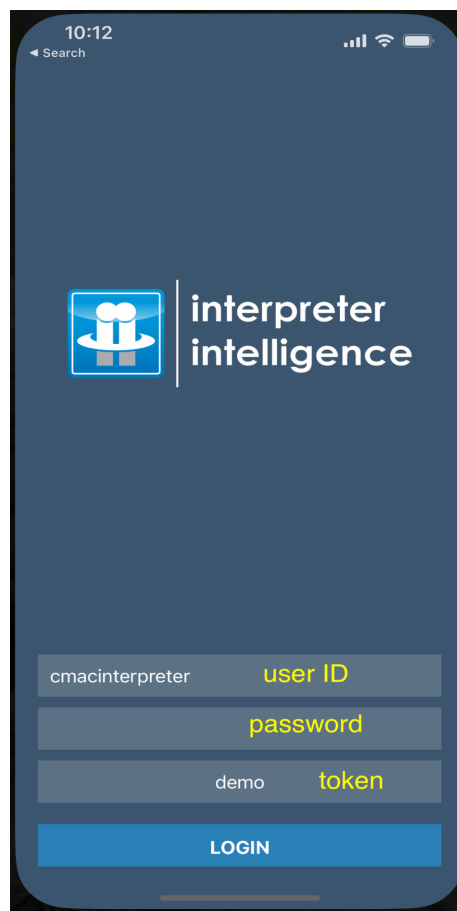


# Mobile App for Interpreters

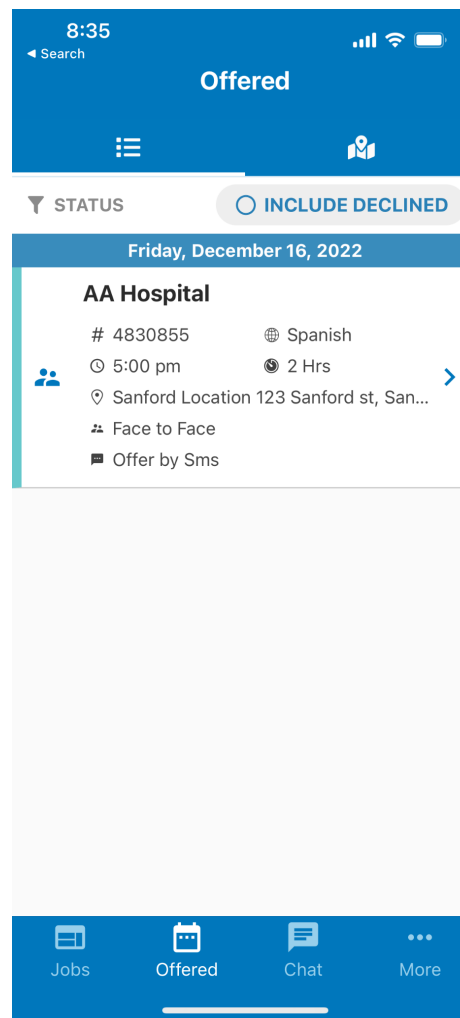
## Quick Guide

\*If you are logging in for the first time, you must log in on a web browser.

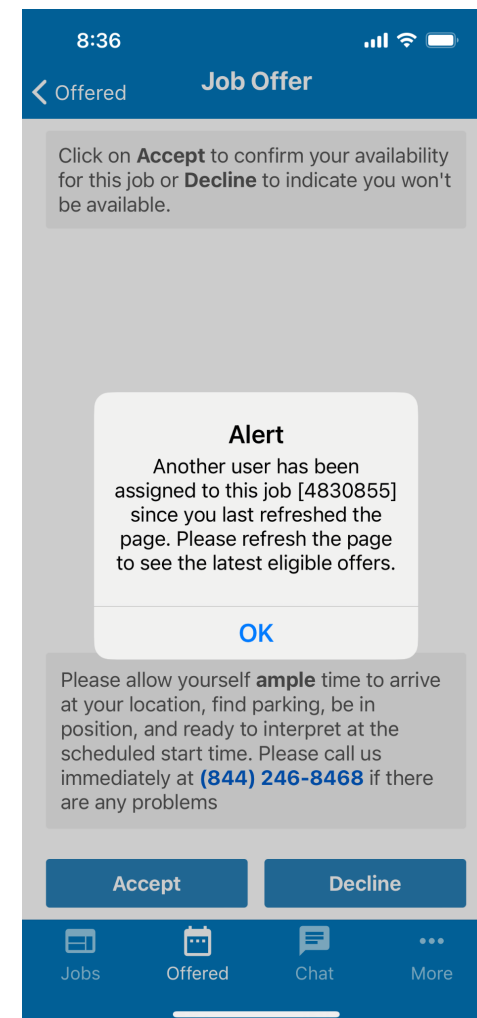


Interpreters can download the **Interpreter Intelligence app** from the app store applicable to their mobile device. Login with your username, password, and the “token,” which is the beginning of the URL for your agency. For example, for [www.demo.interpreterintelligence.com](http://www.demo.interpreterintelligence.com) the token is “demo.”

