

## TimeTabler basic export in Pass

This refers to the export facility available in PASS version 2.4.

This routine involves the export of basic data (Teacher, Subject and Room codes from PASS into TimeTabler). This procedure is not essential, but is recommended in order to ensure that TimeTabler and PASS codes are aligned.

### 1. Allocation of TimeTabler Codes to records within PASS.

As codes for Staff and for Rooms may be longer in PASS than in TimeTabler, the User should assign a TimeTabler specific code to each Staff and Room record in PASS as follows:

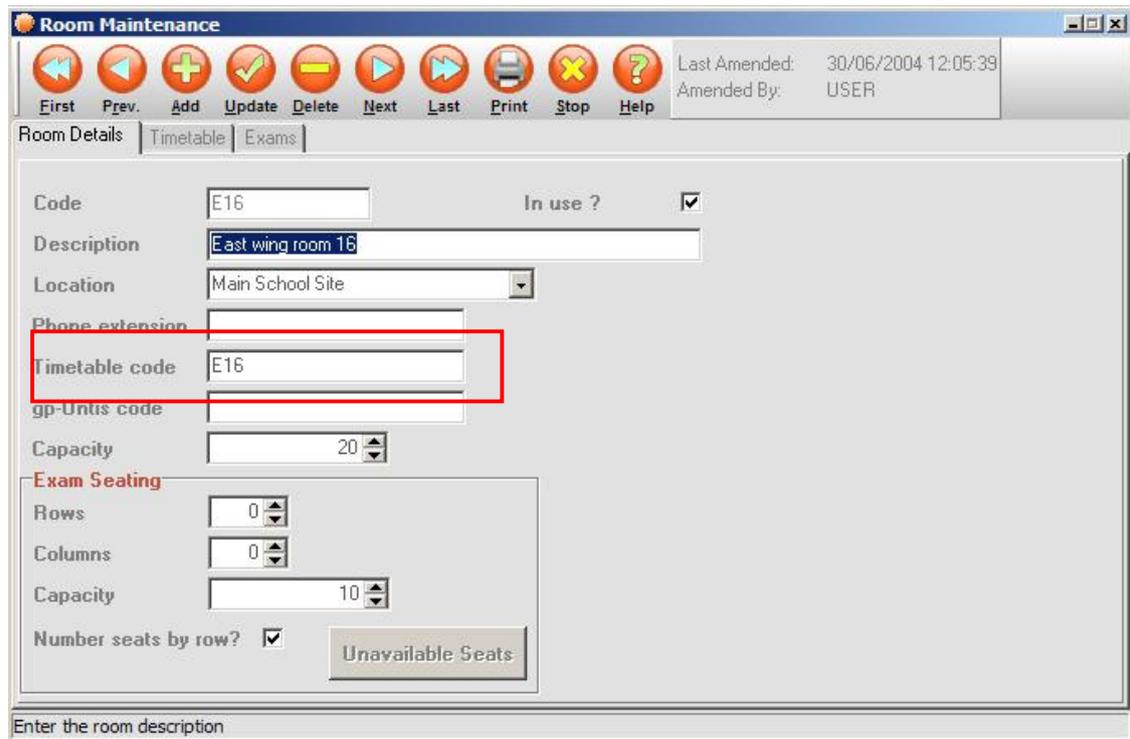
#### Staff

From the main menu choose Administration -> Staff Maintenance -> Staff. Select a staff member from the list and on the School Details tab (shown below) enter a TimeTabler code for the Staff member in the Timetable Code field.

