



# Untis

## Department Timetable



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# 1 Introduction

In large schools that consist of several departments or that have to be divided up into several abstract part because of their size the timetable is very often not created and maintained by one person but by several people. The aim however is to create an optimal overall timetable, particularly with regard to resources shared between departments such as teachers and rooms.

Moreover, in many schools day-to-day cover planning is performed on a departmental basis, i.e. by several cover schedulers, but in this case with cross-departmental elements having to be taken into account.

These requirements call for certain operations such as optimisation or cover planning to be performed department by department.

The Department Timetable module enables you not just to [restrict work within one file to one department](#) but also to [export](#) the department data fully automatically to separate .gpn files in order to work on them individually. These files are then later merged into [one single](#) overall file.

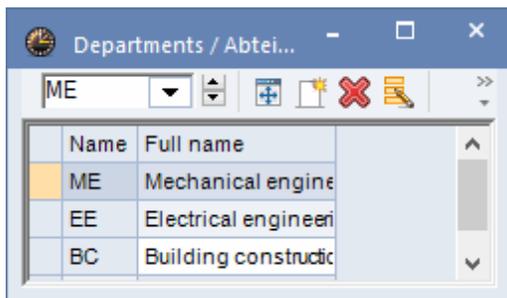
The department timetable really comes into its own in particular when used with the Untis MultiUser module.

## 2 Data entry

This chapter deals with the [definition of departments](#) as well as [assigning them to individual master data elements](#). These entries are the starting point for working on a [departmental basis](#) and for [splitting the data up](#) into individual .gpn files.

### 2.1 Entering departments

You create departments just like any other master data element with short and full name. Just go to 'Modules | Departments | Master Data' and enter new departments in the last, empty line.



### 2.2 Assigning to master data

Once you have defined departments you can assign them to your master data elements. Just open the respective window group by going to 'Start | Departments' and the department view of all master data windows is automatically displayed.

The screenshot shows a software interface with a ribbon at the top. The 'Departments' icon, which is a house with a red roof, is circled in red. Below the ribbon are four data tables, each with a dropdown menu for department selection.

**Department...**

Name	Full name
D1	Science
D117	Department 117
TE	Technical Department

**Teachers**

Name	Surname	Dept.
Gauss	Gauss	D1
New	Newton	D1
Hugo	Hugo	
Ander	Andersen	
Arist	Aristotle	
Callas	Callas	D117
Nobel	Nobel	D117
Rub	Rubens	D117
Cer	Cervantes	
Curie	Curie	D117

**Rooms / Rooms - Depa...**

Name	Full name	Dept.
SH1	Sports Hall 1	
SH2	Sports Hall 2	
PL	Physics lab.	
WS	Workshop	
TW	Textiles workshop	
Kü	Schulküche	
R1a	Class Room 1a	
R1b	Class Room 1b	
R2a	Class Room 2a	
R2b	Class Room 2b	
R3a	Class Room 3a	
De1	Deinde Room 1 (3b)	

**Classes / Classes - Depa...**

Name	Full name	Dept.
1a	Class 1a (Gauss)	
1b	Class 1b (Newton)	
2a	Class 2a (Hugo)	
2b	Class 2b (Andersen)	
3a	Class 3a (Aristotle)	
3b	Class 3b (Callas)	
4	Class 4 (Nobel)	

**Subjects / Subjects - Departments**

Name	Full name	Department
RE	Religious Education	
CH	Chemistry	
DE	German	
EN	English	
HI	History	
GEC	Geography and Economics	
MA	Mathematics	
GA	Graphics	
BI	Biology	
PH	Physics	
MU	Music	
TY	Textiles	

Then assign the elements to the respective department via the column 'Department'. Teachers, rooms and subjects can belong to several departments. Just put a comma between the departments when entering them. Elements without any specifications belong to all departments.

Teachers / Lel

Name	Surname	Dept.
Ander	Andersen	EE
Arist	Aristoteles	EE,ME
Callas	Callas	BC,ME
Cer	Cervantes	
Curie	Curie	
Gauss	Gauss	EE,ME
Hugo	Hugo	ME
New	Newton	BC
Nobel	Nobel	
Rub	Rubens	

Teachers - Departments

Teaches in departments for electrical engineering and mechanical engineering.

In all departments.

Only in the department for build constructors.

Define **one** department for your class.

Classes / Classes - Departments

Name	Full name	Dept.
1a	Class 1a (Gauss)	ME
1b	Class 1b (Newton)	EE
2a	Class 2a (Hugo)	
2b	Class 2b (Andersen)	
3a	Class 3a (Aristoteles)	
3b	Class 3b (Callas)	
4	Class 4 (Nobel)	

Classes - Departments

ME Mechanical engineering  
EE Electrical engineering  
BC Building construction  
EI  
MI  
CDB

By assigning the departments to the classes you implicitly define which departments lessons are assigned to. The "Department" column can be displayed in lessons windows to facilitate orientation. This is, however, purely informational as the data cannot be edited there.

According to this example all lessons involving class 2a have now been assigned to departments.

L-No.	Cl,T	UnSched Prs	Department	Per	YrsPrds	Teacher	Subject	Class(es)	Subject roc	Home room	Double per	Description
6	3, 7		ME	1		Callas	Ch	2a,2b,3a		C2a		Fk
11	4, 1		ME	2		Hugo	Gw	1a,1b,2a,2b		C1a		
18			ME	2		Hugo	His	2a		C2a		
38			ME	1		Callas	Mus	2a		C2a		
41			ME	2		Callas	Ch	2a		C2a	1-1	
75	2, 2		ME	3		Rub	SportK	2b,2a	Th1	C2b		
81	2, 2		ME	2		Curie	Tw	2b,2a	Twr	C2b	1-1	
94	2, 1		ME	1		New	Gz	2a,2b		C2a		

The following rule applies: a lesson has the department of the class assigned to it. If more than one class is involved in a lesson, the first class in the sequence determines the department.

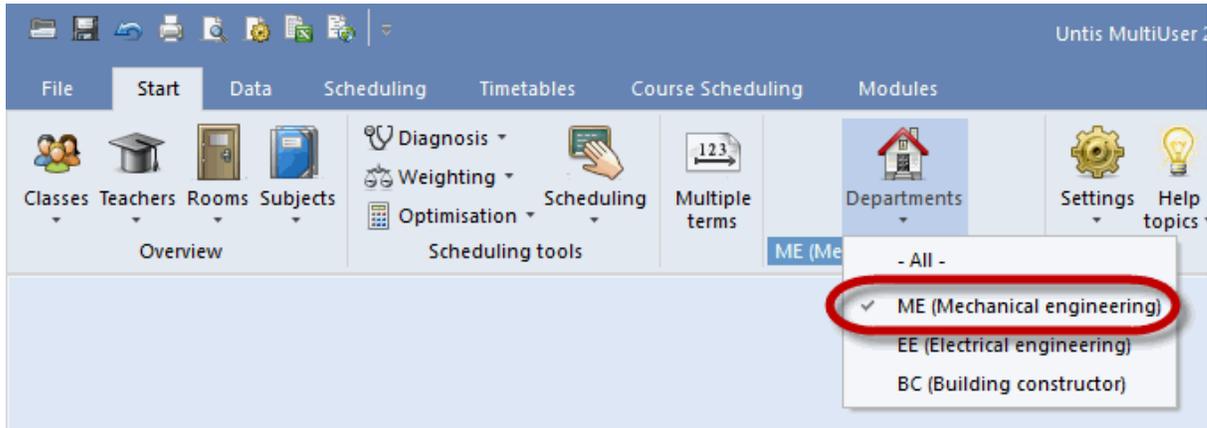
As lessons 6, 75 and 81 in the above example involve a coupling of class 2a with other classes and 2a is the first class entered, the lesson belongs to the department of class 2a.

