



SIMS Integration

(SchoolBooking module)

This guide assumes that you have successfully installed the ZINet Client on to your server and completed the first synchronisation. If that is not the case, please refer to “SIMS Integration – part 1” first.

MIS Integration Admin Home

MIS Integration enables the Academic area of SchoolBooking to be automatically kept up to date by making use of the data currently recorded in your SIMS platform.

Latest Synchronised Data

Academic data:	Friday 16 March 2018 @ 6:19am
Student data:	Saturday 3 March 2018 @ 11:45am
Number of lessons:	2867 Download Report

Manual Synchronisation

[Configuration](#)

Synchronisation Logs

16 Mar 2018 06:19:02	Upload Successful
16 Mar 2018 06:19:02	Finished Export Booking Data XML Sync
16 Mar 2018 06:18:45	Uploading ExportBookingDataXML Export To SchoolBooking
16 Mar 2018 06:18:05	Requesting Room Closures For 25/03/2018
16 Mar 2018 06:18:07	Requesting Room Closures For 26/03/2018
16 Mar 2018 06:17:49	Requesting Room Closures For 18/03/2018
16 Mar 2018 06:17:51	Requesting Room Closures For 19/03/2018
16 Mar 2018 06:17:54	Requesting Room Closures For 20/03/2018

[Show Advanced Log](#)

[Integration Guide \(part 1 - setup\)](#)

[Integration Guide \(part 2 - usage\)](#)

[Download the ZINet Client](#)

[Create Desktop Shortcuts](#)

[Troubleshooting](#)

The purpose of the MIS Integration module is to...

- Set which additional areas of SchoolBooking should make use of the data transferred over from SIMS
- Enable a SchoolBooking administrator to initiate a manual synchronisation at any time.
- Create desktop shortcuts for your timetable/cover manager so that they can initiate a manual synchronisation themselves.
- View a downloadable report listing full details of the lessons included in the latest synchronisation.
- View details of the latest synchronisation logs.

The following pages explain each option in detail.

CONFIGURATION

As well as updating your lessons/cover data, a full synchronisation can also be set to manage other areas of SchoolBooking. Specifically...

Academic Setup

Within the Academic area of Administration are multiple modules that record the dates of your academic years, school holidays, period times etc.

These modules tend to only require updating once a year, but this can still be a fairly lengthy process, particularly during the initial setup.

By default, the academic settings already recorded in SchoolBooking will be compared with that of your MIS data and the relevant changes made.

Note: Should you find that a SchoolBooking module is not updating as expected, you can prevent the sync from making any changes to a specific area via the options on this page.

Rooms

Another potentially time-consuming process during a new SchoolBooking setup is manually adding all the rooms that you wish to include for booking purposes.

The synchronisation can help here by comparing the rooms included in your MIS data with those already known to SchoolBooking. Where required, a new room entry will be automatically created.

Although some manual administration will still be required later (e.g. deleting those rooms that you do not want to be bookable) this will significantly reduce the overall workload required.

Tip: This option generally should only be run if you are in the early stages of setting up SchoolBooking (e.g. you have not yet defined your bookable rooms in Item Manager). If you already have rooms in the system, this option will be switched off by default.

Booking/Lesson Clashes

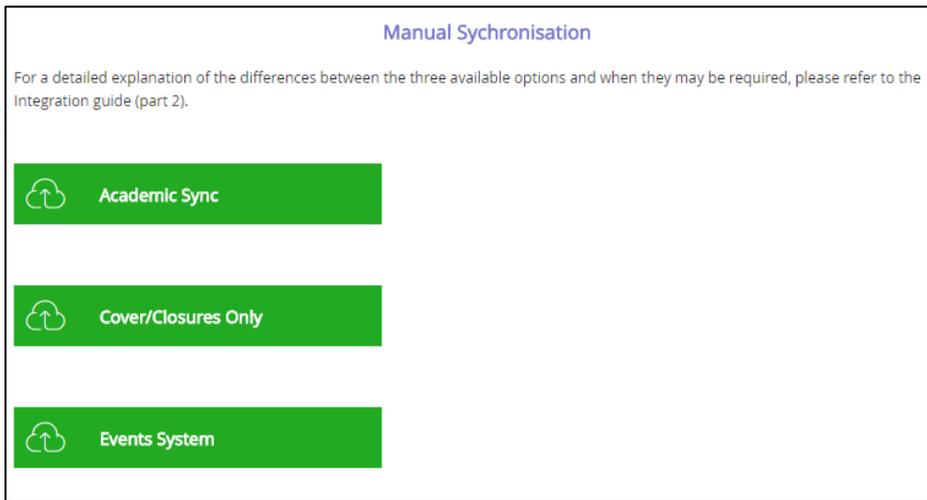
Within the Academic area of SchoolBooking is a module to check if changes made to your academic and lesson data affects the validity of any previously recorded bookings.

Now that an automatic synchronisation applies, the Validation Check is one that can be easily overlooked.

