

Using the PWCS SFE Mobile App

Once you have registered with the sub call system you will be able to access SFE by web at <https://pwcs.sfe.powerschool.com>

AND You may choose to download the Smartfind Express mobile app .



When signing up for the app you will be asked for the **District code for PWCS** which is **RXLB**. Use your user ID and password to sign in. *You cannot use the Forgot password choice.* If you don't know your password call Tech Support at 703-791-8826.

Communications:

The first thing that may come up when you log into the app is a communication to acknowledge- *if we have asked you to read something.* These communications can also be found under the "communication icon" at the bottom of the page. Under 'All' selection, please be sure to click on the most recent District Announcement and read it through. The District Announcement has important sub: training/forms/pay/information. You may decide to 'pin/save' announcements, and you will find them under the 'Pinned' tab.



Job Search:

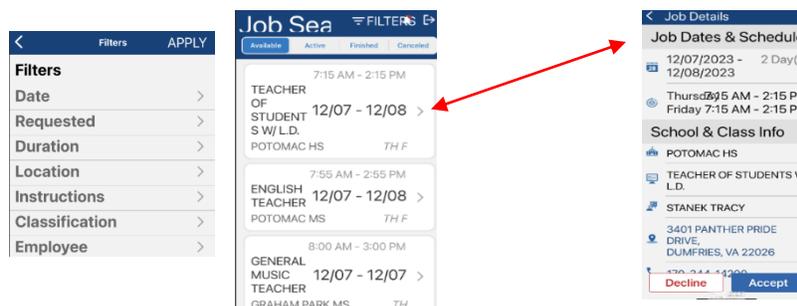
When you click on the **Jobs Icon** at the bottom of the app, your active jobs will likely show first.



Active jobs are those you have already accepted. To search for new jobs, choose the **Available** tab. You may review your completed jobs in the **Finished** tab. Each daily job is finished after 5 pm. You may also view canceled jobs in the Cancelled tab.

Accepting Jobs:

When you click on available jobs it may take a few seconds to load the list. On the morning of, you will only see that day's jobs. You can scroll down to see all jobs, or you can click on the word FILTERS and apply specifics about the jobs you want to search including locations, dates, classifications, and employees.



To find out more details about the job, click the arrow to the right you will be able to accept or

decline the position. Once accepted, the job will move to your Active Jobs.

Setting up your Preferences and Getting Rid of Defaults:



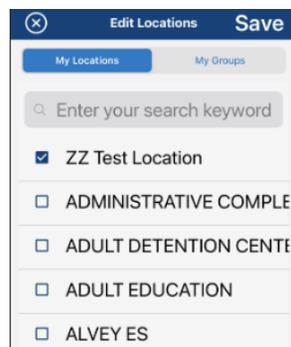
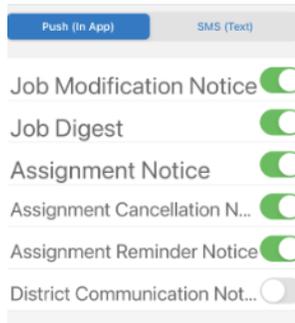
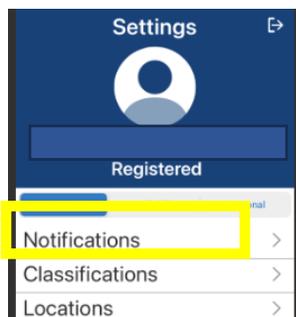
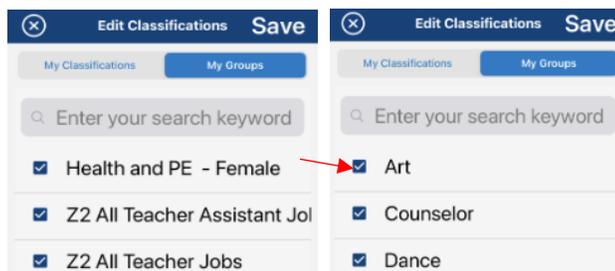
At the bottom of the app, choose **Settings** to set up **your profile** with your preferences.

