

Enterprise Data Reference Data Manager (ADRDM)
Guidelines

December 2011

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Executive Summary

These Guidelines are to assist UTAS staff interpret ADRDM to support timetabling procedures.

More information

For further information, contact the UTAS Timetable Officer

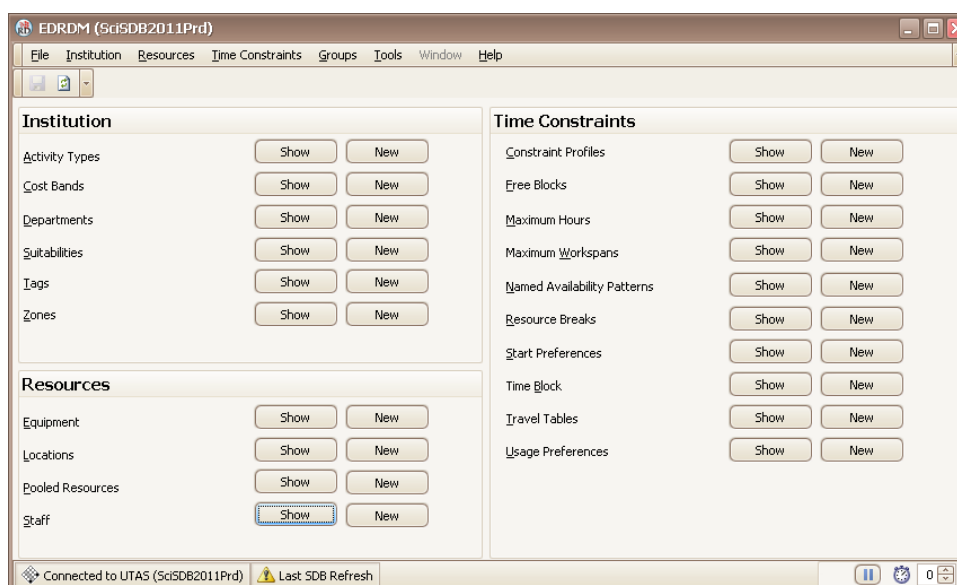
Email: Timetabling.Office@utas.edu.au

What EDRM is used for?

EDRDM or (commonly called Reference Data Manager) holds information including:

- The suitabilities of each location and capacity
- Staff member restraints (when they can teach)
- Student sets (these define what units cannot be scheduled at the same time)

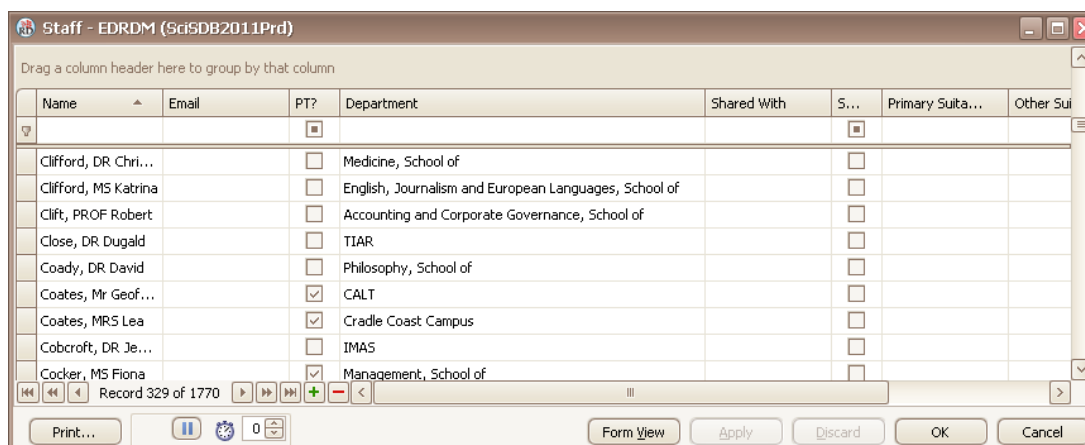
This program is concerned mainly with staff availability, but being able to view the location parameters can be useful as well. The main window is shown below.



Viewing staff

From staff on the main window above click on *show*.

