# Interpreter Portal – Quick Guide

**Login**
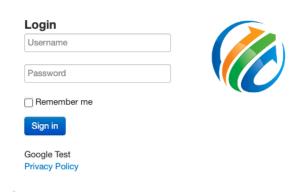
Username

Password

☐ Remember me

**Sign in**

Google Test
Privacy Policy

**Contact Information**

Phone: (415) 286-6264

Email: support@interpreterintelligence.com

**Help Links**

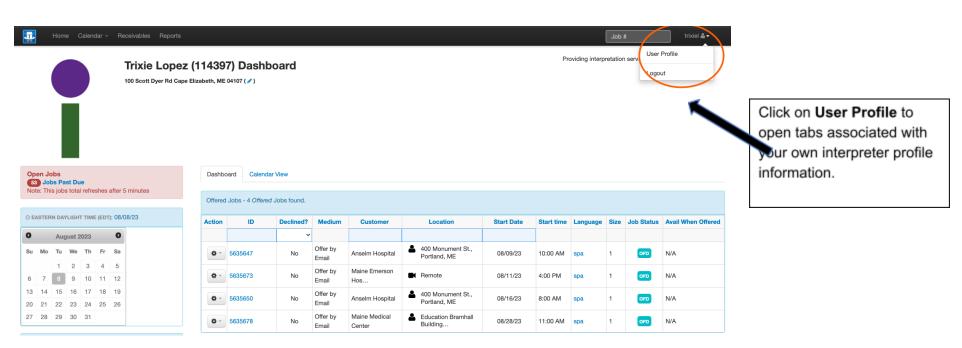Don't have an account?
Sign up now!

Did you forget your password?
Recover it here.

When you receive your agency's URL, navigate to it and enter the credentials they provide for your **login** and **password**.

After you have logged into the portal, you may log into the **mobile app**, which can be downloaded to your device.

## Manage Profile

Home   Calendar ▾   Receivables   Reports

Job #

trixiel 👤▾

User Profile

Logout

**Trixie Lopez (114397) Dashboard**

100 Scott Dyer Rd Cape Elizabeth, ME 04107 ( ✎ )

Providing interpretation serv...

Click on **User Profile** to open tabs associated with your own interpreter profile information.

**Open Jobs**
53 Jobs Past Due
Note: This jobs total refreshes after 5 minutes

🕒 EASTERN DAYLIGHT TIME (EDT): 08/08/23

| ◀ | August 2023 | | | | | ▶ |
|---|---|---|---|---|---|---|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Dashboard   Calendar View

Offered Jobs - 4 *Offered* Jobs found.

| Action | ID | Declined? | Medium | Customer | Location | Start Date | Start time | Language | Size | Job Status | Avail When Offered |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ⚙▾ | 5635647 | No | Offer by Email | Anselm Hospital | 👤 400 Monument St., Portland, ME | 08/09/23 | 10:00 AM | spa | 1 | OFD | N/A |
| ⚙▾ | 5635673 | No | Offer by Email | Maine Emerson Hos… | 🎥 Remote | 08/11/23 | 4:00 PM | spa | 1 | OFD | N/A |
| ⚙▾ | 5635650 | No | Offer by Email | Anselm Hospital | 👤 400 Monument St., Portland, ME | 08/16/23 | 8:00 AM | spa | 1 | OFD | N/A |
| ⚙▾ | 5635678 | No | Offer by Email | Maine Medical Center | 👤 Education Bramhall Building… | 08/28/23 | 11:00 AM | spa | 1 | OFD | N/A |

You may navigate through the tabs to update your information, upload documents needed by your agency, and set your general and specific availability. Financial information is optional and often not used by agencies.

| Personal Information | Financial Information | Employment | Availability | Configuration |

## Personal Information

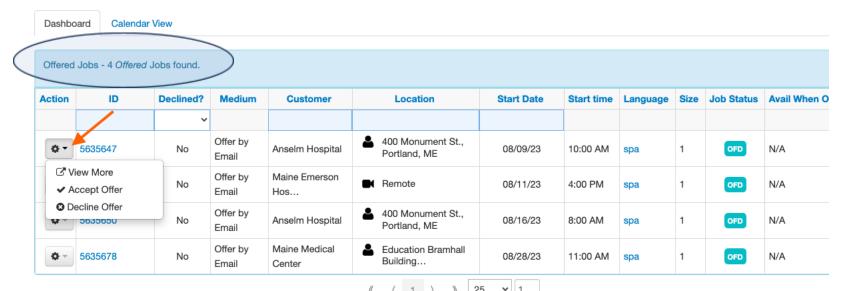| First Name | Middle Name | Last Name |
| Trixie | | Lopez |

# Dashboard

When you first login to the Interpreter Portal you will land on the **Dashboard**. This can also be accessed at any time by selecting the '**Home'** menu.

