

Student Systems Administration
STUDENT SERVICES CENTRE



UNIVERSITY OF LEEDS

Enterprise User Guide

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

Last updated 08/05/2019

Enterprise User Guide

Contents

1. [Getting Started](#) pp. 2-3
2. [Getting Started \(Auto-Filter Row\)](#) p. 4
3. [Getting Started \(Column Chooser\)](#) pp. 5-7
4. [Using Enterprise \(Creating Variants\)](#) pp. 8-15
5. [Using Enterprise \(Removing Variants\)](#) pp. 16-19
6. [Using Enterprise \(Changing the Week Pattern\)](#) pp. 20-23
7. [Using Enterprise \(Creating Joint Activities\)](#) pp. 24-35
8. [Using Enterprise \(Adding Activities to Joint Activities\)](#) pp. 36-41
9. [Using Enterprise \(Removing Activities From Joint Activities\)](#) pp. 42-45
10. [Using Enterprise \(Splitting Joint Activities\)](#) pp. 46-48
11. [Closing Enterprise](#) p. 49
12. [Troubleshooting](#) pp.50-53

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.

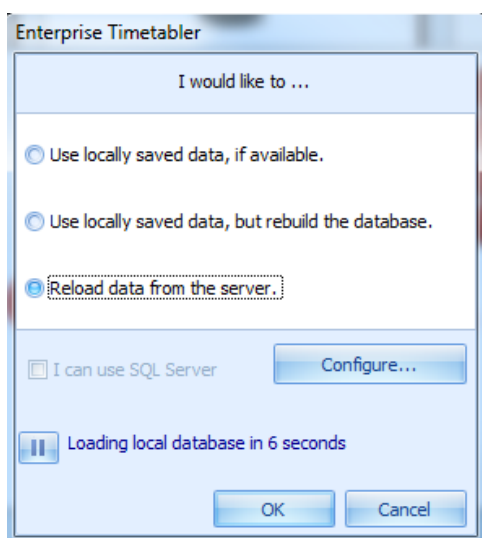
You will need to sign in using your standard PC username and password (not your S+ username and password).

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).

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

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

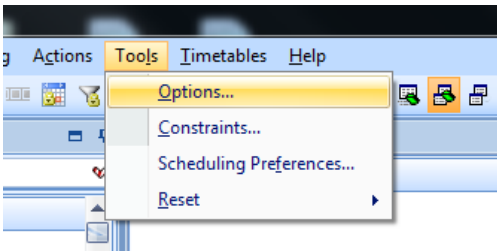
Each time you launch Enterprise, a pop-up screen will appear asking you where you want to load your data from. Please ensure 'Reload data from the server' is selected



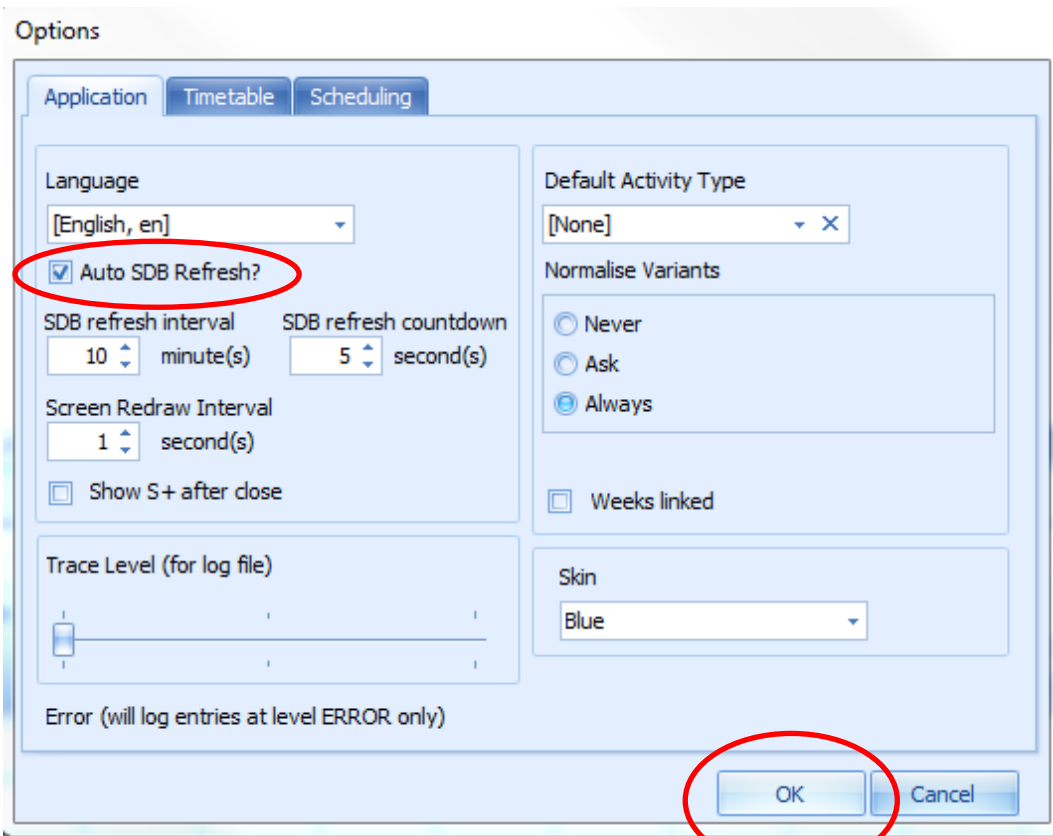
You can either click 'OK' or wait for Enterprise to load automatically.

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?'

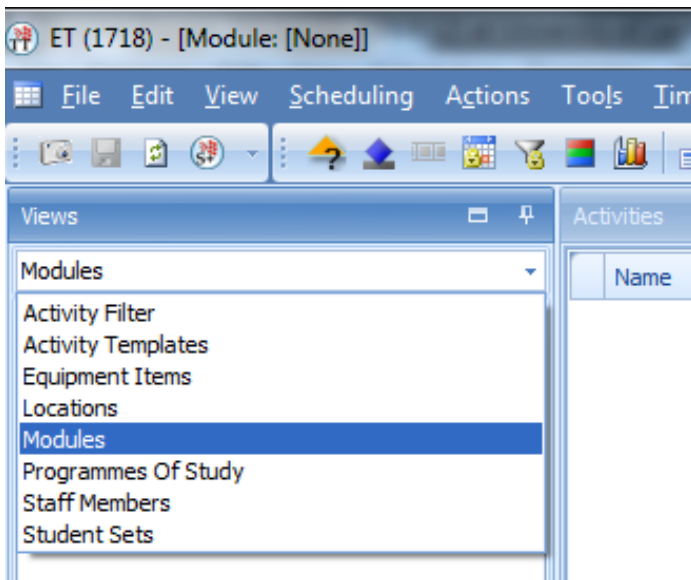


Select 'OK' to close the pop-up screen. You must do this every time you open Enterprise. This will ensure the software automatically refreshes every 10 minutes throughout the day.

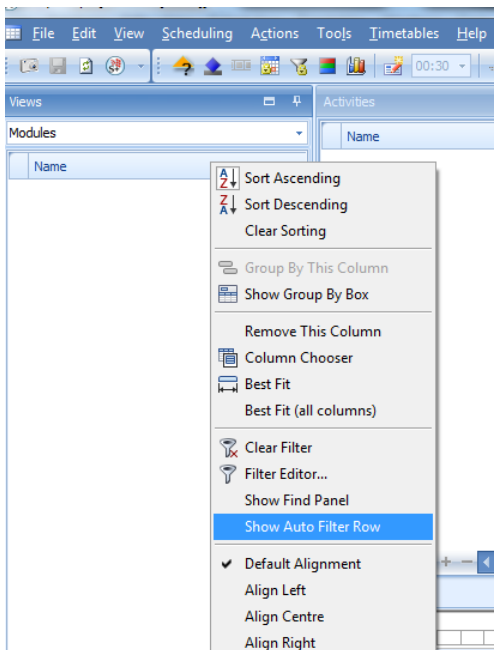
Getting Started... (Auto-filter Row)

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':

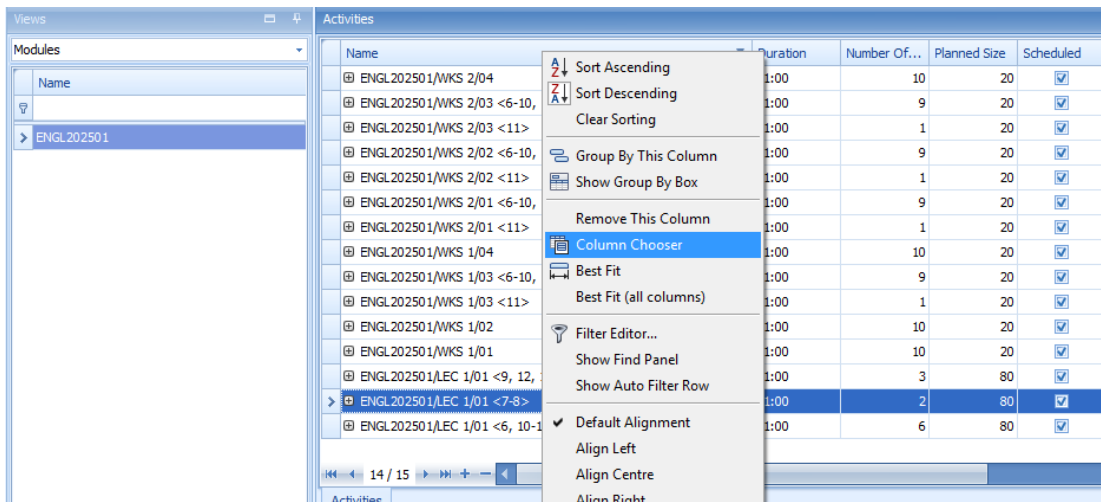


This row will now appear automatically whenever you launch Enterprise.

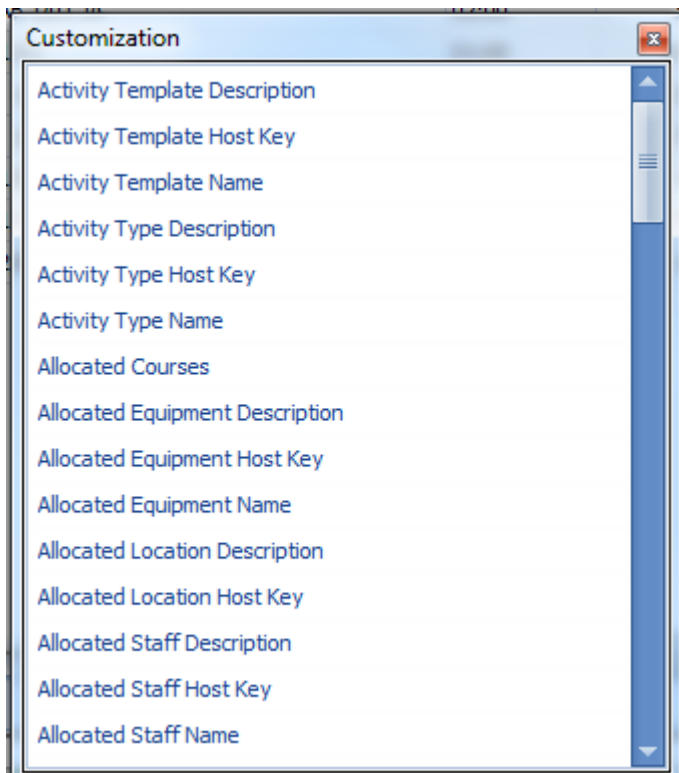
Getting Started... (Column Chooser)

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':



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

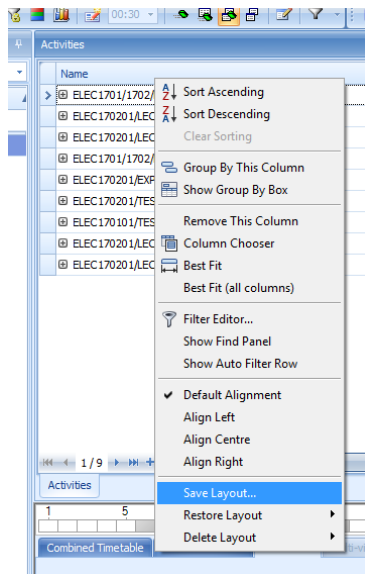
Allocated Location Name

Allocated Staff Name

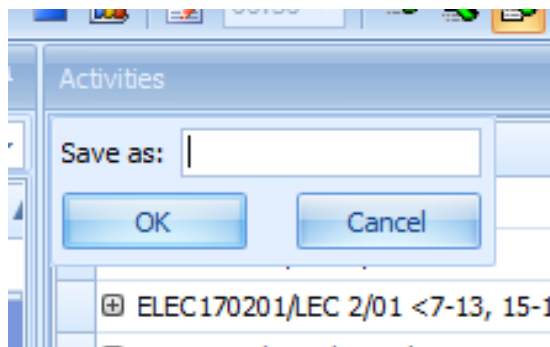
Please note that these are suggestions only; you can include any columns that you feel are useful.

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 re-open 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...'



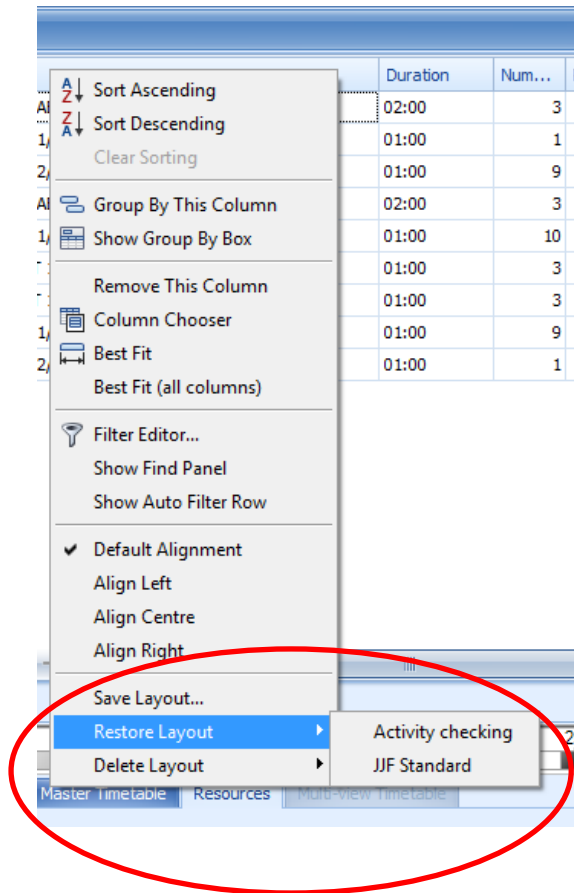
This will bring up a small box in which you will need to enter a name for your layout.



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:



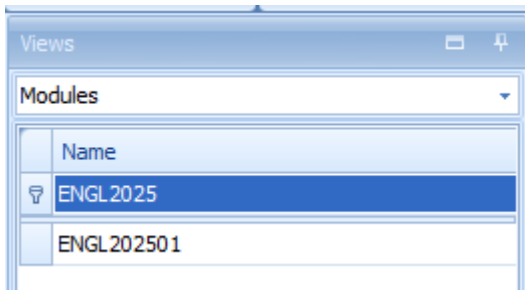
Using Enterprise (Creating Variants)

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.

