If you pressed 2 to Change the recording of your name
You must be available to work all days and times of the job
You have specified that you will work at the location:
You are specified for the job

Follow these steps
- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the Search button to display the list of jobs
- Press the Details link to view the job details. Review the specifics and choose one of the following:
  - Select the Accept Job button. A job number will be assigned to you if the job has been successfully assigned to you. Please record this Job Number.
  - Select the Decline Job button. Select a reason for decline from the drop-down list, then select the Decline Job button
  - Select the Return to List button to return to the job listing

**REVIEW ASSIGNMENTS**
Choose the Review Assignments link to view past, present and future assignments or to cancel an assignment

Follow these steps
- Select format for Assignment display. List or Calendar view
- Search for assignments
  - Enter the date range with forward slashes (MM/DD/YYYY) for your search or use the calendar icon. Leaving dates blank will return all data
  - Enter a specific job number (date range will not be used)
- Press the Search button to display the list of assigned jobs
- Choose the Job Number link to view job details
- Select the Return to List button to return other jobs assigned to you
- Select the Cancel Assignment button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment that has already started

**SIGN OUT AND WEB BROWSER INFORMATION**
At any time during the session, the Sign Out link can be pressed to end the session and disconnect from SmartFindExpress. Pressing the browser’s back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the Sign Out link to disconnect from SmartFindExpress and close the browser when you finish with your session.

**Important Note:** DO NOT use the browser’s BACK button to navigate to screens. Navigation buttons are on the bottom of SmartFindExpress screens, such as the Return to List and Continue buttons.
1. Record your name followed by the star (*) key
PRESS 1 to Accept
PRESS 2 to Re-enter
PRESS 9 to Exit and hang up

2. Hear your callback telephone number
PRESS 1 to Modify your callback number
PRESS 1 if Correct
PRESS 2 to Re-enter
PRESS 9 to Exit to next step

3. If your PIN is the same as your access ID, enter a PIN at least six (6) digits in length followed by the star (*) key
PRESS 1

THE SYSTEM CALLS

HEAR THE JOB OFFER
1. PRESS 1 to Hear the job offer
PRESS 2 to Set temporary Do Not Call
PRESS 9 to Exit and hang up

2. If you pressed 1 to Hear the job offer
PRESS 1 to Hear the job description
PRESS 2 to Decline the job (without hearing the description)
- Enter the decline reason from page 1 followed by the star (*) key or wait for a list of reasons

3. If you pressed 1 to Hear the job description
PRESS 1 to Accept this job
Record the Job Number. You are successfully assigned to the job.
PRESS 1 to Hear the job number again
PRESS 2 to Repeat the job description
PRESS 2 to Repeat the job
PRES 3 to Decline the job
- Enter the decline reason from page 1 followed by the star (*) key or wait for a list of reasons
PRESS 1 to Accept
PRESS 2 to Re-enter
PRESS 9 to Exit and repeat this step

4. If you pressed 2 to Set temporary Do Not Call, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
PRESS 9 to Exit and hear the job offer

HEAR THE CANCELLATION
1. Hear “This assignment has been cancelled” and the job information
PRESS 1 to Repeat the job information
PRESS 9 to Exit and hang up

CALLING THE SYSTEM

MENU OPTIONS
- Review or Cancel Assignments
- Hear Available Jobs
- Change your Callback Number
- Review or Modify Temporary Do Not Call Time
- Review or Modify Unavailability Dates
- Review or Modify Daily Availability
- Change PIN or Recorded Name
- Exit and hang up

1. REVIEW OR CANCEL ASSIGNMENTS
1. Hear assignments in chronological order
PRESS 1 to Hear assigned job information again
PRESS 2 to Cancel this assigned job
PRESS 8 to Hear another assigned job
PRESS 9 to Exit to menu options

2. If you pressed 2 to Cancel assignment
PRESS 1 to Confirm cancellation
Enter cancelation reason from page 1 followed by the star (*) key or wait for a list of reasons
PRESS 1 to Accept
PRESS 2 to Re-enter
PRESS 9 to Exit and hear next assignment
PRESS 9 to Exit and hang up

