



HUBmis  
Timetable Import Guide  
2022



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## Introduction

This guide describes how to import a timetable into the HUBmis Timetable module from a TimeTabler or other compatible text file.

## Prerequisites

- You must have added timetable codes in HUBmis against staff, subjects, rooms, and classes for lesson matching purposes.
- You must have added a new empty timetable in HUBmis for week / day matching purposes.
- You must have exported an appropriate text file from TimeTabler or created one with a compatible layout.

## Process Summary

Below is a summary of the process for importing a timetable into HUBmis. Further details on how to achieve each step are outlined in the relevant section of this guide.

Step 1	Configure your timetable codes in HUBmis.	1. Timetable Codes
Step 2	Configure your timetable in TimeTabler.	2. TimeTabler
Step 3	Export your timetable from TimeTabler or create a compatible file.	3. File Layout
Step 4	Setup your timetable in HUBmis.	4. Timetable Setup
Step 5	Import your TimeTabler or compatible file into your HUBmis timetable.	5. Timetable Import

## 1. Timetable Codes

You must have added timetable codes in HUBmis against staff, subjects, rooms, and classes for lesson matching purposes.

When using TimeTabler, you should add your timetable codes in HUBmis first, and then configure TimeTabler to use the same codes or names where applicable.

### 1.1 Staff

- In HUBmis Staff, check the School section on each staff member's Overview tab.
- Ensure that each staff member contains a timetable code.

Job title	Teacher
Position	Head of Department <span>×</span>
Timetable code	MLD
Section	Senior <span>×</span>

- The timetable code specified here must match the teacher initials that you use in TimeTabler or when you construct a compatible text file.

### 1.2 Room

- In HUBmis Settings, check each room under Settings > School Structure > Room & Location > Room.
- Ensure that each room contains a timetable code.

* Room	R100 <span>✓</span>
Description	Room 100 Main Campus
Location	Main Campus <span>▼</span>
Timetable code	R100 <span>✓</span>

- The timetable code specified here must match the room name that you use in TimeTabler or when you construct a compatible text file.

## 1.3 Year Group

- In HUBmis Settings, check each year group under Settings > School Structure > Academic Structure > Year Group.
- Ensure that each year group contains a year group code.

Status	Active <input checked="" type="checkbox"/>
* Section	Senior: <input type="text"/> <input checked="" type="checkbox"/>
* Year group code	10 <input checked="" type="checkbox"/>
* Year group	Year 10 <input checked="" type="checkbox"/> <input type="checkbox"/> Final year

- The year group code specified here must match the year part of the scheduling name that you use in TimeTabler or when you construct a compatible text file.

## 1.4 Subject

- In HUBmis Settings, check each subject under Settings > School Structure > Academic Structure > Subject.
- Ensure that each subject contains a subject code.

* Subject	Art <input checked="" type="checkbox"/>
Alternative subject name	Art <input checked="" type="checkbox"/>
* Subject code	AR <input checked="" type="checkbox"/>
Department	Creative Arts <input type="text"/>

- The subject code specified here must match the subject abbreviation that you use in TimeTabler or when you construct a compatible text file.

## 1.5 Form

- In HUBmis Settings, check each form under Settings > School Structure > Academic Structure > Class > Form.
- Ensure that each form contains a timetable code.

* Code	10-A ✓
Timetable code	10A ✓
* Class description	Form 10A ✓
* Year group	Year 10 ✓

- The timetable code specified here must match the class scheduling name that you use in TimeTabler or when you construct a compatible text file.
- The TimeTabler class printing name is not used and should be empty in TimeTabler.

## 1.6 Class

- In HUBmis Settings, check each class under Settings > School Structure > Academic Structure > Class > Subject Set.
- If your lessons relate to other types of class group, you will also need to check those under Form or Tutor Group or ECA.
- Ensure that each class contains a timetable code.

* Subject	Art ✓
* Code	ART10 ✓
Timetable code	AR10
* Class description	Art 10 ✓
* Year group	Year 10 ✓

- The timetable code specified here must match the teaching group name that you use in TimeTabler or when you construct a compatible text file.

## 2. TimeTabler

When using TimeTabler, you should add your timetable codes in HUBmis first, and then configure TimeTabler to use the same codes.

You can obtain guidance on how to configure your timetable in TimeTabler by October Resolutions from the [www.timetabler.com](http://www.timetabler.com) website.

When you Export in TimeTabler, you must choose the WCBS HUBmis export option.

