
Timetabling Solutions

Hosted Application



Daily Reports

Daily Reports Guide

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INTRODUCTION TO DAILY REPORTS

Daily Reports is a fully hosted web application that provides read-only access to the timetable and selected Daily Organiser data.

The Bulletin can be previewed, along with teacher changes and other reports.

USER ROLES

To access Daily Reports a user must be assigned either the Daily Reports Viewer or Daily Reports Viewer – Restricted role by the school's Global or User Administrator. This is done via the Management Portal.

The Daily Reports Viewer role has 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 and student activity totals, selected day reports and file statistics can also be viewed.

The Daily Reports Viewer – Restricted role has 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 can also be viewed.

SIGN IN

The recommended browsers are Google Chrome, Microsoft Edge, Firefox, Safari or any other Chromium-based browser. To access the Daily Reports App, open your browser and enter the address timetabling.education.

Timetabling SOLUTIONS

Sign In

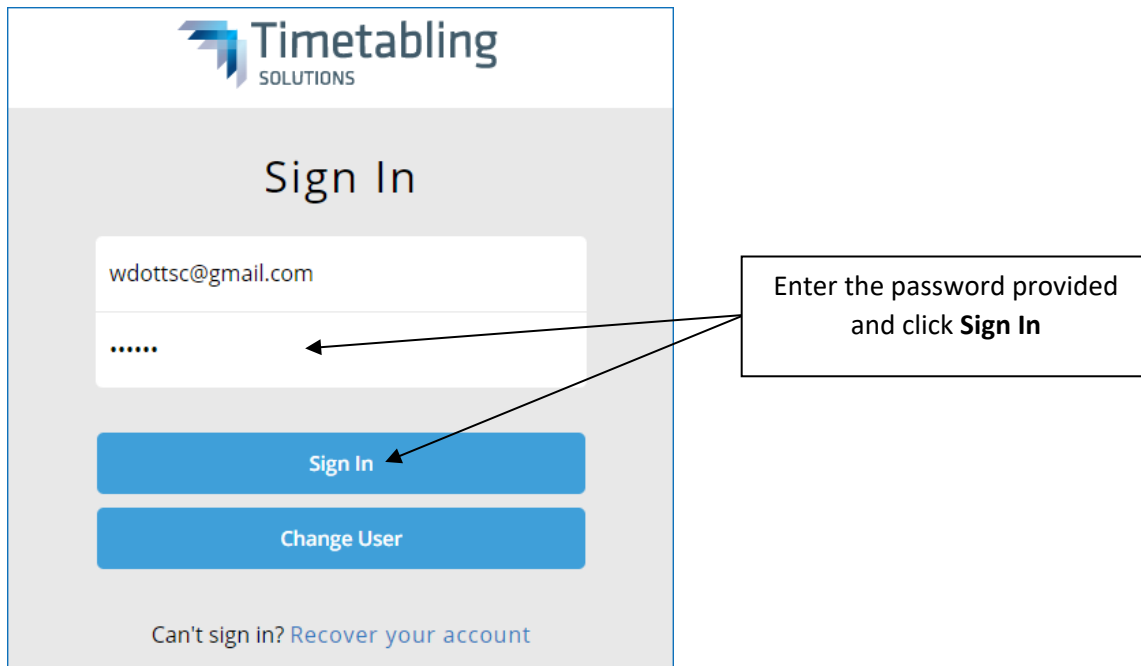
Email Address

Find Me

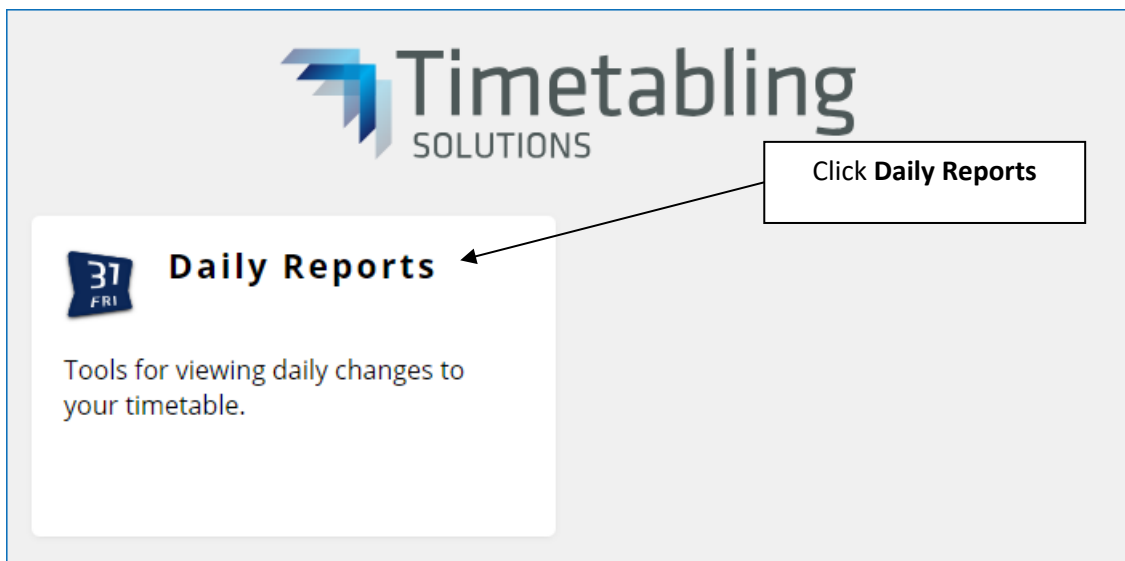
Remember User Name

Can't sign in? [Recover your account](#)

