

University Timetabling System User Manual

This system can be used to produce both lecture timetables and examination timetables. The process is easy.

- i. Enter data of units, lecturers, courses and student groups.
- ii. Set lecturer and room availability.
- iii. Assign units to lecturers.
- iv. Compile timetables.
- v. View generated timetables

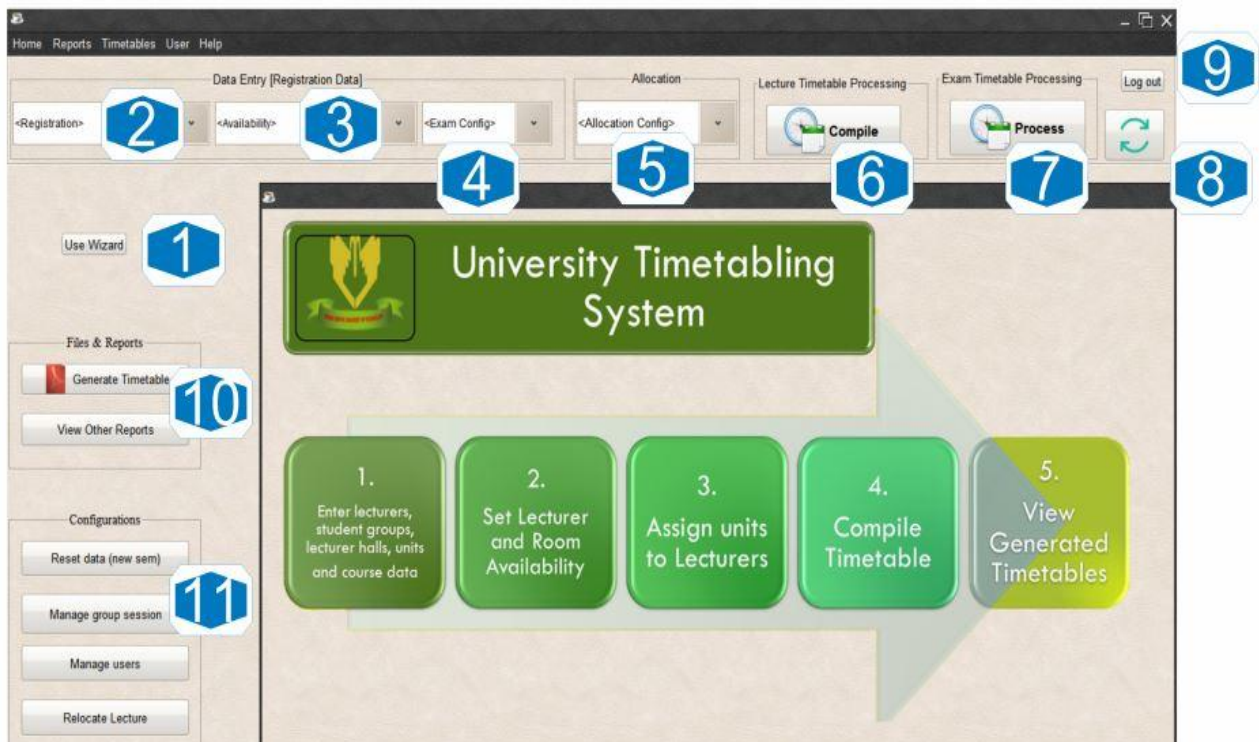
1.0 GETTING STARTED

1.1 Logging in

The user will be issued with a username and a password by the administrator of the system. This details will be used by the user to log in the system.

1.2 System Menu

This is the system main interface that contain different functions of the system. This function are numbered in the figure below and they will be described.



1 Use wizard

This enables the user to be directed through the system, by just clicking next the user is able to go through the process of generating the timetable.

GROUP CODE	YEAR	SEMESTER	GROUP SIZE	COURSE CODE	SESSION STATUS
BBIT Y1S1	Y1	S1	0	C027	Inactive
BBIT Y1S2	Y1	S2	60	C027	Inactive
BBIT Y2S1	Y2	S1	70	C027	Inactive
BBIT Y2S2	Y2	S2	0	C027	Inactive
BBIT Y3S1	Y3	S1	15	C027	Inactive

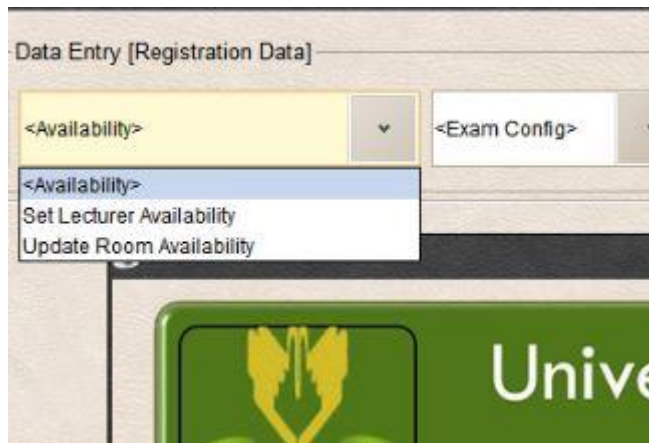
2 Registration

This function enable the user enter the prerequisite data needed to generate the timetable. This data include school and department registration, courses, student group, units, lecturers and lecturer halls.

