

# SmartFindExpress

## Substitute User Guide

Version 2.5

July 2015

***Key Points for Substitutes – Use the instructions in this guide to execute these actions as soon as you receive access to the system:***

- You will automatically be set up as available 5 days a week, all day. If you are available less than that on a routine basis, you must update your schedule.
- You must select your locations when you are added to the system. We recommend that you choose location groups, which are shown at the top of the list (examples: All Regions, Far Northeast Region, All High Schools...), rather than selecting individual schools. Selecting only individual schools will severely limit the number of assignments for which you will be called. Do not choose locations labeled as “inactive”.
- You must select your classification(s) when you are first added to the system. It is your responsibility to keep your classification (aka subject area/grade/Special Education paraprofessional type) preferences up to date. Do not choose classifications that are labeled as “inactive”.


Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

## Registering with the System

1. Call the main system number.
2. Enter your Access ID, followed by the star (\*) key. **Your Access ID is your DPS employee ID.**
3. When the system asks for your PIN, enter your Access ID again, followed by the star (\*) key.
4. Create your PIN. Enter the PIN you want to use followed by the star (\*) key. The PIN must be numeric and at least 6 digits. It cannot be more than 9 digits.
5. You will be asked to record your name. Record your name and when you have finished recording, press the star (\*) key.
6. Next you will hear your callback number. This is the telephone number the system will use to call you. **If this number is incorrect, enter the correct number now.**

## Logging into SmartFindExpress

1. Open your Internet browser and access the SmartFindExpress site. The system Welcome message and any district-wide announcements are displayed.
2. Two identifiers are required to log in to the system: User ID and Password (PIN). Click *Submit* to access the system.
3. If you have forgotten your password (PIN), click the **'Trouble signing in?'** link.
4. Follow the instructions on the screen and then click *Submit*. Your password will be sent to the email address on your profile.

 You must be registered with the system to use this feature.



Enter  
User ID  
and  
Password.

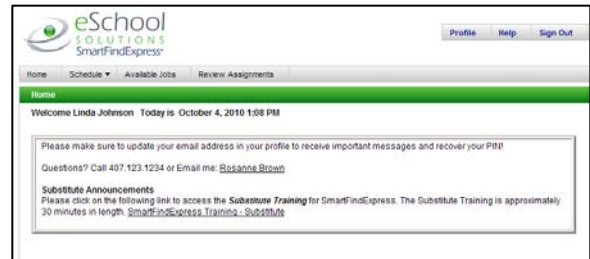


1. Enter User ID.
2. Enter Security Code.
3. Click Submit.

5. Upon successful login, the Substitute home page is displayed. From the home page, substitutes can manage personal information, review their work schedule, search for available jobs, and review assignments.

#### From your Home Page you can:

- ✓ **Modify Profile Information**
- ✓ **Get Help While You Work**
- ✓ **Review Announcements**
- ✓ **View/Modify Work Schedule, Classifications, and Locations**
- ✓ **Access Available Jobs**
- ✓ **Review Assignments**



## Managing Profile Information

The **Profile** menu lets you view profile information, update your email address and passwords, and view/modify callback information.

### View Profile Information

The system displays your current status and address. Contact your system administrator with any changes.

### Update Your Email Address

**You may not change your e-mail address. This feature has been inactivated.**

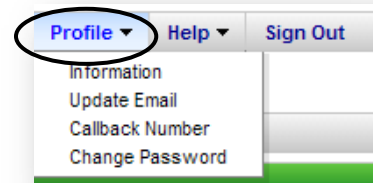
The system automatically sends Job Creation and Job Cancellation emails.

### View/Modify Call Back Information

View/update your callback number or specify a temporary 'Do Not Call Until' time.

### Change Password

Enter your current password and the new password. You can enter up to 9 digits. Click Save.



**E-mail**

**Email**

Email: bsmith@eschoolsolutions.com

New email:

Re-enter email:

**Profile**

Call Back #:

Do Not Call Until:  (hh:mm am)

Note: Enter a time that is up to 24 hours from now. If a time is not entered, you will be called during regular calling periods.

