

New Substitute Experience User Guide

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How do I see my assigned, or active, jobs?

Steps:

- 1 From the Home Page, select the “Active” tab. The layout is the same as the Available Jobs!
- 2 View all your Active Jobs from this page. If you need more information, just hit the down arrow.
- 3 You can also view your Active Jobs from your Calendar! Just select the “My Calendar” button.

Available	Active	Finished	Canceled	Unavailable	Add Unavailability	
Job ID	Date	Time	Duration	Employee	Classification	Location
5775	Monday 07/05/2021	07:30 AM 05:00 PM	Full Day	Emp 7001 Michael	ZZ Test Classification	Remote ZZ Test Location
5777	Wednesday 07/07/2021	07:30 AM 05:00 PM	Full Day	Emp 7001 Michael	ZZ Test Classification	Remote ZZ Test Location
5778	Thursday 07/08/2021	07:30 AM 05:00 PM	Full Day	Emp 7001 Michael	ZZ Test Classification	Remote ZZ Test Location

What about jobs that were canceled?

- 4 From the Home Page, select the “Cancelled” tab. The layout is the same as the Available Jobs!

Removing “Duration” Column on Available Jobs

IF your district does not enable durations (in Parameters → Jobs → Job Creation). We still kept the “Time” column so Substitutes know how long the job is.

Available	Active	Finished	Canceled	Unavailable	Add Unavailability	
Job ID	Date	Time	Employee	Classification	Location	
7572	Tuesday 07/20/2021	08:00 AM 04:00 PM	Manasa emp3737	Payroll Officer	Alabama	

