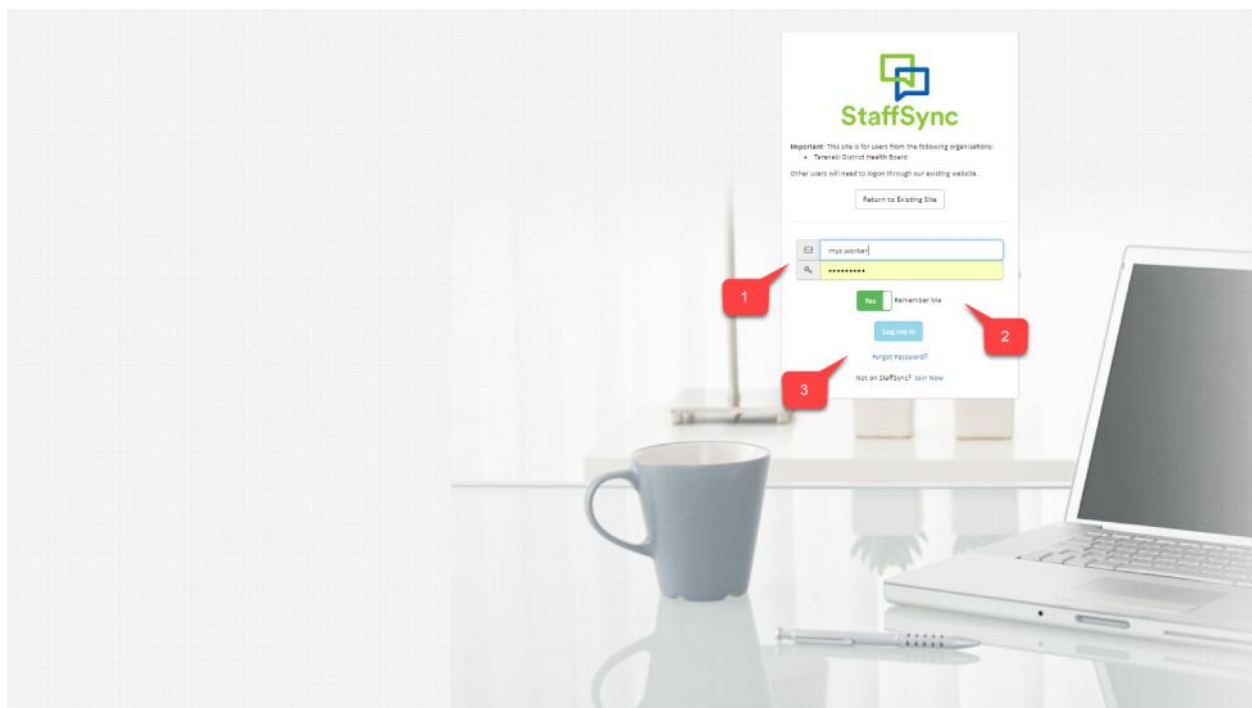# StaffSync

Instructions for Casual and Relief Staff

Schools

W: www.staffsync.nz
E: support@staffsync.nz
Ph: 0800 878623

Logging In

If using your computer to access the App, the url address is: apps.staffsync.nz

1. Enter the email address and password you normally use with StaffSync.

2. Keep the "Remember Me" button default set at "Yes". This will enable the App to auto log on each time you open it. Note: this function is turned off by choosing "Log Off" from the main menu.

3. If you have forgotten your password, click "Forgot Password". Please then check your email to retrieve a link to reset your password.

