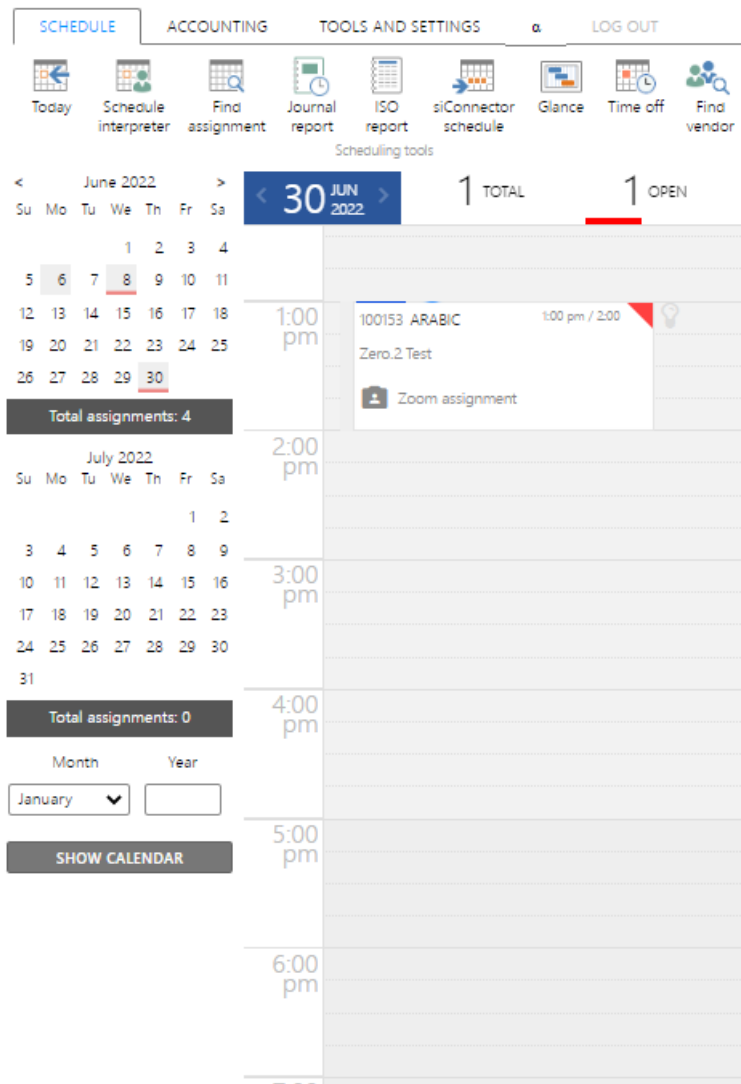


GUIDE - ADDING JOURNAL NOTES

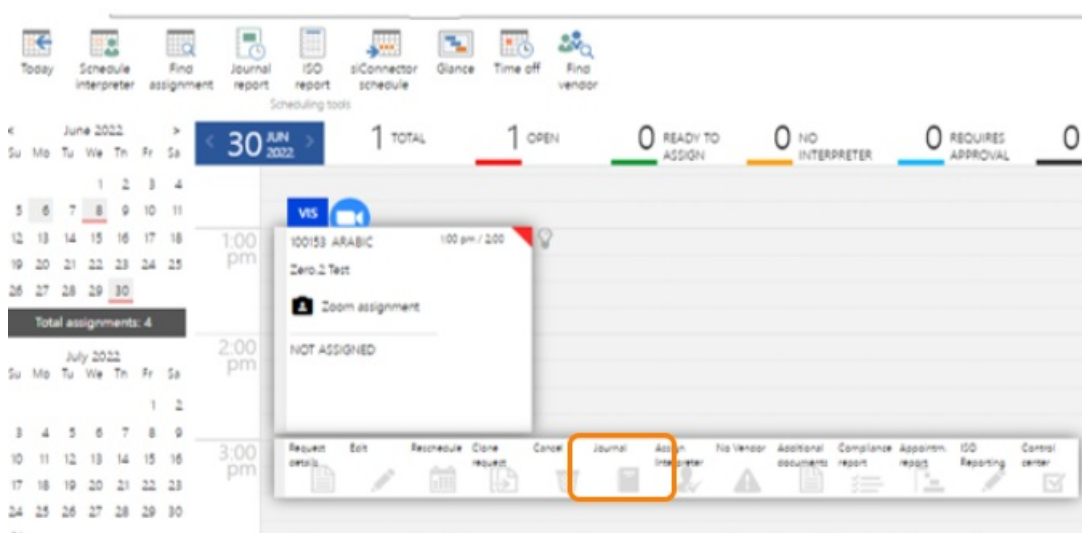
1. Open Calendar & Look for Assignment

Navigate to the assignment to which you wish to add notes.



