

New Substitute Experience User Guide

How do I find and accept jobs?

Steps:

- 1 Sign into <https://pwcs.sfe.powerschool.com> to view jobs available to you!
- 2 If you want more information about a job, select the down arrow.
- 3 Once you decide to accept the job, you can tap the green checkmark under "Accept".

The screenshot shows a user interface for viewing job availability. At the top, there is a navigation bar with a date and time (April 23, 2021 10:10 AM), a calendar icon, and a 'My Calendar' button. Below the navigation bar, there are tabs for 'Available', 'Active', 'Finished', 'Canceled', and 'Unavailable'. The 'Available' tab is selected. A table lists available jobs with columns for Date, Time, Duration, Employee, Classification, Location, Decline, and Accept. The table contains several rows of job listings. Callout 1 points to the 'Available' tab. Callout 2 points to a dropdown arrow next to a job listing. Callout 3 points to the green checkmark in the 'Accept' column. Callout 4 points to the bottom of the table.

Available	Active	Finished	Canceled	Unavailable			+ Add Unavailability	
Date	Time	Duration	Employee	Classification	Location	Decline	Accept	
Monday 2021/04/26	06:30 AM 07:00 AM	Custom Day	Emp 7001 Michael	ZZ Test Classification	ZZ Test Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Tuesday 2021/04/27	06:30 AM 07:00 AM	Custom Day	Emp 7001 Michael	ZZ Test Classification	ZZ Test Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Wednesday 2021/04/28	06:30 AM 07:00 AM	Custom Day	Emp 7001 Michael	ZZ Test Classification	ZZ Test Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Thursday 2021/04/29	06:30 AM 07:00 AM	Custom Day	Emp 7001 Michael	ZZ Test Classification	ZZ Test Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
*Requested Thursday 2021/04/29	08:00 AM 04:00 PM	Full Day	ZZ Test Employee	ZZ Test Classification	ZZ Test Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Friday 2021/04/30	06:30 AM 07:00 AM	Custom Day	Emp 7001 Michael	ZZ Test Classification	ZZ Test Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

New Substitute Experience User Guide

How do I see my assigned, or active, jobs?

Steps:

- 1 From the Home Page, select the “Active” tab. These are the future jobs you accepted.
- 2 If you need more information, just select the down arrow.
- 3 You can also view your Active Jobs from your Calendar! Just select the “My Calendar” button.

July 02, 2021 01:56 PM 28 My Calendar SFE Register for the Mobile App

Available **Active** Finished Canceled Unavailable Add Unavailability

Job ID	Date	Time	Duration	Employee	Classification	Location
5775	Monday 07/05/2021	07:30 AM 05:00 PM	Full Day	Emp 7001 Michael	ZZ Test Classification	Remote ZZ Test Location
5777	Wednesday 07/07/2021	07:30 AM 05:00 PM	Full Day	Emp 7001 Michael	ZZ Test Classification	Remote ZZ Test Location
5778	Thursday 07/08/2021	07:30 AM 05:00 PM	Full Day	Emp 7001 Michael	ZZ Test Classification	Remote ZZ Test Location

What about jobs that were canceled?

- 4 From the Home Page, select the “Cancelled”.

New Substitute Experience User Guide

How do I add unavailability and why should I?

Steps:

- 1 Select the “Add Unavailability” button to enter date(s) which you are not available.
- 2 Select when you will be unavailable (this is required!).
- 3 Then select the time and duration of your unavailability. Select all day if you are not available for the full day and Custom Time if you are available part of the day. (i.e., doctor’s appointment)
- 4 If you want to keep receiving communication (calls, texts) from SmartFind Express when you’re unavailable, select this checkbox to turn it ON, meaning you will receive communication.

The screenshot shows a calendar interface with a modal dialog titled "Add Unavailability Date". The calendar background shows dates from Monday, 2021/04/26 to Friday, 2021/04/30. The modal dialog has the following sections:

- Select Date:** Fields for "Start Date" and "End Date" (both required) with MM/DD/YYYY format and calendar pickers.
- Time/Duration:** Radio buttons for "All Day" and "Custom Time".
- Future Calls:** A checkbox labeled "Continue receiving calls during periods of unavailability".
- Buttons:** "Cancel" and "Save" buttons at the bottom.

Numbered callouts (1-5) indicate the sequence of actions: 1. Clicking the "Add Unavailability" button in the top right of the calendar; 2. Selecting the start and end dates; 3. Selecting the duration; 4. Checking the "Future Calls" checkbox; 5. Clicking the "Save" button.

- 5 Select “Save”, and your unavailability will be saved!

Why Should I Add An Unavailability?

Adding an Unavailability tells PWCS that you are unable to work that date or time period. There are many reasons substitutes use unavailability:

- You are going on vacation and want to unplug
- You have a doctor's appointment
- It's your birthday and you need a day off

New Substitute Experience User Guide

FAQs

How do you cancel a job and where do those cancellations show up?

- You can cancel a job from your Active job tab. Those cancelled jobs would show up in your Canceled job tab.

Where can you find your accepted jobs?

- All accepted jobs are on the Active tab or on the calendar.

Is this new experience mobile friendly?

- Yes! You can register for the mobile app under your initials in the top right-hand corner.

How does the new system work if jobs are specifically called in for a particular substitute?

- If you were requested for a job, a bold green “*Requested” would show up on the job.

How do I change my locations and classifications?

- You can select your initials on the top right of the screen, navigate to Settings, and select Locations or Classifications, and make the necessary updates.