



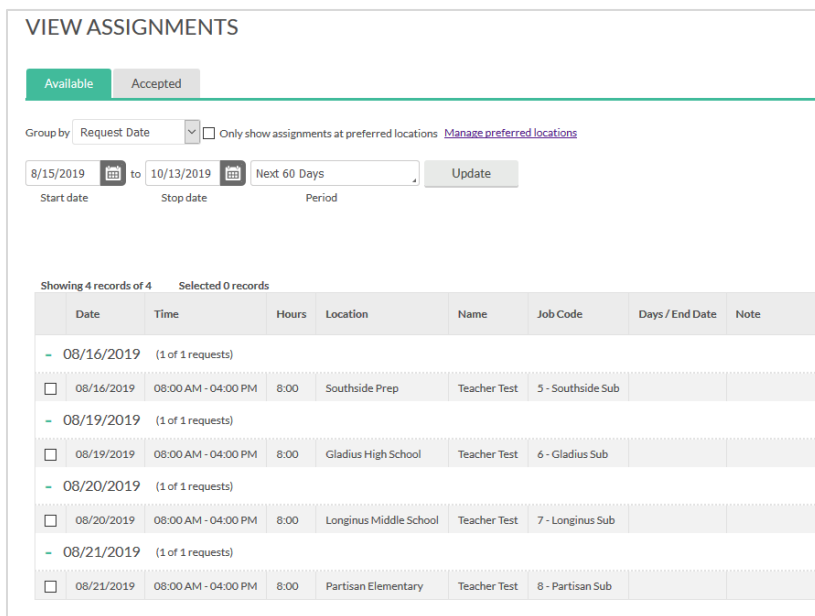
VIEWING AND ACCEPTING SUB JOBS IN SUBSEARCH PLUS

If you are a substitute, you can view and accept available substitution jobs via the **View Assignments** utility.

1. In **WebClock**, log into the **Dashboard**, and browse to **View > View Assignments**.



2. At the top of the **Available Assignments** tab, you can choose a grouping option in the **Group By** field, as well as a date range of available assignments. Click **Update**.



3. You can browse the substitution assignments in the table. If you have chosen any grouping options, you may need to expand out each group to view the assignment.

4. To accept assignments, place check marks next to each of the desired assignments, click the blue **Accept** button at the top, and click **Ok** in the confirmation window.



- If you wish to turn down consideration for an assignment, click the red **Reject** button instead.



Available **Accepted**

Group by Request Date

8/6/2019 to 10/4/2019 Next 60 Days Update

Start date Stop date Period

Showing 1 records of 1 Selected 0 records

| | Date | Time | Hours | Location | Name | Job Code |
|--------------------------|------------|---------------------|-------|----------|----------------|-----------------|
| - | 08/06/2019 | (1 of 1 requests) | | | | |
| <input type="checkbox"/> | 08/06/2019 | 12:00 PM - 08:00 PM | 8:00 | | Ally O'Connell | 10 - Substitute |

- To view accepted assignments, browse to the **Accepted Assignments** tab as shown above. This tab features sorting options similar to those on the Available Assignments tab.
- If you have permission to do so, you can remove a future assignment from your list of Accepted Assignments. To do this, place a check mark to the left of the assignment, click the blue **Unaccept** button at the top right, and click **Ok** in the confirmation window.



When you later go to clock in for an accepted requirement, you will automatically be clocked into the correct job code and substitution.



CLOCKING IN WITHOUT AN ASSIGNMENT

8/12/2019 03:25:34 PM Hello Carol Hernandez [Not you?](#)

Select employee to substitute (Clock In)

Location Filter << NONE >>

Search

Showing 10 records of 10

| Select | Employee ↑ | Location |
|----------------------------------|----------------|----------|
| <input checked="" type="radio"/> | Ally O'Connell | |
| <input type="radio"/> | David Carter | |
| <input type="radio"/> | Fred Potts | |
| <input type="radio"/> | Jerome Kelsey | |
| <input type="radio"/> | Joe Jacobson | |
| <input type="radio"/> | Johnny Fornell | |
| <input type="radio"/> | Lincoln Kelly | |
| <input type="radio"/> | Ted Barthow | |

Back Cancel Continue

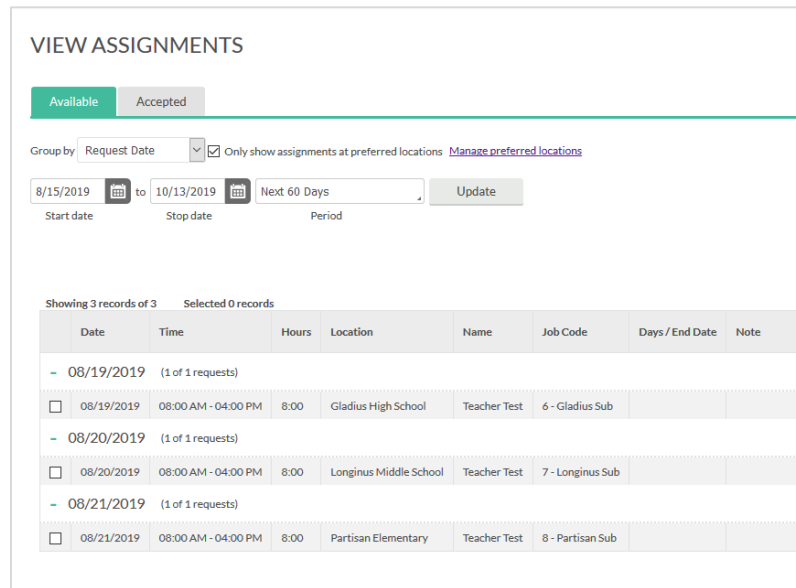
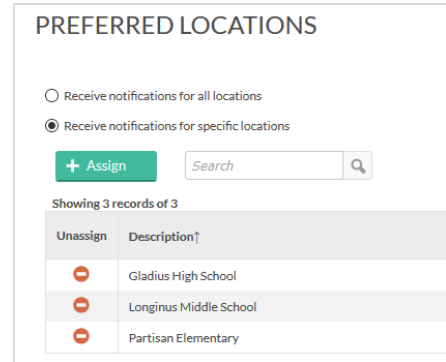
In cases where a substitute request hasn't been entered and assigned in SubSearch Plus (such as in an emergency), a substitute can clock in and choose a teacher themselves.

1. In WebClock, select **Clock In**.
2. If necessary, choose your substitution job code and click **Continue**.
3. Choose a teacher from the list. You can search for a teacher's name, or use the **Location Filter** to choose the location.
4. Click **Continue** to complete the clock operation.

UTILIZING PREFERRED LOCATIONS

If your district utilizes **locations** for its teachers, assignments can be filtered to only show locations designated in a list.

1. In the **WebClock** interface, click **Log On to WebClock**.
2. In the green navigation bar, go to **View > Assignments**.
3. Next to the **Group by** drop-down, you will find a checkbox marked **Only show assignments at preferred locations** and a link to **Manage preferred locations**.



4. Clicking the checkbox will hide assignments that do not have a location found on the Preferred Location list.

Following the link will take you to the same page as if you navigated to **View > Preferred Locations**.