



# Internet User's Guide

For Administrators  
SubFinder Version 5.7  
Revised 01/08

## TABLE OF CONTENTS

SubFinder via the Internet.....	1
How Does It Work?.....	1
System Access .....	2
Add an Absence/Job.....	3
Job Review .....	7
Editing a Job.....	8
Cancelling a Job.....	8
Reports .....	8
Site Message .....	10
Site Directions.....	11
Tutorial .....	12
Log Out .....	12

## SubFinder via the Internet

Using SubFinder via the Internet, administrators can quickly accomplish routine tasks such as adding absences and jobs, reviewing jobs, and running reports. 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 via the Internet works in conjunction with your 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 via the Internet is used to access SubFinder from your home or office computer, or any computer that has Internet access. Simply enter your District's web address for SubFinder in your Internet Browser address line, press **Enter** on the keyboard, and the SubFinder Log In screen will appear.

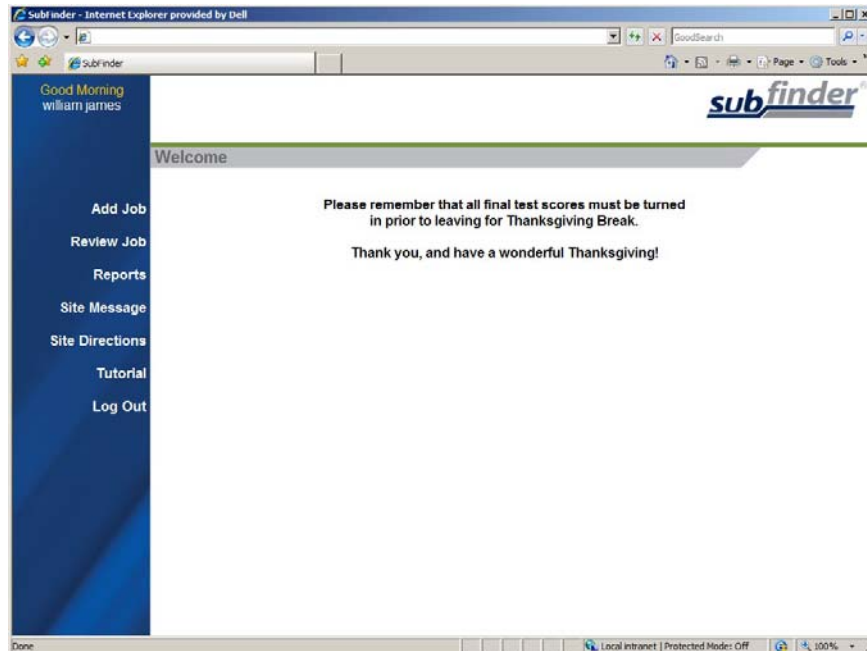


## System Access

To access SubFinder via the Internet, simply enter your assigned user name (provided to you by the district office) in the **Last Name** field and your **Site Administrator Code** in the **Password** field and click **Submit**.



The opening screen will appear. Any welcome messages and/or important information you've created for your site employees will be displayed. On the left side of the screen are the buttons that give you access to various options. These include **Add Job**, **Review Job**, **Reports**, **Site Message**, **Site Directions**, **Tutorial**, and **Log Out**.



## Add an Absence/Job

To add an absence for an employee or to add a No Employee Job, click **Add Job**. If you are adding an employee absence, you may use one of the following to select the specific employee:

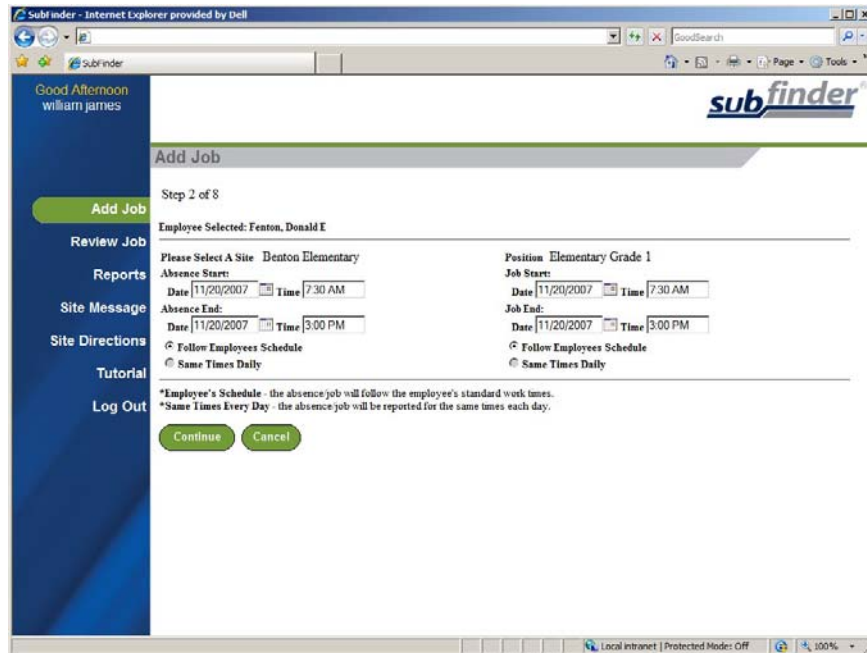
- The employee's SubFinder-assigned ID number
- The employee's Employee Number
- The employee's Name

