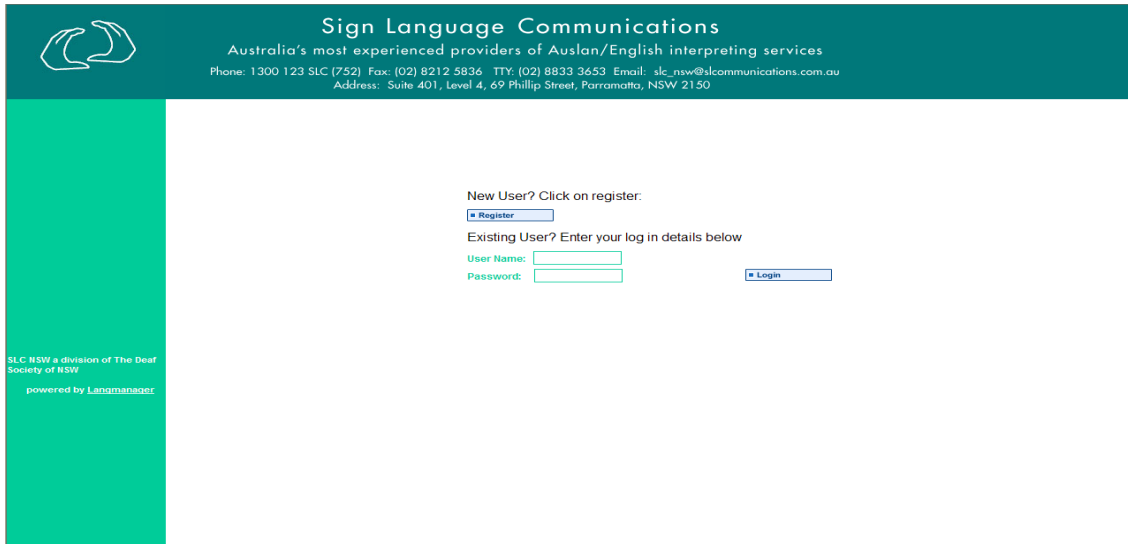


# INTERPRETER BOOKING SYSTEM

## Step by Step Instructions for Organisations

1. Go to <http://www.nsw.slcommunications.com.au>  
Initial Screen

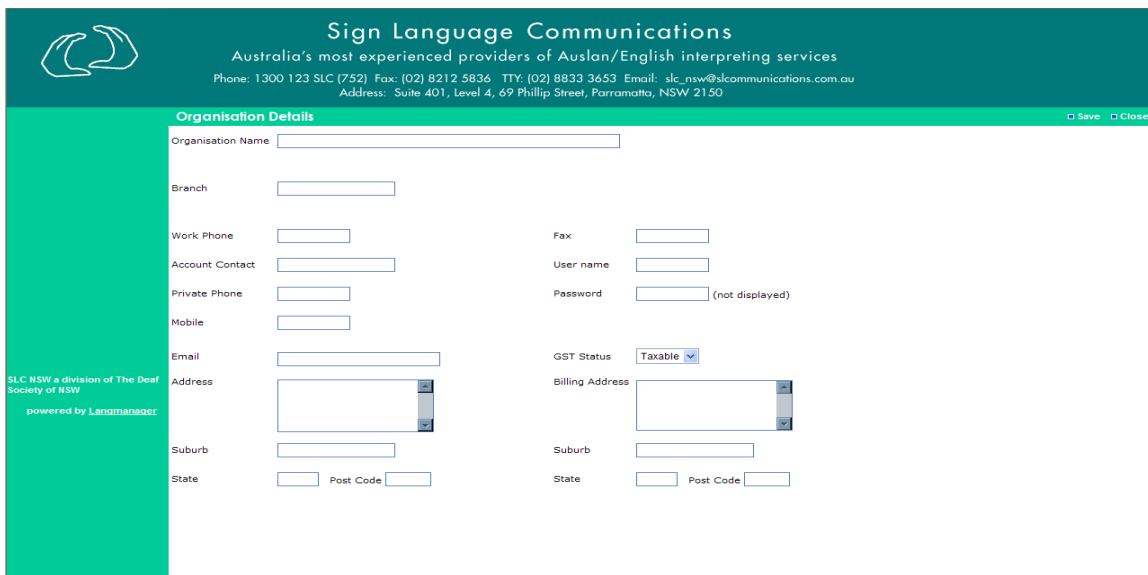


The screenshot shows the initial login screen for Sign Language Communications. The header includes the company logo, name, and contact information. The main content area has two sections: 'New User? Click on register:' with a 'Register' button, and 'Existing User? Enter your log in details below' with input fields for 'User Name' and 'Password', and a 'Login' button. A sidebar on the left contains the text 'SLC NSW a division of The Deaf Society of NSW powered by Lanmanager'.

If you are an existing client contact the Interpreting Service for your username and password.  
If you have previously registered, use your user name and password to enter the system. Continue from section 3 below.  
If you have forgotten or lost your password please contact Sign Language Communications NSW.  
