

User Manual

(Guest, Subscriber, Enterprise)

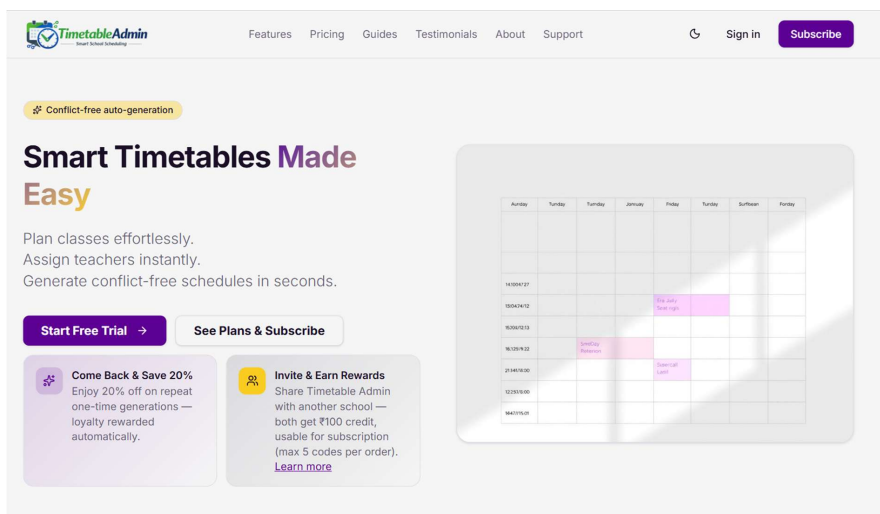
Last updated: 2026

1. Introduction

Timetable Admin helps schools, colleges, and institutes generate conflict-free timetables in minutes.

You can:

- Maintain master data for teachers, subjects, classes, rooms, and time slots.
- Map assignments and teacher availability.
- Auto-generate weekly and exam timetables.
- Share read-only timetables with teachers, parents, and students.
- Use **Clubbed Slots** (premium feature) to schedule two subjects taught by two teachers in the same timeslot — ideal for electives like *Scout + Guide*, *NCC + Defence*, *Hindi + Sanskrit*.



The screenshot shows the homepage of TimetableAdmin. At the top, there is a navigation bar with the logo on the left and links for Features, Pricing, Guides, Testimonials, About, and Support on the right. A 'Sign in' link and a purple 'Subscribe' button are also present. Below the navigation bar, a yellow banner highlights 'Conflict-free auto-generation'. The main heading is 'Smart Timetables Made Easy'. Underneath, it lists key features: 'Plan classes effortlessly.', 'Assign teachers instantly.', and 'Generate conflict-free schedules in seconds.' There are two buttons: 'Start Free Trial' and 'See Plans & Subscribe'. Below these are two promotional boxes: 'Come Back & Save 20%' and 'Invite & Earn Rewards'. On the right side, there is a grid representing a timetable with columns for days of the week and rows for dates. Some cells in the grid are highlighted in pink, indicating scheduled classes.

2. Guest Users (One-Time Timetable Generation)

Step 1: Start

- Visit timetableadmin.in → click **Guest Generator**.
- Choose a plan (Starter / Growth / School).

TimetableAdmin
Smart School Scheduling

Features Pricing Guides Testimonials About Support

Sign in [Subscribe](#)

Pricing & Plans

Start free. Upgrade when you're ready.

Trial

Try the platform for 7 days.

Free (7 days)

- ✓ Up to 3 classes
- ✓ Up to 5 teachers
- ✓ 1 timetable generation
- ✓ 1 exam generation
- ✓ Community
- ✓ Watermarked exports
- ✓ Limited downloads

[Start Free Trial](#)

Launch Offer

Starter

For small schools getting started.

₹499 ~~₹999~~

Includes 10% repeat-customer discount on renewal

- ✓ Up to 5 classes
- ✓ Up to 7 teachers
- ✓ 1 timetable generation
- ✓ 1 exam generation
- ✓ Basic support

[Get Started](#)

Most Popular

Growth

For growing schools.