## Job Offers

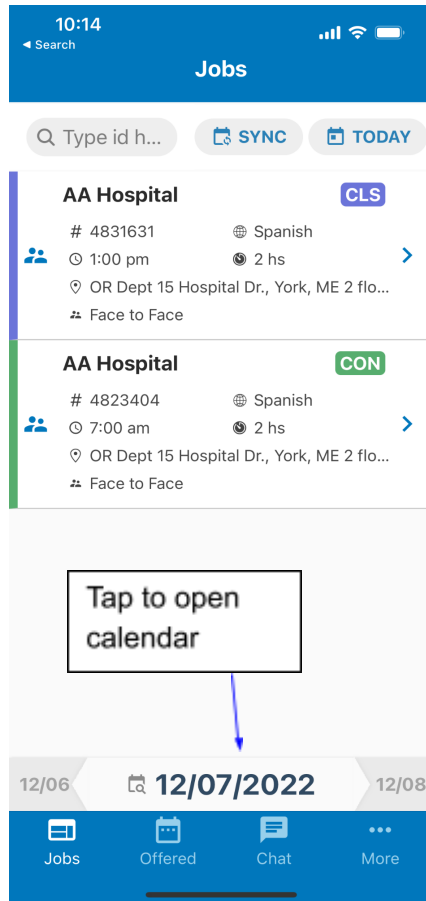


The **Offered** screen will allow you to **Accept/Decline** Job Offers. Tap a job on the **Offered** screen to view Job details and use the **Accept/Decline** buttons.

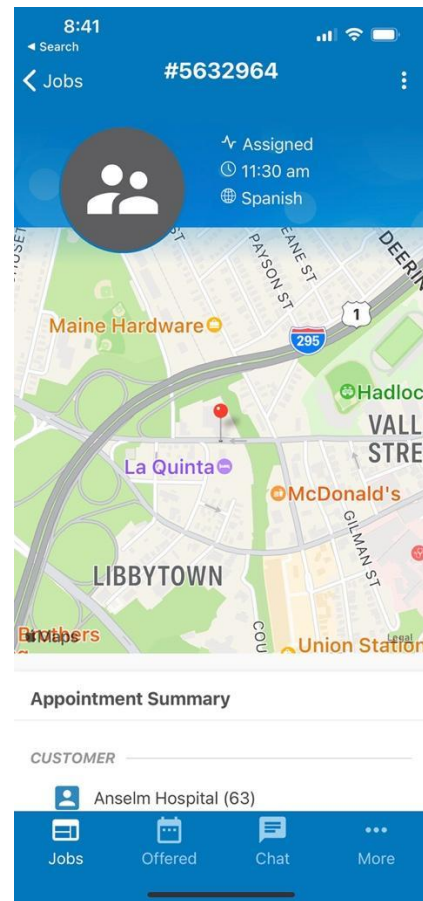


If you tap on an offered job that has already been accepted since the last time your screen was refreshed, you will receive an alert.

