

# Staff Cover Training Manual

**With almost 30 years' experience in the fee paying schools' software market, our 500 customers rely on our extensive expertise.**

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## 1. Introduction

Every school has to cope with staff absences, both scheduled and unplanned. The **3Sys Staff Cover** module is designed to reduce the administrative burden that organising cover places on academic staff.

**3Sys Staff Cover** integrates seamlessly with teachers' timetables and utilises the same intuitive user interface which has been the hallmark of 3Sys' success. It has been designed around the school's operational need to simply and swiftly allocate staff cover in an effective and fair manner.

The **Staff Cover** module allows allocation of lesson cover for academic staff who are absent, for whatever reason. Allocation of cover provision is firmly in the hands of the school. However, in the first instance staff cover is allocated to teaching staff that the system deems as being free and who teach the subject of the absent teacher. If a same subject teacher cannot be assigned within the system, then allocation will be allotted purely by availability. Furthermore, distribution of cover to teaching staff can be apportioned fairly over the course of a school day or week, etc.

The School decides upon, and sets up, the individual wording for each type of staff absence, in line with school protocol (e.g. sickness, holiday, training course, etc.) In addition, allocation of cover for absences can be set per lesson, day-by-day, for absent academic staff member(s). What's more, the allocated staff member(s) will be informed of their requirement to cover in their personal **3Sys** calendar, via pop-ups (when logging onto **3Sys**) and also via email. This ensures academic staff are fully informed immediately after **Staff Cover** has been allocated, as to when and where they are required to provide cover. In addition, the room in which the lesson is set to be covered can also be changed; allowing further convenience for all concerned.

An additional feature of **Staff Cover** is that the absence information recorded can also be extrapolated, using the reporting functions and used for statistical and analytical purposes, as and when it is required.

### c) Process flow for System Setup:



### d) Process flow for allocating staff cover:

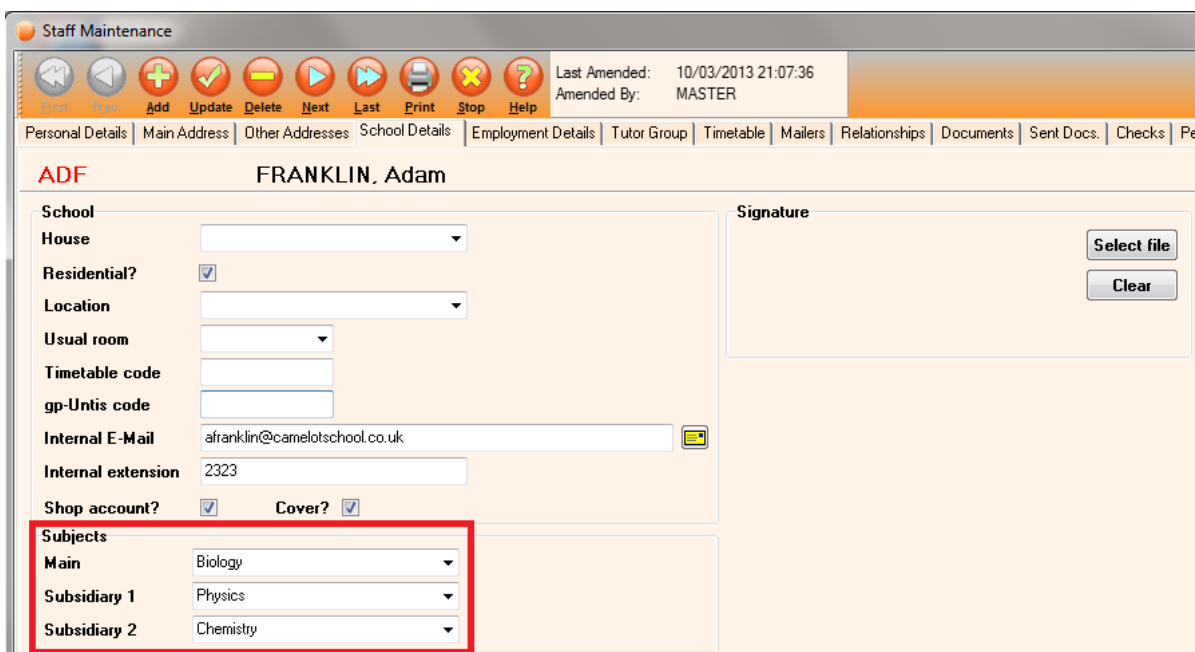


## 2. Administration Setup

### b) Administration, Staff Maintenance within PASS

Within **PASS** the following information, for each member of the academic staff, should be defined, in order to allocate **Staff Cover** in an effective manner.

- Select **Administration>Staff Maintenance**.
- Select the **School Details** tab:



The screenshot shows the 'Staff Maintenance' window for Adam Franklin. The 'School Details' tab is selected. The 'Subjects' section is highlighted with a red box and contains the following information:

Subjects	
Main	Biology
Subsidiary 1	Physics
Subsidiary 2	Chemistry

- In the **Subjects** area, complete the following:

**Main:** Select the main subject the staff member teaches.

**Subsidiary 1:** Select the 1<sup>st</sup> subsidiary subject the staff member can teach/provide cover for.

**Subsidiary 2:** Select the 2<sup>nd</sup> subsidiary subject the staff member can teach/provide cover for.

- Click on the **Employment Details** tab:

**Full Time?**

This should be ticked if the member of staff works full time.

**Working day?**

Select the days the staff member works.

**Status**

Select **Academic**.

### 3. 3Sys Setup

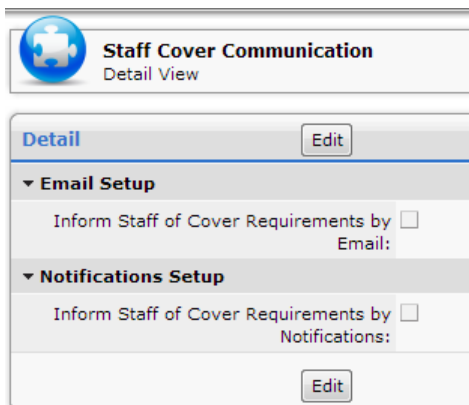
#### a) Cover Communication

This facility allows notifications to be generated for staff who are providing cover, and for these to be sent via email, the **Notifications Popup** or both.