## 3. File Layout

For any timetable import to work successfully, getting the import file layout and content correct is essential.

- If you are using a TTEExport.txt file from TimeTabler, you should find the correct file layout already in place, provided you used the WCBS HUBmis export option.
- If you are not using TimeTabler and wish to create your own compatible text file, it must match the minimum requirements shown below.

### 3.1 Requirements

The file must be a comma separated text file, with the appropriate type and number of fields per row.

- School header must reside in row 1.
- Timetable header must reside in row 2.
- Timetable structure must reside in row 3 and must match content in the day structure rows and in your timetable.
- Day structure must reside in row 4 onwards and must match content in the timetable structure row and in your timetable.
- Teachers must reside in rows prefixed T and must match your staff.
- Subjects must reside in rows prefixed S and must match your subjects.
- Rooms must reside in rows prefixed R and must match your rooms.
- Forms must reside in rows prefixed F and must match your year groups and forms.
- Groups must reside in rows prefixed G and must match your subject sets.
- Lessons must reside in rows prefixed L and must match content in the group rows and in your timetable.

See Appendix A below for Sample File Content and Key.



## 4. Timetable Setup

You must add a new timetable in HUBmis that matches the week, day, and times specified in your import file.

### 4.1 New Timetable

- In HUBmis Timetable, select to add a new timetable.
- Specify a date range, based on your school year or term or custom dates. School year and term dates can be managed under Settings > School Structure > School Dates.
- Enter a timetable name and select a school section. Sections can be managed under Settings > School Structure > Academic Structure > Section.
- Tick to select one or more timetabled days. The first day of the timetable week can be managed under Settings > School Definition > Regional.
- Select 1 or 2 weeks for the timetable.
- Add the start time of your first lesson period and the end time of your last lesson period.

* Timetabled days	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
* Week	1 week <input type="button" value="v"/>
* Time	<input type="button" value="🕒"/> 09:00 to 15:00
* Day / week	<input type="button" value="Manage Labels"/>

- Click on the Manage Labels button and type in the day names to match those used in your import file.

**Manage Labels** ✕

Click the labels of weeks and days to change them

**Labels for Weeks & Days**

5 Items

* Week	* Day	
Week A	Mon	Mon
Week A	Tue	Tue
Week A	Wed	Wed
Week A	Thu	Thu
Week A	Fri	Fri

5 Items

- Click Save to save the labels.
- Click Save again to save the timetable.
- Do not configure the timetable structure, as that will be imported.

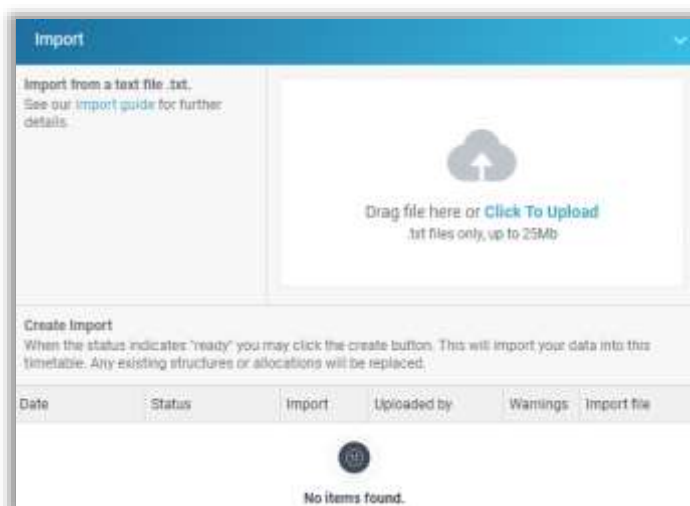
It is important to note that the days and weeks specified in your timetable must match the total number and name of the days in your import file. For example:

- If your import file contains 5 days, you must tick 5 days and select 1 week. Your days must be named accordingly, e.g. Mon, Tue, Wed, Thu and Fri.
- If your import file contains 10 days, you must tick 5 days and select 2 weeks. Your days must be named accordingly, e.g. Mon A, Tue A, Wed A, Thu A, Fri A, Mon B, Tue B, Wed B, Thu B and Fri B.

## 5. Timetable Import

Timetable import should only be attempted once the prerequisites outlined previously in this guide have been met.

- In HUBmis Timetable, go into the setup of your new timetable.
- Click to open the Import section then either drag / drop your TTexport.txt or other compatible text file or click to browse / upload.