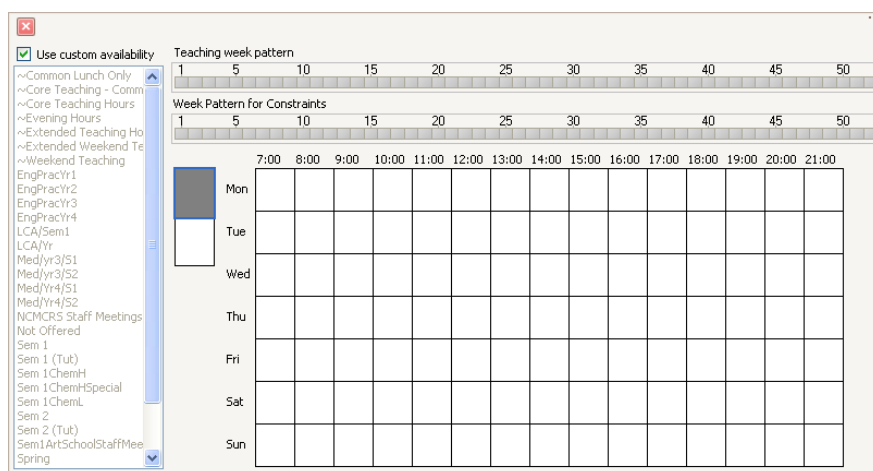
A list of staff interfaced to Syllabus + from Human Resources will show. The information will show the staff member's organisational unit and whether they are part time (PT) or not. The *shared with* column is useful if this staff member lectures for a different department as well as a primary department.



Changing a staff member availability

To change a staff members time when available, click on the staff member you wish to change, then click on *form view*. This will give all information about this staff member available to Syllabus +. Down the list select *named availability* and click on the down arrow associated with it. The below window will appear. The full year is selected, greyed out, in the *week pattern for constraints* calendar.

For staff leave the tick box labelled *use custom availability* ticked as each staff member can choose their own available times (with Head of School permission).



From this window select when a staff member can be scheduled by *painting* the times grey when they are unavailable to teach.

If different teaching times throughout the year are required eg semester 1 availabilities differ from semester 2, the *week pattern for constraints* calendar (the strip above the main week calendar) for particular weeks during the year can be *ainted* for the selected weeks they are unable to teach.

The selection can be reviewed by right clicking on specific weeks within the *week pattern for constraints* calendar. Staffing constraints will change from week to week if they differ.

Note: As this restraint can greatly effect when and if an activity can be scheduled it is advised not to over-constraint the system. If an activity cannot be scheduled, constraints such as staff availabilities may need to be loosened for it to be scheduled correctly.

Adding a staff member

If a staff member is required but not listed under *staff*, this could be because they are a casual and the list is populated with non-casual staff only. If a staff member is a non-casual staff member, they may be new to the system and will need to be added. Contact the Timetable Office. It could also be because staff are not yet allocated to a unit or activity but there may be a need to enter someone to avoid clashing with other activities this staff member may do. For this, you will have to create a *dummy* staff member.

Creating a casual or dummy staff member

To add a staff member (be it a casual or dummy staff member) go to the main window of EDRDM, find *staff* and click *new*. The following screen will show:

On this screen the following fields will be required:

Name

If this is a casual appointment, the staff member's name can be added. This information will feed into ECP when choosing a staff member to take an activity. If a dummy staff member is required, it is recommended the word *Temp* is added and a number to differentiate it from other temporary staff eg *Temp1*.

Description

Within this field identify whether they are *casual* or *dummy*.

Department

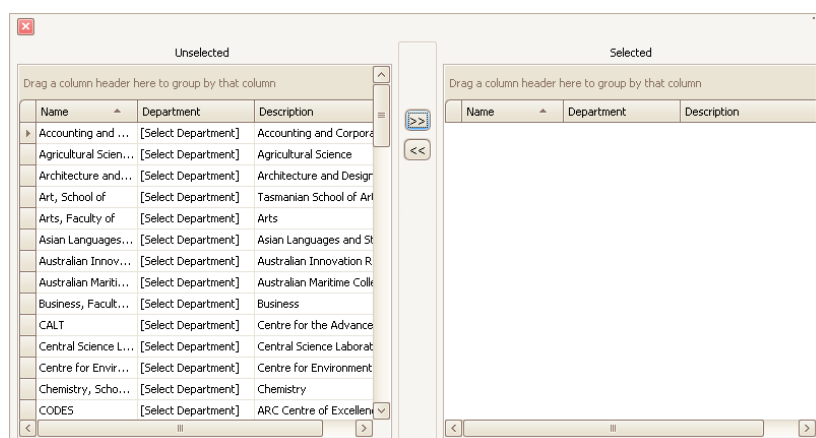
On the down arrow a list is included of all organisational units. Attribute the relevant area to this staff member to teach in. If in ECP the staff member is not showing after having been manually entered, it may be that they were assigned to a faculty but not a school. If unsure, staff should be placed in the school they represent.