If you are adding a No Employee Job (i.e., to request a floater substitute), select No Employee Job. Once you have specified your choice, click **Continue**.

The screenshot shows the 'Add Job' form in the SubFinder application. The browser window title is 'Subfinder - Internet Explorer provided by Dell'. The page has a navigation menu on the left with 'Add Job' highlighted. The main content area is titled 'Add Job' and 'Step 1 of 8'. It contains four radio button options: 'Employee ID', 'Employee Number', 'Employee Name', and 'No Employee Job'. The 'Employee Name' option is selected, and a dropdown menu shows 'Fenton, Donald E'. Below the options are 'Continue' and 'Cancel' buttons. The status bar at the bottom indicates 'Local intranet | Protected Mode: Off' and '100%' zoom.

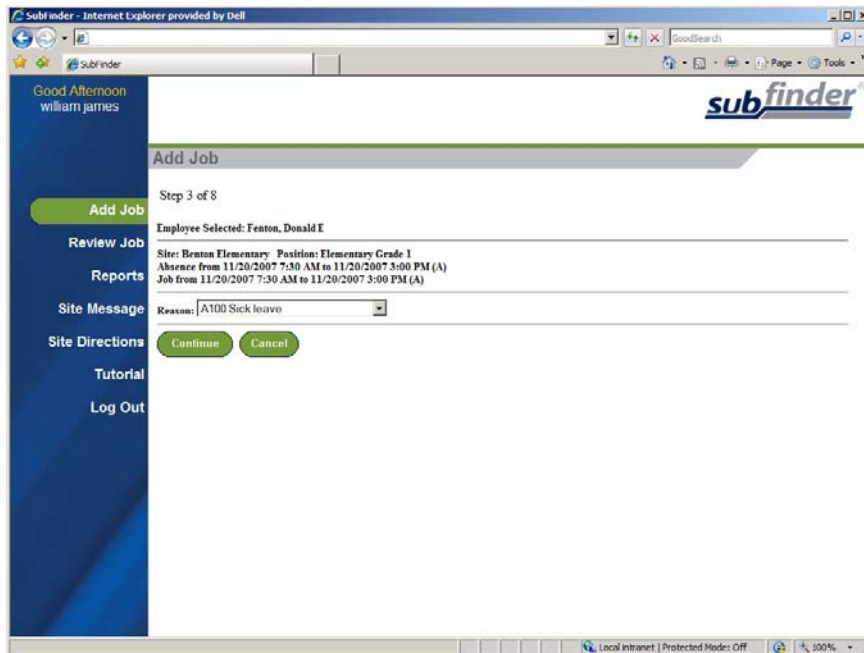
Enter the **Start** and **End** dates for the absence. The times will default to the employee's standard work times, but may be changed if necessary.

The associated job dates and times will automatically change to match those entered for the absence. If the job start and end times differ from the absence start and end times, enter the appropriate information.

