



# Untis Express

## 2018

NEW

[untis.com](http://untis.com)

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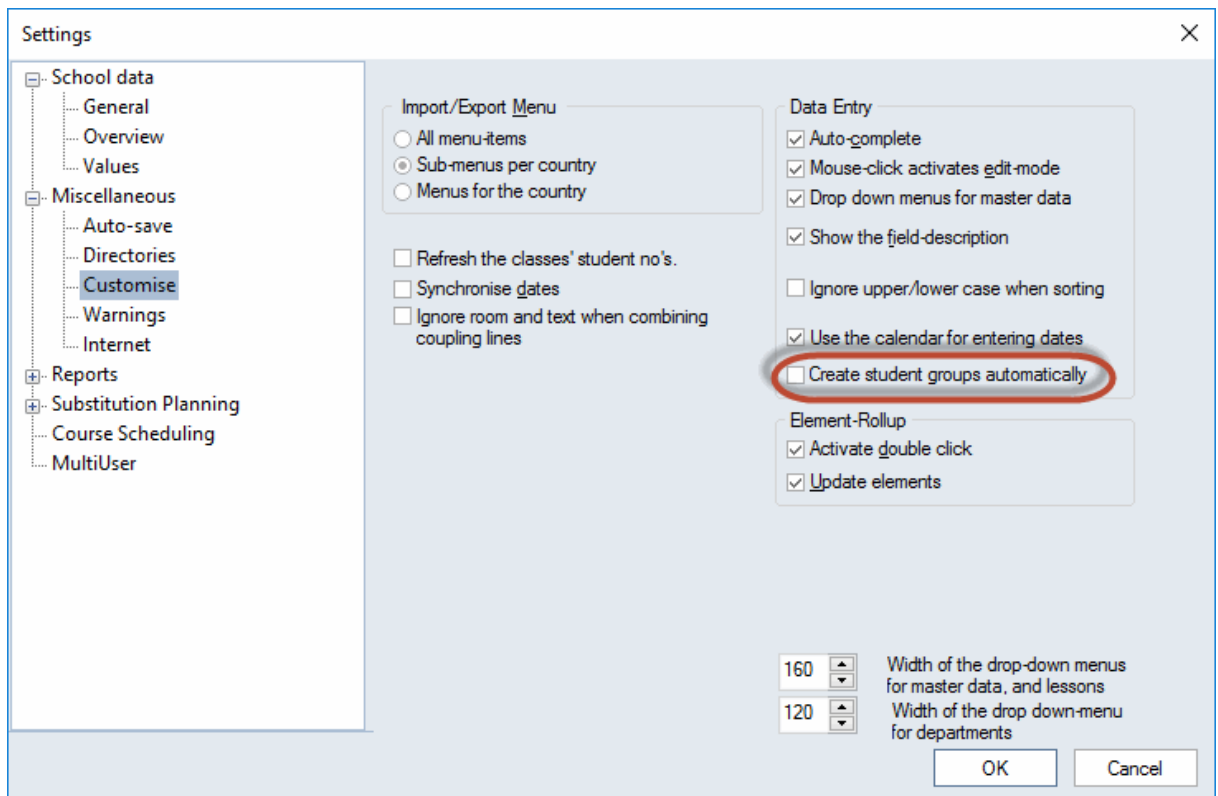
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# 1 Untis Express

## 1.1 Create student groups automatically

Untis Express 2018 provides you with the possibility to automatically create student groups. Go to the 'Start' tab, click on <Settings>, go to 'Miscellaneous', <Customise> and tick 'Create student groups automatically'.



## 1.2 School year entry

As of the 2018 version, a school year may have a duration of up to 3 years.

Settings

School data

- General
- Overview
- Values
- Miscellaneous
- Reports
- Substitution Planning
- Course Scheduling
- MultiUser

School name

Testschule DEMO

Für Demo und Test

School year

Fr. To

03.09.2018 04.07.2021

Country

Germany

Region

Language

School number

ID

1

Type of school

OK Cancel

### 1.3 Filter for Element-Rollup

You now have the possibility to show filters in Element-Rollup. Click right on the headline and tick 'Filter' in the context menu.

