

SmartFindExpress
Employee Telephone Quick Reference Card

System Phone Number **1-(855) 319-3136**

Support Phone Number: **(519) 627-6762 ext.10414 or ext 10362**

Access ID: _____

PIN: _____

Employee Registration

- Enter your **Access ID**, followed by the **star (*)** key
- Enter your **PIN**, followed by the **star (*)** key

Record Name

Record your name, press star (*) key when done.

1. Accept
2. Re-enter
9. Exit and hang-up

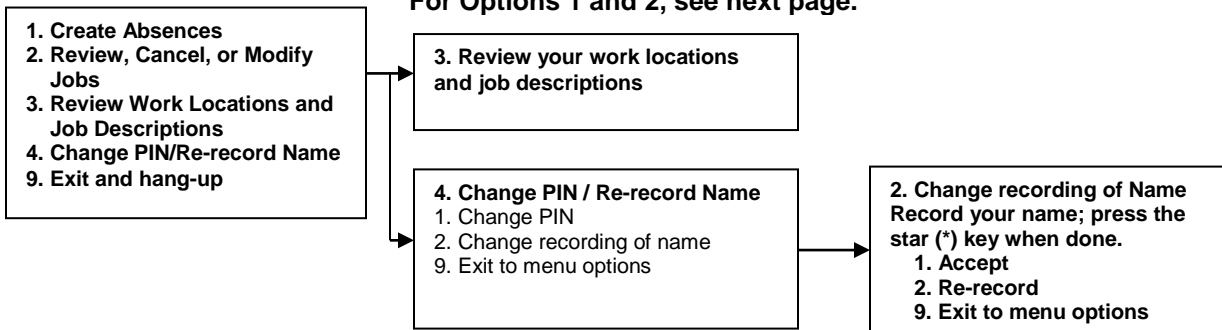
Employee Menu

Enter Access ID, followed by star (*) key

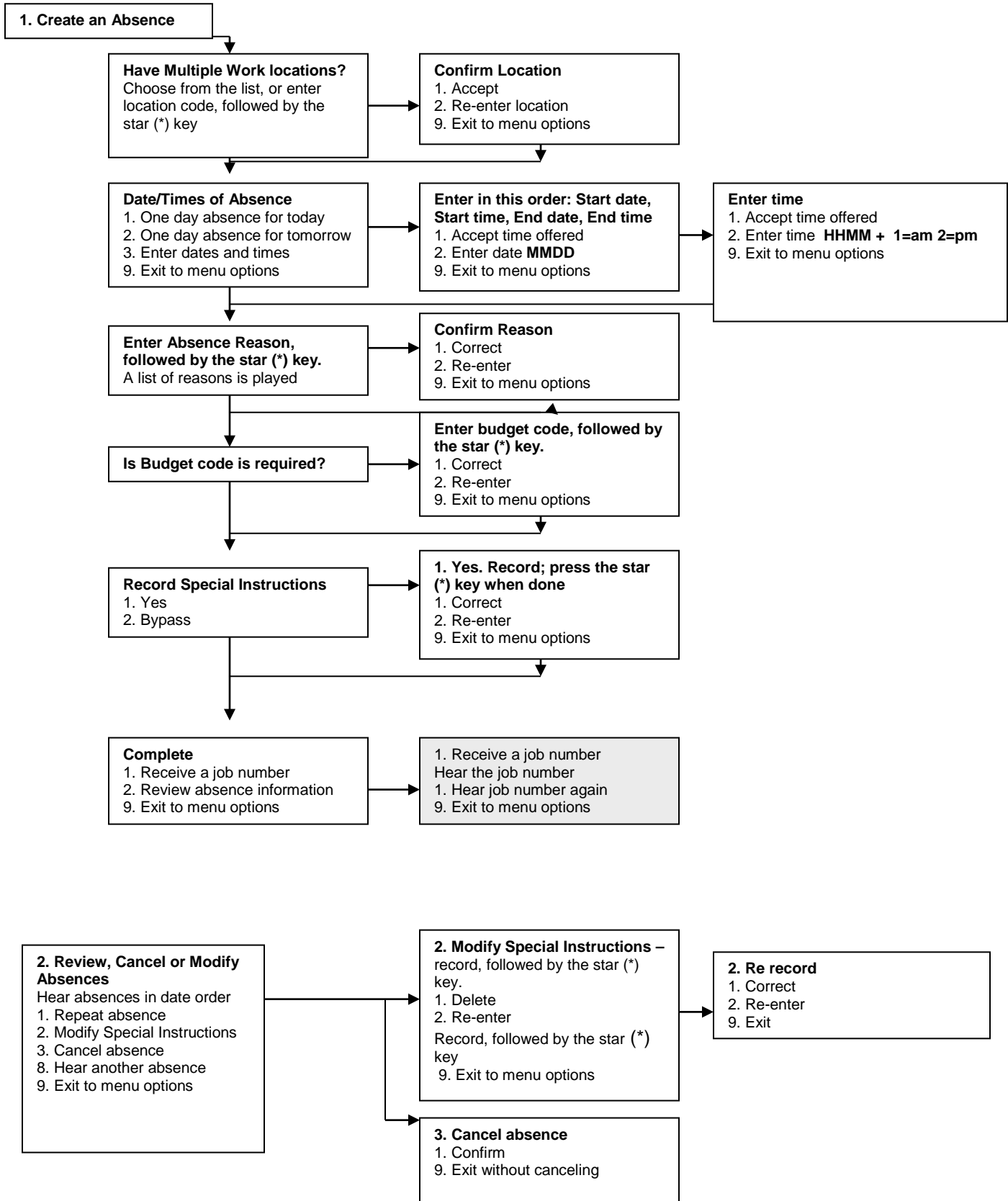
Enter PIN, followed by star (*) key, listen to announcements