Under the **Settings: General Tab** you may update your notifications, classifications and locations by selecting the arrow for each and clicking or unclicking on the ones you want or don't want. **It is important to remove the defaults (Default location: z.all school locations Default classifications: Z2all teacher and Z2 all teacher assistant jobs).**

***Notifications:** Choose from push notifications to see them from the app and text notifications to receive texts.

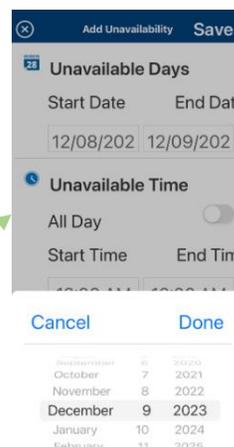
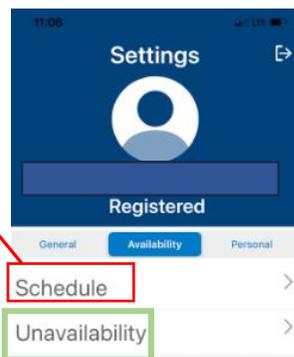
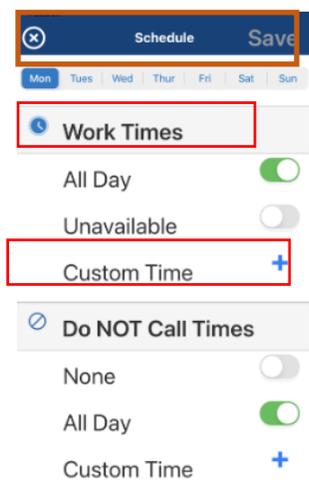
***Classifications:** Click **Edit** and **uncheck all the Z2defaults** under MyGroups (we don't use My Classifications) then choose specific types of classes you want to work in. Click **Save**.

***Locations:** Uncheck **default z.All school locations** and add Your choice for specific schools under My Locations or specific Location groups under My Groups.



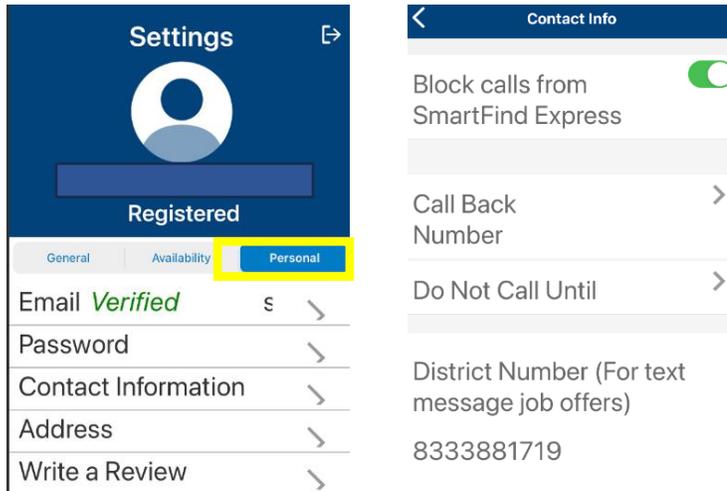
Under **Settings: Availability tab** you may choose a **Schedule** for each day you're available to work. Click on a day of the week at the top. If available all day that day select 'All Day', if not available that day select 'Unavailable' or pick a custom time you ARE available. **Repeat for each day**. Click **Save**.

Under **Settings: Availability tab** you may record days that you would typically work, but are not able due to vacation, school, illness etc. Choose **Unavailability** and ADD the dates.



Under the **Settings: Personal Tab** you should update **your email** with your **Personal** email address so you may receive communications from the system.

Under the **Settings: Personal Tab** under Contact Information you should enter your **callback number** for calls or texts, and if you prefer not to receive calls or texts for jobs and only want to search with the web or mobile app then choose **“Block Calls from Smartfind Express.”** You will not receive cancellation calls if chosen.



At the bottom of the app you will be able to choose **Calendar** and see when you have jobs scheduled.



A dot will appear on each day that you have a job scheduled. When you select that day, the details of the job will appear at the bottom of the screen.

