ACTIVITY MODIFICATIONS

To Cancel an Activity

- Open the Activities window
- Find and highlight the activity in activity box
- Click Timetab tab
- Click on greyed out box on the week bar – where the activity is scheduled
- Click Unscheduel button
- Go to ID Tab
- In the description bar, enter - Cancelled by Department/School, enter your name and date
- Modify
- WB (Write Back)
(The week pattern bar on Timetable tab has greyed out blocks. This activity has bookings in multiple weeks).

- Open the Activities window
- Find the activity and highlight in activities list
- Or alternatively, find the activity in the Locations screen - Double click on booking, it then takes you to the Activity screen
- Unschedule the activity
- Click on Availabilities tab
- Click on *NONE* under the Named Availability box
- CTRL click on the week/s in the top week pattern bar
- Always use CTRL Click. NEVER just unclick as this will remove all the weeks booked then they will have to be reinstated. If you click by mistake, DO NOT Modify, click away from the activity and return to it and the weeks will be reinstated.
- Modify
- WB (Write Back)
- Open the Locations window and double check if booking/s has been removed for that room in that week/s.

Availability tab

Availability tab
**Availability tab**

![Image of Availability tab]

- Week 7, 0 & 12 have been removed from this activity.

**Timetable tab**

![Image of Timetable tab]

- Week 9 is no longer scheduled in this location for 16:00 - 17:00.
Modifying an existing activity

Select Timetabler – Activities

- Highlight the Activity from the activities list
- Once highlighted, all the current information relating to that activity will be displayed
- Unschedule the activity, make the modification/s then Schedule
- Also make any modifications in the ID, Resource and Availability tab
- Click MODIFY to commit the change/s
- WB (write back)

Duplicating an Activity

Creating an activity that is almost identical to an existing one but contains a slight difference.

- Select Timetabler – Activities (as per screenshot above)
- Highlight the activity in the activities list that you wish to duplicate
- Once highlighted, click on the DUPLICATE button on the bottom right of the screen
- An identical duplicate booking has been created except for that it will be UNSCHEDULED (X)
- Make the necessary modifications. **If the original is attached to an activity template 'Unlink template' via the (Delivery tab)**
- Timetab tab – click on greyed out box on the week pattern bar.
- Click SCHEDULE
- Click on MODIFY as you go through each tab
- Timetable Tab – Click on schedule
- WB (Write Back)