

2015

TIMETABLE INSTRUCTION MANUAL#

TIMETABLE V3.0 BY
GEOFFPARTRIDGE.NET

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1) INTRODUCTION

This manual outlines all the instructions on how to setup your timetable, administer your timetable and provide access controls to different users. If you have any issues or questions, please email us at support@geoffpartridge.net

The timetable program was initially designed for small to medium size businesses, but can be adapted for use by large organisation. In such a case, you will require larger web space on our servers. Additional server space costing can be accessed from our website www.geoffpartridge.net by clicking on the "Email & Web Hosting Tab".

2) TIMETABLE SPECIFICATIONS

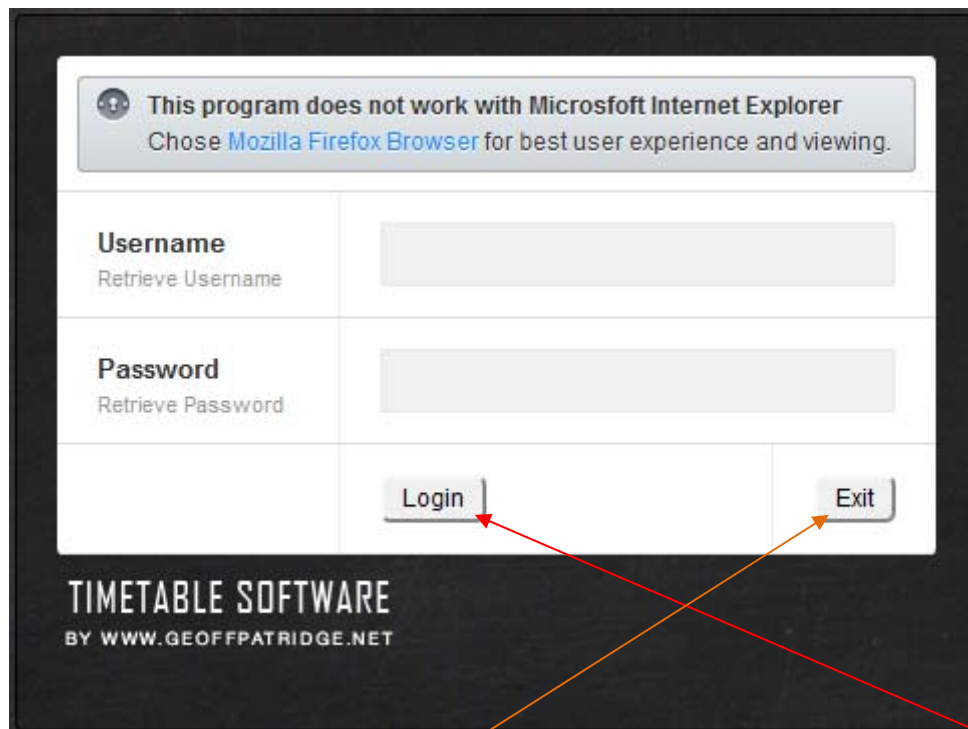
- The timetable program is a web based software program that runs of a dedicated MYSQL Server and is not shared with other users outside of your organisation.
- The timetable can be accessed using all versions of Windows, MAC or Linux operating system, including access over handheld devices.
- Due to the fact the timetable program uses a MYSQL server, the program does not work or display correctly when using Microsoft Internet Explorer. For best results and viewing, we have found that [Mozilla Firefox Internet Explorer](#) or [Safari Internet Explorer](#) to be the best internet browsers.
- The timetable program is designed to display a scheduled from Monday to Sunday, starting from 7.00am (07.00 until 9.30pm (21.30).

3) INTERNET BROWSER COMPATIBILITY

Browser	Compatible	Notes
• Avant Browser	Yes	
• Comodo Dragon	Yes	
• Flock	No	
• Google Chrome	Yes	
• KMelon	No	
• Maxthron Cloud	Yes	
• Microsoft Internet Explorer	Version 8 Only	Slight graphic issues
• Mozilla Firefox	Yes	Highly Recommended
• Netscape	No	
• Opera	No	
• Safari	Yes	
• Sea Monkey	Yes	

4) SIGNING IN TO YOUR TIMETABLE PROGRAMME

- a. Install and open your internet browser program to the webpage where you have added the link for accessing your timetable and click on it. You should get a window that appears like this:



- b. Type in your user name and password to access the main page by clicking on the “Login” button.
- c. By clicking on the “Exit” button, it will take you back to your organisation’s webpage.

