

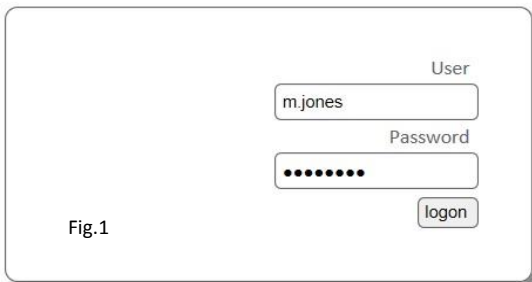


all images used within this document are from the original Enterprise version and may change throughout the course of the applications development

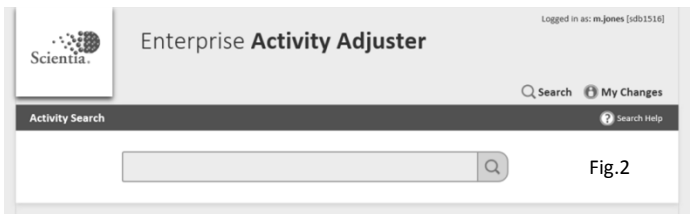
Enterprise Foundation

EAA is an application designed to allow non-timetable personnel to make minor changes to module activities.

To access the EAA please follow this [link](#). From here you will be asked to enter your log on credentials (the same as you would if you were logging onto your PC. See Fig.1

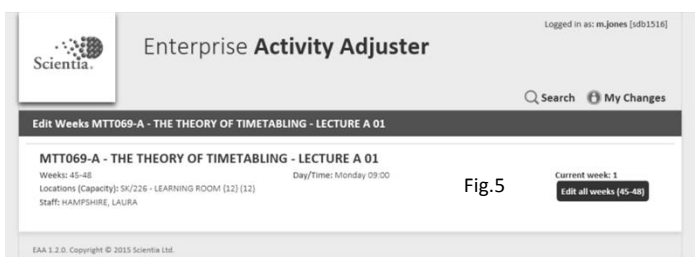
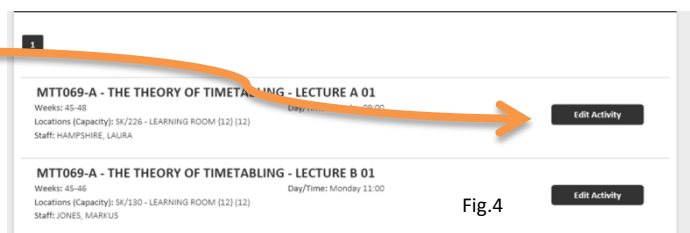


Once you have gained access you will be presented with the activity search screen (fig.2). The screen allows you to input information that will be required to search for a particular activity. It is advised that you use the module code, but you might also wish to find a particular staff member on a particular day. Multiple search criteria can be entered using space as a separator; e.g. typing SMITH DG will result in showing any staff member by the name of Smith who has a session in De Grey (DG).



In this example (fig.3) the search is for a module code only (MTT069-A). You can see from the results that it will present 5 matches i.e. 5 activities that match the search requirements. Click on the search button to view the activities.

EAA will then present a list of all activities. From here select the activity that you wish to edit (Fig.4).



(Fig.5) Once you feel comfortable you're editing the correct activity select Edit all weeks—the information in brackets is the Syllabus Plus (S+) week pattern. See explanation of S+ by following this [link](#).

In Fig.6 you can see the information held within the activity. It is important to note that it is only possible to amend information that has the search symbol beside the info.

At this time it is only possible to amend the staffing, but as the application is developed it is hoped additional functionality will be added.

