Part-timers : Features in *TimeTabler* to help you

The Department for Education has defined 4 kinds of flexible working in schools that could apply to teachers, and therefore may affect the timetable:

• **Part-time working** – working less than full-time hours,

• **Compressed hours** – working full-time hours but over fewer days,

• **Staggered hours** – where the employee has different start and finish times from other workers,

• **Job sharing** – 2 or more people do one job and split the hours.

In practice each of the first three is a variation on the same theme of part-timeness, and the fourth one is a combination of two part-timers.
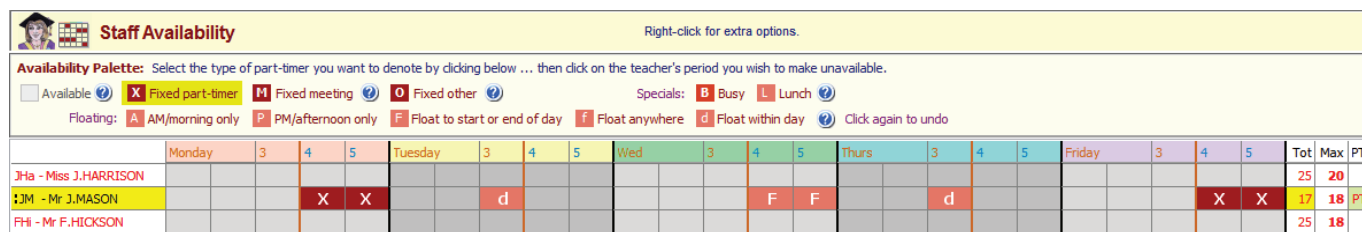
Each of these scenarios can be specified easily, and scheduled, in *TimeTabler*.

To see 18 Examples of Flexible-working read this article in the *TimeTabler* KnowledgeBase:
www.timetabler.com/SupportCentre/FlexibleWorking-PartTimers&JobShares.pdf

---

There are 2 ways of specifying Part-timeness in *TimeTabler*.

The most common way is using the Staff Availability Screen, see page **2**.

Click on   Availability   ⟹   Staff Availability   to see the screen with its Palette of choices:

For details of the other way to specify Part-timers, using Special Locations, see Appendix 1.
You can use both methods if you wish.

Contents

A. Staff Availability Screen

This screen is reached from the Teachers Screen ➡ Advanced, or by the button shown above.
It allows you to specify times when (Part-time) Staff (or Special Resources) are not available.

Click on the top Palette to choose the kind of Unavailability you want, then click on a cell.
Take care : if you add too many you may make your timetable impossible!

Each of the possibilities is explained on the next page and in HelpMovie 19.

Notes:

1. Any **New Schedule** which you now begin will have this Unavailability automatically included in it.

    NB. To change the Unavailability in an **Existing schedule**, then go to the Staff Timetable Screen for that schedule (HelpMovie 43), and use the same method to change the Unavailable periods on it.
    Similarly for the Class Availability Screen and the Room Availability Screen, see page 10.

2. In the **PT** column ensure you **click to mark** which staff are (true) Part-timers, to get useful data on later screens. (By 'true' we mean: don't include the Head, Deputy, etc just because they teach few periods.)
    Part-timers are then marked with a **:** (colon) before their initials. For example, **:**AHa

3. For A and P to work you must (first) specify where the Lunch line is, to divide the day into AM/PM. You will specify this on the School Day Structure Screen, see section C5 in your Manual or HelpMovie 11.

4. The **Total** column shows you the number of periods that are now available, for each Teacher (or Special Resource). ie. available after some have been blocked off by X, A, P, F, f, d, etc.

5. The **Max** column allows you to enter a recommended maximum or expected number of periods.
    If you later visit the Statistics Screen (after you have entered your activities on the Activities Screen) then it will helpfully show you (in red) any Teachers whose max periods have been exceeded.
    This gives you an easy check on Teacher Loads.

6. For detail of the buttons on the bottom row, see page 4.

The explanations on the next page refer to the items shown on the screen above.
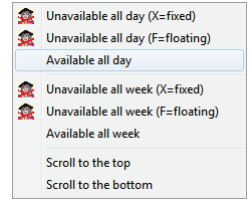
'Fixed' part-timers

ie. Part-timers whose time-off is not expected to change during scheduling.
This is the commonest type of Part-timer (unfortunately).

