

# Bulk Offering Jobs

Bulk Offering allows you to offer multiple **Jobs** in a single action by email. Note that this process will offer to the default eligible interpreters on the **Job** only.

Note: for Service locations that use the '**Remote**' flag, i.e. this is not a physical address for Video/Phone Bookings, the **Proximity Search** will automatically be disabled and the same is the case for the **Bulk Offer** process.

Navigate to the '**Manage Jobs**' page using the '**Home**' menu or the '**Quick Links**' on your **Dashboard**. Firstly, you will want to filter for the **Jobs** that you would like to offer:

- Filter **Jobs** by typing a value at the top of any column or using the drop down menus where present, for example all **Open Jobs**; by default **Offers** will only be sent on **Jobs** in an **Open** or **Offered** status (Note that there is a **Reset Columns** button which will allow you to add to or change the data that is presented and similarly filtered)
- Use the **Filter** function to select a certain date or date range
- Use the **Custom Filters** function to build and save a host of your own custom filters based on many parameters such as **Job Status**, **Language**, **Customer**, **Consumer**, dates etc.
- Alternatively you could use the **New Jobs** tab on the '**Manage Jobs**' page

The screenshot shows the 'Manage Jobs' page with a table of jobs. The table has columns for Customer, Location, Lng, Language, Stat, Interpreter, Team Size, Reference, Requirement, Type, Bkg. Tm, Consumer, Ex. Dur. Hrs., and Ex. Dur. Mins. The 'Stat' column is highlighted, and a dropdown menu is open showing options: New, Open, Offered, Assigned, Confirmed, Closed, Cancelled, Unfulfilled, and Non-Attendance. Annotations include: 'Use the filter function to: Select the date range. Select Quick Filters such as New Jobs, Advanced filters and Saved Searches' pointing to a date range filter; 'Use this button to change the data represented in the tabular columns, this will allow for additional filtering or info to aid schedulers' pointing to the 'Reset Columns' button; 'Filter by column headers such as Open Status, Customer, Language etc.' pointing to the table headers; and 'Use the filter function to: Select the date range' pointing to the date range filter.

When you have filtered for **Jobs** to be bulk offered:

- Select the **All jobs (with current filters applied)** checkbox at the top of the table
- Note also the pagination at the bottom of the grid, if you wish to select more records than are currently displayed on the page, you will need to increase the number of records displayed on the page using the dropdown menu, otherwise you will need to repeat the bulk action on each page of records
- Click on the **Bulk Actions** button
- Select **Send Offers**

- You will receive a pop up to confirm the action and the number of Jobs that will be **Offered**, followed by a success message when you **Confirm Send**

1. Select all jobs  
2. Click Bulk Actions button  
3. Select Send Offers

Query Applied: expectedStartDate greater or equal to 01/06/20 AND expectedStartDate less or equal to 01/01/30  
All jobs (with current filters applied)

ID	Date	Time	Customer	Location	Lng.	Language	Stat.	Interpreter	Team Size	Reference	Requirement	Duration	Ex. Dur. Mins.
515715	01/06/20	11:00	San Francisco General Hospital	1001 Portero Ave, San Francisco, California	spa	Spanish	OPE		1	Patients Name: 123	-	2.50	150
516593	02/06/20	10:00	San Francisco General Hospital	1001 Portero Ave, San Francisco, California	spa	Spanish	OPE		1	Patients Name: 123	-	3.00	180
516115	03/06/20	12:45	Department of Foreign Affairs	Main building, Ballyjamesduff Road, Virginia, Co. Cavan	bfi	British Sign Language	OPE		1	Patients Name: 001	-	1.50	90
516116	03/06/20	13:30	Department of Foreign Affairs	Main building, Ballyjamesduff Road, Virginia, Co. Cavan	bfi	British Sign Language	OPE		1	Patients Name: 001	-	1.50	90

By refreshing the page you should see that there are no **Jobs** remaining (if filtering by **Open Jobs** only) or that all selected **Jobs** are in **Jobs** status, depending on how you are filtering the data.

Note that if any **Jobs** remain in **Open** status this indicates that **Offers** could not be sent as there were no eligible **Interpreters** available for the **Job**. You will need to manually edit such **Jobs** and try toggling the filters to see if any eligible **Interpreters** can be found (see **Offering & Assigning Jobs**).