

SmartFind Express

For more information, or any assistance with SmartFind Express, please contact sub-dispatch at 250-638-4439

SmartFind Express is the system the district uses in order to track absences and dispatch substitutes. The system is used by employees to log absences, including sick leave. The system will then call out substitutes based on qualifications and seniority. **All absences and leave of absence requests must be logged in SmartFind or with the Help Desk.** In cases of emergency only, unless otherwise directed, contact your school principal.

You will receive a welcome email to your school district email account with information on registration:

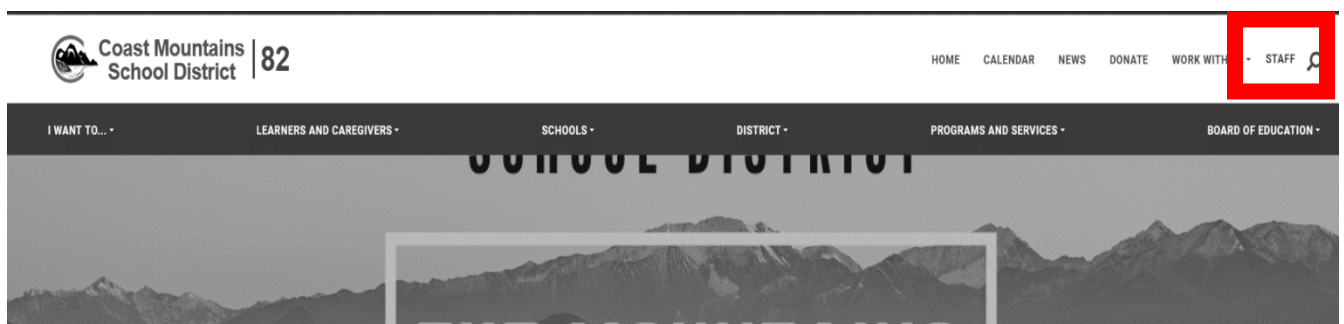
Welcome to SmartFind Express! Your Profile has been reset. Registration over the phone must be done before you will be able to login over the web or mobile.

Please call +18554544008 to register your account.

Your Access Id to register over the phone: (employee #) Your Temporary PIN: (employee #)

Please do not respond to this message. It is an automated e-mail generated by the system. Contact your SmartFind Express system administrator if you have additional questions.

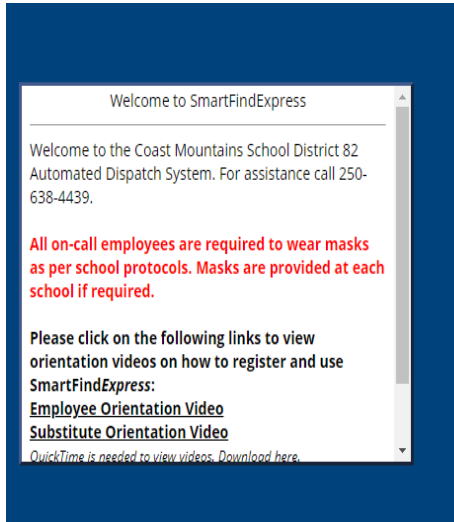
Once you have registered your account, you will be able to login to the web portal for SmartFind Express via the SmartFind Express links from the QuickLinks menu on the cmsd.bc.ca website:



This page will offer you links to the Apps dashboard. Choose SDS eServe from the menu:



You will now be taken to the login screen. Click on the Microsoft icon:



If you have accessed SmartFind after logging into a District computer, you will automatically be taken to your SmartFind home screen. If you are accessing from home, or another computer, you will need to login using your District login (employee number@cmsd.bc.ca) and password.

