

## SubFinder Availability Guide

As a substitute, you have the option to set your own hours and availability within SubFinder. Using these options will affect how the SubFinder system contacts you and what jobs you will be able to accept. To help you better understand these options, please refer to the guide below.

### Do Not Disturb (DND)

Use this option to add a Do Not Disturb to your profile for a single day or date range. A Do Not Disturb means that SubFinder will not call you to offer any jobs on the day or during the date range that has been entered; this does not mean that you are not available to work. You can still call into SubFinder or login to WebConnect to shop for jobs. SubFinder could also call you, prior to the Do Not Disturb, and offer you work for the selected day or date range. You can not enter a Do Not Disturb for a past date. You may still receive calls for canceled positions.

To add a Do Not Disturb to your substitute profile, follow these steps:

- Login to **WebConnect** (<http://subfinder.boiseschools.org>)
- Click on the **DND/Unavailable** link
- Click on **Add Record**
- Choose **Do Not Disturb** in the **Type** drop-down menu
- Choose a **Start Date**
- Choose a **Start Time\***
- Choose an **End Date**
- Choose an **End Time\***
- Choose **Same Time Daily** or **Total Date Range** in the **Coverage** drop-down menu
- Click **Add Record**

\* The default Start and End Times are set from 12:00 AM to 11:59 PM. If you wish for SubFinder not to call you during your entire date range, do not edit the default times. If, however, you wish for SubFinder not to call you during certain times of the day for your date range, edit the Start and End Time and select Same Time Daily in the Coverage drop-down menu.

Type:	<input type="text" value="Do Not Disturb"/>		
Start Date:	<input type="text" value="10/15/2010"/>	Start Time:	<input type="text" value="12:00 AM"/>
End Date:	<input type="text" value="10/15/2010"/>	End Time:	<input type="text" value="11:59 PM"/>
Coverage:	<input type="text" value="Same Time Daily"/>		

Add Record

### Unavailable

Use this option to add an Unavailable to your profile for a single day or date range. Unavailable means that SubFinder will not offer you any jobs for the day or during the date range that has been entered. It does not mean that you are not taking calls for future dates. SubFinder may still call you during the evening callout period to offer work for a future date.

- Login to **WebConnect** (<http://subfinder.boiseschools.org>)
- Click on the **DND/Unavailable** link
- Click on **Add Record**
- Choose **Unavailable** in the **Type** drop-down menu
- Choose a **Start Date**

- Choose a **Start Time\***
- Choose an **End Date**
- Choose an **End Time\***
- Choose **Same Time Daily** or **Total Date Range** in the **Coverage** drop-down menu
- Click **Add Record**

\* The default Start and End Times are set from 12:00 AM to 11:59 PM. If you wish for SubFinder not to offer you and jobs during your entire date range, do not edit the default times. If, however, you wish for SubFinder not to offer you jobs during certain times of the day for your date range, edit the Start and End Time and select Same Time Daily in the Coverage drop-down menu.

Type:	<input type="text" value="Unavailable"/>		
Start Date:	<input type="text" value="10/15/2010"/>	Start Time:	<input type="text" value="12:00 AM"/>
End Date:	<input type="text" value="10/15/2010"/>	End Time:	<input type="text" value="11:59 PM"/>
Coverage:	<input type="text" value="Same Time Daily"/>		

**Add Record**

## Personal Info > Availability

The Personal Info > Availability tab in WebConnect displays your availability on a daily basis, Sunday through Saturday; this information will have a direct affect on what jobs SubFinder can offer to you. For each day of the week, you have the option of setting the earliest and latest you can work as well as the minimum and maximum hours you can work. Please be sure to read the meanings of each of these options below, as they can have a great impact on the jobs you can work.

**From:** What is the earliest time that you are available to begin working on the selected day? Enter the time using the format HHMMA/P; for 8:00 a.m. you would type 0800A. Leave this field blank if there is no preference. Please note that you will be unable to work any job that begins prior to the From time.

**To:** What is the latest time you are available to work until on the selected day? Enter the time using the format HHMMA/P; for 3:30 p.m. you would type 0330P. Leave this field blank if there is no preference. Please note that you will be unable to work any job that ends after the End time.

**Minimum Hours:** What is the minimum number of hours you are able to work on the selected day? You will never be offered a job on this day that is less than the minimum specified. You may enter a value from 0 to 24. Leave this field blank if there is no preference. Please note that you will be unable to work any job whose duration is shorter than the minimum hours.

**Maximum Hours:** What is the maximum number of hours that you are able to work on the selected day? You will never be offered a job on this day that is more than the maximum specified. If the substitute is not available to work on a certain day, enter 0. You may enter a value from 0 to 24. The default for this field is 10. Please note that you will be unable to work any job whose duration is longer than the maximum hours.