

Manual Submission

Please populate general submission information, set language directions and upload files for translation.

1. General Settings

Name:

Project: Due Date:

Claim Level: Priority:

Project Manager:

2. Language Details

Translate From:

Translate To:

3. Source Files Upload

Drag & Drop

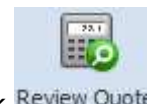
Batch Name	Workflow	Batch Due Date	File Count	Word Count	Lang

Reference Files Save Cancel

Create Submission

1. On the Dashboard select folder "Templates"
2. Choose Template and click Button "Create from template"
3. Enter the General Settings – submission **Name**, select the **Project**, **Due Date** and add **Instructions**.
4. Select the **Language Details** - choose the source and target languages.
5. Browse and upload source files.
6. Enter **Custom Fields** and upload **Reference Files** if required.
7. Click "**Save**" **Submission**. Your Submission shows now in the folder "On Hold"

Review quote



1. On the dashboard select a submission and click **Review Quote** under the **submit** tab.
2. Choose the batch and languages you want to review and click **Proceed**.
3. For each language, review the quote, select the vendor and click **Next**.
4. Once all languages are reviewed click **Accept Quote**.

Review Quote

Batch1

globalvendor1

Step 1 of 1: Review Quote

Select All Download All Quotes Quick Quote

English (United Kingdom) → German (Germany) - 88.00

translation - 88.00 EUR

PO Number:

Apply To All Batches:

Leverage Statistics:

Gold: 0 words @ 0 EUR/word = 0.00 EUR

100% Match: 0 words @ 0 EUR/word = 0.00 EUR

No Match: 275 words @ 0.2 EUR/word = 55.00 EUR

Repetitions: 0 words @ 0.1 EUR/word = 0.00 EUR

75% - 99%: 0 words @ 0.15 EUR/word = 0.00 EUR

Line Items:

DTP: 1 Hours @ 25 EUR/Hours = 25.00 EUR

PM: 10% = 8.00 EUR

English (United Kingdom) → French (France) - Auto

Accept Quote Cancel

Active **Completed** Templates Archived

submit manage

Download Deliverable Download Source PM Notes Deliverable Collateral

GlobalLink Project Director

Filters Submission Name No filters applied Clear Save Filter My Submissions

Submission	Submission	Parent	Source Language	Owner	Date Started	Due Date	Project	Workflow	Phase	Date Completed	Progress Bar	Submitter
000057	Test 1		English (United King...	client Su...	Feb. 26, 2014 17:38	Mar. 07, 2014 00:00	Base	Comple...		Feb. 26, 2014 1...	100%	client Submitter1

Page 1 of 1 Refresh

Preview

Language Pair	Word Count	Workflow	Awarded Vendors	Phase Name	User name	Phase Due Date
en-gb=de-de	275	translation		translation	support	Mar. 07, 2014 00:00
en-gb=fr-fr	275	translation		translation	support	Mar. 07, 2014 00:00

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Download Deliverable

1. On the dashboard click **Completed** under Workflows.
2. Select the submission you want to download and click **Download Deliverable** under the **manage** tab.
The Download Deliverable dialog box appears.
3. Select the batch and/or target language(s) you wish to download and click **OK**.
A notification appears.
4. Click the here link to open or save the final deliverable.
Note: The larger the files, the longer it will take for the pop-up box to appear. However, you will receive an email with the link to download the files as well if you have enabled the "Resources are ready for download" checkbox in **Preferences > Notifications**.

Supervisor Review

1. Klick on "Claim Supervisor Review"
2. Select the languages you want to review
3. Open the files by clicking on the name
4. Review the changes made by the country
5. When you are finished reviewing the file, it can be promoted to the next workflow phase or demoted back to the translation phase:



- a. Click **Complete** on the File tab to mark the file as complete and promote it to the next workflow phase.



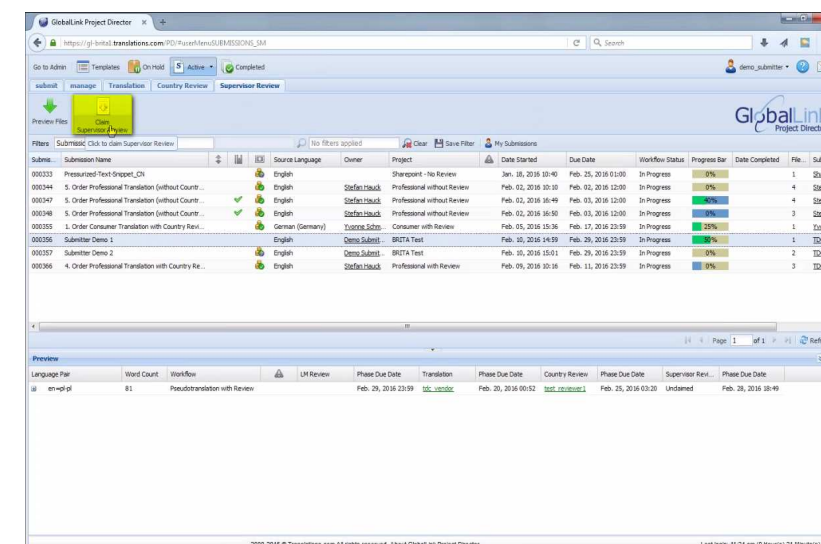
- b. Click **Save** and then **Close** to save and close the file without marking it as complete. This allows the file to be demoted in the next step.

6. Click one of the following to promote or demote the reviewed file:

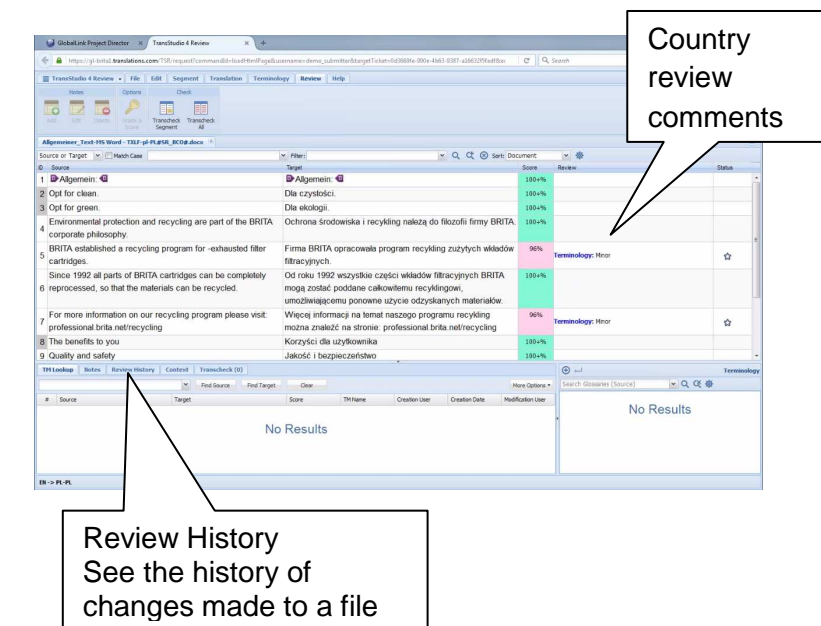
- Click **Complete** to mark the file as **Completed** and move it to the next phase.
- Click **Back to Country Review** to demote the file to the translation phase.

The Review dialog box closes, and the reviewed file is promoted to the next phase or demoted to the previous one according to the button clicked.

1.Step



2. Step



3.Step

