

SYLLABUS PLUS:

PRINTING &

REPORTING

Syllabus Plus

Printing & Reporting

This Syllabus Plus training guide covers printing and reporting data from Syllabus Plus (referred to as S+ throughout the manual). It assumes some knowledge of the system. If you have not used S+ before, please contact Timetabling & Room Bookings on ext. 34009. Topics covered in this manual are:

- ❖ Using templates to produce printouts;
- ❖ Exporting data to Excel;
- ❖ Editing templates and creating your own templates;
- ❖ Saving print templates.

If you have any questions when you have worked through the guide, please contact the Timetabling and Room Bookings team on ext. 34009 or timetable@leeds.ac.uk.

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The printing and reporting functions in S+ are based around print templates, which are pre-defined layouts/views. When you retrieve an image from the Timetabling and Room Bookings website, the default print templates (i.e. those which are supplied with S+) will already be loaded. With the templates, you simply select the data that you want to print, run the report, and it will be formatted into a print-friendly layout for you.

Section 1: Using templates to produce printouts

When using templates to produce printouts from S+, there are two rules to follow to ensure success:

1. Select *Print* with the relevant window open – for example, if you are printing a staff timetable, you need to open the Staff window, if you are printing a module timetable, you need to open the Module window, etc.
2. Use Filter to select the records you want to print before selecting your template – for example, if you are printing room booking timetables for each room in your school, you can filter locations to show only your rooms, and print the timetables in bulk.

In this section of the guide, you will find step-by-step instructions for producing specific printouts. If there are any printouts that you would like to be able to produce that do not appear here, you can create your own templates, following the instructions in the “**Editing and Creating Templates**” section of this manual. If you are unable to create the template you need, contact Timetabling & Room Bookings for advice on 34009 or timetable@leeds.ac.uk.

In general, you should avoid relying on printed timetables wherever possible. Where they are used, please ensure that the recipients are aware that the information may swiftly become out of date.

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Individual Location Timetables

If you wish to print a timetable showing bookings made in individual locations (for example, to display on the doors of school-owned rooms):

1. Select **Locations** from the *Timetabler* drop-down menu.
2. If you wish to print a single timetable for a **specific** room only, select the name of the room by clicking on it in the column on the left of the screen.

The screenshot displays the 'Course Planner' software interface. On the left, a list of locations is shown, with 'Baines Wing MR (1.06)' selected. The main area contains a table of bookings with columns for ID, User Text & Tags, Constraints, Availability, Usage, Starts, and Timetable. Below the table is a bar chart titled 'Time Utilization: in use 1860 periods (930.00)' showing utilization across 50 periods. The bottom status bar indicates 'Connected' and shows a count of '5491 / 4642'.

ID	User Text & Tags	Constraints	Availability	Usage	Starts	Timetable
Name	Baines Wing MR (1.06)	Host Key	1-01-086-2423-01-106	Department	Healthcare	Zone
Description	Meeting/Seminar Room					
Contract Hours	182	Maximum Hours	182	Area	62	Capacity
Activity	DAHS2004/TUT 01/01 <Clinical Skills Requested>	Day	Thu	Time	9:00	Module
	DOME1005/TUT 01 Gp5	Wed	9:00			
	DOME1005/TUT 02 Gp10	Wed	11:00			
	DOME3034/SMR 01/01	Thu	14:00			
	DONE1017/SMR C/Gp E	Fri	9:00			
	DONE3023/AVKS 01/04	Thu	11:00			
	DONE3023/AVKS 02/04	Thu	11:00			
	HECS1028/E&AM 01/01	Wed	9:00			
	HECS1041/TUT 01/01	Fri	13:00			
	HECS1090/CLIN Gp 1	Wed	15:00			
	HECS1092/Personal Safety Training/02	Fri	9:00			
	HECS1093/SMR 01/01	Wed	13:00			
	HECS2080/SMR 01/01	Fri	13:00			
	HECS2136/SMR <SEM 2b>	Mon	10:00			
	HECS2136/SMR <SEM 2b>	Mon	13:00			
	HECS3157/GWK/Gp N	Fri	9:00			
	HECS3177/SMR 02/03	Wed	10:00			
	HECS3177/SMR 02/04	Wed	13:00			
	HECS3188/3103/5146M/5120M LEC 01/01JA	MoTu	9:00			
	HECS3202/SMR 01/04	Thu	13:00			
	HECS3218/IND 04/01	Wed	10:00			
	HECS3220/E&AM 01/01	Thu	12:00			
	HECS3228/GWK 02/02	WeTh	9:00			
	HECS5002M/LEC 01/01	Thu	14:00			
	HECS5003M/E&AM 01/01	Thu	13:00			
	HECS5203M/E&AM 01/01	Wed	9:00			

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3. If you wish to generate printouts for each of your school-owned rooms, go to the *View* drop-down menu and select **Filter**.

The **Filter** dialog box is shown with the following settings:

- Filter Locations by:** Department
- Look for:** ☒ Objects / Groups, ☐ None
- Objects:** Design (selected)
- Groups:** Not Used Departments, SWS, WRB Departments, _Always allocate level 1, _Do not allocate level 1, _ProgCatAll, Teaching departments
- Include:** ☒ Fully scheduled, ☒ Partially scheduled, ☒ Unscheduled
- Buttons:** Filter, Unfilter, Cancel
- Weeks:** 52 weeks from 1 (26/7/10) to 52 (24/7/11)
- Time Utilization:** A bar chart showing utilization from 1 to 50.

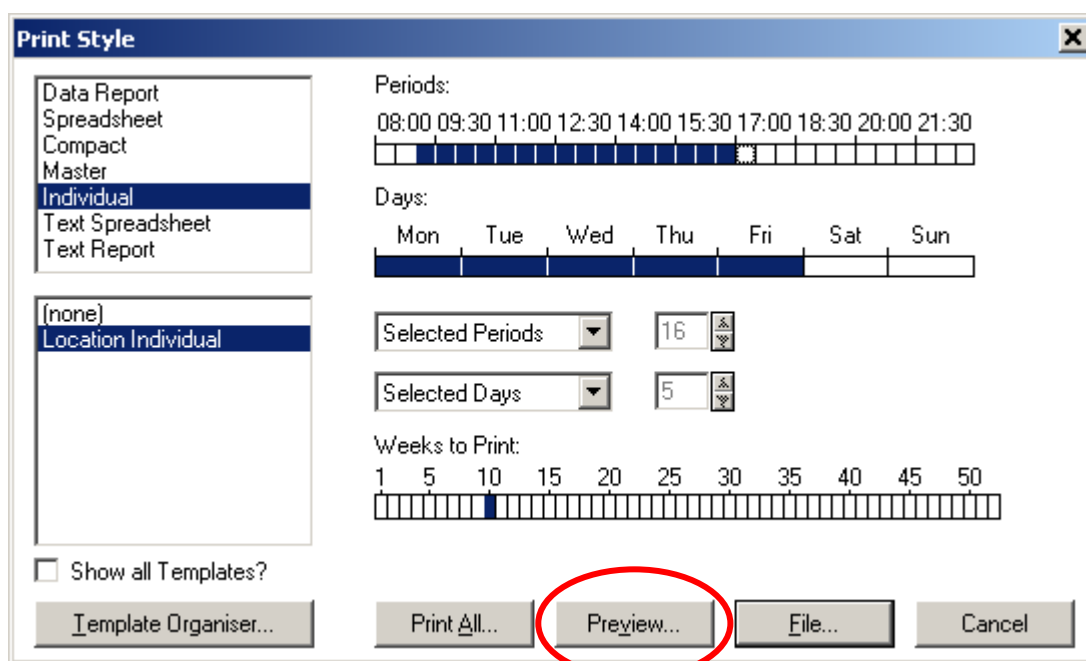
4. Choose **Department** from the *Filter Locations by:* menu, and select your school in the Objects box (as shown above). Click **Filter**.
5. Hold down the Ctrl key and select the names of the rooms for which you require a timetable by clicking on them.

The **Course Planner** interface is shown with the following details:

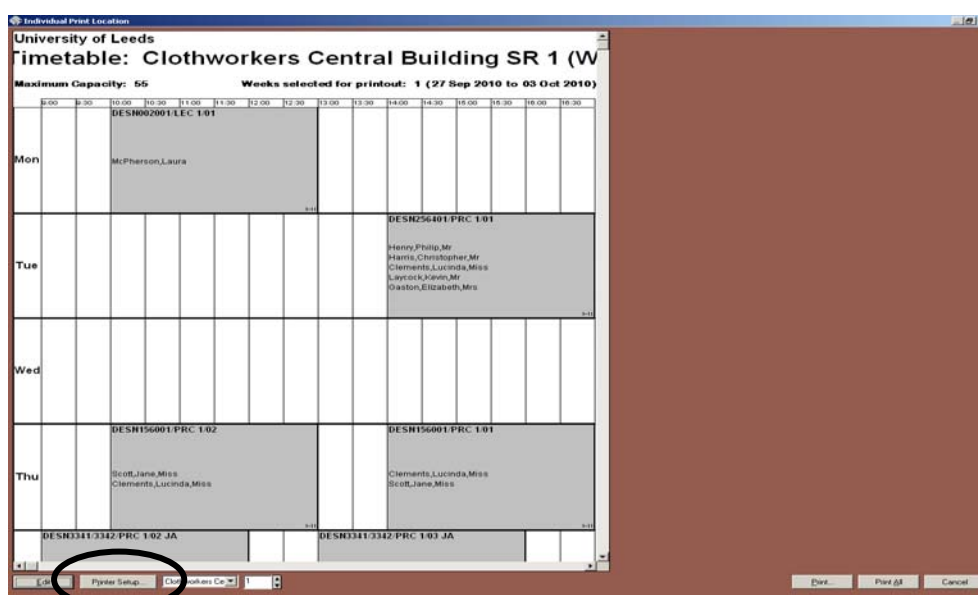
- Locations - filtered by Departments (Design):** A list of locations including Central Building CAD, Central Building MFI, Central Building SR 1, Central Building SR 2, Central Building SR 3, Central Building SR 4, Central Building SR 5a, Central Building SR 5b, Central Building SR 6, Central Building Testing, Central Building Via Com Suite, South Building Scrolling, South Building Weaving, Link Building CAD, Link Building MA, and Link Building MA (L, GR, G32b).
- Form Fields:** Name, Host Key, Department (Design), Zone (Clothworkers), Description, Cost Band (None), Capacity, Contract Hours, Minimum Hours, Area.
- Timetable:** A grid showing Activity, Day, Time, and Module.
- Time Utilization:** A bar chart showing utilization from 1 to 50.
- Status:** Viewing 18 of 769 Locations, Connected.
- Buttons:** WB, WD, Ref, RO, LO, Con, Dis, 5361 / 4663, Modify, Refresh, Duplicate.

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6. If you need to print timetables for all your locations, press Ctrl and A on your keyboard to select all the records.
7. From the *File* dropdown menu, select **Print....**

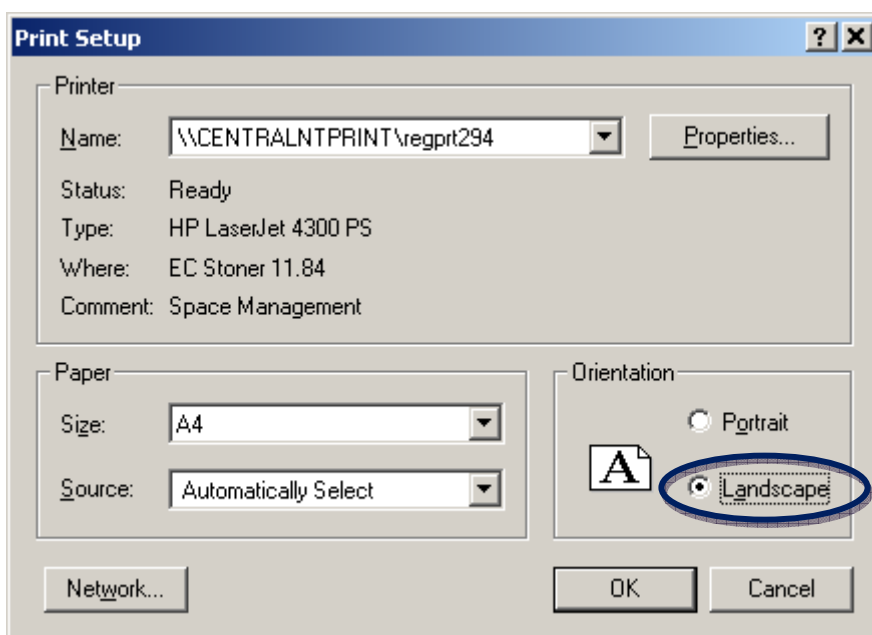


8. Select **Individual** and **Location Individual**, as shown above, and select the time periods, days and weeks you wish to print. In this example, we are printing the timetable of room bookings between 9am & 5pm (09:00 & 17:00), Monday to Friday in S+ week 10.
9. Click **Preview**. If the resulting preview appears blank, but you know that bookings have been made, click Cancel (bottom right corner), and then click Preview again. This should cause the bookings to appear.

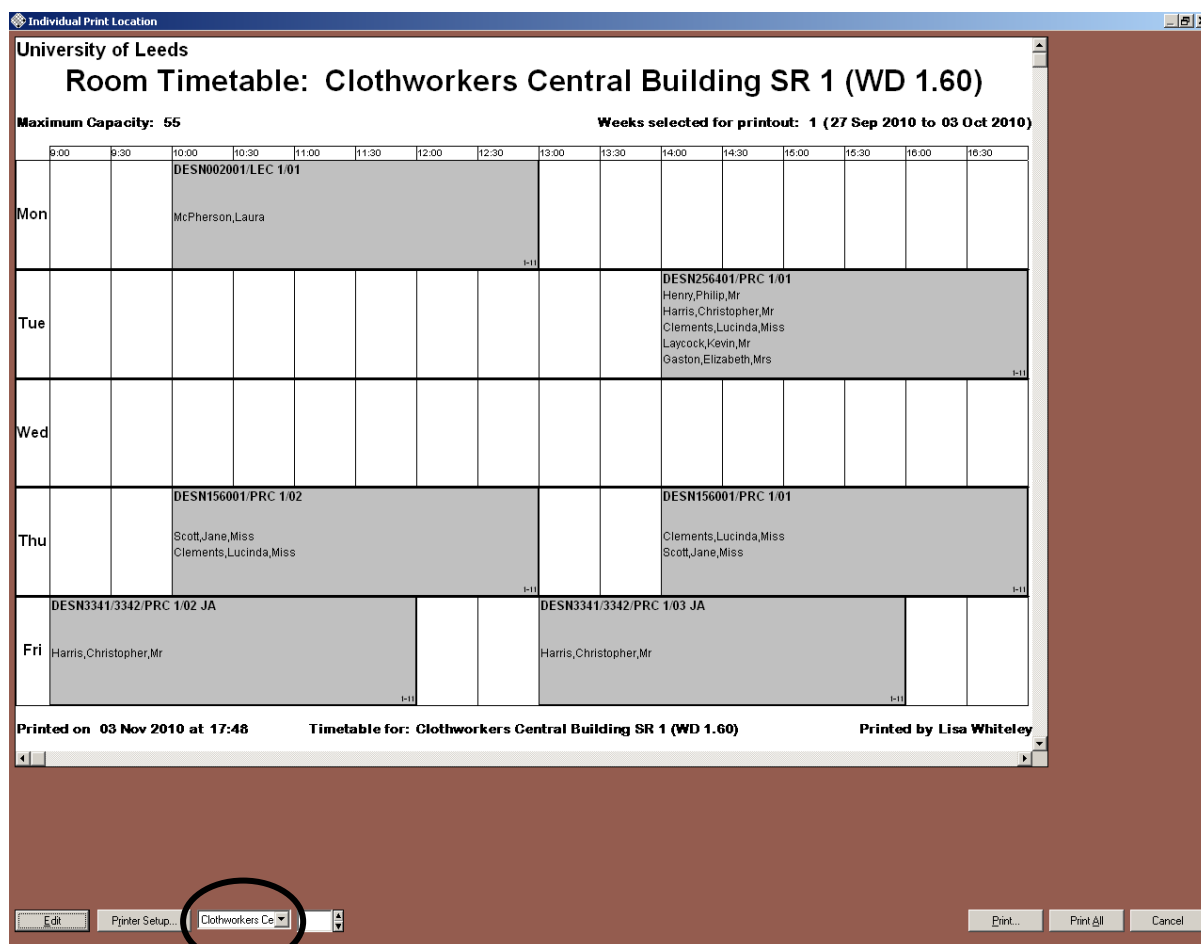


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10. Click the Printer Setup... button (circled above). This will open the Print Setup box



11. Make sure the Orientation is set to **Landscape**, as above, and click OK.



12. Click *Print All* to send the timetables to the printer. If you have selected more than one room, then the timetable for each one will be printed on a separate page.
13. If you wish to view all the timetables before printing, use the drop-down menu (circled above) to look at each one in turn.
14. If you want to print the timetable you are viewing, rather than all the timetables you've selected, click *Print...* instead of *Print All*.

