Exporting Basic Data from SIMS to import into *TimeTabler*

After you first purchase *TimeTabler* (and after you have worked through the step-by-step Tutorial) you will need to enter your own data.

The first step is to go to File Menu ➠ Blank Data.
This will delete all the Tutorial data, leaving the screens blank, ready for your data.

Then you can enter your own Basic Data, of Teachers, Subjects & Rooms,
- *either:* by typing them in,
- *or:* by importing this data from your SIMS MIS. Details of how to do this are shown in this document.

You only need to enter all the Basic Data **in the very first year** of using *TimeTabler*. Thereafter you will simply update the data by editing it. For example, if a Teacher leaves or if you introduce a new Subject. For full details of how to do this, see the **HelpMovie** on "Tidying-up last year's data".

There are export routines from SIMS Reports for files that contain the information that you need on (i) Teachers, (ii) Subjects and (iii) Rooms.
For a large school this method will be a definite time-saver.
For a small school you may find it easier to just type the Basic Data into *TimeTabler*.
For a typical school please read the following pages and judge the best method for you.

The next pages explain how to export the 3 data files.

Contents

page

Exporting a file of Teacher Data from SIMS

Open SIMS.net and click on **Reports ➡ Design Report**.

Select **Create a New Report**

In the **People** tree, select **Staff**, then select **Next**.
From the drop-down menu, select **Teaching Staff, all current,** then select **Next**.

Open the Employment Details tree,
and double click on:

1. **Staff Code** first (lower down the list), then

2. **Full Name** (at the top of the list)

as shown by the red rectangles:

Note : if you can't see the 'Staff Code' in the list it may be because
you are not in the correct SIMS 'Permission Group'.
Any of the following groups should work: 'Senior Management
Team', 'TP SuperUser', 'Personnel Officer', or 'Bursar'.
Ask your SIMS Data / System Manager.

These 2 fields will then be displayed,
in order, in the list at the right-hand side,
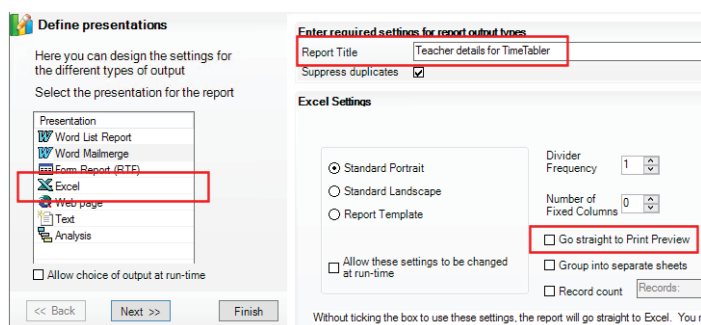beneath **Member of Staff**.
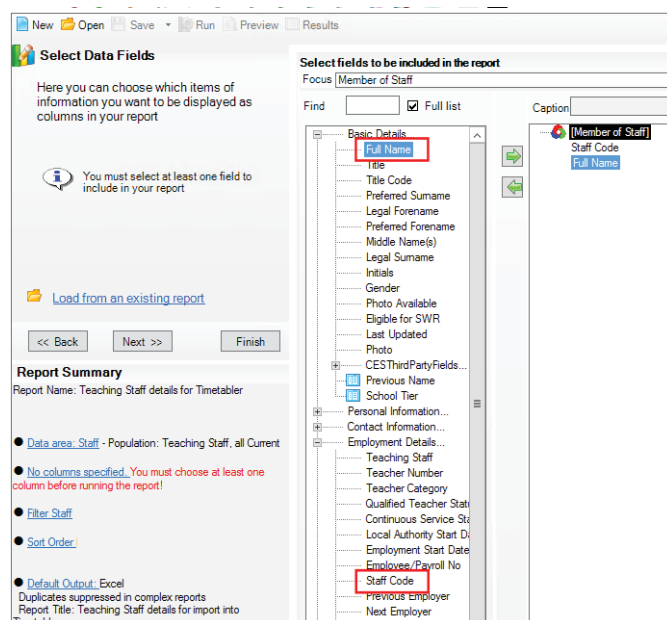
Click on **Next** three times.

Select **Excel** from the list on the left.

Enter a suitable title, for example,
'Teacher Details for TimeTabler'.

