Facility CMIS Timetabling Standard User Guide
## Version Control History

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## Accompanying Documentation

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Timetabling in context

Timetabling is a central function of the institute and serves both students and staff members of Dublin Institute of Technology. The timetable is made up of two primary types of events:

a) Timetable Events (TE), and
b) Room Bookings (RB)

Timetable Events are recurring events which take place at the same time, for the same duration at a regular interval (usually once a week) for a week range (e.g. Semester 1, i.e. weeks 4 to 16). TE types of events are distinguished from other types of events in that they are used as the basis of the following years’ timetable. These events are copied or “rolled over” during the latter stages of Semester 2 each year.

Room Bookings are “once-off” bookings of rooms typically for meetings. These events can take place at any time and on any given day of the week. These types of events are not rolled over.

Programme documentation

Course documentation contains sanctioned / approved details as follows:

⇒ Programme Description
⇒ Programme Years
⇒ Modules Core & Electives
⇒ Durations (Hours required per week)
⇒ Weeks (Number of weeks of delivery)
⇒ Faculty / School / Department (Ownership)
⇒ Activity Type (Lecture, Lab, Tutorial etc.)

The majority of events contain all these elements (or resources).

Installation of CMIS

The timetabling application will be installed on your PC by your local IS Support. If you require CMIS to be installed on a new PC or because of a change of location you can log a call with the Support Desk on 3123 or support@dit.ie and they will arrange for your local technician to contact you.

Training

♦ All users of the timetabling application must undergo training before being granted an account to access the live system.
Please contact the IT Training Manager for training at it.training@dit.ie

On completion of training, users will be given a CMIS User Application Form to fill out and get signed off by their Head of School and Faculty Administrator/Director.

The completed form should then be sent to the IS Office who will in turn set the user up with a username and password for the live system. Users will be notified of their username and password via e-mail.

Users will be given practice logins for the training database at their CMIS training.
Starting CMIS and Logging in

Logging into CMIS

- Double click on the **CMIS icon** on your desktop
- When the initial menu bar appears select **File | Open**

- Choose the file **LIVE.MIS** and click on **Open**.
- The .mis file is used to connect the user’s PC to the Database.

There may be two connection files that you will have access to:
- **training.mis**  Used for training and practice
- **live.mis**  Live CMIS Database

You will now be prompted to enter valid login details. The application will not allow you to proceed with opening the application until valid login credentials are provided.
- Enter your username and password in the fields provided.
  (Note that login details are case sensitive.)

- The application will start and you will be allowed to open your connection file.
- You will be granted three chances at providing valid login credentials.
After this the dialog will close and you will need to start the application again before you can proceed.

Once the login details are entered and correct; the application will apply the departmental restrictions as per the security set-up in the application.

**Changing your Password**

All users have access to change their password at any stage within the timetabling application. We advise that on first login that each user changes their password.

- Navigate to **Options/User Accounts/Change Password**

- Enter your *existing Password*.
- Enter your *new Password*.
- Verify your new Password by entering your new Password again.
- Your Password has now been changed.

**Using the Correct Data Set**

Now that you have successfully logged into the database you need to ensure that you are working in the correct dataset.

A Dataset will contain all the timetable and resource data relating to a single academic year. The CMIS database currently contains four datasets (see below) so users need to be aware that they are working in the correct dataset at all times.

The dataset, which is currently being accessed, may be changed at any time as follows:

- Select **Data** from the main menu
- Select **Selected Dataset** from the drop-down menu
♦ Click on the Select button
♦ You will notice that the **Selected Dataset** element of the connection window now displays the dataset as selected.

♦ Please note that when exiting the timetabling system you are asked to save any changes made.

♦ By clicking yes to this message you are requesting that any changes made to settings in the system including what dataset you were in on exiting will be saved.

♦ Therefore the next time you open the system you will automatically be brought into the dataset you were working in from your previous timetabling session.

**Navigation**

♦ When timetablers log into CMIS they will see a number of icons on the main screen.
♦ These icons can be used as a shortcut to navigate to different menus in CMIS.
For example by clicking once on the icon for Lecturers, timetablers are brought to the Lecturer table instead of having to navigate by the Data menu, Resources and then choosing Lecturers.

There are three different tabs with different icons on each tab.

The three tabs are as follows:

⇒ Data (Access’s data found through using the Data menu)

⇒ Interactive Scheduling (Access’s data found through using the Timetable menu)

⇒ Room Booking

Timetablers may be unable to access some of these icons as they will be greyed out in their set up due to security reasons.

Security / permissions

The system’s security lies in its departmental restrictions. Timetablers (apart from Key users) will be set up to view and amend timetabling data for their Faculty only.

Should timetablers need to make an amendment to data outside of their faculty they should request sharing access from the key user of that faculty.

For more details on the sharing of resources see the section on “Inter Faculty Resource Sharing”.

Individual set up

The CMIS application comes with a file called CMIS.INI. This file is stored locally on your pc in the same folder as the CMIS application.

This file allows each user to customise many features of the application according to his/her personal preference.
♦ It is important that each user ensures that they save their changes each time they exit Facility CMIS in order to save any setting changes to their cmis.ini file.

♦ The ini file contains user specific information. As changes are made to the ini file, these changes are saved.
  ⇒ Cell Styles.
  ⇒ Timetable Styles.
  ⇒ Timetable Views.
  ⇒ Printout Styles.
  ⇒ List view display.
  ⇒ Booking Slips.
  ⇒ Personal screen settings

♦ Any changes a user makes to the above items will be saved locally to the cmis.ini file.

When Moving PC’s
If you move from one pc to another and want to keep the same settings please ensure that you complete the following:

♦ Make a backup copy of your cmis.ini file (see below)

♦ Rename the old cmis.ini on the new pc to CMISold.ini (This file is stored in the following location: C Drive/Facility/Facility CMIS

♦ Copy your own cmis.ini file that you made a copy of to your new pc

Backing up your ini file
It is advised to save your cmis.ini file on a regular basis to a safe place (i.e. a network folder which is backed up regularly by IS) in case anything should happen to your computer affecting your ini file.

