



COLORADO JUDICIAL
DEPARTMENT
Office of Language Access



**SCHEDULING DASHBOARD:
USER GUIDE
FOR THE
FREELANCE SPANISH
INTERPRETER**

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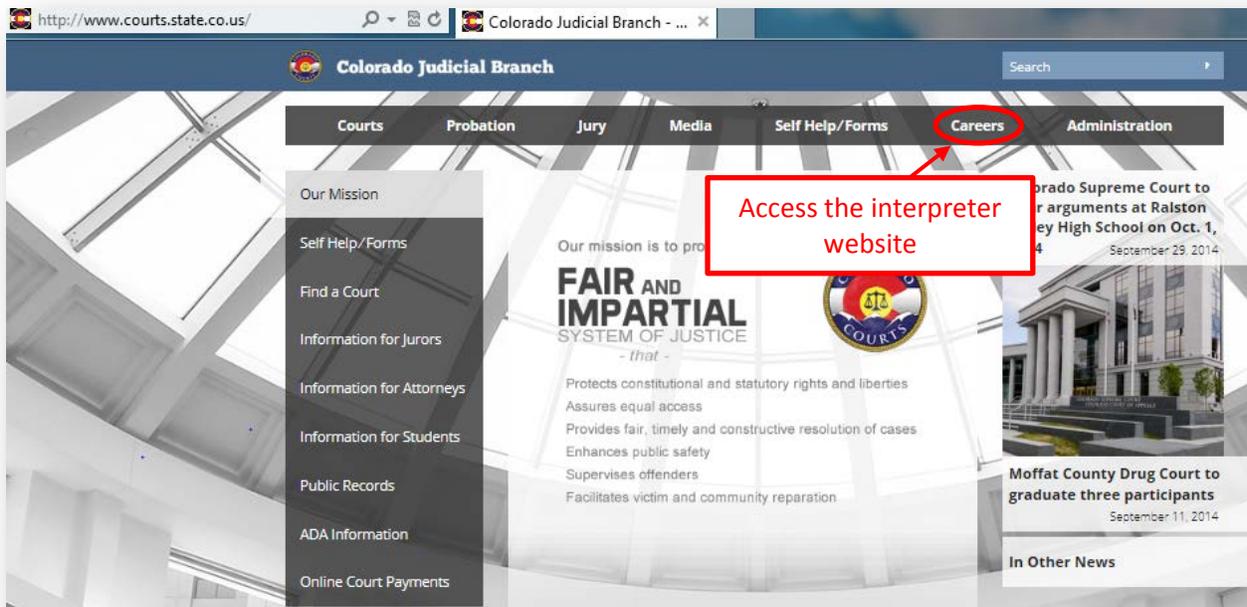
Introduction

The Interpreter Scheduling Application, referred to as the “Interpreter Dashboard” or “Dashboard”, is the web-based scheduling application used by Managing Court Interpreters to schedule Freelance Spanish Interpreters for interpreter assignments in the Colorado State Courts. The Interpreter Dashboard allows active Freelance Interpreters to input and update their availability, view their current schedules, maintain updated personal information for the courts and run certain scheduling reports. This User Guide is intended to assist Freelance Interpreters with the functions of the Dashboard.

1| Access the Interpreter Dashboard

The link to the Interpreter Dashboard is: <https://www.courts.state.co.us/interpreter/login/index.cfm>.

The Dashboard can also be accessed through the interpreter webpage on the Colorado Judicial Branch Website at: www.courts.state.co.us. Click on the **Careers** tab and scroll down to **Interpreter Opportunities** as shown below.



On the interpreter page, click on the icon for **Active Interpreters: Resources and Required Documents for Active and Approved Interpreters**. Click on **Interpreter Dashboard**. This will link the user to the Interpreter Dashboard login page.

Colorado Judicial Branch Search

Courts Probation Jury Media Self Help/Forms Careers Administration

Home Administration Court Services

Interpreters

The Colorado Judicial Branch is committed to providing access to justice to all citizens regardless of the language they speak. To this end, the Court Interpreter Program at the State Court Administrator's Office is charged with developing policies and programs that facilitate linguistic access and promote competent and professional interpreting in the courts. The Colorado courts have been certifying court interpreters as to their competency and accuracy since 1999.

NEW! [Colorado's Language Access Plan](#)



Information for Language Interpreter Independent Contractors



Upcoming Certification Events:
Court Interpreter Orientations, Written Exams and Oral Exams



Court Interpreter Directories:
Certified and Qualified Interpreters



Program Information:
Policies, Certification and other Resources



Active Interpreters:
Resources and Required Documents for Active and Approved Interpreters



Continuing Education:
Continuing Education Resources for Active Roster Interpreters

Business Resources

For more information regarding policies and directives of the **Language Court Interpreter Program**, please contact:

Emy López
Court Interpreter Program Administrator
emy.lopez@judicial.state.co.us

Language Interpreters interested in working as part of the Program please contact:

Claudia Iglesias
Administrative Specialist
claudia.iglesias@judicial.state.co.us

For Sign Language Interpreter information, please contact:

Cheri Davis
Referral Specialist-Legal Commission for the Deaf & Hard Hearing
cheri.davis@state.co.us
303.866.4824

<u>Interpreter Dashboard:</u>	Authorized Registered Interpreter Scheduling Login (Spanish Interpreters only at this time)
<u>Interpreter Agreement for Individual or Sole Proprietorship:</u>	Agreement must be completed by authorized interpreters of all languages working as individuals or sole proprietors
<u>Interpreter Agreement for Business Entity:</u>	Agreement must be completed by authorized interpreters of all languages working as business entities

2| Register on the Dashboard

Registration: An interpreter must register in order have an account activated on the Dashboard.

Home ▸ Interpreter Scheduling ▸

Interpreter Scheduling Login

Email

Password

Login

Register

[Forgot my password](#)

Problems signing in? Please contact [Webmaster](#).

Home ▸ Interpreter Scheduling ▸

Create Account

Email (required)

Password (required)

Passwords must be at least 8 characters in length, contain one capital and one lowercase letter, and contain at least one number.

Confirm Password (required)

First Name (required)

Last Name (required)

Phone Number (required)

303-123-4567

Address (required)

City (required)

State (required)

ZIP Code (required)

Language(s) (required)

Create Account **Cancel**

Please note: Creation of your account is contingent upon the Interpreter Program's review and of your credentials and qualifications.

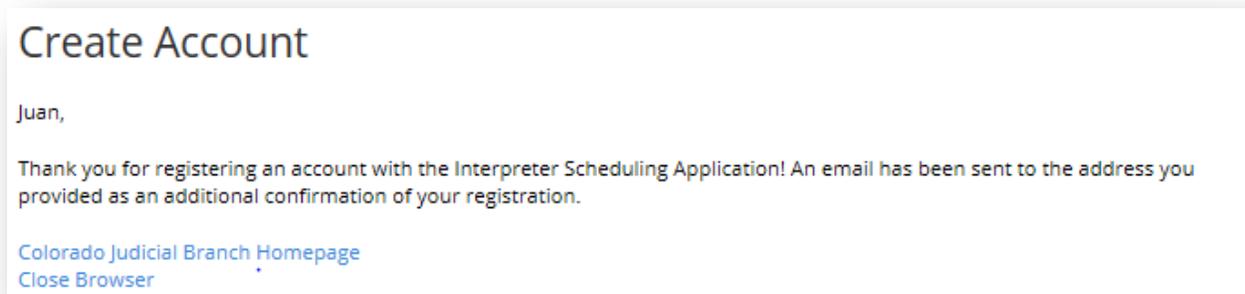
When registering:

- Capitalize the **first letter** of your **First** and **Last** names
- Capitalize the **first letter** of your **Street Address** (the proper names) and the **City**
- **Double-check for spelling errors** (including your email address)

When creating a password:

- Follow the guidelines for password creation – you can view the guidelines when you click on the following icon on the dashboard. 
- Passwords must be at least 8 characters in length, contain one capital and one lowercase letter, and contain at least one number.
- If the **Create Account** button does not activate after entering all of your account information, there is an entry error on the page. Double-check that all required fields are completed and the password requirements have been met.

