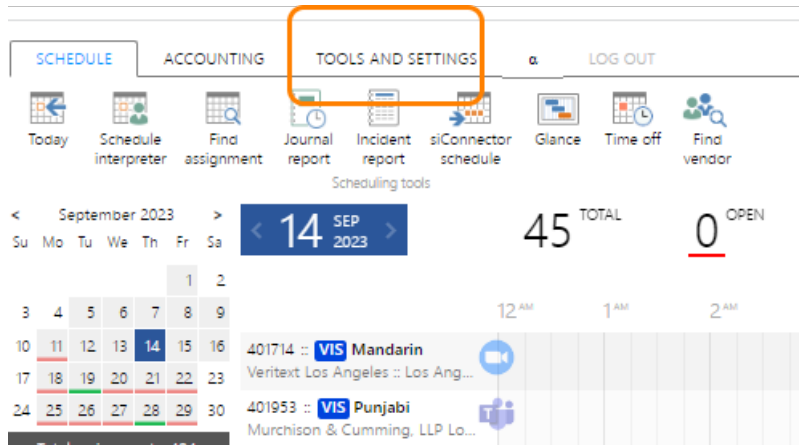


GUIDE - CREATING PARENT ACCOUNTS

* The following steps are only available to Admin Users. *

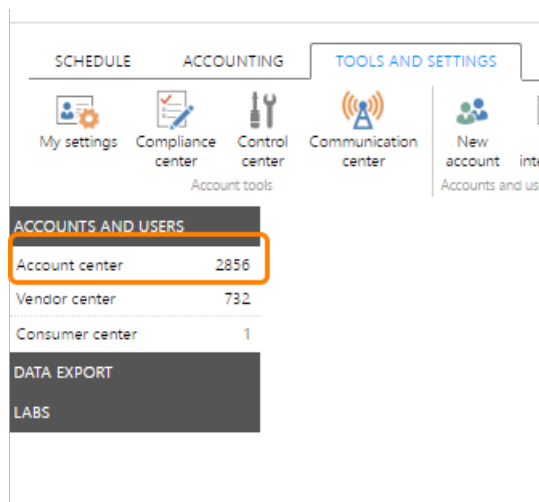
1. Go to Tools and Setting Tab

Navigate to the top menu in ScheduleInterpreter.



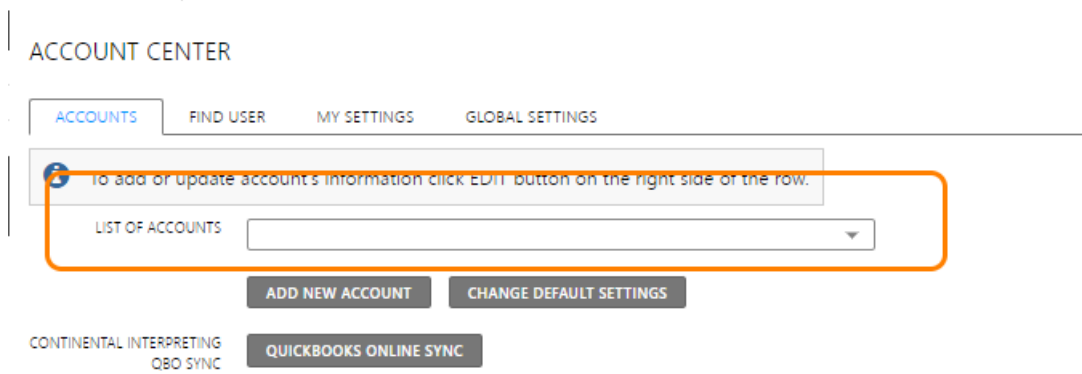
2. Navigate to Account Center

View the sidebar menu under Accounts and Users.



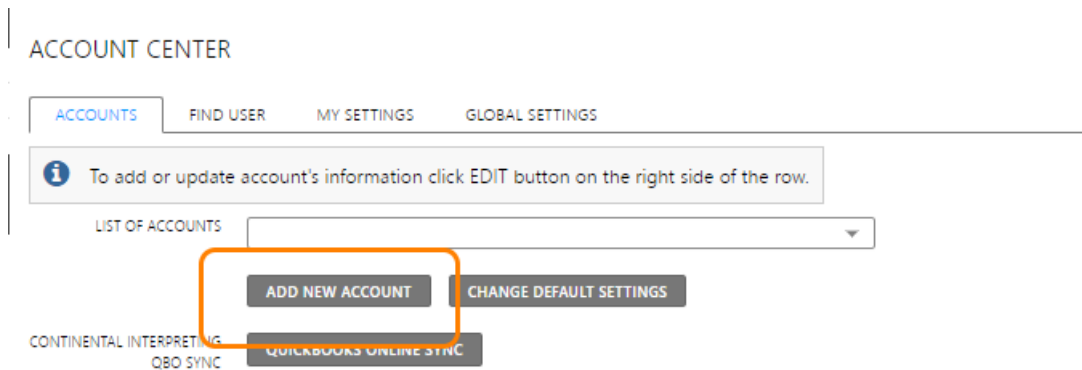
- [QUALITY CONTROL CHECK](#)

Key in the name of the account you will be adding before adding the account. This is to double check that the account is not already in our system and will prevent any duplicates. If nothing comes up, proceed to the next step.



3. Select Add New Account

* Tip: Gather all account information ahead of time to make this step more efficient *



4. Fill Out Necessary Fields

* Do not click on Sub Account *

ACCOUNT CENTER

ACCOUNTS CORVEL CORPORATION - CONCORD FIND USER **ADD NEW ACCOUNT** MY SETTINGS GLOBAL SETTINGS

SUB ACCOUNT ☐ ?

* ACCOUNT NAME ?
must be at least 3 characters long, no special symbols

ACCOUNT NAME QUICKBOOKS ?

ACCOUNT ALIAS NAME ?

* ACCOUNT TYPE ?

* COUNTRY ?

* STREET ADDRESS ?

SUITE, BUILDING, FLOOR ?

* CITY ?

* STATE ?

* ZIP CODE ?

* TIME ZONE ?

LOCATION IS OBSERVING DAYLIGHT SAVING ☒ ?

SUBMIT **CANCEL**

- **ACCOUNT NAME**
 - Enter the name and city with a dash as a separator (Example: Account Name - City)
- **ACCOUNT NAME QUICKBOOKS**
 - This will be generated automatically and should remain blank. Disregard unless instructed to overwrite the default.
- **ACCOUNT TYPE**
 - Choose an option that states the type of organization only (not including "Rates" or other information), such as "Law Firm," "Insurance Company," "School District," or "Court Reporting Agency."
- **COUNTRY**
 - By default, this will be United States.
- **ADDRESS INFORMATION**
 - Fill out street address, suite, building floor, city, state, zip code
- **TIME ZONE**
 - Be sure to select the correct time zone as clients could be in other time zones.
- **LOCATION IS OBSERVING DAYLIGHT SAVING**
 - This is checked by default. Leave as is unless instructed to change.

4. Submit

5. Navigate to Users Tab

You will add Users (Client Contacts) in the following tab. This is the only place where you can manage Users (i.e. Requester, Attorney, etc).

ACCOUNT CENTER

ACCOUNTS NOTED REPORTERS, INC. FIND USER MY SETTINGS GLOBAL SETTINGS

GENERAL LOCATIONS **USERS** ACCOUNTING AND FINANCE LIST OF SERVICES RATES :: POs AND BUDGETS :: POLICIES ACCOUNT NOTES TAGS SETTINGS On the Spot! Flawless Analytics

To add a new user, select Add New User.

ACCOUNT CENTER

ACCOUNTS NOTED REPORTERS, INC. FIND USER ADD NEW ACCOUNT MY SETTINGS GLOBAL SETTINGS

GENERAL LOCATIONS **USERS** ACCOUNTING AND FINANCE LIST OF SERVICES RATES :: POs AND BUDGETS :: POLICIES ACCOUNT NOTES TAGS SETTINGS On the Spot! Flawless Analytics

LIST OF USERS SCHEDULING DEPARTMENT

USERS Department, Scheduling :: Manager (36525) ? **ADD NEW USER**

BETA MS TEAMS USERS ? **SAVE USERS**

The following is an example of a completed User profile with all the necessary fields and correct formatting.

ACCOUNT CENTER

ACCOUNTS NOTED REPORTERS, INC. FIND USER MY SETTINGS GLOBAL SETTINGS

GENERAL LOCATIONS **USERS** ACCOUNTING AND FINANCE LIST OF SERVICES RATES :: POs AND BUDGETS :: POLICIES ACCOUNT NOTES TAGS SETTINGS

LIST OF USERS SCHEDULING DEPARTMENT

SALUTATION ? *

* FIRST NAME Scheduling ? *

* LAST NAME Department ?

OCCUPATION ?

* ADDRESS 27201 Puerta Real, Suite 130 ? *

SUITE, BUILDING, FLOOR ?

* CITY Mission Viejo ?

* STATE California ?

* ZIP CODE 92691 ? *

PHONE NUMBER 833 608 3348 ?