### 3 Department processing

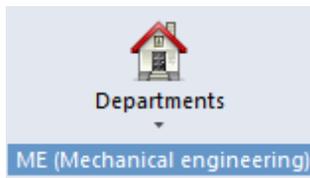
Untis allows you to restrict the work within one .gpn file to a specific department.

### 3.1 'Departments' drop-down list

All the departments that you define are displayed in a drop-down list. Just go to the 'Start' tab and click on 'Departments'.



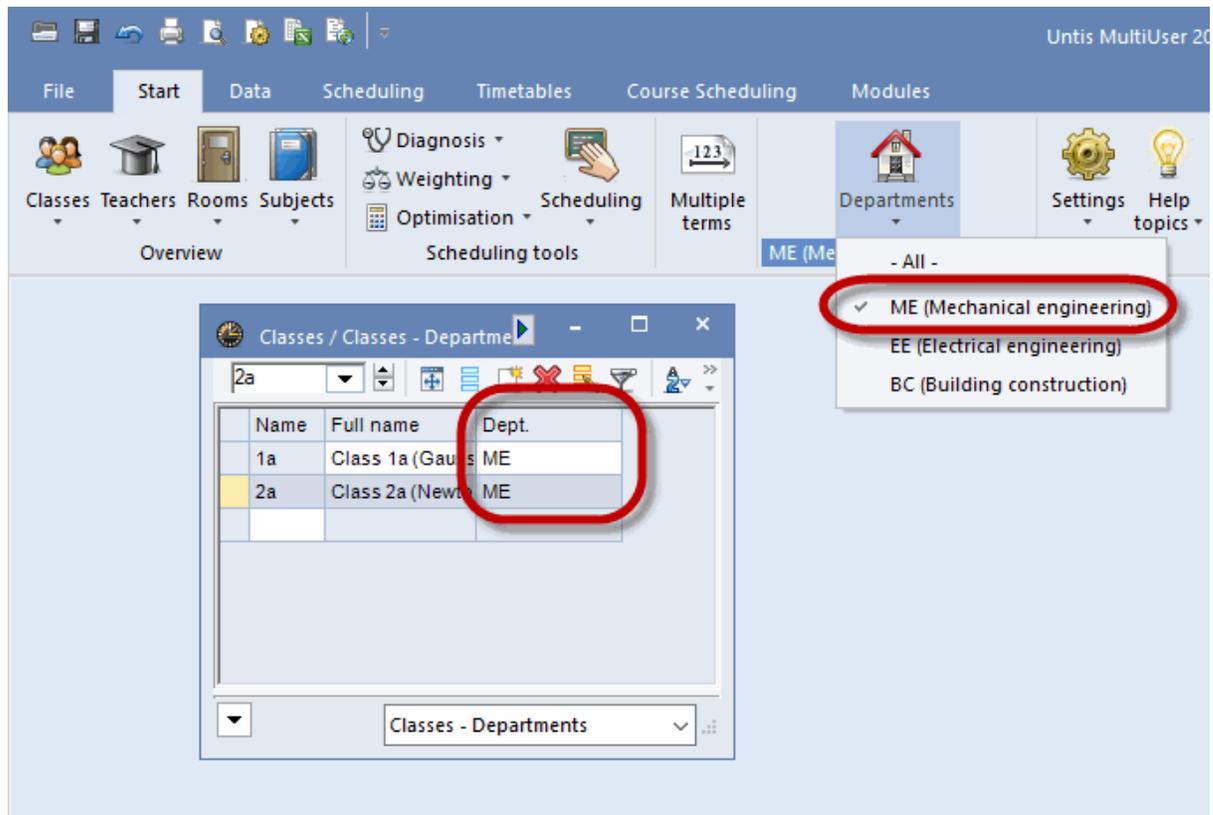
If a department is pre-defined by using the department drop-down list, the respective department is displayed below the symbol 'Departments' in the multi-functional bar.



If the program is restricted to a specific department the risk of making changes to another department by mistake is minimised. The following sections illustrate the influence of a predefined department on the various parts of the system.

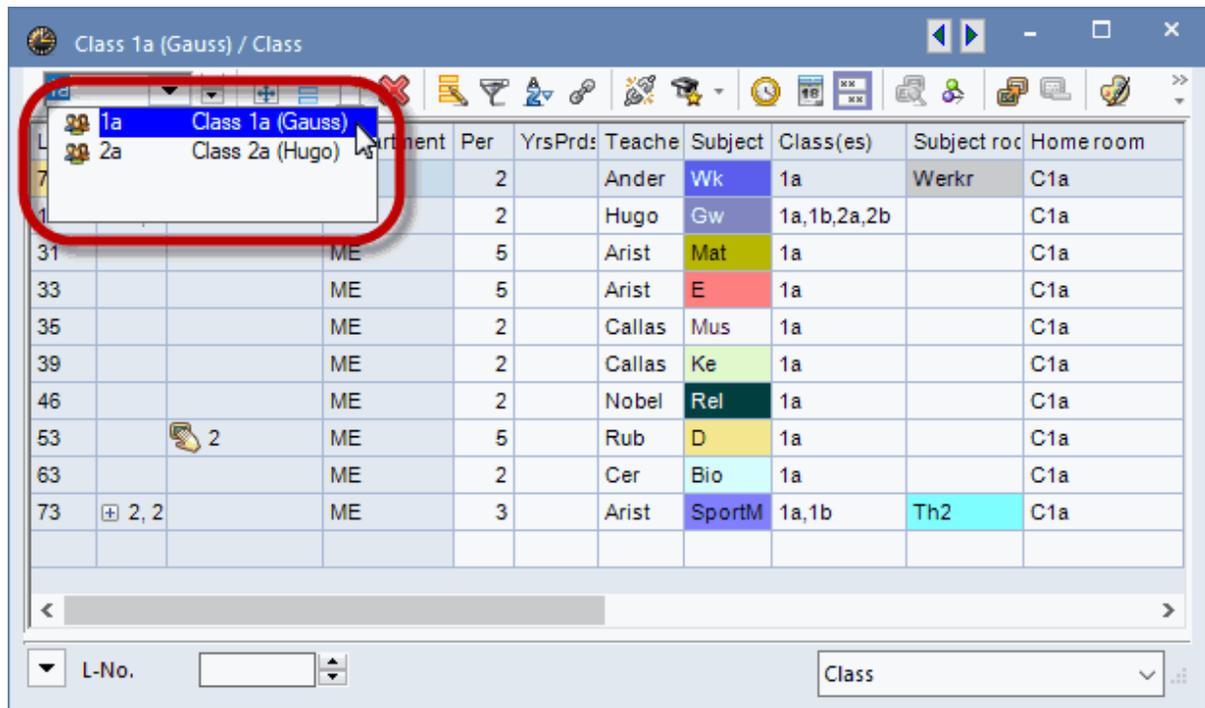
### 3.2 Master data and lessons

If you open a master data window after selecting a department only those elements will be displayed which are assigned to the active department or which have not yet been assigned to any department.



