser window provides access to *Timetabler's* three Advisers; for *Rooms*, *Times* and *Staff*.

⇒ Select the *Staff* tab and click the **Advise** button.

The *Staff Adviser* locates members of staff that meet the search criteria you specify in the Staff characteristics section of the *Adviser* page.

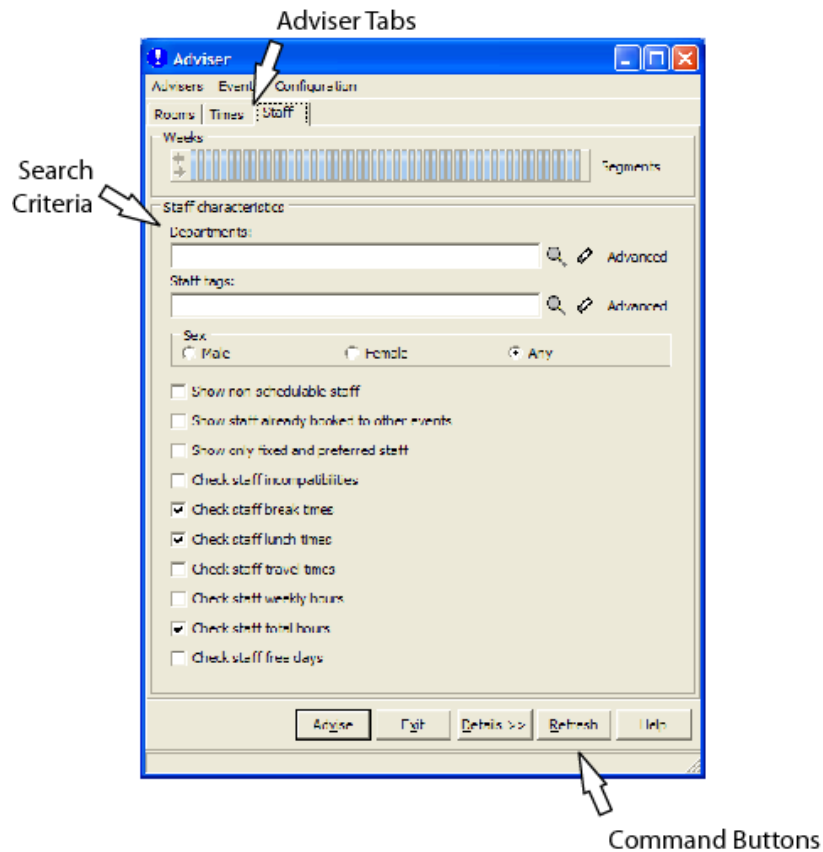


Figure 29: Staff Adviser

Adviser displays the results of its search in the Staff Results window as shown in Figure 30.

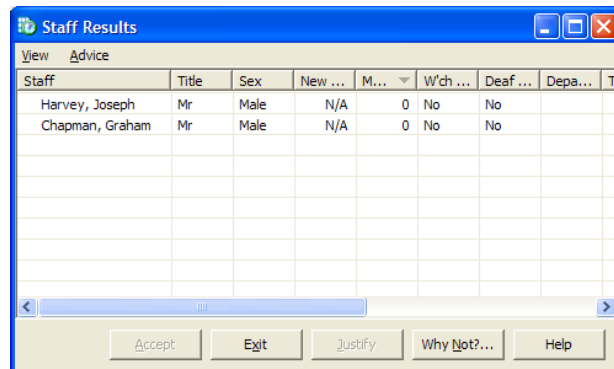


Figure 30: Staff Results window

⇒ Select a member of staff and click the **Accept** button to add the individual to your event.

⇒ Finally, close the *Adviser* window.

Please consult the on-line help for a description of the search criteria that can be specified in the *Staff*, *Rooms* and *Times Advisers*.

## Clash Checking

*Timetabler* can check for a wide variety of clashes in your timetable, and the clash checking can be performed dynamically (as events are added and modified) or retrospectively. Additionally, clash checks can be performed for individual resource(s), for a timetable, or for event(s).

