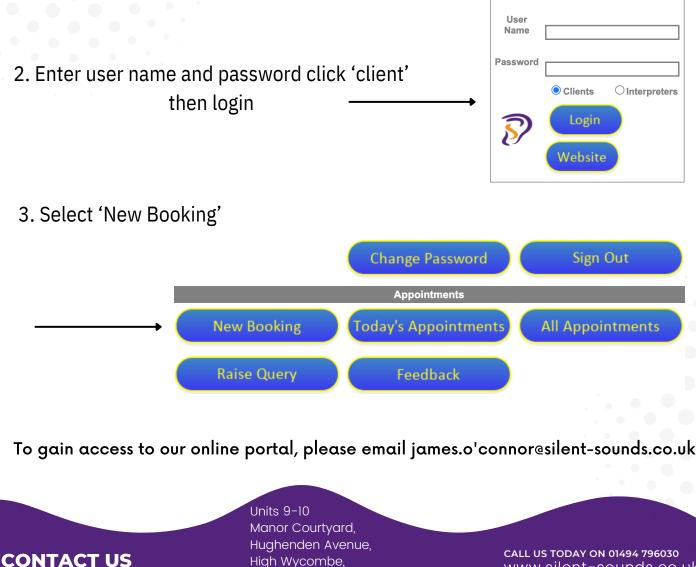


How to book Interpreters using the Online Portal

1. Log on the portal using web link https://myportal.silent-sounds.co.uk:8443/

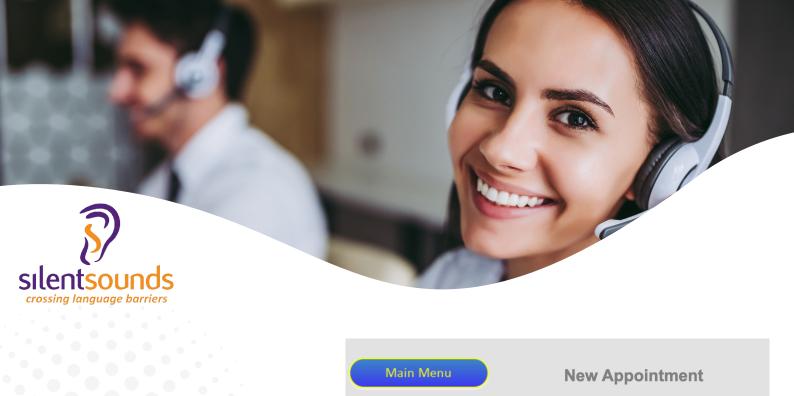


High Wycombe,

HP13 5RE

Buckinghamshire,

www.silent-sounds.co.uk



	Main Menu	New Appointment
	Organisation Name	· · · · · · · · · · · · · · · · · · ·
1 Disess fill all the	Sub Organisation Name	
4. Please fill all the required fields	Contact Name	v
	Contact No	
	Contact E-mail	
· · · · · · · · · · · · · · · · · · ·	Booking Type	*** Please Select *** V
Booking Type	Service Type	*** Please Select ***
Emergency - within 24 hours	Service Required	*** Please Select ***
Standard - more than 24 hours	Language Required	Not Applicable
	Interpreter Gender Required	*** Please Select ***
Out of hours - between 6pm—8am	Preferred Interpreter (Used Previously)	No Y
Select date and time of the appointment	Appointment Date	Jump <th< th=""></th<>
	Start Time	
	End Time	HH V MM V
	Client Name	
Date of birth is also accepted here	Client Ref / Hospital No	
	Client Gender	*** Please Select ***
	Department	• • • • • • • • • • • • • • • • • • •
	Venue If address/postcode is different, please use location field instead	



	Venue If address/postcode is different, please use location field instead	
Use this field if address/postcode is different	Location	
For invoicing purposes	Ref/ PO Number	
Other Information here it's seen by bookings team and forwarded to the interpreter. Useful information can	• Other Information	
be anything very little, what the appointment is for, consultation, contact person for the appointment, etc.		

To gain access to our online portal, please email james.o'connor@silent-sounds.co.uk



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call us today on 01494 796030 www.silent-sounds.co.uk