



SubFinder for Substitutes

Internet Users Guide for SubFinder 5.11



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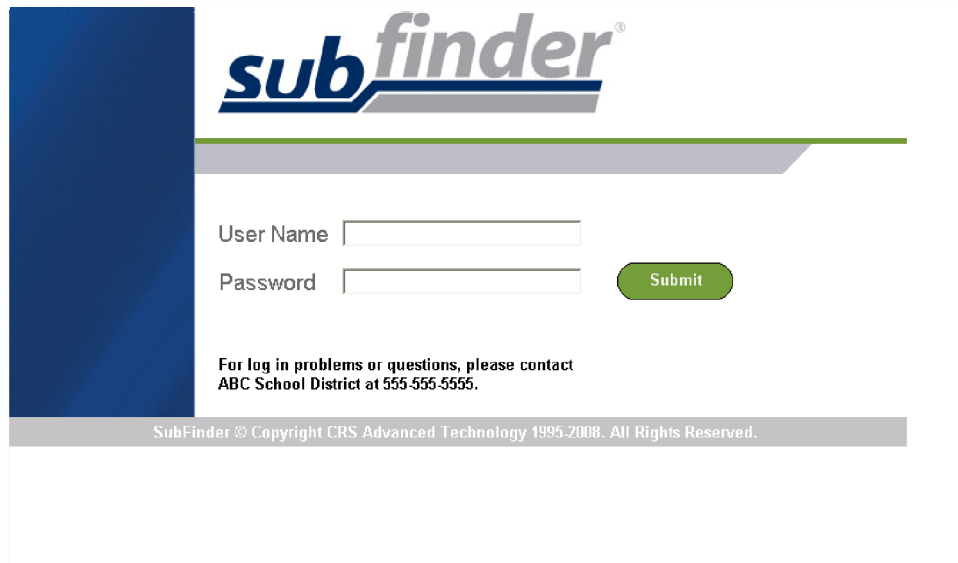
SubFinder

Using SubFinder online, substitutes can quickly accomplish routine tasks such as checking available jobs and reviewing current jobs. The entire workforce has easy-to-use, secure access to all of the same great features available from SubFinder via telephone, plus additional features optimized for the Internet.

How Does It Work?

SubFinder online works in conjunction with your SubFinder system. It uses the existing database and complements the telephone operation of SubFinder. All data becomes instantly available, regardless of the method of entry.

SubFinder online is used to access SubFinder from your home or office computer, or any computer that has Internet access. Simply enter your District's web address for SubFinder in your Internet Browser address line, press **Enter** on the keyboard, and the SubFinder Log In screen will appear.



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User Name

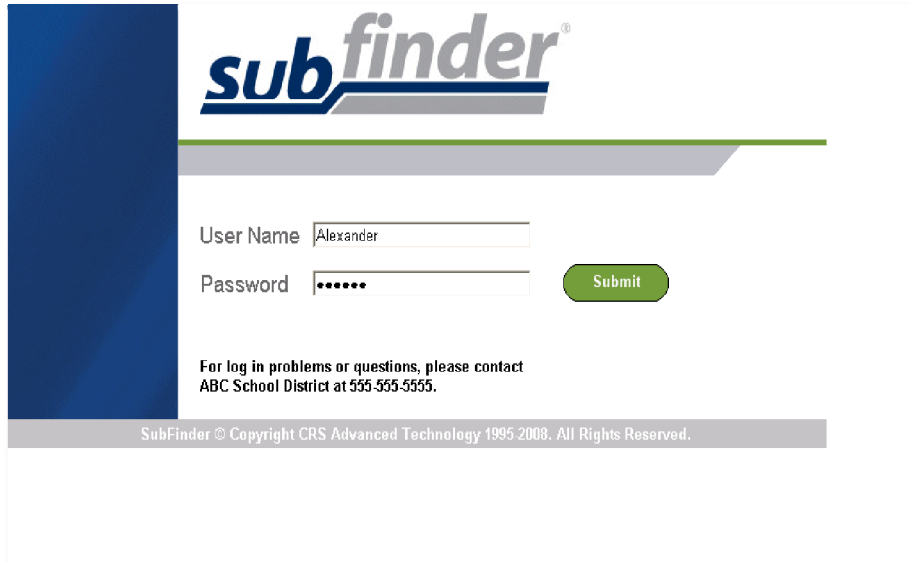
Password

For log in problems or questions, please contact
ABC School District at 555-555-5555.

