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**Interpreter Resource Management Application (IRMA)  
Release Overview - 2022**

## Interpreter Resource Management Application (IRMA) - 2022

### Table of Contents

About this Document	3
July Release	3
Edit Work Request/View Work Request	3
Contact Scheduler	6
Confirm Interpreter	8
Interpreter Calendar View	9
Email and Bell Notification	10
Invoice Details Page	15
Report	16
Interpreter Profile Page	18
Interpreter Page	19

# Interpreter Resource Management Application (IRMA) - 2022

## About this Document

This document contains detailed information about the 2022 releases for the Interpreter Resource Management Application (IRMA).

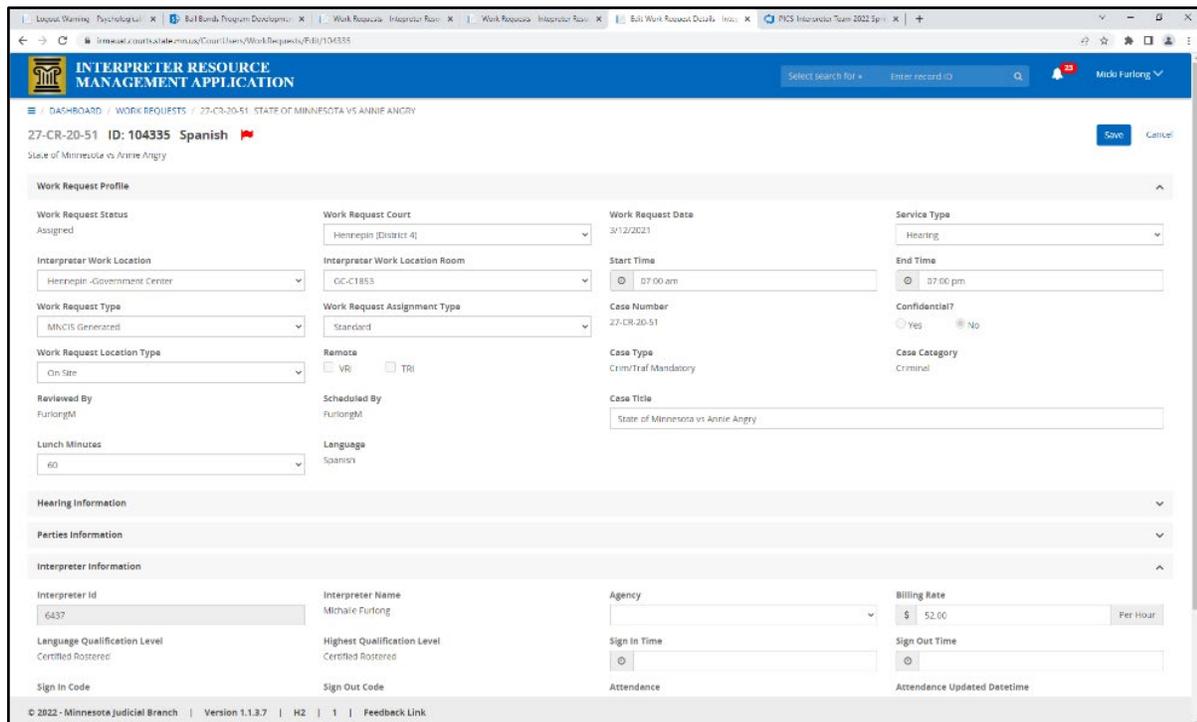
## July Release

### Edit Work Request/View Work Request

#### Schedulers

Track sign-in/out submitted by information to the work request profile page by using the Edit button.

When a Scheduler does the sign-in/out through the Edit function, the submitted information is not displayed on the work request profile page. This request is to say the submitted information if it is entered through the Edit page. Info to display is a date, time, and submitted by name (see the last screenshot for what it should look like).

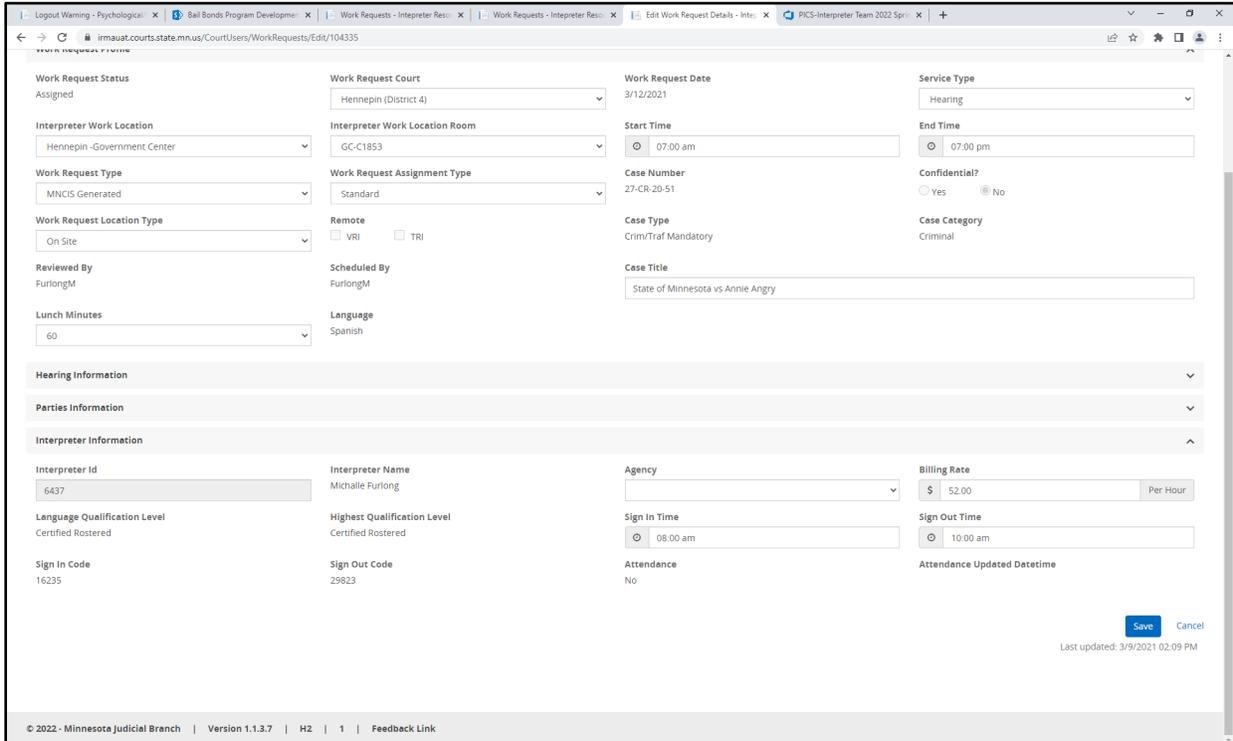


The screenshot displays the 'Interpreter Resource Management Application' interface. The main header shows the application name and a search bar. The breadcrumb trail indicates the user is viewing a work request for '27-CR-20-51 ID: 104335 Spanish'. The 'Work Request Profile' section is expanded, showing various fields for court, location, time, and assignment details. The 'Interpreter Information' section is also expanded, showing details for interpreter Michale Furlong, including their ID, name, agency, and billing rate.

Work Request Profile			
Work Request Status: Assigned	Work Request Court: Hennepin (District 4)	Work Request Date: 3/12/2021	Service Type: Hearing
Interpreter Work Location: Hennepin -Government Center	Interpreter Work Location Room: GC-C1853	Start Time: 07:00 am	End Time: 07:00 pm
Work Request Type: MNCIS Generated	Work Request Assignment Type: Standard	Case Number: 27-CR-20-51	Confidential?: No
Work Request Location Type: On Site	Remote: <input type="checkbox"/> VR <input type="checkbox"/> TRI	Case Type: Crim/Traf Mandatory	Case Category: Criminal
Reviewed By: FurlongM	Scheduled By: FurlongM	Case Title: State of Minnesota vs Annie Angry	
Lunch Minutes: 60	Language: Spanish		
Interpreter Information			
Interpreter Id: 6437	Interpreter Name: Michale Furlong	Agency: [Dropdown]	Billing Rate: \$ 52.00 Per Hour
Language Qualification Level: Certified Rostered	Highest Qualification Level: Certified Rostered	Sign In Time: [Clock]	Sign Out Time: [Clock]
Sign In Code: [Field]	Sign Out Code: [Field]	Attendance: [Field]	Attendance Updated Datetime: [Field]

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# Interpreter Resource Management Application (IRMA) - 2022



**Work Request Status:** Assigned

**Work Request Court:** Hennepin (District 4)

**Work Request Date:** 3/12/2021

**Service Type:** Hearing

**Interpreter Work Location:** Hennepin -Government Center

**Interpreter Work Location Room:** GC-C1853

**Start Time:** 07:00 am

**End Time:** 07:00 pm

**Work Request Type:** MNCIS Generated

**Work Request Assignment Type:** Standard

**Case Number:** 27-CR-20-51

**Confidential?:**  Yes  No

**Work Request Location Type:** On Site

**Remote:**  VRI  TRI

**Case Type:** Crim/Traf Mandatory

**Case Category:** Criminal

**Reviewed By:** FurlongM

**Scheduled By:** FurlongM

**Case Title:** State of Minnesota vs Annie Angry

**Lunch Minutes:** 60

**Language:** Spanish

**Hearing Information**

**Parties Information**

**Interpreter Information**

**Interpreter Id:** 6437

**Interpreter Name:** Michalle Furlong

**Agency:**

**Billing Rate:** \$ 52.00 Per Hour

**Language Qualification Level:** Certified Rostered

**Highest Qualification Level:** Certified Rostered

**Sign In Time:** 08:00 am

**Sign Out Time:** 10:00 am

**Sign In Code:** 16235

**Sign Out Code:** 29823

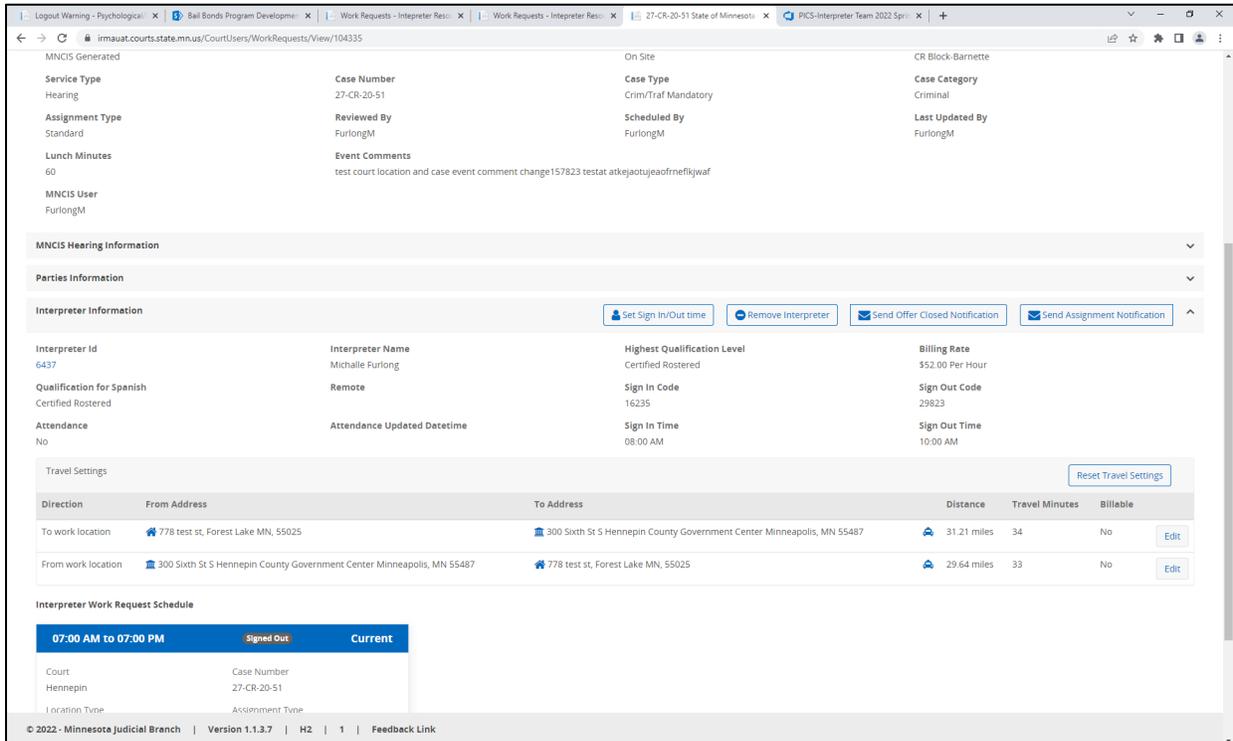
**Attendance:** No

**Attendance Updated Datetime:**

[Save](#) [Cancel](#)

