



# SubFinder<sup>®</sup> & EzTraxx Online

*Integrated Absence Management & Professional Development Solutions*

ProTraxx and CRS Advanced Technology have partnered to assist K-12 districts with their professional development (PD) and absence management and substitute placement needs. In alignment with the national focus on highly-qualified educators and student achievement, this partnership bridges the gap between scheduling and managing continuing education for teachers while ensuring their classroom is covered by a skilled substitute.

The EzTraxx Online software by ProTraxx is a comprehensive, web-based application allowing for the planning, tracking, management, and reporting of professional development activities, allowing districts to create PD programs and meet compliance regulations. CRS Advanced Technology's SubFinder solution automates the process of employee absence reporting, substitute placement, data management and reporting.

ProTraxx and CRS Advanced Technology have worked together to develop a seamless integration between EzTraxx Online and SubFinder. This integration allows an employee registering for a PD course within ExTraxx Online to easily and automatically report that absence to SubFinder, initiating an immediate search to find the most qualified substitute to cover the class. This integration provides a higher level of efficiency for all involved: teachers, substitutes, and administrators.

## **How It Works:**

The integration between SubFinder and EzTraxx streamlines the process of reporting a professional development-related absence by automating multiple steps. When a teacher schedules training within EzTraxx, they are prompted to report the absence in SubFinder and provided with a link to do so. The absence information is then transferred from EzTraxx to SubFinder, eliminating the need for the teacher to key in the dates and times of the absence and preventing human error.

There is no need to log out of EzTraxx and into SubFinder — this step is not necessary thanks to the seamless interface between the two systems. By using both SubFinder and EzTraxx, you will provide a greater level of accuracy and efficiency to your organization.



## CRS Advanced Technology and SubFinder

For nearly 25 years, CRS has provided organizations with SubFinder—a powerful, automated, and highly-configurable absence management and substitute placement solution. Providing substitute pay management, system integration with HR and payroll applications, and advanced reporting capabilities, SubFinder is a complete solution.

Offering both phone and Internet access 24/7, SubFinder will allow your district to increase efficiency and streamline workflow, integrate with human resources and payroll systems, and promote a paperless work environment. The ability to track trends and analyze data will help you reduce absenteeism, increase employee and substitute accountability, and defend against unemployment claims. SubFinder's advanced functionality and vast available features provide you with the flexibility to configure the solution to meet your specific needs.

### Key SubFinder features include:

- Absence management with approval, leave control, verification, and much more
- Substitute selection and management solutions based on real customer needs
- Substitute placement conducted using preference lists and qualitative substitute analysis
- System communication with key personnel allows for greater ability for all to be “in the know”
- Reporting options range from preselected criteria to custom exports of data
- Substitute pay configuration and management via SubPay component
- System integration with various HR, payroll and professional development tools create efficiency
- Responsive service and support via phone, email and live chat

## ProTraxx and EzTraxx

ProTraxx focuses exclusively on professional development and educator evaluation software to help school districts maximize the money spent on their largest budget item—educational staff. EzTraxx Online helps to create more efficient, effective professional development (PD) programs, and can ensure compliance with re-certification mandates. Gone are the days when all PD was manually tracked; automated tracking creates the ability to quickly reference teacher quality and performance. Automation helps connect the PD and teacher evaluation processes, which in turn improves professional learning and educator effectiveness.

### Key features of EzTraxx Online include:

- A web-based, hosted application which is secure and highly flexible
- End-to-end, paperless PD activity processing
- State-specific PD topic codes, certification types, content and performance standards
- Alignment of PD activities to goals/objectives, state standards and budgets/grants
- Automated staff evaluation and teacher performance appraisal processing
- Data exchange with internal/external systems, such as SubFinder
- Numerous reports available in real time
- Individual professional development plan (IPDP) creation
- Comprehensive implementation and training services
- Outstanding client service and support

Through our partnership and integration, ProTraxx and CRS Advanced Technology can offer K12 organizations a fully integrated combination of services to further streamline professional development and absence management. For more information, visit [www.crsadvancedtechnology.com](http://www.crsadvancedtechnology.com) or [www.protraxx.com](http://www.protraxx.com).

