

CIVICA

Integris Cover Training Notes



Document Control

Ver.	Reason	Who	Date
1.0	Original document	Susan Richardson (RMA-WA)	04/10/05
1.1	Updated for V1.10.00b15	Susan Richardson (RMA-WA)	22/11/05
1.2	Updated following DET review	Susan Richardson (RMA-WA)	01/12/05
1.3	Updated for 2006	Susan Richardson (RMA-WA)	18/01/06
1.4	Updated for V1.10.00	Susan Richardson (RMA-WA)	28/06/06
1.5	Correction	Susan Richardson (RMA-WA)	06/07/06
1.6	Updated for 2007	Susan Richardson (RMA-WA)	13/12/06
1.7	Proofed and corrected	Shauna Henry & Susan Richardson (RMA-WA)	20/12/06
1.8	Updated for V1.11 and reformatted	Susan Richardson (RMA-WA)	20/07/07
1.9	Updated for 2008	Susan Richardson (RMA-WA)	02/04/08
2.0	Proofed with minor amendments	Shauna Henry (RMA-WA)	07/04/08
2.1	Updated for 2009	Susan Richardson (RMA-WA)	28/11/08
2.2	Updated following DET review	Joshua Kragt (RMA-WA)	16/01/09
2.3	Updated for 2010	Shauna Henry (RMA-WA)	07/04/10
3.0	Proofed, amended and updated for V1.12.01	Susan Richardson (RMA-WA)	06/05/10
3.1	Rebranded and contact information updated	Shauna Henry (Civica Ed)	08/07/2015

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Training Outcomes

At the conclusion of Cover training, participants will be able to:

- Enter teaching subjects into Staff Details
- Add Subject Area Parameters
- Add internal and external relief staff to the Relief Register and edit their details
- Edit staff availability for relief
- Flag teaching periods as not requiring relief (timetabling schools only)
- Add and edit Reason for Absence parameters
- Enter and edit staff absences
- Assign relief teachers to cover staff absences
- Produce a range of Cover reports

Training Program

Time	Content
8.30 am/12.30 pm	Coffee and Registration
8.45 am/12.45 pm	Introductions File Menu Overview of Administration Manager Staff Detail Parameters – Subject Area Overview of Timetabling (Timetabling schools only) Timetable Cycles Timetabling Reports Cover Relief Register Parameters Staff Absences
10.15 am/2.15 pm	Morning/Afternoon Tea
10.30 am/2.30 pm	Cover Assigning Relief Staff Cover Allocation Cover Reports Review
11.45am/3.45 pm	Close

1 Getting Started

1.1 Introduction

These notes are intended as a reference during 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 members of staff are known to be absent. Due to the nature of staff relief, staffing and timetabling are important considerations.

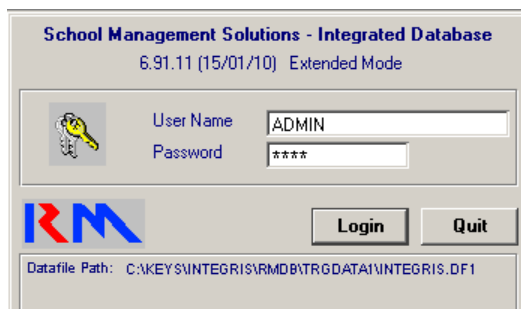
1.2 Logging on to Integris

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.

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

Activity: Logging On

- To log on, double click on **Integris Training** on the desktop
- Type **ADMIN** as the **User Name**
- **<Tab>** and enter the password **keys**



- Click on **Login** or press **<Enter>**

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

1.3 The File Menu

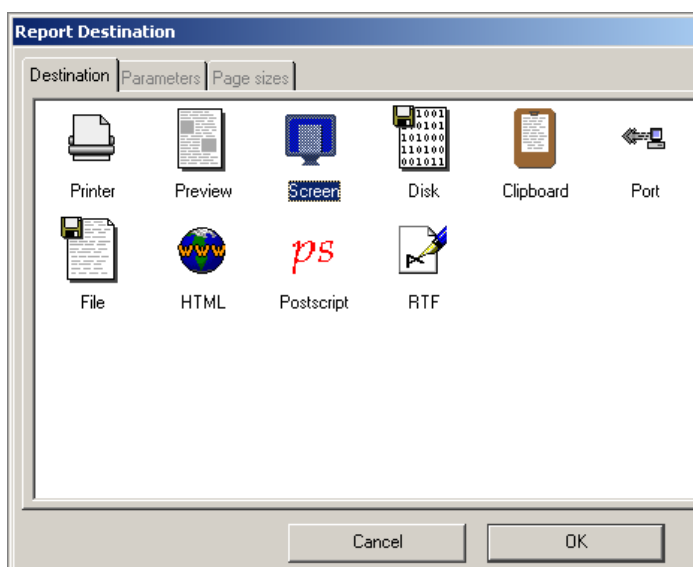
The file menu may be accessed by clicking on File in the top left of your screen.

Password enables the user to change his or her password. For security purposes, it is recommended that this is done regularly.

Change User should be used to ensure that each person accessing Integris does so under their own user name and with their personal levels of access.

Lock Terminal may be used if the user needs to leave his or her computer temporarily, does not want to log off and does not want to allow access to anyone else. Unlocking the terminal requires the user to enter his or her password again

Report Destination allows the user to choose where to send any report created in Integris. The options are displayed below.



Activity: The File Menu

Top Toolbar > File

View each of the following items in the File menu

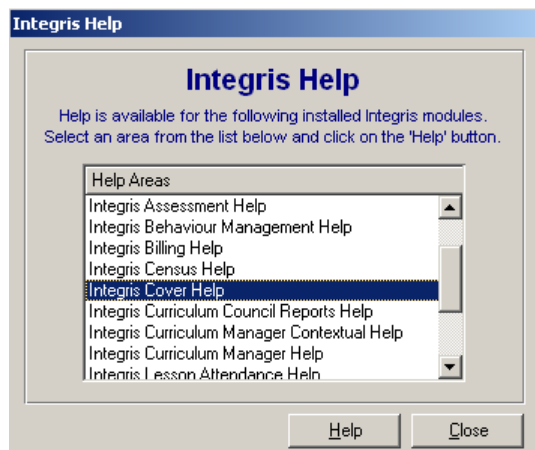
- **Password**
- **Change User**
- **Lock Terminal**
- **Report Destination**

1.4 Accessing Help

Activity: Accessing Help

Top Toolbar > Help > Help Contents and Index

- Click **Help** in the top toolbar
- Select **Help Contents and Index**



- Highlight **Integris Cover Help**
- Click **Help**
- View the **Cover** manual
- Close the manual and **Help**

2 Introduction to Administration Manager

Administration Manager is the basis of the Integris software. Users of the Cover module will need to be aware of these particular functions within the Administration Manager to be able to work effectively in Cover:

- Staff Details
- Parameters - Subject Areas

Note: If more information is required regarding Administration Manager, attending the Administration Manager training program is recommended.

2.1 Staff Details

General > Staff Details

Administration Manager can hold details on both students and staff. The staffing section of the system is accessed via the Staff Details icon on the General side bar. Functionally it is very similar to the student window, using many of the same icons.

Staff

Current

Ms Elaine Abbott (2400) **Staff Code - ABBE**

Gender - Female **Staff Type - Permanent** **ID Number - N2400**

Initials	E	Salutation	Ms Abbott	Phone 1	9370 9898
Surname	Abbott	Address	55 Smith Street, Perth, WA, 6000	Phone 2	
Legal Surname	Abbott			Fax	9370 9899
Former Surname				Mobile	040 777 1439
First Name	Elaine				
Second Name	Joy				
Third Name					
Preferred Name	Lainey				
Date of Birth	1 JAN 1970	E Mail	lainey@ozemail.com.au		
ID Number	N2400	Join Date	23 AUG 1999	Leave Date	


Contacts

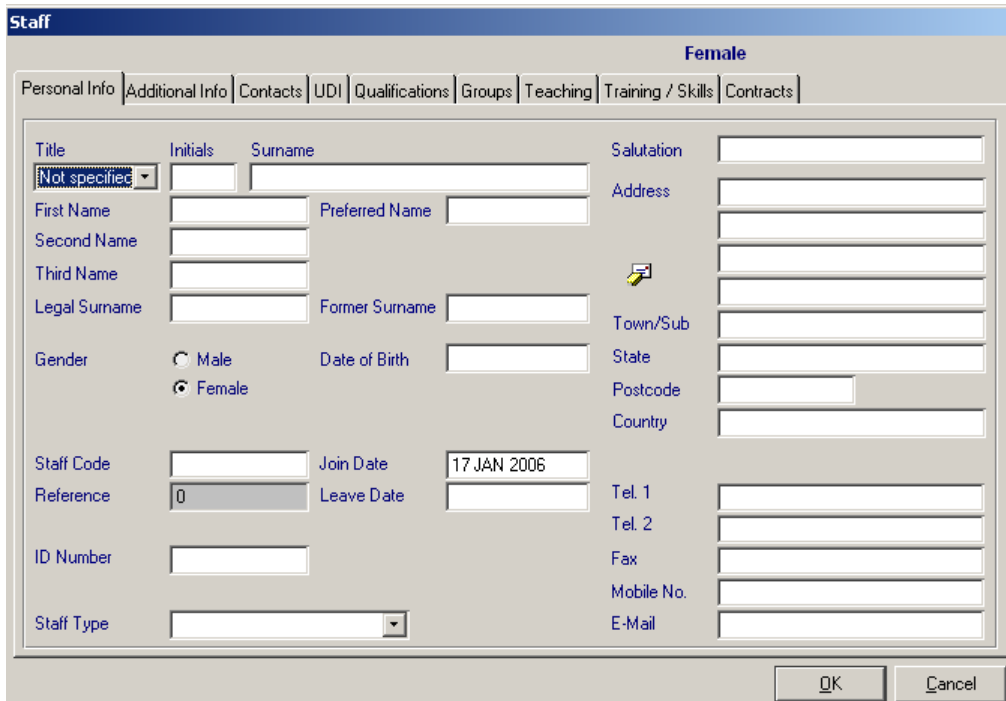
Name	Relationship	Phone	Address	NoK	Emrg
Anne Greateorex	Sister	0517 654311	Piney Woods, WA, 6999	No	Yes
Mr Frank Hawter	Not specified	9087 7700	1 St Georges Tce, Perth, WA, 6999	Yes	No

Search

NoK - Next of Kin Emrg - Emergency

2.1.1 Entering Staff Details

To add a new member of staff click **Add**.  The following window will appear, enabling users to enter relevant information.



The image shows a software window titled "Staff" with a tabbed interface. The "Personal Info" tab is selected. The window is for a female staff member, as indicated by the "Female" label and the selected "Female" radio button under "Gender". The form contains various input fields for personal and contact information. The "Title" field is set to "Not specified". The "Join Date" is pre-filled with "17 JAN 2006". The "Reference" field contains the number "0". The "Staff Type" is set to a default value. The "OK" and "Cancel" buttons are at the bottom right.

Field	Value
Title	Not specified
Initials	
Surname	
Salutation	
First Name	
Second Name	
Third Name	
Legal Surname	
Former Surname	
Gender	Female
Date of Birth	
Town/Sub	
State	
Postcode	
Country	
Staff Code	
Join Date	17 JAN 2006
Reference	0
Leave Date	
ID Number	
Staff Type	
Tel 1	
Tel 2	
Fax	
Mobile No.	
E-Mail	

To edit a staff member's details, locate their record and click on **Edit**. 

Mandatory fields are:

- Surname
- First Name
- Date of Birth
- ID Number
- Staff Code



It is also be good practice to include:

- Title
- Gender
- Staff Type
- WACOT number
- Teaching details


Note: Teaching details are not used by the Timetabling module but they are used by Cover.

Activity: Staff Details

General > Staff Details

- View the Personal  and Teaching  details for Elaine Abbott


Enter yourself as a new member of staff.

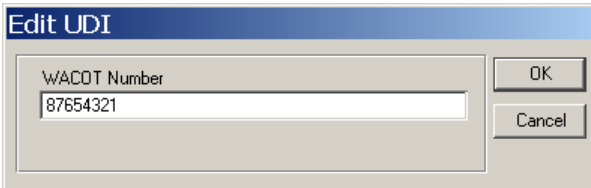
- Click **Add** 
- Enter the following information about yourself, tabbing between the fields:
 - Title
 - Surname *
 - First Name *
 - Gender
 - Date of Birth *
 - Staff Code * (first three letters of your surname and your first initial)
 - ID Number
 - Staff Type

Note: * indicates the field is mandatory

UDI – WACOT Number



WACOT is the Western Australia College of Teachers.

- Click on the **UDI** tab
- Highlight **WACOT Number**
- Click on the Edit UDI 
- Enter the WACOT number



- Click **OK** to save the WACOT number

Entering Subject Information

- Select the **Teaching** tab
- Highlight the subjects that you can teach on the right and click 
- Select your main subject on the left and click 

Note: Entering subjects here informs the Cover Module but not the timetable. Hence it is good practice to enter subjects for relief teachers here, but subjects for teachers on staff should be entered into Timetabling > Timetable Setup > Staff Preferred Subjects

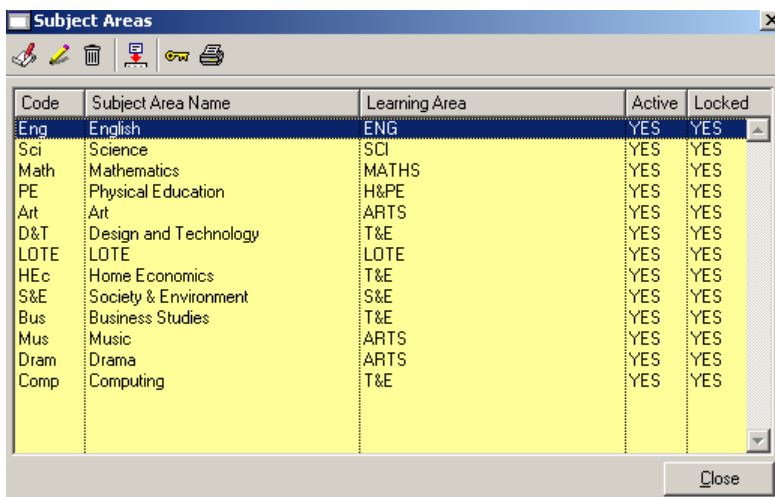
- Click **OK** to save the Staff Details entered

2.2 Parameters

2.2.1 Subject Area

General > Parameters > Subject Area

Use the Add  and Edit  to add or edit subject areas.



The screenshot shows a window titled "Subject Areas" with a table of subject areas. The table has five columns: Code, Subject Area Name, Learning Area, Active, and Locked. The rows list various subjects like English, Science, Mathematics, etc., all with "YES" in the Active and Locked columns. A "Close" button is at the bottom right.

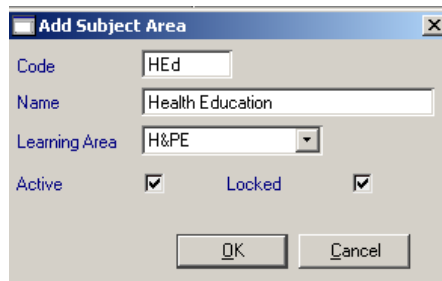
Code	Subject Area Name	Learning Area	Active	Locked
Eng	English	ENG	YES	YES
Sci	Science	SCI	YES	YES
Math	Mathematics	MATHS	YES	YES
PE	Physical Education	H&PE	YES	YES
Art	Art	ARTS	YES	YES
D&T	Design and Technology	T&E	YES	YES
LOTE	LOTE	LOTE	YES	YES
HEc	Home Economics	T&E	YES	YES
S&E	Society & Environment	S&E	YES	YES
Bus	Business Studies	T&E	YES	YES
Mus	Music	ARTS	YES	YES
Dram	Drama	ARTS	YES	YES
Comp	Computing	T&E	YES	YES

Note: Subject Area may be used to indicate a relief teacher's area(s) of specialisation in the Relief Register in the Cover module.