**Change Password**

**Change Password**

Phone Password (PIN)

Current:

New:  Numeric up to 9 digits

Confirm New:

**Change Phone Password (PIN)**

**Help**

**Getting Help While You Work**

Click the Help tab to access Help guides and How-to videos.

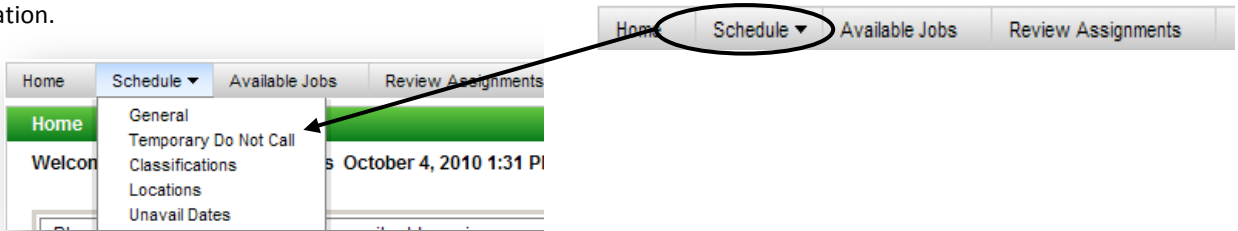
**Sign Out**

**Exiting the System**

Click the Sign Out tab to exit the system.

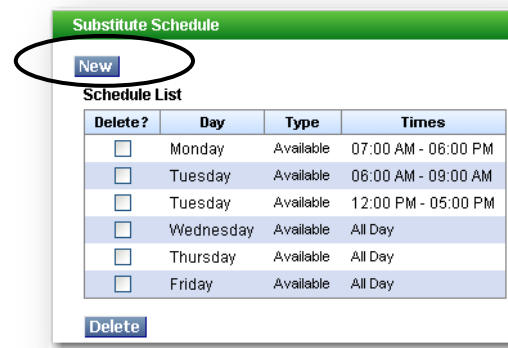
**Schedule**

Click **Schedule** to review or update work schedule information.



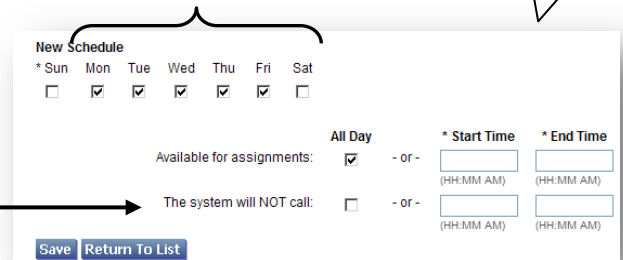
**General**

1. Click **General** from the Schedule menu to display your daily work schedule.
2. Click New to make changes to your schedule.
3. **On the New Schedule screen, make any modifications to the days and times that you are available for work.** The start and end times of the job are displayed.
4. If desired, set up Temporary Do Not Call times.
5. To delete a schedule, click the box next to the day you want to remove from your schedule and then click Delete.



You can receive job offers (for future jobs) during calling periods on days that you have no availability unless the days/times are set up as "Do Not Call."

You will not receive calls for assignments during the time period you specify.



## Temporary Do Not Call

(This feature is also available from the Profile drop-down menu on your home page.)

1. View/Update your call back number. The number should include the long distance indicator and area code (if required) for the system to call from its location.
2. Specify a temporary 'Do Not Call Until' time if you do not want to be called by the system during the regular calling periods.

The following characters can be used in the **Call Back #** field: ( ), -, \*, #.

The screenshot shows a 'Profile' form with two input fields: 'Call Back #' and 'Do Not Call Until: (hh:mm am)'. Below the fields is a note: 'Note: Enter a time that is up to 24 hours from now. If a time is not entered, you will be called during regular calling periods.' and a 'Save' button.

