

Using the Weaving Cultures Portal

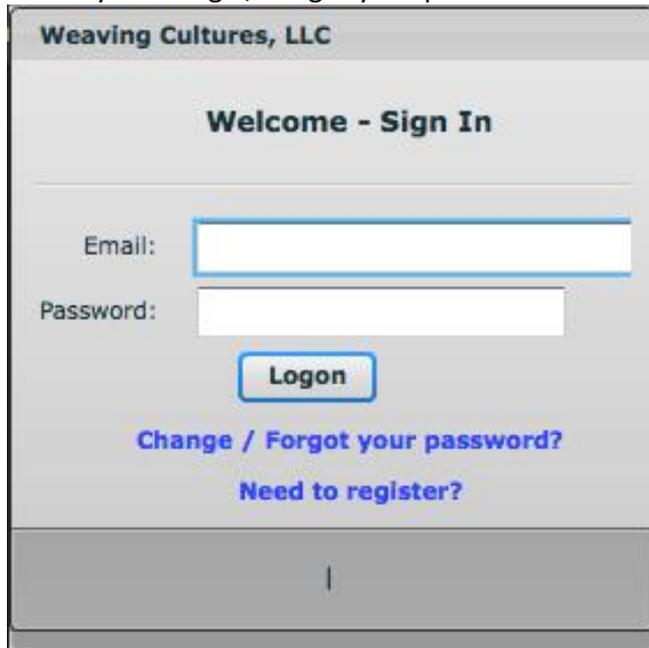
You can access the portal at the following site: <http://www.weavingcultures.com/client--interpreter-portal.html>

And this is what you should see in your browser below:



Click on the lock to access the portal and you will see the login page.

Your login credentials are the email that you use to receive assignment notifications. The password should have been set up by you when you were first granted portal access. If you do not remember the password or do not remember setting it up, click on the link that says "Change / Forgot your password?" to reset it.



The image shows a login form for Weaving Cultures, LLC. The form is titled "Welcome - Sign In" and contains the following elements:

- Weaving Cultures, LLC** (Company Name)
- Welcome - Sign In** (Section Header)
- Email:** (Label) (Text Input Field)
- Password:** (Label) (Text Input Field)
- Logon** (Submit Button)
- [Change / Forgot your password?](#) (Link)
- [Need to register?](#) (Link)

The form is enclosed in a grey border and has a shadow effect. A vertical line is present on the left side of the page, and a horizontal line is present above the form.

After logging in, your landing page will be your profile as shown below. There are tabs across the top indicating what actions you can take in the portal to manage your assignments and information.

The screenshot shows the 'Elizabeth Frohn Interpreter Portal' profile page. At the top left is the 'Weaving Cultures, LLC' logo with the tagline 'Preserving stories, traditions and culture.' The top right features a 'sign out' link and the version number 'VERSION: 8.8.7'. The main navigation tabs are: 'My Profile', 'Calendar (0)', 'Open Jobs (0)', 'Assigned Jobs (0)', 'Closed Jobs (2)', 'My Payments (1)', and 'Availability'. The 'My Profile' tab is active, displaying a profile card with a 'PHOTO NOT AVAILABLE' placeholder and an 'Upload Photo' button. The profile information is divided into two sections: 'Contact information' and 'Languages'. The 'Contact information' section includes fields for First Name (Elizabeth), Last Name (Frohn), Email (elizabethfrohn@live.com), Address, City, Country (United States), State (Minnesota), Zip, Mobile Phone ((612) 817-7716), Work Phone, and Home Phone. There is a checkbox for 'Allow SMS messages'. The 'Languages' section includes a 'Languages' dropdown (Hmong), 'Soc Sec No.' with a 'Show SSN' checkbox, Gender (Male/Female), Birth Date, Country of Origin, and Highest Degree. There are also sections for 'Resume' (with an 'Upload Resume' button), 'Certificates', and 'Specialties'. At the bottom of the page are 'Cancel' and 'Save' buttons.

Weaving Cultures, LLC
Preserving stories, traditions and culture.