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System Access

To access SubFinder, simply enter your last name in the **User Name** field and your PIN in the **Password** field and click **Submit**.



The image shows the SubFinder login interface. At the top right is the 'subfinder' logo. Below it is a horizontal line. The main area contains two input fields: 'User Name' with the text 'Alexander' and 'Password' with six dots. To the right of the password field is a green 'Submit' button. Below the input fields is a line of text: 'For log in problems or questions, please contact ABC School District at 555-555-5555.' At the bottom of the page is a copyright notice: 'SubFinder © Copyright CRS Advanced Technology 1995-2008. All Rights Reserved.'

The opening screen will appear. On the left side of the screen are the buttons that give you access to various options. These include **Available Jobs**, **Current Jobs**, **Personal Info**, **DND/Unavailable**, **Tutorial**, and **Log Out**.



The image shows the SubFinder main menu. On the left is a blue vertical sidebar with the following text: 'Good Afternoon JENNIE M ALEXANDER', 'Available Jobs', 'Current Jobs', 'Personal Info', 'DND/Unavailable', 'Tutorial', and 'Log Out'. On the right is a white area with the 'subfinder' logo at the top right and the word 'Welcome' below it.

Available Jobs

To view available jobs, click **Available Jobs**. SubFinder will display a list of all available jobs for which you qualify. If you have been specifically requested for one or more jobs, those jobs will appear first within the grid. If you are interested in a job, click **Select** in the Job ID column.

Good Afternoon
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ALEXANDER

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Available Jobs

(A)- Employee's Schedule (S)- Same Times Every Day

Click on Job ID to select job

Locked	Job ID	Employee	Position	Site	Description
	You have been requested for the following jobs				
Select		Abel, In E.	Elementary Grade 1	Lee Elementary	11/25/2010 at 7:00AM until 11/25/2010 at 3:30PM (A)
	Available Jobs				
Select		ADAMS, ANN P.	ITINERANT	ITINERANT	11/17/2010 at 7:30AM until 11/17/2010 at 3:15PM (A) (This job includes an itinerant schedule)

NOTE: 'Locked' indicates that the job is currently being accessed by another user/process. Use the Available Jobs button to refresh the list and monitor changes to the 'lock' status of job.

Tutorial
Log Out

Once a job has been selected, you will be notified of the amount of time you have to express interest in the job. Once the allotted time has expired, you will receive a message stating that system did not receive a response and you are able to select the job again if still available.

SubFinder will offer additional details related to the job. If Special Instructions were entered, they will either be shown on this screen or a message will be displayed instructing you to call SubFinder to hear them. Site directions (if available) can be accessed by clicking the Site Directions hyperlink. If the employee works at multiple sites, their itinerant schedule will be displayed.

Depending on the specific job, you will be offered up to three options: **Yes**, **No**, or **Return to Available Jobs**. Simply choose the one you desire.

- **Yes:** Indicates that you are willing to fulfill this job request and will be placed in the job once the system confirms that the position is still open, your eligibility has been verified, and a confirmation message has been displayed.
- **No:** If you are requested, **No** Indicates that you are not interested in this job. SubFinder will not offer this specific job to you again and will release the job to other qualified substitutes. If you have not been requested, **No** Indicates that you will be returned to the current list of available jobs.
- **Return to Available Jobs:** Will return you to the current list of available jobs.

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Available Jobs

The option to express your interest in this job will be available for the next: **02 minutes 56 seconds**

Employee: **ADAMS, ANN P.**
 Position: **(Please refer to the Notes section for the itinerant schedule.)**
 Site: **(Please refer to the Notes section for the itinerant schedule.)**
 Description: **11/17/2010 at 7:30 AM until 11/17/2010 at 3:15 PM (A)**
 Special Instructions: **Please use parking lot A. John Peterson's mom is picking him up at noon for a doctors appointment.**
 Notes: **This job is for an itinerant employee**

Wednesday

7:30 AM	11:30 AM	Greenwood Elementary School	Fifth Grade Teacher
12:00 PM	3:00 PM	Carver Elementary School	Elementary Art

Site Directions: **From Rt. 75 take exit 5 turn right onto Willow Avenue, go 1.5 miles. Parking is in rear of school**

Are you interested in this job?

