

***King County District Court
Interpreter Web Application
Public Access Manual***

November, 2001

KCIW Public Access Manual

11/1/2001

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About the King County Interpreter Web Application

The Interpreter Web Application (KCIW) was written by Jason Belskus, Web Technology Coordinator for Information and Administrative 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 automates previously manual 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.

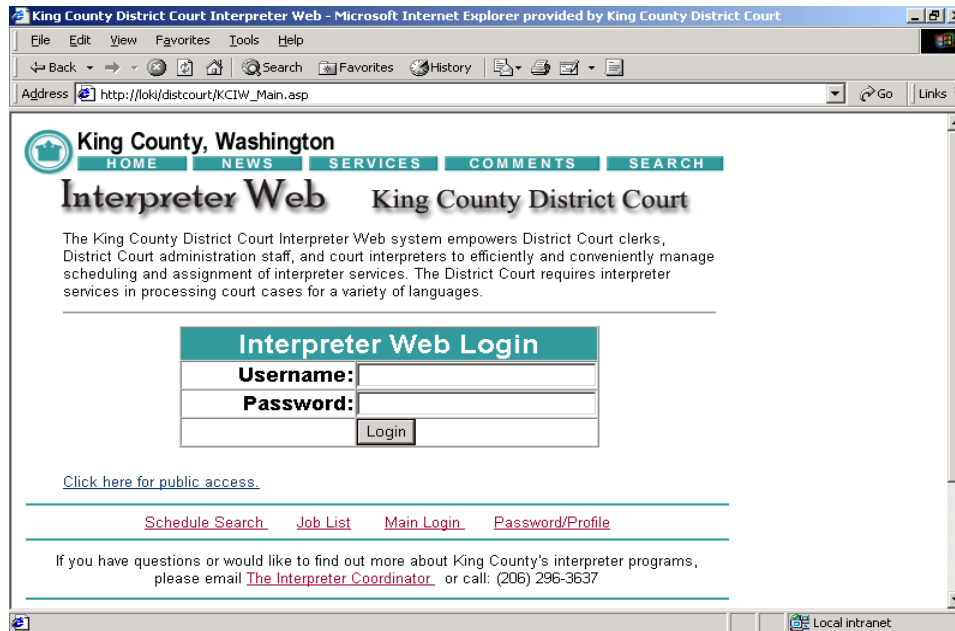
For questions, comments and concerns regarding this program, please contact Heather Smith, Interpreter Coordinator at 206-296-3637 or by e-mail to: InterpreterCoordinator.KCDC@metrokc.gov.

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 www.metrokc.gov/common/direct/app/KCIW.asp. 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).



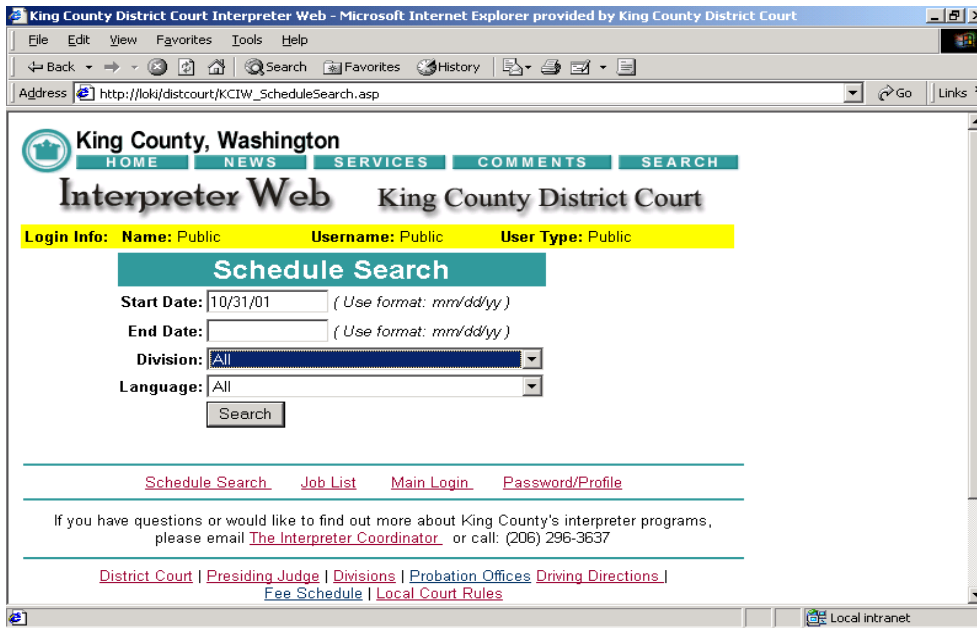
Click on the link “Click here for public access”.

