**Student Systems Administration** STUDENT SERVICES CENTRE



# **Enterprise User Guide**

A BASIC USER GUIDE FOR SCHOOL TIMETABLERS TIMETABLING AND ROOM BOOKINGS TEAM UNIVERSITY OF LEEDS

Last updated 08/02/2018

## **Enterprise User Guide**

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#### **Getting Started**

Prior to using Enterprise for the first time, you will need to contact the Timetabling and Room Bookings Team who will need to amend your permissions. Once this has been done, you can access Enterprise via the Scientia Portal:

#### http://dstimetable06.ds.leeds.ac.uk/Scientia/Portal/Main.aspx

N.B. This is how Enterprise will always be accessed so save the link to your favourites. Please note that Enterprise does not work in Chrome.

You will need to sign in using your standard PC username and password (not your S+ username and password).

Double Click 'Enterprise Timetabler' to launch the software. The first time you do this, your machine will install Enterprise (which will require a bit of memory – the more memory your computer has, the better Enterprise will run).

Supported operating system	Processor	Memory (RAM)	HDD	LAN
Windows 7	At least 4 cores at 2 GHz	At least 4 GB RAM	At least 100 GB disk space	At least 1 Gbps LAN connectivity
Windows 8.1		KAW	uisk space	connectivity
Windows 10				

The following specification is recommended for workstations that will run Scientia desktop applications:

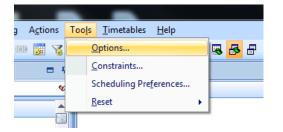
Each time you launch Enterprise, a pop-up screen will appear asking you where you want to load your data from. Please ensure 'Reload data from the server' is selected

Enterprise Timetabler
I would like to
O Use locally saved data, if available.
O Use locally saved data, but rebuild the database.
Reload data from the server.
I can use SQL Server
Loading local database in 6 seconds
OK Cancel

You can either click 'OK' or wait for Enterprise to load automatically.

Enterprise can typically take between five and 20 minutes to launch (usually depending on the time of year – which influences the size of the image). As such, it may be an idea to launch Enterprise at the start of the day if you think you may need to use it.

As soon as your screen has loaded, click on Tools (from the Navigation bar at the top of the screen) and select 'Options...':



From the screen that pops up, please tick 'Auto SDB Refresh?'

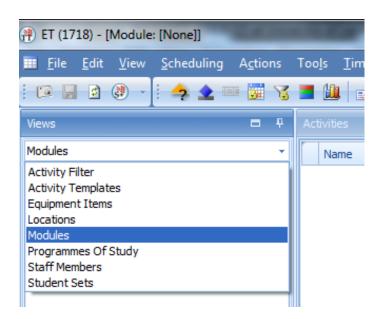
Options	
Application Timetable Scheduling	
Language [English, en] • V Auto SDB Refresh? SDB refresh interval SDB refresh countdown 10 ¢ minute(s) 5 ¢ second(s) Screen Redraw Interval 1 ¢ second(s) Show S+ after close	Default Activity Type [None]  X Normalise Variants O Never Ask Always Weeks linked
Trace Level (for log file)	Skin Blue • OK Cancel

Select 'OK' to close the pop-up screen. You must do this every time you open Enterprise. This will ensure the software automatically refreshes every 10 minutes throughout the day.

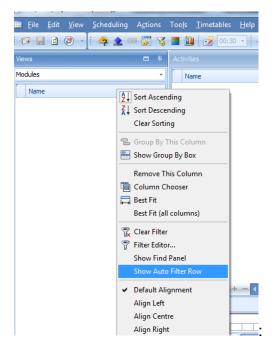
#### Getting Started... (Auto-filter Row)

The first time you use Enterprise, you will need to add an auto-filter row to help you search for the modules with which you wish to work. To do this...

1. Select 'Modules' from the drop down menu on your 'Views' screen:



2. Right click on where it says 'Name' (under 'Modules') and select 'Show Auto Filter Row':



This row will now appear automatically whenever you launch Enterprise.

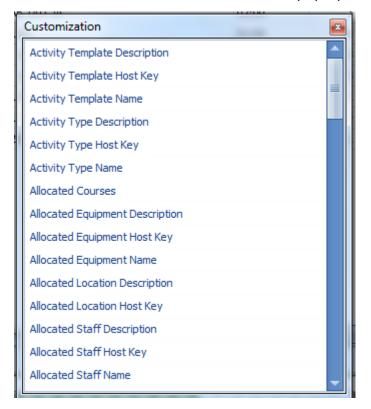
#### Getting Started... (Column Chooser)

The first time you use Enterprise, you will also need to choose the columns you wish to see (which show information about your activities). To select your columns...

1. On the screen which says 'Activities', right click on the row which says 'Name' and select 'Column Chooser':

Views	<b>- +</b>	Activities					
Modules		Name		Juration	Number Of	Planned Size	Scheduled
Name		ENGL202501/WKS 2/04	2↓ Sort Ascending	1:00	10	20	V
8			Z Sort Descending	1:00	9	20	V
> ENGL202501			Clear Sorting	1:00	1	20	V
			😑 Group By This Column	1:00	9	20	V
			🖶 Show Group By Box	1:00	1	20	V
			Remove This Column	1:00	9	20	V
				1:00	1	20	V
		ENGL202501/WKS 1/04	Column Chooser	1:00	10	20	V
			D I D I D I I I I	1:00	9	20	V
				1:00	1	20	V
		ENGL202501/WKS 1/02	Filter Editor	1:00	10	20	V
		ENGL202501/WKS 1/01	Show Find Panel	1:00	10	20	V
			Show Auto Filter Row	1:00	3	80	V
		➤ DENGL202501/LEC 1/01 <7-8>		1:00	2	80	
			<ul> <li>Default Alignment</li> </ul>	1:00	6	80	V
			Align Left				
		₩ 4 14/15 > >> + - 4	Align Centre				
4		Activities	Alian Right				

This will cause a 'Customization' box to pop up on your screen. Drag to expand this.



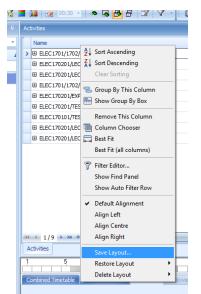
2. Select the columns you want by clicking on an option (e.g. 'Real Size') and dragging this up to the top row of the 'Activities' screen (where it says 'Name') and dropping it in. You can also use drag and drop to re-order the columns. To remove a column, drag the column heading down from the top row until you see a large, black cross. If you let go of your mouse click, the column will be removed.

Useful columns to include: Name Duration Number of Scheduled Weeks Planned Size Real Size Scheduled Scheduled Days Scheduled Start Time Scheduled Weeks Has Problems Allocated Location Name

Please note that these are suggestions only; you can include any columns that you feel are useful.

You can also reorder the size of your columns so they better fit on your screen.

Once you have chosen your columns, they will remain the same each time you reopen Enterprise. However, it may be that, when you are working on different things, you find different columns useful to have. Instead of having to keep changing your columns using the column chooser, you can save your layout (and have multiple different layouts saved). To save your layout, right click on the top row of your column and select 'Save layout...'



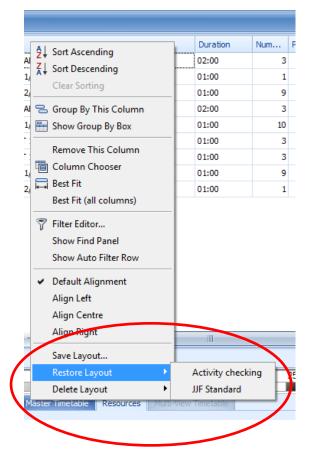
This will bring up a small box in which you will need to enter a name for your layout.

-	
•	Activities
]	Save as:
4	OK Cancel

Once you have entered a name, click 'OK'.

You can then amend your columns and repeat the process to save a new layout.

If, at any point, you wish to save, restore, or delete a layout, you can do this by right clicking on the top row of your columns and selecting the relevant option:



#### **Using Enterprise (Creating Variants)**

Enterprise can be used to create variants – which can be used to change the details of a specific session or sessions e.g. the tutor, the day, the time, the duration, the location (though you will need to contact the Timetabling and Room Bookings Team if you want a different CTS room allocating) etc. You cannot change the duration or lecture capture factor in Enterprise, but you can use Enterprise to pull out weeks (creating the variant) which can then be amended in Syllabus Plus.

N.B. You cannot schedule the same activity twice in the same week through the guidance below. If you need the same activity to occur twice in one week (i.e. when one of the activities needs to be moved from another week to a week when there is already an occurrence of the activity), please contact the Timetabling and Room Bookings Team.

