



# Untis Express

# 2019

**NEW**

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# Table of contents

<b>I General</b>	<b>3</b>
<b>II Settings</b>	<b>3</b>
<b>III Comments</b>	<b>3</b>
<b>IV Quick filter</b>	<b>7</b>
<b>V Delete filter</b>	<b>8</b>
<b>VI Printing of lists</b>	<b>8</b>
<b>VII Timetable editor</b>	<b>9</b>
<b>VIII Printing class texts</b>	<b>10</b>
<b>IX Cover planning module</b>	<b>11</b>
1 Copying of absences.....	11
2 Check substitutions.....	11
3 Personal studies.....	12
4 Substitution statement.....	13
5 Splitting of break supervisions.....	14
6 Standby for break supervision.....	14
<b>X WebUntis interface</b>	<b>16</b>
1 Import of teacher absences.....	16
2 Bookings.....	17
<b>Index</b>	<b>0</b>

## 1 General

### Regarding the use of the terms 'teacher' and 'student'

Since we respect equal treatment of men and women also language-wise, we try to adhere to the basic principles of the use of gender-neutral language with respect to *visualisation* and *symmetry*. In this manual, however, there are many places referenced on the program interface where it simply is not possible to use gender-neutral language due to limited space and translatability. Therefore we would like to explicitly declare that the terms “student“ and “teacher“ refer to both men and women.

## 2 Settings

Untis shows all important settings in one window which can be opened by clicking on the 'Start' tab and then on the <Settings> button. The local settings are in italics now in order to clearly show which parameters are saved locally, i.e. in ini-files and which are saved globally, i.e. in gpn-files at your computer. The language settings are, for instance, saved locally.

Settings

School data

- General
- Overview
- Values

Miscellaneous

Reports

Substitution Planning

Course Scheduling

MultiUser

School name

Austria Country

Testlizenz

Region

Praktikanten 2018

Language

School year

Fr. To

30.07.2018 30.06.2019

School number

1 ID

UPIS Bundesschule Type of school

Account

*italic = locally stored settings (.ini files)*

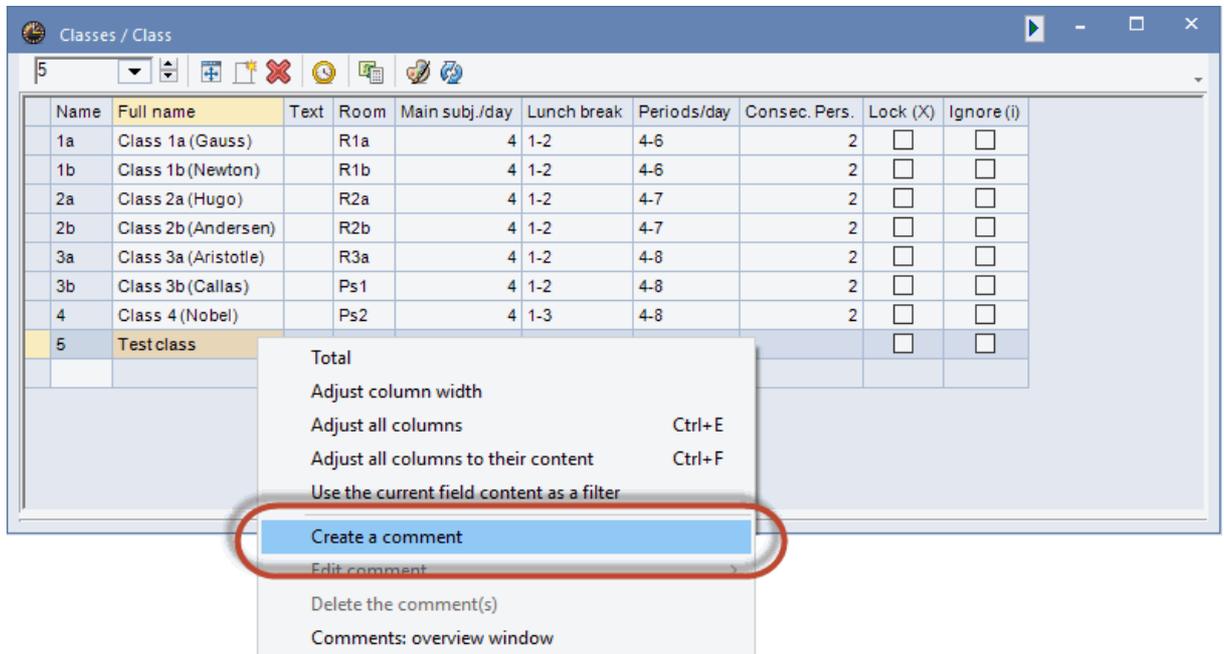
OK Cancel

## 3 Comments

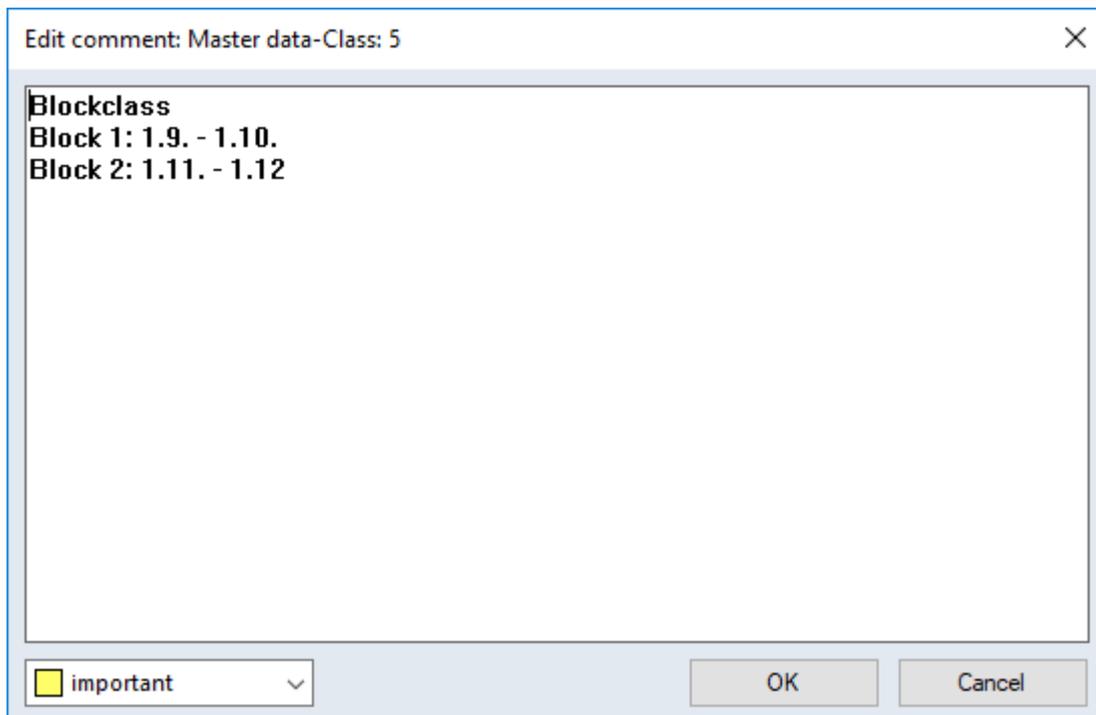
One of the new functions of Untis 2019, which may have the biggest and broadest impact in general, is the *Comments* function which can be used in all fields of the program. This is a possibility to add a comment or notes to certain fields.

**Example: Master data:**

A certain class - IT1 – needs a note saying that it is a block class..



