

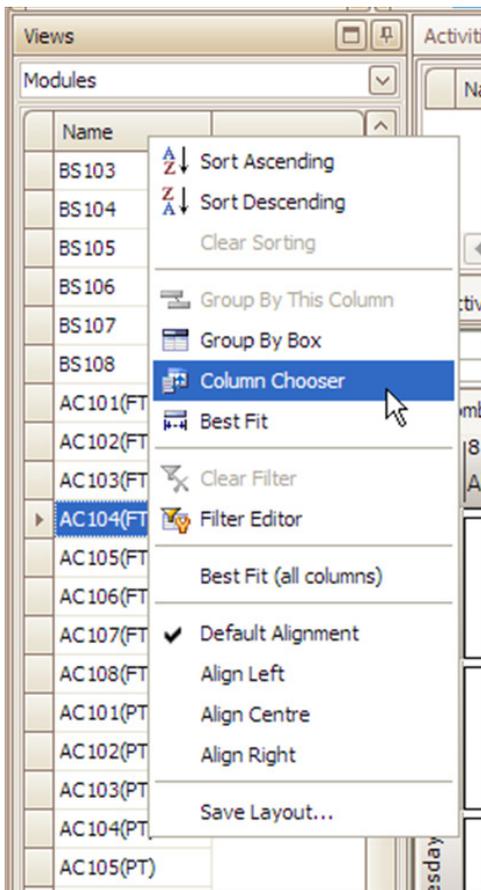
Enterprise Timetabler Beginners' Training Worksheet 1

1. Basic Customisation of the Enterprise Interface

It is possible to change the default layouts of the Activity and View panes to show extra information that is more relevant to the needs of each user. These layout changes are saved for the individual user and can also be saved and reloaded as required.

1.1. Customising Views

Additional information can be added and configured both in the **Views Pane** and the **Activities Spreadsheet** where required (columns can also be taken away if desired).



In the **Views Pane**, right-clicking with the mouse on the *Name* column heading will open up a *Configuration Menu*.

This menu allows the information in the **Views Pane** to be configured in a variety of ways including the order in which the information appears (*Sort Ascending*, *Sort Descending*) and the alignment of the information in each column (*Default Alignment*, *Align Left*, *Align Center*, *Align Right*).

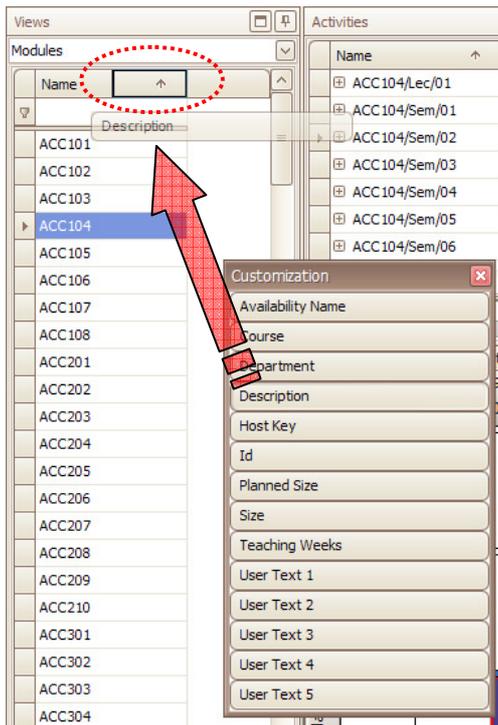
In this particular instance, we are interested in the menu item entitled *Column Chooser*. Select this from the menu.

A window will open entitled *Customization*. This will contain a list of all the column headings available related to the selected object (in this instance *Modules*).



Column headings can now be dragged and dropped between the *Customization* window and the **Views Pane** as required.

The illustration below shows the *Description* column being added to the right of the *Name* column.



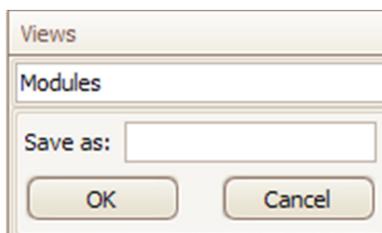
Note the black outline to the right of the *Name* column indicating the desired position of the *Description* column.

Column widths can also be adjusted by hovering over the right-hand edge of each column heading and resizing with the mouse.

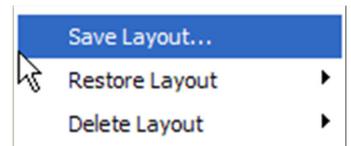
Columns can be added or removed using the drag & drop technique. Simply dropping a column that needs to be removed over the *Customization* window will put the heading back into the list in alphabetical order.

1.2. Saving Layouts

Changes that have been made to layouts as described above can be saved. *Right-clicking* with the mouse on the *any* column heading will open up the *Configuration Menu*. Choose *Save Layout ...* and enter a name into the *Save as:* dialogue that appears and Press OK.