The following is a list of clash checks that can be performed:

**Double-Booking**

All resources can be checked ensure that they are not double-booked.

**Rooming-Specific**

Assignment of rooms can be checked to ensure that there is adequate seating capacity for events; that the capacity is not excessive; that there is sufficient time to change a room's layout from one style to another; that a room has appropriate fixtures.

**Sufficient Break Times**

Staff and students can be checked to ensure that they are not involved in teaching continuously without an adequate break (the break time required is user-definable)

**Sufficient Lunch Time**

Staff and students can be checked to ensure that they have sufficient time free for lunch between specified times in the day (lunch time and free time required are both user-definable).

**Sufficient Travel Time**

Staff and students can items of equipment can be checked to ensure that there is sufficient time to travel between planned events. (This is only applicable if you have established inter-site travel times.)

**Targets**

Staff and students can be individually assigned target hours and then *Timetabler* can check that the targets are being met by the planned events.

**Student/Teacher Ratio**

Checks can be made to ensure that the student/teacher ratio is adequate and not excessive.

**Miscellaneous**

Checks can be made to ensure that incompatible resources are not assigned at the same time; that staff are given a specified number of free days; that membership of groups does not exceed target size; that events are 'complete'; and that events do not conflict with 'global' events.

## Dynamic Clash Checking

Clash checking parameters can be changed in the *Clash Checking Options* window.

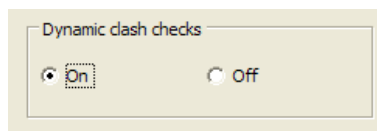
⇒ Open the *Clash Checking Options* window using the **Tools | Clash Checking Options** command

The options contained in the pages of this window allow you to tailor the clash checking to suit your requirements. There is a **Restore** button on each page so that you can quickly revert to program defaults, and a **Restore all Defaults** button at the bottom of the window.

⇒ Examine some of the pages and read the explanatory text to familiarise yourself with some of the options available.

Turn on dynamic clash checking in your timetable as follows:

⇒ Select the *Dynamic Checks* Page and turn the *Dynamic clash checks* setting on



*Figure 31: Dynamic clash checks setting*

*Timetabler* will now automatically identify any clashes in your timetable as you insert, remove and modify events. Figure 32 shows what happens when we try to assign to an event a room that is already in use.

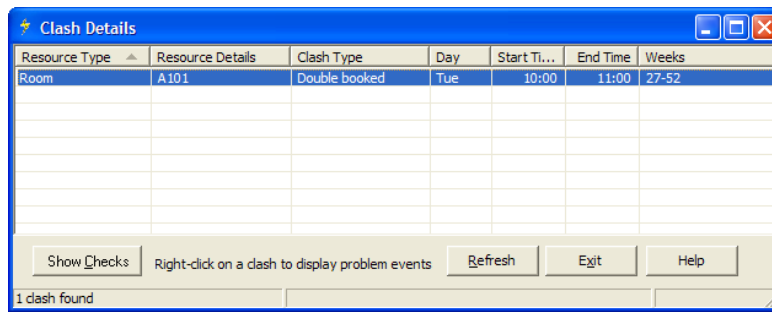


Figure 32: Clash Details window

The *Clash Details* window provides comprehensive information about the clash. The **Show Checks** button displays a list of relevant checks that were made (according to the nature of the event modification and the clash check settings that you specify).

If you right-click a row in the *Clash Details* window, *Timetabler* lists the clashing events which, when selected, can then be displayed in a *Timetable Grid*.

