



# HOW TO SELF ALLOCATE

A look at the New Online System

Meeting your language needs and exceeding your expectations

# LOG IN



Click on the link supplied to you via email after you registered. You will arrive at the window below.

A screenshot of the ONCALL Interpreter Login page. On the left is a rounded rectangular logo with the text "ONCALL INTERPRETER LOGIN". To the right, under the heading "Existing Interpreter Login", are two input fields: "Username" and "Password". Below the "Password" field is a "Login" button. At the bottom of the form area are two links: "Forgot Your Password?" and "New Request Access".

**Existing Interpreter Login**

Username

Password

[Login](#)

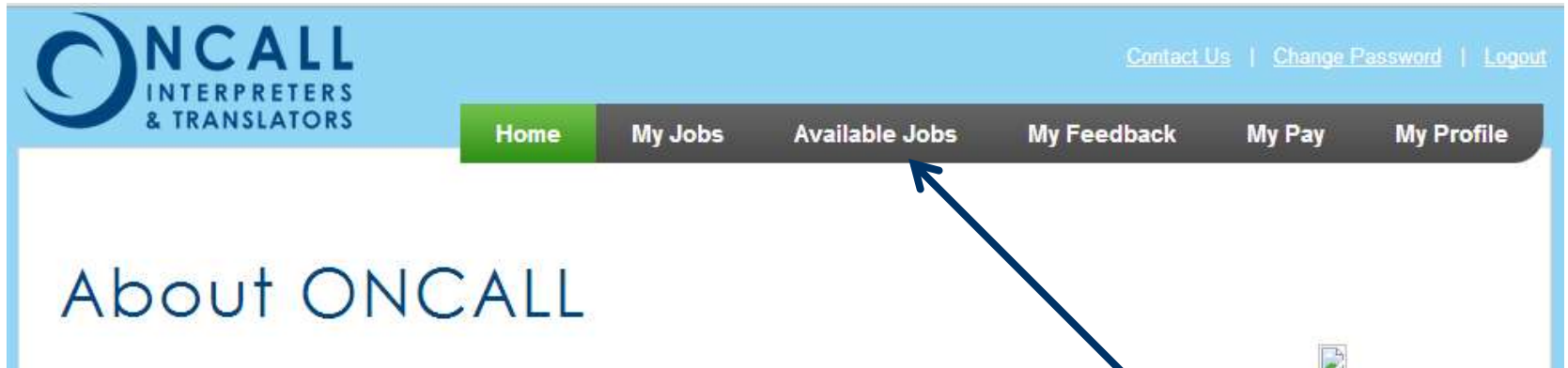
[Forgot Your Password?](#) | [New Request Access](#)

Using the username and password you set at registration, log in to the new system.

# THE HOME SCREEN



When you have successfully logged in, you will be taken to this screen.



To see which jobs are available to you, click on the 'AVAILABLE JOBS' tab.

# AVAILABLE JOBS



**IMPORTANT NOTICE TO INTERPRETERS**

Please check your online diary every day to ensure you have recorded all the details of your assignments correctly. Do not utilise your online access only for self allocation. When self allocating, please do make sure that you record and transfer all the details to your personal diary or calendar!

Please also ensure to:

- Understand and act in accordance with the AUSIT Code of Ethics at all times;
- Always be punctual;
- Call your State Office in advance if you are running late or have any other issues.

Victorian Interpreters ONLY: Please call (03) 8807 2333 in the event that you are running late.

