

IMPORT CONFIGURATION

Please convert Excel file to CSV before importing.

| Column | Field | MHMS | Description |
|--------|----------------------------|---------------------|--|
| 1 | Time restriction (O) | None | Time to prevent ScheduleInterpreter to update assignments within the time period. |
| 2 | Default scheduler (M) | Select one | Person who will be used as a scheduler for all imported assignments. |
| 3 | Import format (M) | This account only | Format of the import. |
| 4 | Import ID (O) | | Source of the account ID or code. 0 - ScheduleInterpreter code (account ID automatically assigned to BU), 1 - third party platform (import account ID). <i>Default value: 0</i> |
| 5 | Type of service (O) | | Type of service requested for the event. OSI - on site interpreting, OPI - over the phone interpreting, VRI - video remote interpreting. <i>Default value: OSI</i> |
| 6 | On-site label (O) | | Text used to identify the on-site services. When left blank, all services are imported as on-site. |
| 7 | OPI label (O) | | Text used to identify the over the phone (OPI) services. For example: phone or call. |
| 8 | VRI label (O) | | Text used to identify video remote interpreting (VRI). For example: video or telehealth. |
| 9 | Cancel (O) | Status | Column header used to indicate cancellation of the assignment. |
| 10 | Cancel label (O) | Cancel | Text used to indicate cancellation of the assignment. |
| 11 | Cancel time (O) | 2 hours | Time to allow ScheduleInterpreter to cancel assignments automatically. |
| 12 | Reschedule time (O) | None | Time to allow ScheduleInterpreter to reschedule assignments automatically. |
| 13 | Service (M) | Language | Target language the services will be provided in or native language of the consumer. |
| 14 | Reject unknown service (O) | Check box if needed | When checked, ScheduleInterpreter will only import services from the master list and reject unknown services. |
| 15 | Date (M) | Appointment date | Date when a linguist is needed. Column can contain date in any readable format. Column can contain date and time, however only date is extracted. Recommended format YYYY-MM-DD |
| 16 | Date Format (M) | MM/DD/YYYY | Select how the date is formatted in your CSV file. |

| | | | |
|----|-------------------------|---------------------|---|
| 17 | Time (M) | Start time | Time when a linguist is needed. Column can contain time in any readable format. Column can contain date and time, however only time is extracted. Recommended format is military time format HH:MM:SS |
| 18 | Time format (M) | HH:MM:SS (18:45:00) | Select how time is formatted in your CSV file. |
| 19 | Estimated Length (M) | Estimated duration | Estimated time of the event. When omitted, minimum time set per scheduling account is used. Recommended format is in minutes. Seconds and military time notation is acceptable. |
| 20 | Length format (M) | minutes (10) | Select how time is formatted in your CSV file. |
| 21 | Assignment type (O) | | Column header indicating the type of assignment (Rush, Emergency, or Special) |
| 22 | PO Number (O) | | Column header indicating the PO number associated with the account or service. |
| 23 | Description (O) | Description | Short description about event. <i>Default value: Interpreting</i> |
| 24 | Notes or Comments (O) | | Column header indicating additional information about the event. All notes and comments are combined. This information is visible by linguist. |
| 25 | Notes or Comments (O) | | Column header indicating additional information about the event. All notes and comments are combined. This information is visible by linguist. |
| 26 | Notes or Comments (O) | | Column header indicating additional information about the event. All notes and comments are combined. This information is visible by linguist. |
| 27 | Notes or Comments (O) | | Column header indicating additional information about the event. All notes and comments are combined. This information is visible by linguist. |
| 28 | Notes or Comments (O) | | Column header indicating additional information about the event. All notes and comments are combined. This information is visible by linguist. |
| 29 | Department (O) | Department/Location | Department where event takes place. <i>Default value: none</i> |
| 30 | Provider first name (O) | | First name of the provider (of services), such as doctor, judge, care or social worker, etc. <i>Default value: none</i> |
| 31 | Provider last name (O) | | Last name of the provider (of services), such as doctor, judge, care or social worker. <i>Default value: none</i> |

| | | | |
|----|---------------------------------------|---------------------|---|
| 32 | Consumer first name (O) | | First name of the consumer (needing the services of a linguist), such as patient, defendant, client, etc. <i>Default value: none</i> |
| 33 | Consumer last name (O) | Patient Name | Last name of the consumer (needing the services of a linguist), such as patient, defendant, client, etc. <i>Default value: none</i> |
| 34 | Consumer DOB (O) | | Date of birth of the consumer (needing the services of a linguist). Column can contain date in any readable format. Recommended format YYYY-MM-DD |
| 35 | Consumer DOB format (O) | | Select how consumer DOB is formatted in your CSV file. |
| 36 | Consumer gender(O) | | Column header that indicates the consumer's gender. |
| 37 | Consumer male label (O) | | Text used to identify gender as a male. For example: M or male. |
| 38 | Consumer female label (O) | | Text used to identify gender as a female. For example: F and female. |
| 39 | Consumer unspecified gender label (O) | | Text used to identify non-gender specific entry. For example: U or unspecified. |
| 40 | Vendor gender(O) | | Column header that indicates the vendor's gender. |
| 41 | Vendor male label (O) | | Text used to identify gender as a male. For example: M or male. |
| | Vendor female label (O) | | Text used to identify gender as a female. For example: F and female. |
| 42 | Consumer Record ID (O) | MRN | Record ID associated with a consumer. MRN, case number, student ID, etc. <i>Default value: none.</i> |
| 43 | Street (O) | | Street address where event takes place. <i>Default value: account address.</i> |
| 44 | City (O) | | City where event takes place. <i>Default value: account city.</i> |
| 45 | State (O) | | Two letter state where event takes place. <i>Default value: account state.</i> |
| 46 | Zip (O) | | Zip code where event takes place. <i>Default value: account zip code</i> |
| 47 | Notifications (O) | Check box if needed | When checked, ScheduleInterpreter will send automatic notifications. |
| 48 | Prevent updates (O) | Check box if needed | When checked, ScheduleInterpreter will not update assignments in the system that were previously scheduled. |

