



TIMETABLER PLUS EZY MANUAL

STAGE 2 CREATING TIMETABLE STRUCTURE & SAVE PROCESS

S2.1 Setting the Timetable Output Structure

S2.1.1 Setting General Time

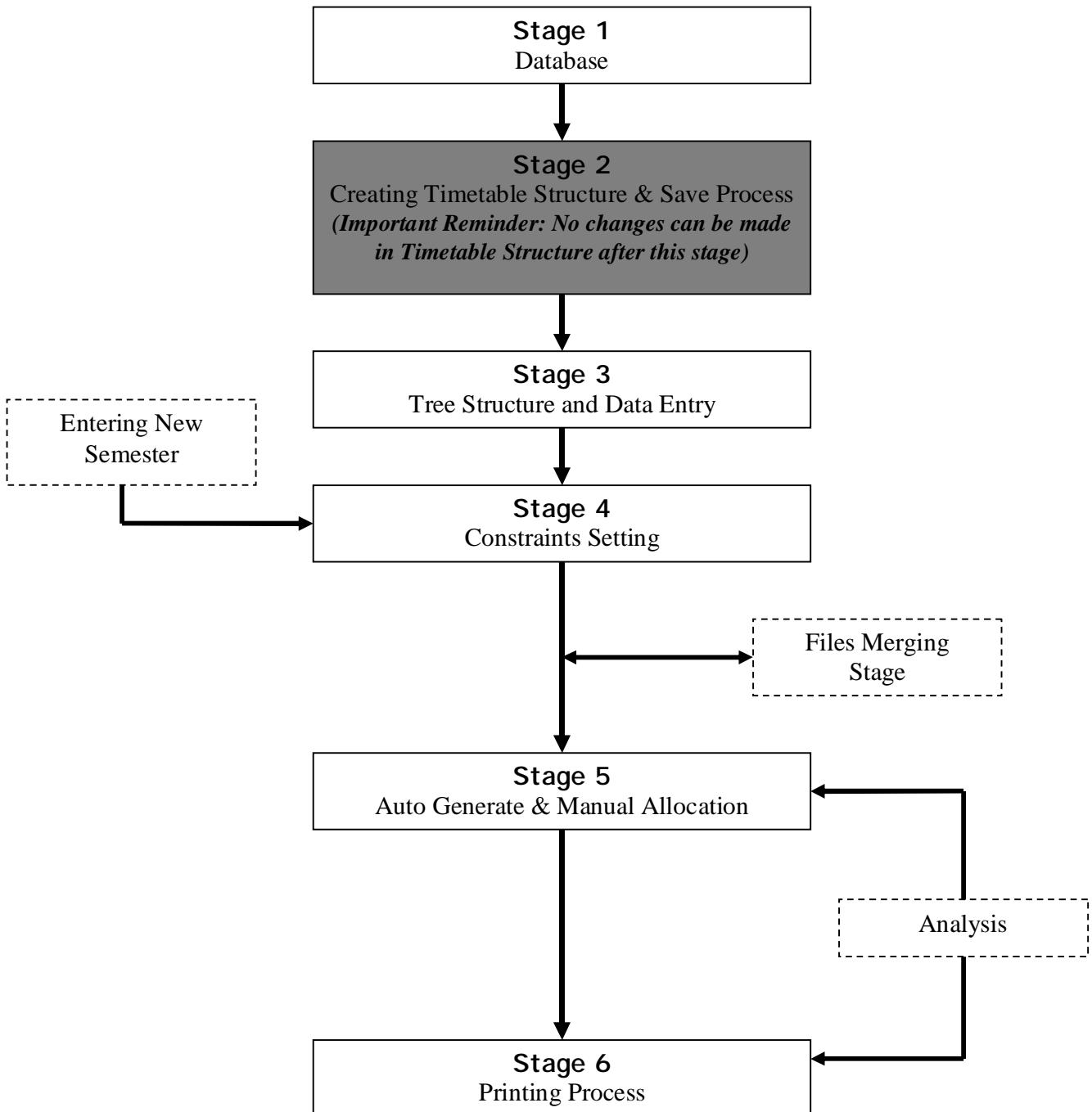
S2.1.2 Adding Rooms List

S2.1.3 Confirm Timetable Output Structure

S2.2 Save Your Work

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The Stages of Timetable Creation using Timetabler Plus