Once a layout has been saved it can be opened by *right-clicking* with the mouse on the *any* column heading to open up the *Configuration Menu*. This will now have two new entries. Select *Restore Layout* to load previously saved layouts.



Note: This method of changing columns in Views Pane and Activities List is also used in Enterprise Reference data Manager and Enterprise Course Planner.

2. Basic Sorting and Filtering

2.1. Sorting

Columns in the *Views Pane* and *Activities List* can be sorted by clicking on the column header. An Arrow will indicate whether the column is sorted in ascending or descending order. No arrow indicates the column is unsorted.

Scheduled Days	Scheduled Time
Monday	14:00
Thursday	09:00
Friday	14:00

Scheduled Days
Monday
Thursday
Friday

Multiple columns can be sorted by holding down *Shift* and clicking on each column as required.

2.2. Filtering

2.2.1. Filtering the Views Pane

The *Views Pane* can be filtered by entering text into the text box below the column name. For example typing the letter 'F' will change the view to only show objects that start with the letter 'F'. Adding more letters will reduce the list further.

Name	Description
CMP302	Network Planning ...
FRE101	French Language 1
FRE104	French Language ...
FRE106	French Language ...
FRE201	French Language 2
FRE303	French Language 3
GEO303	Tropical Agricultur...
GEO306	Interpreting Physi...
GEO307	Interpreting Geol...
GEO310	Mountain Landsca...
GER101	German Language...
GER102	German Language...
GER201	German Language...
GER203	German Language...
GER303	German Language...
HIS205	Religion & Society...
LIT106	Language & Litera...
MKT205	Marketing Plannin...
MKT308	Campaign Planning

Wildcard searches can be carried out by using the '*' symbol. For example typing '*lan' into the description text box will show all objects that contain 'lan' somewhere in the description

The filter can be removed by either deleting the text in the box or by clicking on the button at the bottom left of the Views list.

Name	Description
FRE101	French Language 1
FRE102	French Grammar ...
FRE103	Contemporary Fr...
FRE104	French Language ...
FRE105	French for Business
FRE106	French Language ...
FRE107	Classical French
FRE201	French Language 2
FRE202	French Business C...
FRE203	Contemporary Fr...
FRE204	French Translation
FRE205	French for the Me...
FRE206	French Grammar ...
FRE301	French Dissertati...
FRE302	French Dissertati...
FRE303	French Language 3
FRE304	French in North A...
FRE305	La Chanson Franc...
FRE306	French in Quebec

2.2.2. Filtering the Activities List

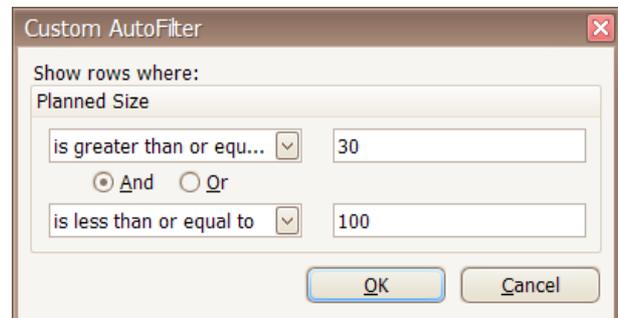
The *Activities* list can be filtered by using the filtering icon available at the top right of the column header . Clicking on this icon will display a list of the distinct values appearing in the selected column. A single object can be selected from the list or a custom filter can be opened which allows a simple set of criteria to be applied.



In the example shown the object list (of modules) is being filtered to show only those with a planned size between 30 and 100.

Note: A filtered view can be saved as a layout as described in 1.2 above.

Further information on advanced filtering techniques can be found in the Enterprise Timetabler User Guide.



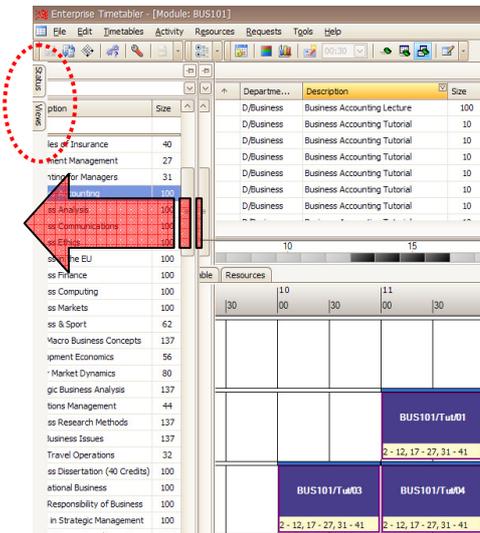
3. Advanced personalisation of the Enterprise Timetabler Interface

Note: This section deals with the more complex areas of personalisation; *pinning and unpinning panes*, enabling *floating panes*, *re-positioning panes* and creating *tabbed panes*. The user may prefer to leave this section until he or she has more experience of using the software.