Enter the username provided and click **Find Me**

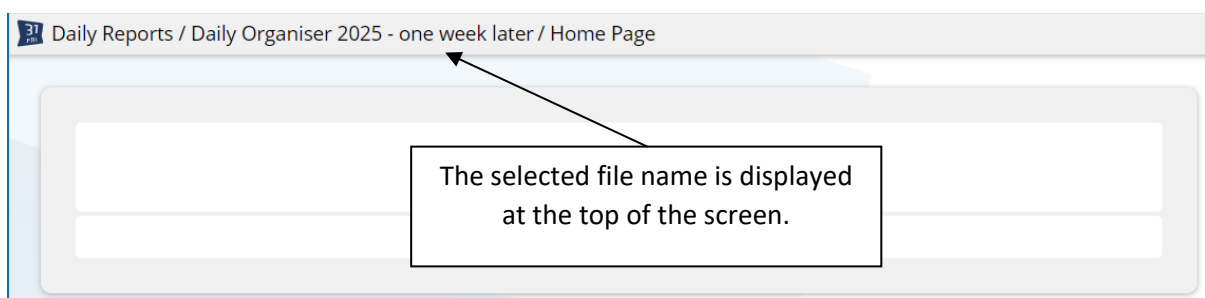
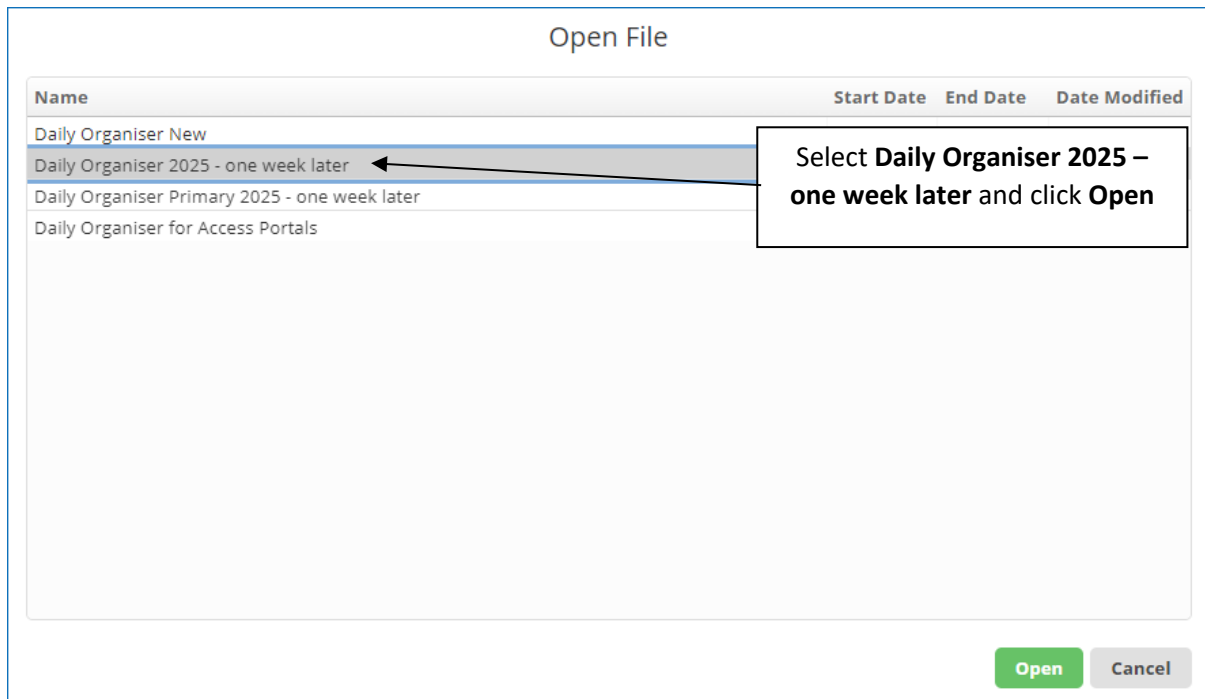
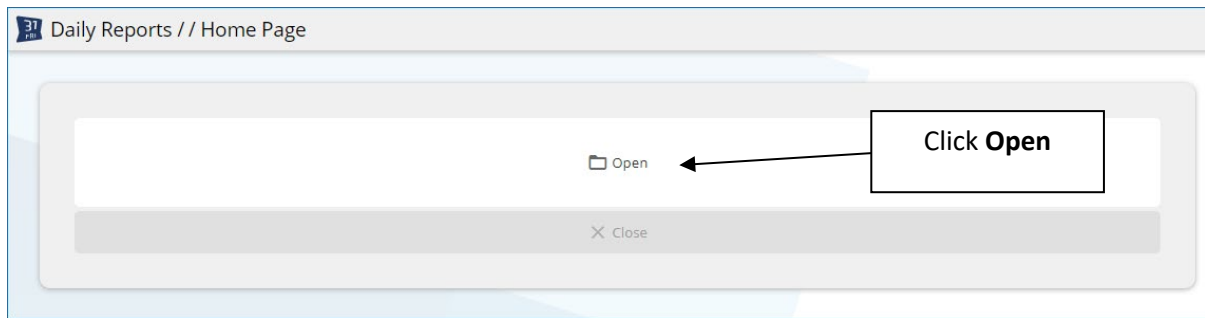


Note: The school's Global or User Administrator will allocate staff a username and staff will create their own password. Timetabling Solutions should not be contacted for individual usernames or passwords, as records are not kept for security reasons.



