

The background is a complex, abstract composition of overlapping geometric shapes and glowing lines. A prominent yellow beam of light enters from the top left, intersecting with a blue beam that runs horizontally across the middle. An orange beam also enters from the top left, following a similar path to the yellow one. The background is filled with various shades of brown, grey, and white, with numerous thin, white lines and larger, semi-transparent shapes that create a sense of depth and movement. The overall aesthetic is modern and technological.

GRUBER & PETERS

Untis 2016

grupet.at

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1 Untis

1.1 General

1.1.1 Parameters for command line

When installing software on several clients, automatic configuration steps are usually preferred. If you install via command line you can also specify additional parameters such as destination directory or silent mode.

Target directory

The installation file must always be the last parameter and must not stand between inverted commas, even if there are spaces. The switch for the target directory reads /D.

Example: SetupUntis2016DE.exe /D=C:\Untis

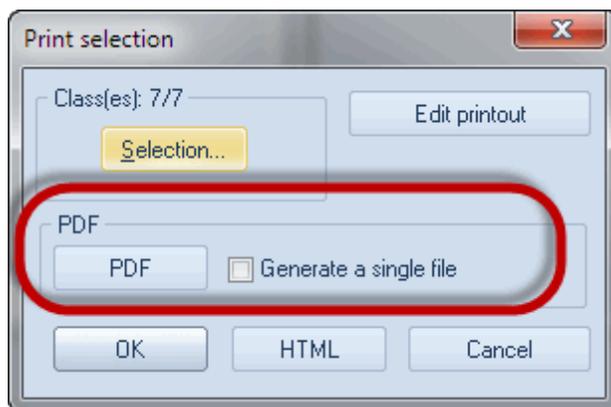
Silent Installation

The installation can be initiated via the command line in silent mode. Use option /S.

Example: SetupUntis2016DE.exe /S

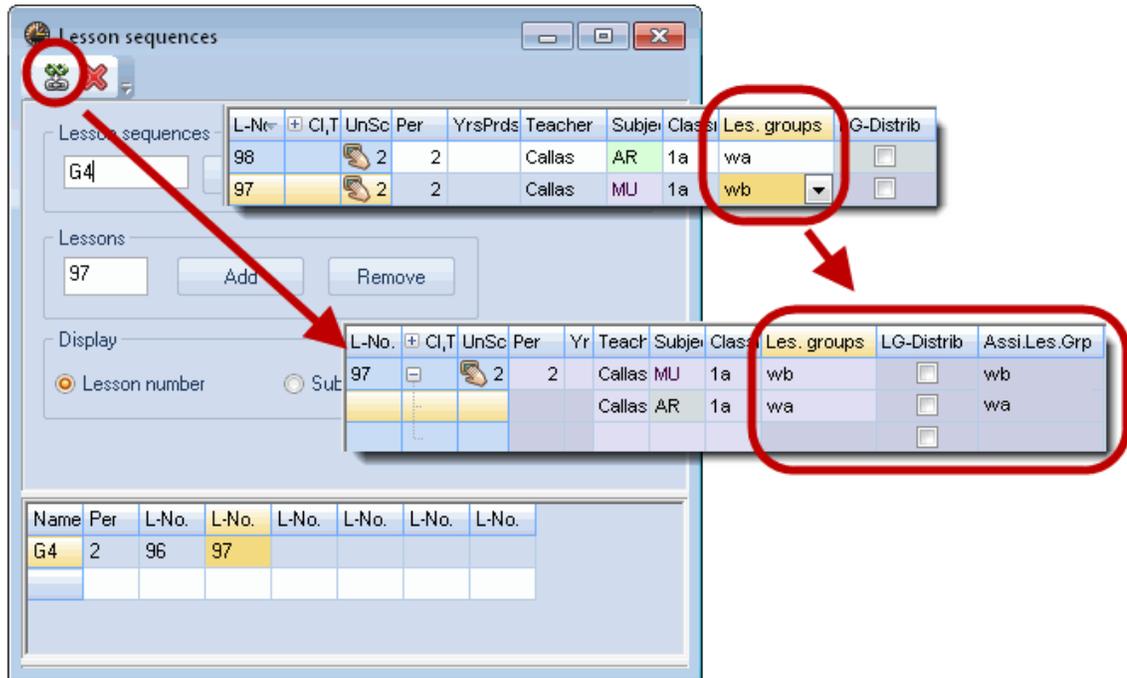
1.1.2 PDF output with one file per element

The new option of automatic generation of a pdf file introduced in the 2015 version was very well received. We take the numerous responses into account by creating a single file per element by default when generating a pdf document. Checking the box 'Generate a single file' initiates an aggregation in one single document.



1.1.3 Lesson sequences: Conversion in coupling

In the window 'Lesson sequences' you now just need one click in order to convert simultaneous lessons into couplings. If these lessons are allocated to lesson groups, they are imported into the new field '[Line-lesson group](#)'.



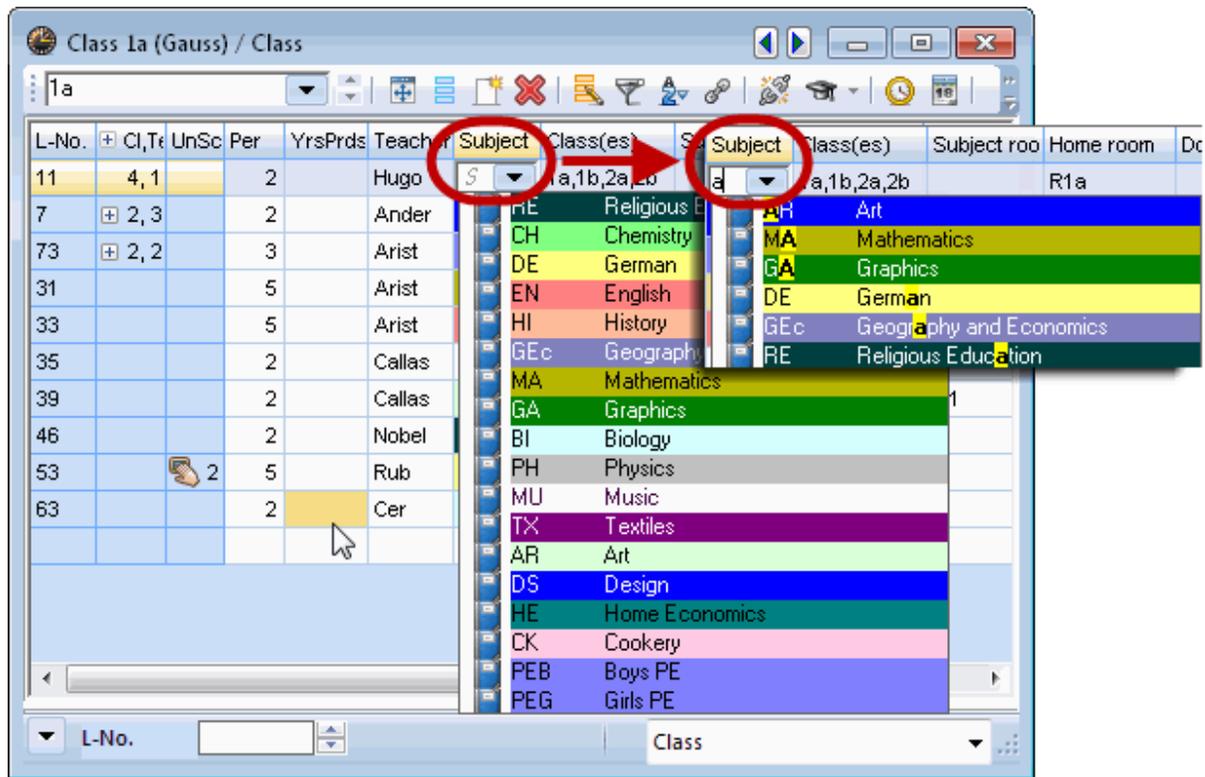
1.1.4 Output of current department/period

Regardless of which tab is activated in the Ribbon, you now see the current department / periode next to the window groups.



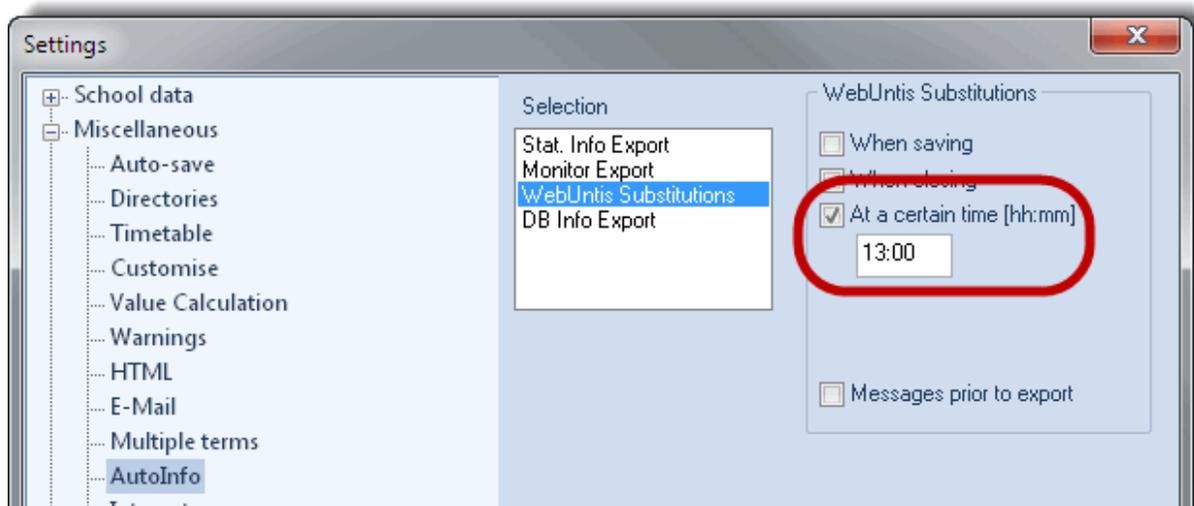
1.1.5 Intelligent selection fields

Up to now it was necessary to manually enter the size of the field. From now on the size of the list is automatically adjusted to the number of elements to be displayed.



1.1.6 AutoInfo for WebUntis Substitutions

It has been possible even up to now that substitution data are automatically synchronised with WebUntis when you saved or closed the program window.



What is new is the option to start this synchronisation automatically at a certain time.

Note:

This setting is saved in Untis.ini - as all the other AutoInfo settings, as well - and thus per workstation (i.e. not per data record and not for other computers). This prevents synchronising from different places at the same time by all users (e.g. in a MultiUser environment). The export should always be done at the same workstation.

1.1.7 Output of NTPs in teacher master data

The NTPs of the teachers are the most important features in the analysis of the finished timetable. For facilitating the analysis we added the column 'NTPs' to the master data of the teachers showing which teacher has how many NTPs in the current timetable.

Name	Surname	NTPs tag	NTPs
Gauss:	Gauss	0-3	1
New:	Newton	0-1	1
Hugo:	Hugo	0-1	1
Ander:	Andersen	0-1	1
Arist:	Aristotle	0-1	0
Cer:	Cervantes	0-1	1

Note:

The number of NTPs refer to the entire period, i.e. gaps in the timetable every other week are not shown as NTPs. If the diagnosis window is open, however, the set week is synchronised.

1.1.8 Range for 'Periods in Room'

In the field 'Per.in Room' you can state for the different lessons how many of the e.g. 5 physics periods need to be scheduled for the physics lab. Up to now it was tried to schedule exactly this number of periods (and not more) in the required room. In the 2016 version you can enter a range in this column, as the example shows, you can also enter '3-4', i.e. 3 to 4 of the 5 periods can be scheduled for the physics lab.

L-No.	Cl,Te	UnSc	Per	YrsPrds	Teacher	Subject	Class(es)	Subject roo	Home room	Per. in Room
96		3	5		New	PH	1a	PL	R1a	3-4
11	4, 1		2		Hugo		1a,1b,2a,2b		R1a	

1.1.9 Change the teacher in the period

Just right click on a lesson of a timetable and click on 'Change the teacher in the period' in the context menu.

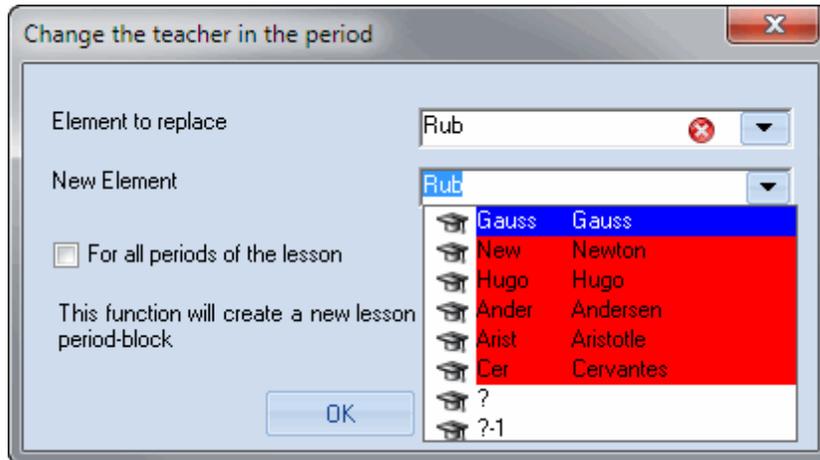
Term: 13.2.2017 - 30.6.2017

	Mo	Tu	We	Th	Fr	Sa
1	EN	MA	X	MU	MA	BI
2	MU	EN	PEG.	DE	RE	EN
3	BI		MA	EN	EN	MA
4	PEG.	AR	DE	MA	DE	X
5		RE				
6						
7						
8		DS.				

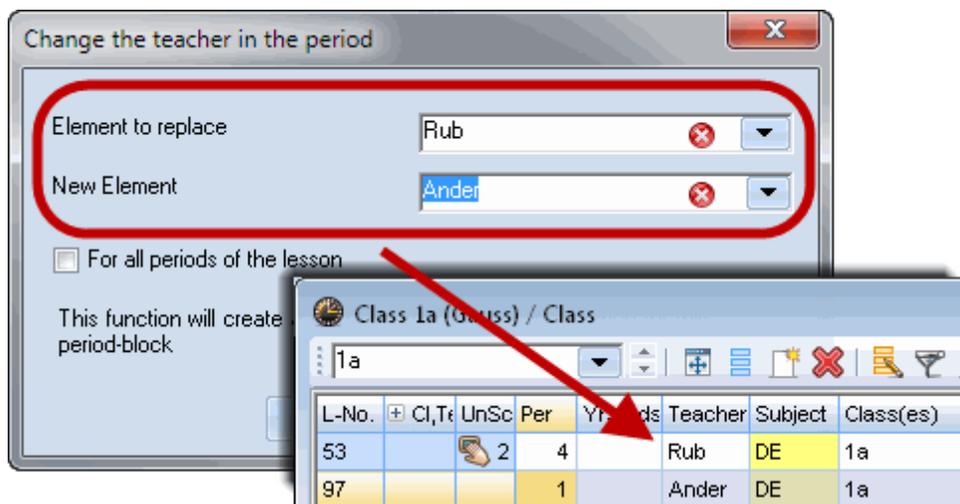
Context Menu:

- Settings
- Cluster-mode
- Period window
- Allocate/Delete this room
- De-coupling
- Extended de-coupling
- Timetable period: standard format
- Text for the lesson period
- Students M.
- Split this period from the lesson
- Change the teacher in the period**
- Time range: week
- Time range: term
- Copy in HTML-format

In the dialogue shown you can now change a teacher for one or for all periods of the lesson. In the selection list all elements which would be effected by this change are highlighted in red.



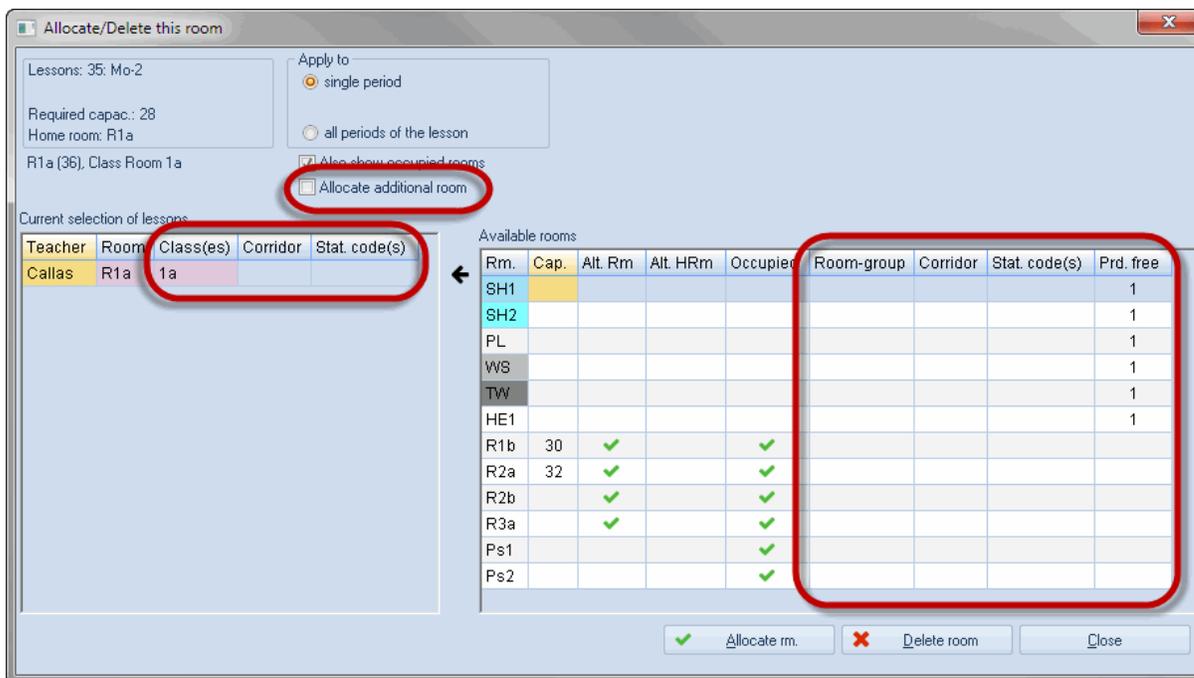
If, for instance, teacher Rub is replaced by teacher Ander for one period of a 5-period lesson, consequently a new, one-period lesson with teacher Ander is automatically created. The number of Rub's weekly periods for this lesson is reduced from 5 to 4.



1.2 Manual scheduling

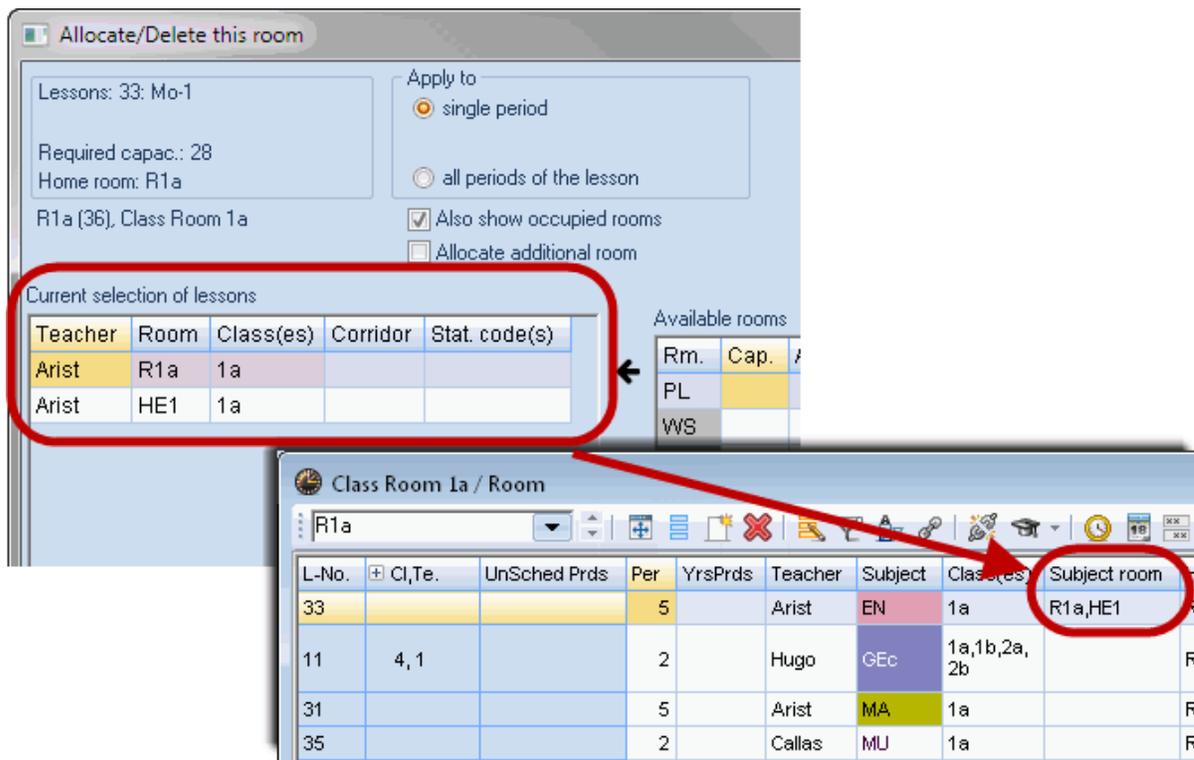
1.2.1 Allocate / delete this room

The dialogue 'Allocate / delete this room' has been reviewed for the 2016 version.



Allocate additional room

With this new selection field you can add a room to a scheduled period. In the example below room R1a and the home economics room is reserved for teacher Arist. In the timetable and in the lesson the home economics room is listed as an additional room.



New fields

In the left section the fields 'Class', 'Corridor' and 'Statistics' of the master data have been added, in the right section you now can also find the room groups, corridors and statistics codes.

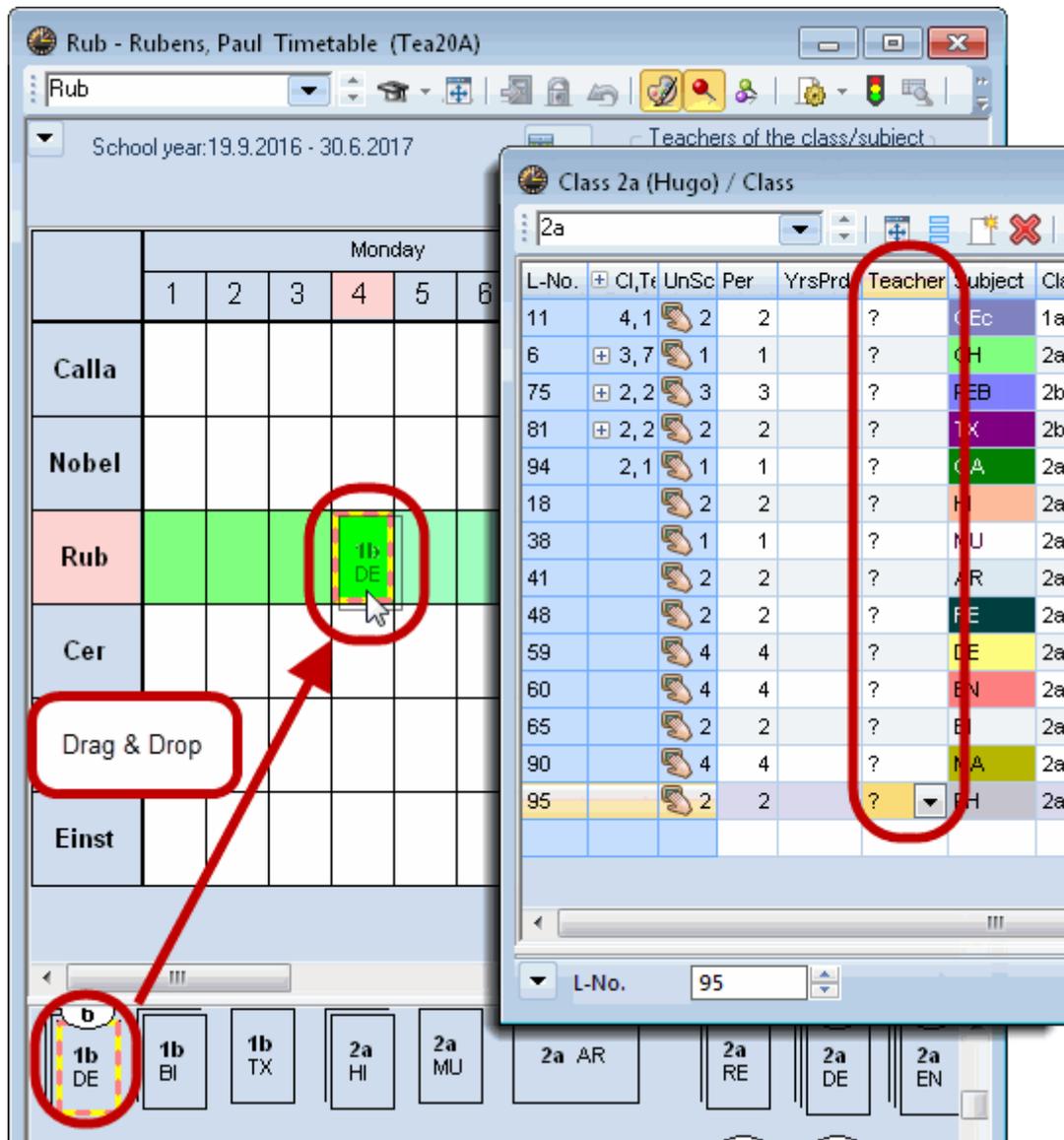
Number of free periods

Another new feature is the option to see in scheduled periods, for how many of the required periods the respective room is free. This is very useful if you want to change the room for several periods at once. In the example below the room needs to be changed for a 5-period lesson. All 3 rooms are occupied, however, the textiles workshop room is on 4 of the required 5 periods free.

