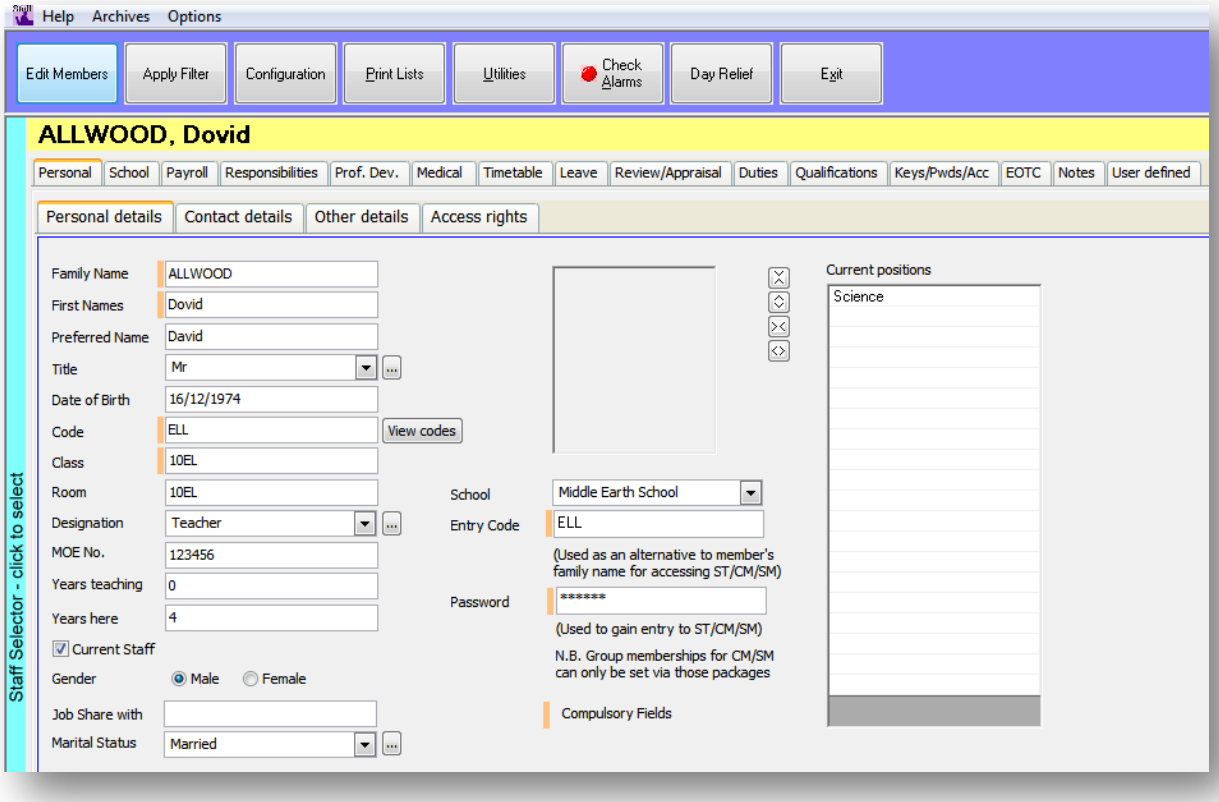
MUSAC Classic
Staff Manager Overview

Staff Manager is designed to make it easy for those responsible for the management of information relating to staff members to keep a track of all the various details in one central location; and to generate lists, arrange reliefs and other processes relating to staff members.

The data for Staff Manager is held solely within the staff database used by ClassRoom Manager and Student Manager. This database is expanded a little to hold the extra information.



The components of Staff Manager
Staff Manager comes in a single program.
All functions and utilities are accessed from the one central screen, shown above.

At the top of the main screen is a row of buttons. The purpose of each is as follows:

Edit members
This button leads to the screen via which all of the details relating to individual staff members can be viewed and/or edited.

Apply filter
This process allows you to select a particular group of staff members. Once a filter is in place, then, until the filter is cleared again, only those staff members in the filter will be seen in the editing process. The members of the filter may also be selected (as a group) for the basis of list and document printing.

