

CIVICA

Integris Cover Manual



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CIVICA

Cover Manual

Getting Started

1

1 Getting Started

1.1 Introduction

This manual is intended as a reference during and following training with RM Asia-Pacific in the use of the Integris Cover module. It covers all the main sections of the software and guides users through its main functions.

The Cover Module offers schools the ability to allocate relief cover when a member of staff is known to be absent. It has the ability to allocate relief cover with or without the Timetabling module installed. Extra functionality also caters for the HRMIS system used by the Department of Education and Training (WA) for payroll and the ability to exclude periods of cover allocation from the timetable.

Where schools run Timetabling for only half the school, i.e. District High Schools that have Timetabling for years 8 – 12, but not 1 – 7, the Cover module will detect the timetabling module and hence load Timetabling specific functionality.

1.2 Prerequisites to using the Cover Module

Before you can log on to the system for the first time you must:

- Install and set up Integris Administration module and if required the Timetabling module, including your school, staff, student and timetable information. Version 1.10 of Cover requires Integris v6.80 or later of the Administration module and those running the running the Timetabling module will need to be running version 6.71 for Cover to operate correctly.
- Install the Cover module and ensure that it is added to the data file with which you wish to work.

See the Integris Administration Manager manual for advice on installing modules of Integris.

1.3 Logging on to Integris

In order to log on onto Integris a user name and password is required. School Administrators set up users and allocate user access rights to various modules of Integris.

See the Integris Administration Manager manual for advice on setting up user access rights

- Double click on the **Integris** icon.



- The Omnis Studio window opens and after a short delay the user login dialog box is displayed:

School Management Solutions - Integrated Database
6.91.11 (15/01/10) Extended Mode



User Name
 Password



Datafile Path: K:\RMD\B\INTEGRIS.DF1

- Type a User Name into the **User Name** field.
- Press the <**Tab**> key.
- Type a password into the **Password** field.
- Click **Login**, or press <**Enter**>. Access to the system will then be allowed.

For assistance with user names and passwords, please see the *Integris Administration Manager Manual* or access **Help** from the top tool bar for comprehensive Help contents.

1.4 The Cover Sidebar

The Cover sidebar gives access to the following menu options:



Staff Absences - Clicking this icon will a window that will allow users to view, add, edit and delete staff absences.

Cover Allocation - Clicking this icon will open a window that will allow users to allocate cover for absent staff.

Relief Register - Clicking this icon will open a window that will allow users to view, add and edit relief staff members.

Parameters - Clicking this icon will open a window that will allow the user to select a parameter to edit.

Reports - Clicking this icon will open the reports submenu from which the user can run general Cover reports.

CIVICA

Cover Manual

Staff Absences

2

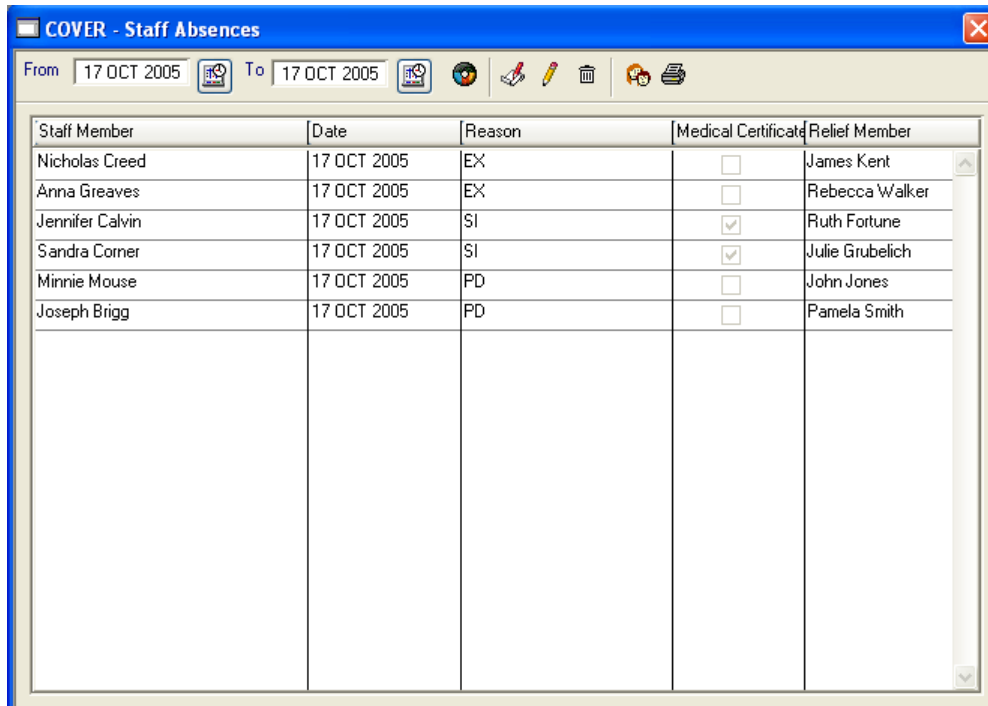
2 Staff Absences

Cover > Staff Absences

Clicking on the Staff Absences button will activate the Staff Absences window.



When the Staff Absences Window is activated it will default to the current date and display all staff members who have been entered into the system as being absent on that day, the reason for the absence, whether a medical certificate has been received and who the Relief/Cover member will be.



| Staff Member | Date | Reason | Medical Certificate | Relief Member |
|-----------------|-------------|--------|-------------------------------------|-----------------|
| Nicholas Creed | 17 OCT 2005 | EX | <input type="checkbox"/> | James Kent |
| Anna Greaves | 17 OCT 2005 | EX | <input type="checkbox"/> | Rebecca Walker |
| Jennifer Calvin | 17 OCT 2005 | SI | <input checked="" type="checkbox"/> | Ruth Fortune |
| Sandra Corner | 17 OCT 2005 | SI | <input checked="" type="checkbox"/> | Julie Grubelich |
| Minnie Mouse | 17 OCT 2005 | PD | <input type="checkbox"/> | John Jones |
| Joseph Brigg | 17 OCT 2005 | PD | <input type="checkbox"/> | Pamela Smith |

When viewing historical, current and future records, days that are in the past will be shaded light grey, while current and future records will be shaded white.

| COVER - Staff Absences | | | | |
|------------------------|-------------|----------------|--------------------------|-----------------|
| From 21 SEP 2005 | | To 28 OCT 2005 | | |
| Staff Member | Date | Reason | Medical Certificate | Relief Member |
| Evan Dale | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| William Davids | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Donald Drake | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Tony Duke | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Travis Elliot | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | John Jones |
| Luke Evans | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | Rebecca Walker |
| Luke Evans | 12 OCT 2005 | PD | <input type="checkbox"/> | |
| Luke Evans | 10 OCT 2005 | PD | <input type="checkbox"/> | James Kent |
| Luke Evans | 23 SEP 2005 | UNKNOWN | <input type="checkbox"/> | |
| Luke Evans | 11 OCT 2005 | EX | <input type="checkbox"/> | Tabitha Swindon |
| Luke Evans | 13 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Luke Evans | 22 SEP 2005 | UNKNOWN | <input type="checkbox"/> | |
| Luke Evans | 14 OCT 2005 | EX | <input type="checkbox"/> | Rebecca Walker |
| Luke Evans | 21 SEP 2005 | UNKNOWN | <input type="checkbox"/> | |
| Edna Everage | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Amanda Fisher | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | Julie Grubelich |
| Paul Gabelich | 28 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Paul Gabelich | 21 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |

The records in the Staff Absences window can be sorted by clicking on any one of the column headings. A single click on a column heading will sort the column by ascending/descending order depending on the data in the column.

2.1 Staff Absences Tool Bar



Date Selector – Allows the user to change the **From** and **To** dates.



Refresh View – Refreshes the Staff Absences window after the date range has been changed.



Add Staff Absence – Enables the user to enter a new staff absence.



Edit Staff Absence – Enables the user to edit a staff absence.



Delete Staff Absence – Enables the user to delete a staff absence.

Only current and future absences may be deleted.




Assign Relief Staff – Opens the **Assign Relief** window for selected staff.



Print Relief Advice – Prints the Relief Staff Allocation Advice for selected absences.


2.1.1 Changing the Date Range in the Staff Absences window

Cover > Staff Absences

- Click on the date selector  button to the right of the **From** date field. This will launch the standard Date Selector window.
- Either double click on the required date or click on the date and then OK to drop the date into the **From** field.




Note: If a date in the future is selected, the “To” date will be changed automatically to match the “From” date.

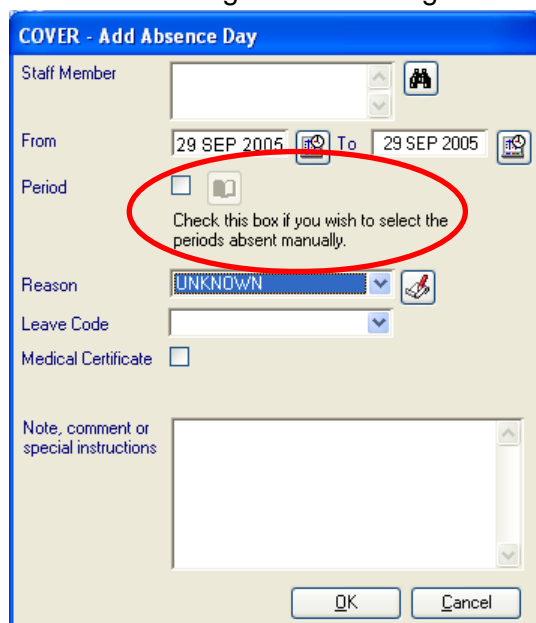
- Repeat the above process for the **To** date if it is different to the **From** date.
- Click the Refresh View  button to refresh the list of staff requiring cover.

2.1.2 Adding a new Staff Absence for the Entire Day

Cover > Staff Absences

- Click on Add  Staff Absence. The Add Absence Day window will open. This window will default to the current date and display **Unknown** as the reason for the staff absence.


For schools using the timetabling module, the following window will be displayed:



The 'COVER - Add Absence Day' window contains the following fields and controls:

- Staff Member:** A text field with a dropdown arrow and a magnifying glass icon.
- From:** A date field showing '29 SEP 2005' with a date selector icon.
- To:** A date field showing '29 SEP 2005' with a date selector icon.
- Period:** A checkbox that is currently unchecked. Below it is a text box with the instruction: 'Check this box if you wish to select the periods absent manually.'
- Reason:** A dropdown menu currently showing 'UNKNOWN' with a magnifying glass icon.
- Leave Code:** A dropdown menu.
- Medical Certificate:** A checkbox.
- Note, comment or special instructions:** A large text area.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

For the schools not using the timetabling module, the following window will be displayed:

- Click on the binoculars  to the right of the Staff Member field to activate the Find Staff function.


Note: If multiple staff members have the same absence details and are assigned to the same timetabling cycle, then they can all be added in a single entry as the Staff Member field allows for more than one staff member to be listed.

To locate a single member of staff:

- Key in the first few letters of the staff member's name and click on **Find** or press <Enter>. The name will be dropped into the Staff Member field.

To locate multiple members of staff:

- Click on the **Find** button to list all staff and, holding down the <CTRL> key, click on the names in the staff list who are absent.

- Specify the date/s of the staff absence by using the date selector  to the right of the **From** and **To** date fields.
- If using the timetabling module leave the **Period** box unchecked to indicate that staff are absent for the whole day.

- If not using the timetabling module leave both checkboxes checked as per the default.

| | | |
|---|--|--|
| Period | <input checked="" type="checkbox"/> AM | <input checked="" type="checkbox"/> PM |
| Check AM and PM if staff member is away the whole day | | |

- Choose a reason for the absence by clicking on the down arrow to the right of the **Reason** field.

| | |
|---------------------|---------|
| Reason | UNKNOWN |
| Leave Code | PD |
| Medical Certificate | SI |
| | EX |

- To add a new Reason to the available list click on the **Add** button to the extreme right of this field. This will open the Parameters – Reason for Absence window. Enter the new reason and close the Parameters window. (See Section 5.3.2 on adding new parameters.)
- Select the new reason from the **Reason** drop-down menu.
- Choose a reason for the absence by clicking on the down arrow to the right of the **Reason** field.

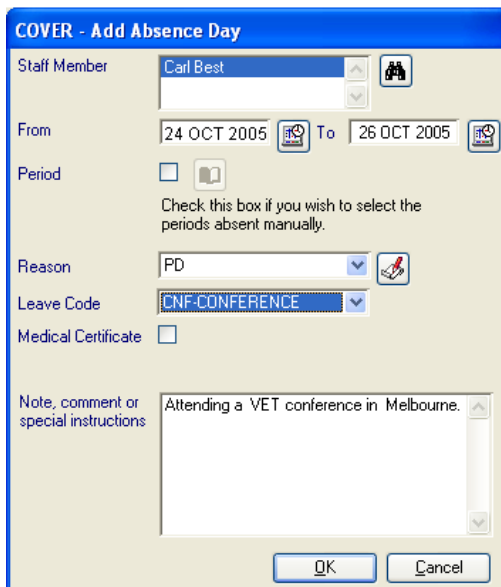
| | |
|---------------------|---------|
| Reason | UNKNOWN |
| Leave Code | PD |
| Medical Certificate | SI |
| | EX |

- To add a new Reason to the available list click on the **Add** button to the extreme right of this field. This will open the Parameters – Reason for Absence window. Enter the new reason and close the Parameters window. (See Section 5.3.2 on adding new parameters.)
- Select the new reason from the **Reason** drop-down menu.
- Select a **Leave Code** from the drop down list.

| | |
|------------|-------------------|
| Leave Code | SKU-SICK LVE UNPD |
|------------|-------------------|

- If a medical certificate is supplied, check this field by clicking in it
- Enter a **Note, comment or special instruction** if required.

| | |
|---------------------|-------------------------------------|
| Medical Certificate | <input checked="" type="checkbox"/> |
|---------------------|-------------------------------------|



COVER - Add Absence Day

Staff Member: Carl Best

From: 24 OCT 2005 To: 26 OCT 2005

Period: ☐ Check this box if you wish to select the periods absent manually.

Reason: PD

Leave Code: CNF-CONFERENCE

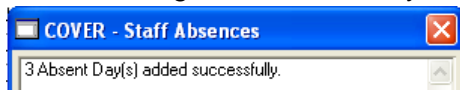
Medical Certificate: ☐

Note, comment or special instructions: Attending a VET conference in Melbourne.

OK Cancel

- Click OK.

On confirming the Absence Day window the following message screen will appear:



If weekends, holidays or existing recorded absences are detected within the specified date range the user will be informed.




- Close the window.


2.1.3 Adding a new Staff Absence for Selected Periods Only

Cover > Staff Absences

As staff may not be absent for the entire day and may only need to be covered for selected periods for a particular day, the Cover Module will allow the user to choose the periods of cover that are required for absent staff members.

To record a staff absence for selected periods:

- Click on the Add  Staff Absence button. The Add Absence Day window will open. This window will default to the current date and display **Unknown** as the reason for the staff absence.

- Click on the binoculars  to the right of the Staff Member field to activate the Find Staff function.


To locate a single member of staff:

- Key in the first few letters of the staff member's name and click on **Find** or press <Enter> and the name will be dropped into the Staff Member field.



Note: If multiple staff members have the same absence details and are assigned to the same timetabling cycle, then they can all be added in a single entry as the Staff Member field allows for more than one staff member to be listed.

To locate multiple members of staff:

- Click on the **Find** button to list all staff and, holding down the <CTRL> key, click on the names in the staff list who are absent.

- Specify the date/s of the staff absence by using the date selector  to the right of the **From** and **To** date fields.

Schools using the timetabling module:

- Check the Period box  on the Add Absence Day window.
- Click on the Select Period  button to load the timetabling information into the Staff Period Selection window.

Staff Period Selection


Edna Everage 24 OCT 2005

| Staff Timetable | | | | Selected Periods | | | |
|-----------------|---------------|--------|-------|------------------|---------|------|------|
| Period | Subject | TSet | Room | Period | Subject | TSet | Room |
| 2 | Mathematics 8 | 8Math_ | MS5 | | | | |
| 4 | Science 9 | 9Sci_2 | SCI 4 | | | | |
| 5 | Mathematics 9 | 9Math_ | MS1 | | | | |

»

«

OK

- From the Staff timetable list, highlight the periods requiring cover and click on the Add period  button to move the information to the Selected Periods list.

Staff Period Selection

Edna Everage 24 OCT 2005

| Staff Timetable | | | | Selected Periods | | | |
|-----------------|---------------|--------|------|------------------|---------------|--------|-------|
| Period | Subject | TSet | Room | Period | Subject | TSet | Room |
| 2 | Mathematics 8 | 8Math_ | MS5 | | | | |
| | | | | 4 | Science 9 | 9Sci_2 | SCI 4 |
| | | | | 5 | Mathematics 9 | 9Math_ | MS1 |

»


«

OK

Entering periods to be covered for more than one teacher:

- Click on the **Next Staff Member** button to the right of the name currently displayed.


Staff Period Selection

Amanda Fisher  25 OCT 2005

If you are entering periods to be covered for more than one day:

- Click on the **Next Day** button to the right of the date currently displayed.

Staff Period Selection

Amanda Fisher 25 OCT 2005 

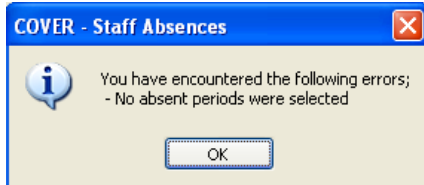
- Click on OK to confirm the Selected Periods information

Schools not using the timetabling module:

- Uncheck the AM or PM box.

| | | |
|---|-----------------------------|--|
| Period | <input type="checkbox"/> AM | <input checked="" type="checkbox"/> PM |
| Check AM and PM if staff member is away the whole day | | |

If both boxes are unchecked the following message will be displayed:



- Choose a reason for the absence by clicking on the down arrow to the right of the **Reason** field.

| | |
|---------------------|---------|
| Reason | UNKNOWN |
| Leave Code | PD |
| Medical Certificate | SI |
| | EX |

- To add a new Reason to the available list click on the **Add** button to the extreme right of this field. This will open the Parameters – Reason for Absence window. Enter the new reason and close the Parameters window. (See Section 5.3.2 on adding new parameters.)

| | | |
|--------|---------|--|
| Reason | UNKNOWN | |
|--------|---------|--|

- Select the new reason from the **Reason** drop-down menu.

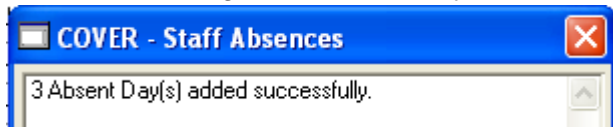
- Select a **Leave Code** from the drop down list

| | |
|------------|-------------------|
| Leave Code | SKU-SICK LVE UNPD |
|------------|-------------------|

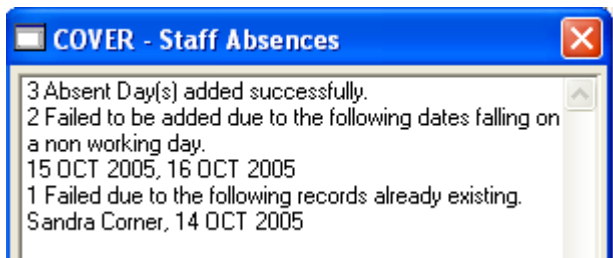
- Enter a **Note, comment or special instruction** if required.

| | |
|---|--|
| COVER - Add Absence Day | |
| Staff Member | Carl Best |
| From | 24 OCT 2005 To 26 OCT 2005 |
| Period | <input type="checkbox"/> Check this box if you wish to select the periods absent manually. |
| Reason | PD |
| Leave Code | CNF-CONFERENCE |
| Medical Certificate | <input type="checkbox"/> |
| Note, comment or special instructions | Attending a VET conference in Melbourne. |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | |

- Click OK on the Add Absence Day window to confirm and add to the list.
- On confirming the Absence Day window the following message screen will appear:



If weekends, holidays or existing recorded absences are detected within the date range specified the user will be informed.



2.2 Editing a Staff Absence

Cover > Staff Absences

Once a staff absence has been entered and saved there are only limited details of the entry that are available for editing. Fields that are greyed out are inactive in the Modify Absence Day window and cannot be edited. Only those fields that are white and active may be edited. Those fields are:


- Period
- Reason
- Leave Code
- Medical Certificate
- Note, comment or special instructions.

 A screenshot of a software window titled "COVER - Modify Absence Day". It has a blue header bar. The main area is white and contains several fields:

- Staff Member: Jennifer Calvin
- Date: 18 OCT 2005
- Period: ☐ Check this box if you wish to select the periods absent manually.
- Reason: SI
- Leave Code: SCK-MED TCH
- Medical Certificate: ☐
- Relief Staff Member: (empty field)
- Note, comment or special instructions: Going to hospital for an operation

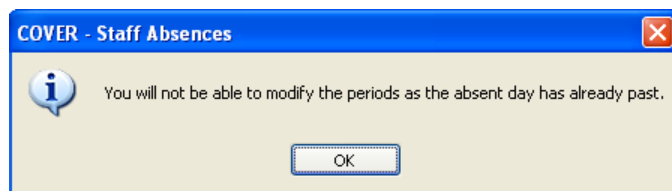
 At the bottom are "OK" and "Cancel" buttons.

2.2.1 To edit a current or future Staff Absence:

- In the Staff Absence window, highlight the record to be edited and click on the Edit button 
- To change the period/s of absence for a staff member, tick the Periods box and then the Select Periods button. (See Section 2.1.3 on how to add staff absences for selected periods only.)
- To edit the reason for the absence click on the down arrow for the Reason field and choose an appropriate code.
- To edit the leave code, click on the down arrow for the Leave Code field and choose an appropriate code.
- To record the receipt of a Medical Certificate, check the Medical Certificate box.
- Click in the Note, comment or special instructions box to edit or add text.
- Click OK to save the changes.

2.2.2 To edit a past Staff Absence


When trying to edit historical staff absences the Period field becomes inactive and the following message appears:

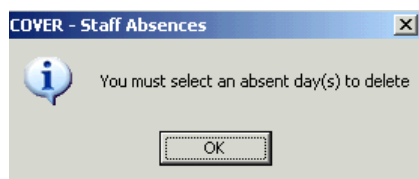


- Click OK and proceed to edit the other fields as for current or future staff absence. (See Section 2.2.1)

2.3 Deleting a Staff Absence

Cover > Staff Absences

Absence record/s can be deleted from the Staff Absence list by using the Delete  button. An absence record must be highlighted before using the delete button otherwise the following message will be generated:

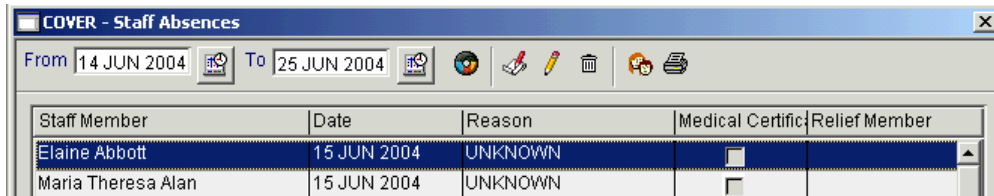



Note: Only current and future absences may be deleted.

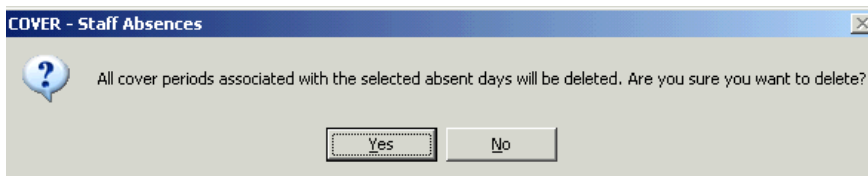
To delete a Staff Absence:

Cover > Staff Absences

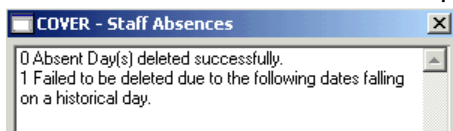
- Highlight the required absence record in the Staff Absence window.



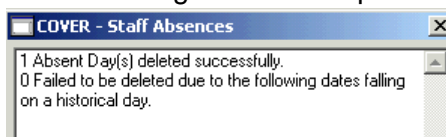
- Click on the Delete  button and the following message will be generated:



- To continue click Yes
- If the Absence is dated in the past, this message will be generated:



- If the absence is for the current date or in the future this message will be generated after confirming the deletion process:



2.4 The Assign Relief Window

Cover > Staff Absences > Assign Relief Staff

Relief staff can be assigned in the same window as absent staff are entered. This window will allow the user to allocated relief staff to one or more periods for absent staff members and print the relief advice reports and a summary of relief staff allocations.

2.4.1 Assign Relief Toolbar



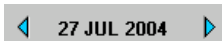
Assign Relief Staff - Opens the Assign Relief Teacher window where the user can select from available internal or external relief staff.



Print Relief Advice - Prints the Relief Advice Notice which details the relief the periods to be covered and the teaching set details.



Print Relief Summary - Creates a report identical to what is visible in the Assign Relief window



Navigation keys - On either side of the date field are activated when multiple dates are selected from the Staff Absences list. User may scroll backwards and forwards through the selected dates by clicking on the blue arrows.



Save Details - Saves the relief allocation details entered.

The Assign Relief window displays the selected absent staff member(s) and the periods that require cover.

- Any cell in the window that is greyed out does not require cover.
- Cells shaded blue have already had a relief teacher assigned.
- Cells shaded green are marked ready for relief teacher assignment.
- White cells are awaiting any action by the user.

For schools using the timetabling module the following will be displayed:

| COVER - Assign Relief | | | | | | |
|-----------------------|---|--|--|--|--|------------------|
| 14 OCT 2005 | | | | | | |
| 14 OCT 2005 | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 | Lesson 5 | Assigned Relief |
| Carl Best | | | | | 10ESL_1 English as a Second | |
| Nicholas Creed | | | | 8S&E_2 Society & Environme | | |
| Luke Evans | 8SC1_5 Science 8 Elizabeth Taylor | 9MW_2 Metalwork 9 Elizabeth Taylor | 8Math_2 Mathematics 8 Elizabeth Taylor | 8Math_5 Mathematics 8 Elizabeth Taylor | 9MW_3 Metalwork 9 Elizabeth Taylor | Elizabeth Taylor |
| Fiona Brooks | | | 8ENG_5 English 8 | | | |

For schools not using the timetabling module the following will be displayed:

| COVER - Assign Relief | | | |
|-----------------------|------------------|------------------|------------------|
| 17 OCT 2005 | | | |
| 17 OCT 2005 | AM | PM | Assigned Relief |
| Susan Bolton | Karen Jackson | Karen Jackson | Karen Jackson |
| James Boyes | | | |
| Pamela Bryant | Carl Worthington | Carl Worthington | Carl Worthington |
| Tanja Colgan | | | |

The **Assigned Relief** cell may be used to allocate the same teacher to all periods requiring cover. This process does not require each individual cell to be marked for assignment as marking the Assigned Relief cell will mark all cells requiring cover and apply the selected relief teacher. This may be useful when an external relief teacher is to be employed. Whereas marking individual cells may be more suited to the use of internal teaching staff to cover individual relief periods.

2.4.2 Assign Relief Drop-Down Menu

Cover > Staff Absences > Assign Relief Staff

Where schools are using the timetabling module right clicking in a cell in the assign relief window will display the following menu:

| COVER - Assign Relief | | | | |
|-----------------------|----------|---------------------|------------------------------|-------------|
| 10 OCT 2005 | | | | |
| 10 OCT 2005 | Lesson 1 | Lesson 2 | Lesson 3 | |
| Luke Evans | | 8SC1_5 Science 8 | 8D&T_5 Design and Technol | 8Ms Math |

☒ Mark Cell
☐ Un Mark Cell
☐ View Details
☐ View Teaching Sets
☐ Add / Edit Note

Where schools have not installed the timetabling module, right clicking in a cell in the assign relief window will display the following menu:

| 17 OCT 2005 | AM | PM | Assigned Relief |
|---------------|----|----|-----------------|
| Susan Bolton | | | |
| James Boyes | | | |
| Pamela Bryant | | | |

- **Mark Cell** – Selecting this option will shade the cell green ready for assigning a relief teacher.
- **Un Mark Cell** – Selecting this option will undo the previous action of marking a cell prior to a relief teacher being assigned.
- **View Details** – Selecting this option will display period details for the active cell. This option will be inactive for schools not using the timetabling module.

•

Staff Member: Luke Evans

Period: Lesson 2


Subject: Science 8

Teaching Set: 8SC1_5

Room: SCI 6

Relief Staff Member:

Close

The Select Room button  allows the user to change the room allocation for the relief period.

Subject Details

Subject: Science 8

Teaching Set: 8SC1_5

Begin: End:

View: ☐ All ☒ Preferred Rooms

| Description | Code | Type | Rank | Available |
|---------------|-------|---------|------|-----------|
| Science Lab 1 | SCI 1 | Science | 2 | YES |
| Science Lab 3 | SCI 3 | Science | 2 | YES |

- **View Teaching Sets** – Selecting this option displays the teaching set members in the teaching set to be covered. This option will be inactive for schools not using the timetabling module.

COVER - Teaching Set

Set Code: 8SC1_5

Set Description: 8SC1_5

| Students | Year/Class |
|------------------|------------|
| Broom, Declan | 8/8.2 |
| Chesson, Whitney | 8/8.4 |
| Lucev, Michael | 8/8.1 |
| Mappin, Phill | 8/8.3 |
| Merry, Ben | 8/8.3 |
| King, Jared | 8/8.1 |
| Kong, Mitchell | 8/8.2 |
| Liddicoat, Katie | 8/8.4 |
| Antonello, Mark | 8/8.4 |
| Evans, Dayna | 8/8.1 |
| Hunter, Laine | 8/8.4 |
| Keo, Mitchell | 8/8.5 |
| Leoncio, Jaymee | 8/8.1 |
| Lynn, Jade | 8/8.2 |
| Narkle, Zoe | 8/8.5 |
| Noakes, Baron | 8/8.3 |
| Peel, Pamela | 8/8.1 |
| Rath, Hugh | 8/8.1 |
| Richards, Lia | 8/8.1 |

- **Add/Edit Note** - These notes relate to instructions that will be provided to the relieving teacher for the specific teaching set.

Comment - 8SC1_5

This class is currently working on an in class assignment entitled "Plant Classification". Students have been provided with the task and details. Spare copies are available on teachers desk.

OK

Mark a cell for assignment of a relief teacher

Cover > Staff Absences > Assign Relief Staff

- Click on the cell to make it active. A heavy black border will denote the active cell.
- Right-click to activate the drop down menu.
- Click on Mark Cell. You will now be able to allocate a relief teacher to the marked cells.

The process of allocating Relief Staff members is covered in Section 2.5.

Unmark a cell for assignment of a relief teacher

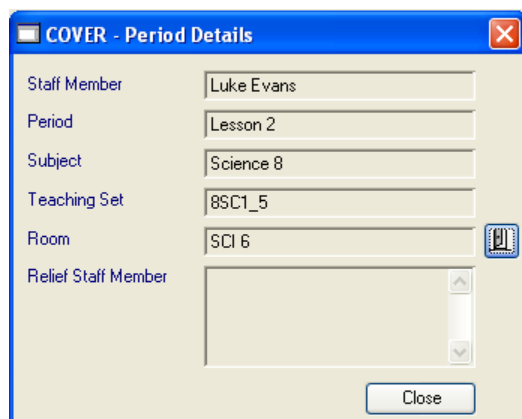
Cover > Staff Absences > Assign Relief Staff

- Click on the cell to make it active. A heavy black border will denote the active cell
- Right-click to activate the drop down menu.
- Click Unmark Cell.

View details of a period to be covered by relief

Cover > Staff Absences > Assign Relief Staff

- Click on the cell to make it active. A heavy black border will denote the active cell.
- Right-click to activate the drop down menu.
- Click on View Details. The following window will be displayed:



The 'COVER - Period Details' window displays the following information:

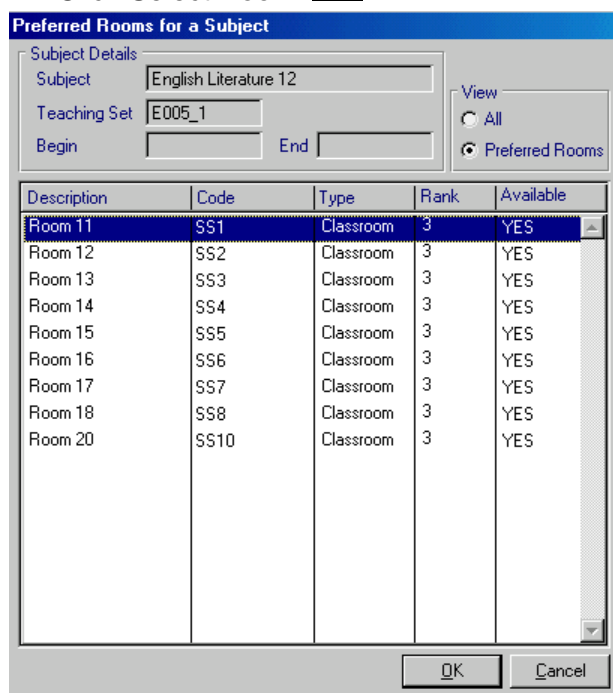
- Staff Member: Luke Evans
- Period: Lesson 2
- Subject: Science 8
- Teaching Set: 8SC1_5
- Room: SCI 6
- Relief Staff Member: (Empty list box)

A 'Close' button is located at the bottom right.

To change the room for the teaching set to be covered

Cover > Staff Absences > Assign Relief Staff > View Details

- Click Select Room. 



The 'Preferred Rooms for a Subject' window displays the following information:

Subject Details

- Subject: English Literature 12
- Teaching Set: E005_1
- Begin: (Empty)
- End: (Empty)

View

- ☐ All
- ☒ Preferred Rooms

| Description | Code | Type | Rank | Available |
|-------------|------|-----------|------|-----------|
| Room 11 | SS1 | Classroom | 3 | YES |
| Room 12 | SS2 | Classroom | 3 | YES |
| Room 13 | SS3 | Classroom | 3 | YES |
| Room 14 | SS4 | Classroom | 3 | YES |
| Room 15 | SS5 | Classroom | 3 | YES |
| Room 16 | SS6 | Classroom | 3 | YES |
| Room 17 | SS7 | Classroom | 3 | YES |
| Room 18 | SS8 | Classroom | 3 | YES |
| Room 20 | SS10 | Classroom | 3 | YES |

OK Cancel

- Highlight the room you wish to select.
- Click OK. The new room will now be displayed in the Period Details.
- Close.

Note: If there are no preferred rooms available, click the radio button View All to view all rooms available during that period.

View teaching set members for a period to be covered

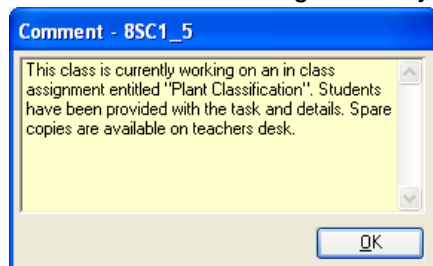
Cover > Staff Absences > Assign Relief Staff

- Click on the cell to make it active. A heavy black border will denote the active cell.
- Right-click to activate the drop down menu.
- Click on View Teaching Sets. A window listing the students will be displayed.

Add or edit a note for the relieving teacher

Cover > Staff Absences > Assign Relief Staff

- Click on the cell to make it active. A heavy black border will denote the active cell
- Right-click to activate the drop down menu.
- Click on Add/Edit Note.
- Enter the text using the entry text area.




- Click the OK button to save the note for the selected period.

Note: Comments are not fully saved until the user has selected "Save" icon from the "Assign Relief" window.

Print Relief Advice

Cover > Staff Absences

The Relief Advice report may be printed from the Staff Absences window.

- Highlight the required record(s).
- Click Print. 

This report provides the following information:

For schools not using the timetabling module:

'COVER - Relief Staff Allocation Advice'

West Coast Primary School
Relief Staff Allocation Advice *for 29 SEP 2005 to 31 OCT 2005*

Relief Staff Member: Jackson, Karen

| Date | Period | Staff Member Replaced | Notes |
|-------------|--------|-----------------------|-------|
| 19 OCT 2005 | AM | Susan Bolton | |
| 19 OCT 2005 | PM | Susan Bolton | |
| 20 OCT 2005 | AM | James Boyes | |
| 20 OCT 2005 | PM | James Boyes | |

- Relief Staff Member.
- Date of the Relief.
- Period AM/PM.
- Notes.

For schools using the timetabling module:

'COVER - Relief Staff Allocation Advice'

West Coast District High School
Relief Staff Allocation Advice *for 10 OCT 2005 to 17 OCT 2005*

Relief Staff Member: Jones, John

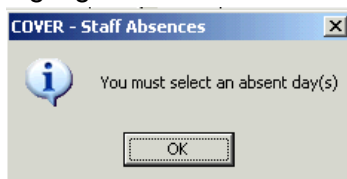
11 OCT 2005

| Period | Teaching Set | Size | Subject | Room | Staff Member Replaced |
|--------|--------------|------|-----------|------|-----------------------|
| 2 | 8ENG_2 | 28 | English 8 | MS2 | Jennifer Calvin |

| First Name | Surname | Gender | Year | Form |
|------------|---------|--------|------|------|
| Aaron | Atkins | M | 8 | 8.5 |
| Tamara | Bandy | F | 8 | 8.1 |
| Keira | Blake | F | 8 | 8.1 |
| Whitney | Chesson | F | 8 | 8.4 |
| Matthew | Defazio | M | 8 | 8.4 |

- Relief Staff Member.
- Date of the Relief.
- Teaching Set Details.
- Teaching Set Members.

The print option is only available when an absence record is highlighted. If no absence record is highlighted the user will receive a message prompt:





The user can select multiple records to print.

This function is also available through the Cover Allocation window and the Reports window. See Sections 3.1 and 6.3.1

Print Relief Advice

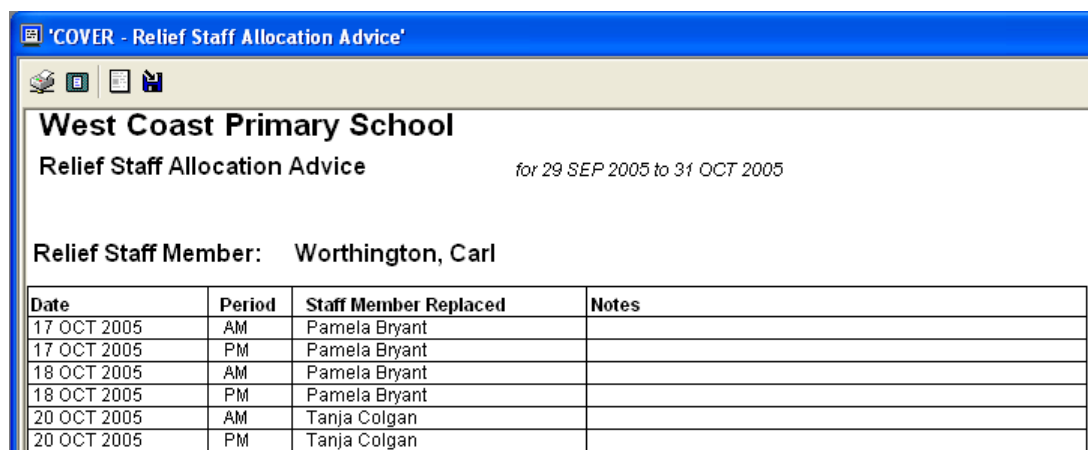
Cover > Staff Absences > Assign Relief

The Relief Advice report may be also printed from the Assign Relief window.

- Highlight the required record(s).
- Click Assign Relief Staff. 
- Click Print Relief Advice. 

