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# The Timetabler



## **Daily Organiser V7TE**

**Setting up for Next Term, Semester or Year**

## **Lesson 9**

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Creating a New File

Link to the Timetable

Import Parameters

Reopen Daily Organiser File

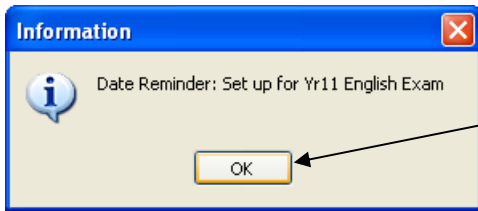
**Lesson 9**

**CREATING A NEW FILE**

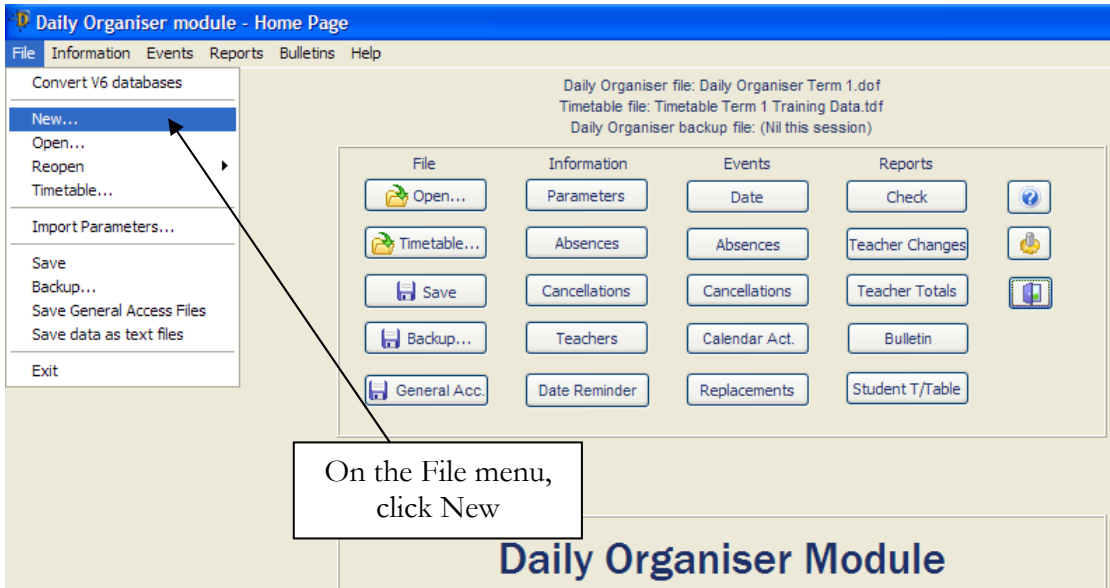
It is recommended that a new Daily Organiser file be started for each term, semester or year depending on the size of your school. As reports can be generated across a number of files, it is not necessary to keep all of the information for the year in a single Daily Organiser file.



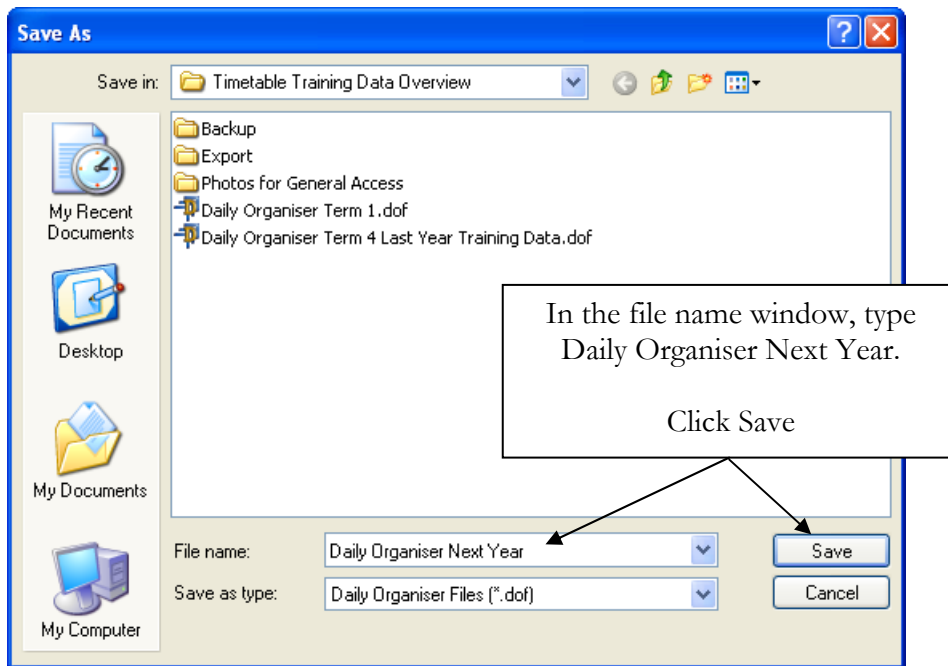
Open the file  
 ... My Documents\Timetable Training Data Overview\Daily  
 Organiser Term 1.dof