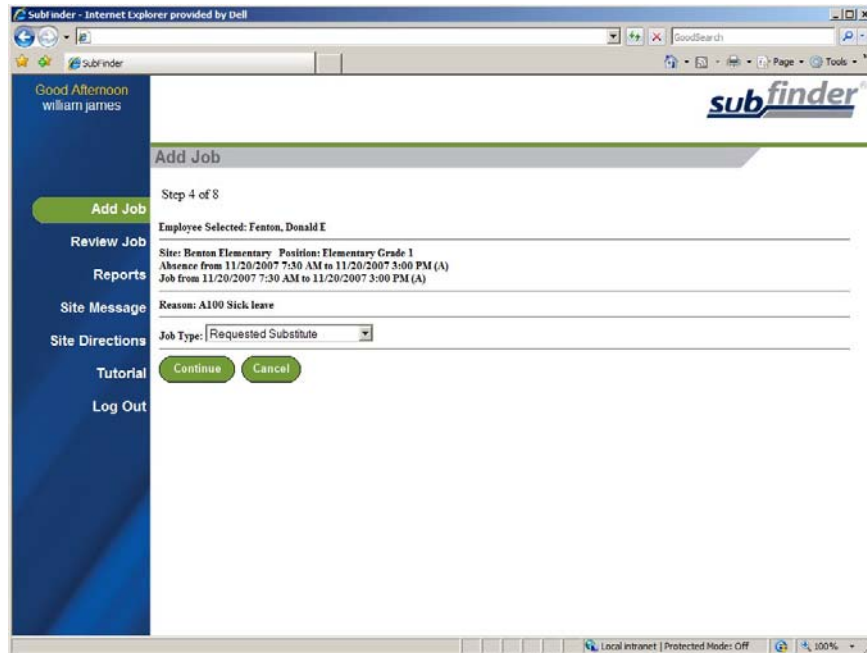


Before continuing, you must also specify whether the absence and job times will follow the employee's schedule (i.e. 8:00 am – 4:00 pm) or same times daily (i.e., multiple half days). Once that choice has been made, click **Continue**.

Select an absence **Reason** from the drop down menu by clicking on the down arrow and then clicking on the appropriate reason. Click **Continue**.



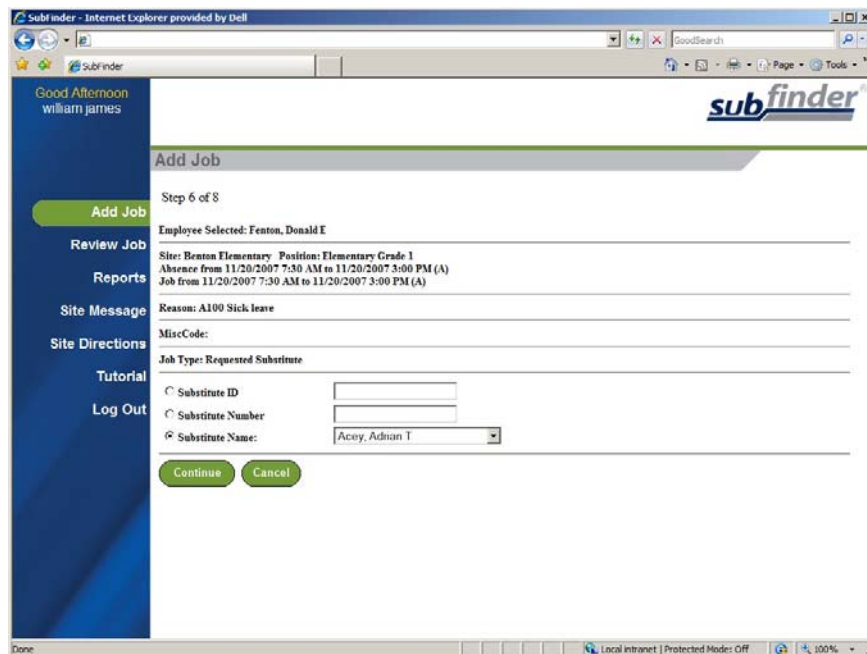
Choose a **Job Type** by clicking on the down arrow and choosing from Substitute Required, No Substitute Required, Prearranged Substitute, or Requested Substitute. After you have selected a type, click **Continue**.



