

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

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 efficiently manage the scheduling and coordination of interpreter service assignments. The system is easy to use and further automates functions such as notification of assignment and assignment changes to all parties involved. 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 based on their availability and to use a personal calendar for an easy review of their assigned 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:

King County District Court Interpreter Coordinator
206-205-3099
InterpreterCoordinator.KCDC@kingcounty.gov

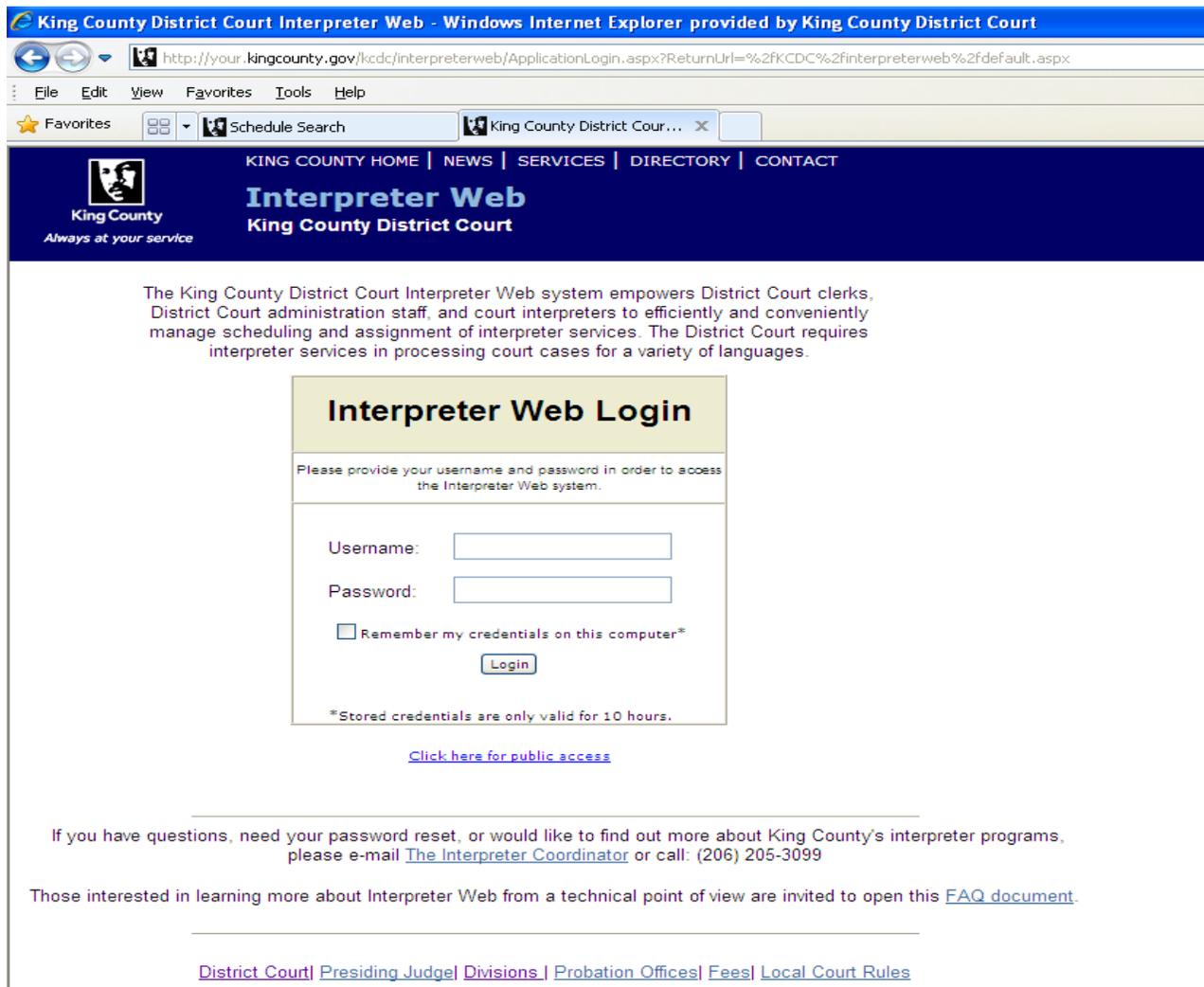
Glossary of Terms

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://your.kingcounty.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).