Last updated: 3/9/2021 02:09 PM

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**MNCIS Generated:** On Site

**Service Type:** Hearing

**Case Number:** 27-CR-20-51

**Case Type:** Crim/Traf Mandatory

**Case Category:** Criminal

**Assignment Type:** Standard

**Reviewed By:** FurlongM

**Scheduled By:** FurlongM

**Last Updated By:** FurlongM

**Lunch Minutes:** 60

**Event Comments:** test court location and case event comment change 157823 testat atkejaorujeaofneflkjwaf

**MNCIS User:** FurlongM

**MNCIS Hearing Information**

**Parties Information**

**Interpreter Information**

[Set Sign In/Out time](#) [Remove Interpreter](#) [Send Offer Closed Notification](#) [Send Assignment Notification](#)

**Interpreter Id:** 6437

**Interpreter Name:** Michalle Furlong

**Highest Qualification Level:** Certified Rostered

**Billing Rate:** \$52.00 Per Hour

**Qualification for Spanish:** Certified Rostered

**Remote:**

**Sign In Code:** 16235

**Sign Out Code:** 29823

**Attendance:** No

**Attendance Updated Datetime:**

**Sign In Time:** 08:00 AM

**Sign Out Time:** 10:00 AM

**Travel Settings** [Reset Travel Settings](#)

Direction	From Address	To Address	Distance	Travel Minutes	Billable
To work location	778 test st, Forest Lake MN, 55025	300 Sixth St S Hennepin County Government Center Minneapolis, MN 55487	31.21 miles	34	No
From work location	300 Sixth St S Hennepin County Government Center Minneapolis, MN 55487	778 test st, Forest Lake MN, 55025	29.64 miles	33	No

**Interpreter Work Request Schedule**

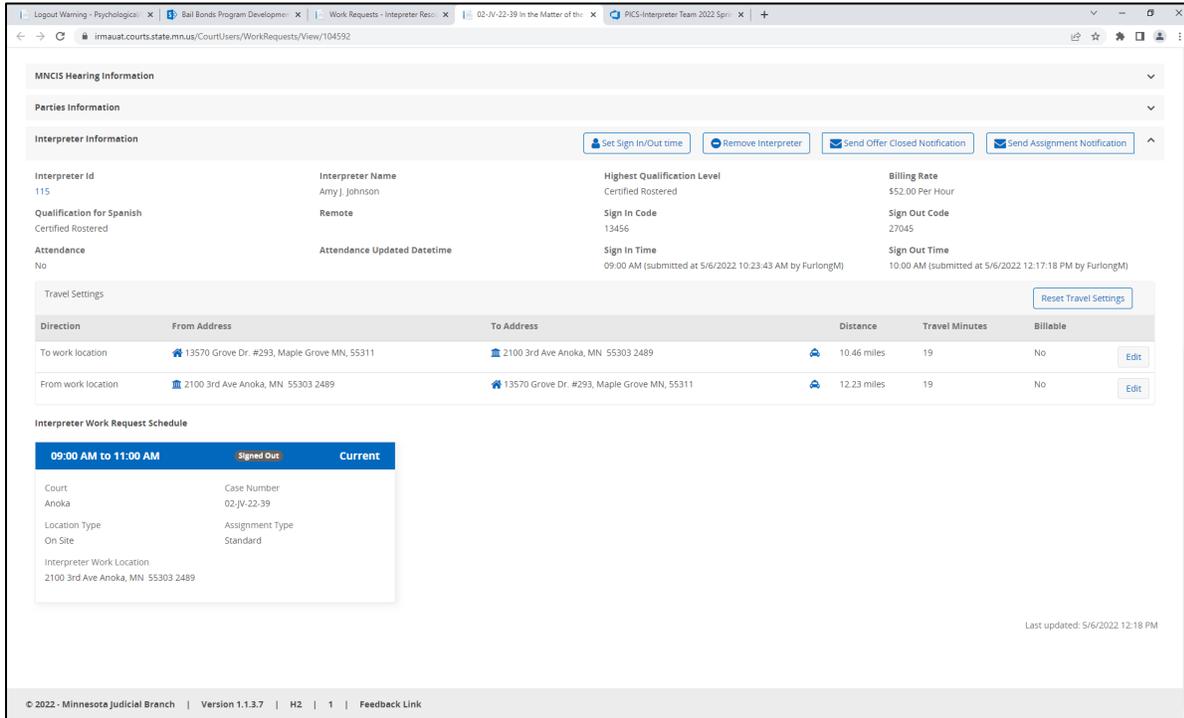
Time	Status
07:00 AM to 07:00 PM	Signed Out
	Current

**Work Request Details:**

Field	Value
Court	Hennepin
Case Number	27-CR-20-51
Location Type	Assignment Type

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## Interpreter Resource Management Application (IRMA) - 2022



The screenshot displays the IRMA web application interface for interpreter management. The browser address bar shows the URL: `irmauat.courts.state.mn.us/CourtUsers/WorkRequests/View/104592`. The page is organized into several sections:

- MNCIS Hearing Information:** A dropdown menu.
- Parties Information:** A dropdown menu.
- Interpreter Information:** Contains a table of interpreter details and action buttons.
 

Interpreter Id	Interpreter Name	Highest Qualification Level	Billing Rate
115	Amy J. Johnson	Certified Rostered	\$52.00 Per Hour
Qualification for Spanish	Remote	Sign In Code	Sign Out Code
Certified Rostered		13456	27045
Attendance	Attendance Updated Detetime	Sign In Time	Sign Out Time
No		09:00 AM (submitted at 5/6/2022 10:23:43 AM by FurlongM)	10:00 AM (submitted at 5/6/2022 12:17:18 PM by FurlongM)
- Travel Settings:** A table showing travel details between work and to locations.
 

Direction	From Address	To Address	Distance	Travel Minutes	Billable
To work location	13570 Grove Dr. #293, Maple Grove MN, 55311	2100 3rd Ave Anoka, MN, 55303 2489	10.46 miles	19	No
From work location	2100 3rd Ave Anoka, MN, 55303 2489	13570 Grove Dr. #293, Maple Grove MN, 55311	12.23 miles	19	No
- Interpreter Work Request Schedule:** A table showing the current schedule for the interpreter.
 

Time Slot	Status	Current
09:00 AM to 11:00 AM	Signed Out	Current

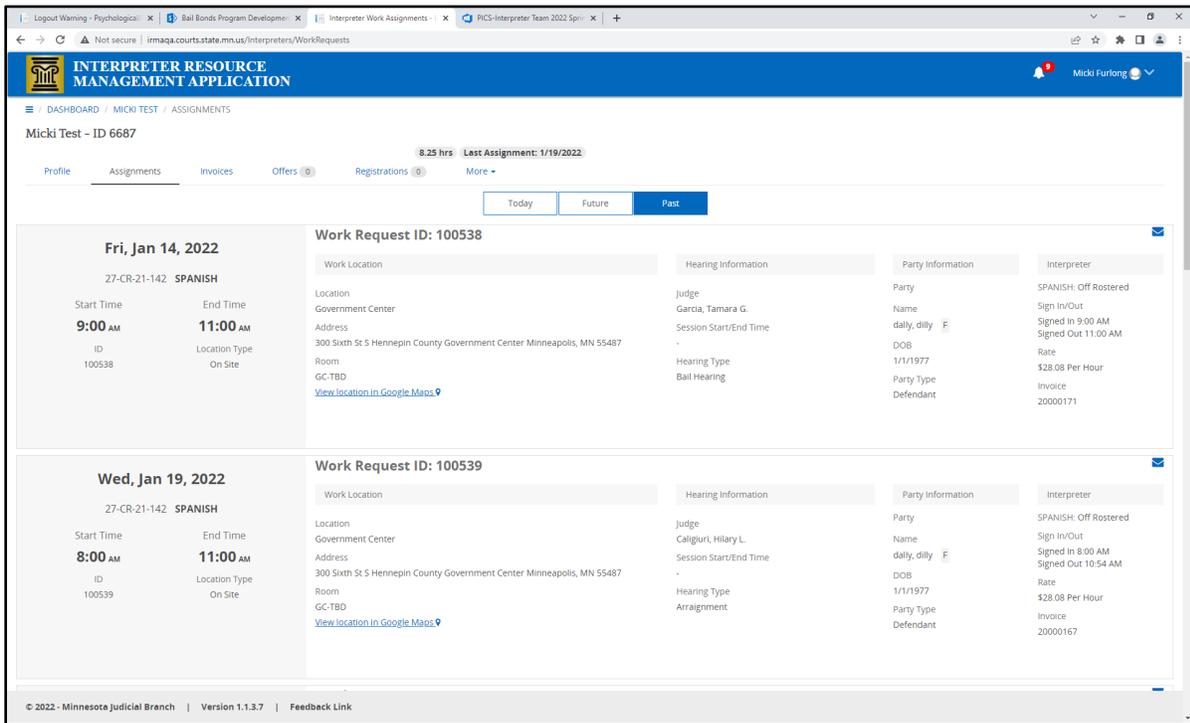
At the bottom right of the page, it says "Last updated: 5/6/2022 12:18 PM". The footer contains the copyright information: "© 2022 - Minnesota Judicial Branch | Version 1.1.3.7 | H2 | 1 | Feedback Link".

## Interpreter Resource Management Application (IRMA) - 2022

### Contact Scheduler

#### Interpreters

When the interpreter is in their Assignments tab and clicks on the envelope to send a message. The Contact Scheduler box appears and the interpreter is required to enter a message. If it is left blank and click Submit, a message appears.

