



TVET COLLEGES TRAINING MANUAL

QUICK MENU

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- [Importing data from ITS](#)
- [Navigating to the Welcome Screen](#)
- [The Grid](#)
- [Working with Venues](#)
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- [Blocking Admin or other periods](#)
- [Build a Timetable](#)
- [Print the Timetable](#)
- [How to Export information to ITS](#)

Easy Viewer

- Viewer
- Daily management
- Absentee
- Linked with admin system
- Change and print students

Viewer Screenshot »



ACTION TIMETABLE SOFTWARE

accounts@timetable.co.za
support@timetable.co.za
Fax: 086 266 3444
Tel: 082-255-5300

TAKE YOUR SASAMS ONLINE - MYSAMS.CO.ZA

Standard Timetable

- Download New Timetable 2022 (new)
- Download New Timetable 2021

TVET Colleges

- Download New FET Timetable 2021

Student Choices

- Download Student 2022 New (1 Sept 2022)
- Download Student 2021
- Quick Help and Training Videos

Easy Viewer

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Viewer Screenshot »

Select the most recent software link

Double click on the link

Download will show in bottom left corner



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Install_Timetable_2....exe

Easy Viewer

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Viewer Screenshot »

**DOUBLE CLICK ON THE
DOWNLOADED FILE**

The installation process will start



ACTION TIMETABLE SOFTWARE

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**BACK TO MAIN
MENU**

Install_Timetable_2....exe

Student Requests

With such a high building ac
you know your students will
exultant to get their requests
course choices fulfilled.

ACTION TIMETA

Standard Timetable

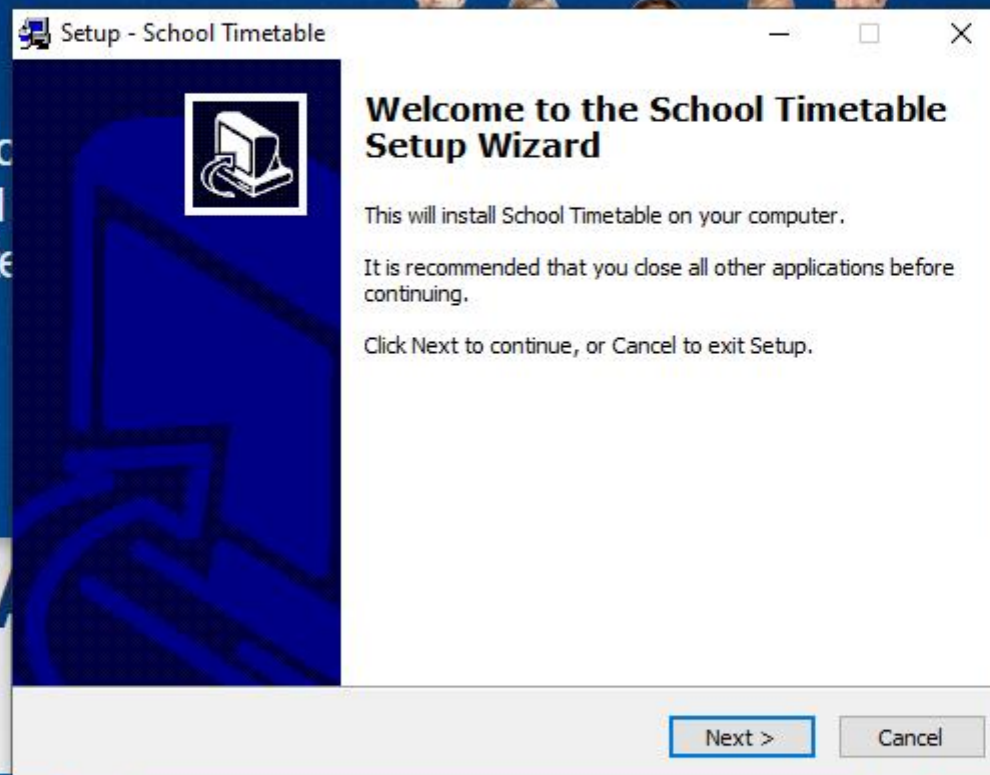
- [Download New Timetable 2022 \(new\)](#)
- [Download New Timetable 2021](#)

TVET Colleges

- [Download New FET Timetable 2021](#)

Student Choices

- [Download Student 2022 New \(1 Sept 2022\)](#)
- [Download Student 2021](#)
- [Quick Help and Training Videos](#)



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Fax: 086 266 3444
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Do you want to allow this app to make changes to your device?

School Timetable Setup verified by USA SCHEDULER LLC

PLEASE SELECT YES

YES

NO

Click on install and allow the software to install to your hard disk drive



Setup - School Timetable

Select Destination Location

Where should School Timetable be installed?



Setup will install School Timetable into the following folder.

To continue, click Next. If you would like to select a different folder, click Browse.

C:\Action

Browse...

At least 58.7 MB of free disk space is required.

< Back

Next >

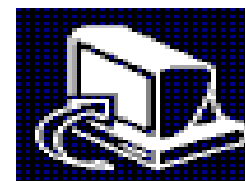
Cancel



Setup - School Timetable

Ready to Install

Setup is now ready to begin installing School Timetable on your computer.



Click Install to continue with the installation, or click Back if you want to review or change any settings.

Destination location:

C:\Action

< Back

Install

Cancel



Setup - School Timetable



Setup - School Timetable



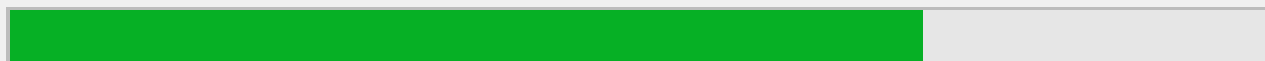
Installing

Please wait while Setup installs School Timetable on your computer.



Extracting files...

C:\Action\y_subject_16.bmp



Cancel

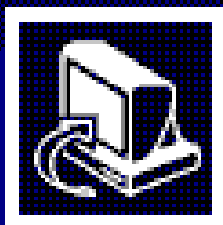


your computer.

you want to review or

Install

Cancel



Completing the School Timetable Setup Wizard

Setup has finished installing School Timetable on your computer. The application may be launched by selecting the installed icons.

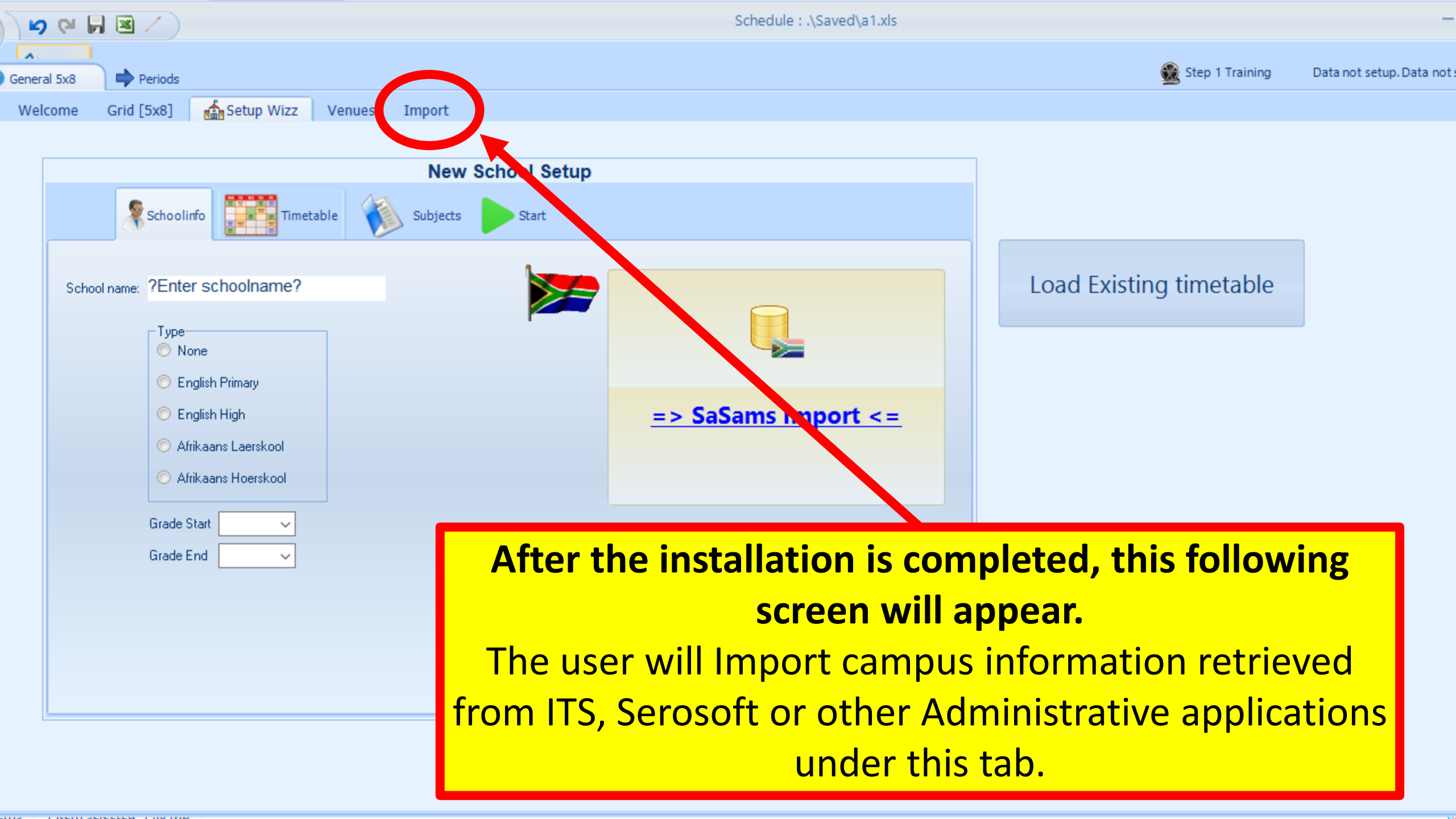
Click Finish to exit Setup.



Launch School Timetable

Finish

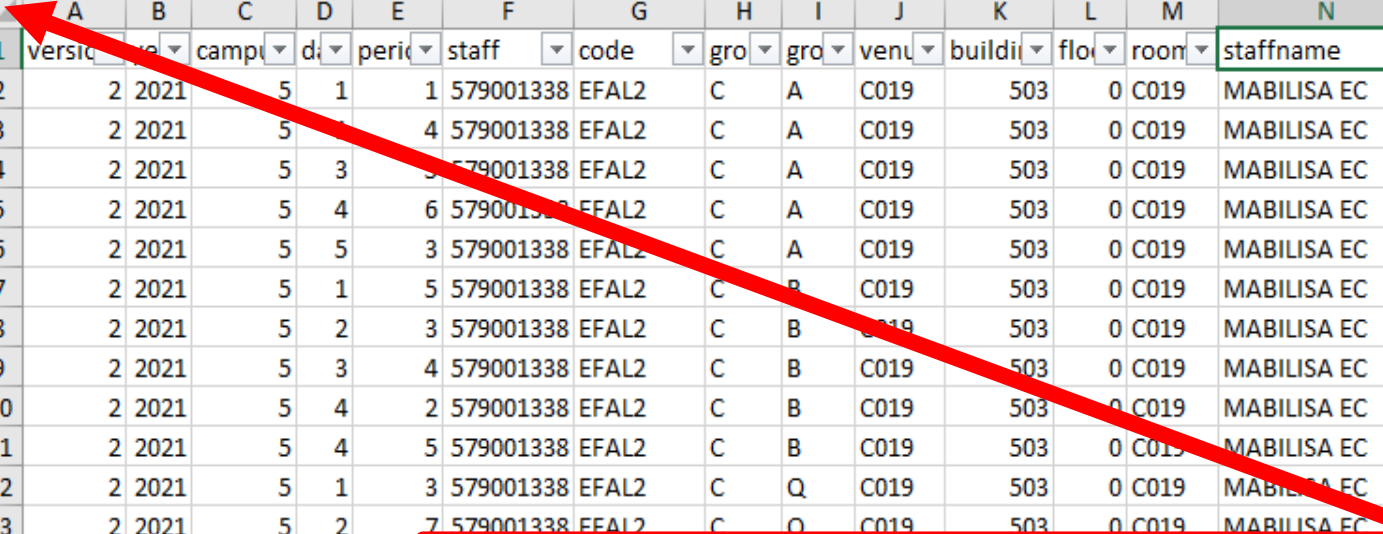
[BACK TO
MAIN MENU](#)



After the installation is completed, this following screen will appear.

The user will Import campus information retrieved from ITS, Serosoft or other Administrative applications under this tab.

