Let REWO's allocation reflect your Leadership!

Minimum System Requirements

Windows 11 (64-bit)

Memory (RAM): 8 GB or higher

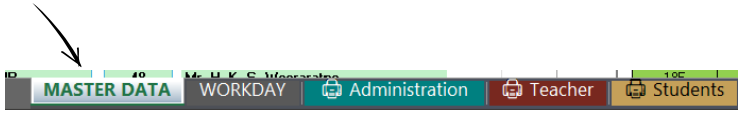
Microsoft Office 2021 or later

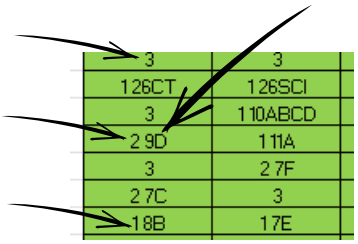
100 MB free disk space

Important Notes

Contact the software administrator (+94773385522) if you experience activation or technical issues.

Input Format in





3	3
126CT	126SCI
3	110ABCD
2 9D	111A
3	2 7F
2 7C	3
18B	17E

Free Periods: Represented simply by the number 3.

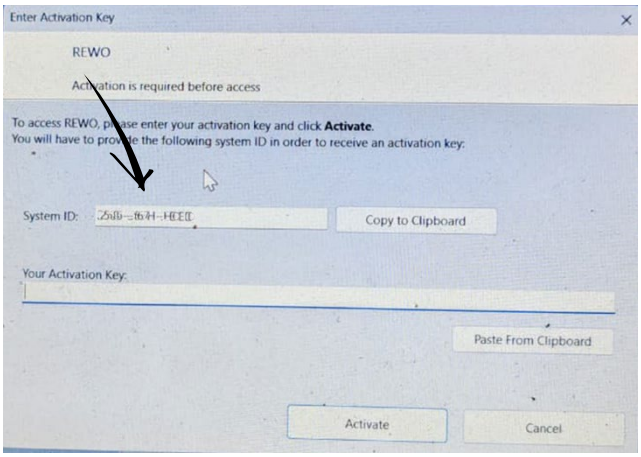
Class Identifiers: Code tags like 9D or 8B represent specific student classes.

Gender Split:The prefix numbers 1 or 2 will reflect in WORKDAY Sheet. These prefixes correspond to specific cell background colors (Dark Brown or Light Brown), serving as the primary visual identification (eg. Boys/Girls) standard for institutional tracking.

Spacing Rule: A single space is strictly required immediately after the prefix number 1 or 2.

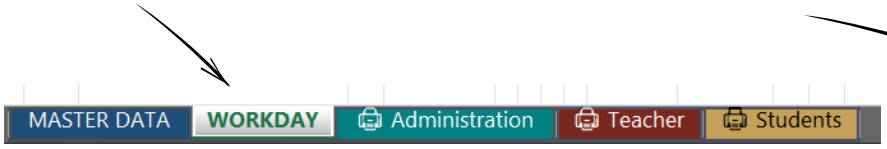
Step 1

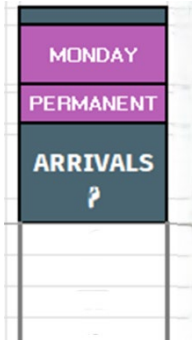
To activate the software upon its first launch, please contact the administrator with your Device ID to obtain and enter your unique Activation Key, which must not be shared with other users.



Step 2

Select the required Workday worksheet tab, then choose the day (Monday to Friday) for which relief periods are to be allocated. The timetable for the selected day will automatically load into the worksheet.