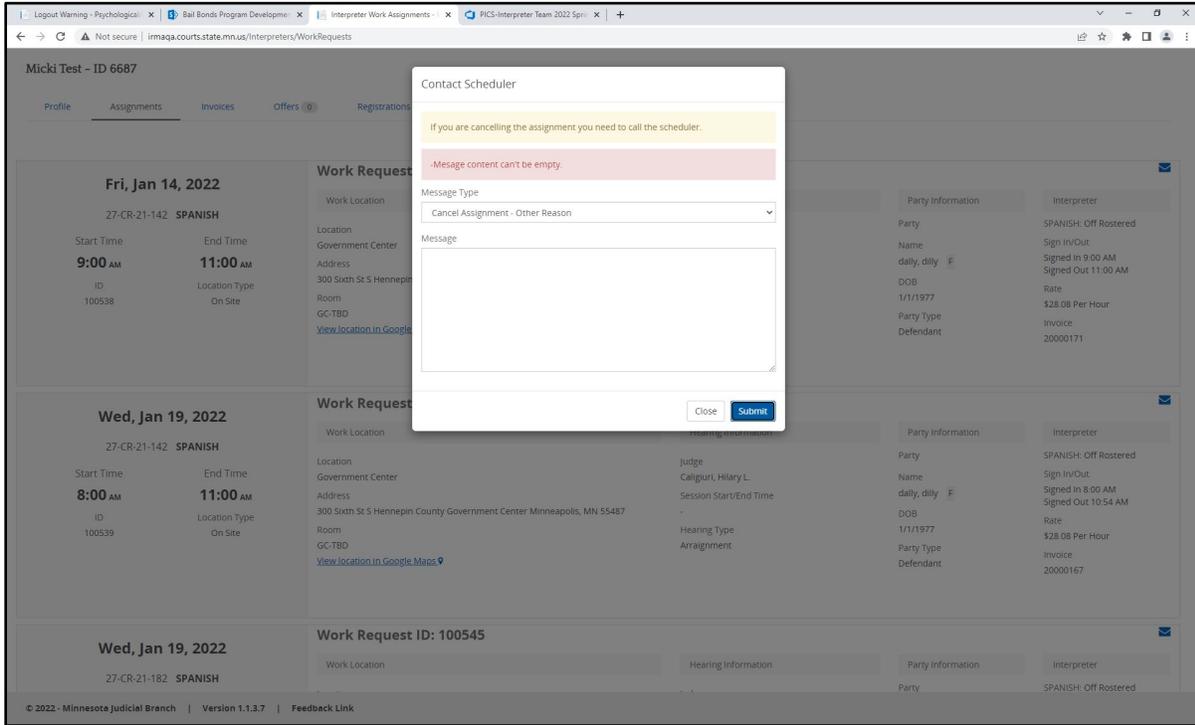


The screenshot displays the IRMA interface for user Micki Test (ID 6687). The 'Assignments' tab is active, showing a list of work requests. Two requests are visible:

Date	Work Request ID	Language	Start Time	End Time	Location	Judge	Hearing Type	Party Type	Interpreter
Fri, Jan 14, 2022	100538	SPANISH	9:00 AM	11:00 AM	Government Center	Garcia, Tamara G.	Bail Hearing	Defendant	SPANISH: Off Rostered
Wed, Jan 19, 2022	100539	SPANISH	8:00 AM	11:00 AM	Government Center	Caliguri, Hilary L.	Arraignment	Defendant	SPANISH: Off Rostered

Each assignment card includes a 'View location in Google Maps' link and a 'Party Information' table with fields for Name, DOB, and Party Type. The 'Interpreter' column shows the assigned interpreter's name and status.

## Interpreter Resource Management Application (IRMA) - 2022



The screenshot shows the IRMA web application interface. A modal window titled "Contact Scheduler" is open, displaying a form for cancelling an assignment. The form includes a warning message, a dropdown menu for "Message Type" (set to "Cancel Assignment - Other Reason"), and a text area for "Message". The background shows a list of work requests for user "Micki Test - ID 6687".

**Work Request Details:**

Date	Work Request ID	Language	Start Time	End Time	Location	Room	GC-TBD	Party Information	Interpreter
Fri, Jan 14, 2022	27-CR-21-142	SPANISH	9:00 AM	11:00 AM	Government Center	300 Sixth St S Hennepin	GC-TBD	Party: dally, dilly F	SPANISH: Off Rostered
Wed, Jan 19, 2022	27-CR-21-142	SPANISH	8:00 AM	11:00 AM	Government Center	300 Sixth St S Hennepin County Government Center Minneapolis, MN 55487	GC-TBD	Party: dally, dilly F	SPANISH: Off Rostered
Wed, Jan 19, 2022	27-CR-21-182	SPANISH						Party: Party	SPANISH: Off Rostered

**Modal Form Fields:**

- Warning: If you are cancelling the assignment you need to call the scheduler.
- Error: -Message content can't be empty.
- Message Type: Cancel Assignment - Other Reason
- Message: (Empty text area)
- Buttons: Close, Submit

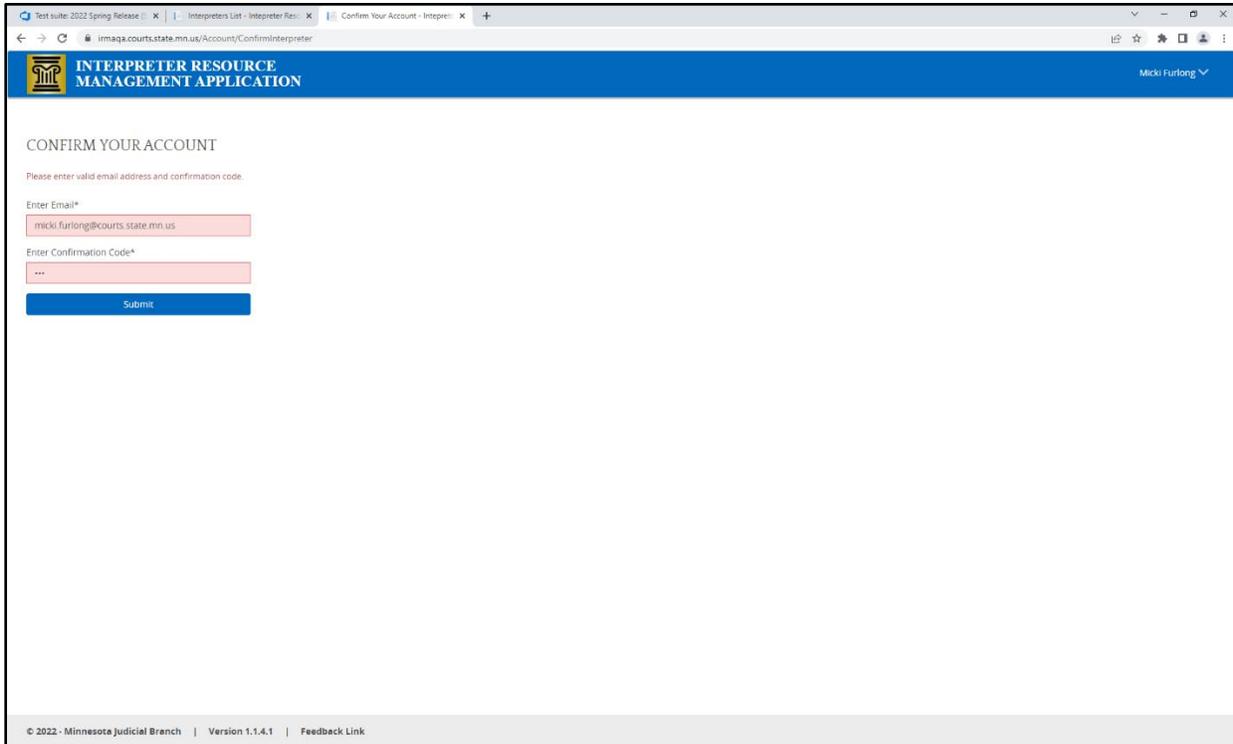
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## Interpreter Resource Management Application (IRMA) - 2022

### Confirm Interpreter

#### Interpreters

When a confirmation code is entered incorrectly, the new message will show, “The confirmation code is incorrect. Please review the Welcome to IRMA email and re-enter the confirmation code.”



Test suite 2022 Spring Release | Interpreters List - Interpreter Res... | Confirm Your Account - Interpre... | +

irmaqs.courts.state.mn.us/Account/ConfirmInterpreter

 **INTERPRETER RESOURCE  
MANAGEMENT APPLICATION** Micki Furlong

**CONFIRM YOUR ACCOUNT**

Please enter valid email address and confirmation code.

Enter Email\*

micki.furlong@courts.state.mn.us

Enter Confirmation Code\*

\*\*\*

Submit

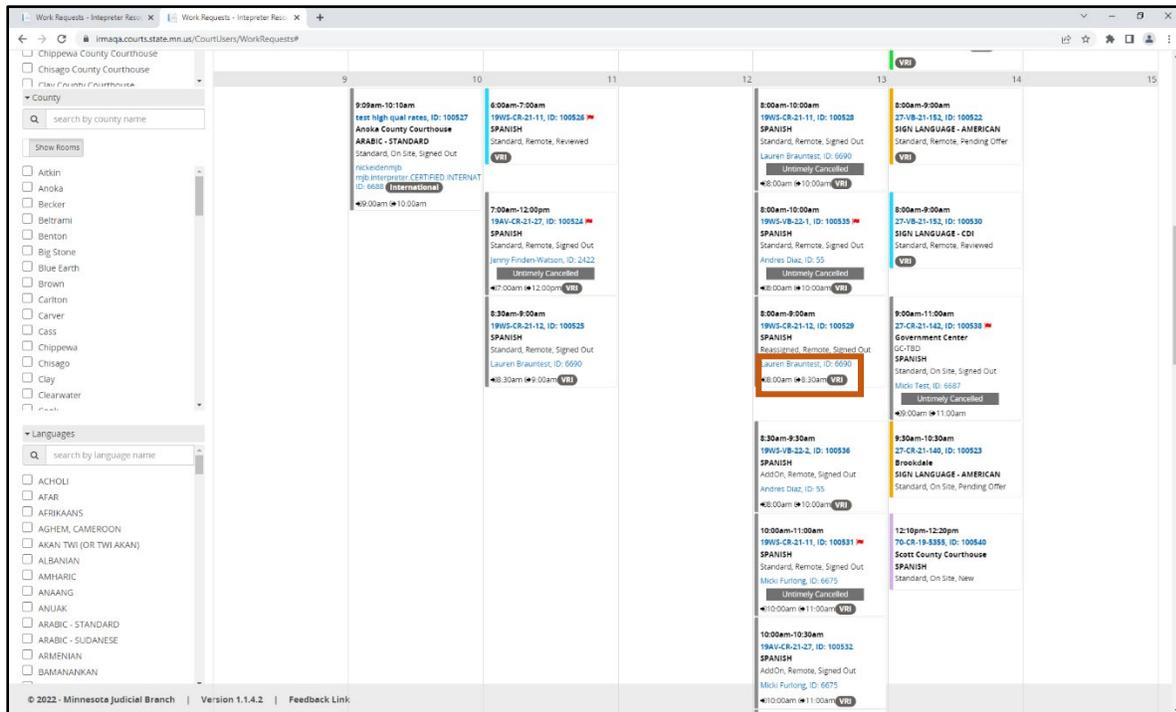
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# Interpreter Resource Management Application (IRMA) - 2022

## Interpreter Calendar View

### Interpreters – Staff and Contract

When a work request is remote, the text **TRI** or **VRI** will appear on the interpreter calendar.



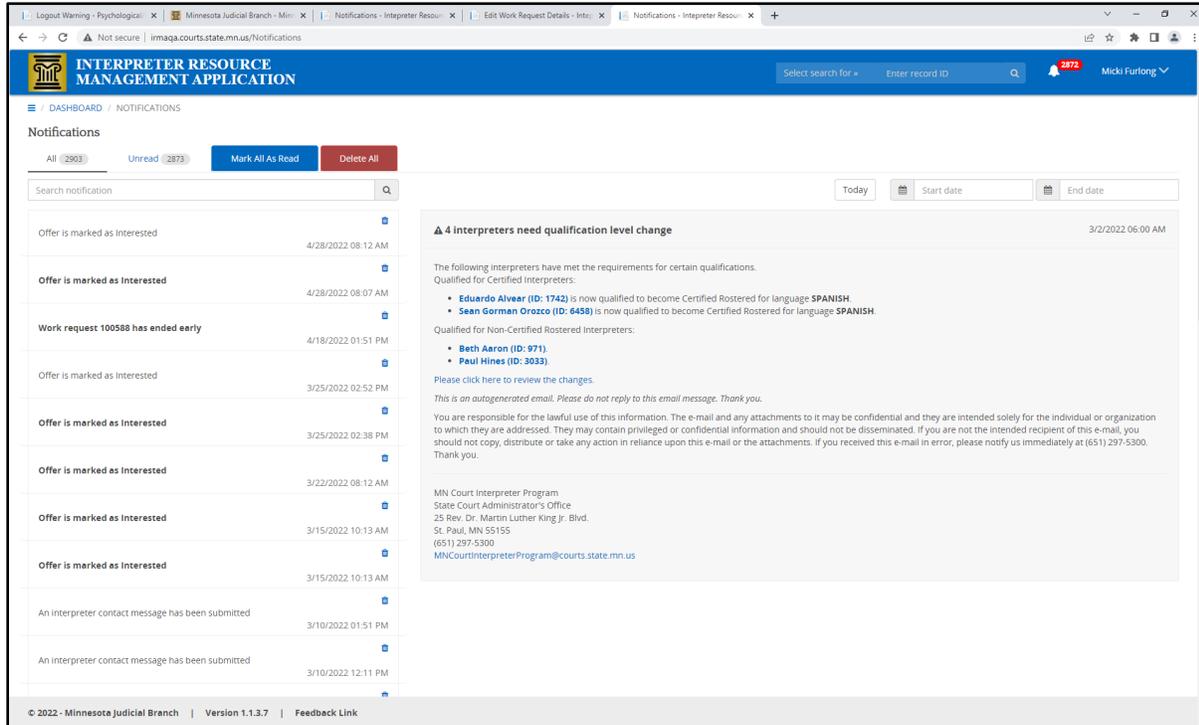
The screenshot displays the IRMA application interface. On the left, there are filters for County (Chippewa, Chisago, Clearwater) and Languages (Arabic, Spanish, etc.). The main area is a calendar grid with columns for days 9 through 15. Each cell contains a list of work requests with details such as time, ID, language, and status. Several requests are marked with 'VRI' (Video Remote Interpreting) or 'TRI' (Telephone Remote Interpreting) labels. For example, on day 10, a request for 'test High qual rates, ID: 100527' is marked 'VRI'. On day 12, a request for '19WS-CR-21-11, ID: 100531' is marked 'TRI'. On day 13, a request for '19WS-CR-21-11, ID: 100533' is marked 'VRI'. The interface also shows a 'Show Rooms' list and a 'Languages' list.

