



# 50 Frequently Asked Questions (FAQ)

---

Welcome to the official TimeTableMax FAQ. This document covers everything from marking daily attendance and managing substitutions to allocating subjects and auto-generating mathematically perfect timetables.

## Part 1: General Dashboard & Navigation (1-5)

### 1. What is TimeTableMax?

TimeTableMax is a smart scheduling and daily operations platform designed to help school administrators seamlessly manage teacher attendance, automatically calculate substitutions, and generate conflict-free timetables.

### 2. How do I switch between different modules?

The dashboard uses a unified sidebar and top navigation menu. Modules like Attendance, Allocations, and Timetables are split into tabs like 'Class View' and 'Teacher View' for easy toggling.

### 3. Are my changes saved automatically?

No, changes like Timetable adjustments or Allocations are kept as 'Drafts' until you click the green 'Save Changes' button. This prevents accidental overwrites to your live database.

### 4. What does the 'Lock' and 'Unlock' toggle do?

The Lock/Unlock feature is a safety mechanism. When 'Locked' (Read-Only mode), you cannot drag-and-drop periods, delete entries, or accidentally modify allocations. You must explicitly 'Unlock' the grid to make edits.

### 5. What is the maximum number of periods a teacher can take per week?

The system standardizes maximum workload at 48 periods per week (8 periods a day × 6 days). If a teacher is assigned more than 48, the system flags them with a red 'OVERLOADED' warning.

## Part 2: Teacher Attendance & Substitutions (6-20)

### 6. How do I mark daily teacher attendance?

In the Daily Register tab, you can mark teachers as Present, Absent, Busy, or on Leave. You can also use the 'Mark All Present' button for speed.



### **7. What is the difference between 'Absent' and 'Busy'?**

'Absent' means the teacher is not on the premises. 'Busy' means the teacher is at school but engaged in other official duties (like exams or meetings) and cannot take their normal classes or cover substitutions.

### **8. What happens when I click 'Lock Day' in the attendance register?**

Locking the day instantly triggers the Smart Substitution Engine. It cross-references the absent/busy teachers with today's timetable and automatically finds free, matching teachers to cover those vacant classes.

### **9. How does the automated substitution engine pick replacements?**

It first looks for a teacher who is 'Present', has a free period at the exact vacant time, and ideally teaches the same subject. It also checks workloads to ensure substitutions are distributed fairly among the staff.

### **10. Can a teacher be assigned a substitution if they are marked 'Busy'?**

No. Teachers marked as Busy, Absent, or Leave are strictly excluded from the pool of available substitute teachers.

### **11. What happens if there are no free teachers for a substitution?**

The system will highlight the substitution slip in red and mark the replacement as 'NO TEACHER FREE', allowing the admin to manually intervene or merge classes.

### **12. Can I share substitution slips directly to WhatsApp?**

Yes! Clicking the 'Share WhatsApp' button perfectly formats all substitution duties for the day (with emojis) and opens WhatsApp Web to instantly send them to your staff group.

### **13. How do I view historical attendance records?**

Navigate to the 'History & Reports' tab, select 'Attendance Report' from the dropdown, and choose your custom date range to see aggregated stats for every teacher.

### **14. Can I filter reports by specific date ranges?**

Yes, the History tab features a Custom Date Range Selector (Start Date to End Date) that dynamically updates the tables and exports based on your selection.

### **15. What formats can I export the daily substitution slips in?**



Daily substitutions can be exported as highly professional PDFs or Excel spreadsheets, complete with official school headers and multi-colored footers.

### **16. Does the system delete previous substitutions if I unlock the day?**

Yes. If you unlock a locked day to correct an attendance mistake, the system warns you that existing substitution slips will be permanently deleted and regenerated when you lock the day again.

### **17. How do I quickly mark all teachers as present?**

If the day is unlocked, simply click the 'Mark All Present' shortcut button at the top of the Daily Register table.

### **18. Can I see how many total days a teacher was absent over a term?**

Yes. In the History tab, selecting the 'Attendance' report type will aggregate and display exact counts of Present, Absent, Busy, and Leave days for each teacher over your chosen period.

### **19. What happens if a teacher is absent but has no classes scheduled that day?**

The system recognizes their absence but simply generates 0 substitution slips for them, preventing any unnecessary confusion.

### **20. Does the substitution PDF include the original teacher's name?**

Yes, the export clearly shows the Period, Class, Subject, the 'Absent Teacher' in red, and the 'Adjusted To' substitute teacher in green.

## **Part 3: Teacher Subject Allocations (21-30)**

### **21. How do I allocate a subject to a teacher?**

In the Allocations tab, select a teacher from the dropdown, unlock the grid, and check the boxes next to the subjects and classes you want them to teach.

### **22. How does the system know how many periods a subject needs?**

The system uses a mathematical helper that scans the `period\_distribution` JSON connected to each subject (e.g., automatically knowing 10th Grade English needs 6 periods).

### **23. What does the star (★) next to a teacher's name mean?**

The star icon indicates that the teacher is the official Class In-charge (Class Teacher) for that specific grade and section.



### **24. What happens if I try to assign a subject that is already assigned to someone else?**

The system displays a lock icon with the conflicting teacher's name. You can use the red 'Drop' button to snatch the allocation from them and give it to the current teacher.

### **25. Can I see the workload of all teachers at once?**

Yes, the left-hand Workload Sidebar displays every teacher's live assigned periods out of 48, complete with color-coded progress bars (Green = Good, Orange = Heavy, Red = Overloaded).