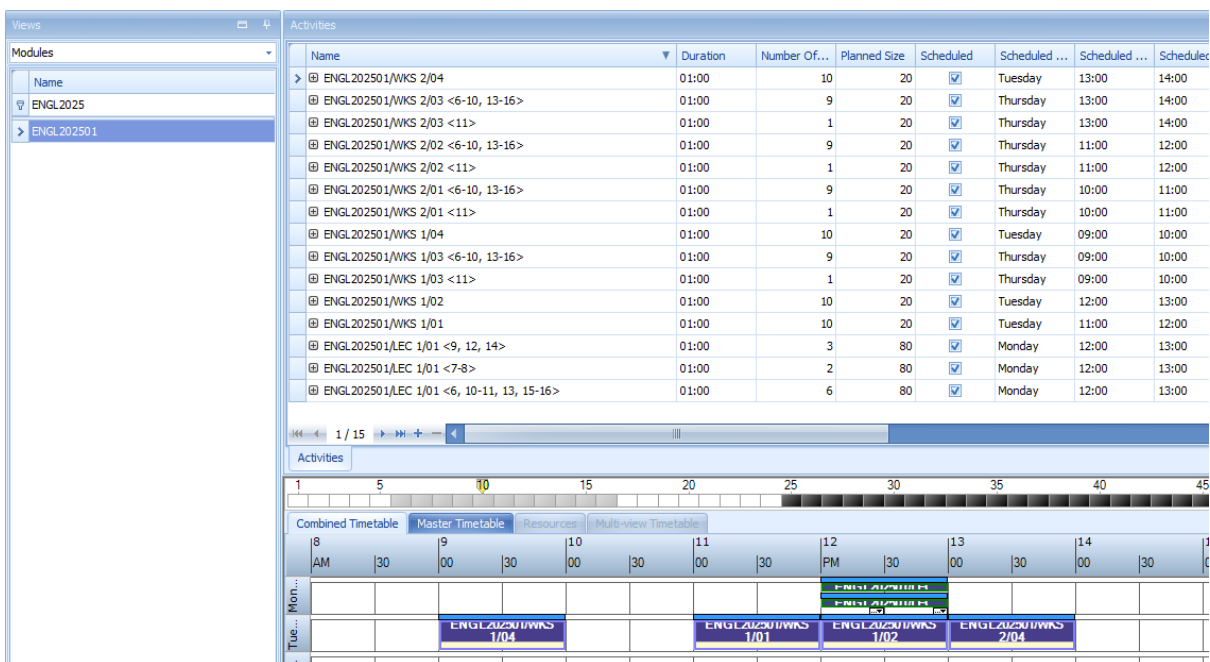
N.B. You cannot schedule the same activity twice in the same week through the guidance below. If you need the same activity to occur twice in one week (i.e. when one of the activities needs to be moved from another week to a week when there is already an occurrence of the activity), please contact your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

To create a variant:

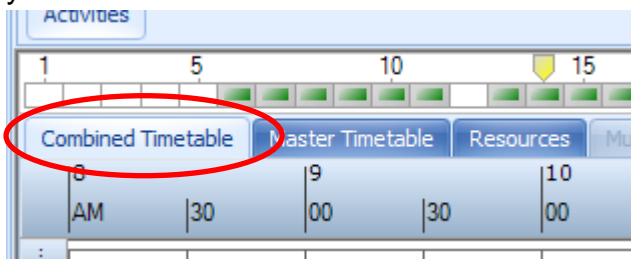
1. Ensure the 'Views' screen is set to 'Modules' and type your module code into the auto filter row – the activities below will be filtered to display this module:



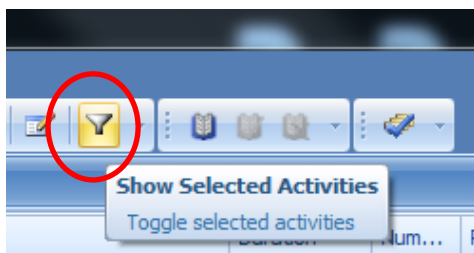
2. Click the name of the module to which you have filtered. All the activities for this module will display in the 'Activities' screen to the right e.g.



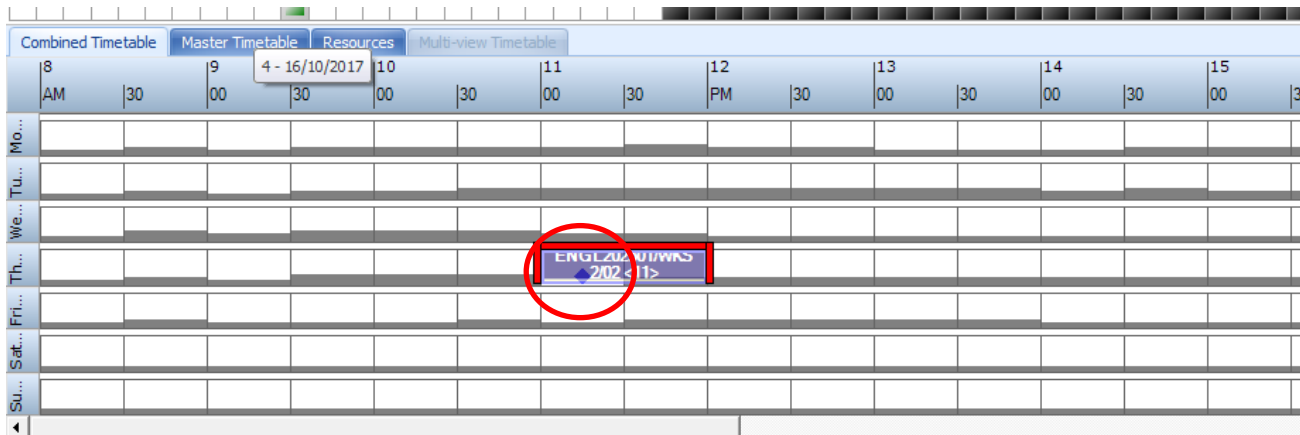
3. Click on the name of the activity for which you wish to create a variant (so it is highlighted in blue).
4. You need to ensure the day/time of the activity is already set. This is so that, if the rest of the activity becomes unscheduled as a result of creating the variant, you will be able to reschedule 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:



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

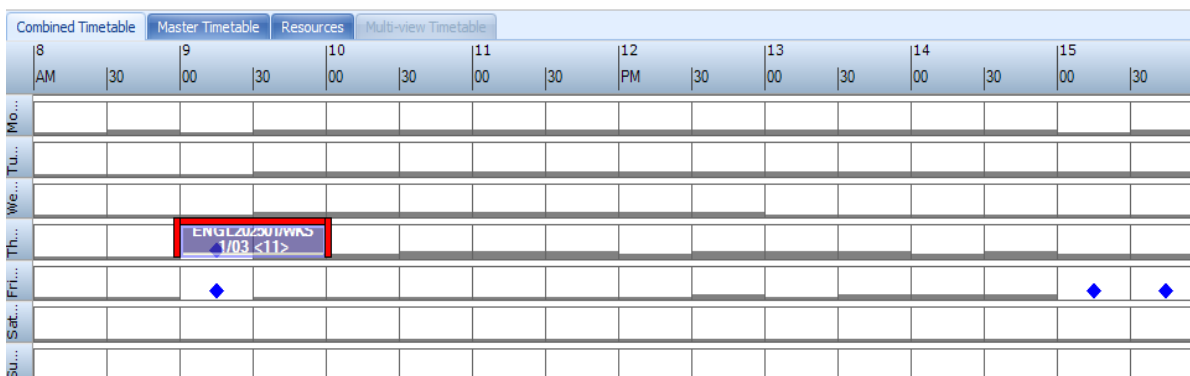


This will filter the combined timetable so it just shows the activity that has been selected (in step 3) – so you should just see one activity that looks something like this:

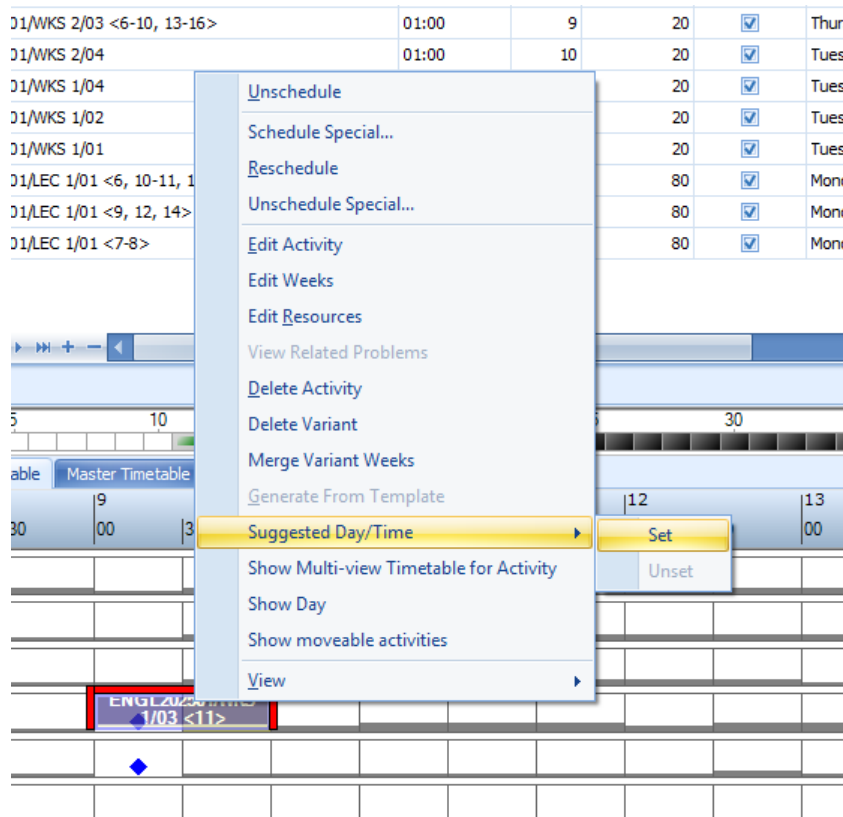


There should just be one blue diamond visible and this will be partially covered by the activity. If your activity looks like this, please move on to [step 5](#). If not, please read on.

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

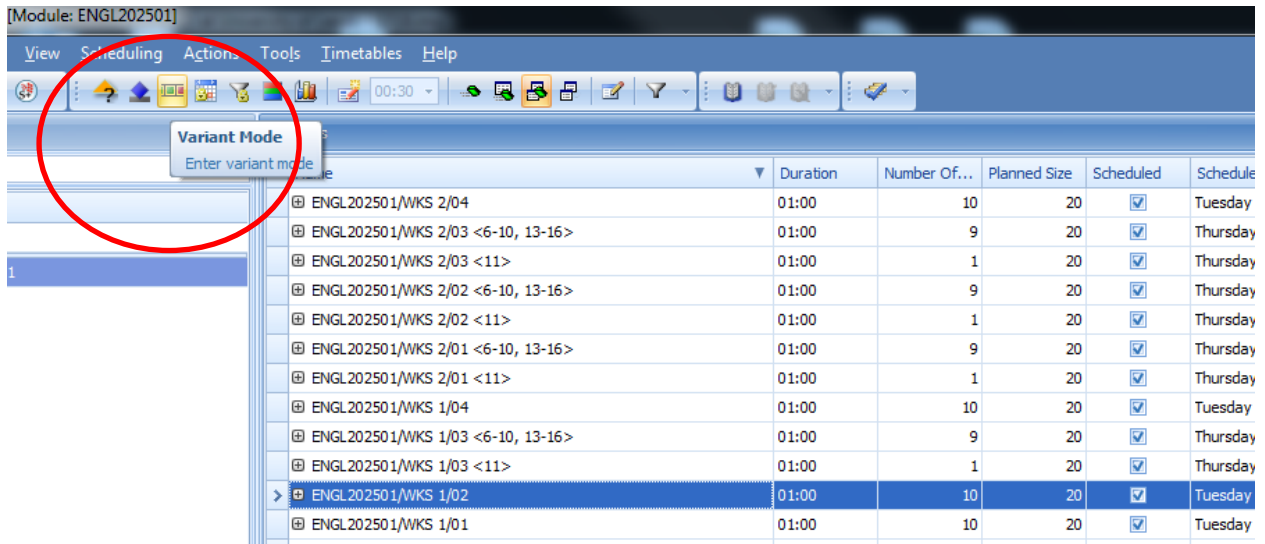


If this is the case, you need to set the day/time. To do this, right click on the activity box in the combined timetable, go to 'Suggested Day/Time', and move your cursor to the right. You should see the word 'Set'; click on this to set the day/time:



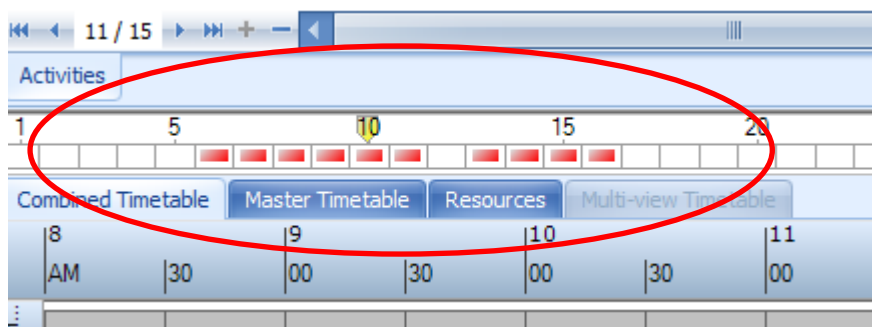
The extra blue diamonds should now disappear, and you are ready to continue.

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).

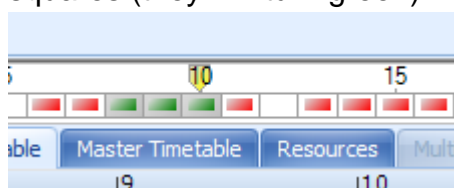


- Once you are in Variant Mode, the filmstrip button will be highlighted and the small squares which show the week pattern of the activity will be highlighted in red

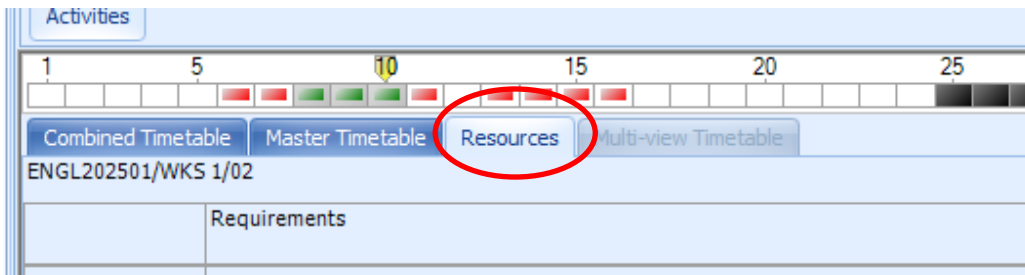
ENGL202501/WKS 1/03 <6-10, 13-16>	01:00
ENGL202501/WKS 1/03 <11>	01:00
ENGL202501/WKS 1/02	01:00
ENGL202501/WKS 1/01	01:00
ENGL202501/LEC 1/01 <9, 12, 14>	01:00
ENGL202501/LEC 1/01 <7-8>	01:00
ENGL202501/LEC 1/01 <6, 10-11, 13, 15-16>	01:00



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



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



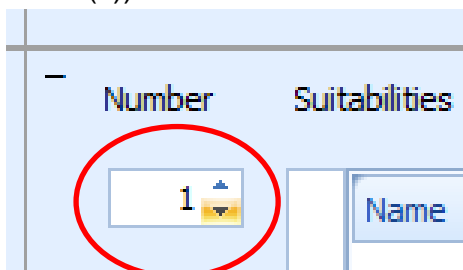
9. In this tab, you need to change a resource in order to create the variant. E.g. if you are creating variants so you can assign a new member of staff, you can change the member of staff; if you are creating variants to amend the day/time for certain weeks, you can change the day/time. To change a resource,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

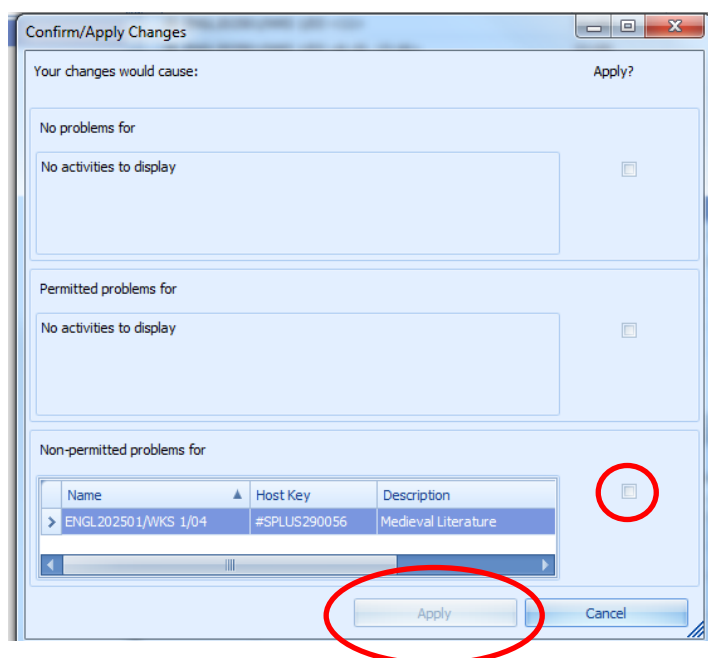
PLEASE ENSURE YOUR WEEKS ARE STILL HIGHLIGHTED IN GREEN BEFORE YOU CLICK 'CHANGE REQUIREMENT' – A REFRESH CAN SOMETIMES AFFECT THE WEEKS SELECTED AND YOU RISK CHANGING THE RESOURCES ON YOUR WHOLE ACTIVITY.

