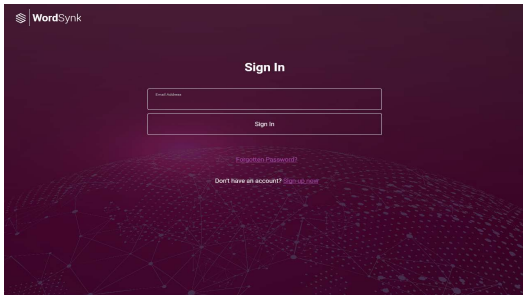


# Face to Face

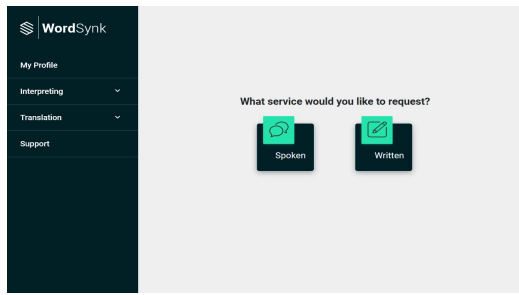
Enter your unique user name and password.

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

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Click on the 'Add Booking' link.

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

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Click the account highlighted link to make your booking



### 3. Booking Details

Complete the sections in the booking form.

#### Multi-day Booking?

Tick here if you wish to book a language professional for more than one day

**End Date & Time**  
This will automatically update when the duration is updated

#### Your information

This refers to Booking reference and your cost centre code.

#### Booking Type

Choose the booking type you wish to use, in this case it would be Face to Face 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.

### 4. Booking Summary

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

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