Exporting Basic Data from iSAMS 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 iSAMS 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 is an export routine from iSAMS Timetable Manager for a single file that contains the information that you need on Teachers, Subjects and Rooms.
The next page explains how to export that data.

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Exporting a file of Basic Data from iSAMS

The Teacher information comes from Human Resources (HR) Manager, Subjects come from Teaching Manager and Rooms from Estates Manager [though Rooms can be accessed directly in Timetable Manager]. The data in these modules is part of the core data imported by iSAMS when first setting up your school's system.

Before exporting any data, do the following checks:

- In HR Manager, make sure that all Teaching Staff have the correct initials [General tab] and are set to Teaching Staff = Yes [School tab].
  Note: your Security Profile may not give you access to HR Manager. In this case speak to your system administrator.
- In Teaching Manager ➡ Configuration tab ➡ sidebar menu ➡ Manage Departments, make sure that the structure of Departments and Subjects is correctly set up, and also that each Subject has a unique Subject Name and Subject Code.
- In Timetable Manager ➡ Configuration tab ➡ sidebar menu ➡ Manage Buildings and Rooms, make sure that all the Rooms are there. The only data that is exported is 'Classroom Initials', though iSAMS also allows you to give each classroom a name.
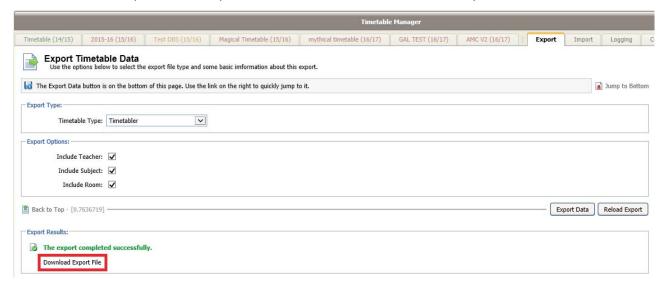
To create the export file, go to the Export tab in Timetable Manager.
There is only one type of export, so select TimeTabler.
Then select all three Export Options, and click Export Data:

Then, when the export has completed, click the link to download the export file:

Importing the file of Basic Data into *TimeTabler*

The format of the file of Teachers / Subjects / Rooms from iSAMS is:
TC,AHa,A.HAWLEY
TC,AJo,A.JOHNSON
:
SB,Biol,Biology
SB,Chem,Chemistry
:
RM,U2
RM,Lab1
:

To load this file 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 ←]
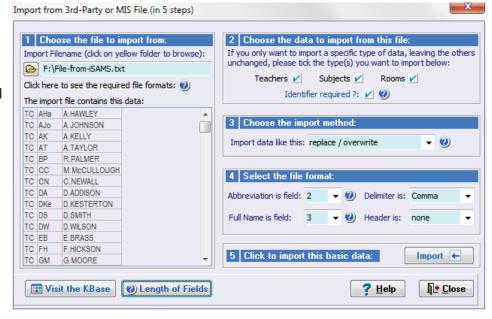
Follow the 5 steps on the screen, making sure that:

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

Step 2 :
Ensure all 4 boxes are ticked.

Step 4 :
Set the Abbreviation to field **2**;
and the Full Name to field **3**, as shown:

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

Then 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 Chris Tetley for his help in preparing this document.