

# iSAMS Documentation

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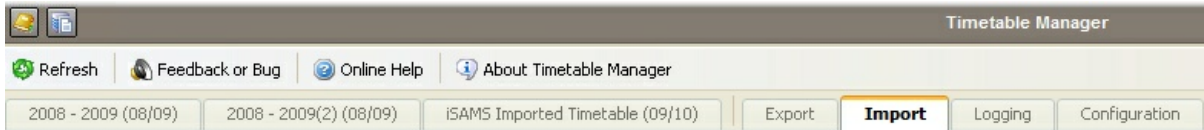
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# 1 Importing a Timetable

## Introduction

iSAMS provides a facility to import your school timetable from a number of 3rd party programs. The timetable import tool can be found within the Timetable Manager under the "Import" tab shown below.



The latest version of the import tool can be found in the right hand menu:



This guide will help you prepare your data for importing and help you through the import process.

## Supported Timetable Products

iSAMS supports exports from the following timetable products:

- NovaT 4
- TimeTabler
- iSAMS Spreadsheet
- GPUntis (Coming Soon)
- Polecat (Coming Soon)

Exports from NovaT 6 are not supported but can be imported by NovaT 4 and then exported.

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### 1.1 Preparing Your Data

#### Select Your Timetable Product

1. NovaT 4
2. TimeTabler 5
3. iSAMS Spreadsheet

## 1.1.1 Preparing TimeTabler Data

### The TimeTabler Export File

The TimeTabler software contains an option to produce an export file designed for the iSAMS timetable importer. Out of the collection of files produced by the export, the one named TTEExport.txt is the one you will upload to the importer and the one you will need to check initially should you encounter unexpected problems. As with any timetable product you will need to be consistent when naming certain sections within TimeTabler and iSAMS to ensure that there is a link between the two systems. This will minimise the number of import errors you receive when uploading the export file.

### The Timetable Structure

The timetable structure used within iSAMS and TimeTabler must be identical in terms of number of lesson periods, however, whilst you may include break and lunch periods in the TimeTabler structure, these should not be included in the iSAMS structure as doing so will cause lessons to be imported in the wrong places.

### Teaching Staff

TimeTabler produces a list of Teaching Staff within the export file. A typical export file line representing a member of teaching staff will look as follows:

```
T,DJG,"D.GREEN",1,ICT
```

The second element in this comma separated list is used by iSAMS to link to the School Initials field which you can modify within HR Manager if necessary to match what is stored within TimeTabler.

### Subjects and Sets/Divisions

As with teaching staff, TimeTabler produces a list of teaching groups and their associated subjects within the export file. A typical export file line representing a teaching group will look as follows:

```
G,7AEnA,7.1 Eng A,Eng, -,7,Y,7A,7.1,7A
```


The first item highlighted in red is the element that iSAMS will use to try and link to existing teaching sets. If an existing group is not found, this element will be used as the set code for any new set that is created. The second highlighted element is the code used to detect the subject belonging to the teaching group. This will look at the Subject Code field within iSAMS which can be changed to match the codes used within TimeTabler if necessary.

### Classrooms

The classrooms stored within the TimeTabler export file are compared with the Room Code field. In order to avoid problems with mismatched rooms, you should ensure that the Room Code fields within iSAMS match those that are used within TimeTabler.

## 1.2 Starting a New Import

### Select Your Timetable Product

1. NovaT 4
2. TimeTabler 
3. iSAMS Spreadsheet

## 1.2.1 Starting a TimeTabler Import

### Configuring the Importer

The first screen that you will be presented with when importing a new timetable is shown below:

**Import Timetable - Version 1**  
Use the options below to select the import file type and some basic information about this import.

The Reload Import button is on the bottom of this page. Use the link on the right to quickly jump to it.

