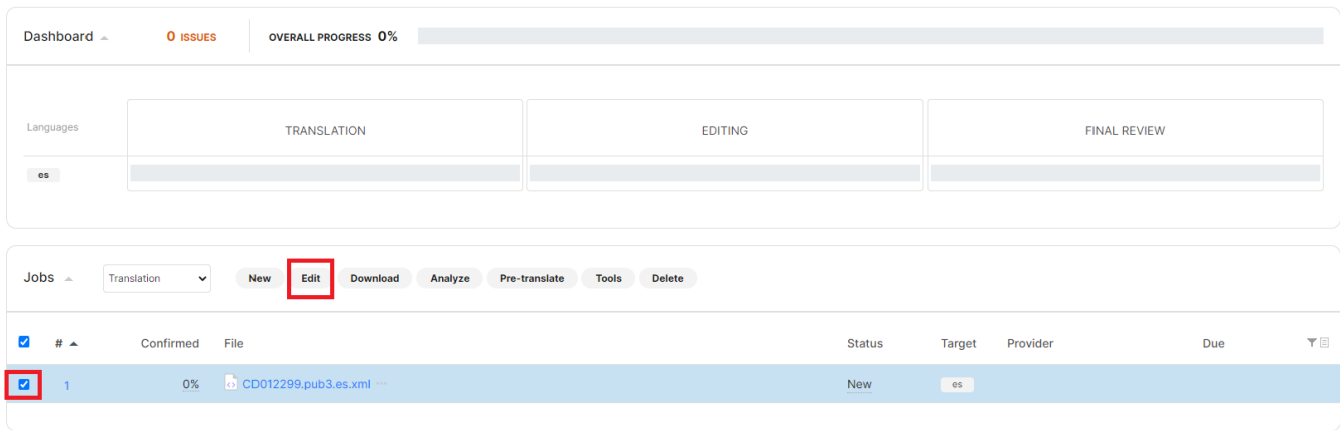


Assign and email a job to a translator or editor

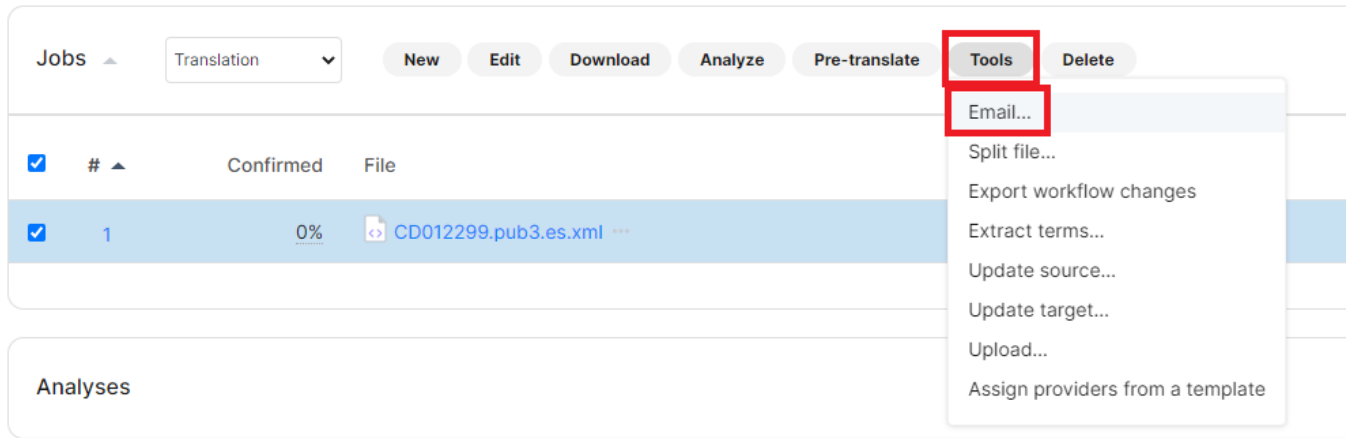
1. Inside the project dashboard select the file you want to assign by marking the left-hand box and click on “Edit”:



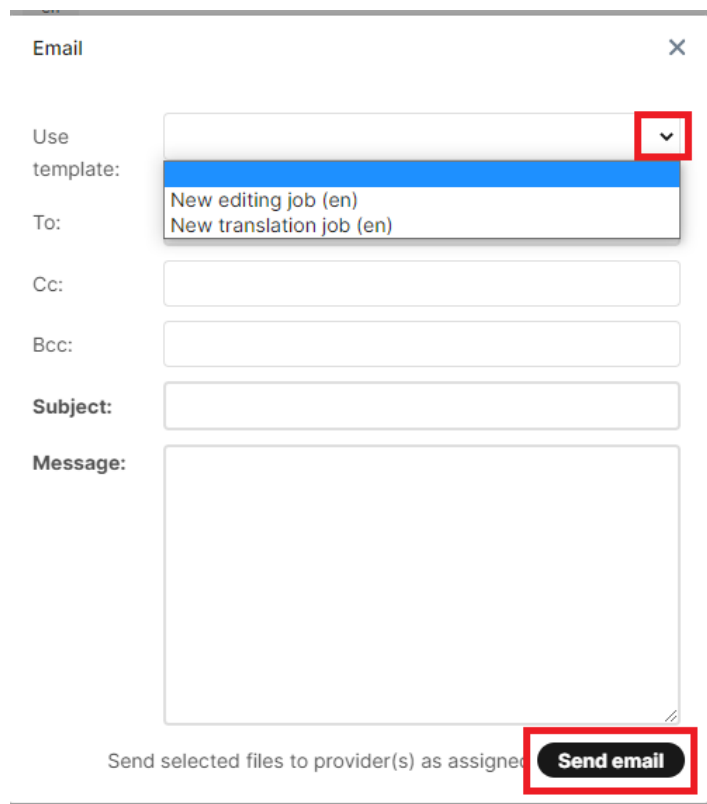
2. Type in the name of the translator/editor you would like to assign it to in the field of “Provider” and select “Emailed to provider” from the drop-down field of “Status”. Then click the “Save button”. (Note that you can also add a “Due” date if needed):

A form for assigning a job. It has three input fields: 'Provider' with the text 'Deppe Judith' (highlighted with a red box), 'Status' with the text 'Emailed to provider' and a dropdown arrow (highlighted with a red box), and 'Due' which is empty. Below the fields is a black 'Save' button.

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 provider 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):



Email

Use template:

To:

Cc:

Bcc:

Subject:

Message:

Send selected files to provider(s) as assigned

Send email

As an alternative solution, please see more details here on how to assign jobs in bulk to a translator or editor: [Bulk-edit jobs in the Jobs view](#)