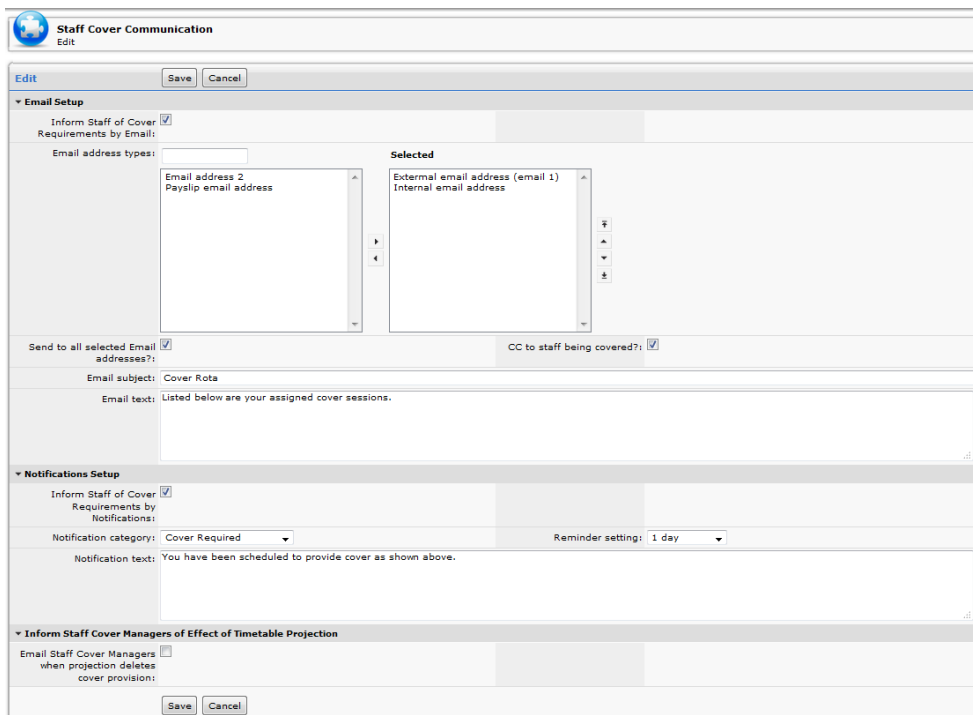
- To set up **Cover Communication**, select: **Application Setup>Staff Cover**

- Select **Cover Communication** from the list (shown above).

- The following screen is displayed:

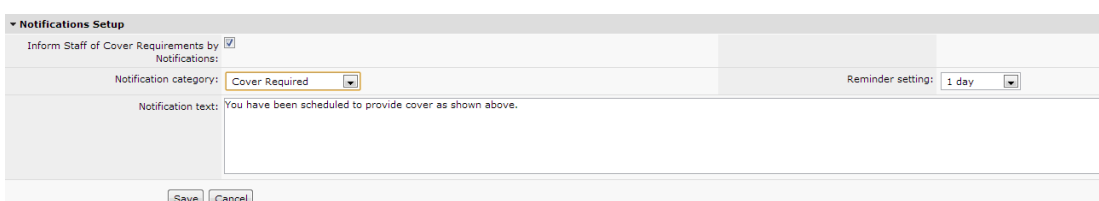


- Click on **Edit** (to allow editing of the settings). **Please note:** there are separate sections for **Email** and **Notifications**.



The **Email Setup** section allows the selection of any or all of the three "standard" email addresses from the **Staff Record** and/or any additional email address types that have been set up by the school in the system. A default email subject and email text should be specified at this point. **Please note:** there is an option to send a copy of the email to the person whose lesson or activity is being covered, so that they are made aware of who is providing the cover for their lesson.

The cover email is sent out as soon as cover is allocated in the **Staff Cover** routine. The **Staff Cover** routine can also utilise the notification function within **3Sys**. This is activated by selecting the check-box, shown below. A default **Notification category**, **Reminder setting** and **Notification text** can then be defined.

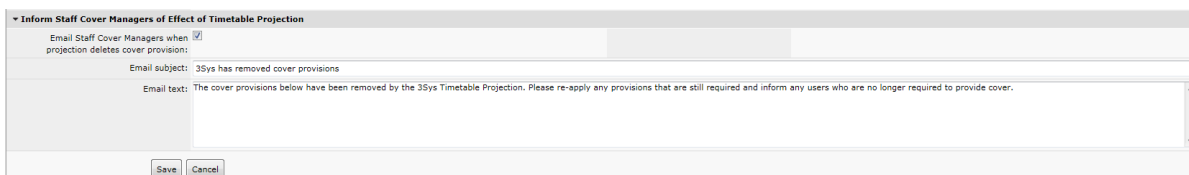


When cover provision is allocated, an email will be sent, or a notification generated. Emails and notifications will contain the following information:

<b>Start:</b>	Date and time of start of cover provision.
<b>End:</b>	Date and time of end of cover provision.
<b>Full/Partial:</b>	If using the <b>Full</b> button, to assign cover, then show <b>Full</b> . If using the <b>Partial</b> button, to assign cover, then show <b>Partial</b> .
<b>Room:</b>	The room code in which the cover will take place.
<b>Item:</b>	The code of the item being covered (as shown on the <b>Staff Cover</b> screen).
<b>Covering for:</b>	The name of the person whose absence caused the need for cover (so that the staff member covering the item knows who to contact for lesson plans, etc.)

### b) Inform Staff Cover Managers of Effect of Timetable Projection

Running the timetable projection routine within either **Pass** or **3Sys** will result in the removal of current staff cover provisions. **3Sys** can be configured to automatically generate emails to the staff cover managers; informing them of the need to re-apply any provisions that is still required.



