



StaffSync

Instructions for Relievers

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Accessing StaffSync

StaffSync can be accessed from any web browser, by going to www.staffsync.nz and you will see the logon icon in the top left corner of the web site.

To be able to receive the instant job alerts as they are published, requires you to install the StaffSync app onto a smart phone or tablet. On Android and Apple devices, such as phones or tablets, you can download the StaffSync app from the applicable App Store/Play Store.



1 On an Android device you need to find the "Play Store" and open this.

2 On an Apple device, you will need to find the "App Store" and open this.

Once you have opened your applicable app store, search for StaffSync, and choose to install the app.

As part of the install process, you will be prompted if you want to allow us to send you notifications. You need to click "Yes" to this option – this is what lets you receive the instant job notifications as soon as they are published.

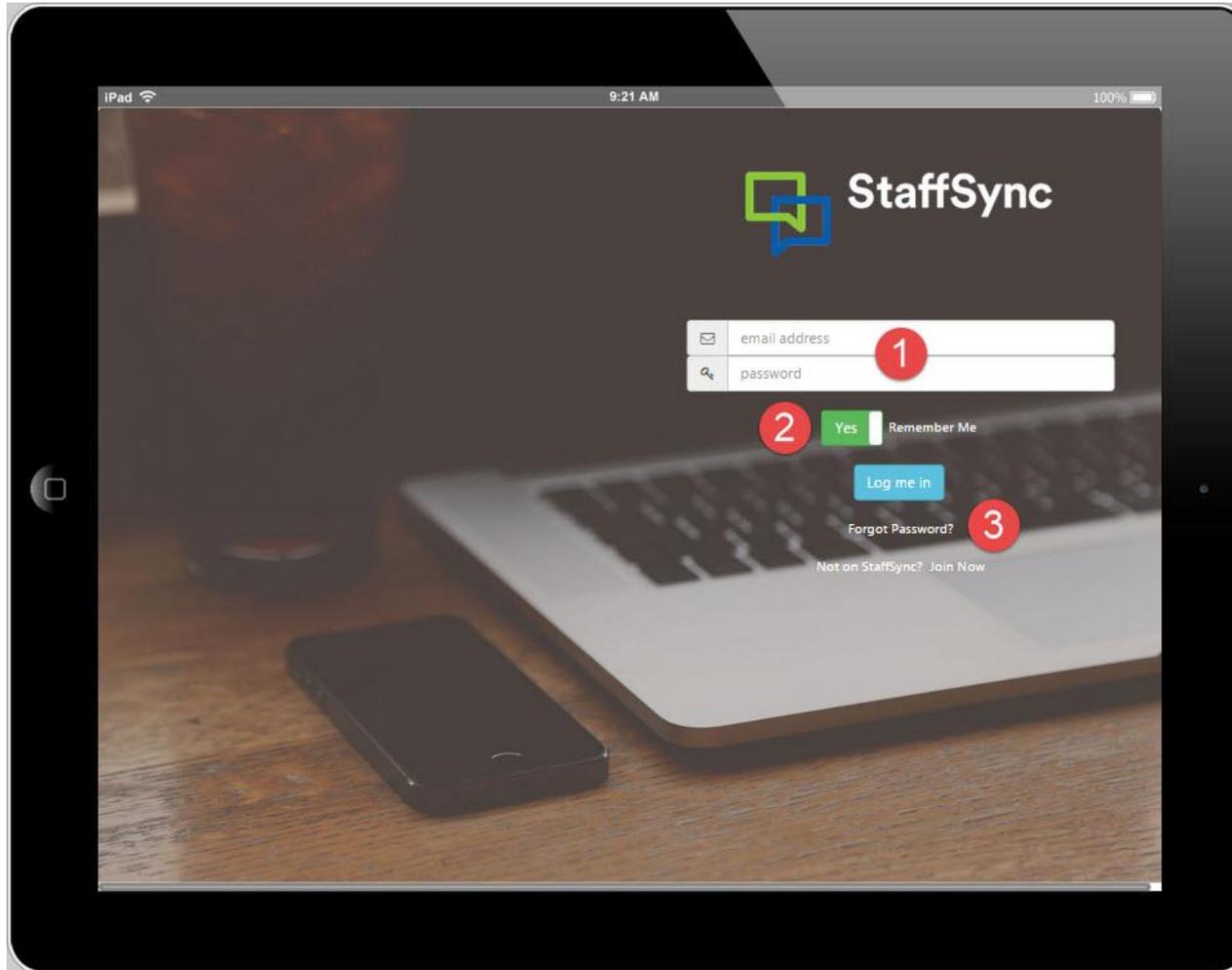
There is no limit to how many times you can install the app. If you have more than one device, Eg, a phone and a table, you can have it installed on both, and both will be sent your new job notifications.

You need to use the same email address and password to logon to StaffSync on all your devices, or on to the website. You do not need to create a new account for each device.

We do recommend using a larger screen, such as a laptop or tablet, when filling in information or updating your calendar or availability. It can be done on a phone but you will find the larger screen much easier to use, and easier to view all the options available to you.

