King County District Court

Interpreter Web Application

Interpreter Manual
Draft

About the King County Interpreter Web Application

The Interpreter Web Application (KCIW) was originally written by Jason Belskus, Web Technology Coordinator for Information and Administrative Services, the system was upgraded March 2005 by Todd Lassila, Programmer/Analyst King County ITS Application Development and Support Services.

The purpose of the application is to allow clerks, administration staff and interpreters to conveniently manage scheduling and assignment of interpreter services. This application should be used prior to scheduling court dates to see if interpreters are already scheduled so that cases can be added to an existing job. It is hoped that the application will assist in reducing the costs of interpreter services by consolidating jobs.

The system is easy to use and further automates functions such as notification of all parties. It allows a user to see at a glance all interpreters needed for a particular language or division and whether or not an assignment has been made. Added functionality in the application allows interpreters to sign up for unassigned jobs.

All regular users of the system, including all interpreters will have their e-mail addresses added to their profile. Divisions will need to allow interpreters access to computers with internet access so they can check their e-mail.

 For questions, comments and concerns regarding this program, please contact

,
Mary Clayton Interpreter Coordinator at 206-296-3637 or by e-mail to: InterpreterCoordinator.KCDC@metrokc.gov.

Glossary of Terms

Job	One or more cases scheduled at a particular division on the same date and time for the same language.
Job ID	A unique number assigned to each job submitted by a court and a method to look at the detail of the job.
Clerk	A user of the system who can schedule jobs and delete jobs that have not been assigned. A clerk can also delete cases within a job if more than one case is part of that job. A clerk cannot delete jobs that have been assigned.
Administrator	The application administrator can delete jobs where an assignment has been made, can add both interpreters and clerks to the database as users, and assigns jobs to interpreters.
Interpreter	An interpreter who has been assigned a User ID and password by the administrator. This interpreter may be either certified in a certifiable language or is interprets regularly for a non-certified language. This interpreter can sign up through the application for unassigned jobs.
Public	Public access for any interpreter who has not been assigned a User ID and password or a member of the public. This user can view the schedule of jobs available. An interpreter in this category must call the administrator to request an assignment.
Location	The courtroom within a building where the hearing will take place or the physical address of a remote location such as probation.
Job Notes	Notes pertaining to the entire job such as a possible reassignment to a different courtroom.
Notes	Case specific notes such as client has multiple cases.
Client Name	The name of the person requiring an interpreter.
Hearing Type	The type of hearing before the court.