## Interpreter Resource Management Application (IRMA) - 2022

### Email and Bell Notification

#### Administrator

When an interpreter's qualification level changes, a notification will be sent to Admins. Admins are to check the qualifications through the IRMA log-in page.



The screenshot shows the 'Notifications' page in the IRMA application. The page header includes the Minnesota Judicial Branch logo and the text 'INTERPRETER RESOURCE MANAGEMENT APPLICATION'. A search bar and user profile 'Micki Furlong' are visible. The main content area is titled 'Notifications' and shows a list of notifications on the left and a detailed view of a selected notification on the right.

Notification	Date
Offer is marked as Interested	4/28/2022 08:12 AM
Offer is marked as Interested	4/28/2022 08:07 AM
Work request 100588 has ended early	4/18/2022 01:51 PM
Offer is marked as Interested	3/25/2022 02:52 PM
Offer is marked as Interested	3/25/2022 02:38 PM
Offer is marked as Interested	3/22/2022 08:12 AM
Offer is marked as Interested	3/15/2022 10:13 AM
Offer is marked as Interested	3/15/2022 10:13 AM
An interpreter contact message has been submitted	3/10/2022 01:51 PM
An interpreter contact message has been submitted	3/10/2022 12:11 PM

**4 interpreters need qualification level change** 3/2/2022 06:00 AM

The following interpreters have met the requirements for certain qualifications.  
Qualified for Certified Interpreters:

- Eduardo Alvear (ID: 1742) is now qualified to become Certified Rostered for language SPANISH.
- Sean Gorman Orozco (ID: 6458) is now qualified to become Certified Rostered for language SPANISH.

Qualified for Non-Certified Rostered Interpreters:

- Beth Aaron (ID: 971)
- Paul Hines (ID: 3033)

Please click here to review the changes.

*This is an autogenerated email. Please do not reply to this email message. Thank you.*

You are responsible for the lawful use of this information. The e-mail and any attachments to it may be confidential and they are intended solely for the individual or organization to which they are addressed. They may contain privileged or confidential information and should not be disseminated. If you are not the intended recipient of this e-mail, you should not copy, distribute or take any action in reliance upon this e-mail or the attachments. If you received this e-mail in error, please notify us immediately at (651) 297-5300. Thank you.

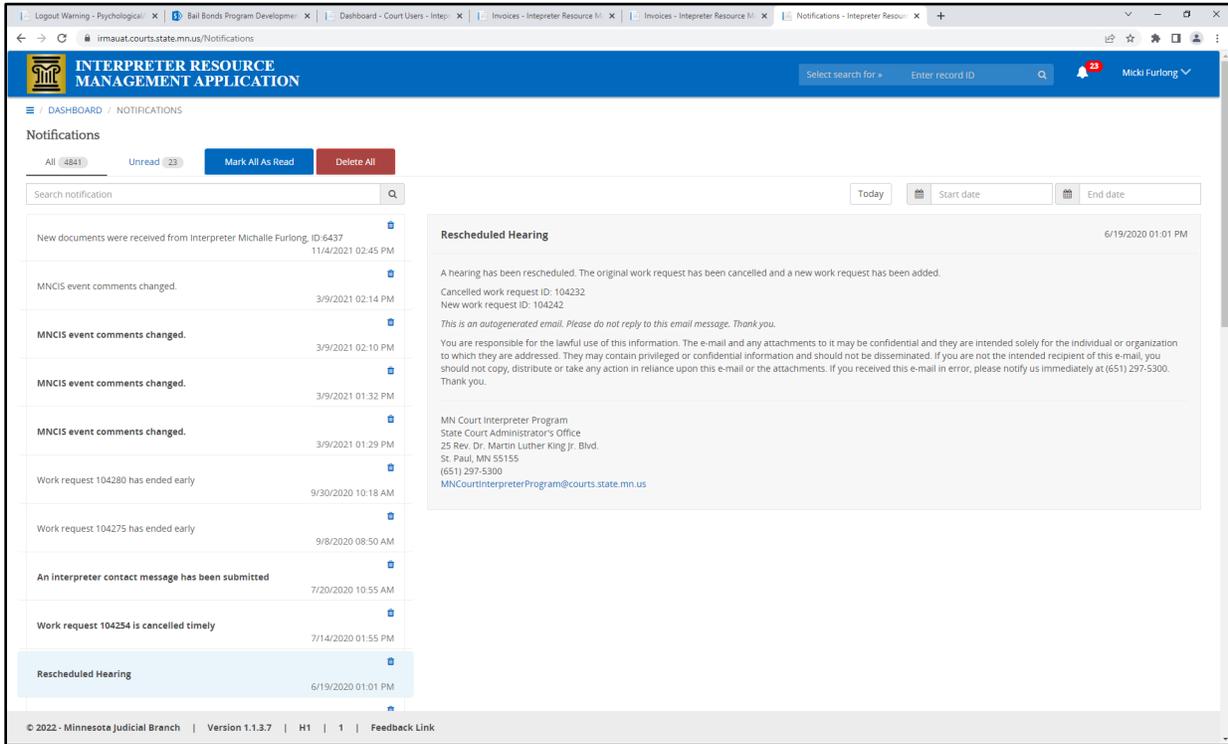
MN Court Interpreter Program  
State Court Administrator's Office  
25 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155  
(651) 297-5300  
MNCourtInterpreterProgram@courts.state.mn.us

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## Interpreter Resource Management Application (IRMA) - 2022

### Scheduler – Notification#45

When a hearing is rescheduled, a notification will be sent to the scheduler. This is triggered by MNCIS when a hearing has been rescheduled. Add the new hearing date to the Rescheduled Hearing Notification.

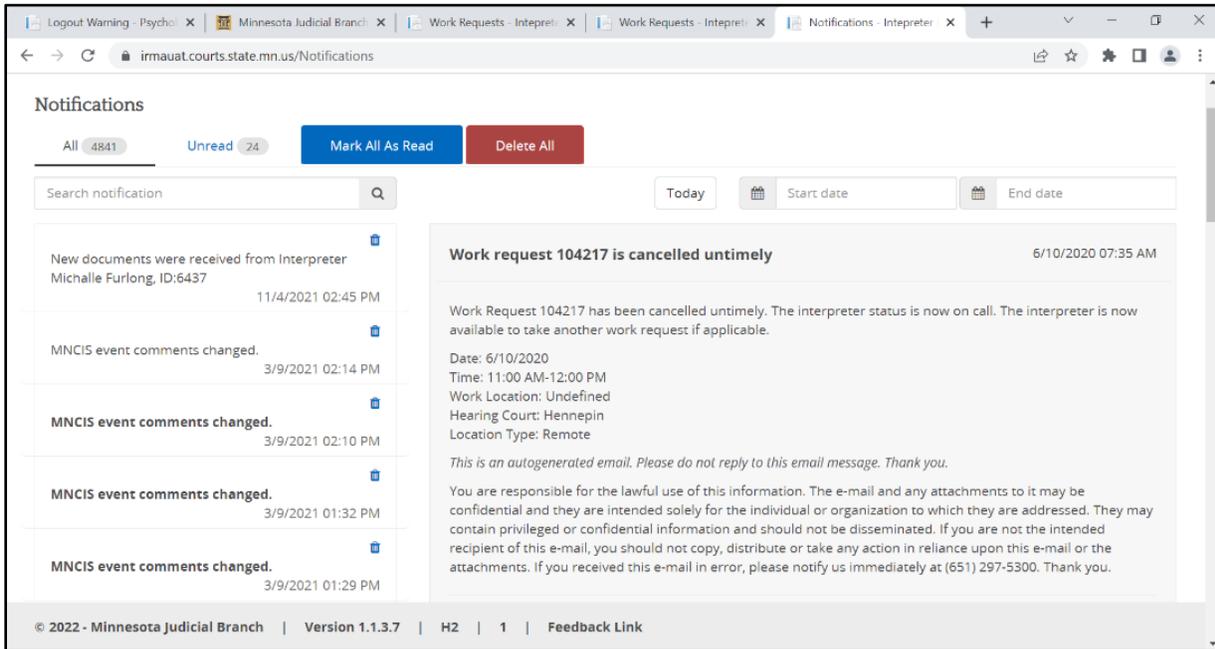


The screenshot shows the 'INTERPRETER RESOURCE MANAGEMENT APPLICATION' interface. The 'Notifications' section is active, displaying a list of notifications. The selected notification is titled 'Rescheduled Hearing' and dated '6/19/2020 01:01 PM'. The notification content states: 'A hearing has been rescheduled. The original work request has been cancelled and a new work request has been added. Cancelled work request ID: 104232. New work request ID: 104242. This is an autogenerated email. Please do not reply to this email message. Thank you.' Below the notification text, contact information for the MN Court Interpreter Program is provided: 'MN Court Interpreter Program, State Court Administrator's Office, 25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155, (651) 297-5300, MNCourtInterpreterProgram@courts.state.mn.us'. The footer of the page indicates '© 2022 - Minnesota Judicial Branch | Version 1.1.3.7 | H1 | 1 | Feedback Link'.

### Scheduler – Notification#11

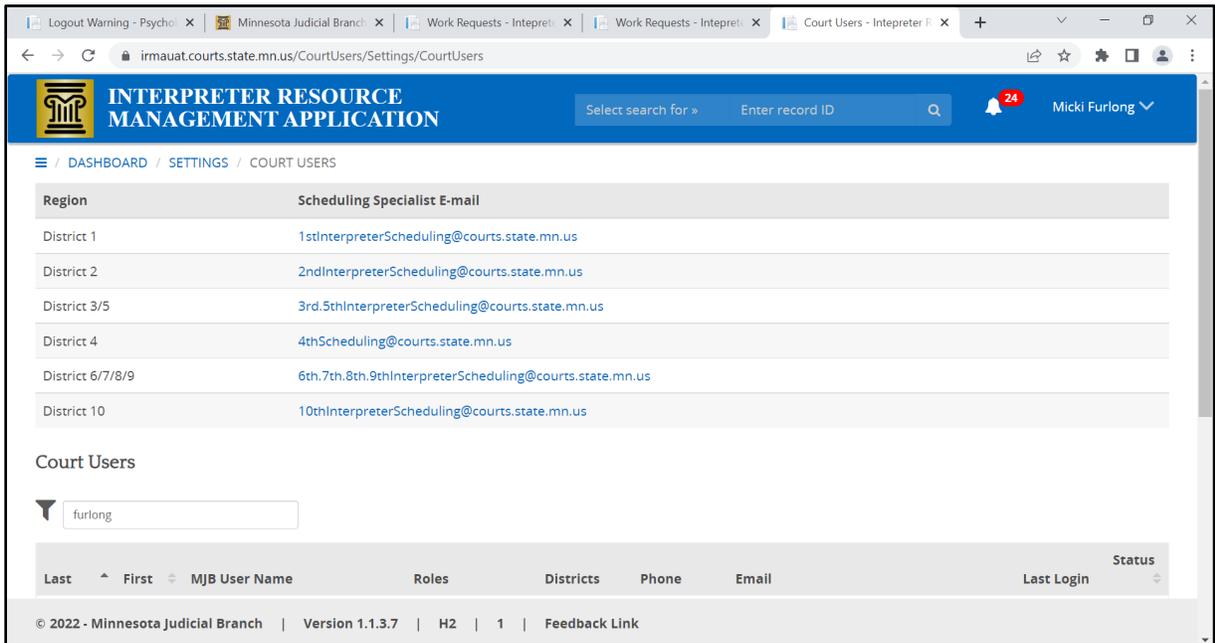
When a hearing is canceled from MNCIS or the Scheduler, select the Mark Untimely Cancelled button on the Edit Work Request page or Action Confirmation page. After clicking the Cancel Request button on the Work Request Details page, a notification will be sent to all the district Scheduling Specialist Emails. The email will not be sent individually but to the regional email box.