Moreover, when you create a new master data element it will automatically be assigned to the active department.

Similarly, only those elements can be chosen from the drop-down list in lessons windows that have been assigned to either the active department or none at all.

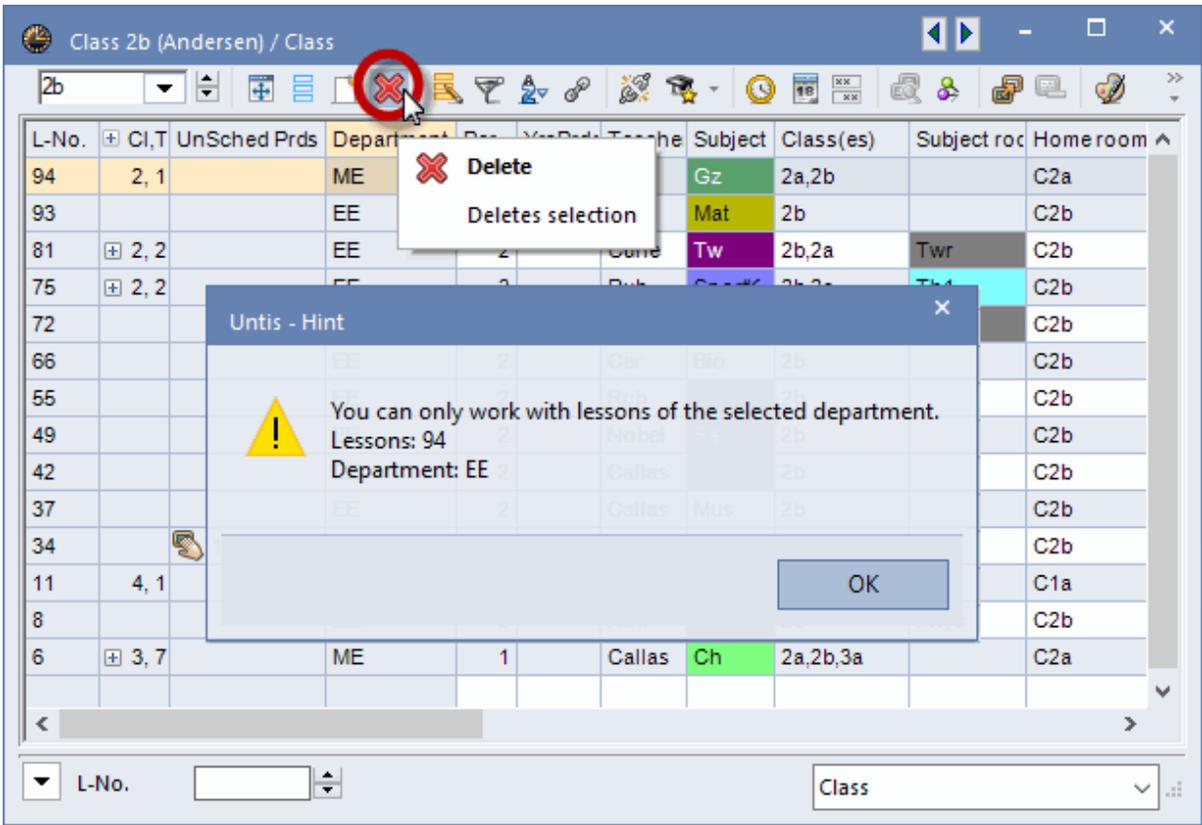


L-No.	Department	Per	YrsPrds	Teache	Subject	Class(es)	Subject roc	Home room
7	1a		2	Ander	Wk	1a	Werkr	C1a
1	2a		2	Hugo	Gw	1a,1b,2a,2b		C1a
31	ME		5	Arist	Mat	1a		C1a
33	ME		5	Arist	E	1a		C1a
35	ME		2	Callas	Mus	1a		C1a
39	ME		2	Callas	Ke	1a		C1a
46	ME		2	Nobel	Rel	1a		C1a
53	ME	2	5	Rub	D	1a		C1a
63	ME		2	Cer	Bio	1a		C1a
73	ME	2, 2	3	Arist	SportM	1a,1b	Th2	C1a

**Note:**

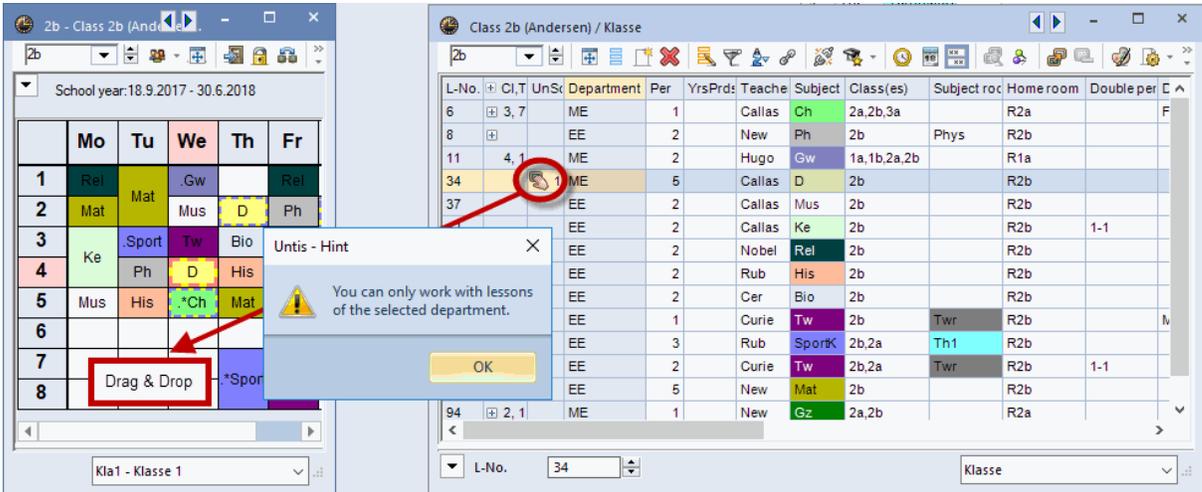
Please note that in the lessons windows always all lessons are shown of which an element of the selected department is part of.

In the following example in the lessons window of class 2b lessons of the department "ME" are also listed, although the pre-defined department is "EE". The reason for this is that class 2b is part of this lesson, however class 2a is listed first in the coupling. Therefore the lessons automatically belong to the department "ME". Department "EE" can see those lessons, but cannot edit them.



### 3.3 Manual scheduling

Manual changes to the timetable are only allowed for lessons of the active department.

