

PRIME TIMETABLE

Prime Timetable Manual

2012

[HTTP://WWW.PRIMETIMETABLE.COM](http://www.primetimetable.com)

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GETTING STARTED

OVERVIEW

Prime Timetable is a school timetable software available as both online service via Internet web site <http://www.primetimetable.com> and as offline application.

Prime Timetable is designed for effective and easy timetabling and can be used in primary/elementary, middle/secondary schools, colleges and universities.



For the latest manual updates visit online help: <http://primetimetable.com/help>. For the latest timetabling tips & tricks visit our blog: <http://primetimetable.com/blog>.

BASIC TIMETABLING TERMS

Interpret the following basic timetabling terms as best suits your organization, e.g. use 'college' or 'university' instead of 'school', or 'pupil' instead of 'student', etc.

SCHOOL

Institution designed to allow and encourage student groups to attend school activities under the supervision of teachers.

TEACHER / EDUCATOR / PROFESSOR / TUTOR / INSTRUCTOR

Person who teaches, guides, instructs, trains or helps another in the process of learning knowledge.

STUDENT

Learner or someone who attends an educational institution.

ROOM

Place where teaching, learning or any other school activity can occur, e.g. biology room, history room, but also dining room, reception hall, teachers' room etc.

CLASS

Group of students or pupils attending a specific course or lesson.

DIVISION

Different set of groups forming a class, e.g. 5A class has 2 divisions: one consisting of a group of boys and girls, and the other consisting of a group of English and French students.

RESOURCE

Class, Teacher or Room

SUBJECT / ACTIVITY

Activity that includes at least one school resource, e.g. Maths, English, Biology, but also school recess, lunch, some non-class activities like teacher meetings, sport events, etc.

PERIOD / TIME SLOT

Block of time used for lessons

LESSON

Structured period of time where a school activity is intended to occur.

SCHOOL TIMETABLE

Table which displays lessons.

CARD

Visual representation of a lesson.

AWAITING CARD

Card waiting to be scheduled, temporarily placed outside the timetable.

PINNED CARD

Card locked on a specific period, meaning it won't be rescheduled during automatic timetable generation, e.g. a timetabler is already satisfied with the card's position.

TIMETABLE VIEW

Table that displays lessons as cards designed for drag & drop and other scheduling work, e.g. class view, teacher view, room view, 5A class view, etc.

TIMETABLING / SCHEDULING

Process of creating a school timetable and publishing it to the Web for sharing or printing.

TIMETABLER

Person who creates a school timetable.

THE BASIC TIMETABLING RULE

One school resource during one school period can be scheduled in only one lesson. Otherwise, there is a conflict!

CONFLICT

Group of cards on the same position or overlapping each other.

WINDOW / GAP

Empty period between school activities.

TIME REQUEST

Specifying whether a particular school resource or activity is allowed, forbidden, unwanted or mandatory in a certain period.

CONSTRAINT

Requirement which should be satisfied in the generated timetable, e.g. setting that windows are forbidden for all classes.

AUTOMATIC TIMETABLE GENERATOR

Software which automatically creates a school timetable based on provided input.

MANUAL TIMETABLING

Process of creating a timetable manually by dragging cards.

TIMETABLE VALIDATION

Process of validating a timetable, e.g. verifying that there are no conflicts and that all specified constraints and time requests are met.

SCHOOL TIMETABLE SOFTWARE / SCHOOL SCHEDULE SOFTWARE

Software designed to simplify timetabling process.

SOFTWARE REQUIREMENTS

Prime Timetable only requires Microsoft Silverlight plugin which enables best web based experience in your browser of choice. Microsoft Silverlight is easy and quick to install. You can get Microsoft Silverlight from this location:

<http://www.microsoft.com/getsilverlight/Get-Started/Install/Default.aspx>

SUPPORTED BROWSERS

Prime Timetable supports the following browsers on both Mac and Windows platform:

- Internet Explorer 6, 7, 8 and 9
- Firefox
- Safari
- Chrome
- Opera



DEMO EDITION

Demo edition is available on home page by clicking "Try demo". Demo edition is suitable for browsing timetable examples from around the world without creating account.

Demo edition can be used to validate basic functionalities only, but you won't be able to save your work. Therefore, we strongly recommend using the free edition for evaluation because almost all functionalities are available.

FREE EDITION

You can sign up for free edition. Just fill out the form containing your country name, account information (email and password), and optionally your school/college/university info, contact info, etc.

Your account information entered during registration can be changed anytime. Choose "Owl -> Help -> Upgrade" option to upgrade your edition and update your account info. All your timetables will be preserved after upgrade.

