toronto SMIS
Shelter Management
Information System

TORONTO

Created in November 2024

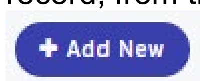
Client Interpreter Record (Create Interpreter Record) Screen

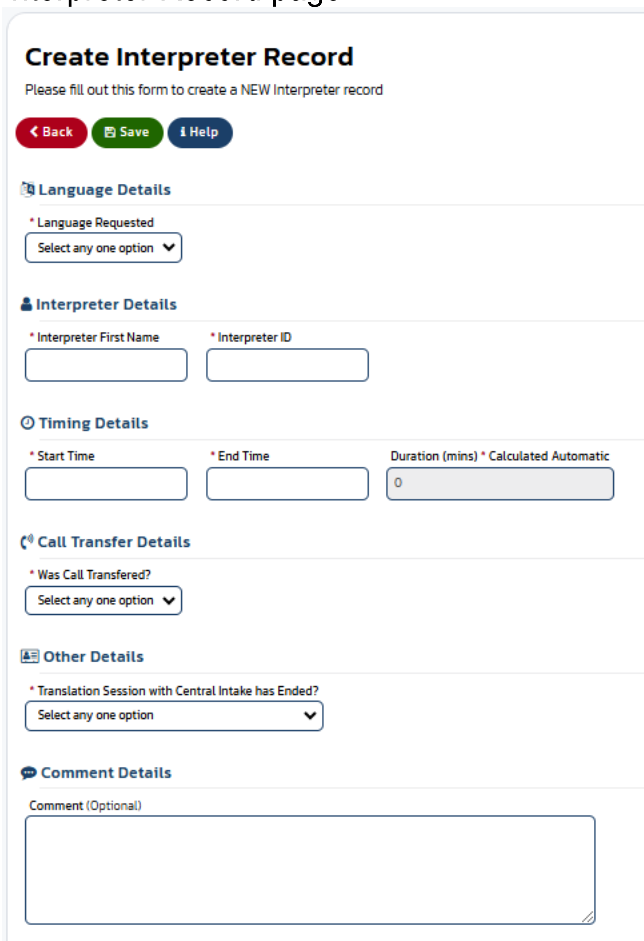
Home > Client Management (Search Client) > Interpreter Record > Add New

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.



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**" Save - When clicked, this button will save the Interpreter record.

8. "**Back**" Back - When clicked, this button will go back to the "Client Management Interpreter List" page.

9. "**Help**" 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.