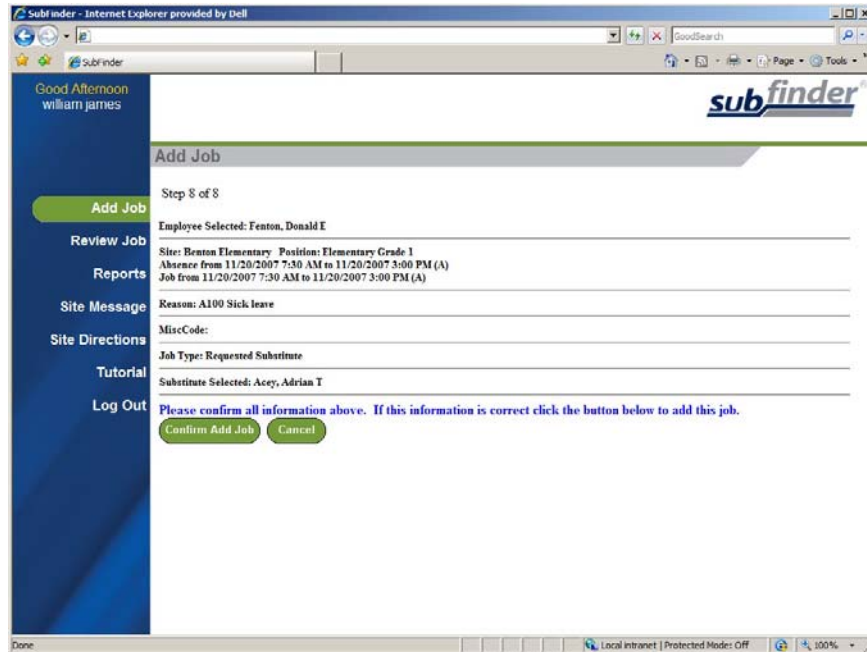
If you've chosen Prearranged Substitute or Requested Substitute, you will be prompted to enter one of the following:

- The substitute's SubFinder-assigned ID
- The substitute's Employee Number
- The substitute's Name

Once you have specified your choice, click **Continue**.

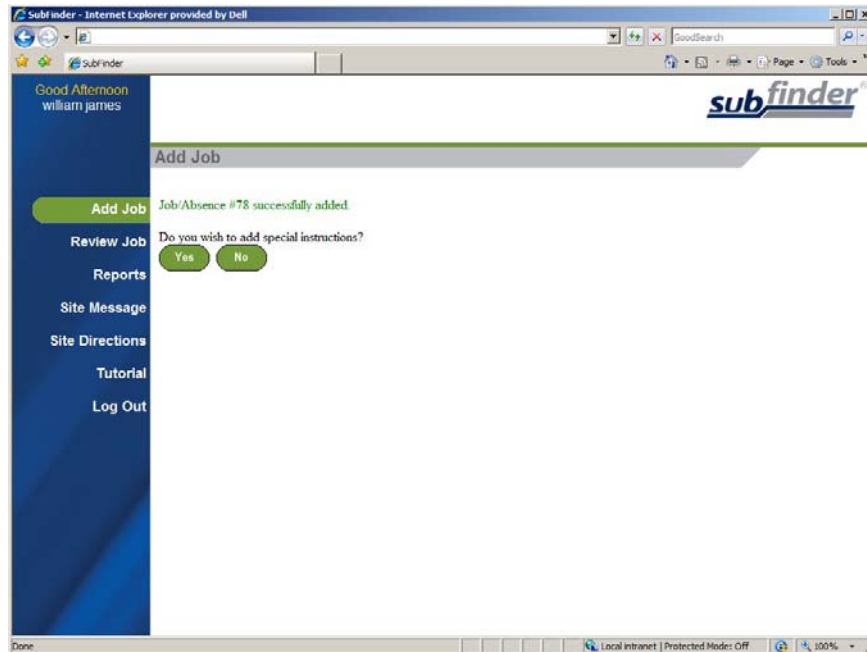


Confirm that all of the information you have entered is correct, then click **Confirm Add Job**. If the information is not correct, click the **Cancel** button and re-enter the information.

