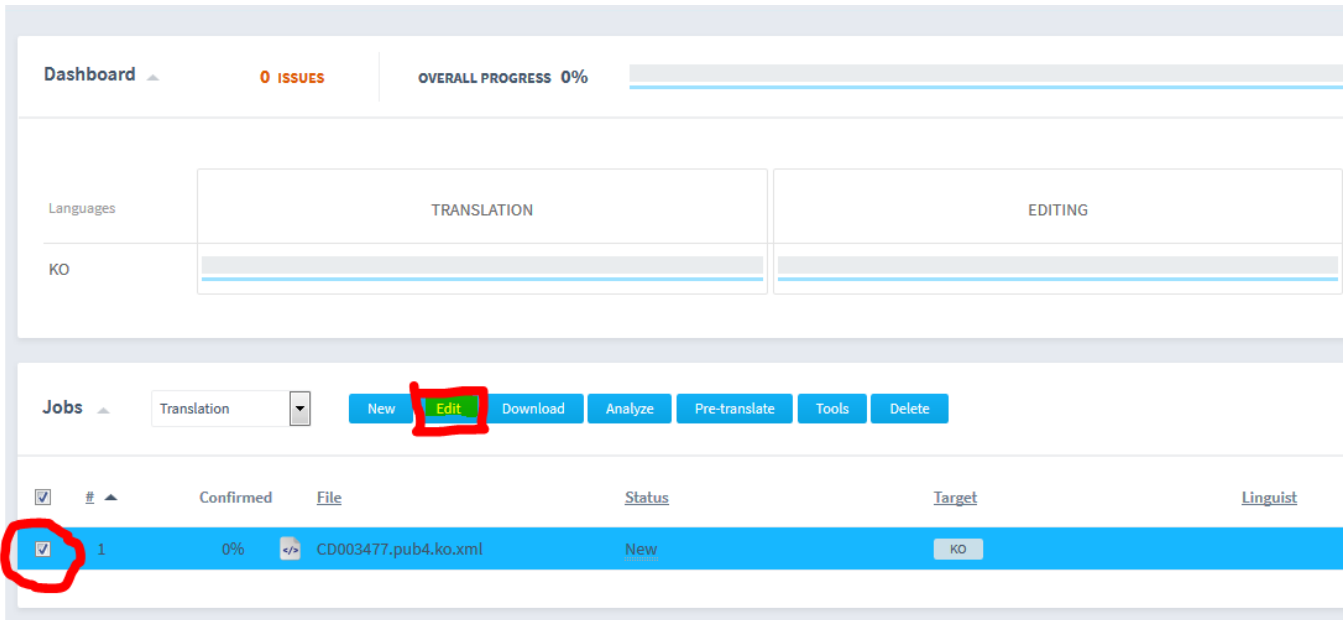


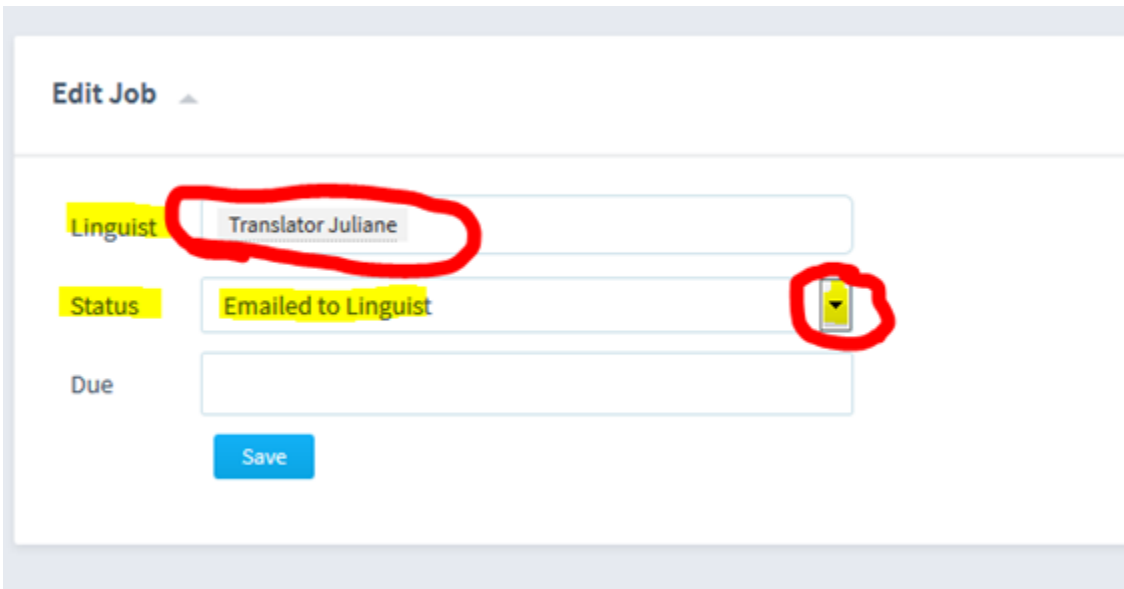
Assign and email a job to a translator or editor

