
CELCAT Users Guide

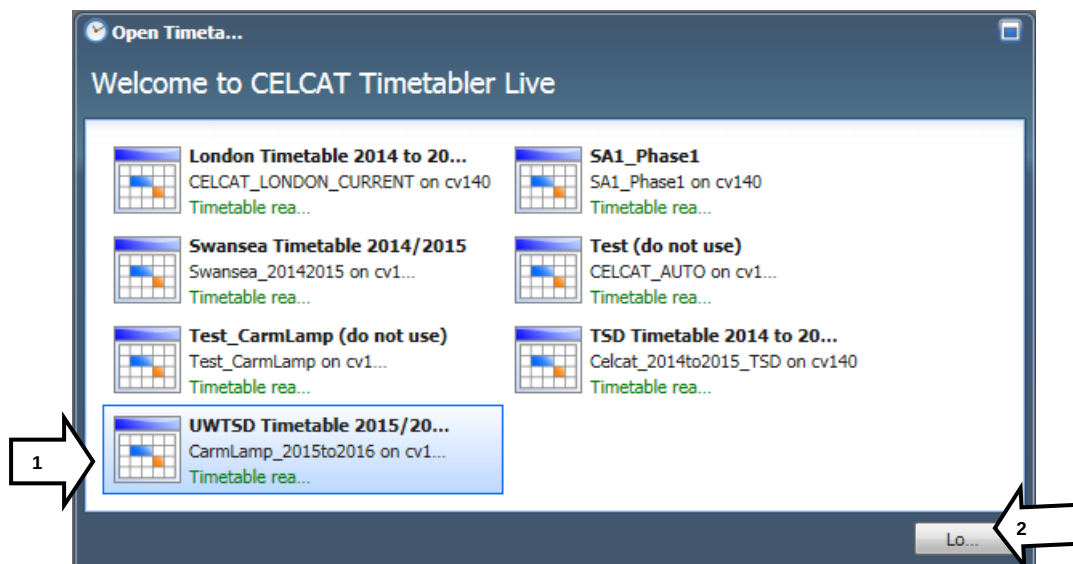
Mike Swanson

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CELCAT users guide.

To Log in to CELCAT Live: Find the CELCAT text link in the Quick Links menu of **MyDay** Or In the address bar of Internet Explorer type the following address: <https://celcat.uwtsd.ac.uk>
Then press Return or Enter on your keyboard.
The CELCAT page will load offering you the available timetables.



Left click on the name of the timetable you wish to open and left click LOGIN

You are then asked for your Login ID (user name) and Password, these will be sent to you via email.

The image shows a 'Timetabler Security' login window. It has a title bar with the text 'Timetabler Security' and a close button. The window contains a form with the following fields: 'User name:' with a text input field containing 'per-ms'; 'Password:' with a text input field; 'Role:' with a dropdown menu showing 'default'; and 'Role description:' with the text 'Use default role'. At the bottom of the window, there are 'OK' and 'Cancel' buttons.

CELCAT live will then open and you will see the main navigation on the left hand side of the screen. We have shown it on the right here for ease of labelling the recourses.

There are seven recourse components in CELCAT, Modules, Groups, Students, Rooms, Staff, Teams and Equipment. Recourses are allocated to events.

Navigation Menu:

- Modules
 - Rooms
- Staff
 - Teams
- Students
 - Groups
- Equipment
 - Courses
- Department
 - Event
- Faculties
 - Fixtures
- Lavouts

Rooms Window:

New

Search: Unique Name

mh301

Unique Name	Name	Department
MH301	Information Tec...	FADE

1 records

Timetable Weeks

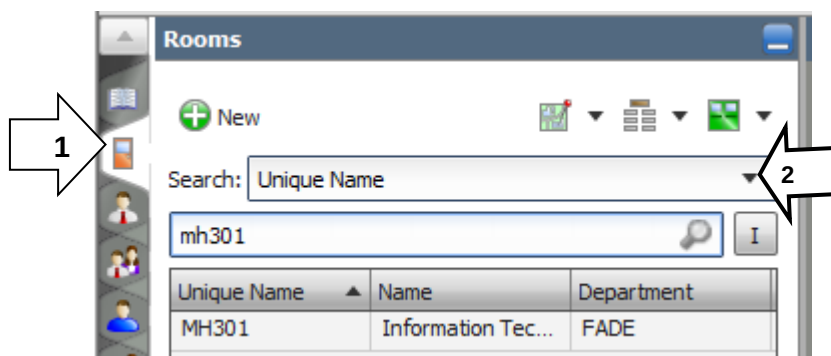
Aug	1					Sep
Oct						Nov
Dec						Jan
Feb						Mar
Apr						May
Jun						Jul
Aug	52					

14 1-52 (16/08/2009-14/08/2010)

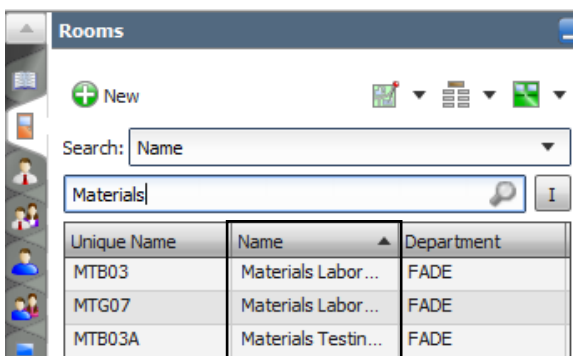
Timetable Calendar. The blue, highlighted weeks are those that will be shown in any resource's timetable in the main window.

Current Calendar Weeks

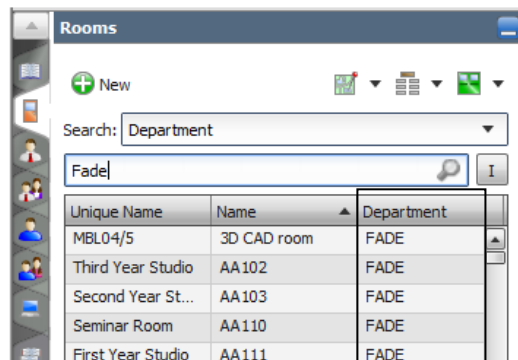
All of the recourses have the same basic options to search and open a timetable for an individual recourse item. For example to locate a room and view its timetable we first (1) left click on the door icon to select the rooms search menu.



Secondly (2) we can use this drop down arrow to select the filter for our search, Unique Name is the code or short form used to identify the recourse (room) and only one of each is permitted, Name is the 'friendly' name or description of the resource and Department is the department to which the recourse belongs. We can search and filter in any of these three fields.



