

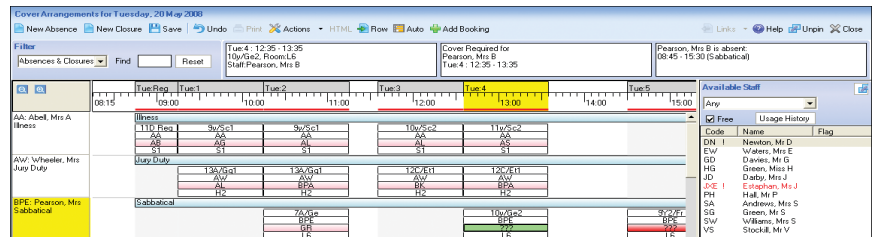
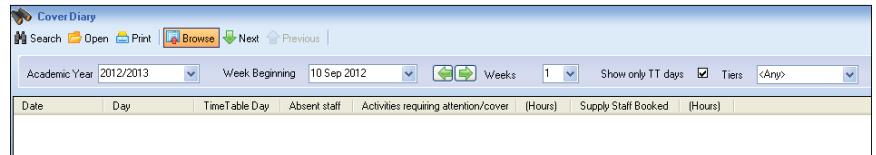
Selecting a Cover Diary

The Cover Diary enables you to view the details of members of staff who are absent, together with their timetables for a selected day. From the **Cover Arrangements** panel you can add, edit and delete a staff absence. Reasons for absence must be set up prior to recording absences. This is achieved via **Tools | Cover | Reasons for Absence**.

1. Select **Focus | School | Arrange Cover** to display the **Cover Diary** browser.
2. Select the required Cover Diary using the available search options (**Academic Year**, **Week Beginning** and **Weeks**) from the drop-down lists.

Ensure the **Show only TT days** check box is selected if you want to view only timetabled days.

3. Click the **Search** button to locate the cover diaries that match the search criteria.
4. Double-click the required Cover Diary to display the **Cover Arrangements** page.



Using the Resource List to Assign Staff

To arrange cover for members of staff who are absent, you can select free staff from the **Available Staff** list on the **Cover Arrangements** page then assign them to cover lessons and scheduled activities. Members of staff are presented according to the priorities set up in **Global Settings (Tools | Cover | Global Settings)**.

1. In the **Cover Arrangements** panel, select an activity requiring cover then select the **???** cell.
2. In the **Available Staff** panel, ensure the **Free** check box is selected.
3. Drag and drop (or double-click) a member of staff in the **Available Staff** list to add them to the activity requiring cover. Alternatively, highlight a member of staff then press **Enter**.

The selected staff member's initials are displayed in the activity.

*TIP: Some schools add an identifier to the Cover Supervisor's staff code to enable easy identification in the **Available Staff** list.*

Displaying a Resource Usage History

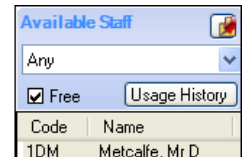
1. From the **Available Staff** panel on the **Cover Arrangements** page, select a member of staff.

This list is displayed only when you click into a red cell, indicating that it requires cover. Staff members shown in red in this list have already been allocated to cover other periods in today's timetable.

2. Click the **Usage History** button to display the **Recent History** dialog for the selected member of staff.
3. The dialog displays the date, timetable days and periods and the activity of the member of staff for each period.

The **Legend** area provides a key to the abbreviations used in the dialog.

4. Click the Microsoft **Excel**® button to print a report of the usage history for the selected member of staff.
5. Click the **Close** button to return to the **Cover Arrangements** page.



Working in the Available Staff Window

The list of staff members displayed depends on the restrictions and rules specified through the **Global Settings**, **Staff Weightings and Offsets** and **Manage Rotas** routines.

*TIP: It is possible to unpin or detach the **Available Staff** panel of the Cover Diary to maximise the viewing area.*

1. On the **Cover Diary** page, select the period or cell on the timetable that requires cover and click the **Unpin** button adjacent to the **Available Staff** panel to detach the panel.
2. Once the page has been detached, click the **Maximize** button to view the entire page.

