

SubFinder for Substitutes

Internet Users Guide for SubFinder 5.9



TABLE OF CONTENTS

SubFinder -----	1
HOW DOES IT WORK? -----	1
SYSTEM ACCESS -----	2
Available Jobs -----	3
Current Jobs -----	4
Canceling a Job -----	5
Personal Information -----	6
General Information -----	6
Address -----	6
Certification -----	7
Availability -----	8
Sites -----	8
Positions -----	9
DND/Unavailable -----	9
Adding a Record -----	10
Reviewing/Editing Records -----	11
Tutorial -----	12
Log Out -----	12

SubFinder Online

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 the 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 the District's web address for SubFinder in your browser address line <http://www.hbuhsd.k12.ca.us/intranet.htm>, press **Enter** on the keyboard, click on **SubFinder**, click on **WebConnect** and you will be able to logon. (For ease of access, we suggest you bookmark the district's web address.)

For assistance or questions call the District Administrator at (714) 903-7000, ext. 4210.

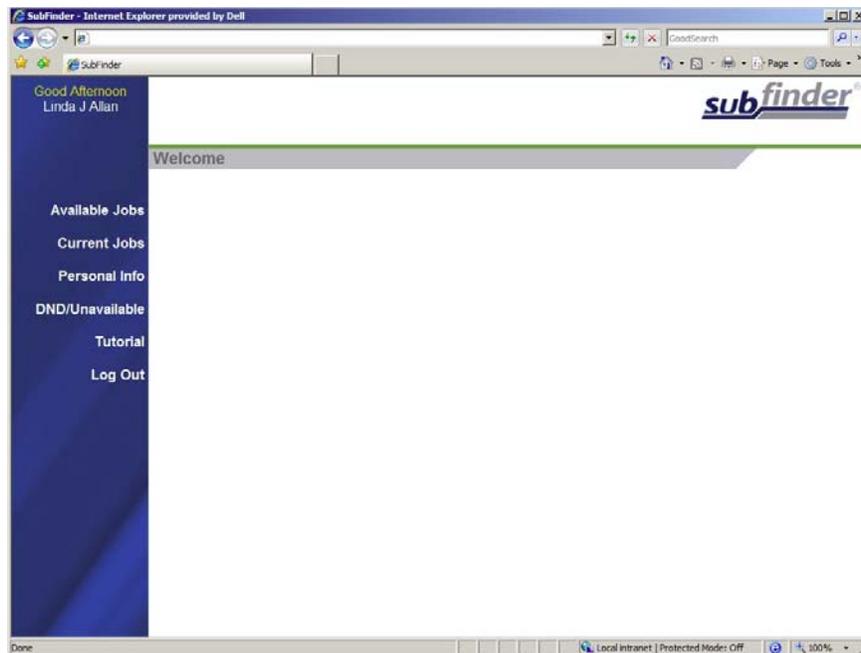


System Access

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

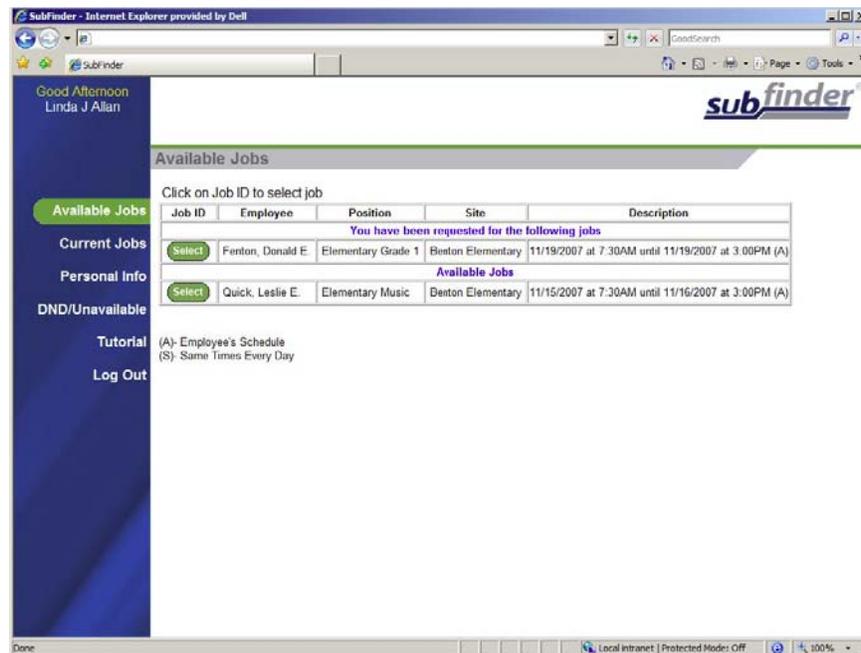