Activity: Adding a Subject Area

General > Parameters > Subject Area

- Click Add 
- Add **Health Education** as a Subject Area



The screenshot shows a dialog box titled "Add Subject Area". It contains the following fields and controls:

- Code:** A text box containing "HEd".
- Name:** A text box containing "Health Education".
- Learning Area:** A dropdown menu with "H&PE" selected.
- Active:** A checked checkbox.
- Locked:** A checked checkbox.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

- Link it to the **Learning Area H&PE**
- Click in **Locked**
- Click **OK** to save
- Close **Subject Area** and **Parameters**

3 Introduction to the Timetabling Module (Timetabling Schools only)

The Timetabling module facilitates the creation of a timetable and allows the efficient day-to-day maintenance of the timetable. It also informs the Cover module which periods and teaching sets need be covered when teachers are absent.

3.1 Timetabling Terminology and Concepts

The **TIMETABLE** is a tool that enables the resource needs of the school to be managed. A school's timetable is a plan of the student's time, which indicates the subject being studied, its location, the teacher taking the class and the frequency of the subject. The subject choices of students need to be satisfied within the constraints imposed by the limited resources of teachers and rooms.

The **TIMETABLING YEAR** holds all of the school's timetabling activity within the school year. Integris will store past, present and future timetables enabling users to move between timetables. Within a timetable year, a **CYCLE** contains information regarding Cycle dates and period structures drawn from the school calendar and connects with the Lesson Attendance module. Cycles can be defined for each logical or physical **CAMPUS**. Students grouped together for timetabling reasons are identified as a **COHORT** and students may belong to multiple cohorts.

GRIDS are the focus of timetabling activity and can be created or cloned from previous years. All Staff, rooms and subjects can be made available or unavailable, where required, to a grid. The grid provides the framework within which the teaching sets required to satisfy the selections of students within the grid will be placed.

Grids are made up of **BANDS**, which are similar to gridlines, but are divided up into **BAND RECORDS**. Band records can be individually manipulated and ultimately represent a single occurrence of that combination of teaching sets on the timetable.

Student **PREFERENCES** (subject selections), as well as reserve preferences, may be allocated, individually or in bulk, selected from groups or promoted from the previous year.

Grids may be created manually or by using the **AUTO-SCHEDULER** or using a combination of the two to add some fixed elements. The auto-scheduler can take into account a wide range of constraints when determining the optimal solution.

Grid manipulation is referred to as **MODELLING**, and a comprehensive set of tools is available to assist with the modelling process from horizontal and vertical representations of the grid. Modelling can be used to construct a grid manually, as in Fixed Grid schools or to manipulate the output from the auto-scheduler.

Grids are assigned to one or more **SCHEDULES**. Schedules have a defined period of activity and a **TIMETABLE** will be a combination of all events active at a particular time.

Each period of time for which the timetable remains unchanged is known as a **TIMESLICE**. The timeslices required by the timetable are calculated automatically by the system by examining each of the schedules linked to grids.

The timetable applicable to any date during the year can be selected by choosing the appropriate timeslice from a list of date ranges provided.

3.2 Timetable Cycles

Timetabling > Timetable Setup > Timetable Cycles

At least one timetable cycle must be defined for each timetabling year and contains the details of the cycle dates and period structures the school will use. The timetable cycle draws details from the school calendar and forms a connection to the Lesson Attendance Year and the Cover module.

Cycles may remain in use for a number of years or may change from year to year. A cycle will be linked to the timetabling year via the grids that use it and may be cloned and/or edited for use in future years. The number of days within a cycle is unlimited. If a 5-day cycle is chosen the day names will default to Monday, Tuesday etc. If any other cycle is chosen the day names will default to Day 1, Day 2 etc. The day names are editable if required. Cycle details may be added progressively over time. A row refers to a line on the timetable and this may be a teaching period or a break, for example lunch. Therefore 5 rows per day may indicate 5 teaching periods or any combination of teaching periods and breaks, for example 3 teaching periods, lunch and recess.

Activity: Viewing the Timetable Cycles



Timetabling > Timetable Set up > Timetable Cycles

The screenshot shows the 'Timetable Cycles' window. At the top, there is a dropdown menu set to '2010' with a green checkmark. Below this is a table with the following data:

Cycle Name	Cycle description	No. Days	Cycle Active
2010 - 5	2010 - 5	5	YES

Below the table, there is a checkbox labeled 'Display Only Active Cycles' which is checked. At the bottom, there are four tabs: 'Timetable Cycles', 'Master Period Structure', 'Staff Availability', and 'Room Availability'. The 'Timetable Cycles' tab is currently selected, showing a list of cycles with the following data:

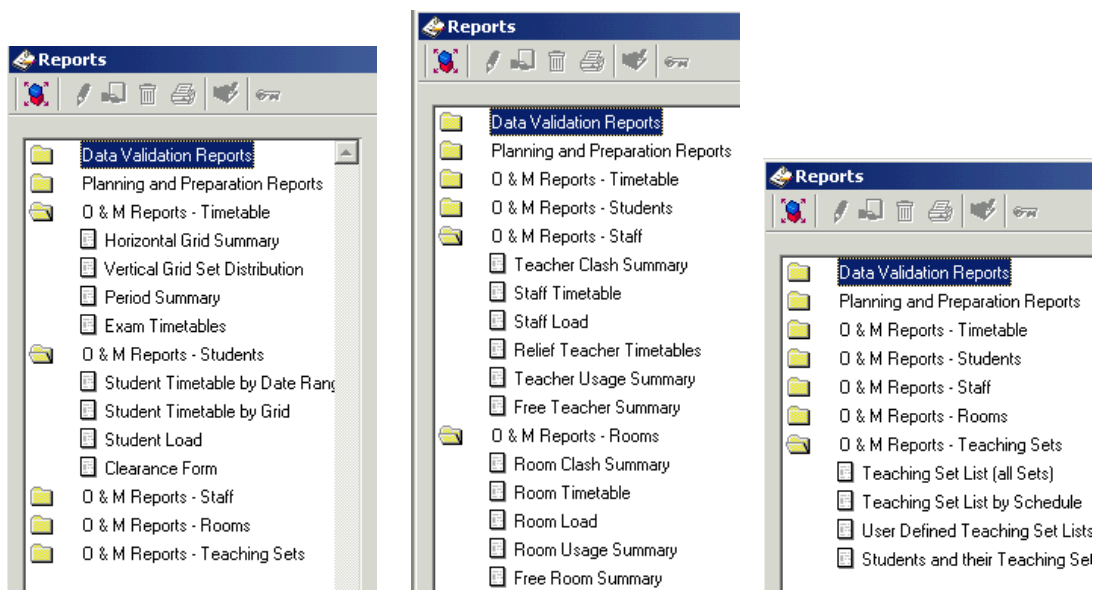
Week/Cycle No.	Start Date	Start Day	Description
1	Mon 1 FEB 10	Monday	Term 1 - Week 1
2	Mon 8 FEB 10	Monday	Term 1 - Week 2
3	Mon 15 FEB 10	Monday	Term 1 - Week 3
4	Mon 22 FEB 10	Monday	Term 1 - Week 4
5	Mon 1 MAR 10	Monday	Term 1 - Week 5
6	Mon 8 MAR 10	Monday	Term 1 - Week 6
7	Mon 15 MAR 10	Monday	Term 1 - Week 7
8	Mon 22 MAR 10	Monday	Term 1 - Week 8
9	Mon 29 MAR 10	Monday	Term 1 - Week 9
10	Mon 19 APR 10	Monday	Term 2 - Week 1
11	Mon 26 APR 10	Monday	Term 2 - Week 2
12	Mon 3 MAY 10	Monday	Term 2 - Week 3
13	Mon 10 MAY 10	Monday	Term 2 - Week 4
14	Mon 17 MAY 10	Monday	Term 2 - Week 5
15	Mon 24 MAY 10	Monday	Term 2 - Week 6
16	Mon 31 MAY 10	Monday	Term 2 - Week 7

- Highlight **2010 - 5** and click Edit  in the top right of the screen
- View the cycle definition, then click **Cancel** to close
- View the **Master Period Structure** tab
- Click Display Preview  to view the period structure graphic, then close
- View the **Staff Availability** tab
- Close **Timetable Cycles** and **Timetable Set up**

3.3 Timetabling Reports

Timetabling > Reports

Timetabling reports are located within the Report option on the Timetabling sidebar.

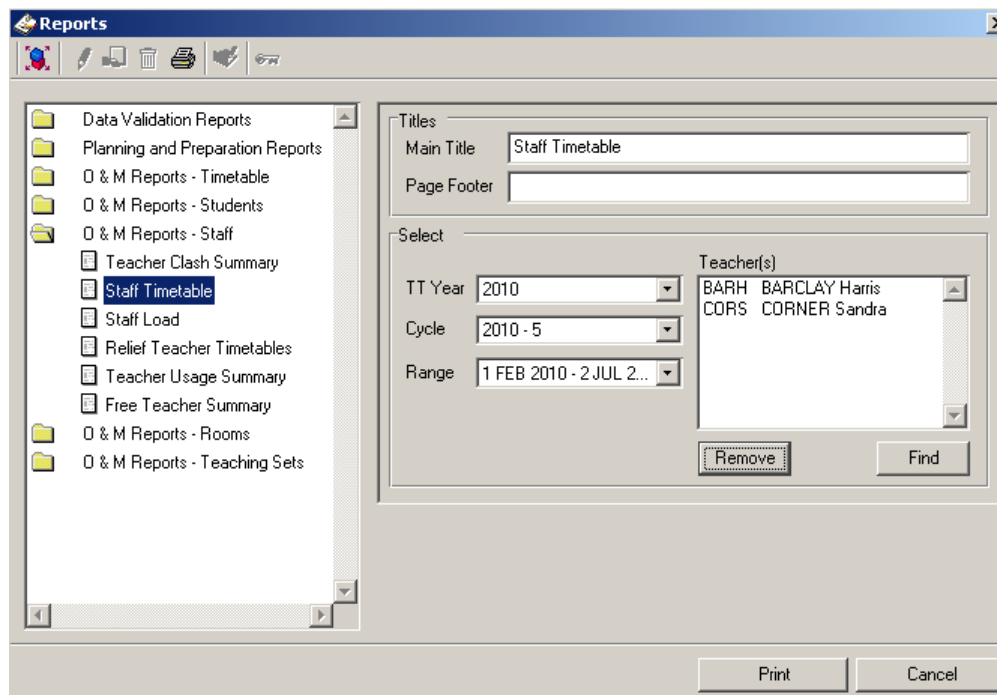


Reports that may be useful when organising teacher relief are located in the Operational & Maintenance Reports – Staff folder.

Activity: Viewing Timetabling Reports

Timetabling > Reports > O&M Reports – Staff > Staff Timetable

- Select the current **TT Year** , **Cycle** and **Date Range**
- Click **Find**
- Select **Harris Barclay** and **Sandra Corner**
- Click **OK** to select them both
- Click **Print**



- Double click on the Screen icon to view the reports
- Close the reports

Timetabling > Reports > O&M Reports – Staff > Staff Load

- Select the current **TT Year** , **Cycle** and **Date Range**
- Click the **Find by Department** radio button and select **English** from the **Department** drop-down menu
- Select **A3 Paper**
- Click **Print**

The screenshot shows the 'Reports' dialog box. On the left, a tree view lists various report categories, with 'Staff Load' highlighted. The main panel contains the following fields and options:

- Titles:** Main Title (Staff Load), Page Footer (empty).
- Select:** TT Year (2010), Cycle (2010 - 5), Range (1 FEB 2010 - 2 JUL 2...).
- Department:** English (selected in dropdown).
- Find:** ☐ Find Staff, ☒ Find by Department.
- Layout:** ☐ Transpose report layout (Rotate by 90°).
- Paper:** ☒ A3 Paper, ☐ A4 Paper.
- Buttons:** Print, Cancel.

- Click **Transpose report layout** and **Print** again

4 Cover

The Cover Module offers schools the ability to allocate relief cover when members of staff are known to be absent. Due to the nature of staff relief, staffing and timetabling are important considerations.

4.1 The Cover Sidebar

The Cover sidebar gives access to the following menu options:



Staff Absences - Clicking this icon will open the 'Staff Absences' 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 you can run general Cover reports.

4.2 Relief Register

Cover > Relief Register

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

The Relief Register holds all the information for the Internal and External relief staff.

For internal relief, all personal information and qualifications is drawn from General > Staff Details. These members form the Internal Relief Staff Pool. Change of personal 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. Willingness to undertake paid relief, Load Status, Subject Specialisations, Cover Periods and Availability may all be edited in this window.

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.

This window has four panes:

- **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.

The screenshot shows the 'Personal Info' tab of the 'COVER - Relief Register' for Ms Elaine Abbott. The window has a title bar and a menu bar with 'All' and several icons. The 'Personal Info' tab is selected, showing a form with various fields. Fields marked with an asterisk (*) are compulsory. The 'Active' checkbox is checked. The 'Load Status' is 0.00.

Staff Type	*	IRT	Active	<input checked="" type="checkbox"/>
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	Notes	
Hm. Phone		9370 9898		
Telephone 2				
Mobile No.		040 777 1439		
Fax No.		9370 9899		
			Willing to undertake paid relief	<input checked="" type="checkbox"/>
			Load Status	0.00

- **Qualifications/Skills** - displays the staff member's academic qualifications and the subjects that he or she is qualified to teach. For external relief teachers, these may be added from the school's list of available subjects. Subject area specialisation may also be added for both internal and external relief teachers.

The screenshot shows the 'Qualifications/Skills' tab of the 'COVER - Relief Register' for Ms Elaine Abbott. The window has a title bar and a menu bar with 'All' and several icons. The 'Qualifications/Skills' tab is selected, showing a table of qualifications and a list of available subjects.

Type	Description	Grade	Date Attained
2	BE d		26 APR 2000

Below the table, there are two lists and several buttons:

- Qualified To Teach:** English 10, English 3A, English 8, English 9, Literature 2A, English 1A, English 1B.
- Available Subjects:** English 1C/D, English 2A/B, English 2C, English 2D, English 3A/B, English 3C/D, English 4A/B, English 4C/D, English 5A/B, English 5C/D, English 6A/B, English 6C/D, English 7A/B, English 7C/D, English 8A/B, English 8C/D, English 9A/B, English 9C/D, English 10A/B, English 10C/D.
- Available Specialisations:** Art, Business Studies, Computing, Design and Technology, Drama, English, Health Education.
- Buttons:** Qualify, Unqualify, 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, and whether or not feedback on the relief was provided. This pane can be filtered to show cover periods within a particular date range and to display All, Paid or Unpaid Cover periods.

COVER - Relief Register: Ms Maria Theresa Alan (5)

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

Show From 5 SEP 2005 To 23 SEP 2005 Filter: ☒ All ☐ Paid ☐ Unpaid

Staff Member	Date	Period	Payable	Paid	Date of Payment	Feedback
Barclay, Harris	5 SEP 2005	2	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Barclay, Harris	7 SEP 2005	5	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Brigg, Joseph	8 SEP 2005	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16 SEP 2005	<input type="checkbox"/>

OK Cancel

- **Availability**- is recorded for all relief staff members. By default all staff members are displayed as being available all day from Monday to Sunday. Users may change a staff member's AM/PM availability.