If you are new to this service please click on 'Register', and follow steps in section 2 below.

## 2. Registration Procedure

Please complete as fully as possible the details in the screen shown below. Choose your own Login (name) and Password. Click on save when finished.

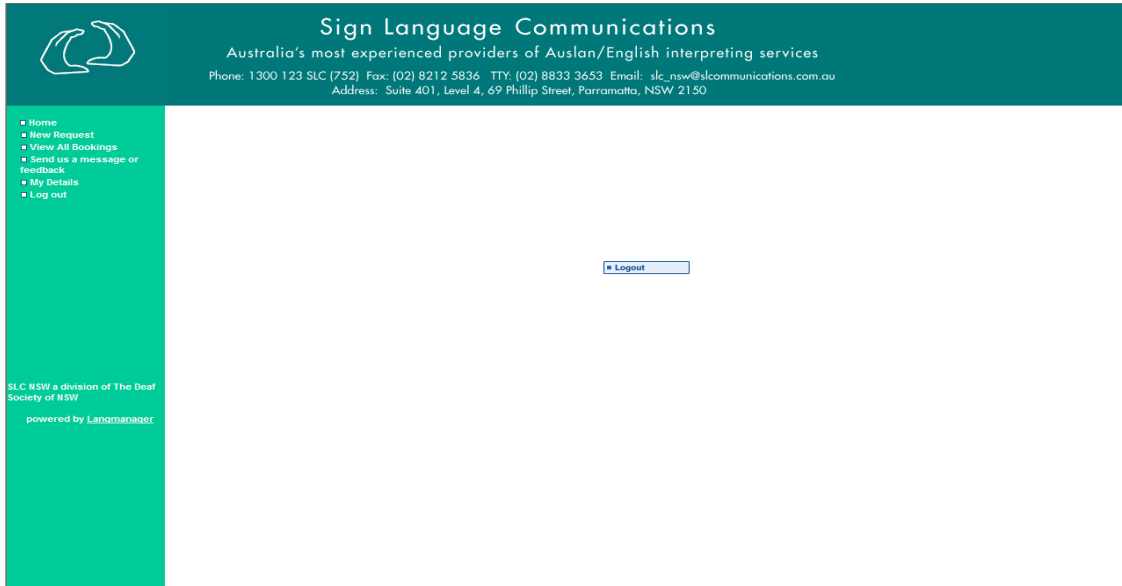


The screenshot shows the 'Organisation Details' registration form. It includes a header with the company logo and name. The form fields are organized into two columns. The left column contains: Organisation Name, Branch, Work Phone, Account Contact, Private Phone, Mobile, Email, Address, Suburb, and State. The right column contains: Fax, User name, Password (not displayed), GST Status (set to Taxable), Billing Address, Suburb, and State. There are 'Save' and 'Close' buttons in the top right corner. A sidebar on the left contains the text 'SLC NSW a division of The Deaf Society of NSW powered by Lanmanager'.

Now your registration is complete.

Click on the login link to start using the system with your new user name and password.