You will be taken to the Schedule Search screen.

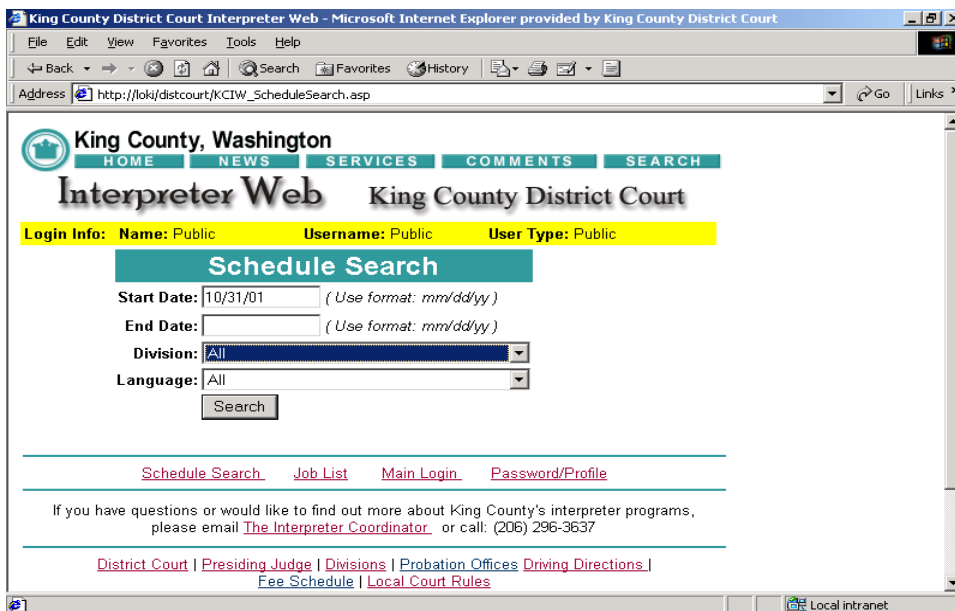
Note the login information in yellow (see example below). This will tell you that you are logged onto the system as a member of the “public” group.

Take a minute to familiarize yourself with this screen. The words “Interpreter Web” at the top of the screen will always return you to the Schedule Search screen.

Navigation tools are present on all screens to move quickly between screens. **Schedule Search** will take you back to the Schedule Search screen. **Job List** will take you either to the entire job list or if you have performed a search for your division, will take you back to that list. **Main Login** returns you to the sign on screen. **Password/Profile** allows you to change your password and update your user profile.