COVER - Relief Register: Ms Maria Theresa Alan (5)

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

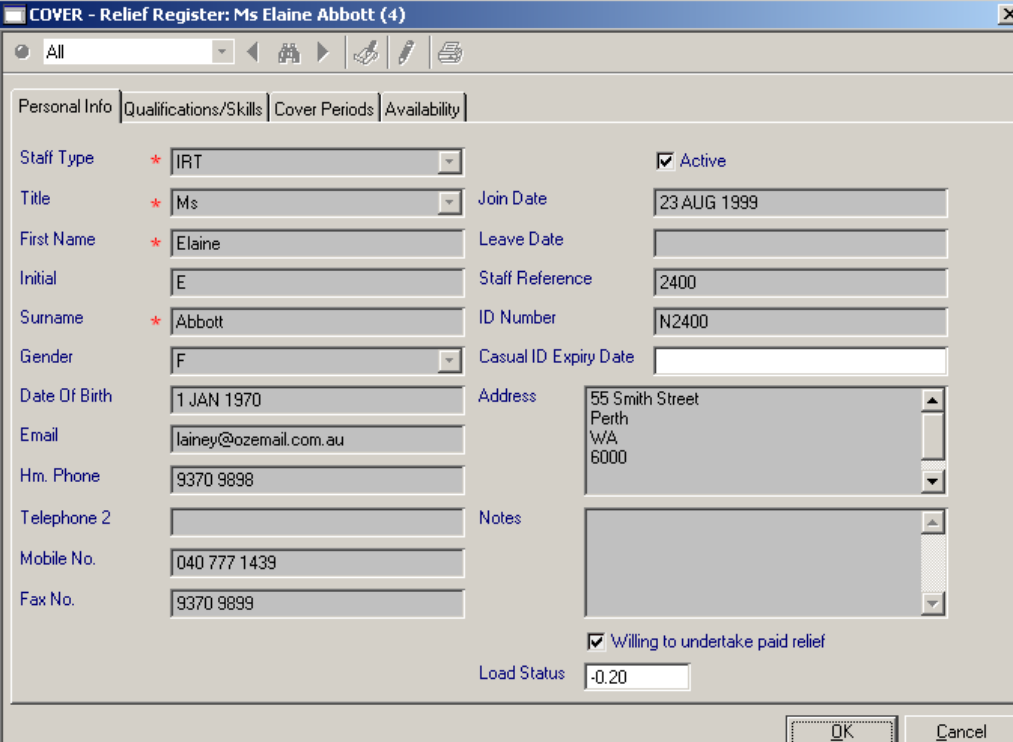
Weekday	AM	PM
Monday	YES	YES
Tuesday	YES	YES
Wednesday	YES	YES
Thursday	YES	YES
Friday	YES	YES
Saturday	NO	NO
Sunday	NO	NO

Change AM Change PM

Activity: Viewing/Editing the Relief Register (1)

Cover > Relief Register > Personal Info

- Click Edit 
- View the **Personal Info** tab for **Elaine Abbott**, note which fields are editable



The screenshot shows a software window titled "COVER - Relief Register: Ms Elaine Abbott (4)". It has a tabbed interface with "Personal Info" selected. The fields are organized into two columns. The left column contains: Staff Type (IRT), Title (Ms), First Name (Elaine), Initial (E), Surname (Abbott), Gender (F), Date Of Birth (1 JAN 1970), Email (laine@ozemail.com.au), Hm. Phone (9370 9898), Telephone 2, Mobile No. (040 777 1439), and Fax No. (9370 9899). The right column contains: Join Date (23 AUG 1999), Leave Date, Staff Reference (2400), ID Number (N2400), Casual ID Expiry Date, Address (55 Smith Street, Perth, WA, 6000), Notes, and a checkbox for "Willing to undertake paid relief" which is checked. At the bottom, the "Load Status" is set to "-0.20". There are "OK" and "Cancel" buttons at the bottom right.

- Enter a Load Status of **-0.20** (that is; Elaine Abbott is two periods a week under load)
- Click **OK** to save


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.

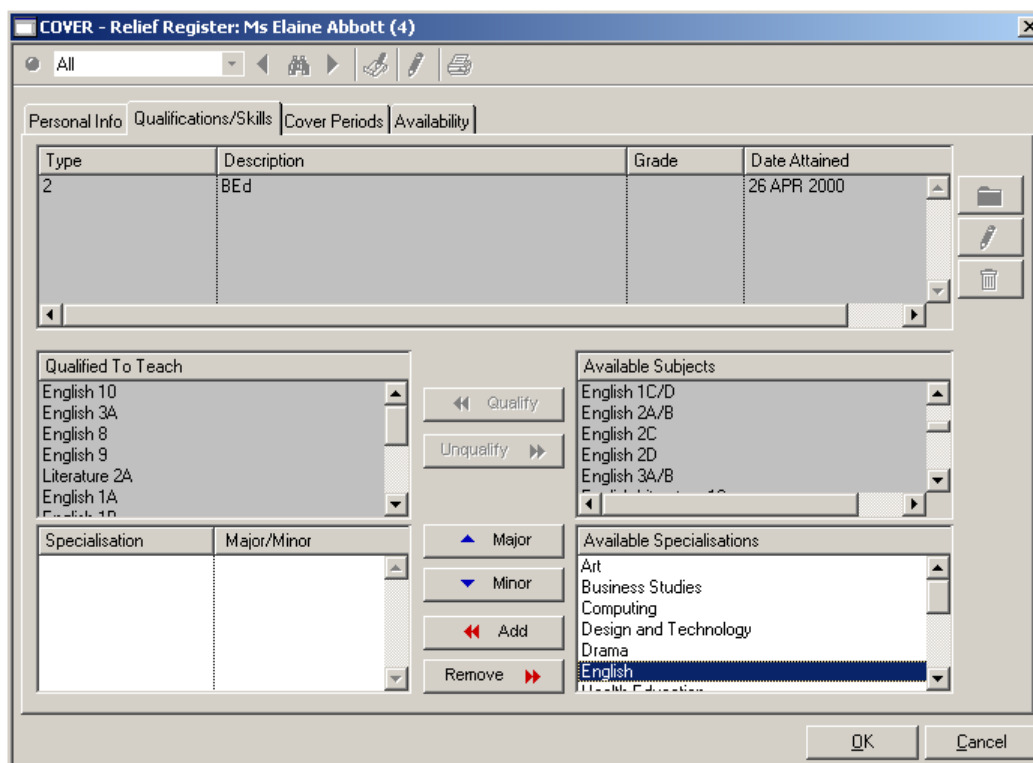
The number entered here will be a manual calculation made by the school based on the Teaching Load and Full Load. For example, an entry of -2 means that the staff member is under load by 2 periods. An entry of + 2 will mean the staff member is over load by 2 periods.

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.


Activity: Viewing/Editing the Relief Register (2)

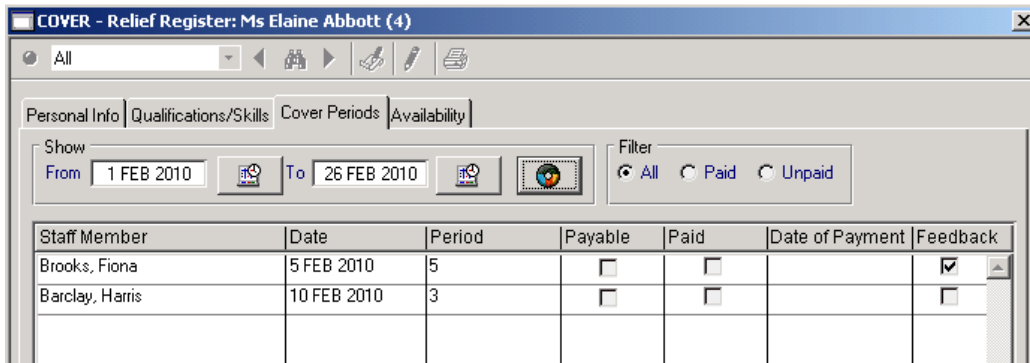
Cover > Relief Register

- Click the **Qualifications/Skills** tab,
- Click Edit 
- Note which fields on each tab are editable



- Highlight **English** in the **Available Specialisations** pane and click  **Add**

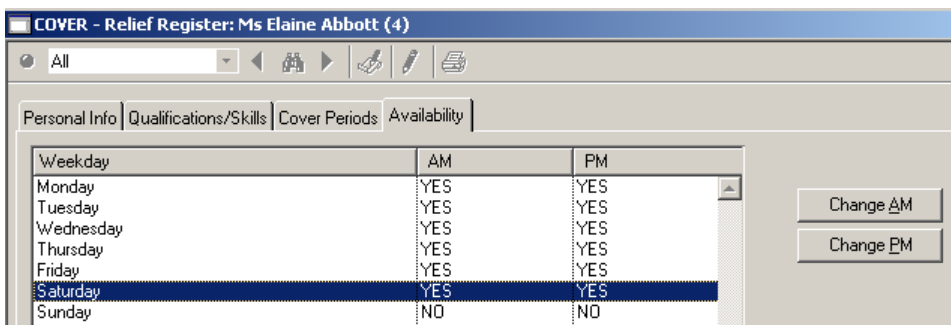
- Select the **Cover Periods** tab
- Change the **From** date to **1 February** and click Find Relief Days 



Staff Member	Date	Period	Payable	Paid	Date of Payment	Feedback
Brooks, Fiona	5 FEB 2010	5	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Barclay, Harris	10 FEB 2010	3	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>



- Click on the tick in the **Feedback** column to read the note
- Click **OK** to close the note
- Click in the **Payable** and **Paid** column for **10 February**

- Click the **Availability** tab




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

Buttons: Change AM, Change PM

- Highlight **Saturday** and click **Change AM** 
- Repeat to **Change PM**
- Click **OK** to save the changes you have made
- Click Print  to view the relief teacher's records


4.2.1 Adding Relief Staff

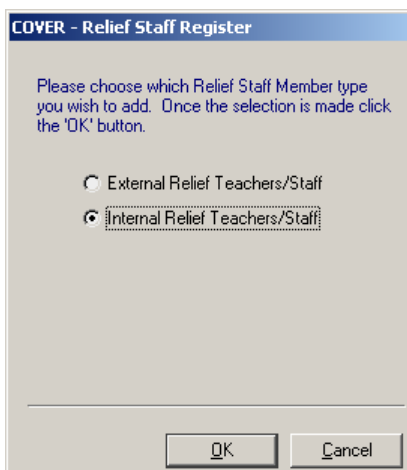
New Relief staff members can be added to the Register by clicking on the Add  button on the Relief Register Tool bar. The user must determine whether the new member who is being added to the register, is an external relief teacher or an internal relief teacher.

When adding an internal relief teacher, 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.

Activity: Adding Internal Relief Staff

Cover > Relief Register

- Click Add  on the Relief Register toolbar
- Choose the radio button for **Internal Relief Teacher /Staff** and click **OK**



- Click in the Staff list generated and press **<Crt> + <A>** on the keyboard to select all the staff members
- Click **OK**



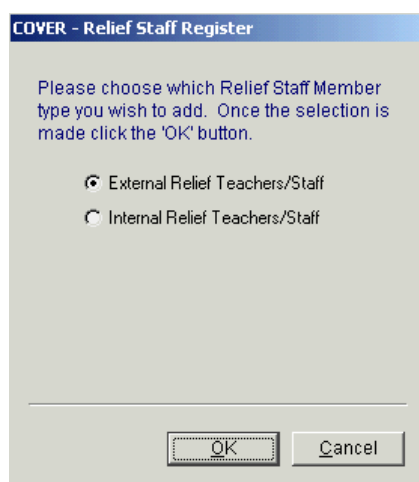
Surname	First Name
Alan	Mark
Barclay	Harris
Best	Carl
Brigg	Joseph
Brooks	Fiona
Calvin	Jennifer
Charlton	Robert
Corner	Sandra
Creed	Nicholas
Dale	Evan
Davids	William

Note: Most of the information in the Personal Info and Qualifications/Skills may only be updated via the General > Staff Details window. Most of Internal Relief Staff details cannot be edited in the Relief Register

Activity: Adding External Relief Staff (1)

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

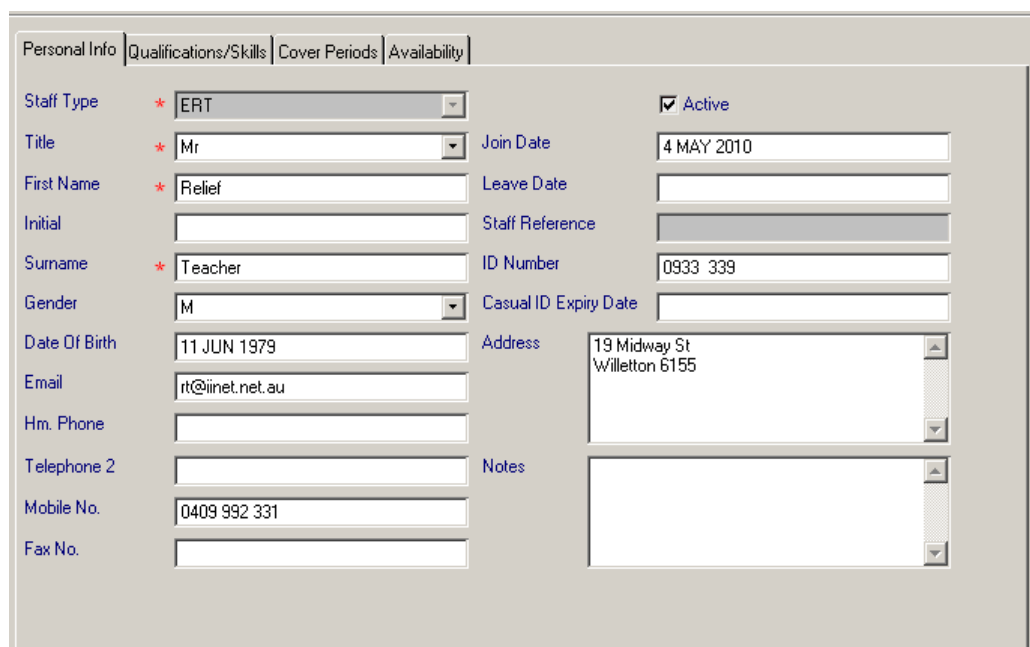
Please choose which Relief Staff Member type you wish to add. Once the selection is made click the 'OK' button.

☒ External Relief Teachers/Staff

☐ Internal Relief Teachers/Staff

OK Cancel

- Enter the **Personal Information** (see below) for the new staff member.



Personal Info | Qualifications/Skills | Cover Periods | Availability

Staff Type: * ERT ☒ Active

Title: * Mr Join Date: 4 MAY 2010

First Name: * Relief Leave Date:

Initial: Staff Reference:

Surname: * Teacher ID Number: 0933 339

Gender: M Casual ID Expiry Date:

Date Of Birth: 11 JUN 1979 Address: 19 Midway St, Willetton 6155

Email: rt@inet.net.au

Hm. Phone:

Telephone 2: Notes:

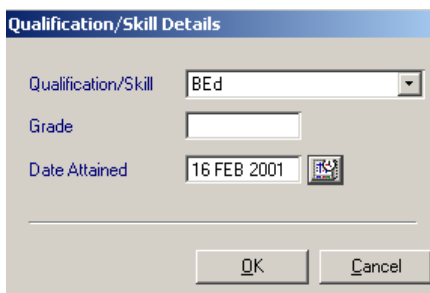
Mobile No.: 0409 992 331

Fax No.:

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 on 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 **Qualification/Skills**
- Click Add a Qualification 
- Select a Qualification from the drop-down menu and enter the date attained




The dialog box titled "Qualification/Skill Details" contains the following fields:

- Qualification/Skill: BEd (dropdown menu)
- Grade: (empty text box)
- Date Attained: 16 FEB 2001 (calendar icon)

Buttons: OK, Cancel

- Click **OK**
- Highlight **Mathematics** and **Science** in the **Available Specialisations** pane



The Specialisations pane shows a table with two columns: Specialisation and Major/Minor. To the right is a list of Available Specialisations.

