

# Timetable Genius © 2000-2009

by AussieSoft

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## 1. CHECK YOUR TIMETABLE GENIUS PACKAGE



- Timetable Genius CD-ROM
- Software registration form. Please complete the form and return to AussieSoft. It is your proof of purchase.
- Activation procedure

## 2. SOFTWARE REGISTRATION AND SUPPORT

Please take the time to register your copy of Timetable Genius. Complete the registration form and send to AussieSoft or register through our website [www.aussiesoft.com.au](http://www.aussiesoft.com.au). You may also send an email from within Timetable Genius.



Post: 29 Pitt St., South Oakleigh, Victoria 3167, Australia

Fax: 03 9576 4244 Tel: 03 9576 4066

email: [software@aussiesoft.com.au](mailto:software@aussiesoft.com.au)

Support can only be provided to registered owners of Timetable Genius.

## 3. TIMETABLE GENIUS LICENCING CONDITIONS AND PROCEDURE

Timetable Genius is sold according to a licencing system based on the number of staff that can be entered into data. When the program is first installed you are allowed to enter up to 5 staff members before you must enter a Licence Extension Key. Even though you may have paid your software supplier for a licence, the program will not be setup until you follow the following procedure. Upon payment of the appropriate licence fee, licences are granted based on the following increments in the number of staff. 1 to 20, 21 to 50, 51 to 100, 101 to 150 and 151 to unlimited.

Licences can only be issued by AussieSoft either directly or through your software supplier. To obtain a Licence Extension Key the following information must be supplied.

1. Your Timetable Genius serial number that is on the original CD-ROM case.
2. Your personal Key. When you run Timetable Genius for the first time a window will open stating that you are able to enter up to 5 staff. Your Personal Key is shown midway down the left side.
3. The number of staff you wish to create in data.

After confirmation that the appropriate fee has been paid, AussieSoft will supply the Licence Extension Key. Enter the Licence Extension Key into the Licence Extension window.

You may contact AussieSoft through the following means:

email: [software@aussiesoft.com.au](mailto:software@aussiesoft.com.au) (preferred). Fax: 03 9576 4244. Tel: 03 9576 4066

or by post to: 29 Pitt St., Oakleigh South, Vic 3167, Australia

You may also send this information by email to AussieSoft from within Timetable Genius.

Copying of this program, other than for backup purposes, is illegal.

## 4. DEVELOPMENT AND SUPPORT TEAM

Malcolm Slade BE(Melb), Lynnette Slade TSTC, Bret Slade BA, M Ed.

## 5. OVERVIEW

Timetable Genius provides a rapid means for the creation of timetables. Once the necessary data has been entered, timetables may be created very quickly (a matter of minutes) as new versions are required. No longer do you need the hit and miss method of whiteboards, coloured tape and marking pens.

Timetable Genius manages the constraints on the resources of Classes, Classrooms and Staff members

according to well defined rules. Timetable Genius also allows you to check whether a student's classes have any conflicts across courses and you can produce individual student rosters. Classes may be common across courses and also, if required, may be forced into defined sessions. Classrooms may also be designated as specific to a particular class, or classes.

Timetable Genius also provides a means of managing an institution's data and so the data is available for user designed reports.

## 6. ABOUT THIS MANUAL

The purpose of this manual is to provide information on:

Hardware and software requirements.      Setup and un-install procedures.  
Where to obtain support.                      Procedure descriptions.

## 7. HARDWARE AND SOFTWARE REQUIREMENTS

### 7.1 Hardware

An IBM PC or fully compatible computer.

The processing power you will require depends on the number of classes, classrooms and staff that you define. A Pentium 3 processor is a minimum and will handle up to about 20 staff without undue delay. Large institutions, such as universities will require the fastest processor available.

At least 128 Mb of RAM, depending on your operating system.

CD-ROM drive.

Ok to run on a screen resolution of 600x800, but scrolling will be required.

Mouse or similar pointing device.

Sound Blaster compatible sound card required.

The program requires that your monitor is set for greater than 256 colours. Pictures will not display correctly at 256 colours.

### 7.2 Software

Windows 98, Me, XP Home, NT4, 2000, XP Pro.

## 8. SETUP

1. Close all other applications which may be running.
2. Place the Timetable Genius CD-ROM in the CD-ROM drive. If your CD-ROM is set for autorun after some 10 seconds a window will open showing the files on the CD-ROM.
3. Double click on the Setup.exe file, or, click on Start – Run and enter D:\Setup assuming D is your CD-ROM drive.
4. During set up you will be asked to enter a serial number which will be found on the CD-ROM case.