The opening screen will appear. On the left side of the screen are the buttons that give you access to various options. These include **Available Jobs**, **Current Jobs**, **Personal Info**, **DND/Unavailable**, **Tutorial**, and **Log Out**.



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. To accept a job, click **Select** in the Job ID column.



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.

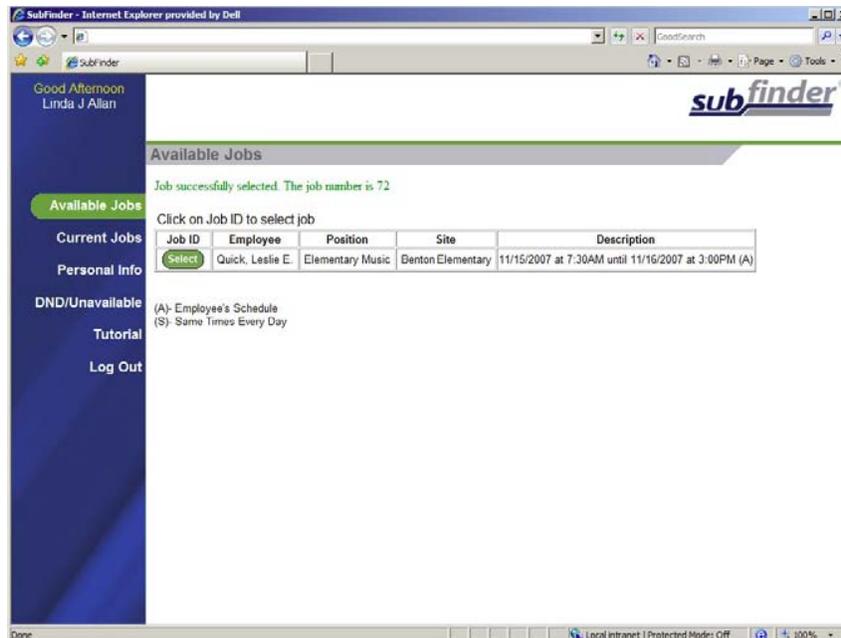
SubFinder will offer additional details related to the job. If Special Instructions were recorded, they will either be shown on this screen or a message will be displayed instructing you to call SubFinder (714 898-4105) to hear them. Site directions (if available) can be accessed by clicking the Site Directions hyperlink.

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.



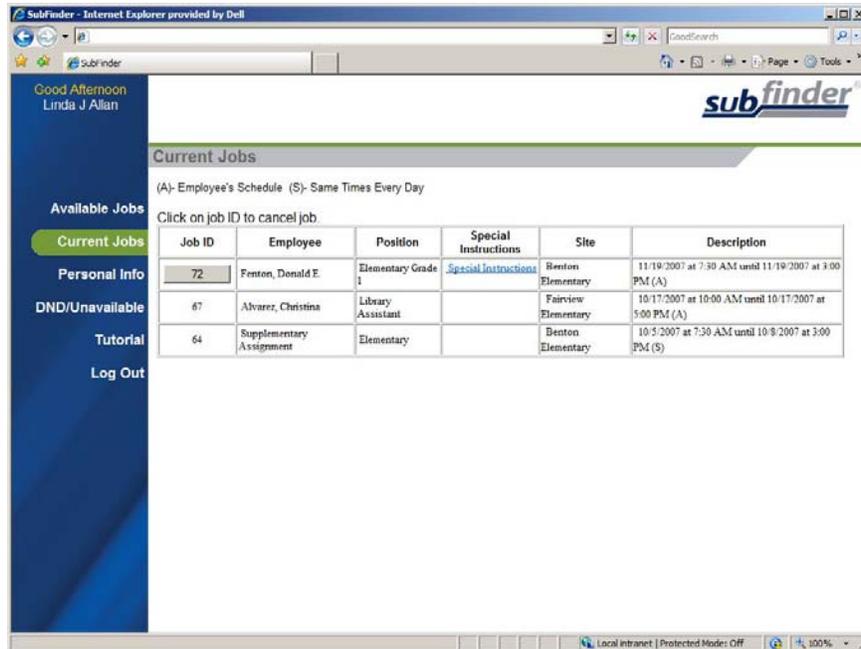
If you indicate you are willing to fulfill a job request, SubFinder will display a message indicating success, provide you with the job number, and list any remaining jobs for which you are qualified to work. Remember to write down the job number for future reference.