To create a variant:

1. Ensure the 'Views' screen is set to 'Modules' and type your module code into the auto filter row – the activities below will be filtered to display this module:

	<b>=</b> 4
Modules	*
Name	
ENGL202501	

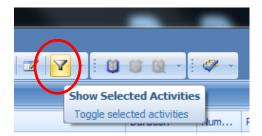
2. Click the name of the module to which you have filtered. All the activities for this module will display in the 'Activities' screen to the right e.g.

ules	-	N	ame						Duration	Number Of.	. Planned	Size	Scheduled	Scheduled	Scheduled	Schee
Name		> 🕀	ENGL202	501/WKS 2	/04				01:00		10	20	V	Tuesday	13:00	14:00
ENGL2025		Ð	ENGL202	501/WKS 2	/03 <6-10,	13-16>			01:00		9	20	V	Thursday	13:00	14:00
ENGL 202501		Ð	ENGL202	2501/WKS 2	/03 <11>				01:00		1	20	V	Thursday	13:00	14:00
		Ð	ENGL202	501/WKS 2	/02 <6-10,	13-16>			01:00		9	20	<b>X</b>	Thursday	11:00	12:00
		Ð	ENGL202	501/WKS 2	/02 <11>				01:00		1	20	V	Thursday	11:00	12:00
		Ð	ENGL202	501/WKS 2	/01 <6-10,	13-16>			01:00		9	20	V	Thursday	10:00	11:0
		Ð	ENGL202	501/WKS 2	/01 <11>				01:00		1	20	V	Thursday	10:00	11:00
		Ð	ENGL202	501/WKS 1	/04				01:00		10	20	V	Tuesday	09:00	10:0
		Ð	ENGL202	501/WKS 1	/03 <6-10,	13-16>			01:00		9	20	V	Thursday	09:00	10:0
		Ð	ENGL202	501/WKS 1	/03 <11>				01:00		1	20	V	Thursday	09:00	10:00
		Ð	ENGL202	501/WKS 1	/02				01:00		10	20	V	Tuesday	12:00	13:0
		Ð	ENGL202	501/WKS 1	/01				01:00		10	20	V	Tuesday	11:00	12:0
		Ð	ENGL202	501/LEC 1/	01 <9, 12,	14>			01:00		3	80	V	Monday	12:00	13:0
		Ð	ENGL202	501/LEC 1/	01 <7-8>				01:00		2	80	V	Monday	12:00	13:0
		Ð	ENGL202	501/LEC 1/	01 <6, 10-	11, 13, 15-1	6>		01:00		6	80	V	Monday	12:00	13:0
		- 144	1/15	→ ₩ +												
		Activ	/ities													
		1		5	1	0	15		20	25		30		35	40	_
			bined Tim	etable M	aster Timet	table Reso		ulti-view Time								
		8		las	9	las	10	las	11		12	100	13	las	14	
		Α	м	30	00	30	00	30	00	30		30	00	30	00 3	0
		Mon									ENGLA					
				1	ENG	ZUZOU I/WIN	5		ENGI	202001/WINS	ENGLZU			aLZUZOU I/WINS		
		Tue				1/04				1/01	1	02		2/04		
		: [		1												

- 3. Click on the name of the activity for which you wish to create a variant (so it is highlighted in blue).
- 4. You need to ensure the day/time of the activity is already set. This is so that, if the rest of the activity becomes unscheduled as a result of creating the variant, you will be able to reschedule it again at the correct day/time. To check whether or not the day/time are set, ensure the 'Combined Timetable' tab is selected at the bottom of your screen:

Ľ	Acuviues							
Г	1	5		10	U 15			
	Combined	Timetable	Naster Time	etable Re	esources	Mui		
	8		19		10			
	AM	30	00	30	00			
	:							

Then, click on the activity filter button at the top of your screen:



This will filter the combined timetable so it just shows the activity that has been selected (in step 3) – so you should just see one activity that looks something like this:

••••																
C	ombined Tim	etable 🚺	Master Tim <mark>et</mark>	able Reso	urces M	ulti-view Tim	etable									
	8		9 4	- 16/10/201	10		11		12		13		14		15	
	AM	30	00	30	00	30	00	30	PM	30	00	30	00	30	00	3
Мо																
We																
Ë								u2 01/WNS 2 < 11>								
E I																
Sat																
Su																
•																

There should just be one blue diamond visible and this will be partially covered by the activity. If your activity looks like this, please move on to <u>step 5</u>. If not, please read on.

If the day/time have not been set, your combined timetable will have multiple blue diamonds visible:

Co	mbined Time	etable M	laster Timetab	le Resour	rces Multi-	view Timetal	ple									
	8		9		10		11		12		13		14		15	
	АМ	30	00	30	00	30	00	30	PM	30	00	30	00	30	00	30
Мо																
Ти																
we																
			ENGL20	2001/WKS <11>												
11			•												•	•
sat																
SU																

If this is the case, you need to set the day/time. To do this, right click on the activity box in the combined timetable, go to 'Suggested Day/Time', and move your cursor to the right. You should see the word 'Set'; click on this to set the day/time:

D1/WKS 2/03 <6-10, 13-1	.6>		01:00	9	20	V	Thurs		
01/WKS 2/04			01:00	10	20	V	Tuesc		
01/WKS 1/04		<u>U</u> nschedule			20	V	Tuesc		
01/WKS 1/02		Schedule Special			20	V	Tuesc		
01/WKS 1/01					20	V	Tuesc		
D1/LEC 1/01 <6, 10-11, 1		<u>R</u> eschedule			80	V	Mond		
01/LEC 1/01 <9, 12, 14>		Unschedule Specia	il		80	V	Mond		
01/LEC 1/01 <7-8>		Edit Activity			80	V	Mond		
		Edit Weeks							
		Edit <u>R</u> esources							
► + + - <b>-</b>		View Related Probl	lems						
		Delete Activity							
5 10		Delete Variant			30				
able Master Timetable		Merge Variant Wee	eks						
		<u>G</u> enerate From Ter	mplate		12		13		
30 00  3		Suggested Day/Tir	ne		Set		00		
		Show Multi-view T	imetable for A	ctivity	Unset				
		Show Day							
		Show moveable ac	tivities						
		View		•					
ENGL2023	115			-					
◆ _									
I I		I I	I	I	I	1	I		

The extra blue diamonds should now disappear, and you are ready to continue.

5. Select variant mode (this is done by clicking on the small button at the top of the screen that looks like a multi-coloured film strip).

[Module: ENGL202501]	100 C 100	_								
<u>V</u> iew <u>S</u> cheduling A <u>c</u> tions <u>tool</u> s <u>T</u> imetables <u>H</u> elp										
(2) - : -> 2 = : -> : -> : : : : : : : : : : : : : : :										
	Variant Mode									
Enter varian	t mide_ie	Duration	Number Of	Planned Size	Scheduled	Schedule				
	ENGL202501/WKS 2/04	01:00	10	20	V	Tuesday				
		01:00	9	20	V	Thursday				
1		01:00	1	20	V	Thursday				
-		01:00	9	20	V	Thursday				
		01:00	1	20	V	Thursday				
		01:00	9	20	V	Thursday				
		01:00	1	20	V	Thursday				
		01:00	10	20	V	Tuesday				
		01:00	9	20	V	Thursday				
		01:00	1	20	V	Thursday				
	>	01:00	10	20		Tuesday				
		01:00	10	20	V	Tuesday				
	_ · ·				-					

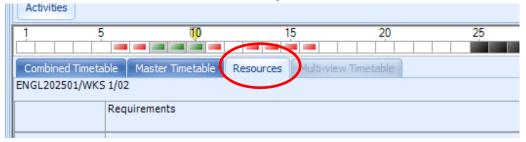
6. Once you are in Variant Mode, the filmstrip button will be highlighted and the small squares which show the week pattern of the activity will be highlighted in red

🕀 ENGL	202501/WK	S 1/03 <6-1	10, 13-16	>			01:00		
⊕ ENGL									
> 🕀 ENGL	ENGL202501/WKS 1/02								
⊕ ENGL	202501/WK	S 1/01					01:00		
⊕ ENGL	202501/LEC	1/01 <9, 1	12, 14>				01:00		
⊕ ENGL	202501/LEC	1/01 <7-8	>				01:00		
⊕ ENGL	202501/LEC	: 1/01 <6, 1	10-11, 13	, 15-16>			01:00		
	202501/LEC		10-11, 13	, 15-16>			01:00		
H 11/			10-11, 13		15				
H 11/	15 ► ₩ 5		ŢŪ		15 Multi-v				
Activities	15 ► ₩ 5	+ - <	ŢŪ		Multi-v				

7. To select the week(s) for which you wish to create a variant, click on the relevant red squares (they will turn green):



8. You then need to click on the tab which says 'Resources'



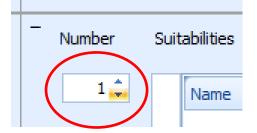
9. In this tab, you need to change a resource in order to create the variant. E.g. if you are creating variants so you can assign a new member of staff, you can change the member of staff; if you are creating variants to amend the day/time for certain weeks, you can change the day/time. To change a resource, you need to click on the small '+' to the right of the resource.

Day/Time	+ Tu
Location	+
Staff	+
Equipment	+

..this will expand that resource section to enable you to change that resource. E.g. If you were changing the day/time, you would need to select the '+' next to **Day/Time**, click on your new day/time (so it is highlighted in blue) and then click 'Change Requirement'.

PLEASE ENSURE YOUR WEEKS ARE STILL HIGHLIGHTED IN GREEN BEFORE YOU CLICK 'CHANGE REQUIREMENT' – A REFRESH CAN SOMETIMES AFFECT THE WEEKS SELECTED AND YOU RISK CHANGING THE RESOURCES ON YOUR WHOLE ACTIVITY.

Alternatively, if you wish to add or remove staff members, click on the '+' next to **Staff.** Under 'Manual selection', click on the relevant staff member's name you wish to add or remove (if multiple staff members are involved, hold down the 'ctrl' key before clicking to ensure other staff members allocated to the activity are unaffected). If you wish to remove all staff completely, you will need to deselect the staff currently allocated (by holding down 'ctrl' and clicking the highlighted staff name(s)). You will then also need to ensure 'Number' is reduced to '0'



There is no facility to enable you to increase or decrease the duration of an activity in Enterprise. Therefore, you could always create a variant another way e.g. by changing day/time/allocated staff and then go into Syllabus Plus and amend the variant there (though if doing this you **must** remember to put the variant back to how it should be asap to prevent any confusion – you will also need to remember to increase/decrease the duration as required).

