Giovanna-Scheduler - G1. Enter New Request

https://cescointerpreter.CescoLS.com

Enter New Interpreter Request - Basic Tab

Cesco LINGUISTIC SERVICES

+ Add Client

+ Add Requester

IR #: [Int. Request # automatically assigned by system]

Entered by [Cesco staff member, automatically entered]

Client Name
[▼]

Requested by
[▼]

Request Date
[MM/GG/AAAA]

This is a conditional field: when ONSITE + YES SIMULTANEOUS are selected, the below field appears

Assignment Type
[▼]

Platform
[ ][ ]

Simultaneous Interpreting?
[Yes or No dropdown ▼]

How many receivers?
[ ]

Language
[▼]

Assignment Date
[MM/GG/AAAA]

From Time
[▼][▼][▼]

To Time
[▼][▼][▼]

Recurrent Assignment?
[Yes or No Dropdown ▼]

Repeats:	Weekly ⌄	
Every:	1 week(s)	
On:	S M T W T F S	
Start date:	2/ 3/2021 📅	
End date:	By ⌄ 8/ 3/2021 📅	
Start time:	12:00 PM	
End time:	2:00 PM	
Duration:	2 hours ⌄	

Remove Recurrence   Cancel   OK

Conditional field: If YES, this recurrent set up

Contact Name
[ ]

Cell Phone Number
[Formatted as (nnn) nnn-nnnn]

School/Building Name
[ ]

School/Building Address
[ ]

Suite/Room/Room #
[ ]

IR General Notes
[ ]

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Client Type | Account Info | Date & Time | Language & Rate | Location | Assign Details | LEP Info | Onsite Contact | Review | Broadcast |

Next

Giovanna-Scheduler - G2. Enter Billing Info

Enter New Interpreter Request - Billing Info Tab

Cesco
LINGUISTIC SERVICES

IR #:   Int. Request # automatically assigned by system

Client Name   ID # (Claim, Case, Request #, etc.):   Billing Rate   QuickBooks Line Item

▼   ▼   ▼

Client Rep/Adjuster: Client Rep/Adjuster Email: Client Rep/Adjuster Cell Phone:

▼

Note for Giovanna:
the QB line item
must be for:
legal services
medical services
[...]

Bill File Upload

Choose File   No file chosen

Note to Accounting

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Client Type	Account Info	Date & Time	Language & Rate	Location	Assign Details	LEP Info	Onsite Contact	Review	Broadcast

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Giovanna-Scheduler - G3. Enter New Request - Interpreter Info

Enter New Interpreter Request - Linguist Tab

Cesco
LINGUISTIC SERVICES

IR #: [Int. Request # automatically assigned by system]

Linguist
[All interpreters display per language ▼]

Miles
[ ]

Round Trip Estimated Time
[ ]

Rate
[▼]

Minimum
[▼]

Travel time Yes/No ▼
[▼]

Mileage Yes/No ▼
[▼]

Question for Sarika:
In this window we can override travel time and mileage info if we need to change them for the specific IR
how can this be done? Dropdown or radio button?

Notes to Interpreter:
[ ]

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Client Type	Account Info	Date & Time	Language & Rate	Location	Assign Details	LEP Info	Onsite Contact	Review	Broadcast

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Giovanna-Scheduler - G4. Assignment Report

https://cescointerpreter.CescoLS.com

Enter New Interpreter Request - Assignment Report Tab

IR #:   Int. Request # automatically assigned by system

This screen is filled when the interpreter enters the info on their phone/tablet at the end of the appointment.
we need to discuss how this will work.
the info here appears when the interpreter has finished the assignment and enters the info necessary to bill and pay.

Assignment Date

MM/GG/AAAA

From Time

To Time

Upload IVS1   Choose File No file chosen   Upload IVS2   Choose File No file chosen

No Show   ☐   Late Cancellation   ☐

Feedback from Interpreter

Question for Cesco Team: how do we make sure that we eliminate the manual assignment report sheet?

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| Client Type | Account Info | Date & Time | Language & Rate | Location | Assign Details | LEP Info | Onsite Contact | Review | Broadcast |

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