How to view your timetable via Scientia Enterprise (ET) User Guide
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Login</td>
<td>2</td>
</tr>
<tr>
<td>Viewing your timetable</td>
<td>4</td>
</tr>
<tr>
<td>Filtering the Timetable in Enterprise</td>
<td>7</td>
</tr>
<tr>
<td>Exporting the timetable to Excel</td>
<td>8</td>
</tr>
</tbody>
</table>
Introduction

Enterprise Timetabler (ET) is an application within the Scientia platform. It has many functions, but this document is designed to guide you through the process of viewing your academic timetable and downloading it as an excel spreadsheet for checking.

Note: All Scientia software should be opened using Internet Explorer. It is not compatible with Chrome or Firefox.

Login

Log onto the Enterprise portal (https://timetabling.royalholloway.ac.uk/scientia/portal) using your College username and password.

Please note, all user accounts will be created centrally in the Timetabling team and each is linked to a person's college username, therefore accounts cannot be shared.
After logging in you will see the main Enterprise screen, with one or more tabs depicting the academic year’s databases. Please click on the year you wish to view the timetable for and then single click on Enterprise Timetabler.

The first time you open Enterprise Timetabler you may get a notice asking you to install the programme, please click Run to install.

Once installed, you will get an option to load from a saved version or from the server, always click “Reload data from the server” and press ok. Enterprise timetable will start loading and you will get a series of screens showing that the system is loading, which may take a couple of minutes.
Viewing your timetable

Once loaded you will see the below screen, named Enterprise. The screen is divided into three main panes.

The View pane, the Activities pane and the Timetable grid.

The two panes you will be using are the View pane and the Activities pane. The view pane is where you can filter your timetabling data by various options detailed below and the activities pane is where the number of associated lectures, seminars and workshops are displayed.

The views pane has a drop down menu which can be accessed using the small arrow in the right hand corner. For the purpose of viewing your timetable you should select “Activity filter”.

The View pane, the Activities pane and the Timetable grid.
Click on the tab Categories and then on the double down arrows next to Departments.

Select your department from the list and click Apply Filter at the bottom of the pane. You will receive a pop up message as below. Press Yes.

This will populate the activities pane and the timetable grid with the teaching activities in your selected department.

The first time you use Enterprise you may not have any column headers set up to display the necessary information. To do this right click on the border just underneath Activities and select Column Chooser.
This will bring up a list of column headers to choose from. To select one, double click on it and it will appear in the activities pane, alternatively click and drag it up to the activities pane. The column headers selected are up to the user, but the ones below are recommended as a minimum to provide you with all the information you require to check your timetable.

Module Name, Name, Activity Type Name, Planned Size, Scheduled Days, Scheduled Start Time, Duration or Scheduled End Time, Teaching Week Pattern, Allocated Location Name, Allocated Staff Name, Scheduled,

The activities pane should then look like the below:
Filtering the Timetable in Enterprise

Once you have put in place all the columns you require you can either export or print the timetable (details in the next section) or you can interrogate the timetable by using filters.

To filter a column select the funnel icon in the top right hand corner of the column and make your selection.

If you would like to filter a column by more than one criteria you will need to use the function Filter Editor. Right click on the column header and select Filter Editor. This will bring up the filter window.

From here you can change the column you would like to filter by clicking the column heading (in blue). You will have a selection of column headings to choose from. The function (in green) can also be changed and the last field is editable for you to write in your criteria. You can change the red “OR” to another function depending on the filter you would like to do. Click Apply to apply the filter to the activities.

You can remove the filter by clicking the X next to the filtered criteria at the bottom of the activities pane.
Exporting the timetable to Excel

To export your timetable to Excel, first select File – Print - Activity Viewer.

You will then get a preview of the print.

You can change the layout of this print preview and print your timetable directly, alternatively follow the next few steps and continue the download to Excel and print from there.

Select File, Export Document, XLSX File
Press ok on the next screen and save the spreadsheet in an appropriate folder.

You will then be prompted to open the file in Excel. From here you will be able to do some tidying up of the data, by expanding the columns and formatting as necessary.

You are now able to look at your Timetable.

Please note, in the scheduled column, “Checked” means the activity is scheduled, “Un-Checked” means the activity is still to be scheduled.