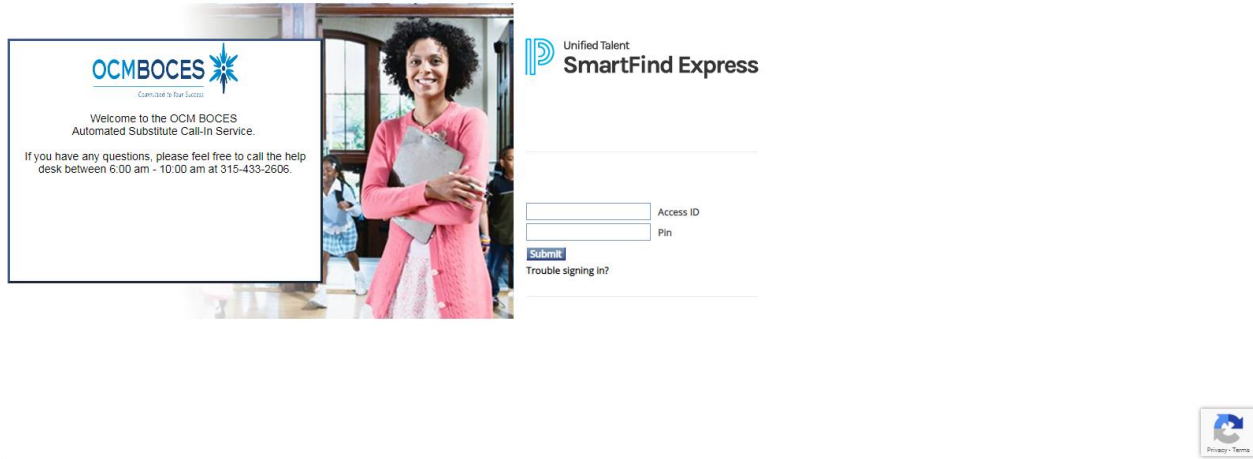


ON-LINE WELCOME SCREEN - EMPLOYEE

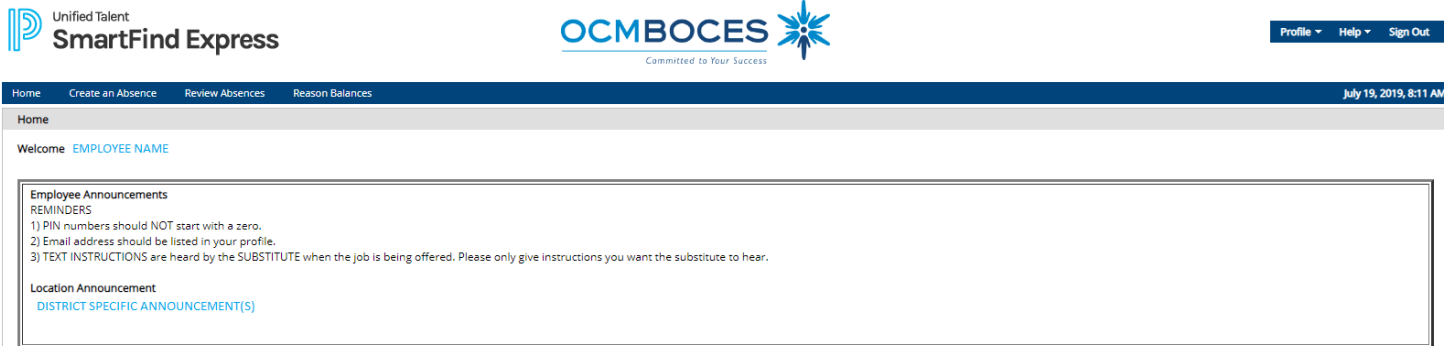
I have highlighted some of the features starting with the look of the Welcome Screen where you will Log-In. Please note the Welcome Box has a scroll bar so you can see the additional messages posted. We have also started to use CAPTCHA for additional security measures.

CAPTCHA Purpose: To provide additional security and flexibility for the site. Captcha v2 has been added to the login page to improve security when logging into the site. Users *will not* need to answer the validation questions every time they login.

