Timetabling Solutions

Hosted Applications

Guide to the Management Portal

MANAGEMENT PORTAL

The Timetabling Solutions Management Portal is used to manage users, application access and settings for a school.

The Management Portal is a fully hosted web-based application, and it is recommended that Google Chrome or any major Chromium-based browser is used.

The web address for the Management Portal is: https://timetabling.education

Each school (or enterprise) is required to have at least one Global Administrator. Their role involves:

- Configuring the school account settings and security levels.

- Configuring optional extras including two factor authentication settings, single sign on (SSO), email server settings and custom Azure Storage for documents. Note: IT knowledge is required for this aspect of the role.

- Adding individual users within the school.

- Assigning User Roles that determine which apps the individual users can access and the permissions they have for those apps.

- Setting up links for data transfer to third party products using LISS or SIF.

- Setting up API (Application Programming Interface) Access for selected third party systems.

- Manage data stored online including uploading and downloading files, publishing timetables to Daily Organiser or deleting data that is no longer required online.

- Viewing access and message logs.

Once the Global Administrator for the school has been entered into the system, they will receive their https://timetabling.education log in details via email.

SIGN IN TO THE MANAGEMENT PORTAL

Signing into the Management Portal provides access to all other applications the school is subscribed to. For example, Daily Organiser, Staffing, etc.

Open your browser and enter the address https://timetabling.education

Enter the username provided and click **Find Me**

Enter the password provided and click **Sign In**

Note: The school's Global Administrator will allocate staff a username and staff will create their own password. If the password is forgotten, this can be reset by clicking Recover your account on the Sign In page. For security reasons, Timetabling Solutions does not keep records of individual usernames and passwords.
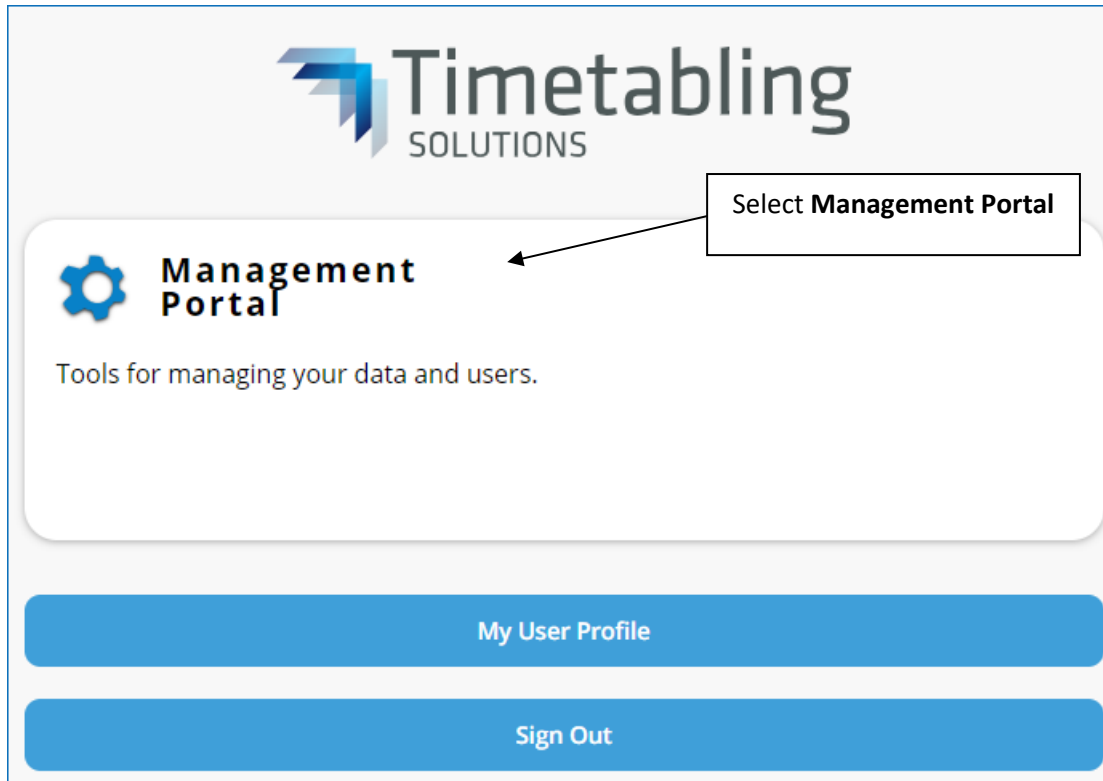
MANAGEMENT PORTAL HOME PAGE

The Management Portal Home Page provides the Global Administrator with a summary of user sessions, recent logins, product information and subscriptions.

The Home Page will appear differently depending on which roles the user has been assigned.

Global Administrator

The Global Administrator has access to all tasks on the Task Tree and can view all User Sessions and Recent Logins.

They have access to the V10 and V9 Product Pages and can enrol in training.

The Global Administrator can also view and edit the school's subscriptions.

V9 User

Management Portal / Timetabling School / Home Page

Rod Adams
Timetabling School

Home Page

Timetabling Solutions V10

Timetabling Solutions V10 is our latest full-featured desktop software for timetabling your school.

Product Page

Timetabling Solutions V9

Timetabling Solutions V9 is the previous desktop software version which is now unsupported however we will maintain access to it for compatibility reasons.

Timetabling Training

At Timetabling Solutions Training Courses, the emphasis is on learning. Each Training Course includes a comprehensive training with sample data. Course materials are enhanced and updated basis and correspond with the current product version

> A user with no roles assigned cannot access any tasks on the Task Tree.
>
> They have access to the V10 and V9 Product Pages and can enrol in training.
>
> They would need to be assigned the Timetabler role to be able to download and activate V10.

User Administrator

Management Portal / Timetabling Solutions Demo School / Home Page

User Administrator
Timetabling Solutions Demo School

Home Page
1 Manage Users
2 User Roles
7 App Integrations
9 View Logs
13 Control Panel

User Sessions

Katrina Watts

User Administrator

Recent Logins

Username	Location	App
app@admin.com	Australia	Management Portal
app@admin.com	Australia	Management Portal
app@admin.com	Australia	Management Portal
app@admin.com	Australia	Management Portal
app@admin.com	Australia	Management Portal
app@admin.com	Australia	Management Portal
app@admin.com	Australia	Management Portal
app@admin.com	Australia	Management Portal
app@admin.com	Australia	Management Portal
app@admin.com	Australia	Management Portal

Recommendations

ⓘ **Archiving Recommendation**
Improve your data auditing by setting up your own storage for log archives

ⓘ **Old Daily Organiser Recommendation**
Make it easier to keep track of your important Daily Organiser data by removing any old and unused Daily Organisers

ⓘ **Old Timetable Recommendation**
Make it easier to keep track of your important timetable data by removing any old and unused published timetables

Timetabling Solutions V10

Timetabling Solutions V10 is our latest full-featured desktop software for timetabling your school.

Product Page

Timetabling Solutio

Timetabling Solutions V9 is the previo unsupported however we will maintain

Product Page

> The User Administrator has limited access to tasks on the Task Tree and can view all User Sessions and Recent Logins.
>
> They have access to the V10 and V9 Product Pages and can enrol in training.

Timetabling Training

At Timetabling Solutions Training Courses, the emphasis is on hands-on learning. Each Training Course includes a comprehensive training manual with sample data. Course materials are enhanced and updated on a regular basis and correspond with the current product version.

View Now

Application Administrator and Timetabler

A user assigned both the Application Administrator and Timetabler roles has limited access to tasks on the Task Tree.

They have access to the V10 and V9 Product Pages and can enrol in training.

Application Administrator and Daily Organiser

A user assigned both the Application Administrator and Daily Organiser roles has limited access to tasks on the Task Tree.

They have access to the V10 and V9 Product Pages and can enrol in training.

The Task Tree on the right of the screen allows navigation around the Management Portal.
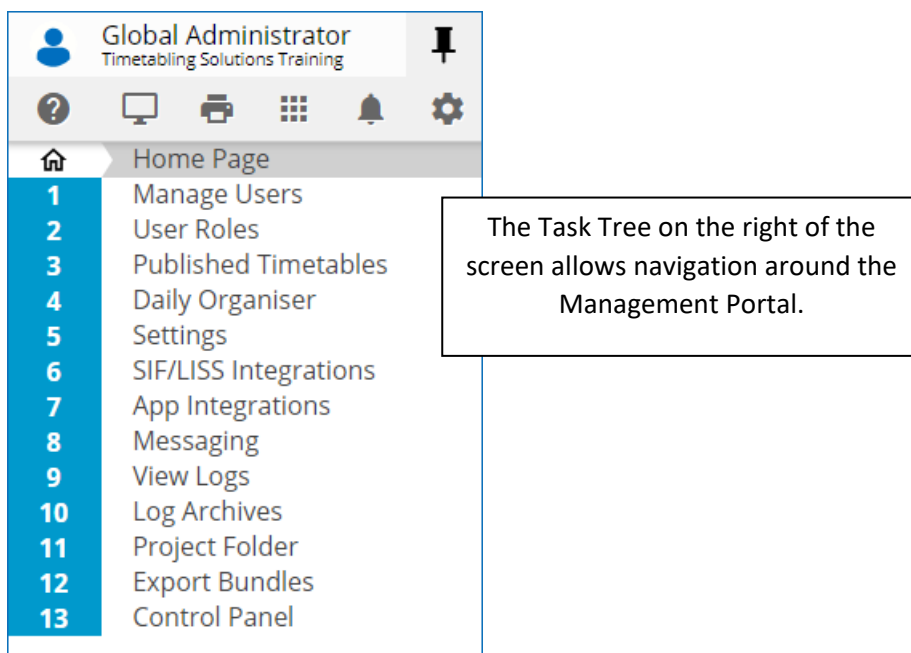
The icons at the top of the Task Tree represent:

Icon	Icon Name	Function
	Help & Support	Displays help for each page, access to support ticket system and other supporting information.
	Display Settings	Set the theme, choose to show codes, names and additional information where relevant.
	Print Dialogue	Set printer fonts and print or export the current screen.
	View Applications	View and open available applications.
	Notifications	View system notifications or messages.
	Settings	Allows quick access to Help & Support, printing, configuration settings and access to the Privacy Policy and Subscription Agreement.

Global Administrator
Timetabling Solutions Training

Home Page
1   Manage Users
2   User Roles
3   Published Timetables
4   Daily Organiser
5   Settings
6   SIF/LISS Integrations
7   App Integrations
8   Messaging
9   View Logs
10 Log Archives
11 Project Folder
12 Export Bundles
13 Control Panel

Timetabling Solutions Training
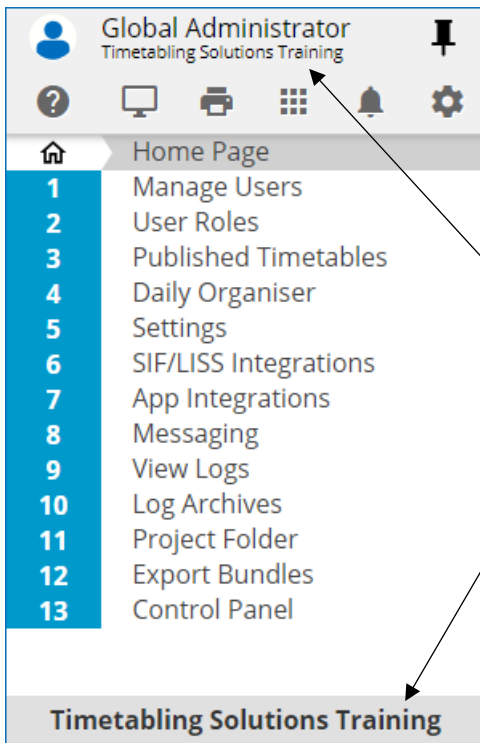
The name of the school appears at the top and bottom of the Task Tree.