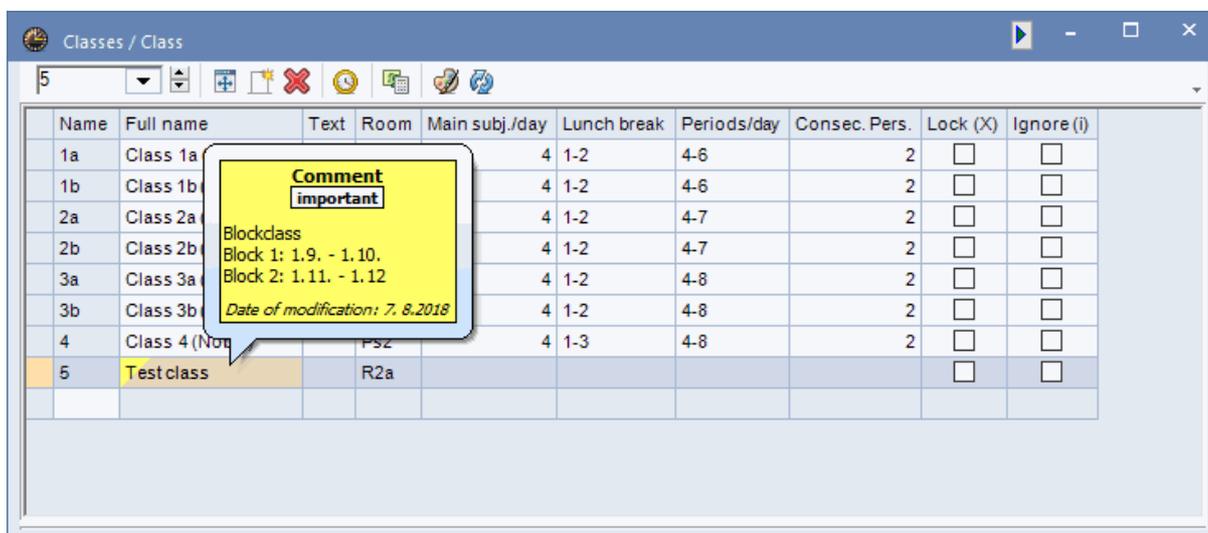
Click right at the respective field and select <Create comment> from the context menu.



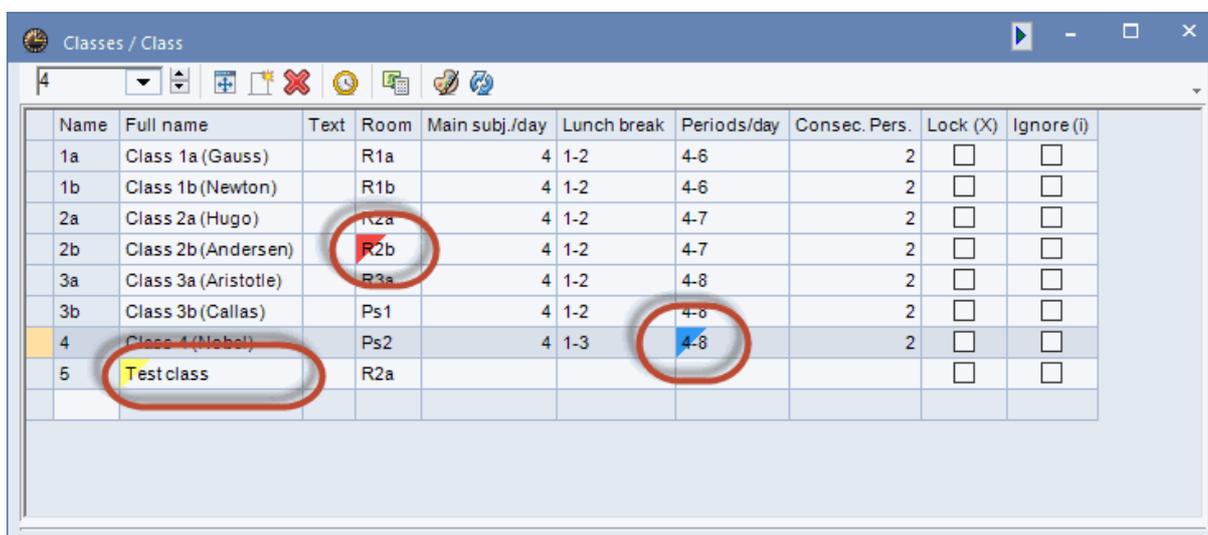
In the left bottom corner, you can assign the comment to a *category* . In the above example the selected

category is 'Very important' and is marked in red. (Further down you will read more about how you can assign your own description to a category.)

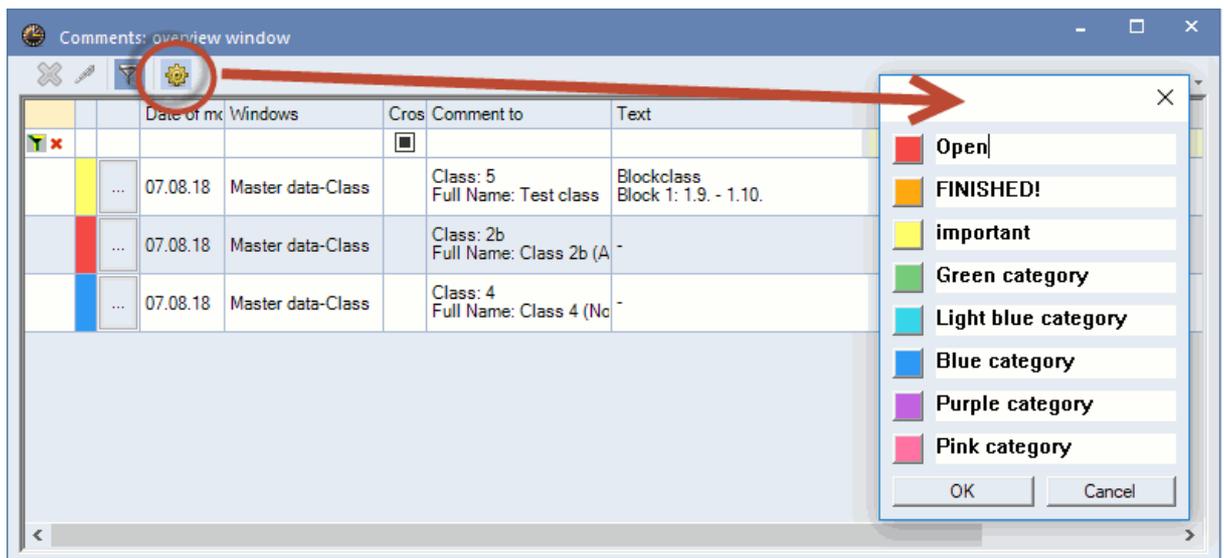
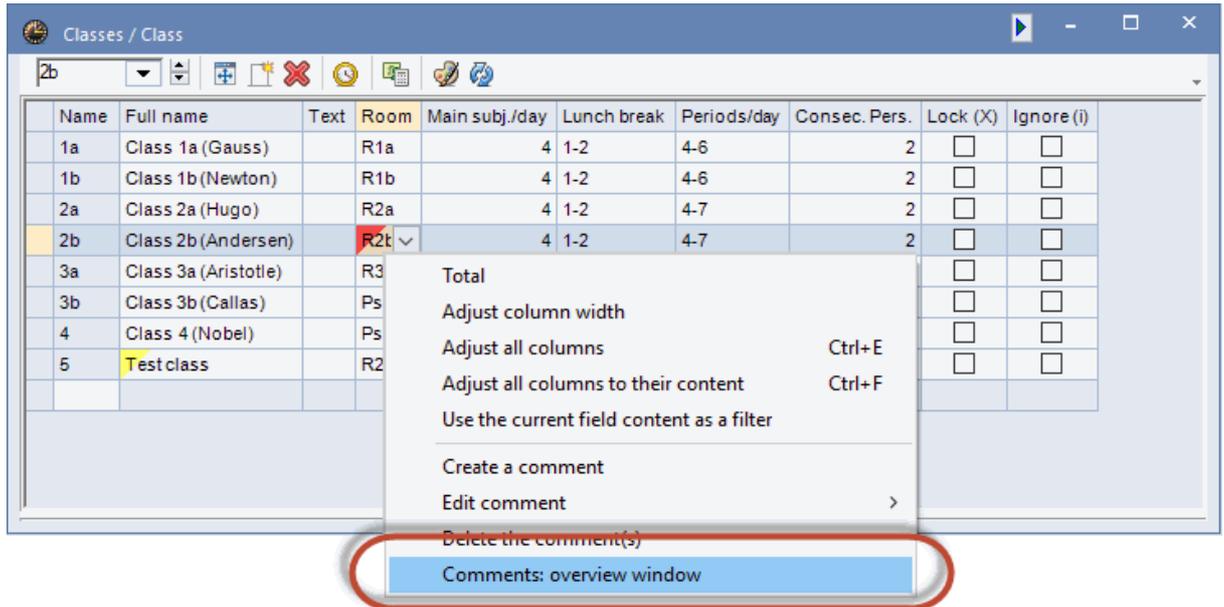
The field for which you created a comment is now marked with a triangle of the respective category. When you move your mouse over the coloured triangle a *Tooltip* shows more details of the comment.