REGISTERING AND PURCHASING

Both demo and free editions can be used to evaluate Prime Timetable services.

Once you see that Prime Timetable is suitable for your school, you can purchase it online. Fill out the registration form containing your country name and account information (email and password). Optionally you can provide your school info, contact info and similar, and after submitting form you will be redirected to PayPal purchase form.

Once you have created your account, you can sign in using your account information: email and password.

Price for Basic and Premium edition depends on the country where your school/college/university is located.

SIGN IN

To start Prime Timetable you need to sign in:

- Type your email and password on the home page.
- Click Sign in.

You can check "*Remember me?*" and you will be automatically redirected to application the next time you visit home page, so you don't have to sign in again.

If you have forgotten your password, go to password retrieval page, enter your email and click on "Send password" and your password will be emailed to you.

After successful sign in, Prime Timetable will start loading and the last opened timetable will be displayed.

PROFILE

User can change its profile information by choosing: *Owl > Profile*. User is allowed to change email, password, first and last name.

MANAGING TIMETABLES

IMPORT

IMPORT FROM MICROSOFT OFFICE AND GOOGLE DOCS

- Open Microsoft Word, Microsoft Excel or Google Docs document
- Make a selection
- Press *Ctrl + C* (copy keyboard shortcut)
- Click on proper data grid in Prime Timetable to give it a focus
- Press *Ctrl + V* (paste keyboard shortcut)

IMPORT FROM ANOTHER TIMETABLE

To import from another timetable:

- Choose *Owl > Import > Import from timetable*
- Select one of previously created timetables by clicking on timetable name.
- Selected timetable will be imported into the existing timetable.

IMPORT FROM XML

Prime Timetable supports importing timetable data from Xml documents. Xml document can also be from other school scheduling software, e.g. aSc TimeTables. To import from Xml document:

- Choose *Owl > Import > Import from Xml Document*.
- Browse to locate your Xml document.
- Click *Open*.
- Timetable from Xml document will be imported into the existing timetable.

CREATE NEW TIMETABLE

- Choose *Owl > Open > New timetable*.
- Enter timetable name and (optionally) description.
- Click *Ok* to create new timetable.

OPEN TIMETABLE

- Click open icon to show a list of timetables.
- Select timetable from the list.
- Click *Open*.

OPEN EXAMPLE

- Choose *Owl > Open > Open Examples* to show list of timetable examples.
- Select timetable example from the list.
- Click *Open*.

SAVE TIMETABLE

- Click save icon to save your timetable changes.

SAVE AS

- Choose *Owl > Save as > Timetable Document* to save a copy of existing timetable document.
- Enter new timetable name and description.
- Click *Ok* to save a copy.

DELETE TIMETABLE

- Click open icon to show list of your current timetables.
- Select timetable from the list.
- Click *Remove*.

If you delete timetable by accident, it is possible to restore it. Please contact us if you need to restore deleted timetable.

MERGE TIMETABLES

In order to merge two timetables follow these steps:

- Open base timetable
- Choose *Owl > Import > Merge with other timetable*
- Select the other timetable and click *Merge*.

If there is already a teacher, room, class or subject with the same name in the base timetable it will be used as it is; otherwise, it will be added. Periods and days are also going to be merged based on the same name. If a period doesn't have a specified name then it will be merged based on what's displayed on the screen; e.g. period interval or period number. Furthermore, all lessons from the second timetable will be added to the base timetable.

MANAGING TIMETABLE DATA

BASIC TIMETABLE INFO

Choose *Owl > Setup > Timetable Info* to enter following school information:

- School name
- Academic year – the text that you want to show in the timetable reports representing academic year for current timetable.
- Working days in a week – e.g. for one week timetable select 5 and for the two week timetable select 10.
- Lessons per day - number of maximum lessons number per day.
- Use pre-lesson? - whether lessons starts with pre-lesson.

DAYS AND PERIODS

Choose *Owl > Setup > Timetable Info > Day names* to manage school days. To add a new day you need to enter name and short name.

Choose *Owl > Setup > Timetable Info > Bell times* to manage school periods. For each period you can enter start and end time. To edit period label just enter name and short name which are optional.

To edit specific day or period just click them in the timetable view.

CUSTOM PERIODS

In order to enter custom period interval(s) for specific day(s)/class(es)/subject(s)/room(s)/teacher(s) do the following:

- Click on a period you wish to modify and then click *Add*

- Change period interval (start time and end time)
- Choose class, subject, room, or teacher custom period
- Choose day(s)/class(es)/subject(s)/room(s)/teacher(s) where the new interval applies.
- Click *Ok*.

