

# GUIDE - RESCHEDULING ORDERS

## 1. Open Calendar

Navigate to Schedule tab and go to the date of the assignment you want to reschedule.

The screenshot displays the Continental Interpreting Scheduling interface. The top navigation bar includes tabs for SCHEDULE, ACCOUNTING, TOOLS AND SETTINGS, and LOG OUT. The SCHEDULE tab is active, showing a calendar for July 2022. The calendar highlights the 12th of July, which has 1 total assignment, 1 open assignment, 0 ready to assign, 0 no interpreter, and 0 requires approval. A pop-up window displays details for the assignment 100154 GERMAN, scheduled for 12:00 pm / 1:00 pm. The details include: Zero Test, 600 Commerce Street, 6th Floor New Tower, Dallas, TX 75202, Record ID: 123456, and NOT ASSIGNED. A toolbar at the bottom of the pop-up provides actions: Request details, Edit, Reschedule, Clone request, Cancel, Journal, Assign Interpreter, No Vendor, Additional documents, Compliance report, Appointment report, ISO Reporting, and Control center.

Entering & Broadcastin... | Schedu x | ScheduleInterpreter and Pronto T x +

secure.scheduleinterpreter.com/cis/cgi-bin/dna.cgi?action=home

Plunet

SCHEDULE ACCOUNTING TOOLS AND SETTINGS a. LOG OUT

Welcome Ms. Gabriela Garcia • Continental Interpreting

Today Schedule Interpreter Find assignment Journal report ISO report siConnector schedule Glance Time off Find vendor

Scheduling tools

< July 2022 > 12 JUL 2022 1 TOTAL 1 OPEN 0 READY TO ASSIGN 0 NO INTERPRETER 0 REQUIRES APPROVAL 0

100154 GERMAN 12:00 pm / 1:00 pm

Zero Test  
600 Commerce Street, 6th Floor New Tower  
Dallas, TX 75202

Record ID: 123456

NOT ASSIGNED

Request details Edit Reschedule Clone request Cancel Journal Assign Interpreter No Vendor Additional documents Compliance report Appointment report ISO Reporting Control center

## 2. Select Reschedule

Hover over the assignment you want to reschedule. The Order Ribbon with shortcuts will then be visible. Select the Reschedule function. This will open the Order Control Center.

The screenshot displays the Continental Interpreting web application interface. The top navigation bar includes tabs for SCHEDULE, ACCOUNTING, TOOLS AND SETTINGS, and LOG OUT. The user is logged in as Ms. Gabriela Garcia. The main area shows a calendar for July 2022, with the 12th highlighted. A pop-up menu is visible over the 12:00 pm slot, displaying details for a German assignment (100154 GERMAN) and a 'Reschedule' button, which is highlighted with an orange box. The bottom of the interface features a 'Request details' section with various icons for actions like Edit, Reschedule, Close request, Cancel, Journal, Assign Interpreter, No Vendor, Additional documents, Compliance report, Appointment report, ISO Reporting, and Control center.

## 3. Go to Reschedule Tab in Control Center

Click the Reschedule tab.


← CONTROL CENTER :: ASSIGNMENT #100201

---

DETAILS   ASSIGN INTERPRETER   **RESCHEDULE**   BROADCAST

---

CURRENT DATE AND TIME   December 28, 2022 at 11:00 AM (Pacific Time Zone)  
Estimated end time 2:00 PM (3:00)

\*   NEW DATE   Dec ▼   28 ▼   2022      ?

\*   NEW START TIME    ▼    ▼   ☐ AM   ☐ PM   ?

HOUR   MINUTES

**RESCHEDULE**

## 4. Enter Reschedule Details

Enter the new date and time information before clicking Reschedule.


← CONTROL CENTER :: ASSIGNMENT #100201

---

DETAILS   ASSIGN INTERPRETER   **RESCHEDULE**   BROADCAST

---

CURRENT DATE AND TIME   December 28, 2022 at 11:00 AM (Pacific Time Zone)  
Estimated end time 2:00 PM (3:00)

\*   NEW DATE   Jan ▼   24 ▼   2022      ?

\*   NEW START TIME   1 ▼   00 ▼   ☐ AM   ☒ PM   ?

HOUR   MINUTES

**RESCHEDULE**

## 5. Click "Reschedule"

## 6. Verify via Details & Journal

Check the Details tab and Journal to confirm the change was entered properly and that the client and vendor received reschedule notifications.

---

🔄Revision #8

★Created Mon, Jul 31, 2023 2:13 AM by Ana Mehdaova

✎Updated Thu, Sep 7, 2023 6:12 PM by Gabriela Garcia