

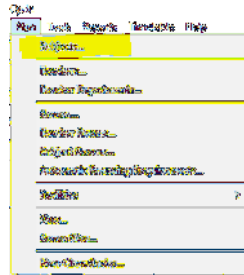
Importing Basic Data into *TimeTabler* from *Nova-T6*

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It is an alternative to the “XPL” method – see the *TimeTabler* Support Centre for details on each method.

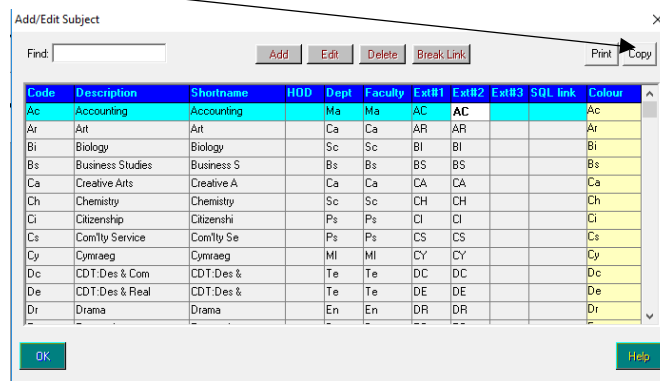
1 - Subjects

Exporting a file of **subject** data from *Nova-T6*

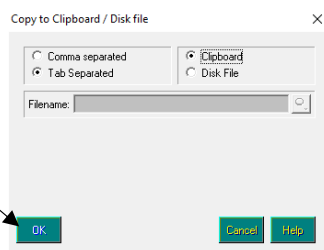
- Open *Nova-T6*
- Select **Plan | Subjects**



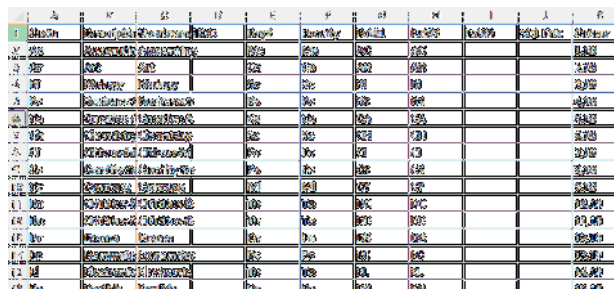
- Click Copy



- Click OK



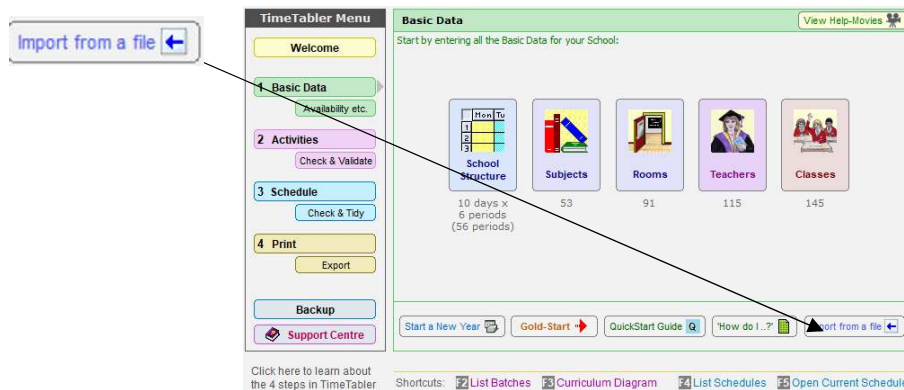
- Open Excel
- Right click in cell A1 and select Paste



- Save the file as a CSV file called **Subjects for TimeTabler**

Import subject data into TimeTabler

- In TimeTabler go to the Basic Data Screen
- Click on the Import from a File button

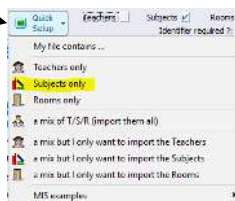


Section 1 Choose the file to import from

- Click on the folder and browse to select the CSV file you have saved.

