

CELCAT Timetabler SAT Getting Started Guide

Introduction	1
Timetable Configuration	2
Register Creation	2
Configuring Users.....	2
Setting Default Access Rights for Staff.....	3
Setting Default Access Rights for Attendance Reports.....	4
Using Timetabler Client to Create Events	6
Extended Absence Marks	8
Using Timetabler SAT	11
Setting Timetabler Server.....	11
Timetable Operations.....	13
The Register Wizard	14
Operation Page	15
Selecting the Operation	15
Showing/Hiding Register Wizard Pages.....	16
Entering Registers IDs	16
Department Page.....	16
Staff Page	17
Date Range Page.....	18
Register List Page	19
Register Property window	20
Save Student List window	21
Register Marking Page	22
Undo	25
Revert Mark.....	25
Block Mark.....	25
Adding a Comment to a mark	26
Showing Historical Marks.....	26
Student Ledger	27
Printing Selected Registers	28
Register Setup.....	28
Editing Registers.....	31
Adding Students to Registers	32
Adding Students from the Register List Page.....	32
Adding Students from the Register Marking Page	32
Removing Students from Registers.....	35
Withdrawing Students from Registers.....	35
Removing Students from the Register List Page	35
Removing Students from the Register Marking Page.....	35
Withdrawing Students from the Register List Page	35
Withdrawing Students from the Register Marking Page.....	35
Cancelling Withdraw	37
Marking Scheme Page	38
Adding/Editing a Mark	39
SAT Web	40
Technical Support & Installation Services	40

Introduction

Welcome to Timetabler SAT (Student Attendance Tracking System) – specialised software used to create, store, maintain and mark student attendance registers. This brief guide shows you how to start using SAT, and assumes that the software is already installed and configured on your machine. 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.

This guide is not a comprehensive description of all SAT 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/SAT6GettingStartedGuide.pdf>

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

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

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

SAT is designed to be used in conjunction with CELCAT *Timetabler 6*, and cannot be used independently without it. It shares the same timetable database as *Timetabler*, and relies upon the events created in *Timetabler* as the basis for its own student attendance registers. In order to use *SAT* it is therefore first of all necessary to use *Timetabler* to create a timetable database and then to create the events in your timetable. You will also need to set up the user accounts and roles that will allow your users to access the *Timetabler* and/or *SAT* programs.

For details on how to create a new Timetable database, user accounts, resources and roles, please consult the *Timetabler* Getting Started Guide documentation. It will be helpful if you understand the basic concepts and terminology relating to *Timetabler* in order to follow the guidelines in this document. The roles created here assume the reader has a basic knowledge of *Timetabler* software.

The next section describes how to configure your database so that you can create and manage student attendance registers. It is designed for managerial or administrative users.

Timetable Configuration

The *Timetabler* 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 configure an existing timetable database so that you can use *SAT*.

For each timetable database that you administer, you will need to ensure that it has been configured correctly for use with *SAT*. There are two aspects that you will need to consider. Firstly, you need to specify the rules governing whether registers are required for a timetabled event. And secondly, you need to set up the roles for your users so that they will be given the correct access rights when using *SAT*.

Register Creation

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

⇒ Select the required timetable and log in (for details see *Timetabler* 6 Getting Started Guide).

⇒ Select the 'Settings' tab.

⇒ Set or clear the 'SAT registers required' checkbox as required (see figure 1 below).

This checkbox controls the default requirement for registers. If checked, it means that all events in the timetable require registers (excluding 'global' and 'suspended' events, for which registers will never be produced). If left unchecked, it means that by default events will not require registers. Whichever setting is chosen, the default action can be overridden at the 'event category' level or for each individual event. It is thus possible to specify that all events require registers except for certain event categories and events, or that no events should produce registers except for certain event categories and events. This topic will be covered in more details in the section **Using Timetabler Client to create Events**.

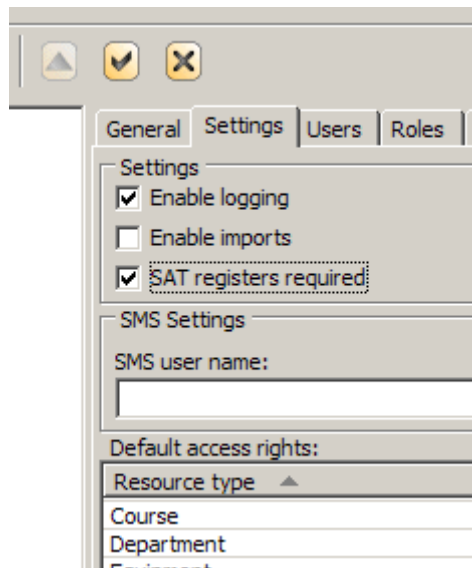


Figure 1: Setting 'SAT registers required' for your Timetable

Configuring Users

Access to *SAT* and attendance registers is controlled for each user by the role that is used. A role not only specifies whether a user can log in to *SAT*, but also which registers a user can view or mark, and which actions a user can perform on a register. If a role specifies that a user has 'admin' rights, then that user's access to *SAT* is unrestricted. For further information please refer to the **Roles** section of the *Timetabler* CT6GettingStartedGuide. In that section you will find detailed information on how to create new roles or edit existing roles for your timetable database.

⇒ Create a new **Role** or go to an existing role you wish to modify for *SAT* use.

⇒ On the Tab entitled '**Roles**' set the '**May use SAT**' checkbox to checked. (The Administrator main window should look similar to that shown in Figure 2)

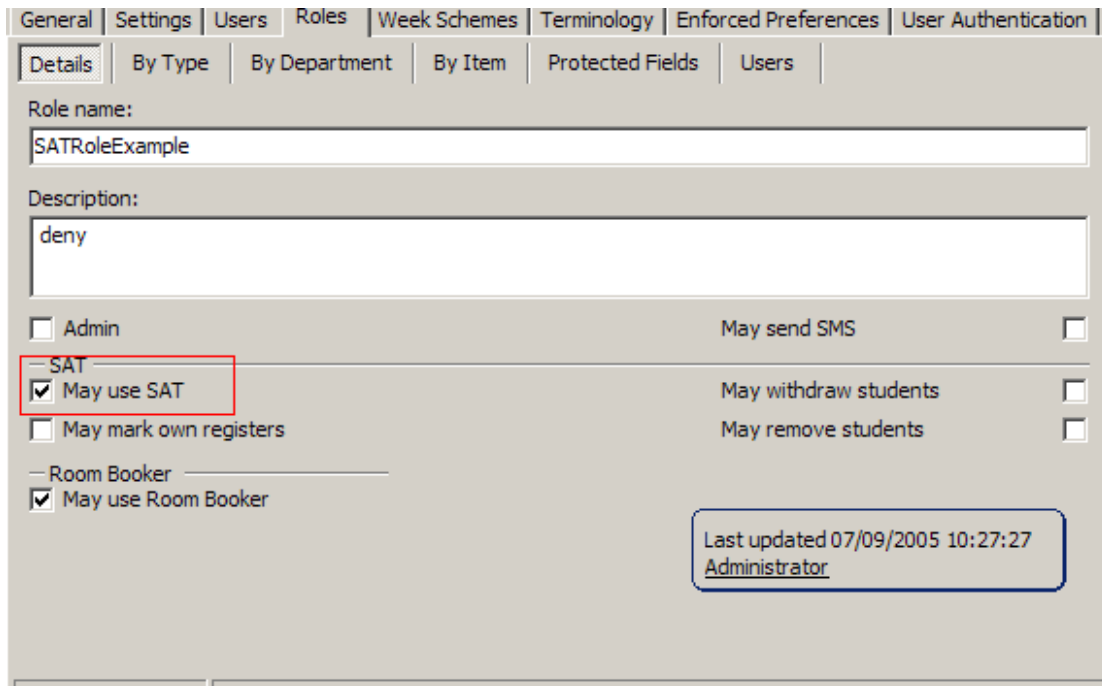


Figure 2: Setting a role to use SAT

Please refer to the section **User Accounts** of the *Timetabler* Getting Started Guide if you have any difficulties creating or editing **Users**. You will have to set the Role with this flag set for users you want to use SAT.

If **‘May withdraw students’** is checked, this Role will allow users to withdraw students from Registers they are allowed to modify.

If **‘May remove students’** is checked, this Role will allow users to remove students from Registers they are allowed to modify.

If **‘May mark own registers’** is checked, this Role will allow users to mark Registers that they are associated with or Registers with no associated Staff. Users are associated with registers via the member of staff attached to a register. It is possible (on the ‘Users’ tab in *Timetabler* Administrator) to specify that a user corresponds to a certain member of staff. If that member of staff is attached to a register, then we can regard the user as also associated with the register. Using this checkbox provides a convenient way to restrict users so that they can only mark their own registers without creating a separate role for each user. Staff has to have access rights that allow them to modify those Registers.

These settings can be overridden or further restricted by changes made on the **By Type, By Department and By Item** Tabs. Please refer to the online help documentation.

The next section describes how to allow member of Staff to modify registers.

Setting Default Access Rights for Staff

⇒ On the Tab **‘Settings’**, scroll to the Staff entries on the **‘Default access rights’** pane. On the line where **‘Aspect’** reads **‘Registers’**, set the **‘Access’** to either **‘Deny’**, **‘View’** or **‘Modify’** as required as shown in figure 3 below.

This setting specifies the default access right pertaining to SAT that all roles inherit from. It allows a role to have by default either no access, ‘view’ access or ‘all’ access (can view and mark registers) to all registers associated with all members of staff.

The **‘Staff’** Resource can be restricted to what operations it can do on registers. Table 1 summarizes the possible levels of Register Aspect Access:

Access	Meaning
Deny	Cannot mark or view registers
View	Can view but not mark registers
All	Can view and mark registers

Table 1: Register Aspect applied to member of Staff

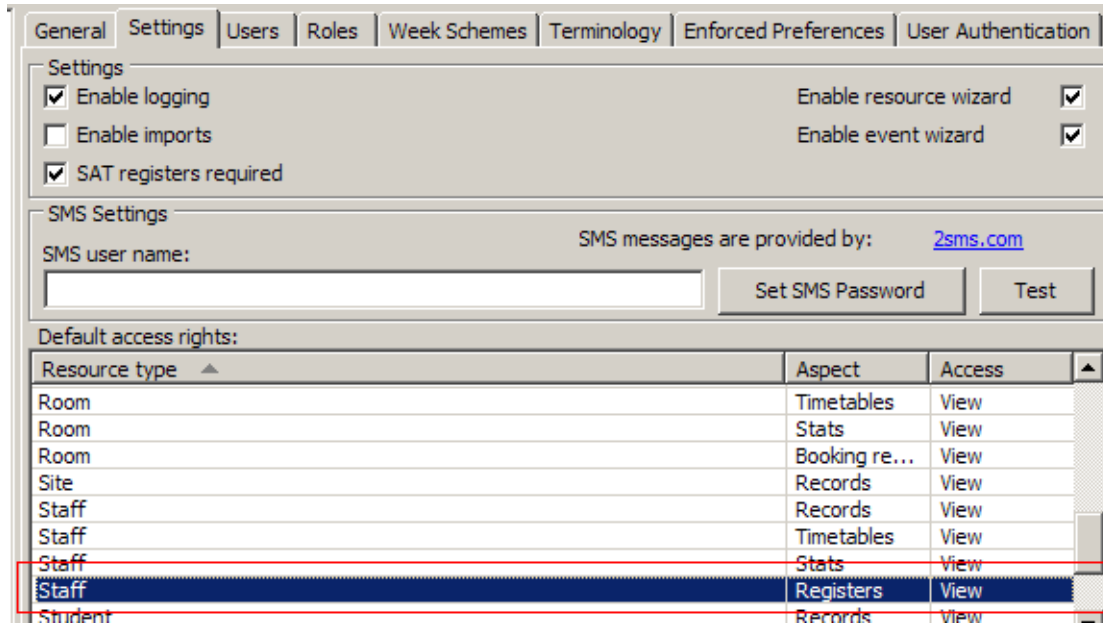


Figure 3: Setting Default access right for Staff

This setting has timetable global scope, that is, all roles will have this access by default for all staff registers, unless these settings are overridden or further restricted by changes made on the **By Type, By Department and By Item** Tabs. Please refer to the online help documentation.

Setting Default Access Rights for Attendance Reports

⇒ Repeat the steps highlighted on the previous section, but this time scroll to the **'Event'** item, which **'Aspect'** reads **'Attendance'**. Set it to View or Deny as required (see figure 4 below).

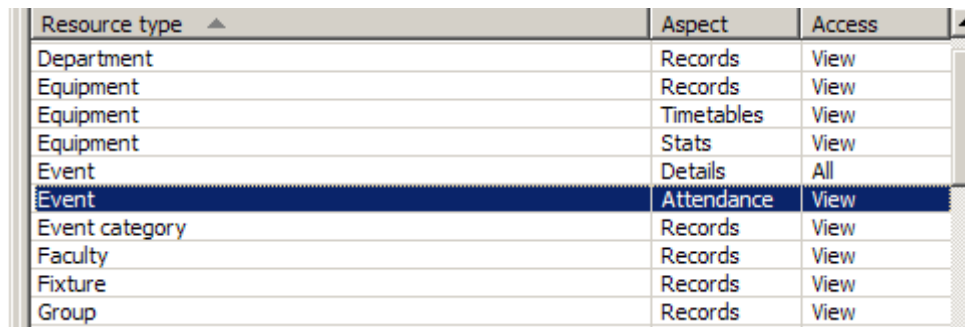


Figure 4: Setting Default access right for Event Resource

The **'Event'** can be restricted to what operations users can do on registers. In this case, the restrictions relate to the ability to view **Attendance Reports**. These settings can be overridden or further restricted by changes made on the **By Type, By Department and By Item** Tabs. Please refer to the online help documentation.

Access	Meaning
Deny	Cannot view attendance reports
View	Can view attendance reports
All	

Table 2: Attendance reports Aspect

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

Using Timetabler Client to Create Events

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

Please refer to the section **Events** of the *Timetabler 6 Getting Started Guide*. There you will find detailed information on how to create a new event or edit existing events in your timetable database.

Note: Registers will never be created for **'global'** or **'suspended'** events.

A single Event will have a register associated with it for every Week that the event is supposed to take place. In other words, a **'Register'** is an instance of an **Event**. But Registers will exist physically on your timetable database only after a student has been marked and the changes committed to the timetable database. This is called **Register creation on demand**.

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

⇒ Open the 'Event window' for an existing event or create a new event. For information on how to do this, please see the *Timetabler 6 Getting Started Guide*.

⇒ On the 'Misc' Tab, set the **'Sat registers required'** checkbox (see Figure 5).

⇒ Save your changes.

This operation will not create **'Registers'** yet. We have **'Potential registers'** that Timetabler SAT will display when you search for registers. Once one of the students in a given **'Potential register'** is effectively marked, the **'Register'** will be actually created on your timetable database and there is no way to remove this register.

Events with no Staff associated with it implies that any user with a Role with **'May mark own registers'** checked will also be able to mark registers associated with this event. If there is no **Department** associated with this event, any user will be able to view registers associated with this event and if access rights permit, mark those registers.