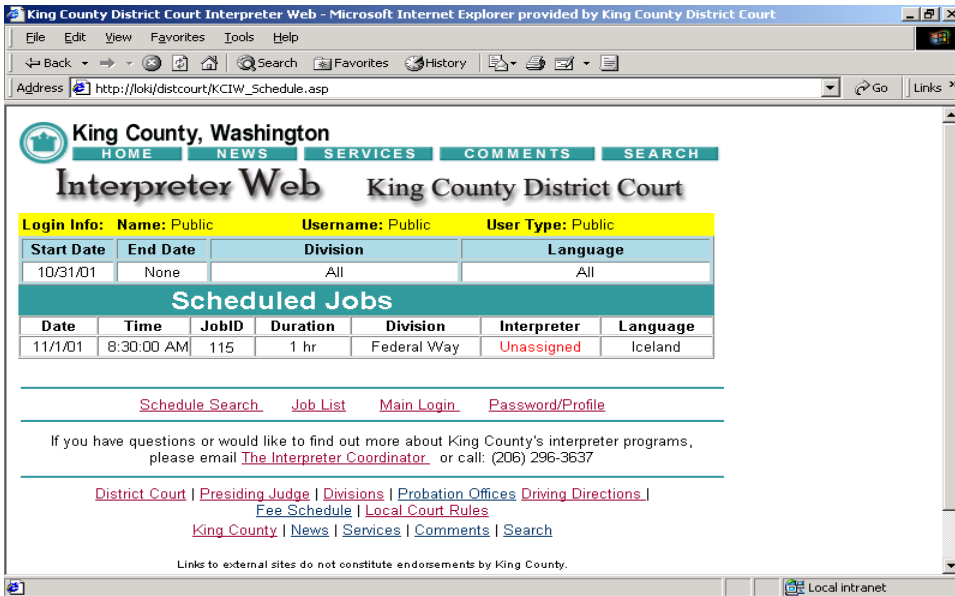
Searching in IWA



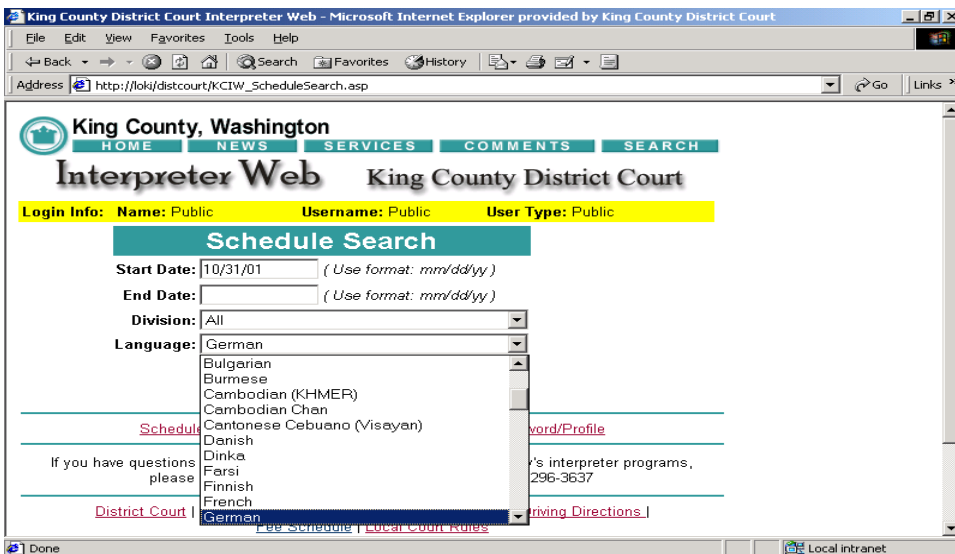
The Schedule Search Screen allows searching for all dates or a range of dates, for all divisions or one particular division, and for all languages or one particular language.

To view all cases scheduled in the system with assigned and unassigned interpreters, leave the defaults to today, all divisions and all languages, and click on the search button. (See example above).

