













Untis2024

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General

Like every year, in the following brochure you will find a collection of all the new features of the 2024 version of our program. Since we want to make sure that you can access all improvements as quickly as possible, we also publish our *Minor Releases* with many new features during the year. In this brochure, we describe all the features which have been added to the program since the release of our last version for 2023. We wish you lots of success with your planning!

Your Untis team

Permanent sorting of master data

In the master data section, the existing possibility to automatically sort *teachers* and *subjects* has been expanded with the additional options *classes*, *rooms* and *students* to meet our customers' needs.



Teaching qualifications and value corrections

In order to make it easier to select the single lines of teaching qualifications and value corrections, we introduced a new column on the left margin of the respective tables. Select the respective line(s) by clicking on them or by using <CTRL> + click, and then you can either delete them by clicking on the new button or with .

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1 Scheduling

1.1 Time-related time requests

Since the 2023.2.0 version, it is possible to use *time-related* time requests in Untis. This means that you can enter separate time requests for

- teachers
- classes and
- rooms

for any lesson group, which will then be taken into account by optimisation.

How to create lesson groups in general is described in "Untis - Multiweek timetable".

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The time request windows of classes, teachers and rooms were re-designed in such a way that you can enter time requests which are valid for every week or which are only valid for the time range of a specific lesson group.

Please note that per lesson group you can enter only *specific time requests* (and no unspecific time requests).

C Time requests / Klasse-63 - C X	S Time requests / Klasse-63 - C X
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Nasse 1a Time range/lesson groups Ia Use <0 INIS-click to show only hose lesson groups, for which time requests have alleady been entered.	Klasse 1a Time range/lesson groups Ia Image/lesson groups Use of TRIX-stock to downly, those lase as groups for which time requests have alleady been entered.
1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12
Monday	Monday
Tuesday	Tuesday
Wednesday	Wednesday
Thursday	Thursday
Friday	Friday
Additional unspecific time requests	Additional unspecific time requests
Range Number Time request	Range Number Time request

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🚱 1a - Klasse	1a Stundenpl	an (KLUG)		 Image: Image: Ima	□ ×	🍓 1a - Klasse	e 1a Stundenpl	an (KLUG)		I =	□ ×
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1 _{8:00-8:45}		Rel Nobel R1a	TEX Curie Twr WA	Mus Callas R1a	SCHW MP BAD WA	1 8:00-8:45	Bio Cer R1a WB	Rel Nobel R1a	Sport Sport Arist Bach Th2 Th1 WB WB	Mus Callas R1a	
2 8:55-9:40		Mat Mat Arist RF R1a G1 WA WA	Gw Hugo R1b	Mat Mat Arist RF R1a G1 WA WA	SCHW MP BAD WA	2 8:55-9:40	Mus Callas R1b WB	Sport Sport Arist Bach Th2 Th1 WB WB	Gw Hugo R1b	Sport Sport Arist Bach Th2 Th1 WB WB	
3 9:50-10:35		D-Ass D OK Ander LV1 LV1	E Arist R1a	E Arist SL	D Rub LV1 WA	3 9:50-10:35	Ke Callas R1a WB	D-Ass D OK Ander LV1 LV1	E Arist R1a	E Arist SL	
4 10:45-11:30		E Arist R1a	E Arist R1a	E Arist SL	D RF LV1 WA	4 10:45-11:30	Ke Callas R1a WB	E Arist R1a	E Arist R1a	E Arist SL	
5 11:40-12:25		Mus Callas R1a	WU AD R1a	Gw Hugo R1b	Mat Mat Arist RF R1a G1 WA WA	5 11:40-12:25	TEC TEX Magn Curie Werkr Twr WB WB	Mus Callas R1a	WU AD R1a	Gw Hugo R1b	
6 12:38-13:20			Rel Nobel R1a	D RF LV1 WA	Mat Mat Arist RF R1a G1 WA WA	6 12:38-13:20		Bio Cer R1a WB	Rel Nobel R1a	TEC TEX Magn Curie Werkr Twr WB WB	
7 13:30-14:15			Mat Mat Arist RF R1a G1 WA WA	D Rub LV1 WA		7 13:30-14:15					
8 14:25-15:10						8 14:25-15:10					
9 15:20-18:05						9 15:20-16:05					
10 18:15-17:00						10 18:15-17:00					
11 17:10-17:55						11 17:10-17:55					
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Optimisation takes these time requests into account fully automatically:

Please note that the lesson groups with existing time requests are highlighted in yellow in the dropdown list. Therefore, you can easily check which lesson groups have active time requests.

O Time requests /	Klasse-63		- 🗆 X
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Tuesday	+3 +3	+3 +3	
Wednesday	+3 +3	+3 +3	

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Tuesday		+3	+3	+3	+3											
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If you click into the dropdown list and press down the control button at the same time, only the lesson groups which already have time requests are shown. This is especially useful when you have many lesson groups.

1.1.1 Overlay mode

When choosing the overlay mode, all time requests are shown for the selected lesson group which are *active* due to time range overlaps with other lesson groups.

Example

When scheduling periods in week A, time requests for the time range "each week" need to be taken into account as well.

When scheduling A weeks, the time requests for the time range "each week" must of course also be taken into account, since A weeks overlap with *each week*.



1.1.2 Displaying all time requests active in a week

The overlay view is useful whenever two lesson groups overlap.



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Whenever more than two lesson groups overlap, there can be areas for which all active time requests are not clearly shown. For this purpose we created the view: *<Time requests per week>*.



By selecting <Time requests per week> a protected view of the timetable is opened, which shows the active time requests of the selected week per element.

1.2 Room assignment dialogue window

A few changes have been implemented in the 2024 version. Now, for instance, the window opens at the position where it was last closed. In general, the room assignment dialogue window is automatically adjusted to the size which makes the best use of the screen. Since some users, however, want to pin the window in a *certain size* at a *certain position* on the screen, it is now possible to cancel this automatic size adjustment with the option "Deactivate auto-resize of this window".

Additionally, you can select "Show full name" instead of the shortened name.

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4		period block		Deactivate auto-resize of this windo
		 all periods of the lesson 		
Fachraum Sozialwissenschaften room: Raum 310		allocate additional room		
It selection of lessons				
Teacher Room Class(es) Corridor	Stat. code(s) Eff. less-group	- Available rooms	Care All Days All UDays Consultati	O contraction
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		Raum 516	~	kl. Geb. auß, kl. Geb. in., Klosk, ESS 1, ESS 3, ESS 2, ESS 4
		Raum 517	~	kl. Geb. auß, kl. Geb. in., Klosk, ESS 1, ESS 3, ESS 2, ESS 4
		Raum 518	~	kl. Geb. auß, kl. Geb. in., Klosk, ESS 1, ESS 3, ESS 2, ESS 4
		Raum 519	~	kl. Geb. auß, kl. Geb. in., Kiosk, ESS 1, ESS 3, ESS 2, ESS 4
		Raum 520	~	kl. Geb. auß, kl. Geb. in., Kiosk, ESS 1, ESS 3, ESS 2, ESS 4
		Ganztagsraum 1		kl. Geb. auß, kl. Geb. in., Kiosk, ESS 2, ESS 3, ESS 1
		Ganztagsraum 2		ESS 3, ESS 2, ESS 1, Kiosk, kl. Geb. in., kl. Geb. auß
		Neubau 1/3		ESS 1, ESS 2, ESS 3, kl. Geb. auß, kl. Geb. in., Kiosk
		Fachraum Physik I		HG 1 re, Hof, Hof I, Hof II, HG E re, ESS 5, ESS 4
		Fachraum Physik III		HG 1 re, HG 1 li, Hof I, Hof II, HG E re, ESS 5, ESS 4
		Fachraum Chemie III		Hof, HG 1 re, HG 1 li, Hof I, HG E li, HG E re, Hof II, Tor, ESS
		Fachraum Informatik I		Hof, HG 1 re, HG 1 li, Hof I, HG E li, HG E re, Hof II, Tor, ESS
		Fachraum Informatik II		Hof, HG 1 re, HG 1 li, Hof I, HG E li, HG E re, Hof II, Tor, ESS
		Klassenraum 6A		kl. Geb. auß, kl. Geb. in., Kiosk, ESS 1, ESS 3, ESS 2, ESS 4
		Klassenraum 6C		kl. Geb. auß, kl. Geb. in., Kiosk, ESS 1, ESS 3, ESS 2, ESS 4
		Seminarraum 1 Uni		SpUni
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1.3 Swap suggestions for yearly periods

So far, only swap suggestions for weekly periods were provided. Untis 2024 provides you with possible swap partners for the selected week when you drag and drop yearly periods in the timetable. However, the <Swap suggestions> in the toolbar of the timetable window continues showing only suggestions for lessons with weekly periods.



1.4 Lesson planning

For a long time now, Untis has been *the* tool for scheduling teachers. In order to display information in a more user-friendly way, Untis 2024 provides you with the possibility to show the yearly average of the reductions also in the master data of the teachers.

Teachers /	Lehrer - Stundenplan																
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Name	Surname	Value less.	Yearly average	Reductions	Anr. Mittel	Val-Targ N	lear Breal	k sup.									
T1	Teacher 1	3.222	24.216	21.000	21.000	0.3	216	0									
T2	Teacher 2	0.000	31.000	31.000	31.000	7.	000	0									
T3	Teacher 3	11.444	21.432	10.000	10.000	(A) Destaur										- 0	ı x
T4	Teacher 4	22.778	24.257	1.500	1.500	Te	Ion / Anreon	ung				○ ★ 母					
T5	Teacher 5	5.500	5.105							🛎 Y 🏖	e9 .	19 ° 🐨 🚱					
T6	Teacher 6	24.522	24.896			Teacher	Reduction rea	isons				_					
T7	Teacher 7	24.666	24.442			15.341 Re	duction (curren	nt term)	16.236 Re	duction yearly	averaa	19 J					
T8	Teacher 8	5.111	20.936	15.341	16.236	+ 5.111	Lessons	22.000	Target								
Т9	Teacher 9	12.222	14.847	2.250	2.250	= 20.452	Total	= -1.548	8 Actual-Target								
T10	Teacher 10	6.000	8.500	2.500	2.500	Nr.	Tea.	Reason	Value	From To		Text	Statistic	Less-	Descripti	Value =	%
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						55	6 T8	EA	2.000	30.	01.	EA				0.000	0.00
						55	7 T8	PR	13.000			Stufenpersonalrat				13.000	0.00
						76	4 T8	PR	2.500			Personalrat örtlich				2.500	0.00
						76	5 T8	URM	-0.159			URM				-0.159	0.00

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Übung	Klasse	nuie Untis und W	/ebUntis	Stundenp	ian 2021/22	Print only if changed after
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454	1	Cer	E Curr	58		Home room (short name)
450	2	Gause	Gw	52		
460	2	Hugo	Hic	50		Toxt for the coupling line (por to:
460	2	Callas	Ko	50		Text for the condition the theory
464	2	lon	Ko	5a		
466	1	Ander	Mus	5a		
468	2	Arist	Ph	5a		2 1 Page/Element
470	2	Nobel	Rel	5a		Heading
472	120	Curie	Sport	5a.5b	Sport 5a5b	
		New	Sport	5a,5b	Sport 5a5b	
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Additionally, the yearly periods are displayed in the classes segment in the totals line.

1.5 Optimisation

In the *Minor Updates* of 2023.x, we also provided you with many improvements in timetable optimisation. Compliance with the requirement "*Two (or three) periods/week - subjects not on consecutive days*", for instance, together with fringe period requirements were greatly improved as of version UN2023.4.0.