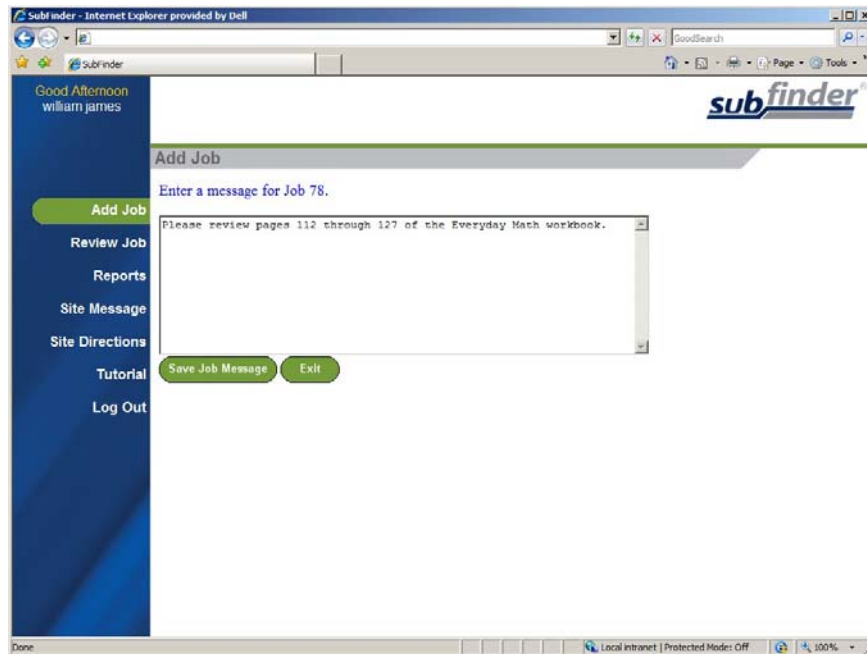


After clicking Confirm Add Job, the Job Number will be displayed at the top of the screen. You should write it down and give it to the employee (and the substitute if one was prearranged).

At this point, you may choose to leave Special Instructions. To leave Special Instructions, click **Yes**. If you do not want to leave Special Instructions click **No**.

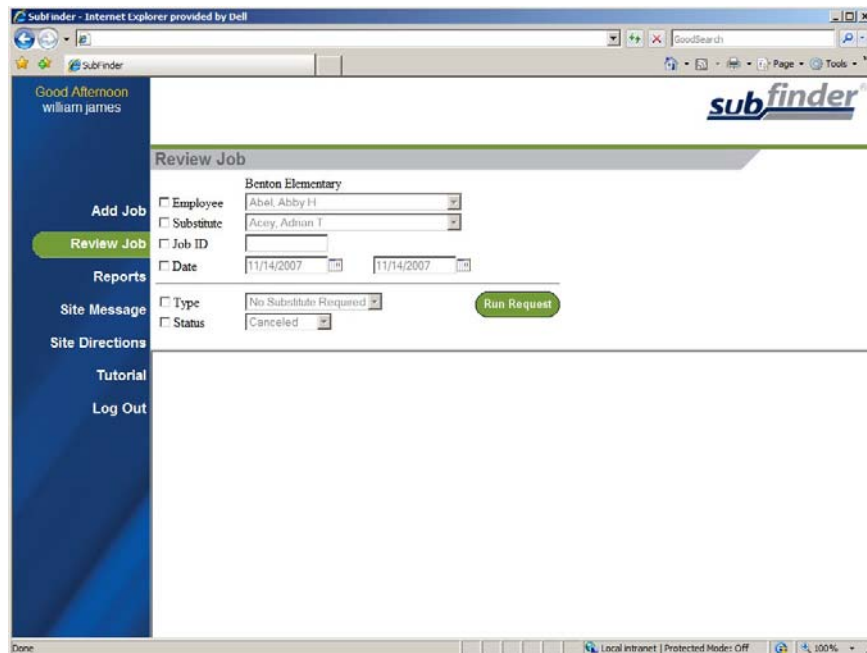


If you choose to leave Special Instructions, type them in, review them carefully, and then click **Save Job Message**. If you decide that Special Instructions are not necessary, click **Exit**.