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 and/or Site Directions are available for a particular job, they can be accessed by clicking the hyperlink in the appropriate column. If the absence was entered by telephone and special instructions recorded you will see a message to call SubFinder to hear the instructions. The SubFinder number is (714) 898-4105.



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, and Positions.

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 web application interface. On the left is a blue navigation sidebar with links: Available Jobs, Current Jobs, Personal Info (highlighted), DND/Unavailable, Tutorial, and Log Out. The main content area is titled 'Personal Info' and contains a table with user details:

First Name	MI	Last Name	Substitute ID	PIN	Number
Linda	J	Allan	2169	1893	1893

Below the table are tabs for 'General Info', 'Address', 'Certification', 'Availability', 'Sites', and 'Positions'. The 'General Info' tab is active and shows the following fields:

- Home Site: [Dropdown menu]
- Max Days to Work: [Input field]
- Hire Date: [Input field with value 5/22/1982]
- Total Days Worked: [Input field with value 6.5]
- Certified Job Days: [Input field with value 6.5]
- Date Added: [Input field with value 11/1/2004]
- Certified:
- Classified:

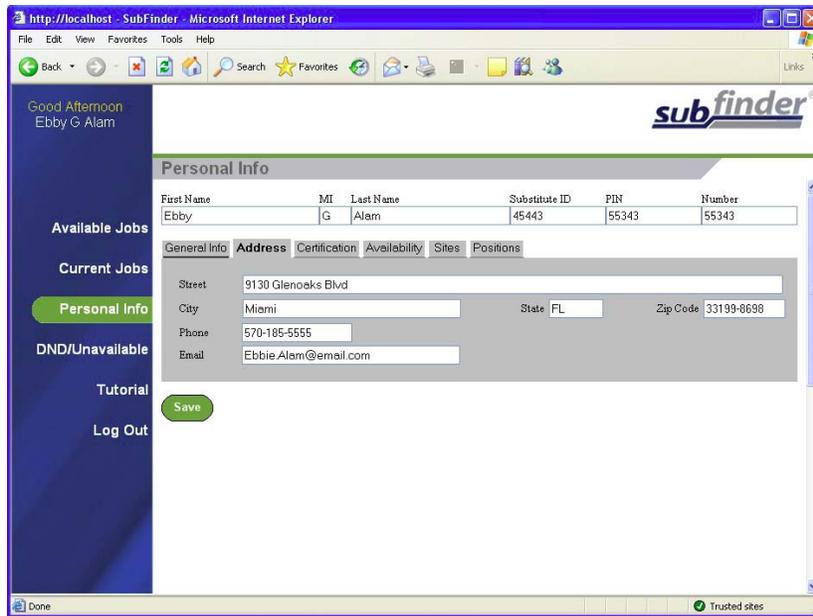
A green 'Save' button is located at the bottom left of the form area.

Address

The Address tab displays your address, telephone number and email. You may edit the telephone number field and input your email address.