For schools not using the timetabling module this report provides the following information:

- Relief Staff Member.
- Date of the Relief.
- Period AM/PM.
- Notes.



| Date | Period | Staff Member Replaced | Notes |
|-------------|--------|-----------------------|-------|
| 17 OCT 2005 | AM | Pamela Bryant | |
| 17 OCT 2005 | PM | Pamela Bryant | |
| 18 OCT 2005 | AM | Pamela Bryant | |
| 18 OCT 2005 | PM | Pamela Bryant | |
| 20 OCT 2005 | AM | Tanja Colgan | |
| 20 OCT 2005 | PM | Tanja Colgan | |

For schools using the timetabling module this report provides the following information:

- Relief Staff Member.
- Date of the Relief.
- Teaching Set Details.
- Teaching Set Members.

'COVER - Relief Staff Allocation Advice'

West Coast District High School
Relief Staff Allocation Advice *for 29 SEP 2005 to 31 OCT 2005*

Relief Staff Member: Heaven, Tristen

27 OCT 2005



| Period | Teaching Set | Size | Subject | Room | Staff Member Replaced |
|--------|--------------|------|---------|------|-----------------------|
| 1 | 9MED_4 | 16 | Media 9 | MS4 | Nicholas Creed |

| First Name | Surname | Gender | Year | Form |
|------------|---------|--------|------|------|
| Adam | Alkitik | M | 9 | 9.1 |
| Merika | Bloggs | F | 9 | 9.1 |
| Gemma | Clark | F | 9 | 9.2 |
| Chloe | Fricke | F | 9 | 9.3 |
| William | Green | M | 9 | 9.2 |
| Travis | Hiddern | M | 9 | 9.3 |

This function is also available through the Cover Allocation window and the Reports window. See Sections 3.1.1 and 6.3.1.

Print Relief Summary

Cover > Staff Absences > Assign Relief

- Highlight the required record(s).
- Click Assign Relief Staff. 
- Click Print Relief Summary. 

This report provides the following information:

For schools not using the timetabling module:

'COVER - Relief Staff Allocation Summary'

West Coast Primary School
Relief Staff Allocation Summary *for 10 OCT 2005 to 10 OCT 2005*

| Staff Name | Date | AM | PM |
|--------------|-------------|---------------|---------------|
| Susan Bolton | 19 OCT 2005 | Karen Jackson | Karen Jackson |
| James Boyes | 19 OCT 2005 | Jane Johnson | Jane Johnson |


For schools using the timetabling module:

| COVER - Relief Staff Allocation Summary | | | | | | |
|---|-------------|--|--|---|---|---|
| West Coast District High School | | | | | | |
| Relief Staff Allocation Summary | | | for 10 OCT 2005 to 17 OCT 2005 | | | |
| Staff Name | Date | 1 | 2 | 3 | 4 | 5 |
| Sandra Corner | 10 OCT 2005 | 8S&E_5 Society & Environment 8 MS3 Gillian Adams | 8S&E_4 Society & Environment 8 MS3 Gillian Adams | | 9Eng_3 English 9 MS3 Gillian Adams | 8ENG_3 English 8 MS3 Gillian Adams |
| Jennifer Calvin | 10 OCT 2005 | 8ENG_2 English 8 MS2 Rebecca Walker | 9Eng_2 English 9 MS2 John Jones | | | |

This function is also available through the Cover Allocation window and the Reports window. See Sections 3.1.1 and 6.3.1.

2.5 To Assign a Relief Teacher

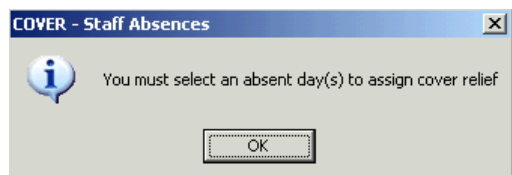
Cover > Staff absences

- Enter the date range for which you wish to allocate relief.
- Click Refresh. 

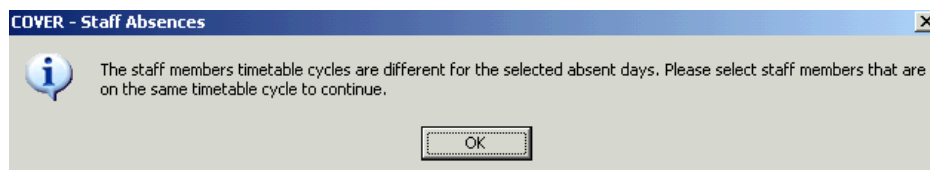
| COVER - Staff Absences | | | | |
|------------------------|-------------|---------|--------------------------|-----------------|
| From | 28 SEP 2005 | To | 31 OCT 2005 | |
| Staff Member | Date | Reason | Medical Certificate | Relief Member |
| Donald Drake | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Tony Duke | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Travis Elliot | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Luke Evans | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | Rebecca Walker |
| Edna Everage | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Paul Gabelich | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Amanda Fisher | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | Julie Grubelich |
| Anna Greaves | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Evan Dale | 18 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Paul Gabelich | 17 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Nicholas Creed | 17 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Anna Greaves | 17 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Luke Evans | 14 OCT 2005 | UNKNOWN | <input type="checkbox"/> | Lyle Wagner |
| Paul Gabelich | 14 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Carl Best | 14 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Jeffery Harpe | 14 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Anna Greaves | 14 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Sandra Corner | 14 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |

- Click on Assign Relief Staff. 

If no absence record is highlighted then a message will appear:



If the multiple staff members chosen and they are not from the same timetabling cycle, a message will appear prompting the user to select staff from the same timetabling cycle. This message will only appear if the timetabling module is used:



If all selected staff members are from the same timetable cycle, a grid will be generated showing the timetable for the absence records selected:

| COVER - Assign Relief | | | | | | |
|-----------------------|---------------------|----------|-----------------------|----------|---------------------------------|-----------------|
| 17 OCT 2005 | | | | | | |
| 17 OCT 2005 | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 | Lesson 5 | Assigned Relief |
| Nicholas Creed | 8ENG_4 English 8 | | 9MED_4 Media 9 | | 8S&E_2 Society & Environment | |
| Anna Greaves | | | 10SCI_1 Science 10 | | | |

For schools not using the timetabling module the grid will appear as shown below:

| COVER - Assign Relief | | | |
|-----------------------|----|----|-----------------|
| 18 OCT 2005 | | | |
| 18 OCT 2005 | AM | PM | Assigned Relief |
| James Boyes | | | |
| Tanja Colgan | | | |
| Janet Armstrong | | | |

To assign a relief teacher to an absent staff member

Cover > Staff Absences > Assign Relief

- Click in the Assigned Relief cell at the end of the row for the absent teacher to make it active.
- Right click to activate the drop down menu and choose Mark Cell. All cells requiring cover will be shaded green.

| COVER - Assign Relief | | | | | | |
|-----------------------|----------|---------------------|----------|-------------------------------|-------------------------------|-----------------|
| 12 OCT 2005 | | | | | | |
| 12 OCT 2005 | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 | Lesson 5 | Assigned Relief |
| Sandra Corner | | 8ENG_3 English 8 | | 8S&E_5 Society & Environme | 8S&E_4 Society & Environme | |

- Click on Assign Relief Staff  to activate the list of available relief teachers.

| IRT Staff Pool Available | | Unavailable IRT Staff Pool | |
|--------------------------|-----------|----------------------------|--------|
| Name | Hm. Phone | Mobile No. | Avail. |
| ALAN Maria Theresa | 9370 9898 | | AM/PM |
| BEST Carl | 9370 9898 | | AM/PM |
| BRIGG Joseph | 9370 9898 | | AM/PM |
| CALVIN Jennifer | 9370 9898 | | AM/PM |
| DAVIDS William | 9370 9898 | | AM/PM |
| DICKINSON Kerry | | | AM/PM |
| DUKE Tony | 9370 9898 | | AM/PM |
| ELLIOT Travis | 9370 9898 | | AM/PM |

| ERT Staff Pool Available | | Unavailable ERT Staff Pool | |
|--------------------------|-----------|----------------------------|--------|
| Name | Hm. Phone | Mobile No. | Avail. |
| BROWN Holly | 9229 1234 | | AM/PM |
| BROWN Alan | 9887 2134 | | AM/PM |
| COX Sarah | 9227 6543 | | AM/PM |
| DEFOE Susan | 9226 1234 | 0408776554 | AM/PM |
| EGGLESTON Kylie | 9223 5555 | 0409887665 | AM/PM |
| FISHER Pat | 9776 4444 | | AM/PM |
| RYAN Laurie | 9887 1111 | | AM/PM |
| SMITH Peter | | | AM/PM |

Selected Relief Staff Member(s)

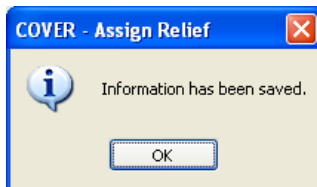
Assign Cancel


Note, comments, special instructions for the current day.

- Highlight the preferred relief teacher from the available staff pool. His or her name will be added to the Selected Relief Staff Members field
- Click Assign. The highlighted cells will now be shaded blue and the relief teacher's name displaying in all relevant cells.

| COVER - Assign Relief | | | | | | |
|-----------------------|----------|-------------------------------------|----------|---|---|-----------------|
| 12 OCT 2005 | | | | | | |
| 12 OCT 2005 | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 | Lesson 5 | Assigned Relief |
| Sandra Corner | | 8ENG_3 English 8 Pamela Smith | | 8S&E_5 Society & Environme Pamela Smith | 8S&E_4 Society & Environme Pamela Smith | Pamela Smith |

- Click Save. A confirmation message will be generated.




- Click OK
- Click Close  to return to the Cover Allocation window.

To assign a relief teacher on a per period basis

Cover > Cover Allocation > Assign Relief Staff

- Click in the first cell for assignment to make it active.
- Right click to activate the drop down menu.

| 21 JUN 2010 | Home | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 | Lesson 5 |
|-----------------------|------------------------------------|----------|---------------------------------------|---------------------------------------|--------------------------------------|----------|
| Elaine Abbott | | | | | | |
| Sandra Corner | 11HR_2 (21) Home Room 11 SS2 | | | 1AMAT_1 (21) Mathematics 1A MS3 | | |
| Nicholas Creed | 9HR_3 (23) Home Room 9 MS4 | | 2AMAT_4 (17) Mathematics 2A MS4 | | 8Math_3 (26) Mathematics 8 MS4 | |

- Click Mark Cell to paint the cell green.
- Click on the Assign Relief Staff  button to activate the list of available relief teachers.

Cover- Assign Relief Teacher

IRT Staff Pool Available Unavailable IRT Staff Pool - No selection -

| Name | Hm. Phone | Mobile No. | Avail. | Specialise | Periods taught per week | Alloc. Day |
|--------------------|-------------|-------------|--------|------------|-------------------------|------------|
| ALAN Maria Theresa | 9370 9898 | | AM/PM | | 13 | 1 |
| BARCLAY Harris | 9 2745 4307 | 040777 1456 | AM/PM | | 23 | 0 |
| BEST Carl | 9370 9898 | | AM/PM | | 9 | 0 |
| BRIGG Joseph | 9370 9898 | | AM/PM | | 11 | 0 |
| CALVIN Jennifer | 9370 9898 | | AM/PM | | 11 | 0 |
| DALE Evan | 9370 9898 | | AM/PM | | 8 | 0 |
| DAVIDS William | 9370 9898 | | AM/PM | | 13 | 0 |
| DICKINSON Kerry | | | AM/PM | | 12 | 0 |

ERT Staff Pool Available Unavailable ERT Staff Pool - No selection -

| Name | Hm. Phone | Mobile No. | Avail. | Specialise | Alloc. Day | Alloc. Week | Prev Relief |
|-----------------|-----------|------------|--------|--------------|------------|-------------|-------------|
| BROWN Holly | 9229 1234 | | AM/PM | Business Stu | 0 | 0 | 0 |
| BROWN Alan | 9887 2134 | | AM/PM | Computing | 0 | 0 | 16 |
| COX Sarah | 9227 6543 | | AM/PM | Physical Edu | 0 | 0 | 0 |
| DEFOE Susan | 9226 1234 | 0408776554 | AM/PM | Mathematics | 0 | 0 | 0 |
| EGGLESTON Kylie | 9223 5555 | 0409887665 | AM/PM | | 0 | 0 | 0 |
| FISHER Pat | 9776 4444 | | AM/PM | | 0 | 0 | 0 |
| RYAN Laurie | 9887 1111 | | AM/PM | Drama | 0 | 0 | 0 |
| SMITH Peter | | | AM/PM | | 0 | 0 | 16 |

Selected Relief Staff Member(s)

Assign Cancel

Note, comments, special instructions for the current day.

- Highlight the preferred relief teacher from the available staff pool. The teacher's name will be added to the Selected Relief Staff Member(s) field.

Note: If a relief teachers name is selected by mistake in a staff pool field, simply click on the name again to de-highlight it.

- Click Assign. The assigned teacher's name will now display for the selected period only


| | | | | | |
|-----------------------|----------------------------------|--|---------------------------------------|--|---|
| Nicholas Creed | 9HR_3 (23) Home Room 9 MS4 | | 2AMAT_4 (17) Mathematics 2A MS4 | | 8Math_3 (28) Mathematics 8 Carl Best MS4 |
|-----------------------|----------------------------------|--|---------------------------------------|--|---|

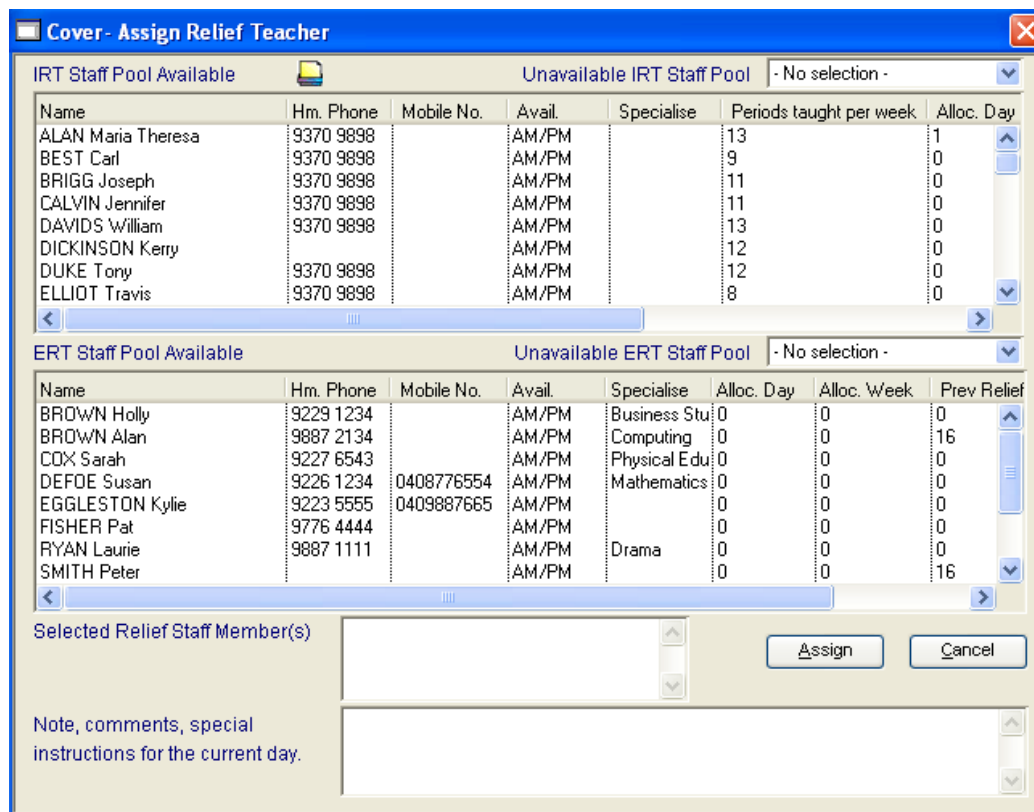
- Repeat the process for all other periods requiring cover.
- Save the changes before closing the window.

Note: Assigning relief on a period by period basis will not fill the Assigned Relief cell. If you choose to use this cell, only one primary relief staff member can be chosen.

2.6 The Assign Relief Teacher Window

Cover > Staff Absences > Assign Relief Staff

The Assign Relief Teacher window is only available through activating the  in the Assign Relief window. This screen will list all staff available for relief teaching.

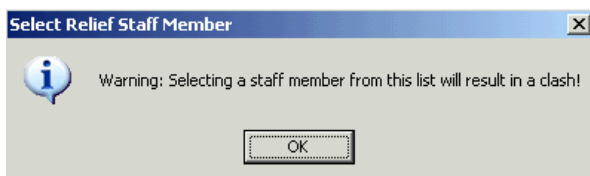


| Name | Hm. Phone | Mobile No. | Avail. | Specialise | Periods taught per week | Alloc. Day |
|--------------------|-----------|------------|--------|------------|-------------------------|------------|
| ALAN Maria Theresa | 9370 9898 | | AM/PM | | 13 | 1 |
| BEST Carl | 9370 9898 | | AM/PM | | 9 | 0 |
| BRIGG Joseph | 9370 9898 | | AM/PM | | 11 | 0 |
| CALVIN Jennifer | 9370 9898 | | AM/PM | | 11 | 0 |
| DAVIDS William | 9370 9898 | | AM/PM | | 13 | 0 |
| DICKINSON Kerry | | | AM/PM | | 12 | 0 |
| DUKE Tony | 9370 9898 | | AM/PM | | 12 | 0 |
| ELLIOT Travis | 9370 9898 | | AM/PM | | 8 | 0 |

| Name | Hm. Phone | Mobile No. | Avail. | Specialise | Alloc. Day | Alloc. Week | Prev Relief |
|-----------------|-----------|------------|--------|--------------|------------|-------------|-------------|
| BROWN Holly | 9229 1234 | | AM/PM | Business Stu | 0 | 0 | 0 |
| BROWN Alan | 9887 2134 | | AM/PM | Computing | 0 | 0 | 16 |
| COX Sarah | 9227 6543 | | AM/PM | Physical Edu | 0 | 0 | 0 |
| DEFOE Susan | 9226 1234 | 0408776554 | AM/PM | Mathematics | 0 | 0 | 0 |
| EGGLESTON Kylie | 9223 5555 | 0409887665 | AM/PM | | 0 | 0 | 0 |
| FISHER Pat | 9776 4444 | | AM/PM | | 0 | 0 | 0 |
| RYAN Laurie | 9887 1111 | | AM/PM | Drama | 0 | 0 | 0 |
| SMITH Peter | | | AM/PM | | 0 | 0 | 16 |

2.6.1 Features of the Assign Relief Teacher window

- **IRT Staff Pool Available** – Lists all those teachers who are currently on staff and have been made available to the Cover module. The list will only show those that are available to cover the class in the cell marked in the Assign Relief Window. The Previous Reliefs column will display the number of periods of relief that staff member has already been allocated. The list will sort the staff alphabetically by surname.
- **ERT Staff Pool Available** – Lists all those teachers who are available to the school for relief and are available to cover the class in the cell marked in the Assign Relief Window. This list will sort staff alphabetically by surname.
- **Unavailable IRT Staff Pool** – A drop-down list displaying current school staff who are part of the internal relief pool but not available for relief for the period in question. They may be timetabled for a class of their own, belong to a different timetabling cycle or have already been allocated a relief at that time. If a teacher is chosen from this list the following message will be generated:

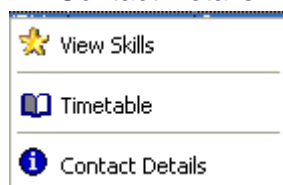


- **Unavailable ERT Staff Pool** – A drop down list displaying other staff who are part of the external relief pool but are not available for the relief in question, as they have already been assigned a relief at that time or are not available on that day. If a member is chosen from this list the above warning message will be generated.
- **Selected Relief Staff Member(s)** –displays the name of the staff member who has been selected to cover the relief. (Note that only one staff member can actually be assigned.)
- **Assign** – Allocates the selected staff member to the period marked as requiring cover.
- **Cancel** – Closes the window without carrying through any selections made.

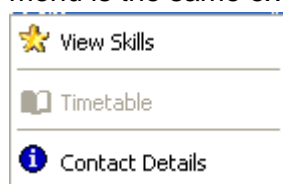
Within this window it is possible to view particular details for staff members from the Available IRT and ERT Staff pools. With a staff member highlighted a right click will activate the drop down menu.

For Internal Relief Staff where the timetabling module is used the menu includes:

- View Skills
- Timetable
- Contact Details



For External Relief Staff and also Internal Relief Staff where the timetabling module is not used the menu is the same except the timetable option is inactive:



- Click on View Skills to view the relief teacher's qualifications and the subjects he or she is qualified to teach

COVER - Staff Skills

Qualifications and Skills for Marcus Williams

| Type | Description | Grade | Date Attained |
|------|-------------|-------|---------------|
| 2 | BEd | | 28 SEP 1994 |

Qualified to Teach

- History 11
- History 12
- Society & Environment 10
- Society & Environment 8
- Society & Environment 9

- Click on Timetable to view the timetable for an Internal Relief staff member.

Cover - Staff Timetable for Davids

| Periods | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------|--|--|--|--|--|
| 1 | Modelling with M E511_1 (20) Mr Davids LIB2 | | Calculus E506_1 (22) Mr Davids LIB1 | Discrete Mather E502_1 (22) Mr Davids | Calculus E506_1 (22) Mr Davids LIB1 |
| 2 | | | | | |
| 3 | Modelling with M E511_1 (20) Mr Davids LIB2 | Calculus E506_1 (22) Mr Davids LIB1 | | | Discrete Mather E502_1 (22) Mr Davids |
| 4 | | | | | |
| 5 | Discrete Mather E502_1 (22) Mr Davids SCI 5 | | | Modelling with M E511_1 (20) Mr Davids LIB2 | |

- Click on Contact Details to view the contact details for the relief staff member.

COVER - Staff: Sharyn Oswald

| | | |
|----------------|--------------------|---|
| Title | Ms | Address 6 Cleveland St Chippendale |
| Initials | S | |
| Surname | Oswald | |
| First Name | Sharyn | |
| Preferred Name | | |
| Date of Birth | 13 JUN 1962 | Notes Specialist area - All Business Studies and ICT both lower and upper secondary. |
| Email | soswald@rmaust.cor | |
| Tel 1 | 96900954 | |
| Tel 2 | | |
| Fax | | |

Each IRT or ERT staff member has the following columns displayed next to their name:

Cover - Assign Relief Teacher

| IRT Staff Pool Available | | Unavailable IRT Staff Pool | | - No selection - | | |
|--------------------------|-----------|----------------------------|--------|------------------|-------------------------|------------|
| Name | Hm. Phone | Mobile No. | Avail. | Specialise | Periods taught per week | Alloc. Day |
| ALAN Maria Theresa | 9370 9898 | | AM/PM | | 13 | 1 |
| BEST Carl | 9370 9898 | | AM/PM | | 9 | 0 |
| BRIGG Joseph | 9370 9898 | | AM/PM | | 11 | 0 |
| CALVIN Jennifer | 9370 9898 | | AM/PM | | 11 | 0 |
| DAVIDS William | 9370 9898 | | AM/PM | | 13 | 0 |
| DICKINSON Kerry | | | AM/PM | | 12 | 0 |
| DUKE Tony | 9370 9898 | | AM/PM | | 12 | 0 |
| ELLIOT Travis | 9370 9898 | | AM/PM | | 8 | 0 |


| ERT Staff Pool Available | | Unavailable ERT Staff Pool | | - No selection - | | | |
|--------------------------|-----------|----------------------------|--------|------------------|------------|-------------|-------------|
| Name | Hm. Phone | Mobile No. | Avail. | Specialise | Alloc. Day | Alloc. Week | Prev Relief |
| BROWN Holly | 9229 1234 | | AM/PM | Business Stu | 0 | 0 | 0 |
| BROWN Alan | 9887 2134 | | AM/PM | Computing | 0 | 0 | 16 |
| COX Sarah | 9227 6543 | | AM/PM | Physical Edu | 0 | 0 | 0 |
| DEFOE Susan | 9226 1234 | 0408776554 | AM/PM | Mathematics | 0 | 0 | 0 |
| EGGLESTON Kylie | 9223 5555 | 0409887665 | AM/PM | | 0 | 0 | 0 |
| FISHER Pat | 9776 4444 | | AM/PM | | 0 | 0 | 0 |
| RYAN Laurie | 9887 1111 | | AM/PM | Drama | 0 | 0 | 0 |
| SMITH Peter | | | AM/PM | | 0 | 0 | 16 |

Selected Relief Staff Member(s):

Note, comments, special instructions for the current day.

Assign Cancel

| Column Title | Description |
|--------------|--|
| Hm. Phone | Staff member's home phone number |
| Mobile No. | Staff member's mobile number |
| Availability | Availability of staff in both IRT and ERT lists to. If they are available for the entire day, then AM/PM will be displayed, otherwise AM for the morning and PM for the afternoon. The system will not prevent allocation of a teacher with AM availability to a class scheduled for PM. |

| Column Title | Description |
|--|---|
| Periods Taught per Week (Only for 'IRT Staff Pool' sub-window) | Number of periods the staff member has been assigned for the current week within the current date-range |
| Specialise | The area of specialisation in both IRT and ERT lists. This column will display the teacher's major specialisations first, followed by their minor specialisations. Specialisations will be separated by a comma (i.e. English, Science, Art). |
| Allocated Day | Number of allocated classes for the current day. This number will increase by the number of classes the teacher is allocated for that day. |
| Allocated Week | Number of allocated classes for the current week. |
| Previous Relief | A cumulative value and indicates the number of previous periods the staff member has been allocated a relief. |
| Load Availability (Only for 'IRT Staff Pool' sub-window) | Teachers that do not have a full allocation of classes for the cycle/week. The value in this column is calculated based on the initial Load Status entered in the Relief Register (See Section 4.1) and is adjusted based on the number of periods allocated for the week so far. For example – A teacher has a Load status of -2. He has been allocated 1 period already for the week. The 'Load Avail' will be adjusted to -1 which is the value of the Load Status added to the Allocated Week. |
| Paid (Only for 'IRT Staff Pool' sub-window) | This indicates whether the staff member is willing to undertake paid relief or not. |
| Hours (TD) (Only for 'ERT Staff Pool' sub-window) | Number of hours the staff member has done relief |
| Teacher Usage Summary | The 'Teacher Usage Summary' report link  is provided at the 'Cover Assign Relief Teacher' window. It is a link to the 'Timetabling > Reports > O & M Reports – Staff > Teacher Usage Summary' report. |

Note: If Timetabling is installed it shows the number of classes the teacher has been allocated in the current cycle. If timetabling not installed, it shows the number of classes the teacher has been allocated for the current day.

Note: 'Teacher Usage Summary' link is only available to schools using the Timetabling module.

CIVICA

Cover Manual

Cover Allocation

3

3 Cover Allocation

Cover > Cover Allocation

The Cover Allocation window is accessed by clicking on Cover Allocation on the Cover Sidebar.



Cover Allocation is used to assign relief staff to absent staff members. This area is only for assigning relief staff to absences and cannot be used to record staff absences.

3.1 The Cover Allocation Window

Cover > Cover Allocation

When the Cover Allocation window is opened it will default to the current date and display all Staff absences recorded for that date.

| Staff Member | Date | Reason | Medical Cert. | Relief Member |
|-----------------|-------------|---------|-------------------------------------|---------------|
| Paul Gabelich | 11 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Sandra Corner | 11 OCT 2005 | SI | <input checked="" type="checkbox"/> | |
| Sandy Maxwell | 11 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Jennifer Calvin | 11 OCT 2005 | UNKNOWN | <input type="checkbox"/> | John Jones |
| Nicholas Creed | 11 OCT 2005 | PD | <input type="checkbox"/> | |
| Jeffery Harpe | 11 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Paul Gabelich | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Nicholas Creed | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Jennifer Calvin | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | John Jones |
| Sandra Corner | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | Gillian Adams |
| Anna Greaves | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Jeffery Harpe | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| John Jones | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |

3.1.1 Cover Allocation Toolbar



Assign Relief Staff – Allows the user to assign a relief member from either the internal relief staff pool or the external relief staff pool. This function is also available in the Staff Absences Window. (See Section 2.1.)



Print Relief Advice – Prints the relief details for the selected record(s). This function is also available in the Staff Absences window and the Reports Window. (See Sections 2.1 and 6.3.1 respectively.)



Print Relief Summary – Prints a summary of all the reliefs allocated to selected record/s. All selected records must be from the same timetable cycle. This function is also available from the Staff absences and Reports windows. (See Section 2.4 and 6.3.2 respectively),

Search Criteria - Allows the user to enter the date range required by using the date selector to the right of each of the **From** and **To** date fields.



Refresh View – refreshes the screen after setting search criteria (date range).

Filter List provides a number of options for displaying data to meet the user's needs. Records may be filtered by:


- Relief Assigned.
- Relief Unassigned.
- Staff Member.
- Reason for Absence.

Once the criteria have been entered, the screen can be refreshed by pressing the Filter button.

3.1.2 Finding Absence Days


Cover > Cover Allocation

To find absence days the user will be required to set a date range from which to search. This is done using the standard Integrus date selector tool.

- Click on the date selector  button to the right of the **From** date field. This will launch the standard Date Selector window.

- Either double click on the required date or click on the date and then on OK to drop the date into the **From** field.

Note: If a date in the future is selected, the “To” date will be changed automatically to match the “From” date.

- Repeat the above process for the **To** date if it is different to the **From** date.
- Click Refresh View  button to refresh the list of staff requiring cover.

3.1.3 Filtering the Cover Allocation List

Cover > Cover Allocation

The Filter List area provides a number of options for displaying the list of staff in the Cover Allocation window. The default setting for the Filter List is to “ALL”. Records may be filtered by:

- Relief Assigned.
- Relief Unassigned.
- Staff Member.
- Reason for Absence.



Filter List

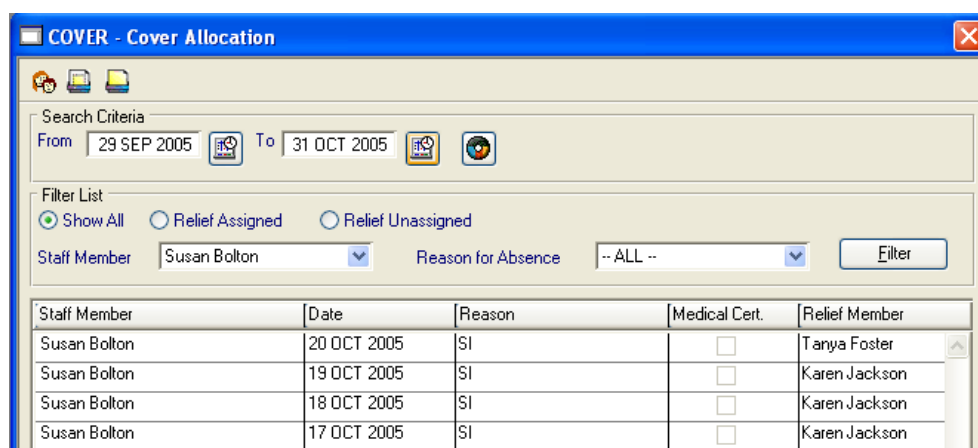
☒ Show All ☐ Relief Assigned ☐ Relief Unassigned

Staff Member: -- ALL -- Reason for Absence: -- ALL --

To apply Filter(s) to Cover Allocation

Cover > Cover Allocation

- Select one of the Show All, Relief Assigned or Relief Unassigned radio buttons as required.
- Leave the Staff Member as “ALL” or select a specific staff member from the drop down menu as required.
- Leave the Reason for Absence as “ALL” or select a specific reason for absence from the drop down menu as required.
- Click the Filter. The window will be refreshed according to the filter options selected.



COVER - Cover Allocation

Search Criteria

From: 29 SEP 2005 To: 31 OCT 2005

Filter List

☒ Show All ☐ Relief Assigned ☐ Relief Unassigned

Staff Member: Susan Bolton Reason for Absence: -- ALL --

| Staff Member | Date | Reason | Medical Cert. | Relief Member |
|--------------|-------------|--------|--------------------------|---------------|
| Susan Bolton | 20 OCT 2005 | SI | <input type="checkbox"/> | Tanya Foster |
| Susan Bolton | 19 OCT 2005 | SI | <input type="checkbox"/> | Karen Jackson |
| Susan Bolton | 18 OCT 2005 | SI | <input type="checkbox"/> | Karen Jackson |
| Susan Bolton | 17 OCT 2005 | SI | <input type="checkbox"/> | Karen Jackson |

3.2 The Assign Relief Window

Cover > Cover Allocation > Assign Relief Staff

This window will allow the user to allocated relief staff to one or more periods for absent staff members and print the relief advice reports and a summary of relief staff allocations.

3.2.1 Assign Relief Toolbar



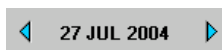
Assign Relief Staff – Opens the Assign Relief Teacher window where the user can select from available internal or external relief staff.



Print Relief Advice – Prints the Relief Advice Notice which details the relief periods to be covered and the teaching set details.



Print Relief Summary – Creates a report identical to what is visible in the Assign Relief window.



Navigation keys – on either side of the date field are activated when multiple dates are selected from the Staff Absences list. Users may scroll backwards and forwards through the selected dates by clicking on the blue arrows.



Save Details – saves the relief allocation details entered.

The Assign Relief window displays the selected absent staff member(s) and the periods that require cover.

- Any cell in the window that is greyed out does not require cover.
- Cells shaded blue have already had a relief teacher assigned.
- Cells shaded green are marked ready for relief teacher assignment.
- White cells are awaiting any action by the user.

For schools not using the timetabling module the following is displayed:

| COVER - Assign Relief | | | |
|-----------------------|------------------|------------------|------------------|
| 17 OCT 2005 | | | |
| 17 OCT 2005 | AM | PM | Assigned Relief |
| Susan Bolton | Karen Jackson | Karen Jackson | Karen Jackson |
| James Boyes | | | |
| Pamela Bryant | Carl Worthington | Carl Worthington | Carl Worthington |
| Tanja Colgan | | | |

For schools using the timetabling module the following is displayed:

| COVER - Assign Relief | | | | | | |
|-----------------------|---|---|--|--|---|------------------|
| 14 OCT 2005 | | | | | | |
| 14 OCT 2005 | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 | Lesson 5 | Assigned Relief |
| Carl Best | | | | | 10ESL_1 English as a Second | |
| Nicholas Creed | | | | 8S&E_2 Society & Environme | | |
| Luke Evans | 8SC1_5 Science 8 Elizabeth Taylor | 9MWV_2 Metalwork 9 Elizabeth Taylor | 8Math_2 Mathematics 8 Elizabeth Taylor | 8Math_5 Mathematics 8 Elizabeth Taylor | 9MWV_3 Metalwork 9 Elizabeth Taylor | Elizabeth Taylor |
| Fiona Brooks | | | 8ENG_5 English 8 | | | |

The **Assigned Relief** cell may be used to allocate the same teacher to all periods requiring cover. This process does not require each individual cell to be marked for assignment as marking the Assigned Relief cell will mark all cells requiring cover and apply the selected relief teacher. This may be useful when an external relief teacher is to be employed. Whereas marking individual cells may be more suited to the use of internal teaching staff to cover individual relief periods.

3.2.2 Assign Relief Drop-Down Menu

Cover > Cover Allocation > Assign Relief Staff

Where schools are using the timetabling module right clicking in a cell in the assign relief window will display the following menu:

| COVER - Assign Relief | | | | |
|--|----------|---------------------|------------------------------|-------------|
| 10 OCT 2005 | | | | |
| 10 OCT 2005 | Lesson 1 | Lesson 2 | Lesson 3 | |
| Luke Evans | | 8SC1_5 Science 8 | 8D&T_5 Design and Technol | 8Me Matl |
| <div> Mark Cell Un Mark Cell View Details View Teaching Sets Add / Edit Note </div> | | | | |

Where schools have not installed the timetabling module, right clicking in a cell in the assign relief window will display the following menu:

| 17 OCT 2005 | AM | PM | Assigned Relief |
|---------------|----|----|-----------------|
| Susan Bolton | | | |
| James Boyes | | | |
| Pamela Bryant | | | |

- **Mark Cell** – Selecting this option will shade the cell green ready for assigning a relief teacher
- **Un Mark Cell** – Selecting this option will undo the previous action of marking a cell prior to a relief teacher being assigned.
- **View Details** – Selecting this option will display period details for the active cell. This option will be inactive for schools not using the timetabling module.

Staff Member: Luke Evans

Period: Lesson 2


Subject: Science 8

Teaching Set: 8SC1_5

Room: SCI 6

Relief Staff Member:

Close

The Select Room button  allows the user to change the room allocation for the relief period.

Subject Details

Subject: Science 8

Teaching Set: 8SC1_5

Begin: End:

View: ☐ All ☒ Preferred Rooms

| Description | Code | Type | Rank | Available |
|---------------|-------|---------|------|-----------|
| Science Lab 1 | SCI 1 | Science | 2 | YES |
| Science Lab 3 | SCI 3 | Science | 2 | YES |

- **View Teaching Sets** – Selecting this option displays the teaching set members in the teaching set to be covered. This option will be inactive for schools not using the timetabling module.

| Students | Year/Class |
|------------------|------------|
| Broom, Declan | 8/8.2 |
| Chesson, Whitney | 8/8.4 |
| Lucev, Michael | 8/8.1 |
| Mappin, Phill | 8/8.3 |
| Merry, Ben | 8/8.3 |
| King, Jared | 8/8.1 |
| Kong, Mitchell | 8/8.2 |
| Liddicoat, Katie | 8/8.4 |
| Antonello, Mark | 8/8.4 |
| Evans, Dayna | 8/8.1 |
| Hunter, Laine | 8/8.4 |
| Keo, Mitchell | 8/8.5 |
| Leoncio, Jaymee | 8/8.1 |
| Lynn, Jade | 8/8.2 |
| Narkle, Zoe | 8/8.5 |
| Noakes, Baron | 8/8.3 |
| Peel, Pamela | 8/8.1 |
| Rath, Hugh | 8/8.1 |
| Richards, Lia | 8/8.1 |

- **Add/Edit Note** – These notes relate to instructions that will be provided to the relieving teacher for the specific teaching set.

Comment - 8SC1_5

This class is currently working on an in class assignment entitled "Plant Classification". Students have been provided with the task and details. Spare copies are available on teachers desk.

OK

To mark a cell for assignment of a relief teacher

Cover > Cover Allocation > Assign Relief Staff

- Click on the cell to make it active. A heavy black border will denote the active cell.
- Right-click to activate the drop down menu.
- Click on Mark Cell. You will now be able to allocate a relief teacher to the marked cells.

To unmark a cell for assignment of a relief teacher

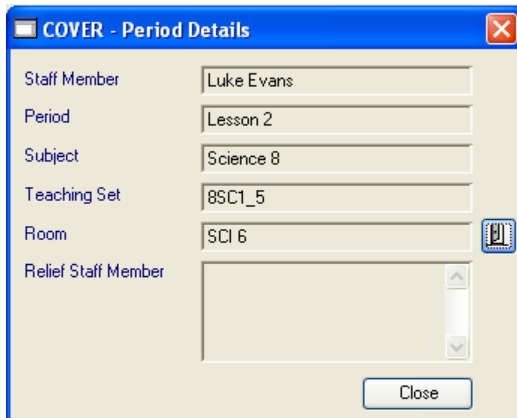
Cover > Cover Allocation > Assign Relief Staff

- Click on the cell to make it active. A heavy black border will denote the active cell.
- Right-click to activate the drop down menu.
- Click Unmark Cell.