Therefore, if enabled within the Configure settings, a new Validation Check will be performed automatically after each synchronisation. Should a clashing booking/lesson be found, the appropriate administrator will be sent an email advising them that action is required.

Note: At present there are no plans to include an automatic 'cancel booking' option. The reasons for this are many, but specifically... who the booking is for and why can affect what action is required. e.g: if the head teacher made the booking for a very important meeting, they are likely to need a more personal approach than a standard email telling them that their booking has been cancelled.

MANUAL SYNCHRONISATION



There are three types of synchronisation...

Academic

This is the same type of synchronisation that occurs automatically in the early hours of each weekday morning. It will...

- Replace all lessons currently recorded in SchoolBooking with those found in the SIMS data.
- Check for any cover/closure entries and amend the new lesson data accordingly.
- Based on your selections in the Configure area (see previous section), amend other areas of SchoolBooking as required.

This option is usually only required if...

- *There was an issue with the overnight sync that prevented it from completing.*
- or
- *A large timetable change has been logged in SIMS today - and you need those changes to appear in SchoolBooking before tomorrow morning.*

Cover Only

This type of synchronisation will transfer just the data relating to cover and room closures to SchoolBooking. During the synchronisation....

- The same regular lesson data from your last full transfer will be used again.
- Those lessons will be amended based on the new cover/closure information.
- The options within the Configure area will not be run.

The main reason for including a Cover Only option is that this is the one piece of information that can regularly change during the school day. Instead of transferring all of the same data that was sent overnight, this type of synchronisation is significantly quicker to complete thus reducing the load on your server.

Student Sync

This option is only required if...

- You are making use of the Events & Parent Meetings system.
- and
- Student data has not been collected before (or the information held is now outdated).

DESKTOP SHORTCUTS

Tip: Please ensure that you are able to run a successful sync before attempting this.

The MIS Integration module is only available to SchoolBooking Administrators – therefore, the person(s) responsible for making changes to your SIMS data may not have access to these pages.

Rather than relying on them telling you when a change has occurred, you can optionally allow them to initiate a manual synchronisation themselves without even needing to login to SchoolBooking.

Example of use:

Your Cover Manager updates SIMS in the morning.

As soon as they have made their updates, they double-click on a desktop icon on their pc.

This will initiate a new synchronisation (as if they'd visited the MIS Integration page and clicked on the relevant Sync icon themselves).

To create the shortcut(s)....

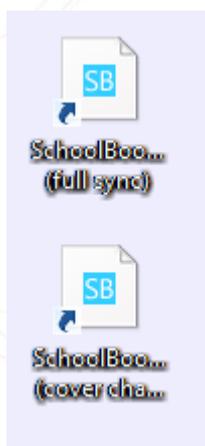
Click on the 'Create Desktop Shortcuts' link (bottom-right corner of the MIS Integration page). A popup will appear onscreen containing two large green buttons.

Minimize/reposition your browser so that you can see the green buttons and also a blank area of your desktop at the same time.

Using the left-mouse button, drag the first green button onto your desktop and let go.

A new icon should automatically appear on your desktop.

Now repeat for the second green button.



To confirm that the shortcuts are working correctly, double-click on the 'SchoolBooking (cover change)' icon.

An almost blank browser window will appear.

If the page shows the number 202, the shortcut is working correctly.

This means that a new synchronisation has been initiated.

If the page shows the number 409, this means that a synchronisation is already in progress, and again suggests that everything is okay.

You can now rename the shortcuts as you see fit and then copy/transfer them to the relevant members of staff.

SYNCHRONISATION LOGS

Synchronisation Logs	
16 Mar 2018 06:19:02	Upload Successful
16 Mar 2018 06:19:02	Finished Export Booking Data XML Sync
16 Mar 2018 06:18:45	Uploading ExportBookingDataXML Export To SchoolBooking
16 Mar 2018 06:18:05	Requesting Room Closures For 25/03/2018
16 Mar 2018 06:18:07	Requesting Room Closures For 26/03/2018
16 Mar 2018 06:17:49	Requesting Room Closures For 18/03/2018
16 Mar 2018 06:17:51	Requesting Room Closures For 19/03/2018
16 Mar 2018 06:17:54	Requesting Room Closures For 20/03/2018

[Show Advanced Log](#)

This area of the page communicates directly with your ZiNet Connect application to show the relevant details of the latest synchronisation.

This is mostly for information purposes only - such as confirming that an overnight sync occurred, and when.

Please note that at busy periods during the day, there may be delay in these logs updating.

LESSON REPORT

Latest Synchronised Data	
Academic data:	Friday 16 March 2018 @ 6:19am
Student data:	Saturday 3 March 2018 @ 11:45am
Number of lessons:	2867 Download Report

This report is intended as a quick way to see what lesson details were transferred over to SchoolBooking, and to check for any obvious issues.

Once you are happy that the synchronisation is working correctly for you, it is unlikely that you will need this report very often, however, if you are aware of a significant change to your MIS data, it may prove useful to confirm that the new data is being picked up correctly.