**Import Format:**

Timetable Import Type:

**Drag n' Drop Files:**

Files

Select Select Folder Remove Remove All

**Import Timetable Information:**

Timetable Name:

Start Year:

End Year:

Make this import the Development Timetable

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1. Under the Importer Options select the "TimeTabler" option in the drop down list.
2. Click on Select Files and select the files that you wish to upload. Ensure that TTEport.txt is the only file selected for uploading.
3. Under the Import Options section select either "Use Development Sets" or "Use Current Sets". This setting tells the importer which academic data to use when comparing the timetable sets. Development sets will check the development academic database, current sets will use the current academic database.
4. Complete the Timetable Name field, this will be used to name the tab created by timetable manager for your new timetable.
5. Enter a start year and an end year for the timetable.
6. If the Development Timetable option is ticked, the timetable will link via the development academic database if unticked, current sets will be used as the link.
7. Click Upload & Import once you are happy with the settings.

## 1.3 Resolving Import Problems

Once the importer has finished analysing the uploaded files, you will be presented with a screen similar to the one shown below.

**Import Timetable - Version 2**  
Follow the onscreen steps to import your timetable from a supported timetable product

iSAMS has encountered potential problems with this import. Use the resolve button to edit these. Jump to Bottom

**Structure Errors (0)**  
If unmatched periods have been found, some timetable data will not be displayed correctly. Structure Valid

**Set Code Warnings (68 - 68 Resolvable)**  
Sets which do not match a set within iSAMS will not be displayed on the Timetable, these warnings can be ignored, however, invalid data will not be added to the final import. These warnings can be corrected using the analysis tool provided. Resolve

**Staff Warnings (945 - 945 Resolvable)**  
iSAMS was unable to match all lessons to a member of staff, this could be because of mismatched or ambiguous staff codes, or because no teacher has been assigned to a lesson. If these problems are not resolved, these lessons will not be displayed on any staff timetable. Resolve

**Room Warnings (501 - 501 Resolvable)**  
iSAMS was not able to match all lessons to a room. This could be because of unmatched or ambiguous room codes, or because the lesson has not been assigned to a room. If these warnings are not resolved, room data will not be displayed for affected lessons. Resolve

**Overview**

	Total Periods: 3313
	Valid Periods: 1706
	Useable Periods: 1107
	Invalid Periods: 500

iSAMS has collected enough information to complete the import. Valid and usable periods will be imported, periods marked invalid will not appear in the final timetable.

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This screen categorises potential problems with the import into 4 sections, Structural Errors, Set Code Warnings, Staff Warnings and Room Warnings. Within the heading of each of the categories is the total number of problems encountered and the total number that can be resolved. Unless there are problems with the timetable structure these numbers should match.

If there are structural errors present, it is highly recommended that these are resolved before continuing with the import process as it is highly likely that the resulting timetable will be incorrect. See Resolving Structure Problems for more information.

Set code warnings can be resolved by clicking on the resolve button on the right hand side of the screen. See Resolving Set Code Warnings for more information.

Staff warnings can be resolved by clicking on the resolve button on the right hand side of the screen. See Resolving Staff Warnings for more information.

Room warnings can be resolved by clicking on the resolve button on the right hand side of the screen. See Resolving Room Warnings for more information.

### 1.3.1 Resolving Structure Problems

**Structure Errors (77)**  
If unmatched periods have been found, some timetable data will not be displayed correctly. Errors Found 

When structure errors are encountered, the best course of action is to check that your timetable structure matches the structure within your timetable product. This can be done in the Configuration tab of the Timetable Manager, selecting the Manage Periods & Days option from the right hand menu.

In some cases, it is safe to ignore any structure errors, however, you need to be sure that any extra or missing periods do not effect the remainder of the periods on the timetable. This would generally apply if the extra periods are added to the last day in a timetable sequence. For example, if Monday to Thursday has 6 teaching Periods and Friday has 6 Teaching Periods plus an extra period after school for a staff meeting, it would be safe to create a timetable with 6 lessons on each of the 5 days and ignore the extra period on Friday.

### 1.3.2 Resolve Set Code Warnings

**Set Code Warnings (68 - 68 Resolvable)**  
Sets which do not match a set within iSAMS will not be displayed on the Timetable, these warnings can be ignored, however, invalid data will not be added to the final import. These warnings can be corrected using the analysis tool provided.

Set codes which are present within the imported data but not within iSAMS will appear as Set Warnings. If you are happy to ignore these sets, and do not wish to add them to the iSAMS database or change their assignment, you can ignore these warnings. Sets which are not in the iSAMS database will not be displayed on any resulting timetable.