Untick the box marked 'Go straight to Print
Preview'.

Click on **Run** at the top of the screen.

Excel will then open, and display the data.
(Click on the Enable content button in Excel if necessary.)
The list of staff codes and names will be displayed:

You can Delete the Codes and Names of any staff who will
not needed for the timetable.
You can Add codes and names of any new staff, if you wish.
Or you can delete/add names on the Teachers Screen in
TimeTabler after the import.

Then save this data as a **CSV** file
ie. Select 'Save As', then 'Save as type : **CSV**', then 'Yes'.

The Teacher data is then ready for importing into *TimeTabler* (details on page 5).

Exporting a file of Subject Data from SIMS

Open SIMS.net and click on **Reports** ➠ **Design Report**.
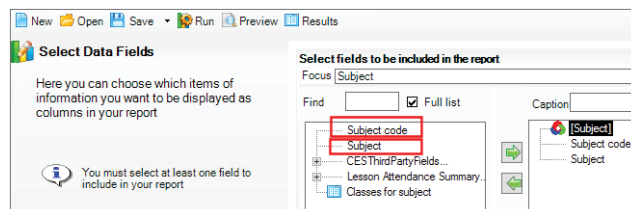Select **Create a New Report**
Open the **School** tree, select **Subject**, then select **Next**.

In the list double click on:

1. **Subject Code** first, then on
2. **Subject**

as shown by the red rectangles:

These 2 fields will then be displayed,
in order, in the list at the right-hand side,
beneath **Subject**, as shown here:

However this would give you *every* subject code
that the DFE provides in SIMS.net!
So you need to filter the list to obtain just the codes
used by your school, as follows:

Click on **Next** to display the **Define Filter Screen**.
Click on **New** to define a filter:

Click on **Classes for subject** and then
select '**greater than**' in the drop down box.
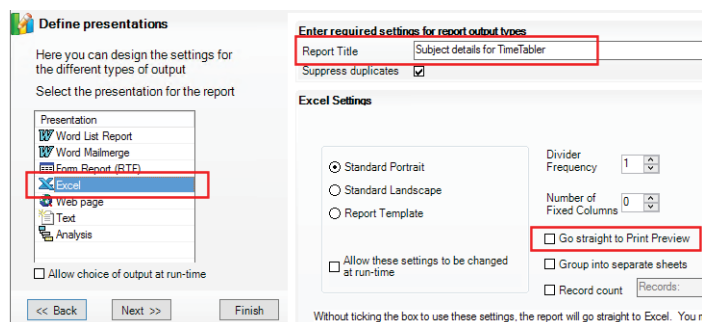Enter a value of **1** in the box.

Click OK.
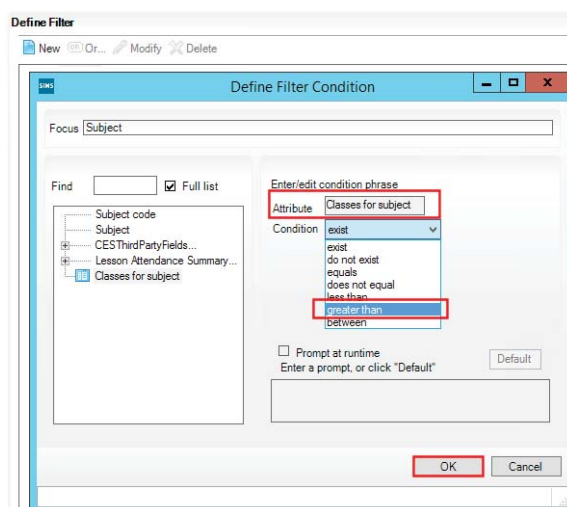
Select **Excel** from the list on the left.

Enter a suitable title, for example,
'Subject Details for TimeTabler'.

Untick the box marked 'Go straight to Print Preview'.

Click on **Run** at the top of the screen.

Excel will then open, and display the data.
(Click on the Enable content button in Excel if necessary.)
The list of subject codes and subjects will be displayed:

You can add any additional subject codes needed for the new
academic year to the list, or you can add them after the import,
using the Subjects Screen in *TimeTabler*.

Save this data as a **CSV** file
ie. Select 'Save As', then 'Save as type : **CSV**', then 'Yes'.