Click right

Name	Surname	Description	Value =	Actual-Target	Stat. code(s)	Personnel No.
Gauss	Gauss	Dir	17.000	17.000		
New	Newton	Fest	26.000	26.000		
Hugo	Hugo	Fest	19.000	19.000		
Ander	Andersen	Fest	27.000	27.000		
Arist	Aristoteles	Fest	27.000	27.000		
Callas	Callas	Fest	25.000	25.000		
Nobel	Nobel	Vert	15.000	15.000		
Rub	Rubens	Vert	29.000	29.000		
Cer	Cervantes	Vert	24.000	24.000		
Curie	Curie	Vert	18.000	18.000		

- Name
- Surname
- Text
- Description
- Value =
- Actual-Target
- Stat. code(s)
- Personnel No.
- Dept.
- Reductions
- Per
- Filter

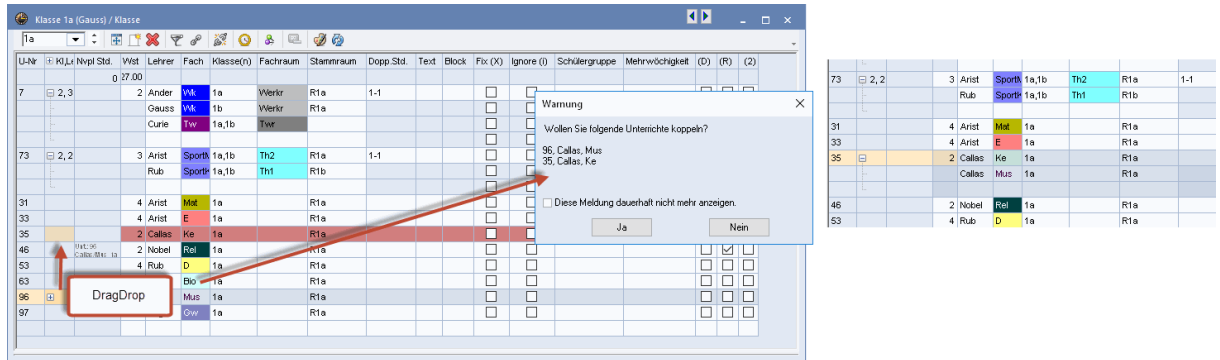
### 1.4 Select all lessons

Press <Ctrl> +A for selecting all elements in the lesson or master data window.

### 1.5 Coupling of lessons

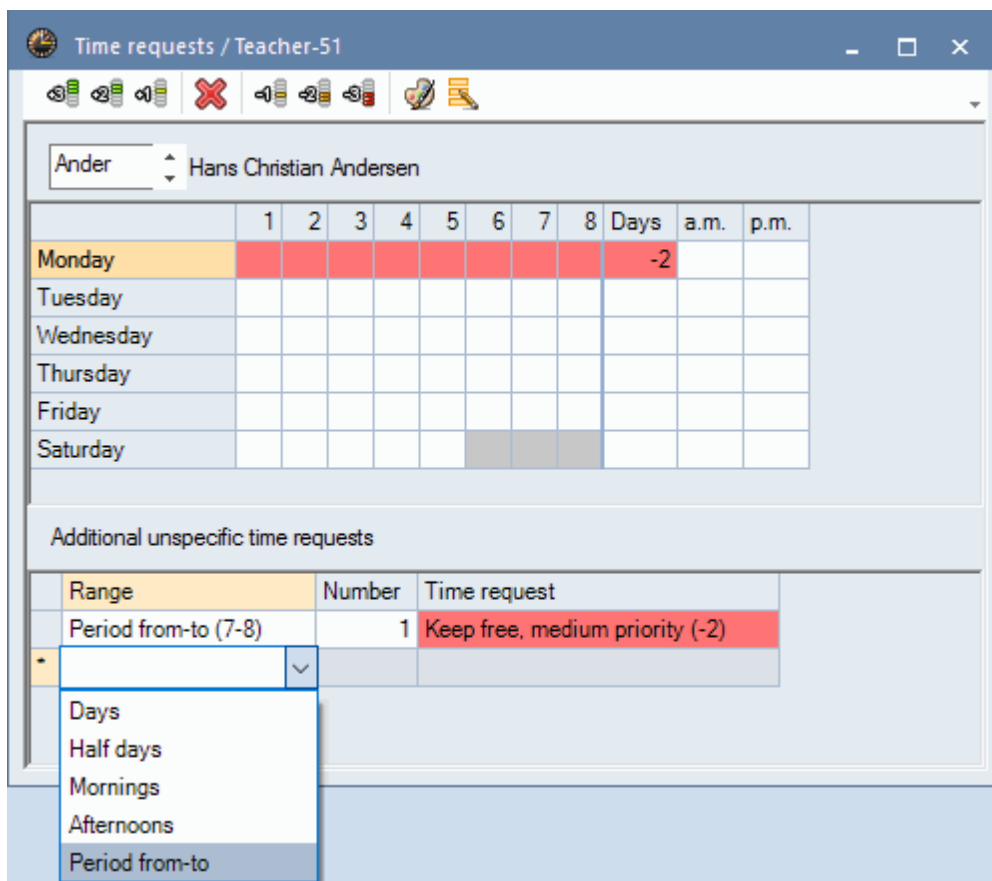
In the 2018 version, if you want to couple two lessons, the marking remains in the first coupling line.