Click **Global Administrator**

Note: If the school has multi-site permissions (allocated by Timetabling Solutions), these can be accessed by clicking the school's name and selecting the site.

Global Administrator
Timetabling Solutions Training

Global Administrator
Member of: Multisite Access, TTS Support, Global Administrator, User Administrator, Application...
Profile
Permit Support Access
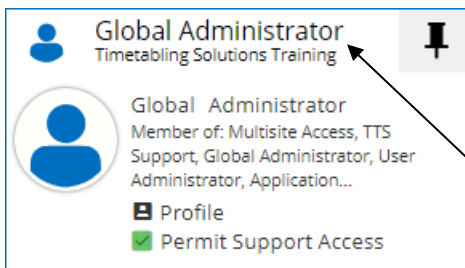
When Permit Support Access is ticked, your school data can be accessed by support staff at Timetabling Solutions. This is required when reporting an issue with the program and receiving phone or email support.

Any changes made by Timetabling Solutions staff will be reflected in the change logs for each application.

Click **Global Administrator** to return to the Task Tree

V10 PRODUCT PAGE

The V10 Product Page contains information regarding the Timetabling Solutions V10 desktop software.

Management Portal / Timetabling Solutions Training / Home Page

Timetabling Solutions V10

Timetabling Solutions V10 is our latest full-featured desktop software for timetabling your school.

Timetabling Solutions V9 is the previous desktop software version which is now unsupported however we will maintain access to it for compatibility reasons.

Click **Product Page** for V10

Product Page

Product Page

⚙ Management Portal / Timetabling Solutions Training / Home Page

10 Timetabling Solutions Version 10

System Requirements

Microsoft Windows 10 and 11 with Microsoft Office 2016, Office 365

Minimum 8 Gigabytes (GB) of RAM

Minimum screen resolution of 1280 x 1024, we recommend wide screens with 1920 x 1080

A keyboard, mouse or compatible pointing device

Date settings to be set to Australian (short date style, dd/mm/yyyy)

Lesson Library   Download

User Access

To access our desktop and online software, users

Users requiring access to V10 must be assigned th   Role Information

V10 System Requirements are listed.

Click **Download**

⚙ Management Portal / Timetabling Solutions Training / Home Page

10 Timetabling Solutions Version 10

System Requi

Microsoft Wi

Minimum 8 (

Minimum scr

A keyboard,

Date settings to be set to Australian (short date style, dd/mm/yyyy)

Lesson Library   Download

Download Executable (.exe)

Download Windows Installer (.msi)

A V10 .exe or .msi can be downloaded, installed and activated.

Click **Lesson Library** to view V10 lessons in pdf format along with new features in V10, recorded webinars, videos and other training materials

Click 🏠 to return to the Home Page

User Access

To access our desktop and online software, users will need to be added and assigned roles on the [1] Manage Users screen

Users requiring access to V10 must be assigned the role of 'Timetabler' in conjunction with any other applicable roles

Role Information

V9 PRODUCT PAGE

The V9 Product Page contains information regarding the Timetabling Solutions V9 desktop software.

Click **Product Page** for V9

A zipped folder is downloaded.

Browse to the location of the downloaded zipped file, right click and select **Extract All...**

Click **Extract**

Double click **V9Licence.exe**
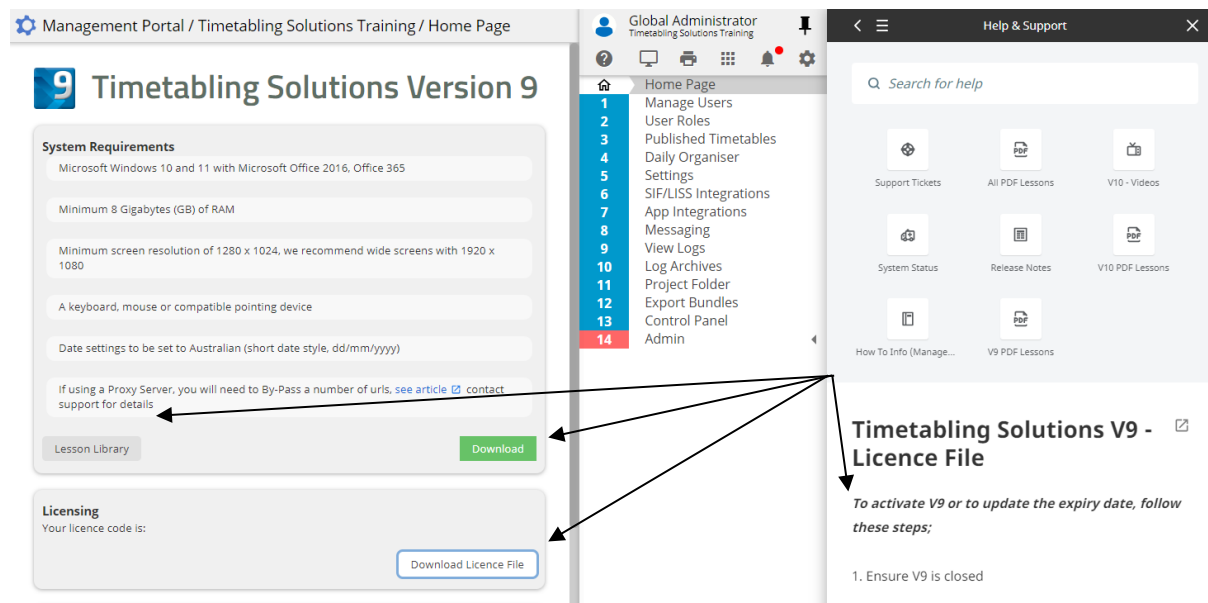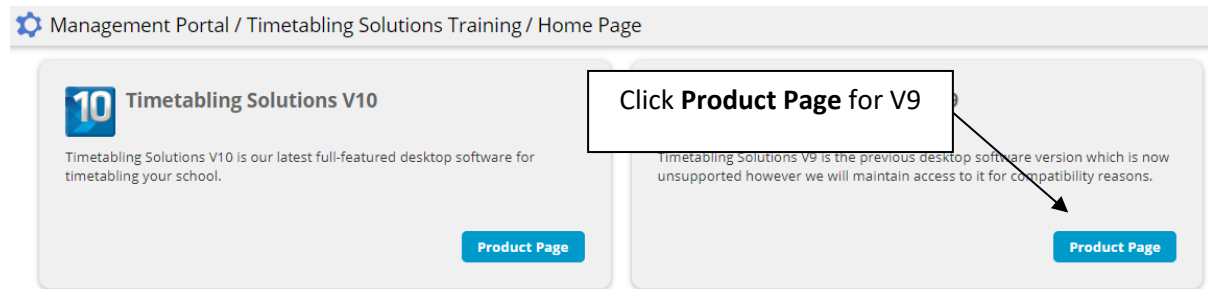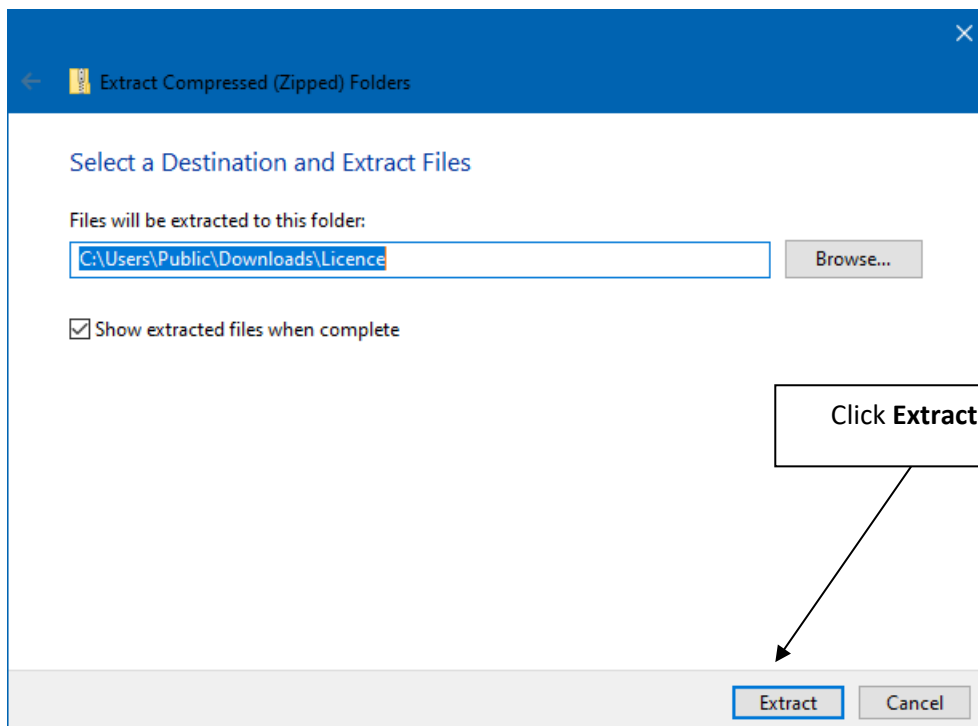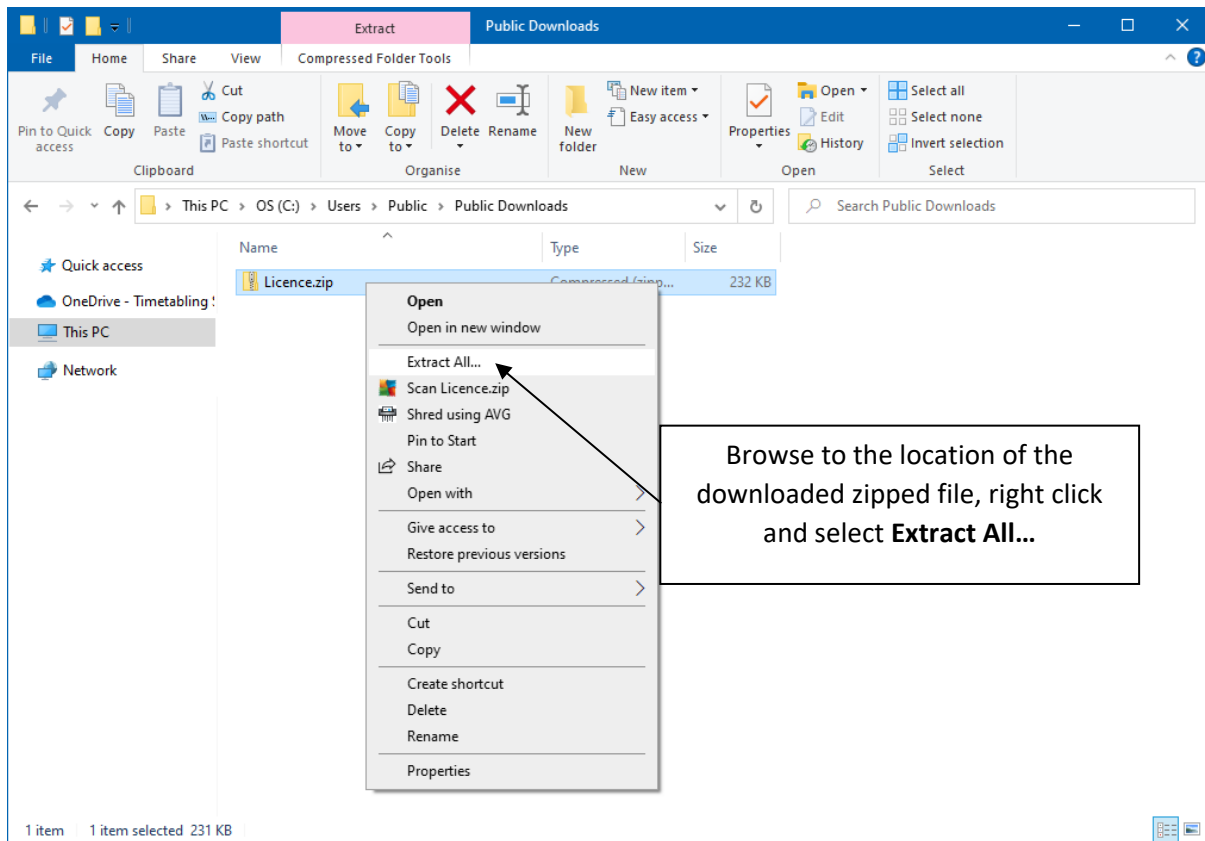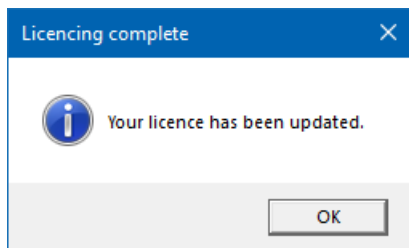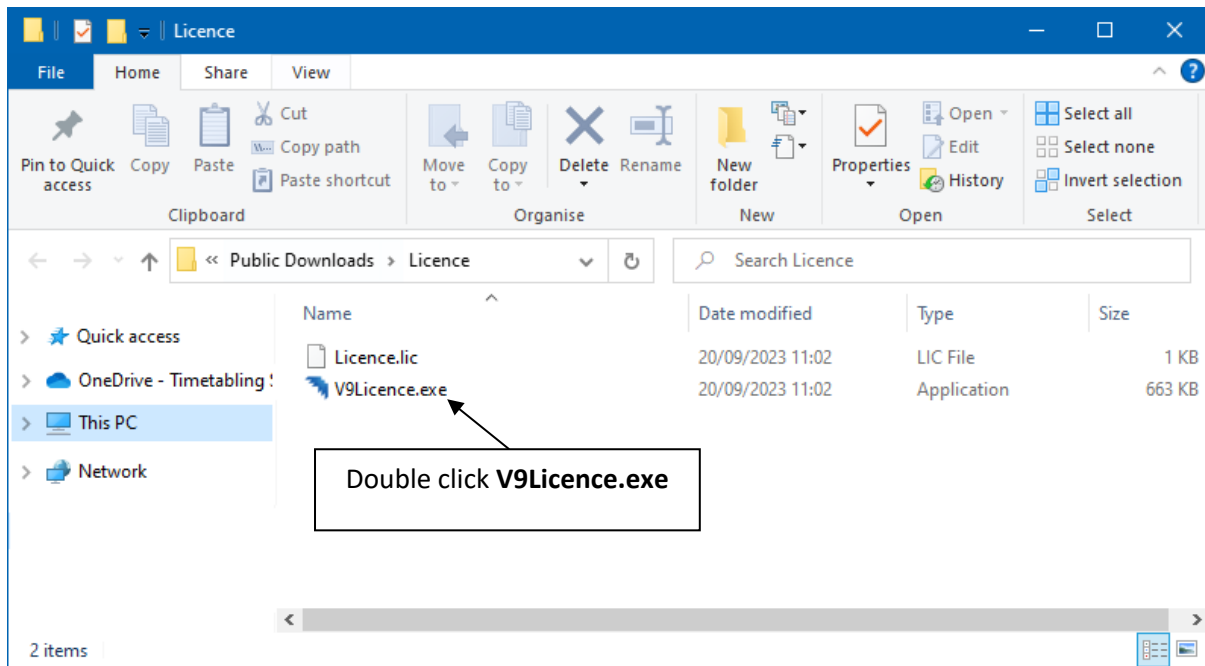
The licence has been updated.