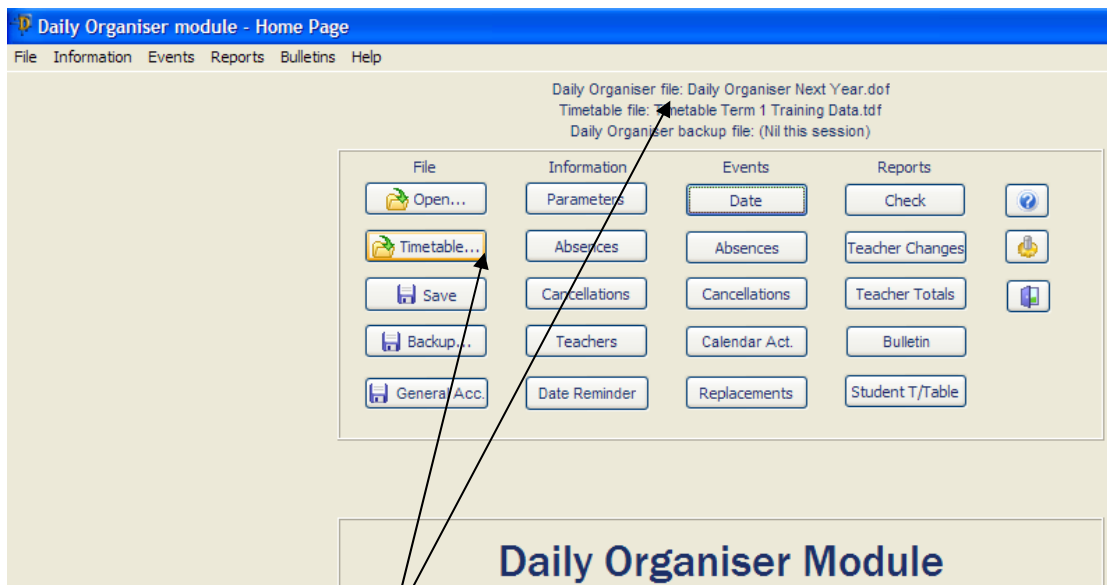
If you receive a Date Reminder,  
 click OK



