

Client Interpreter Record Screen

Created in November 2024

[Home](#) > [Client Management \(Search Client\)](#) > [Interpreter Record](#)

Business Purpose:

The [Client Management – Interpreter Record](#) page displays a tabular listing of the client's interpreter records.

How to:

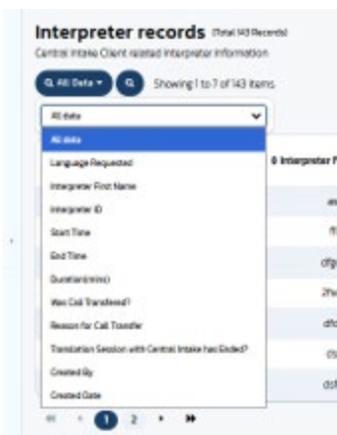
1. Click on the **Interpreter Record** Navigator. [Client Management – Interpreter Record List](#) page will open.
2. **Client No, First Name, Last Name, DOB, Age** fields are displayed.

Client Details				
First Name	Last Name	Date of Birth	Age	Client No
Erin	Brooks	1976/01/15	48	21318

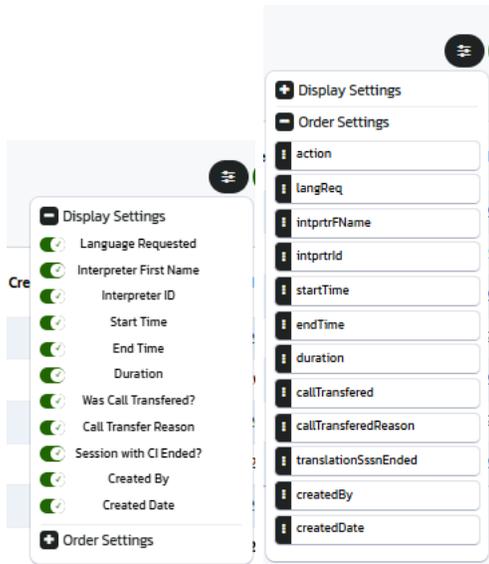
3. [Back to Client Search](#), [Help](#), [Add New](#), [Excel](#) and [Reload](#) buttons.
 - [Back to Client Search](#) - When clicked, this button returns to the [Search - Client Management](#) page where the client search is performed.
 - [Help](#) - When clicked, this button opens the Help .pdf file for the current page in a new window.
 - [Add New](#) - When clicked, this button starts a new taxi record and navigates you to the [Client Management – Create Interpreter Record](#).
 - [Excel](#) - When clicked, this button downloads an Excel file with client taxi records information.
 - [Reload](#) - When clicked, this button refreshes the “Interpreter Record List” page with a new record if available.

4. For each interpreter record, the following fields are displayed: [Actions](#), [Language Requested](#), [Interpreter First Name](#), [Interpreter ID](#), [Start Time](#), [End Time](#), [Duration \(mins\)](#), [Was Call Transferred](#), [Reason for Call Transfer](#), [Translation Session with Central Intake has Ended?](#), [Created By](#), and [Created Date](#).

5. Other than the **Actions** column on the table, each of the column headings are clickable and will execute a sort alternating between ascending and descending based upon the column heading. (For example, when you click on the **Created Date**, the interpreter records are then sorted in ascending order, the record with the oldest created date first.)
6. The **Actions** column shows the interpreter record is **View** (👁️) only.
7. The interpreter list table allows users to filter the list using various filter criteria and a search text box, making it easier to find specific records.



- Display and Order Settings** - When this button is clicked, the dropdown list options are displayed for users to customize the display and order of fields to suit preferences and improve data accessibility.



- Show drop-down list options from 7 to 50 rows and Show All.



- Page numbers and arrows are displayed at the top and bottom of the table. Clicking on a page number or arrow will take the user to the next or previous page.



Important Notes:

1. The total number of records is shown at the top of interpreter list table

Showing 1 to 7 of 31 items.