Enable employee create absence form with allowed durations

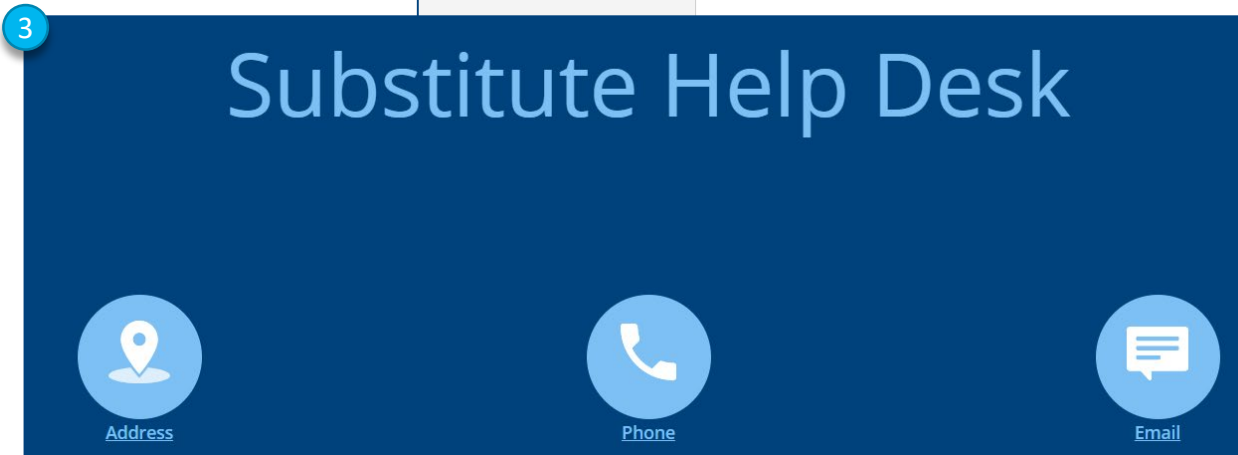
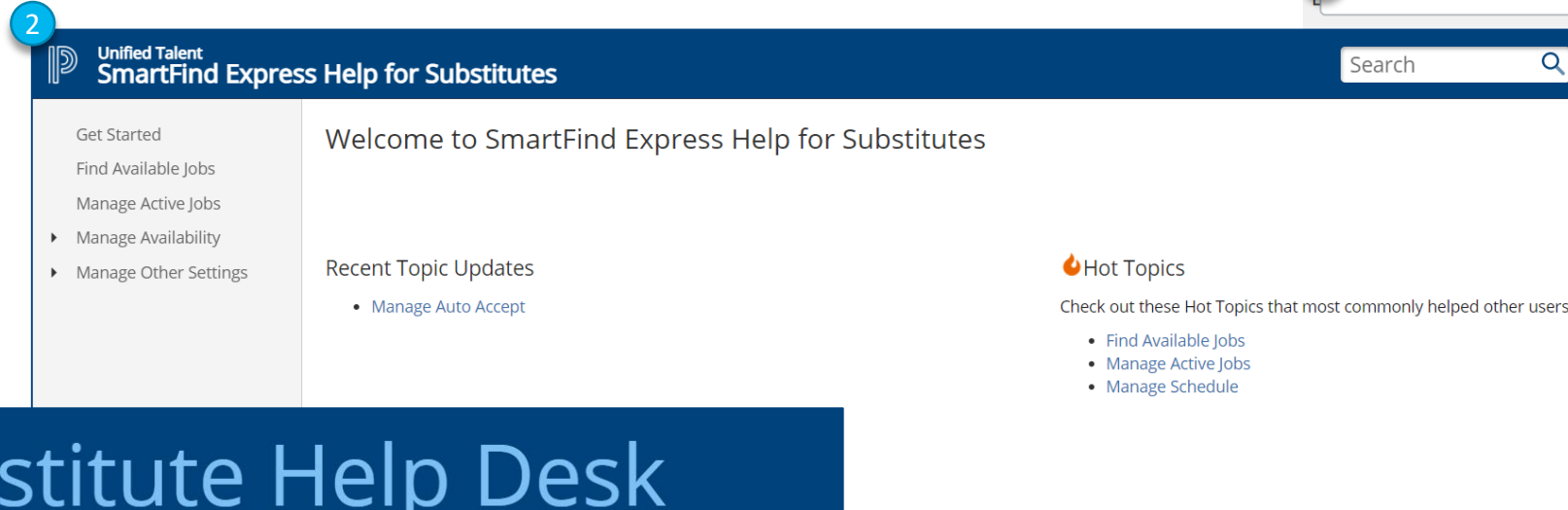
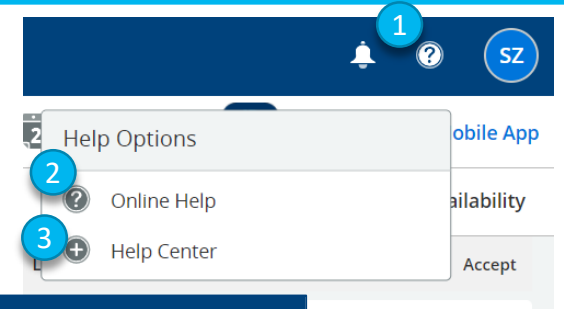
- Full Day
- Morning Half Day
- Afternoon Half Day
- Custom

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How do I find Help Documentation if I get lost?

Steps:

- 1 The (?) icon on the top right will lead you to two pages:
 - “Online Help” (pictured to the right) – help documentation that is updated with every release and accessible from anywhere (no need to be logged in!).
 - “Help Center” – a page with your districts address, phone number, and email.



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How do I add unavailability and why should I?

Steps:

- 1 Select the “Add Unavailability” button on the top right of your screen, and a modal will pop up.
- 2 Select when you will be available (this is required!).
- 3 Then select the time and duration of your unavailability. If you don’t want to receive communication all day, select “All Day”. If you are only unavailable for a short time (i.e., doctor’s appointment), you can select “Custom Time”
- 4 If you want to keep receiving communication (calls, texts) from SmartFind Express when you’re unavailable, select this checkbox to turn it ON, meaning you will receive communication.

The screenshot shows the 'Add Unavailability Date' modal with the following fields and options:

- Select Date:** Start Date (Required) and End Date (Required) with MM/DD/YYYY format.
- Time/Duration:** Radio buttons for All Day and Custom Time.
- Future Calls:** A checkbox labeled 'Continue receiving calls during periods of unavailability'.
- Buttons:** Cancel and Save.

- 5 Select “Save”, and your unavailability will be saved!

Why Should I Add An Unavailability?