₹699 ~~₹1,499~~

Includes 10% repeat-customer discount on renewal

- ✓ Up to 10 classes
- ✓ Up to 14 teachers
- ✓ 3 timetable generations
- ✓ 4 exam generations
- ✓ Email support

[Get Started](#)

Step 2: Enter School Details

- Fill in school name and email.
- Download sample CSV templates.

Required CSVs for Weekly Timetable:

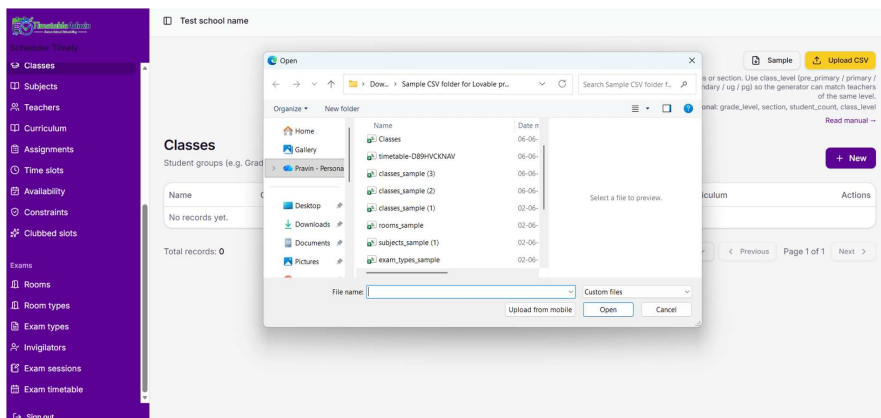
- Teachers
- Subjects
- Teacher Capabilities
- Classes
- Rooms
- Assignments
- Availability

Additional CSVs for Exam Timetable:

- Exam Types
- Exam Sessions
- Invigilators
- Rooms (exam capacity check)

Step 3: Upload Files

- Upload completed CSVs in the correct order.
- Select Curriculum:
 - Clone from Library, or
 - Create new Template.
- **Note: Clubbed Slots are not available for Guest plans.**



Step 4: Generate Timetable

- Click **Generate Timetable** → blurred preview appears.
- Conflict checker suggests fixes before final generation.
- Payment required to unlock export/print.

Step 5: Exam Timetable (Guest)

- Upload Exam CSVs (Types, Sessions, Rooms, Invigilators).
- System validates room capacity and invigilator availability.
- Exam timetable generated → blurred preview until payment.

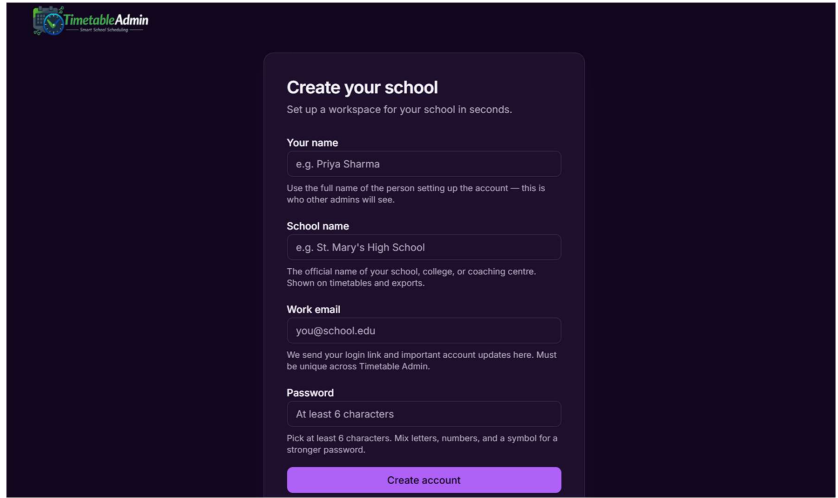
Step 6: Access & Download

- Confirmation email sent with secure download link (valid 48 hours).
 - Guest data auto-deleted after expiry.
 - *“Guest plans do not include sharing with Teachers, Students, or Parents. Access is limited to 48 hours after generation.”*
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3. Subscribers (Annual Plans)

Step 1: Sign Up

- Go to /signup → create account with work email.
- Verify email → you become Admin for your tenant.



