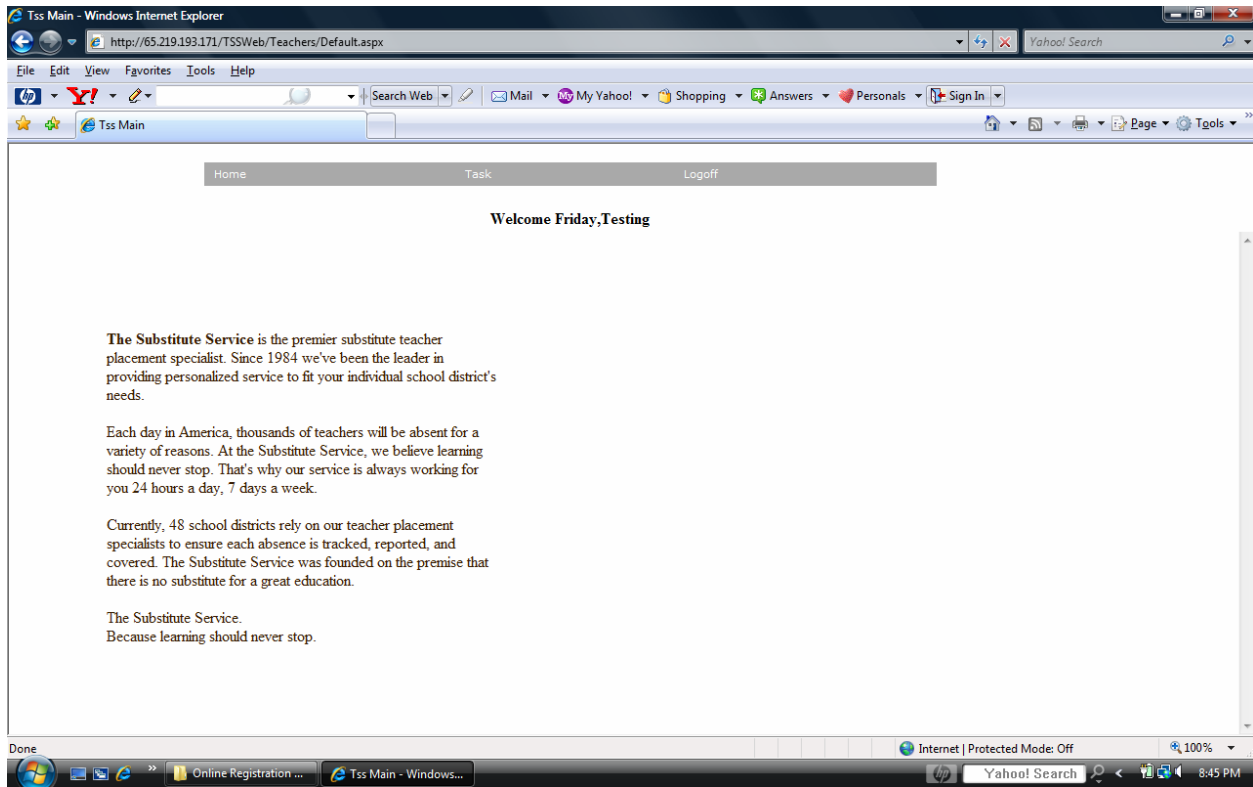
