

STAFF MEMBER WITH VENDOR PROFILE

SET UP STAFF MEMBER WITH VENDOR PROFILE

Your staff members can have dual role in ScheduleInterpreter, as staff and as vendors. To add a vendor profile to one of your staff members, go to TOOLS AND SETTINGS, CONTROL CENTER, ACCOUNT SETTINGS, STAFF MEMBERS, locate the staff member needed, then click **EDIT**.

The screenshot shows the ScheduleInterpreter interface. The top navigation bar includes SCHEDULE, ACCOUNTING, TOOLS AND SETTINGS (selected), ANALYTICS, TRAINING, and LOG OUT. Below this is a sub-navigation bar with icons for My settings, Compliance center, Control center, Communication center, New account, and New interpreter. The left sidebar has a menu with ACCOUNTS AND USERS, DATA EXPORT, and LABS. The main content area is titled 'CONTROL CENTER' and has tabs for FORMS, VDO, TAGS, EXPENSES, ACCOUNTING AND FINANCE, and ACCOUNT SETTINGS (selected). Under ACCOUNT SETTINGS, there are sub-tabs for BRANCH OFFICES, GLOBAL LOCATIONS, STAFF MEMBERS (selected), INTERPRETING, and TIME MANAGEMENT. A 'QUICK SEARCH' box is present. The 'STAFF MEMBERS' section shows a list of staff members with an 'EDIT' button next to each. The staff member 'Doe, John (Mr.) :: 253' is highlighted in blue.

ACCOUNTS AND USERS	
Account center	65
Vendor center	93
Consumer center	11

STAFF MEMBERS	
Developer, App (Mr.) :: 1736	EDIT
Developer, Azure :: 1832	EDIT
Doe, John (Mr.) :: 253	EDIT
Durham, Ginger (Ms.) :: 161	EDIT

Scroll down, check VENDOR PROFILE box, then click **SAVE CHANGES**.

The screenshot shows the 'VENDOR PROFILE' settings form. It includes a 'BETA' label, a 'SERVICES TO MANAGE' section with checkboxes for OSI, OPI, VRI, and VIS, and a 'VENDOR PROFILE' section with checkboxes for ALLOW EDI, ACTIVE, BLOCKED, DELETED, and RECEIVE E-MAILS. A 'SHOW ADVANCED SETTINGS' button is present. Below this is a 'PASSWORD' field and buttons for SET PASSWORD, SAVE CHANGES, CANCEL, and FINISH. A tooltip explains that when the VENDOR PROFILE checkbox is checked, the staff member will have a profile as a vendor, and the Designation to 1099-MISC or W-2 form of employment can be set in the VENDOR CENTER.

BETA SERVICES TO MANAGE ☒ OSI ☒ OPI ☒ VRI ☒ VIS ?

BETA VENDOR PROFILE ☒ ?

BETA ALLOW EDI ☐ ?

ACTIVE ☒ ?

BLOCKED ☐ ?

DELETED ☐ ?

RECEIVE E-MAILS ☒ ?

+ SHOW ADVANCED SETTINGS

PASSWORD ?

SET PASSWORD **SAVE CHANGES** **CANCEL**

FINISH ?

VENDOR PROFILE

When checked, staff member will have a profile as a vendor. Designation to 1099-MISC or W-2 form of employment can be set in VENDOR CENTER.

To complete the vendor profile, go to TOOLS AND SETTINGS, ACCOUNTS AND USERS, VENDOR CENTER, type the name of the staff member/vendor, and select them from the drop down list.

SCHEDULE

ACCOUNTING

TOOLS AND SETTINGS

ANALYTICS

TRAINING

α

LOG OUT

My settings

Compliance center

Control center

Communication center

New account

New interpreter

Account tools

Accounts and users management

ACCOUNTS AND USERS

Account center 65

Vendor center 93

Consumer center 11

DATA EXPORT

LABS

VENDOR CENTER

VENDORS

MY SETTINGS

GLOBAL SETTINGS

To add or update vendors' information click EDIT button on the right side of the row.

1099-MISC

W-2

1099-MISC VENDORS

john

Doe, John :: 1797

Doe-Interpreter, John (Mr.) :: 198

Masters, John (Mr.) :: 260

Nguyen, John (Mr.) :: 167

Smith, John (Mr.) :: 1799

TheInterpreter, John (Mr.) - Mr TheInterpreter :: 157

White, John (Mr.) :: 73

White, John (Mr.) :: 74

White, John (Mr.) :: 75

BEST INTERPRETERS INC.

QBO SYNC

Once you select the vendor, you can set up their profile, including skills, rates, exclusions, notes, tags, and several other settings.

RESET PASSWORD FOR VENDORS

In order for your staff members with vendors profiles to log in and use On The Spot!, you will need to reset their password under their vendor profile. To do so, go to **PROFILE : TAX ID : PASSWORD** tab, then **PROFILE**, and scroll down to **SHOW PASSWORD RESET OPTIONS**.

VENDORS

DOE, JOHN :: 1797

MY SETTINGS

GLOBAL SETTINGS

GENERAL

PROFILE : TAX ID : PASSWORD

TIME OFF

SmartID™

SKILLS

RATES AND INVOICES

EXCLUSION LIST

VENDOR NOTES

PROFILE

COMPLIANCE

PROFILE STATUS

☒ Confirm at login
 ☐ Activated
 ☐ Suspended
 ☐ Deactivated

?

QUICKBOOKS ONLINE

SYNCHRONIZE

?

SEND E-MAILS

☐

?

ALLOW SELF-ASSIGN

☐

?

SEND TEXT MESSAGES

☐

?

BLOCK FROM PUBLIC LISTING

☐

?

SEND PUSH NOTIFICATIONS

☐

?

RESET TEXT AUTHORIZATION

?

HIRE/START DATE

?

FIRE/END DATE

?

*

USER NAME

john.doe.1797

?

INTERNAL RATING

None

?

*

SSN / EIN

999999999

?

COUNTRY OF ORIGIN

?

THIS IS EIN

☐

?

VENDOR ID

?

COLOR

☐

?

SAVE CHANGES

SHOW PASSWORD RESET OPTIONS

Enter and confirm the new password, making sure to review and follow the password requirements, then click

CHANGE PASSWORD

⊖ HIDE PASSWORD RESET OPTIONS

* NEW PASSWORD ?

* CONFIRM PASSWORD ?

CHANGE PASSWORD

NEW PASSWORD

Create vendor's new password. Password should be between 8 and 30 characters. Make your password hard to guess to ensure your account is well protected. Best practice calls for mixture of numbers and letters. Passwords are case sensitive.

Password can contain letters, numbers, dash "-", underscore "_" and dot "." symbols.

Example of a good password **gvMEaBr3ak**

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