Appendix : New Features in StaffCover 2019
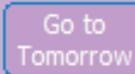
As always, it's a seamless Upgrade, so your existing *StaffCover* data will not be affected.
If you haven't yet started the New School Year in *StaffCover*, please see the notes on page 2.

Starting Tomorrow's Cover today

This can now be triggered by you at any time (not just after your chosen 'dividing time'), by clicking on this button at the top of the main screen:

Once you are in 'Tomorrow's Cover', that button on the top bar changes to say 'Return to Today'. However you should normally only 'Go to Tomorrow' when you have *finished* covering Today. Reason: if you return to Today then anything you did while in Tomorrow will be undone/lost.

Changing the style of the input screens: <F1>, <F2>, <F3>, <F4>

Clicking this 'Style' button on any of the input screens allows you to customize:
- the height of the screen,
- the font and the type-size.

This customizing is 'global' and affects all the screens in the same way at the same time.

Special Duties

At Today ➠ Special Duties ➠ Customize shortcuts, you can now Customize any of the 9 short-cuts:

Special Locations

Special Locations are imported from *TimeTabler* (where they are often used for timetabling tricks), but sometimes a better/fuller/different description is required for the purposes of Cover.

At: Customize Overview ➠ Basic Data ➠ Special Locations you can now customize the Special Locations to suit your own needs.
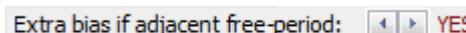
Additional Notes

In earlier versions, whatever you entered in the Additional Notes was cleared at the end of the day. But now you can choose to keep these notes, if you wish.

Click on 'Quick Summary' on the opening screen, then on 'Additional Notes' and then tick 'Keep these notes'.

Free period bias

At Customize ➠ Options you can now choose to give a bias so that *StaffCover* is more likely to assign the Cover to a teacher who has a 'free' (non-teaching) period immediately before or after the Cover period. It may keep your staff happier.

Sixth Form Cover : Some lessons

Cover your 'Sixth Form': ◀ ▶ Sometimes (ask each time)

As in previous versions, at Customize ➡ Cover Options, you can choose to cover your sixth-form lessons 'Always' or 'Never' or 'Sometimes (Ask)'. If you choose 'Sometimes' then you are asked each morning whether to cover the sixth form today or not.

However, sometimes you may want to cover <u>some</u> 6th-form lessons but not others. This is now possible.

- If you choose '**Never**' [or 'Sometimes (Ask)' then '**No**' on the day] … then any 6th-form lesson that is not covered is marked by an 'x' (other lessons that do not need to be covered for some reason are marked by a '_', but 6th-form lessons are now differentiated by an 'x').

  If you decide that you do, in fact, want to cover one of these 6th-form lessons, just click on the 'x' to select it, then choose "Swap" and swap-in a teacher to cover for that lesson.

- You can also do the reverse … so if you choose '**Always**' [or 'Sometimes (Ask)' then '**Yes**' on the day], then you can choose to not cover a 6th-form lesson after all, by swapping-out the teacher. But then rather than see "??", you will see 'x', to remind you why you have done it.
  If you change your mind, just click on the 'x' and swap a covering teacher back in.

This gives more flexibility for your 6th-form lessons, and whether they are being covered today.
As always, your definition of 'Sixth Form' can be set at: Customize ➡ Cover Options.

Other new features:

- Patterns of Absence: this report now uses colour-coding to highlight the days when people are most often absent (worst cases in pink, then orange, yellow, and least bad in green).
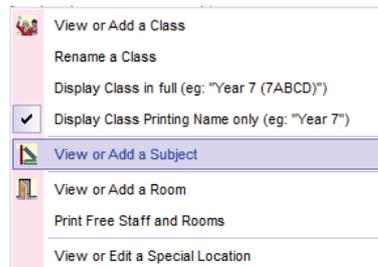
- Cover Display: 'Pair' now tells you if any covers have been paired-up (previously it worked silently). **Pair**

- Small changes to the Timetable: You can now select a single Faculty to view. This can be useful when moving lessons between teachers, or when a substitute teacher takes over an existing teacher's timetable.

  Faculty to view: {All faculties} ▼

- A feature that was added late into *StaffCover 2018*, that you may not have noticed, on the Customize Menu.

  You can now add a new Class (as well as a new Subject or Room):

  | View or Add a Class |
  | Rename a Class |
  | Display Class in full (eg: "Year 7 (7ABCD)") |
  | ✔ Display Class Printing Name only (eg: "Year 7") |
  | View or Add a Subject |
  | View or Add a Room |
  | Print Free Staff and Rooms |
  | View or Edit a Special Location |

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.