

How to Close your cases, the easiest way!

- Login into interpreter platform
- My Profile-Interpreter Dashboard
- Go to Assigned Job tab
 - Double click on job assignment
- Select the Record Time tab
- Click on the Activities
 - Blue Plus icon
- Activity default-Standard Interpretation
- Enter in Time In & Time Out
 - Hit Done (Green Tab)
- Mileage Example
- Click on the Activities
 - Blue Plus icon
- Select Activity
- Go to Cost Units
 - Enter in round trip mileage
- Hit Done (Green Tab)
- Overview of Activities
 - Standard Interpretation (default)
 - Mileage (example)
 - Visit Notes- helpful notes for billing
 - Upload Timesheet (optional)
 - Hit Save (Green Tab)
 - Hit Close (Grey Tab)