Home Screen

Once you have logged in, you will be taken to the home screen.
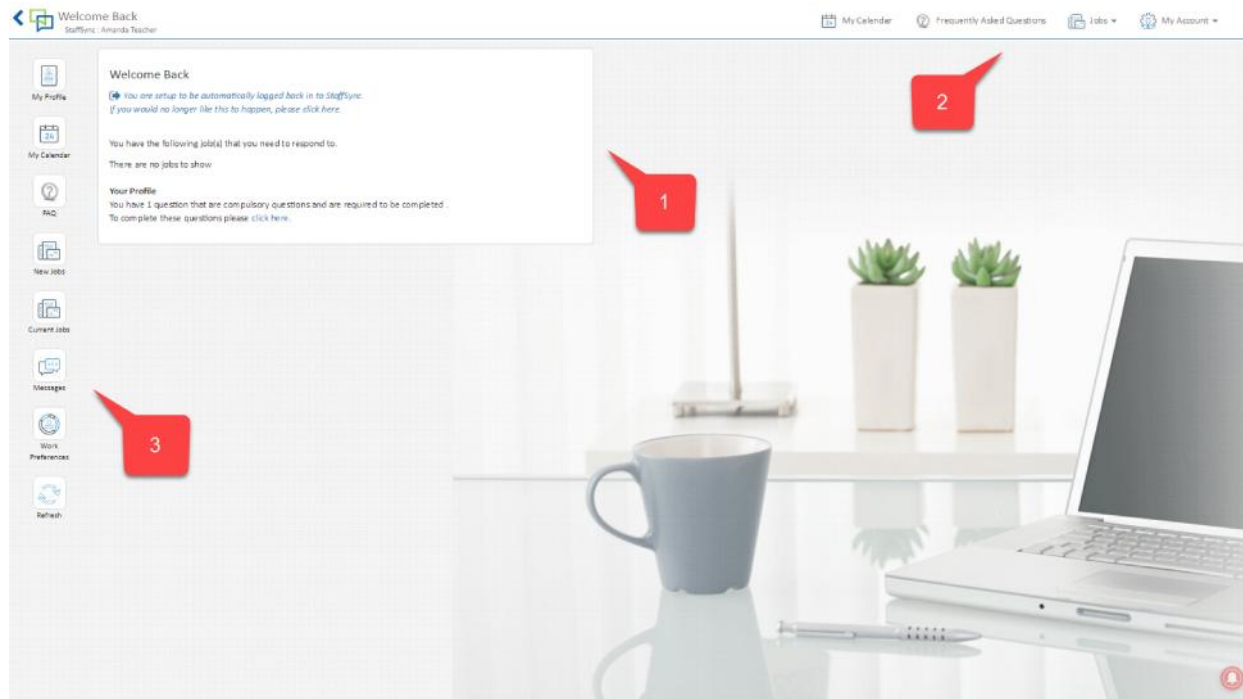
1 A new 'Welcome' message will appear each time you log in. Beneath this, is an option that lets you control if you want to be automatically logged in or not. Any new notices that have recent responses will be listed here as well. The message will also prompt you to complete any missing information in your profile.

2 A menu bar is shown across the top of all screens in the App which divides the functionality into four areas: Admin, My Calendar, Jobs and My Account.

The blue arrow on the far left is a back arrow – clicking this will take you back to the previous page.

3 If using your phone you will see a drop down menu in the top right hand corner, however, if using a computer, the key icons will appear down the left hand side of the screen. The buttons follow the same grouping of functionality Admin, My Profile, My Calendar, New Jobs, Current Jobs, Messages, and Work Preferences. The Refresh button at the bottom allows you to quickly refresh a screen that you are working in.

My Profile – Your Organisations

The "My Profile" menu option, shows you all your personal settings and information and 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 take you to a browser to choose an existing picture.

2. This "toggle" determines if you are looking for work or not. We cannot send you notifications if it is set to 'No'.

Change this flag to 'No' if you, have taken a full time job, or are no longer doing relief staff work. It can be turned on again at any time. If you only intend to 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. Under the Work Preferences section the default view is to show which organisations you are registered as a preferred worker for under the tab 'Your Preferred Schools'.

My Profile - Roles

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

1 If you do not have a smart phone, please use this email option. To turn the email option on, simply touch the "toggle" and change it 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 these opportunities.

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

3 The second tab under 'Work Preferences' lists the different roles that have been created in the industry sector portal. You should select the roles that you are qualified to undertake.

▣ My Profile – Your Work Area

The "My Profile – Update my Qualifications/Experience" option allows you to enter and update all your details relating to your teaching qualifications, experience and work history.

1 Your Work Area allows you to set a distance radius where you want to work. This feature is used when our 'Broadcast' feature is enabled – which allows organisations using the StaffSync system to send job notifications to workers not on their preferred list, but within their area. You can choose to receive these additional job notifications or not.

2 Enter a number in this box to set the number of km radius within which you wish to work.

The map below will draw the radius on a map with your home address at the centre (green flag). The map will also show all Schools using StaffSync within the radius (blue flags)

My Profile – Update My CV and Files

The "My Profile – Update My CV and Files" option allows you to attach your CV and scanned copies of your ID such as a teaching registration card or photo ID – such as a drivers license.

