

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 web application. The browser address bar shows the URL: `secure.scheduleinterpreter.com/cis/cgi-bin/dna.cgi?action=home`. The page header includes the Plunet logo, navigation tabs (SCHEDULE, ACCOUNTING, TOOLS AND SETTINGS, LOG OUT), and a welcome message for Ms. Gabriela Garcia. Below the header is a toolbar with icons for Today, Schedule Interpreter, Find assignment, Journal report, ISO report, siConnector schedule, Glance, Time off, and Find vendor. A status bar shows counts: 1 TOTAL, 1 OPEN, 0 READY TO ASSIGN, 0 NO INTERPRETER, 0 REQUIRES APPROVAL, and 0. The main area features a calendar for July 2022, with the 12th highlighted. A pop-up window for assignment 100154 (GERMAN) is open, showing details: Zero Test, 600 Commerce Street, 6th Floor New Tower, Dallas, TX 75202, Record ID: 123456, and NOT ASSIGNED. A bottom toolbar contains icons for Request details, Edit, Reschedule, Clone request, Cancel, Journal, Assign Interpreter, No Vendor, Additional documents, Compliance report, Appointment report, ISO Reporting, and 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 shows the Continental Interpreting web application interface. At the top, there's a navigation bar with tabs: SCHEDULE, ACCOUNTING, TOOLS AND SETTINGS, and LOG OUT. Below this is a header with the Continental Interpreting logo and a welcome message for Ms. Gabriela Garcia. The main area features a calendar on the left for July 2022, with the 12th selected. A pop-up window displays details for a 12:00 pm assignment: '100154 GERMAN', 'Zero Test', '600 Commerce Street, 6th Floor New Tower, Dallas, TX 75202', 'Record ID: 123456', and 'NOT ASSIGNED'. Below the pop-up, a ribbon contains various action buttons, with 'Reschedule' highlighted by an orange box.


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.

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