The screenshot shows a Windows Internet Explorer browser window. The title bar reads "King County District Court Interpreter Web - Windows Internet Explorer provided by King County District Court". The address bar contains the URL "http://your.kingcounty.gov/kcdc/interpreterweb/ApplicationLogin.aspx?ReturnUrl=%2fKCDC%2finterpreterweb%2fdefault.aspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows "Schedule Search" and "King County District Cour...". The page header features the King County logo and navigation links: KING COUNTY HOME | NEWS | SERVICES | DIRECTORY | CONTACT. The main heading is "Interpreter Web King County District Court". Below this, a paragraph states: "The King County District Court Interpreter Web system empowers District Court clerks, District Court administration staff, and court interpreters to efficiently and conveniently manage scheduling and assignment of interpreter services. The District Court requires interpreter services in processing court cases for a variety of languages." The central content is a "Interpreter Web Login" form. It includes a message: "Please provide your username and password in order to access the Interpreter Web system." The form has fields for "Username:" and "Password:", a checkbox for "Remember my credentials on this computer*", and a "Login" button. A note at the bottom of the form states: "*Stored credentials are only valid for 10 hours." Below the form is a link: "Click here for public access". At the bottom of the page, there are two lines of text: "If you have questions, need your password reset, or would like to find out more about King County's interpreter programs, please e-mail [The Interpreter Coordinator](#) or call: (206) 205-3099" and "Those interested in learning more about Interpreter Web from a technical point of view are invited to open this [FAQ document](#)." At the very bottom, there is a navigation bar with links: [District Court](#) | [Presiding Judge](#) | [Divisions](#) | [Probation Offices](#) | [Fees](#) | [Local Court Rules](#).

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 the screen shown below.

Please review your profile and verify the information is correct. If any information on your profile needs updating such as address or phone number(s), please send an e-mail to the Interpreter Coordinator at InterpreterCoordinator.KCDC@kingcounty.gov

Please reset your password. Type in a secure password and confirm it by repeating the password you just entered in the “confirm” box.

To complete your password reset, click the “Update Profile” button. Fields in red are required. Once complete, a dialogue box will open advising that your update was successful.

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Interpreter Web
King County District Court

Schedule Search Password/Profile [Logoff](#)

Welcome to King County's Interpreter Web site. This is the first time you've logged into this system. Please take a moment to update your User Profile. Fields in red are required. Thank you.

User Name: schmoj Password: Confirm:

E-Mail:

First Name: Joe Last Name: Schmo

Address:

City: State: WA ZIP:

Phone 1: Phone 2: Phone 3:

Registered Languages
Vietnamese

[Update Profile](#) Fields in red are required

If you have questions, need your password reset, or would like to find out more about King County's interpreter programs, please e-mail [The Interpreter Coordinator](#) or call: (206) 205-3099

Those interested in learning more about Interpreter Web from a technical point of view are invited to open this [FAQ document](#).

[District Court](#) | [Presiding Judge](#) | [Divisions](#) | [Probation Offices](#) | [Fees](#) | [Local Court Rules](#)

Once your password is reset, select the "Schedule Search" tab to proceed.

