Time Table Report

Time table report menu is used to display the time table for a selected class and section. For any academic year you can define time table for every class.

Generating Time table report:

Step 1: Go to Options -> Click on Settings -> Click on Default Settings.

Define the time duration of an period in the **Default Settings.** This will be a global settings applicable for all the classes.

Click on **Update** button *Setting Updated Successfully* message will be displayed.

## TO CREATE A TIME TABLE:

Once the setting is updated go to Student Information Menu -> Time Table menu.

Click on **Add** button to add Time Table for all the classes. When you click on the **Time Table menu** it will show all the Time tables previously created.

Step 1: Click on the add button to insert a new time table.

Step 2: Once you click on ⊕ Add or Edit Time Table:

Once you click on the Add button, the below window will be shown. For a selected class and section enter the subjects in the relevant field for all the working days.

Step 3: After adding the subjects in the Time Table you can view the time table which you have added. You can click on the Edit if you need any changes.

Here you can view the time table for a selected class and section.

Finally, Click on **Add** button to create a Timetable . Once the data is saved you will see a *Timetable Successfully added message*. Repeat the above steps to add all the Timetable in your School. Once all the Timetable are added click on **Close** button to close the Add/Edit window.

Edit or Delete a Time Table record

You can edit and change the added record by clicking on Edit icon [icon] in Action column.

You can delete the record if created duplicated or not required by clicking on delete icon [icon] in Action column.

Generate Time Table report:

Select Class and Section to generate a PDF form of time table report.