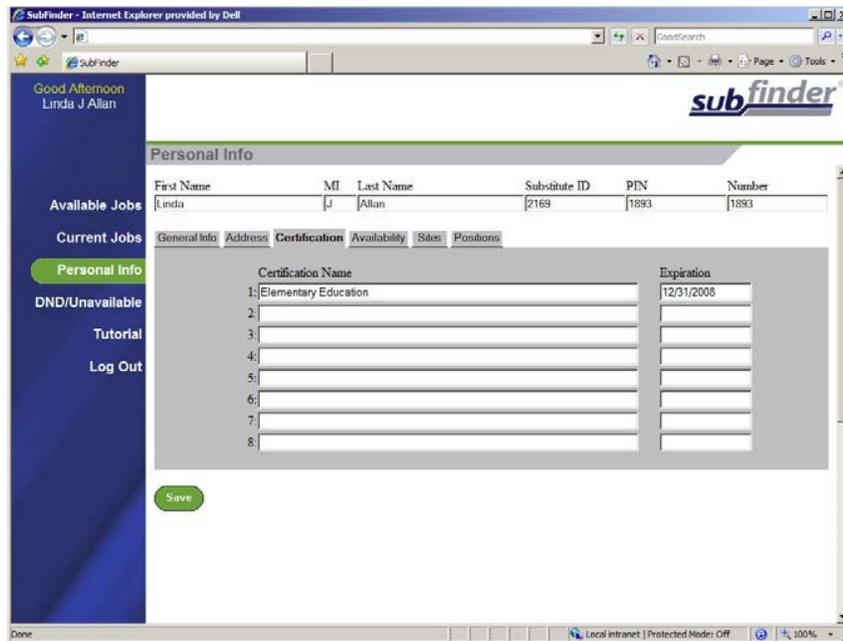
If you choose to enter your email address you may receive email notifications regarding the status of your jobs. These notifications may be sent anytime you have been prearranged for an assignment, placed in one from a permanent substitute list, or if an assignment you previously agreed to work is cancelled. For assistance or questions call the District Administrator at (714) 903-7000, ext. 4210.

NOTE: If you 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 contact the district office to make changes to your personal file.



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. You may edit the From, To, Minimum Hours and Maximum Hours fields.

The screenshot shows the SubFinder web application in Internet Explorer. The user is logged in as Linda J. Allan. The 'Availability' tab is selected, displaying a table for daily availability. The table has columns for 'From', 'To', 'Minimum Hours', and 'Maximum Hours' for each day of the week. A 'Save' button is located below the table.

	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"/>

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.

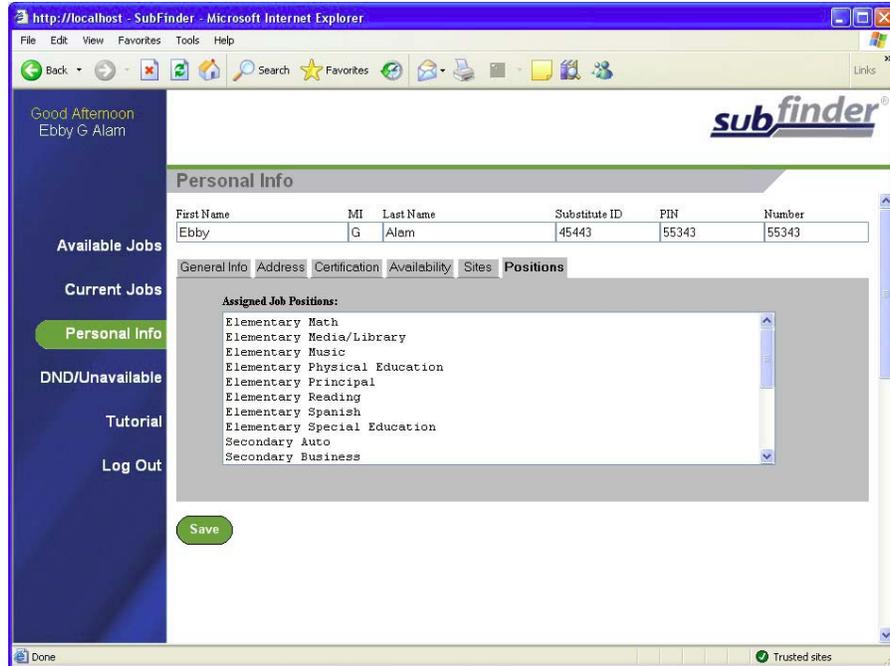
The screenshot shows the SubFinder web application in Internet Explorer. The user is logged in as Linda J. Allan. The 'Sites' tab is selected, displaying a list of assigned job positions. A 'Save' button is located below the list.