Master Location Timetables

The Master Location Timetable creates a print out with a page for each day of the week, showing only the locations where there are bookings. It is useful for gaining an overview of usage for the week.

1. Select **Locations** from the *Timetabler* drop-down menu.
2. To select all the rooms owned by your school, select **Filter** from the *View* drop-down menu. As described previously, select **Department** from the *Filter Locations By:* list, and select your school in the **Objects** box. Click **Filter**.
3. Select all of your locations by clicking Ctrl and A on your keyboard.

The screenshot displays the 'Course Planner (RELEASED 3.9.2.36) at University of Leeds - 1011.mmg' window. The 'Locations - filtered by Departments (Communications Studies)' list on the left includes various rooms like 'Clothworkers North Building Conference room (1.18)', 'Clothworkers North Building E dil 1 (G.03)', 'Clothworkers North Building E dil 2 (G.06a)', 'Clothworkers North Building E dil 3 (G.19)', 'Clothworkers North Building MPR (1.13)', 'Clothworkers North Building New Media Lab (G.04)', 'Clothworkers North Building Newsroom (G.23)', 'Clothworkers North Building Radio Studio (G.24a)', 'Clothworkers North Building SF (1.17)', and 'Clothworkers North Building TV Studio and Gallery (G.24 and G.24a)'. The main area shows a 'Time Utilization' chart with a grid for 'Activity', 'Day', 'Time', and 'Module'. The chart has a horizontal axis for 'Time Utilization' from 0 to 50. The status bar at the bottom indicates 'Connected' and shows '5344 / 4658'.

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Please note: It is advisable to select all locations to ensure that no bookings are missed from the master timetable. If a room does not have any bookings it will not appear on the printout.

4. Select **Print...** from the *File* drop-down menu.
5. Select **Master** and **Location Master** as shown below. Select the time periods, days and weeks to be printed. In this example, we are printing all bookings between 9:00 and 17:00, Monday to Friday, in S+ week 10. Click **Preview**.

Print Style

Data Report
Spreadsheet
Compact
Master
Individual
Text Spreadsheet
Text Report

(none)
Location Master
Location Usage
Location Master DD

☐ Show all Templates?

Periods:
08:00 09:30 11:00 12:30 14:00 15:30 17:00 18:30 20:00 21:30

Days:
Mon Tue Wed Thu Fri Sat Sun

Day per Page: 16

Autofit Objects: 0

Weeks to Print:
1 5 10 15 20 25 30 35 40 45 50

Template Organiser... Print All... Preview... File... Cancel

6. Once the timetable is displayed, check the Printer Setup (as described previously in "Individual Location Timetables") to ensure that the page orientation is set to Landscape.

Master Print Location

University of Leeds

Master Location Timetable

Printed 04 Nov 2010

Week selected for printout: 27 Sep 2010 to 03 Oct 2010

The capacity of each Location is shown in the individual cells

	Monday															
	8:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30
Clothworkers North Building Conference room (1.18)																
Clothworkers North Building Edit 1 (G.06)					COMM2301/PRC 1.01		COMM2301/PRC 1.03		COMM2301/PRC 1.04		COMM2301/PRC 1.05					
Clothworkers North Building Edit 3 (G.19)																
Clothworkers North Building MR (1.19)					ICS Internat		ICS POT Int		ICS HR Cont							
Clothworkers North Building New Media Lab (G.04)																
Clothworkers North Building Newsroom (G.23)					COMM2301/PRC 1.01				COMM2301/PRC 1.02							
Clothworkers North Building SR (1.17)					PRAC SLTC											

Print Date: 4 Nov 2010

Printer Setup... [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [11] [12] [13] [14] [15] [16] [17] [18] [19] [20] [21] [22] [23] [24] [25] [26] [27] [28] [29] [30] [31] [32] [33] [34] [35] [36] [37] [38] [39] [40] [41] [42] [43] [44] [45] [46] [47] [48] [49] [50] [51] [52] [53] [54] [55] [56] [57] [58] [59] [60] [61] [62] [63] [64] [65] [66] [67] [68] [69] [70] [71] [72] [73] [74] [75] [76] [77] [78] [79] [80] [81] [82] [83] [84] [85] [86] [87] [88] [89] [90] [91] [92] [93] [94] [95] [96] [97] [98] [99] [100] [101] [102] [103] [104] [105] [106] [107] [108] [109] [110] [111] [112] [113] [114] [115] [116] [117] [118] [119] [120] [121] [122] [123] [124] [125] [126] [127] [128] [129] [130] [131] [132] [133] [134] [135] [136] [137] [138] [139] [140] [141] [142] [143] [144] [145] [146] [147] [148] [149] [150] [151] [152] [153] [154] [155] [156] [157] [158] [159] [160] [161] [162] [163] [164] [165] [166] [167] [168] [169] [170] [171] [172] [173] [174] [175] [176] [177] [178] [179] [180] [181] [182] [183] [184] [185] [186] [187] [188] [189] [190] [191] [192] [193] [194] [195] [196] [197] [198] [199] [200] [201] [202] [203] [204] [205] [206] [207] [208] [209] [210] [211] [212] [213] [214] [215] [216] [217] [218] [219] [220] [221] [222] [223] [224] [225] [226] [227] [228] [229] [230] [231] [232] [233] [234] [235] [236] [237] [238] [239] [240] [241] [242] [243] [244] [245] [246] [247] [248] [249] [250] [251] [252] [253] [254] [255] [256] [257] [258] [259] [260] [261] [262] [263] [264] [265] [266] [267] [268] [269] [270] [271] [272] [273] [274] [275] [276] [277] [278] [279] [280] [281] [282] [283] [284] [285] [286] [287] [288] [289] [290] [291] [292] [293] [294] [295] [296] [297] [298] [299] [300] [301] [302] [303] [304] [305] [306] [307] [308] [309] [310] [311] [312] [313] [314] [315] [316] [317] [318] [319] [320] [321] [322] [323] [324] [325] [326] [327] [328] [329] [330] [331] [332] [333] [334] [335] [336] [337] [338] [339] [340] [341] [342] [343] [344] [345] [346] [347] [348] [349] [350] [351] [352] [353] [354] [355] [356] [357] [358] [359] [360] [361] [362] [363] [364] [365] [366] [367] [368] [369] [370] [371] [372] [373] [374] [375] [376] [377] [378] [379] [380] [381] [382] [383] [384] [385] [386] [387] [388] [389] [390] [391] [392] [393] [394] [395] [396] [397] [398] [399] [400] [401] [402] [403] [404] [405] [406] [407] [408] [409] [410] [411] [412] [413] [414] [415] [416] [417] [418] [419] [420] [421] [422] [423] [424] [425] [426] [427] [428] [429] [430] [431] [432] [433] [434] [435] [436] [437] [438] [439] [440] [441] [442] [443] [444] [445] [446] [447] [448] [449] [450] [451] [452] [453] [454] [455] [456] [457] [458] [459] [460] [461] [462] [463] [464] [465] [466] [467] [468] [469] [470] [471] [472] [473] [474] [475] [476] [477] [478] [479] [480] [481] [482] [483] [484] [485] [486] [487] [488] [489] [490] [491] [492] [493] [494] [495] [496] [497] [498] [499] [500] [501] [502] [503] [504] [505] [506] [507] [508] [509] [510] [511] [512] [513] [514] [515] [516] [517] [518] [519] [520] [521] [522] [523] [524] [525] [526] [527] [528] [529] [530] [531] [532] [533] [534] [535] [536] [537] [538] [539] [540] [541] [542] [543] [544] [545] [546] [547] [548] [549] [550] [551] [552] [553] [554] [555] [556] [557] [558] [559] [560] [561] [562] [563] [564] [565] [566] [567] [568] [569] [570] [571] [572] [573] [574] [575] [576] [577] [578] [579] [580] [581] [582] [583] [584] [585] [586] [587] [588] [589] [590] [591] [592] [593] [594] [595] [596] [597] [598] [599] [600] [601] [602] [603] [604] [605] [606] [607] [608] [609] [610] [611] [612] [613] [614] [615] [616] [617] [618] [619] [620] [621] [622] [623] [624] [625] [626] [627] [628] [629] [630] [631] [632] [633] [634] [635] [636] [637] [638] [639] [640] [641] [642] [643] [644] [645] [646] [647] [648] [649] [650] [651] [652] [653] [654] [655] [656] [657] [658] [659] [660] [661] [662] [663] [664] [665] [666] [667] [668] [669] [670] [671] [672] [673] [674] [675] [676] [677] [678] [679] [680] [681] [682] [683] [684] [685] [686] [687] [688] [689] [690] [691] [692] [693] [694] [695] [696] [697] [698] [699] [700] [701] [702] [703] [704] [705] [706] [707] [708] [709] [710] [711] [712] [713] [714] [715] [716] [717] [718] [719] [720] [721] [722] [723] [724] [725] [726] [727] [728] [729] [730] [731] [732] [733] [734] [735] [736] [737] [738] [739] [740] [741] [742] [743] [744] [745] [746] [747] [748] [749] [750] [751] [752] [753] [754] [755] [756] [757] [758] [759] [760] [761] [762] [763] [764] [765] [766] [767] [768] [769] [770] [771] [772] [773] [774] [775] [776] [777] [778] [779] [780] [781] [782] [783] [784] [785] [786] [787] [788] [789] [790] [791] [792] [793] [794] [795] [796] [797] [798] [799] [800] [801] [802] [803] [804] [805] [806] [807] [808] [809] [810] [811] [812] [813] [814] [815] [816] [817] [818] [819] [820] [821] [822] [823] [824] [825] [826] [827] [828] [829] [830] [831] [832] [833] [834] [835] [836] [837] [838] [839] [840] [841] [842] [843] [844] [845] [846] [847] [848] [849] [850] [851] [852] [853] [854] [855] [856] [857] [858] [859] [860] [861] [862] [863] [864] [865] [866] [867] [868] [869] [870] [871] [872] [873] [874] [875] [876] [877] [878] [879] [880] [881] [882] [883] [884] [885] [886] [887] [888] [889] [890] [891] [892] [893] [894] [895] [896] [897] [898] [899] [900] [901] [902] [903] [904] [905] [906] [907] [908] [909] [910] [911] [912] [913] [914] [915] [916] [917] [918] [919] [920] [921] [922] [923] [924] [925] [926] [927] [928] [929] [930] [931] [932] [933] [934] [935] [936] [937] [938] [939] [940] [941] [942] [943] [944] [945] [946] [947] [948] [949] [950] [951] [952] [953] [954] [955] [956] [957] [958] [959] [960] [961] [962] [963] [964] [965] [966] [967] [968] [969] [970] [971] [972] [973] [974] [975] [976] [977] [978] [979] [980] [981] [982] [983] [984] [985] [986] [987] [988] [989] [990] [991] [992] [993] [994] [995] [996] [997] [998] [999] [1000] [1001] [1002] [1003] [1004] [1005] [1006] [1007] [1008] [1009] [1010] [1011] [1012] [1013] [1014] [1015] [1016] [1017] [1018] [1019] [1020] [1021] [1022] [1023] [1024] [1025] [1026] [1027] [1028] [1029] [1030] [1031] [1032] [1033] [1034] [1035] [1036] [1037] [1038] [1039] [1040] [1041] [1042] [1043] [1044] [1045] [1046] [1047] [1048] [1049] [1050] [1051] [1052] [1053] [1054] [1055] [1056] [1057] [1058] [1059] [1060] [1061] [1062] [1063] [1064] [1065] [1066] [1067] [1068] [1069] [1070] [1071] [1072] [1073] [1074] [1075] [1076] [1077] [1078] [1079] [1080] [1081] [1082] [1083] [1084] [1085] [1086] [1087] [1088] [1089] [1090] [1091] [1092] [1093] [1094] [1095] [1096] [1097] [1098] [1099] [1100] [1101] [1102] [1103] [1104] [1105] [1106] [1107] [1108] [1109] [1110] [1111] [1112] [1113] [1114] [1115] [1116] [1117] [1118] [1119] [1120] [1121] [1122] [1123] [1124] [1125] [1126] [1127] [1128] [1129] [1130] [1131] [1132] [1133] [1134] [1135] [1136] [1137] [1138] [1139] [1140] [1141] [1142] [1143] [1144] [1145] [1146] [1147] [1148] [1149] [1150] [1151] [1152] [1153] [1154] [1155] 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[1585] [1586] [1587] [1588] [1589] [1590] [1591] [1592] [1593] [1594] [1595] [1596] [1597] [1598] [1599] [1600] [1601] [1602] [1603] [1604] [1605] [1606] [1607] [1608] [1609] [1610] [1611] [1612] [1613] [1614] [1615] [1616] [1617] [1618] [1619] [1620] [1621] [1622] [1623] [1624] [1625] [1626] [1627] [1628] [1629] [1630] [1631] [1632] [1633] [1634] [1635] [1636] [1637] [1638] [1639] [1640] [1641] [1642] [1643] [1644] [1645] [1646] [1647] [1648] [1649] [1650] [1651] [1652] [1653] [1654] [1655] [1656] [1657] [1658] [1659] [1660] [1661] [1662] [1663] [1664] [1665] [1666] [1667] [1668] [1669] [1670] [1671] [1672] [1673] [1674] [1675] [1676] [1677] [1678] [1679] [1680] [1681] [1682] [1683] [1684] [1685] [1686] [1687] [1688] [1689] [1690] [1691] [1692] [1693] [1694] [1695] [1696] [1697] [1698] [1699] [1700] [1701] [1702] [1703] [1704] [1705] [1706] [1707] [1708] [1709] [1710] [1711] [1712] [1713] [1714] [1715] [1716] [1717] [1718] [1719] [1720] [1721] [1722] [1723] [1724] [1725] [1726] [1727] [1728] [1729] [1730] [1731] [1732] [1733] [1734] [1735] [1736] [1737] [1738] [1739] [1740] [1741] [1742] [1743] [1744] [1745] [1746] [1747] [1748] [1749] [1750] [1751] [1752] [1753] [1754] [1755] [1756] [1757] [1758] [1759] [1760] [1761] [1762] [1763] [1764] [1765] [1766] [1767] [1768] [1769] [1770] [1771] [1772] [1773] [1774] [1775] [1776] [1777] [1778] [1779] [1780] [1781] [1782] [1783] [1784] [1785] [1786] [1787] [1788] [1789] [1790] [1791] [1792] [1793] [1794] [1795] [1796] [1797] [1798] [1799] [1800] [1801] [1802] [1803] [1804] [1805] [1806] [1807] [1808] [1809] [1810] [1811] [1812] [1813] [1814] [1815] [1816] [1817] [1818] [1819] [1820] [1821] [1822] [1823] [1824] [1825] [1826] [1827] [1828] [1829] [1830] [1831] [1832] [1833] [1834] [1835] [1836] [1837] [1838] [1839] [1840] [1841] [1842] [1843] [1844] [1845] [1846] [1847] [1848] [1849] [1850] [1851] [1852] [1853] [1854] [1855] [1856] [1857] [1858] [1859] [1860] [1861] [1862] [1863] [1864] [1865] [1866] [1867] [1868] [1869] [1870] [1871] [1872] [1873] [1874] [1875] [1876] [1877] [1878] [1879] [1880] [1881] [1882] [1883] [1884] [1885] [1886] [1887] [1888] [1889] [1890] [1891] [1892] [1893] [1894] [1895] [1896] [1897] [1898] [1899] [1900] [1901] [1902] [1903] [1904] [1905] [1906] [1907] [1908] [1909] [1910] [1911] [1912] [1913] [1914] [1915] [1916] [1917] [1918] [1919] [1920] [1921] [1922] [1923] [1924] [1925] [1926] [1927] [1928] [1929] [1930] [1931] [1932] [1933] [1934] [1935] [1936] [1937] [1938] [1939] [1940] [1941] [1942] [1943] [1944] [1945] [1946

Syllabus Plus: Printing & Reporting

- Monday is displayed automatically. To view other days, click on the up and down arrows in the **page number box** (circled above).
- Click *Print All* to print all the pages, or *Print...* to print only the page you are viewing.

