

# TiTiTo Manual

Version 0.5

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TiTiTo is a Tiny Timetabling Tool.

## Preamble

### Main Features

TiTiTo is designed to support you with your daily work at school. It helps you to care about deviation from the default timetable. There are many reasons why an activity might be omitted or an extraordinary activity should be scheduled : A teacher is maybe ill; teachers are on a school trip with their classes, teacher or students visit a further education, ... .

You can also schedule activities manually. For example if you want to change a few afternoon activities or if you want to fix a timetable that wasn't completely generated by FET.

TiTiTo support multi user access by SQL Database.

### Export Features

- iCal calender export: Export the timetable to your calender software, so you can use it with google calender, Microsoft Outlook, ... (trademarks)
- SchILD export: Export the activity planning to school administration software SchILD
- FET export: Users of custom FET versions can export a simplified FET file. That file afford to get sweeter printout of timetables

### Convert Features

- Convert gp-UNTIS to FET
- Convert willi2 to FET
- Convert SchILD to FET

### Requirement

Except for converting into a FET file, TiTiTo needs a (generated) FET timetable.  
Custom FET versions are supported.

FET is a free timetabling software. Mainly written by Liviu Lalescu. Some parts are written by me (V. Dirr). It is licensed under AGPL3. Please get more information at Livius official homepage:

<http://lalescu.ro/liviu/fet/>

### Abstract

This manual is divided into 4 parts

1. Quick Guides
2. Setup TiTiTo
3. Use TiTiTo for daily work
4. Use TiTiTo for converting

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# Quick Guides for Default Users

## Prepare Substitution

1. Settings → Language: Select your language and restart.
2. Settings → Database: Select SQLite and maybe also set name and place for the file.
3. Settings → Timetable: Import a generated FET timetable (from your *fet-results* folder).
4. Settings → Days per Week: Set the dates of the first week.
5. Optional: *Prepare Supervision* if you also need supervision planning.
6. Now do your *Substitution and Supervision Planning*.

## Prepare Supervision

0. Needed: All *Prepare Substitution* steps.
1. Settings → Hours per day: Include new hours. (*Early, 1st Break, 2nd Break, Late, ...*)
2. Settings → Rooms: Include new rooms. (*Entrance, Playground, Toilets, Indoor, Bus stop, ...*)
3. Supervision → Prepare: Select the new rooms and hours for supervision.
4. Supervision → Schedule: Select teachers which should supervise.
5. Optional: Supervision → Print: Print the supervision table.
6. Now do your *Substitution and Supervision Planning*.

## Substitution and Supervision Planning

1. Select the needed date. (Click on the date or press *Today, Tomorrow, -1 Day, +1 Day, ...*)
2. In the *Absent* Tab: Select Teacher (Students/Room). Maybe change the hours. Press *Add Absent*.  
(Double click on the name in row *Type* if you want to delete that absent again.)
3. In the *Substitution* Tab: Double click on the name of an absent teacher.
4. *Get Teachers for Substitution* Tab will open then: Select a teacher and press *Close*.
5. Repeat these steps until you planned all substitution and supervision.
6. Press *Print*. (Or select the *Print* Tab do select more detailed print settings and press *Print*.)

## iCal Export

1. Settings → Timetable: Import a generated FET timetable (from your *fet-results* folder).
2. Settings → Hours per day: Set the dates of the first week.
3. Settings → Days per Week: Set the start times and also the end times
4. Export → iCal Export: Double click on a timetable

## Quick Guide for Algerian and Moroccan Users

Algerian and Moroccan custom FET users can use TiTiTo nearly as all other default TiTiTo users.

So you can also read their *Quick Guides*. The only difference is that you need to import *CUSTOM* timetables and not *default* timetables.

If you want print timetables

The FET timetables of Algerian and Moroccan custom versions are not perfect, because each single day is divided into 2 columns or rows.

If you want to print timetables with just a single row or column per day, then do this:

1. Generate your FET timetable with the custom FET version as always.
2. Download TiTiTo
3. Start TiTiTo and import the generated FET timetable from the *fet-results* directory:  
TiTiTo → Settings → Timetables → Import CUSTOM FET file
4. Export a simplified FET file:  
TiTiTo → Export → FET Export
5. Open that exported FET file with FET and generate the timetable.  
It is in the TiTiTo → FET Export directory if you didn't change the export directory
6. Maybe modify the days and hours names
7. Print as always:
  - a) Print by FET → Timetable → Print
  - or
  - b) Print html timetables with a web browser (see *fet-results* directory).

