

# Importing your data into your MIS

This document is relevant for importing into **Advanced Cloud School (Progresso), Arbor, Bromcom, RM Integris, iSAMS, WCBS/PASS/3Sys, SchoolBase, ScholarPack, MySchool, Pupil Asset, Rediker-AdminPlus, School2000, WebEIM, Denbigh Admin, Tribal Synergy, BehaviourWatch, SchoolPod, On the Button, Room Booking System, IES, SWAN, etc.**

For all MIS see also the documents at:

<https://www.timetabler.com/export/ExportMenu/>

Before doing the import into your MIS it is essential to do a **full MIS backup**, for safety. Ensure that you consult your MIS documentation and any local guidelines that are available.



For questions about **Registration** (and Breaks, Lunches) see the PDF about 5 different Styles, found in the KnowledgeBase by using the Search Box:

Please note that the information given here is correct to the best of our knowledge, and it may change at any time, so you should always download the **latest** version of this document, via [www.timetabler.com/export/ExportMenu/](https://www.timetabler.com/export/ExportMenu/) You should also refer to any relevant MIS documents and any guidelines provided by the HelpDesk for your MIS.

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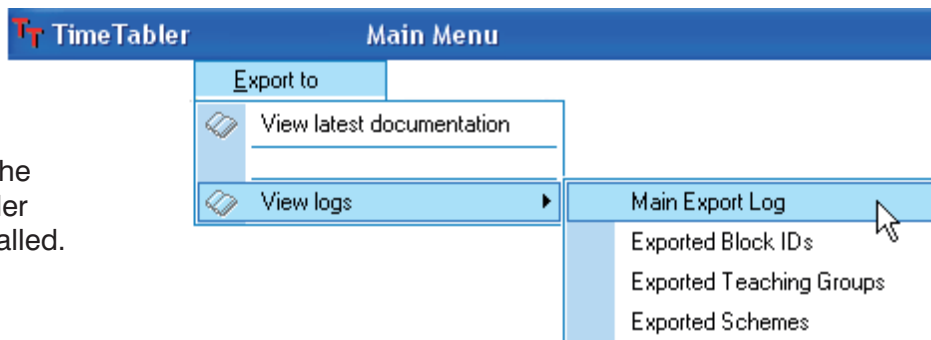
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# Trouble-shooting

If you get any error message during the export from **TimeTabler** or during the import into the MIS, or if you find that some or all of the timetable does not appear in the MIS, then the first things to do are to look at the diagnostic information that **TimeTabler** provides.

These Logs and Reports are summarised on these pages.

These files can be viewed at Export to... ➡ View Logs:

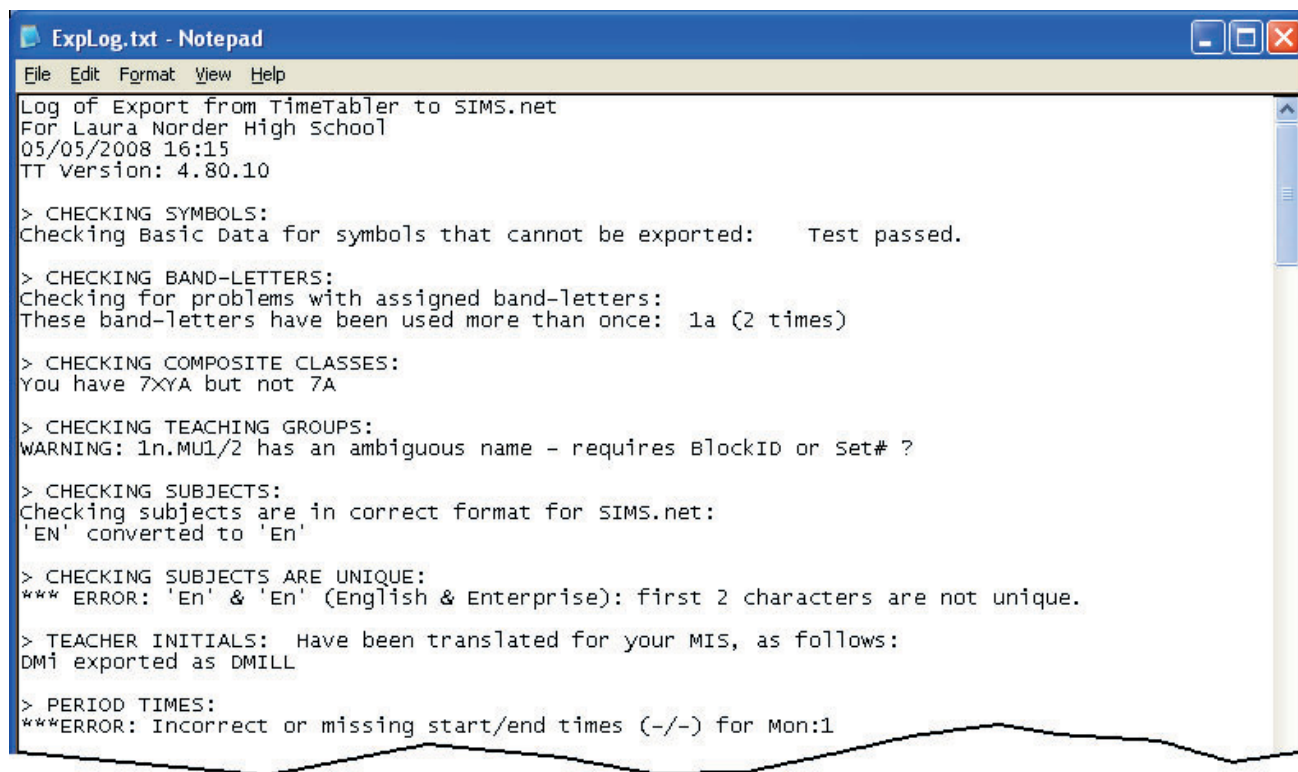


They can also be found in the Export folder within the folder where **TimeTabler** was installed.

These files include:

## Main Export Log      ExpLog.txt

This analyses and summarises your export data, see some of the headings below:



If anything looks at all wrong, please ensure that you correct it before trying another export.

continued...

# Trouble-shooting, continued

## Teaching-Groups.htm

This useful page lists for you every activity that has been exported, with:

- the short 'Label' used in the MIS, see Section G in the Export-Doc-1 'Preparing for Export' document,
- a longer 'Description', which may also be used in the MIS,
- the activity that you scheduled in **TimeTabler**,
- the times of the week that the lessons are placed.

Exported Teaching Groups							
No.	Label	Description	Class	Block	Subject	From this activity in TimeTabler	Lessons - Period(Teacher)
001	8A/En1	8A En1	8A	-	Eng.	8A <b>SSS</b> AJ	Fri:1(AJ) Tue:1(AJ) Wed:1(AJ)
002	8A/Fr1	8A Fr1	8A	-	French	8A <b>SS</b> LM	Mon:1(LM) Wed:2(LM)
003	8B/En1	8-B En1	8B	-	Eng.	8B <b>SSS</b> CN	Mon:1(CN) Tue:1(CN) Wed:2(CN)
004	8B/Fr1	8-B Fr1	8B	-	French	8B <b>SS</b> JP	Fri:1(JP) Wed:1(JP)
005	8A/Mu1Z	8A Mu1 'Z'	8A	Z	Music	8A <b>S</b> DW	Wed:3(DW)
006	8A/Dr1Z	8A Dr1 'Z'	8A	Z	Dr	8A <b>S</b> JR	Tue:3(JR)
007	8A/Ar1Z	8A Ar1 'Z'	8A	Z	Art	8A <b>SS</b> HLO	Thu:3(HLO) Mon:3(HLO)
008	8y/Ma1	Year8(y) Ma1	8ABCD	-	Maths (set 1)	8ABCD <b>SSS</b> JH AJ RP AS	Thu:4(JH) Tue:4(JH) Fri:2(JH)
009	8y/Ma2	Year8(y) Ma2	8ABCD	-	Maths (set 2)	8ABCD <b>SSS</b> JH AJ RP AS	Thu:4(AJ) Tue:4(AJ) Fri:2(AJ)
010	8y/Ma3	Year8(y) Ma3	8ABCD	-	Maths (set 3)	8ABCD <b>SSS</b> JH AJ RP AS	Thu:4(RP) Tue:4(RP) Fri:2(RP)
011	8y/Ma4	Year8(y) Ma4	8ABCD	-	Maths (set 4)	8ABCD <b>SSS</b> JH AJ RP AS	Thu:4(AS) Tue:4(AS) Fri:2(AS)

This is very useful for checking the imported timetable in your MIS.

! Any red warnings here **must** be dealt with & corrected, in your data in **TimeTabler**, before trying the export again. If you don't do this the import will fail.