Assigned Job Positions:

- Elementary
- Elementary Art
- Elementary ELL
- Elementary Gifted & Talented
- Elementary Grade 1
- Elementary Grade 2
- Elementary Grade 3
- Elementary Grade 4
- Elementary Grade 5
- Elementary Media/Library

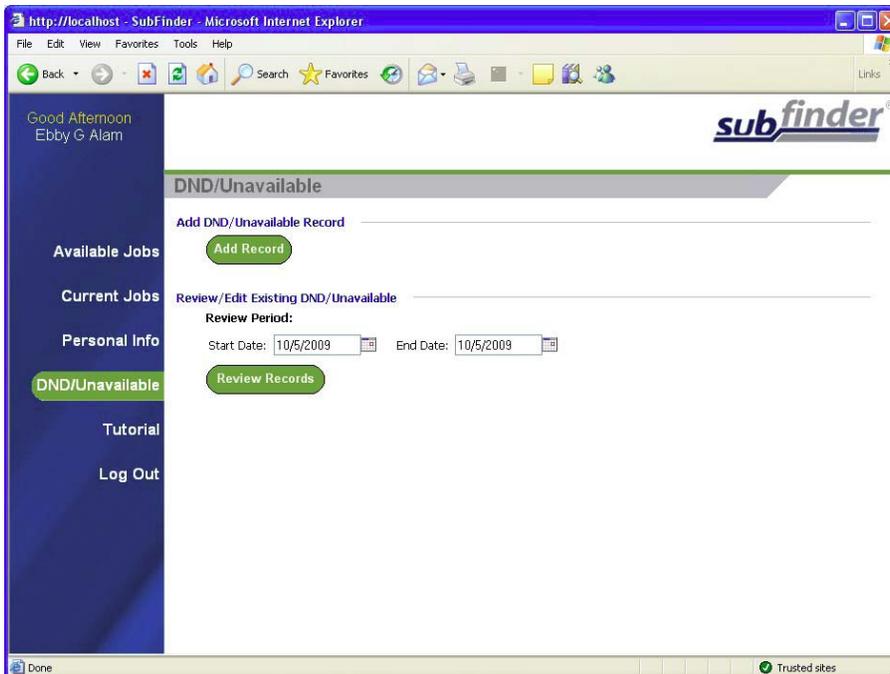
Positions

The Positions tab displays a list of the job positions which you have elected. This information can only be viewed; you cannot make any changes. Call the SubFinder Administrator (714 903.7000, extension 4210) to make changes.



DND/Unavailable

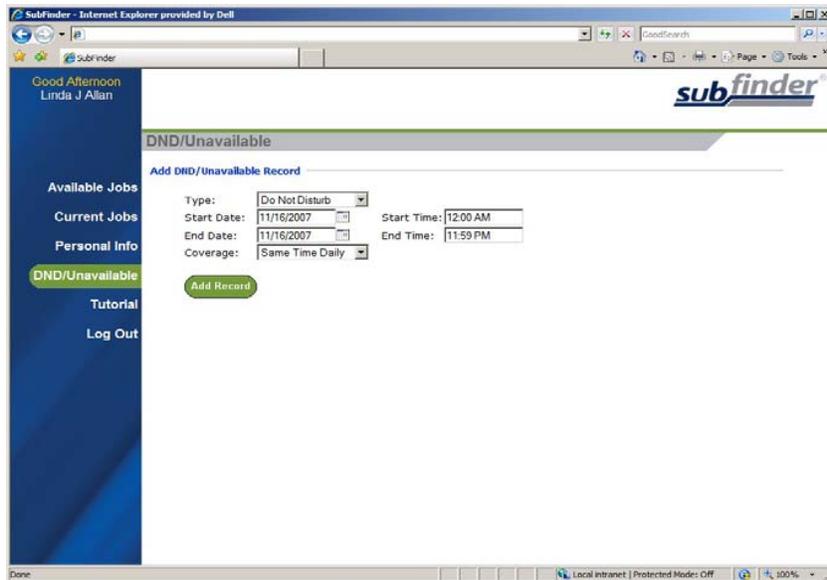
To manage your Do Not Disturb and Unavailable records, click DND/Unavailable. SubFinder will provide you with the options to add a new record and review/edit existing records.



