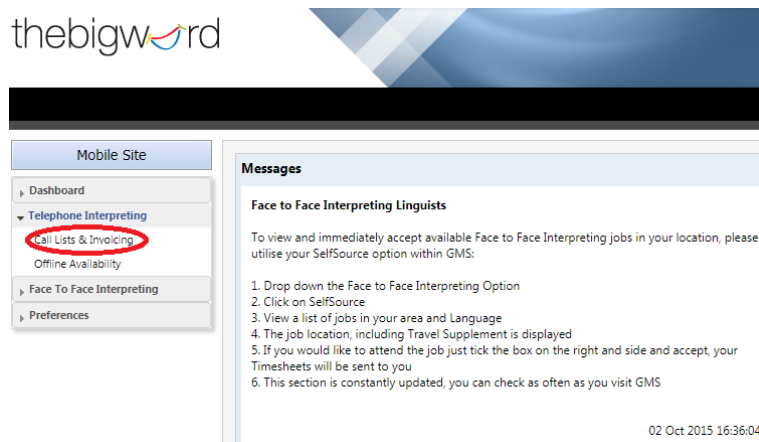
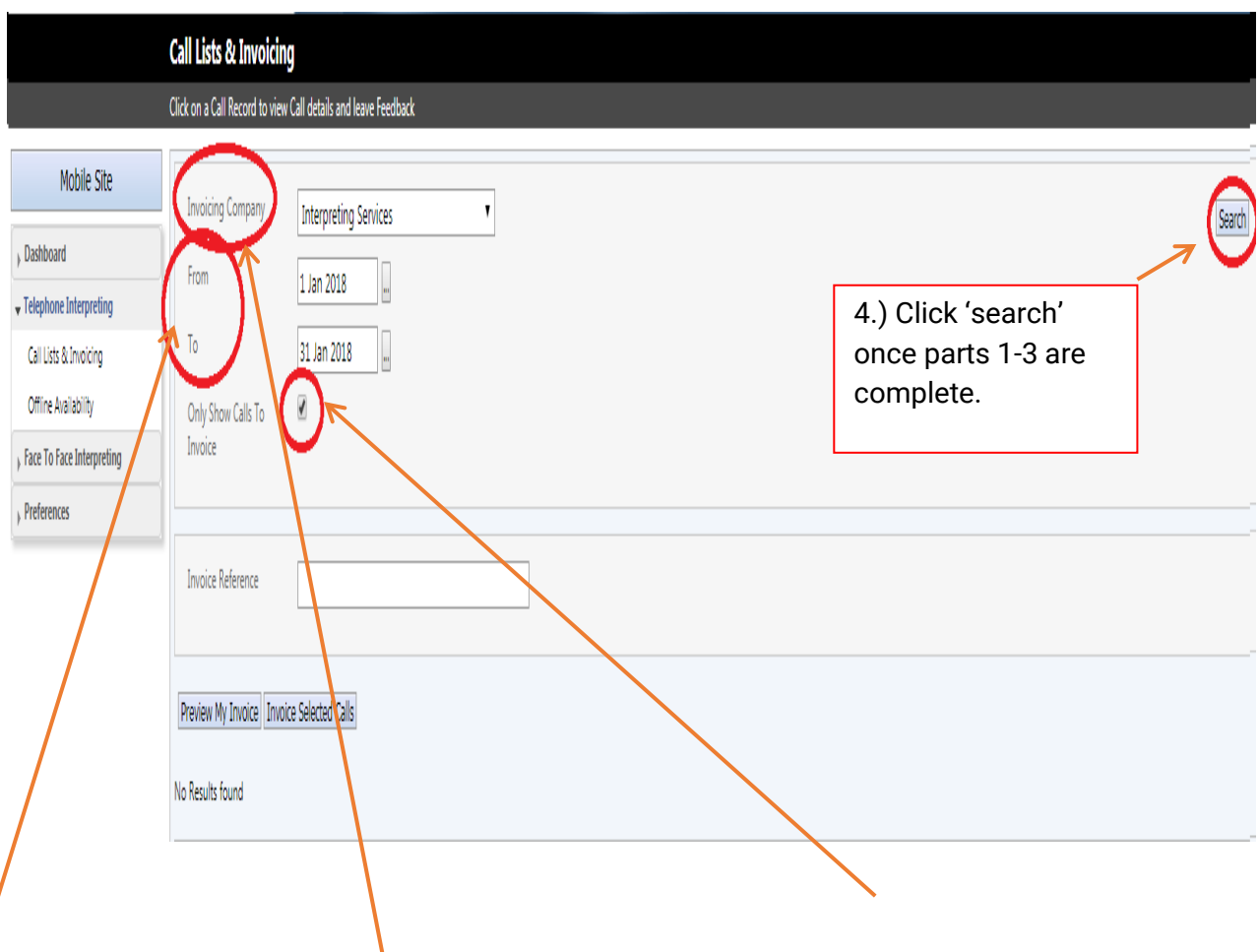