## Curriculum.htm

This diagnostic gives a list of the exported schemes.

This is relevant to the 'eligibility' of the students to be placed in a Teaching Group.

Exported Schemes										
Name	Type	Source(s)					Destination(s)			
Basic Groups in Year 7	Band	Year 7					7A	7a		
Basic Groups in Year 8	Band	Year 8					8A	8B	8C	8D 8X
8AB (u)	Band	8A	8B				8AB (u)			
8ABC (w)	Band	8A	8B	8C			8ABC (w)			
8ABCD (y)	Band	8A	8B	8C	8D		8ABCD (y)			
8A Block Z Mu	Block	8A	8B	8C	8D	8X	8A/Mu1Z			
8A Block Z Dr	Block	8A	8B	8C	8D	8X	8A/Dr1Z			

## BlockIDs.txt

This summarises:

- Activities that have a Block Label,
- Activities that do not have a Block Label.

See also Section G of the Export-Doc-1 'Preparing for Export' document.

```

BlockIDs.txt - Notepad
File Edit Format View Help

SECTION A: Block-IDs for the Current schedule are as follows:
=====
YEAR 8      CLASS 8ABCD
=====
Block_K
Mon:5 Art(HLO) PE.(AS) Biol(GW) Phys(RP) Tech(AKE) Hist(JC)
Fri:3 Art(HLO) PE.(AS) Biol(GW) Phys(RP) Tech(AKE) Hist(JC)

SECTION B: The following Composite classes do NOT have a Block-ID:
=====
Batch 3: 'Year 8 curriculum':
1) 8ABCD SSSS JH AJ RP AS
2) 8AB DS RP AKE AS
    
```

continued...

# More Trouble-shooting : Questions and Answers

## 1. What is a 'Double-import'? And why should I do it?

Some MIS (eg SIMS .net) allow you to do a 2-stage export/import ...and this can be very helpful for your admin staff.

A 2-stage export/import consists of :

- a 1st import after the Batches have been entered, eg. in May, but before the activities have been scheduled. This allows your admin colleagues to begin allocating students to Maths Sets or to groups in Option blocks without having to wait until you have finished scheduling.
- The 2nd stage of the export/import takes place after you have a complete timetable solution, and it exports the correct timetable data for each Teaching Group ...**providing** the Teaching Group Name has not changed!

Note : If you are doing a 2-stage Export to your MIS, it is vital that the Teaching Group Names (TGNs) do not change between the 1st and 2nd exports, or else the MIS will probably not recognise the Group Names and you will have to correct the MIS manually !

To see what your Teaching Group Names will look like, go to the Curriculum Diagram Screen (see section D21 in the Manual) and select : Customize ► TGNs ► Show TGNs in Batches [Note: not all MIS accept TGNs; some create them in the MIS, see page 5 of Export-Doc-1.]

This feature may only be available for SIMS .net and WCBS / PASS ...for other systems please ask the company's HelpDesk whether it is possible.

See also item 8 on the next page, and Appendix 1.

## 2. The Office Staff are having difficulty assigning students to Teaching Groups

...because they **don't recognise the Teaching Group Names imported from *TimeTabler***. 

In *TimeTabler*, you should go to Export to... ► View logs ► Exported Teaching Groups and print this list of all the Teaching Groups to give to your Office Staff.

**!** Please then find time to sit down with your Office colleagues, with the printout, and explain the terminology that you have used in *TimeTabler*.

The 'Label' and the 'Description' are both exported to the MIS – the 'Description' is longer and more descriptive, but often the MIS screen shows just the short label.

**Note:** any Teaching Groups marked in **red** in this list are ones where perhaps you should have labelled them differently (by using a BlockID or GlobalDayBlockCode or Set Number). For more details on this, see sections G and H of the first document, 'Export-Doc-1'.

## 3. What is a 'Teaching Group' ?

A Teaching Group is a specific 'class' being taught a specific 'subject' (and optionally with a 'block ID' and 'set number').

Change any of those (4) variables and you have a new Teaching Group Name (TGN).

Examples are:

7A / Fr (7A being taught French),

10A / Ma1 (10A being taught Maths Set 1),

9C / Hi3B (9C being taught History, 3rd group in Block B),

11z / Ma2 (11ABCD Maths Set 2, where 11ABCD has been given the 'band-letter' z)

See also sections G and H in Export-Doc-1.

Although Teaching Group is the usual word for this, your MIS may use the term 'class' or 'set'.

continued...

