

# Compare your timetable with your MIS

## Purpose of this Document

There may be occasions when you wish to compare the timetable in **TimeTabler** with the one in your MIS (eg: Arbor or iSAMS).

**Note:** if you are wanting to compare **TimeTabler** with **Nova-T**, rather than with your MIS, then please see the separate article in our KnowledgeBase: [www.timetabler.com/kbart/423-compare-your-timetable-with-nova-t](http://www.timetabler.com/kbart/423-compare-your-timetable-with-nova-t)

**For example:**

-- after exporting to your MIS over the summer, you have made small changes in your MIS in Sept & Oct (e.g. room swaps). You wish to update **TimeTabler** to include these changes (e.g. before you then make a big structural change to the timetable, before re-importing the result to your MIS).

You can do this using the '**MIS-Changes**' feature in **TimeTabler**.

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## Any Questions ?

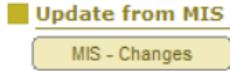
If you have any questions, please ask us for more details on our Support Centre.

# 1 How to do it

Your MIS will create a file for you, in the correct format.

So in your **MIS**: export the 'lessons/changes' file, according to your MIS documentation. For example, in **Arbor\*\*** you create it by following the steps in this article: <https://support.arbor-education.com/hc/en-us/articles/6325892724637-Exporting-your-timetable-changes-from-Arbor-to-TimeTabler>

Then in **TimeTabler**: go to "Export -> MIS-Changes":

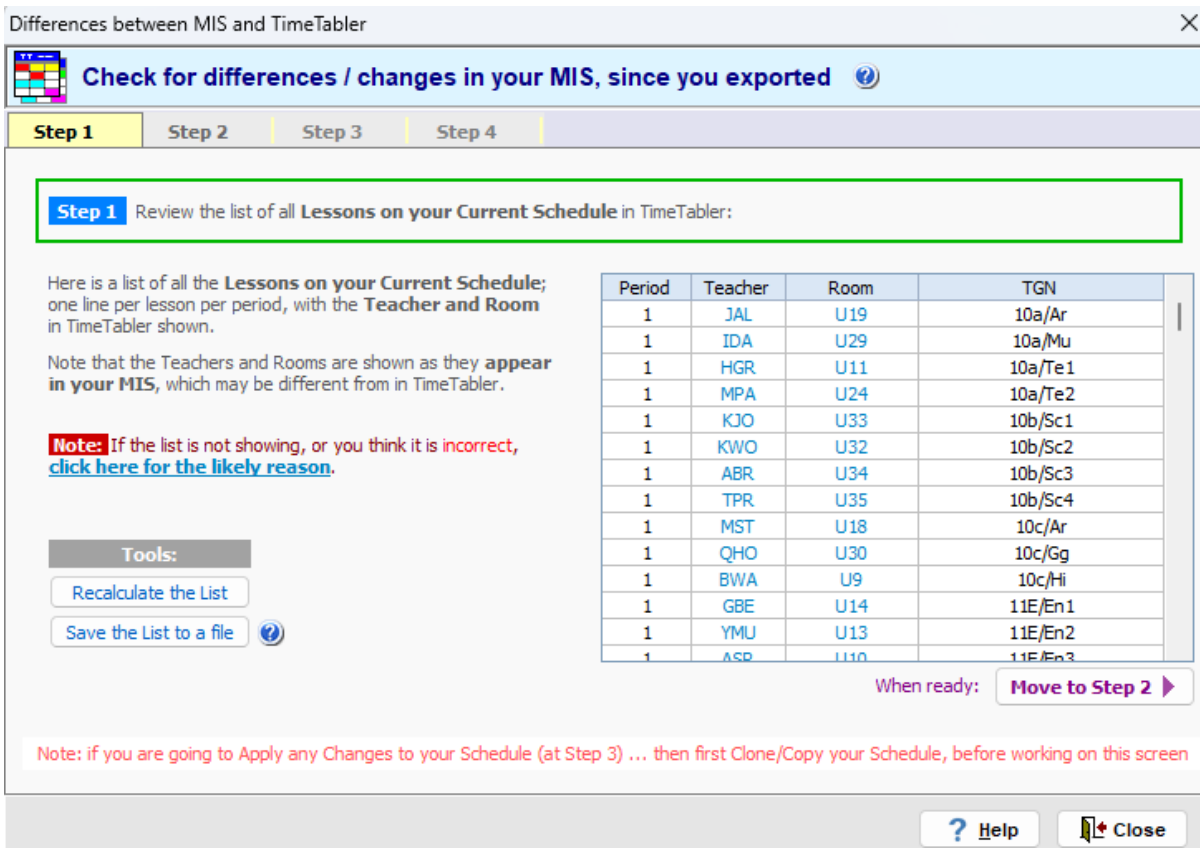


and follow the steps.