Adding a Record

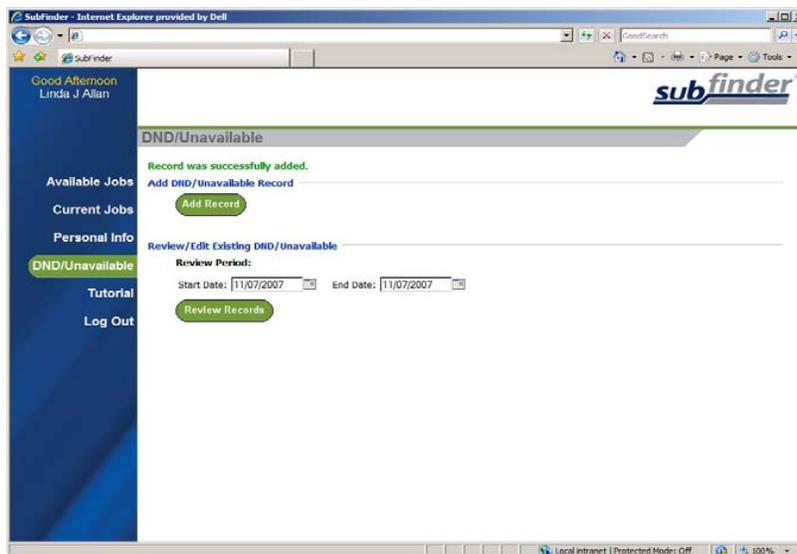
To add a new event, click **Add Record**, SubFinder will display the Add DND/Unavailable Record screen.

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.



The screenshot shows the SubFinder web application in Internet Explorer. The user is logged in as Linda J Allan. The main content area is titled "DND/Unavailable" and contains a form for "Add DND/Unavailable Record". The form fields are: Type (Do Not Disturb), Start Date (11/16/2007), End Date (11/16/2007), Start Time (12:00 AM), End Time (11:59 PM), and Coverage (Same Time Daily). A green "Add Record" button is visible below the form. The left sidebar contains navigation links: Available Jobs, Current Jobs, Personal Info, DND/Unavailable (highlighted), Tutorial, and Log Out.

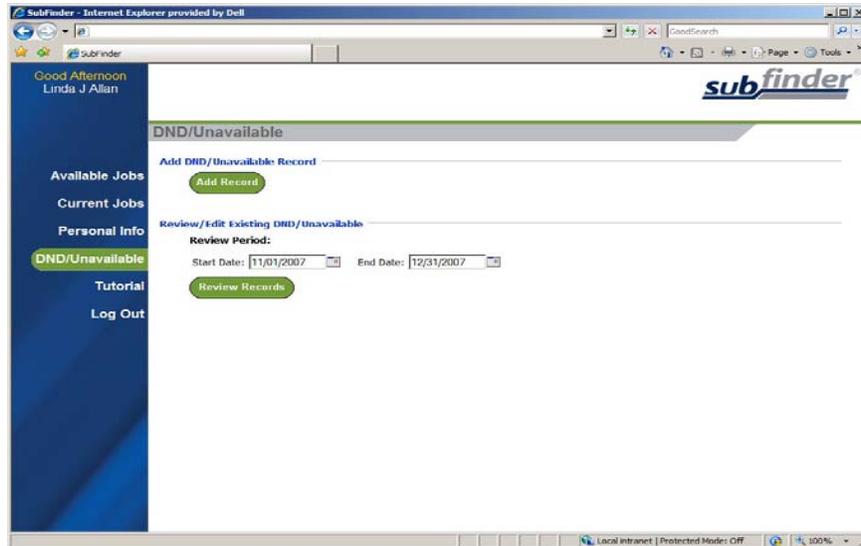
Click **Add Record** to save the record and return to the initial DND/Unavailable screen with a message indicating success.