- Wait for file validation to take place automatically. A progress table lists the date/time, validation status, and other details of the import.
- While the import file is being validated, you will see a status of Queued or Validating in amber in the progress table. You may click away from the current page to work elsewhere then return later. When you return, simply reselect the same options to reach the progress table.

Date	Status	Import	Uploaded by	Warnings	Import file
20/10/2020, 15:02	● Queued		Deen, Moss		965 B

- If the import file validation check has been successful, you will see a status of Ready in green in the progress table.

Date	Status	Import	Uploaded by	Warnings	Import file
20/10/2020, 15:02	● Ready	<a href="#">Create</a>	Deen, Moss		965 B

- Click on the Create button to complete the import, you will see a status of Imported in green in the progress table.

Date	Status	Import	Uploaded by	Warnings	Import file
20/10/2020, 15:02	● Imported		Deen, Moss		965 B

- If the import file validation has been unsuccessful, you will see a status of Validation failed in red in the progress table.

Date	Status	Import	Uploaded by	Warnings	Import file
20/10/2020, 14:56	<span style="color: red;">●</span> Validation failed		 Deen, Moss	 2	965 B 

- Click on the view item action under Warnings to download the validation report.
- You can click on the download item action under Import file to download a copy of the import file.

Every validation warning listed in the report must be resolved before you will be able to import the timetable successfully.

See Appendix B below for Validation Warnings and Checks.

Once your timetable has been successfully imported you can:

- View and manage imported lessons.
- Report on your timetable.
- Publish your timetable to selected groups of users.

Search or browse our HUBmis Knowledge Base for more information about working with timetables.

## Contact Us

Simply click Help on your HUBmis page header to search our Knowledge Base or reach our Support Portal, where you can submit a ticket to our knowledgeable and friendly Support Team.

For support.

- Submit a ticket.
- Email [support@wcbs.co.uk](mailto:support@wcbs.co.uk)
- Telephone +44(0) 1458 833 055

For other enquiries.

- Visit our website [www.wcbs.co.uk](http://www.wcbs.co.uk)
- Email [sales@wcbs.co.uk](mailto:sales@wcbs.co.uk).
- Telephone +44(0) 1458 833 344

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Fictitious, example data is used in WCBS guides and documentation to aid users' understanding. Any resemblance to real persons (living or dead), or actual contact details, events, incidents, organisations or locations is purely coincidental.

## Appendix A – Sample File Content and Key

### A.1 Sample Content

A colour coded sample is used here for example purposes only, see Content Key below.

```

"Merlin School",20/10/2020,08:00,5.713,WCBS HUBmis
"Senior 2020",20/10/2020
5,6,ppBppLpp
Mon,yyyyyy,09:00,09:40,09:40,10:20,10:50,11:30,11:30,12:10,13:40,14:20,14:20,15:00
Tue,yyyyyy,09:00,09:40,09:40,10:20,10:50,11:30,11:30,12:10,13:40,14:20,14:20,15:00
Wed,yyyyny,09:00,09:40,09:40,10:20,10:50,11:30,11:30,12:10,,,14:20,15:00
Thu,yyyyyy,09:00,09:40,09:40,10:20,10:50,11:30,11:30,12:10,13:40,14:20,14:20,15:00
Fri,yyyyyy,09:00,09:40,09:40,10:20,10:50,11:30,11:30,12:10,13:40,14:20,14:20,15:00
T,LCH,"L.Hart",1,
T,MLD,"M.Deen",1,
T,PHD,"P.Derby",1,
S,AR,"Art"
S,EN,"English"
S,MA,"Mathematics"
R,"R100",1
R,"R200",1
F,10,10,10A,10B
F,11,11,11A,11B
G,AR10
G,AR11
G,EN10
G,EN11
G,MA10
G,MA11
L,Mon,1,2,1,EN10,MLD,R100,1
L,Tue,1,2,1,AR10,PHD,R100,1
L,Tue,3,2,1,MA10,LCH,R200,1
L,Tue,4,1,1,EN11,MLD,R100,1
L,Tue,5,1,1,AR11,PHD,R100,1
L,Wed,6,1,1,MA11,LCH,R200,1
L,Thu,1,1,1,EN10,LCH,R200,1
L,Fri,1,1,1,AR11,MLD,R100,1
L,Fri,2,1,1,MA10,LCH,R200,1

```

## A.2 Content Key

### A.2.1 School and Timetable Headers

"Merlin School",20/10/2020,08:00,5.713,WCBS HUBmis

"Senior 2020",20/10/2020

- School header must reside in row 1 although the content is not validated on import.
- Timetable header must reside in row 2 although the content is not validated on import.

