



Change workflow and user assignment for a specific job

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Overview


For any job created on ETMA, the default workflow and user assignments setup in the system will be used during pre-processing stage. However, Project Managers are able at the Authorization stage to modify this information.

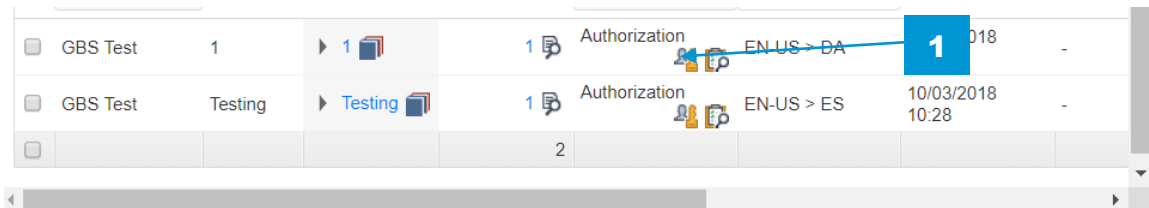
This document will lead you through the step-by-step procedure to:

- Change default workflow at Authorization stage
- Change user assignment for Translation at Authorization stage

Change default workflow at Authorization stage

All configurations used to create jobs in ETMA have a default workflow. This is the workflow that will be used and available when jobs get to the Authorization stage. If the configuration you are using includes more than 1 workflow, you will be able at the Authorization stage, to select a new workflow.

1. From the **Home** tab, click the **Authorization - Summary** icon [] under the **Workflow Stage** column.



<input type="checkbox"/>	GBS Test	1	▶ 1	1	Authorization	EN-US > DA	1	018	-
<input type="checkbox"/>	GBS Test	Testing	▶ Testing	1	Authorization	EN-US > ES	10/03/2018 10:28		-
<input type="checkbox"/>				2					

2. On the **Authorization - Summary** page, select the new workflow you want to use from the drop-down menu available under the **Workflow** column.
Note: For jobs including more than one language pair, you may select a different workflow per language pair or a new workflow for all language pairs at the same time.

Change workflow and/or user assignment for a specific job

The screenshot shows the 'Authorization - Summary' page in the SDL Trados Studio interface. The page includes a sidebar with navigation options like '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' (Name: 1, Job ID: 540757, Description, Creation Date: 09/26/2018 15:39, Project: 1, Created By: Laura Flores, Due Date: 10/03/2018 12:46, 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: Job540757_JobSummaryReport.xls, Add Costs), 'Current Job Settings' (Name: GBS Test, Description, Project: GBS Test TM Sequence II, File Type: Deprecated - DOCX, Workflows: GBS Test Workflow, Cost Models: HP - Reporting Cost Matrix (6 bands)), 'Translation Progress By Type: 795 Total Words, Language: All' (Fuzzy: 8 Words, Untranslated: 787 Words), 'Job Cost' (Cost Variable: T&L Uplift, Cost: \$ 3.0210), and a table titled 'Authorization - Summary'.

Language Pair	File Types	Cost	Workflow	Cost Model	New	Word Count	Task Count
EN-US > DA	Deprecated - DOCX	\$	0.0000 GBS Test Workflow	HP - Reporting Cost Matrix (6 bands)	787	795	1

3. Select the language pairs you wish to Authorize
4. Click the **Authorization** button (at the top of your screen) to authorize your job.
















When changing workflow at Authorization, please remember that user assignments will also be changed, using the user assignments available in the new selected workflow.

Change user assignment for Translation at Authorization stage

Any workflow in ETMA includes user assignments for all human stages. This is the information which will be used and available when jobs get to the Authorization stage. You may however, selected a different user for the Translation stage when your job is at Authorization stage.

1. From the **Home** tab, click the **Authorization** icon [] under the **Workflow Stage** column.

	TSG Marketing-ACG	 TEST - TB sequencing 	1	 Authorization	  EN-US > FR	9
	TSG Marketing-ACG	 TEST - TB sequencing 	1	 Authorization	  EN-US > DE	9
	16			1,214		

2. On the **Authorization** page, select the new user you want to use from the drop-down menu available under the **Translator** column.

Note: On the Authorization page, you may also select a different workflow (using the drop-down menu available under the Workflow column, if your configuration includes more than one workflow) for each language pair in a job. Please remember that each workflow has a different set of assigned users.

Change workflow and/or user assignment for a specific job

The screenshot shows the SDL Translation Management System interface. The top navigation bar includes buttons: Back, Refresh, Info, Edit, Authorize, Terminate, and Reject. The main content area is divided into several sections:

- Job Summary:** Displays job details such as Name (1), Job ID (540757), Description, Creation Date (09/26/2018 15:39), Project (1), Created By (Laura Flores), Due Date (10/03/2018 12:46), Item Count (1), Company (HP Inc.), HP Stakeholder, PO Number (1), PO Number / Location Code, Reference Material (Job540757_JobSummaryReport.xls), and Add Costs (Edit Add Costs).
- Current Job Settings:** Displays settings such as 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)).
- Job Cost:** Displays Cost Variable, T&L Uplift, and a Comment field.
- Authorization (EN-US > DA):** A table with columns: Task, Filename, Workflow, Cost Model, Cost, New, Word Count, and Translator. The table contains one row with the following data: Task (checkbox checked), Filename (7,375,458 25 sept.docx), Workflow (GBS Test Workflow), Cost Model (HP - Reporting Cost Matrix (6 bands)), Cost (\$ 0.0000), New (787), Word Count (795), and Translator (Laura Flores).

Numbered callouts indicate the steps for authorization:

- 3: Select the tasks pairs you wish to Authorize (checkbox in the Authorization table).
- 2: Click the **Authorization** button (at the top of your screen) to authorize your job.
- 4: Click the **Authorization** button (at the top of your screen) to authorize your job.

3. Select the tasks pairs you wish to Authorize
4. Click the **Authorization** button (at the top of your screen) to authorize your job.



If you wish to change one of your vendor permanently for a given workflow, please open a ticket with ETMA Service Desk.