



Untis

Department Timetable



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1 Introduction

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

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

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

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

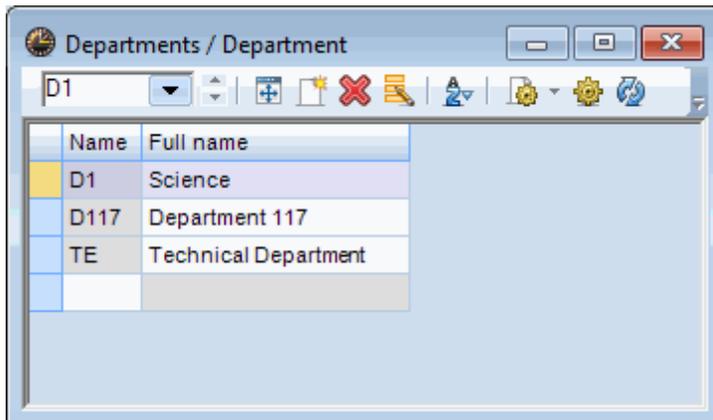
The department timetable really comes into its own in particular when used with the Untis MultiUser module.

2 Data entry

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

2.1 Entering departments

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



The screenshot shows a software window titled 'Departments / Department'. It features a toolbar with various icons and a table with two columns: 'Name' and 'Full name'. The table contains three rows of data:

Name	Full name
D1	Science
D117	Department 117
TE	Technical Department

2.2 Assigning to master data

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

windows is automatically displayed.

The screenshot displays a software interface with a menu bar and several data entry windows. The 'Departments' menu item is circled in red. The windows show the following data:

Departments / Department

Name	Full name	Dept.
D1	Science	
D117	Department 117	
TE	Technical Department	

Teachers / Teachers - Departments

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

Rooms / Rooms - Departments

Name	Full name	Dept.
WS	Workshop	
TW	Textiles workshop	
SH2	Sports Hall 2	
SH1	Sports Hall 1	
R3a	Class Room 3a	
R2b	Class Room 2b	
R2a	Class Room 2a	
R1b	Class Room 1b	
R1a	Class Room 1a	
Ps2	Pseudo Room 2 (4)	
Ps1	Pseudo Room 1 (3b)	
PL	Physics lab.	

Classes / Classes - Departments

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

Subjects / Subjects - Departments

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

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

Name	Surname	Dept.
HA	Andersen	EE,ME
MA	Antoinette	CE
ARI	Aristoteles	ME
MJ	Jagger	EE
IB	Bachmann	EE,ME
SB	Becket	CE,ME
HB	Bequerel	
NB	Bohr	
PB	Buck	
MAC	Callas	
LC	Carroll	
CER	Cervantes	

Teachers in departments for electrical engineering and mechanical engineering.

Only in department for superstructures

In all departments

Define **one** department for your class.

Name	Full name	Dept.
1a	Class 1a (Gauss)	D1
1b	Class 1b (Newton)	D117
2a	Class 2a (Hugo)	TE
2b	Class 2b (Andersen)	
3a	Class 3a (Aristotle)	
3b	Class 3b (Callas)	
4	Class 4 (Nobel)	

D1 Science
 D117 Department 117
 TE Technical Department

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

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

The screenshot shows a software interface for managing lessons. The top part is a table with columns: L-No., Cl, Te, Un Sched Prds, Department, Yrs Prds, Teacher, Subject, Class(es), Subject room, Home room, Double pers., and Block. The bottom part is a detailed view of a lesson with tabs: Lesson, Timetable, Code(s), Values, and Coupling Line. The 'Lesson' tab is active, showing fields for Periods/week, Years periods, Teacher, Subject, Department, and others. A red box highlights the 'Department' dropdown menu in the detailed view, and a red arrow points from the 'Department' column in the table to it.

L-No.	Cl, Te	Un Sched Prds	Department	Yrs Prds	Teacher	Subject	Class(es)	Subject room	Home room	Double pers.	Block
11	4, 1		D1	41	Hugo	GEc	1a,1b,2a, 2b		R1a		
7	+ 2, 3	2	D1	82	Ander	DS	1a	WS	R1a	41-41	
73	+ 2, 2		D1	122	Arist	PEG	1a,1b	SH2	R1a		
31			D1	205	Arist	MA	1a		R1a		
33			D1	204	Arist	EN	1a		R1a		
35			D1	81	Callas	MU	1a		R1a		
39			D1	82	Callas	AR	1a		R1a	41-41	
46			D1	82	Nobel	RE	1a		R1a		
53			D1	123	Rub	DE	1a		R1a		
63			D1	81	Cer	BI	1a		R1a		

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

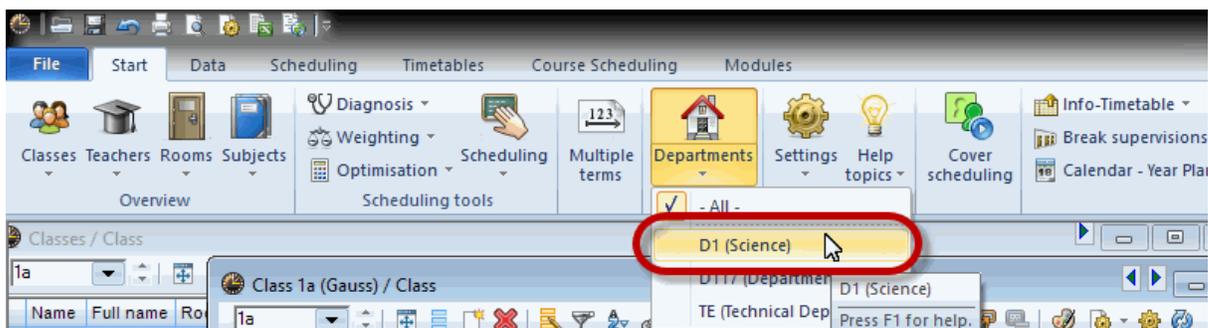
As lessons 6, 75 and 81 in the above example involve a coupling of class 2a with other classes and 2a is the first class entered, the lesson belongs to the department of class 2a.

