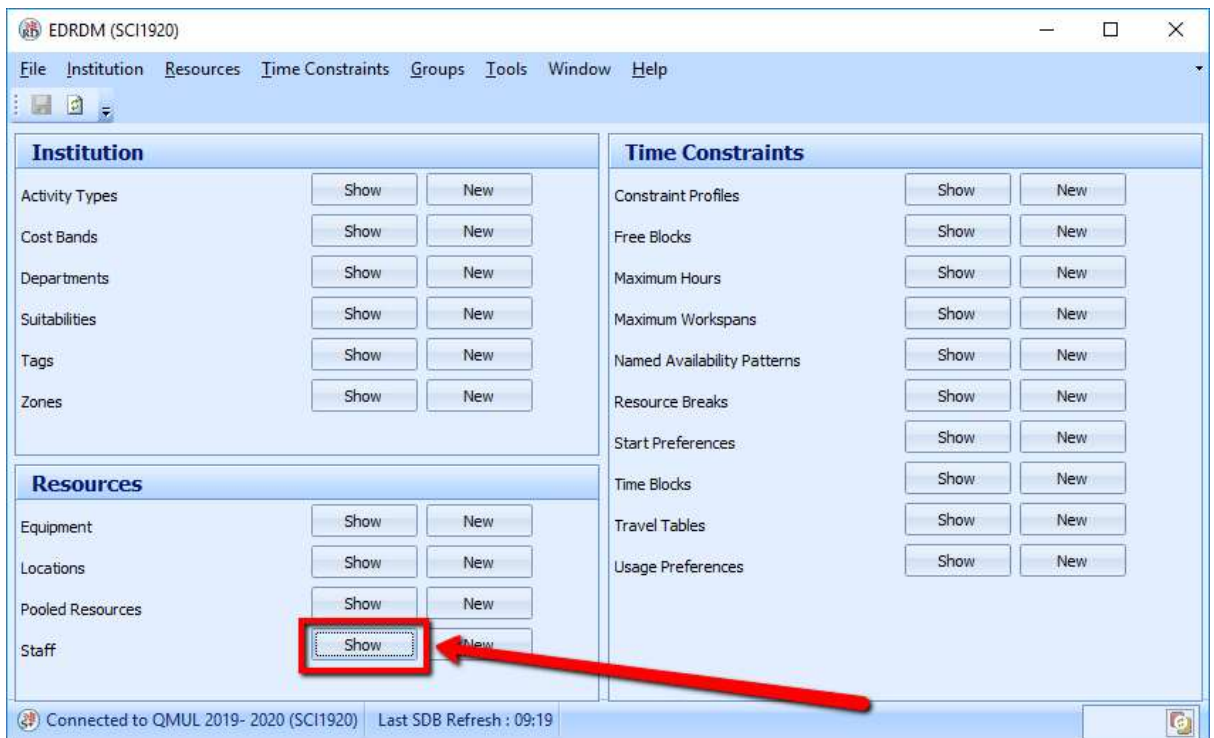


Adding Teaching Staff availability to Scientia Reference Data Manager

1. From the portal (<https://timetablesportal.qmul.ac.uk>) open Reference Data Manager by clicking on the following button (please ensure you have selected the year **SCI1920**):



2. Select "Show Staff" as indicated below:



3. Filter staff so that only those in your school/institute are shown by hovering the mouse pointer in the top-right of the Department field as shown below (click on the filter icon that appears). This will enable you to select your school/institute from the list. Remember, there may be more than one department that you need to work with.

Staff - EDRDM (SCI1920)

Drag a column header here to group by that column

Name	Email	PT?	Department	Shared With	Sha...	Primary Suitabili...	Other Suitabilities	Contr...	Maxi...	Const
Burns, Philip	philip.burns@fro...		School of Econo...					196	196	
6, Perri	P.6@qmul.ac.uk		School of Busine...					196	196	
AAA/non-QM sta...			Institute of Denti...	All	<input checked="" type="checkbox"/>			196	196	
Abdelbary, Hesham	h.h.s.abdelbary...		School of Politics ...	School of Busine...				196	196	
Adebayo, Mojisola	m.adebayo@qm...		School of English...	School of English...				196	196	
Agnor, C	c.b.agnor@qmul...		School of Physics...					196	196	
Ahmed, Rehana	rehana.ahmed@...		School of English...	School of English...				196	196	
Aidinlis, Stergios	s.aidinlis@qmul.a...		School of Law	Science and Engi...				196	196	
Akpotozor, Solo...	s.o.akpotozor@...		School of Busine...					196	196	
Al-Jawad, Maisoon	m.al-jawad@qm...		Institute of Denti...					196	196	
Al-Moghrabi, Dalya	d.almoghrabi@q...		Institute of Denti...					196	196	
Al-Mukhtar, Khaled	k.almukhtar@qm...		Institute of Denti...					196	196	
Alam, Dr. S			School of Law	Science and Engi...				196	196	
Albala-Bertrand, ...	j.m.albala-bertra...		School of Econo...					196	196	
Alexandrou, Mel...	m.alexandrou@q...		Institute of Denti...					196	196	
Ali, Haiqa	h.ali@hss11.qmu...		School of Econo...					196	196	
Allaker, Robert	r.p.allaker@qmul...		Institute of Denti...					196	196	
Alldridge, Peter	p.w.allridge.co.uk		School of Law - ...	School of Law, S...				196	196	
Allen, Stephen	s.r.allen@qmul.a...		School of Law - ...	School of Law, S...				196	196	
Allen, Vida	v.allen@qmul.ac.uk		School of Law	School of Law, S...				196	196	
Almaleki, Ali	amalkia23@gmail...		School of Langua...	School of Langua...				196	196	
Alomainy, A	a.alomainy@qmu...		School of Electro...	School of Electro...				196	196	
Althoefer, K	k.Althoefer@qm...		School of Electro...					196	196	

Record 1 of 1274

4. Select the staff member from the list by clicking to the side of the name (see below). Then select 'Form View'.

Staff - EDRDM (SCI1920)

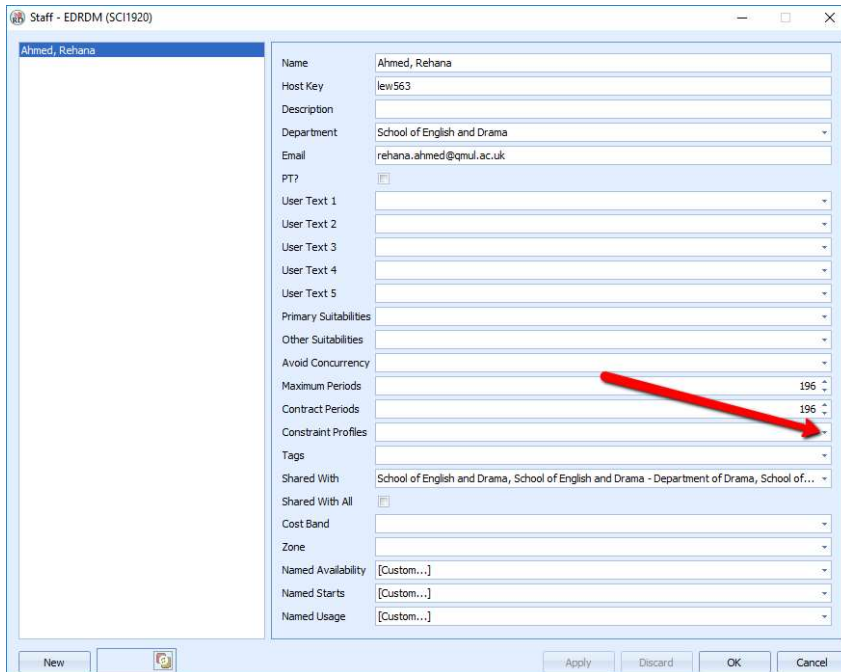
Drag a column header here to group by that column

