

How to clone an appointment

1. **Navigate to the specific appointment on the calendar you want to clone:** Hover your mouse over the specific appointment you wish to clone on the Schedule page. Based on your view (Table or Card) the appointment will be displayed based on the date and time its scheduled.
2. **Select Reschedule:** Below the appointment card, Click the two papers with an arrow icon with the words Clone Request

The screenshot displays a scheduling software interface. At the top, there are navigation tabs: SCHEDULE, ACCOUNTING, TOOLS AND SETTINGS, and LOG OUT. Below these are icons for 'Today', 'Schedule interpreter', 'Approve request', and 'Find assignment'. A calendar for May 2024 is shown, with the 18th highlighted. To the right of the calendar, there are summary statistics: 1 TOTAL, 1 OPEN, and 0 READY TO ASSIGN. An appointment card is open for '33 SPANISH' at 9:00 am / 1.00. The card details include 'SOSI Test Account', the address '1881 Campus Commons Dr, Reston, VA 20191', and 'Services for Scarlet ShihTzu'. Below the card, a menu is visible with options: Request details, Edit, Reschedule, Clone request (highlighted in yellow), Journal, and Cancel.

- Update fields:** You will be directed to the appointment screen with all the information from the original appointment. Make any necessary updates to the fields available

SCHEDULE ACCOUNTING TOOLS AND SETTINGS α LOG OUT

Today Schedule interpreter Approve request Find assignment

Scheduling tools

< May 2024 >

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Total assignments: 11

June 2024

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Total assignments: 2

Month Year

CLONE REQUEST #53

REQUEST DETAILS

* ACCOUNT SOSI Test Account ?

* RENDERING PROVIDER ID 4564652 ?

RENDERING PROVIDER Mrs. Jennifer Lopez ?
SALUTATION FIRST NAME LAST NAME

* TYPE OF SERVICE OSI VIS VRI OPI ?

CONFERENCE PLATFORM ?

* ASSIGNMENT DATE Jun 10 2024 ?

* START TIME 11 00 AM PM ?
HOUR MINUTES

* ESTIMATED LENGTH

- Submit:** Scroll down and click the submit button to save the new cloned appointment

SCHEDULE ACCOUNTING TOOLS AND SETTINGS α LOG OUT

Today Schedule interpreter Approve request Find assignment

Scheduling tools

< May 2024 >

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Total assignments: 11

June 2024

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Total assignments: 2

INFORMATION

* DATE OF INJURY 11/02/2023 ?

COMMENTS ?

* DESCRIPTION Personal Injury claim ?

NOTIFICATION ?

SUBMIT **UPLOAD DOCUMENTS**

5. The last step is to click FINISH on the Request Form. The request can also be printed in this step.

SCHEDULE ACCOUNTING TOOLS AND SETTINGS α LOG OUT Welcome Si

Today
 Schedule interpreter
 Approve request
 Find assignment

Scheduling tools

< May 2024 >

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Total assignments: 11

June 2024

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Total assignments: 3

Month Year

Gender:		DOB:	11/02/2023
Telephone Number:			

AUTHORIZATION

I am an authorized requestor of services listed above for SOSI Test Account and hereby authorize WordbridgeLNI to provide interpreting services, subject to fee schedules, terms and conditions.

Requestor's Signature:	SOSItest Provider	Date Signed:	May 28, 2024
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CONFIRMATION

Job Number:	54	Assigned Interpreter:	RID	Confirmed by:	
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Rev. 12/2016

FINISH
PRINT
CLONE