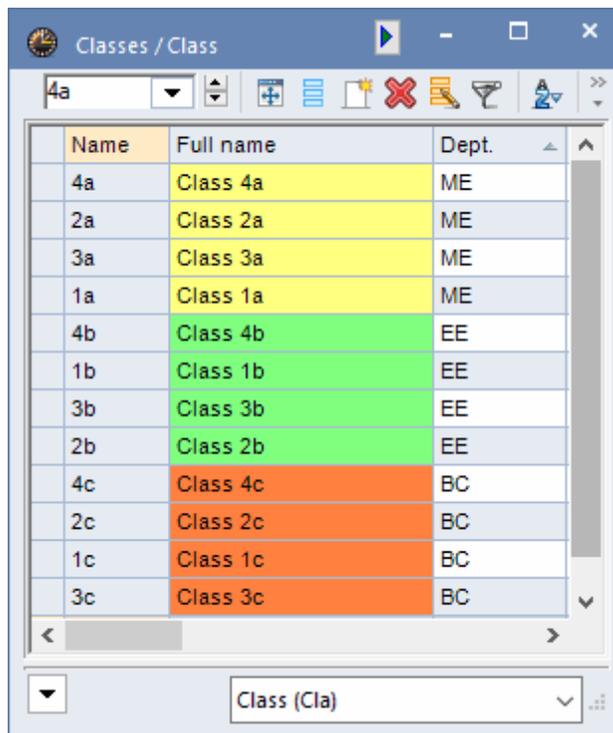


Moreover, in the room allocation dialogue only those rooms are displayed that are assigned either to the selected department or to none at all.

### 3.4 Optimisation

The algorithm only schedules lessons of the selected department. All other lessons remain unchanged, i.e. periods not scheduled remain unscheduled and periods scheduled for other departments are not changed in any way.

In the following example the 'a' classes (yellow) are assigned to the mechanical engineering department, the 'b' classes (green) to the electrical engineering department and the 'c' classes (red) to the structural engineering department.



Name	Full name	Dept.
4a	Class 4a	ME
2a	Class 2a	ME
3a	Class 3a	ME
1a	Class 1a	ME
4b	Class 4b	EE
1b	Class 1b	EE
3b	Class 3b	EE
2b	Class 2b	EE
4c	Class 4c	BC
2c	Class 2c	BC
1c	Class 1c	BC
3c	Class 3c	BC

In the first figure on the left, optimisation has been performed for the electrical engineering department. Accordingly, only the lessons of those classes belonging to the electrical engineering department are scheduled. In our example this is class 1b.

The image displays three screenshots of a timetable software interface, showing the selection of departments for different classes. Each screenshot includes a department selection menu and a timetable grid for the school year 21.9.2020 - 30.

**Class 1b - C...** (Left):

- Department selection menu:  - All -,  ME (Mechanical Engineering),  EE (Electrical Engineering),  CE (Civil Engineering).
- Timetable grid (School year: 21.9.2020 - 30):

	1a	1b	1c
Mo-1		M	
Mo-2		MS	
Mo-3		His	
Mo-4			
Mo-5			
Mo-6			
Tu-1		LÜK	
Tu-2		RK	
Tu-3		E	
Tu-4		LÜM	
Tu-5		Mus	
Tu-6			

**Class 1a - C...** (Middle):

- Department selection menu:  - All -,  ME (Mechanical Engineering),  EE (Electrical Engineering),  CE (Civil Engineering).
- Timetable grid (School year: 21.9.2020 - 30):

	1a	1b	1c
Mo-1	Tw	M	
Mo-2	M	MS	
Mo-3	Ch	His	
Mo-4			
Mo-5	MS		
Mo-6	INF.		
Tu-1	RK	LÜK	
Tu-2	vTE	RK	
Tu-3	Ch		
Tu-4	Mus	E	
Tu-5	E	LÜM	
Tu-6		Mus	

**Class 1c - C...** (Right):

- Department selection menu:  - All -,  ME (Mechanical Engineering),  EE (Electrical Engineering),  CE (Civil Engineering).
- Timetable grid (School year: 21.9.2020 - 30):

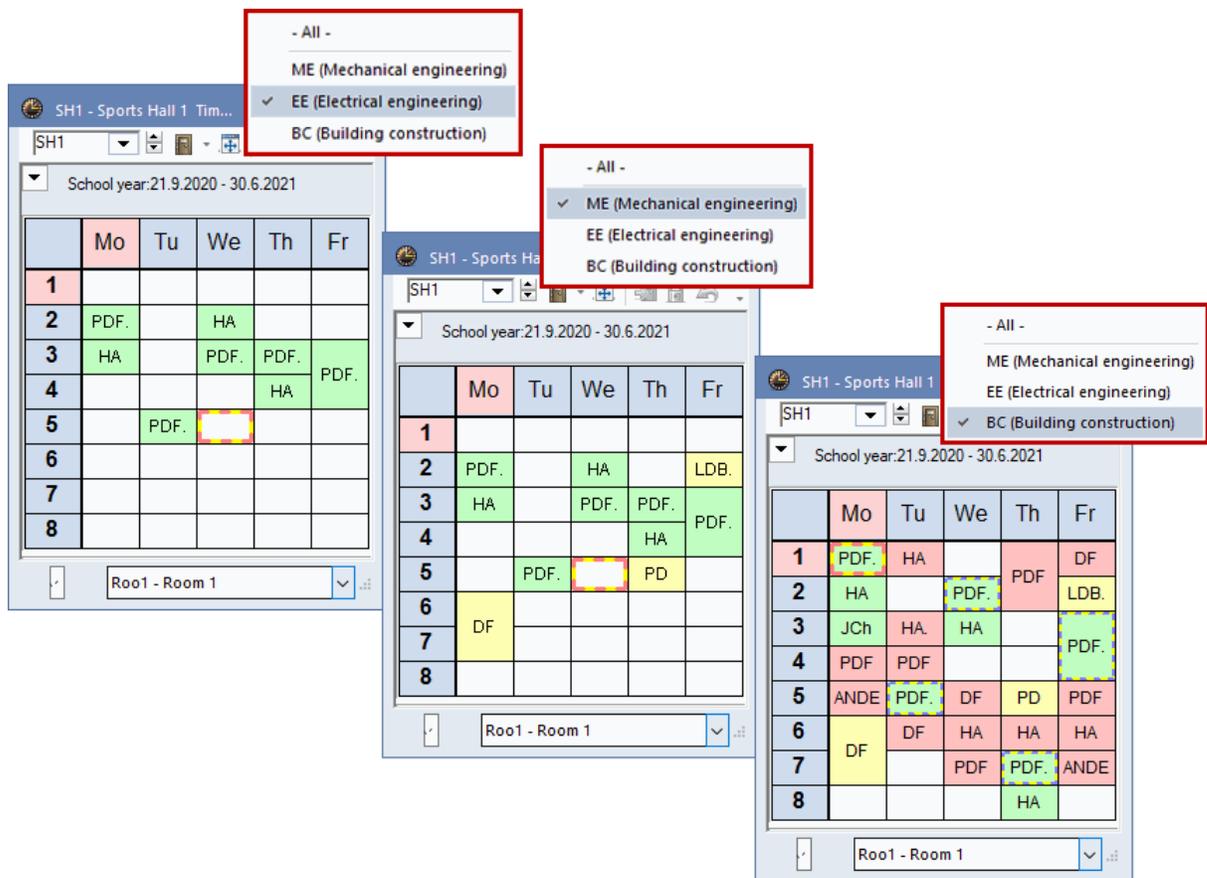
	1a	1b	1c
Mo-1	Tw	M	MS
Mo-2	M	MS	Ch
Mo-3	Ch	His	His
Mo-4			Tw
Mo-5	MS	His	LÜK.
Mo-6	INF.		
Tu-1	RK	LÜK	Mus
Tu-2	vTE	RK	LÜK
Tu-3	Ch		LÜK.
Tu-4	Mus	E	RK
Tu-5	E	LÜM	vTE.
Tu-6		Mus	

In the centre timetable, further optimisation has been performed with the selection of the mechanical engineering department. The periods of the department first scheduled have not been changed by this. Please note that the coupled IT lesson of classes 1a and 1b has only now been scheduled, since due to the order of the classes in the coupling it belongs to the mechanical engineering department.

