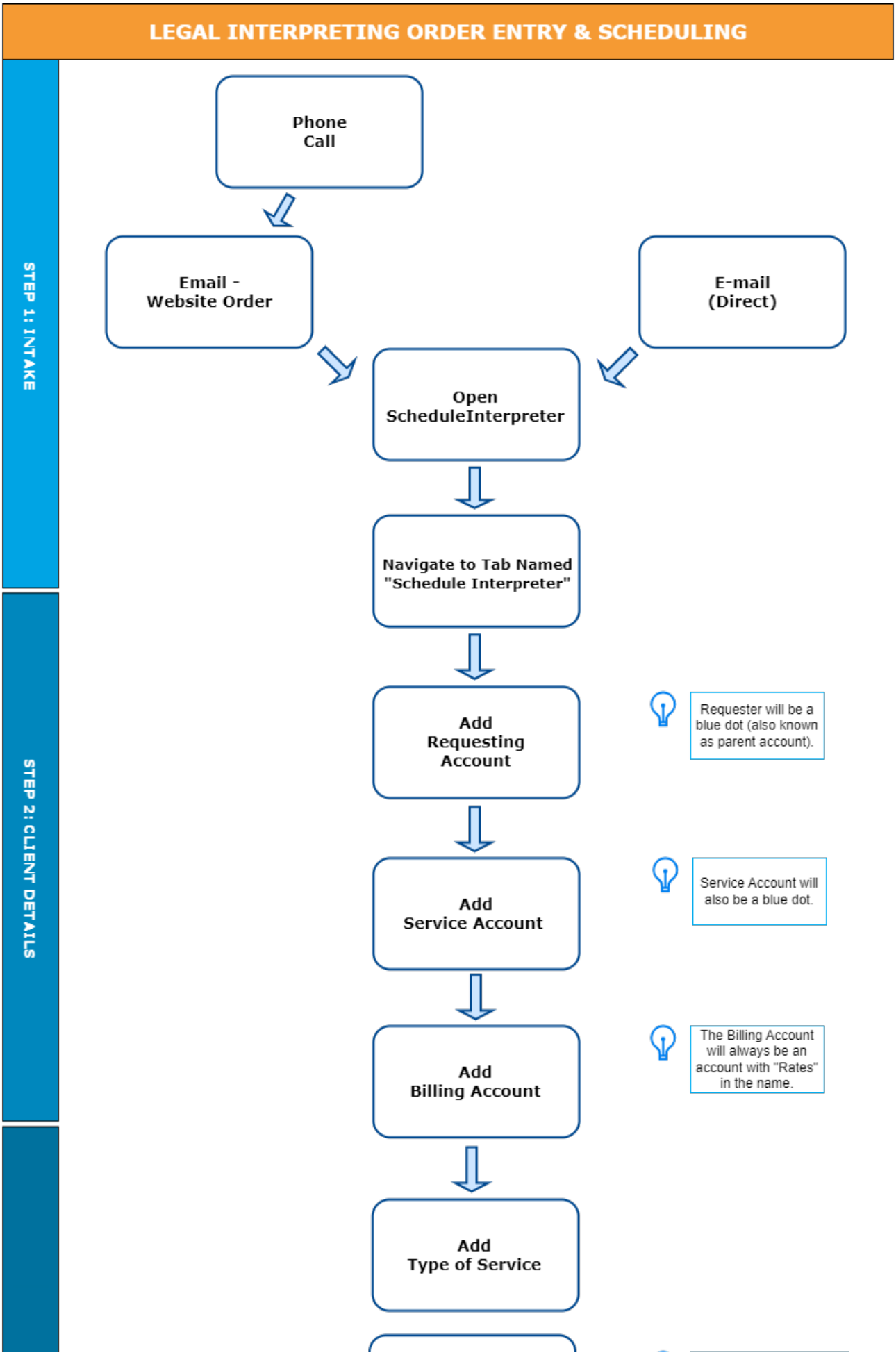
FLOWCHART - LEGAL INTERPRETING ORDER ENTRY & SCHEDULING



STEP 3: ASSIGNMENT DETAILS

STEP 4: INTERPRETER QUALIFICATIONS

STEP 5: SUBMIT ORDER

Add Dates, Time, & Duration

Duration will affect billing; Be mindful and careful when entering this.

Add Target Language

Add Assignment Type

Add Case Information

Case Information:

- Case Name
- File Number
- DOL/DOI

Add Location

Remote Interpreting (VIS) orders must indicate the Virtual Interpreting Service under Locations.

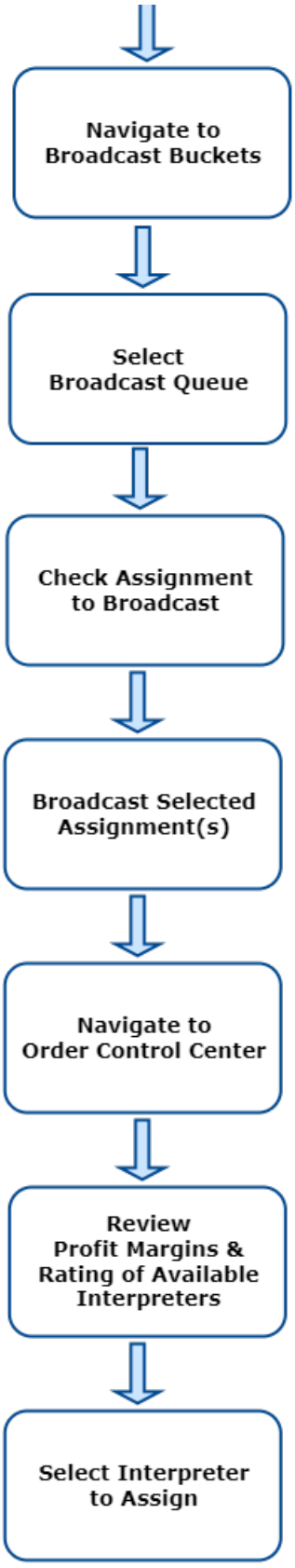
Add Notes (Interpreter & Internal)

Add Tags of Interpreter Qualifications

Submit Order in System

Double Check Order Confirmation

STEP 6: BROADCAST ASSIGNMENT



STEP 7: CHOOSE & ASSIGN INTERPRETER

Check Journal for any important activity or notes, if needed.

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