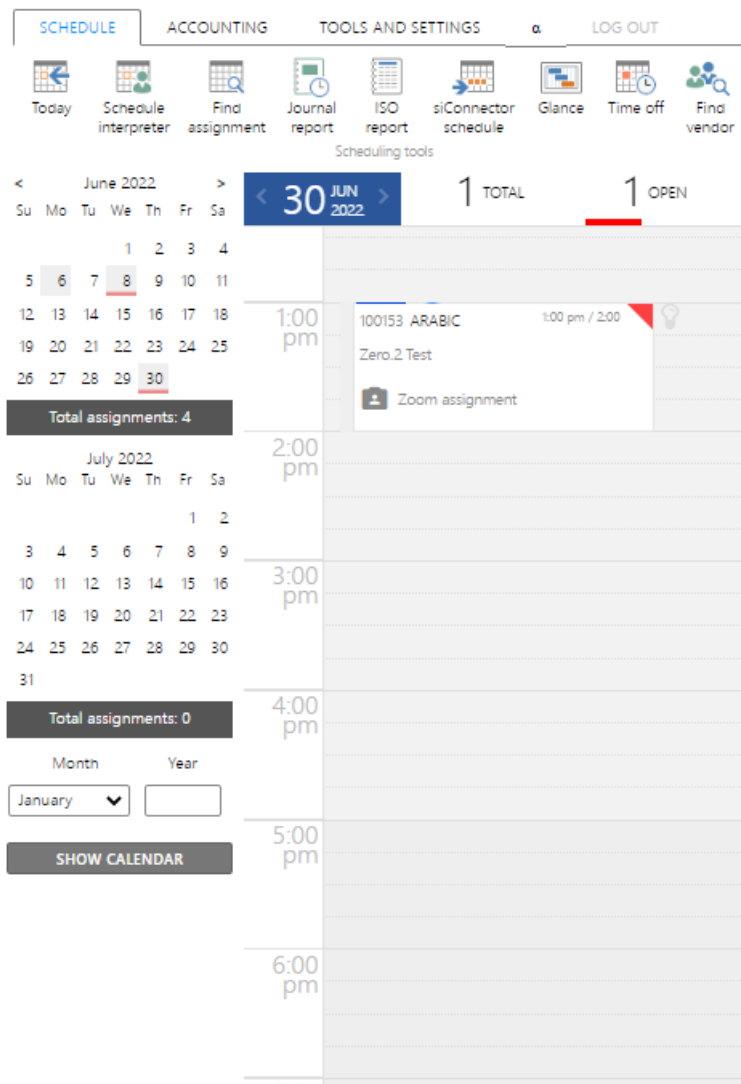


# GUIDE - ADDING JOURNAL NOTES IN CONTROL CENTER

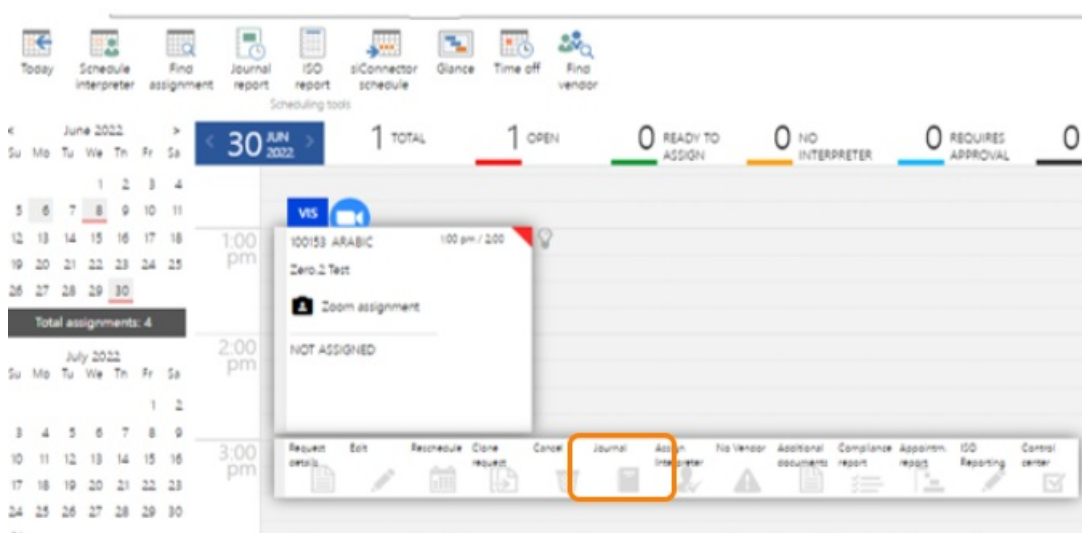
## 1. Open Calendar & Look for Assignment

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



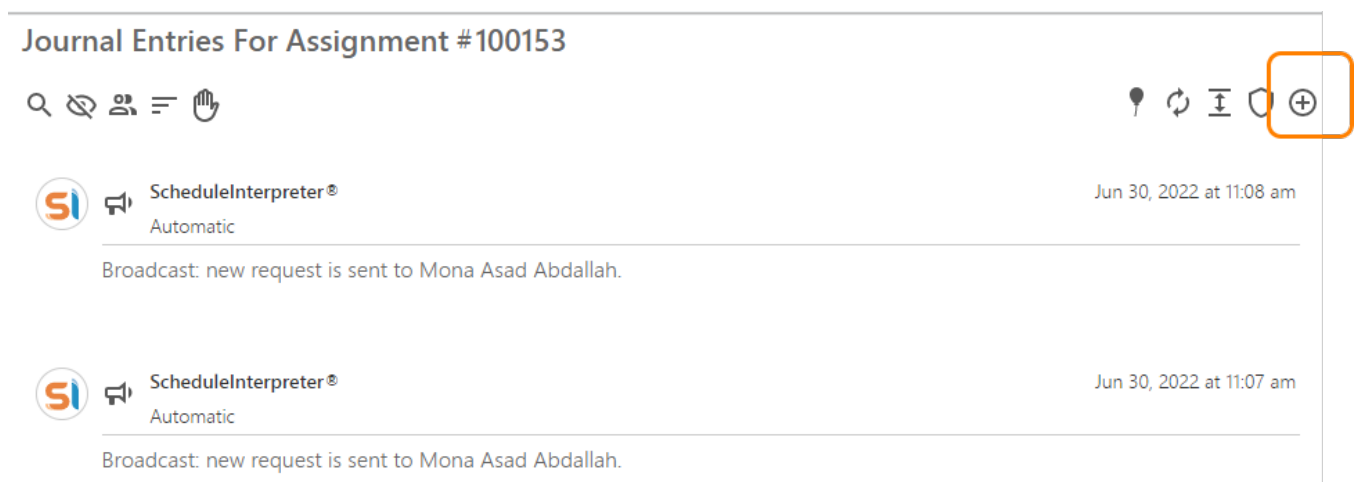
## 2. Select Journal

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.

← 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](mailto: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](mailto: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 #6

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

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