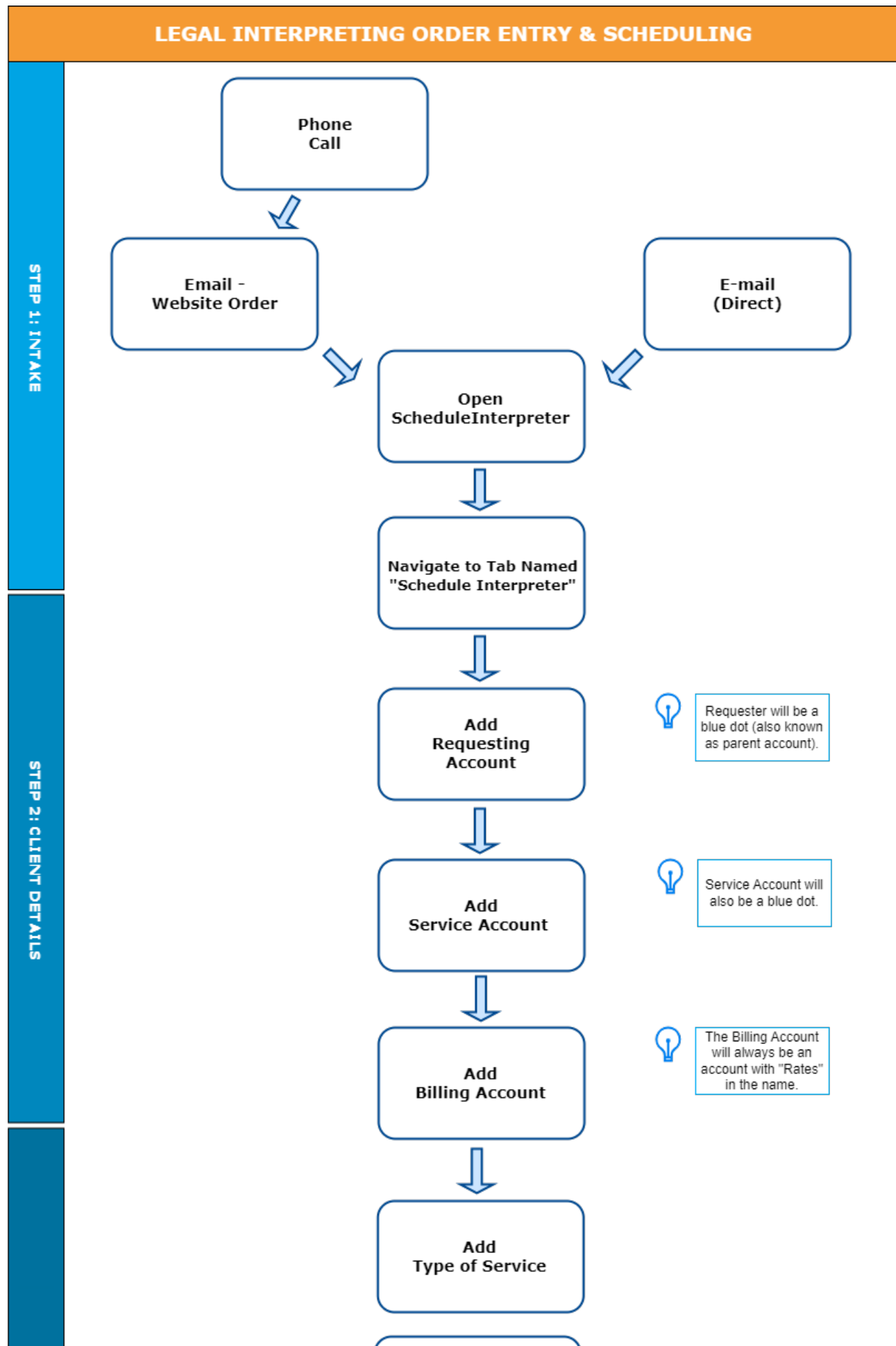


FLOWCHART - LEGAL INTERPRETING ORDER ENTRY & SCHEDULING



STEP 3: ASSIGNMENT DETAILS

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

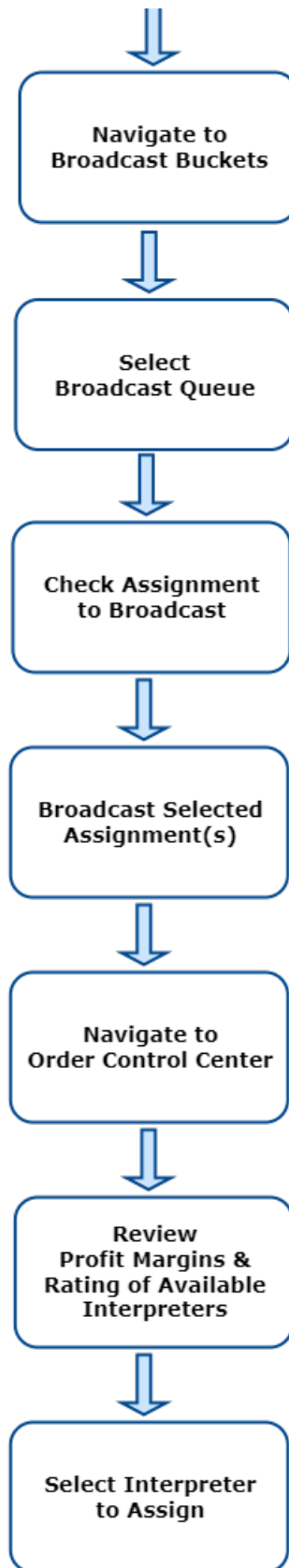
Double Check
Order Confirmation

STEP 4: INTERPRETER
QUALIFICATIONS

STEP 5: SUBMIT ORDER

STEP 6: BROADCAST ASSIGNMENT

STEP 7: CHOOSE & ASSIGN INTERPRETER



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

🔄Revision #1

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