

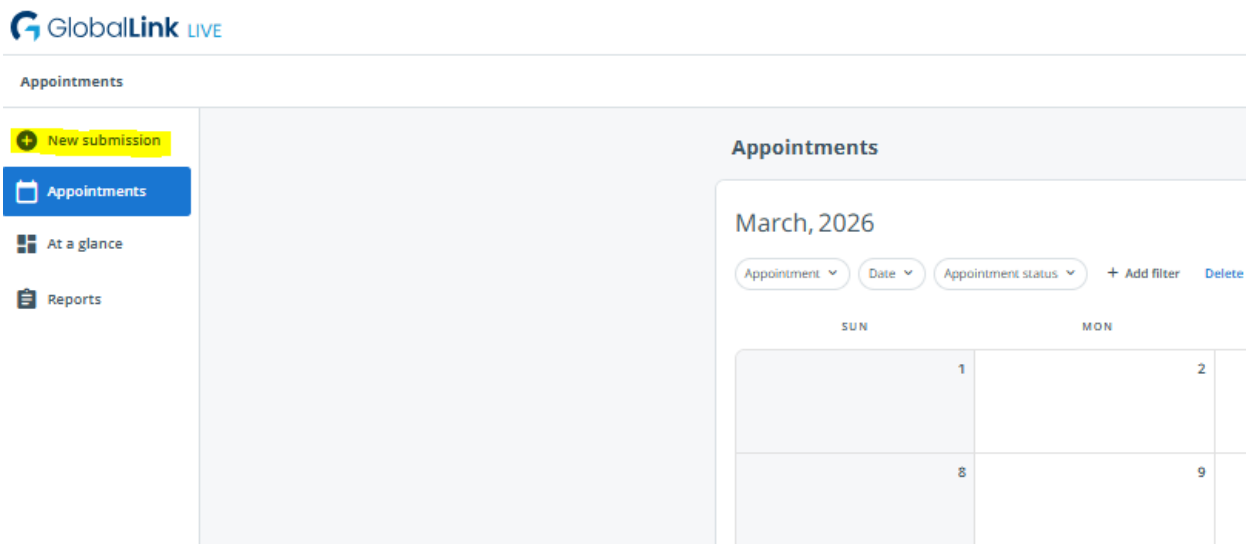
GlobalLink Live Submission Guide: Language Assessments

GlobalLink Live: <https://live-booking.transperfect.com>

- Press “Forgot Password” or reach out to GLLiveBooking_Support@transperfect.com with skamyszew@transperfect.com in CC if you need help logging in.

Submitting a New Request

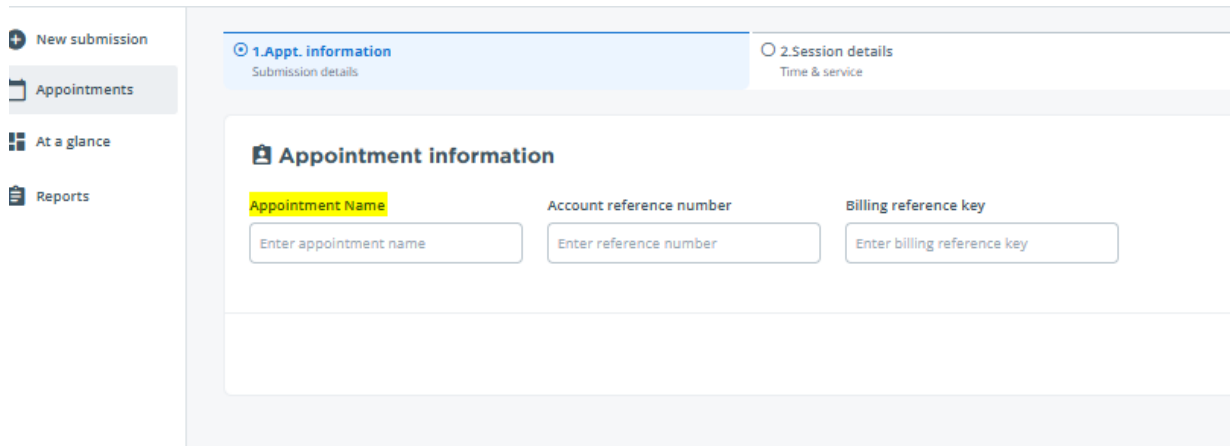
1. From the home dashboard, select “New Submission” in the top left corner. This will generate the Language Assessment Request Form.



The screenshot shows the GlobalLink LIVE dashboard. On the left, there is a sidebar with a 'New submission' button (highlighted in yellow) and other options like 'Appointments', 'At a glance', and 'Reports'. The main area is titled 'Appointments' and shows a calendar for March, 2026. The calendar has columns for 'SUN' and 'MON'. The 'SUN' column has two slots, labeled '1' and '8'. The 'MON' column has two slots, labeled '2' and '9'. There are filters for 'Appointment', 'Date', and 'Appointment status', along with '+ Add filter' and 'Delete' buttons.

Appointment Information

1. In “Appointment Name” enter the test takers full name.
2. Account Reference/Billing Reference can be left blank.
 - If a separate billing code is needed, please enter in “Billing Reference”



The screenshot shows the 'Appointment information' form. On the left, there is a sidebar with a 'New submission' button (highlighted in yellow) and other options like 'Appointments', 'At a glance', and 'Reports'. The main area is titled 'Appointment information' and has two tabs: '1. Appt. information' (selected) and '2. Session details'. The '1. Appt. information' tab shows a form with three input fields: 'Appointment Name' (highlighted in yellow), 'Account reference number', and 'Billing reference key'. Each field has a placeholder text: 'Enter appointment name', 'Enter reference number', and 'Enter billing reference key' respectively.