X Fixed part-timer On the screen on page 2, Mr Mason is absolutely Unavailable on Monday periods 1-2. *TimeTabler* will never place his lessons there (unless you make them available again).

Available Can be used to make any cell Available again. See also the *right*-click menu:

M Fixed meeting These behave just like **X** but can be used (if you wish) to specify
O Fixed other a fixed unavailability for a **M**eeting or some **O**ther reason (in-school).

Unavailable all day (X=fixed)
Unavailable all day (F=floating)
Available all day
Unavailable all week (X=fixed)
Unavailable all week (F=floating)
Available all week
Scroll to the top
Scroll to the bottom

'Floating' part-timers

(Note : Floating part-timers can also be entered using **Special Locations, see Appendix 1, and Manual sections C19; H4 – H8**)

A AM/morning only On the screen on page 2, Ms Veitch is currently Unavailable on Monday-1. If, during the scheduling stage, you or *TimeTabler* wish to place a lesson there, then this **A** Unavailable period will be moved to another **morning** (not an afternoon).

Note 7 : by default, on the Customise Menu ➡ Timetabling Rules Panel ➡ Part-time Staff Rules ➡ 'Place A and P part-timers at start or end of day only' is ticked. So the **A**, if it has to move, will be placed in the <u>first</u> period of any other day, if this is possible. Reason: part-timers normally don't want non-teaching periods in the middle of the day.

P PM/afternoon only This is similar to **A**, but will be placed in **afternoons** only.
By default, if it is moved, **P** will go at the <u>end</u> of (any) day if possible, see above.
Mrs Hawley (see the screen on page 2) will have 2 free afternoons.

Note 8 : For **A** and **P** to work you must specify where the Lunch line is, to divide the day into AM/PM. You do this on the School Day Screen, section C5, HelpMovie 11.

F Float to start or end of day This is similar to **A** and **P** but can be placed in the morning *or* the afternoon.
If it is moved, **F** will try to move to the start *or* the end of **any** day.
So **F** will normally be used for Part-timers, to aim for less (paid) time on-site.

Other markers:

f Float anywhere This is similar to **F**, but if it is moved **f** will go to <u>any</u> (free) period of (any) day.
For this reason this **f** (or **d** below), are the ones to use for full-time staff, for example to reserve PPA periods. Take care *not* to overuse this helpful feature !

d Float within day This is similar to **f**, but **d** will always stay <u>within</u> this same day, making it more restrictive than **f**. *For example,* if you place a 'd' on Friday, it will stay within Friday.

Note 9 : If you enter an item as **ddd** or **f f f** or as **FFF** (as shown) then this will be treated and moved as a block of 3 consecutive periods (never as 3 separate singles). See also sections **H4-H8** in the Manual.

L Lunch You can use the **L** item, with the Lunch arrangements button, **Lunch arrangements** to ensure that every Teacher has a Lunch Break in a day with Staggered lunch breaks. See section H17 in your Manual for more details.

For more examples of Part timers see the articles in the KnowledgeBase: **Part timers** **SEARCH**

B : Analysing Part-timers across the week

Make sure you have clicked in the **PT** column to mark which staff are (true) Part-timers.
(By 'true' we mean don't include the Head, Deputy, etc just because they teach few periods.)

Part-timers are then marked with a **:** (colon) before their initials. For example, **:AHa**

At the bottom of the screen are a number of useful features:

| 🖨 Print ▾ | ✔ Show full names ✔ Compact view | ✔ PTs at top Refresh | Period Totals: Off ▾ | | Lunch arrangements | Auto-assign > | Part-timers > |

✔ PTs at top / Refresh Use this to collect all your Part-timers at the top of the list, for ease of comparison.
(If you add more Part-timers, click on 'Refresh' to update the list.)

At: **Period Totals: Off ▾** you have 3 choices:

| Off |
| Unavailable Staff |
| Available Staff |

If you select 'Unavailable Staff', you get a display (at the top of the screen) which allows you to see which of the periods are worst-affected by Part-timers' requests.

For example:

	Monday	3	4	5	Tuesday	3	4	5	Wed	3	4	5
Fixed	1	0	0	1	9	1	0	0	1	6	2	1	1	2	4
Total	1	0	0	2	11	2	1	1	2	7	2	1	2	3	5

In this example, you can see that the worst periods are Monday-period-5 and Tuesday-period-5:

The 1st row shows the totals for **X** Fixed Unavailability items (only).