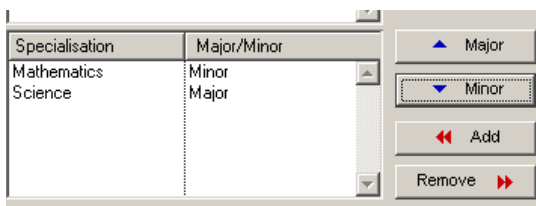
Specialisation	Major/Minor

Buttons: Major, Minor, Add, Remove

Available Specialisations:

- LOTE
- Mathematics
- Music
- Physical Education
- Science
- Society & Environment

- Click 
- Highlight **Science** in the **Specialisations** column and click **Major**



The Specialisations pane now shows the following data:

Specialisation	Major/Minor
Mathematics	Minor
Science	Major

Buttons: Major, Minor, Add, Remove

- Highlight **Mathematics** and click **Minor**

- Select the **Availability** tab

Weekday	AM	PM
Monday	YES	YES
Tuesday	YES	YES
Wednesday	YES	YES
Thursday	YES	YES
Friday	YES	YES
Saturday	YES	YES
Sunday	YES	YES

- Highlight **Wednesday** and click
- Repeat and click
- Repeat for **Saturday** and **Sunday**
- Click **OK** to save the changes

4.2.2 Locating Relief Staff Members

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

Activity: Locating Relief Staff

Cover > Relief Register

- To select Relief Staff using the drop down menu, click on the down arrow and select **ERT**

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

- Click Find Relief Staff 
- Enter the search criteria from below and click **Find**

COVER - Staff Find Tool

General

Surname

Firstname

Relief Type

Relief Code

Gender


Active Only ☒

☐ Show Inactive Parameters in Dropdown Lists

- Click the **Firstname** column header to sort by first name

COVER - Staff Find Tool


Relief Code	Surname	Firstname	Relief Type	Date of Birth
22	Fisher	Amanda	IRT	1 JAN 1970
25	Greaves	Anna	IRT	1 JAN 1970
60	Smith	Belinda	IRT	1 JAN 1970
44	Norton	Christabel	IRT	1 JAN 1970
30	Hollis	Christine	IRT	1 JAN 1970
21	Everage	Edna	IRT	1 JUN 1944
4	Abbott	Elaine	IRT	1 JAN 1970
66	Taylor	Elizabeth	IRT	23 MAR 1944

- Click Print Find Results 
- Double click on the Screen icon
- Name your report and click **OK**

Search Description

Please enter a Search Criteria Description for the report.

- Close the report but leave the Cover Staff Find open
- Click **Back**



- Click Save current find settings as a query 
- Name your query and click **OK**

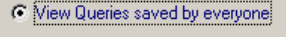
Save

Please enter a name for this query.

Female Internal Relief



Cancel OK

- Clear your search criteria 
- Click View the Query List 

- Click 
- Select **Female Internal Relief** and click **Load**
- Holding down **<Ctrl>** select about six staff members and click **Select**

COVER - Staff Find Tool

Relief Code	Surname	Firstname	Relief Type	Date of Birth
4	Abbott	Elaine	IRT	1 JAN 1970
5	Alan	Maria Theresa	IRT	1 JAN 1970
10	Brooks	Fiona	IRT	17 SEP 1976
11	Calvin	Jennifer	IRT	1 JAN 1970
13	Corner	Sandra	IRT	1 JAN 1970
21	Everage	Edna	IRT	1 JUN 1944
22	Fisher	Amanda	IRT	1 JAN 1970
24	Garden	Jennifer	IRT	22 FEB 1968
25	Greaves	Anna	IRT	1 JAN 1970
28	Heaven	Tristen	IRT	1 JAN 1970
29	Hind	Franka	IRT	1 JAN 1970

- Click Next  to scroll through the browse set
- Click  and Yes to clear the browse set
- Click Next again

Activity: Recap Relief Register

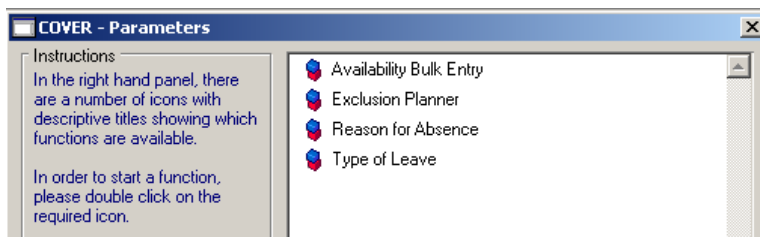
- Add a new external relief teacher

Their major teaching area is Physical Education and their minor is Society and Environment. They are not available for relief on Friday afternoons.

4.3 Cover Parameters

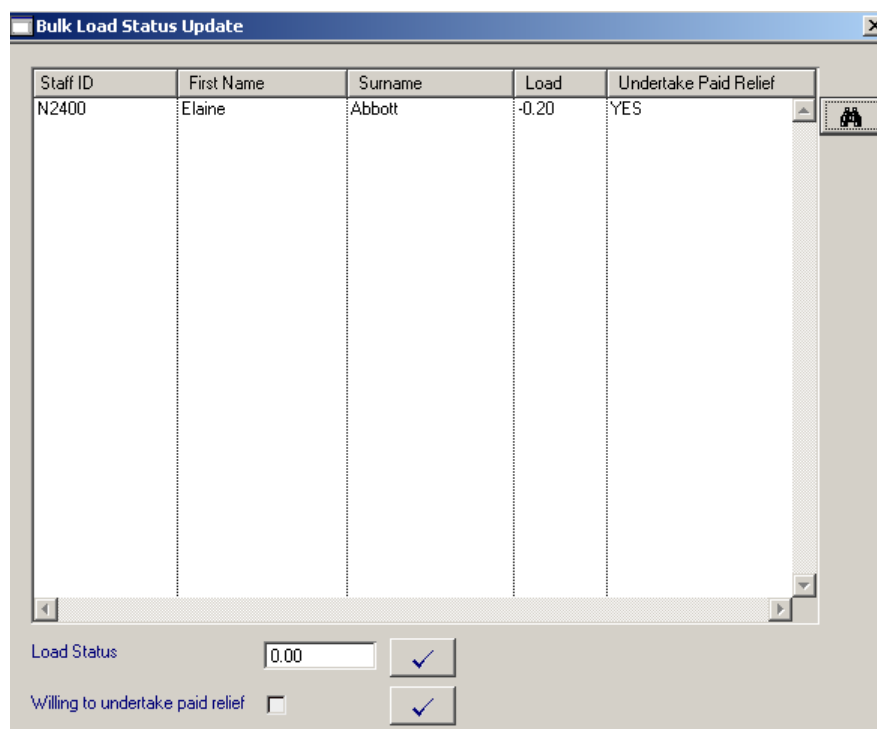
Cover > Parameters

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



4.3.1 Availability Bulk Entry

Cover > Parameters > Availability Bulk Entry



The teacher **Load Status** 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.

Activity: Availability Bulk Entry

Cover > Parameters > Availability Bulk Entry

- Double click on **Availability Bulk Entry**
- Click Find 
- Select **Relief Type IRT** and click 

COVER - Staff Find Tool

General

Surname

Firstname

Relief Type

Relief Code

Gender

Active Only ☒

- Holding down **<Ctrl>** select about six staff members and click **Select**

COVER - Staff Find Tool

Relief Code	Surname	Firstname	Relief Type	Date of Birth
4	Abbott	Elaine	IRT	1 JAN 1970
5	Alan	Maria Theresa	IRT	1 JAN 1970
6	Alan	Mark	IRT	23 OCT 1968
7	Barclay	Harris	IRT	25 MAY 1972
8	Best	Carl	IRT	1 JAN 1970
9	Brigg	Joseph	IRT	1 JAN 1970
10	Brooks	Fiona	IRT	17 SEP 1976
11	Calvin	Jennifer	IRT	1 JAN 1970
12	Charlton	Robert	IRT	9 AUG 1996
13	Corner	Sandra	IRT	1 JAN 1970
14	Creed	Nicholas	IRT	1 JAN 1970
15	Dale	Evan	IRT	1 JAN 1970
16	Dauids	William	IRT	1 JAN 1970
17	Drake	Donald	IRT	23 MAY 1956
18	Duke	Tony	IRT	1 JAN 1970

- Highlight all teachers in the list

Bulk Load Status Update				
Staff ID	First Name	Surname	Load	Undertake Paid Relief
N2400	Elaine	Abbott	-0.20	YES
890012445	Mark	Alan	0.00	NO
N2402	Carl	Best	0.00	NO
N2403	Jennifer	Calvin	0.00	NO
N2404	Sandra	Corner	0.00	NO
909845	Donald	Drake	0.00	NO

- Enter a **Load Status** of **-0.20**

Load Status

- Click Update

- Highlight all teachers in the list

- Check **Willing to undertake paid relief**

Willing to undertake paid relief ☒

- Click Update

- Close the **Bulk Load Status Update** window

- Leave **Parameters** open

4.3.2 Exclusion Planner (Timetabling Schools only)

Cover > Parameters > Exclusion Planner

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.

TSet	Period	Grid	Band	Staff Member(s)
8ART_4	3	082005 - Y8	9	Luke Ingris
8D&T_5	3	082005 - Y8	9	Luke Evans
8ENG_1	2	082005 - Y8	2	Harris Barclay
8ENG_2	1	082005 - Y8	1	Jennifer Calvin
8ENG_3	5	082005 - Y8	4	Sandra Corner
8ENG_4	1	082005 - Y8	1	Nicholas Creed
8ENG_5	4	082005 - Y8	3	Fiona Brooks
8HEc_5	3	082005 - Y8	9	Simone Stevens
8IND_1	3	082005 - Y8	9	Sharyn Oswald
8MUS_6	3	082005 - Y8	9	Julie McLaren
8Math_1	5	082005 - Y8	4	Travis Elliot
8Math_2	4	082005 - Y8	3	Luke Evans

Notes, comments or special instructions

Year 8 Excursion



Relief Day Notes

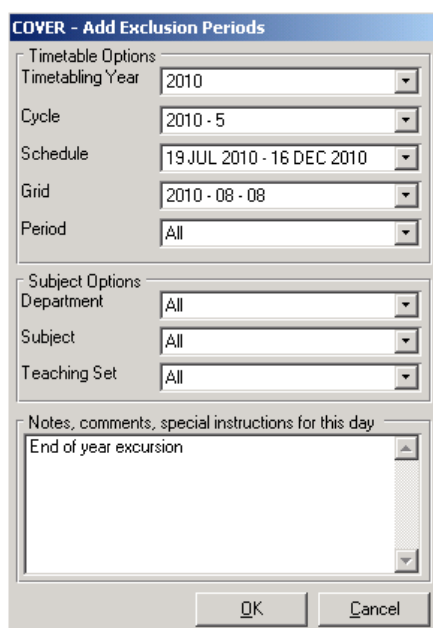
The note may be a reminder of events, such as sports day, and will assist the relief planner when they are selecting relief staff. The note will appear on the Select Relief window at the bottom and will be read only.

Activity: Exclusion Planner

Cover > Parameters > Exclusion Planner

All Year 8 students are attending an all-day excursion on 6 December, so no relief will be required to cover any Year 8 classes on that day.

- Double click **Exclusion Planner** in the **Parameters** list
- Click the Select a date  and, using the single red arrow pointing to the right, scroll to **December**, select **6th** and click **OK**
- Click Add an exclusion 
- Enter the following information



COVER - Add Exclusion Periods

Timetable Options

Timetabling Year: 2010

Cycle: 2010 - 5

Schedule: 19 JUL 2010 - 16 DEC 2010

Grid: 2010 - 08 - 08

Period: All

Subject Options

Department: All

Subject: All

Teaching Set: All

Notes, comments, special instructions for this day

End of year excursion

OK Cancel

- Click **OK**



- Click **OK**
- Click 
- Close the **Exclusion Planner** window

4.3.3 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.

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

Reason for Absence Toolbar



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.

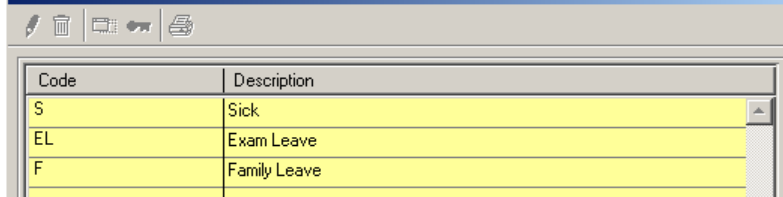
Note: The Default setting UNKNOWN cannot be unlocked nor made inactive and therefore cannot be edited.

Activity: Editing/Adding Reasons for Absence


Cover > Parameters > Reason for Absence

- Highlight **S - Illness**
- Click Toggle Locked Property  and **Yes**
- Click Modify/Add Parameter 
- Change the Description from ***Illness*** to ***Sick***
- Press **<Tab>**
- Enter **EL** under **Code** and press **<Tab>**
- Enter **Exam Leave** under **Description** and press **<Tab>**

COVER - Parameters - Reason for Absence



Code	Description
S	Sick
EL	Exam Leave
F	Family Leave

- Enter **F** and **Family Leave**
- Click **OK**
- Highlight the unlocked parameters and click Toggle Locked Property  and **Yes**
- Leave the **Reason for Absence** window open

Activity: Deleting a Reason for Absence

Cover > Parameters > Reason for Absence

- Highlight **S - Sick** and click Delete 

Note: Locked parameters may not be deleted.

- Click Toggle Locked Property  and **Yes** and **Delete** 

Note: Active parameters may not be deleted.



- Click Toggle Active Property 

Note: Parameters in use may not be made inactive

- Click Toggle Locked Property 

Activity: Making a Reason for Absence Inactive

Cover > Parameters > Reason for Absence



- Highlight **EL - Exam Leave** and click Toggle Locked Property 
- **Yes** to the message
- Click Toggle Active Property 
- Check **Only show active entries**, noting **Exam Leave** is no longer visible

COVER - Parameters - Reason for Absence

Code	Description	Active	Locked
UNKNOWN	The reason for absence is unknown	YES	YES
S	Sick	YES	YES
F	Family Leave	YES	YES


☒ Only show active entries 1 record(s) have been hidden Total Parameters 4

Close

- Uncheck **Only show active entries**
- Highlight **Exam Leave** and click Toggle Active Property 
- Click Toggle Locked Property  and **Yes**
- Leave the **Reason for Absence** window open

Activity: Printing Reasons for Absence

Cover > Parameters > Reason for Absence

- Click Print Parameters 
- Print the report to the screen
- Close the report
- Close **Reason for Absence**

4.3.4 Type of Leave

Cover > Parameters > Type of Leave

The Type of Leave window is pre-populated with the HRMIS leave codes.

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	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	WTL-WIT UNPD	Unpaid Witness Leave	YES	YES

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

Activity: Viewing Type of Leave

Cover > Parameters > Type of Leave

- Double click on **Type of Leave** in the **Parameters** window
- View the types of leave
- Close **Type of Leave** and **Parameters**

Activity: Recap Parameters

- Mark all the female internal relief teachers as being available for paid relief

On the 2nd December all Year 9 students are attending an end-of-year excursion.