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'

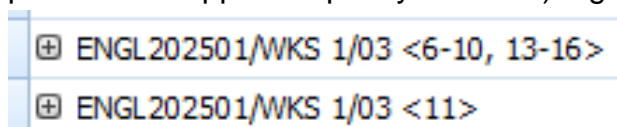


There is no facility to enable you to increase or decrease the duration of an activity in Enterprise. Therefore, you could always create a variant another way e.g. by changing day/time/allocated staff and then go into Syllabus Plus and amend the variant there (though if doing this you **must** remember 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).

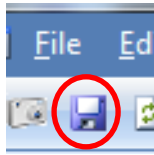
10. If, when you click 'Change Requirement', you receive an error message on a pop-up screen which **does not** allow you to tick to apply the change (the apply tick box will be greyed out), then select 'Cancel' and contact the Timetabling and Room Bookings Team to ask them to create the variant for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



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.

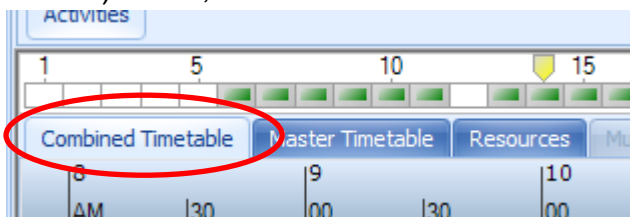


You should also notice that the Write Back/Save button in the top left of your screen will become highlighted.

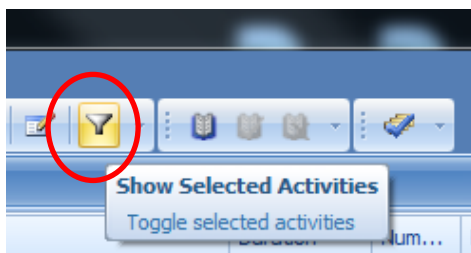


Click on this to save your changes.

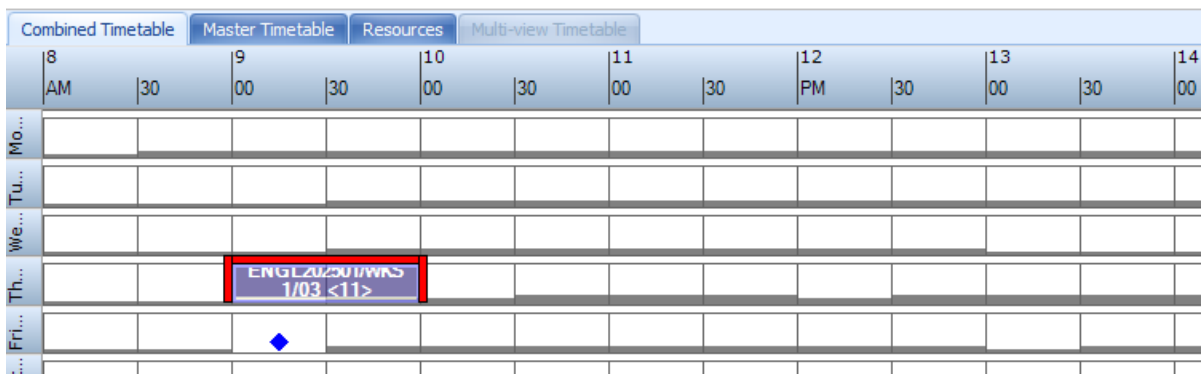
12. If you have changed the day/time of your variant, you will need to reschedule it. To do this, you need to ensure the variant you have just created is selected (highlighted in blue). Then, select the 'Combined Timetable' tab at the bottom of your screen:



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

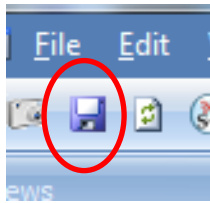


In the Combined Timetable screen, you should see a blue diamond appear at the new day/time:



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 your Faculty Timetabling Officer/ the Timetabling and Room Bookings Team if this is the case.

- 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 [Using Enterprise \(Changing the Week Pattern\)](#).

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 [Using Enterprise \(Changing the Week Pattern\)](#). 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 [Using Enterprise \(Changing the Week Pattern\)](#) 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.

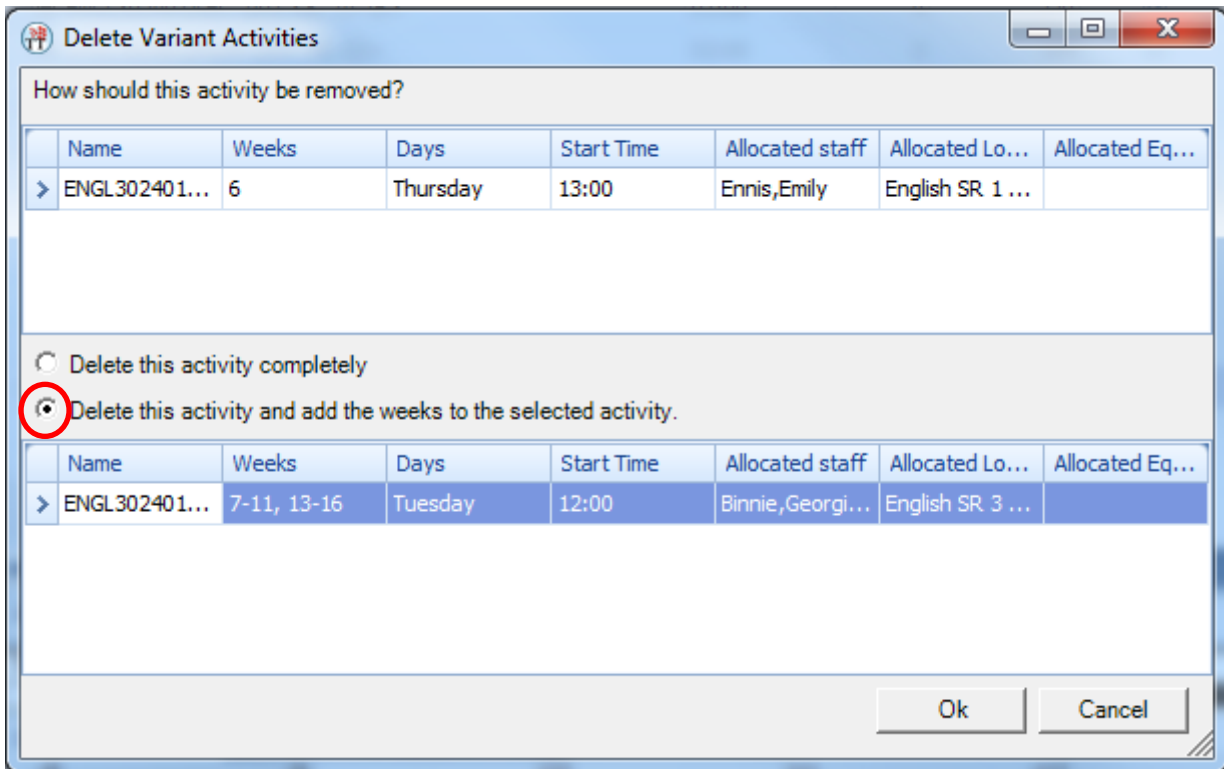
For example, you have the following two activities:

ENGL302401/SMR 1/05 <6>

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

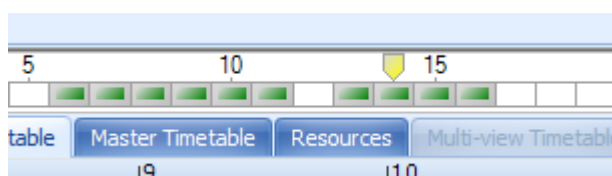
Week 6 was removed from the original activity because the tutor was unavailable and so that week was varianted, rearranged, and allocated a different member of staff. You set up the variant but the tutor has now discovered that they will be available in week 6 after all, so you need to add week 6 back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



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:



Save/write back your changes:

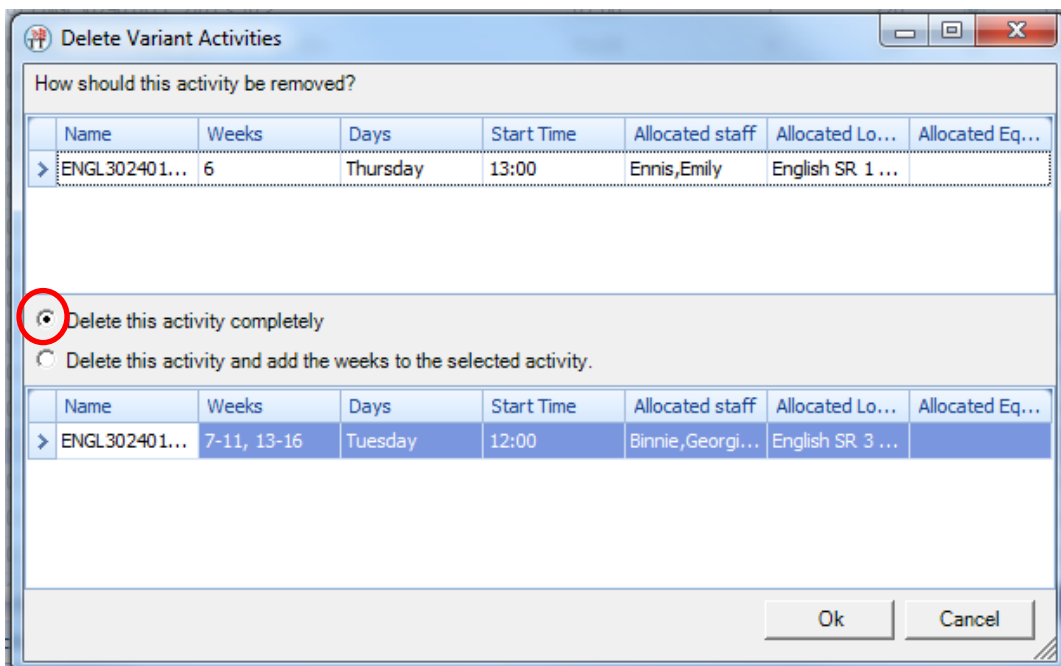


Check to ensure the original activity has not been unscheduled as this can easily happen – especially if the activity has problems (e.g. student/staff/location clash). Having a ‘Scheduled’ column and checking that this is ticked is an easy way to make this check. If the activity becomes unscheduled, save your changes, and go into Syllabus Plus. In Syllabus Plus, click on the ‘Ref’ button at the bottom right hand of the screen:



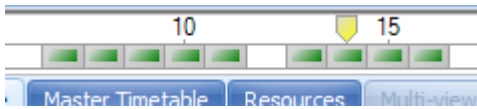
Try to re-schedule your activity in Syllabus Plus. If you are unable to do this because of problems on the activity, contact the Timetabling and Room Bookings Team as soon as possible as the activity will remain unscheduled and you will potentially confuse students/lose any resources assigned to the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



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’.

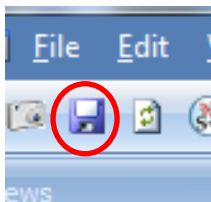
Wait for Enterprise to make the change and then check that the week pattern of the original activity is correct. You can do this by clicking on the original activity (so it is highlighted in blue) and looking at the weeks that are highlighted in green in the middle of your screen:



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 [Using Enterprise \(Changing the Week Pattern\)](#) for removing weeks.

Save/write back your changes:



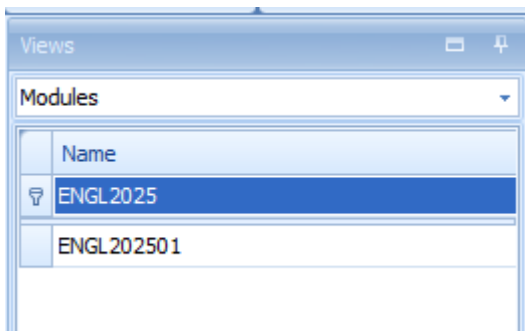
Using Enterprise (Changing the Week Pattern)

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.

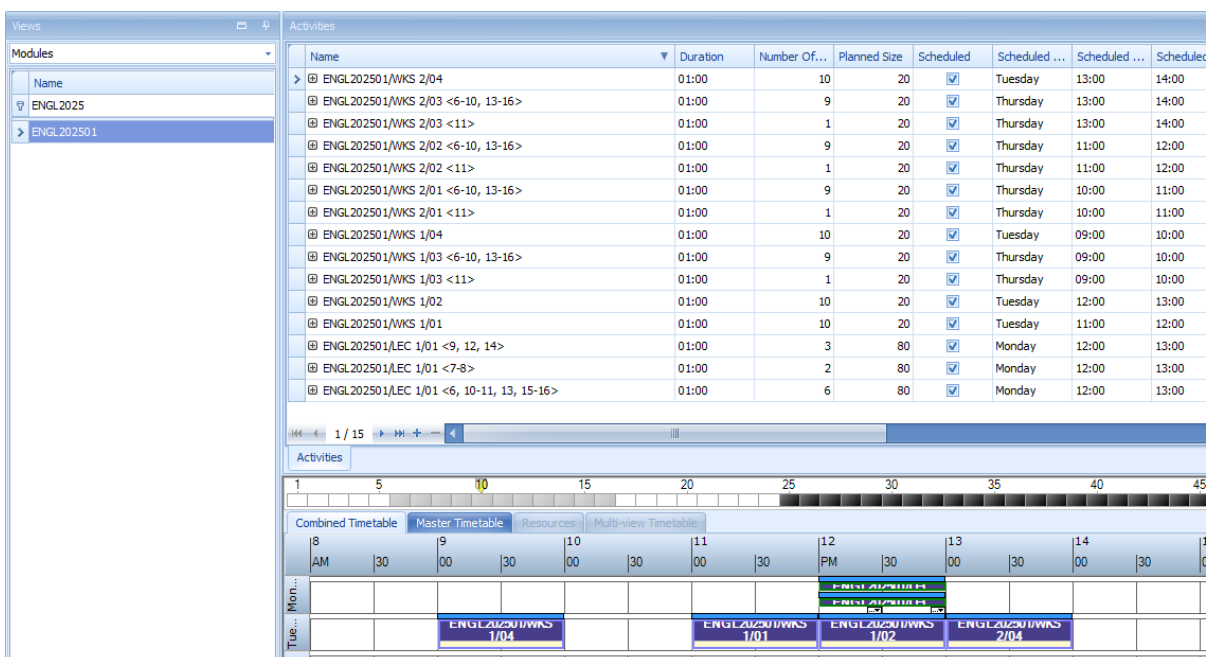
N.B. You cannot schedule the same activity twice in the same week through the guidance below. If you need the same activity to occur twice in one week (i.e. when one of the activities needs to be moved from another week to a week when there is already an occurrence of the activity), please contact your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

To change the week pattern:

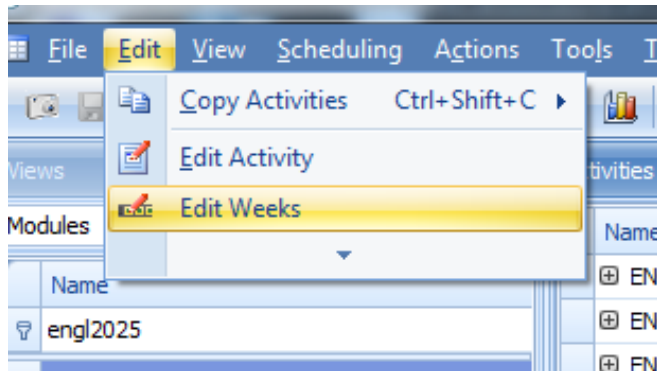
1. Ensure the 'Views' screen is set to 'Modules' and type your module code into the auto filter row – the activities below will be filtered to display this module:



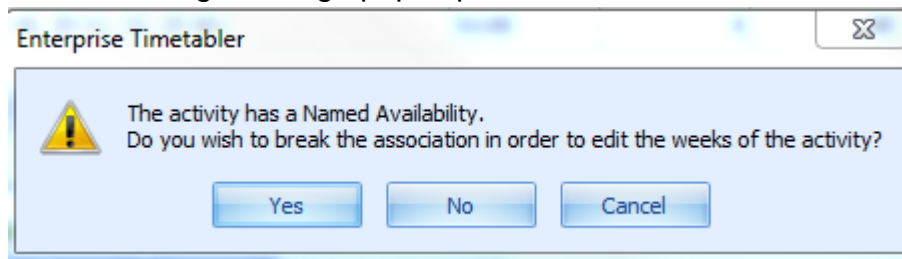
2. Click the name of the module to which you have filtered. All the activities for this module will display in the 'Activities' screen to the right e.g.



