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

Introduction ........................................................................................................... 2
Login ..................................................................................................................... 2
Viewing your timetable ....................................................................................... 4
Filtering the Timetable in Enterprise ............................................................... 7
Exporting the timetable to Excel ...................................................................... 8
Introduction

Enterprise Timetabler 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.

The Scientia platform was recently upgraded and as a result, the login process is now slightly different as shown below.

Login

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

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

Note: All user accounts will be created centrally by the Timetabling Team, and each account 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 at the top displaying the database for each academic year. Click on the year you wish to use and single click on Enterprise Foundation.

Tab for the academic year’s database (ensure to click the correct one, if more than one tab is displayed)

The first time you open Enterprise Foundation, you may get a notice asking you to install the programme. Click Run to install. Otherwise, you will get a pop-up asking to open the application, as below. Click Open.

Next you will see the screen below. Always ensure “Reload data from the server” is selected and click OK. **Note: The application will load automatically after the countdown if you do not click anything.**

Enterprise Foundation will begin to load. You will see a series of screens showing that the system is loading; this may take a couple of minutes.
Refer to the Trouble Shooting section if you are having problems accessing Enterprise Foundation.

Viewing your timetable

Once the application has loaded you will see the Enterprise Timetabler (ET) screen. 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 Views pane and the Activities pane. The views 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“.
Click on the tab Categories and then click 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 may receive a pop-up message as below. Press Yes.

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

The first time you use ET 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, you can click and drag your department name 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 look like the image below:
Filtering the Timetable in ET

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 Filter Editor function. 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 the Filter Editor pop-up (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.

This will generate a print preview.

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 tidy up 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, “Unchecked” means the activity is still to be scheduled.