

Quick Reference Guide - Signing In and Out of IRMA Work Assignments

Last Revised: 4/1/2024

Sign in to an assignment



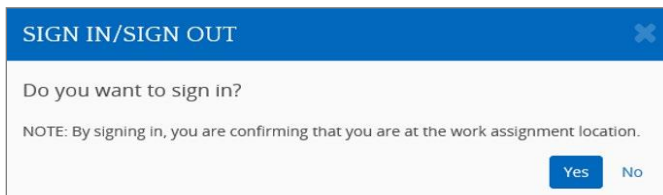
The Sign In button is available up to 5 minutes before a remote assignment in all districts. All districts excluding Hennepin allow interpreters to sign in 15 minutes before an on-site or on-site remote assignment.

1. Click **Sign In** under Today's Work Assignments.



The screenshot shows a card titled "Today's Work Assignments" with a "View All" link. The card displays assignment details for "27-CR- Spanish, Hennepin". It includes a "More..." link, start and end times of "11:30 AM" and "3:00 PM", and the address "300 Sixth St S Hennepin County Government Center Minneapolis, MN 55487". A "View in Google Maps" link is provided. At the bottom of the card is a blue "Sign In" button with a right-pointing arrow icon.

2. Click **Yes** to confirm you are at the work assignment location.



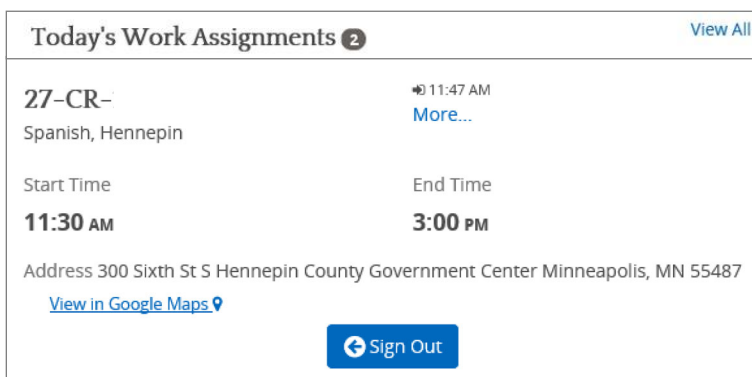
The screenshot shows a blue header bar with the text "SIGN IN/SIGN OUT" and a close icon. Below the header, the text asks "Do you want to sign in?". A note states: "NOTE: By signing in, you are confirming that you are at the work assignment location." At the bottom right, there are two buttons: "Yes" and "No".

Sign out of an assignment

1. Click **Sign Out**.

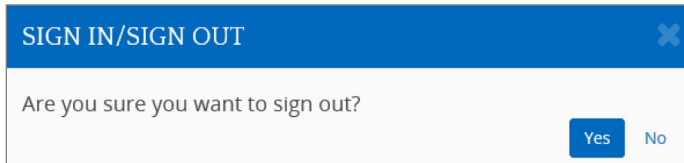


The Sign Out button is available for up to 15 minutes after an assignment in all districts.

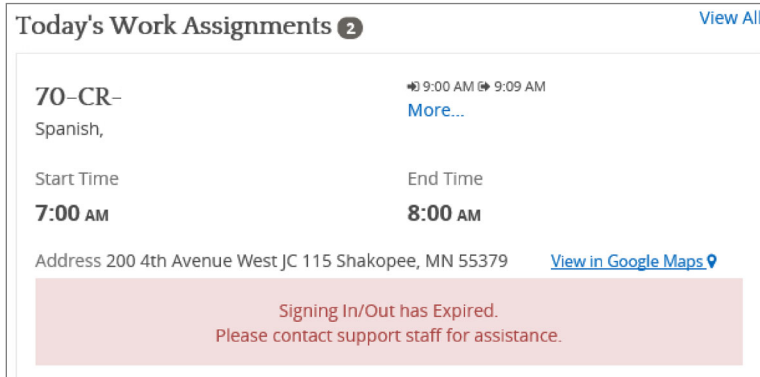


The screenshot shows a card titled "Today's Work Assignments" with a "View All" link. The card displays assignment details for "27-CR- Spanish, Hennepin". It includes a "More..." link, start and end times of "11:30 AM" and "3:00 PM", and the address "300 Sixth St S Hennepin County Government Center Minneapolis, MN 55487". A "View in Google Maps" link is provided. At the bottom of the card is a blue "Sign Out" button with a left-pointing arrow icon.