Dimetable diagnosis							
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12.09.2022 🔍 🔭 - 16.9.2022 B				Туре о	of diaç	jnosis	
Input data Timetable				These a	re the	cases in	which a two-period per week lesson has been
🗆 Diagnosis	Wtg	Num	- *	schedul	edono	onsecu	tive days.
+ Lessons		5		Weigh	ting: 3		
+ Class		115		Numbe	er: 20		Show related windows
+ Teacher		420		Cla.	Sub.	Per.	
± Room		37		1a	Mus		
Subject		115		2a	Rel	Th-4	
Subject twice a day	4	4		2b	Mus	Tu-2	
Double period error	3	2		2b	Rel	Tu-2	
Un-requested double periods	3	19		2b	His	We-3	
Less. with 2 perds/week on consec. days	3	20		3a	Bio	Fr-5	
Less. with 3 prds/week on consec. days	1	16		4a	Gw	We-3	
Illegal morning period	2	8		4b	Gw	Tu-2	
Illegal afternoon period	2	23		4b	Ph	Fr-5	
Main subject too often after period n (n=4)	3	11		4b	Rel	Tu-2	
Main subject not in per. 1-n (n=4)	3	8		4b	His	Fr-5	
Fringe period request not respected	4	4		5a	Bio	Th-4	
Unacceptable fringe period		0		5a	Rel	Mo-1	
Too many main subjects per day	2	0		08B	PH	Tu-2	
Scheduled in a -3 timed period	*	0		08C	PH	Sa-6	
+ Students		672		08sw	SW	Th-4	
± Lesson sequences		0		08tc	TC	Mo-1	
🗄 Calendar - Year Planning		0		09C	GE	Th-4	
				10D	EK	Th-4	
				13	sm2	Mo-1	

2 Substitution planning

2.1 Display option

2.1.1 Clashes

Recently, we have received more customer requests to better highlight clashes in substitution planning. For this reason, Untis 2024 now provides you with the additional possibility of restricting the view of substitutions by clashes.

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Substitute												
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3173	Мо	17.10.	3	1b	WEx	*LANM	SPOV		202 - 1E			
3185	Мо	17.10.	4	1b	WEch	*HUTM	GRAB		202 - 1E			
3174	Мо	17.10.	4	1b	WEx	*LANM	GRAB		202 - 1E			
3186	Mo	17.10.	5	1a	WEch	*HUTM	CARM		405 - 1A			
3175	Мо	17.10.	5	1a	WEx	*LANM	CARM		405 - 1A			
3187	Мо	17.10.	6	1a	WEch	*HUTM	PRER		405 - 1A			
3176	Мо	17.10.	6	1a	WEx	*LANM	PRER		405 - 1A			
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Subst. No. 3187											hrer	~

Please note that you can combine this new option with the already existing filtering by open substitutions:

🚱 Vertre														
Ŧ = (🗙 ज 🛃	🗣 📲 🔳 '	9	° 🄄 🗄 📝	A	-		_						*
Klasse(n)		Von-Bis			Ansicht	einschrär	ken auf							
Alle	•	09.11.2022 ~			▼ Offen	e Vertreti	ingen							
		Mi 🔹			✓ Kollis	ionen 🚬								
Lehrer														
Vtr-Nr.	Stunde	Vertreter	(Lehrer)	Klasse(n)	(Klasse(n))	Fach	(Fach)	Raum	(Raum)	Art	Text	(Lehrv.)	Lehrv.	
54	2	???	*Arist	1a, 1b	1a, 1b		SportM	Th2	Th2	Vertretung	Turnhalle hat Raumgewicht 4	800	800	
55	3	Curie	Arist	1a	1a		Mat	R1a	R1a	Vertretung		2200	2200	
56	4	Curie	X ist	1b	1b	His	Mat	R1b	R1b	Vertretung		3100	3000	
57	4	???	Gauss	3a	3a		Mat	R1b	ASa	Vertretung	Statt R3a R1b	5500	5500	
									R					
Vtr-N	r. 57	÷										Lehrer		~

2.1.2 Colours of substitution types

The current logic in Untis only colours editable fields, if you use colours at all. The non-editable fields keep their standard colour.

🔮 Substitu												×
🐨 📒 🌡	🎗 🛪 👺 🗛	S	¥ 🕺	2	7 🄄 🚟 🖉	<u>i</u>	- 🙆	÷				
Substitute	_ Fro	m-To					Restric	t view to				
All	▼ 17.	10 2022	~		[overed s	ubstitutio	ns		
1								eboe				
	Mo		• •					Siles				
Lehrer												
Subst. No.	Туре	Day	Date	Perio	Class(es)	(Subject	(Teacher)	Substitu	Subject	Room	Text	S
7												
756	Cancelled	Mo	17.10.	1	5a, 5b, 5b	BSPM	WEIA					
757	Cancelled	Mo	17.10.	2	5a, 5b, 5b	BSPM	WEIA					
759	Substitution	llo	17.10.	4	4b	GWK	WEIA	SVOK		039 - 4B		
760	Substitution	Mo	17.10.	5	3b	GWK	WK WEIA ZIEJ			040 - 3B		
761	Substitution	Mo	17.10.	6	1c	GWK	WEIA	WENV		203 - 1C		
762	Break supervisio	n Mo	17.10.	2/3			WEIA	ZIEM		BP		
3061	Cancelled	Mo	17.10.	5	5b, 5b	RK	FEDS					
3070	Cancelled	Mo	17.10.	6	8a	A-INF	PETK					
3071	Cancelled	Mo	17.10.	7	8a	A-INF	PETK					
3072	Cancelled	Mo	17.10.	8	H1	NHMAT	PETK					
3073	Substitution	Mo	17.10.	6	1b	E	BYDI	MUEK		202 - 1B		
3075	Cancelled	Mo	17.10.	6	8b	PP	MRAB					
3077	Break supervisio	n Mo	17.10.	5/6			MRAB	MRAB		N2		
3078	Substitution	Mo	17.10.	7	3aw, 3bw	BMP	ZSIE	ZETS		209 - 3C		
3079	Cancelled	Mo	17.10.	8	H2	NHENIG	BRAC					
3111	Cancelled	17.10.	6		NBU	GRAB						
3112	Spec. duties	Mo	17.10.	6	4a	Ph	EICR	GRAB	D	037 - 4A		
3150	Cancelled Mo		17.10.	8	7a, 7b, 7c, 8b, 8a	wE-B2	BYDI					
3151	Cancelled	Мо	17.10.	9	7a, 7b, 7c, 8b, 8a	wE-B2	BYDI					
		_		-			_					
Subst.	No. 3326	+	•							Lehr	rer	×

However, this means that different substitution types show different fields in colour, which some users think diminishes the intensity of the colour code too much. This is why you can deactivate this logic as of Untis 2024, and you can colour all lines which are subject to the colour code equally "intensively".

Settings			×
School data Miscellaneous Neoports Counter (Subst) Macdar (abconces) Miscellaneous Colours and terminology Substitution messages Course Scheduling MultiUser Logging und crash reporting Tracing WebUntis	 Insert substitution subject automatically Comply with teacher's room principle Absence reasons for teachers are mandatory Do not create covers for break supervisons for released teachers Highlight occupied teachers in the drop-down list of the substitution window Highlight the dyed substitution types Daily comments 100 Font size in % Print frames Printout of daily lists User defined file names Room for personal studies I Default room 		
Italic = locally stored settings (.ini files)		ОК	Cancel

E n		x .	-se se la		197 L L	**	11 15	Deatri	et ui ou to		
			17.10.0000					Resul	ct view to		
PAI		•	17.10.2022	~			10 -	Un	covered	substitutio	ins
			Мо	٠ ،				Cla	shes		
Lehrer											
Subst. No	Туре	Day	Date	Perio	Class(es)	(Subject	(Teacher)	Substitu	Subject	Room	Text
₹											
756	Cancelle	Мо	17.10.	1	5a, 5b, 5b	BSPM	WEIA				
757	Cancelle	Мо	17.10.	2	5a, 5b, 5b	BSPM	WEIA				
759	Substitu	Мо	17.10.	4	4b	GWK	WEIA	SVOK		039 - 4B	
760	Substitu	Мо	17.10.	5	3b	GWK	WEIA	ZIEJ		040 - 3B	
761	Substitu	Мо	17.10.	6	1c	GWK	WEIA	WENV		203 - 1C	
762	Break si	Мо	17.10.	2/3			WEIA	ZIEM		BP	
3061	Cancelle	Мо	17.10.	5	5b, 5b	RK	FEDS				
3070	Cancelle	Мо	17.10.	6	8a	A-INF	PETK				
3071	Cancelle	Мо	17.10.	7	8a	A-INF	PETK				
3072	Cancelle	Мо	17.10.	8	H1	H-MAT	PETK				
3073	Substitu	Мо	17.10.	6	1b	E	BYDI	MUEK		202 - 1B	
3075	Cancelle	Мо	17.10.	6	8b	PP	MRAB				
3077	Break si	Мо	17.10.	5/6			MRAB	MRAB		N2	
3078	Substitu	Мо	17.10.	7	3aw, 3bw	BMP	ZSIE	ZETS		209 - 3C	
3079	Cancelle	Мо	17.10.	8	H2	HHENIS	BRAC				
3111	Cancelle	Мо	17.10.	6		NBU	GRAB				
3112	Spec. d	Мо	17.10.	6	4a	Ph	EICR	GRAB	D	037 - 4A	
3150	Cancelle	Мо	17.10.	8	7a, 7b, 7c, 8b, 8a	wE-B2	BYDI				
3151	Cancelle	Мо	17.10.	9	7a, 7b, 7c, 8b, 8a	wE-B2	BYDI				
3152	Substitu	Мо	17.10.	5	3c	GWK	PRUB	GIFM		209 - 3C	
3153	Cancelle	Мо	17.10.	6	7c	Ch	SVOK				
3154	Cancelle	Мо	17.10.	6	8c	Ph	PRER				
3157	Substitu	Мо	17.10.	5	1c	E	WIDN	ZAUB		203 - 1C	
3158	Cancelle	Мо	17.10.	6	3c	E	WIDN				
3159	Break si	Mo	17.10.	5/6		-	WIDN	HOEL		K1	
3160	Substitu	Mo	17.10.	2	4b	E F	KOPJ	KOFJ		039 - 4B	
3161	Substitu	Mo	17.10.	3	5a, 5b, 5b	E	*KOPJ	WER		401 - 5B	
3162	Substitu	Mo	17.10.	4	4d, 4d	E	KOPJ	FEDS		407 - 4D	Schularbeit
3163	Cancelle	Mo	17.10.	5	/a, /b, /c	E	*KOPJ				
3164	Substitu	Мо	17.10.	1	3cg, 3cw, 3d	BWb	KOPJ	MUEK		409 - 3D	
3165	Cancelle	Мо	17.10.	8	3ag, 3aw, 3bg, 3bw, 3cg, 3cw, 3d, 3d, 4ag, 4aw, 4bg, 4bw, 4cg, 4cw, 4d, 4d	n-Eng-I	KOPJ				
3171	Substitu	Мо	17.10.	1	1c	WEx	*LANM	HEYV		203 - 1C	

2.2 Subject room

In general, subject rooms are marked with room weight 4. In some schools it is the rule that not all teachers have the necessary keys for all such rooms. This is why we implemented some notes in substitution planning in Untis 2024.

🚱 Vertre														
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Klasse(n)		Von-Bis			Ansicht	einschrän	ken auf							
Alle	-	09.11.2022 ~			- Offen	e Vertreti	ungen							
100		Mi 🔹			Kollis	ionen								
Lehrer														
Vtr-Nr.	Stunde	Vertreter	(Lehrer)	Klasse(n)	(Klasse(n))	Fach	(Fach)	Raum	(Paum)	Art	Text	(Lehrv.)	Lehrv.	
53	1	Ander	*Arist	3a, 3b	3a, 3b	Mus	SportM	Th2	Th2	Vertretung	Statt Sport Musik	1800	1700	
54	2	<u> ???</u>	*Arist	1a, 1b	1a, 1b		SportM	Th2	Th2	Vertretung	Turnhalle hat Raumgewicht 4	800	800	
55	3	Curie	Arist	1a	1a		Mat	R1a	R1a	Veruetung		2200	2200	
56	4	Curie	Arist	1b	1b	His	Mat	R1b	R1b	Vertretung		3100	3000	
57	4	???	Gauss	3a	За		Mat	R1b	R3a	Vertretung	Statt R3a R1b	5500	5500	
Vtr-N	57	-										Lehrer*		~

If the original period shows a room with room weight 4, this is indicated by a blue line at the right edge of the "(room)" cell. The substitute teacher of Subst. No. 54 probably does not have a key for the gymnasium.

