

# SmartFind Express

For more information, or any assistance with SmartFind Express, please contact sub-dispatch at 250-638-4439

SmartFind Express is the system the district uses in order to track absences and dispatch substitutes. The system is used by employees to log absences, including sick leave. The system will then call out substitutes based on qualifications and seniority. ***All absences and leave of absence requests must be logged in SmartFind or with the Help Desk.*** In cases of emergency only, unless otherwise directed, contact your school principal.

You will receive a welcome email to your school district email account with information on registration:

*Welcome to SmartFind Express! Your Profile has been reset. Registration over the phone must be done before you will be able to login over the web or mobile.*

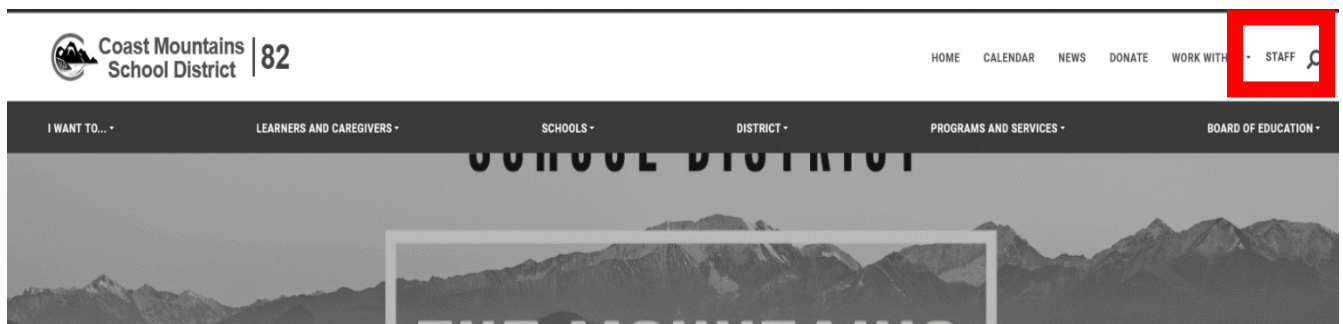
*Please call +18554544008 to register your account.*

*Your Access Id to register over the phone: (employee #) Your Temporary PIN: (employee #)*

*Please do not respond to this message. It is an automated e-mail generated by the system.*

*Contact your SmartFind Express system administrator if you have additional questions.*

Once you have registered your account, you will be able to login to the web portal for SmartFind Express via the SmartFind Express links from the QuickLinks menu on the cmsd.bc.ca website:



This page will offer you links to the Apps dashboard. Choose SDS eServe from the menu:



You will now be taken to the login screen. Click on the Microsoft icon:



If you have accessed SmartFind after logging into a District computer, you will automatically be taken to your SmartFind home screen. If you are accessing from home, or another computer, you will need to login using your District login (employee number@cmsd.bc.ca) and password.

## Employee Homepage

The screenshot displays the 'Absences' section of the SmartFind Express interface. It includes a sidebar with navigation options like 'Absences', 'My Calendar', 'Reason Balances', and 'My Schedule'. The main content area shows a table of absences with columns for Status, Reason, Location(s), Classification(s), Start Date(s), End Date(s), Substitute, and Instructions. A 'Create Absence' button is visible at the top of the table.

