

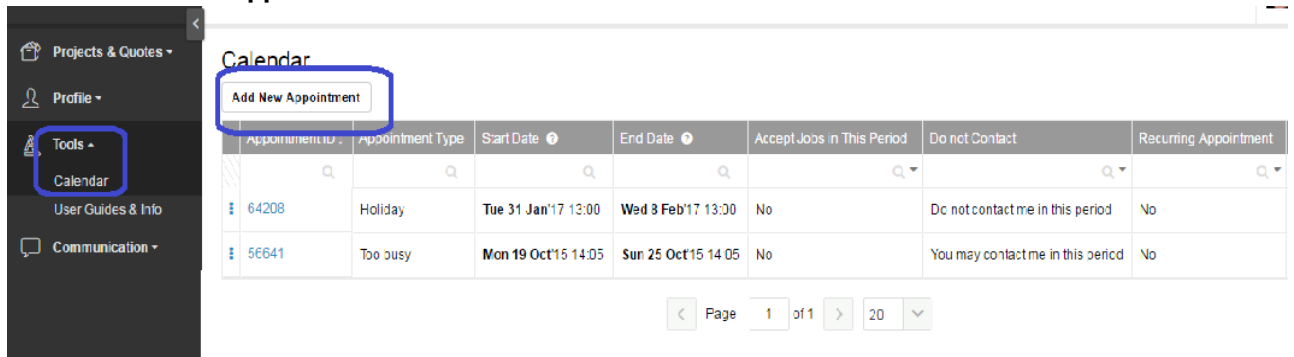
MAKING AN ENTRY IN THE CALENDAR

We encourage you to use the Calendar to indicate when you are on holiday, too busy or simply unavailable.

Log in:

You can access the Calendar two ways: by the

- **Tools - Calendar**
- **Profile – name - Supplier Information - Calendar**



Click on “Tools – Calendar” and then: **Add new appointment**. Select “Appointment type”. Fill in the dates and add a “Note” if necessary.

Click “Add new appointment to calendar”

Add New Appointment to Calendar: 1023525

Appointment type *

End date (CET/CEST) *

Recurring every

Start date (CET/CEST) *

Accept jobs in this period

Contact

Note

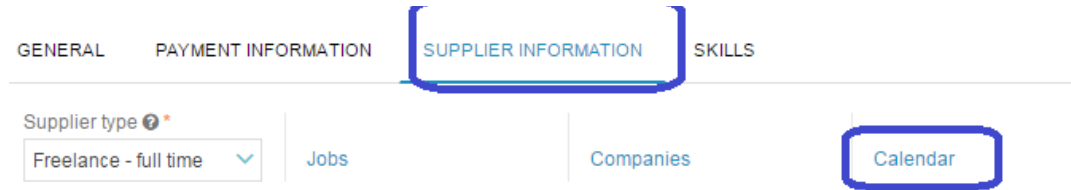
You are welcome to select:

“To busy” and “You may contact me in this period”. Then we know that we can invite you to quote on jobs with a longer deadline, as you are busy right now. We encourage you to write a “Note” to us saying for instance: “I can quote on jobs for my main clients where I am selected as primary preferred translator”

If you indicate “To busy” and Do not contact me in this period, we will not contact you at all and not offer you to quote on jobs staring after your busy period has ended, unless you write something about it in the “Note” section.

SECOND POSSIBILITY:

Click “Profile – your name – Supplier information – Calendar”



Best regards,

Supplier Relations

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<https://www.languagewire.com/en/ls/suppliers-get-started>