### A.2.2 Timetable Structure

5,6,ppBppLpp

- Field 1 must match the number of days in the file (row 4 onwards, names in field 1) and in your timetable, e.g. 5 in this sample (Mon to Fri).
- Field 2 must match the number of lesson periods in the file (row 4 onwards, times in field 3 onwards) and in your timetable, e.g. 6 in this sample (09:00-09:40, 09:40-10:20, 10:50-11:30, 11:30-12:10, 13:40-14:20 and 14:20-15:00).
- Field 3 must match the timed period structure of each day in the file (row 4 onwards, times in field 3 onwards) and in your timetable, where p is a lesson period, and B or L are break or lunch periods, e.g. ppBppLpp in this sample (lesson periods 1 and 2 followed by a break, lesson periods 3 and 4 followed by lunch, then lesson periods 5 and 6).

### A.2.3 Day Structure

Mon,yyyyyy,09:00,09:40,09:40,10:20,10:50,11:30,11:30,12:10,13:40,14:20,14:20,15:00

Tue,yyyyyy,09:00,09:40,09:40,10:20,10:50,11:30,11:30,12:10,13:40,14:20,14:20,15:00

Wed,yyyyny,09:00,09:40,09:40,10:20,10:50,11:30,11:30,12:10,,,14:20,15:00

Thu,yyyyyy,09:00,09:40,09:40,10:20,10:50,11:30,11:30,12:10,13:40,14:20,14:20,15:00

Fri,yyyyyy,09:00,09:40,09:40,10:20,10:50,11:30,11:30,12:10,13:40,14:20,14:20,15:00

- The number of rows in this section must match the number of days in the file (in row 3) and in your timetable, e.g. 5 in this sample (Mon to Fri).
- Field 1 must match a day name in your timetable, e.g. Mon.
- Field 2 must equal the number of used and unused lesson periods for that day, where y is a used lesson period and n is an unused lesson period, and must match the times in field 3 onwards, e.g. yyyyyy on Monday for 6 used lesson periods, or yyyyny on Wednesday for 5 used lesson periods (time slots 1 to 4 and 6) and 1 unused lesson period (time slot 5).
- Field 3 must match the number of lesson periods in field 2, e.g. 6 on Monday (09:00-09:40, 09:40-10:20, 10:50-11:30, 11:30-12:10, 13:40-14:20 and 14:20-15:00) and 5 on Wednesday (09:00-09:40, 09:40-10:20, 10:50-11:30, 11:30-12:10 and 14:20-15:00, with blank fields representing the unused lesson period).

## A.2.4 Teachers

T,LCH,"L.Hart",1,

- Field 1 must be T for teacher.
- Field 2 must contain a teacher code that matches one of your staff timetable codes.
- Field 3 must contain a teacher name.
- Field 4 must contain a single numeric digit.
- Field 5 may contain a subject that matches a subject in the file (prefix S) or may remain blank as in this sample.

## A.2.5 Subjects

S,AR,"Art"

- Field 1 must be S for subject.
- Field 2 must contain a subject code that matches one of your subject timetable codes.
- Field 3 must contain a subject name.

## A.2.6 Rooms

R,"R100",1

- Field 1 must be R for room.
- Field 2 must contain a room code that matches one of your room timetable codes.
- Field 3 must contain a single numeric digit.

## A.2.7 Year Groups and Forms

F,10,10,10A,10B

- Field 1 must be F for form.
  - Field 2 must contain a year group code that matches one of your year groups.
- Optional additional fields:
- Field 3 may contain a curriculum year group code.
  - Field 4 onwards may contain a list of form codes that match your form timetable codes.

## A.2.8 Class Groups

G,AR10

- Field 1 must be G for group.
  - Field 2 must contain a class code that matches one of your class timetable codes.
- Optional additional fields:
- Field 3 may contain a class group name, e.g. Art Year 10.
  - Field 4 may contain a subject code that matches a subject in the file, e.g. ART.
  - Field 5 may contain a class number, e.g. 1.
  - Field 6 may contain an option block, e.g. 1.
  - Field 7 may contain a curriculum year group code, e.g. 10.
  - Field 8 onwards may contain other codes used by TimeTabler for scheduling purposes.