Unified Talent  
**SmartFind Express**

Stop Impersonating 2 ? RR

August 07, 2022 06:22 PM

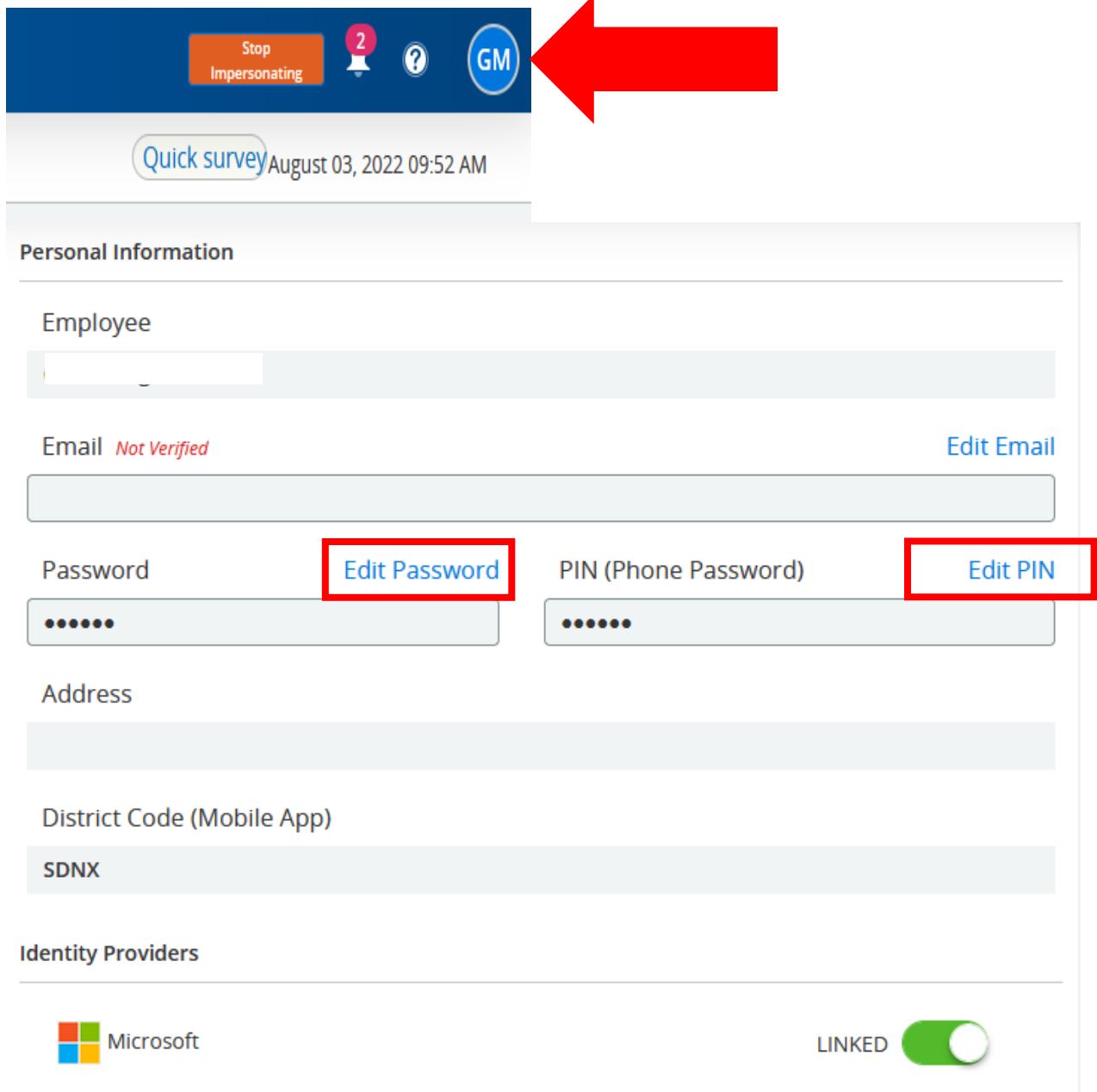
**Absences**

Create Absence

Status	Reason	Location(s)	Classification(s)	Start Date(s)	End Date(s)	Substitute	Instructions
✓	CMTF - Family Illness Leave	Mount Elizabeth Middle & Secondary School	Teacher Middle - Core	09/15/2022	09/15/2022		>
✓	CMTF - Personal Leave	Mount Elizabeth Middle & Secondary School	Teacher Middle - Core	06/08/2022	06/08/2022		
✓	CUPE Compassionate Leave	Caledonia Secondary	Education Assistant Unqual	09/15/2021	09/17/2021		lesson plans
✓	CMTF - Leave to Receive a Degree	Caledonia Secondary	Teacher Intermediate - Core	11/13/2020	11/13/2020		

## Employee Profiles

Employees can view their profiles, change your online password and telephone PIN by clicking your initials in the top-right corner.



The screenshot shows the top navigation bar with a blue background. On the right side of the bar, there is an orange button labeled "Stop Impersonating", a bell icon with a red circle containing the number "2", a question mark icon, and a circular profile icon with the initials "GM". A large red arrow points from the right towards the "GM" icon. Below the navigation bar, there is a light gray banner with the text "Quick survey" in a blue bubble and "August 03, 2022 09:52 AM". The main content area is titled "Personal Information" and contains several form fields: "Employee" (with a grayed-out input field), "Email" (labeled "Not Verified" in red, with an "Edit Email" link), "Password" (with an "Edit Password" link), "PIN (Phone Password)" (with an "Edit PIN" link), "Address" (with a grayed-out input field), "District Code (Mobile App)" (with a grayed-out input field), and "SDNX" (with a grayed-out input field). At the bottom, there is a section titled "Identity Providers" showing a Microsoft logo and a "LINKED" toggle switch that is currently turned on.

Stop Impersonating 2 ? GM

Quick survey August 03, 2022 09:52 AM

### Personal Information

Employee

Email *Not Verified* [Edit Email](#)

Password [Edit Password](#) PIN (Phone Password) [Edit PIN](#)

Address

District Code (Mobile App)