You can create several comments for one field and you can create different comments for one element in different fields.



An overview of all comments is shown in the comments overview window which can also be opened via the context menu.



In the comments overview window you can edit or delete any comments. Via <Settings> you can also adjust the descriptions of categories..

#### Note

You also can filter the *category* (i.e. the *colour* of the comments) in the comments overview window.

You can also create a comment for time requests.

**Comment**  
**Category 5**  
Has to take his daughter to kindergarten  
Date of modification: 8. 8.2018

Range	Number	Time request
Afternoons	1	Keep free, medium priority (-2)
Afternoons	3	Keep free, low priority (-1)

## 4 Quick filter

As of Untis 2019, all grid views provide a new type of quick filters.

Right-click on any field of the grid and select the function: <Use current field content as filter>. With only one click you activate the filter, and the field content of the selected cell is entered as filter value.

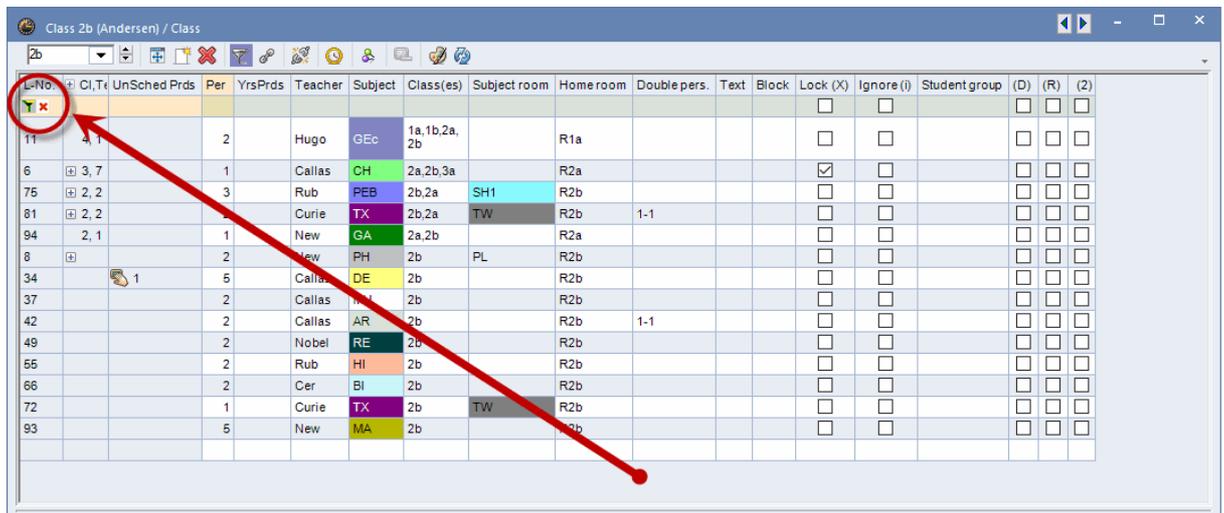
click right 1

Use the current field content as a filter 2

3

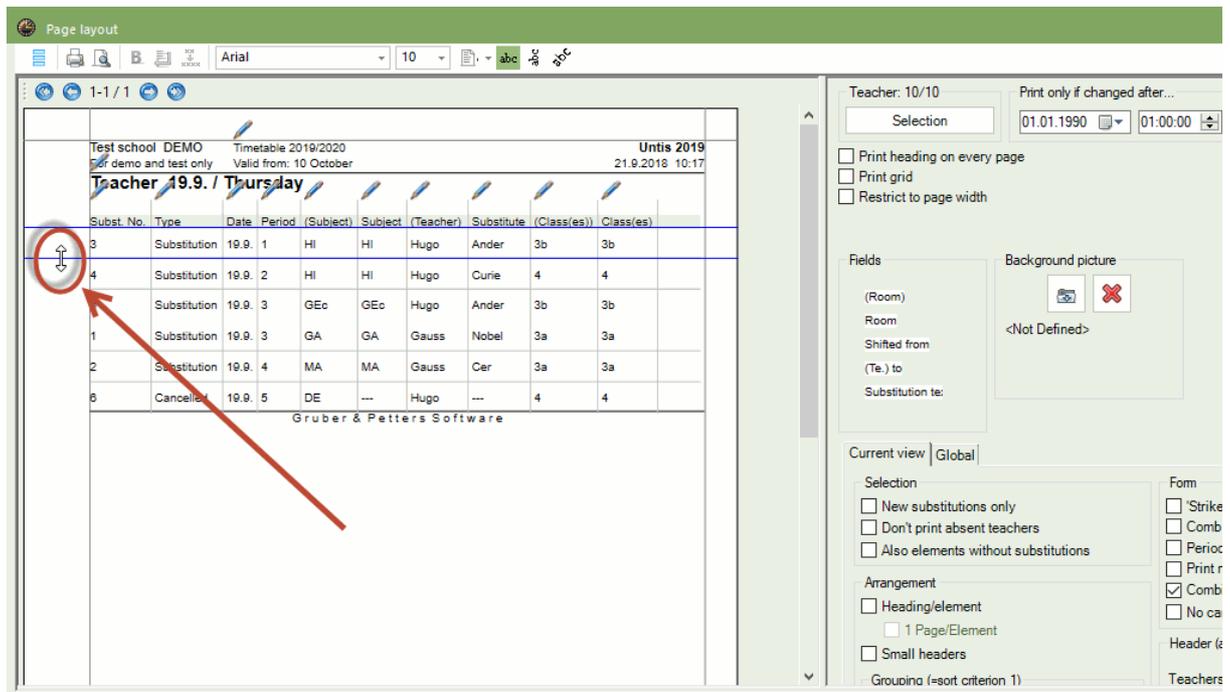
## 5 Delete filter

In master data and lesson windows you have been able to activate filter criteria for quite some time. By clicking on the red x right to the filter symbol in the filter line you now can easily delete all entries of the filter line.