## 9. UN-INSTALLING TIMETABLE GENIUS

When you install Timetable Genius it is automatically registered within the Windows 9x registry. Therefore, to un-install all you need to do is use the Windows Program removal procedure.

- |  |  |
|--|--|
| 1. Click on the 'Start' button in the Taskbar. | 2. Click on 'Settings'                   |
| 3. Click on 'Control Panel'                    | 4. Double click on the 'Add/Remove' icon |
| 5. Click on Timetable Genius in the list       | 6. Click on the 'Add/Remove' button.     |

## 10. RUNNING TIMETABLE GENIUS

1. Click on the **Start** button in the task bar.
2. Click on Programs.
3. Click on Timetable Genius.

## 11. THE PROCESS OF CREATING TIMETABLES

### 11.1 The data entry phase

Data must be entered to create timetables. Timetable Genius also provides a means of storing data describing your organisation and operational rules. The database is designed on the principle that data should be entered once and once only. As the data is stored in a Microsoft Access(R) database you can build your own custom reports.

Please note: If you change the field definitions within the database, or save the database in a format later than Access97(R), Timetable Genius will cease to function. It is always good practice to make a copy of the data file before accessing it.

The data is divided into:

Administrative data

Staff data (Click on [File-Print-Staff data collection form] to print a form to hand out to staff)

Student data (Click on [File-Print-Student data collection form] to print a form to hand out to students)

Casual replacement teacher data

Inventory

You can switch between data entry forms by clicking on the 'Switch/Save' tab and click on the form you wish to switch to.

A sample database (Example.mdb) can be found in the 'Data' folder in your Timetable Genius folder.

### 11.2 The data entry wizard

The data that Timetable Genius requires is comprehensive and inter-reacting. Unfortunately it is not possible to provide a simple series of steps to enter the data. Timetable Genius overcomes this with the Data Entry Wizard. It is strongly recommended that users use the wizard the first time they enter data. The wizard will guide you through the data entry process as it steps backwards and forwards through the data forms. Once you get a feel for the process you can open your data file and edit it directly. At each stage the data that must be entered is indicated by its label printed in italic text. Before you proceed to the next step make sure that you click on the relevant 'Add' button. You can step back at any time and change the data however make sure that you click on the 'Update' button.

To start the Data Entry Wizard, click on [Win9x 'Start' button - Programs - AussieSoft - Timetable Genius]. When Timetable Genius is loaded, click on the 'Start data entry wizard' button. If necessary move this window to see more of the data entry window underneath. If after completing the data wizard you find that you need to enter more data simply open the data file and enter the data directly.

### 11.3 Enter data directly

When Timetable Genius is loaded, click on the 'Create new data file' button. To open an existing data file click on the 'Open data file' button, or the 'Open last used data file' button. When you click on any of these buttons a popup menu is displayed. Click on the required 'Display administration entry form...', the 'Display staff entry form...' or the 'Display student entry form...' menu item.

#### 11.3.1 Entering data on a form

Data is entered into a text box or by selecting an item from a list and adding it to a text box. In the latter case the text box is not directly editable.



The hand pointer in the vicinity of an 'Add' button indicates that you can add an item to a text box directly by clicking on the item and drag/drop it onto the text box. In other cases where you have entered data into a text box, the hand pointer indicates that you can add the new data to the list with a drag/drop onto the list.

#### 11.3.2 Amending data

To amend the data belonging to an item in a list, click on the item, amend the data and click on the 'Update' button. To amend the data for the same item immediately again you must click on the item. If you have just added an item to amend the data you must click on the item. This procedure provides a safeguard against amending data for an item other than the one intended.

## 12. ADMINISTRATIVE DATA

The data in this section defines:

The institution, campuses, faculties, departments, buildings, classrooms, sessions, classes, courses, subject streams, subjects and some miscellaneous data.

### 12.1 The institution

Click on the 'Institution' tab if it is not already to the front. The data will be saved when you exit the form. If you wish to save data as you progressively enter the data (highly recommended), click on the 'Switch/Save' tab and then the 'Save' button.

#### Data item

Institution name

Institution name - 2nd part

Phone, fax, email

Year level, Year level abbreviation

In the right hand column is a default list of 'Year levels'. Edit the list as required.

The 'Year level' enables preference to be given to classrooms when allocating classes. There must be at least one entry in the 'Year levels' list.

