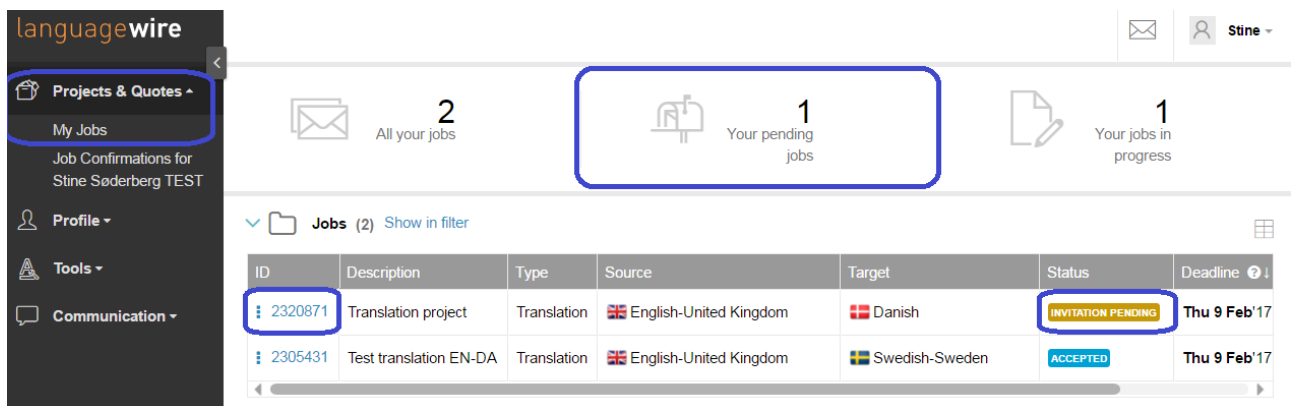


QUOTING ON A JOB

You receive an e-mail (and a text message if you have selected this option) from our system informing you about a new job.

- Log in
- Click “Your pending jobs” in the top menu. You can also access your job invitations from the menu on the left hand side, by clicking on “My Jobs” or from the list of jobs on the front page.



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

- Click the ID/job number:



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


- **Please read the briefings, open the source file(s) and check that this job is a good fit for you.** You should click “**Decline job**” if this job is not within your areas of expertise. You need to read, understand and follow the briefings, should you accept the assignment.
- For most jobs you will see three buttons when you are invited to a job. They are “**Accept Job**”, “**Quote on Job...**” and “**Decline Job**”. If you click “**Accept job**”, the job will auto start as soon as you have clicked this button. This means that the job is yours. If you click this button, it means that you accept the Jumpstart price and the deadline that the project manager is offering you. You cannot then change the deadline or the rate afterwards.

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

Download ▾

Accept Job ▾
Quote on Job...
Decline Job

Job Information

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

- If you click **“Quote on Job...”**, you can view the suggested “jumpstart” price and set your own rate and your deadline.

Quote on Job

Jumpstart price: 25 EUR

Price*: EUR

Deadline (CET/CEST)*:

Comment

Cancel **Quote on Job**

- For other jobs you will only see two buttons – **“Quote on Job...”** and **“Decline Job”**. This goes for jobs where the price that we suggest is 0 euro, for example for test jobs.
- If you click **“Decline job”** the job will be declined immediately, and the project manager will be notified that you have declined the job and the PM can invite another translator to quote on the job.
- If you have any questions, please contact your LanguageWire Project Manager. You will find a link to his/her profile at the top of the job page.
- Under **“Conditions”**, you will see all the details about the job once it is yours. “Price” refers to the price you will receive for the job. “Jumpstart Price” refers to the price we suggested to you for this job.

Conditions (1)

Price ↑	Deadline ?	Comment	Submitted ?	Accepted ?
25 EUR	Tue 31 Jan 2017 11:00		Thu 26 Jan 2017 11:23	Thu 26 Jan 2017 11:23

- You can always display all your jobs and their status by clicking the “LanguageWire” symbol in the top left-hand corner. Here you can see “My Job Invitations”, “My Jobs with quote”, “My jobs in progress” and “All my jobs”.
- “All my jobs” – here you can sort your jobs under different parameters. You can click on the different headers and sort accordingly.
- Column manager:** you can set the rules for what information you want to display on the pages. It looks like this:

Export Columns (XLS Format) Export Columns (CSV Format)

ID	Description	Type	Source	Target	Status	Deadline ? ↓	Word
2305159	Translation project	Translation	English-United Kingdom	Danish	SUPPLIER IS ASSIGNED	Tue 31 Jan'17 11:00	

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- On the job page, you can see the Job type briefing and Job briefing. If you click on “**View all**” you can see the General company briefing.

