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Overview

Wordskii integrates with Rio to provide an automated interpreter request/booking.

Any updates/cancellations to the appointment in Rio will also be captured by Wordskii.

Before booking an appointment you need to check the language is correct in the Rio Demographics screen.

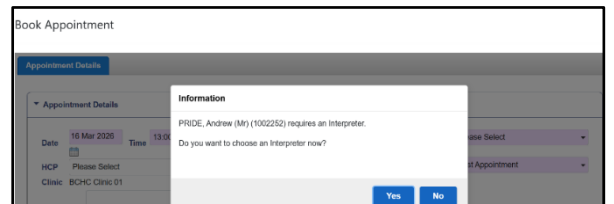
Demographics	
Client Email	
First Language (If Not English)	Polish
Ethnicity	Client ethnicity not recorded
Interpreter Required?	Required
Interpreter	Polish

Booking the Appointment


Click New Appointment, select Client

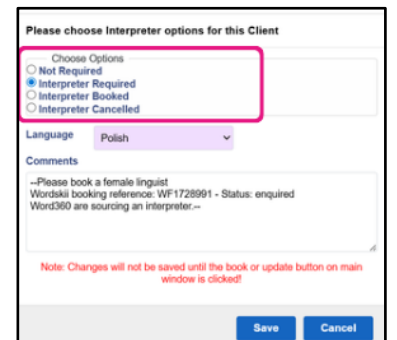
An **Information Prompt** displays

- Click 



An **Interpreter Pop Up** displays

- Click Interpreter Required
- Click Language **As required**
- Click Comments **As required** (see example)
- Click 



Complete the **Book Appointment** screen ensuring that the **Intended Consultation Medium** type is used e.g. Face to Face, Telemedicine or Telephone

- Click 

Check the email in the admin account for confirmation

Check the **Booked** icon now displays



Cancelling or Amending the Booking

Cancelling an appointment in Rio will automatically cancel the Interpreter or you could amend the **Interpreter Pop Up**.

Making any amendments to the appointment e.g. date, time, duration must be made in **Rio** which in turn amends Wordskii.