

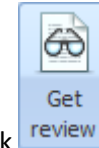
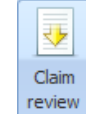
The screenshot shows the 'review' interface. At the top, there is a 'Claim review' button and a 'Preview Files' button. Below this is a search bar and a table of submissions. The table has columns for Submission ID, Submission Name, Owner, Date Started, and Project. Below the table is a 'Preview' section with a table showing details for a specific submission, including Language Pair, Word Count, Workflow, Phase Name, and Phase Date.

Submission...	Submission Name	Owner	Date Started	Project
000007	Test 5	support Admin	Aug. 14, 2015 12:15	GlobalBase
000189	Test 2	submitter_client	Aug. 09, 2015 08:30	GlobalBase
000215	Test 1	superuser Admin	Aug. 10, 2015 15:41	GlobalBase

Language Pair	Word Count	Workflow	Phase Name	Phase D
en-gb-es-la	331	trans-review-review2	review	Aug. 22

Claiming Submissions

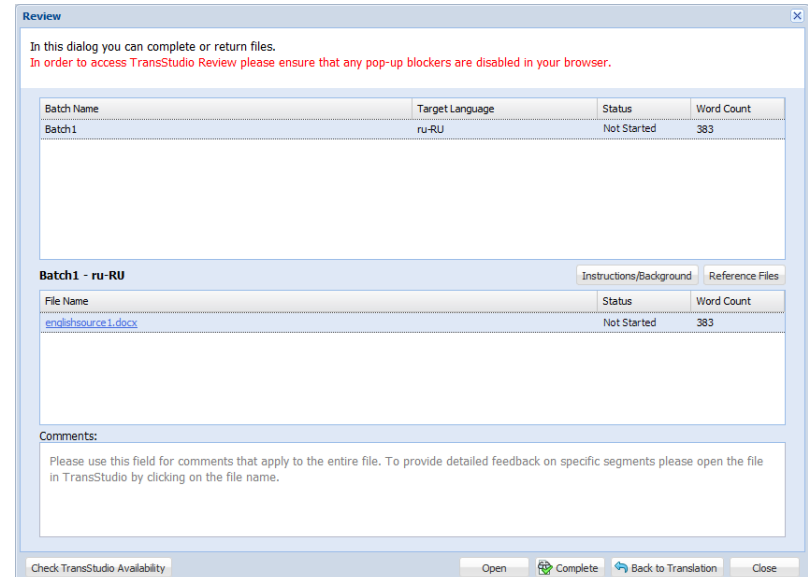
1. On the dashboard, select a Submission in the **Available** folder.
2. Click Claim review.
The Claim review dialog box appears.
3. Select the Batches you want to review and click **Claim review**.
The Review dialog box appears and the Submission moves to the Inbox folder.
4. To open the Submission from the **Inbox** folder, select the



Submission and click

Opening Files

1. Select the Batch you want to review in Status **Not Started**.
The files within the Batch appear in the panel below. The first file in the Batch with Status **Not Started** will be automatically selected.
2. Click on a file name to open the file online or select it and click .
TransStudio Review opens.




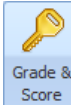
The screenshot shows the 'Review' dialog box. It contains a table for batch information and a table for file information. Below these tables is a 'Comments' section with a text area for feedback. At the bottom, there are buttons for 'Open', 'Complete', 'Back to Translation', and 'Close'.

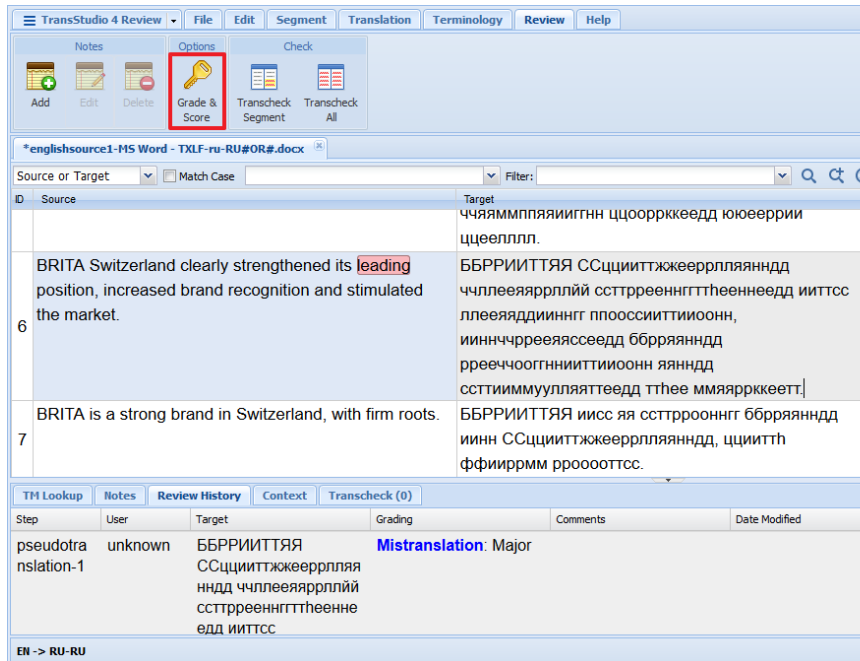
Batch Name	Target Language	Status	Word Count
Batch1	ru-RU	Not Started	383