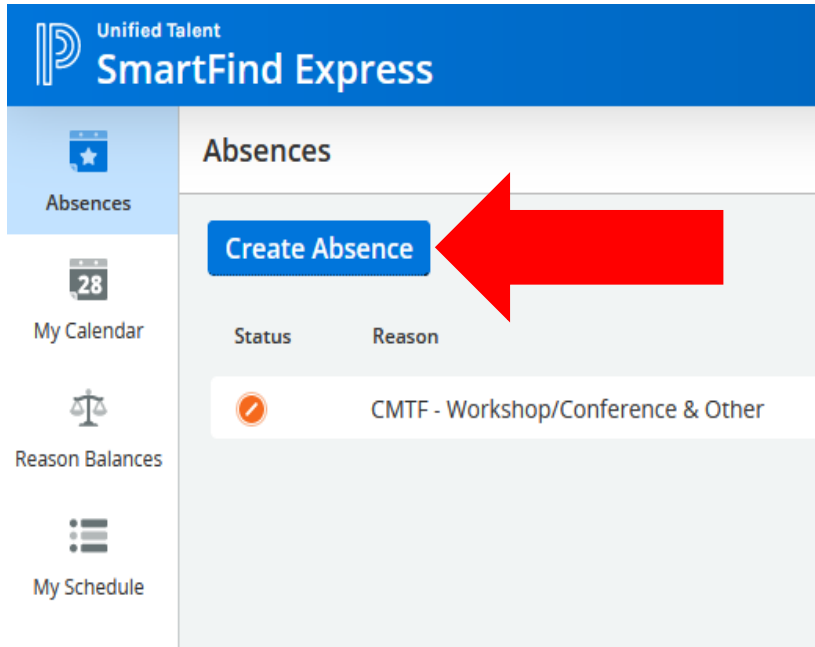
SDNX

### Identity Providers

Microsoft LINKED ☒

## Employee Absences

1. To create a new absence click *Create Absence*



2. Enter Leave request information:

**Basic Information**

Absence Reason Required

20 CUPE Workshop/Meeting/T ▼

Approval Comment Required

Enter Comments

Characters Remaining: 256

Select your reason from the reason drop-down menu. Some leave reasons will require a comment to be added. For example, a **Workshop** leave will require the name of the workshop you are attending in order for the leave to be approved.

**Absence Dates**

Date selection options

Does Not Repeat : For individual dates selection ▼

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Next Click Next

Ensure you select all the dates if you are requesting more than one day.

### 3. Customize leave details

Mount Elizabeth Middle & Secondary School - Teacher  
Middle - Core

Schedule

Advanced Absence ☐

Choose this if your absence will need different requirements on different days

Thursday : 09/15/2022

☒ Full Day

☐ Half Day-AM

☐ Half Day-PM

☐ Custom Day

Substitute

☐ Best Match

☒ Specify

Selected Substitute:

Class Instructions

Characters Remaining: 1000

Add Files

Select Full or Part Day

Add Instructions

Add Files

Submit Leave

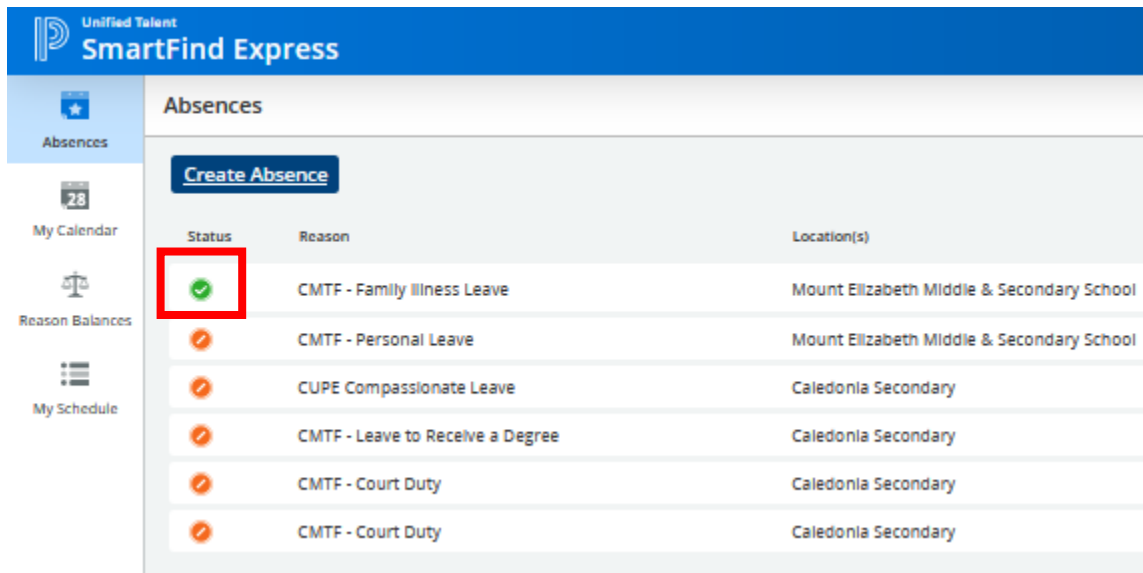
Ensure you receive a confirmation and Job #

Support staff are unable to specify subs. Subs are called out in accordance with the Collective Agreement

Absence created successfully. (Job ID 101019)

#### 4. Leave Approval

If your leave type requires approval, your leave must be approved by your Principal and/or Human Resources. Once your leave is approved it will be displayed with a green check mark on your home page:

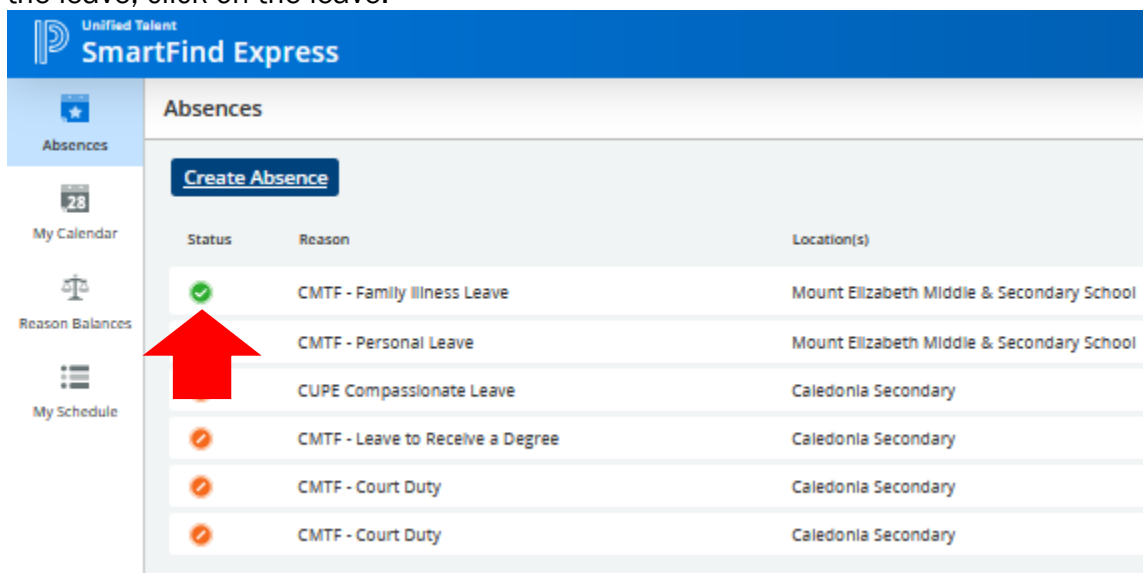


The screenshot shows the 'Absences' section of the SmartFind Express interface. A sidebar on the left contains navigation links: 'Absences' (active), 'My Calendar', 'Reason Balances', and 'My Schedule'. The main content area has a 'Create Absence' button and a table of absences. The first row is highlighted with a red box around the green checkmark in the 'Status' column.

Status	Reason	Location(s)
✓	CMTF - Family Illness Leave	Mount Elizabeth Middle & Secondary School
✓	CMTF - Personal Leave	Mount Elizabeth Middle & Secondary School
✓	CUPE Compassionate Leave	Caledonia Secondary
✓	CMTF - Leave to Receive a Degree	Caledonia Secondary
✓	CMTF - Court Duty	Caledonia Secondary
✓	CMTF - Court Duty	Caledonia Secondary

#### 5. Review Absences

Your absences will be displayed on your homepage. To see the leave details and/or to cancel the leave, click on the leave.



This screenshot is identical to the one above, but with a red arrow pointing to the first row of the absences table, indicating that clicking on the row will open the details.

Status	Reason	Location(s)
✓	CMTF - Family Illness Leave	Mount Elizabeth Middle & Secondary School
✓	CMTF - Personal Leave	Mount Elizabeth Middle & Secondary School
✓	CUPE Compassionate Leave	Caledonia Secondary
✓	CMTF - Leave to Receive a Degree	Caledonia Secondary
✓	CMTF - Court Duty	Caledonia Secondary
✓	CMTF - Court Duty	Caledonia Secondary

Clicking on the leave will open up the details and allow you to cancel the leave

## 6. Cancel or Edit a Leave

To cancel a leave request, click the *Cancel Absence* button. To Edit your leave, click *Edit*

Mount Elizabeth Middle & Secondary School - Teacher

Middle - Core

Job ID: 101023 Approved (Automatically)

