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Enterprise Shortcut Keys and Glossary of Scientia Terms

Introduction

This document outlines the main shortcut keys for all of the Scientia Enterprise applications and provides a glossary of terms for some of key concepts and objects in the Scientia Enterprise applications.

Shortcut Keys

The Scientia applications have a number of shortcut functions that help the user perform a range of useful tasks, mainly when trying to bulk select records. These shortcuts are listed in the table below.

Enterprise Shortcut Keys

Shortcut key	Function
[Ctrl and left mouse click] on linked attributes of an object	To remove a link between objects in the database. For example to remove a room selection from an activity on the Resources tab IN Enterprise Timetabler.
[Ctrl and left mouse click] on records in the home list	To make a multiple non-continuous selection of objects.
[Shift and left mouse click] on records in the home list	To make a multiple continuous selection of objects.
[Ctrl and A]	To select all the records in the home list. For example to select all the members of staff displayed on the screen

Glossary of Terms

Key Scientia terms and concepts are explained in the table below.

Key Scientia Concepts and Terms

Scientia Term	Explanation
Write-Back	Save the change you have made on your image file to the server
Image	Your own version of timetabling database containing all of the QMUL timetabling data
Refresh	Retrieve all of the changes that other users have written back to the server.
Host Key	The unique identifier of an object. For example the Host Key of the staff member object is their HR ID.
Suitability	The features and attributes of a resource. For example a teaching location may have data projection, be in the Art's One building, on the Mile End Campus. This location would have three suitabilities.
Named Availability	A pre saved availability pattern that can be used to define resources or modules o activities are available to be scheduled.
Activity	A discrete room booking or teaching event.
Module	A discrete subject.
Zone	This represents a QMUL campus
Duration period	The duration of an activity is length of time it needs to be scheduled for. The duration period of the database is 30 minutes. Two periods is one hour.
The SDB	The Scheduling Database. This is the timetabling database.
Timetabling problem	Timetabling problems can be created by relaxing or overriding scheduling constraints. This could lead to staff clashes or location clashes. The system keeps track of all the scheduling problems that have been introduced.
Teaching Weeks	The weeks of the year that the activity needs to be scheduled on.
Scheduled Weeks	The weeks of the year that the activity has been scheduled on
Resource Requirement	The resources that are required by the activity.
Allocated Resource	The resources that have been allocated to the activity, based on the requirements.
Enterprise Timetabler	The Enterprise application that is used to create and schedule activities
Enterprise Course Planner	The Enterprise application that is used to administer the curriculum structure and allocate students to their teaching activities
Enterprise Desktop Reference Data Manager	The Enterprise application that is used to administer the base (reference) data in the timetabling database.