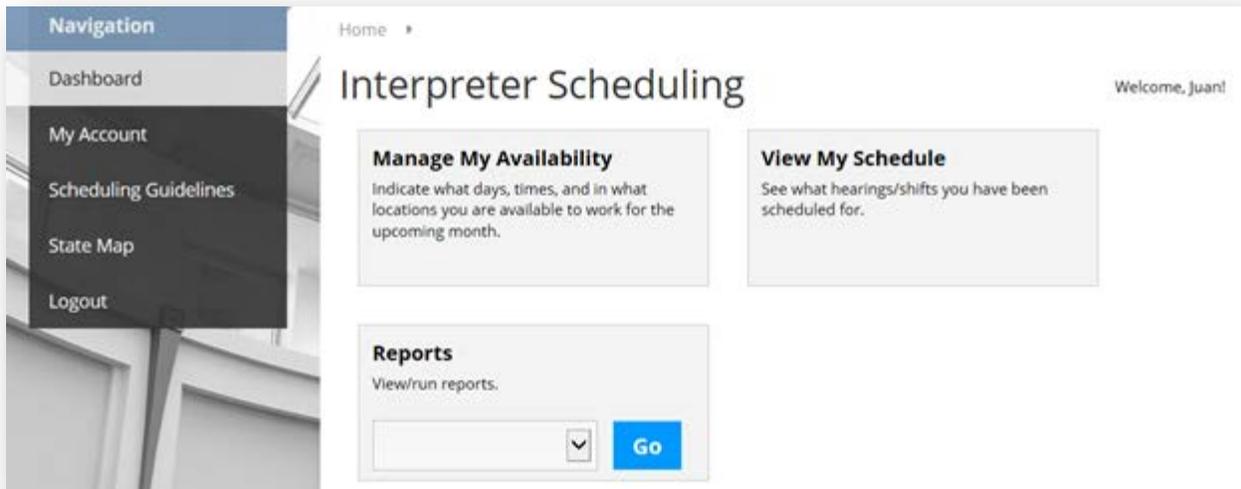
Account Creation Completion: Once all fields are entered, click on **Create Account**. You will receive an email indicating that your request has been submitted (see example below).



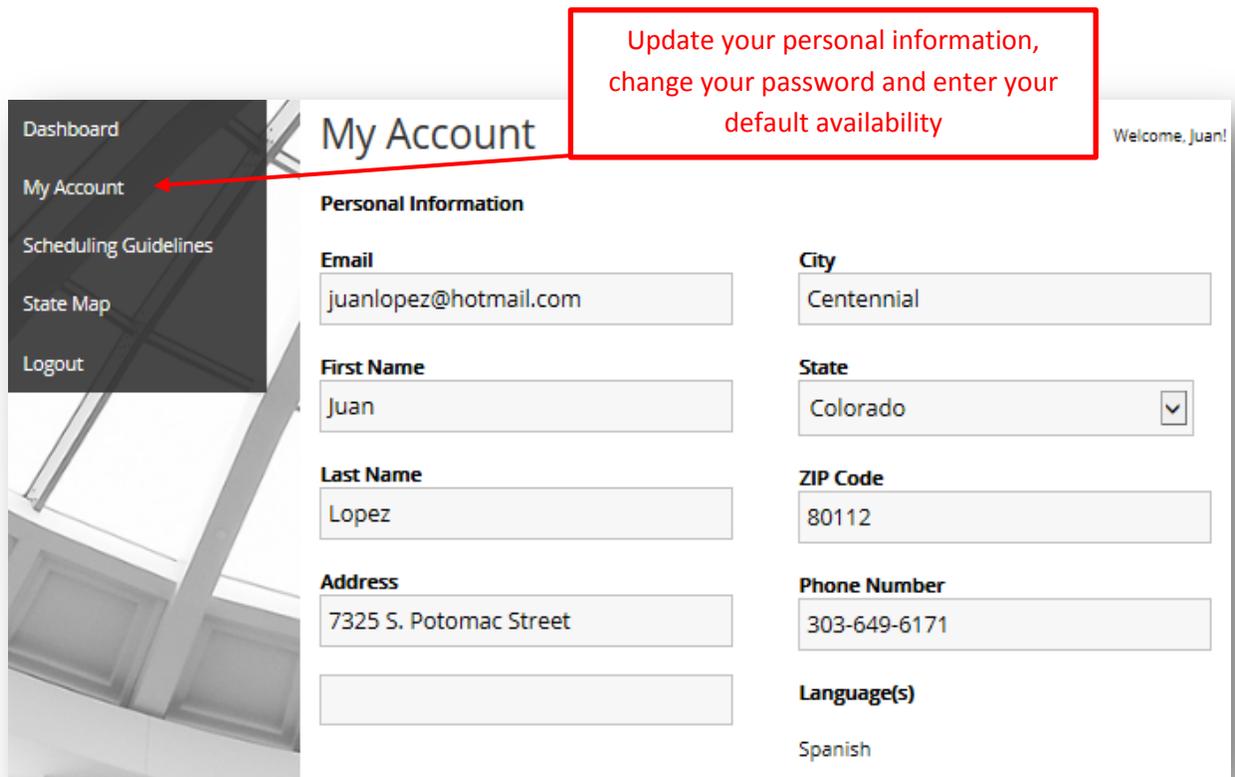
Confirmation Email: You will receive a second email once your account has been activated (see example below).



Login: Once your account has been activated, you can sign in using your email and the password you created. Once logged in, the Interpreter Scheduling Dashboard main page will load.



My Account: On the **My Account** page you can update your personal information, change your password, and set default availability for the locations in which you are willing to provide interpretation services. Once you make a change, click on **Update Account**.