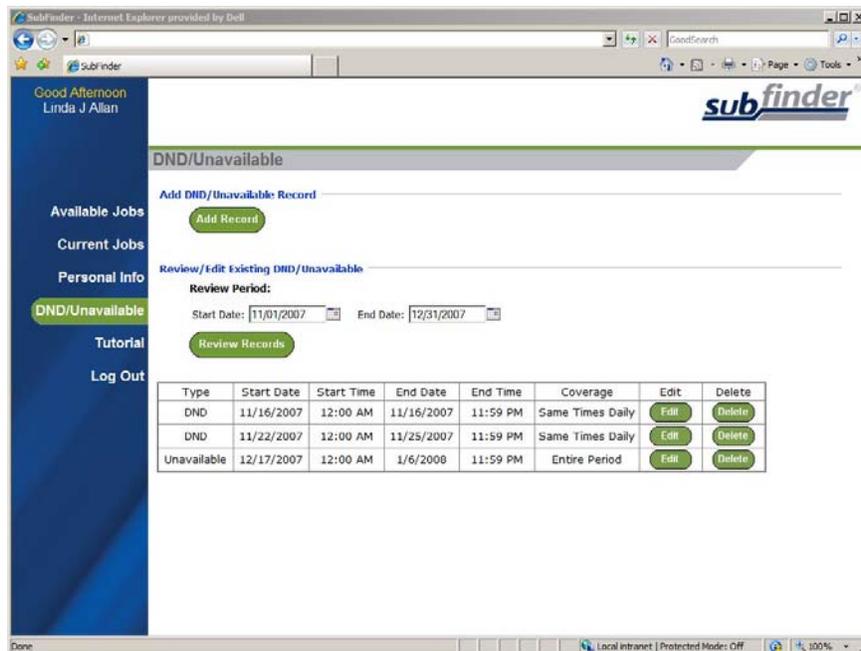
The screenshot shows the SubFinder web application after the record has been successfully added. A green message "Record was successfully added." is displayed at the top of the main content area. Below the message, the "Add DND/Unavailable Record" form is still visible, but the "Add Record" button is now disabled. A new section titled "Review/Edit Existing DND/Unavailable" is visible, containing a "Review Period" section with "Start Date" (11/07/2007) and "End Date" (11/07/2007) fields, and a "Review Records" button. The left sidebar remains the same as in the previous screenshot.

Reviewing/Editing Records

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

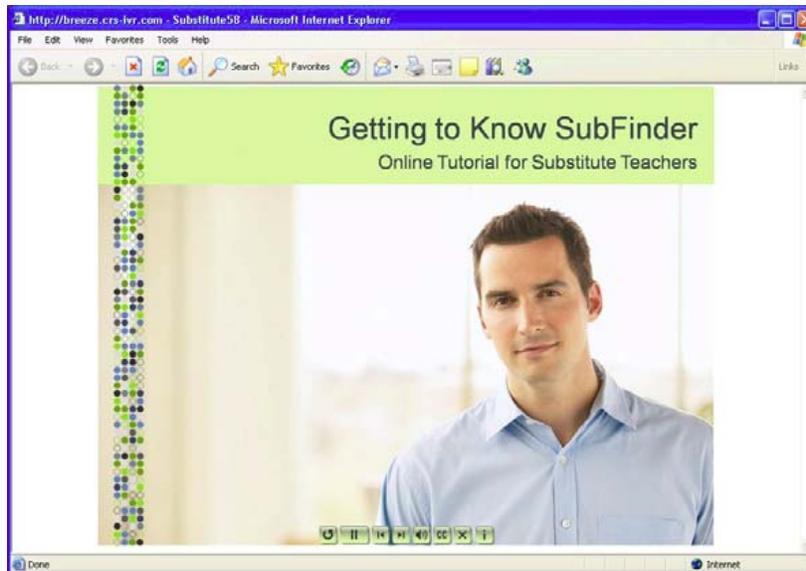


A screen will appear with any DND or Unavailable records for the specified date range. Depending upon the dates and time for each record, you may be able to edit and/or delete the entry by clicking on the appropriate record's **Edit** or **Delete** button.



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.