10. If, when you click 'Change Requirement', you receive an error message on a pop-up screen which **does not** allow you to tick to apply the change (the apply tick box will be greyed out), then select 'Cancel' and contact the Timetabling and Room Bookings Team to ask them to create the variant for you, as it is likely that the change will create a problem on the activity. If you receive an error message which **does** allow you to make the change (the apply tick box will not be greyed out), then tick to apply the change and select 'Apply':

Confirm/Apply Changes			- • ×
Your changes would cause:			Apply?
No problems for			
No activities to display			
Permitted problems for			
No activities to display			
no acuviaca to display			
Non-permitted problems for			-
Name	A Host Key	Description	
> ENGL202501/WKS 1/04	#SPLUS290056	Medieval Literature	
			3
		Apply	Cancel
			/

11. Once you have selected 'Change Requirement', Enterprise will create your variant. You will know when this has been done because the variant weeks will appear as a new activity in the activity list on your screen (the weeks to which each activity pertains will appear in pointy brackets) e.g.

```
    ENGL202501/WKS 1/03 <6-10, 13-16>
    □ ENGL202501/WKS 1/03 <6-10, 13-16>
```

```
ENGL202501/WKS 1/03 <11>
```

You should also notice that the Write Back/Save button in the top left of your screen will become highlighted.

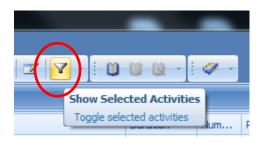


Click on this to save your changes.

12. If you have changed the day/time of your variant, you will need to reschedule it. To do this, you need to ensure the variant you have just created is selected (highlighted in blue). Then, select the 'Combined Timetable' tab at the bottom of your screen:

Γ	1	5		10	U 15	
						E
	Combined 1	Timetable	Naster Time	etable	Resources	Mul
	0		9		10	
	AM	30	00	30	00	

If it is not already highlighted, click on the activity filter button at the top of your screen:



In the Combined Timetable screen, you should see a blue diamond appear at the new day/time:

Co	mbined Time	etable Ma	ster Timetab	le Resour	ces Multi-	-view Timeta	ble						
	8		9		10		11		12		13		14
	АМ	30	00	30	00	30	00	30	PM	30	00	30	00
Мо													Γ
Tu													
We													
Th			ENGL20 1/03	2301/WINS <11>									
Fri			•										
÷.													Т

Click on your activity box and drag and drop it on the blue diamond to finish rescheduling the variant at this time.

Save/writeback.



N.B. If, after changing the day/time, a blue diamond does not appear, it may be that there are constraints preventing you from making this change (e.g. student/staff/location clashes). Contact the Timetabling and Room Bookings Team if this is the case.

13. Go to Syllabus Plus and click on the 'Ref' button at the bottom right hand of the screen:



Search for the activity you have just varianted. Check the original activity/variant(s) and work through any problems there might be (as indicated by a question mark in a red box). **Sometimes, creating a variant using Enterprise will unschedule your varianted/original activity. Check these are both scheduled**. Creating a variant will also mean that the lecture capture factor of the variant and original activity will change to '1'. If the factor should be something other than 1, please amend this in Syllabus Plus. If you require CTS for your variant, you will also need to add the 'Requires CTS' tag on to the variant. This can be done as usual in the 'User Text & Tags' tab of the variant activity in Syllabus Plus.

In Syllabus Plus, you can make changes to day, time, duration, staff, planned size, factor, and location of varianted activities. You cannot, however, change the week of a varianted activity in Syllabus Plus. To change week patterns of varianted/JA activities, please go to <u>'Using Enterprise (Changing the Week Pattern)'</u>.

#### **Using Enterprise (Removing Variants)**

Sometimes you may make a variant and then have to remove it. For example, a tutor may ask for you to rearrange a session in a particular week and then later decide to teach the session at the original time (in which case the activity will need to be put back to how it was originally).

When it comes to removing variants, there are two main scenarios:

#### First Scenario -

You have a week that has been varianted with some other weeks and you now want this either removing entirely or putting back with the original weeks – but you don't want the variant removing entirely (as the other weeks that are included in the same variant are still applicable).

For example, you have the following two activities:

ENGL102101/SMR 1/06 <13-16>

ENGL102101/SMR 1/06 <6-11>

Weeks 13 -16 were originally going to be taught by Tutor A whereas weeks 6-11 were to be taught by Tutor B. However, it turns out that Tutor A is not going to be available in week 14 and that this week will need to be taught by Tutor B instead. Effectively, you now need to move week 14 from ENGL102101/SMR 1/06 <13-16> to ENGL102101/SMR 1/06 <6-11>. For this type of scenario, you will need to skip ahead to the section entitled <u>Using</u> <u>Enterprise (Changing the Week Pattern)</u>. You will need to select the variant from which you wish to remove the week(s) and work through the steps to remove the week. Once you have removed the week from the variant, work through 'Using Enterprise (Changing the Week Pattern)' again. This time, however, you will need to start by selecting the activity/activity variant to which you want the week to be added, and work through the steps to add in the week.

If, on the other hand, you needed week 14 to be removed entirely because it has been decided that the session does not need to take place at all, you would work through <u>Using</u> <u>Enterprise (Changing the Week Pattern)</u> to remove the week from the variant (as outlined above), but you would not then add the week back in to another activity/activity variant.

#### Second Scenario -

You have a week that has been varianted on its own and it either needs removing entirely, or adding back in to the original activity.

For example, you have the following two activities:

ENGL302401/SMR 1/05 <6>

ENGL302401/SMR 1/05 <7-11, 13-16>

Week 6 was removed from the original activity because the tutor was unavailable and so that week was varianted, rearranged, and allocated a different member of staff. You set up the variant but the tutor has now discovered that they will be available in week 6 after all, so you need to add week 6 back in with the original activity.

In this scenario, you would select the variant (so it is highlighted in blue), and hit the 'Delete' key on your keyboard. This would usually bring up a message that says something like...

How should this activity be removed?									
Name		Weeks	Days	Start Time	Allocated staff	Allocated Lo	Allocated Eq.		
ENGL302	2401	6	Thursday	13:00	Ennis,Emily	English SR 1			
		vity completely vity and add the	weeks to the sele	ected activity.					
			weeks to the sele	ected activity. Start Time	Allocated staff	Allocated Lo	Allocated Eq.		
Delete t	this acti	vity and add the	1	-	Allocated staff Binnie,Georgi	Allocated Lo English SR 3	Allocated Eq.		

If you wanted the variant to be added back in to the original activity, you would need to select 'Delete this activity and add the weeks to the selected activity' (so a dot appears in the circle to the left) and then click on the activity into which you want the week to be added (so it is highlighted in blue) and then select 'OK',

Wait for Enterprise to make the change and then check that the week pattern of the original activity is correct. You can do this by clicking on the activity into which the week should have been added and looking at the weeks that are highlighted in green in the middle of your screen:

5	10		15
tabla	Master Terretable		Multi view Timetable
table	Master Timetable 19	Resources	)

Save/write back your changes:



Check to ensure the original activity has not been unscheduled as this can easily happen – especially if the activity has problems (e.g. student/staff/location clash).

Having a 'Scheduled' column and checking that this is ticked is an easy way to make this check. If the activity becomes unscheduled, save your changes, and go into Syllabus Plus. In Syllabus Plus, click on the 'Ref' button at the bottom right hand of the screen:



Try to re-schedule your activity in Syllabus Plus. If you are unable to do this because of problems on the activity, contact the Timetabling and Room Bookings Team as soon as possible as the activity will remain unscheduled and you will potentially confuse students/lose any resources assigned to the activity.

If, on the other hand, it was decided that it would be better for week 6 to be cancelled completely, you would need to select the variant (so it is highlighted in blue), and hit the 'Delete' key on your keyboard. This would usually bring up a message that says something like...

low should thi	is activity be r	emoved?				
Name	Weeks	Days	Start Time	Allocated staff	Allocated Lo	Allocated Eq.
ENGL30240	1 6	Thursday	13:00	Ennis,Emily	English SR 1	
Delete this	activity comp	letelv				
Delete this	-	dd the weeks to th	he selected activity.	Allocated staff	Allocated La	Allocated Eq.
Delete this		dd the weeks to th Days	he selected activity. Start Time 12:00	Allocated staff Binnie, Georgi	Allocated Lo	Allocated Eq.

To delete the variant completely, you would need to select 'Delete this activity completely' (so a dot appears in the circle to the left) and then select 'OK'.

Wait for Enterprise to make the change and then check that the week pattern of the original activity is correct. You can do this by clicking on the original activity (so it is highlighted in blue) and looking at the weeks that are highlighted in green in the middle of your screen:



You also need to check that the variant you have just deleted does not still appear in the activity list. If it does, repeat the process.

Please be aware that, sometimes, Enterprise will add a week back in to the original, even if you tell it not to. If this happens, you will just need to remove the week from the original by following the guidance in <u>Using Enterprise (Changing the Week</u> <u>Pattern)</u> for removing weeks.

Save/write back your changes:



#### Using Enterprise (Changing the Week Pattern)

You cannot change the week pattern of a variant or of a Joint Activity (JA) in Syllabus Plus. To change week patterns of these activities, you need to use Enterprise.

N.B. You cannot schedule the same activity twice in the same week through the guidance below. If you need the same activity to occur twice in one week (i.e. when one of the activities needs to be moved from another week to a week when there is already an occurrence of the activity), please contact the Timetabling and Room Bookings Team.