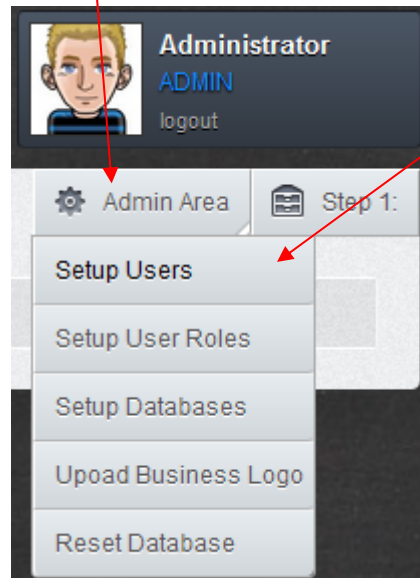
5) SETTING UP USERS

There are three main user roles with special user access permissions as follows:

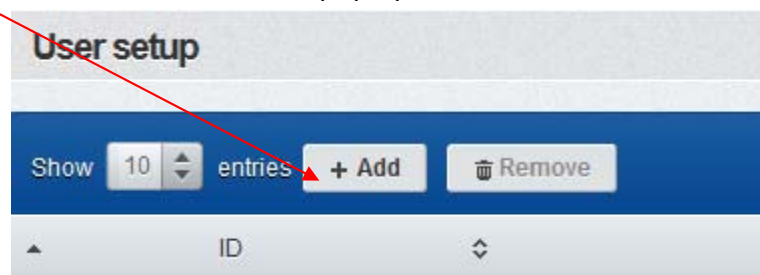
- **Administrator = Full Access**
This role is for IT managers and timetable developers. It gives full user access rights to change, modify, delete and save data within the timetable, including user setup.
- **Staff = View Only**
Used for employees who are not timetable developers, but allows them to view any Facility, Class and Trainer timetables. Staff users cannot make any changes to the timetables.
- **Student = View Only**
This function only allows students to access the student timetables from your website timetable link. Students cannot make any changes to the timetable.

WARNING: Do not delete any of the user Roles under the “Admin Area/Setup User Roles” section or this will cause the timetable program to crash and/or staff cannot logon into the timetable program.

- a) To create a user account you must have administrator privileges (ADMIN USER). In the main timetable window, click on the Admin Area tab and scroll down and click on Setup Users.



- b) Click on the Add button and a window will pop up.



- c) Assign the following credentials for the new user:

- I. User/Department ID
- II. Username/Department
- III. Determine user role
- IV. Set user password

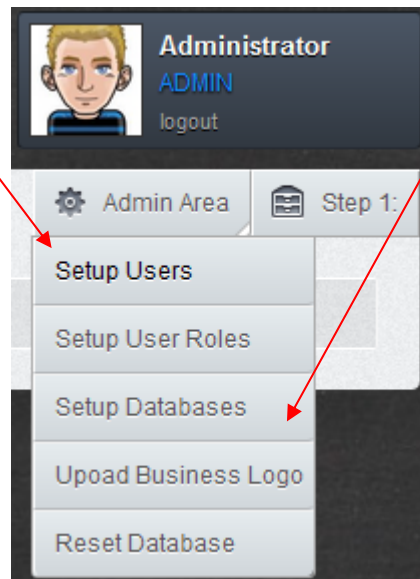
A screenshot of the 'Add a new User' dialog box. It has a title bar with a close button. The dialog contains four input fields: 'Id', 'Name', 'Role', and 'Password'. The 'Role' field is a dropdown menu currently showing 'Administrator'. Red arrows from the list of steps point to each of these fields: 'Id' to the first field, 'Username/Department' to the 'Name' field, 'Determine user role' to the 'Role' dropdown, and 'Set user password' to the 'Password' field. At the bottom right, there are 'Ok' and 'Cancel' buttons. A red arrow points from the 'Ok' button to the next step.