## Setup TiTiTo

You only need to extract the TiTiTo file and start the executable. There is no installer. So maybe set a shortcut or link at the desktop to TiTiTo.

You can use TiTiTo only if you accept the TiTiTo license.

After starting TiTiTo the first time you should check and setup each menu item in the *Settings* (except you want to convert a file into a FET file only).

## Language

Please select the desired language. It mainly effect the interface, but also some comment strings in the database are saved with the selected language. You need to restart after changing the language. Please notice that the database will keep the comment strings. So please reset/delete the database if all comment strings should also use the new language.

## Proxy

TiTiTo use the internet connection to:

- Check if there is a newer version available in the internet.
- Upload a substitution table to your selected destination if you press *Publish*

TiTiTo doesn't offer internet web space to publish your substitution table. You need to care about a web host yourself.

Most users can just use the default settings.

Large institution often use a proxy server. You need to setup the proxy then. Please contact your administrator to get information about your proxy, host and port. In normal case you will know your user name and password already if you are using a proxy server.

TiTiTo will always ask you for your user name and/or password if you keep them blank in this settings. You can also enter them here, but be aware that both will be stored unencrypted on your computer.

## Database

There are currently 3 kinds of databases: Memory, SQLite and MySQL.

- Memory: This is very fast, but it doesn't save if you close TiTiTo. You can use it if you just want to test TiTiTo, convert into a FET file or export from a FET file.
- SQLite: This database is stored in a single file. It can be used by several computers simultaneously.  
The SQLite version support automatic backup. It is disabled by default. If you setup the interval up to 1, then it will do a backup daily. It will do every second day a backup if the interval is 2. Select a directory on an other hard drive to increase data safety.
- MySQL: This is a “real” database. You need to setup an MySQL server yourself if you want to use it.

Use SQLite if you don't know which database you should use.

You need to restart TiTiTo if you changed the database.

## Timetables

You can import generated FET files here. Don't worry about the warnings after import. These unused data is currently not needed by TiTiTo (it is only needed by FET).

There are two import buttons:

- Import official FET file: Use it if you use the default/official FET version.

- Import custom FET file: Use it if you use a custom FET version which split a real day into two virtually days. Currently the Algerian and the Moroccan version do that.

Please check following things after you imported a timetable:

- Validity End Date: TiTiTo (and iCal) use the imported timetable data only up to this date. So you might need to change this value!
- Interval: You can set if the timetable data should be repeated here.
  - “0” means the timetable won't be repeated.
  - “1” means the timetable data will be repeated weekly.
  - “2” means the timetable data will be repeated every other week.

You can delete timetables by clicking on the *Filename*.

## Hours per Day

You can change all values by clicking on the cells. So you can change the name, start time, end time and supervision flag.

Start and end time are currently only used for the iCal export. So you might not set them up. Setting up those times is a time-killing work if you need to do it each term. That is why you can just copy & paste that time. Just select the old timetable and press *Copy Hours*. Then select the new timetable and press *Paste Hours*.

If you also want to do the supervision planning, then you might need to add new “hours” for the supervision, because you normally didn't add those times in FET. In fact those hours are not real hours. They are often much shorter than a “FET hour” (maybe only around 15 minutes). That is why there is a supervision flag. This has got only an optical effect. Hours with such a flag will get smaller boxes in the “Get Teacher for Substitution” and “Get Rooms for Substitution” tabs. So you maybe need to add a new hour before the first hour for the “Early supervision”. Maybe you need a new hour between your old 2<sup>nd</sup> and 3<sup>rd</sup> hour for “Break 1”. Maybe you need a new last hour for supervision at the bus stop. Don't forget to keep those new hour names short.

Be careful if you delete hours, because it will also delete all activities at that hour.

## Days per Week

Check all values very carefully here. It is very important, because TiTiTo need to know the correct dates. I recommend to double check the first and the last day in that table. You can modify all days at once by using the push buttons. You can modify single dates by double clicking on the dates.

## Rooms

You can add new Rooms here. This is probably needed if you want to use supervision planning. So you can add new supervision rooms like *Entrance, Playground, Toilets, Indoor* and *Busstop*.