14 Substitution planning

If the subject of a lesson substitution for which a subject room is necessary was changed, the schedulers see a pop-up window with a note and a blue line around the cell highlighted in yellow. The gymnasium is probably not the best room for the music substitution subject. The respective fields show descriptive tool tips for a better understanding.

🥵 Vertrei														
E E (🕺 🕾 🐹	By 🗿 🗐 🧐	V 🖉 🕅	2 🏖 🗄 📝	🔒 💩 · 🧑	•								
Klasse(n)	6 i i	Von-Bis			Ansicht	einschrän	ken auf							
Alle	•	09.11.2022 ~			- Offen	e Vertretu	ingen							
Mi · ·														
Lehrer														
Vtr-Nr.	Stunde	Vertreter	(Lehrer)	Klasse(n)	(Klasse(n))	Fach	(Fach)	Raum	(Raum)	Art	Text	Schülergruppe	(Lehrv.)	Lehrv.
53	1	???	*Arist	3a, 3b	3a, 3b	D	SportM	Th2	Th2	achraum mit Raum	ngewicht 4	Ð	1800	
54	2	Gaus Kollis	ion rist	1a, 1b	1a, 1b	D	SportM	Th2	Th2	Vertretung	-		800	
55	3	Curie	Arist	1a	1a		Mat	R1a	R1a	Vertretung			2200	2200
56	4	Curie	Arist	1b	1b	Tw	Mat	R1b	R1b	Vertretung			3100	3600
57	4	???	Gauss	3a	3a		Mat	R1b	R3a	Vertretung			5500	5500
Vtr-N	r. 57											Le	hrer	~ 4

2.3 Period denomination

Increasingly, schools use period denominations instead of numbers.

🚱 Time grid			
4 General Breaks Substitute 5 Number of days (1 to 7) Entry:			Þ
6 Maximum number of periods per day (1 to 60) Morning Monday • First school day of the week Free 1 Period number for the first period of the day (1 or 0) Afternoon			
Period number 1 2 3 4 5 6 Period label A B C D E F 0.00 0.15 10.15 12.00 13.55 15.10			
9:10 10:25 11:55 13:10 15:05 16:20 Monday Momir Momir Momir Momir Momir Tuesday Momir Momir Momir Momir Momir Wednesday Momir Momir Momir Momir			
Thursday Momir Momir Momir Aftern Friday Momir Momir Momir Momir Aftern			
Length of a standard period: 45 minutes			
OK Can	cel	Apply	(

🔮 Su 🐨 🗏 🛠 🕿 📴 🖤 🏭 🖤 🐹 🝸 加 👹 🛃 🐵 · 🚳 🔶 (Teacher) From-To Restrict view to • 07.02.2018 10 -Uncovered substitutions Clashes We +> Subst. | Period (Teacher) Substitute (Room) Room (Subject Subje Class(es) (Te.) to Text Type Cancelled 4137 KÖS R108 8A А PRO Cancelled 6A, 6B, 6C, 7A, 7B, 7C UniB, UniC, UniA, H1, H2, H3 UniB,UniC,UniA,H1,H2,H3 4048 А *RÜT SCH Mitaufsicht Frau Freisler übernimmt den Unterricht 6A, 6B, 6C, 7A, 7B, 7C ??? H1 4050 А *SIE Substitution H2,H1,H3,UniA am Lessing! 4157 SWY Release R503 (5A) Release А 4154 A ZIT Release (5X) Release 4156 4162 (5A) Q2BI1 в ACK Release R503 Release в HAN Cancelled R305 Cancelled 4044 в KLE Without teacher EVA R401 R401 Q2M Frau Freisler übernimmt den Unterricht 6A, 6B, 6C, 7A, 7B, 7C ??? UniB,UniC,UniA,H1,H2,H3 4049 в *RÜT Substitution UniB,UniC,UniA,H1,H2,H3 SP am 162 ÷ Vertretungsplan (Druc 🗸

For quite some time it has been possible to *display* these period denominations in the substitution windows:

Untis 2024 has taken this trend into account, and now you can enter the period denomination

- · in the absence window and in
- the event window

via its own column. Now the users can decide themselves whether they want to use this column in addition or alternatively to the existing columns "FROM period" and "TO period".

Grid adjustment			×
ОК Ар	ply		Cancel
Field	Active	Print	Show
Absence number	Image: A start of the start	Image: A start of the start	
Teacher	\sim	~	Short name
Absent from: DD.MM	\sim	~	
FROM period	\sim	\sim	
Absent to: DD.MM	\sim	\sim	
TO period	~	\sim	
Reason for absence	\sim	~	Short name
Absence text	\sim	\sim	
Accounting value			
Cancelled days due to absence	\checkmark	\sim	
School days during absence	Image: A start of the start	~	
from period label	~	~	
to period label	\checkmark	\sim	

16 Substitution planning

🙆 Ev	ent / I	Lehrer-42															- 0	ı x
Ŧ	•	🕏 🝸 🕹	· 🗟 🍪 🛙	în 🙆														
From	n-To				-													
05.0	2018	3 × 🖻	07.02.201	18 ~ 3	B Days													
Mo		* *	We															
Eve	nt-n	Class	ClFr.	Teache	Room	Sub	from DD.MM	FRON f	rom labe	o DD.MM	TO pe	i to label	Abs. re Text	Count	Don't print (N) New	Student group	Value
	2	5A					07.02.	1 /	~	07.02.		6 F	-					6.000
	1	5X					07.02.	14	8:00-9	:10		6 F						6.000
								E	3 9:15-1	0:25								
								C C	10:45-	11:55	_							
									13:55-	15:05								
								Ē	15:10-	16:20								
											_							



However, you need to note the following:

- The respective columns are only available, if
 - o neither daily time grid,
 - \circ $\,$ nor multi-time grid is used.
- If no period denomination is shown in the time grid, the drop-down list will show the period number.

• The period denominations must be *unambiguous*, otherwise the drop-down list will show the period number.

2.4 Break supervision

Due to user-friendliness, the buttons for the "Break supervision" module are also available on the "Substitution planning" tab.

🖴 🖩 🦛 着 🖻 🔞 🖍 🦓 🗉			
Archivo Start Data Scheduling Timetables	Course Scheduling Modules	Cover scheduling	
Calendar 21.9.2020	Less Standbys *	n Break supervisions Break supervisions	[™] Cover scheduling formats [™] Info-Timetable ~ [™] Settings ~ [™] [™] Settings ~ [™]
		Image: Construct of the second seco	

2.4.1 Off-site codes

As of UN2023.3.0, it is possible to show the teachers in off-site buildings in the substitution suggestions for break supervision substitutions.

🔮 Substitu																						
🕂 🗄 🔰	त्र 🛃 🗊	a 🗉 🗓 👔	I 🝸 🋓	*** 🥩	1 🔒 🛯) - 🧑 👋																
Substitute	- Fr	om-To				- Restrict view	io															
All	▼ 19	.04.2021 ~			** *	Uncovere	d substitutions															
	M	0 4 >				Clashes																
Lehrer					_																	
Subst N	o Period	Substitute	Subject	(Class(es))	Class(es)	(Room)	Text	Stude	nt arou	n Lect	(Leo	et)										
1/	0/1	Cubstitute	oubject	Kall	Break	cupervisio		(Teacher)	(01033(03))	01033(03)	Kell	TOAL	otuuc	int grou	p 2001.	(200						
0	1	222		P2a	Suba	litution	Muo	Callas	20	20	R2a				2400	2400	n					
0	2	222		D2h	Subs	Substitute S	uggestion								- 0	×	< -					
9	3			R2D	Subs	21 44																
15	3/4	777		Hof1	Brea	- 10 A M- 0	1 C - II /K - II										-					
10	4	277		R2b	Subs	 ► Br Sun_Sul 																
11	5				Cano		·. (3)		Ignore officite co	lae												
12	6				Cano	permanent			gilore oil-site co	162												
13	7			a	Substitute Sug	gestion										-	\times					
						Name Cou	nter Max. mir Le	ss. bef Less. aft	Before 1: Af													
1						New	999	×	~	10.4 M- 0/1.0	- 10 - 10											
Subst. N	o. 15	÷				Gauss	999		 Image: A second s	- 19.4. MO-0/1 C												
						Arist	999		✓	Dr.Sup. Sub. (0)			Ignoro offe	nito andon							
										permanent sul		_	Ľ	ignore on-s	sile codes	J						
									E	r.Sup. Sub. (6)			_									
									I N	ame Counte	er Max. mir Le	ess. bef l	ess. afte	Before 1:	After last N	TP prio	NTP afte	Gender	Standby	minutes :		 _
									N	ew	999		×	~						54.8		
									C	er	999		× .	~						50.0		
									C	urie	999		×	×						20.0		
									H	ugo	999		× .	× .						45.0		
								G	auss	999			×						35.0			
									A	rist	999			× .						50.0		

2.4.2 Display of scheduled minutes in substitution suggestions

In order to facilitate the scheduling of break supervision substitutions, the respective substitution suggestion now shows the number of the already scheduled break supervision minutes of the current week. Any break supervision cancellations or substitutions are already taken into account.

					🎱 Sub	stitute Sug	gestion									_		
					I 🕄													
					▼ 19.4	. Mo-0/1 C	allas/Kell											
					▲ Br.S	up. Sub. (6)											
					🗌 pe	riod block			Ignore off-site	codes								
Substitutions	:/Lehrer				pe Di Di Di m	rmanent sul	ostitution											
Ŧ 🗧 🗶 🖻	R 📴 🖀	V 🗐 🖉	🖉 😤 🋓	-	Br.Sup.	Sub. (6)												
Substitute	Fr	om-To			Name	Counter	Max. minutes	Less. before	Less. after	Before 1st.per.	After last per.	NTP prior	NIP after	Gender	Standby	ninutes	schedule:	10
All	• 19	.04.2021 ~			Cer		998										5	4.0 0.0
	M	• • •			Curie		999			-							2	0.0
Lehrer					Hugo		999		~	× .							4	5.0
Subst. No.	Period	Substitute	Subject	Ro	Gauss		999			 Image: A second s							3	5.0
14	0/1	???		Ke	Arist		999			×							5	0.0
8	1	???		R2												-		_
9	3	???		R2														
15	3/4	???		Hc							•							
10	4	???		R2	b S	ubstituti	on k	(e (Callas	2b	2b	R2b			36	600 3	600	
	5				С	ancelled	d N	/us (Callas	2b	2b	R2b			35	500 3	500	
11					С	ancelle	d k	(e (Callas	4	4				69	00 6	900	
11 12	6				-				Dellee	4	4				60	000 6	000	
11 12 13	6 7				C	ancelled	1 K	le (Jallas	4	4				08		900	

2.4.3 Substitution statement

As of Untis 2023.4.0, cancellations of break supervisions are indicated with the abbreviation "PE" in the *substitution statement*.

