Appendix : New Features in StaffCover 2013
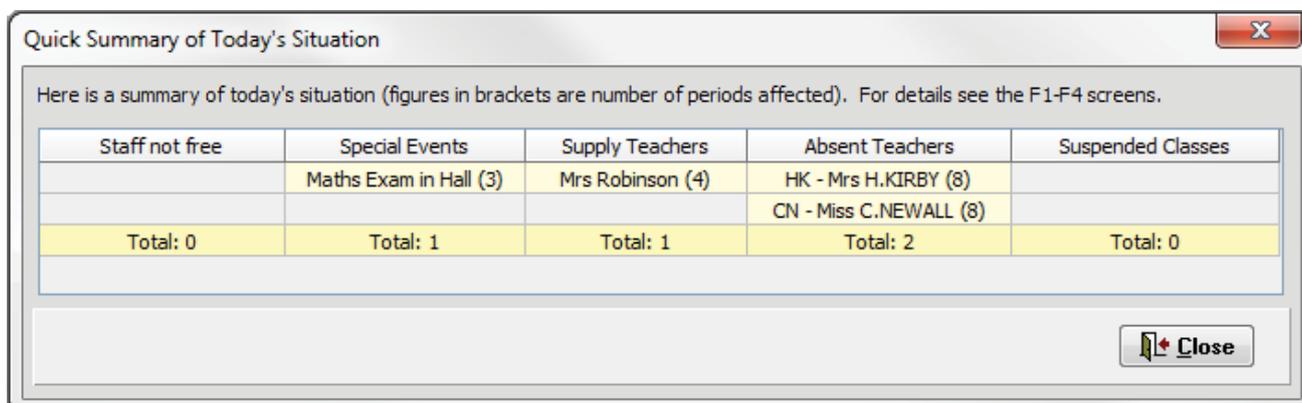
1. Quick Summary   > Quick Summary

This new screen gives you an immediate Summary of today's position:

Quick Summary of Today's Situation

Here is a summary of today's situation (figures in brackets are number of periods affected). For details see the F1-F4 screens.

Staff not free	Special Events	Supply Teachers	Absent Teachers	Suspended Classes
	Maths Exam in Hall (3)	Mrs Robinson (4)	HK - Mrs H.KIRBY (8)	
			CN - Miss C.NEWALL (8)	
Total: 0	Total: 1	Total: 1	Total: 2	Total: 0

2. New Period-Protection Code : type 'E' (Emergency-only)

This new Period-Protection Code named 'E' is available for 'Provide cover in an Emergency only'.
It is set on the Teachers Screen as usual, see Section J2 in the Handbook.
'E' can be given to periods where the teacher would really not want to be asked to cover (eg. Headteacher's 'free' periods) but would do cover in an emergency if no-one else is available this period. If you are having a particularly difficult morning and can't cover all the absences, then you can choose to switch-on 'Emergency' on the Cover Display screen (by clicking the 'Emergency' button).

Sc Cover Timetable for: Mon 24 Aug 13

Cover TimeTable	Emergency ON	Events: 1	Absentees: 8	Covers: 54

| | 1 | 2 | 3 | 4 | 5 | 6 |

This is still different from a '5', in that a '5' will never be asked to cover, emergency or not.

Note : 'Emergency' is always switched 'off' by default. ie. the default each morning is 'Emergency OFF' regardless of what you were doing the previous day or session. It is expected that you would only switch it on if there prove to be gaps in your cover and you need to bring in extra people to cover.
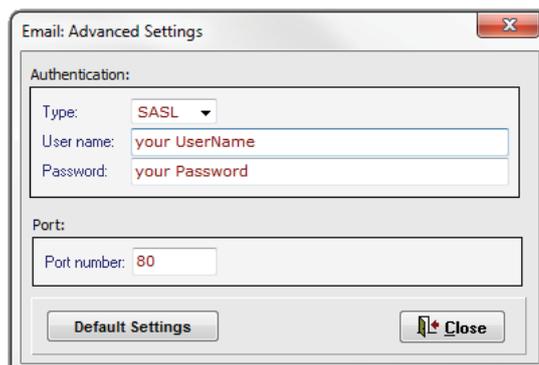
3. Improved emailing

The ways of emailing the Cover details to colleagues have now been improved, to cover the range of email possibilities in schools.

[Advanced Settings]

You can now choose the port if you need to (the default is port 80).
You can now specify 'server authentication' if your server requires a password in order to send an email.
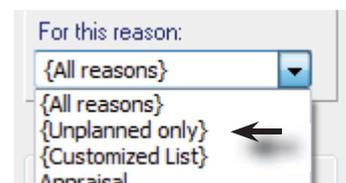
If you choose SASL (Simple Authentication & Security Layer) this tries a number of SASL mechanisms (including Anonymous, CRAM, Digest, External, Login, OTP, Plain, and S/Key) until it finds one that works.

Email: Advanced Settings

Authentication:
Type: SASL
User name: your UserName
Password: your Password

Port:
Port number: 80

[Default Settings] [Close]

4. Improved Statistics

The Statistics have been improved in a number of ways:

- You can now export the statistics to HTML, as well as to Excel, so it's easier to email them to colleagues.

- The display has been improved, to include more information.
  For example, a visual display of green and red bars by each teacher to show how many periods of cover they have provided (green) and how many lessons they have been absent for (red).

- The detailed report at Statistics ➧ Teacher Absence Records ➧ Print Details now has an extra option on the 'For this reason' drop-down list. The new reason is **{Unplanned only}** :
  When you choose this you will see (and can print) Unplanned absences (eg. illness) only.

  (As before, you can say which reasons are 'Unplanned' at Customize ➧ Reasons for Absence).

- As a variant that gives you even more flexibility in your reporting, you can choose a new reason called **{Customized List}** from the same drop-down list.
  Choose this and you can then select your own customized list of reasons that you want to see a report on.   (This list is remembered between sessions too.)

5. Better printing

There are now more choices when you want to print out a Report, including printing as a PDF and exporting to Excel.

6. Sorting the order of Teachers

By default, teachers are listed in the order they were entered in *TimeTabler*, but now if you tick 'Sort alphabetically' on the Teacher Details Screen (Section J2 in the Handbook), then this new order is now used on many of the key screens.

7. Adding new Basic Data into *StaffCover*

Sometimes it is necessary to add new/extra data into *StaffCover*, extra to what has been imported from *TimeTabler*, because of changes to the school during the year.
As well as the 'Small Changes' feature you always could add an extra teacher, but now you can add an extra Subject or Room too. You can also review the current list of Subjects or Rooms.
Go to Customize ➧ Subjects ➧ View or Add a new Subject.
Or Customize ➧ Rooms ➧ View or Add a new Room.

Importing a new timetable during the school year (without doing a whole 'new year') has also been improved.

8. Export to a third-party system or an MIS

This has been improved. For more details click on the Export button on the Cover timetable Screen.

9. Other improvements
- When using 'Swap': if it is not possible, a Reason is now shown to you.
- Extra Help buttons have now been added.
- All reported bugs have been fixed, and several screens have minor improvements.