If a timetable has custom periods, then the filters appear above the period's grid where you can choose whether to show custom periods or not. If you check "Show custom periods", all custom periods will appear in the grid logically grouped. You can further filter them by choosing specific day and/or class/subject/room/teacher.

When you enter new custom period(s), appropriate cards will be resized and repositioned based on specified custom interval.

Choose *Help > Options > Show period intervals instead of numbers* to display custom interval inside the appropriate card.

SUBJECTS

Choose *Main > Setup > Subjects* to manage subjects involved in current timetable. Select subject from displayed list and then click *Edit* if you want to edit selected subject, *Remove* if you want to delete subject or *Copy* if you want to copy selected subject to another subject. If you want to add new subject just click *Add*.

When adding new or editing existing subject following information can be entered:

- Name - Subject name, for instance "History".
- Short name - Subject short name, for "History" it could be "Hi".
- Color - Subject's color in timetable view.

Additional subject's information can be entered:

- Difficulty: low, medium or high.
- Insert day off if subject is thought 2 times per week.
- Insert day off if subject is thought 3 times per week.

ROOMS

Choose *Owl > Setup > Manage Rooms* option to manage rooms involved in current timetable. Select room from displayed list and then click *Edit* if you want to edit selected room, *Remove* if you want to delete room or *Copy* if you want to copy selected room to another room. If you want to add new room click *Add*.

When adding new or editing existing room following information can be entered:

- Name - room name, for instance "History room".
- Short name - room short name, e.g. for "History room" it could be "Hi".
- Color - room's color in timetable view.

TEACHERS

Choose *Main > Setup > Teachers* to manage teachers involved in current timetable. Select teacher from displayed list and then click *Edit* if you want to edit selected teacher, *Remove* if you want to delete teacher or *Copy* if you want to copy selected teacher to another teacher. If you want to add new teacher just click *Add*.

When adding new or editing existing teacher following information can be entered:

- Name - teacher name, for instance, John Smith
- Short name - teacher short name, for John Smith it could be "JS".

- Color - teacher's color in timetable view.

Also, teacher's windows can be specified:

- Maximum windows per week
- Maximum windows per day
- Minimum lessons to allow windows

Additionally, teacher lessons can be specified:

- Allowed lessons number deviation
- Minimum lessons per day
- Maximum lessons per day

CLASSES

Choose *Owl > Setup > Manage Classes* to manage classes involved in current timetable. Select class from displayed list and then click *Edit* if you want to edit selected class, *Remove* if you want to delete class or *Copy* if you want to copy selected class to another class. If you want to add new class click *Add*.

When adding new or editing existing class following information can be entered:

- Name - class name, for instance 5/1, or V1
- Short name - class short name, for instance 51.
- Color - class's color in timetable view.
- Lessons start on first period
- Are windows forbidden for class?
- Groups have to finish classes at the same time?
- Allowed difference between maximum and minimum daily lesson number.

When adding new class, application will automatically creates following division and groups for new class: "Entire class" which represents whole class, division which consists of boys and girls groups, and division which consists of group1 and group2.

DIVISIONS AND GROUPS

Each class consists of any number of divisions, and each division can consist of unlimited number of groups.

To manage class division choose *Owl > Setup > Manage Classes*, select class on a list, and click on *Divisions*, and list of divisions for selected class will be displayed. Top most division represents entire class.

To add new division, click *Add* and new division and its two groups will be created. To delete division, select division from division list and click *Remove*.

To add group to division, select division from division list and click *Add group*, and enter name and description of new group. To edit name and description of group, click on *Edit* located in rounded rectangle which represents group. To delete group, click on remove icon in top left corner of rounded rectangle which represents group.

LESSONS

Choose *Owl > Setup > Lessons* to manage lessons for current timetable. Select lesson filter in the tree view on the left, and then click *Add, Edit, Remove* or *Copy* lesson.

When adding or editing lesson the following information can be entered:

- Teacher - if more than one teacher is needed click on *More...* button.
- Subject
- Class & Group - if more class and groups are needed click on *More...* button.
- Lesson / Week count - number of lessons per week

- Lesson length
- Desired room(s) - desired rooms where lesson can be taught.
- More available rooms - other rooms where lesson can be taught.

LESSON STATISTICS

In the left pane, there is a lesson filter displayed as a tree view with items: Teachers, Classes, Subjects and Rooms. When one of them is clicked global statistics for teachers, classes, subjects or rooms and all lessons will be displayed. For instance, when Classes is clicked, total number of lessons as well as number of entered classes are displayed at the top of the lesson's data grid.

