



User Manual

By David Olesko - V1.2.13

Contents

1. Overview.....	2
2. The Database.....	2
3. Navigation	3
1. SearchBox.....	3
2. Data Management.....	4
Adding	4
a. Updating	4
b. Deleting	5
c. Importing/Exporting	5
3. User Management.....	5
4. Programme Management	5
5. Event Management	6
6. Requests	7
7. Calendar View.....	8
8. FAQ.....	9

For additional help please email root@timetables.co.uk

1. Overview

This manual will guide you through the process of managing TimeTables web software.

2. The Database

Managing TimeTables will require basic knowledge of the relational database used within the system. Creating events depends on multiple tables within the database, i.e. each of the events must be connected to the module assigned to one of the programmes. Students are enrolled in programmes which can have a couple of modules per semester. Each module might have a few different recurring events during the semester.

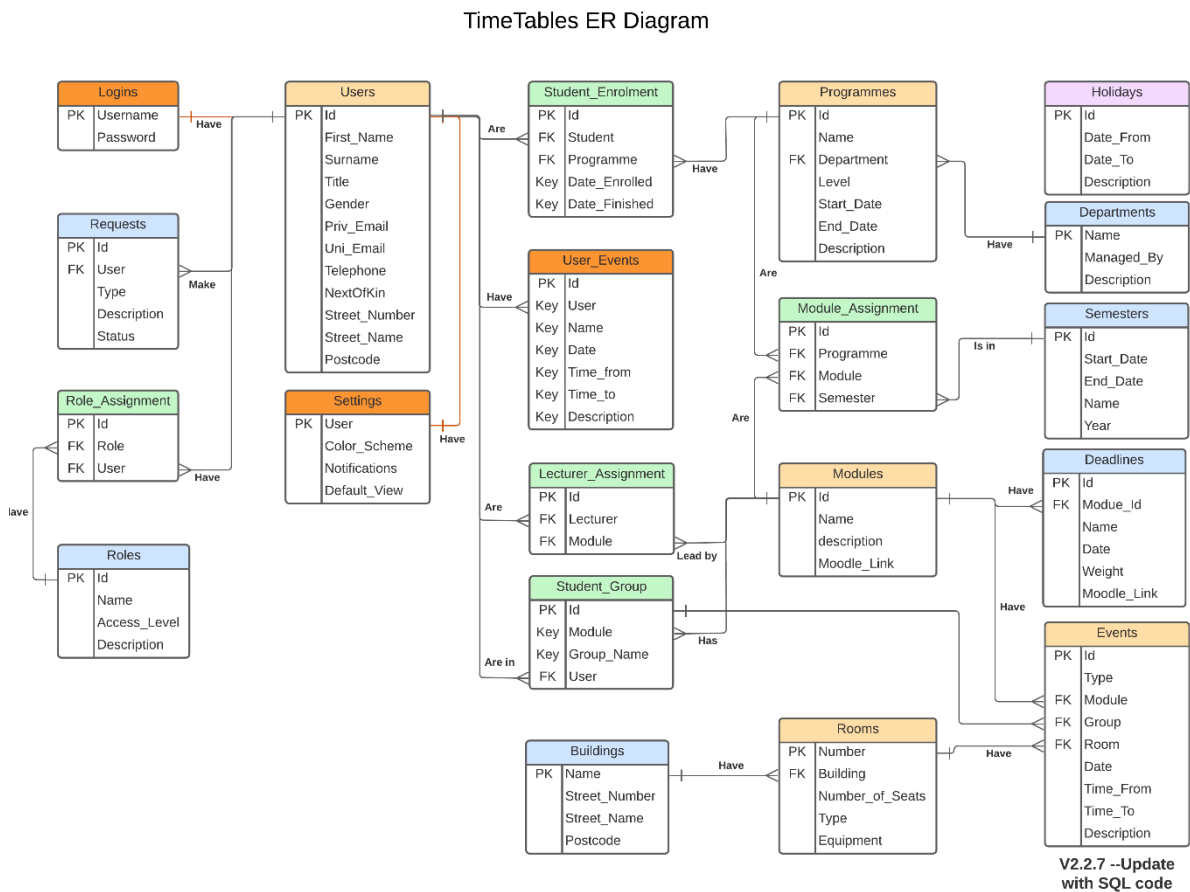


Figure 1: TimeTables database ER Diagram

3. Navigation

Please use the navigation menu below the logo to navigate the portal (see Figure 2). Please use the Home button or the TimeTables logo to return to the main page. It might be helpful to try out the different pages to get yourself familiar with the content.