3 Department processing

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

3.1 'Departments' drop-down list

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



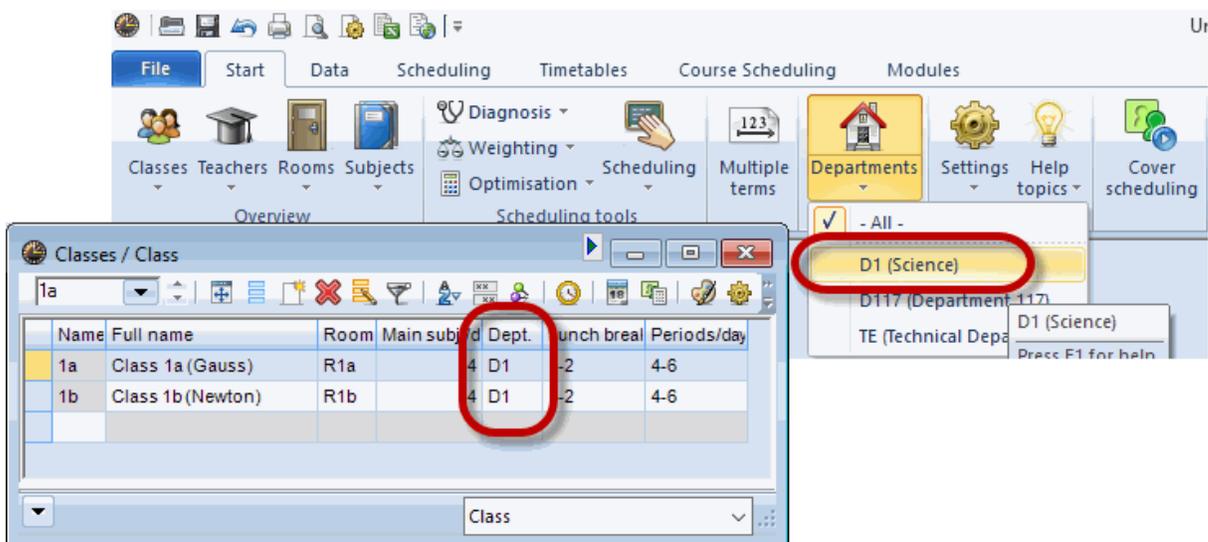
If a department is pre-defined by using the department drop-down list, the respective department is displayed below the symbol 'Departments' in the multi-functional bar.



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

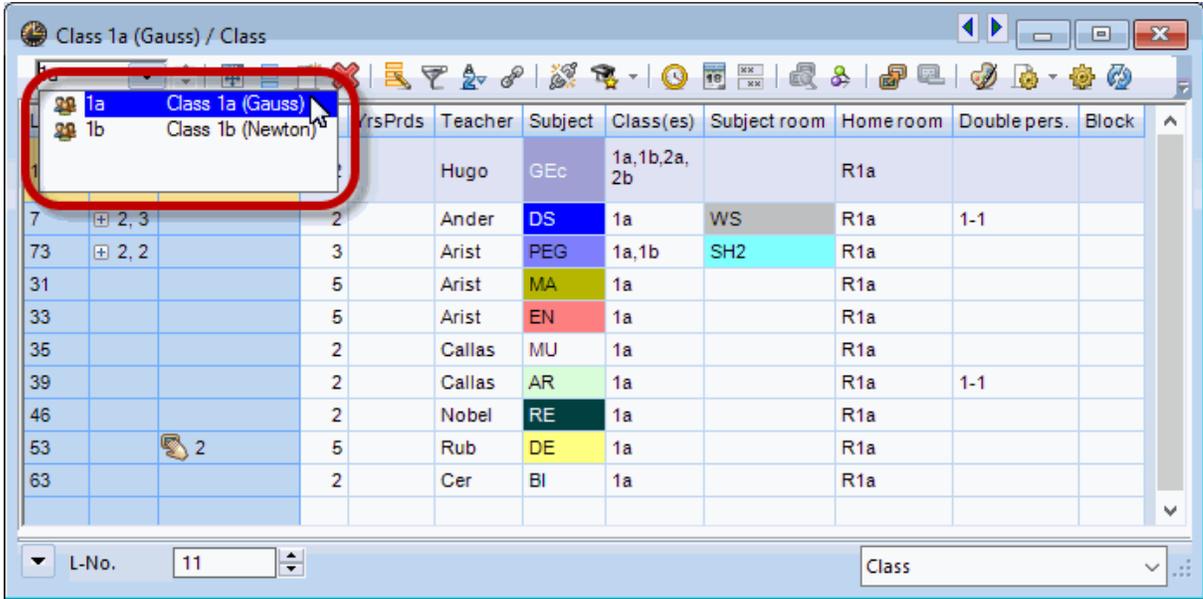
3.2 Master data and lessons

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



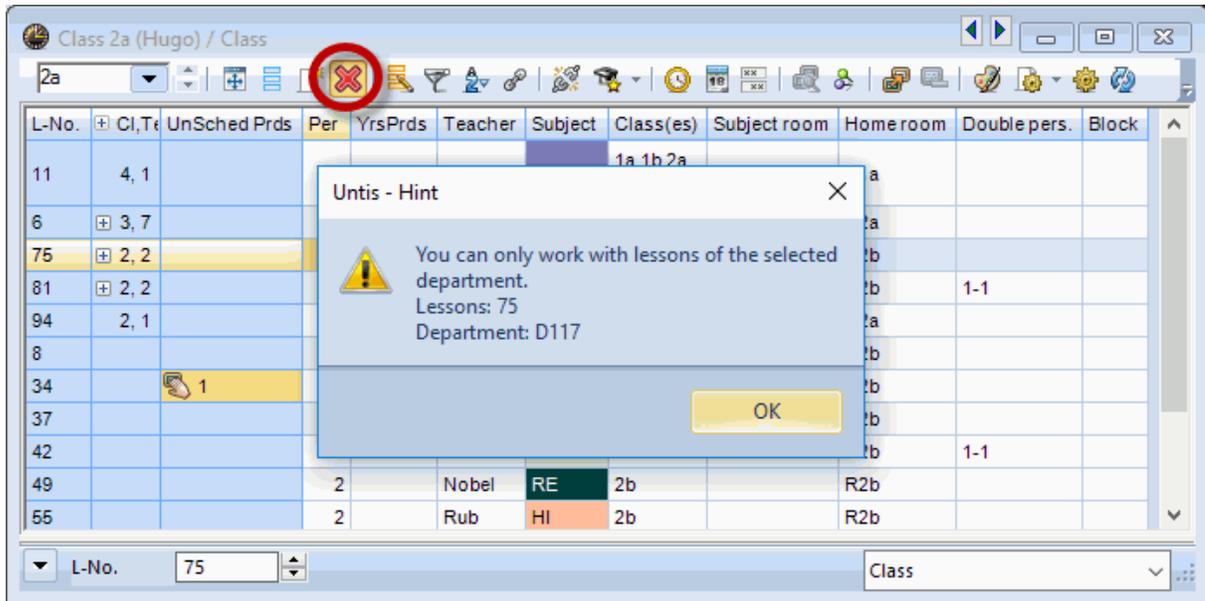
Moreover, when you create a new master data element it will automatically be assigned to the active department.

