

Duplicating a Job

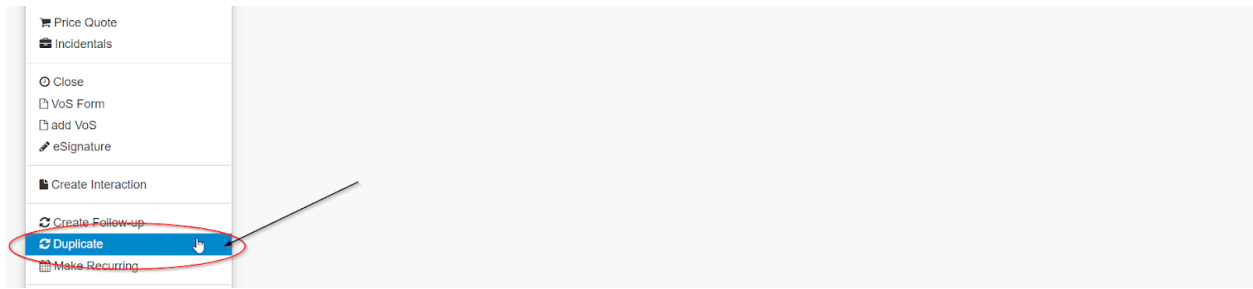
There are a number of related **Job** functions in II which will save you some time in creating certain additional **Jobs** as information is copied or inherited from the original **Job**; one of these is Duplicating a **Job**.

The Duplicate Job function is useful when you wish to **create a single Job where many but not all of the parameters are the same as the original Job**. As with Follow-up Appointments and Recurring Jobs, everything above the **Calendar** section will be copied to the Duplicate **Job**. The main difference between a Follow-up Appointment and a Duplicate **Job** is that a duplicate, once created, will no longer be related to the original **Job**; you will see in the **Audit History** of the duplicate that it was duplicated from another **Job**, however, there will be no other **Jobs** in the **Recurring** tab of the duplicated **Job** and it will not share a **Booking #** with the original **Job**. Therefore you can change any information on the duplicate **Job** without affecting the original **Job** while saving time on data entry.

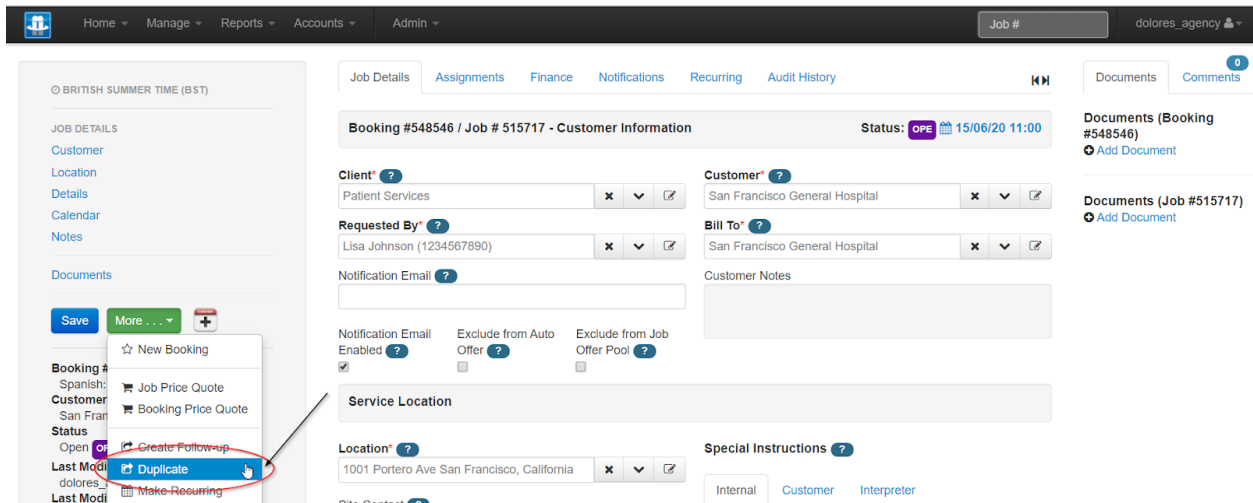
Just like Follow-up Appointments and Recurring **Jobs**, you can access the duplicate **Job** function in a number of ways:

- Navigate to the **'Home'** menu and select **'Manage Jobs'**
Quick tip: a link to 'Manage Jobs' can also be found in the Quick Links section of your default home page - The Dashboard
- Find the original **Job** from which the Recurring will be created, click on the drop down menu beside this **job** and select **Duplicate**

