

SUBSTITUTE

QUICK REFERENCE
For
SmartFind Express

My **ACCESS ID** is

My **PIN** is

SmartFind Telephone Number

785-575-6120

Web Access

<http://topeka.eschoolsolutions.com>

or

<http://www2.topekapublicschools.net/staff>

(under "Popular Tools" – SmartFind Express)

Substitute Office



Nancy McCarter - 295-3098

Brandy Griego - 295-3032

Office Hours 6:30 a.m. to 3:30 pm

Before any features are available, you need to **register** with the sub system by **telephone** and create a PIN. Your Access ID & PIN is used for all interactions with the sub system.

REGISTRATION DIRECTIONS

Telephone the sub system: **785- 575-6120**

1. Enter your **Access ID** followed by the star (*) key
2. Enter your **Access ID** again when it asks for your PIN, followed by the (*) key
3. Record your name followed by the star (*) key
4. You will now be asked to choose a PIN number. Enter a PIN number with at least (6) digits in length followed by the star(*)key

TELEPHONE SYSTEM (785) 575-6120

WHEN SYSTEM CALLS YOU

Enter your **PIN** followed by the star (*) key

HEAR THE JOB OFFER

PRESS 1 to Hear the Job Offer

PRESS 2 to set Temporary Do Not Call

If you **PRESSED 1** to Hear the Job Offer

PRESS 1 to Hear the Job Description

PRESS 2 to Decline the job (without hearing the description)

Enter the decline reason followed by the start (*) key

DECLINE/CANCEL REASONS

PERSONAL ILLNESS -1 TRANSPORTATION ISSUE - 3 PERSONAL REASON - 6

FAMILY REASON - 2 WORKING ANOTHER DISTRICT -7 JOB INTERVIEW - 4

If you **PRESSED 1** to Hear the Job Description

PRESS 1 to Accept the Job Offered

*Don't hang up until the system gives you a **JOB NUMBER**. Then you are successfully assigned to the job.*

PRESS 2 to Repeat the Job Description

PRESS 3 to Decline the Job

Enter the decline reason (from above) followed by the star (*) key

PRESS 1 to Accept the job offered

JOB CANCELLATION

You'll hear "This assignment has been cancelled" and the job information

PRESS 1 to Repeat the Job Information

SUB CALLING INTO THE SYSTEM

Menu Options

Review or Cancel Assignments – 1

Hear Available Jobs – 2

Review or Modify Daily Available – 6

Change your Callback Number – 3

Review or Modify Unavailable Dates – 5

Change PIN or Re-record name - 7

Review or Modify Temporary Do Not Disturb - 4 *Exit and Hang up - 9*

REVIEW OR CANCEL ASSIGNMENTS

Hear assignments in chronological order

PRESS 1 to Hear assigned job information

PRESS 2 to Cancel the assigned Job

If you **PRESSED 2** to Cancel assignment

PRESS 1 to Confirm Cancellation (enter cancellation reason followed by the (*) key)

HEAR AVAILABLE JOBS

Hear assignment information

PRESS 1 to Repeat assignment

PRESS 2 to Accept assignment

PRESS 3 to Decline assignment

If you **PRESSED 3** to Decline assignment, select declined reason.

CHANGE YOUR CALLBACK NUMBER

Hear the Callback telephone number

PRESSED 1 to Modify callback telephone number

Enter new telephone number followed by the star (*) key.

Hear the new telephone number

PRESS 1 if Correct

PRESS 2 to Re-enter the number

PRESS 9 to Exit to menu options

CHANGE PIN OR RE-RECORD NAME

PRESS 1 to Change your PIN

PRESS 2 to Change re-record your name

WEB BROWSER ACCESS INSTRUCTIONS

Open your browser to:

<http://topeka.eschoolsolutions.com> **OR** <http://www2.topekapublicschools.net/staff>

SIGN IN

Enter your **Access ID** and **PIN**.

PROFILE – ADD THE FOLLOWING TO YOUR PROFILE

EMAIL ADDRESS = Add your email address to receive emails when jobs are cancelled.

CALLBACK NUMBER = Update the phone number you want the system to use to call you.

SCHEDULE

Modify Availability Schedule

1. Select **SCHEDULE** tab. Choose day or days of the week you want to delete by checking the boxes by that day and select the Delete button.
2. Select the **NEW** button to add a new day of the week or time.

Temporary Do Not Call

1. Select **SCHEDULE** tab. Enter the telephone number where you can be contacted by the system. Enter 1 (area code) number.
2. Specify a temporary time you want the system to call again. Select “save”

Unavailable Dates

1. Select **SCHEDULE** tab. Then select the **NEW** button
2. Enter Start and End Date Range (MM/DD/YYYY) or use calendar
3. Select the **All Day** checkbox or enter the time range in HH:MM format

REVIEW ASSIGNMENTS

Choose **REVIEW ASSIGNMENT** tab to review past, present and future assignment **OR CANCEL** an assignment.

1. Select **FORMAT** for Assignment display (List or Calendar view)
2. You can search jobs by:
Date range (MM/DD/YYYY)
Job Number **OR**
select **SEARCH** for all assigned jobs.
3. Select the **JOB NUMBER** to view job DETAILS.
 1. An assignment may contain file attachment you will need to view.
 2. Select the **CANCEL ASSIGNMENT** button to cancel your assignment. Enter a reason for canceling from the pull down list. **WAIT** for the words “Job was cancelled successfully”. You can not cancel an assignment within 1 hour of the start time.

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the Sign Out button can be selected to end the session and disconnect from SmartFind Express. Selecting the back button or going to another website on the internet does not disconnect the session from SmartFind. To ensure security and privacy of information, use the **Sign Out** button to disconnect from SmartFind. **NOTE:** Do not use the back button or arrow to navigate to screens. Navigation buttons are on the bottom of SmartFind.