Reason: CMTF - Family Illness Leave

Schedule

Thursday : 09/15/2022

Absence Schedule

08:47 AM - 03:13 PM

Substitute Schedule

08:47 AM - 03:13 PM

Instructions

Class Instruction

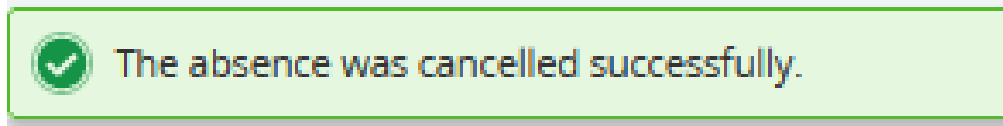
Cancel Absence

Cancel

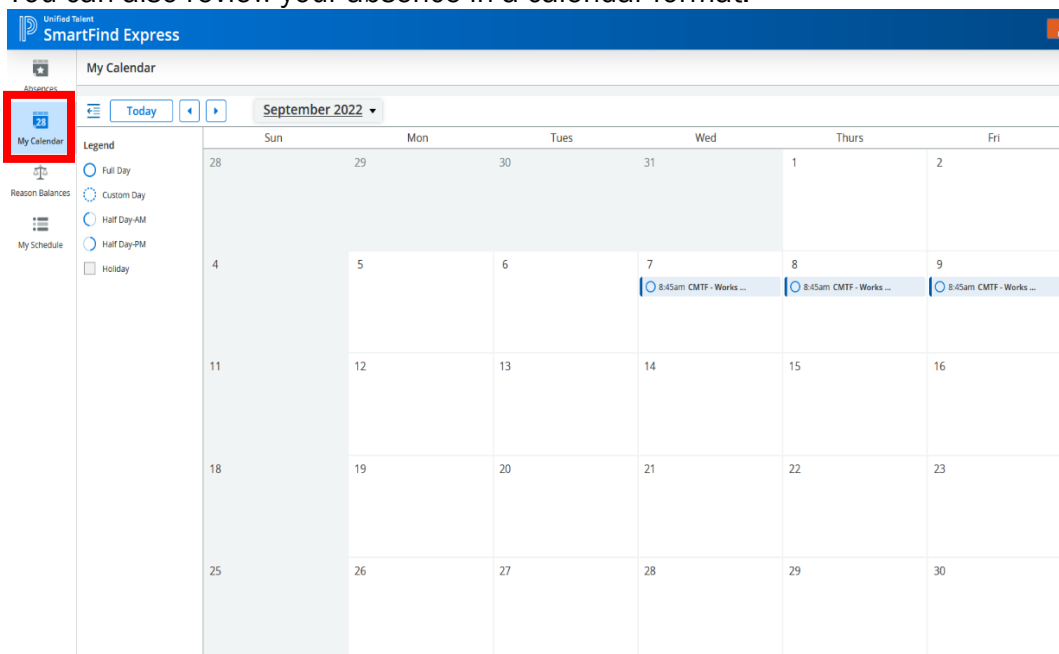
Edit

Edit

Ensure you receive a confirmation of the cancelled absence:

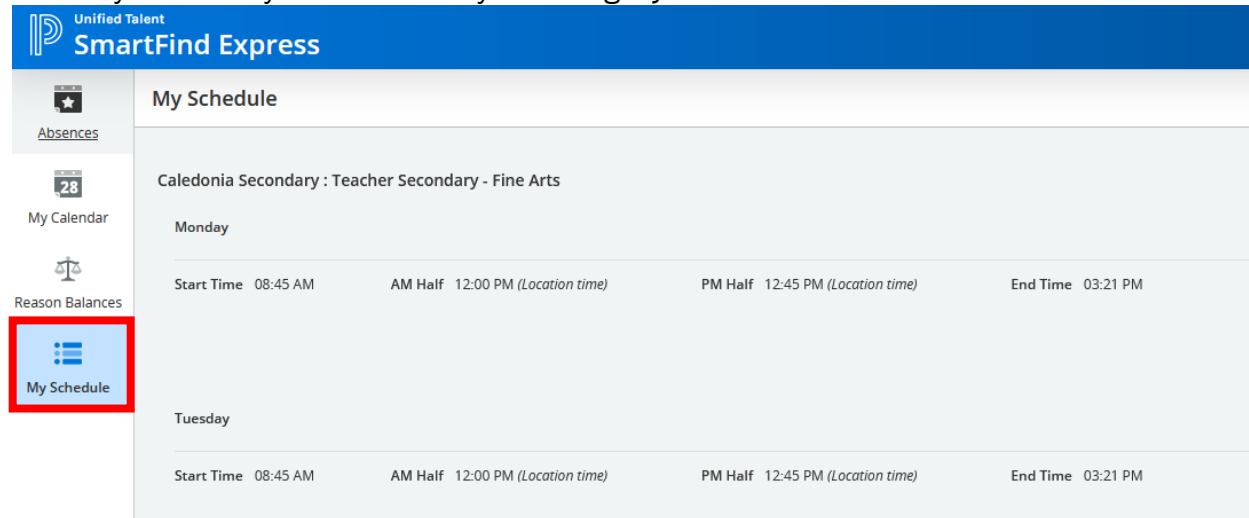


You can also review your absence in a calendar format:



## 7. Review your Schedule

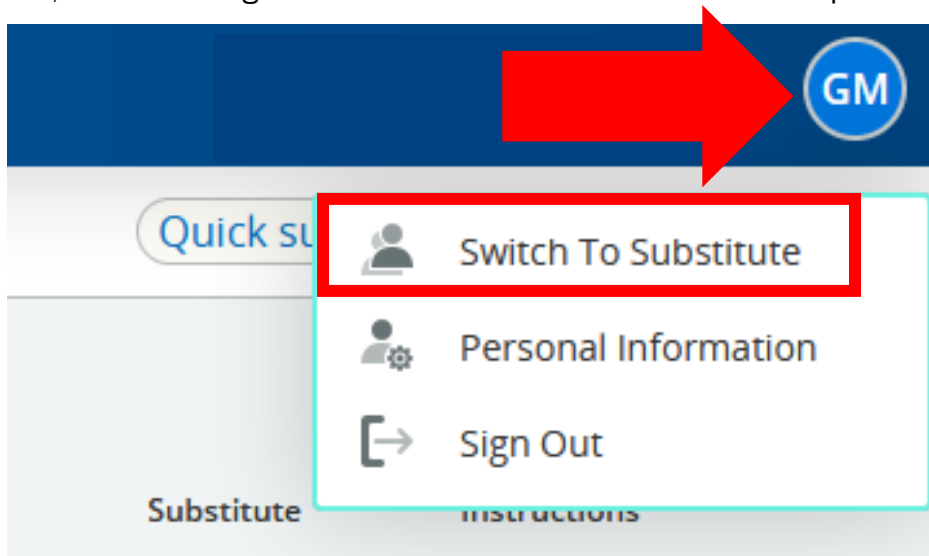
Ensure you review your schedule by selecting *My Schedule* from the menu:



It is important that your schedule is correct, in order to call out a substitute for the correct times. If your schedule is incorrect, contact sub-dispatch at 250-638-4439.