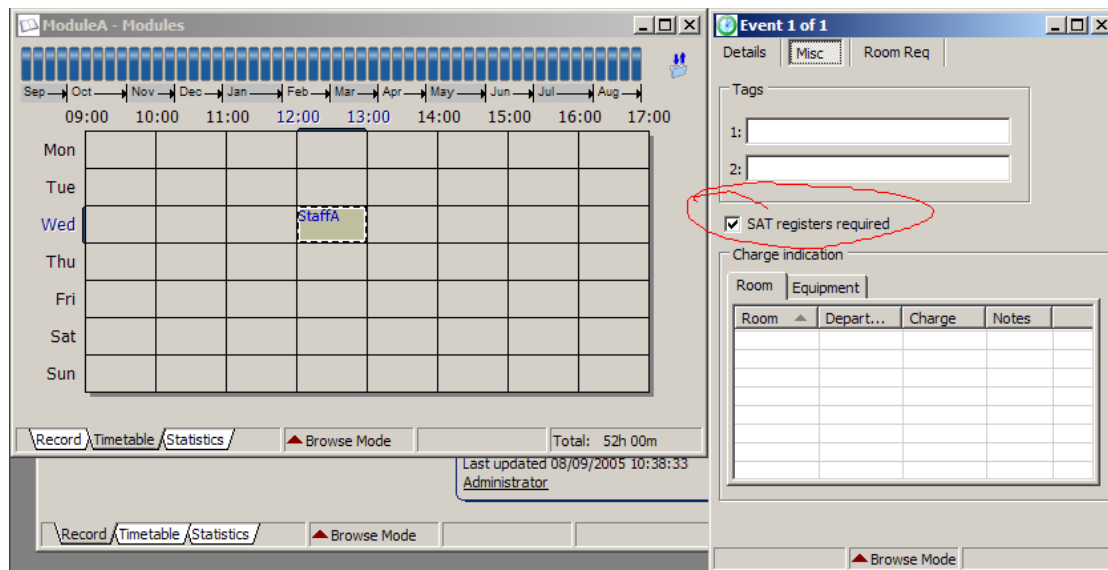


Figure 5: Overriding global SAT registers required

Alternatively, you could create an Event Category and use it as a template for Events you create:

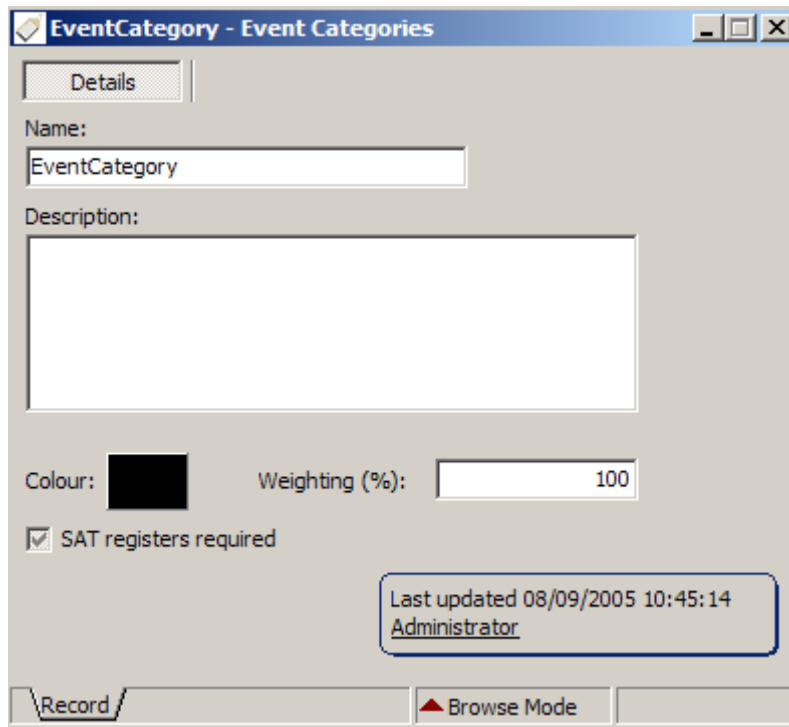


Figure 6: Event Categories window

On the 'Misc' Tab you have the option to disable creation of registers for this event. If you choose to do so, it will override the timetable default global scope.

We have completed all basic steps needed to start using Timetabler SAT. Most users will use Timetabler SAT directly, but if you are a user that has an administrative role, you will need to go through the procedures highlighted here. The Registers are said to be '**created on demand**', that is, the Register will be created when a user actually marks a student belonging to it.

Extended Absence Marks

It is possible for an 'Extended Absence' mark to be applied to a student (or a number of students). This does not relate directly to any particular register, but applies from a given 'start' date and time to a given 'end' date and time. This is a convenient way of recording that a student will not be attending any events for a specified time, and should be given the specified mark for all relevant registers within that period. This could be used, for example, when the student is 'off sick' or has been authorised not to attend. A student may have a number of these 'extended absence' marks, each covering a different time period.

If a student has an actual mark on a register, but also has an 'extended absence' mark covering the same time as that activity, then, the 'extended absence' mark shall take precedence as default behaviour. It is possible to change this behaviour in the following way. If the latest actual mark for a student on a register is defined as having '**Precedence**', then it is this register mark that is interpreted as the real mark for the student. For further details about '**Mark precedence**' please refer to the section '**Marking scheme page**'.

A student that is unmarked on a register covered by a period of extended absence shall be regarded as marked.

Extended absences are currently administered from the *Timetabler 6* client program.

- ⇒ Open a **Student Record** window.
- ⇒ Click the '**Misc**' Tab.
- ⇒ Click the '**Absence...**' button (the window displayed should look similar to that shown in Figure 7A).

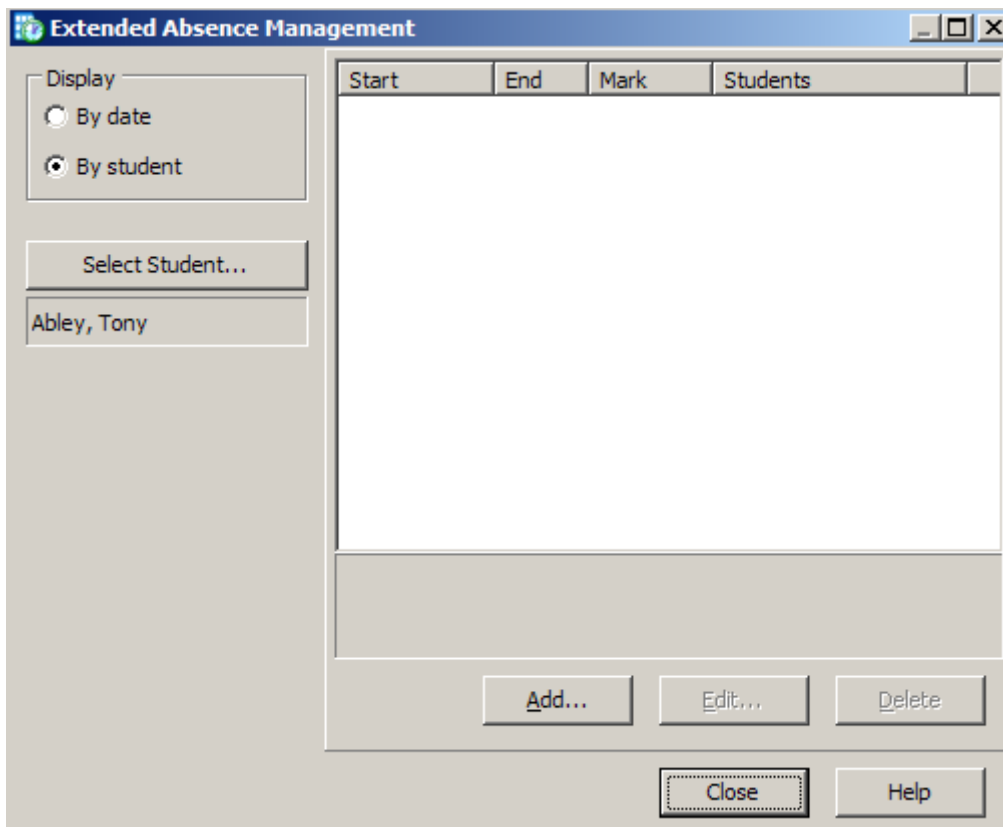


Figure 7A: Extended Absence Management window

The Extended Absence Management Window provides you with the option to select a student whose extended absences you wish to manage. An Absence mark can be added or changed for the selected student. Initially, this windows display the student that was selected in the **Student Record** window. Nevertheless you can change the selected student.

- ⇒ Click the '**Select Student...**' button to display the Resource Browse window (the window displayed should look similar to that shown in Figure 7B).

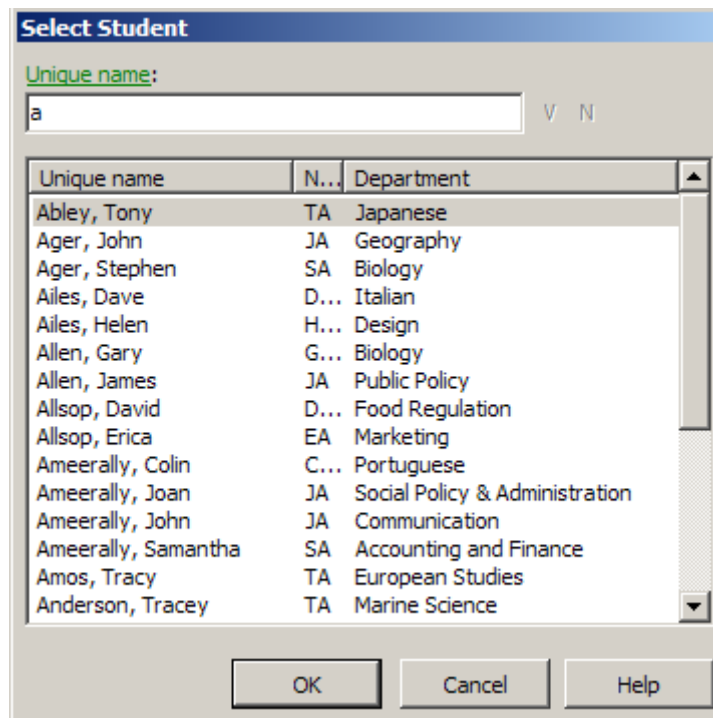


Figure 7B: Selecting a student

⇒ Select the required student and click ‘OK’ or click the ‘Cancel’ button to dismiss the Select Student window.

An Extended Absence mark can be applied to the selected student.

⇒ Click the ‘Add...’ button to add an Extended Absence mark to the selected student (the window displayed should look similar to that shown in Figure 7C):

⇒ Select a start date and time for the Extended Absence mark

⇒ Select an end date and time for the Extended Absence mark

⇒ Optionally add comments to the Extended Absence mark. If you press the ‘Stamp’ button, you will get a current date and time string attached to your comments.

⇒ Select the Extended Absence mark. If the Extended Absence mark definition is a ‘Late’ mark, please select the number of minutes late for this mark.

⇒ Click the ‘Modify...’ button to add more students to be marked with the same Extended Absence mark. This will display the Resource Browse window for Students.

⇒ Click the ‘OK’ button to apply your Extended Absence mark to the selected students and dismiss the Extended Absence Management window.

Extended Absence

Absence period

Start: 06/09/2004 08:00

End: 06/09/2004 20:45

Mark

A Absent

Mins late:

Comments

Stamp

Students

Abley, Tony (1)

Modify...

Last updated

OK Cancel Help

Figure 7C: Extended Absence window

Using Timetabler SAT

This section describes how to use Timetabler SAT (Student Attendance Tracking System) for the purpose of marking, editing and printing registers reports.

Previous sections described how to set your timetable database so that users can use Timetabler SAT. This is mainly a task for a user that has an administrative role. The following sections will cover Timetabler SAT usage.

⇒ Open Timetabler SAT Client using **Start | Programs | CELCAT | CTSAT | CTSat**.

Before you can access the main window, *Figure 13*, Timetabler SAT will display the 'Open Timetable' window so that you can choose the timetable database you wish to work on. It is the same window that is shown on *Timetabler Client*. You can only gain access to all Timetabler SAT facilities if you successfully log onto your timetable database.

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.

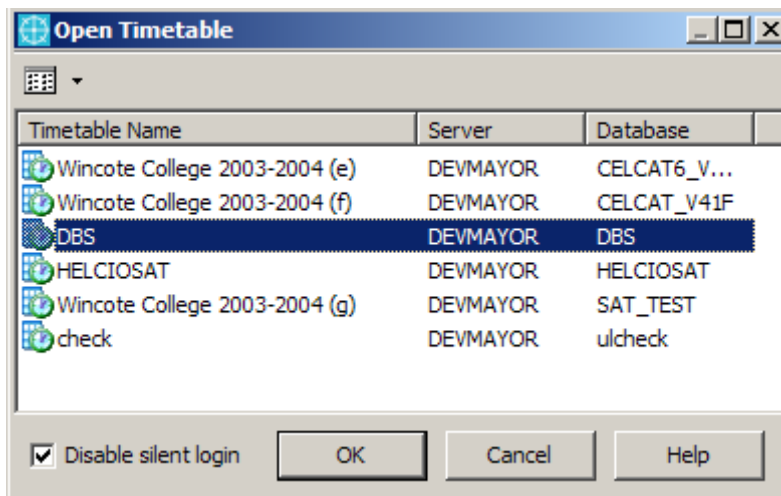


Figure 8: Open Timetable window

Setting Timetabler Server

This section describes how to configure the Timetabler Server that the SAT client will use. You will not be able to log in to your timetable if the Timetabler Server is not configured correctly.

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.

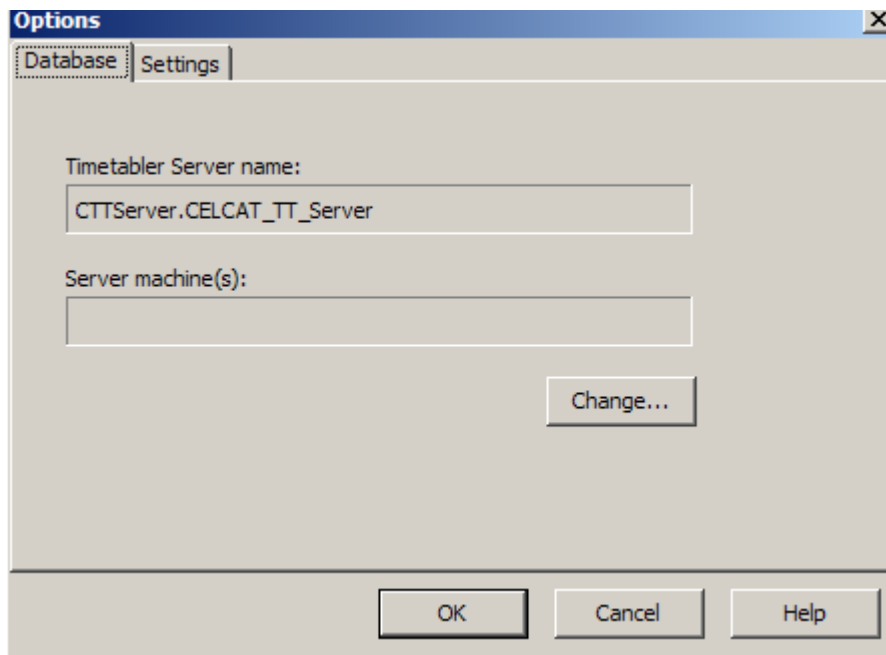


Figure 9: Timetable Server setting

⇒ Click '**Change...**' button to change your Timetabler Server. This will display the 'Connection' window:

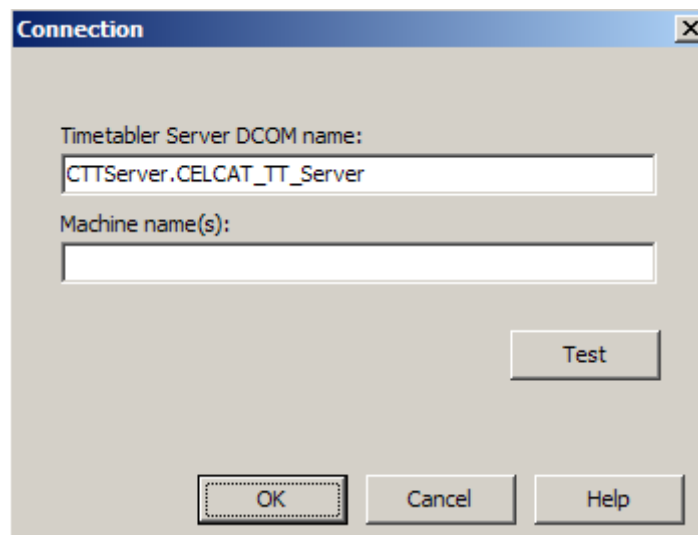


Figure 10: Connection Window

⇒ Under *Machine name*, specify the name of the computer on which you installed the *Timetabler* Server component. If you are unsure on which machine the *Timetabler* Server has been installed, please consult your system administrator or the administrator of your CELCAT software.