To do this:
♦ Copy the “cmis.ini” file from “C:/Facility/Facility CMIS” to a suitable folder on the network
Information required for Timetabling

Resource Data

- There are numerous resources required in order to build a timetable event.
- This resource data must first be in place in order to facilitate timetabling.

<table>
<thead>
<tr>
<th>Core Data</th>
<th>Scheduling Process</th>
<th>Groups</th>
<th>NR</th>
<th>Other</th>
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<tbody>
<tr>
<td>Programme Description / Name</td>
<td>Day</td>
<td>Group</td>
<td>Lecturer</td>
<td>Overtime Flag</td>
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<tr>
<td>Program Years (1,2,3,4)</td>
<td>Start Time</td>
<td>Group</td>
<td>Non-Programme Related Allowances</td>
<td></td>
</tr>
<tr>
<td>Modules (Core &amp; Elective)</td>
<td>Room (includes attributes)</td>
<td>Sub-Group</td>
<td>PCW agreed hours</td>
<td></td>
</tr>
<tr>
<td>Duration (Hours per week)</td>
<td>Weeks (Semester 1, 2 or both)</td>
<td>Lecturer</td>
<td>Overtime Flag</td>
<td></td>
</tr>
<tr>
<td>Faculty \ School \ Department (Ownership)</td>
<td>Faculty \ School \ Department (Ownership)</td>
<td>Non-Programme Related Allowances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Places (1st. Years)</td>
<td>Program Years (1,2,3,4)</td>
<td>Service Teaching</td>
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<tr>
<td>Programme Related Allowances</td>
<td>Programme Related Allowances</td>
<td>Extra Details</td>
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<td>Programme Related Allowances</td>
<td>Programme Related Allowances</td>
<td>Source (TE)</td>
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Resource Information

- A number of resources must exist in the timetabling system before commencing timetabling. These resources are the building blocks of any timetable.
- Timetablers need to ensure that all resources are present in the timetabling system before commencement of timetabling.
- Below is a brief guide to each resource required and how to ensure that the resource details are in the timetabling system:

Programme Information

Background:
- The origin and ownership of all programme codes, descriptions and details is the Banner® Student System. Responsibility for its accuracy therefore lies with the Student System and not with the Timetabling System.
It is necessary for the Banner® Student System to contain all programme codes, descriptions and details for each and every programme that is delivered by the Institute. The events associated with the delivery of these programmes or components of the programmes MUST be recorded in the timetabling system.

Where to find Programme details in the timetabling system:

- To view a list of Programmes for your Faculty in the timetabling system click on the icon for Programmes on the main screen as follows:

Alternatively, navigate to Data/Academic/Programmes

Module Information

Background:
- The origin and ownership of all module codes, descriptions and details is the Banner® Student System. Responsibility for its accuracy therefore lies with the Student System and not with the Timetabling System.

- It is necessary for the Banner® Student System to contain all module codes, descriptions and details for each and every module that is delivered by the Institute.

- The events associated with the delivery of these modules MUST be recorded in the timetabling system.

Where to find Module details in the timetabling system:

- To view a list of Modules for your Faculty in the timetabling system click on the icon for Modules on the main screen as follows:
Programme Structure

**Background:**
- It is essential that a programme structure is set up within the timetabling system for every programme that exists.
- Each *programme year* must have the modules AND ONLY THE MODULES that are associated with that programme year linked to it under the programme structure menu.

**How to check if a Programme Structure currently exists for a Programme:**
- To view if a Programme Structure currently exists for a particular programme in the timetabling system click on the icon for **Programme Structure** on the main screen as follows:

- Alternatively you can navigate to **Data/Academic/Programme Structure**
- Select the **Programme** from the drop down list and enter the **Programme Year** as follows:
If a correct list of modules for that year of the Programme appears in the white area then the Programme Structure has been set up correctly for that Programme and Year.

How to set up a Programme Structure in the timetabling system:

- Click on the icon for **Programme Structure** on the main screen or navigate to **Data/Academic/Programme structure**.

- On the drop down menu for **Programme**, select the **Programme** that the Modules will be attached to and in the **Year** field enter the year of that Programme that the Modules will be attached to.

- In the Structure section, select the **Compulsory** radio button.
If the relationship between this Programme and certain modules has already been established, those modules will already be displayed in the white area.

If no modules are attached to this Programme or additional modules need to be attached, the following needs to be completed:

On the bottom of the screen, under the white area, select the appropriate Department from the drop down list.

Click on the drop down Module list and find the Modules you require to be attached to the chosen Programme.

Click on the Add button and a new module has been added in the white area which means that it is now attached to the chosen Programme.

Once all the modules are attached to the chosen Programme, click on the Commit button.

Click Ok to the following message.

Alternative method of setting up a Programme Structure:

A quicker way of adding multiple modules to a Programme is demonstrated below:

Click on the icon for Programme Structure on the main screen or navigate to Data/Academic/Programme structure.

Click on the icon for Modules or navigate to Data/Academic/Modules.

By hovering your mouse over the edge of each open window you will be able to drag the double headed arrow to increase or decrease the size of the window. Continue doing this until both dialogue boxes are side by side as shown below.
In the Programme Structure window, select the Programme and Year that you wish to attach the Modules to.

Highlight the modules that you require in the Module window.

(Use the *shift button* on your keyboard to select multiple modules which are together, use the *control button* if you wish to select multiple modules that are not together but in different places in the Module table)

Drag the modules from the Modules window to the Programme structure window.

Click on Commit in the Programme Structure window to save.

The modules are now attached to the chosen Programme and year in the Programme Structure window.

**Class Group Information**

**Note:**
It is not advisable to use the DIT concept of class groups when using a modularised structure. Students are attached to a module subgroup and not a class group.

Class groups are structured to allow a “static” group of students to be attached to a specific year of a Programme. Each class group must have a unique class group code.