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'.

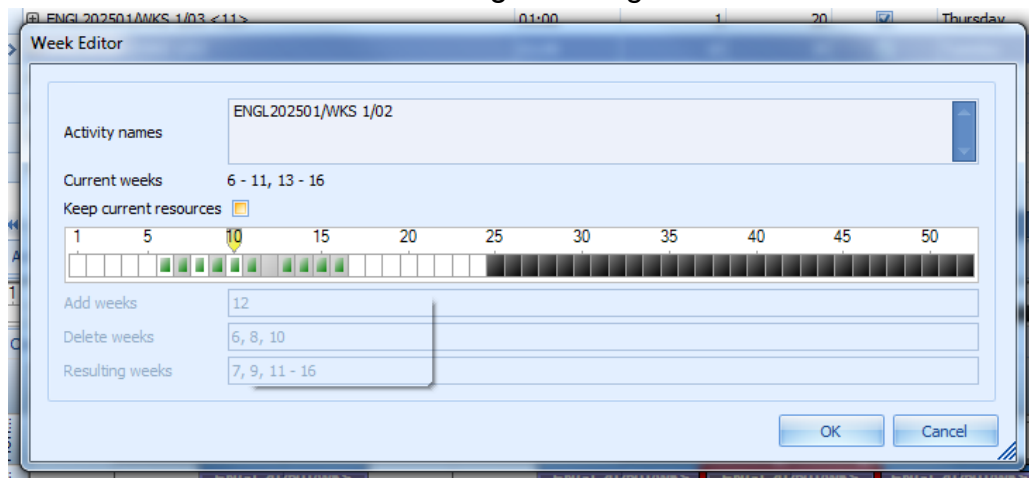


5. If the following message pops up on the screen.



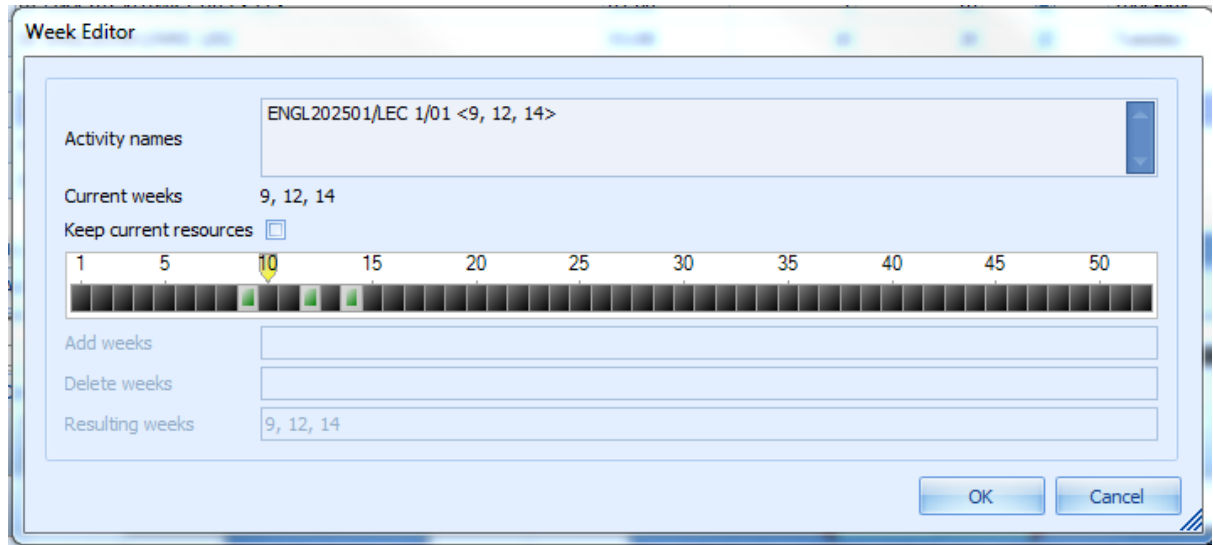
Select 'Yes'.

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.



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...)



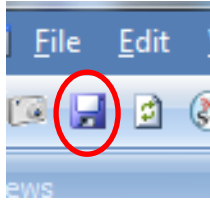
...this indicates that there are problems with the activity (such as student or staff clashes or room unavailability). In this scenario, please contact the Timetabling and Room Bookings Team who can find out what the problems are and amend the weeks for you.

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.

ENGL202501/WKS 1/01	01:00	10	20		Tuesday	09:00	10:00	6-11, 13-16
> ENGL202501/WKS 1/02	01:00	10	20	<input checked="" type="checkbox"/>	Tuesday	12:00	13:00	6-11, 13-16
ENGL202501/WKS 1/01	01:00	10	20	<input checked="" type="checkbox"/>	Tuesday	11:00	12:00	6-11, 13-16
ENGL202501/LEC 1/01 <6, 10-11, 13, 15-16>	01:00	6	80	<input checked="" type="checkbox"/>	Monday	12:00	13:00	6, 10-11, 13, 1...
ENGL202501/LEC 1/01 <9, 12, 14>	01:00	3	80	<input checked="" type="checkbox"/>	Monday	12:00	13:00	9, 12, 14
ENGL202501/LEC 1/01 <7-8>	01:00	2	80	<input checked="" type="checkbox"/>	Monday	12:00	13:00	7-8

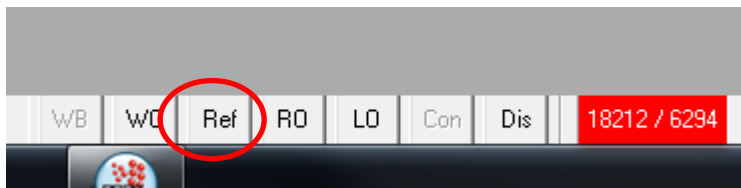
Activities	
1	40

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)

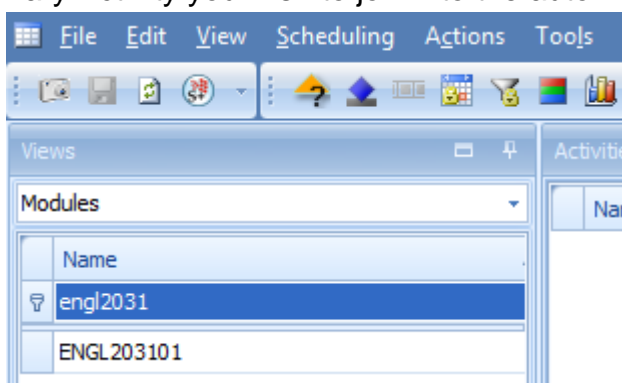
Enterprise can be used to create joint activities (JAs). Please note that only activities (not activity templates or modules) can be joined. Please also be aware that it is not possible to join variants/activities which have variants. If you are only wanting to join particular weeks then you will need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

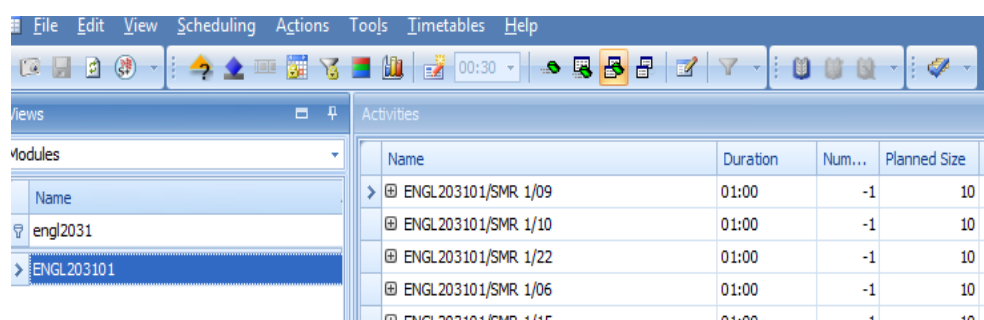
There are two methods for joining activities in Enterprise. We would recommend the first method as it is the more reliable one.

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

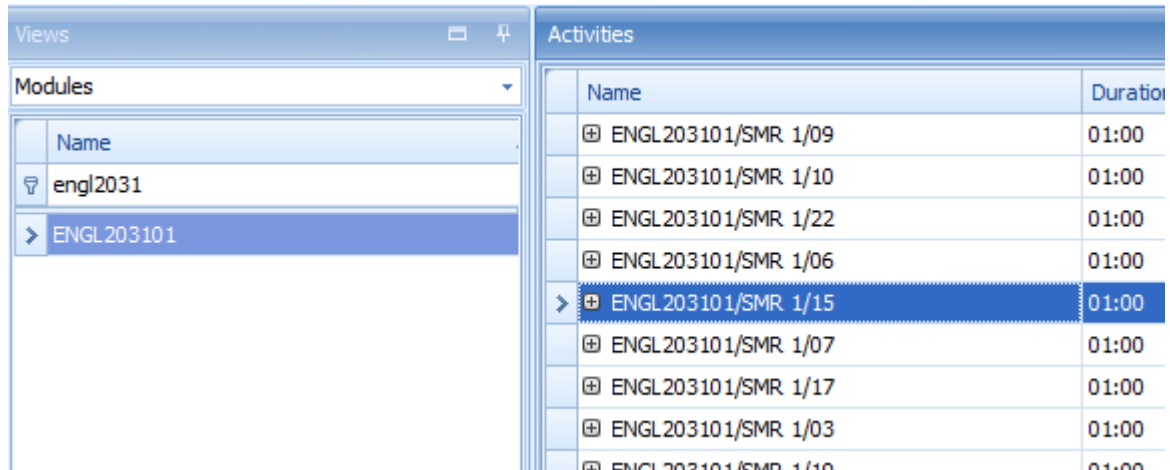
1. Ensure the 'Views' screen is set to 'Modules' and type the module code of the Primary Activity you wish to join into the auto-filter row of the 'Views' screen.



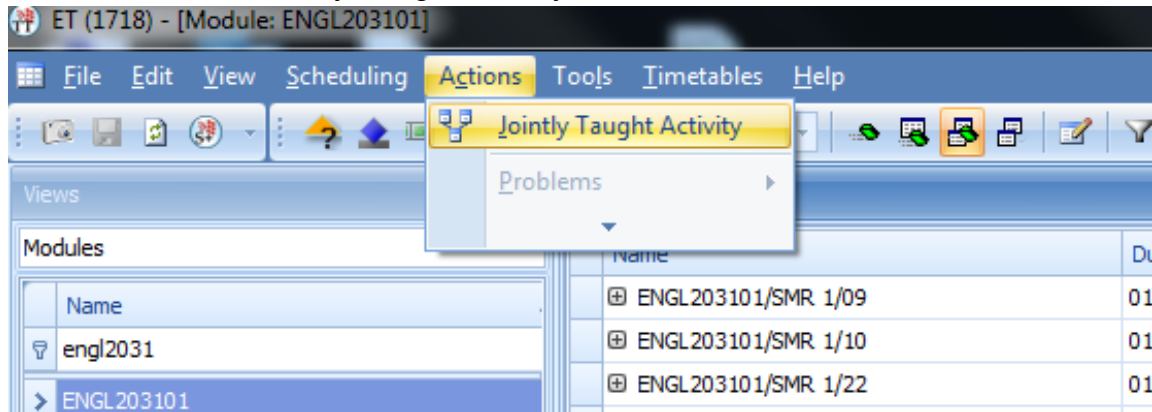
2. Click the name of the module to which you have filtered. All the activities for this module will display in the 'Activities' screen to the right



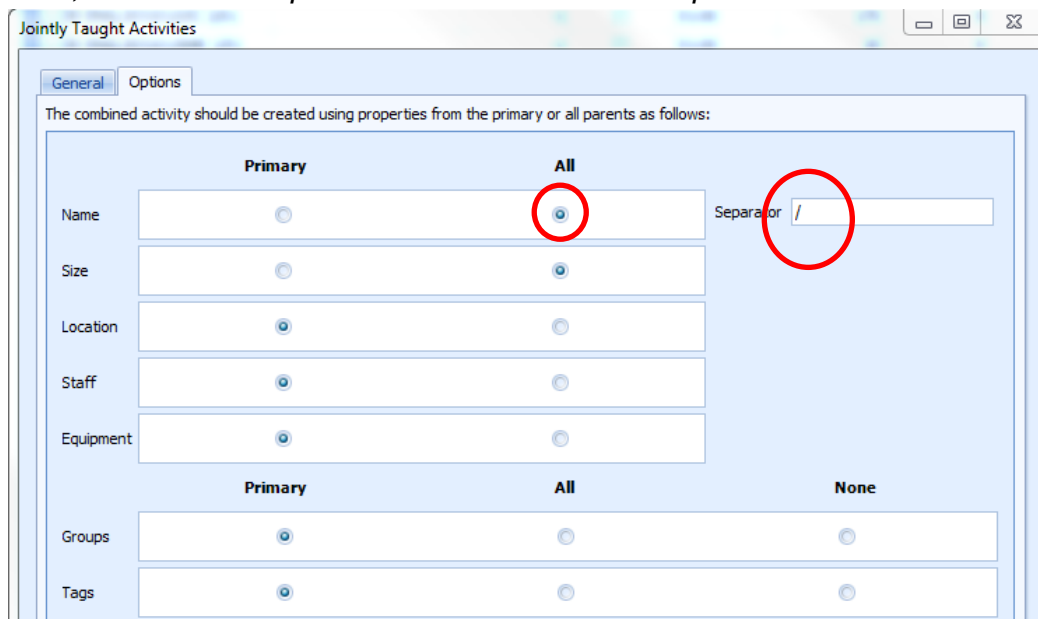
- Click on the name of the activity you wish to join (so it is highlighted in blue).



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

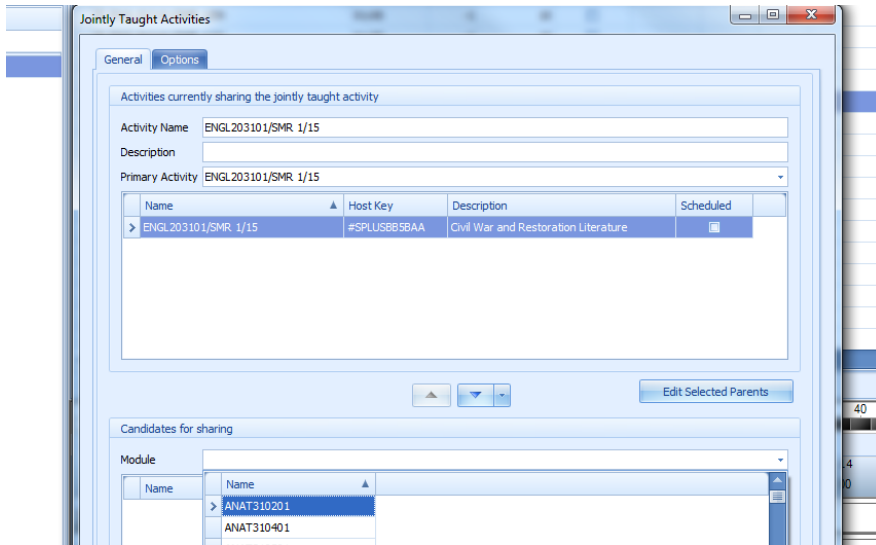


- This will bring up a 'Jointly Taught Activities' pop-up screen. *The first time you create a JA, click on the 'Options' tab and amend the Options as shown below:*

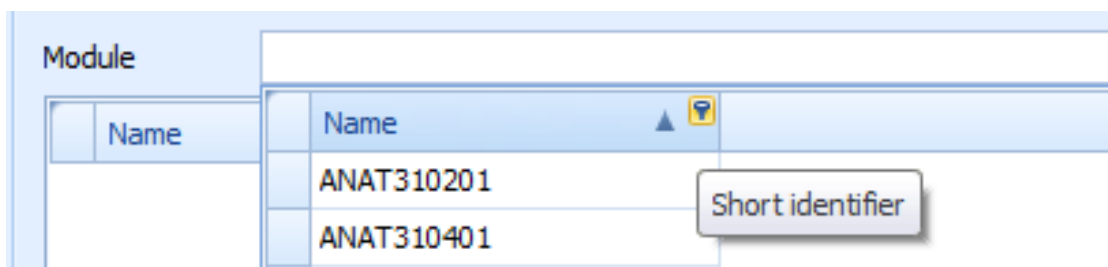


Click back to the 'General' tab.