If you leave the field blank, *Timetabler SAT* 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.

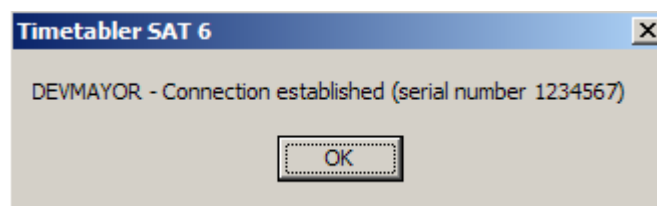


Figure 11: Successful connection window

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

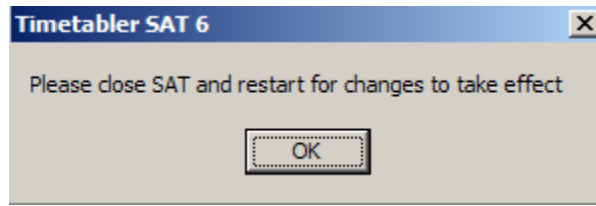


Figure 12: Restarting Timetabler SAT

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

⇒ Close Timetabler SAT and restart it again.

If you have followed the above instructions, the window displayed should look similar to that shown in Figure 13.

The main window is shown in Figure 13. Timetabler SAT Client uses a single main window and the various façades of the application can be displayed via buttons or menu choices.

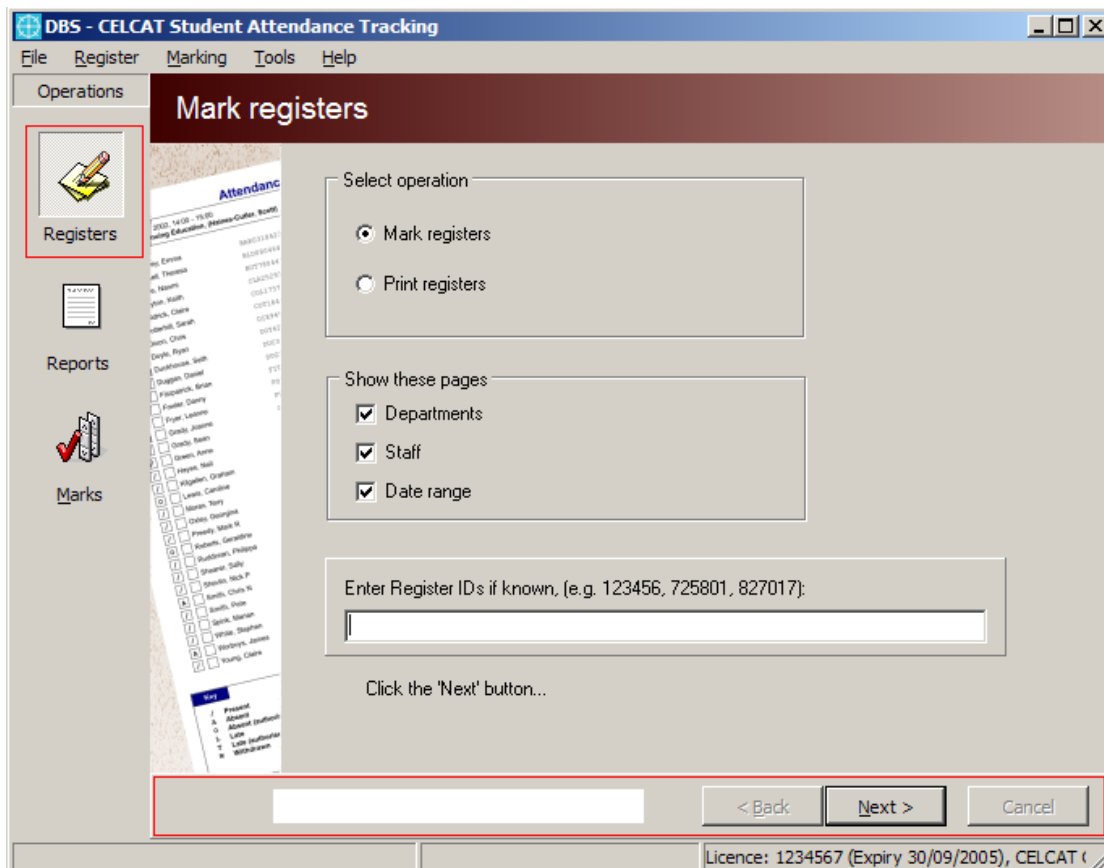


Figure 13 Timetabler SAT main window (**'Registers'** selected)

Timetabler SAT starts up with the **'Registers'** wizard selected as default. This wizard will assist either beginners or advanced users with their daily tasks.

'Marks' displays the 'Marking scheme page' that allows you to Add or Delete marks, or Edit existing Marks. Please refer to the **'Marking scheme page'** section for further information.

'Reports' displays the Report Wizard. The Reports wizard allows you to choose or configure reports and your default printer.

Timetable Operations

⇒ Click **File** menu item (see Figure 14).

⇒ Click **File | Open** to open a different timetable.

⇒ Click **File | Close** to close currently opened timetable.

⇒ Click **File | Reports** to display the **'Report wizard'**.

⇒ Click **File | Exit** to close Timetabler SAT.

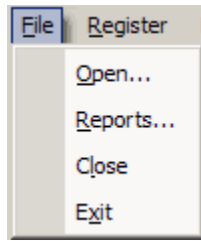


Figure 14:

If there are pending items, Timetabler SAT will display a window similar to the one in figure 15, prompting you to save current changes:

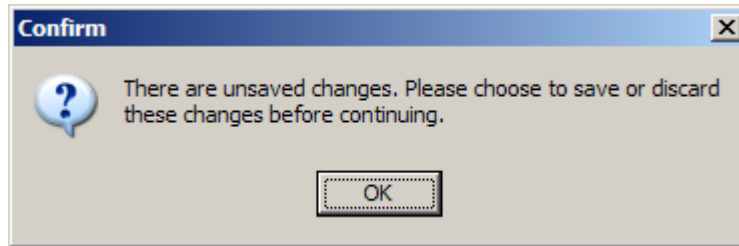


Figure 15: Confirmation Window

⇒ Click OK button to dismiss the Confirmation window.

If this window is displayed, it is very likely that you are in the process of marking a register and either you need to commit it to the timetable database or Discard changes before closing your currently opened database.

The Register Wizard

This section describes the **'Register wizard'** in more detail. The Register wizard is composed of various pages (windows) that guide you through the registers selection process culminating with the **register marking page**. This last page on the Register wizard is where marks are applied to students. Some of wizard pages can be configured and subsequently hidden for easy of use.

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

The Timetabler SAT main window should look similar to that shown in Figure 13. The Register Wizard displays its first page, called the **'Operation page'** or **'Welcome page'**.

Table 3 summarizes the Register Wizard pages and associated descriptions:

Wizard Page Name	Description
Operation page (Welcome page)	<ul style="list-style-type: none"> - Select desired operation, either Mark registers or Print registers. - Set if Department Page, Staff Page and Date range page are visible or not. - You can enter Registers identifiers manually. Search will be quicker.
Department page	Select Departments for which you want to find Registers. Events when created can be associated with departments. This will narrow down your search. The search can include Registers with no Department.
Staff page	Select the Staff that you wish to find associated registers for. The search can include Registers with no Staff.
Date range page	Selects the date range (Start and End dates) for which you want to find Registers. You can choose default shortcut date ranges for easy of use.
Register list page	Displays all registers that match your search criteria.
Register marking page Register print page	Shown if the Mark registers was the selected operation on the Operations page. It allows you to mark students for a register selected from the Register list page. Print and/or Print preview one or more selected registers from the Register list page.

Table 3: Register Wizard pages

The bottom of the wizard displays the navigation buttons: **Back**, **Next/Finish** and **Cancel/Discard**.

If you reach the last page of the Register wizard, the **Next** button becomes disabled and its caption becomes **Finish**. The **Finish** button will be enabled if you change student marks or register notes. If you click the **Finish** button, the Timetabler SAT Client application will commit all your changes to the timetable database. There is no **Undo** for this action.

If you change any data on the **Register marking page** of the wizard, the **Cancel** caption changes to **Discard**. If you click the **Discard** button you will **Undo** and loose all your changes, and the **Discard** caption will revert to **Cancel** again. Clicking the **Cancel** button will set the wizard back to the **Operations page**.

If you have pending changes to commit to the timetable database and try to **Close** current timetable database, **Open** another timetable database, change to the **Marking scheme page** or **Close** the application, Timetabler SAT Client application will display a window similar to figure 15.

The **Register** and **Marking** menu items initially have all its sub-menu items disabled. The **Register** menu sub-items might become enabled when you reach the page **Register list page**.

The **Marking** menu sub-items might become enabled only when you reach the page **Register marking page**.

The **Register list page** displays registers it finds based on the wizard's previous pages settings. It will display a window with an option to stop the search if the number of registers is greater then 100. That way you can review your settings and narrow down your search before proceeding.

The **Register wizard** will display the **Register marking page** if the **Mark registers** checkbox is checked, otherwise it will display the **Register print page**.

Operation Page

The main opening SAT client window displayed should look similar to the one in figure 13, called the **Operation page**.

Selecting the Operation

The **Selection Operation** group box provides you with two options:

Mark registers: At the end of the wizard you will be able to mark registers that match your search criteria.

'Print Registers': At the end of the wizard you will be able to print registers that match your search criteria.

Showing/Hiding Register Wizard Pages

The wizard's next three pages, **Department page, Staff page and Date range page** can be hidden. If any one of those pages is hidden, the program will remember and use your last settings on that page. It will also perform a validation check on these settings. For example, if the **Department page** does not have anything selected on it, it will not be possible to find any registers, and even if you try to hide this page it will re-display it again so that you can change your settings.

Entering Registers IDs

Registers IDs can be entered so that the registers with these IDs are selected directly, ignoring the normal selection criteria. It will return the results quicker than a normal search. Registers IDs can be obtained from printed registers or from the 'Register list page'.

⇒ Click the **Next** button to display the **Department page**.

Notes:

The next page displayed will depend on your settings. If Department is checked, then it will be displayed next.

The next two sections describe the Department and Staff selection page. They show the **Browse window** common to CELCHAT® Timetabler 6 product. Please refer to the 'CELCHAT® Timetabler 6 Getting Started Guide' for further details.

Department Page

The **Department page** window should look similar to that shown in Figure 16.

The Department page allows you to choose registers associated with the departments selected from the list. The association between registers and departments is determined from the parent event. When an event is created (or edited) in CELCHAT *Timetabler*, it is possible to assign that event to a department (or to no department), and all related registers will have the same association. You can display registers that do not belong to any department by checking the **'Include registers not belonging to a department'** check box. Your search might produce many entries that you will have to choose from.

If you want to see all of your registers, or all the registers for another member of staff, or you are unsure which departments your registers 'belong' to, then please select all departments in the selection list and check the **'Include registers not belonging to a department'** box.

Selecting the **'Don't show this page again'** will hide the **Department page** next time you use Timetabler SAT, and the system will remember the items you have already selected. Any user is allowed to see any department and therefore there are no access restrictions preventing you from seeing any department.

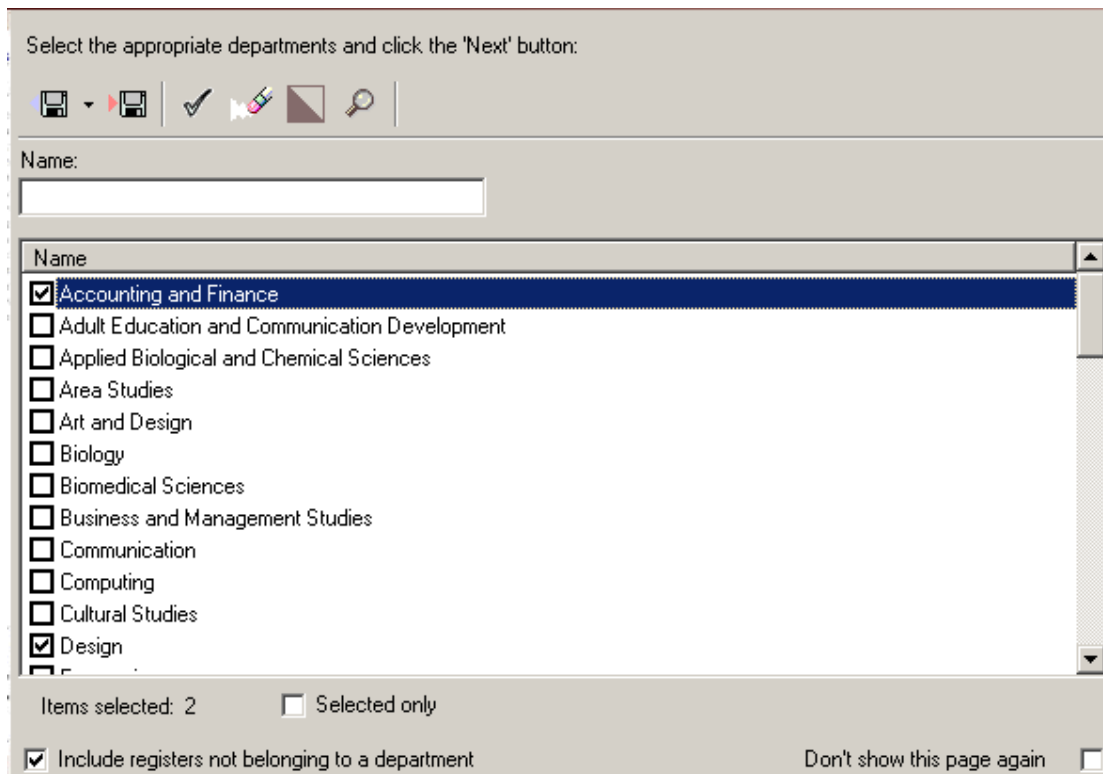


Figure 16: The Department page

Staff Page

⇒ On the **Department page**, click the **Next** button to display the **Staff page**.

Notes:

If you previously have set '**Staff page**' not to be displayed, then go to 'Date range' section please. If '**Date range page**' is not set, then go to '**Register list page**' section please.

The '**Staff page**' window should look similar to that shown in Figure 17.

The '**Staff page**' allow you to choose registers for the selected **staff** on the list. You can display registers that do not have to any **staff** associated with them by checking the '**Include registers with no staff**' check box. Your search might produce many entries that you will have to choose from.

There are restrictions on what users can see and modify. Staff with roles that allow '**May mark own registers**' can mark registers without staff associated with it. For more details, please refer to the Events section above.

Access restrictions will limit which staff you can see and whose registers you can mark.

Selecting the '**Don't show this page again**' will hide the '**Staff page**' next time you use Timetabler SAT, and the system will remember the items you have already selected.