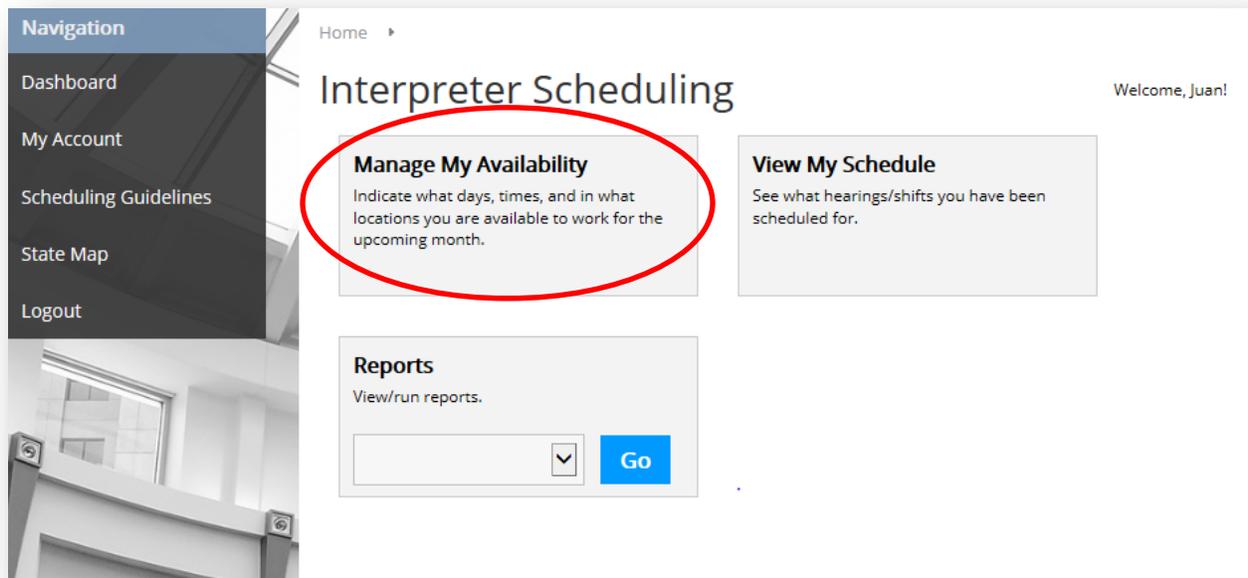
3| Submit and Manage Availability

The Interpreter Dashboard will send an email out to all users reminding interpreters that availability is due. The email reads as follows:

Please note that availability submissions are due the 1st of the month. Log in to the application to submit your availability. Do not reply directly to this email.

*Thank you,
Interpreter Program*

Manage Availability: From the Interpreter Dashboard you can click on the **Manage My Availability** tile to input your availability for the current month or any future month.



Once you click on **Manage My Availability**, the Dashboard will show the current month. Click on **New Timeslot** to enter your availability (see example on the next page).

Interpreter Scheduling

Welcome, Juan! [Logout](#)

Choose a new timeslot from the calendar.

<< November December 2014 January >>

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1 [New Timeslot]	2 [New Timeslot]	3 [New Timeslot]	4 [New Timeslot]	5 [New Timeslot]	6 [New Timeslot]
7 [New Timeslot]	8 [New Timeslot]	9 [New Timeslot]	10 [New Timeslot]	11 [New Timeslot]	12 [New Timeslot]	13 [New Timeslot]
14 [New Timeslot]	15 [New Timeslot]	16 [New Timeslot]	17 [New Timeslot]	18 [New Timeslot]	19 [New Timeslot]	20 [New Timeslot]
21 [New Timeslot]	22 [New Timeslot]	23 [New Timeslot]	24 [New Timeslot]	25 [New Timeslot] <small>Observance of Christmas Day</small>	26 [New Timeslot]	27 [New Timeslot]
28 [New Timeslot]	29 [New Timeslot]	30 [New Timeslot]	31 [New Timeslot]			

Click on **New Timeslot** to enter your availability

After clicking on **New Timeslot**, the **Options Menu** appears on the right side of the page. Here you will enter availability or unavailability for a single day or a date range and the frequency, if any, of a recurring shift. You can request to exclude weekends. There is a **Notes** section in which you can enter notes for a particular shift or day, or **Use my default note**. Then click **Submit**. You can enter your availability for as many future months as you wish. You will still receive the **Enter Availability Reminder Email** that is sent out monthly.

Interpreter Scheduling

<< November December 2014 January >>

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1 [New Timeslot]	2 [New Timeslot]	3 [New Timeslot]	4 [New Timeslot]	5 [New Timeslot]	6 [New Timeslot]
7 [New Timeslot]	8 [New Timeslot]	9 [New Timeslot]	10 [New Timeslot]	11 [New Timeslot]	12 [New Timeslot]	13 [New Timeslot]
14 [New Timeslot]	15 [New Timeslot]	16 [New Timeslot]	17 [New Timeslot]	18 [New Timeslot]	19 [New Timeslot]	20 [New Timeslot]
21 [New Timeslot]	22 [New Timeslot]	23 [New Timeslot]	24 [New Timeslot]	25 [New Timeslot] <small>Observance of Christmas Day</small>	26 [New Timeslot]	27 [New Timeslot]
28 [New Timeslot]	29 [New Timeslot]	30 [New Timeslot]	31 [New Timeslot]			

The **Options Menu** will open

Welcome, Juan! [Logout](#)

Date (Required)

12/2/2014

Location

Use my default location(s)

No locations entered. Enter locations

[here.](#)

Use other

All Locations
1st - Jefferson
1st - Gilpin

* Ctrl-click to select multiple

Time

to

Shift Recurrence

None

Daily

Weekly

Days Excluded

None

SingleDate

Date Range

Exclude weekends

Unavailable - Do Not Schedule

Note

Use my default note

No note entered. Enter note [here.](#)

Use other

Submit

Cancel

Indicate **Shift Recurrence** or select to **Exclude** specific days or weekends

Indicate that you are **Unavailable** on this date

The **Note** entered will be viewed by the Managing Interpreter

Change Availability: Once your availability is entered, you can update or change your availability from the **Manage My Availability** tile as long as you are not currently scheduled for a shift on that day.

Change a Same-Day Assignment: If you have already been assigned a shift on a day that you need to update or change the status of your availability, you must first submit a cancellation request through the **View My Schedule** tile. If you are not currently assigned a shift on a day that you need to update or change, follow the steps below:

- Click on **Manage My Availability** - the availability that you originally entered will be visible – if no time appears, you are currently assigned a shift and you must follow the steps to cancel a shift before updating or changing your availability (see chapter 5).
- Click on the **Time** you entered as available.

Interpreter Scheduling
Choose a new timeslot from the calendar.

<< November December 2014 January >>

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1 [New Timeslot]	2 [New Timeslot] 8:00A - 5:00P	3 [New Timeslot] 8:00A - 5:00P	4 [New Timeslot] 8:00A - 5:00P	5 [New Timeslot] 8:00A - 5:00P	6 [New Timeslot]
7	8 [New Timeslot] 8:00A - 5:00P	9 Unavailable	10 [New Timeslot] 8:00A - 12:00P	11 [New Timeslot] 8:00A - 12:00P	12 [New Timeslot] 8:00A - 5:00P	13 [New Timeslot]
	14 [New Timeslot]	15 [New Timeslot] 8:00A - 5:00P	16 [New Timeslot] 8:00A - 5:00P	17 [New Timeslot] 8:00A - 5:00P	18 [New Timeslot] 8:00A - 5:00P	19 [New Timeslot] 8:00A - 5:00P
20 [New Timeslot]	21 [New Timeslot] 8:00A - 5:00P	22 [New Timeslot] 8:00A - 5:00P	23 [New Timeslot] 8:00A - 5:00P	24 Unavailable	25 [New Timeslot] <i>Observance of Christmas Day</i>	26 Unavailable
27 [New Timeslot]	28 [New Timeslot]	29 [New Timeslot] 8:00A - 4:30P	30 [New Timeslot] 8:00A - 4:30P	31 [New Timeslot] 8:00A - 4:30P		

Click on the actual time you entered in order to change or update your availability

- The original availability entered will appear in list format. A specific date will appear, or if you originally entered the availability as part of a series, the series of dates will show. You can delete availability for a specific day or the whole series.