### **26. Why are some teachers marked with a red 'OVERLOADED' warning?**

If a teacher's combined allocations exceed 48 periods, the system flags them to prevent timetable generation failure. You cannot save timetable edits if overloads exist.

### **27. What happens to the actual Timetable if I remove an allocation from a teacher?**

If you drop a subject, the system will prompt you asking if you also want to clear those scheduled periods from the live timetable grid. If you click Yes, it scrubs them cleanly. If you click Cancel, the save aborts.

### **28. Can I override the auto-calculated required periods?**

The allocations use strict standardized distributions. However, you can manually assign extra periods in the Timetable Grid using the 'Manual Assign' feature if exceptions are needed.

### **29. Can I export an allocation report for just one specific teacher?**

Yes, by selecting a teacher and clicking 'Export -> Current Teacher Only', you will download a localized PDF or Excel file detailing just their assigned workload.

### **30. What are Unassigned Teachers?**

At the bottom of the Workload Sidebar, you will see a list of any registered teachers who currently have 0 periods allocated to them.

## **Part 4: Timetable Editor & Bulk Assign (31-40)**

### **31. How do I switch between viewing a Class and a Teacher's schedule?**

Use the toggle buttons at the top of the Timetable view to switch between 'Class View' (showing what subjects a class has) and 'Teacher View' (showing where a teacher is going).

### **32. Can I drag and drop periods to reschedule them?**



Yes. Once you click 'Unlock to Edit', you can drag any period tile and drop it onto an empty 'Free' slot to instantly move it.

### **33. What happens if I drag a period to a slot where the teacher is already busy?**

The system calculates multi-dimensional clashes in real-time. It will block the drop and show an alert: 'Cannot move: Teacher is already teaching another class during this period.'

### **34. Does the system allow me to swap two periods?**

Yes. If you drop a Math period onto a Science period, the system will swap them seamlessly, provided neither teacher has a secondary clash on those respective days.

### **35. What does a red cell with an alert icon mean?**

It indicates a severe gridlock or database clash (e.g., two teachers assigned to the same class at the exact same time). The cell turns bright red to demand immediate manual correction.

### **36. How do I manually add a single new period to a specific slot?**

Unlock the grid, click on any cell marked '+ Assign', and a modal will appear letting you explicitly choose the Class, Teacher, and Subject for that exact Day and Period.

### **37. Can I delete a period directly from the grid?**

Yes, clicking an existing period tile while unlocked will open the manual edit modal, which features a red 'Remove' trashcan button.

### **38. How does the Bulk Assign feature work?**

Bulk Assign lets you pick a Teacher, Class, and Subject, and automatically distributes their required periods across the week without having to click manually 6 times.

### **39. Why did the Bulk Assign feature only place some of the requested periods?**

If the grid is highly congested, the system might only find (for example) 4 free matching slots instead of 6. It will place the 4 and alert you to use the AI Auto-Generator to shuffle the rest.

### **40. What is 'Targeted Bumping' during Bulk Assign?**

If the Bulk Assigner hits a dead-end, it will perform surgical swaps—silently moving a conflicting class to an empty slot on another day to make room for your new assignment, without wiping the whole timetable.



## Part 5: Timetable Auto-Generation Engine (41-46)

### 41. What does the 'Auto-Generate' button do?

It deletes the current timetable and utilizes a 4-Pass Mathematical Algorithm to build a completely new, 100% conflict-free schedule for the entire school based on your Allocations.

### 42. Will Auto-Generate overwrite my existing timetable?

Yes. Because it has to calculate thousands of dependencies from scratch, it wipes the old slate clean. It will ask for confirmation before proceeding.

### 43. How does the system prioritize Class In-charge teachers?

In 'Pass 1' of the algorithm, it finds every Class In-charge and strictly locks them into Period 1 for their designated class every single day to ensure they can take morning attendance.

### 44. Does the AI keep core subjects consistent across the week?

Yes. In 'Pass 1.5', it looks for Main Subjects (Math, Science, English, etc.) and tries to lock them into the exact same period (e.g., Period 3) every day for routine consistency.

### 45. How does the algorithm resolve deep deadlocks?

It uses a recursive backtracking (bumping) algorithm up to 10 layers deep. If Teacher A needs a spot occupied by Teacher B, it bumps Teacher B and searches for a new spot for them in a chain reaction.

### 46. Does the generator respect a teacher's unavailable days (leaves)?

Absolutely. The engine scans the `unavailable\_days` database column. If a teacher does not work on Saturdays, the algorithm is hard-coded to never place their periods on that day.

## Part 6: Exports, Reports & Formats (47-50)

### 47. How do I export the Master Combined Timetable?

Open the 'Export' dropdown menu and look for the top section labeled 'Export Master (Combined)'. Click the PDF or Excel option.

### 48. What is special about the format of the Master Timetable PDF?

It utilizes a 'Legal Landscape' page size (wider than standard A4) to give complex text more breathing room. It perfectly chunks data to fit exactly 3 class rows per page, colored in alternating soft pastels.



**49. How does the Master Timetable handle multiple days in one cell?**

To save extreme amounts of space, if a teacher takes Period 2 from Monday to Friday, the cell compresses it into numeric ranges: English (JKG) [1-5].

**50. What details are included in the footer of all exported reports?**

Every exported PDF and Excel file contains a customized header featuring the School Name and UDISE code, alongside a multi-colored grid footer displaying the developer's official contact information, YouTube channel, and website.

TimeTableMax.in