Job type briefing

Briefings & Reference material

-It is mandatory to read the below:

Job briefing, general company briefing, TM briefing which can be found under Show more details. Please also download and make use of any available reference materials

- Should you note any contradictory information, the job briefing from the PM contains the most accurate information. If in doubt, contact PM... [Read More »](#)

Briefing

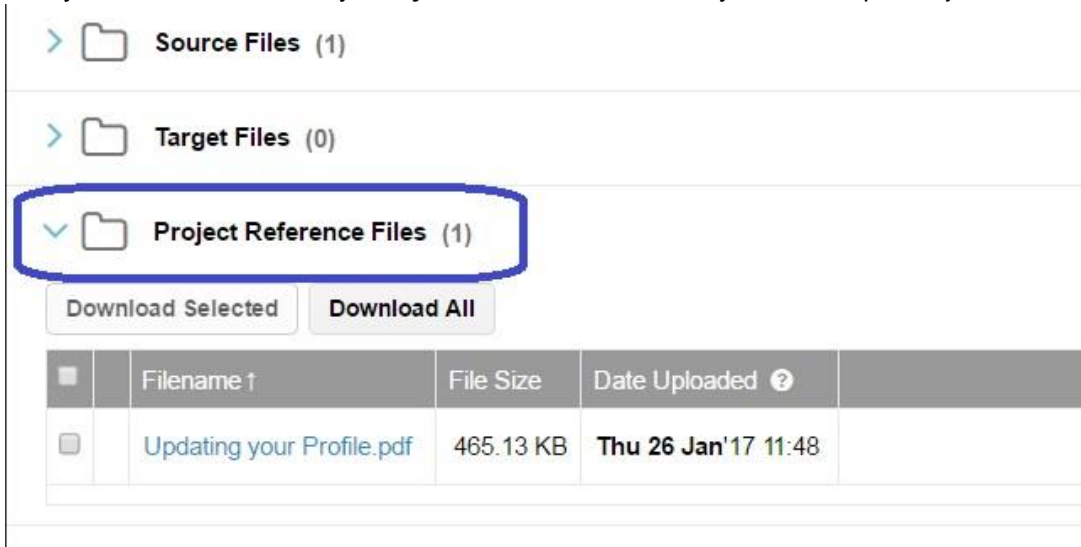
Hello,

Please translate this file.

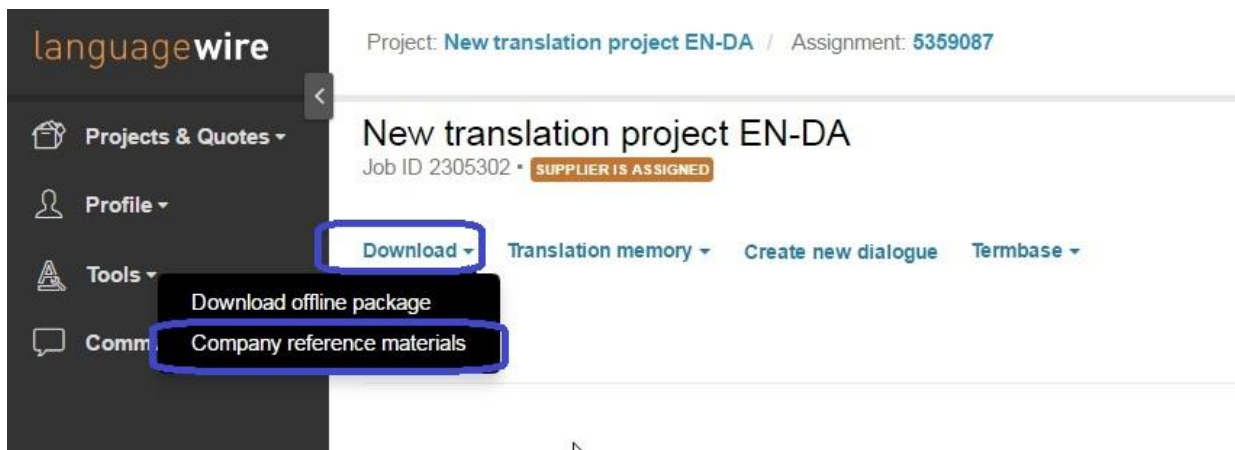
Thank you.

[View all](#)

- Always check if there are any **“Project Reference Files”** for you on the specific job:

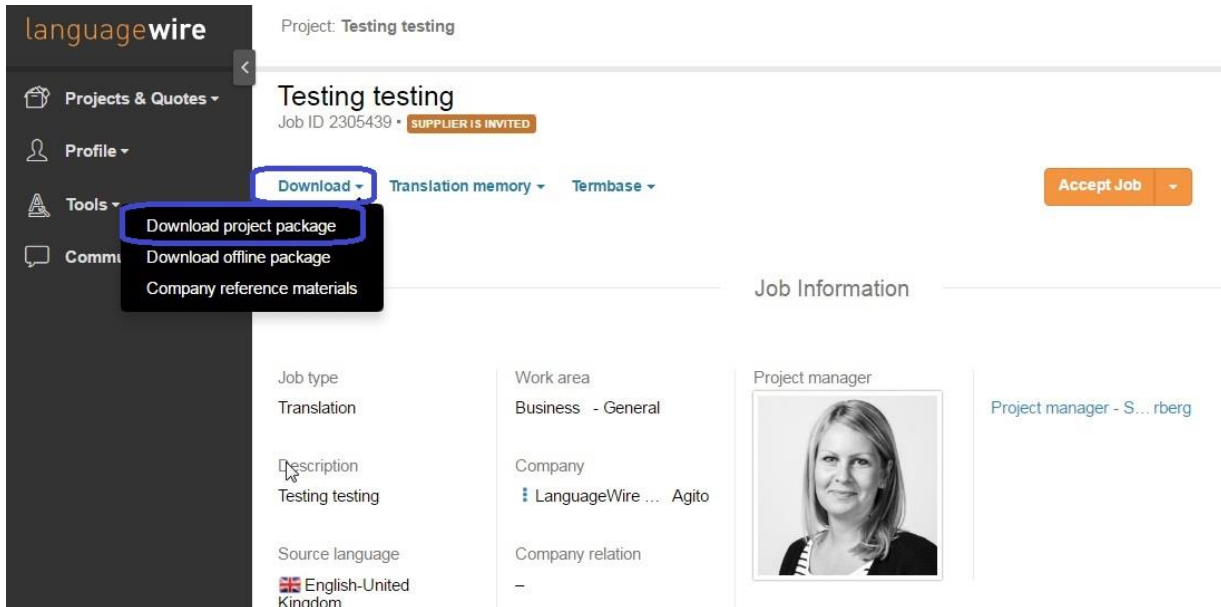


- Do also check if there is any **“Company Reference Material”** available. This material does not refer to this particular job, but is general information from the client. You can find this at the top left of the page by clicking on “Download” as seen below.



PROJECT PACKAGES

On most of our jobs, you can download a project package that contains the source files, project reference files, terms and the translation memory. You can only make use of this project package if you are working in SDL Trados Studio 2011 or later versions of Studio. This project package becomes available when the job is yours. This means that you can't see the project package when you are quoting on the job. To download the project package click the **"Download"** button at the top of the page and **"Download project package"** as seen below.



The screenshot shows the LanguageWire interface for a project titled "Testing testing" (Job ID 2305439). The "Download" button is highlighted with a red box, and its dropdown menu is open, showing three options: "Download project package" (highlighted with a red box), "Download offline package", and "Company reference materials". The interface also displays job information such as Job type (Translation), Work area (Business - General), Project manager (S... rberg), and Source language (English-United Kingdom).

Saving the project package on your computer:

SDL Trados Studio will probably suggest saving the project package and the return package in the folder where you last saved them. We recommend that you save the project package, and later the return package, locally on your computer under the job number and the client company name.

How you should name 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)`, 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.

DIALOGUE

You can send a message to the project manager or to the client and project manager once the job is started and it is yours.



Click on “**Create Dialogue**” and see who are the Mandatory recipients. You can click on Optional participants to see whom else you can add. You can upload a file and include it in your message.

There is a separate user guide for “Sending a dialogue message”

SELECT “PARTICIPANTS”:

CLIENT

Does your message concern the end client? Do you need answers on terminology or other company-specific questions? If so, you are welcome to include the client. Please always write in a courteous manner. The project manager is automatically copied in.

PROJECT MANAGER

If your message concerns payment, or extending the deadline, or other job-specific questions, please only send it to the project manager

PROOFREADER/TRANSLATOR/DTP

If you need to tell someone else in the job team something or ask them a question, you can add the other suppliers working on the same job. If you need to extend the deadline or if you are already delayed, please also add in your other team members (e.g. the proofreader, DTP) so they are aware of the delay. They will have scheduled the work for a particular time slot and it is annoying to be left waiting for a file from a team member.

USEFUL INFORMATION

For some translation jobs, we have a proofreader (“Full Service”), for other jobs, it is a “Direct” assignment and the customer receives the file as soon as you finish the job on our platform. For both types careful proofreading before the delivery by the translator is essential. Make sure to write a short and clear delivery comment as both the customer and the project manager read it unedited. In most cases, a **LanguageWire Full Service** assignment calls for a proofreading implementation step. The translator gets the proofread file(s) back for a last acceptance or rejection of the proofreader’s corrections. The translator is in charge and has the final responsibility for the text. The translator makes sure that the files are in a perfect state before delivery, also by making a final check of the layout, spelling, grammar, style, flow and omissions. The file(s) must be 100% complete and ready to implement by the client.

RECEIVING AN ASSIGNMENT

You don't need to log in and check if there are any jobs for you. The system informs you about it. You always get a system e-mail asking you to log in and place your quote. If you don't hear from us, it is because we don't have any assignments to offer at present.

Any questions, please let us know.

Best regards,

Supplier Relations

supplier@languagewire.com