S2.1 Setting the Timetable Output Structure

Timetable Output Structure consists of:

- Timeline
- Room

Room	Monday	Tuesday	Wednesday	Thursday	Friday	10:30 AM - 11:30 AM	11:30 AM - 12:30 PM	02:30 PM - 03:30 PM	03:30 PM - 04:30 PM	
BENGKEL	0		31		62		93		124	155
BK 10	1		32		63		94		125	156
BK 11	2		33		64		95		126	157
BK 12	3		34		65		96		127	158
BK 13	4		35		66		97		128	159
BK 14	5		36		67		98		129	160
BK 15	6		37		68		99		130	161
BK 16 & 17	7		38		69		100		131	162
BK 18	8		39		70		101		132	163
BK 19 & 20	9		40		71		102		133	164
BK 21	10		41		72		103		134	165
BK 4	11		42		73		104		135	166
BK 5 & 6	12		43		74		105		136	167
BK 7	13		44		75		106		137	168
BK 8 & 9	14		45		76		107		138	169
BK DISC	15		46		77		108		139	170
BK PDG DGR	16		47		78		109		140	171
BK SF	17		48		79		110		141	172
BK SV	18		49		80		111		142	173
KTP	19		50		81		112		143	174
LAB DISP	20		51		82		113		144	175
LAB GAS	21		52		83		114		145	176
LAB NUR	22		53		84		115		146	177
LAB PHAR	23		54		85		116		147	178
LAB SC	24		55		86		117		148	179
M1	25		56		87		118		149	180
M2	26		57		88		119		150	181
MK KIT	27		58		89		120		151	182
MKL ENGIN...	28		59		90		121		152	183
Z-DUMMY2	29		60		91		122		153	184
Z-DUMMY3	30		61		92		123		154	185

Figure S2.1.1: Timetable Output Window

In order to set the Timeline and Room in the Timetable Output, user needs to go through these 3 stages:

- Step 1: Setting General Time
- Step 2: Adding Rooms List
- Step 3: Confirm Timetable Output Structure

Step 1: Setting General Time

No. 1 → Start Time: 8 H 30 M AM

No. 2 → End Time: 4 H 30 M PM

No. 3 → Day to Include: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

No. 4 → Break: From 12 H 30 M PM To 2 H 30 M PM Apply To Friday Break Description Break

No. 5 → Generate Quality: Average

Figure S2.1.2: General Structure Window

Set your preferences:

No. 1: Start (8 am) and End Time (4 pm)


No. 2: Duration Per Slot (1 hour; if there are 2 hours and 3 hours class, user need to set 1 hour)

No. 3: Select Day to Include (Select Custom Day **ONLY** for Exam Timetable or Short Courses. E.g. 1 Week Course)

No. 4: Define the Break Time. Please REMEMBER this is a General Break Time for all the classes. If there is different break time for different programs/batch of students/classes, there will be no break time in the General Break Time. Alternatively, break time can be constructed by **Exclude Slot** function (Please refer to *Special Features in Timetabler Plus* topic)

Note: It is not compulsory to set the break time if there are some courses occur during break time.

No. 5: Select Generate Quality to get the desirable timetable quality

No. 6: Click REFRESH button  to produce the General Timeline in Timetable Structure

Reminder: Click  *everytime new changes need to be made*

Step 2: Adding Rooms List

Figure S2.3 shows how to add the **Lecture Rooms** into the timetable.

