

Ming - updating 'What's on ' timetable '

1. **Go to dashboard** (link to dashboard is on staff homepage, and appears on login page, once logged in)

Click on 'Tools – and then' WP-table reloaded' – then edit table – Buoyancy

Timetable 2011. It will open up the table contents in the bottom part of the page.

You can directly edit changes in each cell . Click on update, and save changes before leaving page. Check changes by opening up 'timetable' page (can access this from homepage)

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- don't forget to also change details of the downloadable version of the timetable (see the link on the timetable page). This is a pdf version of the word document 'what's on at Buoyancy' stored on the ad min computer . (to change to pdf, just select save as – file format – pdf)