Configuration
This is where you can specify all of the default settings which enable the module to adapt to your school environment.

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Print lists
This process allows you to print any of the pre-designed lists, tables and documents, and to design further lists and documents of your own.

Utilities
The utilities available in Staff Manager include:

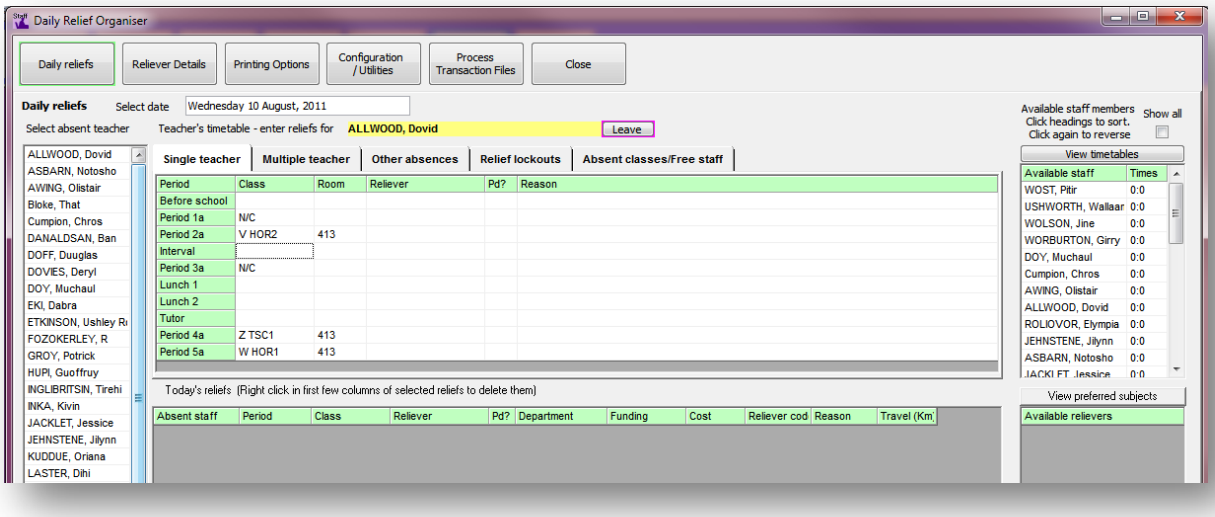
- Specifying the duty roster
- Importing and exporting staff related data
- The management of staff archives
- eInput – the Staff Manager version of the ePayments process
- Check alarms

From Configuration, turn the alarm process on, specifying for example the number of days in advance which you wish to have the process identify certain key dates relating to staff members. These dates include visa expiry dates, contract expiry dates and, optionally, their birthdays. This button will flash a red dot on entry to the module if one or more dates trigger the alarm.

Day relief organiser
To arrange day reliefs this utility includes the recording of all of the information necessary for the submission of your relief/leave data.

If a teacher is absent and someone takes his/her classes while away, these are Daily Reliefs. This functionality enables you to arrange daily reliefs, identifying one or more absent staff members and nominating either relievers or free staff members to cover the classes involved.