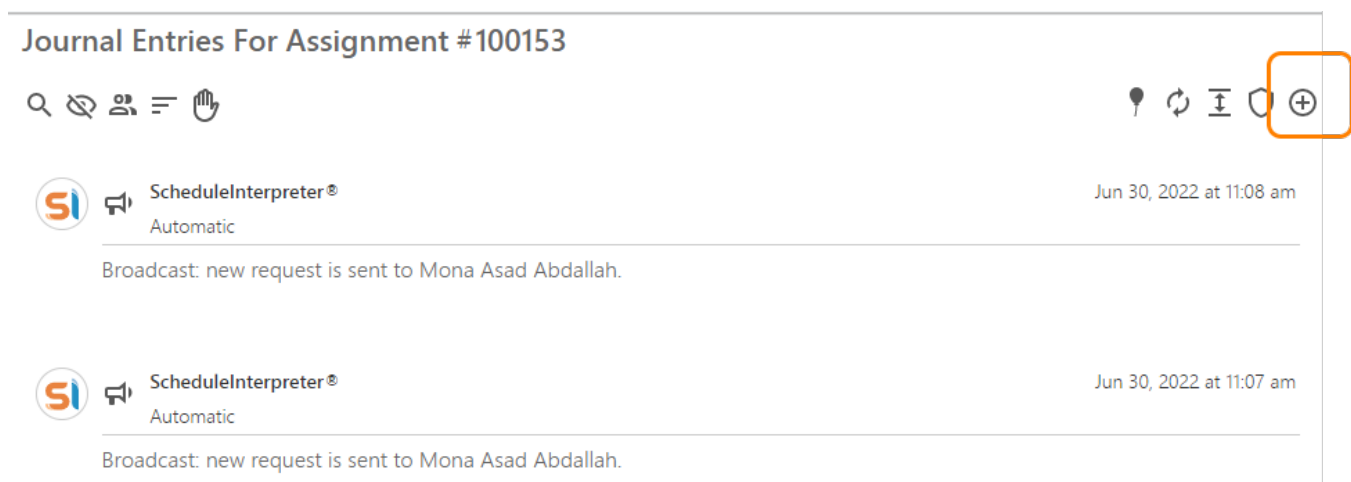
2. Select Journal

Hover over the assignment and select "Journal."



3. Click the + to add a new entry.

When you click the +, you will see a field where you can enter your entry.



3. Select if you want to share the update with vendor, requester, etc.

You may or may not want to share the journal notes. Use your best judgment.

☐ Share with vendor ☐ Share with requester ☐ Include in invoice ☐ Include in reminder

3. Save your journal entry.

Click "save" to enter the journal entry in the system.

SAVE

CANCEL

You can also easily access the Journal in the assignment Control Center, where you can see all the details related to the order/assignment. Below is an example. Click either the "Journal" button or the + sign to enter notes.

The screenshot displays the 'CONTROL CENTER :: ASSIGNMENT #100153' interface. On the left, a 'DETAILS' tab is active, showing assignment information: MODALITY (VIS), SERVICE (Arabic), DATE AND TIME (June 30, 2022 at 1:00 PM), CUSTOMER (Zero.2 Test), BILL RATE (\$ 75.00), CONFERENCE PLATFORM (Zoom), LOCATION (1901 Avenue of the Stars, Suite 935, Los Angeles, CA 90067), DESCRIPTION (test), REQUESTER (Lourdes Galindo), SCHEDULED (June 30, 2022 at 10:14 AM), and VENDOR GENDER (Neutral). At the bottom of this section are buttons for 'CANCEL ASSIGNMENT', 'JOURNAL' (highlighted with an orange box), and 'RESET COORDINATES'. On the right, the 'Journal Entries For Assignment #100153' panel is shown, featuring a toolbar with a plus sign icon (highlighted with an orange box). Below the toolbar, three journal entries are listed, each with a user profile icon, name, role, date, and a text entry.

User	Role	Date	Entry
Gabriela Garcia	Continental Interpreting	Feb 9, 2023 at 2:46 pm	test journal entry
ScheduleInterpreter®	Automatic	Jun 30, 2022 at 11:08 am	Broadcast: new request is sent to Mona Asad Abdallah.
ScheduleInterpreter®	Automatic	Jun 30, 2022 at 11:07 am	Broadcast: new request is sent to Mona Asad Abdallah.
ScheduleInterpreter®	Automatic	Jun 30, 2022 at 11:06 am	Broadcast (custom) is sent to Mona Asad Abdallah.

Revision #4

★ Created Thu, Feb 9, 2023 10:30 PM by Gabriela Garcia

✎ Updated Tue, Jul 25, 2023 5:14 PM by Gabriela Garcia