To change the week pattern:

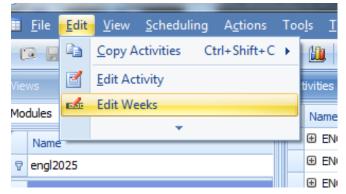
1. Ensure the 'Views' screen is set to 'Modules' and type your module code into the auto filter row – the activities below will be filtered to display this module:

vs 🗖 🖡
lules 🗸
Name
ENGL2025
ENGL202501

2. Click the name of the module to which you have filtered. All the activities for this module will display in the 'Activities' screen to the right e.g.

Modules 👻		Name						Duration	Number Of	Planned Size	Scheduled	Scheduled	Scheduled	Schedule
Name	>	⊕ ENGL202	250 1/WKS 2	2/04				01:00	1	0 20		Tuesday	13:00	14:00
			2501/WKS 2	2/03 <6-10	, 13-16>			01:00		9 20		Thursday	13:00	14:00
> ENGL202501		⊕ ENGL202	250 1/WKS 2	2/03 <11>				01:00		1 20		Thursday	13:00	14:00
			250 1/WKS 2	2/02 <6-10	, 13-16>			01:00		9 20		Thursday	11:00	12:00
			2501/WKS 2	2/02 <11>				01:00		1 20		Thursday	11:00	12:00
			2501/WKS 2	2/01 <6-10	, 13-16>			01:00		9 20		Thursday	10:00	11:00
		ENGL202	2501/WKS 2	2/01 <11>				01:00		1 20		Thursday	10:00	11:00
			2501/WKS 1	/04				01:00	1	0 20		Tuesday	09:00	10:00
			501/WKS 1	/03 <6-10	, 13-16>			01:00		9 20		Thursday	09:00	10:00
		ENGL202	2501/WKS 1	/03 <11>				01:00		1 20		Thursday	09:00	10:00
		⊕ ENGL202	2501/WKS 1	/02				01:00	1	0 20		Tuesday	12:00	13:00
			2501/WKS 1	/01				01:00	1	0 20		Tuesday	11:00	12:00
			501/LEC 1/	01 <9, 12	, 14>			01:00		3 80		Monday	12:00	13:00
			2501/LEC 1/	(01 <7-8>				01:00		2 80		Monday	12:00	13:00
		⊕ ENGL202	501/LEC 1/	01 <6, 10	-11, 13, 15-1	.6>		01:00		6 80		Monday	12:00	13:00
		1/15	→ ₩ +											
	Ľ	Activities												
	1		5	1	10	15		20	25	30		35	40	4
		Combined Time	atable M	laster Time	table Dec	ources	lti-view Time	table						
	P	18		19		110		11	[]	.2	13		14	1
		AM	30	00	30	00	30	00		РМ  30	00	30	00 3	0
	Mon									ENGLAZIO				
	Tue I			ENG	1/04	5		ENGL	202901/WINS 1/01	ENGL202501/ 1/02	Jenne 1	al 202901/WKS 2/04		
	E					_							-	

- 3. Click on the name of the activity whose week pattern you wish to change (so it is highlighted in blue).
- 4. Go to Edit and select 'Edit Weeks'.



5. If the following message pops up on the screen.

Enterprise Timetabler	X
The activity has a Named Availability. Do you wish to break the association in order to edit the weeks of the	activity?
Yes No Cancel	
Select 'Yes'.	

6. A 'Week Editor' window will pop up on your screen. The current week pattern will show in green. To add weeks, click on the S+ week you wish to add. They will highlight in grey. To remove weeks, click on the S+ week you wish to remove. This will be highlighted by a white border. You can add and remove as many weeks as you need in one go. Please check the 'Add weeks', 'Delete weeks', and 'Resulting weeks' information before selecting 'OK'. E.g.

į	ENGL202501/WKS 1/03 -	<115		01-	00		1	20	7	Thursday	-
l	Week Editor										
l											٦
l		ENGL202501/WK	S 1/02							-	
	Activity names										
l	Current weeks	6 - 11, 13 - 16									
l	Keep current resource										
•	1 5	10 15	20	25	30	35	40	45	!	50	
A		ai a aaaa							111		
1	Add weeks	12	1								
	Delete weeks	6, 8, 10									
١	Resulting weeks	7, 9, 11 - 16									
l											
1								ОК		Cancel	
Į											
18			-		-	THE LOCATE N	-		In the second		and so its local division of the local divis

In the scenario above, week 12 has been added, whereas weeks 6, 8, and 10 have been removed. The resulting weeks of the activity are weeks 7, 9, 11-16.

If you need to add weeks, and when you go to 'edit weeks', all the weeks (except for those belonging to the current week pattern) are greyed out (as can be seen in the example below...)

Activity names	ENGL202501/LE	C 1/01 <9, 12,	14>					Ĵ
Current weeks	9, 12, 14							
Keep current resou	rces 🔲							
1 5		20	25	30	35	40	45	50
Add weeks								
Delete weeks								
Resulting weeks	9, 12, 14							

...this indicates that there are problems with the activity (such as student or staff clashes or room unavailability). In this scenario, please contact the Timetabling and Room Bookings Team who can find out what the problems are and amend the weeks for you.

- 7. If you are editing the week pattern of a variant or JA activity, you may receive warning messages when trying to remove weeks. If you are sure you wish to remove the weeks, just select 'OK'.
- 8. Enterprise will amend your week pattern. You will know when this has been done because, when you click on your activity name (so it highlights in blue), the week pattern will be shown by the green squares underneath. If you have a 'Scheduled Weeks' column, the resulting weeks will also show there.

CINOL202301/WK3 1/0	T	01.00	10	20	<b>M</b>	rucsuay	05.00	10.00	0-11, 10-10
ENGL202501/WKS 1/0	2	01:00	10	20	2	Tuesday	12:00	13:00	6-11, 13-16
	1	01:00	10	20	2	Tuesday	11:00	12:00	6-11, 13-16
	<6, 10-11, 13, 15-10	5> 01:00	6	80	1	Monday	12:00	13:00	6, 10-11, 13, 1
	<9, 12, 14>	01:00	3	80	V	Monday	12:00	13:00	9, 12, 14
ENGL202501/LEC 1/01	<7-8>	01:00	2	80	V	Monday	12:00	13:00	7-8
₩ 4 11/15 <b>&gt;</b> >> ++ -	• •								
Activities									
1 5	10	15	20	25		30		35	40

You should also notice that the Write Back/Save button in the top left of your screen will become highlighted.



Click on this to save your changes.

9. Go to Syllabus Plus and click on the 'Ref' button at the bottom right hand of the screen to Refresh:



Search for the activity whose week pattern you have just changed and check everything is correct. Work through any problems there might be on the activity (as indicated by a question mark in a red box). **Sometimes, amending the week pattern using Enterprise will unschedule your activity. Check it is still scheduled**.

#### **Using Enterprise (Creating Joint Activities)**

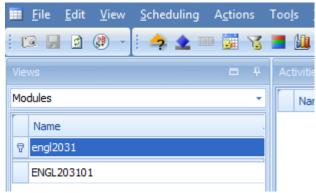
Enterprise can be used to create joint activities (JAs). Please note that only activities (not activity templates or modules) can be joined. Please also be aware that it is not possible to join variants/activities which have variants. If you are only wanting to join particular weeks then you will need to create new activity templates and generate new activities (in Syllabus Plus) before these can be joined in Enterprise. Please contact the Timetabling and Room Bookings Team if you are unsure.

For activities to be joined, the day, time, duration, and week pattern of the activities must match. The activities can either be scheduled or unscheduled. The Primary Activity (usually the one which comes first numerically) must be the one with all the relevant resources allocated that you wish to move over to the JA (this includes Staff, Location, and any location suitabilities).

There are two methods for joining activities in Enterprise and it is up to you which one you wish to use.

The first method is as follows (for the second method, please go to p.29):

1. Ensure the 'Views' screen is set to 'Modules' and type the module code of the Primary Activity you wish to join into the auto-filter row of the 'Views' screen.



2. Click the name of the module to which you have filtered. All the activities for this module will display in the 'Activities' screen to the right

	<u>File E</u> dit <u>V</u> iew <u>S</u> cheduling A <u>c</u> tions	Too	<u>l</u> s <u>T</u> imetables <u>H</u> elp				
Ľ	ê 📙 🖻 🛞 📲 🌧 🛧 💷 🧱 🍕		🛍 🛃 00:30 🗸 🐟 民 🛃 🗐 🗹	V - U	0 0	- V I	
/ie	vs 🗖 🕂	A					
400	lules 🗸		Name	Duration	Num	Planned Size	S
	Name	>	ENGL203101/SMR 1/09	01:00	-1	10	
9	engl2031		ENGL203101/SMR 1/10	01:00	-1	10	
>	ENGL203101		ENGL203101/SMR 1/22	01:00	-1	10	
7			⊕ ENGL203101/SMR 1/06	01:00	-1	10	
				01-00	-1	10	

3. Click on the name of the activity you wish to join (so it is highlighted in blue).

Viev		μ	Ac	tivities	
Mod	dules	•		Name	Duration
	Name			ENGL203101/SMR 1/09	01:00
8	engl2031				01:00
>	ENGL203101			ENGL203101/SMR 1/22	01:00
Ľ				ENGL203101/SMR 1/06	01:00
			>	ENGL203101/SMR 1/15	01:00
				ENGL203101/SMR 1/07	01:00
				ENGL203101/SMR 1/17	01:00
				ENGL203101/SMR 1/03	01:00
				C ENCLO02101/EMD 1/10	01.00

4. Click on 'Actions' (from the task bar at the top of the screen) to open the drop-down menu and select 'Jointly Taught Activity'.