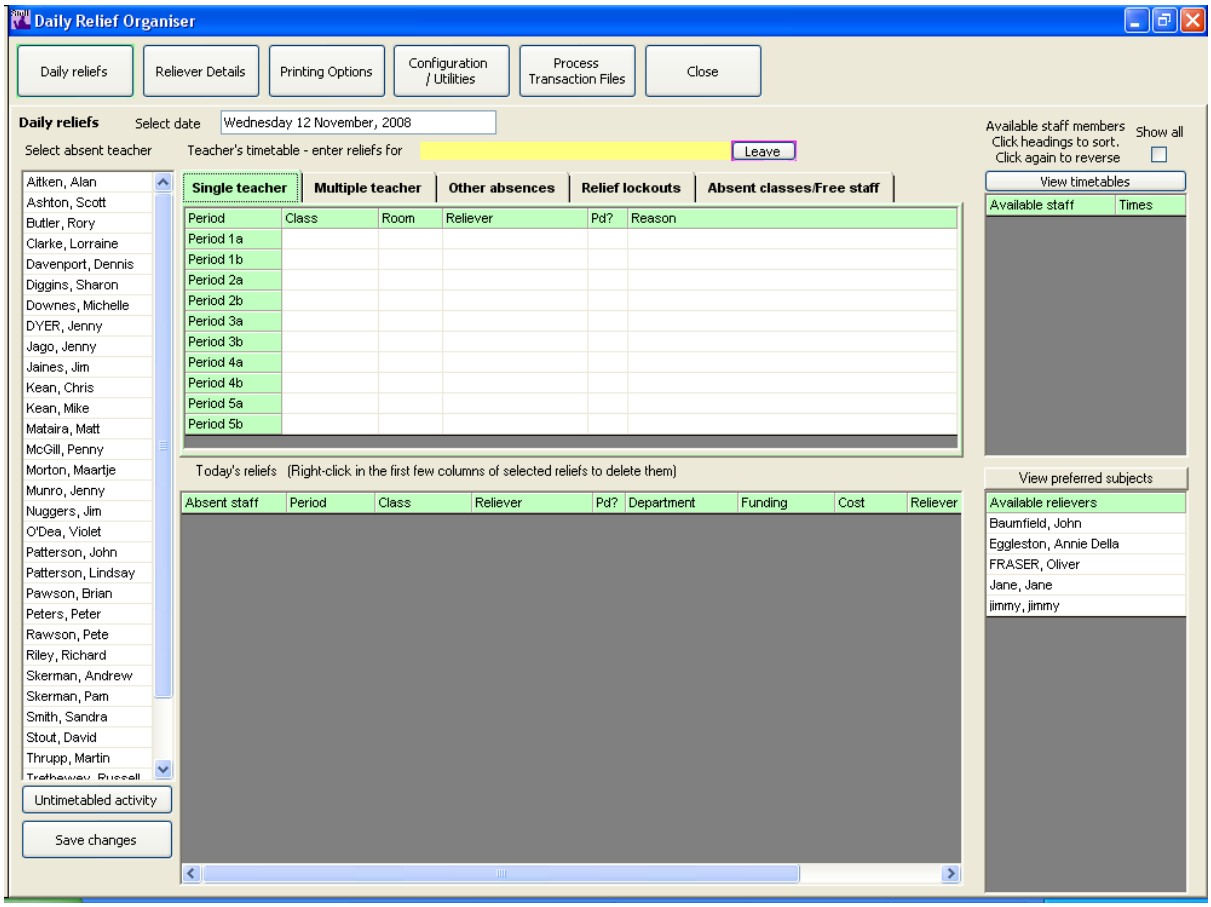
Staff Manager links to the current timetable, either extracted from our Timetable Suite files, or, in the case of schools not using that software, from the teachers' timetables entered via the personal page and stored in the staff database.



There are two main ways of entering reliefs. You can either do it one absent teacher at a time, or you can select several absent teachers and view their reliefs all at once.

In addition to those being relieved, it is also possible to record absences for others who may be otherwise occupied elsewhere in the school for the day. Their 'absences' may also be recorded and printed via the daily schedule.

Across the top of the screen are the main buttons and in the centre of the screen are two tables. The upper one displays the current timetable and reliefs arranged for the currently selected absent teacher. The lower half of the screen displays all of the reliefs arranged for the current day.



Down the left side of the screen is a list of your staff members for selecting absent staff.
To the right are two further lists. The leftmost of these is a list of the relievers available to cover the selected periods (or duty timeslots). The right- list is a parallel list of those teachers who are free in the selected period(s) or duty timeslots.

At the centre top of the screen is the currently selected date. To change the date click in the date area and a calendar will drop down from which you can select the day to arrange reliefs.

Continuing details on using this Daily Relief functionality can be found in the 'Day Reliefs' chapter in the Staff Manager user guide, which can be opened from the Help menu in Staff Manager or the blue **?** button from the MUSAC sidebar.