



# SubFinder for Substitutes

Internet Users Guide for SubFinder 5.10



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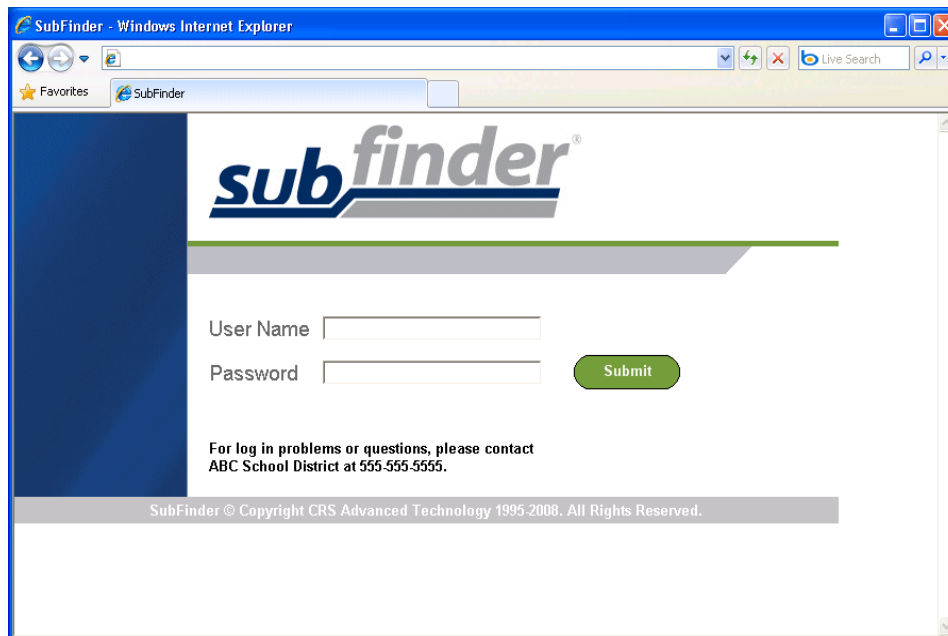
## SubFinder

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?

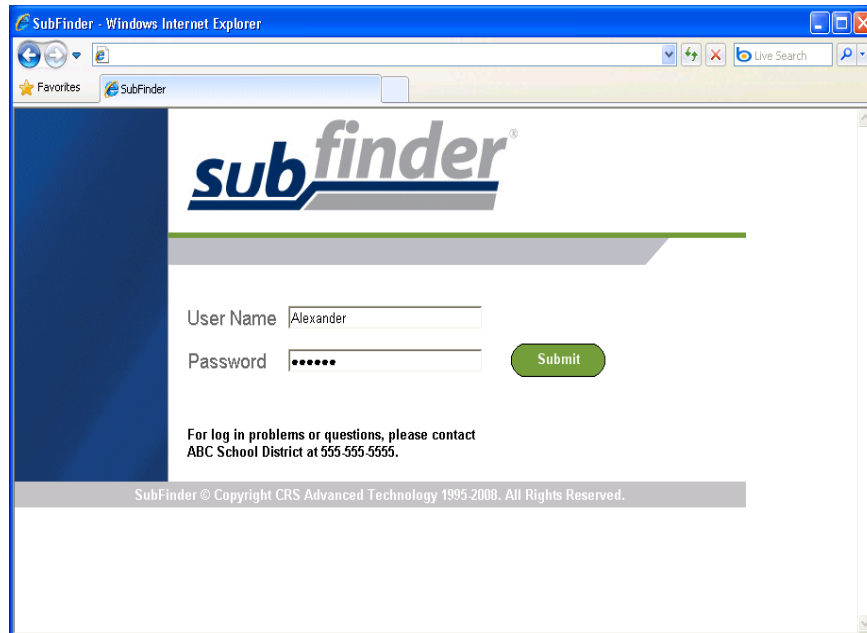
SubFinder online works in conjunction with your SubFinder system. It uses the existing database and complements the telephone operation of SubFinder. All data becomes instantly available, regardless of the method of entry.

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.