Filtered by Name



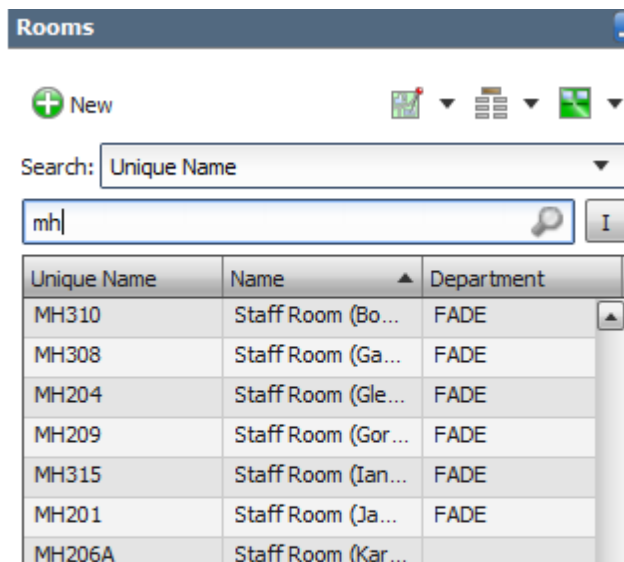
Filtered by Department

The next step is to start typing the name, unique name or department in the search box.

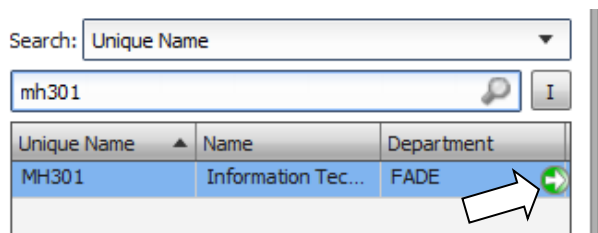
In this case mh has been typed in the search box and the list beneath has now been limited to those rooms with Unique Names beginning with mh.

You have the option to continue typing the unique name or to select the recourse from the list offered by double clicking the item in the list.

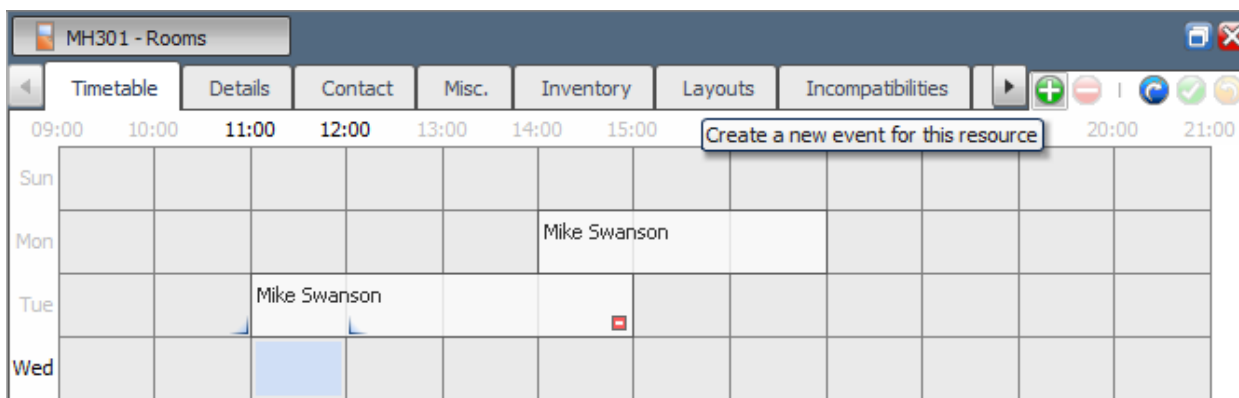
This same method is used for selection of each of the seven recourses regardless of filter, whether we use Unique Name, Name or Department.



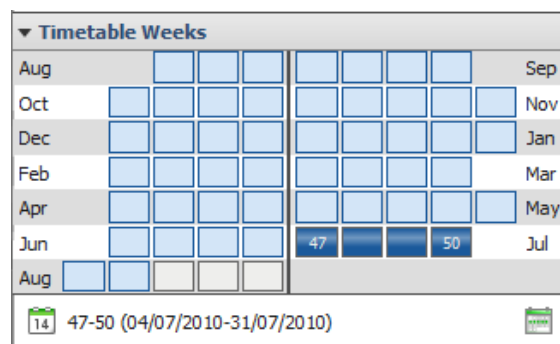
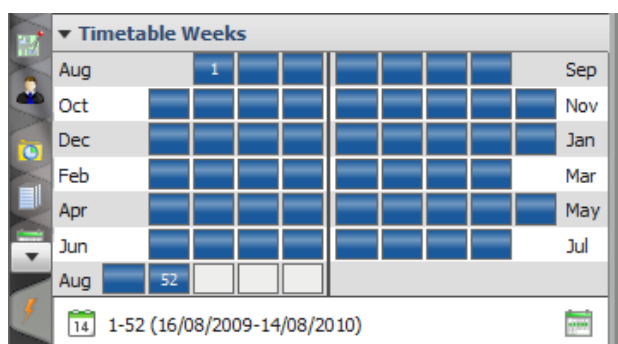
If you hover the mouse pointer over an item in the filtered list to select it you will see that a green right pointing arrow appears which when clicked upon will open that resource's timetable in the main viewing pane.



Once a resource has been selected from the left hand navigation pane the main viewing window will display the timetable for that resource on the right hand side.



The viewing window will show the days and times that the room is free and when events have been timetabled (booked) for that room. Those shown will be filtered by the week dates selected from the calendar on the bottom of the navigation pane on the left hand side of the screen. Using the left mouse button you can select individual weeks or by left clicking and dragging the mouse you can select or deselect a range of weeks on the calendar.

