

The SubCentral System for System Administrators

Introduction

The New York City Department of Education launched the SmartFind Express/ SubCentral System in late 2005. This system, referred to as “The SubCentral System”, is an automated process of absence reporting, substitute selection, notification and assignment.

System administrators, full time teachers and full time paraprofessionals are able to create absences at any time when there is need for coverage. These notifications then create job assignments which allows the SubCentral System to call substitutes and offer employment opportunities.

System administrators are principals, APs, school secretaries and any individuals designated by the principal to manage the system on the school level. These individuals have higher access to the system than employees and have the ability to view confidential information such as email and home addresses.

The system is available 24/7 via internet and/ or telephone for all users.

Administrator Capabilities

As an administrator you have the ability to perform numerous tasks on the SubCentral System.

- Create assignments (up to 30 days in advance):
 - Vacancies (not associated with Galaxy)
 - Absences (for full time employees that require substitute coverage)
- View and run reports on the following:
 - Assignments (update, extend or cancel)
 - Priority list of substitutes
 - Profile Inquiries (search for individuals and/ or view their current status)
 - Your employees (system status and absence trends)
 - Generate canned reports

NOTE: The system generates absences based on the full time employee's license (Ex: Common Branches or English) or title (Ex: Paraprofessional). It does not provide grade level or gender requirements to substitutes. When creating an assignment this information must be added via substitute instructions.

User Capabilities

Employees

Full time teachers and paraprofessionals

(that require substitute coverage when absent)

- Report their own absences 24/7 (up to 30 days in advance)
- Review absences (past, present and future)
- Cancel absences

Substitutes

Teachers and paraprofessionals

- Have access to view and/ or manage their profile information
 - Classifications (subject, language or gender specifications)
 - Locations (districts)
 - Availability (day of the week, date/ date range)
 - Contact number
- Accept or decline job offers via telephone
- Review absences (past, present and future)
- Cancel absences (up to an 1 ½ hours before the start of the job)

Substitute Selection

Once a full-time school based employee has created an assignment, the system will generate a record of the job containing all pertinent information.

SubCentral uses various criteria to select substitutes for assignments. It will begin with substitutes that have been requested for the assignment, then it will consider substitutes on the school's priority list. If the assignment is not filled, the system uses SubCentral Selection. This is where the system will match the assignment with substitutes using the job details and the substitutes' profile information.

Individuals who request specific substitutes to cover for a particular employee or assignment have two options:

Specify Substitutes

1. Substitutes that have been selected for a particular assignment but have not confirmed it with the school.

Morning Callout - The specified substitute will be among the first called. The substitute may accept or decline the job. If the system is unable to reach the specified substitute it will move on to obtain substitutes using SubCentral Selection.

Evening Callout - The system will call the substitute approximately every 45 minutes to offer him/ her the assignment. If it is unable to reach the specified substitute during evening callout, it will continue to call each evening (during the callout period) until 8:00 PM, the evening before the job is scheduled to begin. It will then move on to another group of substitutes using SubCentral Selection.

Prearrange Substitutes

2. Substitutes that have been selected for a particular assignment and are confirmed to work. These substitutes have spoken directly with a contact at the school and have been informed when to report.



Notification

Callout Times:

Designated times the system will contact substitutes by phone to offer assignments.

- Morning - Beginning at 5:30 AM for same day assignments (Monday – Friday)
- Evening - From 5:00 PM to 10:30 PM (Sunday - Thursday for future assignments. Note: Jobs can be offered up to 30 days in advance.)

The Job Offer:

The system will provide the following information to the substitute before s/he is required to accept or decline the assignment:

- Who – The name of the absentee or “Vacancy”
- Dates and times
- Location details
- Job Description (Classification/ subject or paraprofessional)
- Special Instructions (If they have been entered)

Once a substitute accepts the assignment s/he will be provided with a Job Number (confirmation number) to confirm his/ her commitment.



Access to SubCentral

All users are required to register in order to access the system. The registration process is done via telephone ONLY.

Instructions for Registration

1. Call the SubCentral System (718-935-6740) and listen to the automated recording.
2. When you are asked to enter your **Access ID** followed by the star key (*) you must type in your File/EIS number using the key pad on the phone and press the star key.
3. Next the system will ask you to enter your **PIN** followed by the star key (*). You must enter your File/EIS number (again) and press the star key (*).
4. The system will ask you to record your name after the tone. Please state your full name as you would like it to be heard.
5. Next you will be asked to verify your primary work location. This is the school/ site in which you are currently employed. Be sure to listen carefully. If the information is incorrect you must complete the registration process then contact the SubCentral Help Desk at 718-935-4401.
6. Last, you will be asked to create a PIN. This must be between 6 and 9 digits in length. Be sure to use a number that you will remember.

Note: Once you have registered you do not need to do so again. Each time you access the system you will be required to enter your Access ID and the PIN number you created upon registration.



SubCentral System

Contact Information

SubCentral System Telephone Access: 718-935-6740

SubCentral System Website: <https://subcentral.eschoolsolutions.com>

Live Help Desk: 718-935-4401 (Monday – Friday / 6:00 AM – 5:00 PM)

Help Desk Email address: subcentral@schools.nyc.gov

To obtain more information regarding the SubCentral System such as Fact Sheets, Quick Reference Cards, forms and other presentations, please visit the New York City Department of Education SubCentral intranet page.

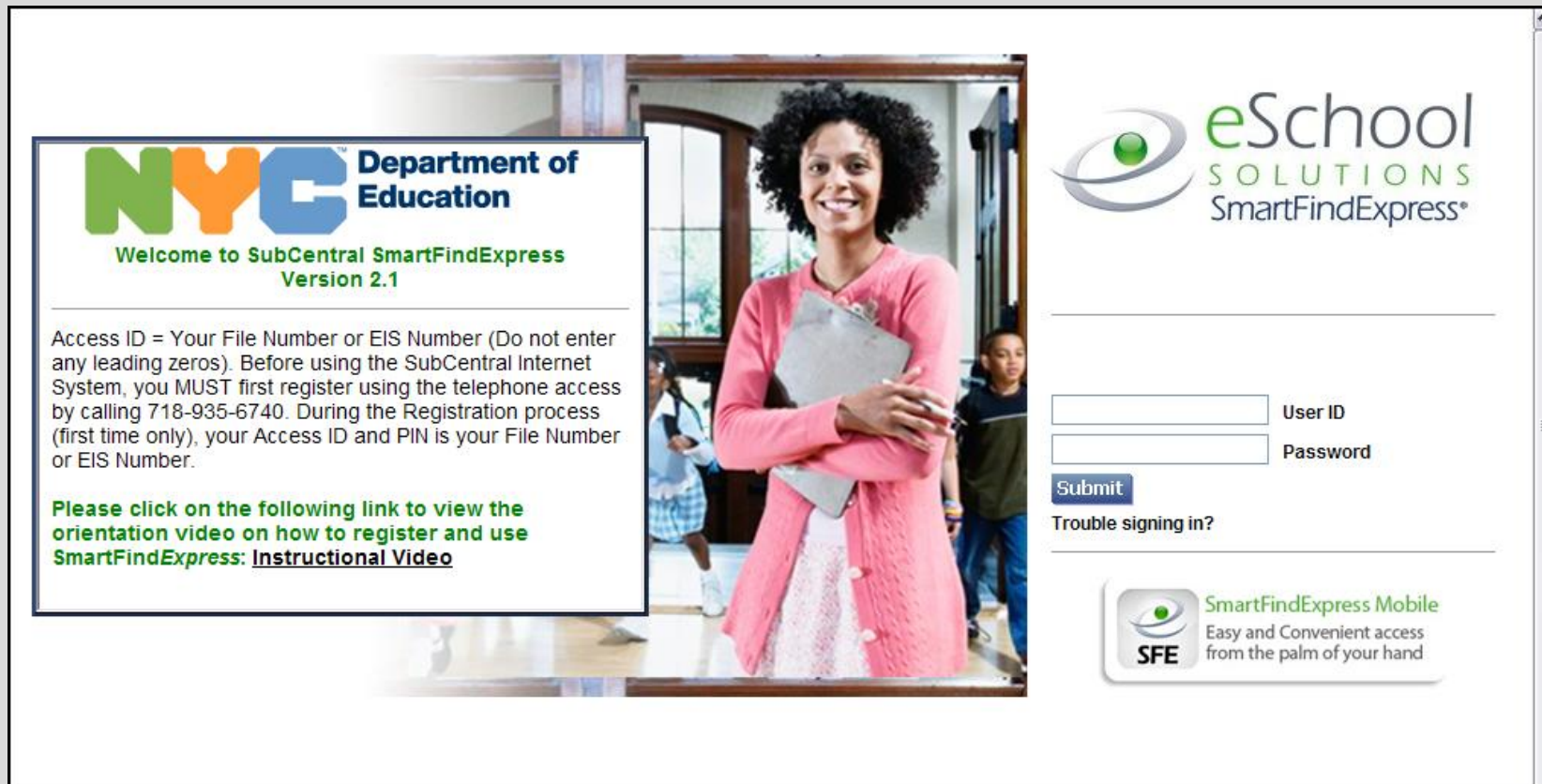
This can be accessed via a link on the SubCentral System home page.

Reminders

- The system is available 24/7 via phone or internet.
- Be sure the data listed for your location (such as address, contact number, start/ end times, number of excess staff) is accurate.
- The SubCentral System will not send reminders, therefore it is advised that you log into the system daily to review and manage absences at your school.

Screen Shots of the **SubCentral System**

Log-In Screen



The screenshot shows a web browser window displaying the login interface for eSchool SOLUTIONS SmartFindExpress. On the left, a white box contains the NYC Department of Education logo and a welcome message for SubCentral SmartFindExpress Version 2.1. Below this, instructions for the Access ID are provided, along with a link to an instructional video. The background of the page features a photograph of a smiling woman in a pink cardigan holding a clipboard. On the right side, the eSchool SOLUTIONS SmartFindExpress logo is displayed above a login form. The form includes input fields for User ID and Password, a Submit button, and a link for 'Trouble signing in?'. At the bottom right, there is a promotional banner for SmartFindExpress Mobile, which offers easy and convenient access from a mobile device.

NYC Department of
Education

Welcome to SubCentral SmartFindExpress
Version 2.1

Access ID = Your File Number or EIS Number (Do not enter any leading zeros). Before using the SubCentral Internet System, you MUST first register using the telephone access by calling 718-935-6740. During the Registration process (first time only), your Access ID and PIN is your File Number or EIS Number.

Please click on the following link to view the orientation video on how to register and use SmartFindExpress: [Instructional Video](#)


eSchool
SOLUTIONS
SmartFindExpress®

User ID

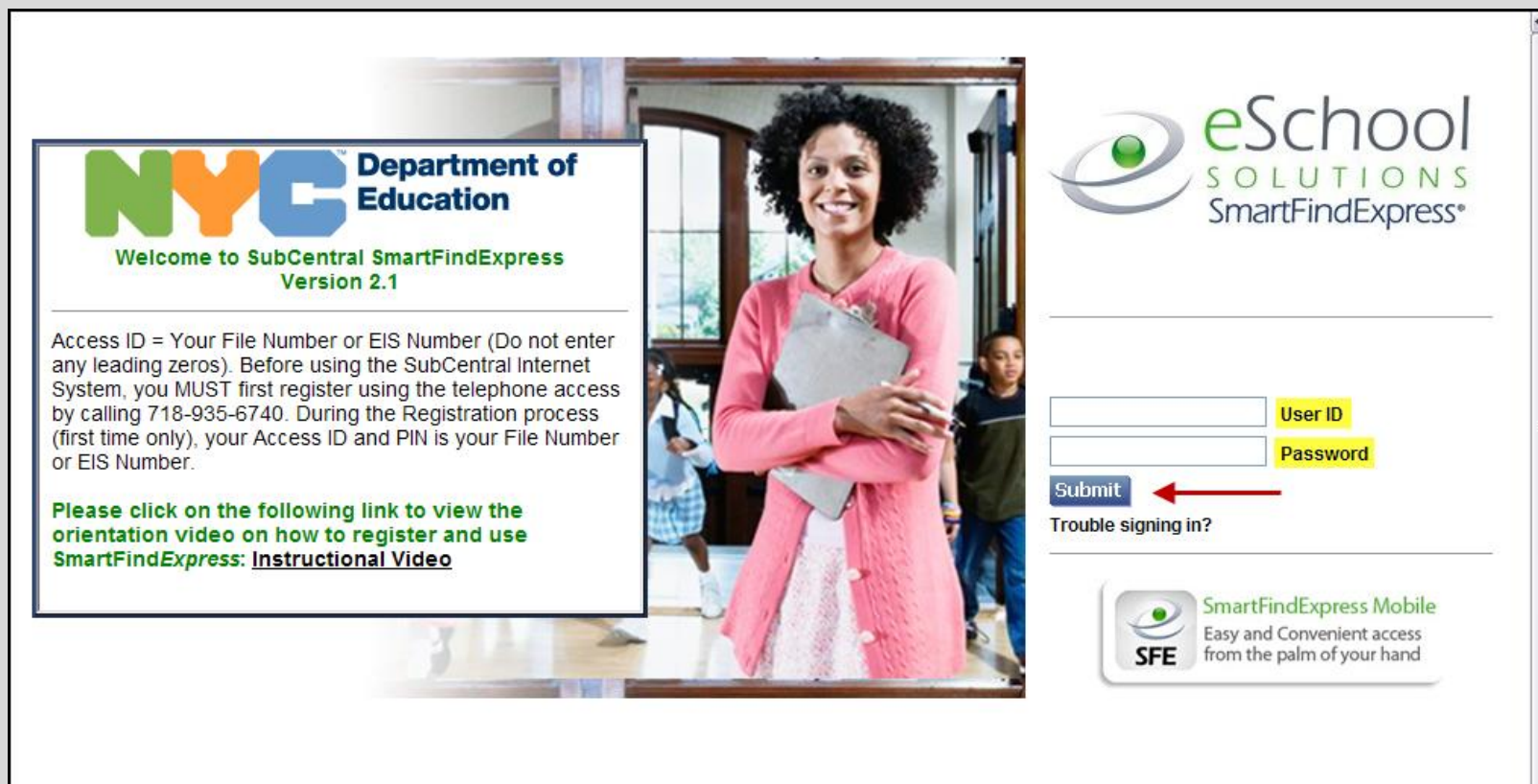
Password

Submit

[Trouble signing in?](#)

 **SmartFindExpress Mobile**
Easy and Convenient access
from the palm of your hand

Reminder: You must register by phone before you are able to access the system online. Enter your User ID (File/ EIS number) and the Password (PIN) you created. Then click the Submit button.

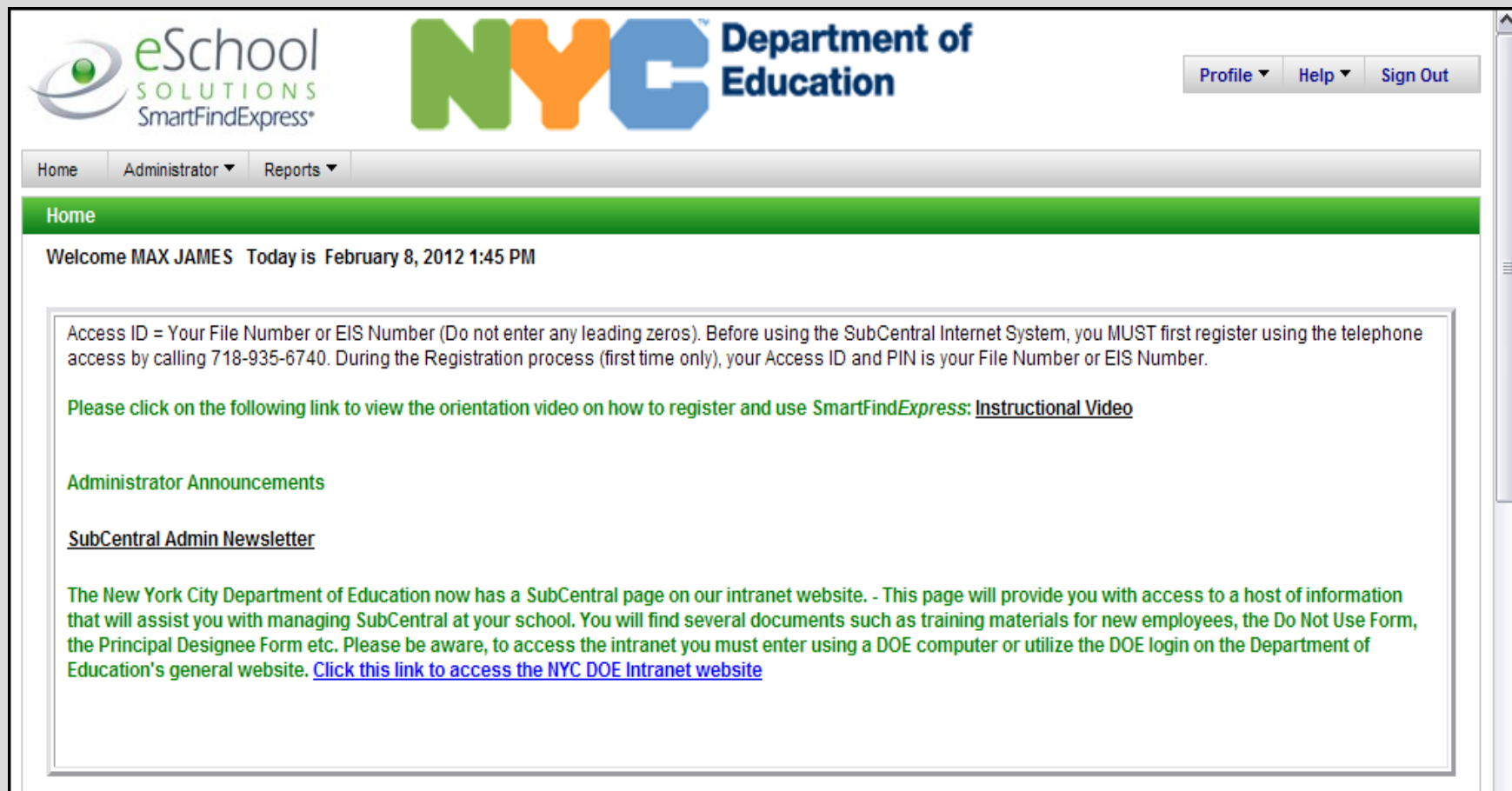


The screenshot shows the login interface for eSchool SOLUTIONS SmartFindExpress. On the left, there is a large image of a smiling woman in a pink cardigan holding a clipboard. Overlaid on this image is a white box with the NYC Department of Education logo and the text "Welcome to SubCentral SmartFindExpress Version 2.1". Below this box, there is a paragraph of instructions: "Access ID = Your File Number or EIS Number (Do not enter any leading zeros). Before using the SubCentral Internet System, you MUST first register using the telephone access by calling 718-935-6740. During the Registration process (first time only), your Access ID and PIN is your File Number or EIS Number." Below the instructions is a green link: "Please click on the following link to view the orientation video on how to register and use SmartFindExpress: [Instructional Video](#)".

On the right side of the page, the eSchool SOLUTIONS SmartFindExpress logo is displayed. Below the logo are two input fields: the first is labeled "User ID" and the second is labeled "Password". A blue "Submit" button is positioned below the fields, with a red arrow pointing to it from the right. Below the "Submit" button is a link that says "Trouble signing in?". At the bottom right, there is a logo for "SmartFindExpress Mobile" with the text "Easy and Convenient access from the palm of your hand".

Home Page

Your home page displays various tabs that allow you to navigate through the system.



The screenshot shows the home page of the eSchool SOLUTIONS SmartFindExpress system. At the top left is the eSchool SOLUTIONS SmartFindExpress logo. To its right is the NYC Department of Education logo. In the top right corner, there are three buttons: Profile, Help, and Sign Out. Below the logos is a navigation bar with tabs for Home, Administrator, and Reports. The Home tab is currently selected and highlighted in green. Below the navigation bar, a green banner displays the text "Home". Underneath the banner, a welcome message reads "Welcome MAX JAMES Today is February 8, 2012 1:45 PM". The main content area contains a message about Access ID, a link to an instructional video, and sections for Administrator Announcements and SubCentral Admin Newsletter. The SubCentral Admin Newsletter section includes a paragraph about the new SubCentral page on the intranet website and a link to access the NYC DOE Intranet website.

eSchool SOLUTIONS SmartFindExpress

NYC Department of Education

Profile Help Sign Out

Home Administrator Reports

Home

Welcome MAX JAMES Today is February 8, 2012 1:45 PM

Access ID = Your File Number or EIS Number (Do not enter any leading zeros). Before using the SubCentral Internet System, you MUST first register using the telephone access by calling 718-935-6740. During the Registration process (first time only), your Access ID and PIN is your File Number or EIS Number.