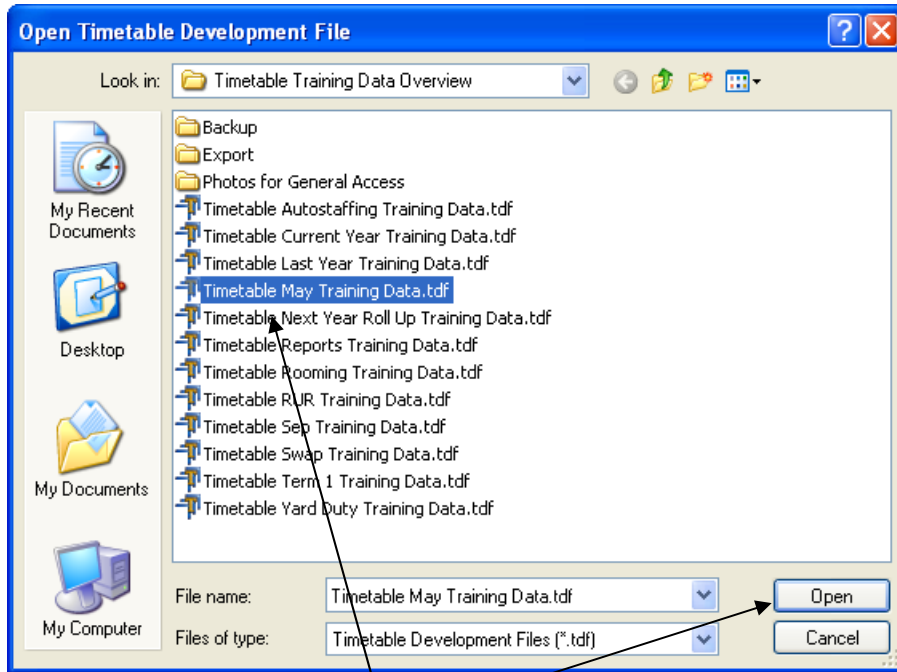
On the File menu,  
 click New



**LINK TO THE TIMETABLE**

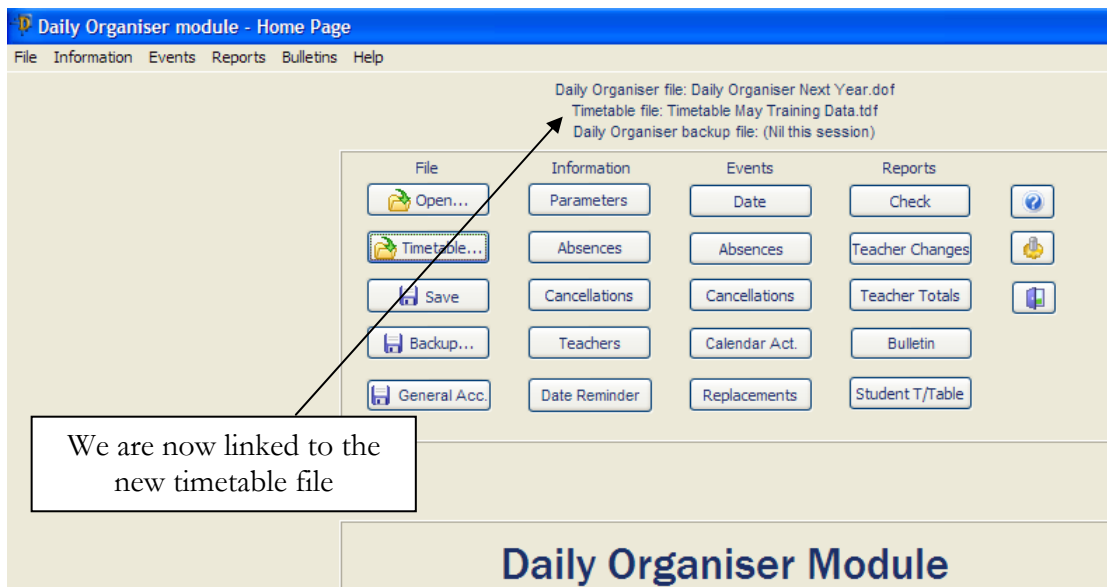


Note: The new file automatically opens.  
 We now need to link the new file to next year's timetable file.  
 Click Timetable...