- <Registration>
- School And Department Registration
- Courses
- Student Group
- Units
- Lecturer
- Lecture Hall(Rooms)

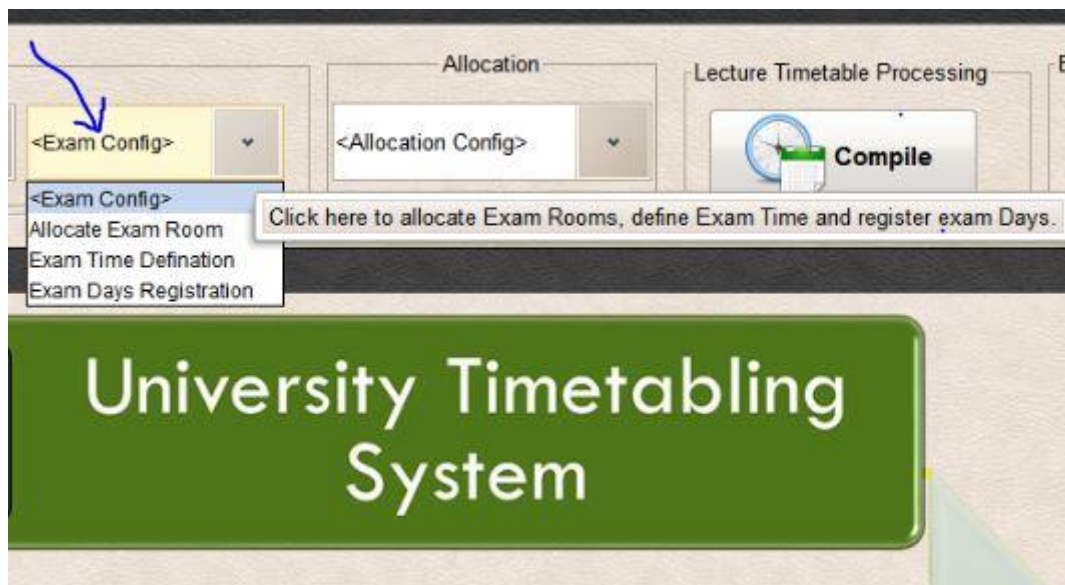
3. Availability

This enables the user to set availability of lecturers and rooms.



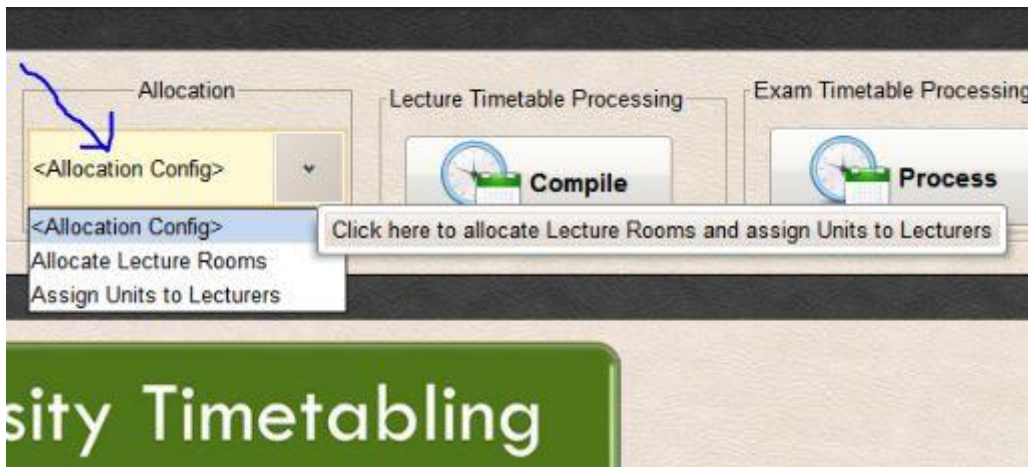
4. Exam Configuration

This is used to allocate exam rooms to departments, define exam time and register exam days.