In the timetable on the right the remaining periods were scheduled automatically by selecting the SE department. The periods of the other departments already set have again not been changed.

### 3.4.1 Cross-departmental resources

Please also note that rooms used for lessons of various departments are considered to be cross-departmental resources. The scheduling of cross-departmental resources is performed according to availability, i.e. according to the principle of "first come, first served".



In the example above the gym (SH1) is a cross-departmental resource.

The EE department begins the creation of the sports timetable; all the periods in the timetable are available in the time grid for optimisation. The ME department is then optimised; all periods excluding those occupied by the EE department are available. In the final step the SE department's timetable is created with the remaining vacant periods of room SH1.

### 3.5 Diagnosis

The diagnosis is also automatically restricted to one department by using the department drop-down list just like [master data and lessons](#) . The figure shows the diagnostic item 'Lessons' for two different departments. While there is one lesson unscheduled in the ME department, 2 periods have not been scheduled in the EE department.

The screenshot shows the 'Timetable diagnosis' window with the date range 21.09.2020 to 27.9.2020. The 'Type of dia' dropdown menu is open, showing options: - Alle -, ME (Mechanical engineering) (checked), EE (Electrical engineering), and BC (Building construction). The 'Weighting: \* Number: 3' is displayed. Below, a table lists L-No., UnSc, Cla., Last pos., and Reason.

L-No.	UnSc	Cla.	Last pos.	Reason
53	2	1a		
30	1	1b		

The screenshot shows the 'Timetable diagnosis' window with the date range 21.09.2020 to 27.9.2020. The 'Type of dia' dropdown menu is open, showing options: - Alle -, ME (Mechanical engineering), EE (Electrical engineering) (checked), and BC (Building construction). The 'Weighting: \* Number: 2' is displayed. Below, a table lists L-No., UnSc, Cla., Last pos., and Reason.

L-No.	UnSc	Cla.	Last pos.	Reason
34	1	2b		
21	1	4		

### 3.6 Printing

If the department drop-down list has been set, it has direct influence on the printing functionality of Untis. All print selection menus only show those elements which are assigned either to the currently active department or to none at all.

## 4 Distributing department data

When department data are distributed a new timetable file is created for each department with the name “<name>.gpn” (where <name> stands for the department’s short name). The file contains the following data:

- All the classes of the department
- All the lessons of the department
- All the classes which occur in the lessons of this department
- All teachers, rooms, subjects and departments of the school

Department files are basically completely normal Untis data files. However, they are flagged internally as department files.

### Note: Department without classes

When department data are distributed, only those departments are important which have been assigned to the classes. If you have not assigned any departments to your classes in the “Dept.” column, an error message will pop up. Please enter a department for each class and repeat the process.

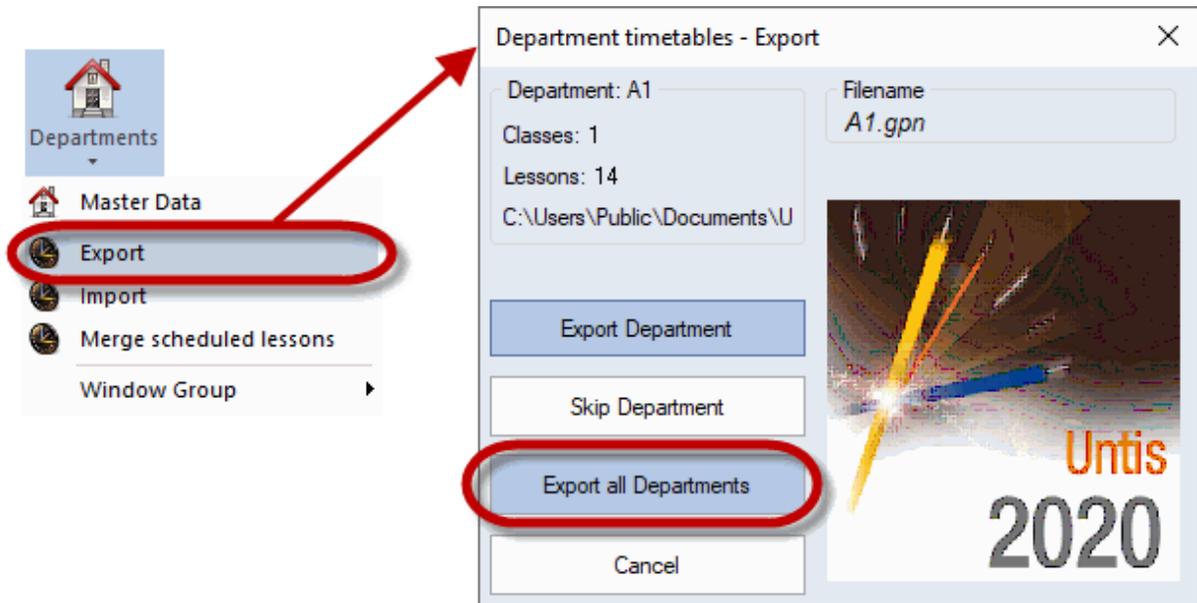
The work steps necessary for distributing a file will now be illustrated using an example.

1. Please open the demo.gpn file.
2. Using “Modules | Departments | Master Data” you can see that three departments have already been defined in this file. Please open the windows group 'Departments' by going to "Start | Departments" and assign the departments to the classes in accordance with the figure.

Name	Full name	Dept.
1a	Class 1a (Gauss)	
1b	Class 1b (Newton)	
2a	Class 2a (Hugo)	A1
2b	Class 2b (Andersen)	
3a	Class 3a (Aristotele)	A117
3b	Class 3b (Callas)	
4	Class 4 (Nobel)	ME

Classes - Departments

3. Now select “Modules | Departments | Export (distribution)”.



4. Click on the <Export all departments> button. This will launch the export of the data of all departments in one go. Following the export, a window will be displayed indicating how many departments and how many classes have been exported.

