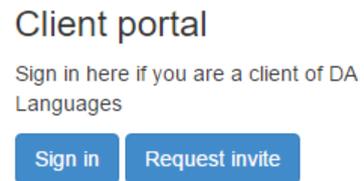




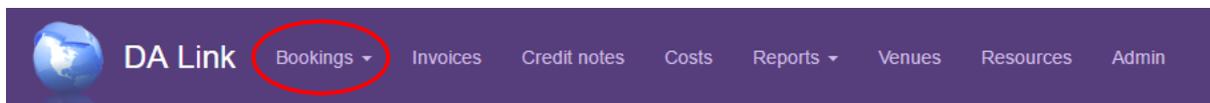
Quick-guide to Booking Video Interpreters on DA Link

1. To sign in to DA Link, go to <https://link.dalanguages.co.uk>. Click the 'Sign in' button underneath the 'Client Portal' logo, and then enter your email and password.

If you have not received an email invitation to join DA Link, click the 'Request invite' button and enter your details. You will shortly receive an email with further instructions on how to gain access.



2. Once logged in, click on 'Bookings' from the top menu:



3. A drop-down menu will appear. Click on 'Create New Booking':



4. A new window will appear prompting you to select the Service Type, Video Interpreting:

5. A booking form will appear for you to fill in. Criteria marked by a * must be completed.

Please add in the link of your external Skype/Zoom/etc meeting, plus any log in details in the requested field. The interpreter will use this to connect to your appointment.

6. To send the request to a booking co-ordinator, click the  button:

Your booking coordinator will be notified of your request by email.