Expanding top items in the left pane and selecting single entity will display single timetable statistics for selected teacher, class (or group), subject or room as well as lessons count. For the selected teacher total working hours is displayed.

TIME REQUEST

Time request can be defined for subjects, rooms, teachers or classes by clicking *Time* on adequate list page. For instance, to open time request dialog for particular subject:

- Choose *Main > Setup > Subjects*.
- Select subject on the list.
- Click *Time*.

Time request defines when lesson is allowed (green color), forbidden (red color), unwanted (yellow color) or mandatory (blue color) for selected subject, room, teacher or class.

Additionally, "allowed number of unwanted lessons" and "allowed number of missed mandatory lessons" per week and per day can be defined. Default value is arbitrary.

Adding too many constraints might make generating school timetable impossible. Recommended approach is to generate timetable without additional constraints first, and then try to fulfill other timetable requirements.

SORTING AND REORDERING

You can sort subjects, rooms, teachers, classes and lessons by clicking desired column header.

For instance, to sort classes by name:

- Choose *Owl > Setup > Manage Classes*.
- Click on *Name* header column.
- Click once again on *Name* header column to sort in reverse order.

When data is sorted it is just temporarily. Timetable view will still look the same. To make current sort permanent, you need to use lock sort icon in grid's bottom right corner.

if you want to revert to previous ordering after sorting, just click on a cancel sort icon in grid's bottom right corner.

To reorder items in a grid:

- Select item(s) in a grid by mouse click.
- Use up and down arrows in grid's bottom right corner to adjust item(s) position.

GENERATING TIMETABLE

GENERATOR TOOLS

Generator tools are placed at the bottom center of the board frame and consist of:

- Generate new timetable
- Improve existing timetable
- Validate timetable

GENERATE NEW TIMETABLE

Click on generate new timetable icon to start generating new timetable from the scratch. Use *Start*, *Pause*, *Continue* and *Stop* to start, pause, continue or stop generating timetable.

Timetable generation progress can be viewed by following the number of timetable imperfections displayed in adequate category: card conflict, time request, class windows, same day subjects, teacher windows, class warnings and teacher warnings.

Generation progress area at the bottom displays timetable generation status.

During generation process, timetable cards will be placed accordingly. Pinned cards will remain on their position.

IMPROVE TIMETABLE

Click on improve timetable icon to improve current timetable without generating new. Generator will start calculating from current timetable state and will try to improve its imperfections.

All timetable changes can be reverted back to prior states by using Undo and Redo tools in the top left corner of board frame.

VALIDATE TIMETABLE

Click on validate icon to check if current timetable meets all requirements and constraints. Timetable is valid if there are no validation errors and warnings, otherwise transparent validation window displays all timetable imperfections grouped and sorted logically.

Validation errors are displayed in red color, while validation warnings are in blue.

INSTANT VALIDATION

When validation window is opened timetable is in instant validation mode, meaning that any change will auto-refresh validation list. For instance, you can drag & drop cards, start generator, change timetable data, change time requests or make any other change and get instant validation results feedback. When validation window is closed, instant validation is turned off.

VALIDATION MARKER

If you click validation warning or error, a specific timetable position where the problem is will be highlighted - that is a validation marker. In some cases software will change timetable view to better point where the problem is. Validation markers are transparent flashing red rectangles. Since they are transparent it allows you to immediately fix the problem by dragging below cards.