#### 4. Can I change the Teaching Group Names ?

Yes, see Step 5 of the Export, where you can customize the look of your Teaching Groups.  
eg. 7A/Fr1    7A .Fr1    7A-Fr1    7A\Fr1    7AFr1

You can also change the names by adding BlockIDs, set-numbers, band-letters, etc.  
Or, if you need to, you can give an individual group a name, manually, in the Batch.

The best way to see how the Teaching Groups fit into your curriculum and relate to your activities is to view the Curriculum Diagram Screen (section D21 in the *TimeTabler* Manual).

#### 5. The Teacher-codes in the MIS are different from the initials in *TimeTabler*

Use the 'Prepare Data' screen (at Step 3 of the export), see Export-Doc-2.

#### 6. I don't want to export a particular Class

Give it a printing name of \*D.

Special Resources are never exported.

Special Locations are only exported if you choose to, at Step 3 of the export.

#### 7. I have used Year 1 to represent not just Year 1 but Reception too

If you have used Year 1 to also represent Reception (and/or Nursery 1 and Nursery 2)  
eg. 1A, 1B = Year 1 and 1a, 1b = Reception, and if your MIS is expecting instead that Reception is a separate year, with a separate cohort of students, then you will need to:

- a) Add an extra year to represent Reception (eg. if you currently have 1-6, add a Year 7).
- b) Print the timetable for Year 1.
- c) Unassign the lessons for Reception.
- d) In the classes list, change 1a to 7a, 1b to 7b (giving 7a the printing name R1, say).
- e) Globally update the batches 1a to 7a, etc (via 'Activities' ►► Update Batches Globally').
- f) Go back into the schedule and assign 7a's lessons to where (according to your printout) 1a's were.
- g) When you start the export ... on the 'Prepare Data' screen (Step 3), click on 'Years' then enter 'R' against Year 7. (Or similarly 'N1' or 'N2' for the nursery years).

Obviously it is better to use a separate year right from the start (see section A in Export-Doc-1).

#### 8. The teaching groups already in the MIS **don't match** those being imported

This school had already set up their 'classes' or 'sets' [ie. teaching groups] in the MIS, and entered their students into those teaching groups. Unfortunately the names they had used were **not** the same as the ones exported by *TimeTabler*!!

When they came to run the import, they were told that none of the teaching groups (or 'classes' or 'sets') being imported matched the existing ones.



In such a case it **may** be possible to change the Teaching Group Name (at Step 5 of the export), or manually in the Batch, so that the MIS recognises the names ...but only if they **exactly** match.

**The solution** to this major problem is:

either: do not allocate any students to teaching groups (classes) until after the timetable has been successfully imported,

or: **Use the double-export method** (see an earlier page in this document) if your MIS allows it. See also Appendix 1.

continued...

## 9. I have used 'dummy' teachers in *TimeTabler* to represent something

If you have 'teachers' called 'Lunch' or 'Break' in your Teachers list (section C9 in the Manual) or if you have included rooms in your teacher list, this would cause problems if they were exported to the MIS, as they would not be recognised.

So please clean these up in *TimeTabler* before you export (by assigning their lessons a different way, or at least putting \*D against the dummy teachers so they're not exported).

Special Resources are never exported.

## 10. I have used 'free-format' set names in *TimeTabler* – is this a problem ?

Problem:

In *TimeTabler*, we allow free-format Set names of (up to) 5 characters.

In some MIS, anything above 1 character can cause a problem (by breaking the maximum lengths of names, etc). Above 2 chars is quite likely to do this.

Solution:

The only solution is for you to manually alter your set names (eg. change 'H&S' to 'HS', etc).

We highlight the problem in the export log ...we highlight any set-number over 2 chars.

But to see whether this causes a problem in practice, look at your List of Teaching Group Names – any Teaching Group Name in **red** could be a problem.

## 11. I get double labels in the MIS like 7A.En1, 7A.En1/2 even though they are really both the same group of students

You have forgotten to add a **Global DayBlock code** as explained in part H of Export-Doc-1, or you have 2 separate Teaching Groups with the same name, which is not allowed by any MIS.

You can check the labels by viewing the Report: **Teaching-Groups.htm** as explained in the first part of this trouble-shooting section.

## 12. Other reasons why data may not be exported.

a) The following data are not exported from *TimeTabler*:

i) Any teacher whose full name is \*D.

ii) Any class whose printing name is \*D.

iii) Any composite class without a 'band-letter' (ast Step 5 of the Export, for some MIS).

b) If there is a composite class on the Classes Screen in *TimeTabler*, but this class has no lessons on the schedule, you are asked: "The following classes have no lessons - do you want to include them in the export?"

