



How to book Interpreters using the Online Portal

1. Log on the portal using web link


<https://myportal.silent-sounds.co.uk:8443/>

2. Enter user name and password click 'client' then login

User Name

Password

☒ Clients ☐ Interpreters



3. Select 'New Booking'

Appointments

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

CONTACT US

Units 9-10
Manor Courtyard,
Hughenden Avenue,
High Wycombe,
Buckinghamshire,
HP13 5RE

CALL US TODAY ON 01494 796030
www.silent-sounds.co.uk



4. Please fill all the required fields

Booking Type

Emergency - within 24 hours

Standard - more than 24 hours

Out of hours - between 6pm–8am

Select date and time of the appointment

Date of birth is also accepted here

Main Menu

New Appointment

Organisation Name

Sub Organisation Name

Contact Name

Contact No

Contact E-mail

Booking Type

Service Type

Service Required

Language Required

Interpreter Gender Required

Preferred Interpreter

(Used Previously)

Appointment Date

January 2022						
Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Start Time

End Time

Client Name

Client Ref / Hospital No

Client Gender

Department

Venue

If address/postcode is different, please use location field instead



Use this field if address/postcode is different

For invoicing purposes

Other Information here it's seen by bookings team and forwarded to the interpreter. Useful information can be anything very little, what the appointment is for, consultation, contact person for the appointment, etc.

Venue <small>If address/postcode is different, please use location field instead</small>	<input type="text"/>
Location	<input type="text"/>
Ref/ PO Number	<input type="text"/>
Other Information	<input type="text"/>

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