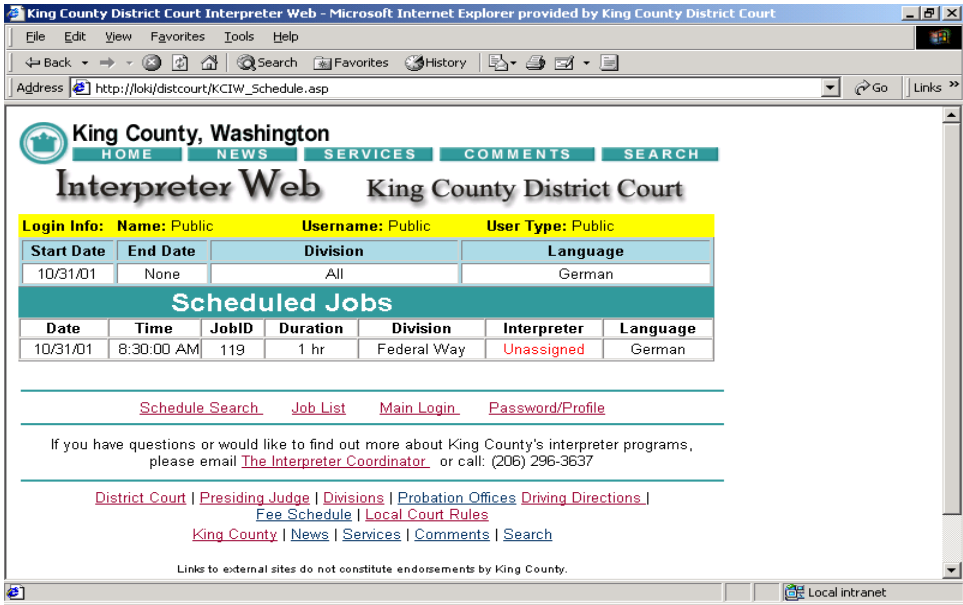
You will get a list of all jobs scheduled for all district court divisions, probation offices and custodial facilities. (See below).



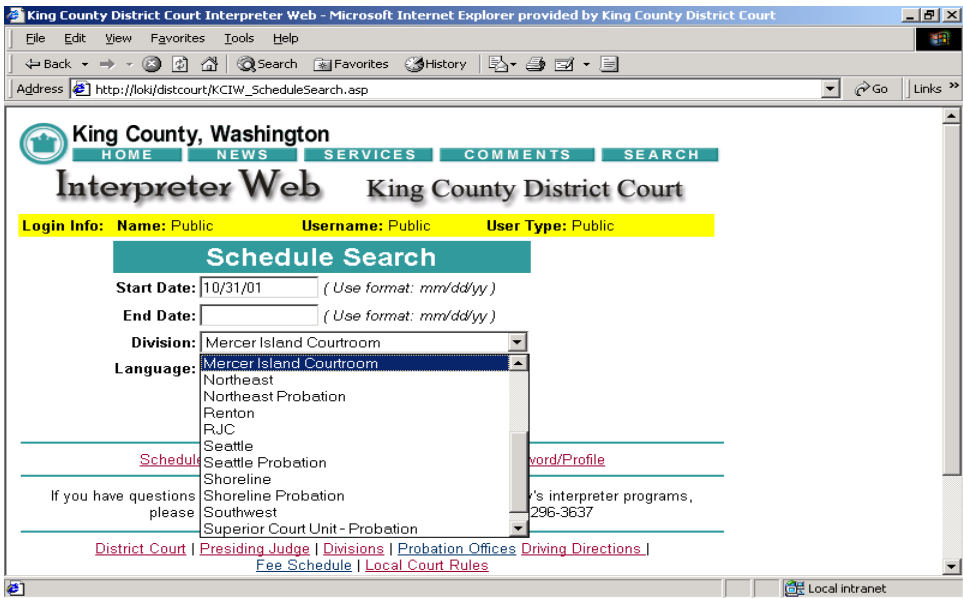
To select a specific language, drop down the language list or type the first letter of the language and scroll through until you find the language desired and click the search button.

