

WELCOME SCREEN

I have highlighted some of the features, if you are using the internet, starting with the look of the Welcome Screen where you will Log In.

Welcome to the OCM BOCES Automated Substitute Call-In Service. Please note that users are responsible for checking their profiles for accuracy. Please notify your district(s) if you have any questions or concerns.

Register with the OCM BOCES Sub Service by calling 315-433-2640.

Please REVIEW your profile to make sure that it is accurate.

If you have questions, please feel free to email the system operator at subservice@ocmboces.org.

Access ID
Pin
Submit
Trouble signing in?

SmartFindExpress Mobile
Easy and Convenient access from the palm of your hand

HOME PAGE

The menus are located across the top of the screen –

eSchool SOLUTIONS SmartFindExpress®

OCMBOCES
Committed to Your Success

Profile Help Sign Out

Home Create an Absence Review Absences Reason Balances

Home

Welcome PATRICIA LC (TRAINING) BERRY Today is May 14, 2014 11:25 AM

SmartFindExpress Mobile
Easy and Convenient access from the palm of your hand

Register with the OCM BOCES Sub Service by calling 315-433-2640.

Please REVIEW your profile to make sure that it is accurate.

If you have questions, please feel free to email the system operator at subservice@ocmboces.org.

Employee Announcements
TEXT INSTRUCTIONS are heard by the SUBSTITUTE when the job is being offered. Please only give instructions you want the substitute to hear.

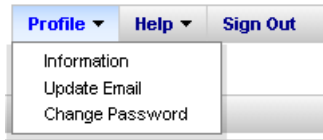
If you have multiple roles in the system such as an Employee and Substitute, you will be able to select the role you need at the top right side of the screen just below the Profile, Help, and Sign Out options -

Profile Help Sign Out

Select Role: Employee Substitute

PROFILE MENU

Located at the top right side of the screen –

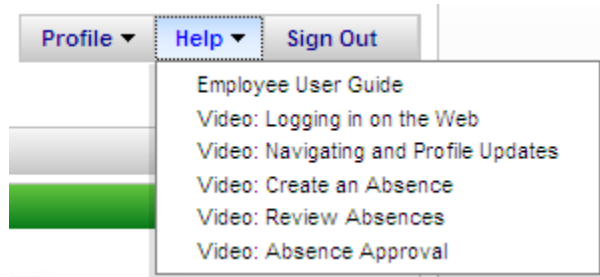


This menu allows you to:

- 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.

HELP MENU

Located next to the Profile Menu provides you with access to an Employee User Guide provided by eSchool. 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 grey 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).

Home | Create an Absence | Review Absences | Reason Balances

Create Job

Create Absence

Absence Information

To complete this absence, press Continue and proceed until a job number is assigned.

Location: SCSD - CORCORAN HIGH SCHOOL 713101

Classification: SCSD - NSR - SCHOOL HEALTH AIDE

Reason: [Dropdown]

Budget Code: [Text Box]

Is a Substitute required?: Yes No

Dates: Start [Text Box] End [Text Box]
(MM/DD/YYYY) (MM/DD/YYYY)

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"/>	07:40 AM	02:50 PM	07:40 AM	02:50 PM
Tuesday	<input checked="" type="checkbox"/>	07:40 AM	02:50 PM	07:40 AM	02:50 PM
Wednesday	<input checked="" type="checkbox"/>	07:40 AM	02:50 PM	07:40 AM	02:50 PM
Thursday	<input checked="" type="checkbox"/>	07:40 AM	02:50 PM	07:40 AM	02:50 PM
Friday	<input checked="" type="checkbox"/>	07:40 AM	02:50 PM	07:40 AM	02:50 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)

Continue **Reset**

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, I have specified Mr. Cirillo for a job on May 7, 2015. He will be called for the position until May 4, at that point the job will open up to general calling.

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 (TRAINING) BERRY
Location: SCSD - CORCORAN HIGH SCHOOL
Classification: SCSD - NSR - SCHOOL HEALTH AIDE
Reason: CONFERENCE (900)
Voice Instructions: None
Text Instructions: None
File Attachments: None
Dates: 05/07/2015 - 05/07/2015
Weekly Schedule: Employee Substitute
 Thursday 07:40 AM - 02:50 PM 07:40 AM - 02:50 PM
Specified Substitute: CIRILLO, DAVID (SUBSTITUTE)
Assigned Substitute:

Create Absence **Cancel**

JOB CREATION – JOB NUMBER ISSUED

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

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Create Job

Job Creation - Successful.

Create Absence Verification
Job Number: 829907

EMAIL NOTIFICATION

Job Creation: automated email generated for your records.



Absence Creation Notice
ocmboces@sfesubsystem.com to: pberry

THIS MESSAGE CONFIRMS THE FOLLOWING ABSENCE WAS CREATED:

Absent Employee: PATRICIA LC (TRAINING) BERRY

Job Number: 829907

Location: SCSD - CORCORAN HIGH SCHOOL

Location Address: 919 GLENWOOD AVE,
SYRACUSE, NY 13207

Google Maps: <http://maps.google.com/?q=SCSD+--+CORCORAN+HIGH+SCHOOL,+919+GLENWOOD+AVE,+SYRACUSE,+NY+13207>

Classification: SCSD - NSR - SCHOOL HEALTH AIDE

Reason: CONFERENCE

Start Date: 05/07/2015

End Date: 05/07/2015

Schedule:

Thursday - 07:40 AM to 02:50 PM

Specified Substitute: CIRILLO, DAVID (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
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Review Absences

Review Absences

Display Format: List 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 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
829907	05/07/2015 07:40 AM	SCSD - CORCORAN HIGH SCHOOL	CONFERENCE
	05/07/2015 02:50 PM	SCSD - NSR - SCHOOL HEALTH AIDE	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: **829907**
 Job Status: Open/Open
 Location: SCSD - CORCORAN HIGH SCHOOL
 Classification: SCSD - NSR - SCHOOL HEALTH AIDE
 Reason: CONFERENCE
 Voice Instructions: None
 Text Instructions: (Maximum Characters=1000)

File Attachments: None

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

Start Date: 05/07/2015
 End Date: 05/07/2015

Weekly Schedule: **Employee** **Substitute**
 Thursday 07:40 AM - 02:50 PM 07:40 AM - 02:50 PM

Specified Substitute: CIRILLO, DAVID (SUBSTITUTE)
 Assigned Substitute: Open

Notify the substitute of a cancellation?

Save **Cancel Job** **Return To List**

The Job was canceled successfully.

Review Absences

Display Format: List Calendar

Search From:  To: 
(MMDD/YYYY) (MMDD/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
829907	05/07/2015 07:40 AM	SCSD - CORCORAN HIGH SCHOOL	CONFERENCE
Canceled	05/07/2015 02:50 PM	SCSD - NSR - SCHOOL HEALTH AIDE	

Job Cancellation automated email generated for your records.



Absence Cancellation Notice
ocmboces@sfesubsystem.com to: pberry

THIS MESSAGE CONFIRMS THE FOLLOWING ABSENCE WAS CANCELLED:

Absent Employee: BERRY, PATRICIA LC (TRAINING)

Job Number: 829907
 Location: SCSD - CORCORAN HIGH SCHOOL
 Classification: SCSD - NSR - SCHOOL HEALTH AIDE

Start Date: 2015-05-07
 End Date: 2015-05-07
 Schedule:
 Thursday - 07:40 am to 02:50 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.