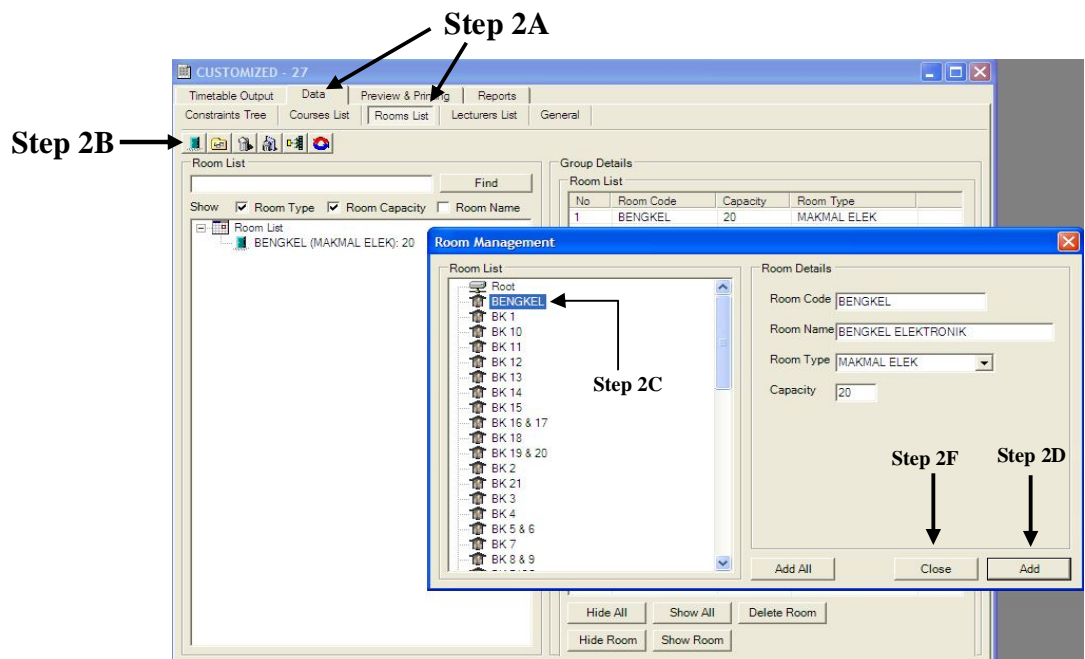



Figure S2.1.3: Process of Adding Lecturer Room

Step 2A: In the **Data** tab, click **Rooms List**

Step 2B: Click 


Step 2C: Select room(s) need to be added in

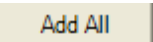
Step 2D: Click **Add** (or press **Enter**)

Note: You can add all room in the list by Clicking the “Add All” button.

Step 2E: Repeat No. 3 and No. 4 to add another rooms until all the desired rooms are added.

Step 2F: Click **Close**

Step 2G: Click 

Note: It is recommended that all the rooms are added to Rooms List when constructing timetable for the entire institution by Click Add All .

S2.1.3 Confirm Timetable Output Structure

The final result of Timetable Output Structure:

Timetable Output							
Data							
Preview & Printing							
Reports							
Monday	Tuesday	Wednesday	Thursday	Friday			
Room	08:30 AM - 09:30 AM	09:30 AM - 10:30 AM	10:30 AM - 11:30 AM	11:30 AM - 12:30 PM	02:30 PM - 03:30 PM	03:30 PM - 04:30 PM	
BENGKEL	0	31	62	93	124	155	
BK 10	1	32	63	94	125	156	
BK 11	2	33	64	95	126	157	
BK 12	3	34	65	96	127	158	
BK 13	4	35	66	97	128	159	
BK 14	5	36	67	98	129	160	
BK 15	6	37	68	99	130	161	
BK 16 & 17	7	38	69	100	131	162	
BK 18	8	39	70	101	132	163	
BK 19 & 20	9	40	71	102	133	164	
BK 21	10	41	72	103	134	165	
BK 4	11	42	73	104	135	166	
BK 5 & 6	12	43	74	105	136	167	
BK 7	13	44	75	106	137	168	
BK 8 & 9	14	45	76	107	138	169	
BK DISC	15	46	77	108	139	170	
BK PDG DGR	16	47	78	109	140	171	
BK SF	17	48	79	110	141	172	
BK SV	18	49	80	111	142	173	
KTP	19	50	81	112	143	174	
LAB DISP	20	51	82	113	144	175	
LAB GAS	21	52	83	114	145	176	
LAB NUR	22	53	84	115	146	177	
LAB PHAR	23	54	85	116	147	178	
LAB SC	24	55	86	117	148	179	
M1	25	56	87	118	149	180	
M2	26	57	88	119	150	181	
MK KIT	27	58	89	120	151	182	
MKL ENGIN...	28	59	90	121	152	183	
Z-DUMMY2	29	60	91	122	153	184	
Z-DUMMY3	30	61	92	123	154	185	