ENROL IN TRAINING

It is possible to view all Timetabling Solutions training courses and register enrolment.

A new window opens and a list of training courses is displayed.

The course schedule can be viewed and enrolments created by clicking the links further down the page.

Close the window and return to the Management Portal

SUBSCRIPTIONS

When logged in as a Global Administrator, a list of the school's subscriptions, users and expiry dates can be viewed.

Management Portal / Timetabling Solutions Training / Home Page

Subscriptions		User Limits	Users Assigned	Options	Renews
Management Portal	?	Unlimited	5		25/01/2026
Daily Organiser	?	Unlimited	2		31/01/2026
Staffing	?	Unlimited	1		25/01/2026
Timetabling	?	Unlimited	0	Request Trial | Purchase Subscription ⧉	
Staff Access Portal	?	Unlimited	1		25/01/2026
Student Access Portal	?	Unlimited	2		25/01/2026
Daily Reports	?	Unlimited			25/01/2026
Preferences Manage					25/01/2026
Course Manager					25/01/2026

A trial or new subscription for an app can also be requested.

Hover over the question mark icon to view a description of the app.

SETTINGS

Before creating users, the Sign In requirements need to be checked or amended.

On the Task Tree select:
[5] Settings

SECURITY SETTINGS

The Global Administrator can adjust multiple security settings.

Management Portal / Timetabling Solutions Training / Settings

| Security | Email Server Settings | SAML SSO | OpenID SSO | Access Portals | Storage | Daily Organiser |

Application Sessions
These settings allow you to manage how long a user can be idle in an application before they are required to re-authenticate.

Authentication session timeout period (in minutes)   120

Password Complexity
These settings allow you to manage how complex user passwords must be including their length and c

Password minimum length

Passwords must include upper case letter   ☑
Passwords must include lower case letter   ☑
Passwords must include number   ☑
Passwords must include special character   ☐
Passwords can't include the users names (username/first name/last name)   ☐

Authentication session timeout period, Password Complexity, Two Factor Authentication and Password Expiry settings can be edited.

Click the **Email Server Settings** tab

Two Factor Authentication Settings
These settings allow you to manage which two factor authentication methods users have access to (if any), it is strongly recommended you provide users with at least one method of two factor authentication.

Email   ☐
Authenticator   ☑

Password Expiry Setting
☐ Enable Password Expiry

EMAIL SERVER SETTINGS

Emails from the online applications can be sent from the Timetabling Solutions default email server with the send from email address noreply@timetabling.com.au. This feature is enabled by default and no additional details need to be entered.

Management Portal / Timetabling Solutions Training / Settings

| Security | Email Server Settings | SAML SSO | OpenID SSO | Access Portals | Storage | Daily Organiser |

Server Details

The details of your email server. We automatically check if we can connect to your server, however we recommend that you send a test email to ensure the entries are correct.

SMTP Server Address

Port Number   0

Security

☐ Use Secure Connection

☐ Use Credentials

Username

Password

Email Send-From Addresses   +

No send-from addresses have been entered.

It is recommended that schools configure their emails to be sent from their school email server, eg, Office 365 or Gmail, by entering the Server Details and Security information. This allows for responses to emails to be monitored.

In addition, multiple user email accounts can be added – all entered email addresses will appear in the email send-from drop down list in the various apps.

SINGLE SIGN ON SETTINGS

SAML and OpenID Single Sign On can be enabled.

Management Portal / Timetabling Solutions Training / Settings

| Security | Email Server Settings | SAML SSO | OpenID SSO | Access Portals | Storage | Daily Organiser |

Note: Timetabling Solutions V9 desktop application does not support authentication using SSO, V10 does.

Use SAML

☐ Enable SAML Integration   Timetable Datastore SAML Metadata   Configuration Using Federation Metadata

Configuration

SAML Login Path

The Timetabling Solutions apps will redirect users to this URL to login. You can get this from your SAML Identity Provider.

SAML Logout Path

Optional logout URL to which users will be sent to when they logout of the Timetable Solutions apps.

SAML Certificate Fingerprint

Fingerprint (SHA-256) of the certificate used for signing SAML assertions provided by your SAML Identity Provider. This will be used to validate authentication information. (Please ensure any colons are removed from the fingerprint value)

Custom Domain

Domain Name

A unique subdomain for your school, that when used will automatically re-direct users to your SSO platform for authentication

> Click the **SAML SSO** tab
>
> SAML SSO settings can be configured here.

Management Portal / Timetabling Solutions Training / Settings

| Security | Email Server Settings | SAML SSO | OpenID SSO | Access Portals | Storage | Daily Organiser |

Note: Timetabling Solutions V9 desktop application does not support authentication using SSO, V10 does.

Use OpenID

☐ Enable OpenID Integration

Configuration

Log in with

Microsoft

Registered Tenant

Users registered in the following tenant will be able to log in using SSO:

| Organisation | Not Set |
| Tenant ID | Not Set |

Custom Domain

Domain Name

A unique subdomain for your school, that when used will automatically re-direct users to your SSO platform for authentication

> Click the **OpenID SSO** tab
>
> OpenID SSO settings can be configured here.

ACCESS PORTALS SETTINGS

The Access Portals settings allow you to specify how far into the future absence and replacement information is displayed in the Student and Teacher Timetable Portals (available 2024).

STORAGE SETTINGS

Schools can set up custom document storage on their private Azure server. It is also possible to migrate the school's data into a separate database. This separate database contains only the school's data.

DAILY ORGANISER – AUTOMATIC NOTIFICATIONS

Some settings can be customised for the Web Daily Organiser app in the Management Portal.

DAILY ORGANISER TIMETABLE PUBLISHING

It is highly recommended that schools do not change the basic timetable structure (number of days, number of periods on each day, period codes, yard duty sessions and yard duty session codes) once a timetable is published for use in Daily Organiser.

The default configuration for managing this situation is that any timetable that has a different structure to the originally published timetable will be prevented from being published to the group.

In this situation, the recommended way forward would be to create a new timetable group, and a new Daily Organiser dataset to continue with moving forward.