1. Inside the project dashboard select the file you want to assign by marking the left-hand box and click on “Edit”:



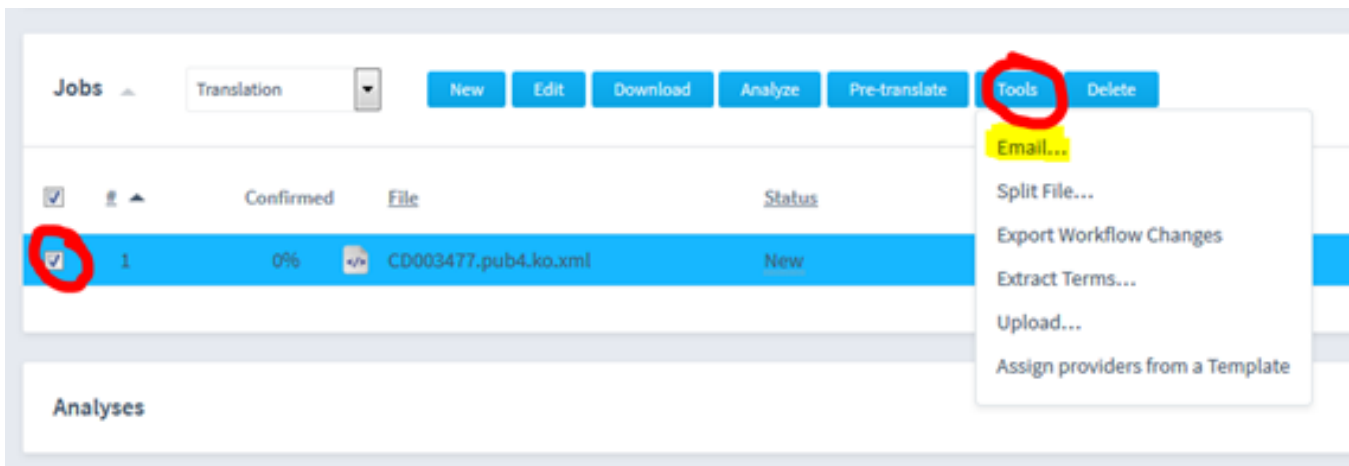
The screenshot shows a project dashboard with a top navigation bar containing "Dashboard", "0 ISSUES", and "OVERALL PROGRESS 0%". Below this is a table with columns for "Languages", "TRANSLATION", and "EDITING". The "KO" language is listed. A "Jobs" section below has a dropdown menu set to "Translation" and buttons for "New", "Edit", "Download", "Analyze", "Pre-translate", "Tools", and "Delete". The "Edit" button is highlighted with a red circle. Below the buttons is a table with columns: #, Confirmed, File, Status, Target, and Linguist. The first row is highlighted in blue and has a checkmark in the first column, which is also circled in red. The row contains: 1, 0%, CD003477.pub4.ko.xml, New, KO.

2. Type in the name of the translator/editor you would like to assign it to in the field of “Linguist” and select “Emailed to linguist” from the drop-down field of “Status”. Then click the “Save button”. (Note that you can also add a “Due” date if needed):



The screenshot shows the "Edit Job" form. It has three main input fields: "Linguist" with the text "Translator Juliane" entered and circled in red; "Status" with the text "Emailed to Linguist" entered and a dropdown arrow circled in red; and "Due" which is empty. A "Save" button is located at the bottom of the form.

3. Back on the project dashboard select the file again and click on Tools> Email...



4. A pop-up will appear with the email address from the linguist already copied in on the field “To”. Select an email template from the drop-down field “Use template” (‘New translation job’ or ‘New editing job’) and click “Send Email”. (Note: you may CC other people. Custom email templates can be created, to do so please contact jdeppe@cochrane.org):