## Absent Behaviour

You can modify the automatic remove of teachers, students and rooms in the *Substitution* tab if teachers, students and rooms are missing (added in the *Absent* tab). I recommend to use the default settings. Modify this settings later if you notice that teachers, students or rooms are removed to quick or not at all.

## Comments

You need to know that TiTiTo can print two kinds of substitution tables. One for teachers (ordered by teacher names) and the other for students (ordered by students names).

TiTiTo support 4 kinds of comments:

- Private Comments: These comments are neither for teachers nor for students.
- General Comments: These comments are intended for teachers and students.
- Teacher Comments: These comments are intended for teachers only.
- Students Comments: These comments are intended for students only.

## Clear Behaviour

You can set up automatic clear behaviour of comments here. Keep default settings at the beginning. These behaviour doesn't effect rows that are already added into the *Absent* or *Substitution* tab. It effect only the fields in the top of the *Absent* or *Substitution* tab. The clear behaviour effects only if you press *Add Absent* or *Add Amendment*. So you can automatically clear the old comments.

## Manual Selection

You can always write comments with the keyboard. But you will probably need nearly always the same comments for your daily work. That is why all comment boxes also allow adding comments by selecting comments from the combo box. You can modify here all comments that should be selectable in the combo boxes.

## Automatic Preselection

These comments are automatically preselected. Even a totally clean setting might be useful. These preselections don't effect rows that are already added into the *Absent* or *Substitution* tab. They effect only the fields in the top of the *Absent* or *Substitution* tab. That preselections are only set *if the date changed* or *if an absent/amendment was added* or if you change the type (teacher, year, group, subgroup, room).

You can still change the preselection before you press *Add Absent* or *Add Amendment*. You can also change the comment after it was added.

Maybe you will notice that you nearly always add the comment *Ill* if you add an absent. So you maybe want to have that comment always preselected as soon as an absent was added. So check the *if an absent was added* checkbox, check the wanted *Comment* checkbox at teachers and select comment *Ill*. Now you got always *Ill* as preselected comment. Maybe this isn't perfect, because a room isn't *Ill*. So maybe check the same *Comment* checkbox at rooms and add *occupied* (or keep it blank. So it will clear the preselection.). Maybe most of absent reasons for years and groups are *school trips*.

Use automatic preselection to comments in header of 'Absent'-tab:

...if the date changed.  ...if an absent was added.

If a teacher is absent:

Private Comment:   General Comment: ill

Teachers Comment:   Students Comment:

If a year is absent:

Private Comment:   General Comment: school trip

Teachers Comment:   Students Comment:

If a group is absent:

Private Comment:   General Comment: school trip

Teachers Comment:   Students Comment:

If a subgroup is absent:

Private Comment:   General Comment:

Teachers Comment:   Students Comment:

If a room is absent:

Private Comment:   General Comment: occupied

Teachers Comment:   Students Comment:

Abbildung 1: An other useful presetting



## Automatic Appendant

These comments are automatically appended.

These comments will always be calculated automatically. You can enable and disable them and also select a favoured comment and place. But in fact there are also calculated if you disable them here, because they are used very similar at the statistics. You can't change a single substitution comment later. All will be treated all the same. So you can change only all comments at once. The only possible individual influence is setting a supervision flag for a substitution.

## Design

You can design the substitution table. There are two preset designs. The default one and an alternative one. But you can also change the colour of the text of background yourself and you can also disable the comments and the information about absent teacher, hours and rooms.

## Activities

The following menus allow you to modify and schedule the timetable manually. This might be useful, if ...

- FET didn't completely generate a timetable and only a few activities are missing.
- You want to modify a few activities, because you maybe want to change only the day of an afternoon activity or ...

## Plan Activities

You can see all activities (including active, inactive and supervision activities) here. You can add, modify and delete them.

## Schedule Students/Teachers/Rooms

All three dialogs are designed similar. You can see the Students/Teachers/Rooms timetable in the upper window. In the bottom window are inactive activities that are related to this Student/Teacher/Room.

There are three different modes. The *move* mode, *add* mode and the *modify* mode.

Not available times are marked with **-x-** in the timetable. If you click on that sign, the not available time will be removed. A not available time will be added again if you click on an empty timeslot and if you use the *move* mode or the *modify* mode. If you use the *add* mode, then an activity will be added at that time.