Figure S2.1.4: The result of Timetable Output Structure

S2.2 Save Your Work

S2.2.1 Save in Timetabler Plus software

In figure, S2.3 shows the instruction on how to save your work. In this example, we will save the file as **Scenario1**. All the saved files are stored in **Timetabler Plus software** and being managed in **Timetable Explorer** window.

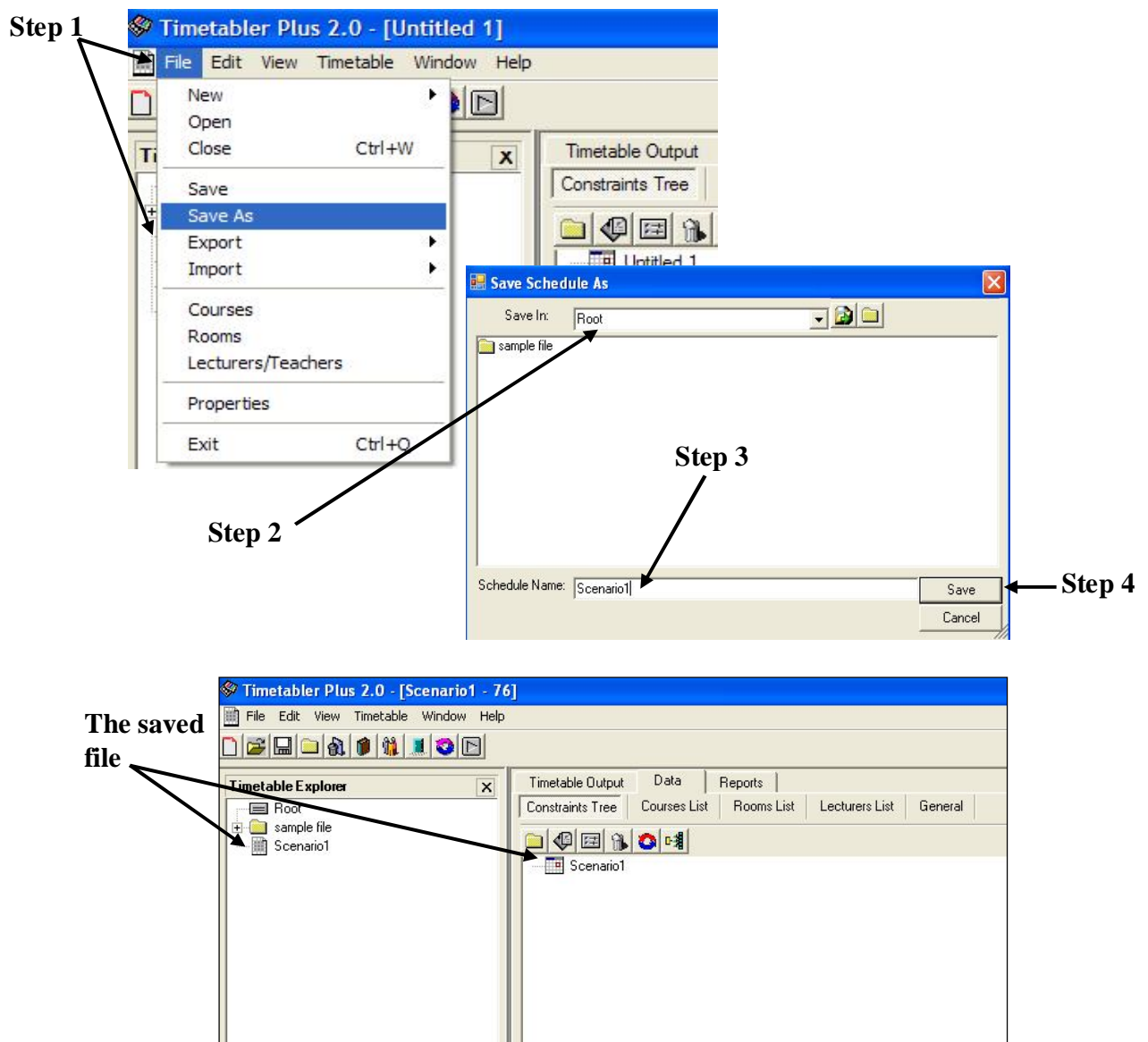


Figure S2.1.5: Instruction to save our work

S2.2.2 Save in another Location – Export Timetable

The images below show on how to save file Scenario1 outside Timetabler Plus software (E.g. in Desktop/My Document/ Thumbdrive).