Building(Institution HQ)

If a building list has been created, click on a building and click on the 'Add' button.

Title of Institution head

This enables you to customize user defined reports. Enter the title into the text box.

Name of Institution head

If you have created a staff list, click on the staff member and click on the 'Add' button.

Title of person reporting to the head

This enables you to customize user defined reports. Enter the title into the text box.

Name of person reporting to the head

If you have created a staff list, click on the staff member and click on the 'Add' button.

### 12.2 Campuses

Click on the 'Campuses' tab if it is not already to the front. If your institution does not have campuses there is no need to enter data. When you have finished entering the data click on the 'Add campus to list' button.

#### Data item

Campus name

If you are entering a campus this entry is mandatory. Click on the 'Add campus to list' button.

Buildings on campus

After you have created a list of buildings click on a building and then the 'Add building to list' button, or drag/drop the selected building to the list.

### 12.3 Faculties

Click on the 'Faculties' tab if it is not already to the front. If your institution does not have faculties there is no need to enter data. When you have finished entering the data click on the 'Add faculty to list' button.

#### Data item

Faculty name

If you are entering faculty data this entry is mandatory.

Phone, fax and email

Departments list

When you have entered the departments this list will become populated.

Building(Faculty HQ)

After you have created a list of buildings, click on a building and click on the 'Add' button, or drag/drop the selected building to the text box.

Title of the faculty head

Enter the title, eg. Dean.

**Name of the faculty head**

After creating a list of staff members, click on a staff member and click on the 'Add' button, or drag/drop the selected staff member to the text box.

**12.4 Departments**

Click on the 'Departments' tab if it is not already to the front. If your institution does not have departments there is no need to enter data. When you have finished entering the data click on the 'Add department to list' button.

**Data item**

Department name

If you are entering department data this entry is mandatory.

Phone, fax and email

Faculty

This is the faculty that the department belongs to. If you have created faculties click on a faculty in the list and click on the 'Add' button, or click and drag/drop the faculty onto the text box.

Building(Department HQ)

If you have created the list of buildings click on a building and click on the 'Add' button, or click and drag/drop the building onto the text box.

Department head title

Enter the title directly into the text box.

Department head

If you have created the staff list click on a staff member and click on the 'Add' button, or click and drag/drop the staff member onto the text box.

**12.5 Buildings**

Click on the 'Buildings' tab if it is not already to the front. These are the buildings that house the classrooms that you have access to. The buildings do not necessarily have to be structures. For example you might want to identify 'out doors' as a building and enter various playing fields as classrooms. A building does not necessarily have to have classrooms. In that case the entry may be useful for statistical and reporting purposes. Also, include buildings that do not belong to the institution but your institution uses classrooms in the buildings.

Timetable Genius will produce a report alerting you if a timetable has been created in which two classes in the same course have been allocated adjacent sessions but are in classrooms which are in different buildings. In such cases there may be a student travel time problem. When you have finished entering the data click on the 'Add building to list' button.

**Data item**

Building name

Address 1, Address 2, Address 3,Address 4, Postcode

Phone, fax and email

Comments

Text as required.

**12.6 Classrooms**

Click on the 'Classrooms' tab if it is not already to the front. When you have finished entering the data click on the 'Add classroom to list' button.

**Data item**

Classroom name

Enter a name for the classroom. Try to keep the name brief so as to keep the timetable easy to read.

Classroom is specific to a particular group of classes.

Some classrooms are designed to accommodate particular classes, such as physics practical work, music rooms. Click on the check box as required. When creating classes all classrooms that have been so designated will appear in a list to be selected from as needed.

**Classroom student capacity**

This item is used when you have created students in the database and created timetables. You can then ask Timetable Genius to perform an audit to check whether the number of students in a classroom during any session exceeds this figure.

**Comment**

Enter text as required.

**Give preference to year level**

Selecting a year level for the classroom will give preference to classes with that year level when allocating the class to the classroom.

**Building**

Select a building from the list and click on the 'Add' button, or click on a building and drag/drop it onto the text box.

**Title of person responsible for the room**

Enter the title directly into the text box.

**Name of the person responsible**

Click on a staff member and click on the 'Add' button, or click and drag/drop the staff member onto the text box.

**Show classroom session unavailability**

You can make a classroom unavailable for any session(s). Click on the button to reveal a list of days. Click on a day and the sessions for that day will be shown. Click on a session and then the 'Add to unavailable list' button. Repeat for other sessions. Hide the lists by clicking on the 'Hide classroom session unavailability' button.