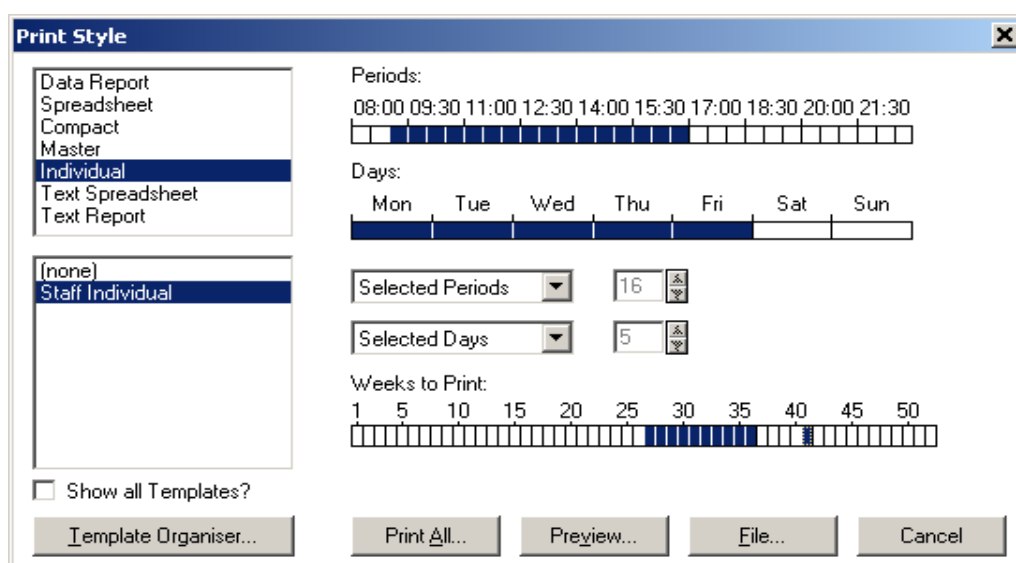
Please note: if a location has a booking on any one day in the week, it will appear on each page of the printout.

Staff Timetables

As staff timetables are now available online, you are unlikely to need to provide members of staff with printed timetables from S+. Staff should be directed to the Timetabling and Room Bookings website where they will find, under the “Info for Staff” section, a pdf file called “Accessing Staff Timetables” which gives details of how to access individual staff timetables online. However, if you do need to print out a staff timetable, you should make staff aware that, as is the case with all printouts, the timetable is likely to become out of date soon after being printed and that they will need to check for updates.

Please note: these timetables will only contain staff data if staff have been assigned to the activities they teach on S+.

- Select **Staff** from the *Timetabler* drop-down menu.
- Select the member(s) of staff whose timetable you need to print – do this by selecting them manually from the list on the left hand side of the window or filter by Department and press Ctrl and A on your keyboard to select all staff belonging to your school.
- Select *Print...* from the File drop-down menu.



Syllabus Plus: Printing & Reporting

4. Select **Individual** and **Staff Individual**. Select time periods, days and weeks to be covered by the printout.
5. Click *Preview....*

University of Leeds

Staff timetable: Adolf.David,Dr

School of Physics and Astronomy

Weeks selected for printout: 27 Sep 2010 to 08 May 2011

Total Hours in use over selected weeks: 286.00

	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30
Mon	PHYS232001/LEC 1/01 Chemistry LT B (2.17)				PHYS001601/LEC 1/01 Roger Stevens LT 19 (10.19)						PHYS317001/LEC 1/01 EC Stoner SR (8.62)					
Tue			PHYS317001/LEC 2/01 EC Stoner SR (8.62)						PHYS232001/PRC 1 (S1)01 Bragg A and B Cluster (10.04/10.05)							
Wed					PHYS232001/LEC 2/01 Roger Stevens LT 24 (10.24)											
Thu	PHYS1060/PHYS1260/PRC 1/03 JA											PHYS122001/LEC 1 (S2)01 Roger Stevens LT 23 (8.23)		PHYS122001/WRKS 1 (S2)01 Irene Manton North Cluster (7.91) Bragg A and B Cluster (10.04/10.05)		
Fri																

Printed on 04 Nov 2010 at 17:16

Timetable for Adolf.David,Dr

Printed by Lisa Whiteley

Printer Setup... Adolf.David.Dr

Edit Print... Print All Cancel

6. To view timetables for the other members of staff you've selected, use the drop down list (circled above).
7. Ensure that the page layout is set to Landscape using *Printer Setup...*, and then print the timetables using *Print All*, or *Print...* for a single timetable.

Module & Programme Timetables

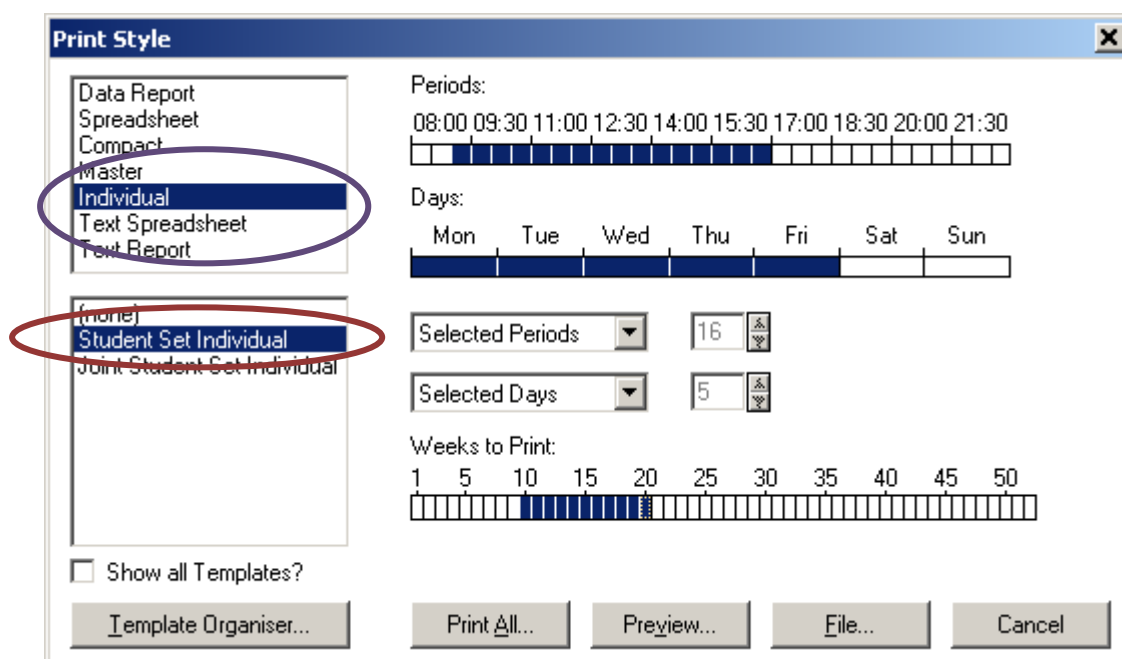
Individual Module and Programme Timetables can be printed using the same method as described in the Staff Timetable section above.

Student Timetables

Personalised student timetables are available online. However, you may need to provide students with printed timetables in the event that they cannot gain access to the web. As with all printouts, you should make students aware that the timetable is likely to become out of date soon after being printed, and that they will need to check for updates.

Please note: student activities will only appear on these timetables if the student has been allocated to the activity in S+.

1. Select **Student Sets** from the *Timetabler* drop-down menu.
2. Select the students whose timetables you need to print – do this by selecting them manually from the list.
3. Select **Print...** from the *File* drop-down menu.



4. Select **Individual** and **Student Set Individual** as shown above. Select time periods, days and weeks to be covered by the printout.

Syllabus Plus: Printing & Reporting

5. Click *Preview...*

Individual Print Student Set

University of Leeds

School of Performance and Cultural Industries

Student Set timetable: (200419455)

Weeks selected for printout: 27 Sep 2010 to 08 May 2011

	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30
Mon	PECI310601/PRC 4/02 Michael Sadler SR (L9.10) Gardner, Anthony, Dr																	
Tue	PECI310401/SMR 1/04 Baines Wing SR (S.41) Stanzola, Javier																	
Wed	PECI310601/PRC 4/02 Michael Sadler SR (L9.10) Gardner, Anthony, Dr																	
Thu	PECI350101/SDL 1/02 Clothworkers South Building Studio 1b (S.11b) G'Grady, Kathleen, Dr																	
Fri	PECI310601/PRC 6/02 Michael Sadler SR (L9.10) Gardner, Anthony, Dr																	

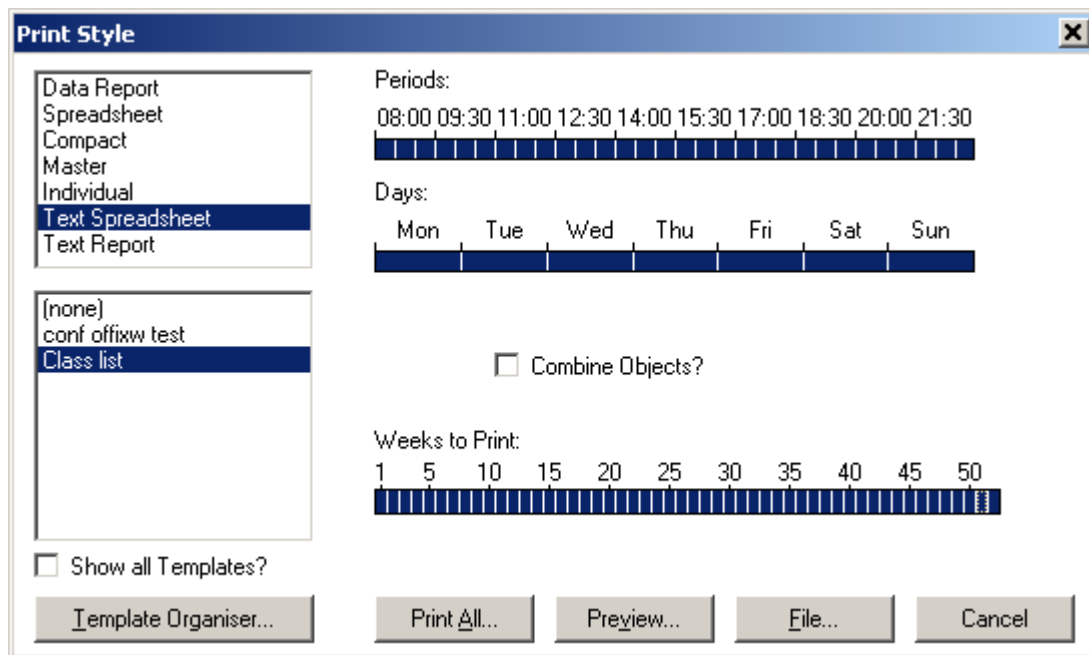
Print Date: 04 Nov 2010

Timetable for (200419455)

Edit Printer Setup 200-1 Print... Print All Cancel

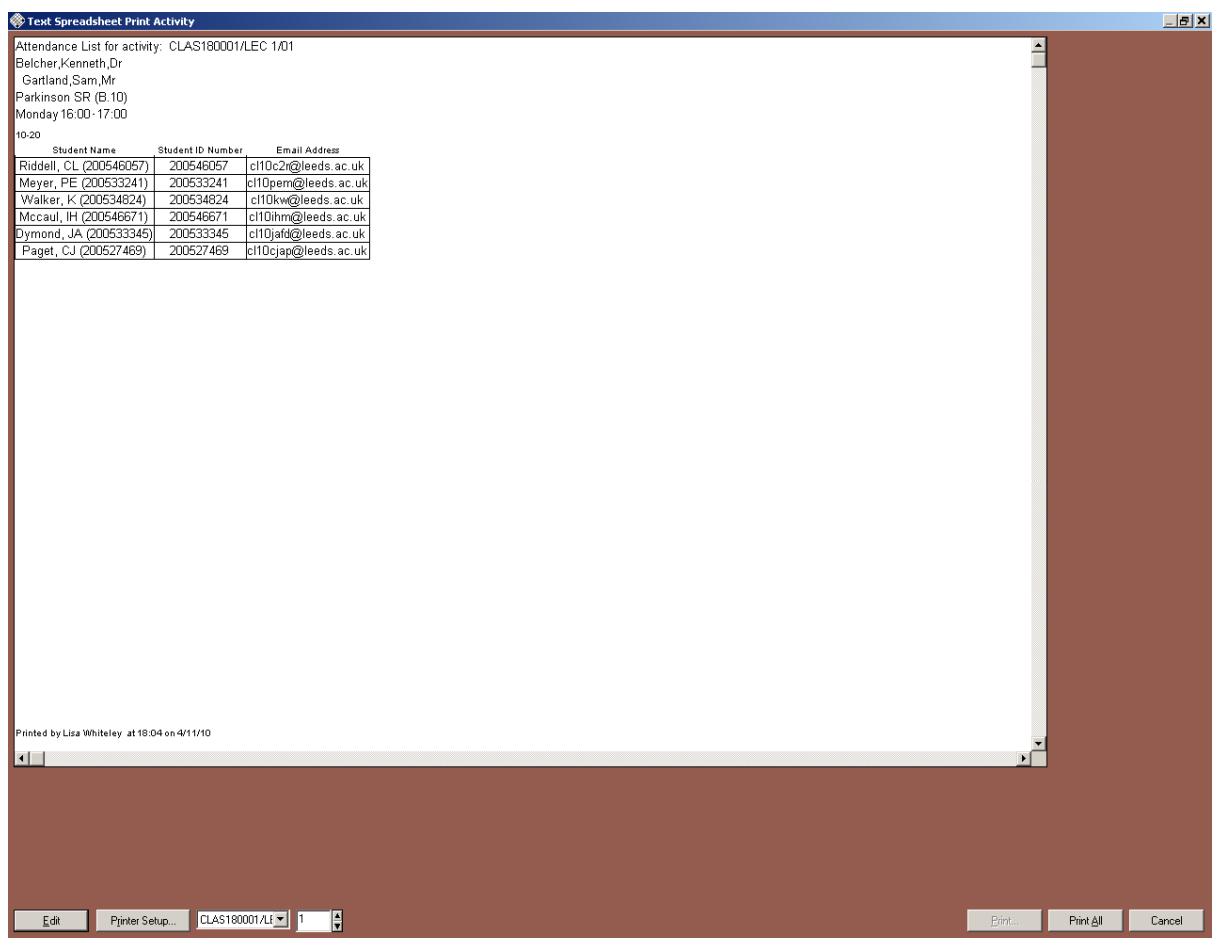
- To view timetables for other students you've selected, use the drop-down list (circled above). The student's name and ID number will appear here, and also at the top of the page although, in the example shown here, the name has been blocked out.
- Ensure that the page layout is set to Landscape using *Printer Setup...*, and then print the timetables using *Print All*, or *Print...* for a single timetable.