🕰 Listenauswahl – 🗆 🗙												
	T12 -	Teacher	12									
Belegungs - Statistik	Vertretur	ngen / Entfä	lle / W	ertKorrektur: 1.1	12 31.12.							
Here Stunden	Datum St	tunde Art V	Vert Za	ähler Fach	Klasse(n)	Grund	Text					
H Fach - Stunden - Liste	15.12. M	10/2 +V	1	1 Englisch	4bR	Vertretung						
	16.12. D	1/3 -E i// E	-1	0 Englisch 0 Sprechstu	20	-> Entrall						
E Unterricht	N 10.12. D	1/4 L	0	e e		-> Lindan						
Pausenaufsichten	17.12. M	i/3 -f	0	0 Englisch 1	7a	Workshop						
Control Contro	47.40 14	10 M	0	0 Englisch	5c	Statt-Std.						
Vertretungs-Abrechnung	18.12. D	o/1/2 PE	0	0 0 Englisht	7-	Engl. Theater						
Entfalltage	19 12 D	0/2/2 DE	0	U Englisch 1	/a	Engl. I heater						
Vertretungs-Übersicht	10.12. D	01213 PE	0	0 Englisch 2	6b	Engl Theater						
Suppliarpool	19.12. Fr	r/5 -F	-1	-1 Englisch 1	8bG, 8bD.	LA						
					8b+							
	22.12. M	o/2 -B	0	-1 Anwesenh		LA						
•	22.12. M	0/3 F	0	-1 Englisch	2c	LA						
	23.12. D	1/4 E	0	-1 Sprechstu		-> Entfall						
	23.12. D	i/4 +V	1	0 Englisch	2c	Verlegung						
Vertretungen: 2 Vertretung nicht zu zählen: 1 Entfälle: 2 Entfäll nicht zu zählen: 6 Summe: 0 Bereitschaften verplant: 8 Bereitschaften entfallen: 1 Bereitschaften genutzt: 1 Pausenaufsichten geplant: 12 Pausenaufsichtsentfall: 2 Pausenaufsichtsentfall: 2 Pausenaufsichten gehalten: 10												

2.5 Standby

The number of schools using double period models for pedagogic reasons is steadily increasing. In general, such schools also want to schedule standbys for double periods. This is why Untis 2024 supports the scheduling of standbys for the double period model.

🎱 5a - St	ammgruppe 5a Timetable (Kla1)				• • • ×
Scho	▼ ₹ ₩ *	<u>3</u> 88 4∋ <u>9</u> 9 8 10 * 9 ₩ -	EV.		
5a A	JC E01 (kl. H.)				
UnSch 0/67	Мо	Tu	We	Th	Fr
1	SP AIC *E01 (k	DE AnG C33	MU JoS D53 (M	GL NW JoS LA -C33	DE AnG C33
2					
4	MA AnG C33	GL JoS C33	MA AnG C33	EN AM C33	AWT Mich A-03 (.
5	MU JoS D53 (M	NW LA C33	EN AM C33	VER AnG *C33	SZ/JV/ AnG *C33
7	Ch HaL AC CC SB Pa CG	RE	Ch CC SB KM Ser Pa AC	AG Bas AG Hun ChR LF	AG Dan MiA
8		*C33.		F01 (g C33.	
9					
10		Ochochurach	Out Operately Of	Line text 0. Obvioust array	
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					Kla1 - Klasse 1 🗸 🗸

Requirements

If you want to use optimisation, it's helpful to create *double period clusters* in the time grid. You can do this by adding an asterisk * in the time grid to those breaks which are not to be spanned by a double period.



20 Substitution planning

Just click the new option "Double period model" in the standby dialogue window to use this feature.

🕘 Star	ndbys			-		×
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1	🗘 On stand	by				
Sh	iow the numbe	r of 'Standbys'	(✓ Double per	riod mod	
	Monday	Tuesday	Wednesday	Thursday	Friday	-
1	EIC	JWG	OdE	JuR	RF	
2	EIC	JWG	OdE	JuR	RF	
3	AM	SuSo	AC	HeBe	FN	
4	AM	DF	LC	GD	WP	
5	CW	AM	GD	E	HaL 📉	
6	OK	JaWa	Cer	LA	HaL 🚽	
7		MJ				
8		MJ				
9						
10						
•						►

Planning

This mode uses a different background colour to indicate which areas are interpreted as double period areas by Untis. Additionally,

- · optimisation and
- all manual planning tools

use supervisors for double periods in the double period areas in this mode.

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4	े 🛪 💥 🚺	R 🗖 🧑 🕻	È					-	
В	ER -	'On Standby' -	Subject	Haupt-Zeitras	ster –	Time grid			
1	0n	andby							
	Show the n	nber of 'Standby	rs'	Double	period mode				
	Monday	Tuesday	Wednesda	y Thursday	Friday			_	
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3	???	???	???						_
4	???	???	???	Standbys					
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6	???	???	??? _[
7		???		BER	 'On Standt 	oy' - Subject H	aupt-Zeitraste	r +	Time grid
8		???		1 * (On standby				
9				•	onotanaby				
10				Show the	e number of 'Sta	ndbys'	Double pe	riod mode	
		\		Mon	day Tuesda	ay Wednesday	Thursday	Friday	
				1 OS	JWG	LC	JuR	RF	
				2 OS	JWG	???	JuR	RF	
				3 AM	GD	HeH	HeH	FN	
J			4	4 AM	GD	HeH	HeH	WP	
				EIC	NG	OdE	JuR	LA	
				6 EIC	NG	OdE	JuR	ErH	
				7	MJ				
			1	В	BS				
			9	9					
				10					

General

Additionally, the standby dialogue window now has an additional feature: <Resize window>.

1	🖉 Star	idbys						-	×
	4 9	r 🗶 🔳	t 🧑 🕋						*
	BER	- 'Or	Standby' - Su	bject	Haupt-Zeitraster	· •	Time grid		
	1	On stand	Ьу						
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		Monday	Tuesday	Wednesday	/ Thursday	Friday			
	1	OS	JWG	LC	JuR	RF			
	2	OS	JWG	???	JuR	RF			
	3	AM	GD	HeH	HeH	FN			
	4	AM	GD	HeH	HeH	WP			
	5	EIC	NG	OdE	JuR	LA			

2.6 Other changes

2.6.1 Special duties for double periods or blocks

In the substitution mode, you have been able to create or change special duties or periods directly in the timetable.

1a 21.09.2 UnSch	2020	-	∓ 🦀 🕤	31 - AN (A				
21.09.2					1 49	9	•	
UnSch	2020	▼ -26.9	.2020					
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1	D	Mat		Mus	Mat	5	Big	Settings
2	Mus	Е	.∗s R	echts-	Klick	(J	E	Period window
3	Bio		Mat	E	E		Ma	Allocate/delete this room Special duty / Change period
4	*Sport	Ke		Mat	D			Cancel period
5	Tw	Rel	D		Tw	,	D	Create exam Timetable period: standard format
6							_	Text Students M.
7							_	Time range: week
8		.Wk			.*Spo	ort		Copy in HTML-format
L-No. Tea	. Subi. Rr	n. Cla.	Time	School	week	Stud.	Speci	
63 Cer	; Bio, R1a	1a	21.921.3	3. 1-26		20	3	
+3								

This feature has now been expanded in such a way that it also supports double periods and period blocks. In the respective dialogue window, you can select if the changes should impact the first period or the entire period block. Coupling teachers are shown on different tabs (blue arrow), as always.

Change period: 3.10. / 1	×
Cer, Bio RF, Mat	
Apply to • single period period block	
Class	
Classes: 1 1a	
Teacher	
Cer Only available teachers	
Subject	
Bio Conly subjects of the teacher	
Room	
R1a Only available rooms	
Student group	
▼	
Text	
Newteacher	OK Cancel

2.6.2 Partial substitutions

As of Untis 2024, a student group in the list will be deleted when creating a partial substitution.

3 Course scheduling

Additional features of Exam times per day statement

So far, the *Exam times per day* statement has only shown the *names* of an exam. The statement of large schools with a high number of exams is therefore usually difficult to understand. This is why Untis 2024 has implemented two new options which make it possible to print this statement with exam text and/or exam courses. At the same time, the relevant options of all exam statements can now be found under <Details>.



🔮 Exams															-		×
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24.09.2021		-	24.09.2021														
Day	Fr.	То	Name	Text	Courses	Stud.	Teachers	Room	s	(Class(e	s) Cover planning \	VebUntis				
24.09.2021	3	5	Deutsch Grundkurs 3	3-stündig	D G3/693	24	T95 - T95 - T104	A004	- A004 -	A004 (32						
24.09.2021	3	5	Deutsch Grundkurs 2	3-stündig	D G2/692	20	T39 - T39 - T31	A002	Per								
24.09.2021	3	5	Deutsch Grundkurs 1	3-stündig	D G1/672	23	T87 - T105 - T33	E04.	1		-				<u> </u>		
24.09.2021	3	5	Geschichte Grundkurs 2	3-stündig	GE G2/802	13	T51 - T64 - T36	B003	2		-						
24.09.2021	3	5	Geschichte Grundkurs 1	schriftlich	GE G1/778	20	T122 - T122 - T58	B002	3	Deutsch Grundku	rs3 [Deutsch Grundkurs 2	Deutsch Grundkurs 1	Geschichte Grundkurs 2	Gesch	ichte Gru	ndkurs 1
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										D G3) G2	D G1	GE G2	GE G	1	
									5	Deutsch Grundku	rs3 [Deutsch Grundkurs 2	Deutsch Grundkurs 1	Geschichte Grundkurs 2	Gesch	ichte Gru	ndkurs 1
										3-stündig		3-stündig	3-stündig	3-stündig	GE G	lich 1	
									6	0.00		02	0.01				
									7								
p.									8								
									9								

Additionally, Untis 2023.2.0 greatly accelerated the partial optimisation of large data volumes.

4 Break supervisions

Exit date of teachers

As of UN2023.4.0, break supervision also takes the exit date of teachers into account.

As of this version, the exit date of teachers is analogously taken into account. Please note that you need

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	Name	Room	Sumame	HohlStd. soll	Period	s/d Exit	date												
	Callas		Callas	0-1	4-6	31.1	2.2018												
	Gauss		Gauss	0-3	2-6	_												l	
	New		Newton	0-1	4-6	🙂 Bre	eak superv	visions											
	Hugo		Hugo	0-1	4-7	Kell				- 🗘 🕄	r 🐹	• ø	3 1	N -69	II 1	😁 🖗	55 🔜 🕅	í	
	Ander		Andersen	0-1	4-6	Corride	or Teach											-	
	Arist		Aristoteles	0-1	4-6	Coma	or reach	let										_	
	Nobel		Nobel	0-1	4-6	Minute	es: 420			Total sch	nool year		* L	esson ar	oup		Full name		
	Rub		Rubens	0-1	4-7	(Uncov	vered:35.0))											
	Cer		Cervantes	0-1	4-7			0/1	1/2	2/3	3/4	4/5	5/6	6/7	7/8	8/			
	Curie		Curie	0-1	4-7				8:45	9:40	10:35	11:30	12:25	13:20	14:15	15:10			
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•					Leh	2	28.9.2020	Callas		Cer	Arist								
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						21	1.12.2020	Callas		Cer	Arist								
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							4.1.2021	Callas)	Cer	Arist								
							11 1 2021	Callas		Cer	Ariet								

the *Multiweek timetable* module in order to be able to display the break supervision per week in the timetables.

Printing break supervisions with several time grids

We also added the possibility to select the relevant time grid in the entry-dialogue window for printing break supervisions.

🕑 Break s	uper	visions									-		>	<						
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				Haupt-Ze	eitraster		-	Time gri	d											
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		8:00	8:55	9:50	10:45	11:4	Too	abor 1/11												
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Thursday	•	Callas		New	Arist		FI.			10			F	Font						
Friday	•	Cer		Arist	Cer		21.09.	2020		30.06.202	21 🗎		Pag	e seti	a					
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							Zeit	raster-Erpr	obun	gsstuf										
							All				ML		Ca	ncel						

Printing divided break supervisions

Another additional feature of UN2023.4.0 is that the number of the divided break supervision is printed and shown in the page layout.

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Ve	ertretung	3	???	Rub	2a	R2a	Nur neue Vertretungen
Ve	ertretung	3	CerMig	Callas	1a	R1a	Abwesende Lehrer/Kl
Ve	ertretung	4	CurMar	Callas	2b	R2b	
Ve	ertretung	4	Andersen	Arist	2a	R2a	Auch Elemente ohne V
Er	ntfall	5		Arist	3a		Gliederung
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- Jammand		-	-	man			1 Seite / Element

5 MultiUser

Change of the user name

Logging into MS SQL databases with network connections with long latency times has been improved during the year. In Untis 2024, you can now also change any user name despite the name of the *Super-Administrator* (with the user name: "Administrator"). The right to change user names is linked to the *User administration* right.