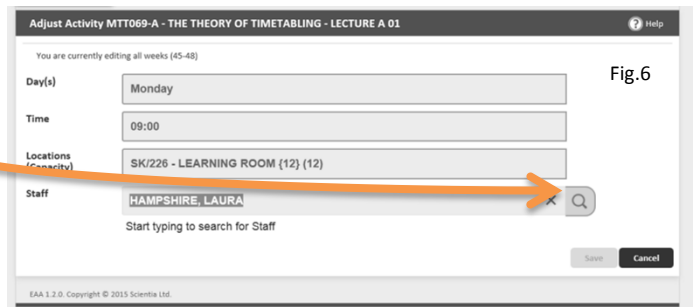


Fig.6

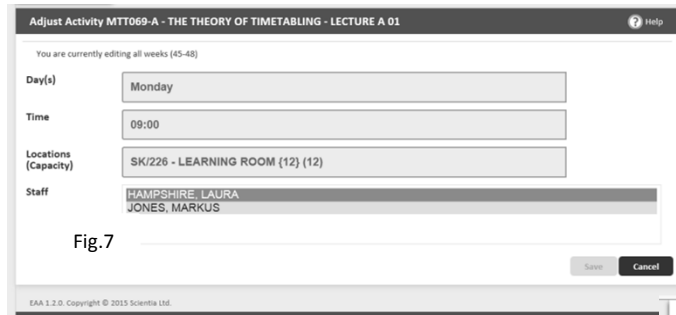


Fig.7

To change the staff member click in the staff field, then type in the name you wish to change, followed by clicking the search icon. More than one option may well be available. Once you have selected the correct person, select, then hit the save button.

From here a message will appear informing you of

the changed status of the activity (Fig.8). It is also possible to view what change has occurred by viewing the details text.

Once the change has occurred the only way to undo this is by repeating the process again i.e. by selecting the same activity and entering a different staff member.

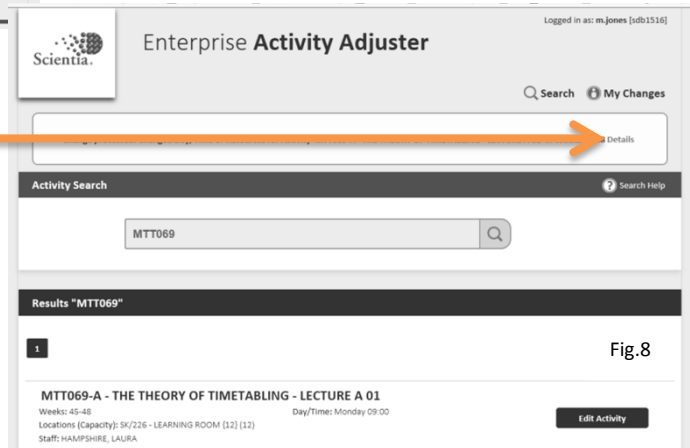


Fig.8

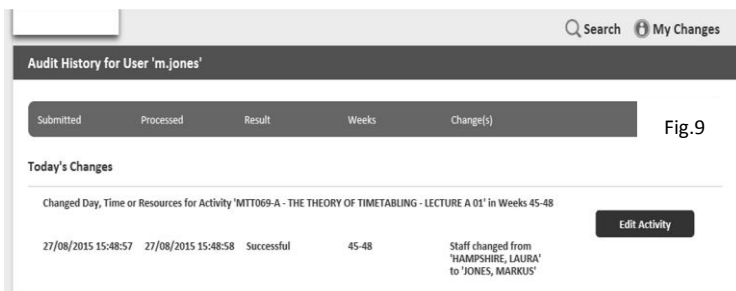


Fig.9

Finally for your own record it is possible to view any changes that you have made at any point (Fig.9) Select My Changes to view information.

Syllabus Plus (S+) Week Pattern Explanation

S+ is the University timetabling software and operates on a 52 week cycle i.e. it does not follow the changing academic year calendar and runs from the end of August to the following August.

When selecting a particular week range for example the weeks 5-16 relate to 1.01-1.12 of the academic year. To view this information please follow this [link](#) to download a copy of the week patterns.