The screenshot shows a web browser window with a "Schedule Search" tab. The page header includes the King County logo and navigation links: "KING COUNTY HOME | NEWS | SERVICES | DIRECTORY | CONTACT". The main title is "Interpreter Web King County District Court". Below the title, there are two tabs: "Schedule Search" (highlighted with a yellow arrow) and "Password/Profile". A "Logoff" link is visible in the top right corner. The "Schedule Search" form contains the following fields:

- Start Date: [Text Input]
- End Date: [Text Input]
- Language: [Dropdown Menu, All selected]
- Division: [Dropdown Menu, All selected]
- Court Type: [Dropdown Menu, All selected]
- Job ID: [Text Input]
- Personal Calendar
- [Search Button]

At the bottom right of the form area, it says "Logged in as kinaredsi". Below the form, there is a paragraph of text:

If you have questions, need your password reset, or would like to find out more about King County's interpreter programs, please e-mail [The Interpreter Coordinator](#) or call: (206) 205-3099

Those interested in learning more about Interpreter Web from a technical point of view are invited to open this [FAQ document](#).

At the bottom, there are several links: [District Court](#) | [Presiding Judge](#) | [Divisions](#) | [Probation Offices](#) | [Fees](#) | [Local Court Rules](#)

Take a minute to familiarize yourself with this screen.

Searching for jobs:

- To search a specific date range, enter a start and end date.
- To search for all future jobs, leave the end date blank.
- To search for jobs only for your language, select your language from the drop-down menu.

Available jobs will be displayed with a red “unassigned” in the “Interpreter” field. The job number will be highlighted, indicating a hyperlink to the job information. You will be able to view jobs related to the languages listed on your personal record. If you are unable to view a specific job, it is because it is not for a language listed on your profile, or because the job has already been assigned.

If a language is certified or registered, jobs for that language will be displayed ONLY to certified/registered interpreters until 48 hours prior to the hearing date. Within 48 hours of the job, if it has not been picked up by a certified/registered interpreter it will be displayed to all qualified interpreters.

The screenshot shows the 'Interpreter Web' interface for King County District Court. It features a search form with fields for Start Date (8/1/10), End Date, Language (All), Division (All), Court Type (All), and Job ID. A 'Search' button is present. Below the search form is a table of job listings with columns for Job Date, Time, Job ID, Duration, Division, Interpreter, and Language. The Job ID '83642' is highlighted in blue. The status 'Unassigned' is shown in red text for the job with Job ID 83730. A 'Logoff' link is visible in the top right corner.

Job Date	Time	Job ID	Duration	Division	Interpreter	Language
8/2/2010	8:45 AM	83723	2.0 hrs.	Burien	Assigned	Vietnamese
8/2/2010	10:15 AM	83755	2.0 hrs.	Burien	Assigned	Tongan
8/2/2010	10:15 AM	83700	2.0 hrs.	Seattle	Assigned	American Sign Language
8/2/2010	1:30 PM	83194	2.0 hrs.	Renton Courthouse	Assigned	Somali
8/2/2010	1:30 PM	83677	2.0 hrs.	Seattle	Assigned	American Sign Language
8/2/2010	1:45 PM	83699	2.0 hrs.	Burien	Assigned	Armenian
8/3/2010	8:45 AM	83123	2.0 hrs.	Issaquah	Assigned	Cambodian (Cham)
8/3/2010	8:45 AM	83667	2.0 hrs.	Renton Courthouse	Assigned	Somali
8/3/2010	8:45 AM	83642	2.0 hrs.	Renton Courthouse	Unassigned	Turkish
8/3/2010	10:15 AM	83796	2.0 hrs.	Shoreline	Assigned	Somali
8/3/2010	10:15 AM	83797	2.0 hrs.	Shoreline	Assigned	Arabic
8/3/2010	1:30 PM	83634	2.0 hrs.	Renton Courthouse	Assigned	Vietnamese
8/3/2010	1:30 PM	83730	2.0 hrs.	Seattle	Unassigned	Chichewa (dialect)
8/4/2010	8:45 AM	83770	2.0 hrs.	Renton Courthouse	Assigned	Vietnamese
8/4/2010	8:45 AM	83772	2.0 hrs.	Renton Courthouse	Assigned	Cambodian (Cham)

For details on a specific job, click on the Job ID number.

If you wish to see the details of a case associated with this job, select “click for details”.

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.

Note: If you are signed up for one job at a specific time, 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.