The 2nd row shows the Total, now including **A**, **P**, **F**, **d**, etc ...of course these *may* move to another period.

You should use these rows to check that no period is too badly affected; and adjust if necessary!

2-week timetables

If you have a 2-week cycle, then on the Staff Availability Screen, or
at Schedule ➡ Staff Timetable Screen ➡ Right-click Menu you can: **Compare Week-A and Week-B availability**

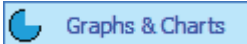**Lunch arrangements** is explained on the previous page and in Section H17 of your Manual.

Auto-assign > gives you a menu with number of choices to *either* clear the Unavailability markers,

or to assign **f**, **d**, **L** automatically to each day
(take care not to over-use this; you may easily make your timetable impossible!)

B is a special marker assigned by *TimeTabler* during the method described
at www.timetabler.com/SupportCentre/Senior-Junior-timetables.pdf

| 💀 Clear all unavailability |
| Clear all unavailability except 'X' |
| Clear all unavailability of type 'f' |
| Clear all unavailability of type 'd' |
| Clear all unavailability of type 'B' |
| ▶ Assign an 'f' to each teacher on each day |
| ▶ Assign a 'd' to each teacher on each day |
| ▶ Assign an 'L' to each teacher on each day |
| Clear all 'L's |

Part-timers > gives you more options, including timetable details, and the possibility of labelling Part-timers (in the PT column) automatically.
You can also do a check of your placements of F, A, P, etc to see if they are sensible.

For more details use the Index tab of the Help screen:

| Contents | Index | Search |
| Type in the keyword to find: |
| Part-timers |

| 🧮 Part-timer Availability (as planned) |
| ▦ Part-timers Timetable (as on the Schedule) |
| ▦ Staff Summary Timetable (as on the Schedule) |
| ✕ Clear all Part-timers |
| ▶ Auto-label Part-timers (from their 'Max' figure) |
| ▶ Auto-label Part-timers (from their 'Tot' figure) |
| ▶ Auto-label Part-timers (anyone with an X) |
| 📄 Part-timer Rules |
| 💀 Check Availability is sensible |

C. Graphs & Charts Menu : Taking an Overview

You can get a simple overview of your Part-timers at: Basic Data Menu ⇒ 🔵 Graphs & Charts :
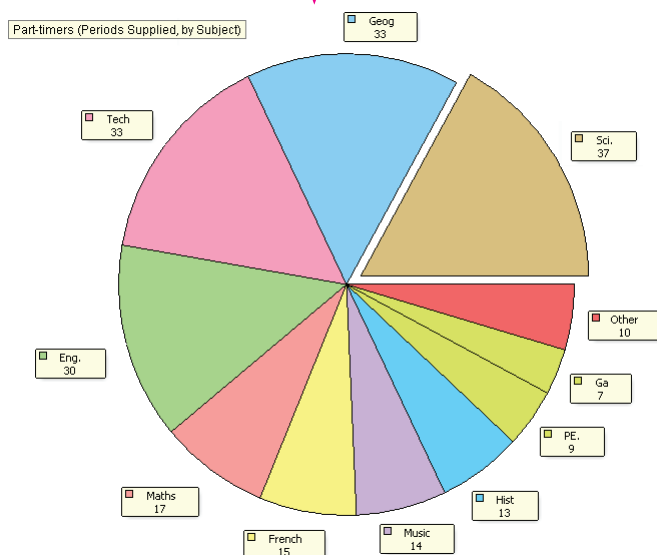
You can choose various pie-charts showing Part-timers.

Graphs & Charts Menu

👥 Part-timers	Number of Part-timers
👥 Part-timers (periods)	Periods supplied by Part-timers
👥 Part-timers (subjects)	Periods supplied by Part-timers (by Subject)

This gives you a quick overview of the Part-timer situation for your next timetable.
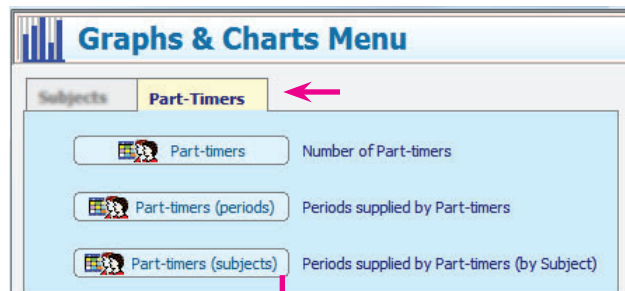
For example, the 3rd one gives you something like:

so that you are immediately aware of which Subjects are most affected this year.