TIMETABLE VIEW

VIEW INDICATOR

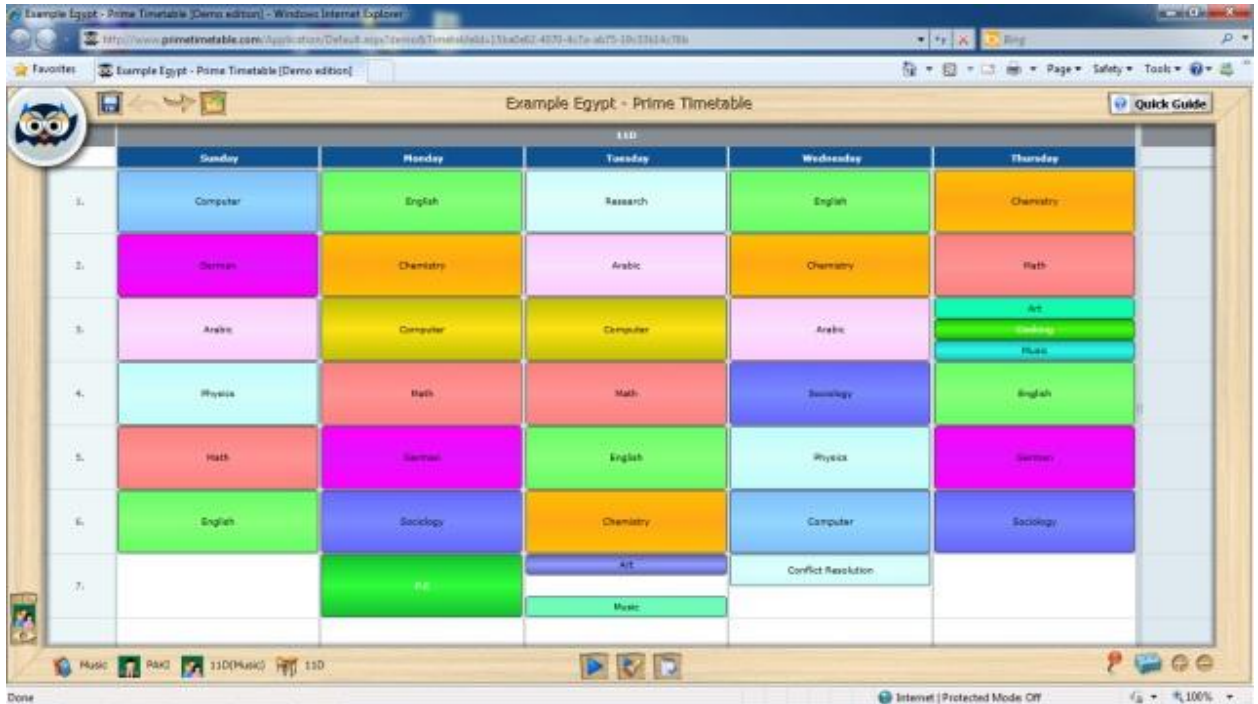
View indicator icon displays the current active view. Click on view indicator icon shows menu where current timetable view can be changed.

CHANGE TIMETABLE VIEW

In order to change timetable view click on view indicator icon and then:

- Click on class icon to switch to class view.
- Click on teacher icon to switch to teacher view.
- Click on room icon to switch to room view.
- Click on subject icon to switch to subject view.

To choose single class, teacher, room or subject view click on a first column in a timetable. To revert back to entire timetable view, press Esc key or select desired view by clicking view indicator icon.



