

SUBFINDER ELITE

ADMINISTRATOR

ORIENTATION PACKET

parallel.subfinderelite.com

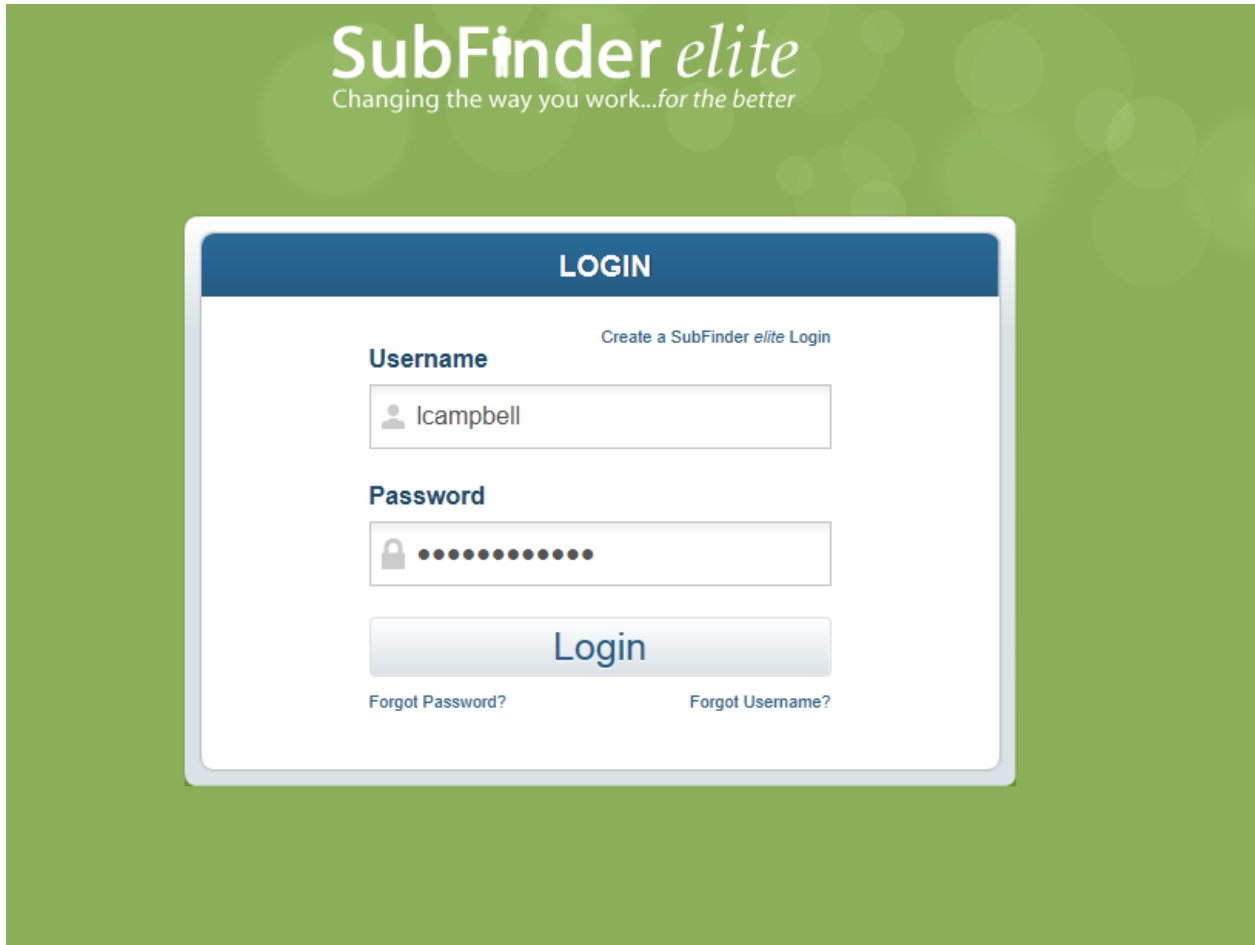
888-987-7753 (dispatch)

615-610-1799 (office)

LOGGING IN:

USERNAME _____

PASSWORD _____



DASHBOARD

Things you can do from this screen:

- Add Absences
- View Absences
- Access Profile

The dashboard interface features a top navigation bar with links for DASHBOARD, EMPLOYEE, MESSAGE CENTER, and LOGOUT. Below this, a main header area contains a 'DASHBOARD' title and three primary action buttons: 'REPORT ABSENCE', 'MY ABSENCES', and 'MY PROFILE'. The central 'MY CALENDAR' section includes a 'Color Key' and a calendar for October 2015. The color key defines three types of days: Work Day (black dot), Non-Work Day (purple dot), and Absence Day (orange dot). The calendar grid shows these colors for each day, with Absence Days on the 26th and 27th. At the bottom, a 'MESSAGES' section displays a notification for 'Substitute of the Month' with details on priority and expiration date.

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MESSAGES NOTIFICATIONS

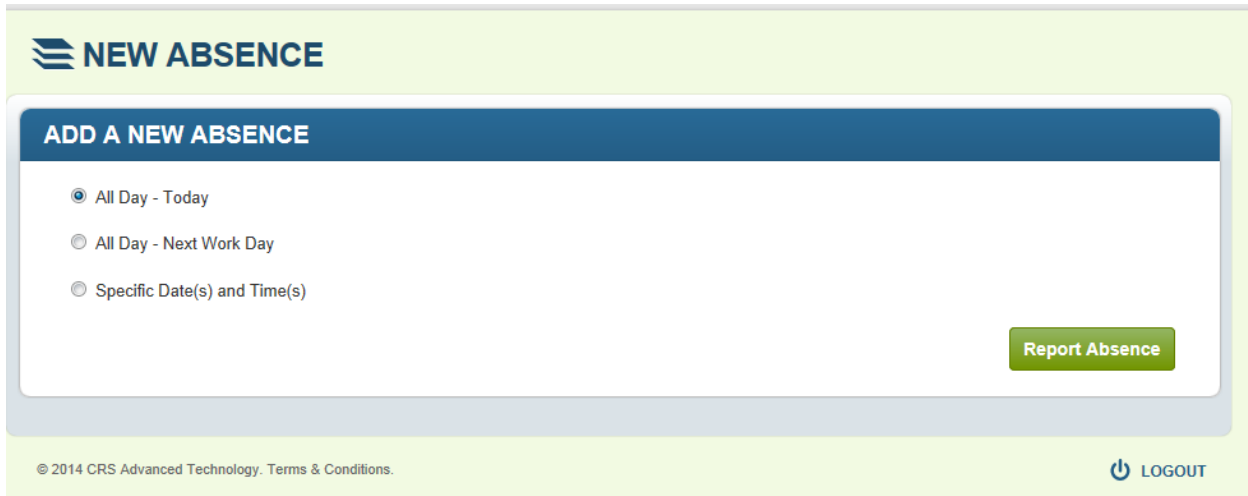
Substitute of the Month

Substitute of the Month

Priority: Normal (res)
Expiration Date: 10/31/2015

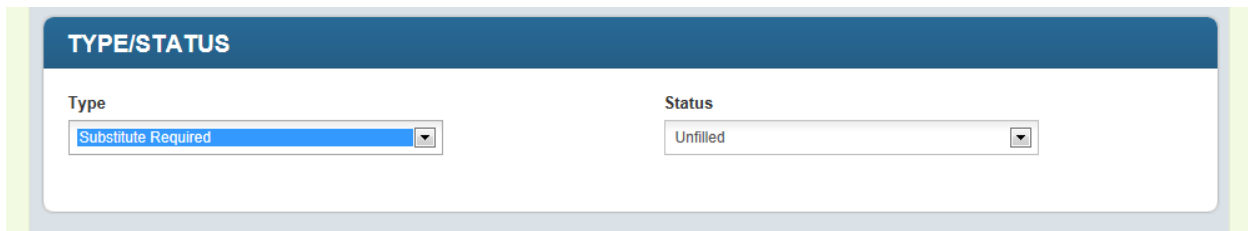
REPORT ABSENCE

1. Click REPORT ABSENCE Button
2. Select TODAY, TOMORROW, ANOTHER DATE



The screenshot shows a web interface for reporting an absence. At the top left, there is a logo with three horizontal lines and the text "NEW ABSENCE". Below this is a dark blue header bar with the text "ADD A NEW ABSENCE". The main content area is white and contains three radio button options: "All Day - Today" (which is selected), "All Day - Next Work Day", and "Specific Date(s) and Time(s)". To the right of these options is a green button labeled "Report Absence". At the bottom of the page, there is a copyright notice "© 2014 CRS Advanced Technology. Terms & Conditions." and a "LOGOUT" button with a power icon.