Part-timers (Periods Supplied, by Subject)

Geog 33 · Sci. 37 · Other 10 · Ga 7 · PE. 9 · Hist 13 · Music 14 · French 15 · Maths 17 · Eng. 30 · Tech 33

C. Part-timers in Pools   👨 Check Availability

When you have Part-time teachers in Pools it is always tricky to assess the effect of their part-time-ness on the Pool. This new button on the Pools Screen will help you, by giving you a display like this:

The 'Sum' (Summary) line shows periods where all of the teachers in the currently selected Pool are free … obviously, you'll never/rarely need all of them to be free, since they are a Pool, but it just helps to give an idea of the flexibility of this Pool.

Pool Availability

Day:		Mo	Tu	We	Th	Fr
1 VH	Eng	......	......	......	......	......
2:AHa	Eng	......	......	......	XX	......
3:MU	Eng	......	......	......	XXXXXX	......
4:VP	Eng	......	XXXXXX	XXXXXX	XXXXXX	......
Sum:		......	XXXXXX	XXXXXX	XXXXXX	......

D. Curriculum Diagram Screen : Check the activities affected by Part-timers `2 Activities`

Look at: Curriculum Diagram Screen ➡ `PT ▼` ➡
there are 5 possibilities :

🔛	Highlight Part-timers
🖼	Highlight Unavailability Factor (UF) for each Activity
✖	Off (no highlighting)
🔛	Teacher Team (Un)Availability (this activity only)
🔛	Teacher Team (Un)Availability (include related activities)

(These items are also shown on the right-click menu.)

If you select the **1st** item, then you can easily see your Part-timers :

In this example, the English, French, Maths, Geog, etc are staffed by Full-time teachers (pale green), but Games has one Part-timer (orange) (:AS) and the first Tec block has 2 Part-timers (pink) (:JM and :BI).

If you select the **2nd** item, it shows Teams which will be difficult to schedule because of their Unavailability:

It will pay you to try to reduce the number of Red and Blue (high UF) activities *before* you start scheduling.

On this screen you can also view each Form / Registration/Tutor Group in turn,
- to check that no Form is too badly affected by a disproportionate number of Part-timers,
  For example, 8B students are taught by more Part-timers. Will this have an impact on their learning?
  and
- to search for any problems caused by Part-timer restrictions.
  For example, the 1st Tec block (shown in pink) cannot be scheduled unless both :JM and :BI are in school *together* for at least a D period.

To see this more clearly, highlight the 1st Tec block, and from the menu select: 🔛 Teacher Team (Un)Availability (this activity only) to see:

It shows you the times when this activity cannot be placed:

```
Team Availability

Day:    Mo      Tu      We      Th      Fr
1 :JM   .....   XXXXX   .....   XXXXX   .....
2 :BI   ...XX   ...XX   ...XX   ...XX   ...XX
3 AFr   .....   .....   .....   .....   .....

Sum:    ...XX   XXXXX   ...XX   XXXXX   ...XX
```

If a block is split into 2 or more components, as shown for the Tec Blocks B in the Curriculum Diagram above, then select 🔛 Teacher Team (Un)Availability (include related activities) and you are shown the *overall* Unavailability for *all* the components :