(#) ET (1718) - [Module: ENGL203101]				_			
🧰 <u>F</u> ile <u>E</u> dit <u>V</u> iew <u>S</u> cheduling	A <u>c</u> tio	ns T	`oo <u>l</u> s	<u>T</u> imetables	<u>H</u> elp		
i 🕼 📓 🖻 🛞 🛛 i 🔶 重	8	<u>J</u> ointly	/ Tau	ght Activity		s 🖪 🛃	
Views		<u>P</u> roble	ems				-
Modules	_			Name			[
Name			6		/SMR 1/0	)9	0
			6		/SMR 1/1	10	0
> ENGL203101			6		/SMR 1/2	22	0

5. This will bring up a 'Jointly Taught Activities' pop-up screen. *The first time you create a JA, click on the 'Options' tab and amend the Options as shown below:* 

eneral Options	should be created using propertie	s from the primary or all parents as follow	vs:
	Primary	All	
Name	۲		Separator /
Size	٢	٥	$\bigcirc$
Location	۲	©	
Staff	۲	©	
Equipment	۲	©	
	Primary	All	None
Groups	٥	Ø	O
Tags	۲	0	0

Click back to the 'General' tab.

6. In the bottom half of the screen ('Candidates for sharing'), click in the blank 'Module' box – this will open a drop-down menu.

Activity Name       ENGL203101/SMR 1/15         Description       Primary Activity (ENGL203101/SMR 1/15         Name       ▲ Host Key       Description         Scheduled       > ENGL203101/SMR 1/15
Primary Activity ENGL203101/SMR 1/15 Name A Host Key Description Scheduled
Name A Host Key Description Scheduled
ENGL 203101/SMR 1/15 #SPLUS6858AA Civil War and Restoration Literature
Edit Selected Parents
Edit Selected Parents

7. Hover your mouse over the box that says 'Name' at the top of the drop-down menu and you should see a tiny funnel icon appear in the top right hand corner of the 'Name' box. Click on the icon.

Module		
Name	Name	A 🖻
	ANAT310201	Short identifier
	ANAT310401	Shoreidendiler

8. This will open another list of module codes. Start typing the module code of the activity you wish to join and it should appear, highlighted in blue, at the bottom of the list.

Module			<b>*</b>
Name	Name		
	ANAT310201	ENGL Welcome Back Meeting Level 1 ENGL Welcome Back Meeting Level 2	
	ANAT310401	ENGL Welcome Back Meeting Level 3/4	
	ANAT310501	ENGL 100001 ENGL 102101	
	ANAT320101	ENGL 102101	
	ANAT320201	ENGL 10850 1	
	ANAT320301	ENGL 109501 ENGL 114001	
_	ARAB100101	ENGL119101	
•	ARAB100201	ENGL 122001 ENGL 125001	
	ARAB100301	ENGL126101	
	ARAB100601	ENGL 128201	
	ARAB101501	ENGL 129 101 ENGL 13 100 1	
	ARAB103001	ENGL134001	
	ARAB110001	ENGL202301 ENGL202401	

9. Click on this once so that it is appears isolated from the list.

		A 🔻 -	Edit Selected Parents
	-		
Candidates for s	sharing		
Module			
Name	Name 🔺 Ϋ		
	> ENGL202501		

10. Click on it a second time so it auto-fills the text box next to 'Name'

Car	ndidates for sharing				
Мог	dule ENGL202501			•	
r	Name	v	Host Key	Description	
>	ENGL202501/WKS 2/04		#SPLUS29006B	Medieval Literature	
	ENGL202501/WKS 1/04		#SPLUS290056	Medieval Literature	
	ENGL202501/WKS 1/02		#SPLUS290052	Medieval Literature	
	ENGL202501/WKS 1/01		#SPLUS290050	Medieval Literature	

Providing the activities that you wish to join match (in terms of day, time, duration, and week pattern) you should see the activity you wish to join listed. If you do not see the activity listed then it means that something must not match. If this is the case, select 'Cancel' and go back into Syllabus plus and check that the activities match. If you have checked your activities match and are still unable to join them, please contact the Timetabling and Room Bookings Team.

11. From the list of activities that have just appeared, click on the activity you wish to join (so it is highlighted in blue).

	·			Duration			Sched V Sched			rias Problems	
Name	Joir	ntly Taught Activiti	es						<u> </u>		
ENGL 203101		General Options									
		Activities curren	tly sharing the jointly tau	ght activity							
		Activity Name	ENGL203101/SMR 1/15								
		Description									
		Primary Activity	ENGL203101/SMR 1/15								
			2102205151/01101								
		Name		Host Key	Description		Scheduled				
		> ENGL20310	1/SMR 1/15	#SPLUSBB5BAA	Civil War and Res	toration Literature					
									-		
				6			Edit Selected P	Varents			
				(			Edit Selected P	Parents	40		50
		Candidates for s	sharing	(			Edit Selected P	Parents	40		50
		Candidates for s	haring ENGL202501	(			Edit Selected P	Parents	40	45	50
				(	V Host Key	Description	Edit Selected P	Parents	40	45	50
		Module Name		(	V Host Key #5PUS29006B	Description		Parents		45	
		Module Name	ENGL202501 1/WKS 2/04	(			ture	Parents		45	
		Module Name ENGL 20250	ENGL202501 1/WKS 2/04	(	#SPLUS29006B	Medieval Litera	ture	Parents		45	

12. Click on the upward-pointing triangle that appears above your activity



Your activity should now appear in the top box, along with the other activity you wish to join.

PET (1718) - [Module: ENGL203101]				
<u>File</u> <u>Edit</u> <u>View</u> <u>Scheduling</u> Actions	Too <u>l</u> s <u>T</u> imetables <u>H</u> elp			- 8 X
178 📃 🖻 🕘 - 🛛 📥 🔤 😽	📕 🏨 🛃 00:30 🗸 🐟 🖳 🛃 🛃	V - i 🛈 💷 👷 - i 🛷 -		
Views 🗖 🖗	Activities			
Modules -	Name	Duration Num Planned Size Scheduled	Sched 🔻 Sched Sche Scheduled Wee	eks Has Problems Allocated Location 🖆
Name	Jointly Taught Activities			
8				
> ENGL203101	General Options			
	Activities currently sharing the jointly taught ac	tovity		
	Activity Name ENGL203101/SMR 1/15/ENGL	202501/WKS 1/04		
	Description			
	Primary Activity ENGL203101/SMR 1/15			
		Host Key Description	Scheduled	
		#SPLUS290056 Medieval Literature		
	> ENGL203101/SMR 1/15 #	SPLUSBB5BAA Civil War and Restoration Literature		
				-
				•

13. The name of the activity should have changed to add in the extra activity. Nevertheless, you will still need to amend the name of the activity (where it says 'Activity Name') so it corresponds with the naming conventions for JA activities.

These naming conventions are as follows:

For ease of finding the JA in Syllabus Plus, activity names should usually appear in numerical order, from smallest to largest.

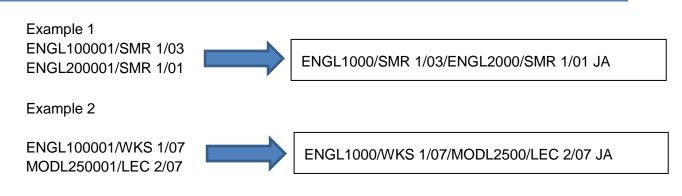
If you are joining two activities that are the same School, activity type, and number, then you can merge the two names as can be seen by the following example (N.B. you must always add a space and then 'JA' at the end of all joint activity names).

ENGL100001/SMR 1/01 ENGL200001/SMR 1/01



ENGL1000/2000/SMR 1/01 JA

If, however, you are joining two activities that are **not** the same School, activity type and/or number, then you can merge the two names as can be seen by the following examples (again, you must always add a space and then 'JA' at the end of all joint activity names).

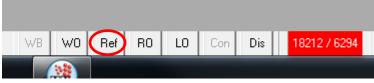


14. Once you've amended the activity name, click 'OK'. Enterprise will then make your JA. This can take varying amounts of time but you will know when it has finished because you will see the updated activity name appear on the 'Activities' screen and the Write Back/Save button in the top left of your screen will become highlighted.



Click on this to save your changes.

15. Go to Syllabus Plus and click on the 'Ref' button at the bottom right hand of the screen to Refresh:



Search for the activity you have just joined and check to ensure everything is correct. Things you'll need to check include: staff, location, and planned size. Work through any problems there might be on the activity (indicated by a question mark in a red box). **Check to ensure your activity is scheduled**.

The second way to create a Joint Activity is as follows:

 Ensure the 'Views' screen is set to 'Modules' and begin to type the module code (as far as the module codes of the activities you wish to join match). E.g. If you were joining ENGL356001/FILM 1/01 and ENGL5760M01/FILM 1/01, you would type as far as 'ENGL', whereas, if you were joining ENGL5841M01/LEC 1/01 and ENGL5843M01/LEC 1/01 you would type as far as 'ENGL584'. The aim is that you will be able to find both the modules whose activities you wish to join in the Views screen. If your School has a lot of modules and the module codes aren't very similar/the modules are from two different Schools, it is recommended that you use the <u>alternative method for joining activities</u> (outlined above).

Мо	dules 👻
	Name
9	engl584
	ENGL5840M01
	ENGL5841M01
	ENGL5842M01
	ENGL5842M01_1617
	ENGL5843M01
	ENGL5843M01_1617
	ENGL5844M01
	ENGL5845M01
	ENGL5846M01
	ENGL5847M01
	ENGL5848M01
	ENGL5849M01

2. Select both modules, whose activities you wish to join, from the Views screen (to do this, click on the first module name, hold down 'Ctrl' on your keyboard, and click on the second module name). This will display the activities of both these modules in the Activities window on the right of the screen.