If you click on an activity with the *move* mode, the activity will be placed in the inactive line. If you click on an inactive activity, you can place it back into the timetable.

If you click on an activity with the *modify* mode, the activity will be modified and will be also placed in the inactive line, because it might conflict with other activities now. So you need to place it back manually back again.

## Supervision

Before caring about supervision you need to import a timetable (see chapter *Timetables*) and maybe also need to add supervision hours (see chapter *Hours per Day*). Don't forget to keep the hour names short. Maybe you need hours like *Early*, *Break 1*, *Break 2* and *Late*. You might also add new rooms (see chapter *Rooms*). Maybe call rooms like *Entrance*, *Playground*, *Toilets*, *Indoor* and *Busstop*.

## Prepare Supervision

In fact you don't need to do this and you can skip this step. But I don't recommend it, because the next step will be pretty confusing if you don't prepare the supervision.

Preparing the supervision is easy. You only need to select all slot that need a supervision. An **O** mark a selected slot and **-x-** mark an unselected slot.

Maybe you need only one supervision in the morning at the entrance. But you need supervisions at the Playground, Toilets and Indoor during the break. At the end of school only a single supervision is needed at the bus stop. Your preparation might look like this then:

XXXX

## Schedule Supervision

After preparing the supervision you can schedule it. You will see now a table of all supervision times and room. Just click into a slot to select a teacher. TiTiTo offer available teachers only. So you can't select teachers which already have an activity, have a free day, are set not available or are maybe not at school at the moment (because they haven't got an activity close to the selected slot).

Maybe the teacher has a double gap and should supervision between that two hours. That teacher isn't visible in the combo box by default. You can select that teacher anyway if you check the *All Teachers* checkbox.

The right table will help you to schedule the supervision evenly over all teachers. (\*Screenshot\*)

Now you can care about substitution of supervision as soon as you add absent teacher into TiTiTo.

## Print Supervisions

After scheduling the supervision you might need to print that table.

You can also print individual teacher timetables with included supervision by a small trick. Just go to *TiTiTo* → *Export* → *Export FET*. Export a FET file. Open it with FET. Generate the timetable and print as always.

## Use TiTiTo for daily work

After you set up TiTiTo you should check the displayed date. You can modify the date by clicking on the date field or by clicking on one of the 6 push buttons. (*Today, Tomorrow, -1 Day, -7 Days, +1 Day, +7 Days*).

Please check the first field. It should display the name of the imported FET file if you want to do substitution planning. If it doesn't display the FET file name, then you need to check and correct the timetable settings once again.

## Add an absent teacher, students or room

You can add absent teachers, students and rooms in the *Absent* tab.

Example: A teacher is ill.

- Select the correct date
- Select the ill teacher
- Maybe modify the affected hours
- Maybe select a comment
- Press *Add Absent*

The screenshot shows the TiTiTo application window. At the top, there is a menu bar with 'Settings', 'View', 'Export', 'Statistics', 'Convert', and 'Help'. Below the menu bar, there is a date selection area with a text field containing '3 - german-100\_and\_0' and a date field showing 'Mittwoch 19 Februar 2014'. To the right of the date field are buttons for 'Today', '-1 Day', '-7 Days', 'Tomorrow', '+1 Day', and '+7 Days'. Further right are buttons for 'Add Extensive Absent', 'Swap Subject', 'Swap Students', 'Swap Teacher', 'Swap Room', and 'Print'. Below this is a tabbed interface with 'Absent' selected. The 'Add Absent' form includes a dropdown for 'Teacher' (Anita) and a range selector for 'is absent from start of' (1) to 'to end of' (6). Below this are fields for 'Private Comment', 'General Comment', 'Teachers Comment', and 'Students Comment'. A table at the bottom shows the added absent entry: 1 Teacher Anita 1 6. A checkbox at the bottom is labeled 'Order by Type-Name-From'.

You should see now the absent teacher in the *Absent* tab. You can do it similar with absent Students or not available rooms.

You can still modify the comments later by clicking into the comments field or by clicking into the + field. The + field has functions which will be executed alternating. If there is already a comment it will clear the comment. If there is no comment it will set the *Automatic Preselection Comment*.

You can still modify the name and the hours by clicking into that fields.

If you click on the type (teacher, students or room) it will remove the absent.