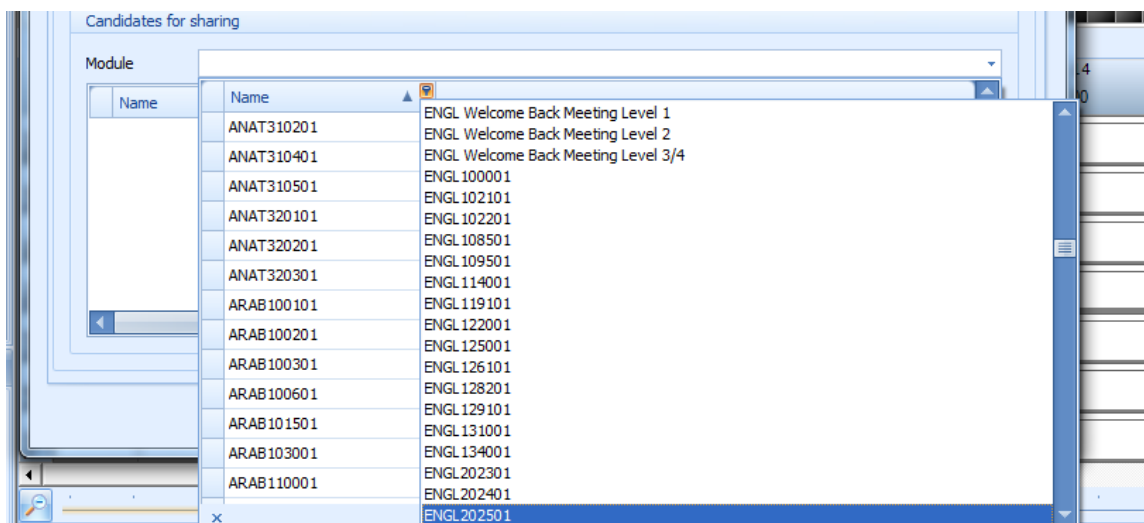
- In the bottom half of the screen ('Candidates for sharing'), click in the blank 'Module' box – this will open a drop-down menu.



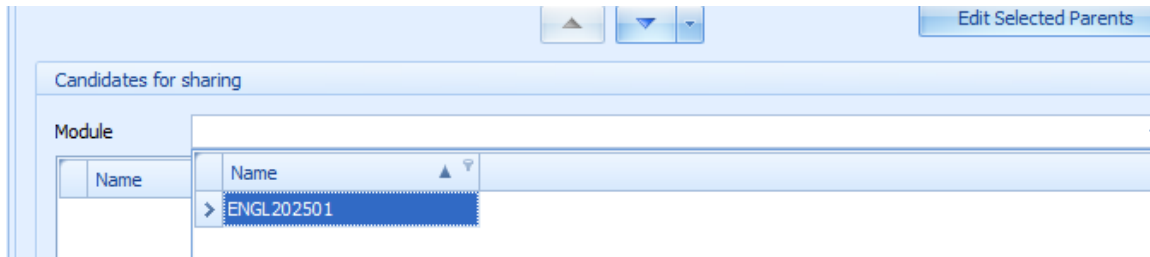
- Hover your mouse over the box that says 'Name' at the top of the drop-down menu and you should see a tiny funnel icon appear in the top right hand corner of the 'Name' box. Click on the icon.



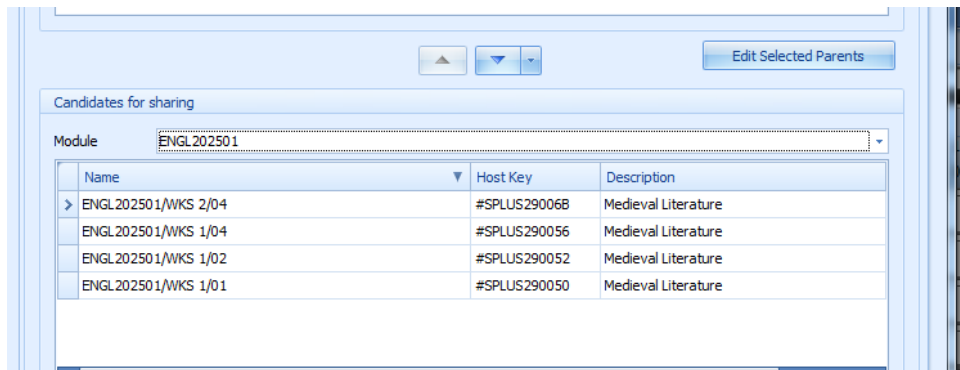
- This will open another list of module codes. Start typing the module code of the activity you wish to join and it should appear, highlighted in blue, at the bottom of the list.



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

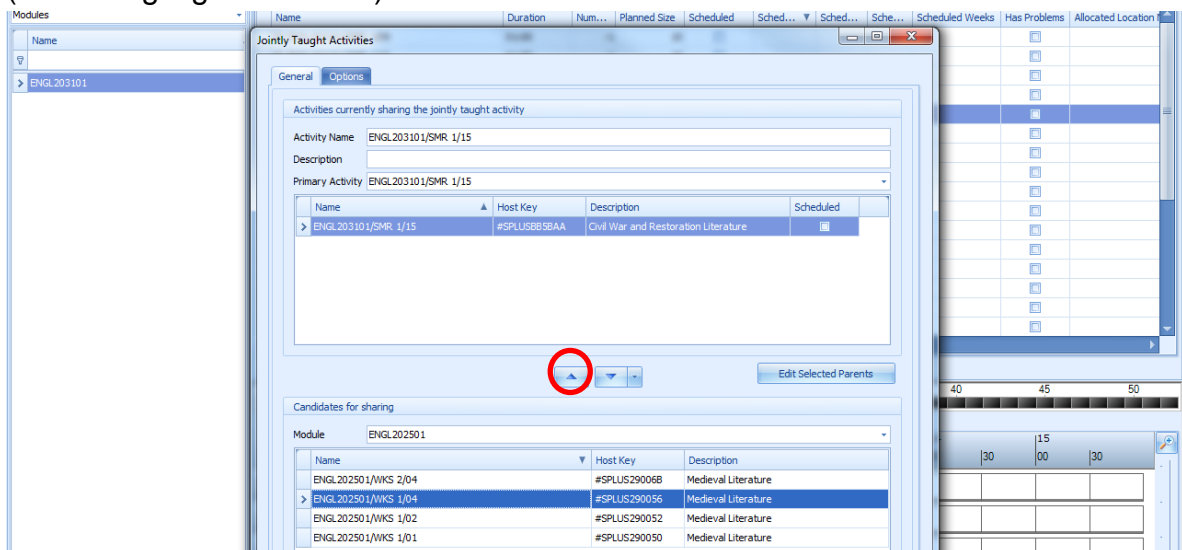


10. Click on it a second time so it auto-fills the text box next to 'Name'



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.

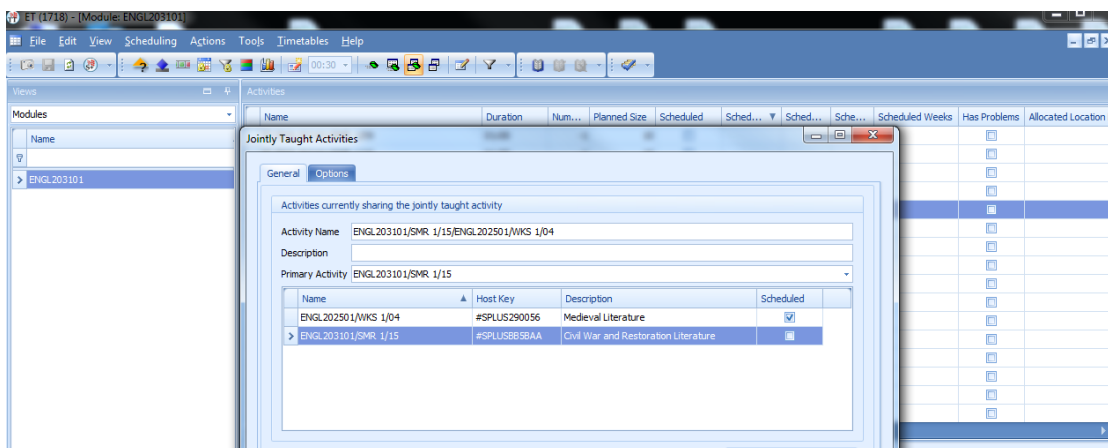
11. From the list of activities that have just appeared, click on the activity you wish to join (so it is highlighted in blue).



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.

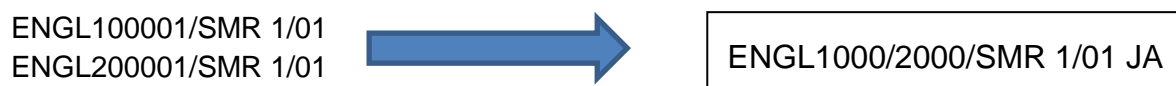


13. The name of the activity should have changed to add in the extra activity. Nevertheless, you will still need to amend the name of the activity (where it says 'Activity Name') so it corresponds with the naming conventions for JA activities.

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).



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).

Example 1

ENGL100001/SMR 1/03
ENGL200001/SMR 1/01



ENGL1000/SMR 1/03/ENGL2000/SMR 1/01 JA

Example 2

ENGL100001/WKS 1/07
MODL250001/LEC 2/07



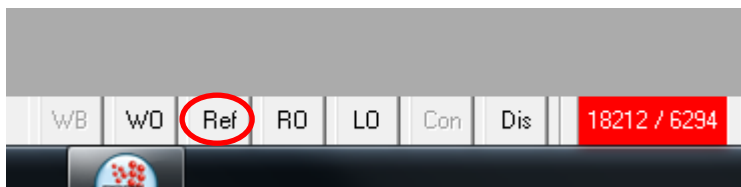
ENGL1000/WKS 1/07/MODL2500/LEC 2/07 JA

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.

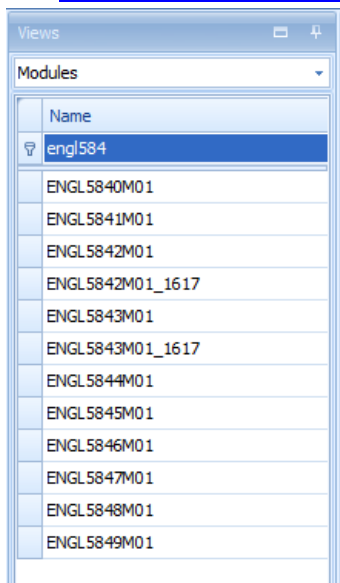
15. Go to Syllabus Plus and click on the 'Ref' button at the bottom right hand of the screen to Refresh:



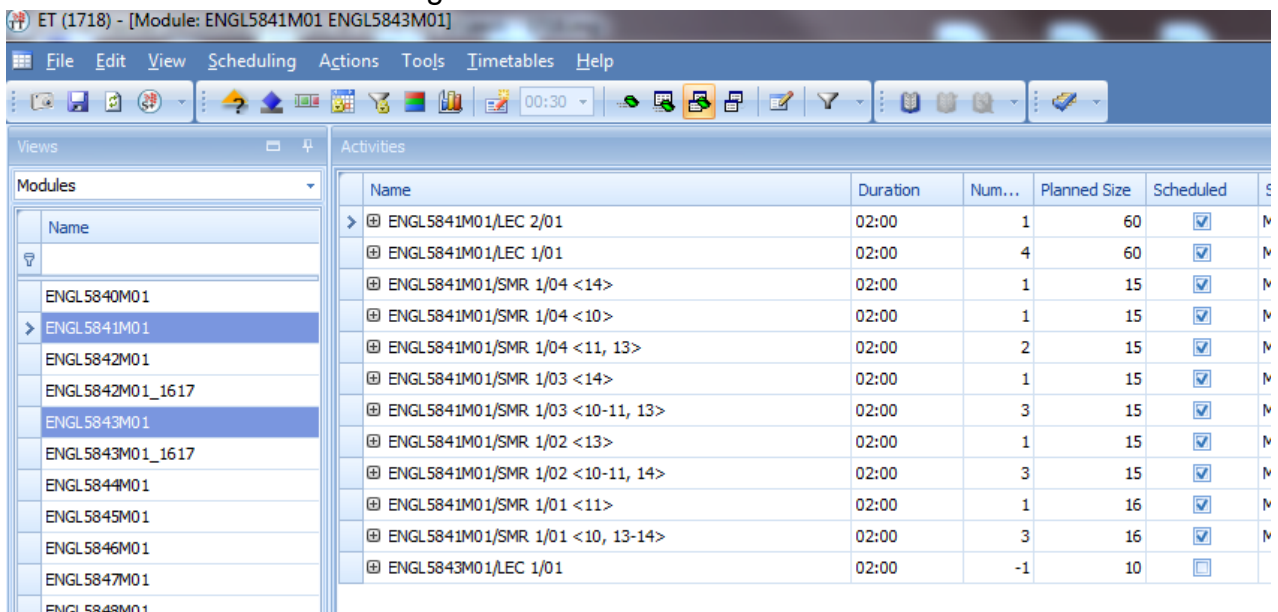
Search for the activity you have just joined and check to ensure everything is correct. Things you'll need to check include: staff, location, and planned size. Work through any problems there might be on the activity (indicated by a question mark in a red box). **Check to ensure your activity is scheduled.**

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

1. 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 [alternative method for joining activities](#) (outlined above).



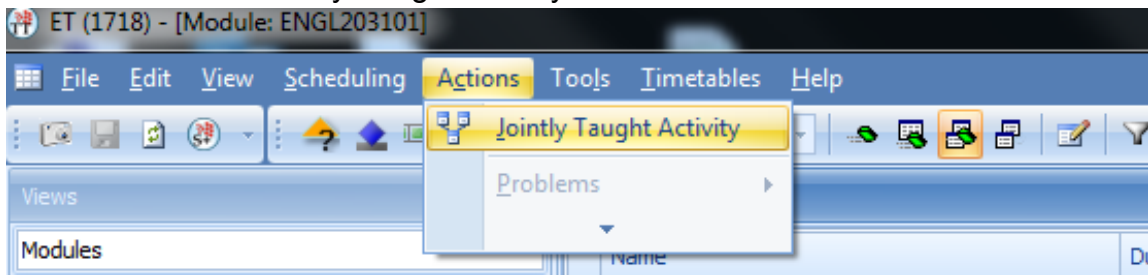
2. Select both modules, whose activities you wish to join, from the Views screen (to do this, click on the first module name, hold down 'Ctrl' on your keyboard, and click on the second module name). This will display the activities of both these modules in the Activities window on the right of the screen.



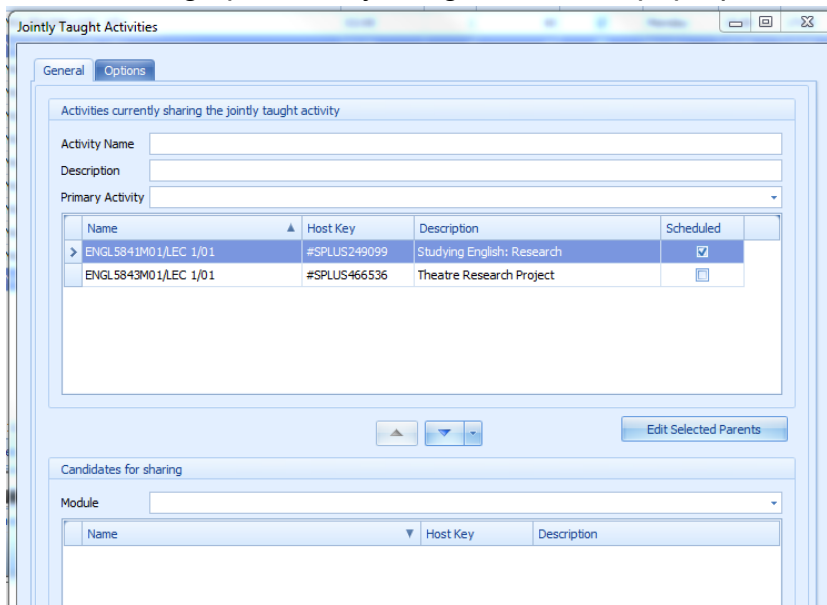
- In the Activities screen, find the two activities you wish to join and select them both (to do this, click on the first activity name, hold down 'Ctrl' on your keyboard, and click on the second activity name).