However, an alternative way to accommodate this timetable change is by enabling "destructive timetable publishing." This function re-sets the timetable structure in Daily Organiser from the date of the published timetable forwards. The implication for this is that all future teacher absences, emergency teacher availabilities, room availabilities, lesson and yard duty cancellations will need to be checked and updated to accommodate this new structure. In addition, all Calendar activities (Teacher, Emergency Teacher, Room and Student Activities) for future dates will need to be updated.

Once this is enabled you will need to accept that there will be data changes made during this process.

After assuming liability, the next step would be to publish the new timetable with the updated codes.

In Daily Organiser, all future entries would need to be checked and edited if required.

Note: Once this has been done, it is recommended that the Enable destructive timetable publishing checkbox is unticked to prevent unintended updating of timetable structural elements.

ADD USERS

Once the settings have been checked and updated where needed, the next step in the process is to add users to the system.

Any user with the role 'User Administrator' or 'Global Administrator' can add other users, either manually or via import. The import data source can be from XLSX/CSV, a Timetable Development file, a Daily Organiser file or from Azure AD.

Anyone who needs to use any of the online apps or Timetabling Solutions Version 10 (or Version 9 to publish timetables to Web Daily Organiser) needs to be added to the Administration Console as a user.

On the Task Tree select:
[1] Manage Users

Existing user details can be edited in two ways – either by double clicking on the username row or by single clicking on the user and clicking Edit from the menu at the top of the screen.

Users can be imported or manually added.

Click **Add**

The minimum required fields are First Name, Family Name and Email Address (Note: email addresses must be unique in the system – if the same email address is required as a user for multiple schools, this needs to be set up by Timetabling Solutions.)

The Sign In Status for users is set to Online by default. Users can be set to be Offline (by unticking Online); their details will remain in the system but they will not be able to log in.

Click **Cancel**

USER ROLES

Once a user has been added, the next step is to assign them roles and application access.

There are two categories of roles in the system - Administrator roles and Application roles. Users may need to be assigned a combination of these roles to be able to perform their duties in the school.

ADMINISTRATOR ROLES

Administrator roles define the types of tasks that users can perform within the Management Portal. This includes the ability to upload and publish data.

An outline of each Administrator role and their permissions is listed below:

Global Administrator:

- Allows the user to view and manage ALL configurations and settings in the Management Portal

- Access to all tasks on the task tree

- Permission to perform the User Administration and Application Administration roles. There is no need to assign these additional roles to a Global Administrator

- If the user requires access to any applications, these need to be assigned

- Recommended for IT managers

User Administrator:

- Allows the user to manage other users and their roles in the Management Portal

- Recommended for Course Managers, Staffing Managers and Preferences Managers to add and remove additional user access to their applications

Application Administrator:

- Allows the user to view and manage configurations specific for app/s associated with their role

- Recommended for school Timetablers so they can access the Project Folder and manually upload/publish timetables to Daily Organiser

APPLICATION ROLES

Application roles allow users access to the different apps and desktop software. This feature allows schools to manage which staff can use each application. Individual applications may have limits on the number of users.

An outline of each role and their permissions is listed below:

Daily Organiser:

- Manage daily timetable changes such as selecting replacement teachers to cover teacher absences, lesson cancellations, student excursions and changes to student attendance at lessons

- If the Daily Organiser is also responsible for uploading published timetables, they would also need to be assigned the role of Application Administrator

Course Manager:

- Manage student course and preference changes for individual students and assign Course Manager Restricted users to student groups

- The User Administrator role must be included if this user will be adding and removing other users for this app

Course Manager - Restricted:

- Manage student course and preference changes for individual students within the student groups assigned by the Course Manager

Staffing Manager:

- Create staffing loads, define staffing constraints, semesterisation, blocked and composite classes, and manually or automatically assign teachers to classes utilising a range of tools

- The User Administrator role must be included if this user will be adding and removing users for this app

Staffing Manager - Restricted:

- Read only access to the Staffing app

Timetabler:

- Access to the Version 10 desktop app which includes the Student Options and Timetable Development modules

- All users of the Version 10 desktop app will need to be assigned the role of Timetabler

- If the Timetabler is also responsible for uploading published timetables, they would also need to be assigned the role of Application Administrator

BETA PROGRAMS

Our Beta program is for people who would like to try new features of Timetabling Solutions apps first, and provide early feedback. Apps in the Beta program are still in active development and users will encounter issues and inaccuracies. This program is best suited to those who would like to use the latest builds to identify issues and don't mind the risk involved in using unsupported builds.

The following apps are currently part of the Beta program:

Preferences Manager (this version will replace Web Preferences Manager):

- Manage student online subject selections, create student groups, import/export data, create curriculum rules, scheduled tasks, and assign Preferences Manager Restricted users to student groups

- The User Administrator role must be included if this user will be adding and removing users including new and test students to this app

Preferences Manager – Restricted:

- Limited access to view and edit student preferences and view reports within the student groups assigned by the Preferences Manager

Daily Reports Viewer:

- Read only access to the Master timetable and ALL individual teacher, room and student timetables, student lists, and school bulletins. View free teachers, rooms and students. Also shows reports and statistics with teacher uncounted values

Daily Reports Viewer – Restricted:

- Read only access to the Master timetable and ALL individual teacher, room and student timetables, student lists, and school bulletins. View free teachers, rooms and students

Student Access Portal:

- Read only access to individual personal student timetables including activities and daily changes. Can also submit preference in Preference Manager (if in use)

Staff Access Portal:

- Read only access to individual personal timetables including class lists, activities, daily changes and the school bulletin

The Beta program is only available to current clients of Timetabling Solutions and the user applying for access must have the role of Global Administrator. To apply to be a part of the Beta program, please go to https://www.timetabling.com.au/betaprogram .

ASSIGN USER ROLES

⚙ Management Portal / Timetabling Solutions Training / Manage Users

[+ Add] [✎ Edit] [🏫 Schools] [👤 Roles] [🗑 Delete] [⬆ Import] [✓ Activations]

No	Type	Username ∧	First Name	Family Name	Code
1	Student	cookm@tts.com	Ma...	...k	COOKM
7	Teacher	kelr@tts.com	Rac...	...y	KELR
6	User	nb@nb.com.au	Nic...	...ner	
4	User	sb@sb.com.au	Nat...	...ner	
2	User	test5@tts.com	National	Trainer	
5	User	wdottsc+01@gmail.com	National	Trainer	
3	User	wdottsc@gmail.com	National	Trainer	

Select a user and click **Roles**

User Roles

	Role	
☐	Global Administrator	⑦
☐	User Administrator	⑦
☐	Application Administrator	⑦
☐	Daily Organiser	⑦
☐	Course Manager	⑦
☐	Course Manager - Restricted	⑦
☐	Preferences Manager	⑦
☐	Preferences Manager - Restricted	⑦
☐	Staffing Manager	⑦
☐	Staffing Manager - Restricted	⑦
☐	Timetabler	⑦
☐	Timetabler (Desktop V10)	⑦
☐	Daily Reports Viewer	⑦
☐	Daily Reports Viewer - Restricted	⑦
☐	Student	⑦
☐	Teacher	⑦

[Save and Close] [Cancel]

Tick the relevant checkboxes to assign roles to the user.

Hover over the ⑦ to see a definition of the role

In this case click **Cancel**

SEND USER ACTIVATIONS

Once a user has been assigned a role, the user activation needs to be sent.

⚙ Management Portal / Timetabling Solutions Training / Manage Users

[+ Add] [✎ Edit] [🏫 Schools] [👤 Roles] [🗑 Delete] [⬆ Import] [✓ Activations]

No	Type	Username ∧	First Name	Family Name	Code
1	Student	cookm@tts.com	Margaret		...M
7	Teacher	kelr@tts.com	Rachel		
6	User	nb@nb.com.au	Nicole		
4	User	sb@sb.com.au	National		
2	User	test5@tts.com	National	Trainer	
5	User	wdottsc+01@gmail.com	National	Trainer	
3	User	wdottsc@gmail.com	National	Trainer	

Select the user then click **Activations**

A confirmation message appears displaying the email address to be sent to.

In this case click **No**
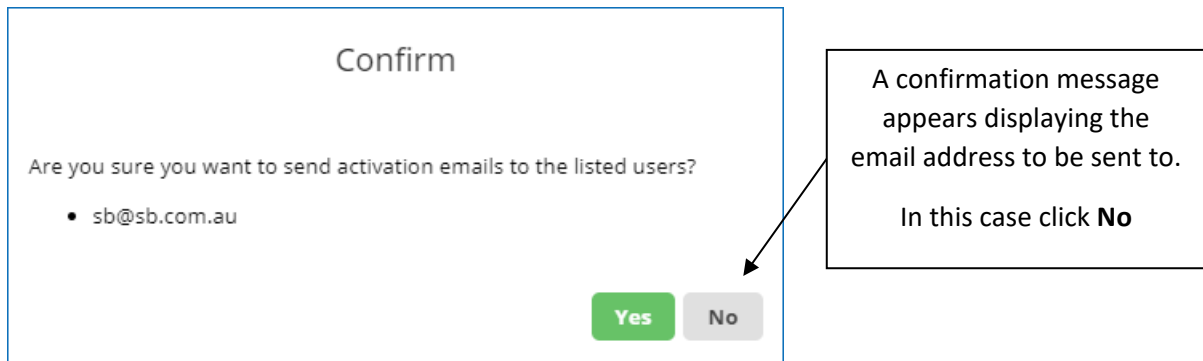
The activation email is sent from noreply@timetabling.com.au (unless you have added your own email server on [5] Settings | Email Server Settings) with the subject "Activate your Timetabling Solutions Account".

The activation email has a button called Activate Account that the user can click, or a URL that they can copy and paste into a browser. This process must be completed within 48 hours.
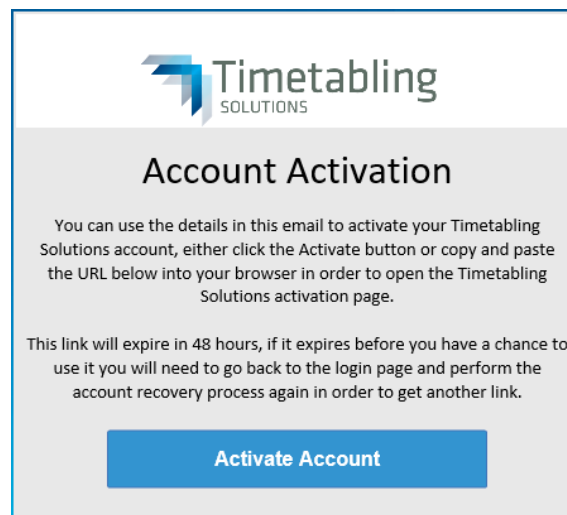
TWO-FACTOR AUTHENTICATION

Two-factor authentication (2FA) is a multi-step account login process that requires users to enter more information than just a password. It is an efficient way to help prevent unauthorised access and to protect data.

It is strongly recommended that users are provided with two factor authentication.

On the Task Tree select:
[5] Settings

Management Portal / Timetabling Solutions Training / Settings

Security | Email Server Settings | SAML SSO | OpenID SSO | Access Portals | Storage | Daily Organiser

Application Sessions
These settings allow you to manage how long a user can be idle in an application before they are required to re-authenticate.

