

A User Guide to PASS Integration with *TimeTabler*

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Always check for a later version.

1. Introduction

PASS offers a high degree of integration with **TimeTabler**, from Chris and Keith Johnson of October ReSolutions Ltd. This document will show the various stages of the process and how the two systems interact with each other at different times of the academic year.

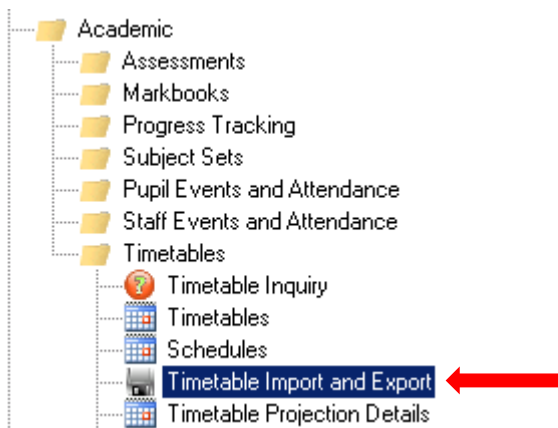
At the end of the document, the Appendix shows the required formats for importing , which may be useful when setting up import formats for other packages or from a spreadsheet.

Important note : re-importing overwrites the entire timetable (including amendments made via the PASS **Timetable Maintenance** screen).

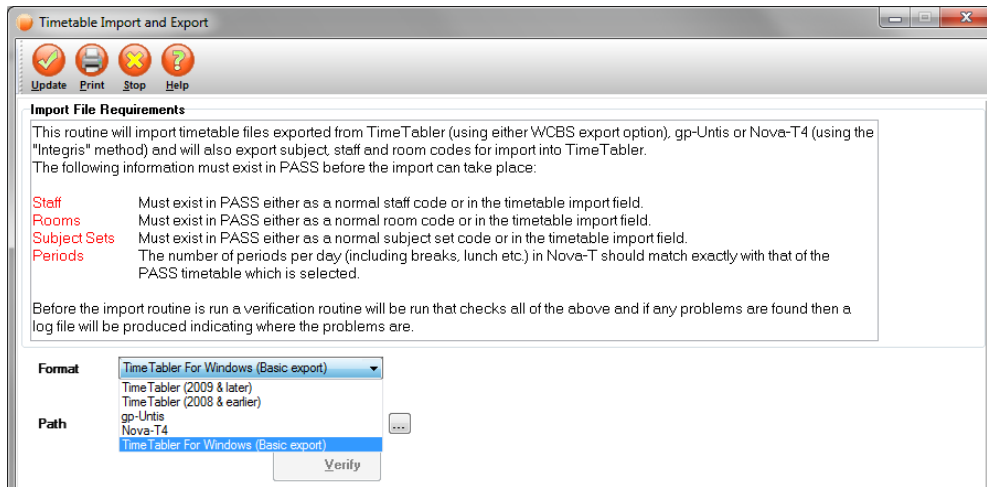
2. Exporting Basic Data from PASS to TimeTabler



PASS offers a routine to export the details of **Subjects, Staff and Rooms** to populate **TimeTabler** with these basic details.

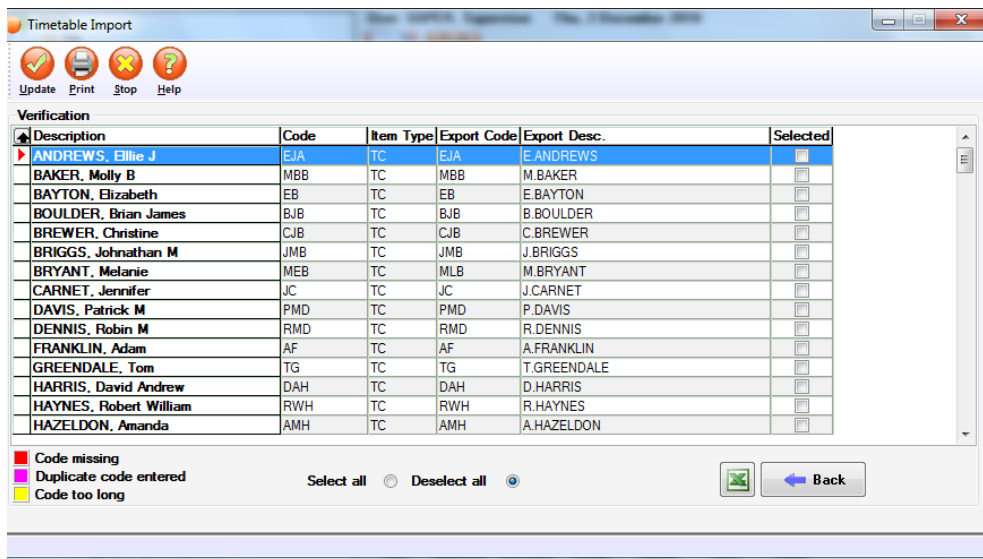
- From the Academic Menu in PASS, select: **Timetable Import**




