

Cherokee County School District

SMARTFIND

Substitute Browser Quick Reference



System Phone Number	770.504.4671
Help Desk Phone Number	770.704.4219 Haley Brauning
Web Browser URL	https://cherokee.eschoolsolutions.com
Your Access ID	CCSD ID# (99xxxxx)
Write your PIN here	_____

REGISTRATION

1. Call the System Phone Number (770.504.4671) from your smart phone.
2. Enter your **Access ID** followed by the star (*) key
3. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key
4. Record your name followed by the star (*) key
5. Hear your callback #. Correct if necessary.
6. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

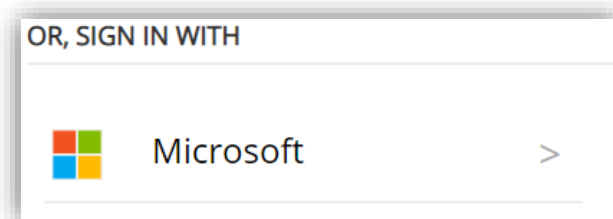
WEB SMARTPHONE APP



WEB BROWSER ACCESS INSTRUCTIONS

SIGN-IN/PIN REMINDER

- Open your browser and access the SmartFindExpress Sign-In page <https://cherokee.eschoolsolutions.com/>.
- Review the messages above the Sign-In.
- Select the Microsoft symbol on the login page:



- Verify your email address 99xxxxx@cherokeek12.net in the pop-up window.

PROFILE

Information - Review profile status and address information

Update Email - Enter or change email address

Callback Number - View/update callback number; specify a *Do Not Call* time.

Change Password - Enter your current PIN followed by a new PIN twice and click *Save*

SCHEDULE

General

- **Modify an Availability Schedule**

- Choose day or days of the week you want to delete by checking the boxes by that day and select the *Delete* button
- Select the *New* button to add a new day of week or time. Follow the steps for "Create a New Availability Schedule" as outlined above.

Temporary Do Not Call

- Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code.
- Specify a temporary "Do Not Call Until" time if you do not want to be called by the system.

Classifications and Locations

- Review classifications and locations you have chosen for assignments

Unavailable Dates Tab

- **Create Unavailability Schedule**

- Select the *New* button
- Enter Start and End Date Range (MM/DD/YYYY) or use the calendar
- Select the *All Day* check box or enter the time range in HH:MM am or pm format
- Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
- Select *Save* button

AVAILABLE JOBS

To view and accept jobs choose the *Available Jobs* link

- You must be available to work all days and times of the job
- You have specified that you will work at the location
- Only Today's Jobs will show up BEFORE 12:01pm. All Jobs will show up AFTER 12:01pm

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data.
- Press the *Search* button to display the list of jobs

Home Schedule Available Jobs Review Assignments

Available Jobs This profile is viewed under the impersonation mode. [Click here to Return](#)

* Search From: * To:

(MM/DD/YYYY) (MM/DD/YYYY)

Available Jobs This profile is viewed under the impersonation mode. [Click here to Return to your homepage](#)

* Search From:  * To: 
(MM/DD/YYYY) (MM/DD/YYYY)

[Search](#) Next search allowed in 12 second(s)

Action	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days	Instructions Is Requested
Details	08/04/2020 07:30 AM 08/04/2020 04:00 PM	ZZ Test Location ZZ Test Classification	ZZ Test Employee, Tue	None No
Details	08/21/2020 07:30 AM 08/21/2020 04:00 PM	ZZ Test Location ZZ Test Classification	ZZ Test Employee, Fri	None No
Details	08/26/2020 07:30 AM 08/26/2020 04:00 PM	ZZ Test Location ZZ Test Classification	ZZ Test Employee, Wed	None No
Details	08/28/2020 07:30 AM 08/28/2020 04:00 PM	ZZ Test Location ZZ Test Classification	ZZ Test Employee, Fri	None No



- Press the *Details* link to view the job details. Review the specifics and choose one of the following:
- Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. Record this *Job Number*.
 - Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button.
 - Select the *Return to List button* to return to the job listing.