**How to create a Class Group:**

- Navigate to the Data menu, Academic and then choose Class Group.
In the above example, Programme DT365 is divided into 2 years which are recorded in CMIS as two different class groups; DT365/1 and DT365/2

For each Class Group enter a **Code**, **Name**, **Programme**, **Year** and **Dept**

**Background:**
- The origin and ownership of all Class Group codes, descriptions and details is the Banner® Student System. Responsibility for its accuracy therefore lies with the Student System and not with the Timetabling System.
- It is necessary for the Banner® Student System to contain all Class Group codes, descriptions and details for each and every program that is delivered by the Institute.
- A Class Group within the Timetabling System equates to a Block Code in the Banner® Student System i.e. DT318/1

**Where to find Class Group details in the timetabling system:**
- To view a list of Class Groups for your Faculty in the timetabling system click on the icon for Class Groups on the main screen as follows:

  ![Class groups](image)

- Alternatively, navigate to **Data/Academic/Class Groups**
How to create a Class Group:

- Navigate to the Data menu, Academic and then choose Class Group.

In the above example, Programme DT365 is divided into 2 years which are recorded in CMIS as two different class groups; DT365/1 and DT365/2

- For each Class Group enter a Code, Name, Programme, Year and Dept

Amending existing Class Group details in the timetabling system:

Deleting existing Class Group details in the timetabling system:

- It is not procedure to delete any Class Group codes that have been created within the Timetabling System as this affects historic data integrity.

- In the rarest of occasions where it may be deemed appropriate to remove a redundant Class Group code a change request form should be submitted to the Timetabling Manager.

- If the change request is approved than the Class Group code will be removed and an appropriate audit log will be maintained.

Lecturer Information

Background:

- There are a number of different lecturer categories that are required for timetabling purposes. The primary source of all lecturer details that are required for timetabling should originate from the Corehr® System.
If a new lecturer is linked to a staff sub-category of ‘AT’, ‘STU’ or ‘CPAL’ then the Corehr® interface will insert it into the timetabling system.

**Corehr® Sub-Category Codes & Descriptions**

- **AT** - Academic Teaching
- **STU** - Postgraduate Research Student
- **CAPL** - Non-Academic Casual Teaching

This should be the case for *Permanent Wholetime* and *Temporary Wholetime* staff, *Postgraduate Students* and also *Casual (Part Time) Staff*.

HR policies and procedures should be followed in relation to the recruitment and recording of these posts in the Corehr® System.

**Where to find Lecturer details in the timetabling system:**

- To view a list of Lecturers for your Faculty in the timetabling system click on the icon for Lecturers on the main screen as follows:

- Alternatively, navigate to **Data/Resources/Lecturers**

**Paid Guest Lecturers**

**Background:**

- *Guest Lecturers (Paid)* who are not staff members should be set up with a staff number beginning with ‘Y’ as their unique identifier in the timetabling system.

- They should be paid for the work done, in accordance with Finance policies.

- In recruiting guest lecturers the Finance Department Procedure “P7 – Specialist Guest Lecturer” should be followed.

**How to set up a paid guest lecturer record (Y Record) in the timetabling system:**

Creation of ‘Y’ records within the timetabling system is the responsibility of the individual faculties.
Click on the icon for Lecturers on the main screen or navigate to Data/Resources/Lecturers

Click on the Clear button to begin inputting details for the paid guest lecturer record. Please note that by clicking on the clear button you do not delete information in the lecturer table; it just clears information so that you can begin inputting.

In the Code field under details; input the staff number in the following format: Y followed by the department code followed by a number e.g. YDN11-01

In the Name field input the guest lecturer name.

Select the Department that the guest lecturer will be assigned to from the drop down list.

Select the Gender from the drop down list.

Click on New to create the record in the lecturer table.

Un-paid Guest Lecturers

Background:

Guest Lecturers (Un-Paid) who are not staff members should be set up with a staff number beginning with ‘Z’ as their unique identifier in the timetabling system.

They cannot be paid at any future date for the work done, in accordance with Finance policies.

In recruiting guest lecturers the Finance Department Procedure “P7 – Specialist Guest Lecturer” should be followed.

How to set up an un-paid guest lecturer record (Z Record) in the timetabling system:
Creation of ‘Z’ records within the timetabling system is the responsibility of the individual faculties.

- Click on the icon for Lecturers on the main screen or navigate to Data/Resources/Lecturers
- Click on the Clear button to begin inputting details for the un-paid guest lecturer record. Please note that by clicking on the clear button you do not delete information in the lecturer table; it just clears information so that you can begin inputting.
- In the Code field under details; input the staff number in the following format: Z followed by the department code followed by a number e.g. ZDN11-01
- In the Name field input the guest lecturer name.
- Select the Department that the guest lecturer will be assigned to from the drop down list.
- Select the Gender from the drop down list.
- Click on New to create the record in the lecturer table.

Week Ranges

Background:
- Due to the large number of permutations which can exist for week ranges there is a need to standardize the format for their creation in a manner that facilitates ease of use.

Where to find Week Range details in the timetabling system:
- To view a list of Week Ranges in the timetabling system click on the icon for Weeks on the main screen as follows:
Alternatively, navigate to **Data/Week Ranges**

**Format for Week Ranges in the timetabling system:**

- The words “Sem” and “Semester” should only be used in any week-range name within the timetabling system if they directly refer to the *official academic calendar* of the Institute.

- The following three named week-ranges will be created for each academic year for use across the Institute:
  
  - **Sem 1 Academic Calendar** (e.g. 4 – 16)
  - **Sem 2 Academic Calendar** (e.g. 23 – 31, 34 - 37)
  - **Sem 1 & 2 Academic Calendar** (e.g. 4 – 16, 23 – 31, 34 - 37)

- The names assigned to week ranges must be meaningful to both students and staff. They should only contain the words semester or academic calendar where they specifically correspond to weeks on the official academic calendar.

**Filtering Week Ranges to the week ranges listed as per the Academic Calendar:**

In order to filter down the week ranges to those listed as per the Academic Calendar you need to complete the following:

- Right click in the white area within the week range window.

- Choose Filter and then Edit Filter

- Click on the Name field in the white area

- Underneath the white area in Column Filter Details choose Contains from the drop down list

- In the free text field opposite this drop down list; input Academic

- Click on the Modify button
Click on Ok and you should now just see the week ranges for the Academic Calendar.