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140	su	LUSCHEIT				
Anzahl U	ser		5	2	!	1 0
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If a user has this right, they can change the user name by double clicking on a name in the user administration window.

Name	Benutzergruppe	letztes Login	Passwort .	Abteilunge	en					
Administrator	Administrator	14.3.2023 - 18:16	keines	-						
AD			teines							
Micky			eines							
Goofy	Klick!	Klick!	teines							
Little Joe	i thoit.	i thort.	teines							
Hoss			teines							
Pa	Administrator ~	13.3.2023 - 16:20	keines							
VTR	VTR	16.10.2021 - 14:28	keines							
	Li	a Name öschen Mr. C	artwright	Name	Benutzerven	valtung				
	u	a Name öschen Mr. C	artwright Ok	Name	Benutzerven	valtung Benutzergruppe	letztes Login	Passwort	Abteilungen	
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	L	a Name	e artwright Ok	Name	Benutzerven Name Administrator AD Micky	valtung Benutzergruppe Administrator Administrator Administrator	letztes Login 14.3.2023 - 18.16 30.1.2023 - 16.00 17.10.2021 - 16.43	Passwort keines keines keines	Abteilungen	
	L	a Name	e artwright Ok	Name	Benutzerven Name Administrator AD Micky Goofy	enutzergruppe Administrator Administrator Administrator armer Wum	letztes Login 14.3 2023 - 18:16 30.1 2023 - 16:00 17.10 2021 - 16:43 29.9 2022 - 12:36	Passwort keines keines keines	Abteilungen	
	u	a Name öschen Mr. C	e artwright Ok	Name	Benutzerven Administrator AD Micky Goofy Little Joe	Benutzergruppe Administrator Administrator Administrator armer Wurm armer Wurm	letztes Login 14.3.2023 - 18:16 30.1.2023 - 16:00 17.10.2021 - 16:43 29.9.2022 - 12:36 15.10.2021 - 11:47	Passwort keines keines keines keines keines	Abteilungen	
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Displaying the number of the version in use

When you open the *User administration* window while pressing the <SHIFT> button, you have until now been able to see the date of the version you are using and the computer from which the MultiUser database has been accessed for every user. As of Untis 2024, there is an additional column showing the number of the version used.

D	Name	Benutzergruppe	letztes Login	Passwort	Abteilungen	Datum		Version
1	Administrator	Administrator	27.3.2023 - 9:46	keines		Mar 27 2023	- AD-LAPTOP	2024.0.0-Dev
2	AD	Administrator	30.1.2023 - 16:00	keines		Jan 25 2023	- AD-LAPTOP	
3	Micky	Administrator	27.3.2023 - 9:45	keines		Mar 27 2023	- AD-LAPTOP	2024.0.0-Dev
4	Goofy	armer Wurm	24.3.2023 - 14:03	keines		Mar 24 2023	- AD-LAPTOP	
5	Little Joe	armer Wurm	15.10.2021 - 11:47	keines		Oct 8 2021 -	AD-PC	
6	Hoss	armer Wurm	23.12.2022 - 16:47	keines		Dec 21 2022	- AD-LAPTOP	
7	Mr. Cartwright	Administrator	27.3.2023 - 9:43	keines		Mar 27 2023	- AD-LAPTOP	2024.0.0-Dev
8	VTR	VTR	16.10.2021 - 14:28	keines		Oct 8 2021 -	AD-PC	

6 Calendar-Year Planning

Untis 2023 made it possible to use student groups repeatedly in connection with WebUntis. This possibility has also been used extensively by schools using yearly periods.

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943		🔊 8	8	77100	T2	1_PUWW	L1_1	1FSL_Gr1	
947		🔊 8	8	75700	T16	1_PUG	L1_1	1FSL_Gr1	
956		🔊 44	44	76300	T18	1_PULWHO	L1_1	1FSL_Gr1	
958		S 4	4	76100	T19	1_PULT	L1_1	1FSL_Gr1	
962		§ 4	4	75900	T23	1_PUHM	L1_1	1FSL_Gr1	
971		S 4	4	75200	T24	1_PUB	L1_1	1FSL_Gr1	
975		🔊 12	12	75300	T28	1_PUBAU	L1_1	1FSL_Gr1	
979		髱 16	16	76100	T28	1_PULT	L1_1	1FSL_Gr1	
983		🖏 16	16	76200	T28	1_PULWET	L1_1	1FSL_Gr1	
987		🖏 4	4	76700	T32	1_PUPF	L1_1	1FSL_Gr1	
996		🔊 8	8	77000	T32	1_PUUFRW	L1_1	1FSL_Gr1	
1002		§ 4	4	76100	T35	1_PULT	L1_1	1FSL_Gr1	
1006		§ 4	4	75800	T35	1_PUHAIB	L1_1	1FSL_Gr1	
1010		🖏 16	16	77100	T37	1_PUWW	L1_1	1FSL_Gr1	
1014		🔊 8	8	76600	T42	1_PUO	L1_1	1FSL_Gr1	
1018		§ 4	4	76900	T44	1_PUSCHA	L1_1	1FSL_Gr1	
1022		🖏 8	8	76500	T28	1_PUMELK	L1_1	1FSL_Gr1	
1026		🖏 8	8	76000	T41	1_PUKS	L1_1	1FSL_Gr1	
1030		🔊 8	8	75900	T41	1_PUHM	L1_1	1FSL_Gr1	
1034		🖏 12	12	76800	T41	1_PURIND	L1_1	1FSL_Gr1	
1276		S 4	4	76300	T45	1_PULWHO	L1_1	1FSL_Gr1	Zimmerei
1286		S 9	9	77100	T2	1_PUWW	L1_1	1FSL_Gr1	
1288		S 9	9	77100	T37	1_PUWW	L1_1	1FSL_Gr1	Forstgarten
1291		8 🔊	8	76700	T19	1_PUPF	L1_1	1FSL_Gr1	
▼ L-N	No. 129	1						Klasse	~ .:i

This situation led to the implementation of several additional features in Untis 2024 in the *Calendar-Yearly Planning* window which greatly facilitates the handling of lectures and student groups. For instance, we added the columns *Lect-ID* and *Student group*.

C 🔘																		
R	si 👔 💥	III 📲	7 - 🖀 🕨	1 1	🌛 🧑 🛛 12.09	.2022 09.0	07.2023 🗸 🌾	0 0										
Sch	iool week: 1 Le	ssons: 718																
12.9	- 18.9.2022	[Distributed: 0													Cla	ss(es)	
Sch	ool days: 5	5	Scheduled: 0															
Pid	S.WEEK. 41 (100	1/0)																
																	Years	periods
		189 👎						Years	periods						Peric	Nam	e Ttl.	Distr C
Les.	Sub.	Cla.	Tea.	Rm.	L-sequence	Description	Subject group	Ttl.	min-max	Distr	Open	Sched	LECT-ID	Student group	1	11_1	278	
718	1_PULWME	L1_1	T34	BEMET1				44		0	44	0	76400	1FSL_Gr1	-			
939	1_PUALM	11_1	T2					4		0	4	0	75100	1ESL_Gd				
943	1_PUWW	L1_1	T2, T37					42		0	42	0	77100	1FSL_Gr1	_			
947	1_PUG	11_1	T16					8		0	8	0	75700	1FSL_Gr1				
956	1_PULWHO	L1_1	T18, T45					48		0	48	0	76300	1FSL_Gr1				
958	1_PULT	11_1	T19, T28, T35					24		0	24	0	76100	1FSL_Gr1				
962	1_PUHM	L1_1	T23, T41					12		0	12	0	75900	1FSL_Gr1	_			
971	1_PUB	L1_1	T24	MZIMK				4		0	4	0	75200	1FSL_Gr1				
975	1_PUBAU	L1_1	T28	WSBAU				12		0	12	0	75300	1FSL_Gr1				
983	1_PULWET	11_1	T28					16		0	16	0	76200	1FSL_Gr1				
987	1_PUPF	L1_1	T32, T19					12		0	12	0	76700	1FSL_Gr1				
996	1_PUUFRW	L1_1	T32					8		0	8	0	77000	1FSL_Gr1				
1006	1_PUHAIB	L1_1	T35					4		0	4	0	75800	1FSL_Gr1				
1014	1_PUO	L1_1	T42					8		0	8	0	76600	1FSL_Gr1				
1018	1_PUSCHA	L1_1	T44					4		0	4	0	76900	1FSL_Gr1				
1022	1_PUMELK	L1_1	T28					8		0	8	0	76500	1FSL_Gr1				
1026	1_PUKS	L1_1	T41					8		0	8	0	76000	1FSL_Gr1				
1034	1_PURIND	L1_1	T41					12		0	12	0	76800	1FSL_Gr1				
																	-	Þ

28 Calendar-Year Planning

Untis 2023 already provided you with the possibility to combine lessons in the left part of the window, provided that the student group and the class matched.

Settings	X
Display in the left pane - Respect the selection in the right pane Show the selected elements of the right pane marked in the left pane Only show selected elements of the right pane in the left pane Do not show selected elements of the right pane in the left pane 	
Heading - Weeks Itemise the master data by subjects • School week Indicate the exceedance of the maximum number of weekly periods (time grid, holidays) • From - To Consider class groups in the totals in the right pane • Calendar week Calendar week	
Lessons with the same student group should in the left pane be always combined combined if the subjects are identical never combined	
OK	

The introduction of *reusable student groups* made it necessary to introduce an additional option, which combines lessons only in the case of matching subjects. Therefore, the scheduling of the actual *lectures* is shown in the left pane. If there is more than one lesson involved in the lecture, the lesson number of the first lesson is shown in **bold and italics**.

