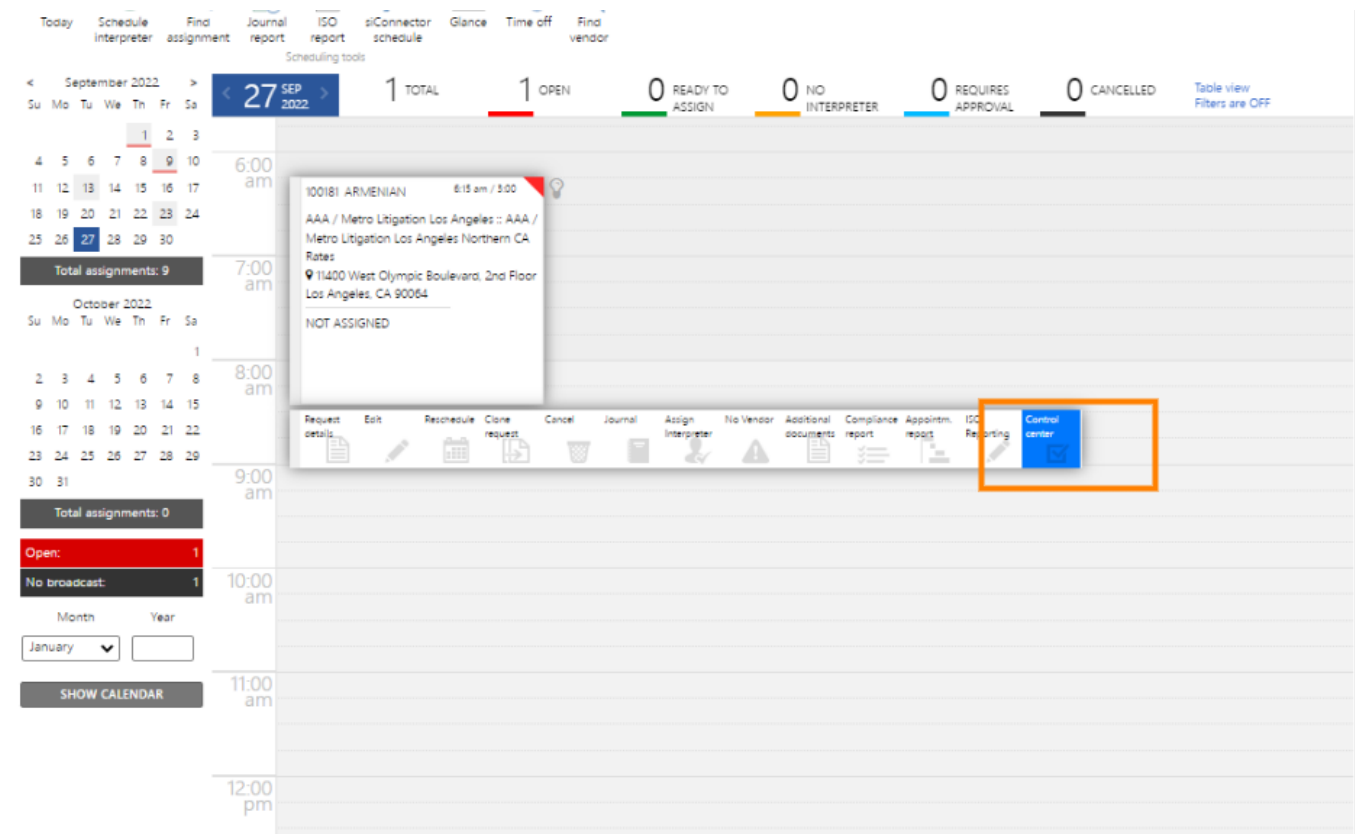


# GUIDE - REMOVING AN INTERPRETER FROM AN ASSIGNMENT

## 1. Go to Order Control Center

Go to the Control Center of the order.



## 2. Select "Remove Interpreter" in Details tab.

DETAILS

ASSIGN INTERPRETER

AVETISYAN, MAGDALINA

RESCHEDULE

BROADCAST

MODALITY

OSI

SERVICE

Armenian

DATE AND TIME

September 27, 2022 at 6:15 AM (Pacific Time Zone) Estimated end time 9:15 AM (3:00)

CUSTOMER

AAA / Metro Litigation Los Angeles :: AAA / Metro Litigation Los Angeles Northern CA Rates

LOCATION

11400 West Olympic Boulevard, 2nd Floor, Los Angeles, CA 90064

DESCRIPTION

Test

REQUESTER

James Haderlein

SCHEDULED

September 27, 2022 at 12:08 PM by Gabriela Garcia (Ms.)  
800.201.7121 GabrielaG@cis-inc.com

VENDOR GENDER

Neutral

ACCOUNT NOTES

SERVICE ACCOUNT NOTES

BILL TO ACCOUNT NOTES

INTERPRETER

Avetisyan, Magdalina  
818.256.6142 magdalena@sbcglobal.net

Q-TAGS

ADMINISTRATIVE CERTIFIED

PAPERWORK

RESEND PAPERWORK

REMOVE INTERPRETER

DETAILS

RESET

CANCEL ASSIGNMENT

JOURNAL

- 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.

REMOVE VENDOR

To remove vendor without changing the status click REMOVE ONLY button.

To remove vendor and change the status to **Not available** click REMOVE AND CHANGE STATUS button or click CLOSE button to return to your previous task.

NOTE: change of status only affects assingment(s) with vendor status listed as AVAILABLE.

REMOVE ONLY

REMOVE AND CHANGE STATUS

CLOSE

\* 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.

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🔄Revision #5

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