Most of the functions that you will need are available directly from the **Dashboard** and this is divided into sections/grids.
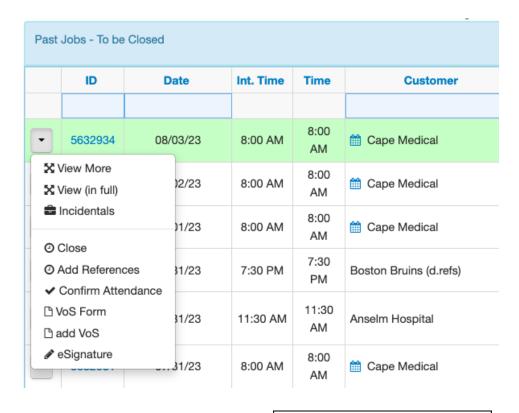
The grids on the dashboard are:
- **Offered Jobs**
- **Messages & Alerts**
- **Today's Jobs**
- **Past Jobs** that need attention
- **Missing documents** (if required by your agency)

You can **accept** or **decline** an offer by clicking the gear icon next to the job.

| Dashboard | Calendar View |

Offered Jobs - 4 *Offered* Jobs found.

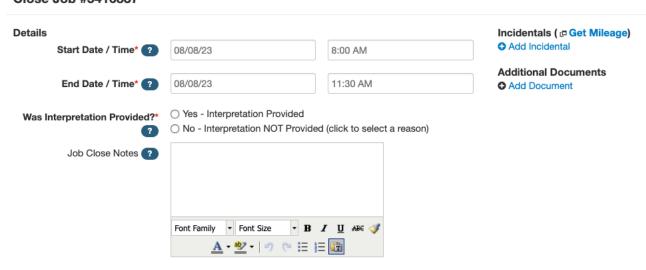| Action | ID | Declined? | Medium | Customer | Location | Start Date | Start time | Language | Size | Job Status | Avail When O |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ⚙▾ | 5635647 | No | Offer by Email | Anselm Hospital | 👤 400 Monument St., Portland, ME | 08/09/23 | 10:00 AM | spa | 1 | OFD | N/A |
| ⎙ View More ✓ Accept Offer ⊘ Decline Offer | | No | Offer by Email | Maine Emerson Hos… | 🎥 Remote | 08/11/23 | 4:00 PM | spa | 1 | OFD | N/A |
| ⚙▾ 5635650 | | No | Offer by Email | Anselm Hospital | 👤 400 Monument St., Portland, ME | 08/16/23 | 8:00 AM | spa | 1 | OFD | N/A |
| ⚙▾ | 5635678 | No | Offer by Email | Maine Medical Center | 👤 Education Bramhall Building… | 08/28/23 | 11:00 AM | spa | 1 | OFD | N/A |

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You may click on the dropdown arrow next to jobs in the other grids to view **additional details** about jobs, access **VoS forms** (if required by your agency), add **incidentals** and **close** past jobs, and **upload documents** if required by your agency.

**Past Jobs - To be Closed**

| | ID | Date | Int. Time | Time | Customer |
|---|---|---|---|---|---|
| ▼ | 5632934 | 08/03/23 | 8:00 AM | 8:00 AM | 📅 Cape Medical |
| | | 02/23 | 8:00 AM | 8:00 AM | 📅 Cape Medical |
| | | 01/23 | 8:00 AM | 8:00 AM | 📅 Cape Medical |
| | | 31/23 | 7:30 PM | 7:30 PM | Boston Bruins (d.refs) |
| | | 31/23 | 11:30 AM | 11:30 AM | Anselm Hospital |
| | | 31/23 | 8:00 AM | 8:00 AM | 📅 Cape Medical |

Dropdown menu:
- ✕ View More
- ✕ View (in full)
- 💼 Incidentals
- ⏱ Close
- ⏱ Add References
- ✔ Confirm Attendance
- 📄 VoS Form
- 📄 add VoS
- ✏ eSignature

## Close Job #5416837

**Details**

Start Date / Time* ❓  [08/08/23]  [8:00 AM]

