WebConnect
User's Guide

For Administrators

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WebConnect

Using WebConnect, Administrators can quickly accomplish routine tasks such as Adding Jobs, Job Review, and running Reports. The entire workforce has easy-to-use, secure Web Browser access to all of the same great features available from SubFinder via telephone, plus additional features optimized for the Web.

How Does It Work?

WebConnect works in conjunction with your SubFinder system. It uses the existing database and complements the telephone operation of SubFinder. All data becomes instantly available, whether it is entered through WebConnect or by telephone.

WebConnect is used to access SubFinder from your home or office computer, or any computer as long as you have access to the internet. Simply enter your District's web address for WebConnect in your Internet Browser address line, tap **Enter** on the keyboard, and the WebConnect Log In screen will appear.

System Access

To access WebConnect, simply enter your **user name** or the name given to you by the district office in the **Last Name** field.   Next, enter your **Site Administrator Code** in the **PIN** field. Click the **Submit** button**.**

The welcome window below will appear. Any welcome messages you've placed in WebConnect will also appear. On the left side of the screen are buttons that give you access to various options. These include **Add Job/Absence**, **Job Review**, **Reports**, **Site Message**, **Site Directions**, and **Log Out**.
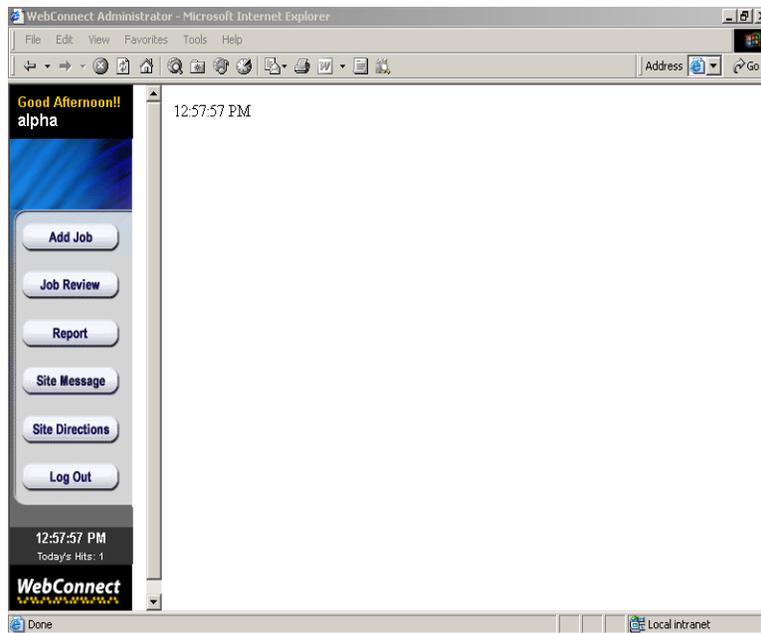
Add Absence/Job

To add an absence for an employee or to add a job, click the **Add Job** button. You may use the Employee's SubFinder-generated ID number, the Employee's PIN number, or Employee's name. When adding a job (i.e., to request a floater substitute), select the No Employee Job, then click **Continue**.


Enter the **start date** and the **end date** of the absence. Enter the start time and the end time of the absence. If the times differ from the normal work times--for example, a half-day absence--then enter the specific times. Next, enter the start and end times for the job in the space located to the right of the absence start and end times. If the job start and end times will differ from absence start and end times, enter the appropriate information.

After entering the required absence/job information, you must then specify whether the times will follow the employee's schedule (i.e., 8:00 am – 4:00 pm) or same times daily (i.e., multiple half days). Click **Continue**.