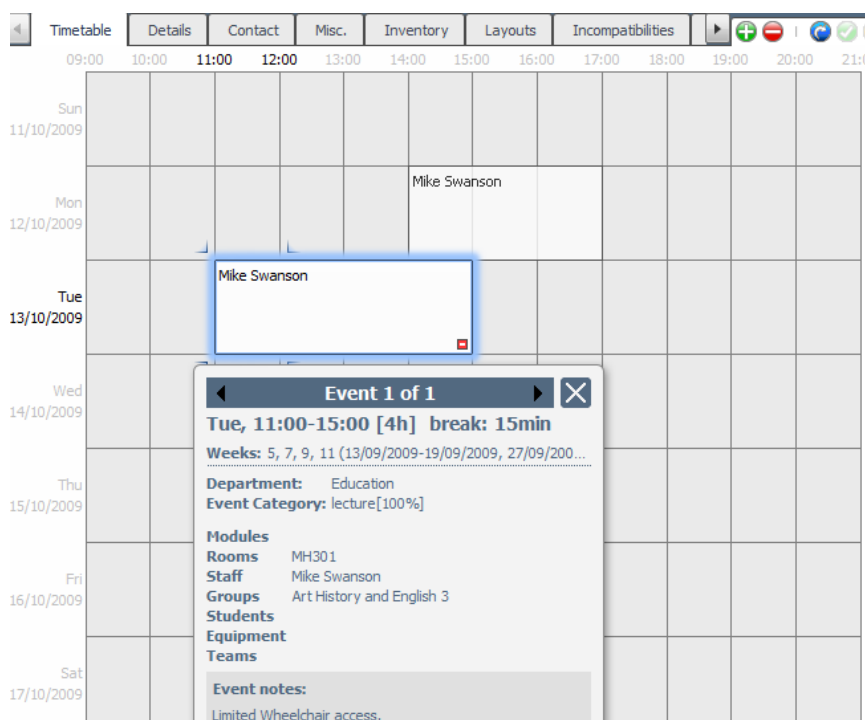


In the example on the left all weeks available for the year period are selected (dark blue) and so all events will be shown in the timetable viewing window; the calendar on the right shows only four weeks have been selected and only events for those weeks will now be displayed.

With a resource timetable in the viewing pane by left clicking on an event to select it, you can gain a quick view of that event's details.

The event time, dates/weeks it is held, by which department, the room and staff and other resources attributed to it are displayed.

In most instances these are all the details you will require.



If an event is double clicked on the timetable a details window is opened below it from which further details can be viewed and edited should you have the required authority.

Mon Mike Swai Mike Swanson

Tue Mike Swanson

Wed

Thu

Fri

Sat

Details Resourc... Notes and Custo... Room Requireme...

Weeks: 45 (04/07/2016-10/07/2016) [=1]

D... T... Time Adviser Protect...

Ti... 11:00-13:00 Break ti... 10 mins Suspend...

Event Catego... Tutorial [100%]

Departme... Technology Enhance...

Attendance registers required

This **Detail** view shows the dates the event is held on, any breaks built into the timing, the event category (Class, lecture, interview, meeting, exam etc.) and whether the event is attributed to a department. Repeating events may be suspended and the changes to the event can be prevented when the protected checkbox is activated.

The resources tab will detail which recourses have been attributed to the event.

In this example staff members have been added to the event. The menus appear similar for all of the attributed recourses.

Details Resources Notes and Custom Room Requirements

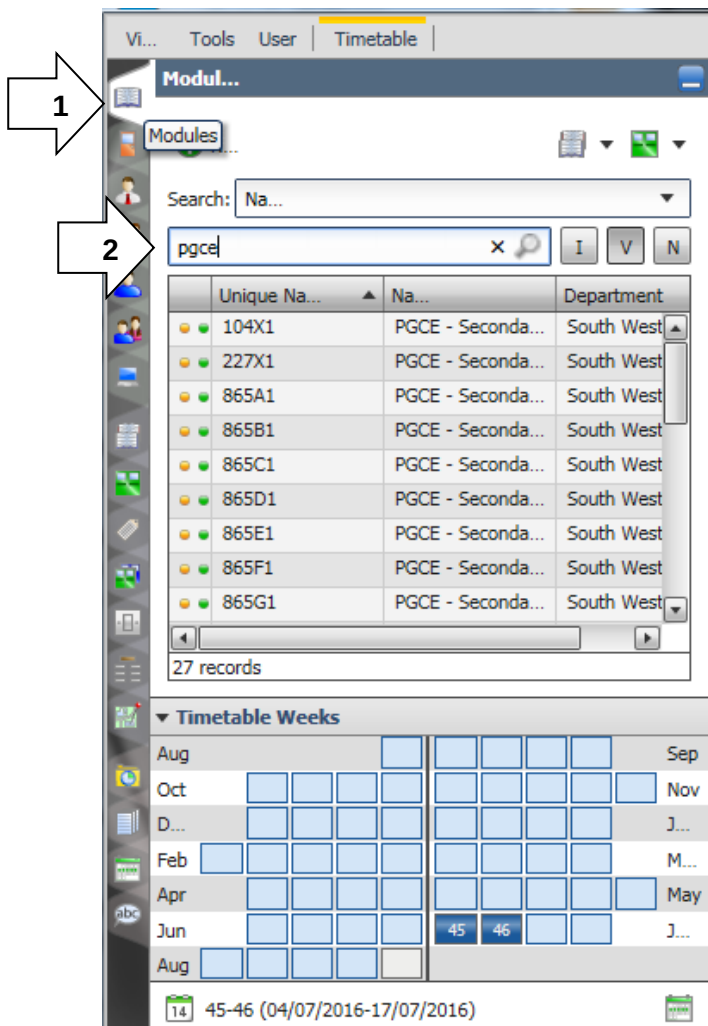
Modules Rooms Staff Groups Students Equipment Teams

Unique Name	Name	Department	Resource weeks
Mike Swanson	Mike Swanson		
Davies, Janet S...	Davies, Janet S...		

Instructions for Creating a New Event

There are 10 (ten) steps to these instructions.
Open and log into CELCAT Live. (Explained in detail on page 3)

Left Click the Book Icon to open the Modules menu.



1. Choose Unique Name, or Name as a filter.

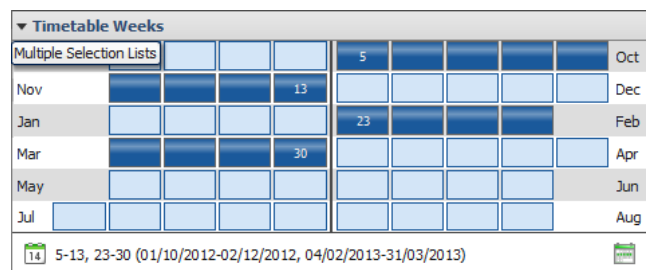
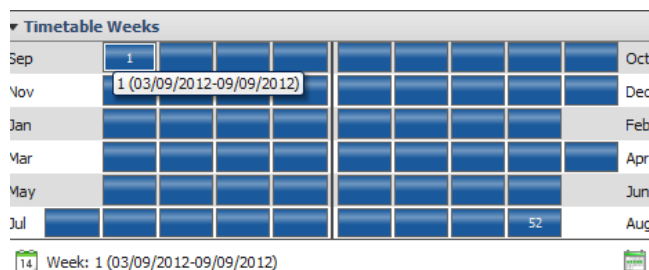
2. Begin Typing the Module name or code in the search box

A selection of Modules with similar names is offered.