Please click on the following link to view the orientation video on how to register and use SmartFindExpress: [Instructional Video](#)

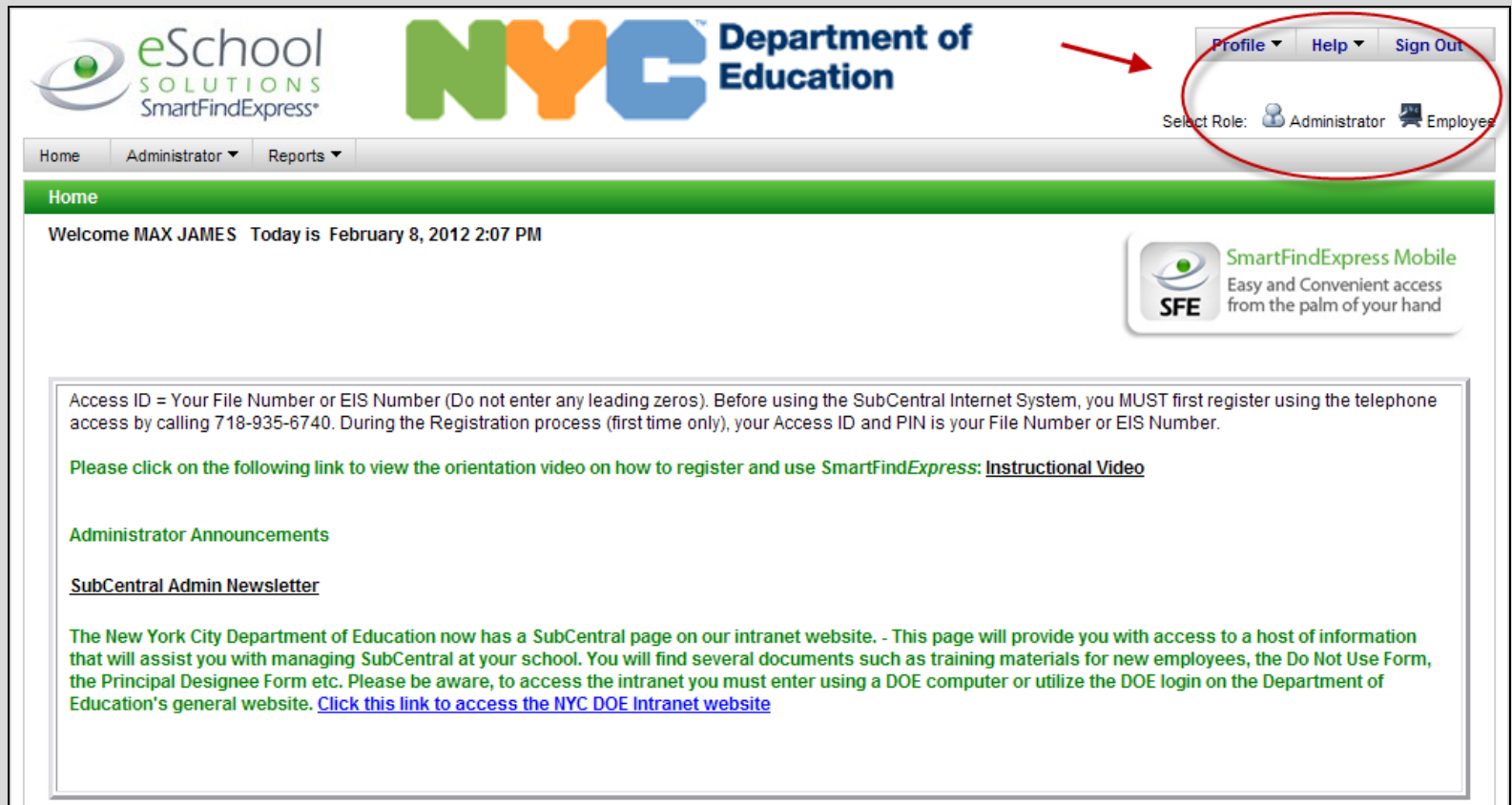
Administrator Announcements

SubCentral Admin Newsletter

The New York City Department of Education now has a SubCentral page on our intranet website. - This page will provide you with access to a host of information that will assist you with managing SubCentral at your school. You will find several documents such as training materials for new employees, the Do Not Use Form, the Principal Designee Form etc. Please be aware, to access the intranet you must enter using a DOE computer or utilize the DOE login on the Department of Education's general website. [Click this link to access the NYC DOE Intranet website](#)

Home Page

The tabs on the top right allow you to manage your profile, log-out of the system and view brief training videos on various transactions in the system.



The screenshot shows the home page of the eSchool SOLUTIONS SmartFindExpress system. At the top left, there are logos for eSchool SOLUTIONS SmartFindExpress and NYC Department of Education. On the top right, there is a navigation bar with tabs for Profile, Help, and Sign Out, which are circled in red. Below this, there is a 'Select Role:' dropdown menu with options for Administrator and Employee. The main content area features a green header with 'Home' and a welcome message for MAX JAMES dated February 8, 2012. A 'SmartFindExpress Mobile' logo is also present. A large text box contains instructions on how to register and use the system, including a link to an 'Instructional Video' and a 'SubCentral Admin Newsletter' link.

eSchool SOLUTIONS SmartFindExpress

NYC Department of Education

Profile Help Sign Out

Select Role: Administrator Employee

Home Administrator Reports

Home

Welcome MAX JAMES Today is February 8, 2012 2:07 PM

SmartFindExpress Mobile
Easy and Convenient access from the palm of your hand

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Please click on the following link to view the orientation video on how to register and use SmartFindExpress: [Instructional Video](#)

Administrator Announcements

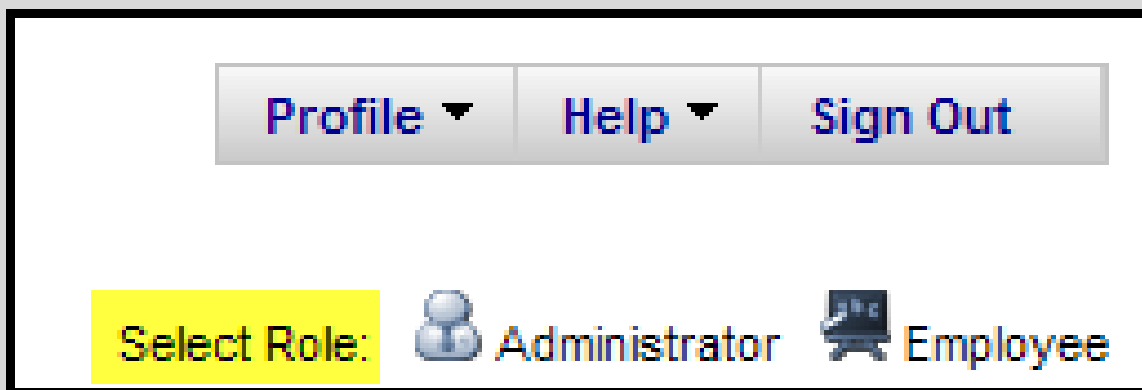
[SubCentral Admin Newsletter](#)

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Select Your Role

If you are listed as both an Administrator and Employee you must select the access you would like to have displayed when entering the system, by clicking on the appropriate title.

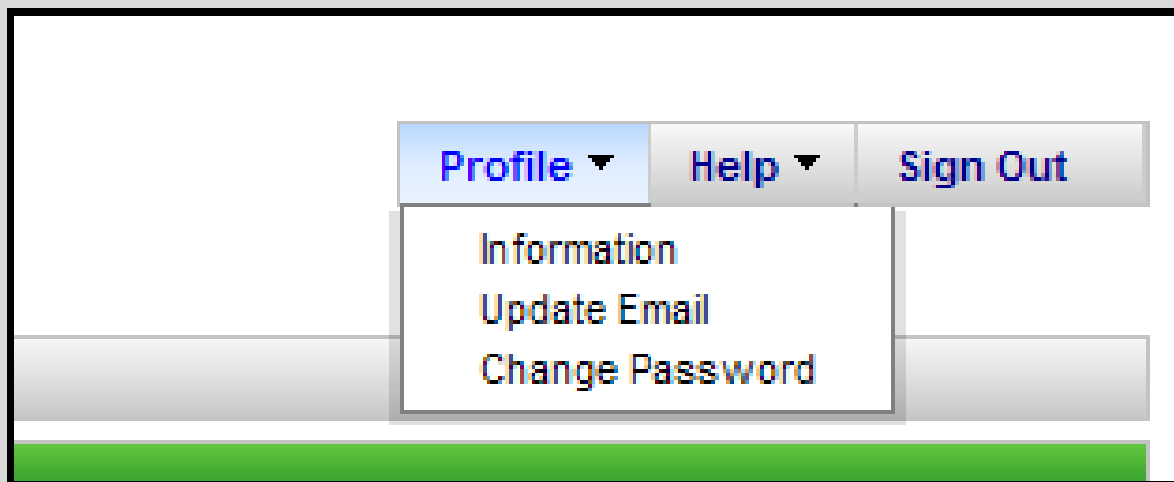
Note: The system will default to the highest level of access.



If you would like more information regarding employee access please log-in to SubCentral and review the training videos posted on your Home Page and in the Help Menu via your Employee access.

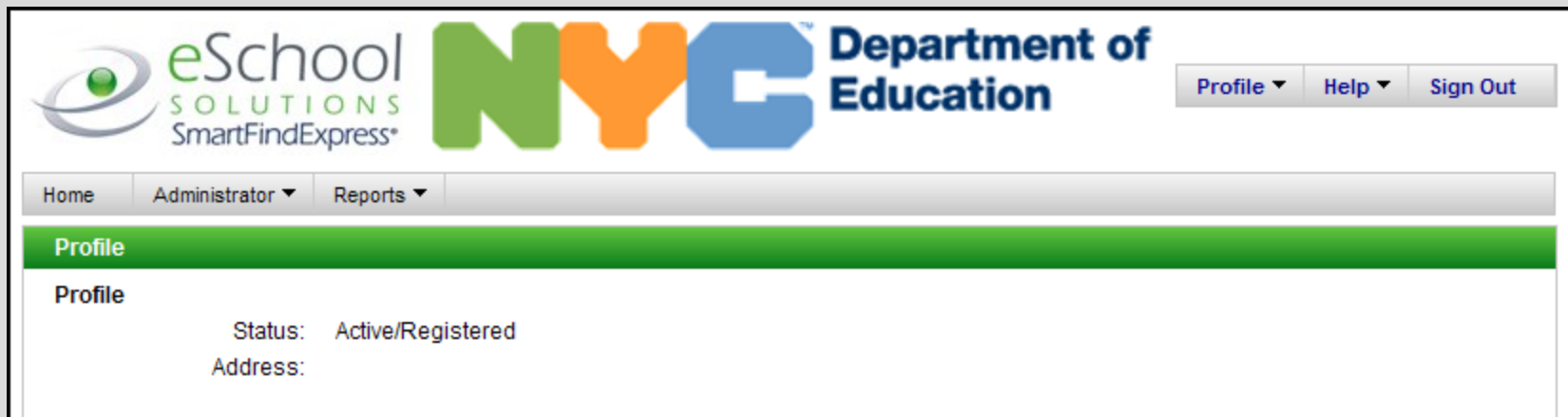
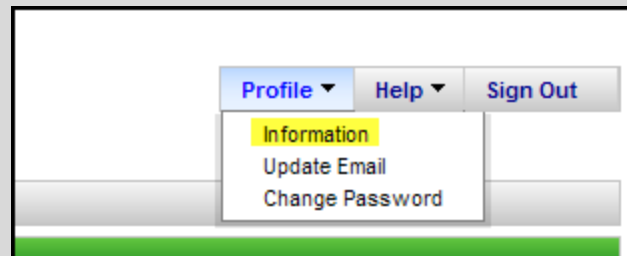
Profile Tab

Hover your mouse over the Profile Tab and the system will display a drop down menu with various links.



Profile Tab

Click on Information to view your status and the address the system has for you. If this is incorrect please contact HR Connect at 718-935-4000.



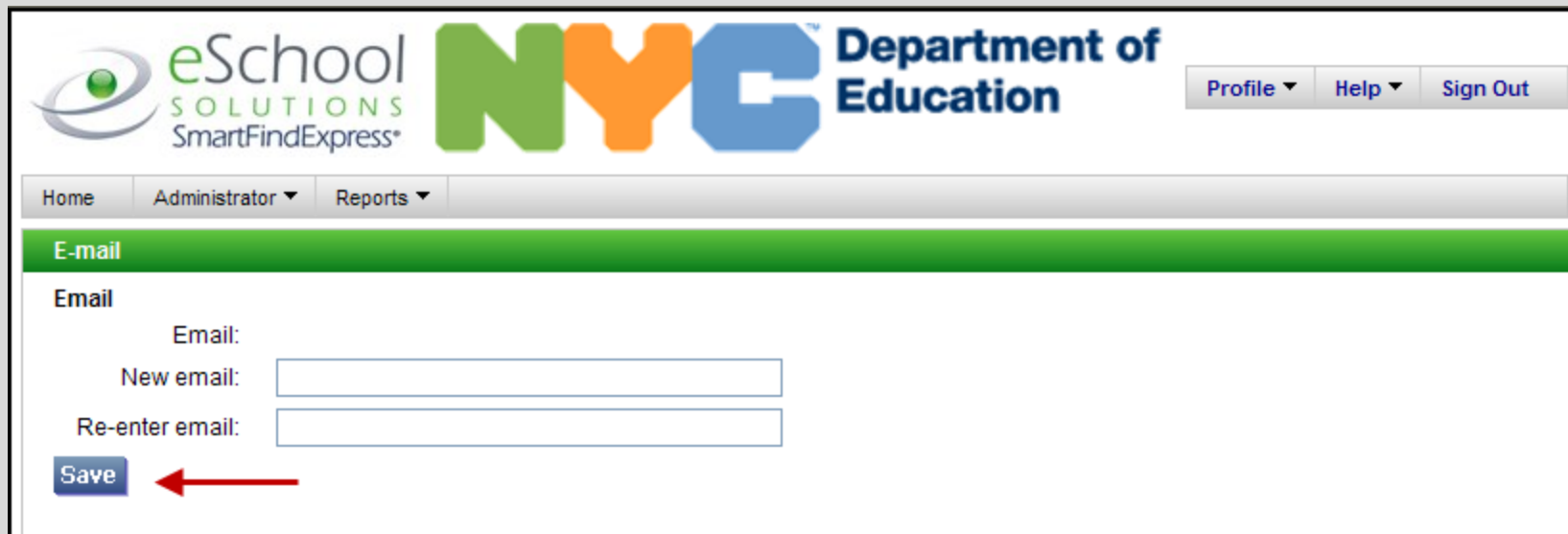
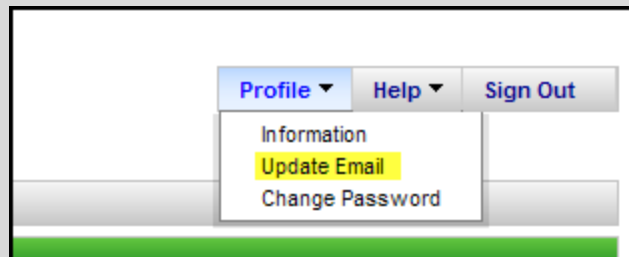
A screenshot of the eSchool SOLUTIONS SmartFindExpress interface. The header includes the eSchool SOLUTIONS SmartFindExpress logo, the NYC Department of Education logo, and a navigation bar with 'Profile', 'Help', and 'Sign Out' tabs. Below the header is a navigation bar with 'Home', 'Administrator', and 'Reports' tabs. The 'Profile' tab is selected, and the content area shows the 'Profile' section with the following information:

Profile

Status: Active/Registered
Address:

Profile Tab

Click on Update Email to view and/or change the email address listed in the SubCentral System. Be sure the system lists your current email address as this may be used by the SubCentral Help Desk to contact you with any pertinent information. Be sure to click Save.

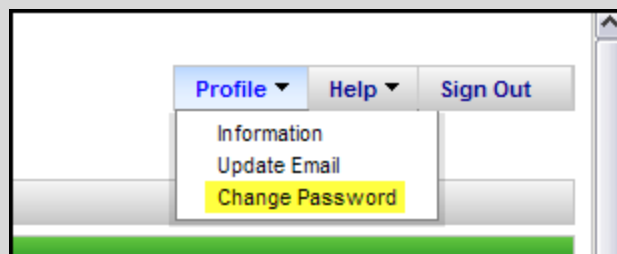


A screenshot of the eSchool SOLUTIONS SmartFindExpress interface. The header includes the eSchool SOLUTIONS SmartFindExpress logo, the NYC Department of Education logo, and a navigation bar with 'Profile', 'Help', and 'Sign Out' buttons. Below the header is a navigation menu with 'Home', 'Administrator', and 'Reports'. The main content area is titled 'E-mail' and contains an 'Email' section with the following fields and buttons:

- Email:
- New email:
- Re-enter email:
- Save button with a red arrow pointing to it.

Profile Tab

Click on Change Password to change the PIN number you utilize when accessing the system. Your PIN must be between 6 and 9 digits in length. Be sure to click Save.



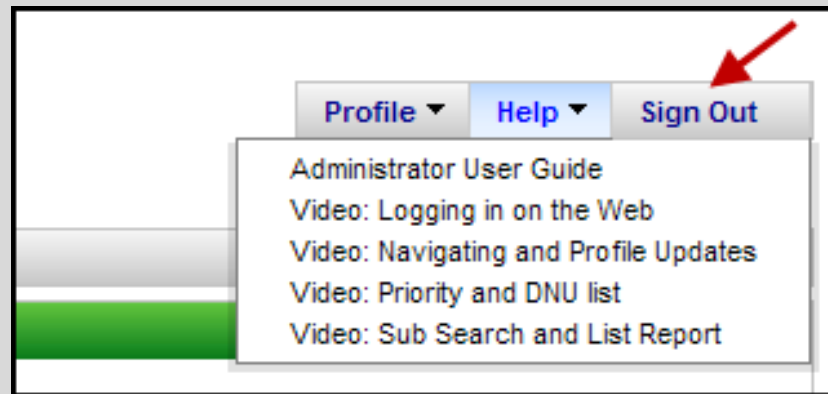
A screenshot of the 'Change Password' form in the eSchool SOLUTIONS SmartFindExpress system. The page header includes the eSchool SOLUTIONS logo, the NYC Department of Education logo, and navigation buttons for 'Profile', 'Help', and 'Sign Out'. Below the header, there are navigation links for 'Home', 'Administrator', and 'Reports'. The main content area is titled 'Change Password' and contains the following fields:

- Phone Password (PIN)
- Current:
- New: *Numeric up to 9 digits*
- Confirm New:

At the bottom left of the form, there is a blue 'Save' button with a red arrow pointing to it.

Help/ Sign Out

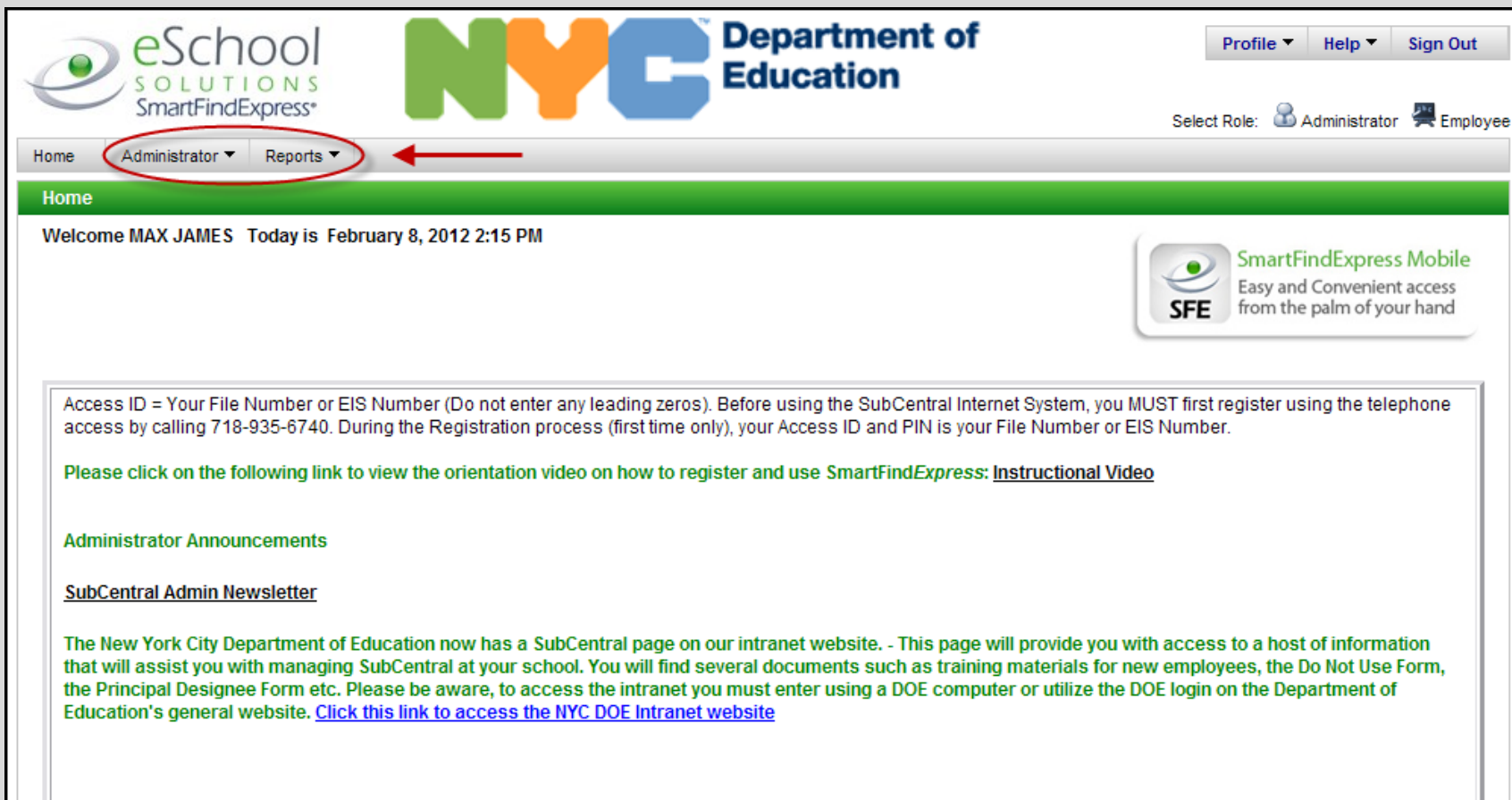
The SubCentral System now has brief training videos that provide general information on managing your profile. Hover over the Help menu and click on the video of your choice. Be sure to turn up the volume on your computer.



Be sure to click Sign Out when you complete your session to be sure you have completely logged out of the system.

Home Page

The tabs on the left allow you to manage the SubCentral System for your location(s).



