## Staff Timetable Screen in Portal

This document describes a number of features that have been added to enhance the view of the Staff Timetable screen in Portal: Staff / Staff Details / Timetable Tab.

### Register Marked Icons

A tick icon is has been added to the display of staff & colleagues' timetable screens to indicate that a register has been marked. The icon will appear in the bottom right hand corner if a register has been marked based on REGS\_Date\_Entered.

						Staff Deta	ils for Alan Bradl	ey (ABRARE)						
Learners	Course	es Groups	Timetable Biog	raphical										
Year 201	7/2018	~			<	Timetable for wee	ek beginning 22/0	1/18 (26) 🗸	Current >					~
8 AM	97	AM	10 AM	11 AM	12 Noon	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	
Monday														
Tuesday						13:00 - 14:00 in 123B (1A2CHE-F-305) Chemistry A2 One Year	14:00 - 15:00 in 123B (1A2CHE-F-306) Chemistry A2 One Year	2						
Wednesday									16:00 - 17:00 in 123B (1A2CHE-F-408) Chemistry A2 One Year	17:00 - 18:00 in 123B (1A2CHE-F-409) Chemistry A2 One Year	2			
Thursday														
Friday					12:00 - 13:00 in 123B (1A2CHE-F-604) Chemistry A2 One Year	ł		15:00 - 16:00 in 415 (ASTGABRAFRI) AS Tutorial 2017 Fri	}					
Saturday														v
												PDF F	ormat Ba	ick

### Format Timetable

Click on the Format button on the Timetable screen to rotate through 3 views of the Staff Timetable.

• **Day / Time Format:** Days across the top, times on the left hand side.

			Staff Details for Alan B	radley (ABRARE)		
Learners	Courses Groups Timetable	Biographical				
Year 2017	7/2018 V		< Timetable for week beginning	19/02/18 (30) V Current	>	
8 AM	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9 AM						
10 AM						
11 AM						
12 Noon					12:00 - 13:00 in 123B (142CHE-E-604)	
					Chemistry A2 One Year	
1 PM		13:00 - 14:00 in 123B (142CHE-E-305)				
		Chemistry A2 One Year				
2 PM		14:00 - 15:00 in 123B (1A2CHE-F-306)				
		Chemistry A2 One Year				
3 PM					15:00 - 16:00 in 415 (ASTGABRAFRI)	
					AS Tutorial 2017 Fri	
4 PM			16:00 - 17:00 in 123B (1A2CHE-F-408)			
			Chemistry A2 One Year			~
<						>
						PDF Format Back

• Time / Day Format: Times across the top, days on the left hand side.

						Staff Det	ails for Alan E	Bradley	(ABRARE)								
Learners	Course	s Groups	Timetable Biog	raphical													
Year 2017	/2018	✓			<	Timetable for we	ek beginning	19/02/1	18 (30) 🗸	Current	>						•
8 AM	97	M	10 AM	11 AM	12 Noon	1 PM	2 PM	3	PM	4 PM		5 PM	6 PM	7 PM	8 PM	-	Ê.
Monday																	
Tuesday						13:00 - 14:00 in 123B (1A2CHE-F-305) Chemistry A2 One Year	14:00 - 15:00 in 1 (1A2CHE-F-306) Shemistry A2 One Ye	123B i) (sar									
Wednesday										16:00 - 17:0 (1A2CHE-F- Chemistry A2 C	0 in 123B -408) 2ne Year	17:00 - 18:00 in 123B (1A2CHE-F-409) Chemistry A2 One Year					
Thursday																	
Friday					12:00 - 13:00 in 123B (1A2CHE-F-604) Chemistry A2 One Year			1: (/ A/	5:00 - 16:00 in 415 \STGABRAFRI) S Tutorial 2017 Fri								
Saturday																	~
<															_	>	
														PDF	Format E	3ack	

• List Format: A list of registers.

					Staff Details for Alan	Bradley (ABRAR	E)					
Learners	Courses Groups	Timetable Bio	ographical									
Year 2017	2018 🔽			<	Timetable for week beginning	19/02/18 (30)	✓ Current	>				~
Day	Start	End	Group		Course				Locatio	n	l.	
Tuesday Tuesday Wednesday Wednesday	13:00 14:00 16:00	14:00 15:00 17:00	1A2CHE-F-305 1A2CHE-F-306 1A2CHE-F-408 1A2CHE E 409		Chemistry A2 One Year Chemistry A2 One Year Chemistry A2 One Year Chemistry A2 One Year				123B 123B 123B 123B			
Friday	12:00	13:00	1A2CHE-F-604		Chemistry A2 One Year				123B			
Friday	15:00	16:00	ASTGABRAFRI		AS Tutorial 2017 Fri				415			
¢											>	~
									PDF	Format	Back	

#### PDF

Click on the PDF button to produce a PDF version of the Staff Timetable. A pop up screen will appear.



This feature has been introduced so that on clicking the PDF button users have access to the tick boxes in the PURTD - Timetable Defaults so that they can now include options on the fly at the point

# **REMS** Documentation

of PDF production e.g. exam bookings. Please note these selections are not saved to the PURTD - they are on the fly selections only.