Menu Options

For Options 1 and 2, see next page.



Employee Menu cont'd



SMARTFINDEXPRESS
EMPLOYEE WEB CENTRE INSTRUCTIONS

Board Web Link **https://st-clair.eschoolsolutions.com**
(519) 627-6762 ext. 10414 or ext 10362


Support Phone Number

*** **Important Note:** *Items in Bold are required to complete an Absence and receive a Job Number.*

Sign In

- Open board web link to the SmartFindExpress Sign In page.
- Review the messages above the Sign In. Enter your **Access ID** and **PIN**.
- Review additional announcements on your home page, if any.
- Press button or key.

Create Absence


- Press **Create an Absence**
- Select **Location** (If you work at multiple locations, press button, then press [Search] for your location list)
- Select **Classification** (If you have multiple classification/positions, choose from the drop-down menu)
- Select **Reason** for this absence from the drop-down menu
- Please do not alter/change/delete Budget Code default unless specifically directed to do so.
- **Is a substitute required** for this absence?
Choose **Yes** **No**
- Select **Start and End Dates (YYYY/MM/DD)** for this absence using the  calendar icon
- Select **Start and End Times** for your absence. Default times are listed
 - To change defaults, enter time in HH:MM am or pm format
 - Ensure that the CORRECT time is entered with special attention to **AM** or **PM**
- Select **Start and End Times** for substitute if different than for absence
 - To change defaults, enter time in HH:MM am or pm format
 - Ensure that the CORRECT time is entered with special attention to **AM** or **PM**
- Select button to record multiple day (Recurring) absences.
 - Your default work schedule is shown.
 - Remove the checkmark(s) from the Work Days boxes that do not apply to this absence, including holidays. (Custodial and Maintenance staff to remove checkmarks for weekends as well)
- Select button to modify daily schedule and/or times for your absence and substitute
- Enter special instructions for the substitute to view. These instructions will be voiced to the telephone by the system.
- Select button
- Select button to receive a Job Number.
- Please *record* this Job Number.

SMARTFINDEXPRESS
EMPLOYEE WEB CENTRE INSTRUCTIONS

Review / Cancel Absences *To review past, present and future absences or to cancel an absence.*

- Press **Review Absences**

- Select **List** or **Calendar** view

- Enter Search From Dates using  icon to narrow search or leave blank to return all your absences
OR

- Enter specific Job Number in box

- Press button

- Select Job Number link (underlined) to view Job Details Screen

Modify Instructions

From job detail screen:

- *Modify* special instructions when required on future dated jobs only in Text Instructions box provided

- Select button

- Select button to return to the job listing

Cancel Job

To cancel a job that is not finished, where the date of the job is still in the future or the current date.

From job detail screen:

- select button when you are **SURE** that you wish to cancel job
 - If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question "Notify the Substitute of Cancellation?"

Note, to cancel a job that has finished, please report to your Site Administrator to cancel.

Employee User's Guide

Please refer to the [Link](#) from the SFE Sign On page

OR

Refer to the Board's website: [Staff Resources](#) / [Manuals and Publications](#) / [Smart Find Express](#)