

Appendix : New Features in StaffCover 2021

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.

Pre-booked Covers

If you have a lot of pre-booked Cover, then when reviewing any pre-booked Cover you've set-up at LookAhead... **Review Pre-Bookings**, there is now an extra feature to help you:

You can now look at, and print out, upcoming pre-booked Covers, by choosing from one of these 6 categories:

Pre-Booked Cover

for today for next week

for whole year for week after

for this week next 30 days

This can be useful if you want to, say, give your staff a list of the pre-booked Cover for next week (although they need to be aware that it may change before then, due to other absences, etc).

Supply Teacher Statistics

The screen at: Statistics **More Statistics** **Supply Teacher** records has been improved. You can now search for a specific supply teacher's records, using the new 'Search' box. Just start typing part of the supply teacher's name, in the 'Search' box, and matching records will be highlighted:

Date	Supply-Teacher	Period(s)	Total	Covered for
13-Sep	Kathrin Lopez	4-6	3	Peter Walsh /Medical
14-Sep	Kathrin Lopez	3-4	2	Peter Walsh /Medical
14-Sep	Kathrin Lopez	6-7	2	Peter Walsh /Medical

Small Change to the Timetable

If you are making a tweak to the timetable (via the Customize Menu) it sometimes helps to see the Class Scheduling Names used in **TimeTabler**, rather than the Printing Names:



Reasons staff are Absent Today

The opening screen has been enhanced to show on the top row, for example:

Absence reasons: Personal:1 Illness:3 Special:1 School Trip:1 Weather:1 Unknown:1					
Staff Not Free F1 1	Special Events F2 -	Supply Teachers F3 -	Absent Teachers F4 8	Room changes ShF6 2	Suspended Classes F11 -
Diary (5)	Diary (5)	Diary (2)	Diary (3)	Diary (1)	Diary (1)

Unplanned absences are shown in red; **Planned** absences are in dark blue.

Advance Diaries

The bottom row (shown above) now gives you a quicker way to access the various Diaries, by just clicking on the coloured box.

And you can see at a glance how many entries are in each Diary, so that you don't forget that you have upcoming events or staff not-free, etc.

continued...

Assistant Teachers

If an absent teacher is an Assistant (rather than a main teacher) you may want to treat them differently – such cases are now brought to your attention on the Review Cover Screen (<Sh-F8>), like this:

 CJa Assist Claire Jackson Biology	10A Bio in room 25	11A Bio in room 25	9A Bio in room 25	-	12A Bio in room 25
	M Pattison	??	A Bateson	-	x

Absent Teachers Screen <F4>

When you select a teacher to do the Cover, you are shown some extra info about the absent teacher (main subject, and role), which might be useful in helping you make decisions:

Absent teacher details:

Subject: Bio Assist

It shows you their Subject and whether the Absent Teacher is 'Standard', 'Assistant', 'NQT', etc.

Locate a Teacher <F9>

This screen now has an extra message to remind you of the teacher's Role:

Faculty: 3
 Main Subject: Bio
 Role: Assistant
 Day: Monday

Features that were added into *StaffCover* since the 2020 release:

1. Extra customizable message added to 'master cover timetable' emails.
2. Swap periods: feature added at 'Small changes ⇨ Global change'.
3. Cover Display: you can now 'Style ⇨ Warn if a lesson has 2 teachers'.
4. Detailed Statistics: you can now delete records from your statistics.
5. Teacher Cover Records: has an extra option 'Ignore Registration'.
6. Backup & Restore: these now have same 'Cloud' (Dropbox, Google Drive, Microsoft OneDrive, Sync, etc) & 'USB' options as in *TimeTabler 2021*.

Change the Location ...

Cloud
USB
Other

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: loading new staffcover Search
 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.