- From the options given, select: **TimeTabler for Windows (basic export)**



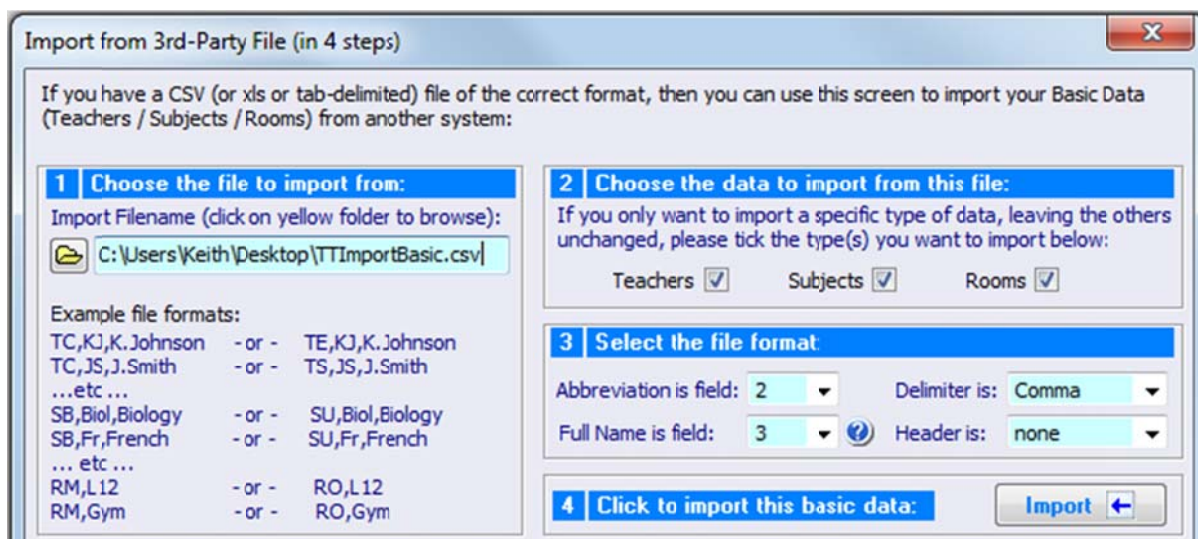
- Click on the  Button, to select the location where the file will be saved.
- Click on  to show the results which will be exported.



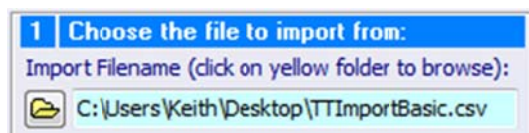
Please note: the details will have an **Item Type** of **TC** (Teacher), **SB** (Subject) or **RM** (Room). Also note that the colour coded error type indicators, which will identify any records that will not fit the **TimeTabler** format.

- Once all details are checked and verified, select the required records (Use **Select All** if all records are required)
- Then click on  to save the file to the location specified earlier. This will create a file called: *TTImportBasic.csv*
- In **TimeTabler**, select **File Menu, Import Basic Data from a file.**

- The following screen will be shown:



- Select the file to import as shown:



- Leave the default settings for **Teachers**, **Subjects** and **Rooms** and then click on
- This will import the data into **TimeTabler**.



3. Timetable generation and optimisation.

The work of scheduling the timetable is now carried out in **TimeTabler**, and the training documentation provided by **TimeTabler** should be used for this purpose. Support for this part of the process should be obtained from the **TimeTabler** Support Team.