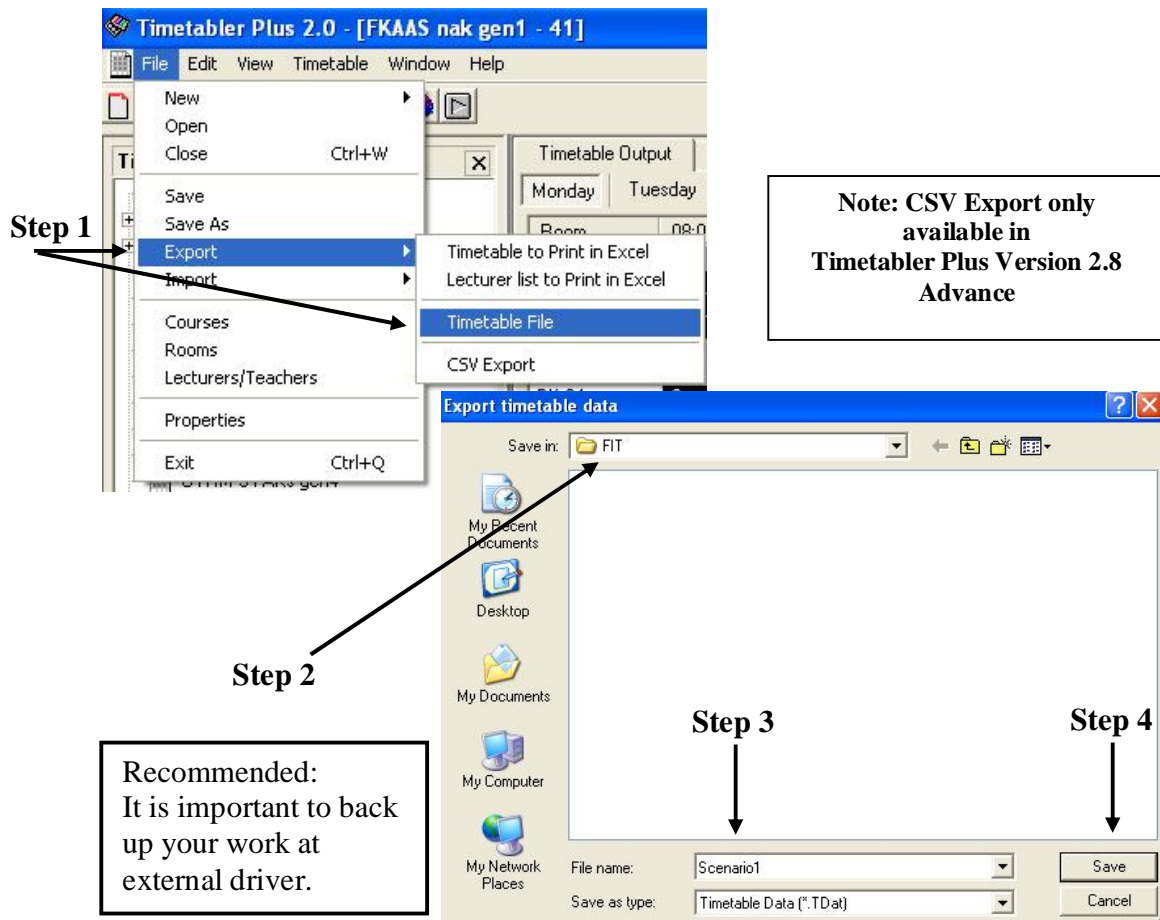


Figure S2.1.6: Save file in another Location

S2.2.3 RETRIEVE (Open) File from another