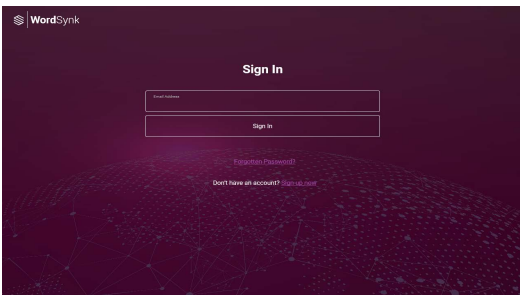


WordSynk Video Remote Interpreting Quick Guide

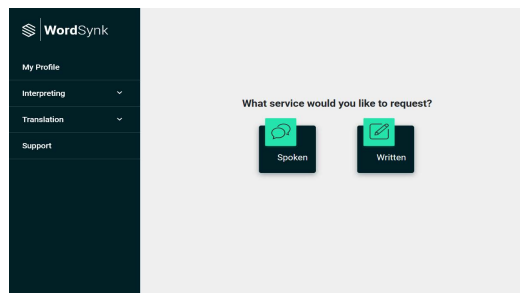
Login Screen login.wordsynk.com

Enter your unique user name and password.



Home Screen

Once logged in, you will see the dashboard for language services.

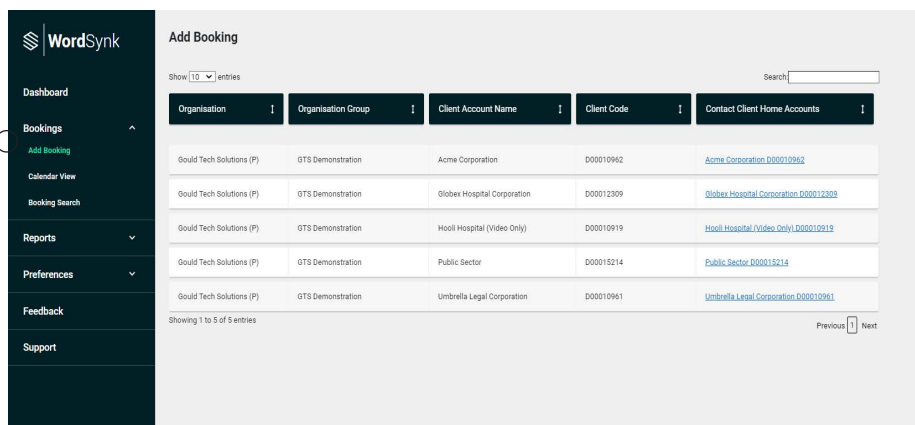


How to create a booking

1. Add booking

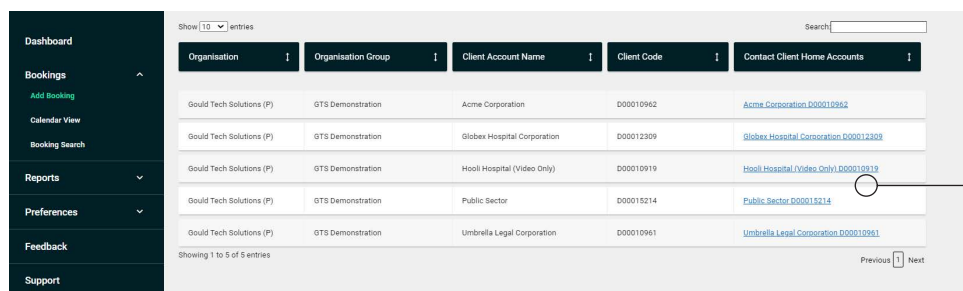
1. Click Bookings on the sidebar

2. Click 'Add Booking'



2. Contact Account

Find the **Contact Account** the booking is for and click on the calendar icon in the next column.



Click the account highlighted link to make your booking

If you have are having any difficulties with access please raise a ticket with the Product Support Team for assistance.

3. Booking Details

Complete the sections in the booking form.

Video Platform

Select your platform as 'Third Party Video Platform'. Once you have selected this you MUST provide a valid meeting link and then an optional password or PIN.

WordSynk
← Add Booking

Do you require a Booking with Multiple Languages and/or Interpreters?

Multiple Languages and/or Interpreters Required

Appointment and Interpreter Requirements

<p>Booking Type * Video Remote Interpreting</p> <p>Video Platform * Third Party Video Platform</p> <p>Language * Zulu</p> <p>Start Date & Time ** 15/03/2022 15:30</p> <p>End Date and Time 15/03/2022 16:30</p> <p>Information to Interpreter</p> <p>Interpreter(s) Not to Use</p> <p>Requested Interpreter</p> <p><input type="radio"/> Mandatory <input type="radio"/> Preferential</p>	<p>Appointment Type * Video Remote Interpreting</p> <p>Meeting Link</p> <p>Password</p> <p>Booking Time Zone * (UTC+00:00) Dublin, Edinburgh, Lisbon, London</p> <p>Duration - Hour(s) * 1</p> <p>Duration - Minute(s) * 0</p> <p>Client Contact Email demonstration@thebigword.com</p>
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Contact Details

Contact Name
Demonstration Account

Contact Number
07777777777

Finance

Booking Charge Method
Actual Booking Duration

Your Information

Booking Reference

Cost Centre Code

Attributes Show Additional

IMS Direct | Band 1

CCS | Security Level 1

Booking Type

Choose the booking type you wish to use, in this case it would be Video Remote Interpreting

People to notify

Include email addresses of anyone who needs to be made aware of the booking. You can add as many as required

Not to use

Select any language professionals you choose to exclude from the booking

Save

Don't forget to save. You will then be provided with your booking summary.

End Date & Time

This will automatically update when the duration is updated

Your information

This refers to Booking reference and your cost centre code.

4. Booking Summary

Once a language professional is booked, a notification will be sent to the email addresses provided at the time of booking.

WordSynk

- Dashboard
- Bookings
- Reports
- Preferences
- Feedback
- Support

← Booking 58841052

Start Date and Time 15 March 2022 15:30 (J) UTC +00:00	End Date and Time 15 March 2022 16:30 (J) UTC +00:00	Booking Time Zone (UTC+00:00) Dublin, Edinburgh, Lisbon, London	Duration 01:00:00
Booking Type Video Remote Interpreting	Third Party Video Platform Update Meeting Links		
Language Zulu	Client Name Stark Industries (D00010919)	Time Approval Type Awaiting Approval	
Arrival Date & Time 15 March 2022 15:29 (J) UTC +00:00	Lunch Break Duration 0	Default People to Notify (Cc) List	Urgency Type
Client Notes	Information to Interpreter	Description Booking type: Video Remote Interpreting Booking target language: Zulu Booking start date and time: 15 March 2022 15:30 (J) UTC +00:00 (J)	
Timesheets			
Booking Reference Custom Fields Cost Centre Code			

Edit or Cancel

Bookings can be amended or cancelled before a professional is assigned to your project.

If you have any difficulties with access please raise a ticket with the Product Support Team for assistance.