How to register as an interpreter:

1. Go to interpreting.works/lni
2. Click the red button that says "Interpreter"
3. Collect all 7 LNI required items listed
4. Once you have all your documents and information click the red button that says "Interpreter Registration"
5. You will get a pop-up that says "Welcome to interpreter registration" this box helps you fill out the registration. Just hit next when you finished the step.

How to accept or reject an assignment offer

- You will receive an email or text for any offers. There you can click "Accept," "Reject," or "Go to the App"
  - If you press "accept" you will be taken to the app to confirm that it has been assigned to you
  - If you press "Go to app" you will be taken to interpreting.Works and will be shown the event details
  - If you decide to not accept at the moment, you can go back to the "Pending Requests" tab later to accept if it hasn't already been assigned

What is each tab in interpreting.Works for?

- Today's events: You can view any assignments you have that day.
- My Calendar: You have the option of viewing your entire schedule for the day, week, or month.
- Pending Requests: You will see any pending requests or modifications that have yet to be accepted
- Upcoming Events: You can view all your upcoming assignments.
- Past Events: You can view all your previous assignments
- Invoices: You can view all your invoices

How to Check In/Out with your phone:

1. Open interpreting.Works
2. Tap on the assignment
3. Tap the "Check In/Out" button
   a. If you are not in the time frame of the assignment you will not be able to check in
   b. If the assignment is starting early, please call us
4. Once you tap to check in, the QR reader will pop up
5. Scan either the provider's QR code or the QR code on the work order (if you brought it)
6. Tap to confirm the Check in
7. Repeat steps 3-6 for Check Out
   a. Once you check out an invoice is automatically created

How to Check In/Out using the printed work order:

1. Make sure you have the work order with you
2. Ask the receptionist to time stamp and sign the designated area
3. Sign it yourself
4. When the assignment is complete repeat step 1 & 2 on the other side
5. Later take a legible picture or scan of the document and upload it to interpreting.Works or send it to support@interpreting.works
   a. This must be done within 24 hours or the creation of the invoice will be delayed meaning that you will get paid later as well

Reviewing the Invoice:

All invoices must be reviewed by the interpreter! This is to ensure that you get paid for the work you did

1. Hit the "Invoices" tab
2. Tap the invoice that has the status as "Int-Review"
3. Review all the details of the assignment
4. Where it says, "Is this Invoice accurate?" select either "Accurate" or "Inaccurate"
5. If it is accurate then hit save
6. If it is inaccurate give a phone number and a brief description, then hit save
   a. Once we receive the information someone will be in contact with you to go over the documentation

How to add interpreting.Works to Android phones:

1. Open interpreting.Works in your browser
2. Tap on the 3 dots in the top right corner of the screen
3. Select "Add to Home screen"
4. Change the name or leave it as interpreting.Works and tap "Add"
5. Check your home screen to make sure it appears

How to add interpreting.Works to iPhone:

1. Open interpreting.Works in your Safari
2. Tap on the box with an arrow point up at the bottom of Safari
3. Select "Add to Home Screen"
4. Change the name or leave it as interpreting.Works and tap "Add"
5. Check your home screen to make sure it appears

How to link your schedule to your calendar:

This can only be done on the computer because calendars do not allow you to do it on the phone

1. Click you name next to your icon
2. From the dropdown menu select "Sync Calendar"
3. Set your preferences
   a. Refresh interval: how often you want the calendar to refresh in minutes
   b. Alert Minutes Before: how many minutes before the assignment do you want to be alerted
4. Click "Sync" to generate the link
5. Click "Copy" to copy link to your clipboard

6. Follow specific instructions from you calendar provider on how to upload an external calendar