*) ET (1718) - [Module: ENGL5841M01	ENGL5843M01]		
<u> </u>	<u>.c</u> tions Too <u>l</u> s <u>T</u> imetables <u>H</u> elp		
📁 🚽 🖉 - 関 🖢 💷	📴 🍾 📕 🛄 🛃 00:30 🗸 🐟 🕱 🛃 🖅 🏹	- 1 1 1 1	
Views 🗖 🖗	Activities		
Modules 🗸	Name	Duration Num	Planned Size Scheduled
Name	>	02:00 1	L 60 🔽
8		02:00 4	i 60 🔽
ENGL5840M01		02:00 1	l 15 🔽
> ENGL5841M01		02:00 1	15 🔽
ENGL5842M01		02:00 2	2 15 💟
ENGL5842M01 1617		02:00 1	15 🔽
ENGL5843M01		02:00 3	3 15 💟
ENGL5843M01_1617		02:00 1	l 15 🔽
ENGL5844M01		02:00 3	3 15 💟
ENGL5845M01		02:00 1	l 16 🔽
ENGL5846M01		02:00 3	3 16 💟
ENGL5847M01	ENGL5843M01/LEC 1/01	02:00 -1	10 🔲
ENGL5848M01			

3. In the Activities screen, find the two activities you wish to join and select them both (to do this, click on the first activity name, hold down 'Ctrl' on your keyboard, and click on the second activity name).

Ac	tivities					
	Name	Duration	Num	Planned Size	Scheduled	Sch
		02:00	1	60	V	Mon
	ENGL5841M01/LEC 1/01	02:00	4	60		Mon
		02:00	1	15	V	Mon
		02:00	1	15	<b>V</b>	Mon
		02:00	2	15	<b>V</b>	Mon
		02:00	1	15	<b>V</b>	Mon
		02:00	3	15	V	Mon
		02:00	1	15	V	Mon
		02:00	3	15	V	Mon
		02:00	1	16	V	Mon
		02:00	3	16	V	Mon
>	ENGL5843M01/LEC 1/01	02:00	-1	10		

4. Click on 'Actions' (from the task bar at the top of the screen) to open the drop-down menu and select 'Jointly Taught Activity'.

(#) ET (1718) - [Mo	odule: ENGL20310	1]		_		
🛅 <u>F</u> ile <u>E</u> dit <u>V</u>	<u>/</u> iew <u>S</u> cheduling	A <u>c</u> tio	ons Too <u>l</u> s	Timetables	<u>H</u> elp	
🕼 🚽 🖉 🚷	) - [ 🔶 🛓	ł	Jointly Taug	ht Activity	-	🗏 🔒 🗗 🗹 🛛
Views			<u>P</u> roblems	•		
Modules				ame		DL

5. This will bring up a 'Jointly Taught Activities' pop-up screen.

	 t activity			
Activity Name				
Description				
Primary Activity	1	1		
Name	 	Description		Scheduled
ENGL5841M01/LEC 1/01	#SPLUS249099	Studying English: Research	1	
ENGL5843M01/LEC 1/01	#SPLUS466536	Theatre Research Project		
		incluic rescaren reject		
				Edit Selected Parents
Candidates for sharing				
Candidates for sharing Module				

N.B. If your 'Jointly Taught Activities' box is completely empty..

Activity Name	e jointly taught activity	
Description Primary Activity		
Name	▲ <sup>♥</sup> Host Key Description	Scheduled
	A 7 -	Edit Selected Parents
Candidates for sharing		
Candidates for sharing		*
		*
Module	Y Host Key	v Description
Module		*

...this means your activities must not match. Activities that are to be joined must match in terms of day, time, duration, and week pattern. If the box is empty then at least one of these factors must not match. If this is the case, select 'Cancel' and go back into Syllabus plus and check that the activities match. If you have checked your activities match and are still unable to join them, please contact the Timetabling and Room Bookings Team.

The first time you create a JA, click on the 'Options' tab and amend the Options as shown below:

General Options	/ should be created using properties	s from the primary or all parents as follow	NS:
	Primary	All	
Name	۲		Separator /
Size	۲	۲	
Location	٥	O	
Staff	٥	O	
Equipment	٥	۵	
	Primary	All	None
Groups	۹	O	O
Tags	۵	O	O

Click back to the 'General' tab.

6. Next to 'Primary Activity', click on the small drop down arrow to the right of the text

OX. ≝ 비		ly Tau	ight Activitie	s						
Ð EN			-							
Ð EN	6	Genera	al Options							
ÐEN										
D EN		Act	ivities current	ly sharing the jointly tau	ight a	activity				
e er		Acti	ivity Name							
) EN		Des	scription							
ÐEN										
ÐEN		Prin	nary Activity				1			
) EN			Name			Host Key	Description		Scheduled	
ÐEN		>	ENGL5841M	01/LEC 1/01		#SPLUS249099	Studying English: Resea	arch		
9 EN			ENGL5843M	01/LEC 1/01		#SPLUS466536	Theatre Research Proje	ct		

7. Select the Primary Activity by clicking on it.

٨	initian menant	l	haring the jointly taught a	n ativit				10
AC	uviues current	iy s	naring the jointly taught a	acuvit	.y			11,
Act	tivity Name							14
De	scription							10-
Prie	mary Activity						•	13 10-
	Name		Name		Host Key	Description	Scheduled	11
		>	Name ENGL5841M01/LEC 1/01		Host Key #SPLUS249099	Description Studying English: Research	Scheduled	11

8. This will pre-populate the 'Primary Activity' box and the 'Activity Name' box. You now need to amend the 'Activity Name' in order to reflect the name of the other activity you are joining, and in order to reflect the fact that this activity is a JA. You can do this just by clicking in the 'Activity Name' box and typing to amend the name (please see below for naming conventions).

enera	al Options								
Act	ivities current	tly sharing the jointly taugh	t activity						
Act	Activity Name ENGL5841M01/LEC 1/01								
Des	scription								
Prin	nary Activity	ENGL5841M01/LEC 1/01							
	Name		Host Key	Description					
>	ENGL5841M	01/LEC 1/01	#SPLUS249099	Studying English: Research					
	ENGL5843M	01/LEC 1/01	#SPLUS466536	Theatre Research Project					

9. Naming Conventions:

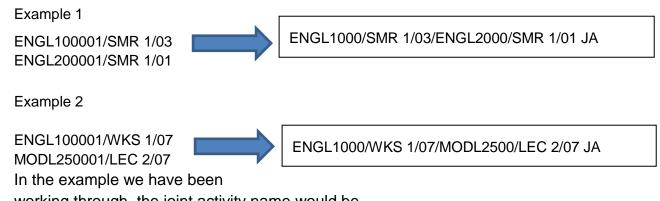
For ease of finding the JA in Syllabus Plus, activity names should usually appear in numerical order, from smallest to largest.

If you are joining two activities that are the same School, activity type, and number, then you can merge the two names as can be seen by the following example (N.B. you must always add a space and then 'JA' at the end of all joint activity names).

ENGL100001/SMR 1/01 ENGL200001/SMR 1/01

ENGL1000/2000/SMR 1/01 JA

If, however, you are joining two activities that are **not** the same School, activity type and/or number, then you can merge the two names as can be seen by the following examples (again, you must always add a space and then 'JA' at the end of all joint activity names).



working through, the joint activity name would be ENGL5841M/5843M/LEC 1/01 JA

10. Once you have amended the activity name, click 'OK'.

ctivity Name	ENGL5841M/5843M/LEC	101.14			
escription	ENGESCHIN/SCHSN/EEC	U013A			
	FNGL5841M01/LEC 1/01	1	T		
Name		A Host Key	Description		Scheduled
	M01/LEC 1/01	#SPLUS249099	Studying English: Res		
ENGL5843	M01/LEC 1/01	#SPLUS466536	Theatre Research Pro	oject	
			<b>*</b>		Edit Selected Parents
Candidates for	sharing		<b>•</b>		Edit Selected Parents
Candidates for Module	sharing		▼.		Edit Selected Parents
	sharing		V Host Key	Description	Edit Selected Parents
Module	sharing			Description	Edit Selected Parents
Module	sharing			Description	Edit Selected Parents
Module	sharing			Description	Edit Selected Parents
Module	sharing			Description	Edit Selected Parents
Module	sharing			Description	Edit Selected Parents
Module	sharing			Description	Edit Selected Parents

11. Enterprise will then make your JA. This can take varying amounts of time but you will know when it has finished because you will see the updated activity name appear on the 'Activities' screen and the Write Back/Save button in the top left of your screen will become highlighted.



Click on this to save your changes.

12. Go to Syllabus Plus and click on the 'Ref' button at the bottom right hand of the screen to Refresh:



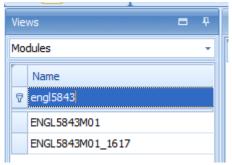
Search for the activity you have just joined and check to ensure everything is correct. Things you'll need to check include: staff, location, and planned size. Work through any problems there might be on the activity (indicated by a question mark in a red box). **Check to ensure your activity is scheduled**.

### Using Enterprise (Adding Activities to Joint Activities)

The following instructions explain how to add activities to an existing Joint Activity (JA). If you want to join activities together to create a JA, please go to <u>Using Enterprise (Creating</u> <u>Joint Activities)</u>.

To add an activity to an existing JA, you firstly need to ensure that the activity you wish to add matches the Joint Activity (in terms of day, time, duration and week pattern). Once you are sure the activities match..

1. Ensure the 'Views' screen is set to 'Modules' and type the module code of one of the activities that already forms part of your JA into the auto-filter row of the 'Views' screen.