The job is not guaranteed until the system confirms that the position is still open, your eligibility has been verified, and a confirmation message has been displayed.

You will be returned to the current list of available jobs.

Available Jobs
Current Jobs
Personal Info
DND/Unavailable
Tutorial
Log Out

If you indicate you are willing to fulfill a job request, SubFinder will display a message indicating success, provide you with the job number, and list any remaining jobs for which you are qualified to work. Remember to write down the job number for future reference.

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Available Jobs

Congratulations! You have been accepted for this job. Your job number is 500.

(A)- Employee's Schedule (S)- Same Times Every Day

Click on Job ID to select job

Locked	Job ID	Employee	Position	Site	Description
	Select	Abel, Irv B	Elementary Grade 1	Lee Elementary	11/25/2010 at 7:00AM until 11/25/2010 at 3:30PM (A)

NOTE: "Locked" indicates that the job is currently being accessed by another user/process. Use the Available Jobs button to refresh the list and monitor changes to the "lock" status of job.

Available Jobs
Current Jobs
Personal Info
DND/Unavailable
Tutorial
Log Out

Current Jobs

To view your current assignments, click **Current Jobs**. SubFinder will display all of your jobs in descending order based on the start date/time. Information displayed will include the Job ID, the employee for whom you will substitute for, the position, the site, and the dates and times of the job.

If Special Instructions, Site Directions or Itinerant Schedule, are available for a particular job, they can be accessed by clicking the hyperlink in the appropriate column.

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Current Jobs

Click on job ID to cancel job.

Job ID	Employee	Position	SI	Site	Description	IS	SN
580	ADAMS, ANN. P.	ITINERANT	Yes	ITINERANT	11/17/2010 at 7:30AM until 11/17/2010 at 3:15PM (A)	Yes	N/A
572	ADAMS, ANN. P.	ITINERANT	Yes	ITINERANT	11/12/2010 at 7:30AM until 11/12/2010 at 3:15PM (A)	Yes	Add
582	Abel, Inv. B.	Elementary Grade 1	No	Lee Elementary	11/10/2010 at 7:00AM until 11/10/2010 at 3:30PM (A)	No	Add

Description: (A) - Employee's Schedule (S) - Same Times Every Day
 SI = Special Instructions
 IS = Itinerant Schedule
 SN = Substitute Notes

Available Jobs
Current Jobs
 Personal Info
 DND/Unavailable
 Tutorial
 Log Out

Canceling a Job

If you need to cancel a future job, click the button in the Job ID column. SubFinder will display the details of the job and ask you to verify that you do wish to cancel the job. You may also be asked to provide a reason for the cancellation. To proceed, click **Cancel Job**. If you do not wish to cancel the job, click **Don't Cancel**.

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Current Jobs

Are you sure you want to cancel the following job?

Job ID: **580**
 Employee: **ADAMS, ANN P.**
 Position: **(Please refer to the Notes section for the itinerant schedule.)**
 Site: **(Please refer to the Notes section for the itinerant schedule.)**
 Description: **11/17/2010 at 7:30 AM until 11/17/2010 at 3:15 PM (A)**
 Notes: **This job is for an itinerant employee**
Wednesday

7:30 AM	11:30 AM	Greenwood Elementary School	Fifth Grade Teacher
12:00 PM	3:00 PM	Canter Elementary School	Elementary Art

Please select the cancellation reason:
 Reason: **C300 Schedule Conflict**

Cancel Job
Don't Cancel

Available Jobs
Current Jobs
 Personal Info
 DND/Unavailable
 Tutorial
 Log Out

Add/Editing Substitute Notes

Substitute notes provide you with an option to leave a message for the employee regarding your job. To add or edit substitute notes, click the Add or Edit hyperlink within the 'SN' column on the current jobs grid.

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Current Jobs

Click on job ID to cancel job.