Use the *Add Extensive Absent* push button if you want to add several absent at once, add an absent at several days or maybe even both at once. (TODO: add picture)

## Care about substitution

After adding absent teachers, students or rooms please check the *Substitution* tab. You can see all affected activities here.

| Period | Subject | Students | Teachers | Room | + | Private Comment | + | General Comment | + | Teachers Comment | + | Students Comment |
|--------|---------|----------|----------|------|---|-----------------|---|-----------------|---|------------------|---|------------------|
| 1 3    | CH      | 8c       | Anita    | 162  |   |                 |   |                 |   |                  |   | Cancelled        |
| 2 4    | CH      | 7c       | Anita    | 401  |   |                 |   |                 |   |                  |   | Cancelled        |
| 3 5    | BI      | 10SW     | Anita    | 401  |   |                 |   |                 |   |                  |   | Cancelled        |
| 4 6    | BI      | 5a       | Anita    | 403  |   |                 |   |                 |   |                  |   | Cancelled        |

Move the mouse over a yellow field (without clicking) to get information about the detected problem. In this example the problem is of course absent teacher Anita.

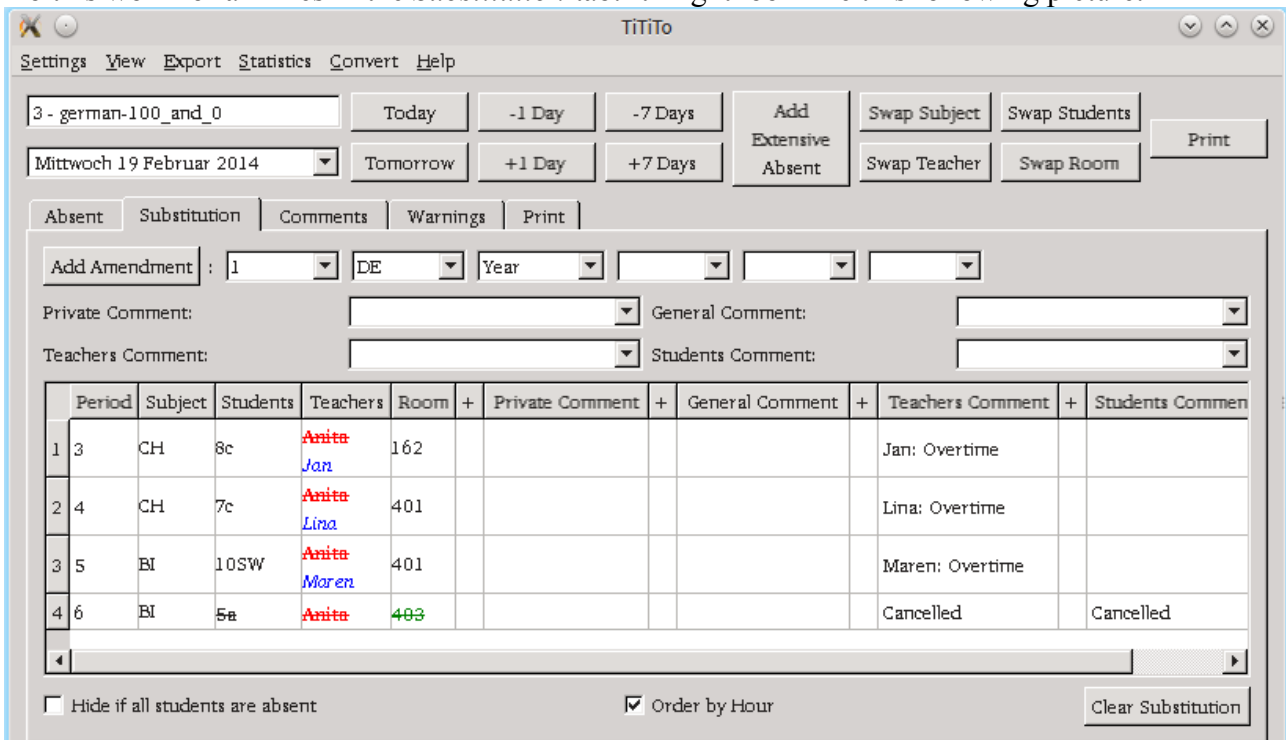
You can of course modify subject, students, teachers, room and comments by clicking on the fields. The + field work similar as in the *Absent* tab. You can delete the whole line by clicking on the period. Sometimes the line doesn't disappear, because there is still an absent in the *Absent* tab. You need to remove that first.