### Using the Resolution Tool

Clicking on the Resolve button will launch the window shown below:



**Resolve Set Problems**  
Use the tools below to resolve set mismatches. Columns marked with a \* cannot be left blank and must have a value selected.

Continue Create All Sets Close

Problem Description	Select Action
'Y 13A/Ch' was not found in the iSAMS database.	Create New Set
'Y 13A/Ec2' was not found in the iSAMS database.	Create New Set
'Y 13A/Fm1' was not found in the iSAMS database.	Create New Form
'Y 13A/Fm2' was not found in the iSAMS database.	Create New Form
'Y 13A/Fr' was not found in the iSAMS database.	11H/Hi3
'Y 13A/Fr 1' was not found in the iSAMS database.	Ignore
'Y 13A/Fs' was not found in the iSAMS database.	Ignore Create New Set Create New Form
'Y 13A/Gy' was not found in the iSAMS database.	13B/Fm2 12A/Ma2 11-1/Ga 11P/Pe4 3SA/It 7-7/Ga 11H/Hi3
'Y 13A/Ma1' was not found in the iSAMS database.	10Y/Mu
'Y 13A/Ma2' was not found in the iSAMS database.	7H/It 13B/Rs 12C/Lt 9L/Sp3 4JM/Rs 10X/Ds 8R/It 6MJ/It 10H/Hi2 9E/Hi2 8M/Ch 6CG/Dr 5CG/Gy 13B/Ph 7S/Rs
'Y 13A/Ma3' was not found in the iSAMS database.	
'Y 13B/Bi' was not found in the iSAMS database.	
'Y 13B/Ch' was not found in the iSAMS database.	
'Y 13B/Ec' was not found in the iSAMS database.	
'Y 13B/En' was not found in the iSAMS database.	
'Y 13B/Fm1' was not found in the iSAMS database.	
'Y 13B/Fm2' was not found in the iSAMS database.	
'Y 13B/Hi' was not found in the iSAMS database.	

Each of the problems found has an associated action which you can select within a drop down menu:

- Ignore - The default option. Selecting this will make no changes to the database and the set will not be imported or used on the final timetable.
- Create New Set - Marks the set for creation causing the set creation window to be displayed when the continue button is pressed.
- Create New Form - This marks the set for creation as a form based teaching group. Selecting this will cause the form based creation window to appear later in the wizard
- Selecting any of the codes listed below will change the reference of the set to use the newly selected code.

Alternatively, if you wish to create all sets, click the "Create All Sets" button and this will move on to the next stage of the wizard.

## Using the Set Creation Utility

If you marked sets for creation or pressed the "Create All Sets" button you will be presented with the following screen:

**Resolve Set Problems**  
Use the tools below to resolve set mismatches. Columns marked with a \* cannot be left blank and must have a value selected.

Continue Create All Sets Close

Set Code*	Set Name*	Year Group*	Block	Number	Teacher*	Subject*
Y13A/Ec2	Y13A/Ec2	U6	No Block	1	CARVER, Alastair	Economics
Y13A/Ch	Y13A/Ch	U6	No Block	1	FERGUSON, Mike	Chemistry

iSAMS will have completed as many of the fields as possible using the import data, however, you can change these yourself if you wish to make corrections. Once this is done, press the continue button to validate and create the sets.

If a set you wish to create fails validation checks, you will be presented with a screen similar to the one shown below.

**Resolve Set Problems**  
Use the tools below to resolve set mismatches. Columns marked with a \* cannot be left blank and must have a value selected.

Continue Create All Sets Close

Set Code*	Set Name*	Year Group*	Block	Number	Teacher*	Subject*
Y13A/Ec2	Y13A/Ec2	U6	No Block	1	CARVER, Alastair	Select Subject
Y13A/Ch	Y13A/Ch	U6	No Block	1	FERGUSON, Mike	Chemistry

Sets marked with a cross have failed validation checks and you must check that row for any potential mistakes and attempt the validation process again. In this example, the subject has not been selected for the rejected set. Correcting this and pressing continue will allow you carry on with the import process. Another reason why sets may fail validation is if the set code is already in use. In this scenario you must use a different set code before you are allowed to proceed.

