

## Closing Jobs from the Past Jobs screen

**Beginning on February 1, 2021, we will no longer accept vouchers by email, fax, or physical mail. You must upload the voucher through the portal to get paid.**

- Select the Job that you would like to close for processing.
- Click on the down arrow to the left of that Job.
- Click Close

| ID      | Date     | Time    | Customer              | Location                                  | Lng. | Team Size | Stat. | Job Notes | Type |
|---------|----------|---------|-----------------------|---|------|-----------|-------|-----------|------|
| 2919425 | 01/11/21 | 9:00 PM | Dynamic Language Demo | ABC, 15215 52nd Ave S., Seattle, WA 98188 | spa  | 1         | CON   | more...   |      |
| 2919423 | 01/07/21 | 3:00 PM | Dynamic Language Demo | ABC, 15215 52nd Ave S., Seattle, WA 98188 | ase  | 1         | CON   | more...   |      |

**Close Job #2919423**

**Details**

Start Date / Time: 01/07/21 3:00 PM  
End Date / Time: 01/07/21 4:00 PM

VoS:  Voucher...  Paperwork to be Submitted Offline

Job Cancelled?:

Cancellation Reason: [Choose a Cancellation Reason]

Job Close Notes: [Text Area]

**Incidentals (Get Mileage)**

Mileage: 50  
Parking: 5.00

**Additional Documents**

Buttons: Add Receipt, Add Incidentals, Add Document

- Update the start and end times.
- VoS – is where you will upload your voucher. Vouchers in this software are called Verification of Service (VoS).
- Job Cancelled? –You can put it in the Job Notes.
- Incidentals – This is the best place to enter your incidentals. It works the same was as above
- Additional Documents – If you have any additional documents, you can enter them here.
- Click the “Next” Button

**Close Job #2919423**

You are submitting the following information. Please [review carefully](#) before submitting. If any information you submitted looks incorrect, you can click the [Previous](#) button below to correct it and re-submit.

Duration 1 hour  
Cancelled [Not Selected]

Mileage Mileage 20  
Parking Parking 5.00

Notes Test

References [No references]

Your [estimated](#) reimbursement is as follows. Note that this is an estimate only and will be finalized before any reimbursement is issued. Please contact your interpreter manager with any questions.

| Type                      | Description   | Quantity | Rate    | Total   |
|---------------------------|---|----------|---------|---------|
| Interpretation / Standard | Interpretation: 01/07/21 3:00 PM - 4:00 PM American Sign Language (a... | 1        | \$35.00 | \$35.00 |
| Parking                   | Parking   | 1        | \$5.00  | \$5.00  |
| Mileage                   | Mileage   | 20       | \$0.57  | \$11.50 |

[I Need Help!](#) [Previous](#) [Confirm & Close Job](#) [Cancel](#)

- This is an estimate of the payment. Please read it carefully. **This is the information that you are submitting for payment. The team will not be able to change it once it is submitted.**
  - If you see a mistake, click the “Previous” Button on the bottom right to go back and make corrections.
  - If everything looks correct, click the Blue “Confirm & Close” Button on the bottom right.
  - If you need to start again, click the “Cancel” Button at the bottom right to go back to the dashboard.

**Close Job #2919423**

Job #2919423 successfully closed.

[Save as PDF](#)

[Cancel](#)

- You will receive a confirmation popup.
  - If you would like a PDF version of the order, click the Blue “Save as PDF” link.
  - If you are done, click Cancel or the small X in the top right.

## Information about Closed Jobs

If you need to see the information again before it is processed by Dynamic, you can see them here:

Dashboard > Quick Links > Jobs > Tabular View > Arrow next to job > View in Full > Assignments

**Job Details** | Assignments | Recurring

**Assignments**  
Team Size: 1  
Default Language: American Sign Language  
Expected Duration: 1 hour

**Interpreters**  
Job #2919423 (Dynamic Language Interpreter (82906))

Dynamic Language Interpreter (82906) | American Sign Language | Final Job Notes 1  
Date Interpreter Assigned: 01/11/21 4:54 PM | Date Interpreter Confirmed: 01/11/21 8:06 PM | Test

Actual Start Date: 01/07/21 3:00 PM | Actual End Date: 01/07/21 4:00 PM | Actual Duration: 1 hours

**Documents** | Comments 0

**Documents (Booking #2081443)**  
[Add Document](#)

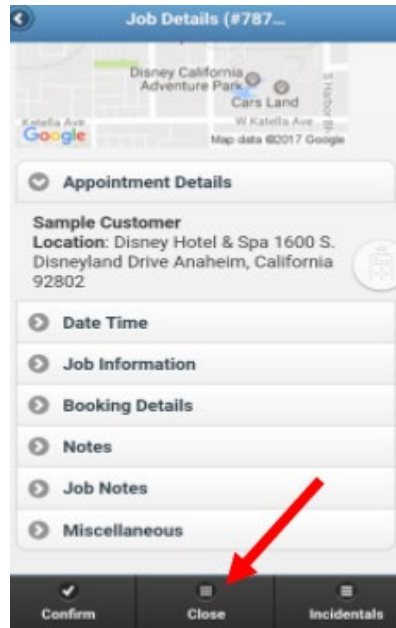
**Documents (Job #2919423)**  
[Add Document](#)  
Voucher.pdf (170 Kb, application/pdf)  
(Verification of Service (Signed))  
interpreting@dynamiclanguage.com (01/12/21 3:32 PM)  
[Actions](#)

## How to close a job on mobile site

(!) For all the scheduled functions, such as accepting offers, checking the schedule, and closing the jobs, you don't need to download an app, you only need to access the online portal in the mobile browser. Please go to <https://interpreting.dynamicleanguage.com/> to log in. You can also save a bookmark to the page on your phone.