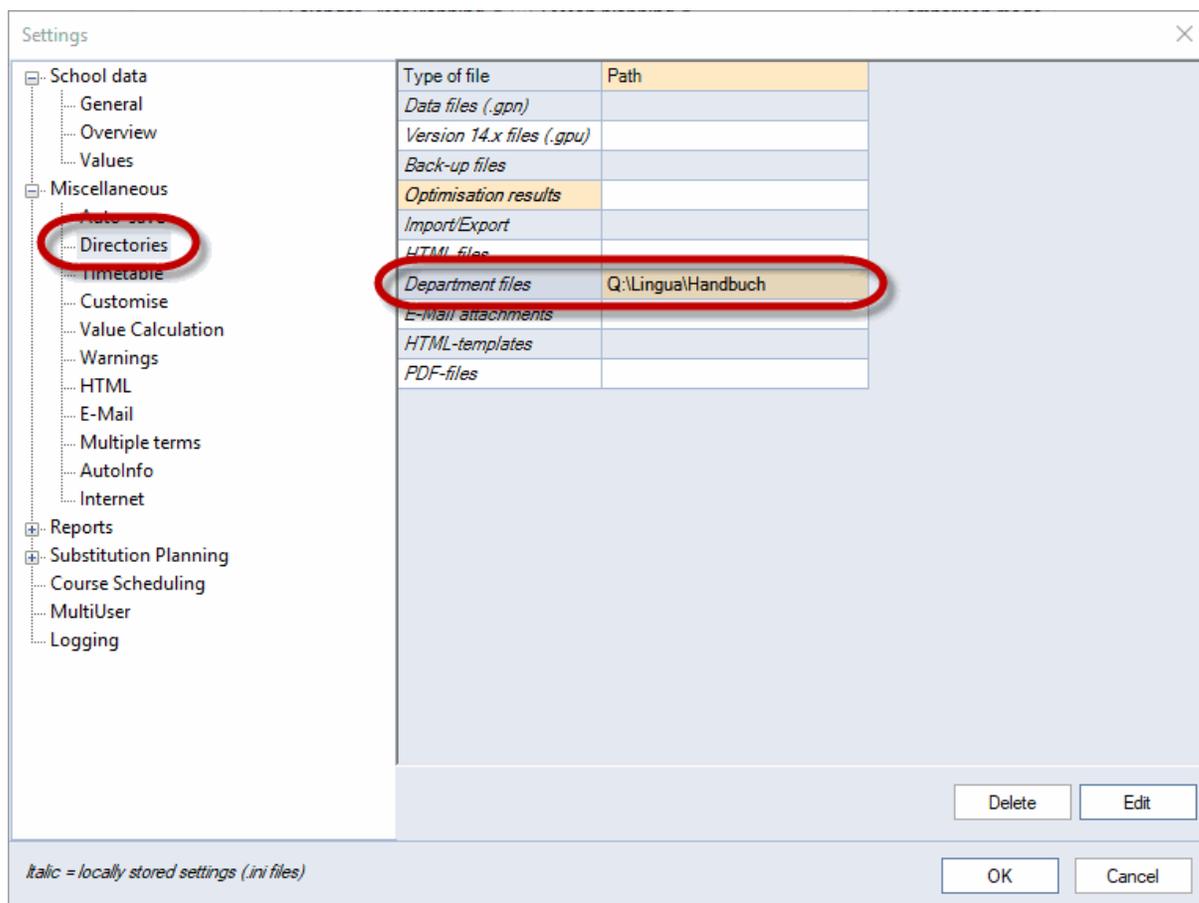


**Warning:**

The department files are automatically assigned the short name of the respective department. Any existing files with the same name will be overwritten without any prompt being displayed.

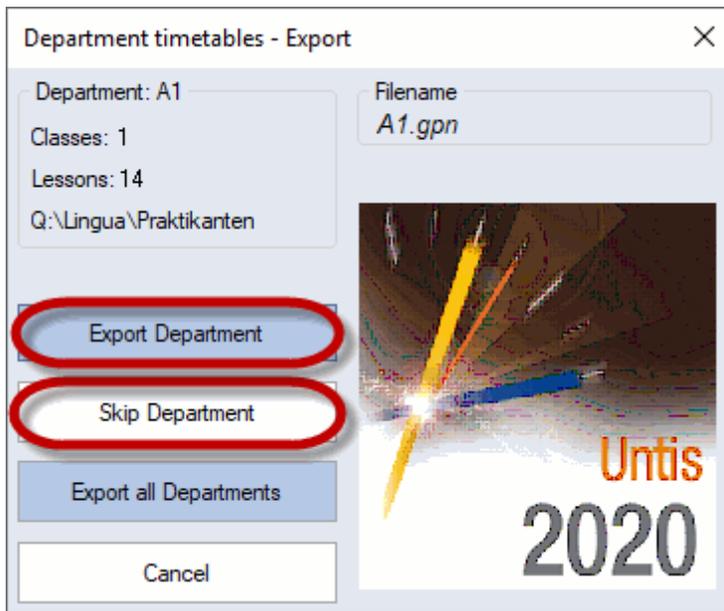
**Tip: Changing the location of department data**

By default department data are saved to the Untis program directory. You can change this with the "Settings | Miscellaneous | Directories" option by defining a different path for department files.



## 4.1 Exporting individual departments

If you wish to have more control over the creation of department files you can export departments individually. In the export window you will see the short name of the next department to be exported as well as the number of lessons and classes.



Use the <Export department> button to launch the export of the department displayed.

If you do not wish to export this department you can skip the export of this department with the <Skip Department> button and move on to the next department.

#### 4.1.1 Restrictions in demo files

Restrictions in demo files Restrictions in demo files If you wish to try out the functionality of the department timetable with the demo files please note the following restrictions:

- The number of classes with an assigned department must be less than 4.
- The number of entered periods must be less than 4.
- A maximum of 7 classes only may be entered.

## 5 Creating department timetables

Once the [departmental data have been distributed](#) each department can process its own data in the same way as if the department were the whole school. The scheduler can define the periods of his/her "own" classes and can optimise the department timetable using all the tools that Untis has to offer.

It is also possible to enter additional master data or lessons that are new or that were previously overlooked. Such data are taken into account when the department data are imported into the school file.

### **Warning:**

Data that have an effect on the complete school, e.g. time grid, should never be modified by the department. Such data are not integrated into the school file, either.

The Untis title bar displayed in each .gpn file of the departments indicates that it is a department file.



All data relating to the department concerned is exported. If cross-departmental resources are used, this data may include classes belonging to another department. In the example of department ME below you can see that 1b, 2b and 3a have been exported in addition to the classes belonging to this department. These classes are assigned to other departments but there are lessons in department ME in which they are involved.

Name	Full name	Dept.
1a	Class 1a (Gauss)	ME
1b	Class 1b (Newton)	EE
2a	Class 2a (Hugo)	ME
2b	Class 2b (Andersen)	EE
3a	Class 3a (Aristoteles)	BC

Lesson no. 1 is one of those cross-departmental lessons which involves not only class 1a, but also 1b, 2a and 2b. In general, the department data only comprise those lessons which belong to the department.

L-No.	CI, T	UnSc	Department	Per	YrsPrds	Teache	Subject	Class(es)	Subject roc	Home room
7	2, 3		ME	2		Ander	Wk	1a	Werkr	R1a
11	4, 1		ME	2		Hugo	Gw	1a,1b,2a,2b		R1a
31			ME	5		Arist	Mat	1a		R1a
33			ME	5		Arist	E	1a		R1a
35			ME	2		Callas	Mus	1a		R1a
39			ME	2		Callas	Ke	1a		R1a
46			ME	2		Nobel	Rel	1a		R1a
53		2	ME	5		Rub	D	1a		R1a
63			ME	2		Cer	Bio	1a		R1a
73	2, 2		ME	3		Arist	SportM	1a,1b	Th2	R1a