Authentication session timeout period (in minutes)   120

Password Complexity
These settings allow you to manage how complex user passwords must be including their length and character type inclusion.

Password minimum length   5

Passwords must include upper case letter   ☑

Passwords must include lower case letter   ☑

Passwords must include number   ☑

Passwords must include special character   ☐

Passwords can't include the users names (username/first name/last name)   ☐

Two Factor Authentication Settings
These settings allow you to manage which two factor authentication methods users have access to (if any), it is strongly recommended you provide users with at least one method of two factor authentication.

Email   ☐

Authenticator   ☑

Password Expiry Setting

☐ Enable Password Expiry

Tick **Authenticator**
then click **Save**

The Authenticator has been activated for all users. Each user can now specify the type of authentication they prefer.

Management Portal / Timetabling Solutions Training / Settings

Security | Email Server Settings | SAML SSO | OpenID SSO | Access Portals | Storage | Daily Organiser
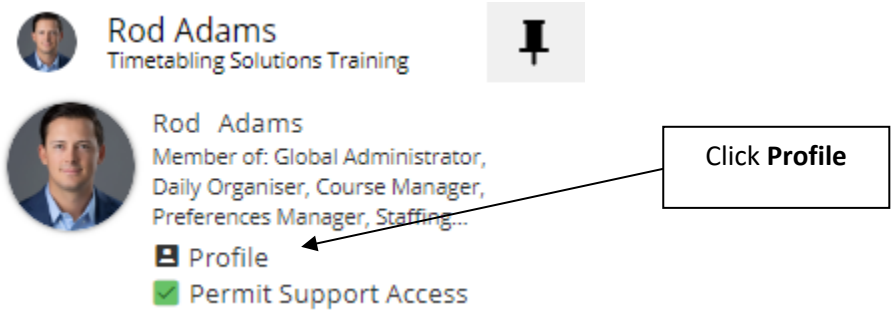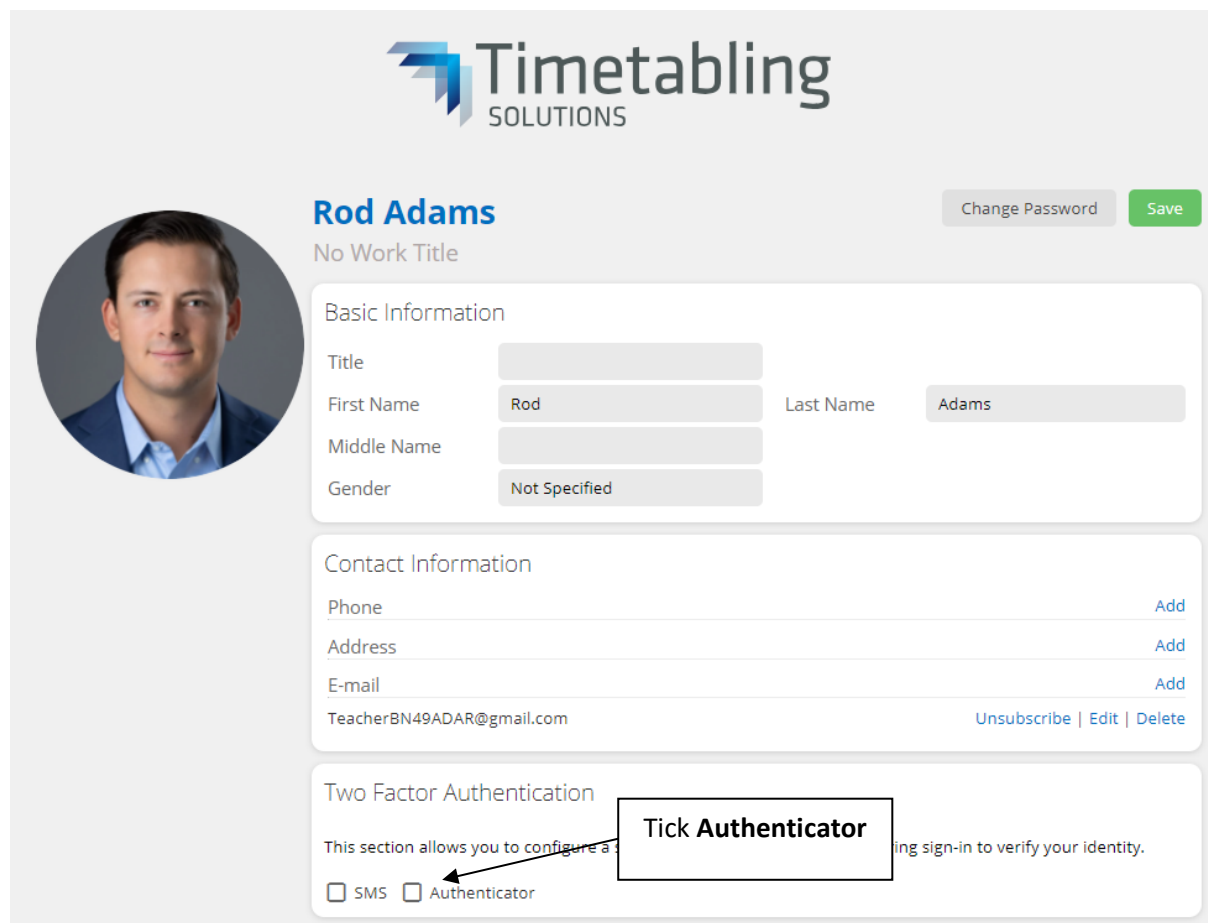
Application Sessions
These settings allow you to manage how long a user can be idle in an application before they are required to re-authenticate.

Authentication session timeout period (in minutes)

Password Complexity
These settings allow you to manage how complex user passwords must be including their length and character type inclusion.

Password minimum length   5

Passwords must include upper case letter   ☐

Passwords must include lower case letter   ☐

Passwords must include number   ☐

Passwords must include special character   ☐

Passwords can't include the users names (username/first name/last name)   ☐

Rod Adams
Timetabling Solutions Training

⌂	Home Page
1	Manage Users
2	User Roles
3	Published Timetables
4	Daily Organiser
5	Settings
6	SIF/LISS Integrations
7	App Integrations
8	Messaging
9	View Logs
10	Log Archives
11	Project Folder
12	Export Bundles
13	School Details

Click the User Name

Click **Profile**

Tick **Authenticator**

An authenticator app is required and will need to be downloaded to your mobile phone from your app store. We recommend Google Authenticator, LastPass Authenticator, or Windows Authenticator.

Open the authenticator app and click the + Add button.

Please scan the below QR code with your chosen authenticator app, some examples are:

- Google Authenticator
- Microsoft Authenticator
- LastPass Authenticator

Note: Enabling this second factor will disable any already existing second factor.

Can't Scan It?

Verification Code

000000

Verify   Cancel

Scan the QR code then enter the Verification Code and click **Verify**

Information

Two factor authentication has been enabled, you will now be required to enter a two factor code each time you sign in.

OK
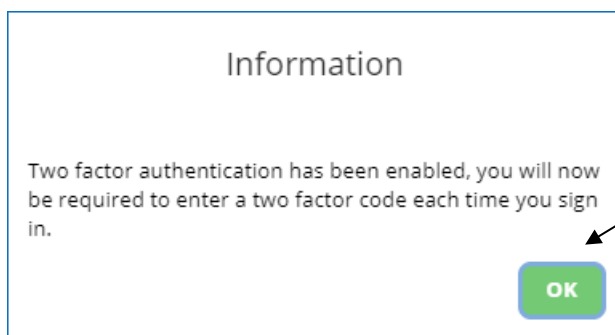
2FA has been enabled and will be required next time you sign in.

Click **OK**

Two Factor Authentication

This section allows you to configure a second factor which will be used during sign-in to verify your identity.

☐ SMS   ☑ Authenticator

Passwordless Authentication / Passkeys

This section allows you to configure passwordless authentication which allows you to use your device to authenticate you rather than a username and password.

☐ Passwordless / Passkeys Authentication

Click **Return to Apps**

Application Version Preferences

This section allows you to configure your preference on the version of certain applications.

For more information on Application Versions, see article. ⧉

Daily Organiser
◉ Classic ◯ Modern

Return to Apps

Daily Organiser

Tools for managing daily changes to your timetable.

Daily Reports

Tools for viewing daily changes to your timetable.

Student Access Portal

Tools for viewing your student timetable.

Staff Access Portal

Tools for viewing your staff time
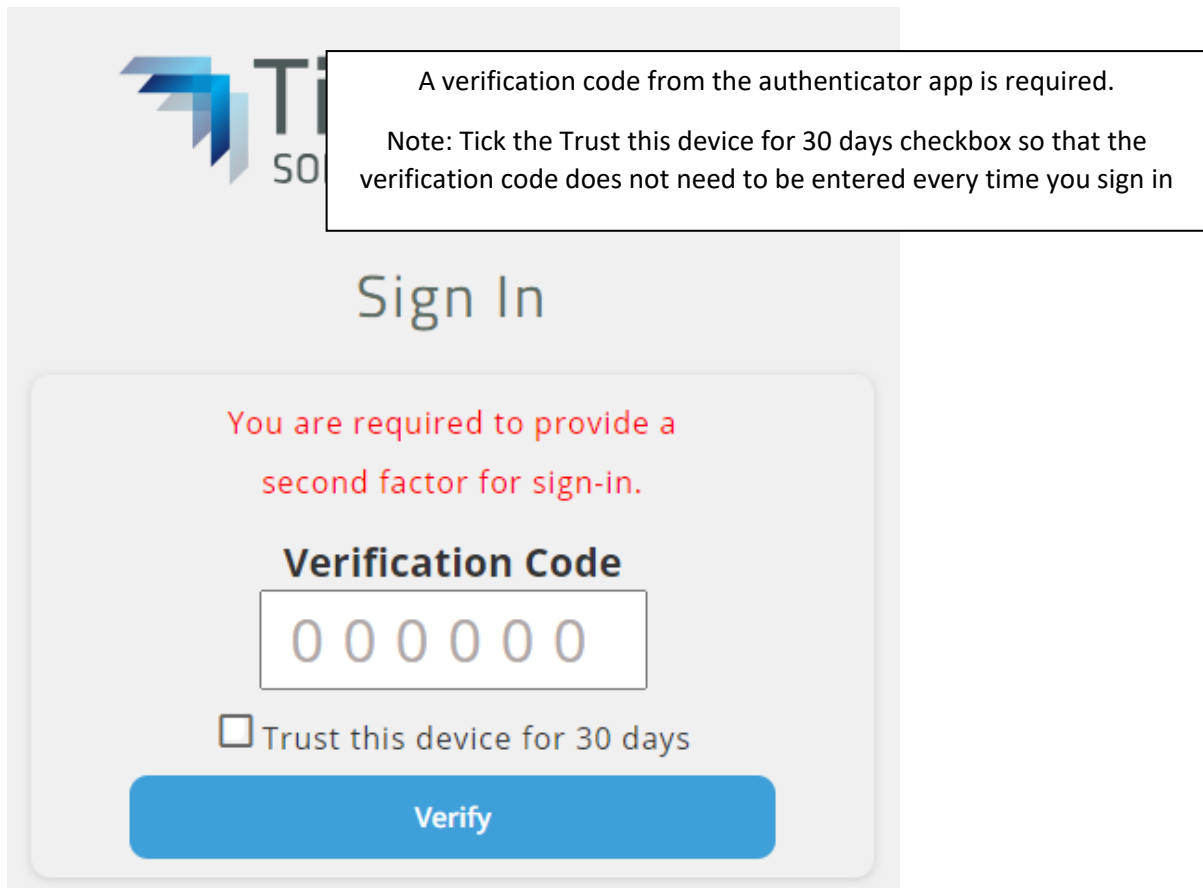
Scroll down and click **Sign Out**

My User Profile

Sign Out

Enter the user's email address
and click **Find Me**

Enter the user's password
and click **Sign In**

A verification code from the authenticator app is required.