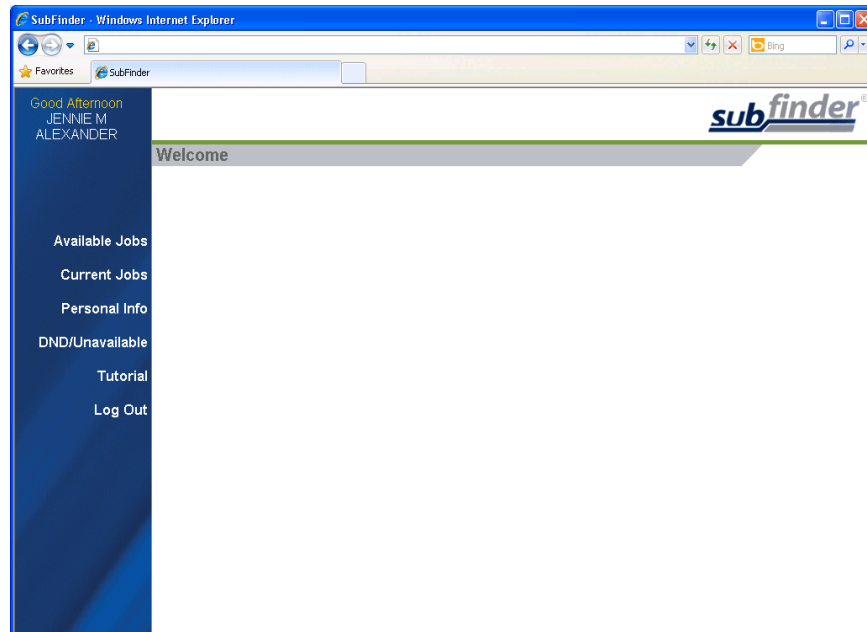


## System Access

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



The 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**.



## 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.

SubFinder - Windows Internet Explorer

Good Afternoon  
JENNIE M  
ALEXANDER

subfinder®

### 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
	<b>You have been requested for the following jobs</b>				
	Select	ABI-SAAB, PATRICE	Media Specialist (Librarian)	General Stanford Elementary	5/4/2010 at 8:00AM until 5/4/2010 at 3:10PM (A)
	<b>Available Jobs</b>				
	Select	ADAMS, ANN P.	Fifth Grade Teacher	Greenwood Elementary School	4/30/2010 at 7:30AM until 4/30/2010 at 3:15PM (A) (This job includes an itinerant schedule)

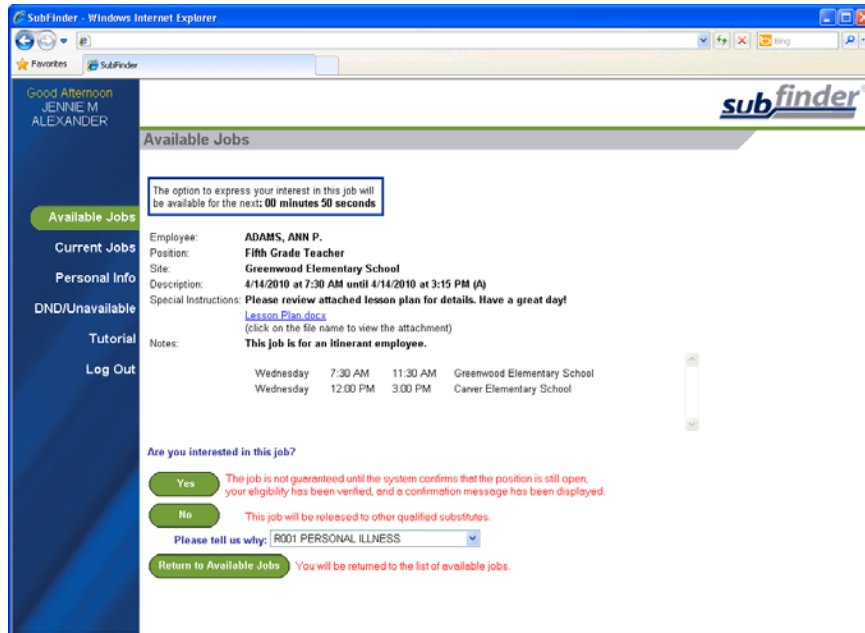
NOTE: 'Locked' indicates that the job is currently being accessed by another user/process. Use the Available Jobs button to refresh the list and monitor changes to the 'lock' status of job.

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.