If you click 'No' (recommended) then these classes will not be exported.

## 13. Importing multiple timetables (eg. a Senior School timetable and a Junior School timetable)

Some MIS allow this, some don't. For more details, see the article in the KnowledgeBase in the Support Centre, titled: 'Senior & Junior timetables', and download the PDF.

See also Appendix 1.

continued...



#### 14. Other items to check

- a) You must have entered your basic school information into the MIS before attempting the export. This means entering your teachers & students, setting-up your academic year, etc.
- b) In some MIS a timetable is always associated with a particular range of dates - so make sure the 'start' and 'end' dates you enter in **TimeTabler** match the intended academic year (or part thereof) in the MIS. If you get it wrong it might over-write an existing timetable!
- c) In some MIS, a subject must be exactly 2 characters long. **TimeTabler** may automatically convert "MATHS" to "Ma", etc.  
However, you may have problems if this conversion produces duplicate subjects.  
For example, 'Ph' as a 2-character abbreviation of both Physics and Philosophy.  
If this happens, **TimeTabler** will warn you (see the Export Log).
- d) Some parts of this export rely on finding the lesson in its activity batch in **TimeTabler**. So if on the Edit Details Screen (see Section F20 in the **TimeTabler** Manual) you have any instances of 'This lesson cannot be found in any of the batches currently linked to this Schedule' ...then you may have a problem in the MIS.
- e) If some of your timetable has not been exported, remember that Dummy (\*D) teachers are ignored & omitted from the export. All special resources are also omitted.
- f) If you use the kind of double which spans Break or Lunch, then you should :
  - (i) Tick the Export screen at Step 3 to export D as SS,
  - (ii) Take care to specify the correct 'ordinal' period-numbers as explained in the article in the KnowledgeBase (to find it, type 'ordinal' into the Search Box).

If you have any questions, send a Ticket to the free Support Centre (as in HelpMovie 4).

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We would appreciate it if you could take the time to send us feedback on both:

- the **TimeTabler** export
- and
- the MIS import,

plus any comments about whether the export could be made better, for example to help at the stage of allocating students to classes in the MIS (using the 'eligibility rules').

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continued...

## Appendix 1 : Several MIS were asked the following 4 questions:

### 1.

**For Registration**, the Export file from **TimeTabler** can either include or omit a period(s) on the timetable. For your MIS is it better to:  
 A—Include, in the timetable export file, a Period (with a Teacher) for Registration each day or session?  
 B--Not include a Period, but leave 'Registration' to be added later within your MIS?  
 C--Either way will work with your MIS.  
 D--Some other system (please give details).

### 2.

**For Lunch and for Breaks** there are similar questions: For your MIS, where a school wishes to show Break/Lunch, is it better to:  
 A—Include, in the timetable export file, a Period (with a Teacher) for Breaks and/or Lunch each day?  
 B--Not include a Period, but leave 'Break' or 'Lunch' to be added later within your MIS?  
 C--Either way will work with your MIS.  
 D--Some other system (please give details).

### 3.

**About Re-importing an updated timetable** file part-way through the year. Eg. after a major structural change due to maternity leave:  
 A--This is no problem to Users, they can do it easily.  
 B--This can be done with assistance from our HelpDesk.  
 C--This is not possible at present.

### 4.

**About importing an additional/second timetable** 'on top of' another.  
 For example, importing a Junior School with different times/periods from the Senior School:  
 A--This is no problem to Users, they can do it easily.  
 B--This can be done with assistance from our HelpDesk.  
 C--This is not possible at present.

The answers (January 2018) were:

	1. Registration	2. Lunch / Breaks	3. Re-importing	4. Additional
<b>Arbor</b>	A. Include, in the timetable export file, a Period (with a Teacher) for Registration each day or session	A. Include, in the timetable export file, a Period (with a Teacher) for Breaks and/or Lunch each day	A. This is no problem to Users, they can do it easily.	A. This is no problem to Users, they can do it easily.
<b>Bromcom</b>	B. Assuming that you refer to statutory registration (i.e. AM/PM attendance) then it is preferable for our system to have the registration periods omitted. We manage these separately from the timetable.	A/B. Either way will work as the timetable mapping of periods will take care of the requirements here.	A. This should not be a problem for our users, so A. However ability does vary so sometimes it is a B.	B/C. This can be done with assistance from our helpdesk as they would need to work to ensure that the two timetables had common structures. We do not currently have the facility for entirely separate period structures, so this relies on the user being able to deliver a degree of overlap within the period structure, perhaps with some periods that are used/unused in the different timetables.  Therefore the key point to note is that the defined structure in the MIS must accommodate the Junior and Senior in this example, and perhaps some periods are defined that are only used in one or other of the timetables and/or some of the defined periods in reality have different start times, even though the Junior and Senior use the same period number.
<b>Double-First Engage</b>	A/B/C Either way. it depends if the school have added the registration as a period in Engage or not.	A/B. Normally a school in Engage doesn't add lunch as a period, however some schools may choose to do this and for those we would need the lunch to be included. Most schools option B but some option A.	A. No problem, they import a NEW timetable with a new name and it can sit alongside the existing one and be activated immediately or automatically at a set point in the future.	A. It will be imported as an alternative timetable, to sit alongside the existing one and activated as per item 3. Engage can have different period structures for each year group and for each day.

continued...



	1. Registration	2. Lunch / Breaks	3. Re-importing	4. Additional
<b>Integris (RM)</b>	A. Include, in the timetable export file, a Period (with a Teacher) for Registration each day or session.	A. Include, in the timetable export file, a Period (with a Teacher) for Breaks and/or Lunch each day.	A. This is no problem to Users, they can do it easily.	C. This is not possible at present.
<b>iSAMS (Ed:gen)</b>	A. Include, in the timetable export file, a Period (with a Teacher) for Registration each day or session - By far the easiest solution.  1. You could include the periods in iSAMS (registration, lunch or breaks) but omit them from your timetable structure so in TT you only have the teaching periods. However in this case you MUST relabel the period ID numbers in your TT structure to match iSAMS.  2. If the registration is to be done by form / year or house it is not taken from the timetable so schools don't necessarily have to include them in either TT structure (most do but its not necessary for the system to work).	A. Include, in the timetable export file, a Period (with a Teacher) for Breaks and/or Lunch each day - By far the easiest solution.  B is not advised, we do not recommend adding in periods to the timetable structure once the timetable has been imported.  1. You could include the periods in iSAMS (registration, lunch or breaks) but omit them from your timetable structure so in TT you only have the teaching periods. However in this case you MUST relabel the period ID numbers in your tt structure to match isams.  2. If the registration is to be done by form / year or house it is not taken from the timetable so schools don't necessarily have to include them in either TT structure (most do but its not necessary for the system to work).	A. A new timetable can easily be re-imported and switched to be made the 'live' one when ready	A. This is no problem to Users, they can do it easily.  Multi-Divisional Timetables is a feature that enables schools to create multiple 'divisions' within the school, and thus create separate registration rules for each 'division'. This is particularly useful for schools with multiple campuses or tiers such as 3-18 schools. Each division of the school can now have AM and PM registrations as well as create their own lesson by lesson registrations.  With Multi-Divisional Timetables enabled, teachers can now also be assigned to one or more divisions in our HR Manager module. This in turn filters through to cover arrangements.  See also page 12 of this document.
<b>Cloud School (Progresso)</b>	A. Include, in the timetable export file, a Period (with a Teacher) for Registration each day or session.	A. Include, in the timetable export file, a Period (with a Teacher) for Breaks and/or Lunch each day	A. This is no problem to Users, they can do it easily.	C. This is not possible at present.
<b>SchoolBase</b>	A/B/C Either way will work. This depends on whether the school have created a period for registration, they can choose to include or omit it.	A/B/C Either way, depending on whether the school want to include or omit breaks	C Not possible at present due to the effect this would have on other structures such as markbook and lesson registers that are linked to the timetable. Partial re-imports could possibly be performed but is it easier to make the necessary changes directly within SchoolBase®	It depends. A – Provided there are no overlaps, i.e. junior school timetable with same or separate period set could be imported before or after the senior school timetable on the same database.  However if there is an overlap such as some of the junior lessons included in the senior timetable, usually because of shared resources, this could cause problems but they are easy to overcome so in this case the answer would be B.
<b>WCBS PASS/3sys</b>	A/B/C Either way will work with this MIS. [But see note 5 on page 11 of Export-Doc-3.]	A/B/C Either way will work [But see note 5 on page 11 of Export-Doc-3.]	A. This is no problem to Users, they can do it easily.	A. This is no problem to Users, they can do it easily. (We require a different name for each so that they can exist in parallel)

For more about **Registration** (and Breaks, Lunches) see the PDF about 5 different Styles, found in the KnowledgeBase by using the Search Box:

Registration

continued...

