



Interpreter Intelligence: Availability and Not Availability

Accessible from a computer only. Mobile access is not yet available.

Availability Tab

Available times are used for an *ongoing* schedule and are *not date specific*.

- Example 1: I am a full-time K-12 interpreter who ends the school day at 3p. I am available for RISE assignments after school and on weekends.
 - I will mark myself **Available** 3p-Midnight, Monday - Friday. On Saturday and Sunday, I will mark the entire day Available. As a result, the system will automatically show I am *Not Available* 12:01am - 3p, Monday - Friday.
 - Once the school year ends, I will want to update my Available times so I am offered day jobs during my time off during the summer. If I remove all Available times, it will serve to show me as open the entire day.

- Example 2: I am a full-time Freelance Interpreter and am available any time except for Sunday mornings 8a-12p..
 - On Sunday, I will mark myself as Available 12p - Midnight.
 - Monday - Saturday, I will mark myself Available the entire day.

*Note: If you do not fill out any Availability, the system will show you Available for all days and times. If you just fill out one day, the other six days will show as Not Available. It is best to fill out your availability completely to be used effectively.

Not Available Tab

Date Specific! This is only used for a specified period of time such as a vacation or personal appointment. It is not designed for regular ongoing appointments.

- Using Example 1 above, I am the K-12 interpreter normally available after 3p during the week. I am planning a vacation the first week of March so I would mark myself as Non-Available Beginning: March 1st at 1a, Ending: March 7th at Midnight.