## 6 Printing of lists

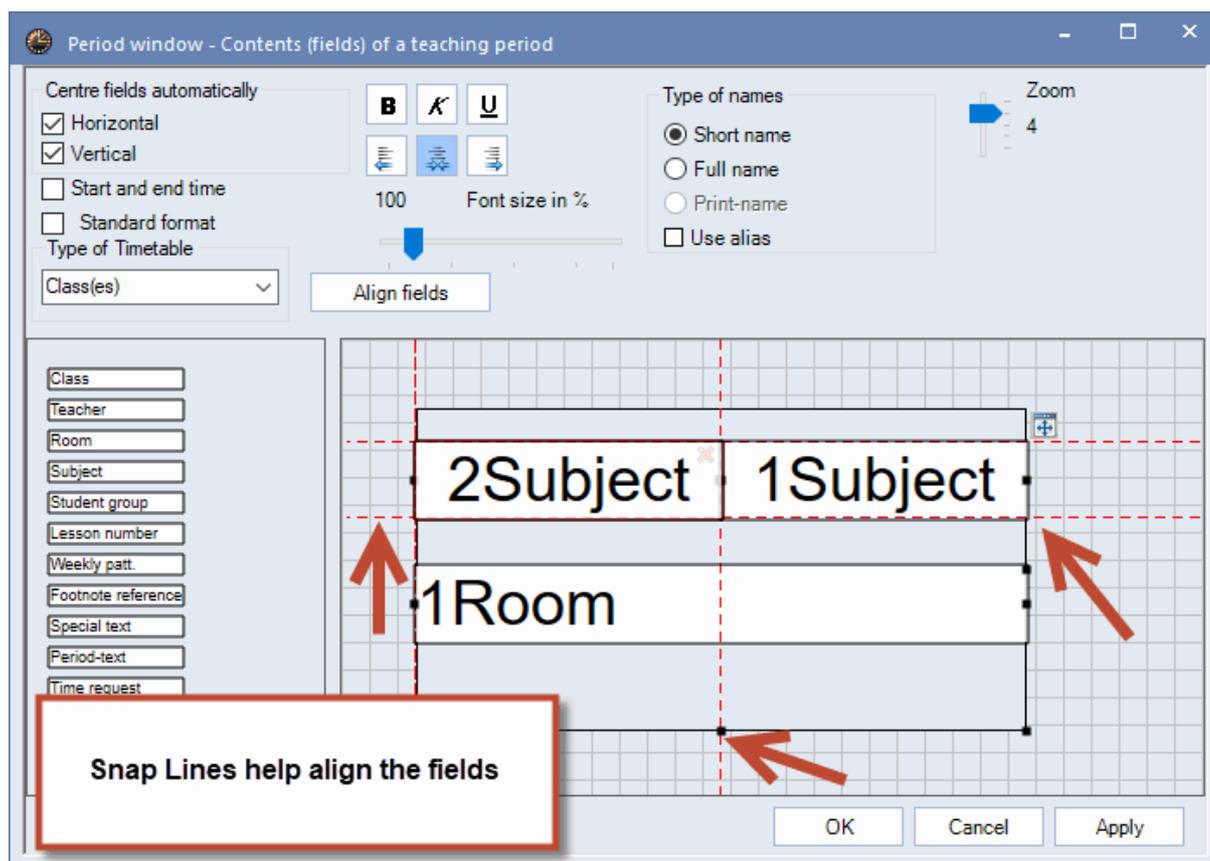
With special regard to printing substitution lists, but not only for those but for all Untis lists in general, it is now possible to change the height of a cell in the page layout per drag and drop as of Untis 2019.



## 7 Timetable editor

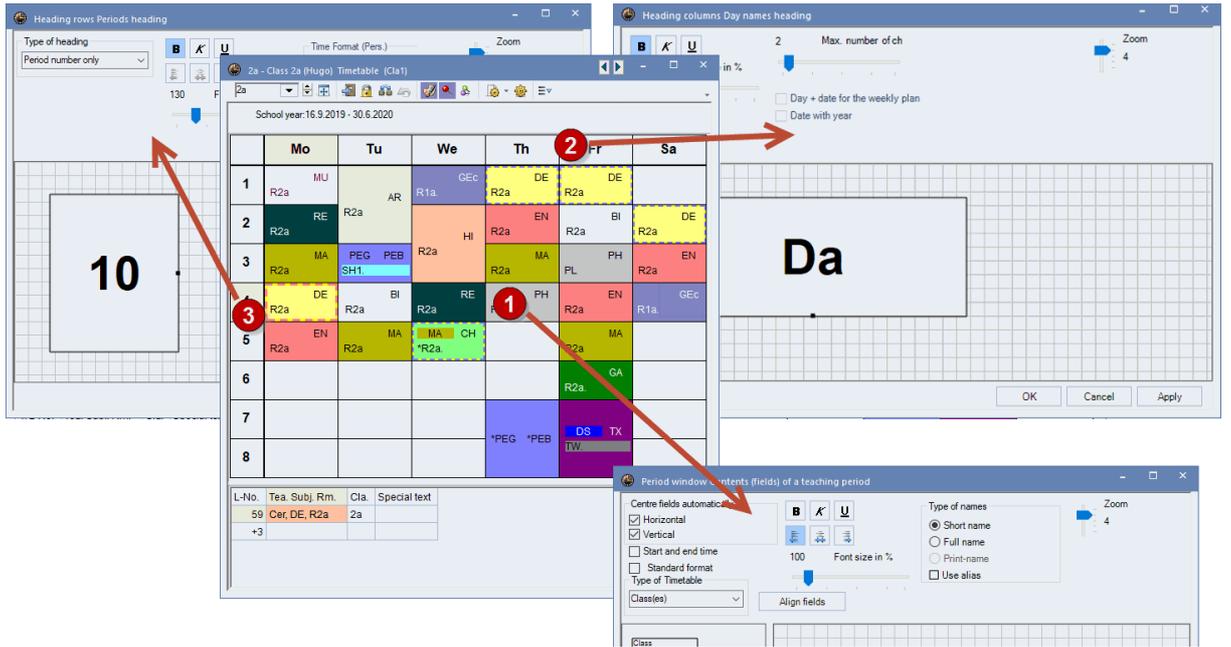
In response to the suggestions of our users we separated the timetable editor from the actual timetable in our 2019 version once again. The editor still opens next to the timetable as before, i.e. depending on the position of the timetable on your screen either right or left to it, however, it can be moved independently of the timetable window.

If you drag and drop a field in a period window, snap lines are shown supporting you in adjusting the respective field.