OPEN FILE

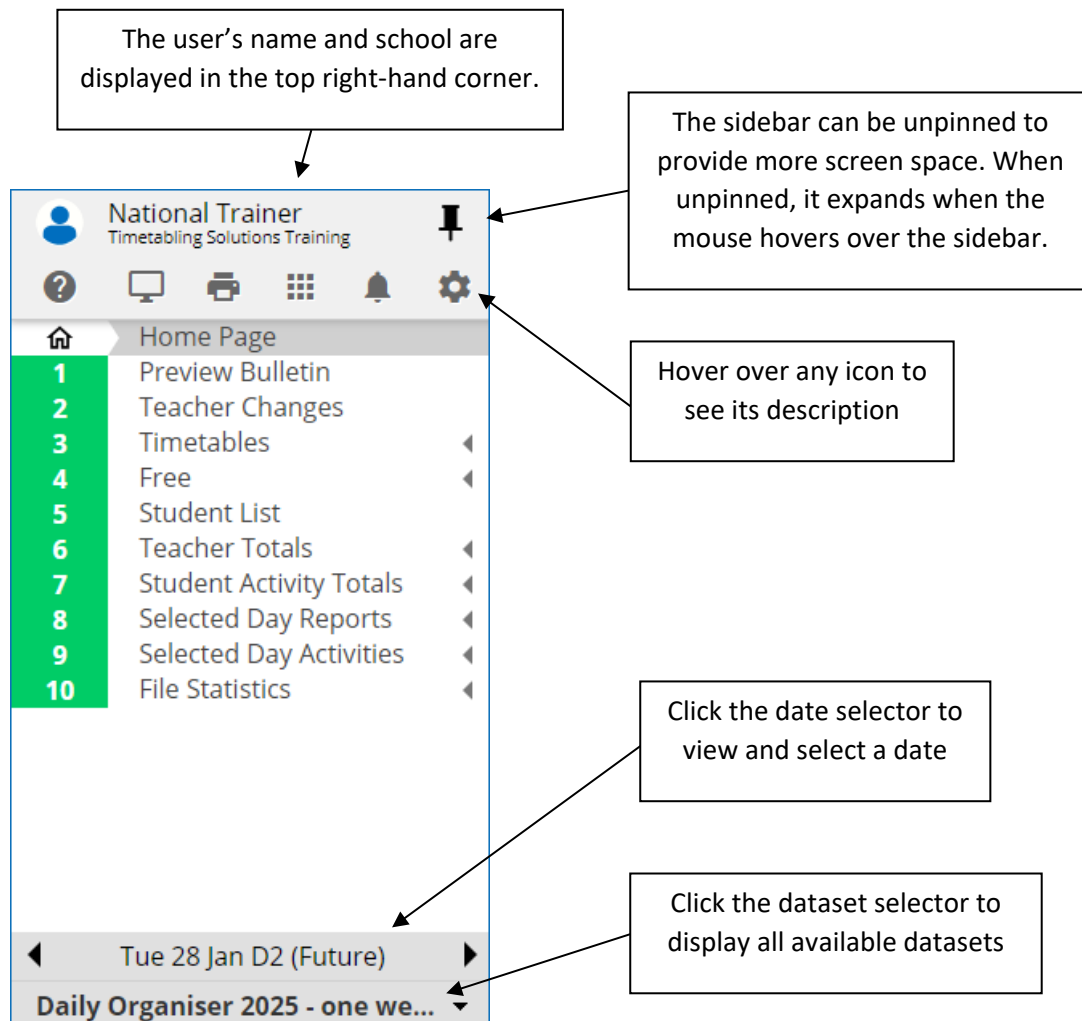
A file can be opened for viewing on a particular date.



SIDEBAR

The sidebar on the right-hand side of the Home Page is available on all screens. It includes:

- User details
- Icon bar
- Task Tree
- Date Selector
- Dataset Selector



REPORTS

There are various reports in Daily Reports providing information on teacher changes, master, teacher, room and student timetables, the daily bulletin and teacher and student totals.

PREVIEW BULLETIN

The Bulletin is a summary report that details changes to the timetable for the selected day. The Bulletin can be customised to include particular data and display settings.

The Bulletin can be printed.



On the Task Tree select:
[1] Preview Bulletin

Daily Reports / Daily Organiser 2025 - one week later / Preview Bulletin

Teacher Absences
 CRT
 Lesson Cancellations
 Teacher Activities
 Student Activities

Teacher Absences

| No | Teacher | Period / Yard Duty |
|----|---------|--------------------|
| 2 | ALDD | 5 |
| 3 | ATKD | 5 |
| 5 | BELH | 3 |
| 7 | BOYJ | 3 |
| 9 | BUTA | 1 |
| 10 | CARL | 6 |
| 11 | CHAJ | 1 |
| 14 | CLAM | 1,2,3,5,6 |

The default setting is for all checkboxes to be ticked. Information can be removed or added by unticking/ticking the appropriate checkboxes.

Daily Reports / Daily Organiser 2025 - one week later / Preview Bulletin

Teacher Absences
 CRT
 Lesson Cancellations
 Teacher Activities
 Student Activities

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

Student Attendance Changes

No students have attendance changes recorded

Replacement Teachers

| Period | Room/Area | Class | Absent Teacher | Replacement Teacher |
|--------|-----------|---------|----------------|---------------------|
| 1 | M10 | 10ACC1A | WHIE | HARB |
| 1 | J12 | 08MAT1B | GIBM | EINB |
| 1 | LAB2 | 08SCI1D | COOD | WALS |
| 2 | AT3 | 11GRA1A | SMYM | CLAA |
| 2 | M17 | 09GEO1C | JACT | WHIE |
| 2 | LAB3 | 09SCI1D | FRAM | EINB |
| 2 | J13 | 08RED1C | KNIN | GIBS |
| 3 | M11 | 10MAT1A | BELH | MARD |
| 3 | LAB3 | 07SCI1B | FRAM | EINB |
| 5 | S21 | 12ENG1D | MARD | EINB |
| 5 | M14 | 09ITA1A | CLAM | YOUB |
| 5 | OV1 | 08SPT1D | ATKD | WALS |
| 6 | OV1 | 07SPT1C | YOUB | THOW |
| 6 | OV1 | 07SPT1D | FRAM | EINB |

Scroll down to the Replacement Teachers table
Click Display

TEACHER CHANGES

The Teacher Changes report lists changes for individual teachers and CRTs for the selected day.



On the Task Tree select:
[2] Teacher Changes

31 Daily Reports / Daily Organiser 2025 - one week later / Teacher Changes

Show student attendance lists
 Show teacher lesson cancellations
 Show CRT only
 Show composite classes separately

Teacher: CLAA
 Please take this replacement class
 Period: 2
 Class: 11GRA1A
 Room: AT3
 Absent Teacher: SMYM

Teacher: GIBS
 Please take this replacement class
 Period: 2
 Class: 08RED1C
 Room: J13
 Absent Teacher: KNIN

Teacher: HARB
 Please take this replacement class
 Period: 1
 Class: 10ACC1A
 Room: M10
 Absent Teacher: WHIE

Changes for each individual teacher are displayed.
 Checkboxes can be ticked/unticked to display other information.