Section 2 Choose the data to import from this file

- Click on **Quick Setup** and select Subjects Only



Section 3 Choose the import method

- Import data like this select **replace (allow duplicates)**
- Truncate long subject abbreviations select **first 6**

Section 4 Select the fields and the format

- Abbreviation is field **1**
- Full name is field **2**
- Header is **one line**

Your screen should look like this

Import from 3rd-Party or MIS File (in 5 steps) X

If you have a CSV (or Excel or tab-delimited) file of the correct format, then you can use this screen to import your Basic Data (Teachers / Subjects / Rooms) from another system (eg: from your MIS / Admin System). Just work through the 5 steps below.

Note: this import is typically only used in the first year that you use TimeTabler - thereafter, it is usually quicker to edit your existing Basic Data in TimeTabler.

1 Choose the file to import from:

Import Filename (click on yellow folder to browse):

[Click here to see the required file formats: ?](#)

The import file contains this data:

1-Abbrev	2-Name	3	4	5	6	7	8	9	10
Code	Description	Shortname	HOD	Dept	Faculty	Ex#1	Ex#2	Ex#3	SQL
Ac	Accounting	Accounting		Ma	Ma	AC	AC		
Ar	Art	Art		Ca	Ca	AR	AR		
Bi	Biology	Biology		Sc	Sc	BI	BI		
Bs	Business Studies	Business S		Bs	Bs	BS	BS		
Ca	Creative Arts	Creative A		Ca	Ca	CA	CA		
Ch	Chemistry	Chemistry		Sc	Sc	CH	CH		
Ci	Citizenship	Citizenshi		Ps	Ps	CI	CI		
Cs	Com'ity Service	Com'ity Se		Ps	Ps	CS	CS		
Cy	Cymraeg	Cymraeg		Mi	Mi	CY	CY		
Dc	CDT:Des & Com	CDT:Des &		Te	Te	DC	DC		
De	CDT:Des & Real	CDT:Des &		Te	Te	DE	DE		
Dr	Drama	Drama		En	En	DR	DR		
Ec	Economics	Economics		Bs	Bs	EC	EC		
El	Electronics	Electronic		Te	Te	EL	EL		
En	English	English		En	En	EN	EN		
Et	English Lit	English Li		En	En	ET	ET		
Fr	French	French		Mi	Mi	FR	FR		
Ge	German	German		Mi	Mi	GE	GE		
Gg	Geography	Geography		Hu	Hu	GG	GG		

2 Choose the data to import from this file:

If you only want to import a specific type of data, leaving the others unchanged, then please tick the type(s) you want to import below:

Teachers
 Subjects
 Rooms
 Identifier required ? : ?

3 Choose the import method:

Import data like this: ?

Truncate long subject abbreviations: ?

4 Select the fields and file format:

Required:

Abbreviation is field: ? Delimiter is: ?

Full Name is field: ? Header is: ?

Site (rooms only): ?

Optional (for Teachers only):

Title is field: ? Room 1 is field: ?

Main Subject is field: ? Room 2 is field: ?

Dept/Fac is field: ? Room 3 is field: ?

Max wkload is field: ?

5 Now Click to import this basic data: ←

Section 5 Now click to import this basic data

- Click Import
- Click Yes on both the following screens.

Import now ?

Are you sure you want to import a list of Subjects ?

Note-1: Importing will REPLACE any Subjects you currently have stored in TimeTabler.
Note-2: if two items have the same abbreviation, BOTH will be imported.

Are you sure ?

The following items will be imported from your import file:

- 0 Teachers
- 20 Subjects (eg Accounting)
- 0 Rooms

Are you sure you want to import all of these items ?

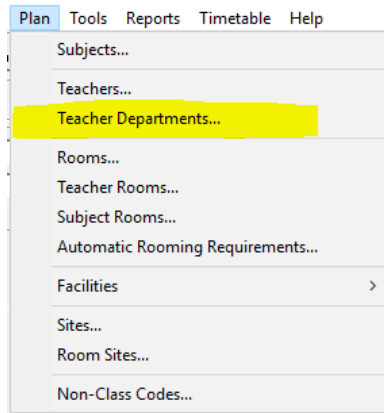
Please Note: importing will REPLACE any Subjects you currently have stored in TimeTabler.
If in doubt, you should click 'No'.