Screenshot of single timetable view

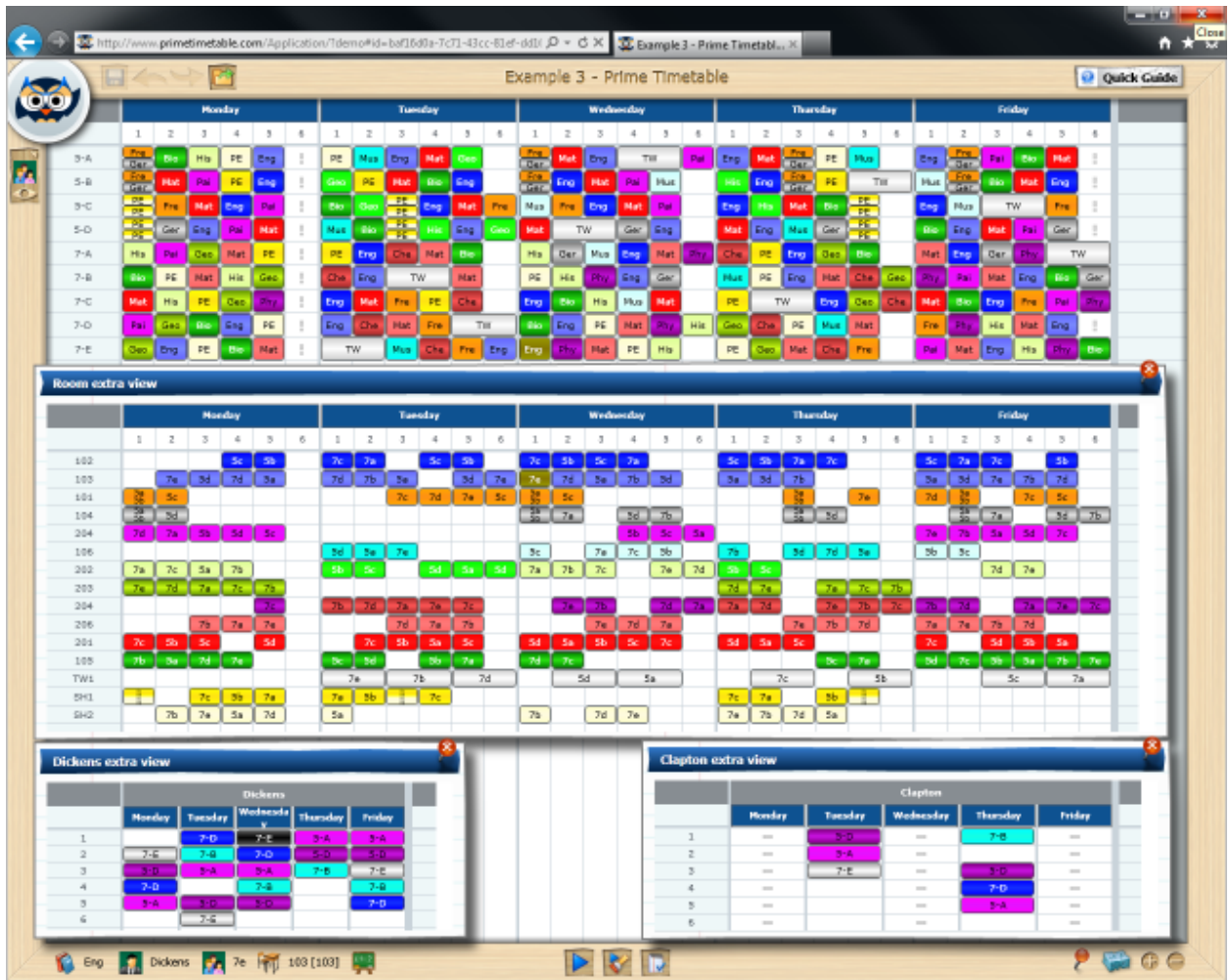
EXTRA TIMETABLE VIEW

To open extra timetable view just click on teacher, class, room or subject icon in the bottom left corner when a card is selected. You can easily adjust position and size of extra view which best fits your screen, and by clicking the first column you can navigate to single extra view.

Extra views are fully interactive, just like the main view, meaning you can use all timetabling tools as usual, e.g. timetable generator, drag & drop, pin, sponge, undo/redo, etc. and all opened timetable views will be automatically updated.

In the screenshot below there is a class view, room view and two single teacher views all on one screen, so you can easily find the perfect position for a specific lesson. Currently selected card in one view will be highlighted in all other views. Also, when doing drag & drop, the shadow of the card being dragged will be shown in all opened

views which allow you to track drop position, e.g. check that drop position is not already scheduled in another view.



Main view with 3 extra views added

MANAGING CARDS

DRAG & DROP CARDS

In timetable view, cards can be manually drag & dropped to a new position. To drag & drop card:

- Select card by clicking it with mouse left button.

- While keeping mouse left button pressed, drag it to a new position.
- Drop card by releasing mouse left button.

If there is already a card on drop position, conflicted cards will be slightly rotated so you can easily spot card conflict later. Clicking bottom card in conflicted group will bring it to front.

	Monday						Tuesday					
	1	2	3	4	5	6	1	2	3	4	5	6
Eric Clapton	73	71	72	62	64	=				64		=
Ginger Baker	83	52	51		81	=		83	81	51		=
Gary Moore				64	62	=	51	64				=
Frank Zappa	22	21	=	=	=	=	72	83	73			=
Neil Young				64	62	71	72	62	52	51		=
Carlos Santana						51 52						
Miles Davis	=	=	=	=	=	=	=	=				

Screenshot of school timetable with lots of conflicted cards

All timetable changes can be reverted back to prior states by clicking Undo and Redo icon in the top left corner of board frame.

TIMETABLING TOOLS

Timetabling tools are located in bottom right corner of board frame. To use a tool just click it. To drop tool click tool again or click on an empty timetable period or use Esc key.

Additional options are available when you click tool or use tool with Shift, Control or Alt key pressed, e.g. Shift key affects all cards, Control key affects current row, while Alt affects current timetable column.

PIN TOOL

To pin or unpin cards click on pin tool and then click timetable card to pin or unpin it. In order to pin/unpin more cards, select pin and then click on a day or period (in timetable header) to pin/unpin whole day or period, or click on first column in row to pin/unpin whole row.

Pinned cards can't be dragged and won't be moved while generating new or improving existing timetable.

SPONGE TOOL

In order to remove card (move card to cards container on the right) click on sponge tool and then click card that should be removed. To remove more cards, select sponge tool and then click on a day or period (in timetable header) to remove whole day or period, or click on a first column in row to remove whole row.

ZOOM TOOL

Click on zoom in tool or zoom out tool to zoom in or zoom out timetable cards.

Current zoom level is preserved when you print or export to Html document entire or single timetable view (e.g. cards are bigger or smaller).