TIMETABLES

In Daily Reports, timetables for teachers, CRTs, rooms, students and a master timetable can be viewed. Checkboxes are available to change the data displayed for each timetable.



On the Task Tree select:
 [3A] Teachers

31 Daily Reports / Daily Organiser 2025 - one week later / Timetables / Teachers

Teachers selected: 49 of 49
 Today's timetable ONLY
 Yard duties on timetable
 Timetable without changes
 Composites and clashes

49 Teachers Available

Filter

- Adams, Rod / ADAR
- Alderson, David / ALDD
- Atkinson, Danielle / ATKD
- Baker, Catherine / BAKC
- Bell, Heather / BELH
- Boswick, Sam / BOSS
- Boyle, Joanne / BOYJ
- Burrows, Kelly / BURK
- Butler, Alison / BUTA
- Carter, Leanne / CARL
- Chappell, Judy / CHAJ
- Cheng, William / CHEW
- Clark, Allison / CLAA
- Clark, Megan / CLAM
- Connolly, Jenny / CONJ
- Cooke, Dennis / COOD
- Dalton, James / DALJ
- Edwards, John / EDWJ
- Feng, Jenny / FENJ

Teacher : ADAR

| HR | 1 | 2 | 3 | 4 | 5 | 6 |
|----|---------------|-----------------|-----------------|-----------------|-----------------|----------------|
| D2 | | 08SCI1B LAB4 | | | | |
| D3 | Not at school | Not at school | Not at school | Not at school | Not at school | Not at school |
| D4 | | 09SCI1A LAB3 | 08SCI1B LAB4 | 08SCI1B LAB4 | 07SCI1A LAB3 | |
| D5 | | | 07SCI1A LAB3 | 09SCI1A LAB3 | 08SCI1B LAB4 | 12PST1D S26 |

Untick all the checkboxes and select **Rod Adams / ADAR**
 The full timetable for Rod Adams is displayed with no changes.

Daily Reports / Daily Organiser 2025 - one week later / Timetables / Teachers

Teachers selected: 49 of 49 Today's timetable ONLY Yard duties on timetable Timetable without changes Composites and clashes

49 Teachers Available

Filter

- Adams, Rod / ADAR
- Alderson, David / ALDD
- Atkinson, Danielle / ATKD
- Baker, Catherine / BAKC
- Bell, Heather / BELH
- Boswick, Sam / BOSS
- Boyle, Joanne / BOYJ
- Burrows, Kelly / BURK
- Butler, Alison / BUTA
- Carter, Leanne / CARL
- Chappell, Judy / CHAJ
- Cheng, William / CHEW
- Clark, Allison / CLAA
- Clark, Megan / CLAM

Teacher : ADAR

| Period | Class /Activity | Room | Details / Changes |
|--------|-----------------|------|-------------------|
| AM | | | |
| HR | | | |
| 1 | | | |
| 2 | 08SCI1B | LAB4 | |
| R | | | |
| 3 | | | |
| 4 | | | |
| L1 | | | |
| L2 | | | |
| 5 | | | |
| 6 | | | |
| PM | | | |

Tick **Today's timetable ONLY** and **Yard duties on timetable**

Double click **08SCI1B**

Daily Reports / Daily Organiser 2025 - one week later / Timetables / Teachers

Teachers selected: 49 of 49 Today's timetable ONLY Yard duties on timetable Timetable without changes Composites and clashes

49 Teachers Available

Filter

- Adams, Rod / ADAR
- Alderson, David / ALDD
- Atkinson, Danielle / ATKD
- Baker, Catherine / BAKC
- Bell, Heather / BELH
- Boswick, Sam / BOSS
- Boyle, Joanne / BOYJ
- Burrows, Kelly / BURK
- Butler, Alison / BUTA
- Carter, Leanne / CARL
- Chappell, Judy / CHAJ
- Cheng, William / CHEW
- Clark, Allison / CLAA
- Clark, Megan / CLAM
- Connolly, Jenny / CONJ
- Cooke, Dennis / COOD
- Dalton, James / DALJ
- Edwards, John / EDWJ
- Feng, Jenny / FENJ
- Fraser, Melissa / FRAM
- Gibson, Monique / GIBM

Teacher : ADAR

| Period | Class /Activity | Room | Details / Changes |
|--------|-----------------|------|-------------------|
| AM | | | |
| HR | | | |
| 1 | | | |
| 2 | 08SCI1B | LAB4 | |
| R | | | |
| 3 | | | |
| 4 | | | |
| L1 | | | |
| L2 | | | |
| 5 | | | |
| 6 | | | |
| PM | | | |

Additional Information Print icon

Student List (08SCI1B)

| No | Student |
|----|---------|
| 1 | BISCE01 |
| 2 | BRIGS01 |
| 3 | CRAWC01 |
| 4 | CRUZP01 |
| 5 | DICKT01 |
| 6 | FOSTJ01 |
| 7 | GORER01 |
| 8 | GOULP01 |
| 9 | GRAHL01 |
| 10 | HANKT01 |
| 11 | HOCKB01 |
| 12 | JELLV01 |
| 13 | KINSL01 |
| 14 | KLEIK01 |
| 15 | LUNNK01 |
| 16 | MAZIT01 |

The Additional Information appears displaying students in the class.

This class list can be printed by clicking the Print icon.

31 Daily Reports / Daily Organiser 2025 - one week later / Timetables / Teachers

Teachers selected: 49 of 49 Today's timetable ONLY Yard duties on timetable Timetable without changes Composites and clashes

49 Teachers Available

- Gibson, Monique / GIBM
- Gibson, Shirley / GIBS

Teacher :

| Period | Class /Activity | Room | Details / Changes |
|--------|-----------------|------|-------------------|
| AM | | | |
| HR | | | |
| 1 | | | |
| 2 | 08SCI1B | L2B1 | |
| R | | | |
| 3 | | | |
| 4 | | | |
| L1 | | | |
| L2 | | | |
| 5 | | | |
| 6 | | | |
| PM | | | |

To choose another teacher the Filter box or the Select Panel can be used.

