# Administrator Quick Reference Card

For Questions Please Contact, Shaunna Wood: 218-336-8700 ext. 1205

System Phone Number: **(218) 461-4437**

Help Desk Phone Number: **(218) 336-8700 ext. 1059**

Web Browser URL: [https://duluth.eschoolsolutions.com](https://duluth.eschoolsolutions.com)

<table>
<thead>
<tr>
<th>ID</th>
<th>PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## System Calling Times to Substitutes

<table>
<thead>
<tr>
<th>Week Day</th>
<th>Today’s Jobs</th>
<th>Future Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td>Starts at 06:00 a.m. – 12:00 p.m.</td>
<td>4:00 p.m. – 9:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Sunday</td>
<td>None</td>
<td>3:00 p.m. – 9:30 p.m.</td>
</tr>
<tr>
<td>Holidays</td>
<td>None</td>
<td>3:00 p.m. – 9:30 p.m.</td>
</tr>
</tbody>
</table>

## Absence/Vacancy Reasons

<table>
<thead>
<tr>
<th>Number - Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>01 EMPLOYEE ILLNESS/MEDICAL APPT</td>
<td>23 ADMIN LEAVE WITH PAY</td>
</tr>
<tr>
<td>02 CARE FOR CHILD ILLNESS</td>
<td>24 LEAVE WITHOUT PAY</td>
</tr>
<tr>
<td>03 FAMILY ILLNESS</td>
<td>25 WORKERS COMP</td>
</tr>
<tr>
<td>05 PERSONAL LEAVE</td>
<td>26 VACANCY-HOMEBOUND</td>
</tr>
<tr>
<td>06 PERSONAL LEAVE – PRINCIPALS ONLY</td>
<td>30 PROFESSIONAL LEAVE</td>
</tr>
<tr>
<td>09 VACATION</td>
<td>31 PROF LOA SITE STAF DEV</td>
</tr>
<tr>
<td>10 FUNERAL FAMILY MEMBER</td>
<td>33 PROF LOA CURRICULUM DEV</td>
</tr>
<tr>
<td>11 JURY DUTY</td>
<td>34 PROF LOA SPECIAL ED</td>
</tr>
<tr>
<td>12 MILITARY</td>
<td>37 PROF LOA SPEC ED ECSE STAFF DEV</td>
</tr>
<tr>
<td>13 UNION BUSINESS</td>
<td>38 PROF LOA SPEC ED ORDEAN FOUNDATION</td>
</tr>
<tr>
<td>14 RELICENSURE COMMITTEE</td>
<td>40 PROF LOA TESTING AND SCORING</td>
</tr>
<tr>
<td>15 FIELD TRIP</td>
<td>41 PROF LOA GIFTED</td>
</tr>
<tr>
<td>16 SCHOOL BUSINESS</td>
<td>44 PROF LOA CARL PERKINS</td>
</tr>
<tr>
<td>17 CERT ADDT’L STAFF</td>
<td>48 PROF LOA PERPICH ARTS GRANT</td>
</tr>
<tr>
<td>18 NON-CERT ADDT’L STAFF</td>
<td>49 PROF LOA ED EQUITY STAF DEV</td>
</tr>
<tr>
<td>20 VACANCY</td>
<td>51 PROF LOA ELEM LEADERSHIP TEAM</td>
</tr>
<tr>
<td>21 TRANSITION</td>
<td>52 PROF LOA SECONDARY LEDSHIP TEAM</td>
</tr>
<tr>
<td>22 ADMIN LEAVE WITHOUT PAY</td>
<td>53</td>
</tr>
</tbody>
</table>
Administrator Menu

Enter Access ID, followed by the star (*) key.
Enter PIN, followed by the star (*) key. (If your PIN is not valid, you will be asked to enter a new PIN.)
If your PIN is the same as your access ID, enter a PIN at least six (6) digits in length, followed by the star (*) key.

Listen to Announcements

1. Create an Absence
2. Create a Vacancy
3. Review/Cancel/Modify Jobs
4. Hear Job Counts
5. Record Announcements
6. Change your PIN or Language Preference*
7. Exit and hang-up
*If multiple languages are configured.

For Options 1, 2 and 3, go to next page.