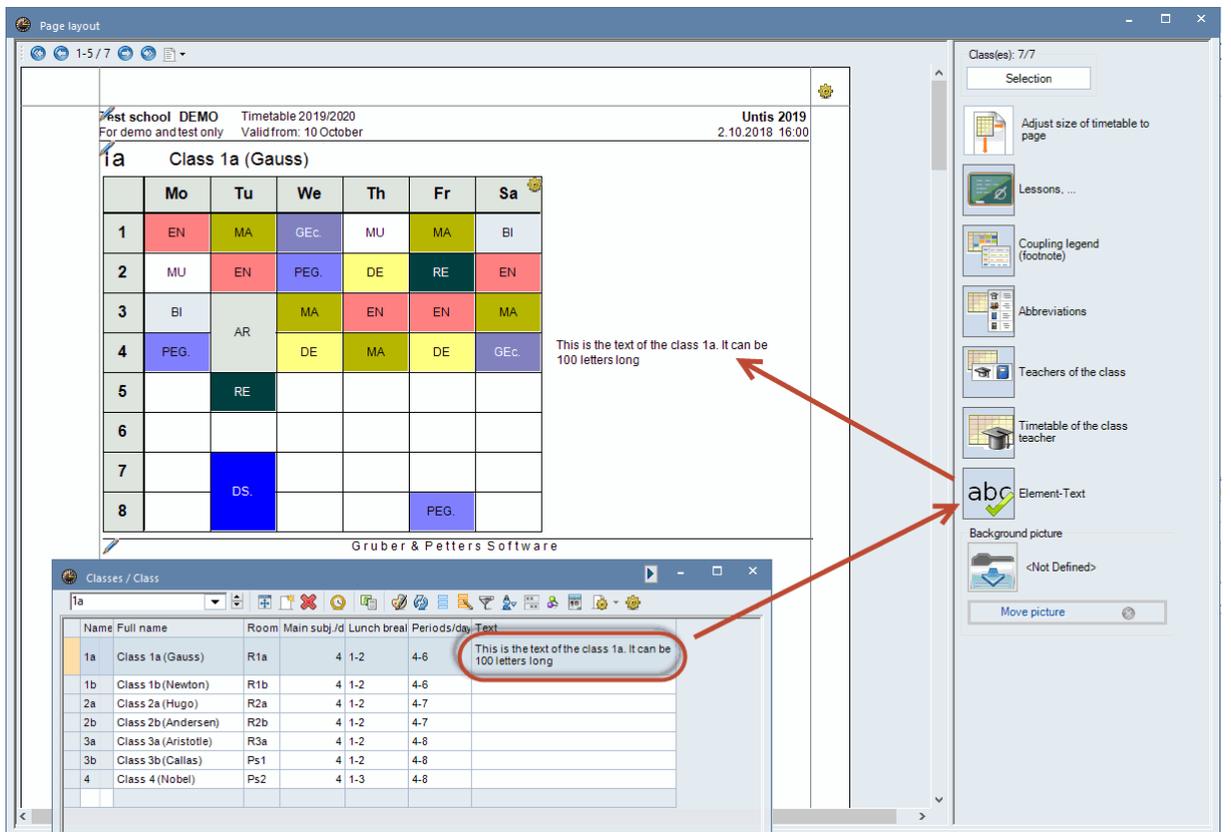
The <Align fields> function is still available with the same functionality as before.

If you click on a heading field in the respective timetable while the editor is still open you can edit the layout of the headings: Click on the row heading (2) and the editor for the week days will be activated; click on the column heading (3) and the editor of the period label will be activated; click into the timetable (1) and you will get back to the period window editor.



## 8 Printing class texts

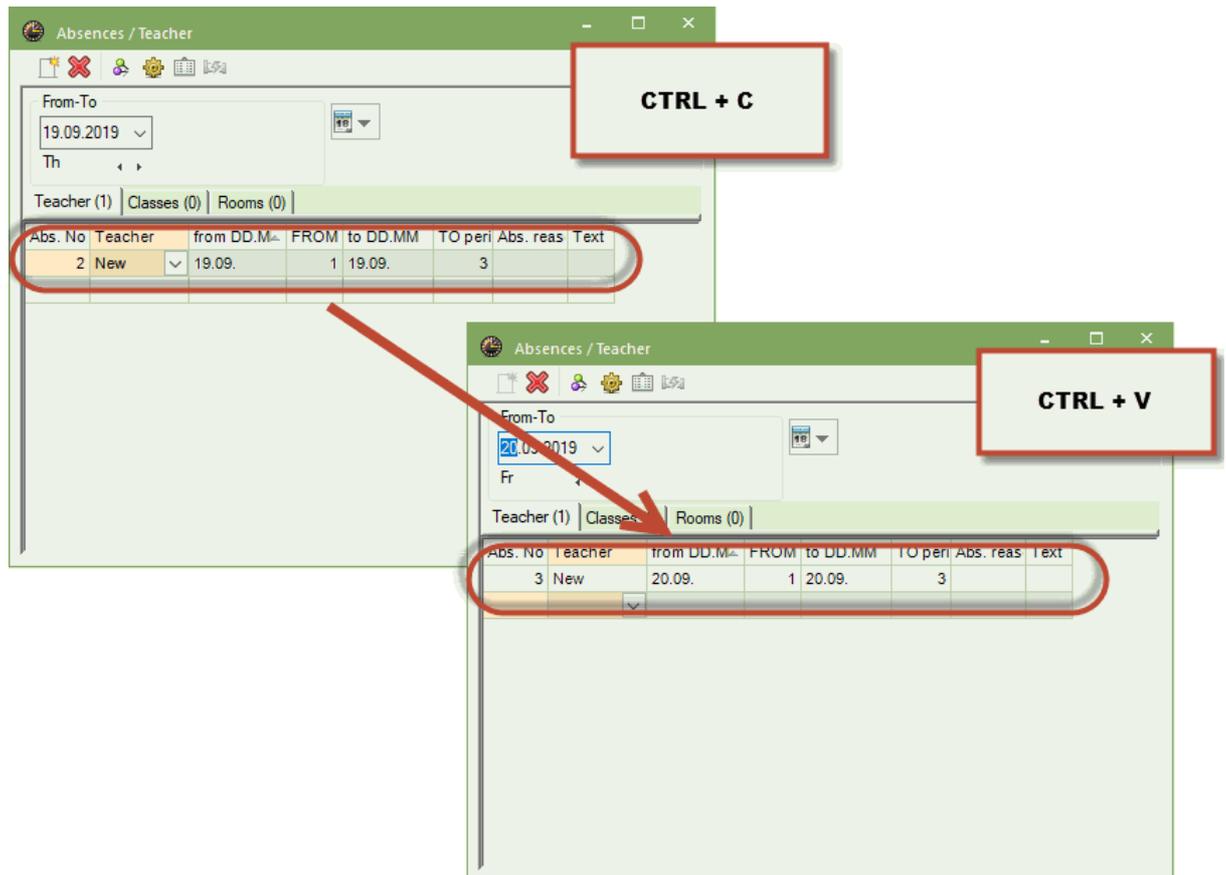
Texts which were entered in class master data can now optionally be printed next to or below the timetable, similar to abbreviations.



## 9 Cover planning module

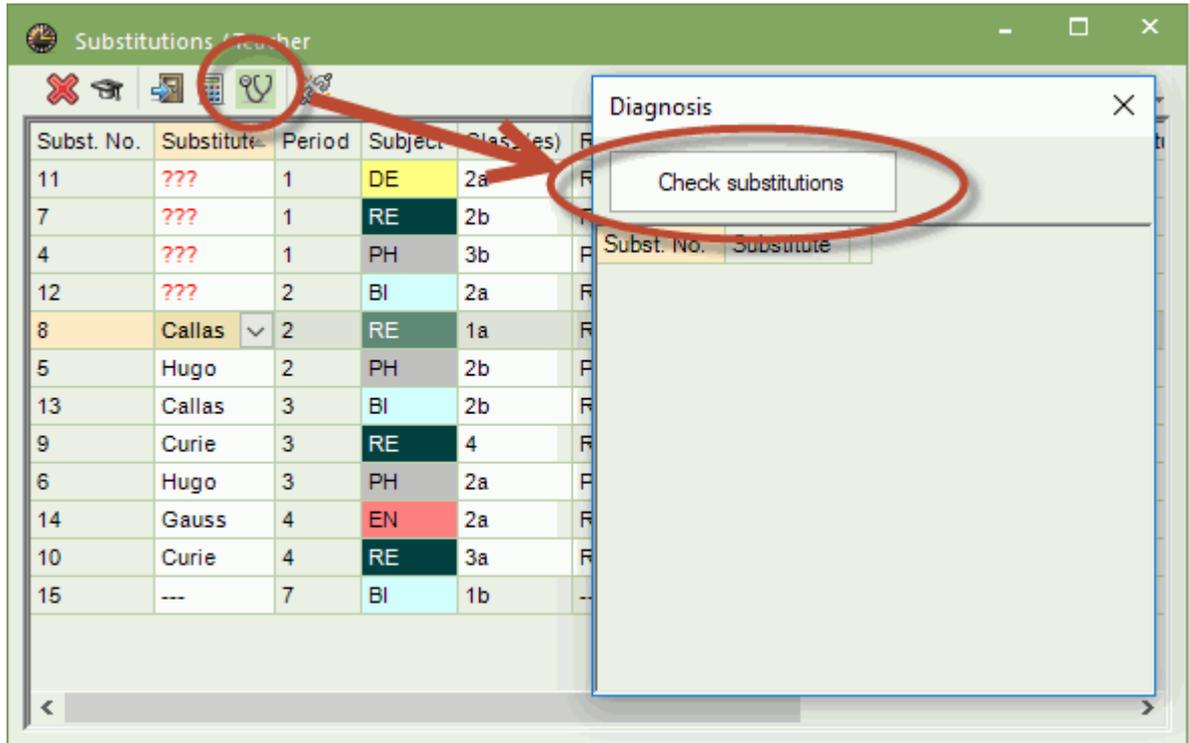
### 9.1 Copying of absences

As of Untis 2019, you can copy absences and paste them into another day. Just select the respective absence and press Ctrl + C on your keyboard. Then select the time range in which you would like to insert it in the absence window and confirm with Ctrl.+V.