Select an absence **Reason** from the drop down menu by clicking on the down arrow and then clicking on the appropriate reason. Click **Continue**.
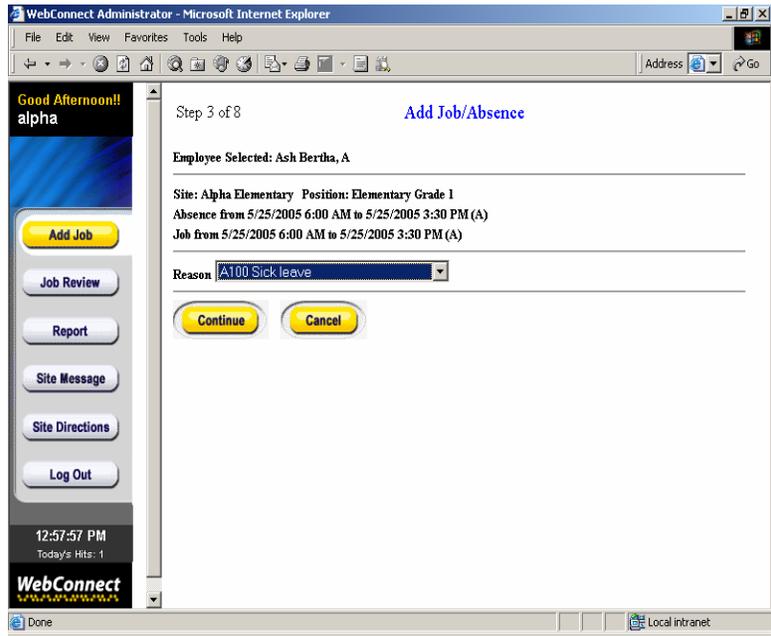
Choose a **Job Type** by clicking on the down arrow and choosing from Substitute Required, No Substitute Required, Prearranged Substitute, or Requested Substitute. After you have selected a reason, click **Continue**.
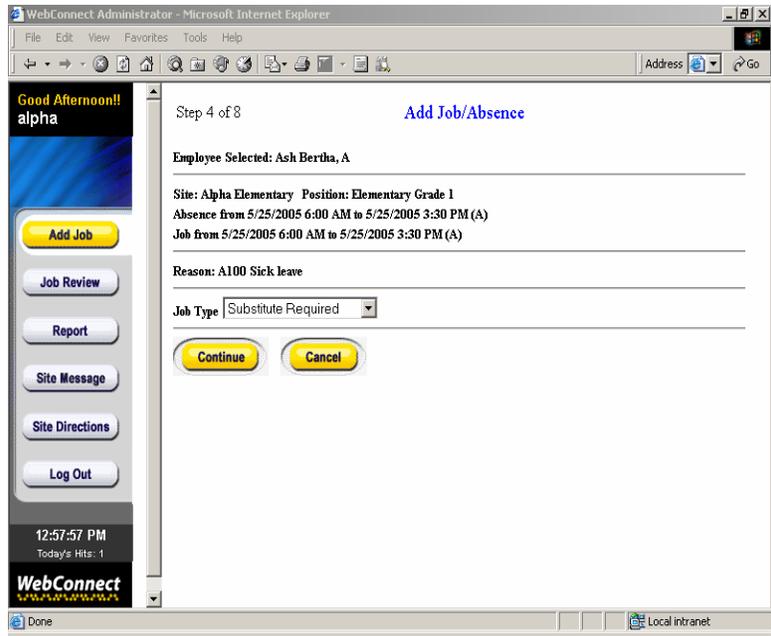
If you've chosen "Prearranged Substitute" or "Requested Substitute," you'll then be prompted to enter either the Substitute's SubFinder-generated ID number, the Substitute's Employee **PIN** number, or the Substitute's name. Click **Continue**.

Confirm that all of the information you have entered is correct, then click **Confirmed Add Job**. If the information is **not** correct, click the **Cancel** button and re-enter the absence.


When you have confirmed that the information is correct, you will see the Job Number located at the top of the screen. Write it down and give it to the Employee (and the Substitute if you have Pre-arranged).

