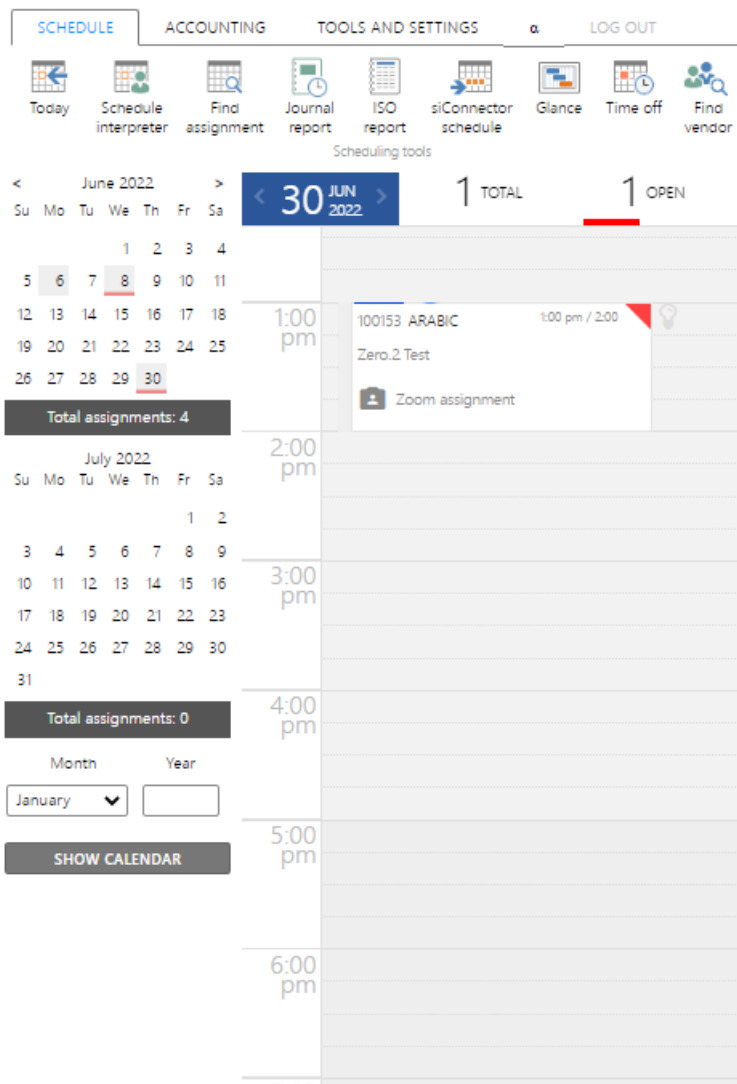


# GUIDE - ADDING JOURNAL NOTES IN CONTROL CENTER

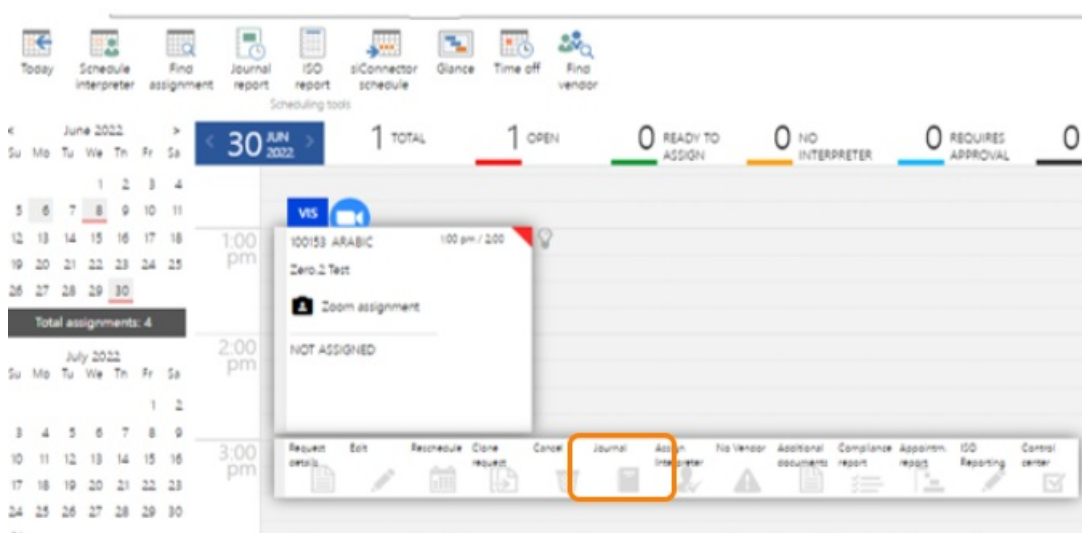
## 1. Open Calendar & Look for Assignment