Logging In

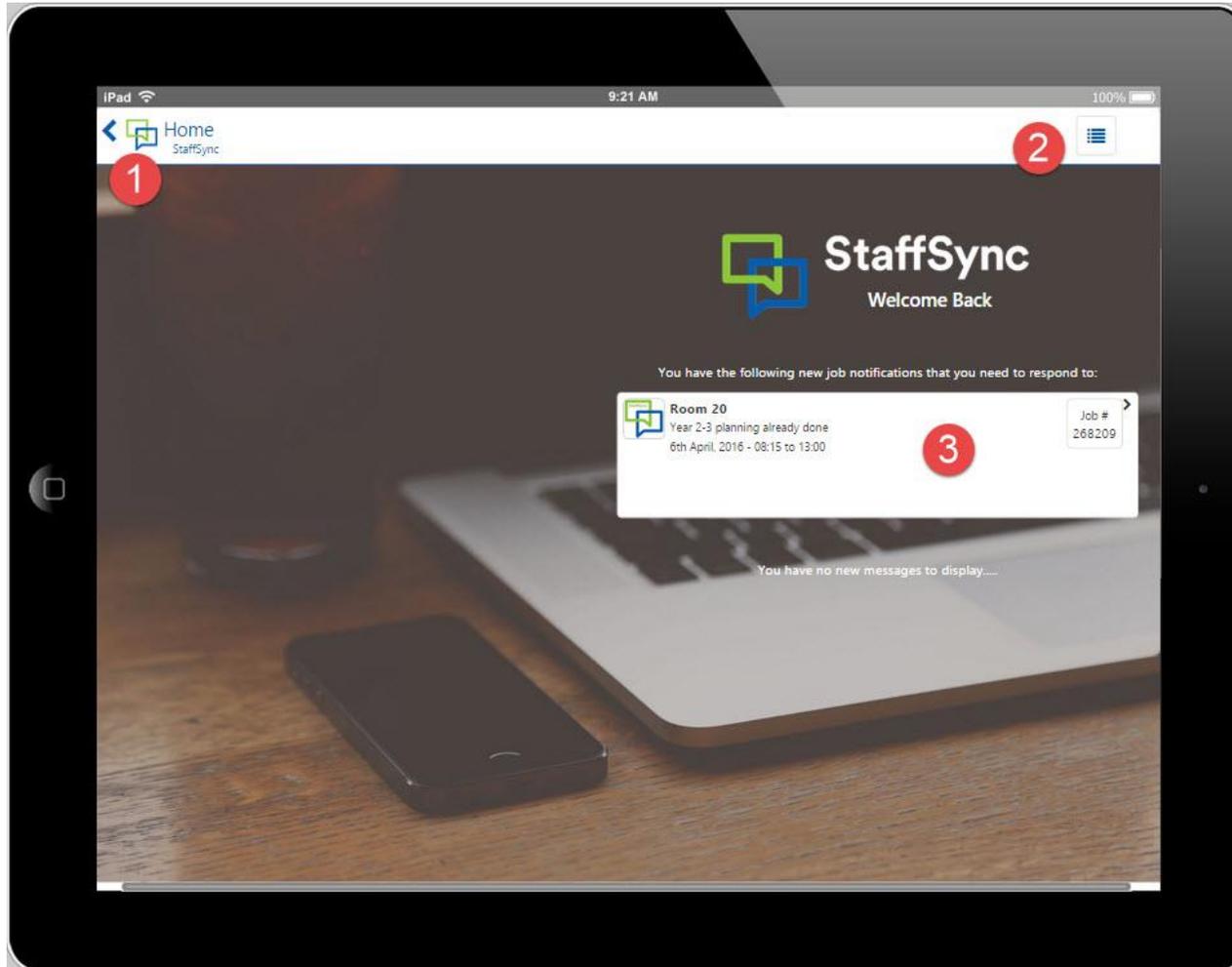
Logging into the system



- 1 Enter the email address and password you used to register with StaffSync.
- 2 To make it quicker and easier each time you return, click the "Remember Me" button. This will mean that you do not have to logon each time you use the app. This function can be turned off again later by choosing "Log Off" from the menu.
- 3 If you have forgotten your password, click "Forgot Password". This will prompt you to enter your email address, and we will sent instructions to that email address with a temporary password.

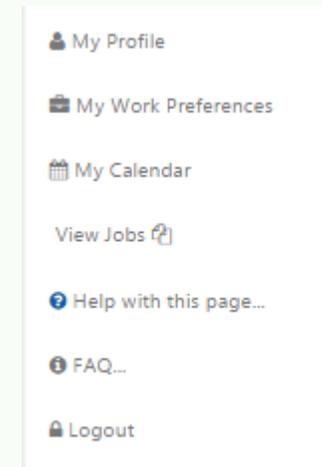
Home Screen

Once you have logged in, you will be taken to the home screen.



1 This menu bar shows across the top of all screens.
The blue arrow on the far left is a back arrow – clicking this will take you back to the previous page.

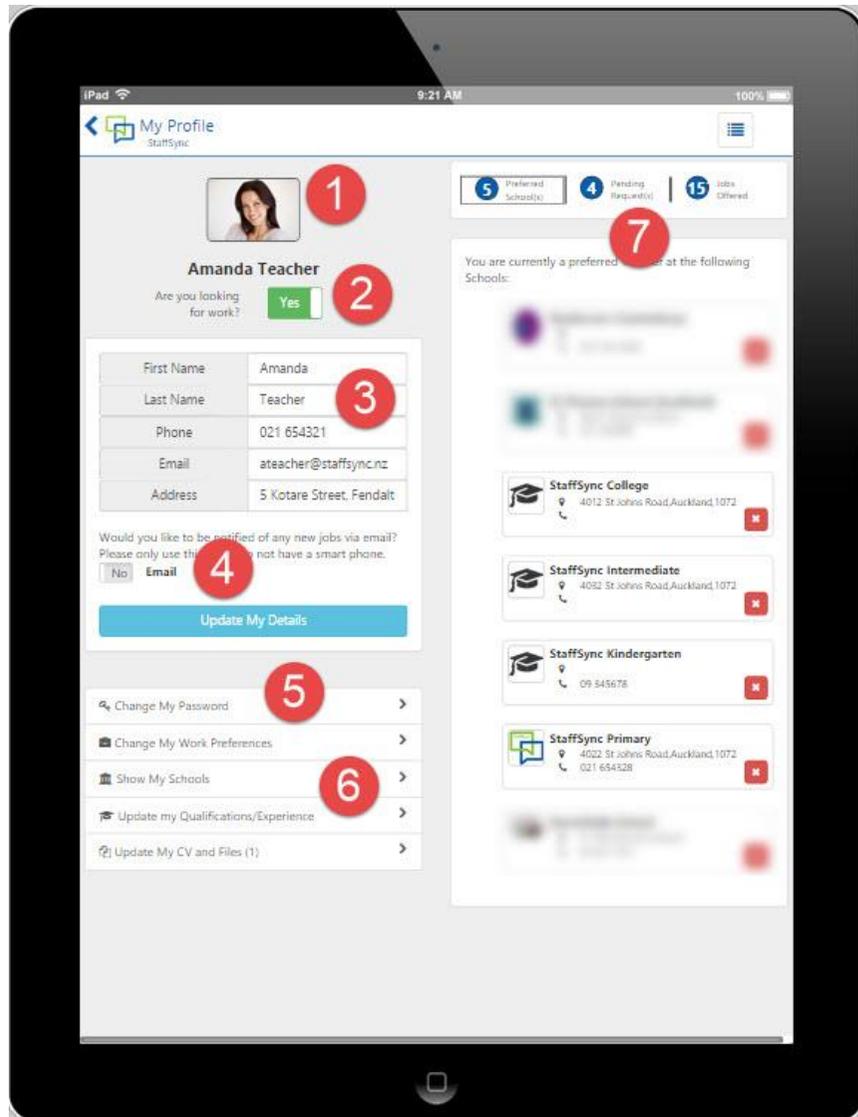
2 Depending upon the size of the screen, the menu options will appear either across the menu bar, or as a drop down menu.
If you are on a smaller screen, you will see the menu icon in the top right corner. Clicking this will drop down the list of available options.



3 Whenever you start the App you will be shown a list of any new job notifications or messages that you need to respond to.
Clicking on one of the job notifications will take you to a screen where you can view further details, and decide if you want to apply or decline the job.

My Profile

The "My Profile" menu option, shows you all your personal settings and information that can be updated at any time.



1 Add an optional photo or picture of yourself. Clicking on your picture will, (depending on your device), either let you take a photo, or let you browse and choose an existing picture.

2 This "toggle" enables you to set if you are looking for work or not. Turn this flag off if you, have taken a full time job, or are no longer relieving. It will stop all further job notifications. It can be turned on again at any time.
If you will only be unavailable for a few days, then use your calendar to block these days out.

3 Your personal details, such as name, address and phone number. If you wish to update, make the change then click on the blue 'Update My Details' button below.

4 If you do not have a smart phone, we have an email option for you. To turn the email option on, simply touch the "toggle" and change to Yes..
Please note, we do not recommend this option, as it is likely to be less immediate in showing you new job notifications, which may mean that you miss out on last minute jobs published.

5 This allows you change your password. You will be prompted to enter your current password, then you can create a new one.

6 These options are explained in more detail on the next pages.

7 "Preferred Schools" shows you a summary list of which schools/organisations you are a preferred reliever at.

The "Pending Requests" shows you those schools that you have sent a request to, to become a preferred reliever, but have not yet received a response back from.

"Jobs Offered" shows you a summary of the jobs you have been offered.

My Profile – Qualifications & Experience

The “My Profile – Update my Qualifications/Experience” option allows you to set and update all your details relating to your teaching qualifications, experience and other similar, job related, information.

The screenshot shows the 'My Profile' page for 'Amanda Teacher'. The page is displayed on an iPad. At the top, there is a navigation bar with the 'My Profile' logo and a hamburger menu icon. Below the navigation bar, there is a profile picture placeholder and the name 'Amanda Teacher'. A question 'Are you looking for work?' is followed by a 'Yes' button. The main content area is divided into two columns. The left column contains a form with the following fields: First Name (Amanda), Last Name (Teacher), Phone (021 654321), Email (ateacher@staffsync.nz), and Address (5 Kotare Street, Fendalton, Christchurch, Ne). Below this form is a question 'Would you like to be notified of any new jobs via email?' with a 'No' button and an 'Email' button. A blue 'Update My Details' button is located below the form. The right column contains a section titled 'The following section is optional, however, if you are wanting to relieve at Schools that do not already know you, then you should also complete this section.' This section has a red circle with the number '2' next to it. It contains several fields: 'Ministry of Education No' (654321), 'Teacher Registration No' (12345678), 'Registration Expiry' (01-02-2017), 'EC Registration Category' (None), 'Preferred type of school' (checkboxes for Pre-school, Primary School, Intermediate School, Middle School, and Secondary School), and 'Teaching experience' (6-10 years). At the bottom of the page, there is a menu with four options: 'Change My Password', 'Change My Work Preferences', 'Show My Schools', and 'Update my Qualifications/Experience'. A red circle with the number '1' highlights the 'Update my Qualifications/Experience' option.

1 When you click the 'Update my Qualifications/Experience' button, the panel on the right hand side will show the details that are required to be completed.

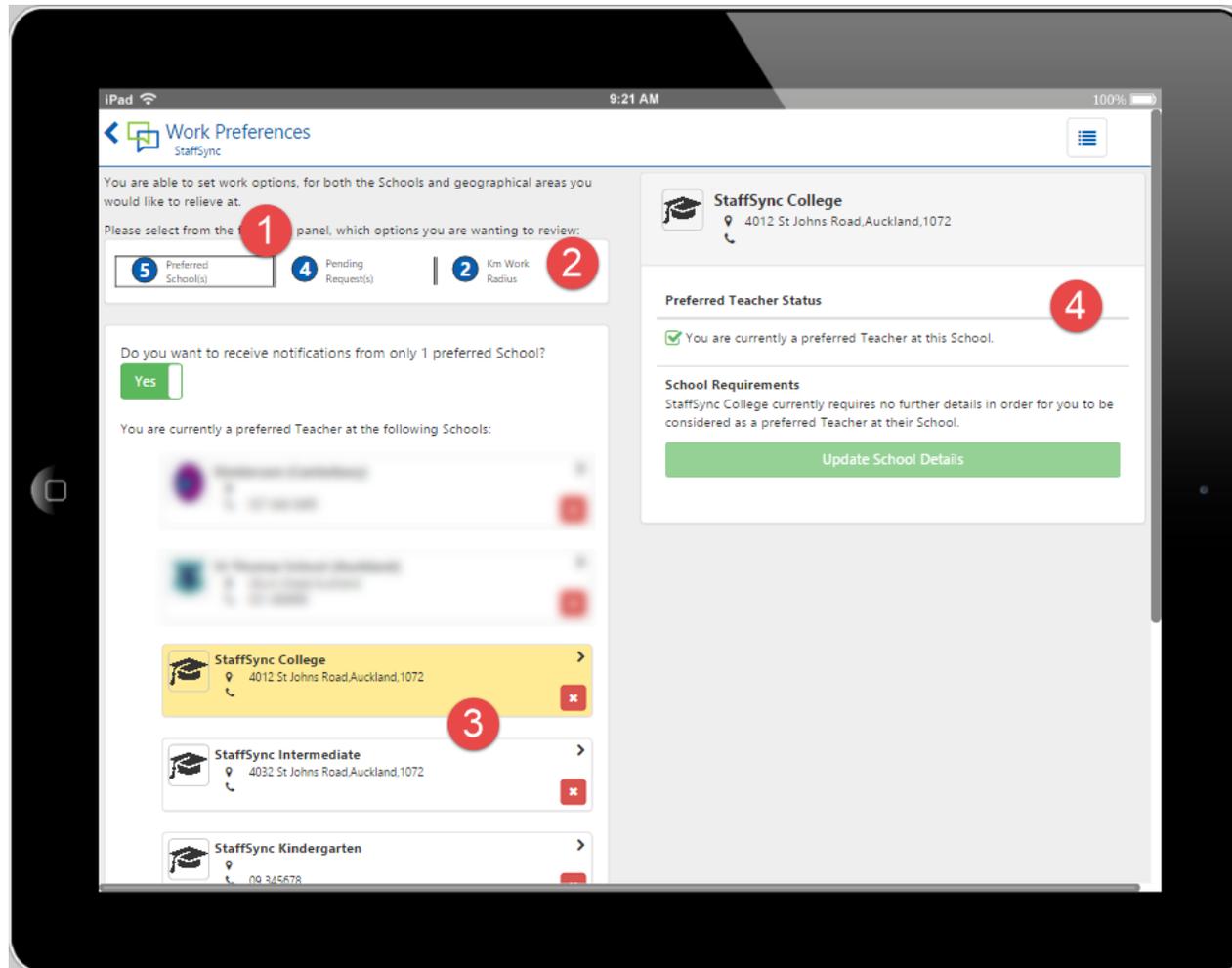
2 This information should all be completed – you will be prompted by the software to complete any empty fields each time you log in to the site.