You may leave Special Instructions if you wish. To leave Special Instructions, click the **Yes** button. If you do not want to leave Special Instructions click the **No** button.
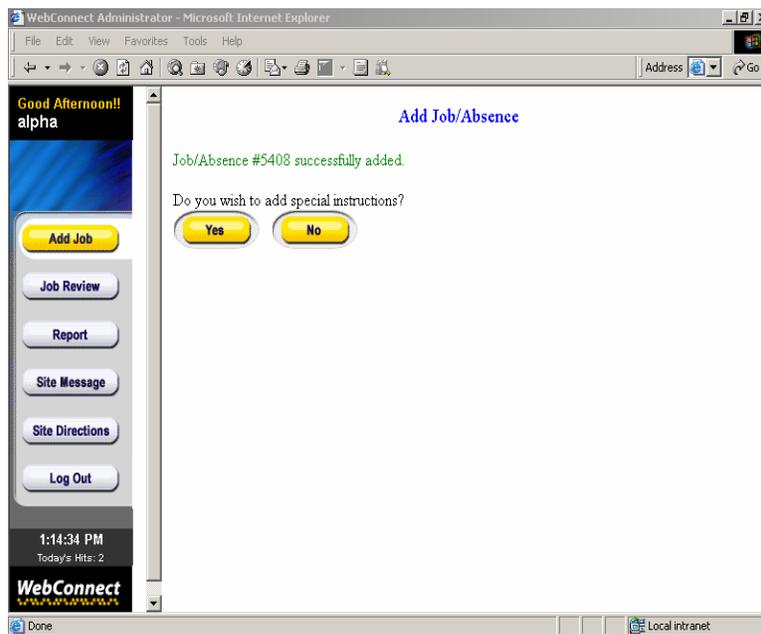
After typing in Special Instructions, review them, and then click **Save Job Message**. Click **Exit**.
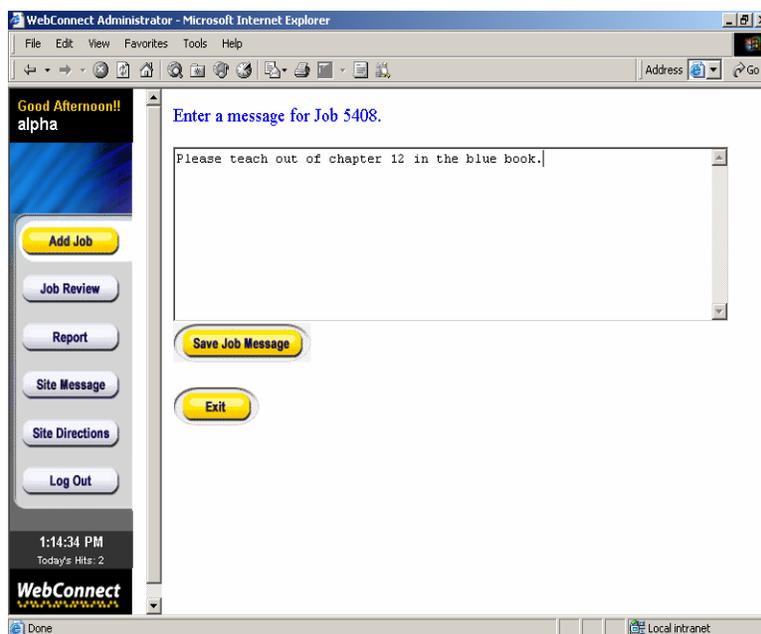
Job Review

To review Absences and Jobs for your Site, click **Job Review**. You may search by Employee, Substitute, Job ID number, Date or Date Range, Type of Job, or by Job Status. If you do not want to filter the information, simply leave the boxes unchecked. All absences for the current year will be shown. Make the appropriate selections and then click **Run Request**.

You will see a Display of the absences that are in the system based on the filters you have chosen. You may have to use the scroll bar to see all of the absences. If you need to cancel an Absence or Job, click the **Cancel** button. A screen will pop up to verify that you do want to cancel the absence. Click **OK**. If you do not wish to cancel the absence, click **Cancel**.