To view details of a period to be covered by relief

Cover > Cover Allocation > Assign Relief Staff

- Click on the cell to make it active. A heavy black border will denote the active cell.
- Right-click to activate the drop down menu.
- Click on View Details. The following window will be displayed:



The 'COVER - Period Details' window displays the following information:

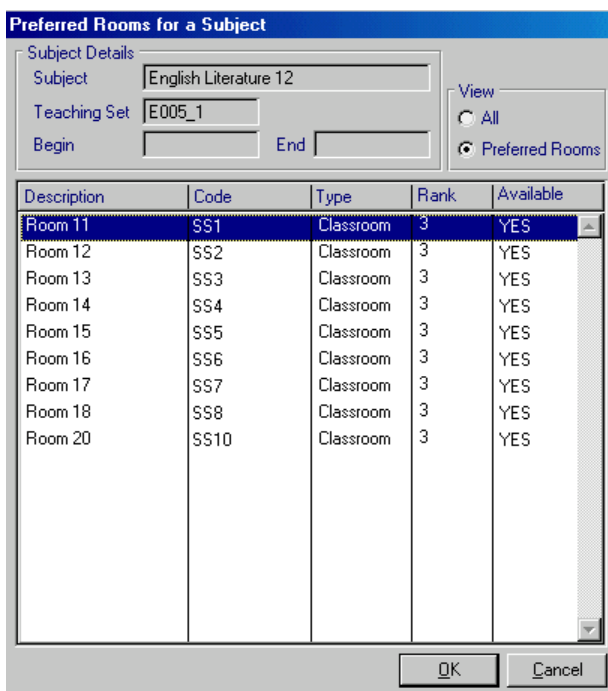
| | |
|---------------------|------------|
| Staff Member | Luke Evans |
| Period | Lesson 2 |
| Subject | Science 8 |
| Teaching Set | 8SC1_5 |
| Room | SCI 6 |
| Relief Staff Member | |

Buttons: Close

To change the room for the teaching set to be covered

Cover > Cover Allocation > Assign Relief Staff>View Details

- Click Select Room. 



The 'Preferred Rooms for a Subject' window displays the following information:

Subject Details

| | | | |
|--------------|-----------------------|-----|--|
| Subject | English Literature 12 | | |
| Teaching Set | E005_1 | | |
| Begin | | End | |

View: ☐ All ☒ Preferred Rooms

| Description | Code | Type | Rank | Available |
|-------------|------|-----------|------|-----------|
| Room 11 | SS1 | Classroom | 3 | YES |
| Room 12 | SS2 | Classroom | 3 | YES |
| Room 13 | SS3 | Classroom | 3 | YES |
| Room 14 | SS4 | Classroom | 3 | YES |
| Room 15 | SS5 | Classroom | 3 | YES |
| Room 16 | SS6 | Classroom | 3 | YES |
| Room 17 | SS7 | Classroom | 3 | YES |
| Room 18 | SS8 | Classroom | 3 | YES |
| Room 20 | SS10 | Classroom | 3 | YES |

Buttons: OK, Cancel

- Highlight the room you wish to select.

- Click OK. The new room will now be displayed in the Period Details.
- Click Close.

Note: If there are no preferred rooms available, click the 'View All' radio button to view all rooms available during that period.

To view teaching set members for a period to be covered

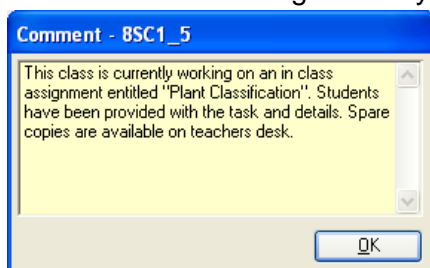
Cover > Cover Allocation > Assign Relief Staff

- Click on the cell to make it active. A heavy black border will denote the active cell.
- Right-click to activate the drop down menu.
- Click on View Teaching Sets. A window listing the students will be displayed.

To add or edit a note for the relieving teacher:

Cover > Cover Allocation > Assign Relief Staff

- Click on the cell to make it active. A heavy black border will denote the active cell.
- Right-click to activate the drop down menu.
- Click on Add/Edit Note.
- Enter the text using the entry text area.




- Click OK to save the note for the selected period.

Note: Comments are not fully saved until the user has selected "Save" icon from the "Assign Relief" window.

Print Relief Advice

Cover > Cover Allocation

The Relief Advice report may be printed from the Cover Allocation window.

- Highlight the required record(s)
- Click Print. 

This report provides the following information:

For schools not using the timetabling module:

'COVER - Relief Staff Allocation Advice'

West Coast Primary School
Relief Staff Allocation Advice *for 29 SEP 2005 to 31 OCT 2005*

Relief Staff Member: Jackson, Karen

| Date | Period | Staff Member Replaced | Notes |
|-------------|--------|-----------------------|-------|
| 19 OCT 2005 | AM | Susan Bolton | |
| 19 OCT 2005 | PM | Susan Bolton | |
| 20 OCT 2005 | AM | James Boyes | |
| 20 OCT 2005 | PM | James Boyes | |

- Relief Staff Member.
- Date of the Relief.
- Period AM/PM.
- Notes.

For schools using the timetabling module:

'COVER - Relief Staff Allocation Advice'

West Coast District High School
Relief Staff Allocation Advice *for 10 OCT 2005 to 17 OCT 2005*

Relief Staff Member: Jones, John

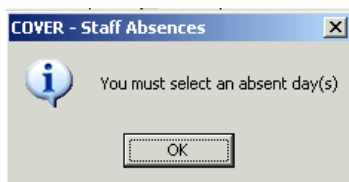
11 OCT 2005

| Period | Teaching Set | Size | Subject | Room | Staff Member Replaced |
|--------|--------------|------|-----------|------|-----------------------|
| 2 | 8ENG_2 | 28 | English 8 | MS2 | Jennifer Calvin |

| First Name | Surname | Gender | Year | Form |
|------------|---------|--------|------|------|
| Aaron | Atkins | M | 8 | 8.5 |
| Tamara | Bandy | F | 8 | 8.1 |
| Keira | Blake | F | 8 | 8.1 |
| Whitney | Chesson | F | 8 | 8.4 |
| Matthew | Defazio | M | 8 | 8.4 |

- Relief Staff Member.
- Date of the Relief.
- Teaching Set Details.
- Teaching Set Members.

The print option is only available when an absence record is highlighted. If no absence record is highlighted the user will receive a message prompt:



The user can select multiple records to print.

This function is also available through the Staff Absences window and the Reports window. See Sections 3.1.1 and 6.3.1.

Print Relief Advice

Cover > Cover Allocation > Assign Relief

The Relief Advice report may be also printed from the Assign Relief window.




- Highlight the required record(s).

- Click Assign Relief Staff. 

- Click Print Relief Advice. 

This report provides the following information:

For schools not using the timetabling module:

| 'COVER - Relief Staff Allocation Advice' | | | |
|---|--------|-----------------------|-------|
|    | | | |
| West Coast Primary School Relief Staff Allocation Advice <i>for 29 SEP 2005 to 31 OCT 2005</i> | | | |
| Relief Staff Member: Worthington, Carl | | | |
| Date | Period | Staff Member Replaced | Notes |
| 17 OCT 2005 | AM | Pamela Bryant | |
| 17 OCT 2005 | PM | Pamela Bryant | |
| 18 OCT 2005 | AM | Pamela Bryant | |
| 18 OCT 2005 | PM | Pamela Bryant | |
| 20 OCT 2005 | AM | Tanja Colgan | |
| 20 OCT 2005 | PM | Tanja Colgan | |

- Relief Staff Member.
- Date of the Relief.
- Period AM/PM.
- Notes.

For schools using the timetabling module:

'COVER - Relief Staff Allocation Advice'

West Coast District High School
Relief Staff Allocation Advice *for 10 OCT 2005 to 17 OCT 2005*

Relief Staff Member: Adams, Gillian

10 OCT 2005

| Period | Teaching Set | Size | Subject | Room | Staff Member Replaced |
|--------|--------------|------|-------------------------|------|-----------------------|
| 1 | 8S&E_5 | 27 | Society & Environment 8 | MS3 | Sandra Corner |



| First Name | Surname | Gender | Year | Form |
|------------|------------|--------|------|------|
| Alecia | Bishop | F | 8 | 8.1 |
| Matthew | Cartwright | M | 8 | 8.3 |
| Patrick | Ducker | M | 8 | 8.5 |
| Aimee | Futterby | F | 8 | 8.2 |
| Nathan | Gray | M | 8 | 8.2 |
| Ashlee | Holt | F | 8 | 8.4 |
| Jade | Lang | F | 8 | 8.2 |
| Ryan | Leng | M | 8 | 8.3 |
| Stacey | Marschke | F | 8 | 8.4 |
| Aimee | McArthur | F | 8 | 8.1 |
| Ben | Merry | M | 8 | 8.3 |
| Cameron | Mohammad | M | 8 | 8.5 |
| Gregory | Moore | M | 8 | 8.1 |
| Vanessa | Mosdale | F | 8 | 8.3 |
| Peter | Ocle | M | 8 | 8.4 |
| Craig | Oppeal | M | 8 | 8.5 |
| Erin | Paterson | F | 8 | 8.5 |

- Relief Staff Member.
- Date of the Relief.
- Teaching Set Details.
- Teaching Set Members.

This function is also available through the Cover Allocation window and the Reports window. See Sections 3.1.1 and 6.3.1.

Print Relief Summary

Cover > Cover Allocation > Assign Relief

- Highlight the required record(s).
- Click Assign Relief Staff. 
- Click Print Relief Summary. 

This report provides the following information:

- Absent staff names.
- Date of Relief.
- Periods Covered.
- Relief Teacher names.

For schools not using the timetabling module the following will display:

| COVER - Relief Staff Allocation Summary | | | |
|--|-------------|---------------|---------------|
| | | | |
| West Coast Primary School Relief Staff Allocation Summary <i>for 10 OCT 2005 to 10 OCT 2005</i> | | | |
| Staff Name | Date | AM | PM |
| Susan Bolton | 19 OCT 2005 | Karen Jackson | Karen Jackson |
| James Boyes | 19 OCT 2005 | Jane Johnson | Jane Johnson |

For schools using the timetabling module, extra information includes teaching set code, name and room number.

| COVER - Relief Staff Allocation Summary | | | | | | |
|--|-------------|--|--|---|---|---|
| | | | | | | |
| West Coast District High School Relief Staff Allocation Summary <i>for 10 OCT 2005 to 17 OCT 2005</i> | | | | | | |
| Staff Name | Date | 1 | 2 | 3 | 4 | 5 |
| Sandra Corner | 10 OCT 2005 | 8S&E_5 Society & Environment 8 MS3 Gillian Adams | 8S&E_4 Society & Environment 8 MS3 Gillian Adams | | 9Eng_3 English 9 MS3 Gillian Adams | 8ENG_3 English 8 MS3 Gillian Adams |
| Jennifer Calvin | 10 OCT 2005 | 8ENG_2 English 8 MS2 Rebecca Walker | 9Eng_2 English 9 MS2 John Jones | | | |

This function is also available through the Cover Allocation window and the Reports window. See Sections 3.1.1 and 6.3.2.

3.3 To Assign a Relief Teacher

Cover > Cover Allocation

- Enter the date range for which you wish to allocate relief
- Click Refresh.

COVER - Cover Allocation

Search Criteria
 From 29 SEP 2005 To 31 OCT 2005


Filter List
☒ Show All ☐ Relief Assigned ☐ Relief Unassigned
 Staff Member -- ALL -- Reason for Absence -- ALL --

| Staff Member | Date | Reason | Medical Cert. | Relief Member |
|-----------------|-------------|---------|--------------------------|---------------|
| Nicholas Creed | 11 OCT 2005 | PD | <input type="checkbox"/> | |
| Anna Greaves | 11 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Fiona Brooks | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Carl Best | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Paul Gabelich | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Anna Greaves | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Jennifer Calvin | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | John Jones |
| Nicholas Creed | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Sandra Corner | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | Gillian Adams |
| Sandy Maxwell | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Luke Evans | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |
| Jeffery Harpe | 10 OCT 2005 | UNKNOWN | <input type="checkbox"/> | |

- Click on Assign Relief Staff 


If no absence record is highlighted then a message will appear:

COVER - Staff Absences

 You must select an absent day(s) to assign cover relief

If the multiple staff members chosen and they are not from the same timetabling cycle, a message will appear prompting the user to select staff from the same timetabling cycle. This message will only appear if the school is using the timetabling module.

COVER - Staff Absences

 The staff members timetable cycles are different for the selected absent days. Please select staff members that are on the same timetable cycle to continue.

If all selected staff members are from the same timetable cycle, a grid will be generated showing the timetable for the absence records selected:

| COVER - Assign Relief | | | | | | |
|-----------------------|---------------------|----------|-----------------------|----------|-------------------------------|-----------------|
| 17 OCT 2005 | | | | | | |
| 17 OCT 2005 | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 | Lesson 5 | Assigned Relief |
| Nicholas Creed | 8ENG_4 English 8 | | 9MED_4 Media 9 | | 8S&E_2 Society & Environme | |
| Anna Greaves | | | 10SCI_1 Science 10 | | | |

For schools not using the timetabling module the grid will appear as shown below:

| COVER - Assign Relief | | | |
|-----------------------|----|----|-----------------|
| 18 OCT 2005 | | | |
| 18 OCT 2005 | AM | PM | Assigned Relief |
| James Boyes | | | |
| Tanja Colgan | | | |
| Janet Armstrong | | | |

To assign a relief teacher to an absent staff member

Cover > Staff Absences > Assign Relief

- Click in the Assigned Relief cell at the end of the row for the absent teacher to make it active.
- Right click to activate the drop down menu and choose Mark Cell. All cells requiring cover will be shaded green.

Note: Multiple periods can be marked over a date-range. The date-range depends on the staff absence record(s) selected.

| COVER - Assign Relief | | | | | | |
|-----------------------|----------|---------------------|----------|-------------------------------|-------------------------------|-----------------|
| 12 OCT 2005 | | | | | | |
| 12 OCT 2005 | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 | Lesson 5 | Assigned Relief |
| Sandra Corner | | 8ENG_3 English 8 | | 8S&E_5 Society & Environme | 8S&E_4 Society & Environme | |

- Click on Assign Relief Staff  to activate the list of available relief teachers.

Cover - Assign Relief Teacher

IRT Staff Pool Available Unavailable IRT Staff Pool - No selection -

| Name | Hm. Phone | Mobile No. | Avail. | Specialise | Periods taught per week | Alloc. Day |
|--------------------|-----------|------------|--------|------------|-------------------------|------------|
| ALAN Maria Theresa | 9370 9898 | | AM/PM | | 13 | 1 |
| BEST Carl | 9370 9898 | | AM/PM | | 9 | 0 |
| BRIGG Joseph | 9370 9898 | | AM/PM | | 11 | 0 |
| CALVIN Jennifer | 9370 9898 | | AM/PM | | 11 | 0 |
| DAVIDS William | 9370 9898 | | AM/PM | | 13 | 0 |
| DICKINSON Kerry | | | AM/PM | | 12 | 0 |
| DUKE Tony | 9370 9898 | | AM/PM | | 12 | 0 |
| ELLIOT Travis | 9370 9898 | | AM/PM | | 8 | 0 |

ERT Staff Pool Available Unavailable ERT Staff Pool - No selection -

| Name | Hm. Phone | Mobile No. | Avail. | Specialise | Alloc. Day | Alloc. Week | Prev Relief |
|-----------------|-----------|------------|--------|--------------|------------|-------------|-------------|
| BROWN Holly | 9229 1234 | | AM/PM | Business Stu | 0 | 0 | 0 |
| BROWN Alan | 9887 2134 | | AM/PM | Computing | 0 | 0 | 16 |
| COX Sarah | 9227 6543 | | AM/PM | Physical Edu | 0 | 0 | 0 |
| DEFOE Susan | 9226 1234 | 0408776554 | AM/PM | Mathematics | 0 | 0 | 0 |
| EGGLESTON Kylie | 9223 5555 | 0409887665 | AM/PM | | 0 | 0 | 0 |
| FISHER Pat | 9776 4444 | | AM/PM | | 0 | 0 | 0 |
| RYAN Laurie | 9887 1111 | | AM/PM | Drama | 0 | 0 | 0 |
| SMITH Peter | | | AM/PM | | 0 | 0 | 16 |

Selected Relief Staff Member(s)

Assign Cancel

Note, comments, special instructions for the current day.

- Highlight the preferred relief teacher from the available staff pool. His or her name will be added to the Selected Relief Staff Member(s) field. Note that only one teacher can be assigned.
- Click Assign. The highlighted cells will now be shaded blue and the relief teacher's name displaying in all relevant cells.

COVER - Assign Relief

12 OCT 2005

Save


| 12 OCT 2005 | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 | Lesson 5 | Assigned Relief |
|---------------|----------|-------------------------------------|----------|---|---|-----------------|
| Sandra Corner | | 8ENG_3 English 8 Pamela Smith | | 8S&E_5 Society & Environme Pamela Smith | 8S&E_4 Society & Environme Pamela Smith | Pamela Smith |

- Click Save. A confirmation message will be generated:

COVER - Assign Relief

Information has been saved.

OK

- Click OK.
- Click Close  to return to the Cover Allocation window.

To assign a relief teacher on a per period basis

CIVICA

Cover > Cover Allocation > Assign Relief Staff

- Click in the first cell for assignment to make it active.
- Right click to activate the drop down menu.

COVER - Assign Relief

12 OCT 2005

| 12 OCT 2005 | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 |
|---------------|----------|--|-------------------|--|
| Sandra Corner | | 8ENG_3 English 8 Tabitha Swindon | | 8S&E_5 Society & Environme Tabitha Swindon |
| Luke Evans | | 8Math_5 Mathematics 8 | 9MwV_3 Metalwv | |
| Jeffery Harpe | | | | |

Context Menu:

- ✓ Mark Cell
- ✗ Un Mark Cell
- View Details
- View Teaching Sets
- Add / Edit Note

- Click Mark Cell to paint the cell green.
- Click on the Assign Relief Staff button to activate the list of available relief teachers.

Cover- Assign Relief Teacher

IRT Staff Pool Available

| Name | Hm. Phone | Mobile No. | Avail. | Specialise | Periods taught per week | Alloc. Day |
|--------------------|-----------|------------|--------|------------|-------------------------|------------|
| ALAN Maria Theresa | 9370 9898 | | AM/PM | | 13 | 1 |
| BEST Carl | 9370 9898 | | AM/PM | | 9 | 0 |
| BRIGG Joseph | 9370 9898 | | AM/PM | | 11 | 0 |
| CALVIN Jennifer | 9370 9898 | | AM/PM | | 11 | 0 |
| DAVIDS William | 9370 9898 | | AM/PM | | 13 | 0 |
| DICKINSON Kerry | | | AM/PM | | 12 | 0 |
| DUKE Tony | 9370 9898 | | AM/PM | | 12 | 0 |
| ELLIOT Travis | 9370 9898 | | AM/PM | | 8 | 0 |

ERT Staff Pool Available

| Name | Hm. Phone | Mobile No. | Avail. | Specialise | Alloc. Day | Alloc. Week | Prev Relief |
|-----------------|-----------|------------|--------|--------------|------------|-------------|-------------|
| BROWN Holly | 9229 1234 | | AM/PM | Business Stu | 0 | 0 | 0 |
| BROWN Alan | 9887 2134 | | AM/PM | Computing | 0 | 0 | 16 |
| COX Sarah | 9227 6543 | | AM/PM | Physical Edu | 0 | 0 | 0 |
| DEFOE Susan | 9226 1234 | 0408776554 | AM/PM | Mathematics | 0 | 0 | 0 |
| EGGLESTON Kylie | 9223 5555 | 0409887665 | AM/PM | | 0 | 0 | 0 |
| FISHER Pat | 9776 4444 | | AM/PM | | 0 | 0 | 0 |
| RYAN Laurie | 9887 1111 | | AM/PM | Drama | 0 | 0 | 0 |
| SMITH Peter | | | AM/PM | | 0 | 0 | 16 |

Selected Relief Staff Member(s)

Assign Cancel

Note, comments, special instructions for the current day.

- Highlight the preferred relief teacher from the available staff pool. The teacher's name will be added to the Selected Relief Staff Member(s) field. Note that only one teacher can be assigned.
- Click Assign. The assigned teacher's name will now display for the selected period only.


| | | | |
|------------|--|--------------------------|-------------------------------------|
| Luke Evans | | 8Math_5 Mathematics 8 | 9MWV_3 Metalwork 9 John Jones |
|------------|--|--------------------------|-------------------------------------|

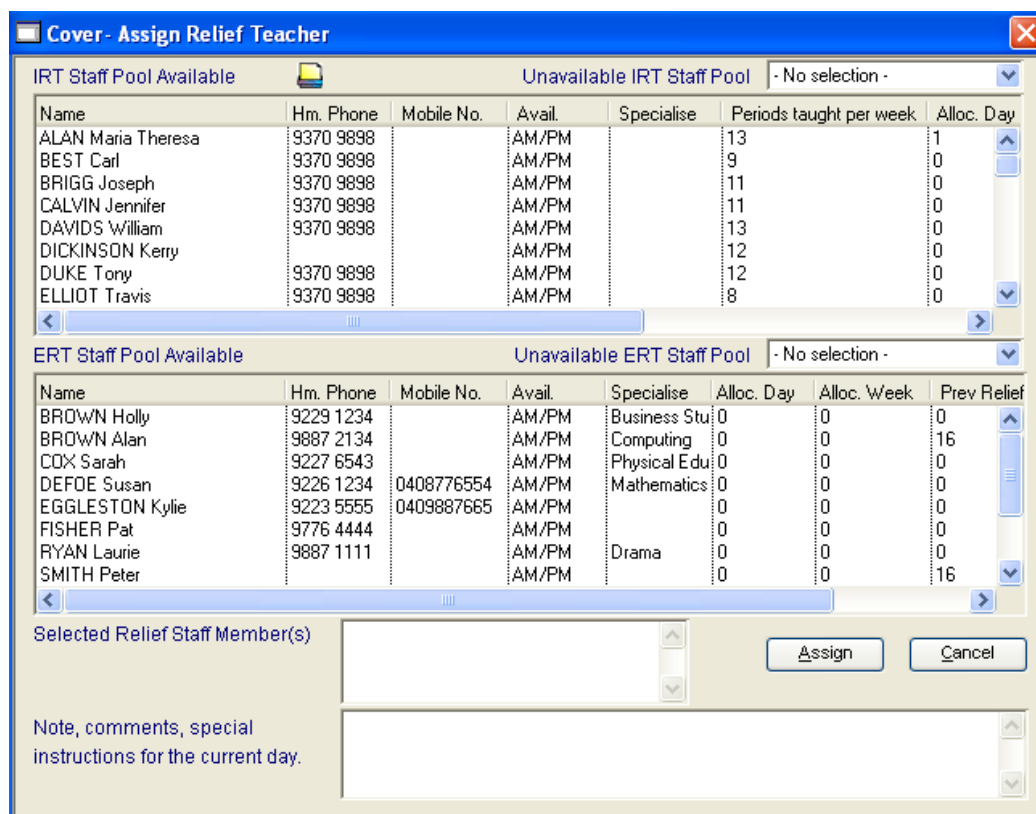
- Repeat the process for all other periods requiring cover.
- Save the changes before closing the window.

Note: Assigning relief on a period by period basis will not fill the Assigned Relief cell. If you choose to use this cell, only one primary relief staff member can be chosen.

3.4 The Assign Relief Teacher Window

Cover > Cover Allocation > Assign Relief Staff

The Assign Relief Teacher window is only available through activating the  in the Assign Relief window. This screen will list all staff available for relief teaching. This window is also accessed through the Staff Allocation function (See Section 2.6).



IRT Staff Pool Available

| Name | Hm. Phone | Mobile No. | Avail. | Specialise | Periods taught per week | Alloc. Day |
|--------------------|-----------|------------|--------|------------|-------------------------|------------|
| ALAN Maria Theresa | 9370 9898 | | AM/PM | | 13 | 1 |
| BEST Carl | 9370 9898 | | AM/PM | | 9 | 0 |
| BRIGG Joseph | 9370 9898 | | AM/PM | | 11 | 0 |
| CALVIN Jennifer | 9370 9898 | | AM/PM | | 11 | 0 |
| DAVIDS William | 9370 9898 | | AM/PM | | 13 | 0 |
| DICKINSON Kerry | | | AM/PM | | 12 | 0 |
| DUKE Tony | 9370 9898 | | AM/PM | | 12 | 0 |
| ELLIOT Travis | 9370 9898 | | AM/PM | | 8 | 0 |

ERT Staff Pool Available

| Name | Hm. Phone | Mobile No. | Avail. | Specialise | Alloc. Day | Alloc. Week | Prev Relief |
|-----------------|-----------|------------|--------|--------------|------------|-------------|-------------|
| BROWN Holly | 9229 1234 | | AM/PM | Business Stu | 0 | 0 | 0 |
| BROWN Alan | 9887 2134 | | AM/PM | Computing | 0 | 0 | 16 |
| COX Sarah | 9227 6543 | | AM/PM | Physical Edu | 0 | 0 | 0 |
| DEFOE Susan | 9226 1234 | 0408776554 | AM/PM | Mathematics | 0 | 0 | 0 |
| EGGLESTON Kylie | 9223 5555 | 0409887665 | AM/PM | | 0 | 0 | 0 |
| FISHER Pat | 9776 4444 | | AM/PM | | 0 | 0 | 0 |
| RYAN Laurie | 9887 1111 | | AM/PM | Drama | 0 | 0 | 0 |
| SMITH Peter | | | AM/PM | | 0 | 0 | 16 |

Selected Relief Staff Member(s):

Note, comments, special instructions for the current day.

Assign Cancel

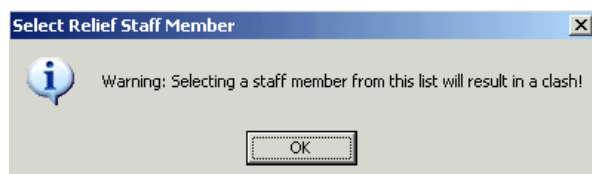
3.4.1 Features of the Assign Relief Teacher window

- **IRT Staff Pool Available** –Lists all those teachers who are currently on staff and have been made available to the Cover module. The list will only show those that are available to cover the class in the cell marked in the Assign Relief Window. The Previous Reliefs column will

display the number of periods of relief that staff member has already been allocated. The list will sort the staff alphabetically by surname.

- **ERT Staff Pool Available** – Lists all those external teachers who are available to the school for relief and are available to cover the class in the cell marked in the Assign Relief Window. This list will sort staff alphabetically by surname.
- **Unavailable IRT Staff Pool** – A drop-down list displaying current school staff who are part of the internal relief pool but not available for relief for the period in question. They may be timetabled for a class of their own, belong to a different timetabling cycle or have already been allocated a relief at that time.

If a teacher is chosen from this list the following message will be generated:

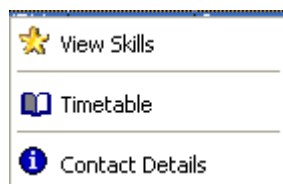


- **Unavailable ERT Staff Pool** – A drop down list displaying staff who are part of the external relief pool but are not available for the relief in question, as they have already been assigned a relief at that time or are unavailable on that day. If a member is chosen from this list the above message will be generated.
- **Selected Relief Staff Member(s)** – Displays the name of the staff member who has been selected to cover the relief.
- **Assign** – Allocates the selected staff member to the period marked as requiring cover.
- **Cancel** – Closes the window without carrying through any selections made.

Within this window it is possible to view particular details for staff members from the Available IRT and ERT Staff pools. With a staff member highlighted a right click will activate the drop down menu

For Internal Relief Staff where the timetabling module is used the menu includes:

- View Skills.
- Timetable.
- Contact Details.



For External Relief Staff and also Internal Relief Staff where the timetabling module is not used the menu is the same except the timetable option is inactive.



- Click on View Skills to view the relief teacher's qualifications and the subjects he or she is qualified to teach.

COVER - Staff Skills

Qualifications and Skills for Marcus Williams

| Type | Description | Grade | Date Attained |
|------|-------------|-------|---------------|
| 2 | BEd | | 28 SEP 1994 |

Qualified to Teach

- History 11
- History 12
- Society & Environment 10
- Society & Environment 8
- Society & Environment 9

- Click on Timetable to view the timetable for an Internal Relief staff member.

| Cover - Staff Timetable for Davids | | | | | |
|------------------------------------|--|--|--|--|--|
| Periods | Monday | Tuesday | Wednesday | Thursday | Friday |
| 1 | Modelling with M E511_1 (20) Mr Davids LIB2 | | Calculus E506_1 (22) Mr Davids LIB1 | Discrete Mather E502_1 (22) Mr Davids | Calculus E506_1 (22) Mr Davids LIB1 |
| 2 | | | | | |
| 3 | Modelling with M E511_1 (20) Mr Davids LIB2 | Calculus E506_1 (22) Mr Davids LIB1 | | | Discrete Mather E502_1 (22) Mr Davids |
| 4 | | | | | |
| 5 | Discrete Mather E502_1 (22) Mr Davids SCI 5 | | | Modelling with M E511_1 (20) Mr Davids LIB2 | |

- Click on Contact Details to view the contact details for the relief staff member.

COVER - Staff: Carey Grant

| | | |
|----------------|-----------------------|---|
| Title | Mr | Address |
| Initials | C | 13 Hollywood Place Baldivis Western Australia |
| Surname | Grant | |
| First Name | Carey | |
| Preferred Name | | |
| Date of Birth | 23 JUL 1960 | Notes |
| Email | ccarey@hotmail.com.au | Only available from 9.30 am on Tuesdays and Thursdays |
| Tel 1 | 9354 1279 | |
| Tel 2 | | |
| Fax | | |

Each IRT or ERT staff member has the following columns displayed next to their name:

Cover - Assign Relief Teacher

IRT Staff Pool Available Unavailable IRT Staff Pool - No selection -

| Name | Hm. Phone | Mobile No. | Avail. | Specialise | Periods taught per week | Alloc. Day |
|--------------------|-----------|------------|--------|------------|-------------------------|------------|
| ALAN Maria Theresa | 9370 9898 | | AM/PM | | 13 | 1 |
| BEST Carl | 9370 9898 | | AM/PM | | 9 | 0 |
| BRIGG Joseph | 9370 9898 | | AM/PM | | 11 | 0 |
| CALVIN Jennifer | 9370 9898 | | AM/PM | | 11 | 0 |
| DAVIDS William | 9370 9898 | | AM/PM | | 13 | 0 |
| DICKINSON Kerry | | | AM/PM | | 12 | 0 |
| DUKE Tony | 9370 9898 | | AM/PM | | 12 | 0 |
| ELLIOT Travis | 9370 9898 | | AM/PM | | 8 | 0 |

ERT Staff Pool Available Unavailable ERT Staff Pool - No selection -

| Name | Hm. Phone | Mobile No. | Avail. | Specialise | Alloc. Day | Alloc. Week | Prev Relief |
|-----------------|-----------|------------|--------|--------------|------------|-------------|-------------|
| BROWN Holly | 9229 1234 | | AM/PM | Business Stu | 0 | 0 | 0 |
| BROWN Alan | 9887 2134 | | AM/PM | Computing | 0 | 0 | 16 |
| COX Sarah | 9227 6543 | | AM/PM | Physical Edu | 0 | 0 | 0 |
| DEFOE Susan | 9226 1234 | 0408776554 | AM/PM | Mathematics | 0 | 0 | 0 |
| EGGLESTON Kylie | 9223 5555 | 0409887665 | AM/PM | | 0 | 0 | 0 |
| FISHER Pat | 9776 4444 | | AM/PM | | 0 | 0 | 0 |
| RYAN Laurie | 9887 1111 | | AM/PM | Drama | 0 | 0 | 0 |
| SMITH Peter | | | AM/PM | | 0 | 0 | 16 |

Selected Relief Staff Member(s)

Note, comments, special instructions for the current day.

Assign Cancel

| Column Title | Description |
|--|---|
| Hm. Phone | Staff member's home phone number |
| Mobile No. | Staff member's mobile number |
| Availability | Availability of staff in both IRT and ERT lists to. If they are available for the entire day, then AM/PM will be displayed, otherwise AM for the morning and PM for the afternoon. The system will not prevent allocation of a teacher with AM availability to a class scheduled for PM. |
| Periods Taught per Week (Only for 'IRT Staff Pool' sub-window) | Number of periods the staff member has been assigned for the current week within the current date-range |
| Specialise | The area of specialisation in both IRT and ERT lists. This column will display the teacher's major specialisations first, followed by their minor specialisations. Specialisations will be separated by a comma (i.e. English, Science, Art). |
| Allocated Day | Number of allocated classes for the current day. This number will increase by the number of classes the teacher is allocated for that day. |
| Allocated Week | Number of allocated classes for the current week. |
| Previous Relief | A cumulative value and indicates the number of previous periods the staff member has been allocated a relief. |
| Load Availability (Only for 'IRT Staff Pool' sub-window) | Teachers that do not have a full allocation of classes for the cycle/week. The value in this column is calculated based on the initial Load Status entered in the Relief Register (See Section 4.1) and is adjusted based on the number of periods allocated for the week so far. For example – A teacher has a Load status of -2. He has been allocated 1 period already for the week. The 'Load Avail' will be adjusted to -1 which is the value of the Load Status added to the Allocated Week. |
| Paid (Only for 'IRT Staff Pool' sub-window) | This indicates whether the staff member is willing to undertake paid relief or not. |
| Hours (TD) (Only for 'ERT Staff Pool' sub-window) | Number of hours the staff member has done relief |

Note: If Timetabling is installed it shows the number of classes the teacher has been allocated in the current cycle. If timetabling not installed, it shows the number of classes the teacher has been allocated for the current day.

CIVICA

Cover Manual

Relief Register

4

4 Relief Register

Cover > Relief Register

The Relief Register holds all the information for the Internal (IRT) and External relief staff (ERT)

This window has three panes:

- Personal Information.
- Qualifications/Skills.
- Cover Periods.
- Availability.

This window enables the user access to search, add, edit and print relief staff details.

The Relief Register is access by clicking Relief Register on the Cover Sidebar.



4.1 The Relief Register Window

Cover > Relief Register

The window has four major panes accessed by clicking on the tab title.

Personal Information – Displays contact details, reference number and any special notes associated with that person. Fields marked with an asterisk (*) are compulsory fields. No changes will be saved unless these fields have been completed.

This window appears for external relief staff (ERT):

| Personal Info | | Qualifications/Skills | | Cover Periods | | Availability | |
|---------------|-------------|-----------------------|---------------------------------------|--|--|--------------|--|
| Staff Type | * ERT | | | <input checked="" type="checkbox"/> Active | | | |
| Title | * Mr | Join Date | 2 DEC 2005 | | | | |
| First Name | * Relief | Leave Date | | | | | |
| Initial | | Staff Reference | | | | | |
| Surname | * Teacher | ID Number | 123 345 | | | | |
| Gender | M | Casual ID Expiry Date | | | | | |
| Date Of Birth | 23 JUN 1977 | Address | 130 Royal St East Perth WA 6000 | | | | |
| Email | | Notes | | | | | |
| Hm. Phone | 9229 9229 | | | | | | |
| Telephone 2 | | | | | | | |
| Mobile No. | | | | | | | |
| Fax No. | | | | | | | |

Internal Relief staff (IRT) have extra fields:

- Willing to undertake paid relief

- Load Status.

COVER - Relief Register: Ms Elaine Abbott (4)

All

Personal Info | Qualifications/Skills | Cover Periods | Availability

Staff Type: RT ☒ Active

Title: Ms Join Date: 23 AUG 1999

First Name: Elaine Leave Date:

Initial: E Staff Reference: 2400

Surname: Abbott ID Number: N2400

Gender: F Casual ID Expiry Date:

Date Of Birth: 1 JAN 1970 Address: 55 Smith Street
Perth
WA
6000

Email: laine@ozemail.com.au

Hm. Phone: 9370 9898

Telephone 2:

Mobile No.: 040 777 1439

Fax No.: 9370 9899

Notes:

☒ Willing to undertake paid relief

Load Status: 0.00

Qualification/Skills – Displays the staff member's academic qualifications and the subjects that he or she is qualified to teach. These may be added from the school's list of available subjects.

COVER - Relief Register: Mr Marcus Williams (18)

IRT

Personal Info | Qualifications/Skills | Cover Periods | Availability

| Type | Description | Grade | Date Attained |
|------|-------------|-------|---------------|
| 2 | BEEd | | 28 SEP 1994 |

Qualified To Teach

- History 11
- History 12
- Society & Environment 10
- Society & Environment 8
- Society & Environment 9

Specialisation

- Society & Environment

Major/Minor

Available Subjects

- Accounting 11
- Accounting 12
- Applicable Mathematics
- Art & Design 11
- Art & Design 12
- Art 10
- Art 11

Available Specialisations

- Art
- Business Studies
- Computing
- Design and Technology
- Drama
- English
- Health Education

Quality Unquality Major Minor Add Remove

Cover Periods – Displays the relief periods that have been allocated to the individual, whether they are payable or not and, if payable, the status of payments. This pane can be filtered to show cover periods within a particular date range and to display All, Paid or Unpaid Cover periods.

| Staff Member | Date | Period | Payable | Paid | Date of Payment | Feedback |
|------------------|-------------|--------|-------------------------------------|--------------------------|-----------------|--------------------------|
| Calvin, Jennifer | 14 OCT 2005 | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Calvin, Jennifer | 14 OCT 2005 | 5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Fisher, Amanda | 18 OCT 2005 | 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Fisher, Amanda | 18 OCT 2005 | 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |

Availability – By default all staff members will be available all day from Monday to Sunday. The user will then have the ability to change a staff member's AM/PM availability. The AM and PM columns will store either a "yes" or "no" depending if the relief staff member is available for relief. Records can be multi-selected.

For staff members who have been drawn from the schools timetable, all personal information and qualifications are drawn from General > Staff Details. These members form the Internal Relief Staff Pool. Change of details for Internal Relief staff must be made through General > Staff Details (See Administration Manager Manual) which will then be carried through to the Cover Module. Only the information on the Cover Periods tab is editable for this group of staff. Individuals who form the External Relief Staff Pool will have all of their personal information and qualifications added through this window. All details for the External Relief Staff are managed through this module.

4.1.1 The Relief Register Toolbar

Cover > Relief Register

The Relief Register Toolbar gives the user access to a number of functions common to Staff and Student Details.

Clear the Browse Set – Gives users access to the full list of staff after creating a browse set through the Find Relief Staff function.

Select Relief Staff Type – Gives quick access to viewing all external relief staff records, all internal relief staff records or all relief staff records.



Navigation buttons – Allow users to scroll through the list of Relief Staff.



Find – Enables users to select relief staff to add to the browse set. This can be an individual relief member or a group of relief teachers.



Add – Allows users to add a new staff member to the Relief Register.



Edit – Enables users to edit cover period information for all relief staff and personal and qualification information for external relief staff.



Print – Allows users to print out a hard copy of the relief teacher's details.

The **Active Flag** is used to indicate if that relief staff member is active and available for cover relief. If they are not active then they are still in the register, but will be unavailable to provide relief. This flag is also used since no relief staff member can be deleted from the system. It will also cater for the scenario if an external relief teacher becomes a permanent member of staff. Their details will then be entered through General > Staff and the flag will be set to inactive within the external relief register.

COVER - Relief Register: Ms Elaine Abbott (21)

All

Personal Info | Qualifications/Skills | Cover Periods

Staff Type * ☒ Active

Title * Join Date

First Name * Leave Date

4.2 Locating Relief Staff Members

Cover > Relief Register

There are a number of options available to the user for locating staff on the Relief Register.

- Use the Select Relief Staff type drop-down menu.
- Use the Navigation buttons.
- Use the Find Relief Staff button.

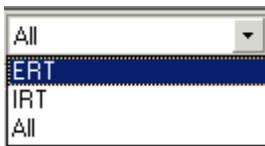
4.2.1 Using the Select Relief Staff Type Menu



Cover > Relief Register

The Select Relief Staff type drop down menu gives a quick and easy way of filtering the Relief Register to the type of staff the user is looking for. The default for this field is All.

To locate all External Relief Staff (ERT)

- With the Relief Register open, click on the down arrow
- From the available options, click on ERT.





- Use the Navigation Arrows   to scroll through the list of External Relief Staff.

To locate all Internal Relief Staff (IRT)

- With the Relief Register open, click on the down arrow.
- From the available options, click on IRT.



- Use the Navigation Arrows   to scroll through the list of Internal Relief Staff.

4.2.2 Using the Navigation Buttons

Cover > Relief Register

The Navigation arrows allow the user to scroll through the default list of Relief Staff. They can be used in conjunction with the Select Relief Staff type, or with the Find function after a browse set has been created.



When the Relief Register is first opened the left (previous) navigation arrow is greyed out as the register is at the beginning of the staff list.