**12.7 Sessions(called periods in some institutions)**

Click on the 'Sessions' tab if it is not already to the front. Click on the number of weeks in the timetable cycle. You can enter as many sessions in a day as you wish. You are only restricted in that each day must have the same number of sessions. If you do not define a session on a particular day no classes will be allocated to that session. You can also define a session and make it available or unavailable as required.

Define a session as follows.

1. Enter a session number, say 1.
2. Select a day from the list.
3. Enter the start time of the session in 24 hour format.
4. Enter the finish time of the session in 24 hour format.
5. Check the 'Is available' box as required.
6. Click on the 'Add' button.

To amend a session click on the session in the grid, amend the required data and click on the 'Update' button.

**Data item****Session**

Enter a session number.

**Days of the week list**

Click on a day to select it.

**Start time**

Enter a start time in hh:mm 24 hour format. Consider leaving a small amount of time between sessions.

**Finish time**

Enter a start time in hh:mm 24 hour format. Consider leaving a small amount of time between sessions.

**Is available**

If this box is checked the session is available for class allocation.

## 12.8 Classes

Click on the 'Classes' tab if it is not already to the front. When you have finished entering the data click on the 'Add class to list' button.

### Data item

#### Class title

Enter a title for the class. Try to keep the title brief so as to keep the timetable easy to read.

#### Department

Click on a department in the list and click on the 'Add' button, or click on a department and drag/drop it onto the text box.

#### Contiguous

It is often a requirement to ensure that a class occupies two or more adjacent sessions. Click on the down arrow of the drop down list box and select the number of contiguous sessions. The number of sessions per week must be a multiple of the number of contiguous sessions.

#### Number of sessions per week

This is the total number of sessions per week. The number of sessions per week must be a multiple of the number of contiguous sessions.

#### Session in the week

This enables you to force Timetable Genius to set a specific session for up to eight sessions in the week. If the number of sessions in the week is, for example 4, and the number of contiguous sessions is 2, then you would be able to set two start sessions. To set a start session click on a session number option button, click on a day and select a session.

#### Comment

Enter text as required.

## 12.9 Courses

Click on the 'Courses' tab if it is not already to the front. When you have finished entering the data click on the 'Add course' button. For each course you define you can create a timetable. Courses are composed of classes. There is no restriction on which classes are combined to make courses. Classes can appear in more than one course and are called cross course classes.

**Course design.** See under Student functions - Subject selection analysis

### Data item

#### Course name

As far as possible try to give a course name that generally describes the classes.

#### Course classes list

Click on a class and click on the 'Add class to course' button, or click on a class and drag/drop it onto the course class list. Repeat for other classes. As you add classes the total number of sessions in the week that the course will require is calculated for you.

## 12.10 Some miscellaneous data

Click on the 'Misc.' tab if it is not already to the front. Timetable Genius provides full flexibility in the preparation of data. It achieves this by storing all data in tables inside the database.

Click on the 'Staff designations' tab if it not already to the front. When you have completed entering the data click on the 'Add to list' button. Some examples of staff designations are: Professor, Principal, Senior teacher, lecturer.

Click on the 'Honorifics' tab if it not already to the front. When you have completed entering the data click on the 'Add to list' button. Some examples of honorifics are: Mr., Mrs, Ms, Dr., Prof., Sir, Dame.

Click on the 'Staff qualifications' tab if it not already to the front. When you have completed entering the data click on the 'Add to list' button. Some examples of staff qualifications are: BE(Elec), PhD, TSTC, M Arts.

Click on the 'Staff active status' tab if it not already to the front. When you have completed entering the data click on the 'Add to list' button. When creating timetables, Timetable Genius needs to know whether a staff member is available for teaching duties. Only staff members who are designated as active can be allocated classes. There must be at least one item in the list which has the property 'Active'. Typical examples of active statuses could be:

<b>Status</b>	<b>Active check box</b>
Full time	Checked
Casual	Checked
On annual leave	Not checked
Sabbatical	Not checked
Sick leave	Not checked
Administration	Not checked
Administration/teaching	Checked

### 13. STAFF DATA

The data in this section defines:

Personal data, administrative data, qualifications, staff classes, unavailable sessions.

#### 13.1 Personal

Click on the 'Personal' tab if it is not already to the front.

##### **Data item**

Family name, Given name

Mandatory

Honorific

Select from the drop down list.