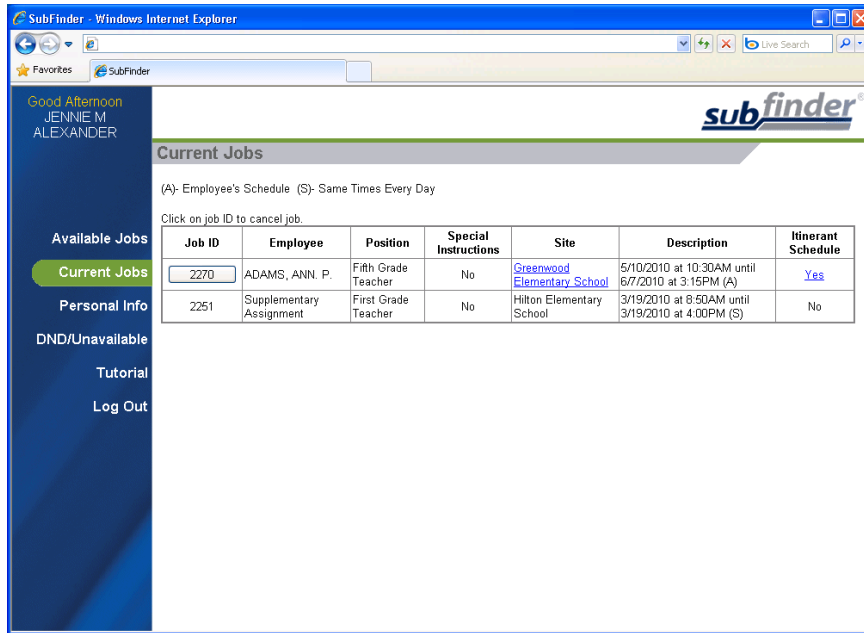
If you indicate you are willing to fulfill a job request, SubFinder will display a message indicating success, provide you with the job number, and list any remaining jobs for which you are qualified to work. Remember to write down the job number for future reference.



## Current Jobs

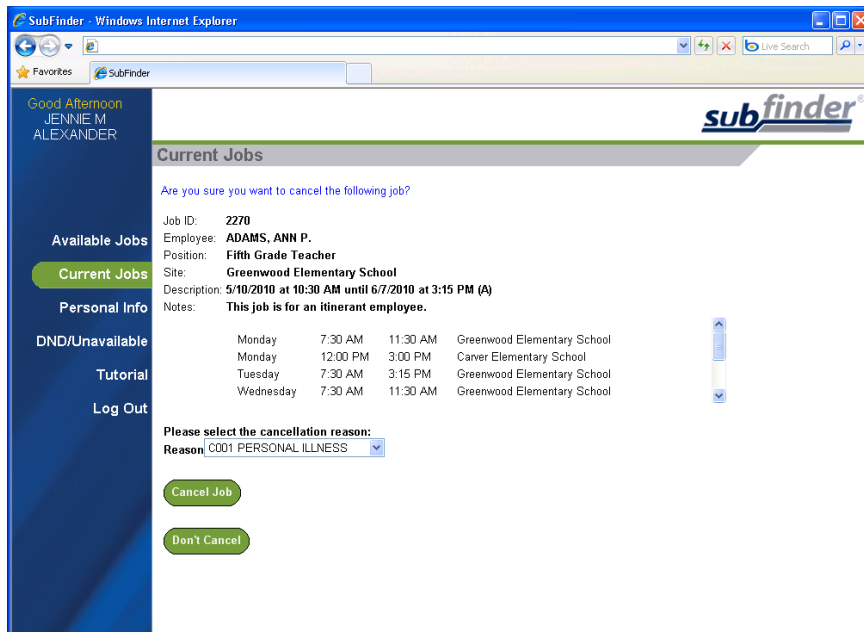
To view your current assignments, click **Current Jobs**. SubFinder will display all of your jobs in descending order based on the start date/time. Information displayed will include the Job ID, the employee for whom you will substitute for, the position, the site, and the dates and times of the job.

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



## 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**.



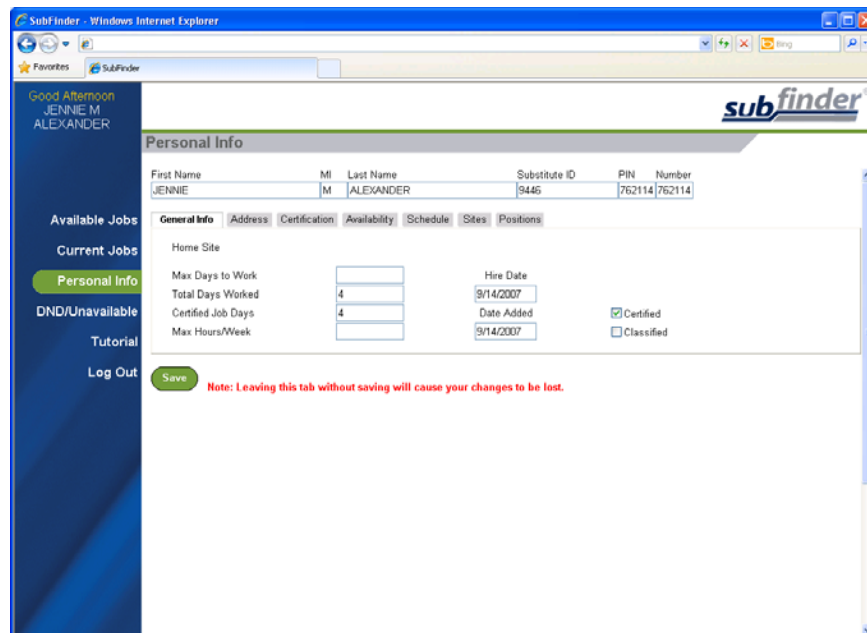
## Personal Information

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.