2. HEAR AVAILABLE JOBS
1. Hear assignment information
PRESS 1 to Repeat assignment
PRESS 2 to Accept assignment
PRESS 3 to Decline assignment
PRESS 8 to Hear next assignment
PRESS 9 to Exit to menu options

2. If you pressed 2 to Accept assignment, hear the job assignment
PRESS 1 to Repeat assignment
PRESS 2 to Hear next assignment
PRESS 9 to Exit to menu options

3. If you pressed 3 to Decline assignment
Enter decline reason from page 1 followed by the star (*) key or wait for a list of reasons
PRESS 1 to Accept
PRESS 2 to Re-enter
PRESS 9 to Exit and hear next assignment

3. CHANGE YOUR CALLBACK NUMBER
1. Hear the Callback telephone number
PRESS 1 to Modify callback telephone number
PRESS 9 to Exit to menu options (number will not be changed)

2. Enter new telephone number followed by the star (*) key. Hear the new telephone number
PRESS 1 if Correct
PRESS 2 to Re-enter the number
PRESS 9 to Exit to menu options

- REVIEW OR MODIFY TEMPORARY DO NOT CALL TIMES
1. Hear the temporary Do Not Call time
PRESS 1 to Enter a time
PRESS 2 to Delete this time
PRESS 9 to Exit to menu options

2. If you pressed 1 to Enter a time, hear a time offered
PRESS 1 to Accept the time offered
PRESS 8 to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
PRESS 9 to Exit to menu options

- REVIEW OR MODIFY UNAVAILABILITY DATES
1. PRESS 1 to Review or delete unavailability period
PRESS 2 to Add a new unavailability period
PRESS 9 to Exit to menu options

2. If you pressed 1 to Review or delete, hear the unavailable period information
PRESS 1 to Delete this unavailable period
PRESS 2 to Hear the next unavailability period
PRESS 9 to Exit to menu options

3. If you pressed 2 to Add dates
Enter Start Date: two digits for the month, two digits for the day, two digits for the year (MM/DD/YY)
Enter End Date: two digits for the month, two digits for the day, two digits for the year (MM/DD/YY)

Indicate unavailable all day?
PRESS 1 for Yes
PRESS 2 to Enter time
Enter Start Time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
Repeat procedure for End time

Receive calls for future assignments during unavailable period?
PRESS 1 to Receive calls for future jobs during this unavailability period
PRESS 2 if you do not want to receive calls for future jobs during this unavailability period
PRESS 9 to Exit and review or modify unavailability dates (without saving unavailability period)

6. REVIEW OR MODIFY DAILY AVAILABILITY
1. PRESS 1 to Review or delete, hear a time period you are available to work
PRESS 2 to Enter a new time period you are available to work
PRESS 3 to Review or delete, hear a time period you should not be called
PRESS 4 to Enter a new time period you should not be called
PRESS 9 to Exit to menu options

2. If you pressed 1 to Review or delete a time period you are available to work, or pressed 3 to Review or delete a time period you should not be called, hear the day and time period in chronological order
PRESS 1 to Delete this time period
PRESS 8 to Hear the next time period
PRESS 9 to Exit to review or modify daily availability

3. If you pressed 2 to Enter a new time period you are available to work, or pressed 4 to a new time period you should not be called
Select the day of the week
PRESS 1 for Monday thru Friday
PRESS 2 – 8 for Saturday thru Saturday (2=Sunday, 3=Monday, 4=Tuesday, 5=Wednesday, 6=Thursday, 7=Friday, 8=Saturday)
If you pressed 1 thru 7, enter a time
PRESS 1 for All day
PRESS 2 to Enter start and end time
Enter the time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
PRESS 9 to Exit to review or modify daily availability (without saving changes)

7. TO CHANGE PIN OR RE-RECORD NAME
1. PRESS 1 to Change your PIN
PRESS 2 to Change the recording of your name
PRESS 9 to Exit to menu options

2. If you pressed 1 to Change your PIN
Enter a new PIN at least six (6) digits in length followed by the star (*) key
PRESS 1 if Correct
PRESS 8 to Re-enter
PRESS 9 to Exit to menu options

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2