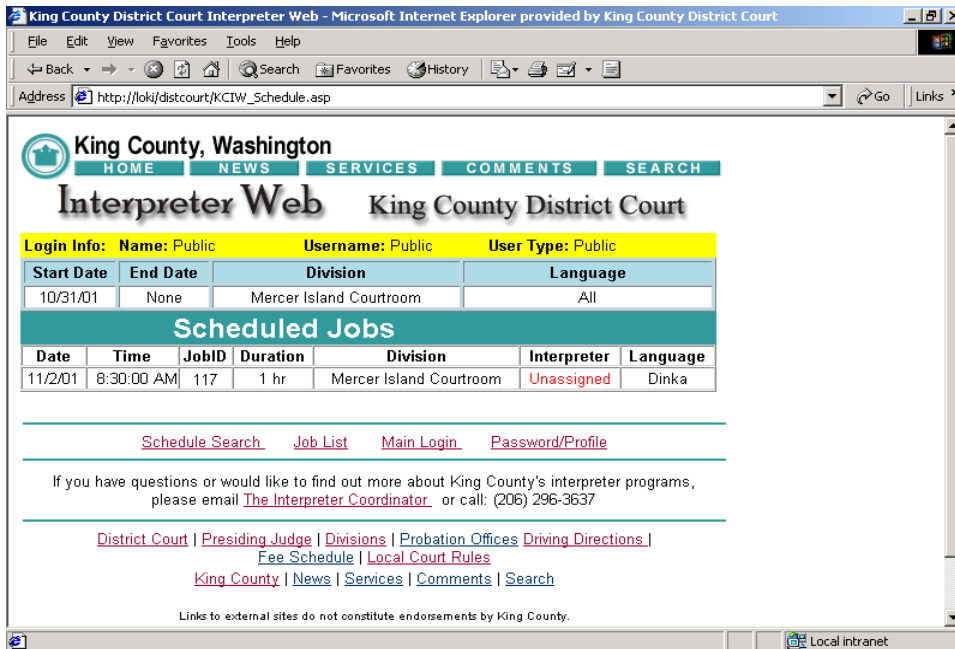


A list for cases with that language will appear.



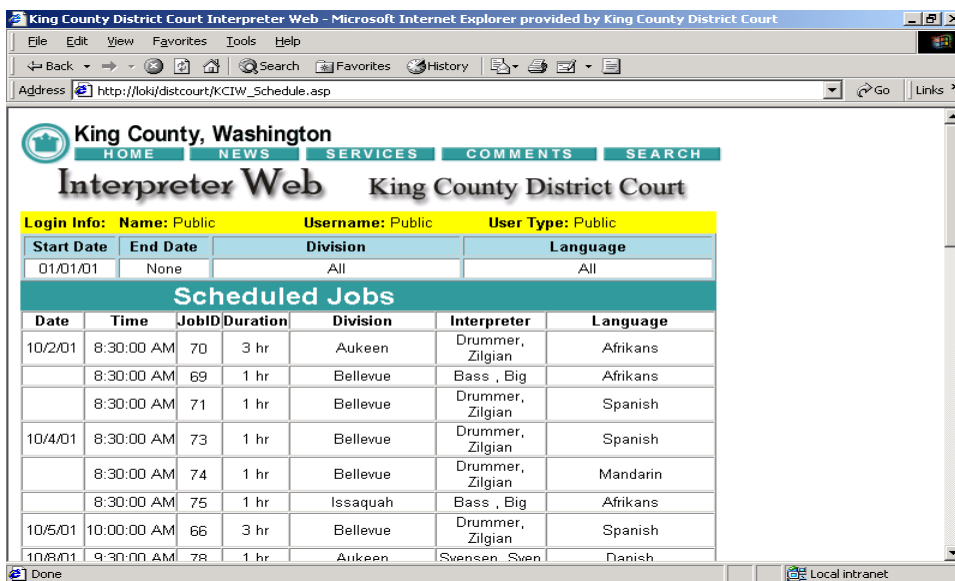
To search for cases in a particular court division, drop down the location box and select the division.





The Start Date on the Search screen automatically defaults to the current date. To change the date, click on the start date field and insert the date required in mm/dd/yyyy format. An End Date is not required and if not filled in will return all cases in the future.