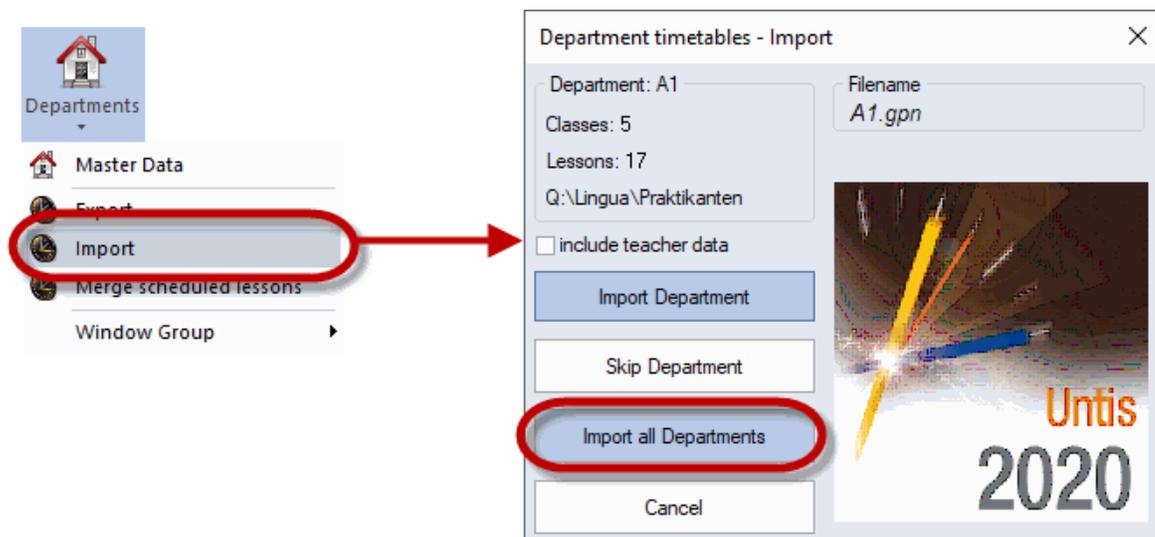
L-No. 11 Class

Any lesson can now be scheduled, deleted, modified or added in the departmental files. The changes will be integrated into the overall file when the department data are [imported into the school file](#).

## 6 Importing dept. data into school file

After you have [created the individual departments in your timetables](#) the department files are given to the scheduler for the overall timetable, whose job it is to integrate them back into the overall school file.

In the overall file, select 'Modules | Departments | Import' and click on the <Import all departments> button.



This imports all department files into the overall file. All changes made 'offline' to the distinct department files individually will be merged.

**Note:**

New numbers will automatically be allocated if overlaps occur with lesson numbers when the import is performed.

Clashes may occur after import if teachers or rooms are used across different departments. These will be listed in the timetable and in the diagnosis .

1a - Class 1a (Gaus...)

School year: 21.9.2020 - 30.6.2021

	Mo	Tu	We	Th	Fr
1	E	Mat	G D	M	
2	Mus	E	.Sport	D	Rel
3	Bio	Ke	Mat	E	E
4	.Sport		D	Mat	D
5		Rel			
6					
7					
8		.Wk			.Sport

Conflicts in resources across departments are resolved in the main file.

Clas1 - Class 1

## 6.1 Importing individual departments

When importing it is possible to process departments individually, similar to when you are [distributing department data](#). The top of the import dialogue window indicates which department will be next and how many lessons and classes belong to it. You can use the <Import department> button to start importing the current department or the <Skip department> button to switch to the next department.

Department timetables - Import

Department: A1  
 Classes: 5  
 Lessons: 17  
 Q:\Lingua\Praktikanten

include teacher data

Import Department

Skip Department

Import all Departments

Cancel

Filename: A1.gpn

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## 6.2 Importing master data

New master data (i.e. master data that does not yet exist in the school file) are integrated into the school file. The first department file containing the new master data therefore determines their properties, i.e. if department 1 has created the new subject 'FR' with the long name 'French language' and department 2 also creates a new subject 'FR' with the long name 'French', the subject will be created in the school file with the data from the first file read in (department 1). The subject FR therefore has the name 'French language'.

### Warning:

Master data (except teachers, [see next chapter](#)) that are not created new but just modified are not reimported, i.e. changes are not transferred.

### 6.2.1 Importing teachers

Working with the timetable sometimes necessitates changes to existing teacher data such as the number of permitted non-teaching periods or time requests. When importing department data you can use the selection box "Include teacher data" to determine whether changes to the teacher master data should also be imported.

Department Mb changes the time requests of this teacher.

	1	2	3	4	5	6	7	8	Days	a.m
Monday									-3	
Tuesday	-3	-3	-3							
Wednesday										
Thursday										
Friday										
Saturday										

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

Department timetables - Import

Department: ME  
 Classes: 5  
 Lessons: 17  
 Q:\Lingua\Praktikanten

include teacher data

Filename: ME.gpn

Import Department  
 Skip Department  
 Import all Departments  
 Cancel

Changes will be transferred into the main file.

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### Warning:

If two departments have modified the same data record, only those changes from the department imported first will be included.

## 7 Processing the overall timetable

After all department data have been integrated into the complete school file you can continue to optimise the overall timetable.

If you have not yet taken account of shared resources such as teachers or rooms, they will now be included in the overall schedule.

Optimisation and room optimisation proceed in the usual way. If, after [importing department data](#), teacher overlaps result because e.g. one teacher teaching in two departments has been scheduled by both departments for We-3, you can best resolve this by setting the "Lock timetable conditionally" option with Optimisation strategy A.

Room overlaps can be handled with room optimisation .

If required, the optimised overall timetable can then again be split up over the individual departments. Proceed according to the description in the ""Distributing department data" section.

## 8 Merging lessons

The department timetable module allows you not just to import exported department data into the overall file but also to read in master data, lesson and timetables from any .gpn file.

To do this first open the .gpn file into which you wish to import the data and select "Modules | Department timetable | Merge scheduled lessons". Navigate to the file from which you wish to import data and click the on the <Open> button.



When merging files Untis proceeds as follows:

- All master data are imported. The additional data for elements that already exist such as time requests are **not** merged.
- Lessons are imported in their entirety. If there are overlaps with the lesson numbers, the imported lessons are automatically assigned a new number.
- Timetables are also imported in their entirety. Clashes occur when times in the existing schedule and the imported schedule overlap.

- General settings such as the time grid and school holidays are **not** transferred.

## 9 Effects on other functions

The department timetable module also influences other Untis modules. This is described in the following sections.

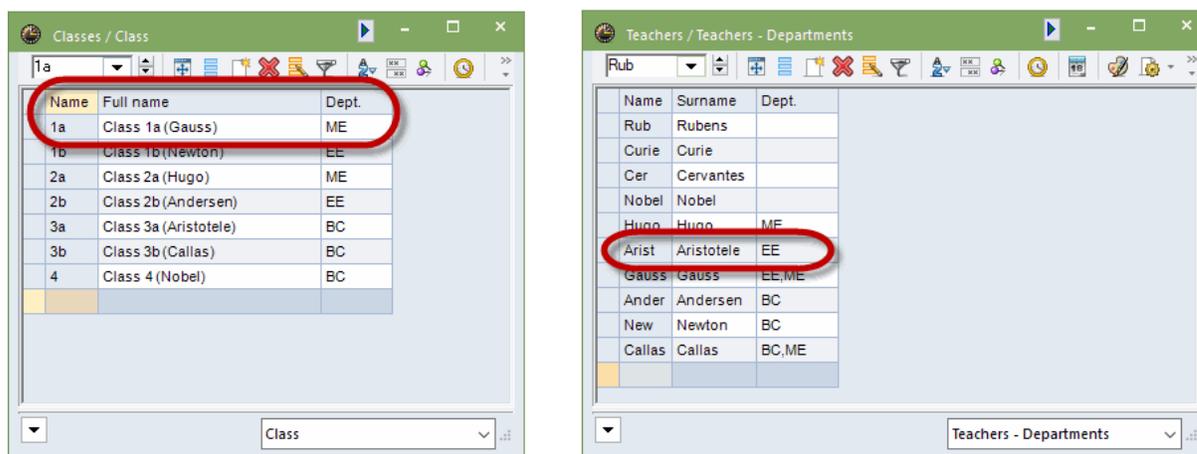
### 9.1 Cover planning

With the department timetable module you also have the possibility of restricting Untis to a specific department using the drop-down list via 'Start | Departments'.