Job ID	Employee	Position	SI	Site	Description	IS	SN
580	ADAMS, ANN. P.	ITINERANT	Yes	ITINERANT	11/17/2010 at 7:30AM until 11/17/2010 at 3:15PM (A)	Yes	N/A
572	ADAMS, ANN. P.	ITINERANT	Yes	ITINERANT	11/12/2010 at 7:30AM until 11/12/2010 at 3:15PM (A)	Yes	Add
552	Abel, Inv. B	Elementary Grade 1	No	Lee Elementary	11/10/2010 at 7:00AM until 11/10/2010 at 3:30PM (A)	No	Add

Description: (A) - Employee's Schedule (S) - Same Times Every Day
SI = Special Instructions
IS = Itinerant Schedule
SN = Substitute Notes

Available Jobs
Current Jobs
Personal Info
DND/Unavailable
Tutorial
Log Out

Type your message for the employee and click **Save**. Once a note has been entered you are able to click Edit in the current jobs grid to review your note or update accordingly. Please note, this message will be made available to the employee for whom you worked as well as the site administrator(s) and system operator(s).

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Current Job Details

Job ID: 572
Employee: ADAMS, ANN P
Position: Fifth Grade Teacher
Site: Greenwood Elementary School
Description: 11/12/2010 at 07:30 AM until 11/12/2010 at 03:15 PM
Notes: This job is for an itinerant employee.

Friday

7:30 AM	11:30 AM	Greenwood Elementary School	Fifth Grade Teacher
12:00 PM	3:00 PM	Cawar Elementary School	Elementary Art

Enter text-based Substitute Notes

You had a wonderful group of students. They were very well behaved and everyone completed their in-class projects. I would be happy to substitute for you anytime. Thanks, Jennie.

Note: To remove existing Substitute Notes, please delete the text and then click Save.

Save Cancel

Available Jobs
Current Jobs
Personal Info
DND/Unavailable
Tutorial
Log Out

Personal Information

To review your personal information, click **Personal Info**. A screen will appear that includes your Name, SubFinder-assigned ID Number, PIN, and Employee Number along with several tabs – General Info, Address, Certifications, Availability, Schedule, Sites, and Positions.

Depending on the permissions established by your district, you may be able to edit the name and PIN fields.

General Information

The General Information tab displays your Home Site, Max Days to Work, Total Days Worked (for the current school year), Certified Job Days (for the current school year), Max Hours/Week, Hire Date, Date Added (the date you were added to the SubFinder system), and Certified/Classified status. This information can only be viewed; you cannot make any changes.

The screenshot shows the SubFinder interface. On the left is a blue navigation sidebar with the following items: "Good Afternoon JENNIE M ALEXANDER", "Available Jobs", "Current Jobs", "Personal Info" (highlighted in green), "DND/Unavailable", "Tutorial", and "Log Out". The main content area is titled "Personal Info" and features the SubFinder logo in the top right. Below the title is a table with the following data:

First Name	MI	Last Name	Substitute ID	PIN	Number
JENNIE	M	ALEXANDER	9446	762114	762114

Below the table are several tabs: "General Info" (selected), "Address", "Certification", "Availability", "Schedule", "Sites", and "Positions". The "General Info" tab contains the following fields:

- Home Site: [Empty text field]
- Max Days to Work: [Input field with value 4]
- Total Days Worked: [Input field with value 4]
- Certified Job Days: [Input field with value 4]
- Max Hours/Week: [Input field]
- Hire Date: [Date field with value 9/14/2007]
- Date Added: [Date field with value 9/14/2007]
- Certified:
- Classified:

At the bottom left of the form is a green "Save" button. To its right is a red note: "Note: Leaving this tab without saving will cause your changes to be lost."

Address

The Address tab displays your address, telephone number, and email. Depending on the permissions established by your district, you may be able to edit the address, telephone number, and email fields.

Your organization may choose to send you, as a substitute, email notifications regarding the status of your jobs. These notifications may be sent anytime you have been prearranged for an assignment, placed in one from a permanent substitute list, or if an assignment you previously agreed to work is cancelled. Your central SubFinder operator will be able to tell you if they are using the email notifications feature.

NOTE: If the district allows you to edit your telephone number, it is very important that you keep the information up-to-date or you will not receive calls from SubFinder. If the change is permanent, you must still follow the appropriate procedures required by the district to make changes to personal information.