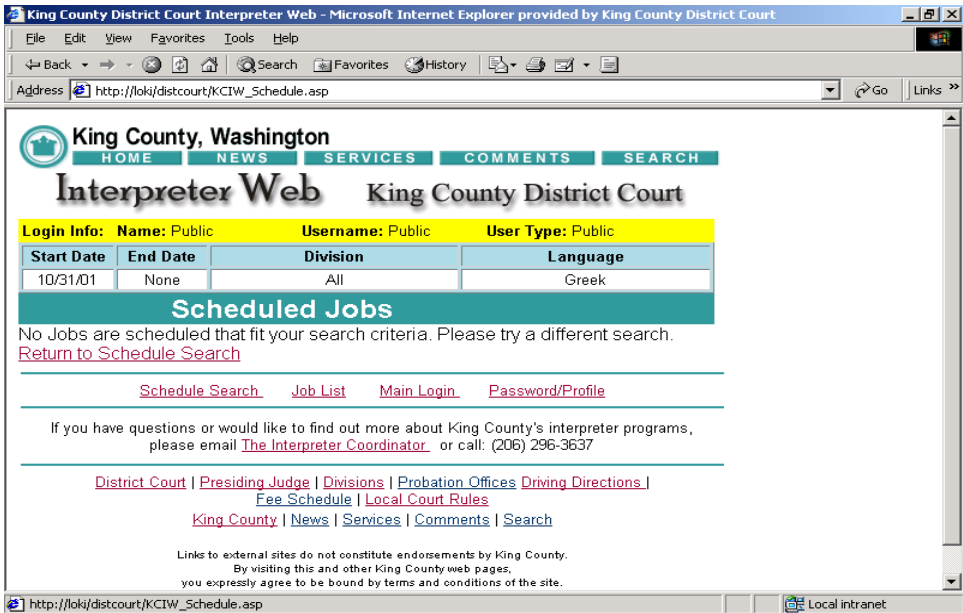
To look at cases scheduled in the past, put in a past start date such as 01/01/2001, put in other parameters such as division and language and click on the search button.



If there are no cases matching your selection criteria, you will receive the following message.

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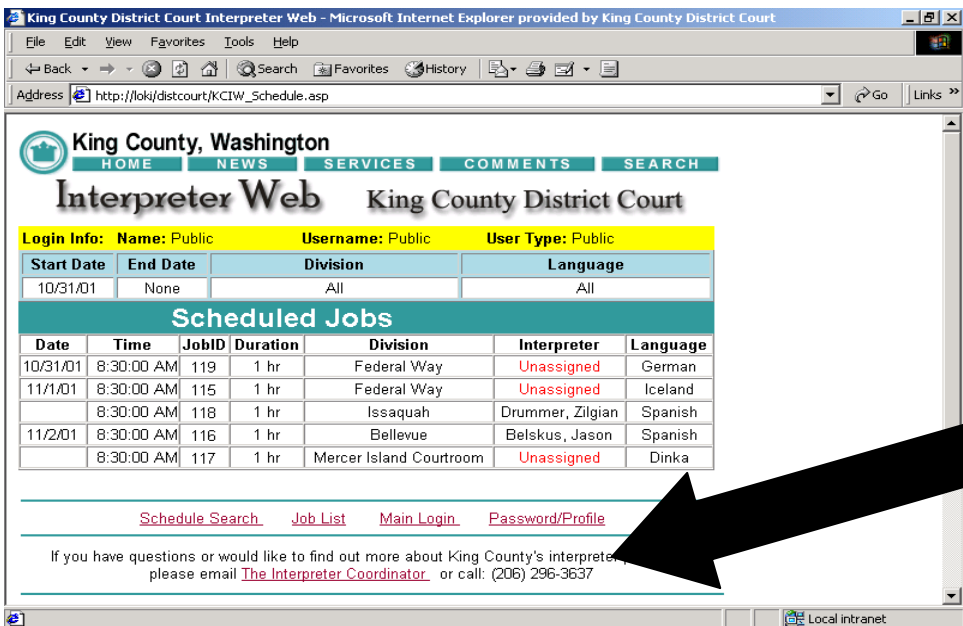
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From this screen, you can return to the Schedule Search, view the job list or return to the main login.

Signing Up For a Job

To sign up for a job listed as Unassigned, note the JobID number contact the Interpreter Coordinator at the number on the bottom of the screen.



In the event you are unable to accept a job you have either signed up for or have been automatically assigned, contact Heather Smith at 206-296-3637 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.