## 8. Switch to Substitute Profile

If you are also a substitute employee, you can view your substitute page by clicking on your initials, then selecting “Switch to Substitute Profile” from the drop-down menu.



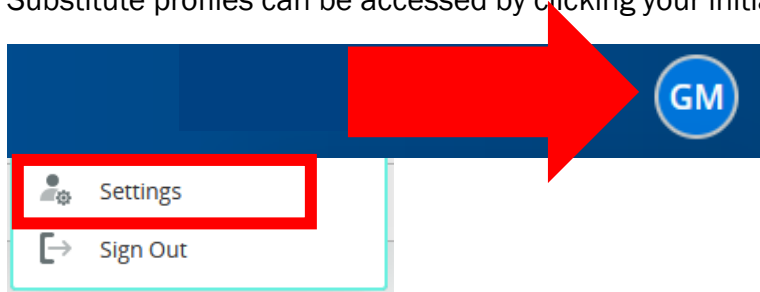


## Substitute Homepage

The screenshot shows the 'Substitute Homepage' in the 'SmartFind Express' system. The top navigation bar is blue and contains the 'Unified Talent SmartFind Express' logo, a 'Stop Impersonating' button, a notification bell with a red '2', a help icon, and a user profile icon labeled 'GM'. Below the navigation bar, the page is titled 'Job Search' and shows the date 'August 07, 2022 06:24 PM'. There are links for 'My Calendar', 'SFE', and 'Register for the Mobile App'. On the left, a 'Filter' sidebar lists categories like Date, Duration, Location(s), Classification(s), Employee, and Instructions, with an 'Apply Filter' button. The main content area has tabs for 'My current / active jobs', 'My Finished jobs', 'Canceled Jobs', and 'Unavailable'. A message box states: 'You have no active or upcoming jobs.'

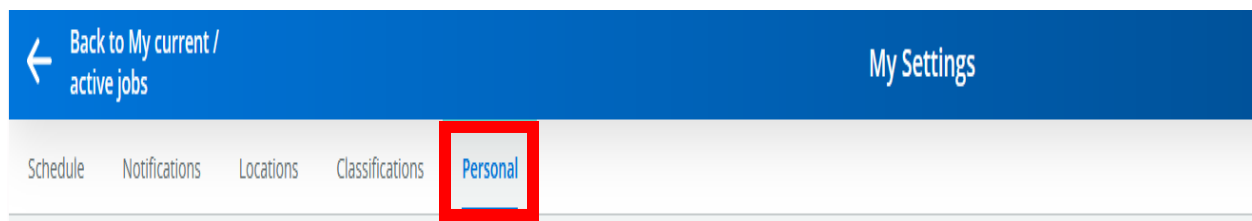
## Substitute Profiles

Substitute profiles can be accessed by clicking your initials in the top-right corner:



### 1. Review your settings

This will allow you to change your password or telephone PIN, review your information including your CALLBACK NUMBER, which the system will call to offer you work. Select *Personal* from the menu:



From the Personal Information page you will be able to change your online Password and Telephone PIN. Ensure your callback number is correct. This is the number the system will call to offer your work.

## Personal Information

Name

Grace Magnusson

Email *Not Verified*

[Edit Email](#)

Password

[Edit Password](#)

PIN (Phone Password)

[Edit PIN](#)

Address

## Contact Information

Call Back Number

(250) 615-9880

Do Not Call Until

hh:mm am

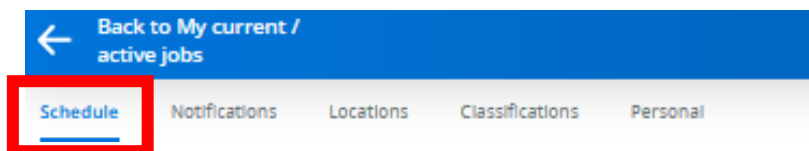
Ensure this is correct

*Enter a time that is up to 24 hours from now. If a time is not entered you will be called during regular calling periods.*




☐ Block phone calls from SmartFind Express

## 2. Setting your Schedule

As an on-call employee, your schedule is set to being available for full working days, Monday to Friday. If your availability differs, you can set your schedule so the system will only call you for work on days/times you are available to work. Start by selecting *Schedule* from the menu:




My Schedule

Days	Available Times	Do Not Call Times
Sunday	Unavailable 	None
Monday	All Day 	
Tuesday	All Day 	None

To Change, click the Edit button

Edit Available Times

☐ Unavailable  
☐ All Day  
☒ Custom Time

Start Time Required 
 End Time Required  

[More Custom Times](#)

[Cancel](#) [Save](#)

Edit each day to as needed

Save


### 3. Locations

Your profile will be set to be available to work at all locations in your geographical “home community”. To change your locations, select *Locations* from the menu:

← Back to My current / active jobs

Schedule Notifications **Locations** Classifications Personal

My Locations [Edit](#)

Locations	Code
 No Data Available.	

