



Exporting my timetabled events from CMIS to Excel

CMIS HELPSHEETS

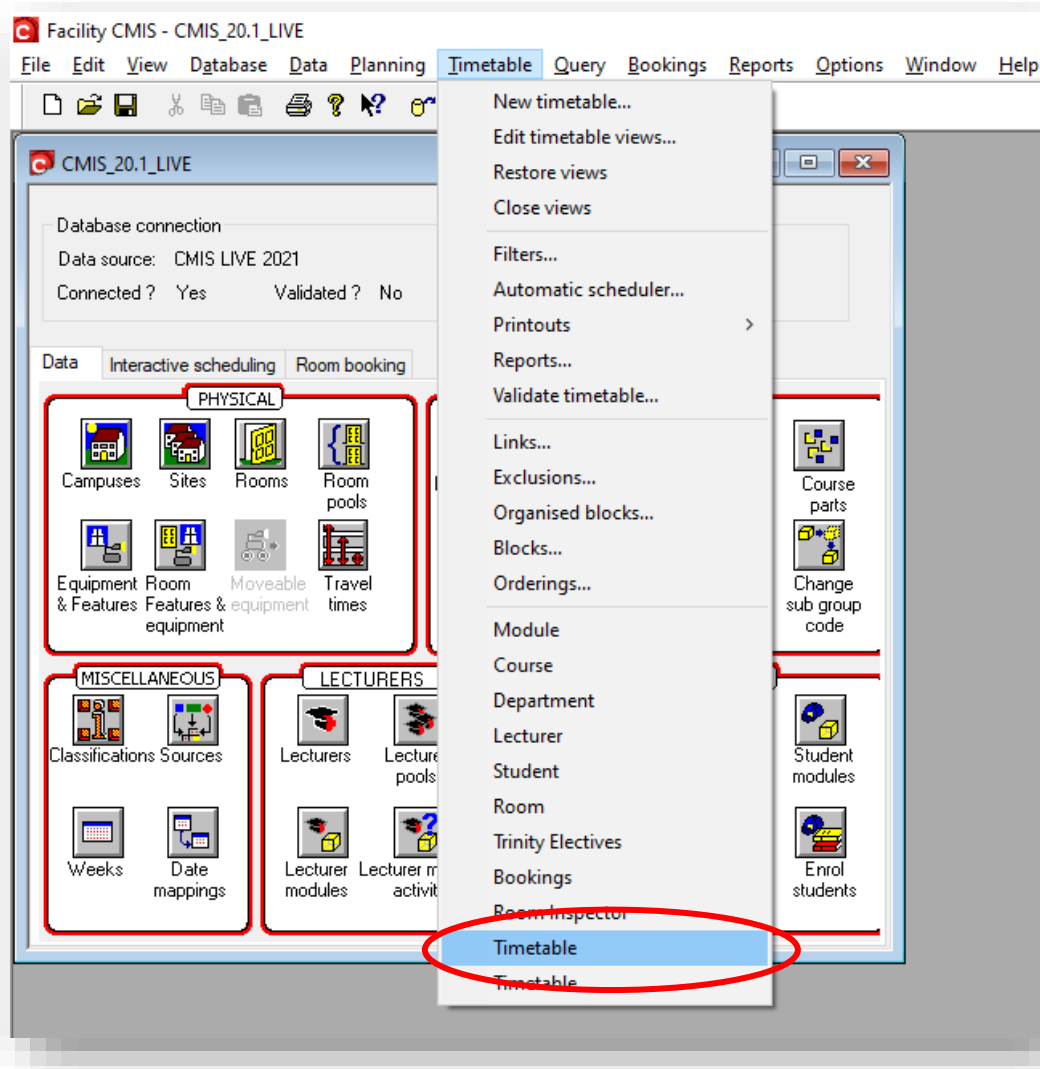
CTU 2023

Introduction

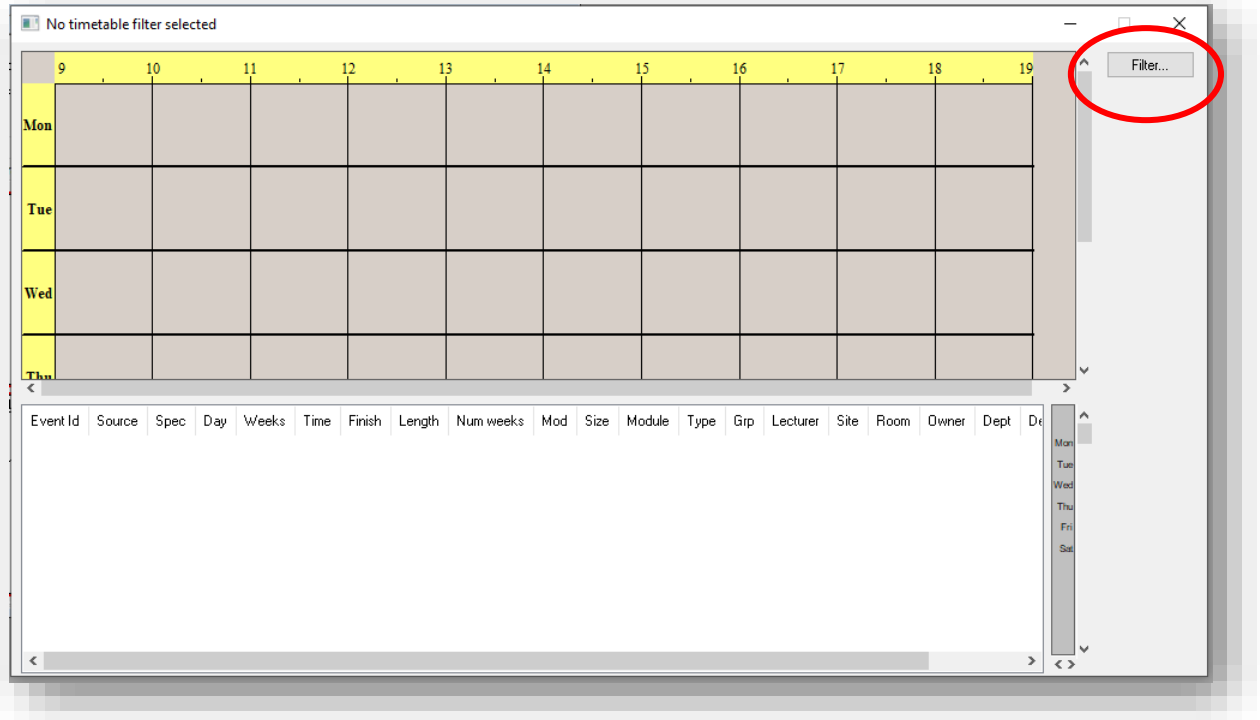
This guide is provided to help CMIS users export events created under their own “source” to Excel for review. Your source must be used on any event you create in CMIS. This lets you and others know who created the event in the dataset. For information on where the source field is within an event, please see page 24 of the CMIS Standard User Guide.

To note: All CMIS timetable information interfaces nightly into SITS and is viewable in the my.tcd.ie portal for students, academic staff and non-CMIS users to view, please do not use the export function to provide static timetables to others as they will not be aware of any changes which may occur.

