

AA Global Language Services Ltd.

Client Portal Experience

Requesting Translation Assignment

- Step 1: Click “Create a Booking”



A screenshot of the AA Global Client Dashboard. The top navigation bar is dark blue with white text for 'info@aaglobal.co.uk', '01482 308777', and a green 'Get a Free Quote' button. The main header is white with the AA Global logo and a 'Return to Website' button. The breadcrumb trail shows 'Portal / Client Dashboard / My Bookings'. The main content area is titled 'My Bookings' and features a sidebar menu with 'My Bookings' (selected), 'My Profile', 'Create a Booking' (circled in red), and 'Logout'. To the right of the sidebar are tabs for 'Open', 'Assigned', 'Completed', and 'Cancelled'. A message box below the tabs states 'You have no open bookings'. The footer is dark blue with a green 'Contact Us' button and four columns: 'Hull Office', 'Worcester Office', 'Accreditations' (listing ATC and EUATC), and 'Newsletter'.

Requesting Translation Assignment

- Step 1: Click "Create a Booking"
- Step 2: Select the service you require



A screenshot of the AA GLOBAL website's 'Create a Booking' page. The page has a dark blue header with contact information: 'info@aaglobal.co.uk', '01482 308777', and a 'Get a Free Quote' button. Below the header is the AA GLOBAL logo and a 'Return to Website' button. The main content area is titled 'Create a Booking' and includes a sidebar with navigation options: 'My Bookings', 'My Profile', 'Create a Booking' (highlighted with a right arrow), and 'Logout'. The main content area is titled 'Select a Service' and features a dropdown menu with the following options: 'Face to Face Interpreting', 'Translation' (highlighted in dark blue), 'Simultaneous Interpreting', 'Whispering Interpreting', 'BSL', 'Conference', 'Deafblind', and 'Electronic Note Taking'. At the bottom of the page, there is a 'Contact Us' button and two office locations: 'Hull Office' and 'Worcester Office', each with its address, phone number, and email address. The footer also includes accreditation logos for 'atc' and 'EUATC' and a newsletter sign-up form.