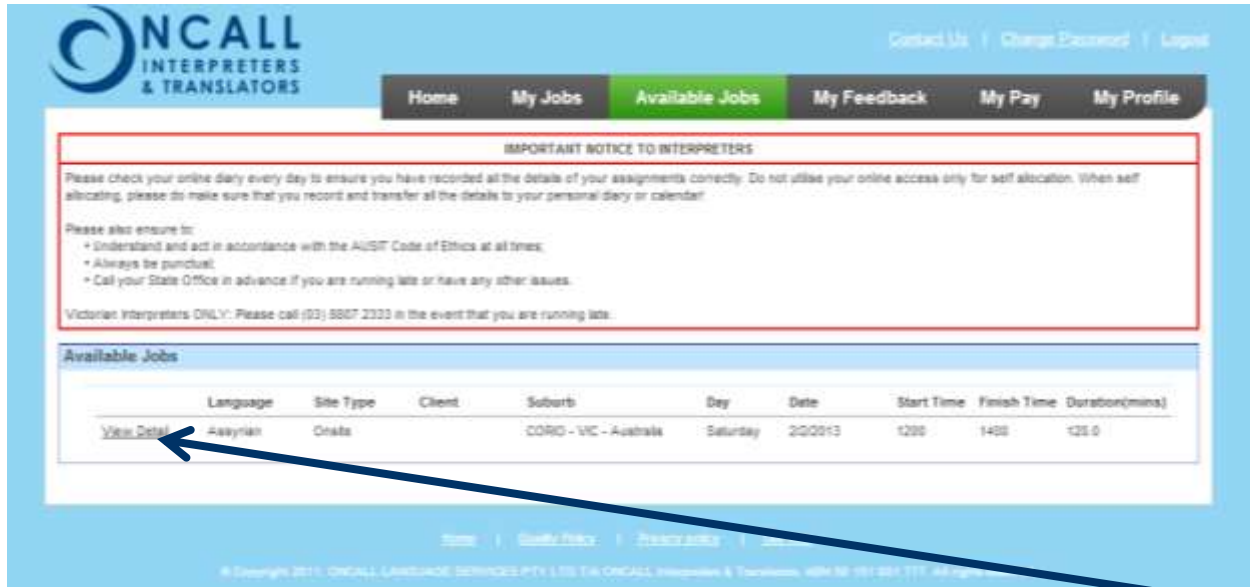
**Available Jobs**

	Language	Site Type	Client	Suburb	Day	Date	Start Time	Finish Time	Duration(mins)
<a href="#">View Detail</a>	Assyrian	Onsite		CORO - VIC - Australia	Saturday	20/09/13	1200	1400	120.0

In this window you will see all the jobs available to you. Before you move on to the next step, it is very important to check the details of the job before allocating it to yourself. Pay special attention to:

- The day
- The date
- The start and finish time

# AVAILABLE JOBS



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Contact Us | Change Password | Logout