The screenshot shows the 'Staff Maintenance' application window. The title bar reads 'Staff Maintenance'. The interface includes a toolbar with icons for navigation and actions, and a status bar showing 'Last Amended: 27/04/2009 16:13:26' and 'Amended By: CFB'. The main content area is divided into tabs: 'Personal Details', 'Local Name', 'Main Address', 'Other Addresses', 'School Details', 'Employment Details', 'Tutor Group', 'Timetable', 'Mailers', and 'Relations'. The 'School Details' tab is active, displaying information for 'BRADLEY, Matthew A' with ID 'BRA0001'. The 'School' section contains fields for 'House' (Brue House), 'Residential?' (unchecked), 'Location' (Main School Site), 'Usual room' (W15), 'Timetable code' (MB1), 'gp-Untis code' (MATT), 'Internal E-Mail' (Bradley@internal.co.uk), and 'Internal extension'. There are also checkboxes for 'Shop account?' and 'Cover?'. The 'Subjects' section has three dropdown menus for 'Main', 'Subsidiary 1', and 'Subsidiary 2'. A 'Signature' section on the right has 'Select file' and 'Clear' buttons. The 'Timetable code' field is highlighted with a red box.

## Rooms

Go to Database -> School Maintenance -> Rooms. Select a room from the list and enter a TimeTabler room code in the Timetable Code field.



The screenshot shows the 'Room Maintenance' application window. The title bar reads 'Room Maintenance'. The interface includes a toolbar with icons for 'First', 'Prev.', 'Add', 'Update', 'Delete', 'Next', 'Last', 'Print', 'Stop', and 'Help'. On the right, it displays 'Last Amended: 30/06/2004 12:05:39' and 'Amended By: USER'. Below the toolbar are tabs for 'Room Details', 'Timetable', and 'Exams'. The 'Room Details' tab is active, showing the following fields:

- Code: E16
- In use?:
- Description: East wing room 16
- Location: Main School Site (dropdown menu)
- Phone extension: (empty field)
- Timetable code: E16 (highlighted with a red box)
- gp-Untis code: (empty field)
- Capacity: 20 (spinner)
- Exam Seating** section:
  - Rows: 0 (spinner)
  - Columns: 0 (spinner)
  - Capacity: 10 (spinner)
  - Number seats by row?:
  - Unavailable Seats: (button)

At the bottom of the window, there is a text input field with the placeholder text 'Enter the room description'.

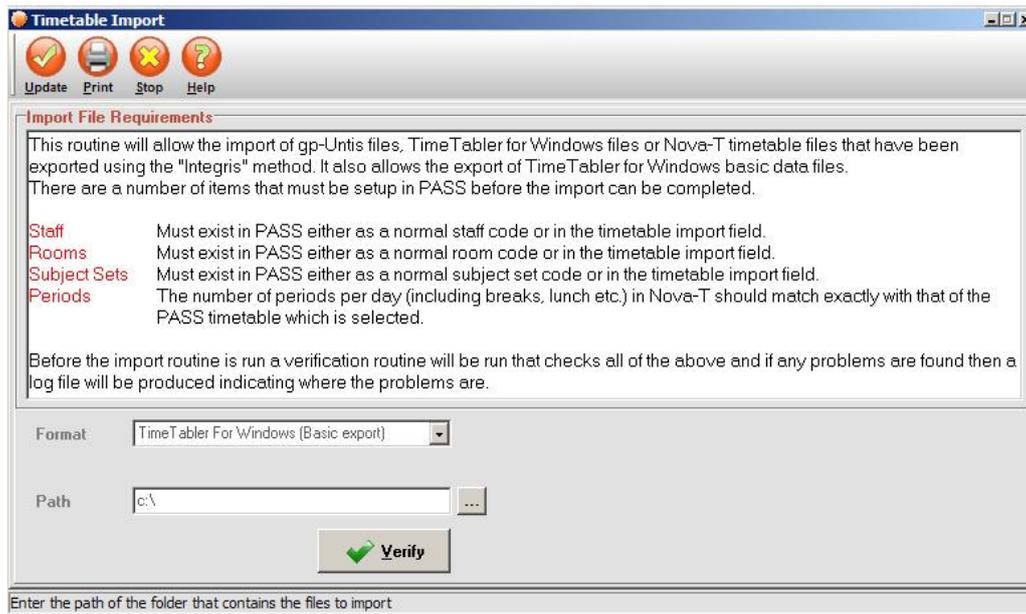
## Subjects

The Subject code length is the same in the TimeTabler export file and PASS so the regular PASS code is used in the export.