File Name	Status	Word Count
englishsource 1.docx	Not Started	383

Comments:
Please use this field for comments that apply to the entire file. To provide detailed feedback on specific segments please open the file in TransStudio by clicking on the file name.

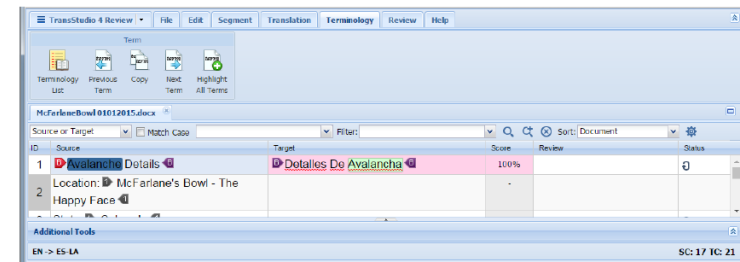
Reviewing Files

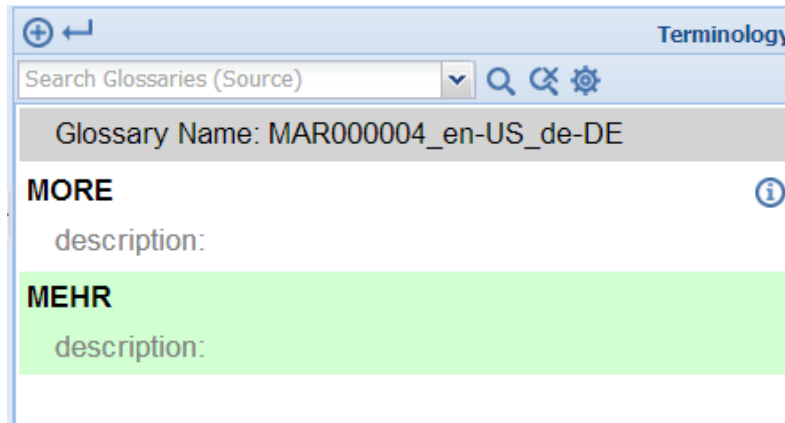
1. Review the translated segments.
2. Enter the translation in the target segment.
The target segment appears in a pink background.
Note: The color code is dependent on the Preferences set up for the project.
3. Click  on the **Translation** tab dashboard or press **Alt+↓**.
The translated target segment is saved to the TM and the cursor moves to the next segment.
Note: The TM is not leveraged or updated if **Enter** or **Tab** is pressed or if another segment in the Translation panel is clicked.
4. After translating all the source segments, click **Commit All** or press **Ctrl+Alt+End** to update the TM. If **Alt+↓** was used to navigate segments, the TM is updated dynamically.
5. Click  to enter **Grading and Scoring** on the Review tab for any changed segments.
The grades and scores will appear in the Review column.



Using Glossaries

1. To view all glossary matches, click the **Terminology** tab.
2. Click **Highlight All Terms**.
The glossary matches appear. If a term from the glossary exists in the source segment, it is highlighted in light pink. Matched terms in source and target selected segments appear in light green.
Terms matched in the active segment appear in the Terminology window.
3. Hover over the glossary term in the segment with the mouse to view the source and target terms and the glossary name as shown.







Using the Terminology Dialog

The Terminology dialog box appears within the **Reviewer** view. If a glossary list is connected to the translation, suggestions for possible matches are provided.

To view more information about a glossary match:

1. Click the **Information** icon (). The glossary name appears, with the term as it appears in the source and the target, and its description (if entered.)
2. To return to the list of matches, click **Reset** ().

Viewing Tags

To view tags from the **Translation** tab:

1. Click the **Translation** tab.
2. The file appears under the **Translation** tab.
If tags exist in the source segment, they appear in purple.
If they are formatting tags and gray for non-formatting tags. The first tag in a selected segment appears in red.
The tags in the source segment are highlighted.
3. Mouse over a tag to view the tool-tip information as shown in the example to the right.
The text as it appears in the tag is shown in the following tool-tip snippet.

```
<fontFormat color="255#255#255#255" highlight="0#0#0" name="Arial" size="7.5" back
```

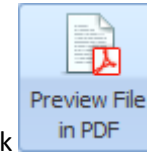


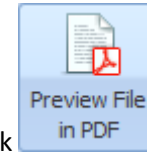
Note:

Tags should not be edited or deleted. Refer to [Configuring Tags](#) for more information on tag preferences such as mode, representation, and font size.