**NOTE:** If you are going to Apply any Changes to your Schedule (at Step 3) ... then first Clone / Copy your Schedule before continuing to run the Differences wizard.

# 2 Create & view a list of your lessons in TimeTabler

## Step 1



Differences between MIS and TimeTabler

Check for differences / changes in your MIS, since you exported

Step 1 | Step 2 | Step 3 | Step 4

**Step 1** Review the list of all **Lessons on your Current Schedule** in TimeTabler:

Here is a list of all the **Lessons on your Current Schedule**; one line per lesson per period, with the **Teacher and Room** in TimeTabler shown.

Note that the Teachers and Rooms are shown as they **appear in your MIS**, which may be different from in TimeTabler.

**Note:** If the list is not showing, or you think it is incorrect, [click here for the likely reason.](#)

Tools:

Recalculate the List

Save the List to a file

Period	Teacher	Room	TGN
1	JAL	U19	10a/Ar
1	IDA	U29	10a/Mu
1	HGR	U11	10a/Te1
1	MPA	U24	10a/Te2
1	KJO	U33	10b/Sc1
1	KWO	U32	10b/Sc2
1	ABR	U34	10b/Sc3
1	TPR	U35	10b/Sc4
1	MST	U18	10c/Ar
1	QHO	U30	10c/Gg
1	BWA	U9	10c/Hi
1	GBE	U14	11E/En1
1	YMU	U13	11E/En2
1	ASP	U10	11E/En3

When ready: **Move to Step 2**


Note: if you are going to Apply any Changes to your Schedule (at Step 3) ... then first Clone/Copy your Schedule, before working on this screen

Help Close


### 3 import a list of lessons from your MIS

#### Step 2

The file created by your MIS is the one you need at this step:


**Find your MIS file ...** 

or:

**Find your Nova folder** 


This will then populate the table with the lessons from your MIS:

Differences between MIS and TimeTabler X


**Check for differences / changes in your MIS, since you exported** 


Step 1 | **Step 2** | Step 3 | Step 4

**Step 2** Read the list of all **Lessons in your MIS**, from a **file created by your MIS**:

Click the button to **browse to find your MIS file**: **Find your MIS file ...** 


or:


Or for **Nova-T**: **Find your Nova folder** 

Tips on **how to get this file or folder**: 



Period	Teacher	Room	TGN
1	ICO	L2	7FO/Sc
1	JAL	U19	10a/Ar
1	IDA	U29	10a/Mu
1	HGR	U11	10a/Te1
1	MPA	U24	10a/Te2
1	KJO	U33	10b/Sc1
1	KWO	U32	10b/Sc2
1	ABR	U34	10b/Sc3
1	TPR	U35	10b/Sc4
1	MST	U18	10c/Ar
1	QHO	U30	10c/Gg
1	BWA	U9	10c/Hi
1	GBE	U14	11E/En1
1	YMU	U13	11E/En2
1	ASR	U10	11E/En3
1	MKT	U31	11E/En4

Tools:



Ignore '1' at the end 

When ready:

 Help  Close

## 4 Compare the two lists

### Step 3

This will show you the differences between your MIS timetable and your *TimeTabler* timetable.

×
Differences between MIS and TimeTabler

Check for differences / changes in your MIS, since you exported

Step 1 | 
 Step 2 | 
 Step 3 | 
 Step 4

Step 3 Find & Review the **differences** / changes that have been **made in your MIS** or third-party software:

Here is a **comparison** of the lessons in **TimeTabler**, with those in your **MIS**:

A note in **red** in the **Diff** column, shows a difference. If a Room or Teacher has changed, they are asterisked\*\*.