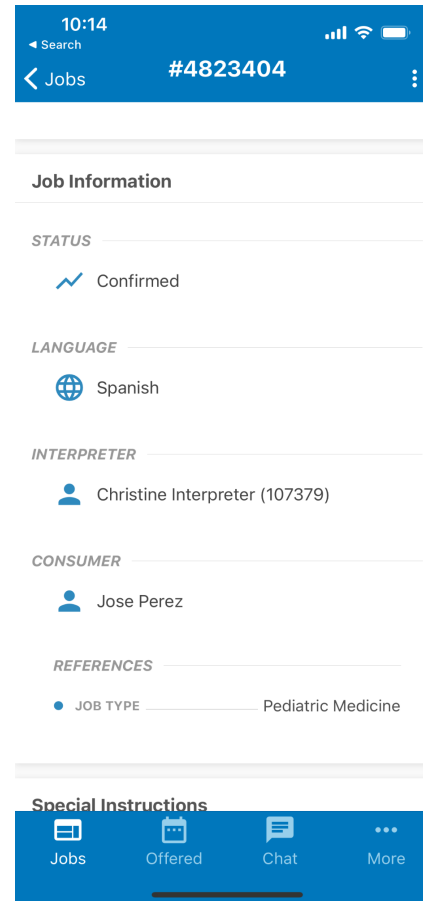
# Scheduled Jobs



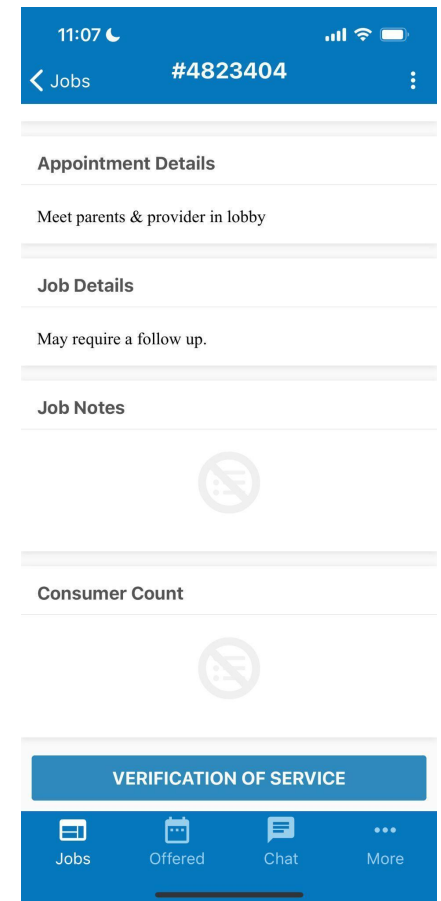
Tap on any **Job** to scroll through the Job details, map, get directions etc.



Click on the **red pin** to launch your device's map app for specific directions from your location.

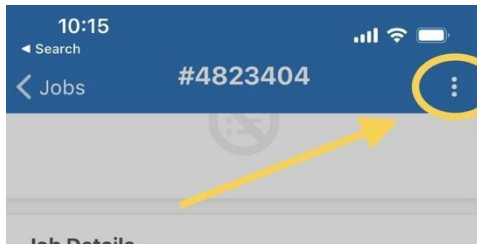


Information provided by your agency will appear in the applicable **Notes** fields.

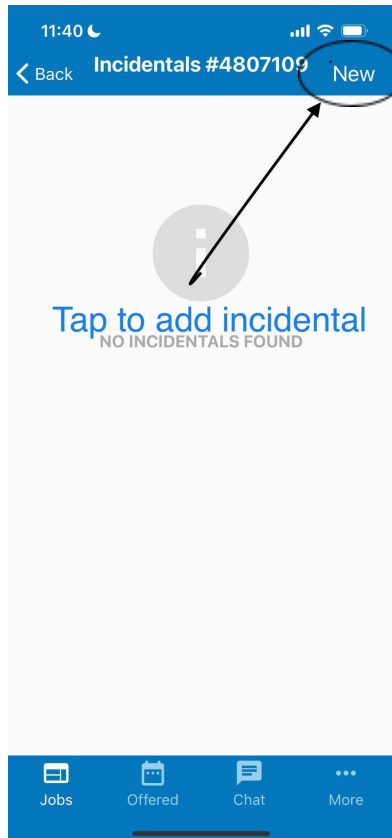


If required by your agency, tap on the **Verification of Service** to open the VoS.