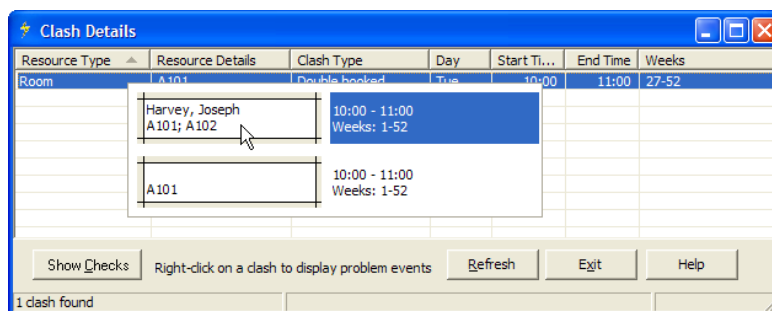


Figure 33: Clashing events listed

In Figure 33 *Timetabler* shows that the Room A101 is double booked and identifies the two conflicting events.

## Clash Checking Wizard

The *Clash Checking Wizard* assists you to choose resources and time periods for clash checking. You can select:

- individual resources,
- sets of resources of a given resource type,
- all resources of a given resource type, or
- all resources in the entire database.


You can also select the timescale over which the clash checks should be performed. The timescale can be:

- the entire database period,
- selected weeks - this is useful to avoid checking events that occurred in the past, or to restrict your checks to just events in a particular term, or
- selected days of the week.

Use the **Tools | Clash Checking** menu item to invoke the *Clash Checking Wizard*.

## Undo

The *Undo* function allows you to view recently made changes to your timetable, and undo/redo selected operations. Undo of some large-scale operations is not supported.

 The *Undo* function is new in *Timetabler 6*.

⇒ Open the *Options / Preferences* window and ensure that the *Undo/Redo* function is *Active*.

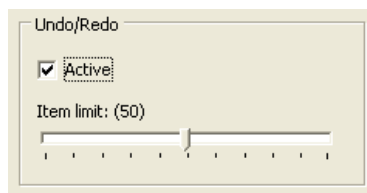


Figure 34: Undo/Redo Active

Note that the Item limit setting determines how many operations are recorded in the undo history list.

- ⇒ Open a *Record* window, make a change to one of the fields and click the **Save** button.
- ⇒ Select the **Edit | Undo** command (or use SHIFT-CTRL-Z) to undo the change made.
- ⇒ Select **Edit | Redo** to reapply your modification.
- ⇒ Use the **View | Undo Window** command to display a history of changes you make to your timetable data in the *Undo* window.

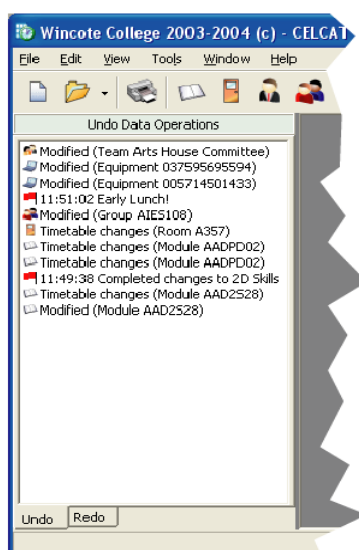


Figure 35: Undo/Redo window

Figure 35 shows the *Undo* window complete with *Markers* that have been inserted by the user as an aide-memoir. It is possible to undo/redo a single operation in the list or undo/redo all operations down to a specified point.

## Usage Chart

The *Usage Chart* is used to quickly examine resource availability at specified times in your timetable. It displays events in a somewhat different format from that of the *Timetable Grid*, and for multiple resources at once.

Figure 36 shows a *Usage Chart* for rooms on a Monday in weeks 1-10, the red blocks indicating where the rooms are in use.