Accessing KCIW

To begin using the application, open Internet Explorer and point your browser to http://www.metrokc.gov/kcdc/interpreterweb/ApplicationLogin.aspx. Save this location as a favorite (click on Favorites and then Add to Favorites) or place a shortcut to it on your desktop (click on File then Send and Shortcut to Desktop).
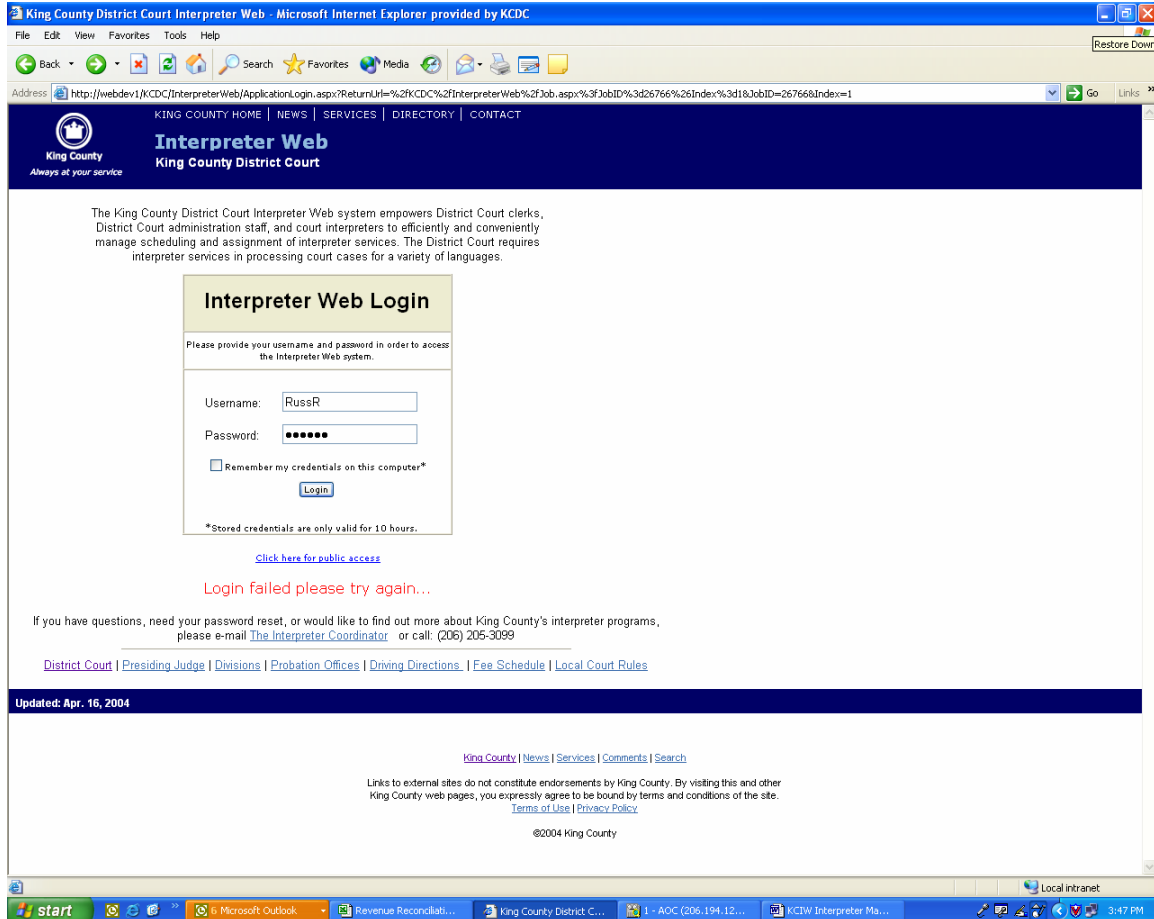

Log on with the User ID and password supplied by the administrator.

The first time you sign onto the system it will take you to this screen to update your information and reset your password. Type in a password and confirm it by repeating the password you just entered.   Passwords must be at least 6 characters in length and may have a number. Update any additional information that may be useful to the Interpreter Coordinator. (see example below)
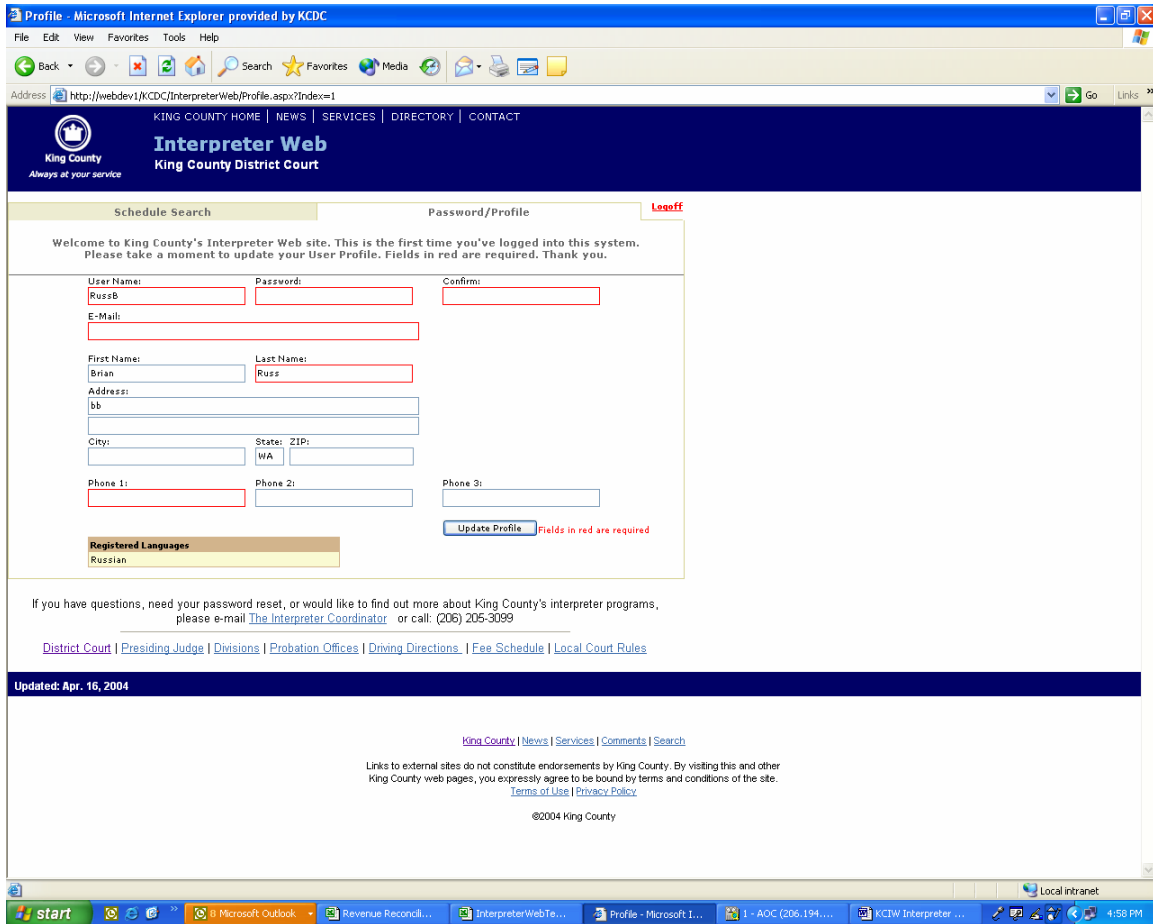
You will then select update Profile. Fields in red are required. Once complete, a dialogue box will open advising that your update was successful. This screen is only used by Administrators of KCIW and is not available to other users of the system.