12 Sc Pre	chool wee 9 18.9.20 hool days ds.Week: 4	k: 1 Lo 022 :: 5 41 (10	essons 0%)	: 718 Distril Sche	outed: 0 duled: 0									Class(e:	
	8	89 💎					Years pe	riods				Periods/we	⊧k	Name Ttl	
es.	Sub.	Cla.	Tea.	Rm. L	-sequ D	escri Subj	ec Ttl. m	iin-m Distr	Open	Sched LECT	- Student group	1 2 3 4	5 6 7 8 9 10 11	1 1 1 2	
18	1_PUL	L1_1	T34	BEME			44		0 44	0 7640	1FSL_Gr1	• •	Set	tings	
39 243		11.1	12 T2 T3				4		0 43	0 7510	IFSL_GrI			isplay in the left pane - Respect the	selection in the right pane
47	1_PU(L1_1	T16				8		0 8	0 7570) 1FSL_Gr1				
956	1_PUL	L1_1	T18, T				48		0 48	3 0 7630) 1FSL_Gr1			 Show the selected elements of the 	e right pane marked in the left pane
958	1_PUL	L1_1	T19, T				24		0 24	0 7610	0 1FSL_Gr1			Only show selected elements of	the right pane in the left pane
962	1_PUF	L1_1	T23, T				12		0 12	2 0 7590	0 1FSL_Gr1				
71	1_PUE	L1_1	124	MZIM	_		4		0 4	0 7520	J 1FSL_Gr1			Up not show selected elements of	or the right pane in the left pane
1/5	1_PUE	11.1	128	WSBA		_	12		0 12	0 7530	J IFSL_Gr1				
987	1 PUE	11.1	T32 T				12		0 12	0 7620	1ESL Gr1		H	leading - Weeks	Itemise the master data by subjects
96	1 PUL	11.1	T32				8		0 8	0 7700	1ESL Gr1			 School week 	Indicate the evene dense of the maximum transfer
s_L	1_1 / Klas										I = I		×		 indicate the exceedance of the maximum number of w periods (time grid, holidays)
_			-	•	8 0	* S		_@ ¥	a 🐢	. 0 🖻	··· ··· ·		2 ×	⊖ From - To	Consider class groups in the totals in the right pane
			Ľ	• •	81		<u> × τ 2</u>	· · · ·	× 🛉	<u>v</u> 🙂		a ••••	22 -	Calendar week	
	CI,Te.	UnSo	ched P	rds Yn	sPrds	LECT-ID	Teache	er Subje	ct	Class(es)	Student group	Text			
			27	8.00	278	77400					1501 0 1			assons with the same student aroun	should in the left name be
		 1 1 	Ø		16	77100	137	1_PU	VVVV	L1_1	1FSL_Gr1			sooons war are sume stadent group	should in the foll parts point
		× 9			P.	77100	12	1_PU	VVVV	L1_1	1FSL_Gr1			 always combined 	
		8			Ľ	77100	12	1_PU		L1_1	1ESL Gr1	Foretoo	on (combined if the subjects are ide	entical
		3) 9 (R) 0			Ľ	77000	T32	1 80		11.1	1ESL Gr1	ruisigai		,	
		8 A			0	76900	T44	1 PU	SCHA	11.1	1ESL Gr1			 never combined 	
		C 1	2		12	76800	T41	1 PU	RIND	11.1	1ESL_Gr1				
		\$ 4	-		4	76700	T32	1 PU	PF	L1 1	1FSL Gr1			ОК	Cancel
		5 8			8	76700	T19	1 PU	PF	L1 1	1FSL Gr1				
		\$ 8			8	76600	T42	1 PU	0	L1 1	1FSL Gr1				
		\$ 8			8	76500	T28	1_PU	MELK	L1_1	1FSL_Gr1				
		54	4		44	76400	T34	1_PU	LWME	L1_1	1FSL_Gr1				
		5 4	4		44	76300	T18	1_PU	LWHO	L1_1	1FSL_Gr1				
		5 4			4	76300	T45	1_PU	LWHO	L1_1	1FSL_Gr1	Zimmer	i i		
		5 1	6		16	76200	T28	1_PU	LWET	L1_1	1FSL_Gr1				
		S 1	6		16	76100	T28	1_PU	LT	L1_1	1FSL_Gr1				
		54			4	76100	T19	1_PU	LT	L1_1	1FSL_Gr1				
		S 4			4	76100	T35	1_PU	LT	L1_1	1FSL_Gr1				
		8 🖉			8	76000	T41	1_PU	KS	L1_1	1FSL_Gr1				
		5 4			4	75900	T23	1_PU	НМ	L1_1	1FSL_Gr1				
		8 🖉			8	75900	T41	1_PU	НМ	L1_1	1FSL_Gr1				
		5 4			4	75800	T35	1_PU	HAIB	L1_1	1FSL_Gr1				
		S 8			8	75700	T16	1_PU	G	L1_1	1FSL_Gr1				
		S 1:	2		12	75300	T28	1_PU	BAU	L1_1	1FSL_Gr1				
		* 4			4	75200	124	1_PU	в	L1_1	1FSL_Gr1				
		2 4			4	75100	12	1_PU	ALM	L1_1	1FSL_Gr1				

7 Info timetable

The design of the info output was adjusted to the current Untis 2024 design. The <Print> button was removed since modern browsers support printing automatically.



As of UN2023.3.0, it is possible to send changed timetables via e-mail in the "Timetable comparison" mode without the "Cover Planning" module.

8 Untis Express

As of Untis Express 2023.6.0, the lecture ID is also displayed.

🙆 Cl																
L1_1		-	-	T	X 🔊	e 📓 🤇	3 & 0	l 🥑 🧑								
L-No.	⊟ CI,Te.	UnSched F	Per	LECT-II	Teacher	Subject	Class(es)	Student group	Subject root	Text	Home room	Lock (X	Ignore (i)	Double pers	Block	Line-less.gr
		278.00	0.00													
718		🖏 44		76400	T34	1_PULWME	L1_1	1FSL_Gr1	BEMET1						4,4,4,4,4,4,4,4,4,4,4	
939		🖏 4		75100	T2	1_PUALM	L1_1	1FSL_Gr1							4	
943		🔊 8		77100	T2	1_PUWW	L1_1	1FSL_Gr1							4,4	
947		🔊 8		75700	T16	1_PUG	L1_1	1FSL_Gr1							4,4	
956		🖏 44		76300	T18	1_PULWHO	L1_1	1FSL_Gr1							4,4,4,4,4,4,4,4,4,4,4	
958		🖏 4		76100	T19	1_PULT	L1_1	1FSL_Gr1							4	
962		🔊 4		75900	T23	1_PUHM	L1_1	1FSL_Gr1							4	
971		🖏 4		75200	T24	1_PUB	L1_1	1FSL_Gr1	MZIMK						4	
975		🔊 12		75300	T28	1_PUBAU	L1_1	1FSL_Gr1	WSBAU						4,4,4	
979		🖏 16		76100	T28	1_PULT	L1_1	1FSL_Gr1							4,4,4,4	
983		🖏 16		76200	T28	1_PULWET	L1_1	1FSL_Gr1							4,4,4,4	
987		🔊 4		76700	T32	1_PUPF	L1_1	1FSL_Gr1							4	
996		🔊 8		77000	T32	1_PUUFRW	L1_1	1FSL_Gr1							4,4	
1002		🔊 4		76100	T35	1_PULT	L1_1	1FSL_Gr1							4	
1006		🖏 4		75800	T35	1_PUHAIB	L1_1	1FSL_Gr1							4	
1010		🖏 16		77100	T37	1_PUWW	L1_1	1FSL_Gr1							4,4,4,4	
-			-													

9 Untis/WebUntis

9.1 Lectures

As of 2023.2.0, the lecture window has been improved: The number of teachers involved in a lecture is shown in a separate column.

🔮 Lectures									- 0	
8 -										
Last ID	~	Cubicat	Chudent energy		WebUntis		Teeshee	Erren	Ta	
LectID	A	Subject	Student group	Class(es)	(#)	(§)	reacher	From	10	
2200	1	-		1-			Arist	05.09.	09.08.	
2300	1	-		18			Arist	10.08.	03.09.	
100	1	Gw		2b, 2a, 1b, 1a			Hugo	05.09.	03.09.	
5300	1	Mat		3a			Gauss	05.09	03.09	
200		FöMat		2a 2b 2a			Gauss	05.09.	03.09.	
200	0	1 OMat		20, 20, 30			Ander	05.09.	03.09.	
300	2	EőE		2a 2b 3a			Rub	05.09.	03.09.	_
500	2	I UL		20, 20, 50			Hugo	05.09.	03.09.	
11700	1	ev1	ev1_1213	12, 13			Luth	05.09.	03.09.	
400	1	FöD		2a, 2b, 3a			Nobel	05.09.	03.09.	
2800	2	Bio	Bio 1a	19			Cer	05.09.	07.11.	
2000	2		00_10	iu ii			RF	08.11.	03.09.	

9.2 Booking import dialogue window

In the booking import dialogue window, you can control if and when you want to import bookings or exams from WebUntis to Untis.

Start import

The booking import dialogue window opens when you click on the <Import bookings/exam> button in the WebUntis Import/Export dialogue window.

In the WebUntis Import/Export dialogue window, the date shown next to the booking has a special position: While all other shown data have defined a strict from-date on which data is exported or imported, the bookings show the date on which a set of data of bookings is imported after it was *changed* in WebUntis.

/ebUntis				>
Settings Lect-based I	esson export active.	WebUntis-Demo Schu minos.webuntis.com:4 untis	le 143	
WebUntis WebUntis Import/Ex	Playground			¢
Choose a date	date for entries marked with *.	-		
Master Data	Export from 1.9.2022		Export]
Lessons*	Export from 31.7.2023		Export	
Substitutions*	Export from 24.7.2023		Export	
Timetable-changes	Import from 8.2.2023	()		Import
Absences*	Import from 24.7.2023			Import
Students*	Import from 1.9.2022			Import
	lange 4 (and 1 0 0000			Import

32 Untis/WebUntis

If, for instance, a booking of the aula for 1st March is changed on 1st April, e.g. the text or the *value* of the booking is changed, this booking will be offered again for an import on the respective date as "Booking – Import as of 31st March 202x".

The basic thought here is that the timetable information in Untis should always be exactly the same data in WebUntis. If the date is manually set to the beginning of the school year, all bookings are imported which have been changed since the beginning of the school year; this of course includes *all* bookings and exams. In general, the Untis scheduler with the standard settings will be informed of all changes of bookings or exams. There will also be a note in the heading of the window showing the relevant date.

Stundenplanänderungen aus WebUntis, die seit dem 8.2.2023 durchgeführt wurden.												
12												
	Time Range	Time	Period	Туре								
E8	9.11.2022	09:50 - 10:35	3	Examination								
B42	16.2.2023	10:45 - 11:30	4	Activity								
B38	16 2 2023	12.20 - 14.15	7	Activity								

Basic features of this dialogue window

🙆 Stund	enplanänderungen aus Web												
12 - (ý ኛ 🐵												
	Time Range	Time	Period	Туре	LectID	Class(es) / Subject	Teacher(s)	Rooms	Value	Statistic	Text	Responsible for the booking	Status
E8	9.11.2022	09:50 - 10:35	3	Examination	580000	3a / D	Ander	R3a					 Image: A second s
B42	16.2.2023	10:45 - 11:30	4	Activity	1650000	1a / D 🚹	Ander \Lambda		0.000		Neuer Unterricht für Projekta	Ander	2
B38	16.2.2023	13:30 - 14:15	7	Activity	?	2a, 2b / Gw \Lambda	Ander	Phys	0.000			Ander	1
B35	22.2.2023	13:30 - 14:15	7	Activity	?	2a, 2b / Gw	Ander 🚹	Phys	0.000		Projektarbeit	Ander	1
B43	31.3.2023	11:40 - 12:25	5	Lesson	10000	2a, 1b, 2b, 1a / Gw 🛦	Hugo \Lambda	Phys, R1a				admin	2
D 1 2E	- 27 4 2022	08.00 08.45		A attivity	2	20 2h 20 (Mat A	Gauss	R1b 🛦, R3a 🛦	0.000				0
6125	- 27.4.2023	08:00 - 08:45	· · · ·	Acuvity	ŕ	2a, 2b, 3a7 Mat 🕰	NewA	R1b 🕰, R3a 🕰	0.000				G
B109	27.4.2023	08:55 - 09:40	2	Lesson	580000	3a / D 🚹	Nobel \Lambda	R3a 🚹					3
B117	27.4.2023	12:35 - 13:20	6	Activity	?	-/Mus	Callas	R1a	0.000				\sim
B101	27.4.2023	13:30 - 14:15	7	Activity	?	1a/-	Nobel	Werkr	0.000				~
B47	28.4.2023	08:00 - 08:45	1	Activity	?	1a / Mat	Arist 🛆	R1a	0.000				1
B51	28.4.2023	08:00 - 08:45	1	Activity	?	1a / Mat	Arist \Lambda		0.000			dra	1
B130	28.4.2023	11:40 - 12:25	5	Activity	?	3b / Ch \Lambda	Ander	Phys	0.000			admin	1
B81	1.5.2023	08:55 - 09:40	2	Activity	?	-/D	Gauss	R2b \Lambda	0.000				1
B53	2.5.2023	08:00 - 08:45	1	Activity	?	1a, 1b/- 🛦	NewA	Th2 🛦	0.000				3
Show a	oplied/ignored changes.											Select bookings Select exams I	ignore Apply
1													

In the toolbar of the booking import dialogue window, you can:

- change the font size
- access the feature (view) <Refresh> and
- activate a filter.

In your daily work it should not be necessary to access the feature (view) <Refresh> since the content of the window is in general automatically refreshed. The <Filter>, however, provides you with many helpful features.

Filter

As soon as the filter has been activated, an additional filter line is shown in the grid.

🕚 Stundens	olani	änderungen aus Webl					
12 - 🏟	Ŧ	*					
		Time Range	Ti	ime	Period	Туре	Lec
7							
E8		9.11.2022	09	9:50 - 10:35	3	Examination	580
B42		16.2.2023	10	0:45 - 11:30	4	Activity	165
B38		16.2.2023	13	3:30 - 14:15	7	Activity	?
B35		22.2.2023	13	3:30 - 14:15	7	Activity	?
B43		31.3.2023	11	1:40 - 12:25	5	Lesson	100
B125	-	27.4.2023	08	3:00 - 08:45	1	Activity	?
B109		27 4 2023	08	8.55 - 09.40	2	Lesson	580
Show appli	ed/i	gnored changes.		Select booking	s Selec	t exams Ignore	Apply

In general, you can now enter a filter criterion in every column. You can highlight all days in the dates column in bold which have bookings, however, you can also select a period of up to one week with your mouse.

