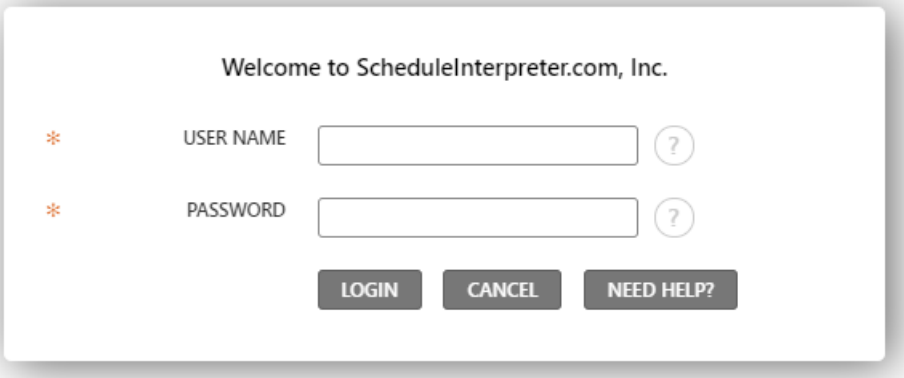
SCHEDULE INTERPRETER

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. The page will present login screen with USER NAME and PASSWORD fields.

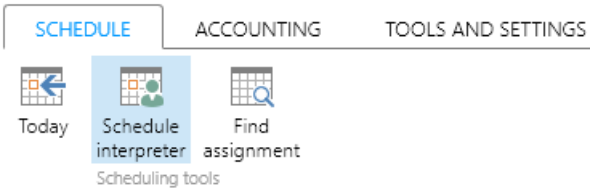


Enter user name provided to you by the supervisor or ScheduleInterpreter.com, Inc. support staff.

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

SUBMITTING REQUEST FORM

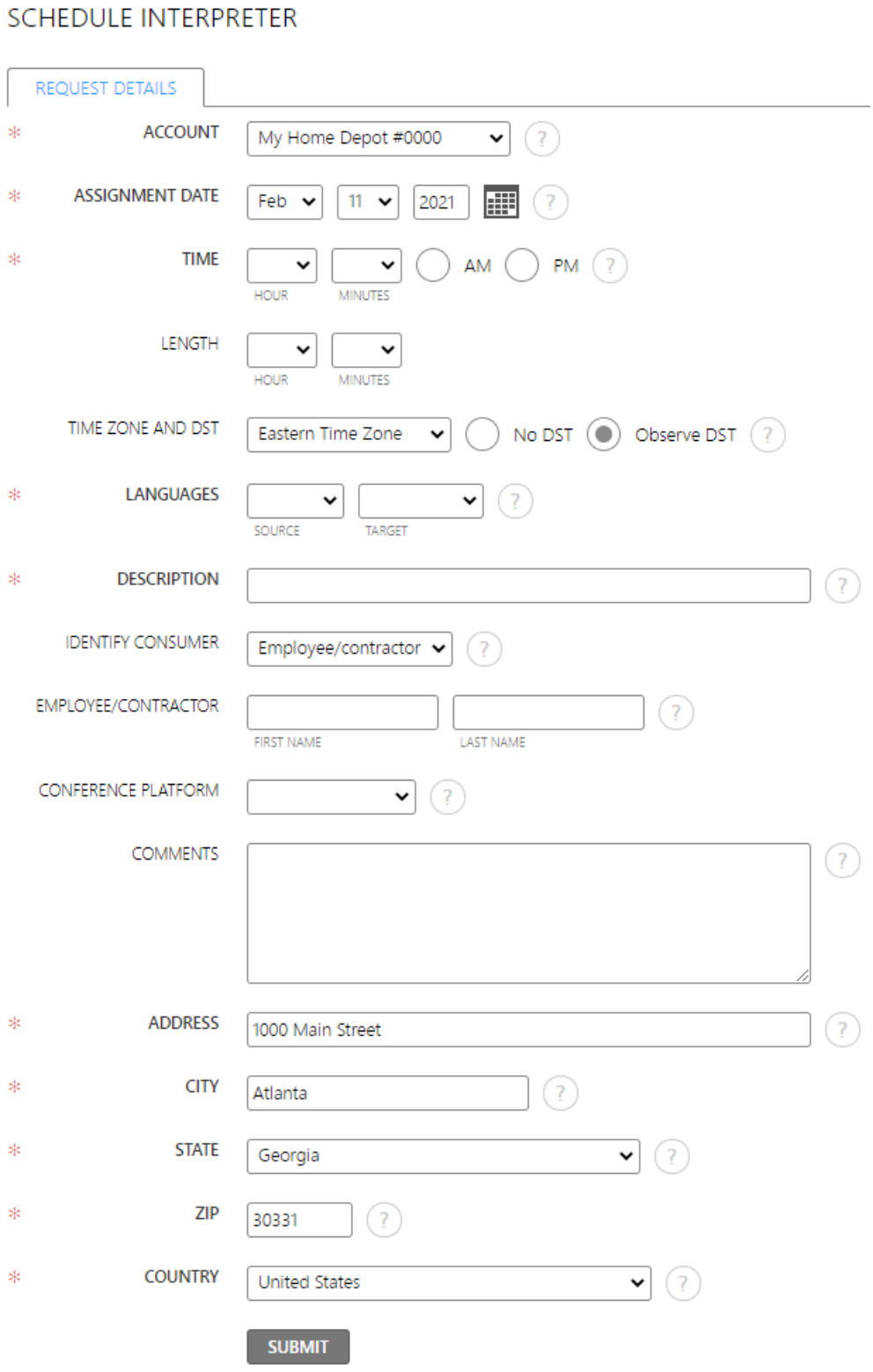
Under SCHEDULE tab locate and click on `Schedule interpreter` button. This will present approved request form to enter information necessary to schedule interpreter.