## Some information about WCBS / PASS

1. **Question: I have assigned names to Subject Sets in PASS and am wondering whether the same names must be used in *TimeTabler* and if any other information set up in either system must 'match' to facilitate importing *TimeTabler* into PASS**

Answer: Here's what WCBS say about the subject sets in PASS:

"The Class Scheduling Name is used in the description field of Subject Sets that are created during import. It is not used in any matching, it is purely for display. The **Printing Name** is used in matching up to PASS Subject Sets. In sets created during import it is assigned to the 'TimeTabler Class' field, as shown on the 'Subject Set' screen's 'main' tab."

Basically, the 'Class Scheduling Names' are not important in the import, but the 'Class **Printing Names**' are (see Section C10 in the *TimeTabler* Manual).

In addition, you must align your Staff initials/code, Rooms and Subjects between the two systems ...for more information, go to: [www.timetabler.com/export/ExportMenu.html](http://www.timetabler.com/export/ExportMenu.html) and click on 'Export-Doc-1: Preparing for Export'.

2. There are 2 ways of exporting from *TimeTabler* to PASS:

-- WCBS PASS 2008 & earlier

-- WCBS PASS 2009 & later (from PASS ver 2.4, Summer 2009)

Both these options are available as exports in *TimeTabler*, and both are available as imports in PASS. The **preferred/improved** method is '2009 & later'.

3. Information from WCBS, March 2009 :

The 2009 version of the import will allow the creation of Subject Set records within PASS from the data exported by *TimeTabler*. This version also has a new export routine to allow the transfer of 'Basic Data' (Staff, Subjects, Rooms) from PASS into *TimeTabler*.

The older (2008) release (version 2.3.1.4) of PASS only allowed the import of the timetable from *TimeTabler* once the Subject Sets had been created in PASS. There was a routine to import the sets from an Excel file, with the following format:

Subject Code	(up to 6 characters) This must already exist in PASS, and should match the subject code in <i>TimeTabler</i> .
Set Code	(up to 6 characters) This will be created in PASS. There isn't an exact match in <i>TimeTabler</i> as will be seen in the example below.
Description	(up to 40 characters) This is a 'user friendly' name for the set.
Tutor 1 Code	will match <i>TimeTabler</i> code
Tutor 2 Code	
Tutor 3 Code	
Room	
Section	
<i>TimeTabler</i> Subject	will match <i>TimeTabler</i> code
<i>TimeTabler</i> Class	will match <i>TimeTabler</i> code
<i>TimeTabler</i> Block ID	will match <i>TimeTabler</i> code
<i>TimeTabler</i> Set	will match <i>TimeTabler</i> code
Form	

In the case of a set 'English Year 13 Block A Set 1', the *TimeTabler* format would be :

Subject	EN
Class	13ABCD (for example)
Block ID	A
Set	1

PASS will use the Subject Code and populate the *TimeTabler* fields with the codes above. It also needs the PASS Set code, which *TimeTabler* doesn't have. In this case it would be something like 13A1, which will then be concatenated with the Subject Code to produce a unique ID for the set. This will have to be created in PASS prior to the *TimeTabler* import.

There are more details on this on the WCBS website under the Academic System Managers' Club section.

Please contact the WCBS / PASS HelpDesk for more information.

continued

4. Information from WCBS, September 2011 :

There are 2 main import routes offered on the import screen,

(a) **'Import all group names from *TimeTabler*'**

(b) **'Use existing group/set names in 3Sys'**

and the one that works best in their experience is the first one ...providing that the TeachingGroupName (TGN) for each group in ***TimeTabler*** is **not more than 6 characters**. (Any TGN longer than 6 characters is truncated in 3sys.)

This limit of 6 characters max is less than in most MIS but you can set up a format that achieves this on the **Set Up Teaching Group Names Screen** at **Step 5** of the Export (see HelpMovie 62).

The recommendation (a) above works if the school has not already created its groups/sets in 3Sys. But many schools will want to create these groups earlier, because their office staff want to get on with populating the Maths sets, etc. Also, groups/sets may have been promoted from last year ? So, WCBS intend to make it clearer (on screen) that (b) above is also a good option if you do already have your groups set up in 3Sys.