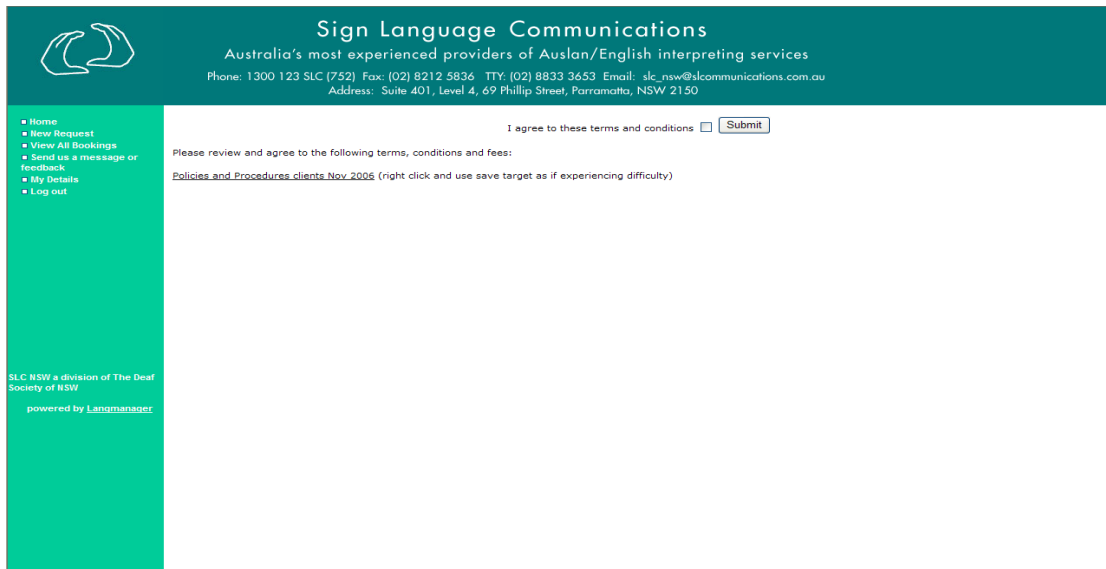
### 3. After a successful login the following screen is displayed:



The actions possible from this screen are described below. Clicking on Home will return you to this screen.

### 3. New Booking

The following two screens are used for placing a new booking. When you make your first booking you should read the policies and procedures for clients that are accessible via the link on this page.



A new booking can only be placed once you verify that you have agreed to the policies and procedures. To proceed you must tick the acceptance box by clicking in it, and then click on Submit.

The new booking entry screen is shown below:

You may select from, or add contacts in, your organisation by clicking on the magnifying glass to the right of the “contact name for person at assignment”. The data for state and nature of appointment are selected from a drop down list. Once you have entered all the details on this screen you can select Save from the top right hand corner of the screen. You will then see an acknowledgement that your request has been received. If you do not see this on the screen check to see if there is a message in the dark blue menu bar at the top of the screen. If you are unsure go into All bookings to check that the booking is there.

#### 4. All Bookings

This screen lists all bookings placed by your organisation. (Details are obscured due to privacy)

