

- Enter special instructions for the substitute to view
- Enter comments for administrator viewing only
- **Select the Continue button**
- **Select the Create Absence button to receive a Job Number. Please record this Job Number**

CREATE A VACANCY

Choose the *Create Vacancy* link

- **Select Calendar for Vacancy**
- **Select Location for Vacancy**
- **Select Classification for Vacancy**
- **Follow steps in Create an Absence Entry, starting at “Select Reason”**
- **Select the Create Vacancy button to receive a Job Number. Please record this job number**

DAILY JOB COUNTS

Choose the *Daily Job Counts* link

The Daily Job Count allows you to search and view a count of jobs at your location for a month. Past, present and future job counts can be viewed.

- Select Month and Year (defaults to current month and year)
- Select Reason for absence or leave blank for all reasons
- Select Location (default will be your location)
- Select *Search* button

You may search other months by using the Previous Month or Next Month buttons

JOB INQUIRY/REPORTS

Choose *Job Inquiry/Reports* link

Job Inquiry allows you to search, view and print job reports for your location. Past, present and future jobs may be viewed or modified

Today’s Job Inquiry

- Select the *Search* button or *Create Report* button for a list of all jobs for today

Job Inquiry

- **Enter a Job Number or Search criteria for a list of jobs**
 - Search Criteria
 - o Job Types - All (both Absences and Vacancies), Absences and Vacancies
 - o Job Status - All, Open & Filled, Open, Filled, Finished & Verified, Finished, Verified, Cancelled
 - o Sub Status - All, No Sub Required, Filled, Not Filled.
 - o Date Range - Defaults to Today. Enter dates or use the calendar icons to select dates
 - o Select the *More Search Options* button to expand search criteria options to create a more defined search
 - Select Sort Order
 - o Budget Code, Classification Name, Employee Name, End Date, Job # (default), Location Name, Reason Name, Start Date, Job Status, Job Sub-Status, Substitute Name
 - o Select “Then By” Sort order (same options as Sort Order)
- Select the *Search* button to view a list of jobs or select other options

- o *Create Report* creates a printed report of the selected job information. A report setup screens allows a choice for the printing of detailed or summary information
- o *Export* creates a data file of the job information
- If you pressed the *Search* button, select the *Job Number* link to view or modify details of the job
 - o Modify job actions to change the job’s status including stop callout, re-open, cancel, and verify
 - o Modify job information - Details of the job (time, reason, substitute, etc.) can be modified prior to the job ending
 - o Select the *Save* button

Other actions on the job detail screen

- o *Filling Details* button – Detailed information regarding all calls and disqualifications for the job
- o *Reset* button – Return the data to its original state before selecting the *Save* button
- o *Return to List* button – Return to the list that was created by the search

PRIORITY LISTS

Choose the *Priority Lists* link to view, modify, and print priority lists of substitutes for your location. Substitutes are assigned a list number and level, which determines the order they will be called for jobs. The lowest order is called first.

New Priority List

- Select the *New* button
 - o Enter substitute’s access ID or use *Name Lookup* button
 - o Select List Type from drop-down menu (Preferred, Auto Assignment, Do Not Use)
 - o Select Classification from drop-down menu or enter the classification code
 - o Enter the sub list and level. (Default is 1)
 - o Select the *Save* button

Priority Lists Inquiry

- Enter the search criteria or press the *Search* button for all priority lists
 - o Select List Type from drop-down menu (Preferred, Auto Assignment, Do Not Use)
 - o Select Classification from drop-down menu
 - o Enter employee’s access ID or use *Name Lookup* button
 - o Enter substitute’s access ID or use *Name Lookup* button
- Select the sort order
 - o Select sort by (default Substitute name) and “then by” sort order

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 browser when you finish with your session.

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.