Activities						
Name	Duration	Num...	Planned Size	Scheduled	Sch	
⊕ ENGL5841M01/LEC 2/01	02:00	1	60	<input checked="" type="checkbox"/>	Mon	
⊕ ENGL5841M01/LEC 1/01	02:00	4	60	<input checked="" type="checkbox"/>	Mon	
⊕ ENGL5841M01/SMR 1/04 <14>	02:00	1	15	<input checked="" type="checkbox"/>	Mon	
⊕ ENGL5841M01/SMR 1/04 <10>	02:00	1	15	<input checked="" type="checkbox"/>	Mon	
⊕ ENGL5841M01/SMR 1/04 <11, 13>	02:00	2	15	<input checked="" type="checkbox"/>	Mon	
⊕ ENGL5841M01/SMR 1/03 <14>	02:00	1	15	<input checked="" type="checkbox"/>	Mon	
⊕ ENGL5841M01/SMR 1/03 <10-11, 13>	02:00	3	15	<input checked="" type="checkbox"/>	Mon	
⊕ ENGL5841M01/SMR 1/02 <13>	02:00	1	15	<input checked="" type="checkbox"/>	Mon	
⊕ ENGL5841M01/SMR 1/02 <10-11, 14>	02:00	3	15	<input checked="" type="checkbox"/>	Mon	
⊕ ENGL5841M01/SMR 1/01 <11>	02:00	1	16	<input checked="" type="checkbox"/>	Mon	
⊕ ENGL5841M01/SMR 1/01 <10, 13-14>	02:00	3	16	<input checked="" type="checkbox"/>	Mon	
> ⊕ ENGL5843M01/LEC 1/01	02:00	-1	10	<input type="checkbox"/>		

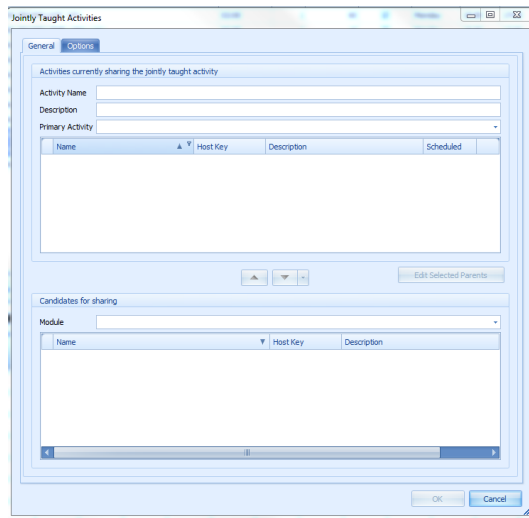
- Click on 'Actions' (from the task bar at the top of the screen) to open the drop-down menu and select 'Jointly Taught Activity'.



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

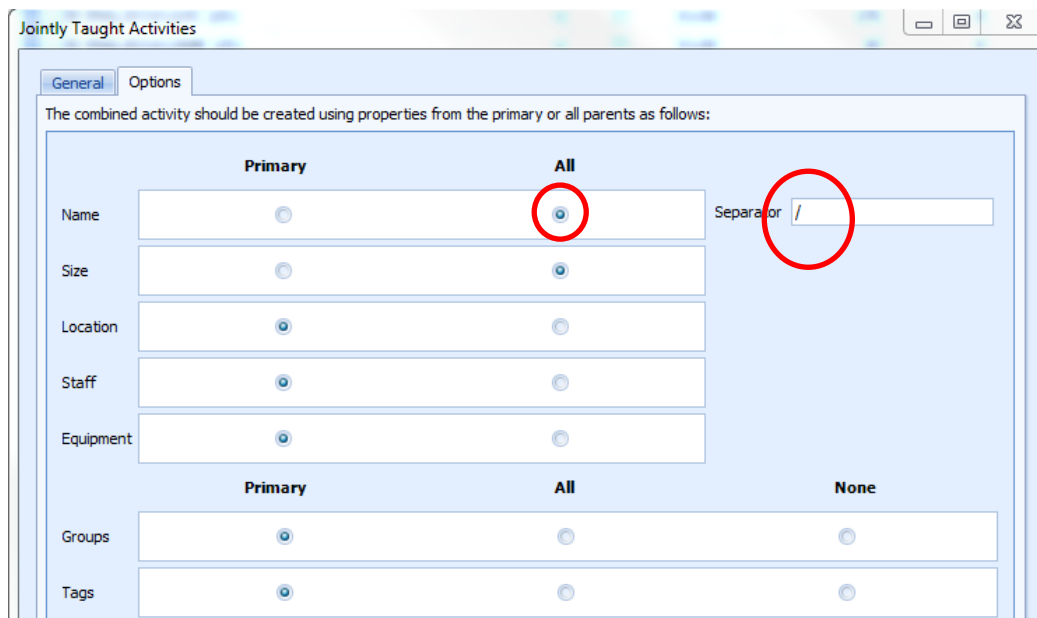


N.B. If your 'Jointly Taught Activities' box is completely empty..



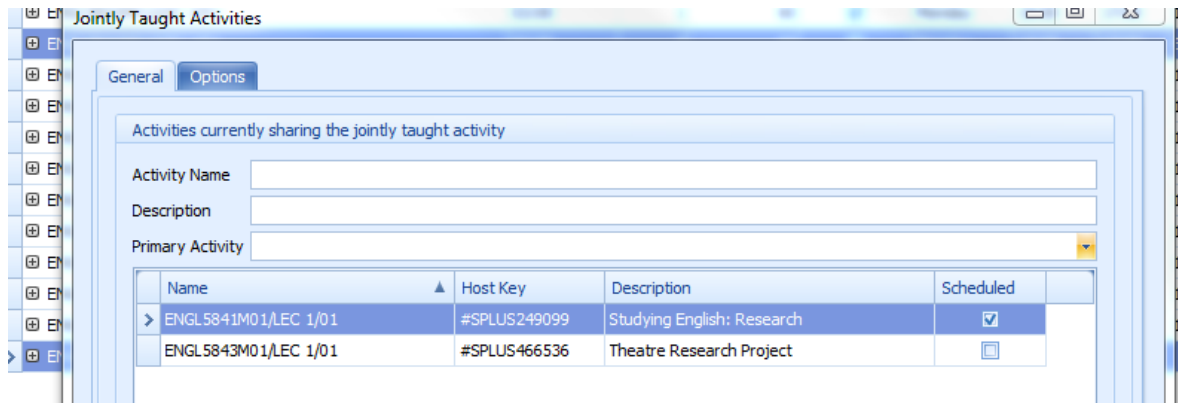
...this means your activities must not match. Activities that are to be joined must match in terms of day, time, duration, and week pattern. If the box is empty then at least one of these factors must not match. If this is the case, select 'Cancel' and go back into Syllabus plus and check that the activities 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:

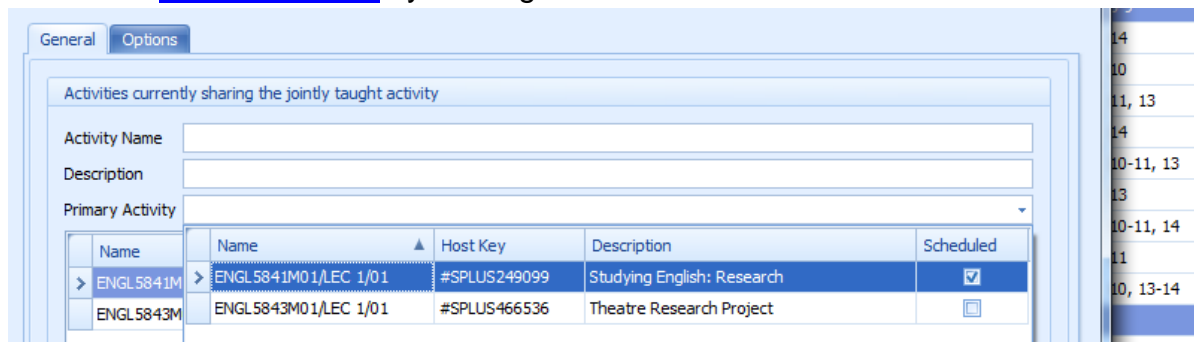


Click back to the 'General' tab.

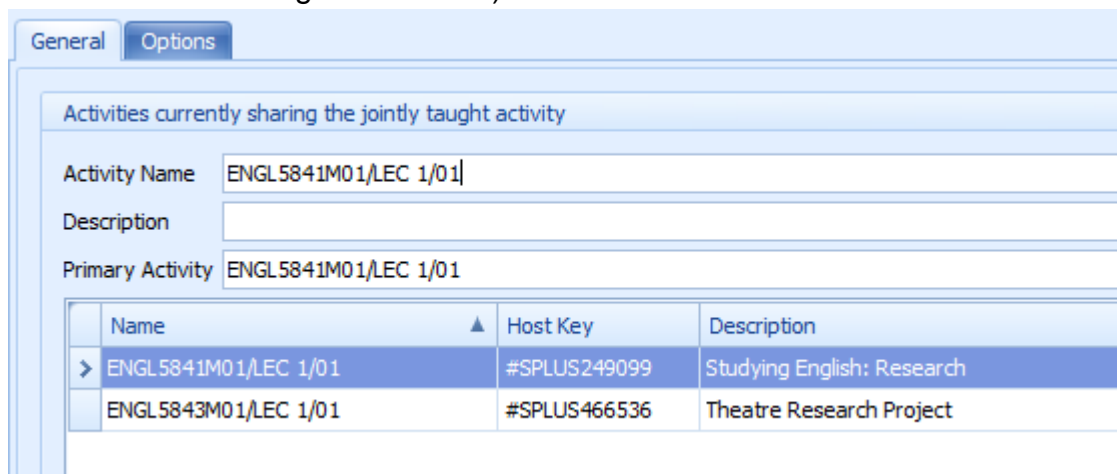
- Next to 'Primary Activity', click on the small drop down arrow to the right of the text box.



- Select the [Primary Activity](#) by clicking on it.



- 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).



- Naming Conventions:

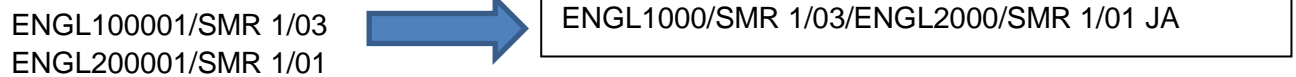
For ease of finding the JA in Syllabus Plus, activity names should usually appear in numerical order, from smallest to largest.

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).



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).

Example 1

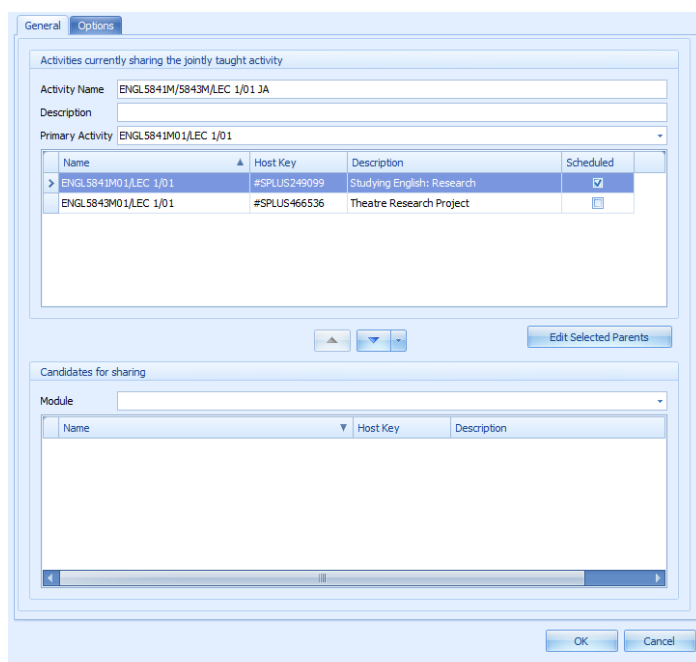


Example 2



In the example we have been working through, the joint activity name would be ENGL5841M/5843M/LEC 1/01 JA

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



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:



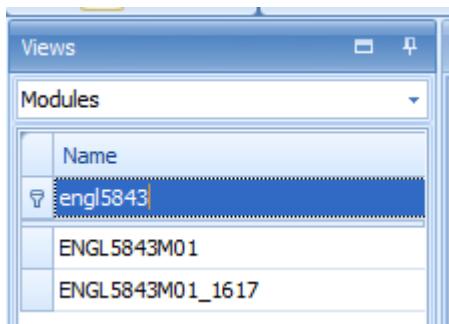
Search for the activity you have just joined and check to ensure everything is correct. Things you'll need to check include: staff, location, and planned size. Work through any problems there might be on the activity (indicated by a question mark in a red box). **Check to ensure your activity is scheduled.**

Using Enterprise (Adding Activities to Joint Activities)

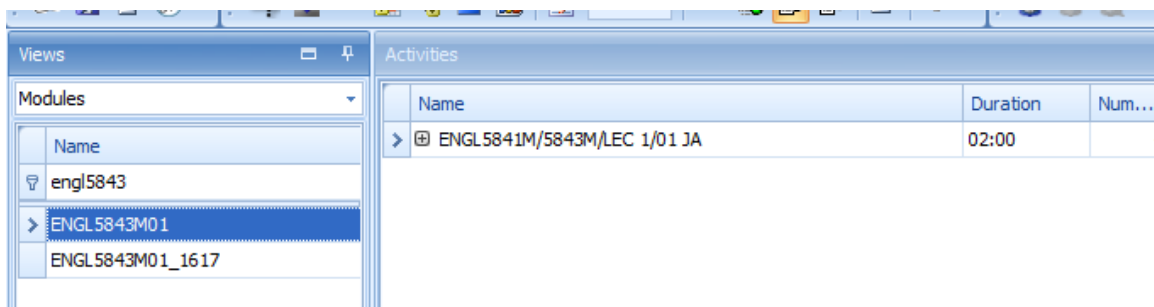
The following instructions explain how to add activities to an existing Joint Activity (JA). If you want to join activities together to create a JA, please go to [Using Enterprise \(Creating Joint Activities\)](#).

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..

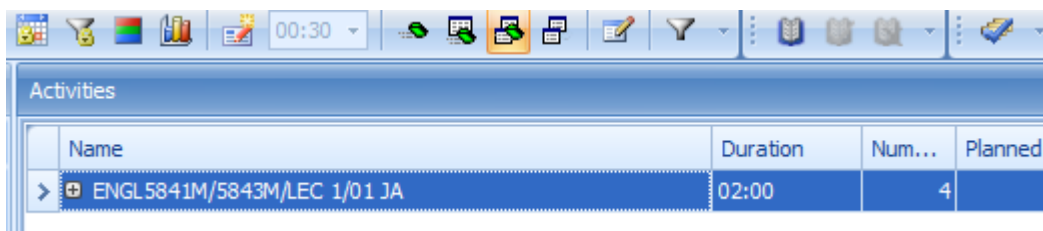
1. Ensure the 'Views' screen is set to 'Modules' and type the module code of one of the activities that already forms part of your JA into the auto-filter row of the 'Views' screen.



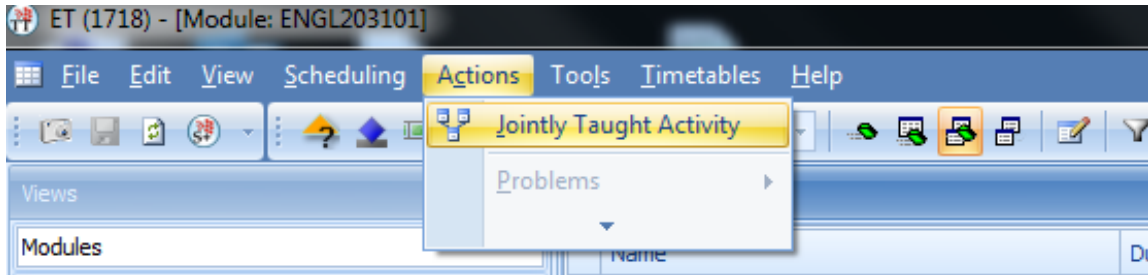
2. Click the name of the module to which you have filtered. All the activities for this module will display in the 'Activities' screen to the right.