My Calendar

Your calendar is used to show when you have work coming up, and also to block off days or part days when you are not available for work.

1 By clicking the "Next" and "Previous" butons 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 booked for. These are jobs that have been assigned to you, and that you have agreed to work. Yellow is todays 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 its faded red, it means you are unavaliable 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 by clicking on the blue button at the bottom. 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 throough the a new panel created on the right hand side. 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 all 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, new 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 have viewed 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.
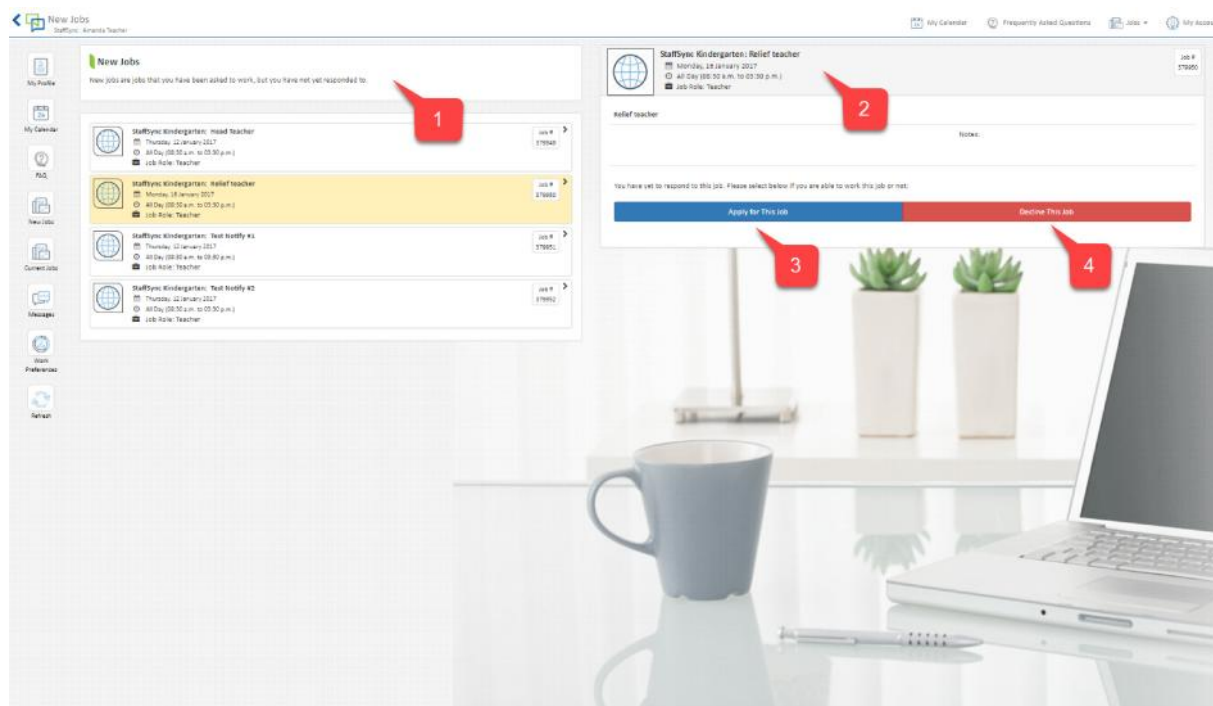
1   If there is more than 1 new job they will all be listed on this page. Clicking on each job will show you any extra information in the right hand panel, that the School has also provided about the job to help you make your decision.

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

3   Clicking Apply tells the School that you are available for the job. It does not mean you have been awarded the job. The job may have been sent to more than one relief staff member, so the School may need to select from several people who have responded to the job.

You can apply for as many jobs as you want on the same day. If you have applied for mutiple jobs, and then get selected for one of these, the system will automatically make you unavailable for all the other jobs. When you get selected for a job, you will receive a notification confirming this, 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 relief staff member 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 the jobs that you have applied for (and have not been awarded yet) as well as jobs that you have been awarded 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 relief staff member 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 assigend to you, that you should now have completed.   This illustration shows the 'Missed Jobs' page.