Go to the ITS File



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	version	year	campus	dept	period	staff	code	group	group	venue	building	floor	room	staffname	qualification	classroom	name							
2	2	2021	5	1	1	579001338	EFAL2	C	A	C019	503	0	C019	MABILISA EC	NC2ED	A	A - L2EDU1							
3	2	2021	5	1	4	579001338	EFAL2	C	A	C019	503	0	C019	MABILISA EC	NC2ED	A								
4	2	2021	5	3	5	579001338	EFAL2	C	A	C019	503	0	C019	MABILISA EC	NC2ED	A								
5	2	2021	5	4	6	579001338	EFAL2	C	A	C019	503	0	C019	MABILISA EC	NC2ED	A								
6	2	2021	5	5	3	579001338	EFAL2	C	A	C019	503	0	C019	MABILISA EC	NC2ED	A								
7	2	2021	5	1	5	579001338	EFAL2	C	B	C019	503	0	C019	MABILISA EC	NC2ED	B	B - L2EDU2							
8	2	2021	5	2	3	579001338	EFAL2	C	B	C019	503	0	C019	MABILISA EC	NC2ED	B								
9	2	2021	5	3	4	579001338	EFAL2	C	B	C019	503	0	C019	MABILISA EC	NC2ED	B								
10	2	2021	5	4	2	579001338	EFAL2	C	B	C019	503	0	C019	MABILISA EC	NC2ED	B								
11	2	2021	5	4	5	579001338	EFAL2	C	B	C019	503	0	C019	MABILISA EC	NC2ED	B								
12	2	2021	5	1	3	579001338	EFAL2	C	Q	C019	503	0	C019	MABILISA EC	NC2ED	Q	Q - L2EDU3							
13	2	2021	5	2	7	579001338	EFAL2	C	Q	C019	503	0	C019	MABILISA EC	NC2ED	Q								
14	2	2021	5	4																				
15	2	2021	5	4																				
16	2	2021	5	5																				
17	2	2021	5	1																				
18	2	2021	5	2																				
19	2	2021	5	3																				
20	2	2021	5	3																				
21	2	2021	5	4																				
22	2	2021	5	1																				
23	2	2021	5	2																				

Click on the triangle in the top left hand corner. This will select all information. It is very important to include the headers.

OR

Ctrl + A (to select all) and then **Ctrl + C** (to copy)

General 5x8

Periods

Welcome

Grid [5x8]

Setup Wizz

Venues

Import

New School Setup



Schoolinfo



Timetable



Subjects



Start

School name: ?Enter schoolname?

Type

☐ None☐ English Primary☐ English High☐ Afrikaans Laerskool☐ Afrikaans Hoerskool

Grade Start

Grade End

=> SaSams Import <=

Load Existing timetable

Select the Import Tab

Menu

Unpaid

Schedule : .\Saved\SETUP1.xls

General 5x8

Periods

Overview

Ties

Welcome

Grid [5x8]

Venues

Import

Click to paste

Export from your admin system

Open exported file in Excel

In Excel select all and then Copy

Now in program,above click to paste

Click here to paste Campus information

Find next

Find previous

Highlight

☐ Match case



Click to paste

ITS Import now

#header	Campus Code	DayXPeriod	Teacherid	CourseId	Room	SurName	Field	Class
#tch	5	;5x1;;5x2;;5x3;;5x4;;	579000725	FPRE301	B04	MALANDA Y	NC3HOS	C
#tch	5	;4x1;;4x2;;4x3;;4x4;;	579001265	FPRE401	B06	SWART C	NC4HOS	B
#tch	5	;4x1;;4x2;;4x3;;4x4;;	579000725	FPRE301	B04	MALANDA Y	NC3HOS	A
#tch	5	;4x1;;4x2;;4x3;;4x4;;	579000679	AST401	D-06	BYLIEFELDT LH	NC4ED	B
#tch	5	;3x5;;4x3;;4x5;;5x3;;	579001157	LPSY401	CO24	TSHABALALA M	NC4ED	A
#tch	5	;3x3;;4x1;;5x2;;5x4;;	579001243	PUBH401	FO3	LEPHOI MK	NC4PH	C
#tch	5	;3x3;;3x4;;3x7;;5x2;;	579001657	LPSY401	CO24	TSHABALALA M	NC4ED	B
#tch	5	;3x2;;4x2;;5x3;;5x6;;	579001243	PUBH301	F06	MOKHATLA MC	NC3PH	A
#tch	5	;3x2;;3x7;;5x4;;5x5;;	579000679	AST301	D-06	BYLIEFELDT LH	NC3ED	B
#tch	5	;3x1;;4x2;;4x3;;4x7;;	579000767	PUBH401	FO3	DLAMINI AS	NC4PH	B
#tch	5	;3x1;;3x2;;4x2;;4x4;;	579000704	LSCL2	B25	KHUNYELI MH	NC2HOS	D
#tch	5	;3x1;;3x2;;3x3;;3x4;;	579000897	FPRE201	B05	NTSEKE BL	NC2HOS	D
#tch	5	;3x1;;3x2;;3x3;;3x4;;	579000725	FPRE201	B04	MALANDA Y	NC2HOS	C
#tch	5	;2x7;;4x2;;5x2;;5x7;;	579000613	PUBH301	FO4	MTETWA VC	NC3PH	B
#tch	5	;2x7;;3x7;;4x4;;5x4;;	579001291	HBM201	F08	SEOLWANA D	NC2PH	E
#tch	5	;2x7;;3x4;;3x7;;5x2;;	579000776	USER401	G01	MAIDOO B	NC4HOS	A
#tch	5						NC2HOS	C
#tch	5						NC3PH	N

Confirm the Import by clicking the
ITS Import now



Menu

Unpaid

Importing

South West FET : \Saved\TECHNISA NCV.xls

General 5x8

Periods

Overview

Ties

Step 1 Training

Input correct.

Welcome

Grid [5x8]

Venues

Import

Click to paste

ITS Import now

#header	Campus Code	DayxPeriod	Teacherid	CourseId	Room	SurName	Field	Class
#tch	5	;5x1;;5x2;;5x3;;5x4;;	579000725	FPRE301	B04	MALANDA Y	NC3HOS	C
#tch	5	;4x1;;4x2;;4x3;;4x4;;	579001265	FPRE401	B06	SWART C	NC4HOS	B
#tch	5	;4x1;;4x2;;4x3;;4x4;;	579000725	FPRE301	B04	MALANDA Y	NC3HOS	A
#tch	5	;4x1;;4x2;;4x3;;4x4;;	579000679	AST401	D-06	BYLIEFELDT LH	NC4ED	B
#tch	5	;3x5;;4x3;;4x5;;5x3;;	579001			TSHABALALA M	NC4ED	A
#tch	5	;3x3;;4x1;;5x2;;5x4;;	579001			LEPHOI MK	NC4PH	C
#tch	5	;3x3;;3x4;;3x7;;5x2;;	579001			TSHABALALA M	NC4ED	B
#tch	5	;3x2;;4x2;;5x3;;5x6;;	579001			MOKHATLA MC	NC3PH	A
#tch	5	;3x2;;3x7;;5x4;;5x5;;	579000			BYLIEFELDT LH	NC3ED	B
#tch	5	;3x1;;4x2;;4x3;;4x7;;	579000			DLAMINI AS	NC4PH	B
#tch	5	;3x1;;3x2;;4x2;;4x4;;	579000704	LSCL2	B25	KHUNYELI MH	NC2HOS	D
#tch	5	;3x1;;3x2;;3x3;;3x4;;	579000897	FPRE201	B04	NTSEKE BL	NC2HOS	D
#tch	5	;3x1;;3x2;;3x3;;3x4;;	579000725	FPRE201	B04	MALANDA Y	NC2HOS	C
#tch	5	;2x7;;4x2;;5x2;;5x7;;	579000613	PUBH301	FO4	MTETWA VC	NC3PH	B
#tch	5	;2x7;;3x7;;4x4;;5x4;;	579001291	HBM201	F08	SEOLWANA D	NC2PH	E
#tch	5	;2x7;;3x4;;3x7;;5x3;;	57900077			NAIDOO R	NC4HOS	A
#tch	5	;2x7;;3x3;;3x5;;3x6;;	57900069			GERTZEN IF	NC2HOS	C
#tch	5	;2x6;;3x7;;4x7;;5x1;;	57900091			NDADZA TR	NC3PH	N

Information

Import successful.
- 44 lectures
- 56 classes

OK

Click on OK

Find next

Find previous

Highlight

Match case

F2 Previous

Manual

Code

Enter Password

Go to Timetable

F3 Next

Example : \Saved\TRAINING.xls												
Menu General 5x8 Periods Overview Ties Periods Succ Double importance Teachers [38] Step 1 Training Input correct.												
Delete Subject Add subject Periods Info												
Subject	NC2MGM	NC3MGM	NC4MGM	NC2MAR	NC3MAR	NC4MAR	NC2OA	NC3OA	NC4OA	NC2TOU	NC3TOU	NC4TOU
ADPR 0				1	1	1						
BUSP 0							1	1	1			
CBEH 0												
CSHR 0										1	1	1
EFAL	1	1								1	1	1
ENTR 0	1											
FNMG 0	1	1										
LSCL	1	1	1	1	1	1	1	1	1	1	1	1
MARK 0				1	1	1						
MCOM 0				1	1	1						
ML	1	1	1	1	1	1	1	1	1	1	1	1
MPRC 0	1	1	1									
NVC 0							1	1	1			
ODPC 0												
OMNG 0	1	1	1									
OPRC 0												
PMGM 0		1	1									
STOU 0											1	1
STSA 0											1	1
TOP 0											1	1
Totals	✓ 40	✓ 40	✓ 40									

F2 Previous

Manual

Active

All info is completed.

BACK TO MAIN MENU

General 5x8

Periods

Overview

Ties

Step 1 Training

Gr6 under by 25 periods

Periods

Succ

Double importance

Teachers [62]

Delete Subject

Add subject

Periods

Info

Subject	Gr6	Gr7	Gr8	Gr9	Gr10	Gr11	Gr12
Accounting					1	1	1
Advanced Programme						1	
Advanced Programme					1	1	1
Art Enrichment	1	1					
Arts Culture Lifeskills			1	1			
Arts Culture Lifeskills			1	1			
Arts Culture Lifeskills			1	1			
Arts Culture Lifeskills							
Arts Culture Life Skills							
Arts Culture Lifeskills							
Business Studies					1	1	1
Computer						1	1
Dance Enrichment	1	1					
Design-					1		1
Design						1	
Digital Literacy	1	1	1	1			
Drama	1	1					
Drama Enrichment	1	1					
Dramatic Arts					1	1	1
Eco-Education	1	1					
Economic and		1	1	1			

Click on the General Tab



F2 Previous



Manual



Code



Gr6 under by 25 periods



Go to Timetable



F3 Next

ACTION Timetable

 School : Serosoft Pine grove

 Days: 5 :

 Periods per day: 8 :

Support Details

 Phone :

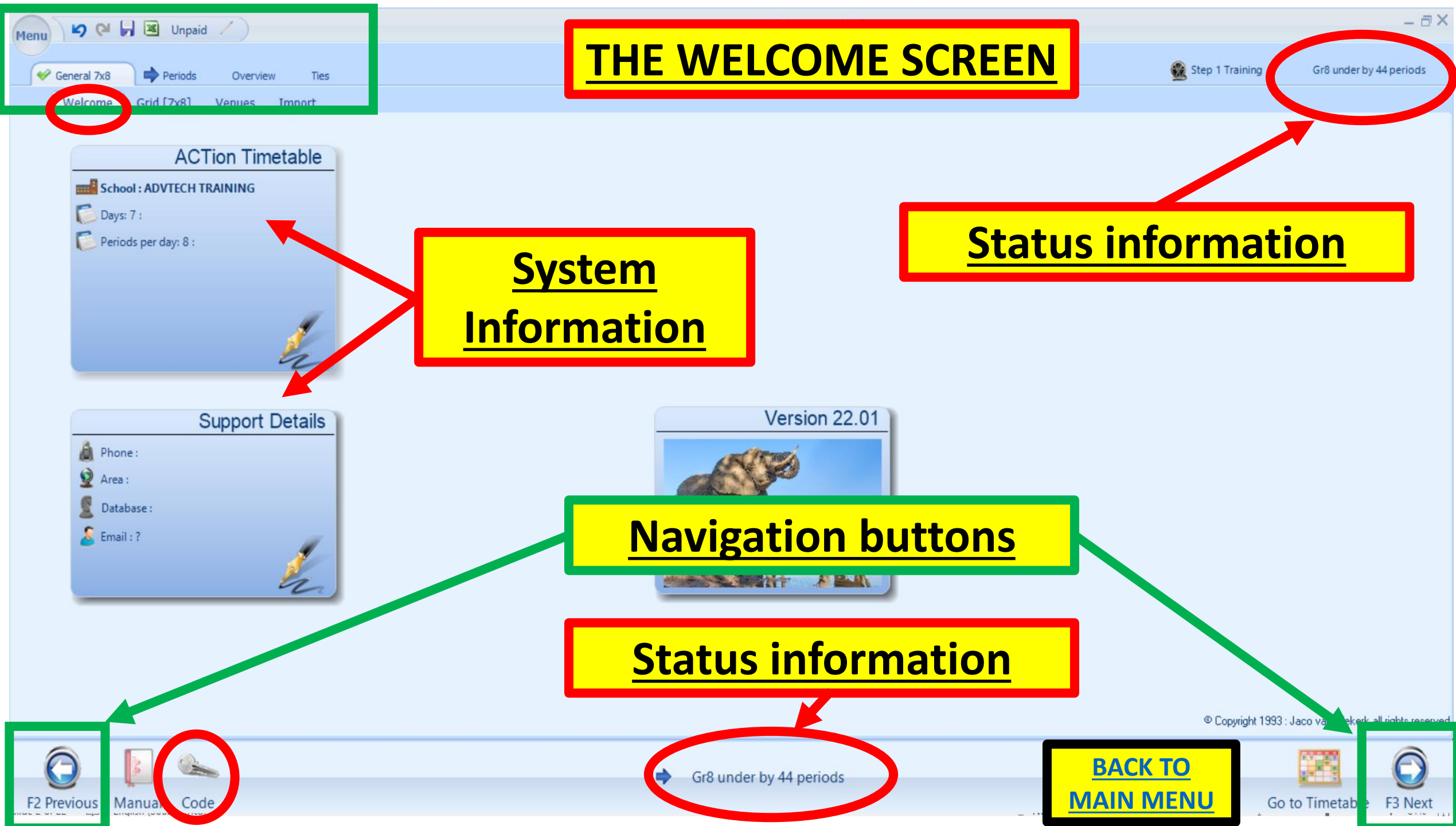
 Area :

 Database : Serosoft

 Email : ?