## Interpreter Resource Management Application (IRMA) - 2022



The screenshot shows the 'Notifications' page in the IRMA application. The browser address bar shows 'irmauat.courts.state.mn.us/Notifications'. The page has a search bar and filters for 'All' (4841) and 'Unread' (24). A notification for 'Work request 104217 is cancelled untimely' is highlighted, dated 6/10/2020 07:35 AM. The notification text states: 'Work Request 104217 has been cancelled untimely. The interpreter status is now on call. The interpreter is now available to take another work request if applicable. Date: 6/10/2020 Time: 11:00 AM-12:00 PM Work Location: Undefined Hearing Court: Hennepin Location Type: Remote. This is an autogenerated email. Please do not reply to this email message. Thank you. You are responsible for the lawful use of this information. The e-mail and any attachments to it may be confidential and they are intended solely for the individual or organization to which they are addressed. They may contain privileged or confidential information and should not be disseminated. If you are not the intended recipient of this e-mail, you should not copy, distribute or take any action in reliance upon this e-mail or the attachments. If you received this e-mail in error, please notify us immediately at (651) 297-5300. Thank you.'

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The screenshot shows the 'Court Users' settings page in the IRMA application. The browser address bar shows 'irmauat.courts.state.mn.us/CourtUsers/Settings/CourtUsers'. The page header includes the application name and a search bar. The main content is a table titled 'Scheduling Specialist E-mail' with columns for 'Region' and 'Email'. Below the table is a search bar for 'Court Users' with the value 'furlong' entered. At the bottom, there is a table header for user details.

Region	Scheduling Specialist E-mail
District 1	1stInterpreterScheduling@courts.state.mn.us
District 2	2ndInterpreterScheduling@courts.state.mn.us
District 3/5	3rd.5thInterpreterScheduling@courts.state.mn.us
District 4	4thScheduling@courts.state.mn.us
District 6/7/8/9	6th.7th.8th.9thInterpreterScheduling@courts.state.mn.us
District 10	10thInterpreterScheduling@courts.state.mn.us

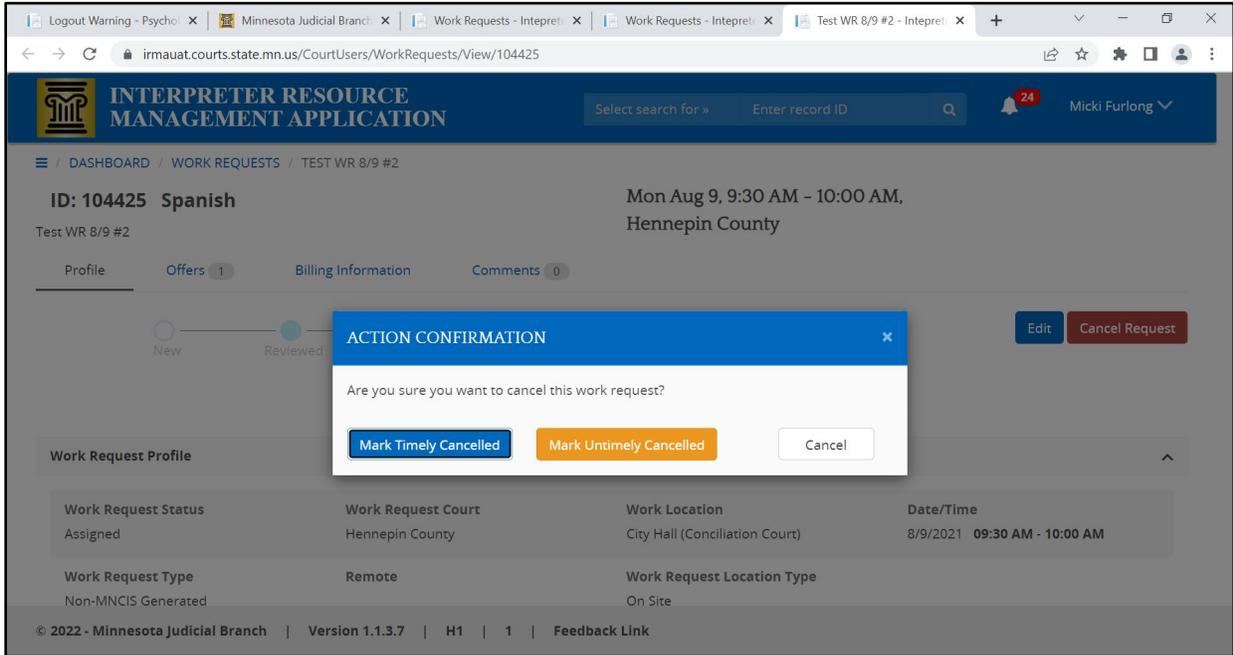
Court Users

furlong

Last	First	MJB User Name	Roles	Districts	Phone	Email	Last Login	Status
------	-------	---------------	-------	-----------	-------	-------	------------	--------

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## Interpreter Resource Management Application (IRMA) - 2022



The screenshot shows the IRMA application interface. The browser address bar displays `irmauat.courts.state.mn.us/CourtUsers/WorkRequests/View/104425`. The page header includes the Minnesota Judicial Branch logo, the application title "INTERPRETER RESOURCE MANAGEMENT APPLICATION", a search bar, and a user profile for "Micki Furlong". The breadcrumb trail is "DASHBOARD / WORK REQUESTS / TEST WR 8/9 #2".

The main content area displays details for work request ID 104425, which is for a Spanish interpreter. The scheduled time is "Mon Aug 9, 9:30 AM - 10:00 AM" in Hennepin County. Below this, there are tabs for "Profile", "Offers" (1), "Billing Information", and "Comments" (0). A progress indicator shows the request is "Reviewed".

An "ACTION CONFIRMATION" dialog box is open, asking "Are you sure you want to cancel this work request?". It provides three options: "Mark Timely Cancelled" (blue button), "Mark Untimely Cancelled" (orange button), and "Cancel" (white button). To the right of the dialog are "Edit" and "Cancel Request" buttons.

Below the dialog, the "Work Request Profile" is shown in a table format:

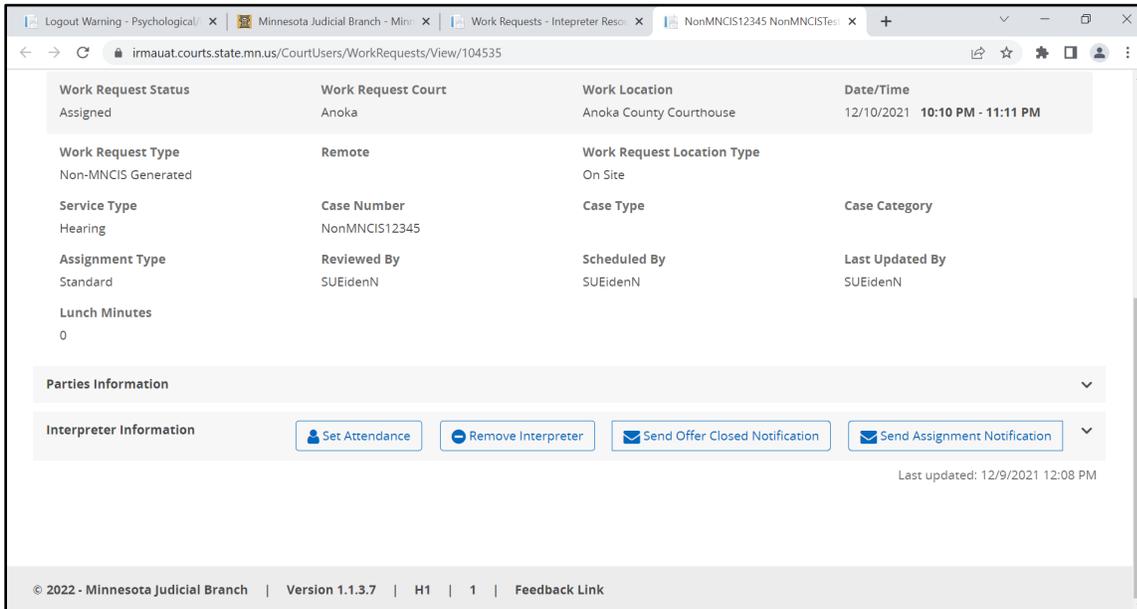
Work Request Status	Work Request Court	Work Location	Date/Time
Assigned	Hennepin County	City Hall (Conciliation Court)	8/9/2021 09:30 AM - 10:00 AM
Work Request Type	Remote	Work Request Location Type	
Non-MNCIS Generated		On Site	

The footer of the application displays: "© 2022 - Minnesota Judicial Branch | Version 1.1.3.7 | H1 | 1 | Feedback Link".

### Scheduler – Notification#27

When an interpreter is removed from the work request due to the Scheduler clicking the Remove Interpreter button on the Work Request Details page, the Enter a Reason to Remove the Interpreter will appear, and the Scheduler will have an option for "Do you want to send a notification? Yes or No." When Yes is clicked, the text required for the notification would be "Notification to the interpreter for work request canceled timely."

## Interpreter Resource Management Application (IRMA) - 2022



Logout Warning - Psychological / x Minnesota Judicial Branch - Mini x Work Requests - Interpreter Reso x NonMNCIS12345 NonMNCISTes x

irmauat.courts.state.mn.us/CourtUsers/WorkRequests/View/104535

<b>Work Request Status</b> Assigned	<b>Work Request Court</b> Anoka	<b>Work Location</b> Anoka County Courthouse	<b>Date/Time</b> 12/10/2021 10:10 PM - 11:11 PM
<b>Work Request Type</b> Non-MNCIS Generated	<b>Remote</b>	<b>Work Request Location Type</b> On Site	
<b>Service Type</b> Hearing	<b>Case Number</b> NonMNCIS12345	<b>Case Type</b>	<b>Case Category</b>
<b>Assignment Type</b> Standard	<b>Reviewed By</b> SUEidenN	<b>Scheduled By</b> SUEidenN	<b>Last Updated By</b> SUEidenN
<b>Lunch Minutes</b> 0			