Home | My Jobs | **Available Jobs** | My Feedback | My Pay | My Profile

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**Available Jobs**

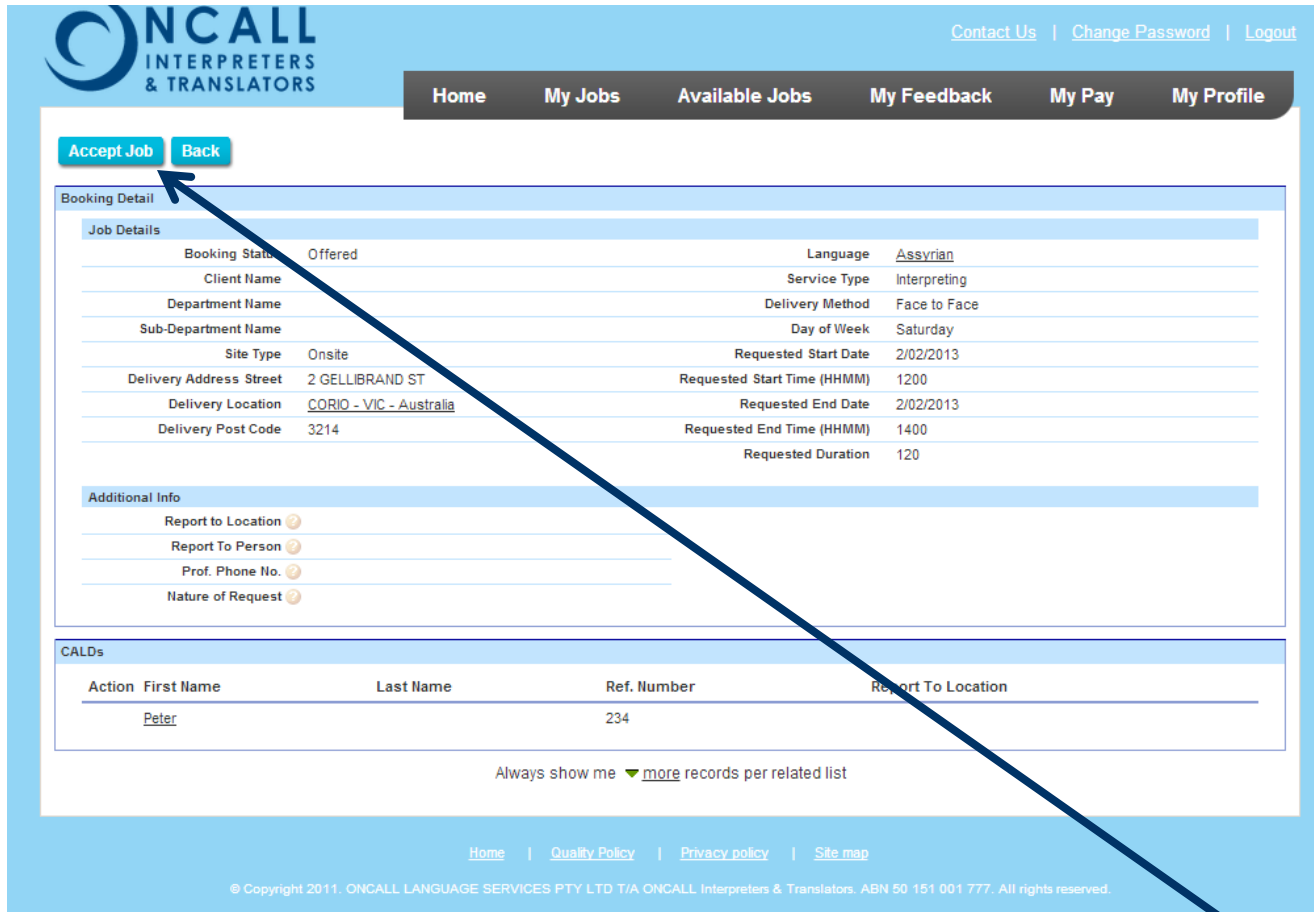
	Language	Site Type	Client	Suburb	Day	Date	Start Time	Finish Time	Duration(mins)
<a href="#">View Detail</a>	Assyrian	Onsite		CORIO - VIC - Australia	Saturday	20/09/13	1200	1400	120.0

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Once you have made sure you can take the job, click on the 'View Detail' tab.

# AVAILABLE JOBS



**ONCALL**  
INTERPRETERS  
& TRANSLATORS

Contact Us | Change Password | Logout

Home | My Jobs | Available Jobs | My Feedback | My Pay | My Profile

Accept Job | Back

**Booking Detail**

**Job Details**

Booking Status	Offered	Language	Assyrian
Client Name		Service Type	Interpreting
Department Name		Delivery Method	Face to Face
Sub-Department Name		Day of Week	Saturday
Site Type	Onsite	Requested Start Date	2/02/2013
Delivery Address Street	2 GELLIBRAND ST	Requested Start Time (HHMM)	1200
Delivery Location	CORIO - VIC - Australia	Requested End Date	2/02/2013
Delivery Post Code	3214	Requested End Time (HHMM)	1400
		Requested Duration	120