- From the *File* drop-down menu select **Print...**



The **Print Style** dialog box is shown. It has a title bar with a close button. On the left, there are two lists. The first list contains: Data Report, Spreadsheet, Compact, Master, Individual, **Text Spreadsheet** (highlighted), and Text Report. The second list contains: (none), conf offixw test, and **Class list** (highlighted). Below these lists is a checkbox labeled ☐ Show all Templates? and a button labeled **Template Organiser...**. On the right, there are three sections: **Periods:** with a time range from 08:00 to 21:30 in 15-minute increments; **Days:** with checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, and Sun; and **Weeks to Print:** with a range from 1 to 50 in increments of 5. There is also a checkbox labeled ☐ Combine Objects?. At the bottom right are four buttons: **Print All...**, **Preview...**, **File...**, and **Cancel**.

- Select **Text Spreadsheet** and **Class List** as shown above, and click *Preview*.



The **Text Spreadsheet Print Activity** window is shown. It has a title bar with standard window controls. The main area displays the following text:
Attendance List for activity: CLAS180001/LEC 1/01
Belcher, Kenneth, Dr
Gartland, Sam, Mr
Parkinson SR (B 10)
Monday 16:00 - 17:00
10:20
Below this is a table with three columns: Student Name, Student ID Number, and Email Address.

Student Name	Student ID Number	Email Address
Riddell, CL (200546057)	200546057	cl10c2@leeds.ac.uk
Meyer, PE (200533241)	200533241	cl10pem@leeds.ac.uk
Walker, K (200534624)	200534624	cl10kw@leeds.ac.uk
Mccaul, IH (200546671)	200546671	cl10ihm@leeds.ac.uk
Dymond, JA (200533345)	200533345	cl10jaf@leeds.ac.uk
Paget, CJ (200527469)	200527469	cl10cjap@leeds.ac.uk

At the bottom left, it says "Printed by Lisa Whiteley at 18:04 on 4/11/10". At the bottom right are three buttons: **Edit**, **Printer Setup...**, and a dropdown menu showing "CLAS180001/LEC 1/01" with a page number "1".

5. Click *Print All* to print the list.

Lists

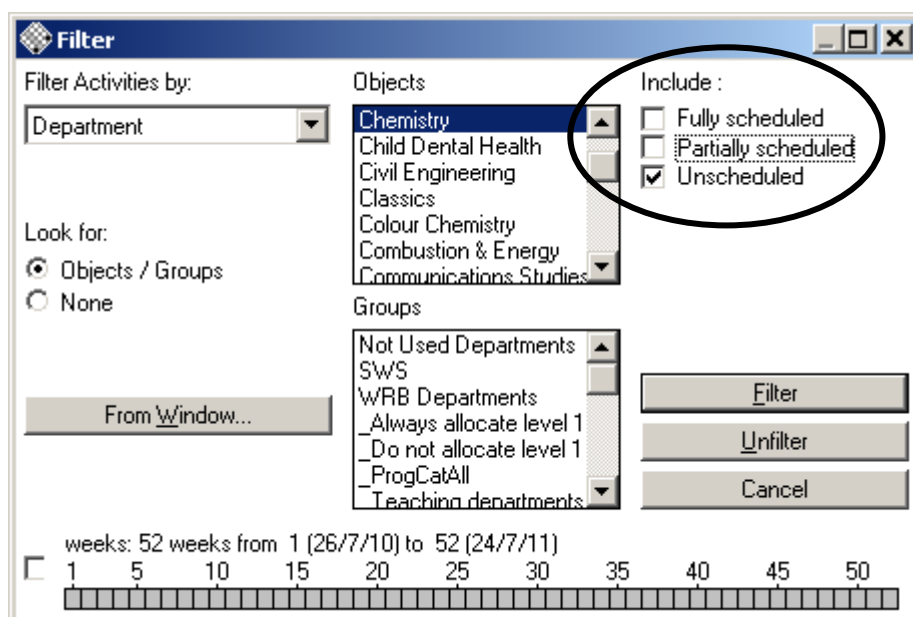
Finally, S+ has a template called “Generic Object List” which is found under *Spreadsheet* in the **Print** window. This template produces a list containing the Name and Description of the information you have chosen. You may find this useful to:

- Print a list of modules;
- Print a list of scheduled or unscheduled activities;
- Print a list of all students enrolled on specific modules or programmes of study;
- Print a list of all students belonging to your school.

Before selecting Print, make sure that you have selected all the items that you wish to print details of. Do this, as with all printouts, by either manually selected them from the list on the left while holding down the Ctrl key, or by filtering to the information you want, and pressing Ctrl and A to select all.

The training guide will use an example of printing a list of unscheduled activities. The same technique can be used for other examples mentioned above.

1. Select **Activities** from the *Timetabler* drop-down menu.
2. Select **Filter** from the *View* drop-down menu.



Syllabus Plus: Printing & Reporting

- As shown above, filter by **Department**, and select the name of your School from the *Objects* box. On the right (circled above) deselect **Fully scheduled** and **Partially scheduled** by un-ticking the boxes, leaving **Unscheduled** selected. Click *Filter*. You will then be viewing only unscheduled activities for your department.

Please note: this list also includes the Parent activities of Jointly Taught activities.

Course Planner (RELEASED 3.9.2 36) at University of Leeds - 1011.png

File Database Edit View Scheduling Timetabler Windows Com Help

Activities - filtered by Departments (Chemistry)

CHM Year 1 Homework Club/AKS 1/01
CHM - INDUCTION 10
CHEM224001/LEC 1/01
CHEM224001/LEC 2/01
CHEM318001/TUT 1/01
CHEM318001/TUT 1/02
CHEM318001/TUT 1/03
CHEM318001/TUT 1/04
CHEM318001/TUT 1/05
CHEM318001/TUT 1/06
CHEM318001/TUT 1/07
CHEM318001/TUT 1/08
CHEM318001/TUT 1/09
CHEM318001/TUT 1/10
CHEM318001/TUT 1/11
CHEM318001/TUT 1/12
CHEM324101/LEC 1/01
CHEM324101/LEC 2/01
CHEM324101/AKS 1/01
CHEM324501/LEC 1/01
CHEM324501/LEC 2/01
CHEM327101/LEC 1/01
CHEM327101/LEC 2/01
CHEM343001/PRC 1/01
CHEM343001/PRC 1/02
CHEM343001/PRC 1/03
CHEM343001/PRC 1/04
CHEM343001/PRC 1/05
CHEM343001/PRC 1/06
CHEM5116M01/LEC 1/01
CHEM5116M01/LEC 2/01
CHEM5117M01/LEC 1/01
CHEM5117M01/LEC 2/01
CHEM5226M01/LEC 1/01
CHEM5226M01/LEC 2/01
CHEM5226M01/GWK 1/01
CHEM5226M01/LEC 1/01
CHEM5227M01/GWK 1/01
CHEM5227M01/LEC 1/01
CHEM5237M01/LEC 1/01
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CHEM5240M01/LEC 2/01
CHEM5240M01/AKS 1/01

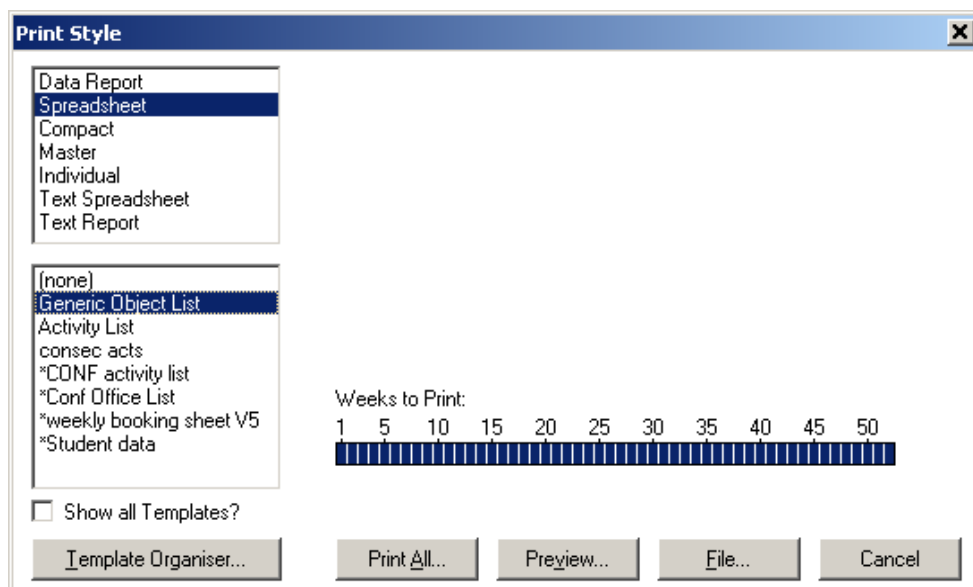
Viewing: 44 of 42773 Activities

Connected

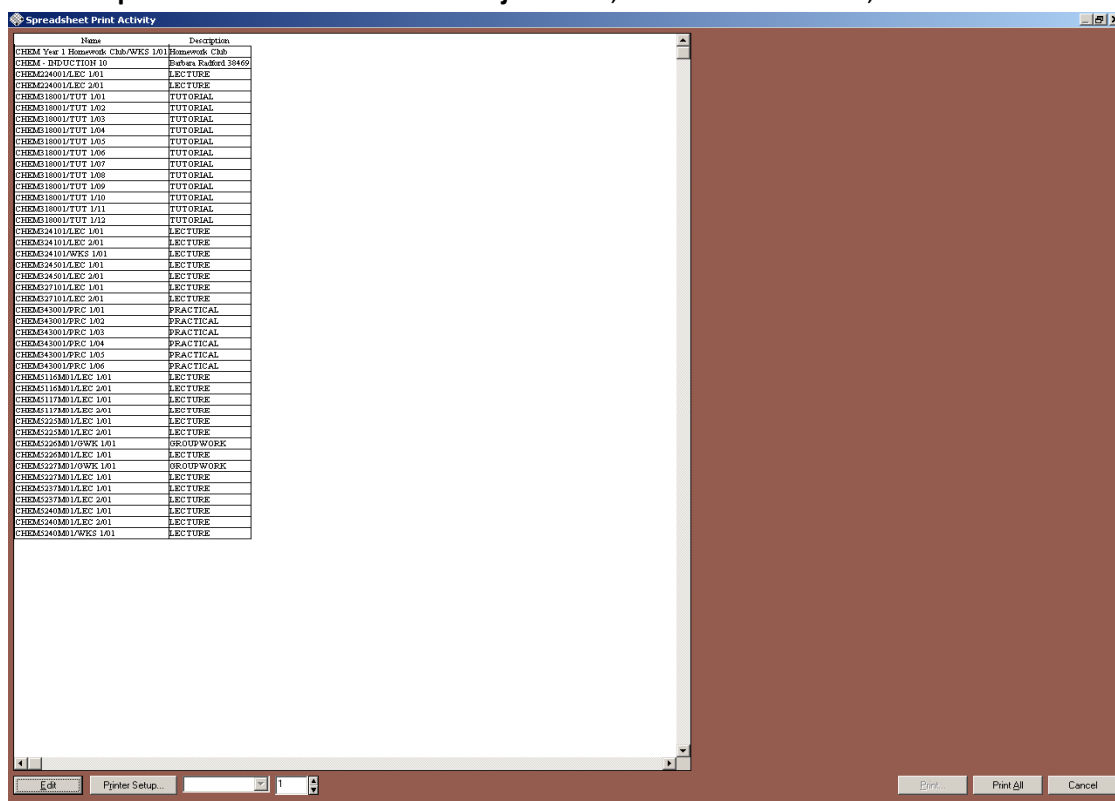
WB WO Ref RO LO Con Dis 5559 / 4642 Modify Refresh Duplicate

Syllabus Plus: Printing & Reporting

4. Select all by pressing Ctrl and A, then select **Print...** from the *File* drop-down menu.



5. Select **Spreadsheet** and **Generic Object List**, as shown above, and click *Preview...*

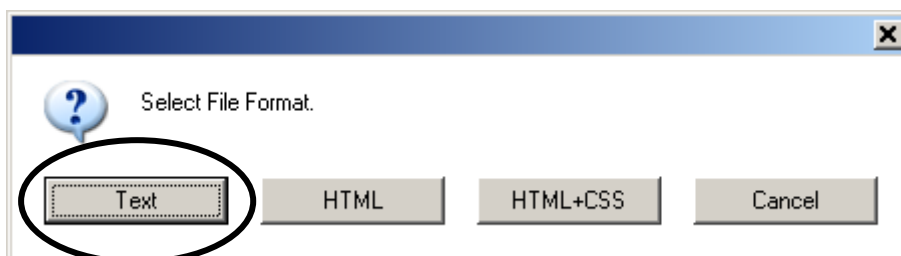


6. Click on Print All to print the list.

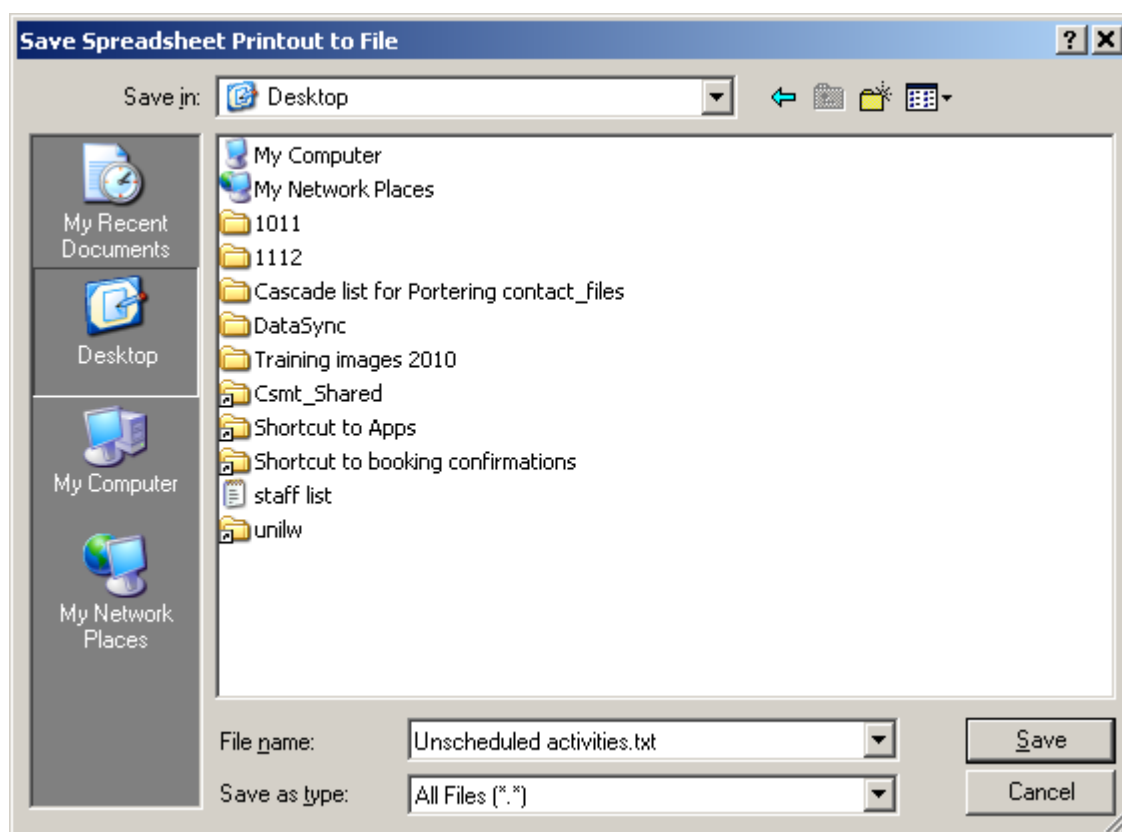
Please note: In Activities, you also have the option “Activity List” – this produces a list similar to that shown above, but containing more details about the activity, for example day/time, duration and location. You may prefer to use this.