Figure 2: main navigation bar

1. SearchBox

The SearchBox function allows you to quickly search through the database for required events, modules, modules, requests, or users. To use it, select the type of search needed on the left of the search bar (see Figure 3) and type searched phrase in the search bar. Data can be searched in any field, including dates and times.

To sort the results by room, name, or date, press the header of the results table. It can be pressed once to arrange in ascending order or twice in descending order.

The search box can fill form fields by simply clicking on required fields.

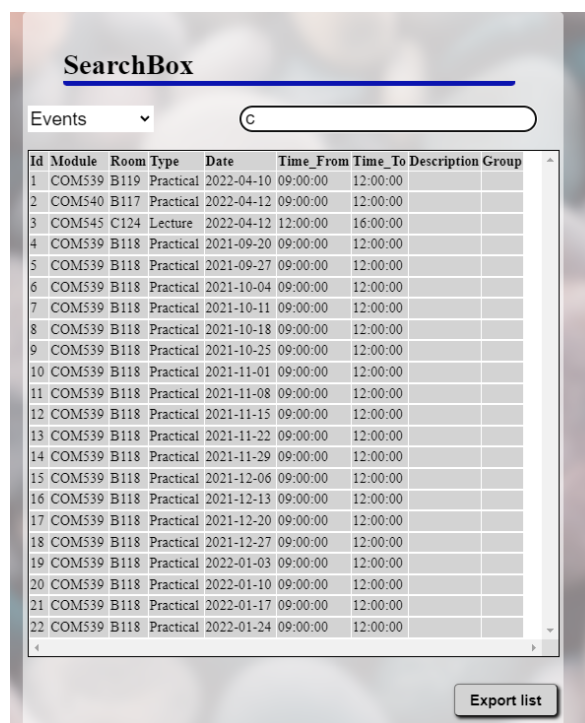


Figure 3: SearchBox section

2. Data Management

Data within the database can be managed by adding, updating or deleting rows in the tables. Still, our user interface will make it a bit easier in many ways.

a. Adding

To add an entry to the database, enter the data in specified text fields (see Figure 4) and press Add button at the bottom of the form section of the page (see Figure 5).

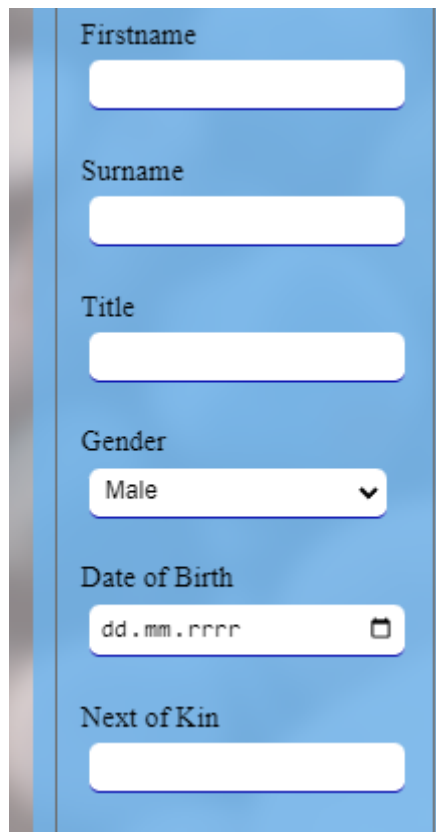
A vertical form with a light blue background. It contains six input fields: 'Firstname' (text), 'Surname' (text), 'Title' (text), 'Gender' (dropdown menu with 'Male' selected), 'Date of Birth' (text with a date picker icon), and 'Next of Kin' (text).

Figure 4: Form text fields

A horizontal row of five buttons: 'Add', 'Delete', 'Update', 'Reset Password', and 'Default Settings'. The buttons are light gray with black text and are set against a light blue background.