---

Year End Clean Up of Week ranges:

When the new dataset is being created for the next academic year; all unused week ranges that have no events attached for the current academic year will be removed so as not to carry over to the next academic year.
Creating a timetable

Once all the resources are in the timetabling system; timetablers can now go ahead and commence building the blocks by scheduling the resources to record various timetables.

Year End Data Set Rollover

♦ Each year the dataset for the following academic year will be automatically created. This is done within the timetabling system by copying the current academic year’s timetables and using these as the basis for generating provisional timetables for the forthcoming year.

♦ As part of the dataset rollover the following data will not be rolled over to the new academic year:

⇒ Once off room bookings i.e. those with a source of RB
⇒ All lecturers who have an end-date in the HR System and have NO events associated with them.
⇒ All x-records that have NO events associated with them.
⇒ All Modules that are not in the Banner® System and that have NO events associated with them.
⇒ All in-active Banner Programmes that have NO events associated with them.
⇒ All un-used week ranges
⇒ All duplicate week ranges

Data Clean Up Prior to Data Set rollover

It is important that all faculties examine their data to ensure:

♦ That no events are incorrectly marked as source RB when they should be marked TE (RB is reserved for once-off room bookings that are not associated with the direct delivery of a programme to students i.e. a once off room booking for a lecture or tutorial is a TE event)

♦ That all x-record events have being assigned to the correct lecturer record.

♦ That all lecturers who have an end date in the HR System (i.e. have left the DIT) are no longer attached to current or future events (They should remain attached to historic events but not current or future).

♦ That all data gaps i.e. missing rooms, lecturers, times, weeks etc are corrected in the system

♦ That all room and lecturer clashes are eliminated.

♦ That all timetables are recorded in the system
♦ That the department codes for programmes and modules in the Banner System correspond accurately to those in the timetabling system.

Viewing a Timetable
In order to view a timetable you need to complete the following:

♦ Ensure that you are in the correct dataset. Go to the Data menu and choose Selected Dataset. Highlight the correct dataset and click on Select.

♦ Go to the Timetable menu. Depending on the cmis.ini file; timetablers may have different timetable views. These different timetable views enable the user to customise their own way of viewing a timetable. They enable the user to quickly access a particular interpretation of the resources being used.

♦ From this list choose a timetable view e.g. lecturer view
This causes a further window to be displayed. This is the same window that will be displayed on opening any timetable view.

This window is known as a Timetable View, and consists of four distinct parts:

- **Filter Title**: This reports which particular filter has been applied to the underlying data and it is this which dictates what will be displayed in the other parts of the screen. In the above screenshot there is a filter applied for Lecturer Minnie Mouse staff number 012345

- **Graphical Timetable View**: The upper half of the Timetable View relays a graphical interpretation of the scheduled events. This graphical display is broken into two parts; both of which can be customised by the user depending on the data they wish to display on their timetable.
  
  - **Cell Style** - This is the data that is held in the event boxes which will be displayed in the graphical view of the timetable.
  
  - **Timetable Style** - This is the overall style of the timetable view e.g. the display of the days and times on the graphical view.

- **Timetable List View**: The lower left-hand side of the timetable window contains details in a text list of any information assigned to events. This includes any data that is displayed in the Graphical Timetable View.

- It is possible to apply filters to this List View independent of any filter applied to the Graphical Timetable View; however any filter applied to the timetable view directly effects the contents of the list view;
- **Timetable Clashing Window**: the lower right hand side of the window can be used to report on possible clashes as a result of a particular event being scheduled.

**Filtering to View Specific Timetables**

- Ensure that you are in the correct dataset. Go to the **Data** menu and choose **Selected Dataset**. Highlight the correct dataset and click on **Select**.

- Go to the **Timetable** menu and choose a Timetable View e.g. Lecturer View.

- Right click on the grey graphical view and select **Filter**. Click on the **Clear** button to clear any filters that currently exist.

- You can now apply a filter for the timetable that you require to view. See below screenshots for some examples.

**Basic tab:**

![Timetable Filter](image)

- To view a **Lecturer Timetable**: choose a Lecturer from the drop down list provided.
- To view a **Programme Timetable**: choose the Programme code from the drop down list provided.
- In the box opposite choose the year of the programme that you require.
- You will be able to filter down further if there are any Class Groups and Class Sub Groups attached to that Programme.

**More tab:**

- To view a **Room Timetable**: choose the Site and Room required from the drop down lists provided.
You can apply a Week Range filter in addition to a filter for any timetable that you require.

**Example of filtering:**
Filter to a lecturer timetable so as to view their timetable for Semester 1 only

- Open up a timetable view e.g. lecturer view
- Right click in the graphical area and choose **Filter**
- Click on the **Clear** button to clear any existing filters
- In the Basic tab; choose the lecturer required by selecting from the drop down list.
- Next click on the **Weeks** button
- Scroll down until you find the week range for Semester 1.
- You can locate this week range by looking at either the week’s column that gives you the week range number for each week range id or by looking at the column that gives you the dates for each week range id.

- Highlight the week range required and click on **Select**.
- Ensure that “**Containing Any**” is chosen should you require all events with any combination of those week ranges. If you require only events with that exact week range choose “**Matching All**”
The events for this Lecturer for Semester 1 only are now displayed in the graphical area of your timetable view.

To select an event click once on the event. Double click on the event to view the resources timetabled for this event (or right click and select Edit event...)

**Filter History**

As you timetable it might be desirable to return to a particular timetable view with a filter that you have previously applied.

By using the Filter History it is possible to retrace without applying the Filter again:

- Right click over the Timetable Graphical View that you are currently in.
- From the menu select Filter History
- You will be presented with a list of filters that you have already applied. Select the Filter you now require from the list
- Click on the Switch to button
- The Timetable displayed will return to that of the filter you now have chosen

**Store Filter**

It is possible for the timetabler to build up a library of filters and apply them directly to any filterable view.

- From the main menu select Timetable
- From the drop-down menu select Filters
- This dialog displays will list of “library” filters which can be configured and applied by the user. Until filters are set up and stored there will be no filters in this dialogue box.