## 1.6 Time requests

The 'additional unspecific time requests' now provide you with the possibility to select <Period from-to> several times and you can select priority -2 or -1.



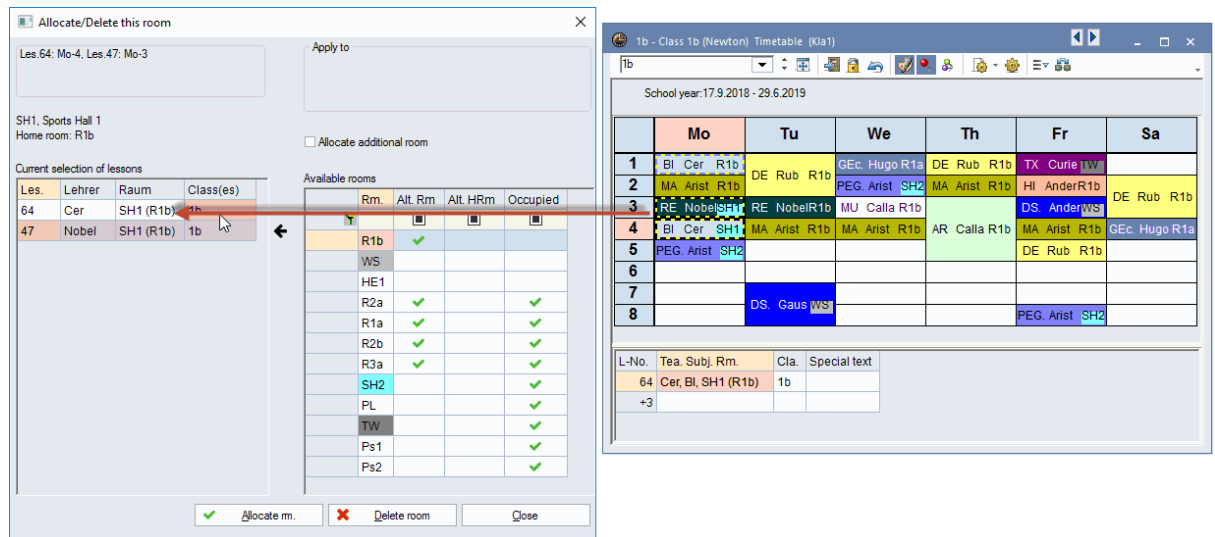
If you select more unspecified time requests than Untis can assign, they will be converted into specific time requests.

## 1.7 Unscheduled periods

As of the 2018 version, unscheduled double periods can be split in single periods by <Ctrl> + click.