**Please note:** Future enhancements of the **Staff Cover** routine will negate the need to reapply any staff cover provisions.

### c) Cover Provider

Previous versions of **Staff Cover**, within **3Sys**, showed all staff; both Academic and Non Academic in the list of staff offered for cover. This led to a long list, which included people who would never be used for cover. It is now possible to specify the staff members who are able to provide cover in the **Setup** area of **3Sys**.



- Select **Cover Provider**



- The following search screen will be displayed:

**Cover Providers Search**

**Filters**

Staff Code:  Name:  Cover Provider?:

Full Time?:  Academic?:  Working Week:

Main Subject:  Subsidiary Subject 1:  Subsidiary Subject 2:

---

**Cover Providers**

CoverProvider	Name	FullTime	Academic	WorkingWeek	Subject1	Subject2	Subject3
<input checked="" type="checkbox"/>	ALLENSON, Tom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday			
<input checked="" type="checkbox"/>	ARNOLD, Eric J	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday			
<input checked="" type="checkbox"/>	BAKER, Molly B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	Mathematics		
<input checked="" type="checkbox"/>	BRIGGS, Johnathan M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	Biology		
<input checked="" type="checkbox"/>	BRYANT, Melanie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	English		
<input type="checkbox"/>	CARNET, Jennifer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	Geography		
<input checked="" type="checkbox"/>	CARTER, Lisa M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday			
<input checked="" type="checkbox"/>	DAVIS, Patrick M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	English		
<input type="checkbox"/>	DENNIS, Robin M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	Chemistry		
<input checked="" type="checkbox"/>	FRANKLIN, Adam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	English		
<input checked="" type="checkbox"/>	GRACE, Arthur	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday			
<input checked="" type="checkbox"/>	HACK, Keith R	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday			
<input checked="" type="checkbox"/>	HARRIS, David Andrew	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	English		
<input checked="" type="checkbox"/>	HEYWARD, James k	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday			
<input checked="" type="checkbox"/>	JAMES, Louise Jane	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	Mathematics		
<input checked="" type="checkbox"/>	JONES, Frederick J	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	PE		

A Cover Provider filter is available to assist in the process of selecting those staff that can cover lessons.

- To designate a member of staff as a **Cover Provider**, simply tick or un-tick the **Cover Provider** box next to the member of staff's name.

**Cover Providers**

CoverProvider	Name
<input type="checkbox"/>	ALLENSON, Tom

**Cover Providers**

CoverProvider	Name
<input checked="" type="checkbox"/>	ALLENSON, Tom

**Please note:** the settings will be saved as soon as the box is ticked.

d) Reason for Cover

In order to use Staff Cover, the reason for the cover must first be set up.

- Select **Setup>Staff Cover>Reason for Cover**
- Click on the **Add** button

**Reasons for Cover**

Actions	Description
<a href="#">View</a>   <a href="#">Edit</a>   ▼	Absent
<a href="#">View</a>   <a href="#">Edit</a>   ▼	Illness

**Description:** Type in a description i.e. Sickness, training course, holiday, long term illness, teaching, etc.

**Absence:** Tick if indicating staff absence.

**In Use:** This is always ticked (un-tick if this description of staff cover is no longer required)

- Click on **Save** (to save the **Description** of the absence, or cancel, to cancel).

The above instructions should now be repeated in order to input each type of staff absence.

**Editing Reasons for Cover:**

- Select **Setup>Staff Cover>Reason for Cover**
- Click on **Edit**

Reasons for Cover		Add
Actions	Description	
View <b>Edit</b>	Absent	
View <b>Edit</b>	Illness	

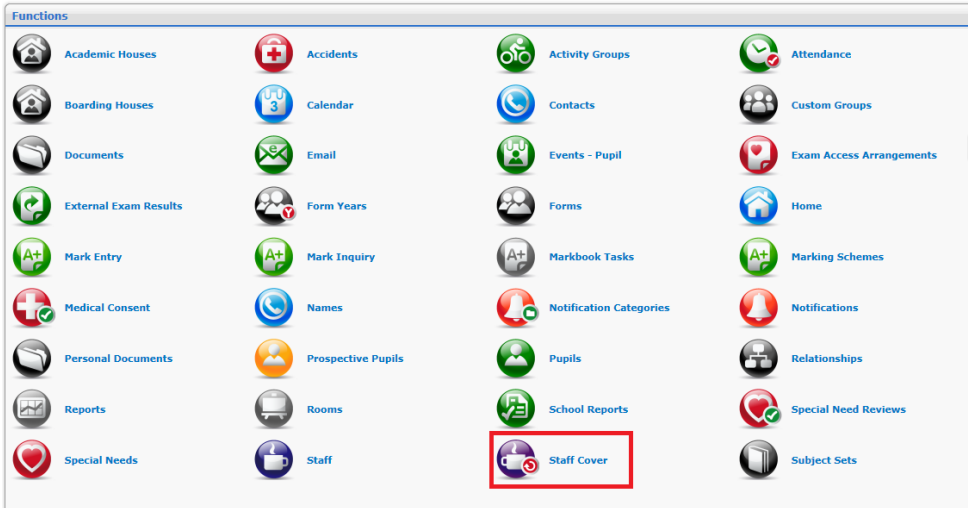
- Make the required changes.

Once all the descriptions of staff absences have been input, you are ready to allocate **Staff Cover**.