Previewing File in PDF

1. When you are finished reviewing the file, it can be downloaded as a PDF for a final review.



2. Click  on the File tab. The target segments appear in PDF format.

The screenshot shows the TransStudio 4 Review interface. The 'File' tab is active, and the 'Preview File in PDF' button is highlighted with a red box. The main window displays a translation table with source and target text. Below the table, the 'Review History' tab is visible, showing a list of review steps with columns for Step, User, Target, Grading, Comments, and Date Modified.

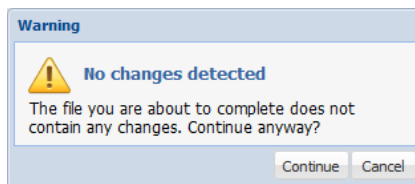
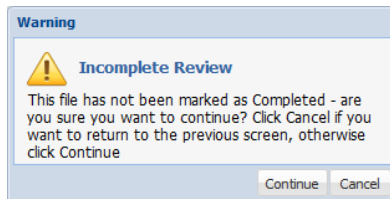
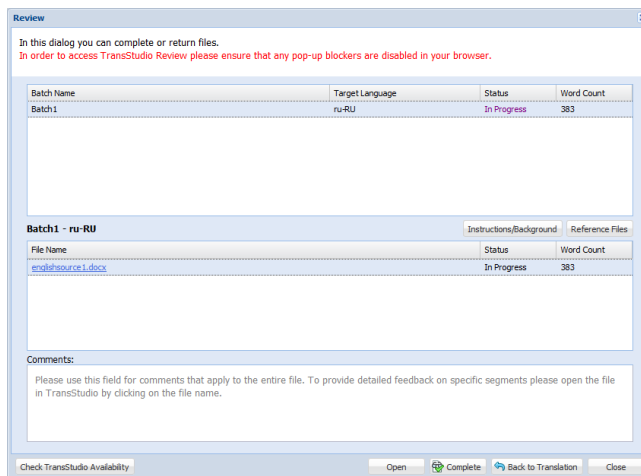
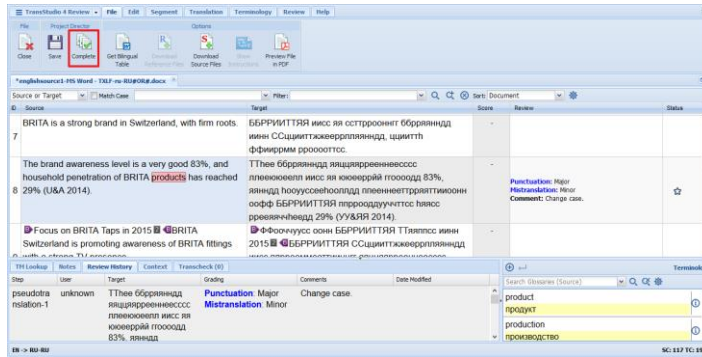
Step	User	Target	Grading	Comments	Date Modified
pseudotra nslation-1	unknown	ТТее ббрыяндд яяцяярреенеессс ллееюеелл иисс яя ююеррий ггооодд 83%. яяндд	Punctuation: Major Mistranslation: Minor	Change case.	

Editing Files

Translated files can be edited by the reviewer, as needed, to modify a translation before grading and scoring in the Review process.


Most editing of files is done through the **Translation** tab.



Important: Changes should be done in the target column directly and not added in the comments. The comment only should clarify the change, not contain the changes themselves.



Completing Review

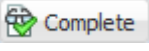
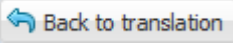
- When you are finished reviewing the file, it can be promoted to the next workflow phase or demoted back to the translation phase:

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

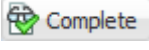
- Click  **Save** and then  **Close** to save and close the file without marking it as complete. This allows the file to be demoted in the next step.


You are returned to Project Director, where the Review dialog box is open, as shown in the screenshot.

- Enter general **Comments** (Optional) in the Review dialog box.
- 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 translation** 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.

Note: If  **Complete** is clicked in the Review dialog box for a file with an **In Progress** status (i.e., saved in TransStudio Review but not completed), a warning appears. Click **Continue** to mark the file as Complete and promote it to the next phase, or press **Cancel**.

If  **Complete** is clicked in the Review dialog box for a file with a **Not Started** status (i.e., not saved or completed in TransStudio Review), a warning appears. Click **Continue** to mark the file as Complete and promote it to the next phase, or press **Cancel**.