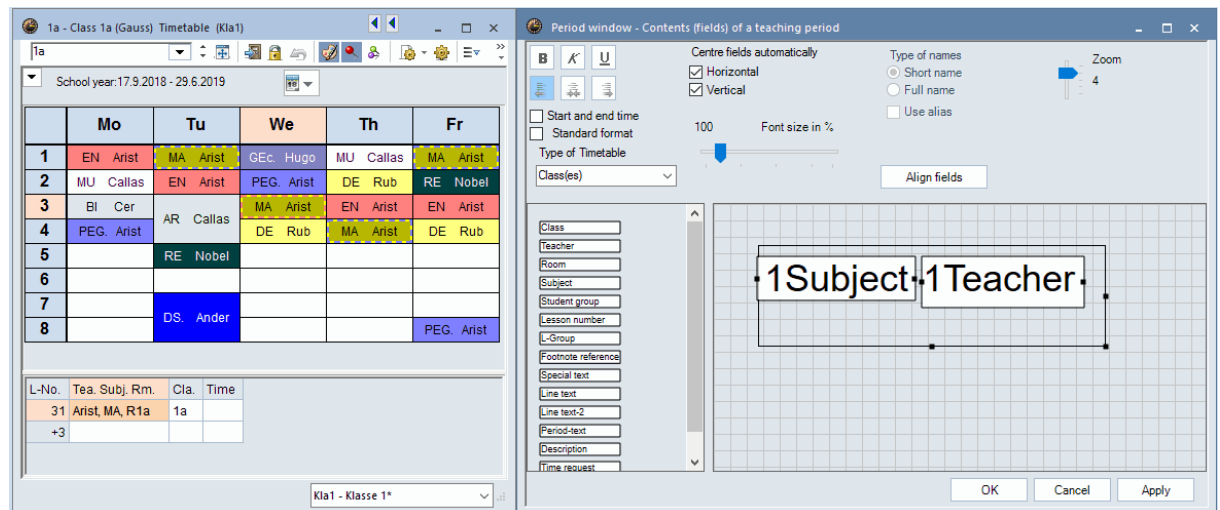
## 1.8 Room allocation

From now on it will be possible to select a room for several periods at the same time. Our example shows Mo 3 and Mo 4 marked and TH1 allocated.



