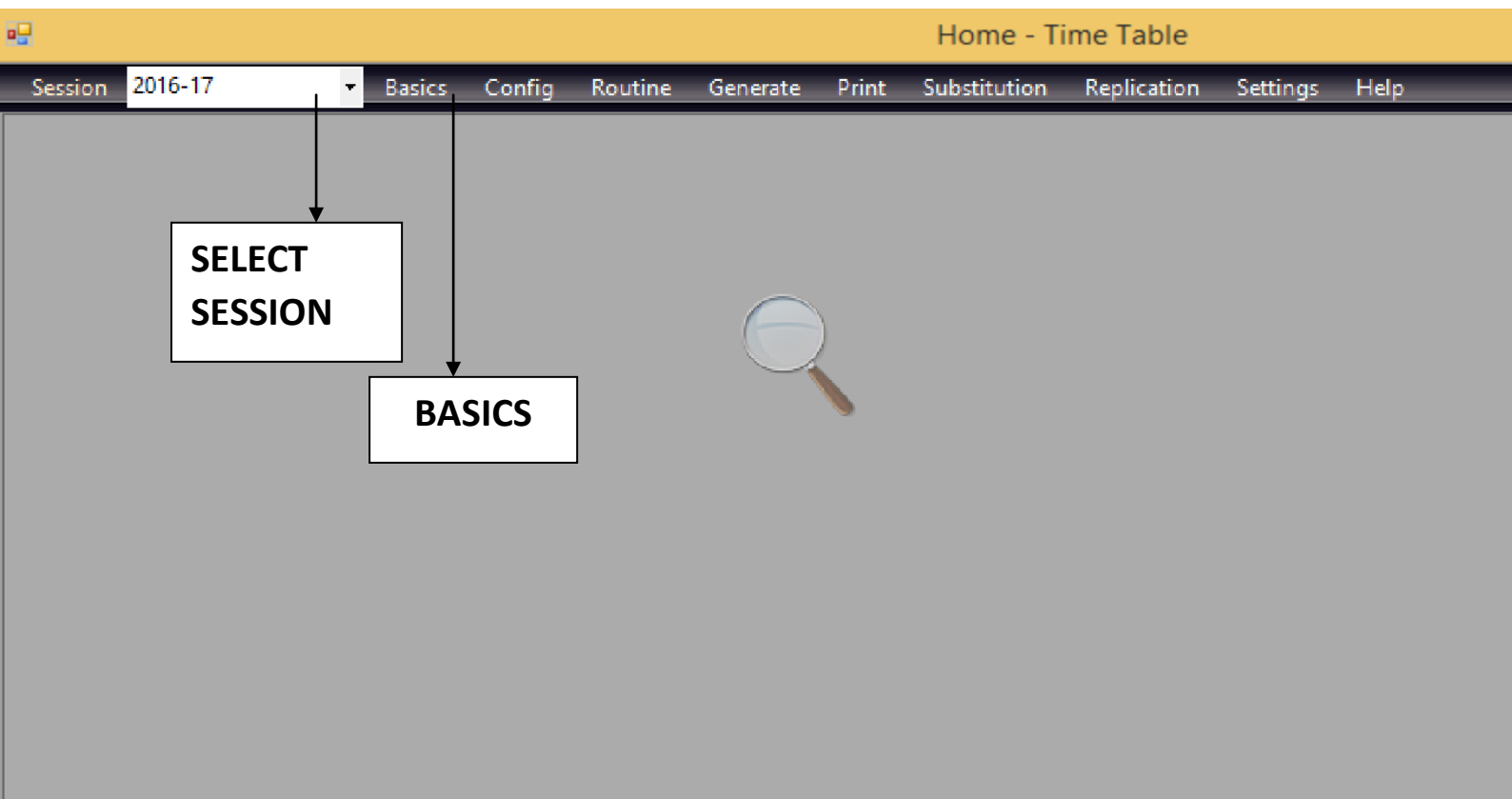


BASICS



- In Basics, we generally create basic and necessary data to create time table i.e.
 - Name for Routine
 - Add Teachers Name
 - Add Classes & Sections
 - Add Subjects
 - No. of Weekly Lectures
 - Allocation of Periods.

This page is explain below:-

- After Selecting Basics from above menu,

Home - Time Table - [TimeTable - Basic Setup]

Session: 2016-17 | Basics | Config | Routine | Generate | Print | Substitution | Replication | Settings | Help

Routine Name: St. Joseph 2016-17 | Save | Print

Class	Subjects	Teachers	Weekly Lectures	Allocations
X-C	ASMB_LIB	BHAWNA MEHTA	1	1
	BIOLOGY	NIRUPAM SINGH	4	4
	CHEMISTRY	SHWETA PRIYDARSHANI	4	4
	COMPUTER	SUNITA BOSE	4	4
	ENG LANG.	SHWETA PRASAD	2	2
	ENG LIT.	ALKA JHA	3	3
	GEOGRAPHY	SMITA SINHA	4	4
	HIC_CIV	MANJULA S VERMA	3	2
	HINDI	NEERA KUMARI	5	5
	MATHEMATICS	BHAWNA MEHTA	6	6
	PHYSICS	BHAWNA MEHTA	5	5
	PT_KARATE	RITA RANJANA	1	1
	SUPW	SANGHAMITRA BANERJEE	1	1
	VALUE EDU.	SR FIDELIS	2	2
			0	

SHWETA PRASAD

Class	Subjects	Class/Week
X-C	ENG LANG.	2
XI-A	ENGLISH	9
XI-C	ENG LANG.	4
XII-A	ENGLISH	9
XII-C	ENG LIT.	5

45 | 29

** Demo Data are already feeded for ease.

- Here Data Shows, that this routine name having classes with different subjects taken by different teachers which are entered for demo purpose.
- In left side, number of classes appears which are already created.
- **To Add classes**, we click on add class button and then we enter class name followed by (-) and then section.
- **To Add Teachers**, we select (Select Button) followed by the name of the teacher entered in the box.
- **To Add class teachers**, we select same button (button use for add teachers) after selecting class, then select class teacher of that particular class from drop down menu and Click on Save button which is on right side.

- **To Add Subjects**, select table below subjects and enter subject, now in next column we select teachers from drop down menu for that particular subject.
- In next column, we add **weekly lectures and allocations** for a particular subject and teachers of that particular class.
- In right side column, there is a data for a particular teacher (any teacher which we select from drop down menu) which shows number of class per week for different subject of different classes.
- **At Bottom** of the page, there is a number in a box i.e **45 and 29**. The number **45 represents** the weekly lectures of that only class which we select and number **29 represents** number of weekly lectures of that teacher engaged in different classes.

Click on Save button on right side of above page, to generate reports click on Print.