Location – Import Timetable

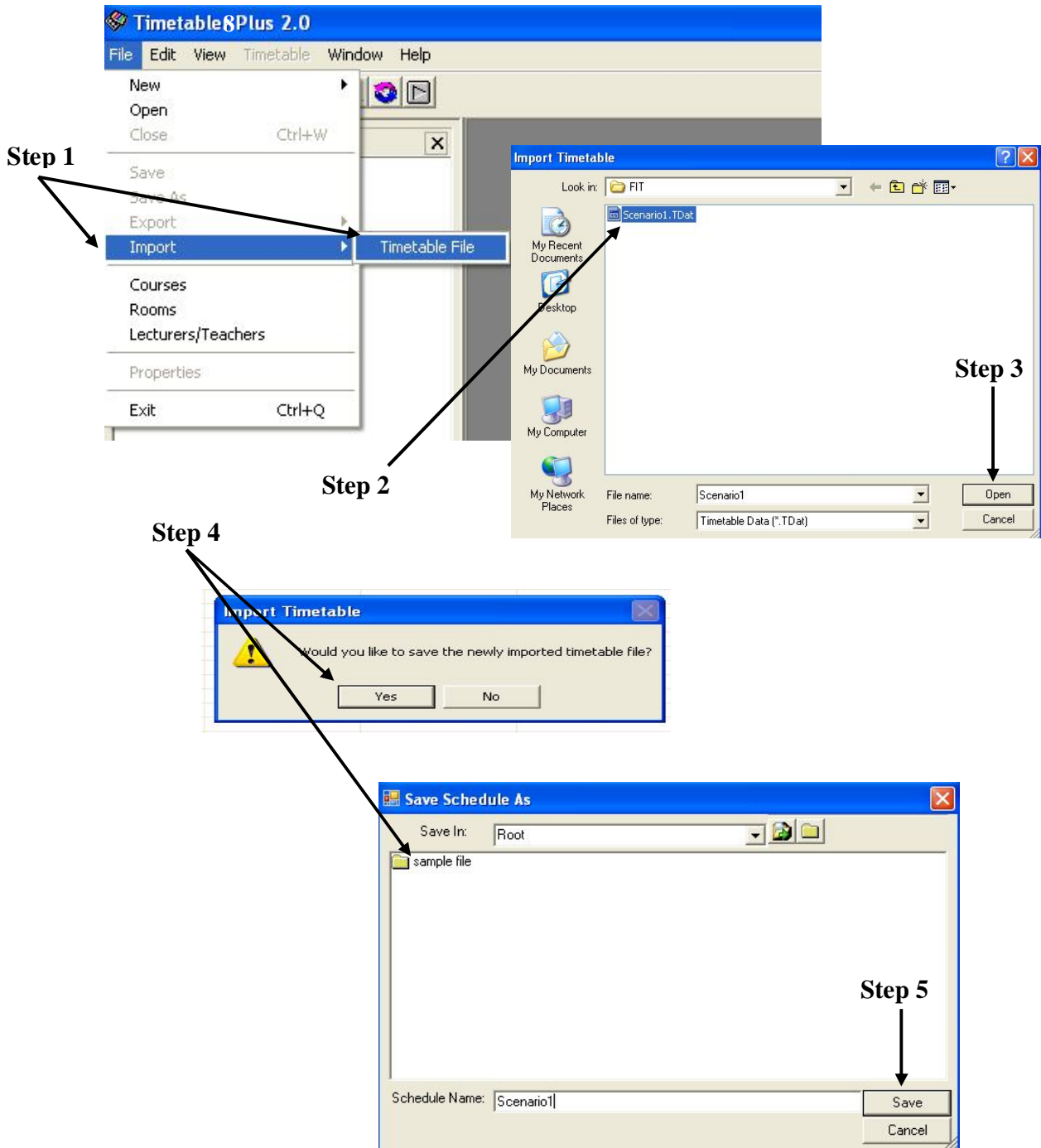


Figure S2.1.7: Retrieve (Open) File from another Local