- d) Click ok and then logoff from the timetable program and login back into the timetable program using the new user credentials, in order to test the new user account and that it is working as required based on the user role's access rights you assigned to the user.

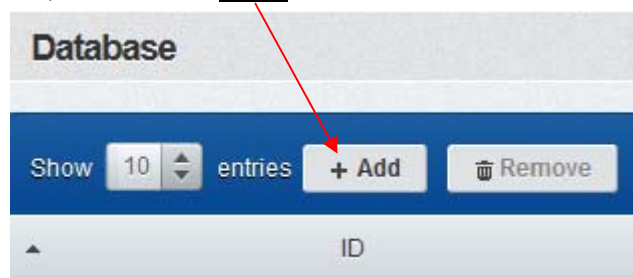
6) CREATING & REMOVING A TIMETABLE DATABASE

This process will **only** allow you to create a new timetable database when you **first login** into the timetable program. Follow these steps to create a timetable database:

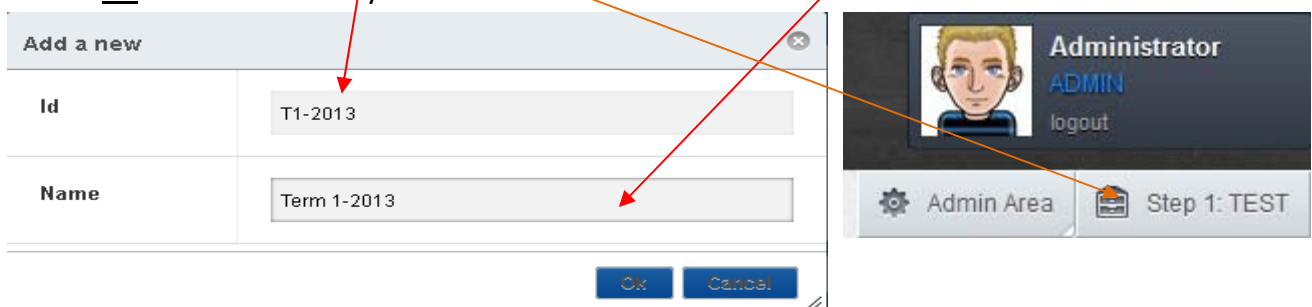
- a. Scroll over to the Admin Area tab and scroll down and click on the Setup Database tab.



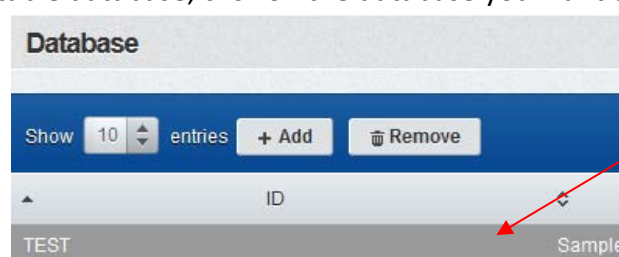
- b. In the Database setup area, click on the +Add button.



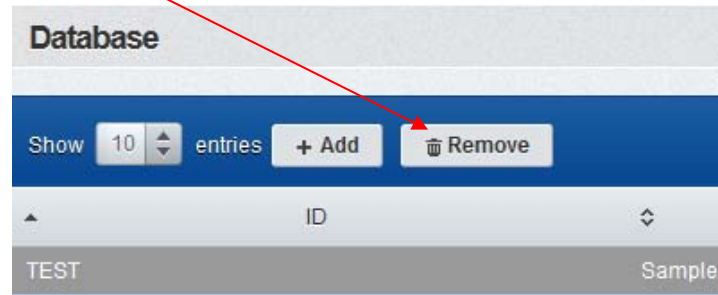
Create your Timetable ID (Term 1-14 for example) and database Name (Can be identical as ID name assigned). The ID will be the **name** you will see on the timetable program's home screen. Click on the Ok button to create your new database.



- c. To remove a timetable database, click on the database you want to remove so it is **highlighted**.