Session Details

1. Enter the candidates preferred date/time/time zone for testing.
 - a. Requests should contain at least 48-hour notice for scheduling
 - b. Oral assessment lasts approximately 30 minutes, duration is defaulted to this length
2. Subject Matter will always be defaulted for “Mental Health”
3. In Session Type select “Remote” and “Language Rater” from the pop-up menu.
4. Platform to be set as WebEx

Subject matter * Session type *

Mental Health

Remote ✓

OnSite

Language Rater 

Speaker Source Platform *

WebEx

x

v

Interpretation audio

Choose the simplest way for your audience to hear the interpretation

- ☒ WebEx
Meeting is conducted entirely in the platform
- ☐ Live Cast Player
Share a link or QR, or embed a player on your site

Meeting URL or code

See Email

Meeting information

Choose a remote service x

☐ AI Interpretation

v

☐ Captioning

v

☒ Language Rater

v

☐ Language Support

v

☐ Recorded Interpretation

v

☐ Remote Consecutive Interpretation

v

☐ Remote Simultaneous Interpretation

v

☐ Video Remote Interpreting (VRCI)

v

☐ Video Remote Interpreting (VRSI)

v

Cancel

✓ Confirm selection

5. The WebEx invite will be created by TransPerfect team and provided to the test taker/requestor upon rater confirmation. “Meeting URL or Code” and “Meeting Information” can be left blank.
6. Contact information will be defaulted to the requestor. TransPerfect will keep this individual in copy on all communications to candidate.

Language Pair

1. Source Language is defaulted to English and Target Language defaulted to Spanish.
 - a. Full drop down of languages will remain available
 - b. “Interpreters” should always be set to 1 and “Requirements” can be left blank.

Language pair

Specify the source and target languages for your session

Source language *



Target language *

 [Add specific gender](#)

Interpreters

Requirements

 [Duplicate](#)

[+ Add language pair](#)

Other Information

1. In section “Add any complementary information”, please include the following:
 - a. Candidate Full Name
 - b. Candidate Contact (phone number/email address)
 - c. Candidate Additional Availability – please provide two additional dates/times that the candidate is free to test

Other information

Add attachments and instructions for your appointment

 Vendors will not see this information without your submission. Details will be shared with them once the appointment is confirmed.

Add any complementary information

Candidate Name:
Candidate Phone:
Candidate Email:
Additional Availability:


You can't upload files

Review

1. Review all details are correct before selecting “Book Appointment” at bottom right of the screen
2. New request will be submitted through the portal and an email notification sent to requestor and TransPerfect team

Review

Check all the information to ask for a quote or confirm your appointment

Session  Remote

Kathleen McKenna

(UTC-07:00) Pacific Daylight Time - Los Angeles
08/17/26 - from 08:30 AM to 09:00 AM

Subject matter: Mental Health

Service: Language Rater

Speaker source platform: WebEx

Meeting URL or code: [link](#) 

Language pair:

English - Spanish

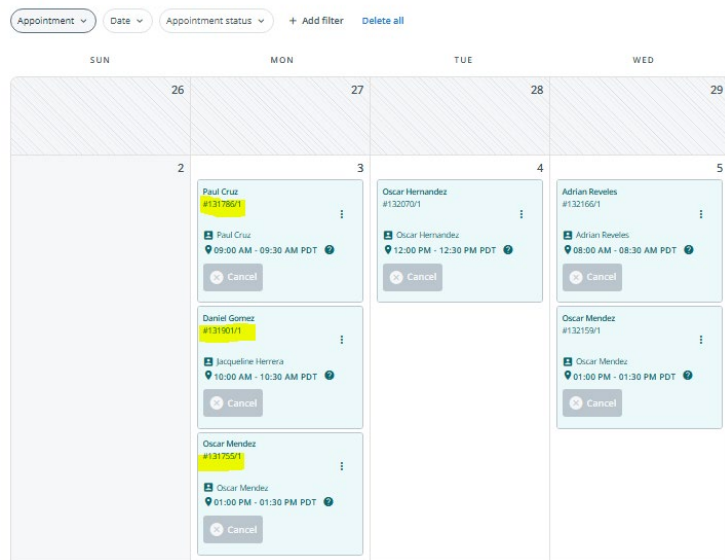
1 interpreter (No specific gender required)

Other information:

Candidate Name: Email: Phone: Additional Availability:

3. Each submission will be tied to an “ID Number” that TransPerfect will use in all communications with candidate/requestor.

August, 2026



After the request is submitted

1. Once appointment is booked, it will auto populate on the dashboard calendar
 - a. Changes to the request including cancellation or rescheduling can be completed by clicking on the appointment card
2. TransPerfect will pick up assessment request and confirm with a language rater.
3. Email will be sent from TransPerfect team to test taker and requestor with the confirmed date/time and WebEx details.
4. Candidate Score Report will be emailed to the requestor within 48 hours of completed test.

Things to Keep in Mind

- Assessments should ideally be scheduled with 48-hour notice
- Include the following in the “Meeting Information” Section:
 - o Name and contact information of staff for scheduled assessment
 - o 2-3 alternative dates/ times
- Assessments almost always run for 30 minutes
- **All Cancellations within 24 hours and no-shows will be charged \$25 directly to the agency per**
 - o Agency is responsible for covering any \$25 no-show/ last minute cancellations fee
 - o SAPC will cover any completed assessments

Support

- Any programming questions, please reach out to: with EAS@ph.lacounty.gov
- Any questions on how to use portal or submit tests, please reach out: skamyszerw@transperfect.com/ 773-414-3428
- Any technical portal difficulties, please reach out to: GLLiveBooking_Support@transperfect.com