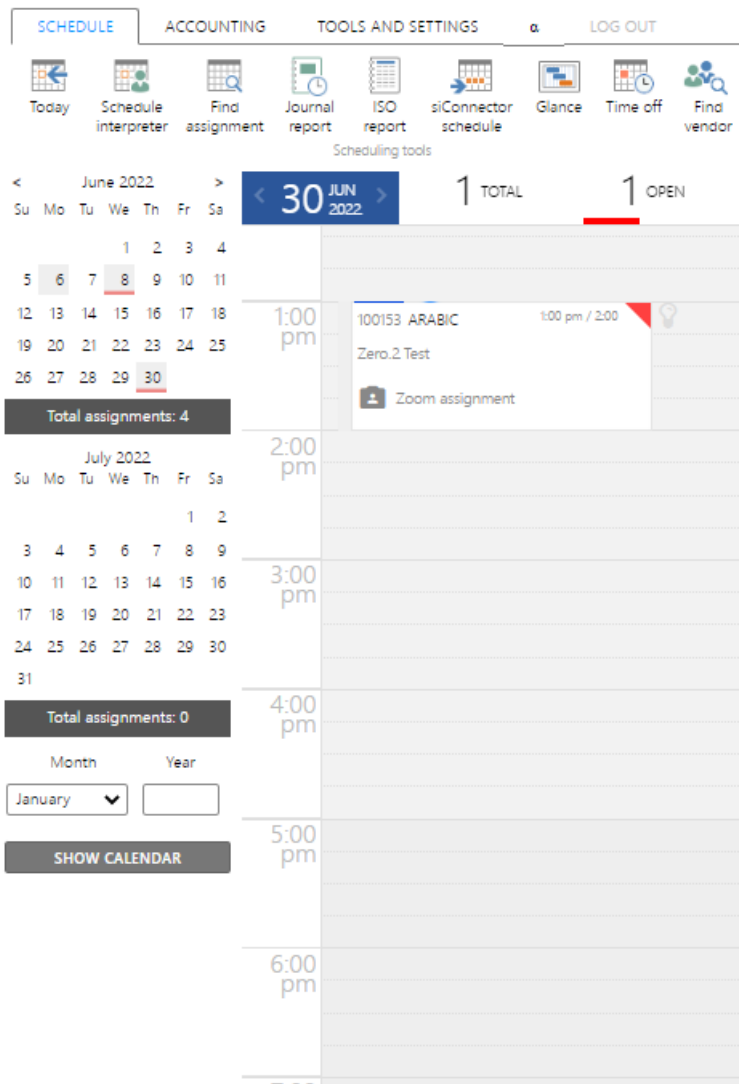


GUIDE - ADDING JOURNAL NOTES

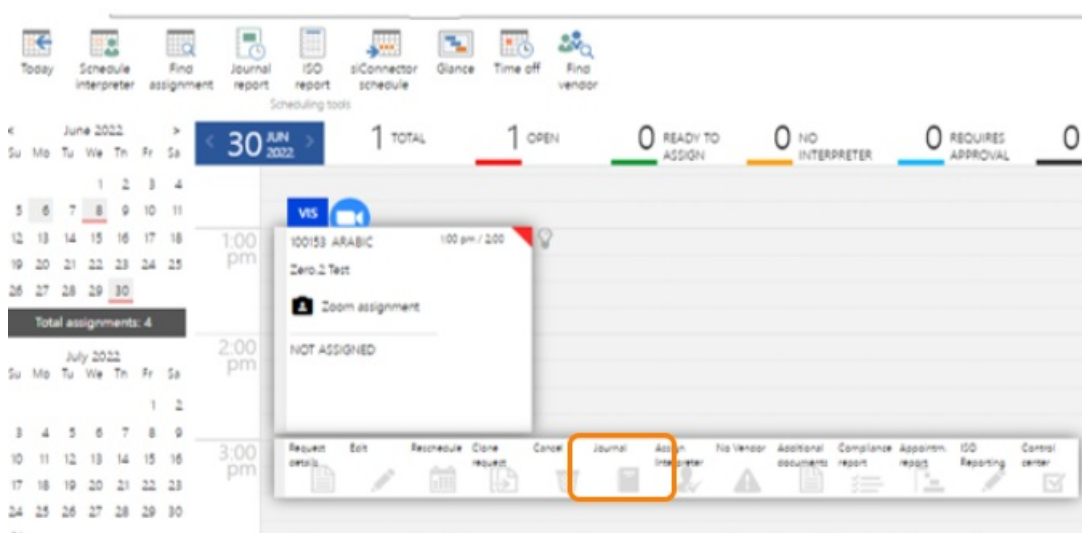
1. Open Calendar & Look for Assignment

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



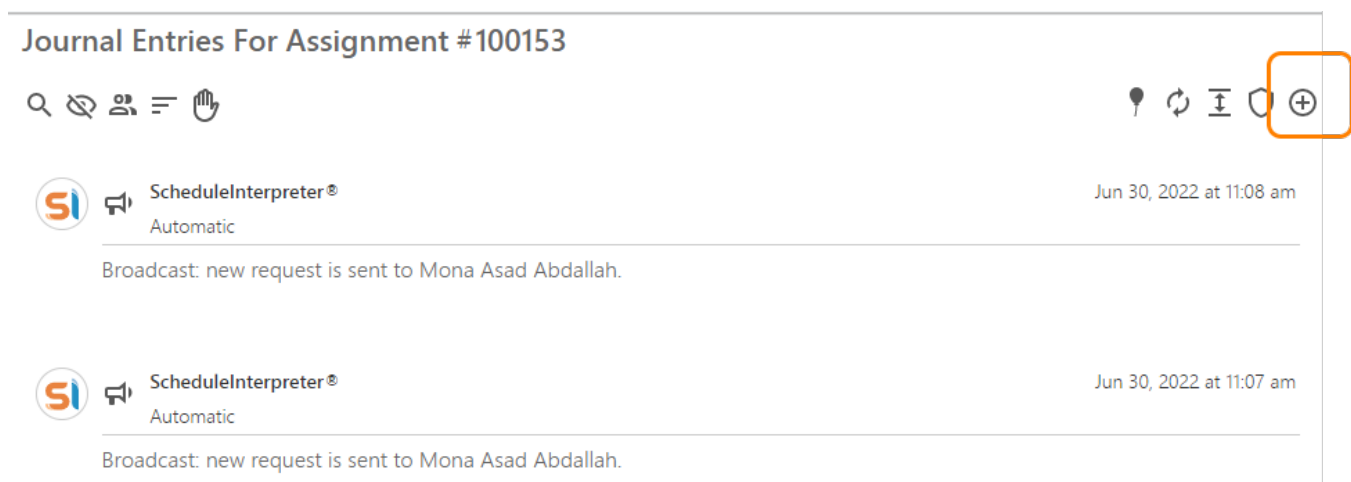
2. Select Journal

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 three buttons: 'CANCEL ASSIGNMENT', 'JOURNAL' (highlighted with an orange box), and 'RESET COORDINATES'. On the right, the 'Journal Entries For Assignment #100153' panel is shown. It features a toolbar with icons for search, filter, list, and a plus sign (highlighted with an orange box). Below the toolbar, four journal entries are listed, each with a user icon, name, role, date, and a text entry. The entries are from Gabriela Garcia (Feb 9, 2023) and three from ScheduleInterpreter® (Jun 30, 2022).

CONTROL CENTER :: ASSIGNMENT #100153

DETAILS | ASSIGN INTERPRETER | RESCHEDULE | BROADCAST

MODALITY VIS

SERVICE Arabic

DATE AND TIME June 30, 2022 at 1:00 PM (Pacific Time Zone) Estimated end time 3:00 PM (2:00)

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 lourdesg@cis-inc.com

SCHEDULED June 30, 2022 at 10:14 AM by Support Desk
[800.201.7121](tel:800.201.7121) scheduleinterpretertesting@outlook.com

VENDOR GENDER Neutral

CANCEL ASSIGNMENT JOURNAL RESET COORDINATES

Journal Entries For Assignment #100153

GG Gabriela Garcia Continental Interpreting Feb 9, 2023 at 2:46 pm
test journal entry

SI ScheduleInterpreter® Automatic Jun 30, 2022 at 11:08 am
Broadcast: new request is sent to Mona Asad Abdallah.

SI ScheduleInterpreter® Automatic Jun 30, 2022 at 11:07 am
Broadcast: new request is sent to Mona Asad Abdallah.

SI 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