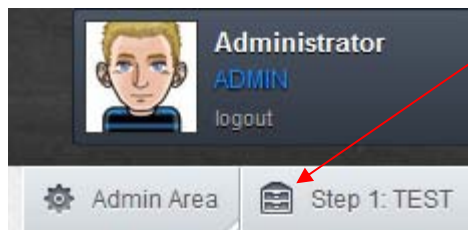


- d. Click on the Remove button and wait to the timetable database to be removed. If it doesn't work, just click on your web browsers' Refresh button.

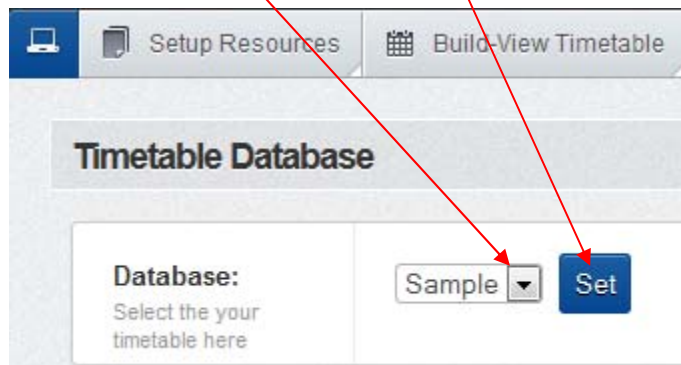


7) CLEARING AN EXISTING TIMETABLE

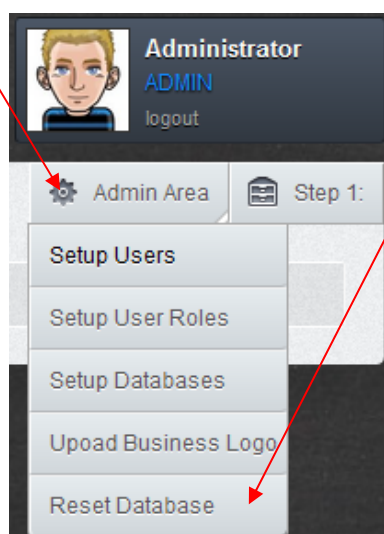
- a) On the main timetable screen, click on the Step 1: tab.



- b) Select your database and click on Set button.

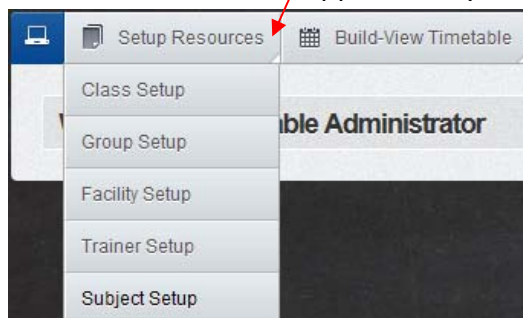


- c) Click on the Admin Area tab and scroll down and then click on the Reset Database tab and this will reset the selected database screen.



8) SETTING UP THE MASTER TIMETABLE

Before you can start developing your timetable, you need to setup or check your *Class Setup, Group Setup, Facility Setup, Trainer Setup and Subject Setup* sections, to ensure your data is correct for the timetable you wish to build. To do this, click on the Setup Resources button on the main screen of the timetable program and select from the sections that appear that you wish to edit/check.



a. Setting up subjects

You only need to setup a subject once in the timetable program. Always delete subjects no longer being delivered to students, to keep your timetable program free of obsolete data.

- Click on Setup Resources, and then click on the Setup Subject tab.
- To add a subject name & code click on the +Add button.
- Insert the subject ID (This will appear on the schedule boxes you make when building your timetable). (The ID code cannot be anymore than 10 characters).

- Insert the subject Name and click Ok.

b. Setting up groups

The group function is designed mainly for practical classes. This function is only used when you take the same class with the same class name and split them into groups that you schedule at different times in the same facility. Please see the **warning** note below before you start.

- Click on the Setup Resources Tab, select the Setup Group tab.
- Click on the +Add button.
- Insert group ID code & Name and click Ok (The ID code cannot be anymore than 10 characters).