When the end of the list is reached the right (next) navigation arrow is greyed out.

4.2.3 Using the Find Relief Staff Function

Cover > Relief Register

The Find function allows the user to fine tune their search for Relief staff based on the fields available on the Find screen. The Find Relief Staff function is activated by clicking on the binoculars on the Relief Register toolbar.



COVER - Staff Find Tool

General

Surname

Firstname

Relief Type

Relief Code

Gender

Active Only ☒

☐ Show Inactive Parameters in Dropdown Lists

Find Close

The Find Toolbar

Cover > Relief Register

The Staff Find window contains the standard Find toolbar:



View the Query List – Allows users to view list of saved queries.



Save the Current Settings as a Query – Enables users to save a query.



Clear Settings – Clears the current settings so that a new search may be done.



Print Find Results – Allows the user to print the results of loading a query. (This function only becomes active after Find has been carried out).

To Find Relief Staff

Cover > Relief Register

- Click Find Relief Staff. 
- Enter the required criteria in the appropriate field(s).

Note: the Internal Relief Register and External Relief Register will have the Relief Type already defaulted to IRT and ERT respectively.

COVER - Staff Find Tool

General

Surname

Firstname

Relief Type

Relief Code

Gender

Active Only ☒

☐ Show Inactive Parameters in Dropdown Lists

- Click Find. The search results will be displayed.

COVER - Staff Find Tool

| Relief Code | Surname | Firstname | Relief Type | Date of Birth |
|-------------|------------|------------|-------------|---------------|
| 33 | Greaves | Anna | IRT | 1 JAN 1970 |
| 57 | Heaven | Tristen | IRT | 1 JAN 1970 |
| 35 | Hind | Franka | IRT | 1 JAN 1970 |
| 36 | Hollis | Christine | IRT | 1 JAN 1970 |
| 37 | Holter | Kate | IRT | 1 JAN 1970 |
| 40 | Jamison | Margaret | IRT | 1 JAN 1970 |
| 14 | Kennerley | Kerri-Ann | IRT | 30 DEC 1955 |
| 41 | King | Melanie | IRT | 1 JAN 1970 |
| 43 | Loner | Jill | IRT | 1 JAN 1970 |
| 4 | Maxwell | Sandy | IRT | 19 MAR 1960 |
| 44 | McLaren | Julie | IRT | 1 JAN 1970 |
| 60 | Moore | Angela | IRT | 9 OCT 1977 |
| 63 | Morris | Lorraine | IRT | 1 APR 1976 |
| 13 | Mouse | Minnie | IRT | 21 OCT 1948 |
| 53 | Norton | Christabel | IRT | 1 JAN 1970 |
| 54 | O'Reilly | Penelope | IRT | 1 JAN 1970 |
| 62 | Oswald | Sharyn | IRT | 13 JUN 1972 |
| 2 | Rattigan | Merilyn | IRT | 28 AUG 1960 |
| 65 | Richardson | Susan | IRT | 23 JUN 1982 |
| 52 | Roberts | Michaela | IRT | 1 JAN 1970 |


Total records found

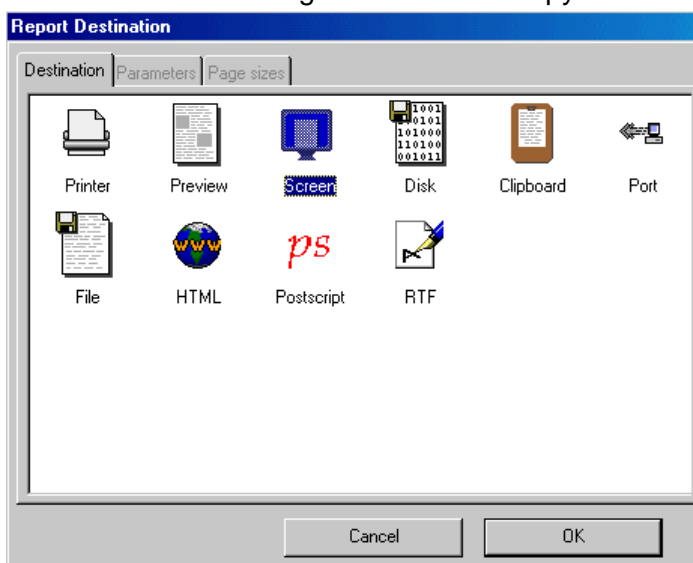
The list may be sorted by clicking on any one of the column headings. (Only one sort may be carried out at a time).

| COVER - Staff Find Tool | | | | |
|-------------------------|-----------|-----------|-------------|---------------|
| Relief Code | Surname | Firstname | Relief Type | Date of Birth |
| 11 | Everage | Edna | IRT | 1 JUN 1944 |
| 21 | Abbott | Elaine | IRT | 1 JAN 1970 |
| 12 | Taylor | Elizabeth | IRT | 23 MAR 1944 |
| 35 | Hind | Franka | IRT | 1 JAN 1970 |
| 24 | Calvin | Jennifer | IRT | 1 JAN 1970 |
| 48 | Western | Jennifer | IRT | 1 JAN 1970 |
| 43 | Lomer | Jill | IRT | 1 JAN 1970 |
| 44 | McLaren | Julie | IRT | 1 JAN 1970 |
| 37 | Holter | Kate | IRT | 1 JAN 1970 |
| 14 | Kennerley | Kerri-Ann | IRT | 30 DEC 1955 |

To print a copy of the search results:

Cover > Relief Register

- Click Print  to generate a hard copy of the list.



- Select the desired report destination by EITHER double clicking on the appropriate icon OR highlighting the appropriate icon and clicking OK. A search description window will appear:

The 'Search Description' dialog box contains the text 'Please enter a Search Criteria Description for the report.' Below this is a text input field containing 'Female Internal Relief'. At the bottom is an 'OK' button.

- Enter in search description if you wish.
- Press <Enter> or click on OK to print the list.

West Coast District High School

Relief Staff Search Results


Search Criteria: Female Internal Relief



| Reference | Surname | Firstname | Relief Type | DOB |
|-----------|-----------|------------|-------------|-------------|
| 32 | Fisher | Amanda | IRT | 1 JAN 1970 |
| 60 | Moore | Angela | IRT | 9 OCT 1977 |
| 33 | Greaves | Anna | IRT | 1 JAN 1970 |
| 46 | Smith | Belinda | IRT | 1 JAN 1970 |
| 53 | Norton | Christabel | IRT | 1 JAN 1970 |
| 36 | Hollis | Christine | IRT | 1 JAN 1970 |
| 11 | Everage | Edna | IRT | 1 JUN 1944 |
| 21 | Abbott | Elaine | IRT | 1 JAN 1970 |
| 12 | Taylor | Elizabeth | IRT | 23 MAR 1944 |
| 35 | Hind | Franka | IRT | 1 JAN 1970 |
| 24 | Calvin | Jennifer | IRT | 1 JAN 1970 |
| 48 | Western | Jennifer | IRT | 1 JAN 1970 |
| 43 | Lorner | Jill | IRT | 1 JAN 1970 |
| 44 | McLaren | Julie | IRT | 1 JAN 1970 |
| 37 | Holter | Kate | IRT | 1 JAN 1970 |
| 14 | Kennerley | Kerri-Ann | IRT | 30 DEC 1955 |
| 63 | Morris | Lorraine | IRT | 1 APR 1976 |

To carry out another search without closing the Staff Find window

Cover > Relief Register

- After viewing/printing previous search results, click on the Back button to return to the Staff Find window.
- Click Clear Settings  to clear the previous search criteria and restore the default settings. The window is now ready for the user to set new criteria for another search.

Creating a Browse Set

Cover > Relief Register

Once a list of staff meeting a particular criterion has been generated it is possible to create a Browse Set for viewing or editing the staff details.

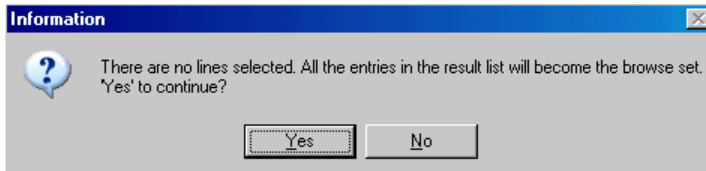
- Highlight the required records.

| COVER - Staff Find Tool | | | | |
|-------------------------|-----------|-----------|-------------|---------------|
| | | | | |
| Relief Code | Surname | Firstname | Relief Type | Date of Birth |
| 33 | Greaves | Anna | IRT | 1 JAN 1970 |
| 57 | Heaven | Tristen | IRT | 1 JAN 1970 |
| 35 | Hind | Franka | IRT | 1 JAN 1970 |
| 36 | Hollis | Christine | IRT | 1 JAN 1970 |
| 37 | Holter | Kate | IRT | 1 JAN 1970 |
| 40 | Jamison | Margaret | IRT | 1 JAN 1970 |
| 14 | Kennerley | Kerri-Ann | IRT | 30 DEC 1955 |
| 41 | King | Melanie | IRT | 1 JAN 1970 |
| 43 | Lorner | Jill | IRT | 1 JAN 1970 |

Note: Holding down <Ctrl> and clicking on the required records enables the user to make multiple, non-adjacent selections.

- Click the Select button or <Alt> + O on the keyboard.

Note: Clicking Select without highlighting any records will result in the following message being displayed:



Click Yes or No as appropriate.



The Browse Set button will turn red to indicate that a browse set has been created.

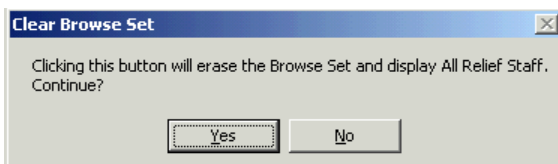
To browse through the set:

- Click the navigation keys.



To clear the browse set:

- Click on the Red button. The following message will appear:





- Click **Yes** to clear or **No** to continue working with the Browse Set.

To save the current Find settings as a query

Cover > Relief Register



- Click Find. 
- Enter the required search criteria.

- Click Save  button.
- Enter a name for the query in the Save window.

- Click **OK**. The query will now be added to the list and can be viewed by clicking on  View Query List.

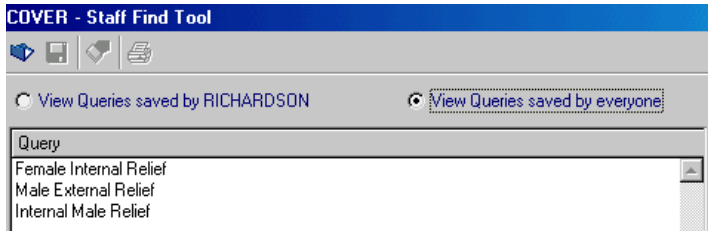
View the Query List

Cover > Relief Register

- Click Find. 
- Click View Query List.  A list of saved queries will be displayed. The list will default to that of the currently logged in user.

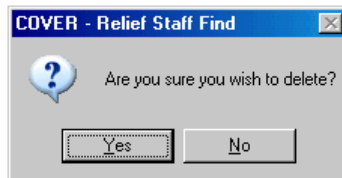
View all saved queries

- Click on View Queries saved by everyone. All saved queries will then be displayed:



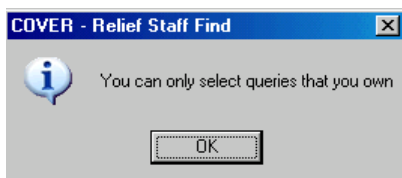
Delete a query

- Highlight the query you wish to delete.
- Click Delete or press <Alt> + D. The following message will appear.



- Click **Yes** to delete the query or click **No** to cancel the deletion.



Note: If the currently logged on user does not “own” the query, that is did not create it, then it cannot be deleted by that user and the following message will be generated.

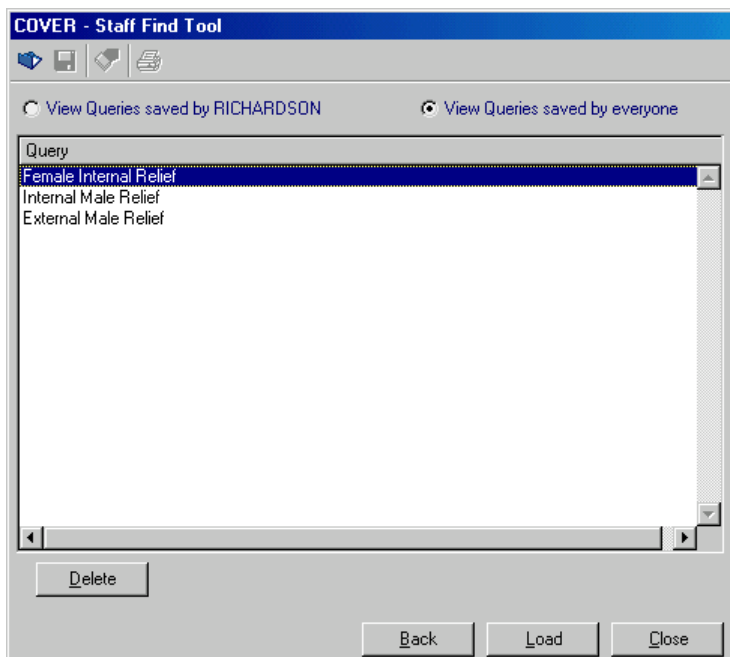


Click OK.

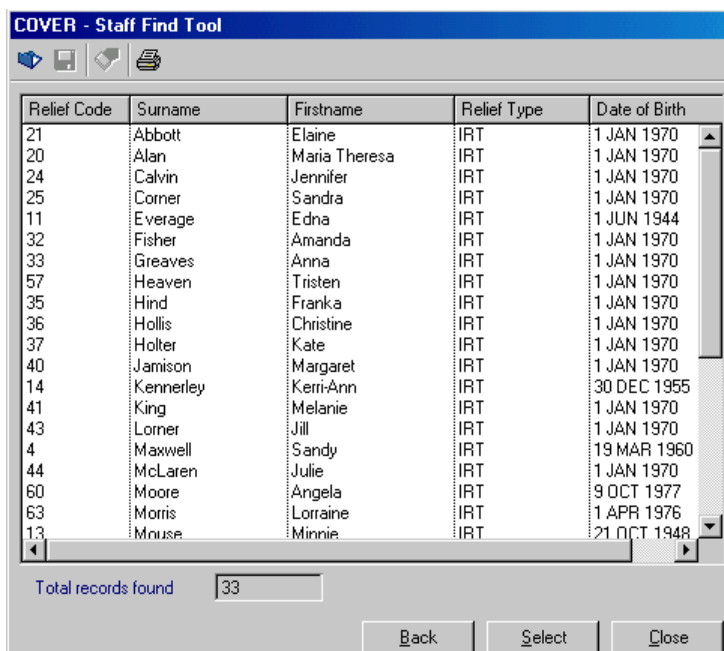
To load a saved query

Cover > Relief Register

- Click Find. 
- Click View the Query List. 
- Highlight the required query in the list.



- Click Load or press <Alt> + L on the keyboard. The search results will be displayed:



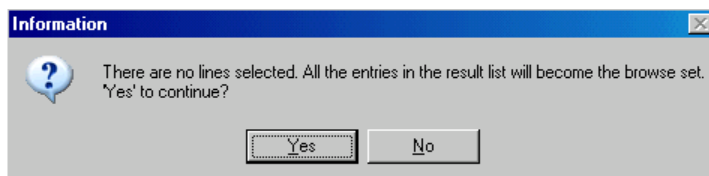
- Highlight the required records.

| COVER - Staff Find Tool | | | | |
|-------------------------|-----------|-----------|-------------|---------------|
| Relief Code | Surname | Firstname | Relief Type | Date of Birth |
| 33 | Greaves | Anna | IRT | 1 JAN 1970 |
| 57 | Heaven | Tristen | IRT | 1 JAN 1970 |
| 35 | Hind | Franka | IRT | 1 JAN 1970 |
| 36 | Hollis | Christine | IRT | 1 JAN 1970 |
| 37 | Holter | Kate | IRT | 1 JAN 1970 |
| 40 | Jamison | Margaret | IRT | 1 JAN 1970 |
| 14 | Kennerley | Kerr-Ann | IRT | 30 DEC 1955 |
| 41 | King | Melanie | IRT | 1 JAN 1970 |
| 43 | Lorner | Jill | IRT | 1 JAN 1970 |

Note: Holding down <Ctrl> and clicking on the required records enables the user to make multiple, non-adjacent selections.

- Click Select button or <Alt> + O on the keyboard.

Note: Clicking Select without highlighting any records will result in the following message being displayed.



Click Yes or No as appropriate.



The Browse Set button will turn red to indicate that a browse set has been created.

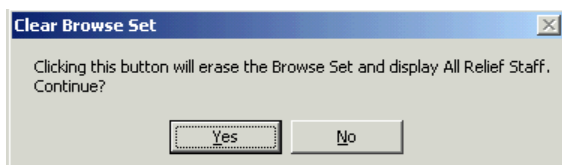
To browse through the set:

- Click the navigation keys.



To clear the browse set:


- Click on the Red button. The following message will appear:



- Click on **Yes** to clear or **No** to continue working with the Browse Set.

4.3 Adding a Relief Staff Member


Cover > Relief Register

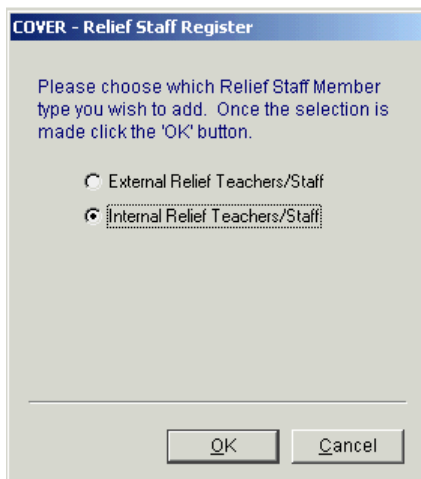
New Relief staff members can be added to the Register by clicking on the Add  button on the Relief Register Tool bar. The user must determine whether the new member that is being added to the register is an external relief teacher or an internal relief teacher.

When adding an internal relief staff member, he or she must first be added to the Staff Details in General > Staff Details. When adding an external relief staff member, all details are entered directly into the Relief Register.

4.3.1 Adding an Internal Relief Staff Member

Cover > Relief Register

- Click Add  on the Relief Register toolbar.
- Choose the radio button for Internal Relief.
- Click **OK**.



- From the Staff list generated highlight the staff member(s) to be added.
- Click **OK**.

COVER - Relief Staff Register

Please select those Staff Members that you want to be added to the Relief Register.

| Surname | First Name |
|----------|---------------|
| Abbott | Elaine |
| Alan | Maria Theresa |
| Barclay | Harris |
| Best | Carl |
| Brigg | Joseph |
| Brooks | Fiona |
| Calvin | Jennifer |
| Charlton | Robert |
| Corner | Sandra |
| Creed | Nicholas |
| Dale | Ernest |

OK Cancel

- The Personal Info and Qualifications/Skills panes will be populated with information from General > Staff Details.

COVER - Relief Register: Ms Elaine Abbott (4)

All

Personal Info | Qualifications/Skills | Cover Periods | Availability

Staff Type: * IRT ☒ Active

Title: * Ms Join Date: 23 AUG 1999

First Name: * Elaine Leave Date:

Initial: E Staff Reference: 2400

Surname: * Abbott ID Number: N2400

Gender: F Casual ID Expiry Date:

Date Of Birth: 1 JAN 1970 Address: 55 Smith Street
Perth
WA
6000

Email: lainey@ozemail.com.au

Hm. Phone: 9370 9898

Telephone 2:

Mobile No.: 040 777 1439

Fax No.: 9370 9899

Notes:

☒ Willing to undertake paid relief


Load Status: 0.00

Note: The teacher load status is visible for internal relief staff only. It is a manually entered value. It is used to indicate whether or not the internal staff member has time available during the week to provide relief. A + or – symbol indicates whether the teacher is under or over load.

The number entered here will be a manual calculation made by the school based on the Teaching Load and Full Load. For example, an entry of -2 means that the staff member is under load by 2 periods. An entry of + 2 will mean the staff member is over load by 2 periods.

Add the Specialisation area for relief staff

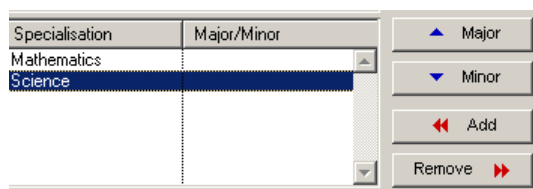
The area of specialisation differs from Qualified to Teach as this section only supports subject areas. The user will also have the ability to specify the teacher's major and minor areas of specialisation (this will assist in the selection of relief staff members).

- Click Edit. 
- Highlight the required specialisation area in the Available Specialisations pane. This list is maintained in General > Parameters > Subject Areas.



The user also has the ability to specify the teacher's major and minor areas of specialisation which could assist in the selection of relief staff members.

- Highlight the required area and click  or  as required.




The user is able to sort the specialisation area column in alphabetical order and additionally is able to sort on major/minor column. If major/minor column is selected for sorting it will be major, then minor, then blank (indicating this is neither a major or minor).

- Click **OK** to save the changes.

Note: For IRT staff only limited fields can be edited in Relief register. All other personal details and qualification skills have to be edited via the General > Staff Details window.

4.3.2 Adding an External Relief Staff Member

Cover > Relief Register

- Click Add  on the Relief Register toolbar.
- Choose the Radio button for External Relief and click on **OK**.

COVER - Relief Staff Register

Please choose which Relief Staff Member type you wish to add. Once the selection is made click the 'OK' button.

☒ External Relief Teachers/Staff
☐ Internal Relief Teachers/Staff

OK Cancel

- Enter in the Personal Information and Qualifications/Skills details for the new staff member. All editable fields will be white.

COVER - Relief Register: New Relief Staff Member

All

Personal Info | Qualifications/Skills | Cover Periods | Availability

Staff Type * ERT ☒ Active

Title * Ms Join Date 2 DEC 2005

First Name * Leave Date

Initial Staff Reference

Surname * ID Number

Gender M Casual ID Expiry Date

Date Of Birth Address

Email

Hm. Phone


Telephone 2 Notes

Mobile No.

Fax No.

OK Cancel



Note: The Staff Type field is not editable as this choice is made earlier in the process of entering new relief staff.

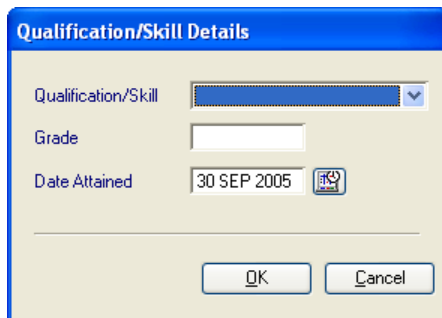
All fields marked with a red asterisks  are compulsory. No data may be saved until these fields have been completed. Clicking OK to save prior to completing this information will generate an error message prompting the user to enter information in the required field/s.

- Click **OK** to save the changes

Enter qualifications for an external relief member

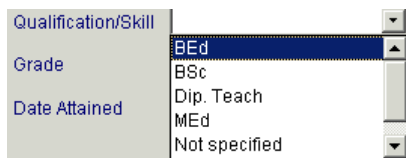
Cover > Relief Register

- Click Edit. 
- Click the Qualifications/Skills tab.
- Click on Add. 



The dialog box is titled "Qualification/Skill Details". It contains three input fields: "Qualification/Skill" with a dropdown arrow, "Grade" with a text box, and "Date Attained" with a date picker showing "30 SEP 2005". At the bottom are "OK" and "Cancel" buttons.

- Choose the appropriate qualification from the drop down menu options available.





The dropdown menu is open, showing the following options: BEd, BSc, Dip. Teach, MEd, and Not specified. The "BEd" option is currently selected.

- Type in the Grade field if you wish. Grade is a free text field and optional.
- Use the Date selector to enter the date that the qualification was attained.
- Click OK to save the changes.

Add the subjects that an external relief teacher is qualified to teach

Cover > Relief Register

- Click Edit. 
- Highlight the required subjects in the Available Subjects pane. This list is maintained in General>Parameters>Subjects.




The interface shows two panes. The left pane is titled "Qualified To Teach" and is currently empty. The right pane is titled "Available Subjects" and contains a list: Accounting 11, Accounting 12, Applicable Mathematics, Art & Design 11, Art & Design 12, and Art 10. Between the panes are two buttons: "Qualify" with a left-pointing arrow and "Unqualify" with a right-pointing arrow.

- Click Qualify. The highlighted subjects will be moved to the Qualified to Teach pane.

| | | |
|---|----------------------|---|
| Qualified To Teach Applicable Mathematics Calculus Discrete Mathematics Mathematics 10 | Qualify Unqualify | Available Subjects Jewellery 10 Mathematics 8 Mathematics 9 Mathematics In Practice Media 10 Media 9 Mathematics 10 |
|---|----------------------|---|

Add the Specialisation area for relief staff

The area of specialisation differs to Qualified to Teach as this section only supports subject areas. The user will also have the ability to specify the teacher's major and minor areas of specialisation (this will assist in the selection of relief staff members).

- Click Edit. 
- Highlight the required specialisation area in the Available Specialisations pane. This list is maintained in General > Parameters > Subject Areas.

| Specialisation | Major/Minor | Major Minor Add Remove | Available Specialisations LOTE Mathematics Music Physical Education Science Society & Environment |
|----------------|-------------|---------------------------------|---|
| | | | |

The user also has the ability to specify the teacher's major and minor areas of specialisation which could assist in the selection of relief staff members.

- Highlight the required area and click  or  as required.


| Specialisation | Major/Minor | Major Minor Add Remove |
|----------------|-------------|---------------------------------|
| Mathematics | | |
| Science | | |

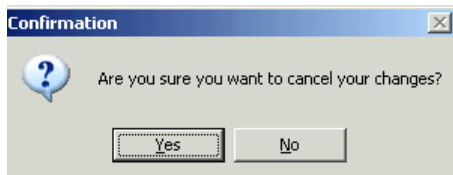
The user is able to sort the specialisation area column in alphabetical order and additionally is able to sort on major/minor column. If major/minor column is selected for sorting it will be major, then minor, then blank (indicating this is neither a major or minor specialisation area).

- Click the **OK** button save the changes.

4.4 Editing a Relief Staff Member

Cover > Relief Register

The user is able to edit the Relief staff member's details by clicking on the Edit  pencil on the Relief Register toolbar. Once in Edit mode, the OK and Cancel buttons are activated. Clicking the OK button will save the newly entered data. Alternatively clicking Cancel will abort the process and erase all changes and restore the previous data. Before aborting a message, a prompt will be displayed to confirm cancellation:




Depending on the staff member chosen not all information is available for edit in this window.

4.4.1 Editing Internal Relief Staff Details

Cover > Relief Register

For internal relief staff members, on the personal information window, only the field Load Status is editable. All other details is retrieved from General > Staff Details.

Edit Load Status

- Locate the required relief staff member.
- Click on the Edit pencil. 
- Enter the required value in the Load Status field.

A screenshot of a text input field. The label 'Load Status' is to the left of the field. The field contains the text '-2.00'.

Note: The teacher load status is visible for internal relief staff only. It is a manually entered value. It is used to indicate whether or not the internal staff member has time available during the week to provide relief. A + or – symbol indicates whether the teacher is under or over load.

The number entered here will be a manual calculation made by the school based on the Teaching Load and Full Load. For example, an entry of -2 means that the staff member is under load by 2 periods. An entry of + 2 will mean the staff member is over load by 2 periods.



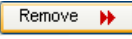
There are two ways to update the load status. Firstly, from the Relief Register and secondly, from the Availability Bulk Entry window, which is accessible from Parameters.

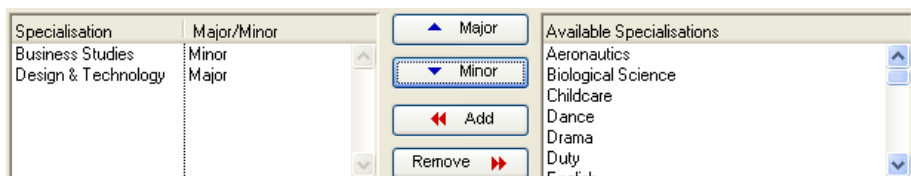
Cover > Relief Register > Qualification/Skills

For IRT staff the Specialisation Area window can be edited in this window. All the other information is retrieved from General > Staff Details.

Edit the Specialisation area for relief staff

The Specialisation window differs to Qualified to Teach as this section only supports subject areas. The user will also have the ability to specify the teacher's major and minor areas of specialisation (this will assist in the selection of relief staff members).

- Click Edit. 
- Highlight the required specialisation area and click Add  or Remove  as required.



| Specialisation | Major/Minor |
|---------------------|-------------|
| Business Studies | Minor |
| Design & Technology | Major |

Major

Minor

Add

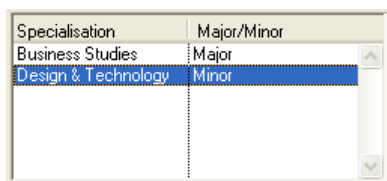
Remove

Available Specialisations

- Aeronautics
- Biological Science
- Childcare
- Dance
- Drama
- Duty
- English

The user also has the ability to edit the teacher's major and minor areas of specialisation which could assist in the selection of relief staff members.

- Highlight the required area and click  or  as required.




| Specialisation | Major/Minor |
|---------------------|-------------|
| Business Studies | Major |
| Design & Technology | Minor |




- Click **OK** to save the changes.


Note: The Cover Periods pane may be edited.

Edit Cover Periods

- Locate the required relief staff member.
- Click on the Cover Periods Tab.
- Click on the Edit pencil. 
- Use the Date Selector/s to find the appropriate date range for editing.

Personal Info | Qualifications/Skills | **Cover Periods** | Availability

Show
From 10 OCT 2005  To 31 OCT 2005  






- Click Refresh  to update the list.
- If you wish, use the Filter radio buttons to refine the list to All/Paid/Unpaid reliefs.

Filter




☒ All ☐ Paid ☐ Unpaid

- If a relief is payable, click in the Payable box.

COVER - Relief Register: Mrs Karen Jackson (3)

All     

Personal Info | Qualifications/Skills | **Cover Periods** | Availability

Show
From 10 OCT 2005  To 31 OCT 2005  

Filter ☒ All ☐ Paid ☐ Unpaid

| Staff Member | Date | Period | Payable | Paid | Date of Payment | Feedback |
|---------------|-------------|--------|-------------------------------------|-------------------------------------|-----------------|--------------------------|
| Bolton, Susan | 17 OCT 2005 | AM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 30 OCT 2005 | <input type="checkbox"/> |
| Bolton, Susan | 17 OCT 2005 | PM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 30 OCT 2005 | <input type="checkbox"/> |
| Bolton, Susan | 18 OCT 2005 | AM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 30 OCT 2005 | <input type="checkbox"/> |
| Bolton, Susan | 18 OCT 2005 | PM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 30 OCT 2005 | <input type="checkbox"/> |
| Bolton, Susan | 19 OCT 2005 | AM | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Bolton, Susan | 19 OCT 2005 | PM | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Boyes, James | 20 OCT 2005 | AM | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Boyes, James | 20 OCT 2005 | PM | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |

- If a relief has been paid, click in the Paid box. The entry will be dated with the current date.
- Click on a checkbox in the feedback column.

Comment - Bolton, Susan


OK

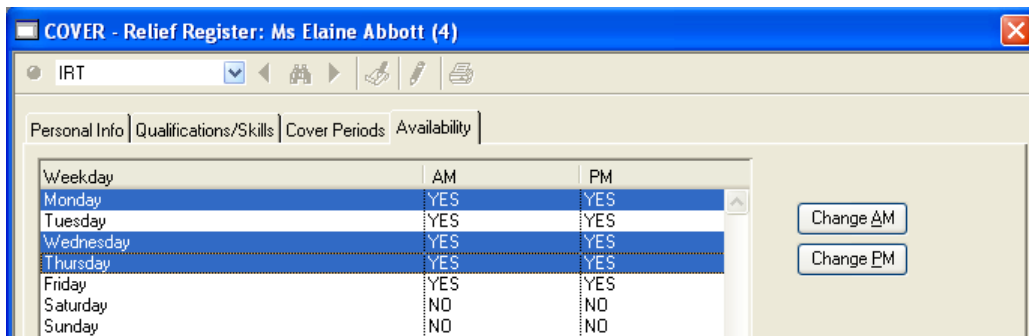
- Enter text as required.
- Click **OK** to close.

- Click **OK** to save the changes or **Cancel** to restore the original data.


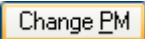
Edit Availability of relief staff

By default all staff members will be available all day from Monday to Sunday. The user will then have the ability to change a staff member's AM/PM availability.

- Locate the required relief staff member.
- Click on the Availability Tab.
- Click on Edit. 
- Highlight the required day or hold down <Ctrl> to select multiple days.




| Weekday | AM | PM |
|-----------|-----|-----|
| Monday | YES | YES |
| Tuesday | YES | YES |
| Wednesday | YES | YES |
| Thursday | YES | YES |
| Friday | YES | YES |
| Saturday | NO | NO |
| Sunday | NO | NO |

- Click  or  as required to toggle the field between 'Yes' and 'No'.
- Click **OK** to save.


4.4.2 Editing External Relief Staff Details

Cover > Relief Register

All details for external relief are able to be edited within the Relief Register. Clicking on Edit  will activate all editable fields.

Editing Personal Information

On the Personal Info tab all fields except Staff Type and Staff Code may be edited by an authorised user

- Locate the required relief staff member.
- Click Edit.  The window will open in edit mode.

COVER - Relief Register: Mr Relief Teacher (6)

All

Personal Info | Qualifications/Skills | Cover Periods | Availability

Staff Type: * ERT ☒ Active

Title: * Mr Join Date: 2 DEC 2005

First Name: * Relief Leave Date:

Initial: Staff Reference:

Surname: * Teacher ID Number: 6

Gender: M Casual ID Expiry Date:

Date Of Birth: 23 JUN 1977 Address: 130 Royal St
East Perth
WA 6000

Email:

Hm. Phone: 9229 9229

Telephone 2:

Mobile No.:

Fax No.:


Notes:

OK Cancel

- Enter the new data.
- Click OK to save the changes or click Cancel to reinstate the original data.

Editing Qualifications and Skills

Cover > Relief Register > Qualifications/Skills

- Locate the required relief staff member.
- Click the Qualifications/Skills tab.
- Click Edit.  The window will open in edit mode:

COVER - Relief Register: Mr Carey Grant (1)

ERT

Personal Info | **Qualifications/Skills** | Cover Periods | Availability

| Type | Description | Grade | Date Attained |
|------|-------------|-------|---------------|
| 2 | BEd | | 30 SEP 2000 |

Qualified To Teach

Specialisation

Major/Minor


Available Subjects

Available Specialisations

Qualify Unqualify Major Minor Add Remove

OK Cancel

Edit a qualification

- Click on the Edit pencil  to the right of the Qualifications pane. This will open the Qualification/Skills Details.

Qualification/Skill Details

Qualification/Skill: BEd


Grade:

Date Attained: 30 SEP 2000

OK Cancel

- Make the appropriate changes.
- Click OK to save or Cancel to restore the previous record.

Delete a qualification


- Highlight the qualification you wish to delete.
- Click Delete  button. The following prompt will be displayed:

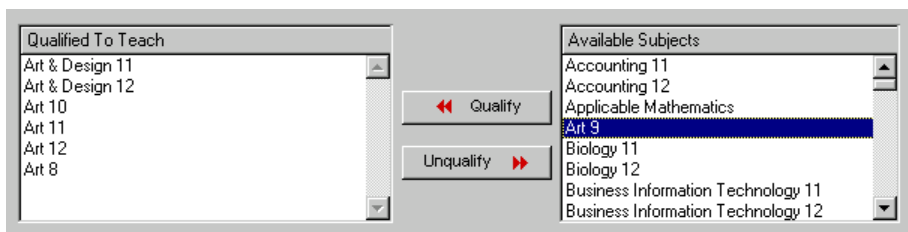


- Click Yes to remove the qualification or No to retain it.

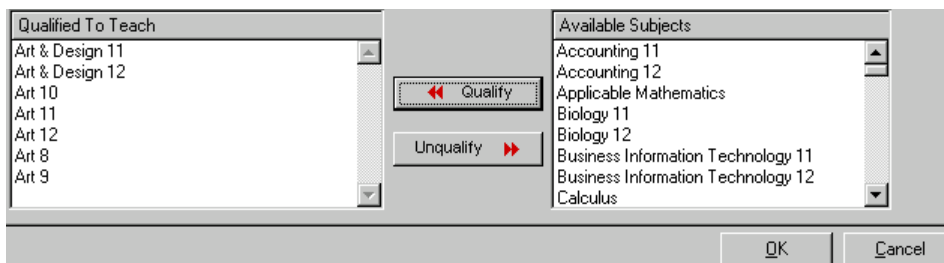
Edit the subjects that an external relief teacher is qualified to teach

Cover > Relief Register

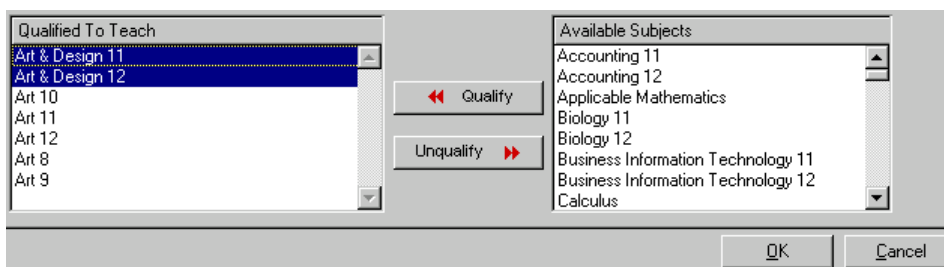
- Locate the required relief staff member.
- Click the Qualifications/Skills tab.
- Click Edit. 
- If adding subjects, highlight the required subject(s) in the Available Subjects pane.



- Click Qualify. The highlighted subject(s) will be moved to the Qualified to Teach pane.



- Click **OK** to save the changes or Cancel to restore the previous data.
- If deleting subjects, highlight the subject(s) you wish to delete in the Qualified to Teach pane.






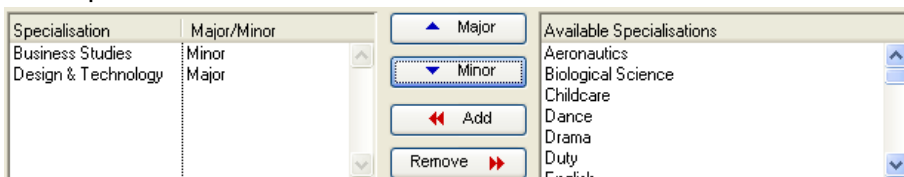
- Click Unqualify to move the subject to the Available Subjects list.

- Click OK to save all the changes or Cancel to reinstate the original data.

Edit the Specialisation area for relief staff

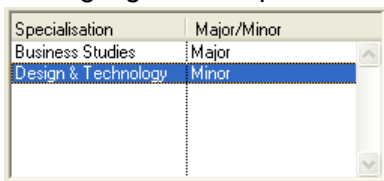
The Specialisation window differs to Qualified to Teach as this section only supports subject areas. The user will also have the ability to specify the teacher's major and minor areas of specialisation (this will assist in the selection of relief staff members)

- Click Edit. 
- Highlight the required specialisation area and click Add  or Remove  as required.



The user also has the ability to edit the teacher's major and minor areas of specialisation which could assist in the selection of relief staff members.


- Highlight the required area and click  or  as required.

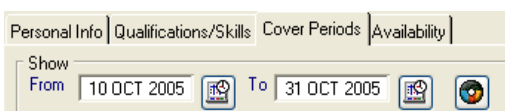



- Click **OK** to save the changes

Note: The Cover Periods pane may be edited.

To Edit Cover Periods

- Locate the required relief staff member.
- Click on the Cover Periods Tab.
- Click on the Edit pencil. 
- Use the Date Selector/s to find the appropriate date range for editing.



- Click Refresh  to update the list.
- If you wish, use the Filter radio buttons to refine the list to All/Paid/Unpaid reliefs.