This information is used when you apply to new schools to become a preferred reliever, so it is important that it is kept up to date.

Most of these fields also contain information required to be collected by schools under the Vulnerable Childrens Regulations. If you are applying to become a preferred reliever at a new school please note that you cannot be employed until this information is provided.

My Profile – Work Preferences

The “Work Preferences” menu option, shows you your settings related to where you want to work, and who would like to be able to work for.



1 “Preferred Schools” shows you in a summary list which schools/early childhood organisations you are a preferred reliever at.

The “Pending Requests” shows you those schools that you have sent a request to, to become a preferred reliever but they have not yet responded back to you. It also gives you a search facility, where you can search for other schools and ask to be considered as a preferred reliever at that school. They may have additional information they would like you to fill in, which would need to be completed before you can submit your request.

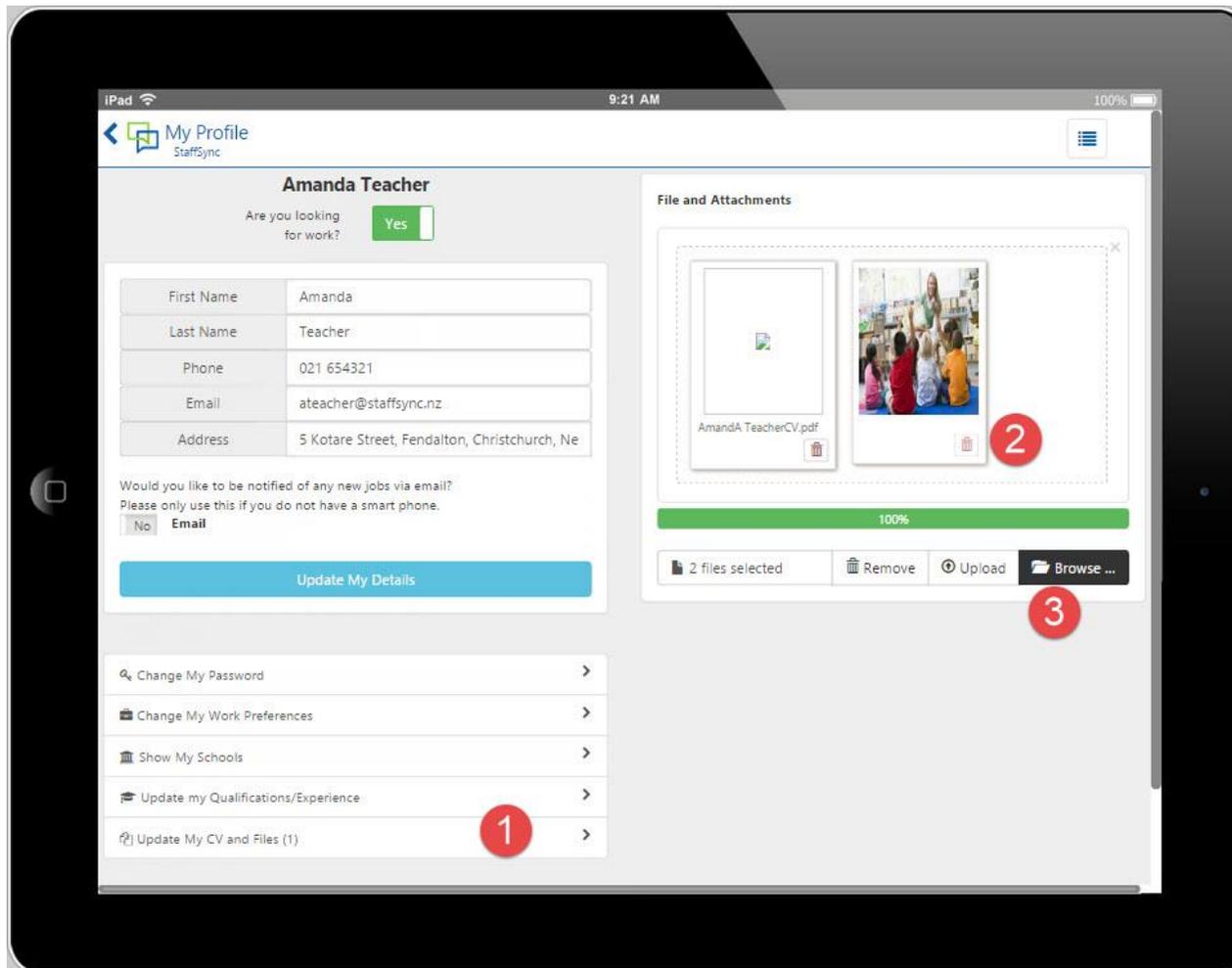
2 The ‘Km Work Radius’ refers to the radius distance that you are prepared to travel for work. If you set a radius of say, 5kms, it will show you all schools that are within this 5km radius that you could potentially work at.