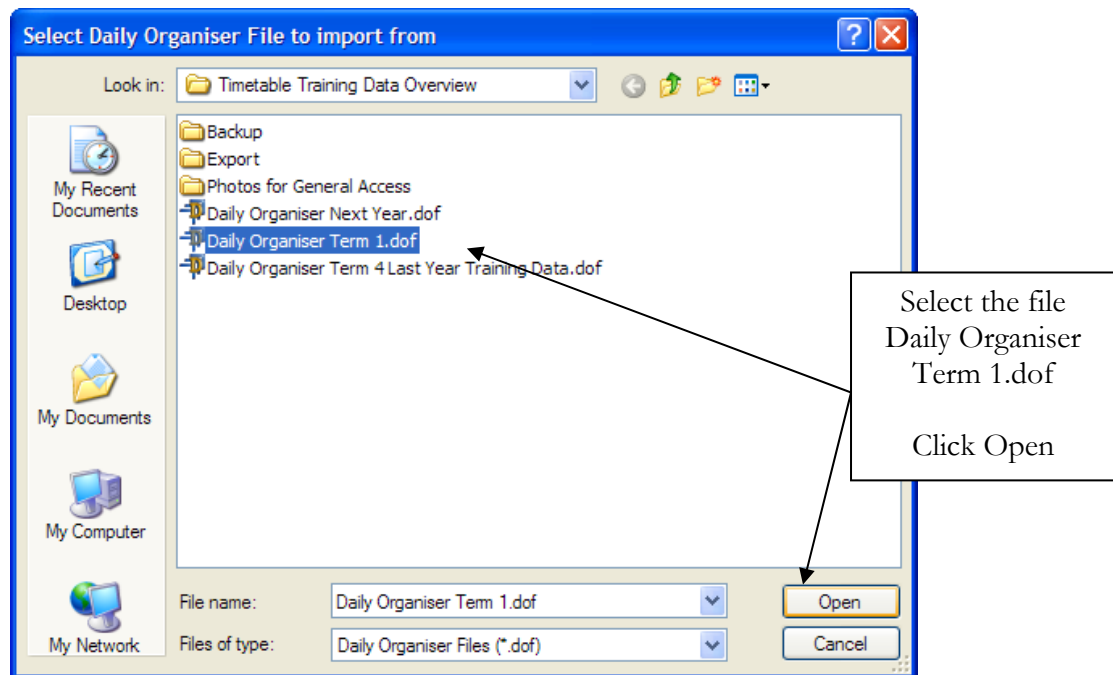
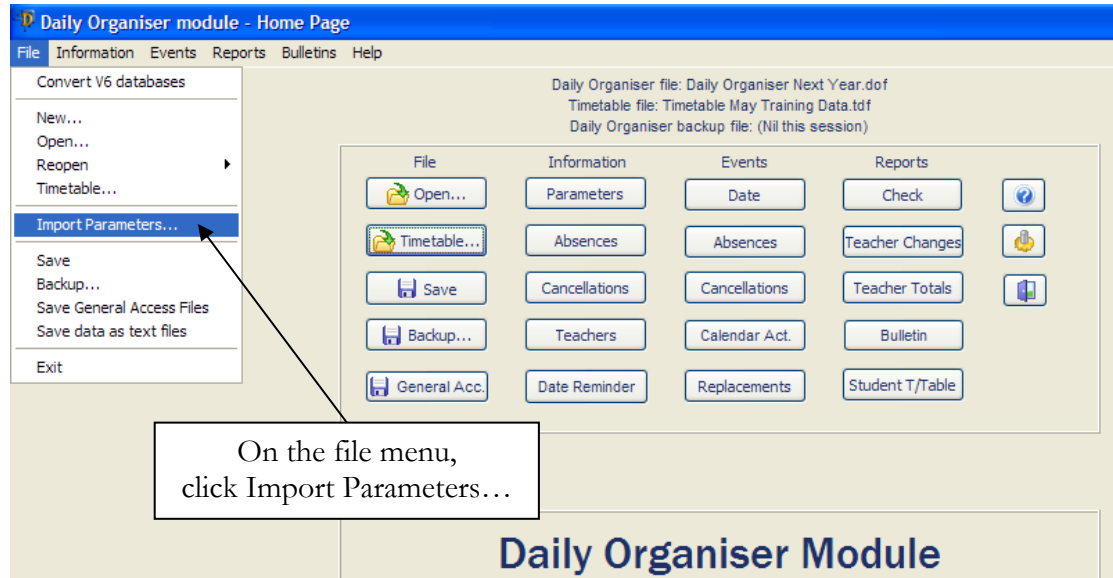
Select the file Timetable May Training Data.tdf

