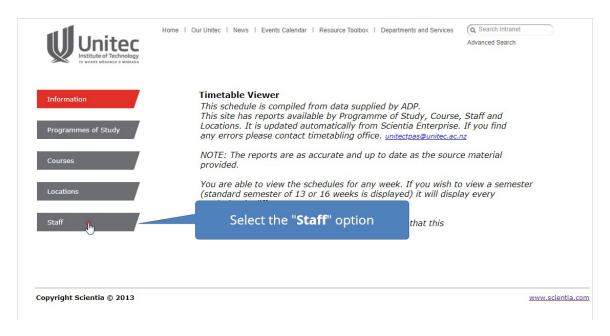
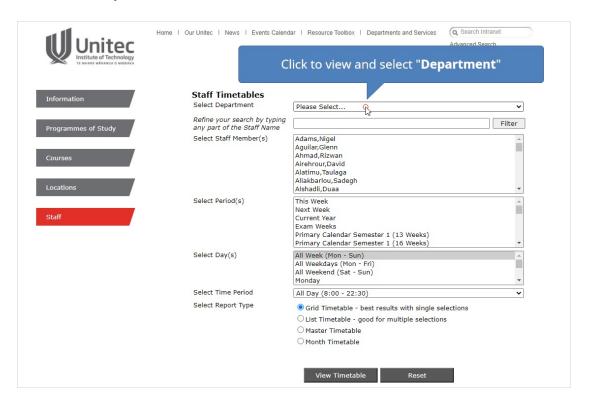
Staff

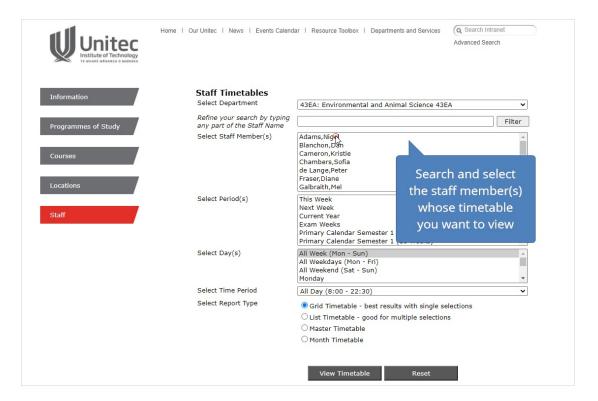
1. Click the "Staff" option



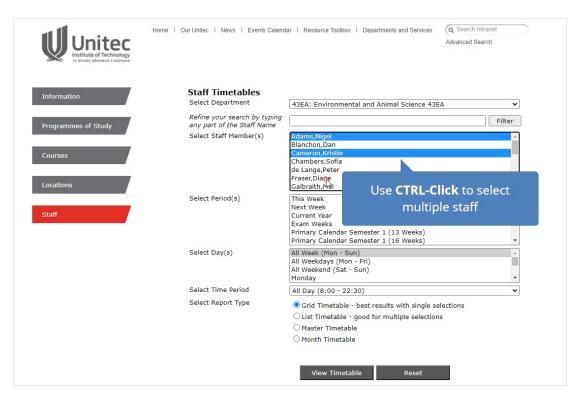
2. Select "Department"



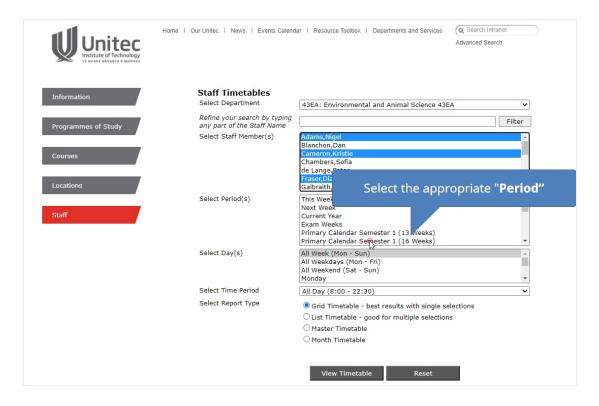
3. Search and Select Staff member



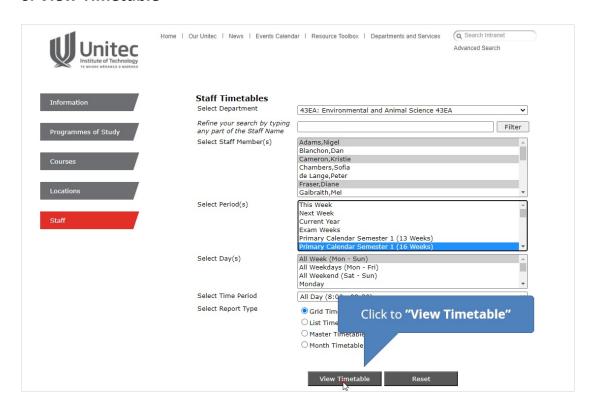
4. Use CTRL-Click to select multiple staff members



