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
- http://com/replicaz/cgi-bin/dna.cgi/action=home SCHEDULE ACCOUNTING TOOLS AND SETTINGS LOG OUT Ø. Q Today Schedule Approve Find interpreter request assignment Scheduling tools May 2024 < > 8 MAY 2024 TOTAL OPEN READY TO Su Mo Tu We Th Fr Sa ASSIGN 1 2 3 4 7 8 9 10 5 6 11 12 13 14 15 16 17 18 9:00 9:00 am / 1:00 33 SPANISH 19 20 21 22 23 24 25 am SOSI Test Account 26 27 28 29 30 31 ♀ 1881 Campus Commons Dr hr Reston, VA 20191 Total assignments: 2 Services for Scarlet ShihTzu 10:00 June 2024 am Su Mo Tu We Th Fr Sa NOT ASSIGNED 1 4 5 6 7 8 0 10 11 12 13 14 15 11:00 am Cancel Request Edit **Reschedule Clone** Journal 16 17 18 19 20 21 22 details reques 24 25 26 27 28 29 12:00
- 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.

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		1 2	3	4	Telephone Number:	:							
6	7	8 9	10	11									
13	14	15 16	17	18	AUTHORIZATION								
20	21	22 23	24	25	I am an authorized requestor of services listed above for SOSI Test Account and hereby authorize WordbridgeLNI to provide								
27	28	29 30	31		interpreting services, subject to fee schedules, terms and conditions.								
Tota	l assig	Inmen	ts: 11		Requestor's Signature: SOSItes			Provider Date S		Date Signed:	May 28, 2024		
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