3 When you are viewing a list of schools, such as your preferred schools, you are able to click on any of the schools to view further information, which will be shown in the right hand panel. The red cross on the bottom right hand corner, allows you to remove the school, and no longer be one of their preferred relievers.

4 This shows the details of a particular school. When you request to become a reliever in some schools they may have additional questions or information they would like to complete. This information can be seen in this panel, and also changed or kept up to date as required.

My Profile – Update My CV and Files

The “My Profile – Update My CV and Files” option allows you to attach as many files to your profile as you wish.



1 When you click the “Update My CV and Files” option on the profile page, you are shown all the existing files you have already attached.

2 Each existing file has a red rubbish bin icon in the lower right corner. Clicking on this rubbish bin will permanently delete the file.

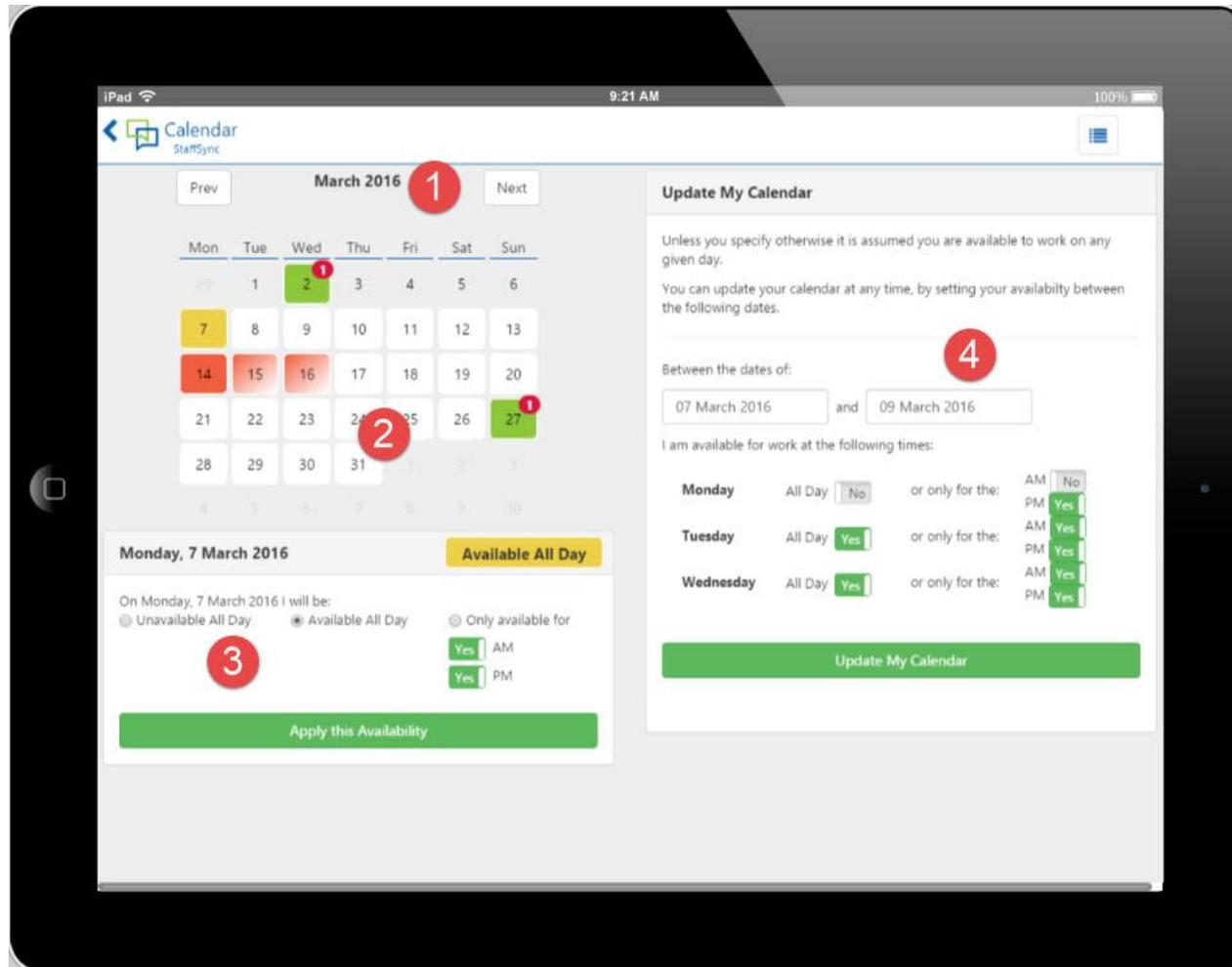
3 To add a new file to your collection, you can either drag and drop the files from your computer onto the large area containing the files (not all computers will allow this though), or you can click the browse button and select the files to attach.

Once you have your file(s) chosen, you need to then click the “Upload” button. This will transfer the files on to your profile.

Any files you have attached to your profile can be seen by your preferred schools, and any new schools that you have requested to work at. No other schools can view your details.

My Calendar

Your calendar is used to not only show you when you have work coming up, but also to block at days for shifts when you are not available for work.