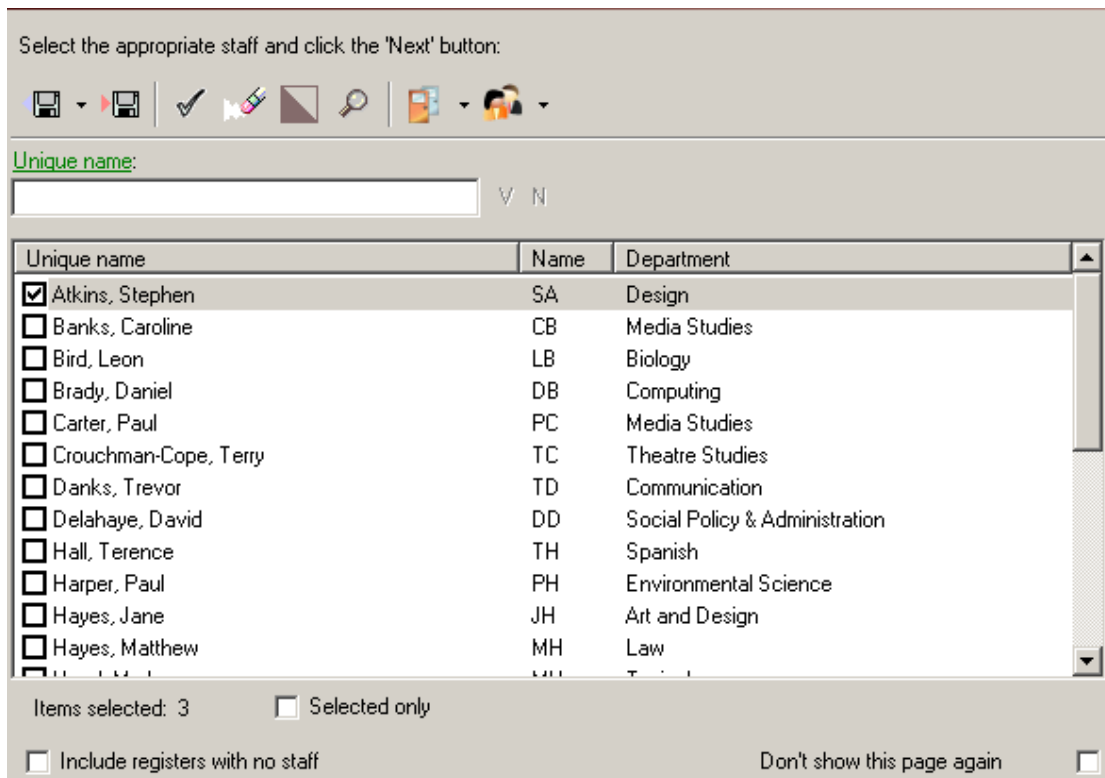


Figure 17: The Staff page

Date Range Page

⇒ On the **Staff page** click the **Next** button to display the **'Date range page'**. If **'Date range page'** is not set, then go to **'Register list page'** section please.

The **Date range page** window should look similar to that shown in Figure 18.

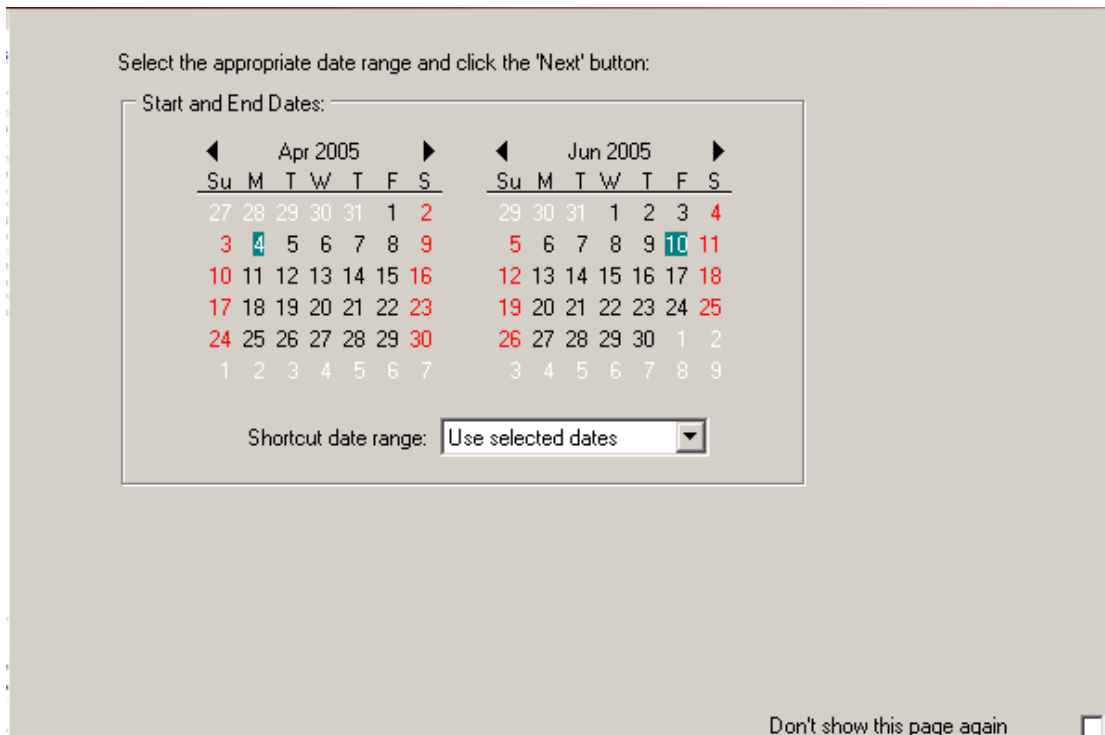


Figure 18: The Date range page

Selecting the **'Don't show this page again'** will not display the **'Date range page'** again next time you use Timetabler SAT, and the system will remember your selection. A very useful setting would be to

set the **'Shortcut date range'** to 'Today' before hiding this page. This would allow you to always 'see' the current registers for that day.

Register List Page

⇒ On the **'Date range page'** click the **Next** button to display the **'Register list page'**.

If you have checked the **'Mark Registers'** checkbox on the **'Operation Page'**, the register list view should look similar to the window displayed on figure 19.

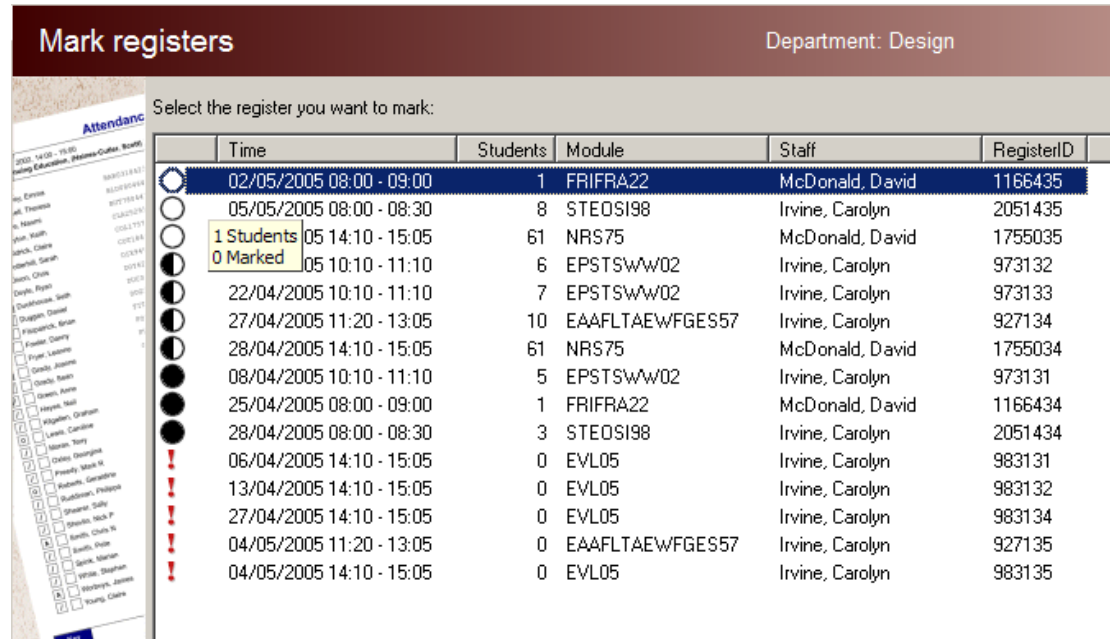


Figure 19: The Register list page

⇒ Click the column headers to sort the respective column.

⇒ Click on the list itself to select one register at a time.

Column Name	Description
	The first column displays an icon indicating the status of the Register: Fully marked, Partially marked, Empty (no students associated with the register) or Not marked yet. If the current logged user can only view registers, a 'V' character is displayed on this column.
Time	Displays the register start date and time. This is set when you create the Event in Timetabler Client software.
Students	The number of students on this register. You can add, remove or withdraw students from this register.
Modules	The modules associated with this register
Staff	The Staff associated with this register. If no Staff present, then this register can be viewed and possibly marked by Staff with appropriate access rights.
RegisterID	The Register identifier. This can be used when printing a specific register or can be entered on the Operations page to narrow your register search criteria.

Table 4: Register list page – Register list columns

⇒ Click on the list to select a register. Right click on the selected register. The **Register list page** context menu should look similar to that shown in figure 20:

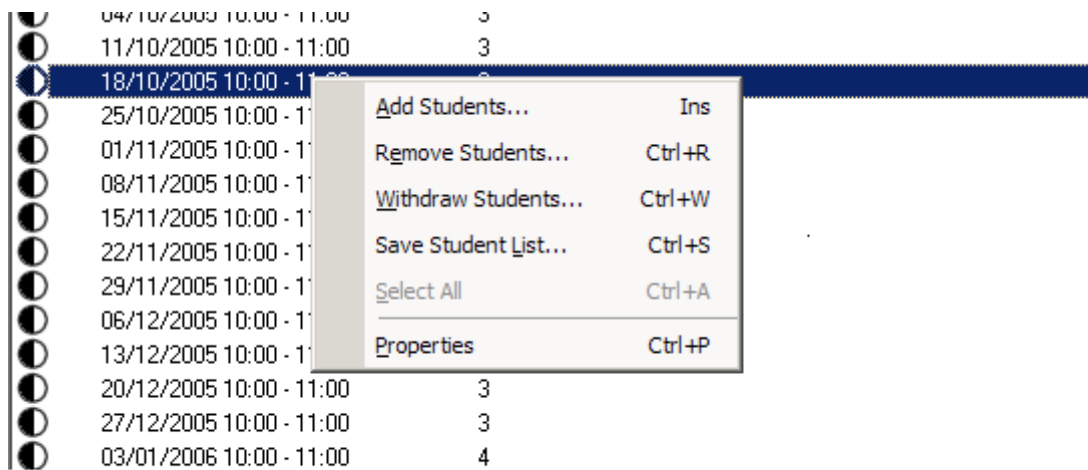


Figure 20: The Register list page popup menu

You can Add, Remove or Withdraw students from the selected register. For further information regarding Adding, Removing and Withdrawing students from a register please refer to the section **Editing Selected Register**.

⇒ Click the **Properties** submenu item.

Register Property window

The **Register Property window** should look similar to that window shown in figure 21.

The Register property window displays detailed information for the selected register. If you have got access rights to modify the selected register, you can change the '**Register comment**' for this register.

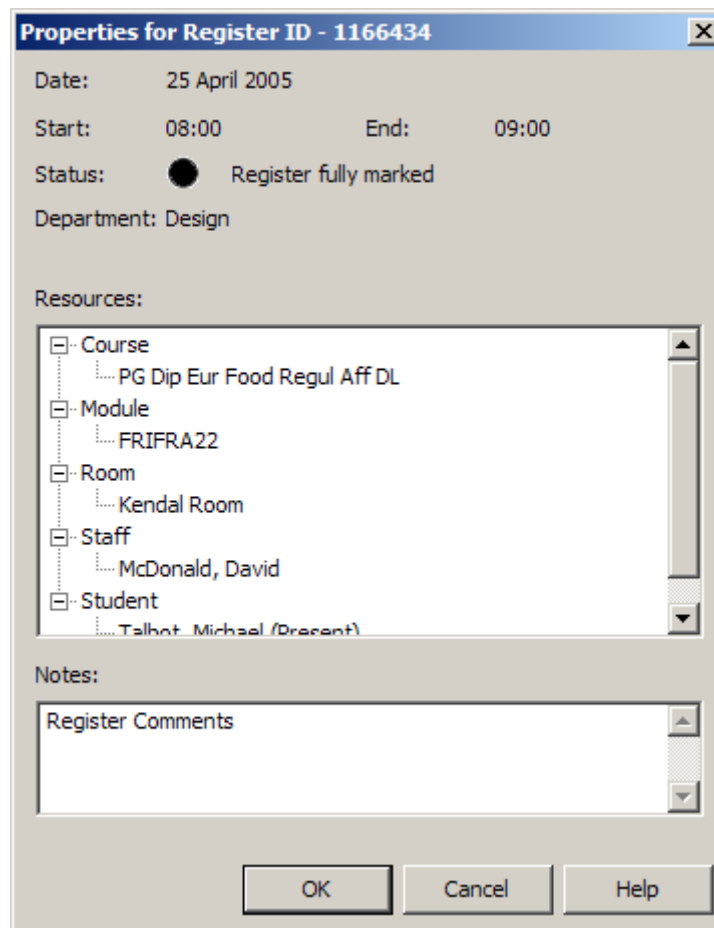


Figure 21: The Register property window

Save Student List window

⇒ Click the **Save Student List** submenu item. Save your list as SELNAME01 (or choose another meaningful name that you will be able to remember or recognise).

The **Save Student List window** should look similar to the window shown in figure 22.

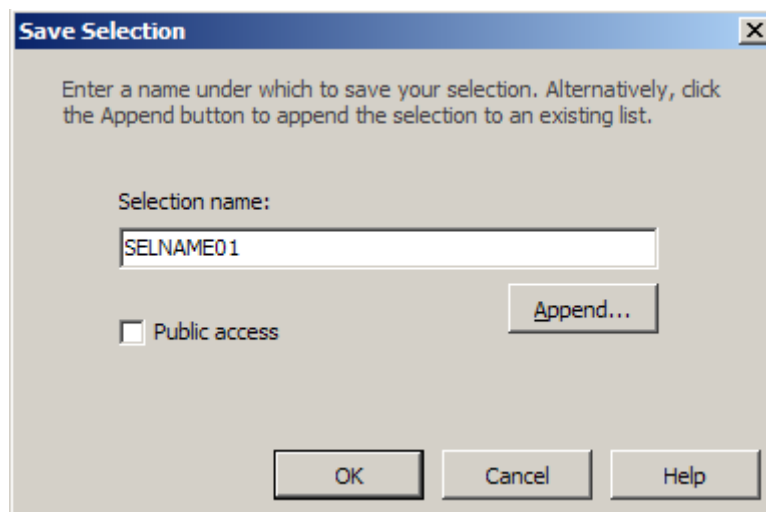


Figure 22: The Save student list window

You can refer back to this selection name 'SELNAME01' when adding students to other registers. For further information please refer to the **Editing Selected Register**.

⇒ Click the main menu Register menu item. The menu item should look similar to the menu displayed in figure 23.

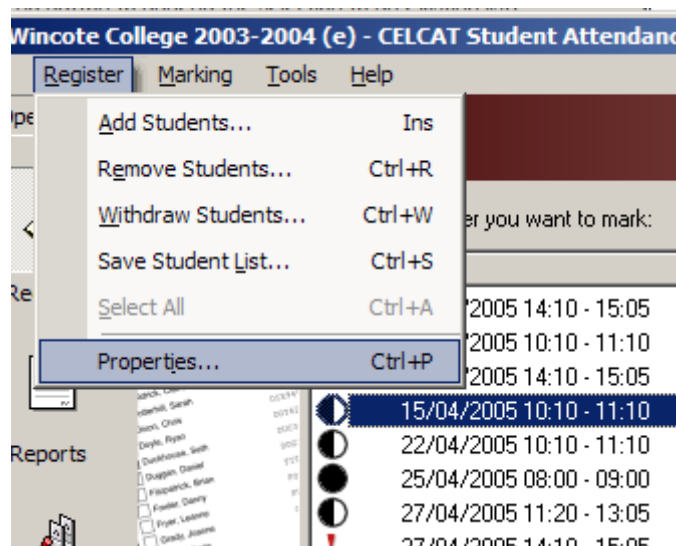


Figure 23: The Main menu Register item with sub menu items

If you have checked the **'Print Registers'** checkbox on the **'Operation Page'**, the register list view should look similar to the window displayed in figure 24.

