



See What's New - SubFinder 5.11 for Substitutes

Tracking Job Positions in the Itinerant Schedule*

We've recently expanded the itinerant schedule functionality to include the selection of job positions for each schedule segment. This will allow your organization to track not only the sites at which an itinerant employee may work, but also the various job positions they may work day to day. If your organization is tracking the employees' itinerant schedules, they will be displayed online when reviewing the job details. You may also hear the schedule on the phone if the employee voiced it.

Substitute Notes*

This feature allows you to provide valuable feedback regarding your time in a job to the absent employee, administrator, and system operator. Substitute notes can be added once a job has started and edited at any time, so if you're in a multiday assignment you can update the notes as often as necessary. Keep in mind, the employee, administrators, and operators will be able to see your message once it's been posted so make sure you're comfortable with what you've entered before clicking Save.

Online Tutorial

The substitute online tutorial has been updated to provide instruction on the latest features offered to substitutes using SubFinder. Please access SubFinder online and review the tutorial for additional information on using these and other features.

Using # for Wrong Number

A new message is played when SubFinder calls you; the option to use the # key to remove your phone number from the system has been added. This prompt is played after you are asked to enter your PIN and designed to provide people receiving calls from SubFinder *in error* a method of removing their number from the system. Some organizations have chose to use this option feature in the past; with this new release use of this feature is no longer optional and will be **enabled** at all times.

* These features are optional and your organization may or may not be using them at this time. If you have any questions regarding the use of these features please contact your SubFinder Administrator.