Within the Enterprise Timetabler software, there are also general personalisation techniques that can be applied to the overall look of the interface. The user is able to adjust the appearance of the panes, (**Views Pane**, **Status Palette**, and the **Activities Spreadsheet**), that are displayed on the screen to suit the requirements of their approach to timetabling. For example, panes can be re-sized to enable more information to be seen, or to place greater emphasis on the part of the interface which is being used.

3.1. Pinning & Unpinning Panes

The **Views Pane**, **Activities Spreadsheet** and **Status Palette** can be *unpinned* and hidden either collectively or individually. Using this technique allows more space for the **Timetable Grid**, and also allows the user to hide any of the panes that are not being used.



When any of the panes are *unpinned*, they become a *named tab* at the side, top or bottom of the screen depending on their starting position, and the selected pane will slide away. Hovering over the *named tab* with the cursor will re-open the required pane, but as soon as the cursor is taken off both the tab and the pane, it will slide back to its *unpinned* position as a *named tab*.

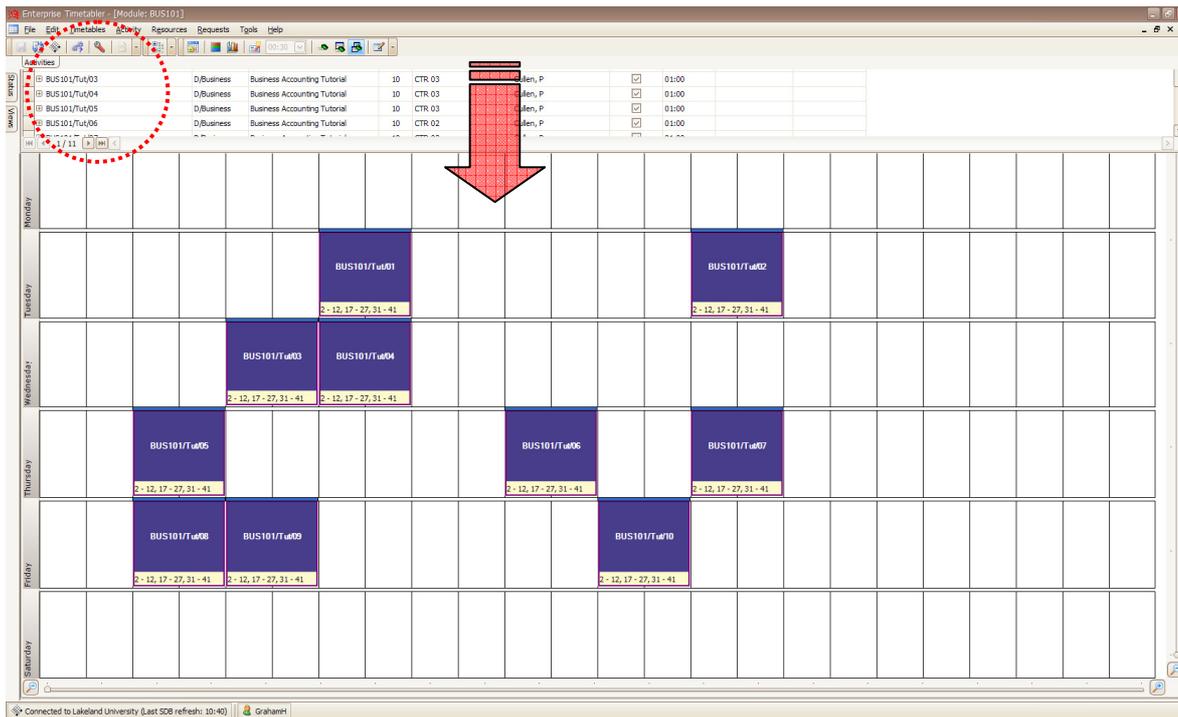
To *unpin* any of the panes, click on the  symbol in the top-right hand corner of the **Views Pane**, **Activities Spreadsheet**, or the **Status Palette**. As soon as the mouse is moved away from the *unpinned* pane, it will slide away to its hidden position.

In the example pictured (left), the **Status Palette** has already been *unpinned* and has become a *named tab*, meanwhile, the **Views Pane** is in the process of being *unpinned* – the *named tab* has appeared at the side, and the pane is in the process of sliding away.

Hovering over a *named tab* with the mouse will open the selected pane which will slide in from the side where it is *unpinned*.

To put the pane back into its *pinned* position, hover over the required *named tab*, and when the pane slides open click on the  symbol in the top right-hand corner of the pane. The pane will then be restored to its original position.

In the example shown below, all the panes are *unpinned*, and the **Activities Spreadsheet** is in the process of sliding open from the top of the interface.



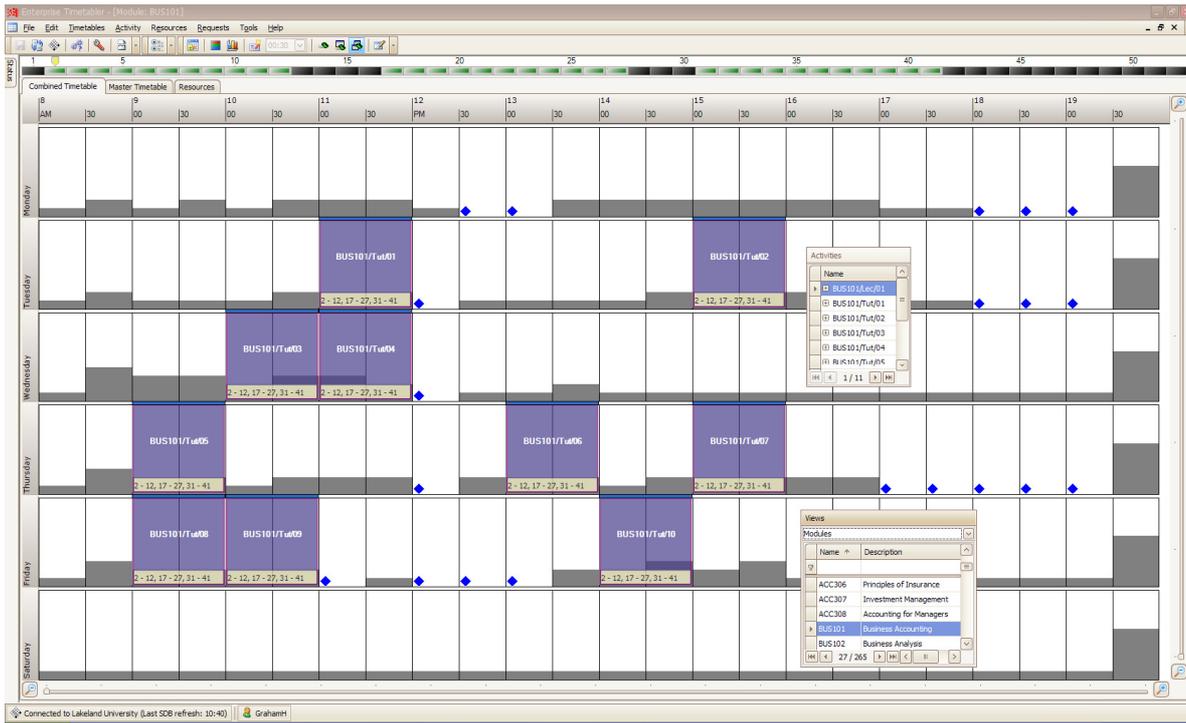
The following point should be noted by the user in relation to *pinning* and *unpinning* panes:

- Once panes have been *unpinned* they may not necessarily be *pinned* back into their original position. The positioning depends on the order in which the user chooses to *unpin* and *pin* the panes.

3.2. Floating Panes

The **Views Pane**, **Activities Spreadsheet** and **Status Palette** can be made into floating panes by grabbing them and moving them with the mouse. Floating windows can be resized using normal *Windows* techniques.

The illustration below shows the **Views Pane** and the **Activities Spreadsheet** floating, whilst the **Status Palette** has been unpinned.

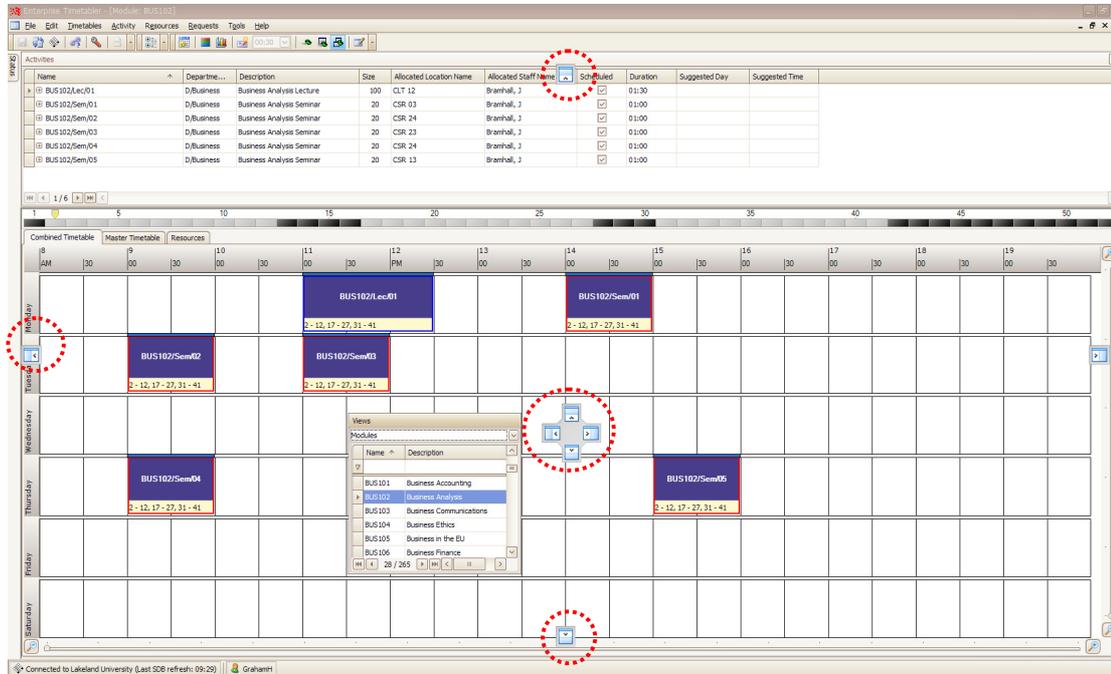


The following point should be noted by the user in relation to *floating* panes:

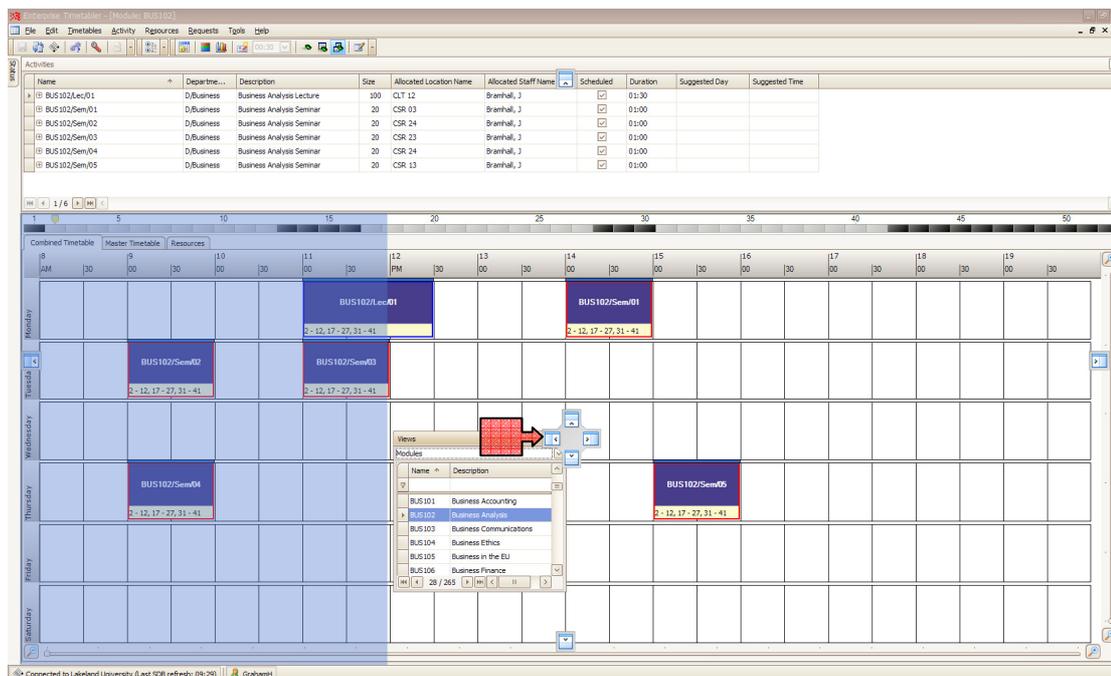
- Once panes have been *unpinned* they cannot become *floating* panes until they have first been *pinned* back into position.