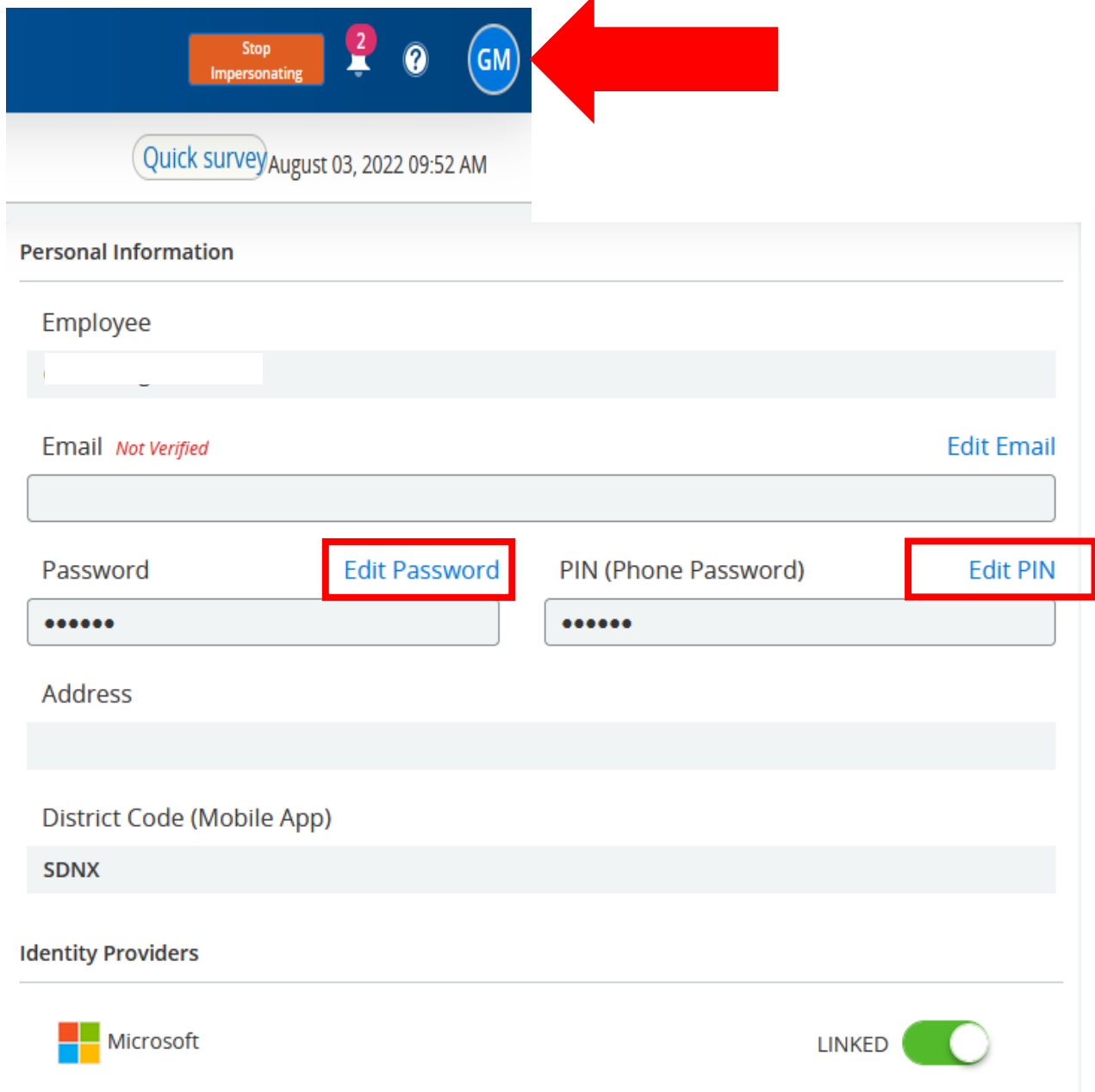
Employee Homepage

The screenshot shows the "Absences" page in the SmartFind Express system. The page has a blue header with the "Unified Talent SmartFind Express" logo and a "Stop Impersonating" button. The main content area is titled "Absences" and includes a "Create Absence" button. Below this is a table with columns for Status, Reason, Location(s), Classification(s), Start Date(s), End Dates(s), Substitute, and Instructions. The table lists four absence records.

Status	Reason	Location(s)	Classification(s)	Start Date(s)	End Dates(s)	Substitute	Instructions
✔	CMTF - Family Illness Leave	Mount Elizabeth Middle & Secondary School	Teacher Middle - Core	09/15/2022	09/15/2022		
⚠	CMTF - Personal Leave	Mount Elizabeth Middle & Secondary School	Teacher Middle - Core	06/08/2022	06/08/2022		
⚠	CUPE Compassionate Leave	Caledonia Secondary	Education Assistant Unqual	09/15/2021	09/17/2021		lesson plans
⚠	CMTF - Leave to Receive a Degree	Caledonia Secondary	Teacher Intermediate - Core	11/13/2020	11/13/2020		

Employee Profiles

Employees can view their profiles, change your online password and telephone PIN by clicking your initials in the top-right corner.



The screenshot shows a user interface for an employee profile. At the top, there is a dark blue navigation bar containing a 'Stop Impersonating' button, a notification bell with the number '2', a help icon, and a circular profile icon with the initials 'GM'. A large red arrow points to the 'GM' icon. Below the navigation bar, a 'Quick survey' notification shows 'August 03, 2022 09:52 AM'. The main content area is titled 'Personal Information' and contains several input fields: 'Employee' (redacted), 'Email' (with 'Not Verified' status and an 'Edit Email' link), 'Password' (with an 'Edit Password' link), 'PIN (Phone Password)' (with an 'Edit PIN' link), 'Address' (redacted), and 'District Code (Mobile App)' (with 'SDNX' entered). At the bottom, under 'Identity Providers', the Microsoft provider is shown as 'LINKED' with a green toggle switch.

