

# Appendix : New Features in StaffCover 2020

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.

## Teacher Faculties / Departments

**TimeTabler** can include details about the Department or 'Faculty' that each teacher is in, and now this information is imported into **StaffCover**, and displayed to help you.

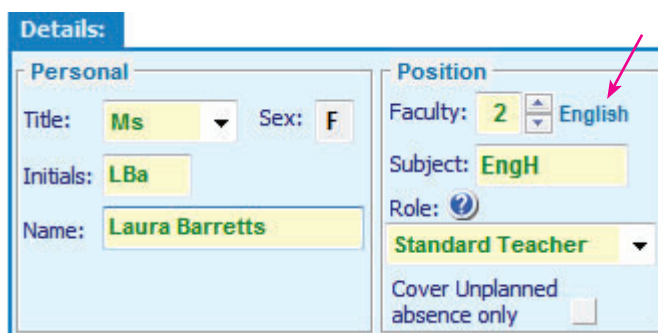
The Department names now appear in 3 places:

At Basic Data **»»»** Teacher Details (<Ctrl T>)

Sort by faculty shows you:

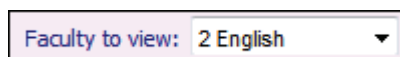
Ms Laura Barretts (2 English) LBa F EngH

and if you then select: **»»»** Click on a Teacher:



And on the Customize Menu,

at: Changes to the timetable **»»»** Small change to the timetable:

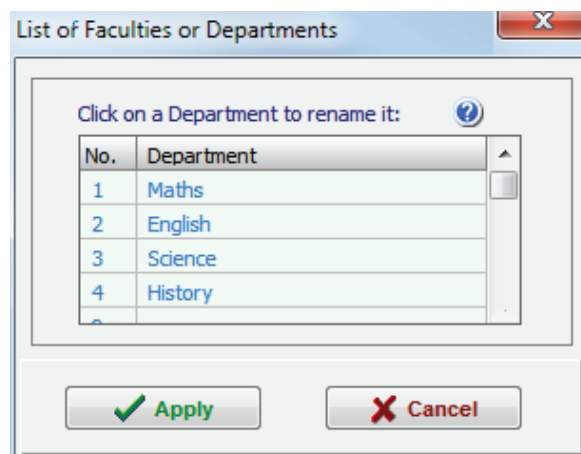


You can Edit these Department names, if you wish, on the Customize Menu, via

**»»»** Classes, Subjects & Rooms,

**»»»** View or Edit a Department:

These 'Faculties' or 'Departments' can be true faculties/departments or can be any group of staff to suit your purposes.



## Cover Supervisor:

At Basic Data **»»»** Teacher Details (<Ctrl T>) **»»»** Click on a Teacher:

**StaffCover** now warns you if a teacher has Period-Protection='C' but his/her rôle is not a "CS for selected periods".

**Period Protections:** Warning: This teacher has a pp of 'C' but his/her role is not a 'CS for selected periods'

## Teacher Rôles

There is now a new rôle which you can give to any teacher: 'Assistant'.

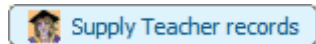
At Basic Data **»»»** Teacher Details (<Ctrl T>) **»»»** Click on a Teacher:

For cover purposes, this 'Assistant' rôle works the same way as the 'Standard' teacher rôle, but allows you to mark certain staff as Assistant teachers if you wish to, if it would help when assigning Cover manually or making swaps.



continued...

## Supply Teacher Statistics



At: Statistics ►► More Statistics ►► Supply Teacher records  
the screen has been improved :

The information is clearer and  
you can choose to sort by  
Supply-Teacher or by Date.

Date	Supply-Teacher	Period(s)	Total	Covered for
1-Sep	Lisa Ferguson	4-6	3	Ms Sarah Johnstone /Illness
1-Sep	John Robertson	1-4	4	Mr John Harrison /School visit
2-Sep	Katie Busby	6	1	Ms Laura Barretts /Off t-table
2-Sep	John Robertson	1-6	6	Ms Sarah Johnstone /Illness
3-Sep	Lisa Ferguson	1-6	6	Mrs Carole McGinley /Hospital
3-Sep	Katie Busby	1-6	6	Ms Sarah Johnstone /Illness
4-Sep	John Robertson	1-6	6	Mrs Carole McGinley /Hospital
Total periods of supply cover = 64				

Buttons: Print, Export, September, Sort, Help

### Keeping Statistics up-to-date

Sometimes statistics may be lost if you have left **StaffCover** running overnight, and not restarted it in the morning. Now, you are warned if **StaffCover** has been left-on through midnight. This should prevent you losing any of your statistics.

At: Statistics Menu ►► Room statistics ►► Rooms most affected,  
you can now get a pie-chart showing the Rooms that have been most affected by room changes.

At: Rooms Menu ►► Rooms out-of-action (<Shift F6>),  
the 'Periods required' column now has more details. Use to see what the codes mean.

### Supply Teacher database

At: Customize Menu ►► Supply Teacher Database (<Ctrl S>), there is now an extra tick-box.

When ticked, the selected Supply teacher will only be used to Cover **Only cover for teacher assigned to:**  whichever absent teacher you choose on the Supply Teacher (<F3>) Screen.

You can now jump quickly to customizing, by clicking this 'Customize' button near the centre of the opening screen.

A late addition to **StaffCover 2019** you may not have seen is at: Statistics ►► Add to detailed statistics. This allows you to add statistics to your records yourself, manually (if you need to for any reason).

Another late addition to **StaffCover 2019** is at: Customize ►► Cover Options ►► Daily teaching limit  
See: <http://timetabler.helpserve.com/Knowledgebase/Article/View/daily-teaching-limit>

**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](http://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**

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.