**BALTIMORE COUNTY PUBLIC SCHOOL
SMARTFINDEXPRESS QUICK REFERENCE FOR ADMINISTRATORS**

System Phone # 410-252-1891 SFE Help Desk Phone # 410-887-8954

Write Your Access Id Here: _____

Write your PIN here _____

Web Browser URL: sems.bcps.org

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today’s Jobs	Future Jobs
Weekdays	Starts at 5:30 am and continues until 50 % of completion of job	5:00 - 10:00 pm
Saturday	None	5:00 - 10:00 pm
Sunday	None	5:00 - 10:00 pm
Holidays	None	5:00 - 10:00 pm

REASONS FOR ABSENCE

- | | |
|---|-----------------------------------|
| 1. Personal Illness | 10. Worker’s Comp |
| 2. Illness in Family | 11. Resignation |
| 3. Vacation (12 month employees) | 12. Military Leave |
| 4. * Urgent Business | 13. Unapproved/Unpaid |
| 5. * Religious Holiday | 50. IEP Team Coverage |
| 6. Death in Family | 51. Local School Staff Dev |
| 7. * Legal Summons | 52. Field Trip |
| 8. * Other Board Business | |
| 9. Other Board Business –LDPR Required | |
- * requires pre-approval

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID**, followed by the star (*) key
 2. Enter your **PIN**, followed by the star (*) key
 3. Select from the following menu options:

1 - Create an Absence	4 - Hear Job Counts
2 - Create a Vacancy	6 - Record Announcements
3 - Review, Cancel or Modify Jobs	9 - Exit and hang-up
- 1 - CREATE AN ABSENCE**
1. Enter the Absentee’s access ID, followed by the star (*) key
PRESS 1 if Correct , if not...
PRESS 2 to Enter another access ID
PRESS 9 to Exit to menu options
 2. Enter dates and times for the absence
PRESS 1 if the Absence is only for today
PRESS 2 if the Absence is only for tomorrow
PRESS 3 to Enter the dates and times
PRESS 9 to Exit to menu options
 3. If you **pressed 3** to Enter the dates and times
 Enter Start Date
PRESS 1 to Accept the date offered
PRESS 2 to Enter start date
 Enter two digits for the month and two digits for the day (MMDD)

PRESS 9 to Exit to menu options

Enter Start Time

PRESS 1 to Accept offered time

PRESS 2 to Enter time

Enter two digits for the hour and two digits for the minutes in HH:MM format. Enter 1 for am or 2 for pm

PRESS 9 to Exit to menu options

Repeat procedure for end date and time

4. Enter reason from page 1 followed by the star (*) key or wait for a list of reasons

PRESS 1 if Correct

PRESS 2 to Re-enter

PRESS 9 to Exit to menu options

5. Record special instructions

PRESS 1 to Record special instructions

PRESS 2 to Bypass this step

6. Is a Substitute Required?

PRESS 1 if a substitute is required

PRESS 2 if a substitute is not required

PRESS 9 to Exit to menu options

7. If you **pressed 1**, a substitute is required

PRESS 1 to Request a particular substitute

Enter the substitute access ID, followed by the star (*) key

PRESS 1 to Accept requested substitute

PRESS 1 if the substitute should be called

PRESS 2 if the substitute has already agreed to work and does not need to be called

PRESS 9 to Exit to menu options

PRESS 2 to Re-enter

PRESS 9 to Exit to menu options

PRESS 2 to Bypass requesting a substitute

8. Complete Absence

PRESS 1 to Receive the job number

Record the Job number. The Job # is your confirmation.