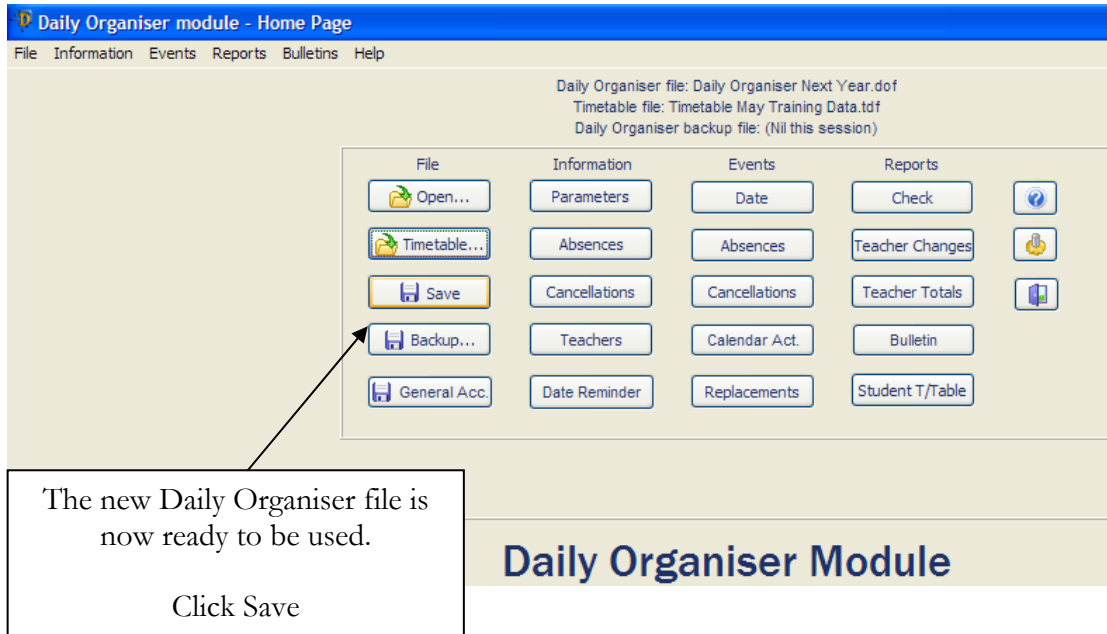
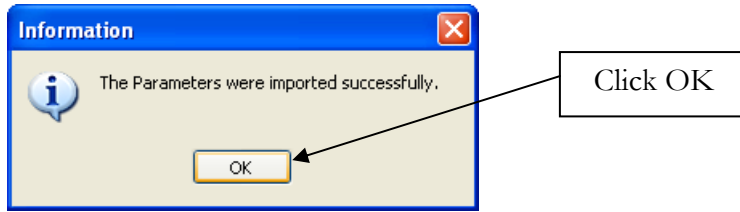
Click Open



## IMPORT PARAMETERS

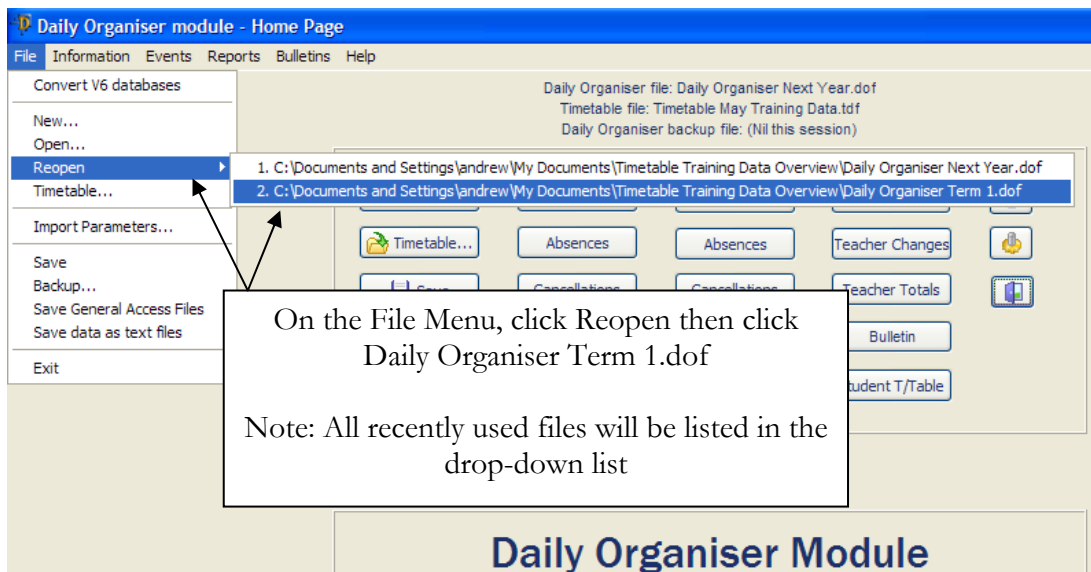
Information that has been entered in another Daily Organiser file can be imported. That is, Start Dates, Unsupervised Lessons, Absence Reasons and Cancellation Reasons. Emergency Teachers and Relief Teachers are also imported along with any details entered on the teachers screen in the previous Daily Organiser file. This includes address details, whether staff are eligible for extras and their number of uncounted and counted replacements. It is important to check that the teacher information is still correct for the new file. For example, a teacher that was underload this year may not be underload next year and their uncounted replacements value needs to be changed.