Your subjects will now be imported in to TimeTabler

2 - Teachers

Exporting a file of teacher data from Nova-T6

- Open Nova-T6.
- Click on **Plan | Teacher Departments**

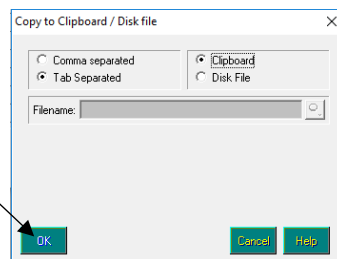


- Click Copy

The screenshot shows the 'Teacher Departments' window. The 'Copy' button in the top right corner is highlighted with a mouse cursor. The window contains a table with columns: Code, Description, Empl, Load, Total, Main, Dept, Dept 2, Dept 3, Dept 4.

Code	Description	Empl	Load	Total	Main	Dept	Dept 2	Dept 3	Dept 4			
AA	Mrs A Abel	0	19	19	Bi	4	Ps	1	Sc	14		
AB	Mr A Blacker	0	4	4	La	0	Gg	1	Re	3		
AG	Mr A Gray	0	19	19	Fr	18	Gn	0	Ps	1		
AL	Ms A Little	0	19	17	So	3	Gg	6	Hi	1	Pe	6
AP	Miss A Parker	0	20	20	Hi	13	Gg	2	Ps	1	Re	4
API	Mr A Pinkney	0	22	22	En	21	Ps	1				
AS	Mr A Simmons	0	20	19	Hi	1	Gg	17	Gn	0	Ps	1
AW	Mrs A Wheeler	0	13	11	Et	4	Gg	5	Re	2		
AZ	Mrs A Zelinskova	0	18	16	Rc	1	Fr	9	Ge	5	Ps	1
BK	Mr B Kinross	0	18	15	Pe	12	Ps	1	Sl	2		
BP	Ms B Peters	0	18	15	Bi	0	Ph	5	Sc	10		
BPA	Miss B Patel	0	18	16	Hi	5	Ci	2	Gg	1	Re	8
BPE	Miss B Pearson	0	19	18	En	3	Fr	5	Ge	9	Ps	1
CH	Mr C Hughes	0	18	18	Rc	0	Te	18				
CJ	Mr C Jones	0	19	19	Ma	18	Ps	1				
CY	Mr C Yates	0	18	14	Ma	8	Bs	5	Rc	1		

- Click OK



- Open a Blank Excel spreadsheet
- Right click in cell A1 and select Paste

The screenshot shows an Excel spreadsheet with the following data:

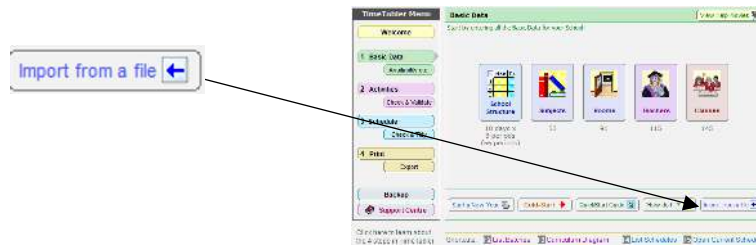
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Code	Descriptive	Empl	Load	Total	Main	Dept	Dept	2 Dept	3 Dept	4 Dept				
2	AA	Mrs A Abe	0	19	19	Bi	4	Ps	1	Sc	14				
3	AB	Mr A Black	0	4	4	La	0	Gg	1	Re	3				
4	AG	Mr A Gray	0	19	19	Fr	18	Gn	0	Ps	1				
5	AL	Ms A Little	0	19	17	So	3	Gg	6	Hi	1	Pe	6	Ps	1
6	AP	Miss A Par	0	20	20	Hi	13	Gg	2	Ps	1	Re	4		
7	API	Mr A Pinki	0	22	22	En	21	Ps	1						
8	AS	Mr A Simn	0	20	19	Hi	1	Gg	17	Gn	0	Ps	1		
9	AW	Mrs A Whi	0	13	11	Et	4	Gg	5	Re	2				
10	AZ	Mrs A Zeli	0	18	16	Rc	1	Fr	9	Ge	5	Ps	1		
11	BK	Mr B Kinrc	0	18	15	Pe	12	Ps	1	Sl	2				
12	BP	Ms B Pete	0	18	15	Bi	0	Ph	5	Sc	10				
13	BPA	Miss B Pat	0	18	16	Hi	5	Ci	2	Gg	1	Re	8		
14	BPE	Mrs B Pea	0	19	18	En	3	Fr	5	Ge	9	Ps	1		
15	CH	Mr C Huk	0	18	18	Rc	0	Te	18						

