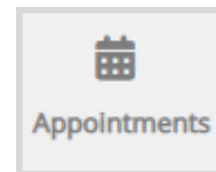# HOW TO SCHEDULE AN APPOINTMENT
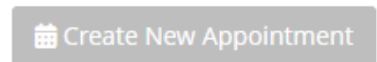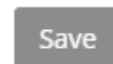
1 **Log In:** sai.interpretmanager.com

2 Click **"Appointments"** tab on the left column

3 Click **"Create New Appointment"** and fill in the details marked with an asterisk.

4 Click **"Save"** and leave the rest to SAI!

SERVICE CONFIRMATION STAGES

Appointment received

Securing an interpreter

Confirmed interpreter