

Scientia Web Server Frequently Asked Questions

The questions below are designed to assist staff in using the online reports from Scientia Web Server(SWS). If you have any additional questions please contact timetabling@unitec.ac.nz

I CAN'T FIND THE INFORMATION I'M LOOKING FOR:

- Check filters selected ie, department, weeks selected and other filters (programme of study)
- Use generic filters, ie 'all week', 'current year' (lists weeks 1-52).
- Check the full report as some reports have multiple pages.
- For staff information, it is best to select the department 'UNITC'
- The server updates every 10 minutes, once completed your booking will be displayed.
- The information shown on Scientia Web Server(SWS) is definitive, if your booking or other information is not showing, contact the timetable office on email timetabling@unitec.ac.nz

THE ROOM I WANT IS FULLY BOOKED:

- When viewing reports and your preferred location is booked, click the link 'Back to Selection' to change your options to another room. Again you are able to view the timetable for the new room selected.

HOW DO I CANCEL OR MODIFY A BOOKING SHOWN ON SWS?

- If you have an ad-hoc booking made under your name which needs to be changed, you will need to use Web Room Booking to update this. Click on the 'my bookings' link at the bottom of any page within the Web Room Booking. This will bring up a list of all the bookings you have made. Locate the booking you wish to cancel and press 'Cancel'. You will receive an email notifying you of the cancellation.

To modify a booking, follow the above process, and then make a new booking.

Class and exam timetables will not be changed unless prior approval has been given through the Timetable Change process.

Contact the timetable office by email on timetabling@unitec.ac.nz if you have any issues.

I NEED A DIFFERENT REPORT TO WHAT IS AVAILABLE:

- If you require a different report to what is available from Scientia Web Server, please email the timetable office on timetabling@unitec.ac.nz with all the details you require.

NOTE: To modify an existing report will take up a week for the timetable office to produce. To create/develop a new report will take up to 4 weeks.