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



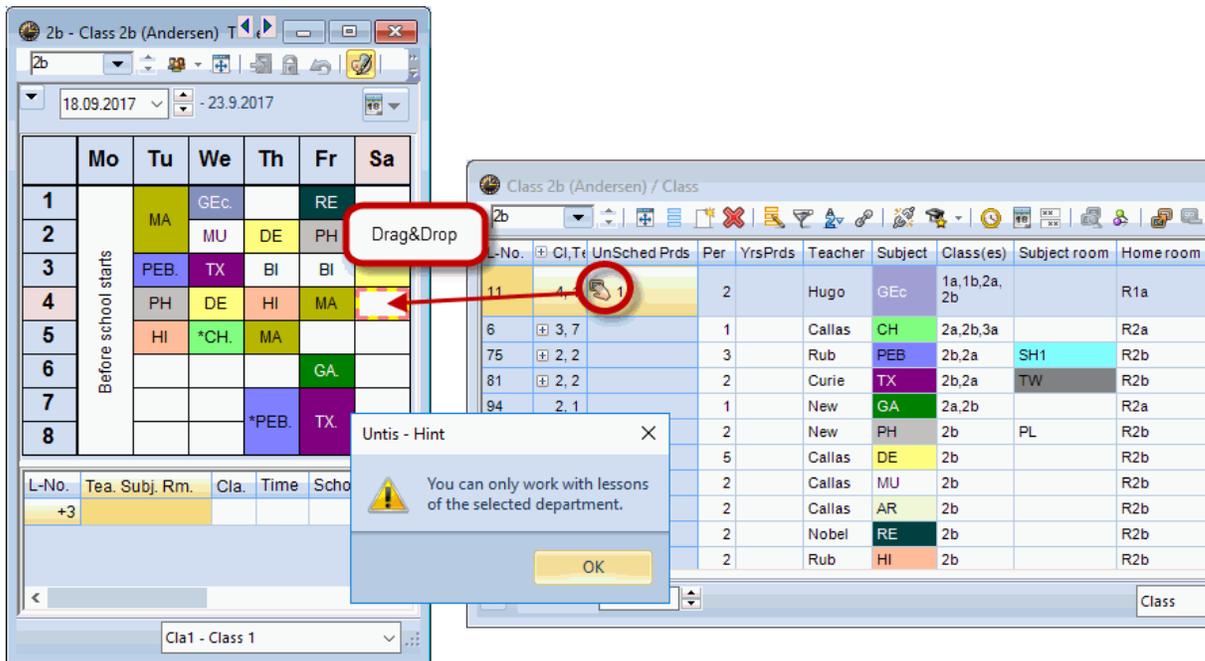
Note:
Please note that in the lessons windows always all lessons are shown of which an element of the selected department is part of.

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



3.3 Manual scheduling

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



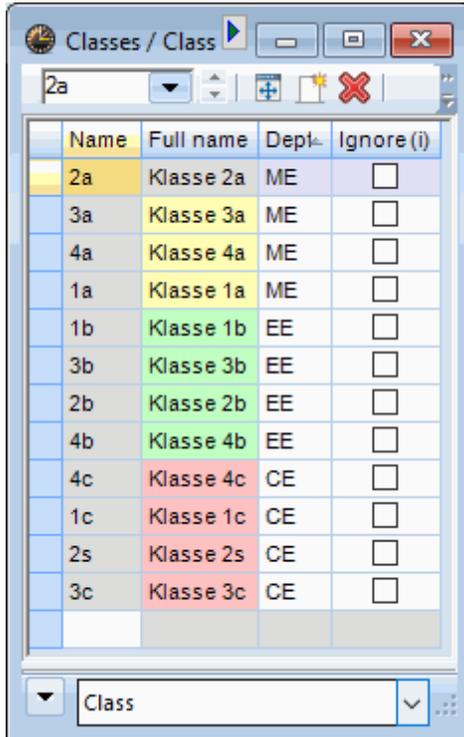
Moreover, in the room allocation dialogue only those rooms are displayed that are assigned either to the selected department or to none at all.

3.4 Optimisation

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

changed in any way.

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



Name	Full name	Dept.	Ignore (i)
2a	Klasse 2a	ME	<input type="checkbox"/>
3a	Klasse 3a	ME	<input type="checkbox"/>
4a	Klasse 4a	ME	<input type="checkbox"/>
1a	Klasse 1a	ME	<input type="checkbox"/>
1b	Klasse 1b	EE	<input type="checkbox"/>
3b	Klasse 3b	EE	<input type="checkbox"/>
2b	Klasse 2b	EE	<input type="checkbox"/>
4b	Klasse 4b	EE	<input type="checkbox"/>
4c	Klasse 4c	CE	<input type="checkbox"/>
1c	Klasse 1c	CE	<input type="checkbox"/>
2s	Klasse 2s	CE	<input type="checkbox"/>
3c	Klasse 3c	CE	<input type="checkbox"/>

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

The image shows three screenshots of a timetable software interface, each displaying a class timetable and a department selection dropdown menu. The dropdown menus are highlighted with red boxes and show the following options:

- Class 1b: EE (Electrical Engineering)
- Class 1a: ME (Mechanical Engineering)
- Class 1c: CE (Civil Engineering)

The timetables are for the school year 19.9.2016 - 30.6.2017. The class is Cla30 - Classe 30. The timetables are as follows:

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

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

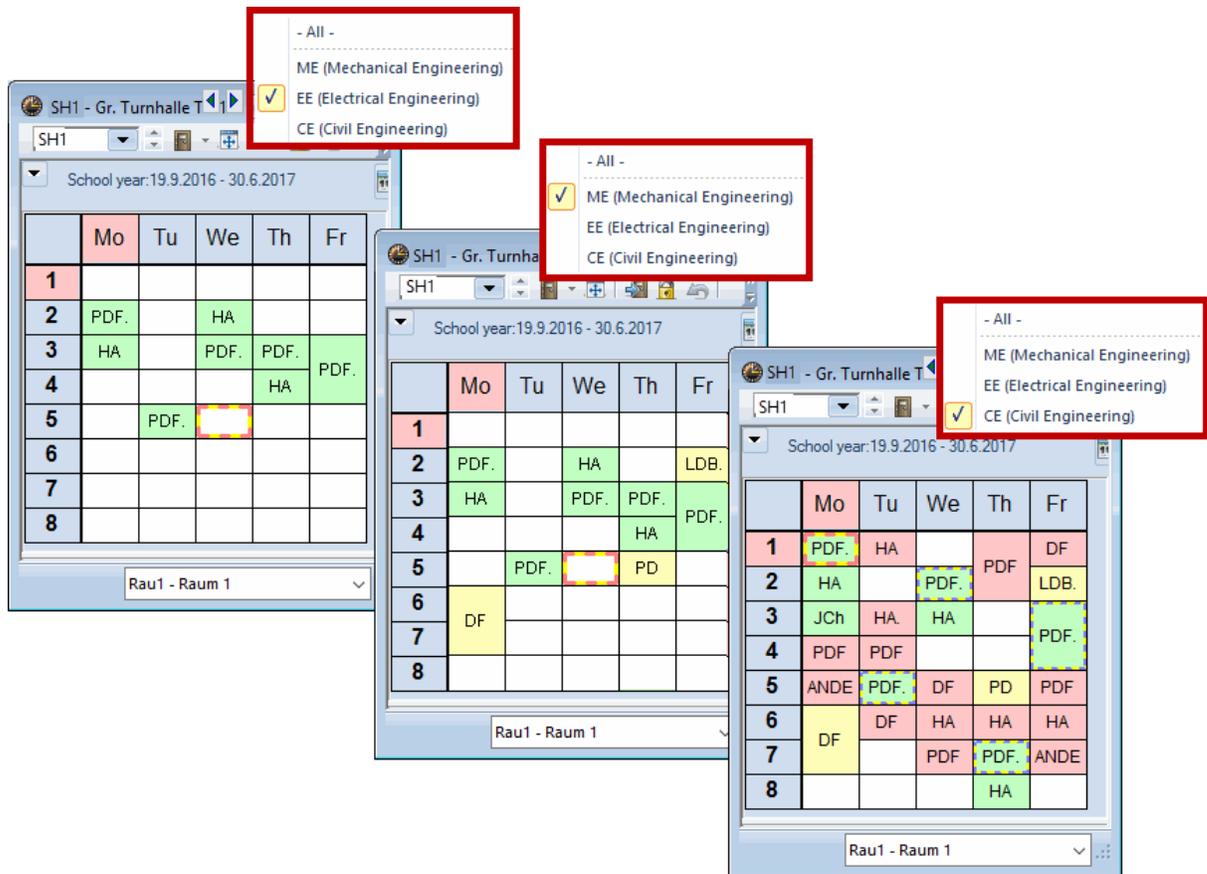
	1a	1b	1c
Mo-1	Tw	M	MS
Mo-2	M	MS	Ch
Mo-3	Ch	His	His
Mo-4	Ch		Tw
Mo-5	MS	His	LÜK.
Mo-6	INF.		
Tu-1	RK	LÜK	Mus
Tu-2	vTE	RK	LÜK
Tu-3	Ch		LÜK.
Tu-4	Mus	E	RK
Tu-5	E	LÜM	vTE.
Tu-6		Mus	

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

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

3.4.1 Cross-departmental resources

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

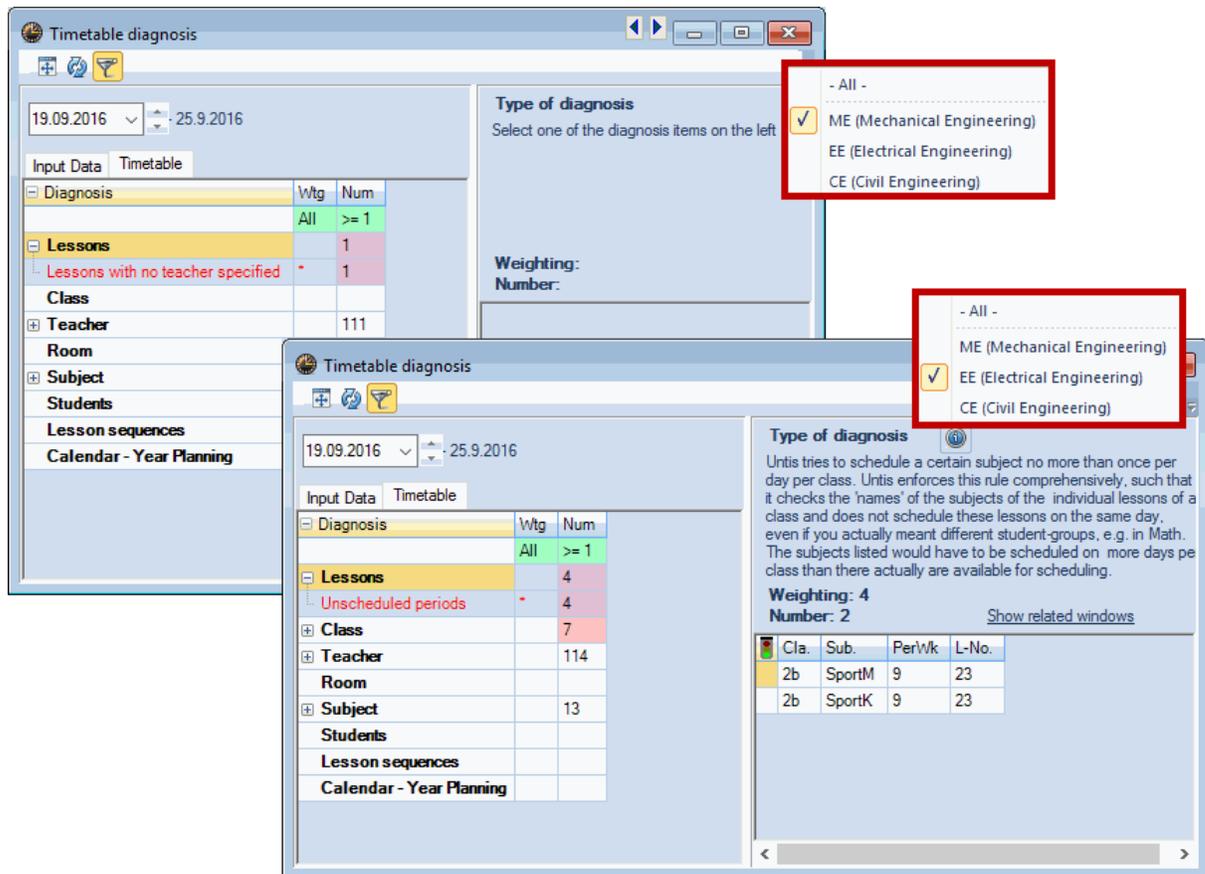


In the example above the gym (SH1) is a cross-departmental resource.