My Groups [Edit](#)

Location Group	Code
All Terrace Area Schools	TER

Click Edit to Change

You must delete the Location group and add each school individually:

**Edit Location Groups**

**Location Groups List**

Search

☐ Select All

☐ All Areas

☐ All Custodial Locations

☐ All Hazelton Area Schools

☐ All Kitimat Area Schools

☐ All Kitwanga Schools

☐ All Locations

**My Location Groups**

Search

☐ Select All

☒ All Terrace Area Schools

**1. Select Group**

**2. Remove**

**3. Apply**

Apply

You must now add schools back to *My Locations*. Start by clicking Edit:

**My Locations**

[Edit](#)

**Locations**

**Code**

**No Data Available.**

**Edit**

Add individual schools, ensuring you select schools in your community, unless you are able to reasonably commute (e.g.: Kitwanga/Hazelton or Terrace/Thornhill)

**Edit Locations**

**Locations List**

Search

☐ Select All

☐ Bear Valley School

☐ Cassie Hall Strong Start Centre

☐ DO NOT USE North Coast District Education School

☒ Ecole Mountainview

☐ First Nations Education Centre

☐ Hazelton Maintenance Department

**1. Select schools**

**2. Add to My Locations**

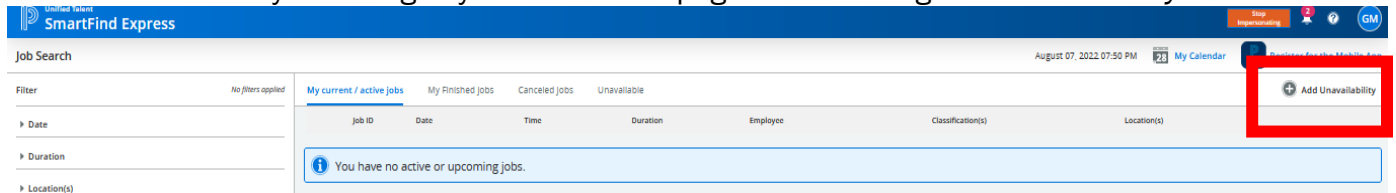
**3. Check your selections**

**4. Click Apply**

Apply

#### 4. Unavailable / Do Not Call Settings

There may be days that you are not available to work or do not wish to receive calls for work. You can set these by returning to your main homepage and selecting *Add Unavailability*:



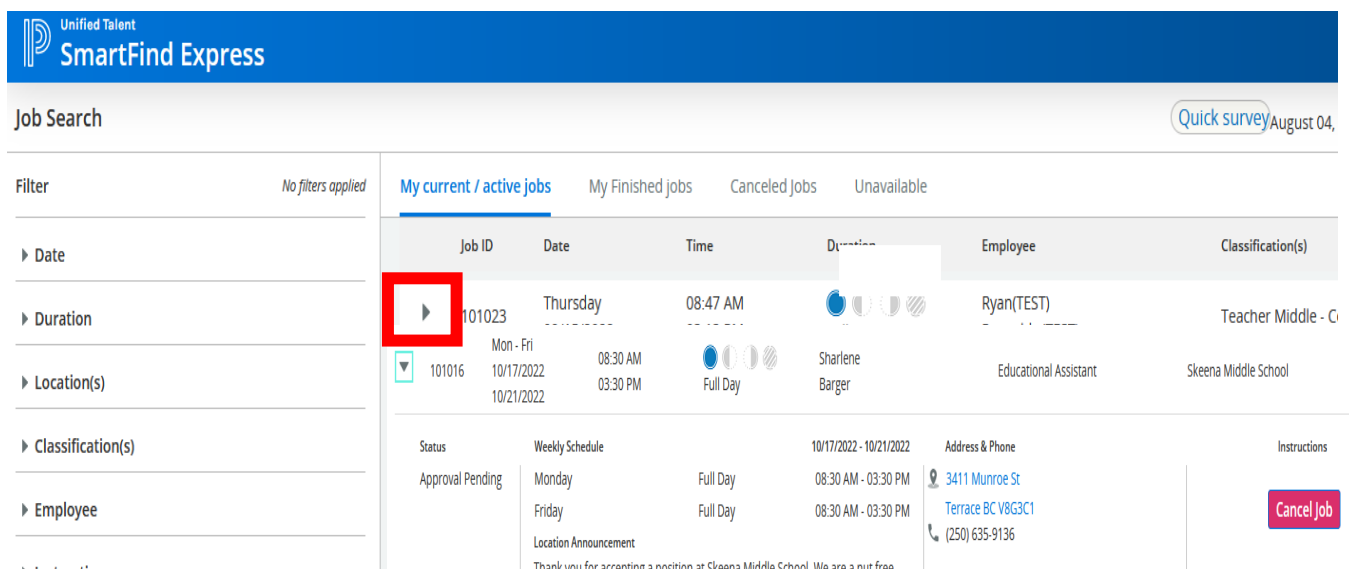
Add your unavailable dates and times:

The 'Add Unavailability Date' form is shown. It includes fields for 'Start Date' (9/15/2022) and 'End Date' (9/15/2022). Under 'Time/Duration', the 'Custom Time' option is selected, with 'Start Time' (09:00 am) and 'End Time' (12:00 pm) specified. The 'Future Calls' section has a checkbox labeled 'Continue receiving calls during periods of unavailability' which is checked and highlighted in a red box. At the bottom are 'Cancel' and 'Save' buttons.

If you wish to receive calls for future work on your unavailable date, check this box.

