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 me 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** <u>first</u> 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.

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- 5 Importing the 3 files of Basic Data into *TimeTabler*

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.

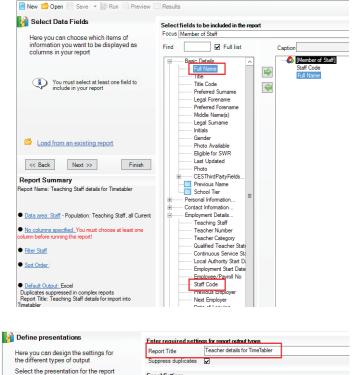
Excel will then open, and display the data. (Click on the Enable content button in Excel if necessary.) The list of staff codes and names will be displayed:

You can Delete the Codes and Names of any staff who will not needed for the timetable.

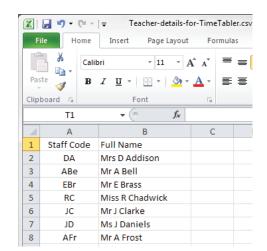
You can Add codes and names of any new staff, if you wish. Or you can delete/add names on the Teachers Screen in TimeTabler after the import.

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).



Here you can design the settings for	Report Litie Teacher details for Time	Tablel
the different types of output	Suppress duplicates 🔽	
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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.

M Define presentations Enter required settin as for report output ty Here you can design the settings for the different types of output Report Title Subject details for TimeTa Suppress duplicates Select the presentation for the report Excel Settings Presentation Word Mailmerge Divider Frequency Standard Portrait 1 🗘 EI Form Report (RTF Exce O Standard Landscape Web page Number of Fixed Columns O Report Template Text Go straight to Print Preview Allow these settings to be changed at run-time Group into separate sheets Allow choice of output at run-time

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CESThirdPartyFi

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Default

OK Cancel

Record count Records:

4

Focus Subject

Find

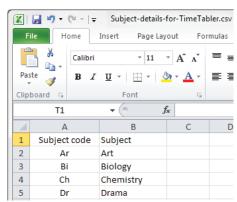
M Select Data Fields

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).



Without ticking the box to use these settings, the report will go straight to Excel. You re



<< Back Next >>

Exporting a file of Room Data from SIMS

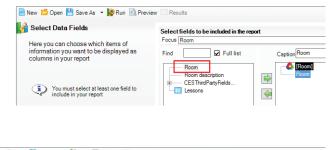
Note : be aware that this SIMS export may not be very useful, as it will list the Rooms in strict alphabetical order ...while for scheduling you will probably find it more helpful to have the rooms grouped by Departments, or grouped in some geographical way. In which case you will find it better to enter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

Define presentations	Enter required settings for report output by		<u> </u>
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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).

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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: and then click on the button at the bottom-right-hand-side:

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screen, making sure that:	1 Choose the file to import from:	2 Choose the data to import from this file:
Step 1 : You steer/browse to wherever you have	Import Filename (click on vellow folder to browse): E:\Teacher-details-for-TimeTabler.csv Click here to see the required file formats: @ The import file contains this data:	If you only want to import a specific type of data, leaving the others unchanged, please tick the type(s) you want to import below: Teachers Image: Comparison of the type of type of type of the type of
saved the Teachers file from SIMS.	Staff Code Full Name DA Mrs D Addison ABe Mr A Bell EBr Nr E Brass	3 Choose the import method: Import data like this: replace / overwrite
Step 2 : Ensure that only the Teachers box is ticked.	RC MrsS R Chadwick JD Mr J Clarke JD Ms J Daniels AFr Mr A Frost JHa Miss J Harrison AHa Mrs A Hawley KJO Mr K Johnson	4 Select the file format: Abbreviation is field: 1 ♥ Full Name is field: 2 ♥ Header is: none ▼
Step 4 : Ensure the Abbreviation is set to field 1; and the Full Name to field 2, as shown:	No Wir D Kesterion DKe Mrb Kesterion MMc Mrs M McCullergin RPa Wir R Parlington	5 Click to import this basic data: Import ←

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Basic Data

Import from a file 🗲

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	1 Choose the file to import from:	2 Choose the data to import from this file:	
Subjects , changing just the settings shown here:	Import Filename (dick on yellow folder to browse):	If you only want to import a specific type of data, leaving the ot unchanged, please tick the type(s) you want to import below:	
	Click here to see the required file formats: 🌒	Teachers Subjects C Rooms Identifier required ?:	
	The import file contains this data:		
And do the same for the	1 Choose the file to import from:	2 Choose the data to import from this file:	
Rooms , changing just the settings shown here:	Import Filename (click on yellow folder to browse):	se): If you only want to import a specific type of data, leaving the others unchanged, please tick the type(s) you want to import below: Teachers Subjects Rooms	
	E:\Room-details-for TimeTabler.csv		
	Click here to see the required file formats: (2)	Identifier required ?: (0)	

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

The import file contains this data:

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.