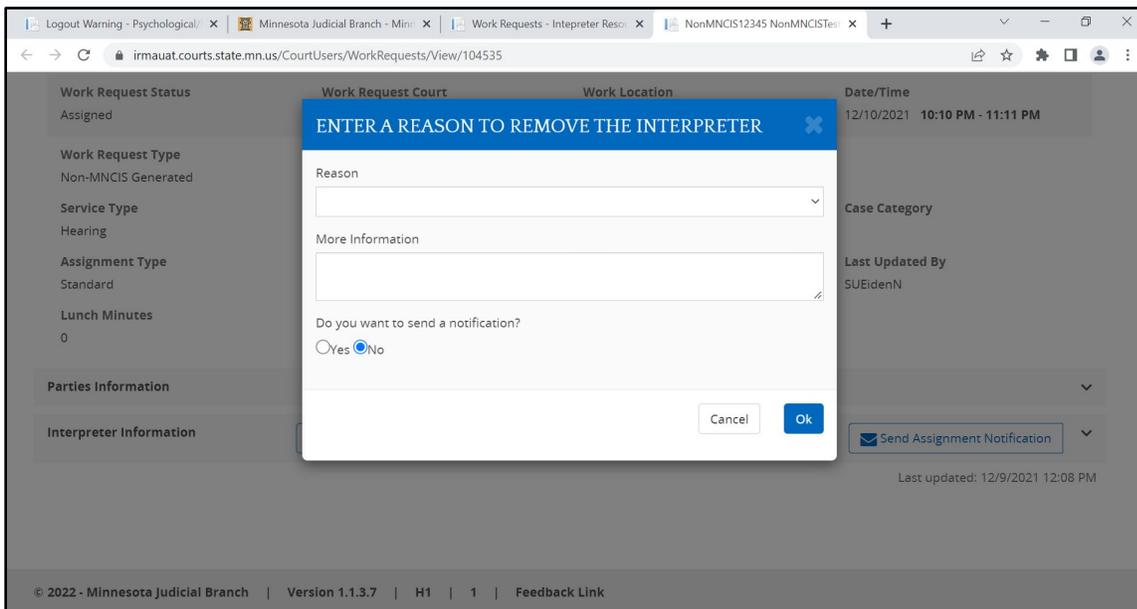
**Parties Information** ▼

**Interpreter Information** ▼

[Set Attendance](#)
[Remove Interpreter](#)
[Send Offer Closed Notification](#)
[Send Assignment Notification](#)

Last updated: 12/9/2021 12:08 PM

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Logout Warning - Psychological / x Minnesota Judicial Branch - Mini x Work Requests - Interpreter Reso x NonMNCIS12345 NonMNCISTes x

irmauat.courts.state.mn.us/CourtUsers/WorkRequests/View/104535

<b>Work Request Status</b> Assigned	<b>Work Request Court</b> Anoka	<b>Work Location</b> Anoka County Courthouse	<b>Date/Time</b> 12/10/2021 10:10 PM - 11:11 PM
<b>Work Request Type</b> Non-MNCIS Generated	<b>Remote</b>	<b>Work Request Location Type</b> On Site	
<b>Service Type</b> Hearing	<b>Case Number</b> NonMNCIS12345	<b>Case Type</b>	<b>Case Category</b>
<b>Assignment Type</b> Standard	<b>Reviewed By</b> SUEidenN	<b>Scheduled By</b> SUEidenN	<b>Last Updated By</b> SUEidenN
<b>Lunch Minutes</b> 0			

**Parties Information** ▼

**Interpreter Information** ▼

[Set Attendance](#)
[Remove Interpreter](#)
[Send Offer Closed Notification](#)
[Send Assignment Notification](#)

Last updated: 12/9/2021 12:08 PM

**ENTER A REASON TO REMOVE THE INTERPRETER**

Reason

More Information

Do you want to send a notification?  
 Yes  No

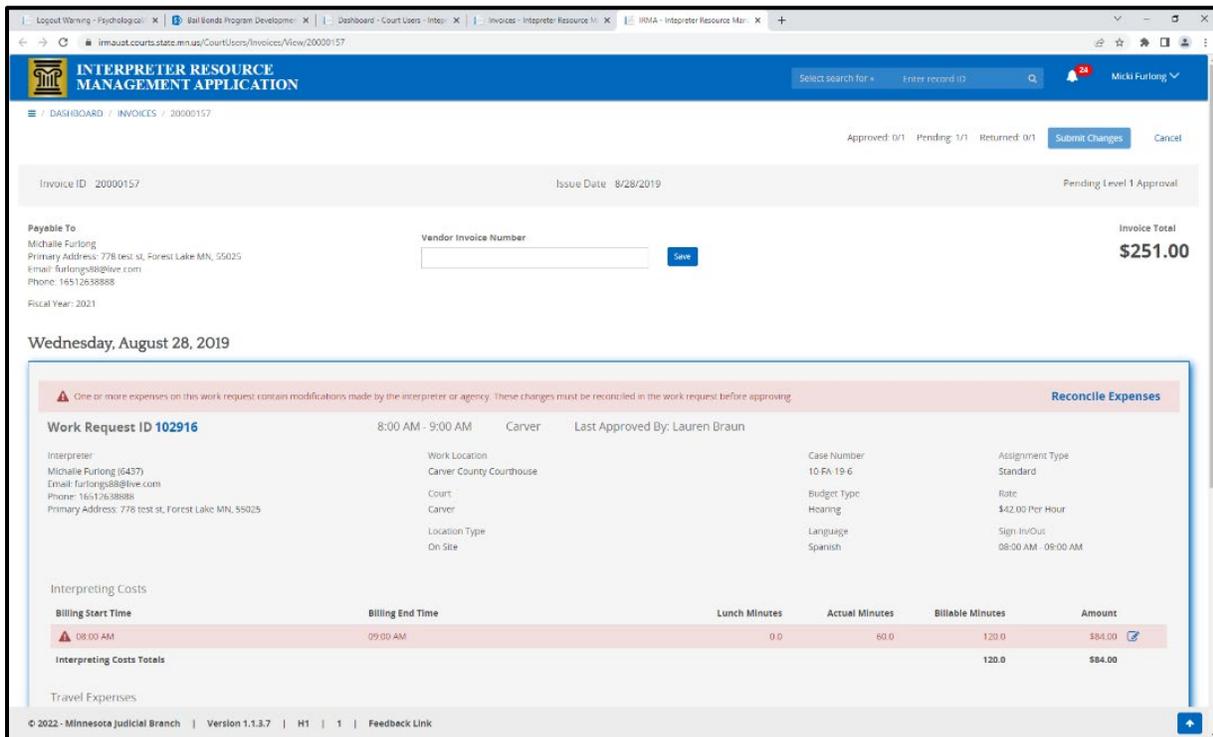
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## Interpreter Resource Management Application (IRMA) - 2022

### Invoice Details Page

#### Scheduler

The invoice detail page of each work request will display the following data: the last approved by person's name, date submitted, who submitted, and the level of approval. The levels of approval are: Level 1 Review, Interpreter/Agency Review, Level 1 Approval, and Level 2 Approval.



The screenshot shows the 'INTERPRETER RESOURCE MANAGEMENT APPLICATION' interface. The top navigation bar includes a search field and the user's name, Micki Furlong. The breadcrumb trail is 'DASHBOARD / INVOICES / 20000157'. The main content area displays the following information:

- Invoice ID:** 20000157
- Issue Date:** 8/28/2019
- Approval Status:** Approved: 0/1, Pending: 1/1, Returned: 0/1. Buttons for 'Submit Changes' and 'Cancel' are visible.
- Payable To:** Michalle Furlong, Primary Address: 778 test st, Forest Lake MN, 55025, Email: furlongs88@live.com, Phone: 16512638888, Fiscal Year: 2021.
- Vendor Invoice Number:** (Input field with 'Save' button)
- Invoice Total:** \$251.00
- Date:** Wednesday, August 28, 2019
- Work Request ID 102916:** 8:00 AM - 9:00 AM, Carver, Last Approved By: Lauren Braun. A 'Reconcile Expenses' button is present.
- Interpreter Details:** Michalle Furlong (6437), Email: furlongs88@live.com, Phone: 16512638888, Primary Address: 778 test st, Forest Lake MN, 55025.
- Work Location:** Carver County Courthouse
- Court:** Carver
- Location Type:** On Site
- Case Number:** 10 FA 19 6
- Assignment Type:** Standard
- Budget Type:** Hearing
- Rate:** \$42.00 Per Hour
- Language:** Spanish
- Sign In/Out:** 08:00 AM - 09:00 AM
- Interpreting Costs Table:**

Billing Start Time	Billing End Time	Lunch Minutes	Actual Minutes	Billable Minutes	Amount
08:00 AM	09:00 AM	0.0	60.0	120.0	\$84.00
<b>Interpreting Costs Totals</b>				<b>120.0</b>	<b>\$84.00</b>
- Travel Expenses:** (Section header)

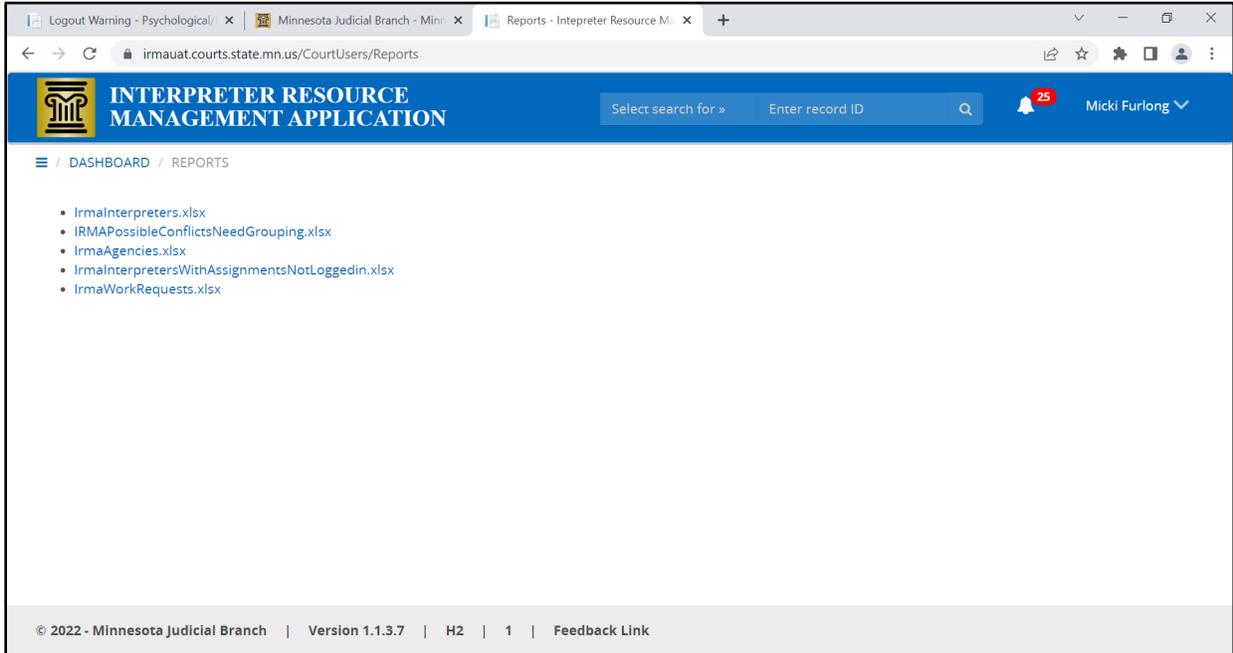
The footer of the application displays: © 2022 - Minnesota Judicial Branch | Version 1.1.3.7 | H1 | 1 | Feedback Link