**To store a new filter you need to complete the following:**
Example: Set up a filter for a particular lecturer in your faculty

♦ Click on the **New** button

[Image of a filter setup screen]

♦ Click on the **Basic** tab
♦ From the **Lecturer** drop-down menu select the **Lecturer** required
♦ Click **OK**

[Image of a filter setup screen with a lecturer highlighted]

♦ Highlight the **Lecturer** as above.
♦ Click **Activate**
♦ This will now return a Timetable View with the Filter set to the Lecturer.

### Introduction to Events

♦ An Event is the central mechanism of allocating resources for the purposes of timetabling.

♦ An Event consists of the timetabling of resources dependant on the type of event being timetabled.

♦ Collections of events with a common resource make up what the user would commonly recognise as a timetable.

♦ For the purpose of timetabling in DIT; users will need to timetable the following type of events:

  ➢ Programme related events
  ➢ Workload Allowance Events
    ➢ Events to Record Programme related allowances
    ➢ Events to Record Non Programme related allowances
  ➢ One off Room Bookings Events
How to first check room availability
Creating one off room booking events

Creating an Event
- After the data set rollover has occurred timetablers will be able to proceed with timetabling for the next academic year.
- All events marked with a source of TE for the previous academic year will have been carried over to the next academic year.
- However timetablers may have to create amend or delete events to get the timetables ready for the next academic year.

To create any event the following applies:
- Go to the Timetable menu and choose a Timetable view e.g. Lecturer View
- Filter down to the timetable that you require e.g. A particular lecturer
- Right click in the graphical view and choose New Event
- Dependant on the type of event you are creating in the system; you will need to timetable numerous resources in order to adhere to timetabling policies and procedures.
- The different types of events are listed below.

Programme related events
- When entering programme related events in the timetabling system it is important that all of the following screens are populated.
- In total a minimum of 15 items need to be entered or selected. This will increase to 17 if a sub-group is used and if overtime applies.
- On the initial event entry screen you need to enter the Day, Start Time, Length, Weeks and the Source must be selected as ‘TE’.
Select **Module** from the white area. Using the drop down lists provided under the white area; select the **Department, Module** and **Activity Type**. Click on **New** to add the Module details to the event.

![Module selection interface](image)

The list of activity types are as follows:
(Choose one that is most appropriate for the event – see appendix 1 for more details)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA_NP</td>
<td>Academic Allowance – Non-Program Related</td>
</tr>
<tr>
<td>AA_PR</td>
<td>Academic Allowance – Program Related</td>
</tr>
<tr>
<td>Clinical</td>
<td>Clinical</td>
</tr>
<tr>
<td>Exam</td>
<td>Exam</td>
</tr>
<tr>
<td>Kitchen</td>
<td>Kitchen</td>
</tr>
<tr>
<td>Laboratory</td>
<td>Laboratory</td>
</tr>
<tr>
<td>Lecture</td>
<td>Lecture</td>
</tr>
<tr>
<td>Music</td>
<td>Music Practical</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
</tr>
<tr>
<td>Studio</td>
<td>Studio</td>
</tr>
<tr>
<td>Tutorial</td>
<td>Tutorial</td>
</tr>
</tbody>
</table>

Select **Lecturers** from the white area. Using the drop down lists provided under the white area; select the lecturer to be assigned to the event. If the lecturer is not available or unknown refer to the procedures for creating temporary lectures as required. Click on **New** to add the Lecturer details to the event.

![Lecturer selection interface](image)
Select **Class Groups** from the white area. Using the drop down lists provided under the white area; select the **Programme** and **year of the Programme**. This is the minimum required. If a **Class Group** is required enter it also. Also if a **Class Sub-Group** is required it must be entered. Click on **New** to add the Class group details to the event.

Select **Rooms** from the white area. Using the drop down lists provided under the white area; select the Site and Room required. Click on **New** to add the Room details to the event.

It is important for all events to complete the **Owner** field at the bottom of the screen.

Also where appropriate complete the **Type** field. The type field contains codes the codes listed below:

(Choose one that is most appropriate for the event – see appendix 2 for more details)

<table>
<thead>
<tr>
<th>Code:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWA OTW</td>
<td>Other Work (NOT Programme Related)</td>
</tr>
<tr>
<td>NWA RES</td>
<td>Research (NOT Programme Related)</td>
</tr>
<tr>
<td>NWA SD</td>
<td>Staff Development (NOT Programme Related)</td>
</tr>
<tr>
<td>OFF SITE</td>
<td>Off Site Event Delivery</td>
</tr>
<tr>
<td>OT</td>
<td>Overtime Hours</td>
</tr>
<tr>
<td>PWA OTD</td>
<td>Other Teaching Duties (Programme Related)</td>
</tr>
<tr>
<td>PWA OTW</td>
<td>Other Work (Programme Related)</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>PWA QA</td>
<td>Quality Assurance (Programme Related)</td>
</tr>
<tr>
<td>PWA SUP</td>
<td>Supervision of Demonstrators (Programme Related)</td>
</tr>
<tr>
<td>ST</td>
<td>Service Teaching</td>
</tr>
</tbody>
</table>

- Please note that in order to add more than one of any resource into an event e.g. two class groups; you need to add them into the event separately by clicking on class groups in the white area and inputting the details then clicking on new for the first class group and then completing the exact same process for the next class group.

Events to record Programme related allowances

Programme related workload allowances must be recorded in the system by creating an event for them and inserting the following data:
(See Policies and Procedures for Further Explanation)

- **Day** – this must be left blank.
- **Start Time** – this must be left blank
- **Duration (Len)** – this is the number of hours applicable to the workload allowance
- **Weeks** – The week range for which the workload allowance applies
- **Source** – This must be TE i.e. a timetabled event

**Module**

- **Department** – the Department who owns the programme
- **Activity Type** – This indicates the type of academic workload allowance that applies to a module. This must be recorded as ‘Academic Allowance - Programme Related; AA_PR’
- **Lecturer** – The lecturer who is in receipt of the workload allowance
- **Programme** – This is the Programme for which the workload allowance applies. i.e. DT123
- **Programme Year** – This is the year of the programme for which the workload allowance applies.
- **Class Group** – This is the Class Group for which the workload allowance applies i.e. DT123/1.
◆ **Owner** – This is the Department that owns the programme / module.