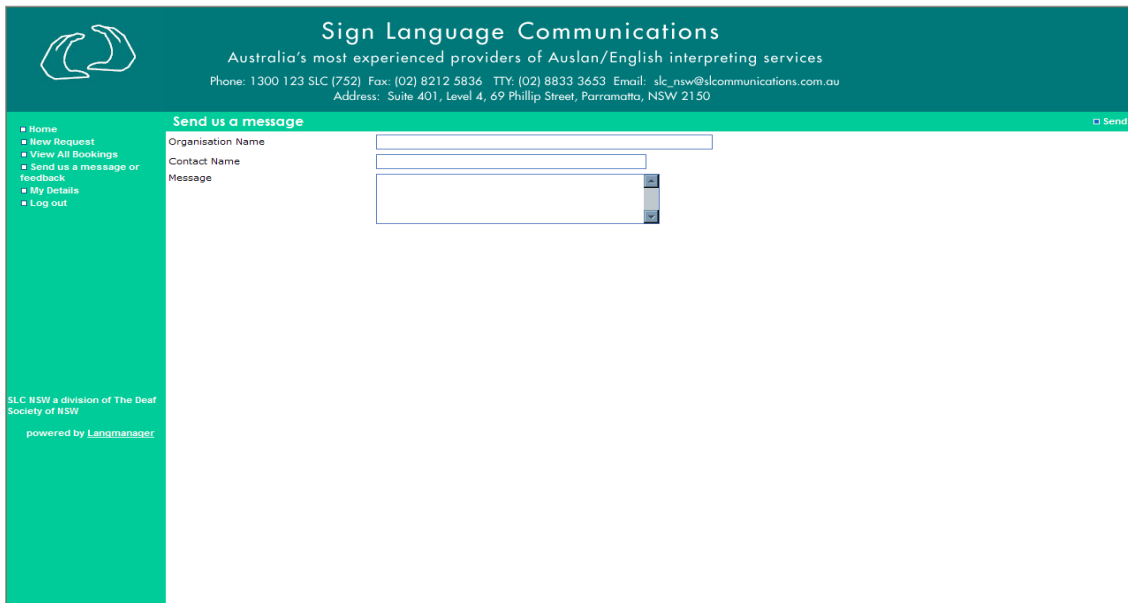
To view more details related to each booking, click on the Job Number, this is the first item in each line.

Job Number	Date	Organisation	Cust Ref	Status	Interpreter	BlockID	Deaf Client	Suburb
4819	13/12/2007	Break Thru Employment Solutions		Complete & Claimed	Rhonda Ryde		Karen Paterson	Bankstown

This screen shows the details of a booking.

## 5. Send us a message or feedback

Here you can let us know what you think of our service or advise us of any changes to your bookings.



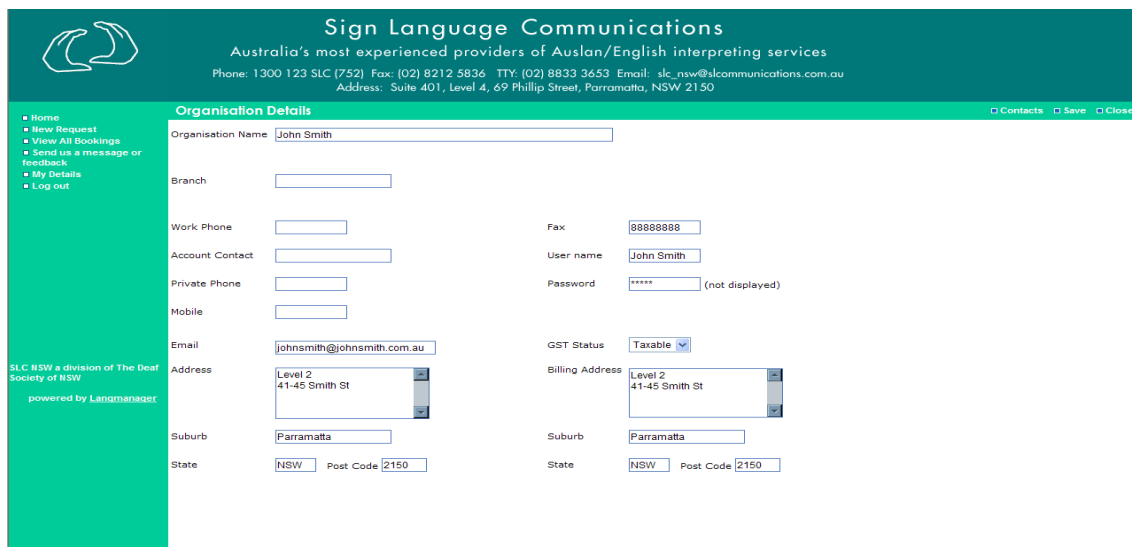
The screenshot shows the 'Send us a message' form on the Sign Language Communications website. The header includes the company logo and contact information. The form has a sidebar with navigation links: Home, New Request, View All Bookings, Send us a message or feedback (selected), My Details, and Log out. The main form area contains fields for Organisation Name, Contact Name, and Message, with a 'Send' button in the top right corner. The footer mentions 'SLC NSW a division of The Deaf Society of NSW powered by Langmanager'.