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

Home Site	Hire Date
	9/14/2007

Max Days to Work	Total Days Worked	Certified Job Days	Max Hours/Week	Date Added	Certified	Classified
	4	4		9/14/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

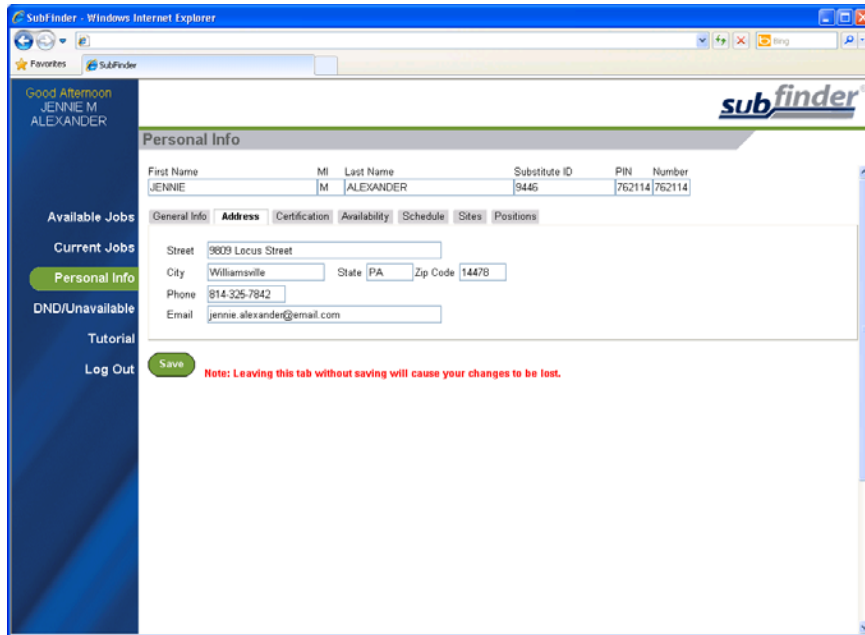
## Address

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.

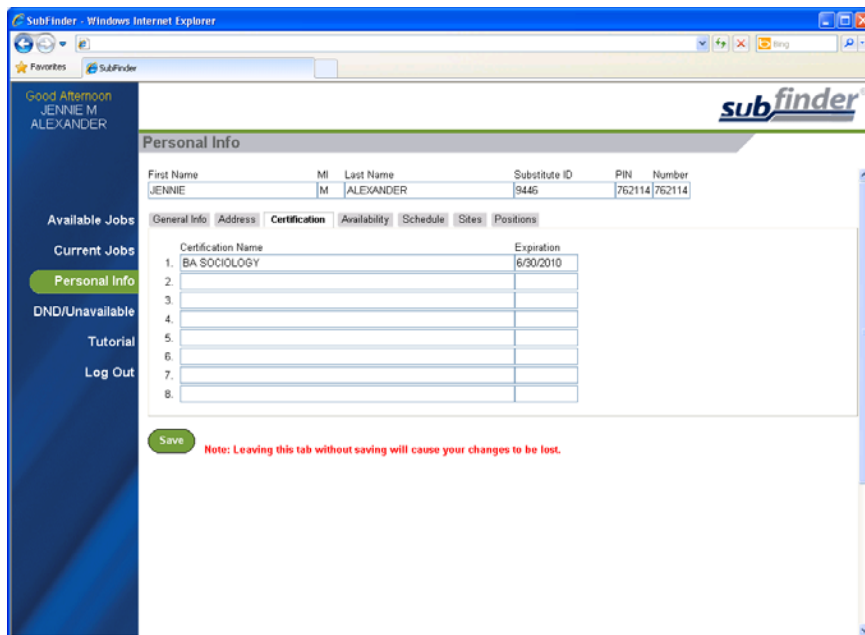
**NOTE:** If the district allows you to edit your telephone number, it is very important that you keep the information up-to-date or you will not receive calls from SubFinder. If the change is permanent, you must still follow the appropriate procedures required by the district to make changes to personal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