3.3. Repositioning Panes & Creating Tabbed Panes

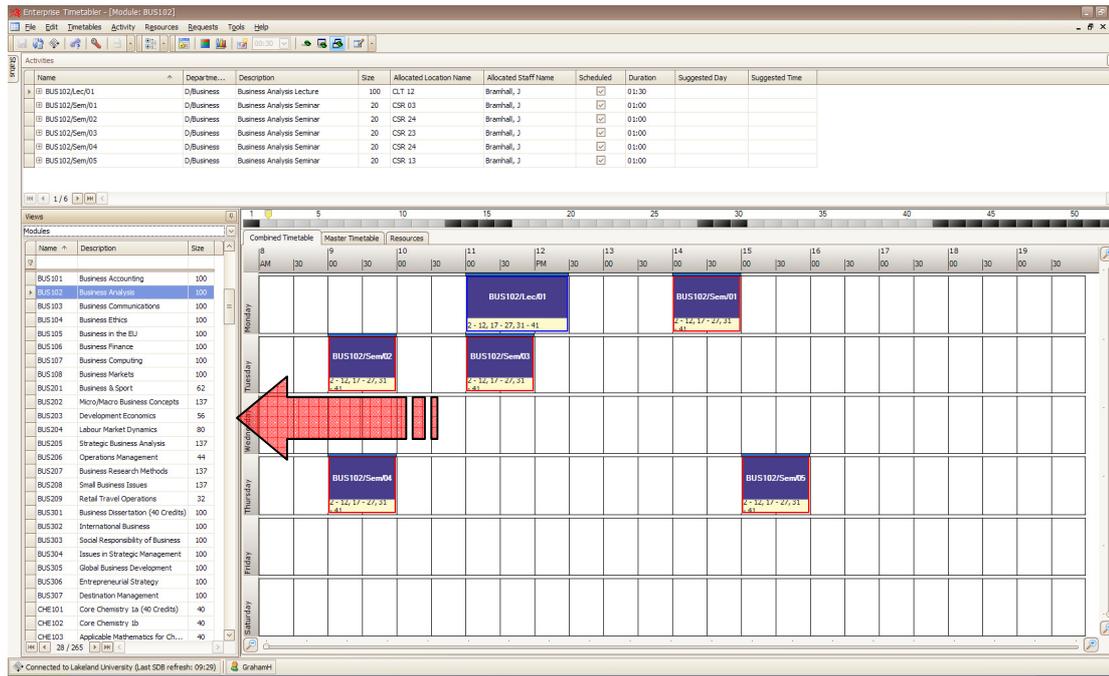
The various panes can be *pinned* into position anywhere on the screen depending on the requirements of the user. Grabbing and moving one of the panes enables the appearance of *positioning symbols* as shown in the illustration below.



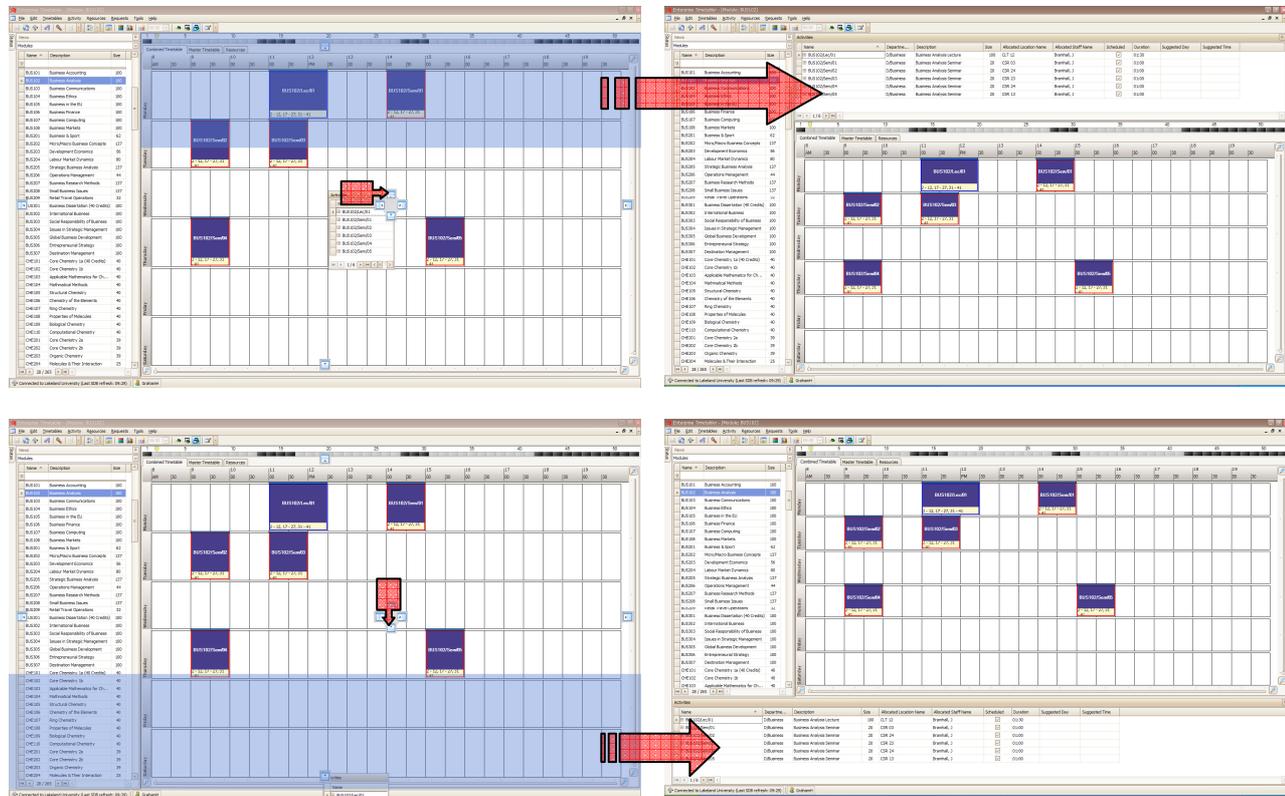
Dragging the pane to any of the *positioning symbols* shown above will cause a blue shaded area to appear which indicates the final *pinned* position of the pane. In the example below, using the indicated *positioning symbol*, the **Views Pane** is to be positioned on the left side of the screen and below the **Activities Spreadsheet**.