1 By clicking the "Next" and "Previous" buttons you are able to move through to any month that you want to check or update.

Looking back at past months you will be able to see the days you have already worked, and for future dates you can also make yourself unavailable for any days or part days as you require.

2 Your calendar is colour coded, so you can see at a glance how your month is looking.

Green blocks show the days that you have work for. These are jobs that have been assigned to you, and that you have agreed to work.

Yellow is today's date, and red shows days that you have selected not to work. If it's solid red, it means you have selected not to work for the entire day, if it's faded red, it means you are unavailable for part of the day.

Clicking on any day shows the full details of that date below the calendar.

3 You can change your availability for individual selected days here.

Don't forget to save your update. You should see the calendar immediately update to reflect your new availability.

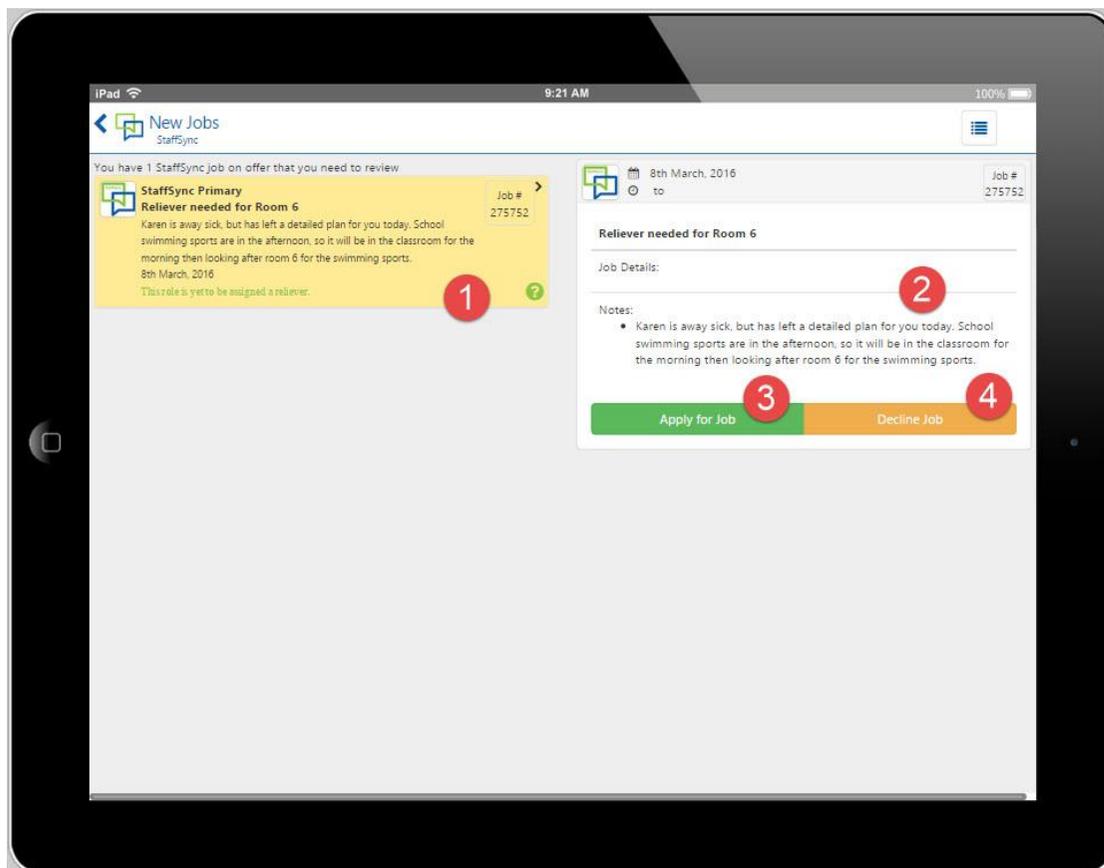
4 This section lets you update multiple days in your calendar at once.

It allows you to block off all days between 2 separate dates, or, allow you to block off days in a week over repetitive weeks for example, you could make yourself unavailable on Thursdays for the next 4 weeks.

Viewing Jobs – New Jobs

This list shows new jobs that are still available. If you are working at more than one school, all jobs from all schools will be listed here.

Note: It is possible that you had a notification on your phone, but when you swiped it to view, it said there are no new jobs. This may happen for any number of reasons, including the job being canceled after it was sent out, but usually because the job has been assigned to someone else before you checked it. These jobs will show in your “Missed Jobs” view, and can be checked at any time if you think you are not receiving the jobs.



1 If there is more than 1 new job they will all be listed on this page. Clicking on each job will show you any extra information that the school has also provided about the job to help you make your decision

2 This section will show you all the details of the job. Once you have read through the details you should Accept or Decline the job.

3 Clicking Accept shows the school you are available for the job. It does not mean you have the job yet. The job may have been sent to more than one reliever that has also accepted the job, so the school still needs to select who will work for them.

You can accept as many jobs as you want on the same day. If you had accepted more than one job, then get selected for one, it will make you unavailable for all the other jobs.