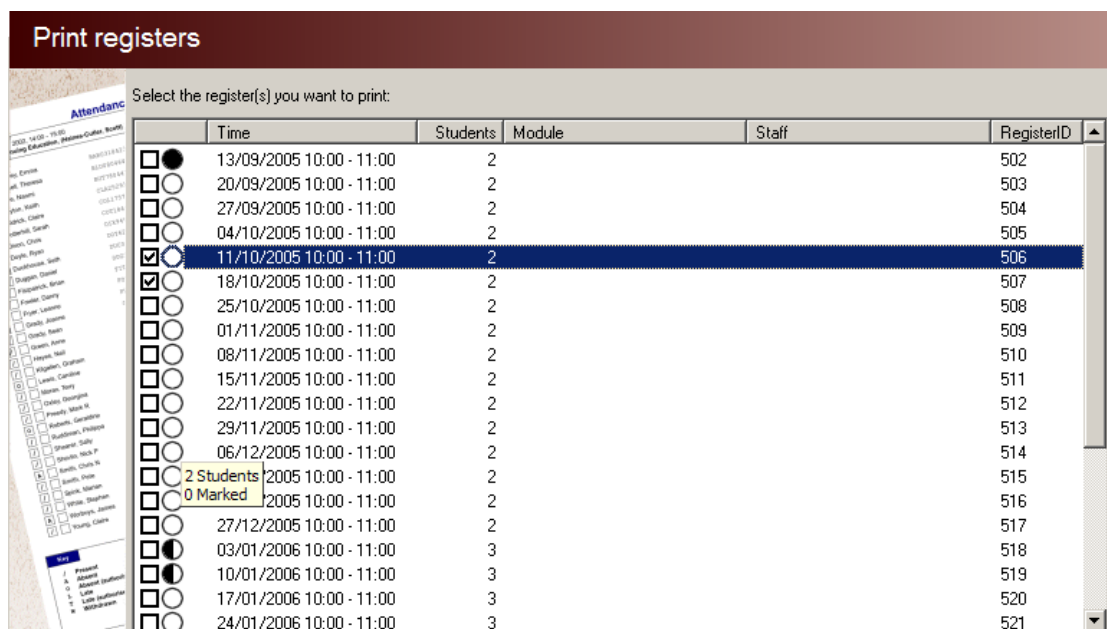


Figure 24: The Register list with checkbox

⇒ Select one or more registers and click the **'Next'** button to display the **'Print Register set up page'**. For further information, please refer to the section **'Printing selected registers'**.

Register Marking Page

⇒ Select **'Mark registers'** on the **'Operation page'**, and navigate to the **'Register list page'** using the **'Next'** button.

⇒ From the list of available registers, select the register you wish to mark and click **'Next'**. Alternatively, double-click the desired register.

The **Register marking page** window should look similar to that shown in Figure 25:

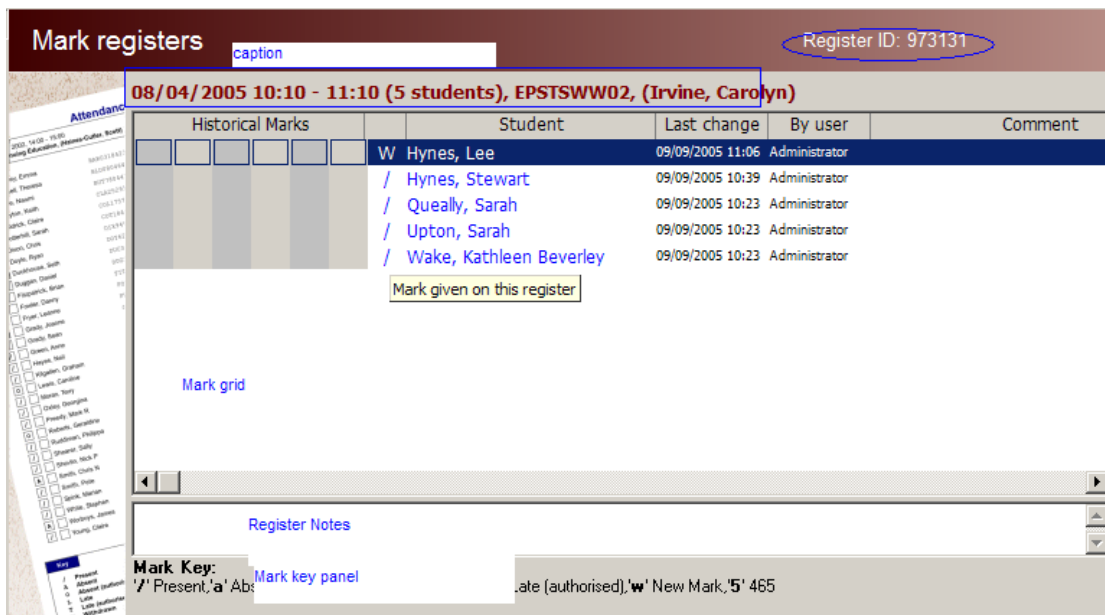


Figure 25: The register marking page

The Register marking page is the wizard page on which students are marked. The ‘**Mark Key**’ panel at the bottom of the page displays the marks available in your timetable database. It displays the shortcut key followed by the mark Key name. You are only allowed to apply marks displayed in this panel.

The discussion that follows assume that your Marking scheme is set up with the default marking scheme (and shortcut keys) that is provided when a new timetable is first created. For further details, please refer to the section ‘**Marking scheme page**’.

⇒ Select a student on the Mark grid who has not been ‘withdrawn’ and press the ‘/’ keyboard key. The mark will be applied to the selected student, and the program will automatically select the next student in the ‘Mark grid’ ready for you to enter the next mark (unless you were already on the last student in the list)

The Register ID is displayed at the top of the page and you can use it on the **Operation page** to select this register again. The page caption provides basic information such as the start date, start time, end time, number of students, Module and the Staff associated with this register.

⇒ Enter notes about this register on the **Register Notes** field.

The ‘**Mark grid**’ is the main table showing students on the register and where the making takes place. It shows following fields:

Field	Description	Access
Historical Marks	Displays a number of historical marks for related registers in previous weeks. The number of Historical marks will be configurable in a future release of this product	Read Only
(Current mark)	Displays the last mark applied to this student on this register.	Editable (*) (**)
Student Name		Read only
Last change	When last mark was applied	Read only
By user	Will display the User name of the user that applied the mark	Read only
Comment	Comments can be added or changed to the mark being applied. Comments are applied to marks.	Editable (*) (**)

Table 5: Register Marking page – Mark grid columns

(*) The currently logged-in user has to have ‘Register View’ access to view this register and ‘Register Modify’ access to be able to change any of the permitted fields.

(**) The currently logged-in user has to have ‘**register Modify**’ access and the ‘**May withdraw student**’ flag set to change a previous Withdraw mark or comments associated with this mark. The only way to change a previously withdrawn student is via the ‘**Cancel Withdraw**’ option.

If you have just entered a mark against a student, you can go back to the same student before you hit the ‘Finish’ button and change the mark. Only the last entered mark will be saved to the database when you click ‘Finish’. If you then go back to that same register, you can change any existing mark by entering a new mark. When you click ‘Finish’ the new mark will also be added to the database, so that both the old and new marks are stored. When a student’s register mark is added to the database, it is given a timestamp, so that if a student on a register has a number of marks, the mark with the latest timestamp is taken as the real, current mark (unless it is overridden by an extended absence). Marks that are defined as **Present**, **Late**, **Undefined** or **Absent** can be replaced by any other mark. A **Withdraw** mark that has been committed to the timetable database cannot replace by any mark. To replace an existing **Withdraw** mark, use the submenu item ‘**Cancel Withdraw**’. Cancelling a Withdraw mark will add the student back to the register. The student can be marked before a ‘**Cancel Withdraw**’ is committed to the timetable database. This is equivalent to adding the student with a given mark associated with it. Students that are marked as withdrawn can be removed to the register. The same access right that allows a user to **Withdraw** a student applies also to the ‘**Cancel Withdraw**’.

Any mark defined as ‘**Late**’ requires the number of **Minutes Late** to be entered. It is not possible to set a Late mark with 0 minutes late. Minutes late have to be greater than one minute.

⇒ Select a student on the Mark grid and press the ‘**L**’ keyboard key.

The window displayed should look similar to that shown in Figure 26.

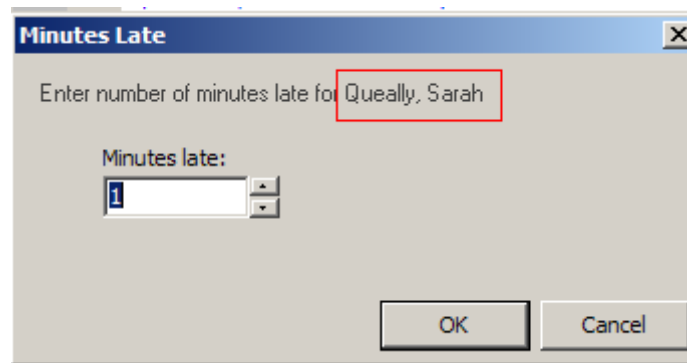


Figure 26: The Minutes late window

⇒ Enter the minutes late for the selected student and press OK button.

If you have followed the above instructions, the selected student should now be marked as Late. For further details on how to customize you ‘**Mark colour**’ refer to the section ‘**Marking scheme page**’ please.

As you enter marks on a register, all changes made are saved to the ‘**Undo log**’. You can undo one change at a time and eventually go back to the stage the ‘**Register Marking page**’ was first displayed. Alternatively, if you press the ‘**Discard**’ button on the **Navigation Panel** all your changes will be lost and the ‘**Mark grid**’ is set to its original state.

⇒ Right click on the **Mark grid** to display operations you can perform on the Register Marking page.

The pop up menu should look similar to that shown in figure 27.

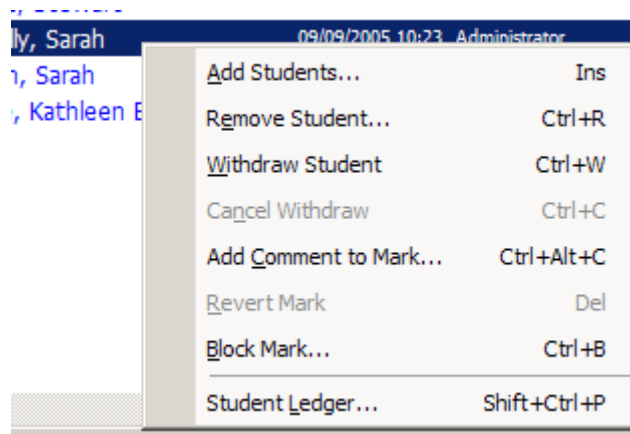


Figure 27: The register mark page popup menu

Regarding adding, removing and withdrawing students from a register refer to the **Editing Selected Register** section for further information please. This topic will be covered in details there.

'Register Comments' can be added or changed in the box under the **'Mark grid'**. The **'Register Comments'** relates to the register as a whole. Individual comments can be applied to individual marks as explained in the section **'Adding Comment to a mark'**.

Undo

Timetabler SAT allows changes to be undone on the **'Register marking page'** only. Every change is saved in the **'Undo log'** and you can go back to previous changes, one at a time as you undo changes until you reach the **'Mark grid'** original state. Clicking on the **'Discard'** button on the **'Navigation Panel'** will undo all changes in one action and you lose all your intermediate changed states.

- ⇒ Select a student and change his marks two or more times.
- ⇒ Press 'Control Z' and see your intermediate changes being played back.

Revert Mark

Revert will set a change you performed a student mark to the value it had originally when the **'Register marking page'** was first displayed. The **'Revert Mark'** action is treated as a change itself and will therefore be added to the Undo log. So if you undo a Revert mark, you will go back to the mark you changed.

Block Mark

You can mark all students on the register with a common mark via the **'Block Mark'** sub-menu item.

- ⇒ Right click on the **Mark grid**, select and click Block Mark.

The window displayed should look similar to that shown in Figure 28.

- ⇒ Select **'Present'** mark.
- ⇒ Click OK button to apply the selected mark and dismiss the Block Mark window.

Students already marked will have their corresponding marks replaced by **'Present'** if the **'Overwrite existing marks'** is checked.

The Block Mark window is displayed automatically when the **'Register marking page'** is shown if the **'Automatically display 'Block Mark' dialog'** is checked.

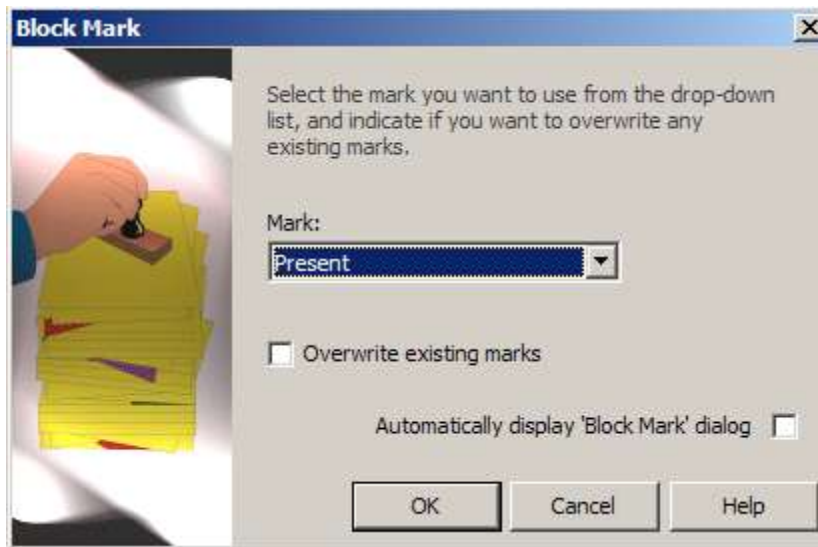


Figure 28: The Block mark window

Adding a Comment to a mark

⇒ Select a student you want to add a new comment to or change an existing one. Right click on the selected student and select and ‘**Add Comment to Mark...**’ menu item.

The window displayed should look similar to that shown in Figure 29.

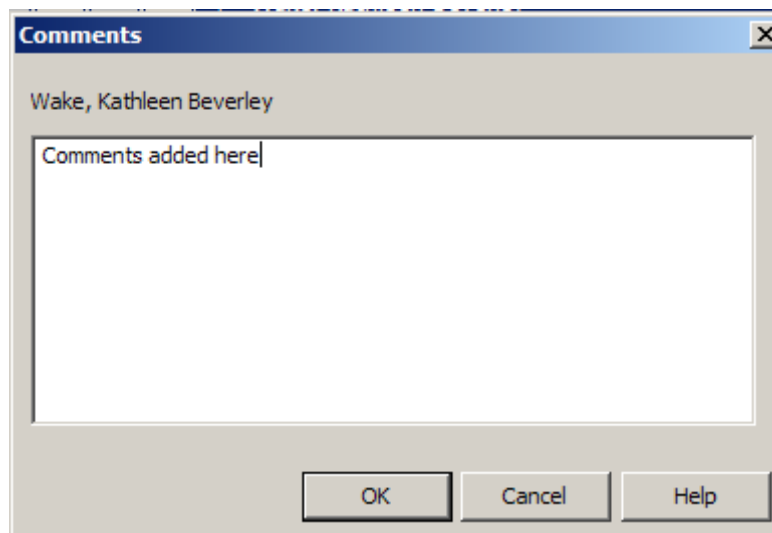


Figure 29: The Comments window

⇒ Enter a comment or change the existing one and click on the OK button to accept the changes and dismiss the ‘**Add Comment to Mark**’ form. Check that the selected student has the **Comment** field on the **Mark grid** updated.

Showing Historical Marks

⇒ Right click on the Mark grid and toggle ‘**Show Historical Marks**’ on or off. Observe how the Mark grid changes to accommodate the changes.