Interpreter Scheduling Welcome, Juan! [Logout](#)

Monday, December 15, 2014
 All Locations
 8:00 AM to 5:00 PM

Note:

[Delete](#)

Series

Friday, December 12, 2014
 Monday, December 15, 2014
 Tuesday, December 16, 2014
 Wednesday, December 17, 2014
 Thursday, December 18, 2014
 Friday, December 19, 2014

[Delete All](#)

[Cancel](#)

- Once deleted, click on **New Timeslot** to enter the new or updated availability or unavailability for that date.

14	15	16	17	18	19	20
[New Timeslot]						
		8:00A - 5:00P	8:00A - 5:00P	8:00A - 5:00P	8:00A - 5:00P	

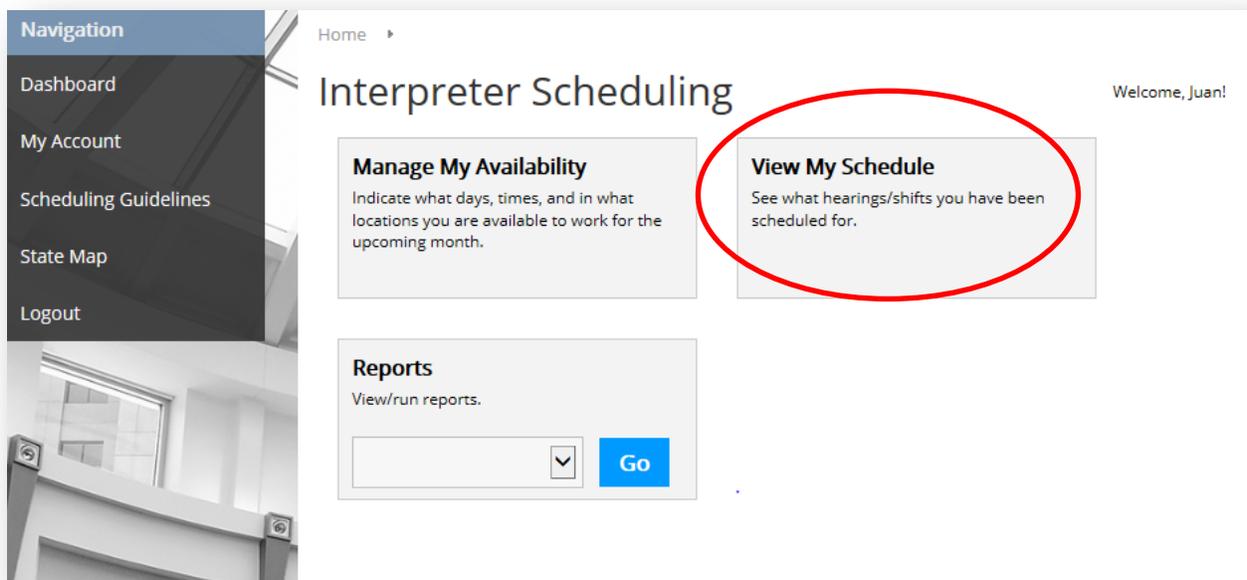
4| View Schedule

The Interpreter Dashboard will send an email out to all users when the scheduling is complete for the following month. It reads as follows:

Please note that the schedule calendar for the coming month is complete. Log in to the application to view your schedule. Do not reply directly to this email.

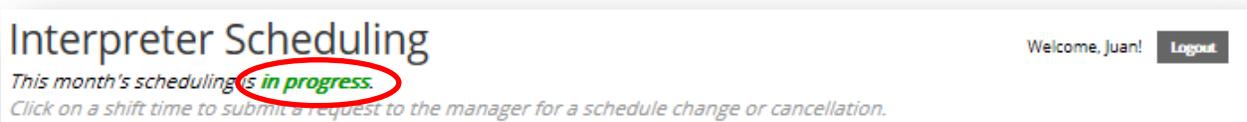
*Thank you,
Interpreter Program*

From the Interpreter Dashboard, click on the **View My Schedule** tile to view your monthly schedule.



If you are viewing your schedule before scheduling is complete, you will see the **“in progress”** notice in the header of the month you are viewing.

Please note: Schedules for the following month are not considered final until the evening of the 20th of the current month. You will receive an email when schedules are complete.



If you are viewing your schedule after scheduling is complete, you will see the “is complete” notice in the header of the month you are viewing.

Interpreter Scheduling

Welcome, Juan!
Logout

This month's scheduling is complete.

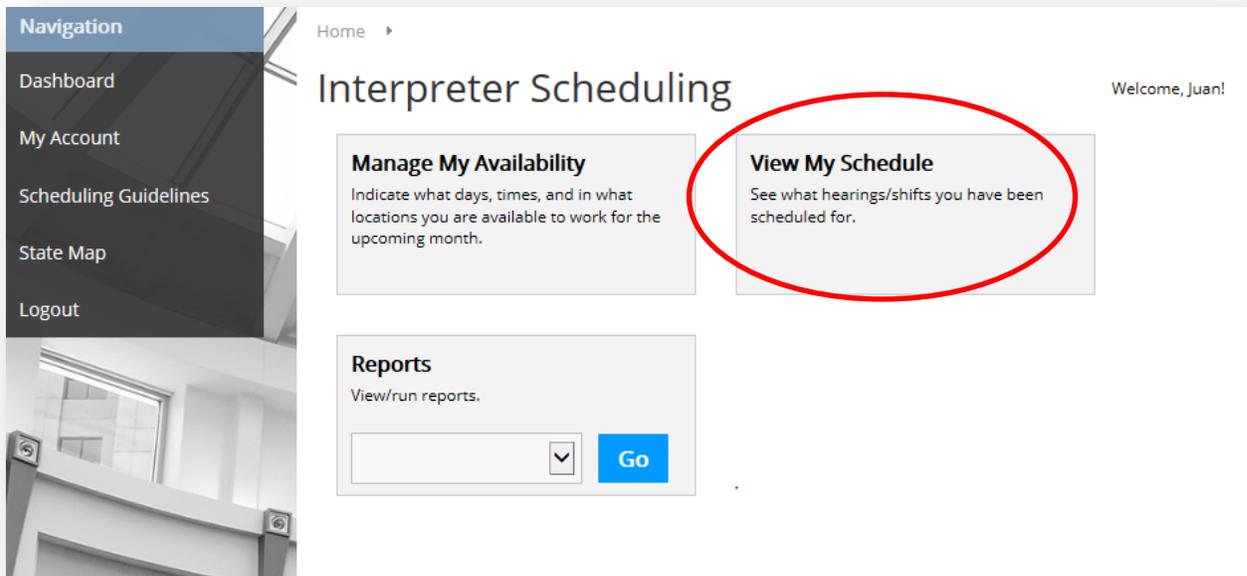
Click on a shift time to submit a request to the manager for a schedule change or cancellation.

Once scheduling is complete on the 20th of the preceding month, you can view your scheduled dates, locations and shifts (see example below).