Adding an Unavailability tells your district that you are unable to work that date or time period. There are many reasons substitutes use unavailability:

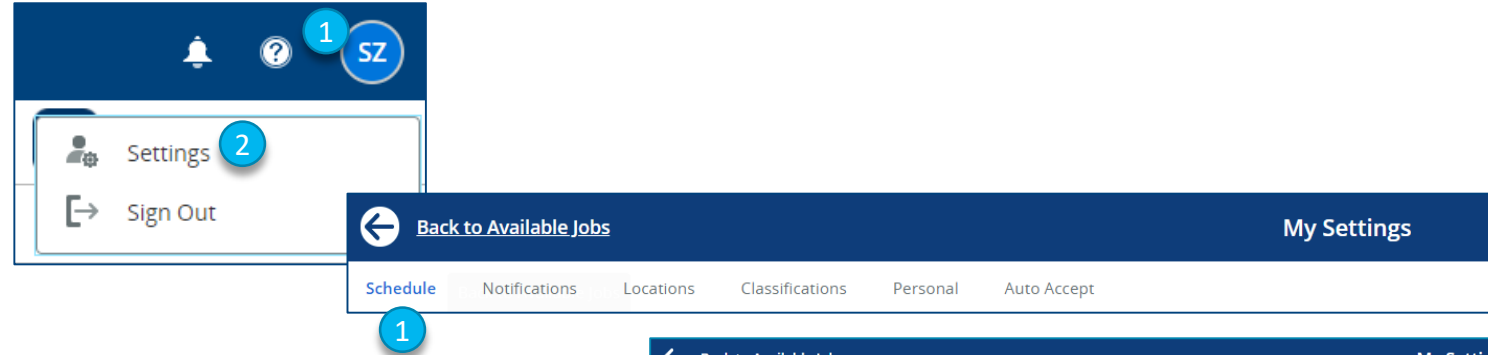
- You are going on vacation and want to unplug
- You have a doctor's appointment
- It's your birthday and you need a day off!

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How do I manage Profile Setting?

Navigation Steps:

- 1 Select your initials on the top right of the screen.
- 2 Select "Settings"



Schedule Configuration Steps:

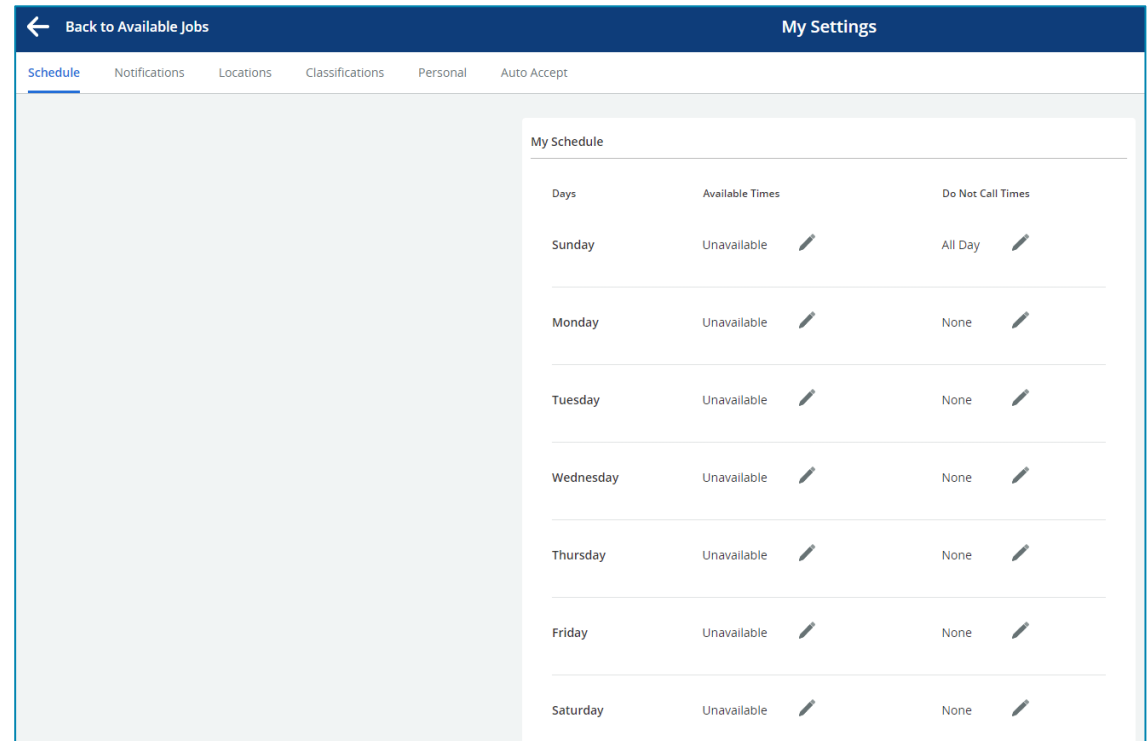
- 1 Select "Schedule"