- Exclude all Year 9 classes on that day from relief planning
- Add a new Reason for Absence: Jury Duty - ensure the new parameter is active and locked

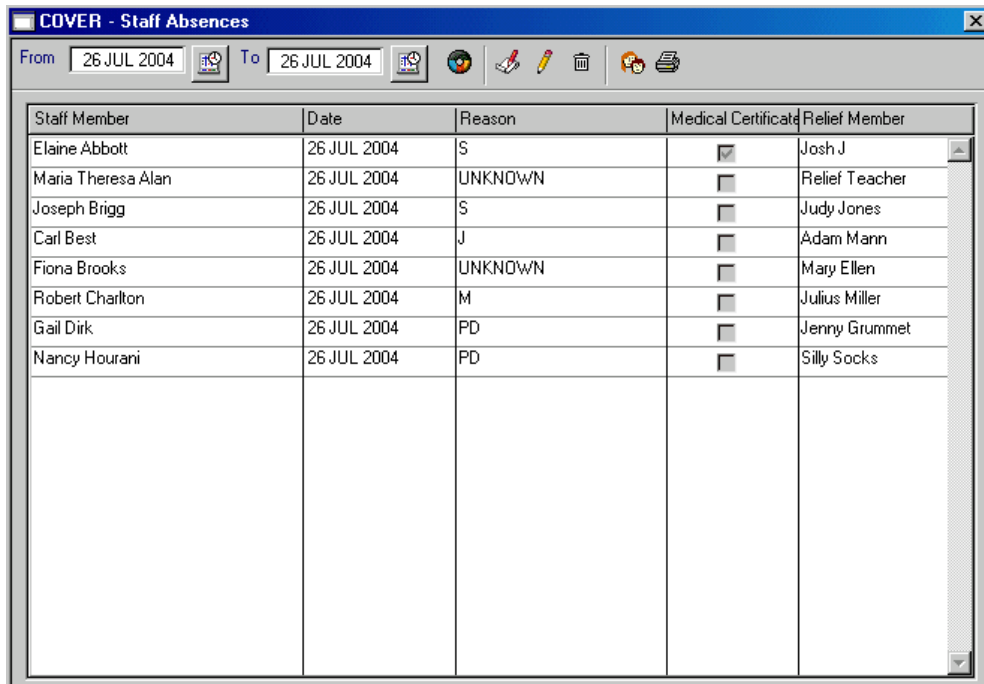


4.4 Staff Absences

Cover > Staff Absences

Clicking **Staff Absences** on the **Cover** sidebar will activate the Staff Absences window.

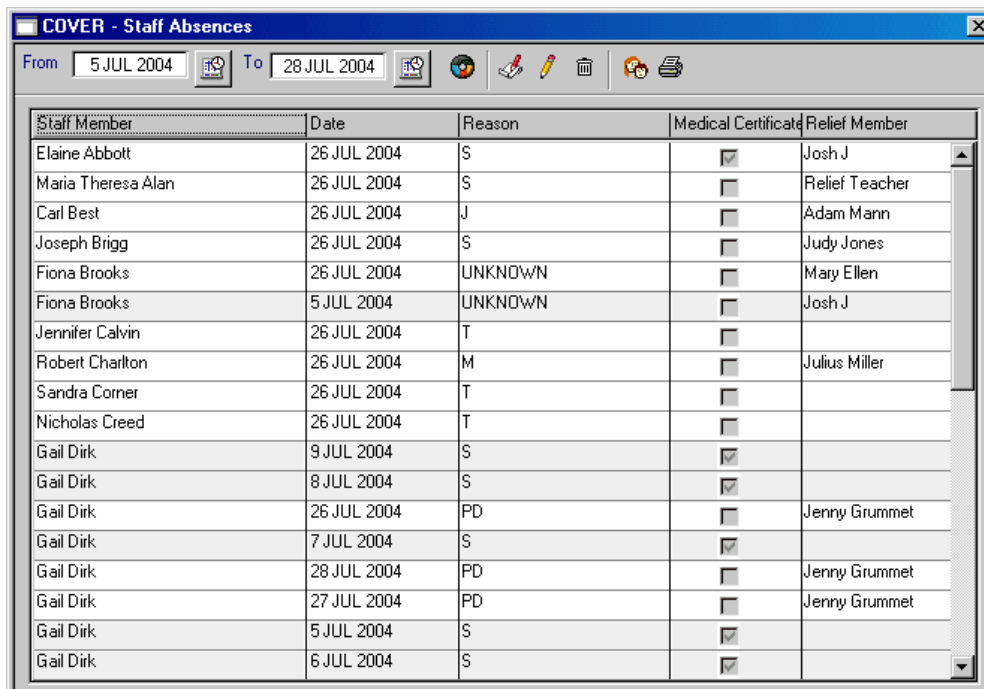
When the Staff Absences window is activated, it will default to the current date and display all staff members who have been entered into the system as being absent on that day, the reason for the absence, whether a medical certificate has been received and who the assigned relief teacher will be.



The screenshot shows the 'COVER - Staff Absences' window. The 'From' and 'To' date fields are both set to '26 JUL 2004'. The table below lists staff members who were absent on that date, along with the reason, whether a medical certificate was received, and the assigned relief member.

Staff Member	Date	Reason	Medical Certificate	Relief Member
Elaine Abbott	26 JUL 2004	S	<input checked="" type="checkbox"/>	Josh J
Maria Theresa Alan	26 JUL 2004	UNKNOWN	<input type="checkbox"/>	Relief Teacher
Joseph Brigg	26 JUL 2004	S	<input type="checkbox"/>	Judy Jones
Carl Best	26 JUL 2004	J	<input type="checkbox"/>	Adam Mann
Fiona Brooks	26 JUL 2004	UNKNOWN	<input type="checkbox"/>	Mary Ellen
Robert Charlton	26 JUL 2004	M	<input type="checkbox"/>	Julius Miller
Gail Dirk	26 JUL 2004	PD	<input type="checkbox"/>	Jenny Grummet
Nancy Hourani	26 JUL 2004	PD	<input type="checkbox"/>	Silly Socks

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.



The screenshot shows the 'COVER - Staff Absences' window with the date range set from '5 JUL 2004' to '28 JUL 2004'. The table displays a list of absences, with rows for dates in the past (shaded light grey) and future dates (shaded white).

Staff Member	Date	Reason	Medical Certificate	Relief Member
Elaine Abbott	26 JUL 2004	S	<input checked="" type="checkbox"/>	Josh J
Maria Theresa Alan	26 JUL 2004	S	<input type="checkbox"/>	Relief Teacher
Carl Best	26 JUL 2004	J	<input type="checkbox"/>	Adam Mann
Joseph Brigg	26 JUL 2004	S	<input type="checkbox"/>	Judy Jones
Fiona Brooks	26 JUL 2004	UNKNOWN	<input type="checkbox"/>	Mary Ellen
Fiona Brooks	5 JUL 2004	UNKNOWN	<input type="checkbox"/>	Josh J
Jennifer Calvin	26 JUL 2004	T	<input type="checkbox"/>	
Robert Charlton	26 JUL 2004	M	<input type="checkbox"/>	Julius Miller
Sandra Corner	26 JUL 2004	T	<input type="checkbox"/>	
Nicholas Creed	26 JUL 2004	T	<input type="checkbox"/>	
Gail Dirk	9 JUL 2004	S	<input checked="" type="checkbox"/>	
Gail Dirk	8 JUL 2004	S	<input checked="" type="checkbox"/>	
Gail Dirk	26 JUL 2004	PD	<input type="checkbox"/>	Jenny Grummet
Gail Dirk	7 JUL 2004	S	<input checked="" type="checkbox"/>	
Gail Dirk	28 JUL 2004	PD	<input type="checkbox"/>	Jenny Grummet
Gail Dirk	27 JUL 2004	PD	<input type="checkbox"/>	Jenny Grummet
Gail Dirk	5 JUL 2004	S	<input checked="" type="checkbox"/>	
Gail Dirk	6 JUL 2004	S	<input checked="" type="checkbox"/>	

The records in Staff Absences 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.

4.4.1 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

Note: 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.

Activity: Viewing/Editing Staff Absences


Cover > Staff Absences

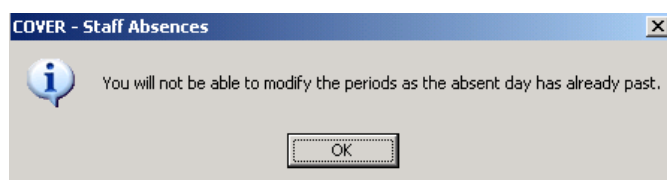
- Click the Select From Date  and select **1 February**
- Click the Select To Date  and select TODAY
- Click Refresh View 

COVER - Staff Absences				
From	1 FEB 2010	To	26 FEB 2010	
Staff Member	Date	Reason	Medical Certificate	
Harris Barclay	18 FEB 2010	UNKNOWN	<input type="checkbox"/>	
Travis Elliot	12 FEB 2010	UNKNOWN	<input type="checkbox"/>	
Travis Elliot	11 FEB 2010	UNKNOWN	<input type="checkbox"/>	
Travis Elliot	10 FEB 2010	UNKNOWN	<input type="checkbox"/>	
David Trainor	10 FEB 2010	PD	<input type="checkbox"/>	
Luke Evans	10 FEB 2010	PD	<input type="checkbox"/>	
Harris Barclay	10 FEB 2010	PD	<input type="checkbox"/>	
Fiona Brooks	5 FEB 2010	S	<input type="checkbox"/>	
Andre Guiseppe	5 FEB 2010	S	<input checked="" type="checkbox"/>	
Andre Guiseppe	4 FEB 2010	S	<input checked="" type="checkbox"/>	
Andre Guiseppe	3 FEB 2010	S	<input checked="" type="checkbox"/>	
Andre Guiseppe	2 FEB 2010	S	<input checked="" type="checkbox"/>	
Andre Guiseppe	1 FEB 2010	S	<input checked="" type="checkbox"/>	

- Click on each of the column headings to sort by **Staff Member**, **Date**, **Reason** and **Relief Member**

Staff Member	Date	Reason	Medical Certificate	Relief Member
--------------	------	--------	---------------------	---------------

- Highlight **Harris Barclay** and **18 February**
- Click Edit Staff Absence 





- OK** to the message
- Change the **Reason** to **S** and the **Leave Code** to **SCK-W/O MED TCH**

COVER - Modify Absence Day

Staff Member: Harris Barclay

Date: 18 FEB 2010

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

Reason: S 

Leave Code: SCK-W/O MED TCH



Medical Certificate: ☐


Relief Staff Member: Generic System 1

Notes:

OK Cancel


- Click **OK**

- Highlight all entries for **Travis Elliott** and click Assign Relief Staff 
- View the relief allocation for **10 February**
- Click Next Date  and view the relief allocation for **11 February**
- Repeat for **12 February**
- Close the **Assign Relief** window
- Leave the **Staff Absences** window open


- Highlight all entries for **Travis Elliott** and click Print Relief Teacher Advice 
- Send the report to the screen
- View the report
- Close the report
- Leave the **Staff Absences** window open

Activity: Adding a new Staff Absence for the Entire Day

Cover > Staff Absences

- Click Add Staff Absence 
- Click Find Staff 
- Click **Find** to search for all staff members
- Highlight **Harris Barclay**, **Jennifer Calvin** and **William Davids**

Search Results




Reference	Surname	First Name	Date of Birth
766	Alan	Mark	23 OCT 1968
750	Barclay	Harris	25 MAY 1972
2402	Best	Carl	1 JAN 1970
2401	Brigg	Joseph	1 JAN 1970
755	Brooks	Fiona	17 SEP 1976
2403	Calvin	Jennifer	1 JAN 1970
763	Charlton	Robert	9 AUG 1986
2404	Corner	Sandra	1 JAN 1970
2405	Creed	Nicholas	1 JAN 1970
2406	Dale	Evan	1 JAN 1970
2407	Davids	William	1 JAN 1970



Total records found 70


Select **Close**

- Click **Select** and **Yes**
- Enter TODAY's date as the **From** and **To** dates and leave the reason as **UNKNOWN**


COVER - Add Absence Day

Staff Member **Harris Barclay** 

From  To 

Period ☐ 

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

Reason **UNKNOWN** 

Leave Code

Medical Certificate ☐




Note: Double check that the From date is TODAY.

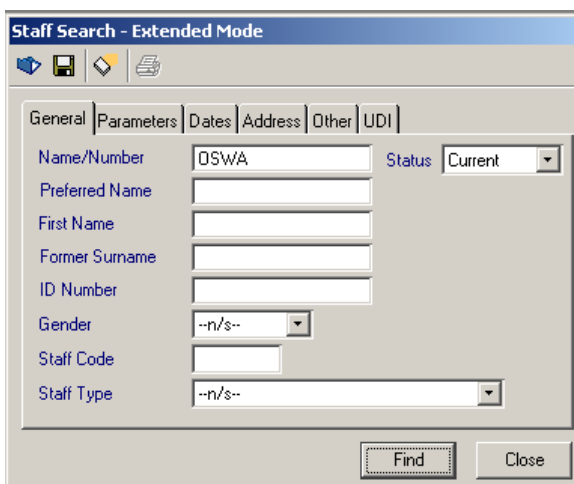
- Click **OK**
- Close the small **Staff Absences** window

Activity: Adding a new Staff Absence for Selected Periods Only

Cover > Staff Absences




Sharyn Oswald has a doctor's appointment this morning.

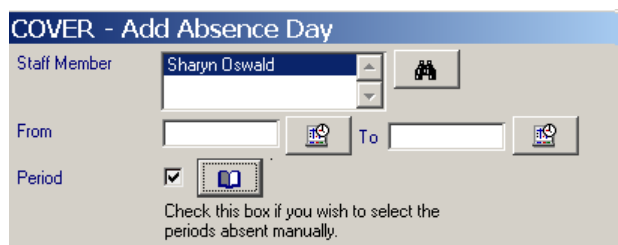
- Click Add Staff Absence 
- Click Find Staff 
- Type **OSWA** in the **Name/Number** field and click 



The 'Staff Search - Extended Mode' dialog box is shown. It has tabs for General, Parameters, Dates, Address, Other, and UDI. The General tab is active. Fields include Name/Number (OSWA), Preferred Name, First Name, Former Surname, ID Number, Gender (dropdown), Staff Code, and Staff Type (dropdown). A Status dropdown is set to 'Current'. Find and Close buttons are at the bottom.

Timetabling schools

- Enter **TODAY's** date in **From** and **To** and check **Period** 
- Click Select Periods 
- Select periods **H** and any other morning periods
- Click Add Period 

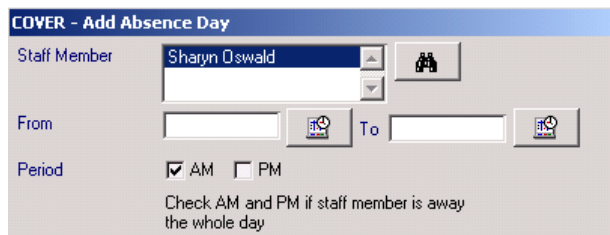


The 'COVER - Add Absence Day' dialog box is shown. It has a Staff Member dropdown set to 'Sharyn Oswald'. Fields for From and To dates are present. The Period checkbox is checked. A note says: 'Check this box if you wish to select the periods absent manually.'

- Click **OK**

Non-timetabling schools

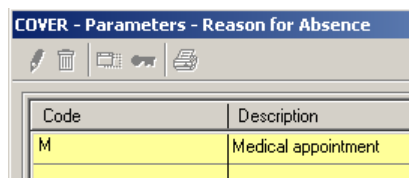
- Enter **TODAY's** date and uncheck **PM**




- Click Add Reason 

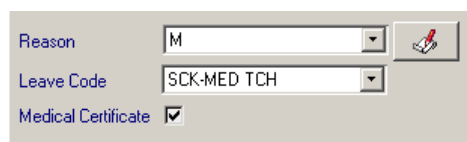
The **Parameters - Reason for Absence** window will open.