Select the Welcome Screen





Welcome

Grid [5x7]

Grade	Total Classes
NC2MGM	3 classes
NC3MGM	2 classes
NC4MGM	1 classes
NC2MAR	3 classes
NC3MAR	2 classes
NC4MAR	2 classes
NC2OA	5 classes
NC3OA	4 classes
NC4OA	3 classes
NC2TOU	4 classes
NC3TOU	2 classes

Grid

Days per cycle 5 days

Periods per day 7 lessons

Grades Whole School

	Monday	Tuesday	Wednesday	Thursday	Friday
Per 1					
Per 2					
Per 3					
Per 4					
Per 5					
Per 6					
Per 7					

The Grid 5x7

**Means 5 day cycle
7 periods per day**

Add break

THE GRID

The Grid 5x7

Means 5 day cycle with 7 periods per day

The number of classes per course



F2 Previous



Manual



Active



All info is completed.



Go to Timetable



F3 Next

Menu

Schedule : C:\TRAIN\Saved\import.xls

Unpaid

General 5x8

Periods

Overview

Ties

Step 1 Training

Gr4 under by 25 periods

Welcome

Grid [5x8]

Issues

Import

Grade	Total classes
Gr4	4 classes
Gr5	4 classes
Gr6	3 classes
Gr7	3 classes

Grid

Days per cycle5 days

Periods per day8 lessons

GradesWhole School

	Monday	Tuesday	Wednesday	Thursday	Friday
Per 1					
Per 2					
Per 3					
Per 4					
Per 5					
Per 6					
Per 7					
Per 8					

Add break

Grid 5 x 8

Means you have a

5 day cycle

with

8 lessons a day

F2 Previous

Manual

Code

Gr4 under by 25 periods

Go to Timetable

F3 Next

Menu

General 5x7

Periods

Overview

Ties

Example : \Saved\TRAINING.xls

Step 1 Training

Input correct.

Grade	Total classes
NC2MGM	3 classes
NC3MGM	2 classes
NC4MGM	1 classes
NC2MAR	3 classes
NC3MAR	2 classes
NC4MAR	2 classes
NC2OA	5 classes
NC3OA	4 classes
NC4OA	3 classes
NC2TOU	4 classes
NC3TOU	2 classes

Days per cycle5 days

Periods per day7 lessons

GradesWhole School

	Monday	Tuesday	Wednesday	Thursday	Friday
Per 1					
Per 2					
Per 3					
Per 4					
Per 5					
Per 6					
Per 7					

Previous

Manual

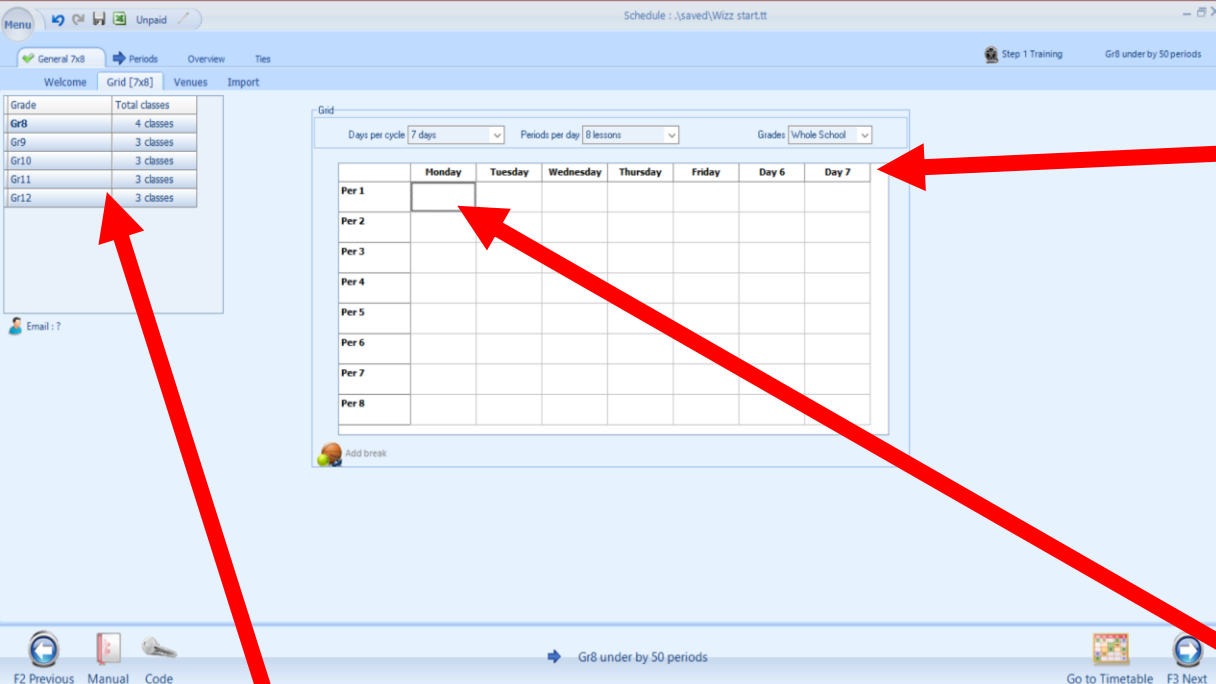
Active

All info is completed

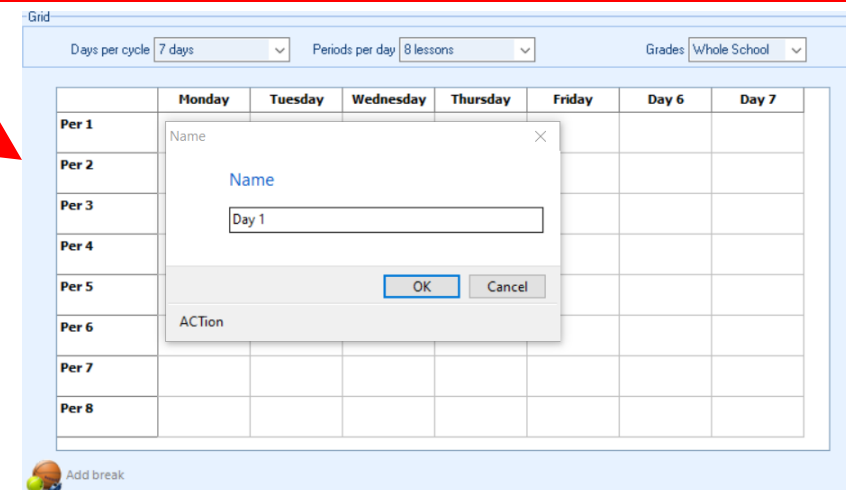
Go to Timetable

Next

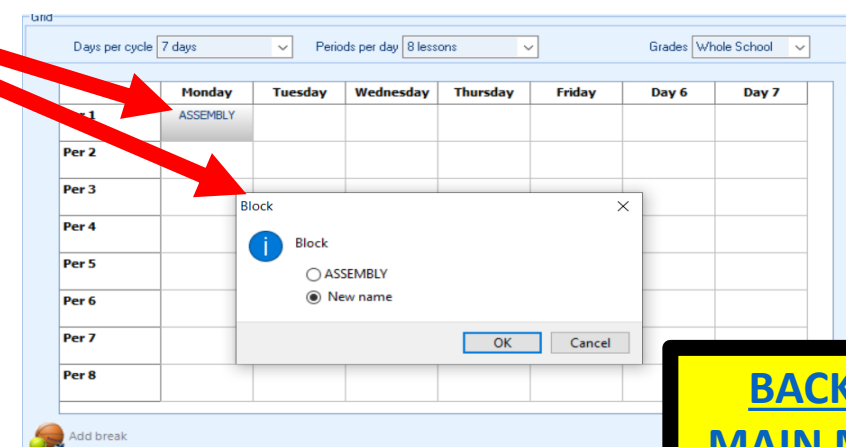
FREEDOM OF CHOICE The user can click and rename any information in the RED rectangles. The tabs in the GREEN rectangle / oval / circle are used for navigation. The information in the BLUE oval/circle is for information / status of progress made by the user.



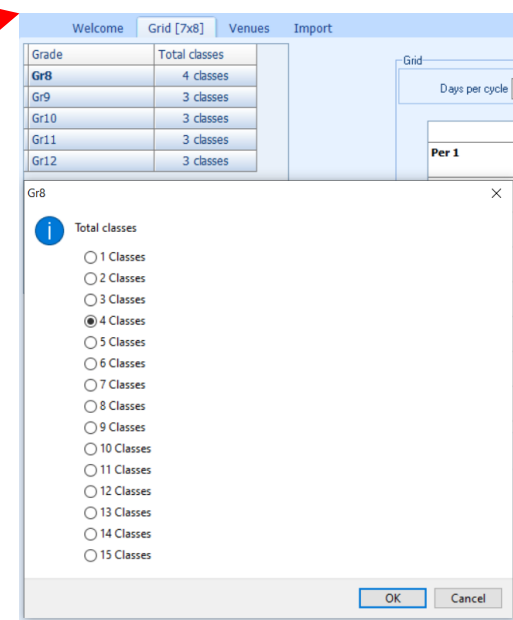
Double click and Rename days



Double click and allocate blocked periods (eg. Assembly)



Double click and change number of classes, or Rename classes



BACK TO MAIN MENU

Menu



General 5x8 → Periods Overview Ties

Step 1 Training

Gr6 under by 25 periods

Welcome Grid [5x8] Venues Import



Add room

Planning
Stats

Info

Nr	Name	Roomid	Note	Have
----	------	--------	------	------

VENUES

F2 Previous



Manual



Code



Gr6 under by 25 periods



Go to Timetable



F3 Next

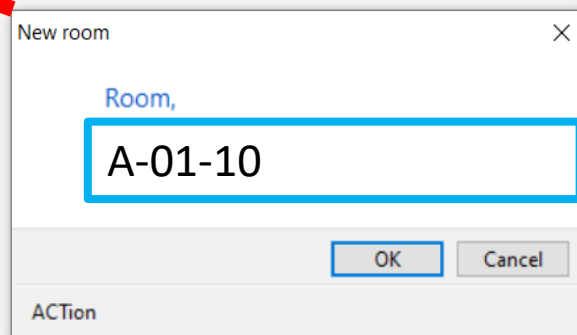
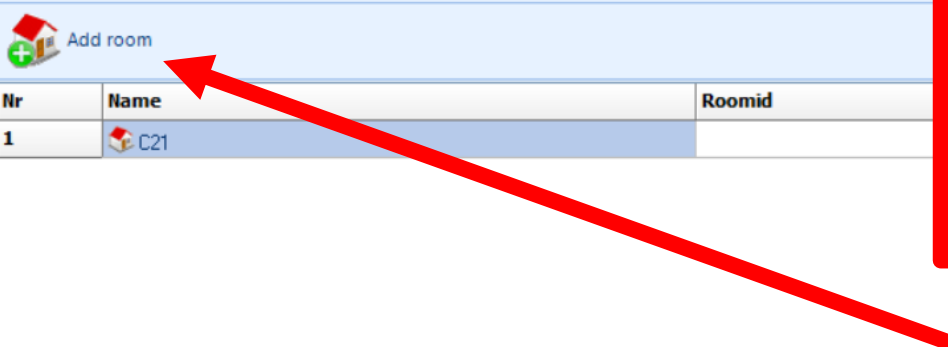
TVET COLLEGES:

BUILDING + FLOOR+ROOM NUMBER A-01-10

BUILDING = A,B,C etc

FLOOR = 00 (ground floor), 01 (1st floor), 02 – (2nd floor)