End Date / Time* ❓  [08/08/23]  [11:30 AM]

Was Interpretation Provided?* ❓
- ○ Yes - Interpretation Provided
- ○ No - Interpretation NOT Provided (click to select a reason)

Job Close Notes ❓

[text editor box]

Font Family ▾  Font Size ▾  **B** *I* U ABC 🖌
A ▾  ab ▾  ↶ ↷ ☰ ☰ 📋

**Incidentals (** 🔗 **Get Mileage)**
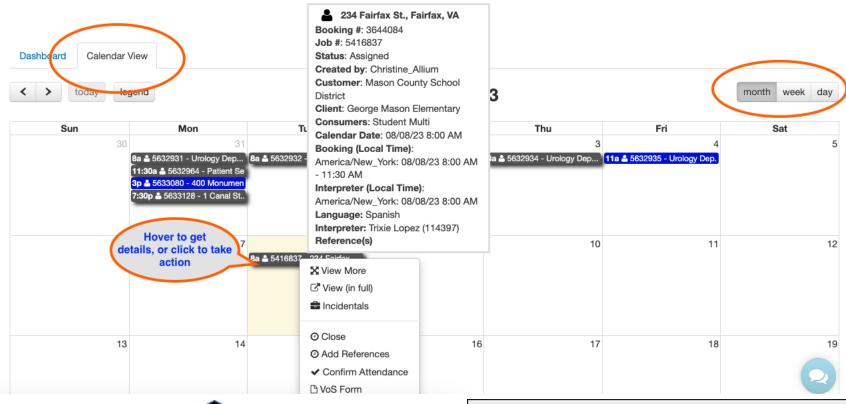⊕ Add Incidental

**Additional Documents**
⊕ Add Document

Follow the **Closing** process as directed by your agency. You may be asked to add **Incidentals** or upload a **VoS** form. If no interpretation was provided, you may be permitted by your agency to **Cancel** the job and provide the reason.

Upon **Closing/Cancelling** may see an estimate of your remittance, if enabled by your agency.

# Calendar

< > today legend

month week day

|  | Sun | Mon | Tu... | ... | Thu | Fri | Sat |
|---|---|---|---|---|---|---|---|
|  | 30 | 31 | | | 3 | 4 | 5 |
|  | | 8a 👤 5632931 - Urology Dep... | 8a 👤 5632932 - | | 8a 👤 5632934 - Urology Dep... | 11a 👤 5632935 - Urology Dep. | |
|  | | 11:30a 👤 5632964 - Patient Se | | | | | |
|  | | 3p 👤 5633080 - 400 Monumen | | | | | |
|  | | 7:30p 👤 5633128 - 1 Canal St.. | | | | | |
|  | | | 7 | | 10 | 11 | 12 |
|  | | | 8a 👤 5416837 - 234 Fairfax... | | | | |
|  | | 13 | 14 | 16 | 17 | 18 | 19 |

**Hover to get details, or click to take action**

**Pop-up summary:**
👤 **234 Fairfax St., Fairfax, VA**
**Booking #:** 3644084
**Job #:** 5416837
**Status:** Assigned
**Created by:** Christine_Allium
**Customer:** Mason County School District
**Client:** George Mason Elementary
**Consumers:** Student Multi
**Calendar Date:** 08/08/23 8:00 AM
**Booking (Local Time):**
America/New_York: 08/08/23 8:00 AM - 11:30 AM
**Interpreter (Local Time):**
America/New_York: 08/08/23 8:00 AM
**Language:** Spanish
**Interpreter:** Trixie Lopez (114397)
**Reference(s)**

**Action menu:**
✕ View More
⬈ View (in full)
💼 Incidentals

⊘ Close
⊕ Add References
✓ Confirm Attendance
📄 VoS Form

You may prefer to see your schedule in a calendar format. Navigate to the **Calendar** view from the tab next to Dashboard, or by clicking Calendar from the top menu. Jobs are color-coded by **Status**, the color legend can be found at the top of the calendar. You can use the arrow toggles ➤ to jump backwards or forwards on the Calendar or you can use the Calendar icon to select a specific date. Hover over any Job to get a pop-up summary or click on the job to access the job.

**If enabled by your agency . . .**

- Reports – related to your jobs
- Receivables – paid and processed remittances for your jobs
- Agent – if your agency provides on-demand OPI and/or VRI, you may indicate your availability to provide one or both services

**For more detailed information, please contact your agency to request full Interpreter Portal documentation.**