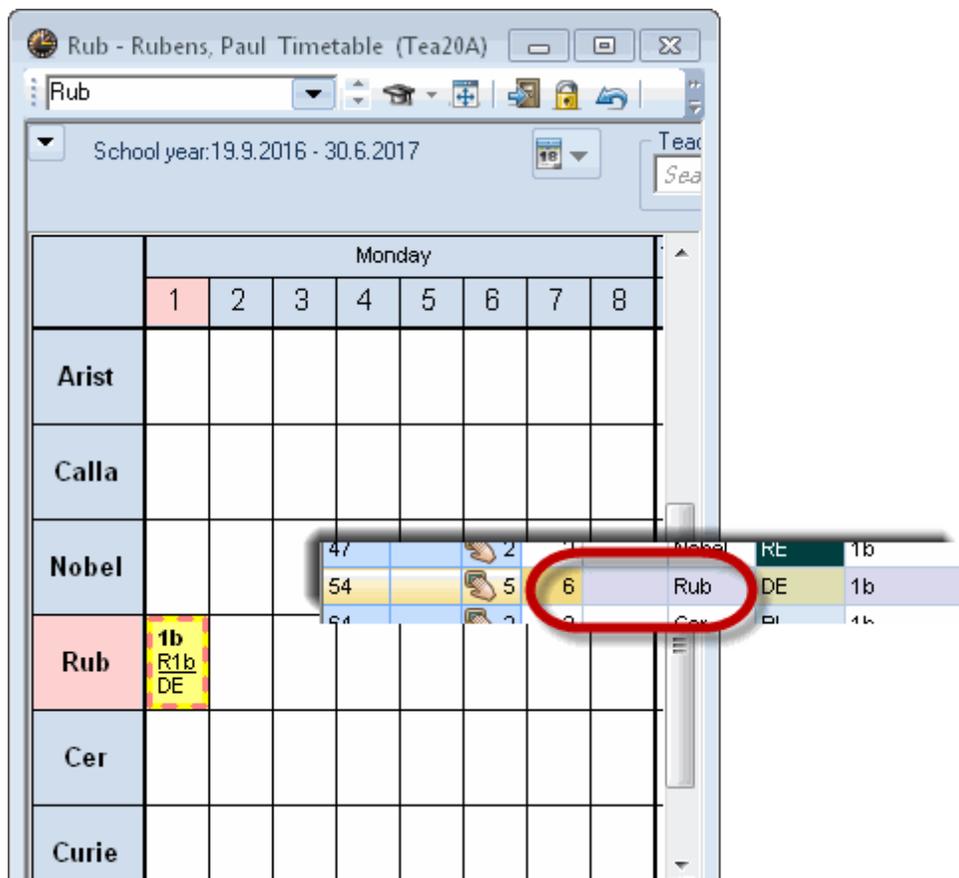
Rm.	Cap.	Alt. Rm	Alt. HRm	Occupied	Room-group	Corridor	Stat. code(s)	Prd. free
WS				✓				4
TW				✓				3
SH2				✓				4

1.2.2 Assigning teachers while scheduling

In many vocational schools the teachers are assigned to the lessons - at least to some - during the scheduling process. Untis 2016 supports this scheduling method by providing the possibility to import lessons which have no teacher assigned yet to the teacher overview timetable via drag and drop.



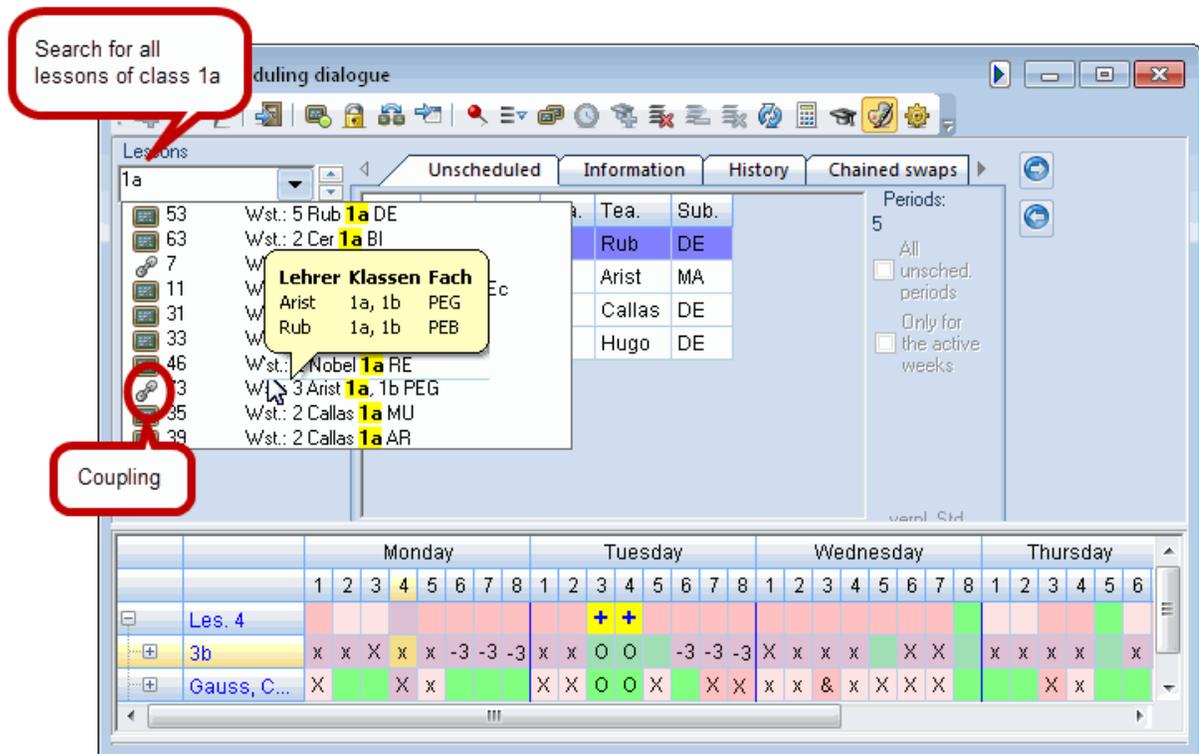
When the period is scheduled, the respective teacher is entered to the lesson.



1.2.3 Scheduling dialogue

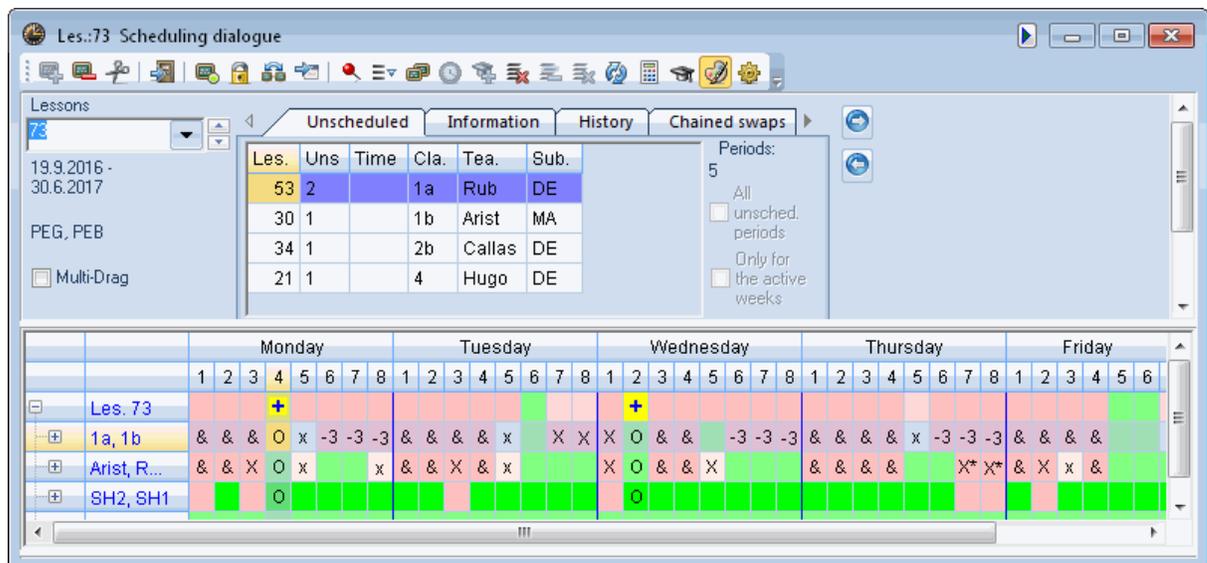
1.2.3.1 Selection of a lesson

The intelligent selection list is now available for the selection of active lessons. Enter classes, teachers, rooms or subjects and the list will be filtered for all lessons, which hold the required element. Couplings are marked in the list.



1.2.3.2 Totals row at elements

In the scheduling dialogue of Untis 2016, even couplings with several classes / teachers produce only one row per element type as default. This totals row indicates in green/red at which time all elements involved are available. In the example below classes 1a and 1b are available on Tuesday in period 6, all other periods of the day are scheduled.



When scheduling rooms, different colours and shades indicate when the desired room and when 'only' an

alternative room is available for scheduling. The example below explains the colour codes.

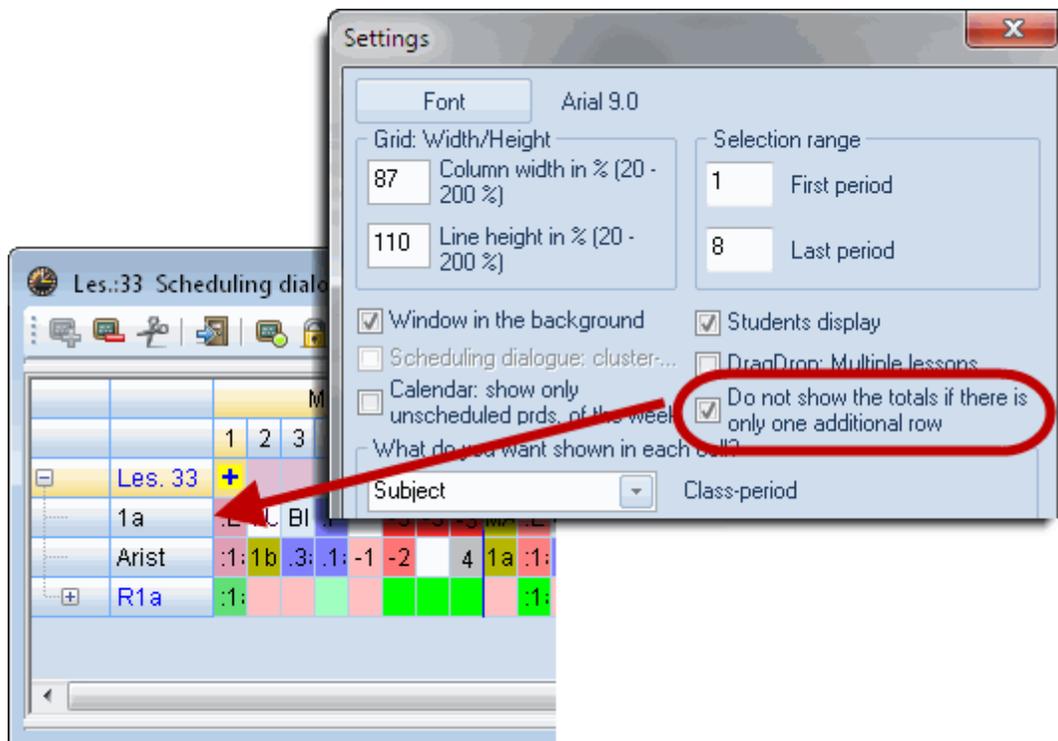
The screenshot shows a scheduling interface with a grid of lessons over time. Callout boxes provide the following explanations:

- red = desired room and alternative room are not available
- green = all desired teacher are available
- green = the lesson can be scheduled
- dark green = desired room is available
- light green = at least 1 alternative room of the desired room is free

Furthermore there is the option to unfold the display by clicking on '+', if e.g. several classes are involved in the lesson. The unfolded lines are displayed in the familiar colour codes.

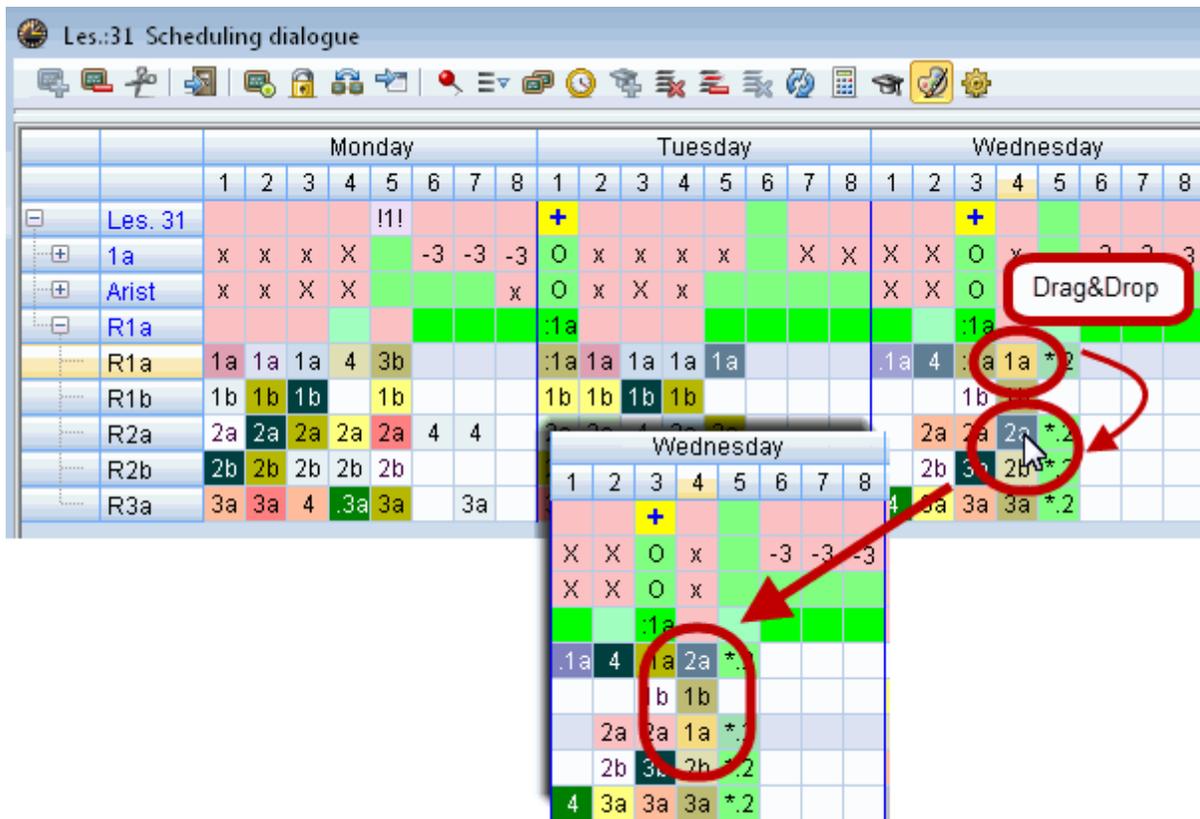
		Monday															
		1	2	3	4	5	6	7	8	1	2						
+	Les. 72				+												
-	1a, 1b	&	&	&	O	x	-3	-3	-3	&	&						
-	1a	E	N	M	B	I	P			-3	-3	-3	M	A	E	N	
-	1b	B	I	M	A	R	E	P	D	E	-3	-3	-3	D	E	D	E
+	Arist, R...	&	&	X	O	x				x			&	&			
+	SH2, SH1				O												
+	PEG, PEB																

If you want to see the totals row only when several elements of the same type are assigned to a lesson, go to <Settings> and specify it.



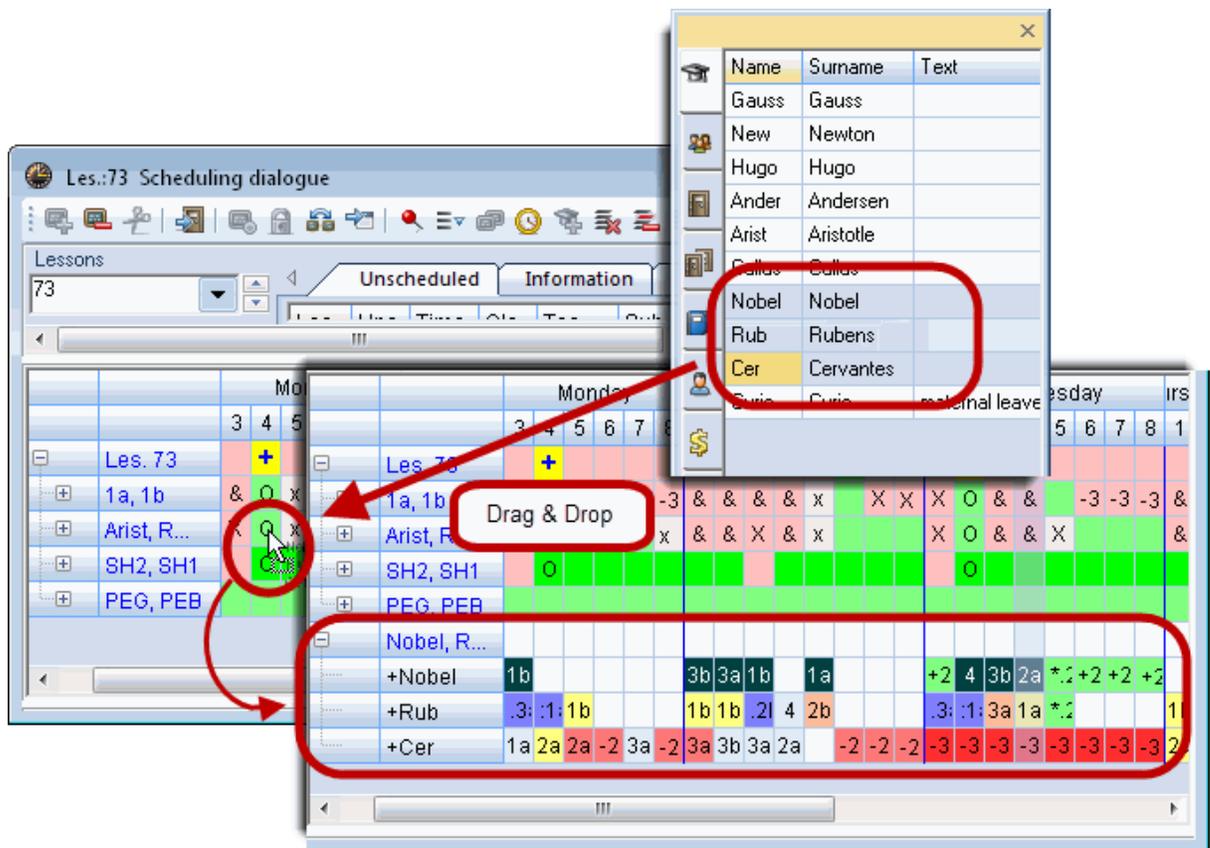
1.2.3.3 Changing rooms by drag and drop

By showing the alternative rooms you can easily swap rooms by drag and drop.



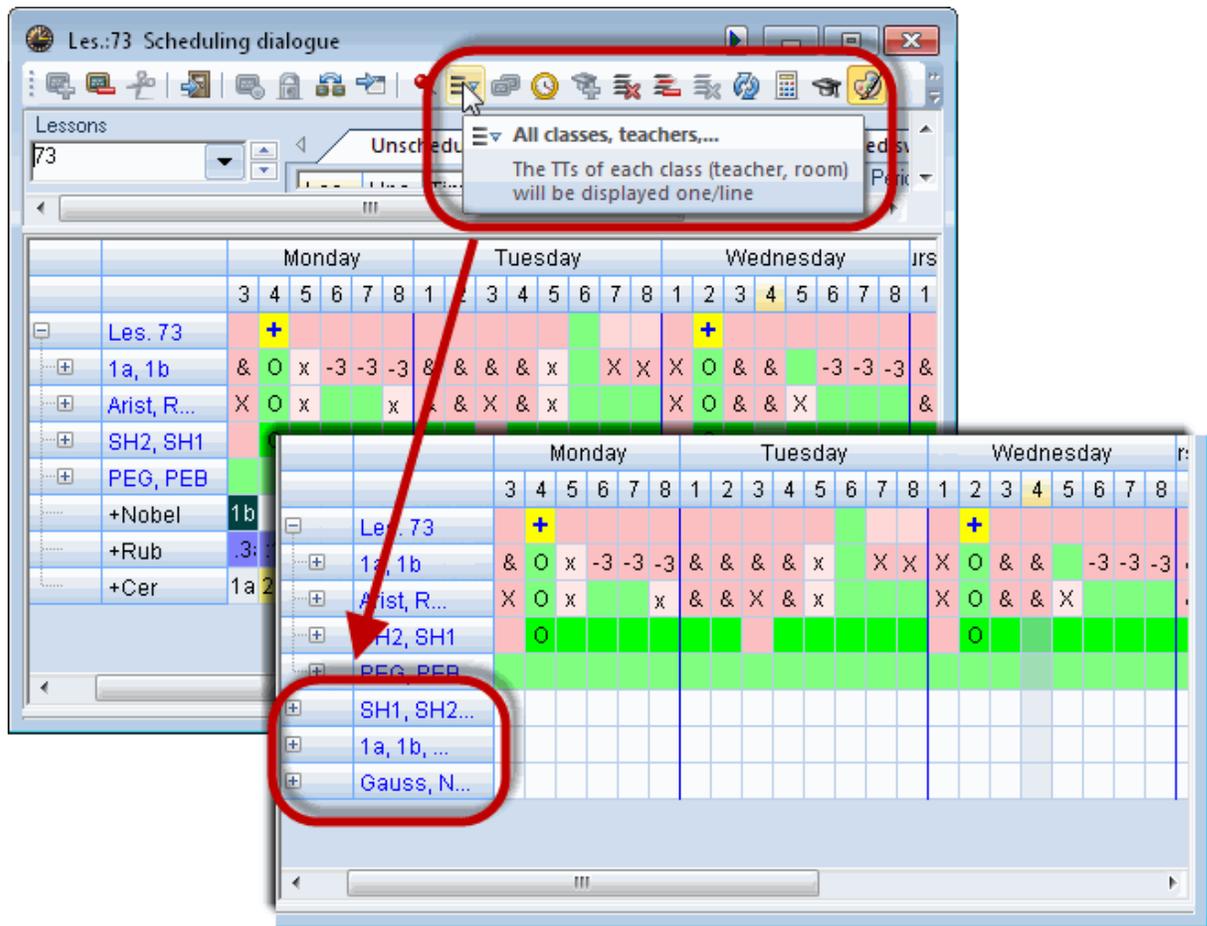
1.2.3.4 Element-Rollup: additional elements

Use the Element-Rollup for showing additional elements in the scheduling dialogue. These elements can also be hidden or shown by clicking on the '+' icon.