In this example just click on the teachers filed to select a new teacher:

| W  | Name  | Same Group           | Same Subject | Teachers Timetable | Room |
|----|-------|----------------------|--------------|--------------------|------|
| 16 | Lina  | Friday 2<br>Friday 1 |              | ■ ■ ■ ■ ■ ■        |      |
| 17 | Linda |                      |              | ■ ■ ■ ■ ■ ■        |      |
| 19 | Luisa |                      |              | ■ ■ ■ ■ ■ ■        |      |

You can see other teachers here that might substitute the teacher. The W field includes warnings. Move the mouse of that field if a warning is displayed to get more information. As you can see Lina is a good choice in this example, because she has free and also know that students from an other activity. So click on the teacher name (you can also select several teachers at one if you want.)

Do this work for all lines in the *Substitution* tab. It might look like this following picture:



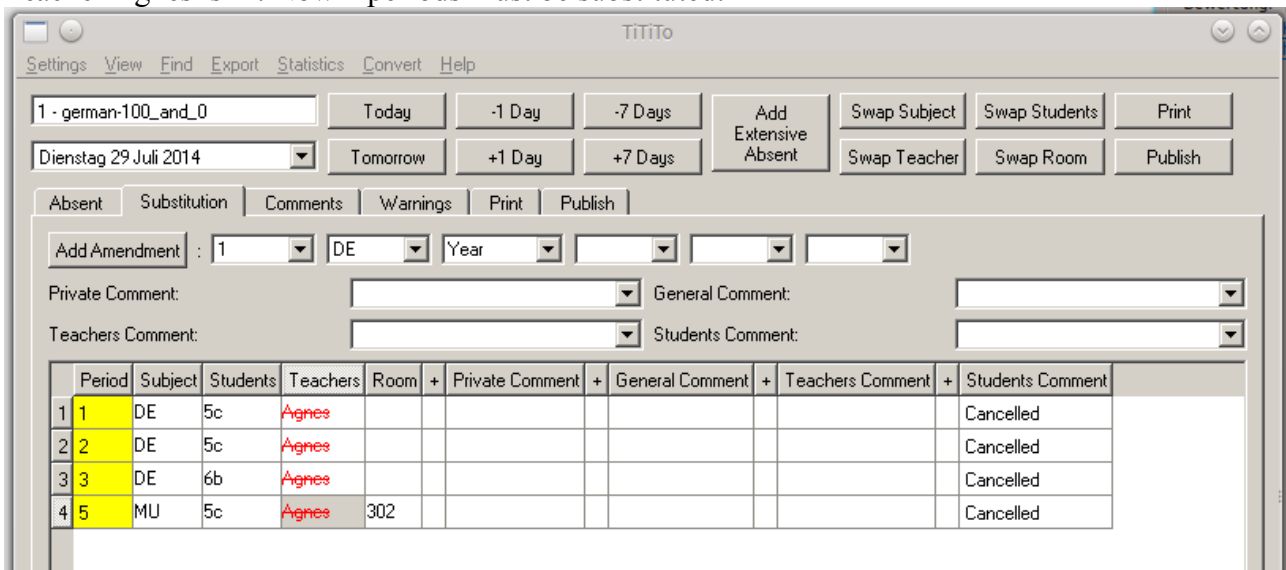
In period 3 to 5 other teachers substitute teacher Anita. Just in the last period I don't want to substitute, the students are allowed to go home. That is why I didn't select an other teacher. I just clicked on the students names. Now the students are striked out and the activity got a *Cancelled* Comment. You will also notice that the room is green now, because it is unused. So other might use it.

## Care about substitution by moving forward

A very special kind of substitution is moving an activity forward. If students are not allowed to have gaps, you might move activities forward.