## Using the Form Creation Utility

If you marked sets for creation as forms you will be presented with the following screen:

**Resolve Set Problems**  
Use the tools below to resolve set mismatches. Columns marked with a \* cannot be left blank and must have a value selected.

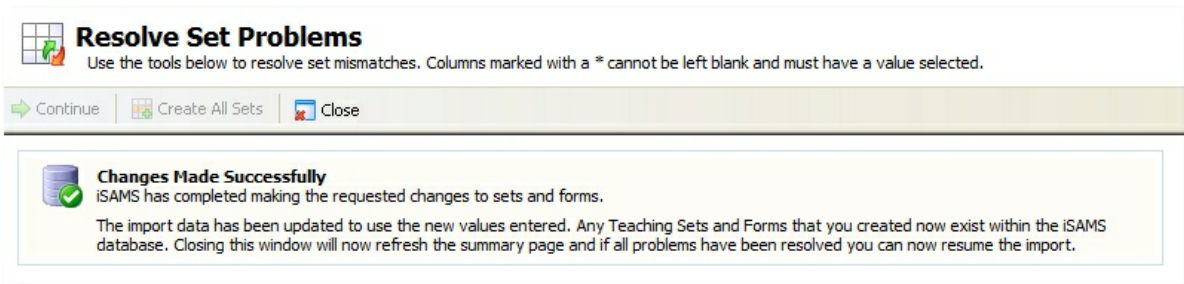
Continue Create All Sets Close

Timetable Code*	Display Name*	Form Group*	Block	Teacher*	Subject*
Y13A/Fm2	Y13A/Fm2	Select Form	No Block	SWAN, Tom	Mathematics - Further
Y13A/Fm1	Y13A/Fm1	Select Form	No Block	KILVERT, Andrea	Mathematics - Further

As with the set based teaching groups, iSAMS will have pre-populated as much of the data as possible, however, you will need to populate the Form Group section as this is not always contained within the import data. Similarly to the the set creation process once you press continue, the teaching groups must be validated. Any groups that do not pass validation will be marked with a cross on the next screen.

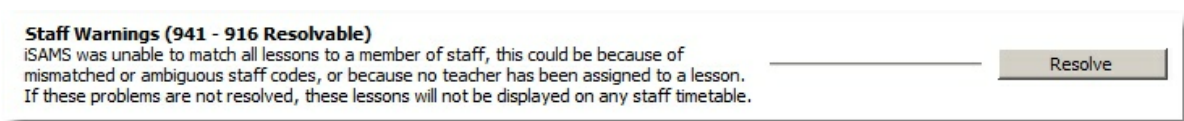
## Completing the Set Resolution Process

Once iSAMS has collected all the necessary data to make your requested changes, you will be shown a screen similar to the one below.



When this screen is displayed you should close the window using the Close button and continue with the other steps in the import.


### 1.3.3 Resolving Staff Warnings



Lessons which have not been assigned to teachers or staff codes which are ambiguous or unknown to iSAMS will appear as Staff Warnings. If you are satisfied that these lessons do not need correcting these warnings can be ignored, however, the period will not be displayed on any teacher timetable. To begin the resolution process click on the resolve button.

## Using the Resolution Tool

Clicking on the resolve button will launch the window shown below.