Note: Tick the Trust this device for 30 days checkbox so that the verification code does not need to be entered every time you sign in

Sign In

You are required to provide a second factor for sign-in.

Verification Code

0 0 0 0 0 0

☐ Trust this device for 30 days

Verify

TROUBLESHOOTING V10 USER SIGN IN ISSUES

The two most common user sign in errors are listed below with the steps to resolve.

Error 1: On opening V10, the Activation dialog displays but is blank, not showing the 'Enter your email address' field.
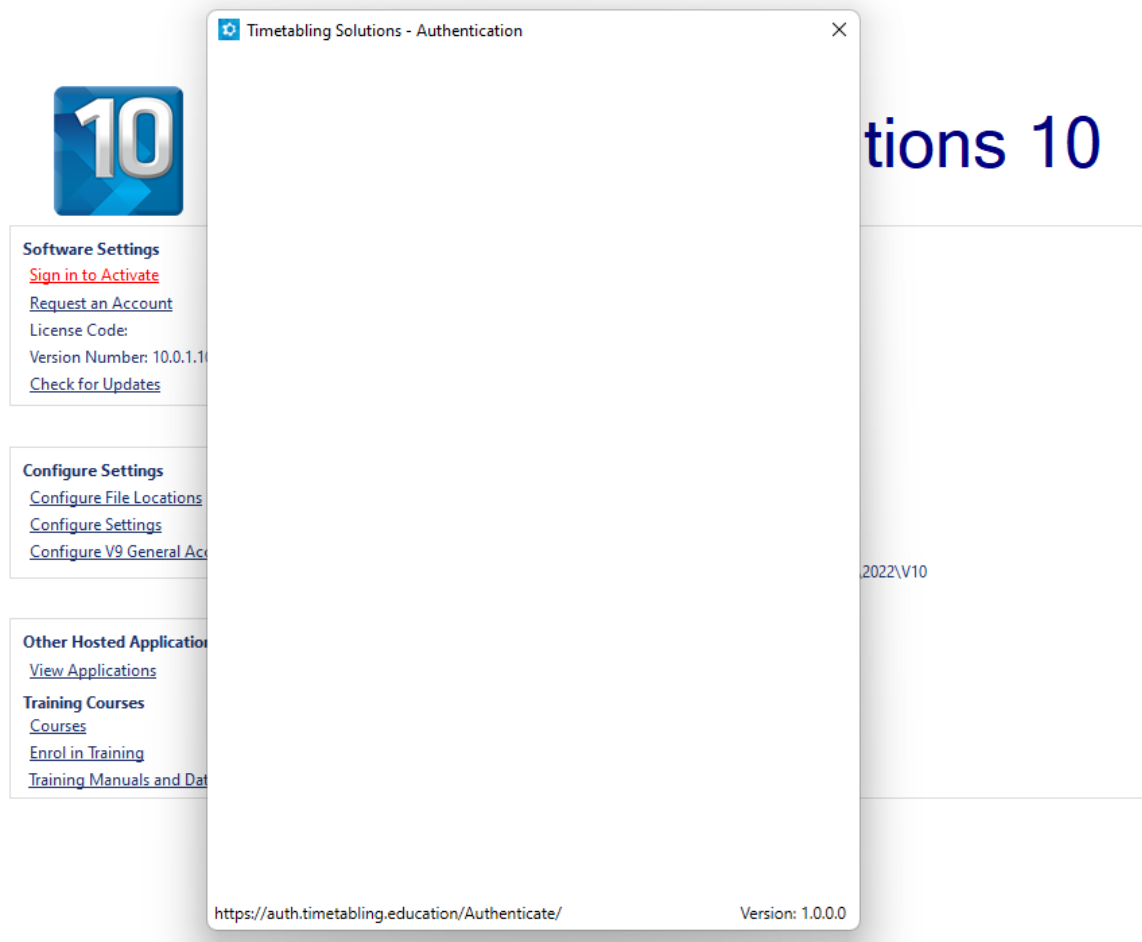
Cause: The Microsoft Edge WebView2 component is not installed on the machine which is used to display the web content in desktop applications.

Resolution: Close V10, download and install Microsoft Edge WebView2 and then re-open V10: https://timetablingmainsite.blob.core.windows.net/files/MicrosoftEdgeWebView2RuntimeInstallerX86.exe

Error 2: After signing in, V10 displays Software Not Activated.

Cause: The time on your system clock is not accurate, preventing authentication.

Resolution: Sync your time with time.windows.com so that it is accurate.

On your machine:

- Open Settings
- Click Time & Language
- Click Date & time
  Set the time automatically to "On"
- Click Sync now

SUPPORT

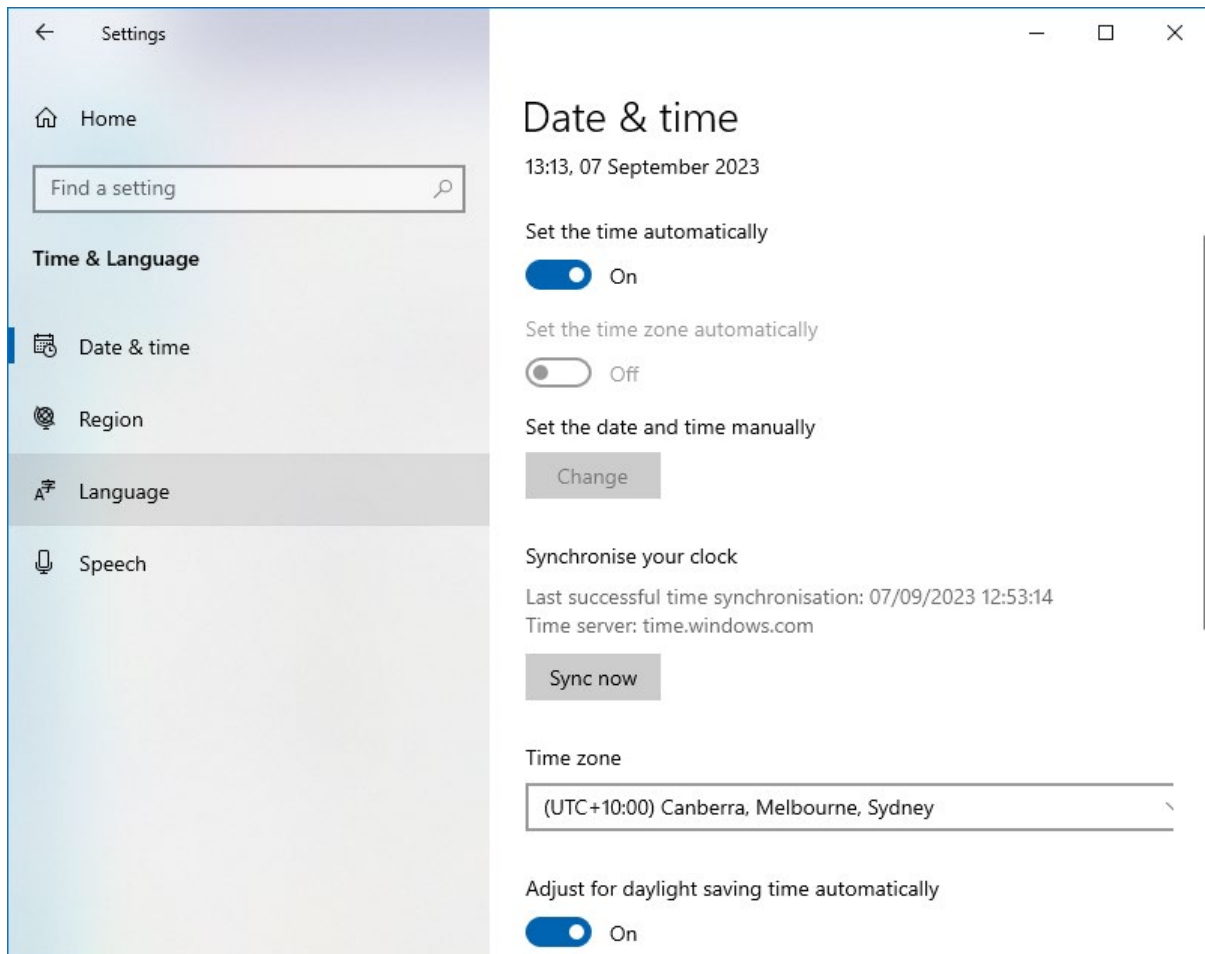Technical support covering installation, error reporting and bug fixes is not charged for supported applications.

- "How to" phone/email/online support is available on a fee for service basis via purchasing a 5-hour support block of time. The block of time does not have an expiry date, the total time of each call/email/online support request is deducted from the 5-hours and the school is notified once 50% and 75% of the time is reached with options to renew the 5-hour support block of time.

- To access this service, please email support@timetabling.com.au requesting a day and time

- Phone support + 61 3 5228 3700 AEST 9am to 5pm

- Email support@timetabling.com.au

HELP & SUPPORT
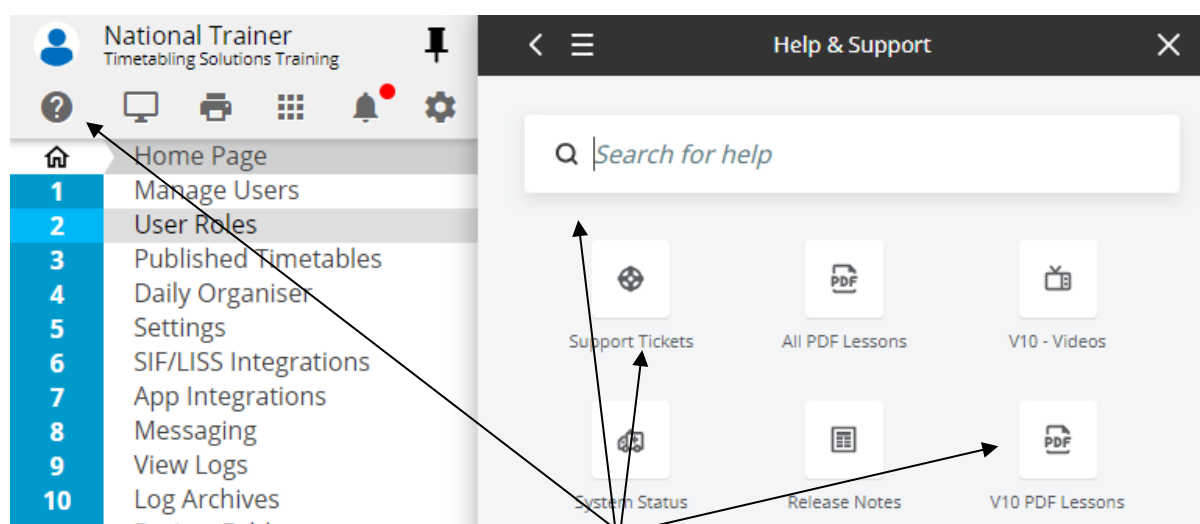
Help for each page is accessible by clicking the help icon located on the top right of the app.