## A.2.9 Lessons

L,Mon,1,2,1,EN10,MLD,R100,1

- Field 1 must be L for lesson.
- Field 2 must contain a day name that matches one of the day names on row 4 onwards and in your timetable, e.g. Mon.
- Field 3 must contain a used lesson period number that does not exceed the maximum number of periods specified for the relevant day on row 4, e.g. 1.
- Field 4 must contain a period range for the lesson that does not exceed the maximum number of periods specified for the relevant day on row 4, e.g. 1 denotes a single period lesson, or 2 denotes a double period lesson.
- Field 5 must contain a number, which may either equal the TimeTabler cumulative period number or otherwise be set to 1 as in this sample.
- Field 6 must contain a class code matching a group code in the file, e.g. EN10.
- Field 7 must contain a staff code matching a teacher code in the file, e.g. MLD.
- Field 8 must contain a room code matching a room code in the file, e.g. R100.
- Field 9 must contain a single numeric digit.

## Appendix B – Validation Warnings and Checks

When importing a timetable, some validation checks are run on your TTEExport.txt or other compatible text file to ensure it matches the expected file layout and your HUBmis timetable codes and setup, as outlined previously in this guide.

Should the validation process fail, you will need to download the validation report and check it. Below are some common examples of validation failure messages and the areas to which they refer.

Every validation warning listed in the report must be resolved before you will be able to import the timetable successfully.

For troubleshooting purposes you may wish to check the content in your TTEExport.txt or other compatible text file following these steps:

- Copy the file so you have a safe original version.
- Open the copy with Notepad to see the content.

If you are using TimeTabler, you should not make changes to the TTEExport.txt file, but instead update TimeTabler appropriately then export again.

### B.1 School and Timetable Headers

*Missing or invalid structure.*

- Check rows 1 and 2 in the import file to ensure they contain appropriate fields and content.

### B.2 Timetable Structure and Day Structure

*Missing or invalid days or day structure.*

*Missing or invalid periods or period structure.*

*Missing or invalid start and end times.*

*Number of days or periods does not match timetable setup.*

- Check rows 3 and 4 onwards in the import file to ensure they contain appropriate fields and content.
- This content must match across these rows in the import file and in your HUBmis timetable setup.

### B.3 Teachers, Subjects, and Rooms

*Missing or invalid structure.*

*Missing or invalid teacher (or subject or room) code.*

*Staff (or subject or room) code does not exist.*

- Check all rows where field 1 contains T (teachers) or S (subjects) or R (rooms) in the import file to ensure they contain appropriate fields and content.
- There must be at least one of each of these types of row in the import file.
- Every row must contain a code in field 2 which matches timetable code in a corresponding HUBmis Staff record for teachers or Subject record for subjects or Room record for rooms.

## B.4 Forms

*Missing or invalid structure.*

*Missing or invalid year (or form) code.*

*Year (or form) code does not exist.*

- Check all rows where field 1 contains an F (year groups and forms) in the import file to ensure they contain appropriate fields and content.
- There must be at least one of this type of row in the import file.
- Every row must contain a code in field 2 which matches timetable code in a corresponding HUBmis Year Group.
- If there are form codes in field 4 onwards, these must also match timetable code in a corresponding HUBmis Form.

## B.5 Groups

*Missing or invalid structure.*

*Missing or invalid group code.*

*Group code does not exist.*

- Check all rows where field 1 contains a G (groups) in the import file to ensure they contain appropriate fields and content.
- There must be at least one of this type of row in the import file.
- Every row must contain a code in field 2 which matches timetable code in a corresponding HUBmis Subject Set or Tutor Group or Form or ECA.

## B.6 Lessons

*Missing or invalid structure.*

*Day is missing or invalid or does not exist.*

*Period is missing or invalid or does not exist.*

*Lesson duration is missing or invalid or does not exist.*

*Staff code is missing or does not exist in teachers.*

*Room code is missing or does not exist in rooms.*

*Class code is missing or does not exist in groups.*

- Check all rows where field 1 contains L (lessons) in the import file to ensure they contain appropriate fields and content.
- There must be at least one of this type of row in the import file.
- Every row must contain a day name, period number and period duration in fields 1 to 3 that matches those specified in rows 3 and 4 onwards in the import file and in your HUBmis timetable setup.
- Every row must contain a code in each of the relevant fields that matches one of those already specified in the import file (in groups or subjects or teachers or rooms) and that matches timetable code in a corresponding HUBmis record of the same type.