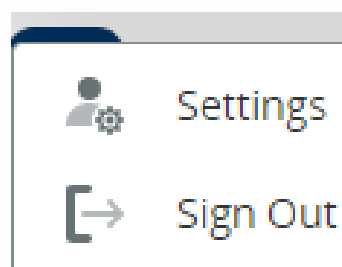


CHANGING PHONE CALL PREFERENCES

- Click your initials in the top right hand side and select 'settings'
- Under 'Do Not Call Times' you have the option to change the time of day that the system will call you for sub jobs.



-
- Clicking on 'Personal' on the left hand side, will show you all of your personal information.
 - Scroll down to 'Contact Information' and here you can change whether you receive phone calls from the system.*

Block phone calls from SmartFind Express

*If someone requests you and you do not get phone calls, you will need to go online to accept the job. If you do not do this by 5p on the night before, it will call out to other available substitutes.