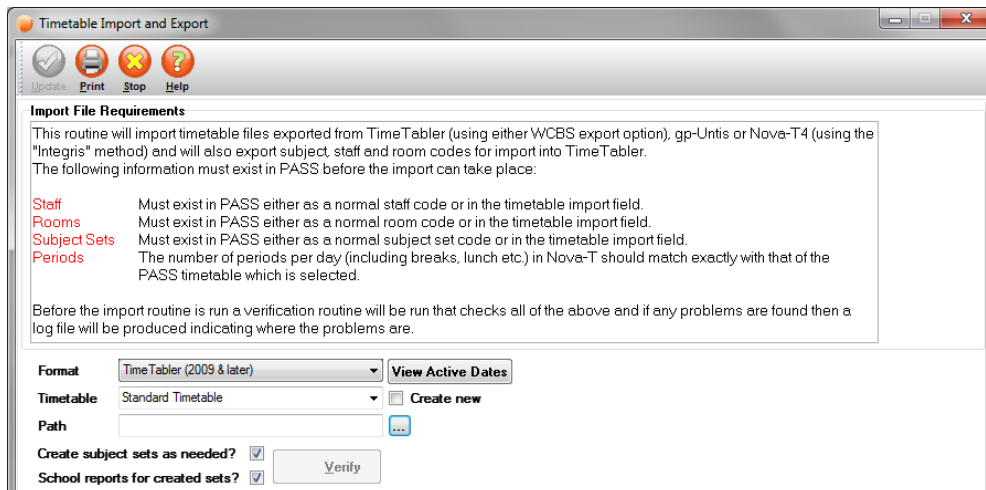
4. Export a **TimeTabler** Schedule to PASS.


Once the schedule has been completed in **TimeTabler**, follow the Export procedure to create a text file in the **Export** folder of **TimeTabler** (this will be named: **TExport**).

The procedure to follow, hereafter, will differ, depending on whether the timetable to be used already exists in PASS (this is likely if you have used the process before) or whether you have created a new timetable structure in **TimeTabler**.

5. Import to an Existing timetable in PASS.


- Open the **Timetable Import and Export** routine from the **Academic, Timetables** menu.
- Select the process as shown below:



- Click on 
- Any errors in the import file will be reported and should be corrected. Please note: it is possible to import lessons which do not contain errors, even if there are errors in the file.

- Once the notification is displayed



- Click on  (to import the lesson records).

It is possible to use the set records created in TimeTabler in PASS. Make sure that **Create Subject Sets as needed** is ticked, and that **School Reports for created sets** is also ticked, if the teachers are going to need to write school reports.

6. Create a new Timetable from the data supplied in the TTEExport file.

If you have created a new timetable in **TimeTabler**, the details of this can be copied into PASS without having to start from scratch (follow the steps detailed below).

- Open the **Timetable Import and Export** routine from: **Academic>Timetables menu**
- Select the process as shown below:

Timetable Import and Export

Import File Requirements

This routine will import timetable files exported from TimeTabler (using either WCBS export option), gp-Untis or Nova-T4 (using the "Integriss" method) and will also export subject, staff and room codes for import into Time Tabler. The following information must exist in PASS before the import can take place:

Staff Must exist in PASS either as a normal staff code or in the timetable import field.
Rooms Must exist in PASS either as a normal room code or in the timetable import field.
Subject Sets Must exist in PASS either as a normal subject set code or in the timetable import field.
Periods The number of periods per day (including breaks, lunch etc.) in Nova-T should match exactly with that of the PASS timetable which is selected.

Before the import routine is run a verification routine will be run that checks all of the above and if any problems are found then a log file will be produced indicating where the problems are.


Format: TimeTabler (2009 & later)

Timetable: Create new

Path: ...

Create subject sets as needed?

School reports for created sets?

Click on  and the following screen will be shown:

Timetable Import

Confirm new timetable

Description: 2012/13 Timetabling!

Weekly timetable: In use?:

Days in timetable: 5 Section:

Week Setup

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

First day: Monday

Standard Day

Periods: 10
Normal duration:
Start time:
Keep breaks?:

Periods

Day No.	Day Name	Period No.	Start Time	End Time	AM?	Break?	Enable
1	Monday	1	08:45	09:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Monday	2	09:30	10:15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Monday	3	10:15	10:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Monday	4	10:30	11:15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Monday	5	11:15	12:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Monday	6	12:00	13:15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Monday	7	13:15	14:00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Monday	8	14:00	14:45	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Monday	9	14:45	15:30	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Monday	10	15:30	16:15	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Tues	1	08:45	09:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Show days: All

Active Date Ranges

Active From	Active To
<input type="text"/>	<input type="text"/>

Verify file for import

Several things now need to be completed:

- If the timetable is a weekly timetable make sure that **Weekly Timetable** is ticked.