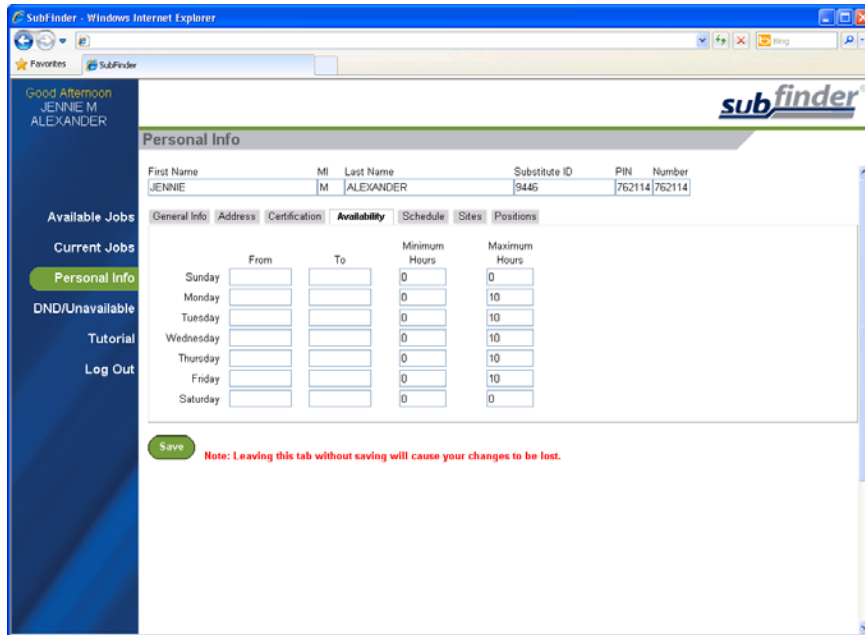
## Certification

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



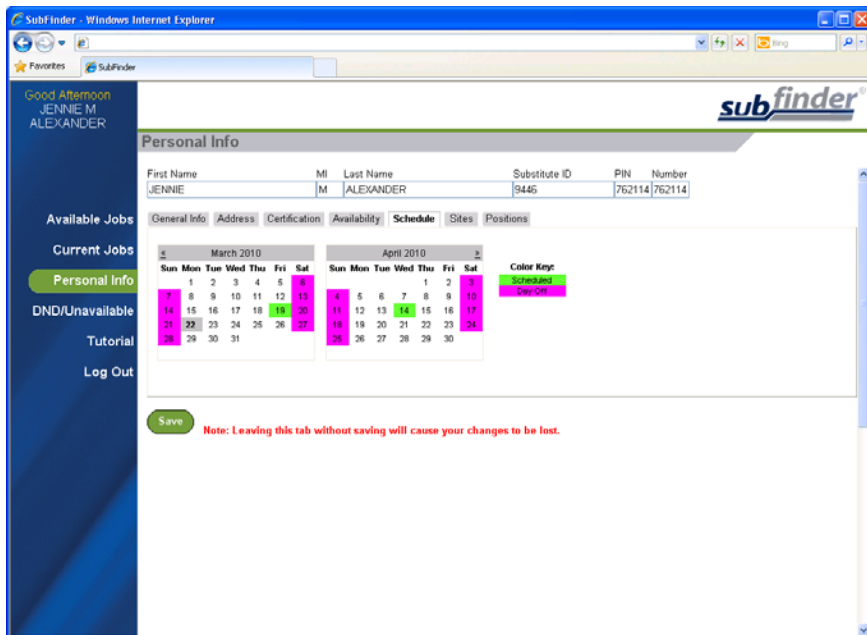
## Availability

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.



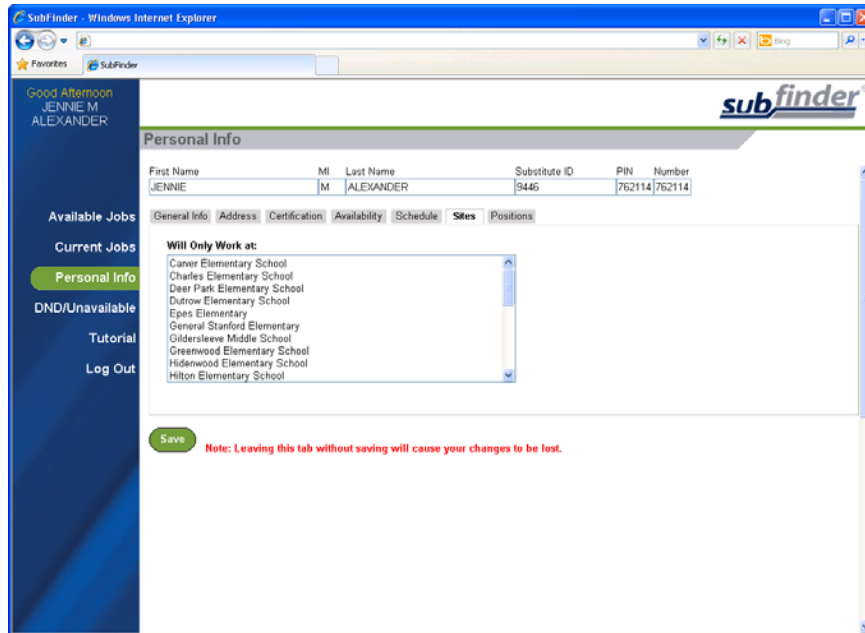
## Schedule

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.