Stop Impersonating 2 ? GM

Quick survey August 03, 2022 09:52 AM

Personal Information

Employee

Email *Not Verified* [Edit Email](#)

Password [Edit Password](#) PIN (Phone Password) [Edit PIN](#)

Address

District Code (Mobile App)

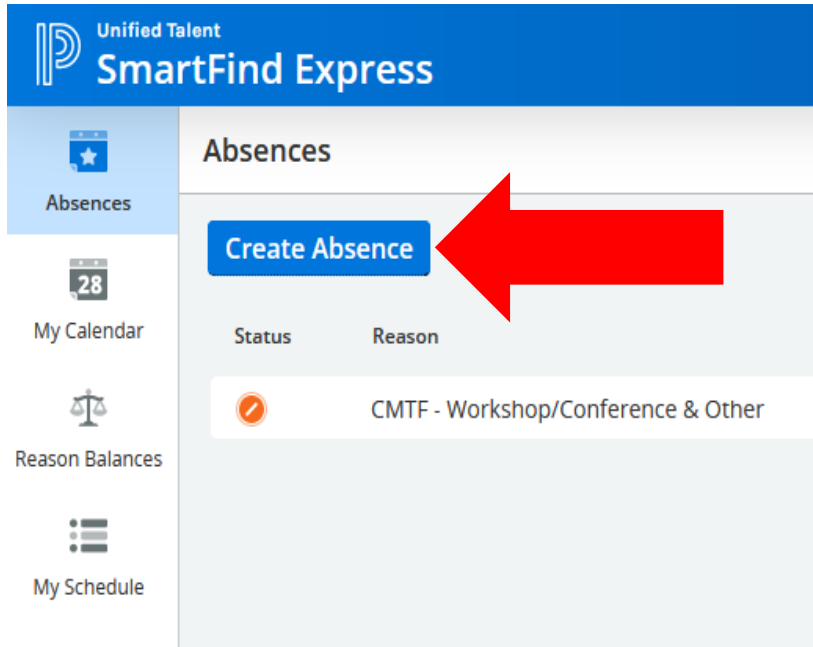
SDNX

Identity Providers

Microsoft LINKED

Employee Absences

1. To create a new absence click *Create Absence*



2. Enter Leave request information:

Basic Information

Absence Reason Required

20 CUPE Workshop/Meeting/T

Approval Comment Required

Characters Remaining: 256

Select your reason from the reason drop-down menu. Some leave reasons will require a comment to be added. For example, a **Workshop** leave will require the name of the workshop you are attending in order for the leave to be approved.

Absence Dates

Date selection options

Does Not Repeat : For individual dates selection

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Next

Ensure you select all the dates if you are requesting more than one day.

3. Customize leave details

Mount Elizabeth Middle & Secondary School - Teacher Middle - Core

Schedule

Advanced Absence

Choose this if your absence will need different requirements on different days

Thursday : 09/15/2022

Full Day **Select Full or Part Day**

Half Day-AM

Half Day-PM

Custom Day

Substitute

Best Match

Specify

Selected Substitute:

Class Instructions

Characters Remaining: 1000

Add Files **Add Files**

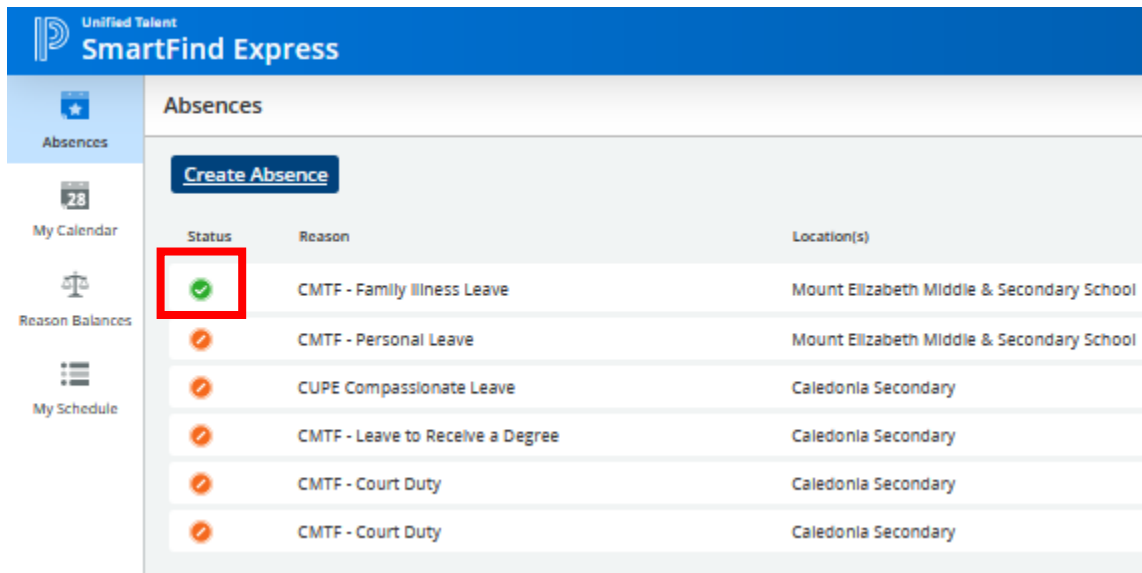
Submit Leave

Support staff are unable to specify subs. Subs are called out in accordance with the Collective Agreement

Absence created successfully. (Job ID 101019) **Ensure you receive a confirmation and Job #**

4. Leave Approval

If your leave type requires approval, your leave must be approved by your Principal and/or Human Resources. Once your leave is approved it will be displayed with a green check mark on your home page:

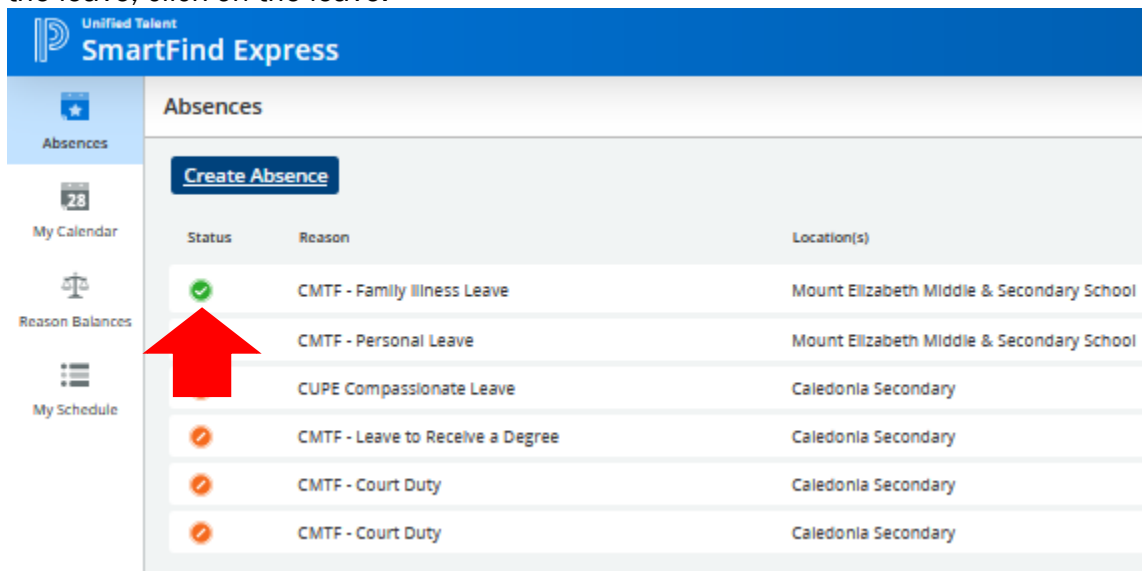


The screenshot shows the 'Absences' section of the SmartFind Express interface. A 'Create Absence' button is at the top. Below it is a table with three columns: Status, Reason, and Location(s). The first row has a green checkmark in the Status column, indicating approval. The other rows have orange checkmarks, indicating they are not yet approved.

Status	Reason	Location(s)
✓	CMTF - Family Illness Leave	Mount Elizabeth Middle & Secondary School
✓	CMTF - Personal Leave	Mount Elizabeth Middle & Secondary School
✓	CUPE Compassionate Leave	Caledonia Secondary
✓	CMTF - Leave to Receive a Degree	Caledonia Secondary
✓	CMTF - Court Duty	Caledonia Secondary
✓	CMTF - Court Duty	Caledonia Secondary

5. Review Absences

Your absences will be displayed on your homepage. To see the leave details and/or to cancel the leave, click on the leave.



The screenshot shows the same 'Absences' section as above. A red arrow points to the first row of the table, which has a green checkmark in the Status column, indicating it is the selected leave for review.

