



Daily Reports & Staff Access Portal

Introduction

Daily reports provides read-only access to the Master timetable and all individual teacher, room and student timetables, student lists and school bulletins. View free teachers, free rooms and free students. can also be configured to display Teacher Totals, Student Activity Totals, Selected Day Reports and File Statistics showing Teacher uncounted values.

Staff Portal is a separate application included free with your Daily Organiser subscription. This app provides a personalized view of an individual timetable. Class lists, absences, lesson cancellations and activities recorded by the Daily Organiser can also be viewed.

Daily Reports & Staff Access Portal

Daily Reports v's GA

General Access will be retired at the end of 2024. Daily reports and Staff Portal are designed to replace the desktop General Access and provide additional functionality.



Control Information Visibility

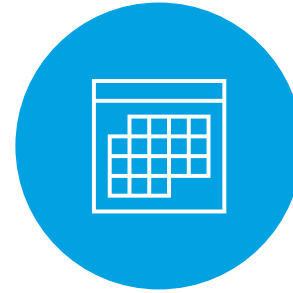
A significant benefit of Daily Reports and the Staff Access Portal over General Access is the ability to control information visibility on a per user basis. Restrict to a personal view with the Staff Access Portal or choose between full or partial visibility of Daily Organiser information.

Functionality	DR	GA
Differentiate data view by user type	✓	✗
Read only access to Master Timetable	✓	✓
Cloud based application, access data from anywhere.	✓	✗
Access to day reports and file statistics	✓	✗
View free teachers and rooms	✓	✓
Teacher portal to restrict view to daily bulletin and own timetable and student details	✓	✗
View student lists and activities	✓	✓

Daily Reports & Staff Access Portal

Who Benefits?

Daily Reports and Staff Access portal take real time information from the Daily Organiser and present it to staff in an easy to access web application. Reduces the need for emails and allows management to control the level of information visible to teachers and administration staff.



Daily Organiser

No need to generate and format daily bulletins with staff and administration able to see daily changes in real time.



Teachers

Personalised view of timetable, bulletin and daily changes web application. Access from anywhere on any device.



Administration Staff & Management

Ability to independently view selected daily reports such as teacher absences from the Daily Organiser and control data visibility for certain users.

Staff Access Portal

Individual View

The screenshot shows the Staff Access Portal interface for the date 21st November 2023. At the top, there are navigation buttons for 'Day View', 'Week View', and 'Month View'. Below the date, there are icons for 'Today' and 'Bulletin', and a 'Show Legend' link. The main content is divided into two sections. On the left is a vertical timetable grid with time slots from AM to 5. The selected lesson, '12ENG1B' (English Yr12B, S24), is highlighted in purple. On the right is a detailed view for this lesson, including a purple graduation cap icon, the lesson title 'English Yr12B - 12ENG1B', a 'Changed Lesson' status, and details for 'Students: 20', 'Period: 1 - 2', and 'Room: Senior Sch Rm 24'. A red warning icon indicates a change to 'Senior Sch Rm 21'. Below this is a 'Student Roll' section with a download icon and a list of staff members: Adrian Gooding (GOODA01), Andria Ostrowski (OSTRA01), Cheryl Smith (SMITC01), and Daniella Pringle (PRIND01).

The Staff Access Portal provides a personalized view of an individual timetable. Class lists, absences, lesson cancellations and activities recorded by the Daily Organiser can also be viewed. Staff can choose from a Day, Week or Month view as well as easily accessing the Bulletin that details changes in the school’s master timetable for the selected day.



Upcoming Changes

Staff can access a list of future changes including absences, lesson cancellations and activities. Amount of upcoming visibility can be set by the school.



Install Application

The Staff Access Portal can be installed as an app, making it easier to open and check the timetable daily.

Daily Reports

Control Visibility

Access to Daily Reports is controlled via the management portal. Users can be assigned different roles, depending on the level of access required.

Daily Reports Viewer

Read only access to the Master Timetable and all individual teacher, room and student timetables, student lists and school bulletins. Free teachers, rooms and students along with teacher activity totals, selected day reports and file statistics can also be viewed. Access to all items on the task tree.

Daily Reports Viewer - Restricted

Read only access to master timetable and all individual teacher, room and student timetables, student lists and school bulletins. Free teachers, rooms and students can also be viewed. Access up to Item 5 of the task tree.

The screenshot shows a user interface for a National Trainer. At the top right, the user is identified as 'National Trainer' with the role 'Timetabling Solutions Training'. Below this is a navigation menu with 10 items, numbered 1 to 10. The items are: Home Page, Preview Bulletin, Teacher Changes, Timetables, Free, Student List, Teacher Totals, Student Activity Totals, Selected Day Reports, Selected Day Activities, and File Statistics. The first five items (1-5) are highlighted in green. At the bottom, there is a date selector showing 'Tue 28 Jan D2 (Future)' and a title bar for 'Daily Organiser 2025 - one we...'.

National Trainer
Timetabling Solutions Training

Home Page
1 Preview Bulletin
2 Teacher Changes
3 Timetables
4 Free
5 Student List
6 Teacher Totals
7 Student Activity Totals
8 Selected Day Reports
9 Selected Day Activities
10 File Statistics

Tue 28 Jan D2 (Future)
Daily Organiser 2025 - one we...

Report	Content
Summary	A summary of all teacher absence and replacement numbers.
Period Absence	List of lessons absent or lessons replaced by teacher.
Yard Duty Absence	List of Yard Duty absences by teacher.
Replacements	Summary of replacements taken by teacher including loads and counts.
Activities	Summary of teacher activities.
Individual	Breakdown of information on an individual teacher basis

Daily Reports

Information at your fingertips

Daily reports gives school leadership access to a range of reports from the Daily Organiser in real time.

Get a breakdown of teacher total reports without requiring access to the Daily Organiser application. Select report start and end dates, specific teachers, activities or yard duties.

Note that information in these reports is not available to restricted viewers.

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Pricing Plans

Staff Access Portal is **free to use** with any subscription to the Daily Organiser.

Pricing plans for Daily Reports are based on number of students at your school with included users increasing with the number of students.

Free live demonstration of software can be arranged if required.

Visit [website](#) for more details.

- ✓ 60 minutes of 'How To' Support for Daily Reports
- ✓ Assistance with first time setup
- ✓ Additional users can be purchased
- ✓ Comprehensive online help

Timetabling Solutions

Contact Us

If you have any questions or require more information about the Daily Reports or the Staff Access Portal, feel free to contact us.



Location

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Office Hours

Monday-Friday
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