
TIMETABLER EXTRACT

This facility, if required, is available for schools using the external Timetabler package it will facilitate the export of files from Click+Go to be used in the external Timetabler package, once complete, the file can then be imported back into Click+Go for timetable completion.

There are two options for export in Click+Go which can include the teachers, subjects and rooms or if required, export can include teachers, subjects, rooms and classes.

Check and if required update the following areas to reflect next sessions timetable prior to export:

Export without sections

- **Staff**
 - Next Session>SETTS>Resources>Available Staff
- **Rooms**
 - Management>Accommodation>Edit Rooms
- **Subject**
 - Next Session>COS>Subjects>School Courses

Export with sections – system will export from:

- **Staff**
 - Next Session>SETTS>Resources>Available Staff
- **Rooms**
 - Management>Accommodation>Edit Rooms
- **Subjects**
 - Next Session>COS>Subjects>School Courses
- **Sections**
 - Next Session>SETTS>Resources>Needs>Import
 - Next Session>SETTS>Resources>Needs>Adjust
 - Next Session>SETTS>Resources>Needs>Classes>Auto Create
 - Next Session>SETTS>Matching >Classes can be matched at this point or once the data is imported from Timetabler

Importing Data

After the data has been exported and manipulated in the Timetabler package the data can then be imported back into Click+Go. If the data has been manually changed in SETTS since the last import then the changed data will be lost.

- Next Session>SETTS>Matching >If classes were not matched prior to the import this must be done now
- Next Session >SETTS>Timetable>Merge

Export data from Click+Go to Timetabler

The export and subsequent import can be done as many times as is required however once the data has been exported from Click+Go no changes should be made within the Next Session area for teachers, subjects, rooms and classes

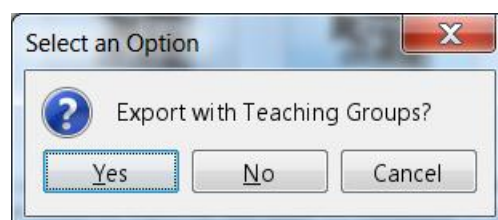
- Application
- Next Session
- SETTS
- Setup
- Timetabler Extract

To export a CSV file for the external Timetabler application

1. Click **EXPORT**
2. Check folder name and change if required
3. Set export directory



4. Select the relevant export option to include/exclude teacher groups



5. Click **OK**

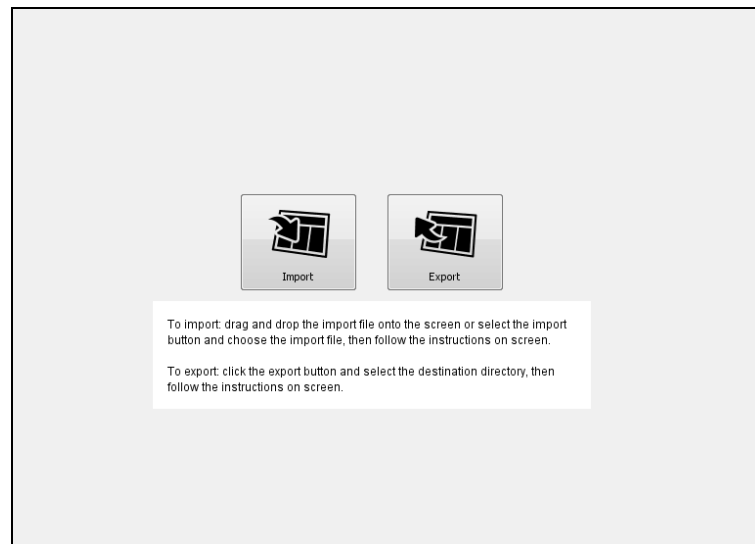
NOTE: Exported data will now be available in the destination directory and can be used in the external Timetabler package. The Timetabler package is not a SEEMiS application therefore any questions/queries regarding this should be directed to Timetabler

Import data from Timetabler to Click+Go

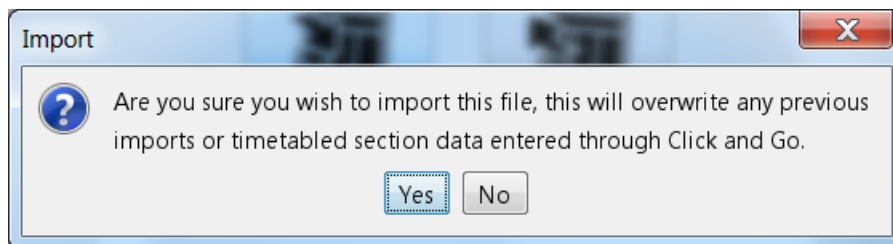
Prior to import COS would require to be completed and imported into SETTS.

- Application
- Next Session
- SETTS
- Setup
- Timetabler Extract

1. Click **IMPORT**
2. Select directory and file to be imported
3. Click **Open Import**



4. Click **Yes** to import the file



The following is also required to produce the completed timetable

- Next Session>SETTS>Matching >If classes were not matched prior to importing the data from Timetabler this must be done now.
- Next Session >SETTS>Timetable>Merge