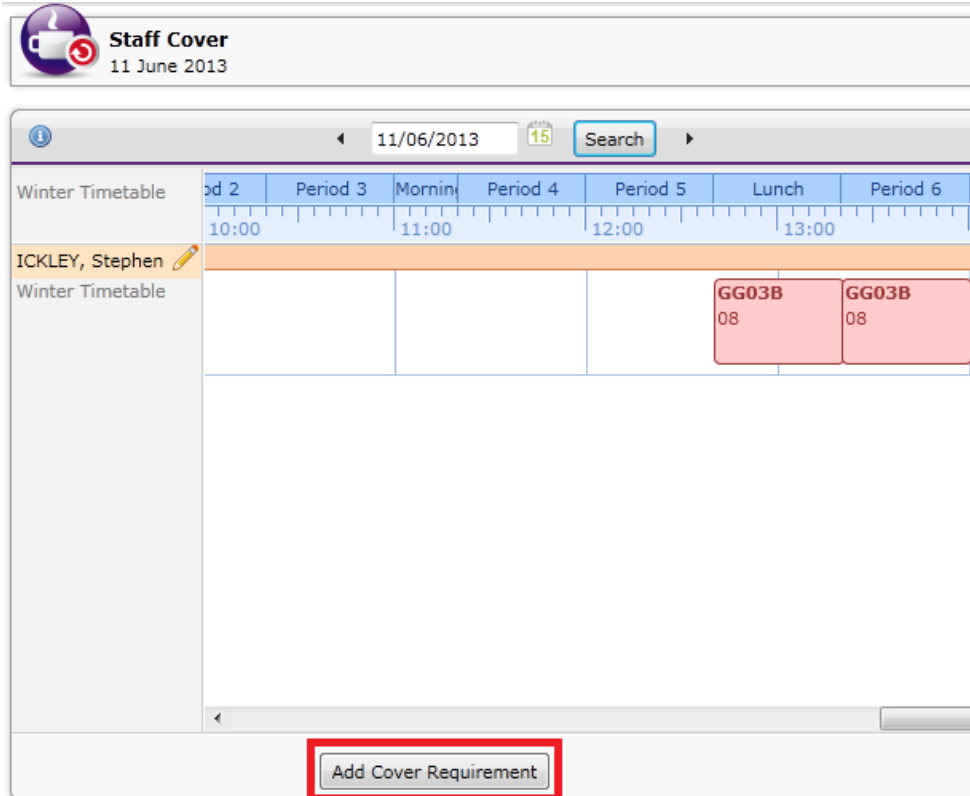
## 4. Allocation of Staff Cover

Allocation of staff cover is accessed from the following routine:

- Click on the **All Functions** tab.
- Select the **Staff Cover** icon.

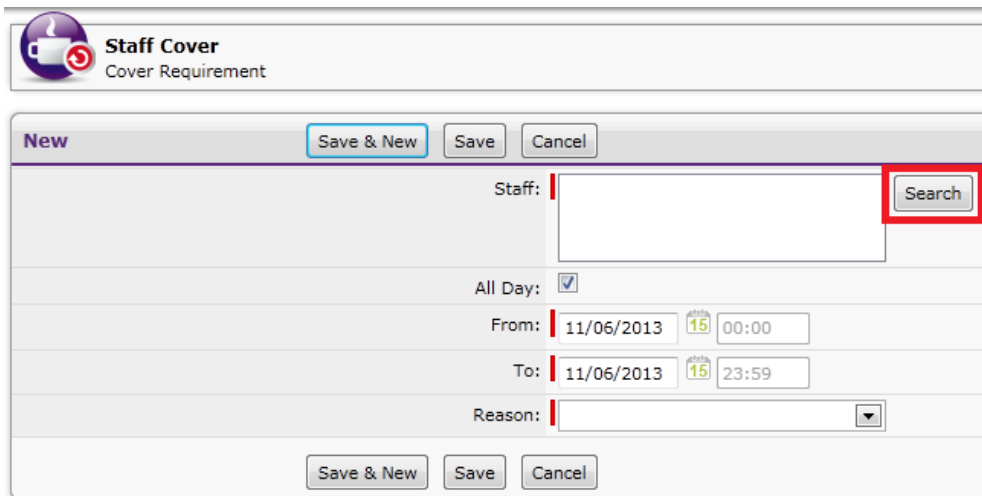


Any existing details of who's absent and which member(s) of staff are covering will be given:



- To add cover for absent staff, click on the **Add Cover Requirement** button.

The following screen will be displayed:



**Staff Cover**  
Cover Requirement

New Save & New Save Cancel

Staff:  Search

All Day:

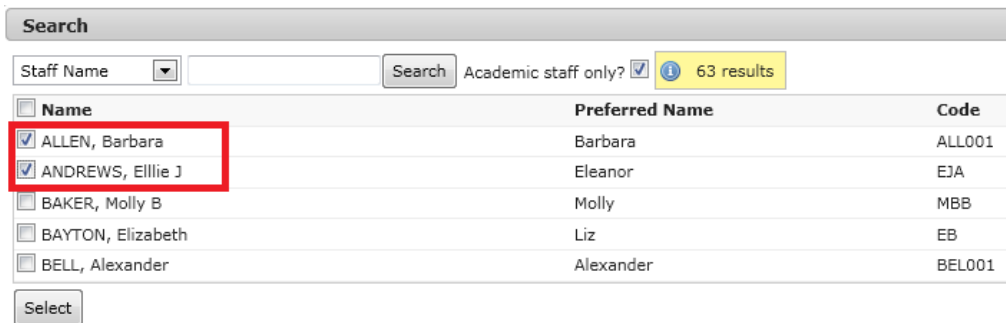
From: 11/06/2013 15 00:00

To: 11/06/2013 15 23:59

Reason:

Save & New Save Cancel

- To search for available staff to cover absences, click on the **Search** button.
- A List of all available staff will be displayed:
- Tick next to the staff member(s) you wish to select for cover.



