PowerSchool

Substitute User Guide – SmartFind Express Mobile App
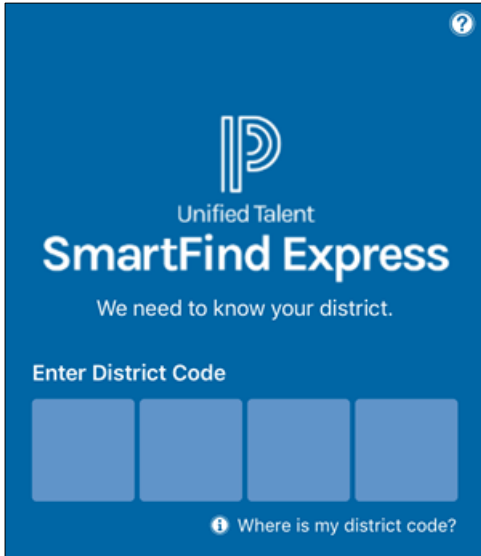
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Get Started

Access the App

Each district will provide you instructions and a district unlock code. Open the app and enter the code.

After unlocking, select the district. Enter your login credentials for the selected district.

Main Navigation

A. **Jobs** – Find and accept jobs available to you and manage jobs you have accepted in a list view.

B. **Calendar** – Find and accept jobs available to you and manage jobs you have accepted in a calendar view.

C. **Settings** – Set your availability and notification preferences.

D. **Logout**

NOTE: The mobile app has multi-lingual support. It translates to the selected language of your device.

Manage Jobs – List View

Find & Accept Available Jobs

1. Select **Jobs** from the main navigation.

2. From the **Available** jobs list, select a job to access its details page.

3. To take a job assignment, tap **Accept**.

   -OR-

   To hide a job from the list, tap **Decline**. A confirmation will appear asking you to select a reason.

Review & Cancel Active Jobs

1. Select **Jobs** from the main menu.

2. From the **Active** jobs list, select a job.

3. Review the job dates, schedule, and location information.

4. You may have one or more of the following options:

   - **Cancel Assignment** – Only available if you can cancel the job. A confirmation will appear asking you to select a reason.

   - **Play** – Only available if there are audio instructions.

   - **View** – Only available if there are text instructions.

   - **Attachments** – Only available if there are instruction files.

Acknowledge Canceled Jobs

If you have been canceled from an assignment by someone else, you should acknowledge the cancellation.

1. Select **Jobs** from the main menu.

2. From the **Canceled** jobs list, select a job flagged as Action Required.
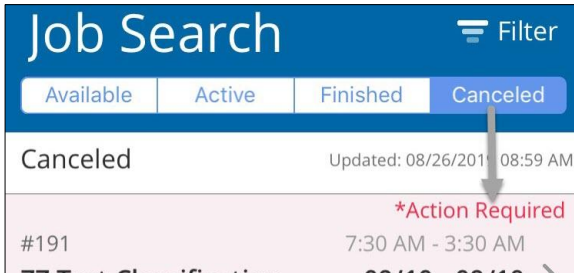
3. Review the job dates, schedule, and location information.

4. Tap **Acknowledge Cancellation**.

Manage Jobs – Calendar View

Jobs available to you and your assigned jobs are displayed together in the calendar.

1. Select **Calendar** from the main navigation.

2. Select a date with a job icon to view jobs for that day.
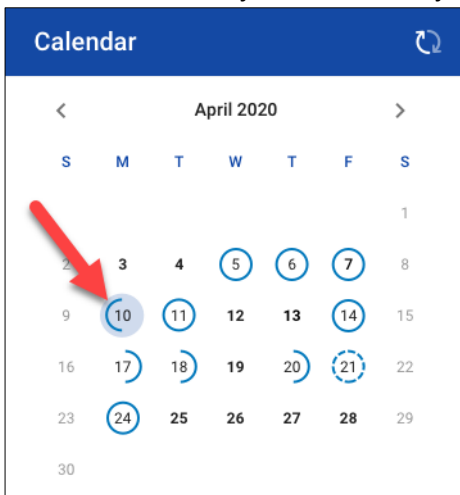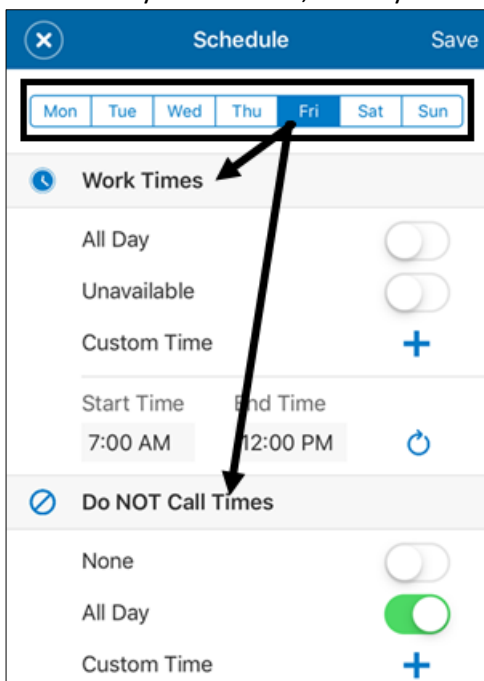

3. Select a job from the list to review its details.

Job icons:

Manage Availability

Manage Schedule

1. Select **Settings** from the main menu.

2. From the **Availability** tab, select **Schedule**.

3. For each day of the week, select your **Work Times** and **Do NOT Call Times** preferences.

4. Tap **Save**.

Set Unavailable Dates

1. Select **Settings** from the main menu.

2. From the **Availability** tab, select **Unavailability**.

3. Tap **Add**.

4. Enter the unavailability details.

5. Tap **Save**.

To remove an unavailability entry:

- For iOS, press from the list and slide left, then tap **Delete**.

- For Android, press from the list and hold, then tap **Delete**.

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Manage Notifications

1. Select **Settings** from the main menu.

2. From the **General** tab, select **Notifications**.

3. Turn notifications on or off for both push (in-app) and SMS (text) delivery.

4. If you elect to receive SMS notifications, tap **Enter Mobile Phone Number** to update your preferred mobile number and provider.

Manage Classifications

1. Select **Settings** from the main menu.

2. From the **General** tab, select **Classifications**.

3. Tap **Edit**.

4. Select appropriate classifications and groups from each tab.

5. Tap **Save**.

Manage Locations

1. Select **Settings** from the main menu.

2. From the **General** tab, select **Locations**.

3. Tap **Edit**.

4. Select appropriate locations and groups from each tab.

5. Tap **Save**.

Manage Auto Accept

1. Select **Settings** from the main menu.

2. From the **General** tab, select **Auto Accept Setup**.

3. Select your minimum acceptance window. This will apply to all locations.

4. Turn **Auto Accept** on or off for each location.

5. Tap **Classifications Setup** for each location to choose corresponding classifications.

Manage Profile Settings

1. Select **Settings** from the main menu.

2. Select the **Personal** tab.

3. Select an option to update your email address, password, contact information (for calls), or physical address.

NOTE: Password is not the same as your PIN. You must log in to the web application to change your PIN.