



# WordSynk Translation Quick Guide

#### **Login Screen**

#### login.wordsynk.com

Enter your unique user name and password.



#### **Dashboard**

Once logged in, you will be brought to the dashboard where you can select your language services, in this case it would be Translation.

WordSy	'nk
Profile	
nterpreting	
Translation	
Support	

## How to create a project

#### **1.Create New Project**

To create a new project, go to Projects and click Create a New Project.

S WordSynk	Create a New Project
Projects ^ Create a New Project	Project Name
View Projects Calendar View	Purchase Order Reference
Translation Tools 🛛 🗸	
Messages	Cancel
Notifications 80	

## 2.Details

Complete the sections in the form.

S WordSyn	<b>(</b>			
		Create a New Project		Specialism
Projects Create a New Project		Project Name		Selecting the subject matter will help us find
View Projects Calendar View		Purchase Order Reference		for this project, in most cases, Generic / Universal
Translation Tools		Specialism		should be selected.
Messages		Cancel	Continue	
Notifications 80				
Feedback				
Support				

## **3.Your Project Details**

Complete the details for the project and press continue. This section will only be available for users who have specific project reference requirements. It will not be visible for all users.

🛞 WordSyr	nk		
		Add Your Details	
Projects	~	Project Details To Be Added 4>	
		Case Number	
Translation Tools	~		
Messages		Excluded Case Numbers	
Notifications 80		Urgency *	
		UT3	
Feedback		Document Classification *	
Support		Official	
		Security *	
		S1 (Basic Clearance)	

#### **4.Upload Files**

You can drag and add any text and audio files here.

<b>S Word</b> Synk	Upload Files		fe de	ciuding addition aturing extra de esign files can a don't forget to t	tail documents tail, glossaries, Ilways help tick them as	
Projects Y			'R	eference' here		
Translation Tools 🛛 🗸	ආ Drop files he	ere to upload				
Messages	🛃 Add fi	iles				
Notifications 80						
Feedback	File Name	O Source	Reference	- 1		
	Test project.docx	<ul> <li>Source</li> </ul>	O Reference			
Support		$\sim$	T Delet	e Files		
					Source	e Tick Box
	Back	Co	ntinue		Remembe	r to tick the
					items you w translated/tra	ish to have Inscribed in
					the 'Sour	rce' column

**Reference Tick Box** 

When your files have been uploaded successfully, they will appear under 'File Name'

# 5. Select Languages

Target Language(s)	'nk		0	
Enter the language(s) you		Select Languages	0	Source Language
wish to translate into. Common language	~	Source Language	~	Enter the current language of the files
the top.	~	Target Language(s)	~	uploaded here. Common language suggestions will
Messages				appear at the top.
Notifications 80		Back	Continue	
Feedback				

#### **6.Select Services**

Projects	~	Recommended services have be	en pre-selected for yo	u by our Al recom	mendation service.			Al Recomm
Translation Tools	*	Files	Transcription	■ Translation	Proofreading	In-House Review	■ Typesetting	S
Messages		English (United Kingdom)>Free	nch (France)					recomme ser
Feedback		Test project.docx						recommend to give you
Support		English (United Kingdom)>Pol     Test project.docx	ish (Poland)					These do not be chosen,
		<				Cartinue	×	tick ar service

## 7.Summary & Submit

Review your requirements and click submit.

Projects 🗸	Project Number	Get Your Quote		
Translation Tools 🛛 🗸	Project Name Test project	Special Instructions	0	
Messages	Purchase Order Reference	No special instructions needed		If required, add any
Notifications 80	Specialism Generic / Universal	Quotation Required By	) 🛍 O	additional instructions before submitting your
Feedback	Project Manager Name	Immediate go-ahead, no quote required		project
Support	Source Language(s)	Desired Project Delivery	<b>m</b> o	
	Target Language(s) French (France), Polish (Poland)	Add-on Services		
		Use Highly Secure Translation	curity settings applied. This means that your content entire translation process.	
		Use In-House Sourcing	n Network	
Logout		lack	Submit Project	

#### **Quotation stage**

#### **Accept or Decline Quotes**

You will receive a link in your email notification to review your quote before we can progress with the project.

S   WOI US yilk	Track & Collect						
rojects ~	Project Name		Project Number		Qu	ote Required By	
ranslation Tools 🛛 🗸	TW Testing1 Desired Project Delivery Date		11340 Project Manage	r Name	27/ Pro	03/2019 14:00:00 ject Manager Phone Number	
essages	05/04/2019 13:30:00 Specialism		TechWave Opera	ations (s)	Tar	get Language(s)	
otifications 82	Generic / Universal		English (United I	Kingdom)	Fre	nch (France)	
	and the fact and a second						-
upport	Progress	0	Download Quotati	n 5340 🎿		copted	•
upport	Progress	•	Download Quotati	an 3340 🎿		scepted	°
jupport	Continue Sal prevente  Progress      Progress      Production Sal prevente      Prevente Couldation      Workfleer Complete	Evaluation Find Users	Download Quotatio TM Analysis Translation	Word Court Analysis TM Cleanup	Quere Task PM Check	Quete Acceptance Collect File	•

## Track project status

#### **Project Progression**

In the **Projects** section you can see the progress of each of your projects in the Status bar.

eate a New Project	All Billing Account	nte		All Users					
ew Projects	Project Status		~	Project Number		Proj	ject Name		
nslation Tools 🛛 🗸	Created Date Fro	m	Created De	ate To	Required By From		Requires	d By To	
								0.00000.000	
essages		Clear		Search My Proj	ijects		2	Search	
tifications 82		Clear		Search My Proj	ijects			Search	
ssages tifications (82) Hoback	Actions	Clear Number ~	Name	Search My Proj Billing Account Company N	ijects lame C	reated	Required By	Search Status	Gone Ahead
dback	Actions	Clear Number ~ 11342	Name TW Second Proj	Search My Proj Billing Account Company N WordSynk Company	lame C 26/03/2	rested 019 12:23:04	Required By 04/04/2019 18:30:00	Status In Progress	Gone Ahead
ssages lifications (82) kdback opport	Actions © © © ©	Clear Number - 11342 11340	Name TW Second Proj TW Testing1	Billing Account Company N WordSynk Company WordSynk Company	iame C 26/03/2 26/03/2	rested 019 12:23:04 019 08:13:22	Required By 04/04/2019 18:30:00 05/04/2019 14:30:00	Status In Progress In Progress	Gone Ahead

## How to collect a project

#### Collect Files

The link in your email notification will bring you to this page where you can collect your project.

**Download all files** Click here to download a large number of files as a single zipped file

#### Download a single file

Click here for a quicker download of single projects