1.2.3.5 Additional explorer options

By clicking the buttons <All classes, teachers...> and <Teachers of this class> shows additional rows which are then also shown in the new Explorer view.



1.2.4 Scheduling of double periods and blocks

Up to now, when scheduling blocks with drag and drop in the timetable you scheduled the first period of a block always in the period where the mouse cursor was located. This could cause problems, if a three period block was 'grabbed' at the third period. We changed this behaviour and now Untis Express takes into account at which position the block is dragged. As shown in the example, now the block is dropped where the frame of the block is indicated in the timetable.

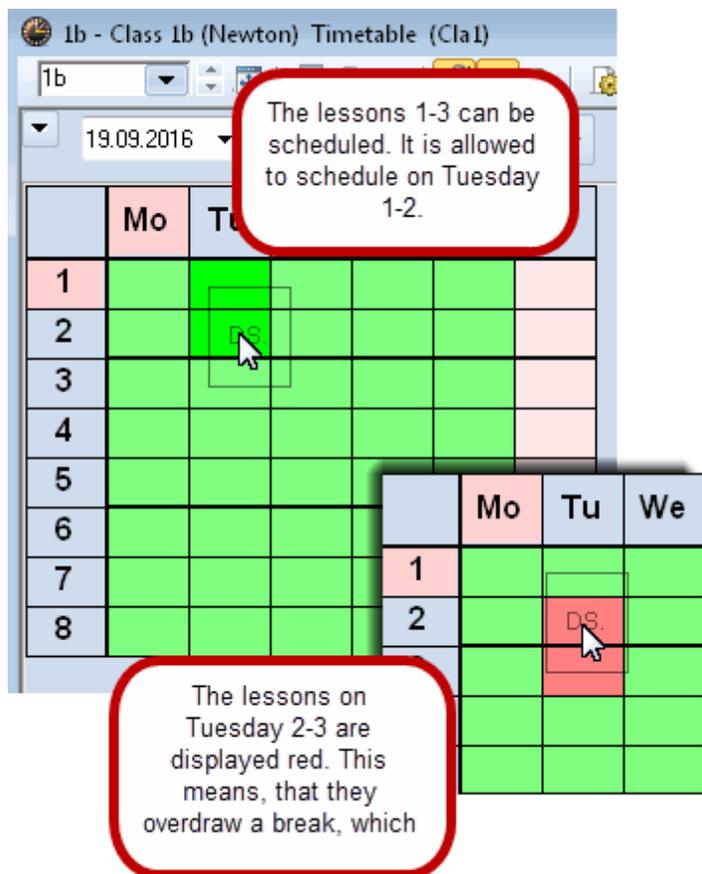
1b - Class 1b (Newton) Timetable (Cla1)

19.09.2016 - 24.9.2016

	Mo	Tu	We	Th	Fr	Sa	MA
1	BI	DE	GEc.	DE	TX		AR
2	MA		PEG.	MA	HI		
3	RE	RE	MU	AR	DS.		
4	PEG.	MA	MA		MA	GEc.	
5	DE						
6							
7		DS.					
8							

We	Th
GEc.	DE
PEG.	MA
MU	
MA	AR

The colouring of the timetable cells has changed, as well. Only the position where a block could 'start' was coloured in green. From now on all periods are in green which allow clash-free scheduling. It can happen, though, that e.g. periods 1 to 3 are green on one day (because they are basically free), a double period, however, may only be scheduled between periods one and two or three and four. When dragging this double period over periods two to three (not permissible) the periods are highlighted in red.



1.2.5 Tabs while scheduling a timetable

In earlier versions it has already been possible to make swaps by following several steps during the planning process. Especially in more complex swaps, however, it was not so easy to understand which classes or teachers were affected by such a swap. In such a case, when you drop the period, Untis 2016 opens up tabs, which show exactly which schedules are affected by this swap. Even before you confirm the dialogue with 'Save block' you can shift from one tab to the next and every change will be displayed.

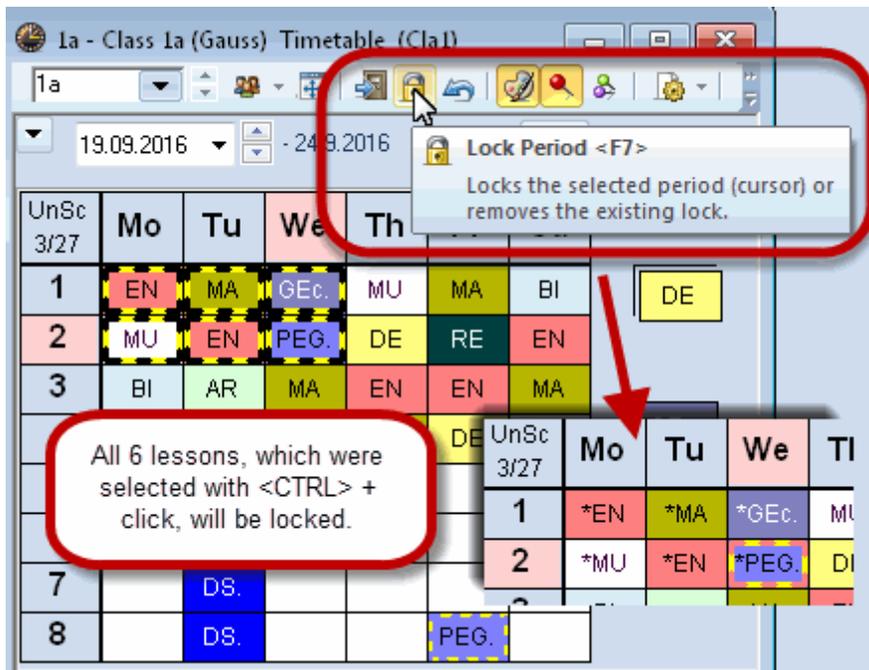
The image displays two screenshots of a software interface for creating a timetable. The interface is titled "la - Class 1a (Gauss) Timetable (Cla1)".

The left screenshot shows a grid with columns for days of the week (Mo, Tu, We, Th, Fr, Sa) and rows for periods (1-8). A red box highlights the cell containing "DS." in row 7, column 2. A red arrow points from this box to the right screenshot. A text box labeled "Drag&Drop" is positioned below the grid.

The right screenshot shows the same interface, but with a red circle highlighting the "1a" tab in the top navigation bar. A red arrow points from this circle to the "DS." cell in row 7, column 2 of the grid.

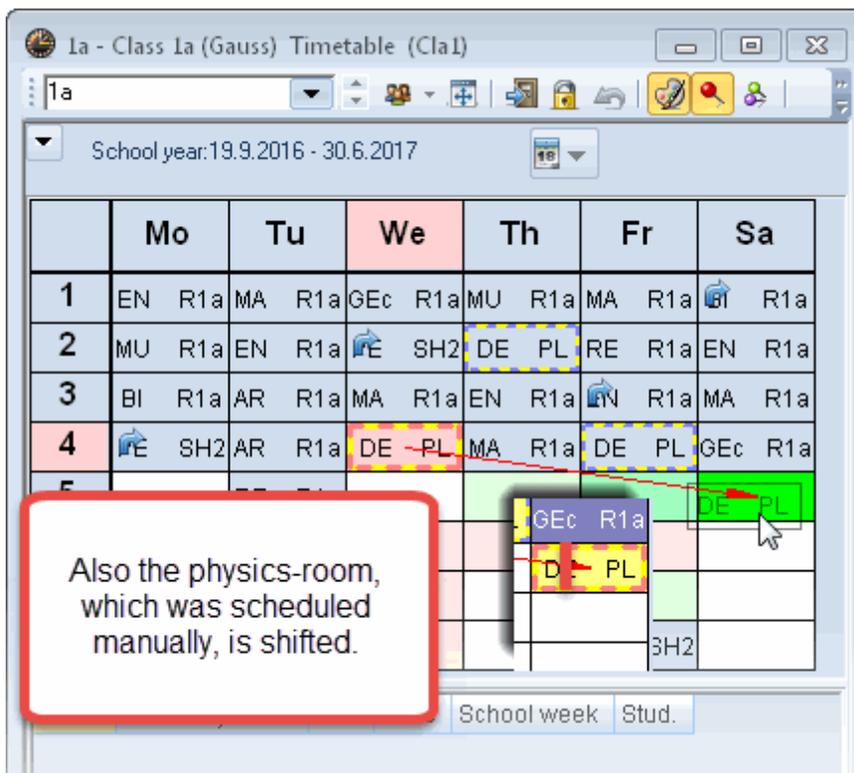
1.2.6 TT: Locking several periods at once

In Untis 2016 it is possible to select several periods at once in the timetable by <CTRL> + click. The selected periods are highlighted by a black and yellow frame. Go to <Lock period> and all selected periods are locked.



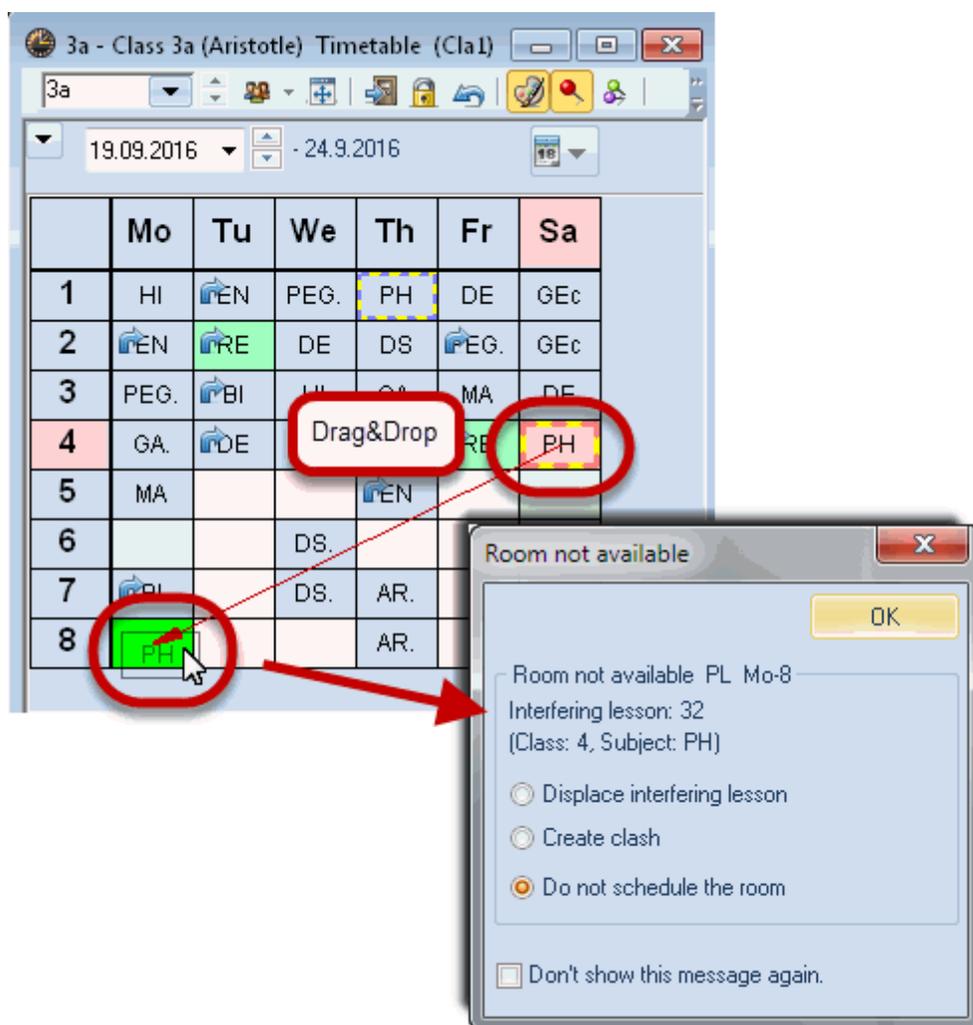
1.2.7 Swap: Retaining manually changed room

Changing a room manually in a timetable in an earlier version of Untis and subsequently changing the period meant that the original room was rescheduled again. In Untis 2016 the changed room retains (provided it is available) in this case.



1.2.8 Swap: Room not available

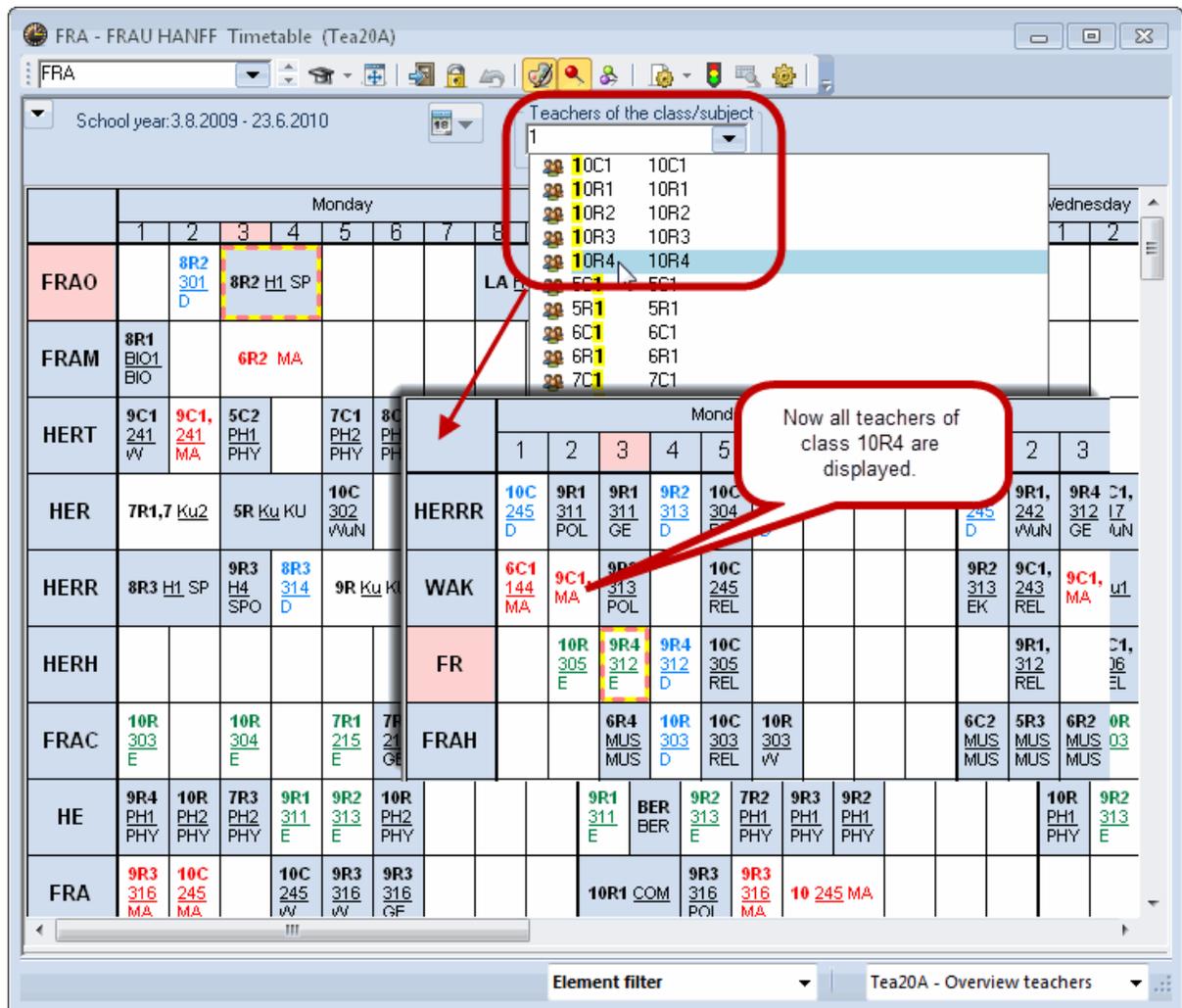
In manual planning, even in earlier versions a period was highlighted in purple if it was possible to schedule a period, since the teachers and the class were available, but the respective room was not. A signal called your attention during scheduling that there is a problem with the room that needs to be solved. In the 2016 version we replaced this signal with a dialogue in which you can decide on a solution for the blocked room.



1.3 Timetable display

1.3.1 Overview teachers: filter class teachers

Sometimes it is difficult to keep an overview of all your colleagues' timetables, especially when (a great) many teachers work at your school. Untis 2016 supports you to stay on top by providing you with the option to filter the overview timetables of the teachers by teacher of the class or teacher of a special subject.



1.3.2 Overview teachers: details

In the overview timetables of the teachers you now also have the option to show in the heading how many weekly periods are scheduled for the respective teacher. Additionally you see how many periods need to be scheduled for the respective teacher, separated by '/'.

Gauss - Gauss, Carl Friedrich Timetable (Tea20A)

School year: 19.9.2016 - 30.6.2017

Teachers of the class

Layout 20 Heading rows Heading with the short name

OK Cancel Apply

Type of heading: Name and number of period

Short name: Arial 9.6

5 Max. characters

120 Font size (as a percentage)

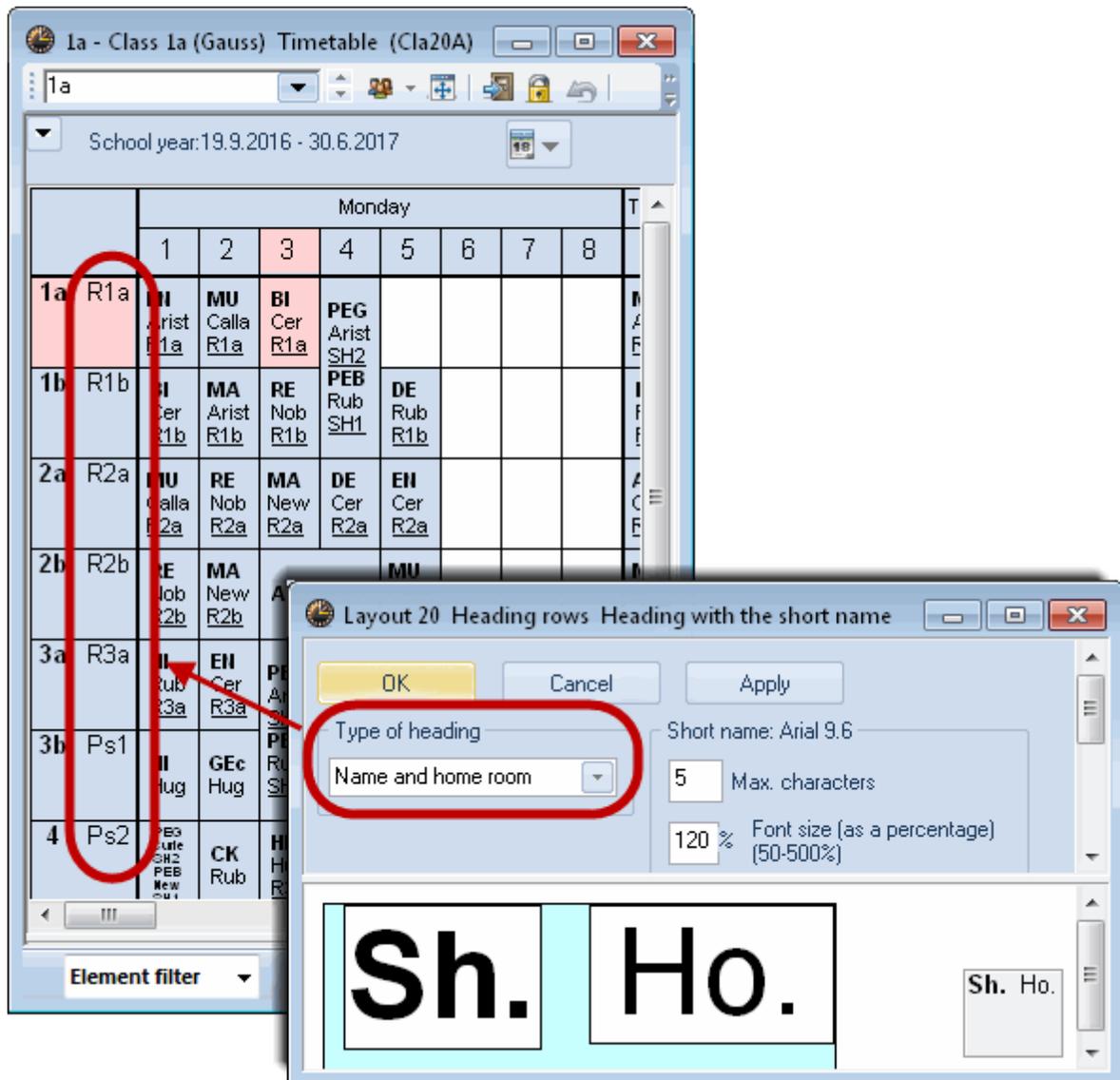
Sh. Per.

Sh. Peri.

Element filter Tea20A - Overview teachers*

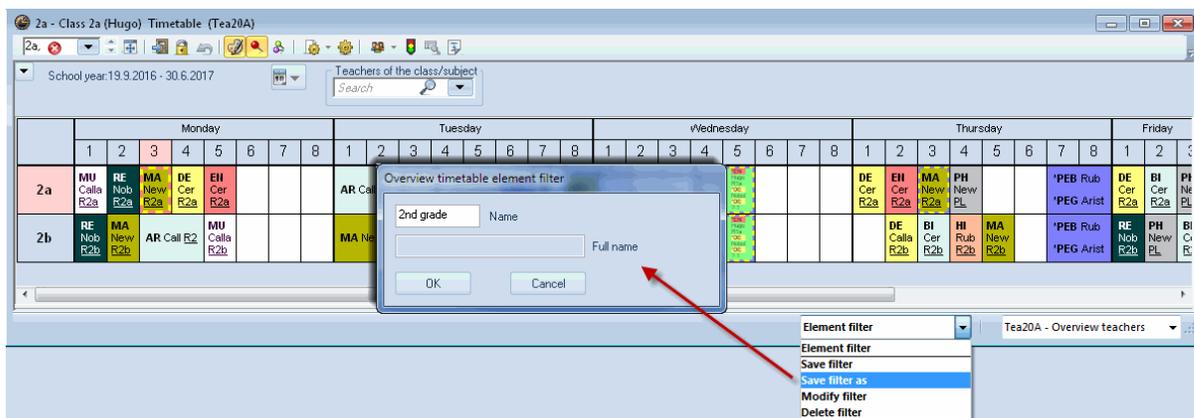
1.3.3 Overview classes: home room

In the overview timetables of the classes you now have the option to show the home room in the heading.