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Personal Info

First Name	MI	Last Name	Substitute ID	PIN	Number
JENNIE	M	ALEXANDER	9446	762114	762114

General Info | **Address** | Certification | Availability | Schedule | Sites | Positions

Street: 9809 Locus Street

City: Williamsville State: PA Zip Code: 14478

Phone: 814-325-7842

Email: jennie.alexander@email.com

Save Note: Leaving this tab without saving will cause your changes to be lost.

Certification

The Certification tab displays any certifications you hold and their expiration dates. This information can only be viewed; you cannot make any changes.

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Personal Info

First Name	MI	Last Name	Substitute ID	PIN	Number
JENNIE	M	ALEXANDER	9446	762114	762114

General Info | Address | **Certification** | Availability | Schedule | Sites | Positions

Certification Name	Expiration
1. BA SOCIOLOGY	6/30/2010
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Save Note: Leaving this tab without saving will cause your changes to be lost.

Availability

The Availability tab displays your availability on a daily basis, Sunday through Saturday, and this information will have a direct affect on what jobs SubFinder can offer to you, Depending on the permissions established by your district, you may be able to edit the From, To, Minimum Hours and Maximum Hours fields.

Good Afternoon
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Personal Info

First Name: JENNIE MI: M Last Name: ALEXANDER Substitute ID: 9446 PIN: 762114 Number: 762114

General Info | Address | Certification | **Availability** | Schedule | Sites | Positions

	From	To	Minimum Hours	Maximum Hours
Sunday	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Monday	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="10"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="10"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="10"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="10"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="10"/>
Saturday	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Save Note: Leaving this tab without saving will cause your changes to be lost.

Schedule

The Schedule tab displays your schedule in an easy to view format. Scheduled days to work will be in green and days off will be in pink.

Good Afternoon
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Personal Info

First Name: JENNIE MI: M Last Name: ALEXANDER Substitute ID: 9446 PIN: 762114 Number: 762114

General Info | Address | Certification | Availability | **Schedule** | Sites | Positions

March 2010							April 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

Color Key:
Scheduled (Green)
Day Off (Pink)

Save Note: Leaving this tab without saving will cause your changes to be lost.

Sites

The Sites tab displays a list of the sites where you are (or are not) willing to work. This information can only be viewed; you cannot make any changes.

The screenshot shows the 'subfinder' web application interface. On the left is a dark blue sidebar with navigation links: 'Available Jobs', 'Current Jobs', 'Personal Info' (highlighted in green), 'DND/Unavailable', 'Tutorial', and 'Log Out'. The top right corner features the 'subfinder' logo. The main content area is titled 'Personal Info' and contains a table with the following data:

First Name	MI	Last Name	Substitute ID	PIN	Number
JENNIE	M	ALEXANDER	9446	762114	762114

Below the table are several tabs: 'General Info', 'Address', 'Certification', 'Availability', 'Schedule', 'Sites', and 'Positions'. The 'Sites' tab is active, displaying a list of schools under the heading 'Will Only Work at:'. The list includes: Carver Elementary School, Charles Elementary School, Deer Park Elementary School, Dutrow Elementary School, Epes Elementary, General Stanford Elementary, Gildersleeve Middle School, Greenwood Elementary School, Hidenwood Elementary School, and Hilton Elementary School. At the bottom of the main area, there is a green 'Save' button and a red note: 'Note: Leaving this tab without saving will cause your changes to be lost.'