## Interpreter Resource Management Application (IRMA) - 2022

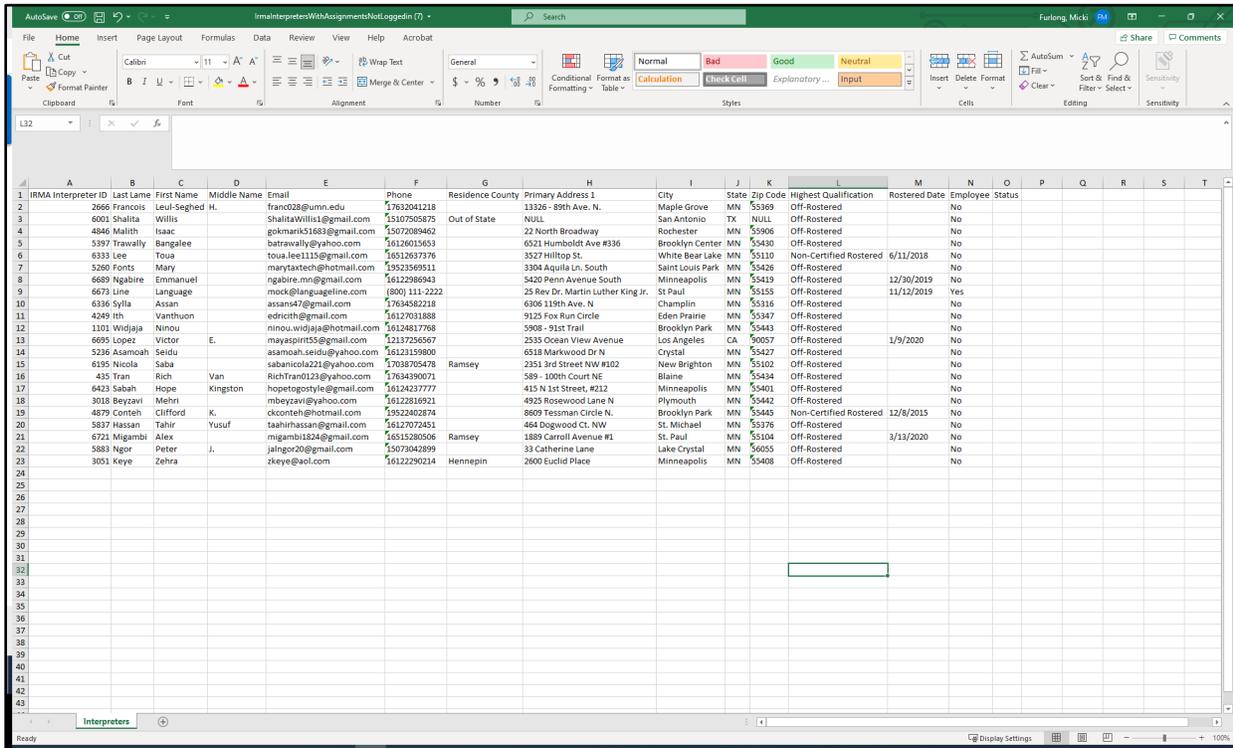
### Report

#### Administrator

When clicked, the Admin dashboard reports icon will display a list of reports. Report `IrmalInterpretersWithAssignmentsNotLoggedIn.xlsx` will not exclude inactive interpreters.



## Interpreter Resource Management Application (IRMA) - 2022



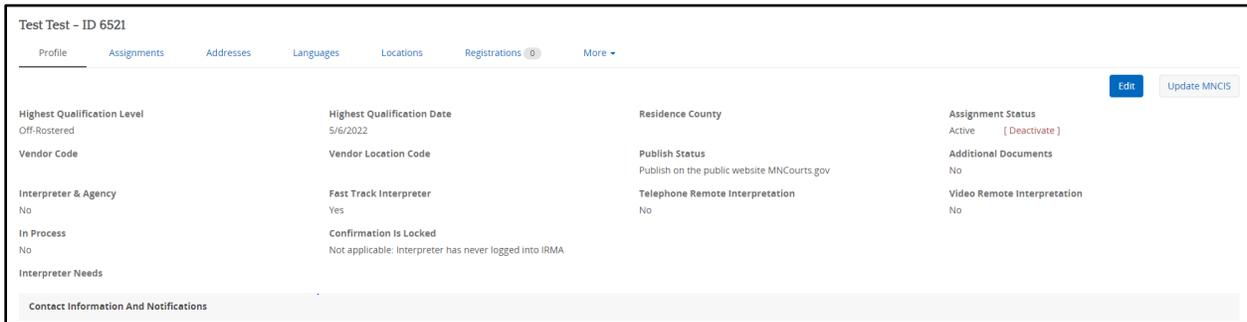
IRMA Interpreter ID	Last Name	First Name	Middle Name	Email	Phone	Residence County	Primary Address 1	City	State	Zip Code	Highest Qualification	Rostered Date	Employee Status
2666	Francois	Leuf-Seghed	H.	franco28@umn.edu	17632041218		13326 - 89th Ave. N.	Maple Grove	MN	55369	Off-Rostered		No
6001	Shaita	Willis		ShaitaWillis@gmail.com	55107565875	Out of State	NULL	San Antonio	TX	NULL	Off-Rostered		No
4846	Malith	Isaac		gokmarik5168@gmail.com	5072089462		22 North Broadway	Rochester	MN	55906	Off-Rostered		No
5397	Trawally	Bangalee		batrawally@yahoo.com	16126015653		6521 Humboldt Ave #336	Brooklyn Center	MN	55430	Off-Rostered		No
6333	Lee	Toua		toua.lee1115@gmail.com	16512637376		3527 Hilltop St.	White Bear Lake	MN	55110	Non-Certified Rostered	6/11/2018	No
5280	Fonti	Mary		maryfonti@hotmail.com	2952369511		3304 Aquila Ln. South	Saint Louis Park	MN	55428	Off-Rostered		No
6689	Ngaïre	Emmanuel		ngaire.m@gmail.com	1612296943		5420 Penn Avenue South	Minneapolis	MN	55419	Off-Rostered	12/30/2019	No
6673	Line	Language		mock@language.com	(800) 111-2222		25 Rev Dr. Martin Luther King Jr.	St Paul	MN	55155	Off-Rostered	11/12/2019	Yes
6336	Sylla	Assan		assans47@gmail.com	17634582218		6306 119th Ave. N	Champlin	MN	55316	Off-Rostered		No
4249	Ith	Vanhoun		edricth@gmail.com	16127031888		9125 Fox Run Circle	Eden Prairie	MN	55347	Off-Rostered		No
1101	Widjaja	Ninou		niinou.widjaja@hotmail.com	16124817768		5908 - 91st Trail	Brooklyn Park	MN	55443	Off-Rostered		No
6695	Lopez	Victor	E.	mayaspirits5@gmail.com	12137256567		2535 Ocean View Avenue	Los Angeles	CA	90057	Off-Rostered	1/9/2020	No
5236	Asamoah	Seidu		asamoah.seidu@yahoo.com	16123159800		6518 Markwood Dr N	Crystal	MN	55427	Off-Rostered		No
6195	Nicola	Saba		sabanicola21@yahoo.com	17038705478	Ramsey	2351 3rd Street NW #102	New Brighton	MN	55102	Off-Rostered		No
435	Tran	Rich	Van	RichTran123@yahoo.com	57624590071		549 - 100th Court NE	Blaine	MN	55404	Off-Rostered		No
6423	Sabah	Hope	Kingston	hopepogostyle@gmail.com	16124237777		415 N 1st Street, #212	Minneapolis	MN	55401	Off-Rostered		No
3018	Bezvavi	Mehri		mbezvavi@yahoo.com	16122816921		4925 Rosewood Lane N	Plymouth	MN	55442	Off-Rostered		No
4879	Conteh	Clifford	K.	ckconteh@hotmail.com	19522402874		8609 Tessonman Circle N.	Brooklyn Park	MN	55445	Non-Certified Rostered	12/8/2015	No
5837	Hassan	Tahir	Yusuf	taahirhassan@gmail.com	16127072451		484 Dogwood Ct. NW	St. Michael	MN	55376	Off-Rostered		No
6721	Migambi	Alex		mgamb1824@gmail.com	16515280506	Ramsey	1889 Carroll Avenue #1	St. Paul	MN	55104	Off-Rostered	3/13/2020	No
5883	Ngor	Peter	J.	jalngor20@gmail.com	15073042899		33 Catherine Lane	Lake Crystal	MN	56055	Off-Rostered		No
3051	Keye	Zehra		zkeye@aol.com	16122290214	Hennepin	2600 Euclid Place	Minneapolis	MN	55408	Off-Rostered		No

## Interpreter Resource Management Application (IRMA) - 2022

### Interpreter Profile Page

#### Administrator(s), Scheduler, and Interpreter

When an Admin, Scheduler, or Interpreter views the Interpreter profile, there is a field called “Special Needs.” Please change the label of this field to “Interpreter Needs.” This change should be on the view and edit page.

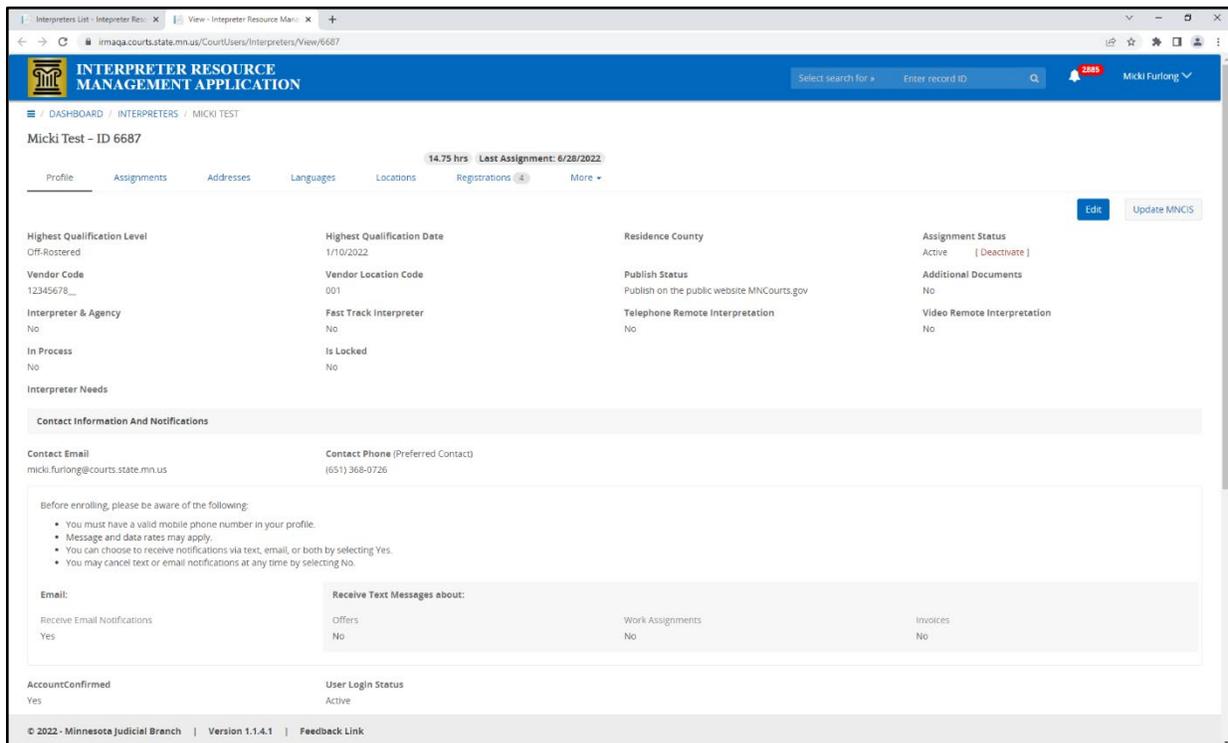


The screenshot shows the profile page for 'Test Test - ID 6521'. The 'Interpreter Needs' field is present and currently empty. The page includes tabs for Profile, Assignments, Addresses, Languages, Locations, Registrations, and More. There are 'Edit' and 'Update MNCIS' buttons in the top right corner.

Highest Qualification Level	Off-Rostered	Highest Qualification Date	5/6/2022	Residence County		Assignment Status	Active [Deactivate]
Vendor Code		Vendor Location Code		Publish Status	Publish on the public website MNCourts.gov	Additional Documents	No
Interpreter & Agency	No	Fast Track Interpreter	Yes	Telephone Remote Interpretation	No	Video Remote Interpretation	No
In Process	No	Confirmation Is Locked	Not applicable. Interpreter has never logged into IRMA				
Interpreter Needs							

#### Administrator

When an Admin views the Interpreter profile, there is a new field checkbox called “In Process, Y/N.” The checkbox is located before the Interpreter Needs field. The checkbox is not required.



The screenshot shows the profile page for 'Micki Test - ID 6687'. The 'In Process' field is a checkbox labeled 'In Process' with a value of 'No'. The 'Interpreter Needs' field is also present. The page includes tabs for Profile, Assignments, Addresses, Languages, Locations, Registrations, and More. There are 'Edit' and 'Update MNCIS' buttons in the top right corner.