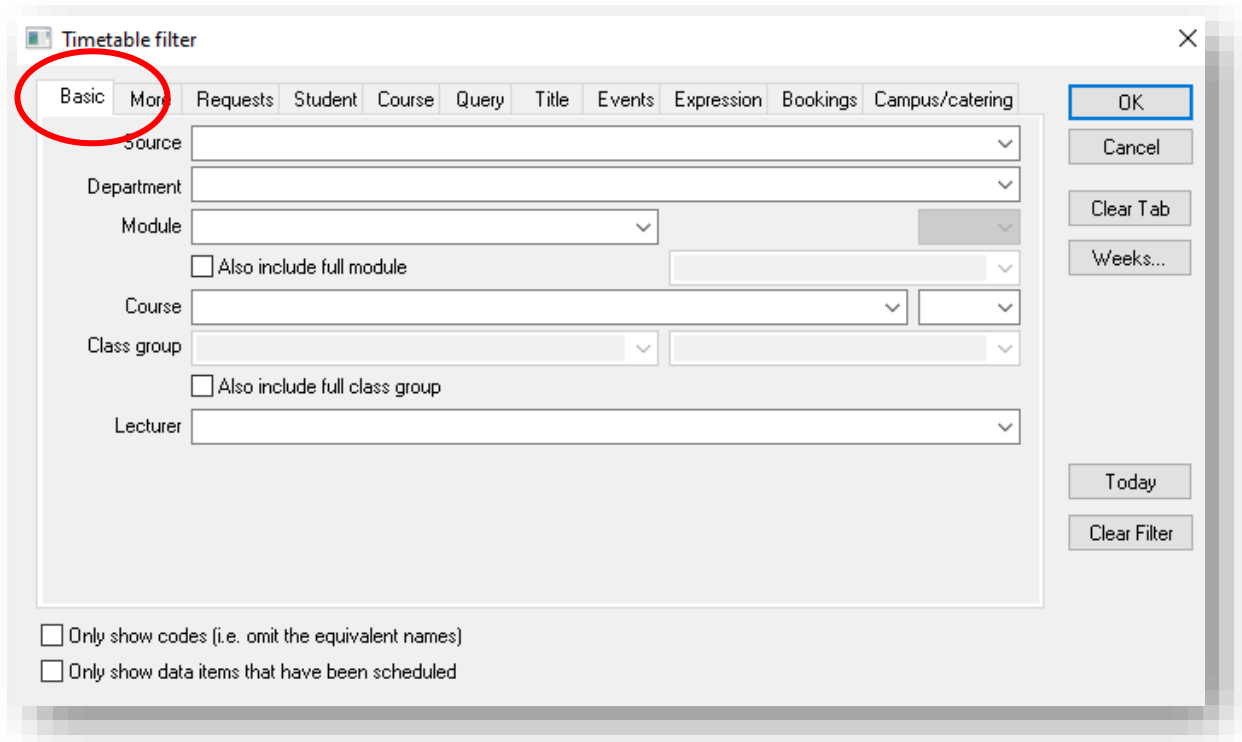
1. Select **Timetables -> Timetable** the main menu.
 - Any of the timetable views listed can be used.