ROOM = 01 – 10 or more



New room

Room,

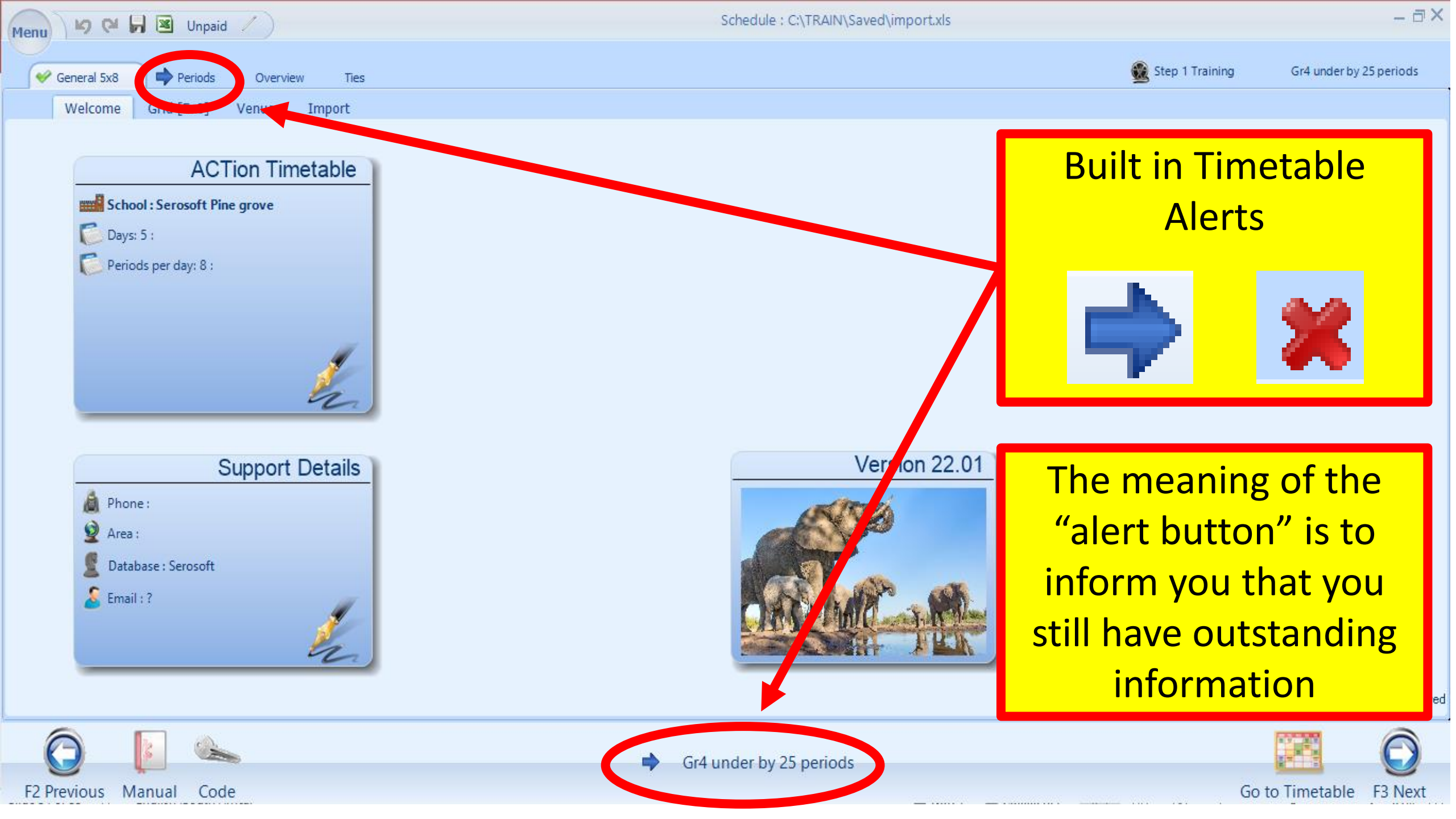
A-01-10

OK Cancel

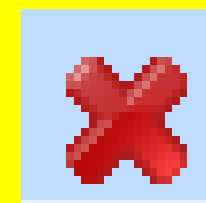
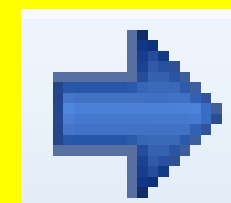
ACTION

**Click on Add room and NAME the room /
venue according to the Institution's policy**

**[BACK TO
MAIN MENU](#)**



Built in Timetable Alerts



The meaning of the "alert button" is to inform you that you still have outstanding information

Gr4 under by 25 periods

Assigning Subjects: Option 1 Periods Tab > Teachers

Menu

Unpaid

General 5x9

Periods

Overview

Ties

Teachers [28] (waiting 18 classes)

Add Teacher

Delete Teacher

Teacher: Anne [30]

Print Workload

Workload clear

Show only unassigned

Info

Nr	Teachers	Total	Subject	Gr4	Gr5	Gr6	Gr7
1	Anne	30	First Add Lang Afrikaans	✓	✓	✓	
2	Brenda	41	First Add Lang IsiZulu	✓	✓	✓	
3	Charmay	41	Home Lang English	(4)	✓	3	✓
4	Ciara	31	French	✓	✓	✓	✓
5	Dave	30	Mathematics	✓	✓	✓	✓
6	Esti	41	Natural Sciences	✓	✓	✓	✓
7	Heidi	0	Robotics	✓	✓	(3)	(3)
8	Indira	30	Physical Education (PSPE)	(4)	(4)	✓	✓
9	Jeanne	0	Social Studies	✓	✓	✓	✓
10	Jennifer	31	Visual Arts	✓	✓	✓	✓
11	Kalala	40					
12	Katy	0					
13	Kyle	0					
14	Lauren	0					
15	Lindsay	28					
16	Mbali	2					
17	Nicole	31					
18	Nkosinathi	4					
19	Phindile	2					
20	Pooran	36					
21	Russell	6					

The user can click and drag a subject allocation to a teacher

F2 Previous

Manual

Code

Gr5 over by 10 periods

Go to Timetable

F3 Next

General 5x9

Periods

Overview

Ties

Step 1 Training

Gr5 over by 10 periods

Periods

Succ

Double importance

Teachers [28] (waiting 10 classes)

Add Teacher

Delete Teacher

Teacher: Russell [14]

Print Workload

Workload clear

Show only unassigned

Teachers	Total	Subject	Gr4	Gr7
Anne	30	First Add Lang Afrikaans	✓	
Brenda	41	First Add Lang IsiZulu		
Charmay	41	Home Lang English	(4)	
Ciara	31	French	✓	✓
Dave	30	Mathematics	✓	✓
Esti	41	Natural Sciences	✓	✓
Heidi	0	Robotics	✓	✓
Indira	30	Physical Education (PSPE)	4	3
Jeanne	0	Social Studies	✓	✓
Jennifer	31	Visual Arts	✓	✓
Kalala	40			
Katy	0			
Kyle	0			
Lauren	0			
Lindsay	28			
Mbali	2			
Nicole	31			
Nkosinathi	4			
Phindile	2			
Pooran	36			
Russell	14			

Subjects/courses in brackets are not allocated

These subjects are allocated

The subject is now allocated to a teacher

Previous

Manual

Code

Gr5 over by 10 periods

Go to Timetable

F3 N

Assigning Subjects: Option 2 Ties Tab

Teacher ☐ detail
Color ☒
Periods

General 7x5 Periods Overview Ties

All NC2MGM NC3MGM **NC4MGM** NC2MAR NC3MAR NC4MAR NC2OA NC3OA NC4OA NC2TOU

Reset colors Add new grade Delete tie Help

Input correct.

Periods=35 (7x5)	1	2	3	4	5	6	7	8
1 NC4MGM A =31	EFAL4	FNMG401	LSCL4	ML4	OMNG401	PMGM401	MPRC401	
2 NC4MGM 2 =31	EFAL4	FNMG401	LSCL4	ML4	OMNG401	PMGM401	MPRC401	
3 NC4MGM 3 =31	EFAL4	FNMG401	LSCL4	ML4	OMNG401	PMGM401	MPRC401	

Scheduler.exe

- Teacher**
- ☐ none
 - ☐ Ashley,Ryan [30] total=30
 - ☐ Ballard,Wilson [30] total=30
 - ☐ Bean,Charles [30] total=30
 - ☒ Blackburn,Isabella [30] total=30 (already have)
 - ☐ Bond,Hall [30] total=30

2. This Dialogue window will open. Select teacher and click **OK** or **ENTER**

1. Double click in the Teacher Block

General FCT

Delete New Name:EFAL4

	5) 11111	Subject	Teacher
1	*NC4MGM A	*EFAL4	*Blackburn,Isabella
	*add	*add	

Complete

Incomplete

Too many subjects in this tie

These subjects are not allocated

[BACK TO MAIN MENU](#)

Schedule : C:\TRAIN\Saved\import.xls

Step 1 TrainingGr5 over by 2 periods

Teacher detailColorPeriods

AllGr5Gr6Gr7

Add tieDelete tie

Reset colomsAdd new grade

Help

Periods=45 (5x9)	1	2	3	4	5	6	7	8	9	10	11
1	First Add Lang	Home Lang English -	Mathematics - Gr 5	Social Studies - Gr 5	Natural Sciences - Gr	Visual Arts - Gr 5	Physical Education	Robotics - Gr 5			
2 Gr5 2 [55/45]	First Add Lang	French - Gr 5	Home Lang English -	Mathematics - Gr 5	Social Studies - Gr 5	Natural Sciences - Gr	Visual Arts - Gr 5	Physical Education	Robotics - Gr 5		
3	First Add Lang	Home Lang English -	Mathematics - Gr 5	Social Studies - Gr 5	Natural Sciences - Gr	Visual Arts - Gr 5	Physical Education	Robotics - Gr 5			
4 Gr5 4	First Add Lang	Home Lang English -	Mathematics - Gr 5	Social Studies - Gr 5	Natural Sciences - Gr	Visual Arts - Gr 5	Physical Education	Robotics - Gr 5			

GeneralFCT

DeleteNew

Name:First Add Lang Afrikaans - Gr 5

		Subject	Teacher
[del]	*⇌Gr5 1	*⇌First Add Lang Afrikaans - Gr 5	*⇌Brenda
[del]	*+	*⇌First Add Lang IsiZulu - Gr 5	*+
[del]	*+	*⇌French - Gr 5	*+
	*add		*add

F2 PreviousManualCode

Gr5 over by 2 periods

Go

Working with Ties and Special Combinations: Things to remember

Menu ↶ ↷ 📁 📧 ✎ Serosoft Pine grove : .\Saved\Before update.xls

✓ General 5x9 ✓ **Periods** ✓ Overview ✓ Ties [4]

✓ Periods ✓ Succ ✓ Double importance ✓ Teachers [28]

🗑️ Delete Subject ➕ Add subject

Periods

Subject	Gr4	Gr5	Gr6
First Add Lang Afrikaans	10	10	10
First Add Lang IsiZulu		10	10
French		10	10
Home Lang English	10	10	10
Mathematics	10	10	10
Natural Sciences	5	5	5
Physical Education (PSPE)	1	1	1
Robotics	1	1	
Social Studies	6	6	6
Visual Arts	2	2	2
Totals	✓ 45	✓ 45	✓ 45

Very Important: When working with **TIES** or special combinations, the user can only join subjects with the **SAME NUMBER** of periods together. These subjects can join comfortably without any errors. Subjects with a 10 period and 6 period allocation is not recommended.

Subjects joined in ties must have equal number of periods

Assigning 3 or more classes to 4 of more teachers concurrently

Menu

General 5x9

Periods

Overview

Ties [4]

Teacher

detail

Color

Periods

All

Gr4

Gr5

Gr6

Gr7

Search

Add tie

Delete tie

Reset coloms

Add new grade

Help

Periods=45 (5x9)	1	2	3	4	5	6	7	8	9
1 Gr7 F	First Add Lang IsiZulu - Gr 7	Home Lang English - Gr 7	Mathematics - Gr 7	Social Studies - Gr 7	Natural Sciences - Gr 7	Visual Arts - Gr 7	Physical Education (PSPE)	Robotics - Gr 7	
2 Gr7 H		Home Lang English - Gr 7		Social Studies - Gr 7	Natural Sciences - Gr 7	Visual Arts - Gr 7	Physical Education (PSPE)	Robotics - Gr 7	
3 Gr7 P		Home Lang English - Gr 7		Social Studies - Gr 7	Natural Sciences - Gr 7	Visual Arts - Gr 7	Physical Education (PSPE)	Robotics - Gr 7	

3 Classes concurrently in eg. Mathematics

3 Classes and 4 teachers
Assign the same subject 4 times to 4 teachers

You can add venues

General

FCT

Delete

New

Name:Mathematics - Gr 7

10) 22222			
[del]	*+	*⇌Mathematics - Gr 7	*⇌Ntshangase, Jona
[del]	*⇌Gr7 H	*⇌Mathematics - Gr 7	*⇌Pooram, Guy
[del]	*⇌Gr7 F	*⇌Mathematics - Gr 7	*⇌Rademeyer, Gwendolene
[del]	*⇌Gr7 P	*⇌Mathematics - Gr 7	*⇌Sibande, Mbalie
	*add	*add	

BACK TO MAIN MENU

F2 Previous

Manual

Active

All info is completed.

Menu

Example : .\saved\input completed.xls

General 7x5

Periods

Overview

All

NC2MGM

NC3MGM

NC4MGM

NC2MAR

NC3MAR

NC4MAR

NC2OA

NC3OA

NC4OA

NC2Soc

	Field	Course Name	Course id	Dept	Succ	Groups	Class 1 -NC3MGM A	Class 2 -NC3MGM 2	Class 3 -	Class 4 -	Class 5 -	Class 6 -
1	NC3MGM	EFAL3	EFAL3		5) 11111	2	Rodriquez,Susan	Garza,Angel				
2	NC3MGM	FNMG301	FNMG301		5) 11111	2	Sherman,Scott	Blackburn,Isabella				
3	NC3MGM	LSCL3	LSCL3		5) 11111	2	Bryant,Thomas	Jacobs,Moore				
4	NC3MGM	ML3	ML3		5) 11111	2	Buchanan,Tyler	Blackburn,Isabella				
5	NC3MGM	MPRC301	MPRC301		5) 11111	2	Figueroa,Bryan	Ballard,Wilson				
6	NC3MGM	OMNG301	OMNG301		5) 11111	2	Ashley,Ryan	Carter,Michelle				
7	NC3MGM	PMGM301	PMGM301		5) 11111	2	Irwin,Elizabeth	Bryant,Thomas				

Detail view

General:FNMG301

Classes:2

PreReq

Course Name	Course id	Dept	Succ	Color	Teacher name
			5) 11111	12	Sherman,Scott

Scheduler.exe

i

Teacher

☐ none

☐ Ashley,Ryan [30] total=30

☐ Ballard,Wilson [30] total=30

☐ Bean,Charles [30] total=30

☒ Blackburn,Isabella [30] total=30 (already have)

☐ Bond,Hall [30] total=30

2

NC3MGM A

F2 Previous

Manual

Active

All info is completed.