Date of birth

Enter the date in one of Windows standard forms. For example, DD/MM/YY

Sex

Select from the drop down list.

Address, Address-2nd part, Address-3rd part, Address-4th part

Postcode,Phone, fax, email

#### 13.2 Administration

Click on the 'Administration' tab if it is not already to the front.

##### **Data item**

Commencement date

The date at which the staff member joined the institution.

Finished date

Enter if the staff member has left the institution. The active status should be set to one that is inactive.

Hours per week

This is the number of hours per week that the staff member is expected to be in class. Timetable Genius will give a warning if this figure is exceeded. The time is calculated from the actual duration of each session.

Department

Select the department that the staff member belongs to. This is mandatory.

Designation

Select the appropriate staff member's designation.

Active status

Select the staff member's active status. This is mandatory.

### 13.3 Qualifications

Click on the 'Qualifications' tab if it is not already to the front. Click on a qualification and click on the 'Add to list' button, or click on a qualification and drag/drop it onto the staff member's qualification list. Repeat for other qualifications.

### 13.4 Classes

Click on the 'Classes' tab if it is not already to the front. Staff members may be allocated more than one class, but a class can only be allocated to one staff member. If there are too many students for a class then create a new class. Click on a class and click on the 'Add' button, or click on a class and drag/drop it onto the staff member's class list. Repeat for other classes.

### 13.5 Unavailable sessions

Click on the 'Unavailable sessions' tab if it is not already to the front. Timetable Genius will not allocate a staff member for sessions defined as unavailable. Click on a day and select a session from the list. Click on the 'Add' button or click and drag/drop a session to the Unavailable sessions list. Click on the 'All day' button to add all the sessions on the selected day.

## 14. STUDENT DATA

### 14.1 Personal

Click on the 'Personal' tab if it is not already to the front.

#### Data item

Family name, First given name, Second given name

Sex

Select from the drop down list.

Address, Address-2nd part, Address-3rd part, Address-4th part

Phone, fax, email

Year level

Select a year level from the list.

### 14.2 Subject list

If you have defined subjects then this section applies. Click on the 'Student's subjects' tab if it is not already to the front. If you have defined subject streams, click on a subject stream else, click on the 'Show all subjects' button. In many institutions students enroll for subjects according to a subject stream, with some students taking extra subjects. Click on a subject and click on the 'Add selected' button or click on the 'Add all' button. Repeat for other subjects as required.

### 14.3 Class list

Click on the 'Student's classes' tab if it is not already at the front. If you have created a subject list click on a subject. The class(es) associated with that subject will be listed in the 'Classes of the selected subject' list. If you have not allocated classes to subjects, click on the 'Show all classes' button. Click on the class(es) you wish to assign to the student. Click on the 'Add selected' button.

### 14.4 Parents

Click on the 'Parents' tab if it is not already at the front. Enter the 'Parent' data as required.

### 14.5 Photograph

Timetable Genius enables you to store a reference to the location on your hard disk drive of a graphics file containing a picture of a student. Enter the path to the graphics file or click on the 'Browse' button and navigate to the graphics file. Timetable Genius will only recognise .bmp and .jpg format graphics files. The picture itself is not stored in the data file and so if you delete or move the graphics file Timetable Genius will no longer display it.

## 14.6 Other

Click on the 'Other' tab if it is not already to the front.

### Data itemt

Medical

Enter text as required concerning any special medical needs of the student.

Comment

Enter text as required.

## 15. CASUAL REPLACEMENT TEACHERS

Casual replacement teachers are a special case of normal staff data, but with two special reports.

Click on the required data file buttons in the introduction window and click on the 'Casual replacement teacher' menu of the pop up menu.

Enter the data as for other staff. Note that there is only one Active status and is set so that casual teachers do not influence the production of timetables.

### 15.1 Reports

1. Casual replacement teacher availability.

This report will identify the casual replacement teachers that are available for a given session and day of the week. You can then assign the appropriate teacher to the session(s). From within this report you can show the availability of the selected teacher.

2. Casual replacement teacher usage.

For a selected teacher this report will show the usage(assignments). The usage may be exported to an 'Excel' spreadsheet.

## 16. CREATING TIMETABLES

Having prepared the data you are now ready to create timetables. Timetable Genius allows you to create a timetable for each course one by one. However if the courses contain cross course classes the timetables will not be correct unless you specify start sessions for those classes. For this reason it is advisable to create all timetables as a batch. If you are creating timetables for a relatively small number of courses, less than 20, by default Timetable Genius will show each timetable in its own window. However for large numbers of timetables this approach would open too many windows and could also cause Windows to run into memory and resource problems. Instead Timetable Genius will produce a list of the timetables in a separate window. You can then click on a timetable in the list and its window will be opened.

