

Download files at Translated Content Retrieval stage

September 2018



How to download Translated files, Bilingual files and Reference Materials

Once a job has reached the Translated Content Retrieval stage, you will receive the following email notification alerting you that the job is available for retrieval.

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To retrieve/download files:

- 1. Click on the Home tab,
- 2. Click on My Jobs,
- 3. Click on the Job name,



In the Job Details page:

4. Click on the Download button at the menu

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In the Download files UI:

- 5. Select the check boxes on which are the files you want to download,
- 6. Click on the **Download** button on the menu to download the selected files.

Note: You may at any time access the packages that you have previously downloaded from **My Downloads** in the navigation bar.

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7. Once you have downloaded ALL translated content for a job, click on the Submit button at the menu bar, this will move your job to the **Finished** stage in the workflow.

At the **Finished** stage, your job will no longer be visible on your account under **My Jobs**, it will be moved to the assigned user's **Inbox** at this stage. Or retrievable from the Search menu.