The timetable here will show or limit the weeks available for that room

On the left only two weeks have been selected (weeks 45-46, 4th to 17th July)

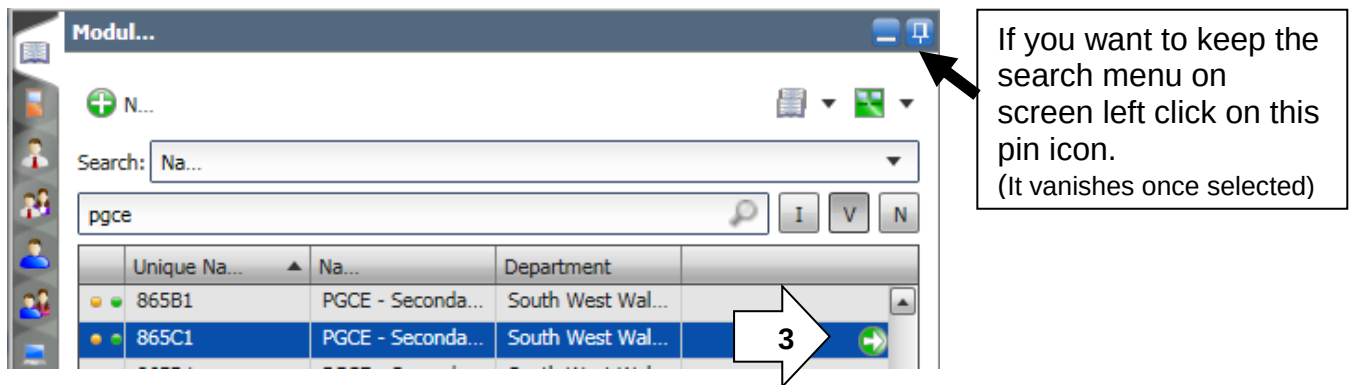
In the example calendar below left the entire year has been selected and on the right October, November, February and March are selected.



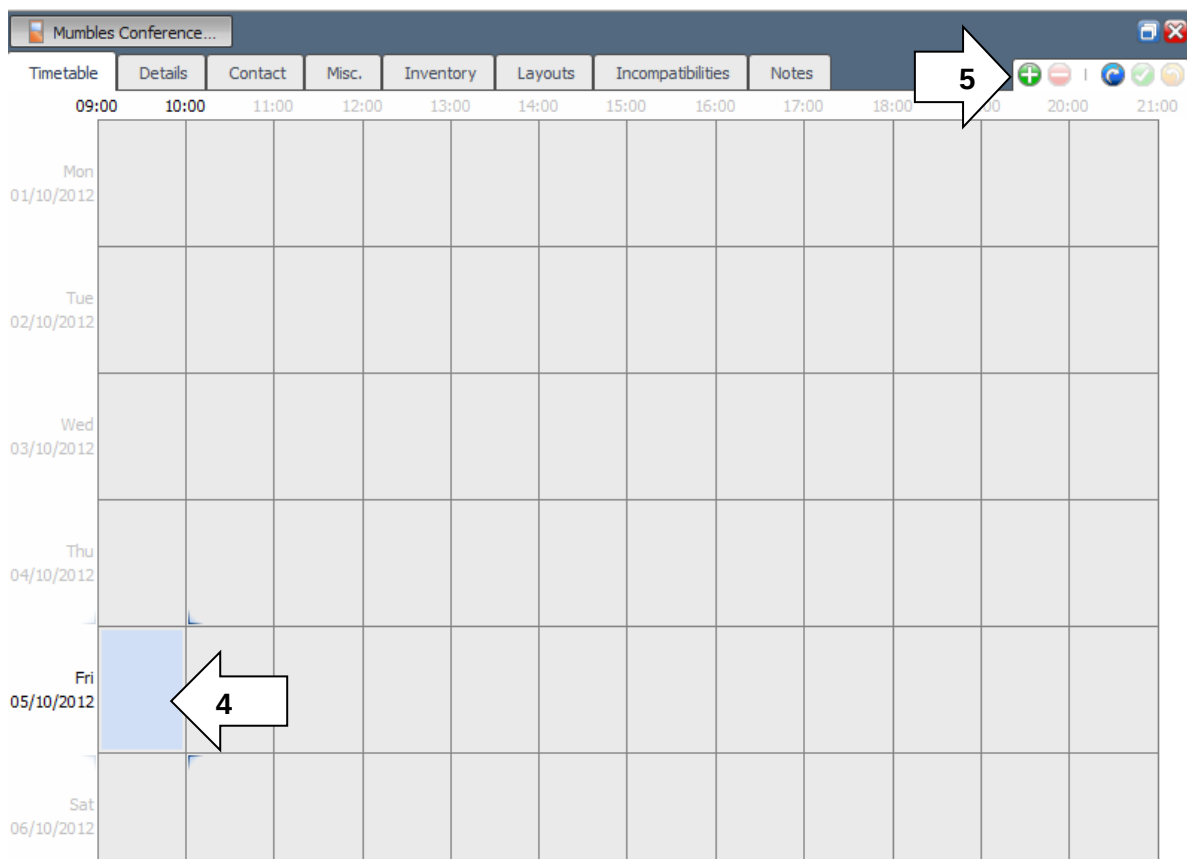
Events can **only** be created for highlighted (blue block) dates selected from this calendar.

Events **WILL** be repeated for the selected day on all week blocks selected (dark Blue)

To select (highlight) weeks for inclusion, Left click on the first week you wish to include and with the mouse button depressed drag over the calendar to add further weeks. An option for selecting semester week spans is discussed on page 9.



3. Select the module you wish to book and with the mouse Pointer hover over the module name, a green arrow appears. Left click on it.



4. The module timetable appears on the right, where you will see other events **for those selected dates** OR as in this case an empty timetable. **Left click on a time slot THEN**

5. **Left click** the Green PLUS SYMBOL to ADD AN EVENT

Continued on next page.

6. Double left click the event to open the event details window.

04/10/2012 Thu
05/10/2012 Fri
06/10/2012 Sat
07/10/2012 Sun

Details Resources Notes and Custom Room Requirements

Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug

Weeks: 5 (01/10/2012-07/10/2012) [=1]

Day: Fri

Time: 09:00-10:00

Event Category: Department:

Protected Suspended

Attendance registers required

7. Left click in the time box to open the time selector.

You can click the checkboxes to select times or Type times in the start and end boxes or Use the arrow selectors to increase or reduce times. Then press OK

Select Times

Start time 09:00 to End time 10:00

Periods:

- ☒ 09:00 - 10:00
- ☐ 10:00 - 11:00
- ☐ 11:00 - 12:00
- ☐ 12:00 - 13:00
- ☐ 13:00 - 14:00
- ☐ 14:00 - 15:00
- ☐ 15:00 - 16:00
- ☐ 16:00 - 17:00
- ☐ 17:00 - 18:00
- ☐ 18:00 - 19:00
- ☐ 19:00 - 20:00
- ☐ 20:00 - 21:00

☐ All day event

OK Cancel

Note there is an option to make this an **All day event**.

If you wish to you may change the Day of the event using the Day drop down selector when you return to the Details window.