For each day of the week, click **Edit (pencil)** to define **Available Times** and **Do Not Call Times**.

Click **All Day**, **Unavailable**, or **Custom**.

If custom, enter **Start Time** and **End Time**.

Click **Save**.

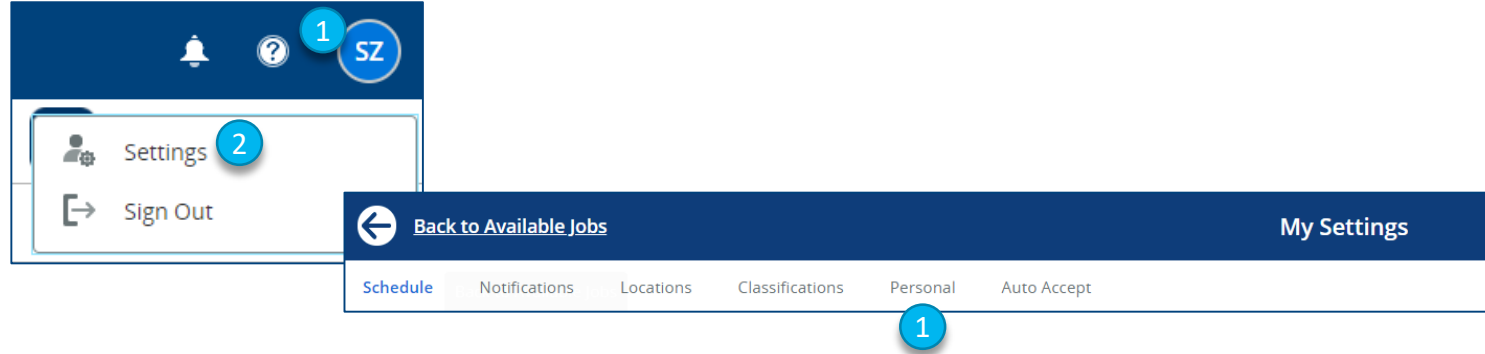


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How do I manage Profile Settings? Cont'd

Navigation Steps:

- 1 Select your initials on the top right of the screen.
- 2 Select "Settings"



Personal Configuration Steps:

- 1 Select "Personal"
- Update your email address, password, PIN, contact information (for calls), or physical address.

A screenshot of the 'Personal Information' configuration page. It has several sections: 'Personal Information' with a 'Name' field containing 'amanda'; 'Email' with 'Not Verified' status, a field containing 'j@test.com', and an 'Edit Email' link; 'Password' with a field containing '*****' and an 'Edit Password' link; 'PIN (Phone Password)' with a field containing '*****' and an 'Edit PIN' link; 'Address' with an empty field; 'Contact Information' with 'Call Back Number' (Verified) containing '(916) 461-9000' and 'Do Not Call Until' containing 'hh:mm am'. A footer note says: '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.'A screenshot of the 'Certifications' and 'Identity Providers' section. At the top is a checkbox 'Block phone calls from SmartFind Express'. Below is a 'Certifications' section with a table header: 'Name', 'Code', 'Date', 'Comments'. A blue information box below the table says 'No Data Available.'. Below that is an 'Identity Providers' section with a Microsoft logo and an 'UNLINKED' toggle switch.