Go to Timetable

F3 Next

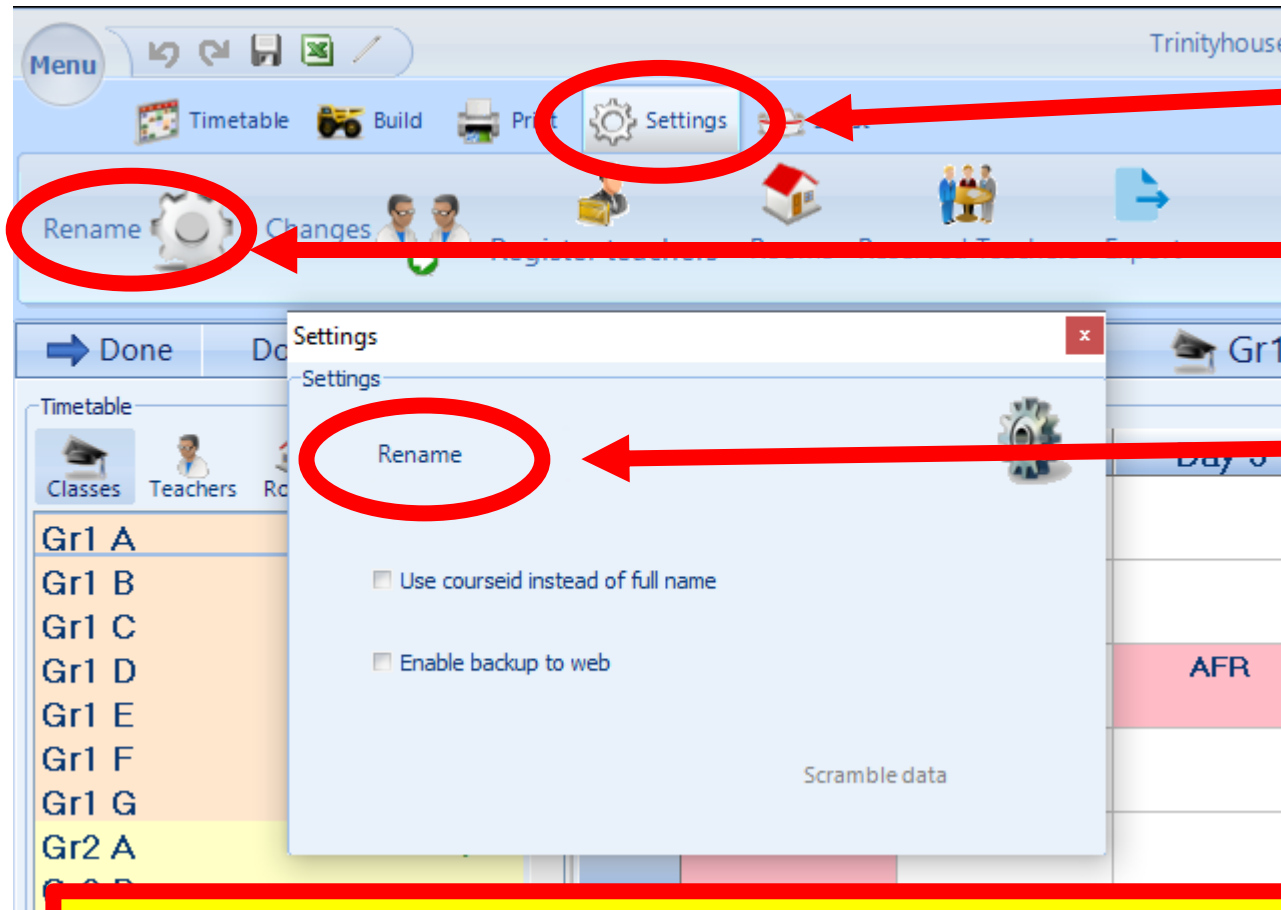
Assigning Subjects: Option 3
Overview Tab

1. Overview Tab – Select course

2. Double click on Teacher's Name

3. This Dialogue window will open. Select teacher and click **OK** or **ENTER**

Mid-year renaming of Subjects / Names / Classes

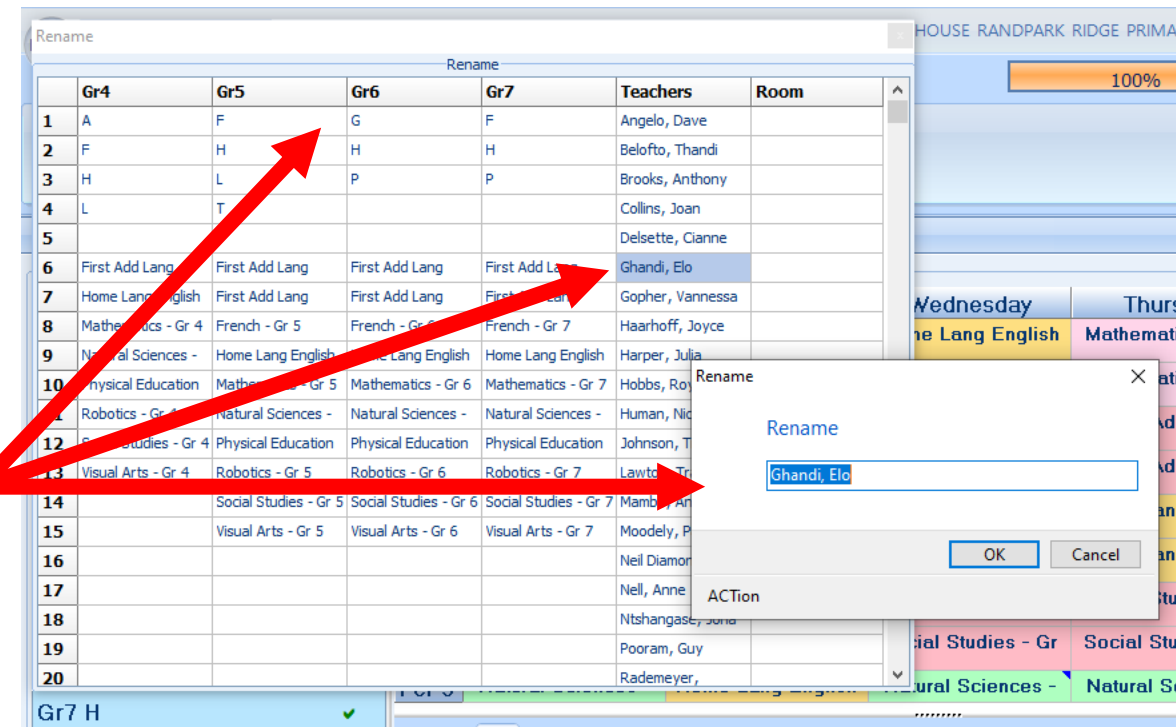


1. In Timetable: Go to Settings

2. Select Rename

3. Select Rename on the Dialogue box

4. Double Click the Subject / Name / Class you would like to rename and type the Subject/ Name / Class in the Dialogue box. Click OK



Mid-year teacher replacement and reallocation of subjects

1. Go back to Input and Select Periods

2. Select the Teachers Tab

3. Click on Add teacher
(The user can also Delete teachers)

4. Type Surname, Name of new
Teacher

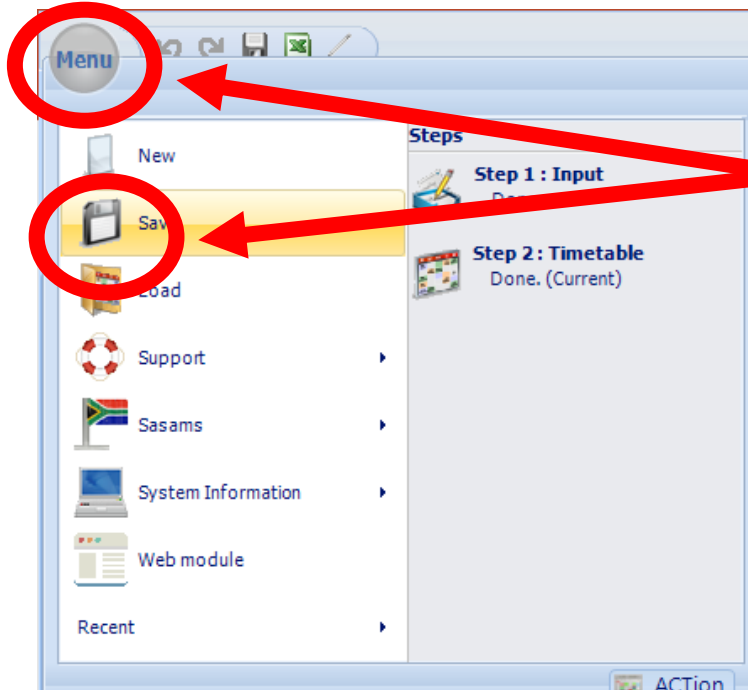
5. Allocate subjects to the new
teacher under the Ties menu and
compile new timetable

[BACK TO
MAIN MENU](#)

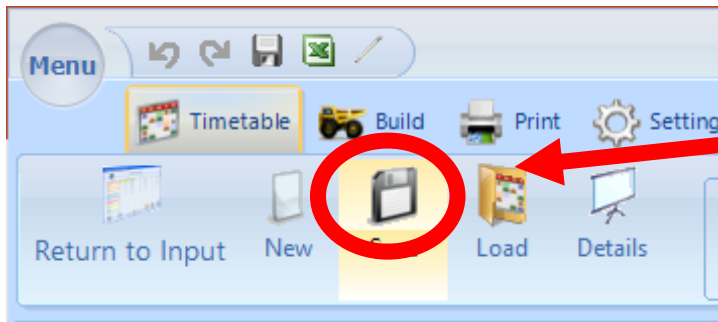
The screenshot shows the Serosoft Pine Grove software interface. The top menu bar includes 'Menu', 'General 5x9', 'Periods', 'Overview', 'Ties [4]', 'Periods', 'Succ', 'Double importance', and 'Teachers [28]'. The 'Teachers' tab is selected. Below the menu bar, there are 'Add' and 'Delete' buttons. A table lists teachers with columns 'Nr', 'Teachers', and 'Total'. A 'New teacher' dialog box is open, prompting the user to 'Enter surname initial (eg Bond J)' with a text input field and 'OK'/'Cancel' buttons. A red arrow points from the 'Add' button to the 'New teacher' dialog box.

Nr	Teachers	Total
1	Angelo, Dave	30
2	Belofto, Thandi	16
3	Brooks, Anthony	16
4	Collins, Joan	21
5	Delsette, Cianne	31
6	Ghandi, Elo	20
7	Gopher, Vanessa	26
8	Haarhoff, Joyce	21
9	Harper, Julia	23
10	Hobbs, Roy	23
11	Human, Nicolene	31
12	Johnson, Traci	21
13	Lawton, Tracy	31
14	Mambo, Anne	30

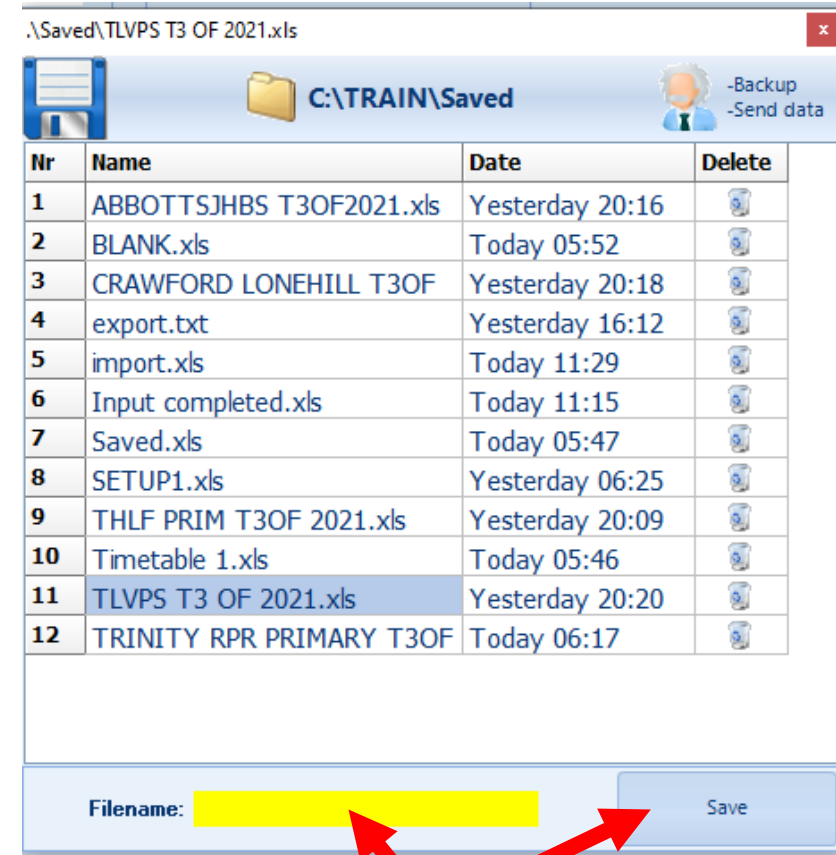
Looking after data: How to Save



Option 1
Click on **Menu**
Click on **Save**



Option 1
Click on the
Save Icon



Enter the File name
and click on **SAVE**

Menu

Unpaid

Schedule : .\Saved\SETUP1.xls

General 5x8

Periods

Overview

Files

Periods

Succ

Double importance

Teachers [28]