In the Filter box type "gib" then click **Monique Gibson / GIBM**

31 Daily Reports / Daily Organiser 2025 - one week later / Timetables / Teachers

Teachers selected: 49 of 49 Today's timetable ONLY Yard duties on timetable Timetable without changes Composites and clashes

49 Teachers Available

- Gibson, Monique / GIBM
- Gibson, Shirley / GIBS

Teacher : GIBM

| Period | Class /Activity | Room | Details / Changes |
|--------|-----------------|------|--|
| AM | | | |
| HR | 12HRM1C | S13 | |
| 1 | YLM 11-12 | | Student Activity Absent from 08MAT1B in J12 Replaced by EINB |
| 2 | | | |
| R | | 5Y | Yard Duty |
| 3 | 12MAG1B | S12 | |
| 4 | 07MAT1B | J22 | |
| L1 | | | |
| L2 | | | |
| 5 | | | |
| 6 | | | |
| PM | | | |

Monique's timetable is displayed with changes in blue.

There are similar screens for room and student timetables.

CRT TIMETABLES

Timetables for CRTs used on the selected day are displayed with all classes, activities and duties assigned.



On the Task Tree select:
[3B] CRT

Daily Reports / Daily Organiser 2025 - one week later / Timetables / CRT

CRT selected: 1 of 11 Yard duties on timetable Composites and clashes [Timetable change](#)

1 Teachers Available

Filter

Einstein, Bert / EINB

CRT : EINB

| Period | Class /Activity | Room | Details / Changes |
|--------|-----------------|------|-----------------------|
| AM | | | Available |
| HR | | | Available |
| 1 | 08MAT1B | J12 | Replaces teacher GIBM |
| 2 | 09SCI1D | LAB3 | Replaces teacher FRAM |
| R | | | Available |
| 3 | 07SCI1B | LAB3 | Replaces teacher FRAM |
| 4 | | | Available |
| L1 | | | Available |
| L2 | | | Available |
| 5 | 12ENG1D | S21 | Replaces teacher MARD |
| 6 | 07SPT1D | OV1 | Replaces teacher FRAM |
| PM | | | Available |

Select the CRT Bert Einstein and his timetable for the day is displayed.

MASTER TIMETABLE

The master timetable displays all classes for the selected day. It can be displayed with or without changes. Note: Student Activities and yard duties are not included in the master timetable.



On the Task Tree select:
[3E] Master

Daily Reports / Daily Organiser 2025 - one week later / Timetables / Master

Display without today's changes Roll Class selected: 18 of 18 Lesson cancellation [Teacher or Room changes](#)

| RC | HR | 1 | 2 | 3 | 4 | 5 | 6 |
|-----|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 12 | 12HRM1A S11 DALJ | 12REL1C S11 | 12REL1C S11 DALJ | 12REL1B S13 DALJ | 12REL1A S24 JONA | 12REL1E S13 KELR | 12RELD S24 JONA |
| | 12HRM1B S12 BUTA | 12ENG1B S21 BOVJ | 12ENG1B S21 BOVJ | 12ENS1A LAB2 BUTA | 12ENG1A S21 PEAS | 12ENG1D S21 EINB | 12ENG1C S21 BURK |
| | 12HRM1C S13 GIBM | 12CHE1A LAB1 WALD | 12CHE1A LAB1 WALD | 12DRA1A PAC3 MILD | 11LST1A S23 HARB | 11INF1A S15C MULS | 12ENS1B LAB1 JACC |
| | 12HRM1D S14 WHIE | 12LST1A S14 MULS | 12LST1A S14 MULS | 11GEO1A S23 CHAJ | 11MAG1C S12 WALP | 11MAA1A S11 BELH | 12MAX1A S11 WALP |
| | | 12SYS1A S16C FENJ | 12SYS1A S16C FENJ | 11ITA1A S24 NANT | 11PHY1A LAB2 COOD | 11MAG1A S12 WALP | 12PED1A S14 ALDD |
| | | 12PST1C S26 WOOP | 12PST1C S26 WOOP | 11OED1A OV1 EDWJ | | | 12PHY1A LAB2 COOD |
| | | | | 11TEX1A AT4 CLAA | | | 12PST1D S26 WHIE |
| 11 | 11HRM1A S21 RENM | 11ENG1B S22 MARD | 11ENG1B S22 MARD | 11ENG1C S22 MAND | 11ENG1D S22 BOVJ | 11ACC1A S22 HARB | 11REL1A S22 KNIN |
| | 11HRM1B S22 CHAJ | 11ART1A AT1 RENM | 11ART1A AT1 RENM | 11CHE1A LAB1 WALD | 11GRA1B AT3 YOUB | 11ENS1A LAB3 JACC | 11REL1B S23 MARD |
| | 11HRM1C S23 EDWJ | 11ECO1A S23 HARB | 11ECO1A S23 HARB | 11DRA1A PAC3 MILD | 11LST1A S23 HARB | 11INF1A S15C MULS | 11REL1C S12 GIBS |
| | 11HRM1D S24 COOD | 11GRA1A AT3 SMYM | 11GRA1A AT3 CLAA | 11GEO1A S23 CHAJ | 11MAG1C S12 WALP | 11MAA1A S11 BELH | 11REL1D S25 SIMK |
| | | 11MTE1A AT8 THOW | 11MTE1A AT8 THOW | 11ITA1A S24 NANT | 11PHY1A LAB2 COOD | | |
| | | | | 11OED1A OV1 EDWJ | | | |
| | | | | 11TEX1A AT4 CLAA | | | |
| 10A | 10HRM1A M15 KNIN | 10ACC1A M10 HARB | 10ACC1A M10 WHIE | 10MAA1A M14 MYE | 10RED1A M15 KNIN | 10SOS1A M11 MANK | 10ENG1A M10 DALJ |
| 10B | 10HRM1B M16 SMYM | 10FRE1A M11 GIBS | 10FRE1A M11 GIBS | 10MAA1B M15 NEVP | 10SOS1B M16 SMYM | 10RED1B M15 KNIN | 10ENG1B M11 MANK |
| 10C | 10HRM1C M17 JACT | 10MED1A M19C MILD | 10MED1A M19C MILD | 10MAT1A M11 MARD | 10RED1C M10 TALP | 10SCI1C LAB4 CHEW | 10ENG1C M15 KELR |
| 10D | 10HRM1D M18 CONJ | 10MUS1A PAC3 CONJ | 10MUS1A PAC3 CONJ | 10MAT1B M17 COOD | 10SOS1D M17 JACT | 10RED1D M16 SMYM | 10ENG1D M13 PEAS |
| | | 10OED1A OV1 CARL | 10OED1A OV1 CARL | 10MAT1C M18 WALP | | | 10ENG1E M12 BOVJ |
| | | 10TEX1A AT4 CLAA | 10TEX1A AT4 CLAA | 10MAT1V M18 WALP | | | |
| | | | | 11MAT1X M14 MYEJ | | | |
| 9A | 09HRM1A M11 BELH | 09PEB1A GYM2 ALDD | 09PEB1A GYM2 ALDD | 09ENG1A M10 TALP | 09ART1A AT1 RENM | 09FRE1A M12 MURJ | 09RED1A M14 MYEJ |
| 9B | 09HRM1B M12 PEAS | 09PEG1A GYM1 ATKD | 09PEG1A GYM1 ATKD | 09ENG1B M16 MARD | 09DRA1A PAC2 MILD | 09FRE1B M13 GIBS | 09SCI1B LAB3 ROGP |
| 9C | 09HRM1C M13 SIMK | 09RED1C M13 KNIN | 09GEO1C M17 WHIE | 09ENG1C M13 MARD | 09MUS1A PAC3 CONJ | 09ITA1A M14 YOUB | 09SCI1C LAB4 CHEW |
| 9D | 09HRM1D M14 BOVJ | 09RED1D M18 WALP | 09SCI1D LAB3 EINB | 09ENG1D M12 MARD | 09TEX1A AT4 CLAA | 09ITA1B M18 NANT | 09HIS1D M16 SMYM |
| | | | | 09ENG1E M19C MARD | 09WOO1A AT7 EDWJ | 09LSP1A M19C PATM | |

