Substitute User Guide – SmartFind Express Mobile App

Table of Contents

Get Started ........................................................................................................................................... 2
  Access the App ................................................................................................................................... 2
  Main Navigation ................................................................................................................................. 3
Manage Jobs – List View.......................................................................................................................... 3
  Find & Accept Available Jobs ............................................................................................................ 3
  Review & Cancel Active Jobs ............................................................................................................. 3
  Acknowledge Canceled Jobs .............................................................................................................. 4
Manage Jobs – Calendar View................................................................................................................ 4
Manage Availability ................................................................................................................................ 5
  Manage Schedule ............................................................................................................................... 5
  Set Unavailable Dates ......................................................................................................................... 5
Manage Notifications .......................................................................................................................... 6
Manage Classifications .......................................................................................................................... 6
Manage Locations ............................................................................................................................... 6
Manage Auto Accept ............................................................................................................................ 6
Manage Profile Settings ....................................................................................................................... 6
Get Started

Access the App

Each district will provide you instructions and a district unlock code. Open the app and enter the code.

CMS District Code: SNCR

After unlocking, select the district. Enter your login credentials for the selected district.
Main Navigation

A. **Jobs** – Find and accept jobs available to you and manage jobs you have accepted in a list view.
B. **Calendar** – Find and accept jobs available to you and manage jobs you have accepted in a calendar view.
C. **Settings** – Set your availability and notification preferences.
D. **Logout**

**NOTE:** The mobile app has multi-lingual support. It translates to the selected language of your device.

Manage Jobs – List View

**Find & Accept Available Jobs**

1. Select **Jobs** from the main navigation.
2. From the **Available** jobs list, select a job to access its details page.
3. To take a job assignment, tap **Accept**.
   - OR-
   
   To hide a job from the list, tap **Decline**. A confirmation will appear asking you to select a reason.

**Review & Cancel Active Jobs**

1. Select **Jobs** from the main menu.
2. From the **Active** jobs list, select a job.
3. Review the job dates, schedule, and location information.
4. You may have one or more of the following options:
   - **Cancel Assignment** – Only available if you can cancel the job. A confirmation will appear asking you to select a reason.
   - **Play** – Only available if there are audio instructions.
   - **View** – Only available if there are text instructions.
   - **Attachments** – Only available if there are instruction files.
**Acknowledge Canceled Jobs**

If you have been canceled from an assignment by someone else, you should acknowledge the cancellation.

1. Select **Jobs** from the main menu.
2. From the **Canceled** jobs list, select a job flagged as **Action Required**.

   ![Job Search](image)

3. Review the job dates, schedule, and location information.
4. Tap **Acknowledge Cancellation**.

**Manage Jobs – Calendar View**

Jobs available to you and your assigned jobs are displayed together in the calendar.

1. Select **Calendar** from the main navigation.
2. Select a date with a job icon to view jobs for that day.

   ![Calendar](image)

3. Select a job from the list to review its details.

**Job icons:**

- Full
- AM
- Half
- PM
- Half
- Cust.
Manage Availability

Manage Schedule

1. Select **Settings** from the main menu.
2. From the **Availability** tab, select **Schedule**.
3. For each day of the week, select your **Work Times** and **Do NOT Call Times** preferences.
4. Tap **Save**.

Set Unavailable Dates

1. Select **Settings** from the main menu.
2. From the **Availability** tab, select **Unavailability**.
3. Tap **Add**.
4. Enter the unavailability details.
5. Tap **Save**.

To remove an unavailability entry:
- For iOS, press from the list and slide left, then tap **Delete**.
- For Android, press from the list and hold, then tap **Delete**.
Manage Notifications

1. Select Settings from the main menu.
2. From the General tab, select Notifications.
3. Turn notifications on or off for both push (in-app) and SMS (text) delivery.
4. If you elect to receive SMS notifications, tap Enter Mobile Phone Number to update your preferred mobile number and provider.

Manage Classifications

1. Select Settings from the main menu.
2. From the General tab, select Classifications.
3. Tap Edit.
4. Select appropriate classifications and groups from each tab.
5. Tap Save.

Manage Locations

1. Select Settings from the main menu.
2. From the General tab, select Locations.
3. Tap Edit.
4. Select appropriate locations and groups from each tab.
5. Tap Save.

Manage Auto Accept

1. Select Settings from the main menu.
2. From the General tab, select Auto Accept Setup.
3. Select your minimum acceptance window. This will apply to all locations.
4. Turn Auto Accept on or off for each location.
5. Tap Classifications Setup for each location to choose corresponding classifications.

Manage Profile Settings

1. Select Settings from the main menu.
2. Select the Personal tab.
3. Select an option to update your email address, password, contact information (for calls), or physical address.

NOTE: Password is not the same as your PIN. You must log in to the web application to change your PIN.