## 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 application in a Windows Internet Explorer browser window. The user is logged in as Jennie M. Alexander. The 'Personal Info' section is active, and the 'Sites' tab is selected. The 'Will Only Work at:' list includes the following schools:

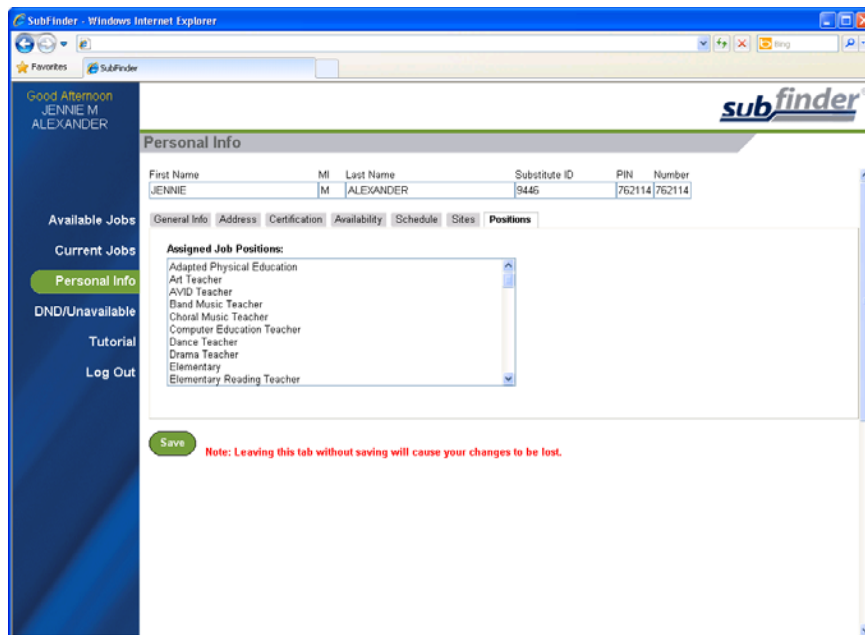
First Name	MI	Last Name	Substitute ID	PIN	Number
JENNIE	M	ALEXANDER	9446	762114	762114

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

Save **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 application in a Windows Internet Explorer browser window. The user is logged in as Jennie M. Alexander. The 'Personal Info' section is active, and the 'Positions' tab is selected. The 'Assigned Job Positions:' list includes the following roles:

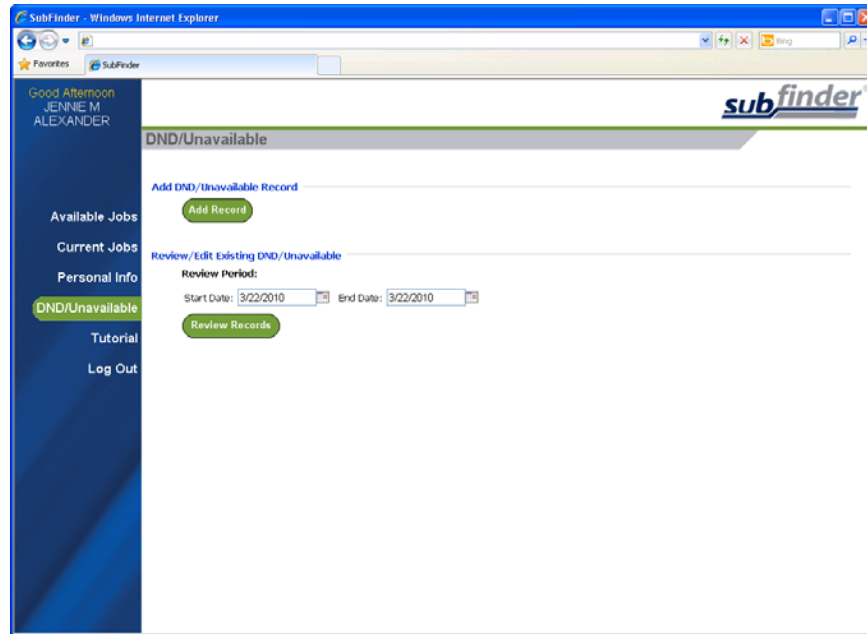
First Name	MI	Last Name	Substitute ID	PIN	Number
JENNIE	M	ALEXANDER	9446	762114	762114