All the members of staff who are free to cover the selected period or cell on the timetable are displayed. The order of the display is determined by the settings made in the **Staff Prioritisation Rules** panel on the **Global Settings** page.

It is possible to search for the relevant staff member by completing the search fields on the left-hand side of the page, this includes by staff code, any assigned roles, specialist subjects, whether they are currently **Free** and **Can Cover** the period or cell in the timetable.

The right-hand side of the page details the **Event** (e.g. details of the lesson, period number, etc.), the number of **Students** expected in the lesson, the name of the original **Staff** member who is unable to conduct the lesson and the Room where the lesson is scheduled to take place.

Change the order of **Available Staff** by clicking any of the column headings.

The **Flag** column may display an **S** to indicate that this teacher is free due to a rule previously set up on the **Manage Suspension Rules** page.

The **Activity** column indicates any teachers who are assigned to the cover rotas during the period in question.

The **Day Covers**, **Week Covers**, **Covers to Date** and **Covers to Academic Year** columns show totals of how many covers each teacher has already undertaken.

The **Week Frees** column displays a figure in hours.

The current timetable of the highlighted staff member is displayed at the bottom of the **Select Cover Staff** for window, when the **Show Time Table** check box is selected.

3. When you have made a selection, click the **Assign** button then click the **Close** button to return to the **Cover Diary** page.

Adding Members to a Supply Organisation

Members of staff who are classroom staff (added via **Focus | Person | Manage Classroom Staff**) can be added to a supply organisation.

*NOTE: Members of staff added to a supply organisation do not appear in the Cover Diary if they are not selected to 'provide cover' in **Manage Classroom Staff**.*

1. Select **Tools | Cover | Organisations and Bookings | Manage Organisations** to display the **Find Organisation** browser.
2. Search for, then select the name of the required organisation.

Name	Code	Gender	Status	Latest Booking
Brown, Mr J	JB	Male	Active	
Grayson, Mr D	RG	Male	Active	
Atkinson, Mr J	JA	Male	Active	
Burton, Miss F	FB	Female	Active	

3. To add a member of staff to the organisation, click the **New** button in the **Members** panel to display the **Add Classroom Staff** dialog.

Academic Year: 2012/2013 | has staff code? Yes | Role: <Any> | Include Leave:

Name	Code	Gender	Role(s)	Subject(s)	Active
Abel, Mrs Anita	AA	F	Teacher	Science, Biology, PSE	Yes
Andrews, Mrs Selina	SA	F	Teacher	Science, PSE	Yes
Ash, Mrs Nina	MA	F	Higher Level Teaching Assistant	Science, PSE	Yes
Atkinson, Mr John	JA	M	Teacher	English	Yes
Blackler, Mr Adrian	AB	M	Teacher	Religious Ed, Geography	Yes
Brown, Mr James	JB	M	Teacher	Voc Stud, Technology, Religious Ed...	Yes
Brown, Mr Paul	PB	M	Teacher	Technology, Home Economics	Yes
Burrows, Miss Katie	KB	F	Teacher	Art	Yes
Burton, Miss Fiona	FB	F	Teacher	Mathematics, PSE	Yes
Chase, Mrs Lynn	LC	F	Teacher	Science, PSE	Yes

66 people available

4. Search for, then highlight the required member of staff.
5. Click the **OK** button to add the staff member to the **Members** panel on the **Organisation Details** page.
6. Add any other of the staff members who are associated with this organisation.
7. Click the **Save** button.

Booking a Known Supply Person

If a member of staff is supplied via an agency and their details are known, you can search for, then book them for a specific date range, duration and pattern.