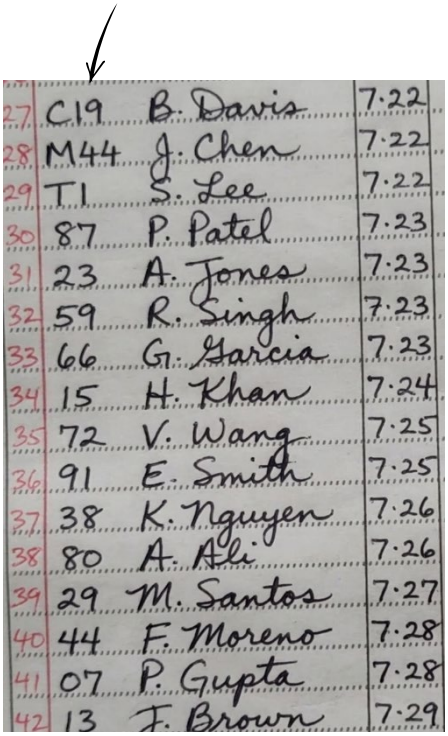




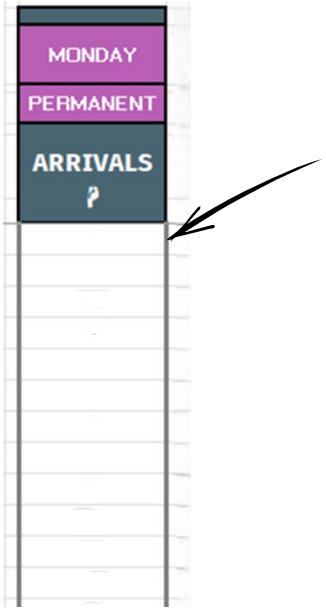
Step 3

Refer to the school's Attendance Register.

Enter the employee number (or Teacher ID) of each teacher who has arrived.



27	C19	B. Davis	7·22
28	M44	J. Chen	7·22
29	T1	S. Lee	7·22
30	87	P. Patel	7·23
31	23	A. Jones	7·23
32	59	R. Singh	7·23
33	66	G. Garcia	7·23
34	15	H. Khan	7·24
35	72	V. Wang	7·25
36	91	E. Smith	7·25
37	38	K. Nguyen	7·26
38	80	A. Ali	7·26
39	29	M. Santos	7·27
40	44	F. Moreno	7·28
41	07	P. Gupta	7·28
42	13	J. Brown	7·29



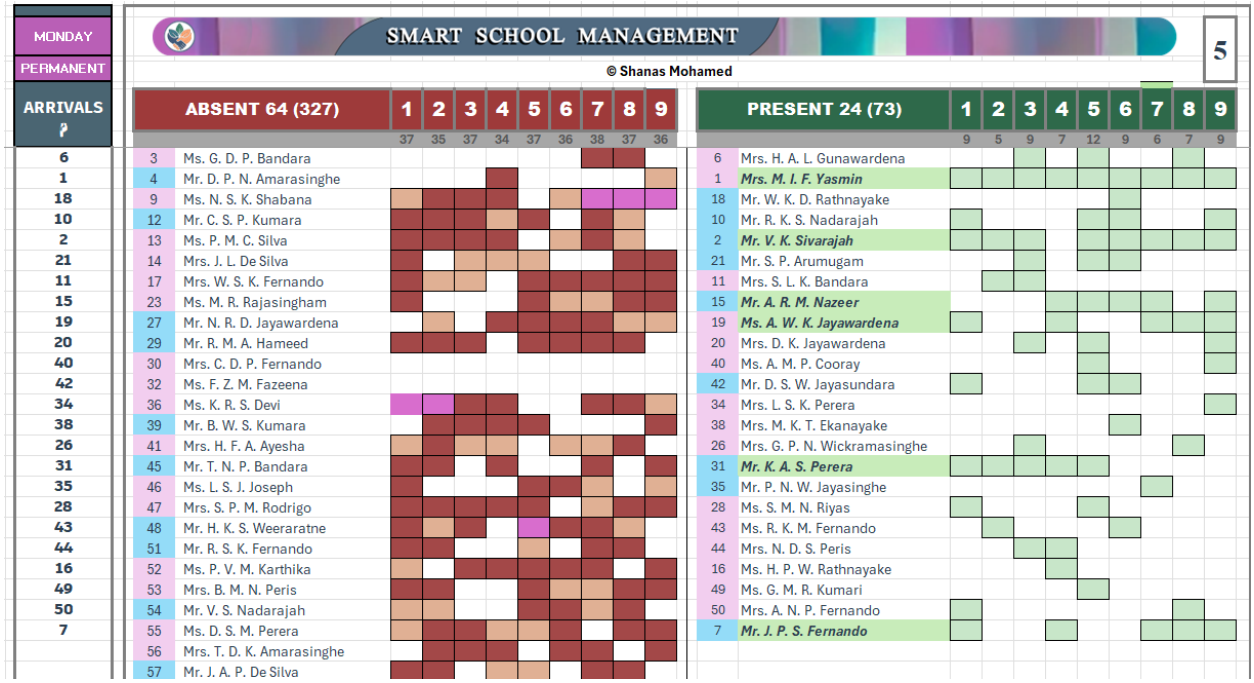
Step 4

Periods affected by each absent teacher (Left Panel):