2. Click the name of the module to which you have filtered. All the activities for this module will display in the 'Activities' screen to the right.

Views	- 4	ı		
Modules		·	Name	Duration Num.
Name			>      ENGL5841M/5843M/LEC 1/01 JA	02:00
> ENGL5843M01				
ENGL5843M01_1617				

3. Click on the existing JA in the Activities screen (so it is highlighted in blue).

👿 🌀 📕 🛄 🛃 00:30 🗸 🐟 🖳 🛃 🖃 🗹 🗸	-	<u>St</u> -	4
Activities			
Name	Duration	Num	Planned
ENGL5841M/5843M/LEC 1/01 JA	02:00	4	
	02:00	4	

4. Click on 'Actions' (from the task bar at the top of the screen) to open the drop-down menu and select 'Jointly Taught Activity'.

(#) ET (1718) - [M	lodule:	ENGL203101	]		_		
🛄 <u>F</u> ile <u>E</u> dit	<u>V</u> iew	<u>S</u> cheduling	A <u>c</u> ti	ons Too <u>l</u> s	<u>T</u> imetables	<u>H</u> elp	
	) -	: 🔶 🛓 🗉	P	Jointly Tau	ght Activity		s 🗏 🛃 🗗 📝 🛛
Views				<u>P</u> roblems	I		
Modules					ame		DL

5. This will bring up a 'Jointly Taught Activities' pop-up screen. In the bottom half of the screen ('Candidates for sharing'), click in the blank 'Module' box – this will open a drop-down menu.

Activities curre	ntiy sharing the jointly t	taagint act	ivity				
Activity Name	ENGL5841M/5843M/L	.EC 1/01 J	A				
Description							
Primary Activit	y						-
Name		▲ He	ost Key	Description		Scheduled	
> ENGL5841	M01/LEC 1/01	#5	SPLUS 249099	Studying English: Research			
ENGL5843	M01/LEC 1/01	#9	SPLUS466536	Theatre Research Project			
				· ·	Ed	it Selected Par	ents
	sharing				Ed	it Selected Par	ents
Candidates for Module					Ed	it Selected Par	ents
	Name		<b>A</b>		Ed	it Selected Par	ents
Module	Name ANAT310201				Ed	it Selected Par	•
Module	Name				Ed	it Selected Par	•
Module	Name           ANAT310201           ANAT310401				Ed	it Selected Par	•
Module	Name           ANAT310201           ANAT310401           ANAT310501				Ed	it Selected Par	•
Module	Name           ANAT310201           ANAT310401           ANAT310501           ANAT320101				Ed	t Selected Par	•
Module	Name           ANAT310201           ANAT310401           ANAT310501           ANAT320101           ANAT320101           ANAT320101           ANAT320101           ANAT320101				Ed	t Selected Par	•
Module	Name           ANAT310201           ANAT310501           ANAT310501           ANAT320101           ANAT320101           ANAT320201           ANAT320301           ARAB100101           ARAB100201				Ed	t Selected Par	•
Module	Name           ANAT310201           ANAT310401           ANAT310501           ANAT320101           ANAT320101           ANAT320201           ANAT320301           ANAT320301           ARAB100101           ARAB100201           ARAB100301				Ed	t Selected Par	•
Module	Name           ANAT310201           ANAT310501           ANAT310501           ANAT320101           ANAT320101           ANAT320201           ANAT320301           ARAB100101           ARAB100201				Ed	t Selected Par	•

6. Hover your mouse over the box that says 'Name' at the top of the drop-down menu and you should see a tiny funnel icon appear in the top right hand corner of the 'Name' box. Click on the icon.

Module			
Name	Name	🔺 🖻	
	ANAT310201	Short identifier	
	ANAT310401	Shoreidendiler	

7. This will open another list of module codes. Start typing the module code of the activity you wish to add to the JA and it should appear, highlighted in blue, at the bottom of the list.

				Edit Selected Parents
C	Candidates for	sharing		
N	1odule			<b>•</b>
ſ	Name	Name		
	Name	ANAT310201	ENGL5760M01 ENGL5814M01	
		ANAT310401	ENGL5817M01	
		ANAT310501	ENGL5821M01	
		ANAT320101	ENGL5822M01 ENGL5824M01	
		ANAT320201	ENGL5826M01	
		ANAT320301	ENGL5827M01 ENGL5828M01	
		ARAB100101	ENGL5829M01	
	•	ARAB100201	ENGL5830M01	
		ARAB100301	ENGL5831M01 ENGL5832M01	
		ARAB100601	ENGL5833M01	
		ARAB101501	ENGL5834M01 ENGL5835M01	
_		ARAB103001	ENGL5836M01	
		ARAB110001	ENGL 5837M0 1 ENGL 5838M0 1	

8. Click on this once so that it is appears isolated from the list.

		Edit Selected Pare
Candidates for	sharing	
Module		
Name	Name 🔺 📍	
	> ENGL5839M01	

9. Click on it a second time so it auto-fills the text box next to 'Name'

00	dule	ENGL5839M01			
	Name		*	Host Key	Description
>	ENGL5839N	101/LEC 1/01		#SPLUS558D3F	Imperial Masculinities

Providing the activity you wish to add matches the existing JA (in terms of day, time, duration, and week pattern), you should see the activity you wish to add listed. If you do not see the activity listed then it suggests that something may not match. If this is the case, select 'Cancel' and go back into Syllabus plus and check that the activities match. Users can sometimes experience issues adding activities to JA's when the JA has been amended (and so the individual activities that make up the JA no longer match the JA). If this is the case and the activity you wish to add does not display, please contact the Timetabling and Room Bookings Team.

10. From the list of activities that have just appeared, click on the activity you wish to add (so it is highlighted in blue).

			_	Duration	Num F	Planned Size	Scheduled	Sched V		Sche
ntly Taug	ght Activitie	es								X
General	Options									
		tly sharing the joint								
		ENGL5841M/5843M	1/LEC 1/0	1 JA						
	cription									
	ary Activity				1					
	Name ENGL5841M	011 EC 1/01	*	Host Key #SPLUS 249099	Description	glish: Researc		Schedule		
		01/LEC 1/01		#SPLUS466536		earch Project				
				C	<b>•</b>			Edit Selecte	d Parents	
Cano	didates for s	haring		C	<b>.</b>			Edit Selecte	d Parents	
Cano		haring ENGL5839M01		C	<b>.</b>			Edit Selecte	d Parents	
				C	Host Key	Dee	cription	Edit Selecte	d Parents	
Mod	lule	ENGL5839M01		C			cription erial Masculiniti		d Parents	
Mod	lule Name	ENGL5839M01		C	Host Key		-		d Parents	
Mod	lule Name	ENGL5839M01		C	Host Key		-		d Parents	
Mod	lule Name	ENGL5839M01		C	Host Key		-		d Parents	
Mod	lule Name	ENGL5839M01			Host Key		-		d Parents	
Mod	lule Name	ENGL5839M01			Host Key		-		d Parents	
Mod	lule Name	ENGL5839M01			Host Key		-		d Parents	
Mod	lule Name	ENGL5839M01			Host Key		-		d Parents	

11. Click on the upward-pointing triangle that appears above your activity.



The activity you want to add should now appear in the top box, along with the other activities that are already joined.

Act	tivities curren	tly sharing the jointly taught	activity			
Act	tivity Name	ENGL5841M/5843M/LEC 1/0	1 JA			
Des	scription					
Prin	mary Activity					
	Name	*	Host Key	Description		Scheduled
	ENGL5839M	101/LEC 1/01	#SPLUS558D3F	Imperial Masculinities	3	
>	ENGL5841M	101/LEC 1/01	#SPLUS249099	Studying English: Re	search	
	ENGL5843M	101/LEC 1/01	#SPLUS466536	Theatre Research Pr	oject	
	ENGL5843M	101/LEC 1/01	#SPLUS466536	Theatre Research Pr		it Selected Parents
Car	ENGL5843M					
	ndidates for s	sharing				

- 12. You will need to amend the name of the activity (where it says 'Activity Name') so it corresponds with the <u>naming conventions for JA activities</u>. In the example we have been working through, the joint activity name would be ENGL5839M/5841M/5843M/LEC 1/01 JA
- 13. Once you've amended the activity name, click 'OK'. Enterprise will then amend your JA. This can take varying amounts of time but you will know when it has finished because you will see the updated activity name appear on the 'Activities' screen and the Write Back/Save button in the top left of your screen will become highlighted.



Click on this to save your changes.

14. Go to Syllabus Plus and click on the 'Ref' button at the bottom right hand of the screen to Refresh:



Search for the JA you have just amended and check to ensure everything is correct. Things you'll need to check include: staff, location, and planned size. Work through any problems there might be on the activity (indicated by a question mark in a red box). **Check to ensure your joint activity is scheduled**.

## Using Enterprise (Removing Activities From Joint Activities)

The following instructions explain how to remove activities from an existing Joint Activity (JA). If you wish to remove all the activities on a JA (thus breaking the whole thing up into individual component activities), please go to <u>Using Enterprise (Splitting Joint Activities)</u>.

To remove an activity from an existing JA...

1. Ensure the 'Views' screen is set to 'Modules' and type the module code of one of the activities that already forms part of your JA into the auto-filter row of the 'Views' screen.

Views 🗖 🖡	ſ
Modules 👻	
Name	
₽ engl5843	
ENGL5843M01	
ENGL5843M01_1617	

2. Click the name of the module to which you have filtered. All the activities for this module will display in the 'Activities' screen to the right.

