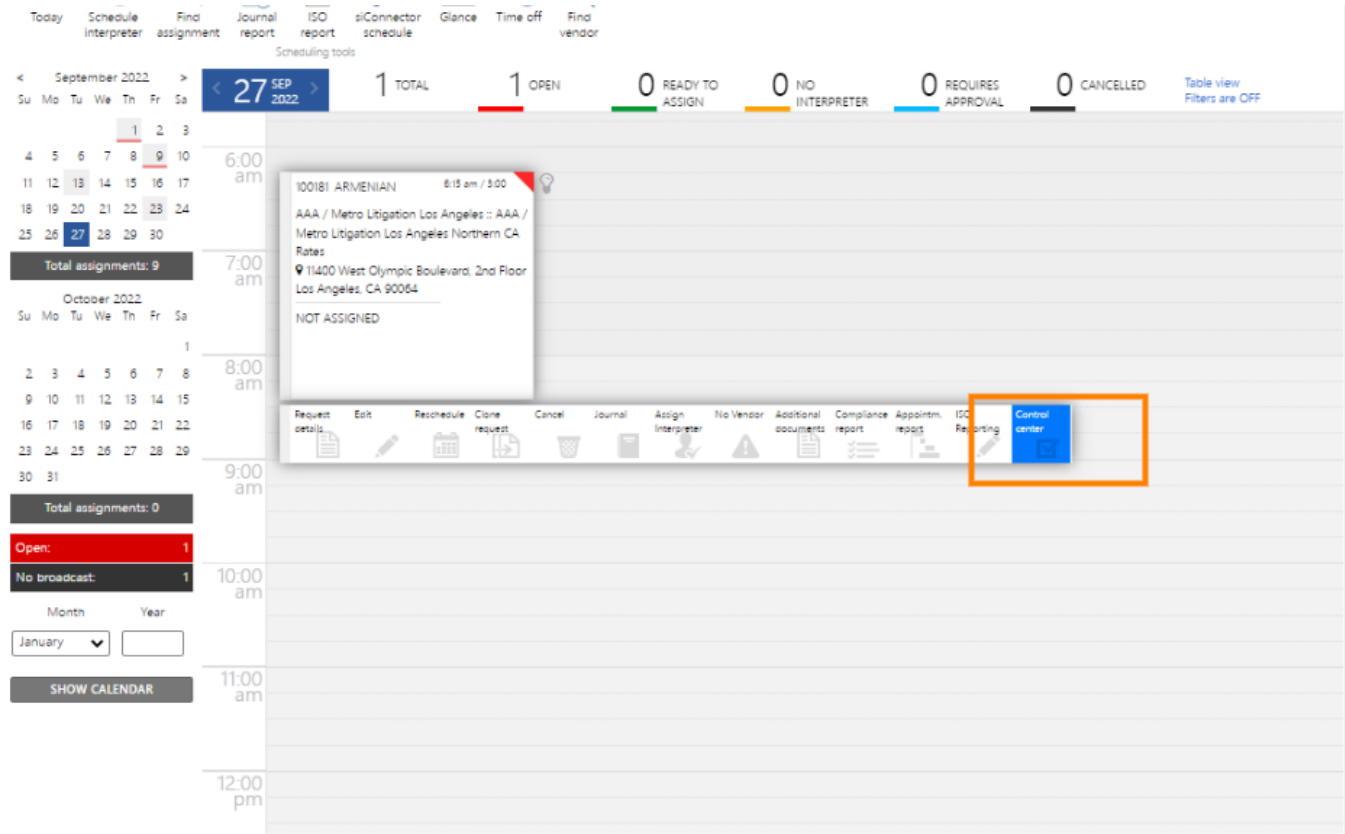
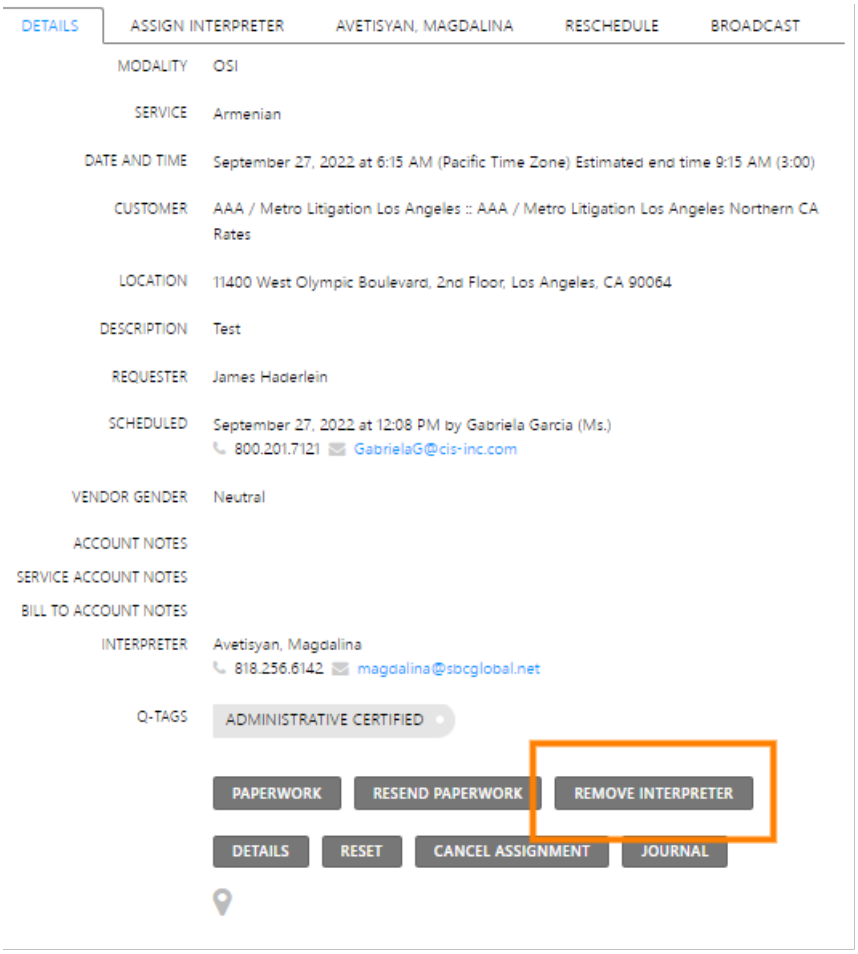
GUIDE - REMOVING AN INTERPRETER FROM AN ASSIGNMENT

