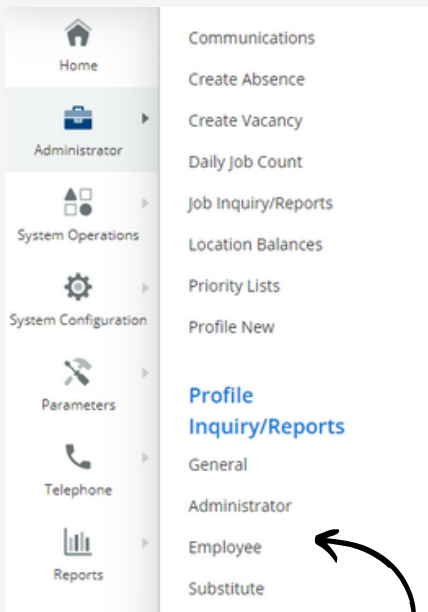


Finding Available Subs



Click on Substitute

A screenshot of the 'Search Criteria' form. The form contains several sections of radio button options: Status (All, Active, Inactive), Registered (All, Yes, No), Email Validated (All, Yes, No), Callback Phone Validated (All, Yes, No), Avail New Jobs (All, Yes, No), Avail Long Term (All, Yes, No), Certified (All, Yes, No), Avail General Calling (All, Yes, No), Expired Subs (All, Yes, No), Blocked Phone Calls (All, Yes, No), Sub Auto Accept (All, Yes, No), Opted Text Message Job Offers (All, Yes, No), and Password expired (All, Yes, No). There are three arrows pointing to these sections: one to 'Active', one to 'No', and one to the 'Available On' date field. The 'Available On' field is a date picker with a calendar icon. Below it are 'From' and 'To' time fields. A note states: 'Available On will check Do Not Call, Daily Availability, Expiration dates, Unavailability dates, Include Substitutes on Do Not Use List'. At the bottom, there are dropdown menus for 'Sort List by: Name' and 'Then by: Access ID', and a 'Records Per Page: 50' dropdown. At the very bottom, there are three buttons: 'Search', 'Create Report', and 'More Search Options'. A black arrow points from the 'Search' button to the text 'Search!' below the screenshot.

Active

No

Enter the date you're searching for

*If you don't enter a date, you can see everyone who has signed up to sub at your school.

Search!