

NEW BOOKING SYSTEM REGISTRATION

How to Register as a User on the New System

Meeting your language needs and exceeding your expectations



IMPORTANT NOTICE

It is very important that you remove any bookmarks, shortcuts or links to the old booking system.

After January 1st 2013 you will no longer be able to use the old system.

Please make sure you update your browser with the new information found in this guide.

Thank you!

STEP 1: Registering as a New User



To register for the new booking system, visit:

http://oncall.force.com/IP_Registration

You can register at any time, but you cannot use your new user name and password until 1st January 2013.

Please use your existing username and password with the old booking system until the new year.

STEP 2: The Registration Portal



The registration window looks like this:



ONCALL LANGUAGE SERVICES
BOOKING SYSTEM

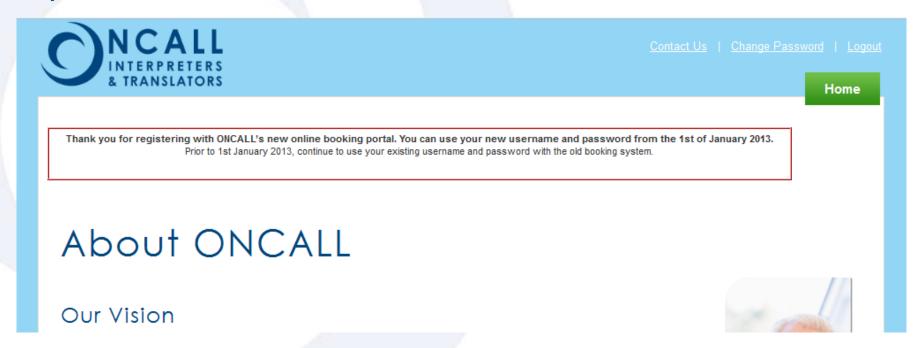
Please carefully follow all instructions and set your username and password. You will need to provide three (3) job numbers from the past two (2) months in order to register.

If you have not completed three jobs in the past two months, you will need to call ONCALL Head Office Reception on (03) 9867 3788.

STEP 3: Waiting for Activation



Once you have registered, you need to wait for your account to be activated. Once you press submit, you will be taken to a login window. If you try to login to your account before it has been activated, this window:



You will need to wait for an email that will inform you that your account has been activated before you can have full access.

STEP 4: Activation Email



Once your username and password have been activated, you will receive an email with the following:

Thank you for registering with ONCALL's online booking system. Your login has been activated.

Your access is governed by the terms and conditions that are available on the website. By accessing the system using the details above, you agree to these terms and conditions.

This will mean that your username and password can be used to log in after 1st January 2013.

Please remember to use your existing username and password with the old booking system until this date.

STEP 5: New Login Navigation



After 1st January 2013, you will need to use the following link to login to the new system where you can self allocate jobs, check your remittance advice and provide feedback.

http://oncall.force.com/IP_Login

Please make sure that you update any bookmarks, shortcuts or links to the old system after 1st January 2013.

You will not be able to assign yourself any bookings in the old booking system after 1st January 2013. Any assignments you have allocated to yourself in in the old booking system for the period after 1st January 2103 will be transferred into the new system.

STEP 6: The New Login Window



The new login window looks like this:

ONICALL	Existing Interpreter Login	
ONCALL	Username	
NTERPRETER	Password	
OGIN	Login	

For more information about the new booking system, how to self allocate bookings, provide feedback and check your remittance advice, please see the additional resources on the bookings webpage of the ONCALL website:

www.oncallinterpreters.com/bookings.html



Thank you for completing this training module.

If you have completed the training and you are still having issues, please email:

systemadministrator@oncallinterpreters.com

And ensure the subject line reads 'New System Registration Issue'.

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