Delete Subject

Add subject

Subject	Gr4	Gr6
Art Enrichment	1	1
Dance Enrichment	1	1
Digital Literacy	1	1
Drama	1	1
Drama Enrichment	1	1
Eco-Education Enrichment		1
Economic and Management		1
First Add Lang Afrikaans	1	1
First Add Lang IsiZulu	1	1
French	1	1
Home Lang English	1	1
Life Orientation (PSPE)		1
Mathematics	1	1
Music	1	1
Music Enrichment	1	1
Natural Sciences	1	1
Personal Social and Physical	1	
Physical Education (PSPE)		1
Robotics	1	
Social Studies	1	1
Tech		1

.\Saved\SETUP1.xls

C:\TRAIN\Saved

Nr

Name

Date

Delete

1

import.xls

Today 21:13

2

SETUP1.xls

Today 21:15

Filename: SETUP1

Save

Click on MENU,
select SAVE
and type in
SETUP1

F2 Previous

Manual

Code

Gr4 under by 25 periods

Go to Timetable

F3 Next

Menu

Unpaid

Serosoft Pine grove : .\Saved\Timetable 1.xls

100%

Timetable

Build

Print

Settings

Subst

Return to Input

New

Save

Load

Details

Search

Filter

Alphabetically

Done

Doubles 276/298 (92.6%)

Clash free

Timetable

Classes

Teachers

Gr4 1

Gr4 2

Gr4 3

Gr4 4

Gr5 1

Gr5 2

Gr5 3

Gr5 4

Gr6 1

Gr6 2

Gr6 3

Gr7 1

Gr7 2

Gr7 3

Monday

Per 1 Physical Educa

Per 2 Home Lang Eng

Per 3 Home Lang Eng

Per 4 First Add Lan

Per 5 First Add Lan

Per 6 Mathematics - C

Per 7 Mathematics - C

Per 8 Social Studies -

Per 9 Social Studies -

General

FCT

Collective

F2 View

F3 Place

Gr4 1

Filename: TLVPS T3 OF 2021

Save

F6 Move

F7 Solution

Edit

Clear

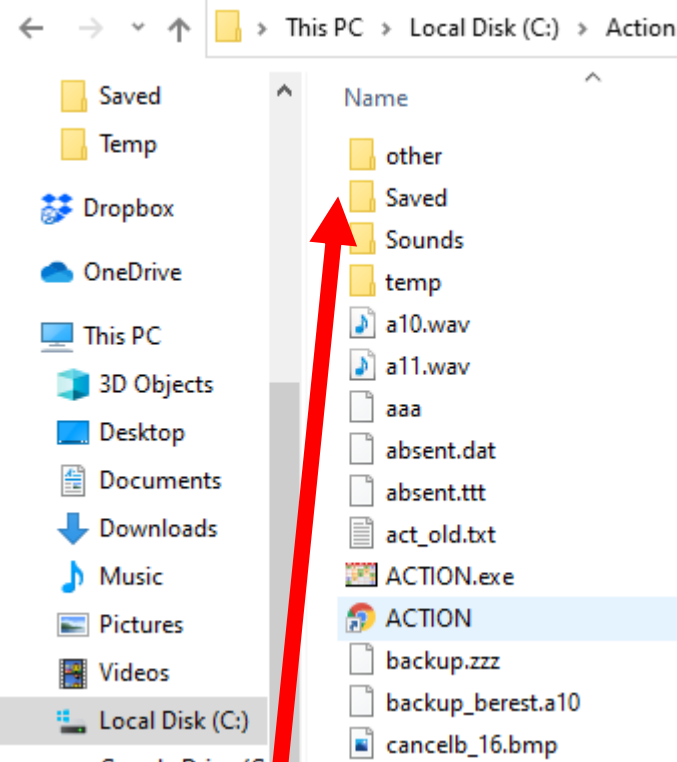
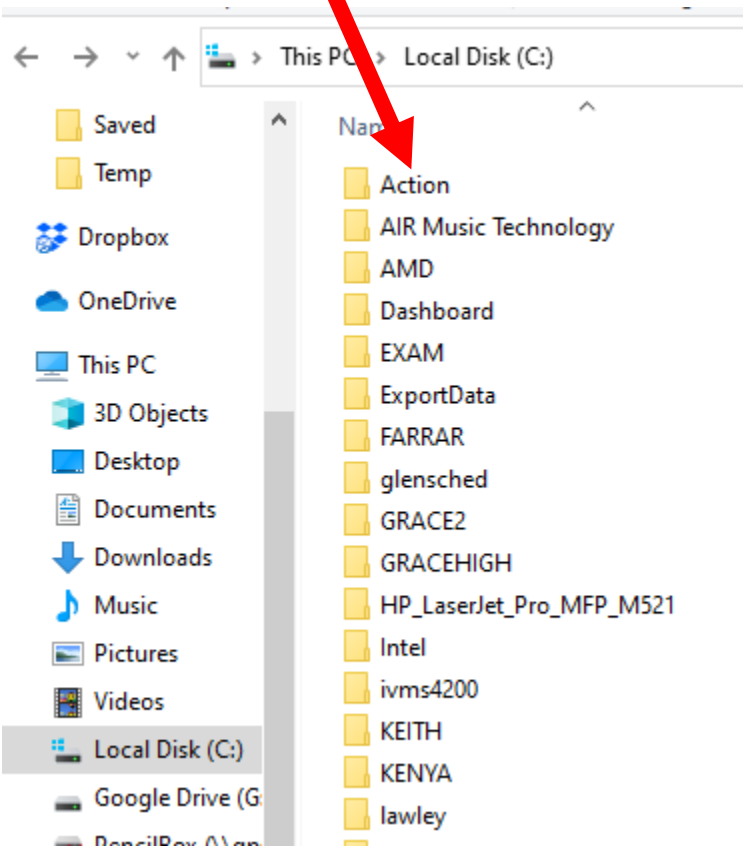
ACTion recommends that the final timetable gets saved with a Campus Name and a Term date

Nr	Name	Date	Delete
1	export.txt	Today 16:12	
2	import.xls	Yesterday 07:39	
3	Input completed.xls	Today 05:23	
4	Saved.xls	Today 06:47	
5	SETUP1.xls	Today 06:25	
6	Timetable 1.xls	Today 20:00	
7	TRINITY RPR PRIMARY T3OF	Today 19:59	

Looking after data: How to keep a backup file

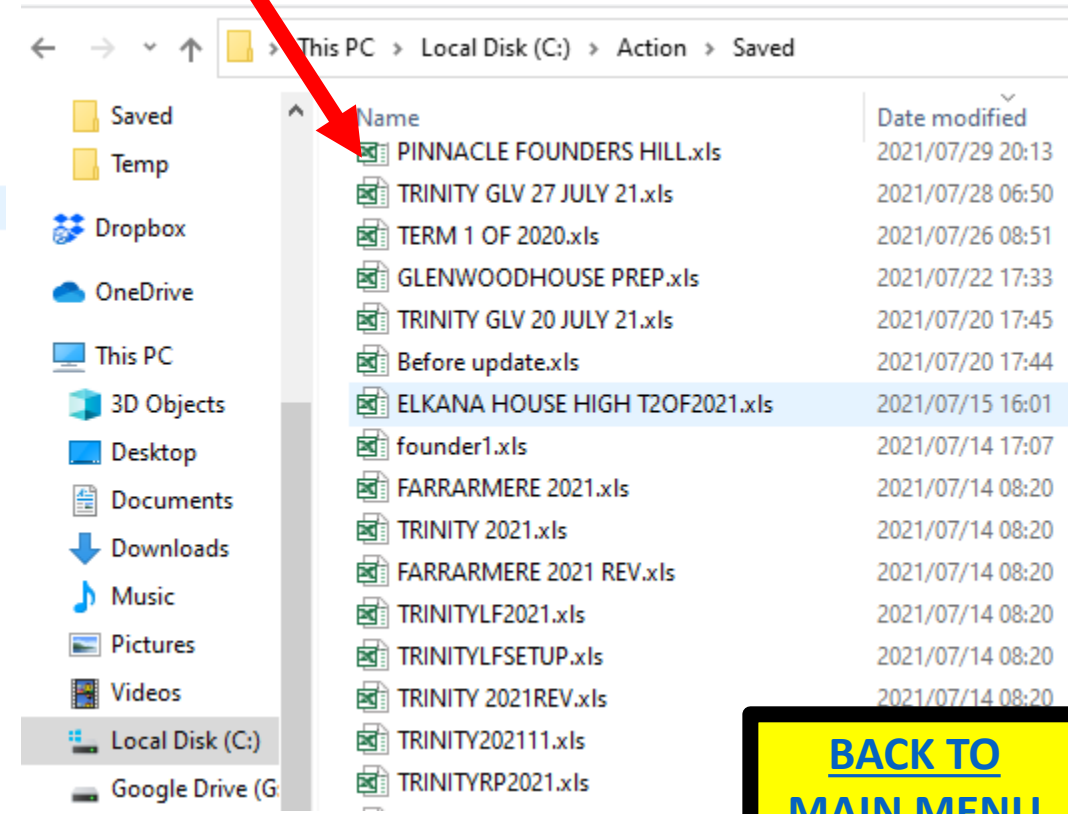
1.

**In Local Disk (C)
Double click Action**



2.

**Double click on the
Action Folder**



3.

**Copy the latest Timetable in Excel
format and keep in a safe place**

**[BACK TO
MAIN MENU](#)**

Menu

Example : .\saved\input completed.xls

General 7x5

Periods

Overview

Ties

Periods

Succ

Double importance

Teachers [38]

Info

Succ

Subject	NC2MGM	NC3MGM	NC4MGM	NC2MAR	NC3MAR	NC4MAR	NC2OA	NC3OA	NC4OA	NC2TOU	NC3TOU	NC4TOU
ADPR				5) 11111	5) 11111	5) 11111						
BUSP							5) 11111	5) 11111	5) 11111			
CBEH				5) 32	5) 11111	5) 11111						
CSHR										5) 11111	5) 11111	5) 11111
EFAL	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111
ENTR	5) 5											
FNMG	5) 11111	5) 11111	5) 11111									
LSCL	5) 11111	5) 11111	5) 11111	5) 221	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111
MARK				5) 11111	5) 11111	5) 11111						
MCOM				5) 11111	5) 11111	5) 11111						
ML	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111	5) 11111
MPRC	5) 11111											
NVC												
ODPC												
OMNG	5) 11111											
OPRC												
PMGM												
STOU												
STSA												
TOP												

5)32 = One day with 3 periods and another day with 2 periods

5)11111 = 1 period per day over 5 days

5)221 = double period + double period and single over 3 days

5)5 = 5 periods gets placed on one day

F2 Previous

Manual

Active

All info is completed.

Go to Timetable

F3 Next

Menu

Example : .\saved\input completed.xls

Step 1 Training

Input correct.

General 7x5

Periods

Overview

Ties

Periods

Succ

Double importance

Teachers [38]

Double importance

Info

Subject	NC2MGM	NC3MGM	NC4MGM	NC2MAR	NC3MAR	NC4MAR	NC2OA	NC3OA	NC4OA	NC2TOU	NC3TOU	NC4TOU
ADPR				5☆☆☆☆	5☆☆☆☆	5☆☆☆☆						
CBEH				3☆☆☆☆								
EFAL		3☆☆☆☆										
LSCL				2☆☆☆☆								

1 = Minimum number of double periods

2 = Some double periods

3 = Acceptable level of doubles

4 = Almost all double periods

5 = Priority – maximum number of double periods

F2 Previous

Manual

Active

All info is completed.

Go to Timetable

F3 Next

Menu

South West FET : .\Saved\TRAIN.xls

General 7x5

Periods

Overview

Ties

Step 1 Training

Input correct.

Delete Subject

Add subject

Periods

Succ

Double importance

Teachers [38]

Info

Subject	NC2MGM	NC3MGM	NC4MGM	NC2MAR	NC3MAR	NC4MAR	NC2OA	NC3OA	NC4OA	NC2TOU	NC3TOU	NC4TOU
ADPR				5	5	5						
BUSP							5					
CBEH				5	5	5						
CSHR												
EFAL	5	5	5	5	5	5	5					
ENTR	5											
FNMG	5	5	5									
LSCL	5	5	5	5	5	5	5					
MARK				5	5	5						
MCOM				5	5	5						
ML	5	5	5	5	5	5	5					
MPRC	5	5	1									
NVC							5					
ODPC							5	5	5			
OMNG	5	5	5									
OPRC							5	5	5			
PMGM		5	5									
STOU										5	5	5
STSA										5	5	5
TOP										5	5	5
Totals	✓ 35	✓ 35	✓ 35	✓ 35	✓ 35	✓ 35	✓ 35	✓ 35	✓ 35	✓ 35	✓ 35	✓ 35

←

F2 Previous

Manual

Active

All info is completed.