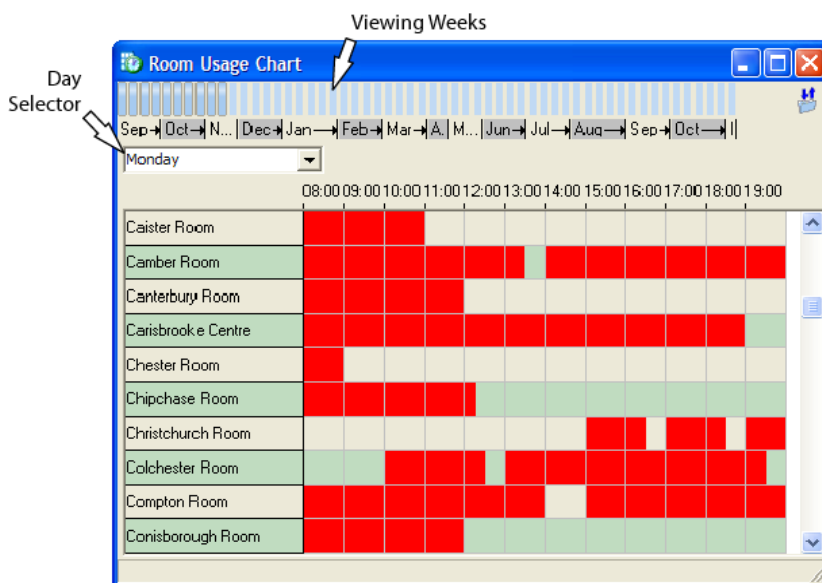


Figure 36: Usage Chart

Event details can be displayed by selecting the popup menu **Show Events** command as shown in Figure 37. The events are stacked rather than overlapping as in the *Timetable Grid*. Events can be added and removed in the *Usage Chart* window just as in the *Timetable Grid*.

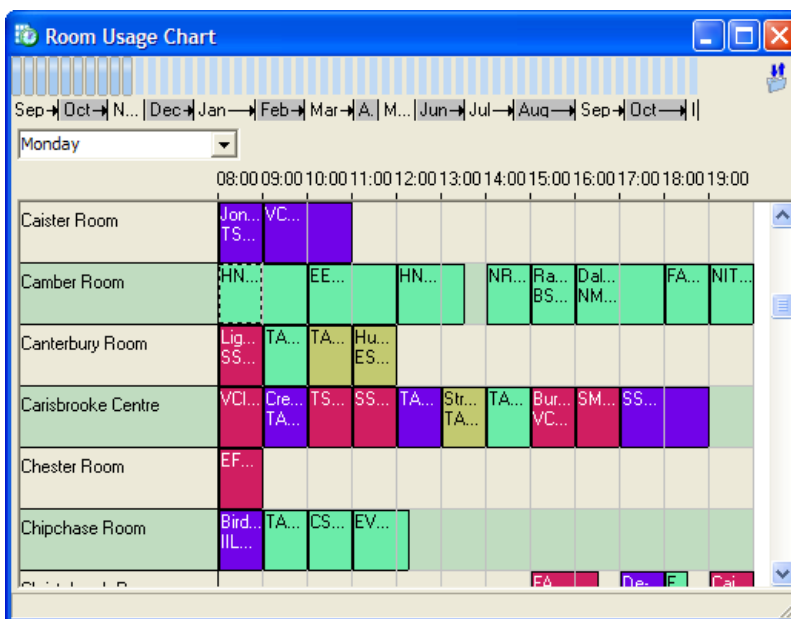


Figure 37: Usage Chart showing events

## Printing

*Timetabler* is able to print timetables in several formats.

⇒ Select the **File | Print** command to display the *Print* window.

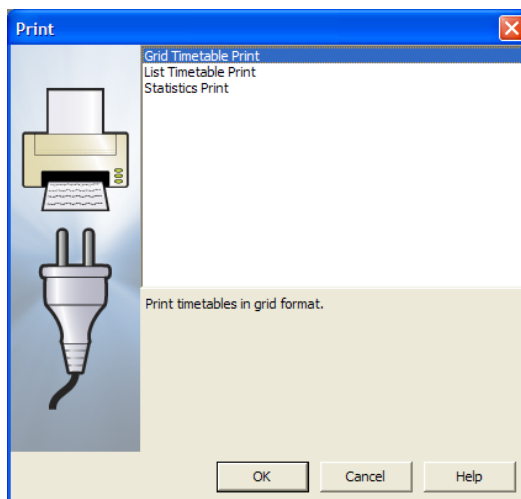


Figure 38: Print window

The *Print* window lists several printing ‘plugins’ and displays a brief description of the selected item in the lower part of the window.