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

3.5 Diagnosis

The diagnosis is also automatically restricted to one department by using the department drop-down list just like [master data and lessons](#). The figure shows the diagnostic item 'Lessons' for two different departments. While there is a lesson with a missing teacher in the ME department, 4 periods have not been scheduled in the EE department.



3.6 Printing

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

4 Distributing department data

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

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

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

Note: Department without classes

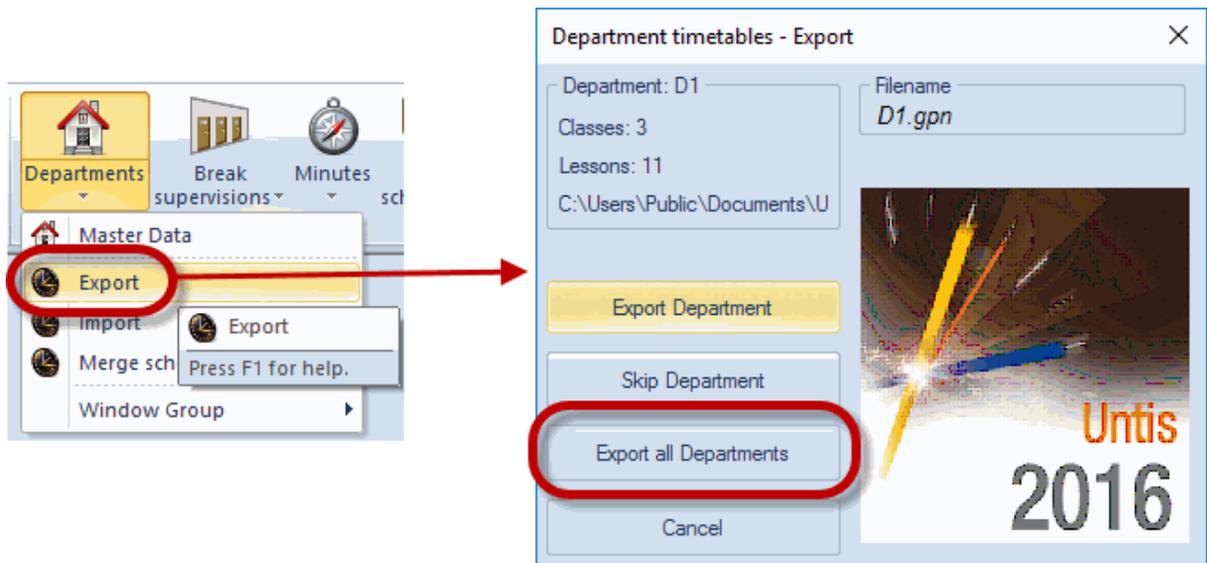
When department data are distributed, only those departments are important which have been assigned to the classes. If you have not assigned any departments to your classes in the "Dept." column, an error message will pop up. Please enter a department for each class and repeat the process.

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

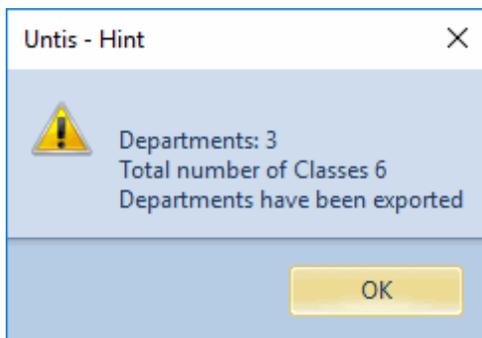
1. Please open the demo.gpn file.
2. Using "Modules | Departments | Master Data" you can see that three departments have already been defined in this file. Please open the windows group 'Departments' by going to "Start | Departments" and assign the departments to the classes in accordance with the figure.

Name	Full name	Room	Dept.	Main subj./d
1a	Class 1a (Gauss)	R1a		4
1b	Class 1b (Newton)	R1b		4
2a	Class 2a (Hugo)	R2a	D1	4
2b	Class 2b (Andersen)	R2b		4
3a	Class 3a (Aristotle)	R3a	D117	4
3b	Class 3b (Callas)	Ps1		4
4	Class 4 (Nobel)	Ps2	TE	4