Once you have completed your message click 'send' in the top right hand corner of the screen.

## 6. My Details

This form is for changes to your registration details. You are also able to add new contacts in your organisation for other people who may place bookings. These contacts can also be added when entering a new booking.

You may also change your password here. Please keep these details up to date as they are used when making a booking.



The screenshot shows the 'Organisation Details' form on the Sign Language Communications website. The header is the same as in the previous screenshot. The sidebar navigation is identical. The main form area is titled 'Organisation Details' and includes a 'Contacts' button. The form contains various fields: Organisation Name (John Smith), Branch, Work Phone, Account Contact, Private Phone, Mobile, Email (johnsmith@johnsmith.com.au), Address (Level 2, 41-45 Smith St), Suburb (Parramatta), State (NSW), Post Code (2150), Fax (88888888), User name (John Smith), Password (masked with asterisks), GST Status (Taxable), Billing Address (Level 2, 41-45 Smith St), Suburb (Parramatta), and State (NSW) Post Code (2150). There are 'Save' and 'Close' buttons in the top right corner.

Contacts in your organisation are managed by clicking contacts. Any existing contacts will be listed with an option to edit their details.

If you have numerous contacts you can search by first name, surname or combination of both. After entering a name or part of a name, click on search.

**Sign Language Communications**  
Australia's most experienced providers of Auslan/English interpreting services  
Phone: 1300 123 SLC (752) Fax: (02) 8212 5836 TTY: (02) 8833 3653 Email: slc\_nsw@slcommunications.com.au  
Address: Suite 401, Level 4, 69 Phillip Street, Parramatta, NSW 2150

Navigation: Home, New Request, View All Bookings, Send us a message or feedback, My Details, Log out

SLC NSW a division of The Deaf Society of NSW  
powered by [Langmanager](#)

**Organisation Details** [Contacts] [Save] [Close]

Organisation Name: [Contact Search] [New Contact] [Search]

First Name	Last Name	Phone	Mobile	Email

Branch: [ ]  
Work Phone: [ ]  
Account Contact: [ ]  
Private Phone: [ ] (not displayed)  
Mobile: [ ]  
Email: [joni.smith@joni.smith.com.au]  
Address: [Level 2, 41-45 Smith St] [ ]  
Billing Address: [Level 2, 41-45 Smith St] [ ]  
Suburb: [Parramatta] [ ]  
State: [NSW] Post Code: [2150] [ ]

Click on new contact and the following dialogue box will appear.

**Sign Language Communications**  
Australia's most experienced providers of Auslan/English interpreting services  
Phone: 1300 123 SLC (752) Fax: (02) 8212 5836 TTY: (02) 8833 3653 Email: slc\_nsw@slcommunications.com.au  
Address: Suite 401, Level 4, 69 Phillip Street, Parramatta, NSW 2150

Navigation: Home, New Request, View All Bookings, Send us a message or feedback, My Details, Log out

SLC NSW a division of The Deaf Society of NSW  
powered by [Langmanager](#)

**Organisation Details** [Contacts] [Save] [Close]

Organisation Name: [Contact] [Save] [Quit]

Branch: [ ]  
Work Phone: [ ]  
Account Contact: [ ]  
Private Phone: [ ] (not displayed)  
Mobile: [ ]  
Email: [joni.smith@joni.smith.com.au]  
Address: [Level 2, 41-45 Smith St] [ ]  
Billing Address: [Level 2, 41-45 Smith St] [ ]  
Suburb: [Parramatta] [ ]  
State: [NSW] Post Code: [2150] [ ]

Form fields in dialog box:  
First Name: [ ]  
Last Name: [ ]  
Phone: [ ]  
Mobile: [ ]  
Email: [ ]

Information recorded here is used when a contact is selected when placing a new booking. Once all fields are entered click 'save.'

## 7. Log out

When you have finished using the system you can click on 'log out'.