Filter
☒ All ☐ Paid ☐ Unpaid

- If a relief is payable, click in the Payable box.

COVER - Relief Register: Mrs Karen Jackson (3)

All

Personal Info | Qualifications/Skills | Cover Periods | Availability

Show From 10 OCT 2005 To 31 OCT 2005 Filter ☒ All ☐ Paid ☐ Unpaid

| Staff Member | Date | Period | Payable | Paid | Date of Payment | Feedback |
|---------------|-------------|--------|-------------------------------------|-------------------------------------|-----------------|--------------------------|
| Bolton, Susan | 17 OCT 2005 | AM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 30 OCT 2005 | <input type="checkbox"/> |
| Bolton, Susan | 17 OCT 2005 | PM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 30 OCT 2005 | <input type="checkbox"/> |
| Bolton, Susan | 18 OCT 2005 | AM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 30 OCT 2005 | <input type="checkbox"/> |
| Bolton, Susan | 18 OCT 2005 | PM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 30 OCT 2005 | <input type="checkbox"/> |
| Bolton, Susan | 19 OCT 2005 | AM | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Bolton, Susan | 19 OCT 2005 | PM | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Boyes, James | 20 OCT 2005 | AM | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Boyes, James | 20 OCT 2005 | PM | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |

- If a relief has been paid, click in the Paid box. The entry will be dated with the current date.
- Click on a checkbox in the feedback column.

Comment - Bolton, Susan

OK


- Enter text as required.
- Click **OK** to close.
- Click **OK** to save the changes or **Cancel** to restore the original data.

Edit Availability of relief staff

By default all staff members will be available all day from Monday to Sunday. The user will then have the ability to change a staff member's AM/PM availability.

- Locate the required relief staff member.
- Click on the Availability Tab.

Personal Info | Qualifications/Skills | Cover Periods | **Availability**


- Click on Edit. 
- Highlight the required day or hold down <Ctrl> to select multiple days.

| Weekday | AM | PM |
|-----------|-----|-----|
| Monday | YES | YES |
| Tuesday | YES | YES |
| Wednesday | YES | YES |
| Thursday | YES | YES |
| Friday | YES | YES |
| Saturday | NO | NO |
| Sunday | NO | NO |


- Click **Change AM** or **Change PM** as required to toggle the field between 'Yes' and 'No'.
- Click **OK** to save.

4.5 Print Relief Register Records

Cover > Relief Register

The user has the ability to print out the current relief member's record by clicking the Print  button. From the Relief Register window, this report may only be printed for an individual staff member. It details their personal contact details, qualifications, subject specialisations and past cover periods. This report is also available within Reports, see Section 6.2.

4.5.1 Printing the Relief Register Record

- Locate the record that is required for printing. (See Section 4.2 on locating relief staff.)
- Click Print. . The Report Destination window will open:

- Select the required report destination and click on OK.

Note: to check that report contains the information you require before printing, first choose to send the report to the screen. If the screen view is correct, click on the Print to Printer button and OK on the Printer window.

CIVICA

Cover Manual

Parameters

5

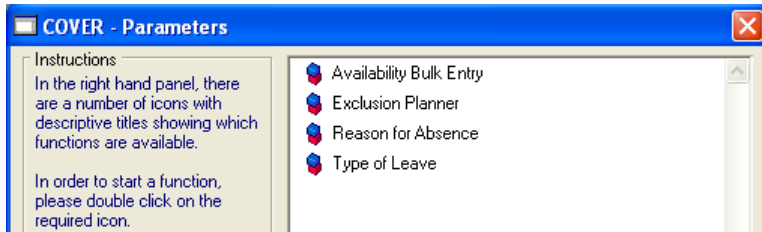
5 Parameters

Cover > Parameters

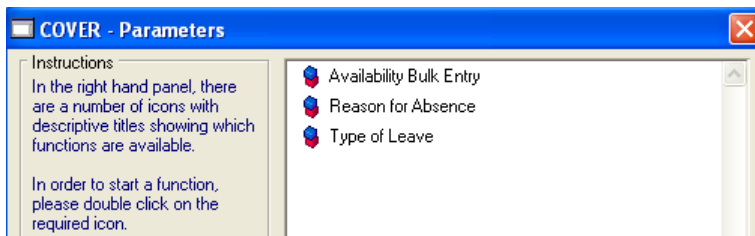
The Cover Parameters are accessed by clicking on the Parameters button on the sidebar. This window will list all available parameters within the Cover module.



Schools with the timetabling module installed will see the following displayed:



Schools without the timetabling module installed will see the following displayed:



To activate a parameter option

- Double click on the parameter heading in the right hand pane.

5.1 Availability Bulk Entry

Cover > Parameters > Availability Bulk Entry

A teacher load status field appears the personal info tab of the relief register window. It is only visible for internal relief staff.

The teacher load status is a manually entered value. It is used to indicate whether or not an internal staff member has time available during the week to provide relief. A + or – symbol indicates whether the teacher is under or over load. The number entered here will be a manual calculation made by the school based on the Teaching Load and Full Load. For example, an entry of -2 means that the staff member is under load by 2 periods. An entry of + 2 will mean the staff member is over load by 2 periods.


There are two ways to update the load status. Firstly, from the Relief Register (See Section 4-22) and secondly, from the Bulk teacher load entry window in parameters.

- Highlight all appropriate records.
- Type the appropriate figure into the '**Load Status**' text entry box.

Load Status ☒

- Click 'Initiate Load Status Bulk Update'. ☒ This will update all staff members highlighted.

5.1.2 Bulk edit the 'Willing to undertake paid relief' indicator

- Click on Find Relief Teacher(s). 
- Select Relief Type IRT and click .

COVER - Staff Find Tool

General

Surname

Firstname

Relief Type

Relief Code

Gender

Active Only ☒

- Highlight the required staff and click . The staff will now be displayed in the Bulk Load Status Update window.

Bulk Load Status Update

| Staff ID | First Name | Surname | Load | Undertake Paid Relief |
|----------|------------|----------|-------|-----------------------|
| N2401 | Joseph | Brigg | 0.00 | NO |
| 789654 | Fiona | Brooks | 0.00 | NO |
| N2403 | Jennifer | Calvin | -2.00 | NO |
| E1112223 | Robert | Charlton | 0.00 | NO |
| N2404 | Sandra | Corner | -2.00 | NO |

- Highlight all appropriate records.
- Check/Uncheck the **Willing to undertake paid relief** checkbox as required.

Willing to undertake paid relief ☒ ☒

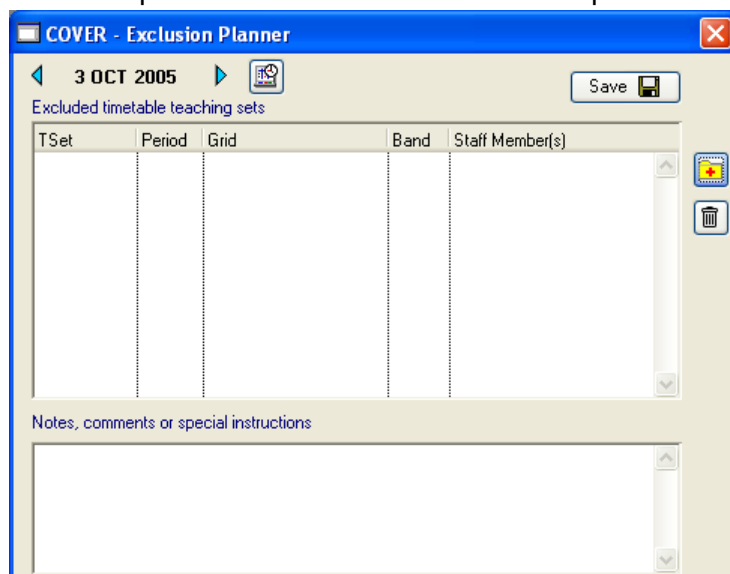
- Click 'Initiate Undertake Paid Relief Bulk Update'. ☒ This will update all staff members highlighted.

5.2 Exclusion Planner

Cover > Parameters > Exclusion Planner


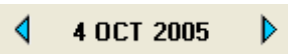

Note: This parameter option is only visible to schools using the timetabling module.

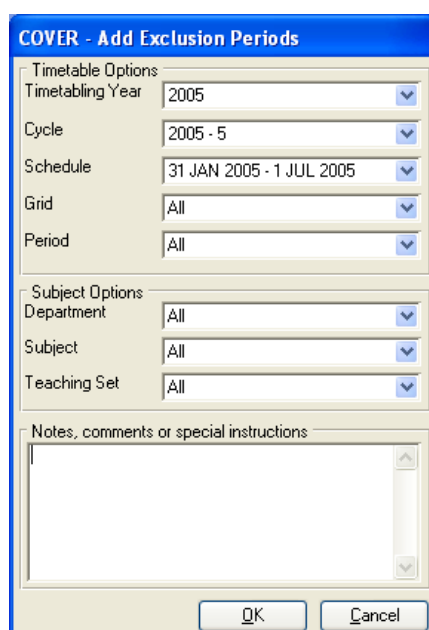
Some timetabled periods may not require relief due to a temporary suspension of a part of the timetable. This may be due to an excursion, assembly, sports carnival, examinations etc. The exclusion planner allows the user to exclude parts of the timetable for relief allocation.



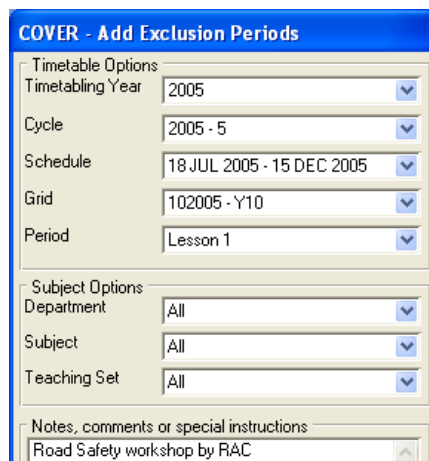
The main window displays the date when the exclusion will occur, the timetabling teaching sets that will be excluded and any special comments that need to be entered for that date.

5.2.1 To exclude timetabled periods from relief allocation

- Select the required date by using the Select a date icon  or scrolling through using the date browser buttons. 
- Click on Add exclusion. 



- In Timetable Options select the relevant Cycle. This can be further filtered by grid and/or period. In Subject Options a selection can be made by Department and further filtered by Subject and teaching set.
- Add Notes, comments or special instructions in the free text field.



COVER - Add Exclusion Periods

Timetable Options

Timetabling Year: 2005

Cycle: 2005 - 5

Schedule: 18 JUL 2005 - 15 DEC 2005

Grid: 102005 - Y10

Period: Lesson 1

Subject Options

Department: All

Subject: All

Teaching Set: All

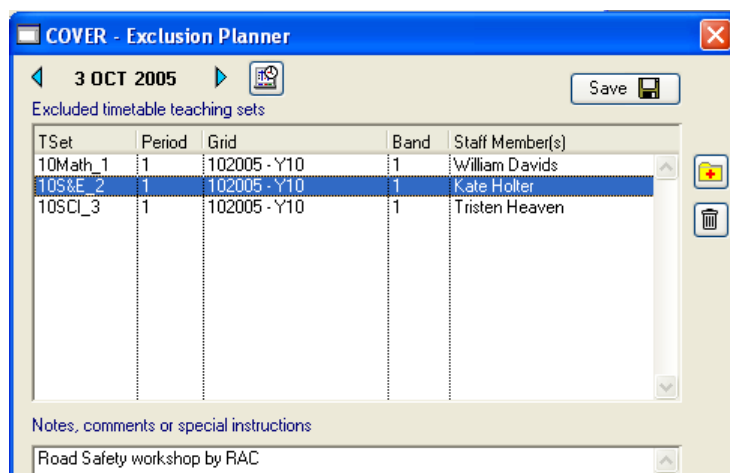
Notes, comments or special instructions

Road Safety workshop by RAC

- Click OK once selection criteria have been entered or Cancel to cancel the process at any time. The following message will be displayed:



- Click **OK**.
- The teaching sets matching the criteria selected will appear in the Add Exclusion Periods Window.



COVER - Exclusion Planner

3 OCT 2005

Save


Excluded timetable teaching sets

| TSet | Period | Grid | Band | Staff Member(s) |
|----------|--------|--------------|------|-----------------|
| 10Math_1 | 1 | 102005 - Y10 | 1 | William Davids |
| 10S&E_2 | 1 | 102005 - Y10 | 1 | Kate Holter |
| 10SCI_3 | 1 | 102005 - Y10 | 1 | Tristen Heaven |

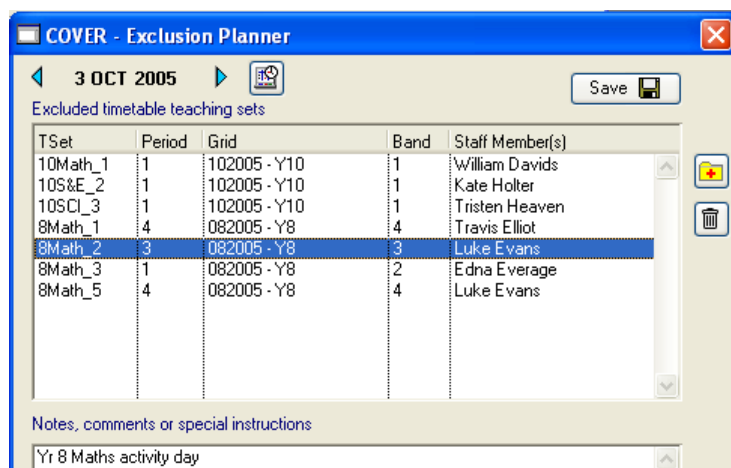
Notes, comments or special instructions

Road Safety workshop by RAC


- The Notes, comments or special instructions field can be edited at this point if required.

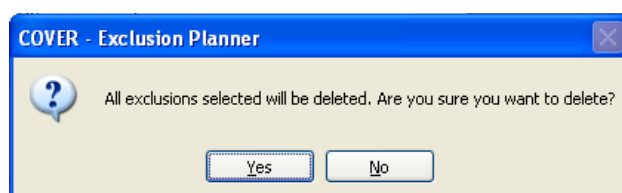
- Click  to save changes in the Notes field.

Note: Additional teaching sets can be added to the displayed list in the same way without overwriting the previously added teaching sets.



5.2.2 To delete excluded timetabled periods from Exclusion Planner

- Highlight the record/s you wish to delete in the list.
- Click 'Delete exclusion'.  The following message will display:



- Click Yes to confirm or No to cancel.

5.3 Reason for Absence

Cover > Parameters > Reason for Absence

The Reason for Absence parameter is accessed by double clicking on Reason for Absence in the Parameters window.

| COVER - Parameters - Reason for Absence | | | |
|---|-----------------------------------|--------|--------|
| Code | Description | Active | Locked |
| UNKNOWN | The reason for absence is unknown | YES | YES |
| T | Travel | YES | YES |
| S | Sick | YES | YES |
| PD | Professional Development | YES | YES |
| SP | Sport | YES | YES |
| F | Family | YES | YES |
| M | Medical appointment | YES | YES |
| J | Jury Duty | YES | YES |
| X | Truant | YES | NO |

☐ Only show active entries 0 record(s) have been hidden Total Parameters 9 Close

5.3.1 Reason for Absence Toolbar

Cover > Parameters > Reason for Absence



Modify/Add Parameter – Allows the user to edit existing unlocked parameters and to add new ones.



Delete Selected Parameter – Enables the user to delete selected parameters, provided they are unlocked and not in use.



Toggle Active Property – Allows the user to make selected active parameters inactive, provided they are unlocked and not in use, or to make inactive parameters active, provided they are not locked.



Toggle Locked Property – Enables the user to unlock selected locked parameters and to lock selected unlocked parameters.



Print Parameters – Prints the parameters list to the desired report destination.

Note: the Default setting **UNKNOWN** cannot be unlocked nor made inactive and therefore cannot be edited.

5.3.2 Modifying/Adding Parameters

Cover > Parameters > Reason for Absence

To add a new parameter

- Click on Modify/Add Parameter  to open the Edit screen.

| Code | Description |
|------|-------------|
| ST | Study Leave |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

9 record(s) have been hidden Total Parameters: 9

OK Cancel

- Enter a Code and Description for the new parameter.
- If you wish to add another new parameter, press <Tab> to create a new line and type in the details of the second new parameter. (This step may be repeated as many times as the user wishes.)
- Click OK to save or Cancel if you do not wish to save.

Empty lines in the Edit window will prompt the following message:

COVER - Parameters


Some code fields have been found to be blank.
Ignore the lines with the errors and save the remainder?

Yes No

- Click Yes to save and No to return to the Edit screen.

To edit an existing parameter

Cover > Parameters > Reason for Absence


- Highlight the parameter(s) you wish to edit and click Toggled Locked Property.  (See Section 5.3.3 on toggling the locked property of parameters.)

COVER - Parameters - Reason for Absence

| Code | Description | Active | Locked |
|---------|-----------------------------------|--------|--------|
| UNKNOWN | The reason for absence is unknown | YES | YES |
| T | Travel | YES | YES |
| S | Sick | YES | YES |
| PD | Professional Development | YES | YES |
| SP | Sport | YES | YES |
| F | Family | YES | NO |
| M | Medical appointment | YES | YES |
| J | Jury Duty | YES | YES |
| X | Truant | YES | YES |
| ST | Study Leave | YES | NO |

☐ Only show active entries 0 record(s) have been hidden Total Parameters: 10

Close

- Click Modify/Add Parameter.  The Edit screen will open.

Note: Only unlocked parameters will be available for editing.

COVER - Parameters - Reason for Absence

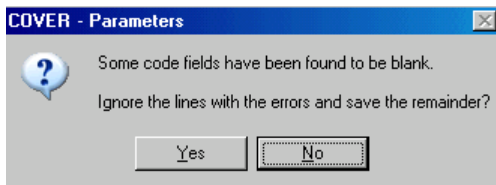
| Code | Description |
|------|-------------|
| F | Family |
| ST | Study Leave |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

8 record(s) have been hidden Total Parameters: 10

OK Cancel

- Enter the required changes.
- Click OK to save or Cancel if you do not wish to save.

Empty lines in the Edit window will prompt the following message:



- Click Yes to save and No to return to the Edit screen.

•

Once the changes have been saved:

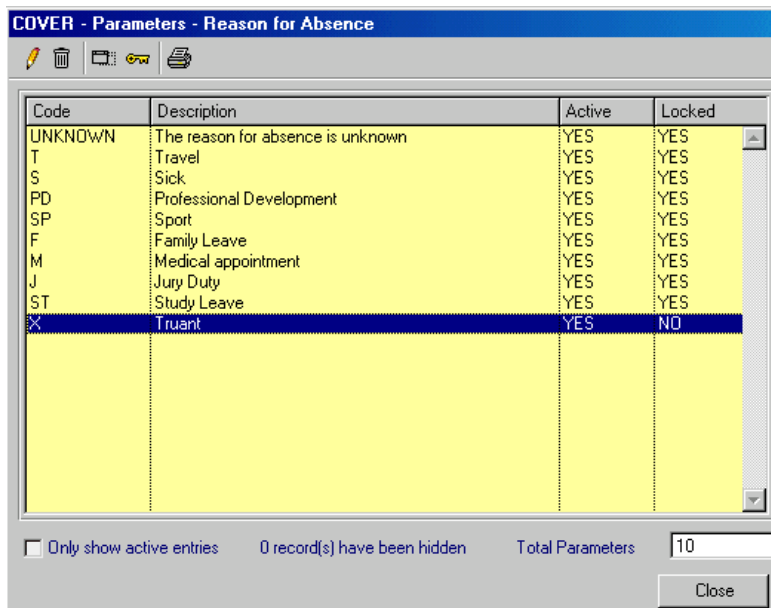
- Highlight the unlocked parameter(s) and click Toggled Locked Property  to lock them again.

5.3.3 Toggle Locked Property

To lock a parameter

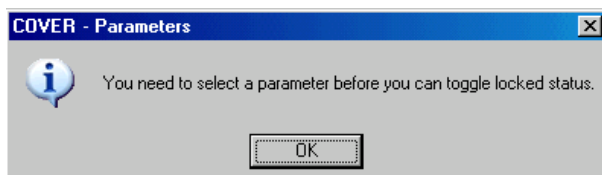
Cover > Parameters > Reason for Absence


- Highlight the parameter you wish to lock.

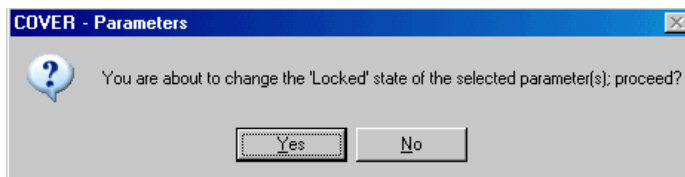


- Click Toggle Locked Property. 

If no record is highlighted the following message will be displayed:



- Highlight the parameter you wish to lock and click Toggle Active Property.  The following message will be displayed:

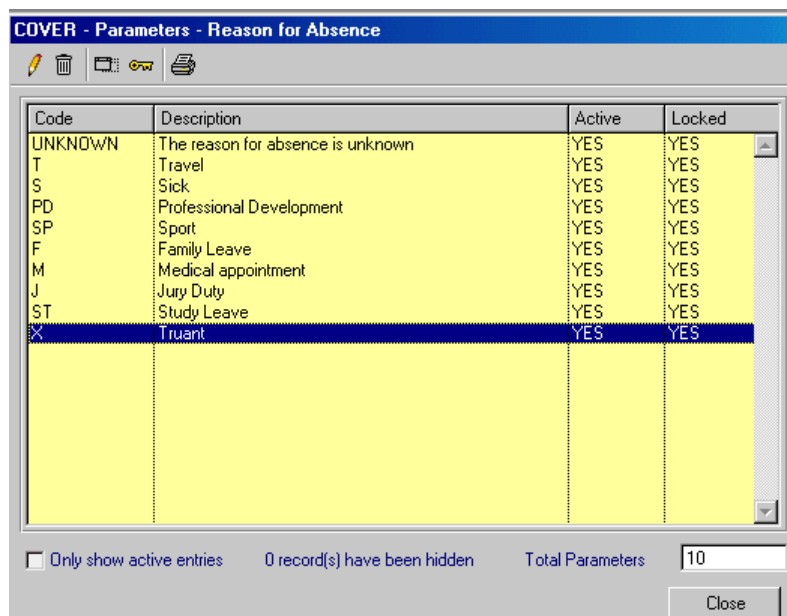


- Click Yes to proceed or No to cancel.

To unlock a parameter

Cover > Parameters > Reason for Absence


- Highlight the parameter you wish to unlock.

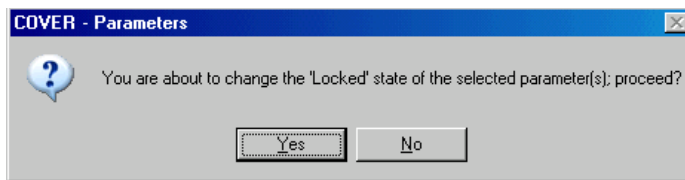


- Click Toggle Locked Property. 

If no record is highlighted the following message will be displayed:



- Highlight the parameter you wish to unlock and click Toggle Active Property . The following message will be displayed:




- Click Yes to proceed or No to cancel.

5.3.4 Toggle Active Status

To make a parameter active


Cover > Parameters > Reason for Absence

- Highlight the parameter(s) you wish to make active and click Toggled Locked Property  to unlock them. (See Section 5.3.3 on toggling the locked property of parameters).

Note: Only unlocked parameters can be made active or inactive.


| Code | Description | Active | Locked |
|---------|-----------------------------------|--------|--------|
| UNKNOWN | The reason for absence is unknown | YES | YES |
| T | Travel | YES | YES |
| S | Sick | YES | YES |
| PD | Professional Development | YES | YES |
| SP | Sport | YES | YES |
| F | Family Leave | YES | YES |
| M | Medical appointment | YES | YES |
| J | Jury Duty | YES | YES |
| ST | Study Leave | YES | YES |
| X | Truant | NO | NO |

☐ Only show active entries 0 record(s) have been hidden Total Parameters: 10 Close

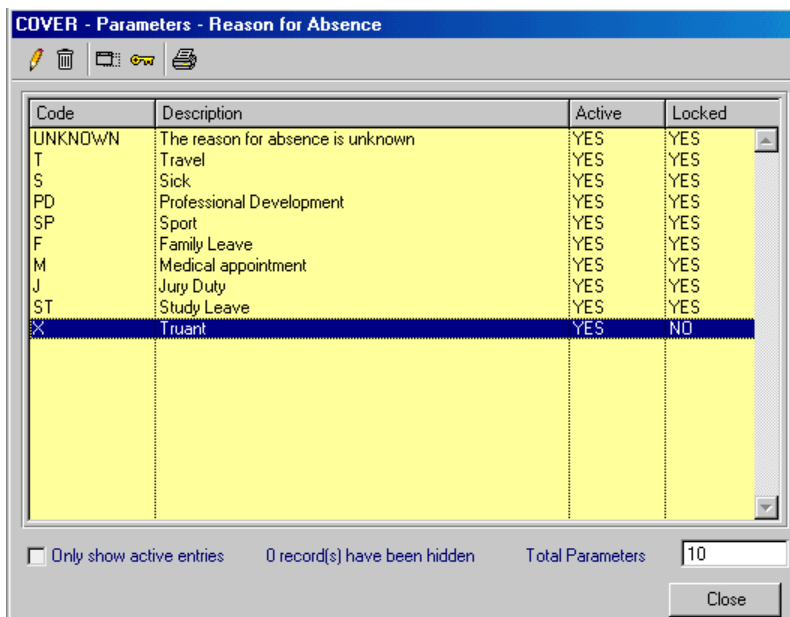
- Click Toggle Active Property. 
- Highlight the unlocked parameter(s) and click Toggled Locked Property  to lock them again.

To make a parameter inactive:

Cover > Parameters > Reason for Absence

- Highlight the parameter(s) you wish to make inactive and click Toggled Locked Property  to unlock them. (See Section 5.3.3 on toggling the locked property of parameters).

Note: Only unlocked parameters can be made active or inactive.



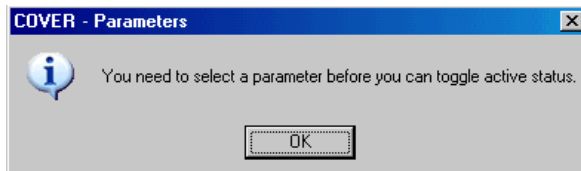
| Code | Description | Active | Locked |
|---------|-----------------------------------|--------|--------|
| UNKNOWN | The reason for absence is unknown | YES | YES |
| T | Travel | YES | YES |
| S | Sick | YES | YES |
| PD | Professional Development | YES | YES |
| SP | Sport | YES | YES |
| F | Family Leave | YES | YES |
| M | Medical appointment | YES | YES |
| J | Jury Duty | YES | YES |
| ST | Study Leave | YES | YES |
| X | Truant | YES | NO |

☐ Only show active entries 0 record(s) have been hidden Total Parameters: 10

- Click Toggle Active Property.



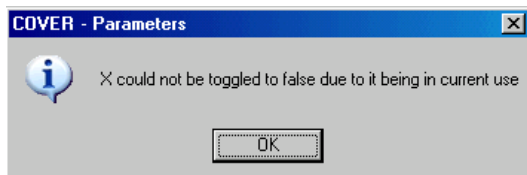
If no parameter has been highlighted, the following message will be displayed.



- Highlight the parameter(s) you wish to make inactive and click Toggle Active Property.



If the parameter is in use, the following message will be displayed.





Note: Only parameters not in use may be made inactive.

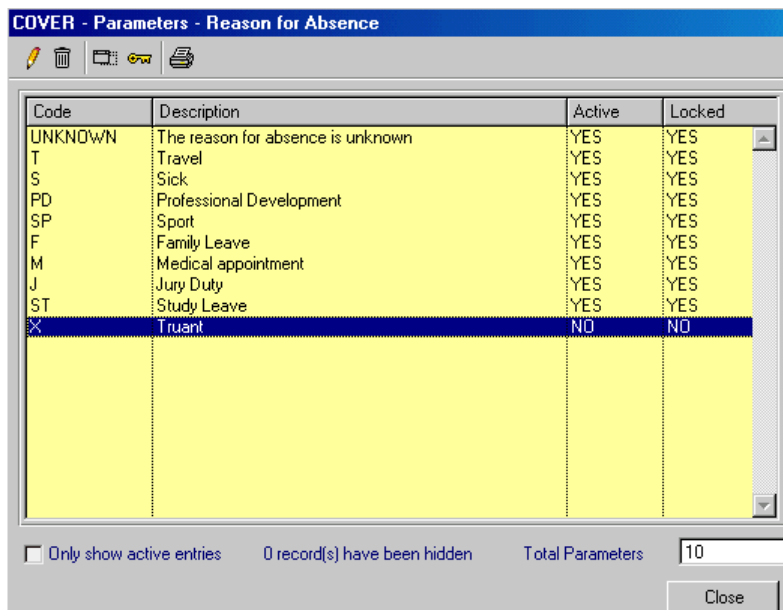
- Highlight the unlocked parameter(s) and click Toggled Locked Property  to lock them again.

5.3.5 Deleting Parameters

Cover > Parameters > Reason for Absence

To delete a parameter:

- Highlight the parameter(s) you wish to delete and click Toggle Locked Property  to unlock them. (See Section 5.3.3 on toggling the locked properties of parameters).
- Highlight the parameter(s) you wish to delete and click Toggle Active Property  to make them inactive. (See Section 5.3.4 on toggling the active properties of parameters).

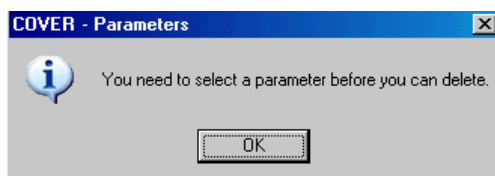



| Code | Description | Active | Locked |
|---------|-----------------------------------|--------|--------|
| UNKNOWN | The reason for absence is unknown | YES | YES |
| T | Travel | YES | YES |
| S | Sick | YES | YES |
| PD | Professional Development | YES | YES |
| SP | Sport | YES | YES |
| F | Family Leave | YES | YES |
| M | Medical appointment | YES | YES |
| J | Jury Duty | YES | YES |
| ST | Study Leave | YES | YES |
| X | Truant | NO | NO |

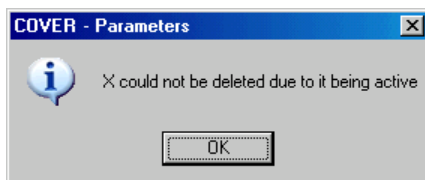
☐ Only show active entries 0 record(s) have been hidden Total Parameters: 10


Note: If a parameter is in use, it cannot be made inactive and therefore cannot be deleted.

- Click Delete.  If no parameter is highlighted the following prompt will be displayed:



- Click on **OK** to clear the message.
- Highlight the parameter to be deleted.
- Click Delete.  If the parameter is active the following prompt will be displayed:



- Click on OK to clear the message and click on the Toggle Active Status.  (See Section 5.3.4).
- Click on the delete button again to remove the parameter option.
- Close the window.

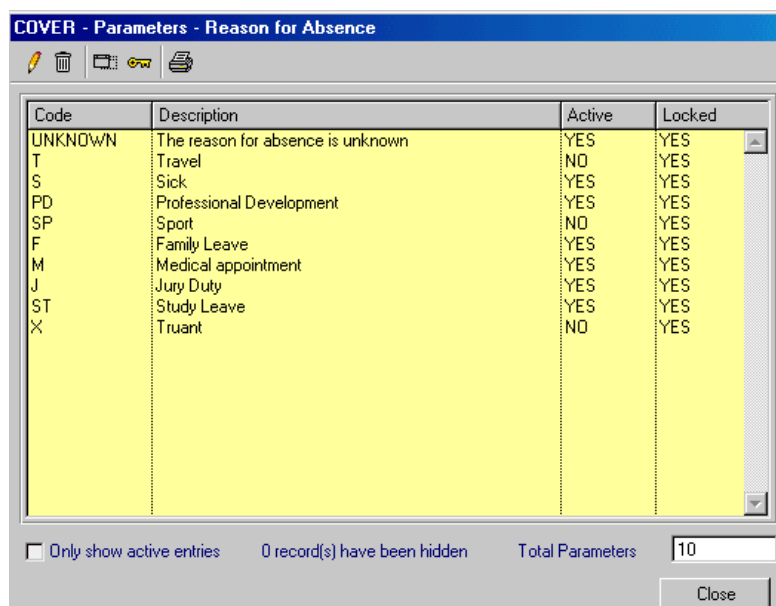
5.3.6 Filter Parameters List

Cover > Parameters > Reason for Absence

The list of parameters can be filtered to show only active parameters.

To filter the parameter list to show only active entries

- Open Cover > Parameters > Reason for Absence.



- Check the box to the left of **Only show active entries**. The list will automatically filter to show only the active parameters.

COVER - Parameters - Reason for Absence

| Code | Description | Active | Locked |
|---------|-----------------------------------|--------|--------|
| UNKNOWN | The reason for absence is unknown | YES | YES |
| S | Sick | YES | YES |
| PD | Professional Development | YES | YES |
| F | Family Leave | YES | YES |
| M | Medical appointment | YES | YES |
| J | Jury Duty | YES | YES |
| ST | Study Leave | YES | YES |

☒ Only show active entries 3 record(s) have been hidden Total Parameters 10

Close

At the bottom of the window, the number of hidden records and the total parameters in the list will be displayed.

Note: Leaving the box unchecked will display all parameter options, active and inactive.

To filter the parameter list to show all entries

- Open Cover > Parameters > Reason for Absence.

COVER - Parameters - Reason for Absence

| Code | Description | Active | Locked |
|---------|-----------------------------------|--------|--------|
| UNKNOWN | The reason for absence is unknown | YES | YES |
| S | Sick | YES | YES |
| PD | Professional Development | YES | YES |
| F | Family Leave | YES | YES |
| M | Medical appointment | YES | YES |
| J | Jury Duty | YES | YES |
| ST | Study Leave | YES | YES |

☒ Only show active entries 3 record(s) have been hidden Total Parameters 10

Close

- Uncheck the box to the left of **Only show active entries**. The list will now display all parameters.

COVER - Parameters - Reason for Absence

| Code | Description | Active | Locked |
|---------|-----------------------------------|--------|--------|
| UNKNOWN | The reason for absence is unknown | YES | YES |
| T | Travel | NO | YES |
| S | Sick | YES | YES |
| PD | Professional Development | YES | YES |
| SP | Sport | NO | YES |
| F | Family Leave | YES | YES |
| M | Medical appointment | YES | YES |
| J | Jury Duty | YES | YES |
| ST | Study Leave | YES | YES |
| X | Truant | NO | YES |

☐ Only show active entries 0 record(s) have been hidden Total Parameters: 10

Close

5.4 Type of Leave

Cover > Parameters > Type of Leave

This is initially loaded with values from the Department of Education and Training's system through an import process. Each leave code consists of a PIN, element name and description.

COVER - Parameters - Type of Leave

| PIN Number | Element Name | Description | Active | Locked |
|------------|----------------------|-----------------------------|--------|--------|
| 53785 | LW0-LVE W/O PAY | Leave Without Pay | YES | YES |
| 53903 | SH0-SHORT LEAVE | Short Leave | YES | YES |
| 53982 | SKU-SICK LVE UNPD | Sick Leave Unpaid Take | YES | YES |
| 54297 | EME-EMERGENCY SRVC | Emergency Services | YES | YES |
| 54424 | ELE-ELECTION LVE | Election Leave | YES | YES |
| 54439 | ABM-ABORIGINAL MEETI | Aboriginal Meeting Leave | YES | YES |
| 54460 | BER-BEREAVEMENT | Bereavement Leave | YES | YES |
| 54475 | CNF-CONFERENCE | Conference Leave | YES | YES |
| 54495 | CAD-CADET TR | Cadet Training Leave | YES | YES |
| 54496 | JUR-JURY SERV | Jury Services | YES | YES |
| 54517 | STR-STRIKE LEAVE | Strike Leave | YES | YES |
| 54527 | LOC-LOC GOV CNCL M | Local Govt Council Meetings | YES | YES |
| 54551 | REL-RELOCATION LVE | Relocation Leave (Unpaid) | YES | YES |
| 54616 | CER-CEREM LV | Ceremonial Leave | YES | YES |
| 54638 | DEF-DEFENCE FORCE | Defence Force | YES | YES |
| 54681 | NWT-NRTH WST TRVL | North West Travel Leave | YES | YES |
| 54741 | STW-STND DWN | Stand Down Leave | YES | YES |
| 54759 | WIT-WITNESS | Witness Leave | YES | YES |
| 54790 | WTH-WIT UNPD | Unpaid Witness Leave | YES | YES |

☐ Only show active entries 0 record(s) have been hidden Total Parameters: 40

Close

5.4.1 Type of Leave Toolbar

Cover > Parameters > Reason for Absence



Modify/Add Parameter – Allows the user to edit existing unlocked parameters and to add new ones.



Delete Selected Parameter – Enables the user to delete selected parameters, provided they are unlocked and not in use.



Toggle Active Property – Allows the user to make selected active parameters inactive, provided they are unlocked and not in use, or to make inactive parameters active, provided they are not locked.



Toggle Locked Property – Enables the user to unlock selected locked parameters and to lock selected unlocked parameters.



Print Parameters – Prints the parameters list to the desired report destination.

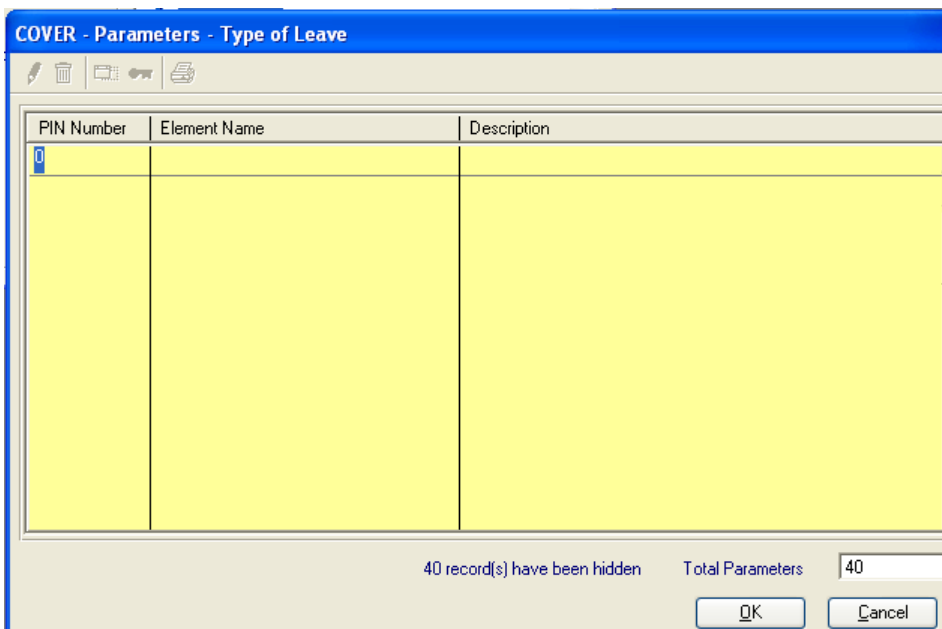
Note: The Default setting UNKNOWN cannot be unlocked nor made inactive and therefore cannot be edited.

5.4.2 Modifying/Adding Parameters

Cover > Parameters > Type of Leave

To add a new parameter

- Click on Modify/Add Parameter  to open the Edit screen.



| PIN Number | Element Name | Description |
|------------|--------------|-------------|
| 0 | | |

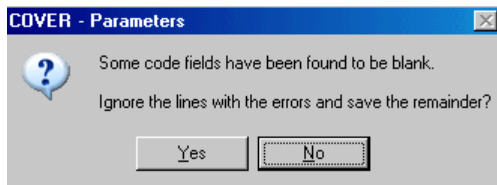
40 record(s) have been hidden Total Parameters: 40

OK Cancel

- Enter a Code and Description for the new parameter.