Let's check an example again:

Teacher Agnes is ill. Now 4 periods must be substituted:





If you select a move forward from the top TiTiTo will add comments into the substitution table:

The screenshot shows the TiTiTo software interface. At the top, there is a menu bar with options: Settings, View, Find, Export, Statistics, Convert, Help. Below the menu bar, there is a search bar containing '1 - german-100\_and\_0' and several date selection buttons: Today, -1 Day, -7 Days, Tomorrow, +1 Day, +7 Days. There are also buttons for 'Add Extensive Absent', 'Swap Subject', 'Swap Students', 'Print', 'Swap Teacher', 'Swap Room', and 'Publish'. Below these buttons, there are tabs for 'Absent', 'Substitution', 'Comments', 'Warnings', 'Print', and 'Publish'. The 'Substitution' tab is selected. Below the tabs, there are several dropdown menus for 'Add Amendment', 'DE', 'Year', and others. There are also text input fields for 'Private Comment', 'General Comment', 'Teachers Comment', and 'Students Comment'. The main part of the interface is a table with the following data:

| Period | Subject | Students | Teachers | Room         | +   | Private Comment | + | General Comment       | + | Teachers Comment | + | Students Comment |
|--------|---------|----------|----------|--------------|-----|-----------------|---|-----------------------|---|------------------|---|------------------|
| 1      | 1       | DE       | 5c       | Agnes        |     |                 |   |                       |   |                  |   | Cancelled        |
| 2      | 2       | DE       | 5c       | Agnes        |     |                 |   |                       |   |                  |   | Cancelled        |
| 3      | 3       | DE       | 6b       | Agnes        |     |                 |   |                       |   |                  |   | Cancelled        |
| 4      | 5       | MU       | 5c       | Agnes<br>Max | 302 |                 |   | <- Di Jul 29 2014 - 6 |   | Max: Overtime    |   |                  |
| 5      | 6       | MA       | 5e       | Max          |     |                 |   | <- Di Jul 29 2014 - 5 |   | Cancelled        |   | Cancelled        |

At the bottom of the interface, there are checkboxes for 'Hide if all students are absent' and 'Order by Hour', and a 'Clear Substitution' button.

## Care about substitution by extra supervision

In worst case it might happen that there is no other teacher available who is able to substitute. So a teacher who is already teaching need to supervise the students.

There are overall 2 variants how to care about that:

1. If you want to select a teacher teacher for substitution, you need to uncheck the *Teaching* checkbox. Now it is wise to click on *Room* in the table head, so the rows are sorted by room names. It is easier to select the teacher next to the room of the problematic activity if you set up good room names.
2. If you have got large rooms you also might place the students into a room which is already occupied by an other activity.

## Care about Comments

You can add comments for the selected day here. These comments are visible under the supervision table. Of course here are again 4 kinds of comments:

- Private Comments: These comments are neither for teachers nor for students.
- General Comments: These comments are intended for teachers and students.
- Teacher Comments: These comments are intended for teachers only.
- Students Comments: These comments are intended for students only.

## Care about warnings

Check the warnings. TiTiTo might warn you here if it detects a problem.

## Print or Publish the Substitution table

Now you can print a substitution table on paper or publish a substitution table in a html-file.

A teachers substitution table might look like this:

Substitution:

| Teacher | Hour | Subject | Teachers | Students | Rooms | General Comment | Teacher Comment |
|---------|------|---------|----------|----------|-------|-----------------|-----------------|
| Jan     | 3    | CH      | Anita    | 8c       | 162   |                 | Overtime        |
| Lina    | 4    | CH      | Anita    | 7c       | 401   |                 | Overtime        |
| Maren   | 5    | BI      | Anita    | 10SW     | 401   |                 | Overtime        |

A students substitution table might look like this:

Substitution:

| Students | Hour | Subject | Teachers    | Students | Rooms          | General Comment | Students Comment |
|----------|------|---------|-------------|----------|----------------|-----------------|------------------|
| 5a       | 6    | BI      | Anita       |          | <del>403</del> |                 | Cancelled        |
| 7c       | 4    | CH      | Anita Lina  |          | 401            |                 |                  |
| 8c       | 3    | CH      | Anita Jan   |          | 162            |                 |                  |
| 10SW     | 5    | BI      | Anita Maren |          | 401            |                 |                  |

## Swap Activities

There are 4 kinds of swapping: a subject, students, teachers, or rooms

### Swap Subject

### Swap Students

### Swap Teacher

### Swap Room

## View Timetables

There are 2 kinds of views: normal view and detailed view

The normal view display only the default timetable.

The detailed timetable display also absent, substitution and amendments. Since this view is more detailed it might be a bit slower.

## Statistics

## Find

## Export

iCal

SchILD



## **Convert**

SchILD to FET

Untis to FET

Willi2 to FET