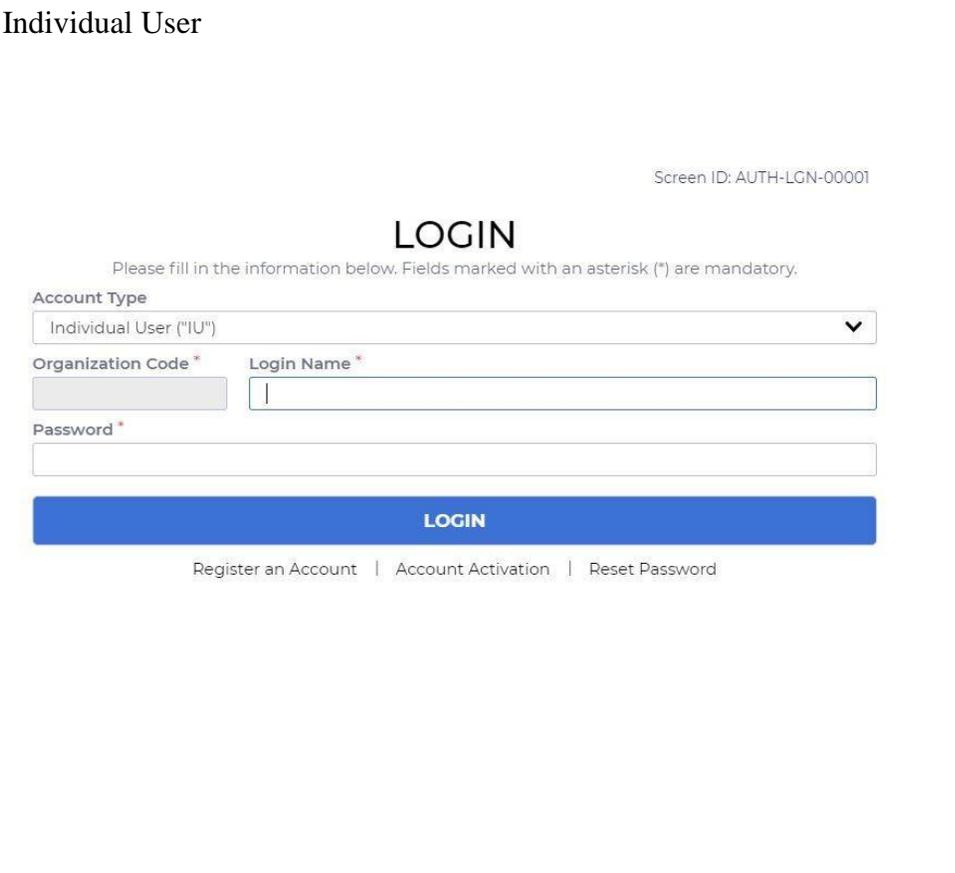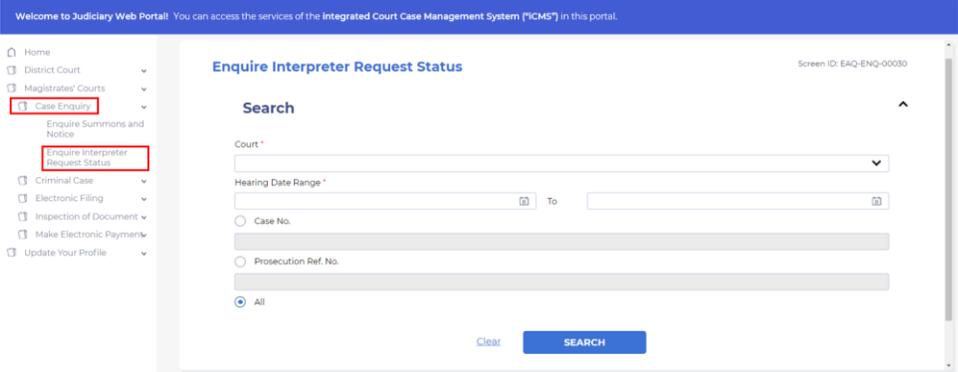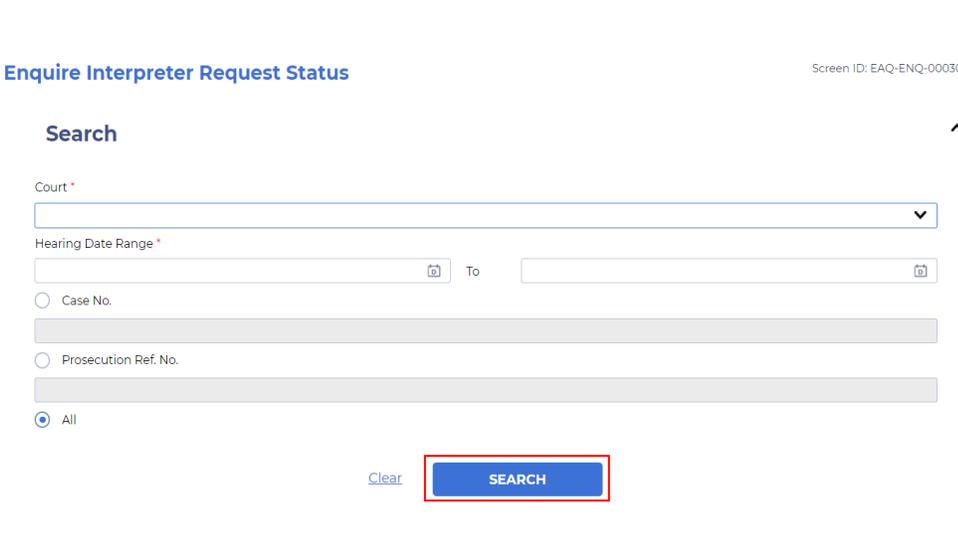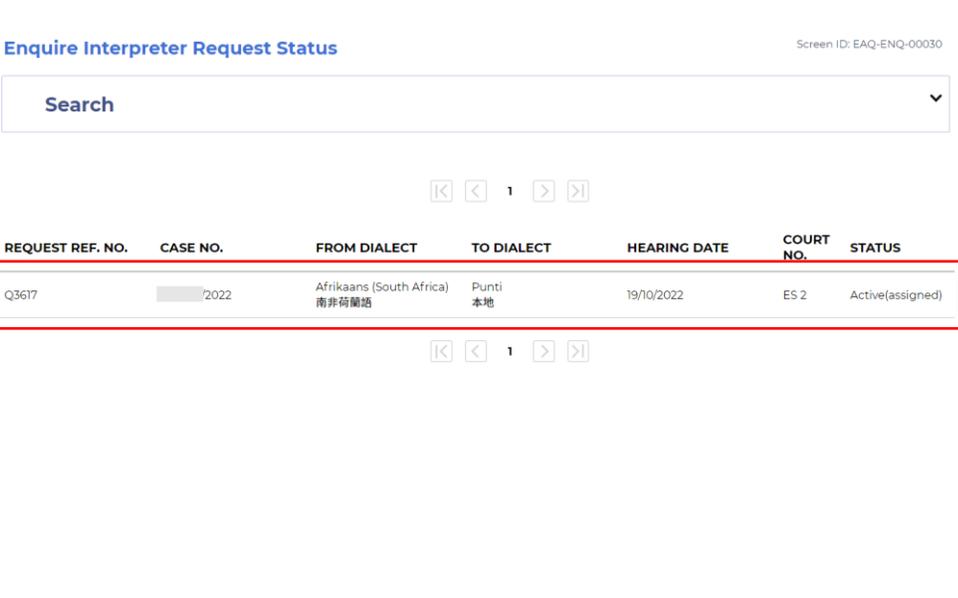**Enquire Interpreter Request Status**

This step-by-step guide outlines the general process required to enquire interpreter request status using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference
1.	**Login user account** By Organization User ("OU") or Individual User ("IU") account holder. *[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]* For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role. *[Note: Please refer to relevant step-by-step guide under the subject of "Assign default OU Account(s) and court case(s)" for more information if necessary.]*	Organization User Screen ID: AUTH-LGN-00001 **LOGIN** Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Organization Organization Code * Login Name * Password * **LOGIN** Register an Account	Account Activation	Reset Password Individual User Screen ID: AUTH-LGN-00001 **LOGIN** Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Individual User ("IU") Organization Code * Login Name * Password * **LOGIN** Register an Account	Account Activation	Reset Password

Item	Process	Relevant screenshots for reference
2.	**Access the function** Select court level, e.g. "Magistrates' Courts" > Click "Case Enquiry" > Select "Enquire Interpreter Request Status"	
3.	**Input search criteria** Input search criteria Click "SEARCH" >	
4.	**View search results** The search result, if any, will be shown.	

Item	Process	Relevant screenshots for reference
5.	**Search another case** To start a new search, click the "Search" to expand the search area or click "Enquire Interpreter Request Status" to go back to step 3.	