If you get selected for a job, you will receive a notification, and the job will move to your “Current Jobs”. Your calendar will automatically be updated for you, and you will not receive any further notifications requesting you to work on the same day.

If another reliever is selected for the job, you will be notified that the job has been awarded to someone else, and the job will move to your “Missed Jobs”. You will still be available for any other jobs you had applied for on the same day.

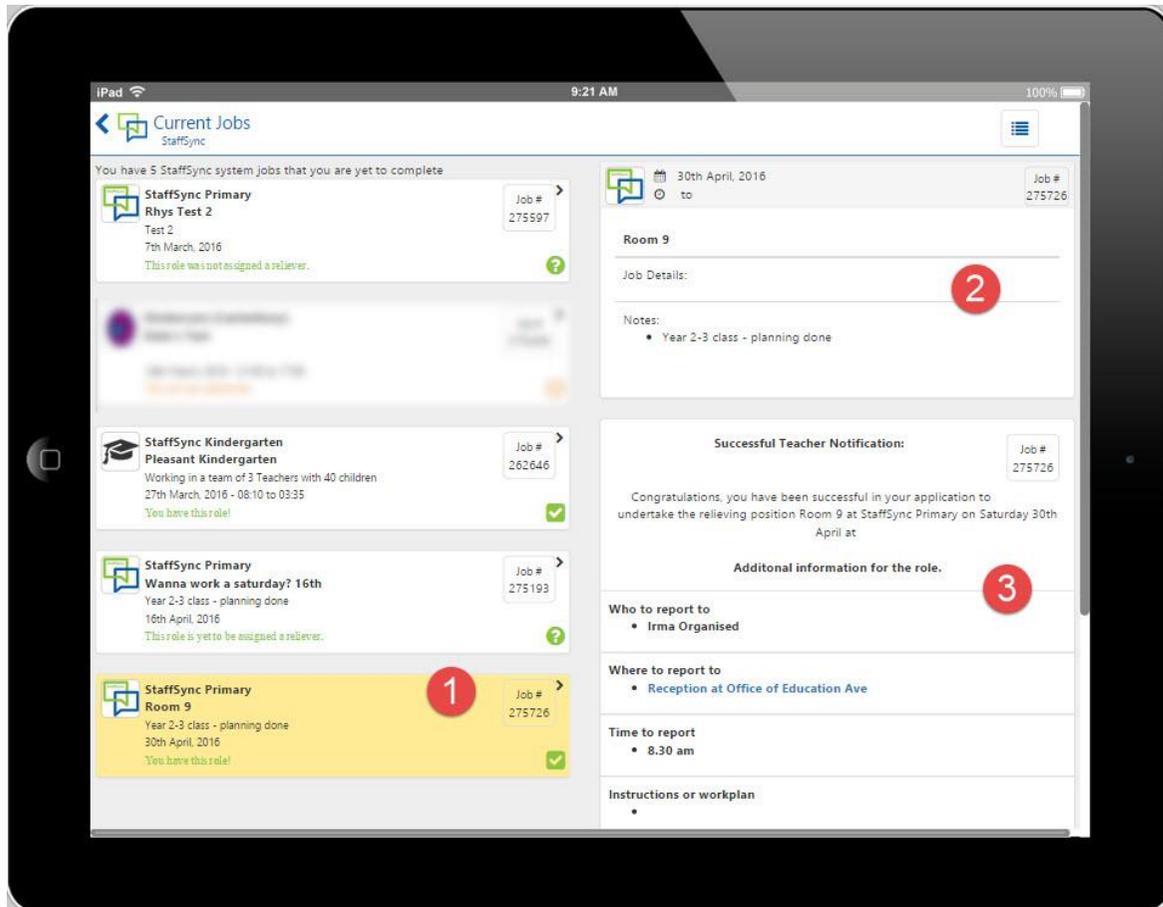
4 Declining the job lets the school know you can't work, and moves the job to your “Missed Jobs”. It also tells the school that you have read the notification.

If you do not want any further jobs sent to you, you will need to update your calendar so you are unavailable for that day.

Viewing Jobs – Current Jobs

This list shows jobs that you have accepted. There are not necessarily your jobs yet, as the job may have been sent to more than one reliever that also accepted the job, so the school still needs to select who will work for them.

It shows you which jobs are yet to be assigned, and which jobs have been finalised and have been assigned to you.



1 Clicking on each job will show you any extra information that the school has also provided.

2 This section will show you all the details of the job that was published.

3 For jobs that you have been assigned, the school may also provide extra information to you as the successful reliever in a follow-up email.

This may include information such as daily work plans, and information around where, when and who to report to etc.

Providing this information is optional for the school, so every job will not necessarily have these follow-up details.

Viewing Jobs – Missed and Completed Jobs

Missed Jobs shows you jobs that you were notified of, but were either declined by you, canceled by the school or assigned to someone else.

Completed Jobs show jobs that were assigned to you, that you should now have completed.

1

Both Missed and Completed Jobs show you a list of the applicable jobs. Clicking on each job will show you any extra information that the school has also provided.

2

This section will show you all the details of the job that was published.