Elizabeth Frohn
Interpreter Portal

sign out

VERSION: 8.8.7

Interpretation Jobs

My Profile | Calendar (0) | Open Jobs (0) | Assigned Jobs (0) | Closed Jobs (2) | My Payments (1) | Availability

PHOTO NOT AVAILABLE

Upload Photo
Not Defined

Contact information

First Name: * Elizabeth
Last Name: * Frohn
Email: * elizabethfrohn@live.com

Address: * [REDACTED]
City: * [REDACTED]
Country: * United States
State: * Minnesota
Zip: [REDACTED]

Mobile Phone: (612) 817-7716 Allow SMS messages
Work Phone: [REDACTED]
Home Phone: [REDACTED]

Languages

Languages: * Hmong

Soc Sec No: Show SSN
Gender: Male Female
Birth Date: [REDACTED]
Country of Origin: [REDACTED]
Highest Degree: * [REDACTED]

Resume:

Certificates: [REDACTED]
Specialties: [REDACTED]

Cancel Save

The calendar tab will display any jobs you have been assigned to and they will be staggered and plotted across the calendar according to time.

The screenshot displays the 'Elizabeth Frohn Interpreter Portal' for 'Weaving Cultures, LLC'. The page features a navigation bar with tabs for 'My Profile', 'Calendar (0)', 'Open Jobs (0)', 'Assigned Jobs (0)', 'Closed Jobs (2)', 'My Payments (1)', and 'Availability'. The 'Calendar' tab is active, showing a weekly view for 'Sun Jan 07 2018 - Sat Jan 13 2018'. The calendar grid has columns for each day and rows for hourly slots from 05 AM to 03 PM. A 'Filter' input field is located at the bottom left, and a 'Refresh' button is at the bottom right. The version number 'VERSION: 8.8.7' is visible in the top right corner.

Weaving Cultures, LLC
Elizabeth Frohn
Interpreter Portal

Interpretation Jobs

VERSION: 8.8.7

My Profile | Calendar (0) | Open Jobs (0) | Assigned Jobs (0) | Closed Jobs (2) | My Payments (1) | Availability

Today | Sun Jan 07 2018 - Sat Jan 13 2018 | Day | Week | Working week | Month

	Sun 07 Jan 2018	Mon 08 Jan 2018	Tue 09 Jan 2018	Wed 10 Jan 2018	Thu 11 Jan 2018	Fri 12 Jan 2018	Sat 13 Jan 2018
05 AM							
06 AM							
07 AM							
08 AM							
09 AM							
10 AM							
11 AM							
12 PM							
01 PM							
02 PM							
03 PM							

Filter: clear *i*

Refresh

Double click on event

On the “Open Jobs” tab, you will see any jobs that are open for your language pair(s) that have not been assigned. This is where you can assign jobs to yourself. The “Assigned Jobs” tab looks much the same and will display any jobs that are assigned to you. It is next to the “Open Jobs” tab below.

The screenshot displays the 'Elizabeth Frohn Interpreter Portal' interface. At the top left is the Weaving Cultures, LLC logo with the tagline 'Weaving where language and culture meet'. The main header includes the company name and 'Elizabeth Frohn Interpreter Portal'. A 'sign out' link is in the top right corner. The page title is 'Interpretation Jobs' with a version number 'VERSION: 8.8.7' on the right. A navigation bar contains tabs: 'My Profile', 'Calendar (0)', 'Open Jobs (0)', 'Assigned Jobs (0)', 'Closed Jobs (2)', 'My Payments (1)', and 'Availability'. The 'Open Jobs (0)' tab is selected. Below the tabs, a header reads 'Jobs That Are not Assigned To A Linguist'. A table with the following columns is shown: ID, Client, When, Where, What, and Distance from house. The table is currently empty. At the bottom of the table area, it says 'Double click to open job'. At the bottom left, there is a 'Filter:' input field with a 'clear' button and an information icon. At the bottom right, there is a 'Refresh' button.