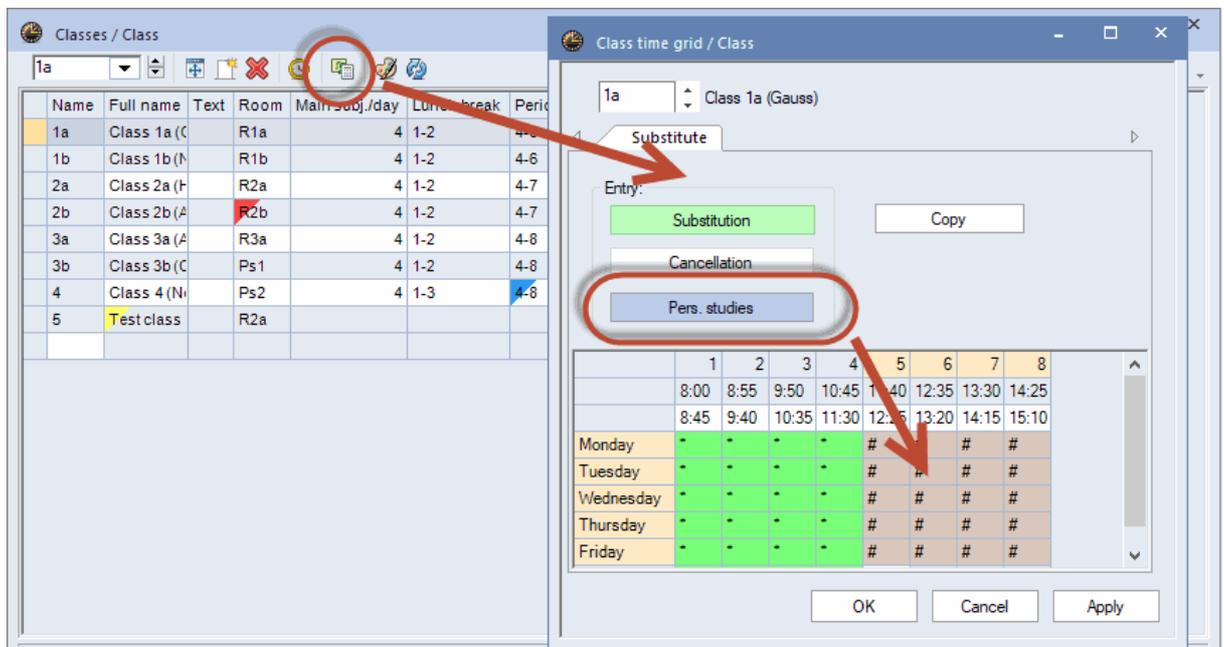
### 9.2 Check substitutions

In some cases it can happen that Untis is not eliminating all substitutions which have become redundant after all absences have been entered. The CHECK SUBSTITUTIONS function, which can be selected via the diagnosis button is supporting you in checking any unnecessary substitutions. Click the CHECK SUBSTITUTIONS button and Untis checks all substitutions regarding reasonability and necessity. If a substitution has become redundant, the respective substitution lines are deleted. You answer any potential inquiries (e.g. regarding special duties) as you wish.

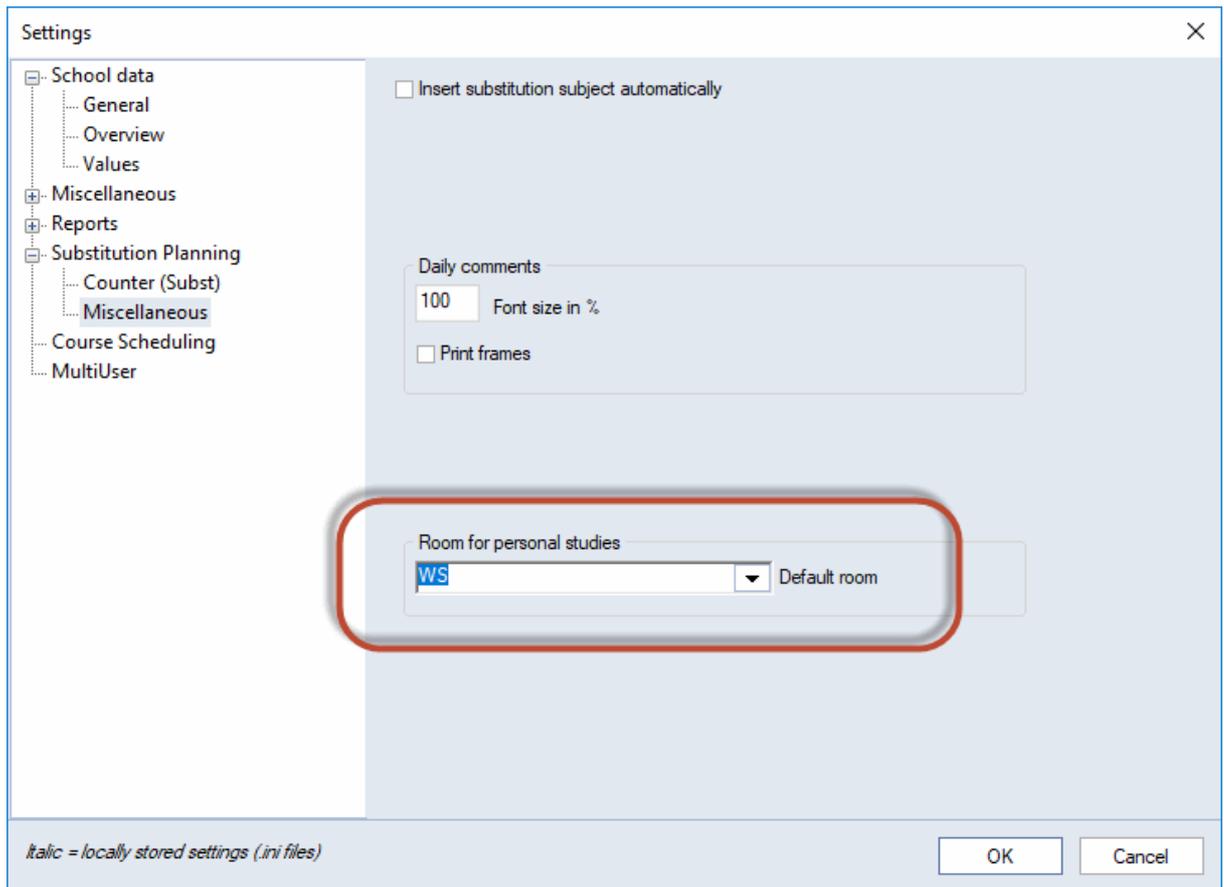


### 9.3 Personal studies

You can create personal studies, i.e. substitutions which do not need a cover teacher, either individually via '+' substitute or via the class time grid for the entire class.