The screenshot shows the home page of the eSchool SOLUTIONS SmartFindExpress system. At the top left, there are logos for eSchool SOLUTIONS SmartFindExpress and NYC Department of Education. On the top right, there are buttons for Profile, Help, and Sign Out, and a 'Select Role' dropdown menu with options for Administrator and Employee. Below the navigation bar, there are tabs for Home, Administrator, and Reports. A red circle highlights the Administrator and Reports tabs, with a red arrow pointing to the Reports tab. The main content area displays a welcome message for MAX JAMES, the current date and time, and a SmartFindExpress Mobile app advertisement. Below this, there is a text box containing registration instructions, a link to an instructional video, and announcements for administrators and a newsletter. At the bottom, there is a paragraph of information about the SubCentral page on the intranet website, including a link to the NYC DOE Intranet website.

eSchool SOLUTIONS SmartFindExpress

NYC Department of Education

Profile Help Sign Out

Select Role: Administrator Employee

Home Administrator Reports

Home

Welcome MAX JAMES Today is February 8, 2012 2:15 PM

SmartFindExpress Mobile
Easy and Convenient access from the palm of your hand

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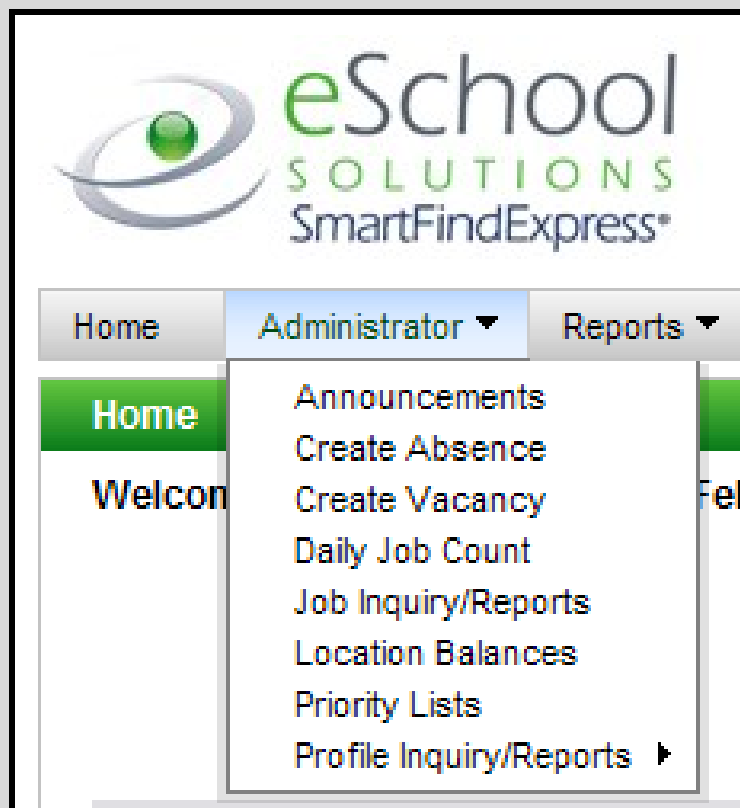
Administrator Announcements

SubCentral Admin Newsletter

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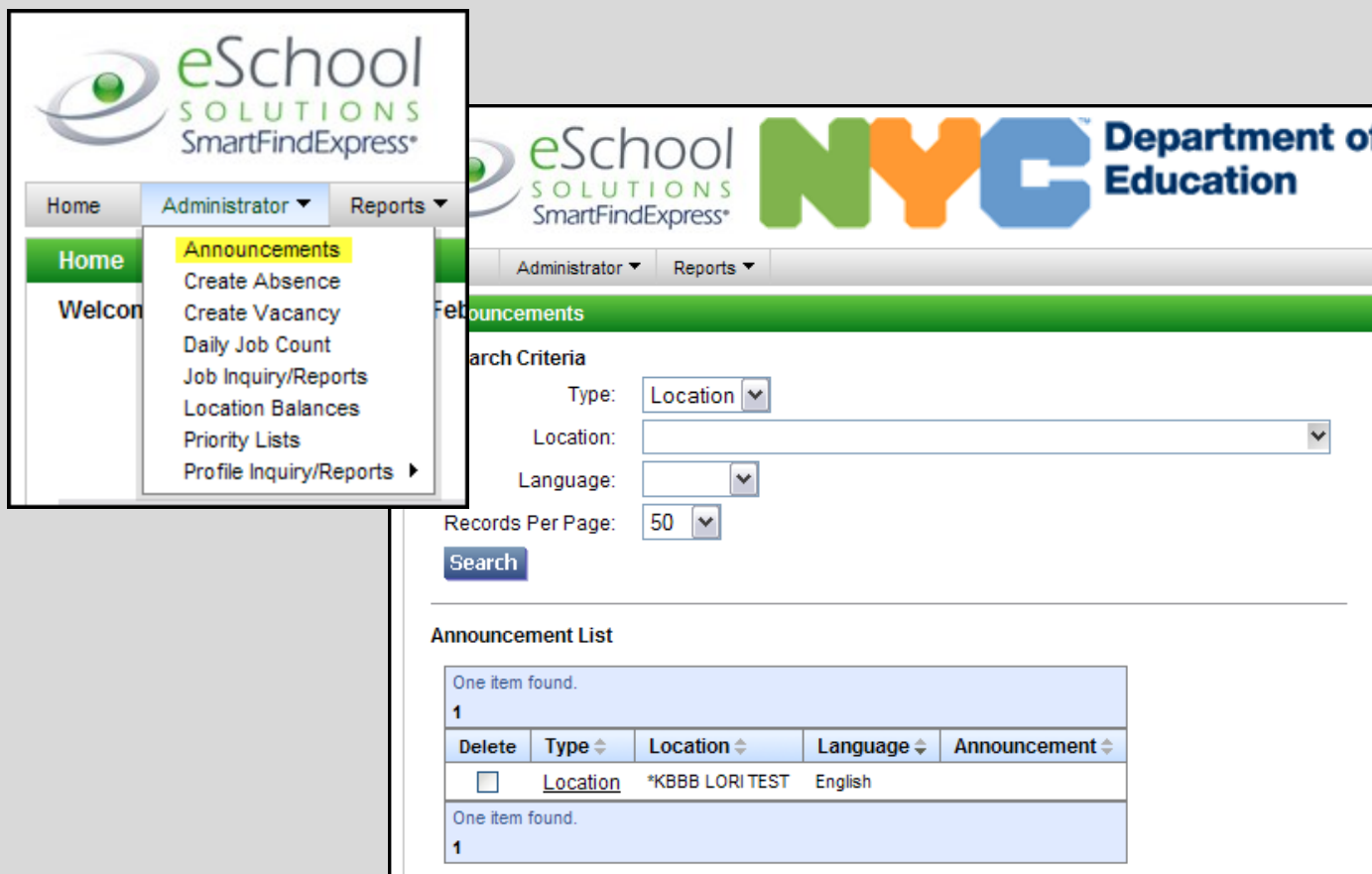
Administrator Tab

Hover over the Administrator Tab to allow the system to display a drop down menu containing various links.



Announcements

Click on Announcements and you will view basic information the system has for your school. To obtain more details click on the underlined location. Note: This screen is view only. If the information is incorrect please contact the SubCentral Help Desk.



The screenshot displays the eSchool SOLUTIONS SmartFindExpress interface. The top navigation bar includes 'Home', 'Administrator', and 'Reports'. The 'Administrator' menu is expanded, showing options such as 'Announcements', 'Create Absence', 'Create Vacancy', 'Daily Job Count', 'Job Inquiry/Reports', 'Location Balances', 'Priority Lists', and 'Profile Inquiry/Reports'. The 'Announcements' option is highlighted.

The main content area shows the 'Announcements' page with search criteria: Type: Location, Location: (empty), Language: (empty), and Records Per Page: 50. A 'Search' button is present.

The 'Announcement List' section shows one item found:

Delete	Type	Location	Language	Announcement
<input type="checkbox"/>	Location	*KBBB LORI TEST	English	

Creating an Absence

An Absence should be created in the SubCentral System when a full time employee is unable to report to school and substitute coverage is required.

Absence Creation:

- Via telephone or internet (anytime 24/7)
- Up to 30 days in advance
- By System Administrators and Employees
- Not limited to single days (multiple day absences)

Absence management by System Administrators:

- Specify or Pre-Arrange
- Assign a substitute
- Cancel the absence
- Extend the absence
- Remove a substitute

Creating an Absence

Click on Create Absence to make note of an absent employee and allow the system to contact substitutes on his/her behalf. Be sure the employee is an individual that requires a substitute when absent and has not already created their own absence.



The screenshot displays the eSchool SOLUTIONS SmartFindExpress web application interface. The top navigation bar includes 'Home', 'Administrator', and 'Reports'. The 'Administrator' menu is open, showing options such as 'Announcements', 'Create Absence', 'Create Vacancy', 'Daily Job Count', 'Job Inquiry/Reports', 'Location Balances', 'Priority Lists', and 'Profile Inquiry/Reports'. The 'Create Absence' option is highlighted in yellow. Below the navigation bar, the 'Employee Search' section is visible, featuring a green header and a white background. The text reads: 'Create an Absence for an Employee by pressing 'Name Lookup' OR entering ID'. Below this text, there is a 'User ID:' label followed by an input field, a 'Continue' button, and a 'Name Lookup' button.

Creating an Absence

You may enter the employee's File/EIS number and click Continue or use the Name Lookup button to search for the employee by name.



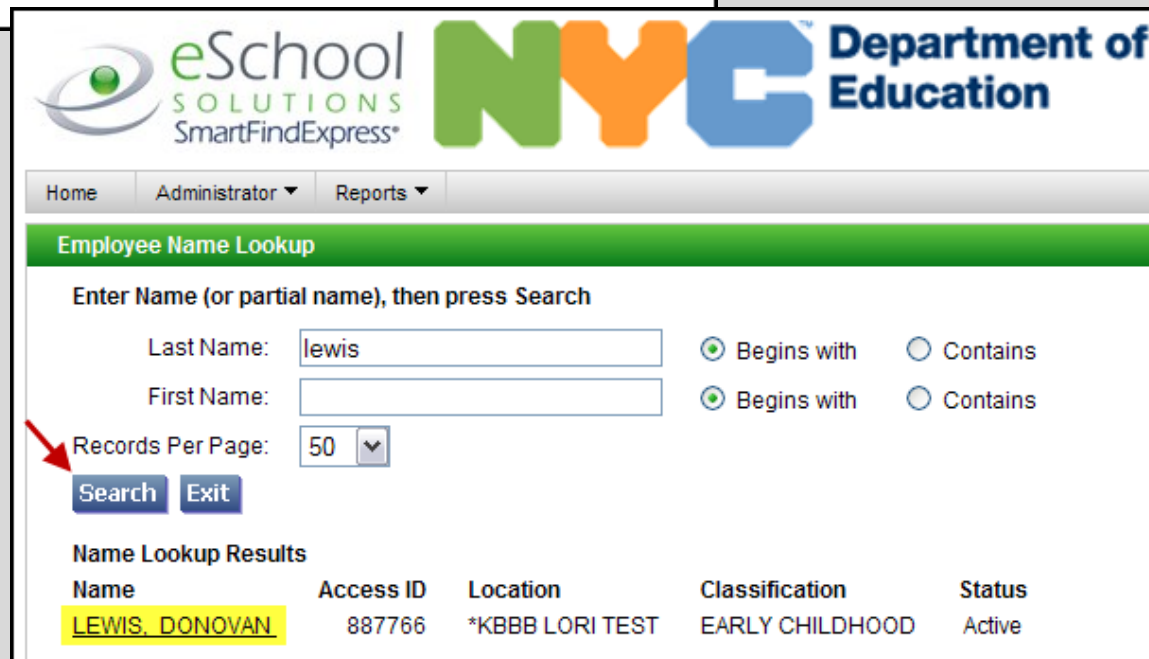





Home Administrator Reports

Employee Search

Create an Absence for an Employee by pressing 'Name Lookup' OR entering ID

User ID: ←



Home Administrator Reports

Employee Name Lookup

Enter Name (or partial name), then press Search

Last Name: Begins with Contains

First Name: Begins with Contains

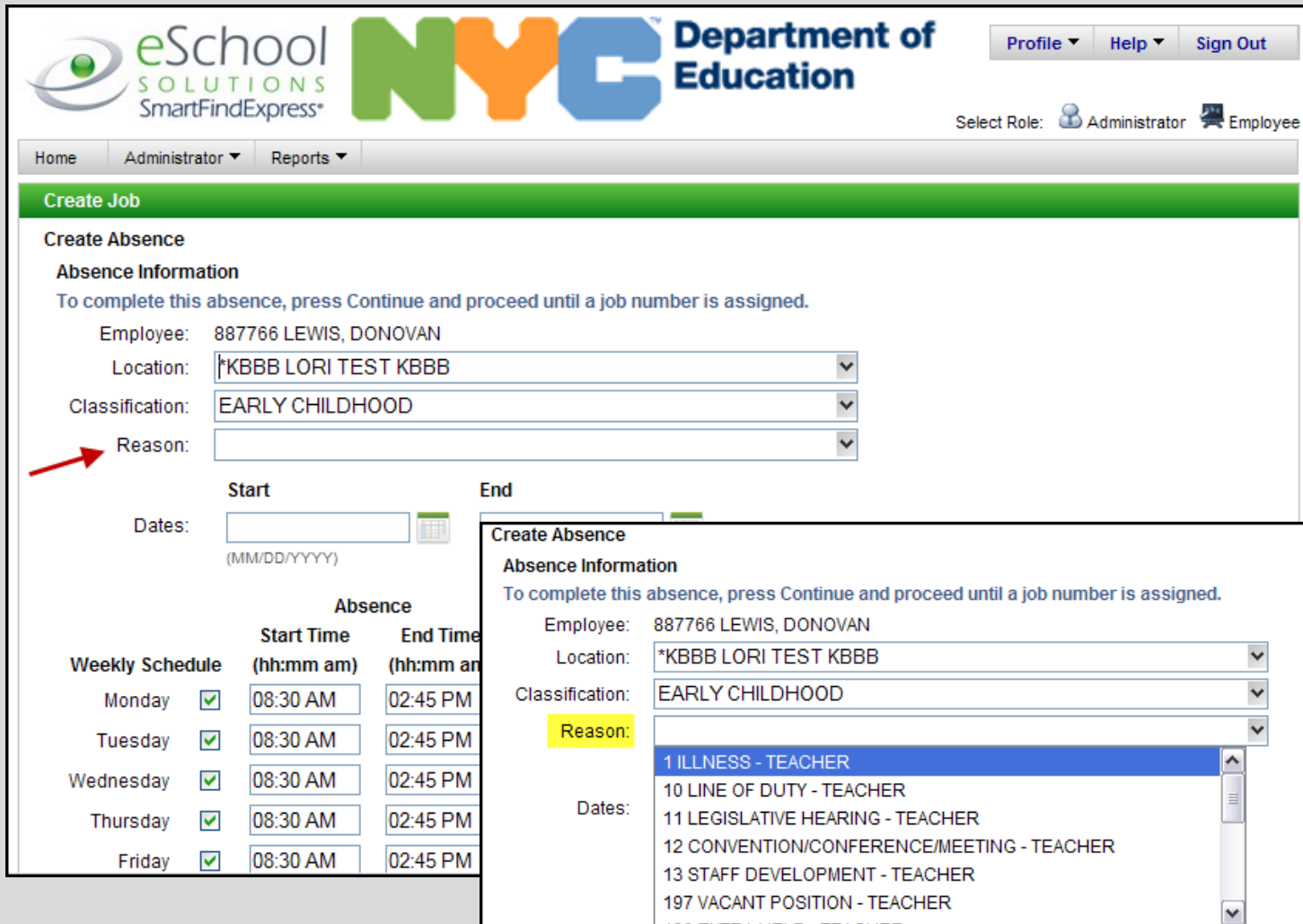
Records Per Page: ←

Name Lookup Results

Name	Access ID	Location	Classification	Status
<u>LEWIS, DONOVAN</u>	887766	*KBBB LORI TEST	EARLY CHILDHOOD	Active

Creating an Absence

Once the employee has been selected you will be brought back to the Create Absence screen. A Reason must be selected using the drop down menu.



eSchool SOLUTIONS SmartFindExpress NYC Department of Education

Profile Help Sign Out

Select Role: Administrator Employee

Home Administrator Reports

Create Job

Create Absence


Absence Information


To complete this absence, press Continue and proceed until a job number is assigned.

Employee: 887766 LEWIS, DONOVAN

Location: *KBBB LORI TEST KBBB

Classification: EARLY CHILDHOOD

Reason: 

Start: 
(MM/DD/YYYY)

End:

Absence			
Weekly Schedule		Start Time (hh:mm am)	End Time (hh:mm am)
Monday	<input checked="" type="checkbox"/>	08:30 AM	02:45 PM
Tuesday	<input checked="" type="checkbox"/>	08:30 AM	02:45 PM
Wednesday	<input checked="" type="checkbox"/>	08:30 AM	02:45 PM
Thursday	<input checked="" type="checkbox"/>	08:30 AM	02:45 PM
Friday	<input checked="" type="checkbox"/>	08:30 AM	02:45 PM

Create Absence

Absence Information

To complete this absence, press Continue and proceed until a job number is assigned.

Employee: 887766 LEWIS, DONOVAN

Location: *KBBB LORI TEST KBBB



Classification: EARLY CHILDHOOD

Reason: **1 ILLNESS - TEACHER**

Dates: 10 LINE OF DUTY - TEACHER
11 LEGISLATIVE HEARING - TEACHER
12 CONVENTION/CONFERENCE/MEETING - TEACHER
13 STAFF DEVELOPMENT - TEACHER
197 VACANT POSITION - TEACHER

Creating an Absence

Enter a Date for the absence by typing in the data or using the calendar icon. Be sure to update the start and end fields.

[Profile](#) [Help](#) [Sign Out](#)

Select Role: Administrator Employee

[Home](#) | [Administrator](#) | [Reports](#)

Create Job

Create Absence

Absence Information

To complete this absence, press Continue and proceed until a job number is assigned.

Employee: 887766 LEWIS, DONOVAN

Location: *KBBB LORI TEST KBBB

Classification: EARLY CHILDHOOD

Reason:

Start

Dates:

(MM/DD/YYYY)

End

(MM/DD/YYYY)

		Absence		Su
Weekly Schedule	<input checked="" type="checkbox"/>	Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)
Monday	<input checked="" type="checkbox"/>	08:30 AM	02:45 PM	08:30 AM
Tuesday	<input checked="" type="checkbox"/>	08:30 AM	02:45 PM	08:30 AM
Wednesday	<input checked="" type="checkbox"/>	08:30 AM	02:45 PM	08:30 AM
Thursday	<input checked="" type="checkbox"/>	08:30 AM	02:45 PM	08:30 AM
Friday	<input checked="" type="checkbox"/>	08:30 AM	02:45 PM	08:30 AM

To complete this absence, press Continue and proceed until a job number is assigned.

Employee: 887766 LEWIS, DONOVAN

Location: *KBBB LORI TEST KBBB

Classification: EARLY CHILDHOOD

Reason: 13 STAFF DEVELOPMENT - TEACHER

Start

Dates:

(MM/DD/YYYY)

End

(MM/DD/YYYY)

		Substitute	
Weekly Schedule	<input checked="" type="checkbox"/>	Start Time (hh:mm am)	End Time (hh:mm am)
Monday	<input checked="" type="checkbox"/>	08:30 AM	02:45 PM
Tuesday	<input checked="" type="checkbox"/>	08:30 AM	02:45 PM

Creating an Absence

Scroll to the bottom of the screen to continue the absence creation.
The following information can be managed:

- Weekly Schedule
- Specify a Substitute
- Pre-Arrange a Substitute
- Enter Substitute Instructions
- Attach a File
- Update Administrator Comments

Weekly Schedule	Absence		Substitute		
	Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)	
Monday	<input checked="" type="checkbox"/>	<input type="text" value="08:30 AM"/>	<input type="text" value="02:45 PM"/>	<input type="text" value="08:30 AM"/>	<input type="text" value="02:45 PM"/>
Tuesday	<input checked="" type="checkbox"/>	<input type="text" value="08:30 AM"/>	<input type="text" value="02:45 PM"/>	<input type="text" value="08:30 AM"/>	<input type="text" value="02:45 PM"/>
Wednesday	<input checked="" type="checkbox"/>	<input type="text" value="08:30 AM"/>	<input type="text" value="02:45 PM"/>	<input type="text" value="08:30 AM"/>	<input type="text" value="02:45 PM"/>
Thursday	<input checked="" type="checkbox"/>	<input type="text" value="08:30 AM"/>	<input type="text" value="02:45 PM"/>	<input type="text" value="08:30 AM"/>	<input type="text" value="02:45 PM"/>
Friday	<input checked="" type="checkbox"/>	<input type="text" value="08:30 AM"/>	<input type="text" value="02:45 PM"/>	<input type="text" value="08:30 AM"/>	<input type="text" value="02:45 PM"/>

Substitute

Specify a Substitute? ID:

PRE-ARRANGED?
If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job?: Yes No

Substitute Instructions: (Maximum Characters=1000)

File Attachments: (Maximum file size=512K)

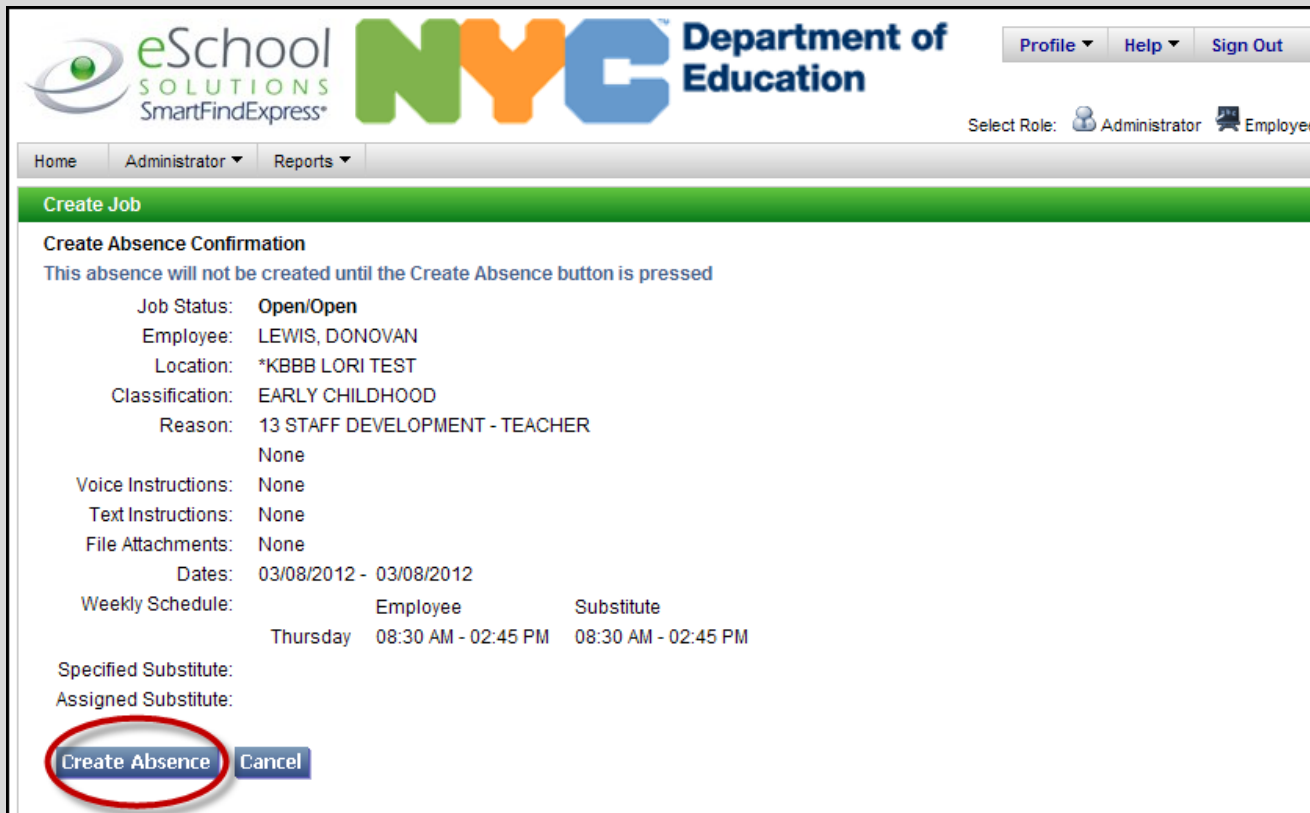
Administrator

Comments:

Be sure to click Continue to advance to the next screen.

Creating an Absence

Review the information entered and click Cancel if updates are required, otherwise, click Create Absence.



The screenshot shows the 'Create Job' section of the eSchool SOLUTIONS SmartFindExpress interface. The page title is 'Create Absence Confirmation' and includes a warning: 'This absence will not be created until the Create Absence button is pressed'. The form displays the following information:

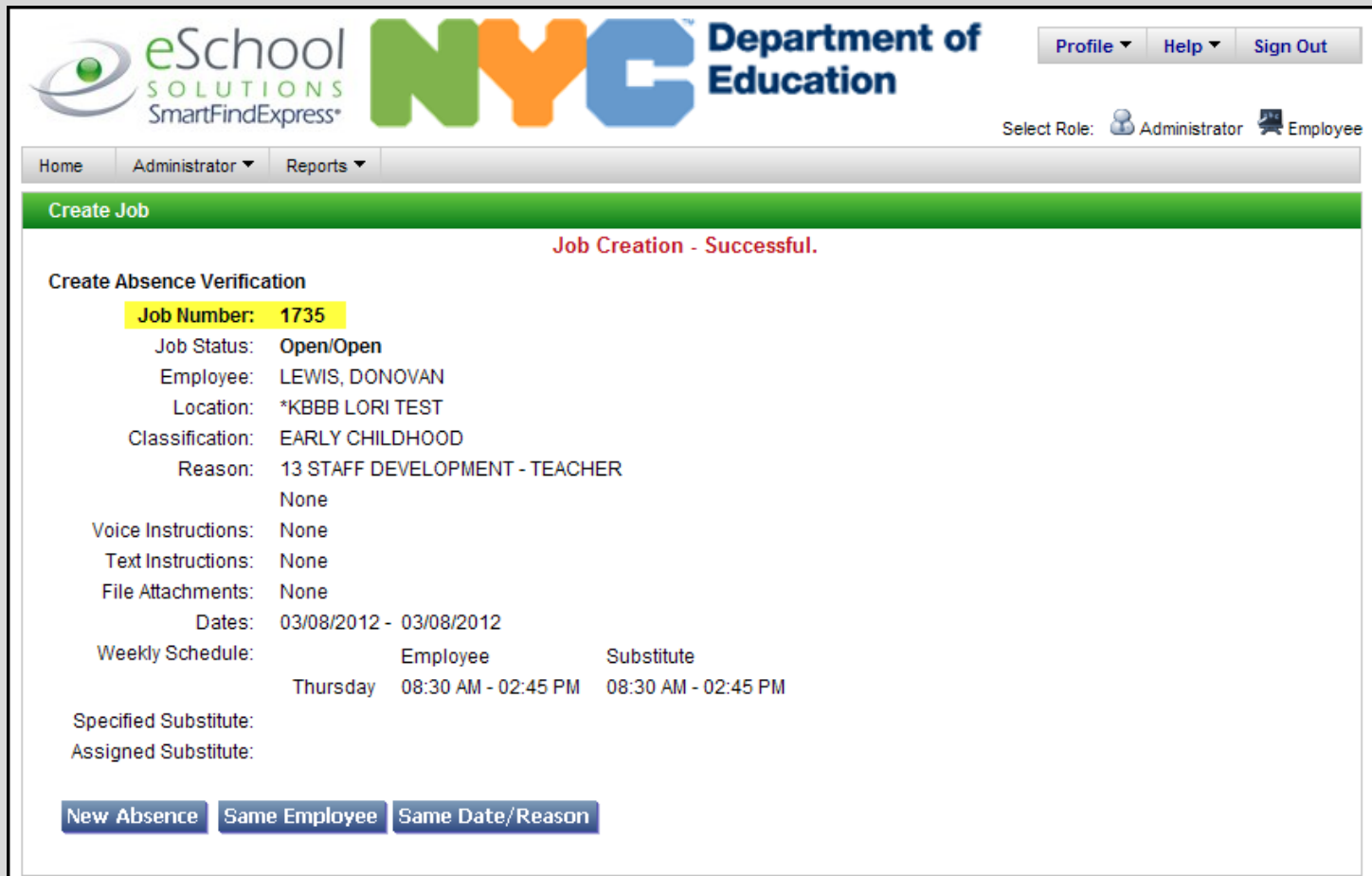
- Job Status: Open/Open
- Employee: LEWIS, DONOVAN
- Location: *KBBB LORI TEST
- Classification: EARLY CHILDHOOD
- Reason: 13 STAFF DEVELOPMENT - TEACHER
- Voice Instructions: None
- Text Instructions: None
- File Attachments: None
- Dates: 03/08/2012 - 03/08/2012
- Weekly Schedule: Employee Substitue
- Thursday 08:30 AM - 02:45 PM 08:30 AM - 02:45 PM
- Specified Substitute:
- Assigned Substitute:

At the bottom of the form, there are two buttons: 'Create Absence' (circled in red) and 'Cancel'.

Note: The Absence has not been created until the Create Absence button is pressed.

Creating an Absence

The Job creation was successful.
Make note of the Job Number.



The screenshot displays the eSchool SOLUTIONS SmartFindExpress interface. At the top, there are navigation links for Profile, Help, and Sign Out. Below this, a 'Select Role' dropdown is set to Administrator. A breadcrumb trail shows Home > Administrator > Reports. A green banner at the top of the main content area reads 'Create Job'. The central message is 'Job Creation - Successful.' in red text. Below this, the 'Create Absence Verification' section lists the following details: Job Number: 1735 (highlighted in yellow), Job Status: Open/Open, Employee: LEWIS, DONOVAN, Location: *KBBB LORI TEST, Classification: EARLY CHILDHOOD, Reason: 13 STAFF DEVELOPMENT - TEACHER, None, Voice Instructions: None, Text Instructions: None, File Attachments: None, Dates: 03/08/2012 - 03/08/2012, Weekly Schedule: Thursday 08:30 AM - 02:45 PM (Employee) and 08:30 AM - 02:45 PM (Substitute), Specified Substitute: (empty), and Assigned Substitute: (empty). At the bottom, there are three buttons: 'New Absence', 'Same Employee', and 'Same Date/Reason'.

eSchool SOLUTIONS SmartFindExpress NYC Department of Education

Profile Help Sign Out

Select Role: Administrator Employee

Home Administrator Reports

Create Job

Job Creation - Successful.

Create Absence Verification

Job Number: 1735

Job Status: Open/Open

Employee: LEWIS, DONOVAN

Location: *KBBB LORI TEST

Classification: EARLY CHILDHOOD

Reason: 13 STAFF DEVELOPMENT - TEACHER

None

Voice Instructions: None

Text Instructions: None

File Attachments: None

Dates: 03/08/2012 - 03/08/2012

Weekly Schedule: Employee Substitute

Thursday 08:30 AM - 02:45 PM 08:30 AM - 02:45 PM

Specified Substitute:

Assigned Substitute:

New Absence Same Employee Same Date/Reason

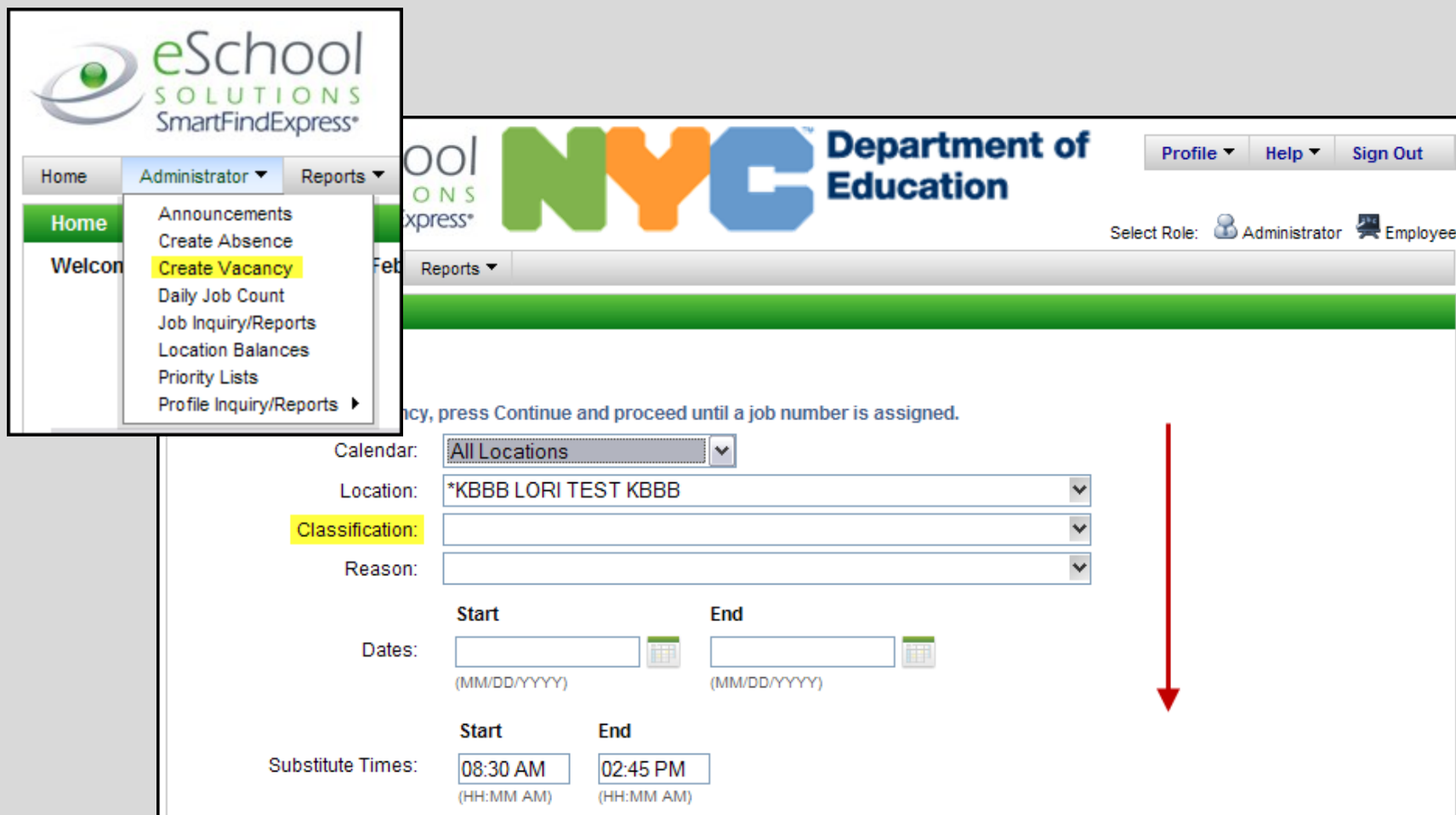
Creating a Vacancy

A Vacancy is created when you have the need for a substitute when there is no one absent or if you are in need of extra help in your school.

- Only created by system administrators
- Created when there is a vacant position or need for extra help
- Not associated with Galaxy
- Created via telephone or internet (anytime 24/7)
- Not limited to single days (multiple day vacancies)
- Created up to 30 days in advance

Creating a Vacancy

The process to create a Vacancy is similar to creating an Absence. Hover over the Administrator Tab, click Create Vacancy and enter the basic information required.



The screenshot displays the eSchool SOLUTIONS SmartFindExpress interface. The 'Administrator' menu is open, with 'Create Vacancy' highlighted. The main form contains the following fields:

- Calendar:
- Location:
- Classification:
- Reason:
- Dates: (MM/DD/YYYY)
- Substitute Times: (HH:MM AM)

A red arrow points to the right side of the form area.

Creating a Vacancy

Once you have entered the basic information, you have the ability to select the Modify Times button to manage new times or non-consecutive assignments.

REPORTING MULTIPLE DAYS?
If the days are non-consecutive or if every day of the vacancy does not start and end at the same time

[Modify Times](#)

Substitute
Specify a Substitute? ID: [Name Lookup](#)

PRE-ARRANGED?
If the specified substitute has accepted this assignment and does not need to be contacted, press Yes

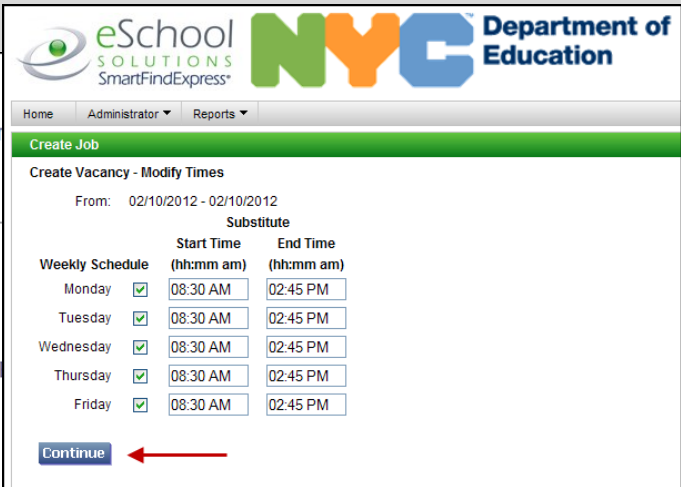
Has the substitute accepted this job?: Yes No

Substitute Instructions: (Maximum Characters=1000)

File Attachments: [Browse...](#) (Maximum file size=512K)

Administrator
Comments:

[Continue](#) [Reset](#)



eSchool SOLUTIONS SmartFindExpress NYC Department of Education

Home Administrator Reports

Create Job

Create Vacancy - Modify Times

From: 02/10/2012 - 02/10/2012

Substitute

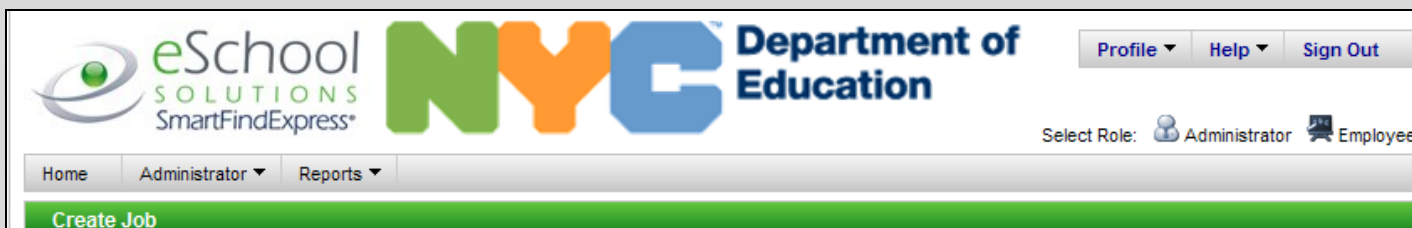
Weekly Schedule	Start Time (hh:mm am)	End Time (hh:mm am)
Monday <input checked="" type="checkbox"/>	08:30 AM	02:45 PM
Tuesday <input checked="" type="checkbox"/>	08:30 AM	02:45 PM
Wednesday <input checked="" type="checkbox"/>	08:30 AM	02:45 PM
Thursday <input checked="" type="checkbox"/>	08:30 AM	02:45 PM
Friday <input checked="" type="checkbox"/>	08:30 AM	02:45 PM



[Continue](#)



Click continue after updating the Create Vacancy screen.

Creating a Vacancy

Review the information and click Create Vacancy to generate a Job Number.





Profile ▾ Help ▾ Sign Out

Select Role:  Administrator  Employee

Home Administrator ▾ Reports ▾

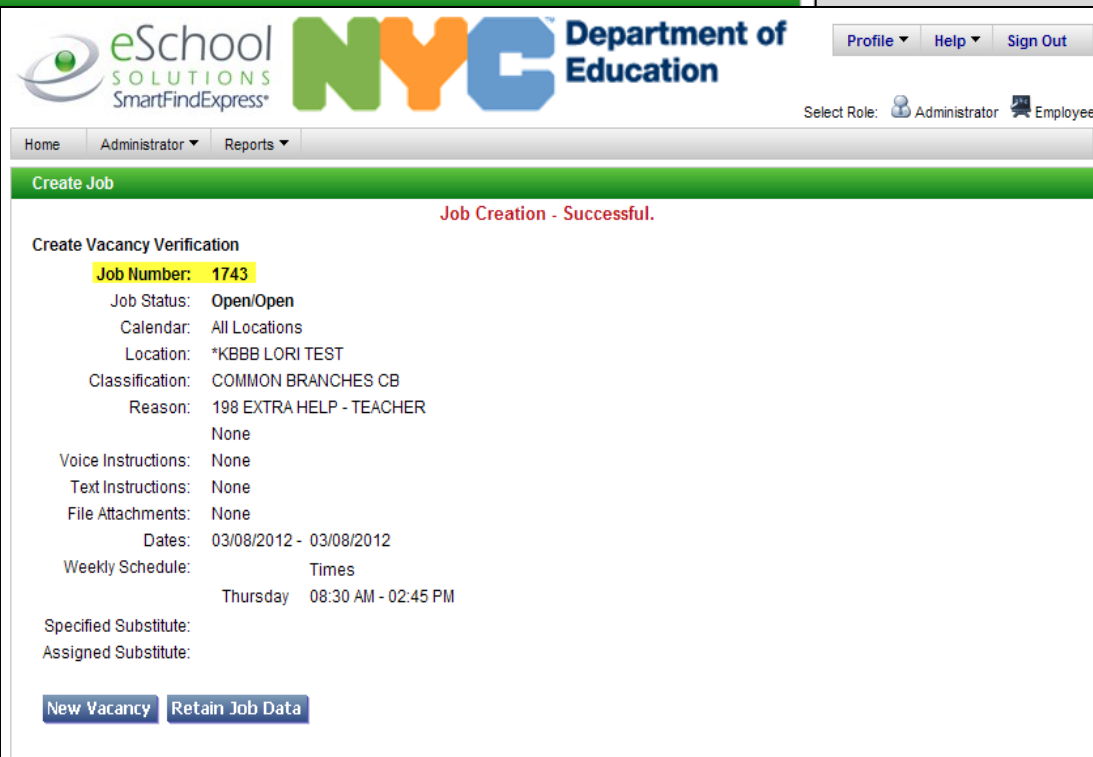
Create Job

Create Vacancy Confirmation

This vacancy will not be created until the Create Vacancy button is clicked.


Job Status: **Open/Open**
 Calendar: All Locations
 Location: *KBBB LORI TEST
 Classification: COMMON BRANCHES CB
 Reason: 198 EXTRA HELP - TEACHER
 None
 Voice Instructions: None
 Text Instructions: None
 File Attachments: None
 Dates: 03/08/2012 - 03/08/2012
 Weekly Schedule: Times
 Thursday 08:30 AM - 02:45 PM
 Specified Substitute:
 Assigned Substitute:

Create Vacancy **Cancel**





Profile ▾ Help ▾ Sign Out

Select Role:  Administrator  Employee

Home Administrator ▾ Reports ▾

Create Job

Job Creation - Successful.

Create Vacancy Verification


Job Number: 1743

Job Status: **Open/Open**
 Calendar: All Locations
 Location: *KBBB LORI TEST
 Classification: COMMON BRANCHES CB
 Reason: 198 EXTRA HELP - TEACHER
 None
 Voice Instructions: None
 Text Instructions: None
 File Attachments: None
 Dates: 03/08/2012 - 03/08/2012
 Weekly Schedule: Times
 Thursday 08:30 AM - 02:45 PM
 Specified Substitute:
 Assigned Substitute:

New Vacancy **Retain Job Data**


Daily Job Count

Number of assignments per day displayed in calendar format.



Home Administrator Reports

- Home
- Welcome
- Announcements
- Create Absence
- Create Vacancy
- Daily Job Count**
- Job Inquiry/Reports
- Location Balances
- Priority Lists
- Profile Inquiry/Reports



Profile Help Sign Out

Select Role: Administrator Employee

Administrator Reports

Job Counts

Search Criteria

Month: Feb Year: 2012

Reason:

Location: *KBBB LORI TEST

Search

< Prev Month Feb 2012 Next Month >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 0	2 0	3 0	4 0
5 0	6 0	7 0	8 0	9 0	10 0	11 0
12 0	13 0	14 0	15 0	16 0	17 0	18 0
19 0	20 0	21 0	22 0	23 1	24 1	25 0



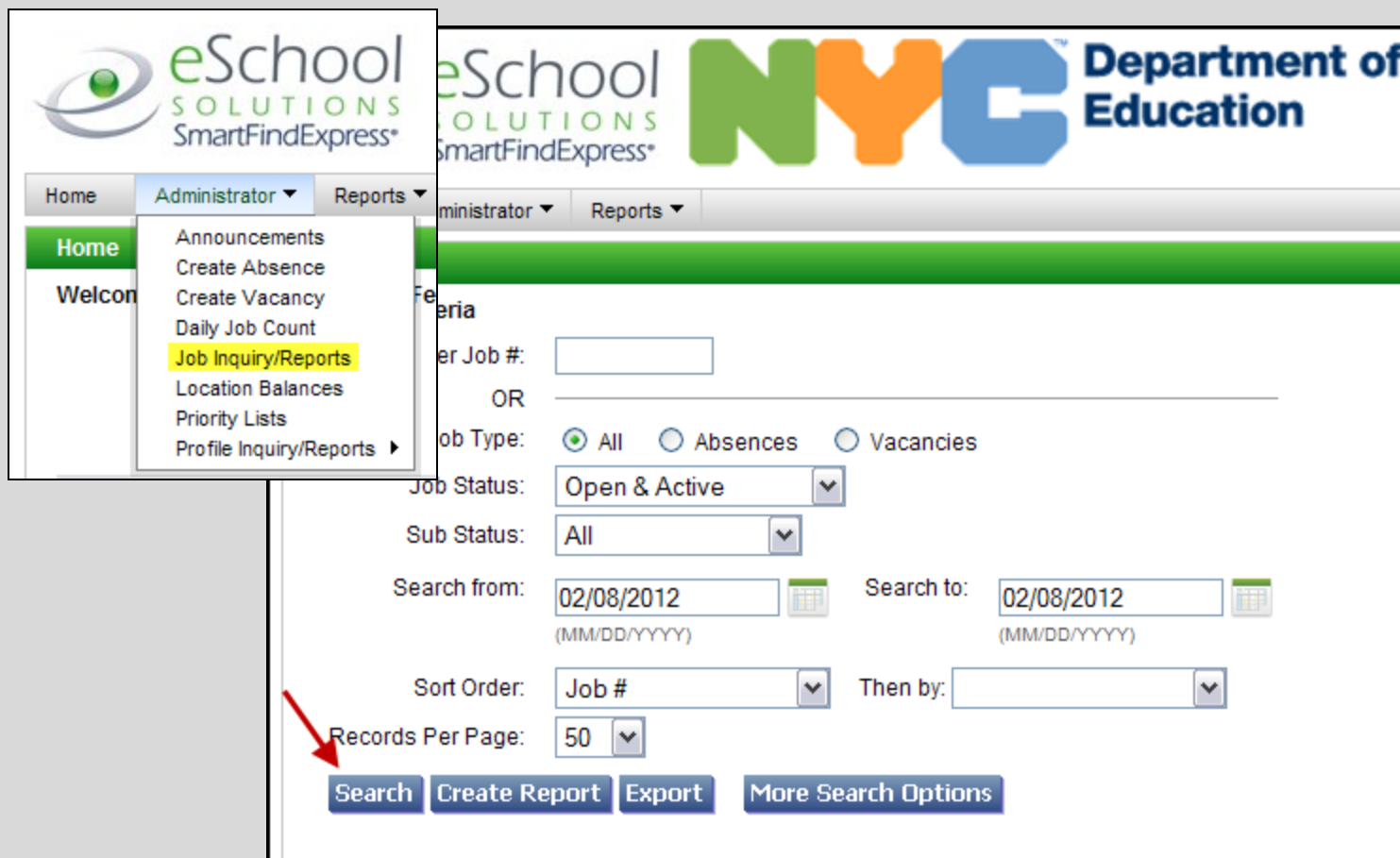
Job Inquiry/Reports

The ability to view all absences and vacancies created in the system for your school(s).

- System will hold information for up to 5 years
- All assignments are individually associated with a Job Number or confirmation number
- Allows system administrators to perform the following:
 - Run reports on past, present and future assignments
 - Update, extend or cancel assignments
 - Perform various actions on jobs such as run reports, stop call-out and assign/ cancel substitutes

Job Inquiry/Reports

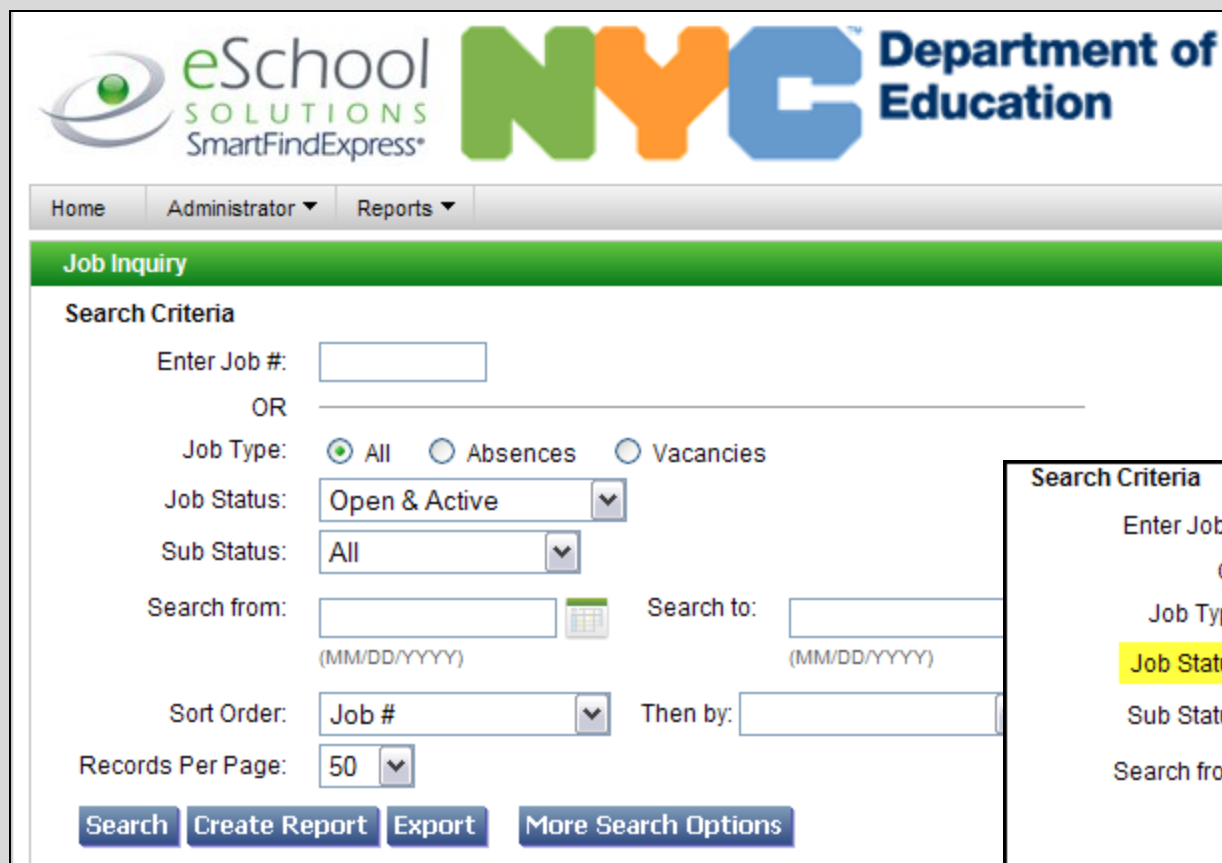
Administrators have the ability to view all assignments for the current day by clicking on Job Inquiry/ Reports and then clicking the Search button.



The screenshot displays the eSchool SOLUTIONS SmartFindExpress interface. The top navigation bar includes 'Home', 'Administrator', and 'Reports'. The 'Administrator' menu is expanded, showing options such as 'Announcements', 'Create Absence', 'Create Vacancy', 'Daily Job Count', 'Job Inquiry/Reports' (highlighted in yellow), 'Location Balances', 'Priority Lists', and 'Profile Inquiry/Reports'. The main content area shows search filters for 'Job #', 'Job Type' (All, Absences, Vacancies), 'Job Status' (Open & Active), 'Sub Status' (All), 'Search from' (02/08/2012), 'Search to' (02/08/2012), 'Sort Order' (Job #), and 'Records Per Page' (50). A red arrow points to the 'Search' button, which is located next to 'Create Report', 'Export', and 'More Search Options' buttons.

Job Inquiry/Reports

Administrators are able to refine their search by clicking on the buttons towards the bottom of the screen or by changing the Job Status using the drop down menu.



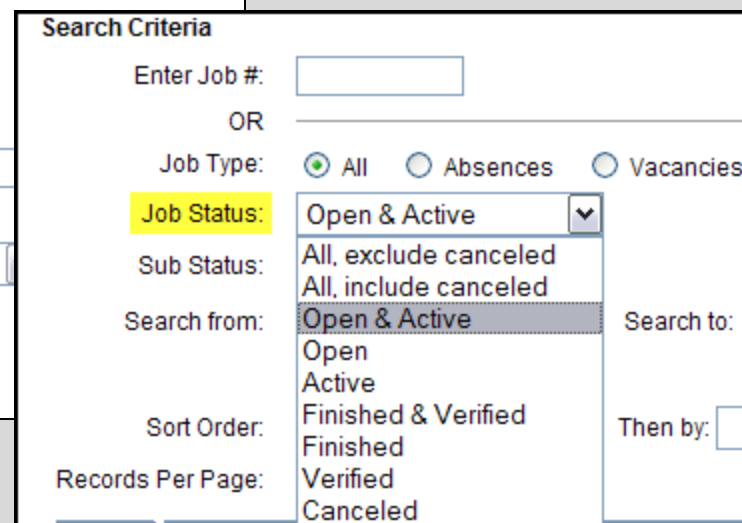
The screenshot shows the 'Job Inquiry' page with the following search criteria:

- Enter Job #:
- OR
- Job Type: All Absences Vacancies
- Job Status:
- Sub Status:
- Search from:
- (MM/DD/YYYY) (MM/DD/YYYY)
- Sort Order: Then by:
- Records Per Page:

Buttons at the bottom: Search, Create Report, Export, More Search Options

Note:

Open = No sub assigned
Active = Sub assigned
Finished = Past assignment



The close-up shows the 'Job Status' dropdown menu with the following options:

- Open & Active
- All, exclude canceled
- All, include canceled
- Open & Active
- Open
- Active
- Finished & Verified
- Finished
- Verified
- Canceled

Job Inquiry/Reports

Once the Search button has been pressed a key will be displayed towards the bottom of the screen. The key provides basic information regarding the assignments listed below.

Job Inquiry

Search Criteria

Enter Job #:

OR _____

Job Type: All Absences Vacancies

Job Status:

Sub Status:

Search from:

(MM/DD/YYYY) (MM/DD/YYYY) (MM/DD/YYYY)

Sort Order: Then by:

Records Per Page:

[Search](#) [Create Report](#) [Export](#) [More Search Options](#)

Job List

Job #	Employee Name	Substitute Name	Location	Reported Date	Text
Status	Job Start	Sub Start	Classification	Class Pay Rate	Voice
Verify	Job End	Sub End	Reason	Sub Pay Rate	Comments
	Job Duration	Sub Time Worked			File
1742	Vacancy	Open	*KBBB LORI TEST	02/16/2012 12:12 PM	No
Open/	03/15/2012 08:30 AM	03/15/2012 08:30 AM	COMMON BRANCHES		No
Open	03/16/2012 02:45 PM	03/16/2012 02:45 PM	EXTRA HELP - TEACHER		No
	06:15				No

Job Inquiry/Reports

Job Inquiry

Search Criteria

Enter Job #:

OR

Job Type: All Absences Vacancies

Job Status:

Sub Status:

Search from:

(MM/DD/YYYY) (MM/DD/YYYY)

Sort Order: Then by:

Records Per Page:

Job List

Job #	Employee Name	Substitute Name	Location	Reported Date	Text
Status	Job Start	Sub Start	Classification	Class Pay Rate	Voice
Verify	Job End	Sub End	Reason	Sub Pay Rate	Comments
	Job Duration	Sub Time Worked			File
1742	Vacancy	Open	*KBBB LORI TEST	02/16/2012 12:12 PM	No
Open/	03/15/2012 08:30 AM	03/15/2012 08:30 AM	COMMON BRANCHES		No
Open	03/16/2012 02:45 PM	03/16/2012 02:45 PM	EXTRA HELP - TEACHER		No
	06:15				No

Click on the Job Number to obtain more information regarding a specific assignment.

Job Inquiry/Reports

The Job Details screen provides additional information regarding the selected assignment. Administrators have the ability to make changes/ updates using various features such as the buttons located at the top and bottom of the screen.

Job Detail

Job Detail

Job Number: 1742	Location: *KBBB LORI TEST
Status: Open/Open	Classification: COMMON BRANCHES
Employee: Vacancy	Calendar: All Locations
Access ID:	Search Rule: TCHR_STANDARD
	Step: Preferred-Location

Create Report
Filling Details
Reset
Return To List
Stop Callout
Save

Clicking the "Cancel Job" button will not save other changes

Cancel Job


Changes are not updated until Save is pressed

Reason:

Date From: To:

(MM/DD/YYYY) (MM/DD/YYYY)

Weekly Schedule:	Times	
	Start Time (hh:mm am)	End Time (hh:mm am)
Monday <input type="checkbox"/>	<input type="text" value="08:30 AM"/>	<input type="text" value="02:45 PM"/>
Tuesday <input type="checkbox"/>	<input type="text" value="08:30 AM"/>	<input type="text" value="02:45 PM"/>
Wednesday <input type="checkbox"/>	<input type="text" value="08:30 AM"/>	<input type="text" value="02:45 PM"/>
Thursday <input checked="" type="checkbox"/>	<input type="text" value="08:30 AM"/>	<input type="text" value="02:45 PM"/>
Friday <input checked="" type="checkbox"/>	<input type="text" value="08:30 AM"/>	<input type="text" value="02:45 PM"/>



Job Inquiry/Reports

The center of the screen displays information regarding assigned substitutes (if one has been assigned). The bottom displays fields where information (such as Text Instructions/ substitute instructions) can be added.

Assigned Substitute	Modify the assigned substitute
Name:	Substitute ID: <input type="text"/> Name Lookup
Access ID:	
Telephone #:	
Accepted On:	
Level:	
Pay Rate:	
Substitute Pay Rate: <input type="text"/>	
<hr/>	
Specified Substitute	Modify the specified substitute
Name:	Substitute ID: <input type="text"/> Name Lookup
Access ID:	
Telephone #:	
Last time called:	
<hr/>	
Text Instructions:	<input type="text"/> (Maximum Characters=1000)
Administrator Comments:	<input type="text"/>
File Attachments:	None
<hr/>	
Add a File:	<input type="text"/> Browse... (Maximum file size=512K)

Job Inquiry/Reports

Administrators have the ability to place a substitute in an assignment that has already been created. The substitute can be searched for by name using the Name Lookup button or entering the File/EIS number in the Substitute ID field.

Assigned Substitute	Modify the assigned substitute
Name:	Substitute ID: <input type="text"/> Name Lookup
Access ID:	
Telephone #:	
Accepted On:	
Level:	
Pay Rate:	
Substitute Pay Rate: <input type="text"/>	

Specified Substitute	Assigned Substitute	Modify the assigned substitute
Name:	Name:	Substitute ID: <input type="text" value="665544"/> BROWN, KELEN Name Lookup
Access ID:	Access ID:	
Telephone #:	Telephone #:	
Last time called:	Accepted On:	
	Level:	
	Pay Rate:	
	Substitute Pay Rate: <input type="text"/>	

Be sure to press the Save button located on the top and bottom of the screen when updating an assignment.

Job Inquiry/Reports

The substitute has been added successfully.

Job Detail

Job Update Success.

Job Detail

Job Number: 1742	Location: *KBBB LORI TEST	
Status: Active/Admin Assigned	Classification: COMMON BRANCHES	
Employee: Vacancy	Calendar: All Locations	
Access ID:	Search Rule: TCHR_STANDARD	
	Step: Preferred-Location	

Create Report
Filling Details
Reset
Return To List
Save

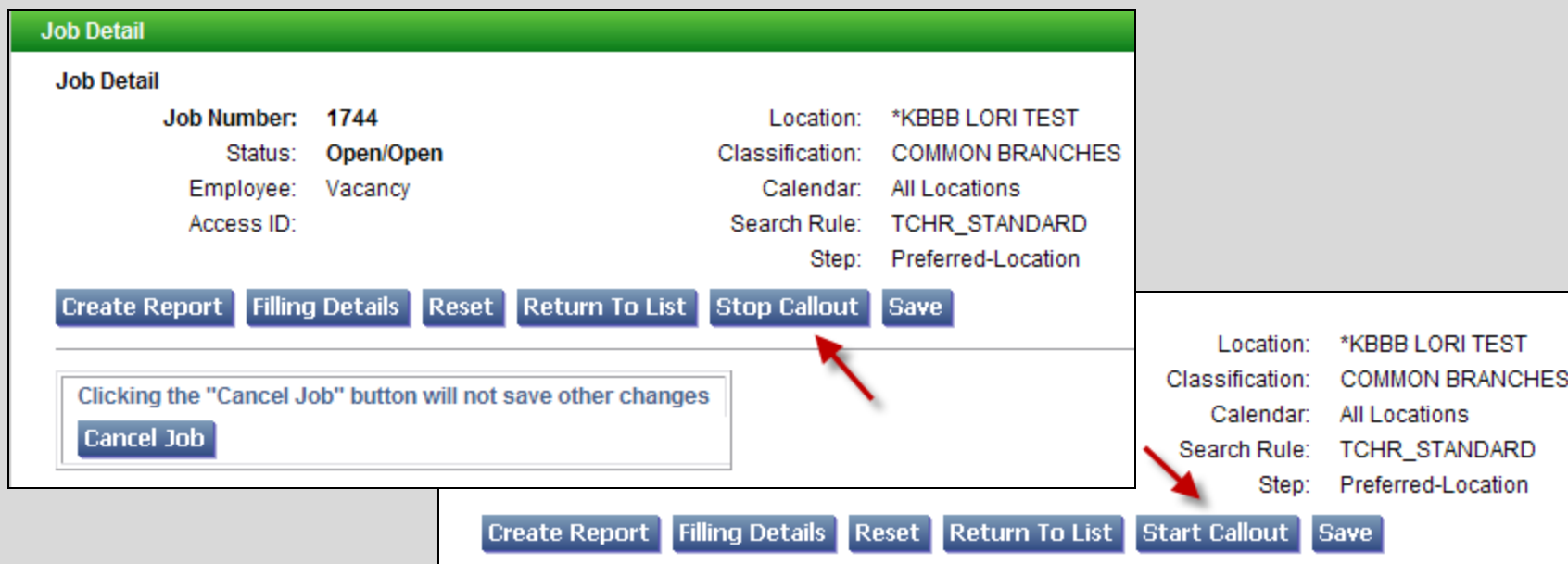
<p>Assigned Substitute</p> <p>Name: <u>BROWN, KELEN</u></p> <p>Access ID: 665544</p> <p>Telephone #: 718-555-5555</p> <p>Accepted On: 02/16/2012 01:14 PM</p> <p>Level: 4</p> <p>Pay Rate:</p> <p>Substitute Pay Rate: <input style="width: 100px;" type="text"/></p>	<p>Modify the assigned substitute</p> <p>Substitute ID: <input style="width: 80px;" type="text"/> Name Lookup</p> <p>Cancel the assigned substitute? <input type="radio"/> Yes <input checked="" type="radio"/> No (Changes are not updated until Save is pressed)</p> <p>Call the canceled substitute? <input checked="" type="radio"/> Yes <input type="radio"/> No (Changes are not updated until Save is pressed)</p> <p>Cancellation Reason: <input style="width: 150px;" type="text"/></p>
--	---

Stop Call-Out

Administrators have the ability to stop the system from calling substitutes via the phone for individual assignments. The administrator is then able to find a substitute manually if desired.

If an administrator assigns a substitute after selecting the Stop Callout feature, the administrator should enter the substitute's information in the job details screen in the Assigned Substitute section (displayed on the previous slides) and save the changes.

Once Stop Callout is activated, the system will not call substitutes unless the Start Call-Out button is pressed. This affects single and multiple day assignments.



The screenshot displays the 'Job Detail' screen with the following information:

Job Number: 1744	Location: *KBBB LORI TEST
Status: Open/Open	Classification: COMMON BRANCHES
Employee: Vacancy	Calendar: All Locations
Access ID:	Search Rule: TCHR_STANDARD
	Step: Preferred-Location

Buttons: Create Report, Filling Details, Reset, Return To List, **Stop Callout**, Save

Warning: Clicking the "Cancel Job" button will not save other changes

Buttons: Create Report, Filling Details, Reset, Return To List, **Start Callout**, Save

Location: *KBBB LORI TEST
Classification: COMMON BRANCHES
Calendar: All Locations
Search Rule: TCHR_STANDARD
Step: Preferred-Location

Red arrows indicate the transition from the 'Stop Callout' button to the 'Start Callout' button and the corresponding change in the job details information.

Cancellations

Canceling a Job - Causes the system to automatically cancel the assigned substitute (if one has been assigned) and changes the Job Status to Canceled.

Canceling a Substitute - Causes the system to automatically cancel the substitute and changes the Job Status to Open. This will allow the system to offer the assignment to another substitute.

The canceled substitute will be contacted by the system approximately every 45 minutes during the next callout period. This call is to notify the substitute that he/she is no longer needed for the assignment.

You may need to contact the substitute directly if:

- The cancellation occurs on the morning of the job and a substitute was assigned
- The job has already begun
- It is a multiple day assignment and it is close to the start time
 - Whether it is the first day or a day within the date range

No-Show

When a substitute accepts an assignment but does not report to the school.

Listed below are the steps to follow:

- Search for the assignment via the Job Inquiry/Reports and enter the Job Number or date range
- Click on the Job Number and print the Job Details screen or make note of the substitute's name and File/EIS number
- Select Yes to cancel the assigned substitute
- Using the drop-down menu, select a Reason to cancel the substitute
- Enter details in the Administrator Comments text box towards the bottom of the screen
- Click the Save button
- Using the basic information of the assignment and substitute, follow the Do Not Use policy by completing a DNU form and fax or email it to the SubCentral Office

Cancellation/ No Show

Make the appropriate adjustments (as noted in the previous slides) in the Job Details screen. Be sure to click Save.

Assigned Substitute

Name: BROWN, KELEN

Access ID: 665544

Telephone #: 718-555-5555

Accepted On: 02/16/2012 01:14 PM

Level: 4

Pay Rate:

Substitute Pay Rate:

Specified Substitute

Name:


Access ID:

Telephone #:

Last time called:

Modify the assigned substitute

Substitute ID: **Name Lookup**

Cancel the assigned substitute? Yes No 

(Changes are not updated until Save is pressed)

Call the canceled substitute? Yes No

(Changes are not updated until Save is pressed)

Cancellation Reason:

1 ILLNESS

2 LACK OF CHILD CARE

3 TRANSPORTATION HARDSHIP

4 UNCOMFORTABLE W/ASSIGNMENT LOCATION

5 UNCOMFORTABLE W/ASSIGNMENT CLASSIFICATION

Job Detail

Job Update Success.

Job Detail

Job Number: 1742	Location: *KBBB LORI TEST
Status: Open/Open	Classification: COMMON BRANCHES
Employee: Vacancy	Calendar: All Locations
Access ID:	Search Rule: TCHR_STANDARD
	Step: Preferred-Employee-Class

Create Report
Filling Details
Reset
Return To List
Stop Callout
Save

Priority List

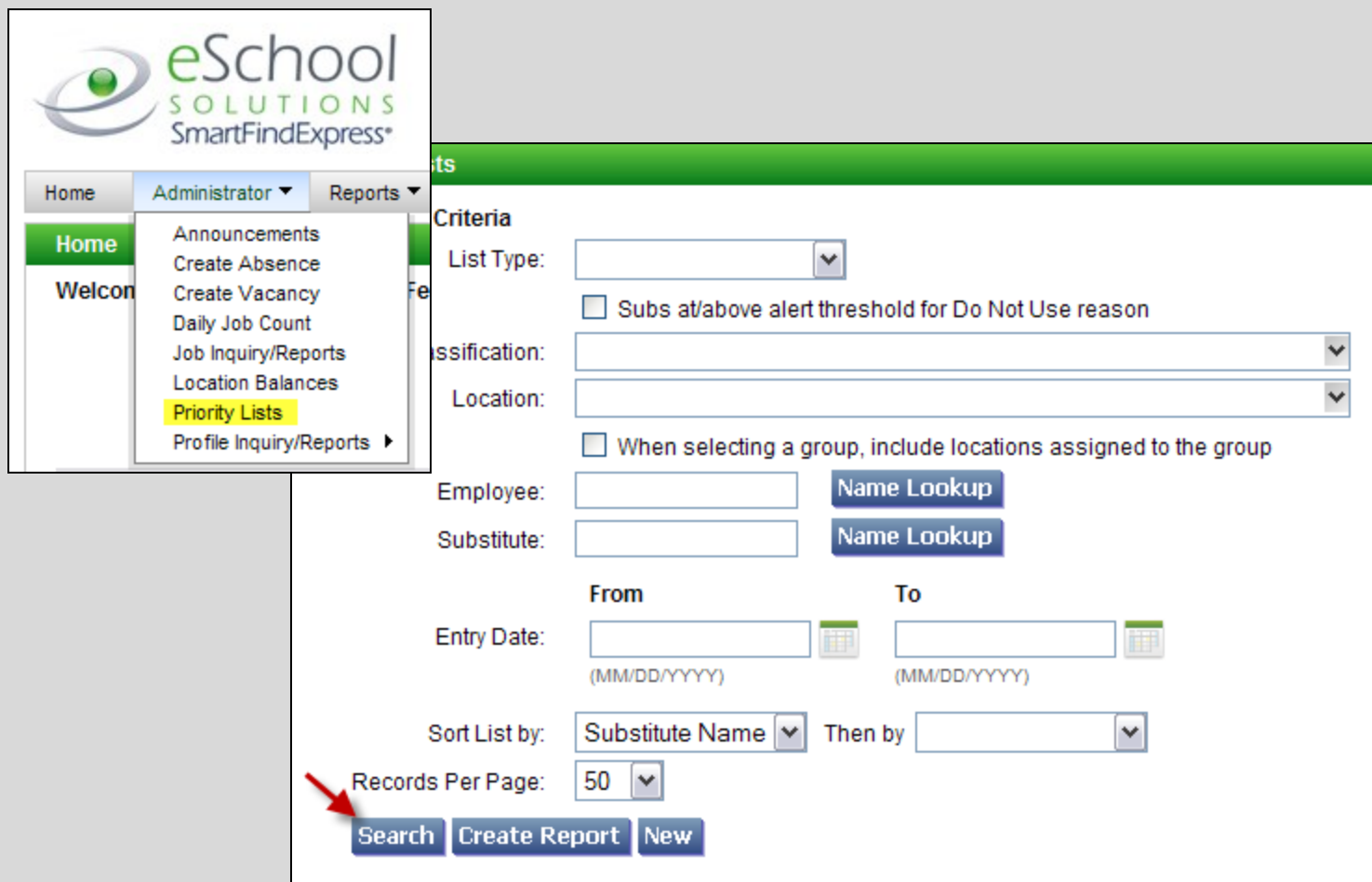
The Priority List is a record of your favorite substitutes. This group of substitutes should be managed by the designated system administrator in the school. When a job is created, the system will consider whether a sub has been Pre-Arranged or Specified. If not, the system will go to the Priority List of the school.

Priority List functionality

- 1) The system will look for a substitute matching the classification of the Absence/Vacancy and the “lowest” level or smallest number on the Priority List.
Example: An Absence for English will look for an English substitute with a level 1, then an English substitute with a level 2, etc.
- 2) Once the system has considered all the substitutes with that classification (in level order) it will move on to the substitutes with No Classification, in level order.
Example: The English Absence will move on to the level 1 substitutes with No Classification, then to level 2 substitutes with No Classification, etc.
- 3) The system will repeat this process before moving on to the next group of substitutes to be considered.

Priority List

To view your current Priority List hover your mouse over Administrator, Click Priority List then click Search.



The screenshot displays the eSchool SOLUTIONS SmartFindExpress interface. The top navigation bar includes 'Home', 'Administrator', and 'Reports'. The 'Administrator' menu is open, showing options like 'Announcements', 'Create Absence', 'Create Vacancy', 'Daily Job Count', 'Job Inquiry/Reports', 'Location Balances', 'Priority Lists' (highlighted in yellow), and 'Profile Inquiry/Reports'. The main content area is titled 'Criteria' and contains the following search fields and options:

- List Type: [Dropdown]
- Subs at/above alert threshold for Do Not Use reason
- Classification: [Dropdown]
- Location: [Dropdown]
- When selecting a group, include locations assigned to the group
- Employee: [Text Input] [Name Lookup]
- Substitute: [Text Input] [Name Lookup]
- Entry Date: [Text Input] [Calendar Icon] [Text Input] [Calendar Icon]
(MM/DD/YYYY) (MM/DD/YYYY)
- Sort List by: [Substitute Name] [Dropdown] Then by [Dropdown]
- Records Per Page: [50] [Dropdown]

At the bottom, there are three buttons: 'Search', 'Create Report', and 'New'. A red arrow points to the 'Search' button.

Priority List

Scroll to the bottom of the Priority List screen to view the substitutes listed.

Priority List

2 items found, displaying all items.

1

Delete	Make Inactive	Print Letter	Substitute ↕	Access ID	Entry Date ▾	List ↕	Reason (Do Not Use) ↕	Classification ↕	Location/Employee
<input type="checkbox"/>			<u>STEWART, MARTHA</u>	333339	10/21/2005	Preferred			Employee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TEST, Connie	3333	12/05/2011	Active Do Not Use		PARAPROFESSIONAL	Location

2 items found, displaying all items.

1

Delete **Make Inactive** **Print**

More information can be found by scrolling to the right of the screen.

Location/Employee	Name ↕	Sub List	Level	Order#
Employee	TRAVIS, TOM	1	1	666690723
Location	*KBBB LORI TEST	1	1	666802815

Priority List

System Administrators have the ability to add and remove substitutes from their schools' Priority List at any time via the internet.

Priority List

2 items found, displaying all items.

1

Delete	Make Inactive	Print Letter	Substitute ▾	Access ID	Entry Date ▾	List ▾	Reason (Do Not Use) ▾
<input type="checkbox"/>			STEWART, MARTHA	333339	10/21/2005	Preferred	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TEST, Connie	3333	12/05/2011	Active Do Not Use	

2 items found, displaying all items.

1

Delete **Make Inactive** **Print**

To remove a substitute from your school's Priority List, click in the Delete box and click the Delete button.

Priority List

To add a substitute to your Priority List click New, enter the substitute's File/EIS number (or use the Name Lookup button) then select the "Preferred List" the substitute will be added to.

Priority Lists

Search Criteria

List Type: ▼

Subs at/above alert threshold for Do Not Use reason

Classification: ▼


Location:

When selecting a group, include loc

Employee: **Name Lookup**

Substitute: **Name Lookup**


From **To**

Entry Date: 

(MM/DD/YYYY) (MM/DD/YYYY)

Sort List by: ▼ Then by

Records Per Page: ▼

Search **Create Report** **New** 

Priority Lists

New Priority List

* Substitute: **Name Lookup**

* List: ▼

Classification: Code or Name

Enter either a location or employee, but not both:

Code or Name

* Location: or

* Employee: **Name Lookup**

Enter an Order. Substitutes on the lowest Sub List and Level are called first:
Does not apply to Do Not Use lists during callout

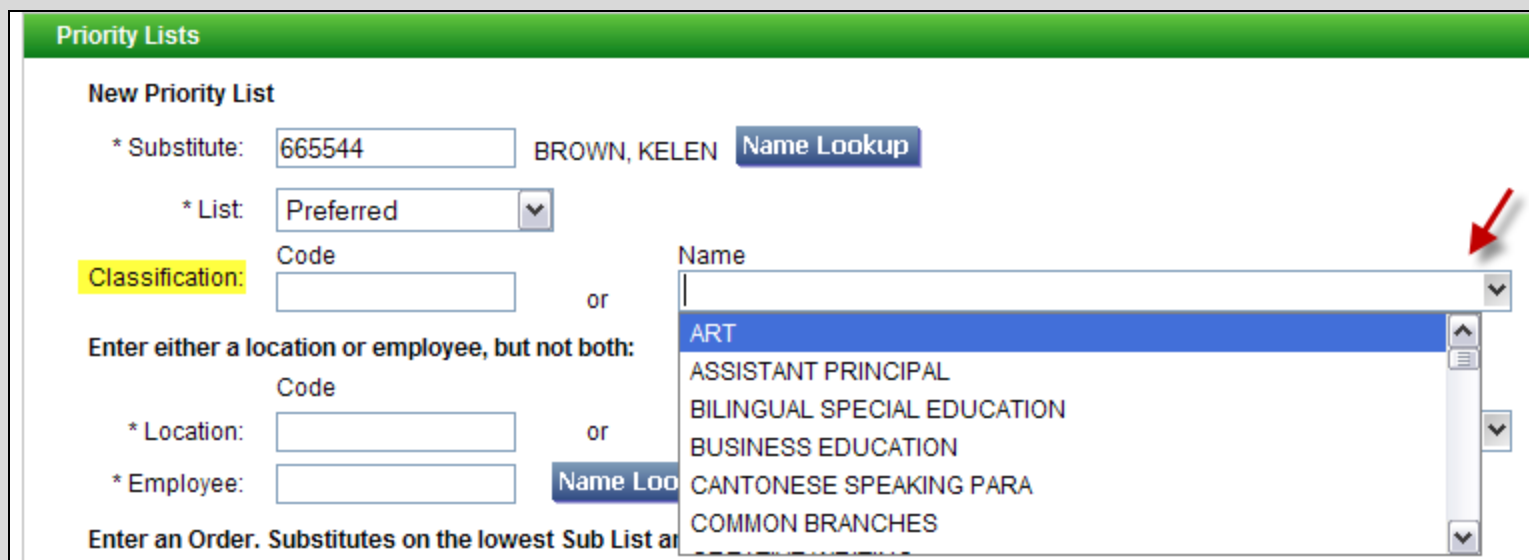
* Sub List:

* Level:

Priority List

Note: When updating the Priority List and adding substitutes with a classification (subject), be sure to add the correct classification type. You may leave this field blank.

Do not add substitute teacher classifications to substitute paraprofessionals on your Priority List and vice/versa (unless you have confirmed that the substitute has been qualified to work in both titles by the SubCentral Office).



Priority Lists

New Priority List

* Substitute: BROWN, KELEN [Name Lookup](#)

* List: ▼

Classification: or

Enter either a location or employee, but not both:

* Location: or

* Employee: [Name Lookup](#)

Enter an Order. Substitutes on the lowest Sub List are

ART
ASSISTANT PRINCIPAL
BILINGUAL SPECIAL EDUCATION
BUSINESS EDUCATION
CANTONESE SPEAKING PARA
COMMON BRANCHES

Priority List

The substitute may be added to a school's Priority List or an Employee's Priority List. Then you will have the ability to select the Level. Be sure to click Save.

Priority Lists


New Priority List

* Substitute: BROWN, KELEN Name Lookup

* List: ▼

Classification: Code or Name ▼

Enter either a location or employee, but not both:

* Location: Code or Name ▼ 


* Employee: Name Loo *KBBB LORI TEST

Enter an Order. Substitutes on the lowest Sub List and Level are called first:
Does not apply to Do Not Use lists during callout

* Sub List:

* Level:

Comments:

Save Return To List 

Priority List

3 items found, displaying all items.

1

Delete	Make Inactive	Print Letter	Substitute ▼	Access ID	Entry Date ▼
<input type="checkbox"/>			BROWN,KELEN	665544	02/16/2012
<input type="checkbox"/>			STEWART,MARTHA	333339	10/21/2005
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TEST,Connie	3333	12/05/2011

3 items found, displaying all items.

1

Delete Make Inactive Print

Profile Inquiry/ Reports

Administrators have the ability to search for individuals or groups of people based on the search criteria entered. The system also connects with the EE screen to ensure the information is accurate.

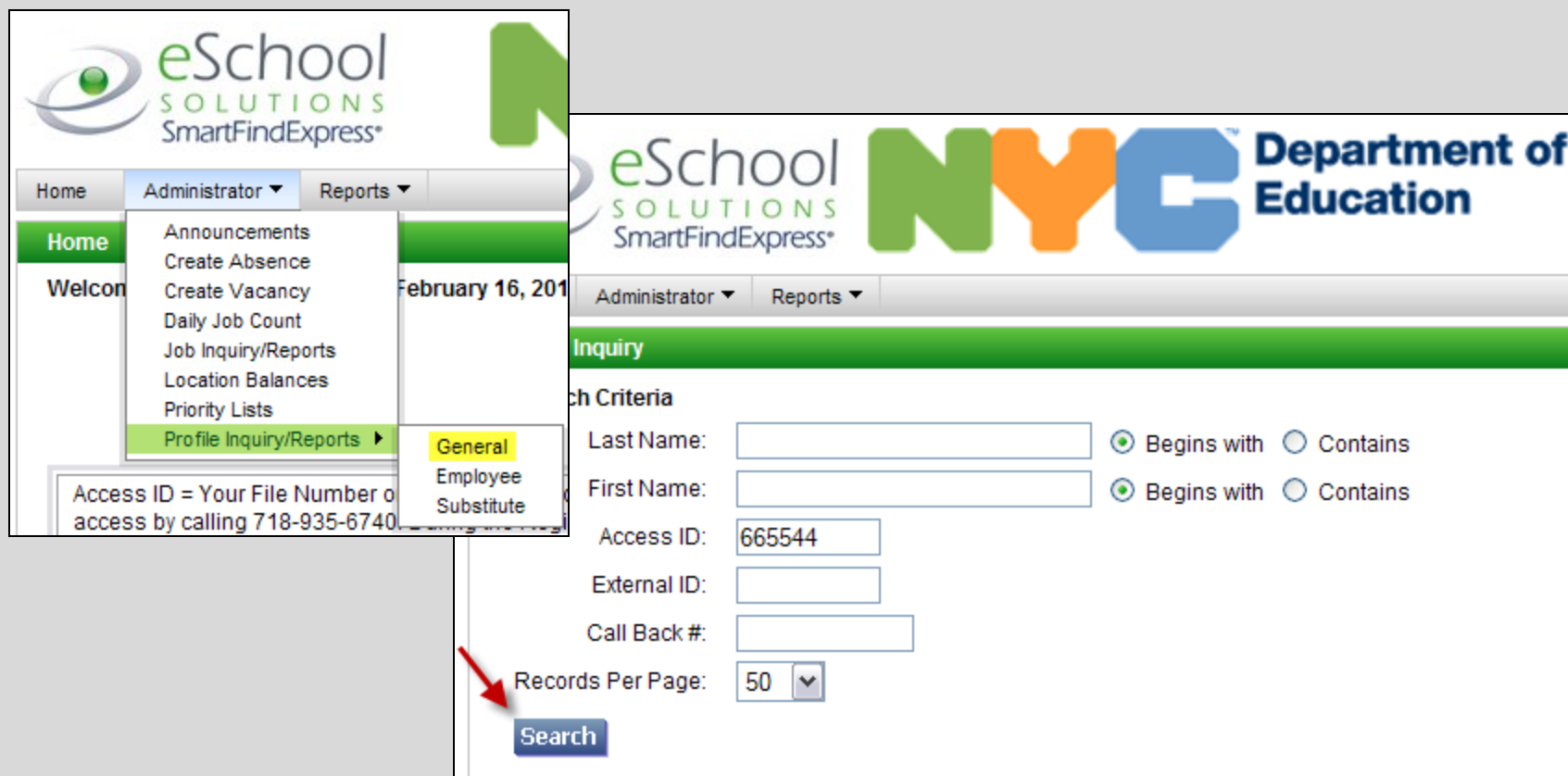
Administrators should review the following:

Substitute Profiles – To confirm they are registered and available, review their classifications, view if they are available, etc.

Employee Profiles – To ensure their roster is updated and accurate. Also to review the classification and location associated with each full time teacher/paraprofessional utilizing the system at the school

Profile Inquiry/ Reports

Administrators are able to search for individuals by selecting General and using various criteria such as Access ID (File/EIS), External ID (social security number) or Last Name. Be sure to click Search



The screenshot displays the eSchool SOLUTIONS SmartFindExpress interface. The top navigation bar includes 'Home', 'Administrator', and 'Reports'. A dropdown menu under 'Administrator' is open, showing options like 'Announcements', 'Create Absence', 'Create Vacancy', 'Daily Job Count', 'Job Inquiry/Reports', 'Location Balances', 'Priority Lists', and 'Profile Inquiry/Reports'. The 'Profile Inquiry/Reports' option is selected, and a sub-menu is visible with 'General' highlighted. Below the navigation, the page title is 'eSchool SOLUTIONS SmartFindExpress NYC Department of Education'. The main content area is titled 'Inquiry' and contains a 'Search Criteria' section. This section includes input fields for 'Last Name', 'First Name', 'Access ID', 'External ID', and 'Call Back #'. The 'Access ID' field contains the value '665544'. There are radio buttons for 'Begins with' and 'Contains' for both 'Last Name' and 'First Name', with 'Begins with' selected. A 'Records Per Page' dropdown menu is set to '50'. A red arrow points to the 'Search' button at the bottom of the search criteria section.

Home Administrator Reports

Home
Welcome

February 16, 201

Administrator Reports

Inquiry

Search Criteria

Last Name: Begins with Contains

First Name: Begins with Contains

Access ID:

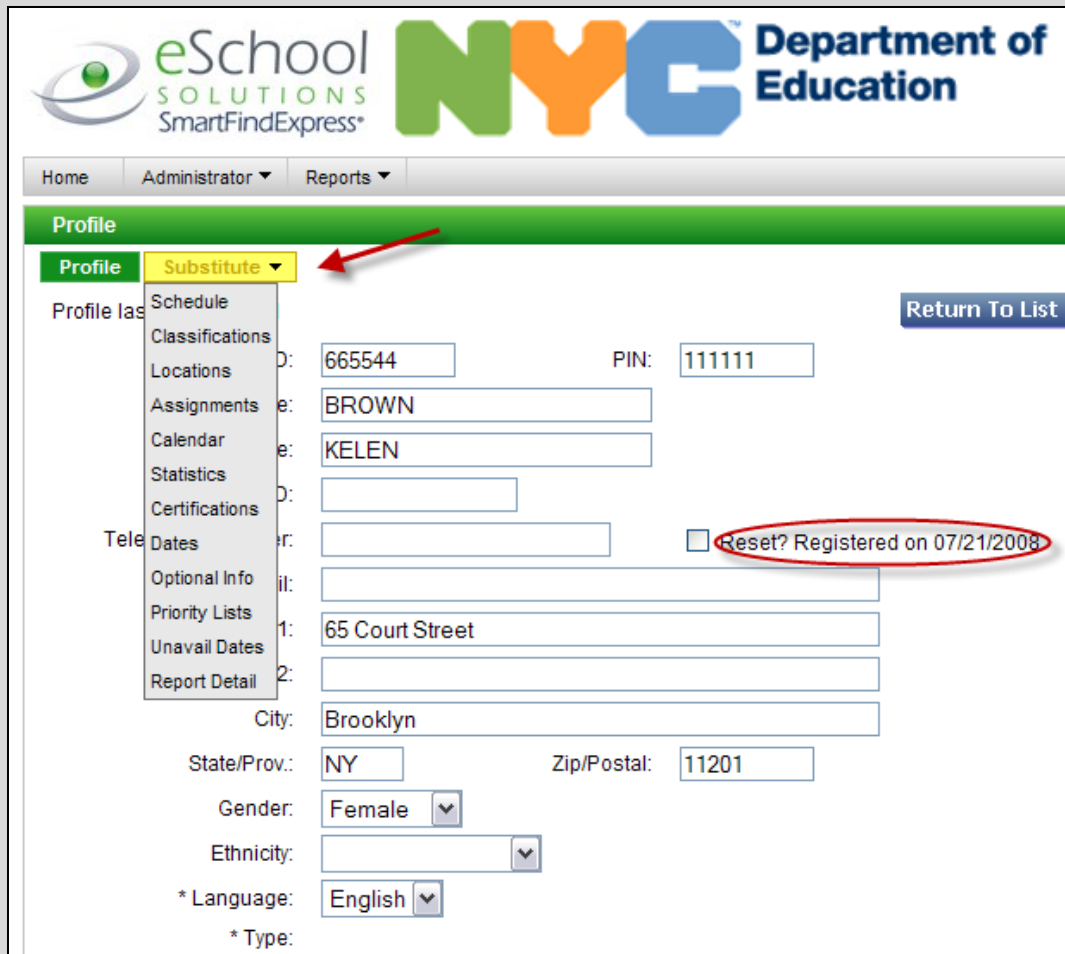
External ID:

Call Back #:

Records Per Page: ▼

Profile Inquiry/ Reports

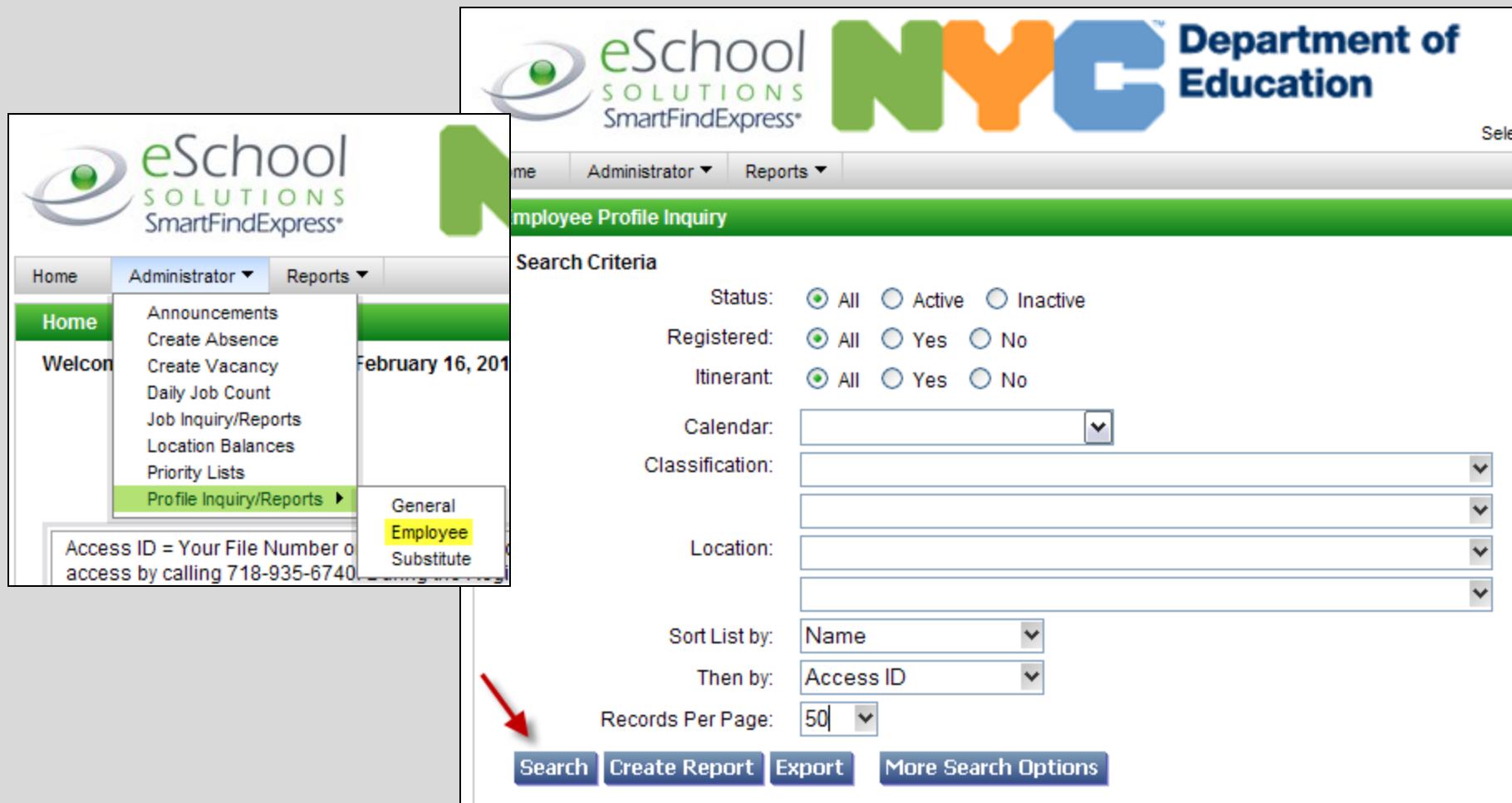
When reviewing a profile you have the ability to view if/when they registered, contact information and profile information via the drop down menu.



The screenshot shows the eSchool SOLUTIONS SmartFindExpress interface. At the top, there are logos for eSchool SOLUTIONS SmartFindExpress, NYC, and the Department of Education. Below the logos is a navigation bar with 'Home', 'Administrator', and 'Reports' dropdown menus. The main content area is titled 'Profile' and has a green header. A dropdown menu is open under the 'Profile' header, with 'Substitute' selected. A red arrow points to this dropdown menu. The dropdown menu contains the following options: Profile, Substitute, Schedule, Classifications, Locations, Assignments, Calendar, Statistics, Certifications, Dates, Optional Info, Priority Lists, Unavail Dates, and Report Detail. The main profile information is displayed in a form with the following fields: ID: 665544, PIN: 111111, Name: BROWN, Last Name: KELEN, Address: 65 Court Street, City: Brooklyn, State/Prov.: NY, Zip/Postal: 11201, Gender: Female, Ethnicity: (dropdown), * Language: English, and * Type: (dropdown). A checkbox labeled 'Reset? Registered on 07/21/2008' is circled in red. A 'Return To List' button is located in the top right corner of the profile information area.

Profile Inquiry/ Reports

When selecting the Employee option you have the ability to view a listing your employees using various search criteria. Be sure to click search.



The screenshot displays the eSchool SOLUTIONS SmartFindExpress interface. The top navigation bar includes the eSchool SOLUTIONS logo, the NYC Department of Education logo, and a user menu with 'Administrator' and 'Reports' options. The main heading is 'Employee Profile Inquiry'. Below this, the 'Search Criteria' section contains several filters: Status (radio buttons for All, Active, Inactive), Registered (radio buttons for All, Yes, No), Itinerant (radio buttons for All, Yes, No), Calendar (dropdown), Classification (dropdown), Location (dropdown), Sort List by (dropdown set to Name), Then by (dropdown set to Access ID), and Records Per Page (dropdown set to 50). A red arrow points to the 'Search' button at the bottom of the search criteria section. A secondary inset shows the 'Administrator' dropdown menu with 'Profile Inquiry/Reports' selected, and a sub-menu with 'Employee' highlighted.

Home Administrator Reports

Home
Welcome
February 16, 201

Announcements
Create Absence
Create Vacancy
Daily Job Count
Job Inquiry/Reports
Location Balances
Priority Lists
Profile Inquiry/Reports
General
Employee
Substitute

Access ID = Your File Number of
access by calling 718-935-6740

eSchool SOLUTIONS SmartFindExpress®

Administrator Reports

Employee Profile Inquiry

Search Criteria

Status: All Active Inactive

Registered: All Yes No

Itinerant: All Yes No

Calendar: [dropdown]

Classification: [dropdown]

Location: [dropdown]

Sort List by: Name [dropdown]

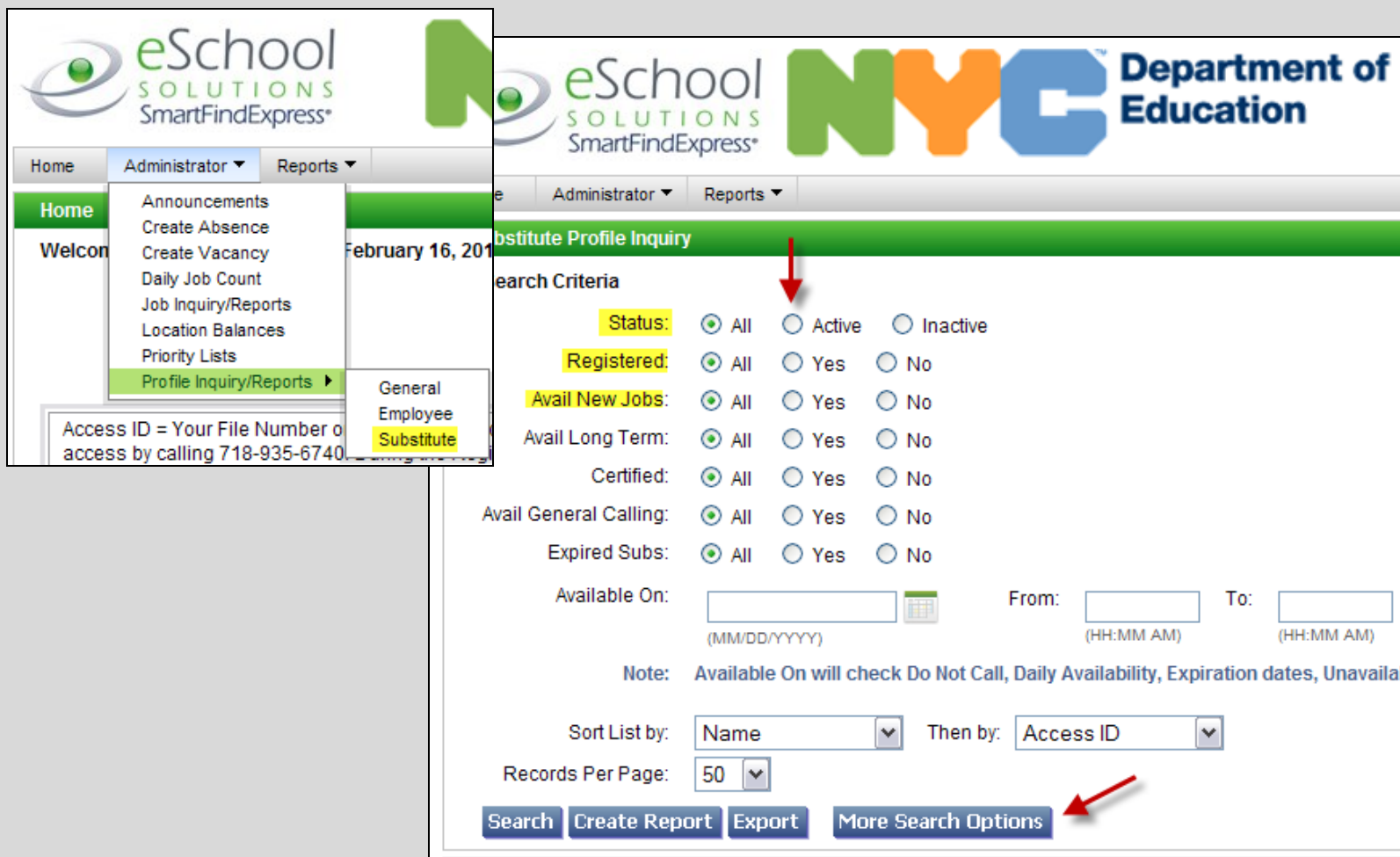
Then by: Access ID [dropdown]

Records Per Page: 50 [dropdown]

Search Create Report Export More Search Options

Profile Inquiry/ Reports

When selecting the Substitute option it is advised that you update the Status, Registered and Avail New Jobs to “Active” and “Yes”, then click the More Search Options button.



The screenshot displays the eSchool SOLUTIONS SmartFindExpress interface. The top navigation bar includes 'Home', 'Administrator', and 'Reports'. A dropdown menu is open under 'Reports', showing options like 'Announcements', 'Create Absence', 'Create Vacancy', 'Daily Job Count', 'Job Inquiry/Reports', 'Location Balances', 'Priority Lists', and 'Profile Inquiry/Reports'. The 'Profile Inquiry/Reports' option is selected, leading to a 'Substitute Profile Inquiry' page. The search criteria section includes:

- Status:** All Active Inactive
- Registered:** All Yes No
- Avail New Jobs:** All Yes No
- Avail Long Term:** All Yes No
- Certified:** All Yes No
- Avail General Calling:** All Yes No
- Expired Subs:** All Yes No
- Available On:** [Date Picker] From: [Time Picker] To: [Time Picker]

A red arrow points to the 'Active' radio button in the Status field. Below the search criteria, there is a 'Note: Available On will check Do Not Call, Daily Availability, Expiration dates, Unavaila'. The 'Sort List by:' dropdown is set to 'Name' and 'Then by:' is set to 'Access ID'. The 'Records Per Page:' dropdown is set to '50'. At the bottom, there are buttons for 'Search', 'Create Report', 'Export', and 'More Search Options'. A red arrow points to the 'More Search Options' button.

Profile Inquiry/ Reports

The expanded screen allows you to refine your substitute search selection criteria such as Classification (subject or languages/gender for paraprofessionals) and Daily Availability. Scroll down for more options.

Substitute Profile Inquiry

Search Criteria

Status: All Active Inactive

Registered: All Yes No


Avail New Jobs: All Yes No

Avail Long Term: All Yes No

Certified: All Yes No

Avail General Calling: All Yes No

Expired Subs: All Yes No

Available On:  From: To:
(MM/DD/YYYY) (HH:MM AM) (HH:MM AM)

Note: Available On will check Do Not Call, Daily Availability, Expiration dates, Unavailability

Daily Availability: From: To:
(HH:MM AM) (HH:MM AM)

Classification Group:

Level:

Classification:

Location:

Include locations that belong to location groups

Profile Inquiry/ Reports

Once the Search button has been pressed a list of substitutes will be displayed at the bottom of the screen.

Sort List by:

Then by:

Records Per Page:

Substitute List

One item found.
1

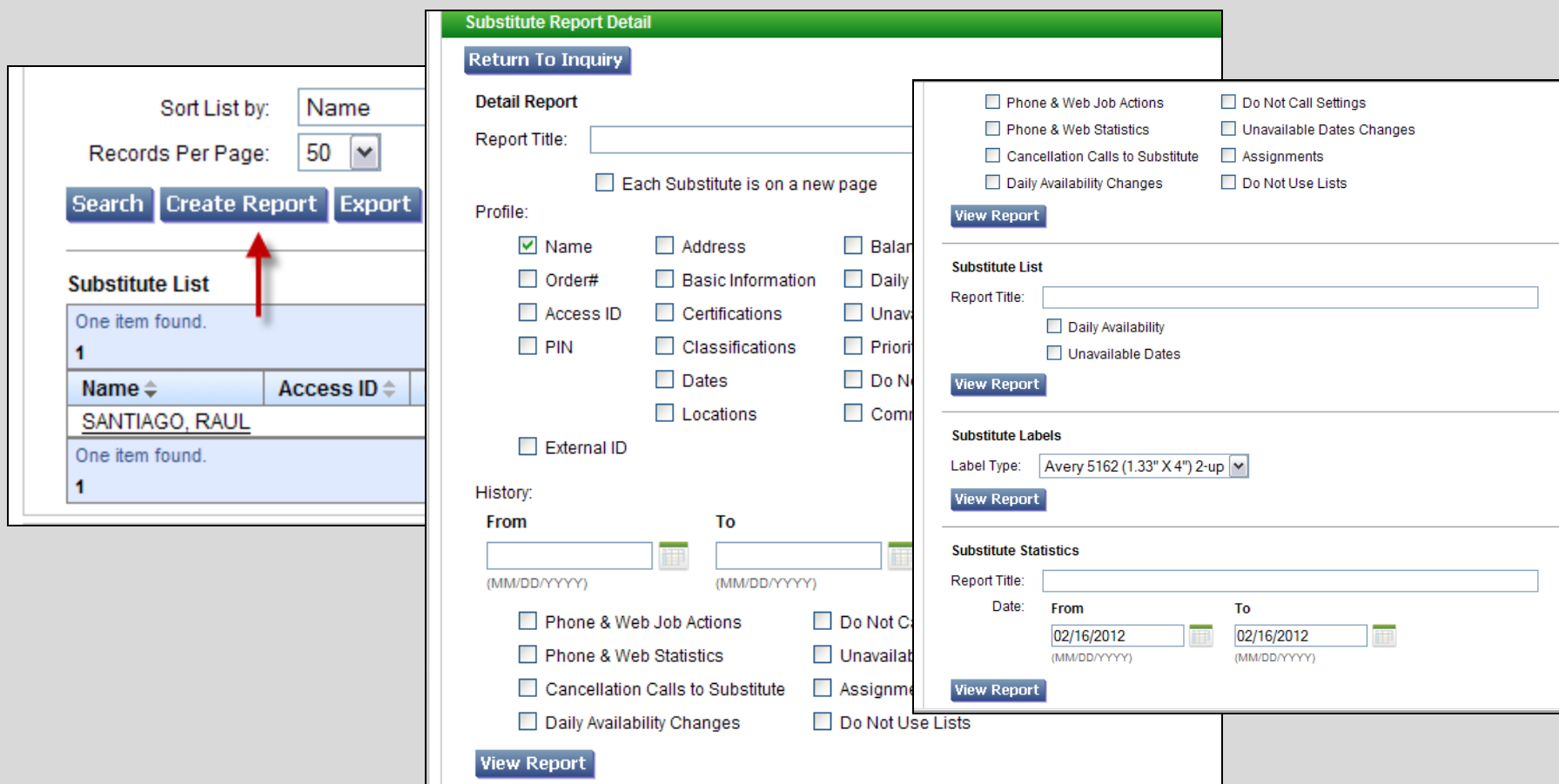
Name	Access ID	Call Back #	Status	New Jobs	Is Reg	Is Exp	Is Cert	Last day worked
<u>SANTIAGO, RAUL</u>			Active	Yes	Yes	No	Yes	

One item found.
1

Click on the substitute's name to obtain access to their profile from this screen.

Profile Inquiry/ Reports

Administrators have the ability to create a report when a list has numerous names or they would like to save the data. Click Create Report and select the options desired. Scroll to the bottom and click View Report in the grouping you would like the report displayed (Example: History, List , Labels, Statistics, etc.).



The screenshot displays the 'Substitute Report Detail' interface. On the left, a 'Substitute List' shows one item found: SANTIAGO, RAUL. The 'Create Report' button is highlighted with a red arrow. The main area contains sections for 'Detail Report', 'Profile', 'History', and various report options like 'Substitute Labels' and 'Substitute Statistics'. A 'View Report' button is visible at the bottom.

Substitute Report Detail

[Return To Inquiry](#)

Detail Report

Report Title:

Each Substitute is on a new page

Profile:

Name Address Balance
 Order# Basic Information Daily
 Access ID Certifications Unavailable
 PIN Classifications Priorities
 Dates Do Not
 Locations Comments
 External ID

History:

From: To:
(MM/DD/YYYY) (MM/DD/YYYY)

Phone & Web Job Actions Do Not Call Settings
 Phone & Web Statistics Unavailable Dates Changes
 Cancellation Calls to Substitute Assignments
 Daily Availability Changes Do Not Use Lists

[View Report](#)

Substitute Labels

Label Type:

[View Report](#)

Substitute Statistics

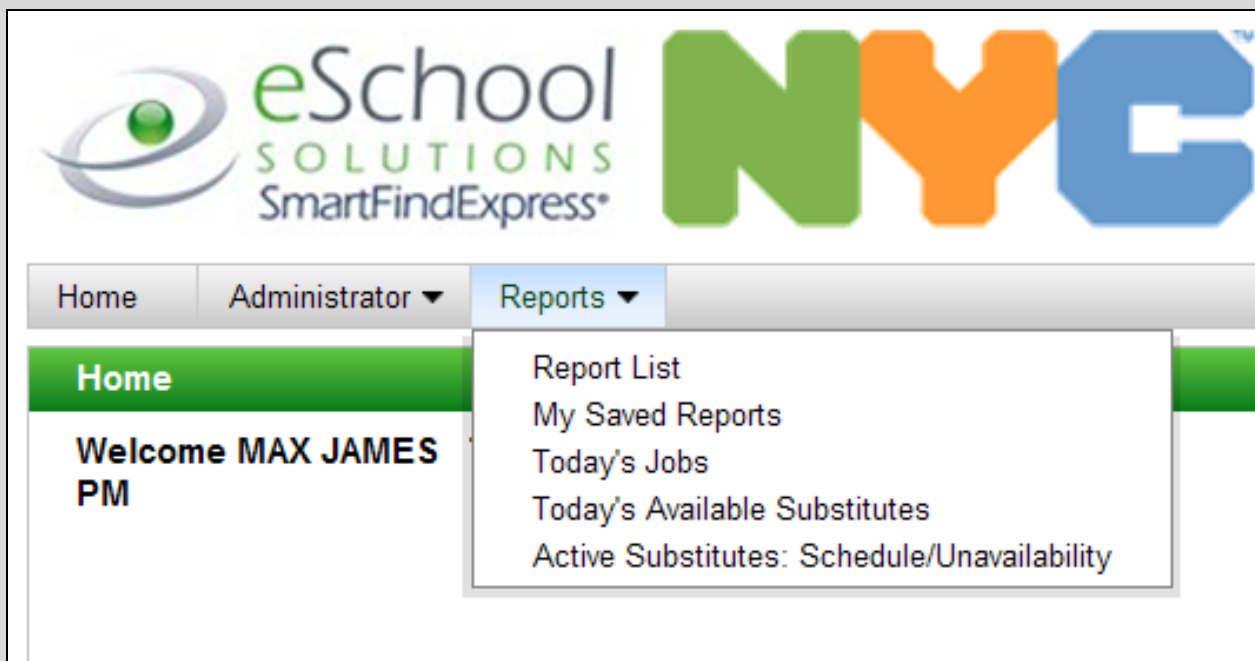
Report Title:

Date: From: To:
(MM/DD/YYYY) (MM/DD/YYYY)

[View Report](#)

Reports Tab

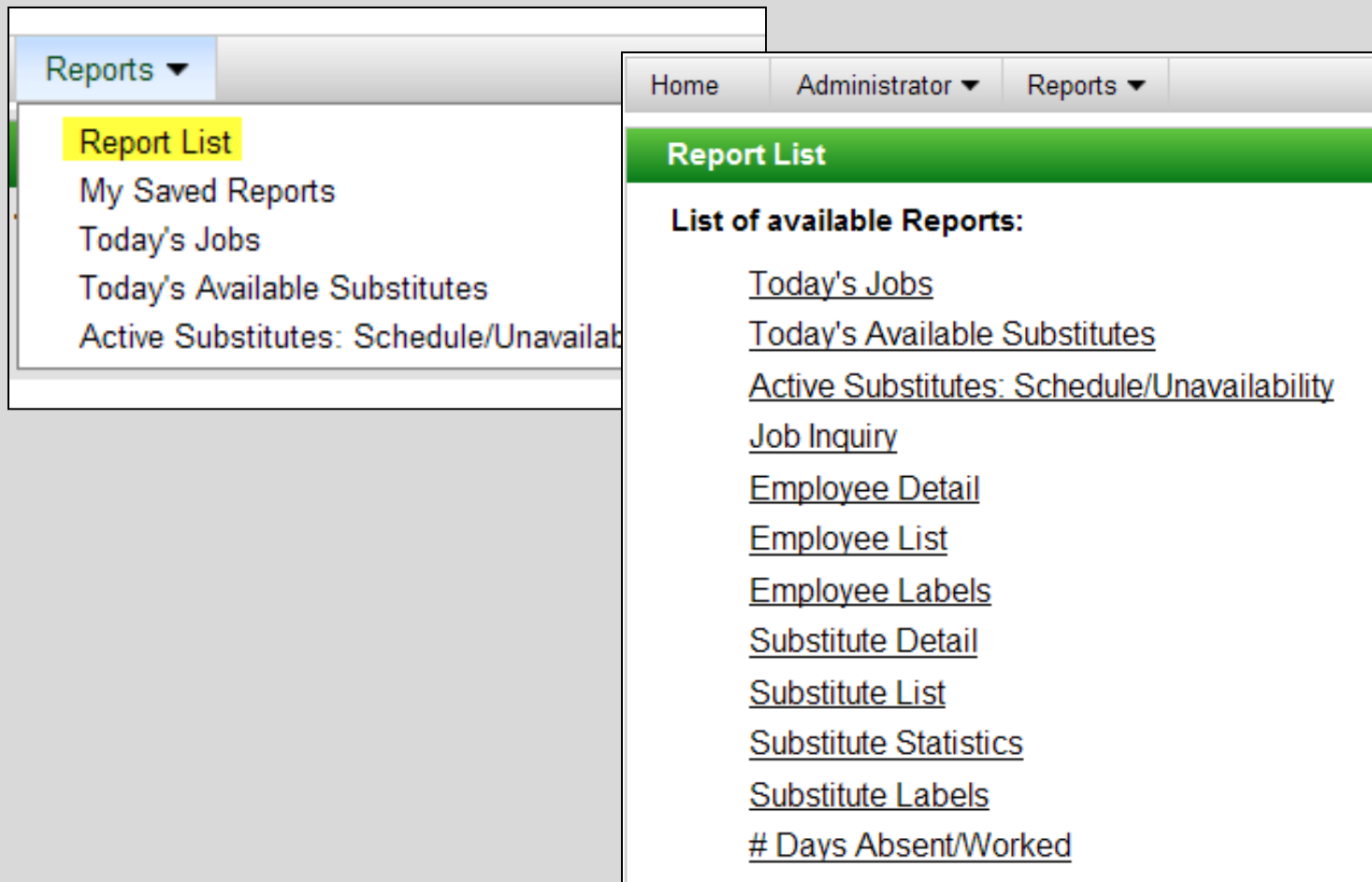
Hover over the Reports Tab on your Home Page to allow the system to display a drop down menu containing various links. These links display screens that enable administrators to create reports on assignment, employee and substitute data stored in the system for their location.



Reminder: The system is in real time and will generate reports based on the information listed at the time the report is run.

Report List

Click on Report List and you will view a listing of the reports stored in the system.



The image shows two overlapping screenshots of a web application interface. The left screenshot shows a navigation menu with a 'Reports' dropdown menu open, listing several options. The right screenshot shows the 'Report List' page, which displays a list of available reports under the heading 'List of available Reports:'.

Left Screenshot (Reports Menu):

- Reports ▼
- Report List
- My Saved Reports
- Today's Jobs
- Today's Available Substitutes
- Active Substitutes: Schedule/Unavailab

Right Screenshot (Report List Page):

Home Administrator ▼ Reports ▼

Report List

List of available Reports:

- [Today's Jobs](#)
- [Today's Available Substitutes](#)
- [Active Substitutes: Schedule/Unavailability](#)
- [Job Inquiry](#)
- [Employee Detail](#)
- [Employee List](#)
- [Employee Labels](#)
- [Substitute Detail](#)
- [Substitute List](#)
- [Substitute Statistics](#)
- [Substitute Labels](#)
- [# Days Absent/Worked](#)

Report List

Home
Administrator ▼
Reports ▼

Report List

List of available Reports:

- [Today's Jobs](#)
- [Today's Available Substitutes](#)
- [Active Substitutes: Schedule/Unavailability](#)
- [Job Inquiry](#)
- [Employee Detail](#)
- [Employee List](#)
- [Employee Labels](#)
- [Substitute Detail](#)
- [Substitute List](#)
- [Substitute Statistics](#)
- [Substitute Labels](#)
- [# Days Absent/Worked](#)

Today's Jobs – Assignments created in the system for the current day.

Today's Available Substitutes – Listing of substitutes that are available for the current day.

Active Substitutes: Schedule/Unavailability – Displays the schedule and unavailability dates for all the substitutes that are currently able to accept assignments

Job Inquiry – Similar to Job Inquiry within the Administrator tab, however, the information can now be saved in different formats onto the system itself.

Employee Detail/ Substitute Detail – Customized report of information based on profile data within the system

Employee List/ Substitute List – Listing of profile information based on the search criteria

Employee Labels/ Substitute Labels – Generates a list of mailing labels

Substitute Statistics – Listing of basic assignment information for substitutes based on search criteria and date range

Days Absent/Worked – Listing for employee absenteeism and/or substitute assignments

Report List

Clicking on a report link displays the detail page for the selected report. After the report parameters are entered, the report can be viewed, saved and/or printed.

To run the report selected scroll to the bottom of the screen to select the desired outcome.

Report Title:

Save Report As:

Name:

Description:

Note: The information listed within the Report Title and Save Report As fields are defaulted to the selected report, however this data can be changed by the user.

Report List

Selecting the View Report or Save & View buttons allow the user to view the reports in several formats.

- Portable Document Format (PDF)
- Word (DOCX)
- Comma Separated Variables (CSV)
- Excel Spreadsheet (XLS)

Report Title:

Save Report As:

Name:

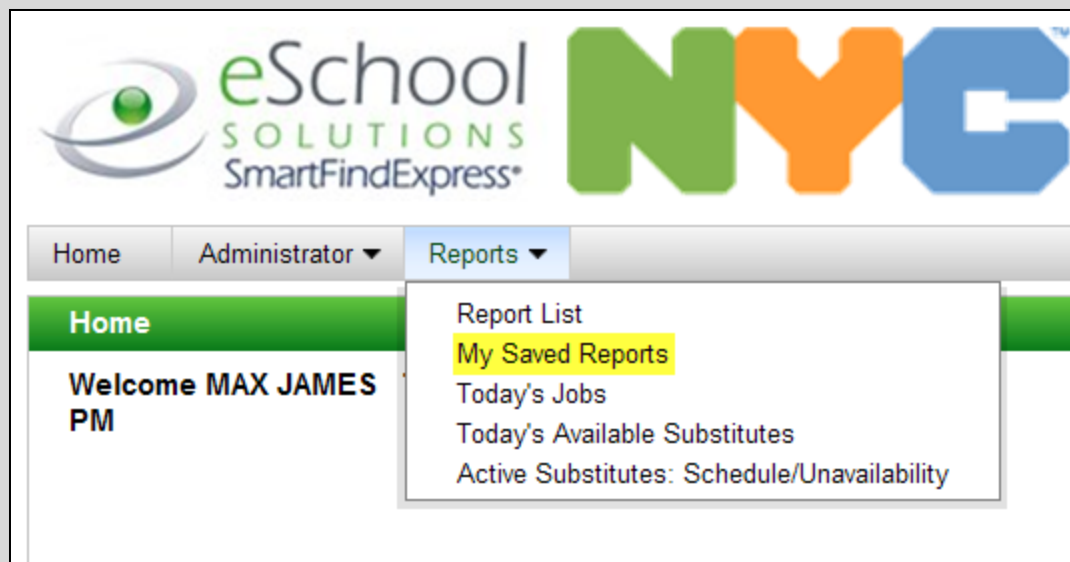
Description:

Report View

[◀ Back](#)    

My Saved Reports

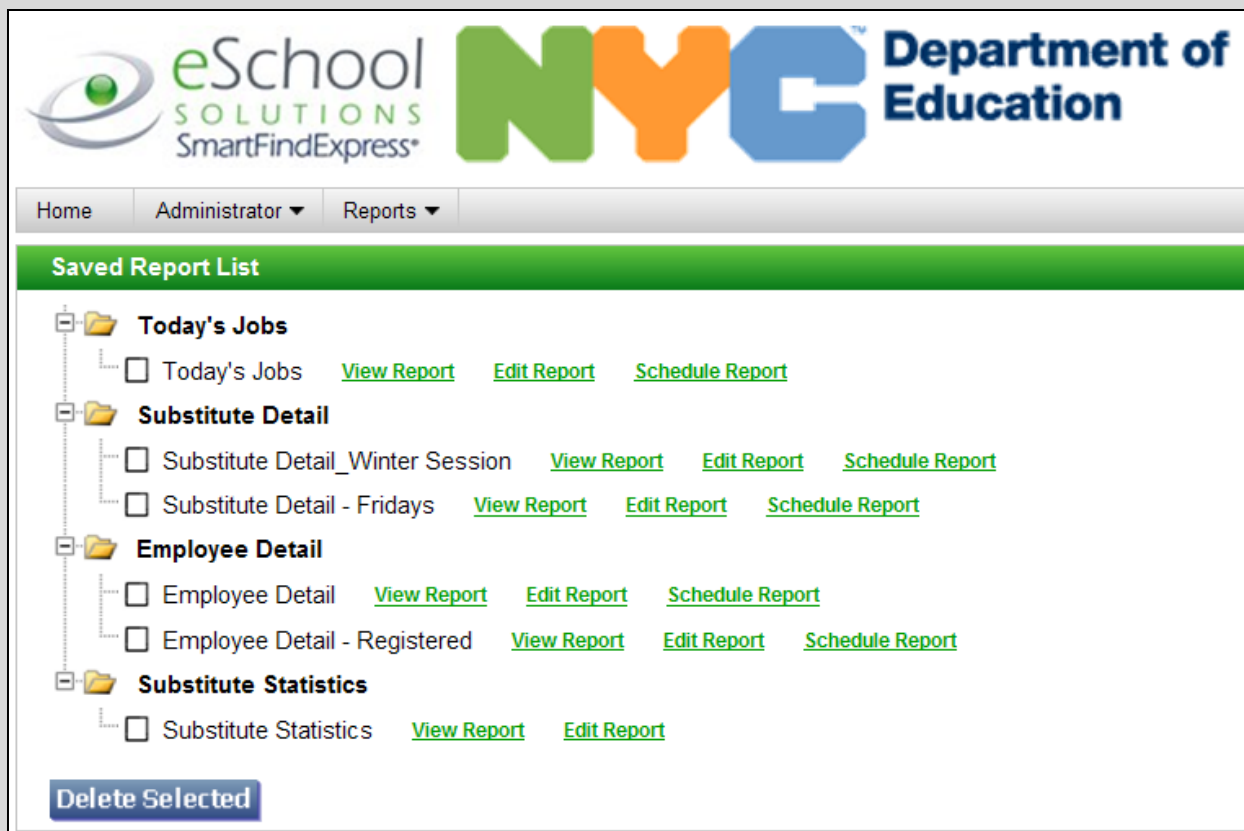
Once a report has been saved it can be found within the SubCentral System by selecting My Saved Reports.



The screenshot displays the eSchool SOLUTIONS SmartFindExpress interface. At the top, the logo for eSchool SOLUTIONS SmartFindExpress and the NYC logo are visible. Below the logo is a navigation bar with three tabs: Home, Administrator, and Reports. The Reports tab is selected, and a dropdown menu is open, showing the following options: Report List, My Saved Reports (highlighted in yellow), Today's Jobs, Today's Available Substitutes, and Active Substitutes: Schedule/Unavailability. On the left side of the page, a green bar contains the text 'Home' and 'Welcome MAX JAMES PM'.

My Saved Reports

Saved reports will be listed by type (in bold) then by name. Reports can be viewed, edited or deleted by selecting the appropriate options.



The screenshot shows the eSchool SOLUTIONS SmartFindExpress interface. At the top, there are logos for eSchool SOLUTIONS SmartFindExpress, NYC, and the Department of Education. Below the logos is a navigation bar with 'Home', 'Administrator', and 'Reports' (selected). The main content area is titled 'Saved Report List' and displays a tree view of saved reports. The reports are organized into folders: 'Today's Jobs', 'Substitute Detail', 'Employee Detail', and 'Substitute Statistics'. Each folder contains one or more reports, each with a checkbox and three links: 'View Report', 'Edit Report', and 'Schedule Report'. A 'Delete Selected' button is located at the bottom left of the report list.

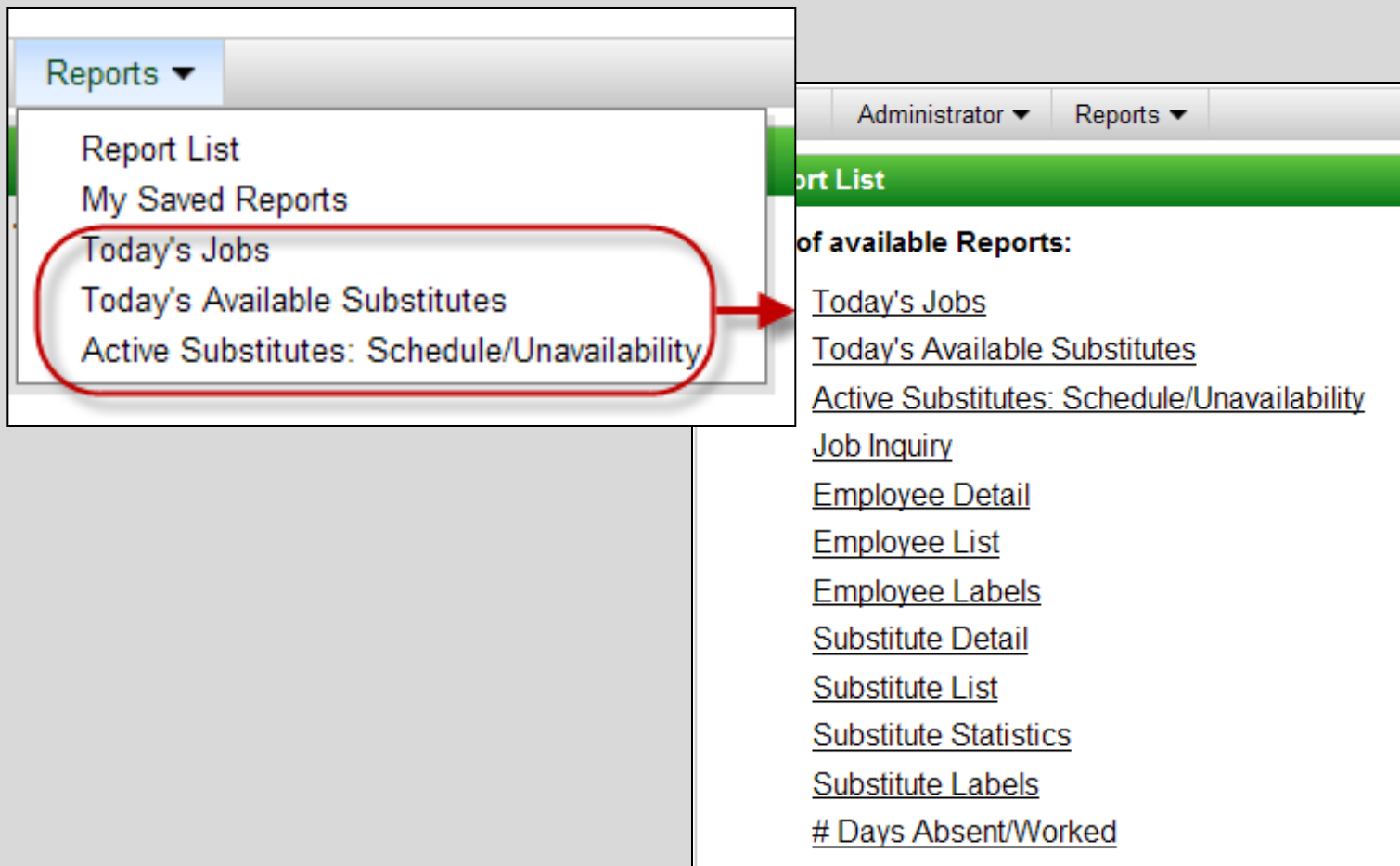
Folder	Report Name	View Report	Edit Report	Schedule Report
Today's Jobs	Today's Jobs	View Report	Edit Report	Schedule Report
Substitute Detail	Substitute Detail_Winter Session	View Report	Edit Report	Schedule Report
	Substitute Detail - Fridays	View Report	Edit Report	Schedule Report
Employee Detail	Employee Detail	View Report	Edit Report	Schedule Report
	Employee Detail - Registered	View Report	Edit Report	Schedule Report
Substitute Statistics	Substitute Statistics	View Report	Edit Report	

[Delete Selected](#)

Note: Editing a report is recommended whenever a new report with similar and/ or updated information is desired.

Reports Tab

The bottom three reports are listed as short-cuts and can also be found within the Report List.



The image shows a screenshot of a web application interface. On the left, a 'Reports' dropdown menu is open, listing several options. The bottom three options are circled in red: 'Today's Jobs', 'Today's Available Substitutes', and 'Active Substitutes: Schedule/Unavailability'. A red arrow points from the 'Active Substitutes: Schedule/Unavailability' option to the corresponding link in the main report list on the right. The main report list is titled 'Report List' and contains a list of available reports, including the three highlighted ones.

Reports ▾

- Report List
- My Saved Reports
- Today's Jobs
- Today's Available Substitutes
- Active Substitutes: Schedule/Unavailability

Administrator ▾ Reports ▾

Report List

of available Reports:

- [Today's Jobs](#)
- [Today's Available Substitutes](#)
- [Active Substitutes: Schedule/Unavailability](#)
- [Job Inquiry](#)
- [Employee Detail](#)
- [Employee List](#)
- [Employee Labels](#)
- [Substitute Detail](#)
- [Substitute List](#)
- [Substitute Statistics](#)
- [Substitute Labels](#)
- [# Days Absent/Worked](#)

Do Not Use Process

The Do Not Use (DNU) process has been implemented to ensure there is a central location to store information regarding inadequate substitute performance within New York City public schools. A DNU form must be completed by a system administrator and sent to the SubCentral office via email or fax. Within 24 hours the SubCentral System will be updated with the information provided.

This process allows the SubCentral office to perform the following:

- Block the system from calling substitutes for any assignments within the schools that have requested those substitutes be added to their DNU list
- Provide documentation at disciplinary hearings
- Allow substitutes to be notified when they are placed on a school's "Do Not Use" list
- Provide the substitute with progressive discipline necessary to either improve their behavior or face subsequent termination

Note: In all cases, it is recommended that the school meet with the substitute to alert them of the improper behavior.

Do Not Use Process

Bottom of the DNU form. Be sure to enter ALL information requested and print clearly as this will be used to process the request.

REASONS AND FACTS FOR REMOVAL (Please attach supporting documentation, where available)	
<input type="checkbox"/>	Seek to Remove Substitute Eligibility for Employment at my School
STATE REASON(S) HERE: _____ _____ _____	
<input type="checkbox"/>	By checking this box you are ensuring that you have made all appropriate notifications to OSI or SCI, if required.
<input type="checkbox"/>	Seek to Remove Substitute Certificate Eligibility for Employment
Please indicate if you believe the substitute should not serve in any school within the New York City Department of Education. Please be advised that your statement may be utilized as evidence with the Office of Appeals and Review.	
STATE REASON(S) HERE: _____ _____ _____	
SIGNATURE OF SCHOOL PRINCIPAL	
SCHOOL: _____	
PRINCIPAL: _____	DATE: _____

REMOVAL OF SUBSTITUTE FORM 2011-12

Examples of Substitute Behaviors Resulting in Disciplinary Action

Employees are prohibited from engaging in conduct listed below and may receive discipline up to and including dismissal for doing so. This list has been established to serve as examples of behavior that could warrant a range of disciplinary sanctions.

- Computer abuse
- Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or drugs when on the job or subject to duty
- Fighting and/or engaging in horseplay
- Willful violation of safety rules
- Insubordination
- Refusing to provide instruction in the classroom
- Being inattentive to duty
- Failing to report incidents
- Any other inappropriate conduct

Any Questions?

The SubCentral Office

(Monday – Friday / 6:00AM – 5:00 PM)

Help Desk Hotline: 718-935-4401

Principal's Hotline: 718-935-4940

SubCentral email: subcentral@schools.nyc.gov

SubCentral System Access

SubCentral telephone access: 718-935-6740

SubCentral website: <https://subcentral.eschoolsolutions.com>



Thank you!