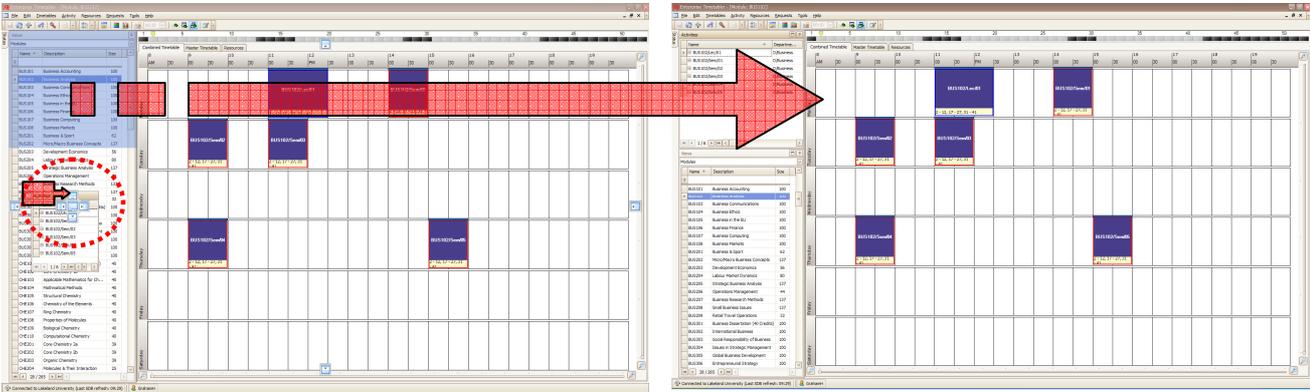
Letting go of the mouse button will drop the **Views Pane** into the *pinned* position as shown below.



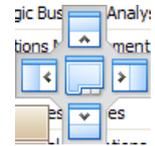
Further examples of *pinning* the **Activities Spreadsheet** from a *floating* position using the different *positioning symbols* are illustrated below:



It is also possible for panes to be positioned above each other in column. In this instance the location of the *positioning symbols* will change as illustrated below; the **Activity Spreadsheet** is to be repositioned on the left-hand edge of the screen, and above the **Views pane**.