Status	Reason	Location(s)
✓	CMTF - Family Illness Leave	Mount Elizabeth Middle & Secondary School
✓	CMTF - Personal Leave	Mount Elizabeth Middle & Secondary School
✓	CUPE Compassionate Leave	Caledonia Secondary
✓	CMTF - Leave to Receive a Degree	Caledonia Secondary
✓	CMTF - Court Duty	Caledonia Secondary
✓	CMTF - Court Duty	Caledonia Secondary

Clicking on the leave will open up the details and allow you to cancel the leave

6. Cancel or Edit a Leave

To cancel a leave request, click the *Cancel Absence* button. To Edit your leave, click *Edit*

Mount Elizabeth Middle & Secondary School - Teacher
Middle - Core

Job ID: 101023 ✔ Approved (Automatically)

Reason: CMTF - Family Illness Leave



Schedule

Thursday : 09/15/2022

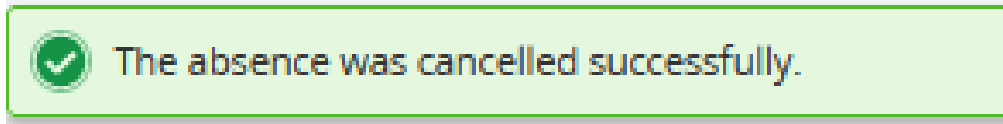
Absence Schedule	Substitute Schedule
08:47 AM - 03:13 PM	08:47 AM - 03:13 PM

Instructions

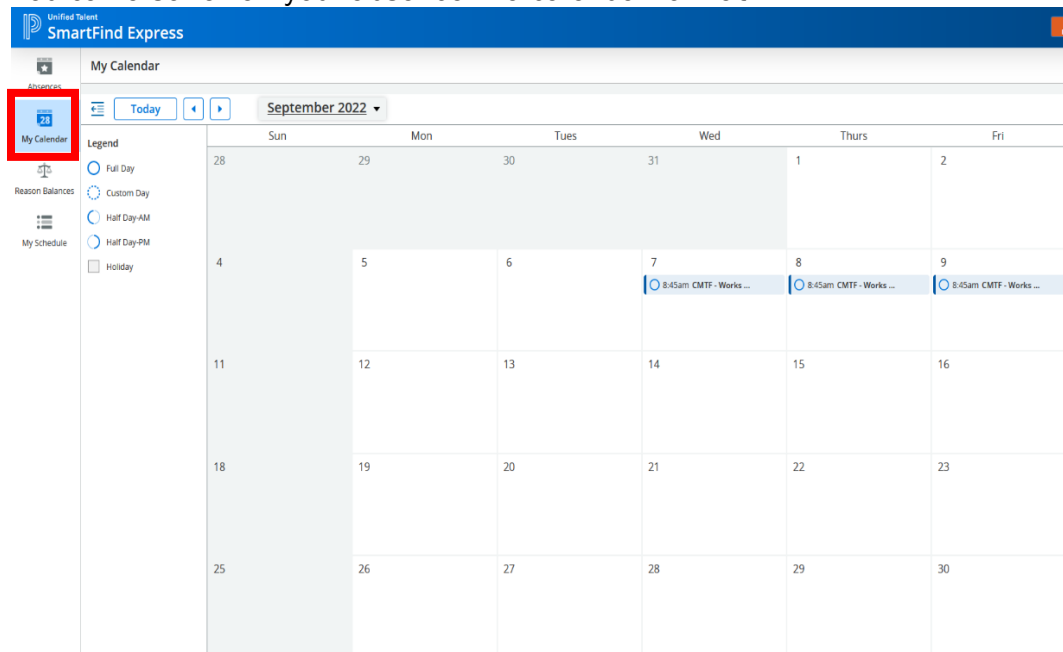
Class Instruction

Cancel Absence  Edit 

Ensure you receive a confirmation of the cancelled absence:



You can also review your absence in a calendar format:



Unified Talent
SmartFind Express

My Calendar

Today September 2022

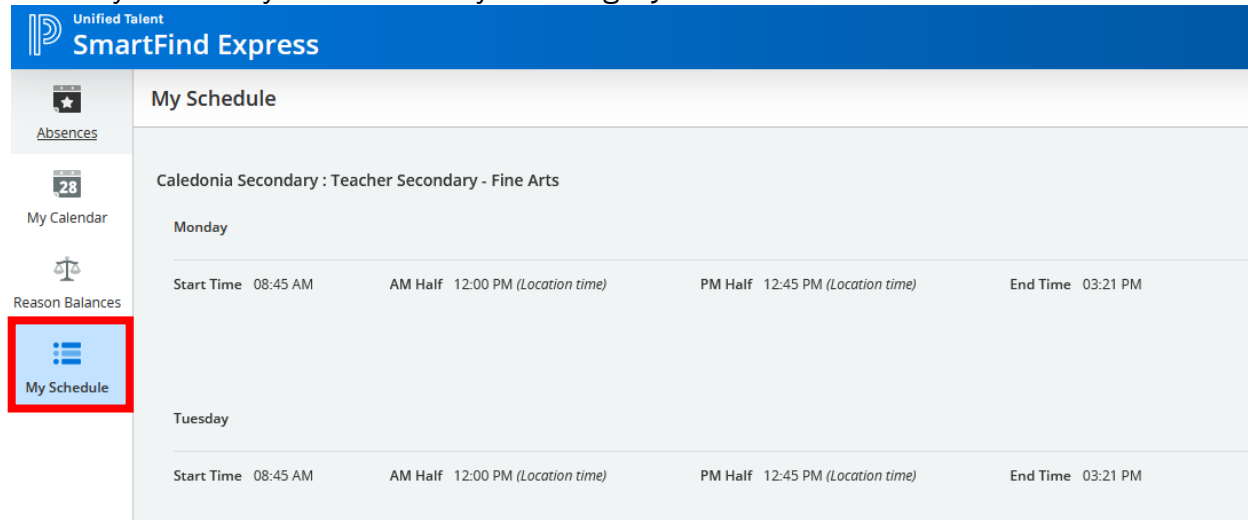
Legend

- Full Day
- Custom Day
- Half Day-AM
- Half Day-PM
- Holiday

Sun	Mon	Tues	Wed	Thurs	Fri
28	29	30	31	1	2
4	5	6	7 8:45am CMTF - Works ...	8 8:45am CMTF - Works ...	9 8:45am CMTF - Works ...
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

7. Review your Schedule

Ensure you review your schedule by selecting *My Schedule* from the menu:



Unified Talent
SmartFind Express

Absences

My Calendar

Reason Balances

My Schedule

My Schedule

Caledonia Secondary : Teacher Secondary - Fine Arts

Monday

Start Time 08:45 AM AM Half 12:00 PM (Location time) PM Half 12:45 PM (Location time) End Time 03:21 PM

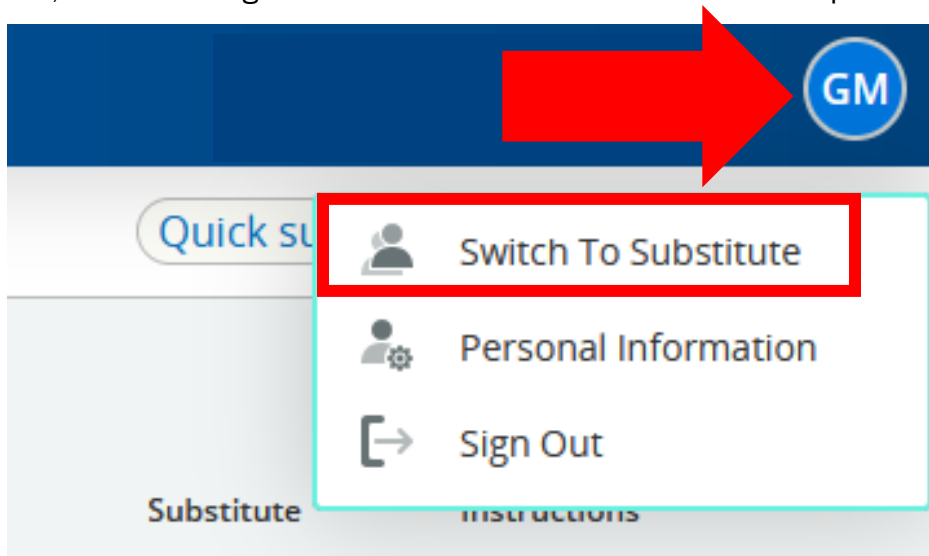
Tuesday

Start Time 08:45 AM AM Half 12:00 PM (Location time) PM Half 12:45 PM (Location time) End Time 03:21 PM

It is important that your schedule is correct, in order to call out a substitute for the correct times. If your schedule is incorrect, contact sub-dispatch at 250-638-4439.

8. Switch to Substitute Profile

If you are also a substitute employee, you can view your substitute page by clicking on your initials, then selecting "Switch to Substitute Profile" from the drop-down menu.



