

## Importing Basic Data from SEEMiS into *TimeTabler*

When you first purchase *TimeTabler*, you need to enter the Basic Data of

- Subjects,
- Rooms,
- Teachers,

that you will want to refer to, on your timetable.

In a small school it doesn't take long to type them in. This is described in Section C of the printed *TimeTabler* Manual.

In a larger school you may prefer to use the method described here. This imports the bulk of the data and then you can complete it as described in Section C of the printed *TimeTabler* Manual.

In future years you do **not** need to import the data again, just edit your existing data in *TimeTabler* (eg. if a teacher has left). See HelpMovie 8 for full details.

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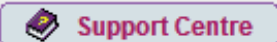
Other documents that you will find useful, in addition to the standard Manuals for each program:

#### **For *TimeTabler*:**

- Scheduling S3/4/5/6, with examples
- Scheduling S1 & S2, with many examples
- Exporting the completed timetable from *TimeTabler* to SEEMiS

#### **For *Options*:**

- Importing your Students' Names from SEEMiS into *Options*
- Using *Options* to create an Exam timetable
- Exporting your Students' Choices from *Options* into SEEMiS (Note : The export for this exists but we are waiting for SEEMiS to implement the import. Ask your local SEEMiS Rep for news of progress about this.)

You can find all these PDFs in the  **Support Centre** by typing **Scotland** in the Search Box.

# Exporting Basic Data from SEEMiS to *TimeTabler*

In the very first year of using *TimeTabler* you may want to import the Basic Data (of Subjects, Rooms, Teachers) from **SEEMiS** to *TimeTabler*.

(The alternative, which doesn't take long, is to type this information into *TimeTabler*.)

See the Overview in the Appendix. And see Section C in the full Manual, and HelpMovies 11–14. Either way you only need to do this once. Thereafter in subsequent years you will usually just tweak this data for any changes (eg. as staff are appointed or retire).

## Step 1 : In SEEMiS : save a file

In SEEMiS 'Click and Go' go to :

Next Session ➡ SETTS ➡ Setup ➡ Timetabler Extract

Since you are only exporting Basic Data do **not** tick 'Include teaching groups' (you'll need that later, when you export your completed timetable into SEEMiS).

Choose the directory where you want to save the file, and click Export.

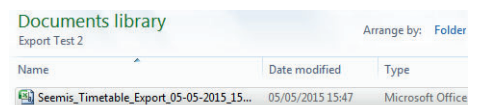
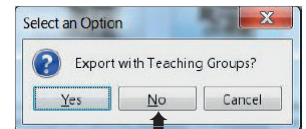
This produces and saves a file with a name like:

[Seemis\\_Timetable\\_Export\\_dd-mm-yyyy\\_hh-mm-ss.csv](#)


(the final part is the day's date and time).

