Adding Teaching Staff availability to Scientia Reference Data Manager

1. From the portal (<u>https://timetablesportal.qmul.ac.uk</u>) 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:

			1.15			
Institution			Time Constraints			
Activity Types	Show	New	Constraint Profiles	Show	New	
Cost Bands	Show	New	Free Blocks	Show	New	
Departments	Show	New	Maximum Hours	Show	New	
Suitabilities	Show	New	Maximum Workspans	Show	New	
ags	Show	New	Named Availability Patterns	Show	New	
Zones	Show	New	Resource Breaks	Show	New	
			Start Preferences	Show	New	
Resources			Time Blocks	Show	New	
Equipment	Show	New	Travel Tables	Show	New	
ocations	Show	New	Usage Preferences	Show	New	
Pooled Resources	Show	New				
Staff	Show	Mew				

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.

# 2523 ANY 1147 ANY 11										
Name 🔷	Email	PT?	Department	Chared With	Sha	Primary Suitabili	Other Suitabilities	Contr	Maxi	Cons
		8			8					
Burns, Philip	philip.burns@fro	10	School of Econo		1			196	196	
5, Perri	P.6@qmul.ac.uk		School of Busine					196	196	
AAA/non-QM sta			Institute of Denti	All	V			196	196	
AAA/non-QM sta		12	Institute of Denti		10			196	196	
Abdelbary, Hesham	h.h.s.abdelbary	E	School of Politics	School of Busine				196	196	
Adebayo, Mojisola	m.adebayo@qm	100	School of English	School of English				196	196	
Agnor, C	c.b.agnor@qmul	177	School of Physics		10			196	196	
Ahmed, Rehana	rehana.ahmed@		School of English	School of English				196	196	
Aidinlis, Stergios	s.aidinlis@gmul.a	100	School of Law	Science and Engi	1			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	12	Institute of Denti		10			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	17	School of Econo					196	196	
Alexandrou, Mel	m.alexandrou@q		Institute of Denti					196	196	
Ali, Haiqa	h.ali@hss11.qmu	101	School of Econo		127			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	12	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	1071	School of Electro	School of Electro	107			196	196	

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

g a column header h	here to group by that	column	1			1				
Name 🔺	Email	-	Department	Shared With	Sha	Primary Suitabili	Other Suitabilities	Contr	Maxi	Co
		۸								
	philip.burns@fro		School of Econo					196	196	
5, Perri	P.6@qmul.ac.uk		School of Busine					196	196	
AAA/non-QM sta			Institute of Denti	All	V			196	196	
AA/non-QM sta		1	Institute of Denti		1			196	196	
bdelbary, Hesham	h.h.s.abdelbary		School of Politics	School of Busine				196	196	
debayo, Mojisola	m.adebayo@qm		School of English	School of English				196	196	
ignor, C	c.b.agnor@qmul	10	School of Physics		10			196	196	
hmed, Rehana	rehana.ahmed@	1	School of English	School of English	0			196	196	
idinlis, Stergios	s. <mark>aidinl</mark> is@qmul.a		School of Law	Science and Engi				196	196	
kpotozor, Solo	s.o.akpotozor@		School of Busine					196	196	
l-Jawad, Maisoon	m.al-jawad@qm		Institute of Denti		E			196	196	
l-Moghrabi, Dalya	d.almoghrabi@q		Institute of Denti		1			196	196	
l-Mukhtar, Khaled	k.almukhtar@qm		Institute of Denti					196	196	
lam, Dr. S			School of Law	Science and Engi				196	196	
Ibala-Bertrand,	j.m.albala-bertra	101	School of Econo		100			196	196	
lexandrou, Mel	m.alexandrou@q		Institute of Denti		0	2		196	196	
li, Haiqa	h.ali@hss11.qmu		School of Econo			_	_	196	196	
llaker, 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	
llen, Vida	v.allen@qmul.ac.uk		School of Law	School of Law, S	1			196	196	
lmaleki, Ali	amalkia23@gmail		School of Langua	School of Langua				196	196	
lomainy, A	a.alomainy@qmu	1	School of Electro	School of Electro	E			196	196	
lthoefer, K	k.Althoefer@gm	10	School of Electro		10			196	196	

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.