5. Select the appropriate "Period"

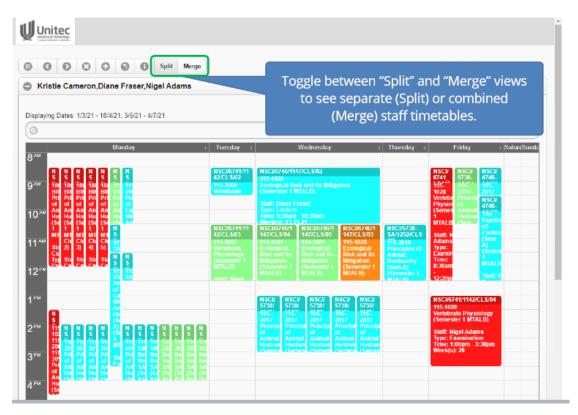


6. View Timetable



7. Timetable Report Navigation

Where you have selected more than one staff member, you have the option of viewing the timetable produced as a *combined* timetable report ("Merge") or as *individual* timetables ("Split"). You can toggle between the two views using the "Merge" and "Split" buttons.



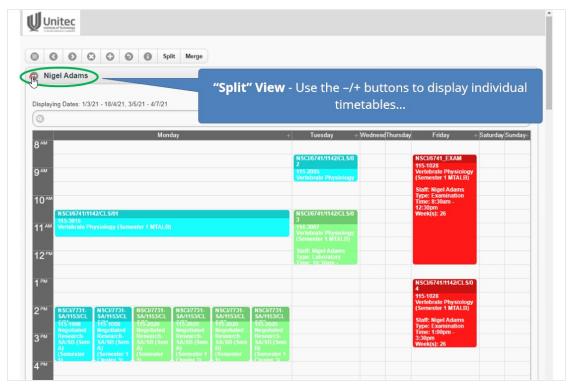
a. "Merge" View

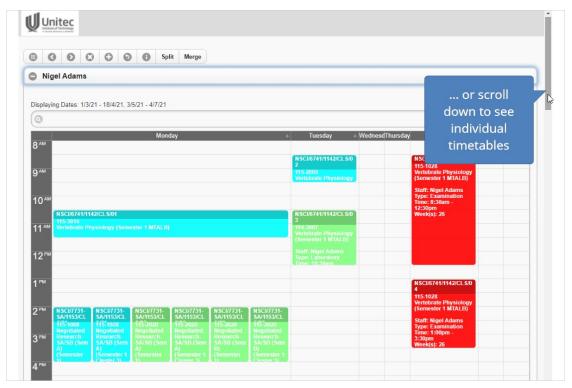
The default view for Staff is "Merge" which will allow you to view the combined timetable.



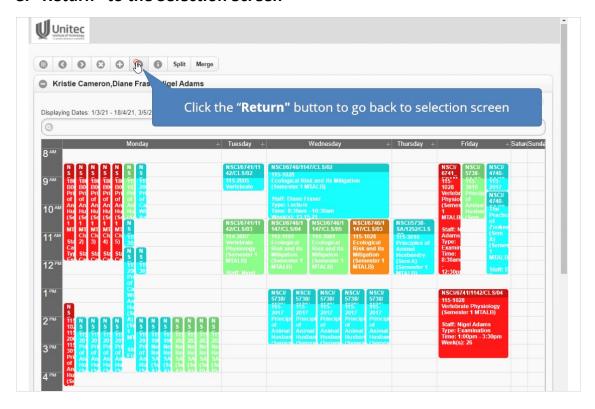
b. "Split" View

In "Split" mode you can either use the -/+ buttons to collapse / open each individual's timetable. Alternatively, use the scroll bar to view each individual timetable.





8. "Return" to the Selection Screen



9. "Reset" for a new search