Viewing and invoicing your calls

1.) Log in to your GMS portal.



2.) From the Telephone Interpreting drop-down box, click 'Call Lists and Invoicing'.



1.) Edit this to view calls between particular dates.

2.) Your calls will appear in either 'Interpreting Services' or 'thebigword inc'. Search for calls under both of these.

3.) Tick this box if you would only like to view calls that need to be invoiced. Leave unticked if you wish to view all calls serviced.

- 3.) All serviced calls will appear with details of each call (time, date, duration, total cost etc.).
- 4.) On the right hand side of each call, there will be a box to tick. This can only be ticked at certain times when invoicing is open, see below:

FREELANCE TI INVOICING PERIODS (2019/2020)

Month Calls Took Place	Invoicing Open
December (2019)	13 - 17 January (2020)
January (2020)	10 - 14 February
February (2020)	9 - 13 March
March (2020)	13 - 17 April
April (2020)	11 -15 May
May (2020)	8 - 12 June
June (2020)	13 - 17 July
July (2020)	10 - 14 August
August (2020)	14 - 18 September
September (2020)	12 - 16 October
October (2020)	9 - 13 November
November (2020)	14 - 18 December
December (2020)	11 - 15 January (2021)

PSN INVOICING PERIODS (2019/2020)

Month	Dates to Invoice	Invoicing Open
December (2019)	18 November - 1 December	2 - 4 December
December (2019)	2 December - 15 December	16 - 18 December
January (2020)	16 December - 5 January (2020)	6 - 8 January (2020)
January (2020)	6 January - 19 January	20 - 22 January
February (2020)	20 January - 2 February	3 - 5 February
February (2020)	3 February - 16 February	17 - 19 February
March (2020)	17 February - 1 March	2 - 4 March
March (2020)	2 March - 15 March	16 - 18 March
April (2020)	16 March - 5 April	6 - 8 April
April (2020)	6 April - 19 April	20 - 22 April
May (2020)	20 April - 3 May	4 - 6 May
May (2020)	4 May - 17 May	18 - 20 May
June (2020)	18 May - 31 May	1 - 3 June
June (2020)	1 June - 14 June	15 - 17 June
July (2020)	15 June - 5 July	6 - 8 July

July (2020)	6 July - 19 July	20 - 22 July
August (2020)	20 July - 2 August	3 - 5 August
August (2020)	3 August - 16 August	17 - 19 August
September (2020)	17 August - 6 September	7 - 9 September
September (2020)	7 September - 20 September	21 - 23 September
October (2020)	21 September - 4 October	5 - 7 October
October (2020)	5 October - 18 October	19 - 21 October
November (2020)	19 October - 1 November	2 - 4 November
November (2020)	2 November - 15 November	16 - 18 November
December (2020)	16 November - 6 December	7 - 9 December
December (2020)	7 December - 20 December	21 - 23 December
January (2021)	21 December - 3 January (2021)	4 - 6 January (2021)

5.) When you have reached the invoicing period (above) for the previous month, you will be able to tick these boxes. Once you have ticked each call, click 'invoice selected calls' towards the top of the page (can be seen in second picture).

If you have any issues or queries, please contact linguist@thebigword.com