To produce timetables click on the 'Timetables' button in the opening window. If a data file is not already opened you will be asked to open one.

### 16.1 Auditing classes

When you create a class it is quite possible that you will forget to include the class in a course. Unless you specify otherwise, Timetable Genius will check that each class is included in at least one course.

Following the audit, a window will open with another window overlaid on it showing all the courses. Remember it usually advisable to calculate timetables for all the courses in one batch. Click on the compute button. The time taken to produce the timetables will depend on the power of your PC and the number of courses, classes, classrooms and staff. At first not much will seem to be happening because Timetable Genius is searching for cross course classes and other special requirements.

### 16.2 Exception reports

Not all data inconsistencies can be detected at data preparation time and there may be situations where your data requirements cannot be met. In these situations Timetable Genius will not stop but will alert you by producing an exception report. When all timetables have been calculated you will be notified if there are any exception reports and be given an opportunity to open the list. You can then exit the timetables window, correct the data if necessary and try again. You will notice that you can print the exception report if required.

## 16.3 Printing timetables


To print the timetables click on [File - Print] and the print options window will open. Timetable Genius requires that the printer be set to print in landscape mode. You can set this in a number of ways.

1. Click on [Start - Setting - Printers]. Right click on the printer and select properties. Select landscape.
2. In Timetable Genius timetables window click on [File - Print setup] and select landscape.
3. Wait to you are about to print. You will be advised if the printer orientation is not landscape and enable you to change. This will not change the orientation permanently.


## 16.4 Page setup

Click on the 'Page layout' button. To move a text box on the page click on the text box and a dotted rectangle will appear. Click in the rectangle, hold the mouse button down and drag the item to where you would like it. You can also edit the default text as required.

### Extra text boxes

Add extra text boxes by clicking on [Insert - New text frame] or this button in the toolbar.  Enter text into the text box and drag it to the desired position.

### Picture frames

You can add picture frames to your document and insert a picture. Click on [Insert - Picture frame] or this button in the toolbar.  Click on [Insert - Picture from file] and select a picture file (jpg, bmp or wmf). This is useful for institution logos etc.

## 16.5 What to print

Click on a check box to select whether to print the subject, classroom and/or staff member.

### Staff rosters

Click on the 'Staff rosters' tab. Select whether to print the subject and/or classroom.

### Classroom occupancy

Click on the 'Classroom occupancy' tab. Select whether to print the subject and/or staff member.

## 17. STAFF REPORTS

Impact of an absent staff member

Click on the 'Report' tab. Click on the 'Classes' button. Click on the day of the week the staff member will be absent. This will reveal the affected sessions and classes. Click on a session. Shown is:

The students effected.

Staff members not rostered during that session.

Other classes rostered at the selected session, allowing the possibility of moving students to those classes.

Click on a student to show the student's details.

## 18. STUDENT FUNCTIONS

After you have created timetables and student data you can perform the following functions.

### 18.1 Auditing a student's class list

You can check whether a student's classes have any clashes within the timetables. In the student's data entry form click on the 'Audit classes' button. If there are clashes you will be notified and given the choice to open the exception report.

### 18.2 Creating students' rosters

Click on the 'Student rosters' button. You will be asked to open a saved timetable file. The timetable window will open with a list of the students overlaid. Click on a student or select 'All' and click on the 'Compute' button.

### 18.3 Printing students' rosters

Click on [File - Print]. Printing is the same as for timetables.

## 18.4 Calculate classroom occupancy

For a particular timetable file, this function will calculate the number of students in each classroom.

## 18.5 Subject stream occupancy

If you have compiled subject streams, this function will compile the lists of students in each subject stream. The totals may be misleading as a student has only to be enrolled for only one subject in the stream to be counted.

## 18.6 Subject occupancy

If you have created subjects, this function will compile lists of students in each subject.

## 18.7 Class occupancy

This function will compile lists of students in each class.

## 18.8 Subject selection analysis

To aid in Course design, initially you may wish to allow students to select from lists of subjects as they wish. This function will analyse the combinations of subjects that students have chosen and display them in order of popularity. Using these subject combinations courses may be designed on the most popular selections.

## 19. DATA IMPORT WIZARD

In many institutions there will be data that Timetable Genius requires already stored in other applications' databases. This will be particularly so for staff and student data.