PT?

PT? is a tickbox to specify that the staff member is part time. If not, leave box.

Shared with

Shared with refers to any other department/s that a staff member may teach into. Click on the *shared with* down arrow to view the following box:



Within this multiple departments can be linked to a staff member. Click to select the relevant area on the left to add, then click on the >> button to move to the right. If unselect is required, follow the add process but from the opposite side. Once you are happy with your selection click on the red X.

All other fields on this screen are not required to have an entry. Once OK is clicked on this screen and this information is written back, the staff member will appear when viewing *staff* by clicking on *show* from the main screen.

After any changes remember to write back to syllabus +

Locations

EDRDM can be useful to view information under each location such as:

- location which is not found under Web Room Booker but need to ensure a venue is available;
- required location's written *capacity* to ensure adequate space is available;
- a location has a specific purpose or equipment but it is not showing as an option. The room specifications may be out of date in the system;
- viewing the specifications for each location.

To view locations

From the main window of EDRDM, find *locations* and click on the *show* button to view locations. It will not be possible to create, edit or delete locations. This information is maintained by Property Services regularly.

Click *show* and the window below will appear:

Name	Capacity	Department	Shared With	S...	Primary Subabilities	Other Subabili...	Co...	Ma...	Constraint Pr...	Cost Band
AB.AB01.L02.234	1	UTAS						210	210	None
AB.AB01.L03.312	10	UTAS	Health Science, ...		LB-AB.AB01, LF-Moveabl...			210	210	None
AB.AB01.L03.315	20	UTAS	Accounting and ...		LB-AB.AB01, LE-OVD Play...	LT-LECTHETR		210	210	None
AB.AB01.L03.317	12	UTAS	Accounting and ...		LB-AB.AB01, LE-Network ...	LT-LECTHETR		210	210	None
AB.AB01.L03.319	12	UTAS	Accounting and ...		LB-AB.AB01, LE-Network ...	LT-LECTHETR		210	210	None
AB.AB01.L03.328	10000	UTAS	IT Resources		LT-VIDCONF			210	210	None
AB.AB01.L03.332	25	UTAS	Accounting and ...		LB-AB.AB01, LE-Network ...	LT-LECTHETR		210	210	None
BB.BB01.L01.000	1	UTAS						210	210	None
BB.BB01.L01.103	15	UTAS	Australian Marit...		LB-BB.BB01, LE-Multimed...			210	210	None
BH.RC01.L01.104	20	UTAS	Rural Health, De...		LB-BH.RC01, LT-TRAINRM			210	210	None
BH.RC01.L01.106B	10000	UTAS	IT Resources		LT-VIDCONF			210	210	None
BH.RC01.L02.226	10000	UTAS	IT Resources		LT-VIDCONF			210	210	None
BH.RC01.L02.248	16	UTAS	Rural Health, De...		LB-BH.RC01, LT-TEACH...			210	210	None
BH.RC01.L02.250	40	UTAS	Rural Health, De...		LB-BH.RC01, LT-VIDCONF			210	210	None
BH.RC01.L02.252	16	UTAS	Rural Health, De...		LB-BH.RC01, LT-TUT/SEM	LT-LECTHETR		210	210	None
BH.XTR.RC5.001	10000	UTAS	IT Resources		LT-VIDCONF			210	210	None

Name

This is the location name. This can be difficult to read in the format given. A *known name* can be added by right clicking on the *title row*, with name, capacity etc, and choose *column chooser* from the menu. This will bring up a small menu below



This menu allows customisation of the columns from the previous screen. Extra columns can be added to this list by clicking and dragging a column where required on the previous screen. To add the traditional names, click and drag the word *description* to where required on the locations window. This window can be closed by clicking on the red X

Capacity

This will show the capacity that Property Services has recorded for this room. It is university policy that this room number should not exceed this number of students in an event or activity in this space.

Department

This will always be set to UTAS.

Shared with

Shared with will include all organisational units that can see the location as a bookable space for timetabling activities:

- a locally managed space may only have one organisational unit listed in the *shared with* column. This signifies that this is the only area to use or negotiate use of this room to others;
- a centrally managed space will have all organisational units available to use this space.

Other columns on this screen may not be relevant to specific needs and can be ignored.

About this Document

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Authors	UTAS Timetable Office

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x	Month 201x	Draft for consideration by endorsing committee

Guideline Approval

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