Figure 5: Form submit buttons

b. Updating

To update the entry in the database, it has to be retrieved by the search box (see Figure 3). Any fields can be updated with the required information and applied by pressing the Update button.

c. Deleting

To delete the entry from the database, retrieve it by the SearchBox and press the Delete button to remove it.

d. Importing/Exporting

To import the updated data from the university database, please navigate to the Import Data tab and select the required type of import or export before selecting the file. Press load to display the file in the editor and confirm by pressing the Confirm button or cancel the operation by pressing the Cancel button. Only XML files are supported at the moment.

To export data, on any page containing the SearchBox, select the type of data to export and click the export button to download the prepared XML file.

3. User Management

This section allows adding, updating or removing users from the TimeTables system. It can also reset the user's password or set the user's default settings in case of system failure.

4. Programme Management

You can add, update or delete programmes within this section, and assign modules to them. To avoid mistakes, you can choose to automatically set the start and end date of the programme by selecting the required academic year (see Figure 6).

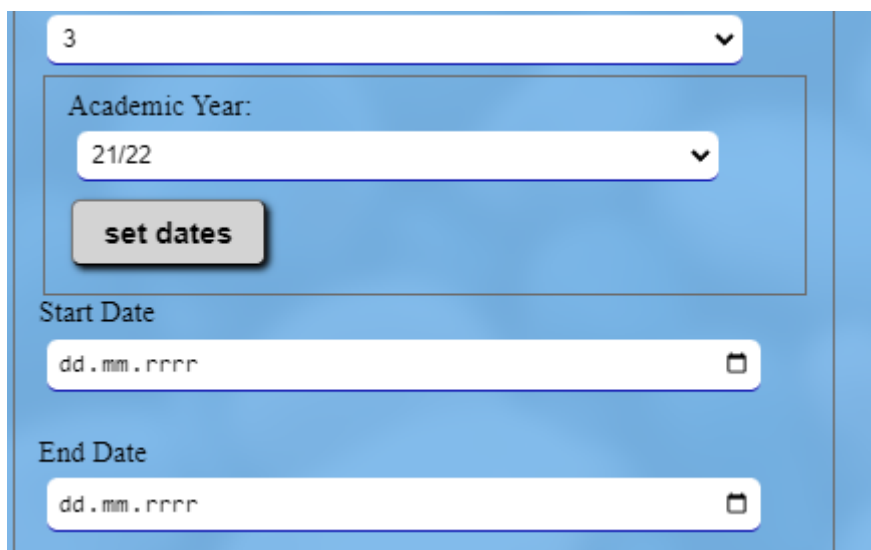
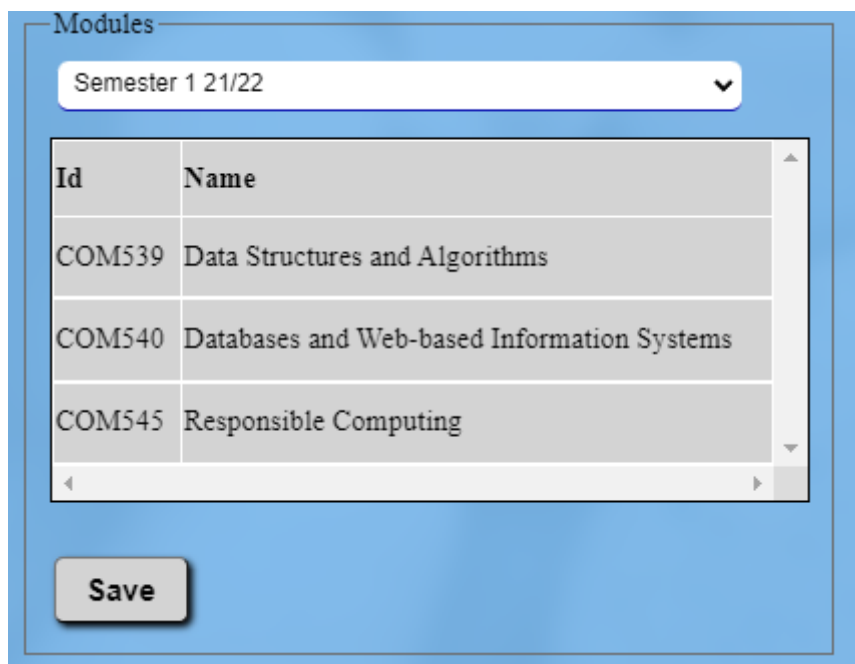
The image shows a web form titled 'Academic Year-selector'. At the top, there is a dropdown menu with the number '3' selected. Below this, the form is divided into a light blue box and a white box. The light blue box contains the label 'Academic Year:' followed by a dropdown menu showing '21/22' and a 'set dates' button. The white box contains two date selection fields. The first field is labeled 'Start Date' and has a placeholder 'dd.mm.yyyy' with a calendar icon. The second field is labeled 'End Date' and also has a placeholder 'dd.mm.yyyy' with a calendar icon.