Teacher and room changes are in blue text and cancelled classes are shaded yellow.

FREE TEACHERS, ROOMS AND CLASSES

The free teachers, rooms and students reports display who is free for each period or yard duty for the selected day.



On the Task Tree select:
[4A] Teachers

31 Daily Reports / Daily Organiser 2025 - one week later / Free / Teachers

Teachers
 CRT
 Period
 Yard duties

| No | HR | 1 | 2 | 3 | 4 | 5 | 6 |
|----|------|------|------|------|------|------|------|
| 1 | ADAR | ADAR | BELH | ADAR | ADAR | ADAR | ADAR |
| 2 | BURK | BELH | BURK | CARL | CHEW | BOYJ | ATKD |
| 3 | CHEW | BOYJ | BUTA | CHEW | DALJ | BURK | BELH |
| 4 | CLAA | BURK | CARL | CONJ | GIBS | | |
| 5 | CLAM | CHEW | CHAJ | FENJ | JACC | | |
| 6 | GIBS | FENJ | CHEW | HARB | KELR | | |
| 7 | HARB | HARB | CLAA | JACC | MULS | | |
| 8 | JACC | JACC | EDWJ | JACT | MURJ | | |
| 9 | JONA | JONA | GIBM | JONA | NANT | JONA | JACT |

Teachers free for each period on the selected date are displayed.

CRTs and/or yard duties can also be displayed.

There are similar screens for free rooms and students.

STUDENT LISTS

A list of all students can be obtained on [5] Student List.

SUMMARY REPORTS

There are two summary reports sections, Teacher Totals and Student Activities Totals. In each section a date range can be selected to give summary reports for specific dates.

TEACHER TOTALS

Teacher Totals displays summary information for teacher absences, replacements and adjustments made during the selected dates.



On the Task Tree select:
[6A] Summary

Daily Reports / Daily Organiser 2025 - one week later / Teacher Totals / Summary

Teachers CRT Start Date 28/01/2025 End Date 12/12/2025 Teachers selected: 49 of 49 Absence Reasons selected: 17 of 17

| No | Teacher | Days Absent | Lessons Absent | Lessons Replaced | YD Absent | Replacements(C) | Replacements(U) | Replacements(In Lieu) | Replacements(T) | Adjustments | Uncounted / Cycle | Cycle Limit | Overall Limit |
|----|---------|-------------|----------------|------------------|-----------|-----------------|-----------------|-----------------------|-----------------|-------------|-------------------|-------------|---------------|
| 1 | ADAR | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.00 | 0.00 | 1.00 | 10.00 |
| 2 | ALDD | 3 | 8.20 | 5.20 | 0.00 | 1.50 | 0.00 | 1.50 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 3 | ATKD | 10 | 52.40 | 24.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 4 | BAKC | 0 | 0.00 | 0.00 | 0.00 | 0.20 | 0.00 | 2.00 | 2.20 | 0.00 | 0.00 | 1.00 | 10.00 |
| 5 | BELH | 1 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 6 | BOSS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 7 | BOYJ | 2 | 7.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 | 1.00 | 20.00 |

The date range defaults to the start and end date of the dataset. These dates can be edited by clicking the cell and selecting a new date.

Daily Reports / Daily Organiser 2025 - one week later / Teacher Totals / Summary

Teachers CRT Start Date 28/01/2025 End Date 12/12/2025 Teachers selected: 49 of 49 Absence Reasons selected: 17 of 17

| No | Teacher | Days Absent | Lessons Absent | Lessons Replaced | YD Absent | Replacements(C) | Replacements(U) | Replacements(In Lieu) | Replacements(T) | Adjustments | Uncounted / Cycle | Cycle Limit | Overall Limit |
|----|---------|-------------|----------------|------------------|-----------|-----------------|-----------------|-----------------------|-----------------|-------------|-------------------|-------------|---------------|
| 1 | ADAR | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.00 | 0.00 | 1.00 | 10.00 |
| 2 | ALDD | 3 | 8.20 | 5.20 | 0.00 | 1.50 | 0.00 | 1.50 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 3 | ATKD | 10 | 52.40 | 24.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 4 | BAKC | 0 | 0.00 | 0.00 | 0.00 | 0.20 | 0.00 | 2.00 | 2.20 | 0.00 | 0.00 | 1.00 | 10.00 |
| 5 | BELH | 1 | 1.00 | 1.00 | 0.00 | 1.00 | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 6 | BOSS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 7 | BOYJ | 2 | 7.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 | 1.00 | 20.00 |

The first four columns relate to absences:

- Days Absent: Number of days a teacher has been absent for at least one period.
- Lessons Absent: Total number of lessons a teacher has been absent.
- Lessons Replaced: Total number of teaching periods a teacher has been absent and a replacement teacher has been allocated.
- YD Absent: Total load of yard duties a teacher has been absent.