◆ **Type** – this must record the type of workload allowance in accordance with the categories of workload allowances outlined in the DIT Timetabling System Timetabling Workload Allowance Policy (TT-POL04)
  
  ⇒ Other Teaching Duties (Programme Related Allowance); PWA OTD
  
  ⇒ Supervision (Programme Related Allowance); PWA Sup
  
  ⇒ Research & Other Work (Programme Related Allowance); PWA R&OW
  
  ⇒ Quality Assurance (Programme Related Allowance); PWA QA
  
  ⇒ Staff Development (Programme Related Allowance); PWA SD
  
  ⇒ Teaching Between Sites (Programme Related Allowance); PWA TBS

◆ **Details** – Type additional free text description if required.

---

![Event details screenshot](image-url)

**Events to record Non programme related allowances**

Non programme related workload allowances must be recorded in the system by creating an event for them and inserting the following data:  
(See below screenshot for an example)

◆ **Day** – this must be left blank

◆ **Start Time** – this must be left blank

◆ **Duration (Len)** – this is the number of hours applicable to the workload allowance
♦ **Weeks** – The week range for which the workload allowance applies

♦ **Source** – This must be TE i.e. a timetabled event

**Module**

♦ **Department** – the department who the lecturer is assigned to

♦ **Activity Type** – AA_NP, AA_PR, Clinical, Exam etc

♦ **Lecturer** – The lecturer who is in receipt of the workload allowance

♦ **Programme** – This must be left blank

♦ **Programme Year** – This must be left blank

♦ **Class Group** – This must be left blank

♦ **Owner** – This is the Department that the lecturer is assigned to

♦ **Type** – this must record the type of workload allowance in accordance with the categories of workload allowances outlined in the DIT Timetabling System Timetabling Workload Allowance Policy (TT-POL04)
  
  ⇒ Workload Allowance (Not Programme Related); NWA

  ⇒ Research & Other Work (Not Programme Related Allowance); NWA R&OW

  ⇒ Staff Development (Not Programme Related Allowance); NWA SD

  ⇒ Teaching between sites (Not Programme Related Allowance); NWA TBS

  ⇒ Off Site Event Delivery; OFF SITE

  ⇒ Overtime Hours; OT

  ⇒ Workload Allowance (Programme Related); PWA

  ⇒ Other Teaching Duties (Programme Related); PWA OTD

  ⇒ Other Work (Programme Related); PWA OW

  ⇒ Quality Assurance (Programme Related); PWA QA

  ⇒ Supervision of Demonstrators (Programme Related); PWA SUP

  ⇒ Service Teaching; ST

♦ **Details** – Type additional free text description if required.
Difference between One Off Room Bookings and Timetable Events

**One Off room Booking**
A one off room booking applies to an event that is not Program Related. It should be used in circumstance such as a Room booking for a meeting, a special guest lecturer coming to give a speech.

**Timetable Event**
A Timetable Event is any event that delivered to Students and is Programme related. This can be a normal lecture, a Lab session, Studio time once it is related to the program that the Student is enrolled on.
Events to record One Off Room Bookings

Checking room availability to create one off Room Booking events:

- To check if a room is available choose the Query Menu and then Room availability.

- Now fill in the required fields to search for.

  **Site:** Choose from the drop down menu

  **Weeks:** Choose the week number required by clicking on the Weeks button on the right hand side (See Appendix 1)

  **Set Time Range:** Set the time span for which you want to check availability.

  **Interval:** Set this to the length of time (in minutes) you wish to display.

  **Date Range:** You can choose a single day or a range of days.

- Please note that there is a field after the Finish field where you the default is a *. Please note that this can be changed and we advise putting an “F” in there as it makes the results generated much clearer to read.

- When you have the details keyed in press generate and the rooms will display for the site showing room availability for the day, time and week range required.

- Where the letter F appears this indicates that the room is free at this point.
• A blank space indicates that it is in use at that time.
Creating One off Room Booking Events:

- Open up a Timetable view and filter down to the required room view (as per the results that have been returned from querying the room’s availability above)
- Right click in the graphical area and choose New Event
- Choose the Day
- Enter the Start time and duration (Len) of the meeting
- Enter the Week number if known or select the week range by clicking on the Weeks button on the right hand side and then selecting the week number from the list given.
- You can also double click in this field to pull up a calendar. Select the Date required from the calendar and click OK.

For the source choose RB: Once off Room Booking.

Next highlight the Details section.
Key in the detail of the meeting in the Description field in the following format:

\[ Name of meeting   Name of Contact Person   Extension number of contact person \]

*Important:* Remember to press NEW when the details are keyed in.

- For the **Owner** field key in the cost centre code (Sub Account Code) for the person using the room.

- If this sub account code is not available key in the default code DG66 and contact the Timetabling Manager in relation to getting the required code set up. The event can be updated once the correct code is available.

- Click **Ok** once all of the above details have been entered into the event. You will now see the event as a scheduled event on the graphical view of the filtered room timetable view.
Editing Timetable Events

Editing Individual Timetable Events

If you wish to edit an event:
◆ Click once on the event on the graphical or list view.
◆ Right click using your mouse and choose Edit Event.
◆ This will open up the timetable event window.
◆ Alternatively you can just double click on the event in the graphical or list view to open up the timetable event.
◆ Click on the resource that you wish to change within the event. For example if you need to change the lecturer in the event to another lecturer; click on the hat icon opposite the current lecturer in that event.
◆ Underneath the white area you will then be able to select a lecturer that you require from the drop down list available. Select the lecturer required from this list.

◆ Once you select the lecturer required; you will notice that the change is implemented straight away. The lecturer name that you have just selected should now be in the white area across from the hat icon.
◆ Click Ok to close the event
◆ You can change any resource in the event by completing the above process.
If adding any resource to the event e.g. a room; click on Rooms within the white area.

Underneath the white area you will be asked to choose a Site and Room from the dropdown list provided.

Once you have chosen the room and site; you need to click on NEW to add the resource to the event.

Click Ok to close the event once complete.