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



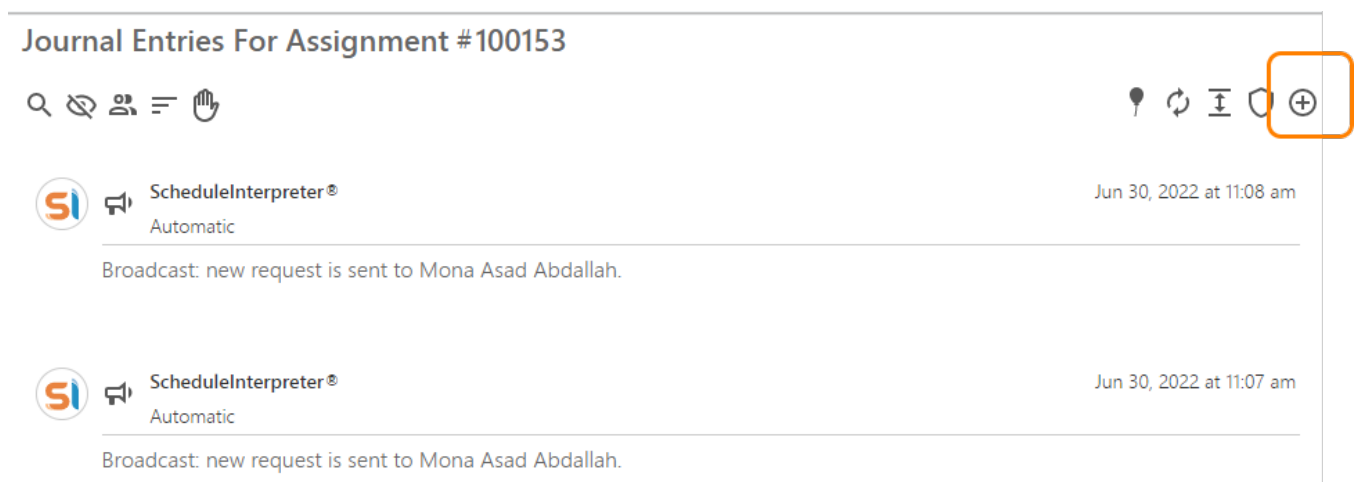
## 2. Select Journal

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.



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

\* Skip this step if not applicable. \* This will only apply to users who have portal access. Note that this does not send an automatic notification to whomever you are sharing the note with.

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

## 5. 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 the details 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 a plus sign icon (highlighted with an orange box) and a list of three journal entries. Each entry includes a user profile (Gabiela Garcia, ScheduleInterpreter® Automatic), a timestamp, and the text of the entry. The first entry is 'test journal entry' from Feb 9, 2023. The other two entries are broadcasts sent to Mona Asad Abdallah on June 30, 2022.

🔄Revision #6

★Created Mon, Jul 31, 2023 2:14 AM by Ana Mehdaova

✎Updated Thu, Sep 7, 2023 6:03 PM by Gabriela Garcia