Differences:		
Diff	Meaning	Number
Add	Lesson added in MIS	0
Del	Lesson deleted/missing in MIS	0
ChT	Teacher changed in MIS	24
ChR	Room changed in MIS	2

Period	TT Tchr	TT Room	TGN	MIS Tchr	MIS Room	Diff
1	JAL	U19	10a/Ar	JAL	U19	
1	IDA	U29	10a/Mu	IDA	U29	
1	HGR	U11	10a/Te1	HGR	U11	
1	MPA	U24	10a/Te2	MPA	U24	
1	KJO	U33	10b/Sc1	KJO	U33	
1	KWO	U32	10b/Sc2	KWO	U32	
1	ABR	U34	10b/Sc3	ABR	U34	
1	TPR	U35	10b/Sc4	TPR	U35	
1	MST	U18	10c/Ar	MST	U18	
1	QHO	U30	10c/Gg	QHO	U30	
1	BWA	U9	10c/Hi	BWA	U9	
1	GBE	U14	11E/En1	GBE	U14	
1	YMU	U13	11E/En2	YMU	U13	
1	ASR	U10	11E/En3	ASR	U10	
1	MKI	U31	11E/En4	MKI	U31	

Tools:

Refresh

When ready: Review & Apply Changes

? Help

✖ Close

## 5 Review & Apply any changes, to update *TimeTabler*

### Step 4

In this step you will have the option to see a report listing the differences, or to apply any Room or Staff changes to *TimeTabler*:

X
Check for differences / changes in your MIS, since you exported

Step 1
Step 2
Step 3
Step 4

Step 4 Review & Apply the Changes

You can now review the changes made in the MIS, and either:

- (a) create a report and update the Schedule **yourself** or:
- (b) you can click the "Rooms" or "Teachers" buttons on the right, to apply them **automatically** to your Current Schedule.

Differences:		
Diff	Meaning	Number
Add	Lesson added in MIS	0
Del	Lesson deleted/missing in MIS	0
ChT	Teacher changed in MIS	24
ChR	Room changed in MIS	2

Method (b) is faster, but the advantage of method (a) is that you have more control over what is changed.

Note: if you are going to Apply any Changes to your Schedule (at Steps 2 & 3 below) ... then you should first **Clone/Copy your Schedule**, before working on this screen. And take a **Backup**.

**MIS Audit : Report & Apply Changes**

- 1 Report Report the Differences
- 2 Rooms (2) Apply any Room Changes
- 3 Teachers (24) Apply any Staff Changes
- 4 Groups (0) Teaching Group Changes

When finished, you may want to do another (dummy) export to your MIS, then run the Audit again - to see what differences (if any) remain.

? Help
Close

An example report showing the Room changes:

X
Timetable Updates

The following updates have been made to your Current Schedule, and will be saved when you leave the 'MIS-Changes' screen. A Red item means that item was not recognised and so not updated.

Day:Period	Teacher	Old Room	New Room	TGN
Tuesday:4	ZHA	L2	L1	7JY/Sc
Friday:6	TGA	U14	U12	10a/Hi2

Total updates completed: 2

Print
Yes, make these changes
No, don't

Click 'Yes, make these changes' to **apply** the changes that have been made in *Arbor*, to your current schedule in *TimeTabler*.

## 6 Important note for Arbor Users

You must make sure your **period numbers in Arbor** are in-line with your (ordinal) period numbers in **TimeTabler**. If in doubt, contact our free Support Centre for advice, and see this article on exporting different period numbers: [www.timetabler.com/kbart/307-export-different-period-numbers-to-your-mis](http://www.timetabler.com/kbart/307-export-different-period-numbers-to-your-mis)

Years	Days	Shape	Times			
	1	2	3	4	5	6
Monday	1	2	3	4	5	6
	1	2	3	4	5	6
Tuesday	7	8	9	10	11	12
	1	2	3	4	5	6
Wed	13	14	15	16	17	18
	1	2	3	4	5	6
Thurs	19	20	21	22	23	24
	1	2	3	4	5	6
Friday	25	26	27	28	29	30
	1	2	3	4	5	6

**Tip:** if you **change your period numbers in TimeTabler**, go through the export steps again, before returning to "MIS-Changes" ... so "MIS-Changes" is using your new period numbers.