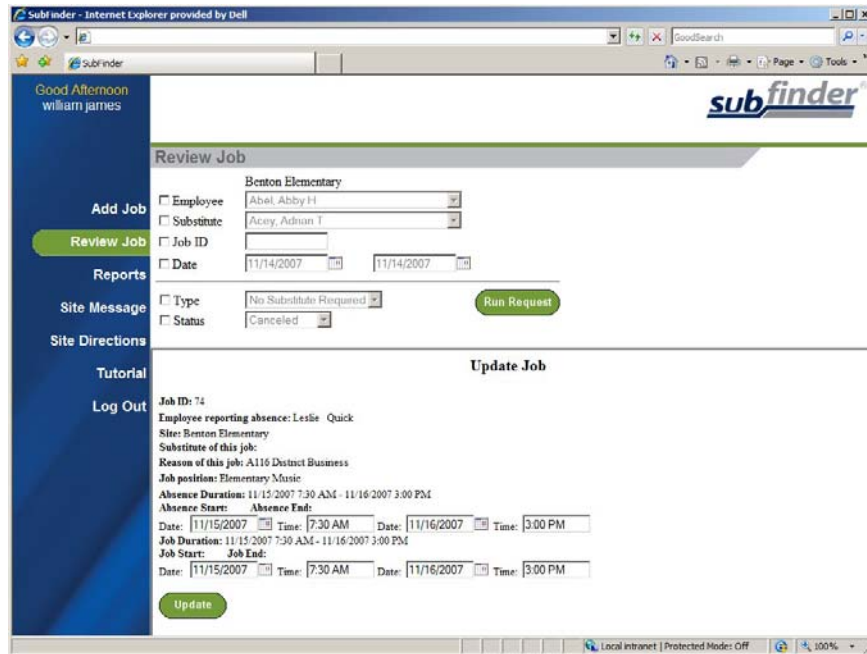
## Job Review

To review absences and jobs for your site, click **Review Job**. You may filter your review by Employee, Substitute, Job ID, Date or Date Range, Type (i.e. Requested Substitute, Substitute Required, etc.), or Status (i.e. Filled, Unfilled, etc.). Make the appropriate selections and then click **Run Request**. If you do not want to filter the information, simply leave the boxes unchecked; all absences for the current year will be shown.



## Editing a Job

If an absence/job has not yet started, you will have the option to make changes. After using Review Job to locate the desired entry, click the **Edit** button found immediately under the Job Number and confirm that you do want to edit the job.



The screenshot shows the SubFinder web application interface. The top navigation bar includes a user greeting "Good Afternoon william james" and the SubFinder logo. A left-hand menu contains options: "Add Job", "Review Job" (highlighted), "Reports", "Site Message", "Site Directions", "Tutorial", and "Log Out". The main content area is divided into two sections. The "Review Job" section displays details for "Benton Elementary" with fields for Employee (Abel, Abby H), Substitute (Accey, Adrian T), Job ID, Date (11/14/2007), Type (No Substitute Required), and Status (Canceled). A "Run Request" button is present. The "Update Job" section shows details for Job ID: 74, including employee reporting absence (Leslie Quick), site (Benton Elementary), substitute (A116 District Business), job position (Elementary Music), and absence duration (11/15/2007 7:30 AM - 11/16/2007 3:00 PM). It includes input fields for start and end dates and times, and an "Update" button.

Make the desired changes to the start and end dates and times, then click **Update** to save your changes.

## Cancelling a Job

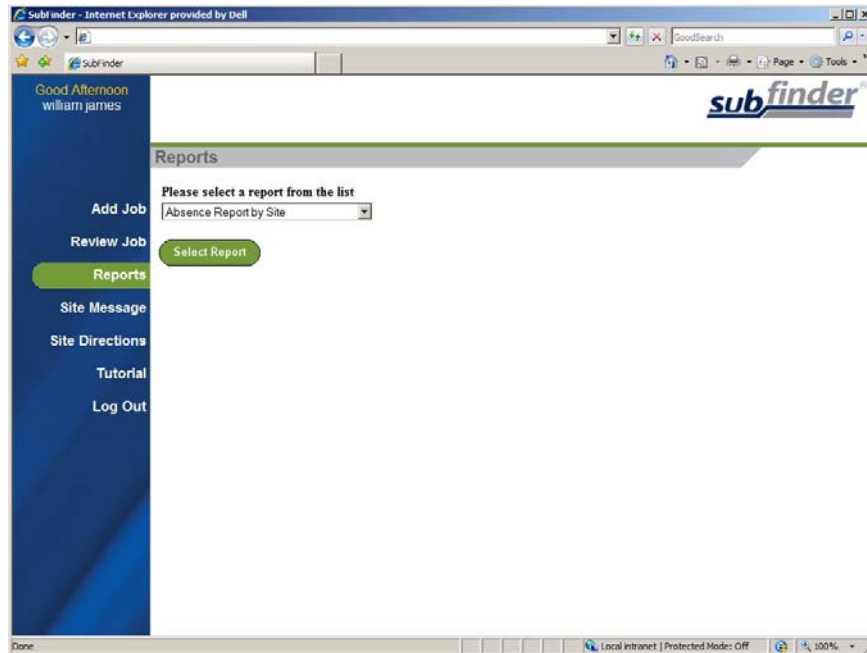
If an absence/job has not yet started, you will have the option to cancel the entire entry. After using Review Job to locate the desired entry, click the **Cancel** button found immediately under the Job Number. A screen will appear asking you to verify that you wish to cancel the entry. To confirm the cancellation, click **OK**. If you change your mind and do not wish to cancel the entry, click **Cancel**.