Periods Ready for Relief Allocation (Right Panel):

Left Panel

Right Panel



MONDAY

PERMANENT

SMART SCHOOL MANAGEMENT

© Shanas Mohamed

5

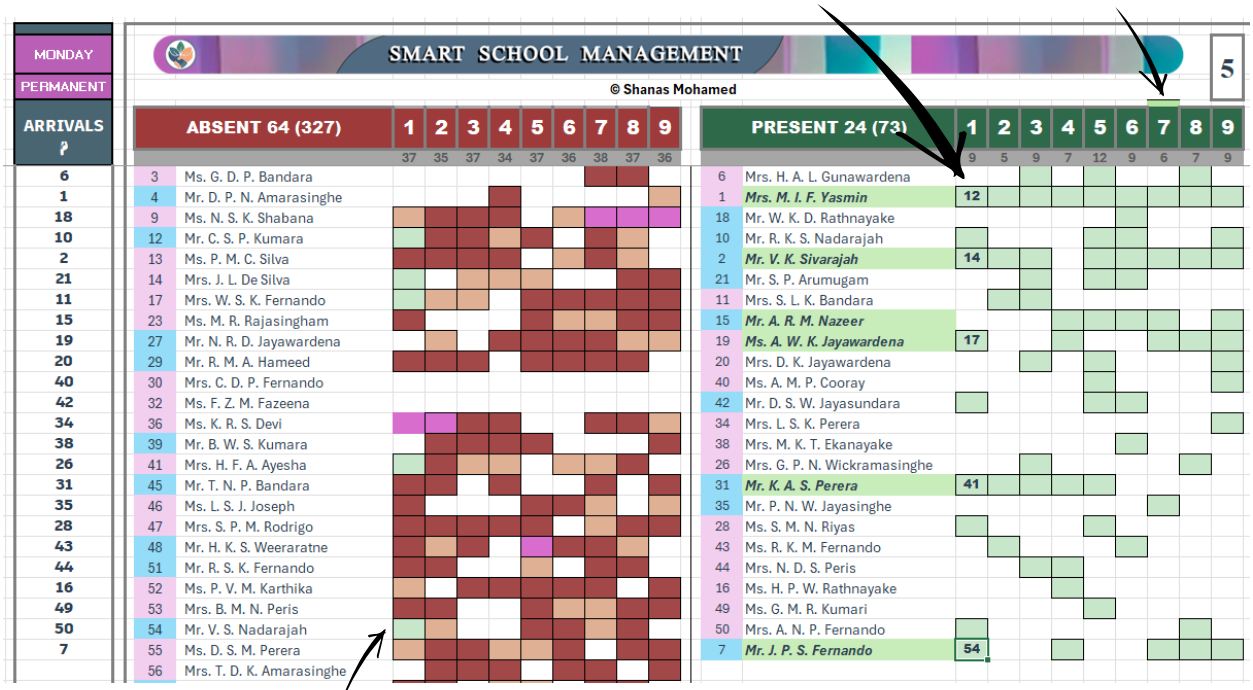
ARRIVALS ?	ABSENT 64 (327)		1	2	3	4	5	6	7	8	9
			37	35	37	34	37	36	38	37	36
6	3	Ms. G. D. P. Bandara									
1	4	Mr. D. P. N. Amarasinghe									
18	9	Ms. N. S. K. Shabana									
10	12	Mr. C. S. P. Kumara									
2	13	Ms. P. M. C. Silva									
21	14	Mrs. J. L. De Silva									
11	17	Mrs. W. S. K. Fernando									
15	23	Ms. M. R. Rajasingham									
19	27	Mr. N. R. D. Jayawardena									
20	29	Mr. R. M. A. Hameed									
40	30	Mrs. C. D. P. Fernando									
42	32	Ms. F. Z. M. Fazeena									
34	36	Ms. K. R. S. Devi									
38	39	Mr. B. W. S. Kumara									
26	41	Mrs. H. F. A. Ayesha									
31	45	Mr. T. N. P. Bandara									
35	46	Ms. L. S. J. Joseph									
28	47	Mrs. S. P. M. Rodrigo									
43	48	Mr. H. K. S. Weeraratne									
44	51	Mr. R. S. K. Fernando									
16	52	Ms. P. V. M. Karthika									
49	53	Mrs. B. M. N. Peris									
50	54	Mr. V. S. Nadarajah									
7	55	Ms. D. S. M. Perera									
	56	Mrs. T. D. K. Amarasinghe									
	57	Mr. J. A. P. De Silva									