3. Now select "Modules | Departments | Export (distribution)".



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

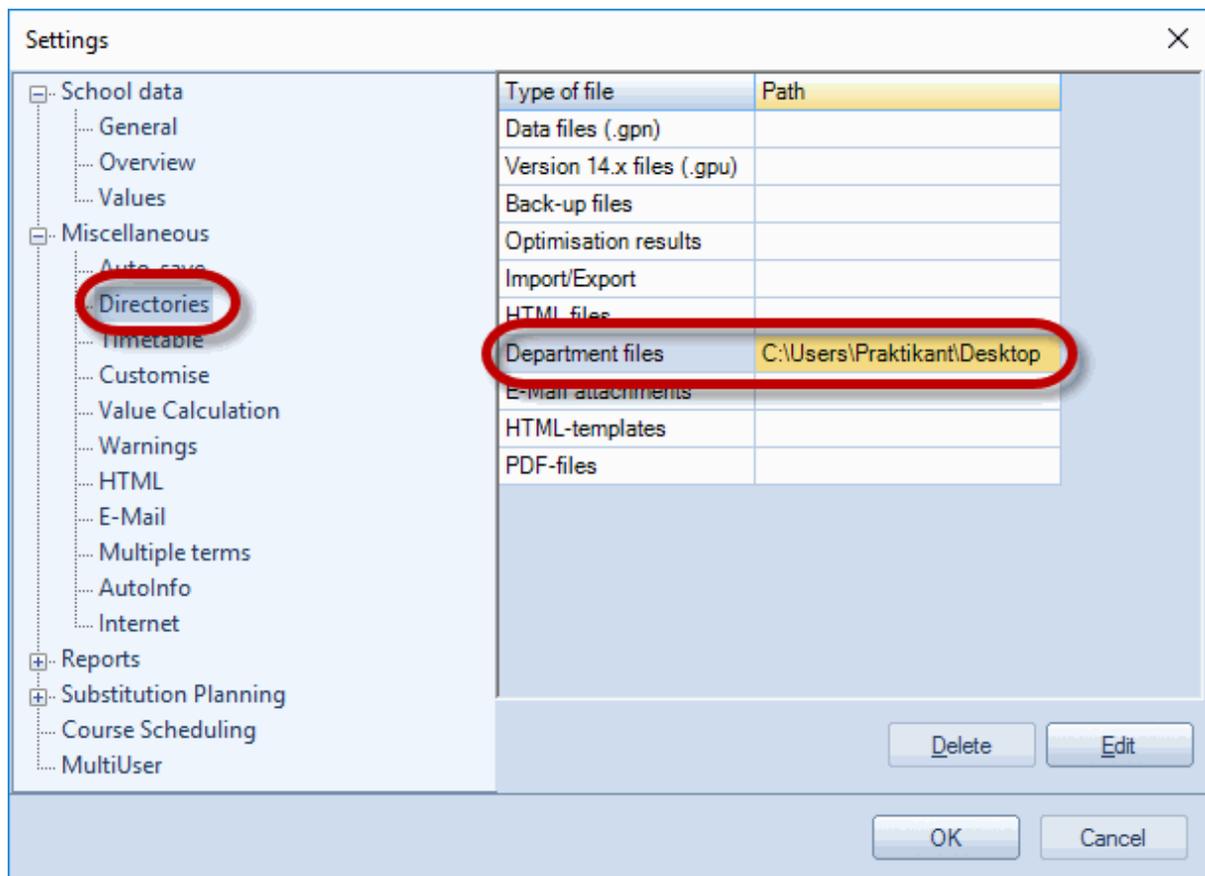


Warning:

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

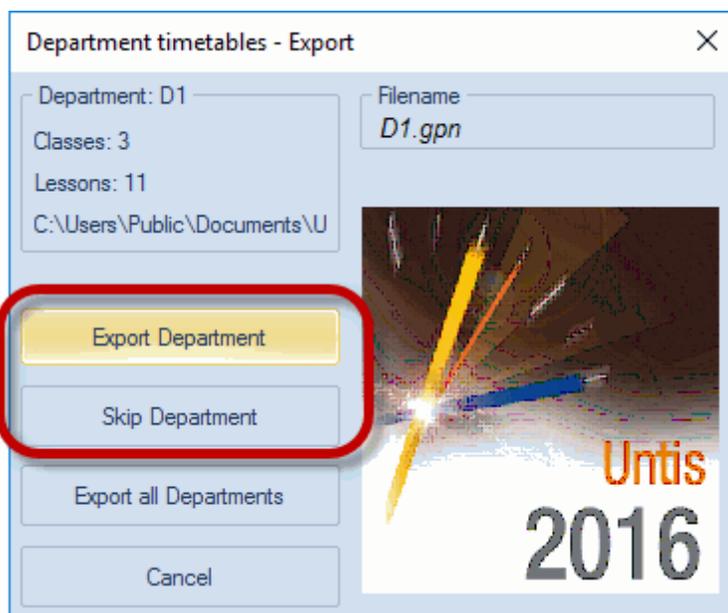
Tip: Changing the location of department data

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



4.1 Exporting individual departments

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



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

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

4.1.1 Restrictions in demo files

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

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

5 Creating department timetables

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

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

Warning:

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

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



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

Name	Full name	Room	Dept.	Main subj./day
1a	Class 1a (C	R1a	TE	4
2a	Class 2a (T	R2a	TE	4
2b	Class 2b (A	R2b	Et	4
1b	Class 1b (M	R1b	Et	4
3a	Class 3a (A	R3a	Hb	4

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

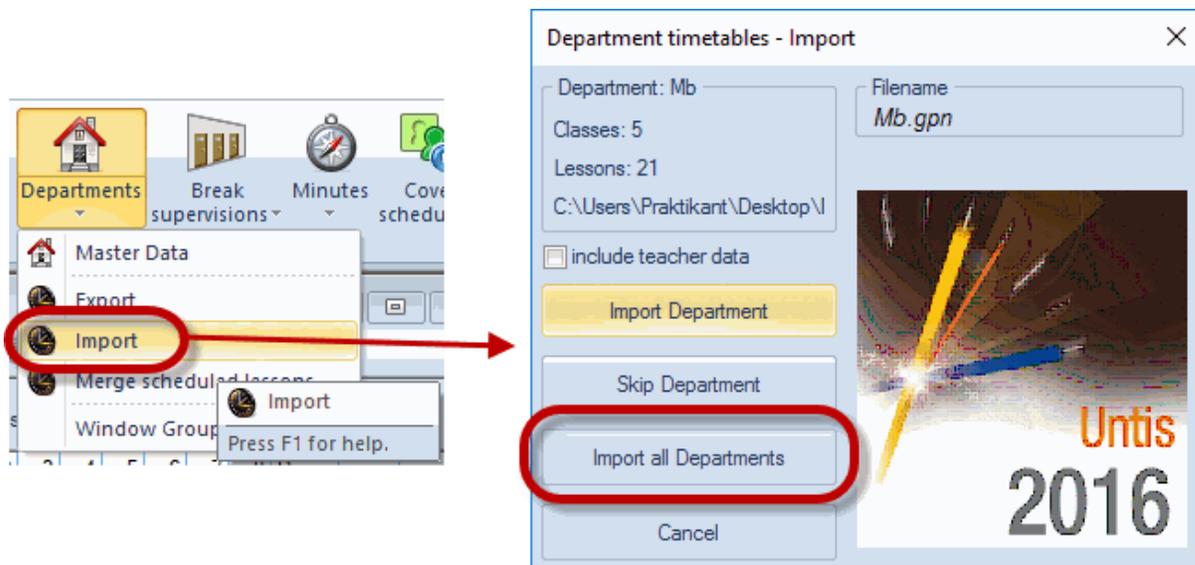
L-No.	Cl, T	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Double pers.	Block
11	4, 1		2		Hugo	GEC	1a, 1b, 2a, 2b		R1a		
7	2, 3		2		Ander	DS		WS	R1a	1-1	
73	2, 2		3		Arist	PEG	1a, 1b	SH2	R1a		
31			5		Arist	MA	1a		R1a		
33			5		Arist	E	1a		R1a		
35			2		Callas	MU	1a		R1a		
39			2		Callas	AR	1a		R1a	1-1	
46			2		Nobel	RE	1a		R1a		
53	2		5		Rub	DE	1a		R1a		
63			2		Cer	BI	1a		R1a		

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

6 Importing dept. data into school file

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

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



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

Note:

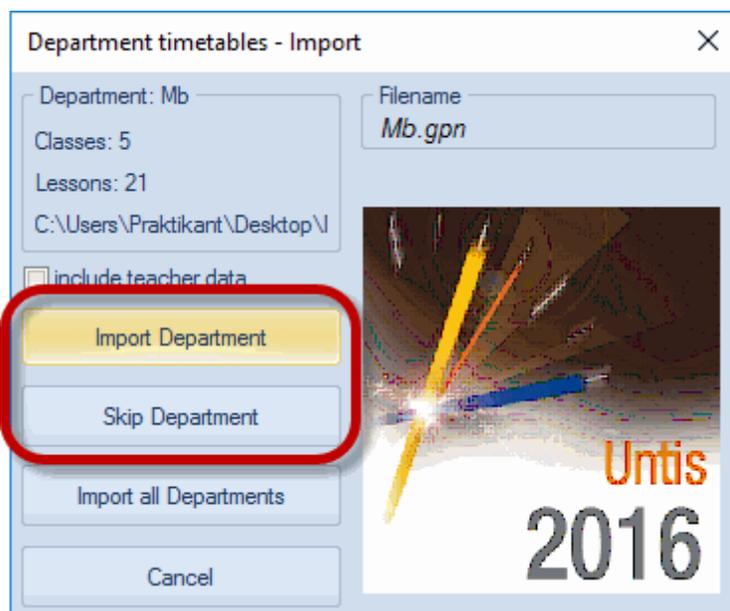
New numbers will automatically be allocated if overlaps occur with lesson numbers when the import is performed.

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

	Monday	Tuesday	Wednes	Thursda	Frid
1	MS	Tw	Gw. D	Ch	
2	Mus	E	M	M	M
3	M	Ch	His	GW	WTE
4	E		Mus	WTE	RK
5	His	RK	Ch	MS	E
6			INF.		
7					
8					

6.1 Importing individual departments

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



6.2 Importing master data

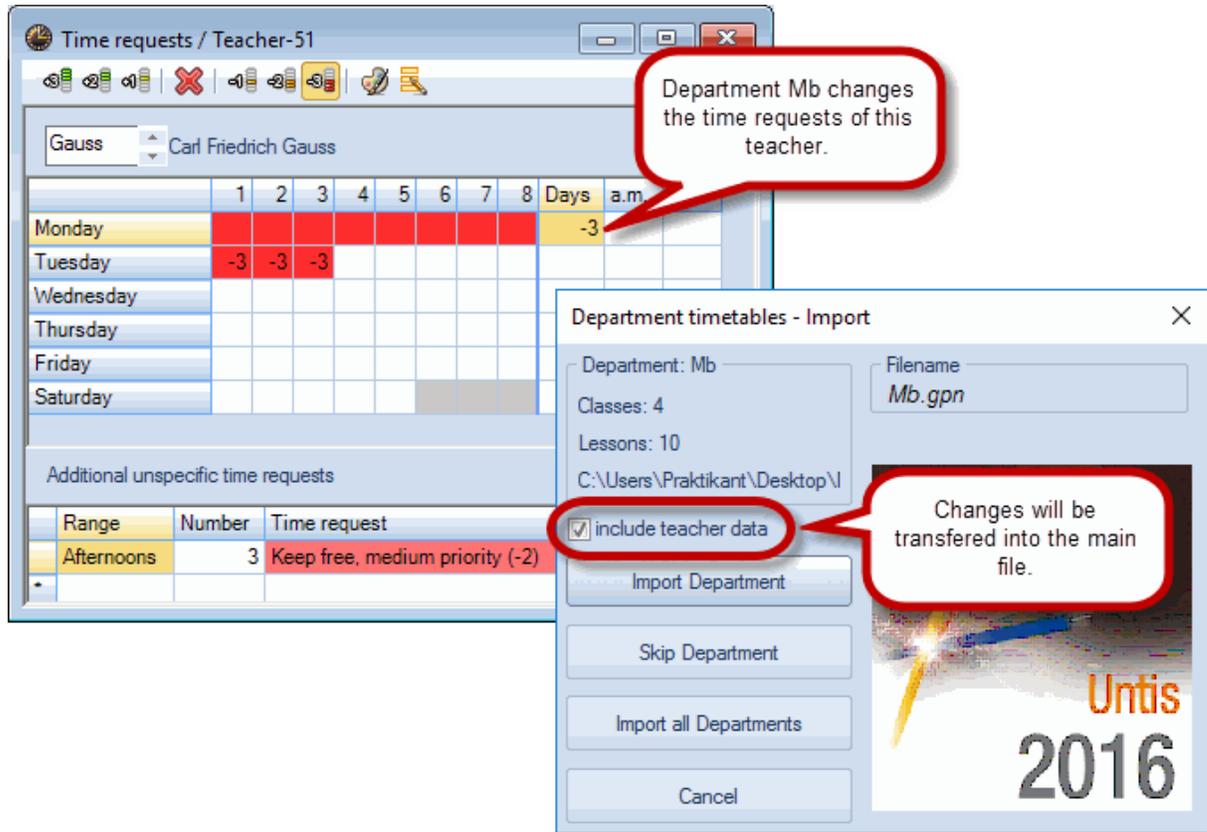
New master data (i.e. master data that does not yet exist in the school file) are integrated into the school file. The first department file containing the new master data therefore determines their properties, i.e. if department 1 has created the new subject 'FR' with the long name 'French language'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

Warning:

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

6.2.1 Importing teachers

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



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

7 Processing the overall timetable

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

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

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

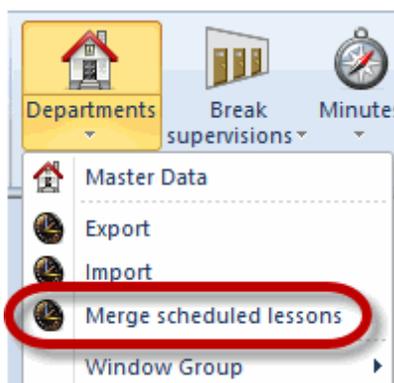
Room overlaps can be handled with room optimisation .

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

8 Merging lessons

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

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



When merging files Untis proceeds as follows:

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

9 Effects on other functions

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

9.1 Cover planning

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

9.1.1 Substitutions window

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

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

The image shows two screenshots of a software interface. The left screenshot shows a window titled 'Classes / Classes - D' with a table of classes. The right screenshot shows a window titled 'Teachers / Teach' with a table of teachers. Both windows have a department filter at the bottom.