**Additional Info**

- Report to Location
- Report to Person
- Prof. Phone No.
- Nature of Request

**CALDs**

Action	First Name	Last Name	Ref. Number	Report To Location
	Peter		234	

Always show me [more](#) records per related list

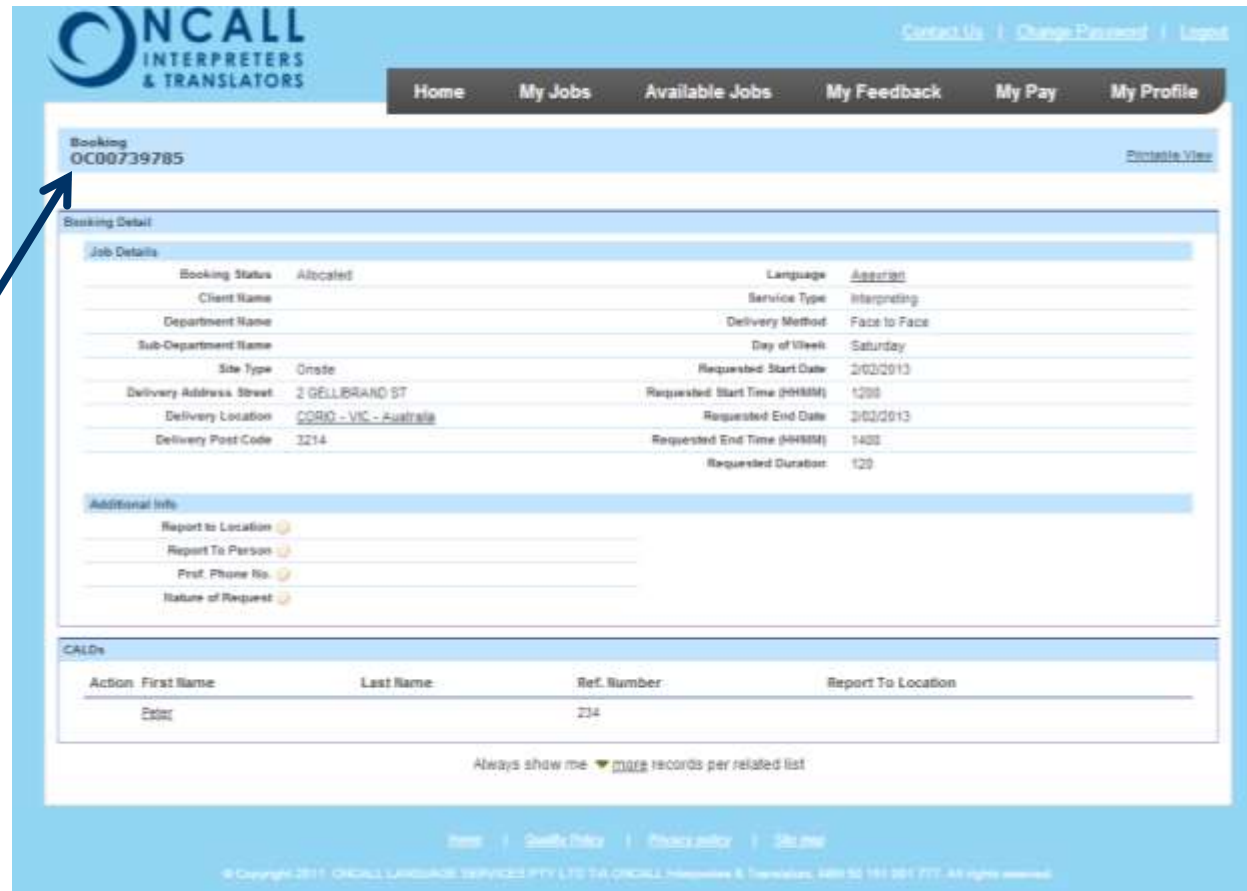
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Check all the booking details again, before clicking on the 'ACCEPT JOB' button.

# AVAILABLE JOBS

Once you've accepted the job, you will then see the booking number in the top left hand corner. Please ensure you note this number for your records.



