TimeTabler transfer

Importing a completed TimeTabler file into Facility

Background to MIST Services Ltd

MIST Services Ltd provide quality services relating to Timetabling and MIS (Management Information Systems) striving to build a timetabling and MIS knowledge hub to benefit all timetablers, school managers and administrators, or colleagues with an interest in these areas.

Chris Knights-Branch is the founder of MIST Services Ltd and has a background in both Education (teaching) and software. As a former employee of Serco, Chris held various positions ranging from Support, Trainer, Regional Director, Training Manager and Timetable Development Manager. He prides himself on understanding the needs of the customer and wishes to excel on expectations.

MIST Services Ltd operates a network of associates ensuring that appropriate personnel are available for the project.

Project overview

MIST Services offers a timetable transfer service for schools and academies that complete their timetable outside of the Facility software suite.

The transfer of the timetable is done manually to ensure that the important concepts such as virtual classgroups, organised blocks and limited links (scheduler terminology) are used to ensure all aspects of the Facility suite operate as per Serco's guidelines. Please note it is not simply just an 'image' of the timetable where you have to do extra work after the import has occurred to allow Facility to operate efficiently. We offer the service typically when the school finishes for the summer holiday, simply because the timetable will be finalised by this point. Prior to this point the school may wish to create and populate the teaching groups. If the teaching groups haven't been created MIST Services will create them ready for the school to populate on the return of the 'dataset'.

- MIST Services would require the TimeTabler backup file or MIST Services would require master teacher, master class and individual teacher timetables (pdf format, excel format and emailed over would be suitable)
- MIST Services would need data (timetabling dataset only) and template backups from Facility. Or if you are sure all data exists, then an extract can just be used.
- MIST Services would require the school not to make any changes to the timetabling dataset whilst the timetable is being transferred. If solely an extract is being used then certain changes can occur, contact MIST Services to understand fully what can't be changed!
- MIST Services would provide a timetabling data backup for restoration into the school. Or we would provide the extract back if the dataset wasn't taken.

Timings

- Dates to be confirmed as appropriate, although would suggest late July or August to ensure the school timetable is complete
- MIST Services would require 5 working days from the date of receiving the timetable backups or printouts and Facility data or extract.

Considerations

- The TimeTabler (or timetable) file should ideally use the teacher codes as used by Facility
- The TimeTabler (or timetable) file should ideally use the department/subject codes as used by Facility
- The TimeTabler (or timetable) file should ideally use the room codes as used by Facility
- If the codes don't match, a list preferably in Excel to demonstrate the mappings will be required.
- This is a one off transfer so any further changes are implemented by the establishment.
- The transfer should only be done when the timetabler is completed!

Pricing

- Cost of transfer would be £750+vat

How do we work?

MIST Services can communicate with stakeholders through the following methods:

1. On-site visits as per scope of project
2. Email
3. Telephone conversations
4. 'Live chat' allows:

    - MIST Services to view and control the clients computer screen 'remotely'
    - MIST Services to show their computer screen 'remotely' to the client
    - MIST Services to host a 'Webinar' where many people can see the presentation

5. 'File share' the school/Academy has their own secure area on MIST Services' website where they can 'log in' and download timetable files that have been uploaded by MIST Services. The school/Academy can decide who has access to this functionality. It is extremely useful for MIST Services to distribute draft timetables to many colleagues and as it is web based you can access it where ever you have internet access.
6. 'File share' allows the school/Academy to upload 'large' files to MIST Services that you either wish not to email or are too large as an email attachment.