PRESENT 24 (73)		1	2	3	4	5	6	7	8	9
		9	5	9	7	12	9	6	7	9
6	Mrs. H. A. L. Gunawardena									
1	***Mrs. M. I. F. Yasmin***									
18	Mr. W. K. D. Rathnayake									
10	Mr. R. K. S. Nadarajah									
2	***Mr. V. K. Sivarajah***									
21	Mr. S. P. Arumugam									
11	Mrs. S. L. K. Bandara									
15	***Mr. A. R. M. Nazeer***									
19	***Ms. A. W. K. Jayawardena***									
20	Mrs. D. K. Jayawardena									
40	Ms. A. M. P. Cooray									
42	Mr. D. S. W. Jayasundara									
34	Mrs. L. S. K. Perera									
38	Mrs. M. K. T. Ekanayake									
26	Mrs. G. P. N. Wickramasinghe									
31	***Mr. K. A. S. Perera***									
35	Mr. P. N. W. Jayasinghe									
28	Ms. S. M. N. Riyas									
43	Ms. R. K. M. Fernando									
44	Mrs. N. D. S. Peris									
16	Ms. H. P. W. Rathnayake									
49	Ms. G. M. R. Kumari									
50	Mrs. A. N. P. Fernando									
7	***Mr. J. P. S. Fernando***									

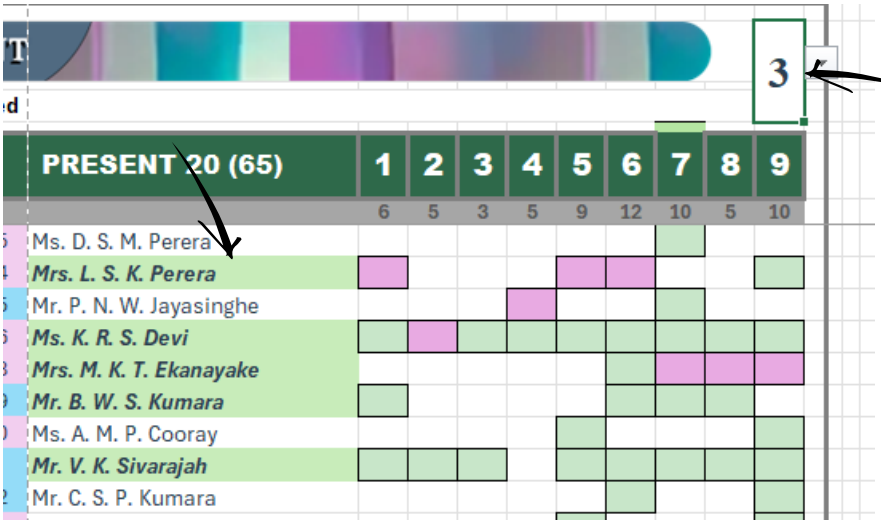
Step 5

To assign relief duties, enter the Absent Teacher ID into the Right Panel cells designated for the substituting teacher..