Once updated select the "Schedule Search" tab to proceed
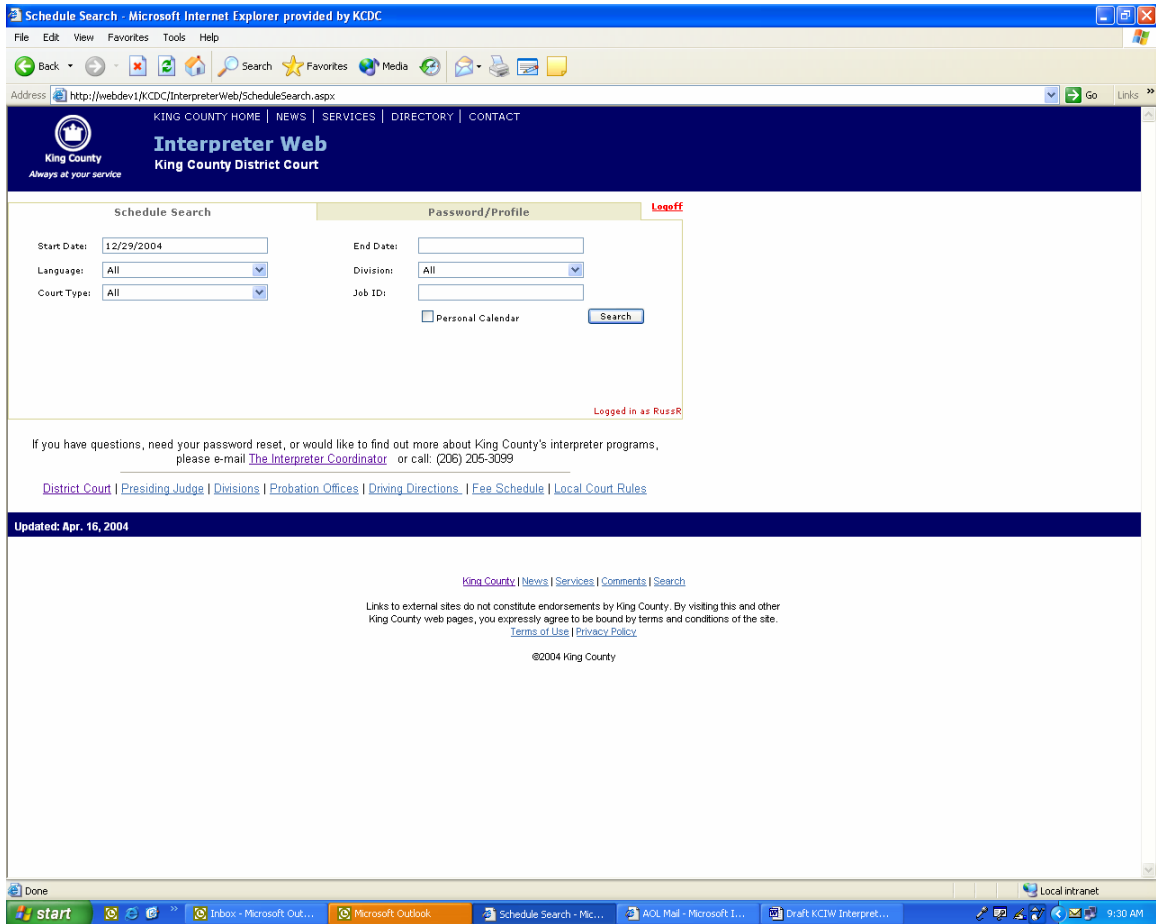
Change the start date to the date you wish to search, if looking for a specific date range, enter an end date. If searching for jobs all available jobs, leave the end date blank. If you are qualified in more than one language you can leave the language as "all".

