

Raising a Face to Face Booking



D.A. Languages Limited
Interpreting & Translation Services

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.

Client portal

Sign in here if you are a client of DA Languages

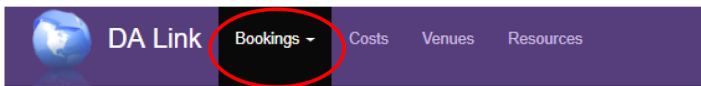
Sign in

Request invite

If you have not yet received an invite to join the portal, select "**Request invite**" option and follow the instructions that will appear in your email.

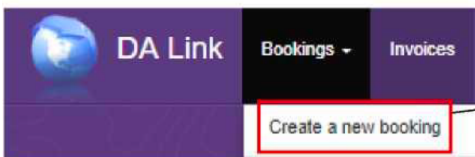
2

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:

5

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

6

To send the request to a booking co-ordinator, click the Save button. Your booking coordinator will be notified of your request by email

Save