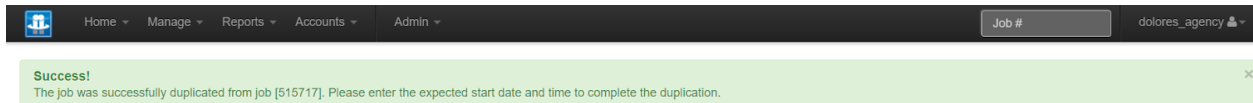
The screenshot shows the II software interface. At the top, there is a navigation bar with 'Home', 'Manage', 'Reports', 'Accounts', and 'Admin' menus. A search bar for 'Job #' and a user profile 'dolores_agency' are also visible. The main content area displays a table of jobs. The first job is selected, and a dropdown menu is open, showing various actions such as 'View More', 'View (in full)', 'Edit (in full)', 'Assign Interpreter', 'Unassign Interpreter', 'View Offers', 'Open / Re-Open Job', 'Confirm Interpreter', 'Confirm w/ Requestor', 'Send Ad Hoc Email', 'Send New Job Email', 'Send Job Status Update Email', 'Send Customer Confirmation', 'Send Interpreter Confirmation', 'Send Ad Hoc SMS', 'Resend Confirmation SMS', and 'Resend Reminder SMS'. The table has columns for job ID, date, time, location, address, language, status, patient count, and other details. The first job is '515717' on '15/06/20' at '11:00' for 'San Francisco General Hospital' at '1001 Portero Ave, San Francisco, California', with 'spa' language, 'Spanish' name, 'OPE' status, and '1' patient. The second job is identical. The page shows 'Page 1 of 1 (13 Total Records)'. At the bottom right, there is a copyright notice: '© 2012 - 2020 interpreterIntelligence. All rights reserved.' and a 'Toggle Help Bubbles' button with 'Version 3.80.'



- Alternatively, if you are already viewing or editing a **Job**, click on the green **More** button in the navigation pane to the left hand side and select **Duplicate** from that menu



- The new duplicate **Job** will be created and you will receive a success message at the top of the new **Job**.



- Populate the **Calendar** section and any other sections as required and select the blue **Save** button at the bottom of the page.

If you Navigate to the **Recurring** tab on the **Job** you will notice that the duplicate **Job** is not related to the original and also the duplicate **Job** has a new **Booking #**. Note that you can take actions on the **Job** using the cog wheel drop down beside the relevant **Job**.

BRITISH SUMMER TIME (BST)

Home Manage Reports Accounts Admin Job # dolores_agency

Job Details Assignments Finance Notifications **Recurring** Audit History Documents Comments

Assign Interpreter

Job ID	Date	Duration	Status	Interpreter	Team Size	Actions
516593	02/06/20 10:00	3 hours	OPEN	Type or select an interpreter	N/A	<ul style="list-style-type: none"> Edit Assign Interpreter Unassign Interpreter View Offers Open / Re-Open Job Confirm Interpreter Confirm w/ Requestor Send Ad Hoc Email Send New Job Email Send Customer Confirmation Send Interpreter Confirmation Send Ad Hoc SMS Resend Confirmation SMS Resend Reminder SMS

Documents (Booking #549345) Add Document

Documents (Job #516593) Add Document

Booking #549345 Job # 516593
 Spanish 02/06/20 10:00
 Customer San Francisco General Hospital
 Status Open OPEN
 Last Modified By dolores_agency
 Last Modified 28/05/20 14:01
 Created By dolores_agency
 Created 28/05/20 14:01

Note that the duplicated job is a new unrelated job with a new booking #. Use the cog wheel drop down menu to take various actions on the job.

Moving to the **Audit History** tab you can see a record of the **Job** being a duplicate and the original **Job #**.

BRITISH SUMMER TIME (BST)

Home Manage Reports Accounts Admin Job # dolores_agency

Job Details Assignments Finance Notifications Recurring **Audit History** Documents Comments

Export

Date	Update	By	Message
28/05/20 14:01	Create	dolores_agency	New interpreter job created as follow-up from #515717
28/05/20 14:01	Open	dolores_agency	Interpreter job #516593 opened for assignment for contract customer
28/05/20 14:01	Create	dolores_agency	New job created as duplicate of 515717

Documents (Booking #549345) Add Document

Documents (Job #516593) Add Document

As always you can navigate to the **'Manage Jobs'** page to follow-up on this or any other jobs at any time.