Name	Email	PT?	Department	Shared With	Sha...	Primary Suitabili...	Other Suitabilities	Contr...	Maxi...	Const
Burns, Philip	philip.burns@fro...		School of Econo...					196	196	
6, Perri	P.6@qmul.ac.uk		School of Busine...					196	196	
AAA/non-QM sta...			Institute of Denti...	All	<input checked="" type="checkbox"/>			196	196	
Abdelbary, Hesham	h.h.s.abdelbary...		School of Politics ...	School of Busine...				196	196	
Adebayo, Mojisola	m.adebayo@qm...		School of English...	School of English...				196	196	
Agnor, C	c.b.agnor@qmul...		School of Physics...					196	196	
Ahmed, Rehana	rehana.ahmed@...		School of English...	School of English...				196	196	
Aidinlis, Stergios	s.aidinlis@qmul.a...		School of Law	Science and Engi...				196	196	
Akpotozor, Solo...	s.o.akpotozor@...		School of Busine...					196	196	
Al-Jawad, Maisoon	m.al-jawad@qm...		Institute of Denti...					196	196	
Al-Moghrabi, Dalya	d.almoghrabi@q...		Institute of Denti...					196	196	
Al-Mukhtar, Khaled	k.almukhtar@qm...		Institute of Denti...					196	196	
Alam, Dr. S			School of Law	Science and Engi...				196	196	
Albala-Bertrand, ...	j.m.albala-bertra...		School of Econo...					196	196	
Alexandrou, Mel...	m.alexandrou@q...		Institute of Denti...					196	196	
Ali, Haiqa	h.ali@hss11.qmu...		School of Econo...					196	196	
Allaker, Robert	r.p.allaker@qmul...		Institute of Denti...					196	196	
Alldridge, Peter	p.w.allridge.co.uk		School of Law - ...	School of Law, S...				196	196	
Allen, Stephen	s.r.allen@qmul.a...		School of Law - ...	School of Law, S...				196	196	
Allen, Vida	v.allen@qmul.ac.uk		School of Law	School of Law, S...				196	196	
Almaleki, Ali	amalkia23@gmail...		School of Langua...	School of Langua...				196	196	
Alomainy, A	a.alomainy@qmu...		School of Electro...	School of Electro...				196	196	
Althoefer, K	k.Althoefer@qm...		School of Electro...					196	196	

Record 1 of 1274

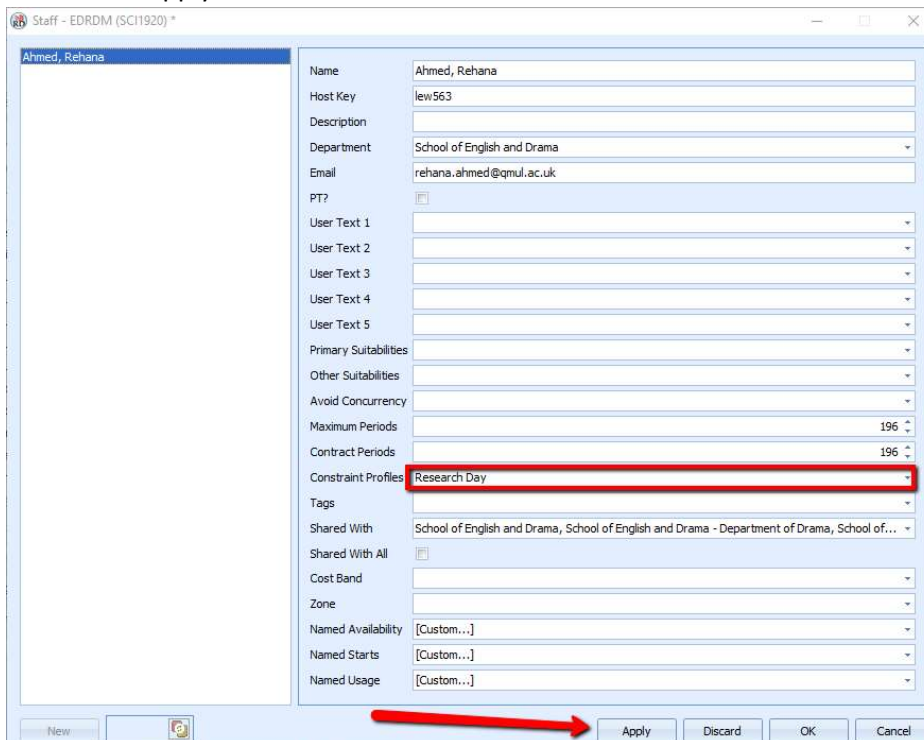
Print ... Form View Apply Discard OK Cancel

5. If the staff member needs one (**unspecified**) day a week to be free from teaching for research activities, click on “Constraint Profiles”. This will open a new window. In this window, select “Research Day” and click on >> to move this to the “Inherited” box on the right hand side. Click on the X at the bottom to close the window.