- If you wish to add another new parameter, press <Tab> to create a new line and type in the details of the second new parameter. (This step may be repeated as many times as the user wishes).
- Click OK to save or Cancel if you do not wish to save.


Empty lines in the Edit window will prompt the following message:

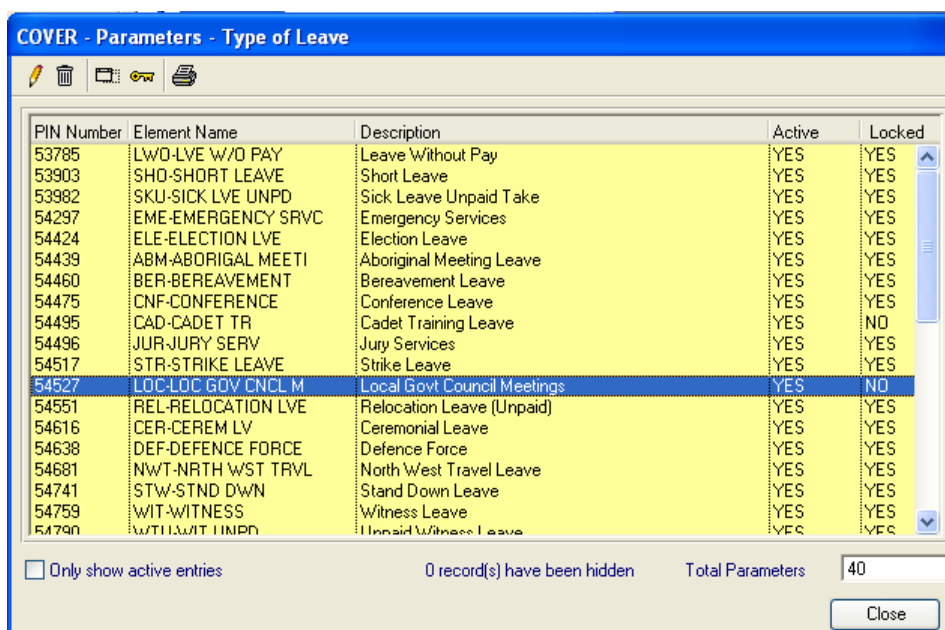


- Click Yes to save and No to return to the Edit screen.

To edit an existing parameter

Cover > Parameters > Type of Leave

- Highlight the parameter(s) you wish to edit and click Toggled Locked Property  to unlock them. (See Section 5.3.3 on toggling the locked property of parameters.)



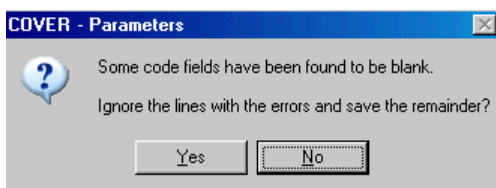
- Click Modify/Add Parameter.  The Edit screen will open.

Note: Only unlocked parameters will be available for editing.

| COVER - Parameters - Type of Leave | | |
|------------------------------------|--------------------|-----------------------------|
| PIN Number | Element Name | Description |
| 54495 | CAD-CADET TR | Cadet Training Leave |
| 54527 | LOC-LOC GOV CNCL M | Local Govt Council Meetings |
| 0 | | |
| | | |

- Enter the required changes.
- Click OK to save or Cancel if you do not wish to save.

Empty lines in the Edit window will prompt the following message:



- Click Yes to save and No to return to the Edit screen.

Once the changes have been saved:

- Highlight the unlocked parameter(s) and click Toggled Locked Property  to lock them again.

5.4.3 Toggle Locked Property

To lock a parameter

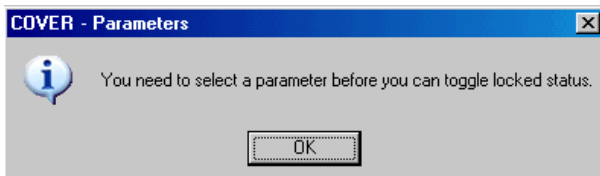
Cover > Parameters > Type of Leave


- Highlight the parameter you wish to lock.

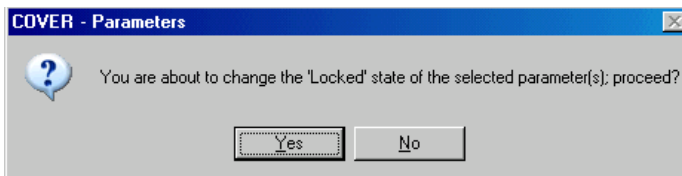
| COVER - Parameters - Type of Leave | | | | |
|------------------------------------|----------------------|--------------------------|--------|--------|
| PIN Number | Element Name | Description | Active | Locked |
| 53785 | LWD-LVE W/O PAY | Leave Without Pay | YES | YES |
| 53903 | SHO-SHORT LEAVE | Short Leave | YES | YES |
| 53982 | SKU-SICK LVE UNPD | Sick Leave Unpaid Take | YES | YES |
| 54297 | EME-EMERGENCY SRVC | Emergency Services | YES | YES |
| 54424 | ELE-ELECTION LVE | Election Leave | YES | YES |
| 54439 | ABM-ABORIGINAL MEETI | Aboriginal Meeting Leave | YES | YES |
| 54460 | BER-BEREAVEMENT | Bereavement Leave | YES | YES |
| 54475 | CNF-CONFERENCE | Conference Leave | YES | YES |
| 54495 | CAD-CADET TR | Cadet Training Leave | YES | NO |
| 54496 | JUR-JURY SERV | Jury Services | YES | YES |

- Click Toggle Locked Property 

If no record is highlighted the following message will be displayed:



- Highlight the parameter you wish to lock and click Toggle Active Property . The following message will be displayed:



- Click Yes to proceed or No to cancel

To unlock a parameter

Cover > Parameters > Type of Leave


- Highlight the parameter you wish to unlock.

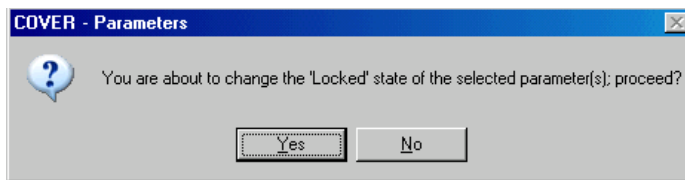
| PIN Number | Element Name | Description | Active | Locked |
|------------|----------------------|--------------------------|--------|--------|
| 53785 | LWD-LVE W/O PAY | Leave Without Pay | YES | YES |
| 53903 | SHO-SHORT LEAVE | Short Leave | YES | YES |
| 53982 | SKU-SICK LVE UNPD | Sick Leave Unpaid Take | YES | YES |
| 54297 | EME-EMERGENCY SRVC | Emergency Services | YES | YES |
| 54424 | ELE-ELECTION LVE | Election Leave | YES | YES |
| 54439 | ABM-ABORIGINAL MEETI | Aboriginal Meeting Leave | YES | YES |

- Click Toggle Locked Property. 

If no record is highlighted the following message will be displayed:



- Highlight the parameter you wish to unlock and click Toggle Active Property.  The following message will be displayed:




- Click Yes to proceed or No to cancel.

5.4.4 Toggle Active Status



To make a parameter active

Cover > Parameters > Type of Leave

- Highlight the parameter(s) you wish to make active and click Toggled Locked Property  to unlock them. (See Section 5.3.3 on toggling the locked property of parameters.)


Note: only unlocked parameters can be made active or inactive.

| PIN Number | Element Name | Description | Active | Locked |
|------------|----------------------|--------------------------|--------|--------|
| 53785 | LWD-LVE W/O PAY | Leave Without Pay | YES | YES |
| 53903 | SHO-SHORT LEAVE | Short Leave | YES | YES |
| 53982 | SKU-SICK LVE UNPD | Sick Leave Unpaid Take | YES | YES |
| 54297 | EME-EMERGENCY SRVC | Emergency Services | YES | YES |
| 54424 | ELE-ELECTION LVE | Election Leave | NO | NO |
| 54439 | ABM-ABORIGINAL MEETI | Aboriginal Meeting Leave | YES | YES |
| 54460 | BER-BEREAVEMENT | Bereavement Leave | YES | YES |

- Click Toggle Active Property 
- Highlight the unlocked parameter(s) and click Toggled Locked Property  to lock them again

To make a parameter inactive

Cover > Parameters > Type of Leave

- Highlight the parameter(s) you wish to make inactive and click Toggled Locked Property  to unlock them. (See Section 5.4.3 on toggling the locked property of parameters.)

| COVER - Parameters - Reason for Absence | | | |
|---|-----------------------------------|--------|--------|
| Code | Description | Active | Locked |
| UNKNOWN | The reason for absence is unknown | YES | YES |
| T | Travel | YES | YES |
| S | Sick | YES | YES |
| PD | Professional Development | YES | YES |
| SP | Sport | YES | YES |
| F | Family Leave | YES | YES |
| M | Medical appointment | YES | YES |
| J | Jury Duty | YES | YES |
| ST | Study Leave | YES | YES |
| X | Truant | YES | NO |

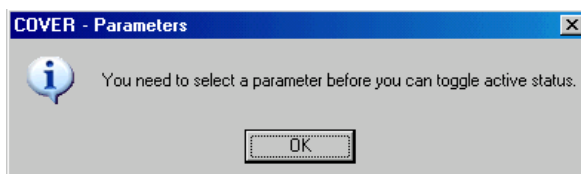
☐ Only show active entries 0 record(s) have been hidden Total Parameters: 10

Close

Note: Only unlocked parameters can be made active or inactive.

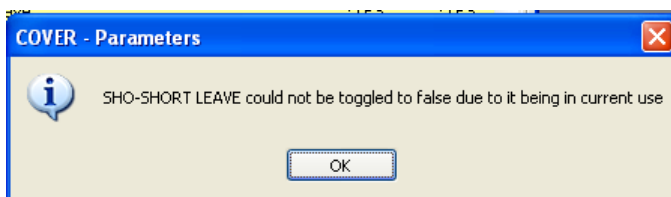
- Click Toggle Active Property 

If no parameter has been highlighted, the following message will be displayed:



- Highlight the parameter(s) you wish to make inactive and click Toggle Active Property. 

If the parameter is in use, the following message will be displayed:





Note: Only parameters not in use may be made inactive.

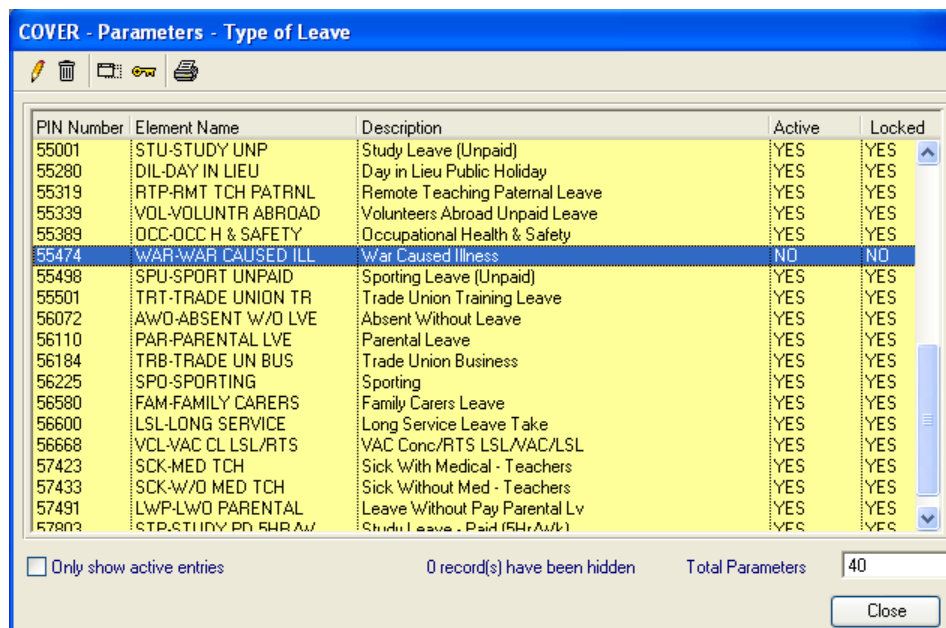
- Highlight the unlocked parameter(s) and click Toggled Locked Property  to lock them again.

5.4.5 Deleting Parameters

Cover > Parameters > Type of Leave

To delete a parameter

- Highlight the parameter(s) you wish to delete and click Toggle Locked Property  to unlock them. (See Section 5.4.3 on toggling the locked properties of parameters.)
- Highlight the parameter(s) you wish to delete and click Toggle Active Property  to make them inactive. (See Section 5.4.4 on toggling the active properties of parameters.)

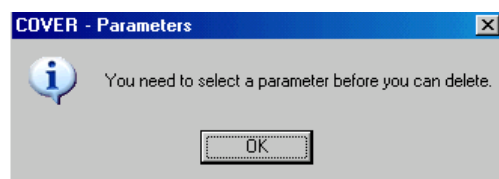



| PIN Number | Element Name | Description | Active | Locked |
|------------|---------------------|--------------------------------|--------|--------|
| 55001 | STU-STUDY UNP | Study Leave (Unpaid) | YES | YES |
| 55280 | DIL-DAY IN LIEU | Day in Lieu Public Holiday | YES | YES |
| 55319 | RTP-RMT TCH PATRNL | Remote Teaching Paternal Leave | YES | YES |
| 55339 | VOL-VOLUNTR ABROAD | Volunteers Abroad Unpaid Leave | YES | YES |
| 55389 | OCC-OCC H & SAFETY | Occupational Health & Safety | YES | YES |
| 55474 | WAR-WAR CAUSED ILL | War Caused Illness | NO | NO |
| 55498 | SPU-SPORT UNPAID | Sporting Leave (Unpaid) | YES | YES |
| 55501 | TRT-TRADE UNION TR | Trade Union Training Leave | YES | YES |
| 56072 | AWO-ABSENT W/O LVE | Absent Without Leave | YES | YES |
| 56110 | PAR-PARENTAL LVE | Parental Leave | YES | YES |
| 56184 | TRB-TRADE UN BUS | Trade Union Business | YES | YES |
| 56225 | SPO-SPORTING | Sporting | YES | YES |
| 56580 | FAM-FAMILY CARERS | Family Carers Leave | YES | YES |
| 56600 | LSL-LONG SERVICE | Long Service Leave Take | YES | YES |
| 56668 | VCL-VAC CL LSL/RTS | VAC Conc/RTS LSL/VAC/LSL | YES | YES |
| 57423 | SCK-MED TCH | Sick With Medical - Teachers | YES | YES |
| 57433 | SCK-W/O MED TCH | Sick Without Med - Teachers | YES | YES |
| 57491 | LWP-LWO PARENTAL | Leave Without Pay Parental Lv | YES | YES |
| 57893 | STP-STUDY PD 5HR AW | Study Leave - Paid (5HrAw) | YES | YES |

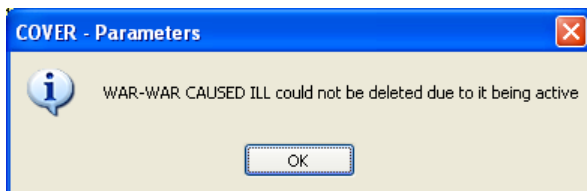
Note: If a parameter is in use it cannot be made inactive and therefore cannot be deleted.


- Click Delete .

If no parameter is highlighted the following prompt will be displayed:



- Click **OK** to clear the message.
- Highlight the parameter to be deleted.
- Click Delete . If the parameter is active the following prompt will be displayed:



- Click on OK to clear the message and click on the Toggle Active Status . (See Section 5.4.4.)
- Click on the delete button again to remove the parameter option and close the window.

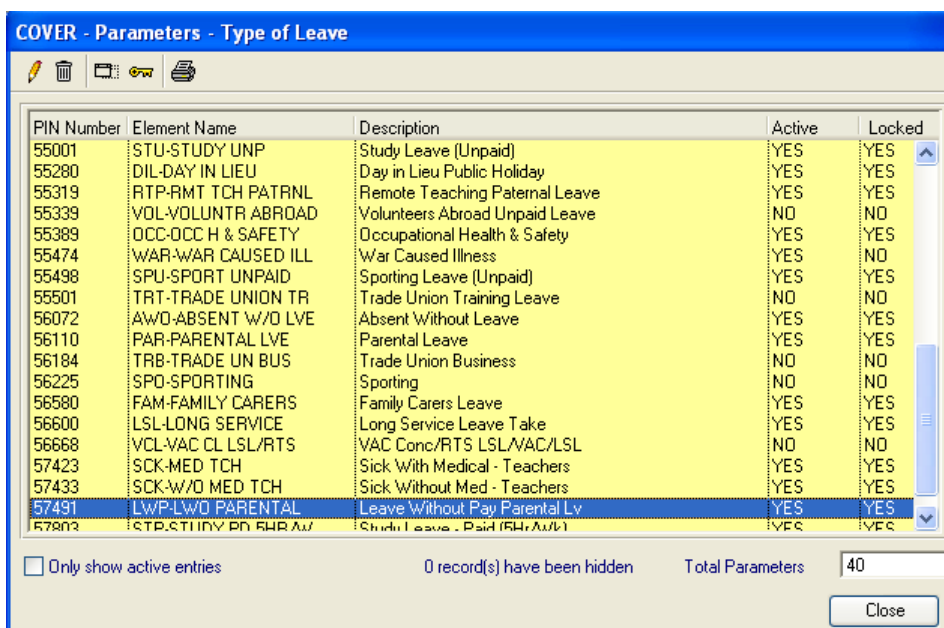
5.4.6 Filter Parameters List

Cover > Parameters > Type of Leave

The list of parameters can be filtered to show only active parameters.

To filter the parameter list to show only active entries

- Open Cover > Parameters > Type of Leave.



- Check the box to the left of **Only show active entries**. The list will automatically filter to show only the active parameters.

COVER - Parameters - Type of Leave

| PIN Number | Element Name | Description | Active | Locked |
|------------|--------------------|--------------------------------|--------|--------|
| 54759 | WIT-WITNESS | Witness Leave | YES | YES |
| 54790 | WTU-WIT UNPD | Unpaid Witness Leave | YES | YES |
| 54814 | STE-STUDY PD EXAM | Study Leave - Paid Exam | YES | YES |
| 54901 | DFU-DEFENCE UNP | Defence Force Leave (Unpaid) | YES | YES |
| 55001 | STU-STUDY UNP | Study Leave (Unpaid) | YES | YES |
| 55280 | DIL-DAY IN LIEU | Day in Lieu Public Holiday | YES | YES |
| 55319 | RTP-RMT TCH PATRNL | Remote Teaching Paternal Leave | YES | YES |
| 55389 | OCC-OCC H & SAFETY | Occupational Health & Safety | YES | YES |
| 55474 | WAR-WAR CAUSED ILL | War Caused Illness | YES | YES |
| 55498 | SPU-SPORT UNPAID | Sporting Leave (Unpaid) | YES | YES |
| 56072 | AWO-ABSENT W/O LVE | Absent Without Leave | YES | YES |
| 56110 | PAR-PARENTAL LVE | Parental Leave | YES | YES |
| 56580 | FAM-FAMILY CARERS | Family Carers Leave | YES | YES |
| 56600 | LSL-LONG SERVICE | Long Service Leave Take | YES | YES |
| 57423 | SCK-MED TCH | Sick With Medical - Teachers | YES | YES |
| 57433 | SCK-W/O MED TCH | Sick Without Med - Teachers | YES | YES |
| 57491 | LWP-LWO PARENTAL | Leave Without Pay Parental Lv | YES | YES |
| 57803 | STP-STUDY PD 5HR/W | Study Leave - Paid (5Hr/Wk) | YES | YES |

☒ Only show active entries 6 record(s) have been hidden Total Parameters: 40

Close

At the bottom of the window, the number of hidden records and the total parameters in the list will be displayed.

Note: Leaving the box unchecked will display all parameter options, active and inactive.

To filter the parameter list to show all entries:

- Open Cover > Parameters > Type of Leave

COVER - Parameters - Type of Leave






| PIN Number | Element Name | Description | Active | Locked |
|------------|--------------------|--------------------------------|--------|--------|
| 54759 | WIT-WITNESS | Witness Leave | YES | YES |
| 54790 | WTU-WIT UNPD | Unpaid Witness Leave | YES | YES |
| 54814 | STE-STUDY PD EXAM | Study Leave - Paid Exam | YES | YES |
| 54901 | DFU-DEFENCE UNP | Defence Force Leave (Unpaid) | YES | YES |
| 55001 | STU-STUDY UNP | Study Leave (Unpaid) | YES | YES |
| 55280 | DIL-DAY IN LIEU | Day in Lieu Public Holiday | YES | YES |
| 55319 | RTP-RMT TCH PATRNL | Remote Teaching Paternal Leave | YES | YES |
| 55389 | OCC-OCC H & SAFETY | Occupational Health & Safety | YES | YES |
| 55474 | WAR-WAR CAUSED ILL | War Caused Illness | YES | YES |
| 55498 | SPU-SPORT UNPAID | Sporting Leave (Unpaid) | YES | YES |
| 56072 | AWO-ABSENT W/O LVE | Absent Without Leave | YES | YES |
| 56110 | PAR-PARENTAL LVE | Parental Leave | YES | YES |
| 56580 | FAM-FAMILY CARERS | Family Carers Leave | YES | YES |
| 56600 | LSL-LONG SERVICE | Long Service Leave Take | YES | YES |
| 57423 | SCK-MED TCH | Sick With Medical - Teachers | YES | YES |
| 57433 | SCK-W/O MED TCH | Sick Without Med - Teachers | YES | YES |
| 57491 | LWP-LWO PARENTAL | Leave Without Pay Parental Lv | YES | YES |
| 57803 | STP-STUDY PD 5HR/W | Study Leave - Paid (5Hr/Wk) | YES | YES |

☒ Only show active entries 6 record(s) have been hidden Total Parameters: 40

Close

- Uncheck the box to the left of **Only show active entries**. The list will now display all parameters.

COVER - Parameters - Type of Leave

| PIN Number | Element Name | Description | Active | Locked |
|------------|--------------------|--------------------------------|--------|--------|
| 54741 | STW-STND DWN | Stand Down Leave | YES | YES |
| 54759 | WIT-WITNESS | Witness Leave | YES | YES |
| 54790 | WTU-WIT UNPD | Unpaid Witness Leave | YES | YES |
| 54814 | STE-STUDY PD EXAM | Study Leave - Paid Exam | YES | YES |
| 54901 | DFU-DEFENCE UNP | Defence Force Leave (Unpaid) | YES | YES |
| 55001 | STU-STUDY UNP | Study Leave (Unpaid) | YES | YES |
| 55280 | DIL-DAY IN LIEU | Day in Lieu Public Holiday | YES | YES |
| 55319 | RTP-RMT TCH PATRNL | Remote Teaching Paternal Leave | YES | YES |
| 55339 | VOL-VOLUNTR ABROAD | Volunteers Abroad Unpaid Leave | NO | NO |
| 55389 | OCC-OCC H & SAFETY | Occupational Health & Safety | YES | YES |
| 55474 | WAR-WAR CAUSED ILL | War Caused Illness | YES | YES |
| 55498 | SPU-SPORT UNPAID | Sporting Leave (Unpaid) | YES | YES |
| 55501 | TRT-TRADE UNION TR | Trade Union Training Leave | NO | NO |
| 56072 | AWD-ABSENT W/O LVE | Absent Without Leave | YES | YES |
| 56110 | PAR-PARENTAL LVE | Parental Leave | YES | YES |
| 56184 | TRB-TRADE UN BUS | Trade Union Business | NO | NO |
| 56225 | SPD-SPORTING | Sporting | NO | NO |
| 56580 | FAM-FAMILY CARERS | Family Carers Leave | YES | YES |
| 56600 | LSI-LONG SERVICE | Long Service Leave Take | YES | YES |

☐ Only show active entries
 0 record(s) have been hidden
 Total Parameters: 40
 Close

- Click Close.

CIVICA

Cover Manual

Cover Reports

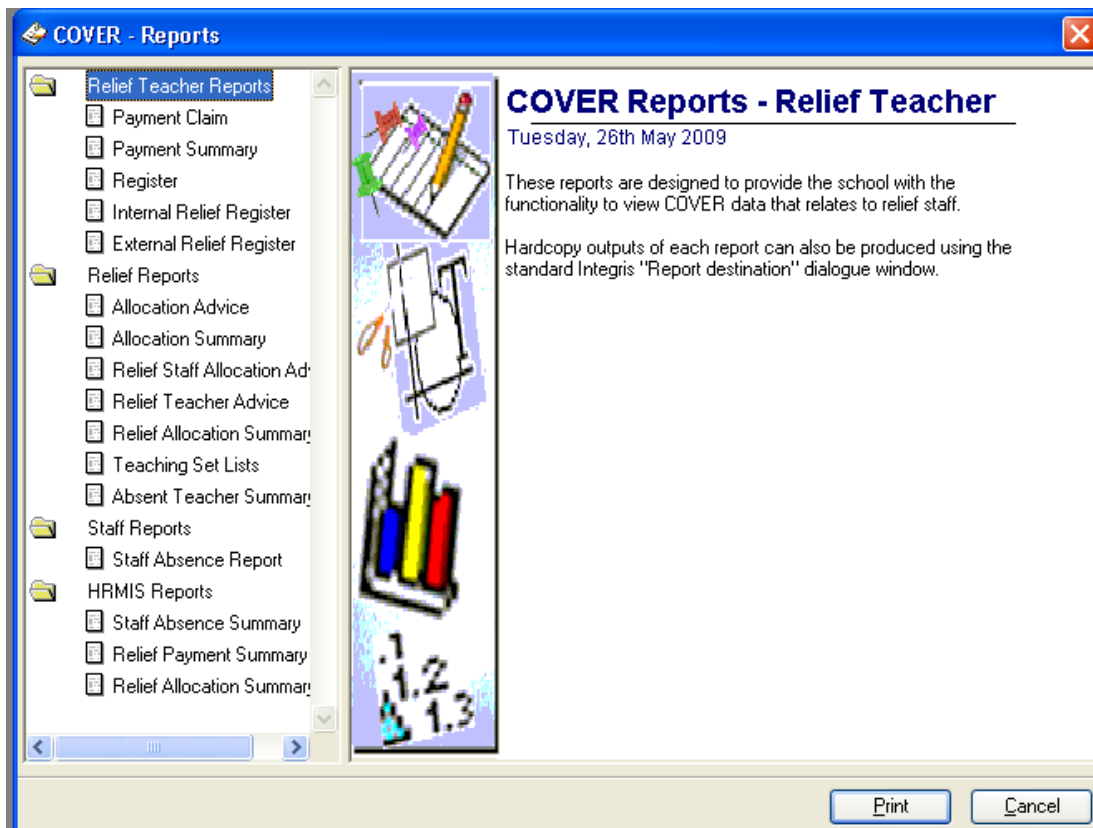
6

6 Cover Reports

Cover > Reports

There are four types of Cover reports:

- Relief Teacher Reports.
- Relief Reports.
- Staff Reports.
- HRMIS Reports.



Relief Teacher Reports include:

- Payment Claim.
- Payment Summary.
- Register.
- Internal Relief Register.
- External Relief Register.

Relief Reports include:

- Allocation Advice.
- Allocation Summary.
- Relief Staff Allocation Advice.
- Relief Teacher Advice.
- Relief Allocation Summary.

- Teaching Set Lists.
- Absent Teacher Summary.

Staff Reports include:

- Staff Absence Report.

HRMIS Reports include

- Staff Absence Summary.
- Relief Payment Summary.
- Relief Allocation Summary.

6.1 Standard Cover Report Features

All Cover Reports have three standard features:

- Report title and footer.
- Date selector.
- Report field sorting.


6.1.1 Report Title/Footer

Cover > Reports

The report title and footer are standard in all Cover reports. These two fields are present in each of report criteria windows. The report title will default to the report title on the main report selector window. That is, if the user clicks on Relief Allocation Advice, the report title in the report criteria window will be the same although it may be edited if the user wishes. The report footer is free text field where the user can enter the desired text if required.

The report title will appear at the top of the report. The report footer appears at the bottom of each page of the report.

6.1.2 Date Selector

- Click on the date selector  button to the right of the **From** date field. This will launch the standard Date Selector window.

- Either double click on the required date or click on the date and then on OK to drop the date into the **From** field.

Note: If a date in the future is selected, the “To” date will be changed automatically to match the “From” date.

- Repeat the above process for the **To** date if it is different to the **From** date.

6.1.3 Report Field Sorting

Cover > Reports

Users may sort the fields that appear in any report. The type of report will determine the sort fields it contains, however the functionality of the sorting option does not change.

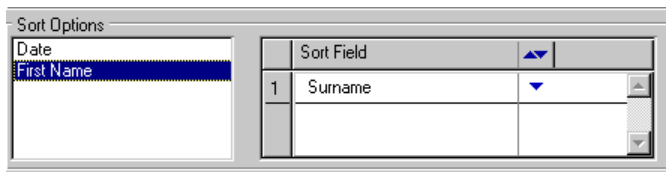
To add a field to be sorted

EITHER

- Double click on the sort options you wish to use.

OR

- Drag and drop the required sort option into the Sort Fields pane.



- This may be repeated for as many sort options as are available. The list is ordered in the order of sort priority, the top of the list being the primary sort field.

To remove an item from the sort field list

- Drag and drop that item back to the sort area.


Ascending/descending sort order

The blue arrow indicates the direction of the sort. To change the directions of the sort:

- Click on the blue arrow in the row of the sort field item. The blue arrow toggle will toggle to the other direction.

6.1.4 Printing Cover Reports

Cover > Reports

- Click on the required folder icon. 
- Click on the required report title. The report criteria window will open:

COVER - Reports

Titles

Main Title: Relief Staff Allocation Summary

Page Footer:

From: 26 MAY 2009 To: 26 MAY 2009 Find

Cycle: 2009-5

Staff Members

| Surname | First Name |
|---------|------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Sort Options

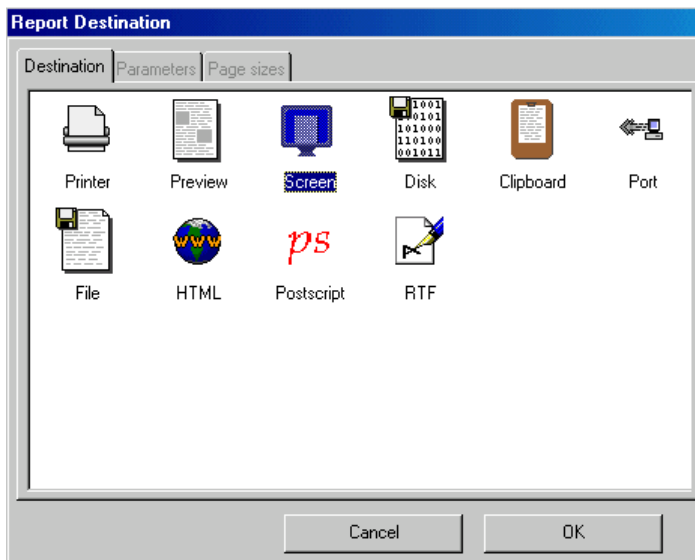
| Sort Field | |
|------------|--|
| Date | |
| First Name | |
| Surname | |

Print Cancel

- Edit the heading if required.
- Enter the footer if required.
- Select the required date range.
- Enter other appropriate report criteria.
- Select appropriate sort options as required.
- Click Print.

Note: The print button at the bottom of the reports window is disabled until a report is selected.

The standard Report Destination window will open:



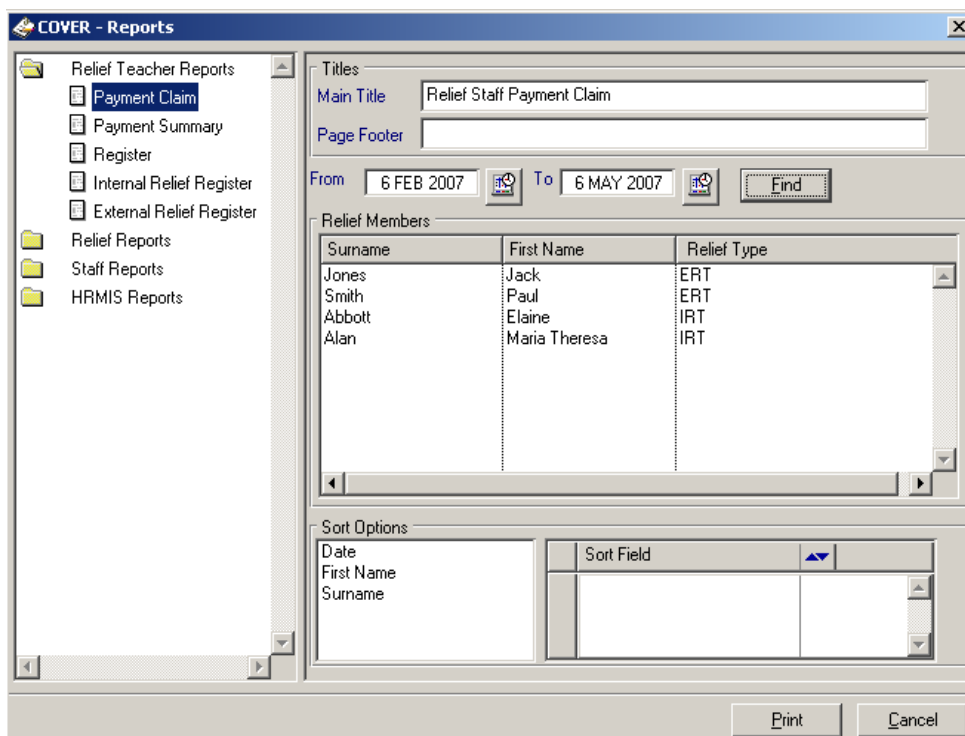
- Select the required report destination.
- Click OK to print or Cancel to abort printing the report.

6.2 Relief Teacher Reports

6.2.1 Payment Claim

Cover > Reports > Relief Teacher Reports > Payment Claim

The Payment Claim report lists, for a given date range, the periods relief staff, who are flagged for payment, have worked and whether each period is Non-Payable, Not Paid or Paid.



- Open the Relief Teacher Reports folder.
- Highlight Payment Claim.
- Edit the title if desired.
- Enter footer if desired.
- Select a date range. (See Section 6.1.2 on using the Date Selector.)
- Click **Find**.

This will populate the Relief Members pane with the names of all the teachers who have provided relief during the specified date range and are flagged for payment. For internal relief, only those that are to be paid will be shown in this list.

- Select one or more staff members.
- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)
- Click Print.
- Select the desired report destination.
- Click OK.

Report for schools using the timetabling module:



West Coast District High School

Relief Staff Payment Claim *for 10 OCT 2005 to 17 OCT 2005*

Rebecca Walker

| Staff Name | Date | Period | TSet | Size | Subject | Room | Pay Status |
|-----------------|-------------|--------|---------|------|---------------|-------|------------|
| Jennifer Calvin | 10 OCT 2005 | 1 | 8ENG_2 | 28 | English 8 | MS2 | Paid |
| Luke Evans | 14 OCT 2005 | 1 | 8SC1_5 | 25 | Science 8 | SCI 6 | Paid |
| Luke Evans | 14 OCT 2005 | 2 | 9MW_2 | 16 | Metalwork 9 | MW 1 | Not Paid |
| Luke Evans | 14 OCT 2005 | 3 | 8Math_2 | 25 | Mathematics 8 | MS6 | Not Paid |
| Luke Evans | 14 OCT 2005 | 4 | 8Math_5 | 28 | Mathematics 8 | MS7 | Not Paid |
| Luke Evans | 14 OCT 2005 | 5 | 9MW_3 | 21 | Metalwork 9 | MW 2 | Not Paid |

Report for schools not using the timetabling module:

'COVER - Relief Staff Payment Claim'

South Gate Primary School

Relief Staff Payment Claim *for 4 OCT 2005 to 17 OCT 2005*

Joseph Brigg

| Staff Name | Date | Period | Pay Status |
|------------|-------------|--------|-------------|
| Mark Alan | 10 OCT 2005 | AM | Non-Payable |
| Mark Alan | 10 OCT 2005 | PM | Non-Payable |
| Mark Alan | 11 OCT 2005 | AM | Non-Payable |
| Mark Alan | 11 OCT 2005 | PM | Non-Payable |

6.2.2 Relief Staff Payment Summary

Cover > Reports > Relief Teacher Reports > Payment Summary

The Payment Summary report prints details all of the relief provided for a certain date range and whether that relief was Non-payable, Not Paid or Paid.

COVER - Reports

Relief Teacher Reports

- Payment Claim
- Payment Summary**
- Register
- Internal Relief Register
- External Relief Register

Relief Reports

Staff Reports

HRMIS Reports

Titles

Main Title: Relief Staff Payment Summary

Page Footer:

From: 6 JAN 2007 To: 6 MAY 2007 Find

Relief Members

| Surname | First Name | Relief Type |
|---------|---------------|-------------|
| Smith | Paul | ERT |
| Jones | Jack | ERT |
| Abbott | Elaine | IRT |
| Alan | Maria Theresa | IRT |

Sort Options

Date First Name Surname

Sort Field

Print Cancel

- Open the Relief Teacher Reports folder.
- Highlight Payment Summary.
- Edit the title if desired.
- Enter footer if desired.
- Select a date range. (See Section 6.1.2 on using the Date Selector.)
- Click **Find**.


This will populate the Relief Members pane with the names of all the teachers who have provided relief during the specified date range.

- Select one or more staff members.
- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)
- Click Print.
- Select the desired report destination.
- Click OK.