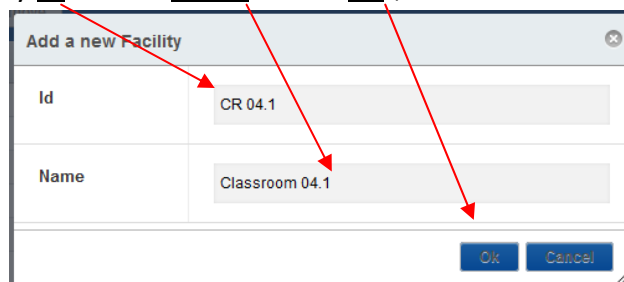
WARNING: This function cannot be used where you have several classes with the same intake/class name and are called class A, B, C, D etc and want to schedule these classes with the same name at the same time, but in different facilities (classrooms). If you do this, you will have "Conflict Errors" when you are trying to schedule these classes on the master timetable screen. To avoid this, you must type each class ID & class Name like this for example:

BHM-09-14-A or BHM-09-14-(A) or BHM-09-14-(1)

c. *Setting up facilities*

This is the section where you set up all your classrooms or training facilities.

- Click on the Setup Resources Tab, select the Setup Facilities tab.
- Click on the +Add button.
- Insert facility ID code & Name & click Ok (The ID code cannot be anymore than 10 characters).



d. *Setting up trainers*

This is the section where you set up all your trainers.

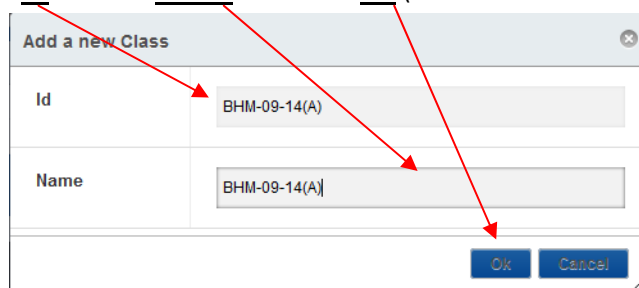
- Click on the Setup Resources Tab, select the Setup Trainers tab.
- Click on the +Add button.
- Insert trainer ID code & Name and click Ok (The ID code cannot be anymore than 10 characters).



e. *Setting up classes*

This is the section where you set up all your classes. Please see the **warning** note below before you start.

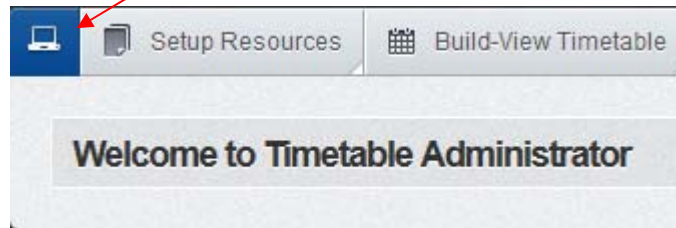
- Click on the Setup Resources Tab, select the Setup Classes tab.
- Click on the +Add button.
- Insert class ID code & Name and click Ok (The ID code cannot be anymore than 10 characters).



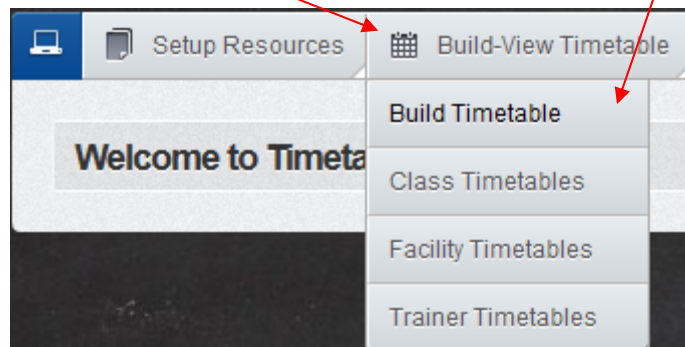
WARNING: This function cannot be used where you have several classes with the same intake/class name and are called class A, B, C, D etc and want to schedule these classes with the same name at the same time, but in different facilities (classrooms). If you do this, you will have "Conflict Errors" when you are trying to schedule these classes on the master timetable screen. To avoid this, you must type each class ID & class Name like this for example:
BHM-09-14-A or BHM-09-14-(A) or BHM-09-14-(1)

9) BUILDING YOUR TIMETABLE

To start building your timetable, please ensure you are on the start page of the timetable menu. You can do this by clicking the home icon on the top right hand corner of the screen.

