



Quick Reference Guide

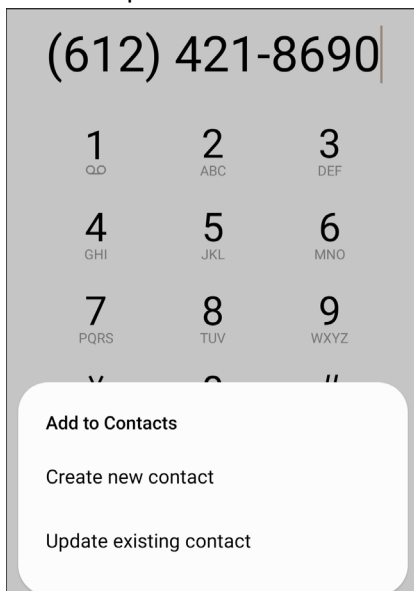
Using a Mobile Device with IRMA



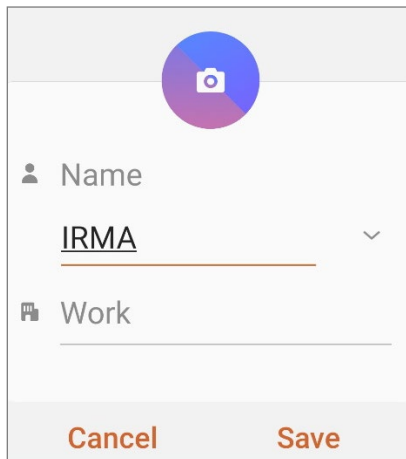
Text and Data charges may apply. The mobile number you are texting from must be the listed in your IRMA profile. See the QRG - Managing Notifications, Profiles, and Calendars to update, if needed.

Save IRMA as a contact

1. Dial **612-421-8690** on your mobile phone.
2. Click or tap **Create** contact.



3. Enter the contact name and tap **Save**. Steps may vary depending on the device.

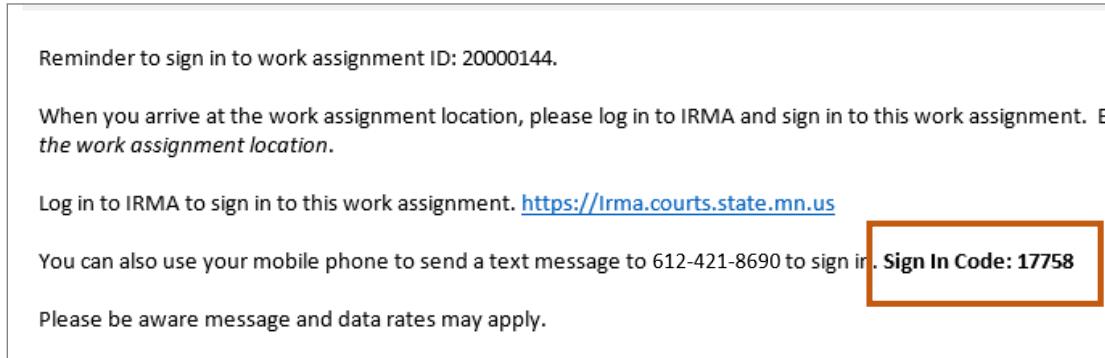


Quick Reference Guide

Using a Mobile Device with IRMA

Sign in to an assignment

1. Open the notification email from noreply@courts.state.mn.us.
2. Copy or write down the sign in code.

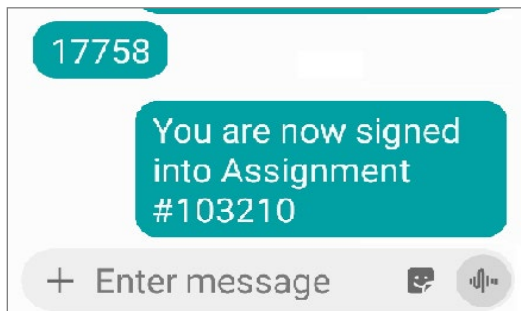


3. Text the sign in code to IRMA @ 612-421-8690. Click or tap the send icon.



Sign in is available 15 minutes prior to an assignment in all districts except Hennepin. Do not attempt to sign in prior to the time of the notification.