Highest Qualification Level	Off-Rostered	Highest Qualification Date	1/10/2022	Residence County		Assignment Status	Active [Deactivate]
Vendor Code	12345678_...	Vendor Location Code	001	Publish Status	Publish on the public website MNCourts.gov	Additional Documents	No
Interpreter & Agency	No	Fast Track Interpreter	No	Telephone Remote Interpretation	No	Video Remote Interpretation	No
In Process	No	Is Locked	No				
Interpreter Needs							

Before enrolling, please be aware of the following:

- You must have a valid mobile phone number in your profile.
- Message and data rates may apply.
- You can choose to receive notifications via text, email, or both by selecting Yes.
- You may cancel text or email notifications at any time by selecting No.

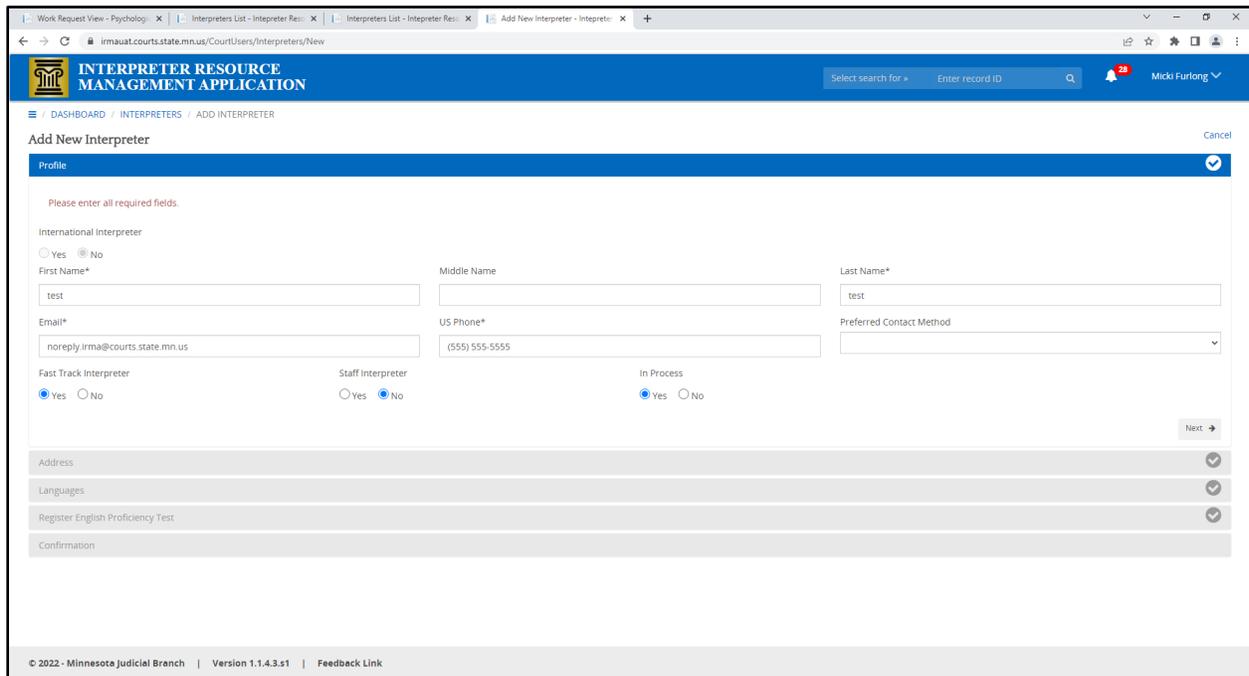
Email:	Receive Text Messages about:	Work Assignments	Invoices
Receive Email Notifications	Offers	No	No
Yes	No	No	No

## Interpreter Resource Management Application (IRMA) - 2022

### Interpreter Page

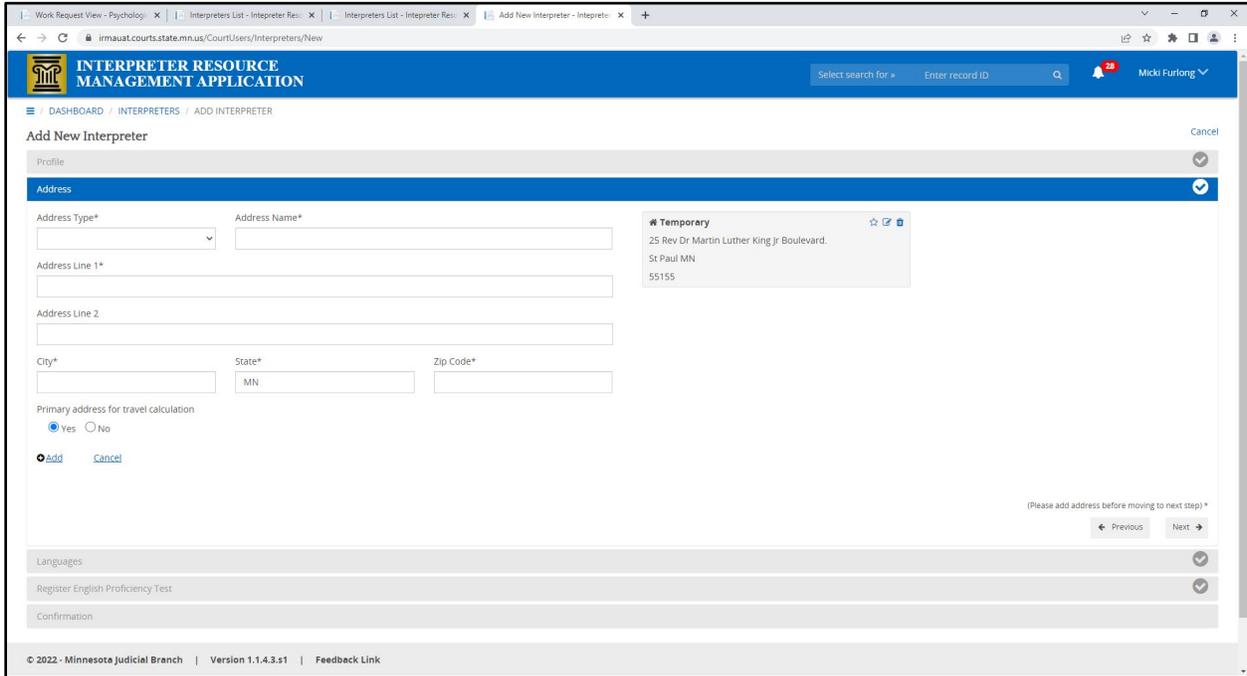
#### Administrator

IRMA currently requires that all phone, email, addresses, and language be entered when an interpreter is set up. Fast Track functionality will allow the Admin only to enter the name of the interpreter and language, and they can be assigned work assignments. When an Admin clicks Add New Interpreter button from the Interpreter List page, the Add Interpreter page displays. There is a Fast Track Interpreter button. When Yes is selected, IRMA should only require the First Name, Last Name, and Language. IRMA will populate the email and phone with default values, and create a temporary address. The Admin can override the information in the defaulted fields if they have the information. IRMA will also default the In Process field to Yes. If the Admin selects to Send confirmation code now and the email is the default email, IRMA should display a message that says confirmation code will not be sent. When the Admin Submits the new interpreter, the interpreter will have the Highest Qualification level of: Off-Rostered, status = Active, Fast Track = Yes, Interpreter & Agency = No, Telephone Remote Interpretation = No and Video Remote Interpretation = No.



The screenshot shows the 'Add New Interpreter' form in the IRMA application. The form is titled 'Add New Interpreter' and includes a 'Profile' section. The 'International Interpreter' section has 'Yes' selected. The 'Fast Track Interpreter' section has 'Yes' selected. The 'In Process' section has 'Yes' selected. The 'Address', 'Languages', 'Register English Proficiency Test', and 'Confirmation' sections are collapsed. The footer shows '© 2022 - Minnesota Judicial Branch | Version 1.1.4.3.s1 | Feedback Link'.

## Interpreter Resource Management Application (IRMA) - 2022



Work Request View - Psychology | Interpreters List - Interpreter Res: | Interpreters List - Interpreter Res: | Add New Interpreter - Interpreter: |

irmauat.courts.state.mn.us/CourtUsers/Interpreters/New

**INTERPRETER RESOURCE MANAGEMENT APPLICATION** Select search for » Enter record ID

Micks Furlong

DASHBOARD / INTERPRETERS / ADD INTERPRETER

### Add New Interpreter

Profile ✓

**Address** ✓

Address Type\* Address Name\*

Address Line 1\*

Address Line 2

City\* State\* Zip Code\*

MN

Primary address for travel calculation  
 Yes  No

Temporary  
 25 Rev Dr Martin Luther King Jr Boulevard.  
 St Paul MN  
 55155

➤ Add Cancel

(Please add address before moving to next step) \*

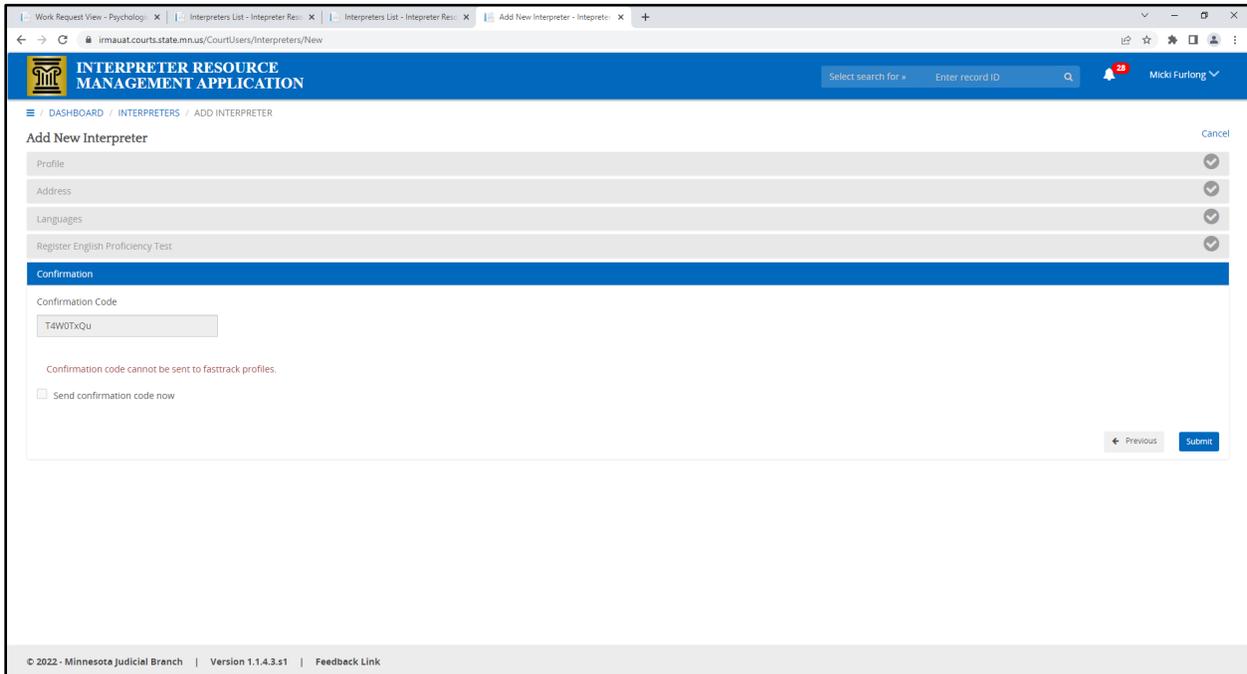
← Previous Next →

Languages ✓

Register English Proficiency Test ✓

Confirmation

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Work Request View - Psychology | Interpreters List - Interpreter Res: | Interpreters List - Interpreter Res: | Add New Interpreter - Interpreter: |

irmauat.courts.state.mn.us/CourtUsers/Interpreters/New

**INTERPRETER RESOURCE MANAGEMENT APPLICATION** Select search for » Enter record ID

Micks Furlong

DASHBOARD / INTERPRETERS / ADD INTERPRETER

### Add New Interpreter

Profile ✓

Address ✓

Languages ✓

Register English Proficiency Test ✓

**Confirmation**

Confirmation Code

T4W0tXQu

Confirmation code cannot be sent to fasttrack profiles.

Send confirmation code now

← Previous Submit

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