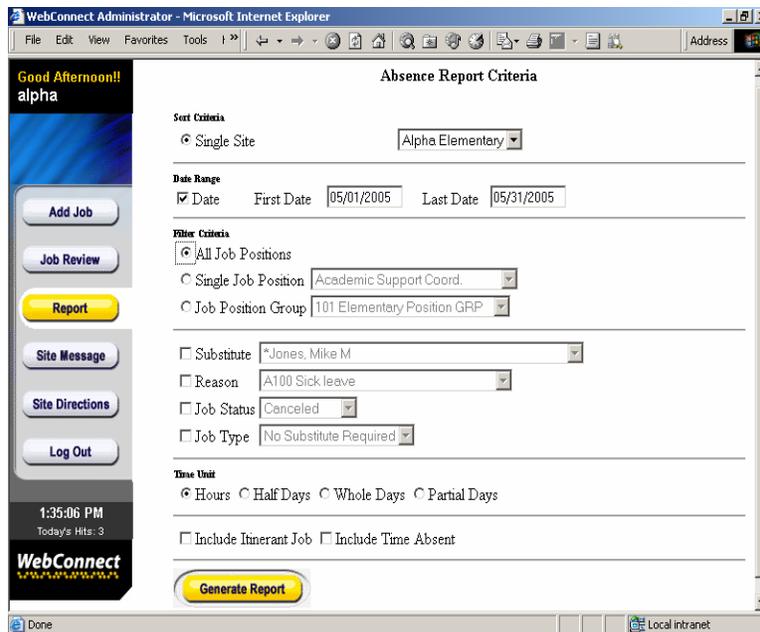## Reports

To see reports from SubFinder, click **Reports**. Using the drop down menu, select the report you wish to view. Your options will be Absence Report by Site, Overall Substitute Jobs, Job Log Report, and Substitute by Site. Once you have selected the appropriate report, click **Select Report Options**.
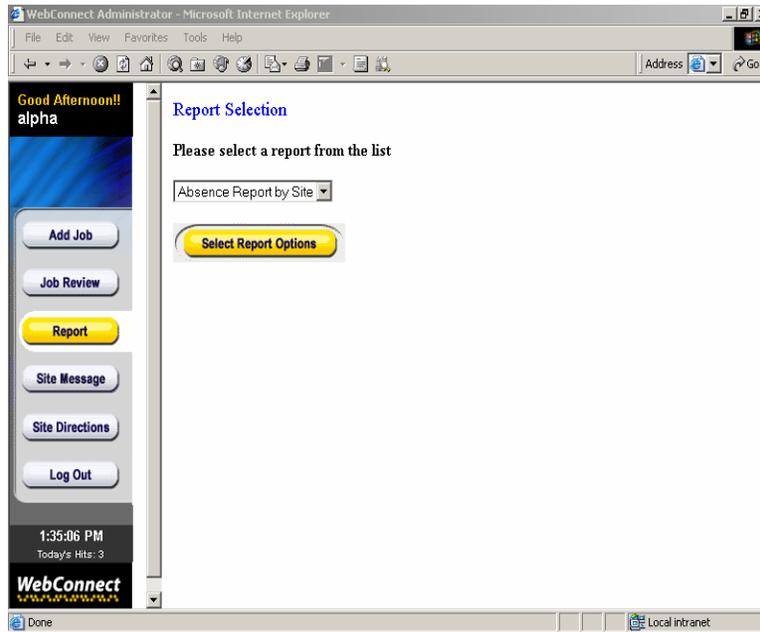
If you do not want to filter the information included in the report, simply leave the boxes unchecked. Information contained within the report will be for absences/jobs year to date. Select the filters you wish to use to generate the report and then click **Generate Report**.
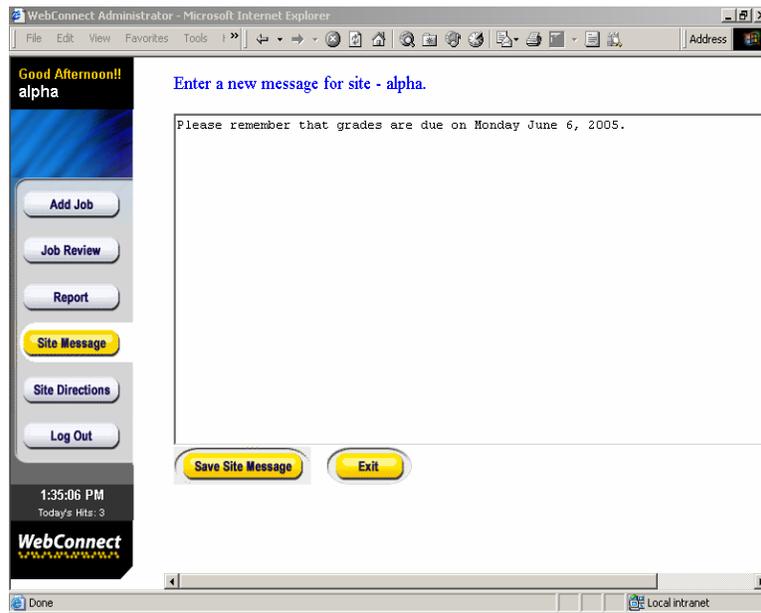
After you have generated the report, you may scroll down and read it or print it by clicking on **File** (in the Internet Browser tool bar) and selecting **Print**.
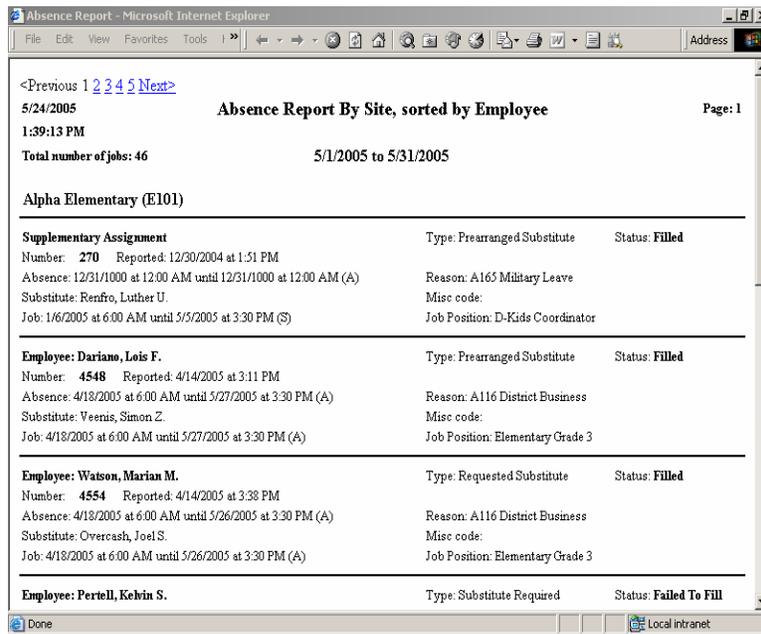
Site Message