4. Hear Job Counts
   1. Today’s job count
   2. Tomorrow’s job count
   3. Job count on a specific date
   9. Exit to menu options

1/2 Today or Tomorrow’s Job Count
Date, Total Job count, and Open Job count is heard

6. Announcements
   1. To record announcement
   2. To delete announcement

3. Job Count on a Specific Date
   Enter date in MMDDYY format. Total Job count and Open Job count is heard

7. Change your PIN, Change Language Preference
   1. Change PIN
   3. Change Language preference
   9. Exit to menu options

1. To record an announcement in [English] Press 1*
   To record an announcement in [French] Press 2*
   To record an announcement in [Spanish] Press 3*
   To exit, press 9

Record announcement followed by the star (*) key.
   1. Accept
   2. Re-record
   9. Exit to menu options
   *If multiple languages are configured.

2. Enter announcement to delete (from list) followed by (*) star key.
   1. Correct
   2. Hear more announcements
   9. Exit to menu options (without deleting announcement)

3. Enter language followed by the (*) star key.
   1. Correct
   2. Hear more options
   9. Exit to menu options (without saving language)

2/3/4/6 Multiple Locations in your Profile?
Enter Location followed by the star (*) key. Hear location list.
   1. Accept
   2. Re-enter
   9. Exit to menu options

1. Enter new PIN at least xx digits in length followed by the star (*) key. PIN is played:
   1. Correct
   8 Re-enter
   9. Exit to menu options (without saving PIN)

2. Speak name followed by the (*) star key.
   1. Correct
   2. Re-record
   9. Exit to menu options (without saving name)
Web Browser Access Instructions

Web Browser URL: https://duluth.eschoolsolutions.com  Help Desk Phone Number  **(218) 336-8700 ext. 1059**

**Sign In**

Open your web browser and access the SmartFindExpress Sign In page. Review the welcome message. Enter your User ID and Password. Review additional announcements on your home page, if any.

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

**PIN/Password Reminder**

The “Trouble Signing in?” link supports users who want to log into the system, but have forgotten their PIN/password. When this link is selected, the system displays the PIN/Password request page. Your User ID and the security code being displayed must be entered on this page. **Note:** *You must be registered with the system to use this option.*

If the submitted information is valid, the system sends the user an email containing their PIN/password. This information will enable the user to successfully log into the system. The email is sent to the email address on the user’s profile. If the submitted information is invalid, the system will return an error message and allow new information to be entered or refer the user to their system administrator for assistance.

**Language Selection**

SmartFindExpress Web and IVR functions are offered in three languages: English, Spanish and French (Canadian). If multiple languages are present, the language choice is offered on the Sign In page. Selecting the language choice on the Sign In page will immediately refresh the page and all screens are displayed in the selected language after you successfully log in to the system. **Selecting the language must be performed before clicking the Submit button on the Sign In page.**

Behavior of drop-down lists once the language choice is made:

- Those that come with the system, such as search criteria and list types will display in the language selected at log in.
- Those that are defined by the district, such as classifications and locations, will display in the language in which they were entered and saved in (these will not be translated by the system to display in a different language).

For example, a district with English, Spanish, and French enabled, and with English configured, as the district’s default language would see a Sign-In page with the initial Sign In screen in English with links to select French or Spanish.

**Profile/Select Role**

- **Profile:** Review current status and address information, update email address or change password.
- **Select Role:** For multi-role administrators, click on the desired icon to access another profile. No need to log out of the system and back in again!

**Announcements**

- Create a new announcement
  - Select New button
  - Select the location for the announcement (default is your location).
  - If multiple languages are configured for your district, select the language for the announcement.
  - Type in the text of the announcement.
  - Select the Save button.
Create an Absence

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

- **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 a Location (default is employee’s primary location)

- 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 your absence**
  - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon

- **Select Start and End Times for your 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
  - If Unpaid Break is configured for this classification, enter the amount of unpaid break time (i.e., lunch) in minutes for the classification. Unpaid break minutes are deducted by the system to calculate the job duration and substitute time worked values.