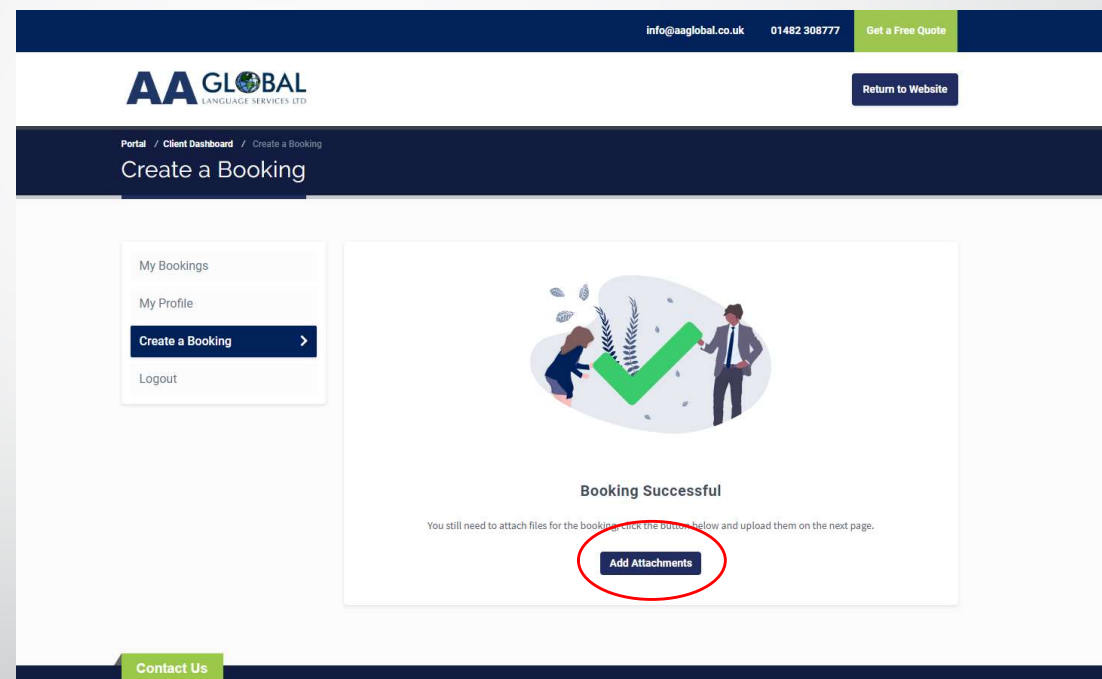
Requesting Translation Assignment

- Step 1: Click "Create a Booking"
- Step 2: Select the service you require
- Step 3: Fill In all the details relevant to the assignment and click "Create Booking"

A screenshot of the AA Global website's 'Create a Booking' page. The page has a dark blue header with contact information: 'info@aaglobal.co.uk', '01482 308777', and a 'Get a Free Quote' button. Below the header is the AA Global logo and a 'Return to Website' button. The main content area is titled 'Create a Booking' and contains a sidebar with navigation links: 'My Bookings', 'My Profile', 'Create a Booking' (highlighted with a dark blue background and a right-pointing arrow), and 'Logout'. The main form area is titled 'Translation' and includes a 'Service' dropdown menu set to 'Translation'. Below this is the 'Booking Details' section, which has 'Language From' set to 'Select language' and 'Language To' set to 'English' with a green checkmark. There is a text area for 'Special Instructions/Requirements'. At the bottom right of the form, a 'Create Booking' button is circled in red.

Requesting Translation Assignment

- Step 1: Click "Create a Booking"
- Step 2: Select the service you require
- Step 3: Fill In all the details relevant to the assignment and click "Create Booking"
- Step 4: Click "Add Attachments"



Requesting Translation Assignment

- Step 1: Click "Create a Booking"
- Step 2: Select the service you require
- Step 3: Fill In all the details relevant to the assignment and click "Create Booking"
- Step 4: Click "Add Attachments"
- Step 5: Select the relevant assignment



A screenshot of the AA Global Client Dashboard. The page has a dark blue header with contact information: 'info@aaglobal.co.uk', '01482 308777', and a 'Get a Free Quote' button. Below the header is the AA Global logo and a 'Return to Website' button. The main content area is titled 'My Bookings' and contains a table with columns: 'Open', 'Assigned', 'Completed', and 'Cancelled'. A red circle highlights a booking entry with the following details: '# AAG0237', 'Akan to Albanian', '18th June 2019', '8:03pm', 'Service: Translation', and 'Specialism: None'. To the left of the table is a sidebar menu with options: 'My Bookings', 'My Profile', 'Create a Booking', and 'Logout'. At the bottom of the page is a dark blue footer with a 'Contact Us' button and sections for 'Hull Office', 'Worcester Office', 'Accreditations' (listing ATO and EUATC), and 'Newsletter'.

Requesting Translation Assignment



- Step 1: Click “Create a Booking”
- Step 2: Select the service you require
- Step 3: Fill In all the details relevant to the assignment and click “Create Booking”
- Step 4: Click “Add Attachments”
- Step 5: Select the relevant assignment
- Step 6: Click on “Add Attachments” then click to upload or drag your files directly on the field

A screenshot of the AA Global 'View Booking' page. The page title is 'View Booking' and the booking ID is 'Booking #AAG0237'. The service is 'TRANSLATION' from 'AKAN' to 'ALBANIAN', scheduled for 'This Tuesday at 8:03pm'. A progress bar shows 'Booking Created' as complete (green checkmark) and 'Linguist Allocated', 'Booking Completed', and 'Time Sheet Approved' as incomplete (grey X). Below the progress bar is a confirmation message: 'Thank you for your request. Your booking will be processed shortly and you will receive a confirmation when a suitable linguist has been allocated. If you have any questions, please contact us on 01482 308 777 or email interpreting@aaaglobal.co.uk'. The 'Add Attachments' section is highlighted with a red circle. It contains the text 'Please attached all relevant documents to the booking here.' and a button that says 'Click to upload or drop your files here'.