Daily Reports / Daily Organiser 2025 - one week later / Teacher Totals / Summary

Teachers CRT Start Date 28/01/2025 End Date 12/12/2025 Teachers selected: 49 of 49 Absence Reasons selected: 17 of 17

| No | Teacher | Days Absent | Lessons Absent | Lessons Replaced | YD Absent | Replacements(C) | Replacements(U) | Replacements(In Lieu) | Replacements(T) | Adjustments | Uncounted / Cycle | Cycle Limit | Overall Limit |
|----|---------|-------------|----------------|------------------|-----------|-----------------|-----------------|-----------------------|-----------------|-------------|-------------------|-------------|---------------|
| 1 | ADAR | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.00 | 0.00 | 1.00 | 10.00 |
| 2 | ALDD | 3 | 8.20 | 5.20 | 0.00 | 1.50 | 0.00 | 1.50 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 3 | ATKD | 10 | 52.40 | 24.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 4 | BAKC | 0 | 0.00 | 0.00 | 0.00 | 0.20 | 0.00 | 2.00 | 2.20 | 0.00 | 0.00 | 1.00 | 10.00 |
| 5 | BELH | 1 | 1.00 | 1.00 | 0.00 | 1.00 | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 6 | BOSS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 7 | BOYJ | 2 | 7.20 | 5.00 | 0.00 | 0.00 | 3.00 | 1.00 | 4.00 | 0.00 | 2.00 | 1.00 | 20.00 |

The next four columns relate to the various types of replacements Counted (C), Uncounted (U), In Lieu and Total (T).

Daily Reports / Daily Organiser 2025 - one week later / Teacher Totals / Summary

Teachers CRT Start Date 28/01/2025 End Date 12/12/2025 Teachers selected: 49 of 49 Absence Reasons selected: 17 of 17

| No | Teacher | Days Absent | Lessons Absent | Lessons Replaced | YD Absent | Replacements(C) | Replacements(U) | Replacements(In Lieu) | Replacements(T) | Adjustments | Uncounted / Cycle | Cycle Limit | Overall Limit |
|----|---------|-------------|----------------|------------------|-----------|-----------------|-----------------|-----------------------|-----------------|-------------|-------------------|-------------|---------------|
| 1 | ADAR | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.00 | 0.00 | 1.00 | 10.00 |
| 2 | ALDD | 3 | 8.20 | 5.20 | 0.00 | 1.50 | 0.00 | 1.50 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 3 | ATKD | 10 | 52.40 | 24.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 4 | BAKC | 0 | 0.00 | 0.00 | 0.00 | 0.20 | 0.00 | 2.00 | 2.20 | 0.00 | 0.00 | 1.00 | 10.00 |
| 5 | BELH | 1 | 1.00 | 1.00 | 0.00 | 1.00 | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 6 | BOSS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 7 | BOYJ | 2 | 7.20 | 5.00 | 0.00 | 0.00 | 3.00 | 1.00 | 4.00 | 0.00 | 2.00 | 1.00 | 20.00 |

The Adjustments column is a summary of adjusted loads for teachers.

The last three columns – Uncounted / Cycle, Cycle Limit and Overall Limit are a summary of information entered on the [6A] Teacher Details screen in Daily Organiser.

TEACHER PERIOD ABSENCE DETAILS

The Teacher Period Absence screen lists all teacher absences by date with details of periods absent, lessons replaced and absence reasons.



On the Task Tree select:
[6B] Period Absence

Daily Reports / Daily Organiser 2025 - one week later / Teacher Totals / Period Absence

Start Date 28/01/2025 End Date 12/12/2025 Teachers selected: 49 of 49 Absence Reasons selected : 17 of 17

| No | Teacher | Date | Day | Periods | Lessons Absent | Lessons Replaced |
|----|---------|------------|-----|--------------|----------------|------------------|
| 2 | ALDD | 28/01/2025 | D2 | 5 | 1.00 | 0.00 |
| 2 | ALDD | 29/01/2025 | D3 | 1,2,3,4,5,6 | 6.00 | |
| 2 | ALDD | 04/02/2025 | D2 | HR | 0.20 | |
| 2 | ALDD | 04/02/2025 | D2 | 1 | 1.00 | |
| 3 | ATKD | 28/01/2025 | D2 | 5 | 1.00 | |
| 3 | ATKD | 29/01/2025 | D3 | 1,2,3,4,5,6 | 6.00 | 3.00 |
| 3 | ATKD | 30/01/2025 | D4 | HR-2,3,4,5,6 | 6.20 | 4.20 |
| 3 | ATKD | 31/01/2025 | D5 | HR-2,3,4,5,6 | 6.20 | 4.20 |

This screen can be customised by selecting a subset of teacher and/or absence reasons.

YARD DUTY ABSENCE

The Yard Duty Absence screen lists all teacher absences by date with details of periods absent, and yard duty sessions absent.

TEACHER REPLACEMENT DETAILS

The teacher Replacements report lists all counted, uncounted and in lieu replacements.



