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Distribution:	
ALB OAH Staff [X] UPS ALJs/ SUP ALJs [ ] Upstate LDSS [ ] NYC OAH Staff [X] NYC ALJs/ SUP ALJs [ ] NYC Agencies [ ]	Subject: Utilization of Comment Field for Recording Interpreter Information

When entering on the Request Information Screen (PFHREQ1), interpreter requests requiring a "99" Other code or to record particular dialects, please note the following change in procedure:

The appropriate two-digit code is entered on the screen and the language or dialect is noted in the Comment field (PFHREQ3) instead of the message field. Utilization of the Comment field ensures that the information is printed on the laser-printed 1891.

While efforts are underway to modify the system, currently any information that is entered in the message field is not reflected on the laser-printed 1891. Therefore, the Comment field should be utilized for any information that you wish to have displayed on the laser-printed 1891.

Any questions can be directed to Ed McCarthy at (518) 473-8920 or via e-mail LA0088 or Vicki Shuster at (212) 417-4309 or via e-mail 89A278.

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