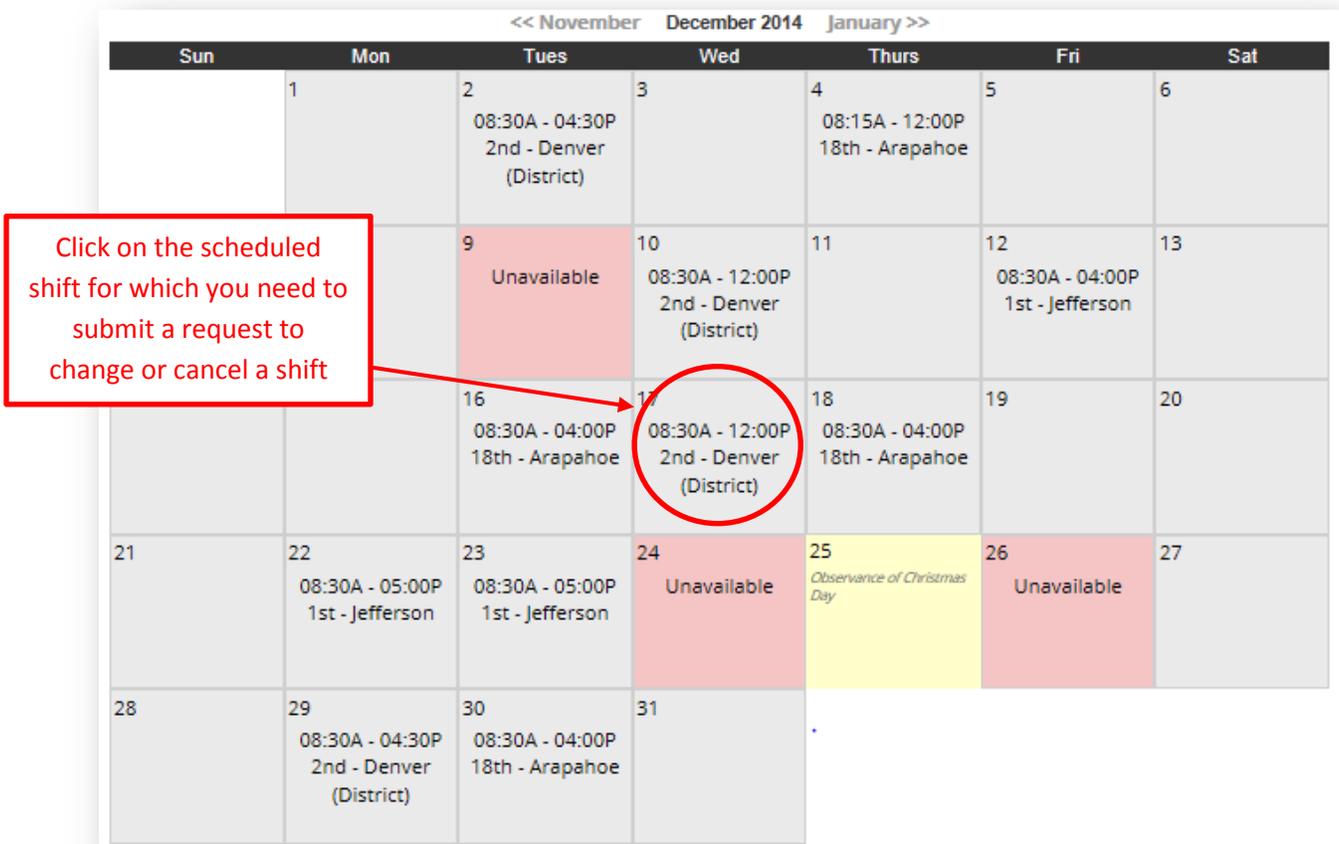
<< November December 2014 January >>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2 08:30A - 04:30P 2nd - Denver (District)	3	4 08:15A - 12:00P 18th - Arapahoe	5	6
7	8	Unavailable	10 08:30A - 12:00P 2nd - Denver (District)	11	12 08:30A - 04:00P 1st - Jefferson	13
14	15	16 08:30A - 04:00P 18th - Arapahoe	17 08:30A - 12:00P 2nd - Denver (District)	18 08:30A - 04:00P 18th - Arapahoe	19	20
21	22 08:30A - 05:00P 1st - Jefferson	23 08:30A - 05:00P 1st - Jefferson	Unavailable	25 <i>Observance of Christmas Day</i>	Unavailable	27
28	29 08:30A - 04:30P 2nd - Denver (District)	30 08:30A - 04:00P 18th - Arapahoe	31			

5| Cancel a Shift

If you need to cancel an assigned shift, you **MUST** submit a cancellation request to the Managing Interpreter with whom you are scheduled through the **View My Schedule** tile on the Dashboard.



Click on the scheduled shift that you need to change or cancel.



The **Schedule Change Request** window will open. Enter the reason for the cancellation, then click **Submit Request**.

Interpreter Scheduling

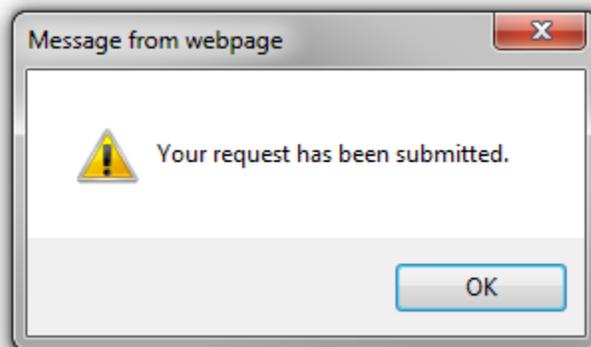
Schedule Change Request
December 17, 2014
2nd - Denver (District)
8:30 AM to 12:00 PM

Reason for Schedule Change:

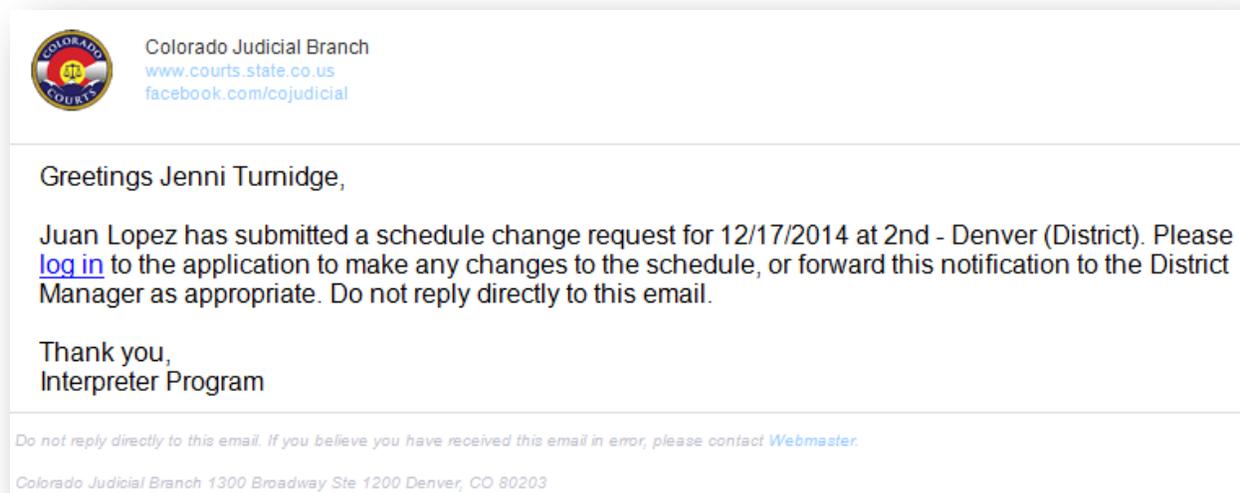
Submit Request **Go Back**

Enter the reason for requesting the change or cancellation and then click on **Submit Request**

