

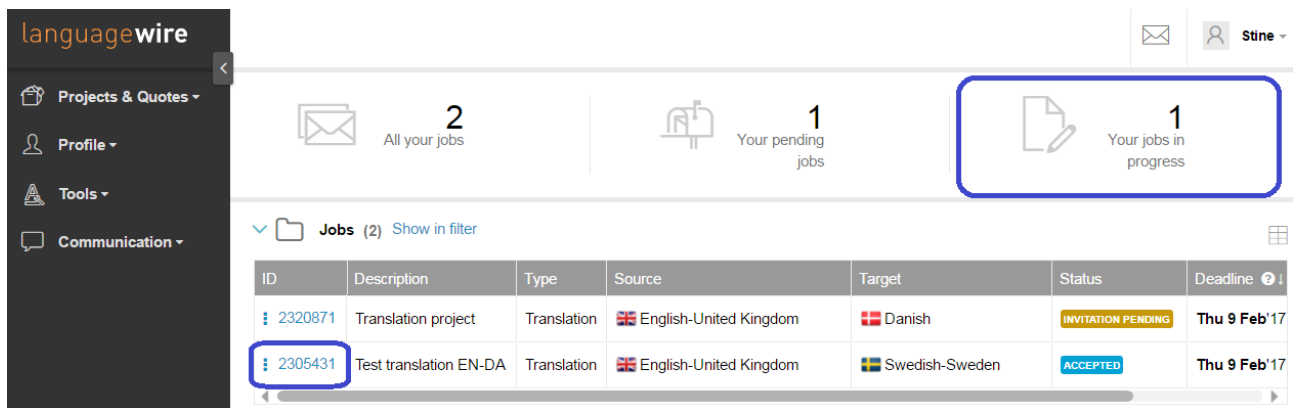
FINISHING A JOB AND UPLOADING A PROJECT PACKAGE OR TARGET FILES, TMX AND TERMS

You always have to finish a job for us in our system. It is not enough to send an e-mail and enclose the file(s).

LOG IN

CLICK “YOUR JOBS IN PROGRESS”

You can also access your jobs in progress by clicking on the job ID on the job list, as seen below.



The screenshot shows the LanguageWire dashboard. On the left is a navigation menu with options: Projects & Quotes, Profile, Tools, and Communication. The main area has three summary cards: 'All your jobs' with a count of 2, 'Your pending jobs' with a count of 1, and 'Your jobs in progress' with a count of 1. The 'Your jobs in progress' card is highlighted with a blue border. Below this is a table of jobs. The second row in the table is highlighted with a blue box around the ID '2305431'.

ID	Description	Type	Source	Target	Status	Deadline
2320871	Translation project	Translation	English-United Kingdom	Danish	INVITATION PENDING	Thu 9 Feb'17
2305431	Test translation EN-DA	Translation	English-United Kingdom	Swedish-Sweden	ACCEPTED	Thu 9 Feb'17

CLICKING “YOUR JOBS IN PROGRESS” GIVES YOU THIS VIEW

Click the job ID number on the left hand side to display the job page.

Jobs

Filter: Status = Accepted | Extracting return package

Export Columns (XLS Format)

Export Columns (CSV Format)





ID	Description	Type	Source	Target	Status	Deadline
2305431	Test translation EN-DA	Translation	English-United Kingdom	Swedish-Sweden	ACCEPTED	Thu 9 Feb'17

CLICK “FINISH JOB” AT THE TOP OF THE PAGE

Translation project
Job ID 2305159 • **SUPPLIER IS ASSIGNED**

Download ▾ Create new dialogue Termbase ▾ Finish Job

Job Information

Job type Translation	Target language  Danish	Company relation -	Project manager 	Project manager - S... rberg
Description Translation project	Work area Marketing - General	Deadline (CET/CEST) Tue 31 Jan 2017 11:00		
Source language  English-United Kingdom	Company  LanguageWire ... /SRM	Total words 256		

IT GIVES YOU THIS VIEW WHEN WORKING IN PROJECT PACKAGES

Finish Job: 2305439

Finish job by uploading a return package ● Finish job by uploading target files and a TMX file ●

Upload return package ●

Drag and drop files here

Add File...

You have two ways of finishing the job, depending on if you are working with project packages or not.

You can work with project packages for LanguageWire in case you have SDL Trados Studio 2011 or a newer version. If you have an older Trados version or any other CAT tool, you have to select the second option and deliver target files and a TMX file.

FINISH JOB BY UPLOADING A RETURN PACKAGE

Finish Job: 2305439

Finish job by uploading a return package ● Finish job by uploading target files and a TMX file ●

Upload return package ●

Drag and drop files here

Add File...