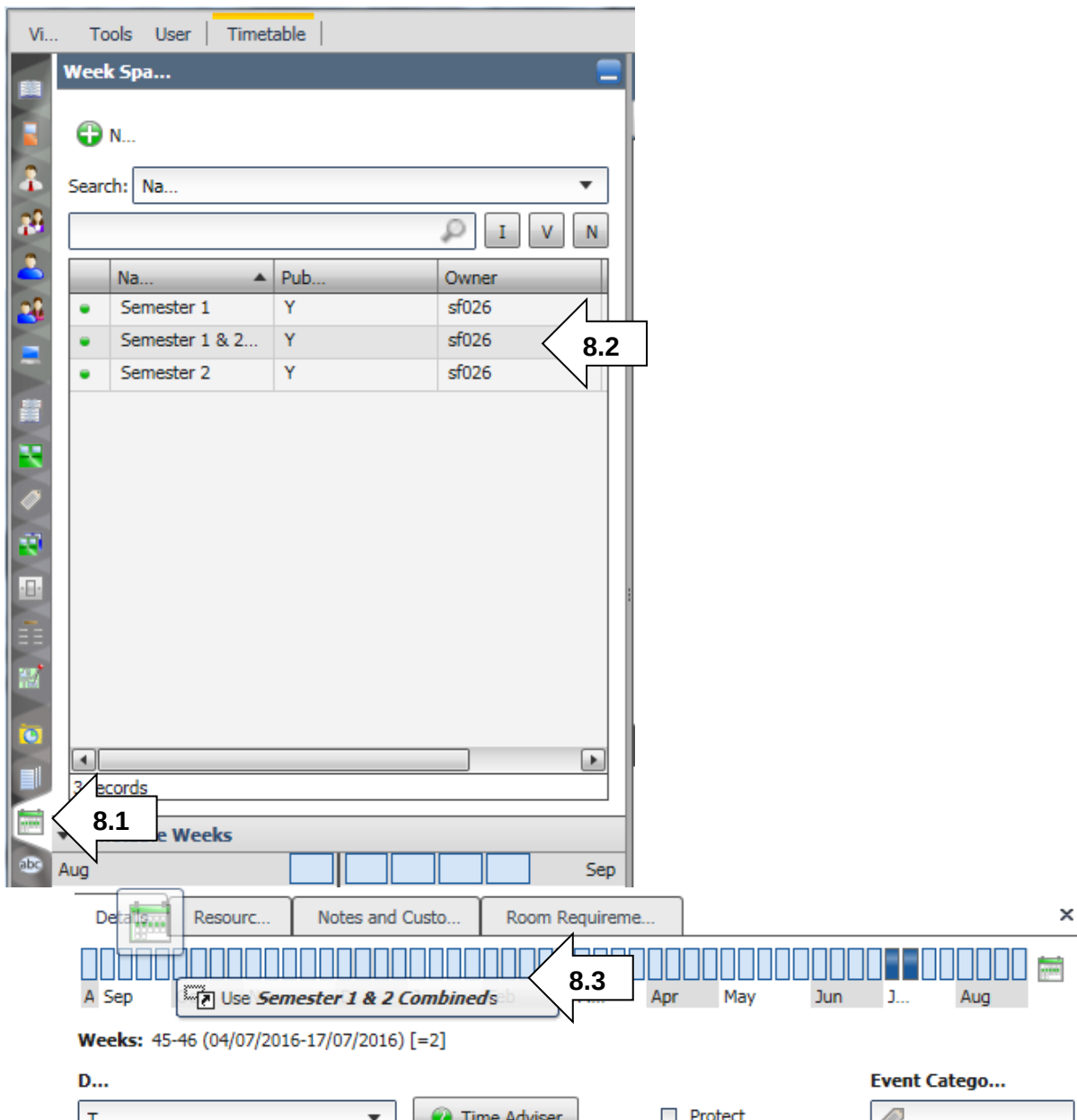
8. Add a Week Span if you have not followed the Calendar selection process from page 6.

This process is best suited to events repeating on same days throughout week spans.

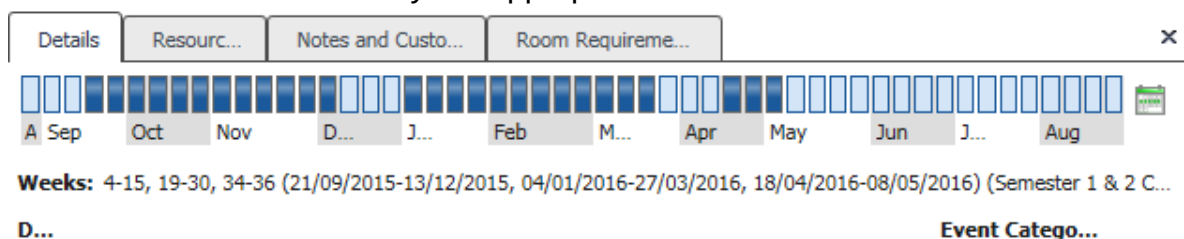
8.1 Left click the Week Span icon to open the menu

8.2 then Left Click and Hold to select a week span from the list.

8.3 Drag and Drop that item onto the calendar bar of the Details window



The Calendar bar now shows only the appropriate weeks in which this event will occur.