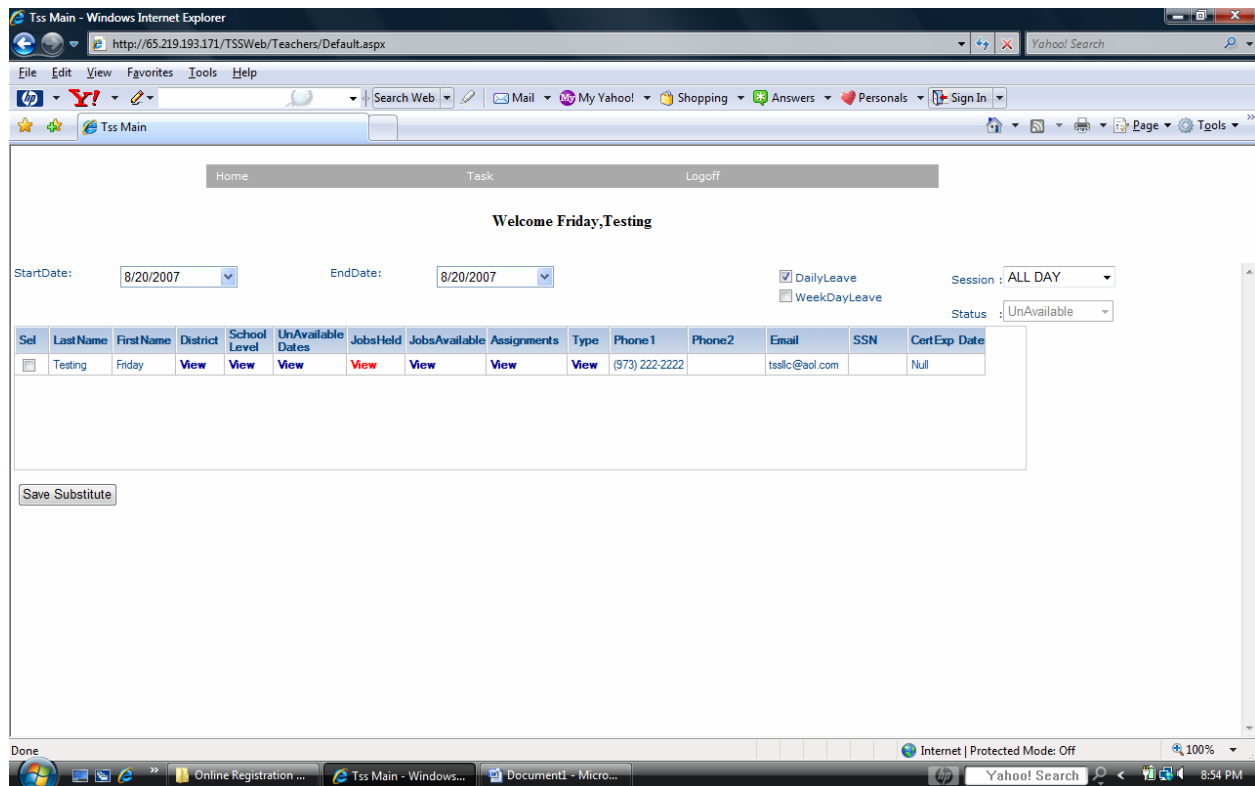