## Classifications

Click Classifications to add or update your classifications. *When you are first added to the system, you will have no classifications. You must add your classification(s). A list of all classifications is provided at the end of this document.*

The screenshot shows a 'Classifications' page with a 'Classification List' table. The table has columns for 'Code' and 'Name'.

Code	Name
003	CLASSIFICATION 003
005	CLASSIFICATION 005

This screenshot is similar to the previous one but includes a 'Select' column with a checkbox and 'New' and 'Delete' buttons at the bottom, which are circled in red.

Select	Code	Name
<input type="checkbox"/>	123	ART

You will not receive job offers unless you have selected at least a location group.

## Locations

Click Locations to add or update your locations. *When you are first added to the system, you will have no locations. You must select location groups or locations.*

The screenshot shows a 'Locations' page with a 'Location List' table. The table has columns for 'Code' and 'Name'.

Code	Name
101	Adelphi Elementary
102	TEST LOCATION 102
103	TEST LOCATION 103

This screenshot is similar to the previous one but includes a 'Delete' column with a checkbox and 'New' and 'Delete' buttons at the bottom, which are circled in red.

Delete	Code	Name
<input type="checkbox"/>	101001	EMERSON ELEM

## Unavailable Dates

1. To add unavailable periods for when you are not available to work, click New.

The screenshot shows an 'Unavailable Dates' page with a single 'New' button.

- Specify the date(s) and time that you are unavailable. If unavailable all day, click "All Day." Multiple unavailability times can be entered for a single day. All unavailability times are shown on the Calendar.

- To receive calls for future assignments during the date/time specified for unavailability, check the "Call for future assignments" box.

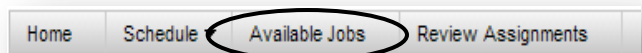
- To modify an unavailable date, display the Unavailable Date List. Click the Start Date link for the date you want to modify.

Delete?	Start Date	End Date	Start/End Time
<input type="checkbox"/>	<a href="#">09/08/2010</a>	09/08/2010	All Day

- Make any updates to the unavailable date on the Modify Unavailable Date screen. Click Save.

## Available Jobs

Click the **Available Jobs** Menu.



- Click Search to display all available jobs, or enter a date range for your search.



*When the system calls out in the morning, the available jobs presented on the Web and the IVR are jobs for that day. You may review available jobs for future dates.*

The list of available jobs can change at any time as other substitutes are accepting assignments and jobs are being created.

2. The system displays the list of available jobs. Job listings are preceded by a “Details” or “In Callout” link.

Action	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days	Instructions Is Requested
<a href="#">Details</a>	09/15/2010 08:00 AM 09/17/2010 03:00 PM	WASHINGTON ELEMENTARY SCHOOL TEST CLASSIFICATION 101	SMITH, JANE Wed	None No
<a href="#">Details</a>	09/17/2010 08:00 AM 09/17/2010 03:00 PM	WASHINGTON ELEMENTARY SCHOOL TEST CLASSIFICATION 101	SMITH, JANE Fri	None No

3. Click the Details link for a job to display the job details.

4. View the details of the job on the Available Jobs Detail page. You can also accept the job, decline the job, or return to the jobs list.

**Available Jobs**

**Available Jobs Detail**

Job Status: Open/Open  
 Employee in for: SMITH, JANE  
 Location: WASHINGTON ELEMENTARY SCHOOL  
 Address: 100 WASHINGTON LANE  
 ANYTOWN, FL 33333  
 Telephone: 407-333-3333

Classification: TEST CLASSIFICATION 101  
 Voice Instructions: None  
 Text Instructions: None  
 Date: 09/15/2010 - 09/15/2010  
 Weekly Schedule: Wednesday 08:00 AM - 03:00 PM

Select a reason for Declining before pressing Decline Job  
 Decline Reason:

[Accept Job](#) [Decline Job](#) [Return To List](#)

**Review job details**

5. To accept a job, click Accept Job. The Available Jobs Confirmation screen displays. **If the system determines that a substitute is in the process of accepting the job on the IVR, the job will not be assigned.** If the job assignment is successful, a job number is displayed.