Available Jobs This profile is viewed under the imp

Available Jobs Detail

Job Status: Open/Open
 Employee in for: ZZ Test Employee,
 Location: ZZ Test Location
 Address: 604 Courtland Street
 Suite 300
 Orlando, FL 32804
 Telephone: 4078359899
 Classification: ZZ Test Classification
 Voice Instructions: None
 Text Instructions: None
 Date: 08/28/2020 - 08/28/2020
 Weekly Schedule: Friday 07:30 AM - 04:00 PM

[Accept Job](#) [Decline Job](#) [Return To List](#)

REVIEW ASSIGNMENTS

Choose the Review Assignments link to review past, present and future assignments or to cancel an assignment. Follow these steps:

- Select format for Assignment display: List or Calendar view
- Search for assignments
- Press the Search button to display the list of assigned jobs

Home Schedule Available Jobs **Review Assignments**

Review Assignments [This profile is viewed under the impersonation mode. Click here to Return to your homepage](#)

Display Format: List of Calendar

Search From: To:
(MM/DD/YYYY) (MM/DD/YYYY)

Job Number: Note: Search by job number will not use the date range

Job Status: All Active Finished Verified

View Canceled Jobs: Yes No

Search

Job #	Start Date/Time	End Date/Time	Job Status	Location	Classification	Employee in for Work Days
<u>9</u>	07/23/2020 07:30 AM	07/23/2020 04:00 PM	Active	ZZ Test Location	ZZ Test Classification	ZZ Test Employee, Thu
<u>18</u>	08/03/2020 08:00 AM	08/03/2020 04:30 PM	Active	ZZ Test Location	ZZ Test Classification	Brauninger, Haley Mon
<u>13</u>	08/06/2020 07:30 AM	08/06/2020 04:00 PM	Active	ZZ Test Location	ZZ Test Classification	ZZ Test Employee, Thu

- Choose the *Job Number* link to view job details
 - Select the *Return to List* button to review other jobs assigned to you
 - An assignment may contain file attachments. To view or download a file attachment, click on the file name.
 - Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment within 1 hour of the start time. If there is an emergency cancellation – call the school directly and notify them. Do not use the SmartFind System for such late cancellations.

DECLINE/CANCEL REASONS:

- Illness
- No Transportation
- Working in another District

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

Important Note: Do NOT use the browser's BACK button to navigate to screens.

Navigation buttons are on the bottom of SmartFindExpress screens, such as the Return to List and Continue buttons.

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 am	3:30-10:00 pm
Saturday	None	None
Sunday	None	3:30-10:00 pm
Holidays	None	3:30-10:00 pm

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1. Call the System Phone Number (770.504.4671) from your smart phone.
 2. Enter your **Access ID** followed by the star (*) key
 3. Enter your **PIN** followed by the star (*) key

THE SYSTEM CALLS

HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer
PRESS 2 to Set temporary Do Not Call
2. 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 (Illness, No Transportation, Working in another District) followed by the star (*) key
3. If you **pressed 1** to Hear the job description
PRESS 1 to Accept this job
Record the Job Number. 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 page 1 followed by the star (*) key
PRESS 1 to Accept
4. If you **pressed 2** to Set temporary Do Not Call, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format

HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
2. **PRESS 1** to Repeat the job information

CALLING THE SYSTEM

MENU OPTIONS

- 1 - Review or Cancel Assignments
- 2 - Hear Available Jobs
- 3 - Change your Callback Number
- 4 - Review or Modify Temporary Do Not Call Time
- 5 - Review or Modify Unavailability Dates
- 6 - Review or Modify Daily Availability

- 7 - Change PIN or Re-record Name
 - 9 - Exit and hang-up
-

REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order
PRESS 1 to Hear assigned job information again
PRESS 2 to Cancel this assigned job
 2. If you **pressed 2** to Cancel assignment
PRESS 1 to Confirm cancellation (Enter cancellation reason followed by the * key)
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HEAR AVAILABLE JOBS

1. Hear assignment information
PRESS 1 to Repeat assignment
PRESS 2 to Accept assignment
PRESS 3 to Decline assignment
 2. If you **pressed 3** to Decline assignment
Enter decline reason from page 1 followed by the star (*) key
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Please take our Substitute Workshop Survey:

