



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Box 2222, 2755 Highway 43 • Kemptville, Ontario • KOG 1J0
Phone: 613-258-7757 Toll-Free: 1-800-443-4562 Fax: 613-258-7134 www.cdsbeo.on.ca

SMARTFINDEXPRESS

Employee Quick Reference Guide

Access ID: This is your employee number (found on your pay receipt)

Temporary PIN: As a new user, this is your employee number

New PIN: (Please write down your PIN) _____

SFE System Phone: 1-844-802-5280

CDSBEO SFE Help Line: 1-800-443-4562 Monday-Friday 7am-3pm

Web Browser URL: <https://cdsbeo.sfe.powerschool.com>

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS REPLACEMENT EMPLOYEES DURING THE FOLLOWING TIMES:

Monday – Friday: 6:00am – 10:00am (today's jobs only)

Monday – Thursday: 5:00pm – 10:00pm (future jobs)

Sunday: 5:00pm – 10:00pm

REASONS FOR ABSENCE EXAMPLES – OTHERS WILL BE AVAILABLE IN SFE

- Illness
- Illness in the Family
- Appointment – Medical/Dental
- Health & Safety
- Inclement Weather
- P.D. (Applicable Code)

Before any features are available, you must register with the SFE by telephone at 1-844-802-5280

REGISTRATION

1. Enter your **Access ID** (employee number) followed by the star (*) key.
2. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key.
3. Record your name and grade you each (classroom employees) followed by the star (*) key.
4. Hear your work schedule. If this information is incorrect, complete the registration and then contact your Principal/Manager to request a change to the SFE Operator.
5. You will be asked to select a new PIN. Passwords must be minimum 8 characters in length with minimum one alphabetic and one numeric or special character.

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID** followed by the star (*) key
 2. Enter your **PIN** followed by the star (*) key
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MENU OPTIONS

- 1 – Create an Absence
 - 2 – Review, Cancel Absence or Modify Special Instructions
 - 3 – Review Work Locations and Job Descriptions
 - 4 – Change PIN, Re-record Name
 - 9 – Exit and hang-up
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TO CREATE AN ABSENCE

1. Enter dates for the absence
PRESS 1 if the Absence is only for today
PRESS 2 if the Absence is only for tomorrow
PRESS 3 to Enter the dates and times for the absence
 2. If you pressed 3 to Enter Dates and time
Enter Start Date
PRESS 1 to Accept the date offered
PRESS 2 to Enter start date (MMDD)
 3. Enter the reason number followed by the star (*) key or wait for a list of reasons that will be recited
 4. Record Special Instructions
PRESS 1 to Record special instructions. Press the star (*) key when done (special instructions could be “hall duty” or “the grade level of my class is/are”). This will be voiced to the replacement.
PRESS 2 to Bypass this step
 5. Is a Substitute Required?
PRESS 1 if a substitute is required
PRESS 2 if a substitute is not required
 6. Complete Absence
PRESS 1 to receive the job number
PRESS 2 to review the job details again.
Record the Job Number. The Job Number is your confirmation.
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TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

1. Hear the job information
PRESS 1 to Hear absence information again
PRESS 2 to Modify special instructions
PRESS 3 to Cancel the absence
The employee cannot edit job dates, reason codes or job times once a job has been created
 2. If you **pressed 3** to Cancel the job
PRESS 1 to Confirm the cancellation request
If a substitute is assigned to the absence
PRESS 1 for the System to call the assigned substitute
PRESS 2 to Not have the system call the substitute
Once you confirm a request to cancel the job, you **MUST** wait for the system to say "*Job Number xx has been cancelled.*"
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TO CHANGE PIN or RE-RECORD NAME

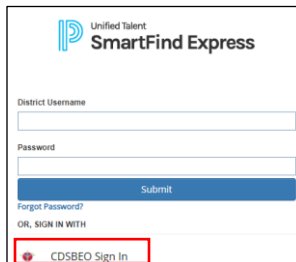
1. **PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your browser www.cdsbeo.eschoolsolutions.com to access the SmartFindExpress Sign In page.

Our board uses Single Sign On. This means you do not have to enter your access ID or PIN. Simply select the “CDSBEO Sign In”, just below the “Submit” Icon.



PROFILE

Information

- Review personal information, change email, change computer password, change telephone PIN, Confirm Address (contact hr@cdsbeo.on.ca if your address is incorrect).

My acknowledged notifications

- Review a list of SFE updates

SELECT ROLE

- For multi-role employees (employee & substitute employees), click on the desired icon to access another profile. No need to log out of the system and back in again.

TO CREATE AN ABSENCE

Choose the *Create an Absence* link

Important Note: Items in Bold are required to complete an Absence.

- **Select the Location** – if the employee only works at one location, the location will automatically populate
- **Select the Classification** ~ if the employee has two classifications
 - Choose from the drop-down menu
- **Select the Reason for this absence from the drop-down menu.**
NOTE: *If you select a reason that requires administrator approval, the system displays a notification that the selected reason requires approval (ie: vacation / unpaid leave). You can continue with the job create with this reason or choose another reason. You can also provide an Approval Comment.*
- **Indicate if a substitute is required for this absence** – (Secretaries and Educational Assistance’ are always to select NO)
 - Choose Yes or No
- **Select Start and End Dates for your absence**
 - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- **Select Start and End Times for your absence. Default times are listed**
 - To change defaults, enter time in HH:MM am or pm format ~ Non Teaching must always adjust the job times. Teacher times are not to extent past the default times.
If you change the start or end time of a job, be sure to change the AM / PM if necessary
 - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- Multiple Day (Recurring) Absence.
 - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
 - Modify daily schedule and/or times for absence and substitute
- Request a particular substitute – **Employees are not to use this field.**
- Enter special instructions (ie: hall duty / grade level of your class). Instructions are voices to the substitute employees.
- Add File Attachment(s) to the job record, if desired. The attachments can be lesson plans, slides, images or other file types.
- **Select the Continue button**
- Review the next screen to confirm the job details are accurate.
- Select “Cancel” to return to the previous screen to make any changes to the job.

- Select “Create Absence” to receive a job number. You must receive a job number for your absence to be recorded in the system.
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TO REVIEW or CANCEL an ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

Choose the *Review Absences* link to review past, present and future absences or to cancel an absence.

Follow these steps

- Select the format for absence display: List or Calendar view.
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
- Select the *Search* Button
- Select the *Job Number* link to view job details on future jobs

From the Job Details screen

- Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button
 - To cancel your future job, select the *Cancel Job* button. Employees cannot cancel past absences
 - If a substitute is assigned to your absence, please ensure the system notifies them of the job cancellation (by calling them), place a checkmark in the box prior to the question “Notify the Substitute of Cancellation?”
 - Select *Return to List* button to return to the job listing
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SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from *SmartFindExpress*. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from *SmartFindExpress*.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from *SmartFindExpress*, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

Important Note: *Do NOT use the browser's BACK button to navigate to screens.*

Navigation buttons are on the bottom of SmartFindExpress screens, such as the Return to List and Continue buttons.

FREQUENTLY ASKED QUESTIONS:

CHANGING JOB TIMES

- When creating an absence and changing the default times, be sure to use the appropriate AM/PM for job start or job end times. Ie: Default times 8:10am – 2:20pm is changed to 12:00 – 2:20, be sure to change the 8:10 am to be 12:00 pm.
- Occasional employees are aware they are to arrive to work 15 minutes prior to bell time. Do not adjust the SFE times to schedule the substitute earlier than required.

CHANGING JOB TIMES WHEN USING AN IPAD/IPHONE

Creating an absence and changing the default job times using an iPad/iPhone can be done but it can be tricky. This is how to change the job/substitute times:

- Select/highlight the default time (drag across the entire time)
- Cut
- Re-enter the time by typing: the hour, colon, minutes, A or P (for AM/PM)

CREATING A MULTIPLE DAY ABSENCE WITH DIFFERENT REASON CODES

When an employee is absent for more than one day they most likely would prefer same occasional teacher for continuity in the classroom but SFE will allow only one reason code to be entered at the time of job creation. To get around this, select one reason code for the multi day absences.

Once the job has been created, please contact your school SFE Administrator. Provide them the job number and the appropriate reason codes to assign to the corresponding days. Once each day's job has finished, the school SFE Administrator is able to edit the job details, changing the reason code(s).

CREATING A ONE DAY JOB USING DIFFERENT REASON CODES FOR AM / PM

Follow the instructions above by using one reason code for the 1.00 day absence. Once the job has been created, please contact your school SFE Administrator. Provide them the job number and the appropriate reason codes to assign to the AM/PM. Once the occasional employee has been assigned by SFE for the 1.00 job, the School Office Administrator will split the job in two and update the reason codes.