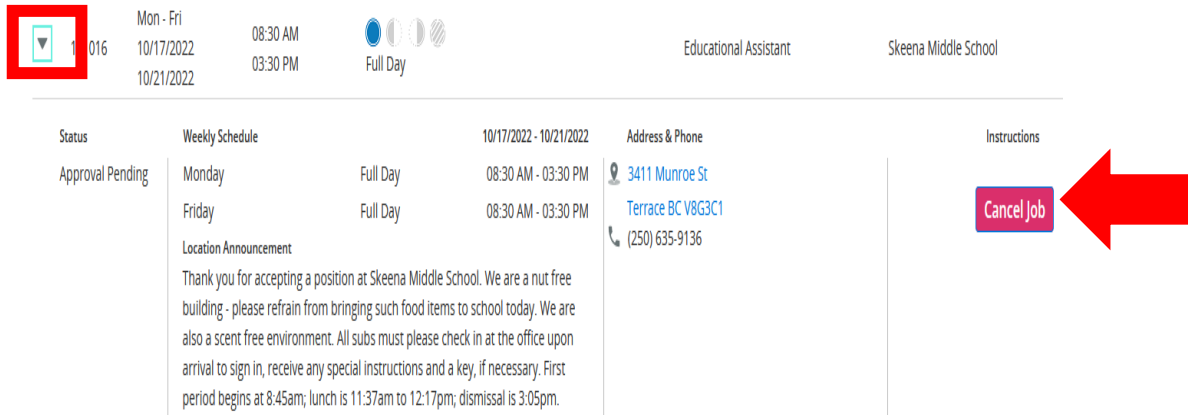
#### 5. Review Assignments

Your accepted jobs will appear on your homepage. To view the job in more detail, click the job arrow



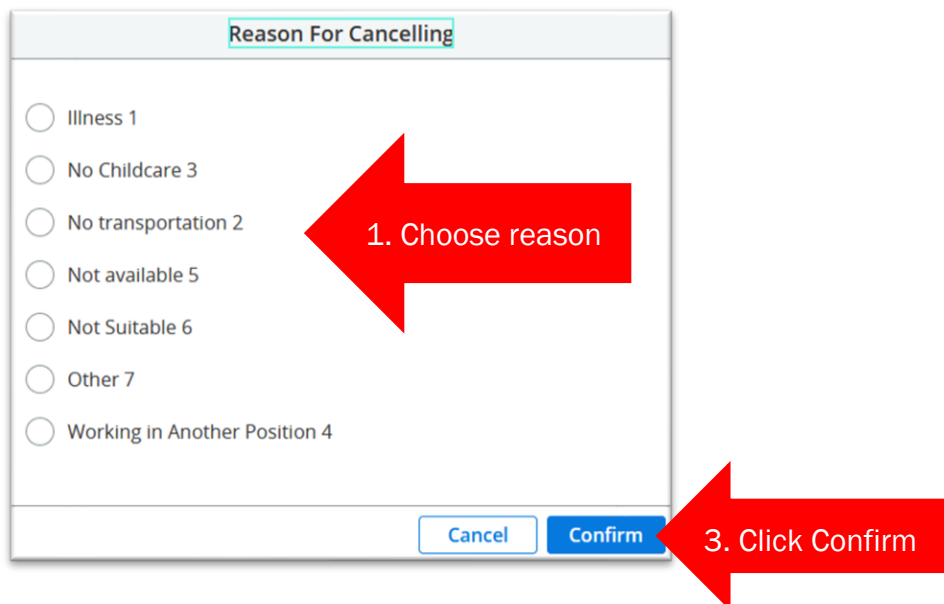
## 6. Cancel out of an Assignment

There may be times when you are no longer able to work an accepted job. to cancel out of an assignment, click the job arrow on the assignment, then click *Cancel Job*



The screenshot shows a job assignment interface. At the top, there is a header bar with a dropdown arrow icon (highlighted with a red box), job number 1016, dates 10/17/2022 to 10/21/2022, times 08:30 AM to 03:30 PM, a 'Full Day' status, and icons for a person, a calendar, and a location pin. Below this, the job title 'Educational Assistant' and school 'Skeena Middle School' are listed. The main content area is divided into four columns: 'Status' (Approval Pending), 'Weekly Schedule' (Monday and Friday, Full Day, 08:30 AM - 03:30 PM), '10/17/2022 - 10/21/2022' (Address & Phone: 3411 Munroe St, Terrace BC V8G3C1, (250) 635-9136), and 'Instructions' (a 'Cancel Job' button highlighted with a red arrow). A 'Location Announcement' is also present in the 'Weekly Schedule' column.

You will need to choose a reason for the cancellation, then click *Confirm*



The screenshot shows a 'Reason For Cancelling' dialog box. It has a title bar 'Reason For Cancelling' and a list of radio button options: 'Illness 1', 'No Childcare 3', 'No transportation 2', 'Not available 5', 'Not Suitable 6', 'Other 7', and 'Working in Another Position 4'. A red arrow points to the first option, 'Illness 1', with the text '1. Choose reason'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Confirm'. A red arrow points to the 'Confirm' button with the text '3. Click Confirm'.

Ensure you receive a confirmation