Take a minute to familiarize yourself with this screen.

When you sign into the application you will be taken to a list of jobs that are available to be picked up by you. These are jobs related to the languages linked to your person record. To sign up for the job, select the "sign up for this job" button. Once accepted, a dialogue box will open and advise you the job assignment was successful.

If you are unable to view any jobs this may be due to no jobs are available at this time. Please check back. For certified languages: Cantonese, Cambodian, Korean, Laotian, Russian, Spanish or Vietnamese. Certified language jobs will only be displayed to certified interpreters until three (3) days prior to the hearing date. Within three (3) days of the job, if it has not been picked up by a certified interpreter it will be displayed to all qualified interpreters.

To process the screen:

Change the start date to the date you wish to search, if looking for a specific date range, enter an end date. If searching for jobs all available jobs, leave the end date blank. Select your language, or if you are qualified in more than one language, leave the language as "all". By selecting "search" you will be given a list of available jobs.
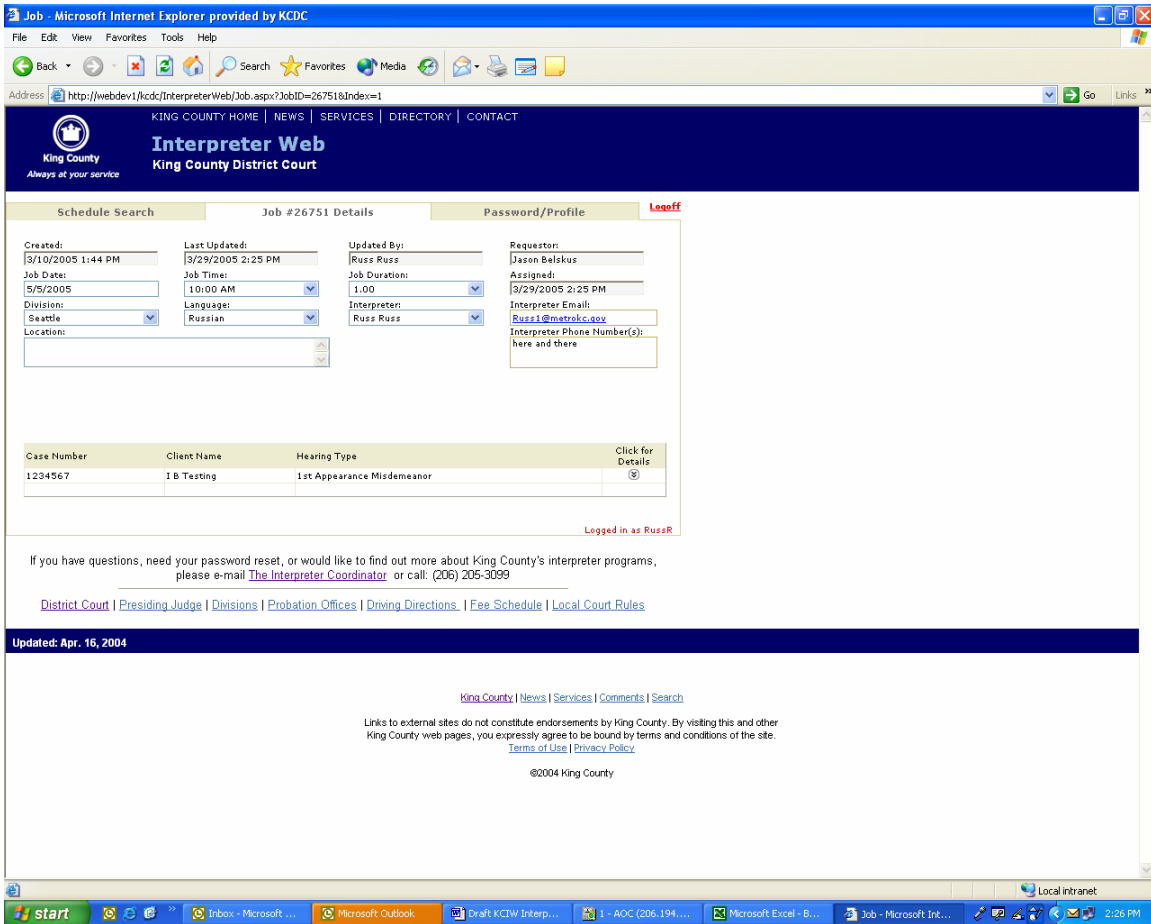