As of Untis 2019 you can pre-define a default room for *personal studies* in the settings.



Subst. No.	Type	Date	Period	(Subject)	Subject	(Teacher)	Substitute	(Class(es))	Class(es)	(Room)	Room	Shifted from	(Te.) to	Substitution text
7	Substitution	2.10.	2	DE		Ander	???	3a	3a	R3a	R3a			
8	Substitution	2.10.	3	MA		*Ander	???	4	4					
9	Substitution	2.10.	4	DE		Ander	???	3b	3b					
10	Personal studies	2.10.	5	MA		*Ander	+	2a, 2b, 3a	2a, 2b, 3a	R3a	WS			
11	Personal studies	2.10.	6	DS		*Ander	+	3a, 3b	3a, 3b	WS	WS			
12	Personal studies	2.10.	7	DS		*Ander	+	3a, 3b	3a, 3b	WS	WS			

## 9.4 Substitution statement

New fields have been added to the substitution statement:

### Substitutions for break supervision

There is a separate area in the substitution statement which provides a balance of planned and covered break supervisions of a specific teacher in a certain time range.

Test school DEMO  
For demo and test only
Timetable 2019/2020  
Valid from: 10 October
Untis 2019

## Curie Curie

**Substitutions / Cancellations / ValueCorrection : 19.9. - 30.9.**

Date	Period	E/W/F	Value	Counter	Subject	Class(es)	Reason	Text
23.9.	Mo/2	+V	1	1	Music	1a	Substitution	
23.9.	Mo/3/4	P	0	1			Br.Sup. Sub.	

**Substitutions: 1**  
**Neutral (not-counting) substitutions: 0**  
**Cancellations: 0**  
**Uncounted cancellations: 0**  
**Total: 1**

**Break supervisions scheduled: 14**  
**Cancellations of break supervisions: 0**  
**Substitutions of break supervisions: 1**  
**Break supervisions held: 15**

Craber & Petters Software

## 9.5 Splitting of break supervisions

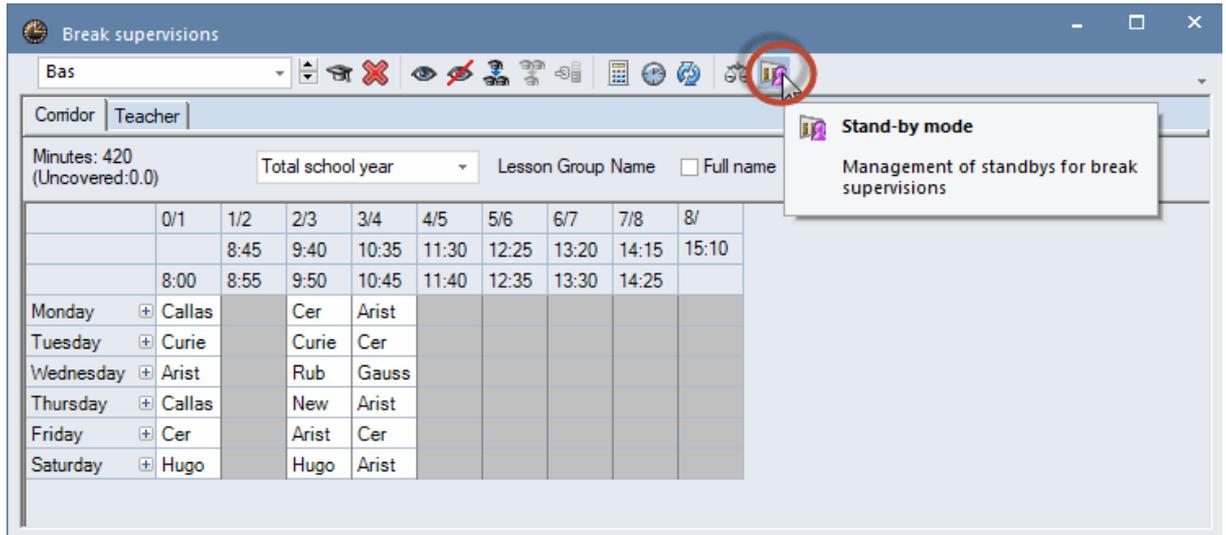
If break supervisions are split, it now clearly shows in the substitution list which of the supervisions needs to be covered without entering any additional data.

Subst. No.	Substitute	Period	Subject	Class(es)	Room	(Teacher)	Type	Substitution text	Signature	Stat. code(s)	C
1	Gauss	1	BI	1b	R1b	Cer	Substitution				
2	Gauss	2	EN	3a	R3a	Cer	Substitution				
7	???	2/3 (1)			Bas (1)	Cer	Break supervision				
3	Curie	3	BI	1a	R1a	Cer	Substitution				
4	Curie	4	DE	2a	R2a	Cer	Substitution				
5	---	5	EN	2a	---	Cer	Cancelled				
6	---	7	BI	3a	---	Cer	Cancelled				

## 9.6 Standby for break supervision

For quite some time now, you have been able to schedule supervisions in the breaks for certain supervision areas by the means of the *Break Supervision* module. At the same time the *Substitution Planning* module has supported you for quite some time to find a substitute for colleagues who are not able to do their planned supervisions due to absence on a specific day.

Untis 2019 now provides you with the opportunity to also schedule *standbys* for break supervisions. The *Break Supervision* window now has a button for putting it into standby mode.



Break supervisions

Bas

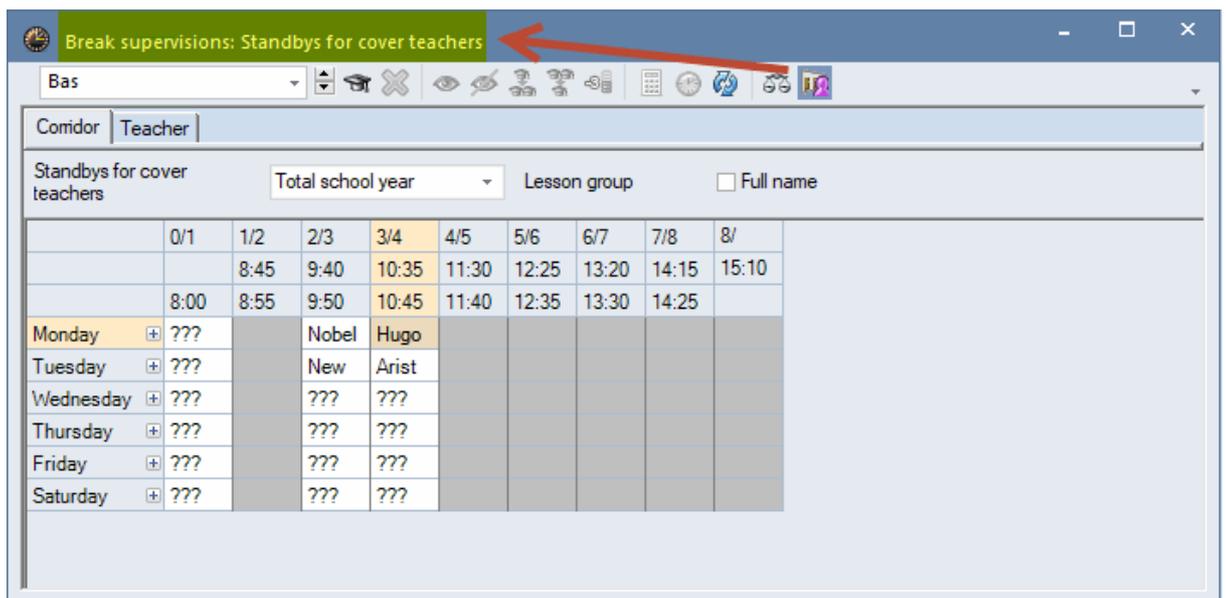
Corridor | Teacher

Minutes: 420 (Uncovered:0.0) Total school year Lesson Group Name  Full name

	0/1	1/2	2/3	3/4	4/5	5/6	6/7	7/8	8/
		8:45	9:40	10:35	11:30	12:25	13:20	14:15	15:10
	8:00	8:55	9:50	10:45	11:40	12:35	13:30	14:25	
Monday	+ Callas		Cer	Arist					
Tuesday	+ Curie		Curie	Cer					
Wednesday	+ Arist		Rub	Gauss					
Thursday	+ Callas		New	Arist					
Friday	+ Cer		Arist	Cer					
Saturday	+ Hugo		Hugo	Arist					

**Stand-by mode**  
Management of standbys for break supervisions

The standby mode provides you with the possibility to nominate a teacher for standby for every break supervision by either entering the name of the respective teacher or via the *Teacher suggestion* window.



