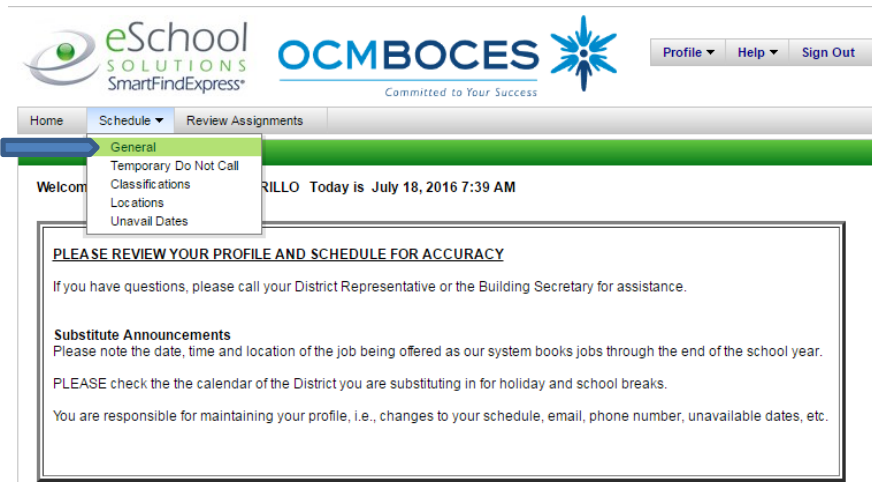


Substitute Schedule –Call Times

Your schedule is permanent.
You need to change it any time you want a modification made.

To change your schedule (call-out times).
Go to your profile
Select Schedule: General



The screenshot shows the user interface for eSchool SOLUTIONS SmartFindExpress. The top navigation bar includes 'Home', 'Schedule', and 'Review Assignments'. The 'Schedule' dropdown menu is open, showing options: 'General', 'Temporary Do Not Call', 'Classifications', 'Locations', and 'Unavail Dates'. A blue arrow points to the 'General' option. Below the navigation bar, the user is logged in as 'RILLO' and the current date and time are 'Today is July 18, 2016 7:39 AM'. A large text box contains the following information:

PLEASE REVIEW YOUR PROFILE AND SCHEDULE FOR ACCURACY

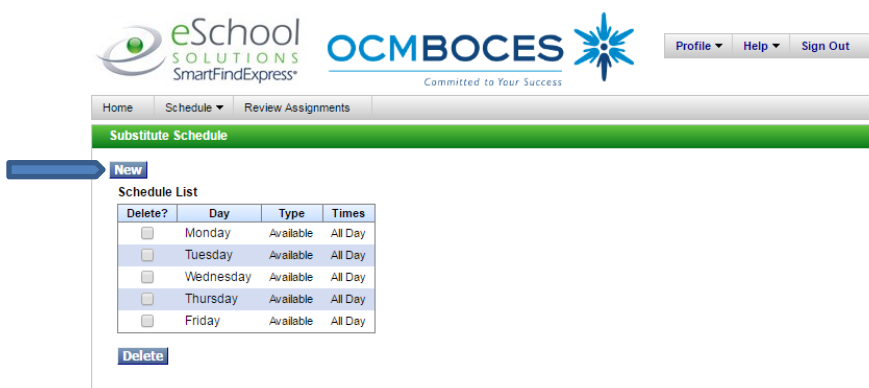
If you have questions, please call your District Representative or the Building Secretary for assistance.

Substitute Announcements
Please note the date, time and location of the job being offered as our system books jobs through the end of the school year.

PLEASE check the the calendar of the District you are substituting in for holiday and school breaks.

You are responsible for maintaining your profile, i.e., changes to your schedule, email, phone number, unavailable dates, etc.

Select New:



The screenshot shows the 'Substitute Schedule' page in the eSchool SOLUTIONS SmartFindExpress interface. A blue arrow points to a 'New' button. Below the button is a 'Schedule List' table with the following columns: 'Delete?', 'Day', 'Type', and 'Times'. The table contains five rows, one for each day of the week, all with 'Available' type and 'All Day' times.

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

Below the table is a 'Delete' button.

Note: This is where you start for any permanent changes to your schedule.
For temporary changes see: Unavailable Dates.

CHANGE TIMES the system calls you. (For Example you do not want calls after 8:00 pm)

Select: Sun and Sat (Note for changing morning call-out you do not have to select Sun and Sat)

Select: the times you do not want to be called

Select: Save

Substitute Schedule

New Schedule

* Sun Mon Tue Wed Thu Fri Sat

Available for assignments: All Day - or - * Start Time * End Time
(HH:MM AM) (HH:MM AM)

The system will NOT call: - or -
(HH:MM AM) (HH:MM AM)

Schedule List

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

Your New Schedule (The system will not call between 8:00 p.m. and 10:00 p.m.)

Home | Schedule ▾ | Review Assignments

Substitute Schedule

Profile update successful.

New

Schedule List

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day
<input type="checkbox"/>	Sunday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Monday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Tuesday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Wednesday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Thursday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Friday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Saturday	Do Not Call	08:00 PM - 10:00 PM

PRE-ARRANGE only, you can stop all system calls by:

Checking: Sun and Sat boxes

Selecting: "All Day" for "The system will not call"

Home Schedule Review Assignments

Substitute Schedule

New Schedule

* Sun Mon Tue Wed Thu Fri Sat

Available for assignments: All Day - or - * Start Time * End Time

(HH:MM AM) (HH:MM AM)

The system will NOT call: All Day - or - * Start Time * End Time

(HH:MM AM) (HH:MM AM)

Save **Return To List**

Your new schedule reflects your do not call times. The system will NOT call you for any jobs, you will need to be pre-arranged by the teacher or building administrator.

Home Schedule Review Assignments

Substitute Schedule

Profile update successful.

New

Schedule List

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day
<input type="checkbox"/>	Sunday	Do Not Call	All Day
<input type="checkbox"/>	Monday	Do Not Call	All Day
<input type="checkbox"/>	Tuesday	Do Not Call	All Day
<input type="checkbox"/>	Wednesday	Do Not Call	All Day
<input type="checkbox"/>	Thursday	Do Not Call	All Day
<input type="checkbox"/>	Friday	Do Not Call	All Day
<input type="checkbox"/>	Saturday	Do Not Call	All Day

Delete

To remove the Do Not Call times, check the appropriate box and select Delete