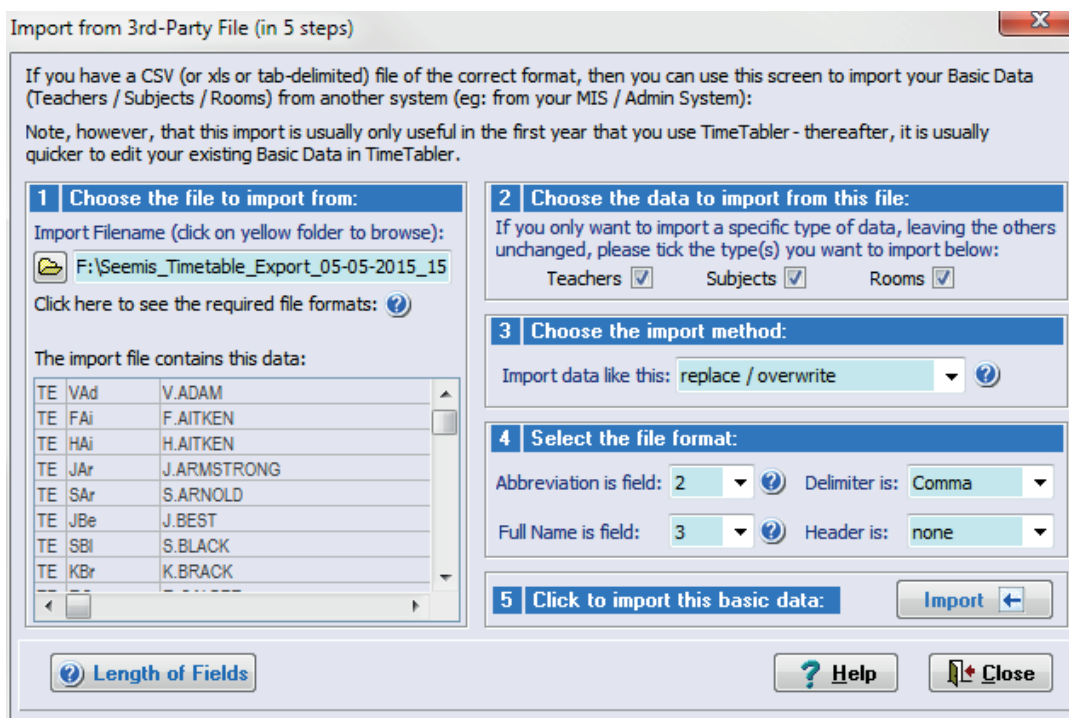
Make a note of where you saved the file.

If you are unsure about any part of this step, please contact SEEMiS.



## Step 2 : in *TimeTabler* : load that file

In *TimeTabler* go to the Basic Data Screen, and click on:  to see:




In part 1, browse to find the file that you saved from SEEMiS. (If you are on a different machine on a different network then you'll need to save the SEEMiS file on a memorystick.)

In part 4 you need to ensure that the screen shows:

Abbreviation is field: **2** (because the first field is the teacher label TE, see the screen above)

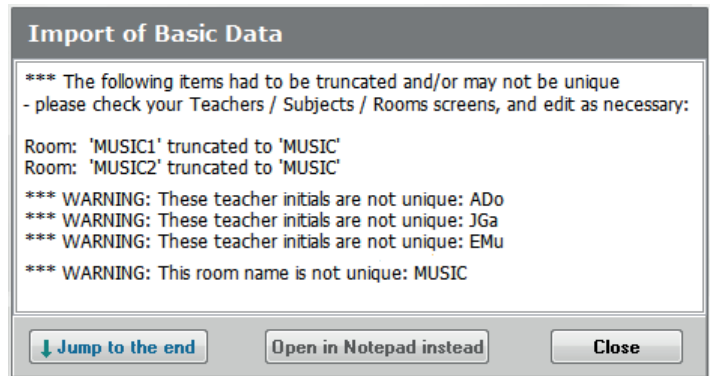
Full Name is field: **3**

then click on:  to see the messages discussed on the next page.

continued...

After clicking on the  button, you are asked to confirm the import and then you are shown any warning messages, like these:

You'll need to keep a note of these items ...the easiest way is to click on the button to 'Open in Notepad' and then print out the list.



This example shows that some **Room** names in SEEMiS were too long. (To keep screen displays compact, the maximum room length in **TimeTabler** is 5 characters.) So you would need to go to the Rooms Screen and (in this example) change one of the rooms now called MUSIC to Music or MusRm, etc.

This example shows that some **Teacher Initials** are not unique. This is likely to be the commonest warning, as uniqueness is not necessary in SEEMiS but absolutely necessary in **TimeTabler**. The Appendix explains the rules that SEEMiS has used in constructing the 3-character initials. Taking the first example above, about teacher ADo, if you go to the Teachers Screen it shows:

Two teachers called ADo will prevent **TimeTabler** from behaving correctly. You **must** change one of them.



There are plenty of possibilities: For example, change the first one to ADn, or ADn, or AMa, AMd, etc.



...Or change the second one ...but just ensure that it is different from any other teacher's **initials**. The teacher's Full Name can be anything you like.