Go to Timetable

F3 Next

Compilation of Timetable

Once all information is correct in the input, click on the **Timetable Icon** and proceed to the Timetable

Edit period succession in the timetable

1. Click on the subject

3. Make sure you are working with the correct subject

4. Double click on the periods and edit

2. Click on Edit

The screenshot shows a software interface for editing a timetable. At the top, there's a menu bar with options like 'Menu', 'Timetable', 'Build', 'Print', 'Return to Input', 'New', 'Save', 'Load', and 'Details'. Below this is a search bar and a filter dropdown set to 'Alphabetically'. The main area displays a grid of periods, each with a green plus icon. A list of subjects is on the left, including Harris, Jordan, Harvey, Chelsea, Hood, Julian, Irwin, Elizabeth, Irwin, Tristan, Jacobs, Moore, Mason, Hall, Mcconnell, Scott, Mcleod, Gabriel, Moreno, Donna, Nieves, Hill, Orr, Sean, Payne, Patricia, Peck, Thomas, Peterson, Sienna, Phillips, Isabella, Roberts, Maria, Rodriquez, Susan, and Sanchez, Thomas. A 'Succ' dialog box is open, showing a text field with '11111' and 'OK'/'Cancel' buttons. Below the dialog, there's a table with columns 'General', 'FCT', and 'Collective'. The 'FCT' column is circled in red. A table at the bottom shows the current selection: '5) 11111', 'Subject: *NC2TOU A', and 'Teacher: *CSHR201'. A red circle highlights the 'Edit' button in the bottom right corner. A red arrow points from the 'Edit' button to the 'FCT' column. Another red arrow points from the 'Edit' button to the 'Edit' button in the bottom right corner. A third red arrow points from the 'Edit' button to the 'Edit' button in the bottom right corner. A fourth red arrow points from the 'Edit' button to the 'Edit' button in the bottom right corner.

Subjects	class	Peri
*CSHR201	NC2TOU A	0/5
*CSHR301	NC3TOU A	0/5
*CSHR401	NC4TOU A	0/5
*STOU401	NC4TOU 3	0/5
*STSA401	NC4TOU 3	0/5
*TOP401	NC4TOU 3	0/5

General	FCT	Collective
F2 View		
F3 Place		

	5) 11111	Subject	Teacher
1	*NC2TOU A	*CSHR201	*Harris, Jordan
	*add	*add	

Placing all periods of a specific subject on 1 day

Double click and place the subject in succession

The successive option should be changed to a 5

Example: \saved\input_completed.xls

Return Input New Save Load Details Search Filter Alphabetically

Build now 1158 periods Doubles ok Clash free Harris, Jordan Summarised Locked 0 Moves 6,343

Timetable

Classes Teachers

Harris, Jordan 5/301
Harvey, Chelsea
Hood, Julian
Irwin, Elizabeth
Irwin, Tristan
Jacobs, Moore
Mason, Hall
Mcconnell, Scott
Mcleod, Gabriel
Moreno, Donna
Nieves, Hill
Orr, Sean
Payne, Patricia
Peck, Thomas
Peterson, Sienna
Phillips, Isabella
Roberts, Maria
Rodriguez, Susan
Sanchez, Thomas

	Monday	Tuesday	Wednesday	Thursday	Friday	Day 6	Day 7
Per 1	CSHR201 NC2TOU A	+	+				
Per 2	CSHR201 NC2TOU A	+	+				
Per 3	CSHR201 NC2TOU A	+	+	+	+	+	+
Per 4	CSHR201 NC2TOU A	+	+	+	+	+	+
Per 5	CSHR201 NC2TOU A	+	+	+	+	+	+

Subjects

class	Peri
NC2TOU A	5
NC3TOU A	0/5
NC4TOU A	0/5
NC4TOU 3	0/5
NC4TOU 3	0/5
NC4TOU 3	0/5

General FCT Collective

F2 View F3 Place

	Subject
1	NC2TOU A
	CSHR201

5) 5

Edit Clear

Blocking Admin or other periods

1. Select the teacher's name

2. Double click on the desired block

3. A Dialogue box will open

4. Click on Reserve

5. Choose and option or Type in a new name

Menu

Timetable Build Print Settings

Return to Input

Build now 105 periods

Search Filter

Orr, Sean

Summarised Locked 0 Moves 60,959

Timetable

Classes Teacher

Harvey, Chelsea
Hood, Julian
Irwin, Elizabeth
Irwin, Tristan
Jacobs, Moore
Mason, Hall
McConnell, Scott
McLeod, Gabriel
Moreno, Donna
Nieves, Hill
Orr, Sean
Payne, Patricia
Peck, Thomas
Peterson, Sienna
Phillips, Isabella
Roberts, Maria
Rodriguez, Susan
Sanchez, Thomas
Shepard, Adrian

Monday Tuesday Wednesday

Per 1
Per 2
Per 3
Per 4
Per 5

Remove this period
Unplace all periods
Lock
Lock all
Move
Reserve
Solutions

New name

Subjects class Peri

BUSP401	NC4OA 3	0/5
EFAL4	NC4OA 3	0/5
LSCL4	NC4MAR 3	0/5
MARK301	NC3MAR 3	0/5
MCOM201	NC2MAR 3	0/5
MCOM301	NC3MAR 3	0/5

Show successive

General FCT Collective

F2 View
F3 Place

Bar Reverse

Build a Timetable

Click on the Build Tab and then select Build Option

Build speed



Speed

☒ Fast
☐ Slow

OK

Cancel

Select the Build Speed
Fast – Quick compilation
Slow – to ensure maximum number of doubles

Subjects Build

Subjects



Subjects	class	Peri
BUSP401	NC4OA 3	0/5
EFAL4	NC4OA 3	0/5
LSCL4	NC4MAR 3	0/5
MARK301	NC3MAR 3	0/5
MCOM201	NC2MAR 3	0/5
MCOM301	NC3MAR 3	0/5

Menu

TimetableBuildPrintSettingsSubst

Build NowRange buildRestore doublesSettings

DoneTT perfectClash freeNC2MGM ASummarisedLocked 0Moves 3,325

ClassesTeachers

NC2MGM A

NC2MGM 2

NC2MGM 3

NC3MGM A

NC3MGM 2

NC4MGM A

NC4MGM 2

NC4MGM 3

NC2MAR A

NC2MAR 2

NC2MAR 3

NC3MAR A

NC3MAR 2

NC3MAR 3

NC4MAR A

NC4MAR 2

NC4MAR 3

NC2OA E

NC2OA 2

NC2OA 3

NC3OA E

NC3OA 2

NC3OA 3

Monday

Tuesday

Wednesday

Thursday

Friday

Day 6

Day 7

Per 1

Per 2

Per 3

Per 4

Per 5

GeneralFCTCollective

F2 ViewNC2MGM A

F3 Place

EFAL2

Rodriguez,Susan

F6 Move

F7 Solution

Edit

Clear

SubjectsBuild

SubjectsTeacherPeri

EFAL2Rodriguez,Susan5

ENTR201Sherman,Scott5

FNMG201Jacobs,Moore5

LSCL2Brady,John5

ML2Buchanan,Tyler5

MPRC201Sherman,Scott5

OMNG201Ashley,Ryan5

Show successive

Example : .\saved\input completed.xls

1888

Restore Doubles

Improve timetable

Improve Timetable

FastVery Very SlowCancel

Fast: Will restore doubles to an acceptable level

Very, Very Slow – Maximum number of doubles

Print the Timetable

Menu

Example : .\saved\input completed.xls

100%

Timetable

Build

Print

Settings

Subst

Classes

Teachers

Rooms

Whos's free

Summarized

Workload

Done

Perfect

Clash free

NC2TOU A

Summarised

Locked 0

Moves 89,003

Timetable

Classes

Teachers

NC2MAR A

NC2MAR 2

NC2MAR 3

NC3MAR A

NC3MAR 2

NC3MAR 3

NC4MAR A

NC4MAR 2

NC4MAR 3

NC20A E

NC20A 2

NC20A 3

NC30A E

NC30A 2

NC30A 3

NC40A A

NC40A 2

NC40A 3

NC2TOU A

Bar

Reverse

Monday

Tuesday

Wednesday

Thursday

Friday

Day 6

Day 7

Per 1

STSA201

STOU201

EFAL2

STSA201

EFAL2

STSA201

STSA201

Per 2

EFAL2

CSHR201

STSA201

CSHR201

ML2

LSCL2

STOU201

Per 3

ML2

STSA201

STSA201

STSA201

STSA201

Per 4

LSCL2

STSA201

STSA201

STSA201

STSA201

Per 5

STSA201

STSA201

STSA201

STSA201

STSA201

Subjects

Build

Subjects

Subjects

Teacher

Peri

CSHR201

Harris, Jordan

5

EFAL2

Ballard, Wilson

5

LSCL2

Brady, John

5

ML2

Castro, Parker

5

STOU201

Roberts, Maria

5

STSA201

Peck, Thomas

5

STSA201

Figueroa, Bryan

5

Show successive

2021 October 13

Wednesday

General

FCT

Col

F2 View

F3 Place

NC2TOU A

STSA201

Figueroa, Bryan

F6 Move

F7 Solution

Edit

Print the Timetable
Classes, Teachers, Rooms,
Substitution, Summarised,
Workload

- ☒ NC2MGM A
- ☐ NC2MGM 2
- ☐ NC2MGM 3
- ☐ NC3MGM A
- ☐ NC3MGM 2
- ☐ NC4MGM A
- ☐ NC4MGM 2
- ☐ NC4MGM 3
- ☐ NC2MAR A
- ☐ NC2MAR 2
- ☐ NC2MAR 3
- ☐ NC3MAR A
- ☐ NC3MAR 2
- ☐ NC3MAR 3
- ☐ NC4MAR A
- ☐ NC4MAR 2
- ☐ NC4MAR 3
- ☐ NC2OA E
- ☐ NC2OA 2
- ☐ NC2OA 3
- ☐ NC3OA E
- ☐ NC3OA 2
- ☐ NC3OA 3
- ☐ NC4OA A
- ☐ NC4OA 2
- ☐ NC4OA 3
- ☐ NC2TOU A
- ☐ NC2TOU 2
- ☐ NC2TOU 3
- ☐ NC3TOU A
- ☐ NC3TOU 2
- ☐ NC3TOU 3
- ☐ NC4TOU A
- ☐ NC4TOU G



Example

"Be good - do good"

13 Oct 2021

NC2MGM A

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Per 1	FNMG201 Jacobs, Moore	LSCL2 Brady, John	EFAL2 Rodriguez, Su	MPRC201 Sherman, Sco	ENTR201 Sherman, Sco	OMNG201 Ashley, Ryan	ML2 Buchanan, Tyl
Per 2	EFAL2 Rodriguez, Su	FNMG201 Jacobs, Moore	OMNG201 Ashley, Ryan	MPRC201 Sherman, Sco	ENTR201 Sherman, Sco	LSCL2 Brady, John	ML2 Buchanan, Tyl
Per 3	MPRC201 Sherman, Sco	ML2 Buchanan, Tyl	LSCL2 Brady, John	ENTR201 Sherman, Sco	OMNG201 Ashley, Ryan	FNMG201 Jacobs, Moore	EFAL2 Rodriguez, Su
Per 4	ENTR201 Sherman, Sco	OMNG201 Ashley, Ryan	MPRC201 Sherman, Sco	FNMG201 Jacobs, Moore	LSCL2 Brady, John	ML2 Buchanan, Tyl	EFAL2 Rodriguez, Su
Per 5	ENTR201 Sherman, Sco	MPRC201 Sherman, Sco	FNMG201 Jacobs, Moore	LSCL2 Brady, John	ENTR201 Sherman, Sco	OMNG201 Ashley, Ryan	MPRC201 Sherman, Sco

NC2MGM	EFAL2	5 periods	A
NC2MGM	ENTR201	5 periods	A
NC2MGM	FNMG201	5 periods	A
NC2MGM	LSCL2	5 periods	A
NC2MGM	ML2	5 periods	A
NC2MGM	MPRC201	5 periods	A
NC2MGM	OMNG201	5 periods	A
Total			35 periods

Print options available:
PDF, Excel or Printer

How to make an ITS export file

Menu

Timetable Build Print Settings Subst

Return to Input New Save Load Details

Search

Filter: Alphabetically

Done TT perfect Clash free NC3MGM A Summarised Locked 0 Moves 45

Timetable

Classes Teachers

	Monday	Tuesday	Wednesday	Thursday	Friday	Day 6	Day 7
Per 1	PMGM301	PMGM301	EFAL3	MPRC301	OMNG301	FNMG301	LSCL3
Per 2	LSCL3	LSCL3	LSCL3	PMGM301	ML3	OMNG301	EFAL3
Per 3	FNMG301	OMNG301	ML3	ML3	EFAL3	MPRC301	PMGM301
Per 4	OMNG301	EFAL3	MPRC301				
Per 5	MPRC301	ML3	OMNG301				

Subjects Build

Subjects	Teacher	Peri
EFAL3	SANDILE Z	5
FNMG301	QXUNGU FTx	5
LSCL3	GQIBA TRC	5
ML3	QXUNGU FT	5

General FCT Collective

F2 View NC3MGM A PMGM301

F3 Place

Bar Reverse Edit Clear

Once your timetable is done, click on File Save.