4. You'll receive a confirmation text if you have entered the correct code.

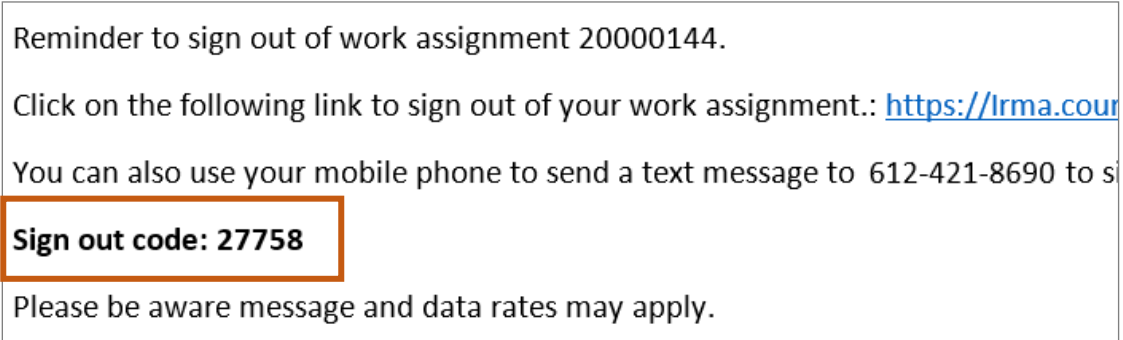


Quick Reference Guide

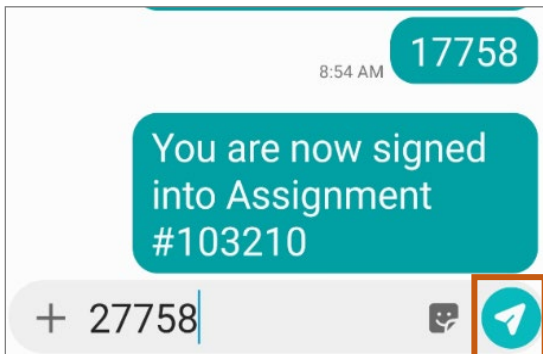
Using a Mobile Device with IRMA

Sign out of an assignment

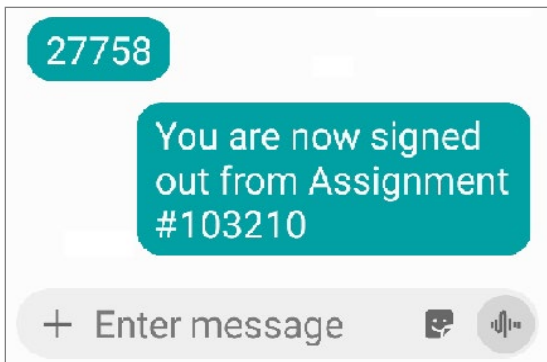
1. Open the notification email from noreply@courts.state.mn.us.
2. Copy or write down the sign out code.



3. Text the sign out code to IRMA @ 612-421-8690 within 15 minutes after the assignment. If sign out is not completed with the 15 minutes, call the regional scheduling specialist to complete. Click the send icon.



4. You'll receive a confirmation text if you have entered the correct code.



Quick Reference Guide

Using a Mobile Device with IRMA

Receive today's work assignment details

1. Text **Irma** (not case sensitive) to the saved IRMA contact number. To receive your day's work assignment information, text **Irma** to 612-421-8690 daily.
2. Irma replies with your daily work assignment information. Review the information:
 - Work Request ID
 - Work Request Assignment Type
 - Work Request Status
 - Work Request Date
 - Work Request Time
 - Work Request Location
 - Sign In Available Time and Code
 - Sign Out Available Time and Code



Users can elect text messages about offers, work assignments, and invoices. See QRG – Managing Notifications, Profiles, and Calendars.