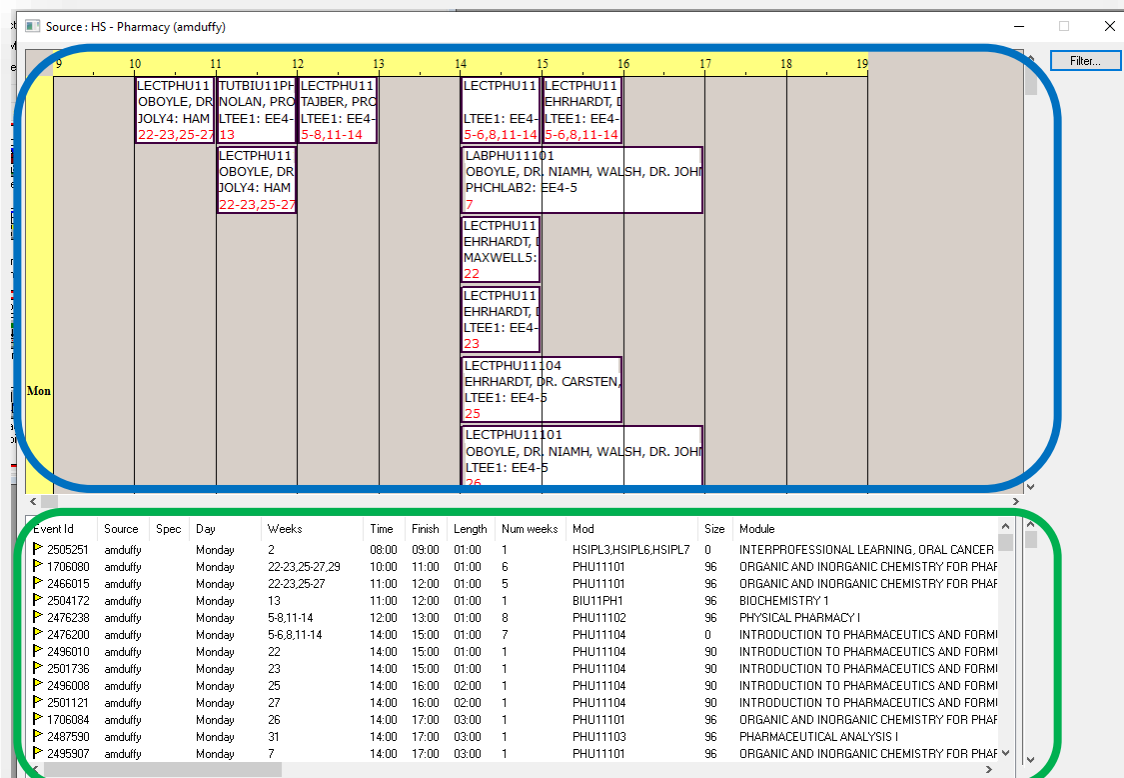
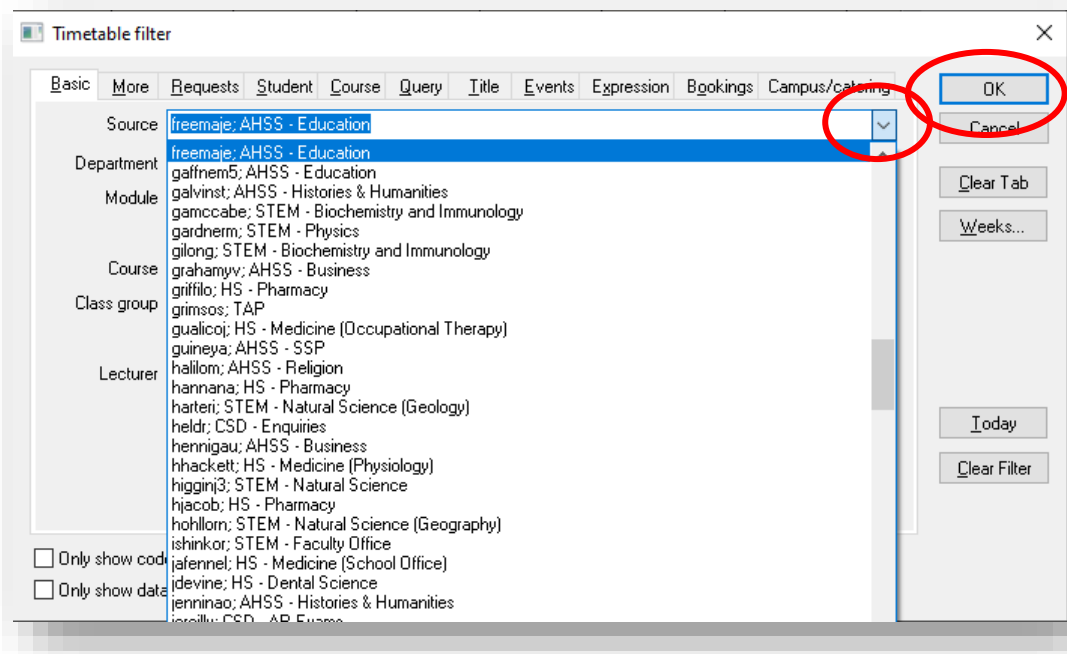
2. This will open the timetable view which you can modify using the **Filter** button.



3. Using the **filter**, select the **Basic** tab



4. Select the dropdown to the right of Source and scroll to find your source.
5. Click OK once you have selected your source.