**IMPORTANT:**

- When **editing** an existing resource in the event; highlight the resource in the event window; select the new resource from the lists provided underneath the white area and click on **Ok** to close the event.
- When **adding** a new resource to the event; highlight the resource you wish to add e.g. Modules; select the new resource from the lists provided underneath the white area, click on **New** to add the resource to the event and click on **Ok** to close the event.

**Bulk Changing Timetable Events**

**Warning:** When you are Bulk Updating Timetable Events make sure that you are making the correct changes as this process **cannot be reversed**

- By completing a Bulk Change you can make changes to a number of events at the same time.
- This is particularly useful when moving events from a TBA Lecturer timetable to the correct staff timetable once the correct staff number comes across from HR as part of the HR-CMIS Interface.
Example: Moving events from an X staff record to the correct staff record’s timetable:

- Navigate to the Timetable menu and choose a timetable view e.g. Lecturer view
- Right click in the graphical area and choose Filter
- Click on the clear button to clear any existing filters
- In the Basic tab; choose the TBA X record from the drop down lecturer list.
- Click Ok
- Highlight all events in the list view area of the timetable view.
- Choose Timetabling/Bulk/Change

![Timetable screenshot]

- This opens up a blank timetable event window.
- In this blank timetable event; we need to input what we want to change the highlighted events to. In this example we want to move the highlighted events from the TBA lecturer record to the correct staff record.
- Click on Lecturers in the white area and in the drop down list underneath; choose the required lecturer from the list provided.
- Click on New to add the resource.
- Click on Close
The highlighted events will now be moved from the TBA staff record to the correct staff record.

If there are any resource clashes; a clash dialogue box will give details of the clash.

The next chapter will go into detail of how to identify and handle event clashes.

Bulk updates can be done when completing straight forward resource moves e.g. from one resource to another.

However timetablers should be careful when completing bulk updated. For example if there are two lecturers in the event it is not a straight forward bulk update as only one of the lecturer records in the event will need to be updated.

In this case; timetablers should double click in the event and edit the event manually.
Deleting Events

In keeping with Data Quality standards only delete events where they will not or have never occurred. Never delete events that have taken place.

Events can be deleted when required by completing the following steps:

♦ Right click on the event on the graphical view

♦ Choose Delete Event

♦ You will now be asked if you want to delete the event in question as follows:

- Click on Yes if deletion of event required. Clicking on No prevents the deletion of the event. By clicking on the Event you can view details of the event in question

- If deleting events from the list view, highlight the event in question, right click and choose Timetabling/Delete Event
**Scheduling further occurrences of same event**

In order to schedule occurrences of the same event; timetablers can complete the following:

- Click once on the event that you have just created in the graphical view
- Right click on the day and time that you require the event for e.g. 10.00 on Tuesday
- Choose the option to Place Event at 10:00 on Tuesday

A second occurrence of the same event is now placed at the day and time required on the timetable.

- Alternatively if you highlight the event in the list view and right click choosing duplicate event; a similar event will be duplicated but without a day and start time. These details (day and start time) will then need to be filled in by the Timetabler.

**Drag and Drop of events**

- Click on the event in question on the graphical view of a timetable.
- Hold down the mouse button (left) and **Drag** the event to a time/day where no clashes occur.
- Repeat this process for any events that clash on the timetable.

**Changing Duration of events using the mouse**

- Click on the event in question
- **Move** the mouse pointer to the right border of the event.
- The pointer changes to a double arrow.
- Hold down the mouse button and **drag** the event outline until it is at the time required.
♦ Release the mouse button.
♦ The event is now of the duration required.
♦ You should double click in the event to confirm that these changes have been written in the Start/Length field in the event details.

**Locating Resources**

♦ Go to the **Timetable** menu and choose a timetable view e.g. room
♦ In the graphical view select the event that you wish to locate a resource for.
♦ Right click and choose **Locate Resource** from the drop-down menu
♦ From the sub-menu choose **Room**
♦ The Locate Resources dialog box appears showing a summary of the event details and a list of which resources are available matching the criteria:

![Locate Resources Dialog Box](image)

♦ Ensure that **Free** is selected
♦ Select a Room from the list given.
♦ Drag the room and drop it into the event required in the graphical view
♦ You will be asked to confirm if you want to add the new resource to existing resources within the event by clicking Yes or remove existing resources and add this resource instead by clicking No.

![Confirmation Dialog Box](image)

♦ Click **No**.
♦ **Close** the Locate Resources window
♦ Locate resource may also be used to find suitable lecturers, modules, class groups and equipment according to the criteria in a timetable event or a group of timetable events.
Identifying & Handling Event Clashes

Introduction to Clashes

♦ All timetables in as far as possible should be clash free and functional within the timetabling system.

♦ If you create an event that has clashing resources with another event you will get a clash message as follows:

This window tells me that the timetabling event that is being created is clashing with other events.

♦ There are two different clashes occurring namely room clashes and class group clashes.

♦ The room that we were timetabling is actually being used at that time for event ids 13954, 17100 and 19729. Therefore we would need to find an alternative room to accommodate the event we want to create.

♦ The class group that we were timetabling has also being timetabled for the same time so we would need to change the timing of this event so that the class group DT004/1 can be timetabled clash free.

♦ In summary; where possible a clash free timetable needs to exist.

♦ Occasionally whilst timetabling, you may want to create clashes and move clashing events at a later stage.

Identifying Timetable Clashes

If you have created clashes during timetabling; you will need to locate and sort these clashes before issuing the final timetables.

♦ Go to Timetable menu and choose Validate Timetable
All departments should check the following clashes:

- Lecturer Clashes
- Class Group Clashes
- Room Clashes

Put a tick in one of these boxes e.g. Lecturer clashes and un-tick the rest of the boxes.

Click on OK.