The Help & Support panel has a Support Tickets item. If you require assistance, please complete the details on the form and follow the prompt to submit the ticket.

A searchable knowledge base is available by typing in the Search for help field. The search is filtered based on the app that is being used.

The V10 training manuals and data are available by clicking the Product Page and Lesson Library on the Home Page of the Management Portal

INTEGRATING DATA WITH OTHER SYSTEMS

There are a number of ways to send the data in the Timetable and Daily Organiser system to other systems.

APPLICATION-BASED EXPORTING

The traditional method is to export a specific set of text or csv files, which is then imported into the system. This method is triggered in the specific Timetabling Solutions Web App. An example of this is in Daily Organiser, where several different export file formats are available.
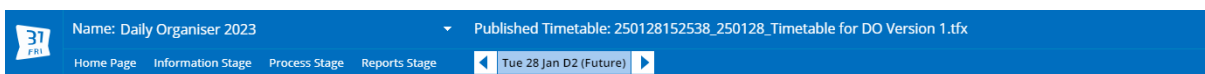
To access the exports, click **Export Data**

Select the data format to be exported, then click **OK**

Information

Your export file is being created, this may take up to 10 minutes for large files. We will email administrator@school.edu when it's ready

OK

The user is then emailed once the files have been compiled and are ready for download.

Timetabling
SOLUTIONS

Export Complete

You can use the details in this email to download the files you have exported, either click the Download button or copy and paste the URL below into your browser in order to start the download.

Download

If the above button does not open your browser you can copy and paste the below link into your browser and press enter.

https://auth.timetabling.education/ExportBundle/f2f4789b-59fd-4984-a031-1a425b729ca1

This link is valid for 24 hours from the receipt of this email.

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The email contains a download button and a hyperlink to access the download.

MANAGEMENT PORTAL BASED INTEGRATION

The Management Portal also has the functionality to directly integrate with other systems using a standards-based system - LISS (Lightweight Interoperability Standard for Schools) or SIF (Systems Interoperability Framework), or by using a RESTful API customisable system.

SETTING UP LISS OR SIF INTEGRATIONS

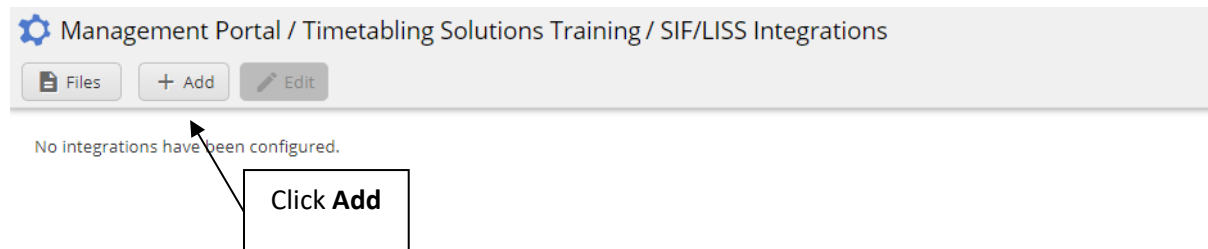The set up for the Web Daily Organiser LISS integration can be found in the Management Portal at **[6] SIF/LISS Integrations.**

There are two parts to setting up an integration:

- Entering the integration details in the Management Portal
- Specifying which Daily Organiser file is the active dataset for integration purposes. By tagging the Daily Organiser dataset, this will also indicate which of the published timetable files is the correct timetable.

On the Task Tree select:
[6] SIF/LISS Integrations

Management Portal / Timetabling Solutions Training / SIF/LISS Integrations

Files   + Add   Edit

No integrations have been configured.

Click **Add**

To create an integration, click **Add** and select the type of integration required. The details required for each type of integration will be displayed once the type of integration is selected.

Integration Details

SIF Provider   SIF Consumer   LISS Provider

Required Fields *

The details required for each type of integration will be displayed once the type of integration is selected.

Click **LISS Provider**

Save   Close
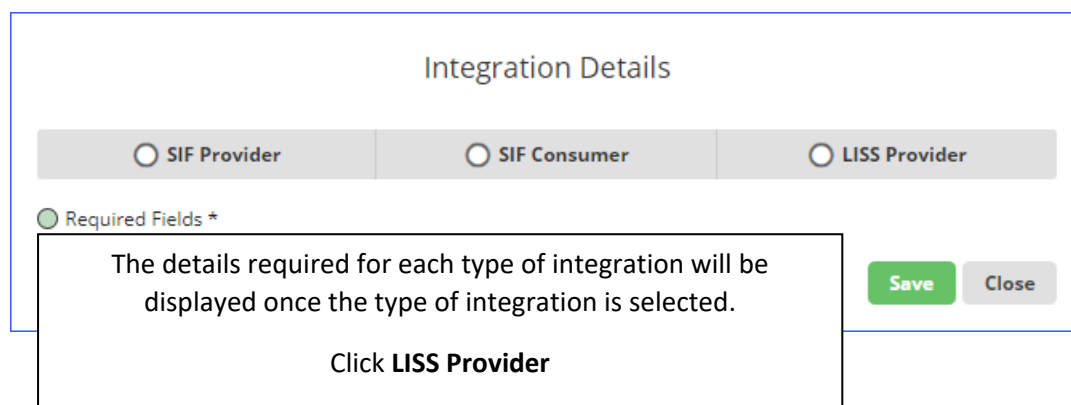
Currently, the most commonly used integration standard is LISS integration.

Once the required details have been filled in the integration needs to be saved, which allows further functions to be available.

The final step of specifying which Daily Organiser file is the active dataset for integration purposes can be done either from Web Daily Organiser or in the Management Portal.

This step allows the system to determine which of the published timetables is the active/correct published timetable to be integrated.

Within Web Daily Organiser, the Publish Daily Organiser on the Home Page needs to be set to **ON**.

On the Daily Organiser Home Page, click **Publish Daily Organiser Off**

Click **OK**

Click **OK**

Publish Daily Organiser is now on.

Alternatively, this step can be done in the Management Portal.

On the Task Tree select:
[4] Daily Organiser

Management Portal / Timetabling Solutions Training / Daily Organiser

Files   **Recycle Bin**

2024

Daily Organiser Primary 2024.dof9

Start Date: 30/01/2024 **End Date:** 13/12/2024 **Use:** Monday, Tuesday, Wednesday, Thursday, Friday **Group:** Primary Timetable 2024

Find	Ctrl+F
Refresh Display	F5
Display	F11
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	
Download	
Mark Published	

Right click on the Daily Organiser file and click **Mark Published**

Mark Published?

Are you sure you want to mark the Daily Organiser New Daily Organiser as published?

This will expose the Daily Organiser and linked Published Timetables data to integrated systems.

Yes   **No**

Click **Yes**

Management Portal / Timetabling Solutions Training / Daily Organiser

Files   **Recycle Bin**

2024

Daily Organiser Primary 2024.dof9   **Published:** 10/09/2023, 1:41:49 pm

Start Date: 30/01/2024 **End Date:** 13/12/2024 **Use:** Monday, Tuesday, Wednesday, Thursday, Friday **Group:** Primary Timetable 2024

A symbol appears indicating the file has been published.

Note: Only a single dataset can be marked as available to be published.

APP INTEGRATIONS

App Integrations is a function for third-party software developers to allow direct access to and manipulation of data within the Timetabling Solutions dataset.

Access is defined through a combination of application and user credentials each of which has access to specific data and is combined reductively to decide the effective permissions of the application and user combination.

On the Task Tree select:
[7] App Integrations

Click **Add** to add an App Integration and enter the information required

The RESTful API and its documentation can be found by clicking Help & Support when on the App Integrations page.

DATASET STORAGE LOCATIONS

Within the Management Portal, there are a number of different "locations" where dataset information is displayed.

PROJECT FOLDER

The Project Folder is a storage space in the Timetable Datastore for the school's Timetabling Solutions data files that have been created in the desktop program. It allows users to upload and download Timetables as well as publish Timetable, Student Options and Daily Organiser files.

Files can be uploaded, downloaded, copied or deleted by using the appropriate buttons. Right-clicking on a file will access functionality to make this data available to web applications. Folders can be created to organise the files that have been uploaded.

On the Task Tree select:
[11] Project Folder
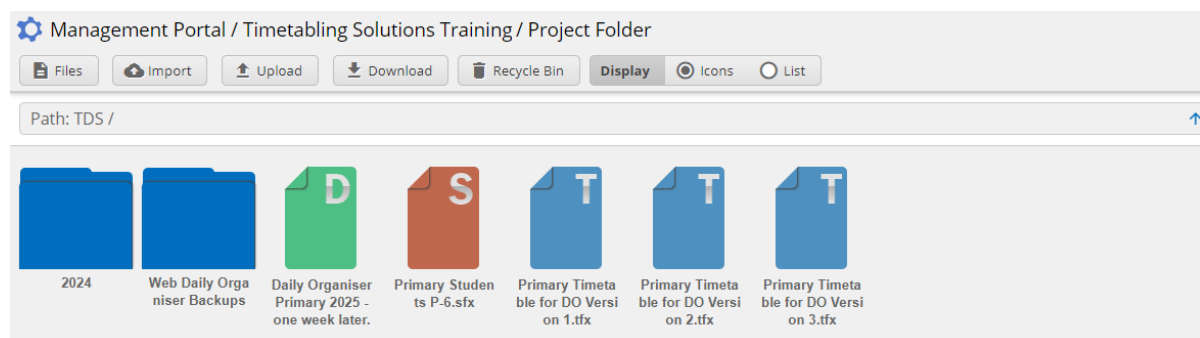
There are two ways to upload files into the Project Folder:

1. Click Upload, browse to the location on your computer and select the file to upload
2. Open the window on your computer that contains the file to upload and drag it to the Project Folder

To use these files in the web applications the files must first be imported to create web-based Published Timetables and Web Daily Organiser datasets.