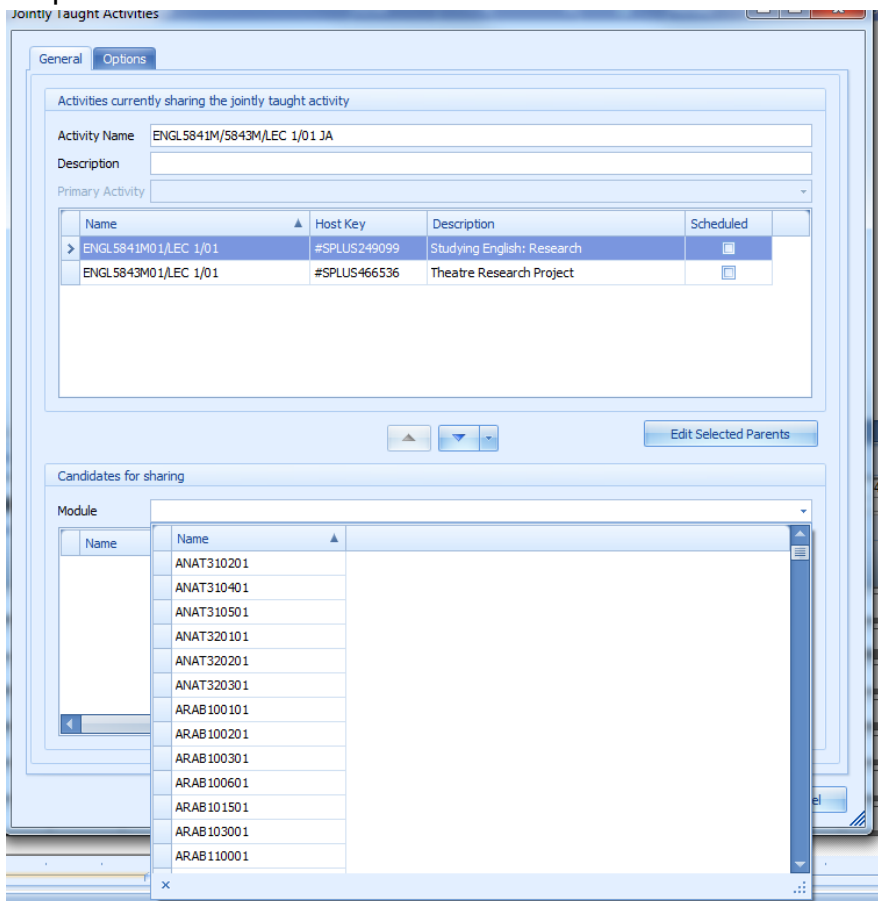
3. Click on the existing JA in the Activities screen (so it is highlighted in blue).



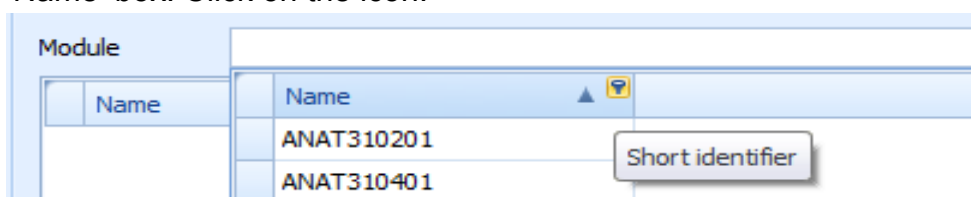
- Click on 'Actions' (from the task bar at the top of the screen) to open the drop-down menu and select 'Jointly Taught Activity'.



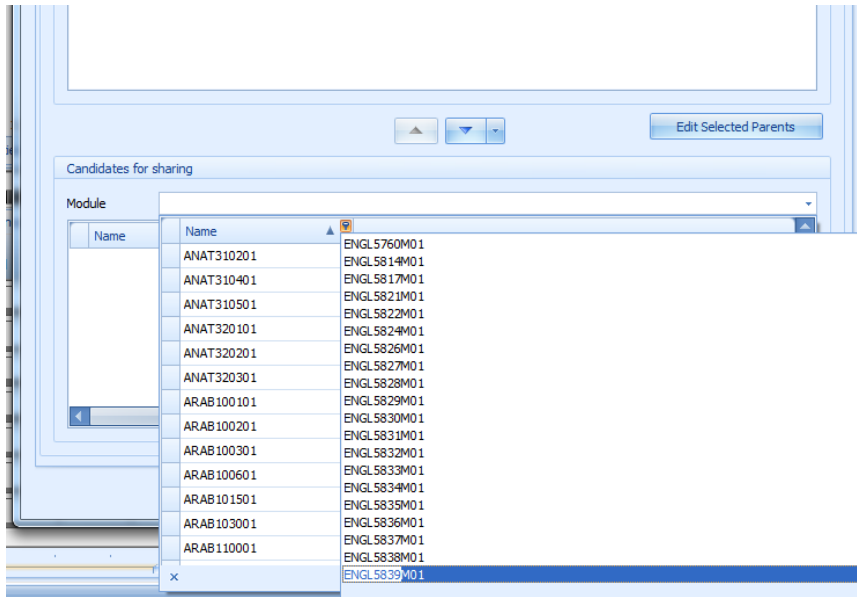
- This will bring up a 'Jointly Taught Activities' pop-up screen. In the bottom half of the screen ('Candidates for sharing'), click in the blank 'Module' box – this will open a drop-down menu.



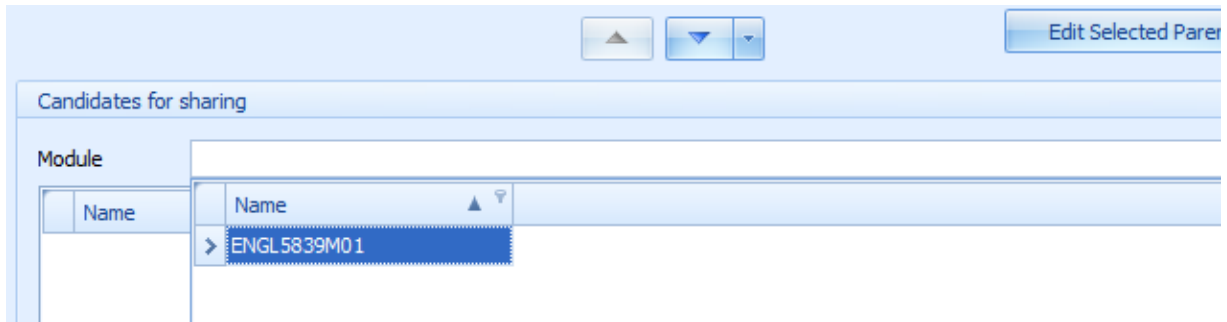
- Hover your mouse over the box that says 'Name' at the top of the drop-down menu and you should see a tiny funnel icon appear in the top right hand corner of the 'Name' box. Click on the icon.



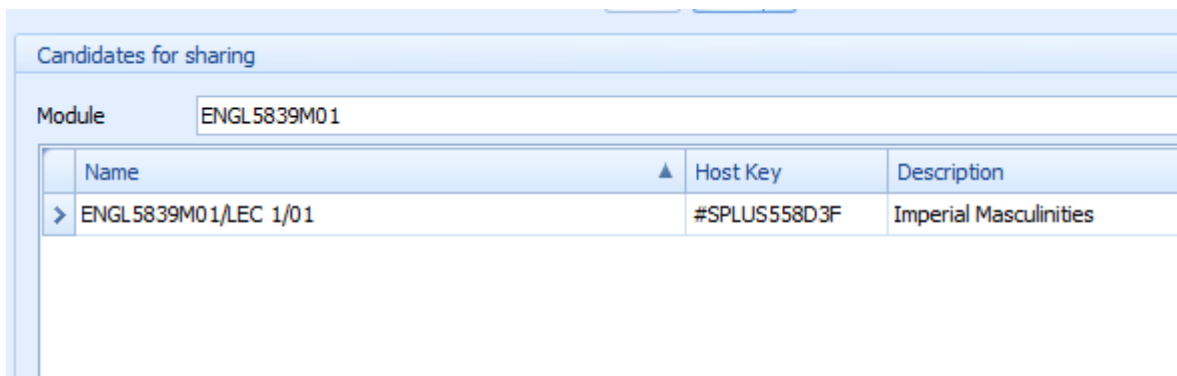
- This will open another list of module codes. Start typing the module code of the activity you wish to add to the JA and it should appear, highlighted in blue, at the bottom of the list.



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

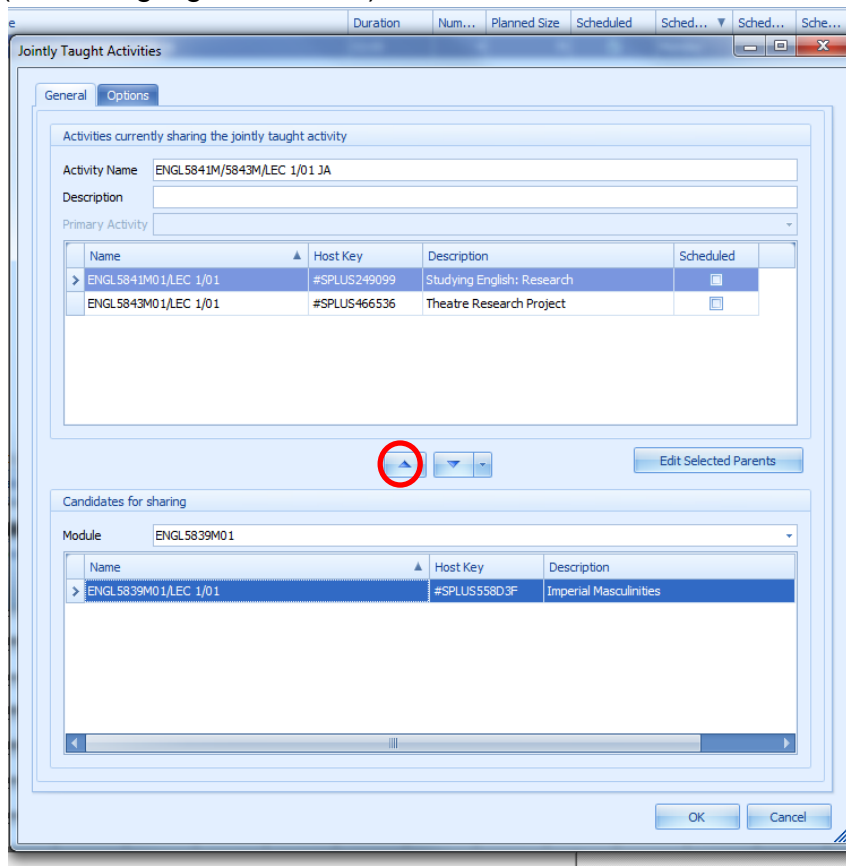


- Click on it a second time so it auto-fills the text box next to 'Name'



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.

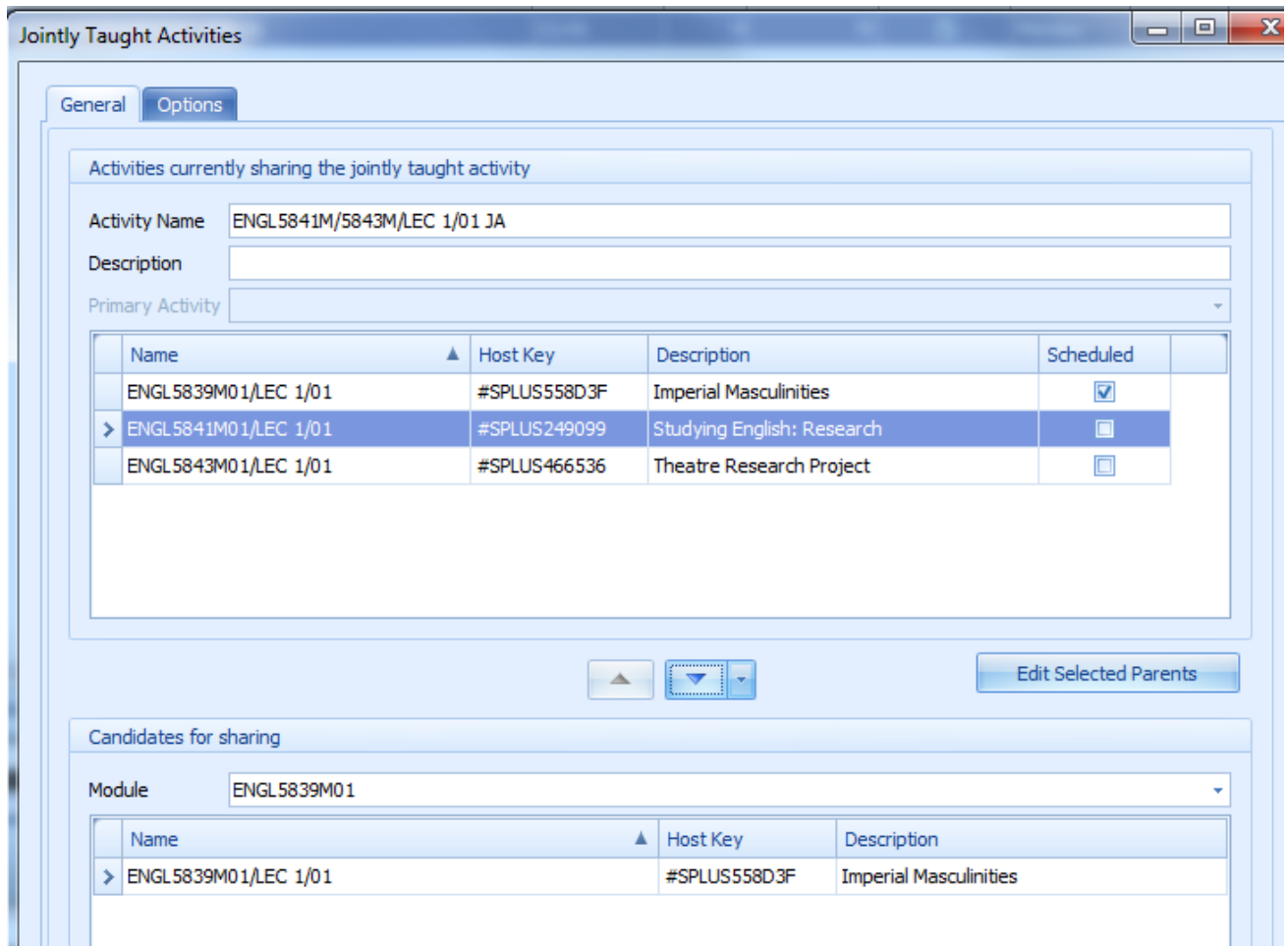
- From the list of activities that have just appeared, click on the activity you wish to add (so it is highlighted in blue).



- 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.



12. You will need to amend the name of the activity (where it says ‘Activity Name’) so it corresponds with the [naming conventions for JA activities](#).

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:



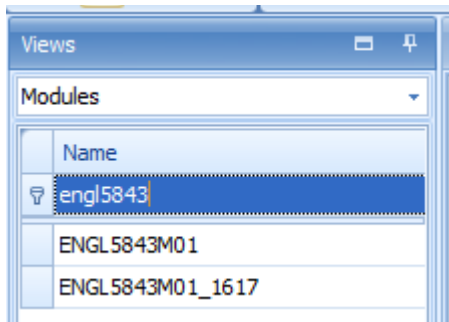
Search for the JA you have just amended and check to ensure everything is correct. Things you'll need to check include: staff, location, and planned size. Work through any problems there might be on the activity (indicated by a question mark in a red box). **Check to ensure your joint activity is scheduled.**

Using Enterprise (Removing Activities From Joint Activities)

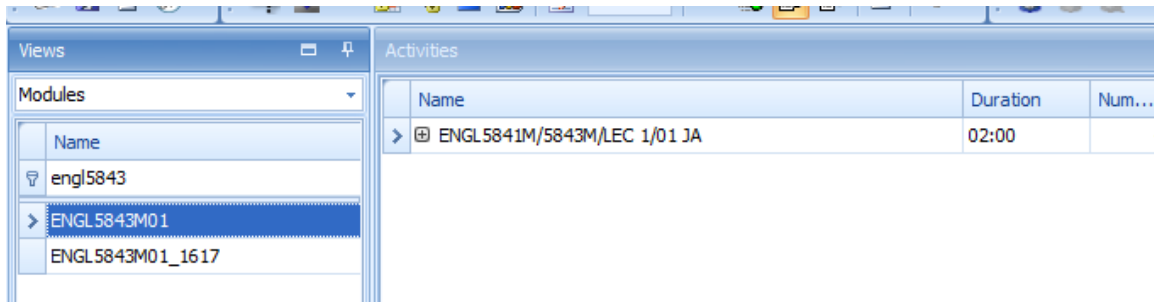
The following instructions explain how to remove activities from an existing Joint Activity (JA). If you wish to remove all the activities on a JA (thus breaking the whole thing up into individual component activities), please go to [Using Enterprise \(Splitting Joint Activities\)](#).

To remove an activity from an existing JA...