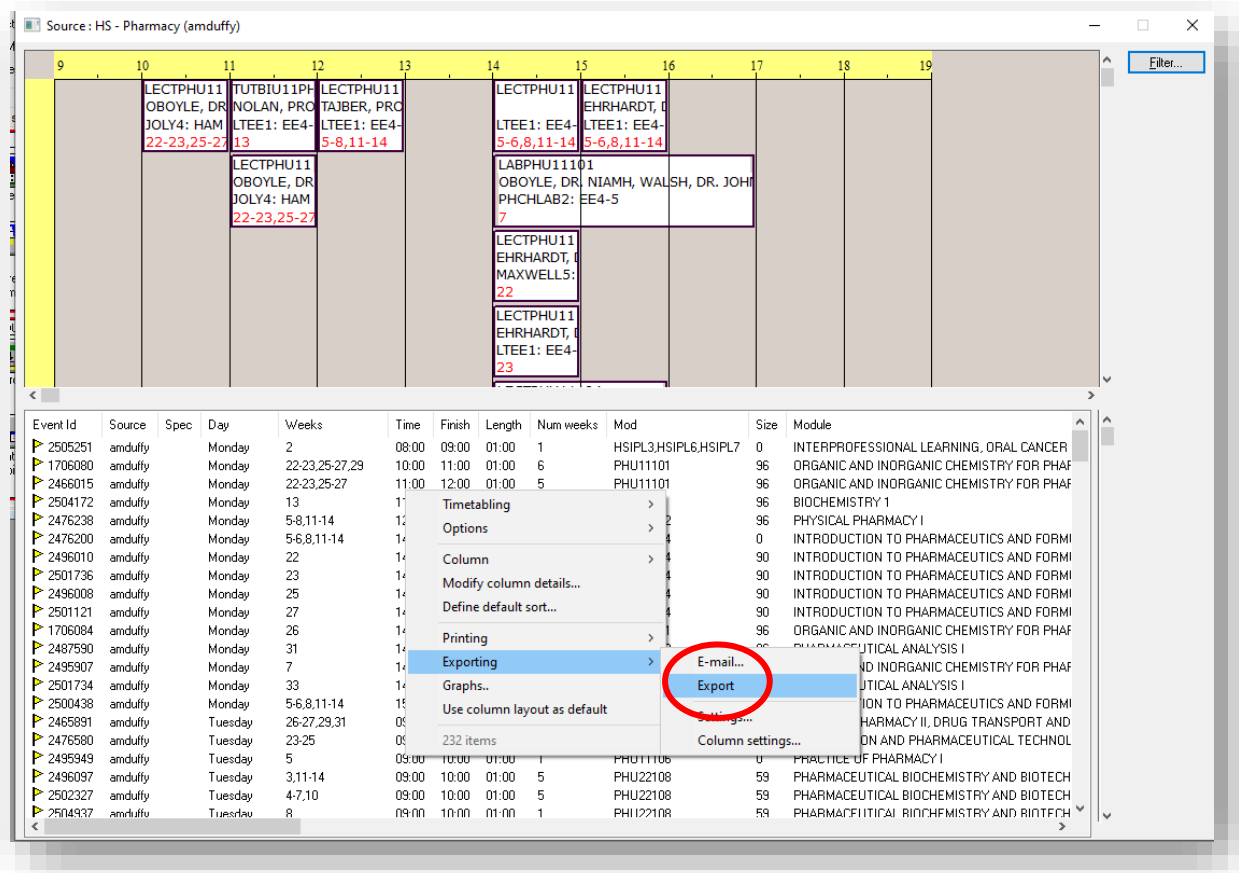
The timetable view consists of a **grid view (upper view)** and a **list view (lower view)**. The information is the same in both views.

The timetable details returned may contain incomplete timetable events – which you can identify from the “greyed flag” icon to the left

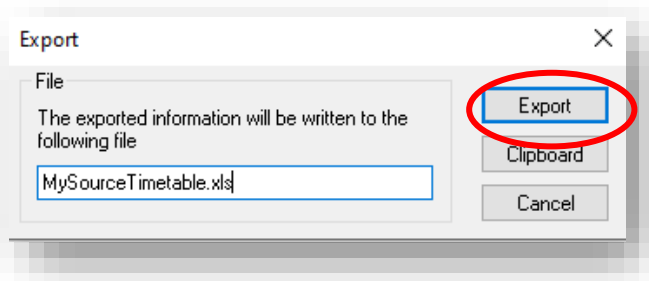
or non-teaching events – which you can identify as they have no module information. These can be filtered out in your timetable export.

- *It is possible to further filter the data returned before it is exported. Refer to the CMIS Standard User Guide to help with filters.*

6. To export your timetable right-click in the list view and select **Exporting -> Export**.



7. In the **Export** window, enter a filename followed by **.xls** and select **Export**.

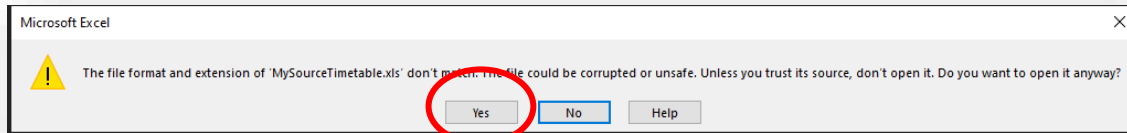


8. The file will be exported to your **Facility 20.1** folder on your **C: drive**.
c:\Facility 20.1\LIVE Facility CMIS\MySourceTimetable.xls.