Figure 6: Academic year-selector

To assign modules to the selected programme, first select the programme from the SearchBox, search for the required module, and press it in the SearchBox to add to the list (see Figure 7). Please mind the semester selector at the top of the section. Make sure all semesters have modules assigned before saving changes. To delete the module from the list, click on it and save the changes.



Modules

Semester 1 21/22

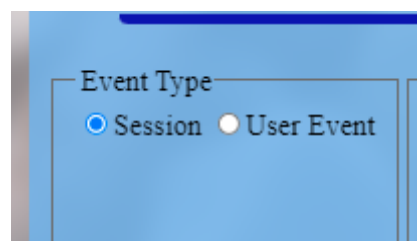
Id	Name
COM539	Data Structures and Algorithms
COM540	Databases and Web-based Information Systems
COM545	Responsible Computing

Save

Figure 7: Programme modules assignment section

5. Event Management

To create the event, first, select the type of event. Session events refer to the recurring module-based sessions. In contrast, user events are private events visible only to specific users.



Event Type

☒ Session ☐ User Event

Figure 8: Event type selector

To avoid human error, the Start of Semester function was created. This allows to automatically set the beginning of recurring events to the first day of the semester they are assigned to. If this function is not setting the date, it has to be confirmed if the selected module is assigned to the programme.

Date:

dd.mm.yyyy

Start of Semester

Time from:

Figure 9: Date section

To see rooms available. Enter the date and time of the event and press the refresh button.

Rooms Available:

Select Date and Time

Refresh

Figure 10: Room Availability

To create recurring events, select the weekly option from the Recurring window. This will create a series of events recurring weekly, starting on a chosen start date and ending at the end of the semester.

Recurring:

Once

Save Delete

Figure 11: recurring events option

6. Requests

To complete, or delete the request select it from the SearchBox, add a comment and press the related button. The typed message will automatically be sent to the specified user by email.

