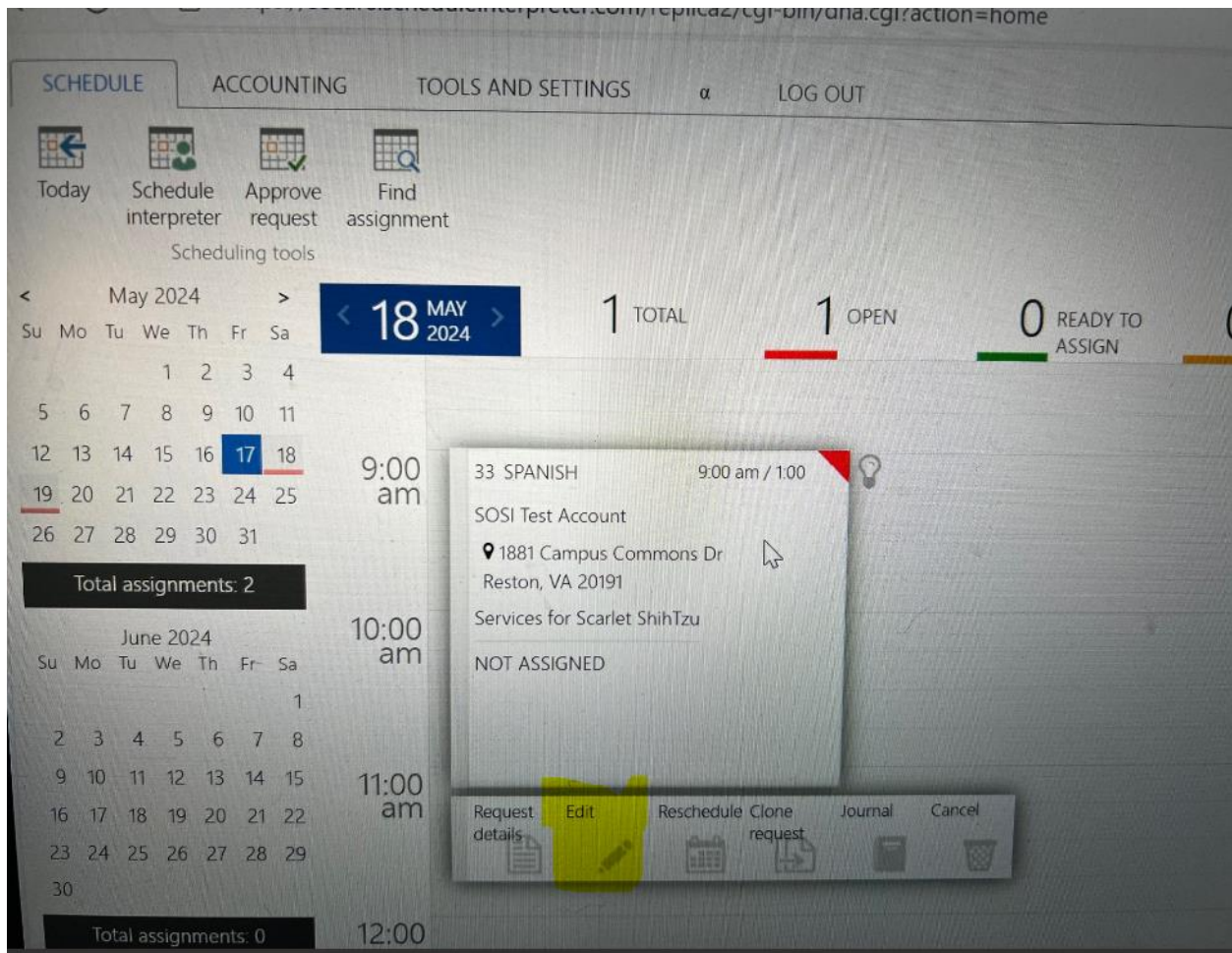


To Edit an appointment using the Schedule Interpreter, please follow these step-by-step instructions:

How to edit an appointment (Edit appointment details other except for the Service/Date/Time)

Editable Fields – Estimated Length, Description, Consumer, Consumer Gender, Record ID, Address, City, State, Zip, Type of Service, Department, Require on-site contact, Provider, Comments, Interpreter Gender

1. **Navigate to the specific appointment on the calendar:** Hover your mouse over the specific appointment you wish to Edit 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 Edit:** Below the appointment card, Click the pencil icon with the word Edit
3. **Update fields:** Make any necessary updates to the fields available
 - a. **Reschedule:** You can reschedule the appointment by hitting the reschedule button. This will navigate you to the Rescheduling page
4. **Submit:** Click the submit button to save edits



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



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