## 2. Creating the Export File

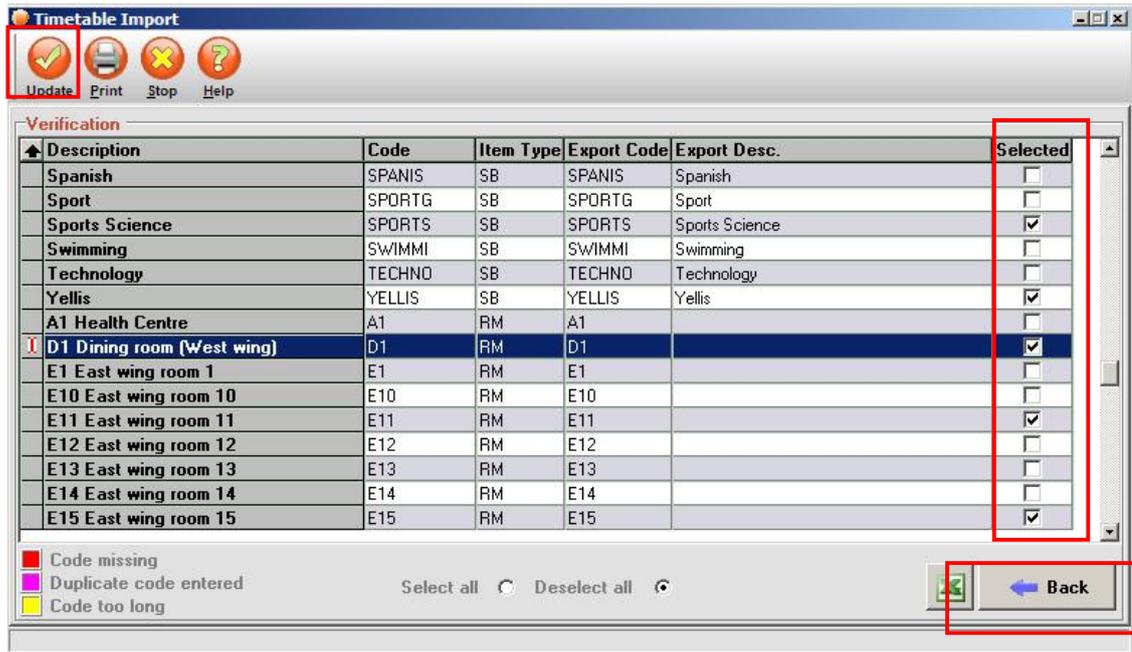
Once the Staff, Room and Subject codes have been set up, an export file can be created as follows:

1. Select 'Timetable Import' from the PASS Academic -> Timetables menu.
2. The following screen will be given:



3. Select 'TimeTabler for Windows (Basic export)' from the drop down (the default option is "TimeTabler for Windows" which is an **import** routine).
4. Enter a destination folder in the 'Path' field. Note: this should be a folder location **not** a complete file path as the file will always be given the name TTImport-Basic.csv.
5. When selections have been made, select the 'Verify' button.

A list of all teachers, rooms and subjects within PASS will be given:



The important fields are the 'Export code' and 'Export desc.' Fields.

- For Subjects and Staff the Export Code is the short code used in the export file, and the Export Desc is the longer code / name. For Rooms only the Export code is used.
  - Export codes that are invalid, duplicated or missing are highlighted in certain colours (a key is provided) and cannot be selected for export.
6. Select which of the records are to be exported, by entering a tick in the 'Selected' column against each required record. Alternatively the 'Select all' radio button at the bottom of the screen may be used to select all listed records for export. (If the Select All option is used, a message will be given stating how many invalid records there are.)
  7. Select the 'Update' button to create an export file containing all of the selected records. (Alternatively the 'Back' button may be used to return to the previous screen and amend selections.)

Within the Export file:

- Subjects - the Export Desc. is the PASS subject description.
  - Staff - the Export Desc. is the staff member's initial letter followed by a full stop and then the surname (all in capitals).
8. The file is now ready to be imported into TimeTabler.