Break supervisions: Standbys for cover teachers

Bas

Corridor | Teacher

Standbys for cover teachers Total school year Lesson group  Full name

	0/1	1/2	2/3	3/4	4/5	5/6	6/7	7/8	8/
		8:45	9:40	10:35	11:30	12:25	13:20	14:15	15:10
	8:00	8:55	9:50	10:45	11:40	12:35	13:30	14:25	
Monday	+ ???		Nobel	Hugo					
Tuesday	+ ???		New	Arist					
Wednesday	+ ???		???	???					
Thursday	+ ???		???	???					
Friday	+ ???		???	???					
Saturday	+ ???		???	???					

The standby teachers for break supervisions are then marked in substitution mode.

The screenshot shows two windows from the Untis software interface.

The top window, titled "Substitutions / Teacher", displays a table with the following data:

Subst. No.	Substitute	Period	Subject	Class(es)	Room	(Teacher)	Type	Substitution text	Signature	Stat. code(s)	Count
1	???	1	BI	1b	R1b	Cer	Substitution				
2	???	2	EN	3a	R3a	Cer	Substitution				
7	???	2/3 (1)			Bas (1)	Cer	Break supervision				
3	???	2	BI	1a	R1a	Cer	Substitution				
4	???	4	DE	2a	R2a	Cer	Substitution				
5	---	5	EN	2a	---	Cer	Cancelled				

The bottom window, titled "Substitute Suggestion", shows a section for "23.9. We-2/3 Cer/Bas" and "Br.Sup. Sub. (6)". It includes checkboxes for "period block" and "permanent substitution". Below these is a table with the following data:

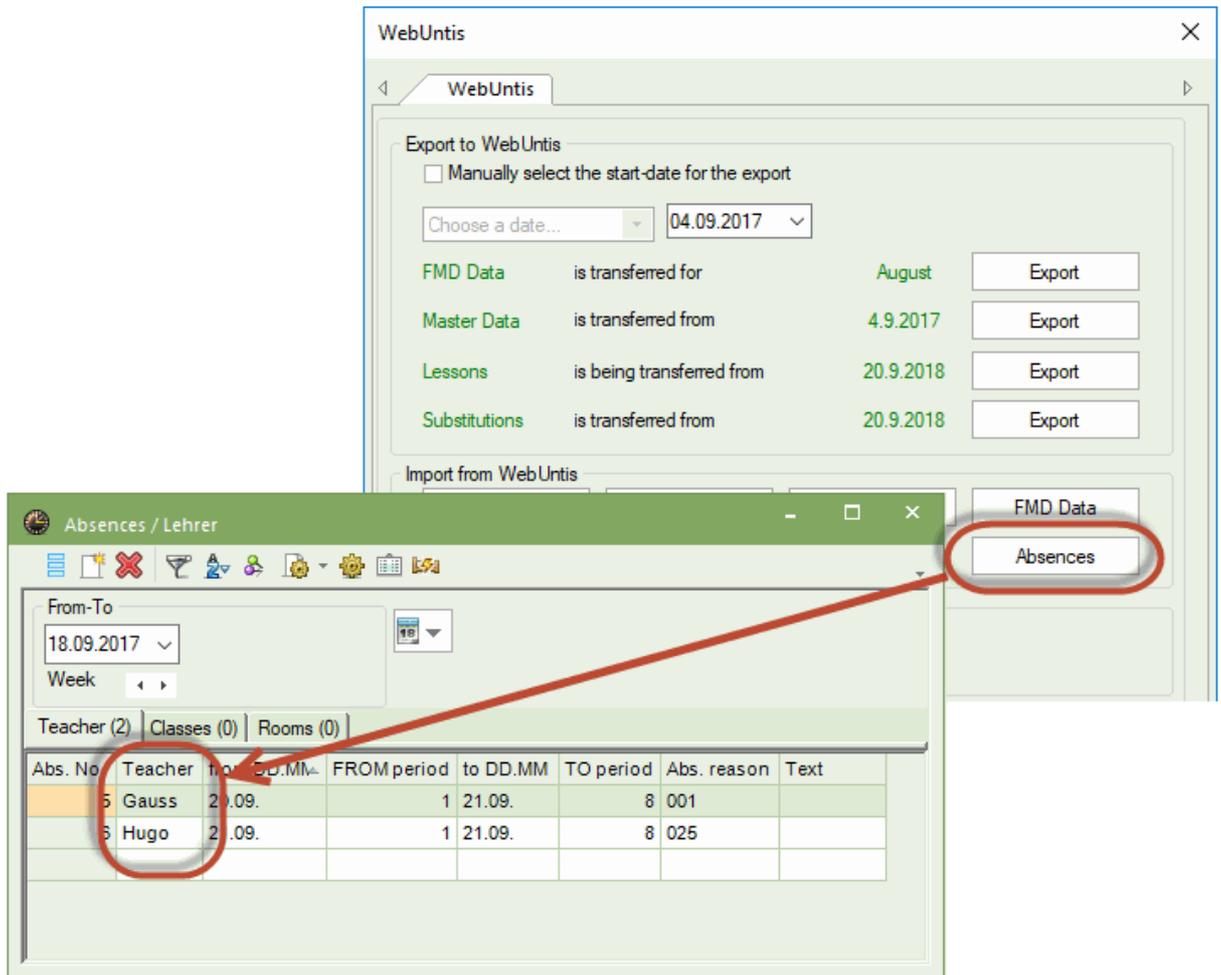
Name	Counter	Max. minutes	Standby	Less. before	Less. after	Before 1st.per.	After last per.	NTP prior	NTP after	Sex
Nobel		999	✓							
Rub		999		✓	✓					
Callas		999		✓	✓					
Curie		999						✓	✓	
Gauss		999				✓				
Hugo		999		✓	✓					

## 10 WebUntis interface

The integration with WebUntis has also been changed a bit

### 10.1 Import of teacher absences

As of Untis 2019, teacher absences can be imported from WebUntis. Absences which teachers with the respective permission have entered into WebUntis themselves can now directly be imported to Untis.



When Untis already shows an absence colliding with an absence to be imported, you will be asked whether you want to combine the two absences. Answering with 'Yes' an absence is created; answering with 'No' leads to two separate, overlapping absences.

#### **Warning: Creating and changing of absences**

Create an absence only in Untis or in WebUntis but never in both systems. If you change an absence either in Untis or in WebUntis and export or import it, the changes are taken over by the other system.

## 10.2 Bookings

The contents of the bookings.txt and cancels.txt files is now directly saved in the gpn file and in the database. These data are therefore not needed any more.

There is a new option in the booking window called 'Show all bookings' which then displays all imported bookings so far.