



# Reassign a task to a different user

**September 2018**

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## Reassign a task to a different user

1. Click on the name of the job to access the job details page

The screenshot shows the SDL Translation Management System web interface. The browser address bar displays the URL: <https://hp-tmsweb-pro.houston.hp.com/interface/portal/jobsinprogress.asp>. The left sidebar contains a navigation menu with the following items: Home, Inbox, Create Job, My Jobs (highlighted), Project Daily Summary, My Downloads, and My Details. The main content area is titled 'My Jobs' and features a 'Page' button. It is divided into four sections:

- Jobs For Authorization:** A table with columns for '%', 'Job Name', and 'Due Date'. It contains two entries: '1' (due 10/03/2018 12:46) and 'Testing' (due 10/03/2018 10:28). A blue arrow points to the 'Testing' job name, and a blue box with the number '1' is positioned next to it.
- Authorized Jobs - In Progress:** A table with columns for 'Job Name' and 'Due Date'. It currently shows 'No Jobs'.
- Jobs In Exception:** A table with columns for 'Job Name' and 'Due Date'. It currently shows 'No Jobs'.
- Jobs For Download:** A table with columns for '%', 'Job Name', and 'Due Date'. It currently shows 'No Jobs'.

Each of the four sections has a 'More...' link at the bottom right. The bottom of the interface includes a 'Home' button and a row of icons for file management and settings.

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2. Click on the project name link to access the Project Summary page.

The screenshot displays the SDL Translation Management System interface. The browser address bar shows the URL: <https://hp-tmsweb-pro.houston.hp.com/interface/jobs/job.asp?parentid=239&jobid=540755>. The page title is "GBS Test > Jobs > Testing - Details".

**Left Sidebar:** Contains navigation links: Home, Inbox, Create Job, My Jobs (highlighted), Project Daily Summary, My Downloads, and My Details.

**Top Bar:** Includes icons for Back, Refresh, Info, Edit, Download, Authorization, Reassign, Modify Step, and Job Quote.

**Main Content Area:**

- Job Summary:** A table with fields: Name (Testing), Job ID (540755), Description (Do not translate), Creation Date (09/26/2018 10:32), Project (Testing - highlighted with a blue arrow and a blue box containing the number 2), 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 --), Reference Material (Job540755\_JobSummaryReport.xls, More... (2)), and Add Costs (Edit Add Costs).
- Current Job Settings:** A table with fields: 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 By Type:** A pie chart showing 100% completion for 4 words. The text "100%: 4 Words" is displayed below the chart.
- Job Cost:** A table with columns: Cost Variable, Comment, and Cost. The row shows "T&L Uplift" with a cost of "\$ 0.0152".
- Step Status:** A table with columns: Users Assigned, Language Pair, Workflow Step, Status, Task Count, Word Count, and System. The row shows "Laura Flores" assigned to "EN-US > ES" for the "Authorization" step, which is "In Progress" with a task count of 1 and a word count of 4.

Reassign a task to a different user

- Click on Assign Steps button to reassign the stages to another user.

The screenshot shows the SDL Translation Management System interface. The browser address bar displays the URL: <https://hp-tmsweb-pro.houston.hp.com/interface/projects/project.asp?parentid=239&prjid=214765>. The page title is "GBS Test > Projects > Testing - Details". The left sidebar contains a navigation menu with options: Home, Inbox, Create Job, My Jobs (selected), Project Daily Summary, My Downloads, and My Details. The main content area has a top bar with navigation buttons: Back, Refresh, Info, Edit Project Details, Download Files, Schedule Steps, and Assign Steps (highlighted with a blue arrow and a blue box containing the number 3). Below the top bar, the "Project Summary" section displays details for the "Testing" project, including its description, project code, creation date, project manager, client contact, and reference material. The "Default Configuration Details" section shows the project name, description, sequences, types, workflows, language pairs, and cost models. The "Jobs Summary" table lists the project's jobs, including the "Testing" job with a word count of 4 and a creation date of 09/26/2018 10:32. The "Step Status" table shows the assigned users and workflow steps for the "Testing" job, including the "Authorization" step assigned to "Laura Flores".