TIMETABLING OPTIONS

The following settings in *Help > Options* allow you to customize the appearance of your timetable:

Save reminder

Set save reminder interval to your desired value. Default value is 20 minutes.

Default view

This view will be initially displayed when application is started.

Rotate conflicted cards

Set whether or not conflicted cards should be rotated. This option is checked by default.

Show period intervals instead of numbers

Set whether or not period interval should be displayed instead of a number, e.g. instead of 1, 2 you get 9:30 – 10:15, 10:20 – 11:05.

Show additional time request settings

Additional time request settings are hidden by default. Checking this option enables you to specify allowed number of unwanted lessons per week/day as well as allowed number of missed mandatory lessons per week/day in time request window.

Exclude fake lessons while generating timetable

Sometimes you want lessons such as lunch, teacher meeting, etc. to be excluded from automatic timetable generator/validator. To do that just set short name to “-” (minus sign) to the resource you want to be excluded and check this option.

Install Prime Timetable on your desktop

Click install Prime Timetable button to install software on your computer. You will get the newly installed program in Program Files and a new desktop icon. Starting Prime Timetable from your desktop allows you to access your timetables whenever you want with or without Internet connection, thus avoiding going to Prime Timetable web site and signing in.

Other options

We are able to customize our software to suite your specific needs; for instance, if you need to set bell time to be e.g. 12:43, we will set period step to 1 minute (default is 5 minutes) exclusively for you.

EXPORT

EXPORT TO HTML

To export school timetable to Html file format:

- Choose *Owl > Save as > Html Document*
- Browse to your local folder where file will be saved.
- Enter the name of Html file.
- Click *Ok*.

Your school timetable will be saved as Html document which can be used for embedding in your school's web site or make further adjustments.

Use zoom tool to adjust the size of timetable cards before exporting.

HTML DOCUMENT WITH SINGLE VIEWS

To export all single timetable views of the currently displayed view:

- Choose *Owl > Save as > Html Document with single views*
- Browse to your local folder where file will be saved.
- Enter the name of Html file.
- Click *Ok*.

When you print Html Document containing single timetable views, all timetables will be printed on the separate page.

EXPORT SCHOOL DATA TO MICROSOFT OFFICE AND GOOGLE DOCS

- Open data grid in Prime Timetable
- Make a selection
- Press *Ctrl + C* (copy keyboard shortcut)
- Click on Microsoft Word, or Microsoft Excel or Google Docs document to give it a focus
- Press *Ctrl + V* (paste keyboard shortcut)

EXPORT TIMETABLE TO XML

To export school timetable to Xml file format:

- Choose *Owl > Save as > Xml Document*
- Browse to your local folder where file will be saved.
- Enter the name of Xml file.
- Click *Ok*.

You can import already exported Xml file by choosing Owl > Import > Import from Xml Document.

EXPORT TIMETABLE TO IMAGE

To export current timetable view to Jpeg image file:

- Choose *Owl > Save as > Jpeg Document*.
- Browse to your local folder where image will be saved.
- Enter the name of image file.
- Click *Ok*.

*Please note that image dimension will be as big as it needs
your school timetable to fit.*

PRINT AND SHARE

CARD DESIGNER

Card designer allows choosing background color, text and border for any timetable view: single or entire. To open the card designer:

- Choose *Owl > Print > Card designer* or
- Use mouse right click on the timetable card.

Card designer form shows the enlarged selected card with the options to customize its appearance and style.

Background card color can be from the current class, teacher, room or subject or no background color, which is useful in some printing scenarios.

Card text can be a class, teacher, room or subject name or short name. Selecting the card text from a list will add it to the card, while clicking the text in the enlarged card removes it.

Card border can be round, square, round (no border) and square (no border). Note that if you choose no background color and no border you can still drag & drop such a card.

All style changes are preserved and saved into the current timetable document as a timetable template. Once the card appearance is customized and timetable changes are saved, the published web page will pick up the new styles as well.

When you create a new document, or import timetable in the new document, all timetable style settings will be copied so you don't have to tweak styles again.

PRINT TIMETABLE

To print the current master or individual timetable view:

- Choose *Owl > Print*

Timetable is stretched to fit paper width. If the timetable doesn't fit paper height it will be automatically split into several pages. Recommended approach is to choose landscape paper orientation while printing master timetable. Use zoom to adjust timetable row height.

PRINT INDIVIDUAL TIMETABLES

To print all individual timetables:

Choose Owl > Print > Print all individual timetables

Software will go through all individual timetables and print them on separate pages. Recommended approach is to choose portrait paper orientation while printing. Use zoom to adjust timetable row height.