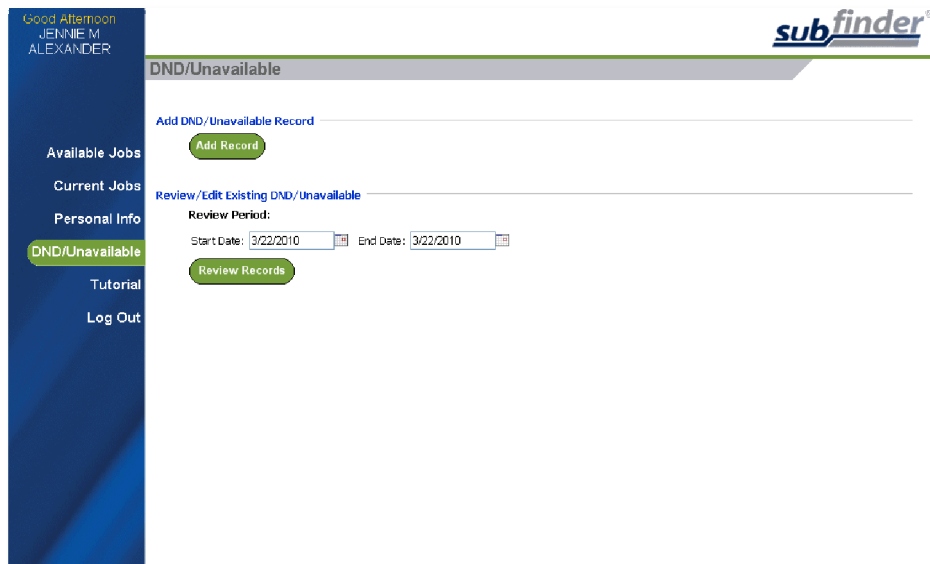
Positions

The Positions tab displays a list of the job positions which have been assigned to you. This information can only be viewed; you cannot make any changes.

The screenshot shows the 'subfinder' web application interface, similar to the previous one. The 'Positions' tab is active, displaying a list of job positions under the heading 'Assigned Job Positions:'. The list includes: Adapted Physical Education, Art Teacher, AVID Teacher, Band Music Teacher, Choral Music Teacher, Computer Education Teacher, Dance Teacher, Drama Teacher, Elementary, and Elementary Reading Teacher. At the bottom of the main area, there is a green 'Save' button and a red note: 'Note: Leaving this tab without saving will cause your changes to be lost.'

DND/Unavailable

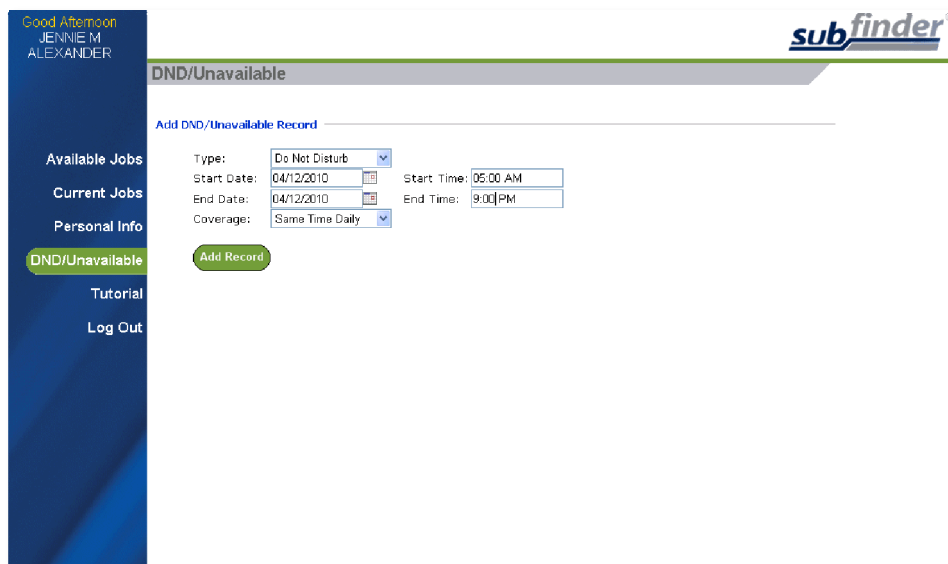
To manage your Do Not Disturb and Unavailable records, click **DND/Unavailable**. SubFinder will provide you with the options to add a new record and review/edit existing records.