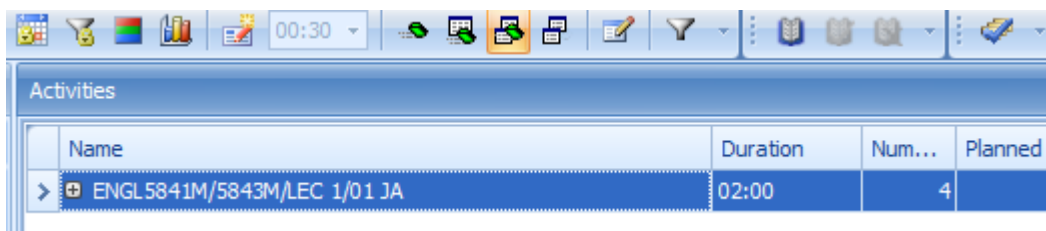
1. Ensure the 'Views' screen is set to 'Modules' and type the module code of one of the activities that already forms part of your JA into the auto-filter row of the 'Views' screen.



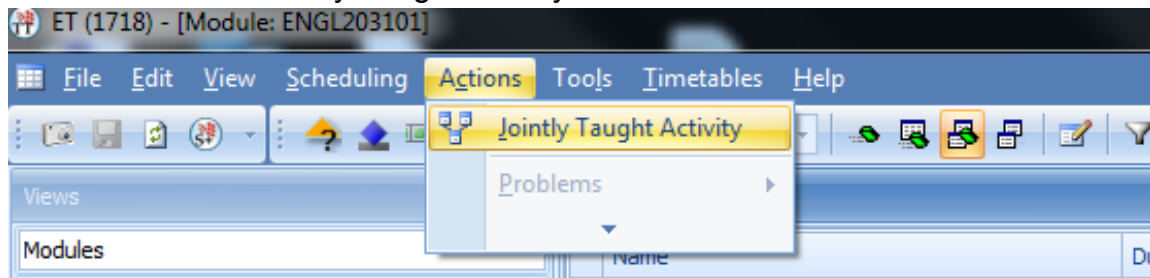
2. Click the name of the module to which you have filtered. All the activities for this module will display in the 'Activities' screen to the right.



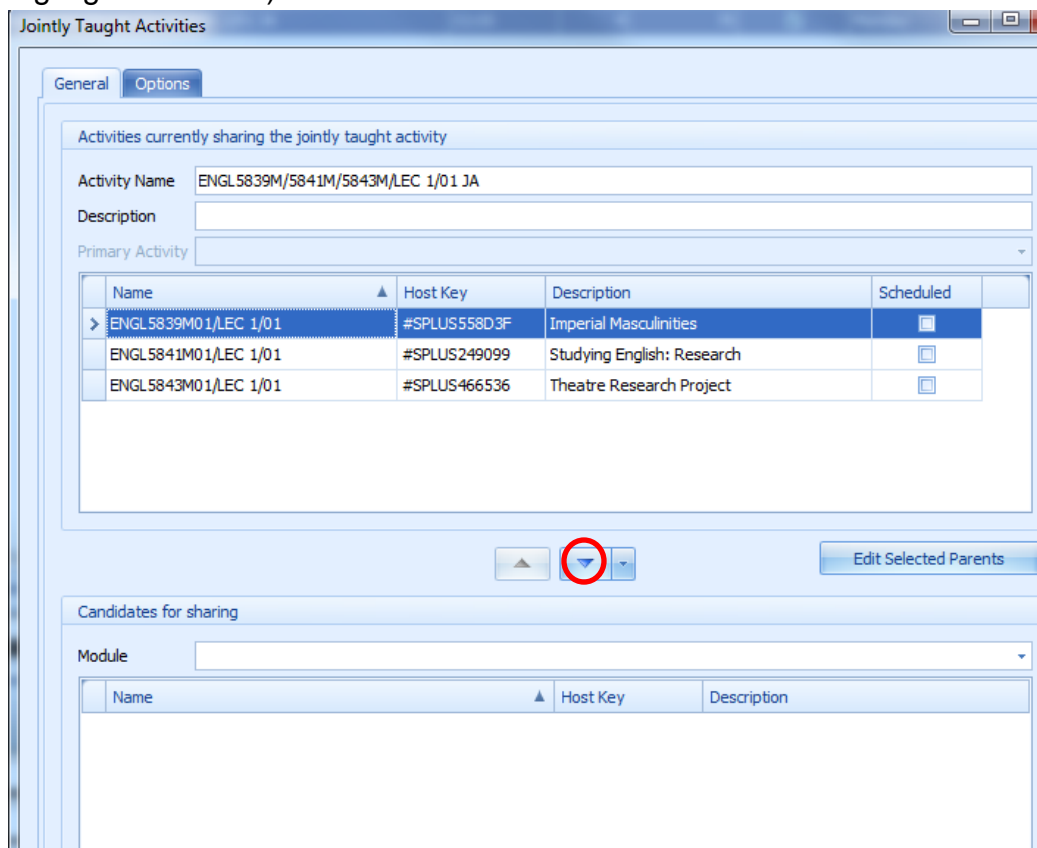
3. Click on the existing JA in the Activities screen (so it is highlighted in blue).



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



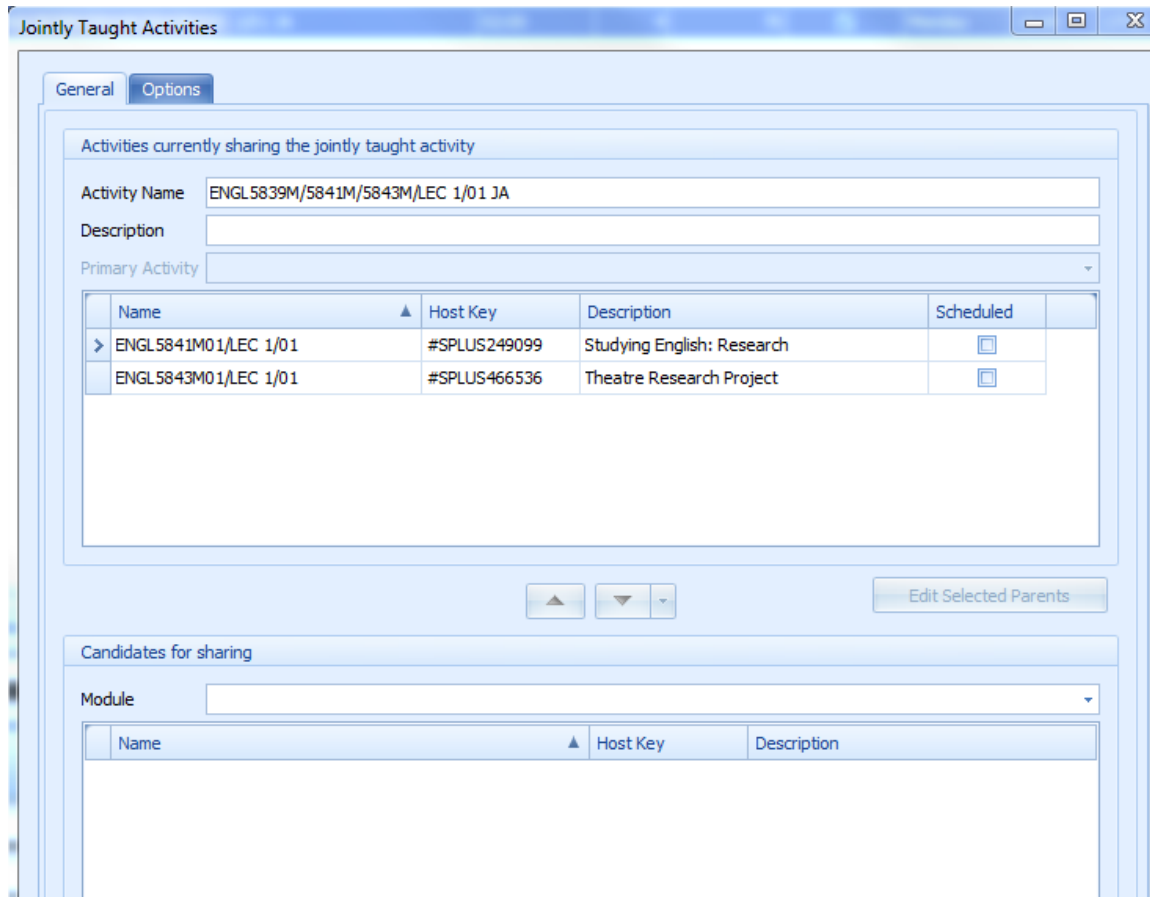
- This will bring up a 'Jointly Taught Activities' pop-up screen. In the top half of the screen, click on the name of the activity you wish to remove from the JA (so it is highlighted in blue).



- 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.



- 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

- 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:



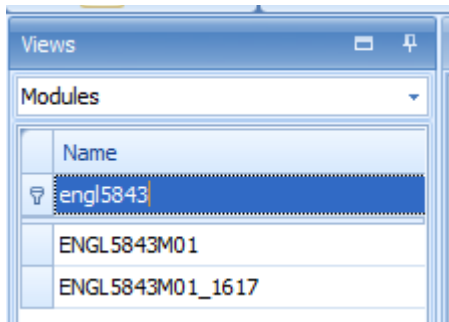
Search for the JA you have just amended and check to ensure everything is correct. Things you'll need to check include: staff, location, and planned size. Work through any problems there might be on the activity (indicated by a question mark in a red box). **Check to ensure your joint activity is scheduled.**

Using Enterprise (Splitting Joint Activities)

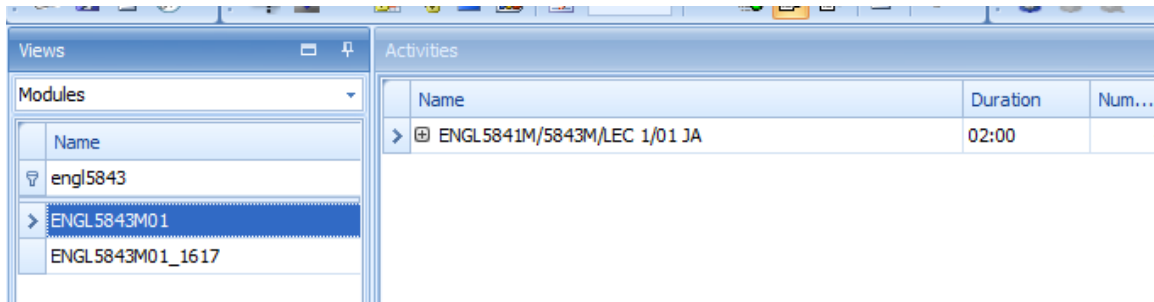
The following instructions explain how to entirely separate all activities in an existing Joint Activity (JA). If you wish to just remove one activity from a JA (leaving other activities still joined), please go to [Using Enterprise \(Removing Activities From Joint Activities\)](#).

To split a JA...

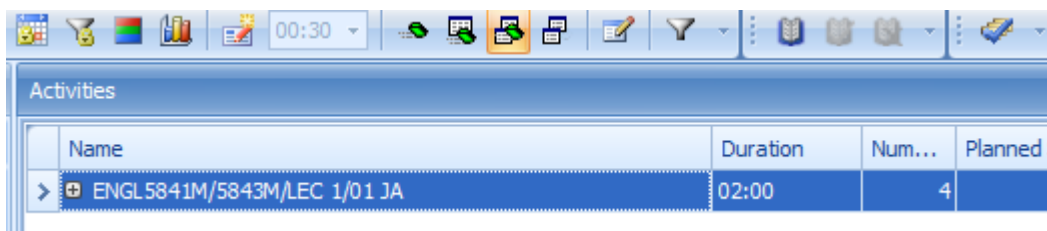
1. Ensure the 'Views' screen is set to 'Modules' and type the module code of one of the activities that forms part of the JA you wish to split into the auto-filter row of the 'Views' screen.



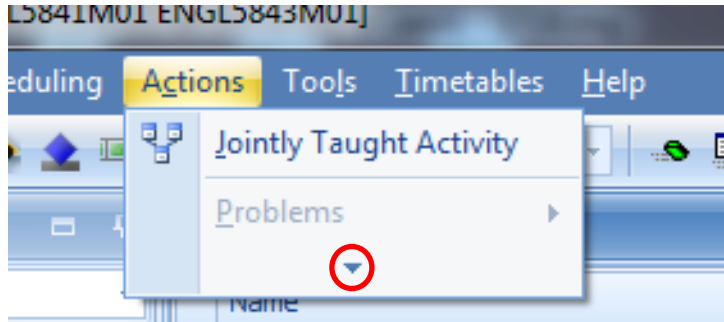
2. Click the name of the module to which you have filtered. All the activities for this module will display in the 'Activities' screen to the right.



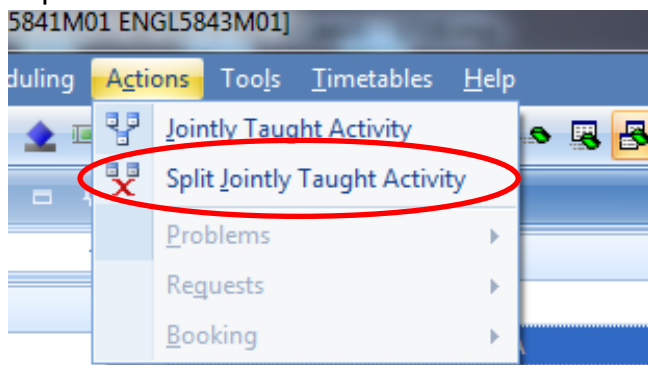
3. Click on the JA in the Activities screen (so it is highlighted in blue).



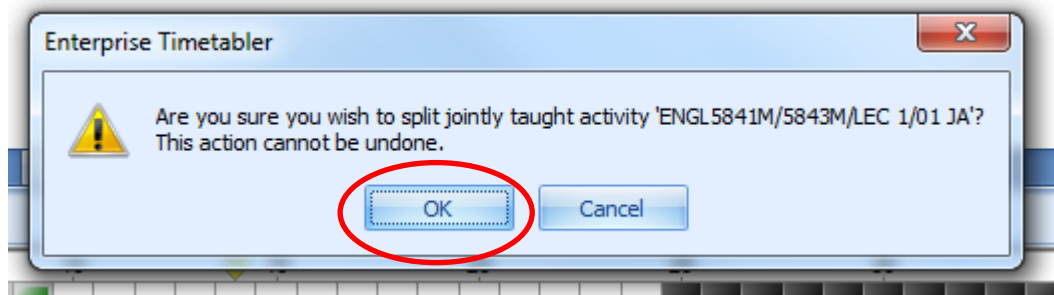
4. Click on 'Actions' (from the task bar at the top of the screen) to open the drop-down menu.



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.

- 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:



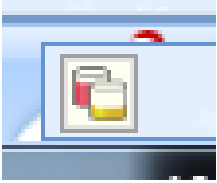
You will be asked if you wish to 'Save Syllabus Plus image?' The recommendation is that you select 'No' as Enterprise should close more quickly (though it doesn't matter if you select 'Yes' instead).

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 (**not Windows 10 – for closing down Windows 10 please see p.52**)...

1. 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 (<relevant year>)' and then select 'End Task'.
2. 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 (<relevant year>)' 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.<relevant year>.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.

To force-close down Enterprise (**Windows 10 only**)...

1. 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. Move to step 2.
If nothing happens when you click on the cross then press Ctrl+Alt+Delete and 'Start Task Manager'. In the 'Processes' tab, click on 'Enterprise Timetabler...' and then select 'End Task'. Once done, click on the 'Details' tab. Move to step 3.
2. Open Windows Task Manager by pressing Ctrl+Alt+Delete and 'Start Task Manager'. Check that 'Enterprise Timetabler...' does not appear in the 'Processes' tab – if it does, click on it and select 'End Task'. Once done, click on the 'Details' tab.
3. In the 'Details' tab, you need to end a series of things (though some may have already closed). Firstly, look for 'EnterpriseTimetabler.exe'. If it is there, click on it to highlight it, and click 'End Task' in the bottom right of the screen. Next/if 'EnterpriseTimetabler.exe' isn't there, look for 'Scientia.Enterprise.DataSync...'. If it is there, click on it to highlight it, and click 'End Task' in the bottom right of the screen.
4. You now need to close the Splus image that is linked to Enterprise. If you **do not** have classic Splus open then you should just see one image called 'splus.exe' in the 'Details' tab. If this is the case, click on it to highlight it, and click 'End Task' in the bottom right of the screen. If, however, you **do** have classic Splus open, you will probably see two images called 'splus.exe' in the 'Details' tab. 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 Processes tab and look for something called 'Syllabus Plus Application 32bit'. This is classic Syllabus Plus. Right click on this and select 'Go to details'. This will take you to the 'Details' 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' image that is not highlighted, and close that one instead (click on it to highlight it, and click 'End Task' 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.