

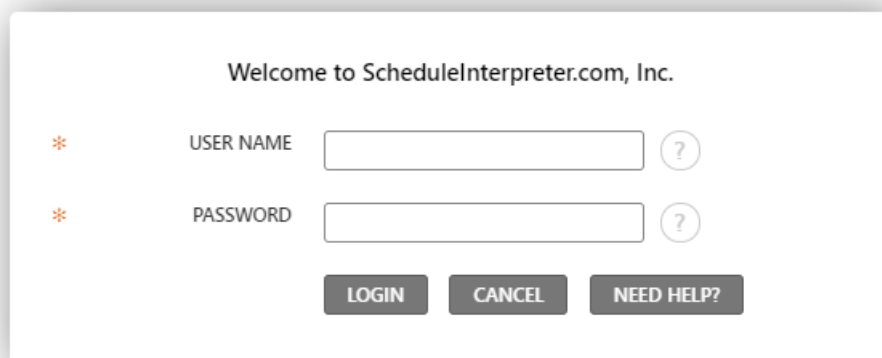
# SCHEDULE INTERPRETER

## AUTHORIZATION

ScheduleInterpreter® supports personalized profiles with custom user name and password. To obtain user name and profile please send request to your supervisor or ScheduleInterpreter.com, Inc. support team at support.desk@scheduleinterpreter.com


## LOGGING IN TO YOUR PROFILE

Open browser of your choice and type [www.scheduleinterpreter.com/homedepot](http://www.scheduleinterpreter.com/homedepot). The page will present login screen with USER NAME and PASSWORD fields.



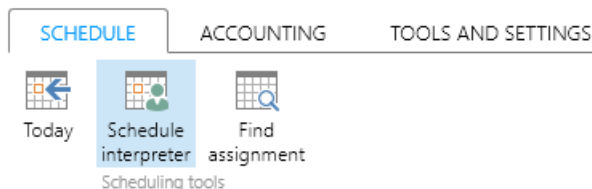
The login form is titled "Welcome to ScheduleInterpreter.com, Inc.". It contains two input fields: "USER NAME" and "PASSWORD". Each field has a red asterisk icon to its left and a circular help icon with a question mark to its right. Below the input fields are three buttons: "LOGIN", "CANCEL", and "NEED HELP?".

Enter user name provided to you by the supervisor or ScheduleInterpreter.com, Inc. support staff.


 Make sure CAPS LOCK is off as password entry is case sensitive.

## SUBMITTING REQUEST FORM

Under SCHEDULE tab locate and click on **Schedule interpreter** button. This will present approved request form to enter information necessary to schedule interpreter.



Default information necessary to request the services of an interpreter, such as store name and address, is populated automatically (see sample form below).

- Using calendar icon  select the date of the meeting;
- Using TIME fields provide the time when meeting begins;
- While optional, providing the length of the meeting helps interpreter to better prepare;
- Under LANGUAGES select English as a source and the language required for communication under target;
- Provide brief description about the meeting or the event;
- Using IDENTIFY CONSUMER option, select who the services will be provided to;
- If you prefer to store information for record keeping purpose, provide first and last name of the individual

who requires services of an interpreter;

- Using COMMENTS box, you can share meeting specific details with an interpreter who will be working with your team;
- Scroll down to the bottom and make sure the address is correctly set;
- Click **SUBMIT** button to send your request for fulfillment;

## SCHEDULE INTERPRETER

**REQUEST DETAILS**

\*

ACCOUNT

My Home Depot #0000

?

\*

ASSIGNMENT DATE

Feb

11

2021

?

\*

TIME

AM

PM

?

LENGTH

HOUR

MINUTES

TIME ZONE AND DST

Eastern Time Zone

No DST

☒

Observe DST

?

\*

LANGUAGES

?

SOURCE

TARGET

\*

DESCRIPTION

?

IDENTIFY CONSUMER

Employee/contractor

?

EMPLOYEE/CONTRACTOR

?

FIRST NAME

LAST NAME

CONFERENCE PLATFORM

?

COMMENTS

?

\*

ADDRESS

1000 Main Street

?

\*

CITY

Atlanta

?

\*

STATE

Georgia

?

\*

ZIP

30331

?

\*

COUNTRY

United States

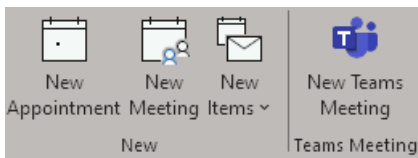
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**SUBMIT**

## USING ONLINE MEETING PLATFORMS

ScheduleInterpreter® offers built-in options to schedule the services using online meeting platforms such as MS Teams or Zoom. The following is an example of how to schedule interpreting services using MS Outlook and MS Teams platform.

- Using MS Outlook locate and click on New Teams Meeting button;



- Complete regular scheduling process using MS Outlook options;
- Locate the [Click here to join the meeting](#) link and right click over it. Click Copy Hyperlink option from the menu;

## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

- In Schedule interpreter form select Microsoft Teams in CONFERENCE PLATFORM option;
- After selection, meeting link and other fields will become visible. Click inside meeting link field and using **CTRL + V** keys on the keyboard, paste the link to the meeting;

CONFERENCE PLATFORM	<input type="text" value="Microsoft Teams"/>	
MEETING LINK	<input type="text" value="https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWnjYzM0"/>	
DIAL-IN NUMBER	<input type="text"/>	
MEETING PIN OR PASSWORD	<input type="text"/>	



ScheduleInterpreter supports over 40 online meeting platforms, if you do not see the platform of your choice, contact our support team for assistance.