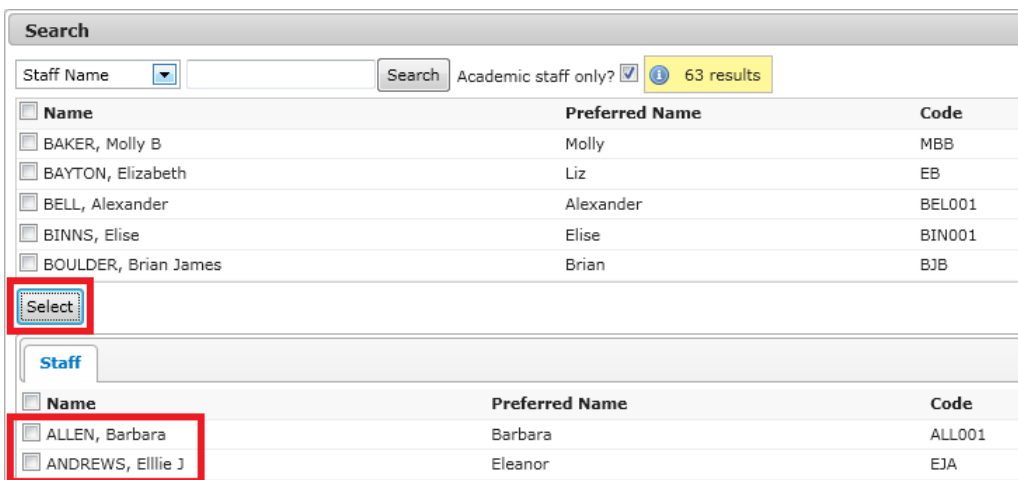
**Search**

Staff Name  Search Academic staff only?  63 results

<input type="checkbox"/> Name	Preferred Name	Code
<input checked="" type="checkbox"/> ALLEN, Barbara	Barbara	ALL001
<input checked="" type="checkbox"/> ANDREWS, Ellie J	Eleanor	EJA
<input type="checkbox"/> BAKER, Molly B	Molly	MBB
<input type="checkbox"/> BAYTON, Elizabeth	Liz	EB
<input type="checkbox"/> BELL, Alexander	Alexander	BEL001

Select

- Click on the **Select** button, to capture the members of staff.



**Search**

Staff Name  Search Academic staff only?  63 results

<input type="checkbox"/> Name	Preferred Name	Code
<input type="checkbox"/> BAKER, Molly B	Molly	MBB
<input type="checkbox"/> BAYTON, Elizabeth	Liz	EB
<input type="checkbox"/> BELL, Alexander	Alexander	BEL001
<input type="checkbox"/> BINNS, Elise	Elise	BIN001
<input type="checkbox"/> BOULDER, Brian James	Brian	BJB

Select

**Staff**

<input type="checkbox"/> Name	Preferred Name	Code
<input checked="" type="checkbox"/> ALLEN, Barbara	Barbara	ALL001
<input checked="" type="checkbox"/> ANDREWS, Ellie J	Eleanor	EJA

- Now enter the absent information, as detailed below:

**Staff Cover**  
Cover Requirement

New Save & New Save Cancel

Staff: ALLEN, Barbara  
ANDREWS, Ellie J Search

All Day:

From: 11/06/2013 00:00

To: 11/06/2013 23:59

Reason: Illness

Save & New Save Cancel

- Select **Save**, to complete the entry of **Cover Requirements**

The following screen will now display the lessons taught by the member(s) of staff requiring cover:

	Period 2	Period 3	Mornin	Period 4	Period 5	Lunch	Period 6
Winter Timetable	10:00		11:00		12:00	13:00	14:00
ALLEN, Barbara							
ANDREWS, Ellie J							
Winter Timetable				BS13E1 04	BS13E1 04		
ICKLEY, Stephen							
Winter Timetable						GG03B 08	GG03B 08

- To assign cover provision by selecting a lesson marked in pink and then selecting the **Add Cover** button:

	Period 2	Period 3	Mornin	Period 4	Period 5	Lunch	Period 6
Winter Timetable	10:00		11:00		12:00	13:00	14:00
ALLEN, Barbara							
ANDREWS, Ellie J							
Winter Timetable				BS13E1 04	BS13E1 04		
ICKLEY, Stephen							
Winter Timetable							

**No Cover**

Subject Set: BS13E1 - Business Studies Year 13 Block E Set 1

Room: 04 - Room 4

Time: 12:00 to 12:40

Add Cover

**3Sys** will automatically select the subject of the lesson requiring cover in the **Main Subject** filter field. A list of all available staff matching the filters parameters will now be displayed:

**Staff Lookup** ✕

▼ **Filters**

Name:  Working Week:  Full Time?:

**Main Subject: Business Studies** Subject 1:  Subject 2:

Academic?:  Include allocated?:  Search Reset

Assign Cover	Staff Name	Main Subject	Subject 1	Subject 2	Full Time?	Academic?	Working Week	Allocated?	Covers
Show Full Partial	MASON, Heather	Business Studies	Geography		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	<input type="checkbox"/>	0

If no staff matching the initial filter parameters are available or the filters need refining, to filter out excessive staff, the additional filter fields can be utilised. Once the filters have been changed, select the **Search** button, to run the new filters. Alternatively, the **Reset** button can be used to clear the filters and display all available academic staff.

▼ **Filters**

Name:  Working Week:  Full Time?:

Main Subject:  Subject 1:  Subject 2:

Academic?:  Include allocated?:  Search Reset

Assign Cover	Staff Name	Main Subject	Subject 1	Subject 2	Full Time?	Academic?	Working Week	Allocated?	Covers
Show Full Partial	BAKER, Molly B	English	Business Studies		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	<input type="checkbox"/>	1
Show Full Partial	BAYTON, Elizabeth	English	PE	Personal and Social Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	<input type="checkbox"/>	1
Show Full Partial	BELL, Alexander				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	<input type="checkbox"/>	0
Show Full Partial	BINNS, Elise				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	<input type="checkbox"/>	0
Show Full Partial	BOULDER, Brian James	Mathematics	Business Studies		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday - Friday	<input type="checkbox"/>	2

Once a suitable member of staff has been identified, the required cover can be assigned to them by selecting either **Full** or **Partial** cover.

Assign Cover	Staff Name
Show Full Partial	MASON, Heather

If **Partial** cover has been selected, the following information will need to be specified and additional cover will need to be assigned to the remainder of the lesson.