Historical marks are marks from related registers in previous weeks (related registers are registers with the same parent event). The **Mark grid** will currently display up to 6 columns of historical marks containing the last updated mark for the week corresponding to a register. If ‘**Show Historical Marks**’ is toggled off, you will only see the field corresponding to the current register to which marks are being applied.

The maximum number of ‘**Historical Marks**’ is currently fixed at 6, but will be made configurable in future releases of the Timetabler SAT Client application.

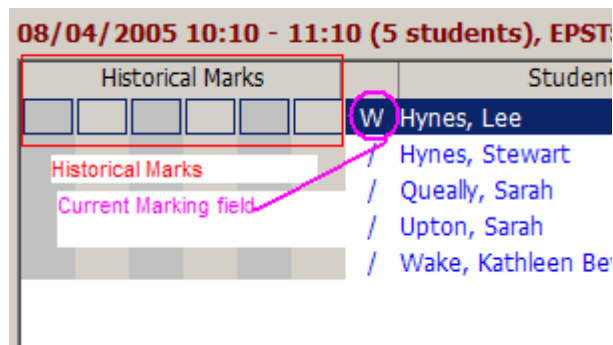


Figure 30: Mark grid view

Student Ledger

As explained previously, it is possible to go back to a previously marked register and change the mark given to a student (or a number of students). Each time the register is saved (by clicking the 'Finish' button), any new marks applied are saved in the database along with a timestamp and other information such as the identity of the user that applied the mark. It is thus possible (although in practice it might only occur rarely) for a student on a register to have several marks. When you view or print the register however, you will only see the latest mark as it supersedes the previous ones. It is, however, still possible to see the full list of applied marks by viewing the **'Student Ledger'**. The Student Ledger window displays information relating to the current register marks for the selected student. The **Student Ledger** does not relate to **Historical Marks** and refers only to the current register.

⇒ Select a student you want to display the **'Student Ledger'** for. Right click on the selected student and select the **'Student Ledger...'** menu item.

The window displayed should look similar to that shown in Figure 31.

New entries are added to the **'Student Ledger'** as you edit the current register.

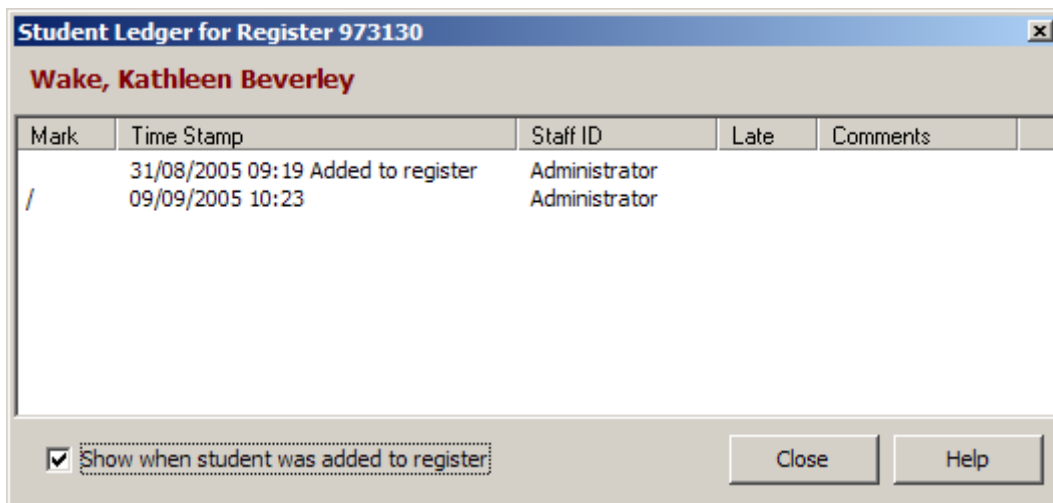


Figure 31: Student Ledger window

⇒ Click **Close** button to dismiss the **'Student Ledger'**.

Printing Selected Registers

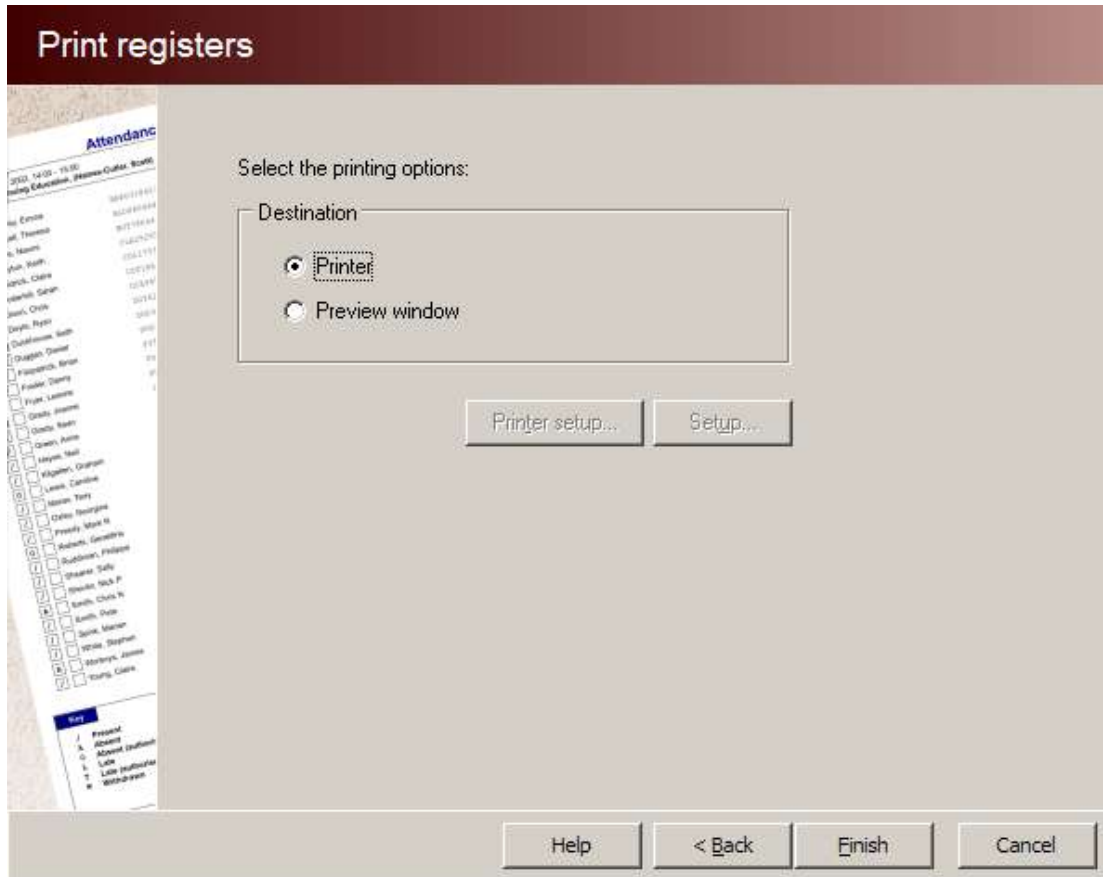


Figure 32: The Print registers page

- ⇒ Click **Finish** button to start printing the registers if **Printer** option is selected.
- ⇒ Click **Printer** set up button to set your printer properties.
- ⇒ Click **Setup** to set up the register printout properties.
- ⇒ Click **Cancel** to return to the **Operation page**.

The next section describes the windows, which are displayed when you click the **Setup button**.

Register Setup

If you display the 'Register setup' window it should look similar to that shown in Figure 33.

Page name	Description
Margins (Figure 33)	This window allows you to set the size of your printable area and page orientation.
Headers (Figure 34)	Sets captions for Headings and footers.
Fonts (Figure 35)	Sets Font size and colours for the different sections of the register printout.
Miscellaneous (Figure 36)	

Table 6: Register Setup pages

Once you have adjusted your settings, you can save them and load them back whenever you want to re-apply them.