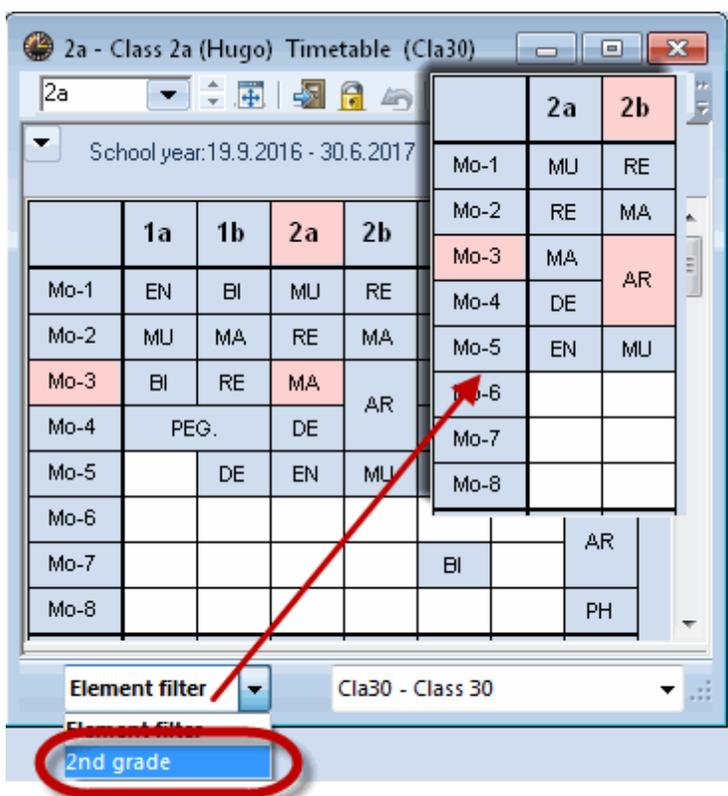


1.3.4 Overview timetables: Saving filters

As of Untis 2015 you have the option to filter displayed elements in overview timetables via the Element-Rollup or via the selection list in the toolbar. Now you have the possibility to also save these filters under a name and thus will be able to use them at any time.

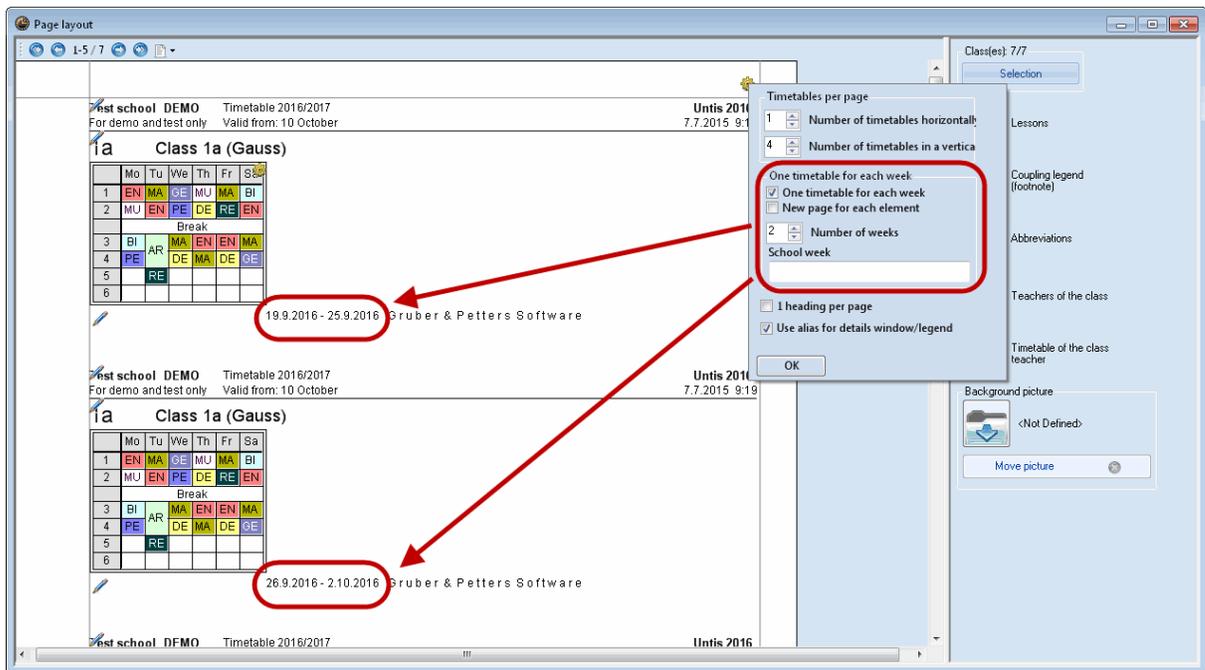


The filters are saved independent of the timetable format and thus can be accessed in any overview format.



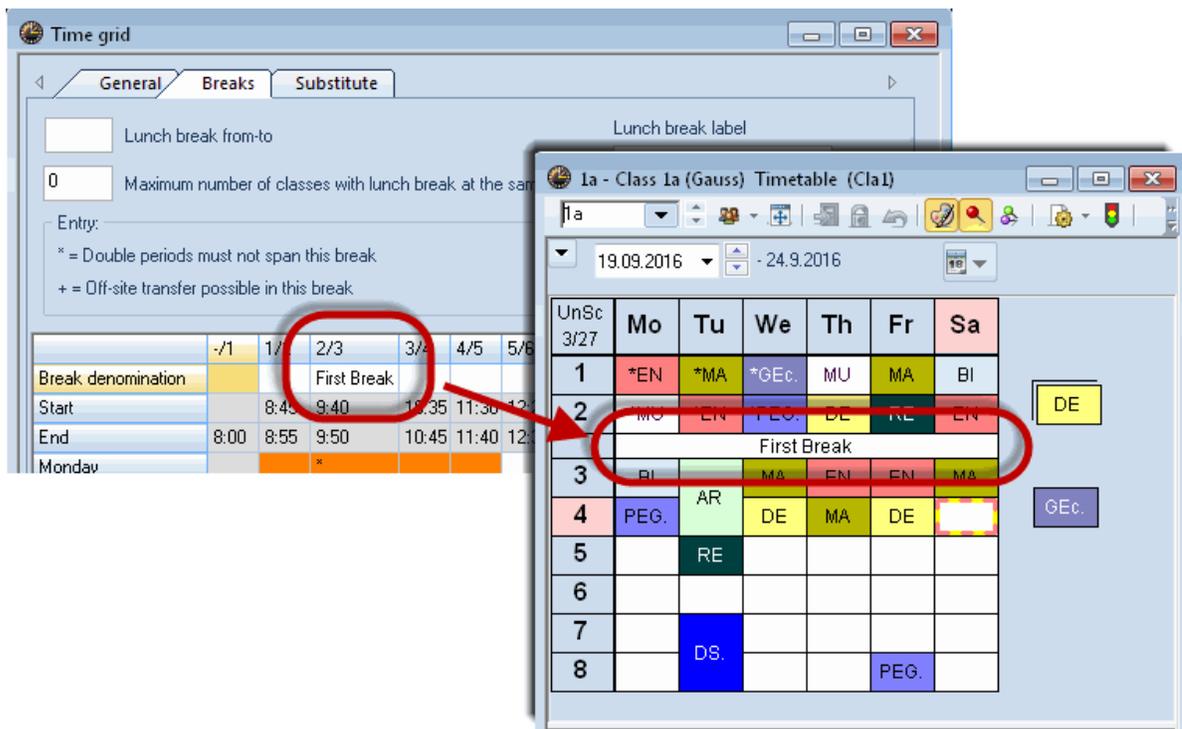
1.3.5 Several elements: Output per week

Now it is also possible to print out several weeks under the format 'Several elements' via the page layout

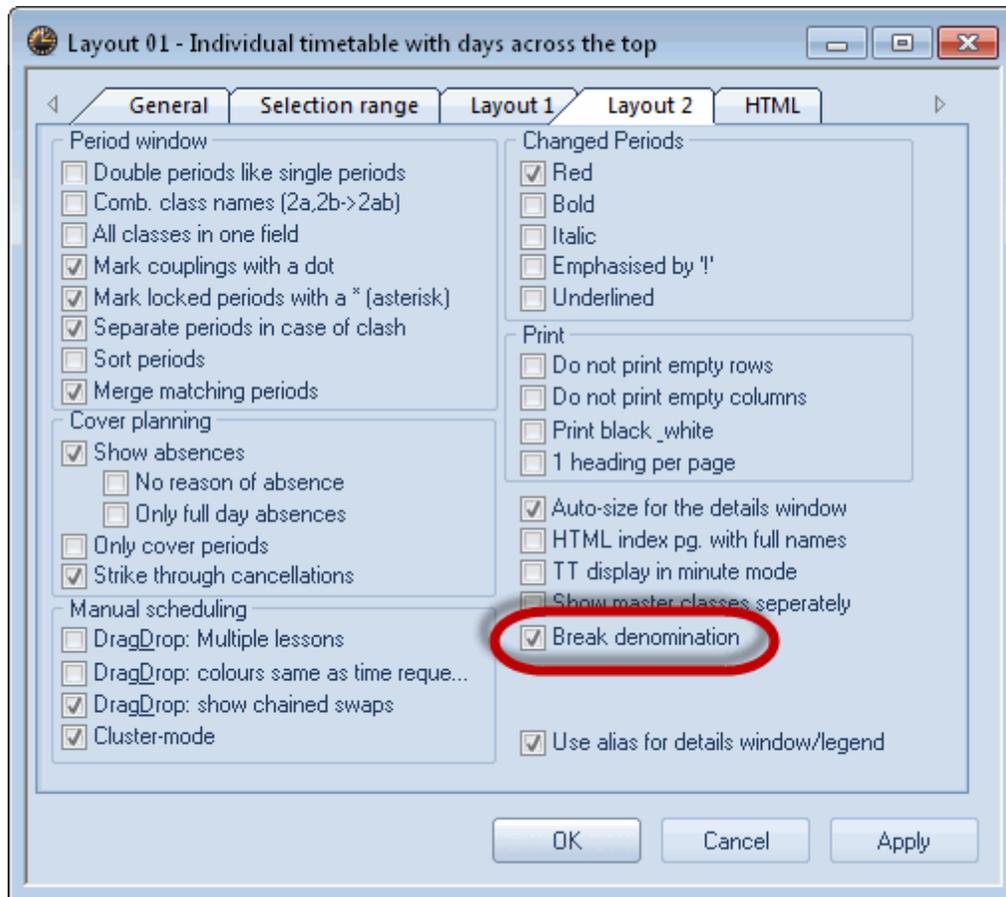


1.3.6 Break denominations in timetable

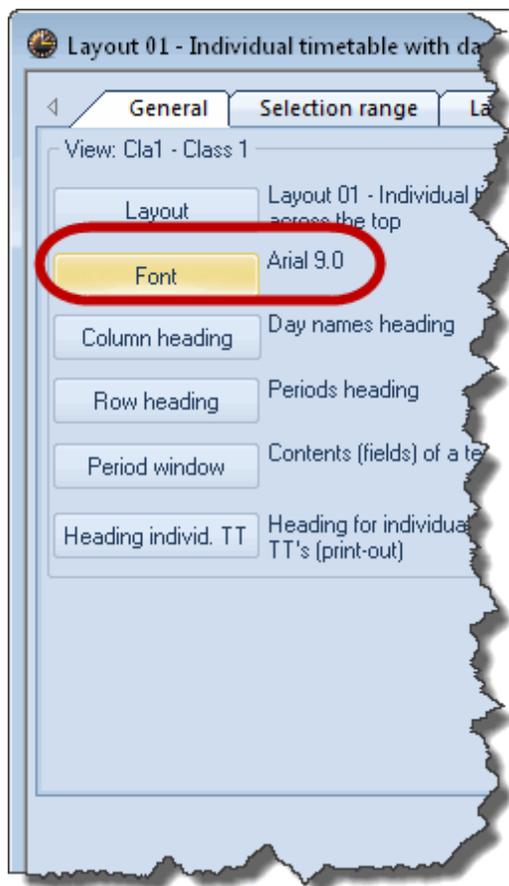
In the time grid on the tab 'Breaks' you can now denominate breaks. They will be displayed in all timetables by default.



If you want to hide this denomination in some timetable formats, go to <Timetable-Settings> and deactivate the checkbox 'Break denomination' at the tab 'Layout 2'.

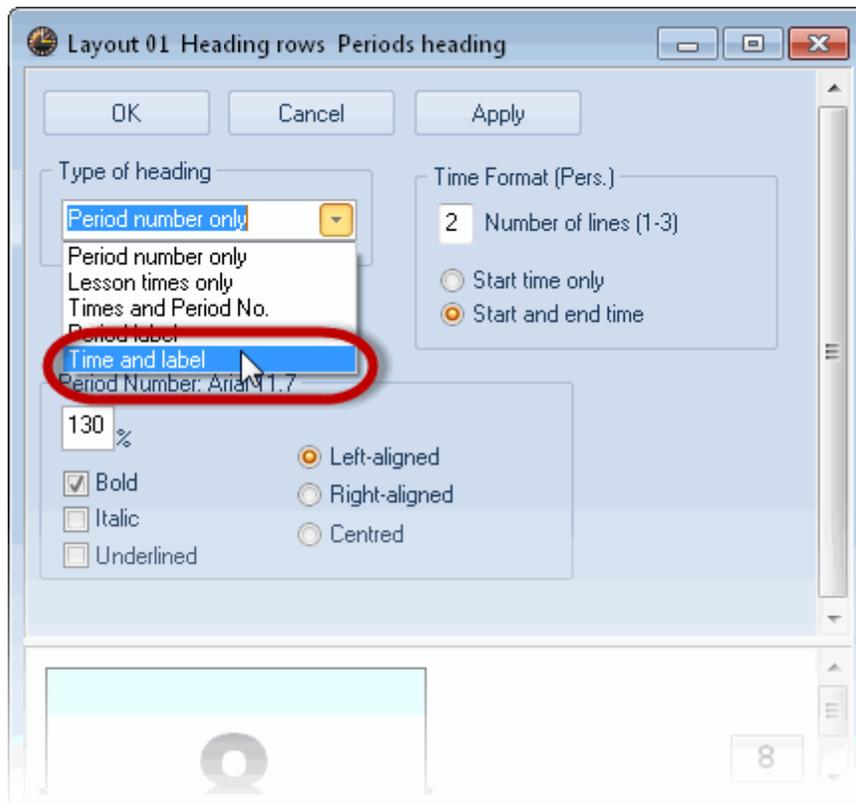
**Note:**

The font size in the timetable is set under <Timetable-Settings>, 'font'.



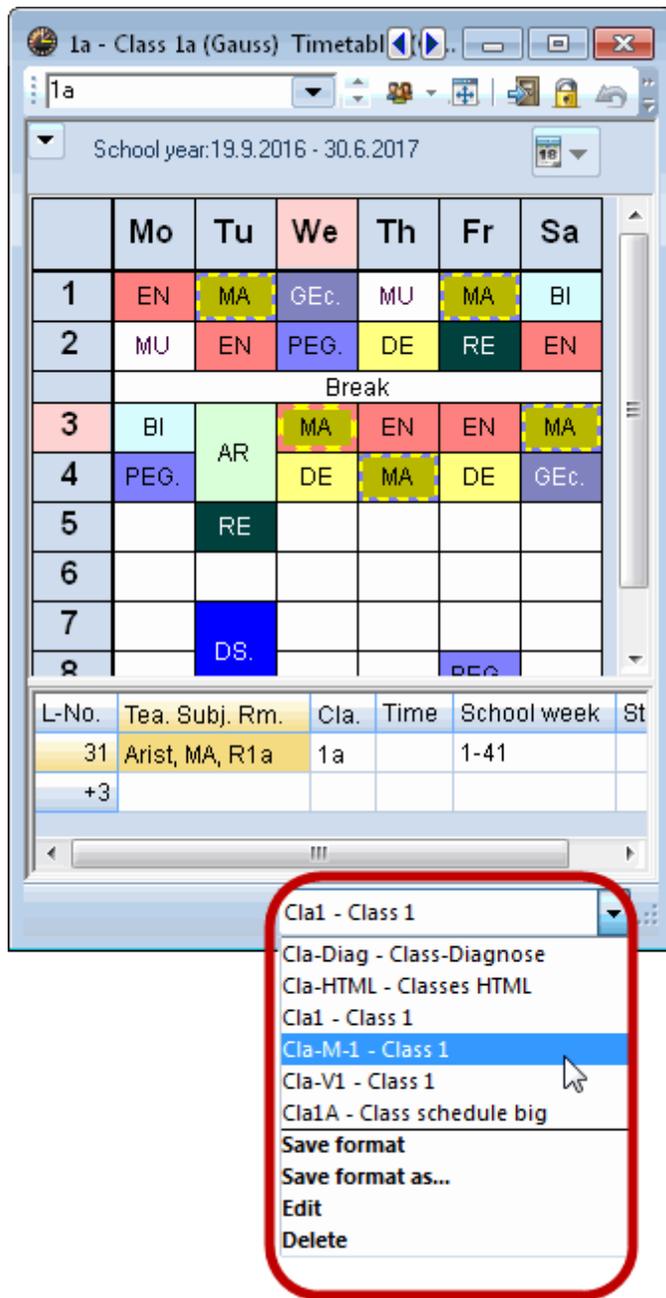
1.3.7 Headings: Time and label

We also have a new feature for the row headings: Now it is possible to display time and label according to the time grid at once.



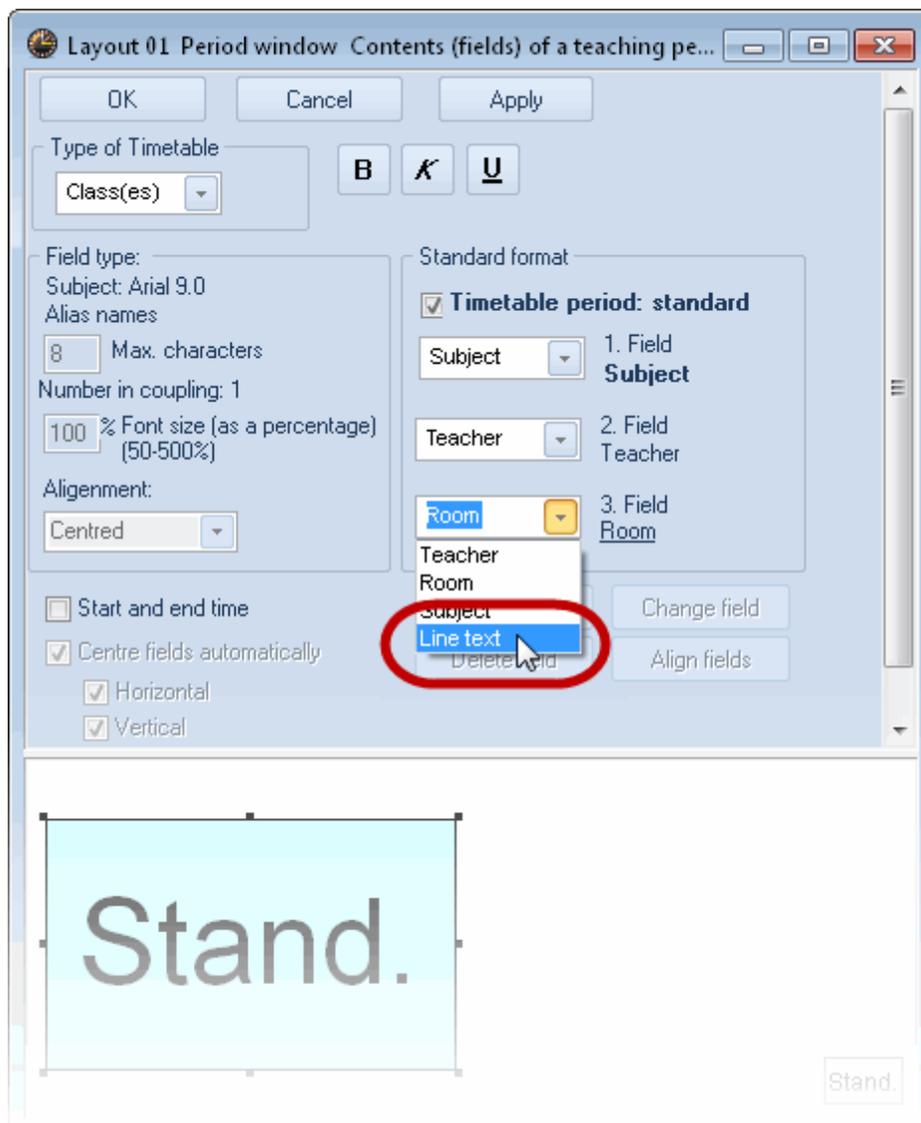
1.3.8 Selection of formats

Similar to the master data and lesson windows it is now possible also in the timetable to change or create a new format via the selection list at the bottom right of the window.



1.3.9 Standard format: output of line text

In the layout editor for the timetable period you can set the format for the output of the timetable to standard. However, now you have the option to also show the line text.



1.3.10 List of periods

1.3.10.1 New fields

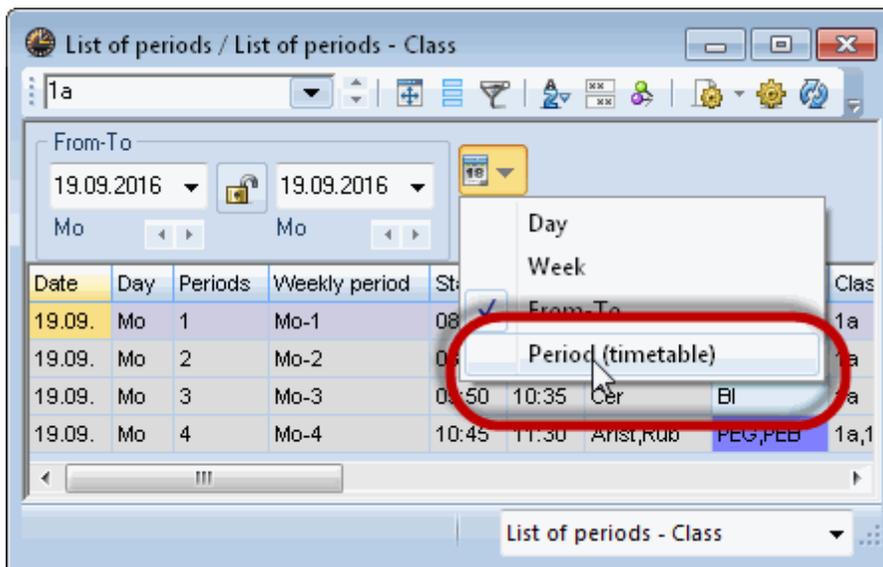
The list of periods has technically been revised for the 2016 version and the totally new version has some new functionalities.

Date	Day	Periods	Weekly period	Start	End	Teacher(s)	Subject	Class(es)	Rooms	Less.-nr.	Time range	Less.-text	Line text	Less.-group	Student group	Period text	School weeks	Corridor	Ext. period
19.09.	Mo	1	Mo-1	08:00	08:45	Arist	EN	1a	R1a	33	19.09. - 30.06.						1-41		
19.09.	Mo	2	Mo-2	08:55	09:40	Callas	MU	1a	R1a	35	19.09. - 30.06.						1-41		
19.09.	Mo	3	Mo-3	09:50	10:35	Cer	BI	1a	R1a	63	19.09. - 30.06.						1-41		
19.09.	Mo	4	Mo-4	10:45	11:30	Arist,Rub	PEG_PEB	1a,1b	SH2,SH1	73	19.09. - 30.06.						1-41		

As of this version you have additional fields: 'Less.-nr., Time range, Student group, Less.-text, School weeks, Corridor and Ext. period'. Ext. period is of interest to you only, if you work with MultiUser and external elements.