**Partial Cover** ✕

Selected Staff Member: MASON, Heather

Lesson Span: 12:00 - 12:40

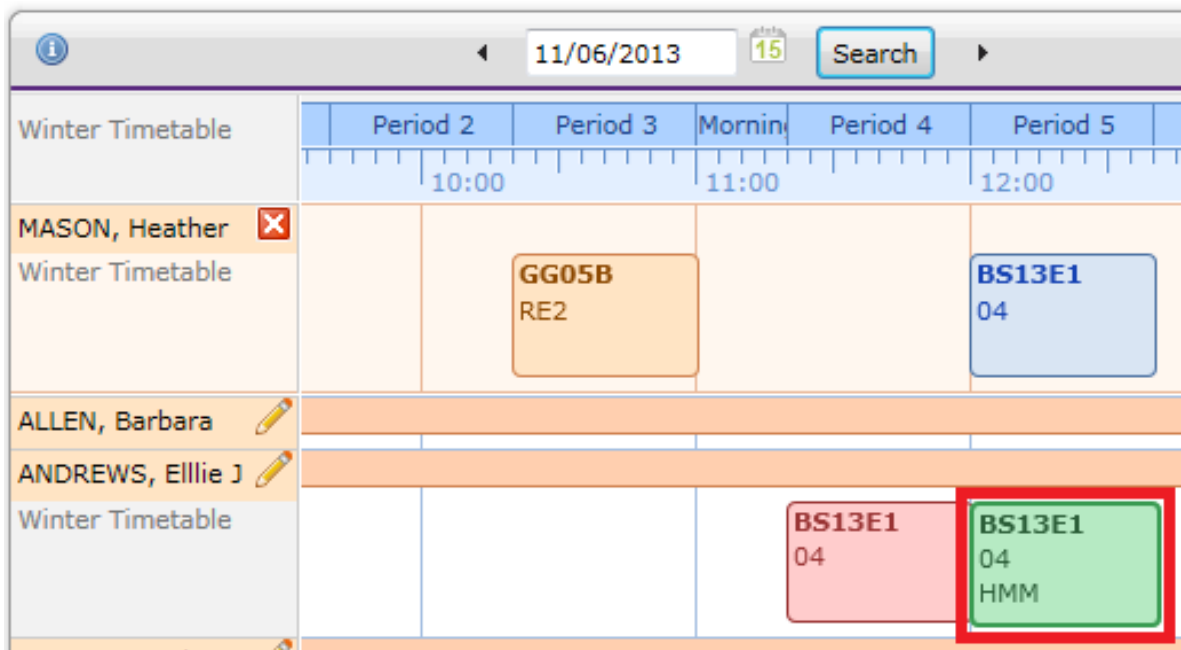
From Time:

To Time:

Once cover has been assigned to the specified lesson **3Sys** will automatically return to the main **Staff Cover** screen. At this point notifications, emails and amendments to the cover provider’s calendar will automatically be made. Additional cover can now be assigned to the remaining lessons.

3Sys uses a simple colour coding system, to enhance the user experience of this interface:

Blue Lessons -	Shows the name of the cover provider and the full lesson being covered.
Orange Lessons -	Shows the name of cover provider and the partial lesson being covered.
Red Lesson -	Indicates that staff cover is required.
Green Lesson -	Shows that cover is already assigned.



Once cover has been assigned to a lesson it becomes possible to either change the assigned room or delete the cover requirement for reassignment to another staff member.

- Simply select a lesson marked in green and the following information will be displayed:

**Full Cover**

**Subject Set:** BS13E1 - Business Studies Year 13 Block E Set 1

**Room:** 04 - Room 4

**Time:** 12:00 to 12:40

**Covered By:** MASON, Heather 12:00 to 12:40  

[Add Cover](#)
[Change Room](#)

If you wish to change the assigned room, select **Change Room**, next to the appropriate room. All rooms setup within the school will then be displayed and an alternative room can be selected:

**Room Lookup** ✕

Room Code:

Action	Room Code	Location	Capacity
<a href="#">Change Room</a>	01	New teaching Building	24
<a href="#">Change Room</a>	02	Main Building	25
<a href="#">Change Room</a>	03	Main Building	25
<a href="#">Change Room</a>	04	Main Building	25
<a href="#">Change Room</a>	05	Main Building	0
<a href="#">Change Room</a>	06	Main Building	30
<a href="#">Change Room</a>	07	Main Building	0
<a href="#">Change Room</a>	08	Main Building	0
<a href="#">Change Room</a>	09	Main Building	0

Alternatively the **X** button can be selected, to delete this cover provision:

**Full Cover**

**Subject Set:** BS13E1 - Business Studies Year 13 Block E Set 1

**Room:** 04 - Room 4

**Time:** 12:00 to 12:40

**Covered By:** MASON, Heather 12:00 to 12:40

[Add Cover](#) | [Change Room](#)

## 5. Notification of Cover

Email message example:

Cover Rota - Message (HTML) (Read-Only)

From: Christina Brown  
To: Christina Brown  
Cc: Christina Brown  
Subject: Cover Rota

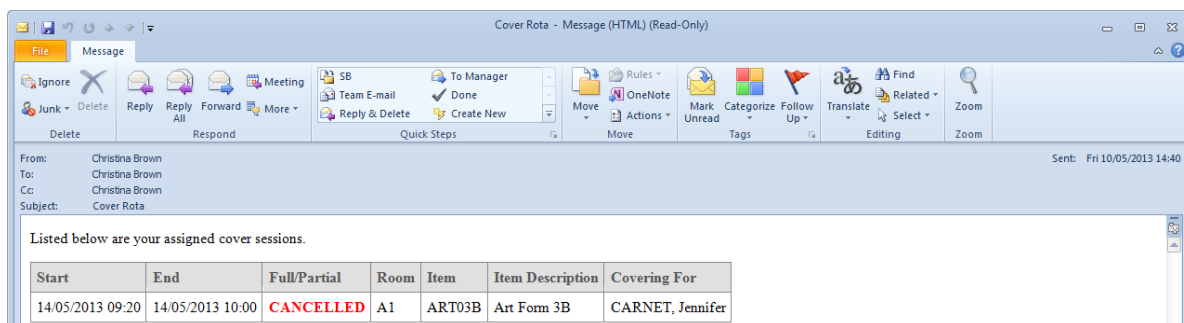
Sent: Fri 10/05/2013 14:40

Listed below are your assigned cover sessions.