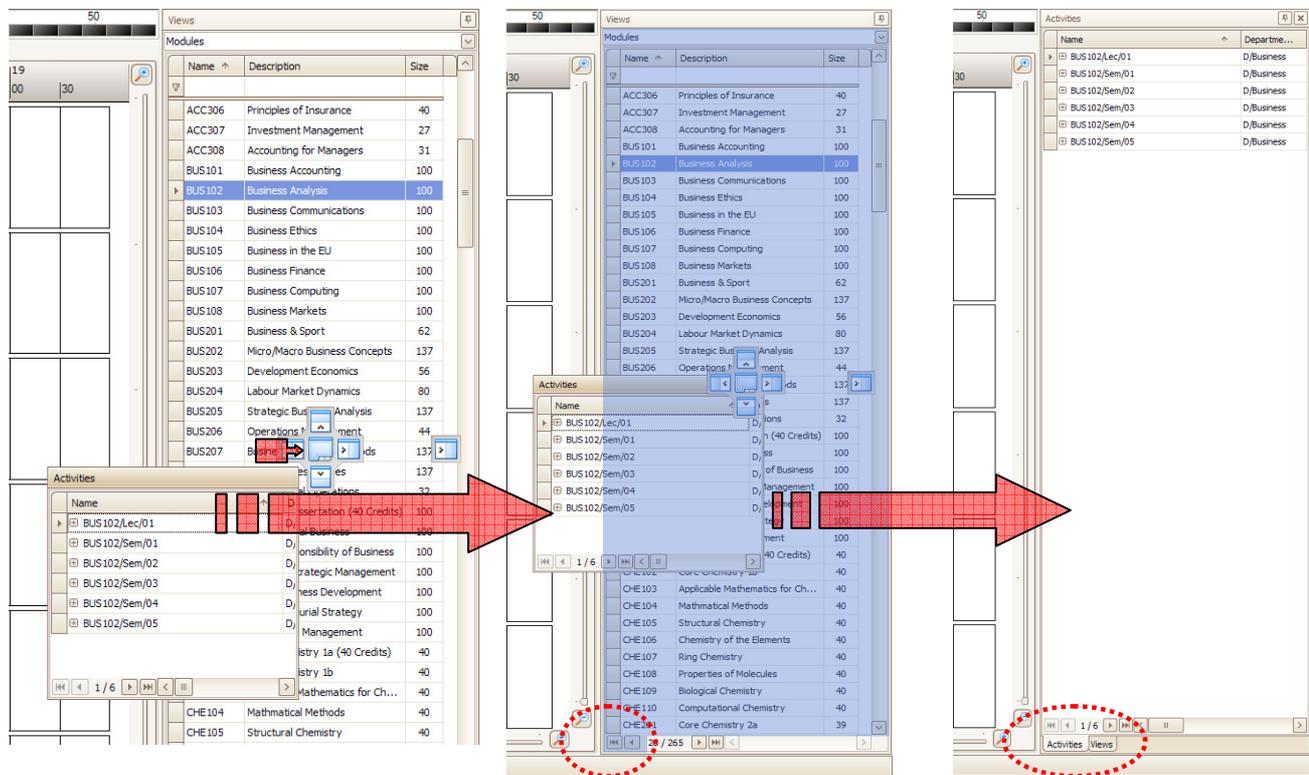


Finally, there is the capability to position panes on top of each other in a *tabbed* format. In this instance the central *positioning symbol* is used.



The illustrations below shows process for positioning the **Activities Spreadsheet** on top of the **Views Pane** as *tabbed* elements on the right-hand side of the screen. Note that the *tabbed positioning symbol* has been selected, and the blue shaded area also has a tab at the bottom left-hand corner.

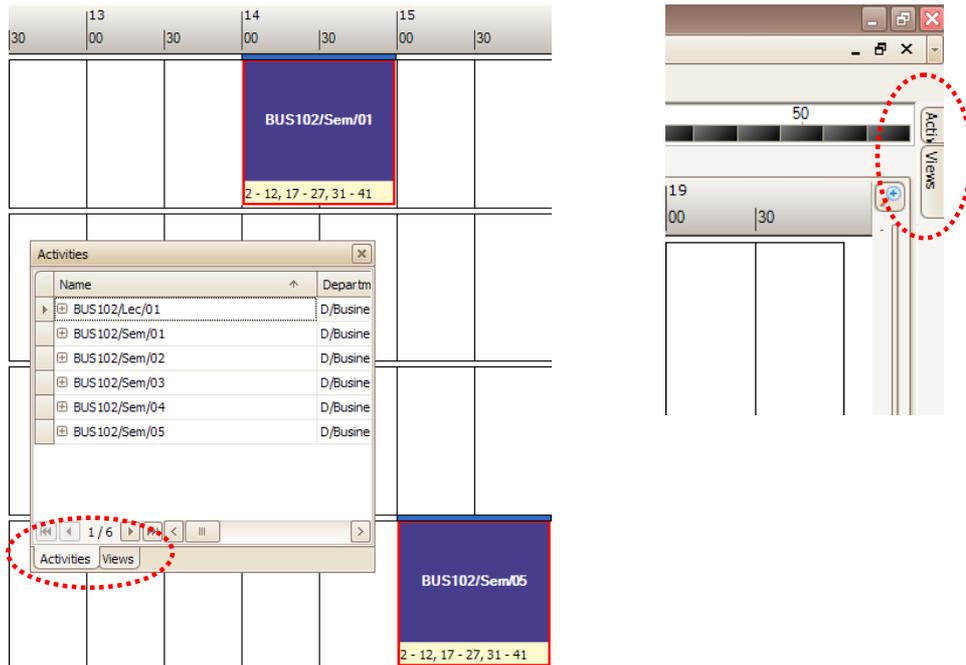
Note the Activities tab and the Views tab at the bottom of the pane. Selecting either of these will place the required pane into the visible position on top.



The *tabbed* panes can be made into *floating tabbed* panes by grabbing either the **Activities Spreadsheet** or the **Views Pane** (whichever is on top), by the header and dragging and dropping into the middle of the screen. The *floating* pane will have the tabs located at the bottom left-hand corner.

In addition, the *tabbed* panes can be *pinned* and *unpinned*. When *unpinned*, the tabs appear at the side of the screen as if overlapping each other.

These variations are illustrated below:



To remove a pane from the *tabbed* format, it is necessary to grab the pane *by the tab* rather than by the header. The pane can then be dragged and dropped into the middle of the screen to become a *floating* pane. Re-positioning can then take place as required

There are too many variations available to give examples of all the positioning possibilities, and it is therefore recommended that the user experiments with various combinations until their preferred layout is achieved.



Note: Default positions can be reset using *Tools | Reset | Layout*.