- Click Modify/Add Parameter 
- Enter Code **M** and Description **Medical appointment** and click **OK**



Code	Description
M	Medical appointment

- Highlight **M Medical Appointment** and click Toggle Locked Property 
- Close **Parameters - Reason for Absence**
- Enter the following information




Note: Double check that the From date is TODAY.

- Click **OK**
- Close the small **Staff Absences** window

Activity: Deleting a Staff Absence

Cover > Staff Absences

- Highlight **Jennifer Calvin's** absence for **TODAY**
- Click Delete  and **Yes**

Note: Only current and future absences may be deleted.

4.5 Assign Relief Staff

Cover > Staff Absences > Assign Relief Staff

Relief staff can be assigned in the same window as absent staff are entered.

4.5.1 The Assign Relief Window

Cover > Staff Absences > Assign Relief Staff

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

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 and the white cells are awaiting any action by the user.

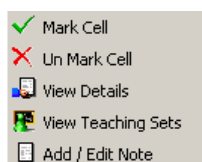
COVER - Assign Relief							
Insert Page Break 4 FEB 2009							
4 FEB 2009	Home	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Assigned Relief
Harris Barclay	12HR_2 (22) Home Room 12 Amanda Fisher Anna Greaves	8ENG_4 (27) English 8 SS4	8ENG_5 (27) English 8 SS3	2AENG_3 (23) English 2A Amanda Fisher Anna Greaves	10ENG_2 (22) English 10 Mark Spock MS9	2ALIT_1 (25) Literature 2A Amanda Fisher Anna Greaves	
Jennifer Calvin	8HR_3 (26) Home Room 8 MS2			1BENG_1 (21) English 1B SS9			
William Davids	8HR_5 (26) Home Room 8 Mark Spock SS6			9Math_2 (23) Mathematics 9 Amanda Fisher Anna Greaves	1BMAT_1 (21) Mathematics 1B Mark Spock MS2		
Andre Guiseppe	11HR_3 (22) Home Room 11 Amanda Fisher Anna Greaves		E306_1 (14) History 12 Mark Spock SS5	2XGEO_1 (23) Geography 2A/B SS4		8S&E_5 (27) Society & Environment SCI 2	Generic System 1
Sharyn Oswald	11HR_1 (21) Home Room 11 SS1	8PE_4 (27) Physical Education 8 GYM1	2XPES_1 (20) Physical Education 2 GYM2			10HE_1 (24) Health Education 10 MS3	

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.

Assign Relief Drop-Down Menu

Cover > Staff Absences > Assign Relief Staff

Right clicking in a cell in the assign relief window will display the following menu:



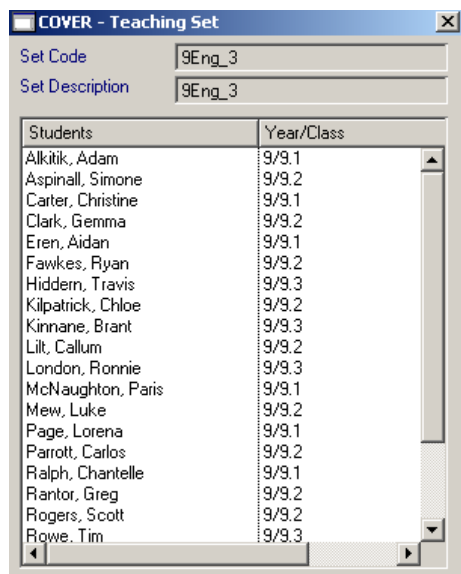
- **Mark Cell** - will shade the cell green ready for assigning a relief teacher
- **Un Mark Cell** - will undo the previous action of marking a cell prior to a relief teacher being assigned
- **View Details** - will display period details for the active cell

COVER - Period Details	
Staff Member	Harris Barclay
Period	Lesson 4
Subject	English 10
Teaching Set	10ENG_2
Room	MS9
Relief Staff Member	Mark Spock
<div>Close</div>	

The door icon in this window is the *Select Room* button and allows the user to change the room allocation for the relief period.

Note: View Details will be greyed out in non-timetabling schools

- **View Teaching Sets** – displays the teaching set members in the teaching set to be covered




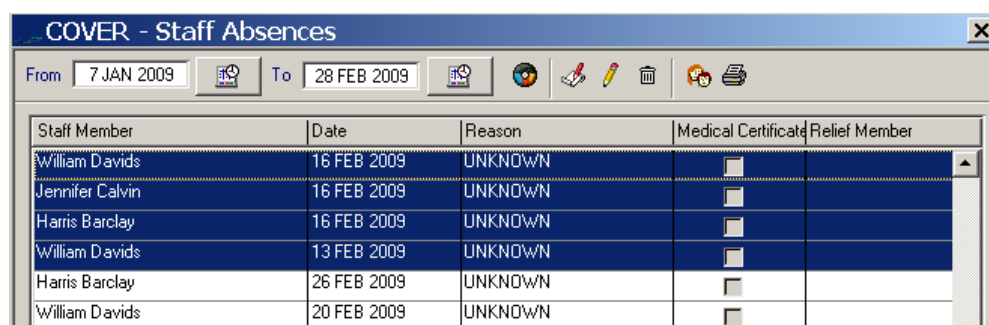
Note: View Teaching Set will be greyed out in non-timetabling schools


Add/Edit Note – allows instructions to be provided to the relieving teacher for the specific teaching set to be entered. The note will hold a maximum of 1000 characters.

4.5.2 Assign a Relief Teacher:

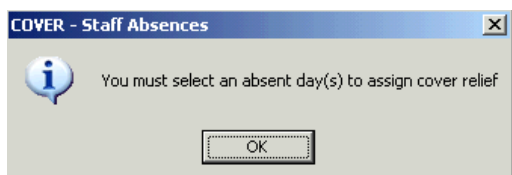
Cover> Staff absences

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

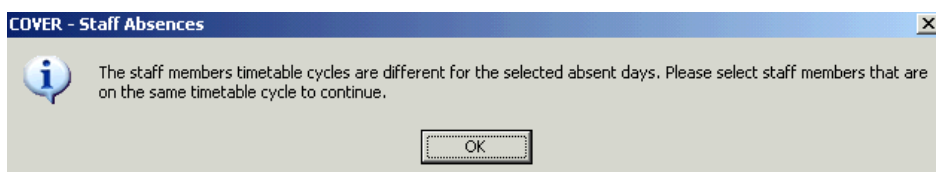


- Highlight the staff members for whom you want to assign relief
- Click on Assign Relief Staff 

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



If the multiple staff members are 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.



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							
Insert Page Break 12 FEB 2009							
12 FEB 2009	Home	Lesson 1	Lesson 2	Lesson 3	Lunch	Lesson 5	Assigned Relief
Harris Barclay	12HR_2 (22) Home Room 12 SS3		8ENG_4 (27) English 8 SS4	8ENG_5 (27) English 8 SS3	2AENG_3 (20) English 2A SS3		
William Davids	8HR_5 (27) Home Room 8 SS6				9Math_2 (23) Mathematics 9 MS7		

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							
Insert Page Break 12 FEB 2009							
12 FEB 2009	Home	Lesson 1	Lesson 2	Lesson 3	Lunch	Lesson 5	Assigned Relief
Harris Barclay	12HR_2 (22) Home Room 12 SS3		8ENG_4 (27) English 8 SS4	8ENG_5 (27) English 8 SS3	2AENG_3 (20) English 2A SS3		
William Davids	8HR_5 (27) Home Room 8 SS6				9Math_2 (23) Mathematics 9 MS7		

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

Cover- Assign Relief Teacher

IRT Staff Pool Available All IRT Staff Pool - No selection -

Name	Hm. Phone	Mobile No.	Avail.	Specialise	Periods taught per week	Alloc. Day
ABBOTT Elaine	9370 9898	040 777 1439	AM/PM	English	0	0
DALE Evan	9370 9898		AM/PM		8	0
JONES Tom			AM/PM		2	0
JONES Tim	9370 9898		AM/PM		6	0
KENNERLEY Kerri-Ann	9 325 3456		AM/PM		2	0
KENNY Grant	9456 7898		AM/PM		2	0
KING Melanie	9370 9898		AM/PM		2	0
KRIVER Frank	9370 9898		AM/PM		4	0

ERT Staff Pool Available All ERT Staff Pool - No selection -

Name	Hm. Phone	Mobile No.	Avail.	Specialise	Alloc. Day	Alloc. Week	Prev Relie
SYSTEM 1 Generic					0	0	84
SYSTEM 2 Generic					0	0	51
SYSTEM 3 Generic					0	0	18
TEACHER Relief		0409 992 331	AM/PM	Science, Mat	0	0	16

Selected Relief Staff Member(s) Relief Teacher Assign Cancel

Note, comments, special instructions for the current day.

Contact information, availability, specialisations, number of periods taught (IRT only), number of relief periods already allocated during the current day and week, total number of relief periods already undertaken, available load and whether or not staff are willing to undertake paid relief (IRT only), and total number of hours of relief undertaken (ERT only).

All fields may be viewed by using the scroll bars across the bottom of each window.

Cover- Assign Relief Teacher

IRT Staff Pool Available All IRT Staff Pool - No selection -

Specialise	Periods taught per week	Alloc. Day	Alloc. Week	Prev Relief	Load Avail	Paid
English	0	0	0	16	-0.20	YES
	8	0	0	0	-0.20	YES
	2	0	0	0	0.00	NO
	6	0	0	0	0.00	NO
	2	0	0	0	0.00	NO
	2	0	0	0	0.00	NO
	2	0	0	0	0.00	NO
	4	0	0	0	0.00	NO

ERT Staff Pool Available All ERT Staff Pool - No selection -

Hm. Phone	Mobile No.	Avail.	Specialise	Alloc. Day	Alloc. Week	Prev Relief	Hrs(TD)
				0	0	84	71.65
				0	0	51	44.28
				0	0	18	16.15
	0409 992 331	AM/PM	Science, Mat	0	0	16	12.98

Selected Relief Staff Member(s) Relief Teacher 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 displayed in all relevant cells

COVER - Assign Relief							
12 FEB 2009							
12 FEB 2009	Home	Lesson 1	Lesson 2	Lesson 3	Lunch	Lesson 5	Assigned Relief
Harris Barclay	12HR_2 (22) Home Room 12 Paul Gabelich SS3		8ENG_4 (27) English 8 Paul Gabelich SS4	8ENG_5 (27) English 8 Paul Gabelich SS3	2AENG_3 (23) English 2A Paul Gabelich SS3		
William Davids	8HR_5 (27) Home Room 8 SS6				9Math_2 (23) Mathematics 9 MS7		

- Click **Save** and a confirmation message will be generated
- Click **OK**


To assign a relief teacher on a per period basis:

Cover > Staff Absences > 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		
5 FEB 2007		
5 FEB 2007	Home	Lesson 1
Joseph Brigg	8HR_2 (26) Home Room 8 MS1	9S&E_3 (23) Society & Environme
Amanda Fisher		

- ✓ 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 All IRT Staff Pool - No selection -

Name	Hm. Phone	Mobile No.	Avail.	Specialise	Periods taught per week	Alloc. Day
ABBOTT Elaine	9370 9898	040 777 1439	AM/PM	English	0	0
DALE Evan	9370 9898		AM/PM		8	0
JONES Tom			AM/PM		2	0
JONES Tim	9370 9898		AM/PM		6	0
KENNERLEY Kerri-Ann	9 325 3456		AM/PM		2	0
KENNY Grant	9456 7898		AM/PM		2	0
KING Melanie	9370 9898		AM/PM		2	0
KRIVER Frank	9370 9898		AM/PM		4	0

ERT Staff Pool Available All ERT Staff Pool - No selection -

Name	Hm. Phone	Mobile No.	Avail.	Specialise	Alloc. Day	Alloc. Week	Prev Relie
SYSTEM 1 Generic					0	0	84
SYSTEM 2 Generic					0	0	51
SYSTEM 3 Generic					0	0	18
TEACHER Relief		0409 992 331	AM/PM	Science, Mat	0	0	16

Selected Relief Staff Member(s) Relief Teacher Assign Cancel

Note, comments, special instructions for the current day.

- Highlight the preferred relief teacher from the available staff pool and the teacher's name will be added to the **Selected Relief Staff Members** field
- Click **Assign** and the assigned teacher's name will now display for the selected period only

COVER - Assign Relief

☐ Insert Page Break

5 FEB 2007	Home
Joseph Brigg	8HR_2 (26) Home Room 8 Generic System 3 MS1
Amanda Fisher	

- 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.

Activity: Assigning Relief (Timetabling schools)

Cover > Staff Absences

- Highlight **Harris Barclay** and **William Davids'** absences for **TODAY**
- Click **Assign Relief Staff** 
- Right click in Barclay's first teaching period and select **View Teaching Sets**






4 MAY 2010	Home	Lesson 1
Harris Barclay	12HR_2 (21) Home Room 12	3XLIT_1 (20) Literature 3A/B
William Davids	8HR_5 Home	

SS3  Mark Cell
 SS3  Un Mark Cell
 SS3  View Details
 SS3  View Teaching Sets
 SS3  Add / Edit Note

- Close **Teaching Sets**

- Right click in Barclay's first teaching period and select **Add/Edit Note**

4 MAY 2010	Home	Lesson 1
Harris Barclay	12HR_2 (21) Home Room 12	3XLIT_1 (20) Literature 3A/B
William Davids	8HR_5 Home	

SS3  Mark Cell
 SS3  Un Mark Cell
 SS3  View Details
 SS3  View Teaching Sets
 SS3  Add / Edit Note

- Enter a note and click **OK**

Comment - 12HR_2

Harris Barclay is absent due to family reasons

- Right click in Barclay's **Assigned Relief** cell and select **Mark Cell**

4 MAY 2010	Home	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Assigned Relief
Harris Barclay	12HR_2 (21) Home Room 12	3XLIT_1 (20) Literature 3A/B	9Eng_1 (23) English 9	1XENGX_1 (20) English 1A/B (Y10)			<div> Mark Cell Un Mark Cell View Details View Teaching Sets Add / Edit Note </div>
	SS3	SS3	SS1	SS3			
William Davids	8HR_5 (27) Home Room 8		2AMAT_2 (23) Mathematics 2A	8Math_1 (28) Mathematics 8			
	SS6		SS6	SS6			

All Barclay's teaching periods will be shaded green.

- Click Assign Relief Staff

Cover- Assign Relief Teacher

IRT Staff Pool Available All IRT Staff Pool - No selection -

Name	Hm. Phone	Mobile No.	Avail.	Specialise	Periods taught per week	Alloc. Day
ABBOTT Elaine	9370 9898	040 777 1439	AM/PM	English	0	0
DALE Evan	9370 9898		AM/PM		8	0
JONES Tom			AM/PM		2	0
JONES Tim	9370 9898		AM/PM		6	0
KENNERLEY Kerri-Ann	9 325 3456		AM/PM		2	0
KENNY Grant	9456 7898		AM/PM		2	0
KING Melanie	9370 9898		AM/PM		2	0
KRIVER Frank	9370 9898		AM/PM		4	0

ERT Staff Pool Available All ERT Staff Pool - No selection -

Name	Hm. Phone	Mobile No.	Avail.	Specialise	Alloc. Day	Alloc. Week	Prev Relie
SYSTEM 1 Generic					0	0	84
SYSTEM 2 Generic					0	0	51
SYSTEM 3 Generic					0	0	18
TEACHER Relief		0409 992 331	AM/PM	Science, Mat	0	0	16

Selected Relief Staff Member(s) Relief Teacher Assign Cancel


Note, comments, special instructions for the current day.