Section 2: Exporting Data to Excel

1. If you need to create a spreadsheet rather than printing a list directly, click *Cancel* to exit the Print Preview. This will take you back to the **Print Style** box – click *File...*



2. Select *Text* in the **Select File Format** box, as circled above.
3. Specify a name for the file, select the folder you wish to save it in and click *Save*.



4. The file will be saved as text format. To open this file, open Microsoft Excel.
5. Select **File/Open** and change the File Type box from "All Microsoft Excel Files" to "Text Files".
6. Navigate to the folder where you saved the file.
7. Click on the filename to select it and click *Open*.

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- Once you have selected your file, Excel will take you through an Import Wizard. Simply click *Next* to accept all the defaults, and click *Finish* on the third screen. Your file will open as a spreadsheet. When you have done this, you may want to save it as a spreadsheet so that the file can be opened in future without needing the Import Wizard.

Please note: If you prefer to open files through Windows Explorer rather than opening Excel first, right-click on the file and select **Open With**, followed by **Microsoft Excel**. The file will then be opened automatically as a spreadsheet.

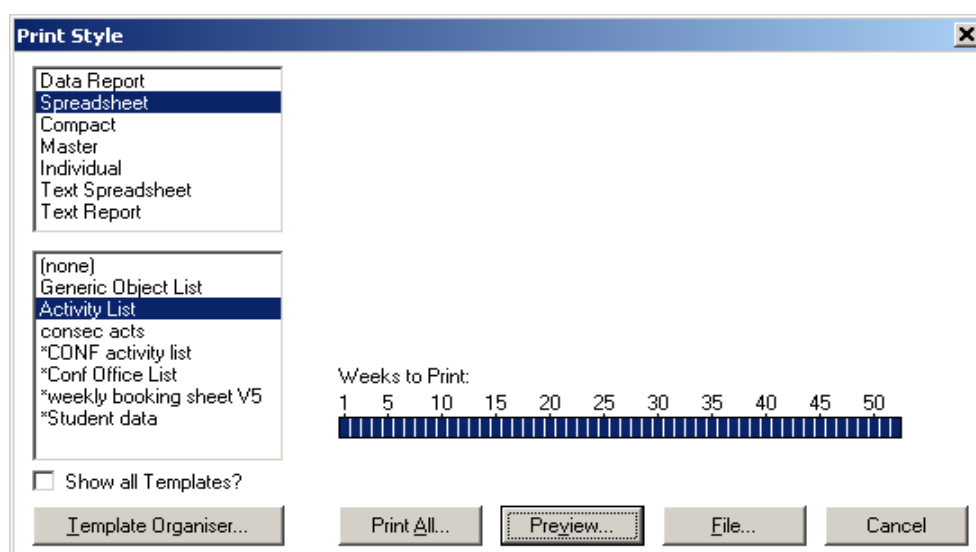
Section 3: Editing and creating your own templates

If the existing templates in S+ do not extract the information you require, you will need to either adapt an existing template, or create your own. The following examples focus on editing the Activity List, and creating your own Location List template, but the principles used can be applied for any kind of template.

Editing templates

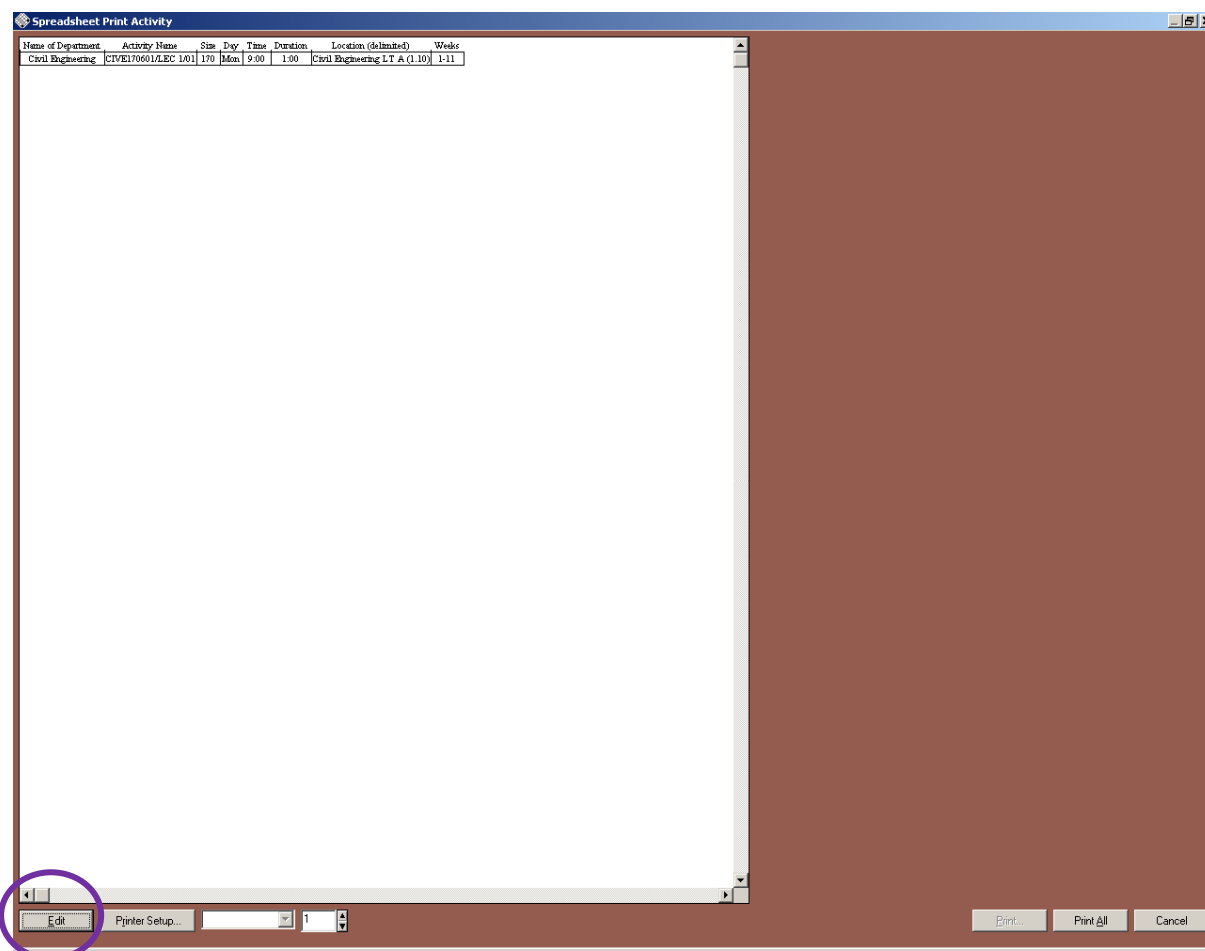
To edit an activity list template:

- Open an **Activity** window from the *Timetabler* drop-down menu.
- Click on an Activity name on the left of the screen.
- Select **Print...** from the *File* drop-down menu.
- Select the template that you want to edit – for this example, select **Spreadsheet** and **Activity List** as shown below, followed by *Preview...*

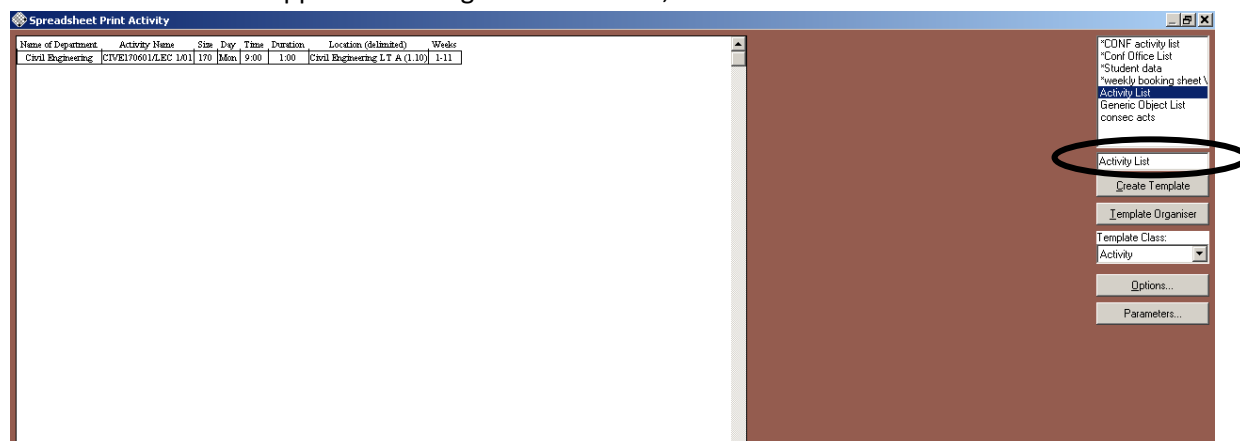


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- Click the **Edit** button in the bottom left of the screen.



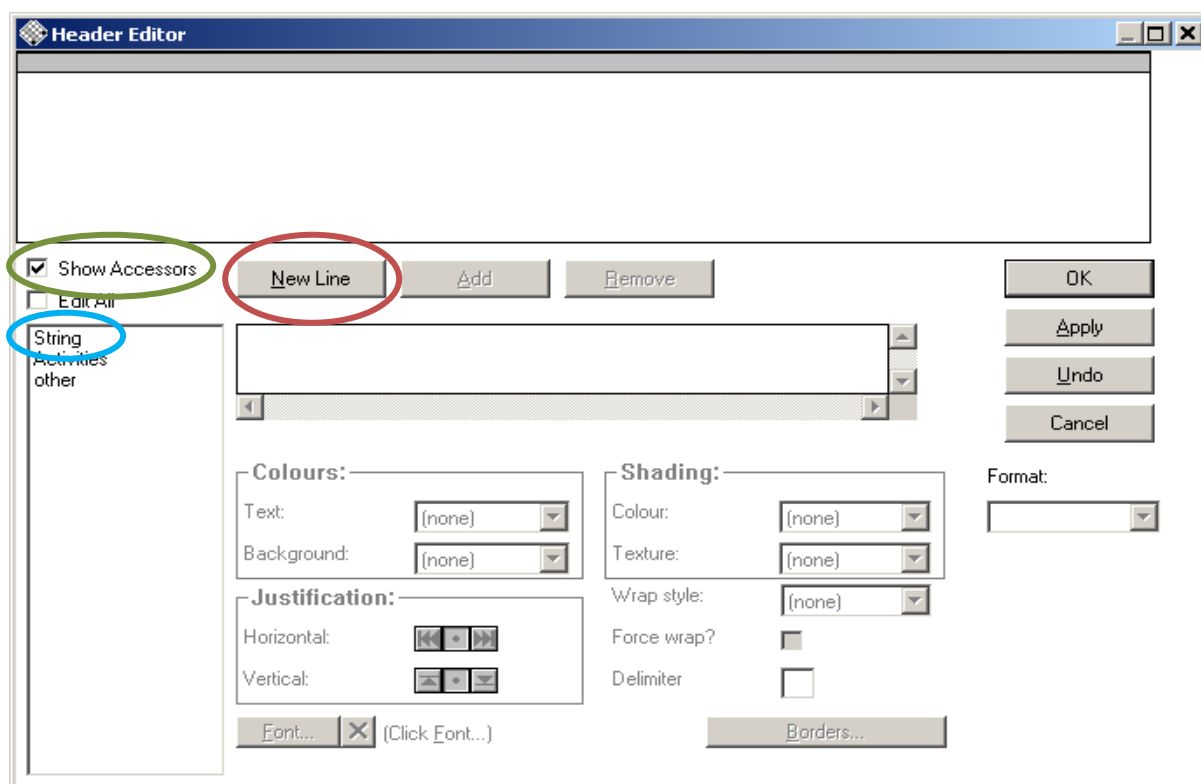
- The Edit functions will appear on the right of the screen, as shown below:



- Change the name of the template in the box circled above to whatever you wish to call it and click Create Template directly beneath the box you have just amended. By doing this, you are editing your own version of the template rather than the original. The name of the template you have just created will appear in the list above.

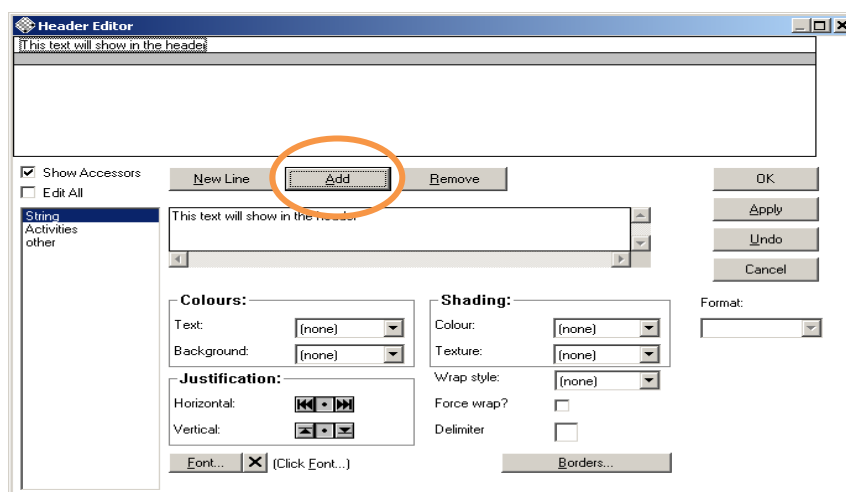
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8. There are three main areas of the report which can be edited – the header, footer, and columns. Right-click anywhere on the white area of the screen, and select Header Editor...



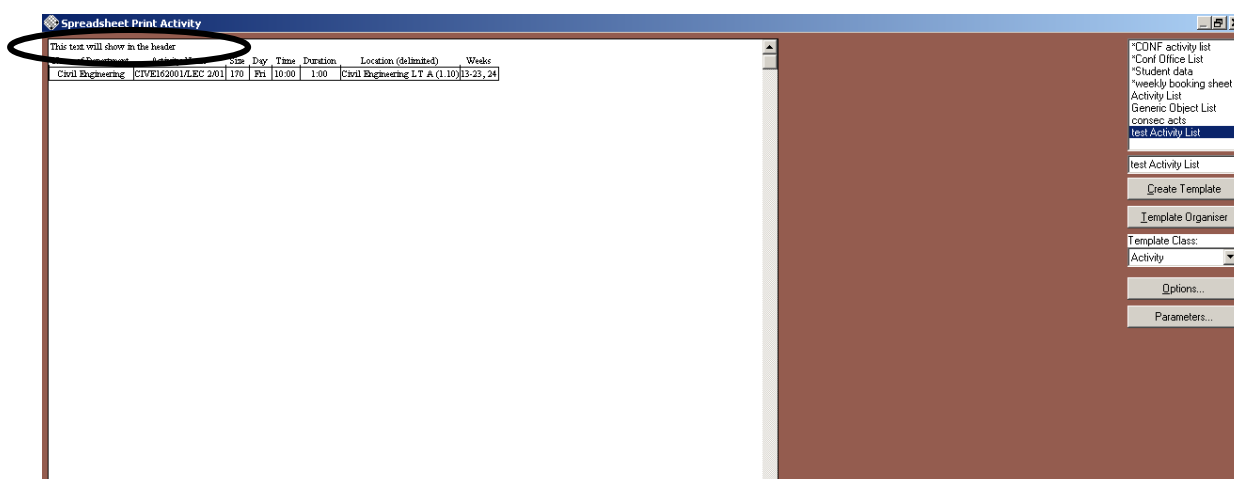
Please note: You will see that **Show Accessors** is selected (circled above). S+ uses the word “Accessor” to refer to the fields that you can choose to include in your report.