Components are 'related' by having the same Block Label ('B' in this example), or the same Container ID, or the same DayBlock Code.
This feature is particularly useful for Container Blocks in the Sixth Form (Years 12-13).

```
Team Availability

Day:    Mo      Tu      We      Th      Fr
1 :JM   .....   XXXXX   .....   XXXXX   .....
2 :BI   ...XX   ...XX   ...XX   ...XX   ...XX
3 AFr   .....   .....   .....   .....   .....
4 AK    .....   .....   .....   .....   .....*

Sum:    ...XX   XXXXX   ...XX   XXXXX   ...XX
```
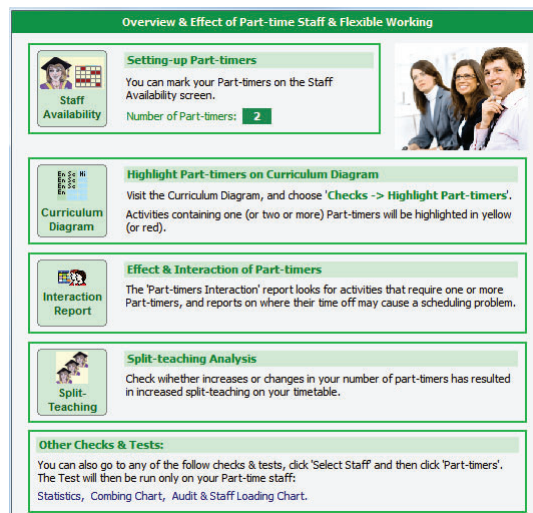
Of course **TimeTabler** will take account of all this while you are scheduling, but a key question to ask before you start scheduling is: "Does it appear to have enough flexibility?"

See the next page for another display of impossibilities if 2 or more Part-timers are in the same team.

E. Overview of Part-time Staff [Check & Validate]

At Check & Validate ➡ [Part-timers] you get this screen:

On this screen,

- the 1st item takes you to the Staff Availability Screen, see page 2.

- the 2nd item takes you to the Curriculum Diagram Screen, see the previous page.

- the 3rd item gives you the
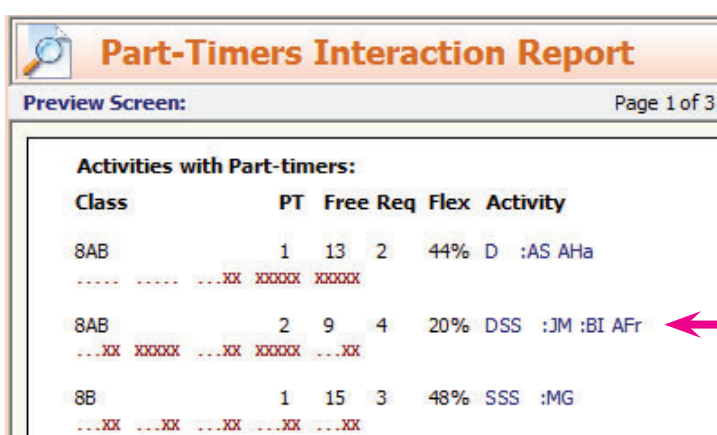 **Part-timers Interaction Report,** with 2 choices:

  [ ] Order by Year
  [ ] Order by Flexibility

  It shows you when the various activities that are staffed with Part-timers can *not* be scheduled, because of their Part-time-ness:

  At a glance you can see if any activities are going to be particularly difficult to schedule. The lower the 'Flex' number, the harder to fit. (If it's lower than 0%, impossible, then it shows **X**.)

  For example, in the report shown here, the 8AB activity requires 2 Part-timers (:JM and :BI), and because of the times when one or other of them is off, there are restrictions on when the activity can be placed.
  The 3 lessons (DSS) can only be placed on Mon-am, Wed-am, Fri-am. See also page 6.

As a general Rule, you should try not to include any Part-timers at all in a fixed team or 'Simple Block' (for example, in Maths sets, Option Blocks/Columns, etc.), because their part-time-ness restrictions will then affect the timetables of every other member of the team.
And if you have to include 2 or more Part-timers in such a team then you need to make sure that their part-time-ness is compatible. The screen above shows you the effects of such multiple part-time-ness.

Of course *TimeTabler* will put the difficult ones higher up its Priority List, but if you see any here that are very tight then it would be much better to tackle the problem now, before you start scheduling.
For example, by editing the activity to have a different teacher(s).
For example, by re-negotiating a colleague's part-time-ness.

If you do it now, while you can see what the potential problem is, it will be clearer to you than meeting a consequential problem later while you are in the middle of scheduling.

- the 4th item on the green screen above gives you the **Split-teaching Analysis Screen,** see page 9. That allows you to see which groups have Split-teaching, whether intended or Unintended.

continued...