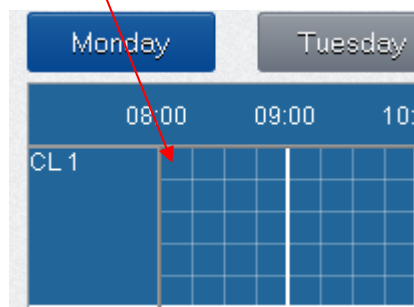


Now click on the Build-View Timetable button and click on Build Timetable. This will open the master timetable screen.



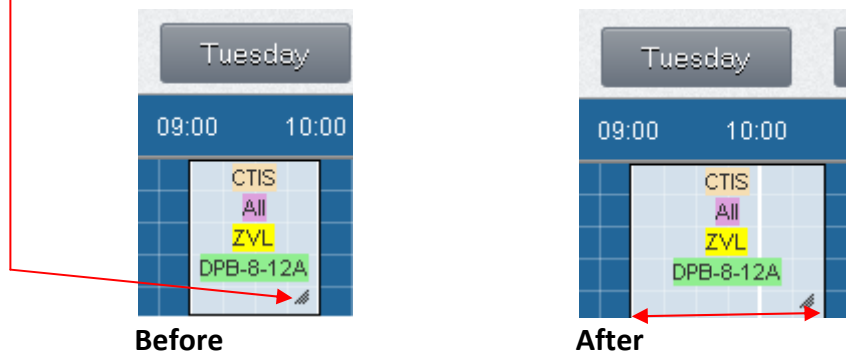
- **Creating a lesson block**

- Double click on the 1st cell of the lesson start time and facility you want to schedule a lesson.



- A dialog box will appear next, enter your class data by clicking on the drop down boxes:
 - Your assigned subject.
 - Your assigned group (or leave blank if none).
 - Your assigned trainer.
 - A 2nd assigned trainer if any (or leave blank if none).
 - Your assigned class.
 - A 2nd assigned class if any (or leave blank if none).
 - Then click the Save button.

- Place your mouse at the bottom right hand *corner* of the freshly created lesson block until a double edged mouse pointer appears.
- Drag the freshly created lesson block's right boarder towards Saturday's, based on how many hours you need the class to run for and release the mouse, as you can see from the below screen shot.



If the class or trainer has a lesson at the same time in another facility, a warning box will appear, informing you of a conflict. Click the Ok button and the lesson will go back to its original timetabled slot. The same rule applies when you are creating a lesson from scratch.

WARNING: If you have a conflict warning box come up a few times, you will get a message asking you do you want to hide this message. Do not tick the box, just leave it blank and click ok or this will crash the program later.

NOTE: The subject, groups, facility and class will display separately on trainer 1's and trainers 2's trainer timetables and for students, their subject, groups, facility and trainer will show up separately on their class's timetable.

Also as you add in a lesson block, the timetable program always auto saves it once created, shifted or when you change the class time.

- ***Moving lesson blocks***

Once you have established a lesson in the master timetable screen, you can move the lesson to any part of the timetable screen for that day only (if you want to change the day, you have to delete the lesson block). To move a lesson block, place your mouse pointer on a lesson block you want to move, press down on the left mouse button and drag your lesson from left-to-right or up-or-down in the master timetable screen.

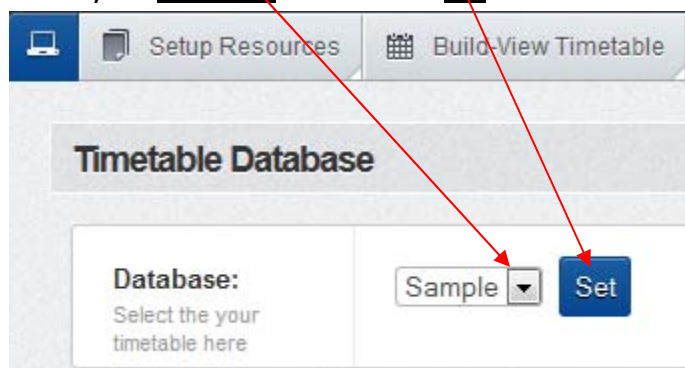
- ***Deleting and editing a lesson***

- To delete a lesson, double click on the lesson cell you want to delete and a dialog box will appear.
- Click on the Delete button;
- To edit a lesson, double click on the lesson cell you want to edit and a dialog box will appear;
- Change the subject, the group, the trainer(s) and/or class(s) using the drop down boxes; and
- Click on the Save button.