Start	End	Full/Partial	Room	Item	Item Description	Covering For
14/05/2013 09:20	14/05/2013 10:00	Full	A1	ART03B	Art Form 3B	CARNET, Jennifer



An example of a cancelled cover session:



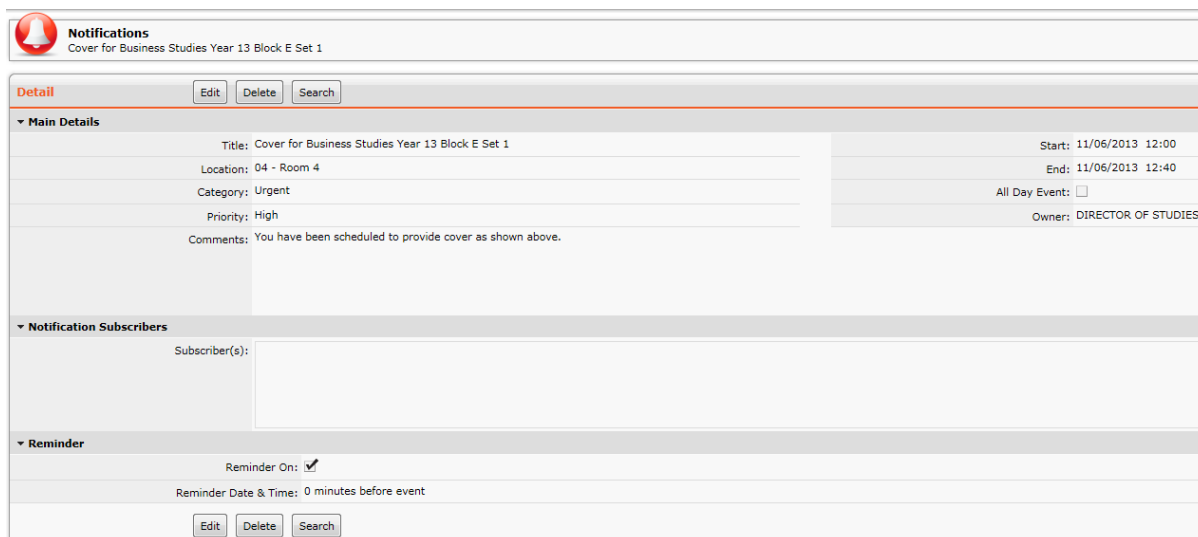
From: Christina Brown  
To: Christina Brown  
Cc: Christina Brown  
Subject: Cover Rota

Sent: Fri 10/05/2013 14:40

Listed below are your assigned cover sessions.

Start	End	Full/Partial	Room	Item	Item Description	Covering For
14/05/2013 09:20	14/05/2013 10:00	CANCELLED	A1	ART03B	Art Form 3B	CARNET, Jennifer

Example of notification:



**Notifications**  
Cover for Business Studies Year 13 Block E Set 1

**Detail** [Edit] [Delete] [Search]

**Main Details**

Title: Cover for Business Studies Year 13 Block E Set 1	Start: 11/06/2013 12:00
Location: 04 - Room 4	End: 11/06/2013 12:40
Category: Urgent	All Day Event: <input type="checkbox"/>
Priority: High	Owner: DIRECTOR OF STUDIES

Comments: You have been scheduled to provide cover as shown above.

**Notification Subscribers**

Subscriber(s):

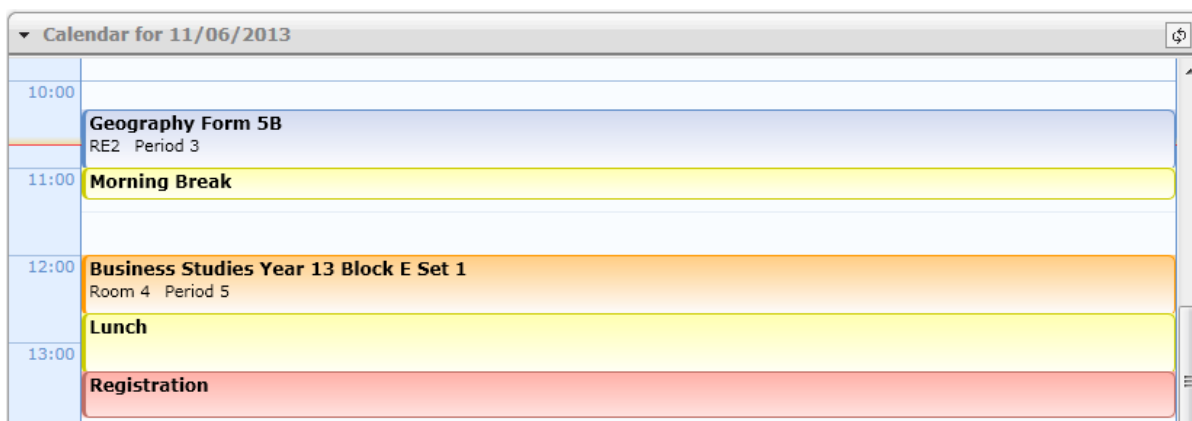
**Reminder**

Reminder On:

Reminder Date & Time: 0 minutes before event

[Edit] [Delete] [Search]

Cover lessons will be displayed in the **Cover Provider's, 3Sys** calendar, marked in orange:



**Calendar for 11/06/2013**

10:00	Geography Form 5B RE2 Period 3
11:00	Morning Break
12:00	<b>Business Studies Year 13 Block E Set 1</b> Room 4 Period 5
13:00	Lunch
	Registration

## 6. Staff Cover Views and Reports

There are currently three **Views** available for use within **Pass, Master Report Builder**:

- XZ\_AC\_COVER\_PROVIDERS
- XZ\_AC\_NEEDING\_COVER
- XZ\_AC\_PROVIDING\_COVER

The field information is detailed below:

Field Alias	Field SQL Alias (a > z)	Table SQL Alias
Full Time	XZ_AC_COVER_PROVIDERS.FULL_TIME	XZ_AC_COVER_PROVIDERS
Name	XZ_AC_COVER_PROVIDERS.NAME	XZ_AC_COVER_PROVIDERS
Name Id	XZ_AC_COVER_PROVIDERS.NAME_ID	XZ_AC_COVER_PROVIDERS
Provider Type	XZ_AC_COVER_PROVIDERS.PROVIDER_TYPE	XZ_AC_COVER_PROVIDERS
Staff Id	XZ_AC_COVER_PROVIDERS.STAFF_ID	XZ_AC_COVER_PROVIDERS
Status	XZ_AC_COVER_PROVIDERS.STATUS	XZ_AC_COVER_PROVIDERS
Working Day Code	XZ_AC_COVER_PROVIDERS.WORKING_DAY_CODE	XZ_AC_COVER_PROVIDERS
Working Day Description	XZ_AC_COVER_PROVIDERS.WORKING_DAY_DESCRIP...	XZ_AC_COVER_PROVIDERS
Activity Diary Item	XZ_AC_NEEDING_COVER.ACTIVITY_DIARY_ITEM	XZ_AC_NEEDING_COVER
Activity Id	XZ_AC_NEEDING_COVER.ACTIVITY_ID	XZ_AC_NEEDING_COVER
Activity Type	XZ_AC_NEEDING_COVER.ACTIVITY_TYPE	XZ_AC_NEEDING_COVER
Covered	XZ_AC_NEEDING_COVER.COVERED	XZ_AC_NEEDING_COVER
Lesson Id	XZ_AC_NEEDING_COVER.LESSON_ID	XZ_AC_NEEDING_COVER
Reason For Cover	XZ_AC_NEEDING_COVER.REASON_FOR_COVER	XZ_AC_NEEDING_COVER
Requiring Cover Staff Id	XZ_AC_NEEDING_COVER.REQUIRING_COVER_STAFF_ID	XZ_AC_NEEDING_COVER
Task Code	XZ_AC_NEEDING_COVER.TASK_CODE	XZ_AC_NEEDING_COVER
Task Description	XZ_AC_NEEDING_COVER.TASK_DESCRIPTION	XZ_AC_NEEDING_COVER
Task Duration	XZ_AC_NEEDING_COVER.TASK_DURATION	XZ_AC_NEEDING_COVER
Task End	XZ_AC_NEEDING_COVER.TASK_END	XZ_AC_NEEDING_COVER
Task Room Code	XZ_AC_NEEDING_COVER.TASK_ROOM_CODE	XZ_AC_NEEDING_COVER
Task Room Description	XZ_AC_NEEDING_COVER.TASK_ROOM_DESCRIPTION	XZ_AC_NEEDING_COVER
Task Start	XZ_AC_NEEDING_COVER.TASK_START	XZ_AC_NEEDING_COVER
Task Teacher Name	XZ_AC_NEEDING_COVER.TASK_TEACHER_NAME	XZ_AC_NEEDING_COVER
Task Type	XZ_AC_NEEDING_COVER.TASK_TYPE	XZ_AC_NEEDING_COVER
Activity Diary Item	XZ_AC_PROVIDING_COVER.ACTIVITY_DIARY_ITEM	XZ_AC_PROVIDING_COVER
Activity Id	XZ_AC_PROVIDING_COVER.ACTIVITY_ID	XZ_AC_PROVIDING_COVER
Activity Type	XZ_AC_PROVIDING_COVER.ACTIVITY_TYPE	XZ_AC_PROVIDING_COVER
Covered	XZ_AC_PROVIDING_COVER.COVERED	XZ_AC_PROVIDING_COVER
Coverer Name	XZ_AC_PROVIDING_COVER.COVERER_NAME	XZ_AC_PROVIDING_COVER
Covering Staff Id	XZ_AC_PROVIDING_COVER.COVERING_STAFF_ID	XZ_AC_PROVIDING_COVER
Cover End	XZ_AC_PROVIDING_COVER.COVER_END	XZ_AC_PROVIDING_COVER
Cover Start	XZ_AC_PROVIDING_COVER.COVER_START	XZ_AC_PROVIDING_COVER
Lesson Id	XZ_AC_PROVIDING_COVER.LESSON_ID	XZ_AC_PROVIDING_COVER
Staff Code	XZ_AC_PROVIDING_COVER.STAFF_CODE	XZ_AC_PROVIDING_COVER
Staff Dept Code	XZ_AC_PROVIDING_COVER.STAFF_DEPT_CODE	XZ_AC_PROVIDING_COVER
Staff Indicator	XZ_AC_PROVIDING_COVER.STAFF_INDICATOR	XZ_AC_PROVIDING_COVER
Task Code	XZ_AC_PROVIDING_COVER.TASK_CODE	XZ_AC_PROVIDING_COVER
Task Description	XZ_AC_PROVIDING_COVER.TASK_DESCRIPTION	XZ_AC_PROVIDING_COVER
Task Duration	XZ_AC_PROVIDING_COVER.TASK_DURATION	XZ_AC_PROVIDING_COVER
Task End	XZ_AC_PROVIDING_COVER.TASK_END	XZ_AC_PROVIDING_COVER
Task Room Code	XZ_AC_PROVIDING_COVER.TASK_ROOM_CODE	XZ_AC_PROVIDING_COVER
Task Room Description	XZ_AC_PROVIDING_COVER.TASK_ROOM_DESCRIPTION	XZ_AC_PROVIDING_COVER
Task Start	XZ_AC_PROVIDING_COVER.TASK_START	XZ_AC_PROVIDING_COVER
Task Type	XZ_AC_PROVIDING_COVER.TASK_TYPE	XZ_AC_PROVIDING_COVER

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