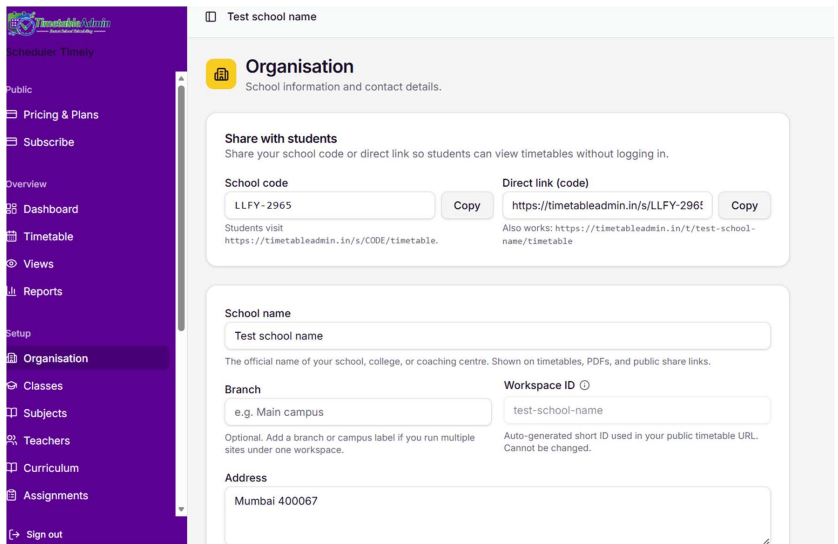
The screenshot shows the 'Create your school' form in the TimetableAdmin interface. The form is set against a dark purple background. It includes the following fields and instructions:

- Your name:** A text input field with the placeholder 'e.g. Priya Sharma'. Below it, a note says: 'Use the full name of the person setting up the account — this is who other admins will see.'
- School name:** A text input field with the placeholder 'e.g. St. Mary's High School'. Below it, a note says: 'The official name of your school, college, or coaching centre. Shown on timetables and exports.'
- Work email:** A text input field with the placeholder 'you@school.edu'. Below it, a note says: 'We send your login link and important account updates here. Must be unique across Timetable Admin.'
- Password:** A text input field with the placeholder 'At least 6 characters'. Below it, a note says: 'Pick at least 6 characters. Mix letters, numbers, and a symbol for a stronger password.'

A purple 'Create account' button is located at the bottom of the form.

Step 2: Add Institution Details

- Enter institution name, type (school/college/coaching), student count, logo URL.



The screenshot shows the 'Organisation' settings page in the TimetableAdmin interface. On the left is a purple sidebar with navigation options: Scheduler, Timely, Public, Pricing & Plans, Subscribe, Overview, Dashboard, Timetable, Views, Reports, Setup, Organisation (highlighted), Classes, Subjects, Teachers, Curriculum, Assignments, and Sign out. The main content area is titled 'Organisation' and includes the following sections:

- Share with students:** A section for sharing school code or direct link so students can view timetables without logging in. It contains two input fields: 'School code' (with value 'LLFY-2965') and 'Direct link (code)' (with value 'https://timetableadmin.in/s/LLFY-2965!'). Both have 'Copy' buttons. Below these are links for 'Students visit' and 'Also works:'.
- School name:** A text input field with the value 'Test school name'. Below it, a note says: 'The official name of your school, college, or coaching centre. Shown on timetables, PDFs, and public share links.'
- Branch:** A text input field with the value 'e.g. Main campus'.
- Workspace ID:** A text input field with the value 'test-school-name'. Below it, a note says: 'Auto-generated short ID used in your public timetable URL. Cannot be changed.'
- Address:** A text input field with the value 'Mumbai 400067'.

Step 3: Import Data

- Use CSV templates.
- Recommended order:
 1. Teachers
 2. Subjects
 3. Teacher Capabilities
 4. Classes & Rooms
 5. Assignments
 6. Availability
 7. Exam Types & Sessions

The screenshot displays the 'Classes' management page. On the left is a purple sidebar with a navigation menu. The main area has a header 'Test school name' and a sub-header 'Classes'. Below this, there's a table with columns: Name, Grade, Section, Students, Group, Curriculum, and Actions. The table is currently empty, showing 'No records yet.' and 'Total records: 0'. At the bottom right of the table area, there are controls for 'Rows per page' (set to 10) and navigation buttons for 'Previous', 'Page 1 of 1', and 'Next'. A '+ New' button is located in the top right corner of the table area.