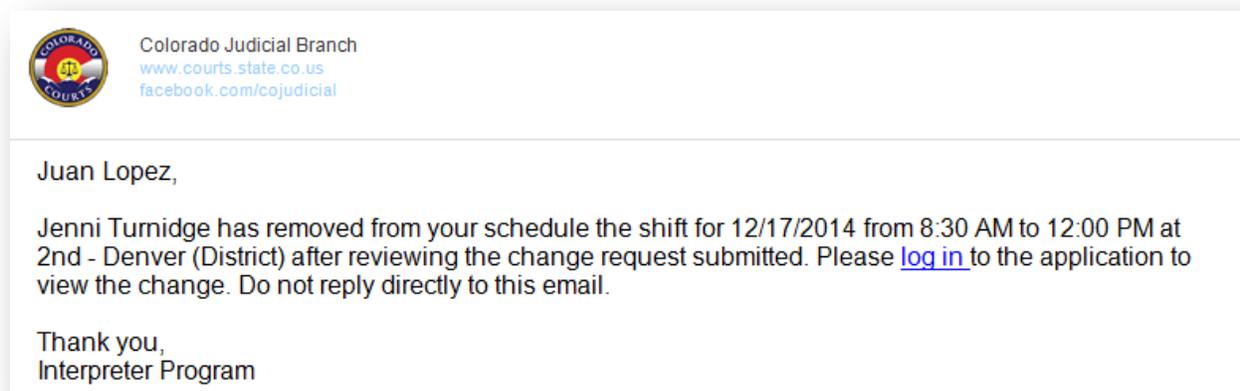
You will receive a message from the webpage indicating that your request has been submitted (see example below). You will also receive a confirmation email indicating that you have requested a change.



Before being able to change or update your availability, the corresponding Managing Interpreter must first remove your assigned shift. The Managing Interpreter is notified of your request by email (see example below).



Once the cancellation request has been viewed and processed, you will receive a message indicating that the Managing Interpreter has removed the shift from your schedule.



Once you have received the email confirming that your shift was removed, the shift will no longer appear on the **View My Schedule** screen.

You MUST now return to **Manage My Availability** to update or change your availability. You will then see the original times you submitted as available in dark numbers (the shaded numbers represent an assigned shift).

Navigation

- Dashboard
- My Account
- Scheduling Guidelines
- State Map
- Logout

Home >

Interpreter Scheduling

Welcome, Juan!

Manage My Availability

Indicate what days, times, and in what locations you are available to work for the upcoming month.

View My Schedule

See what hearings/shifts you have been scheduled for.

Reports

View/run reports.

▼
Go

Click on the times you originally entered (they will now be in black) to change or delete your availability.

Interpreter Scheduling

Welcome, Juan! Logout

Choose a new timeslot from the calendar.

<< November December 2014 January >>

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1 [New Timeslot]	2 [New Timeslot] 8:00A - 5:00P	3 [New Timeslot] 8:00A - 5:00P	4 [New Timeslot] 8:15A - 12:00P 12:00P - 5:00P	5 [New Timeslot] 8:00A - 5:00P	6 [New Timeslot]
7 [New Timeslot]	8 [New Timeslot] 8:00A - 5:00P	9 Unavailable	10 [New Timeslot] 8:00A - 12:00P	11 [New Timeslot] 8:00A - 12:00P	12 [New Timeslot] 8:00A - 5:00P	13 [New Timeslot]
14 [New Timeslot]	15 [New Timeslot]	16 [New Timeslot] 8:00A - 5:00P	17 [New Timeslot] 8:30A - 12:00P 12:00P - 5:00P	18 [New Timeslot] 8:00A - 5:00P	19 [New Timeslot] 8:00A - 5:00P	20 [New Timeslot]
21 [New Timeslot]	22 [New Timeslot] 8:00A - 5:00P	23 [New Timeslot] 8:00A - 5:00P	24 Unavailable	25 [New Timeslot] <i>Observance of Christmas Day</i>	26 Unavailable	27 [New Timeslot]
28 [New Timeslot]	29 [New Timeslot] 8:00A - 4:30P	30 [New Timeslot] 8:00A - 4:30P	31 [New Timeslot] 8:00A - 4:30P			

Click on the times you originally entered as available

Interpreter Scheduling

Wednesday, December 17, 2014

All Locations
12:00 PM to 5:00 PM

Note:

Delete

Cancel

You can delete your availability for one day or a series of days

Interpreter Scheduling

Wednesday, December 3, 2014

All Locations
8:00 AM to 5:00 PM

Note:

Delete

Series

Tuesday, December 2, 2014
Wednesday, December 3, 2014
Friday, December 5, 2014
Monday, December 8, 2014

Delete All

Cancel

Once you have deleted the date and times of your original availability, click on **New Timeslot**. Enter your new availability or unavailability, which will be viewable by Managing Interpreters once you click **Submit**.

Interpreter Scheduling

Welcome, Juan! [Logout](#)

<< November **December 2014** January >>

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1 [New Timeslot]	2 [New Timeslot] 8:00A - 5:00P	3 [New Timeslot] 8:00A - 5:00P	4 [New Timeslot] 8:15A - 12:00P 12:00P - 5:00P	5 [New Timeslot] 8:00A - 5:00P	6 [New Timeslot]
7 [New Timeslot]	8 [New Timeslot] 8:00A - 5:00P	9 Unavailable	10 [New Timeslot] 8:00A - 12:00P	11 [New Timeslot] 8:00A - 12:00P	12 [New Timeslot] 8:00A - 5:00P	13 [New Timeslot]
14 [New Timeslot]	15 [New Timeslot]	16 [New Timeslot] 8:00A - 5:00P	17 [New Timeslot]	18 [New Timeslot] 8:00A - 5:00P	19 [New Timeslot] 8:00A - 5:00P	20 [New Timeslot]
21 [New Timeslot]	22 [New Timeslot] 8:00A - 5:00P	23 [New Timeslot] 8:00A - 5:00P	24 Unavailable	25 [New Timeslot] <small>Observance of Christmas Day</small>	26 Unavailable	27 [New Timeslot]
28 [New Timeslot]	29 [New Timeslot] 8:00A - 4:30P	30 [New Timeslot] 8:00A - 4:30P	31 [New Timeslot] 8:00A - 4:30P			

Date (Required)

Location
 Use my default location(s)
No locations entered. Enter locations [here](#).
 Use other