**Available Jobs**

**Available Jobs Confirmation**

**Job Number: 225**

Employee in for: SMITH, JANE  
 Location: WASHINGTON ELEMENTARY SCHOOL  
 Address: 100 WASHINGTON LANE  
 ANYTOWN, FL 33333  
 Telephone: 407-333-3333

Classification: TEST CLASSIFICATION 101  
 Voice Instructions: None  
 Text Instructions: None  
 Date: 09/17/2010 - 09/17/2010  
 Weekly Schedule: Friday 08:00 AM - 03:00 PM

[Return To List](#)

6. To decline a job, click Decline Job. A Decline message displays on the Available Jobs screen.

**Available Jobs**

**Assignment declined successfully.**

\* Search From:  \* To:   
(MM/DD/YYYY) (MM/DD/YYYY)

[Search](#)

When you click Return to List, the following changes may be occurred on the jobs list:

- Details links may show as In Callout for those jobs that are now available and in callout.
- In Callout links may show as Details links for those jobs still available, but no longer in callout.
- Additional jobs may have become available and now display on the list.
- Jobs that are no longer available have been removed from the list.

- To review the details of a job currently being called on by the IVR, click the "In Callout" link for the job. The following message is displayed, "This job is currently being offered to a substitute. You may retry later." Click Return to List to return to the jobs list.

Available Jobs

\* Search From: 10/06/2010 (MM/dd/yyyy) Calendar \* To: 10/07/2010 (MM/dd/yyyy) Calendar

Search

Action	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days	Instructions Is Requested
<a href="#">Details</a>	10/07/2010 05:30 AM 10/07/2010 02:00 PM	French Prairie - Nutrition Services Agriculture/Biology	Vacancy Thu	None No
<a href="#">Details</a>	10/07/2010 07:30 AM 10/07/2010 03:30 PM	Shared Services - High School Campus - other Agriculture/Biology	Vacancy Thu	None No
<a href="#">In Callout</a>	10/07/2010 07:30 AM 10/07/2010 03:30 PM	Shared Services - High School Campus - other Agriculture/Biology	Vacancy Thu	None No
<a href="#">Details</a>	10/07/2010 07:30 AM 10/07/2010 03:30 PM	Shared Services - High School Campus - other Agriculture/Biology	Vacancy Thu	None No

Available Jobs

This job is currently being offered to a substitute. You may retry later.

Available Jobs Detail

Job Status: Open/Open

Employee in for: Vacancy

Location: Shared Services - High School Campus - other

Address: 1785 N. Front St.  
Woodburn, OR 97071  
Telephone: 15039812600

Classification: Agriculture/Biology

Voice Instructions: None

Text Instructions: None

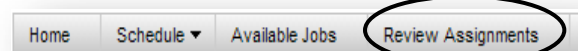
Date: 10/07/2010 - 10/07/2010

Weekly Schedule: Thursday 07:30 AM - 03:30 PM

[Return To List](#)

## Review Assignments

- Click the **Review Assignments** Menu.
- To review all assignments, click Search, or enter a date range or job number to display specific assignments. Select List or Calendar format.
- The default is to display results in List View. Click the Calendar radial button to display your assignments in Calendar format. The start and end times of the job are displayed.



**Review Assignments**

Display Format:  List  Calendar

Search From:  (MM/DD/YYYY) To:  (MM/DD/YYYY)

Job Number:  *Note: Search by job number will not use the date range*

[Search](#)

Calendar View

List View

Job #	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days
<a href="#">141</a>	11/21/2013 08:00 AM 11/21/2013 04:00 PM	ZZ Test Location ZZ Test Classification	ZZ Test Employee, Thu



3. Click on the job number link for the assignment you want to review. The Review Assignment Detail screen is displayed.
4. If cancelling an assignment, the cancellation reason must be selected from the drop-down menu. **Once the Cancel Assignment button is pressed, a "cancelled successfully" message is displayed.**

