



**DINUBA UNIFIED SCHOOL DISTRICT**  
SmartFind Quick Reference



**INSTRUCTIONS**

**THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:**

	<b>Today's Jobs</b>	<b>Future Jobs</b>
Weekdays	Starts at 5:00 am	5:00 pm - 9:00 pm

**DECLINE/CANCEL REASONS:**

1. Illness
2. Working Other Assignment
3. Jury Duty
4. Bereavement
5. Personal

Before any features are available, you must register with the system. If you did not receive your Access ID and PIN, please contact Alyssa at 595-7200 ext: 9091.

**REGISTRATION** Call 559-725-4685

1. Enter your **Access ID** 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 followed by the star (\*) key
4. Hear your callback #. Correct if necessary.
5. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (\*) key.

## TELEPHONE ACCESS INSTRUCTIONS

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

### THE SYSTEM CALLS

#### HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer  
**PRESS 2** to Set temporary Do Not Call
  2. If you **pressed 1** to Hear the job offer  
**PRESS 1** to Hear the job description  
**PRESS 2** to Decline the job (without hearing the description)  
Enter the decline reason from page 1 followed by the star (\*) key
  3. If you **pressed 1** to Hear the job description  
**PRESS 1** to Accept this job  
**Record the Job Number. You are successfully assigned to the job.**  
**PRESS 2** to Repeat the job description  
**PRESS 3** to Decline the job  
Enter the decline reason from page 1 followed by the star (\*) key  
**PRESS 1** to Accept
  4. If you **pressed 2** to Set temporary Do Not Call, hear a time offered  
**PRESS 1** to Accept the time offered  
**PRESS 2** to Enter an earlier time in HH:MM format.
- 

#### HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
  2. **PRESS 1** to Repeat the job information
- 

### CALLING THE SYSTEM

#### MENU OPTIONS

- 1 - Review or Cancel Assignments
  - 2 - Hear Available Jobs
  - 3 - Change your Callback Number
  - 4 - Review or Modify Temporary Do Not Call Time
  - 5 - Review or Modify Unavailability Dates
  - 6 - Review or Modify Daily Availability
  - 7 - Change PIN or Re-record Name
  - 9 - Exit and hang-up
- 

#### REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order  
**PRESS 1** to Hear assigned job information again  
**PRESS 2** to Cancel this assigned job
  2. If you **pressed 2** to Cancel assignment  
**PRESS 1** to Confirm cancellation (Enter cancellation reason followed by the \* key)
- 

#### HEAR AVAILABLE JOBS

1. Hear assignment information  
**PRESS 1** to Repeat assignment  
**PRESS 2** to Accept assignment  
**PRESS 3** to Decline assignment
  2. If you **pressed 3** to Decline assignment  
Enter decline reason from page 1 followed by the star (\*) key
-