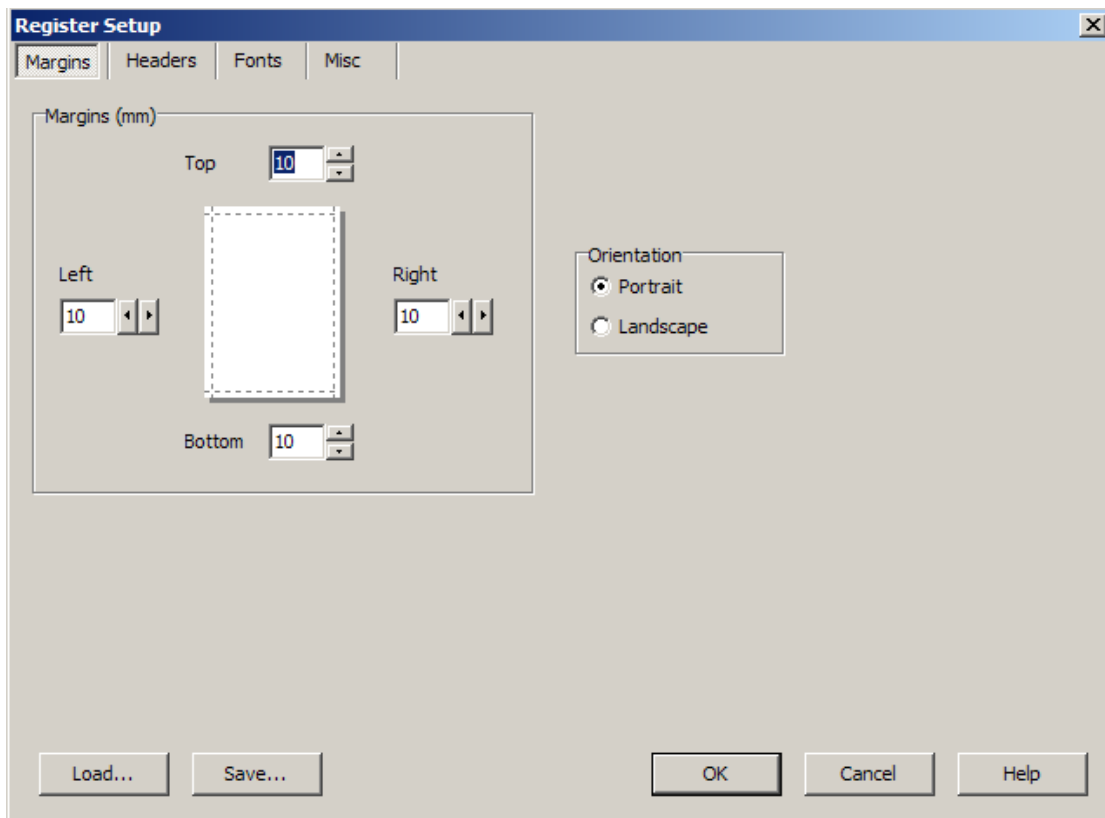


Figure 33: Register Setup – Margins page

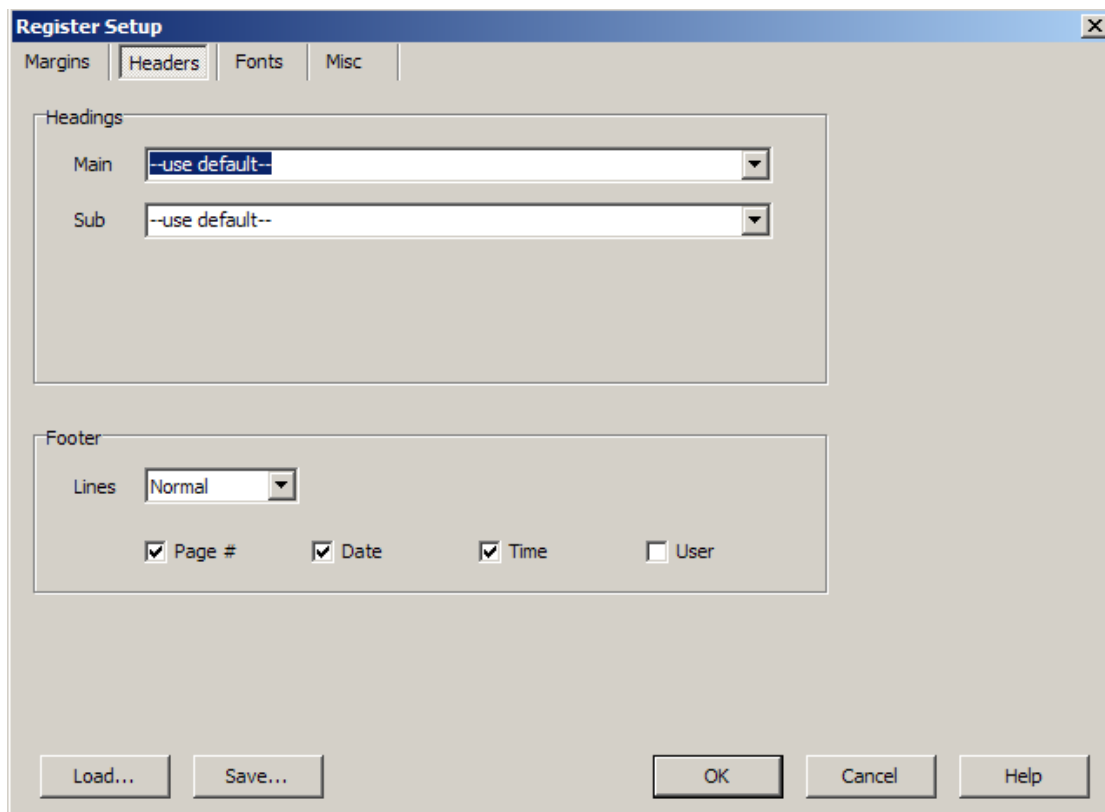


Figure 34: Register Setup – Headers page

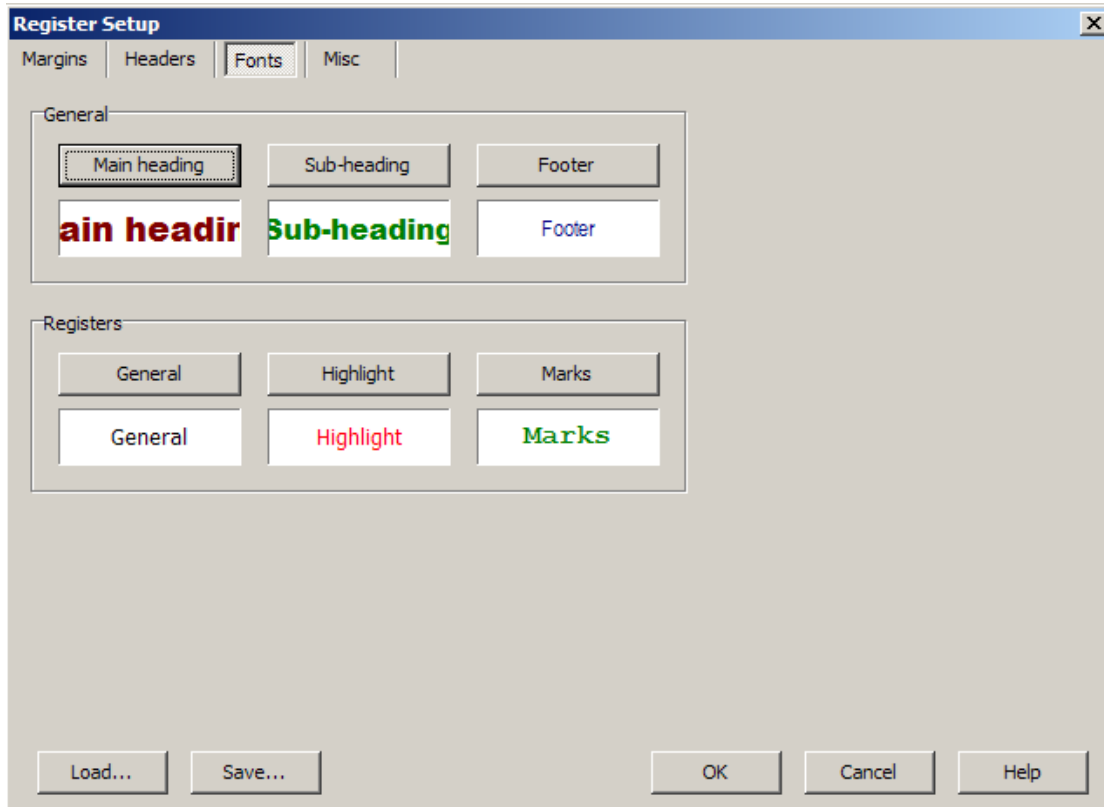


Figure 35: Register Setup – Fonts page

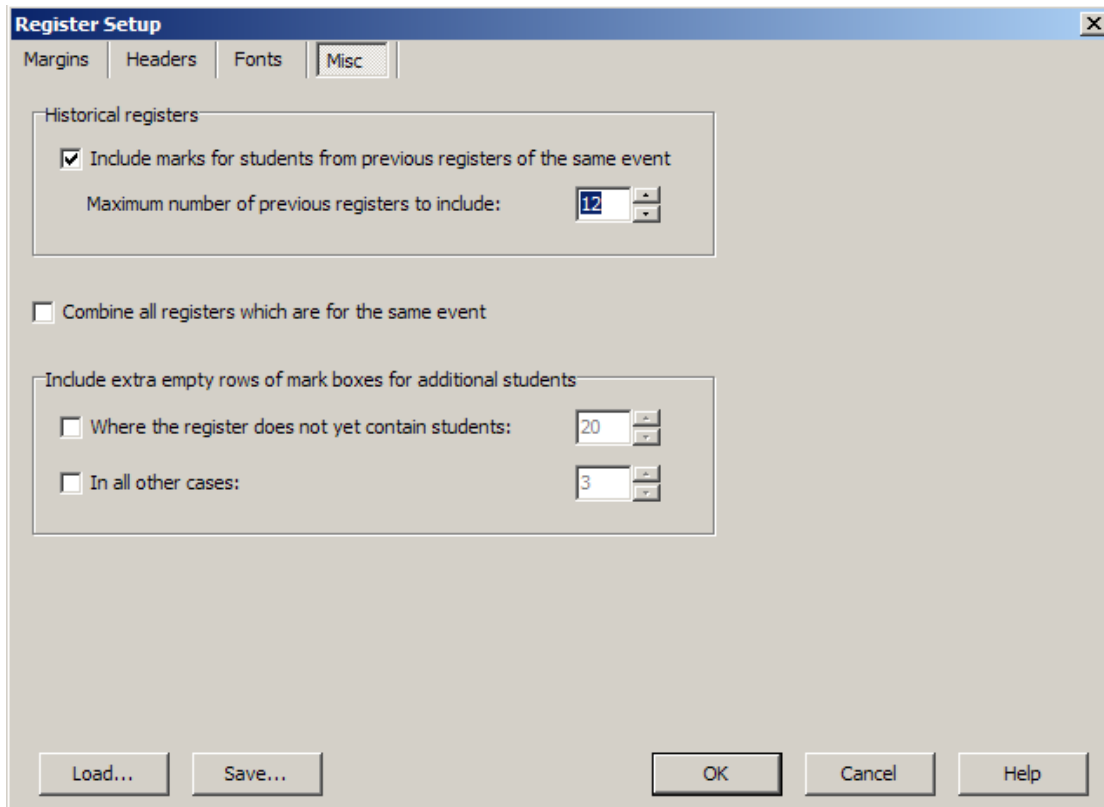


Figure 36: Register Setup – Miscellaneous page

Editing Registers

It is possible to use the SAT Client program to edit the students contained in a register, that is to say, to add, remove and withdraw students. Before discussing this, however, it is necessary to understand some basic concepts about how registers are created.

All SAT registers have their origin in a parent 'event' that is created in CELSCAT *Timetabler* 6. A *Timetabler* event may or may not result in registers depending on the setting of the 'SAT registers required' attributes which exist at the timetable, event category and event level (for more details, please see the previous sections dealing with these topics). Note, however, that 'global' and 'suspended' events can never have registers.

When an event is created in *Timetabler*, it can be scheduled to run for any number of weeks (these do not have to be consecutive). If the 'SAT registers required' attributes indicate that this event does need registers, then there will be a register for each week that the event is scheduled to occur. And if students have been attached to the event, then these are the students that will appear on the register. It is thus possible to control the contents of registers (i.e. the list of students) when the parent events are created, or subsequently edited in *Timetabler*.

Until a register is actually marked, it should be regarded as a 'potential' register. This is because the students on the register have not yet been 'fixed'. This can be demonstrated if you carry out the following series of actions. Firstly create an event in *Timetabler* that 'requires registers' and that has a number of attached students. Use the SAT Client program to simply view the register for one of the event's weeks (i.e. do not give a mark to any of the students, and leave the register by clicking 'Cancel' or 'Back'). Then go back to *Timetabler*, re-open the event and remove some of the existing students and add some new ones. If you now return to SAT Client and view the register again, you will see that the list of students on the register reflects the changes you made to the parent event.

Registers are created on demand, that is, when the register is first marked. Usually most students are added to an Event when the event is created and therefore the preferred way to create '**Potential Registers**' is via the *Timetabler* system as explained in the section '**Using Timetabler Client to create Events**'. '**Registers**' are instances of an Event, that is, there will be a register for each of those weeks set for the event. Those registers do not exist yet. These registers will be physically created on the timetable database when students are effectively marked in *Timetabler* SAT system.

Other important aspect of the *Timetabler* SAT system is that '**Marks**' once committed to the timetable database will never be changed or removed. If a student's mark on a previously marked register is changed and saved (by clicking 'Finish'), this will actually create an additional new mark record in the database and all such changes can be viewed via the '**Student Ledger**'

Timetabler SAT provides wizards to guide users when Adding, Removing or Withdrawing students from registers. Each wizard provides support to select which students should be added, removed or withdrawn and when the action is to take place. Often we use the term '**This register**' or '**Current register**' to refer to the register the user is currently working on.

The Add, Remove and Withdraw wizards can be accessed either from the '**Register list page**' or the '**Register marking page**'. Although the basic principles of operation are the same regardless of which page the wizard is invoked from, there are some minor differences due to the fact that a student may already have been selected on the '**Register marking page**'. For instance, when removing a student from the Register marking page, the selected student will appear selected on the Remove Student wizard.

The other important aspect to note is that the range of choices the wizard provides is different depending on which page it was invoked. When it is invoked from the '**Register marking page**' the '**Effective date**' data range is not greater than the '**Current Register**'.

The role you use when logged in has to have '**Modify**' access to allow changes to be applied to the selected register. For the '**Withdraw**' mark, the role also has to have the flag '**May withdraw students**' set. The same rule applies to '**Cancel Withdraw**' operation. The exception to this rule is for a, '**Extended Absence Withdraw**' (EAW) mark. An EAW cannot be cancelled in *Timetabler* SAT. Even if the replacing mark is set with the flag '**Precedence**'. For more details on mark '**Precedence**' please refer to the '**Marking scheme page**' section.

The Add, Remove or Withdraw wizards have a common page on which users can select the date from which the change should apply. The caption at the top of the wizard window will display the wizard's purpose, for instance, 'Add Students'. Observe that the '**Next**' button changes its caption to '**Finish**', indicating that this is the last action in the wizard. Please refer to figure 37 for more details.

The dates options, which the Add, Remove and Withdraw wizard provides, are explained below:

Date	Description	Affected Registers
From current register onwards	Will add, remove or withdraw students from the register the user is currently editing.	Will affect all registers whose date is greater then currently selected register.
From first register onwards	Will add, remove or withdraw students for all registers of the event.	Will affect all registers of the event.
From specified date onwards	It will add or remove students from that register date.	Will affect registers from the effective date. Effective date can be set by the user.

Table 6: Add/Remove/Withdraw Options

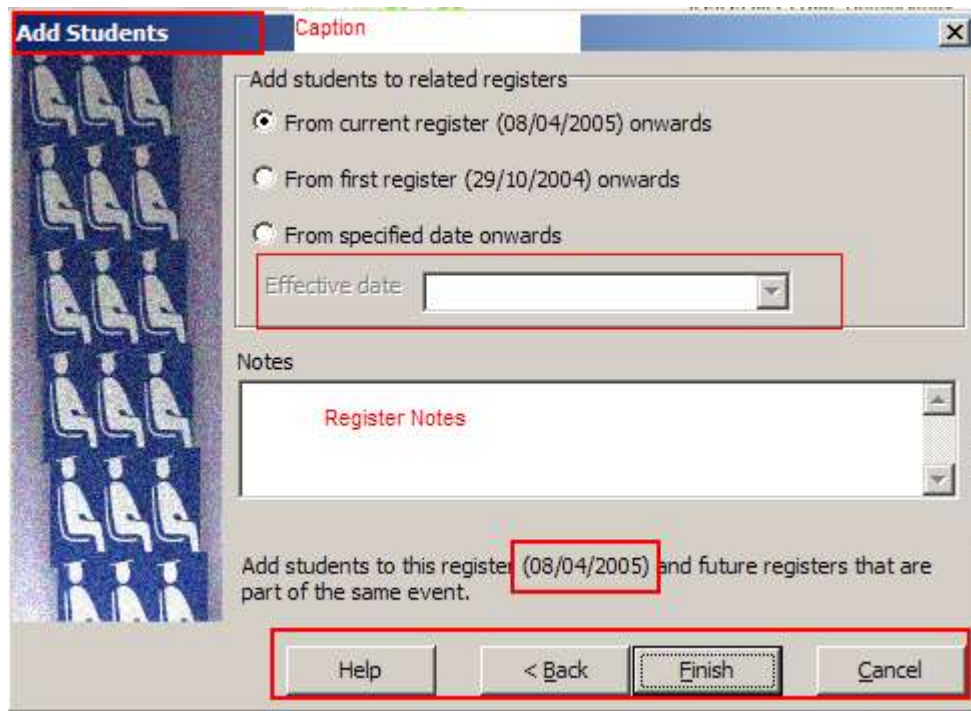


Figure 37: Common register related options

‘Affected Registers’ is the term we use to describe which registers will be changed when students are added, removed or withdrawn from registers.

The next sections describe the Adding Students, Remove Students and Withdraw Students wizards in more detail.

Adding Students to Registers

The section ‘Using Timetabler Client to create Events’ explained how to associate students with events. Since registers are instances of an event, this association will have already set the students for all possible registers of this event.

To add a student to a register, the role a user uses when logging in has to have the ‘Modify’ access right. For further information, please refer to section ‘Setting which users can use SAT’.

Adding Students from the Register List Page

⇒ Select the register to which you want to add students. Right click on the selected register. Select and click the ‘Add Students’ menu item.

Adding Students from the Register Marking Page

⇒ Right click on the Mark grid. Select and click ‘Add Students’ menu item.

The window displayed should look similar to that shown in Figure 38.

The Add Students wizard starts up with the **Browse** students showing no student selected. Type in the first characters of the name of the student you want to add to the register. Alternatively, click on **Groups** button to choose students from selected groups.

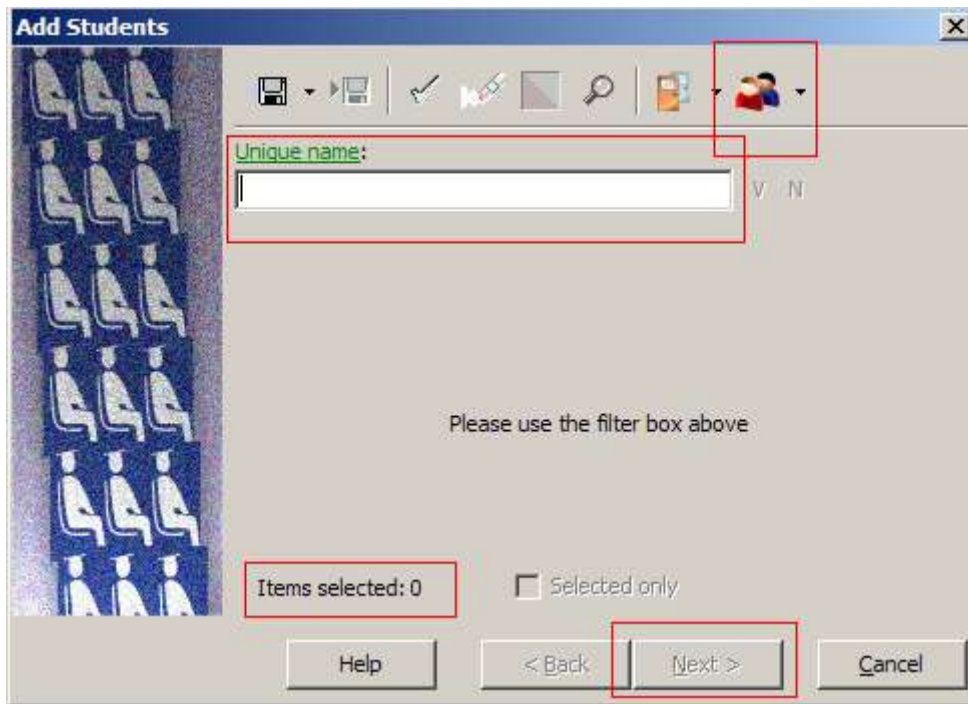


Figure 38: Add students wizard first page

The window displayed should look similar to that shown in Figure 39. Observe that the ‘Next’ button on the ‘Navigation Panel’ becomes enabled.

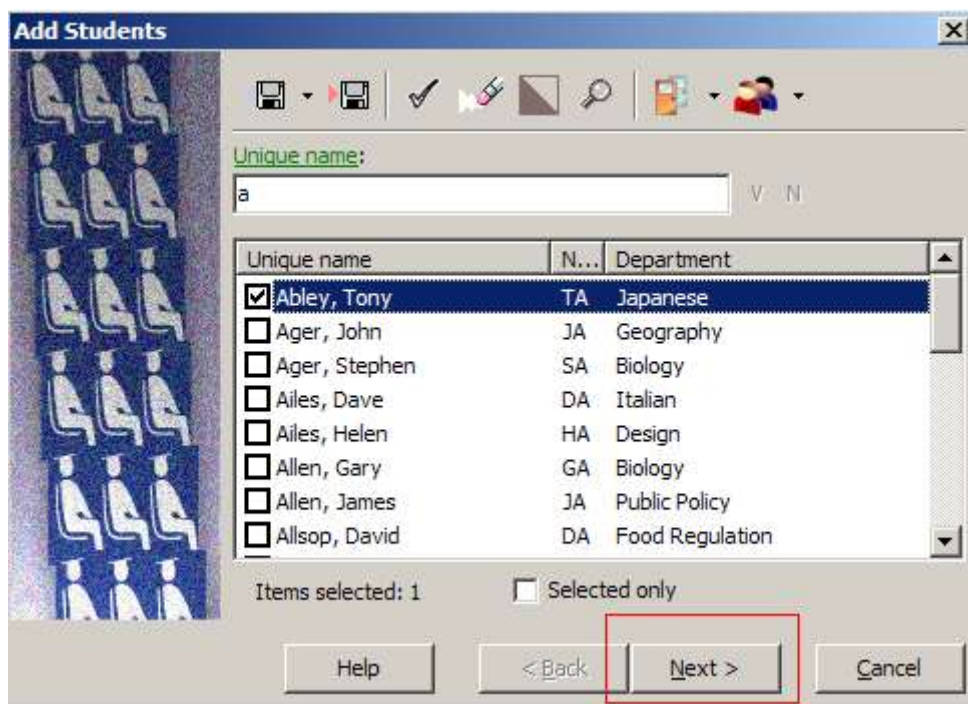


Figure 39: Next button selected as students are selected

You can also choose a set of students that you have previously saved (see previous section ‘Save Student List window’).

⇒ Press the open button and select SELNAME01 (or whatever name you used to saved those students previously).

The window displayed should look similar to that shown in Figure 39A.

