

GUIDE - ADDING JOURNAL NOTES IN CONTROL CENTER

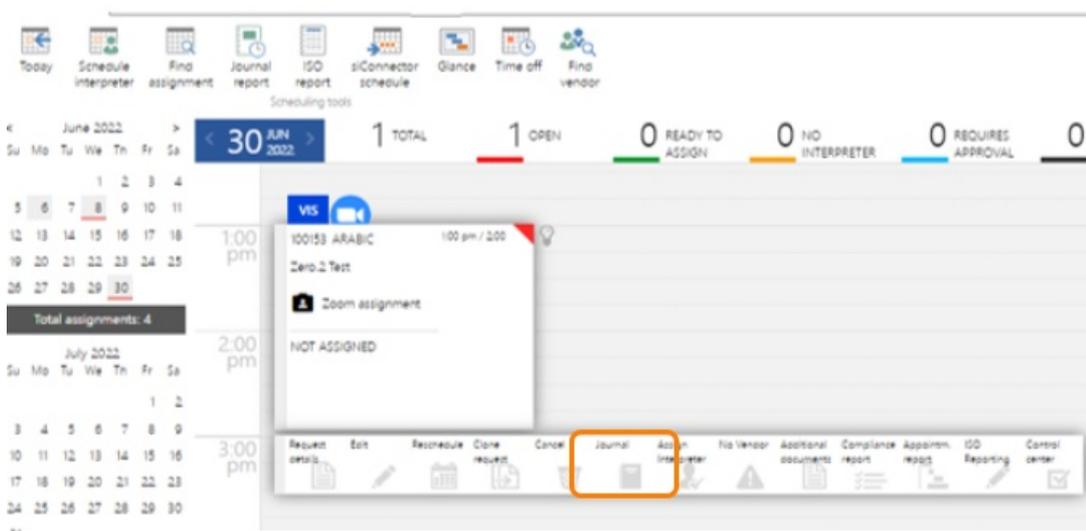
1. Open Calendar & Look for Assignment

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

The screenshot displays a software interface for scheduling. At the top, there are navigation tabs: SCHEDULE, ACCOUNTING, TOOLS AND SETTINGS, and LOG OUT. Below these are icons for various tools: Today, Schedule interpreter, Find assignment, Journal report, ISO report, siConnector schedule, Glance, Time off, and Find vendor. A 'Scheduling tools' section is also visible. The main area features a calendar for June 2022, with the 30th highlighted. To the right of the calendar, it shows '1 TOTAL' and '1 OPEN' assignments. A pop-up window for an assignment on June 8th is shown, titled '100153 ARABIC' with a duration of '1:00 pm / 2:00'. The assignment details include 'Zero.2.Test' and a 'Zoom assignment' icon. Below the calendar, there are summary boxes for 'Total assignments: 4' for June and 'Total assignments: 0' for July. At the bottom, there are dropdown menus for 'Month' (set to January) and 'Year', and a 'SHOW CALENDAR' button.

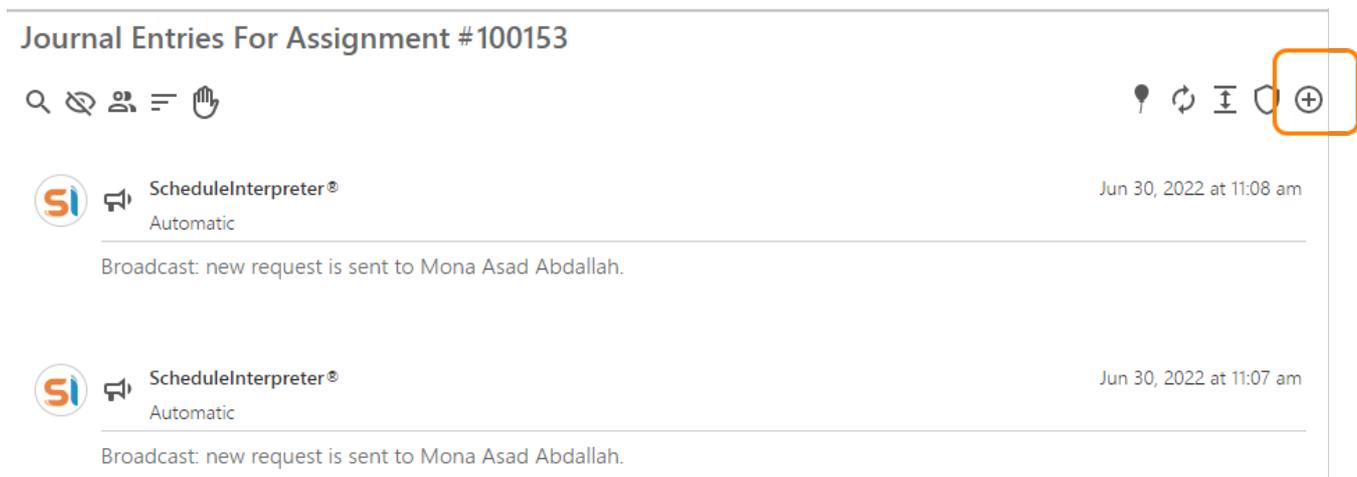
2. Select Journal

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

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 #6

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

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