## Reports

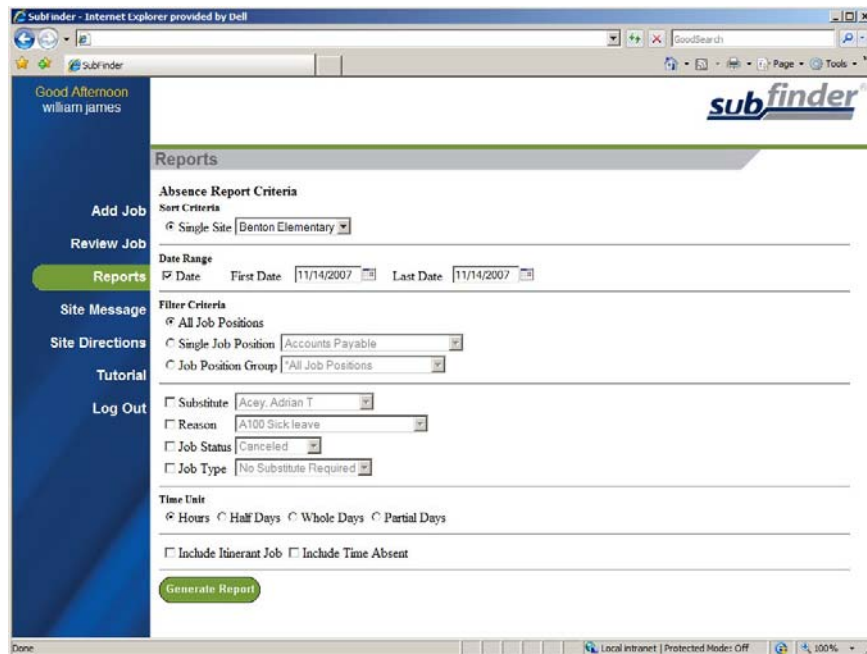
To run reports from SubFinder, click **Reports**. Using the drop down menu, select the report you wish to view. Your options will be:

- Absence Report by Site
- Absence Report by Site by Employee
- Overall Substitute Jobs
- Job Log Report
- Substitute by Site

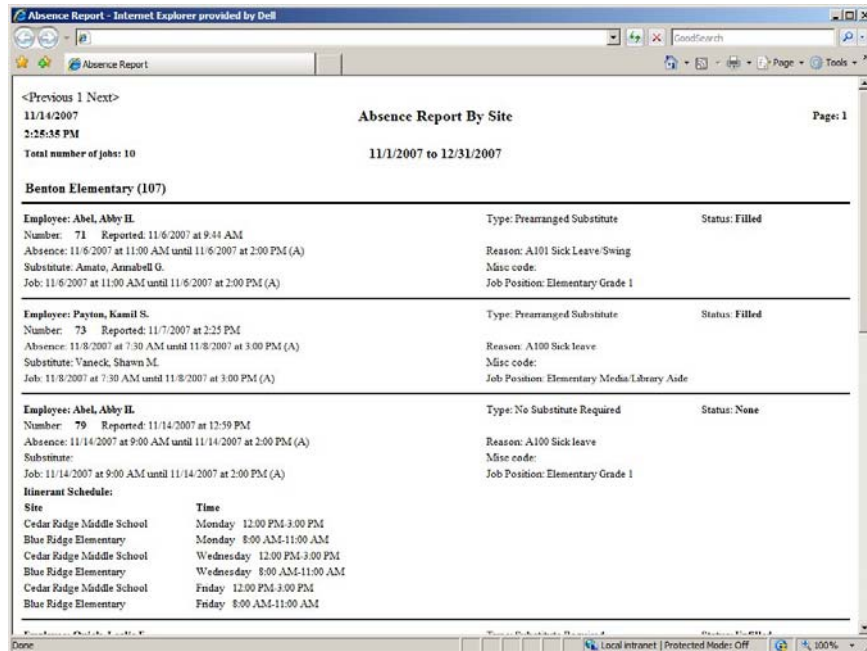
Once you have selected the appropriate report, click **Select Report**.



After selecting a report, you will typically be presented with a report criteria screen. Use this screen to filter the report according to your specific needs. Most reports offer a variety of filters. If you do not want to filter the information included in the report, simply leave the boxes unchecked. Once you have made your selections, click **Generate Report**.