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

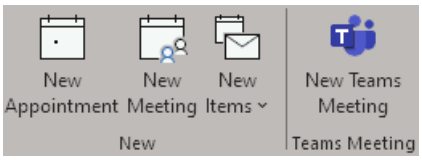
who requires services of an interpreter;
- Using COMMENTS box, you can share meeting specific details with an interpreter who will be working with your team;
- Scroll down to the bottom and make sure the address is correctly set;
- Click SUBMIT button to send your request for fulfillment;



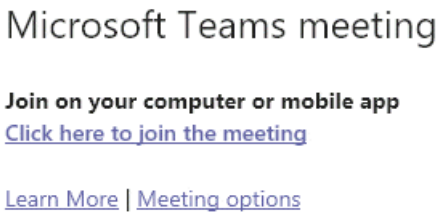
USING ONLINE MEETING PLATFORMS

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.

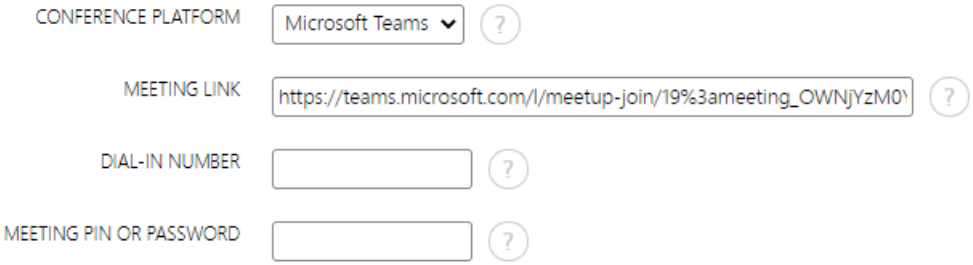
- Using MS Outlook locate and click on New Teams Meeting button;



- 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;



- 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;



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

Revision #13
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Updated Fri, Jun 4, 2021 2:59 PM by manual admin