Timetabler Calendar V2

The Celcat Timetabler Calendar is a web-based application designed for use by staff and students to view their own timetables and timetables for other resource types (rooms, modules, groups, rooms) timetable. It provides read-only access to timetable data that is held in the CELCAT database in an easy-to-use format, accessible to individuals with a College Username.
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TIMETABLING SHAREPOINT: https://share.imperial.ac.uk/cf/Timetabling
TIMETABLING WEBSITE: http://www.imperial.ac.uk/timetabling
EMAIL THE CENTRAL TIMETABLING SUPPORT TEAM (CTSO): timetabling@imperial.ac.uk
PRODUCT OVERVIEW

The new version of Timetabler Calendar is now available for all Imperial College Staff and Students to view their own timetables and other resources (rooms, students, groups, modules and programmes) timetables. Celcat Timetabler Calendar displays the timetables for the whole academic year (July to June).

The timetable is subject to change and users are encouraged to check for updates regularly

The Timetabler Calendar is a web-based application. It provides read-only access to timetable data that is held in the CELCAT database in an easy-to-use format, accessible to individuals with College Username.

Benefits

The main benefits of the new Timetabler Calendar are;

- It has a more intuitive and user-friendly interface than the previous Calendar version
- It is interactive and has pop-up information available
- It minimises the effort of users looking for information
- It has new, comprehensive functionalities (full list of functionalities listed below)
- Programmes timetable available to view

LOGIN

Login to Timetabler Calendar using your college credentials (username and password) – see fig 1.

All staff and students will be able to login to Timetabler Calendar. If the user’s details are registered in CELCAT database, they will be able to view different resources (staff, modules, groups, programmes, rooms) timetable (authenticated users).

If the user’s details are not in Celcat database, they will be able to view only the ROOMS timetables (unauthenticated users). This might be the case for all staff in facilities and ICT department.

If you wish to be added in the Celcat database, please complete the ASK form CELCAT new person record. Once the request is submitted a member of the Central Timetabling Support Office (CTSO) will process the form and will be in touch with you. If you have any queries please contact CTSO at timetabling@imperial.ac.uk
MULTIPLE BROWSING PROFILE

The new Timetabler Calendar version allow users that have multiple identities in the database, e.g. those who can log in as Staff or a Student.

If a record is not in Celcat the unauthenticated user will be able to view only Rooms timetables.

![Multiple Identities](image)

**Multiple Identities**

Multiple matching identities have been found in the timetable data. Please select the one you want to use from the following list:

- **Staff**
  - 00886333

- **Students**
  - 00886333

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HOME PAGE

The homepage contains the following main elements:

**Menu bar** - The application menu
**Login / out** - A login / logout link.
**Browse panel** - A panel for resource selection.
**Side bar** - A panel used to display currently selected resources and event.
**Calendar view** - The main calendar view displays appointments for the selected resources, and provides date navigation
**Colour key** - A key to the colour coding of appointments.
**Language selector** - A drop-down allowing you to select a different user interface language which is remembered locally
**Footer** – This will contain global information such as Timetable are on draft

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BROWSING PANEL AND SEARCHING

Find a Resource

To find a resource, select the “Type” and then enter the first few characters of the resource name. Calendar displays matching resources and you can keep typing or scroll the list to select the required item. When selected, the resource is added to the Resources textbox and the relevant events displayed in the calendar. You can continue adding more resources (of the same type) and they are added to the selection.

Remove a Resource

You can remove a selected resource by clicking the “x” button at the start of the resource name, or you can remove all selected resources using the “x” button at the right side of the text box.

“When you use the “Type” drop-down list to select a different resource type, Calendar remembers the previous selection so it’s easy to switch between them”

My resources - If the “My Resources” checkbox is set, Calendar will automatically determine which resources are relevant for the user and display them in the Resources list (users won’t need to type any characters to filter the results list). The resources list will show all the resources items that the user is linked to in the events.

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TIMETABLE VIEWS

Views

The main calendar view displays appointments for the selected resources, the following calendar views are available:

- **Month** – a calendar month
- **Week** – a single week, e.g. Monday - Sunday
- **Day** – a single day
- **List** – a week shown in list format

You can select the current view using the view buttons at the top right of the calendar.

Date Navigation (Date Picker)

You can navigate the calendar dates using the navigation buttons on the top left of the calendar and you can quickly select a year/month using the month picker (click the calendar Month / Year title).

As soon as you select a month, Calendar automatically closes the month picker and navigates to the selected month.
The Sidebar can be opened or closed using the blue button at the top right of the panel. The Sidebar contains details about any currently-selected resources and the currently-selected event.

“Hyperlink data – If user click on the Staff and email details Calendar will open up Outlook”

When the user click on an event in the main calendar view, the event details are displayed in the Sidebar. When resources are displayed in the event details in the Sidebar, the user can click a resource name to navigate to the calendar for that resource (e.g., user click on the module of that events, the timetable will change to show that module full timetable).

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EVENTS FILTERS

The Event Filter function allows you to filter the appointments that are displayed in the calendar via event category, departments, faculty, campus modules or custom fields.

Use the dropdown boxes to specify a single value for one or more of the parameters, or use the check boxes to indicate that matching events should have no value for the corresponding parameter. When multiple parameters are specified, they are applied using OR logic (e.g. if you specify a category and a department, the filter displays events that have the chosen category or that are in the chosen department).

Click “OK” to apply changes.

Calendar displays the following alert when an event filter is active:

The “Clear Filter” button is a quick way of clearing the filter (without having to reopen the event filter dialog). The event filter settings are remembered for the session.

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SHARE TIMETABLE

Users can use the Share Calendar functionality to share URLs with colleagues. Click any of the Copy buttons to copy the suggested URL to your clipboard. The recipient of one of these URLs can place it in their browser address bar and display the corresponding calendar view (based on the necessary permissions).

If users want to Share one event, make sure the event is highlighted before clicking on the Share functionality.