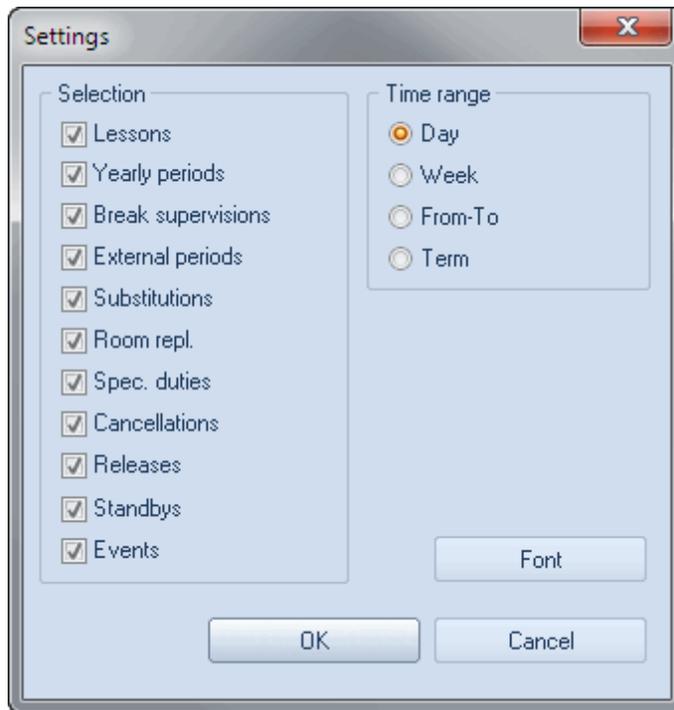
1.3.10.2 List of periods for entire term

When setting the date you can now also define the list of periods for an entire term, not only for a concrete date. The field 'Date' for the weekly periods is thus not filled, only for the weekly period and the time range. In the field 'School weeks' there will be the time shown when the respective period takes place according to the details window.



1.3.10.3 Settings

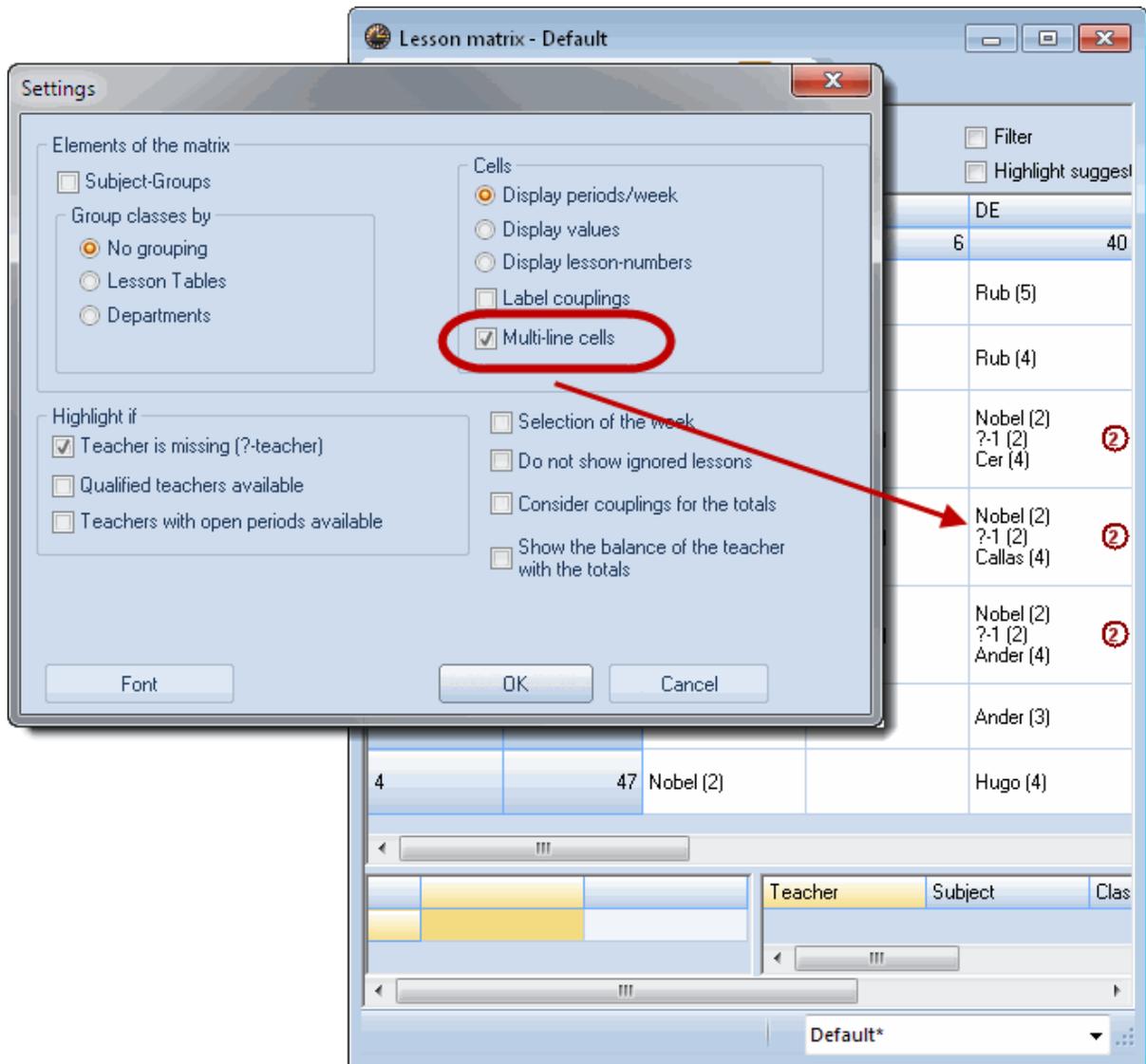
The settings also have new options. Define, for instance, that you only want to output yearly periods or hide the allocation of external elements.



1.4 Lesson planning / Value calculation

1.4.1 Matrix: Several lines in one cell

In response to many requests you now have the option in the lesson matrix to show the complete coupling information in one single cell.



1.4.2 Reductions

The window 'Reductions' now has several smaller changes. The form view, for instance was redesigned in such a way that it is now similar to the tabs 'Values' of the teacher master data and lessons windows. Furthermore, from now on you switch between teachers and reduction reasons via tabs.

Reduction / Anrechnung

Gauss

Teacher | Reduction reasons

9.520 Reduction

+ 17.000 [Lessons](#) 0.000 [Target](#)

= 26.520 Total = 26.520 Actual-Target

Nr.	Tea.	Reason	Value	From	Until	Text	Statistic	Less-Nr.
1	Gauss	Reason	9.520					

Filter

By clicking on the new button <Filter> you now can filter the elements displayed, just like in any other entry format.

Serial changes

Use the new serial change in order to copy a reduction of one teacher to many teachers.

'Teacher' column

Even in the teacher view you now see the column 'Teacher'. If you unintentionally made a wrong entry, you quickly can transfer a reduction from one teacher to another.

Furthermore, you now have an additional column for the reduction reasons: 'Value='. Now you can quickly see how many reductions you already have assigned to which reason.

Name	Full name	Description	Value =
YrBal	Yearly Balance	OR	-1.562
SOT	Supervision Of Trainees		0.000
ROWH	Reduct. Of Working Hours	HR	0.000
PhInv	Physics Inventory	Man	1.000
LIB	Library	ADM	0.000
HM	Head Teacher	ADM	9.520
GC	Guidance Counsellor		1.500
DE	Delegated		0.000
CTe	Class Teacher		14.497
ChInv	Chemistry Inventory	Man	0.000
AR	ge Reducation	OR	1.500

1.4.3 Combined print out

When printing out the weekly values you now have a new selection field in the print details: 'Lessons'. When it is activated the reductions and the lessons (on a term-specific basis) are print out together with the weekly values. From the second term onwards, only the changes of the previous term are printed.

Test school DEMO Timetable 2016/2017
 For demo and test only Valid from: 10 October

Untis 2016

Weekly values 19.9. - 1.7.

Lessons / periods

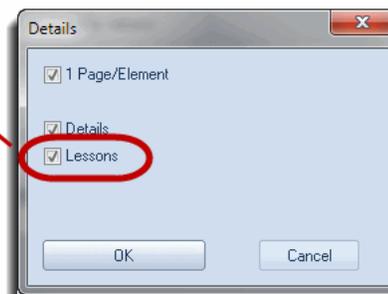
Gauss

Yearly average = 17.07

Term: Term1

Per	Value =	Subject	Class(es)	Text	Lesson
18.000	18.000				
2	1.500	CH	2a,2b,3a		6
3	2.500	DS	1a,1b		7
4	4.000	MA	3a		1
2	2.000	GA	3a		3
2	2.000	GA	3b		4
2	2.000	GA	4		5
4	4.000	MA	4		82

Week	Fr. - To	Lesson
1	19.9.-25.9.	18.000
2	26.9.-2.10.	18.000
3	3.10.-9.10.	18.000
4	10.10.-16.10.	18.000
5	17.10.-23.10.	18.000
6	24.10.-30.10.	18.000
7	31.10.-6.11.	18.000
8	7.11.-13.11.	18.000
9	14.11.-20.11.	18.000
10	21.11.-27.11.	18.000
11	28.11.-4.12.	18.000
12	5.12.-11.12.	18.000
13	12.12.-18.12.	18.000
14	19.12.-25.12.	18.000
15	26.12.-1.1.	18.000
16	2.1.-8.1.	18.000
17	9.1.-15.1.	18.000
18	16.1.-22.1.	18.000
19	23.1.-29.1.	18.000
20	30.1.-5.2.	18.000
21	6.2.-12.2.	18.000
22	13.2.-19.2.	18.000



Term: Term2

Per	Value =	Subject	Class(es)	Text	Lesson
2	2.00	GA	3a		3 / Deleted
4 → 2	4.00 → 2.00	MA	4		82 / Changed
2	2.00	AR	3a		104 / New

Week	Fr. - To	Lesson
23	20.2.-26.2.	18.000
24	27.2.-5.3.	18.000
25	6.3.-12.3.	18.000

1.4.4 Real value / Real period

In some schools periods are not equally long in the day. The first period, for instance, lasts for 60 minutes, the 7 period only 45 minutes. This has an impact on the teacher value calculations, of course, since it makes a difference regarding work load, if a teacher teaches a longer or a shorter period, i.e. the final values of every teacher are only definite after finishing the scheduling of the timetable. For calculating this value and the real duration of a lesson we introduced the 'real value' and 'real period'.

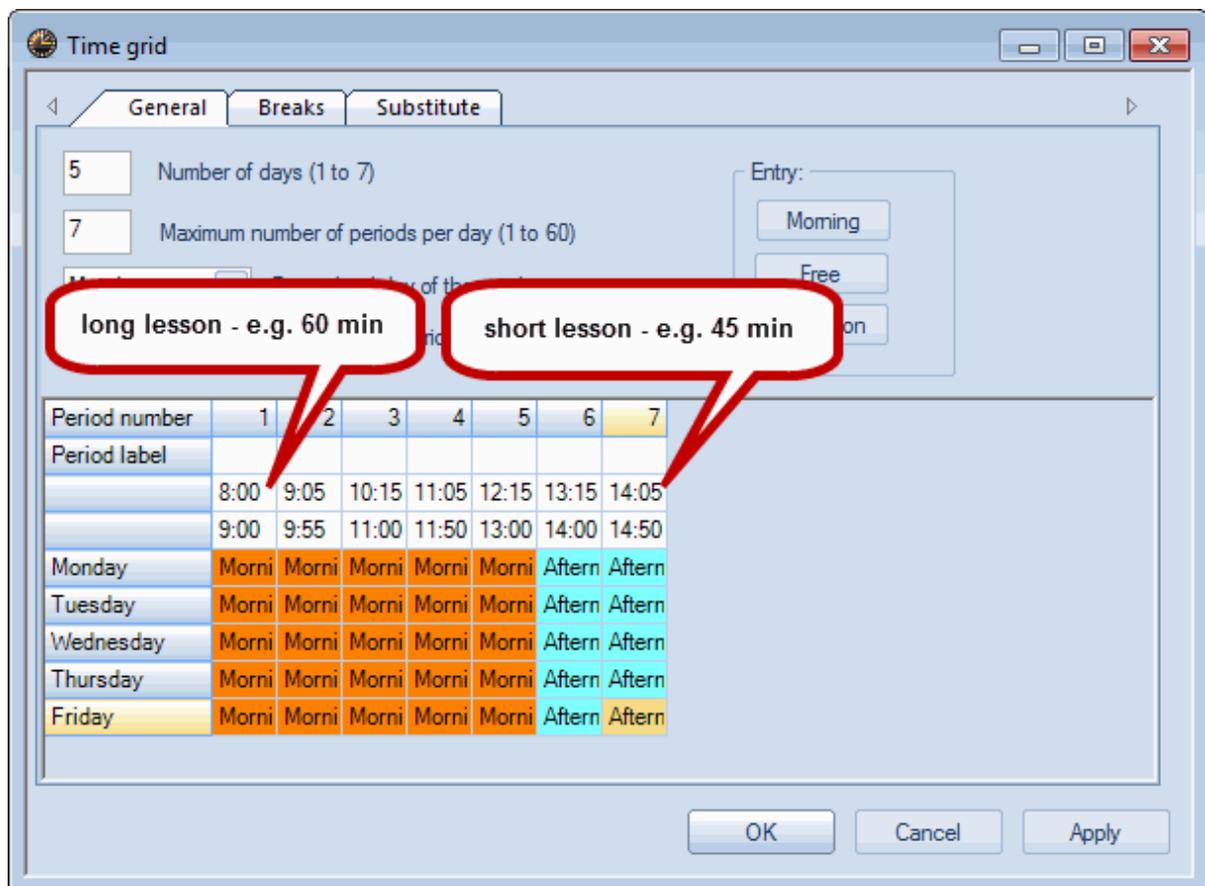
This makes it possible to

- a) get an overview of the current work load of every single teacher in every scheduling phase of the timetable and
- b) send a clear list of his/her work balance to every teacher after finishing the scheduling of the timetable.

The following settings must be made in order to make this processing of data possible:

Entry of real length of the period

Under "Settings | Time grid" enter the duration of the periods.



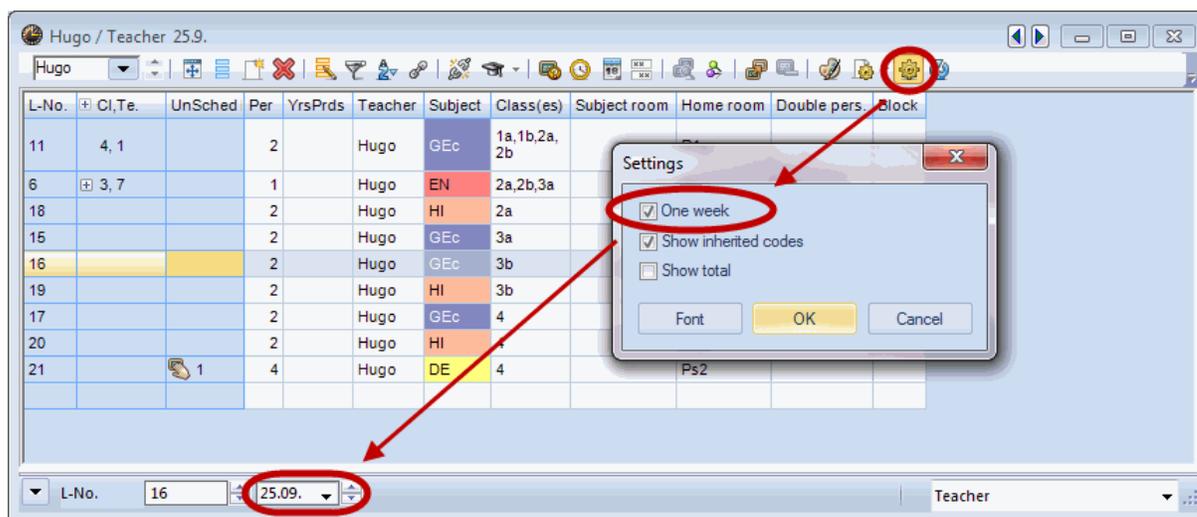
Change the lesson window to 'One week'

The new value describes the value of the period depending on its position in the timetable, i.e. at a

specific point in time in the school year. This can only be done for a specific week in order to have consistent figures (e.g. deviations in lessons taking place every other week, etc.).

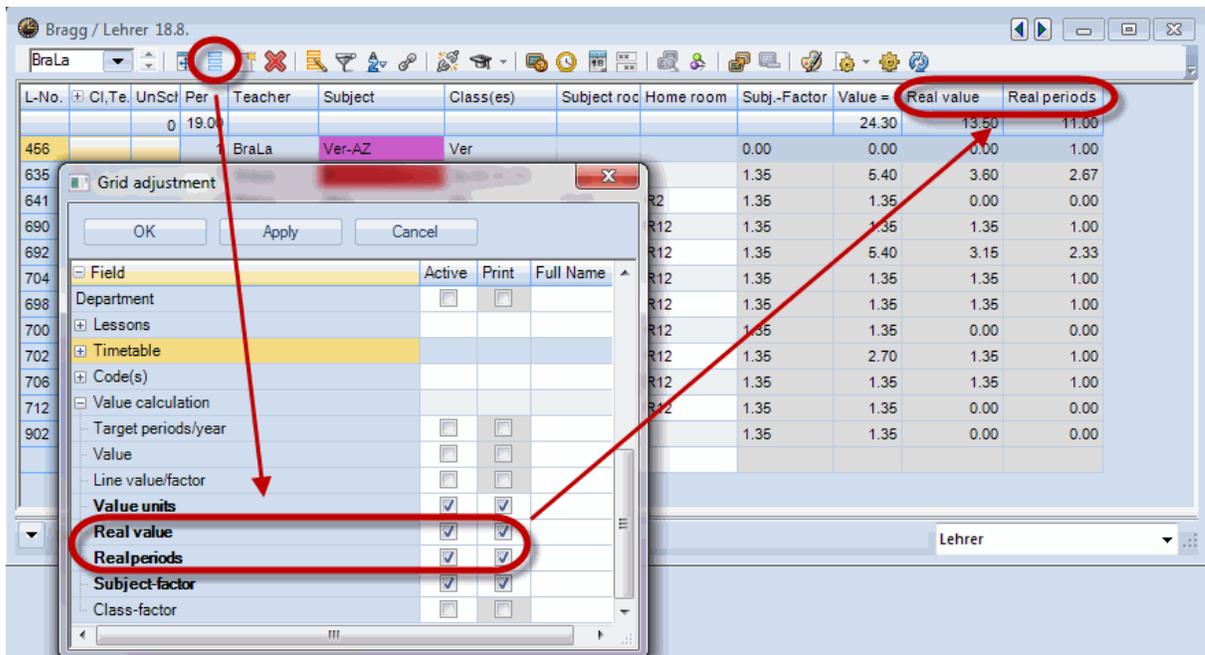
Under "<Settings> | One week" you need to change in the lesson window of the teachers to 'week'. In the date window which is shown you can set the required week. If the first week in the school year is not a full week, this will result in different values for the first week of the school year than for the second week.

That's why it makes sense to set the date to the first full week of the school year while creating the timetable at the beginning of the year. If you change the timetable during the school year, just set the calendar to the first week of their term in which the change comes into effect.



"Real periods" and "Real value"

Now the two new fields - "Real periods" and "Real value" - are shown.

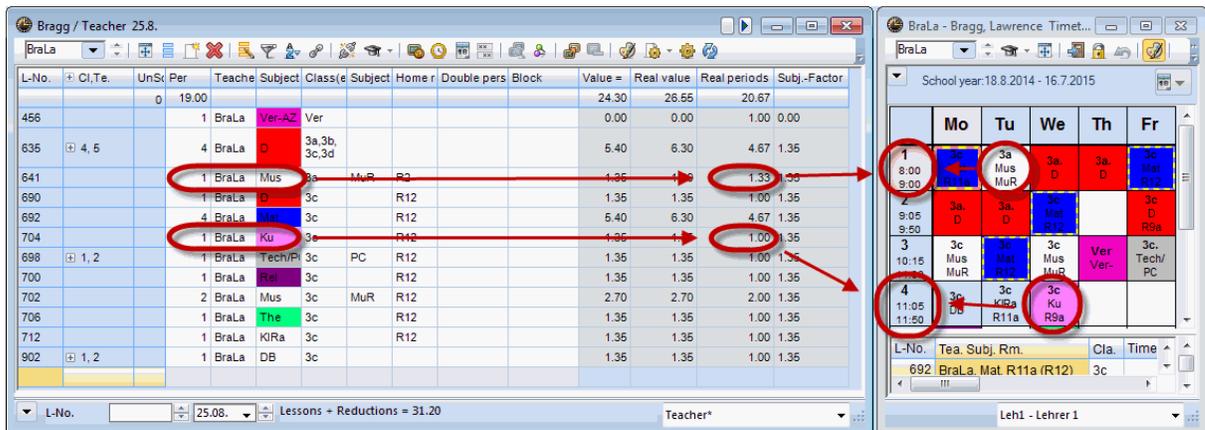


Real periods

The column "Real periods" shows the value of the scheduled lessons, i.e. units, depending on the length of the period. A lesson of 45 minutes scheduled for a one-hour unit equals the value of one. Any factors effecting the lesson are not taken into account in this value. A lesson of 60 minutes scheduled for a one-hour unit equals therefore not the value of 1, but of 1.33.

Real period: $1 \text{ weekly period} * 60/45 = 1.33$

The Mu lesson, for instance, of class 3a has a value of 1.33, since it takes place in the first period of the day between 8 am and 9 am. Ku, on the other hand, takes place in the 4 period of the day (11:05 to 11:50) equals a value of 1.

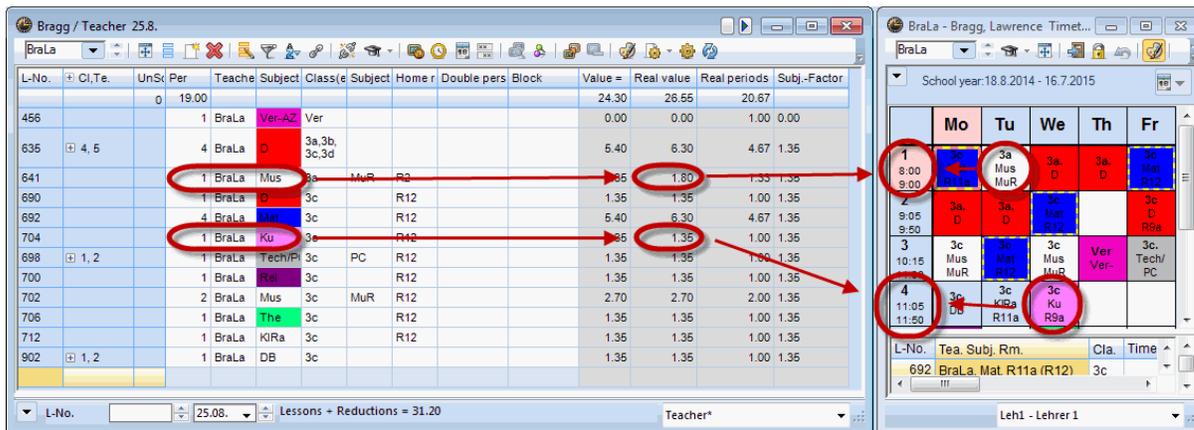


Realwert

The "Real value" shows in how far the "Real periods" affect the value of the lesson depending on its

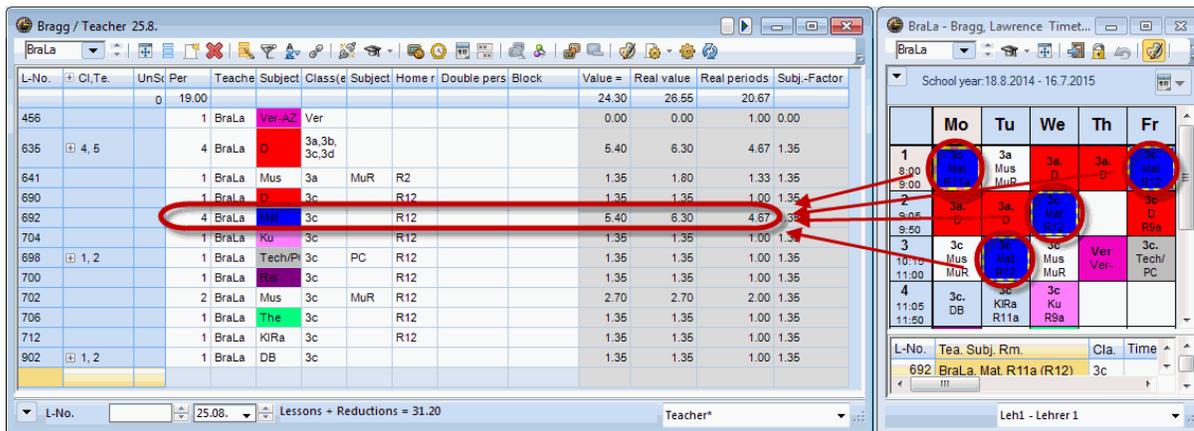
position in the timetable. Additionally factors which affect the lesson (usually subject factors) are taken into account here. If a subject has factor 1.35, its value for a one-hour unit in a 60 minutes lesson would be 1.80.