On this same screen you also need to enter each teacher's Main Subject, see Section C9 in the Manual. We also recommend that you enter their Room Preferences, see HelpMovie 14.

Then check that you have done everything else described in Sections C3 – C9 in your Manual. Then see the section on 'Class Scheduling Names' in Section A of the document on scheduling S456, and pages 4–9 of the document on scheduling S1 & S2.

# Appendix. Entering Basic Data : An Overview

Needed for New Users only. See also Section C in your Manual, and HelpMovies 11–14.

## 1. School Structure Screen $\Rightarrow$ Years & Sites

On this screen you can choose either:

Year	Description	Site
✓ S1	Year S1	1
✓ S2	Year S2	1
✓ S3	Year S3	1
✓ S4	Year S4	1
✓ S5	Year S5	1
✓ S6	Year S6	1

Display Options:  
Style of Names: **Scottish**  
Colour-scheme: **Scheme 1**

or:

Year	Description	Site
✓ 1	Year 1	1
✓ 2	Year 2	1
✓ 3	Year 3	1
✓ 4	Year 4	1
✓ 5	Year 5	1
✓ 6	Year 6	1

Display Options:  
Style of Names: **In Years**  
Colour-scheme: **Scheme 1**

You may not need a separate S6 (as often that will be scheduled as part of Year 5).

For the next 3 items (Subjects, Rooms, Teachers) you can either type them in (which doesn't take long, and has to be done once only), or you can **import** the data from SEEMiS, see pages 2-3.

## 2. Subjects Screen

When you are exporting the completed timetable to SEEMiS later, and you get to the Matching Screen, it will help if there is some similarity between the Subject name in SEEMiS and the Subject name that you enter here into **TimeTabler**. You can **add** a new Subject at any time.

For example, if the subject in SEEMiS is 'Business' then names in **TimeTabler** like 'Business', 'BusEd', 'Bus Study' are more helpfully recognisable, for matching, than unhelpful names like 'Enterprise'.

## 3. Rooms Screen

If you are setting up **TimeTabler** for the very first time then it is a very good idea to use the **same** Room Names as in SEEMiS. (If you've already entered the Rooms then just leave them, see below.)

If they are not the same then you can still tell the program during the export stages that (for example) 'A104' in **TimeTabler** is actually 'Room 104' in SEEMiS, but it will save you time if they are already the same. See also the comments below, and Section F in '[Exporting-from-TimeTabler-to-SEEMiS.PDF](#)'.

## 4. Teachers Screen

In order to export the completed timetable later, the staff initials need to be recognised by SEEMiS.

If you import data from SEEMiS into **TimeTabler** (as in Appendix 1) then you get a 3-character code constructed using the following rules. If you enter initials manually, try to use the same system.

- (1) take the 1st letter of the first fore-name, in Upper case, followed by:
- (2) the 1st letter of the surname, but omitting 'Mac' or 'Mc', in Upper case, followed by:
- (3) the 2nd letter of the surname (omitting 'Mac' or 'Mc'), in lower case.

Some examples: CALUM ROY STEWART  $\Rightarrow$  CST      ALISON MACDONALD  $\Rightarrow$  ADo

However this system can produce duplicate initials, and in **TimeTabler** the initials must be unique. So you may have to adapt them (eg. CST, AMa in these examples). Whichever code you use in **TimeTabler**, it will be shown on the final printouts (if you choose 'initials' to get compact printouts), so there may be occasions when you don't want to use the common code, if your colleagues won't recognise it.

**Note** : At the Export stage, using the same 3-character initials when possible will save your time during the export, but if some staff/rooms still have different initials in the two systems, then you can tell the program at Stage 2 of the export. See Section F in '[Exporting-from-TimeTabler-to-SEEMiS.PDF](#)'.

## 5. Classes Screen.

See pages 3–5 of the document on '[Timetabling S3456 with TimeTabler.PDF](#)', and pages 4–9 of the document on '[Timetabling S1 & S2 with TimeTabler.PDF](#)'.