Weekly timetable

- If School Sections are in use, and the Timetable is to apply to one section only, make sure that the correct school section is selected from the drop down list.

- To set the default period durations, complete the Standard day section as shown:

Standard Day

Periods

Normal duration

Start time

Keep breaks?

- A timetable will be able to be marked as active for as many time periods as the school requires, during the academic year:

Active From	Active To
03/09/2012	26/10/2012
25/02/2013	26/02/2013

Maintain Active Date Ranges

- Next, click on



This will populate the lesson times on the right of the screen but please note the following points:

- All lessons will have the **AM** column ticked. This should be unticked for PM lessons.
- Timings will only work up to the first break period. After this they will need to be adjusted. Make sure you do this for each day.

- Once the lesson data has all been entered, click on



(to proceed with the import).

- Once the



notification is displayed

- Click on



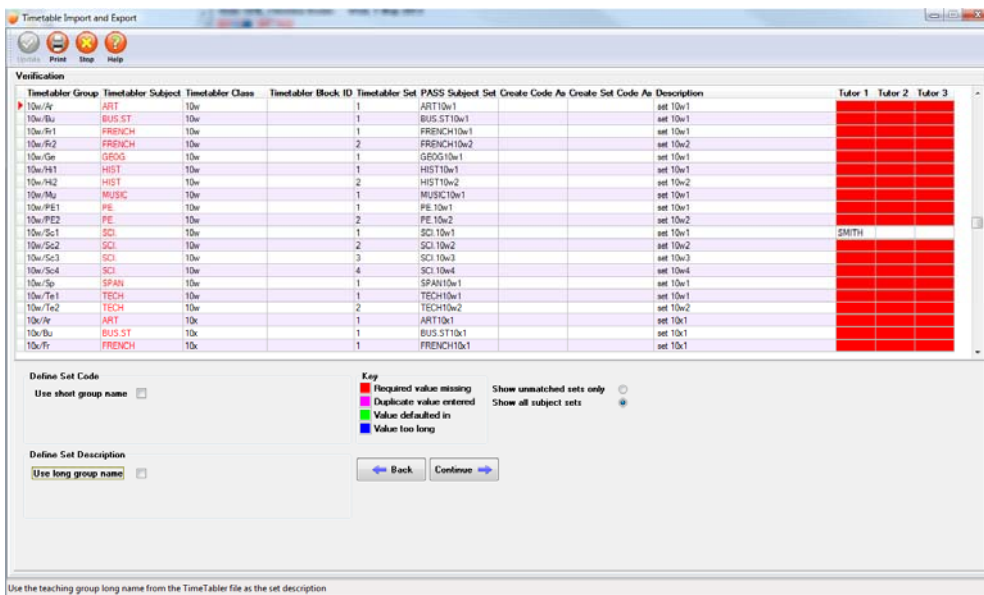
(to import the lesson records).

7. Addition to PASS Integration with *TimeTabler*.

When PASS is set to create **Subject Sets** from those found in the import file from *TimeTabler*, the format of the set from *TimeTabler* may need to be reformatted to match the PASS codes.