Timetable files must be published before they can be used in Web Daily Organiser. This is done by importing this data into Published Timetables.
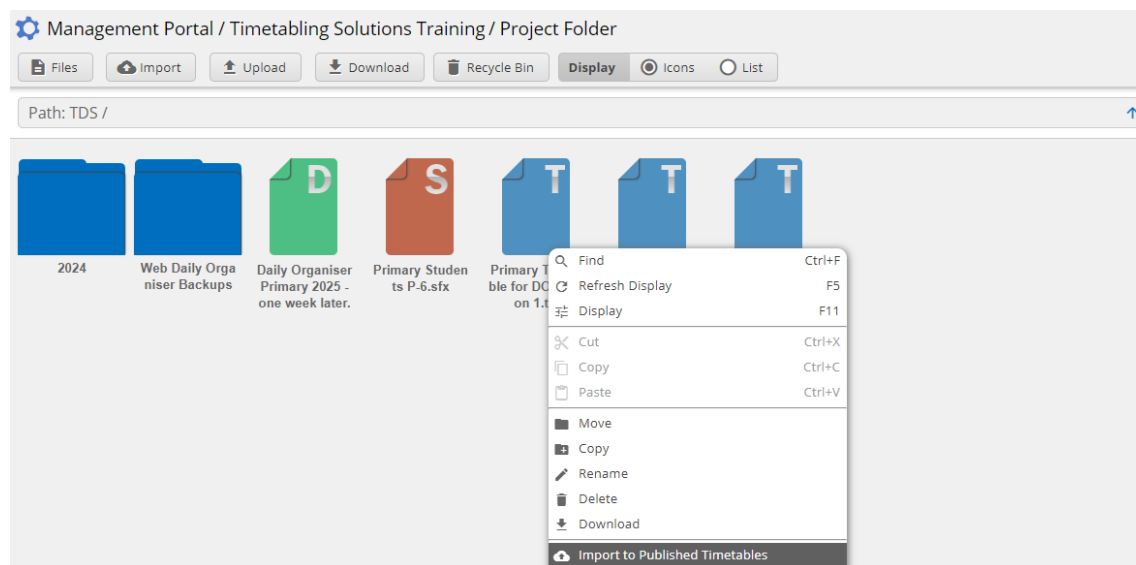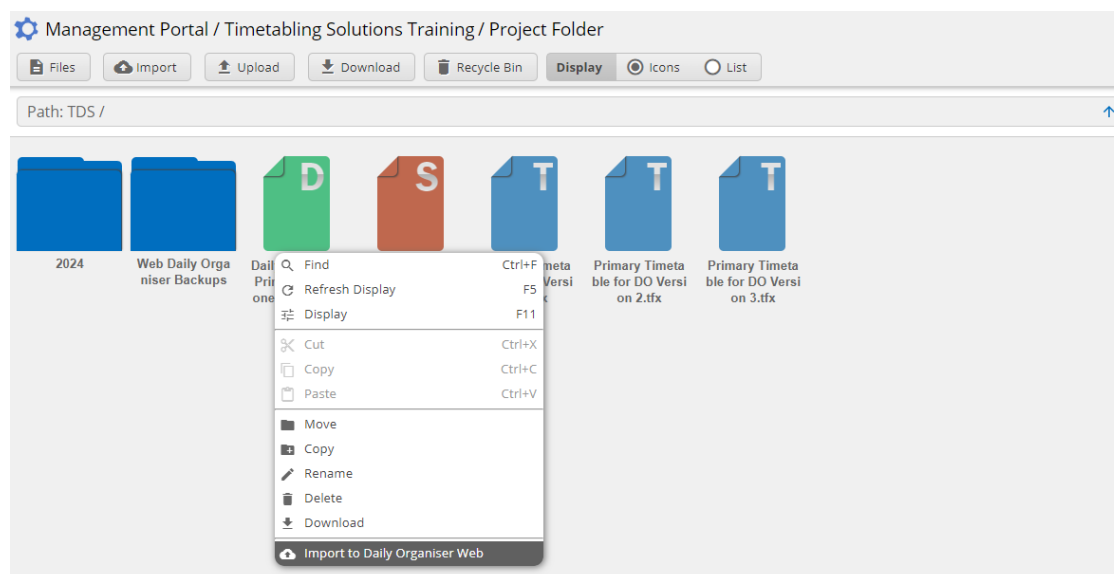

1. Click on the file to select it and click Import. Alternatively, you can right-click on the file
2. Select Import to Published Timetables
3. Select (or add) the Published Timetable Group
4. Select the Start Date for the file and click OK

Multiple files can be selected to import in a single action.

Daily Organiser files created in Version 9 can be uploaded and stored in the Project Folder. These must be imported to the Web Daily Organiser before they can be used online.

There must be a Published Timetable before any Daily Organiser file can be imported or created.

1. Click on the file to select it and click Import. Alternatively, you can right-click on the file
2. Select Import to Daily Organiser Web
3. Select the Published Timetable Group and click OK

Note: The Web Daily Organiser dataset will not open if its start date is before the earliest start date of the Published Timetable files.
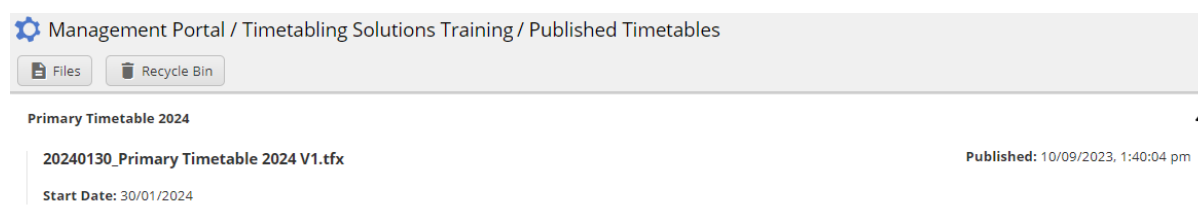
PUBLISHED TIMETABLES

The use of Daily Organiser requires a published timetable (either Version 9 or Version 10). These published timetables are listed in [3] Published Timetables.

All Published Timetables that have been uploaded/imported for use in Web Daily Organiser are listed with details of published date and time, start date and Published Timetable Group.

On the Task Tree select:
[3] Published Timetables

There are three methods to send data to this location:

- Import direct from [11] Project Folder in the Management Portal.
- Upload from Version 10/9 Timetabling Solutions Homepage.
- Publish from a Version 10/9 Timetable Development file.

In each case the user specifies the published timetable group and nominates the starting date.

Note: At least one published timetable must be present before a Web Daily Organiser dataset can be created.

DAILY ORGANISER

Version 9 Daily Organiser files can be uploaded from either Timetabling Solutions Version 9 or Version 10. Alternatively, Daily Organiser files can be imported directly from [11] Project Folder in the Management Portal.

When uploading, the user specifies the published timetable group. There must be at least one published timetable in the published timetable group before a file can be uploaded.
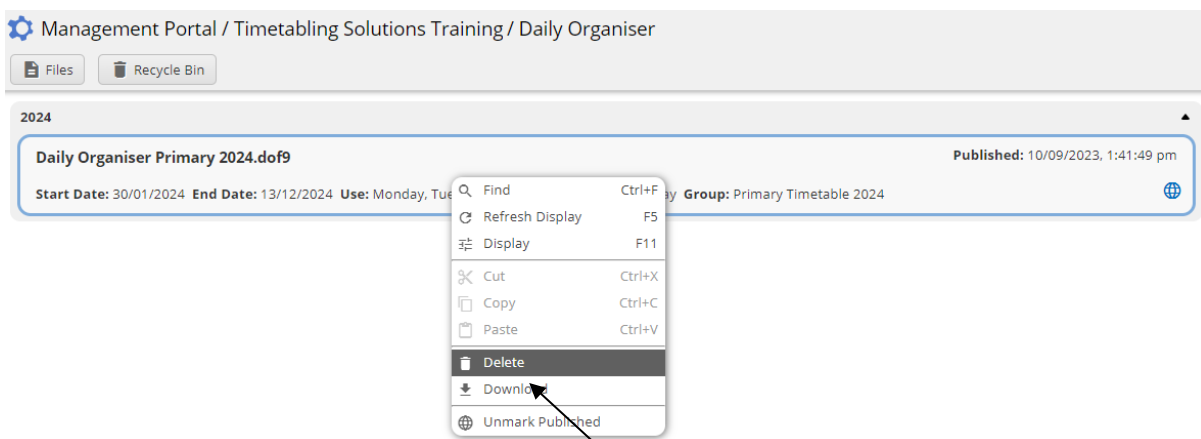
On the Task Tree select:
[4] Daily Organiser
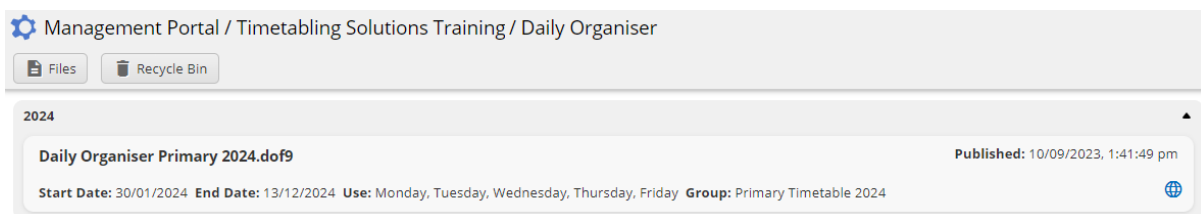
All Daily Organiser datasets are listed with details of published date and time, start date, end date, calendar days and Published Timetable Group.
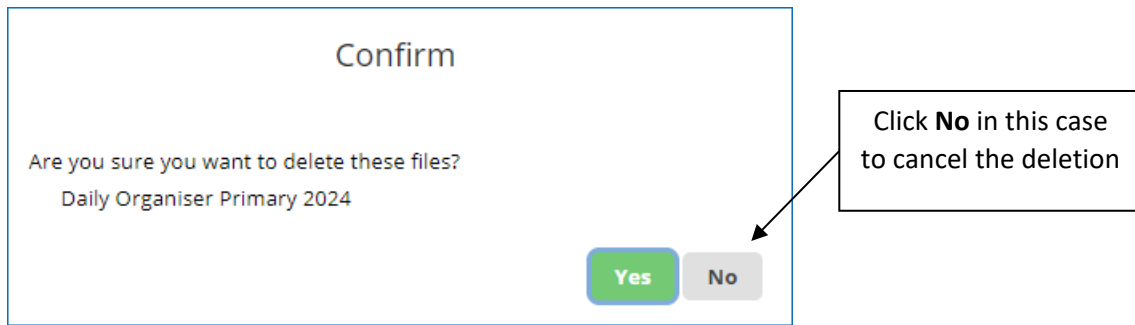
DELETE A DAILY ORGANISER DATASET

There is no way to delete a Daily Organiser dataset from within the Web Daily Organiser – this task must be done within the Management Portal.

Right click the file and select **Delete**

Alternatively, click the file to select it, then click Files and select Delete Selected Items.

Multiple files can be selected for deletion at the same time by highlighting multiple files.

Confirm

Are you sure you want to delete these files?
Daily Organiser Primary 2024

Click **No** in this case
to cancel the deletion

Yes   No

After confirming that the files are to be deleted, the selected item(s) are moved to the Recycle Bin.

Once in the recycle bin, files can either be restored to their original folder or permanently deleted.