

Appendix : New Features in *StaffCover 2023*

As always, it's a seamless Upgrade, so your existing *StaffCover* data will not be affected. If you haven't yet started the New School Year in *StaffCover*, please see the notes on page 2.

Main Menu

This has been modified to make things clearer:



Items are in the same order as before, but shown in a different style.

The middle part includes a Summary of the data for Today's Cover, as well as 6 quick-links:



eg. in this example you can immediately see that there are 3 Support Teachers and 5 Absent Staff today.

Clicking on any item takes you immediately to the relevant screen.

Specific Date Notes

There has always been the ability to set-up 'Additional Notes' – ie. free-format notes that appear on your Master Cover Timetable (and the first 2 lines appear on Cover Slips too). These notes can be set to remain until you clear them.

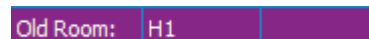
Now: you can also enter notes specific to a certain date of the year. They will only be shown on the Master Cover Timetable on that date.

Go to: Today ➡ Specific Date Notes, choose the date, then click 'View or Add' (or 'Delete').

Room Timetable

On the Room Timetable Screen (at Room Overview ➡ Room timetable):

if a lesson was moved to the room you are now viewing, from its original timetabled room, you are now shown the "old room" like this:



Direct Update

A few schools each year have difficulty using 'Check for Updates' – their school system doesn't allow them to extract information from our website. To get round this, such schools can now choose to use Check for Updates ➡ Try Direct Update.

continued...

'Encourage Activity' feature (for Malta)

This is a new feature, added for Malta, following rules introduced in Malta. It encourages each student to have some physical activity each day, regardless of which teachers are absent.

To switch-on this feature: Go to: Customize ➡ Cover Options and change 'Encourage physical activity' so it says "Yes".

Any **Teacher** can now be assigned a new role: 'Activity Teacher'.

Each **Subject** can now be marked as a (physical) 'Activity Subject' (eg. PE or Games).

To do this: go to Customize Overview (on left-hand menu) ➡ Basic Data ➡ List of Subjects and click in the 'Daily Activity' column to toggle between "Yes" and "No".

Each **Class** can now be marked as needing a (physical) 'Activity' each day (or not).

To do this: go to Customize Overview (on left-hand menu) ➡ Basic Data ➡ List of Classes and click in the 'Daily Activity' column to toggle between "Yes" and "No".

When the feature is switched on you see:

On the **Cover Display Screen** <Shift-F8>:

- if you hover over a teacher who is an "Activity Teacher": you are shown "Role: Activity Teacher".
- if you hover over a lesson whose subject is an "Activity": you are shown "Activity Subject".

On the **Locate a Class Screen** <F10>:

- If the class requires a Daily Activity it says "Daily Activity" with a pink background.
- A lesson where the subject is an "Activity Subject" has a pink background.
- A covering teacher who is an "Activity Teacher" has a purple font.

Repair a Backup

If a **StaffCover** Backup file ever somehow gets corrupted and won't Restore, you can now ask the program to (try to) repair it.

Go to: File ➡ Verify SC-Backup then click on 'Try to Repair' and follow the instructions.

Features that were added into **StaffCover** since the 2022 release:

1. Customize Overview: 2 new options:
'Cover Options ➡ Include CS Covers' and 'Setup ➡ Export to Excel in this format'.
2. Edit Room or Notes. This now has extra choice: 'Students stay in class'
3. Absent Teacher Diary. "Diary-2" added to increase limit of future absent teachers from 250 to 500.

To start the New school year in **StaffCover please see :**

1-- Section C of the **StaffCover Handbook**.

You can download a copy from www.timetabler.com/StaffCover-Bklt.pdf

and/or:

2-- The KnowledgeBase article via the Search button:

and/or:

3-- The 4 HelpScreens in the program, beginning with the one titled 'Initialising StaffCover'
[you can find them using the 'Contents' tab or the 'Index' tab via the Help button].

End of year
To start a new year

loading new staffcover

Search

If need be, you can start the school year with one version of **StaffCover** (its licence does not expire until the end of September) ...and then Upgrade seamlessly to the next **StaffCover** when you have received it, with the new features. The Upgrade will not affect your data or statistics at all.