1. Go to Order Control Center

Go to the Control Center of the order.



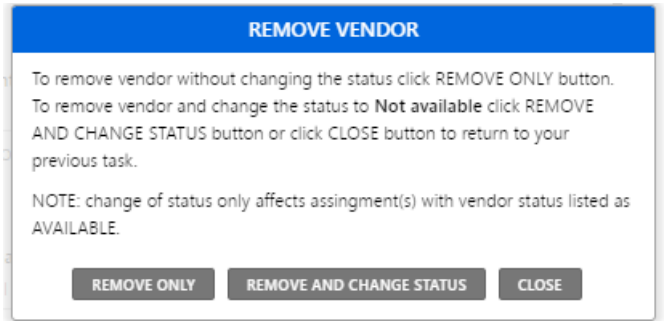
2. Select "Remove Interpreter" in Details tab.



- REMOVE VENDOR POP-UP

The following pop-up will appear. Click "Remove Only" if you would like the interpreter to remain available. If you would like the system to know that the interpreter is Not available, select "Remove and Change Status."

Once you remove the interpreter, you can reassign to anyone from the Available tab again.



* Note that the interpreter you initially removed will not receive a notification that they have been removed. You will need to confirm with them manually by email that they have been removed. *

3. Verify via Journal

Once interpreter has been removed, check the Journal to verify that

the change was recorded.

4. Proceed to Assigning Replacement

Your assignment is open (not assigned) again.

You may need to rebroadcast the assignment to send out Assignment Offer emails to interpreters who qualify for the assignment. You will then proceed to cover the assignment as usual.

Revision #5
Created Thu, Sep 7, 2023 5:14 PM by Gabriela Garcia
Updated Thu, Sep 7, 2023 5:32 PM by Gabriela Garcia