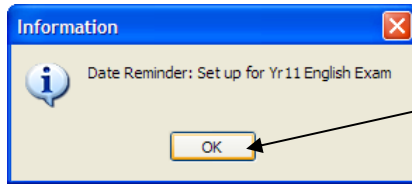




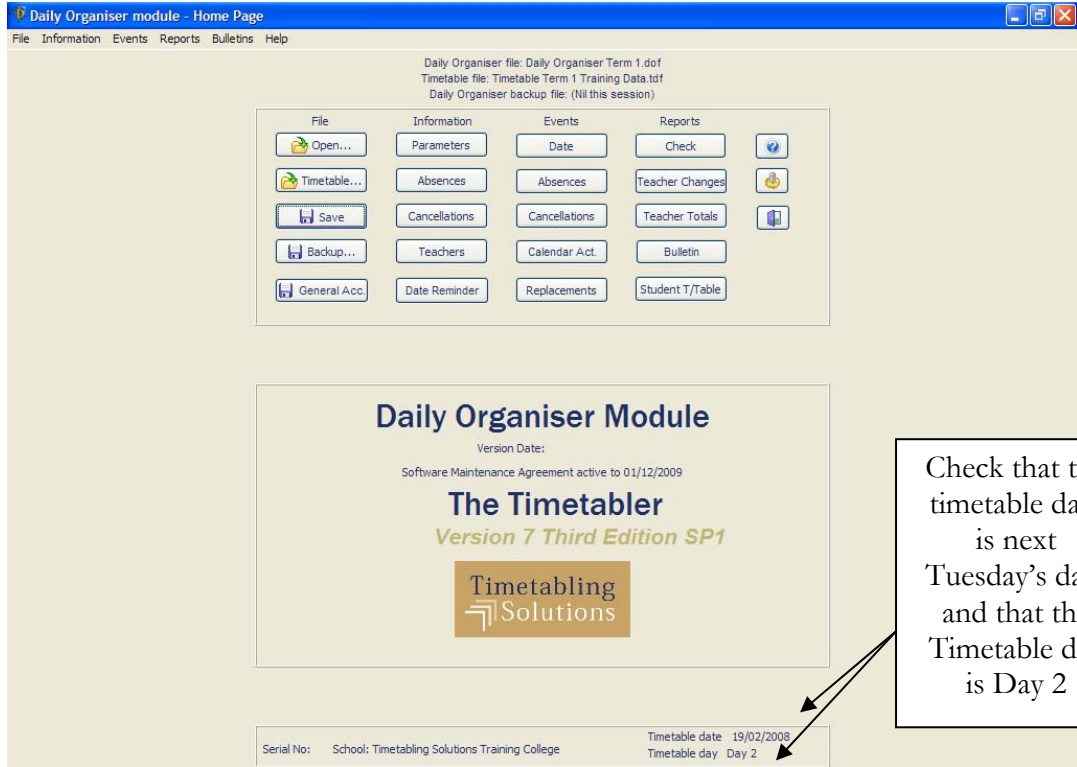
**REOPEN DAILY ORGANISER FILE**

Once the next year's file has been created, we may want to return to the current year's file and timetable.

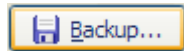




If the date reminder appears, click OK



Check that the timetable date is next Tuesday's date and that the Timetable day is Day 2



Backup your file as Lesson 9.dof