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

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

## DND/Unavailable

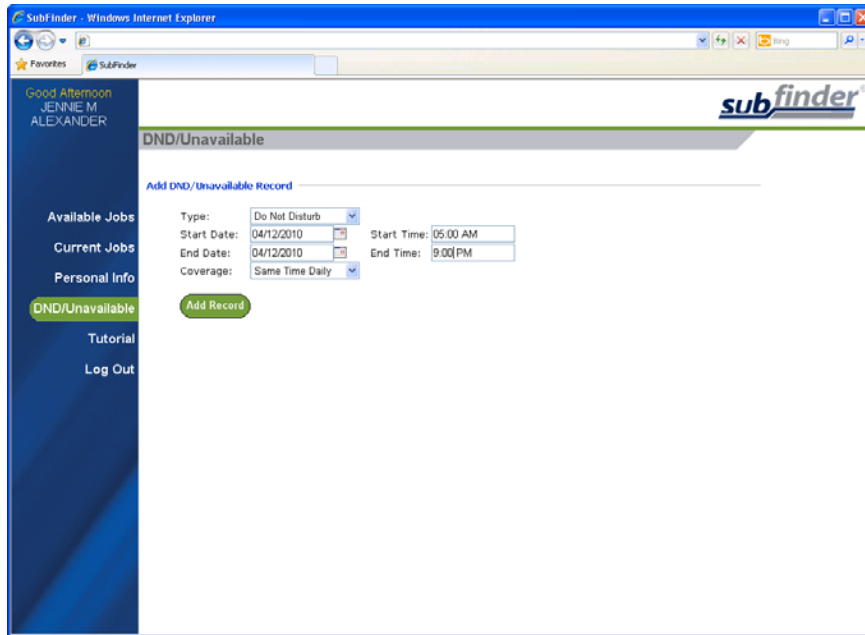
To manage your Do Not Disturb and Unavailable records, click **DND/Unavailable**. SubFinder will provide you with the options to add a new record and review/edit existing records.



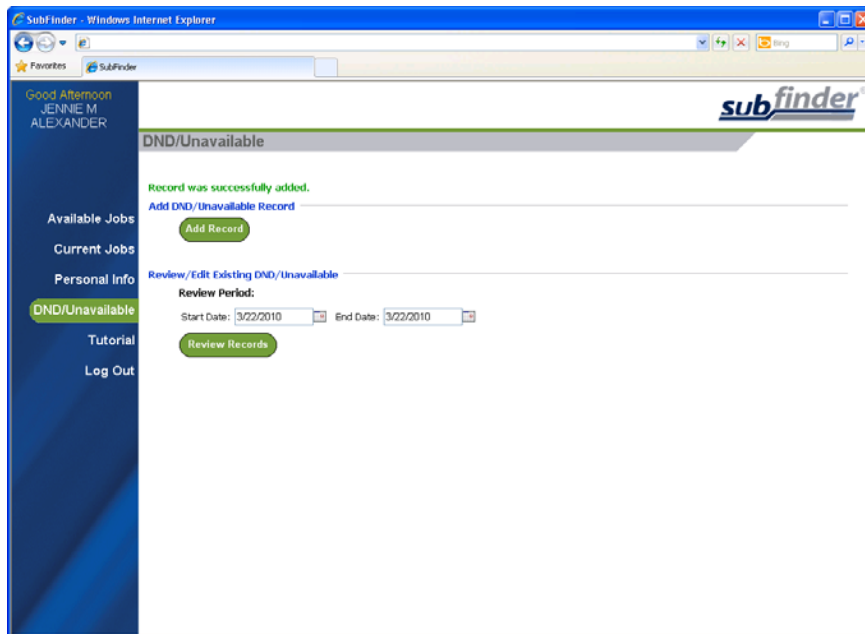
## Adding a Record

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.