GM

Quick search

Switch To Substitute

Personal Information

Sign Out

Substitute instructions

Substitute Homepage

Unified Talent
SmartFind Express

Stop Impersonating 2 ? GM

Job Search August 07, 2022 06:24 PM 28 My Calendar SFE Register for the Mobile App

Filter No filters applied

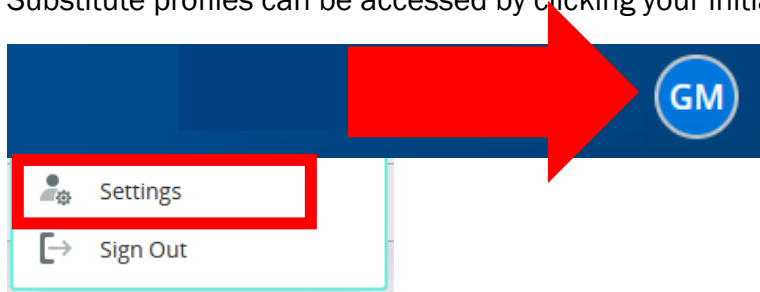
My current / active jobs My Finished jobs Canceled jobs Unavailable + Add Unavailability

Job ID	Date	Time	Duration	Employee	Classification(s)	Location(s)
You have no active or upcoming jobs.						

Apply Filter

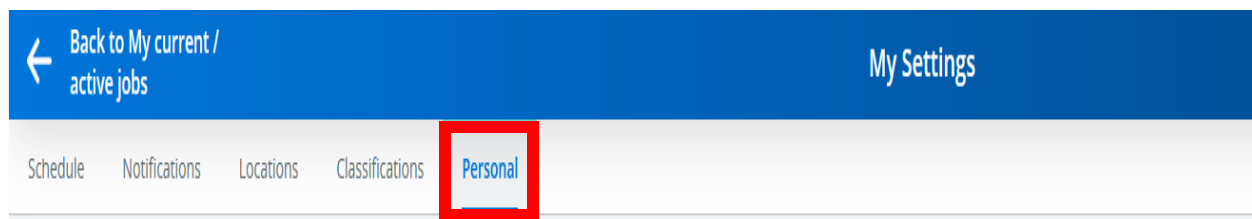
Substitute Profiles

Substitute profiles can be accessed by clicking your initials in the top-right corner:



1. Review your settings

This will allow you to change your password or telephone PIN, review your information including your CALLBACK NUMBER, which the system will call to offer you work. Select *Personal* from the menu:



From the Personal Information page you will be able to change your online Password and Telephone PIN. Ensure your callback number is correct. This is the number the system will call to offer your work.

Personal Information

Name

Grace Magnusson

Email *Not Verified*

[Edit Email](#)

Password

[Edit Password](#)

PIN (Phone Password)

[Edit PIN](#)

•••••

•••••

Address

Contact Information

Call Back Number

(250) 615-9880

Do Not Call Until

hh:mm am

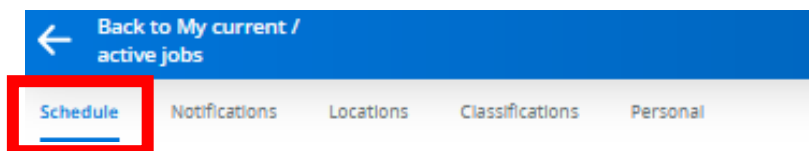
Ensure this is correct

Enter a time that is up to 24 hours from now. If a time is not entered you will be called during regular calling periods.



Block phone calls from SmartFind Express

2. Setting your Schedule

As an on-call employee, your schedule is set to being available for full working days, Monday to Friday. If your availability differs, you can set your schedule so the system will only call you for work on days/times you are available to work. Start by selecting *Schedule* from the menu:




My Schedule

Days	Available Times	Do Not Call Times
Sunday	Unavailable 	None
Monday	All Day 	
Tuesday	All Day 	None

To Change, click the Edit button

Edit Available Times

Unavailable
 All Day
 Custom Time

Start Time Required
 End Time Required 

[More Custom Times](#)

Edit each day to as needed

Save


3. Locations

Your profile will be set to be available to work at all locations in your geographical “home community”. To change your locations, select *Locations* from the menu:

← Back to My current / active jobs

Schedule Notifications **Locations** Classifications Personal

My Locations [Edit](#)

Locations	Code
 No Data Available.	