PRESS 1 to Hear the job number again

PRESS 9 to Exit to menu options

PRESS 2 to Review absence information

2 – CREATE A VACANCY

1. Enter classification followed by the star (*) key or wait for a list of classifications

PRESS 1 if Correct

PRESS 2 to Re-enter

PRESS 9 to Exit to menu options

2. Enter calendar followed by the star (*) key or wait for a list of calendars

PRESS 1 if Correct

PRESS 2 to Re-enter

PRESS 9 to Exit to menu options

3. Continue with the steps for creating an absence beginning with step 2

3 - REVIEW, CANCEL, OR MODIFY JOBS

1. **PRESS 1** to Enter a job number

Enter a job number, followed by the star (*) key

PRESS 2 to Hear a list of current/future jobs listed in chronological order

PRESS 3 to Hear a list of today's jobs

PRESS 4 to Hear a list tomorrow's jobs

PRESS 5 to Hear a list of jobs on specific date

Enter the date in MMDDYY format. Enter two digits for the month, two digits for the day, and two digits for the year

PRESS 9 to Exit to menu options

2. Hear job information. The pound (#) sign fast forwards through job details

PRESS 1 to Hear the job information again

PRESS 2 to Cancel the job

PRESS 3 to Modify the job information

PRESS 4 to Verify the job

PRESS 8 to Hear the next job

PRESS 9 to Exit to menu options

3. If you **pressed 2** to Cancel the job

PRESS 1 to Confirm the cancellation request

If a substitute is assigned to the absence

PRESS 1 for the System to call the assigned substitute

PRESS 2 to Not have the system call the substitute

Once you confirm a request to cancel the job, wait for the system to say, "Job Number has been cancelled."

PRESS 9 to Exit to hear next job (Do not cancel)

4. If you **pressed 3** to Modify job information

PRESS 1 for Start date

PRESS 2 for End date

PRESS 3 for Start or end time

PRESS 4 for Special instructions

PRESS 5 for Reason

PRESS 7 to Change specified substitute

PRESS 9 to Exit to hear next job

If you pressed 1 thru 7, follow the telephone instructions to complete the job modification.

4 - HEAR JOB COUNTS

1. **PRESS 1** for Today's job count

PRESS 2 for Tomorrow's job count

PRESS 3 for a Job count on a specific date

Enter the date in MMDDYY format. Enter two digits for the month, two digits for the day and two digits for the year

PRESS 9 to Exit to menu options

2. Hear the total job count and open job count

6 – RECORD ANNOUNCEMENTS

1. **PRESS 1** to Record announcement

PRESS 2 to Delete an announcement

PRESS 9 to Exit to menu options

2. If you **pressed 1** to record an announcement

Record the announcement, followed by the star (*) key

PRESS 1 to Accept

PRESS 2 to Re-record

PRESS 9 to Exit to menu options

BROWSER ACCESS INSTRUCTIONS

SIGN IN

sems.bcps.org

Open your web browser and access 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.

Important Note: *Items in **bold** type are required to initiate chosen action.*

ANNOUNCEMENTS

Choose the *Announcements* Link

- Create a new announcement
 - Select *New* button
 - Select the location for the announcement (default is your location)
 - Type in the text of the announcement
 - Select the *Save* button

CREATE AN ABSENCE

Choose the *Create an Absence* link

- **Enter employee's access ID or use the Name Lookup** button. If *Name Lookup* is selected
 - Enter the employee's first or last name (enter full or partial name)
 - Select the *Search* button
 - Select the Employee from the list by choosing the *Name* link
- Select Classification (default is employee's primary classification)
 - To select a different classification, click the drop-down menu and choose the classification
- **Select Reason for this absence from the drop-down menu**
- **Select Start and End Dates for the absence**
 - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- **Select Start and End Times for the absence. Default times are listed**
 - To change defaults, enter the time in HH:MM am or pm format
 - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- Multiple Day (Recurring) Absence. Select the *Modify Schedule* button
 - The default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
 - Modify daily schedule and/or times for absence and substitute
 - Select the *Continue* button
- Request a particular substitute
 - Enter the substitute's access ID number or use the *Name Lookup* button to find the substitute by name
- Indicate if the requested substitute has accepted this job
 - Yes = substitute is prearranged and will not be called and offered the job
 - No = call will be placed and the substitute will be offered the job