 **Resolve Staff Mismatches**  
Use the tools below to resolve problems found with the staff data.

Continue Close


Problem Description	Select Action
No teacher has been assigned for the set '12G/Ga' Period: 24	Ignore
No teacher has been assigned for the set '12G/Ga' Period: 22	Ignore
No teacher has been assigned for the set '12G/Gs' Period: 07	Ignore
No teacher has been assigned for the set '12G/Ga' Period: 24	Ignore
The Staff initials 'AB' were not found in the iSAMS database.	Ignore
The Staff initials 'AC' were not found in the iSAMS database.	Ignore
The Staff initials 'AD' were not found in the iSAMS database.	Ignore
The Staff initials 'AJP' were not found in the iSAMS database.	Ignore
The Staff initials 'AMK' were not found in the iSAMS database.	Ignore
The Staff initials 'AMW' were not found in the iSAMS database.	Ignore
The Staff initials 'AP' were not found in the iSAMS database.	Ignore
The Staff initials 'AT' were not found in the iSAMS database.	Ignore
The Staff initials 'CC' were not found in the iSAMS database.	Ignore
The Staff initials 'CG' were not found in the iSAMS database.	Ignore
The Staff initials 'DC' were not found in the iSAMS database.	Ignore
The Staff initials 'GK' were not found in the iSAMS database.	Ignore
The Staff initials 'IRP' were not found in the iSAMS database.	Ignore
The Staff initials 'JAC' were not found in the iSAMS database.	Ignore
The Staff initials 'JAF' were not found in the iSAMS database.	Ignore

ALDERSLEY, Sander  
ANNAN, Emily  
BAILEY, Jonathan  
BALFOUR, Paul  
BARLOW, Mark  
BARLOW, Ruth  
BASU, Alan  
BATE-WILLIAMS, Trev  
BAYLISS, Ruth  
BEIGHTON, Elizabeth  
BENNETT-BAGGS, Coli  
BILL, DAN  
BOYES, Simon  
BRIDGES, Andrew  
BROOK, Gill  
BROWN, Nigel  
BROWN, Sarah  
CARR, Sarah  
CARVER, Alastair  
CHOI, Trevor

Using the drop down lists provided, you can assign teachers to the unassigned lessons and any unmatched staff initials. Once you have completed this process, press the continue button and iSAMS will update the imported data.

## Completing the Staff Resolution Process

Once iSAMS has finished processing the changes you requested you will be presented with a screen similar to this one.

 **Resolve Staff Mismatches**  
Use the tools below to resolve problems found with the staff data.

Continue Close

 **Changes Made Successfully**  
iSAMS has completed making the requested changes to staff timetable data.  
The import data has been updated to use the new values entered. Staff have been assigned lessons in accordance with the values chosen.

When you see this screen, it is safe to close the window and continue the import process.



### 1.3.4 Resolving Room Warnings

**Room Warnings (501 - 441 Resolvable)**

iSAMS was not able to match all lessons to a room. This could be because of unmatched or ambiguous room codes, or because the lesson has not been assigned to a room. If these warnings are not resolved, room data will not be displayed for affected lessons.

Resolve

Lessons which have not been assigned to rooms or room codes which are not found within the iSAMS Database will appear as Room Warnings. A lesson does not have to be assigned to a room, so if you do not wish or do not need to change the data, these warnings can be safely ignored.

### Using the Room Resolution Utility

Pressing the Resolve button will launch a screen similar to the one shown below.

Use the tools below to resolve room mismatches. Fields marked with a \* are required and must have a value selected.

Continue Close

Problem Description	Select Action
No room has been assigned for the lesson Period: 16 Set Code: 9G/Ga Teacher: PDS	Ignore
No room has been assigned for the lesson Period: 14 Set Code: 9G/Ga Teacher: JAF	Ignore
No room has been assigned for the lesson Period: 15 Set Code: 9G/Ga Teacher: JAF	Ignore
No room has been assigned for the lesson Period: 16 Set Code: 9G/Ga Teacher: JAF	Ignore
No room has been assigned for the lesson Period: 14 Set Code: 9G/Ga Teacher: SPC	Ignore
No room has been assigned for the lesson Period: 15 Set Code: 9G/Ga Teacher: SPC	Ignore
No room has been assigned for the lesson Period: 16 Set Code: 9G/Ga Teacher: SPC	Ignore
No room has been assigned for the lesson Period: 16 Set Code: 9G/Ga Teacher: ICM	Ignore
No room has been assigned for the lesson Period: 15 Set Code: 9G/Ga Teacher: AFM	Ignore
No room has been assigned for the lesson Period: 16 Set Code: 9G/Ga Teacher: AFM	Ignore
No room has been assigned for the lesson Period: 14 Set Code: 9G/Ga Teacher: AFM	Ignore
No room has been assigned for the lesson Period: 07 Set Code: 8-7/Ga Teacher: PID	Ignore
No room has been assigned for the lesson Period: 06 Set Code: 8-7/Ga Teacher: PID	Ignore
No room has been assigned for the lesson Period: 15 Set Code: 9G/Ga Teacher: ICM	Ignore
No room has been assigned for the lesson Period: 14 Set Code: 9G/Ga Teacher: ICM	Ignore
No room has been assigned for the lesson Period: 16 Set Code: 9G/Ga Teacher: DHK	Ignore
No room has been assigned for the lesson Period: 14 Set Code: 9G/Ga Teacher: DHK	Ignore
No room has been assigned for the lesson Period: 15 Set Code: 9G/Ga Teacher: DHK	Ignore
The Room Code 'L14' was not found in the iSAMS database.	Ignore