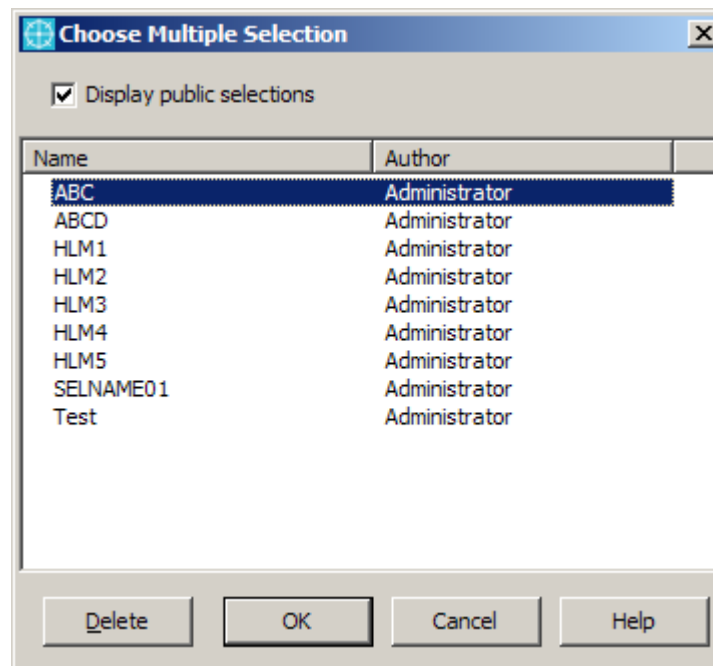


Figure 39A: Selection student selections

⇒ Click **'Next'** button.

The window displayed should look similar to that shown in Figure 37. Now chooses the date from which you want to add students from.

⇒ Click **'Finish'** button.

The window displayed should look similar to that shown in Figure 40.

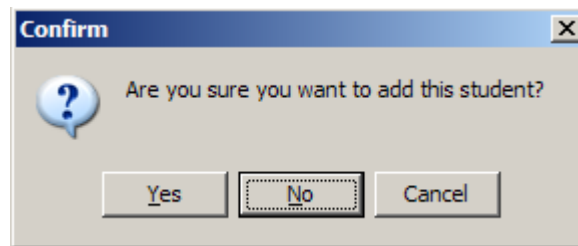


Figure 40: Add Students Confirm window

⇒ Click **'No'** button to dismiss this Confirmation window and no changes will take place.

⇒ Click **'Cancel'** button to dismiss this Confirmation window and remain on the wizard.

⇒ Click **'Yes'** button to dismiss this Confirmation window and add the students to the selected register. The results will depend on which page the **'Add Students'** wizard was called from. If it was from the **'Register list page'**, the students will be added to the **'Affected Registers'** and there is no **Undo** for this action.

If the **'Add Students'** wizard was called from the **'Register marking page'** the students will have been added to the **'Mark grid'**, but you can still **'Undo'** these changes and go to a state prior to adding the students. If you click on the **'Finish'** button however, the changes will be committed to the timetable database and the wizard will display the **'Register list page'** again and all **'Affected Registers'** will be updated.

'Affected Registers' is the term we are using to describe all registers that are affected by the operation of adding students.

The next sections describe Remove Students and Withdraw Students wizards in more detail. These two wizards have a common first page that display a warning regarding differences between removing and withdrawing students from registers. Withdraw is a mark attached to student and those students can be taken out of the withdrawn state if the withdraw mark is cancelled via **'Cancel Withdraw'**. This is equivalent to adding the student back to the affected registers and all withdraw marks will disappear from the affected registers. But you can only mark students from current registers onwards.

Removing Students from Registers

To remove a student from a register, the role for the currently logged-in user has to have the 'May remove students' option set and the role has to have the 'Modify' access right. For further information, please refer to section 'Setting which users can use SAT'.

Withdrawing Students from Registers

To withdraw a student from a register, the role for the currently logged-in user has to have the 'May withdraw students' option set and the role has to have 'Modify' access right. For further information, please refer to section 'Setting which users can use SAT'.

Removing Students from the Register List Page

⇒ Select the register that you want to add students to. Right click on the selected register. Select and click the '**Remove Students**' menu item.

Removing Students from the Register Marking Page

⇒ Right click on the Mark grid. Select and click the '**Remove Student**' menu item.

Withdrawing Students from the Register List Page

⇒ Select the register that you want to add students to. Right click on the selected register. Select and click the '**Withdraw Students**' menu item.

Withdrawing Students from the Register Marking Page

⇒ Right click on the Mark grid. Select and click the '**Withdraw Student**' menu item.

The window displayed should look similar to that shown in Figure 41.



Figure 41: Remove/Withdraw Students first page

⇒ Click '**Next**' button to dismiss the warning message page.

The window displayed should look similar to that shown in Figure 42.

⇒ Select one or more students from the student list

⇒ Holding down the Control key, left mouse click on the students you want to remove or withdraw. Or alternatively:

⇒ Select a student. Holding down the Shift key, press the Down or Up arrow key to select students.

⇒ Click '**Next**' button.

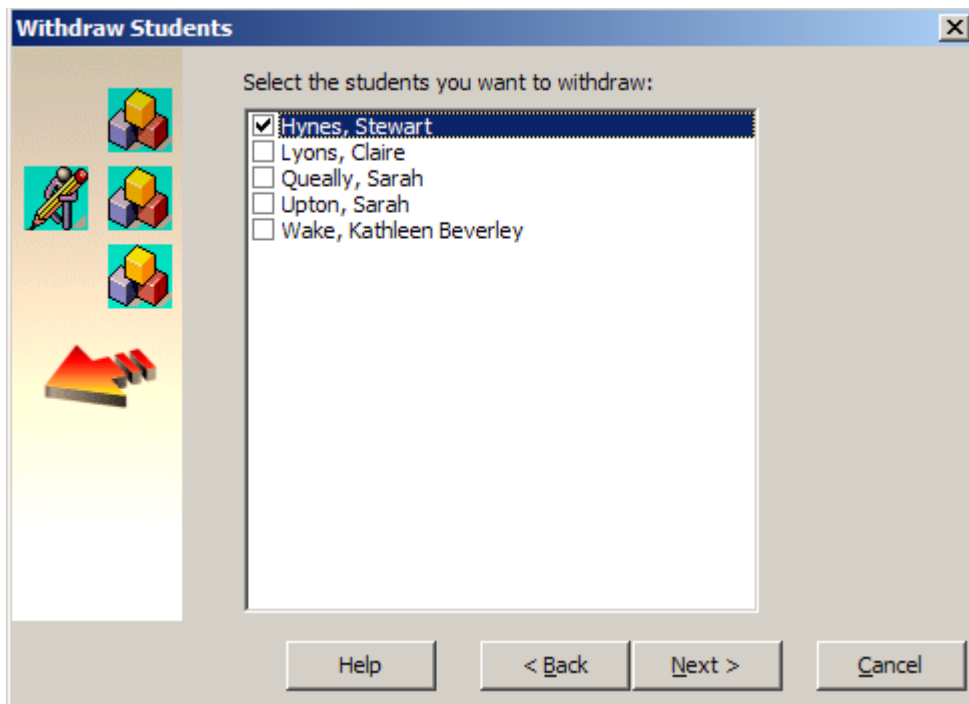


Figure 42: Remove/Withdraw Students – Students list

The window displayed should look similar to one of those shown in Figure 43.

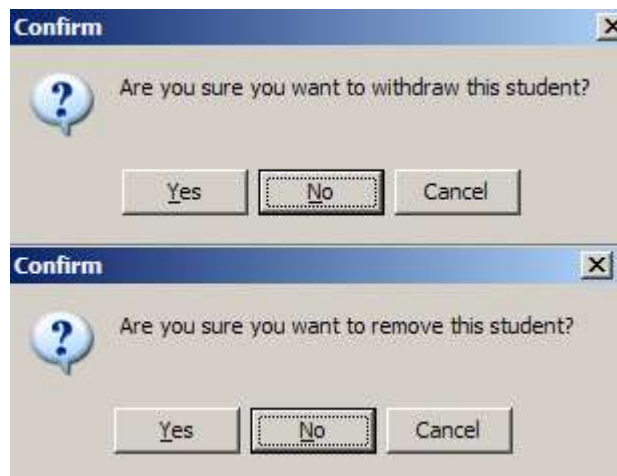


Figure 43: Remove/Withdraw Students Accept, Cancel or don't accept changes window

- ⇒ Click 'No' button to dismiss this Confirmation window and no changes will take place.
- ⇒ Click the 'Cancel' button to dismiss this Confirmation window and remain on the wizard.
- ⇒ Click the 'Yes' button to dismiss this Confirmation window and **Remove/Withdraw** the students from the selected register. The results will depend on which page the **'Remove/Withdraw Students'** wizard was called from. If it was from the **'Register list page'**, the students will be Removed/Withdrawn from the **'Affected Registers'** and there is no **Undo** for this action.

If the **'Remove/Withdraw Students'** wizard was called from the **'Register marking page'** the students are Removed/Withdrawn from the **'Mark grid'**, but you can still **'Undo'** the changes and go to a state prior to removing/withdrawing the students. If you click on the **'Finish'** button, the changes will be committed to the timetable database and the wizard will display the **'Register list page'** again and all **'Affected Registers'** will be updated.

'Affected Registers' is the term we are using to describe all registers that are affected by the operation of adding/removing/withdrawing students.

Cancelling Withdraw

To cancel a student marked as withdrawn, the role for the current logged user has to have the '**May withdraw students**' option set and the role has to have '**Modify**' access rights. For further information, please refer to section 'Setting which users can use SAT'. This effectively would add the student back to the register and all its previous marks for this register are restored.

Extended Absence Withdraw (**EAW**) cannot be cancelled in Timetabler SAT software.

Notes: Cancel Withdraw is only available from the '**Register marking page**'.

Marking Scheme Page

This section describes how to configure your Marking scheme so that you can create new mark types and manage existing marks. It is designed for users with administrative roles. Users without this special role will be only able to view exiting marks.

⇒ Click the ‘Marks’ button on the Timetabler SAT client software to display the ‘Marking scheme page’. The ‘Marks’ button is located on the far left hand side of the application.

The ‘Marking scheme page’ should look similar to the window shown in figure 44:

Marking Scheme						
Name	Description	Abbreviation	Shortcut Key	Colour	Definition	Precedence
Present	Line1adad Line2dfda Line3dfasdf Line4ffddd Line5ddadfaf	/	/	Blue	Present	<input checked="" type="checkbox"/>
Absent	Unauthorised absence of student	A	a	Purple	Absent	<input type="checkbox"/>
Absent (authorised)	Authorised absence of student	O	o	Dark Red	Present	<input type="checkbox"/>
Late	Student is late without authorisation	f	f	Red	Late	<input type="checkbox"/>
Late (authorised)	Student is late with authorisation	T	t	Black	Present	<input type="checkbox"/>
New Mark	Testing a	W	w	Yellow	Withdrawn	<input checked="" type="checkbox"/>
465		5	5	Black	Absent	<input type="checkbox"/>

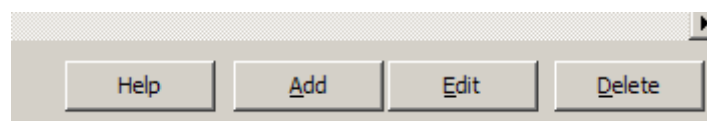


Figure 44: Marking scheme page

The ‘Marking scheme page’ consist of a grid displaying a view of the current marking scheme available in your timetable database. The buttons on the bottom of the window are only enabled for users with ‘Administrator role’. These users can add, edit or delete existing marks from the timetable database. Other users can still view the grid, though not edit it. Timetabler SAT perform checks when adding, editing or deleting marks and will therefore prevent the timetable database going into an inconsistent state.

Marks that are already in use (at least one student has already been marked with that mark) cannot be deleted from the timetable database. Two marks cannot have the same Abbreviation and/or Shortcut key. Changes made on this page will be reflected on the ‘Register marking page’ when it is displayed again, without the need to reopen the timetable database.

Any mark belonging to your marking scheme (whether a default mark type provided when you create your timetable database or a mark you have specially created) must belong to one of the 5 fundamental types available in the ‘Definition’ column. These types are fixed. In other words, you cannot remove or change the available types or add new ones of your own. You can, however, change the ‘Definition’ of any mark in your scheme from one ‘Definition’ to another. This should be done with caution, since the ‘Definition’ of a mark affects how it is interpreted by SAT’s reporting facilities. Ideally, your marking scheme should be set up as desired when a new timetable is created, and not changed thereafter unless absolutely necessary. The ‘Definition’ type ‘Undefined’ is provided for those mark types that do not logically belong in any of the other four types.

Column Name	Description
Name	Mark name
Description	A useful description for documentation purpose and future reference.
Abbreviation	The character that is printed or displayed on the registers. It will be drawn according to the field Colour.
Shortcut Key	This is the keyboard shortcut key. Pressing any of these shortcut keys on the Register marking page will apply to mark the selected student.
Colour	The colour you set will be used to draw the mark abbreviation on the Mark grid in the Register marking page
Definition	The Fundamental type that a mark type belongs to. Any new mark created or edited has to be assigned to one of the fundamental types. The 5 basic types are: Undefined, Present, Absent, Late and Withdrawn.
Precedence	An attribute that affects Extended absence marks. If a student is marked with an extended absence mark, that mark usually appears on the Register marking page for the period it was assigned. If you want to override this behaviour and replace it with a mark, set the precedence flag to checked. (*)

Table 7: Mark scheme page – Mark scheme grid

(*) An Extended Absence Withdraw (EAW) cannot be overwritten by any mark. An EAW is implicitly understood as a college withdraw.

If registers exist with students already marked with a certain mark, that mark type cannot be deleted from the marking scheme.

Adding/Editing a Mark

⇒ Click ‘Add’ or ‘Edit’ button.

The ‘Add Mark’ should look similar to that window shown in figure 45:

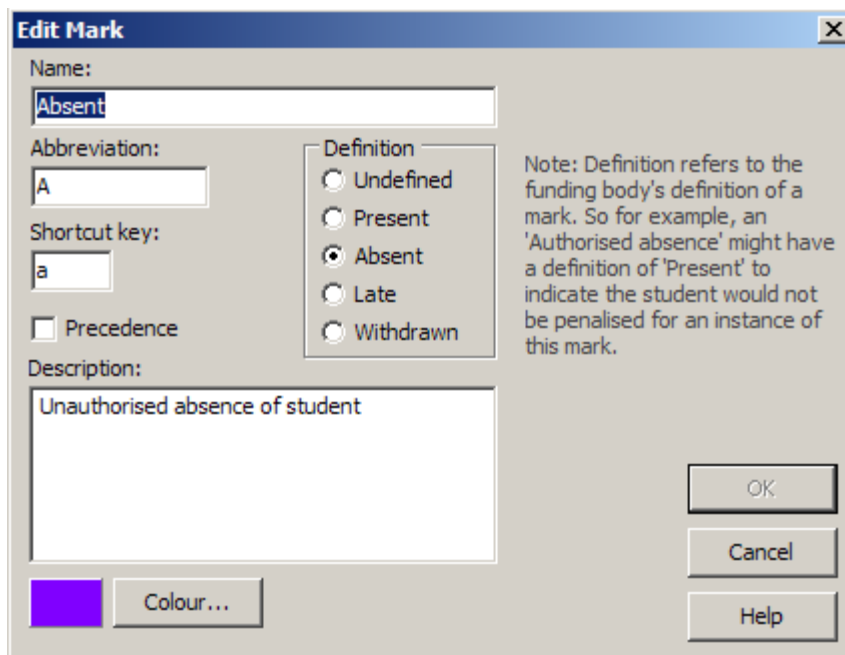


Figure 45: Add/Edit mark window

SAT Web

A web-based interface to SAT is also available via the Timetabler Web Server.

Timetabler Web Server allows users to have web browser access to timetables and attendance data 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 SAT data using the following URL:

`http://machinename:8080/SAT/`

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

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