If you double click on the row displaying a specific check date, it will generate a check summary detailing the assignments and corresponding payments for that check. You can save or print this PDF and use it for proof of income for that pay period. The check summary will display as shown below:



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Weaving Cultures, LLC
 3802 Hayward Ct. S Monticello, MN 55362
 Phone: 651-621-4865
 maikhouvang01@hotmail.com

Interpreter

Name: Elizabeth Frohn

Address: [REDACTED]

Check Summary

Pay Date: 12/13/2017

Check Request #: 1880

Check Amount: \$ [REDACTED]

Check Request Detail

<u>Request #</u>	<u>Interpretation</u>	<u>Type</u>	<u>Language</u>	<u>Client Name</u>	<u>Units</u>	<u>Amt Due</u>
10799	11/20/2017 9:00 AM	Standard Interpret	Hmong	[REDACTED]	2	\$ [REDACTED]
					-----	-----
					2	\$ [REDACTED]

The availability tab allows you to update when you are available to take cases. If your availability tends to vary from day to day and week to week, I recommend leaving the availability tab alone, unless you are 100% sure there are regular periods of time you absolutely do not want to be notified of open jobs. Changing your availability means that if there is a case during the time you have marked yourself unavailable, the portal blocks you from view and we cannot send you the case notification unless we override the block. This means you will not even have the option of getting the notification and declining it during that period.

To generate a worksheet from the portal, double click on the assignment from the “Assigned Jobs” tab. You will see the following box appear:

The screenshot shows a web application window titled "Job #12172 - [REDACTED]". The main heading reads "Tuesday, January 2, 2018 at 9:45 AM for a Hmong - Medical Appearance". Below this are two tabs: "Job Detail" (selected) and "Record Time".

The form contains the following fields and sections:

- Client:** [REDACTED]
- Date:** 01/02/2018
- Time:** 9:45 AM
- Language:** Hmong
- Estimate Duration:** 120 minutes
- Address:** [REDACTED] with a "Map" icon and "St. Paul, MN 55130".
- Miles from home:** 6,376 miles between zip codes
- Notes on Location:** [REDACTED]
- Services Provided for:** [REDACTED]
- Service Requested by:** [REDACTED]
- Contact Name:** [REDACTED]
- Mobile Phone:** [REDACTED]
- Work Phone:** [REDACTED]
- Other Phone:** [REDACTED]
- Type:** Hmong - Medical Appearance
- Name of Doctor:** [REDACTED]
- Name of Therapist:** [REDACTED]
- Name of Counselor:** [REDACTED]
- Department Name:** [REDACTED]
- Service Details:** [REDACTED]

A blue link labeled "Generate Timesheet" is located below the address section. A "Close" button is in the bottom right corner.

Click on the blue hyperlink (the bright blue text) that says, "[Generate Timesheet](#)". This will create a worksheet with all the customer and LEP client information. In the example, it has all been blacked out for privacy/HIPPA compliance.



Weaving Cult

Timesheet

Customer: [REDACTED] Job Number: 12172
Service Location: [REDACTED] Requester: [REDACTED]
St. Paul, MN 55130 Phone: [REDACTED]
Service For: [REDACTED]
Service Details: Hmong
9:45 AM for estimated 2.00 hours
[REDACTED]

Direction Notes:

Visit Notes:

Interpreter	Service Date	Start Time	End Time	Duration	Mileage
Elizabeth Frohn	1/2/18				

Note to Interpreter:

STAFF MEMBER: By signing below, you are verifying the time periods of the interpreter's assignment.

Printed Name of Staff Member

Signature of Staff Member

[REDACTED]
651-621-4865
651-321-1715

Jan 15, 2018, 6:50 PM

To access the portal on your mobile device, search for “lsp ware atrium” in your device’s app store.



The app appears as shown to the left here in the app store. Download the app to your mobile device. The login credentials are the same as the login credentials for the portal in the web browser on the computer. If you cannot login to the app, but you can access the portal on the computer, please send an email to elizabeth.frohn@weavingcultures.com, so we can grant you mobile access. The mobile app does not have access to all the same elements as the computer portal.