- Save the file as a CSV file with a name of **Teachers for TimeTabler**

Import teacher data into TimeTabler

In TimeTabler go to the Basic Data Screen

- Click on the Import from a File button

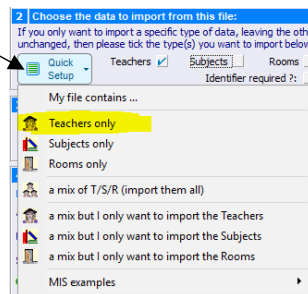


Section 1 Choose the file to import from

- Click on the folder and browse to select the CSV file you have saved.

Section 2 Choose the data to import from this file

- Click on **Quick Setup** and select **Teachers Only**



Section 3 Choose the import method

- Select **replace (allow duplicates)**

Section 4 Select the fields and the format

- Abbreviation is field **1**
- Full name is field **2**
- Delimiter is **Comma**
- Header is **one line**
- Main Subject is field **6**
- Max workload is field **4**

Your screen should look like this

Import from 3rd-Party or MIS File (in 5 steps) X

If you have a CSV (or Excel or tab-delimited) file of the correct format, then you can use this screen to import your Basic Data (Teachers / Subjects / Rooms) from another system (eg: from your MIS / Admin System). Just work through the 5 steps below.

Note: this import is typically only used in the first year that you use TimeTabler - thereafter, it is usually quicker to edit your existing Basic Data in TimeTabler.

1 Choose the file to import from:

Import Filename (click on yellow folder to browse):

D:\Teachers.csv

Click here to see the required file formats: [?](#)

The import file contains this data:

1-Abbrev	2-Name	3	4-Max	5	6-Subj	7	8	9	10	11	12	13	14	15
AA	Mrs A Abell	0	19	19	Bl	4	Ps	1	Sc	14				
AB	Mr A Blacker	0	4	4	La	0	Gg	1	Re	3				
AG	Mr A Gray	0	19	19	Fr	18	Gn	0	Ps	1				
AL	Ms A Little	0	19	17	So	3	Gg	6	Hi	1	Pe	6	Ps	1
AP	Miss A Parker	0	20	20	Hi	13	Gg	2	Ps	1	Re	4		
API	Mr A Pinkney	0	22	22	En	21	Ps	1						
AS	Mr A Simmons	0	20	19	Hi	1	Gg	17	Gn	0	Ps	1		
AW	Mrs A Wheeler	0	13	11	Et	4	Gg	5	Re	2				
AZ	Mrs A Zelinskova	0	18	16	Rc	1	Fr	9	Ce	5	Ps	1		
BK	Mr B Kinross	0	18	15	Pe	12	Ps	1	Sl	2				
BP	Ms B Peters	0	18	15	Bl	0	Ph	5	Sc	10				
BPA	Miss B Patel	0	18	16	Hi	5	Ci	2	Gg	1	Re	8		
BPE	Mrs B Pearson	0	19	18	En	3	Fr	5	Ce	9	Ps	1		
CH	Mr C Hughes	0	18	18	Rc	0	Te	18						
CJ	Mr C Jones	0	19	19	Ma	18	Ps	1						
CY	Mr C Yates	0	18	14	Ma	8	Bs	5	Rc	1				
DA	Mr D Andrews	0	15	14	Ch	5	Bl	5	Ph	4				
DM	Mrs D Mumford	0	22	22	Ma	20	Ps	1	St	1				
DNE	Mr D Newton	0	16	16	Gs	1	Ps	1	Sc	14				
EP	Mrs E Paton	0	16	16	Rc	1	Gg	1	Hi	12	Ps	1	Re	1
EW	Mrs E Waters	0	17	16	Ps	1	Dc	6	Te	9				
FR	Miss F Burton	0	19	19	Ma	18	Ps	1						

