URL ACCESS:

Visit: https://mcis.interpreterintelligence.com/
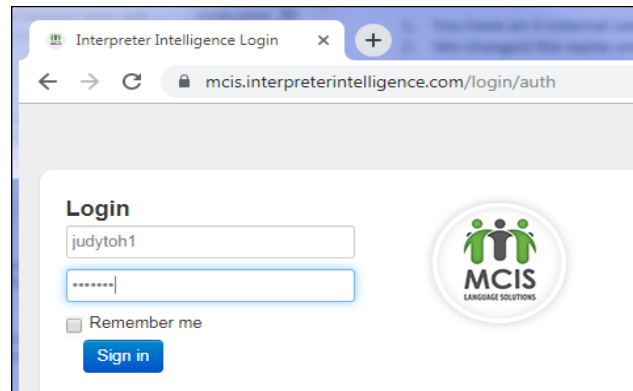
Use provided username and password to login

Username: Email address

Password: Firstname123

DASHBOARD (Default view):

1. **Home** menu for creating and viewing bookings
2. **Reports** menu
3. Quick **Job** # search
4. **Profile** password change. To change password, click and select "**User Profile**", select "**Configuration**" tab on next screen, enter old password, new password twice, then click on "**Save**".
5. Current organizational info
6. **Create New Booking** shortcut
7. **Daily Booking Log** (only for today)
8. **Calendar** view. In this view you will see the ←→navigation buttons, "**Jump to Date**" calendar date picker, Options to choose **Month, Week, Day** views. Highlight a job to see more details, click to "**view (in full)**" for details and "**edit (in full)**" (for future jobs)
9. **Tabular** view. A list of all jobs sorted by reverse dates. Click heading to sort by other headings. Click on the down arrow on left side to **View (in full)** and **Edit (in full)**
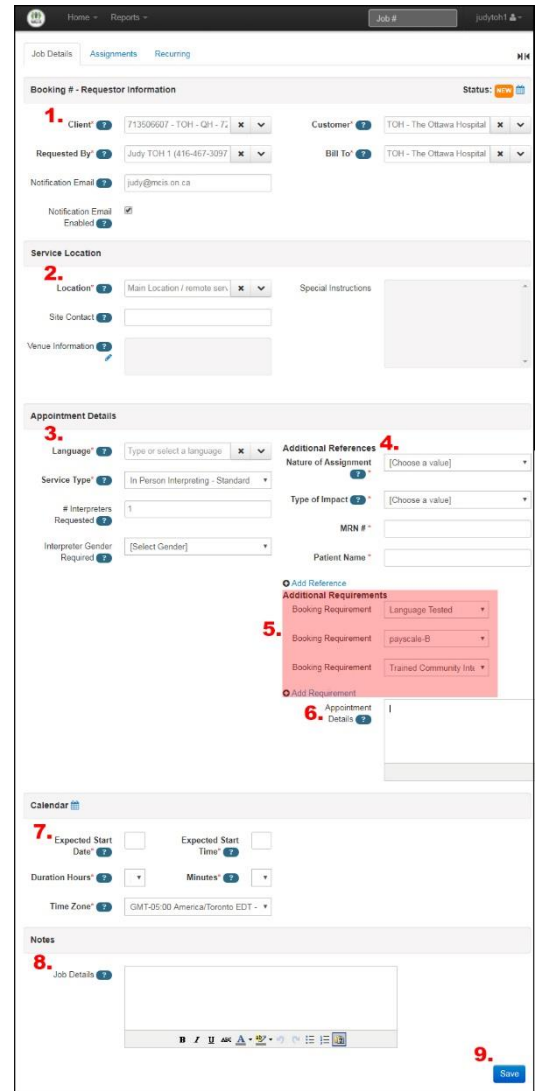10. Area where detailed jobs are shown based on chosen view format
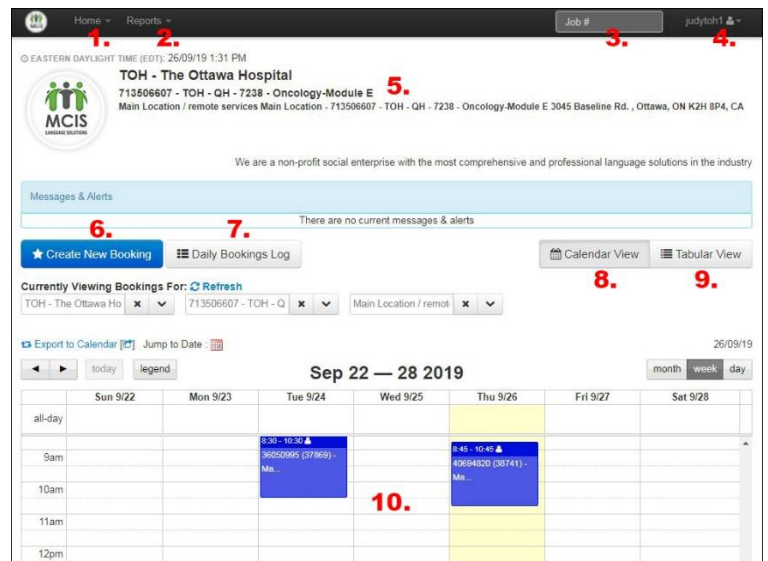
HOME MENU:

- **Dashboard** (Return to dashboard default view)
- **Create New** (Create new booking, same as function 6 above)
- **Manage Bookings** (See a list of all bookings, similar to the function 9 above, but sorted by different headings). Click on a job number to **edit** the job.

