



# 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.*

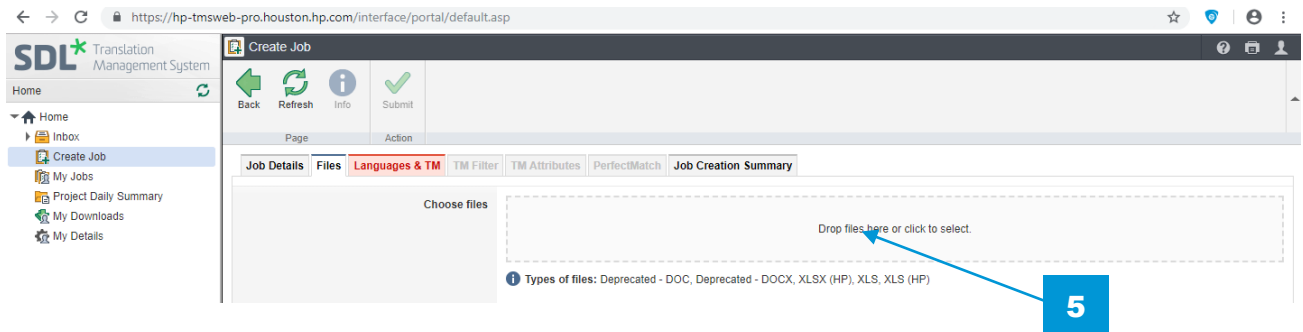
2. Enter the name of your job (the name should be unique and meaningful)
3. Select a configuration (if more than one is available)
4. If you wish to assign a due date to each task in your workflow, make sure to select **Create new project** or an already created project name from the drop-down menu under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



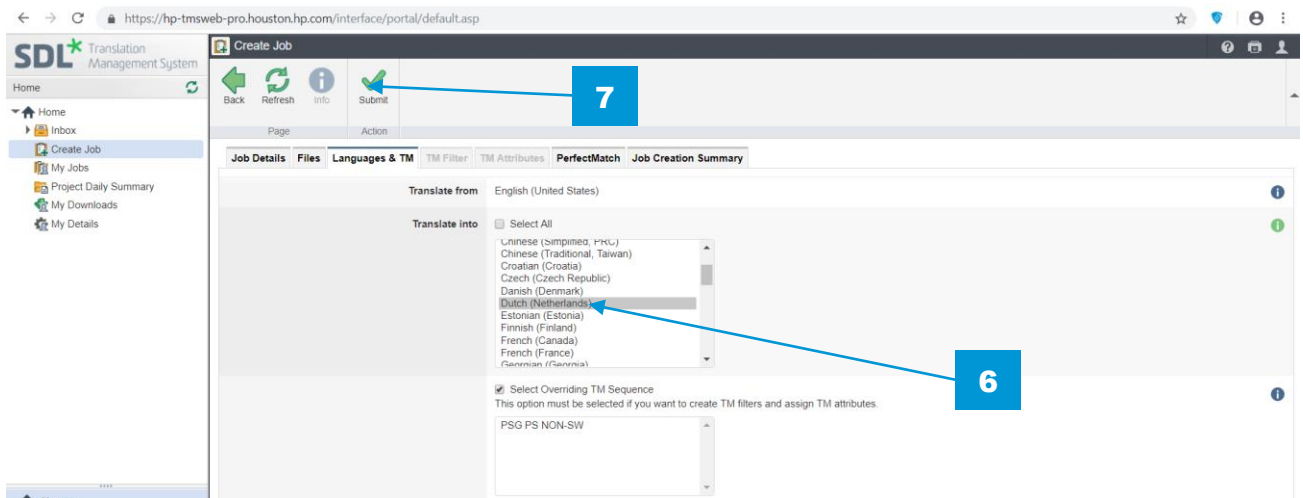
Field displayed in "red" are mandatory fields, they will turn black as soon as you provide this information. The [  ] icon on the right of each field provides some information on this specific field.

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).

