

Raising a Transcription Interpretation Booking



D.A. Languages Limited
Interpreting & Translation Services

1 Sign into DA Link via the Client Portal Option

<https://link.dalanguages.co.uk/>

Client portal

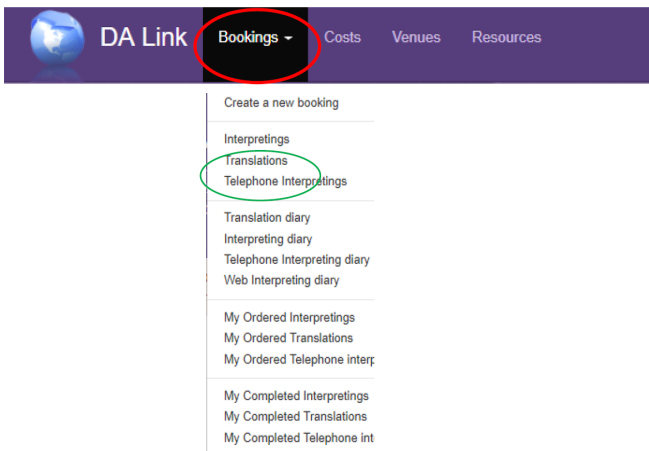
Sign in here if you are a client of DA Languages

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, and then in the drop down, select “**Translation and Transcription**”.



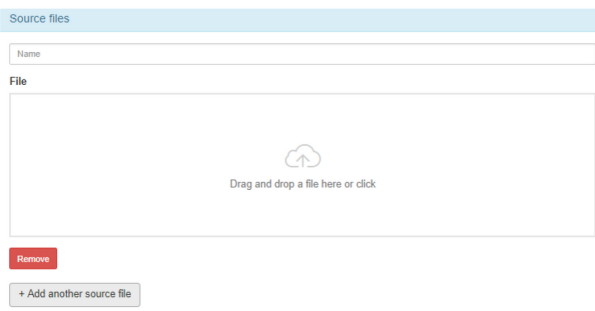
3 A new page will open. On this page select the blue button “**New Translation/Transcription**”.

Back

New Translation

4 A booking form will appear. Every field marked with a * must be completed to proceed.

5 To upload the document to translate, click on the “**Add another source file**” button. Then, just drag and drop your file into the box to attach it.



6 Once the information in the booking form is complete and the file is uploaded, click the green ‘Save’ button: near the top left of the page. When the booking is saved, you’ll receive a job ID number (for example: HARC_0123456).

Save

The Transcription team will get back to you as soon as possible and provide you with a cost and estimated turnaround time, unless you have opted out of receiving those. We may also request additional information if necessary.

If you have any issues accessing DA Link, please give our friendly team a call on 0161 928 2533, choosing option *2 for Translation and Transcription, and our project managers will assist you.