Commence with the initial period to ensure expedited delivery. Subsequently, prioritize the columns designated by green indicators to ensure the fulfillment of highly demanded relief duties



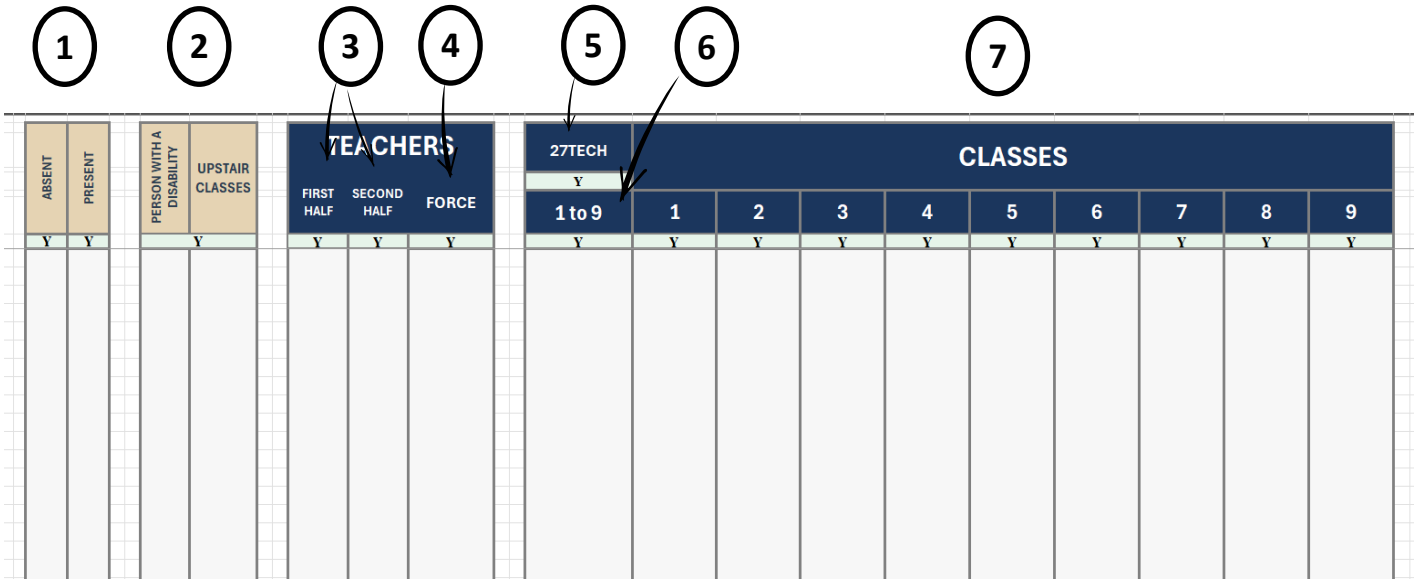
Entering the respective Absent Teacher IDs into the Right Panel cells will progressively highlight the corresponding cells in the Left Panel in green.



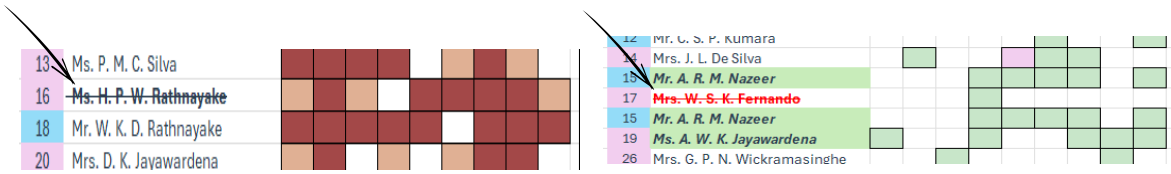
Selecting this option highlights teachers with an equivalent or greater number of available periods

Step 6

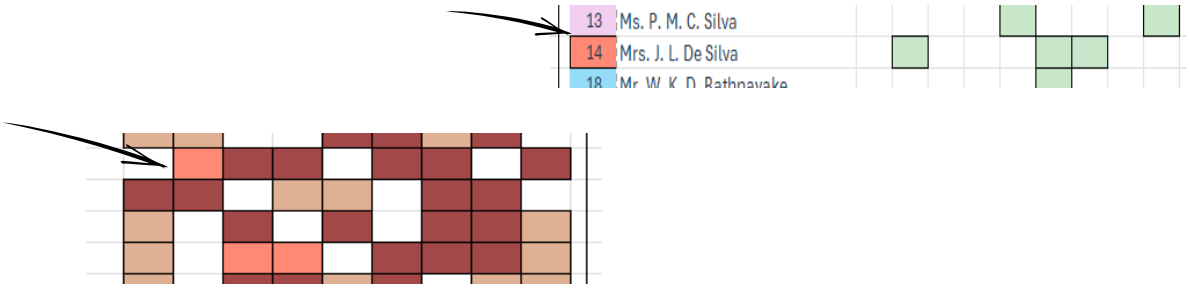
Apply the configured school rules and restrictions.