Realwert: 1 weekly period * 1.35 * 60/45 = 1.80



If some periods of a multi-period lesson lie in long (short) and some in normal periods, calculation is done accordingly. The 4 Mat periods of BraLa have a real value of 6.30 (two normal and two long periods):

2 weekly periods * 1.35 * 45/45 + 2 weekly periods * 1.35 * 60/45 = 2.70 + 3.60 = 6.3.



If a lesson is shorter than 45 minutes (short lesson), the calculation is done accordingly.

Informing all teachers

With the new values the information to all teachers on their weekly working hours can be output in a very clear way.

If you have already saved a view for the output of the teachers' working hours, please complete the following steps in this view:

Go to "Teachers | Lessons" and click on "Page layout".

On the right pane the checkboxes should be ticked according to the illustration below.

The screenshot shows the Untis software interface. At the top, there is a toolbar with a gear icon circled in red. Below it is a table with columns: L-No., Cl.Te., UnSched Prds, Per, Teacher, Subject, Class(es), Subject room, Home room, Subj.-Factor, Value =, Real value, and Real periods. The table contains one row with values: 0, 19.00, and 24.30, 13.50, 11.00.

The main window displays a lesson plan for 'BraLa Lawrence Bragg' with columns: Per, Subject, Class(es), Subject room, Home room, Subj.-Factor, Value =, and Real value. The table lists various subjects and their corresponding values.

On the right side, there is a settings pane with the following options:

- Print heading on every page
- Print grid
- Restrict to page width
- Fields: L-No., Cl.Te., UnSched Prds, Teacher
- Background picture: <Not Defined>
- 1 Page/Element
- Balance (Target-Actual)
- Lessons of the element
- Reductions
- Heading

Here you see the teacher's "conventional" balance according to the lesson value.

Now activate the total row for the new columns. You now see a total value for these columns and additionally a new balance line showing the teacher's balance based on this calculation.

Page layout

Testlizenz Hamburg Stundenplan 2013/2014 Untis 2016
nur für Schulungszwecke 8:18

BraLa Bragg

L-No.	Per	Teacher	Subject	Class(es)	Home room	Value	Real value	Real periods
458	1	BraLa	Ver-AZ	Ver		0.00	0.00	0.00
635	4	BraLa	D	3a,3b,3c,3d		5.40	6.30	6.67
641	1	BraLa	Mus	3a	R2	1.35	1.80	1.33
690	1	BraLa	D	3c	R12	1.35	1.35	1.00
692	4	BraLa	Mat	3c	R12	5.40	6.30	6.67
704	1	BraLa	Ku	3c	R12	1.35	1.35	1.00
698	1	BraLa	Tech/PC	3c	R12	1.35	1.35	1.00
700	1	BraLa	Rel	3c	R12	1.35	1.35	1.00
702	2	BraLa	Mus	3c	R12	2.70	2.70	1.00
706	1	BraLa	The	3c	R12	1.35	1.35	1.00
712	1	BraLa	KIRa	3c	R12	1.35	1.35	1.00
902	1	BraLa	DB	3c		1.35	1.35	1.00
						26.55		

Reductions

Value	Reason	Text	From	Until	Description
1.80	A1 - Konferenz und Fortbildung				
1.40	A2 - Aufsicht und Vertretung				
3.50	F2- Klassenleitung				
0.20	F6 - Besondere Aufgaben				
6.90	Total				

31.20 (Actual+Red.) - 32.60 (Target) = -1.40

33.45 (Actual+Red.) - 32.60 (Target) = 0.85 WAZ real

Gruber & Petters Software Realwert

In this example, teacher BraLa has a balance of - 1.40 value units according to the lesson value. Taking into account the real length of the periods, however, the value is 0.85.

1.5 Multi-week timetable

1.5.1 Lesson groups per coupling line

There is a new field in the lessons window: 'Line-lesson group'. Similar to the field 'Line value' you can assign different coupling lines to different lesson groups. Now it is very easy to have, e.g. 2 coupling lines take place every other week.

L-No.	Cl,Te.	UnSc	Les. groups	LG-C	Assi.Les.Grp	Per	YrsPrds	Teacher	Subject	Class	Line-less gr	Subject	Home rc	Double pers.	Block	Subject group
11	4, 1					30.00	0	Hugo	GEc	1a,1b 2a,2b			R1a			
39							2	Callas	AR	1a			R1a	1-1		Expressive Arts
7	2, 3						2	Ander	DS	1a	WA	WS	R1a	1-1		Expressive Arts
								Gauss	DS	1b	WB	WS	R1a			Expressive Arts
								Curie	TX	1a,1b		TW				
73	2, 2						3	Arist	PEG	1a,1b		SH2	R1a			
31							5	Arist	MA	1a			R1a			
33							5	Arist	EN	1a			R1a			
35							2	Callas	MU	1a			R1a			Expressive Arts
46							2	Nobel	RE	1a			R1a			

As a matter of fact, all other programme sections such as cover planning or value calculation this entry.

Note:

If you couple 2 lessons with different lesson groups via the new button 'Lesson sequences in coupling' in the window 'Lesson sequences', then they are automatically imported in the fields 'Line-lesson group'.

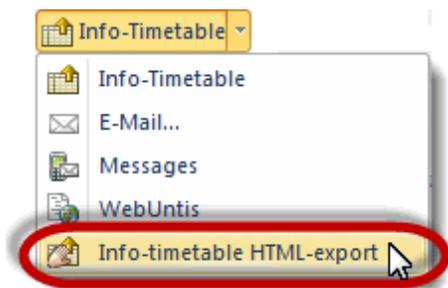
1.5.2 Several time-grids: Teacher clashes

Up to now it was not possible to manually create clashes in teacher timetables when using several time-grids. In Untis 2016 this option is now available.

1.6 Info-timetable

1.6.1 Central button for export

With the new button <Info-timetable HTML-export> you now can initiate all 'active' output settings in the outputs 'Stat. HTML' and 'Monitor HTML' with only one mouse-click.



1.7 Break supervisions

1.7.1 Report 'Weekly summary'

Up to now the report 'Weekly summary' showed the break supervisions independent of the weeks in which teachers were scheduled. In Untis 2016 the weekly summary is output per week if teachers are differently scheduled in different weeks.

Test school DEMO Timetable 2016/2017
For demo and test only Valid from: 10 October

Untis 2016
7.7.2015 10:27

Weekly summary - Break supervisions

19.9.2016 - 26.9.2016

	Cellar	Yard 1	Yard 2
Mo 3/4	Curie		
Mo 5/6	Hugo	Cer	
Mo 6/7	Callas		
	Ander	Rub	
	Curie	Ander	
	New	Hugo	
	Nobel	Curie	
Fr 6/7	Cer		
Fr 7/8	Rub		
Sa 5/6	Callas	New	

26.9.2016 - 3.10.2016

	Cellar	Yard 1	Yard 2
Mo 3/4	Curie		
Mo 5/6	Hugo	Cer	
Mo 6/7	Callas		
Mo 7/8	Cer		
Tu 3/4	New		
Tu 5/6	Ander	Rub	
Tu 6/7	Ander		
Tu 7/8	Curie		

1.7.2 Number of break supervisions

With Untis 2016 it is now possible to show in the teacher master data in the grid view not only the number of scheduled BS minutes, but also the general number of break supervisions.

Name	Surname	BS max	BS	Break sup.	Br.Sup.	Sub.
Gauss	Gauss	0	0.0	0		0
New	Newton	10	40.0	4		0
Hugo	Hugo	9	40.0	4		0
Ander	Andersen	5	30.0	3		0
Arist	Aristotle	0	0.0	0		0
Callas	Callas	4	30.2	4		0
Nobel	Nobel	6	29.8	3		0
Rub	Rubens	5	30.0	3		0
Cer	Cervantes	6	30.0	3		0
Curie	Curie	8	40.0	4		0

1.8 Course scheduling

1.8.1 Cluster mode in timetable

If you activate the cluster mode in Untis 2016 by checking the respective box in the <timetable settings> on the tab "Layout 2" unscheduled periods are not listed individually next to the timetable anymore but are grouped according to clusters. The clusters can now be dragged and dropped into the timetable. Even if a cluster has already been scheduled it will be shifted as a planning unit when swapped.

12 - Year12 Timetable (Cla1)

School year: 19.9.2016 - 30.6.2017

UnSc	Mo	Tu	We	Th	Fr
114/0					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Course Clusters:

- 5 / T1
- 2 / 18
- 5 / T3
- 2 / T1
- 5 / T2
- 2 / T1
- 2 / C1
- 3 / T5
- 2 / T1
- 3 / T4
- 2 / T9
- 2 / T7
- 3 / T6

L-No.	Tea. Subj. Rm.	Cla.	Time	School week	Stud.	Special text	Cluster	Line
+3								

Bottom right: Cla1 - Class 1

You can remove single courses from a cluster, though and drag and drop it at a different position in the grid. When clicking on the course, just hold the <STRG> key.

12 - Year12 Timetable (Cla1)

School year: 19.9.2016 - 30.6.2017

	Mo	Tu	We	Th	Fr
1		M1	CH1 L1 E2	CH1 E1 PH1	CH1 L1 PH1
2		e1 m2			
3	eco1 geo1 orc1				
4					
5				M1 m2	
6		eco1			H1
7	g3			g1	
8				m1 ch2	e1 E2
9	bio1		e1 bio1		Eco1 BIO1
10				e2	bio1

L-No.	Tea. Subj. Rm.	Cla.	Time	School week	Stud.	Special text	Cluster	Line text-2
+3								

Ctrl + Click

Cla1 - Class 1*

1.8.2 Course student list short

In the 'Course student list short' you can now select in <Details> to print the teacher with the respective course.

Test school DEMO Timetabl
For demo and test only Valid fro

Crse	Teacher	Students			
BIO1		Aberfeldy GlenScotia	Springbank	Tobermory	To
BIO1	Nobel	Alice Jasmine	Bianca Perdi	Cinderella Susie	Du Th
bio1	Mend	Bruichladdich Deanston Knockando Strahisla	Bunnahabain Edradour Knockdhu Tullibardine	Clynelish Fettercairn Lagavulin	Da Gle Lap
bio1	Foss	Aladdin Crickett Louie Pongo	Ariel Doc Mim Pooh	Baghira Elliot Mickey Sleeping Beauty	Ba Ge Mc Th
bio2	Foss	Aberlour Caollia HighPark Tomintoul	Ardbeg Cardhu Lochnagar	Arran Cragganmore Longmorn	Ba Du Ob
CH1	Foss	Ariel Hook Snoopy	Bambi Louie The tramp	Crickett Poppins Timotheus	Du Ra Wa
CH1	Nobel	Arran HighPark	Balblair Oban	Bowmore Scapa	Br
ch 1	Curie	Aberfeldy Fettercairn GlenOrd Laphroaig Tullibardine	Bunnahabain Glendronach GlenScotia Macallan	Clynelish GlenElgin Glenturret Pulteney	Da Gle Isle Sp
ch 1	Mend	Dopey	Duchess	Happy	Ka

Print details X

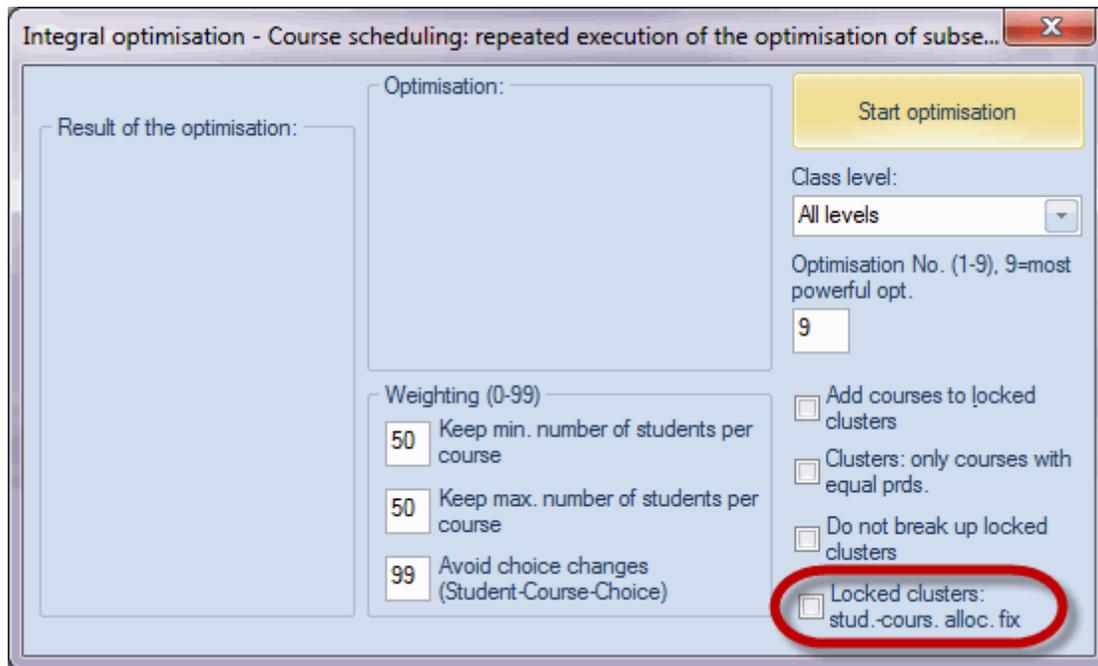
6 Students per line

Print with teacher

OK Cancel

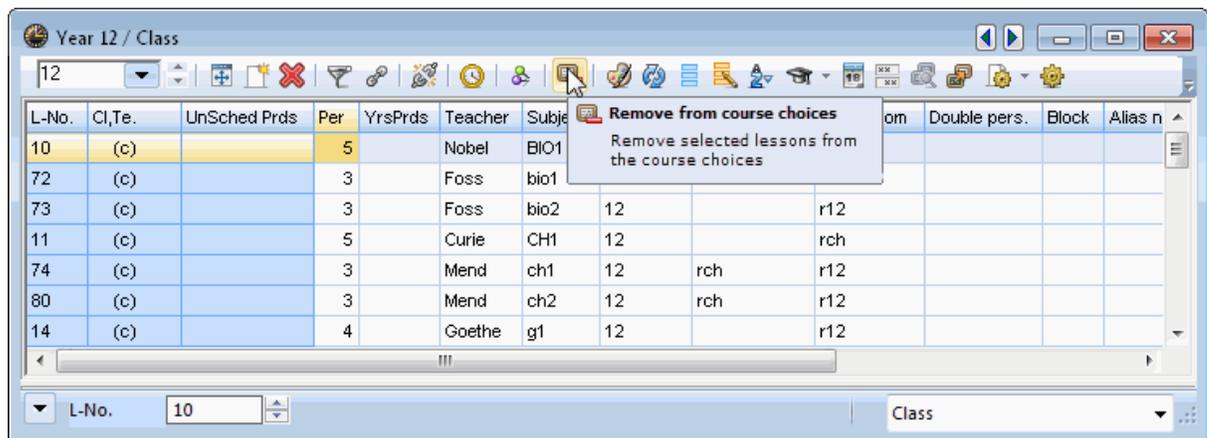
1.8.3 Integral optimisation

You now have a selection field under integral optimisation where you can choose to not show choice changes with locked clusters.



1.8.4 Lesson window: Remove course

Up to now it was only possible to remove a course from the course choice in the course-studen view. Now you have the option to use the respective button in the lesson window.



1.8.5 Manual scheduling: Student clashes

In Untis 2016, when dragging single periods in the timetable you can see in the details window possible clashes in student timetables. If the period in the example below was dropped in Wednesday - period 9, 3 students would have a clash in their timetables.

12 - Year 12 Timetable (Cla1)

School year: 19.9.2016 - 30.6.2017

	Mo	Tu	We	Th	Fr
1	re11 ar2	M1	CH1 L1 E2	CH1 E1 PH1	CH1 L1 PH1
2	E1 M1	e1 m2	ch1 bio2 ru1	peb1 peg1	re11 ar2
3	ch1 bio2 ru1	BIO1 Eco1 H1	e2 g1 g3	BIO1 Eco1 H1	h1 mu ar1 re21
4	BIO1 Eco1 H1	eth1 g2 it	ch2 r1 e2	ch1 bio2 ru1	orc1 eco geo g3
5	ch2 m1 e2	CH1 E1 PH1	M1	m2	E1 M1
6	PH1 CH L1 E2	L1 E2	E1	E2	H1
7	g3		peb1	peg1 g1	eth1 g2 it1
8	eco1 geo1 orc1	h1 mu ar1 re21	BIO1 Eco1 H1	m1 ch2	e1 E2
9	bio1	h2 g1 re12	e1	bio1 g2	Eco1 BIO1
10	h2 g1 re12			e2	bio1

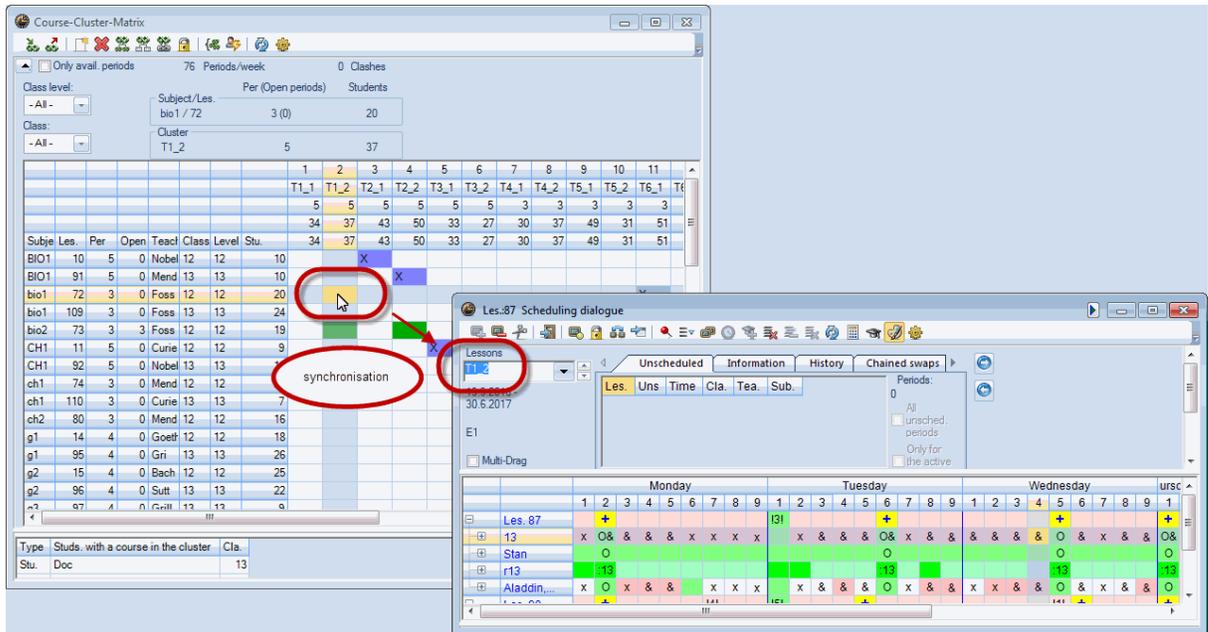
L-No.	Tea	Subj	Rm.	Cla.	Time	School week	Stud.	Special text	Cluster	Line text-2	Stud
16	Car	e1, r12		12		1-41	12		T6_1 / 3		en1_
72	Foss	bio1, (r12)		12		1-41	20		T6_1 / 3		bio1

Students: 3
Caollia
Bladnoch
Knockando

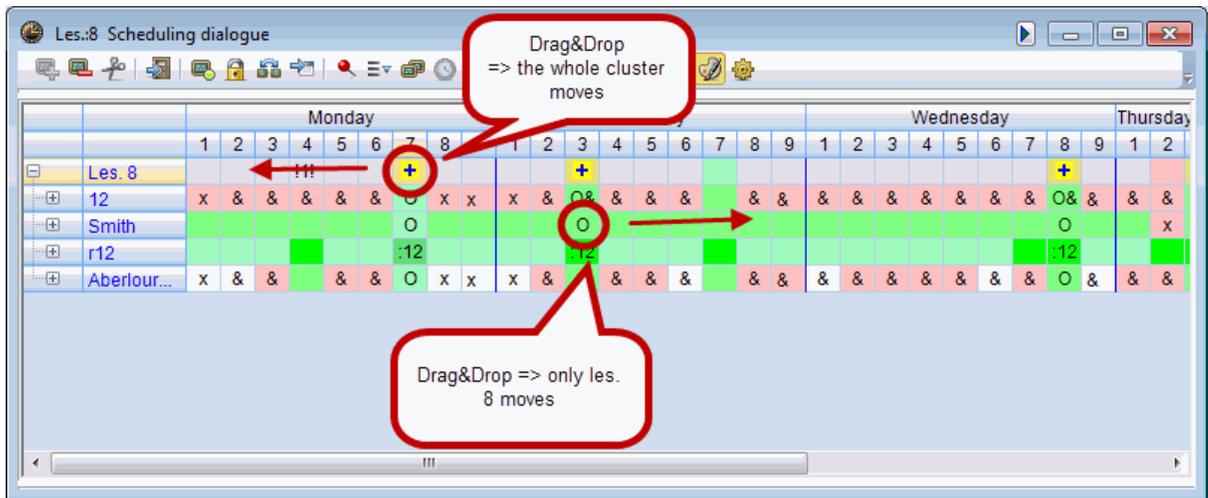
Cla1 - Class 1*

1.8.6 Scheduling dialogue: Cluster mode

The scheduling dialogue could be switched to cluster mode under <Settings> also in earlier versions. A new feature is that the displayed cluster synchronises with the course-cluster matrix; cumbersome searches are a thing of the past.



Tip:
 In the cluster mode all lessons involved are shown below each other. If you drag and drop a lesson above the blue '+' in the lesson line, the entire cluster moves. However, if you grab a lesson below '+', you can drag and drop single lessons.



