

# Timetabler to Bromcom MIS Import

Bromcom provides you with the option to import your timetable created in Keith Johnson Timetabler into Bromcom. The process for doing so is outlined below.

### What you need from Timetabler

 An export of the timetable in .XML file format. You can get this by using the export to MIS option and selecting Bromcom.

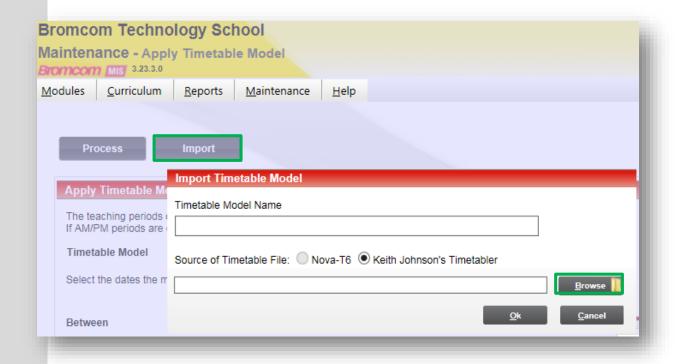
## **Prerequisites**

- Make sure a new academic year has been created in Bromcom with the same period structure as Timetabler.
- Make sure the timing of your periods match exactly with those in Timetabler.
- Make sure any new staff added in Timetabler are also in Bromcom
- Make sure staff initials in Timetabler match those in Bromcom

### Import process

Go to the following location e-Curriculum > Maintenance > Routines > Apply
 Timetable Model. Click on Import and it will bring up a new window giving you
 the option to import the .XML file from Timetabler. Use the browse button to
 locate the file and click okay. Please also note that the 'Timetable Model
 Name' is a compulsory field.





Now select the timetable model from the selecor.

Apply Timetable Model				
The teaching periods of the selected timetable model will be applied to matching periods in the MIS. If AM/PM periods are defined in the MIS, they will remain in place.				
Timetable Model	2015-2016 ✓ DeleteX			

Select the dates the model we be applied for. This must be the first and last day of the academic year.

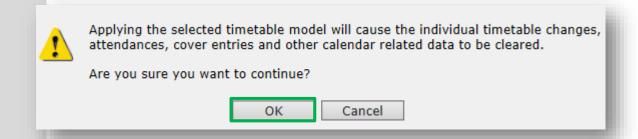
Between	03/09/2015	n And	d	20/07/2016	-	

Under the match calendar days make sure that the Calendar days are matched to the corresponding Timetable day and that the peiod count is correct. If you have any queires regrading this area contact the support team.

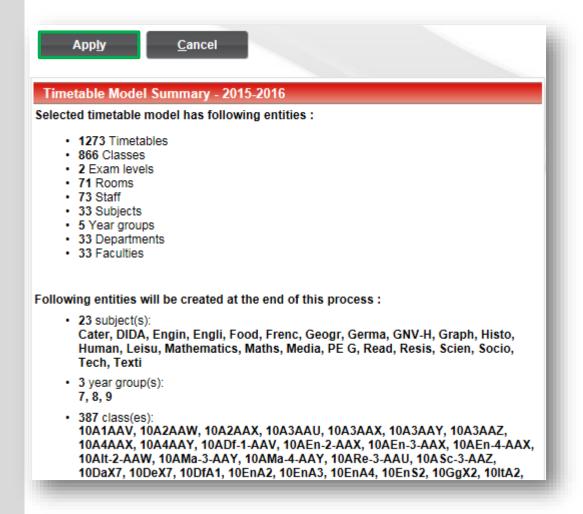
Once you have completed these areas click on the Process button at the top of the screen. You will be prompted by the warning message below. Once you have read and understood the warning click OK to contuinue.







The model will now be analyised and a summary produced. Make sure you check through the summary page. If there is anything that you think looks incorrect or you are unsure of contact the support team. If you are happy with the summary click Apply.







# **Post Import**

If the Timetabler .XML file does not contain year group and subject code information then the additional steps below will need to be completed by you.

- You will need to assign subjects to classes after the import. Go to e-Curriculum > Maintenance > Pastoral > Subjects and fill in the TT (subject) code.
- You need to assign year groups to classes after the import. This can be done under e-Curriculum > Groups > Classes

If you have any questions please contact the support team on 020 8290 7177.