Now click on

Click on **SETTINGS**

Click on **Save**

Menu

Timetable

Build

Print

Settings

Subst

100%

Rename

Changes

Register teachers

Rooms

Reserved Teachers

Export

Export

Standard export

SeroSoft export

ITS export

EdAdmin

Stars

CSV Save as CSV

Excel

ACT	year	camp	day	period	staff	code	grpty	grpval	venue	building	floor	room	staffn	qualifi	classn
noroom	2021		3	2	579000	OMNG2		A					GOBOS	NC2MG	A
noroom	2021		5	3	579000	OMNG2		A					GOBOS	NC2MG	A
noroom	2021		6	4	579000	OMNG2		A					GOBOS	NC2MG	A
noroom	2021		2	5	579000	OMNG2		A					GOBOS	NC2MG	A
noroom	2021		4	4	579000	OMNG2		A					GOBOS	NC2MG	A
noroom	2021		1	2	579003	FNMG2		A					GONDW	NC2MG	A
noroom	2021		5	4	579003	FNMG2		A					GONDW	NC2MG	A
noroom	2021		6	3	579003	FNMG2		A					GONDW	NC2MG	A
noroom	2021		4	5	579003	FNMG2		A					GONDW	NC2MG	A
noroom	2021		7	4	579003	FNMG2		A					GONDW	NC2MG	A
noroom	2021		1	3	579000	LSCL2		A					MALOP	NC2MG	A
noroom	2021		3	4	579000	LSCL2		A					MALOP	NC2MG	A
noroom	2021		5	1	579000	LSCL2		A					MALOP	NC2MG	A
noroom	2021		6	2	579000	LSCL2		A					MALOP	NC2MG	A
noroom	2021		7	5	579000	LSCL2		A					MALOP	NC2MG	A
noroom	2021		1	5	579001	ML2		A					QXUNG	NC2MG	A
noroom	2021		4	1	579001	ML2		A					QXUNG	NC2MG	A
noroom	2021		2	2	579001	ML2		A					QXUNG	NC2MG	A
noroom	2021		6	5	579001	ML2		A					QXUNG	NC2MG	A
noroom	2021		7	3	579001	ML2		A					QXUNG	NC2MG	A
noroom	2021		2	4	579000	ENTR20		A					QXUNG	NC2MG	A

Once your timetable is done, click on ITS Export.



Timetable



Build



Print



Settings



Subst

100%

Rename



Changes



Register teachers



Rooms



Reserved Teachers



Export

Export

Standard export

SeroSoft export



ITS export

EdAdmin

Stars



Save as CSV



Excel

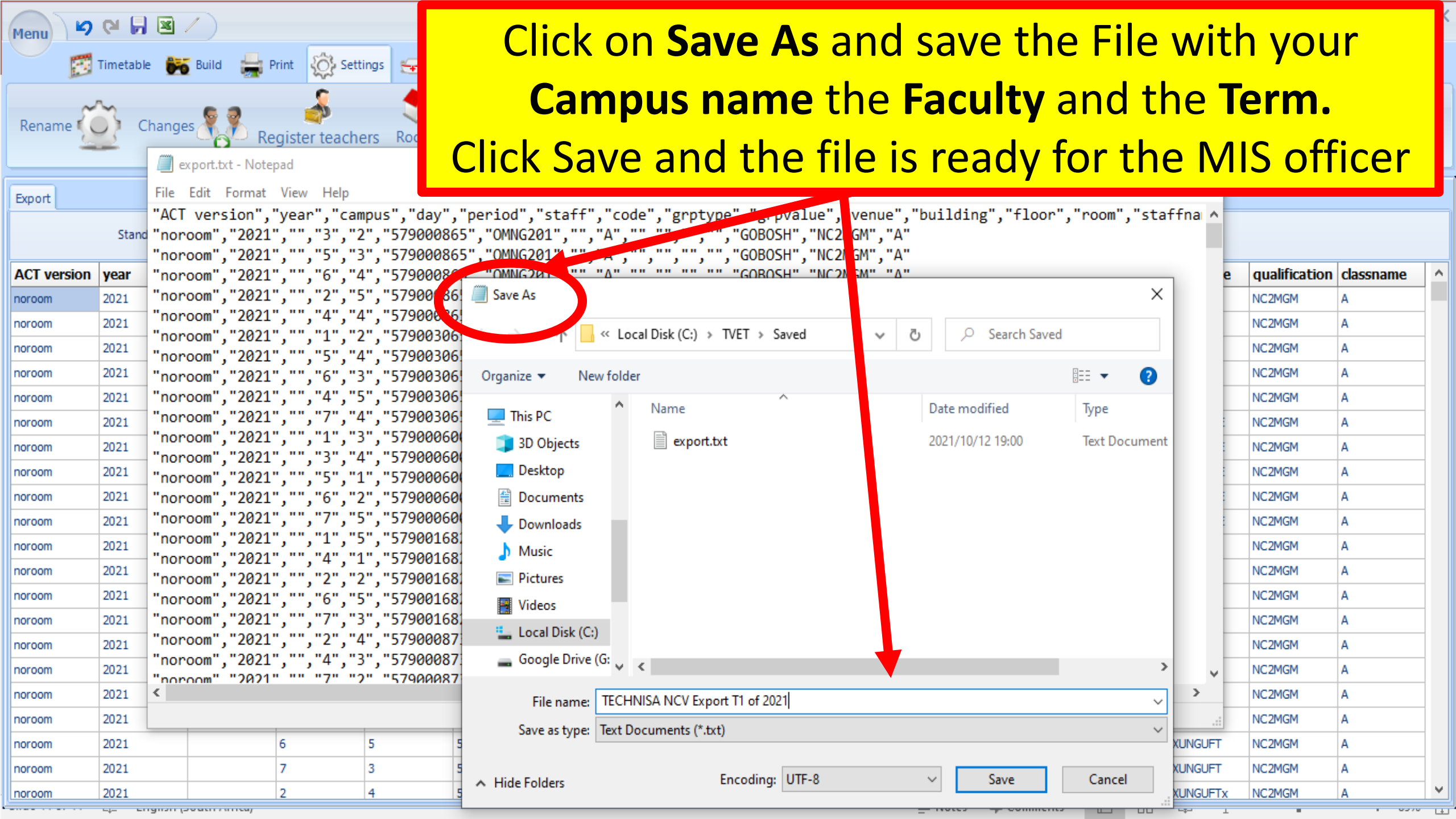
ACT version	year	campus	day	period	staff	code	grptype	grpvalue	venue	building	room	staffname	qualification	classname
noroom	2021		3	2	579000865	OMNG201		A				GOBOSH	NC2MGM	A
noroom	2021		5	3	579000865	OMNG201		A				GOBOSH	NC2MGM	A
noroom	2021		6	4	579000865	OMNG201		A				GOBOSH	NC2MGM	A
noroom	2021		2	5	579000865	OMNG201		A				GOBOSH	NC2MGM	A
noroom	2021		4	4	579000865	OMNG201		A				GOBOSH	NC2MGM	A
noroom	2021		1	2	579003065	FNMG201		A				GONDWEBE	NC2MGM	A
noroom	2021		5	4	579003065	FNMG201		A				GONDWEBE	NC2MGM	A
noroom	2021		6	3	579003065	FNMG201		A				GONDWEBE	NC2MGM	A
noroom	2021		4	5	579003065	FNMG201		A				GONDWEBE	NC2MGM	A
noroom	2021		7	4	579003065	FNMG201		A				GONDWEBE	NC2MGM	A
noroom	2021		1	3	579000600	LSCL2		A				MALOPEL	NC2MGM	A
noroom	2021		3	4	579000600	LSCL2		A				MALOPEL	NC2MGM	A
noroom	2021		5	1	579000600	LSCL2		A				MALOPEL	NC2MGM	A
noroom	2021		6	2	579000600	LSCL2		A				MALOPEL	NC2MGM	A
noroom	2021		7	5	579000600	LSCL2		A				MALOPEL	NC2MGM	A
noroom	2021		1	5	579001682	ML2		A				QXUNGUFT	NC2MGM	A
noroom	2021		4	1	579001682	ML2		A				QXUNGUFT	NC2MGM	A
noroom	2021		2	2	579001682	ML2		A				QXUNGUFT	NC2MGM	A
noroom	2021		6	5	579001682	ML2		A				QXUNGUFT	NC2MGM	A
noroom	2021		7	3	579001682	ML2		A				QXUNGUFT	NC2MGM	A
noroom	2021		2	4	579000873	ENTR201		A				QXUNGUFTx	NC2MGM	A

Click on CSV.

ACT version", "year", "campus", "day", "period", "staff", "code", "grptype", "grpval", "venue", "bu
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"noroom", "2021", "", "6", "2", "579000600", "LSCL2", "", "A", "", "", "", "MALOPEL", "NC2MGM", "A"
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"noroom", "2021", "", "6", "5", "579001682", "ML2", "", "A", "", "", "", "QXUNGUFT", "NC2MGM", "A"
"noroom", "2021", "", "7", "3", "579001682", "ML2", "", "A", "", "", "", "QXUNGUFT", "NC2MGM", "A"
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"noroom", "2021", "", "4", "3", "579000873", "ENTR201", "", "A", "", "", "", "QXUNGUFTx", "NC2MGM", "A"

A Notepad Document will
open

Click on **Save As** and save the File with your **Campus name** the **Faculty** and the **Term**.
Click Save and the file is ready for the MIS officer



Menu

Timetable

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100%

Rename

Changes

Register teachers

Rooms

Reserved Teachers

Export

Export

Standard export

SeroSoft export

ITS export

EdAdmin

Stars

CSV

Save as CSV

Excel

ACT	year	campus	day	period	staff	code	grptype	grpvalue	venue	building	floor	room	staffname	qualificatio	classname
noroom	2021		3	1	5020	OMNG201		A					AshleyRyan	NC2MGM	A
noroom	2021		5	5	5020	OMNG201		A					AshleyRyan	NC2MGM	A
noroom	2021		6	2	5020								AshleyRyan	NC2MGM	A
noroom	2021		7	5	5020								AshleyRyan	NC2MGM	A
noroom	2021		1	2	5020								AshleyRyan	NC2MGM	A
noroom	2021		4	3	5029								BradyJohn	NC2MGM	A
noroom	2021		6	1	5029								BradyJohn	NC2MGM	A
noroom	2021		7	2	5029								BradyJohn	NC2MGM	A
noroom	2021		2	3	5029								BradyJohn	NC2MGM	A
noroom	2021		1	4	5029								BradyJohn	NC2MGM	A
noroom	2021		3	2	5029								BradyJohn	NC2MGM	A
noroom	2021		5	3	5029								BradyJohn	NC2MGM	A
noroom	2021		6	4	5029								BradyJohn	NC2MGM	A
noroom	2021		2	5	5029								BradyJohn	NC2MGM	A
noroom	2021		4	4	5029								BradyJohn	NC2MGM	A
noroom	2021		4	2	5029								BradyJohn	NC2MGM	A
noroom	2021		7	4	5029								BradyJohn	NC2MGM	A
noroom	2021		3	3	5029								BradyJohn	NC2MGM	A
noroom	2021		5	4	5021	FNMG201		A					JacobsMoor	NC2MGM	A
noroom	2021		2	1	5021	FNMG201		A					JacobsMoor	NC2MGM	A
noroom	2021		3	4	5047	FEAI 2		A					RodriguezS	NC2MGM	A

Information

Info copied and ready to be pasted.

OK

Export to Excel

1. Click on ITS Export

2. Click on Excel

3. Click OK

Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Tell me what you want to do... Percy Human Share

Clipboard: Paste, Cut, Copy, Format Painter

Font: Times New Roma, 12, Bold, Italic, Underline, Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Percentage, Decimal, Fraction

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	ACT	vers	year	campus	day	period	staff	code	grp	type	grpvalue	venue	building	floor	room	staffnam	qualificat	classname			
2	noroom		2021		3	1	5020	OMNG201		A						AshleyRya	NC2MG	A			
3	noroom		2021		5	5	5020	OMNG201		A						AshleyRya	NC2MG	A			
4	noroom		2021		6	2	5020	OMNG201		A						AshleyRya	NC2MG	A			
5	noroom		2021		7	5	5020	OMNG201		A						AshleyRya	NC2MG	A			
6	noroom		2021		1	2	5020	OMNG201		A						AshleyRya	NC2MG	A			
7	noroom		2021		4	3	5029	LSCL2		A						BradyJohn	NC2MG	A			
8	noroom		2021		6	1	5029	LSCL2		A						BradyJohn	NC2MG	A			
9	noroom		2021		7	2	5029	LSCL2		A											
10	noroom		2021		2	3	5029	LSCL2													
11	noroom		2021		1	4	5029	LSCL2													
12	noroom		2021		3	2	5043	ML2													
13	noroom		2021		5	3	5043	ML2													
14	noroom		2021		6	4	5043	ML2													
15	noroom		2021		2	5	5043	ML2													
16	noroom		2021		4	4	5043	ML2													
17	noroom		2021		4	2	5021	FNMG201		A						JacobsMc	NC2MG	A			
18	noroom		2021		7	4	5021	FNMG201		A						JacobsMc	NC2MG	A			
19	noroom		2021		3	3	5021	FNMG201		A						JacobsMc	NC2MG	A			
20	noroom		2021		5	4	5021	FNMG201		A						JacobsMc	NC2MG	A			
21	noroom		2021		2	1	5021	FNMG201		A						JacobsMc	NC2MG	A			
22	noroom		2021		3	4	5047	EFAL2		A						Rodriquez	NC2MG	A			

Export to Excel

1. Paste in Excel Spreadsheet
2. Click on Save