Report for schools using the timetabling module:

| West Coast District High School | | | | | | | | |
|---|------|-----------------|---------|-------------|--------|-------------------------|---------|-------------|
| Relief Staff Payment Summary for 10 OCT 2005 to 17 OCT 2005 | | | | | | | | |
| Relief Staff Name | Type | Staff Name | Reason | Date | Period | Subject | TS# | Pay Status |
| Rebecca Walker | ERT | Jennifer Calvin | SI | 10 OCT 2005 | 1 | English B | 8ENG_2 | Paid |
| John Jones | ERT | Jennifer Calvin | SI | 10 OCT 2005 | 2 | English B | 8Eng_2 | Non-Payable |
| Bilken Adams | ERT | Sandra Comer | EX | 10 OCT 2005 | 1 | Society & Environment B | 8SNE_5 | Non-Payable |
| | ERT | Sandra Comer | EX | 10 OCT 2005 | 2 | Society & Environment B | 8SE_4 | Non-Payable |
| | ERT | Sandra Comer | EX | 10 OCT 2005 | 4 | English B | 8Eng_3 | Non-Payable |
| | ERT | Sandra Comer | EX | 10 OCT 2005 | 5 | English B | 8ENG_3 | Non-Payable |
| John Jones | ERT | Jennifer Calvin | UNKNOWN | 11 OCT 2005 | 2 | English B | 8ENG_2 | Non-Payable |
| | ERT | Jennifer Calvin | UNKNOWN | 11 OCT 2005 | 3 | English B | 8Eng_2 | Non-Payable |
| Tabitha Swindon | IRT | Luka Evans | UNKNOWN | 11 OCT 2005 | 3 | Science B | 8SCI_5 | Non-Payable |
| | IRT | Luka Evans | UNKNOWN | 11 OCT 2005 | 4 | Mathwork B | 8Mw_2 | Non-Payable |
| | IRT | Luka Evans | UNKNOWN | 11 OCT 2005 | 5 | Mathematics B | 8Math_2 | Non-Payable |

Report for schools not using the timetabling module:

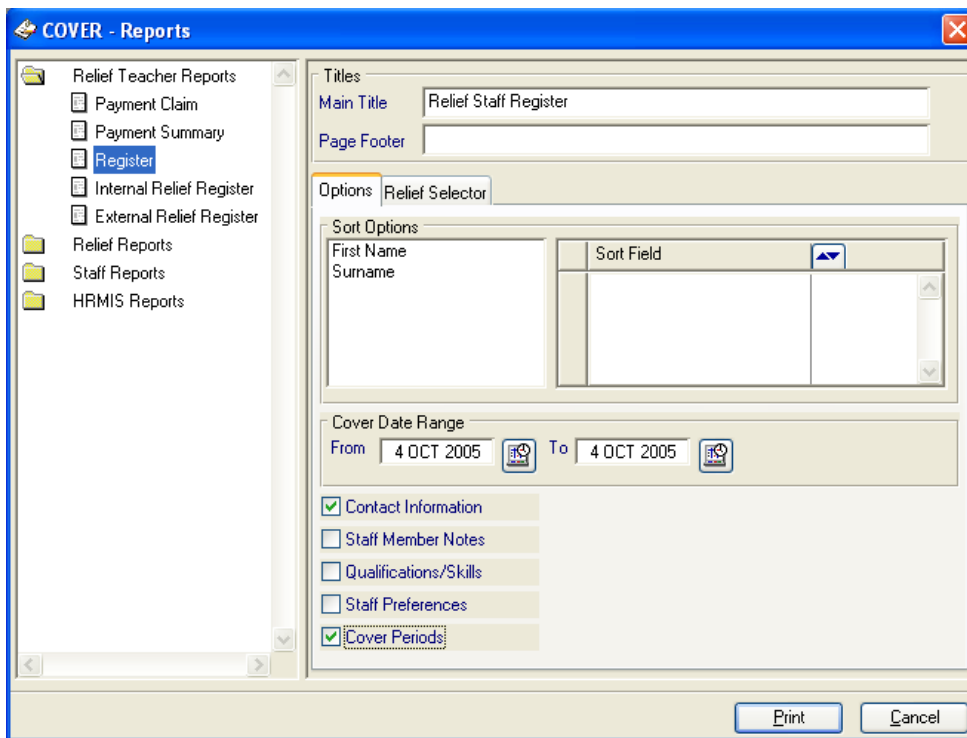
| 'COVER - Relief Staff Payment Summary' | | | | | | |
|--|------|--------------------|---------|-------------|--------|-------------|
|  | | | | | | |
| South Gate Primary School | | | | | | |
| Relief Staff Payment Summary for 4 OCT 2005 to 24 OCT 2005 | | | | | | |
| Relief Staff Name | Type | Staff Name | Reason | Date | Period | Pay Status |
| Carey Grant | ERT | Maria Theresa Alan | UNKNOWN | 10 OCT 2005 | AM | Paid |
| | ERT | Maria Theresa Alan | UNKNOWN | 10 OCT 2005 | PM | Paid |
| | ERT | Maria Theresa Alan | UNKNOWN | 11 OCT 2005 | AM | Paid |
| | ERT | Maria Theresa Alan | UNKNOWN | 11 OCT 2005 | PM | Paid |
| | ERT | Mark Alan | S | 12 OCT 2005 | AM | Non-Payable |
| | ERT | Mark Alan | S | 12 OCT 2005 | PM | Non-Payable |
| Harris Barclay | IRT | Elaine Abbott | S | 10 OCT 2005 | AM | Non-Payable |
| | IRT | Elaine Abbott | S | 10 OCT 2005 | PM | Non-Payable |
| Carl Best | IRT | Elaine Abbott | S | 11 OCT 2005 | AM | Paid |
| | IRT | Elaine Abbott | S | 11 OCT 2005 | PM | Paid |
| Joseph Brigg | IRT | Mark Alan | S | 10 OCT 2005 | AM | Non-Payable |
| | IRT | Mark Alan | S | 10 OCT 2005 | PM | Non-Payable |
| | IRT | Mark Alan | S | 11 OCT 2005 | AM | Non-Payable |
| | IRT | Mark Alan | S | 11 OCT 2005 | PM | Non-Payable |

6.2.3 Relief Staff Register

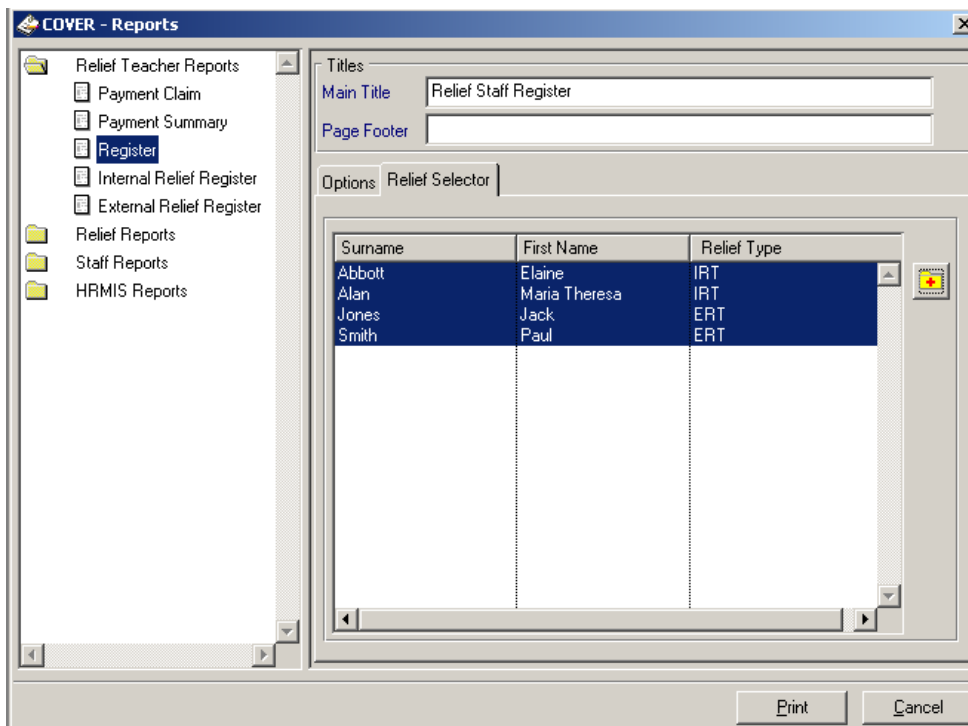
Cover > Reports > Relief Teacher Reports > Register


The Relief Staff Register report enables the user to print information about teachers who have provided relief for a given date range. Items available to be reported on are:

- Contact Information.
- Notes.
- Qualifications.
- Staff Preferences.
- Cover Periods.



- Open the Relief Teacher Reports folder.
- Highlight Register.
- Edit the title if desired.
- Enter footer if desired.
- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)
- Select a date range. (See Section 6.1.2 on using the Date Selector.)
- Check the items to be included in the report.
- Click on the Relief Selector tab.



- Click Add a Relief Staff Member. 
- Locate the relief teachers you wish to report on using the Staff Find tool. (See Section 4.2.3 on using the Find tool.)
- Select one or more staff members.
- Click Print.
- Select the desired report destination.
- Click OK.

Report for schools using the timetabling module:

'COVER - Relief Staff Register'

West Coast District High School
Relief Staff Register

Gillian, Adams

Contact Information

Home Phone 9876 4555
 Mobile 0413 23456
 Fax
 Email
 Address 13 Stoney Street
 Balga
 WVA

Cover Periods

| Staff/Date | TeachingSet/Subject | Size | Room | Payment |
|------------------------------|-----------------------------------|------|------|-------------|
| Sandra Corner 10 OCT 2005 | 8S&E_5 Society & Environment 8 | 27 | MS3 | Non-Payable |
| Sandra Corner 10 OCT 2005 | 8S&E_4 Society & Environment 8 | 26 | MS3 | Non-Payable |
| Sandra Corner 10 OCT 2005 | 9Eng_3 English 9 | 23 | MS3 | Non-Payable |
| Sandra Corner 10 OCT 2005 | 8ENG_3 English 8 | 28 | MS3 | Non-Payable |

Report display for schools not using the timetabling module:

'COVER - Relief Staff Register'

South Gate Primary School
Relief Staff Register

Carey, Grant

Contact Information

Home Phone 9354 1279
 Mobile 0415 78 45
 Fax
 Email
 Address 13 Hollywood Place
 Baldivis

Cover Periods

| Staff/Date | Period | Payment |
|-----------------------------------|--------|---------------------|
| Maria Theresa Alan 10 OCT 2005 | AM | Paid 24 OCT 2005 |
| Maria Theresa Alan 10 OCT 2005 | PM | Paid 24 OCT 2005 |
| Maria Theresa Alan 11 OCT 2005 | AM | Paid 24 OCT 2005 |
| Maria Theresa Alan 11 OCT 2005 | PM | Paid 24 OCT 2005 |
| Mark Alan 12 OCT 2005 | AM | Non-Payable |
| Mark Alan 12 OCT 2005 | PM | Non-Payable |

6.2.4 Internal Relief Register

Cover > Reports > Relief Teacher Reports > Internal Relief Register

The Internal Relief Register report enables the user to print a report on selected internal relief staff. The teachers selected for the report are those who are available for relief in the given date range or have available hours greater than 0 in the given date range. Items reported on are:

- Internal Relief Teacher name, ID and mobile number.
- FTE (for schools using the timetabling module)
- Load Status
- Allocated Relief
- Availability.
- Notes.


The screenshot shows the 'COVER - Reports' window. On the left is a tree view with folders: 'Relief Teacher Reports', 'Relief Reports', 'Staff Reports', and 'HRMIS Reports'. Under 'Relief Teacher Reports' are 'Payment Claim', 'Payment Summary', 'Register', 'Internal Relief Register' (highlighted), and 'External Relief Register'. The main area has a 'Titles' section with 'Main Title' set to 'Internal Relief Register' and an empty 'Page Footer' field. Below this is a date range selector with 'From' and 'To' both set to '4 OCT 2005'. A table displays staff names:

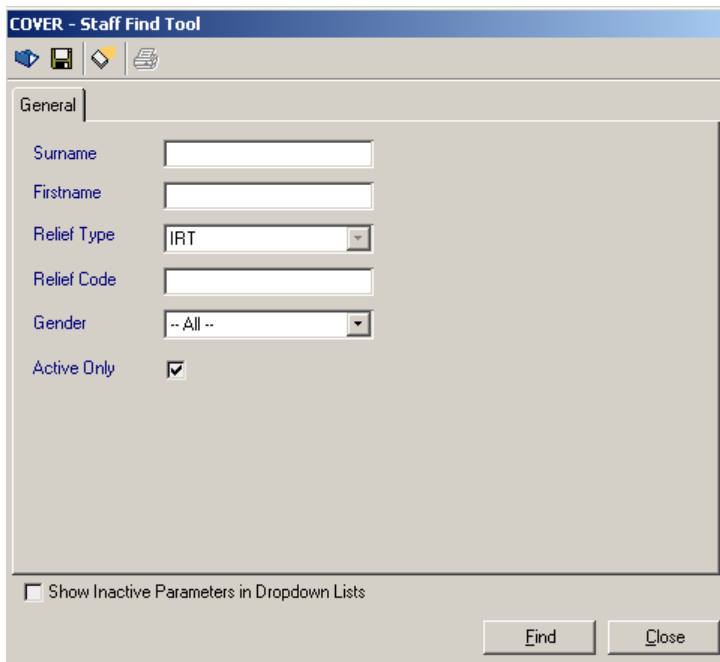
| Surname | First Name |
|---------|------------|
| Alan | Mark |
| Barclay | Harris |
| Best | Carl |
| Brigg | Joseph |
| Brooks | Fiona |
| Calvin | Jennifer |

Below the table is a 'Sort Options' section with a list box containing 'First Name' and 'Surname' (selected). To the right is a 'Sort Field' table:

| | Sort Field |
|---|------------|
| 1 | Load |

At the bottom right are 'Print' and 'Cancel' buttons. A small icon with a red plus sign is visible on the right side of the staff list table.

- Open the Relief Teacher Reports folder.
- Highlight Internal Relief Register.
- Edit the title if desired.
- Enter footer if desired.
- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)
- Select a date range. (See Section 6.1.2 on using the Date Selector.)
- Click Add a Relief Staff Member .



COVER - Staff Find Tool

General

Surname:

Firstname:

Relief Type:

Relief Code:

Gender:

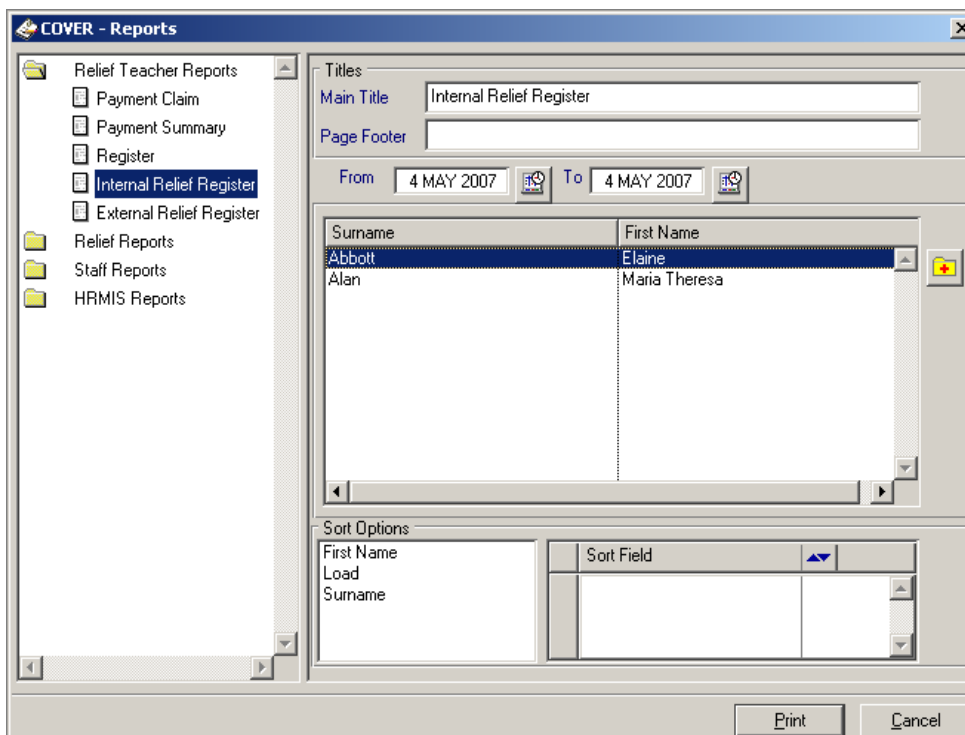
Active Only: ☒

☐ Show Inactive Parameters in Dropdown Lists

Find Close

The relief type will default to IRT (Internal Relief Teacher)

- Locate the internal relief teachers you wish to report on using the **Find** button. (See Section 4.2.3 on using the Find tool.)
- Select the teacher or teachers you wish to report on.



COVER - Reports

Relief Teacher Reports

- Payment Claim
- Payment Summary
- Register
- Internal Relief Register**
- External Relief Register

Relief Reports

Staff Reports

HRMIS Reports

Titles

Main Title:

Page Footer:

From: To:

| Surname | First Name |
|---------|---------------|
| Abbott | Elaine |
| Alan | Maria Theresa |

Sort Options

First Name Load Surname

Sort Field

Print Cancel

- Click Print.
- Select the desired report destination.
- Click OK.

Report for schools using the timetabling module:

| West Coast District High School | | | | | | | | |
|---------------------------------|-----------|-----|-------|------------------|--------------|----------------------|-------------|-------|
| Internal Relief Register | | | | | | | | |
| for 4 OCT 2005 to 4 OCT 2005 | | | | | | | | |
| Teacher | ID | FTE | Load | Allocated Relief | | Available for Relief | Mobile | Notes |
| | | | | In Range | Year to Date | | | |
| Mark Alan | 890012445 | 0.0 | -2.00 | 0 | 0:00 | AM/PM | | |
| Harris Barclay | 153 783 | 1.0 | -2.00 | 0 | 0:00 | AM/PM | 040777 1456 | |
| Jennifer Calvin | N2403 | 1.0 | -2.00 | 0 | 0:00 | AM/PM | | |
| Carl Best | N2402 | 1.0 | -1.00 | 0 | 0:00 | AM/PM | | |
| Joseph Brigg | N2401 | 1.0 | 0.00 | 0 | 0:00 | AM/PM | | |
| Fiona Brooks | 789654 | 1.0 | 0.00 | 0 | 0:00 | AM/PM | | |

Report for schools not using the timetabling module:

| South Gate Primary School | | | | | | | |
|------------------------------|-----------|-------|------------------|--------------|----------------------|--------------|-------|
| Internal Relief Register | | | | | | | |
| for 4 OCT 2005 to 4 OCT 2005 | | | | | | | |
| Teacher | ID | Load | Allocated Relief | | Available for Relief | Mobile | Notes |
| | | | In Range | Year to Date | | | |
| Elaine Abbott | N2400 | -2.00 | 0.5 | 0.0 | AM/PM | 040 777 1439 | |
| Mark Alan | 890012445 | -2.00 | 0.0 | 0.0 | AM/PM | | |
| Maria Theresa Alan | N753 | -2.00 | 0.0 | 0.0 | AM/PM | | |
| Harris Barclay | 153 783 | -2.00 | 1.0 | 0.0 | AM/PM | 040777 1456 | |
| Carl Best | N2402 | -2.00 | 1.0 | 0.0 | AM/PM | | |
| Joseph Brigg | N2401 | -2.00 | 2.0 | 0.0 | AM/PM | | |

6.2.5 External Relief Register

Cover > Reports > Relief Teacher Reports > External Relief Register

The External Relief Staff Register report enables the user to report on selected external relief staff. Items reported on are:

- External Relief Teacher name and contact details.
- Availability.
- Notes.


The screenshot shows the 'COVER - Reports' window. On the left is a tree view with folders: 'Relief Teacher Reports', 'Relief Reports', 'Staff Reports', and 'HRMIS Reports'. Under 'Relief Teacher Reports' are 'Payment Claim', 'Payment Summary', 'Register', 'Internal Relief Register', and 'External Relief Register' (which is highlighted). The main area has a 'Titles' section with 'Main Title' set to 'External Relief Register' and an empty 'Page Footer' field. Below this is a table with two columns: 'Surname' and 'First Name'. The table contains the following data:

| Surname | First Name |
|-----------|------------|
| Adams | Gillian |
| Fortune | Ruth |
| Grubelich | Julie |
| Jones | John |
| Kent | James |
| Smith | Pamela |

Below the table is a 'Sort Options' section with a table:

| Sort Field |
|------------|
| 1 Surname |

At the bottom right are 'Print' and 'Cancel' buttons. There are also icons for adding a new staff member (a folder with a plus sign) and deleting a staff member (a trash can) to the right of the table.

- Open the Relief Teacher Reports folder.
- Highlight External Relief Register.
- Edit the title if desired.
- Enter footer if desired.
- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)
- Click Add a Relief Staff Member. 

COVER - Staff Find Tool

General

Surname

Firstname

Relief Type

Relief Code

Gender

Active Only ☒

☐ Show Inactive Parameters in Dropdown Lists

The relief type will default to ERT (External Relief Teacher)

- Locate the relief teachers you wish to report on using the Staff Find tool. (See Section 4.2.3 on using the Find tool.)

COVER - Staff Find Tool

| Relief Code | Surname | Firstname | Relief Type | Date of Birth |
|-------------|---------|-----------|-------------|---------------|
| 2 | Jones | Jack | ERT | |
| 1 | Smith | Paul | ERT | |

Total records found

- Select the teacher or teachers you wish to report on.

COVER - Reports

Relief Teacher Reports
 Payment Claim
 Payment Summary
 Register
 Internal Relief Register
External Relief Register
 Relief Reports
 Staff Reports
 HRMIS Reports

Titles
 Main Title: External Relief Register
 Page Footer:

| Surname | First Name |
|---------|------------|
| Jones | Jack |
| Smith | Paul |

Sort Options
 First Name
 Surname

Print Cancel

- Click Print.
- Select the desired report destination.
- Click OK.

West Coast District High School
External Relief Register

| Relief Teacher | ID | Address | Home Phone | Mobile | Availability | | | | | | | | | | Specialisation / Notes |
|-----------------|--------|---------------------------------------|------------|--------------|--------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|
| | | | | | Mon AM | Mon PM | Tue AM | Tue PM | Wed AM | Wed PM | Thu AM | Thu PM | Fri AM | Fri PM | |
| Gillian Adams | 204567 | 13 Stoney Street Balga WA | 9876 4555 | 0413 23456 | | | | | | ✓ | ✓ | ✓ | ✓ | | Can make alternative childminding arrangements on unavailable days if notified a week in advance.:Business Studies |
| Ruth Fortune | 22 | 13 Hill Street Fremantle | | 0415 678 956 | ✓ | ✓ | | | ✓ | ✓ | | | | ✓ | Drama, English |
| Julie Grubelich | 25 | 45 Winter Road Springfield 7123 | 9876 3452 | 0412 875 643 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Very good with educational support program students.:Mathematics, Science |

6.3 Relief Reports

6.3.1 Allocation Advice

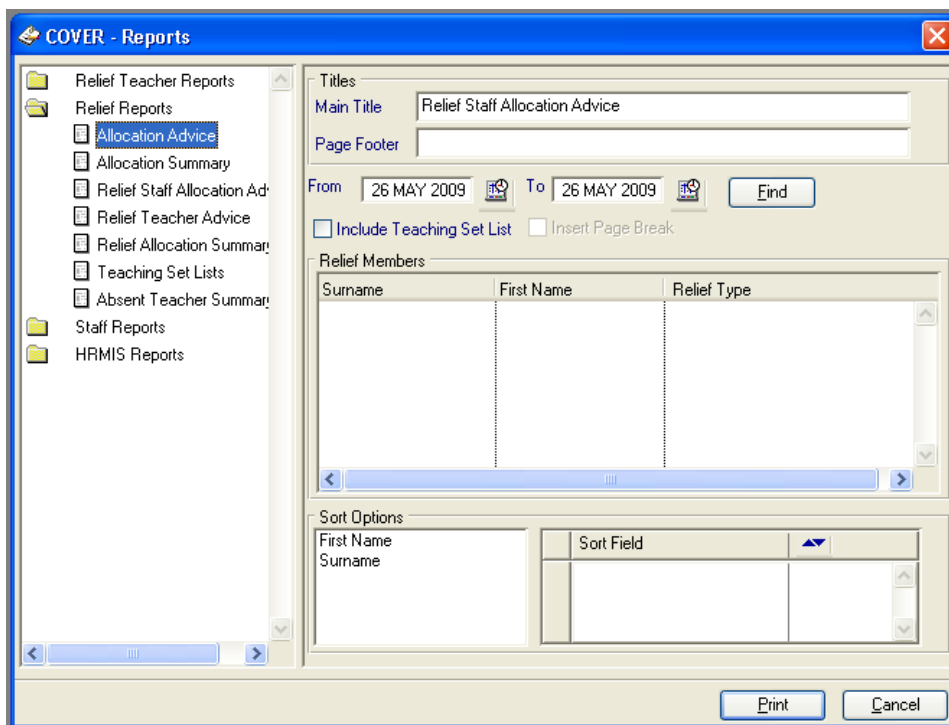
Cover > Reports > Relief Reports > Allocation Advice

The Allocation Advice report provides information to relief teachers on the teaching periods they will be covering. For schools using the timetabling module, there is a checkbox to allow the user to

include whether the teaching set lists are provided as part of the report. If printed with the teaching set the full summary for that teacher is displayed followed by each teaching set.

If the user does not tick the checkbox 'Include Teaching Set List', the checkbox 'Insert Page Break' is disabled. If the user ticks the checkbox 'Include Teaching Set List', the checkbox 'Insert Page Break' is enabled.

If the user ticks the checkbox 'Insert Page Break', the system inserts a page break after the teaching set list in the report.



- Open the Relief Reports folder
- Highlight Allocation Advice
- Edit the title if desired
- Enter a footer if desired
- Select a date range. (See Section 6.1.2 on using the Date Selector.)
- Click Find.

This will populate the Relief Members pane with the names of all the teachers who have provided relief during the specified date range.

- Select one or more staff members.
- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)
- Click Print.
- Select the desired report destination.
- Click OK.

Report for schools using the timetabling module:

COVER - Relief Staff Allocation Advice

West Coast District High School
Relief Staff Allocation Advice *for 4 OCT 2005 to 17 OCT 2005*

Relief Staff Member: **Adams, Gillian**

10 OCT 2005

| Period | Teaching Set | Size | Subject | Room | Staff Member Replaced |
|--------|--------------|------|-------------------------|------|-----------------------|
| 1 | 8S&E_5 | 27 | Society & Environment 8 | MS3 | Sandra Corner |

| First Name | Surname | Gender | Year | Form |
|------------|------------|--------|------|------|
| Alecia | Bishop | F | 8 | 8.1 |
| Matthew | Cartwright | M | 8 | 8.3 |
| Patrick | Ducker | M | 8 | 8.5 |
| Aimee | Futterby | F | 8 | 8.2 |
| Nathan | Gray | M | 8 | 8.2 |
| Ashlee | Holt | F | 8 | 8.4 |
| Jade | Lang | F | 8 | 8.2 |
| Ryan | Leng | M | 8 | 8.3 |
| Stacey | Marschke | F | 8 | 8.4 |
| Aimee | McArthur | F | 8 | 8.1 |
| Ben | Merry | M | 8 | 8.3 |
| Cameron | Mohammad | M | 8 | 8.5 |
| Gregory | Moore | M | 8 | 8.1 |
| Vanessa | Mosdale | F | 8 | 8.3 |
| Peter | Ocle | M | 8 | 8.4 |
| Craig | Oppeal | M | 8 | 8.5 |
| Erin | Paterson | F | 8 | 8.5 |
| Tamara | Pearson | F | 8 | 8.4 |
| Pamela | Peel | F | 8 | 8.1 |

Report for schools not using the timetabling module:

COVER - Relief Staff Allocation Advice

South Gate Primary School
Relief Staff Allocation Advice *for 10 OCT 2005 to 11 OCT 2005*

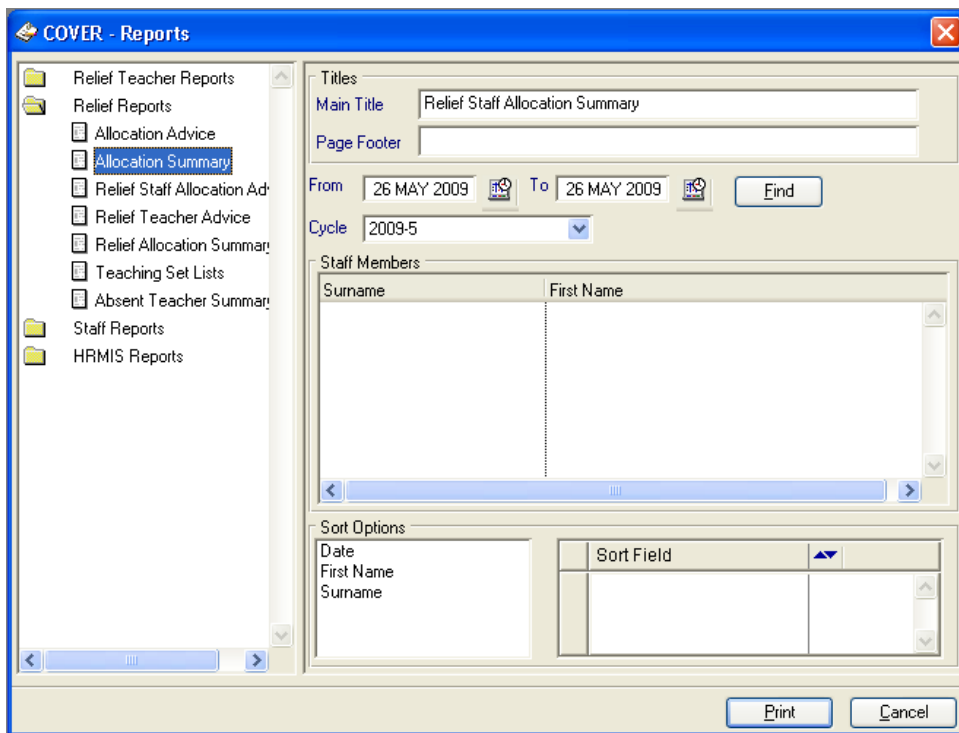
Relief Staff Member: **Brigg, Joseph**

| Date | Period | Staff Member Replaced | Notes |
|-------------|--------|-----------------------|--|
| 10 OCT 2005 | AM | Mark Alan | Work available on teachers desk. |
| 10 OCT 2005 | PM | Mark Alan | |
| 11 OCT 2005 | AM | Mark Alan | |
| 11 OCT 2005 | PM | Mark Alan | Some students have band practice. Details on board |

6.3.2 Allocation Summary

Cover > Reports > Relief Reports > Allocation Summary

The Allocation Summary prints out all periods of absence for a selected date range and cycle, and, provided relief has been assigned, the names of the relief teachers covering each period.



- Open the Relief Reports folder.
- Highlight Allocation Summary.
- Edit the title if desired.
- Enter footer if desired.
- Select a date range. (See Section 6.1.2 on using the Date Selector.)
- Select a cycle.
- Click Find.

This will populate the Staff Members pane with the names of all the teachers from the selected cycle who have been absent during the specified date range.

- Select one or more staff members.
- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)
- Click Print
- Select the desired report destination
- Click OK

Report for schools using the timetabling module:

| 'COVER - Relief Staff Allocation Summary' | | | | | | |
|---|-------------|--|--|--|--|---|
| West Coast District High School | | | | | | |
| Relief Staff Allocation Summary | | | for 10 OCT 2005 to 11 OCT 2005 | | | |
| Staff Name | Date | 1 | 2 | 3 | 4 | 5 |
| Sandra Corner | 10 OCT 2005 | 8S&E_5 Society & Environment 8 MS3 Gillian Adams | 8S&E_4 Society & Environment 8 MS3 Gillian Adams | | 9Eng_3 English 9 MS3 Gillian Adams | 8ENG_3 English 8 MS3 Gillian Adams |
| Sandra Corner | 11 OCT 2005 | | 8S&E_5 Society & Environment 8 MS3 Evan Dale | 8S&E_4 Society & Environment 8 MS3 Jonathon Wheeler | | 9Eng_3 English 9 MS3 Amanda Fisher |
| Luke Evans | 10 OCT 2005 | | 8SC1_5 Science 8 SCI 6 James Kent | 8D&T_5 Design and Technology 8 W&W 2 James Kent | 8Math_2 Mathematics 8 MS6 James Kent | 8Math_5 Mathematics 8 MS7 James Kent |
| Luke Evans | 11 OCT 2005 | | | 8SC1_5 Science 8 SCI 6 Tabitha Swindon | 9MW_2 Metalwork 9 MW 1 Tabitha Swindon | 8Math_2 Mathematics 8 MS6 Tabitha Swindon |

Report for schools not using the timetabling module:

| 'COVER - Relief Staff Allocation Summary' | | | |
|---|-------------|--------------------------------|----------------|
| South Gate Primary School | | | |
| Relief Staff Allocation Summary | | for 10 OCT 2005 to 11 OCT 2005 | |
| Staff Name | Date | AM | PM |
| Maria Theresa Alan | 10 OCT 2005 | Carey Grant | Carey Grant |
| Maria Theresa Alan | 11 OCT 2005 | Carey Grant | Carey Grant |
| Elaine Abbott | 10 OCT 2005 | Harris Barclay | Harris Barclay |
| Elaine Abbott | 11 OCT 2005 | Carl Best | Carl Best |
| Mark Alan | 10 OCT 2005 | Joseph Brigg | Joseph Brigg |
| Mark Alan | 11 OCT 2005 | Joseph Brigg | Joseph Brigg |

6.3.3 Relief Staff Allocation Advice

Cover > Reports > Relief Reports > Relief Staff Allocation Advice

The Relief Staff Allocation Advice allows the user to report on relief teacher allocations that are selectable by a date range or relieving teacher. There is a checkbox to allow the user to include whether the teaching set lists are provided as part of the report. If printed with the teaching set the full summary for that teacher is displayed followed by each teaching set.

If the user does not tick the checkbox 'Include Teaching Set List', the checkbox 'Insert Page Break' is disabled. If the user ticks the checkbox 'Include Teaching Set List', the checkbox 'Insert Page Break' is enabled.

If the user ticks the checkbox 'Insert Page Break', the system inserts a page break after the teaching set list in the report.

The screenshot shows the 'COVER - Reports' window. On the left is a tree view with folders: 'Relief Teacher Reports', 'Relief Reports', 'Staff Reports', and 'HRMIS Reports'. Under 'Relief Reports' are several report types, with 'Relief Staff Allocation Advice' selected. The main area contains the following fields and controls:

- Titles:** 'Main Title' is 'Relief Staff Allocation Advice'; 'Page Footer' is empty.
- Date Range:** 'From' is '26 MAY 2009' and 'To' is '29 MAY 2009'. A 'Find' button is next to the 'To' date.
- Checkboxes:** 'Include Teaching Set List' and 'Insert Page Break' are both checked.
- Relief Members:** A table with columns 'Surname', 'First Name', and 'Relief Type'. One row is visible: Surname 'Ratigan', First Name 'Marilyn', Relief Type 'IRT'.
- Sort Options:** 'First Name' and 'Surname' are listed. A 'Sort Field' dropdown is set to 'First Name'.
- Buttons:** 'Print' and 'Cancel' buttons are at the bottom right.

- Open the Relief Reports folder
- Highlight Relief Staff Allocation Advice
- Edit the title if desired
- Enter a footer if desired
- Select a date range. (See Section 6.1.2 on using the Date Selector.)
- Click Find.

This will populate the Relief Members pane with the names of all the relief teachers for the specified date range.

- Select one or more staff members.
- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)

- Click Print
- Select the desired report destination
- Click OK

Report for schools using the timetabling module:

COVER - Relief Staff Allocation Advice

West Coast District High School
for 26 MAY 2009 to 29 MAY 2009

Relief Staff Allocation Advice

Relief Staff Member: Merilyn Rattigan

26 MAY 2009

| Period | Teaching Set | Size | Subject | Room | Staff Member Replaced |
|--------|--------------|------|---------------|------|-----------------------|
| 1 | 8Math_4 | 27 | Mathematics 8 | MS4 | Nicholas Creed |

| First Name | Surname | Gender | Year | Form |
|------------|-----------|--------|------|------|
| Mark | Antonello | M | 8 | 08.4 |
| Whitney | Chesson | F | 8 | 08.4 |
| Matthew | Defazio | M | 8 | 08.4 |
| Devyn | Entwistle | M | 8 | 08.4 |
| Ashlee | Holt | F | 8 | 08.4 |

Page 1 of 6

Report for schools not using the timetabling module:

COVER - Relief Staff Allocation Advice

West Coast District High School
for 26 MAY 2009 to 29 MAY 2009

Relief Staff Allocation Advice

Relief Staff Member: Alan, Maria Theresa

| Date | Period | Staff Member Replaced | Notes |
|-------------|--------|-----------------------|-------|
| 26 MAY 2009 | AM | Harris Barclay | |
| 26 MAY 2009 | PM | Harris Barclay | |
| 27 MAY 2009 | AM | Harris Barclay | |
| 27 MAY 2009 | PM | Harris Barclay | |

Page 1 of 2

Note: The 'Relief Staff Allocation Advice' link has been removed from the 'Cover > Staff Absences', 'Cover > Cover Allocation', 'Cover > Staff Absences > Assign Relief Staff' and 'Cover > Cover Allocation > Assign Relief Staff' windows and replaced with 'Relief Teacher Advice' report

6.3.4 Relief Teacher Advice

Cover > Reports > Relief Reports > Relief Teacher Advice

The Relief Teacher Advice allows the user to report on relief teacher allocations that are selectable by a date range or relieving teacher. The report is grouped by the Absent Teacher. For schools using the timetabling module, there is a checkbox to allow the user to include whether the teaching set lists are provided as part of the report. If printed with the teaching set the full summary for that teacher is displayed followed by each teaching set.

If the user does not tick the checkbox 'Include Teaching Set List', the checkbox 'Insert Page Break' is disabled. If the user ticks the checkbox 'Include Teaching Set List', the checkbox 'Insert Page Break' is enabled.

If the user ticks the checkbox 'Insert Page Break', the system inserts a page break after the teaching set list in the report.

The screenshot shows the 'COVER - Reports' window. On the left is a tree view with folders for 'Relief Teacher Reports', 'Relief Reports', 'Staff Reports', and 'HRMIS Reports'. Under 'Relief Reports', several report types are listed, with 'Relief Teacher Advice' highlighted. The main area contains the following fields and controls:

- Titles:** 'Main Title' is set to 'Relief Teacher Advice'; 'Page Footer' is empty.
- Date Range:** 'From' and 'To' are both set to '26 MAY 2009'. A 'Find' button is next to the 'To' date.
- Options:** Two checkboxes are present: 'Include Teaching Set List' (unchecked) and 'Insert Page Break' (disabled).
- Relief Members:** A table with columns 'Surname', 'First Name', and 'Relief Type'. The table is currently empty.
- Sort Options:** A section with a list box containing 'First Name' and 'Surname', and a 'Sort Field' dropdown menu.
- Buttons:** 'Print' and 'Cancel' buttons are at the bottom right.

- Open the Relief Reports folder
- Highlight Relief Teacher Advice
- Edit the title if desired
- Enter a footer if desired
- Select a date range. (See Section 6.1.2 on using the Date Selector.)
- Click Find.

This will populate the Relief Members pane with the names of all the relief teachers for the specified date range.

- Select one or more staff members.
- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)
- Click Print
- Select the desired report destination
- Click OK

Report for schools using the timetabling module:

| COVER - Relief Teacher Advice | | | | | | | |
|--|---------------|--------------|-------------------------|----------|-------|----------------|--|
| West Coast District High School Relief Teacher Advice 10 OCT 2005 Relief Staff Member: Kent, James | | | | | | | |
| Period | Time | Teaching Set | Subject | Students | Room | Absent Teacher | Instructions |
| 2 | 09:40 - 10:40 | 8SC1_5 | Science 8 | 25 | SCI 6 | Luke Evans | Video on Ecosystems. Booked in library |
| 3 | 11:00 - 12:05 | 8D&T_5 | Design and Technology 8 | 21 | VVV 2 | Luke Evans | Students working on design project |
| 4 | 12:05 - 13:05 | 8Math_2 | Mathematics 8 | 25 | MS6 | Luke Evans | Students have 'Area' worksheet. Spares on desk |
| 5 | 13:45 - 14:50 | 8Math_5 | Mathematics 8 | 28 | MS7 | Luke Evans | Students have 'Area' worksheet. Spares on desk |

Report for schools not using the timetabling module:

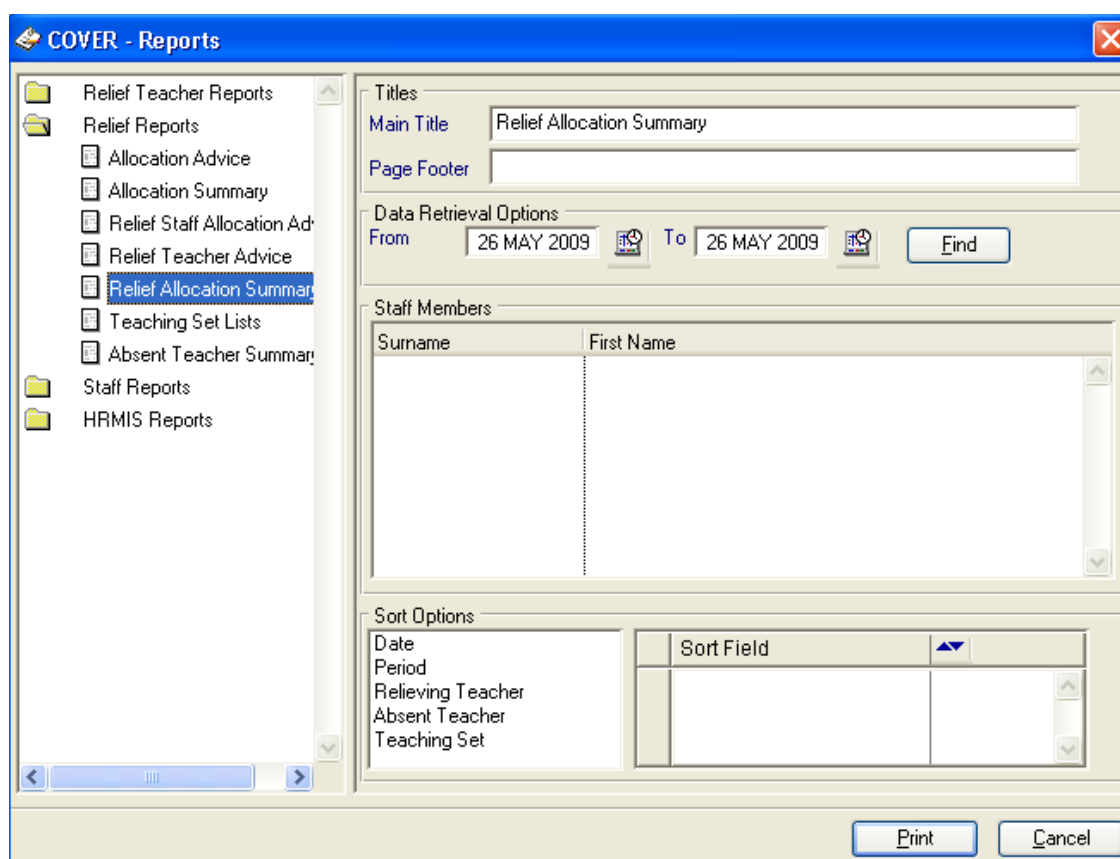
| COVER - Relief Teacher Advice | | |
|--|----------------|--|
| South Gate Primary School Relief Teacher Advice 10 OCT 2005 Relief Staff Member: Barclay, Harris | | |
| Period | Absent Teacher | Instructions |
| AM | Elaine Abbott | Please speak to Mr Kent for details of student assignment. Copy on desk. |

6.3.5 Relief Allocation Summary

Cover > Reports > Relief Reports > Relief Allocation Summary

The Relief Allocation Summary allows the user to report on relieving teachers for a selected date range. The report can be sorted by the following criteria:

- Date
- Period
- Relieving Teacher
- Absent Teacher
- Teaching Set



- Open the Relief Reports folder.
- Highlight Relief Allocation Summary.
- Edit the title if desired.
- Enter footer if desired.
- Select a date range. (See Section 6.1.2 on using the Date Selector.)
- Click Find.