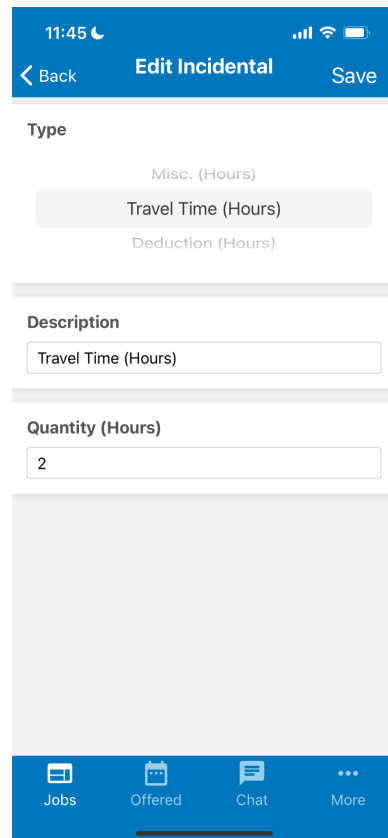
# Adding Incidentals & Closing Jobs



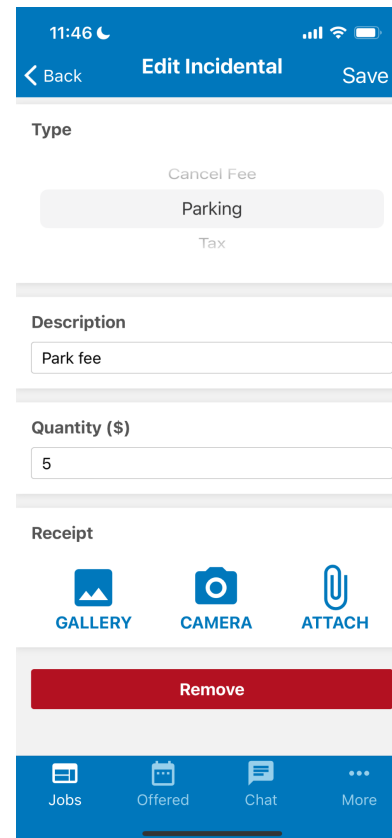
Tap on the three vertical dots at the top right of the screen to **Confirm** a job (if required by your agency), add **Incidentals**, and/or **Close** a job.



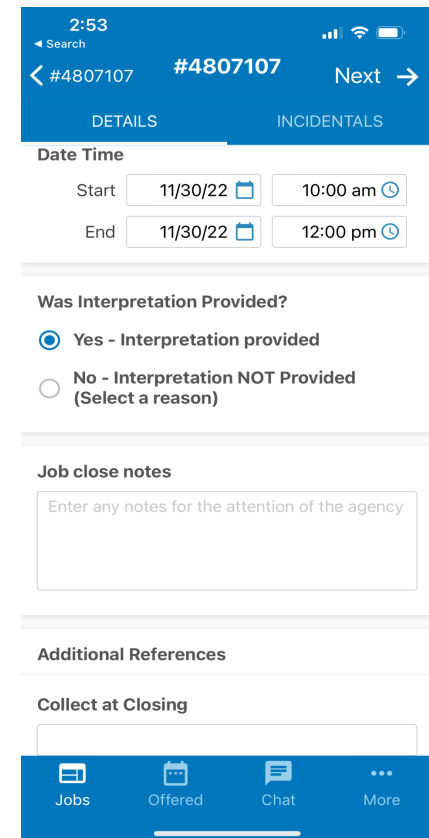
Tap **New** to add an Incidental.



Use the scroll feature to select the type, add the quantity to the field, and tap **Save**.



Receipts and other items may be uploaded from this tab.



To **Close** a job, fill in fields as required by your agency and click **Next** in the upper right corner of the screen.

2:06

Search

#5599305

Job Details - Verification (#5599305)

CUSTOMER Cape Medical

CLIENT Urology Dept

LOCATION Remote

LANGUAGE Spanish

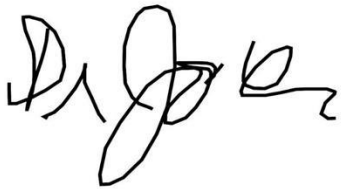
INTERPRETER Trixie Lopez

START DATETIME 07/26/23 8:45 am EDT

END DATETIME 07/26/23 9:15 am EDT

NOTES

Signature



Dr Jones

Sign Off Cancel

Jobs Offered Chat More

**E-signature** (if enabled by your agency) is unique to **Job Close** on the **mobile app**. The **e-signature** replaces a **VoS** in this instance, you will be asked to get an **e-signature** from a Customer representative or whoever would normally sign the **VoS** form. The signatory can sign directly on the device and also add their name to the **Signoff**.

Depending on your agency's configuration and requirements, you may be provided an estimate of your earnings, and/or asked to sign a disclaimer before signing off on the job.

3:15

#4807107 #4807107 Close

Quantity	Rate	Total
2	\$45.00	\$90.00

Misc. Fee

lunch break (Ref #4807107)

Quantity	Rate	Total
1	\$-5.00	\$-5.00

Disclaimer

By clicking the "agree" button below, you agree that the information contained on this page constitutes a final invoice from you, as an independent contractor, to Demo Agency, Inc. You are responsible for ensuring that the information on this page is correct. Demo Agency will process this information and issue payment to you in accordance with its standard operating procedure as set forth in the Subcontractor Handbook, and you will receive a payment summary with your check. If you have any questions about the payment summary, or realize that you made an error when inputting information on this page, please direct your questions to an Interpreter Manager.

Initials I Agree

I Need Help

Jobs Offered Chat More

For more detailed information, please ask your agency for the fully detailed **Interpreter Intelligence Mobile App** documentation. You may also wish to view the Interpreter Intelligence portal and app **videos**. Inquire with your agency for access.