*TIP: Supply staff can also be booked by clicking the **Add Booking** button on the Cover Diary, also available via **Focus | School | Arrange Cover**.*

1. Select **Tools | Cover | Organisations and Bookings | Manage Bookings** to display the **Manage Bookings** browser.

Organisation	Person	Code	Start	End	Week Pattern	Role	Subject
Wayne, Mr B	Wayne, Mr B	BW	Tue 04/09/07 00:00	Tue 04/09/07 23:59	00:00:23:59	Teacher	
Webb, Miss F	Webb, Miss F	KW	Fri 05/09/08 08:45	Fri 05/09/08 15:30	All Day	Teacher	
White, Miss P	White, Miss P	PP	Tue 09/09/08 08:45	Tue 09/09/08 15:30	All Day	Teacher	
Grayson, Mr D	Grayson, Mr D	RG	Thu 11/09/08 08:45	Thu 11/09/08 15:30	All Day	Teacher	
Kent, Mr C	Kent, Mr C	CK	Thu 11/09/08 08:45	Thu 11/09/08 15:30	All Day	Teacher	
Kent, Mr C	Kent, Mr C	CK	Mon 15/09/08 08:45	Fri 19/09/08 15:30	Mo,Tu,We,Th,Fr All	Teacher	
Wayne, Mr B	Wayne, Mr B	BW	Wed 24/09/08 08:45	Fri 26/09/08 15:30	We,Th,Fr All Day	Teacher	
Kent, Mr C	Kent, Mr C	CK	Wed 02/09/08 08:45	Wed 02/09/08 15:30	All Day	Teacher	

2. Search for, then select the name of the required organisation to display the **Booking Details** page.

1 Organisation: Kent, Mr C

Person: Kent, Mr C | Code: CKZ

2 Booking

Start Date: 05/10/2011 | 08:45 | Role: Teacher

Duration: 3 Days | by Time | Subject: Bi/Biology

End Date: 07/10/2011 | 15:30 | Notes:

Pattern: We,Th,Fr All Day | Edit

3. Enter or select the booking details in the **Booking** panel, including the **Start Date/End Date**, **Duration** (e.g. **All Day**), **Role** and **Subject**, together with any required **Notes** then click the **Save** button to save the booking.

NOTE: A supply person is classed as an organisation even if they have not been supplied via an agency.

Viewing Supply Organisation Bookings

In order to be used in Cover, (i.e. to be assigned to an activity for Cover etc.), a person must either have a working pattern with the school for the specified date and time or be booked through a supply or 'self' organisation. From the **Organisation Details** page, you can view all bookings for members of staff.

1. Select **Tools | Cover | Organisations and Bookings | Manage Organisations** to display the **Find Organisation** browser.
2. Search for, then select the relevant **Organisation**.
3. Click the **Bookings** hyperlink to display the **Bookings** panel.

Booking	Week Pattern	Name	Code	Role	Subj
11/09/2008-11/09/2008	Th All Day	Grayson D	RG	t	
04/09/2008-04/09/2008	Fr All Day	Grayson D	RG	t	
22/09/2010-24/09/2010	We,Th,Fr All Day	Grayson D	RG	t	
05/10/2011-07/10/2011	We,Th,Fr All Day	Grayson D	RG	t	

4. Select an existing booking, then click the **Open** button to display the **View Booking** dialog.
5. Click the **OK** button to close the dialog and return to the **Organisation Details** page.

Booking Details

Start Date: 05/10/2011

End Date: 07/10/2011

Week Pattern: We,Th,Fr All Day

Week Pattern: Mo Tu We Th Fr Sa Su

From: 08:45 To: 15:30

Name: Grayson D

Code: RG

Role: t=Teacher

Subject:

OK

Additional Quick Reference Sheets for Cover

The following Quick Reference Sheets can be accessed by clicking the **Documentation** button on the SIMS **Home Page** or from SupportNet (<http://support.capitaes.co.uk>) by clicking the **Documentation** button on the SupportNet home page:

- *Specifying the Global Settings in Cover*
- *Setting up Staff, Named Intervals and Working Patterns in Cover*
- *Reasons for Absence and Closure in Cover*

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This guide is based on the version of the software (7.144) in use at the time of publication.