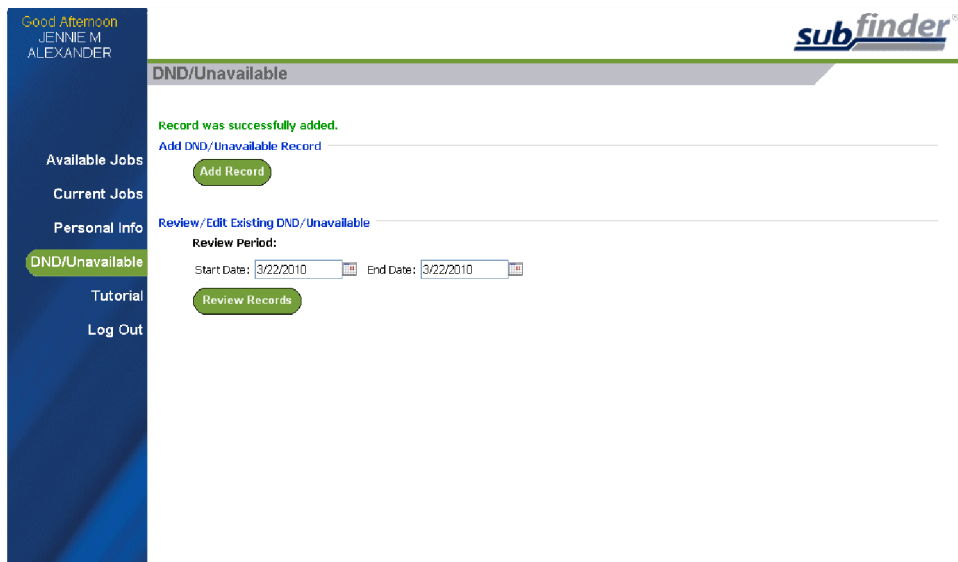
Adding a Record

To add a new event, click **Add Record**, SubFinder will display the Add DND/Unavailable Record screen.

DND and **Unavailable** records can be added for a portion of a day, a single day, or a date range. Furthermore, when specifying a date range, you can add a record for the same times every day (i.e. 5:00 am until 6:30 am) or indicate that the record should cover the entire period. Simply enter the Type, Start and End Dates and Time, and the Coverage.

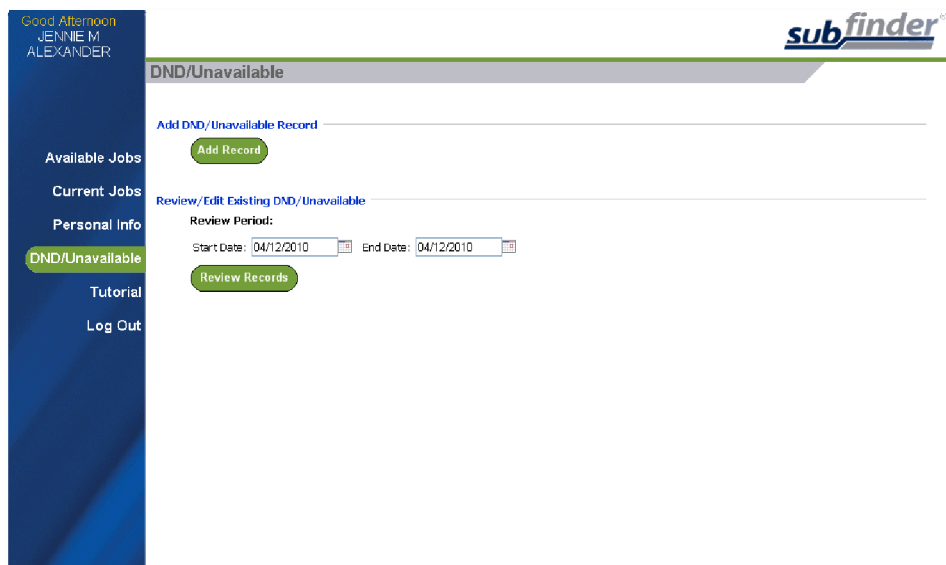


Click **Add Record** to save the record and return to the initial DND/Unavailable screen with a message indicating success.



Reviewing/Editing Records

You can also review any DND or Unavailable records that have already been entered. To review records, enter the Start and End Dates and click **Review Records**.



A screen will appear with any DND or Unavailable records for the specified date range. Depending upon the dates and time for each record, you may be able to edit and/or delete the entry by clicking on the appropriate record's **Edit** or **Delete** button.