Name	Ahmed, Rehana
Host Key	lew563
Descripti	1
Departm	nt School of English and Drama
Email	rehana.ahmed@qmul.ac.uk
PT?	
User Tex	1
User Tex	2
User Tex	3
User Tex	4
User Tex	5
Primary :	itabilities
Other Su	abilities
Avoid Co	currency
Maximun	Periods 19
Contract	Periods 19
Constrai	Profiles
Tags	
Shared V	th School of English and Drama, School of English and Drama - Department of Drama, School of
Shared V	th All
Cost Bar	
Zone	
Named A	allability [Custom]
Named S	arts [Custom]
Named L	age [Custom]

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

med, Renana	Name	Ahmed, Rehana
	Host Key	lew563
	Description	
	Department	School of English and Drama
	Email	rehana.ahmed@gmul.ac.uk
	PT?	
	User Text 1	
	User Text 2	
	User Text 3	
	User Text 4	
	User Text 5	
	Primary Suitabilities	
	Other Suitabilities	
	Avoid Concurrency	
	Maximum Periods	19
	Contract Periods	19
	Constraint Profiles	Research Day
	Tags	
	Shared With	School of English and Drama, School of English and Drama - Department of Drama, School of
	Shared With All	
	Cost Band	
	Zone	
	Named Availability	[Custom]
	Named Starts	[Custom]
	Named Usage	[Custom]

Name	Ahmed, Rehana
Host Key	lew563
Description	
Department	School of English and Drama
Email	rehana.ahmed@omul.ac.uk
PT2	
Liser Text 1	
User Text 2	
Liser Text 3	
User Text 4	
User Text 5	
Primary Suitabilities	
Other Suitabilities	
Avoid Concurrency	
Maximum Periods	196
Contract Periods	196 (
Constraint Profiles	Research Day
Tags	
Shared With	School of English and Drama, School of English and Drama - Department of Drama, School of
Shared With All	
Cost Band	
Zone	
Named Availability	[Custom]
Named Starts	[Custom]
Named Usage	[Custom]

7. To add more specific availability constraints, Click on "Named Availability"

8. In the window that opens, shade out the times the staff member is unavailable. You will need to ensure that 'Use custom availability' has been selected to do this. In the example below, the staff member in unavailable from 15:00 -19:00 on Tuesdays:

n 2 Block C	1	5		10	15	111	20	25	1003	30	3	5	40	4	5	50
n 2 Block D n 2 Block D n 1 Block A n 1 Block A & B	Week P	attern f 5	or Con	straints 10	15		20	25		30	3	5	40	4	5	50
n 1 Block B			8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:0
-R.W. Tut W2 Sta Tut W2 Start		Mon														
82 82 -R.W. 82 -R.W. Tut W2 1		Tue														
E-Sem 1&2 Tut W2 Start E-Sem 1&2&3 E-Sem 2 E-Sem 2 -R.W. E-Sem 2 -R.W. Tut W2 Star E-Sem 2 Tut W2 Start E-Sem 2&3		Wed														
		Thu														
83 83 Tut W2 Start		Fri														
(minus revision we		Sat														
(C))		Sun	-			1			1				1			

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.

Institution			Time Constraints			
Activity Types	Show	New	Constraint Profiles	Show	New	
Cost Bands	Show	New	Free Blocks	Show	New	
Departments	Show	New	Maximum Hours	Show	New	
uitabilities	Show	New	Maximum Workspans	Show	New	
ags	Show	New	Named Availability Patterns	Show	New	
ones	Show	New	Resource Breaks	Show	New	
			Start Preferences	Show	New	
Resources			Time Blocks	Show	New	
quipment	Show	New	Travel Tables	Show	New	
ocations	Show	New	Usage Preferences	Show	New	
ooled Resources	Show	New				
Staff	Show	New				

9. Remember to write-back your work.

End