Step 4: Generate Timetable

- Navigate to **Timetable** → choose working day pattern → click **Generate**.
- Views available: Class, Teacher, Room.

Step 5: Premium Feature — Clubbed Slots

- Access **Clubbed Slots** from Setup.
- Define paired subjects and teachers for the same class/timeslot.
- Examples:

- Scout + Guide,
- NCC + Defence,
- Hindi + Sanskrit.
- System enforces validation:
 - Minimum two members.
 - Distinct subjects and teachers.
 - Conflict checks with availability.
- Clubbed slots appear in timetable with a **Clubbed badge**.

Step 6: Share Timetable

- Subscribers can share generated timetables with Teachers, Students, and Parents.
- Shared timetables remain accessible for the full academic year.
- Access is read-only, ensuring data integrity.
- Sharing options include Class view, Teacher view, and Room view.

Step 7: Reports & Analytics

- Access usage reports, teacher load, and generation history.

The screenshot displays a dashboard for a school named "Test school name". The "Reports" section provides a summary of weekly schedules, conflicts, workload, and coverage. Key metrics include 8 scheduled lessons, 10% slot utilization, 4 active teachers out of 10, and 3 open conflicts. The "Workload & coverage" tab is selected, showing a table of teacher workload.

Teacher	Assigned periods	Max / week	Status
Alice Smith	0	30	OK
Bob Patel	2	25	OK
Carla Diaz	2	28	OK
Dev Mehta	0	20	OK
Esha Roy	0	25	OK
Farid Khan	2	20	OK
Gita Nair	0	30	OK
Harish Iyer	2	30	OK

4. Enterprise Tenants (Multi-Branch/School Management)

Step 1: Super Admin Access

- Enterprise accounts include **Super Admin Dashboard**.
- Manage multiple schools, subscriptions, and admin tools.

Step 2: User Management

- Create/manage users (Admins, Teachers, Students).
- Role-based access with permissions.

Step 3: Exam Module

- Define exam types, sessions, invigilators.
- Generate conflict-free exam timetables with room capacity checks.

Step 4: Premium Feature — Clubbed Slots

- Enterprise Accounts can configure **Clubbed Slots** across multiple schools.
 - Useful for large institutions offering parallel electives.
 - Super Admin can monitor clubbed slot usage across tenants.
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5. Plan Comparison Table

Feature	Guest (One-Time)	Subscriber (Annual)	Enterprise (Multi-School)
Weekly Timetable Generation	✓	✓	✓
Exam Timetable Generation	✓	✓	✓
Data Import via CSV Templates	✓	✓	✓
Conflict Checker	✓	✓	✓
Export & Print	✓ (after payment)	✓	✓
Data Expiry	48 hours	Permanent	Permanent
Clubbed Slots (parallel subjects)	✗	✓	✓
Timetable Sharing (Teachers, Students, Parents)	✗	✓	✓
Reports & Analytics	✗	✓	✓
Multi-Branch Management	✗	✗	✓
Super Admin Dashboard	✗	✗	✓

6. Tips & Best Practices

General Tips

- Always follow import order to avoid errors.
- Keep emails unique (used for login).
- Use realistic student counts (exam scheduler rejects small rooms).
- Start with small test imports before full upload.
- Duplicate rows are skipped safely on re-import.

Guest-Specific Tips

- Verify uploads carefully to avoid duplicate data.
- Remember: data expires in 48 hours.

Subscriber/Enterprise Tips

- Use Clubbed Slots for electives or parallel subject delivery.
- Leverage reports for teacher load and utilisation analysis.
- Use the sharing feature to provide read-only timetable access to Teachers, Students, and Parents for the entire academic year.

7. Support

- Guides: /guides — walkthroughs for workflows.
 - FAQ: /#faq — common questions.
 - Contact: /contact or /support.
 - Email: **support@timetableadmin.in**
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