All Locations
 1st - Jefferson
 1st - Gilnin

* Ctrl-click to select multiple

Time

 to

Shift Recurrence
 None
 Daily
 Weekly

Days Excluded
 None
 SingleDate
 Date Range

Exclude weekends

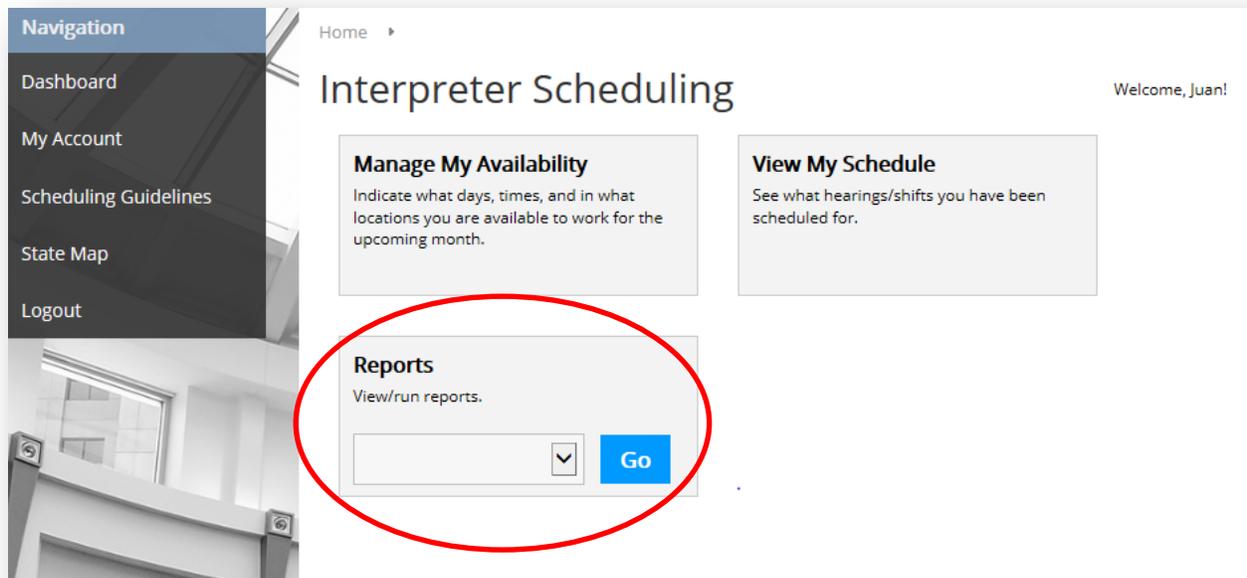
Unavailable - Do Not Schedule

Note
 Use my default note
No note entered. Enter note [here](#).
 Use other

You can add a new available time or indicate that you are unavailable

6| Reports

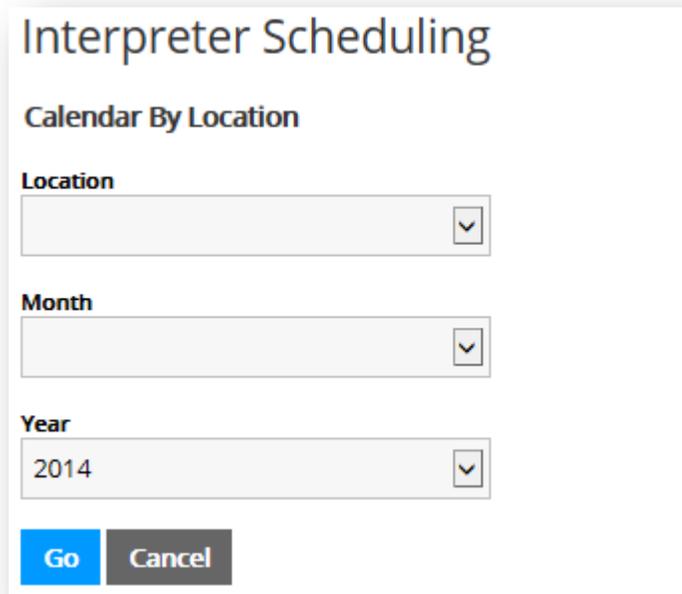
From the Dashboard main page, you can view or run reports. Click on the dropdown arrow to display the reports available to interpreters. Select a report, then click **Go**.



A **Calendar by Judicial District** report will show a monthly calendar of all Interpreters and their corresponding shifts for a particular district. If the district has more than one courthouse, all locations will be displayed on this calendar.

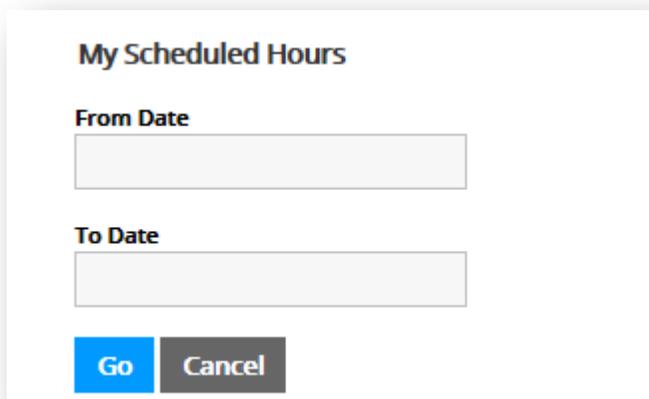
A screenshot of the 'Calendar By Judicial District' report selection form. The title is 'Interpreter Scheduling' and the subtitle is 'Calendar By Judicial District'. There are three dropdown menus: 'Judicial District', 'Month', and 'Year'. The 'Year' dropdown is currently set to '2014'. At the bottom are two buttons: a blue 'Go' button and a grey 'Cancel' button.

A **Calendar by Location** report will show a monthly calendar of all Interpreters and their corresponding shifts for a location within a district.



The image shows a web form titled "Interpreter Scheduling" with a sub-section "Calendar By Location". It contains three dropdown menus: "Location", "Month", and "Year". The "Year" dropdown is currently set to "2014". At the bottom of the form are two buttons: a blue "Go" button and a grey "Cancel" button.

A **Scheduled Hours** report allows the interpreter to view their scheduled hours for a requested time frame. This report appears in list format (see example on the following page).



The image shows a web form titled "My Scheduled Hours". It contains two text input fields: "From Date" and "To Date". At the bottom of the form are two buttons: a blue "Go" button and a grey "Cancel" button.

Scheduled Hours - Juan Lopez

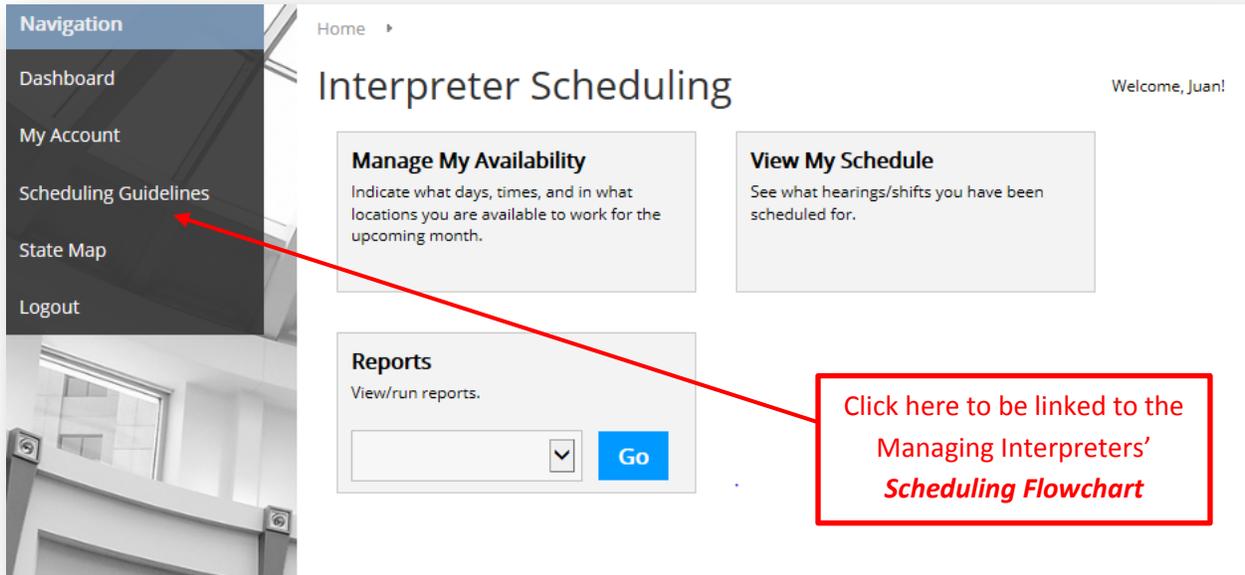
Report Date Range: 12/01/2014 to 12/31/2014