1 Temporary strikethrough for all referencing requirements

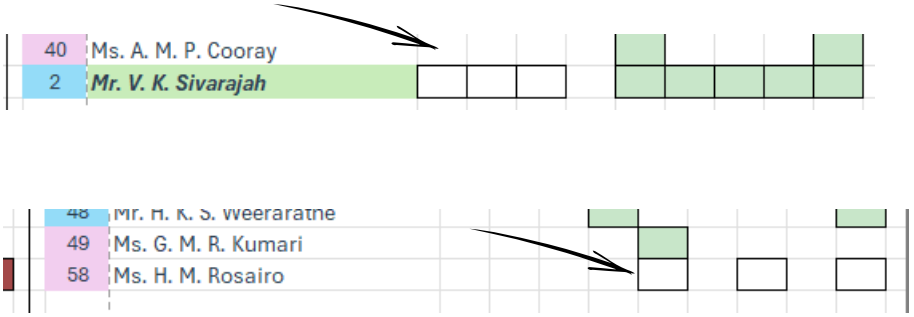


2 Identifies personnel requiring accommodations alongside upper-floor classrooms to prevent the assignment of such rooms to said individuals

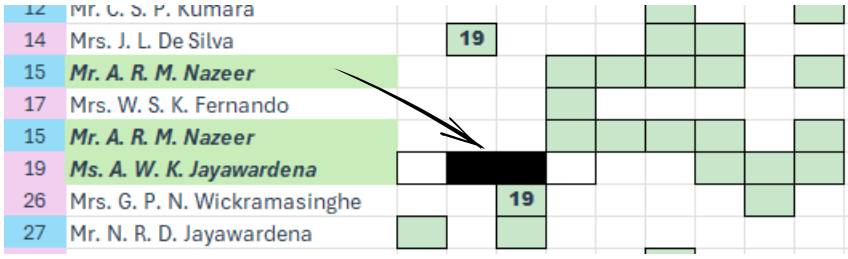


3

Provisions Governing Half-Day Leave Adjustments

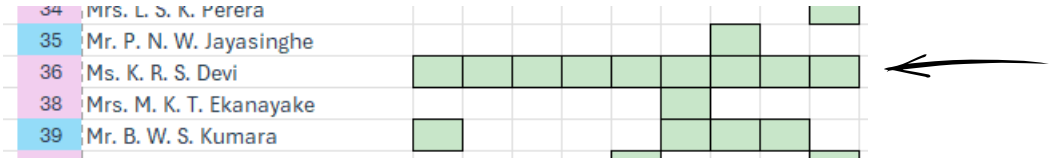


Allocations from the right panel must be applied directly to address vacant cells as following



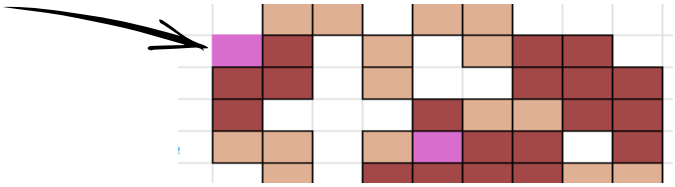
4

Where special circumstances arise on a given day, a teacher may be designated as available for allocation to any period



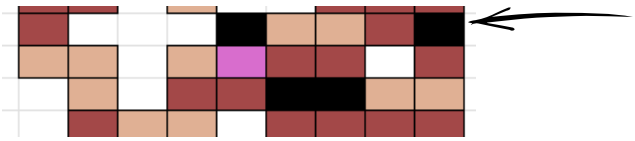
5

Where a teacher expressly requests a relief period for the purpose of syllabus completion, the requisite class shall be duly identified and allocated.

