Exporting from *TimeTabler* to your Outlook Calendar

You can export the completed timetable from *TimeTabler* as a CSV file for each teacher, which can then be imported into their Calendar in Outlook, so that their timetable is displayed daily.

The usual reminder in Outlook will then pop up with an advance warning of the time and location of the teacher's next lesson.
This may be particularly useful for senior staff who have an admin role which may cause them to forget their next lesson.

This document explains how to do this, with screenshots from Outlook 2010.
Some staff may not find it easy to do ...so it may be better for the IT Manager to do the process.

Contents

Exporting the CSV files from *TimeTabler*

When the timetable is complete, go to [Export] then [▷ Outlook] to see this screen:

At Step 1, make sure you set up the Start & End times for each period, using the 24-hour system with a colon between hh:min, like this:

Use the 'Repeat first day' button for speed.

At Step 4, you will normally select "one file per teacher".

When you click on [Export ▷] choose a suitable place to save the (many) files. It is usually best to use the 'Make New Folder' button (at the bottom-left) to make a dedicated folder.

When the export is complete, if you go to the folder you will find a file for each teacher, with names like: TT_OUTLOOK_KJo.CSV (where KJo are the initials of the relevant teacher).

Importing the CSV files into the Calendar in **Outlook**

The CSV file for each individual teacher has to be imported into that teacher's Outlook Calendar, so that their timetable is shown on-screen daily, with an advance reminder before each lesson.
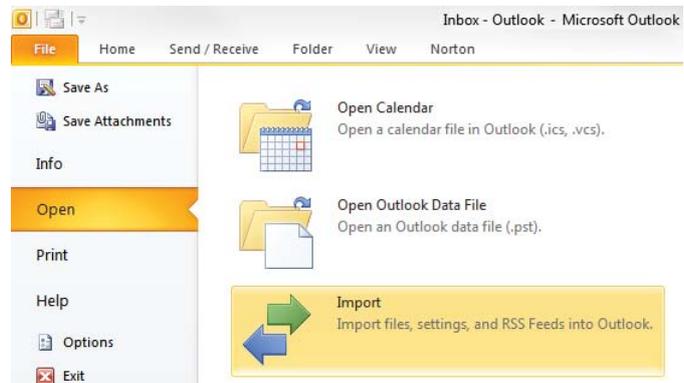
We suggest that the school's IT Manager does this process centrally if possible.
To see the correct initials for each teacher, get a Printout from Basic Data ➡ Teachers Screen.

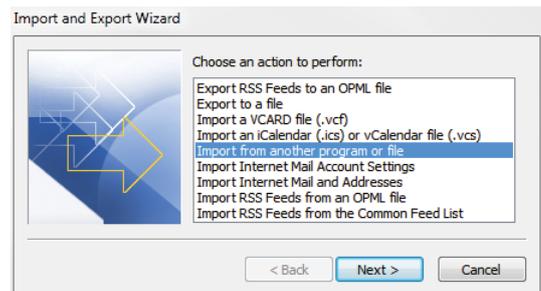The screenshots below are from Outlook 2010.

Step 1
Open Microsoft Outlook and
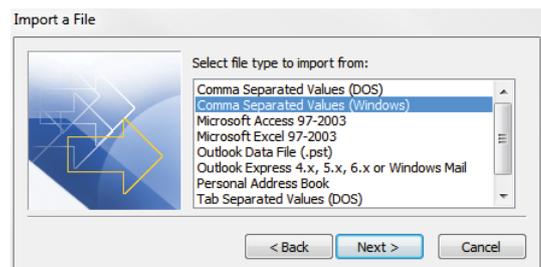select File Menu ➡ Open ➡ Import:

Step 2
A wizard opens, to guide you through the process.

Select "Import from another program or file",
then click on Next.

Step 3
Select 'Comma Separated Values (Windows)' and
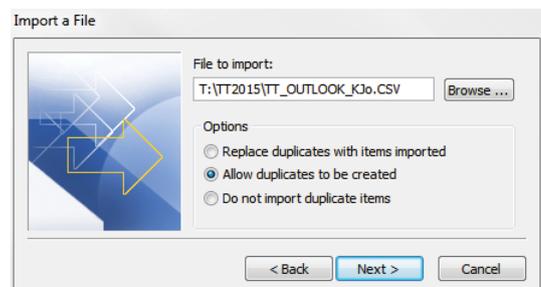then click on Next.

Step 4
Click on the 'Browse' button and select the file that you want to import.

You can choose how you want to handle duplicates (you will probably want to select the first option if this is an update to this year's timetable).
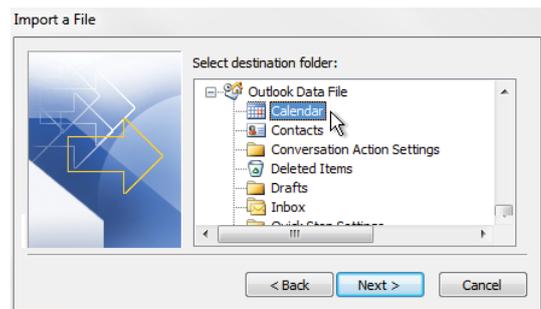
Then click on Next.

Step 5

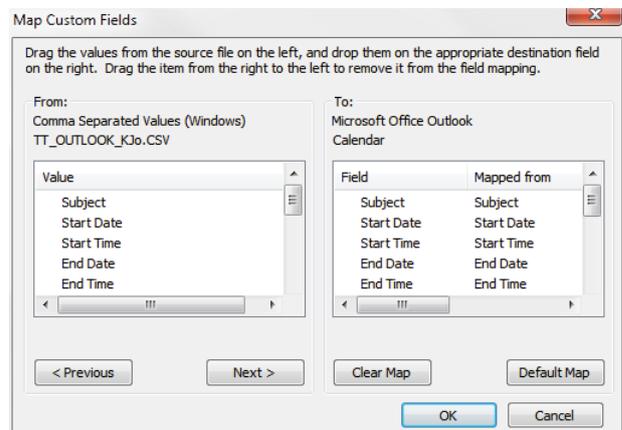On the list, find and select 'Calendar' for the destination folder and then click on Next.

Step 6

On this screen you can click on 'Map Custom Fields':

to see a screen which allows you to 'map' the fields in the CSV file and the fields in Outlook.

The fields on the left are from the CSV file you are importing.
On the right are the destination fields in Outlook.

You can drag a field from the left and drop it on to its respective field on the right.
However you'll probably find that this screen already shows what you need ...and if so you won't need to do anything on this screen.

Click on OK.

Then click on **Finish**.

Step 7

In Outlook go to the Calendar screen of the teacher for whom you have imported the data.

You should see the correct timetable for the lessons on the specified day, like the ones shown here:

From then onwards a reminder will pop up in advance of each lesson, as shown below.
(The reminder period can be adjusted at File ➠ Options ➠ Calendar.)