💮 Stundenplan	änderunge	n aus Wet	oUntis, die se	it dem 8.2.	2023 du	rchgef	führt wurden.									
12 - 🚱 🏹	1 🕹															
	Time F	Range	Time		Perio	bd	Туре									
7				7												
E8	•	Juli 202	23 ▶	10:35	3		Examinat	ion								
B42	Mo Di	Mi Do	Fr Sa So	11.30	4		Activity						-			
B38	3 4	5 6	789	🔮 Stun									ühr			
B35	10 11	12 13	14 15 0 16	12 •	Ö ኛ											
B43	17 18 24 25	19 20 26 27	21 22 23			Tim	ne Range	Time			Per	iod	Т			
				7		_										
B125 =			1	F8		•	Juli 2023	}	10	0.32	3		F			
				B42		Мо	Di Mi Do I	r Sa So	1	1.30	4		A			
				B38		26	27 28 29 3 4 5 6	7 8 9	14	4.15	7		A			
				B35		10	11 12 13 1	4 15 16	1		,		·			
				B43		17	18 19 20 2	21 22 23	i	St 🐨	under	planänd	erungen aus WebUntis, die sei	t dem 8.2.2023 durch	igeführt wurde	n.
				040		24	25 20 21		Ľ	12	- 😳	24				
				B125	=				0			Time	Range	Time	Period	Ту
				B100		27	1 2022	09.55	0	7×		03.0	7.2023 - 09.07.2023			
				B109		27.4	4.2023	06:55 -	. 0	B/1	, 目	4.7.2	023	11:40 - 12:25	5	Ac
										041	د ا	4.7.2	023	12:35 - 13:20	6	Ac
										E6		6.7.2	023	08:00 - 08:45	1	E

You can select several time slots with "CTRL+click" in the *time* column:

强 Buchunge							2		
12 - 🙆 🕯	T								
	Datum	Zeit			Kla	isse(n) / Fach	Leh		
r.		12:30 - 13:15	STRG-K	lick			2		
B8237	26. 8.2022	07:50 - 08:3 08:40 - 09:25			6b /	/ Mu	Zin		
B8244	26. 8.2022	09:45 - 10:30		3400	6a /	/ Mu	Zim		
B8247	29.8.2022	10:35 - 11:20		12 👝	luchung	an aus Wohl Intis, die	coit dom 11 10 20	22 goëndort wurden	5
B8275	30. 8.2022	12:30 - 13:15		38	. 🚜		seit dein 11.10.20	zz geanuert wurden.	
B8294	30. 8.2022	14:00 - 14:45 14:45 - 15:30	18	?		Datum	Zoit		Stund
B8299	30. 8.2022	09:45 - 10:30	3	?		Datum	07:50 - 08	-351 10-35 - 11-201 12-30 - 13-15	Sture
B8280	30. 8.2022	10:35 - 11:20	4	20	24.4	26 8 2022	07.00 - 00		
B8255	30. 8.2022	11:40 - 12:25	5	? 88	275	30 8 2022	07:50 - 08	:25	1 (
00200	30. 8.2022	12:30 - 13:15	6	?	270	30.8.2022	10:35 - 11	-20	1
Paasa	A DARA	the second		~ 00	200	30.82022	11.40 - 12	.25	5
				B8	255	30 8 2022	12:30 - 13	:15	6
				BQ	200	31 8 2022	12:30 - 13	-15	6
				Do		01. 0.2022	12.30 - 13		- Annal

In general, you can use the logical OR shortcut in all text fields, and you can link them to other entries in other columns with an AND requirement:

🕚 Stund								
12 -	🏟 ኛ 👙							
	Time Range	Time	Period	Туре	LectID	Class(es) / Subject	Teacher(s)	Roo
* ×			1 2				Gauss Nobel	
P125	B 27 4 2022	09.00 09.45	1	Activity	2	20. 2h. 20 / Mot A	Gauss	⁷ R1t
B125	- 27.4.2023	08.00 - 08.45	1	Activity	f	2a, 2b, 3a / Mal 24	New \Lambda	R1b
B109	27.4.2023	08:55 - 09:40	2	Lesson	580000	3a / D 🚹	Nobel 🛦	R3a
B81	1.5.2023	08:55 - 09:40	2	Activity	?	- / D	Gauss	R2b
B199	1.6.2023	08:55 - 09:40	2	Lesson	460000	2b / D \Lambda	Nobel 🚹	R2b
B349	6.6.2023	08:00 - 08:45	1	Activity	?	-/-	Gauss \Lambda	We
B325	6.6.2023	08:55 - 09:40	2	Activity	?	-/-	Gauss 🛦	We
B394	22.6.2023	08:55 - 09:40	2	Activity	?	-/His	Gauss	R1b

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The entries in the "Class(es)/subject" field are suggestions, and can be overwritten at any time with your own filter criteria (with wild cards).

🔮 Stun	den	nplanänderungen aus WebUntis, die se	it dem 8.2.2023 durch	ngeführt wurde	n.					
12 -	¢	7 😌								
		Time Range	Time	Period	Туре	LectID	Class(es) / Subject		Teacher(s)	Roc
7 ×				1 2				·	Gauss Nobel	
D125		27 4 2022	09.00 09.45	4	Activity	2	-/* */-		Gauss	R1t
D125		27.4.2023	08.00 - 08.45	1	Activity	f	*/Ch		New	R1b
B109		27.4.2023	08:55 - 09:40	2	Lesson	580000	*/E		Nobel \Lambda	R3a
B81		1.5.2023	08:55 - 09:40	2	Activity	?	*/Gw */Gz		Gauss	R2t
B199		1.6.2023	08:55 - 09:40	2	Lesson	460000	* / His		Nobel \Lambda	R2t
B349		6.6.2023	08:00 - 08:45	1	Activity	?	* / Ke * / Mat		Gauss 🛦	We
B325		6.6.2023	08:55 - 09:40	2	Activity	?	* / Mus * / Pb		Gauss 🛦	We
B394		22.6.2023	08:55 - 09:40	2	Activity	?	*/Rel		Gauss	R1b

🕒 Stunde	nplanänderungen aus WebUntis	, die seit dem 8.2.2023 durch	geführt wurder	ı.					-	o ×
12 - 🤅	2 ኛ 🕹									
	Time Range	Time	Period	Туре	LectID	Class(es) / Subject	Teacher(s)	Rooms	Value	Statisti
₹ <mark>×</mark>			1 2			2*/*	Gauss Nobel			
DIOC	07.4.0000	00.00.00.45		A	~		Gauss	R1b 🕂, R3	0.000	
B125	27.4.2023	08:00 - 08:45	1	Activity	?	2a, 2b, 3a / Mat 🕰	New	R1b 🕰, R3	0.000	
B199	1.6.2023	08:55 - 09:40	2	Lesson	460000	2b / D 🛦	Nobel \Lambda	R2b \Lambda		

View settings

All columns can be moved to any position in the grid, despite the booking number, date, time and period columns. You can show or hide columns via the context menu in the heading.

6			s WebUntis, die s	xeit dem 8.2.200	23 durd	ngeführt wurd	m.						<u> </u>
R	ec	nts-Kli	ск	Time		Deviad	T	Last ID	Olara (an) / Cubinat	Tanahar(a)	Deeme	Makua	Caral
-	_	111 NG -	Time	1100.0		Period	туре	LectID	Class(es) / Subject	Teacher(s)	Rooms	value	Stati
E8		9.11.	Period		0:35	3	Examination	580.00	3a / D	Apper	R3a		
B42		16.2.1	Period label		1:30	4	Activity	1650000	1a/DA	Ander \Lambda		0.000	
B38		16.2.: 🗹	Type		4:15	7	Activity	?	😫 2b / Gw 🛦 🧹	Ander	Phys	0.000	
B35		22.2.1	LectID		4:15	7	Activity	?	2a, 207 cm	Ander 🛦	Phys	0.000	
B43		31.3.	Teacher(s)		2:25	5	Lesson	10000	2a, 1b, 2b, 1a / Gw 🛦	Hugo 🛦	Phys, R1a		
DAOF			Rooms						0- 0- 0- (11-1)	Gauss	R1b 🛦, R3	0.000	
B125	۳.	27.4.	Value		8:45	1	Activity	Y	2a, 2b, 3a / Mat 🕰	NewA	R1b 🛦, R3	0.000	
B109		27.4.	Statistic		9:40	2	Lesson	580000	3a / D 🛦	Nobel 🛦	R3a 🛦		
B117		27.4.:	Text		3:20	6	Activity	?	-/Mus	Callas	R1a	0.000	
B101		27.4.:	Responsible for the	booking	4:15	7	Activity	?	1a/-	Nobel	Werkr	0.000	
B47		28.4.202	3	08:00 - 0	38:45	1	Activity	?	1a / Mat	Arist 🛦	R1a	0.000	
B51		28.4.202	23	08:00 - 0	08:45	1	Activity	?	1a / Mat	Arist 🛦		0.000	
B130		28.4.202	23	11:40 - 1	12:25	5	Activity	?	3b / Ch 🛦	Ander	Phys	0.000	
B81		1.5.2023	3	08:55 - 0	09:40	2	Activity	?	-/D	Gauss	R2bA	0.000	
B53		2.5.2023	3	08:00 - 0	08:45	1	Activity	?	1a, 1b/- 🛦	NewA	Th2A	0.000	
B89		2.5.2023	3	09:50 - 1	10:35	3	Lesson	310000	1b / Mat 🛦	Nobel 🛦	R1bA		
B139		2.5.2023	3	10:45 - 1	11:30	4	Activity	?	1a / Mat 🛦	Curie 🛦	Ps1. R1a	0.000	
B65		2.5.2023	3	10:45 - 1	11:30	4	Activity	?	1a / Mat 🛦	Curie	R1aA	0.000	
B133		2.5.2023	3	13:30 - 1	14:15	7	Lesson	230000	1a/E	Rub	R2a		
		10.5.202	23	12:35 - 1	13:20	6	Activity	?	2a, 2b/D	Callas A	Phys	0.000	
B137		10.5.202	3	13:30 - 1	14:15	7	Activity	2	2a, 2b/D	Callas A	Phys	0.000	
_					_								
Show a	sppi	ied/ignored ch	tanges.							Select bookings	Select exam	ns Ignore	Apply

Working daily with the booking import dialogue window

In general, if you did not activate the option "Show applied/ignored changes", all (room) bookings and exams will be shown when you open the dialogue window, which

- have been entered or changed since the last import of WebUntis,
- have not been imported yet and
- have not been ignored so far.

	Time Range	Time Perio	d Type
B42	16.2.2023	10:45 - 11:30 4	Activity
B38	16.2.2023	13:30 - 14:15 7	Activity
B35	22.2.2023	13:30 - 14:15 7	Activity
B43	31.3.2023	11:40 - 12:25 5	Lesson
B125	□ 27.4.2023	08:00 - 08:45 1	Activity
B109	27.4.2023	08:55 - 09:40 2	Lesson
0117	22 4 2023	12.25 12.20 6	Activity

When closing the dialogue window, it will open up again in exactly the same condition you last closed it, plus any new booking lines which have been added since then.

Information and features in the booking import dialogue window

The status column shows whether a booking can be imported without any conflicts or if the WebUntis booking leads to a conflict with the (updated) timetable.



Booking lines which can be imported to the timetable without any conflicts show with a grey tick. You can select one or several such lines and import them into Untis via <Apply>. Already imported booking lines are shown with a green tick or disappear from the list in the booking import dialogue window if the option "Show applied/ignored changes" is deactivated. From now on, this booking will also be shown in the substitution windows.