5. Registration / Break / Lunch :

Schools can easily be confused over whether 3Sys would (or would not) like these to be separate periods. (In ***TimeTabler***, they can be separate periods or they can be markers set up on the **School Structure Screen** (HelpMovie 11); the User can choose.)

The advice from WCBS is that 3Sys does **not** want/expect separate periods for any of Registration / Break / Lunch. ie. **markers** are better.

Registration, for example, is handled simply by the user ticking 'Take registration before first period', and **not** by having a registration period on the timetable.

See also the PDF on 'Registration, Breaks, Lunches' in the KnowledgeBase.

6. Block-ID and Set-labels :

Although some schools find a problem with these, WCBS say that they are imported from ***TimeTabler***, and they keep them in two separate fields for each of your groups/sets in 3Sys ...so there shouldn't be a problem.

7. Occasionally Users use different codes for their Staff or Subjects in the two systems, but this should be easily handled by :

(a) the screens in ***TimeTabler*** which allow you to say what codes 3Sys wants, and

(b) by the error log that 3Sys displays on import, showing any mismatches.

But we also encourage schools to export their Basic Data from 3Sys before they start the export, and then get ***TimeTabler*** to check it at Step 4 of our export.

8. Importing : Feedback from an experienced User :

"Our key problem was that the import failed if the timetable had a period marked 'excluded/none' within the export.

The import failed to recognise this and so populated the period with the next available timetable period data. For example, our Senior Timetable finished 3 periods early on Saturday as the whole timetable 'scrunched' forward, with nothing left by period 3 Saturday! Our Prep School timetable was even worse, it finished Friday morning! Fortunately we spotted the problem!

I was told by WCBS to overcome this by marking all these periods in the import as 'Break' periods. This worked."

## Some information about iSAMS and Ed:gen

A. The advice from iSAMS is :

Each set in iSAMS has a number of properties – subject, year, block, set number, etc, which are used in the import process as follows:

The import process works in the following way:

1. Choose import type
2. Select Files
3. Files are uploaded and depending on timetable type are all put in an import table(s).  
(This process gets all timetable types into one import form... iSAMS do not have separate solutions for timetable products after this step.)  
iSAMS will match on the Teaching Group export name compared to the iSAMS set code.  
From 2009, matching is done on subject, block, set number etc ... to save time
4. Matrix to resolve Teachers
5. Matrix to resolve Rooms
6. Matrix to resolve sets. If there are Teaching Groups that do not match iSAMS presents a matrix.
7. Matrix to resolve form-based learning
8. Timetable Imported.

**For full details please see:**

<https://documentation.isams.com/display/TM/Importing+your+School+Timetable+into+iSAMS>  
and

<https://documentation.isams.com/display/TM/Import+your+Existing+School+Timetable>

Please contact the iSAMS HelpDesk for more information.

### B. Exporting / Importing your timetable

If you have the 'Multi-Divisional Timetables (MDT)' feature in iSAMS (or Ed:gen) then you can have separate timetables for different parts of the school (perhaps with different period timings). When you import them into iSAMS (or Ed:gen) it will allow you to run multiple import processes and then merge them into one 'master' timetable.

**Note:** If you have more than one school, you will need (at least) one **TimeTabler** Licence per school.

The basic steps are:

1. Create 2 (or more) different Schedules in **TimeTabler**, in the usual way; one for your Senior school and one for your Junior (say).
2. Export your Senior and Junior Schedules from **TimeTabler** to iSAMS (or Ed:gen) separately, ensuring correct period numbers are used (as required by the MIS).
3. Upload/import each separately into iSAMS (or Ed:gen). The MIS will merge them as required.

## Some information about Bromcom

In 2023 a Bromcom User, importing a timetable from **TimeTabler**, got the following error message in Bromcom:



- **Apply failed! -- Cannot insert the value NULL into column LastName, table Nucleus13456.dbo.FW\_PeopleHistory; column does not allow nulls. INSERT fails. - Line Number: 52**

He then reported:

“I haven’t exactly solved this problem, but I have worked around it, so it is no longer an issue for me. It seems that the problem was with placeholders new members of staff entered into timetabler. E.g. I have called a new PE teacher PEX for now as they are to be appointed later.

On import Bromcom flagged that it would create new staff records, but then failed to do this. Having created corresponding fictitious Bromcom staff records, it is now happy to import the timetable for me.”

It may be that Bromcom have fixed this bug by now.

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