The screenshot shows the 'Interpreter Web' interface for Job #26751. The page has a dark blue header with the King County logo and navigation links. Below the header, there are three tabs: 'Schedule Search', 'Job #26751 Details', and 'Password/Profile'. The 'Job #26751 Details' tab is active, displaying various fields for job information. A yellow arrow points to a 'Sign up for this job' button. Below the button is a table with columns for Case Number, Client Name, Hearing Type, and Click for Details. The table contains one row with Case Number 1234567, Client Name I B Testing, and Hearing Type 1st Appearance Misdemeanor. The status 'Logged in as RussR' is visible in the bottom right corner.

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Interpreter Web

King County District Court

Schedule Search Job #26751 Details Password/Profile [Logout](#)

Created: 3/10/2005 1:44 PM Last Updated: 3/24/2005 11:07 AM Updated By: Test Admin Requestor: Jason Belskus

Job Date: 5/5/2005 Job Time: 10:00 AM Job Duration: 1.00 Assigned:

Division: Seattle Language: Russian Interpreter:

Location:

Interpretor Email:

Interpretor Phone Number(s):

[Sign up for this job](#)

Case Number	Client Name	Hearing Type	Click for Details
1234567	I B Testing	1st Appearance Misdemeanor	

Logged in as RussR

If you have questions, need your password reset, or would like to find out more about King County's interpreter programs, please e-mail [The Interpreter Coordinator](#) or call: (206) 205-3099

After you sign up for a job, you will receive an e-mail advising you that you have been assigned to the job.

From: InterpreterWeb@kingcounty.gov [mailto:InterpreterWeb@kingcounty.gov]
Sent: Wednesday, June 09, 2010 2:03 PM
To:
Subject: King County Interpreter Web - Your Job (#88888)

King County Interpreter Web

You have been assigned to Job #88888. Please check the Interpreter Web site and review this job.
Job Information:

- Date and Time: Thursday, June 10, 2010 9:00 AM
- Duration: 2 hr.
- Division: NW Defenders Association
- Location: 500 5th Avenue, Seattle
- Language: Russian
- Interpreter: Joe Schmo

Job Case(s):

- Case #: XYXY0002
- Client Name: John Smith
- Hearing Type: Miscellaneous
- Case Notes:

[Click here to view job.](#)

To navigate within the Interpreter Web, 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. To view your personal calendar:

- Login to the Interpreter Web
- Navigate to the schedule search tab
- Click on the “Personal Calendar” box. A check mark will appear to indicate this option has been selected
- Click the “Search” button to display all jobs that you are assigned to



The screenshot shows a web browser window with two tabs, both titled "Schedule Search". The page header includes navigation links: "KING COUNTY HOME | NEWS | SERVICES | DIRECTORY | CONTACT". Below this is the "Interpreter Web" logo for King County District Court, with the tagline "Always at your service". The main content area has two tabs: "Schedule Search" and "Password/Profile". Under "Schedule Search", there are input fields for "Start Date" (8/1/10), "Language" (All), "Court Type" (All), and "Interpreter:". Under "Password/Profile", there are input fields for "End Date:", "Division:" (All), and "Job ID:". A "Personal Calendar" checkbox is present, with a yellow arrow pointing to it. A "Search" button is also visible. A "Logoff" link is in the top right corner.

In the event that you are assigned to a job that you are not able to fulfill, whether you have previously accepted the job or you have been automatically assigned, please contact the Interpreter Coordinator as soon as possible at 206-205-3099 or by e-mail at InterpreterCoordinator.KCDC@kingcounty.gov.

Exiting the Program

When you have finished using KCIW, navigate to the “schedule search” tab and click the “logoff” button. You can then close the browser to exit the program.

A copy of this manual, a link to KCIW, our Payment Policy and a copy of the Interpreter Service Invoice (for payment) can be found on the King County District Court web site at: www.kingcounty.gov/courts/DistrictCourt/About/Interpreter.aspx