The screenshot displays the NCALL user interface. At the top, there is a navigation bar with links for Home, My Jobs, Available Jobs, My Feedback, My Pay, and My Profile. The main content area shows the details for a specific booking, identified by the number OC00739785 in the top left corner. Below this, there is a section for 'Booking Detail' which includes a table of 'Job Details' and a section for 'Additional Info'. The 'Job Details' table lists various attributes such as Booking Status, Client Name, Department Name, Sub-Department Name, Site Type, Delivery Address, Delivery Location, Delivery Post Code, Language, Service Type, Delivery Method, Day of Week, Requested Start Date, Requested Start Time, Requested End Date, Requested End Time, and Requested Duration. The 'Additional Info' section contains fields for Report to Location, Report To Person, Prof. Phone No., and Nature of Request. At the bottom of the page, there is a table with columns for Action, First Name, Last Name, Ref. Number, and Report To Location, and a footer with copyright information.

Job Details	
Booking Status	Allocated
Client Name	
Department Name	
Sub-Department Name	
Site Type	Onsite
Delivery Address Street	2 GELLERAND ST
Delivery Location	CORO - VIC - Australia
Delivery Post Code	3214
Language	Arabic
Service Type	Interpreting
Delivery Method	Face to Face
Day of Week	Saturday
Requested Start Date	2/02/2013
Requested Start Time (HHMM)	1200
Requested End Date	2/02/2013
Requested End Time (HHMM)	1400
Requested Duration	120

Action	First Name	Last Name	Ref. Number	Report To Location
Cancel			234	

# MY JOBS



**IMPORTANT NOTICE TO INTERPRETERS**

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Future Allocated Jobs ▾

**Assigned Job**

Booking Number	Language	Site Type	Client	Suburb	Day	Date	Start Time	Finish Time	Duration
<a href="#">QC00728793</a>	Assyrian	Onsite		CORO - VIC - Australia	Friday	4/1/2013	1200	1400	120.0
<a href="#">QC00719785</a>	Assyrian	Onsite		CORO - VIC - Australia	Saturday	2/3/2013	1200	1400	120.0

Click on the 'MY JOBS' Tab to see all the jobs you have allocated to yourself.

You should check this page DAILY to ensure that you have recorded all your booking details correctly.



# OTHER FEATURES

Some of the other features available to you are:

**My Feedback.** You can provide feedback about your experience as an interpreter, or with a specific client or job.

**My Profile.** Please keep all your details up to date here. This is very important, and ensures we can always contact you.

**My Pay.** You can now check your remittance advice as applicable.



The screenshot shows the NCALL user interface. At the top left is the NCALL logo. To the right are links for 'Contact Us', 'Change Password', and 'Logout'. Below these is a navigation bar with tabs: 'Home', 'My Jobs' (highlighted in green), 'Available Jobs', 'My Feedback', 'My Pay', and 'My Profile'. Below the navigation bar is a red-bordered box containing an 'IMPORTANT NOTICE TO INTERPRETERS' with instructions to check the online diary and follow the AUSIT Code of Ethics. Below the notice is a 'Future Allocated Jobs' dropdown menu. Below that is an 'Assigned Job' table with the following data:

Booking Number	Language	Site Type	Client	Suburb	Day	Date	Start Time	Finish Time	Duration
OC00728732	Assyrian	Onsite	CORO - VC - Australia		Friday	4/1/2013	1200	1400	120.0
OC00728735	Assyrian	Onsite	CORO - VC - Australia		Saturday	2/2/2013	1200	1400	120.0

At the bottom of the page are links for 'Home', 'Quality Policy', 'Privacy Policy', and 'Site Map'. The footer contains copyright information: '© Copyright 2013, NCALL LANGUAGE SERVICES PTY LTD. NCALL Interpreters & Translators, ABR 52 191 864 777. All rights reserved.'



# THANK YOU FOR COMPLETING THE SELF ALLOCATION TRAINING

If you have completed this training and you are still having issues, please use the 'My Feedback' function in the Online Portal to log your issue.