2 Choose the data to import from this file:

If you only want to import a specific type of data, leaving the others unchanged, then please tick the type(s) you want to import below:

Quick Setup Teachers Subjects Rooms

Identifier required?: [?](#)

3 Choose the import method:

Import data like this: replace (allow duplicates) [?](#)

Truncate long subject abbreviations: first 6 [?](#)

4 Select the fields and file format:

Required:

Abbreviation is field: 1 [?](#) Delimiter is: Comma [?](#)

Full Name is field: 2 [?](#) Header is: one line [?](#)

Site (rooms only): - [?](#)

Optional (for Teachers only):

Title is field: - [?](#) Room 1 is field: - [?](#)

Main Subject is field: 6 [?](#) Room 2 is field: - [?](#)

Dept/Fac is field: - [?](#) Room 3 is field: - [?](#)

Max wkload is field: 4 [?](#) Reset to defaults

5 Now Click to import this basic data:

Import [←](#)

 Visit the KB
 Length of Fields
[? Help](#)
 Close

Section 5 Now click to import this basic data

- Click Import
- Click Yes on both the following screens

Import now?

Are you sure you want to import a list of Teachers?

Note-1: Importing will REPLACE any Teachers you currently have stored in TimeTabler.
Note-2: If two items have the same abbreviation, BOTH will be imported.

Yes No

Are you sure?

The following items will be imported from your import file:

58 Teachers (eg: Mr A Blacker)
0 Subjects
0 Rooms.

Are you sure you want to import all of these items?

Please Note: Importing will REPLACE any Teachers you currently have stored in TimeTabler.
If in doubt, you should click <No>.

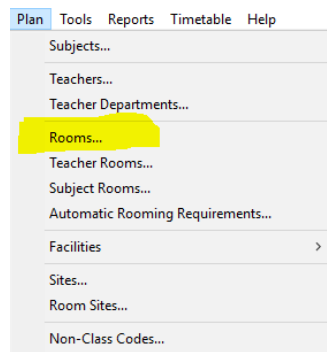
Yes No

Your teachers will now be imported with Main Subject and Teaching Loads.

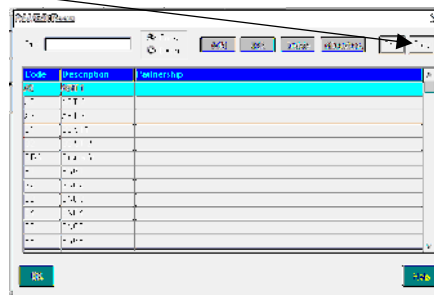
3- Rooms

Exporting a file of Room Data from Nova-T6

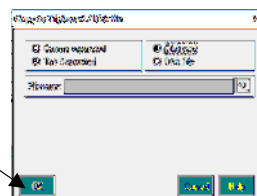
- Open Nova-T6.
- Click on **Plan | Rooms**



- Click Copy



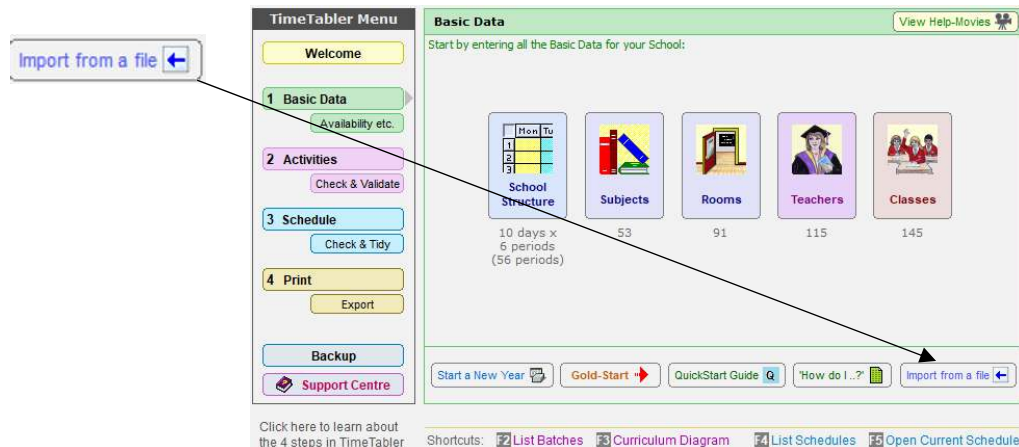
- Click OK



- Open a Blank Excel spreadsheet
- Right click in cell A1 and select Paste
- Save the file as a CSV file with a name of **Rooms for TimeTabler**