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DND/Unavailable

Add DND/Unavailable Record

[Add Record](#)

Review/Edit Existing DND/Unavailable

Review Period:

Start Date: End Date:

[Review Records](#)

Type	Start Date	Start Time	End Date	End Time	Coverage	Edit	Delete
DND	4/12/2010	5:00 AM	4/12/2010	9:00 PM	Same Times Daily	Edit	Delete

Available Jobs

Current Jobs

Personal Info

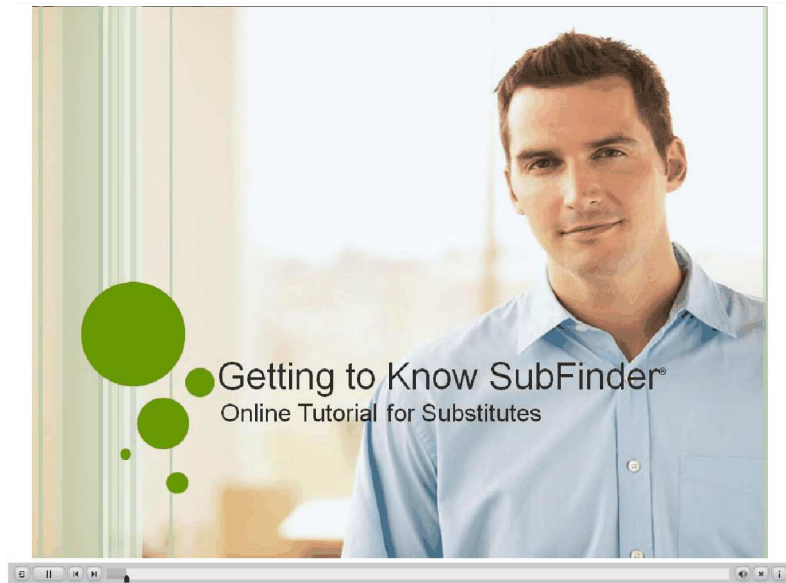
DND/Unavailable

Tutorial

Log Out

Tutorial

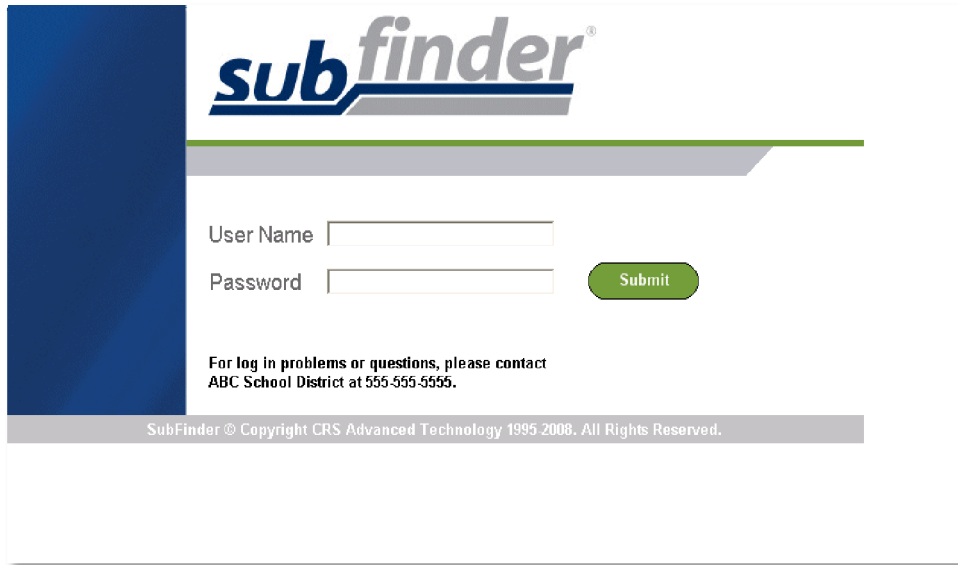
Click on **Tutorial** to begin an online video guide for SubFinder. The online video will open in a new browser window.



The video will begin playing when the screen opens and it finishes loading. It will play through the guide automatically until the end. Simply click on the "x" at the top of the screen to close the video.

Log Out

When you are ready to leave SubFinder, click **Log Out**. You will return to the SubFinder Log In screen.



The image shows a screenshot of the SubFinder login interface. It features a blue vertical bar on the left side. The main content area has the 'subfinder' logo at the top, with 'sub' in blue and 'finder' in grey. Below the logo is a horizontal line. The login form consists of two input fields: 'User Name' and 'Password'. To the right of the 'Password' field is a green 'Submit' button. Below the input fields, there is a line of text: 'For log in problems or questions, please contact ABC School District at 555-555-5555.' At the bottom of the form, there is a grey bar containing the copyright notice: 'SubFinder © Copyright CRS Advanced Technology 1995-2008. All Rights Reserved.'