1.9 Calendar

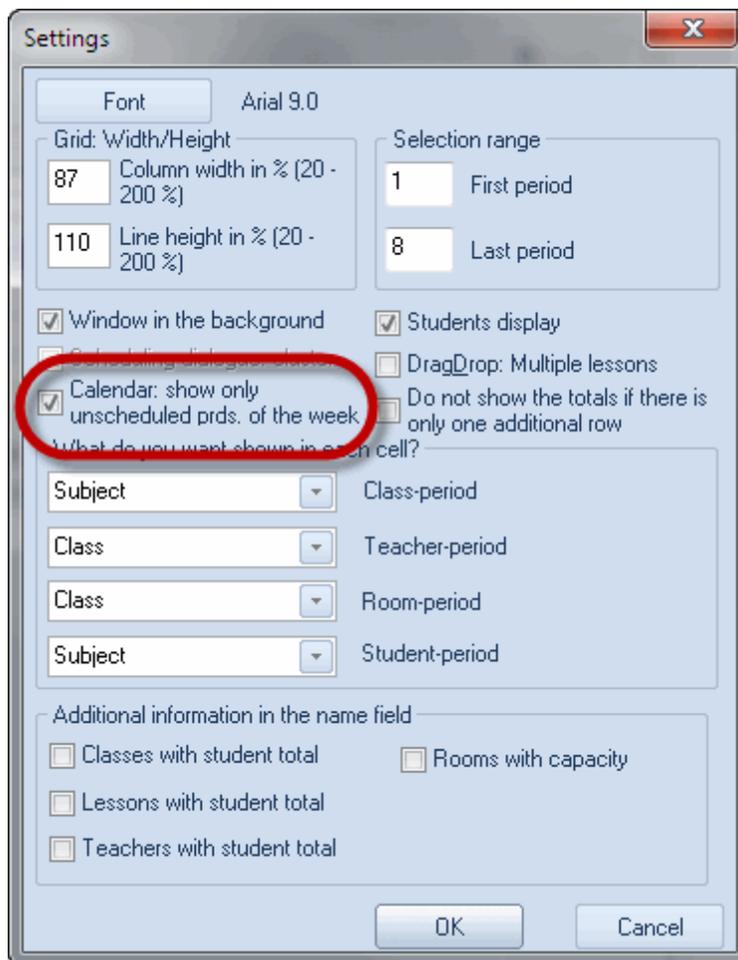
1.9.1 Filter by unscheduled periods

With yearly periods you now see in the column 'Uns' how many periods in total and in the week are unscheduled yet.

The screenshot shows the 'Les.:18 Scheduling dialogue' window. On the left, there are controls for 'Lessons' (set to 18), dates (19.9.2016 - 30.6.2017), 'HI', a 'Multi-Drag' checkbox, and 'School week' (set to 1, starting 19.9.2016). The main area is a table with columns 'Les.', 'Uns', and 'Tim'. A red callout box points to the 'Uns' column, containing the text: 'overall there are 122 lessons unscheduled, though in the active week there are only 3'. The table data is as follows:

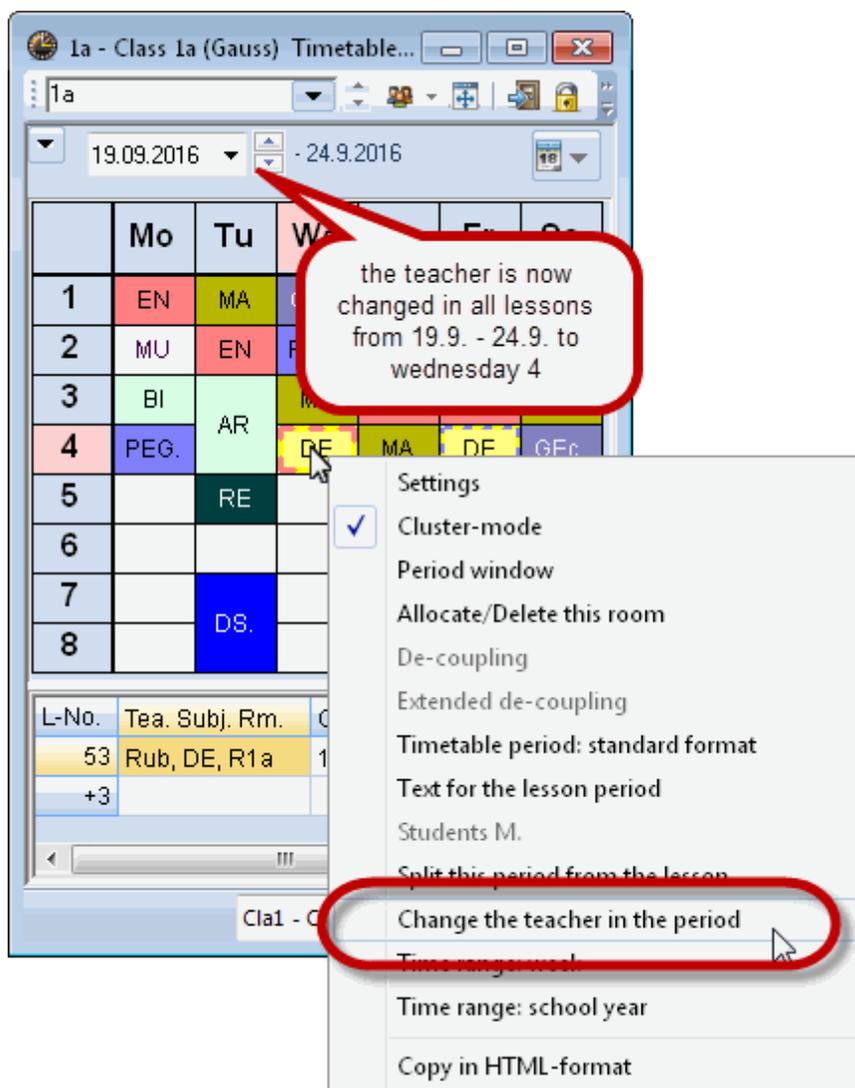
Les.	Uns	Tim
11	2 (80)	
6	1 (40)	
7	2 (81)	
73	3 (122)	Arist PEG
78	1 (40)	1b Ander DS
75	3 (122)	2b Rub PEB
81	2 (81)	2b Curie TX
94	1 (40)	2a New GA
43	2 (81)	3a Callas AR
76	3 (122)	3a Arist PEG
79	2 (81)	3a Ander DS
31	5 (203)	1a Arist MA
33	5 (203)	1a Arist EN

In the <Settings> for the scheduling dialogue you can check the box 'Calendar:show only unscheduled prds. of the week' in order to show only the periods which still need to be scheduled in the current week.



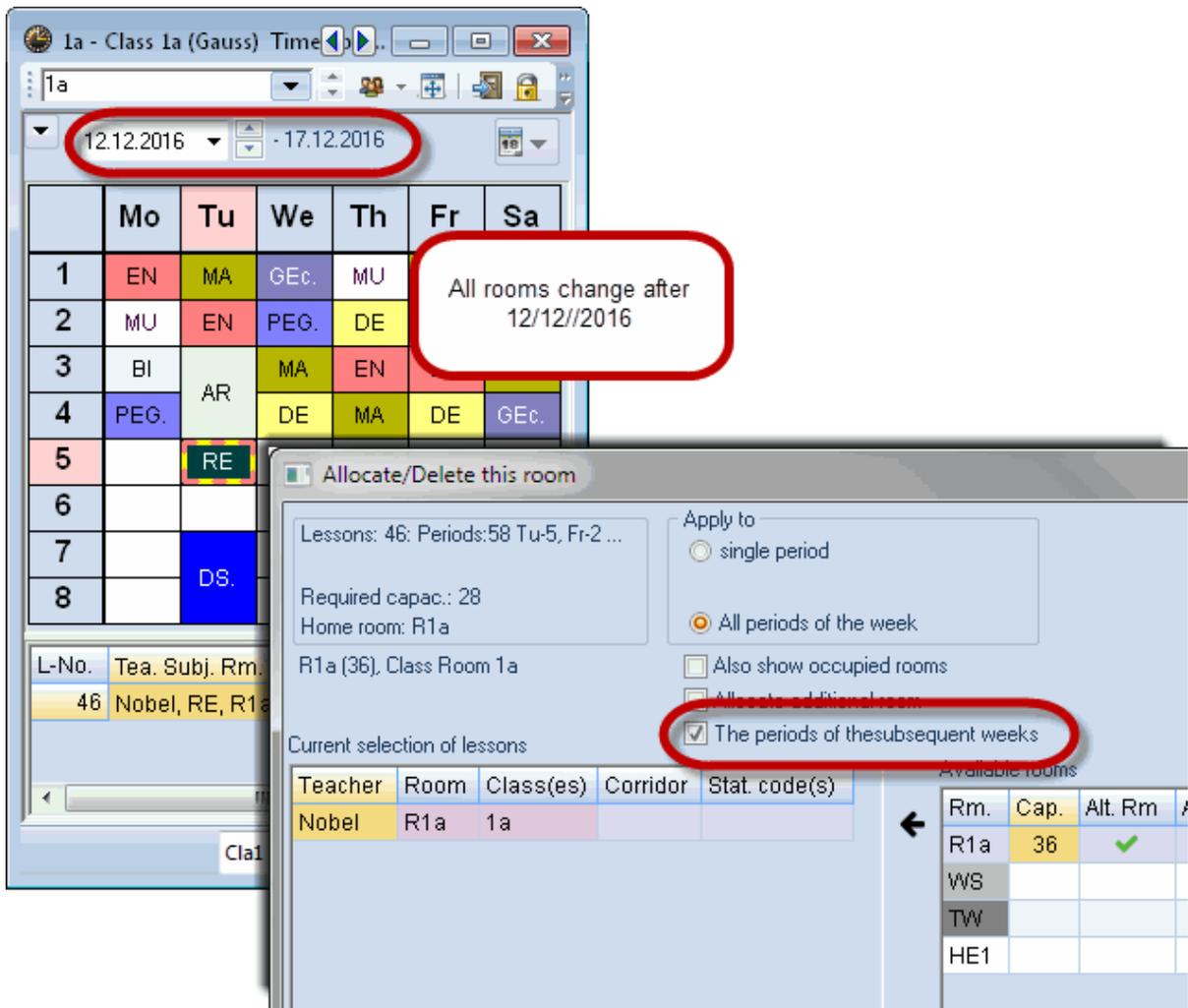
1.9.2 Change teachers

As described in the [respective chapter](#) under 'General' it is possible to change the teacher of individual periods via the context menu in the timetable also in yearly periods. If the timetable shows a longer time range than one week, the respective teacher is changed in every week of the displayed time range (provided that in the respective weeks periods are scheduled at the selected position of the period grid).



1.9.3 Change rooms of the subsequent weeks

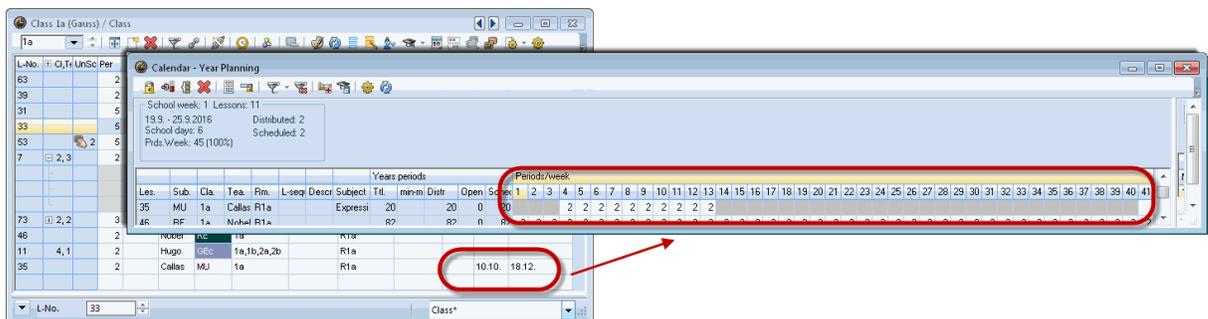
Even in earlier versions it was possible to change rooms of yearly periods per week. However, if many periods had already been scheduled and the room should be changed in all periods as of a specific date, you needed to do the change for every single week. That's why we added a new checkbox in the dialogue 'Allocate / Delete this room': 'The periods of the subsequent weeks'. Now you can change room allocations of all scheduled yearly periods as of a specific date.



1.9.4 Window: Calendar full year planning

1.9.4.1 Colour codes of time restrictions

In the 2016 version, time restrictions which come from lesson groups or entries in the fields 'from - to' of the lessons are highlighted in a different colour in the calendar window.



Les.	Sub.	Cl.	Tea.	Rm.	L-sec	Description	Subject group
11	GEc	1a,1b	Hugo	R1a			
6	CH,M	2a,2b	Callas	R2a,F		Sp	Science,Languages
7	DS,T	1a,1b	Ander	WS,T		Ex	Expressive Arts
73	PEG,f	1a,1b	Arist, I	SH2,S		GrI	
78	DS	1b,3b	Ander	WS			Expressive Arts
75	PEB,f	2b,2a	Rub, /	SH1,S			
81	TX,D	2b,2a	Curie, TW,M				Expressive Arts
94	GA	2a,2b	New	R2a			Science
43	AR,M	3a,3b	Callas	R3a,F			Expressive Arts,Expressive Arts
76	PEG,f	3a,3b	Arist, I	SH2,S			
79	DS,HI	3a,3b	Ander	WS,H			Expressive Arts
31	MA	1a	Arist	R1a			
33	EN	1a	Arist	R1a			
35	MU	1a	Callas	R1a			Expressive Arts
39	AR	1a	Callas	R1a			Expressive Arts
46	RE	1a	Nobel	R1a			

1.9.4.4 Tooltips

By moving your mouse over a line in the 'Calendar -Year Planning' window additional information is displayed in the current lesson: you get the information on how many periods are unscheduled or open and the reason why a cell is highlighted in a special colour.

School week: 16 Lessons: 79																										
2.1. - 8.1.2017		Distributed: 0																								
School days: 6		Scheduled: 0																								
Prds./Week: 45 (100%)																										
Les.	Sub.	Cl.	Tea.	Rm.	L-sec	Descr	Subje	Periods/week																		
								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
11	GEc	1a,1b	Hugo	R1a																						
6	CH,M	2a,2b	Callas, Gauss, Ander, F	R2a,F		Sp	Scien		-	-	-	-														
7	DS,T	1a,1b	Ander, Gauss, Curie	WS,T		Ex	Expre		-	-	-	-														
73	PEG,f	1a,1b	Arist, Rub	SH2,S		GrI			-	-	-	-														
78	DS	1b,3b	Ander	WS			Expre		-	-	-	-														
75	PEB,f	2b,2a	Rub, Arist	SH1,S					-	-	-	-														
81	TX,D	2b,2a	Curie, Ander	TW,M			Expre		-	-	-	-														
94	GA	2a,2b	New	R2a			Scien																			
43	AR,M	3a,3b	Callas, Ander	R3a,F			Expre																			
76	PEG,f	3a,3b	Arist, Rub	SH2,S																						
79	DS,HI	3a,3b	Ander, Curie	WS,H			Expre																			
31	MA	1a	Arist	R1a																						

Lessons 43 / School week 12

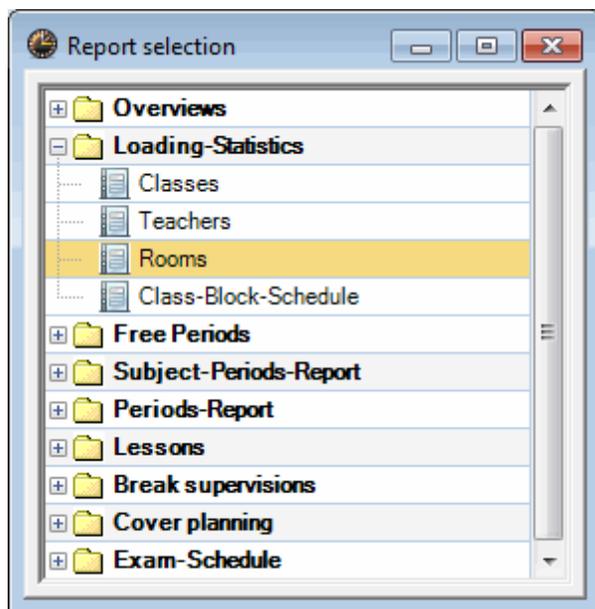
Total: 82 YrsPrds
 Distributed: 0
 Scheduled: 0

Abs. Teach.: Ander (100%)

1.10 Cover planning

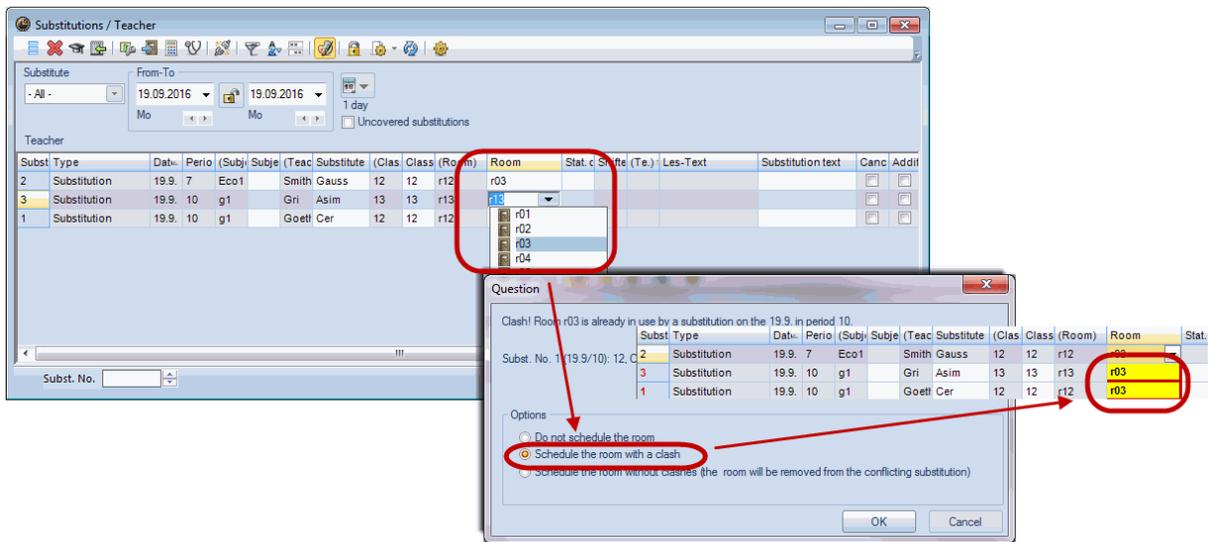
1.10.1 Loading statistics with cover planning

As of this version, all reports listed under 'Loading-Statistics' in the reports window access the daily updated cover plan instead of the regular timetable. The analysed data therefore correspond to reality to 100%.

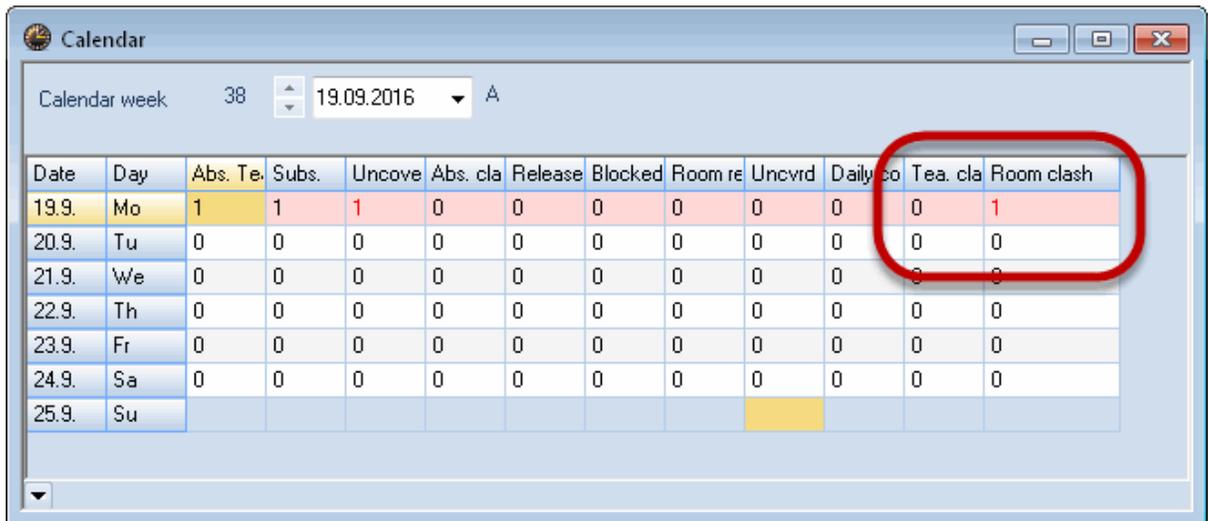


1.10.2 Clashes in the substitution list

There are different reasons why clashes can occur in teacher or room schedules in your daily work on cover plannings. If you, for instance, need to change a period in a regular timetable, this could lead to problems with the already scheduled substitutions, sometimes a clash is even intended. In Untis 2016 teacher and room clashes are highlighted in different colours in the cover list in order to minimise the possibilities of errors. Moreover all clashes are highlighted in the calendar window.

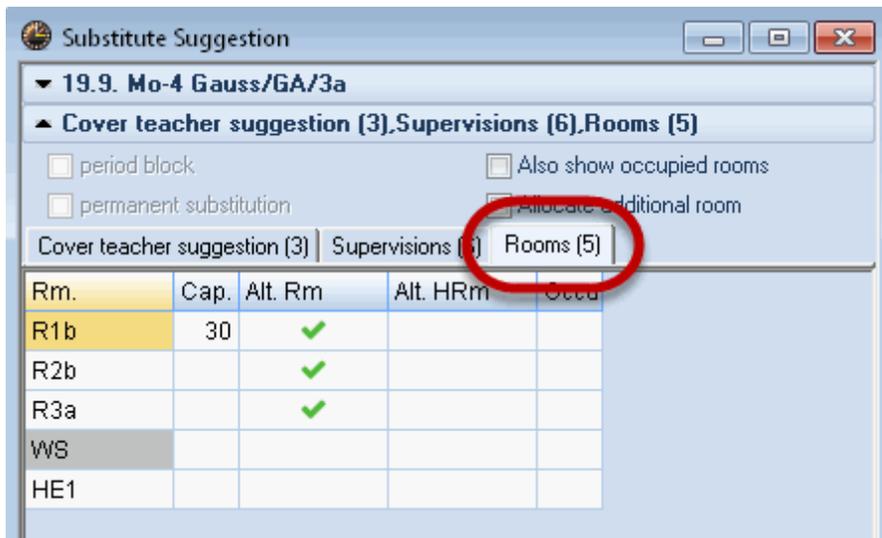


Additionally, all clashes are also shown in the calendar window.

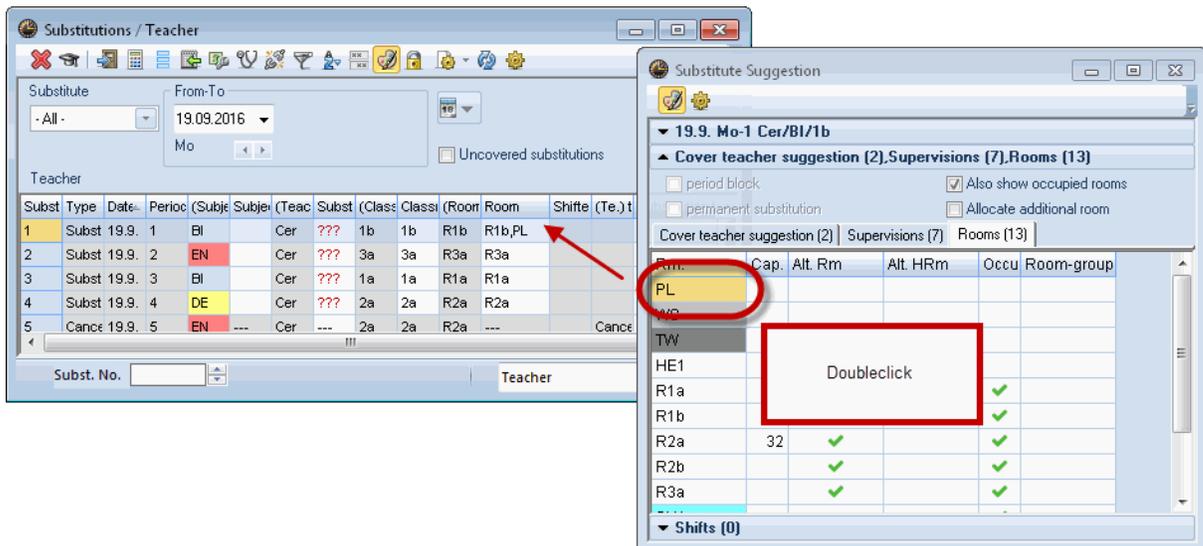


1.10.3 Room allocation in substitute suggestion

The fewer windows are open, the more convenient it is to work with the program. In order to facilitate your work also in this respect it is possible from now on to allocate rooms directly in the substitution suggestion via the newly created tab 'Rooms'. Here you have the same possibilities as in the dialogue 'Allocate / delete room'.