Both the 'Missed' and 'Completed' Jobs tabs show you a list of the applicable jobs.

Clicking on each job will show you any extra information that the School had provided relating to that job.

The panel on the right will show you all the details of the job that was published. If you had declined the job, but later changed your mind and still wanted to apply for it, you can click on the blue button at the bottom. You will be able to do this upto the point that the School chooses someone for the position.

![icon] My Messages

My Messages records all communications to you (notifications and emails) from StaffSync.
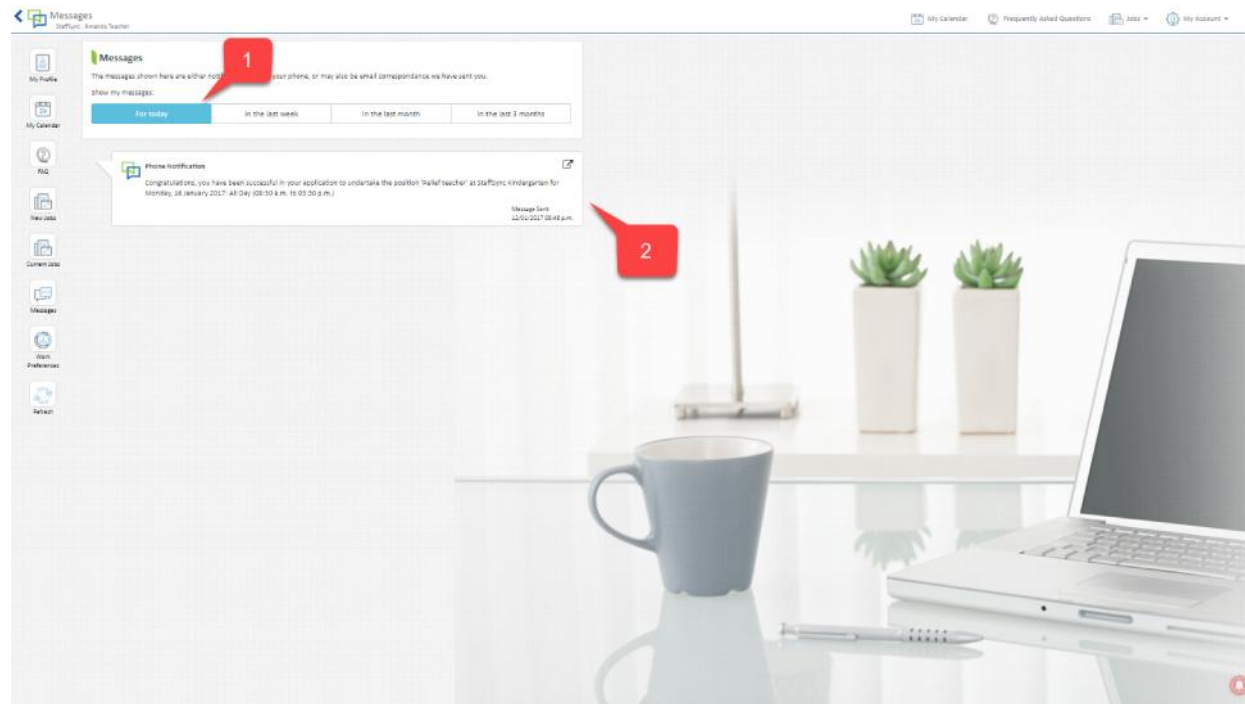
The default setting for My Messages is for Today. Other options include Last Week, Last Month and Last Three Months.

Notifications and emails will be listed in chronological order

My Profile – Work Preferences

The "Work Preferences" menu option, shows enables you to choose who would like to be able to work for.

The 'Preferred' tab shows you a list of which Schools you are listed as a perferred relief staff member at.

If you click on the adjacent 'Pending' tab, it will show you those Schools that you have sent a request, to become a preferred relief staff member, but have not yet received a response back from.

To create a request to become a preferred worker for a School, type the name of the organisation into this box. A list of schools with that name will appear in a drop down box below. Select the school you are seeking by clicking on it, and details required to register with that school will appear in the right hand panel.

This shows the details of a particular School. Each school will establish what information they wish to collect on new workers, which will appear here. If the information is compulsary, you will not be able to submit the request until the fields with the compulsary information have been filled in.

