



Transfer existing timetable into TimeTabler

Inputting your completed timetable into TimeTabler



Transferring an existing timetable

Project overview

MIST Services understands that schools have their preferred timetabling solutions, but not all MIS systems play nicely with different timetabling software!

As the timetable is so integral to the MIS, MIST Services will manually copy your completed timetable into the timetabling software solution that works with your MIS. Ultimately this means all the timetabling structures are created in the correct format and the school will have a timetable they can maintain throughout the year. MIST Services will return the timetable as a TimeTabler backup file (TT4Dat.bak) or Nova spl file (.spl) that passes all the export validations allowing the export to the MIS occur. As a school you can use the same file as the foundation for your new timetable, meaning you aren't starting from scratch as much of the curriculum will simply roll-over.

We will produce a video on your data showing how to restore the data and run the export routine with any comments/observations specific to your timetable.

Timings

- Dates to be confirmed as appropriate, although would suggest late July or August to ensure the school timetable is complete for a September start.
- If you are migrating systems mid-year for example for a January start, then we would suggest late November.
- Having said this the migration can occur at any time during the year, the key point is to reserve the service in a timely fashion.
- MIST Services require up to **7 working days** from the **date agreed** and receiving the timetable information.

Considerations

- The timetable file should ideally use the teacher codes as used by your school MIS
- The timetable file should ideally use the department/subject codes as used by your school MIS
- The timetable file should ideally use the room codes as used by your MIS
- If the codes do not match, a list preferably in Excel to demonstrate the mappings will be required.



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- This is a **one-off transfer** so any further changes are implemented by the establishment.
- The transfer should only be done when the timetable to be copied is completed! If we have started the transfer and you modify your existing timetable and need us to work on that file then we'll charge £95+vat per hour to check through the differences



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Pricing

Timetable type	Build and Staff curriculum **		Rooming	
	5 year groups	7 year groups	5 year groups	7 year groups
One-week timetable	£1095 +vat	£1345 +vat	£395+vnt	£495 +vat
Two-week timetable	£1395 +vat	£1795 +vat	£495+vnt	£595 +vat

If your timetable doesn't fall into the above criteria, then please contact us for pricing.

If a group of schools within the same MAT require this service, then a 10% discount is applied for 3 or more schools booked at the same time.

** Curriculum in Nova is defined by what is visible on the Model and Classes window

** If your timetable isn't created in Nova then please email us the file so we can check whether it is in an appropriate format to copy and we can quote accordingly.

- Date the final timetable will be sent to MIST Services

School name

Current software

New software

School address

.....

.....

School contact

School authorised signature

Position

Email (please print)

Date

Please post this agreement to MIST Services, Graftons House, 92 St Marys Road, Market
Harborough, LE16 7DX

Or preferably

Email mist@mistservices.co.uk

Nothing will be implemented until a signed Agreement has been received.

Considerations when migrating from Nova T6

- The transfer service from Nova T6 is for 'classes' that are on a NC Year (or derived year) and are visible from the 'Classes' screen.
- Any staffing that has been added onto a timetable via Add staff is not visible on the class screen and as such won't be copied. Should you wish this staffing to be copied you must assign staffing in the block (example below on Tue:6):

	Period	Tchr	JSL
S	Mon:5	RJM	Free
S	Tue:6	JSL	Assigned
		RJM	
S	Wed:3	RJM	Free
S	Thu:2	RJM	Free
S	Fri:1	RJM	Free

- A/C (alternative curriculum) is not copied over as the MIS typically want this setting up in the MIS directly. Should you wish it to be copied please ask and we can quote accordingly.
- A maximum of 36 NCC labels can be copied across, please ensure that the Descr field in Nova is 10 or less characters and are unique (image below would need amending):

PPA	Abbr	Descr
	ECF	Early Careers
	ECT	Early Careers
	INCLUSION	Inclusion
	MEETING	Meeting
	NEA	NEA Intervener
	OFFSITE	Off Site
	PARTTIME	Part Time

- Any unstaffed lesson on the timetable will be copied onto staff with codes of 'xxa', 'xxb' (treated as no teacher) etc please ensure that your MIS will import unstaffed lessons.
- Most MIS will have AM/PM registrations set up routines. As such you wouldn't want to have duplicates please inform us if the registration periods on the 'Model' screen in Nova T6 need transferring. Our default is not to copy registration.