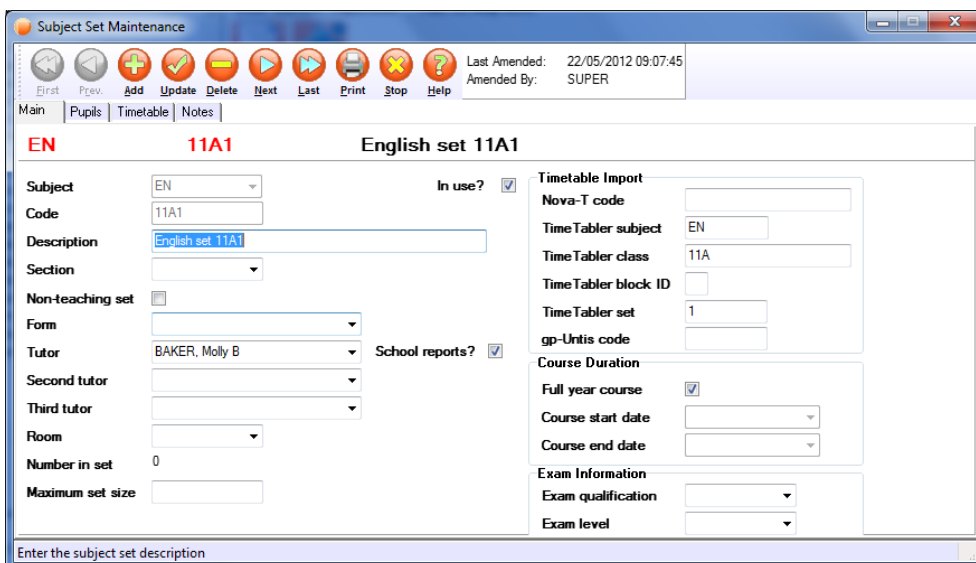
The import routine will indicate what will be changed and how the sets will look when imported.

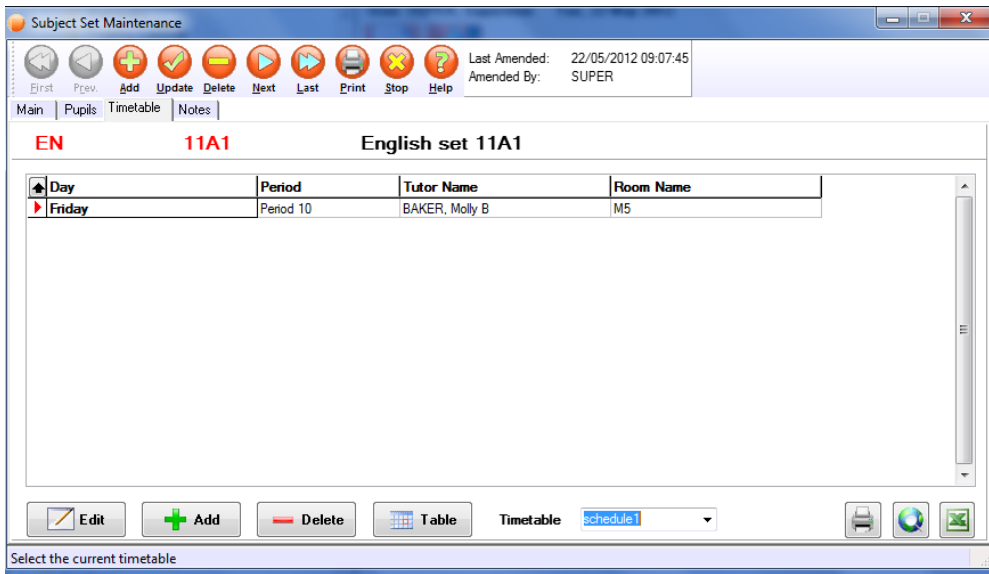
a) Screen shown during import routine



Please note: there is extended functionality incorporating Tutor selections, Short group name and Long group name.

b) Subject Set record created from import





8. Appendix

a) 'TimeTabler for (2009 & later)' format

To create a file yourself in 'TimeTabler for Windows (2009)' format:

Important Note:
Do not open the file in Excel as it will 'format' it so that it's not readable by the import routine.

The 'TimeTabler (2009 & later)' file will always be called: *TTEport.TXT*

The first line should contain the school and the date of the import. This is followed by the export version and the format used when creating the export e.g.:

- TEST SCHOOL,14/05/2013,16:55,5.336,WCBS PASS

The next line gives the name of the Schedule and the date it was last edited

- "Final TimeTable",13/05/2013

The next line contains the week pattern, number of periods in the day and break indicators. E.g. the following shows a 5 day week, 5 periods per day, with breaks between periods 2 and 3, and a lunch break between periods 3 and 4:

- 5,5,ppBpLpp

The subsequent lines (5, if a 5 day week, 6, if a 6 day week etc.) contain a working week pattern with **Yes** or **No** indications for each day. E.g. the school is timetabling 5 periods Monday to Friday:

- Mon,yyyyy
- Tue,yyyyy
- Wed,yyyyy
- Thu,yyyyy
- Fri,yyyyy

Please note: that an 'n' would be used to indicate that there is no timetable session).