Name	Full name	Dept.
1a	Klasse 1a	ME
1b	Klasse 1b	EE
1c	Klasse 1c	CE
2a	Klasse 2a	ME
2b	Klasse 2b	EE
2s	Klasse 2s	CE
3a	Klasse 3a	ME
3b	Klasse 3b	EE
3c	Klasse 3c	CE
4a	Klasse 4a	ME
4b	Klasse 4b	EE
4c	Klasse 4c	CE

Classes - Departments

Name	Surname	Dept.
HA	Andersen	EE,ME
MA	Antoinette	CF
ARI	Aristoteles	EE
MJ	Jagger	EE
IB	Bachmann	EE,ME
SB	Becket	CE,ME
HB	Bequerel	
NB	Bohr	
PB	Buck	
MAC	Callas	
LC	Carroll	
CER	Cervantes	

Teachers - Departments

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

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

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

The screenshot shows the 'Teacher' window in Untis 2017. The 'Substitute' dropdown is set to 'All', and the 'From-To' date is '20.09.2017'. The 'Teacher' table has the following data:

Vtr-Nr	Stur-Nr	(Lehrer)	Vertreter	(Fach)	Klasse(n)	Raum
1	1	Arist	???	Bio	1a	R1a
2	2	Arist	???	Mat	2b	R2b

A red box highlights the department selection dropdown menu, which contains the following options: - All -, ME (Mechanical Engineering), EE (Electrical Engineering) (checked), and CE (Civil Engineering).

The screenshot shows the 'Teacher' window in Untis 2017. The 'Substitute' dropdown is set to 'All', and the 'From-To' date is '20.09.2017'. The 'Teacher' table has the following data:

Vtr-Nr	Stur-Nr	(Lehrer)	Vertreter	(Fach)	Klasse(n)	Raum
1	1	Arist	???	Bio	1a	R1a

A red box highlights the department selection dropdown menu, which contains the following options: - All -, ME (Mechanical Engineering) (checked), EE (Electrical Engineering), and CE (Civil Engineering).

As of Untis 2017 you can show the 'Dept' column in the substitution window via 'Grid adjustment' so that you can see to which department the substitution belongs to.

The screenshot shows the 'Substitutions / Teacher' window with a table of substitutions. The 'Department(s)' column is highlighted with a red circle. A red arrow points from this circle to the 'Grid adjustment' dialog box, which has a 'Department' field highlighted with a red circle. The dialog box also has 'OK', 'Apply', and 'Cancel' buttons.

Subst. No.	Type	Date	Period	(Subject)	Subject	(Teacher)	Substitute	(Class(es))	Class(es)	(Room)	Room	Department(s)
19	Substi	20.9.	1	GEc		Hugo	???	1a, 1b, 2a, 2b	1a, 1b, 2a, 2b	R1a	R1a	Mb
9	Substi	20.9.	1	PEG		*Arist	???	3a, 3b	3a, 3b	SH2	SH2	Hb
20	Substi	20.9.	2	HI		Hugo	???	2a	2a	R2a	R2a	Mb
13	Substi	20.9.	2	DE		Ander	???	3a	3a	R3a	R3a	Hb
10	Substi	20.9.	2	PEG		*Arist	???	1a, 1b	1a, 1b	SH2	SH2	Mb
21	Substi	20.9.	3	HI		Hugo	???	2a	2a	R2a	R2a	Mb
11	Substi	20.9.	3	MA		Arist	???	1a	1a	R1a	R1a	Mb
14	Substi	20.9.	3	MA		*Ander	???	4	4			Hb
22	Substi	20.9.	4	GEc		Hugo	???	4	4			Hb
15	Substi	20.9.	4	DE		Ander	???	3b	3b			Hb
12	Substi	20.9.	4	MA		Arist	???	1b	1b	R1b	R1b	Et
23	Canct	20.9.	5	EN	---	*Hugo	---	2a, 2b, 3a	2a, 2b, 3a	R1a	---	Mb
16	Canct	20.9.	5	MA	---	*Ander	---	2a, 2b, 3a	2a, 2b, 3a	R3a	---	Mb
17	Canct	20.9.	6	DS	---	*Ander	---	3a, 3b	3a, 3b	WS	---	Hb
18	Canct	20.9.	7	DS	---	*Ander	---	3a, 3b	3a, 3b	WS	---	Hb

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

9.1.2 Scheduling dialogue

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

9.1.3 Absences window, substitution suggestion

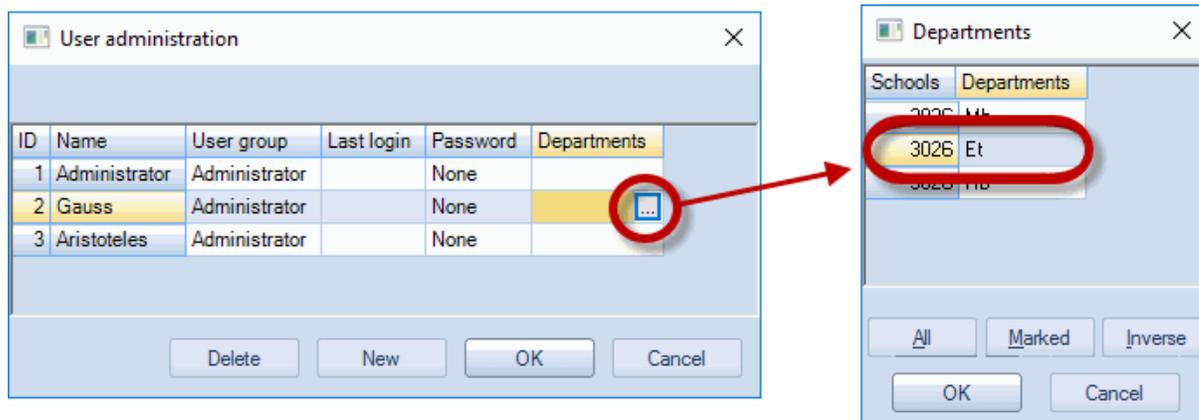
Only teachers who have been assigned to the currently active department or to no department are displayed in the absences window or in the substitution suggestion. Entering absences is also restricted to this selection.

9.1.4 Substitution statistics

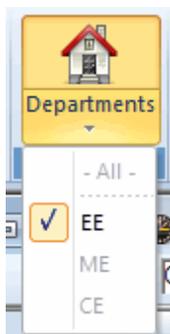
As of Untis 2017 the substitution statistics is also restricted to the view of one department if you select a specific department under "Start | Departments".

9.2 Untis MultiUser

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



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



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