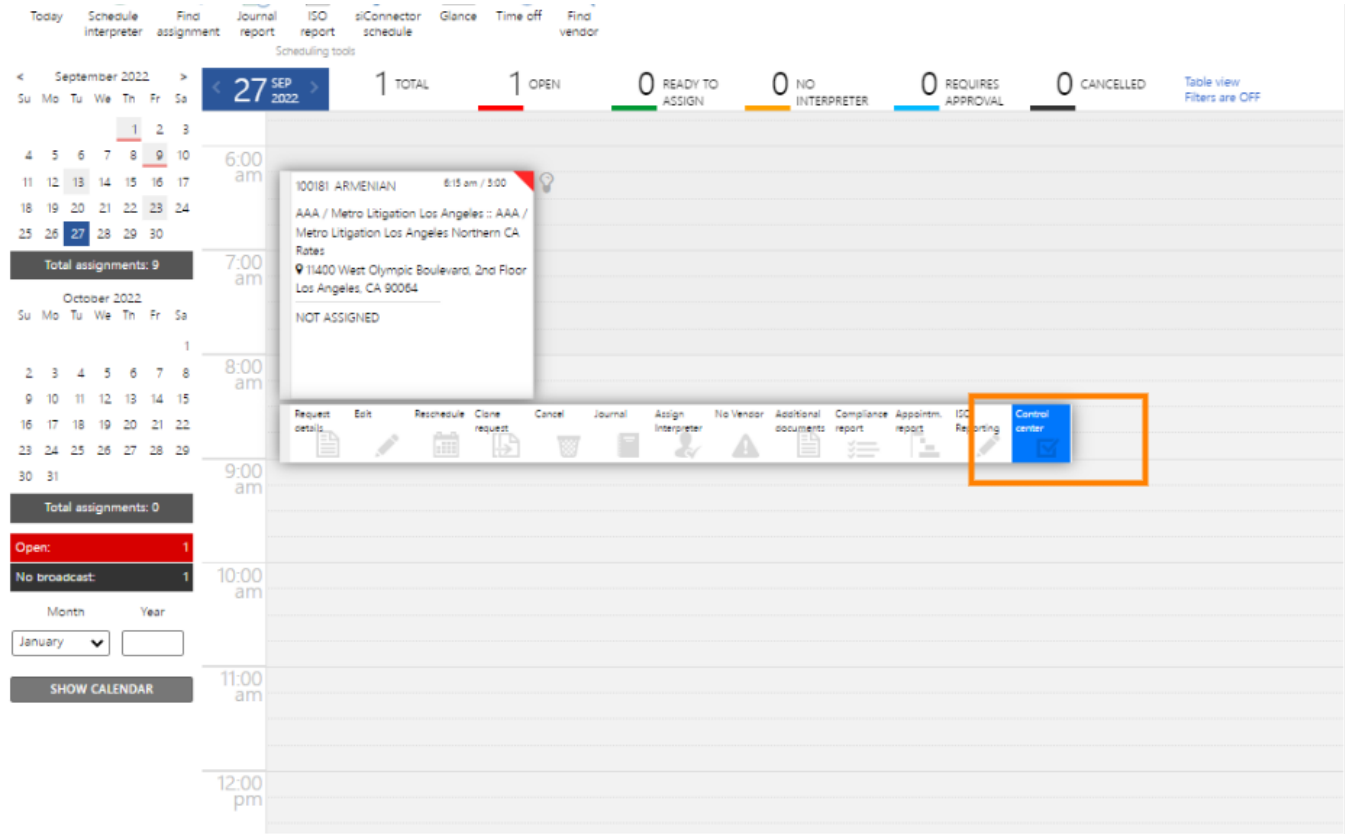
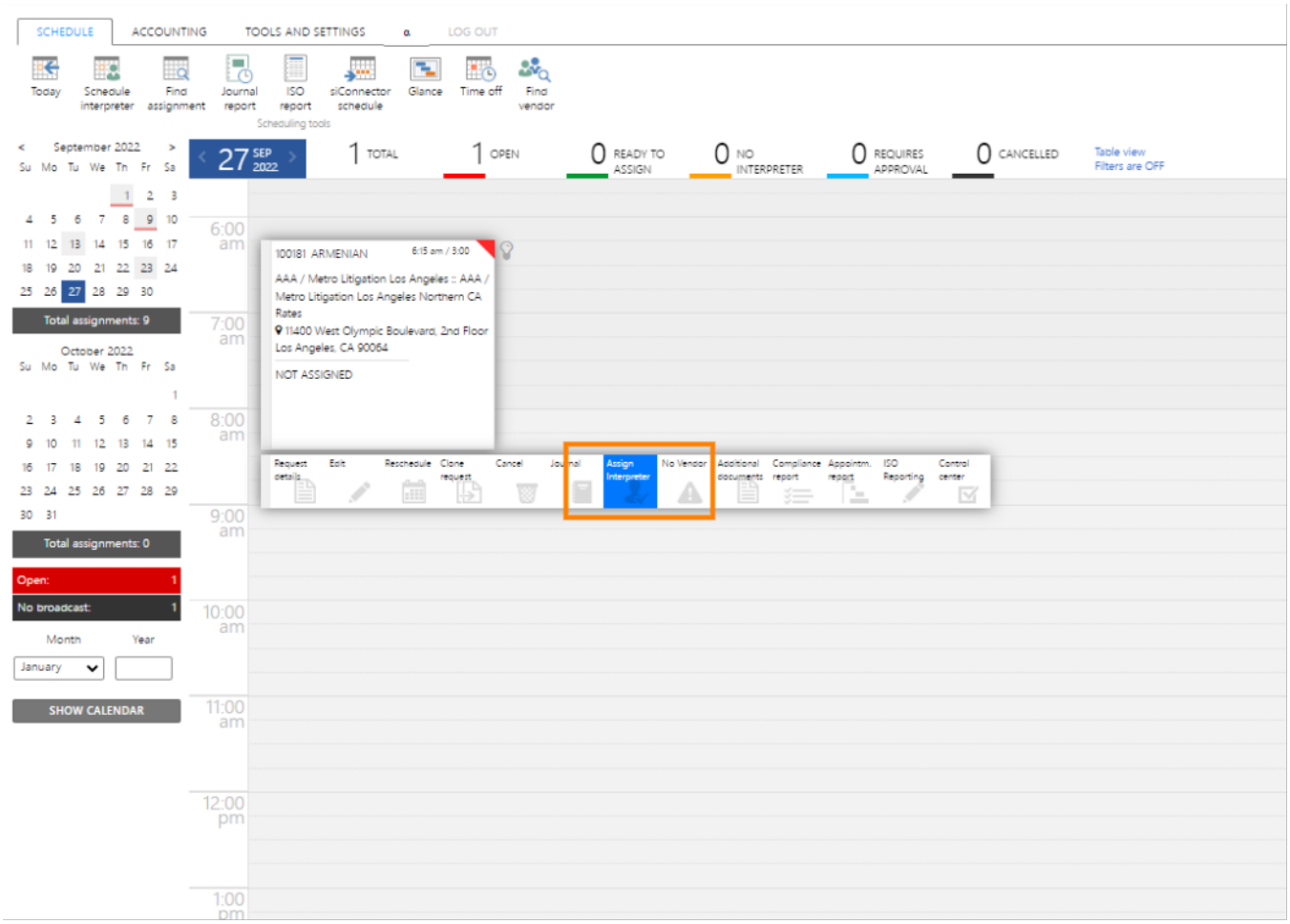
GUIDE - ASSIGNING LEGAL INTERPRETING ORDERS