B  
 S14 (S14)  
 BH (BH)  
 S11 (S11)  
 WEI (WEI)  
 L05 (L05)  
 M15 (M15)  
 M02 (M02)  
 MUB (MUB)  
 L15 (L15)  
 M17 (M17)  
 REF (REF)  
 M07 (M07)  
 5G (5G)  
 6G (6G)  
 SCL (SCL)  
 L06 (L06)  
 E03 (E03)  
 M06 (M06)  
 B08 (B08)  
 G13 (G13)  
 S23 (S23)  
 C

Similarly to resolving set and staff warnings, you can select an action to take using the drop down boxes associated with each problem. For room codes that are not found, there is an additional option to create a new room, missing rooms and ambiguous room codes can only have existing rooms selected for use.

### Using the Room Creation Utility

If any rooms were marked for creation on the previous screen you will be presented with a screen similar to the one shown below.

**Resolve Rooms Problems**  
Use the tools below to resolve room mismatches. Fields marked with a \* are required and must have a value selected.

Continue Close

Room Code*	Room Name*	Room Initials	Description	Building*
L14	L14			Select a Building

In a similar fashion to creating teaching groups, you must confirm the information entered into each row. iSAMS has completed as much of this information as possible but you will need to provide the building name as this is not supplied within the import data. Once you are happy with the entered data press the continue button and the room data will be validated. Any data which is invalid will be returned and marked with a cross.

## Completing the Room Resolution Process

If the data passes validation checks a screen similar to the one below will be displayed.

**Resolve Rooms Problems**  
Use the tools below to resolve room mismatches. Fields marked with a \* are required and must have a value selected.

Continue Close

**Changes Made Successfully**  
iSAMS has completed making the requested changes to sets and forms.  
The import data has been updated to use the new values entered. Any Teaching Sets and Forms that you created now exist within the iSAMS database. Closing this window will now refresh the summary page and if all problems have been resolved you can now resume the import.

At this point you can close the window and resume the rest of the import process.

## 1.4 Finalising Your Import

### The Overview Panel

iSAMS needs a certain amount of information available before it can complete a timetable import. To provide you with a rough estimate of the final import quality, the overview panel display numbers based on what data can and cannot be imported. A typical overview window will look like the one shown below.

Overview

	Total Periods: 3313
	Valid Periods: 1706
	Useable Periods: 1046
	Invalid Periods: 561

iSAMS has collected enough information to complete the import. Valid and usable periods will be imported, periods marked invalid will not appear in the final timetable.

The Total Periods column displays the number of periods within the import files. Valid periods contain all lesson data, period number, set code, teacher and room code. Useable periods will still be imported but are missing either teacher or room information. Invalid periods are missing core information either a set code or period number. These lessons will not be imported into the final timetable.

Once you are happy that there are no more problems that need resolving you can press the continue button at the bottom right of the overview panel. Once iSAMS has finished importing all the information available, the following screen will be displayed.



 **Import Timetable - Version 2**  
Follow the onscreen steps to import your timetable from a supported timetable product.

 **iSAMS has successfully imported your timetable.**

The import process has been completed. 2752 periods have been imported into the new timetable. Click the finish button below to complete the import and view your new timetable.

Finish

Clicking the Finish button on this screen will take you to the Timetable Statistics screen for your new timetable. From there you are able to view any teaching timetables that were imported.