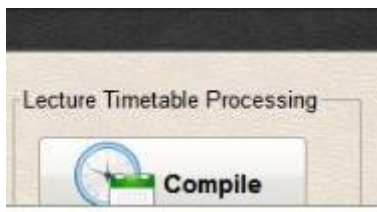
5. Allocation

This enable the user to allocate rooms to departments, and also assign lectures the units they are to teach.



6. Lecture Timetable processing

This is used to compile lecture timetable



7. Exam Timetable Processing

This is used to compile exam timetable.

8. Refresh Button

This is used to synchronise data between the client and server.



9. Log out

This is used to log out the current user.

10. File and reports

This is used to view the generated timetables and other reports.



11. Configurations

This is to perform different setting of the system, this include resetting data(When starting a semester, managing group sessions , manage users and relocate lecture.

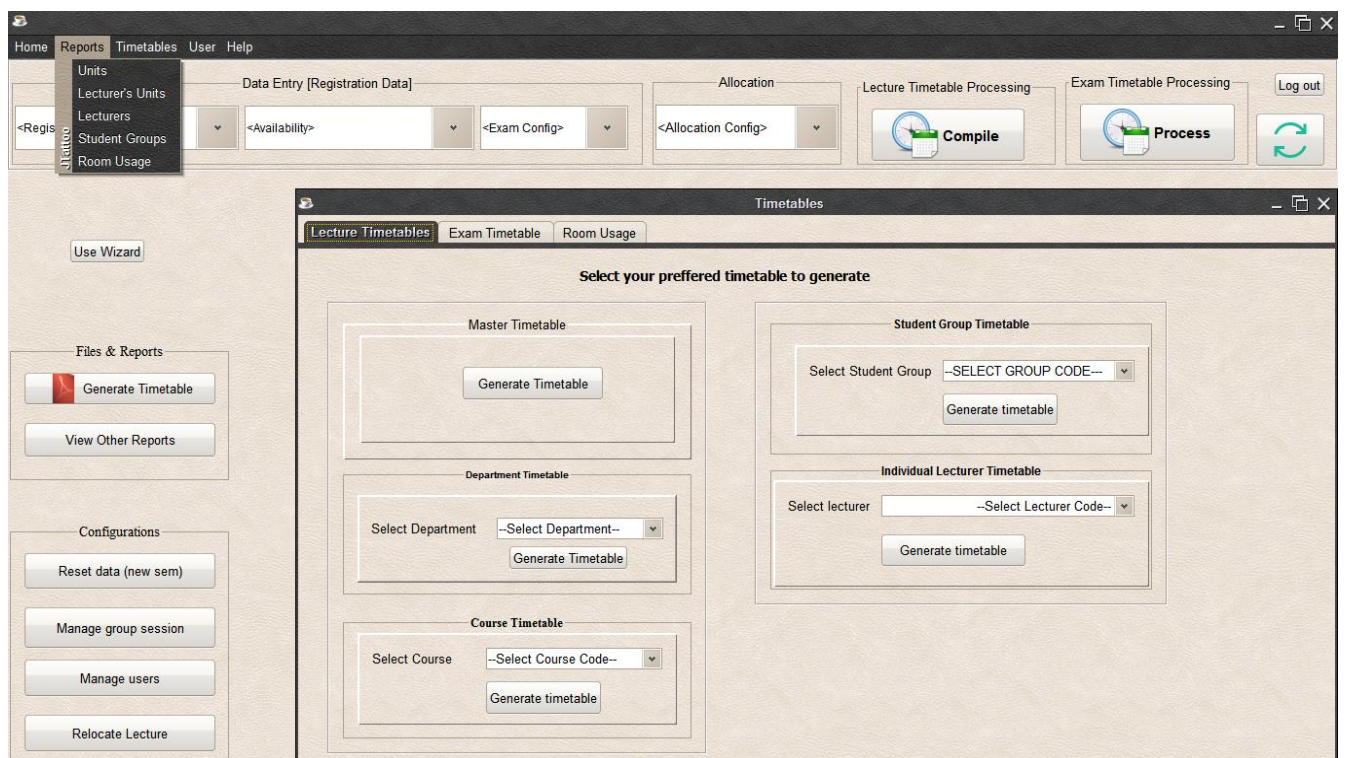


2. Reporting

1. Timetables

The system can be used to generate different timetables that include

- i. Master Timetable for the whole school.
- ii. Department timetable
- iii. Course timetable
- iv. Student Group timetable
- v. Individual lecturer timetable
- vi. Examination Timetables



2. Other Reports

These reports can be produced by the system:

- i. Registered units
- ii. Registered Lectures
- iii. Registered student groups
- iv. Units assigned to different lecturers

