

Substitute User Guide – SmartFind Express Mobile App

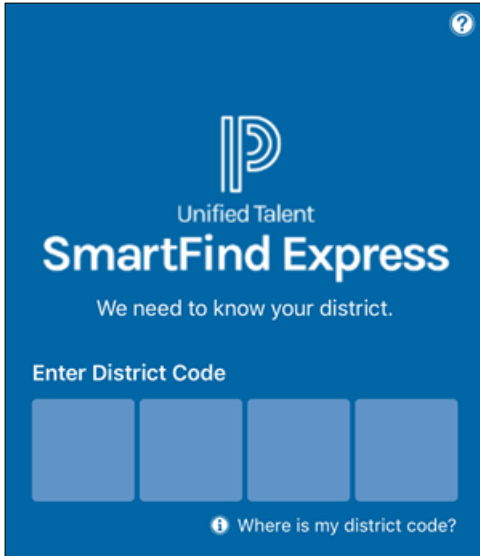
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Get Started

Access the App

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



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.

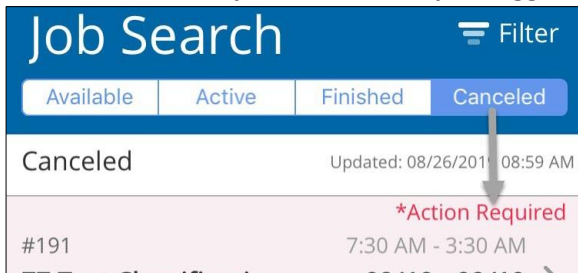
Review & Cancel Active Jobs

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.

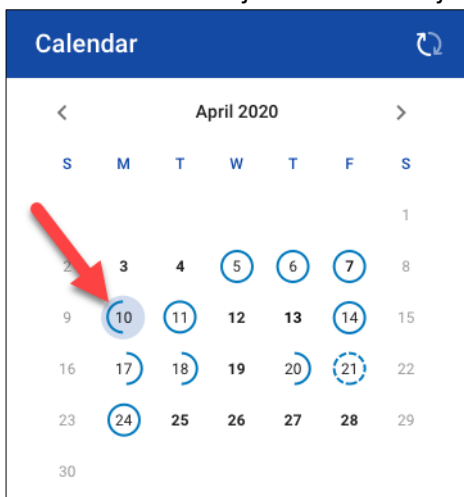


3. Review the job dates, schedule, and location information.
4. Tap **Acknowledge Cancellation**.

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.



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

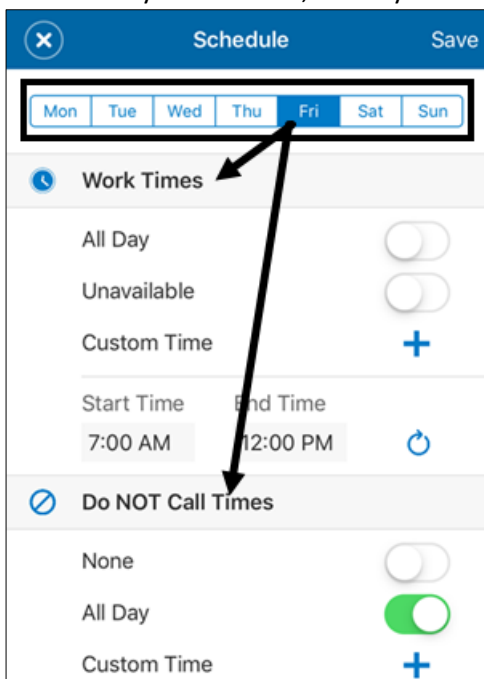
Job icons:



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.