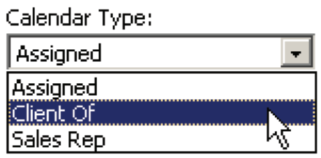
Requesting assignments

If you have your own clients, view their pending jobs so you can request the assignments.

1. If you have the option, select **Client Of** in the **Calendar Type** drop-down.



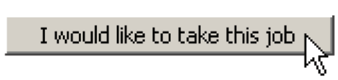
2. Limit the jobs shown by selecting one or more search filters in the **Search Criteria** pane:
   - **Job Date** – To find jobs for different time periods, enter new beginning and/or end dates, or click the attached calendar buttons and select dates in the pop-up Date Navigators.
   - **Case** – To find jobs for a specific case, enter part of the case name into the field.
   - **Firm** – To find jobs for a specific firm, enter part of the firm's name in the field.
   - **Scheduled Date** – To find jobs scheduled during a specific period, enter beginning and/or end dates, or click the attached calendar buttons and select dates in the pop-up Date Navigators.

3. Click **Search.**

4. To see a scheduled job's details, click its job number or job time (highlighted in blue) in the Calendar screen.

5. In the Calendar Detail screen, the information for the job you clicked appears.

6. Click **I would like to take this job** at the bottom of the screen. The office is notified of your request immediately.



7. Click **Back** to return to the Calendar screen.