⇒ Select *Grid Timetable Print* and click the **OK** button.

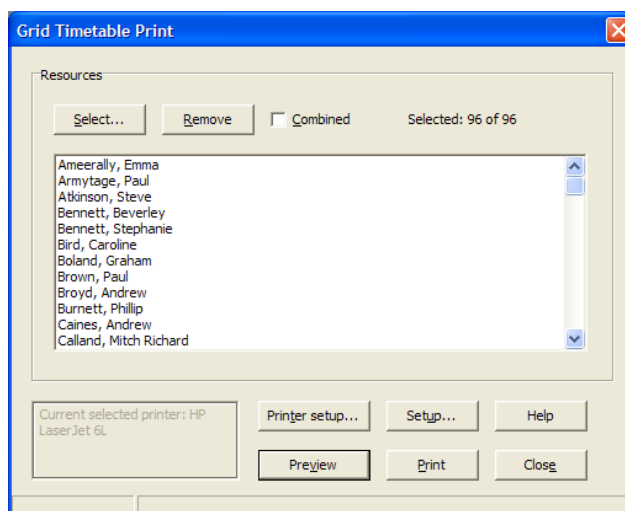


Figure 39: Grid Timetable Print window

⇒ Click the **Select** button to select the resources you wish to print timetables for.

Figure 39 shows all of the staff selected in preparation to print individual grid timetables.

⇒ Click the **Setup** button to display the *Grid Timetable Setup* window.

The *Grid Timetable Setup* window allows you to specify the weeks, days and periods to print; the margins, headers, fonts, etc; whether to filter out some events using categories, tags etc. See the on-line help for further information.

⇒ Click the **Preview** button to display a print preview or the **Print** button to print the timetables.

## Using Timetabler Web Server

*Timetabler* Web Server allows users to have web browser access to timetables for viewing and updating. If you have installed the *Timetabler* Web Server according to the instructions in the *Installation Guide*, you should be able to open a web browser and log in to your timetable.

The web interface is similar to the *Windows® Timetabler Client*, but some of the more advanced features are not available. Figure 40 shows the *Timetable Grid* for a member of staff.