NOTE: The e-signature functionality is available only immediately after your appointment and only on your phone.

- Click on the job you need to close.

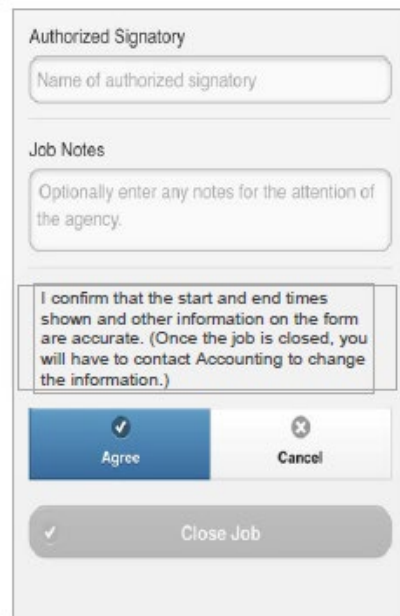


- Click the “Close Job” button at the bottom of the screen.
- Enter start and end times; be sure to specify AM (morning) or PM (afternoon)



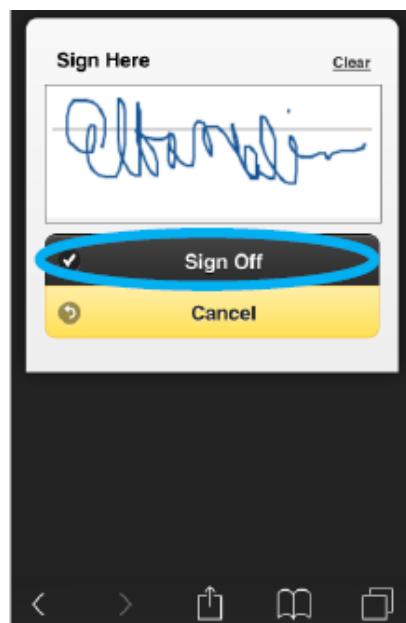
- Enter any pertinent job notes
- Enter the provider's full name or have him/her do it for you.

- Click “Agree” to the confirmation disclaimer.



The screenshot shows a mobile application interface with three main sections. The first section is titled "Authorized Signatory" and contains a text input field with the placeholder text "Name of authorized signatory". The second section is titled "Job Notes" and contains a text input field with the placeholder text "Optionally enter any notes for the attention of the agency." The third section contains a confirmation disclaimer: "I confirm that the start and end times shown and other information on the form are accurate. (Once the job is closed, you will have to contact Accounting to change the information.)". Below the disclaimer are two buttons: a blue "Agree" button with a checkmark icon and a white "Cancel" button with an 'x' icon. At the bottom of the form is a grey "Close Job" button with a checkmark icon.

- Ask the provider to supply an e-signature on the next screen.



- Click “Sign Off” to close the job and wait until you receive the “Job Successfully Closed” confirmation.

## New Terms

- Booking – This is a group of jobs that are all for the same person or customer. Like a student's classes for the semester. There will be multiple jobs for the same booking.
- Client – This is the physical building that the Job is being requested in. Like the name of a clinic. Of course, not remote appointments. Those are remote. An example of a client is the Lindeman Pavilion or the Tacoma Specialty Center.
- Consumer – This is the person needing the interpreting. They are the one consuming your words.
- Customer – This is the client
- Job – This is an appointment. It is what you will normally use.
- Location – This is the office or department that the Job is being requested in. Of course, not remote appointments. Those are remote. An example of a client is Cardiology or Room 103
- Verification of Service (VoS) – This is your voucher or invoice. It is a form that is uploaded as proof of the time and completion of a Job.

## Links

Overview - <https://www.youtube.com/watch?v=80liSN1Ampg>

Availability - <https://www.youtube.com/watch?v=ElDoQWe1i8>

Booking Statuses - <https://www.youtube.com/watch?v=BxftRIULyys>

Closing Jobs - <https://www.youtube.com/watch?v=7mZvSGrls4Y>

Mobile Application Overview - <https://www.youtube.com/watch?v=IXYoZiUlod4>

Confirming Job via Mobile App - <https://www.youtube.com/watch?v=lvAYo9SY4rU>

Closing Job via Mobile App:

<https://www.youtube.com/watch?v=sBtadX4nFNl>

<https://youtu.be/hd9gX88PNOM>