Substitute-How to Use the Software



Click on "Task" and select "Substitutes".

Substitute-How to Use the Software



Let's review each column:

- "Sel" - this box is only check when setting your availability

- "District" - click on "view" to see what districts you are registered to sub in.

- "Jobs Held" - YOU MUST VIEW THIS COLUMN every time you enter into the system. If you have jobs being held just for you, your response is needed ASAP. If you refuse, it will make you unavailable for that day.

- Jobs Available - you can view "all" available jobs for the districts that you substitute in. If you accept a job, a confirmation message will appear.

- Assignments - Click to view your accepted assignments. Each time you accept a job click on the "assignments" tab to confirm. If they are not listed in your assignments, you did NOT accept the job.

Some browsers require you to refresh your screen. If you still have problems, call customer service.

Substitute-How to Use the Software

Entering a Date you are NOT available-

- Use the "Start Date" and "End Date" for the specific DATES you will not be available.
- Click on the "Sel" box. The information you just entered will appear on the bottom of the screen. YOU MUST NOW CLICK ON "SAVE WORKSHEET" or the information you entered or it will be lost.

Home Task Logoff

Welcome Friday, Testing

StartDate: 9/17/2007 EndDate: 9/20/2007 DailyLeave WeekDayLeave Session: ALL DAY Status: UnAvailable

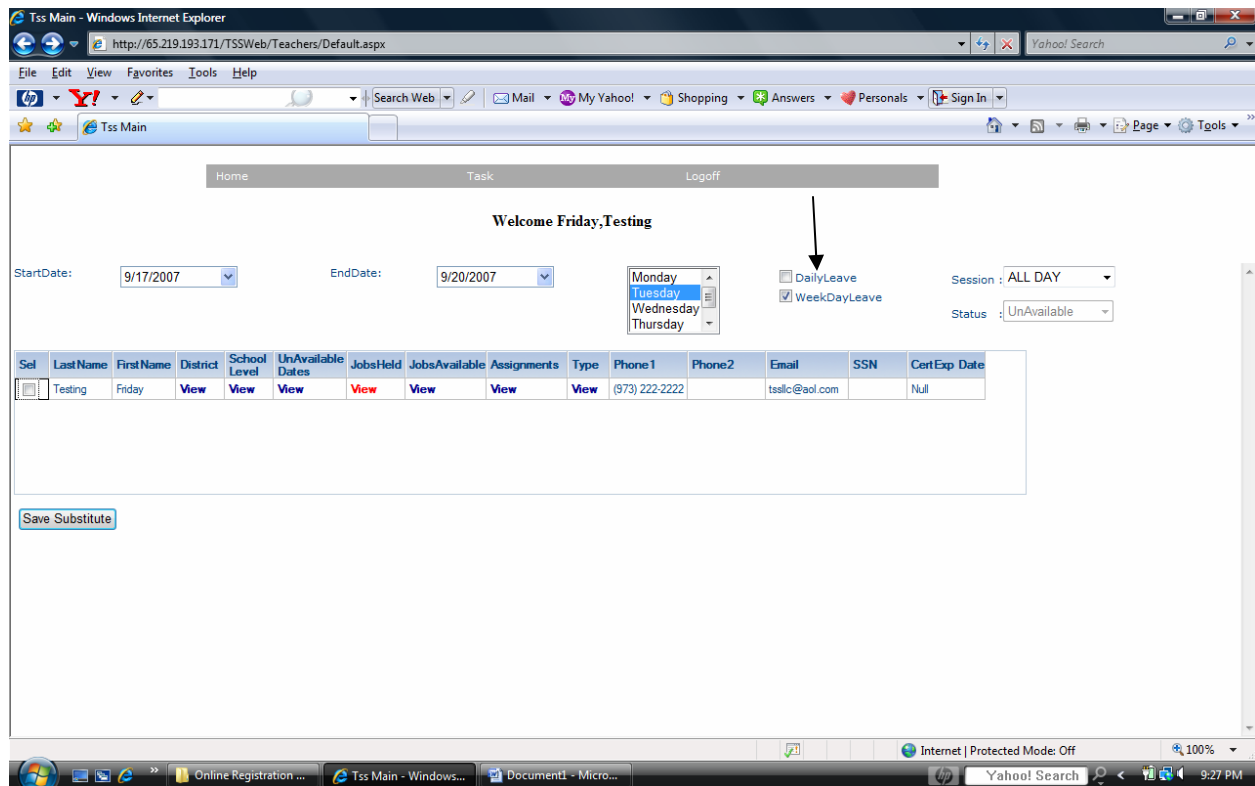
Sel	Last Name	First Name	District	School Level	UnAvailable Dates	JobsHeld	JobsAvailable	Assignments	Type	Phone1	Phone2	Email	SSN	Cert Exp Date
<input checked="" type="checkbox"/>	Testing	Friday	View	View	View	View	View	View	View	(973) 222-2222		tsllc@aol.com		Null

Save Substitute

Date	Session	Avail	Comments
9/17/2007	All	Un Available	
9/18/2007	All	Un Available	
9/19/2007	All	Un Available	
9/20/2007	All	Un Available	

Save WorkSheet

Substitute-How to Use the Software



ENTERING SPECIFIC DAYS OF THE WEEK YOU WILL NOT BE AVAILABLE ALL YEAR-

For example: You will not be available ANY Tuesdays for this school year.

- Click on "Weekday Leave" box (upper right corner)
- Select day of the week you are not available (You can also select which session...All Day, AM-Mornings only, PM-afternoons only)
- Click "Save Worksheet".

YOU DO NOT HAVE TO ENTER DATES YOU ARE AVAILABLE. THE SYSTEM ASSUMES YOU ARE AVAILABLE EVERYDAY.

If you have any questions, please call 973-660-1184 or e-mail to tssllc@aol.com.