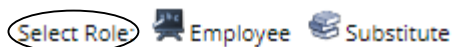


HOME PAGE

The menus are located across the top of the screen –

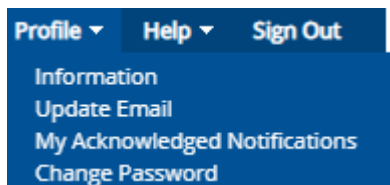


If you have multiple roles in the system such as an Employee and Substitute, you will be able to select the role you need at the top right side of the screen just below the Profile, Help, and Sign Out options -



PROFILE MENU

Located at the top right side of the screen –

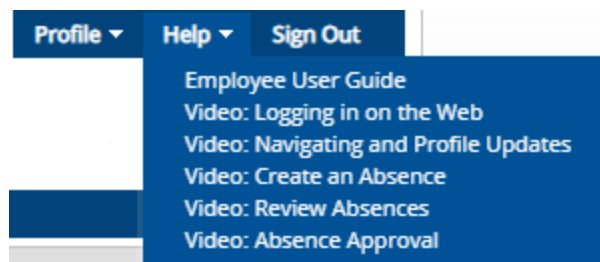


This menu allows you to:

- Information
View your status and the address we have on file for your profile
- Update Email
View and modify the email address in your profile (please note your email is important and will enable the system to send confirming emails to you).
- Change your Password
This is where you can change your password (PIN) that you created at registration.
Reminder: Your PIN cannot start with a zero.

HELP MENU

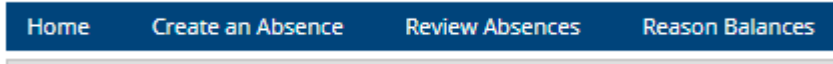
Located next to the Profile Menu provides you with access to an Employee User Guide provided by eSchools. You can also elect to view eSchool training videos to assist you in navigating the system. PLEASE NOTE: OCM BOCES Automated Substitute Call-In Service does not use all the features available.



SIGN OUT

This is used to sign off the system when you are done.

The blue menu bar is your task bar.



CREATE ABSENCE

On the upper left next to your “home” is the create absence feature. Location and classification are defaulted; you will need to choose a reason for your absence using the drop down menu.

Your school district does not use budget codes, so that will be left blank.

Is a substitute required? This should only be changed if you do not need a substitute for your absence, i.e., Superintendent conference day.

Enter your start and end date (please note the format is in grey below the box).

A screenshot of a web application interface. At the top is a blue menu bar with "Home", "Create an Absence", "Review Absences", and "Reason Balances". Below it is a grey bar with "Create Job". The main section is titled "Create Absence" and "Absence Information". A blue instruction reads: "To complete this absence, press Continue and proceed until a job number is assigned." Below this are four fields: "Location:" with a dropdown menu showing "OCM BOCES - WESTHILL - WALBERTA PARK - SKATE 404020"; "Classification:" with a dropdown menu showing "OCM - CLERICAL"; "Reason:" with an empty dropdown menu; and "Budget Code:" with an empty text input field. Below these is the question "Is a Substitute required?" with radio buttons for "Yes" (selected) and "No". At the bottom are "Start" and "End" date fields with calendar icons and the format "(MM/DD/YYYY)" shown in grey below each field.

If your absence is multiple non-consecutive days, you can modify the weekly schedule. For example, if you are taking every Monday for the next three weeks, you would uncheck every box except the Monday box. One absence will be created.

If your absence is longer than the time a substitute is needed you can modify the Substitute Times. For example, students are only half day and teacher workday in the afternoon; the absence would be a full day and the substitute time would only be for the morning.

REPORTING MULTIPLE DAYS?

If the days are non-consecutive, remember to "uncheck" the day(s) from the weekly schedule.

If every day of the absence does not start and end at the same time, remember to change the times on the weekly schedule.

Weekly Schedule		Absence		Substitute	
		Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)
Monday	<input checked="" type="checkbox"/>	08:00 AM	03:00 PM	08:00 AM	03:00 PM
Tuesday	<input checked="" type="checkbox"/>	08:00 AM	03:00 PM	08:00 AM	03:00 PM
Wednesday	<input checked="" type="checkbox"/>	08:00 AM	03:00 PM	08:00 AM	03:00 PM
Thursday	<input checked="" type="checkbox"/>	08:00 AM	03:00 PM	08:00 AM	03:00 PM
Friday	<input checked="" type="checkbox"/>	08:00 AM	03:00 PM	08:00 AM	03:00 PM

Substitute

Specify a Substitute? ID: [Name Lookup](#)

PRE-ARRANGED?

If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job? Yes No

Substitute Instructions: (Maximum Characters=1000)

File Attachments: No file chosen (Maximum file size=512K)

SPECIFYING OR PREARRANGE

The system will allow you to specify or pre-arrange a substitute. If you have a substitute you would like called first, you can request that substitute (upon creation of the absence). You can use the name lookup to find the Access ID number. The system will call the specified substitute (and only the specified substitute) up to three days before the start of the job, then the specified substitute will be called first and the system will move on to the substitute sub pool. Substitutes can only be specified when the job is created. If you want to specify a substitute to a job that has already been created, you need to cancel the job and re-create it. The system will not recognize a specified substitute when added using the modify option.