#### 9.1.1 Substitutions window

The substitutions window only displays cases of substitution where the absent class or absent teacher is assigned to the currently active department.

Please look at the example in the figure below. Teacher Aristotle is assigned to department EE and class 1a to department ME.



Teacher Aristotle is now set to absent on 20 September. On this day he is due to teach class 1a (period 5), as well as class 2b (period 1).

If the department drop-down list is set to department EE, all open substitutions will be listed in the substitutions window since the absent teacher Aristotle belongs to this department.

If, on the other hand, department ME is selected, only those substitutions will be displayed where an element of department ME is involved. In our example this is class 1a.

Class(es) All

From-To 22.09.2020 Tu

Uncovered substitutions

Subst. No.	Type	Date	Period	(Subject)	Subject	(Teacher)	Substitute
5	Substitution	22.9.	1	Mat		Arist	???
10	Substitution	22.9.	5	Mat		Arist	???

Subst. No.  Class

- All -

ME (Mechanical engineering)

EE (Electrical engineering)

BC (Building construction)

Class(es) All

From-To 22.09.2020 Tu

Uncovered substitutions

Subst. No.	Type	Date	Period	(Subject)	Subject	(Teacher)	Substitute
10	Substitution	22.9.	5	Mat		Arist	???

Subst. No.  Class

You can show the 'Dept' column in the substitution window via 'Grid adjustment' so that you can see to which department the substitution belongs to.

The screenshot shows the 'Substitutions / Teacher' window. At the top, there is a toolbar with icons for various actions. Below the toolbar, there are input fields for 'Substitute' (set to 'All'), 'From-To' (set to '20.09.2017'), and 'We'. The main area is a table with columns: Subst. No., Type, Date, Period, (Subject), Subject, (Teacher), Substitut, and Department(s). The table contains 12 rows of data. A 'Grid adjustment' dialog box is open over the table, showing a list of fields with checkboxes for 'Active' and 'Print'. The 'Department' field is highlighted with a red circle, and its 'Active' checkbox is checked. A red arrow points from the 'Department' field in the dialog to the 'Department(s)' column header in the main table.

Subst. No.	Type	Date	Period	(Subject)	Subject	(Teacher)	Substitut	Department(s)
1	Substitution	20.9.	1	SportM		*Arist	Ander	IE
9	Supervisor	20.9.	2	Tw		Curie	Hugo	
5	Supervisor	20.9.	2	Mus		Callas	Hugo	IE
6	Supervisor	20.9.	3	Mus		Callas	Ander	
10	Supervisor	20.9.	3	Tw		Curie	Nobel	IE
7	Supervisor	20.9.	4	D		Callas	Rub	IE
8	Cancelled	20.9.	5	Ch	---	*Callas	---	IM
11	Cancelled	20.9.	6	Hw	---	*Curie	---	IE
12	Cancelled	20.9.	7	Hw	---	*Curie	---	IE

This way you can also filter two or more departments. No general department drop-down list may be set for this. If you want to see the substitutions of the departments mechanical engineering and electrical engineering, for instance, then enter 'ME|EE' in the filter line.

## 9.1.2 Scheduling dialogue

In the cover planning scheduling dialogue you can only make changes to lessons that belong to the currently active department.

## 9.1.3 Absences window, substitution suggestion

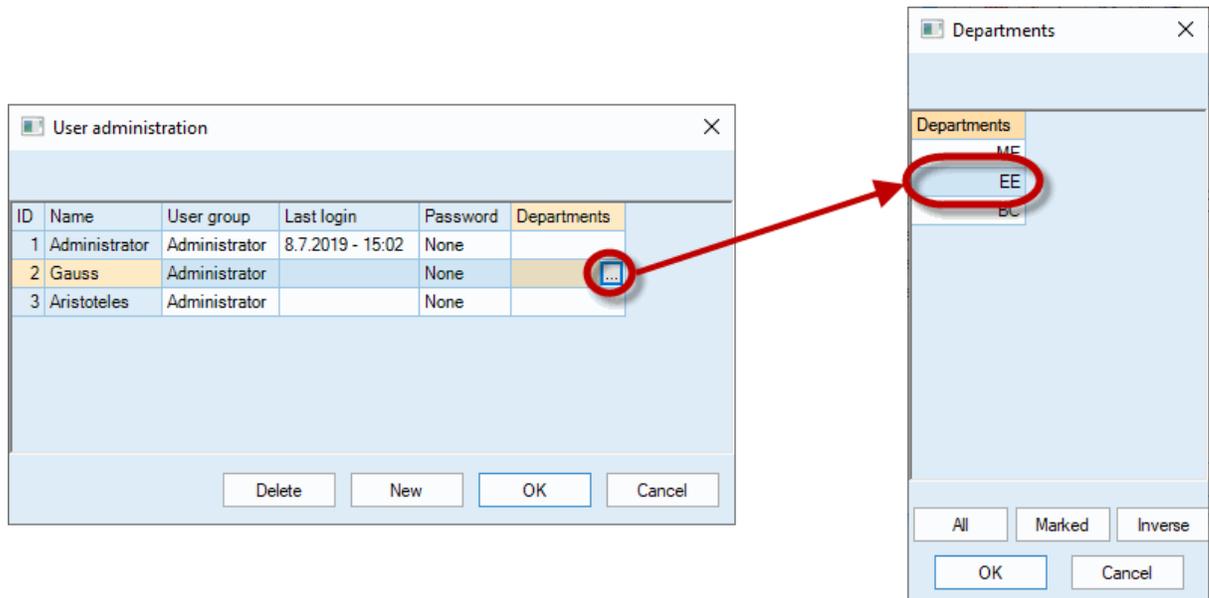
Only teachers who have been assigned to the currently active department or to no department are displayed in the absences window or in the substitution suggestion. Entering absences is also restricted to this selection.

### 9.1.4 Substitution statistics

As of Untis 2017 the substitution statistics is also restricted to the view of one department if you select a specific department under "Start | Departments".

## 9.2 Untis MultiUser

The user rights system in Untis MultiUser allows you to selectively define which users may view which department data. For this, select "Modules | MultiUser | User administration | Users" and make the appropriate entries in the "Departments" column



If a user now logs in and wishes to select a department from the departments drop-down list for which he/she does not possess the required authorisation an appropriate message will be displayed.



Departmental processing is significantly easier in MultiUser mode since it is not necessary to distribute the data. All departments work with their own particular users on the same database. This means that changes affecting the whole school can be made during the scheduling phase and all users will see the changed base data immediately.