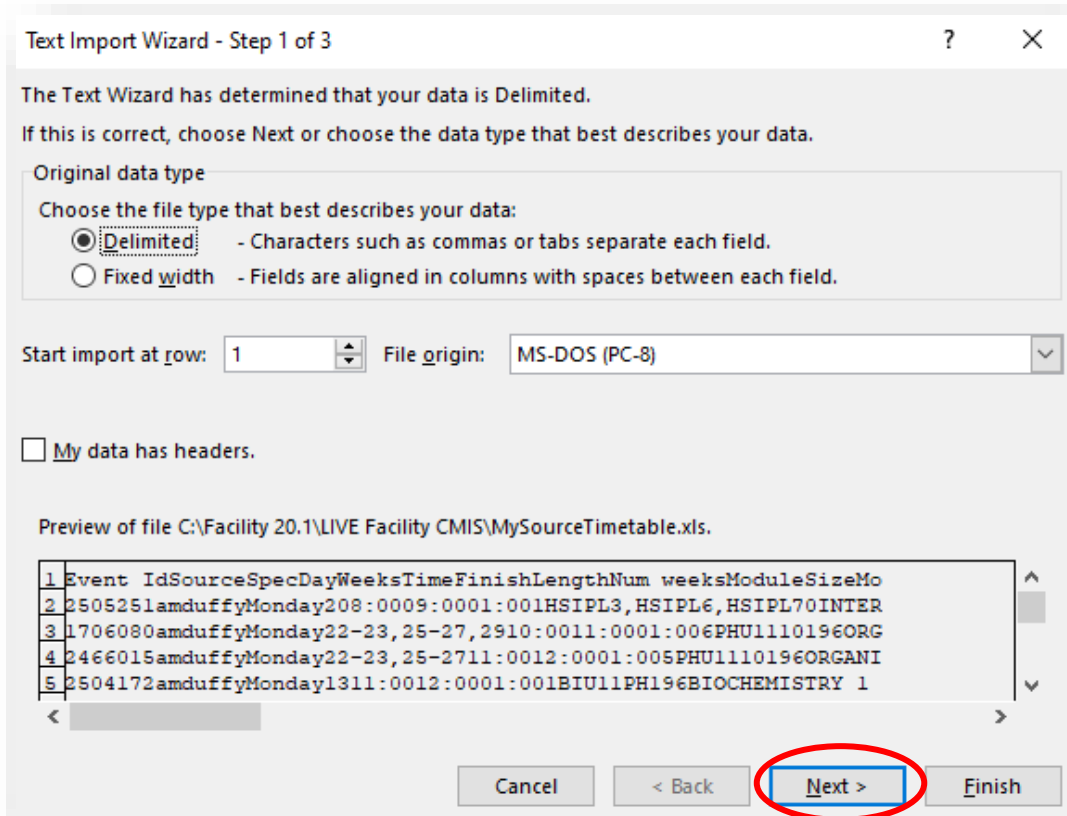
Working with the exported Excel file

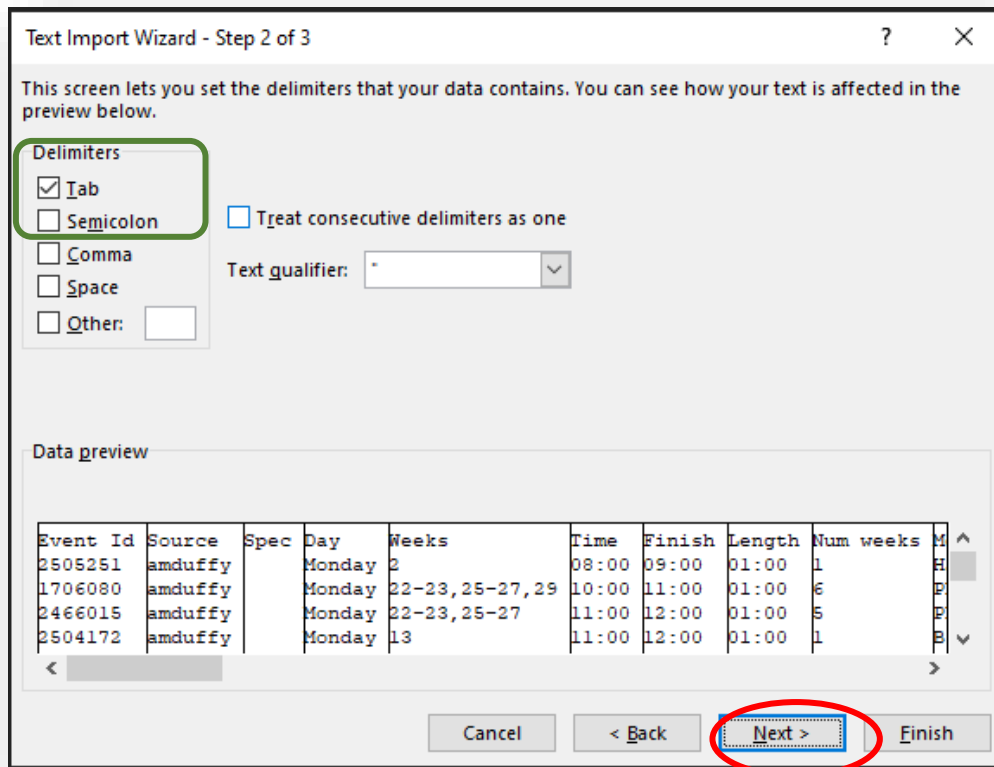
To ensure the exported CMIS data is correctly formatted in your Excel file the following steps should be followed.