9. The Header will be repeated at the top of each page in your report. You can include text (referred to in S+ as “String”) or fields from S+ (“Accessors”).
10. To include text, click the **New Line** button, then select **String** on the left of your screen.
11. Type the text that you wish to include in the text box under the **New Line** button, then click **Add** and your text will be added to the header as shown below:

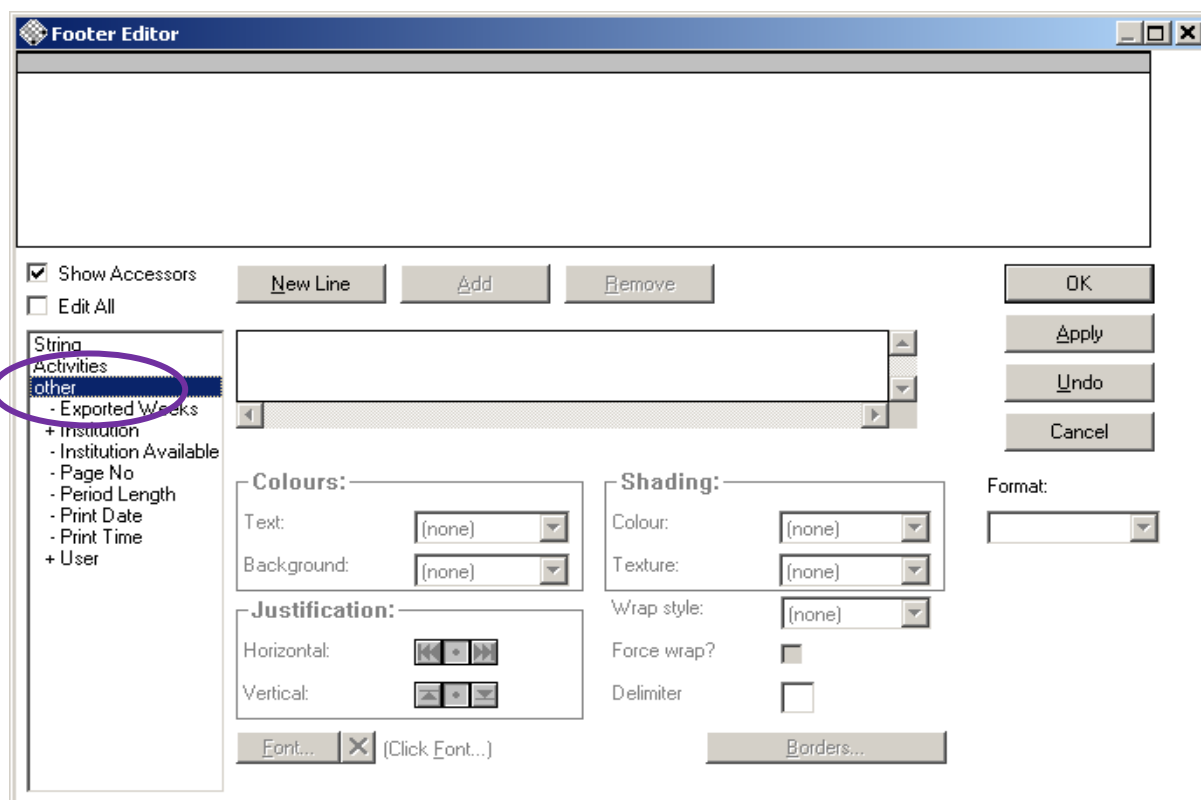


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12. On the **Header Editor**, click *Apply* and then *OK* to apply the change.

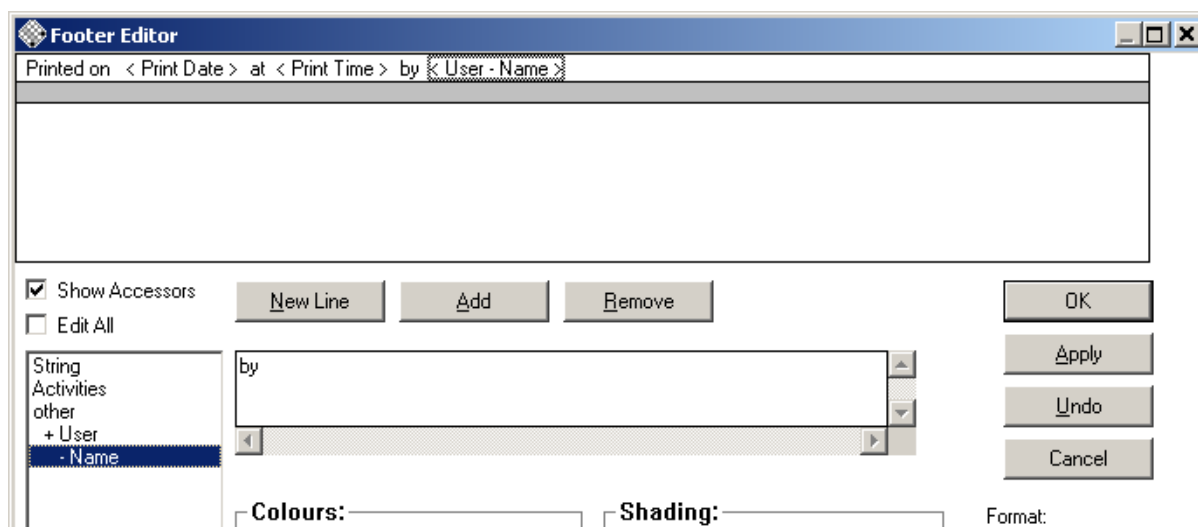


13. The text you have entered will be displayed at the top of the page, as circled above.
14. You can also edit the footer – this determines what will be displayed at the bottom of each page. To do this, right-click on the main part of the page again, and select **Footer Editor....**
15. If you wish to add text to the bottom of the page, you can use the same method as the header: click *New Line*, **String**, type in your text and click *Add*.
16. You may also wish to add standard text at the bottom of the page. To view options for this, click **other** on the left of the screen (circled below).

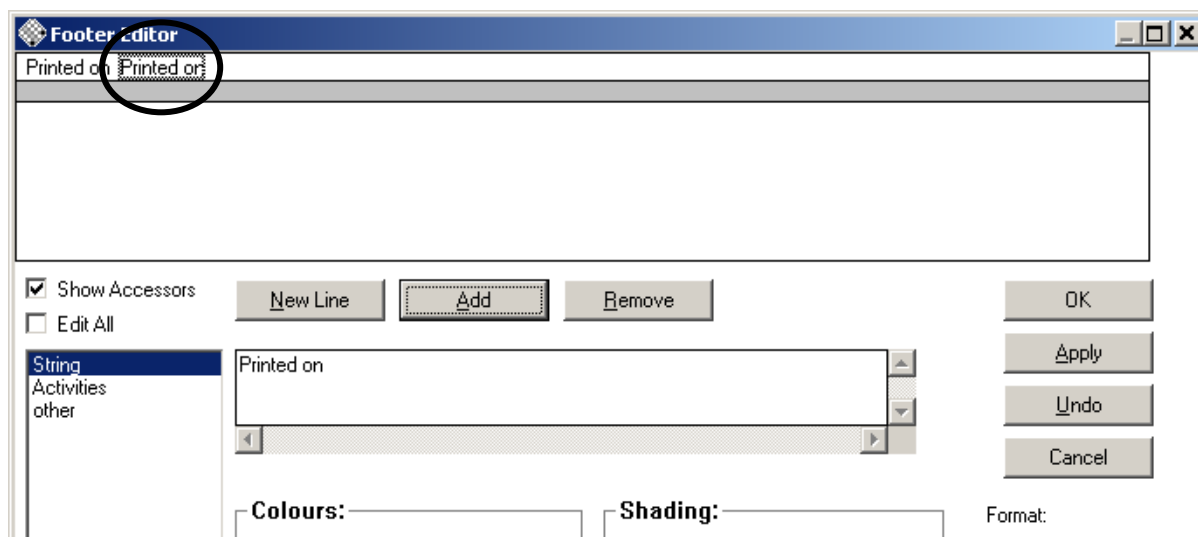


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17. To add an item, click the *New Line* button, then click the item you wish to use, and click **Add**. You may find it useful to include Print Date and Print Time in the footer – this is helpful in working out how recently a list has been printed, particularly during the compilation of the timetable when information frequently changes. These can be found in the “other” list as circled above.
18. You can use a combination of text and automatic fields.

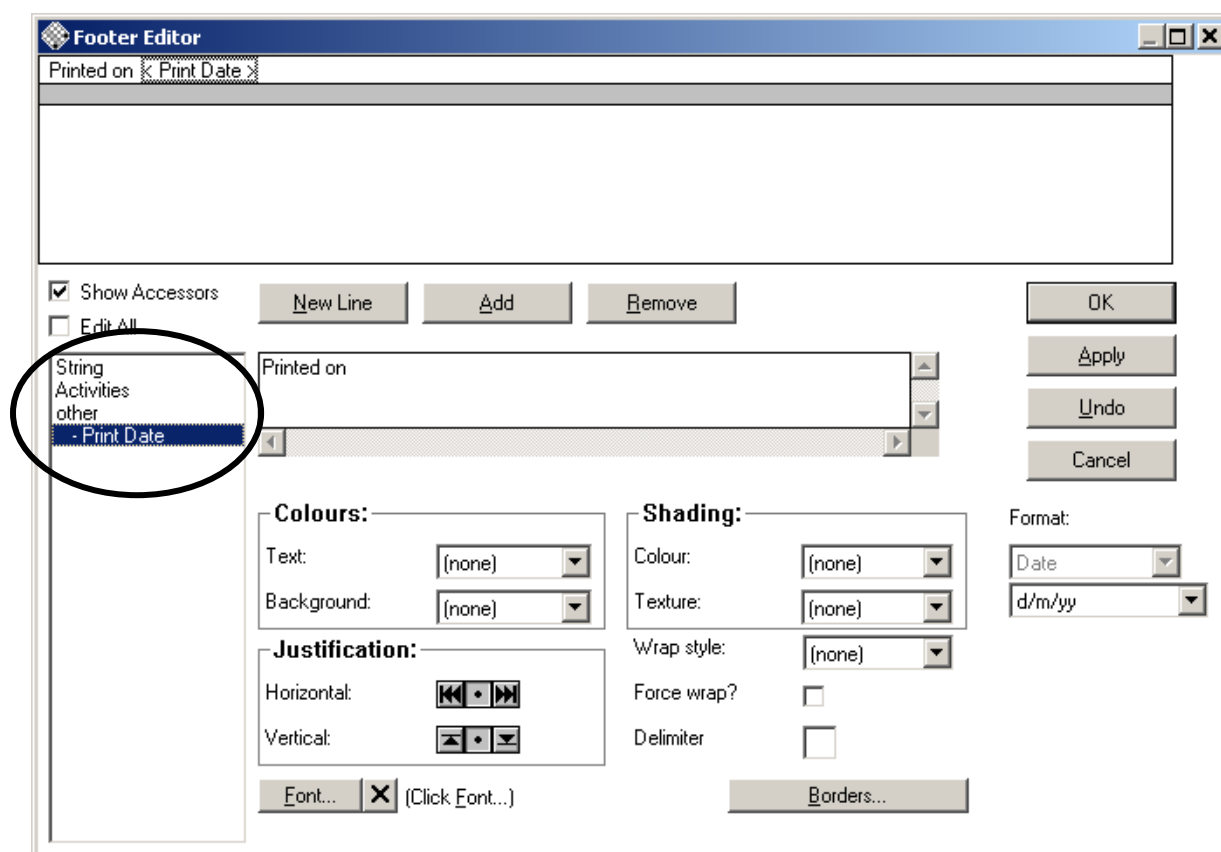


19. In the example above, “Printed on”, “at” and “by” are all text strings, and <Print Date>, <Print Time> and <User-Name> are all selected from the “other” list. To combine elements in this way, click *New Line*, followed by **string**, then enter your first item (in this case, “Printed on”) in the text box and click **Add** twice:

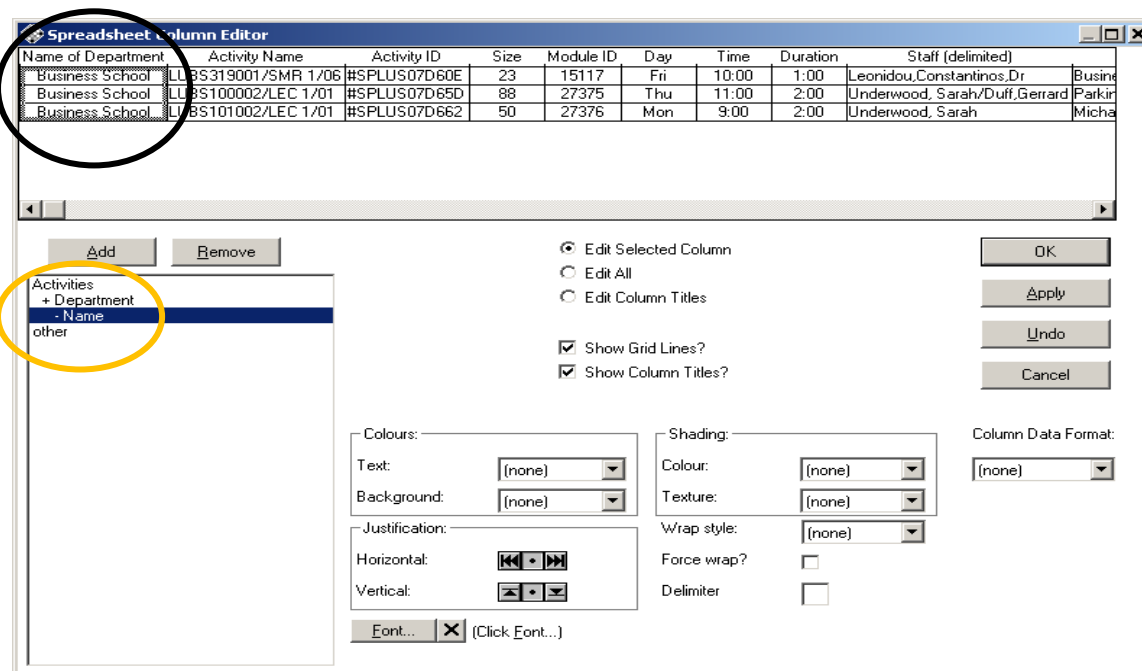


20. It will appear twice, as shown above. Click on the second item (circled above) and change the selection as shown below – your item will update accordingly.