**Review Assignments**

**Review Assignment Detail**

Job Number: 225  
 Job Status: Active/Web Sub Search  
 Employee in for: SMITH, JANE  
 Location: WASHINGTON ELEMENTARY SCHOOL  
 Address: 100 WASHINGTON LANE  
 ANYTOWN, FL 33333  
 Telephone: 407-333-3333  
 Classification: TEST CLASSIFICATION 101  
 Voice Instructions: None  
 Text Instructions: None  
 File Attachments: None  
 Date: 09/17/2010 - 09/17/2010  
 Weekly Schedule: Friday 08:00 AM - 03:00 PM

A Cancellation Reason is required to cancel this assignment

Cancellation Reason:

24350	05/14/2010 07:30 AM	ZZ TEST LOCATION	ZZ Test Employee,
Cancelled	05/14/2010 03:30 PM	ZZ Test Classification	Fri

## Finding and Accepting Jobs over the Telephone

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

### Call-in

From the main menu, select one of the following options.

#### 1. Review or Cancel Assignments

Job information is played. Current and future jobs are played in job number order. After each job is played, you may be allowed to cancel the job. If this option is not played, contact the system operator. To cancel a job, enter a reason from the list of decline/cancellation reasons. Canceling an assignment on the day of the job may result in being disqualified from being offered other jobs for today.

#### 2. Hear Available Jobs

If feature is enabled, listen to available jobs. During morning callout, only jobs for today are played.

#### 3. Review or Modify Callback number

The number currently in your profile is played. Enter all digits that will be required to call you from the location of the system. Include the long distance code and/or area code.

#### 4. Review or modify Temporary Do not Call Time

If feature is enabled, enter a time that the system can resume calling you.

#### 5. Review or Modify Unavailability dates

Your current and future unavailability dates are played in start date order. You are not offered jobs that occur during this period. The unavailability period does not restrict you from calling the system and hearing jobs for any date.

## Call-in (continued)

### 6. Review or Modify Daily Availability

- Review or delete time periods you are available to work.
- Enter a new time period you are available to work.
- Review or delete a time period you do not want to receive calls.
- Enter a new time period that you do not want to receive calls. When entering a time period, select the days/times.

### 7. Change PIN or Name Recording

## Job Offers

When the system calls you about an open job, the job information will play, including the absent employee's name, the location, classification, and dates and times of the job. Also, if special instructions were recorded for the job, they will be played. You can accept or decline the assignment. If you decline the assignment you will be asked to enter a reason for the decline and you may be disqualified from other job offers for that day during the morning callout.

## Assignment Cancellations

Substitute cancelled assignment notification calls are made once an hour during callout periods. The details of the cancelled job are played. You will automatically be made available for other jobs during the time period that was held by the canceled job.

## Call-out

Substitutes are called and offered jobs. The system may also call to inform a substitute of an assignment cancellation.

### **A substitute can:**

- **Press the star (\*) key for the system to wait up to 2 minutes**  
When the system calls, if someone else answers the telephone and has to locate you or you have to locate your login information, the system can be told to wait for approximately two minutes. If, at that time no Access ID is entered, the system will disconnect and record that the result of the call was a no answer.
- **Access the system**  
Enter your Access ID and PIN, both followed by the star (\*) key.