Optionally, the period times may be included in the file e.g.

- Mon, yyyyy, 08:45,09:45,09:50,10:45,11:00,11:55,13:00,14:00,14:05,15:05

Following on from this, each of the Tutors, Sets, Rooms and Sets used in the timetabling are listed:

- T = Tutor, S = Subject, R = Room, F= Forms (not used) G = Sets.

The set codes, shown in the G lines, are the exported TimeTabler set codes. The lessons are then defined:

- L lines contain the lessons

E.g. L,Mon,5,1,5,10z/EN1,VH,Rm7,1

Lesson, Monday, Period5 (day), Nr periods,Period5(week), Set code (TimeTabler export code),Tutor, Room, position of teacher within the team.

Giving a whole file looking something like:

- Thu,yyyyy,08:45,09:45,09:50,10:45,11:00,11:55,13:00,14:00,14:05,15:05
- Fri,yyyyn,08:45,09:45,09:50,10:45,11:00,11:55,13:00,14:00
- T,JV,"J.VEITCH",1,Ma
- T,VH,"V.HAGAN",2,En
- T,CN,"C.NEWALL",2,En
- T,GR,"G.ROBSON",5,Mu
- T,RC,"R.CHADWICK",8,Te
- T,AS,"A.SEDDON",5,Ar
- T,AF,"A.FROST",5,Mu
- T,TT,"T.TIMPERLEY",6,Gg
- S,Ma,"Mathematics"
- S,En,"English"
- S,Sc,"Science"
- S,Gg,"Geography"

- S,Mu,"Music"
- S,Ar,"Art"
- S,Te,"Technology"
- R,"Rm6",1
- R,"Rm7",1
- R,"Rm11",1
- R,"Rm18",1
- R,"Rm24",1
- R,"Rm31",1
- F,7,7,7A,7A,7B,7B,7C,7C,7D,7D,7E,7E,7F,7F
- F,8,8,8A,8A,8B,8B,8C,8C,8D,8D,8E,8E,8F,8F
- F,9,9,9A,9A,9B,9B,9C,9C,9D,9D,9E,9E,9F,9F
- F,10,10,10A,10A,10B,10B,10C,10C,10D,10D,10E,10E,10F,10F
- F,11,11,11A,11A,11B,11B,11C,11C,11D,11D,11E,11E,11F,11F
- G,7p/Ar2,7AB(p) Ar2,Ar, -,7,N,7AB,7AB,7A,7B
- G,7r/En1,7EF(r) En1,En, -,7,N,7EF,7EF,7E,7F
- G,8x/Sc4,8ABC(x) Sc4,Sc,4,-,8,N,8ABC,8ABC,8A,8B,8C
- G,8x/Ma3,8ABC(x) Ma3,Ma,3,-,8,N,8ABC,8ABC,8A,8B,8C
- G,8y/Te4,8DEF(y) Te4,Te, -,8,N,8DEF,8DEF,8D,8E,8F
- G,10z/En7,Year 10(z) En7,En,7,-,10,N,10ABCDEF,Year 10,10A,10B,10C,10D,10E,10F
- G,10z/Mu1,Year 10(z) Mu1,Mu, -,10,N,10ABCDEF,Year 10,10A,10B,10C,10D,10E,10F
- G,11z/En7,Year 11(z) En7,En,7,-,11,N,11ABCDEF,Year 11,11A,11B,11C,11D,11E,11F
- G,11z/Gg1,Year 11(z) Gg1,Gg, -,11,N,11ABCDEF,Year 11,11A,11B,11C,11D,11E,11F
- L,Mon,5,1,5,10z/En1,VH,Rm7,1
- L,Tue,1,1,6,11z/En7,CN,Rm11,7
- L,Wed,1,2,11,8y/Te4,RC,Rm24,4
- L,Wed,5,1,15,8x/Ma3,JV,Rm6,3
- L,Thu,5,1,20,8x/Sc4,VP,Rm18,4
- L,Fri,1,1,21,7r/En1,AF,Rm39,1
- L,Fri,2,1,22,7p/Ar2,AS,Rm42,2
- L,Fri,3,1,23,10z/Mu1,GR,Rm40,1
- L,Fri,4,1,24,11z/Gg1,TT,Rm31,6

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