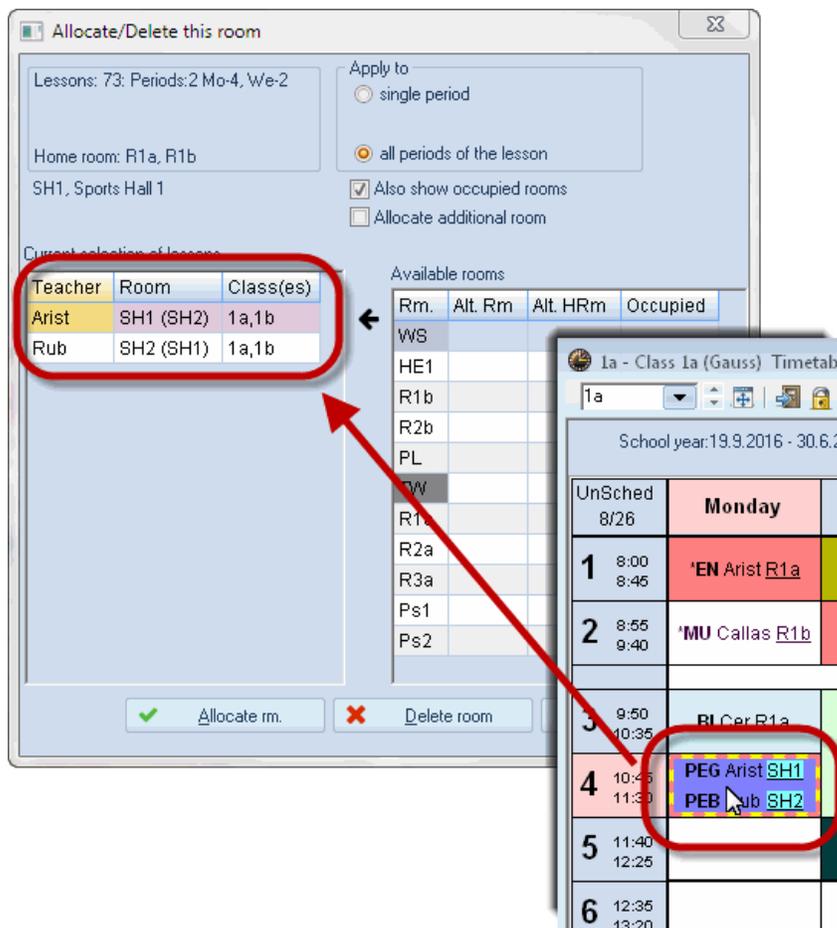


One of the new features is the check for 'permanent substitution' when scheduling rooms in order to be able to quickly organise long-term room substitutions. Furthermore, you have the possibility to allocate more than one room to a concrete substitution line by ticking the checkbox 'Allocate additional room'.



1.10.4 Change rooms for all coupling lines

Rooms can be changed in cover planning not only via the substitution list, but also via the dialogue 'Allocate / Delete this room' directly in the timetable. Now you have the option to change the rooms in couplings for every coupling line, up to now it was only possible to do this for the first coupling line.



1.10.5 Scheduling dialogue: Student group

As of this version you can e.g. also specify the student group when entering a special duty in the scheduling dialogue.

Scheduling dialogue

Class(es) | Teacher

1a Name

19.09.2016 Week-1 26.09.2016 Week-2

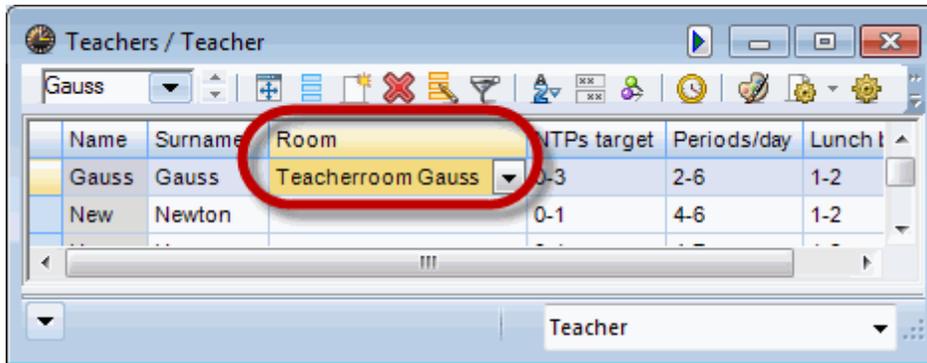
	1	2	3	4	5	6	7	8
19.9./Mo	Arist	Callas	Cer	Arist.		-	-	-
20.9./Tu	Arist	Arist	Callas	Callas	Nobel		Ander.	Ander.
21.9./We	Hugo.	Arist.	Arist	Rub		-	-	-
22.9./Th	Callas	Rub	Arist	Arist		-	-	-
23.9./Fr	Arist	Nobel	Arist	Rub				Arist.
24.9./Sa	Cer	Arist	Arist	Hugo.				
25.9./Su								
26.9./Mo	Arist	Callas	Cer	Arist.		-	-	-
27.9./Tu	Arist	Arist	Callas	Callas	Nobel		Ander.	Ander.
28.9./We	Hugo.	Arist.	Arist	Rub		-	-	-
29.9./Th	Callas	Rub	Arist	Arist		-	-	-
30.9./Fr	Arist	Nobel	Arist	Rub				Arist.
1.10./Sa	Cer	Arist	Arist	Hugo.				
2.10./Su								

L.No.	Teacher	Subject	Class(es)	Room	From	to	Stat. code(s)	Text	Students	Student group
11	Hugo	GEc	1a, 1b, 2a, 2b	R1a						

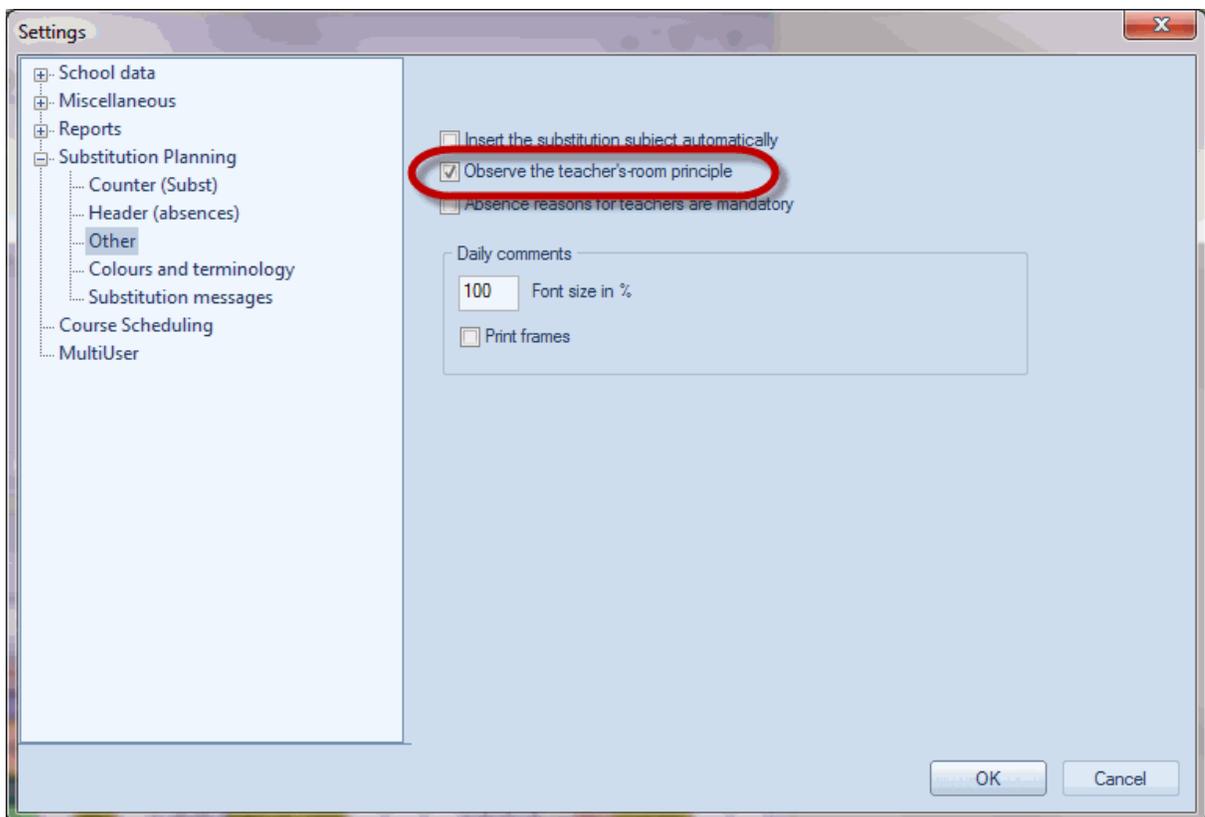
1.10.6 Teacher-room principle

More and more schools apply the teacher-room principle. In this system the teachers do not 'go' into the classes of the students, but the other way round: every teacher has his/her own class room. This principle is now also supported in Cover scheduling of Untis 2016.

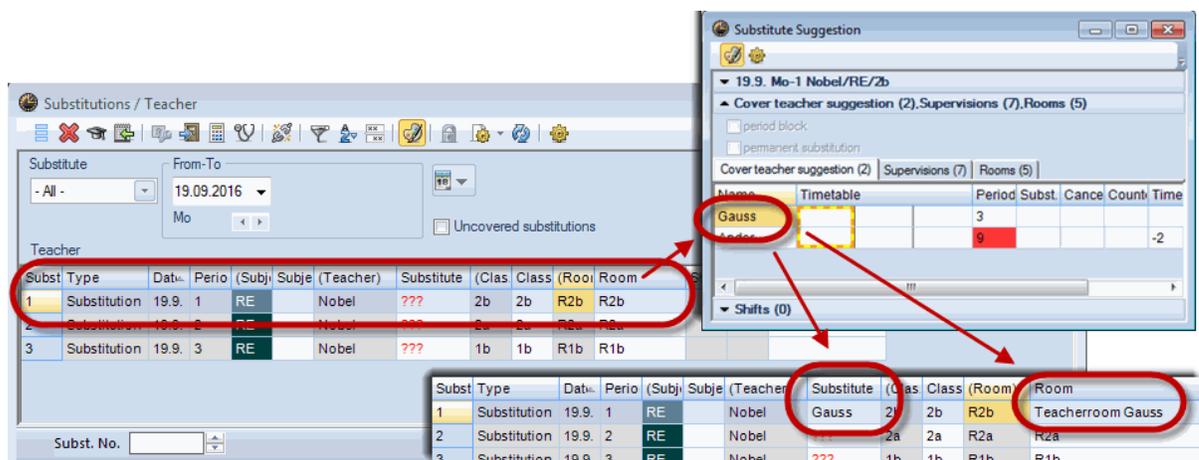
To this end enter for every teacher his/her room into the master data.



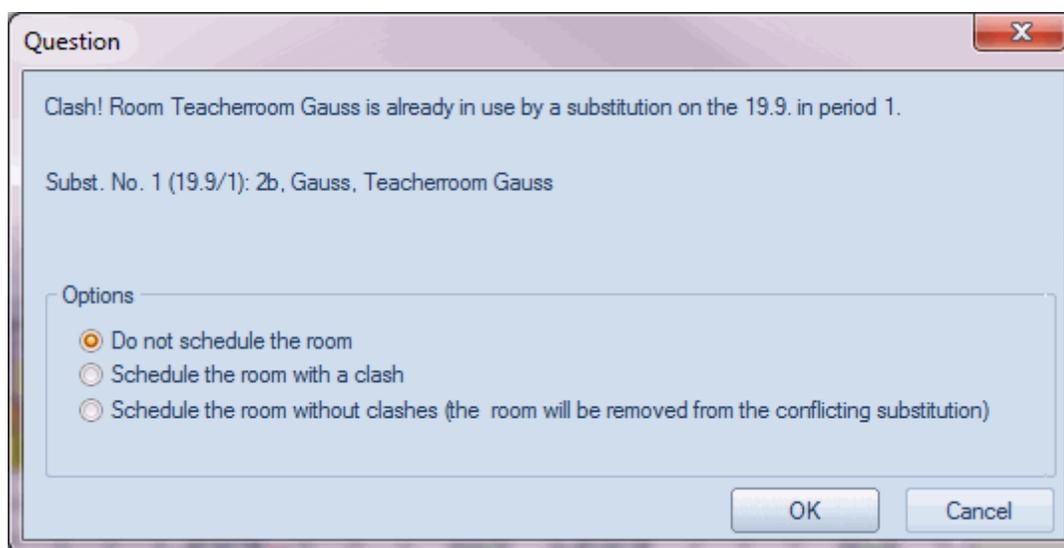
Then go to Cover Scheduling, 'Settings', 'Other' and check the box 'Observe the teacher's-room principle'.



When editing the substitutions and you enter a teacher, his/her room will automatically be imported.



If the room is not available, a window will show up informing you about the clash and providing solutions to resolve the clash.



1.10.7 Key combinations tomorrow / yesterday

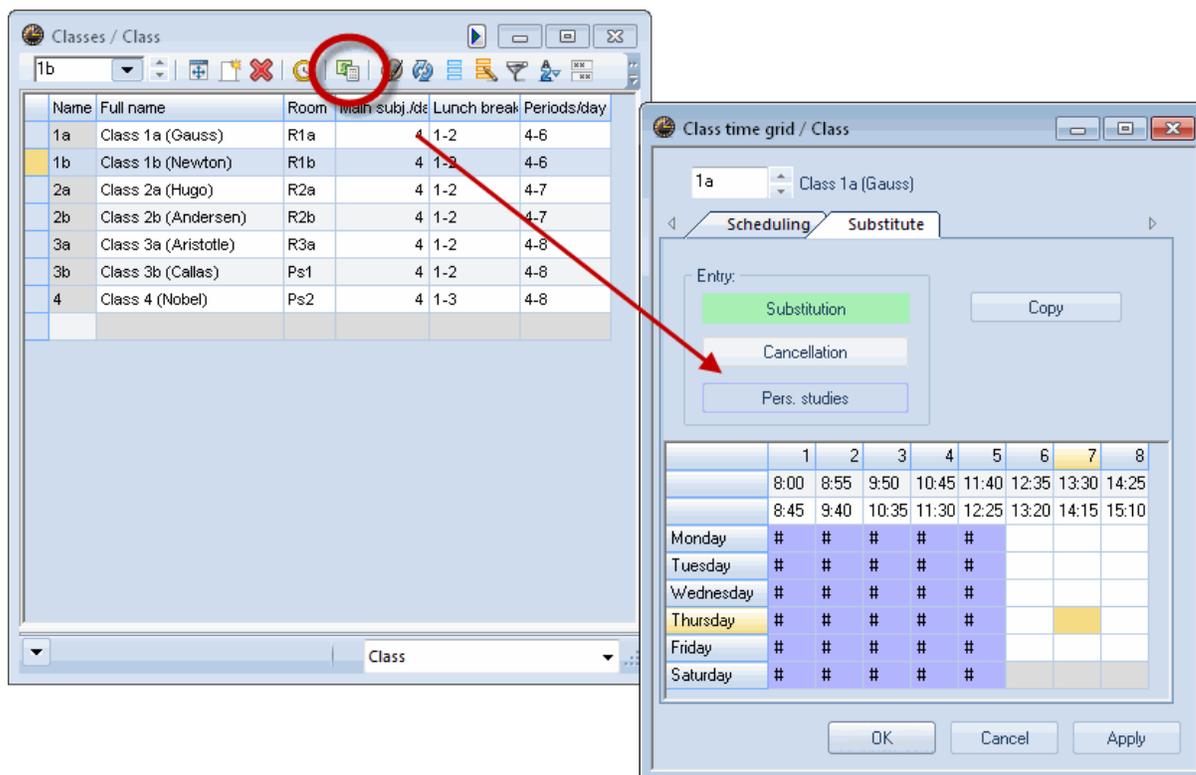
We have introduced the following key combinations in order to further facilitate working with the keyboard:

STRG + M = switches to the next day depending on the date of the day

STRG + G = switches to the day before depending on the date of the day

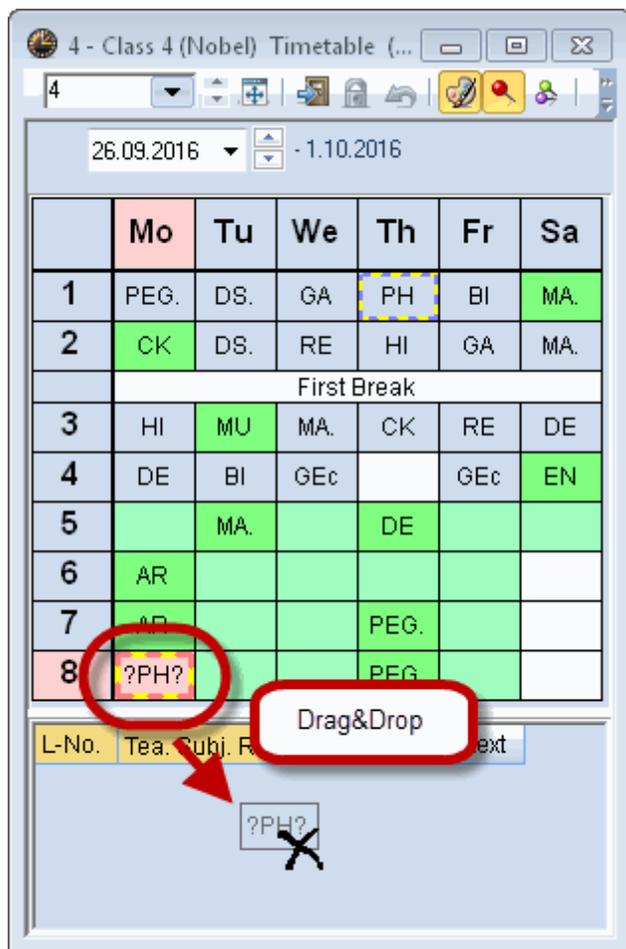
1.10.8 Personal studies per period

In the substitution time grid of the classes you can define on class level which periods in which class are cancelled or covered by default. Furthermore, it was only possible to define 'Personal studies' for all or for no period of a class. In the new version you now have the option to define, e.g. for the first 5 periods that substitutions should be transferred into 'Personal studies' and all periods thereafter should be cancelled.



1.10.9 Remove substitutions

Open substitutions in the timetable can be removed in Untis 2016 by dragging and dropping them into the details window.



1.10.10 Course scheduling / Cover scheduling

1.10.10.1 Texts for exam period

When you define an exam and check the box 'Cover planning', the text of the exam will be shown in the field 'Substitution text'. You can edit this text only in the exam field. The field 'Substitution text 2', however, can be edited as usual.

1.10.10.2 Exam nevertheless

It can happen that a teacher is entered for an exam, gets sick, but wants to be present at a special exam, though. In this case just enter the respective teacher in the exam field.

1.11 MultiUser

1.11.1 Working simultaneously: Cover mode

In UntisMultiUser 2016, as a response to many requests of our users we created the option to change room allocations in the timetable mode while working in cover scheduling at the same time.

To this end the following rule applies:

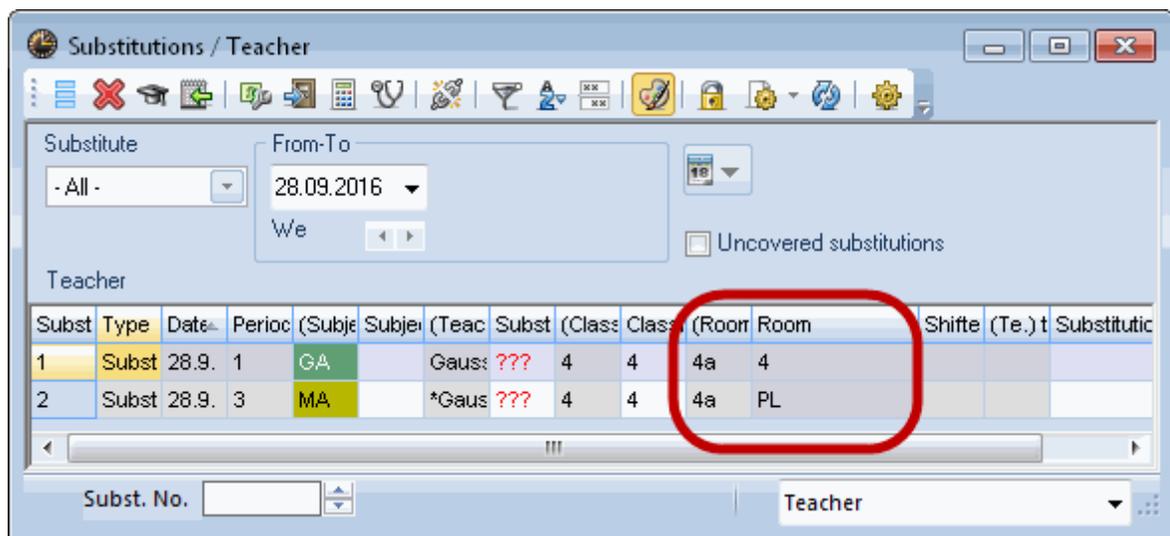
Scheduling information in already existing substitution data are not changed!

The following example explains the situation:

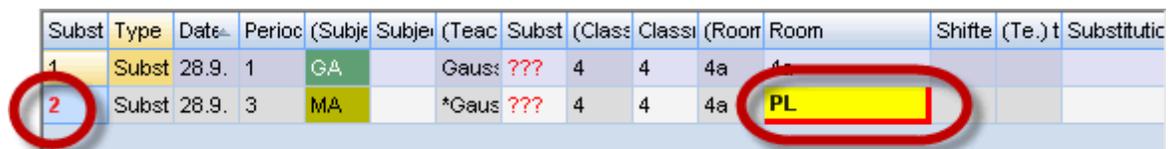
- class 4 usually has its lesson in room 4
- on Wednesday, 28 September teacher Gauss gets sick, 2 substitution lines are created
- the substitution planner assigns another room to the substitution, in the first line remains room 4
- now the substitution planner changes room 4 to '4a' in the regular timetable.

Result:

The scheduling information in the field 'Room' are not touched, however, in the column '(room)' the new room, room '4a' is displayed.



While working in both modes simultaneously, clashes can occur. They are highlighted in the substitution list. If - according to the example - the physics lab is scheduled in period 3 on Wednesday in the timetable mode, the clash is highlighted in the respective cell. Additionally the substitution number is shown in red.



1.11.2 Back-up via command line

Many users of Untis MultiUser regularly save their work as gpn files. You can access these back-up files now also via the command line.

The following example will explain the syntax:

```
Untis.exe DB~1~2013-2014~1 /user=Administrator /pw=abcd /backup=C:\temp\backup.gpn
```

A back-up file is save in directory C:\temp - for this back-up the administrator access is used (password: abcd).

Warning:

This back-up only saves school data and the formats of the respective user (master data, lessons, timetables). Private formats of all users (= formats, which do not have checked the box 'public') can be saved via a database dump. .

1.11.3 External elements: scheduled weeks

As of this version, when scheduling external elements you now see in the details window in which week the elements are not available.

	Mo	Tu	We	Th	Fr	Sa
1						4.
2			Absent		4	
3		3b.		3a.	3a	
4	3a.		3a	3a		
5	3a	4.	*2a.			
6						
7		1b.				
8						

L-No.	Tea	Subj. Rm.	Cla.	Time	School week	Stud.
1	Gauss, MA,	R3a	3a		1-41	28

Tea1 - Teacher 1