1. Go to Order Control Center

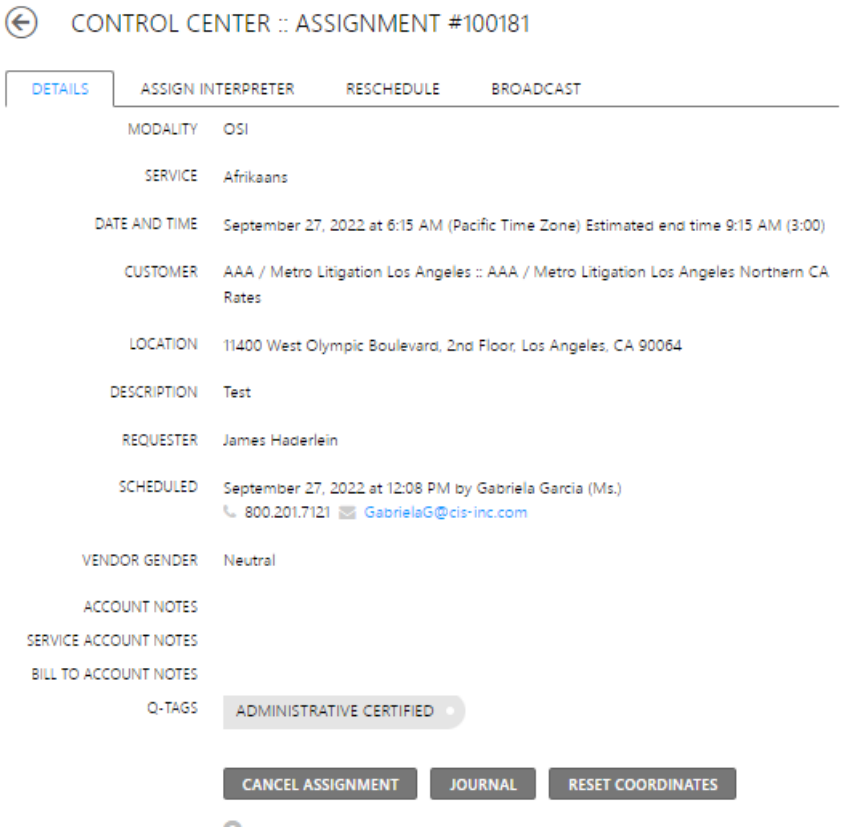
Once an assignment is broadcast, move on to the Control Center of the order.



Tip: Another way to get to the Control Center is to click Assign Interpreter.



- DETAILS
  - You will be the details tab open up. Review it before moving on to the next step.



2. Choose an Interpreter from Available Tab

Click the Available tab.

- AVAILABLE
  - This shows you the interpreters that are available, meet the criteria, and who responded to the broadcast that went out notifying them of the available assignment (i.e. Assignment Offer email).

    * Important * Be sure to check the profit margins to choose the best interpreter option. Profit margins should be above 40% and typically, the higher the better, while not compromising quality. In essence, it is better to choose someone who can provide a quality service (and has a good internal rating) than someone with a low rating even if the profit margin may be higher.



CA Avetisyan, Magdalina	$166.67	46%
CA Basmadjian, Vartouhi	$125.00	60%
CA Boshyan, Liliya	$166.67	46%
CA Darakjian, Maral	$116.67	62%
CA Derpetrossian, Alen	$108.34	65%
CA Galindo, Test Lourdes	$150.00	52%
CA Kassabian, Arpi	$0.00	100%
CA Khadjadorian, Marla	$85.00	72%
CA Markosian, Tamar	$183.34	41%
CA Meekay, Mary	$150.00	52%

3. Assign Interpreter

Click "ASSIGN" to confirm your interpreter selection.

- STATUS OF VENDOR
  - Once you assign the interpreter, their name will be grey and there will be a red line on the left.

    See the example:



Basmadjian, Vartouhi	*$125.00*	*60%*

* Once assigned, the interpreter will receive an assignment confirmation email *

4. Verify via Journal

Review the Journal to confirm that assignment paperwork was sent to interpreter you assigned.

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