

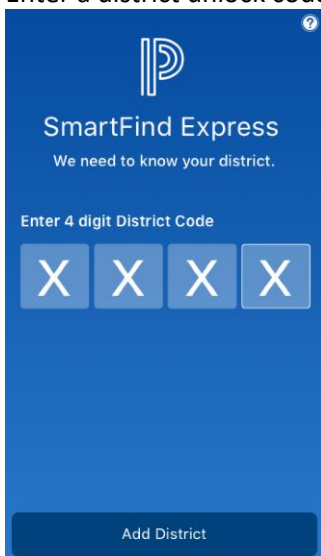
## User Guide – SmartFind Express Mobile App

### Substitute Tasks

#### Get Started

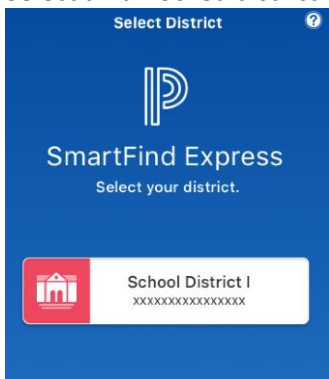
To get started, you will receive a communication containing instructions and a district unlock code. You will receive this for each district for which you act as a substitute.

1. Upon accessing the app:
  - Enter a district unlock code to access their instance of the mobile experience.



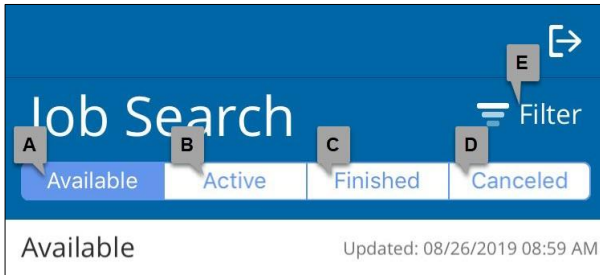
-OR-

- Select an unlocked district through the district selection page.



2. Enter your login credentials for the applicable district.

3. Choose from the following options.



- A. **Available** – View a list of all jobs available to you.
- B. **Active** – View a list of all jobs you have accepted and not completed.
- C. **Finished** – View a list of your completed jobs.
- D. **Canceled** – View a list of jobs you accepted but later canceled.
- E. **Filter** – Filter jobs in all lists by a specific date range. This filter persists until changed or removed.

## Find & Accept Available Jobs

1. From the **Available** jobs list, select a job to access its details page.
2. To take a job assignment, select **Accept**. A confirmation will appear displaying the job number.

-OR-

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

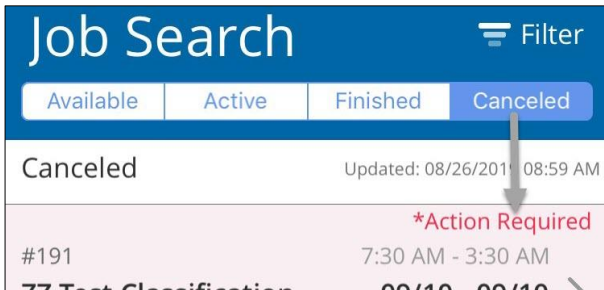
## Review & Cancel Active Jobs

1. From the **Active** jobs list, select a job to access its details page.
2. Review the job dates, schedule, and location information.
3. 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 to hear.
  - **View** – Only available if there are text instructions to view.
  - **Attachments** – Only available if there are instruction files to download.

## Acknowledge Canceled Jobs

If you have been canceled from an assignment by someone else, you are asked to verify the action.

1. From the **Canceled** jobs list, select a job flagged as Action Required.



2. Review the job dates, schedule, and location information.
3. Select **Acknowledge Cancellation**.

## **Administrator Information**

### **Mobile System Requirements**

iOS:

Deployment Target/Minimum iOS version: 10.0

Supported architectures: ARMv7 + ARM64

Android:

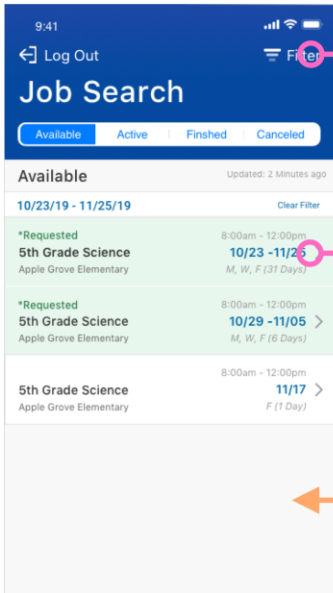
Minimum Android version: Android 6.0 (API level 23)

Target Android version: Android 9.0 (API level 28)