F. Scheduling your Part-timers

On the Visual Builder Screen, Part-time staff are shown with a colon in front of their initials (and of course their Unavailable periods are shown also):
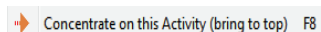
Similarly on the Staff Timetable Screen.

Filters
You can **Filter** the unassigned Activities, so that only activities involving Part-timers are listed in the Priority List of the Visual Builder Screen.

Alternatively, you can force an Activity 'card' to remain at the top of the Priority List until it is entirely assigned, by *right*-clicking on the card and choosing this item:

Note: you can also find any remaining lessons of the last-placed activity by looking for the yellow-highlighted asterisk at the left-hand side.*****

And while working on the timetable, for example on
- the Staff Timetable Screen,
- the Statistics Screen,
- the Combing Chart Screen, etc,

you can click on: **Select Teachers** and then show (just) the Part-timers by a single click, using the button shown here:

This is useful if you want to (temporarily) focus on the scheduling of the Part-timers.
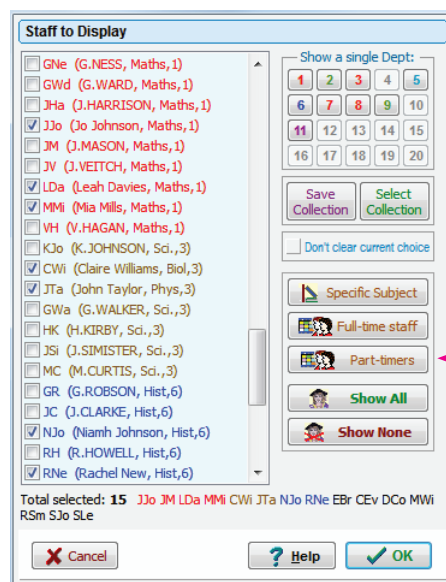
The Availability of Part-timers can be changed, on the current timetable, via: Staff Timetable Screen ➠ **Show Staff Availability Palette**
See page 4 to check a 2-week timetable.

Quality
After (or during) each schedule have a look at the **Quality**.
You can access this useful Report via:
Check & Tidy ➠ Quality Optimiser ➠ Quality Report
or via: Visual Builder Screen ➠ **Timetable Checks Quality Optimiser**
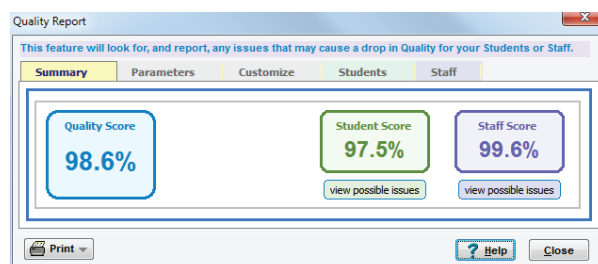
Use each of the 5 Tabs at the top to access different features.
Tick 'Order by Importance' to get the worst problems at the top.

To see full details about the many aspects of these Quality Report Screens, click on the **? Help** button.

See also articles in the KnowledgeBase at: **Support Centre**
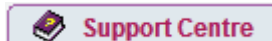
G. Checking on Split-teaching

Split-teaching occurs when a Group of students is taught some lessons by one Teacher and other lessons by a different Teacher. Split-teaching may be:

■ **Intended**
For example, 2 teachers sharing the teaching of History to Year 12 by each teaching a period of History.
For example, a weak teacher of Maths sharing a Year 8 group with a good Maths teacher, deliberately.

■ **Unintended**
The timetabler is unable to prevent it, perhaps because of the part-time-ness of one or more teachers, or because of the need to balance teaching loads.
Adverse effects may include: differing teaching styles, a disjointed feel for the students, overlap or gaps between what each teacher teaches, homework and testing planning, confusion over responsibilities, some students trying to play off one teacher against the other, etc.

Year 7 is usually thought to be a bad year in which to have any split-teaching. The pupils already have many more subjects, and many more staff, than they were used to in Primary school.
Split-teaching is normally a bigger problem for serial subjects like French (or Maths).

To see which of your classes are affected by Split-teaching, go to : [Check & Tidy] ➧ [☰ Split-teaching]

You are given a choice of:

● **Simple Split-teaching Report**
This just summarises the situation, listing every TeachingGroup with two (or more) teachers.