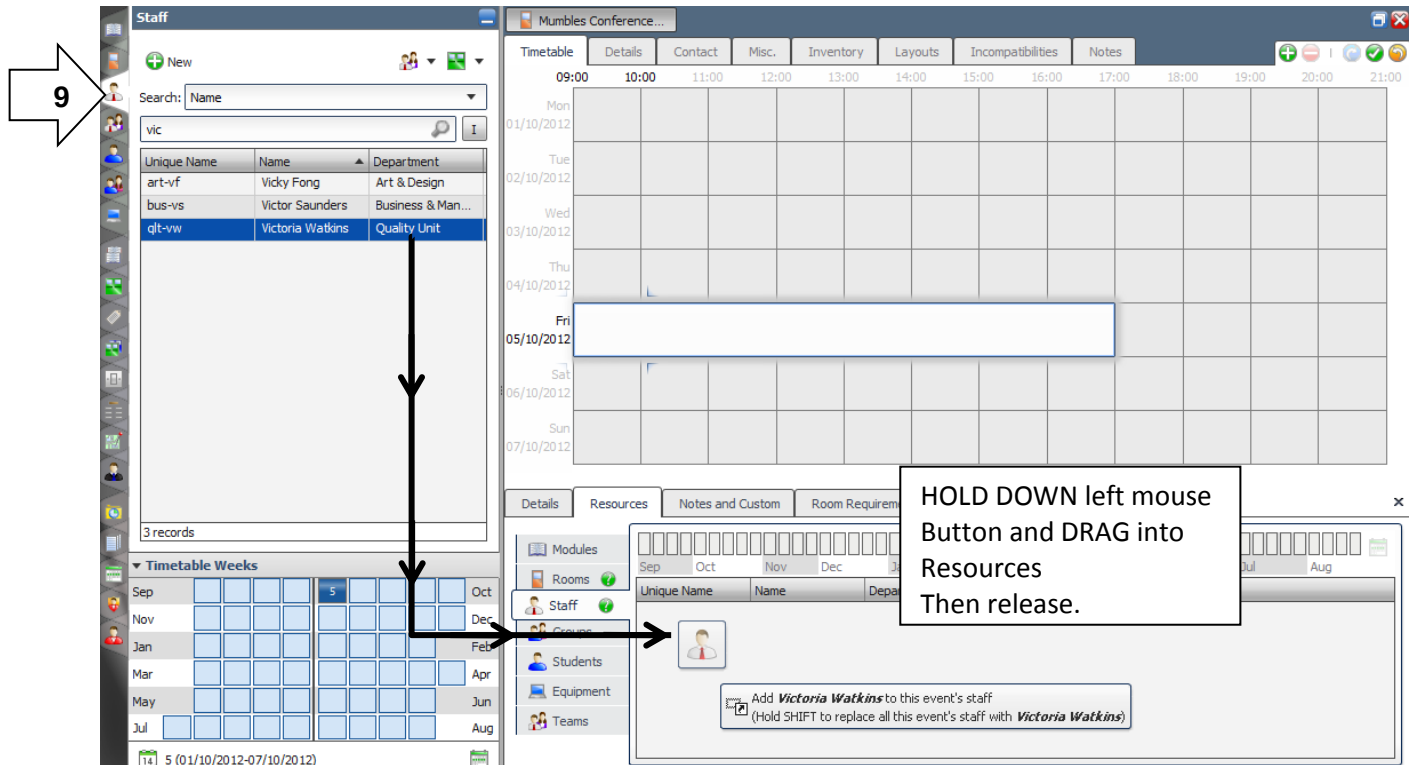


- To add a staff member (or any other resource {students, groups, Teams, etc} or attributes such as Department and Category, first open the respective menu.

In this example STAFF menu has been opened and part of a Name vic is typed in the search box.

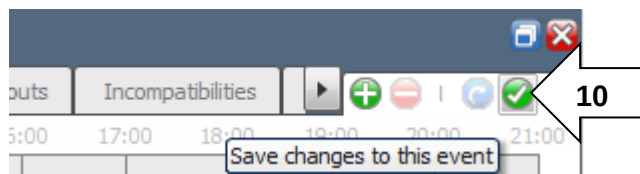
Victoria Watkins is selected and with the left mouse button HELD DOWN her name is dragged into the event details window

The RECOURSES tab opens automatically and you may now release the left mouse button to DROP Victoria Watkins as a Staff resource to the event.



Repeat this step to add the room  and event category  to your event.

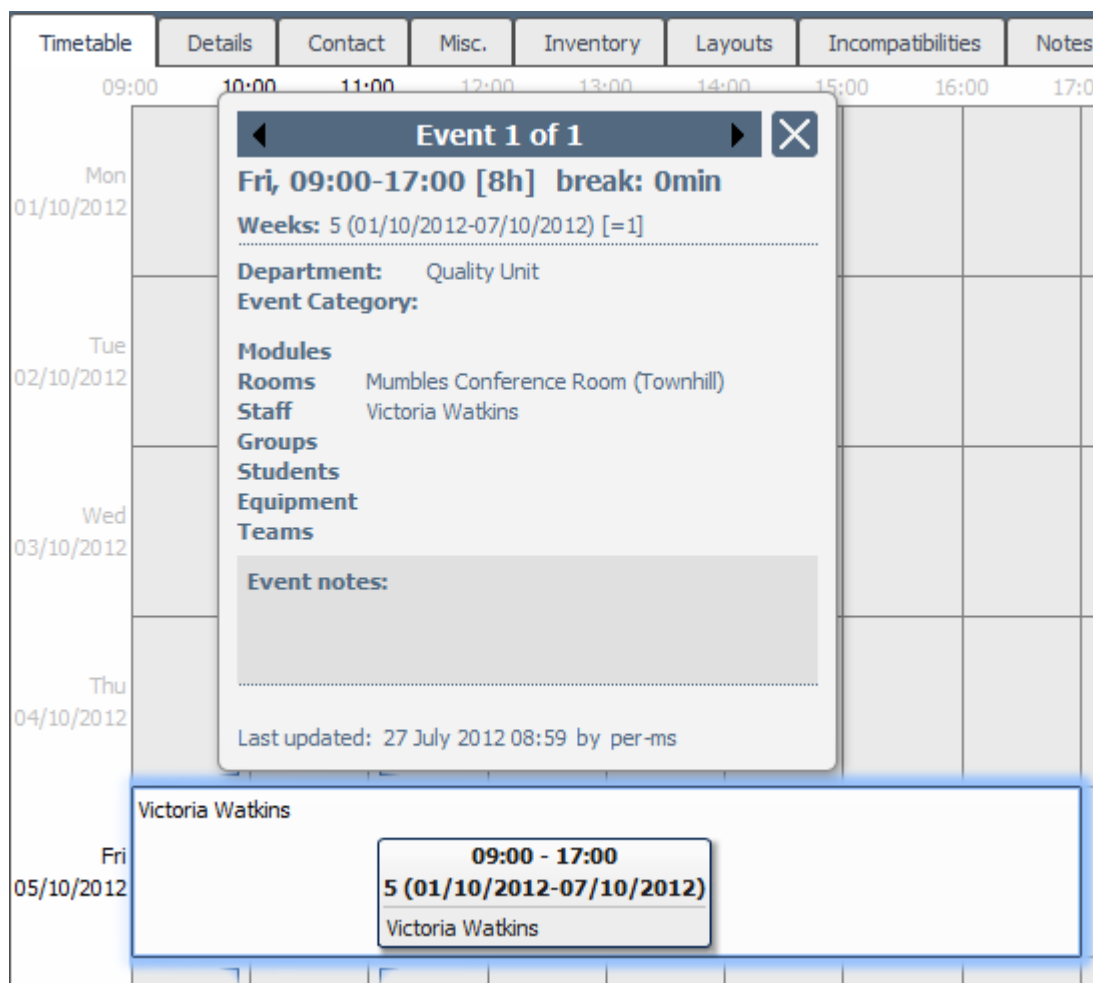
- VITALLY IMPORTANT. Left Click the Green Check Mark to SAVE the event.



If you forget, when you try to open another window or close the timetable CELCAT should ask you if you want to save the changes, but it is good practice to do this yourself.