My Groups [Edit](#)

Location Group	Code
All Terrace Area Schools	TER

Click Edit to Change

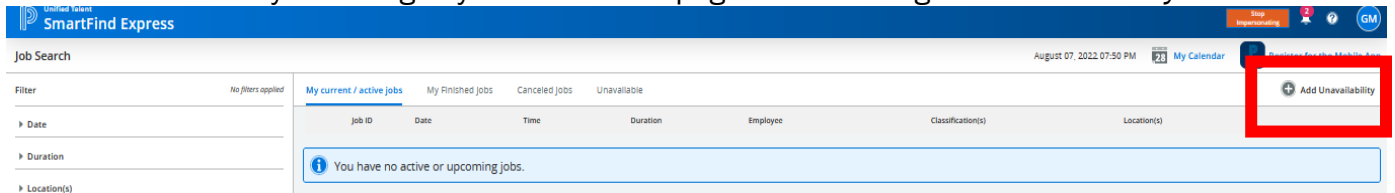
You must delete the Location group and add each school individually:

You must now add schools back to *My Locations*. Start by clicking Edit:

Add individual schools, ensuring you select schools in your community, unless you are able to reasonably commute (e.g.: Kitwanga/Hazelton or Terrace/Thornhill)

4. Unavailable / Do Not Call Settings

There may be days that you are not available to work or do not wish to receive calls for work. You can set these by returning to your main homepage and selecting *Add Unavailability*:



Add your unavailable dates and times:

The screenshot shows the 'Add Unavailability Date' form. It has two main sections: 'Select Date' and 'Time/Duration'. In the 'Select Date' section, there are 'Start Date' and 'End Date' fields, both set to '9/15/2022'. In the 'Time/Duration' section, there are radio buttons for 'All Day (00:00am to 11.59pm)' and 'Custom Time'. The 'Custom Time' option is selected. Below this, there are 'Start Time' and 'End Time' fields, both set to '09:00 am' and '12:00 pm' respectively. At the bottom, there is a 'Future Calls' section with a checkbox labeled 'Continue receiving calls during periods of unavailability' which is checked and highlighted with a red box. There are 'Cancel' and 'Save' buttons at the bottom right.

If you wish to receive calls for future work on your unavailable date, check this box.

5. Review Assignments

Your accepted jobs will appear on your homepage. To view the job in more detail, click the job arrow

The screenshot shows the SmartFind Express homepage with a list of job assignments. The top navigation bar includes 'Unified Talent SmartFind Express', 'Quick survey', and 'August 04, 2022'. Below the navigation bar, there is a 'Job Search' section with a filter sidebar on the left and a main content area. The main content area has tabs for 'My current / active jobs', 'My Finished jobs', 'Canceled jobs', and 'Unavailable'. A red box highlights the job arrow icon in the first row of the job list. The job list has columns for 'Job ID', 'Date', 'Time', 'Duration', 'Employee', and 'Classification(s)'. The first row shows Job ID 101023, Date Thursday, Time 08:47 AM, Duration Full Day, Employee Ryan(TEST), and Classification(s) Teacher Middle - C. The second row shows Job ID 101016, Date Mon - Fri, Time 08:30 AM - 03:30 PM, Duration Full Day, Employee Sharlene Barger, and Classification(s) Educational Assistant, Skeena Middle School. Below the job list, there is a 'Status' section with 'Approval Pending' and a 'Weekly Schedule' table. The 'Weekly Schedule' table has columns for 'Day', 'Duration', and 'Time'. The rows show 'Monday' and 'Friday' with 'Full Day' duration and '08:30 AM - 03:30 PM' time. There is also a 'Location Announcement' section with a 'Cancel job' button.

6. Cancel out of an Assignment

There may be times when you are no longer able to work an accepted job. to cancel out of an assignment, click the job arrow on the assignment, then click *Cancel Job*

1016 Mon - Fri 10/17/2022 10/21/2022 08:30 AM 03:30 PM Full Day Educational Assistant Skeena Middle School

Status	Weekly Schedule	10/17/2022 - 10/21/2022	Address & Phone	Instructions
Approval Pending	Monday Friday	Full Day Full Day 08:30 AM - 03:30 PM 08:30 AM - 03:30 PM	3411 Munroe St Terrace BC V8G3C1 (250) 635-9136	Cancel Job

Location Announcement
Thank you for accepting a position at Skeena Middle School. We are a nut free building - please refrain from bringing such food items to school today. We are also a scent free environment. All subs must please check in at the office upon arrival to sign in, receive any special instructions and a key, if necessary. First period begins at 8:45am; lunch is 11:37am to 12:17pm; dismissal is 3:05pm.

You will need to choose a reason for the cancellation, then click *Confirm*

Reason For Cancelling

- Illness 1
- No Childcare 3
- No transportation 2
- Not available 5
- Not Suitable 6
- Other 7
- Working in Another Position 4

1. Choose reason

3. Click Confirm

Cancel Confirm

Ensure you receive a confirmation



Success, you have canceled job #101023. Your canceled job can now be found in Canceled.