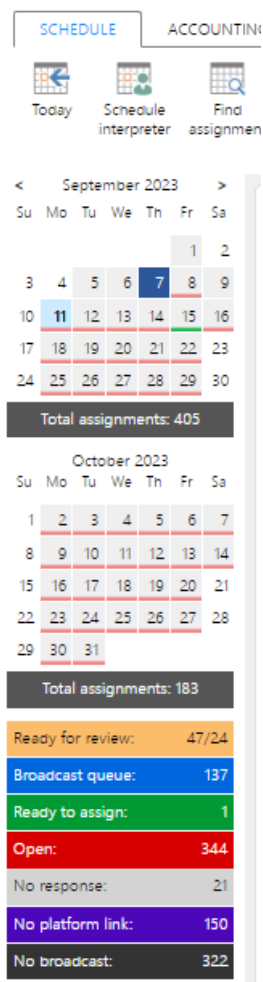


GUIDE - BROADCASTING LEGAL INTERPRETING ORDERS

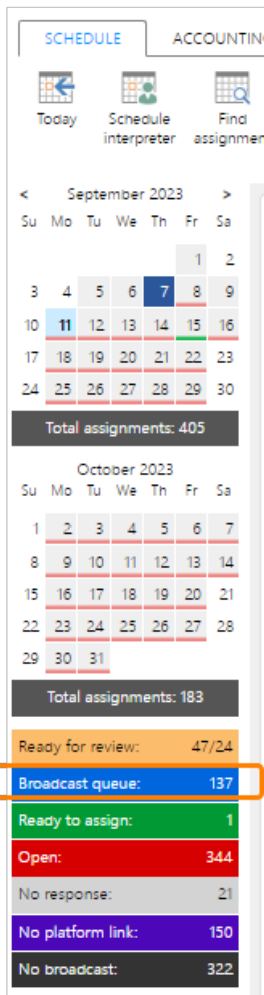
1. Navigate to Broadcast Buckets (Sidebar)

Go to the Sidebar on the bottom left of the screen in your Dashboard View.



2. Select Broadcast Queue Bucket

This is where you will usually go to broadcast your orders and send out Assignment Offers.



3. Review the Queue

Look for your orders that need to be broadcast in the queue.

4. Select and Broadcast

Select the Order you want to broadcast, meaning you want to send a notification that the assignment is available.

BROADCAST QUEUE

	ID	Modality
<input type="checkbox"/>	401828	OSI
<input checked="" type="checkbox"/>	400717	VIS
<input type="checkbox"/>	400481	OSI
<input type="checkbox"/>	401816	OSI
<input type="checkbox"/>	400667	VIS
<input type="checkbox"/>	401334	VIS
<input type="checkbox"/>	401625	VIS
<input type="checkbox"/>	401142	OSI
<input type="checkbox"/>	401347	VIS
<input type="checkbox"/>	401656	OSI
<input type="checkbox"/>	400211	VIS
<input type="checkbox"/>	401796	VIS
<input type="checkbox"/>	401713	VIS
<input type="checkbox"/>	400671	VIS
<input type="checkbox"/>	400138	VIS
<input type="checkbox"/>	400702	VIS
<input type="checkbox"/>	400356	VIS
<input type="checkbox"/>	400736	VIS
<input type="checkbox"/>	400582	VIS
<input type="checkbox"/>	401194	VIS
<input type="checkbox"/>	401787	VIS
<input type="checkbox"/>	401817	OSI
<input type="checkbox"/>	400674	VIS

SAVE

CANCEL

5. Broadcast Selected

On the lower right corner of the Broadcast Queue, select "Broadcast Selected."

This will broadcast the order and an Assignment Offer email will be sent to the interpreters who qualify for the assignment.

SELECT ALL

CLEAR ALL

REMOVE SELECTED

BROADCAST SELECTED

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