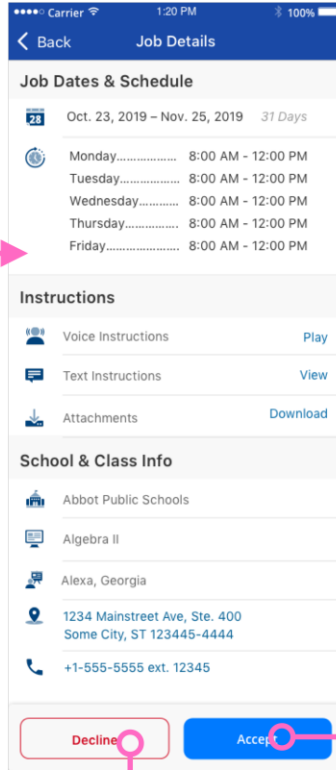
Supported ABIs: armeabi-v7a, x86, arm64-v8a, x86\_64

## Available Jobs Workflow

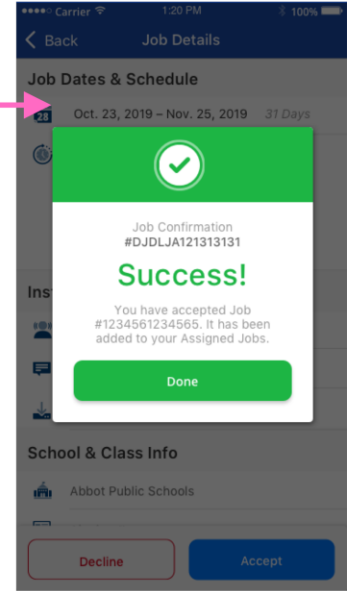
Job Available Queue



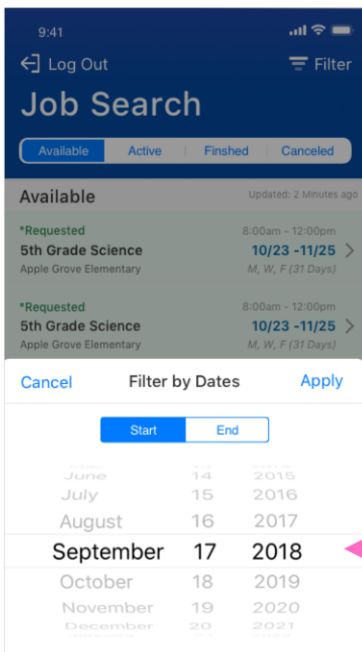
Job Details



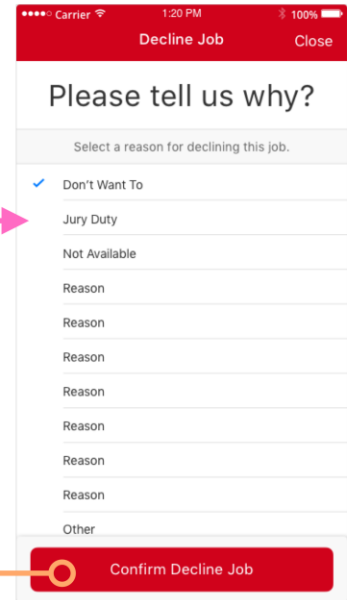
Acceptance Modal



Date Picker Table View

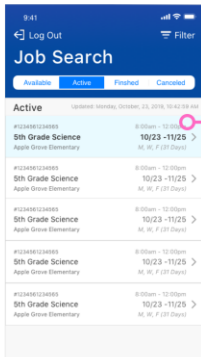


Decline Modal

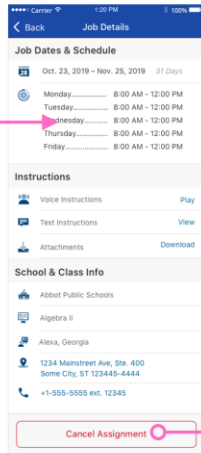


## Active Jobs Workflow

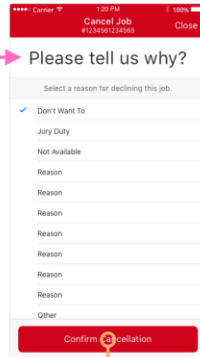
Job Queue, Active View



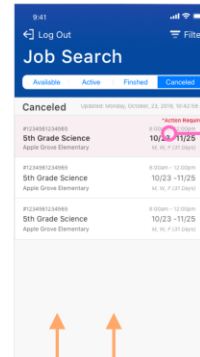
Job Details



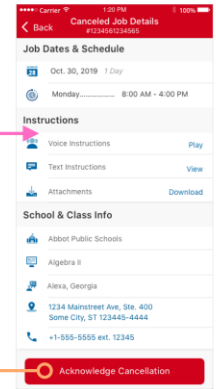
Cancel Job Modal



Job Queue, Canceled View



Canceled Job Details Page



Job Queue, Finished View