MOBILE PHONE NUMBER ?

USER NAME scheduling.department ?

* USER TYPE Manager ?

ACCESS CODE OR ID ?

REQUIRES APPROVAL ?

* E-MAIL Calendar@notedreporters.com ?

SEND E-MAILS ?

USE FOR IMPORTED ASSIGNMENTS ?

SKYPE ?

* TIME ZONE Pacific Time Zone ?

LOCATION IS OBSERVING DAYLIGHT SAVING ?

PROFILE STATUS ☒ Confirm at login ☐ Activated ☐ Blocked ☐ Deactivated ?

SAVE PROFILE **CLOSE**

- FIRST NAME, LAST NAME, ADDRESS, CITY, STATE, ZIP CODE, PHONE NUMBER**
 - Fill this out as usual
 - You will notice in the example above, that the User profile that is used for a Department here is the Scheduling Department.
- USERNAME**
 - Follow this format: first name.last name (i.e. "scheduling.department" for the example above)
- USER TYPE**
 - Always enter "Manager" for the User Type.
- EMAIL & SEND E-MAILS**
 - Enter the email as usual

- Be sure to select "Send E-mails" or the User will not receive automated notification messages from SI.
- **TIME ZONE**
 - Fill out as usual.
- **LOCATION IS OBSERVING DAYLIGHT SAVING**
 - This is checked by default. Leave as is unless instructed to change.
- **PROFILE STATUS**
 - Choose "Confirm at login"
- **PASSWORD SETTINGS**
 - You will need to set up a password for the new account.
 - Copy/paste the following into both Password and Confirm Password fields: Si2023.onbrd

**** After you review the above, you can click Save ****

6. Review Settings (Documents and Conference Platforms) Tabs

Navigate and complete the following to finish setting up the Parent Account.

- **DOCUMENTS > INTERNAL SERVICE REQUEST TEMPLATE**
 - For Calendar/Legal, confirm that this form is set to "Legal Interpreting"

ACCOUNT CENTER

ACCOUNTS		NOTED REPORTERS, INC.		FIND USER		ADD NEW ACCOUNT		MY SETTINGS		GLOBAL SETTINGS	
GENERAL		LOCATIONS		USERS		ACCOUNTING AND FINANCE		LIST OF SERVICES		RATES :: POs AND BUDGETS :: POLICIES	
ACCOUNT NOTES		TAGS		SETTINGS		On the Spot!		Flawless Analytics			
DOCUMENTS		CUSTOM PAPERWORK		OPTIONS		SCHEDULE		INTEGRATION		BRIDGE	
VALIDATION		CONFERENCE PLATFORMS									
W-2 EMPLOYEE PAPERWORK TEMPLATE	Interpreter Assignment Confirmation - Legal	?									
W-2 EMPLOYEE MEMO TEMPLATE		?									
1099-MISC VENDOR PAPERWORK TEMPLATE	Interpreter Assignment Confirmation - Legal	?									
1099-MISC VENDOR CONTRACT TEMPLATE		?									
INTERNAL SERVICE REQUEST TEMPLATE	Legal Interpreting	?									
CLIENT SERVICE REQUEST TEMPLATE	Legal Interpreting	?									
CLIENT ON-DEMAND VRI REQUEST TEMPLATE		?									
CLIENT PAPERWORK TEMPLATE	Client Order Confirmation - Legal	?									
On the Spot! TEMPLATE		?									

- **CONFERENCE PLATFORMS**
 - The following platforms will be added automatically: Google Meets, Microsoft Teams, RingCentral, Zoom. Review that this looks good before saving your changes.

ACCOUNT CENTER

ACCOUNTS

NOTED REPORTERS, INC.

FIND USER

ADD NEW ACCOUNT

MY SETTINGS

GLOBAL SETTINGS

GENERAL

LOCATIONS

USERS

ACCOUNTING AND FINANCE

LIST OF SERVICES

RATES :: POs AND BUDGETS :: POLICIES

ACCOUNT NOT

DOCUMENTS

CUSTOM PAPERWORK

OPTIONS

SCHEDULE

INTEGRATION

BRIDGE

VALIDATION

CONFERENCE PLATFORMS

PLATFORMS

☐

Adobe Connect

☐

All Access

☐

amwell☐☐☐☐☐☐☐☐

RATE OPTION

OSI

SELECT ALL

CLEAR ALL

SAVE CHANGES

APPLY TO ...

6. Save Changes

You have completed setting up a Parent Account and can proceed to created Subaccounts with Rates (this is a separate step).

🔄Revision #6

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