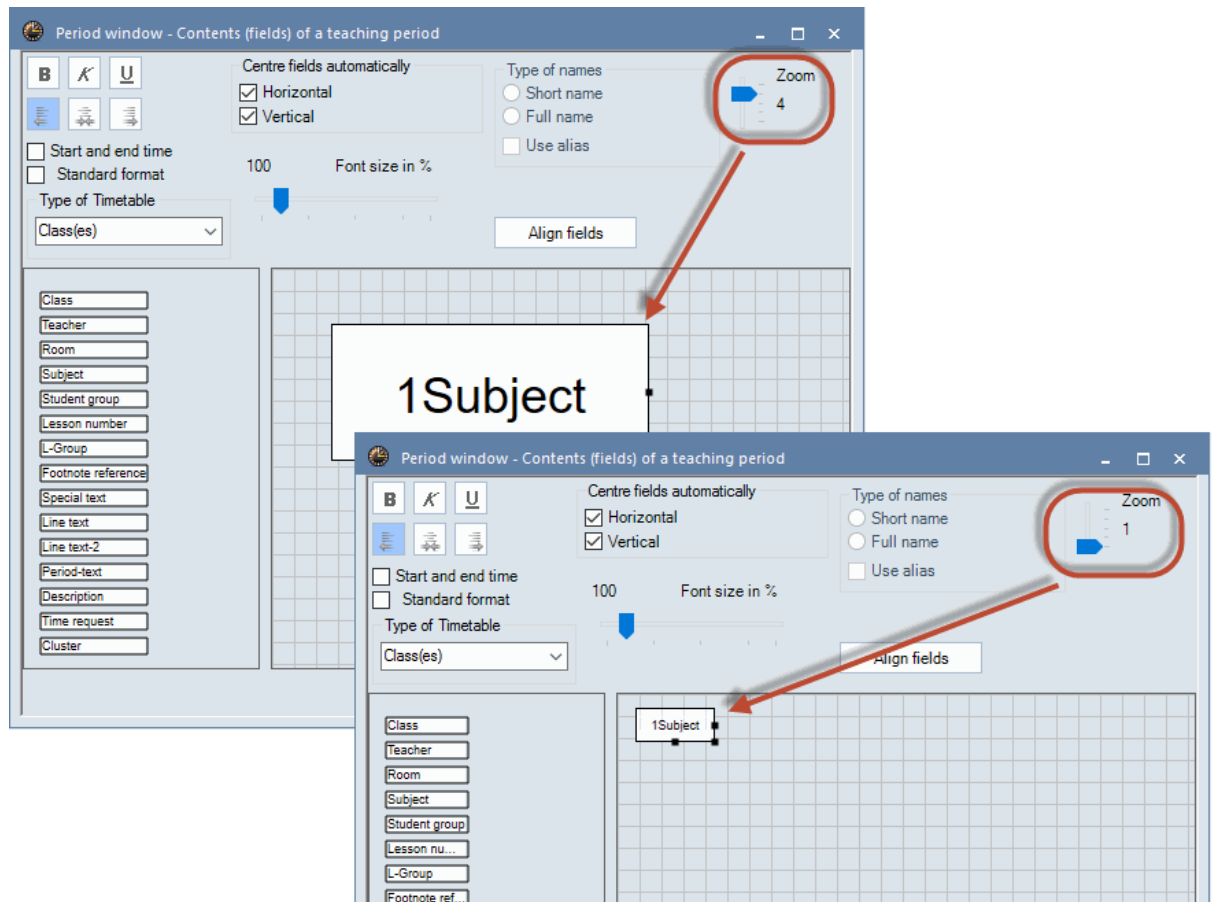
## 1.9 Lesson period

For the 2018 version the graphic editor where you define which information is to be shown in the timetable, was completely revised. All fields available are now listed on the left side. Drag and drop any item of the list to the right side whenever necessary.



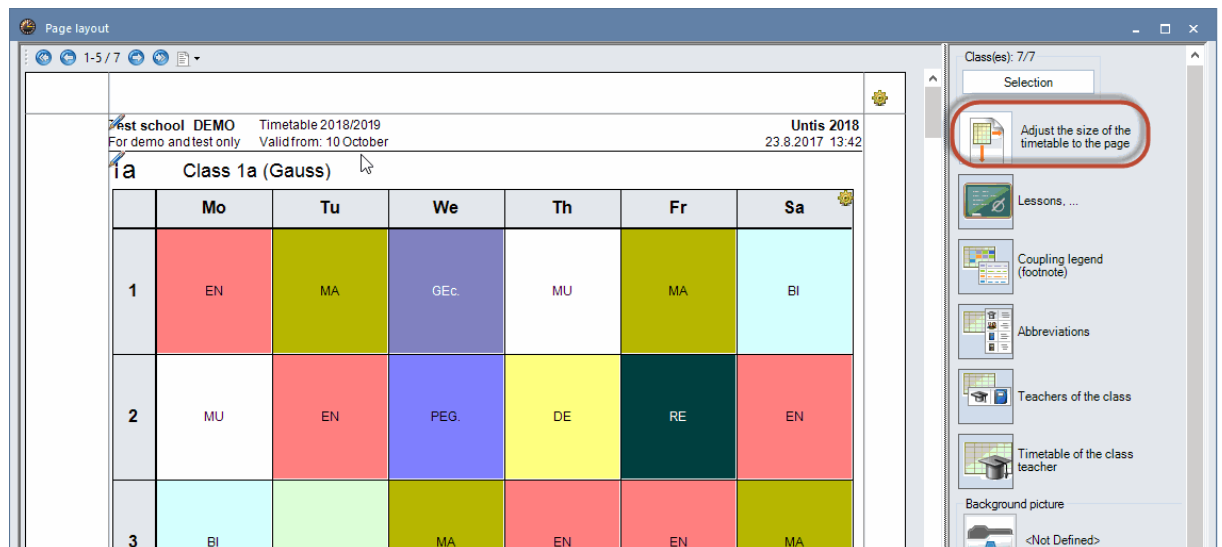
Nothing has changed, though, regarding basic use of the editor. If you want to bold print a field just click on it and confirm the <bold> button. The same holds true for all other ways to change the layout.

What is new is the possibility to zoom in and out in the editor.