When finished, Logout of CELCAT 

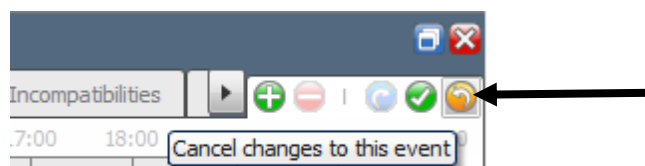
A single click on the event in the timetable will now show details of the event and its resources.



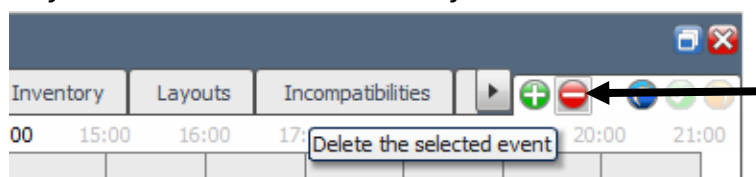
Once edits are made to an event they must be confirmed by clicking upon the green check mark.



Changes may be cancelled using the orange Undo mark

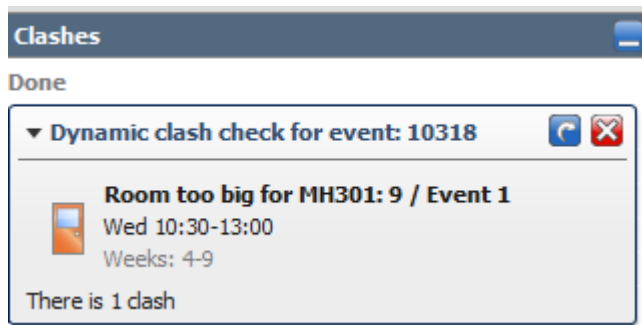


Unwanted events may be deleted with the no entry mark illustrated below.

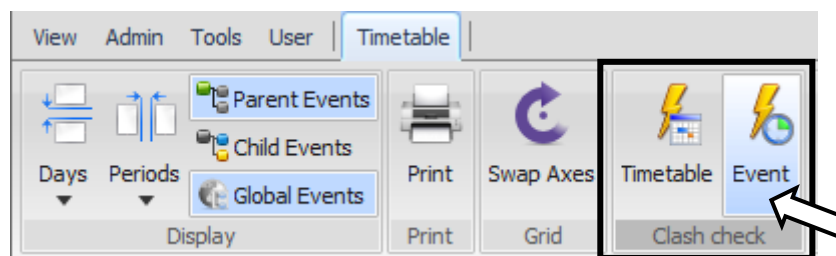


Clash Checks:

On saving changes clash checks are performed automatically by CELCAT and reports appear in the left side panel.

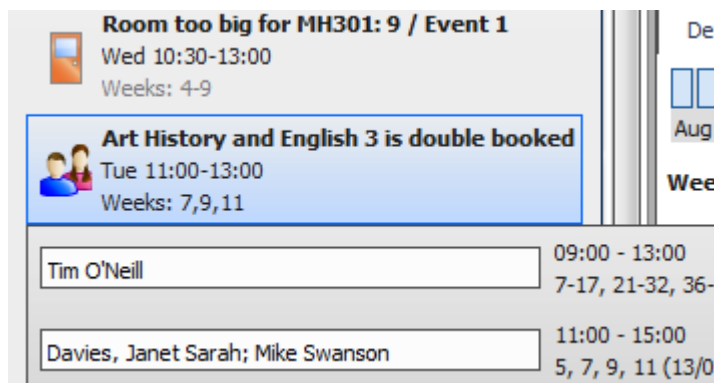


You can also force CELCAT to perform a clash check by clicking to open the timetable tools ribbon and then left clicking the timetable or event clash check symbols.



If you click Event check any double booking of rooms, staff or other recourses is reported, if you do a timetable check the search will take longer as the whole timetable will be searched for the highlighted recourse.

A typical clash report may look like this



Double clicking on one of the clash items will open further details through which you can identify the event and recourse which are clashed and edit one of them as appropriate to resolve the issue.

In the above clash the Art History group has been booked onto two events at the same time and so the group recourse will need to be removed from one of the events.

Advisors

The Advisors are tools which can help you find recourses which are free to associate with your event, rooms, times and staff.

The time advisor is activated from a button on the event details window

The screenshot shows the 'Details' tab of an event details window. At the top, there are tabs for 'Details', 'Resources', 'Notes and Custom', and 'Room Require'. Below these is a calendar view showing months from Aug to Feb. Under the calendar, it says 'Weeks: 5 (13/09/2009-19/09/2009) [=1]'. There are two dropdown menus: 'Day:' set to 'Mon' and 'Time:' set to '10:00-11:00'. To the right of these is a 'Break time:' field set to '0 mins'. A green button with a question mark icon and the text 'Time Adviser' is highlighted with a black arrow. At the bottom, there is a checkbox labeled 'Attendance registers required' which is currently unchecked.

The staff and rooms Advisors buttons are found on the recourses tab of the event details window.

The screenshot shows the 'Resources' tab of the event details window. On the left, there is a sidebar with icons and labels for 'Modules', 'Rooms', 'Staff', and 'Groups'. The 'Rooms' and 'Staff' items have green question mark icons next to them, and both are highlighted with black arrows. The 'Modules' and 'Groups' items do not have these icons.

Room Adviser

Use the Room Adviser to search for available rooms according to the criteria you provide. The results consist of a list of rooms in the Adviser panel on the Sidebar, from which you can select one or more to allocate to the event. The Criteria are divided into the following sections: (weeks, room characteristics and fixtures), each of which is described below (next page).

The screenshot shows the 'Criteria of Room Adviser' dialog box. At the top, there is a title bar with the text 'Criteria of Room Adviser' and a time range from 10:00 to 17:00. Below this is a section titled 'Weeks to search' with a calendar view showing months from Aug to A.. Underneath, there are two main sections: 'Rooms characteristics' and 'Fixtures required'. The 'Rooms characteristics' section contains several checkboxes and input fields: 'Check room capacity' (checked), 'Min. capacity' (1), 'Min. floor area' (0), 'Disability access' (unchecked), 'Hearing loop' (unchecked), 'Limit charge' (unchecked), 'Max. charge' (0), and 'Only use fixed/preferred rooms specified by event resources' (unchecked). The 'Fixtures required' section contains a table with two columns: 'Fixture' and 'Quantity'. At the bottom of the dialog, there are 'Advise' and 'Cancel' buttons.

Weeks

Ordinarily you don't need to use the weeks bar unless you seek a room for just some of the event's weeks.

You may only search in weeks already selected for the event from the timetable.

Room Characteristics

Use the following controls to specify search criteria that govern the Adviser's results.

Check Room Capacity: If this is ticked, the Adviser searches for a room with at least the specified Minimum Capacity. **Note:** If no capacity has been entered from Rooms then none will be found by this search.