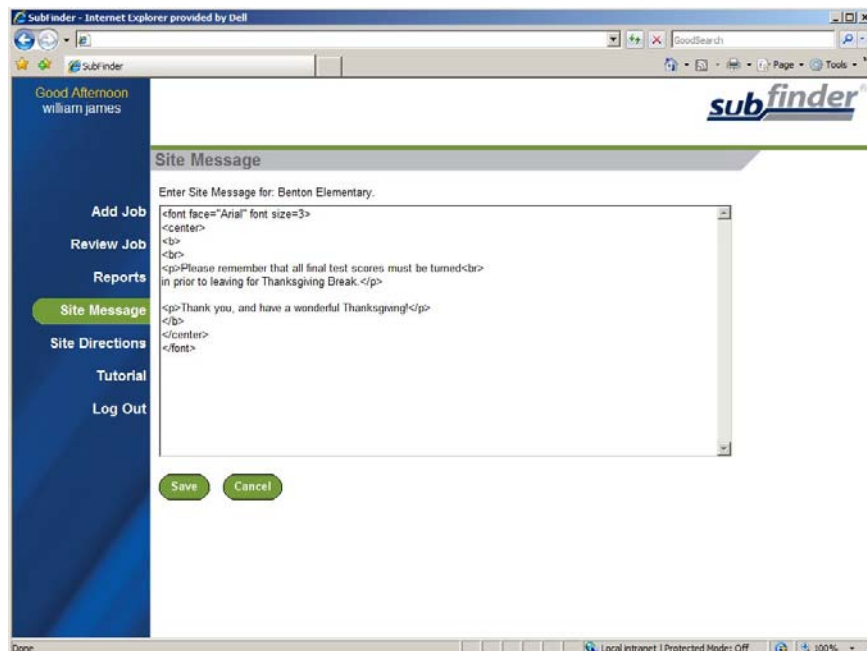


SubFinder will generate the report and display it in a new browser window. You may scroll through the report using the scroll bar on the right side of the window, or print the report by using your browser's print function.



## Site Message

The Site Message can be used to convey important information or announcements to your employees. To enter a message for your employees, click **Site Message**.

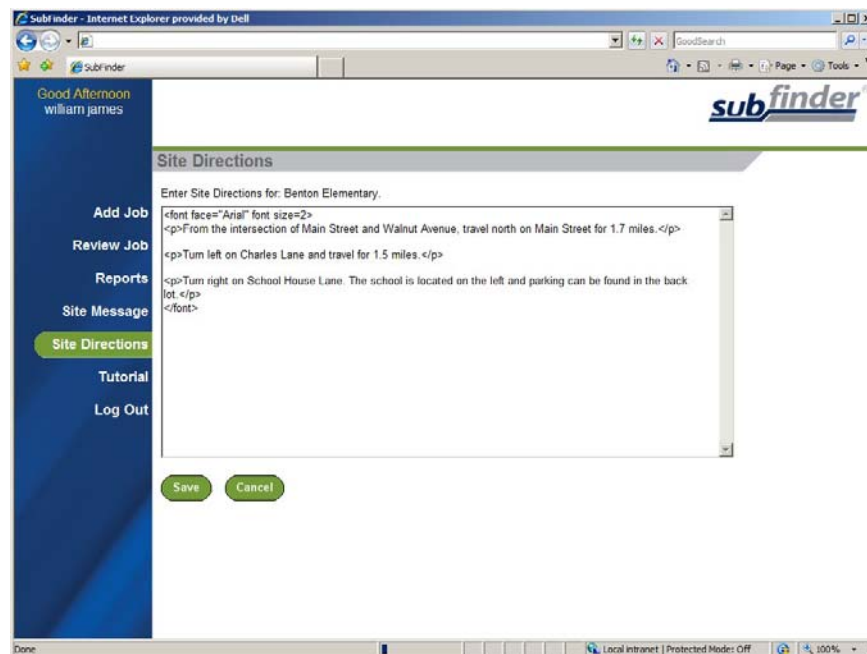


By default, text entered here will be displayed as simple text to your employees. However, if you are familiar with basic HTML tags, they can be used to apply different types of formatting such as line breaks, paragraph returns, bolding, and centering.

Once your message is complete, click **Save**.

## Site Directions

Site Directions are used to provide basic location information to your substitutes. To enter directions to your site, click **Site Directions**.



By default, text entered here will be displayed as simple text to your substitutes. However, if you are familiar with basic HTML tags, they can be used to apply different types of formatting such as line breaks, paragraph returns, and bolding.

Once your directions are complete, click **Save**.

## Tutorial

Click on **Tutorial** to begin an online video guide for SubFinder. The online video will open in a new browser window.



The controls at the bottom of the page can be used to control the playback.

## Log Out

When you are ready to leave SubFinder, click **Log Out**. You will return to the SubFinder Log In screen.