You can also view this Report via : [Timetable Checks / Quality Optimiser 🔍▦] ➧ [🐒 Split-teaching]

Split-teaching Report
Laura Norder High School
08/09/2019

This report attempts to highligh

It does this by finding occasions wh
(Note: sometimes this is just becaus

● **Detailed Split-teaching Review**
This will show you the details:

You can choose for the display to be based on 'Batch Activities', or (if you've set up your TGNs) based on 'Teaching Group Names' (which is better).

Example 1 : On this screen, 7A History is split between 2 teachers, GRo and TO. They may be able to teach different aspects or periods of History so this may not be a problem. If it were in the 6th Form it would probably be intended.

Check for Split-teaching (including Pools)

View: Split-teaching ⊘ Choose a type of lesson, and y

Based on: Batch Activities ⊘ ☐ Show Rooms

Reports: [🐒 Teacher Liaison Spreadsheet] [🐒 Split-teaching Summary]

Teaching Group	Subject	Num Tch	Lesson 1	Lesson 2	Lesson 3	Lesson 4
7A/Hi	Hist	2	Tuesday:1 GRo	Thurs:5 TO		
9B/En	Eng.	2	Tuesday:1 DA	Wed:3 BJ	Thurs:5 BJ	
8A/Fr	French	2	Tuesday:2 EBr	Wed:6 LM	Friday:2 EBr	

Example 2 : 9B English has 3 lessons split between 2 teachers. DA is highlighted as being the teacher with the fewer lessons; perhaps the one to consider for changing**?

Example 3 : Blue indicates that they are 'soft' Pool lessons for 8A French. ie. the staff have been allocated by *TimeTabler* from the Pools Screen. If you convert** them from 'soft' to 'hard' they turn black (see the 3rd lesson).

To make a change, just click on the cell, to open the **Edit Details Screen so that:
You can check if they really are the same group.
You can look for a suitable replacement Teacher(s) to get consistent teaching.
You can convert {soft} to {hard}.

To see lists of Teachers and who they need to liaise with, use: [🐒 Teacher Liaison Spreadsheet] [🐒 Split-teaching Summary]
To see these *before* scheduling, in the Batches: Activities Menu ➧ Other tests ➧ Split Teaching Review

See also the article in the KnowledgeBase at : https://timetabler.com/kbart/341-split-teaching-analysing-your-schedule

Appendix 1 : Using Special Locations

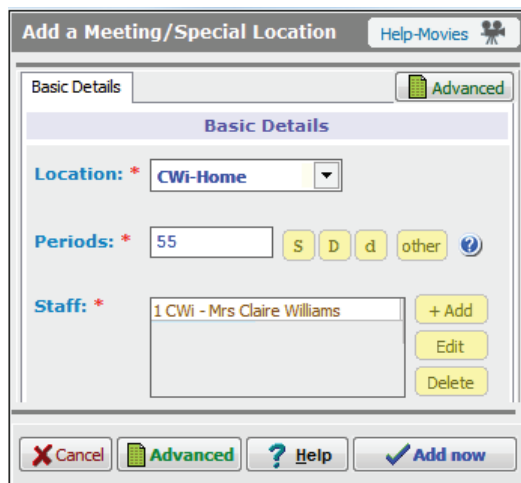In most cases it is usually easiest to use the palette on the **Staff Availability Screen** (HelpMovie 19):

Available ❓	**X** Fixed part-timer	**M** Fixed meeting ❓	**O** Fixed other ❓		Specials:	**B** Busy	**L** Lunch ❓
Floating:	**A** AM/morning only	**P** PM/afternoon only	**F** Float to start or end of day	**f** Float anywhere	**d** Float within day ❓		Click again to undo
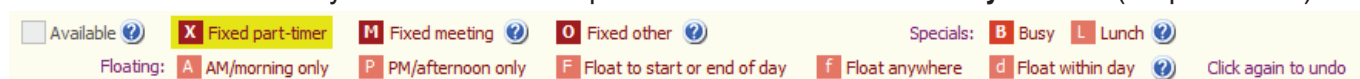
but sometimes you may prefer an alternative method using **Special Locations** : 🏠 Special Locations

For example, in www.timetabler.com/SupportCentre/FlexibleWorking-PartTimers&JobShares.pdf there are 18 Part-timer scenarios, and if we take **Example 5** Solution 2 (page 3) as an illustration, then first you'd enter the Special Location on the Special Locations Screen :