1. Upload your return package by clicking “Add File” or by using the drag and drop function.
2. Naming of the return package:

We always name source project packages and return packages according to this pattern:
The job number followed by _pp.sdlrpx.
Example: 2178817_pp.sdlrpx

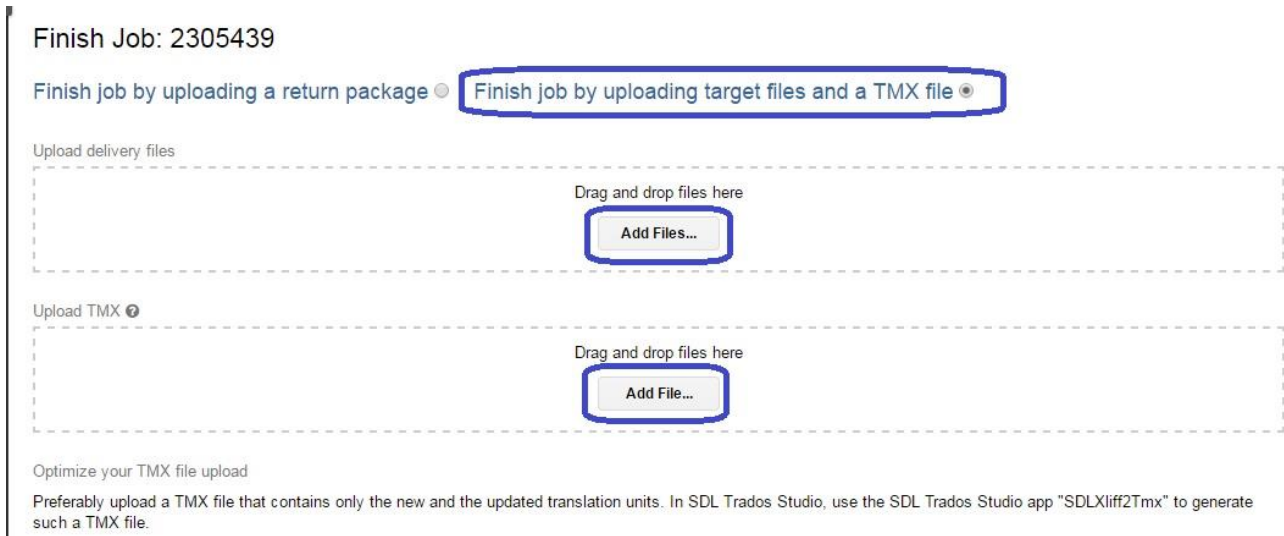
Add the target language and the job type suffix, like (eng)(t) (= English, translated) to the return package, but you should never change the job number that the return package starts with, nor the ending which always is: _pp.sdlrpx

Our system needs the job number at first and the _pp.sdlrpx at the end for a successful import.
Example on proper naming of a return package:
2178817_pp(eng)(t)(p).sdlrpx

If you don't add any language or job type suffix to the return package, and you return it named exactly as when you downloaded the source project package, it is also very fine and the system accepts it.

FINISH JOB BY UPLOADING TARGET FILES AND A TMX FILE

If for some reason you will not deliver a return package, you still have the opportunity to upload a TMX and target files as seen below.




Finish Job: 2305439

Finish job by uploading a return package **Finish job by uploading target files and a TMX file**

Upload delivery files

Drag and drop files here

Add Files...

Upload TMX 

Drag and drop files here

Add File...

Optimize your TMX file upload

Preferably upload a TMX file that contains only the new and the updated translation units. In SDL Trados Studio, use the SDL Trados Studio app "SDLXliff2Tmx" to generate such a TMX file.

If project packages are not activated on the job, the finish job page will look like this.

Finish Job: 2305302

Upload delivery files

Drag and drop files here

Upload TMX 

Drag and drop files here

Click “Add files” under “Upload delivery files” and upload the target files. Click “Add file” under “Upload tmx” and upload the tmx file. In whichever CAT tool you are using, export the TM in TMX format. We only accept TMX uploads.

NAMING OF TARGET FILE(S)

When you deliver your target file(s), please make sure that the target language is specified (e.g. Eng. for English) in the filename and that you add (t) (= translated), e.g.:

Source document: filename.doc

Target document: filename(Eng)(t).doc

COMMENT

Here you can write a courteous comment for the client and the project manager about the translation.

Attention! Please note that your comment is visible to the client (and to the proofreader, in case the job contains a proofreading step as well). If you are the proofreader, please note that the translator will see your comment on his/her “implementation of proofreading job”. Therefore, please express yourself with care, especially if you have some negative remarks. If you want to write a message about this job for the project manager only, please use the dialogue system.

Comment (will be visible for customers)

ADD TERMS

You are encouraged to add terms. The project managers regularly collate these terms and ask the client to approve them.

Add Terms

English-United KingdomDanish

✖

CLICK “FINISH JOB”

The “Finish Job” button is not clickable until you have confirmed that you have carried out a number of quality steps. The job is not finished until you have clicked the “Finish Job” button. When you have done so, the project manager and the client receive an email stating that the job is finished. They will be able to see and download your target files, TMX, comment and terms. At the bottom of the page, you can see the source files, just so you can double check that you are indeed uploading the correct files as target files.

I confirm that I have:

1. run a spell check and a quality check with a QA tool
2. proofread my translation against the source and checked for omissions
3. made a final check of the clean target file (if the file format allows)
4. uploaded an updated TMX file (if applicable)

The system will automatically send this finished job to your payment overview page. You will find this finished job under the header “Jobs to be paid”. Please read the file “Getting paid” for more information.

Thanks for your attention.

Supplier Relations

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