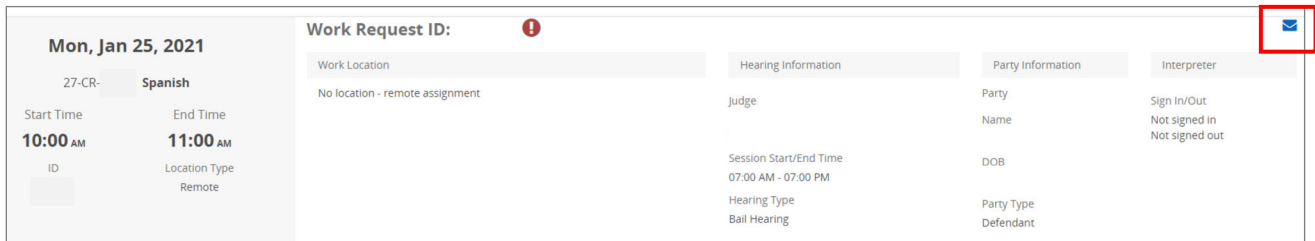
- Click **Yes** to confirm the assignment has been completed.



- !** Interpreters will see an error message stating **Signing In/Out has Expired** if the sign in or sign out window is missed.



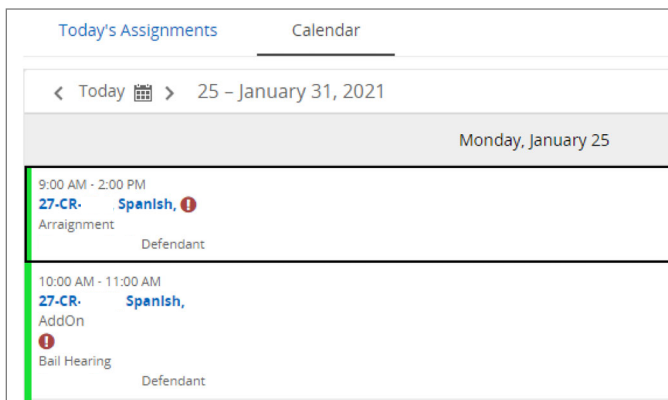
- !** Interpreter should click on the envelope icon in the work assignment to report the time to the scheduler.



- !** A delay in invoicing will occur if these steps still need to be completed.

Sign in to an assignment with Zoom link

- Click Calendar.

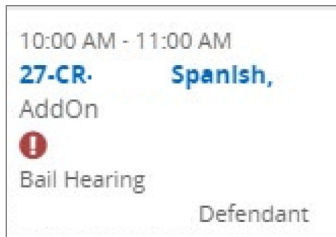


2. Click a view option to display the work assignments by:

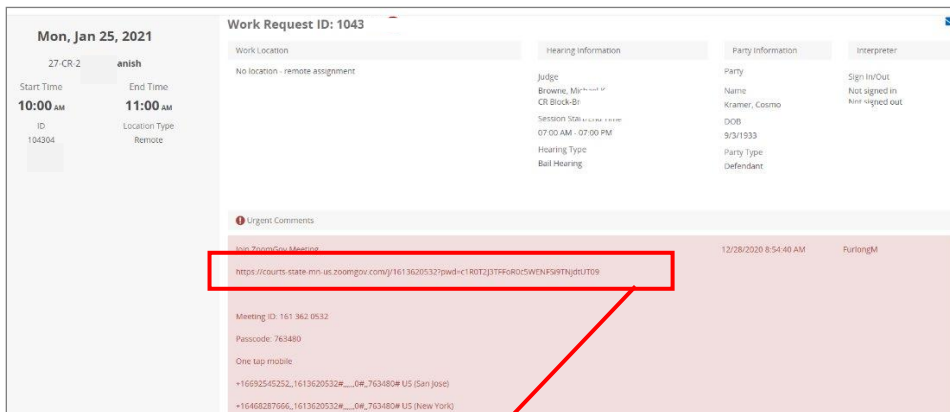
- Day
- Week
- Month
- Agenda



3. The red exclamation point indicates an urgent comment is in the work assignment, where the Zoom information for a hearing is located. Click the case number link to open the comment.



4. Review the Zoom meeting information (link, meeting ID, passcode, other information), in the work assignment, then highlight the Zoom link from the Urgent Comments section. Copy and paste the link in a web browser.



5. Click Launch Meeting.



Each Add-On work assignment has its own Zoom link. Click the Zoom link in the Add-On work assignment to access a specific hearing.