Timetable Genius allows you to import relevant data directly from those databases on a table by table and field by field basis.

Data can be imported only from databases that the import Wizard can connect with. A list of such database types can be found in the Control Panel - ODBC Data sources(32 bit) applet. Click on the Drivers tab to view the available list. To add a driver to the list, click on the Add button and enter a Data Source Name of your choice. (ODBC - Open DataBase Connection).

Although text files may be listed as a data file type, Timetable Genius uses its own driver. Timetable Genius will import data from character delimited text files.

After you have opened the Timetable Genius and external data files, if the external file format is recognised, lists of the embedded tables will be displayed. Click on a table and then a field for each file. Click on the 'Associate fields' button. Repeat for all the fields that you want to import data into. A text file has only one table and is the text file name.

## 20. THE INVENTORY

Timetable Genius enables you to create a database of items such as overhead projectors, computers, tables and such. However it is more than a simple database. The Inventory allows you to assign items on a 'permanent basis' to classes. Then, for a timetable, the use of an item for each session in a day can be displayed. Items may also be assigned to staff members, session by session, for casual use. In this way the assignment of an item to be in different places at the one time can be avoided.

Data should be created in the Administration and Staff modules before creating items in the Inventory.

### 20.1 Entering an item into the Inventory

At the introduction window, click on the 'Open data file' button or the 'Open last used data file' button. Click on the 'Display inventory form...' menu item in the pop-up menu.

1. Click on the 'Serial #' text box and enter a serial number of your choice. The Inventory does not require any special format of the serial number, but a serial number must be entered.
2. Click on the 'Acquired' text box and enter the date the item was obtained. This entry is optional. To avoid format errors in entering a date, click on the 'Show calendar' button. Select the month and year and then click on the day of the month. This will enter the date into the text box for you in a correct format, depending on the international settings of Windows.
3. If the item is available for use, click on the 'Yes' option. If the 'No' option is chosen the item may still be assigned, but you will be prompted.

4. Enter a description of the item into the 'Description' text box. A description is mandatory.
5. Enter any comment about the item into the 'Comment' text box.
6. Click on the staff member responsible for the item.
7. Click on the room that the item is stored in. If the room is not a classroom, you will need to enter the room as a classroom in the Administration module and make the room unavailable for all sessions.
8. Click on the 'Assign item' tab.

To permanently assign the item to classes, click on a class and click on the 'Add <<' button, or click and drag/drop the class onto the classes list. It is possible in an existing timetable that assigned classes may occur on the same session on the same day. To check for conflicts, click on the 'Assign to session(s)' button. You will be asked to open a timetable file. Timetable Genius will then show the 'permanent' assignments and inform you if there are any conflicts. If you assign classes to an item and then create a timetable, any conflicts that may occur will be reported in an Exception report.

To assign an item on a casual basis to a session(s), click on the 'Assign to session(s)' button. Select the year and month and then click on a day. Click on a session to assign the item to that session. Click on the 'Save assignments' button. To display a log of the item's assignments between two dates, click on the 'Display log' button.

Note: The calendar will enter a date into the object that has the focus. For example, if the text cursor is flashing in the 'From' text box, selecting a date with the calendar will insert a date into that text box. Similarly if you click on the day/session table, the calendar will insert a date into the selected session.

9. Click again on the 'Details' tab and click on the 'Add item' button.

## 20.2 Changing an item's values

1. Click on the item
2. Change the particular value.
3. Click on the 'Update item' button.

## 20.3 Reports

Click on the 'Reports' tab

1. Usage of a selected item. This is the same as clicking on the 'Assign item to session(s)' button under the 'Assign item' tab.
2. Usage log for all items. Displays a list of the assignments for all items between two dates.

## 21. WHERE TO FIND MORE HELP

Menu items referred to here are accessed from the opening window.

### 21.1 A presentation on Timetable Genius

Click on [Help - Presentation]. To exit the presentation press the Esc key.

### 21.2 The animated helpers

Timetable Genius employs the services of Microsoft's animated agents which we call 'Helpers'. The helpers make appropriate gestures and speak the messages that Timetable Genius wants to convey to you. The helpers are turned off by default as some versions of windows do not support them.

### 21.3 Turning the helpers off

#### Hiding temporarily

Right click on a helper and click on 'Hide'. The next time Timetable Genius gives you a message the helper will reappear.