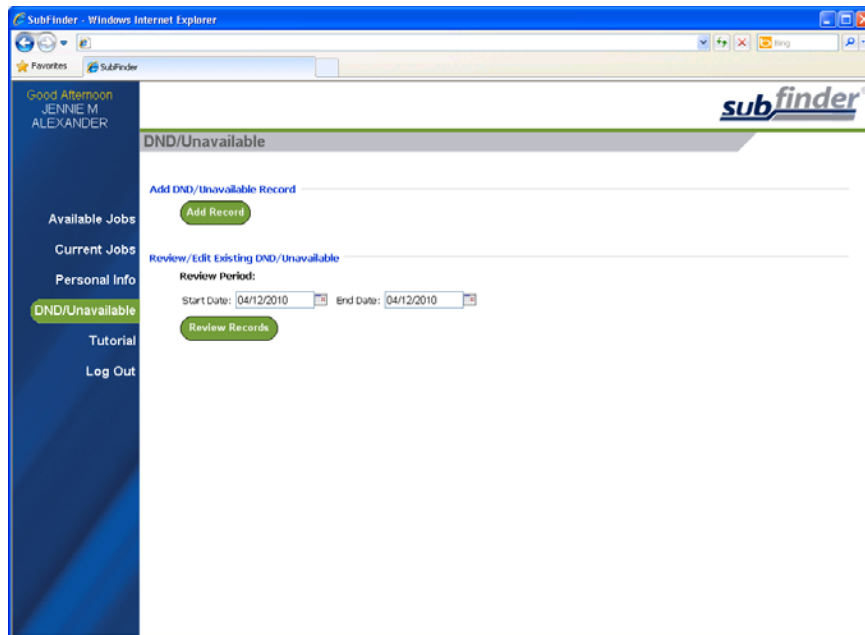


Click **Add Record** to save the record and return to the initial DND/Unavailable screen with a message indicating success.

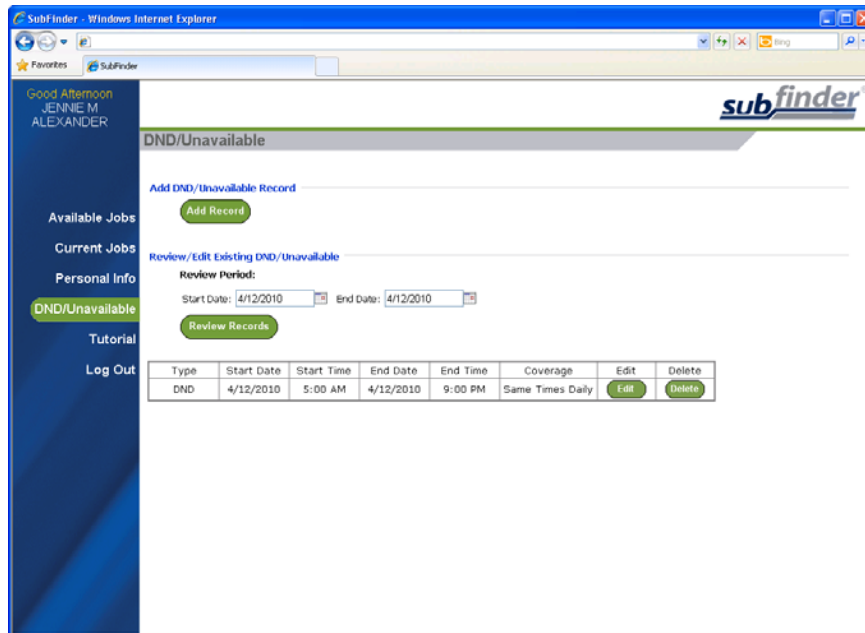


## Reviewing/Editing Records

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**.

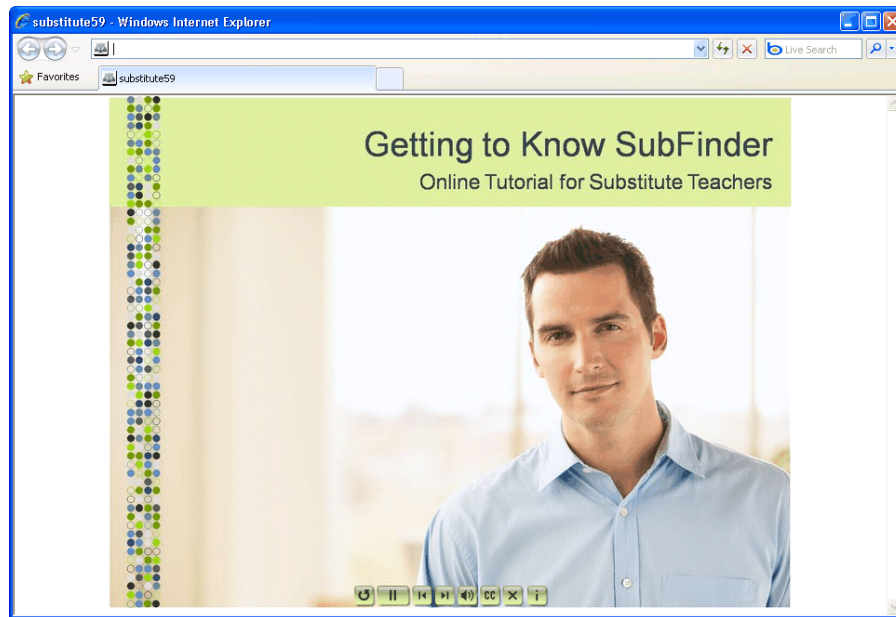


A screen will appear with any DND or Unavailable records for the specified date range. Depending upon the dates and time for each record, you may be able to edit and/or delete the entry by clicking on the appropriate record's **Edit** or **Delete** button.



## 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.