On the Task Tree select:
[6D] Replacements

Daily Reports / Daily Organiser 2025 - one week later / Teacher Totals / Replacements

Teachers CRT Include uncounted and in lieu replacements Sort by replacement teacher

| No | Replacement Teacher | Date | Day | Period | Absent Teacher | Class | Room | Load | Counted |
|----|---------------------|------------|-----|--------|----------------|---------|------|------|---------|
| 33 | MURJ | 29/01/2025 | D3 | 1 | FENJ | 10SYS1A | M19C | 1.00 | 0.50 |
| 15 | CONJ | 29/01/2025 | D3 | 2 | ALDD | 08HPE1C | GYM2 | 1.00 | 1.00 |
| 37 | PATM | 29/01/2025 | D3 | 2 | FENJ | 10SYS1A | M19C | 1.00 | 1.00 |
| 48 | WOOP | 29/01/2025 | D3 | 2 | MYEJ | 08MAT1D | J14 | 1.00 | 1.00 |
| 8 | BURK | 29/01/2025 | D3 | 2 | IRFS | 08RFD1B | J12 | 1.00 | 1.00 |
| 32 | MULS | | | | | | S16C | 1.00 | 1.00 |
| 14 | CLAM | | | | | | GYM2 | 1.00 | 1.00 |
| 42 | SMYM | | | | | | GYM2 | 1.00 | 1.00 |
| 23 | HARB | | | | | | OV2 | 1.00 | 1.00 |
| 46 | WALS | | | | | | S21 | 1.00 | 1.00 |

Data is sorted by date.
Uncounted and in lieu replacements can be hidden. Teachers or CRTs can be selected.

TEACHER ACTIVITIES

The Teacher Activities report lists all student and teacher activities by teacher with details of start and end dates and roll classes included in the activities.

INDIVIDUAL TEACHER SUMMARIES

The Individual Teacher Summaries screen displays the specific details of absences and replacements for a selected teacher.



On the Task Tree select:
[6F] Individual

Daily Reports / Daily Organiser 2025 - one week later / Teacher Totals / Individual

Teachers CRT Start Date 28/01/2025 End Date 12/12/2025 Teachers selected: 49 of 49

49 Teachers Available

Filter

- Adams, Rod / ADAR
- Alderson, David / ALDD**
- Atkinson, Danielle / ATKD
- Baker, Catherine / BAKC
- Bell, Heather / BELH
- Boswick, Sam / BOSS
- Boyle, Joanne / BOYJ
- Burrows, Kelly / BURK
- Butler, Alison / BUTA
- Carter, Leanne / CARL
- Chappell, Judy / CHAJ
- Cheng, William / CHEW
- Clark, Allison / CLAA
- Clark, Megan / CLAM

| Report Type | Date | Day | Report |
|-----------------------------|------------|-----|---|
| Period Absence | 04/02/2025 | D2 | HR (LATE) , 1 (PMEET) |
| Activity Absence | 28/01/2025 | D2 | Activity YLM 7, Periods: 5, RollClass:7A,7B,7C,7D |
| Activity Absence | 29/01/2025 | D3 | Activity 7OR, Periods: 1-PM, RollClass:7A,7B,7C,7D |
| Yard Duty Absence | 04/02/2025 | D2 | AM (LATE) |
| Lesson Replacement taken | 30/01/2025 | D4 | Period 2, Absent Teacher ATKD, Roll Class 9D, Class Code 09PEG1B, Room Code GYM1, Load 1.00, Count 1.00, In Lieu 0.00 |
| Lesson Replacement taken | 04/02/2025 | D2 | Period L2, Absent Teacher BOYJ, Activity Code 9D Zoo, Load 0.50, Count 0.50, In Lieu 0.00 |
| Yard Duty Replacement taken | 04/02/2025 | D2 | Yard Duty Session AM, Absent Teacher BOYJ, Yard Duty JY, Load 0.00, In Lieu 0.00 |
| Lesson Replaced by | 29/01/2025 | D3 | Period 1, Replacement Teacher DALJ, Roll Class 8C, Class Code 08HPE1C, Load 1.00, Count 0.00, In Lieu 1.00 |
| Lesson Replaced by | 29/01/2025 | D3 | Period 2, Replacement Teacher CONJ, Roll Class 8C, Class Code 08HPE1C, Load 1.00, Count 1.00, In Lieu 0.00 |
| Lesson Replaced by | 29/01/2025 | D3 | Period 5, Replacement Teacher HARB, Roll Class 11, Class Code 11SPT1D, Load 1.00, Count 1.00, In Lieu 0.00 |
| Lesson Replaced by | 29/01/2025 | D3 | Period 6, Replacement Teacher CURM, Roll Class 11, Class Code 11SPT1D, Load 1.00, Count 1.00, In Lieu 0.00 |
| | | | M1D, Load 0.20, Count 0.20, In Lieu 0.00 |
| | | | .00, In Lieu 0.00 |

Select **David Alderson / ALDD** and all information relating to David's absences and replacements is displayed.

STUDENT ACTIVITY TOTALS

Student Activity Totals displays summary information for roll classes, students and other activity details for the selected dates.

SELECTED DAY REPORTS

The information in this section refers to the selected day only. Many of the reports are identical to tables included in the Bulletin.

The table below gives a brief description of each report:

| No | Report | Description |
|----|------------------------|---|
| 8A | Absent Teachers | List of teachers absent on the selected day. |
| 8B | Replacement Teachers | List of all replacement teachers on the selected day. |
| 8C | Teacher Summary | Report showing all information relating to teachers and CRTs on the selected day. |
| 8D | Lesson Cancellations | List of all cancelled classes for the selected day. |
| 8E | Room Changes | List of all room changes for the selected day. |
| 8F | Student Lesson Changes | List of all classes with updated student numbers. |

SELECTED DAY ACTIVITIES

The information in this section relates to activities created for the selected day.

The table below gives a brief description of each report:

| No | Report | Description |
|----|------------------------|--|
| 9A | Teachers | List of activities with teachers made absent for the selected day. |
| 9B | CRT | List of activities with CRTs availability for the selected day. |
| 9C | Rooms | List of activities with rooms made available or unavailable for the selected day. |
| 9D | Students | List of Student Activities for the selected day. |
| 9E | Students At Activities | List of students who were assigned to an activity for the selected day. |
| 9F | Class Lists | List of students who were assigned to a teacher or room in an activity for the selected day. |