Choose the job number you are interested in selecting by moving your curser to the job number and clicking on it.

If you wish to see the details of the case associated to this job select "click for details" If you wish to sign up for the job select the button marked "sign up for this job".

A dialogue box will appear that lets you know that you have been successful

You will receive an e-mail advising you that you have been assigned to the job
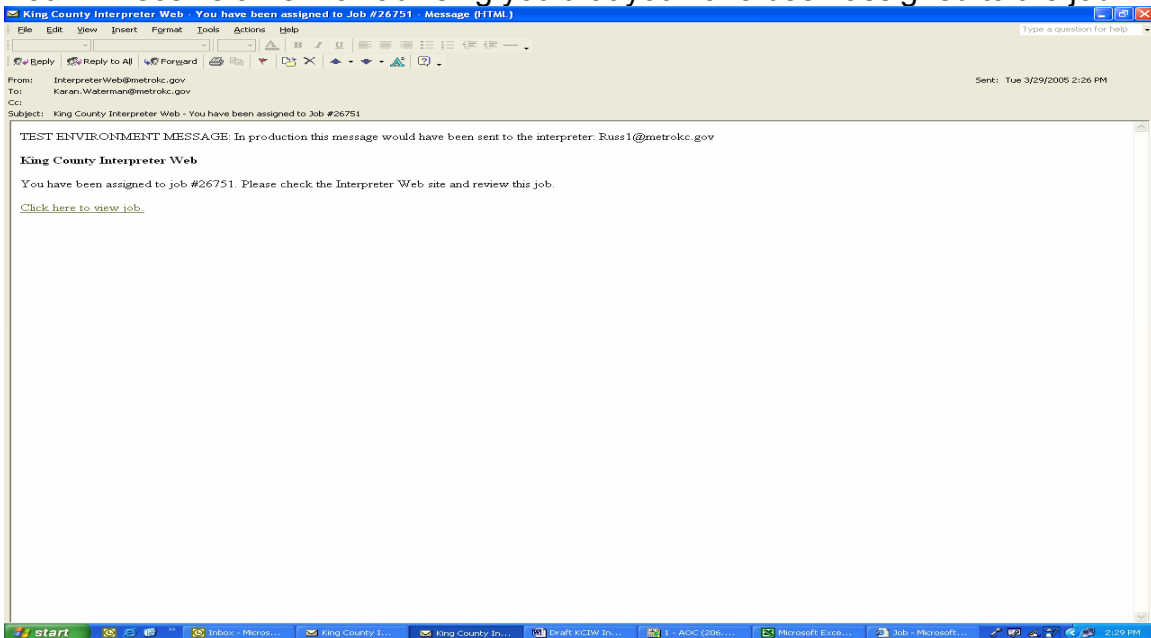
Click on the link to view the specifics

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Use the back and forward arrows for navigation, or select one of the tabs on the top of the screen. If you select the "schedule search" tab you will be returned to the job list.