You can also pre-arrange a substitute. This is when you have talked with and arranged that a substitute. When you make the box "yes", you are just reporting that you have a substitute that is responsible for the job. No phone calls or emails will be made to the pre-arranged substitute.

SUBSTITUTE INSTRUCTIONS

You can add substitute instructions; these instructions will be converted to voice and read to the substitute during the job offer. Remember the instructions are for the substitute and will be heard by *every* substitute the system calls. These instructions can include helpful instructions or information the substitute might need when accepting the job.

FILE ATTACHMENT

Choose File allows you to access any file from your computer (lesson plans, class roster, seating charts, emergency procedures) and attach them to the absence. The files will be available only to the substitute who accepts the job and they are deleted when the job is finished.

After you have attached files, you will select "Continue".

CONFIRMATION SCREEN

You will need to verify the information below. In this example, no one has been specified or pre-arranged.

NOTE: Please make sure that you are using the correct “am” or “pm” if you have modified the times to the job.

Home Create an Absence Review Absences Reason Balances

Create Job

Create Absence Confirmation

This absence will not be created until the Create Absence button is pressed

Job Status: **Open/Open**
 Employee: PATRICIA LC (EMPLOYEE) BERRY
 Location: OCM BOCES - WESTHILL - WALBERTA PARK - SKATE
 Classification: OCM - CLERICAL
 Reason: JURY DUTY (200)
 Voice Instructions: None
 Text Instructions: None
 File Attachments: None
 Dates: 12/06/2019 - 12/06/2019
 Weekly Schedule: Employee Substitute
 Friday 08:00 AM - 03:00 PM 08:00 AM - 03:00 PM
 Specified Substitute:
 Assigned Substitute:

Create Absence Cancel

Home Create an Absence Review Absences Reason Balances

Create Job

Create Absence Confirmation

This absence will not be created until the Create Absence button is pressed

Job Status: **Open/Open**
 Employee: PATRICIA LC (EMPLOYEE) BERRY
 Location: OCM BOCES - WESTHILL - WALBERTA PARK - SKATE
 Classification: OCM - CLERICAL
 Reason: JURY DUTY (200)
 Voice Instructions: None
 Text Instructions: None
 File Attachments: None
 Dates: 11/20/2019 - 11/20/2019
 Weekly Schedule: Employee Substitute
 Wednesday 08:00 AM - 03:00 PM 08:00 AM - 03:00 PM
 Specified Substitute: CIRILLO, DAVID (SUBSTITUTE)
 Assigned Substitute:

Create Absence Cancel



In this example, Mr. Cirillo was **SPECIFIED** – the system will call him, and only him until three days prior to the start of the job. At the three-day mark, the system will call him first at each call-out and then open the job to any qualified matching subs.

Home Create an Absence Review Absences Reason Balances

Create Job

Create Absence Confirmation

This absence will not be created until the Create Absence button is pressed

Job Status: **Active/Pre Arranged**
 Employee: PATRICIA LC (EMPLOYEE) BERRY
 Location: OCM BOCES - WESTHILL - WALBERTA PARK - SKATE
 Classification: OCM - CLERICAL
 Reason: JURY DUTY (200)
 Voice Instructions: None
 Text Instructions: None
 File Attachments: None
 Dates: 11/20/2019 - 11/20/2019
 Weekly Schedule: Employee Substitute
 Wednesday 08:00 AM - 03:00 PM 08:00 AM - 03:00 PM
 Specified Substitute: CIRILLO, DAVID (SUBSTITUTE)
 Assigned Substitute: CIRILLO, DAVID (SUBSTITUTE)

Create Absence Cancel



In this example, Mr. Cirillo was **PRE-ARRANGED** – the system will only report that he is assigned to the job. The system will not call.

JOB CREATION – JOB NUMBER ISSUED

When you select “Create Absence” you are creating the job and a Job Number is issued.

The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Create an Absence', 'Review Absences', and 'Reason Balances'. Below this is a 'Create Job' button. A red message states 'Job Creation - Successful.' Below the message is a 'Create Absence Verification' section with the following details:

- Job Number: 1456619
- Job Status: Open/Open
- Employee: PATRICIA LC (EMPLOYEE) BERRY
- Location: OCM BOCES - WESTHILL - WALBERTA PARK - SKATE
- Classification: OCM - CLERICAL
- Reason: JURY DUTY (200)
- Voice Instructions: None
- Text Instructions: None
- File Attachments: None
- Dates: 12/06/2019 - 12/06/2019
- Weekly Schedule: Employee Substitue
- Friday 08:00 AM - 03:00 PM 08:00 AM - 03:00 PM
- Specified Substitute: ---
- Assigned Substitute: ---

At the bottom of the verification section is a 'New Absence' button.