3. Under Absence Information, Select REASON
4. **TYPE** – Sub Required, No Sub Required, Requested Sub

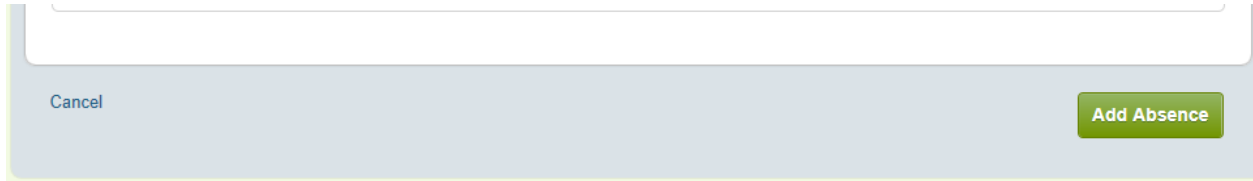


The screenshot shows a section of the form titled "TYPE/STATUS" in a dark blue header. Below the header, there are two dropdown menus. The first is labeled "Type" and has "Substitute Required" selected. The second is labeled "Status" and has "Unfilled" selected.

***Will always default to unfilled until sub accepts assignment**

* Enter any notes you want the substitute to view prior to taking the position

6. Always be sure to save the record



The image shows a screenshot of a software interface. At the top, there is a white text input field with a thin border. Below the input field is a light blue horizontal bar. On the left side of this bar, the word "Cancel" is written in a small, dark blue font. On the right side of the bar, there is a green rectangular button with rounded corners and the text "Add Absence" in white. The entire interface is set against a white background.

MY ABSENCES

Your job list will show all the recorded absences and the assigned substitute on any given day.

1. Click MY ABSENCES

The screenshot shows the 'ABSENCE SEARCH' interface. At the top, there is a search bar with a 'Date' field containing '10/26/2015' and a 'to' field. Below the date fields are the labels 'M/d/yyyy'. A green button labeled 'Search For Absences' is positioned to the right. Below the search bar, the 'Search Results' section shows 'Expand All' with a plus icon, 'Total # of Records: 5', and 'Show 10 Per Page' with a dropdown menu. The results are displayed in a table with columns: Job #, Start Date/Time, Status, Substitute, and Options. Three rows are visible, each with a plus icon in the Job # column and pencil and paperclip icons in the Options column.

Job #	Start Date/Time	Status	Substitute	Options
9585 +	11/4/2015 07:15 AM	Canceled		
9630 +	11/3/2015 07:15 AM	Unfilled		
9586 +	11/3/2015 07:15 AM	Canceled		

- You can adjust the dates to show absences from previous days
- If something is incorrect, you can make adjustments from this page by selecting the pencil icon next to any assignment

This is a close-up of the first row from the table in the previous screenshot. It shows the Job # '9585' with a plus icon, the Start Date/Time '11/4/2015 07:15 AM', the Status 'Canceled', and the Options column containing a yellow pencil icon and a paperclip icon.

Job #	Start Date/Time	Status	Substitute	Options
9585 +	11/4/2015 07:15 AM	Canceled		

- You can adjust the dates/times and/or the reason code
- Always be sure to save your record.

MY PROFILE

- REQUEST LIST – add substitutes you want to take your jobs (VIP LIST)
 - These subs will be called first

The screenshot shows a web interface titled "Request List". It features two main panels: "Available Substitutes" on the left and "Requested Substitutes" on the right. In the "Available Substitutes" panel, the text "Substitute, Test," is visible. In the "Requested Substitutes" panel, the text "TEST, , T" is visible. Between the two panels are two arrow buttons: a right-pointing arrow on top and a left-pointing arrow on the bottom, used for moving items between the lists.

- Select from AVAILABLE list and move to REQUESTED list.
- Move names up and down to create your preferences