



System Phone Number: 859-534-9663
Web address: boyle.eschoolsolutions.com

WHEN THE SMARTFIND SYSTEM CALLS YOU:

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
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WHEN YOU CALL THE SMARTFIND SYSTEM:

System Phone Number: 859-534-9663

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

CHANGE YOUR CALLBACK NUMBER

1. Hear the Callback telephone number

PRESS 1 to Modify callback telephone number

2. Enter new telephone number followed by the star (*) key.

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:

Web address: boyle.eschoolsolutions.com

There is not a mobile app; however, the website is mobile optimized to fit your phone

SIGN IN

Open your browser or on your phone and access the SmartFindExpress Sign In page (boyle.eschoolsolutions.com). Enter your Access ID and PIN.

PIN REMINDER

The "Forgot your PIN?" link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access ID and the security code being displayed must be entered on this page. Note: You must be registered with the system to use this option.

PROFILE

Information - Review profile status and address information.

Update Email - Enter or change email address

Callback Number - View/update callback number; specify a Do Not Call time.

Change Password - Enter your current PIN followed by a new PIN twice and click Save

SCHEDULE

Modify an Availability Schedule

- Choose day or days of the week you want to delete by checking the boxes by that day and select the Delete button
- Select the New button to add a new day of week or time. Follow the steps for "Create a New Availability Schedule" as outlined above

Temporary Do Not Call

- Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code.
- Specify a temporary "Do Not Call Until" time if you do not want to be called by the system.

Unavail Dates Tab - Create Unavailability Schedule

- Select the New button
- Enter Start and End Date Range (MM/DD/YYYY) or use the calendar
- Select the All Day check box or enter the time range in HH:MM am or pm format
- Select the Call for Future Assignments checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
- Select Save button

AVAILABLE JOBS

Choose the Available Jobs link to view and accept assignments

**To view and accept jobs, you must be available to work all days and times of the job and You must have specified that you will work at the location*

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the Search button to display the list of jobs
- Press the Details link to view the job details. Review the specifics and choose one of the following
 - Select the Accept Job button. A job number will be assigned to you if the job has been successfully assigned to you. Please record this Job Number.
 - Select the Decline Job button. Select a reason for decline from the drop-down list, then select the Decline Job button
 - Select the Return to List button to return to the job listing

REVIEW ASSIGNMENTS

Choose the Review Assignments link to review past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
- Search for assignments
- Press the Search button to display the list of assigned jobs
- Choose the Job Number link to view job details
 - Select the Return to List button to review other jobs assigned to you
 - Select the Cancel Assignment button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the "Job was cancelled successfully" notification. You cannot cancel an assignment within 1 hour of the start time.
 - An assignment may contain file attachments. To view or download a file attachment, click on the file name.

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.