Substitutions																×
1	t 👺 📭 📲 🗒 S	ያ 🐹 🍸 🄄	× 🧳	🔒 💩 • (õ) 🐵											
Substitute	From-To			- R	Restrict view to											
IIA	▼ 01.09.2022	 29.06.202 	14 ~	10 v	Uncovered subs	stitutions										
	Th 🔹	, Sa	• • •	68 Days	Clashes											
Lehrer											_					
Subst. No.	Туре	Date 4	Period	Subject	Substitute	(Teacher)	Class(es)	(Class(es))	WebUntis-data	Text	(Room)	Room	Lect.	(Lect.)	Value	•
₹ ×			2	D			3a		_							
55	anderer Raum	27.10.2022	2	D	Ander	Ander	3a	3a		Raumänderung	R3a	AULA	580000	580000	1.000)
Subst. No.	0										_		L	.ehrer		×

With the <Select bookings> button, you can select all bookings whose import can be done without any conflicts, and then click on <Apply>. The same goes for exams and the <Select exams> button.

Booking lines which cannot be imported into Untis for whatever reason can be *ignored*. Select one or several lines and confirm by clicking on <lgnore>.

The respective lines will be marked as ignored (1) in the "Status" column. Ignored bookings can be reactivated by clicking on the <Ignore> button when they are selected.

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Now, let's have a look at the following situation in the import dialogue window:

V 😌													
Time Range	Time	Period	Туре	LectID	Class(es) / Subject	Teacher(s)	Rooms	Value	Statistic	Text	Responsible for the booking	Status	
27.07.2	023												
- 27 7 2022	09.00 09.45		Evamination	210000	th / Mat	Arist	Phys, R1a			Mathematik 2 Strindia			
- 21.1.2023	08:00 - 08:45	·	Examination	310000	TD / Mat	Fer				Mathematik 2-Stundig		~	
27.7.2023	08:55 - 09:40	2	Examination	310000	1b / Mat	Arist	Phys \Lambda			Mathematik 2-Stündig		0	
ford formered alternation											Output heat timeOutput means		and a
neu/ignureu cha/ges.											Select bookings Select exams	ignore Ap	hhà
	Comparison of the Weble of	Time Range Time 27.07.2023 08.00 - 08.45 27.7.2023 08.55 - 09.40	Time Range Time Period 27.7.2023 08:00 - 08:45 1 27.7.2023 08:55 - 09:40 2	Adebitionagen au Moldhills de lat de la 22.023 autopatibile evotes Time Range Time Period Type 27.7.2023 08.00 - 08.45 1 Examination 27.7.2023 08.55 - 09.40 2 Examination	Construction Time Period Type LectID 27.7.7.2023 08:00 - 08:45 1 Examination 310000 27.7.7.2023 08:55 - 09:40 2 Examination 310000	Control Time Period Type LectID Class(es) / Subject 27.7.7.2023 08:00 - 08:45 1 Examination 310000 1b / Mat 27.7.7.2023 08:55 - 09:40 2 Examination 310000 1b / Mat	Sector Time Period Type LectID Class(es) / Subject Teacher(s) 27.7.2023 08:00 - 08:45 1 Examination 310000 1b / Mat Arist 27.7.2023 08:05 - 09:40 2 Examination 310000 1b / Mat Arist	oter Motor and Wood na 32 Wood frag as und cert 12 2023 averaged with events. Time Range Time Period Type LectID Class(es) / Subject Teacher(s) Rooms 27.07.2023 08:00 - 08:45 1 Examination 310000 1b / Mat Arist Phys, R1a 27.7.2023 08:55 - 09:40 2 Examination 310000 1b / Mat Arist Phys ▲	Additionations as d Markins de set den 322023 auchysteht wurder: Time Range Time Period Type LectID Class(es) / Subject Teacher(s) Rooms Value 27.07.2023 08:00 - 08:45 1 Examination 310000 1b / Mat Arist Phys. R1a 27.7.2023 08:55 - 09:40 2 Examination 310000 1b / Mat Arist Phys A	excliptioned darges as Weldma de lad der 12-2023 aufbefohlt werden.	ade/Machines de las des las des las des las des las 2023 autopatibits exercises Time Range Time Period Type LectID Class(es) / Subject Teacher(s) Rooms Value Statistic Text 27.7.7.2023 08:00 - 08:45 1 Examination 310000 1b / Mat Arist Phys, R1a Mathematik 2-StUndig 27.7.2023 08:55 - 09:40 2 Examination 310000 1b / Mat Arist Phys ▲ Mathematik 2-StUndig	eter blacktore de sei de	eder blackende ges de la 22.022 autopedant wenter

The exam E9 lasts for two hours, the first hour of the exam can be imported without any conflict, the second hour shows 1 conflict in the *Status* column. This is indicated on the one hand by the red number "1" in the "Status" column, and on the other by the warning icon \triangle in the "Room" column next to the respective element.

2 • 6	19									_
	Datum	Stunde	Lv-ld	Klasse(n) / Fach	Lehrer	Räume	Wert	Statistik	Text	Status
EAE	5.12.2022	1	2960000	Klausur, 08D / M	L39	R08D			Mathematik 2-stündig	~
E45	5.12.2022	2	2960000	08D / MA Klausur	L39	R08DA			Mathematik 2-stündig	2
	- DE 1 0003	1	400000	Klour vr 2.78	Cer	R2a			F Ter + (3 Stunden'	

When clicking on the respective line with the conflicts, another line outlined in red will unfold showing the lectures which are causing a clash: The second hour of the math exam (Lect. 2960000) clashes with the German lesson (Lect. 2250000) with teacher L36 scheduled at this position which should also take place in room R08D.

🚔 Buchung												
12 . 🥥	7											
	Datum	Stunde	Zeit	Lv-Id	Klasse(n) / Fach	Lehrer	Räume	Wert	Statistik	Text	Buchungsersteller*in	Status
	5.12.2022	1	08:00 - 08:45	2960000	Klausur, 08D / M	L39	R08D			Mathematik 2-stündig		~
E45	5.12.2022	2	08:55 - 09:40	2960000	08D / MA, Klausur	L39	R08DA			Mathematik 2-stündig		2
	5.12.2022	2	08:55 - 09:40	2250000	08D / DA	L36	R08DA					
1000		2	יי ער אייי	40000	KI 2015	2	-9	100 M	-	[T- " " Stur Here"	and the second second	1

When clicking on <Apply>for such an exam, the same rules apply as for any other exam when entered in the "Exams" window in Untis. In this example, the original lessons of teachers L39 and L36 are cancelled and the exam is shown as "Exam" in the *substitutions* window.

🙆 Vertre															
æ 📑	🖌 🛪 👺	up 📲 🛙	192	2	1 Ø 6	1 🗟 - 🥝	-								
Vertreter		Von-Bis													
Alle	•	05.12.2022	~		10 V										
		Мо			Offe	ene Vertretun	gen								
Lehrer															
Vtr-Nr.	Art	Datum	Stunde	Fach	Vertreter	(Lehrpe	Klasse(n)	(Klasse(n))	WebUntis-Daten	Text	(Raum)	Raum	(Lehrv.)	Lehrv.	
Y ×							08D		-						
62	entfällt	5.12.	1			L39	08D	08D			R08D		2960000	29600	00
0	Klausur	5.12.	1	М	L39		08D		~	Mathematik 2-stündig		R08D		29600	00
64	entfällt	5.12.	2			L36	08D	08D			R08D		2250000	22500	00
0	Klausur	5.12.	2	М	L39		08D		×	Mathematik 2-stündig		R08D		29600	00
Vtr-N	r. 61	:											Lehrer*		~ _a

In the next example, the exam with the number ID E70 clashes in the second hour of the exam of class 2a with 2 elements: class 2a's regular timetable shows lecture 10000, together with the classes 1a, 1b and 2b, subject GEc with teacher Hugo, and supervision teacher Cer is scheduled to teach subject E in class 4b.

Sections 🖗												
12 . 🖏	7											
	Datum	Stunde	Zeit	Lv-Id	Klasse(n) / Fach	Lehrer	Räume	Wert	Statistik	Text	Buchungsersteller*in	Status
	26. 1.2023	1	08:00 - 08:45	400000	Klausur, 2a / D	Cer	R2a			D-Test (3 Stunden),		~
	26. 1.2023	2	08:55 - 09:40	400000	2a / DA, Klausur	CerA	R2a			D-Test (3 Stunden)		2
E70	26. 1.2023	2	08:55 - 09:40	10000	2a, 1b, 1a, 2b / Gw A	Hugo	R1a					
	26. 1.2023	2	08:55 - 09:40	1600000	4b / E	CerA	R4b					
	26. 1.2023	3	09:50 - 10:35	400000	2a / DA, Klausur	Cer	R2aA			D-Test (3 Stunden)		2
B121	27 1.2023	14	17 10 - 17:55	2	1= / Alanbra	AD	Audimex	3.142		Algebra-Schnungerstunde f	idev	.1

Booking B131 shows a regular black text outlined in blue indicating that this booking has already been imported once. Only the "value" and the "text" have changed, indicated by the bold green text outlined in red.

👰 Guchung												
12 - 🥝	7		1									
	Datum	Stunde	Zeit	Lv-Id	Klasse(n) / Fach	Lehrer	Räume	Wert	Statistik	Text	Buchungsersteller*in	Status
B131	27. 1.202	11	17:10 - 17:55	?	1a / Algebra	AD	Audimax	3.142,		Algebra-Schnupperstunde für Interessierte	dev	~
	14 2000	2	10.50 40.05	****	10 1 1 1 1 1 1 1	Cermi	1120		2.7.9	no lyter		C

Right-clicking opens the context menu, which allows you to navigate directly to the relevant substitution.

🖗 Buchun											
12 - 🖏	T						Rechts-Klick!				
	Datum	Stunde	Zeit	Lv-ld	Klasse(n) / Fach	Lehrer		Wert Statistik	Text	Buchungsersteller*in	Status
B131	27. 1.2023	11	17:10 - 17:55	?	1a / Algebra	AD	Audimax	Standard banks Dates	Algebra-Schnupperstunde für Interessierte	dev	~
1774	14 0 0000			400000	Kinger De (D	CerA	R2a	(Klick öffnet das relevante Ferster)	D Coloris Ind		0
E/4	14. 2.2023	3	09:50 - 10:35	400000	Klausur, 2a/D	2	R2e	Vtr-Nr 54: AD	D-Schularbeit I,		0
B147	14. 2.2023	4	10:45 - 11:30	580000	3a / D	Ander	Werkr	Klick	händerung.	dev,	~

As you can see, neither the text nor the value of the booking has been entered before the import.

🧌 Vertret																	
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Vertreter Alle	•	Von-Bis 27.01.202 Fr	23 ~		E	Offene Vertretu	ngen										
Vtr-Nr.	Art	[Datum-	Stunde	Fach	Vertreter	(Lehrperson)	Klasse(n)	(Klasse(n))	WebUntis-Dater	Text	(Raum)	Raum	(Lehrv.)	Lehn.	Wer	rt
54	Sonderei	ins. 2	27.1.	11	Algebra	AD		1a		Image: A state of the state			Audimax			1.00	00
Vtr-Ni	66	:												Lehrer	r*		

After the import, the text and value of the booking (in Untis: of the special duty) have been applied.

🧌 Vertret																
Æ 🛯 🕽	(7 🕒 📭 4	9 🖩 🖤	2 2	🄄 🖽 🧳	a . (
Vertreter	Von-B 27.01.2 Fr	is 2023 ~ • •			Offene Vertretu	ngen										
Vtr-Nr.	Art	Datum-	Stunde	Fach	Vertreter	(Lehrperson)	Klasse(n)	(Klasse(n))	WebUntis-Daten	Text	Raum)	Raum	(Lehrv.)	Lehrv	Wert	
54	Sondereins.	27.1.	11	Algebra	AD		1a			Algebra-Schnupperstunde für Interessierte		Audimax			3.14	2
Vtr-Nr	54	•											Lehre	a.	v	

9.3 Other changes

The option for printing the QR code which led to the Untis Mobile App in the App Store or Google Play was removed from the page layout.