PUBLISH TO THE WEB

If you want to share your timetable with others you need to publish timetable to the Web, first:

- Choose *Owl > Share > Publish to the Web*
- Click *Publish to the Web*.

Published web page is accessible by any Internet device, so that people you share with can access the timetable even from their mobile phone.

To configure the published page, set a default view and whether visitor can switch timetable view. Now you can copy the provided link or visit the published web page.

You needn't worry about any subsequent changes to the published timetable. The published web page will be automatically updated when the timetable is saved. Furthermore, the published web page will automatically refresh every 20 minutes to make sure the latest timetable version is delivered to all.

If you want to stop publishing timetable to the Web:

- Choose *Owl > Share > Publish to the Web*
- Click *Unpublish*.

Published web page is also accessible from open timetables window. Just click on a web icon in published timetable row.

SHARE WITH OTHERS

Choose *Owl > Share > Share with others* to manage users who have access to timetables. The following privileges are available:

- Owner
- Creator
- Viewer

TIMETABLE OWNER

Timetable owner is any user who first created the school account. The owner has the highest privileges, which include managing other users. For instance, the owner can add or remove other timetable owners, creators or viewers.

TIMETABLE CREATOR

Timetable creator can create and change school timetables but can't manage other users.

TIMETABLE VIEWER

Timetable viewer can view school timetables and is not allowed to save any changes.

MOBILE TIMETABLE

When mobile phone, smartphone or tablet is detected instead of Prime Timetable application, a Mobile Timetable will be shown.

Mobile Timetable enables you to browse your timetables and choose different views. Similar to how Prime Timetable works click on the first column will switch to single view.

Mobile Timetable works on iPhone, iPad, Android, Windows Phone, Nokia and any other mobile phone, smartphone or tablet.

Mobile Timetable is also used to display shared timetables so that everyone is able to see the timetable no matter what device is using.

APPENDIX

KEYBOARD SHORTCUTS

If you use some repetitive operations you will find that using the keyboard is often faster than using the mouse. For the most effective timetabling, you can use the following keyboard shortcuts:

GENERAL KEYBOARD SHORTCUTS

- Online Help – F1
- Save timetable changes - F2 or [Ctrl + S]
- Full screen mode - F11
- Open timetables - [Ctrl + Alt + O] or [Ctrl + O]
- Create new timetable – [Ctrl + Alt + N]
- Undo - [Ctrl + Z]
- Redo - [Ctrl + Y]
- Generate new timetable - [Ctrl + G]
- Improve existing timetable - [Ctrl + I]
- Validate timetable - [Ctrl + V]
- Print timetable – [Ctrl + Alt + P]
- Print single timetable views – [Ctrl + Alt + Shift + P]
- Close window - Esc

TIMETABLE SETUP

- Manage classes - [Ctrl + Alt + C]
- Manage teachers - [Ctrl + Alt + T]
- Manage rooms - [Ctrl + Alt + R]

- Manage subjects - [Ctrl + Alt + S]
- Manage lessons - [Ctrl + Alt + L]

To navigate between tabs use Left and Right arrow keys.

TIMETABLE VIEWS

Switch to class view - [Ctrl + Alt + 1]

Switch to teacher view - [Ctrl + Alt + 2]

Switch to room view - [Ctrl + Alt + 3]

Switch to subject view - [Ctrl + Alt + 4]

Switch to previous/next entire or single view - [Ctrl + Alt + Up/Down arrow]

Switch to first/last entire or single view – [Ctrl + Alt + Home/End]

Revert from single to entire timetable view - Esc

BOARD TOOLS

- Select/deselect sponge tool - [Ctrl + Backspace]
- Select/deselect pin tool - [Ctrl + (.)]
- Zoom in - [Ctrl + (+)]
- Zoom out - [Ctrl + (-)]
- Drop selected tool - Esc

When using pin or sponge, [Ctrl + mouse click] affects current row, [Alt + mouse click] affects current column and [Shift + mouse click] affects whole timetable.

DATA GRID

- Add new item - A or Space or Insert or (+)
- Edit selected item - E or Enter or [Mouse left double click]
- Remove selected item(s) – Backspace or Delete
- Copy selected item - C or (*)
- Time request - T
- Multi-selection - [Ctrl + click]
- Range-selection - [Shift + click]
- Select all items - [Ctrl + A]
- Switch to previous/next tab – Left/Right arrow

USEFUL LINKS

Latest online help – <http://primetimetable.com/help>

Timetabling tips & tricks blog – <http://primetimetable.com/blog>

Request a new feature - <http://primetimetable.uservoice.com>

Facebook fan page – <http://facebook.com/PrimeTimetable>

Twitter - <http://twitter.com/primetimetable>