Import room data into TimeTabler

- In TimeTabler go to the Basic Data Screen
- Click on the Import from a File button

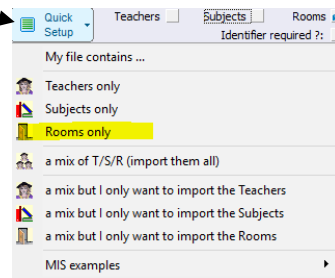


Section 1 Choose the file to import from

- Click on the folder and browse to select the CSV file you have saved.

Section 2 Choose the data to import from this file

- Click on **Quick Setup** and select **Rooms Only**



Section 3 Choose the import method

- Select **replace (allow duplicates)**

Section 4 Select the fields and the format

- Abbreviation is field 1
- Full name is field 2
- Header is **one line**

Your screen should now look like this

Import from 3rd-Party or MIS File (in 5 steps) X

If you have a CSV (or Excel or tab-delimited) file of the correct format, then you can use this screen to import your Basic Data (Teachers / Subjects / Rooms) from another system (eg: from your MIS / Admin System). Just work through the 5 steps below.

Note: this import is typically only used in the first year that you use TimeTabler - thereafter, it is usually quicker to edit your existing Basic Data in TimeTabler.

1 Choose the file to import from:

Import Filename (click on yellow folder to browse):

D:\Rooms.csv

Click here to see the required file formats: [?](#)

The import file contains this data:

1-Abbrev	2-Name	3
Code	Description	Partnership
A1	ART 1	
A2	ART 2	
A3	ART 3	
B1	BS ST1	
B2	BS ST 2	
DRS	Drama St	
E1	ENG1	
E2	ENG2	
E3	ENG3	
E4	ENG4	
E5	ENG5	
E6	ENG6	
E7	ENG7	
GY2	GYM 2	
GYM	Gym	
H1	HUM1	
H2	HUM2	
H3	HUM3	
H4	HUM4	
H5	HUM5	
H6	HUM6	

2 Choose the data to import from this file:

If you only want to import a specific type of data, leaving the others unchanged, then please tick the type(s) you want to import below:

Quick Setup Teachers Subjects Rooms Identifier required?: [?](#)

3 Choose the import method:

Import data like this: replace (allow duplicates) [?](#)

Truncate long subject abbreviations: first 6 [?](#)

4 Select the fields and file format:

Required:

Abbreviation is field: 1 [?](#) Delimiter is: Comma [?](#)

Full Name is field: 2 [?](#) Header is: one line [?](#)

Site (rooms only): - [?](#)

Optional (for Teachers only):

Title is field: - [?](#) Room1 is field: - [?](#)

Main Subject is field: - [?](#) Room2 is field: - [?](#)

Dept/Fac is field: - [?](#) Room3 is field: - [?](#)

Max wkload is field: - [?](#) Reset to defaults

5 Now Click to import this basic data:

Import [?](#)

 Visit the KBase
 Length of Fields
[? Help](#)
 Close

Section 5 Now click to import this basic data

- Click Import
- Click Yes on both the following screens

Import now?

Are you sure you want to import a list of Teachers?

Note-1: Importing will REPLACE any Teachers you currently have stored in TimeTabler.
Note-2: If two items have the same abbreviation, BOTH will be imported.

Yes No

Are you sure?

The following items will be imported from your import file:

58 Teachers (eg: Mr A Blacker)
0 Subjects
0 Rooms...

Are you sure you want to import all of these items?

Please Note: Importing will REPLACE any Teachers you currently have stored in TimeTabler.
If in doubt, you should click <No>.

Yes No

Your rooms will now be imported.

Note: for each import (teachers, subjects & rooms) some longer names may be truncated on import, but this does not matter provided your main codes (teacher initials, subject abbreviation, room name) are unique. If any code is not unique, just edit it in TimeTabler.