A feature of the enhanced web is the personal calendar. When you are signed in and have picked up job(s) you can select from the schedule search tab the "Personal Calendar" option by clicking on the box. A check mark will appear and once search is selected a list of assigned jobs appears.
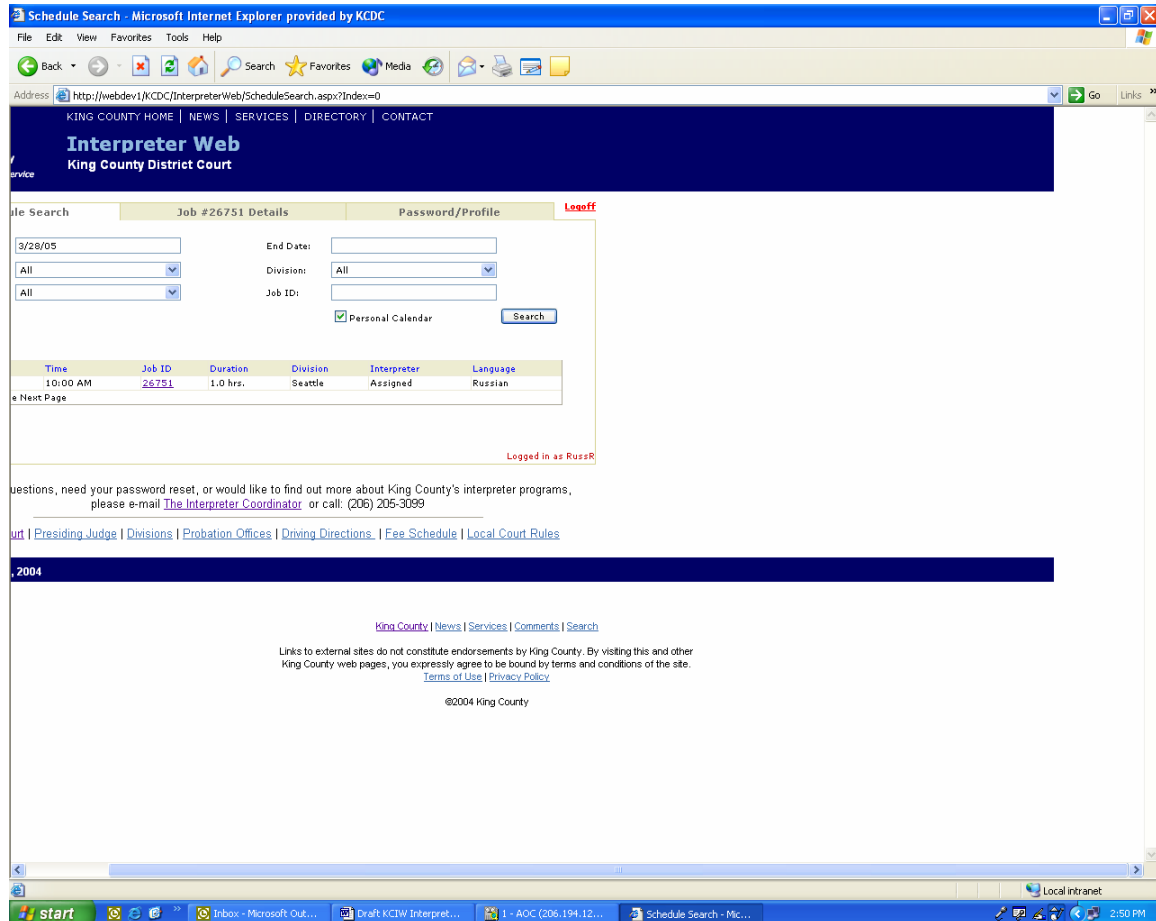
If you are signed up for one job at 9:00 a.m. at a specific court location, the application will not allow you to pick up another job at the same time in a different location. You will receive an error message asking you to contact the interpreter coordinator.

If you are not approved for a language, you will need to contact the Interpreter Coordinator to sign up for the job. To contact the Interpreter Coordinator click on the e-mail link on the bottom of the screen, list the job number you are interested in handling in the subject line and send it in.

In the event you are unable to accept a job you have either signed up for or have been automatically assigned, contact Interpreter coordinator at 206-205-3099 or e-mail her at InterpreterCoordinator.KCDC@metrokc.gov.

Exiting the Program

When you have finished using KCIW, close the browser to exit the program or return to the main login screen.

A copy of this manual, a link to KCIW and the voucher form can be found on the King County District Court web site at www.metrokc.gov/kcdc/interpreter.htm.