#### Turning them off altogether

Right click on a helper and click on 'None'. This will turn the helpers off until you turn them on again. You can also click on [Help - Help characters - 'None'].

### 21.4 Turning a helper on

Click on [Help - Characters - the helper you want]

### 21.5 Moving a helper

Click on the character and drag it to the position you want.

## 21.6 Help on a particular item

Click on the question mark in the top right of the window and hold down the mouse button. The mouse cursor changes to an arrow and question mark. Drag the cursor to the item and release the mouse button.

## 21.7 This manual online

Click on [Help - Contents] or [Help - Search]

## 21.8 Tip of the day

A 'Tip of the day' is shown when Timetable Genius runs. To show the 'Tip of the day' at a later time click on [Help - Tip of the day]

## 21.9 Send a query to AussieSoft by email

From within Timetable Genius you can send a query to AussieSoft by email. Of course you can use an email client such as Microsoft's Outlook Express, but this feature enters AussieSoft's email address and subject heading for you, leaving only the text of the message for you to fill in. On the opening window, click on [Help – Send an email to AussieSoft...]

## 22. USER GENERATED REPORTS

Timetable Genius stores all its data in Microsoft Access97(R) data base files. If you are knowledgeable in Access programming the data is available for you to generate you own reports and prepare you own data entry forms if you so desire. You can also create your own data files by importing data from other database formats. The table and field definitions may be down loaded form our web site [www.users.bigpond/aussiesoft](http://www.users.bigpond/aussiesoft).

WARNING. Changing table and field definitions or upgrading the database format to later than Access97 will make the file unreadable by Timetable Genius and will crash the program.

## 23. OPTIONS

You can vary the way Timetable Genius performs by clicking on [Options] in the introduction window menu bar.

1. Upgrade licence  
This will enable you to upgrade your Timetable Genius licence without waiting for the number of staff to exceed your current licence.
2. Make backup of data before opening.  
It is wise to make a backup so that you can revert to a previous version of a data file in case of data corruption.
3. Auto increment data file version  
The data file version is stored in the file and is available to print on timetables. It is important to be able to distinguish between data file versions where you might have created more than one file for backup purposes. This option will ensure that a new version of a data file has a new version number.
4. Do not play the helper at the start  
When Timetable Genius first runs the default helper appears and provides an introduction to the introduction window. This option will allow you to turn this off.
5. Sound  
Turns on and off alert sounds generated by Timetable Genius. Does not control Windows sounds.

There are more options than in the drop down menu.

Click on [More options...]

1. Notify record update successful  
If this box is checked Timetable Genius will notify you that an update of a record item was successful.
2. Notify data file saved  
If this box is checked Timetable Genius will notify you whenever the current opened data file is saved.
3. Default number of students in a classroom  
If a class is assigned to a specific classroom the number of students in the class is taken from the classroom capacity. This applies when students are being allocated to classes. However, if no classroom is assigned to a class, this default is used.

**4. Clearing data**

- Clear related Administration data after adding an item  
Sometimes it may be convenient to clear the data of the last item, for example a student, and start fresh for the next item. This has its pros and cons and experience will tell you which is best.
- Confirm before clearing will provide you with a prompt to clear or not.

**5. Auto save**

- Auto save an open data file  
If this box is checked an opened data file will saved at the defined session.
- Confirm before saving  
Will enable you to save or not.

**6. Confirm before deleting an item or list.**

If this box is checked you will be given an option to delete or not.

**7. Audit classes in courses before compiling timetables**

It is possible to define a class and then not include it in a course. If this box is checked the audit will be made whenever you take action to create timetables.

**24. SOFTWARE QUALITY AND CUSTOMER SUPPORT**

Software quality is a complex issue involving many inter relating factors. No matter how much a developer tests the software before release, the users of the software will find 'bugs'. The real issue is: if a user has a problem, is there a satisfactory customer support service in place to guide the user and correct the problem? AussieSoft is Australian and support is only a phone call away. As well, the designers are giving you the support and so software corrections, if required, can be incorporated rapidly and an update forwarded almost immediately.

In the event that you require assistance with Timetable Genius, please contact our support officer at [software@aussiesoft.com.au](mailto:software@aussiesoft.com.au)

There is no charge for this support.

You will appreciate that support can only be given to users who can provide proof of purchase through registering their software. When calling please have your Timetable Genius serial number available.

**25. PROGRAM ENHANCEMENT**

If there is a feature that you feel would enhance the product, please bring it to our attention. User requirements are the foundation of all good software.