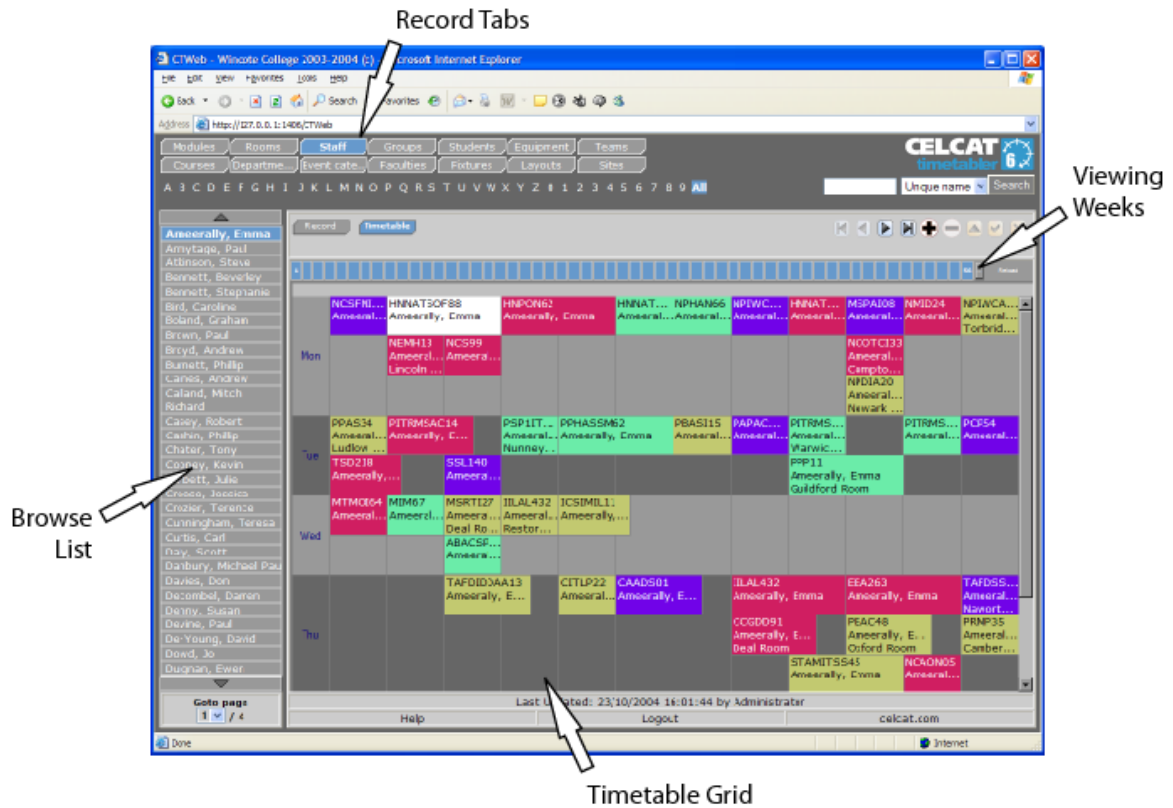


Figure 40: Web-based Timetable Grid

The *Record Tabs* can be used to select the *Resource* or *Classification* type, and the *Browse List* allows you to select the record to display.

If you are examining a *Resource* (rather than a *Classification*), the **Record** and **Timetable** buttons allows you to switch between record and timetable views.

The *Viewing Weeks* control consists of a series of buttons at the top of the grid. Each button represents a week in your timetable and can be turned on or off (by clicking) in order to limit your view of the current timetable to specified weeks.

Click on an event in the *Timetable Grid* to display the *Event* window.

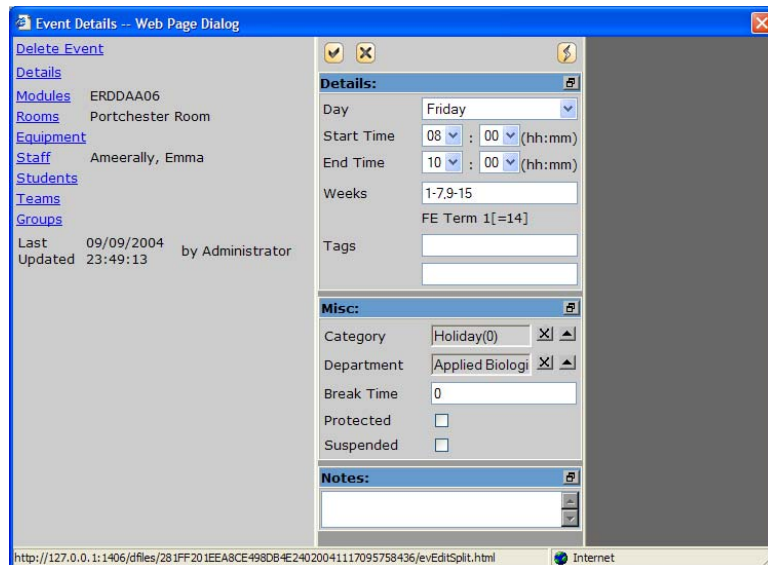


Figure 41: Web-based Event window

## Searching

There are two ways to search for records in your timetable:

1. Using the Search Control
2. Using the Letter Bar and Browse List

Before using these controls, ensure that you select the relevant resource or classification using the *Record Tabs* at the top of the main page. e.g. click the Staff tab to examine staff records and timetables.

### Search Control

The *Search Control* is located at the top right of the main page, and consists of an edit box, drop-down list of searchable fields and the Search button. To use *Search Control*, select the field to search, enter the search text and click the Search button.

When the search is complete, the results are displayed in the *Browse List* on the left of the main page.