To complete the request to become a preferred worker with this School, simply click on the blue button 'Request a Preferred Staff Status' at the bottom.

My Devices

Manage your devices and self test your devices to check that you are receiving notifications. To find this function go to 'My Account' and select 'My Devices' from the sub-menu.
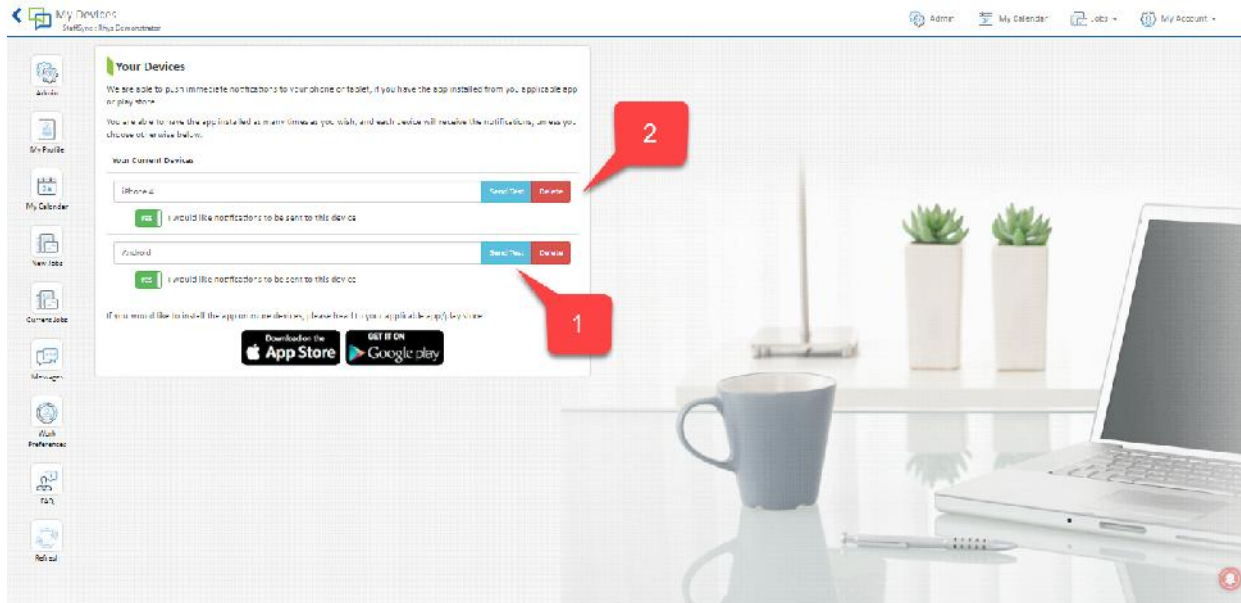
1. Click on the 'Send Test' blue button to send yourself a test notification to a particular device.

2. If you no longer wish to use a device to receive StaffSync notifications, click on the 'Delete' red button to remove that device.

Frequently Asked Questions:

Do I have to pay anything?

No! The App is free to download from either the Apple App store or Google Play and there are no fees for receiving notifications from your preferred Schools.

My password won't work

If your password won't work, or you have forgotten it, go to the home page where you sign in and click on the "Forgot Password" link. This will send an email to your recorded email address with a new link to create a new password.

What do I do if I get multiple notifications offering me jobs?

Apply for all the jobs that you want to do. If you are selected for one, you will be automatically removed from the other jobs.

The icon on my phone showed that I had a job, but when I opened up the App there were no jobs in the "New Jobs" section.

The icon on your phone home screen will record each time you are sent a notification of a new job. If in the time between the job being sent to you and you opening the App, the job has been filled, the job notification will be shifted from "New Jobs" to "Missed Jobs", and you will not see the notification under your "New Jobs" section.

What does it mean if I select Yes on the "do you want to receive notifications from other Schools in your work radius"?

This means that you may receive job notifications from Schools using StaffSync within your work radius (the default setting for this is 10 km). There is no charge to receive these additional notifications.

What will you do with my information

We take privacy of information very seriously and your personal information will only ever be viewed by the Schools that you send a request to as either a preferred reliever or when you respond to a non-preferred School job notification. Your personal information will never be disclosed by us to any third party for commercial gain. To read our full privacy policy, go to our FAQ tab and download our Privacy Policy