The screenshot shows the 'Staff - EDRDM (SCI1920)' window for staff member 'Ahmed, Rehana'. The 'Constraint Profiles' dropdown menu is open, and a red arrow points to the 'Research Day' option. The window contains various fields for staff details, including Name, Host Key, Department, Email, and various text and suitability fields. At the bottom, there are buttons for 'New', 'Apply', 'Discard', 'OK', and 'Cancel'.

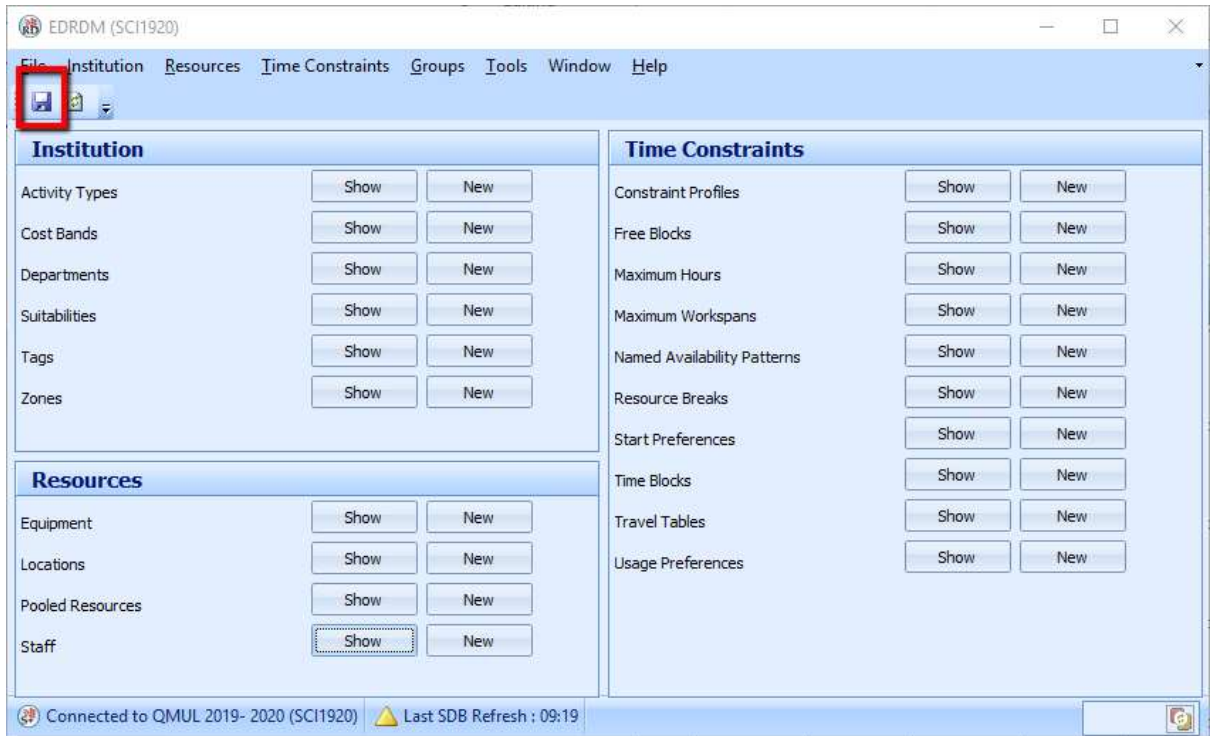
6. You should now see “Research Day” listed as a constraint profile for this member of staff. Click on “Apply”.



The screenshot shows the 'Staff - EDRDM (SCI1920)' window for staff member 'Ahmed, Rehana'. The 'Constraint Profiles' dropdown menu is now closed, and 'Research Day' is listed as the selected constraint profile. A red arrow points to the 'Apply' button at the bottom of the window. The window contains various fields for staff details, including Name, Host Key, Department, Email, and various text and suitability fields. At the bottom, there are buttons for 'New', 'Apply', 'Discard', 'OK', and 'Cancel'.

Please note, if a staff member has a specified research day, this is the method that should be used to ensure they have no teaching then (shade out the whole day). **Do not use the “research day” constraint as outlined in steps 5-6 if the research day must be on a specific day of the week.**

9. Remember to write-back your work.



End