Let it run until it says checking complete

The data in the white area will fall under the following headings:

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>What this data under this column means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>This is the type of clash that you are looking at. In the above case, we are looking at a lecturer clash</td>
</tr>
<tr>
<td>Key 1</td>
<td>This is the lecturer name of the lecturer in event 1 that is clashing</td>
</tr>
<tr>
<td>Key 2</td>
<td>This is the lecturer name of the lecturer in event 2 that is clashing</td>
</tr>
<tr>
<td>Dept</td>
<td>This will detail the department codes of the two clashing events</td>
</tr>
<tr>
<td>Event 1</td>
<td>This is one of the event id’s that is clashing</td>
</tr>
<tr>
<td>Event 2</td>
<td>This is the other event id that is clashing with event 1</td>
</tr>
</tbody>
</table>
This gives details of the clash that is taking place e.g. Event id’s, Day, Time, Weeks

**Filtering Results to your Department**

When you run the above clash listing it returns clash results for all of DIT. To filter the clash results just to your department you will need to complete the following:

- Right click in the white area of the clash results.
- Choose **Filter** and then **Edit Filter**

- Under the **Column** field, choose **Dept**.

- Under **Column Filter Details**, choose **Contains** from the drop down list.
- In the white box across from this option, input your department details e.g. DN34
Click on Modify. Notice in the white area that you have now applied a filter with Dept which contains DN34.

Click on OK.

You should now just see clash data for the department that you have filtered to.
**Sorting your Timetable Clashes**

- Look at the extra details given for the clash in the extra column. This will give you the two event ids that are clashing as well as the day, time and weeks that the events are clashing.

- Note the two event id’s that are clashing, event 1 and event 2.

- Go to the **Query** menu and choose **Locate event**.

- Input the event 1 id and choose **Edit**.

- This will bring up the event box for the first event id that is clashing.

- Do the same for the event 2 id.

- You will now see what is clashing and what needs to be changed in one of the events to prevent the clash e.g. change of room, time day etc.
Exiting CMIS

♦ To exit CMIS, close the window using either the menu bar (File/Exit) or by clicking on the X at the top right of your screen.

♦ CMIS will ask you if you’re sure you want to exit, click YES.

♦ It will then ask you if you want to save changes, again select YES

♦ This is saving any changes made to your ini file. Any changes made to timetabling data are saved automatically as they are made.

♦ You have now logged out of CMIS.

When cmis is closed down and run again in the future the last connection(s) made and saved will be listed under the file menu.
**Timetabling Support**

Prior to logging a timetabling query; please consult the FAQ’s on the timetabling website at [http://intranet.dit.ie/mis2/CMIS/CMIS_Help.htm](http://intranet.dit.ie/mis2/CMIS/CMIS_Help.htm)

If your query is not answered on the Timetabling FAQ Page; please log your timetabling query to DIT’s Support Desk.

To contact the Support Desk:
- Call 01-4023123
- E-mail support@dit.ie

**When logging a support call, please provide the following information:**

- Username (Please Quote Staff Number)
- Location
- Function being performed
- Screen being used
- Error message details (As much detail as possible!)
- Any other relevant information

Any calls which are logged to support will be provided with a call reference number which timetablers can use to monitor their support call.
## Appendices

### Appendix 1 – List of Activity Types

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>Lecture</td>
<td>Lecture or Classroom based</td>
</tr>
<tr>
<td>Tutorial</td>
<td>Tutorial</td>
<td>Small group tutorial</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project Groups</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Case Studies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PBL Groups &amp; Workshops</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ideally using small classrooms with moveable chairs</td>
</tr>
<tr>
<td>Laborat</td>
<td>Laboratory</td>
<td>Equipment Intensive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I.e. as in Science, Engineering, Culinary Arts, Language &amp; Computing Laboratories, typically with significant technician support.</td>
</tr>
<tr>
<td>Studio</td>
<td>Studio</td>
<td>Studio</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drawing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Presentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Music</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Art &amp; Design</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dedicated but not equipment intensive spaces</td>
</tr>
<tr>
<td>Clinical</td>
<td>Clinical</td>
<td>Specialist Clinical / Medical</td>
</tr>
<tr>
<td>Exam</td>
<td>Exam</td>
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</tr>
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<td>Music Practical</td>
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<tr>
<td>Off-Site</td>
<td>Off Site</td>
<td>Off Site Delivery</td>
</tr>
<tr>
<td>Work-Placement</td>
<td>Work Placement</td>
<td>Work Placement</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Details</td>
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<td>----------------------</td>
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<tr>
<td>Other</td>
<td>Other</td>
<td>Room Booking</td>
</tr>
<tr>
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<td></td>
<td>Not to be used where one of the other categories is appropriate.</td>
</tr>
<tr>
<td>AA_NP</td>
<td>Academic Allowances</td>
<td>Supervising PG Student</td>
</tr>
<tr>
<td></td>
<td>– NOT Program Related</td>
<td>PhD Studies</td>
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<tr>
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<td>MSc Studies</td>
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<td>Peer Monitoring</td>
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<tr>
<td>AA_PR</td>
<td>Academic Allowances – Program Related</td>
<td>Site Travel</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Year Tutor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Program Committee Chair Person</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Project Work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Thesis Supervision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Work Experience Placement</td>
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</table>

Academic Allowance need to be agreed with Head of School
*(The above lists are examples only)*
Appendix 2 – Event Types

Event types has a list of four options

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>NWA OTW</td>
<td>Other Work (NOT Programme Related)</td>
</tr>
<tr>
<td>NWA RES</td>
<td>Research (NOT Programme Related)</td>
</tr>
<tr>
<td>NWA SD</td>
<td>Staff Development (NOT Programme Related)</td>
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<td>Off Site Event Delivery</td>
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<td>OT</td>
<td>Overtime Hours</td>
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<tr>
<td>PWA OTD</td>
<td>Other Teaching Duties (Programme Related)</td>
</tr>
<tr>
<td>PWA OTW</td>
<td>Other Work (Programme Related)</td>
</tr>
<tr>
<td>PWA QA</td>
<td>Quality Assurance (Programme Related)</td>
</tr>
<tr>
<td>PWA SUP</td>
<td>Supervision of Demonstrators (Programme Related)</td>
</tr>
<tr>
<td>ST</td>
<td>Service Teaching</td>
</tr>
</tbody>
</table>

‘OT’ is used if the event is overtime.

The option ‘ST’ is also under review as it represents Service Teaching and has the potential to cause a clash with ‘OT’. Also it can represent teaching outside ones own school. Its continued use is therefore problematic with reporting from the system.