

Create a Job and a Project

September 2018



Create a job and a project

Create a job

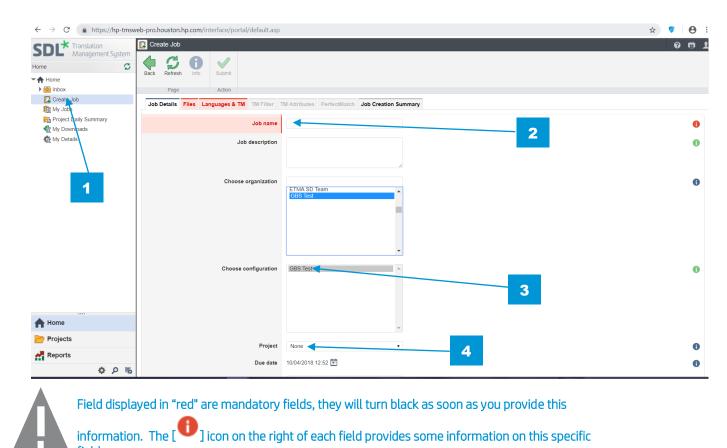
Locate the files to be included in the job. If there are several files, place them in a single zip file to make file selection easier. Remember that all files in a job must be in the same language.

1. Click the **Create Job** option under the **Home** menu.



If the Create Job menu is not display on your Homepage, go to the Setup menu, select another organization from the drop-down menu, and reselect the correct organization. Switch page to your Home page, the Create Job option should now appear.

- 2. Enter the name of your job (the name should be unique and meaningful)
- 3. Select a configuration (if more than one is available)
- 4. If you wish to assign a due date to each task in your workflow, make sure to select **Create new project** or an already created project name from the drop-down menu under **Project** (see Project section below).

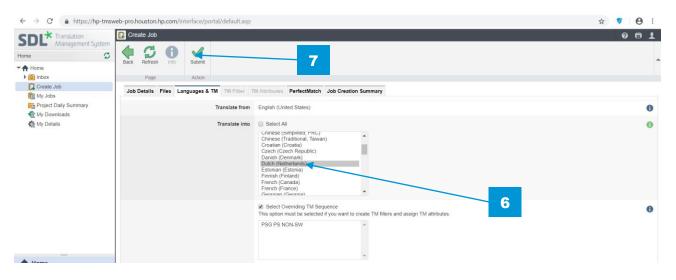


field.
5. At Choose files part, drop or click to select the files to upload (Remember that all files

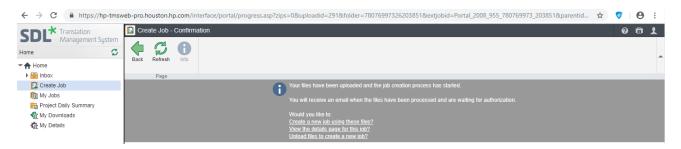
in a job must be in the same language. You may also upload a .zip file).

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- 6. Select your target language(s) from the list of languages available for your configuration. You may select them all at once with the **Select All** check box.
- 7. When all information is entered in required fields, click the **Submit** button



When the files have been uploaded and the job creation process has started this message appears:



<u>NOTE:</u> You can create a new job with the same files already uploaded by choosing the **Create a new job using these files** link.

If you choose to select the **View the details page for this job**, you will see the details of your job, eventually the system steps, and will then be able to authorize your job.

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You may also click **My job** menu (on the left navigation column) to see your job status summary and the job that are pending authorization.

Create a project / Assign your users

While creating your job, if you have selected the option **Create a new project** (under the Project field), you will now be able to assign a due date to each task on your job workflow and to eventually assign new users to these tasks.

- 1. Click the **Projects** menu option.
- 2. Select the Project name you wish to work on.
- 3. You now have the ability to **Schedule Steps** or **Assign Steps**.

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Schedule Steps

The **Schedule Steps** window allows you to assign a due date to each stage in the workflow (instead of a single due date for the entire job), as well as reminders to be sent to your users.

- 1. On the **Schedule Steps** page, for each stage you will be able to schedule a due date, by clicking on the calendar icon [
- 2. Select the due date for this step and click the tick sign at the top of the pop-up window.
- 3. When all required due dates have been entered, click the **Submit** button to save your changes.

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Assign Users

The **Assign Steps** window allows you to assign or reassign a different user to each stage available in your workflow.

1. On the **Assign Users** page, for each stage you will be able to change the assign user, by clicking on the Assign Tasks or Assign Users button at the top of your browser.

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