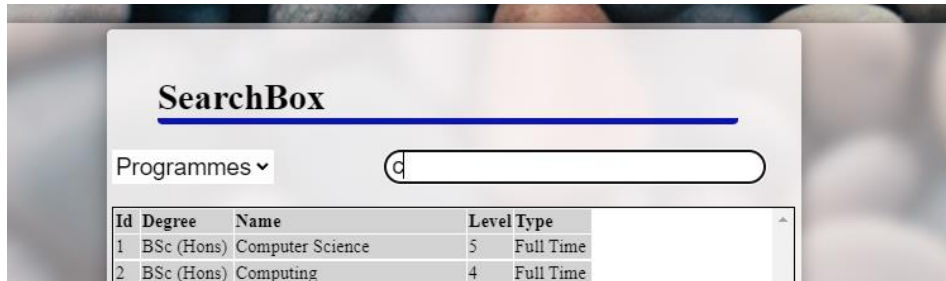
Comments/Messages

Mark as Completed Mark as Denied Delete Message User

Figure 12: Request management buttons

7. Calendar View

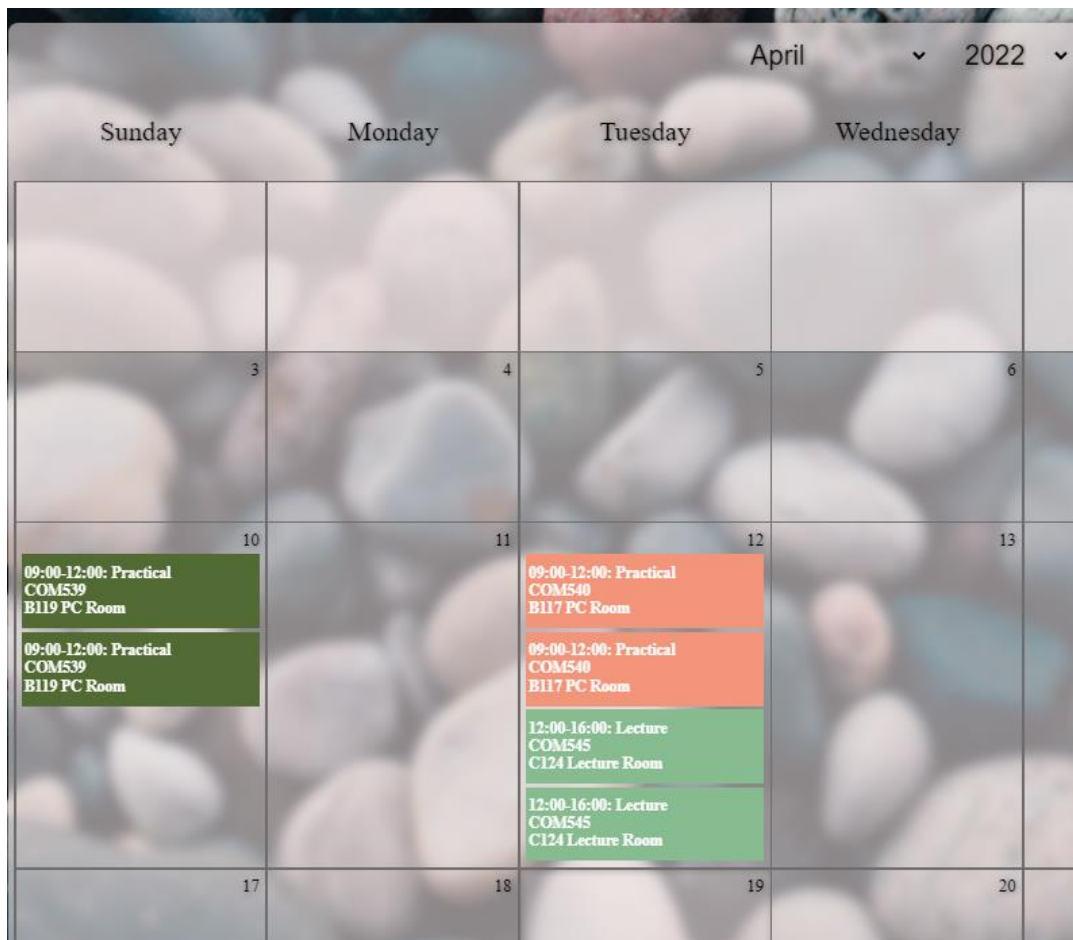
To view the calendar of any of the modules, programmes or rooms, search for it in the SearchBox and select it.



The SearchBox interface features a title 'SearchBox' with a blue underline. Below the title is a dropdown menu currently set to 'Programmes'. To the right of the dropdown is a search input field containing the letter 'd'. Below these elements is a table with the following data:

Id	Degree	Name	Level	Type
1	BSc (Hons)	Computer Science	5	Full Time
2	BSc (Hons)	Computing	4	Full Time

Figure 13: Searching for calendar



The calendar view displays a grid for the month of April 2022. The days of the week are listed at the top: Sunday, Monday, Tuesday, and Wednesday. The calendar shows dates from 3 to 20. Scheduled activities are listed for the following dates:

- Sunday, 10th:**
 - 09:00-12:00: Practical COM539 B119 PC Room
 - 09:00-12:00: Practical COM539 B119 PC Room
- Tuesday, 12th:**
 - 09:00-12:00: Practical COM540 B117 PC Room
 - 09:00-12:00: Practical COM540 B117 PC Room
 - 12:00-16:00: Lecture COM545 C124 Lecture Room
 - 12:00-16:00: Lecture COM545 C124 Lecture Room

Figure 14: Calendar view

8. FAQ

1. Can I export a search results list only instead of a full list?
 - a. No, this function is not supported in this version.
2. Can I add modules while creating a programme?
 - a. This function is not supported in this version, see patch notes for more details.
3. Can I create a single events without recurring for modules?
 - a. Yes, just select option Once from Recurring selector at events page
4. Can I create recurring user events?
 - a. This function is not supported yet.