To enter a message for your employees, click **Site Message**.

As the Site Administrator, you may type a message to your Employees. This works similar to Word Pad. You may backspace to remove wording or highlight and delete the wording. In order to add line breaks within the site message, the site administrator would need knowledge of HTML coding. Currently, CRS

Incorporated does not provide training in HTML coding. There is no spell check in this system. Once your message is entered, click **Save Site Message**, and then click **Exit**.

Site Directions

To enter directions to your site, click **Site Directions**. Type the directions. This works the same as Word Pad. There is no spell check. When you are finished, click **Save Site Directions** and then click **Exit**.
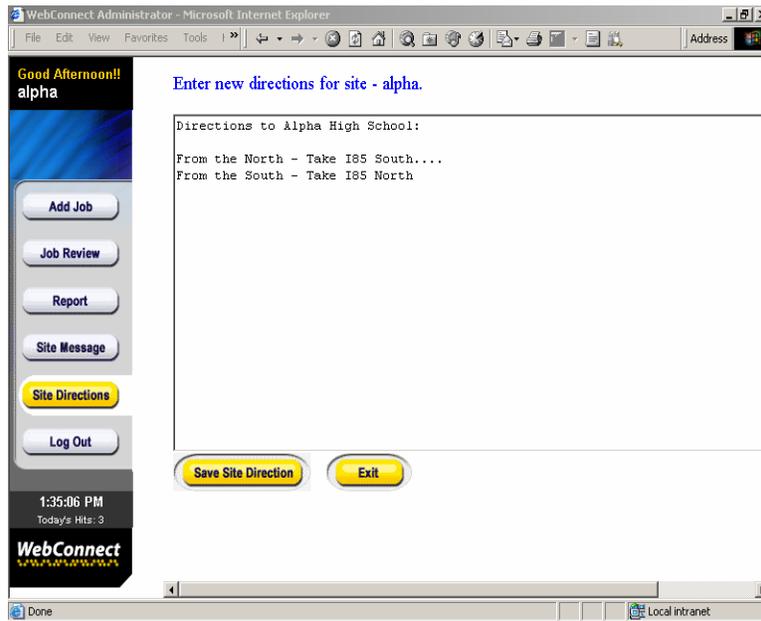
Log Out

When you are ready to leave WebConnect, click the **Log Out** button. To log back in, click the hyperlink **Click here to log in again.**