REPORT MENU:

- **Overview** (Default reporting system of Interpreter Intelligence)
- **Custom Reports** (Added by MCIS if any exists, by default blank)

CREATE NEW BOOKING:

1. Verify **Client** (department), **Customer** (xxx), **Requested By** (your name), **Notification Email** info. Leave **Notification Email Enabled** checked unless you don't want a confirmation email for this job when an interpreter is booked
2. Choose a Location, if none exists or are correct, click on the small **Use Other Location** link that appears after clicking the dropdown to add a new location. Add the name of the **Site Contact** person. Venue information is by default locked, but click on the "**pencil icon**" to edit it.
3. Type the **Language** required or choose from dropdown menu, change **Service Type**, **# of Interpreters Requested** or **Interpreter Gender Required** when necessary
4. You must select a **Nature of Assignment** and a **Type of Impact** (Please use your best judgment). Fill out the **(billing reference areas)**
5. **Please do not change anything under *Booking Requirement*s and do not *Add Requirement***
6. **Appointment Details**. Enter additional info here for MCIS, such as the name of an interpreter that you prefer to use
7. Add **Start Date**, **Start Time**, **Duration Hours and Minutes**. Change **Time Zone** only if needed
8. **Job Details**. Enter notes here that will be helpful to the interpreter
9. Click on the **Save** button to send your request

CANCELLING A BOOKING:

- ***The system only allows for cancellations that are 48 hours or more from the start time. If it's less, please call MCIS to cancel.***

1. Right-click on the booking.

2. A pop-up box will appear, go to the bottom and click on Cancel.

3. After clicking Cancel, another box will appear for you to pick the status (it can only be Cancel with Notice).

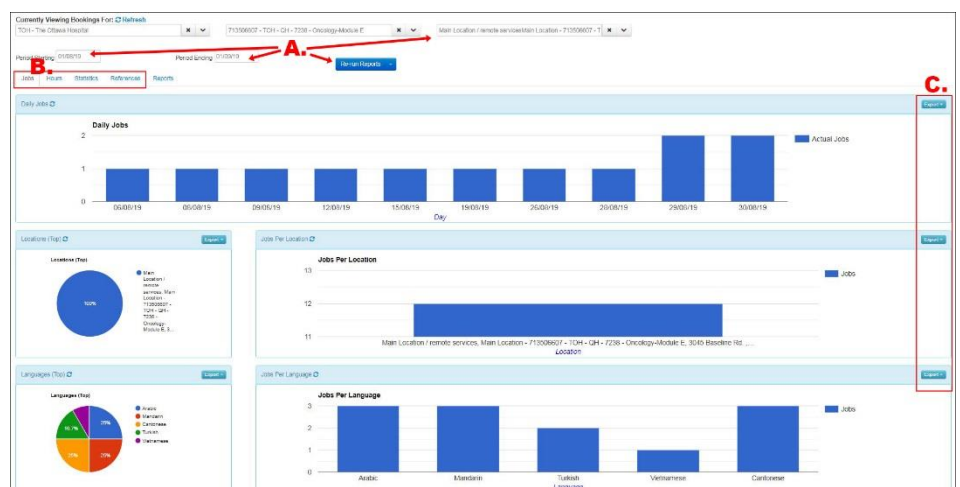4. Click on the blue Cancel Booking to save the status in the system.
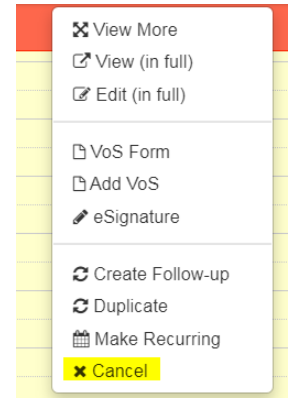
REPORT OVERVIEW:

A. Reports for your organization and different locations. Freely change **Location**, **Period Starting** and **Period Ending** values and **Re-run Reports**.

B. Reports available are: **Jobs**, **Hours**, **Statistics**, and **References**

C. Feel free to **Export** the reports when the option exists

For more information please see this video: https://www.mcislanguages.com/interpreterintelligence/