This will populate the Staff Members pane with the names of all the teachers where relief has been allocated for the specified date range.

- Select one or more staff members.
- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)
- Click Print.
- Select the desired report destination.
- Click OK.

Report for schools using the timetabling module:

| 'COVER - Relief Allocation Summary' | | | | | | | |
|--|-----------------|--------|--------------|-------------------------|------|-------|-------------------|
| West Coast District High School | | | | | | | |
| Relief Allocation Summary for 10 OCT 2005 to 12 OCT 2005 | | | | | | | |
| Date | Absent Teacher | Period | Teaching Set | Subject | Size | Room | Relieving Teacher |
| 10 OCT 2005 | Jennifer Calvin | 1 | 8ENG_2 | English 8 | 28 | MS2 | Rebecca Walker |
| 10 OCT 2005 | Jennifer Calvin | 2 | 9Eng_2 | English 9 | 23 | MS2 | John Jones |
| 10 OCT 2005 | Luke Evans | 2 | 8SC1_5 | Science 8 | 25 | SCI 6 | James Kent |
| 10 OCT 2005 | Luke Evans | 3 | 8D&T_5 | Design and Technology 8 | 21 | VVV 2 | James Kent |
| 10 OCT 2005 | Luke Evans | 4 | 8Math_2 | Mathematics 8 | 25 | MS6 | James Kent |
| 10 OCT 2005 | Luke Evans | 5 | 8Math_5 | Mathematics 8 | 28 | MS7 | James Kent |
| 10 OCT 2005 | Sandra Corner | 1 | 8S&E_5 | Society & Environment 8 | 27 | MS3 | Gillian Adams |
| 10 OCT 2005 | Sandra Corner | 2 | 8S&E_4 | Society & Environment 8 | 26 | MS3 | Gillian Adams |
| 10 OCT 2005 | Sandra Corner | 4 | 9Eng_3 | English 9 | 23 | MS3 | Gillian Adams |
| 10 OCT 2005 | Sandra Corner | 5 | 8ENG_3 | English 8 | 28 | MS3 | Gillian Adams |
| 11 OCT 2005 | Jennifer Calvin | 2 | 8ENG_2 | English 8 | 28 | MS2 | John Jones |
| 11 OCT 2005 | Jennifer Calvin | 3 | 9Eng_2 | English 9 | 23 | MS2 | John Jones |
| 11 OCT 2005 | Luke Evans | 3 | 8SC1_5 | Science 8 | 25 | SCI 6 | Tabitha Swindon |
| 11 OCT 2005 | Luke Evans | 4 | 9MW_2 | Metalwork 9 | 16 | MW 1 | Tabitha Swindon |
| 11 OCT 2005 | Luke Evans | 5 | 8Math_2 | Mathematics 8 | 25 | MS6 | Tabitha Swindon |

Report for schools not using the timetabling module:

| 'COVER - Relief Allocation Summary' | | | |
|--|--------------------|--------|-------------------|
| South Gate Primary School | | | |
| Relief Allocation Summary for 10 OCT 2005 to 12 OCT 2005 | | | |
| Date | Absent Teacher | Period | Relieving Teacher |
| 10 OCT 2005 | Elaine Abbott | AM | Harris Barclay |
| 10 OCT 2005 | Elaine Abbott | PM | Harris Barclay |
| 10 OCT 2005 | Maria Theresa Alan | AM | Carey Grant |
| 10 OCT 2005 | Maria Theresa Alan | PM | Carey Grant |
| 10 OCT 2005 | Mark Alan | AM | Joseph Brigg |
| 10 OCT 2005 | Mark Alan | PM | Joseph Brigg |
| 11 OCT 2005 | Elaine Abbott | AM | Carl Best |
| 11 OCT 2005 | Elaine Abbott | PM | Carl Best |
| 11 OCT 2005 | Maria Theresa Alan | AM | Carey Grant |
| 11 OCT 2005 | Maria Theresa Alan | PM | Carey Grant |
| 11 OCT 2005 | Mark Alan | AM | Joseph Brigg |
| 11 OCT 2005 | Mark Alan | PM | Joseph Brigg |
| 12 OCT 2005 | Mark Alan | AM | Carey Grant |
| 12 OCT 2005 | Mark Alan | PM | Carey Grant |

6.3.6 Teaching Set Lists

Note: This report is only available to schools using the timetabling module.

Cover > Reports > Relief Reports > Teaching Set Lists

- The Teaching Set Lists report allows the user to report on teaching sets and associated staff for a selected date range.

The screenshot shows the 'COVER - Reports' window. On the left is a tree view with folders: 'Relief Teacher Reports', 'Relief Reports', 'Staff Reports', and 'HRMIS Reports'. Under 'Relief Reports' are several report types, with 'Teaching Set Lists' highlighted. The main area contains fields for 'Main Title' (set to 'Teaching Set Lists') and 'Page Footer'. Below these are date pickers for 'From' and 'To', both set to '26 MAY 2009', with a 'Find' button. A checkbox for 'Insert Page Break' is present. The 'Staff Members' section shows a table with columns 'Surname' and 'First Name'. At the bottom, 'Sort Options' include 'First Name', 'Period', and 'Surname', with a 'Sort Field' dropdown set to 'First Name'. 'Print' and 'Cancel' buttons are at the bottom right.

- Open the Relief Reports folder.
- Highlight Relief Allocation Summary.
- Edit the title if desired.
- Enter footer if desired.
- Select a date range. (See Section 6.1.2 on using the Date Selector.)

If the user ticks the checkbox 'Insert Page Break', the system inserts a page break after each teaching set list in the report.

- Click Find.

This will populate the Staff Members pane with the names of all the teachers where relief has been allocated for the specified date range.

- Select one or more staff members.
- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)

- Click Print.
- Select the desired report destination.
- Click OK.

COVER - Teaching Sets Lists

West Coast District High School

Teaching Set Lists
11 OCT 2005

Relieving Teacher: Dale, Evan

Absent Teacher: Sandra Corner

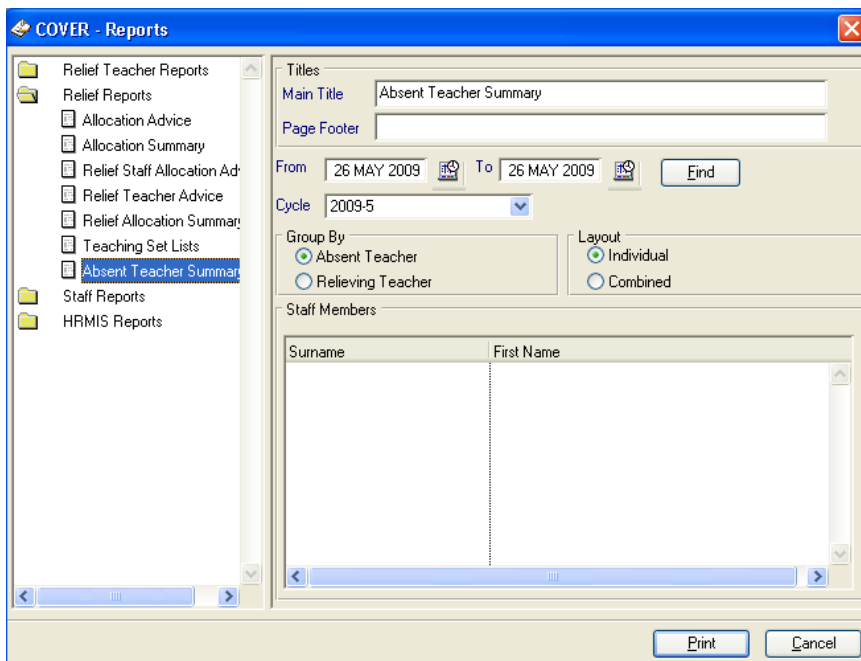
| 8S&E_5 | Society & Environment 8 | | | 2 | MS3 |
|---------------------|-------------------------|------|------|-------|-----|
| Student | Gender | Year | Form | Notes | |
| Bishop, Alecia | F | 8 | 8.1 | | |
| Cartwright, Matthew | M | 8 | 8.3 | | |
| Ducker, Patrick | M | 8 | 8.5 | | |
| Futterby, Aimee | F | 8 | 8.2 | | |
| Gray, Nathan | M | 8 | 8.2 | | |
| Holt, Ashlee | F | 8 | 8.4 | | |
| Lang, Jade | F | 8 | 8.2 | | |
| Leng, Ryan | M | 8 | 8.3 | | |
| Marschke, Stacey | F | 8 | 8.4 | | |
| McArthur, Aimee | F | 8 | 8.1 | | |
| Merry, Ben | M | 8 | 8.3 | | |
| Mohammad, Cameron | M | 8 | 8.5 | | |
| Moore, Gregory | M | 8 | 8.1 | | |
| Mosdale, Vanessa | F | 8 | 8.3 | | |
| Ocle, Peter | M | 8 | 8.4 | | |
| Oppeal, Craig | M | 8 | 8.5 | | |
| Paterson, Erin | F | 8 | 8.5 | | |
| Pearson, Tamara | F | 8 | 8.4 | | |
| Peel, Pamela | F | 8 | 8.1 | | |
| Peters, Darryl | M | 8 | 8.5 | | |

6.3.7 Absent Teacher Summary

Cover > Reports > Relief Reports > Absent Teacher Summary

- The Absent Teacher Summary report is similar to the Timetable module relief reports, with relieving teacher details included where known.

Note: This report is only available to schools using the timetabling module.

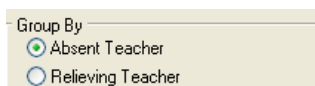


- Open the Relief Reports folder.
- Highlight Absent Teacher Summary.
- Edit the title if desired.
- Enter the footer if desired.
- Select a date range. (See Section 6.1.2 on using the Date Selector.)
- Select the required Cycle.
- Click Find.

This will populate the Staff Members pane with the names of all the teachers who require cover for the specified date range.

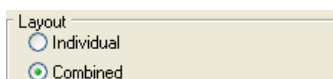
- Select one or more staff members.

There is an option to group by Absent Teacher or Relieving Teacher



- Select the required option.

There is also an option to print an Individual or Combined layout.



- Select the required option.

- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)
- Click Print.
- Select the desired report destination.
- Click OK.

Select 'Absent Teacher' and 'Individual':

| | |
|---|---|
| Group By | Layout |
| <input checked="" type="radio"/> Absent Teacher | <input checked="" type="radio"/> Individual |
| <input type="radio"/> Relieving Teacher | <input type="radio"/> Combined |

The following shows an example of the report:

| 'COVER - Absent Teacher Timetable' | | | | |
|------------------------------------|---|--|---|---|
| West Coast District High School | | | | |
| Absent Teacher Timetable | | | | |
| Luke Evans | | | | |
| 10 OCT 2005 | | | | |
| Lesson 1 08:40-09:40 | Lesson 2 09:40-10:40 | Lesson 3 11:00-12:05 | Lesson 4 12:05-13:05 | Lesson 5 13:45-14:50 |
| | 8SC1_5 (25) Science 8 SCI 6 James Kent | 8D&T_5 (21) Design and Technology 8 Ww/ 2 James Kent | 8Math_2 (25) Mathematics 8 MS6 James Kent | 8Math_5 (28) Mathematics 8 MS7 James Kent |
| 11 OCT 2005 | | | | |
| Lesson 1 08:40-09:40 | Lesson 2 09:40-10:40 | Lesson 3 11:00-12:05 | Lesson 4 12:05-13:05 | Lesson 5 13:45-14:50 |
| | | 8SC1_5 (25) Science 8 SCI 6 Tabitha Swindon | 9Mw_2 (16) Metalwork 9 Mw/ 1 Tabitha Swindon | 8Math_2 (25) Mathematics 8 MS6 Tabitha Swindon |

Select 'Absent Teacher' and 'Combined':

| | |
|---|---|
| Group By | Layout |
| <input checked="" type="radio"/> Absent Teacher | <input type="radio"/> Individual |
| <input type="radio"/> Relieving Teacher | <input checked="" type="radio"/> Combined |

The following shows an example of the report:

| 'COVER - Absent Teacher Timetables' | | | | | |
|-------------------------------------|-------------------------|---|---|---|--|
| West Coast District High School | | | | | |
| Absent Teacher Timetables | | | | | |
| 18 OCT 2005 | | | | | |
| Absent Teacher | Lesson 1 08:40-09:40 | Lesson 2 09:40-10:40 | Lesson 3 11:00-12:05 | Lesson 4 12:05-13:05 | Lesson 5 13:45-14:50 |
| Travis Elliot | | 9Math_2 (23) Mathematics 9 MS10 Pamela Smith | 9Sci_1 (23) Science 9 SCI 2 John Jones | | |
| Luke Evans | | | 8SCI_5 (25) Science 8 SCI 6 Rebecca Walker | 9Mw_2 (16) Metalwork 9 MW 1 Rebecca Walker | 8Math_2 (25) Mathematics 8 MS6 Rebecca Walker |
| Edna Everage | | | 8Math_3 (28) Mathematics 8 MS5 | | 9Sci_2 (23) Science 9 SCI 4 |
| Amanda Fisher | | 8Math_4 (27) Mathematics 8 MS8 Julie Grubelich | 9Math_3 (23) Mathematics 9 MS4 Julie Grubelich | | |

Select 'Relieving Teacher' and 'Individual'

| | |
|--|---|
| Group By | Layout |
| <input type="radio"/> Absent Teacher | <input checked="" type="radio"/> Individual |
| <input checked="" type="radio"/> Relieving Teacher | <input type="radio"/> Combined |

The following shows an example of the report:

| 'COVER - Relief Teacher Timetable' | | | | |
|------------------------------------|-------------------------|---|---|--|
| West Coast District High School | | | | |
| Relief Teacher Timetable | | | | |
| Rebecca Walker | | | | |
| 18 OCT 2005 | | | | |
| Lesson 1 08:40-09:40 | Lesson 2 09:40-10:40 | Lesson 3 11:00-12:05 | Lesson 4 12:05-13:05 | Lesson 5 13:45-14:50 |
| | | 8SCI_5 (25) Science 8 SCI 6 Luke Evans | 9Mw_2 (16) Metalwork 9 MW 1 Luke Evans | 8Math_2 (25) Mathematics 8 MS6 Luke Evans |

Select 'Relieving Teacher' and 'Combined'

| | |
|--|---|
| Group By | Layout |
| <input type="radio"/> Absent Teacher | <input type="radio"/> Individual |
| <input checked="" type="radio"/> Relieving Teacher | <input checked="" type="radio"/> Combined |

The following shows an example of the report:

| 'COVER - Relief Teacher Timetables' | | | | | |
|-------------------------------------|-------------------------|--|---|---|--|
| West Coast District High School | | | | | |
| Relief Teacher Timetables | | | | | |
| 18 OCT 2005 | | | | | |
| Relieving Teacher | Lesson 1 08:40-09:40 | Lesson 2 09:40-10:40 | Lesson 3 11:00-12:05 | Lesson 4 12:05-13:05 | Lesson 5 13:45-14:50 |
| Julie Grubelich | | 8Math_4 (27) Mathematics 8 MS8 Amanda Fisher | 9Math_3 (23) Mathematics 9 MS4 Amanda Fisher | | |
| Pamela Smith | | 9Math_2 (23) Mathematics 9 MS10 Travis Elliot | 9Sci_1 (23) Science 9 SCI 2 Travis Elliot | | |
| Rebecca Walker | | | 8SCI_5 (25) Science 8 SCI 6 Luke Evans | 9MW_2 (16) Metalwork 9 MW 1 Luke Evans | 8Math_2 (25) Mathematics 8 MS6 Luke Evans |

6.4 Staff Reports

6.4.1 Staff Absence Report

Cover >Reports > Staff Reports > Staff Absence Report

The staff absence report provides details of all staff absences for a given date range. It includes:

- Absent teachers' names.
- Dates of absence.
- Reasons for absence.
- Whether or not the absent teachers provided medical certificates.
- Periods and teaching sets covered.
- Names of relief teachers assigned to cover the absences.

- Open the Staff Reports folder.
- Highlight Staff Absence Report.
- Edit the title if desired.
- Enter footer if desired.
- Select a date range. (See Section 6.1.2 on using the Date Selector.)
- Select a reason from the drop down menu if required.
- Click Find.

This will populate the Staff Members pane with the names of all the teachers who have been absent during the specified date range and, if applicable, for the selected reason.

- Select one or more staff members
- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)
- Click Print.
- Select the desired report destination.
- Click OK.

Report for schools using the timetabling module:

| 'COVER - Staff Absences' | | | | | | |
|---------------------------------|-------------|--------|--------------------------------|--------|--------|---------------------|
| West Coast District High School | | | | | | |
| Staff Absence Report | | | for 10 OCT 2005 to 11 OCT 2005 | | | |
| Absent Staff Member | Date | Reason | Med Cert | Period | TSet | Relief Staff Member |
| Jennifer Calvin | 10 OCT 2005 | SI | No | 1 | 8ENG_2 | Rebecca Walker |
| | | SI | No | 2 | 9Eng_2 | John Jones |
| | 11 OCT 2005 | SI | No | 2 | 8ENG_2 | Pamela Smith |
| | | SI | No | 3 | 9Eng_2 | Pamela Smith |
| Sandra Corner | 10 OCT 2005 | EX | No | 1 | 8S&E_5 | Gillian Adams |
| | | EX | No | 2 | 8S&E_4 | Gillian Adams |
| | | EX | No | 4 | 9Eng_3 | Gillian Adams |
| | | EX | No | 5 | 8ENG_3 | Gillian Adams |
| | 11 OCT 2005 | SI | Yes | 2 | 8S&E_5 | Evan Dale |
| | | SI | Yes | 3 | 8S&E_4 | Jonathon Wheeler |
| | | SI | Yes | 5 | 9Eng_3 | Amanda Fisher |

Report for schools not using the timetabling module:

| 'COVER - Staff Absences' | | | | | |
|---------------------------|-------------|--------|--------------------------------|--------|---------------------|
| South Gate Primary School | | | | | |
| Staff Absence Report | | | for 10 OCT 2005 to 11 OCT 2005 | | |
| Absent Staff Member | Date | Reason | Med Cert | Period | Relief Staff Member |
| Elaine Abbott | 10 OCT 2005 | S | No | AM | Harris Barclay |
| | | S | No | PM | Harris Barclay |
| | 11 OCT 2005 | S | No | AM | Carl Best |
| | | S | No | PM | Carl Best |
| Mark Alan | 10 OCT 2005 | S | No | AM | Joseph Brigg |
| | | S | No | PM | Joseph Brigg |
| | 11 OCT 2005 | S | No | AM | Joseph Brigg |
| | | S | No | PM | Joseph Brigg |

6.5 HRMIS Reports

6.5.1 Staff Absence Summary

Cover > Reports > HRMIS Reports > Staff Absence Summary

The Staff Absence Summary Report is used for the HRMIS system and provides a summary of staff absences with relief details.

The following report options are available:

- Selection on Date Range, Leave Reason, Leave Code and Absent Teacher.
- Sort by Date, First Name, Surname Leave Code and Leave Reason.

The screenshot shows the 'COVER - Reports' application window. On the left is a tree view with folders: Relief Teacher Reports, Relief Reports, Staff Reports, and HRMIS Reports. Under HRMIS Reports, 'Staff Absence Summary' is selected. The main area contains the following sections:

- Titles:** Main Title: Staff Absence Summary Report; Page Footer: (empty).
- Data Retrieval Options:** From: 6 FEB 2007; To: 6 MAY 2007; Reason: -- ALL --; Leave Code: -- ALL --. A 'Find' button is to the right.
- Staff Members:** A table with two columns: Surname and First Name. The data shown is:

| Surname | First Name |
|---------|------------|
| Fisher | Amanda |
| Calvin | Jennifer |
| Smith | Belinda |
- Sort Options:** A list of fields (Date, First Name, Leave Code, Reason, Surname) and a 'Sort Field' dropdown menu.

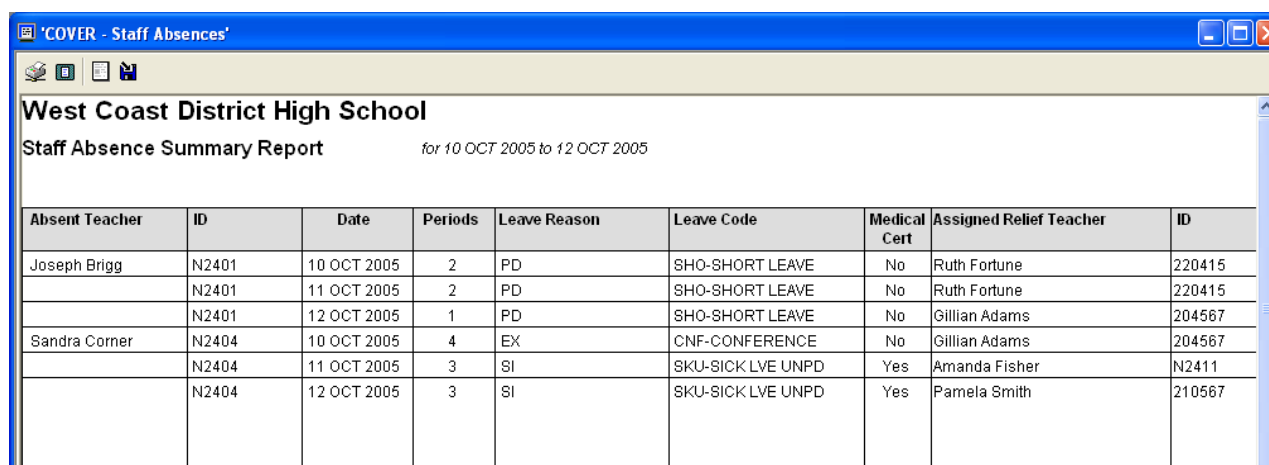
At the bottom right are 'Print' and 'Cancel' buttons.

- Open the HRMIS Reports folder
- Highlight Staff Absence Summary
- Edit the title if desired
- Enter a footer if desired
- Select a date range. (See Section 6.1.2 on using the Date Selector.)
- Select a reason from the drop down menu if required.
- Select a Leave Code from the drop down menu if required.
- Click Find.

This will populate the Staff Members pane with the names of all the teachers who have been absent during the specified date range and, if applicable, for the selected reason.

- Select one or more staff members.

- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)
- Click Print.
- Select the desired report destination
- Click OK



| West Coast District High School | | | | | | | | |
|---|-------|-------------|---------|--------------|-------------------|--------------|-------------------------|--------|
| Staff Absence Summary Report for 10 OCT 2005 to 12 OCT 2005 | | | | | | | | |
| Absent Teacher | ID | Date | Periods | Leave Reason | Leave Code | Medical Cert | Assigned Relief Teacher | ID |
| Joseph Brigg | N2401 | 10 OCT 2005 | 2 | PD | SHO-SHORT LEAVE | No | Ruth Fortune | 220415 |
| | N2401 | 11 OCT 2005 | 2 | PD | SHO-SHORT LEAVE | No | Ruth Fortune | 220415 |
| | N2401 | 12 OCT 2005 | 1 | PD | SHO-SHORT LEAVE | No | Gillian Adams | 204567 |
| Sandra Corner | N2404 | 10 OCT 2005 | 4 | EX | CNF-CONFERENCE | No | Gillian Adams | 204567 |
| | N2404 | 11 OCT 2005 | 3 | SI | SKU-SICK LVE UNPD | Yes | Amanda Fisher | N2411 |
| | N2404 | 12 OCT 2005 | 3 | SI | SKU-SICK LVE UNPD | Yes | Pamela Smith | 210567 |

Note: The 'Periods' column display the total periods requiring cover, not the individual periods. The Assigned Relief Teacher column displays the staff member who is in the Assigned Relief column in Assign Relief window, not the staff member assigned to take the period.

6.5.2 Relief Payment Summary

Cover > Reports > HRMIS Reports > Relief Payment Summary

The Relief Payment Summary Report is used for the HRMIS system and provides a summary of staff absences with relief details.

The following report options are available:

- Selection on Date Range, Leave Reason, Leave Code and Absent Teacher.
- Sort by Date, First Name, Surname Leave Code and Leave Reason.

| Surname | First Name | Relief Type |
|---------|---------------|-------------|
| Jones | Jack | ERT |
| Smith | Paul | ERT |
| Abbott | Elaine | IRT |
| Alan | Maria Theresa | IRT |

- Open the HRMIS Reports folder.
- Highlight Relief Payment Summary.
- Edit the title if desired.
- Enter the footer if desired.
- Select a date range. (See Section 6.1.2 on using the Date Selector.)
- Select a reason from the drop down menu if required.
- Select a Leave Code from the drop down menu if required.
- Click Find.

This will populate the Staff Members pane with the names of all the teachers who have been absent during the specified date range and, if applicable, for the selected reason.

- Select one or more staff members.
- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)
- Click Print.
- Select the desired report destination.
- Click OK.

West Coast District High School

Relief Staff Payment Summary

for 10 OCT 2005 to 11 OCT 2005

| Date | Relief Teacher | ID | Allocated Periods | Hours | Type | Teacher Replaced | ID | Reason | Leave Code | Pay Status |
|-------------|------------------|--------|-------------------|-------|------|------------------|-------|---------|-------------------|-------------|
| 10 OCT 2005 | Ellen Adams | 204567 | 4 | 4:05 | ERT | Sandra Comer | N2404 | EX | DNF-CONFERENCE | Paid |
| 11 OCT 2005 | Evan Dale | N2406 | 1 | 1:00 | IRT | Sandra Comer | N2404 | SI | SKU-SICK LVE UNPD | Paid |
| 11 OCT 2005 | Amanda Fisher | N2411 | 1 | 1:05 | IRT | Sandra Comer | N2404 | SI | SKU-SICK LVE UNPD | Non-Paga... |
| 10 OCT 2005 | Ruth Fortune | 220415 | 2 | 2:00 | ERT | Joseph Briggs | N2401 | PD | BHD-SHORT LEAVE | Paid |
| 11 OCT 2005 | Ruth Fortune | 220415 | 2 | 2:05 | ERT | Joseph Briggs | N2401 | PD | BHD-SHORT LEAVE | Paid |
| 10 OCT 2005 | John Jones | 18 | 1 | 1:00 | ERT | Jennifer Calvin | N2403 | SI | SKU-SICK LVE UNPD | Not Paid |
| 10 OCT 2005 | James Kent | 24 | 4 | 4:10 | ERT | Luke Evans | N2410 | PD | STU-STUDY UNP | Not Paid |
| 11 OCT 2005 | Penelope Smith | 210667 | 2 | 2:05 | ERT | Jennifer Calvin | N2403 | SI | | Paid |
| 11 OCT 2005 | Tabitha Swindon | N2428 | 3 | 3:10 | IRT | Luke Evans | N2410 | UNKNOWN | | Non-Paga... |
| 10 OCT 2005 | Rebecca Walker | 23 | 1 | 1:00 | ERT | Jennifer Calvin | N2403 | SI | SKU-SICK LVE UNPD | Paid |
| 11 OCT 2005 | Jonathan Wheeler | 153738 | 1 | 1:05 | IRT | Sandra Comer | N2404 | SI | SKU-SICK LVE UNPD | Non-Paga... |

6.5.3 Relief Allocation Summary

Cover > Reports > HRMIS Reports > Relief Allocation Summary

The Relief Allocation Summary Report is used by the HRMIS system and reports on paid and unpaid periods cover periods by absent staff or department.

The screenshot shows the 'COVER - Reports' application window. On the left is a tree view with folders for 'Relief Teacher Reports', 'Relief Reports', 'Staff Reports', and 'HRMIS Reports'. Under 'HRMIS Reports', there are three report items: 'Staff Absence Summary', 'Relief Payment Summary', and 'Relief Allocation Summary', which is currently selected. The main area of the window contains the following fields and options:

- Titles:** A text box for 'Main Title' containing 'Relief Allocation Summary' and an empty 'Page Footer' box.
- From:** A date field set to '6 FEB 2007'.
- To:** A date field set to '6 MAY 2007'.
- Find:** A button to execute the search.
- First Group:** Radio buttons for 'Group by Department' (selected) and 'Group by Absent Teacher'.
- Second Group:** Radio buttons for 'Group by Leave Code' (selected) and 'Group by Leave Reason'.
- Staff Members:** A table with two columns: 'Surname' and 'First Name'. The table contains three rows: Fisher (Amanda), Calvin (Jennifer), and Smith (Belinda).
- Buttons:** 'Print' and 'Cancel' buttons at the bottom right.

- Open the HRMIS Reports folder.
- Highlight Relief Allocation Summary.
- Edit the title if desired.
- Enter footer if desired.

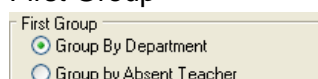
- Select a date range. (See Section 6.1.2 on using the Date Selector.)
- Select the required Cycle.
- Click Find.

This will populate the Staff Members pane with the names of all the teachers who require cover for the specified date range.

- Select on or more staff members.

There are two options to group the report output display:

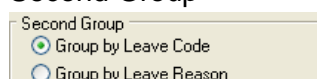
First Group



A small dialog box titled 'First Group' with two radio button options. The first option, 'Group By Department', is selected with a green dot. The second option, 'Group by Absent Teacher', is unselected with a blue dot.

Note: The 'Group by Department' field is disabled for schools not using the timetabling module

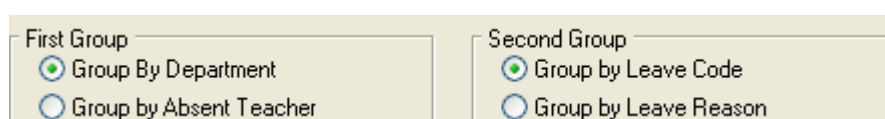
Second Group



A small dialog box titled 'Second Group' with two radio button options. The first option, 'Group by Leave Code', is selected with a green dot. The second option, 'Group by Leave Reason', is unselected with a blue dot.

- Select the relevant option for the First and Second Group option.
- Select the appropriate Sort fields as required. (See Section 6.1.3 on report field sorting.)
- Click Print.
- Select the desired report destination.
- Click OK.

Select 'Group by Department' and 'Group by Leave Code'.



Two side-by-side dialog boxes. The left one is titled 'First Group' and has 'Group By Department' selected. The right one is titled 'Second Group' and has 'Group by Leave Code' selected.

The following shows an example of the report:

| 'COVER - Relief Allocations Summary' | | | | | | | |
|--------------------------------------|-------------------|-------------------------|--------|--------------------------------|-----------------------|--------|-------|
| West Coast District High School | | | | | | | |
| Relief Allocation Summary | | | | for 10 OCT 2005 to 12 OCT 2005 | | | |
| Department | Leave Code | Total Number of Periods | | | Total Number of Hours | | |
| | | Paid | Unpaid | Total | Paid | Unpaid | Total |
| Design & Technology | STU-STUDY UNP | 0 | 1 | 1 | 0:00 | 1:05 | 1:05 |
| English | CNF-CONFERENCE | 2 | 0 | 2 | 1:00 | 0:00 | 2:05 |
| | SHO-SHORT LEAVE | 3 | 0 | 3 | 1:00 | 0:00 | 3:00 |
| | SKU-SICK LVE UNPD | 0 | 1 | 1 | 0:00 | 1:05 | 1:05 |
| Mathematics | STU-STUDY UNP | 0 | 2 | 2 | 0:00 | 2:05 | 2:05 |
| Science | STU-STUDY UNP | 0 | 1 | 1 | 0:00 | 1:00 | 1:00 |
| Society & Environment | CNF-CONFERENCE | 2 | 0 | 2 | 1:00 | 0:00 | 2:00 |
| | SHO-SHORT LEAVE | 2 | 0 | 2 | 1:00 | 0:00 | 2:05 |
| | SKU-SICK LVE UNPD | 1 | 1 | 2 | 0:00 | 1:05 | 2:05 |

Select 'Group by Department' and 'Group by Leave Reason'.

| | |
|--|---|
| First Group <input checked="" type="radio"/> Group By Department <input type="radio"/> Group by Absent Teacher | Second Group <input type="radio"/> Group by Leave Code <input checked="" type="radio"/> Group by Leave Reason |
|--|---|

The following shows an example of the report:

| 'COVER - Relief Allocations Summary' | | | | | | | |
|--------------------------------------|--------------|-------------------------|--------|--------------------------------|-----------------------|--------|-------|
| West Coast District High School | | | | | | | |
| Relief Allocation Summary | | | | for 10 OCT 2005 to 12 OCT 2005 | | | |
| Department | Leave Reason | Total Number of Periods | | | Total Number of Hours | | |
| | | Paid | Unpaid | Total | Paid | Unpaid | Total |
| Design & Technology | PD | 0 | 1 | 1 | 0:00 | 1:05 | 1:05 |
| English | EX | 2 | 0 | 2 | 1:00 | 0:00 | 2:05 |
| | PD | 3 | 0 | 3 | 1:00 | 0:00 | 3:00 |
| | SI | 0 | 1 | 1 | 0:00 | 1:05 | 1:05 |
| Mathematics | PD | 0 | 2 | 2 | 0:00 | 2:05 | 2:05 |
| Science | PD | 0 | 1 | 1 | 0:00 | 1:00 | 1:00 |
| Society & Environment | EX | 2 | 0 | 2 | 1:00 | 0:00 | 2:00 |
| | PD | 2 | 0 | 2 | 1:00 | 0:00 | 2:05 |
| | SI | 1 | 1 | 2 | 0:00 | 1:05 | 2:05 |

Select 'Group by Absent Teacher' and 'Group by Leave Code'.

| | |
|--|---|
| First Group <input type="radio"/> Group By Department <input checked="" type="radio"/> Group by Absent Teacher | Second Group <input checked="" type="radio"/> Group by Leave Code <input type="radio"/> Group by Leave Reason |
|--|---|

The following shows an example of the report for schools using the timetabling module:

| COVER - Relief Allocations Summary | | | | | | | |
|------------------------------------|-------------------|-------------------------|--------|--------------------------------|-----------------------|--------|-------|
| West Coast District High School | | | | | | | |
| Relief Allocation Summary | | | | for 10 OCT 2005 to 12 OCT 2005 | | | |
| Absent Teacher | Leave Code | Total Number of Periods | | | Total Number of Hours | | |
| | | Paid | Unpaid | Total | Paid | Unpaid | Total |
| Joseph Brigg | SHO-SHORT LEAVE | 5 | 0 | 5 | 1:00 | 0:00 | 5:05 |
| Sandra Corner | CNF-CONFERENCE | 4 | 0 | 4 | 1:00 | 0:00 | 4:05 |
| | SKU-SICK LVE UNPD | 1 | 2 | 3 | 0:00 | 2:10 | 3:10 |
| Luke Evans | STU-STUDY UNP | 0 | 4 | 4 | 0:00 | 4:10 | 4:10 |

The following shows an example of the report for schools using the timetabling module:

| COVER - Relief Allocations Summary | | | | | | | |
|------------------------------------|-------------------|-------------------------|--------|--------------------------------|--|--|--|
| South Gate Primary School | | | | | | | |
| Relief Allocation Summary | | | | for 10 OCT 2005 to 12 OCT 2005 | | | |
| Absent Teacher | Leave Code | Total Number of Periods | | | | | |
| | | Paid | Unpaid | Total | | | |
| Elaine Abbott | SHO-SHORT LEAVE | 2 | 2 | 4 | | | |
| Maria Theresa Alan | SKU-SICK LVE UNPD | 0 | 4 | 4 | | | |
| Mark Alan | SCK-W/O MED TCH | 0 | 2 | 2 | | | |
| | STU-STUDY UNP | 0 | 2 | 2 | | | |

Select 'Group by Absent Teacher' and 'Group by Leave Reason'.

| | |
|---|--|
| First Group <input type="radio"/> Group By Department <input checked="" type="radio"/> Group by Absent Teacher | Second Group <input type="radio"/> Group by Leave Code <input checked="" type="radio"/> Group by Leave Reason |
|---|--|

The following shows an example of the report for schools using the timetabling module:

| 'COVER - Relief Allocations Summary' | | | | | | | |
|--------------------------------------|--------------|-------------------------|--------|--------------------------------|-----------------------|--------|-------|
| West Coast District High School | | | | | | | |
| Relief Allocation Summary | | | | for 10 OCT 2005 to 12 OCT 2005 | | | |
| Absent Teacher | Leave Reason | Total Number of Periods | | | Total Number of Hours | | |
| | | Paid | Unpaid | Total | Paid | Unpaid | Total |
| Joseph Brigg | PD | 5 | 0 | 5 | 1:00 | 0:00 | 5:05 |
| Sandra Corner | EX SI | 4 | 0 | 4 | 1:00 | 0:00 | 4:05 |
| | | 1 | 2 | 3 | 0:00 | 2:10 | 3:10 |
| Luke Evans | PD | 0 | 4 | 4 | 0:00 | 4:10 | 4:10 |

The following shows an example of the report for schools using the timetabling module:

| 'COVER - Relief Allocations Summary' | | | | | |
|--------------------------------------|--------------|-------------------------|--------------------------------|-------|--|
| South Gate Primary School | | | | | |
| Relief Allocation Summary | | | for 10 OCT 2005 to 12 OCT 2005 | | |
| Absent Teacher | Leave Reason | Total Number of Periods | | | |
| | | Paid | Unpaid | Total | |
| Elaine Abbott | S | 2 | 2 | 4 | |
| Maria Theresa Alan | S | 0 | 4 | 4 | |
| Mark Alan | S | 0 | 2 | 2 | |
| | ST | 0 | 2 | 2 | |

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Support

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8 Support

8.1 WA

Should you require support please contact the **Customer Service Centre (CSC)** at the Department of Education.

Contact details below:

Phone (CSC)

Metro: 9264 5555
Country: 1800 012 828

Please be prepared to supply your *ID number, contact details* and a *brief description* of the problem.

Fax (CSC)

9264 4701

Please include your *ID number, contact details* and a *brief description* of the problem.

Email (CSC)

customer.service.centre@education.wa.edu.au

Please include your *ID number, contact details* and a *brief description* of the problem.

8.2 NT

Should you require support please contact the following:

DEET SAMS Support

Email sams.deet@nt.gov.au
Or Call DEET Hotline 8999 3531
Or Fax SAMS/DEET 89995611
Or Web Site <http://www.latis.net.au/sams/>