1. Open a blank Excel workbook and then browse to the **LIVE Facility CMIS** folder on your c:\ drive. Click on your exported file and select **Open**.
2. The following message might appear – select **Yes**.

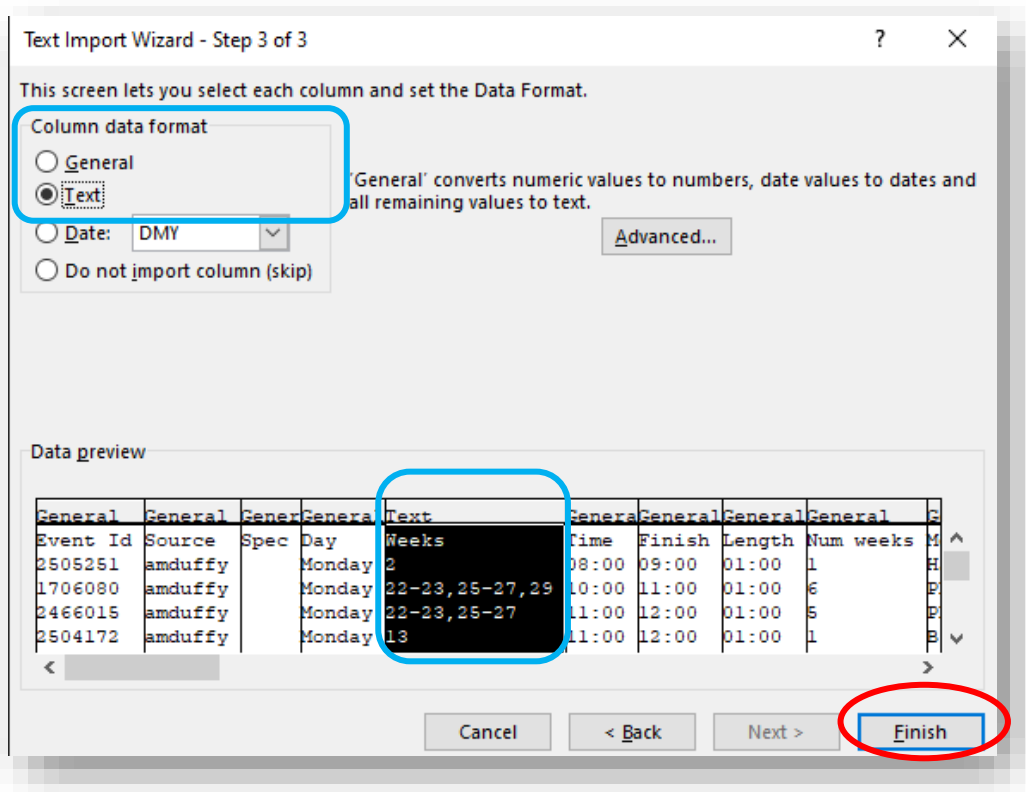


3. The excel **Text Import Wizard** will open.
4. In step 1, do nothing and select **Next**.





- In step 2, select the radio button in **Delimiter** as **Tab** and verify that the data is now in columns as per above, click **Next**



7. In step 3, select the **Room** column and then change the **Column data format to Text**. Do the same for the **Weeks** column too.
8. Then select **Finish**.
9. Your Excel file will open as a tab-delimited file. To change to Excel format, select **File** and then **Save as**.
10. Change the type of file from **Text (Tab delimited) (*.txt)** to **Excel workbook (*.xlsx)** from the save as window and then select **Save**.