Min Capacity: The Adviser searches for rooms which have the capacity declared in this box. If the option Clash Checks > Rooming > Inadequate rooming is on, this value box is automatically assigned a value equal to the number of people allocated to the event (as calculated from the staff, group, student and team fields of the event). Set its value by typing or using the up/down buttons.

Min Floor Area: If you record room floor area, then use this value box to specify a minimum floor area requirement.

Disability Access: If ticked the Adviser searches for rooms with disability access.

Hearing Loop: If ticked the Adviser searches for rooms with a hearing loop.

Limit Charge: If ticked the Adviser searches for rooms where the charge does not exceed the specified value.

Max Charge: The value in this box determines the highest charge a room may have in the search results.

Fixed/Pref: If there are resources allocated to the event which have fixed or preferred resources, room search results are limited to these.

Fixtures

If you wish to search for a room having certain fixtures, you can specify them here. You can click on the "Fixtures required" button to select the relevant fixtures.

Staff Adviser

Use the Staff Adviser to search for available staff according to specified criteria. The Adviser lists suitable staff in the Adviser panel on the Sidebar, from which you can select one or more to allocate to the event. The Criteria are divided into the following sections: (weeks and staff characteristics), each of which is described below:

Weeks

Ordinarily you don't need to use the weeks bar unless you seek a member of staff for just some of an event's weeks. *You may only search in weeks already selected for the event from the timetable.*

Staff Characteristics

Sex: Select one of the following gender options: Male, Female, or Any.

Fixed/Preferred: If ticked, the Adviser searches for available staff among the event's fixed or preferred resources (i.e. fixed or preferred resources of the event's modules or groups).

Advised Results

Both Room Adviser and Staff Adviser show their results in the Adviser panel on the Sidebar. The results are listed with preferred names, department names and availabilities. Additional information can be displayed, and the results sorted.

The results are grouped by availability; fully available or partially available. The fully available are highlighted in green while those partially available are in yellow. A partially available resource is available only in some of the weeks specified in the Criteria window.

In the room results, the combinations of a room and its possible layouts are shown separately. For example, if Room A can have Layout 1, Layout 2 or Layout 3, you will see three rows in the list - Room A with Layout 1, Room A with Layout 2 and Room A with Layout 3, if they're all available to your search.

Using the Results

You can do single or multiple selection of the result list by using your mouse with the help of the SHIFT or CTRL keys.

Also note that a new Resource Set page appears in the Event Panel. If the event already has resources of the type being sought, those resources are shown there. Once you've completed the

selection in the Adviser panel, you can drag the selection into the new page, and all newly added resources have their available weeks automatically added.

Although you can select more than one layout for a room, only the last combination will be added (since an event can only have one room/layout combination). For example, nothing stops you from selecting Room A with Layout 1 and Room A with Layout 2 together, but only Room A with Layout 2 (the last one by default order), will be added to the Resource Set page.

You are free to adjust the weeks of any resources. If any of the event weeks are not covered by a resource, the weeks are highlighted in red on the top weeks bar inside the Resource Set page. It doesn't necessarily mean an error. But you may like to adjust the resources or add more resources to cover the weeks in red; otherwise the event will have no room or staff in those weeks.

Finally you can either click on the Save button to save the changes and quit the Adviser, or click the Cancel button to cancel the changes but remain in the Adviser.

You can also click on the cross on the Resource Set page to close the Resource Set page and quit the Adviser.

Time Adviser

The Time Adviser button is available in the Event Panel's "Details" page. The Time Adviser is used to discover suitable days, times of day and weeks in which an event can take place. The Time Adviser window has two elements described below:

The screenshot shows the 'Time Adviser' window. The 'Times to search' section is a grid with days of the week (Mon-Sun) as rows and time slots (09:00 to 20:00) as columns. Most slots are highlighted in yellow, indicating they are active. The 'Weeks to search' section shows a standard week bar with months (Aug to A...) and a checkbox for 'Retain week pattern' which is checked. At the bottom, it displays 'Weeks: 4-9 (06/09/2009-17/10/2009) [=6]' and 'OK' and 'Cancel' buttons.

Times to search

The times to search element shows a day/time grid and you can select the days and times that the Adviser should use as search criteria. By default the slots are all active and the Adviser is free to search within all days and times. Click on a slot to deactivate it. Click on a day name to toggle the status of the whole of the day (e.g. click "Sat" and "Sun" to deactivate the whole of Saturday and Sunday and prevent the Adviser from suggesting any times at the weekend). You can also click and drag to automatically activate or deactivate contiguous slots.

Weeks to search

The "Weeks to search" element displays a standard week bar allowing you to specify which weeks the Adviser should examine.

Retain week pattern: Choose this option to ensure that the Adviser retains the pattern of weeks that already exists in the event. For example, if you select this option and your event runs in weeks 1-5, 7-10 then the Adviser is free to suggest a move to weeks 2-6, 8-11 because it has retained the event's weekly pattern.

Retain free week: If you select this option, the Adviser ensures that any non-scheduled weeks in the event's original week pattern are honoured. This is useful, for example, where a gap in the weeks denotes a holiday.

Results

The results of the Time Adviser are displayed in the timetable grid itself where possible target days/times are shown in green and conflicting slots in red. Possible week spans are listed in the Sidebar from which you can make a selection.

The event can be moved to any position in the timetable grid - simply click to drop the event onto the grid. In addition to the visual indication of slot suitability, the Adviser warns you select a conflicting location.

Press ESC to abort the Adviser and remember to save any changes to the event you wish to keep.

STEP BY STEP event creation: Print this page as a desktop reminder of the process.

1. Left Click the Book Icon to open the Modules menu.
2. Begin Typing the Module name or code in the search box, select the appropriate module and left click the green selector arrow on the right.
 - To select (highlight) weeks for inclusion, Left click on the first week you wish to include and with the mouse button depressed drag over the calendar to add further weeks
3. Select the module you wish to book and with the mouse pointer hover over the module name, a green arrow appears. Left click on it.
4. The module timetable appears on the right, where you will see other events **for those selected dates** OR an empty timetable **Left click on a time slot**
5. **Left click** the Green plus symbol to ADD an event
6. Double left click the event to open the event details window
7. **Left click** in the time box to open the time selector.

You can click the checkboxes to select times or Type times in the start and end boxes or Use the arrow selectors to increase or reduce times. Then press **OK**
8. Add a Week Span if you have not followed the Calendar selection process from step 2 above.

This process is best suited to events repeating on same days throughout week spans
9. Drag and Drop the **Staff**,  **Room**,  and **Event Category**,  resources to your event. Do not omit any of these!
10. Left click the green Check symbol  to Save your event.

When finished, Logout of CELCAT