## 1.10 Print timetable

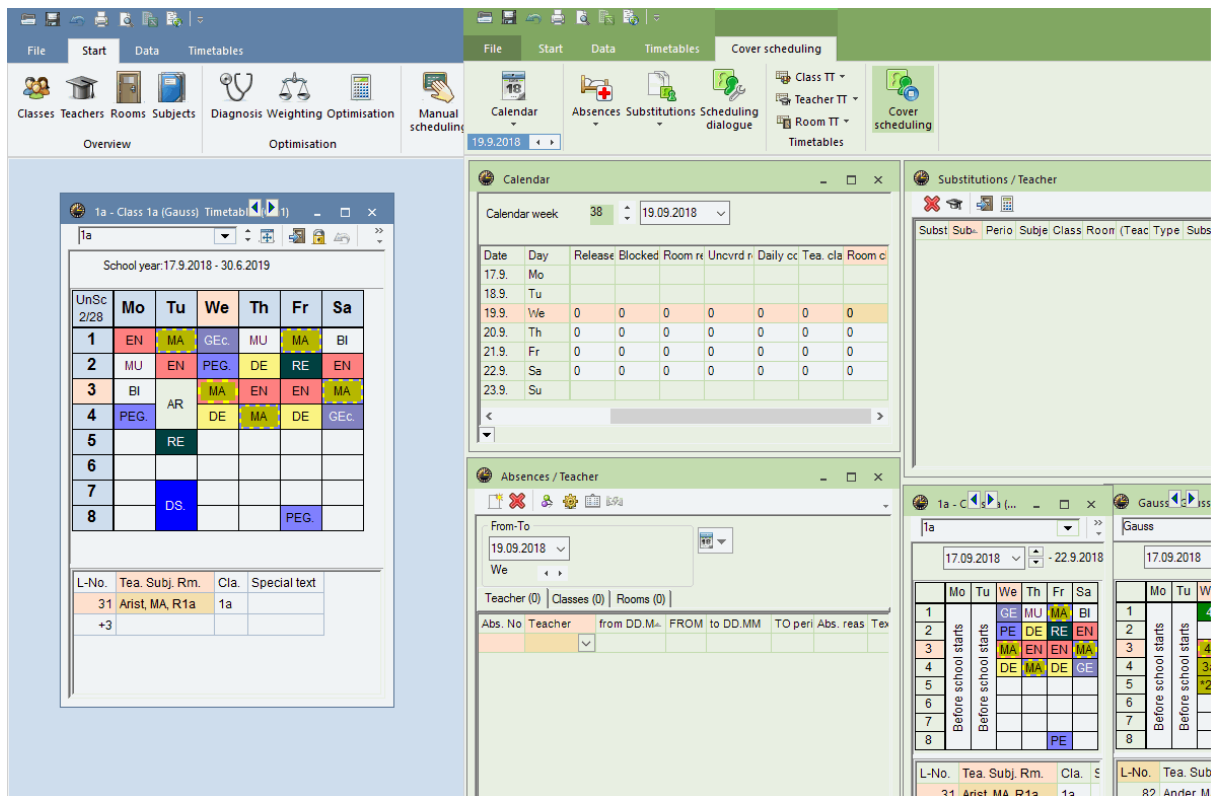
Go to 'Page layout' and click on 'Adjust the size of the timetable to the page' to ideally use the whole page.



## 1.11 Cover scheduling

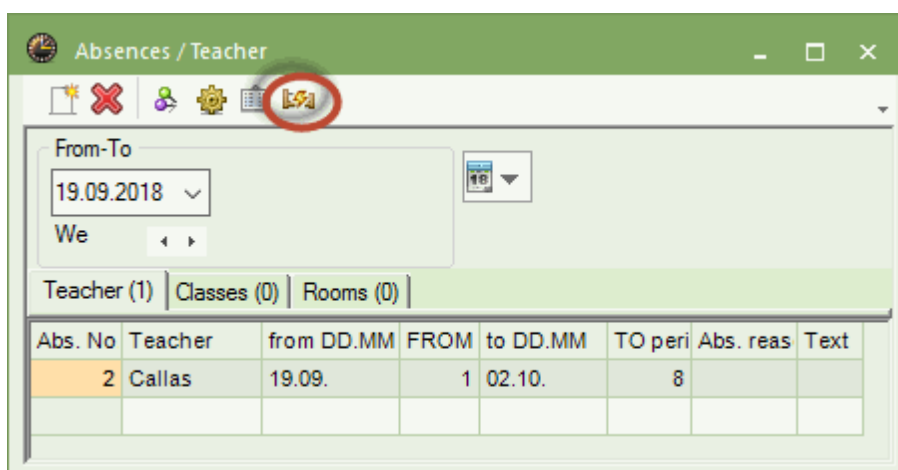
### 1.11.1 Cover scheduling colour

The user interface of our 2018 version was adjusted to the most current Windows standard. Apart from visual changes this also means that when changing into the cover scheduling mode the background of the window changes its colour and the main tool bar is also adjusted to the changed colour scheme. Therefore it is very easy to see in which mode you are in.



### 1.11.2 Split absences

If you have a long-term absence and would like to interrupt it, you now have the possibility to split the selected absence by clicking the button <Split absence>.





### 1.11.3 Copy events

If you created an event which is repeatedly coming up, you now can copy and paste it. You only need to adjust the dates.