/iews	<b>□</b> ₽	Ac			
Modules	-		Name	Duration	Num
Name		>	ENGL5841M/5843M/LEC 1/01 JA	02:00	
> ENGL5843M01	1				
ENGL5843M01_1617					

3. Click on the existing JA in the Activities screen (so it is highlighted in blue).

👿 🔏 📕 🛄 📝 00:30 🗸 🐟 🖳 🛃 🖅 💙	-	😫 - 📔 🛷 -
Activities		
Name	Duration	Num Planned
>	02:00	4
	1	

4. Click on 'Actions' (from the task bar at the top of the screen) to open the drop-down menu and select 'Jointly Taught Activity'.

(† ET (17	18) -	[Module	ENGL	203101]								
🛄 <u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>S</u> cheo	luling	A <u>c</u> ti	ons	Too <u>l</u> s	Timetables		<u>H</u> elp		
0	ø	۰ 🕲	: 🔶	<b>1</b>		<u>J</u> oint	tly Taug	ght Activity		-	 -	Y
Views							lems		F		_	
Modules					_			ame				Du

5. This will bring up a 'Jointly Taught Activities' pop-up screen. In the top half of the screen, click on the name of the activity you wish to remove from the JA (so it is highlighted in blue).

Activity Nam	ENCLEOROM/FOX44M	1/5843M/LEC 1/01 JA		
Description	IE ENGE2023M/2041M	1/3843M/LEC 1/01 JA		
Primary Acti	vity			
Name		A Host Key	Description	Scheduled
> ENGL58	39M01/LEC 1/01	#SPLUS558D3F	Imperial Masculinities	
ENGL58	41M01/LEC 1/01	#SPLUS249099	Studying English: Research	
ENGL58	43M01/LEC 1/01	#SPLUS466536	Theatre Research Project	
			<b>Q</b> .	Edit Selected Pi
Candidator	for sharing			Edit Selected Pa
Candidates	for sharing			Edit Selected Pa
Candidates Module	for sharing			Edit Selected Pa

6. Click on the downward-pointing triangle that appears below your activity.



The activity you wanted to remove should now have disappeared from the top box.

Activities currently sharing the jointly taught activity								
١cti	ivity Name	ENGL5839M/5841M/5843M/	LEC 1/01 JA					
Description								
Prim	nary Activity							
	Name	*	Host Key	Description		Scheduled		
>	ENGL5841M	01/LEC 1/01	#SPLUS249099	Studying English: Res	earch			
	ENGL5843M	01/LEC 1/01	#SPLUS466536	Theatre Research Pro	oject			
-	ENGL5843M	01/LEC 1/01						
			#SPLUS466536	Theatre Research Pro		It Selected Parents		
	ENGL5843M ndidates for s							
Can								

7. You will need to manually amend the name of the activity (where it says 'Activity Name') in order to remove the name of the activity you have just removed from the JA.

In the example we have been working through, the joint activity name would be amended to:

ENGL5841M/5843M/LEC 1/01 JA

8. Once you've amended the activity name, click 'OK'. Enterprise will then amend your JA. This can take varying amounts of time but you will know when it has finished because you will see the updated activity name appear on the 'Activities' screen and the Write Back/Save button in the top left of your screen will become highlighted.



Click on this to save your changes.

9. Go to Syllabus Plus and click on the 'Ref' button at the bottom right hand of the screen to Refresh:



Search for the JA you have just amended and check to ensure everything is correct. Things you'll need to check include: staff, location, and planned size. Work through any problems there might be on the activity (indicated by a question mark in a red box). **Check to ensure your joint activity is scheduled**.

# **Using Enterprise (Splitting Joint Activities)**

The following instructions explain how to entirely separate all activities in an existing Joint Activity (JA). If you wish to just remove one activity from a JA (leaving other activities still joined), please go to <u>Using Enterprise (Removing Activities From Joint Activities)</u>.

## To split a JA...

1. Ensure the 'Views' screen is set to 'Modules' and type the module code of one of the activities that forms part of the JA you wish to split into the auto-filter row of the 'Views' screen.

Views 🗖 🖡	1
Modules 🗸	
Name	
ENGL5843M01	
ENGL5843M01_1617	

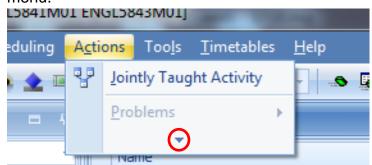
2. Click the name of the module to which you have filtered. All the activities for this module will display in the 'Activities' screen to the right.

Views	<b>-</b> 4	Ac	tivities	1	
Modules	•		Name	Duration	Num
Name		>		02:00	
₽ engl5843					
> ENGL5843M01					
ENGL5843M01_1617					

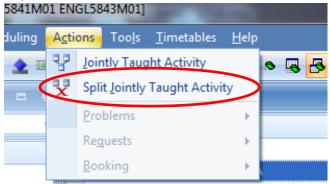
3. Click on the JA in the Activities screen (so it is highlighted in blue).

😼 🍾 📕 🛄 🛃 00:30 🗸 🐟 🖳 🛃 🗗 📝 💙	-	😫 - 📔 🛷 -
Activities		
Name	Duration	Num Planned
>	02:00	4

4. Click on 'Actions' (from the task bar at the top of the screen) to open the drop-down menu.



5. Hover over the downwards pointing arrow (circled above) – this should open an expanded menu.



6. Click on 'Split Jointly Taught Activity (circled above). You will see the following warning message. Click 'OK'.



7. Enterprise will then split your JA. This can take varying amounts of time but you will know when it has finished because you will see the updated activity name appear on the 'Activities' screen (it will have reverted to the individual activity name) and the Write Back/Save button in the top left of your screen will become highlighted.



Click on this to save your changes.

8. Go to Syllabus Plus and click on the 'Ref' button at the bottom right hand of the screen to Refresh:



Search for all the activities that made up the JA you have just split. These may have become unscheduled or may have reverted to a previously scheduled time. For this reason, it is really important you check all the component activities of the activity you have just split – to ensure they are scheduled/unscheduled as required.

### **Closing Enterprise**

Because of the length of time it can take for Enterprise to open, you may wish to keep it open if you think you may need to use it again that day. When you do come to closing down, please ensure you have written back/saved by clicking this icon:



If you have no changes to save, the icon will be greyed out.

To close, click on the following symbol in the top, right hand corner:



You will be asked if you wish to 'Save Syllabus Plus image?' The recommendation is that you select 'No' as Enterprise should close more quickly (though it doesn't matter if you select 'Yes' instead).

Enterprise will now close.

Please note that it will take a while for all the Enterprise processes to close completely (circa 2-3mins). Even if it looks like Enterprise has closed, there may still be some processes running in the background that will take a while to close down). For this reason, if you need to restart Enterprise back up again soon after closing, please follow the force-closing down process outlined in the 'Troubleshooting' section.

# Troubleshooting

From time to time, Enterprise may get stuck. You will know that this has happened because the 'cups' in the bottom right hand corner of your screen keep moving up and down...,



the changes you have made will fail to display on screen, and the write back/save icon will remain greyed-out (so you will be unable to save your changes). Usually, if you leave Enterprise, it will eventually catch up and make the required changes (so the cups will disappear, the write-back/save icon will become highlighted in blue, and the changes will display on screen). However, if you have been waiting a while (e.g. more than 20mins) and you urgently need to continue using Enterprise (or urgently need to close it down), you can force-close the software (which would then allow you to open it back up again if you needed to continue using it – though you would have to wait for it to load back up again).

To force-close down Enterprise...

- Try closing Enterprise as outlined in the 'Closing Enterprise' section. You may
  receive a warning saying you have uncommitted changes and asking if you want to
  save them. Select your preferred option. If nothing happens when you click on the
  cross then press Ctrl+Alt+Delete and 'Start Task Manager'. In the 'Applications tab',
  click on 'ET (1718)' and then select 'End Task'.
- If you already have Windows Task Manager open, click on the 'Processes' tab. If you do not already have Windows Task Manager open, open it (press Ctrl+Alt+Delete and 'Start Task Manager' check that 'ET (1718) does not appear in the 'Applications' tab if it does, click on it and select 'End Task'), and click on the 'Processes' tab.
- 3. In the processes tab, you need to end a series of processes (though some may have already closed). Firstly, look for 'EnterpriseTimetabler.exe\*32'. If it is there, click on it to highlight it, and click 'End Process' in the bottom right of the screen. Next/if 'EnterpriseTimetabler.exe\*32' isn't there, look for 'Scientia.Enterprise.DataSync.1718.exe\*32'. If it is there, click on it to highlight it, and click 'End Process' in the bottom right of the screen.
- 4. You now need to close the splus process that is linked to Enterprise. If you **do not** have classic SPlus open then you should just see one image called 'splus.exe\*32' in the processes box. If this is the case, click on it to highlight it, and click 'End Process' in the bottom right of the screen. If, however, you **do** have classic SPlus open, you will probably see two images called 'splus.exe\*32' in the processes box. One of these will be linked to Classic SPlus, and the other will be linked to Enterprise and

will need to be closed. To find the one you need to close, go to the Applications tab and look for a task called 'Course Planner (RELEASED 3.11.0 12) at University of Leeds – 1718.img'. This is classic Syllabus Plus. Right click on this and select 'Go To Process'. This will take you to the 'Processes' tab and will highlight the Splus image that you **do not** want to close (because it's the one linked to classic SPlus). Find the other 'splus.exe\*32' image that is not highlighted, and close that one instead (click on it to highlight it, and click 'End Process' in the bottom right of the screen).

Enterprise should now have fully closed.

If you encounter any other problems with Enterprise, please contact the Timetabling and Room Bookings Team.