Special Locations ❓

Location

CWi-Home
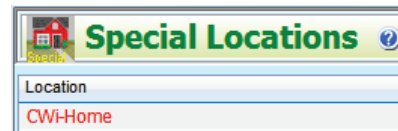
Then using the Meetings, etc Wizard, enter the details of the 'activity' into a Batch, as shown here:

Add a Meeting/Special Location | Help-Movies 🎥

Basic Details | 📗 Advanced

Basic Details

Location: * CWi-Home ▼

Periods: * 55 [S] [D] [d] [other] ❓

Staff: * 1 CWi - Mrs Claire Williams [+ Add] [Edit] [Delete]

✗ Cancel | 📗 Advanced | ❓ Help | ✓ Add now

55 means two 5-period blocks of time (ie. 2 full days in this school with 5-period days).

These 2 'lessons' are then assigned on the timetable in the usual way:

| CWi - Mrs Claire Williams | | | | | CWi-Home | | | | | CWi-Home | | | |

In this case these 2 'lessons' have been placed on Tuesday and Thursday but the *key* point is that **FIT** can move these 'lessons' to other (full) days if necessary.   See also Section H4 in the Manual.

The 2 methods can be mixed (as in Example 6, solution 2, of the PDF above).

The advantages & disadvantages of each method are shown in the table:

Advantages of using **A, P, F, f, d** [see C15 in the Manual]	Advantages of using Special Locations [see H4]
They are all in one place / on one screen, so it's easier to see / review / manage / edit.	If you want a TEAM of staff free, eg. for a Science Dept Meeting, see H7, then you can't use the A/P/F/f/d palette.
If you have many Part-timers, you can't run out of A/P/F/X (whereas you can run out of Special Locations, as there's a limit of 70 for them).	You can include the Special Location activities in the Batch where they seem most relevant. eg. If JSm doesn't teach any Year 11, but does teach in Year 10 then his 'Home' activities are probably best included with the Year 10 activities batch.
If you want each teacher to randomly have a period off per day, then a single key-press can 'Auto-Assign' this on the A/P/F/f/d screen.	**FIT** can move them around (whereas A/P/F/f/d are ignored by FIT, and just moved as a single-step 'behind the scenes' move when you assign a lesson to a period) ... so Special Locations can potentially find more solutions.
If the Unavailability needs to stay within a day, or always be on a morning or afternoon, these constraints are quicker to specify using this method.	

See also the examples in Sections C15, H2–H11, H14–17, H49–50 in the printed Manual.

Appendix 2 : Other UnAvailability

As well as the Staff UnAvailability that we have been discussing, you can also specify Class UnAvailability and Room UnAvailability.

Class Availability

	Mon	3	4	5	Tue	3	4	5	Wed	3	4	5	Thu	3	4	5	Fri	3	4	5	Tot
11A					↕															↕	23
11B					↕															↕	23
11AB					■															■	23
10A					■																24

Double-clicking on a cell turns it dark blue, which means that this Class (and any inter-linked class) cannot be taught in this period. Double-click again to make it free again. See also the right-click menu.

Some examples:

- If Year 11 (only) leaves early on Friday (see above). (If the whole school ends early on Friday then it's easier & quicker to specify this on the School Structure Screen.)

- If you want to keep a whole-school PSE period temporarily unavailable until you know who the teachers will be (see Tuesday-1 above).

- If the class spends a half-day out of school at college (if none of your staff need to accompany them). (If some of your staff need to accompany them you wouldn't do it this way, you'd treat it as a lesson.)

- If you have Staggered Lunches (eg. Lower School and Upper School eat at different times). See the article in the KnowledgeBase in the Support Centre, and Sections H15, H16, H17 in your Manual.

- If older students start later (because of the changes in the circadian rhythm of teenagers). See https://www.timetabler.com/researchoneffectsoftimetabling/ And if some Years start later and end later this can increase your timetabling solution-space.

See also Sections C16, F14, H14−15 in the Manual, and HelpMovie 20.

Room Availability

This screen allows you to specify times when a Room is not available.

Double-clicking on a cell turns it dark green, which means that this Room cannot be used by *TimeTabler* in this period.

For example, the Gym (shown) is being used by the community during Monday-4-5.

For more details see C17 in the Manual.