Name	Word Count	Item Count	Creation Date	Configuration	Status	Cost	User	Active
Testing	4	1	09/26/2018 10:32	GBS Test	Authorization (100%)	\$ 0.0152	Laura Flores	✓

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

- Click on one or more workflow stages to reassign to another user. Once a Workflow stage is selected, the Assign Users button is enabled
- Click the Assign Users button to Assign / Reassign the Workflow stage.

Reassign a task to a different user

← → ↻ https://hp-tmsweb-pro.houston.hp.com/interface/projects/allocate.asp?parentid=239&prjid=214765

**SDL** Translation Management System

Home

- Home
- Inbox
- Create Job
- My Jobs**
- Project Daily Summary
- My Downloads
- My Details

4 →

GBS Test ▶ Projects ▶ Testing ▶ Assign Users

Back Refresh Info Auto Assign Assign Tasks Assign Users Advanced Assign Users

Page Actions

**Assign Users**

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<input checked="" type="checkbox"/>	Name	Project Code	Language Pair	Workflow Step	Users Assigned
<input checked="" type="checkbox"/>	Testing	AUTOCREATED	EN-US > ES	All	
<input checked="" type="checkbox"/>	Testing	AUTOCREATED	EN-US > ES	Translation	Not allocated
<input type="checkbox"/>	Testing	AUTOCREATED	EN-US > ES	Authorization	Laura Flores
<input checked="" type="checkbox"/>	Testing	AUTOCREATED	EN-US > ES	Client Review (HP)	Not allocated
<input type="checkbox"/>	Testing	AUTOCREATED	EN-US > ES	Finished	Not allocated

6. Select the User (or Group) from the drop-down list of users.
7. After the assigned user is selected, click the Submit button

← → ↻ https://hp-tmsweb-pro.houston.hp.com/interface/projects/allocate\_stages.asp?parentid=239&type=stage

**SDL** Translation Management System

Home

- Home
- Inbox
- Create Job
- My Jobs**
- Project Daily Summary
- My Downloads
- My Details

GBS Test ▶ Projects ▶ Assign Users ▶ Assign Users - Testing

Back Refresh Info Submit

Page Action

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**Step Summary**

Project Code	Language Pair	Workflow Step	Users Assigned	Due Date	Word Count	Task Count
AUTOCREATED	EN-US > ES	Translation	Laura Flores	-	4	1
AUTOCREATED	EN-US > ES	Client Review (HP)	Laura Flores	-	4	1

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Reassign a task to a different user

8. A change verification notice will pop-up to confirm your selection

The screenshot shows the SDL Translation Management System interface. The browser address bar displays the URL: [https://hp-tmsweb-pro.houston.hp.com/interface/projects/allocate\\_stages.asp?parentid=239&type=stage](https://hp-tmsweb-pro.houston.hp.com/interface/projects/allocate_stages.asp?parentid=239&type=stage). The page title is "GBS Test > Projects > Assign Users > Assign Users - Testing".

On the left, there is a sidebar with the following navigation items: Home, Inbox, Create Job, My Jobs (highlighted), Project Daily Summary, My Downloads, and My Details.

The main content area features a toolbar with "Back", "Refresh", "Info", and "Submit" buttons. Below the toolbar, a grey banner displays a message: "The changes requested have been queued for the following tasks: 7375448, 7375448. NB. There will be a short delay before the changes are visible on the screen." A blue arrow points from a blue box with the number "8" to the "Info" button in the toolbar.

Below the banner is a table titled "Step Summary" with the following columns: Project Code, Language Pair, Workflow Step, Users Assigned, Due Date, Word Count, and Task Count.

Project Code	Language Pair	Workflow Step	Users Assigned	Due Date	Word Count	Task Count
AUTOCREATED	EN-US > ES	Translation	Laura Flores	-	4	1
AUTOCREATED	EN-US > ES	Client Review (HP)	Laura Flores	-	4	1