The searchable fields include the Name and Unique name fields for resources (e.g. staff, rooms etc) and the Name field for classifications (e.g. departments faculties, etc).

N.B. - When using the *Search Control*, the search is a 'fuzzy' one - it finds all records that contain the specified search text within the selected search field. Thus if you search for staff records by typing "de" in the edit control you may find Paul Devine, Debbie Watt and Gemma Dadeem.

### Letter Bar and Browse List

The *Letter Bar* is displayed at the top of the main page (just below the *Record Tabs*), and consists of a series of links representing each letter and digit. Click on a link to update the *Browse List*. e.g. if you click the letter 'S', the *Browse List* displays all records beginning with 'S'.

If there are more records than can be accommodated in a single page of the *Browse List*, the total number of pages is displayed at the bottom of the list, and you can select from among them.

## Other Features

There follows a brief description of some of the other *Timetabler* features that are not covered in this guide. You may wish to use the on-line help to learn more about these:

### Event Store

The *Event Store* is used to keep track of specified events. It can be used as a bookmark facility or as a means to store a collection of events for further processing. See **Tools | Event Store Management**.

### Split/Duplicate Event

Events can be split by week or by time and can be duplicated across specified days of the week.

### Email Timetable

A timetable can be emailed to a colleague in *Adobe® Acrobat®* PDF format. Use the **Timetable | Send Timetable** command.

### Copy/Move Events

Events can be copied and moved using drag-drop operations in a *Timetable Grid*.

### Global Timetable

You can insert 'global' events, such as bank-holidays, using the **View | Global Timetable** command.

### Statistics

*Timetabler* provides comprehensive statistical analysis of your timetable, including room utilisation data. See the *Statistics Page* of the *Record* window and the statistics printing routines (**File | Print**).

### Selections

Where you need to select multiple resources you can save commonly used selections under a descriptive name. See **Tools | Selection Management**.

### Week Spans

Commonly-used week settings can be saved under a descriptive name (See **Tools | Week Span Management**).

### Resource Wizard

If you need to make many similar modifications to a set of resources you can use the *Resource Wizard* to perform the operation quickly. See **Tools | Resource Wizard**.

### Event Wizard

If you need to make many similar modifications to a set of events you can use the *Event Wizard* to perform the operation quickly. See **Tools | Event Wizard**.

### Import/Export

Data can be imported/exported using a number of formats. See the **Tools | Timetable utilities | Import and Export** commands.

### Verify

The Verify routine (**Tools | Timetable utilities | Verify**) can be used to check the integrity and accuracy of your timetable data.

### Backup

Use the **Tools | Timetable utilities | Backup** function to backup your timetable data.

### Timetable Rollover

Use the Timetable Rollover command (in **Tools | Timetable utilities**) to create a new timetable based on an existing one.

### Charging

*Timetabler* can store charges associated with events (e.g. for use of a room or item of equipment).

## Companion Products

*Timetabler* has several companion products that offer additional functionality. These are described briefly below:

### Auto Calendar

The AutoCal Service is used in conjunction with *Timetabler* software to update staff and student *Microsoft® Exchange* calendars. The service performs periodic checks on timetable data and communicates with your *Exchange Server* in order to synchronize calendars.

### Web Publisher

*Timetabler* Web Publisher is used to publish timetables to an intranet or to the web in *Adobe® Acrobat®* PDF format. It is essentially an alternative to printing and distributing timetables on paper.

### Notification Service

The Notification Service is used in conjunction with CELCAT *Timetabler* software to notify staff and students of changes to their timetables. The service performs periodic checks on timetable data to determine when an important change has been made and then notifies relevant staff and/or students using email or SMS (text messaging).

## Technical Support & Installation Services

We are here to help! If you need any assistance during the installation of the *Timetabler* software, or would like us to commission the software for you, please call us on 024 7646 3489 between 9am and 5pm Monday to Friday. Alternatively, email our technical support team at [tech@celcat.com](mailto:tech@celcat.com)

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