- Using the scroll bars, view all of the available information in both windows
- Select the external relief teacher **Relief Teacher** and click Assign

- Right click in the first teaching period for **William Davids** and select **Mark Cell**
- Click Assign Relief Staff
- Highlight an internal relief teacher and click Assign
- Repeat for each of Davids' teaching periods
- Click Save and **OK**

- Check **Insert Page Break**




- Click Print Relief Advice 
- Send the report to the screen, view and then close

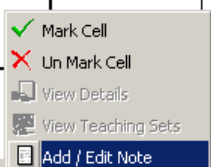
- Click Print Relief Summary 
- Send the report to the screen, view and then close
- Close **Assign Relief**

Activity: Assigning Relief (Non-timetabling schools)

Cover> Staff Absences

- Highlight **Harris Barclay** and **William Davids'** absences for **TODAY**
- Click Assign Relief Staff 
- Right click in Barclay's **AM** cell and select **Add/Edit Note**

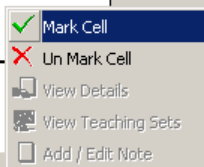
24 FEB 2009	AM	PM	Assigned Relief
Harris Barclay			
William Davids			



- Enter a note and click **OK**

- Right click in **Barclay's Assigned Relief** cell and select **Mark Cell**


24 FEB 2009	AM	PM	Assigned Relief
Harris Barclay			
William Davids			




Both Barclay's AM and PM Cells will be shaded green.

- Click Assign Relief Staff 


Cover- Assign Relief Teacher



IRT Staff Pool Available  All IRT Staff Pool - No selection -


Name	Hm. Phone	Mobile No.	Avail.	Specialise	Periods taught per week	Alloc. Day
ABBOTT Elaine	9370 9898	040 777 1439	AM/PM	English	0	0
BROOKS Fiona			AM/PM		12	0
DALE Evan	9370 9898		AM/PM		8	0
DICKINSON Kerry			AM/PM		12	0
DRAKE Donald	9456 7878		AM/PM		12	0
DUKE Tony	9370 9898		AM/PM		12	0
ELLIOT Travis	9370 9898		AM/PM		8	0
EVERAGE Edna	9480 9898		AM/PM		12	0

ERT Staff Pool Available  All ERT Staff Pool - No selection -



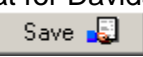
Name	Hm. Phone	Mobile No.	Avail.	Specialise	Alloc. Day	Alloc. Week	Prev Relie
SYSTEM 1 Generic					0	0	84
SYSTEM 2 Generic					0	0	51
SYSTEM 3 Generic					0	0	18
TEACHER Relief		0409 992 331	AM/PM	Science, Ma	0	4	17



Selected Relief Staff Member(s) 

Note, comments, special instructions for the current day. 

- Select the external **Relief Teacher** and click 

- Right click in **AM** for **Davids** and select **Mark Cell**
- Click Assign Relief Staff 
- Highlight an internal relief teacher and click 
- Repeat for Davids' PM session
- Click  and **OK**

- Click Print Relief Advice 
- Send the report to the screen, view and then close
- Click Print Relief Summary 
- Send the report to the screen, view and then close
- Close **Assign Relief**

Activity: Recap Staff Absences

Jennifer Calvin is attending SIS training next Monday and Tuesday.

- Enter her absence and assign relief for both days
- Print the Relief Allocation Advice

Tabitha Swindon has urgent private business next Wednesday afternoon.

- Enter her absence and assign relief
- Print the Relief Allocation Advice

4.6 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.

4.6.1 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
Andre Guiseppe	5 FEB 2009	S	<input checked="" type="checkbox"/>	
Harris Barclay	5 FEB 2009	UNKNOWN	<input type="checkbox"/>	
Jennifer Calvin	5 FEB 2009	UNKNOWN	<input type="checkbox"/>	
William Davids	5 FEB 2009	UNKNOWN	<input type="checkbox"/>	
Sharyn Oswald	5 FEB 2009	M	<input checked="" type="checkbox"/>	
Andre Guiseppe	4 FEB 2009	S	<input checked="" type="checkbox"/>	
Harris Barclay	4 FEB 2009	UNKNOWN	<input type="checkbox"/>	
Jennifer Calvin	4 FEB 2009	UNKNOWN	<input type="checkbox"/>	
William Davids	4 FEB 2009	UNKNOWN	<input type="checkbox"/>	
Sharyn Oswald	4 FEB 2009	M	<input checked="" type="checkbox"/>	

4.6.2 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 4.5)



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 4.5.1 and 0 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 4.5.1 and 4.7.3 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:

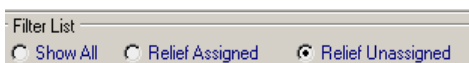
- Relief Assigned
- Relief Unassigned
- Staff Member
- Reason for Absence

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

Activity: Filtering the Cover Allocation List



Cover > Cover Allocation

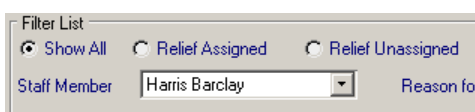
- Click the Select From Date 
- Select 1 February
- Click the Select To Date 
- Select next Wednesday
- Click Refresh View 
- From the **Filter List**, select **Relief Unassigned**.



Filter List

☐ Show All ☐ Relief Assigned ☒ Relief Unassigned



- Click 
- From the **Filter List**, select **Show All**
- Click  to view all absences and relief cover
- From the **Staff Member** drop down list, select **Harris Barclay**




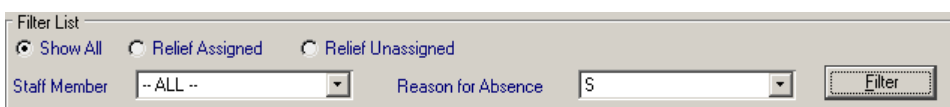
Filter List

☒ Show All ☐ Relief Assigned ☐ Relief Unassigned

Staff Member Reason for


- Click  to view all Harris Barclay's absences
- Reset **Staff Member** to **ALL** and click  to view all staff absences

- From the **Reason for Absence** drop down menu, select **S** and click  to view all absences due to illness



Filter List

☒ Show All ☐ Relief Assigned ☐ Relief Unassigned

Staff Member Reason for Absence 






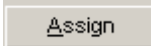
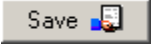


- Reset **Reason for Absence** to **ALL** and click 

4.6.3 Assign a Relief Teacher:

Note: See Section 4.5.2 for details on assigning relief

Activity : Assigning Relief

Cover > Cover Allocation

- Click the Select From Date 
 - Select TODAY'S date and click **OK**
 - Click the Select To Date 
 - Select TODAY'S date and click **OK**
 - Click Refresh View 
 - Highlight **Sharyn Oswald** and click Assign Relief Staff 
 - Right click in her first teaching period and select **Mark Cell**
 - Click Assign Relief Staff 
 - Select an internal relief teacher and click 
 - Repeat for all other periods requiring relief
 - Click 
 - Click **Insert Page Break**
 - Print Relief Advice 
 - Close **Assign Relief** window
-
- Highlight all of today's absences
 - Click Print Relief Summary 
 - Close the report

Activity: Recap Cover Allocation

Sandra Corner is absent today.

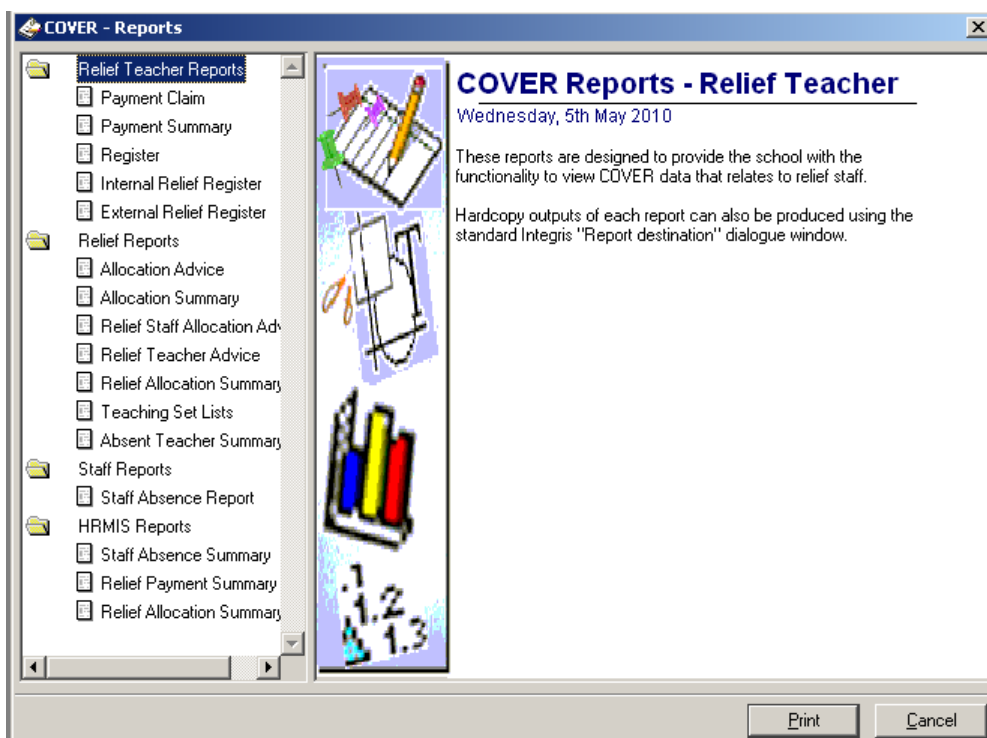
- Enter her absence in Cover > Staff Absences
- Allocate her relief in Cover > Cover Allocation
- Print a Relief Advice

4.7 Cover Reports

Cover > Reports

There are four types of Cover reports:

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




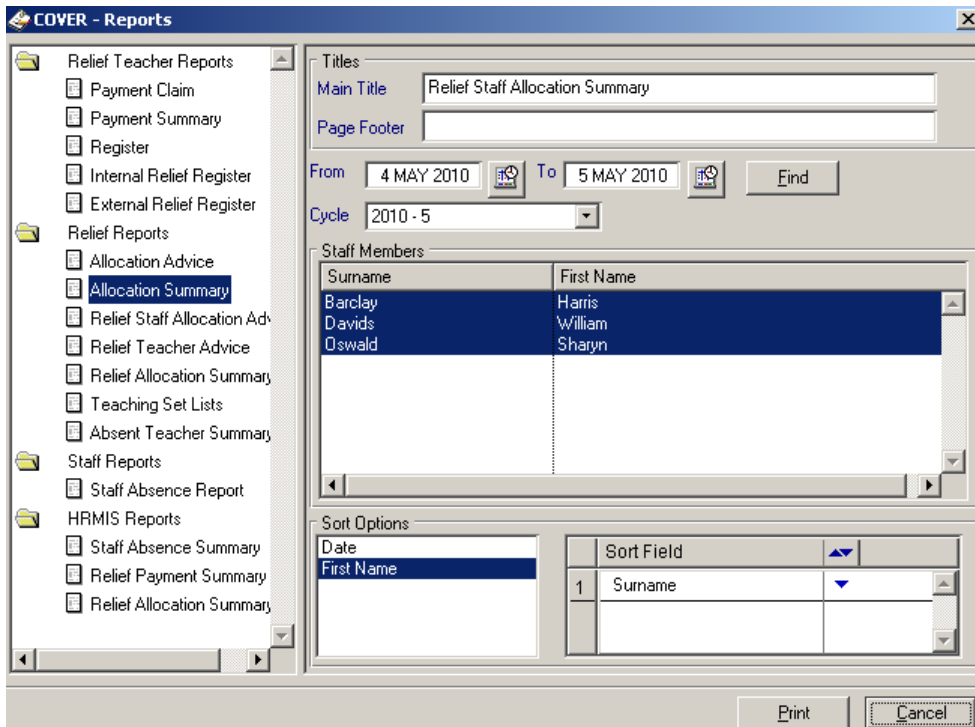
4.7.1 Standard Cover Report Features

All Cover Reports have two standard features:

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

4.7.2 Printing Cover Reports

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



Surname	First Name
Barclay	Harris
Davids	William
Oswald	Sharyn

Sort Field
1 Surname

- Edit the heading if required
- Enter a footer if required
- Select the required date range
- Enter other appropriate report criteria
- Highlight the name(s) of the teacher(s) about whom the information is required
- 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.

4.7.3 Relief Teacher Reports

Cover > Reports > Relief Teacher Reports

Activity: 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


The screenshot shows the 'COVER - Reports' window. On the left is a tree view with folders for 'Relief Reports', 'Staff Reports', and 'HRMIS Reports'. Under 'Relief Reports' are 'Payment Claim', 'Payment Summary', 'Register', 'Internal Relief Register', and 'External Relief Register'. The 'Payment Claim' item is selected. The main area has a 'Titles' section with 'Main Title' set to 'Relief Staff Payment Claim' and an empty 'Page Footer' field. Below this are date pickers for 'From' (1 FEB 2010) and 'To' (7 APR 2010), with a 'Find' button. A 'Relief Members' table is displayed with the following data:

Surname	First Name	Relief Type
System 3	Generic	ERT
System 1	Generic	ERT
Abbott	Elaine	IRT
Teacher	Relief	ERT
Drake	Donald	IRT
Creed	Nicholas	IRT
Everage	Edna	IRT
Elliot	Travis	IRT
Best	Carl	IRT

Below the table is a 'Sort Options' section with a list box containing 'Date' and 'First Name', and a 'Sort Field' section with a table:

	Sort Field
1	Surname

At the bottom right are 'Print' and 'Cancel' buttons.

- Click the Select From Date  and select **1February**
- Click **Find**
- Highlight all the relief staff displayed
- In **Sort Options**, double click on **Surname**
- Click **Print**
- Send the report to the screen
- Close the report

Activity: Relief Staff Payment Summary


Cover > Reports > Relief Teacher Reports > Payment Summary

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

Note: This report is applicable to timetabling schools only.

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 Teacher Reports', there are icons for 'Payment Claim', 'Payment Summary' (which is selected), 'Register', 'Internal Relief Register', and 'External Relief Register'. The main area of the window is titled 'Relief Staff Payment Summary'. It has a 'Main Title' field with the text 'Relief Staff Payment Summary' and an empty 'Page Footer' field. Below these are 'From' and 'To' date pickers set to '1 FEB 2010' and '7 APR 2010' respectively, with a 'Find' button to the right. A table titled 'Relief Members' is displayed, showing a list of staff members with their Surname, First Name, and Relief Type. The table has a scroll bar on the right. Below the table is a 'Sort Options' section with a list box containing 'First Name' and 'Surname', and a table for sorting. The sorting table has columns for 'Sort Field' and 'Sort Order'. The 'Sort Field' is set to 'Date' and the 'Sort Order' is set to '1'. At the bottom right of the window are 'Print' and 'Cancel' buttons.