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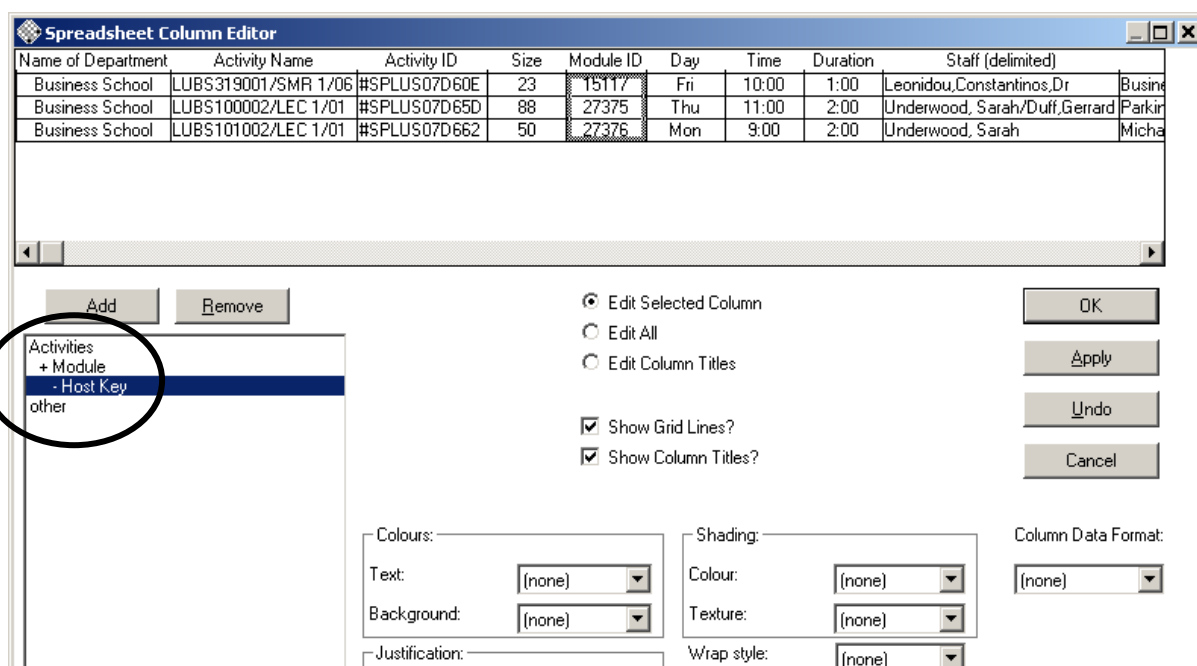


21. Click **Add** to add a third item, edit as required – in this example, alternating between “strings” and “other” items, clicking **Add** in between. Continue until your footer is complete. Click **Apply** and **OK** when you have finished.
22. Finally, you will need to edit your columns. Right-click again and select **Column Editor....** The currently selected columns are shown on screen:



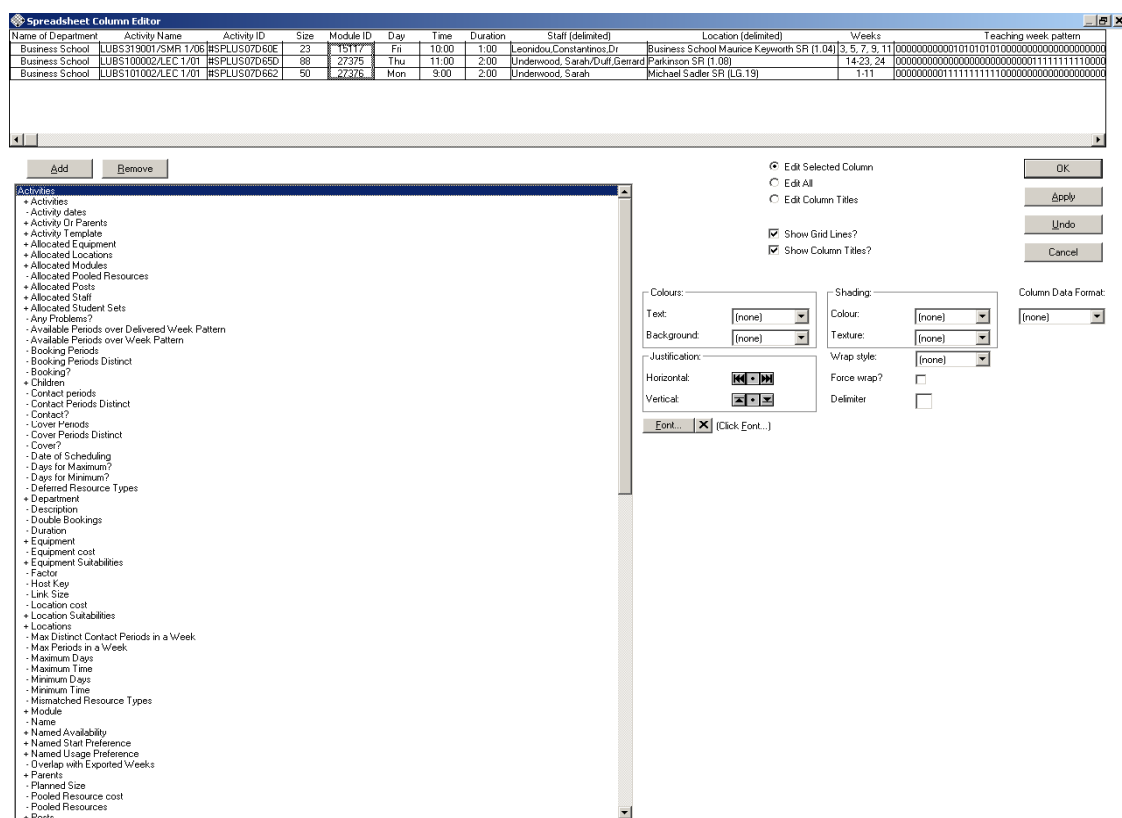
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23. Click on a column in the top section (circled above, containing the text Business School). The S+ field (*accessor*) relating to this column is shown (circled above, just beneath the **Add** button).
24. This example will now work through three scenarios – changing the contents of a column, removing a column, and adding a new column.
25. We need to change the *Module ID* column to display the module name. Click in the *Module ID* column to select it.

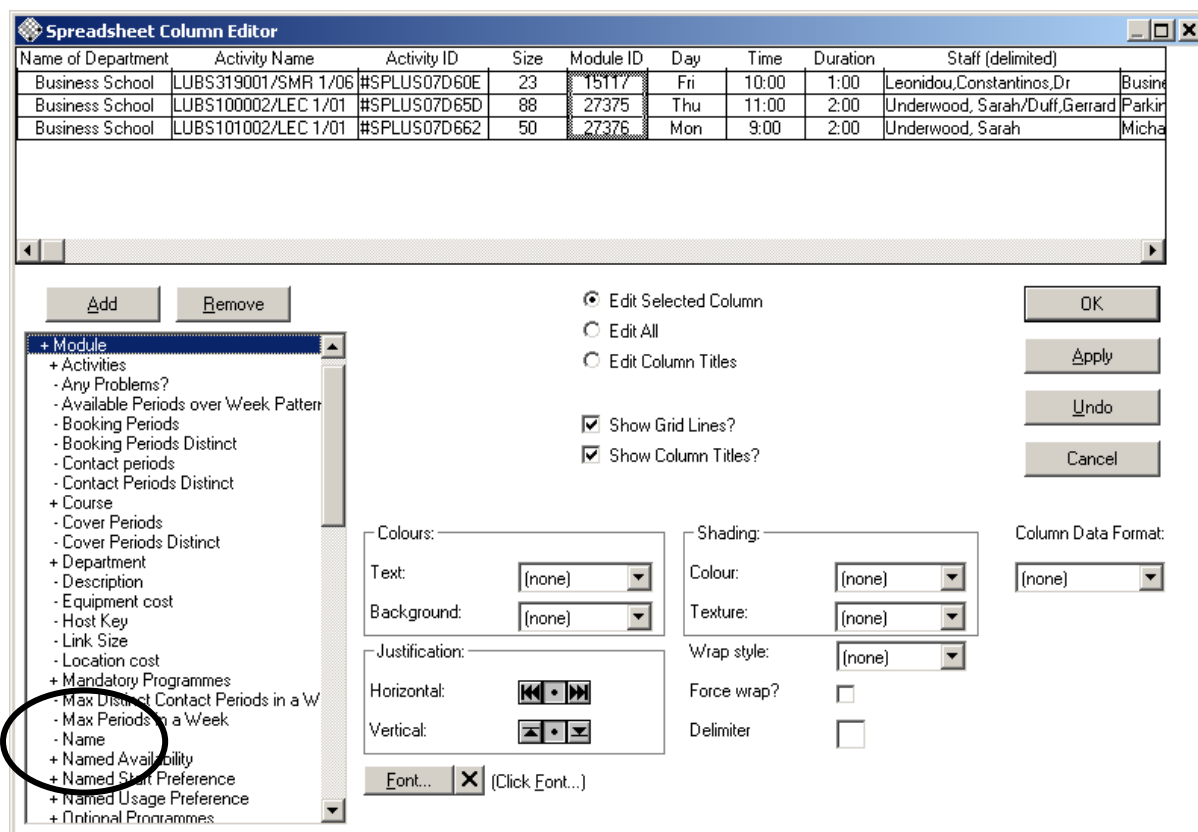


26. The currently selected field (or accessor) – i.e. *Module Host Key* – is highlighted, as circled above. Click **Activities**, at the top of the list, to expand the options.

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27. We need to change the column to display the Module Name – find Module in this list and click on it to expand the available options.



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28. Select **Name** from this list (indicated above).

Spreadsheet Column Editor

Name of Department	Activity Name	Activity ID	Size	Module ID	Day	Time	Duration	Staff (delimited)
Business School	LUBS319001/SMR 1/06	#SPLUS07D60E	23	LUBS319001	Fri	10:00	1:00	Leonidou,Constantinos,Dr
Business School	LUBS100002/LEC 1/01	#SPLUS07D65D	88	LUBS100002	Thu	11:00	2:00	Underwood, Sarah/Duff,Gerrard Pa
Business School	LUBS101002/LEC 1/01	#SPLUS07D662	50	LUBS101002	Mon	9:00	2:00	Underwood, Sarah

Activities
+ Module
- Name
other

Colours:
Text: (none)
Background: (none)

Justification:
Horizontal: [Left] [Center] [Right]
Vertical: [Top] [Bottom]

Shading:
Colour: (none)
Texture: (none)
Wrap style: (none)
Force wrap? ☐
Delimiter ☐

Column Data Format: (none)

Font... (Click Font...)

Buttons: Add, Remove, Edit Selected Column, Edit All, Edit Column Titles, Show Grid Lines?, Show Column Titles?, OK, Apply, Undo, Cancel

29. The contents of this column will update. Finally, you need to update the column header. Double-click on the text (Module ID in this example) and select **other...** from the list which appears.

30. Edit the text as required and press the Return key on your keyboard. You must press the Return key for the changes to be accepted. If you move to another column using the mouse, the column header will revert to its original value.

31. When you are happy with your changes, click on the *Apply* button and the template will be updated.

32. We also need to remove the Staff, Location, Weeks and Teaching Week Pattern columns from the template. Click on the Staff column, then click on the *Remove* button. Repeat for each of the other columns to be removed.

33. Click *Apply* to update the changes in the template.

34. Finally, we need to add a new column between the Size and Module Name columns.

35. Click on the Size column, and click *Add*. This will create a second Size column.

36. With this new, second column selected, click on **Activities** in the *Accessor* (or fields) box, and choose **Scheduled?** from the list that appears. The column will update accordingly.

37. Click Apply and OK to finish.

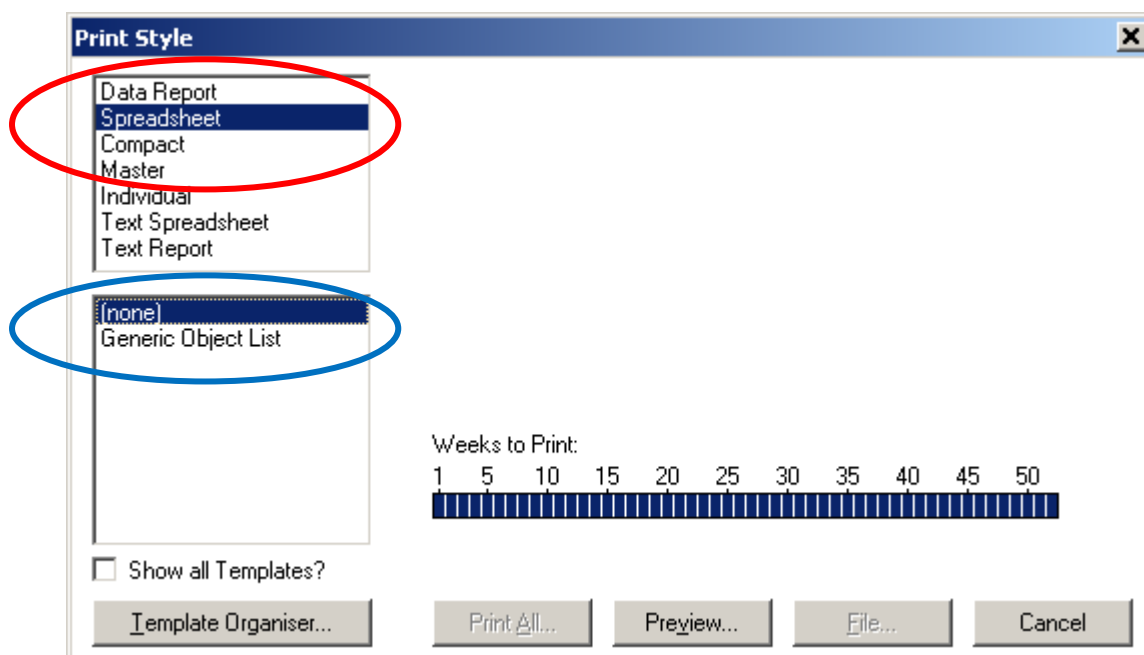
38. On the right of the screen, check that the correct template name is displayed, and click **Create Template** again to ensure your changes are saved.

Please note: These actions can be carried out to add or remove any columns from your report as required. When you have added all required columns to your report, remember to change the column heading by double-clicking on each one, selecting other... and entering the text you require. If the report you wish to create or edit is a timetable grid, this can also be done through S+ print templates. However, we recommend that you contact Timetabling & Room Bookings to discuss the best way to generate the report you require.

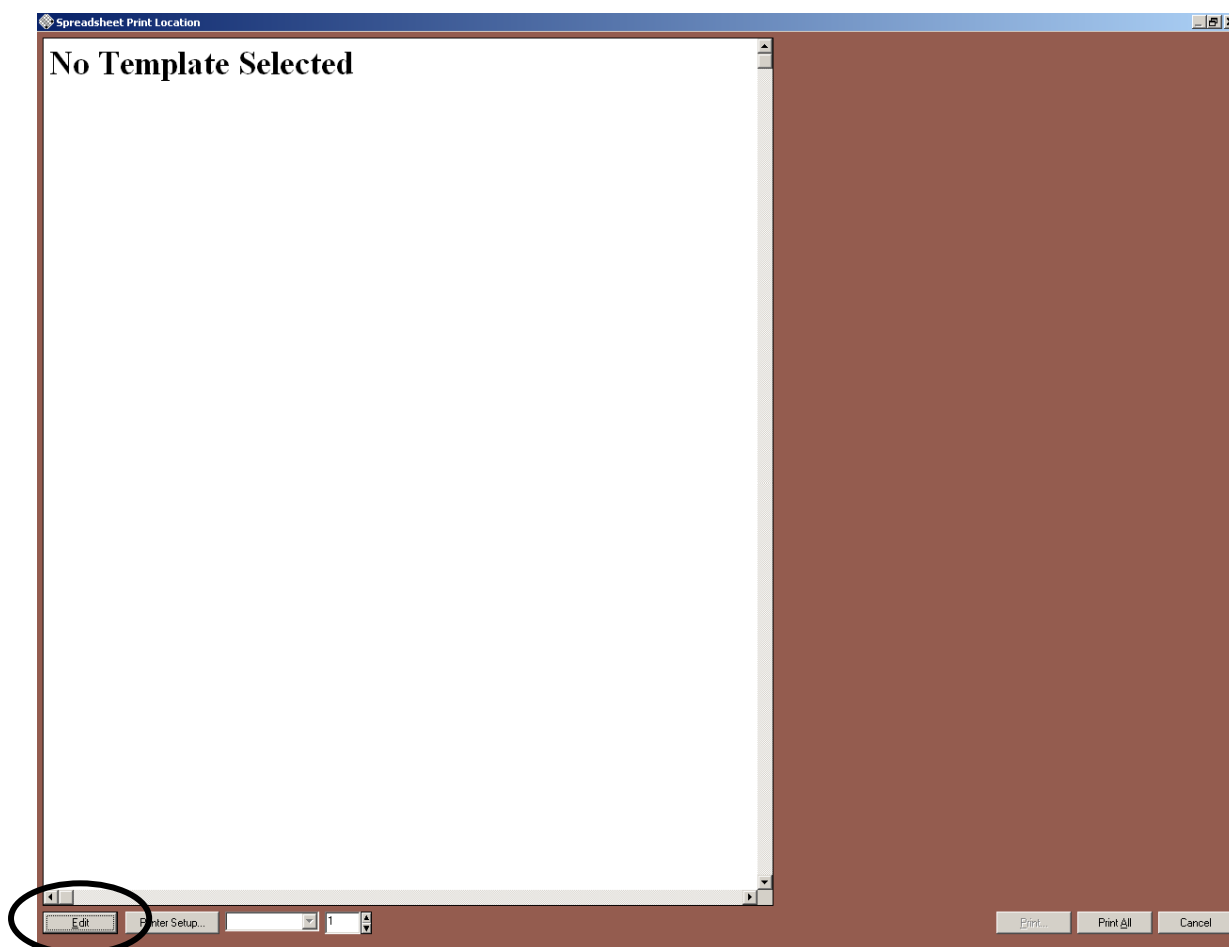
Creating templates

You may wish to create a new template if there is no existing template for you to adapt.