Tick / untick options as required or click OK to accept.

				Staff D	etails for Alan B	radley (ABR)	ARE)				
Learners	Courses Groups Timetable	Biographical						_			
Year 201	7/2018			< Timetable for	week beginning	19/02/18 (30)	✓ Current	>			~
8 AM	Monday	Tuesday		Wednes	day		Thursday		Friday	Saturday	
9 AM											
10 AM											
					Confirm Option:	and Print			X		
11 AM			✓ Includ	le Exam Bookings	✓ Include Reso	urce Bookings	Use 3D Effects				
			🗌 Suppi	ress Clashes	Show Blank	Days	Show Lecturer H	lours			
12 NOON			Show	Periods	Print Criteria				2CHE-F-604) vistry A2 One Year		- 1
1 PM		13:00 - 14:00 in 123B (1A2CHE-F-305) Chemistry A2 One Year					ОК	ancel			
2 PM		14:00 - 15:00 in 123B (1A2CHE-F-306) Chemistry A2 One Year									
3 PM									15:00 - 16:00 in 415 (ASTGABRAFRI) AS Tutorial 2017 Fri		
4 PM				16:00 - 17:00 in 123B (1A2CHE-F-408) Chemistry A2 One Year							~
<										· · · · · · · · · · · · · · · · · · ·	>
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## PDF View.

	ABRARE 21/02/2018 13:47:46									
ecturer ABRARE Bradley, Alan										
Pd 05 13:00 - 14:00	Pd 06 14:00 - 15:00	Pd 07 15:00 - 16:00	Pd 08 16:00 - 17:00	Pd 09 18:00 17:00 - 18:00						
1300 - 14300 1A2CHE-F-305 Chemistry A2 One Year 1A2CHE03-A01 171801 123B (30)	14:00 - 15:00 1A2CHE-F-306 Chemistry A2 One Year 1A2CHE03-A01 171801 123B (30)									
			16:00 - 17:00 1A2CHE-F-408 Chemistry A2 One Year 1A2CHE03-A01 171801 122B (30)	17:00 - 18:00 1A2CHE-F-409 Chemistry A2 One Year 1A2CHE03-A01 171801 1228 (30)						
		15:00 - 16:00 ASTGABRAFRI AS Tutorial 2017 Fri ASTG2017 171801 415 (30)								
	Pd 05   13:00 - 14:00   14:00 - 0:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00   13:00 - 14:00	Lect Bradley, Alan Pd 05 Pd 06 13:00 - 14:00 14:00 - 15:00 14:00 - 15:00 14:	Civica College Lecturer Timetable 2017/2018   Bradley, Alan Pd 05 Pd 06 Pd 07   13:00 - 14:00 14:00 - 15:00 15:00 - 16:00   13:00 - 14:00 14:00 - 15:00 15:00 - 16:00   13:00 - 14:00 14:00 - 15:00 16:00   13:00 - 14:00 14:00 - 15:00 16:00   13:00 - 14:00 14:00 - 15:00 16:00   13:00 - 14:00 14:00 - 15:00 12:00 - 16:00   13:00 - 12:00 12:00 - 16:00 12:00 - 16:00   12:00 12:00 - 16:00 12:00 - 16:00   12:00 15:00 - 16:00 15:00 - 16:00   13:00 - 15:00 15:00 - 16:00 15:00 - 16:00   13:00 - 15:00 15:00 - 16:00 15:00 - 16:00   13:00 - 15:00 15:00 - 16:00 15:00 - 16:00   13:00 - 15:00 15:00 - 16:00 15:00 - 16:00   13:00 - 15:00 15:00 - 16:00 15:00 - 16:00   13:00 - 15:00 15:00 - 16:00 15:00 - 16:00   13:00 - 15:00 15:00 - 16:00 15:00 - 16:00	Chica College Lecturer Timetable 2017/2018   Bradley, Alan Pd 05 Pd 06 15:00 - 16:00 16:00 - 17:00   13:00 - 14:00 14:00 - 15:00 15:00 - 16:00 16:00 - 17:00   13:00 - 14:00 14:00 - 15:00 15:00 - 16:00 16:00 - 17:00   13:00 - 14:00 14:00 - 15:00 14:00 - 15:00 16:00 - 17:00   13:00 - 14:00 14:00 - 15:00 14:00 - 15:00 16:00 - 17:00   12:00 - 12:00 12:00 - 16:00 14:00 - 15:00 14:00 - 15:00   12:00 - 17:00 12:00 - 17:00 14:00 - 17:00 14:00 - 15:00   12:00 - 17:00 12:00 - 17:00 14:00 - 17:00 14:00 - 17:00   12:00 - 17:00 12:00 - 17:00 14:00 - 17:00 14:00 - 17:00   12:00 - 17:00 12:00 - 17:00 14:00 - 17:00 14:00 - 17:00   12:00 - 17:00 12:00 - 16:00 14:00 - 17:00 14:00 - 17:00   12:00 - 17:00 15:00 - 16:00 12:00 - 17:00 12:00 - 17:00   12:00 - 16:00 15:00 - 16:00 12:00 - 17:00 12:00 - 17:00   10:00 - 10:00 15:00 - 16:00						