- **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, substitute and Unpaid Break minutes (if configured for the classification).
  - 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

- Enter special instructions for the substitute to view

- Add File Attachment(s) to the job record, if desired. Up to 3 files can be added. The attachments can be lesson plans, slides, images or other file types. Files cannot exceed the maximum per file size limit.

- 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 an Absence

Quick Absence Entry for one (1) day Absence for today using default times

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

- Enter employee’s access ID or use Name lookup
- Select Reason for Absence
- Specify a Substitute
- Prearrange Substitute
- Enter instructions for Substitute and Administrator
- **Select the Continue button**
- Confirm the Absence information
- **Select the Create Absence button to receive a Job Number. Please record this Job Number.**

Create a Vacancy

- 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

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

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
  - Job Types - All (both Absences and Vacancies), Absences and Vacancies
  - Job Status - All, exclude canceled, All, include canceled, Open & Active, Open, Active, Finished & Verified, Finished, Verified, Canceled
  - Sub Status - All, No Sub Required, Filled, Not Filled.
  - Date Range - Defaults to Today. Enter dates or use the calendar icons to select dates
  - Select the **More Search Options** button to expand search criteria options to create a more defined search

- Select Sort Order
  - Budget Code, Classification Name, Employee Name, End Date, Job # (default), Location Name, Reason Name, Start Date, Job Status, Job Sub-Status, Substitute Name
  - Select “Then By” Sort order (same options as Sort Order)

- Select the **Search** button to view a list of jobs or select other options
  - **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
  - **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, file attachments, 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**

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, Active Do Not Use, Inactive Do Not Use)
  o A reason can be assigned to an Active or Inactive Do Not Use list. Use of Reasons is optional.
  o Select Classification from drop-down menu or enter the classification code
  o Select either a location or employee, but not both
  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, Active Do Not Use, Inactive Do Not Use)
  o A reason can be assigned to an Active or Inactive Do Not Use list. Use of Reasons is optional.
  o Select the “Subs at/above alert threshold for Do Not Use reason” option to search for substitutes currently at the alert threshold limit for the selected reason.
  o Select Classification from drop-down menu
  o Select Location
  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

- Select the Create Report button for a report
  o A report setup screen allows the choice of data to be included on the report
  o Select the View Report button

- Select the Search button for the search list
  o Modify Priority List
    - Select substitute to modify by selecting the substitute’s name
    - Modify substitute list and/or level
    - Select Save button
  o Delete Substitute from Priority List
    - Place a checkmark in the Delete box
    - Select the Delete button
Profile Inquiry/Reports
View and/or print a list of Employees and/or Substitutes for your location.

Profile Inquiry Tab
- Enter name, access ID, external ID or call back number (substitute only)
- Select the Search button
- Select a profile by clicking the Select link by the name
- View basic profile information on the profile tab
- Select employee or substitute tab and links within the tabs for detailed information

Employee Inquiry Tab
- Enter search criteria or select the Search button to return all employees at your location(s)
- Select a profile by clicking the Name link
- View basic information on the profile tab
- Select the employee tab and links within the tab for detailed information

Employee Report from the Employee Inquiry Tab
- Enter search criteria or leave blank for all employees at your location(s)
- Select the Create Report button
  - Select a report type from the report setup
    - Employee Detail Report
    - Employee Labels
    - Employee List
- Select the View Report button

Substitute Inquiry
- Enter search criteria or select the Search button to return all substitutes at your location(s)
- Select a profile by selecting the Name link
- View basic information on the profile tab
- Select the substitute tab and links within the tab for detailed information

Substitute Report from the Substitute Inquiry Tab
- Enter search criteria or leave blank for all substitutes at your location(s)
- Select the Create Report button
  - Select a report type from the report setup
    - Substitute Detail Report
    - Substitute List
    - Substitute Labels
    - Substitute Statistics
- Select the View Report button

Absence Approval
View, approve/deny or modify absence approval requests or create Absence Approval report.

View Absence Approval Requests
- Enter search criteria or select the Search button to return all absence approval requests
  - Create Report creates a report of the selected absence approval information. Select report options from the report setup page

Approve/Deny Absence Approvals
- Click in the Select field and then click the Approve or Deny button. To view the history on the specific request, click the Level link to display the Absence Approval History page. A comment can be added to the approval request.