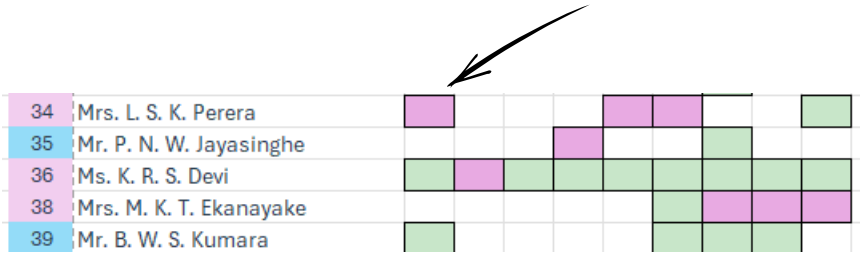


6

Relief Exemption Indicator: Signifies that no relief allocation is required, as the class is engaged in an educational excursion or special seminar.

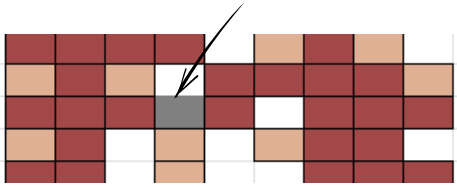


Such exemptions increase overall relief capacity by redirecting teachers who would otherwise be assigned to unavailable classroom

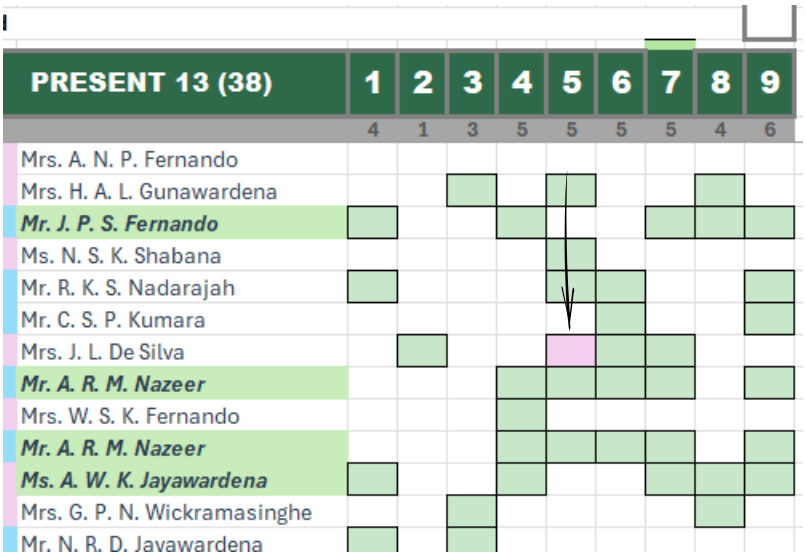


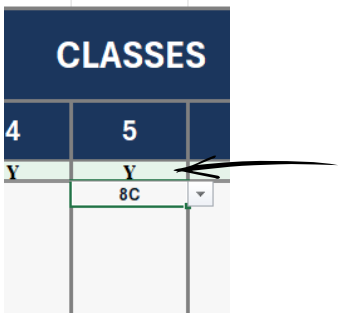
7

No relief allocation shall be necessitated for any single period wherein a class is exclusively engaged in a student forum or cleaning activity.



By temporarily exempting routine instructional allocations, the system generates supplementary relief opportunities, facilitating the identification and reassignment of teachers even for a single period.

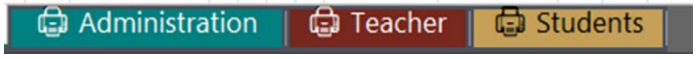




Select "Y" to view the content or "N" to opt out.

Step 7

Once the relief allocation is complete, select the required output format from the worksheets (tabs) at the bottom of the workbook. You can then print the report or save it for future reference.



© REWO 4 ADMI		RELIEF WORK			(Sat) 11/07/2026	
	RELIEF TEACHER		ABSENT TEACHER		CLASS	IGNATUR
1	1	Mrs. M. I. F. Yasmin	12	Mr. C. S. P. Kumara	8B	
1	2	Mr. V. K. Sivarajah	14	Mrs. J. L. De Silva	9A	
1	7	Mr. J. P. S. Fernando	54	Mr. V. S. Nadarajah	9F	
1	19	Ms. A. W. K. Jayawardena	17	Mrs. W. S. K. Fernando	27AT	
1	31	Mr. K. A. S. Perera	41	Mrs. H. F. A. Ayesha	6F	