The Subjects data is then ready for importing into *TimeTabler* (details on page 5).

Exporting a file of Room Data from SIMS

Note : be aware that this SIMS export may not be very useful, as it will list the Rooms in strict alphabetical order ...while for scheduling you will probably find it more helpful to have the rooms grouped by Departments, or grouped in some geographical way. In which case you will find it better to enter the Rooms into *TimeTabler* manually, see Section C7 in your printed Manual.

Open SIMS.net and click on **Reports ⟹ Design Report**.

Select **Create a New Report**

Open the **School** tree, select **Room**, then select **Next**.

In the list, double-click on **Room**
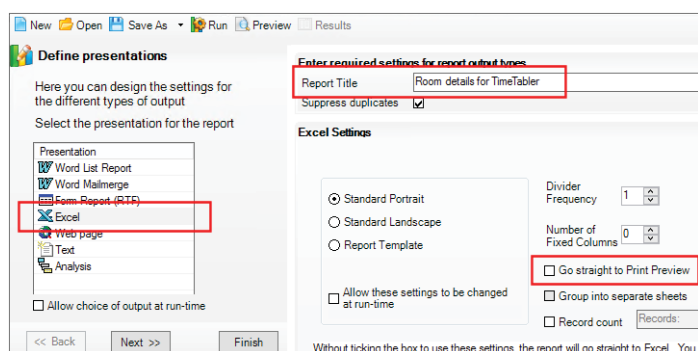to move this field over to the right hand side:
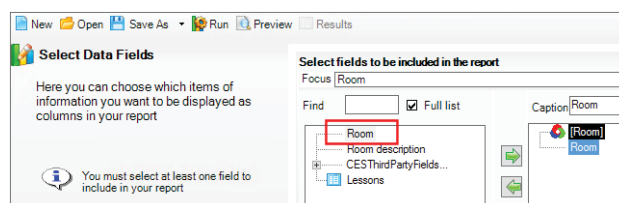
Click on **Next** three times.

Select **Excel** from the list on the left.

Enter a suitable title, for example,
'Room Details for TimeTabler'.

Untick the box marked 'Go straight to Print Preview'.

Click on **Run** at the top of the screen.

Excel will open, and display the data.
(Click on the Enable content button in Excel if necessary.)
The list of rooms will be displayed :

You can add any additional Rooms needed for the new academic year to the list, or you can add them after the import, using the Rooms Screen in *TimeTabler*.

Save this data as a **CSV** file
ie. Select 'Save As', then 'Save as type : **CSV**', then 'Yes'.

The Rooms data is then ready for importing into *TimeTabler* (details on page 5).

Importing the 3 files of Basic Data into *TimeTabler*

You will load each of the 3 files into **TimeTabler** in turn.

To load them into **TimeTabler**, go to the Basic Data Screen: [1 Basic Data]

and then click on the button at the bottom-right-hand-side: [Import from a file ←]

Follow the 5 steps on the screen, making sure that:

Step 1 :
You steer/browse to wherever you have saved the **Teachers** file from SIMS.

Step 2 :
Ensure that only the Teachers box is ticked.

Step 4 :
Ensure the Abbreviation is set to field **1**; and the Full Name to field **2**, as shown:

Then click on **Import**. You will be told if there are any duplicate items in the data, or if any of the data have had to be truncated to fit into **TimeTabler**.

Then do the same for the **Subjects**, changing just the settings shown here:

And do the same for the **Rooms**, changing just the settings shown here:

The Basic Data has now been imported from SIMS to **TimeTabler**.

Next, go to the Subjects Screen, the Rooms Screen and the Teachers Screen (Sections C6 – C9 in your Manual), to:
- check that the data is now there, and
- edit it as necessary until it is correct & complete.
  For example,
    – on the Subjects Screen you can specify a suitable colour for each subject,
    – on the Rooms Screen you can specify the preferred rooms for each subject,
    – on the Teachers Screen all the staff will have been put in Faculty 1 but you can now put the Maths staff in Faculty 1 and English Staff in Faculty 2 etc., as you wish. You can also specify each teacher's Room preferences. See also Step 10 in the **QuickStart Guide**.

Our thanks to Michael Scott and Debbie Hayton for their help in preparing this document.