

Client Interpreter Record (Create Interpreter Record) Screen

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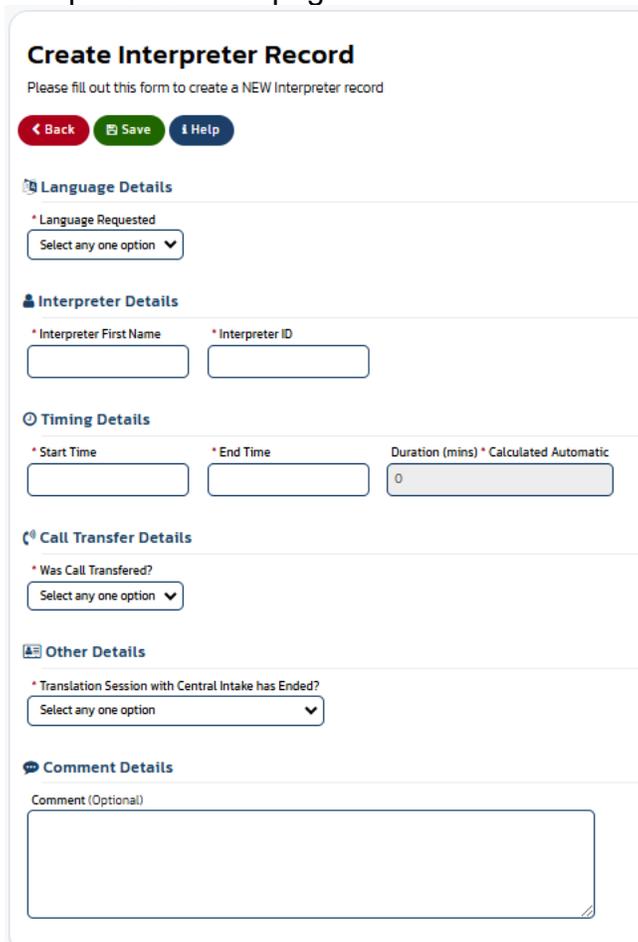
Business Purpose:

The **Client Management – Create Interpreter Record** page allows the user to create a new Interpreter record.

How to:

1. To create a new Interpreter record, from the Client Management – Interpreter

Record (list) page, click the  action button to open the Create Interpreter Record page.



The screenshot shows the 'Create Interpreter Record' form. At the top, there is a title 'Create Interpreter Record' and a subtitle 'Please fill out this form to create a NEW Interpreter record'. Below the subtitle are three buttons: 'Back', 'Save', and 'Help'. The form is divided into several sections: 'Language Details' with a dropdown for 'Language Requested'; 'Interpreter Details' with input fields for 'Interpreter First Name' and 'Interpreter ID'; 'Timing Details' with input fields for 'Start Time', 'End Time', and 'Duration (mins) * Calculated Automatic'; 'Call Transfer Details' with a dropdown for 'Was Call Transferred?'; 'Other Details' with a dropdown for 'Translation Session with Central Intake has Ended?'; and 'Comment Details' with a text area for 'Comment (Optional)'.

2. In the **Create Interpreter Record** page, the following fields are mandatory: **Language Requested, Interpreter First Name, Interpreter ID, Start Time, End Time, Was Call Transferred, and Translation Session with Central Intake has Ended?**.
3. Select **Language Requested** from the dropdown list.
4. Click on the **Start Time*** and **End Time*** calendar icons and select Start Time and End Time.
5. Enter **Interpreter First Name** and **Interpreter ID**.
6. Select **Was Call Transferred** and **Translation Session with Central Intake has Ended?** from dropdown lists.
7. **“Save”**  - When clicked, this button will save the Interpreter record.
8. **“Back”**  - When clicked, this button will go back to the “Client Management Interpreter List” page.
9. **“Help”**  - When clicked, this button will open a PDF document with instructions and explanations on how to use the “Client Management – Interpreter Record” page in a new browser tab, allowing the user to print and/or save the PDF.

Important Notes:

1. After saving the interpreter record, it becomes read-only and non-editable to all users, ensuring the integrity and finality of the record.