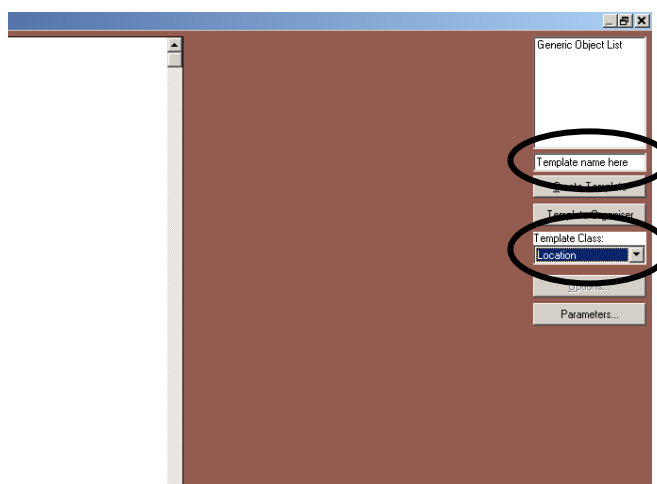
1. From the **Timetabler** menu, open the screen that you want to report on – for this example, select **Locations**.
2. Filter to the locations you need to include in your report by selecting **Filter** from the *View* drop-down menu. Either press Ctrl and A to select all locations in this list, or click on the locations you want to include, whilst pressing the Ctrl key to multiple select.
3. Select **Print...** from the *File* menu.



4. Select **Spreadsheet** and **(none)** as circled above, and click *Preview...*

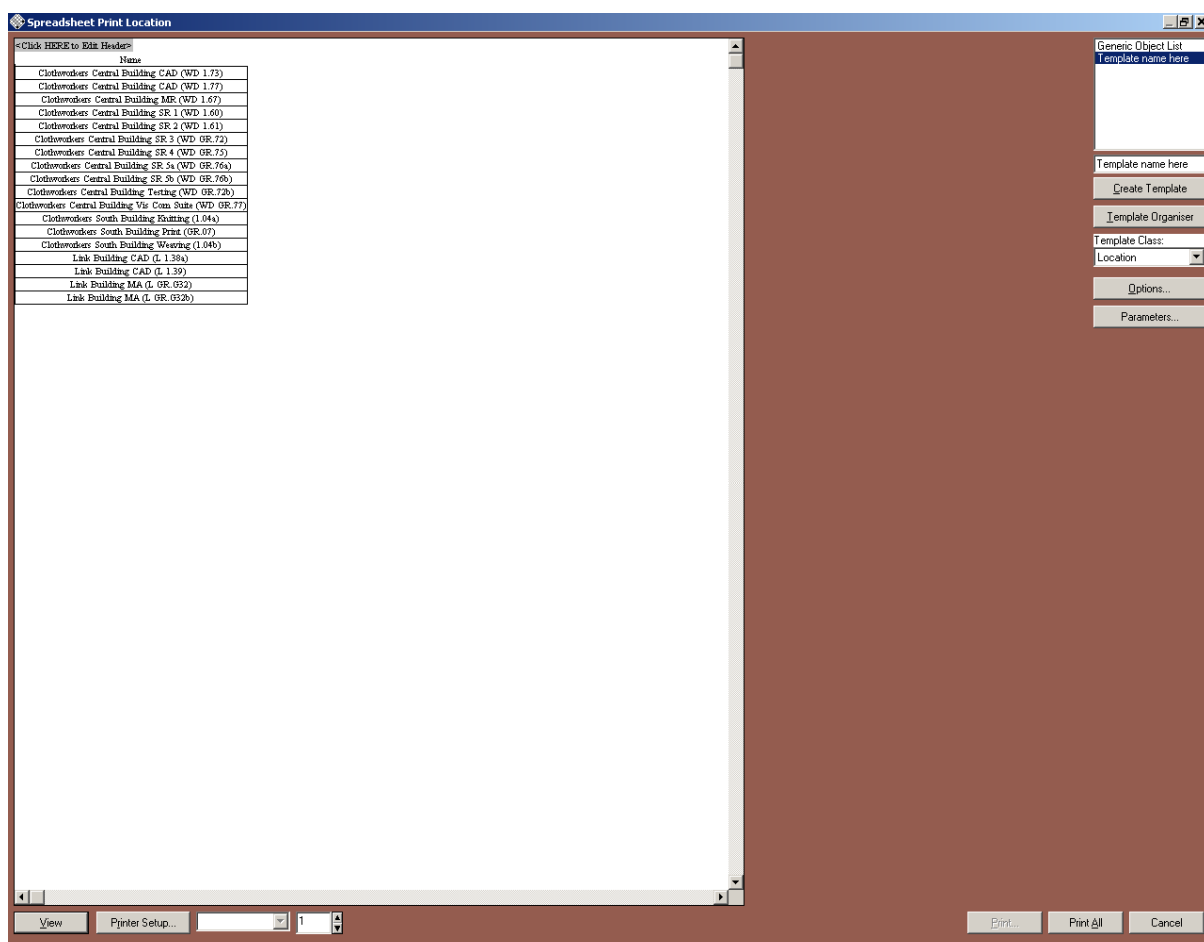


5. Click *Edit* (circled above).



6. Enter the name of your template in the box on the right of the screen, as indicated above, and change the Template Class drop-down box to Location. If you are creating a report in another area of S+, Template Class should be changed to the name of record type, e.g. Staff, Activity, Activity Template, etc.) that you are creating the template for.
7. Click *Create Template*.

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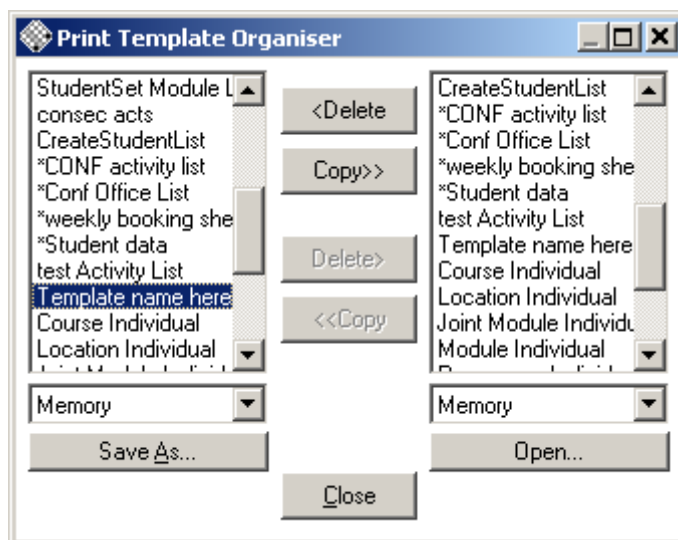


8. A "Name" column will appear in the report. You can then continue to add and edit columns, header, and footer as described in the previous section, *Editing Templates*.
9. When you have finished, click **Create Template** again to ensure that your changes have saved. Click Print All if you want to create a printout immediately.

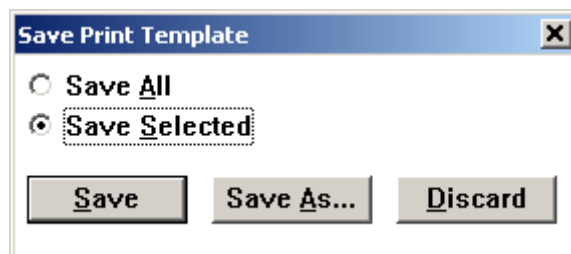
Section 4: Saving print templates

If you create or change a print template in S+, it is advisable to save it outside your current image. This means that you will be able to use your template even if you need to retrieve a new image from the Timetabling & Room Bookings website.

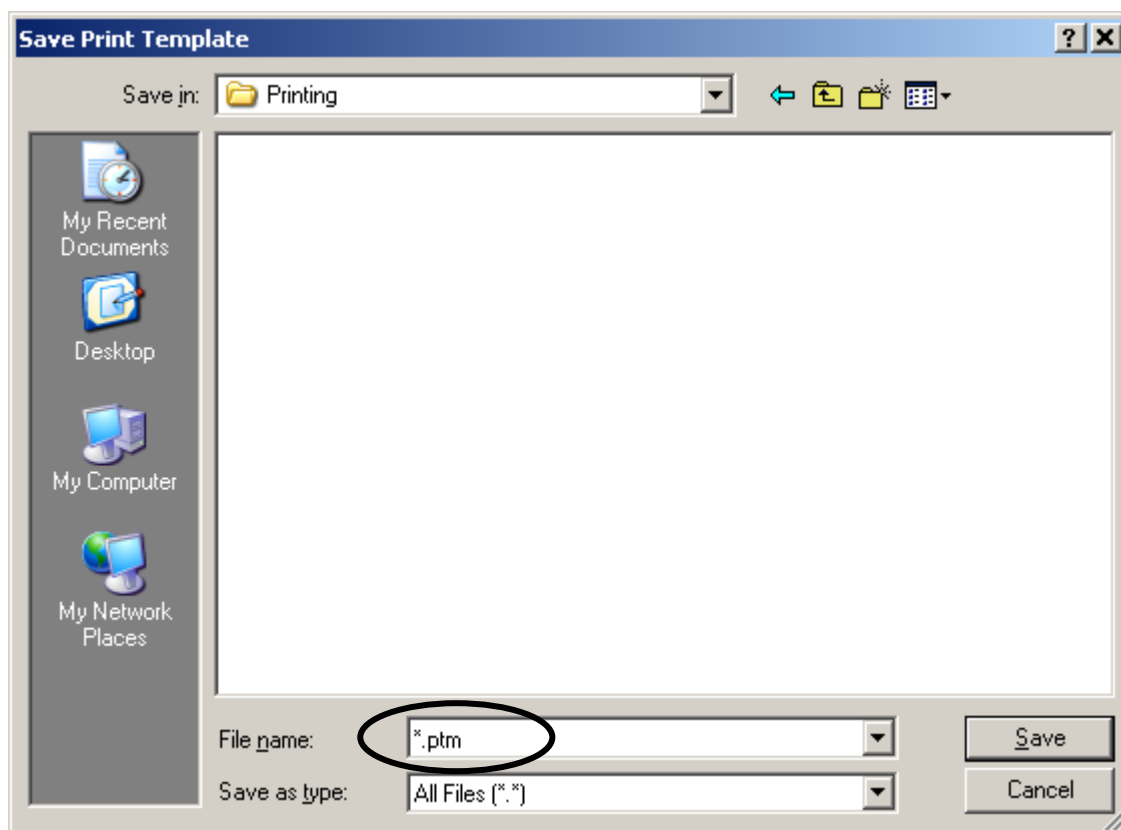
1. From the **File** drop-down menu, select *Template Organiser*.



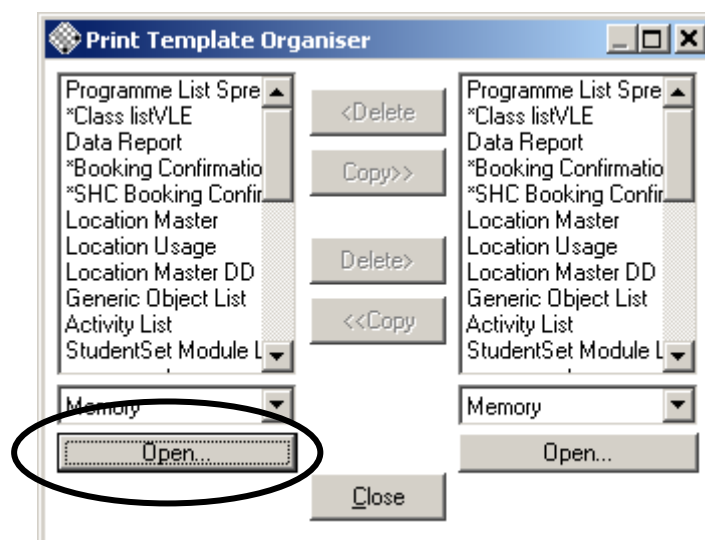
2. In the box on the left, select the name of the template you wish to save, and click the Save As... button.



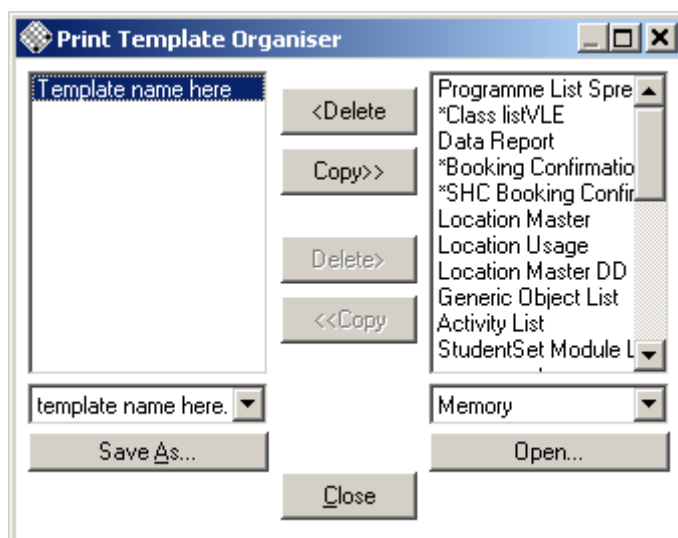
3. Select **Save Selected** and click the Save As... button.
4. The Windows Save dialogue box will open. Choose a folder into which to save your template, type a filename into the File name box (circled below) and click *Save*. When typing a filename, simply replace the asterisk with the name. The file should always end **.ptm**.



5. When you next need to use this print template, you can import it into S+ in addition to the default print templates which are already loaded in the image you retrieve from our website.
6. From the **File** drop-down menu, select *Template Organiser*. You will see that the default templates are already loaded.



7. Click on **Open...** (circled above), and navigate to where you have saved the print templates which you have created.



8. Select the name of the template(s) you wish to import in the list on the left, then click **Copy>>**. The template will then be added to the list on the right. You can then close the *Print Template Organiser* window.
9. It is recommended that you do not over-write the print templates provided with S+. If you have edited one of these templates, please save it using a different name.

This is the end of the manual. If you have any questions, please don't hesitate to contact Timetabling & Room Bookings on 34009 or, by email on timetable@leeds.ac.uk.