**AVAILABLE CLASSIFICATIONS for Guest (Substitute)  
TEACHERS and PARAPROFESSIONALS**

<u>Code</u>	<u>Name</u>
<u>101</u>	TEACH -- E-GR 1
<u>102</u>	TEACH -- E-GR 2
<u>103</u>	TEACH -- E-GR 3
<u>104</u>	TEACH -- E-GR 4
<u>105</u>	TEACH -- E-GR 5
<u>106</u>	TEACH -- E-GR 6
<u>108</u>	TEACH -- E-COMPUTER
<u>110</u>	TEACH -- E-EARLY CHILDHOOD
<u>111</u>	TEACH -- E-KINDERGARTEN
<u>113</u>	TEACH -- E-PE
<u>114</u>	TEACH -- E-IMC
<u>115</u>	TEACH -- E-GIFTED&TALENTED
<u>120</u>	TEACH -- E-ELA S/ECE
<u>121</u>	TEACH -- E-ELA S/GR 1
<u>122</u>	TEACH -- E-ELA S/GR 2
<u>123</u>	TEACH -- E-ELA S/GR 3
<u>124</u>	TEACH -- E-ELA S/GR 4
<u>125</u>	TEACH -- E-ELA S/GR 5
<u>126</u>	TEACH -- E-ELA S/Kindergarten
<u>127</u>	TEACH -- E-ELA S/GR 6
<u>130</u>	TEACH -- E-MUSIC
<u>132</u>	TEACH -- INTERVENTION TCHR
<u>133</u>	TEACH -- DRAMA
<u>202</u>	TEACH -- E-SPEC ED/CENTER PROGRAM
<u>208</u>	TEACH -- E-SPECIAL/MILD to MODERATE NEEDS
<u>232</u>	TEACH -- S-SPECIAL ED/CENTER PROGRAM
<u>238</u>	TEACH -- S-SPECIAL ED/MILD to MODERATE NEEDS
<u>301</u>	TEACH -- S-ENGLISH
<u>302</u>	TEACH -- S-SCIENCE
<u>303</u>	TEACH -- S-SOCIAL STUDIES
<u>304</u>	TEACH -- S-MATH
<u>305</u>	TEACH -- S-INDUSTRIAL ED
<u>306</u>	TEACH -- S-HOME ECONOMICS
<u>307</u>	TEACH -- S-BUSINESS ED
<u>308</u>	TEACH -- S-COMPUTER
<u>309</u>	TEACH -- S-CONSUMER & FAMILY
<u>310</u>	TEACH -- ART
<u>311</u>	TEACH -- S-IMC
<u>313</u>	TEACH -- S-PE/BOYS
<u>314</u>	TEACH S-PE/GIRLS

<u>315</u>	TEACH -- S-GIFTED TALENTED
<u>321</u>	TEACH -- S-ELA S ENGLISH
<u>322</u>	TEACH -- S-ELA S MATH
<u>323</u>	TEACH -- S-ELA S SCIENCE
<u>324</u>	TEACH -- INTERVENTION-SPED
<u>325</u>	TEACH -- S-ELA S SOC STU
<u>327</u>	TEACH -- CHAPTER 1-MATH
<u>328</u>	TEACH -- CHAPTER 1-READING
<u>330</u>	TEACH -- S-MUSIC-INSTRUMENTAL
<u>331</u>	TEACH -- S-MUSIC-VOCAL
<u>351</u>	TEACH -- S-CHINESE
<u>352</u>	TEACH -- S-FRENCH
<u>353</u>	TEACH -- S-GERMAN
<u>354</u>	TEACH -- S-SPANISH
<u>355</u>	TEACH -- S-RUSSIAN
<u>356</u>	TEACH -- S-JAPANESE
<u>357</u>	TEACH -- JROTC
<u>358</u>	TEACH -- S-ITALIAN
<u>359</u>	TEACH -- S-LAKOTA
<u>500</u>	PARA - E - AFFECTIVE NEEDS
<u>502</u>	PARA - S - AFFECTIVE NEEDS
<u>504</u>	PARA - E - AUTISM
<u>506</u>	PARA - S-AUTISM
<u>512</u>	PARA - E - MULTI-INTENSIVE, SEVERE
<u>513</u>	PARA - S - MULTI-INTENSIVE, SEVERE
<u>514</u>	PARA - E - MULTI-INTENSIVE
<u>516</u>	PARA -S - MULTI-INTENSIVE
<u>526</u>	PARA - MODEL 1 INCLUSIVE ECE
<u>601</u>	PARA - EARLY CHILDHOOD EDUCATION
<u>602</u>	PARA -E -SPECIAL ED CROSS CATEGORICAL