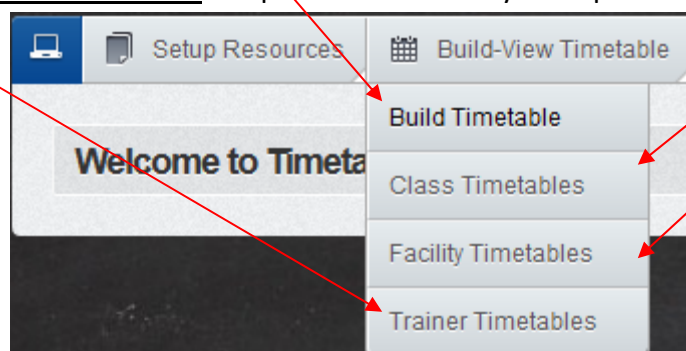
NOTE: When building your timetable, you should open up 3 more tabs on your internet browser and open up the Class Timetable, Facility Timetable and Trainer Timetable in each tab to make it faster and easier to build your timetable, but to also check how your scheduling is going for each timetable type.

10) SELECTING A TIMETABLE DATABASE (FOR VIEWING, SAVING OR PRINTING)

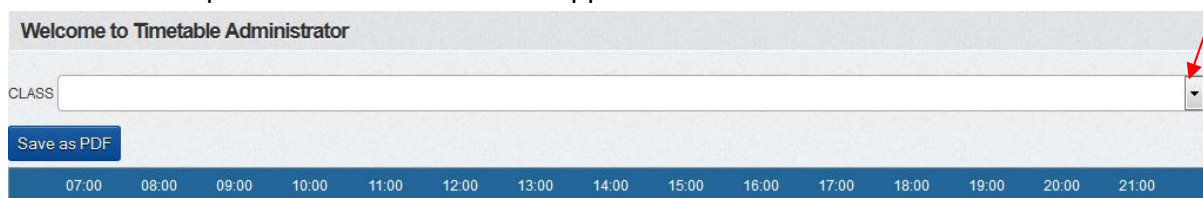
- Select your database and click on Set button.



- Click on the Build-View Timetable button and click on either Class Timetable or Facility Timetable or Trainer Timetable to open the timetable you require.

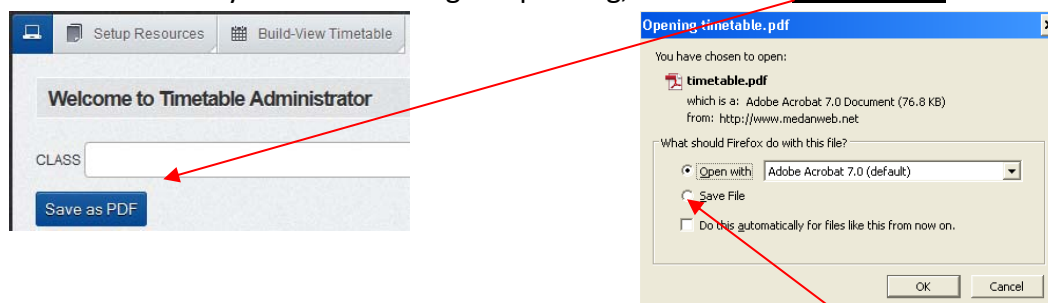


- To retrieve the timetable you wish to view, save or print, click on the timetable drop down box and select the required timetable and it will appear.



WARNING: While viewing a timetable online, do not try to print it, as it will not work. You have to save to pdf first and print afterwards (see below).

- To save the timetable to your PC for storage or printing, click on the Save to PDF button.



- Once you click the "save as PDF" button and a box will appear (above). Select save file and then click ok (you may be asked where you want to save the file. If not, it has gone straight to your download folder;

NOTE: Before you print your timetable, please ensure you select the "Landscape Format" or you timetable will not print fully.