White paper

How to ensure a senior staff member is always available

Why would you want to have a senior staff member always available:
Some Principals like to delegate the responsibility of resolving any issues that may occur at any given time to senior staff. In some cases, there is a need to ensure that a senior member of staff is always available.

How to ensure a senior staff member is always available:
To ensure a senior staff member is always available, a Teacher Room Usage Record (RUR) is used. For example, if there are five senior members of staff, the RUR would include the five staff members and any four rooms. This means that when you construct the timetable, no more than four of the five staff members will be timetabled at any one time.

A Teacher RUR is created in the Timetable Development Module in the Information | Room Usage Records screen. Click Add Teacher RUR and include the five teachers required. You will be prompted to include rooms. Select any four rooms as it is not the room type that is important but the number of rooms. The program will control this requirement automatically during the timetabling process to ensure that there is at least one of these staff members always available.

Useful Tip:
For more information on Room Usage Records (RUR's), see the White Paper "Making the most of Room Usage Records when constructing your timetable".

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