

The screenshot shows the 'Manage sync - Timetable management' interface. The left sidebar contains navigation options: CORRESPONDENCE, DIRECT MESSAGES, PERMISSION MANAGEMENT, PORTAL MANAGEMENT, SCHOOL DOCUMENTS, STANDARDISED TESTING MANAGEMENT, STUDENT GROUP MANAGEMENT, SYLLABUS MANAGEMENT, TIMETABLE MANAGEMENT, and UNIT PLANNER ADMINISTRATION. The main content area has a 'Manage sync' section with a 'New profile' button and a list of profiles, with '2019J' selected. The form for the selected profile includes:
 

- Name: 2019J
- Data source: Sync UI
- Query set: Sync UI
- Scheduled syncs enabled
- Synchronise class data
- Synchronise student class enrolments
- Synchronise room reference data
- Synchronise subject reference data
- Synchronise timetable data

 The 'TIMETABLE PERIODS' section shows '2019J' and 'daily' selected. At the top, there are 'SAVE' and 'RUN NOW' buttons.

**1. Select**  
 A. Administration workspace  
 B. Timetable management page  
 C. Manage sync sub-page

**2. Create a new profile for the timetable period**

**3. Enter a Name, Data source and Query set**  
*NB: The Data source matches the Input in Sync UI*

**4. Select the components that need to be synced**

**5. Select the Timetable period and set frequency**

**6. Select Scheduled syncs enabled then SAVE**

Step 5: Sync Profile (Only required for externally managed timetables)