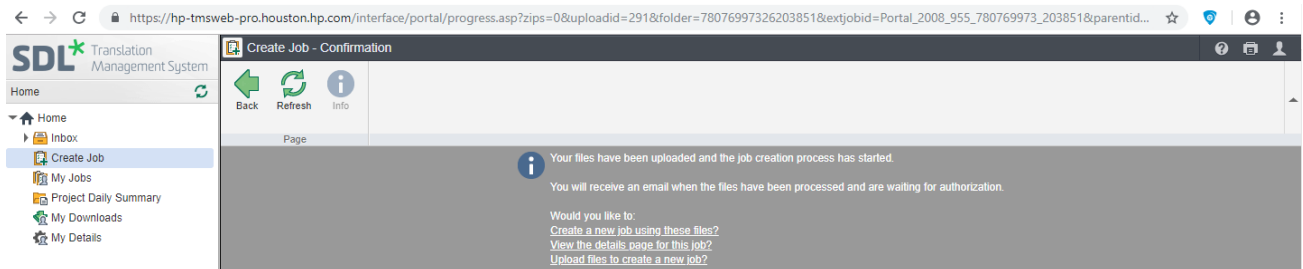
## Create a Job and a Project



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:



**NOTE:** 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.

## Create a Job and a Project

The screenshot displays the SDL Trados Studio interface for a job titled "GBS Test". The left navigation pane includes links to Home, Inbox, Create Job, My Jobs, Project Daily Summary, My Downloads, and My Details. The main content area is divided into several sections:

- Job Summary:** Displays job details such as Name (Testing), Job ID (540755), Description (Do not translate), Creation Date (09/26/2018 10:32), Project (Testing), Created By (Laura Flores), Due Date (10/03/2018 10:28), Item Count (1), Company (HP Inc.), HP Stakeholder (Please enter the HP Stakeholder name), PO Number (1), PO Number / Location Code (Please enter a PO Number or Location Code), and Reference Material (Job540755\_JobSummaryReport.xls).
- Current Job Settings:** Displays settings for the job, including Name (GBS Test), Description, Project Manager, Client Contact, TM Sequences (GBS Test TM Sequence II), File Types (Deprecated - DOCX), Workflows (GBS Test Workflow), and Cost Models (HP - Reporting Cost Matrix (6 bands)).
- Translation Progress:** A pie chart showing 100% completion for 4 words.
- Job Cost:** A table showing cost variables and their associated costs.
- Step Status:** A table showing the status of various steps, including Language Pair, Workflow Step, Status, Task Count, Word Count, and System.
- Linguistic Analysis:** A table showing analysis results, including Language Pair, PerfectMatch, Hundred, Fuzzy, New, Word Count, and Repetitions.

The "Step Status" table is highlighted, showing the following data:

Users Assigned	Language Pair	Workflow Step	Status	Task Count	Word Count	System
Laura Flores	EN-US > ES	Authorization	In Progress	1	4	X

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 Job and a Project

### 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**.


The screenshot shows the SDL Translation Management System interface. The left sidebar contains a 'Projects' menu item. The main content area displays the details for 'TEST Demo 170317'. The 'Project Summary' table lists project details, and the 'Jobs Summary' table lists job details. The 'Schedule Steps' and 'Assign Steps' buttons are highlighted in the top action bar.

Name	Word Count	Item Count	Creation Date	Configuration	Status	Cost	User	Active
TEST Demo R 170317		2,610	1 03/16/2017 21:14	Standard	Authorization (100%)	\$ 9,9180	Tze-Kai Ng	✓

Step Status	Language Pair	Workflow Step	Status	Task Count	Word Count	System
Users Assigned	EN-US > ZH-CN	Authorization	In Progress	1	2,610	X

### 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.

## Create a Job and a Project

SDL Translation Management System

Standard (Reference) > Projects > TEST Demo 170317 > Schedule Steps

Back Refresh Info Submit

Page Page

Schedule Steps

Name	Project Code	Language Pair	Workflow Step	Reminder	Word Count	Due Date	Status	Order
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Authorization	None	2,610	7/22	In Progress	7/22
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Translation	None	2,610	8/22	Pending	8/22
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Client Review (HP)	None	2,610	13/22	Pending	13/22
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Client Approval	None	2,610	16/22	Pending	16/22
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Translated Content Retrieval	None	2,610	19/22	Pending	19/22
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Finished	None	2,610	21/22	Pending	21/22

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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.

Standard (Reference) > Projects > TEST Demo 170317 > Assign Users

Back Refresh Info Auto Assign Assign Tasks Assign Users Assign Users

Page Actions

Assign Users

Name	Project Code	Language Pair	Workflow Step	Users Assigned	Due Date	Status	Word Count
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Translation	hp_r_cn_r4_qsa	-	-	2,610
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Authorization	Tze-Kai Ng	-	-	2,610
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Client Approval	Program Manager User	-	-	2,610
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Client Review (HP)	Not allocated	-	-	2,610
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Finished	Program Manager User	-	-	2,610