8 hours	8:30AM to 4:30PM	12/02/2014	2nd - Denver (District)
3.75 hours	8:15AM to 12:00PM	12/04/2014	18th - Arapahoe
3.5 hours	8:30AM to 12:00PM	12/10/2014	2nd - Denver (District)
7.5 hours	8:30AM to 4:00PM	12/12/2014	1st - Jefferson
7.5 hours	8:30AM to 4:00PM	12/16/2014	18th - Arapahoe
7.5 hours	8:30AM to 4:00PM	12/18/2014	18th - Arapahoe
8.5 hours	8:30AM to 5:00PM	12/22/2014	1st - Jefferson
8.5 hours	8:30AM to 5:00PM	12/23/2014	1st - Jefferson
8 hours	8:30AM to 4:30PM	12/29/2014	2nd - Denver (District)
7.5 hours	8:30AM to 4:00PM	12/30/2014	18th - Arapahoe

Total: 70.25 hours

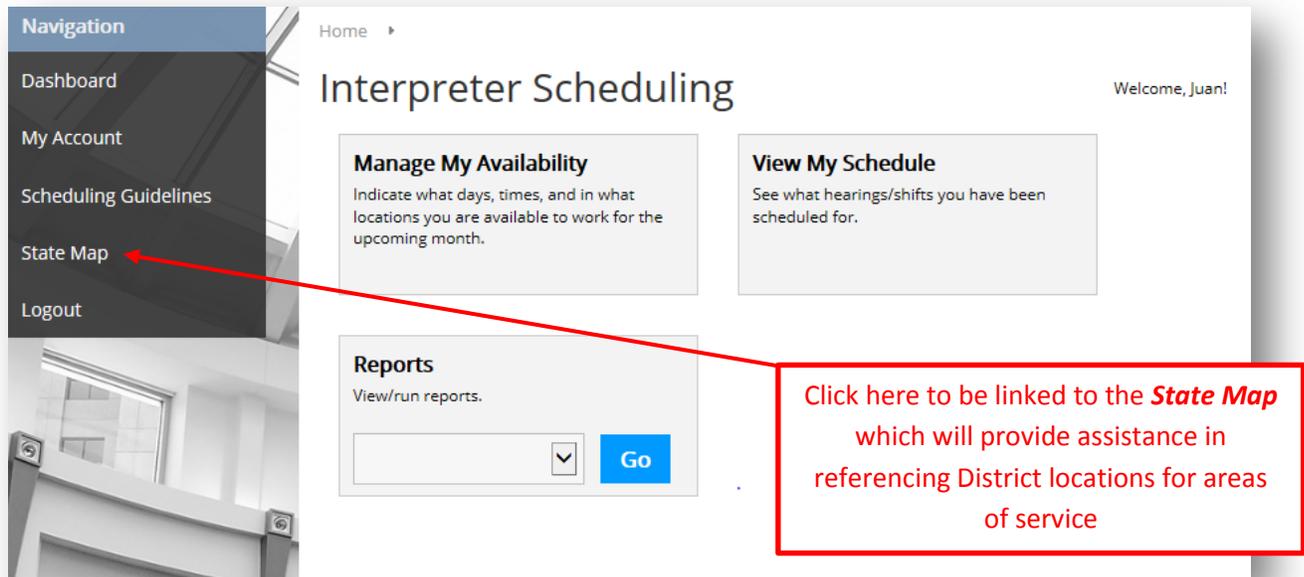
7| Scheduling Flowchart

Click on **Scheduling Guidelines** for a link to the Managing Interpreters' Scheduling Flowchart. This provides you with information regarding the order that Managing Interpreters follow to complete pre-scheduling for their districts. Pre-schedules are completed by the 20th of the month prior to the month being scheduled. For example, pre-scheduling will be complete for February by the 20th of January.

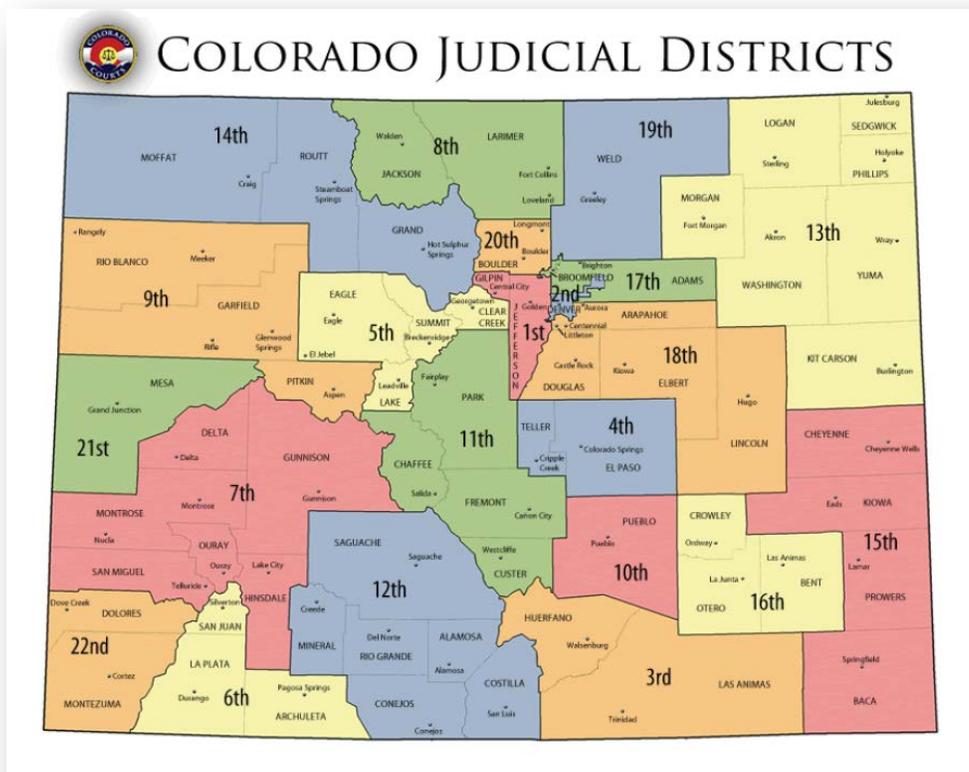


8| Statewide District Map

Click on **State Map**, for a link to the Colorado Map that shows counties by judicial district. This provides you with a view of each judicial district for which you may indicate your availability.



The screenshot shows the 'Interpreter Scheduling' dashboard. On the left is a navigation menu with options: Dashboard, My Account, Scheduling Guidelines, State Map, and Logout. The 'State Map' option is highlighted with a red arrow. A red callout box on the right contains the text: 'Click here to be linked to the **State Map** which will provide assistance in referencing District locations for areas of service'. The main content area includes sections for 'Manage My Availability', 'View My Schedule', and 'Reports'.





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