Surname	First Name	Relief Type
System 3	Generic	ERT
System 1	Generic	ERT
Abbott	Elaine	IRT
Teacher	Relief	ERT
Drake	Donald	IRT
Creed	Nicholas	IRT
Everage	Edna	IRT
Elliot	Travis	IRT
Best	Carl	IRT

- Click Select From Date  and select **1 February**
- Click **Find**
- Highlight all the relief staff displayed
- In **Sort Options**, double click on **Date**
- Click **Print**
- Send the report to the screen
- Close the report

Activity: 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

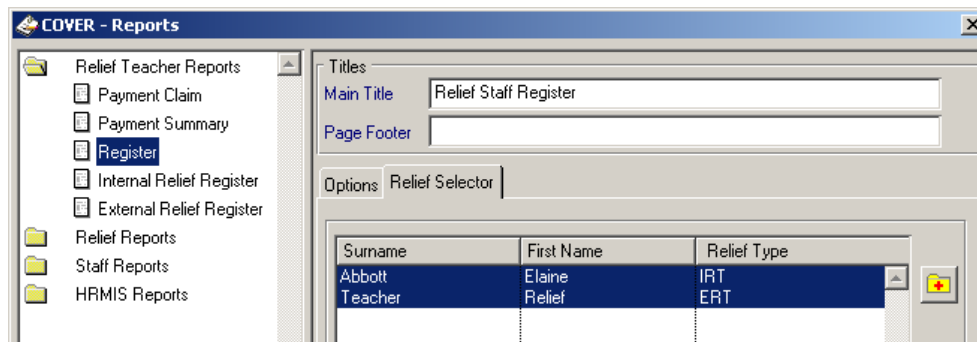
The screenshot shows the 'COVER - Reports' window. On the left is a tree view with folders for 'Relief Teacher Reports', 'Relief Reports', 'Staff Reports', and 'HRMIS Reports'. Under 'Relief Teacher Reports' are 'Payment Claim', 'Payment Summary', 'Register' (highlighted), 'Internal Relief Register', and 'External Relief Register'. The main area is titled 'Options | Relief Selector'. It has a 'Titles' section with 'Main Title' set to 'Relief Staff Register' and an empty 'Page Footer' field. Below is a 'Sort Options' table:

	Sort Field	
	First Name	
1	Surname	

Below the table is a 'Cover Date Range' section with 'From' and 'To' date pickers, both set to '15 FEB 2010'. At the bottom are five checked checkboxes: 'Contact Information', 'Staff Member Notes', 'Qualifications/Skills', 'Qualified to Teach', and 'Cover Periods'. 'Print' and 'Cancel' buttons are at the bottom right.

- Double click on **Surname** in **Sort Options**
- Leave the date range as TODAY
- Check all items for inclusion in the report

- Click the **Relief Selector** tab
- Click Add a Relief Staff Member 
- Click **Find**
- Holding down <Ctrl> select **Elaine Abbott** and **Relief Teacher**
- **Select** and **Yes**



Surname	First Name	Relief Type
Abbott	Elaine	IRT
Teacher	Relief	ERT

- **Print** the report to the screen

4.7.4 Relief Reports

Activity: Allocation Advice

Cover > Reports > Relief Reports > Allocation Advice

The Allocation Advice provides information to relief teachers on the teaching periods they will be covering. If ***Include Teaching Set List*** is checked, then the teaching set lists are also provided.

COVER - Reports

Relief Teacher Reports
Relief Reports
Allocation Advice
Allocation Summary
Relief Staff Allocation Adv
Relief Teacher Advice
Relief Allocation Summary
Teaching Set Lists
Absent Teacher Summary
Staff Reports
HRMIS Reports

Titles
Main Title: Relief Staff Allocation Advice
Page Footer:
From: 15 FEB 2010 To: 15 MAR 2010 Find
☒ Include Teaching Set List ☒ Insert Page Break

Relief Members

Surname	First Name	Relief Type
System 1	Generic	ERT
Teacher	Relief	ERT
Drake	Donald	IRT
Creed	Nicholas	IRT
Everage	Edna	IRT
Elliot	Travis	IRT
Best	Carl	IRT

Sort Options
First Name
Sort Field
1 Surname

Print Cancel

- Leave the date range as TODAY
- Click ***Find***
- Check ***Include Teaching Set List*** and ***Insert Page Break*** (timetabling schools only)
- Highlight all the relief staff displayed
- In ***Sort Options***, double click on ***Surname***
- ***Print*** the report to the screen

Activity: Allocation Summary

Cover > Reports > Relief Reports > Allocation Summary

The Allocation Summary will print 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.

Note: This report applies to timetabling schools only.

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', 'Allocation Summary' is selected. The main area contains the following fields and controls:

- Titles:** 'Main Title' is 'Relief Staff Allocation Summary'; 'Page Footer' is empty.
- Date Range:** 'From' is '15 FEB 2010' and 'To' is '15 FEB 2010'. There are calendar icons and a 'Find' button.
- Cycle:** A dropdown menu showing '2010 - 5'.
- Staff Members:** A table with two columns: 'Surname' and 'First Name'.

Surname	First Name
Barclay	Harris
Calvin	Jennifer
Dauids	William
Oswald	Sharyn
- Sort Options:** A list box on the left shows 'Date' and 'First Name'. A table on the right shows the sort field settings.

	Sort Field
1	Surname

At the bottom right are 'Print' and 'Cancel' buttons.

- Leave the date range as TODAY
- Click **Find**
- In **Sort Options**, double click on **Surname**
- **Print** the report to the screen

Activity: Relief Teacher Advice

Cover>Reports > Relief Reports > Relief Teacher Advice

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' selected. The main area contains the following fields and options:

- Titles:** Main Title: Relief Teacher Advice; Page Footer: (empty)
- From:** 3 MAY 2010; **To:** 4 MAY 2010; **Find** button
- Include Teaching Set List:** ☒; **Insert Page Break:** ☒
- Relief Members:** A table with columns Surname, First Name, and Relief Type.

Surname	First Name	Relief Type
Teacher	Relief	ERT
Abbott	Elaine	IRT
Alan	Maria Theresa	IRT
Best	Carl	IRT
Dale	Evan	IRT
- Sort Options:** A table with columns Sort Field and a dropdown menu.

Sort Field	
1	Surname

At the bottom right are **Print** and **Cancel** buttons.

- Leave the date range as TODAY
- Click **Find**
- Check **Include Teaching Set List** and **Insert Page Break** (timetabling schools only)
- Highlight all the relief staff displayed
- In **Sort Options**, double click on **Surname**
- **Print** the report to the screen

Activity: Relief Allocation Summary

Cover>Reports > Relief Reports > Relief Allocation Summary

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 Allocation Summary' selected. The main area on the right contains the following sections:

- Titles:** 'Main Title' is set to 'Relief Allocation Summary'.
- Data Retrieval Options:** 'From' and 'To' dates are both set to '15 FEB 2010'. A 'Find' button is present.
- Staff Members:** A table with two columns: 'Surname' and 'First Name'. It lists four staff members: Barclay Harris, Calvin Jennifer, Davids William, and Oswald Sharyn. All rows are highlighted in blue.
- Sort Options:** A list on the left includes 'Date', 'Relieving Teacher', 'Absent Teacher', and 'Teaching Set'. 'Relieving Teacher' is selected. To the right, a table shows 'Sort Field' with 'Period' selected for the first row.

At the bottom right of the window are 'Print' and 'Cancel' buttons.

- Leave the date range as TODAY
- Click **Find**
- Highlight all the relief staff displayed
- In **Sort Options**, double click on **Period**
- **Print** the report to the screen

4.7.5 Staff Reports

Cover > Reports > Staff Reports

Activity: 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 teacher's 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


The screenshot shows the 'COVER - Reports' window with the 'Staff Absence Report' selected in the left-hand tree. The main area contains the following sections:

- Titles:** 'Main Title' is 'Staff Absence Report'.
- Data Retrieval Options:** 'From' is '1 FEB 2010', 'To' is '7 APR 2010', and 'Reason' is '-- ALL --'. There are 'Find' and 'Print' buttons.
- Staff Members:** A table with two columns: 'Surname' and 'First Name'. The data is as follows:

Surname	First Name
Brooks	Fiona
Barclay	Harris
Evans	Luke
Trainor	David
Elliot	Travis
Calvin	Jennifer
David	William
Oswald	Sharyn
- Sort Options:** A table with two columns: 'Date' and 'Sort Field'. The data is as follows:

Date	Sort Field
First Name	1 Surname
Reason	

At the bottom right are 'Print' and 'Cancel' buttons.

- Click Select **From Date**  and select **1 February**
- Click **Find**
- Leave the **Reason** as **ALL**
- Highlight all the staff members displayed
- In **Sort Options**, double click on **Surname**
- **Print** the report to the screen

4.7.6 HRMIS Reports

Cover > Reports > HRMIS Reports

These reports may be used to help the administrator transfer data between SIS and HRMIS in relation to Cover.

Activity: Staff Absence Summary Report

Cover > Reports > HRMIS Reports > Staff Absence Summary Report

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 four report icons: 'Staff Absence Summary' (selected), 'Relief Payment Summary', and 'Relief Allocation Summary'. The main area is titled 'Titles' and contains a 'Main Title' field with the text 'Staff Absence Summary Report' and an empty 'Page Footer' field. Below this is the 'Data Retrieval Options' section, which includes 'From' and 'To' date pickers both set to '15 FEB 2010', a 'Find' button, and dropdown menus for 'Reason' and 'Leave Code', both set to '-- ALL --'. The 'Staff Members' section contains a table with two columns: 'Surname' and 'First Name'. The table lists four staff members: Barclay, Calvin, Davids, and Oswald, with their first names being Harris, Jennifer, William, and Shayn respectively. All rows in the table are highlighted in blue. Below the table is the 'Sort Options' section, which has a list of fields (Date, First Name, Leave Code, Reason) on the left and a 'Sort Field' dropdown on the right. The 'Sort Field' dropdown is currently set to 'Surname'. At the bottom right of the window are 'Print' and 'Cancel' buttons.

Surname	First Name
Barclay	Harris
Calvin	Jennifer
Davids	William
Oswald	Shayn

- Leave the date range as TODAY
- Click **Find**
- Leave the **Reason** and **Leave Code** as **ALL**
- Highlight all the staff members displayed
- Sort by **Surname**
- **Print** the report to the screen

Activity: Relief Payment Summary Report

Cover > Reports > HRMIS Reports > Relief Payment Summary


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 'HRMIS Reports', there are two sub-items: 'Staff Absence Summary' and 'Relief Payment Summary', which is currently selected. The main area of the window is for configuring the report. It has fields for 'Main Title' (set to 'Relief Staff Payment Summary') and 'Page Footer'. Below these are date pickers for 'From' (1 FEB 2010) and 'To' (7 APR 2010), with a 'Find' button. There are also dropdown menus for 'Reason' (set to '-- ALL --') and 'Leave Code' (set to '-- ALL --'). A 'Relief Members' table is displayed, showing a list of staff members with their Surname, First Name, and Relief Type. The table is sorted by Surname. At the bottom, there are 'Sort Options' for Date, Leave Code, First Name, and Reason, with a 'Sort Field' dropdown set to 'Surname'. 'Print' and 'Cancel' buttons are at the bottom right.

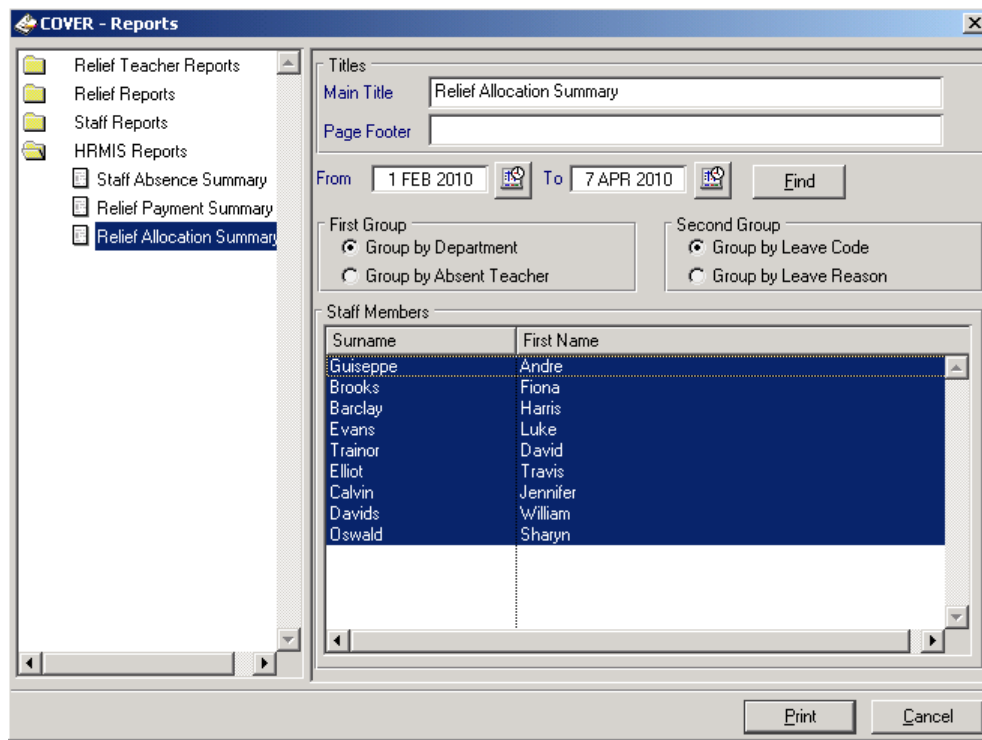
Surname	First Name	Relief Type
System 1	Generic	ERT
Abbott	Elaine	IRT
Teacher	Relief	ERT
Drake	Donald	IRT
Creed	Nicholas	IRT
Everage	Edna	IRT
Elliott	Travis	IRT
Best	Carl	IRT

- Enter the From Date as **1 February**
- Click **Find**
- Leave the **Reason** and **Leave Code** as **ALL**
- Highlight all the relief staff displayed
- Sort by **Surname**
- **Print** the report to the screen

Activity: Relief Allocation Summary

Cover > Reports > HRMIS Reports > Relief Allocation Summary

- Click **Select From Date**  select **1February**
- Click **Find**
- Select **Group by Department** (unavailable to non-timetabling schools)
- Select **Group by Leave Code**
- Highlight all the staff members displayed



The screenshot shows the 'COVER - Reports' window. On the left is a tree view with folders: Relief Teacher Reports, Relief Reports, Staff Reports, HRMIS Reports, and sub-items: Staff Absence Summary, Relief Payment Summary, and Relief Allocation Summary (selected). The main area has a 'Titles' section with 'Main Title' set to 'Relief Allocation Summary' and an empty 'Page Footer' field. Below this are date pickers for 'From' (1 FEB 2010) and 'To' (7 APR 2010), with a 'Find' button. There are two group selection sections: 'First Group' with radio buttons for 'Group by Department' (selected) and 'Group by Absent Teacher'; and 'Second Group' with radio buttons for 'Group by Leave Code' (selected) and 'Group by Leave Reason'. At the bottom is a 'Staff Members' table with two columns: Surname and First Name. The table contains the following data:

Surname	First Name
Guisepppe	Andre
Brooks	Fiona
Barclay	Harris
Evans	Luke
Trainor	David
Elliot	Travis
Calvin	Jennifer
Davids	William
Oswald	Sharyn

At the bottom right of the window are 'Print' and 'Cancel' buttons.

- **Print** the report to the screen
- Close the report
- Select **Group by Absent Teacher** and **Group by Leave Reason**
- **Print** the report again
- Close the report
- Close **Cover Reports**

Activity: Review

Complete each of the following activities noting where you went in the software to do it.

1. The Year 10 students are going on an excursion next Friday. Enter this into the Exclusion Planner.
2. Enter about six absences of varying lengths and reasons for next week. For one of the absences, add a new Absence Reason at the same time as adding the absence.
3. Allocate relief to the teaching periods requiring cover next week. Use a mix of internal and external relief teachers.
4. Print Relief Teacher Advices (with teaching set lists if applicable) and a Relief Allocation Summary for next week.
5. Enter the relief to be done next week by the external relief teachers and one of the internal relief teachers as payable and paid.
6. Print the following reports for next week:
 - Relief Payment Summary
 - Staff Absence Report
 - Relief Allocation Summary Absent Teacher and Leave Code

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5 Support

5.1 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.servicecentre@education.wa.edu.au

Please include your *ID number, contact details* and a *brief description* of the problem.

5.2 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/>