EMAIL NOTIFICATION

Job Creation: automated email generated for your records.

The screenshot shows an email notification with the following content:

Absence Creation Notice Inbox x

OCM_subserviceocmboces@sfesubsystem.com to me ▾ 9:34 AM (1 minute)

THIS MESSAGE CONFIRMS THE FOLLOWING ABSENCE WAS CREATED:

Absent Employee: PATRICIA LC (EMPLOYEE) BERRY

Job Number: 1456619
Location: OCM BOCES - WESTHILL - WALBERTA PARK - SKATE
Location Address: 400 WALBERTA ROAD,
SYRACUSE, NY 13219
Google Maps: <http://maps.google.com/?q=OCM+BOCES+-+WESTHILL+-+WALBERTA+PARK+-+SKATE,+400+WALBERTA+ROAD,+SYRACUSE,+NY+13219>
Classification: OCM - CLERICAL
Reason: JURY DUTY

Employee Start Date: 12/06/2019
Employee End Date: 12/06/2019
Schedule:
Friday - 08:00 AM to 03:00 PM

Substitute Start Date: 12/06/2019
Substitute End Date: 12/06/2019
Substitute Schedule:
Friday - 08:00 am to 03:00 pm

Specified Substitute: ---
Assigned Substitute: ---
Special Instructions: ---

Please do not respond to this message. It is an automated e-mail generated by the system.
Contact your SmartFindExpress system administrator if you have additional questions.

REVIEW ABSENCES

You can search for a list of absences or for a specific job number. Reviewing multiple absences can be displayed in either list or calendar format.

Home Create an Absence Review Absences Reason Balances

Review Absences

Review Absences

Display Format: List of Calendar

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

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

Search

JOB DETAILS

From the search you can open any job by using the hyperlink. This will display all the job details for the job number.

Home Create an Absence Review Absences Reason Balances

Review Absences

Review Absences

Display Format: List of Calendar

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

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

Search

Job #	Start Date/Time	Location	Reason
	End Date/Time	Classification	Substitute
1456619	12/06/2019 08:00 AM	OCM BOCES - WESTHILL - WALBERTA PARK - SKATE	JURY DUTY
	12/06/2019 03:00 PM	OCM - CLERICAL	Open

MODIFYING A JOB

From this screen you can review job details for any finished jobs, and modify or cancel any open jobs.

Home Create an Absence Review Absences Reason Balances

Review Assignments

Review Absence Detail

Job Number: 1456619
 Job Status: Open/Open
 Location: OCM BOCES - WESTHILL - WALBERTA PARK - SKATE
 Classification: OCM - CLERICAL
 Reason: JURY DUTY
 Voice Instructions: None
 Text Instructions: (Maximum Characters=1000)
 File Attachments: None

Add a File: No file chosen (Maximum file size=512K)

Start Date: 12/06/2019
 End Date: 12/06/2019
 Weekly Schedule: **Employee** **Substitute**
 Friday 08:00 AM - 03:00 PM 08:00 AM - 03:00 PM
 Specified Substitute: None
 Assigned Substitute: Open
 Notify the substitute of a cancellation?

Home Create an Absence Review Absences Reason Balances

Review Absences

The Job was canceled successfully.

Review Absences

Display Format: List of Calendar

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

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

Job #	Start Date/Time	Location	Reason
	End Date/Time	Classification	Substitute
1456619	12/06/2019 08:00 AM	OCM BOCES - WESTHILL - WALBERTA PARK - SKATE	JURY DUTY
Canceled	12/06/2019 03:00 PM	OCM - CLERICAL	

Job Cancellation automated email generated for your records.

Absence Cancellation Notice Inbox x



OCM_subserviceocmboces@sfesubsystem.com

to me ▾

THIS MESSAGE CONFIRMS THE FOLLOWING ABSENCE WAS CANCELLED:

Absent Employee: BERRY, PATRICIA LC (EMPLOYEE)

Job Number: 1456619

Location: OCM BOCES - WESTHILL - WALBERTA PARK - SKATE

Classification: OCM - CLERICAL

Start Date: 2019-12-06

End Date: 2019-12-06

Schedule:

Friday - 08:00 am to 03:00 pm

Please do not respond to this message. It is an automated e-mail generated by the system.
Contact your SmartFindExpress system administrator if you have additional questions.