

Directions for running a Report of staff
Access Id's and Pin Numbers

Welcome, BLAKE, ELEMENTARY ADMIN. Today SmartFindExpress

Home Welcome BLAKE, ELEMENTARY ADMIN.

Administrator Please select a menu item to continue.

Profile Administrator Announcements

Announcements PLEASE EMAIL Dr. Price with request for long term sub positions or vacancies for approval prior to placing
Create Absence subs in po
Create Vacancy request ha
Daily Job Count all your cla
Job Inquiry/Reports option. Tha

Log in and click on
"Profile Inquiry Reports"

Priority Lists Location Announcement for All Locations

Profile Inquiry/Reports Your connection to WebCenter will timeout after 20 minutes of inactivity. When you are finished, make sure you "log off."



<<< JEFFERSON COUNTY PUBLIC SCHOOLS >>>

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[Home](#) **Profile Inquiry** **Employee Inquiry** **Substitute Inquiry**

Administrator

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- [Create Absence](#)
- [Create Vacancy](#)
- [Daily Job Count](#)
- [Job Inquiry/Reports](#)
- [Priority Lists](#)
- [Profile Inquiry/Reports](#)

Profile Inquiry and Reports

Search Criteria

Note: Partial Names can be entered

Last Name:

First Name:

Access ID:

External ID:

Call Back #:

Records Per Page: 50

Profile List

Select Name Access ID Is Administrator? Is Employee? Is Substitute?

empInqTab

Click on "Employee Inquiry Tab"

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Employee Inquiry and Reports

Search Criteria

Status: All Active Inactive

Registered: All Yes No

Itinerant: All Yes No

Calendar:

Classification: Or

Location: Or

Sort List by: Then by

Records Per Page:

Click on
"Create Report"

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[Home](#) **Rept. Detail**

Administrator [Return To Inquiry](#)

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Detail Report

Report Title:

Primary Sort is on a new page

Secondary sort prints on a new page

Select data for the report

Absences: From: (mm/dd/yyyy) To: (mm/dd/yyyy)

Name

Address

Priority Lists

Access ID

Basic Information

Reason Balances

External ID

Comments

Schedule

PIN

Dates

[View Report](#)

Put a Green check next to:

- Name
- Access ID
- Pin

Click on "View Report"

Employee Labels

* Label Type:

[View Report](#)

This is the report that will come up.
You can cut apart the names into slips of paper for each teacher or re-write them.

<<<< JEFFERSON COUNTY PUBLIC SCHOOLS >>>>

07/30/2009 08:31 AM

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Detail Report

Name	Access ID	PIN
ALEXANDER, JENNIFER L.	401062598	401062
ALVEY, SARA	404069669	060206
AUBREY, AMY	405024678	864783
BOOHER, JENNIFER A.	403193679	123065
BOYER, LORRAINE	375485026	375485026
BRUMFIELD, KRISTEN	401929978	4151515
DAWSON, KELLIE	527756784	327640
FERRELL, MEIYA	404317219	404317219
FLORENCE, CAROL Y.	404644208	404644208
FOSTER, MYRA	316684045	316684045
FREEMAN, EMILY	403118420	8077664
GRIGGS, GEORGE	407767483	407767483
HARRINGTON, CHERYL A.	403880680	403880680