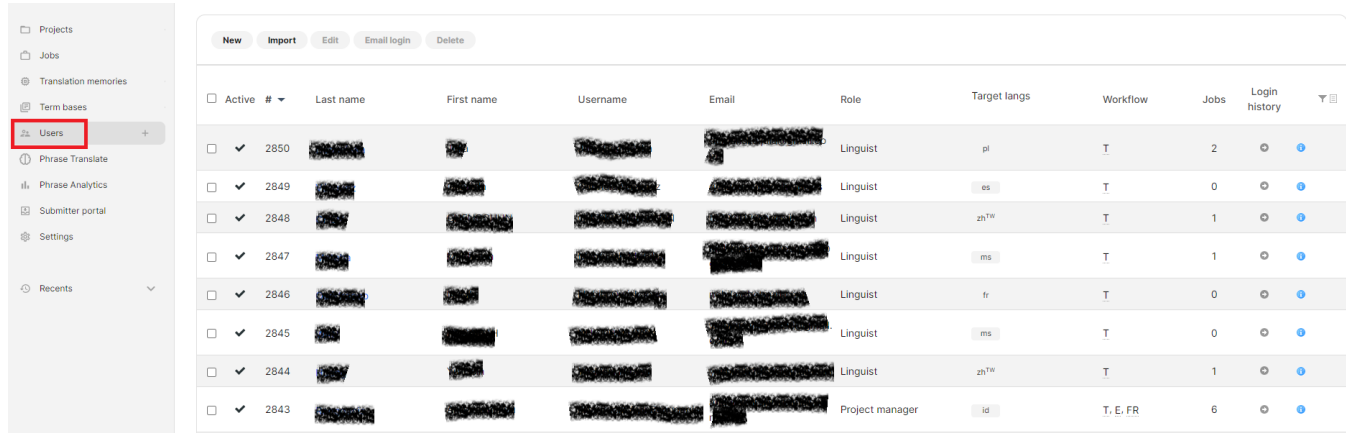


Give a Linguist access to the editing workflow step

By default, all your Linguists will have access to the Translation step of your workflow, and you can only assign them jobs in the Translation step. If one of your Linguists should also be able to access the Editing (or other) workflow steps, you can change their permissions accordingly as described below.

1. Go to the Users menu.

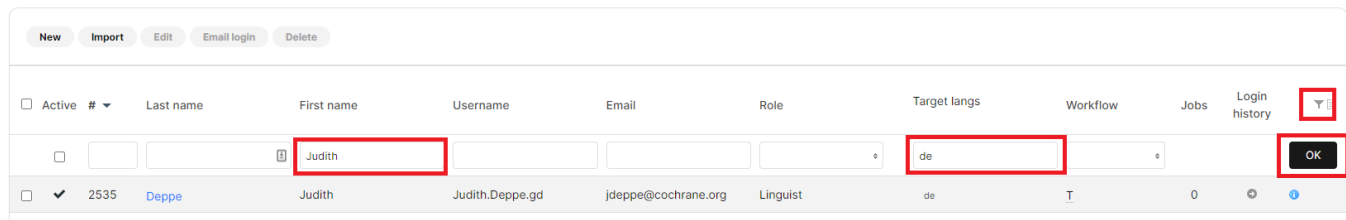
You will see the list of all Users. Please note that the list will include Linguists and Project Managers of all languages.



Active	#	Last name	First name	Username	Email	Role	Target langs	Workflow	Jobs	Login history
<input type="checkbox"/>	✓ 2850	[redacted]	[redacted]	[redacted]	[redacted]	Linguist	pl	T	2	[redacted]
<input type="checkbox"/>	✓ 2849	[redacted]	[redacted]	[redacted]	[redacted]	Linguist	es	T	0	[redacted]
<input type="checkbox"/>	✓ 2848	[redacted]	[redacted]	[redacted]	[redacted]	Linguist	zh-TW	T	1	[redacted]
<input type="checkbox"/>	✓ 2847	[redacted]	[redacted]	[redacted]	[redacted]	Linguist	ms	T	1	[redacted]
<input type="checkbox"/>	✓ 2846	[redacted]	[redacted]	[redacted]	[redacted]	Linguist	fr	T	0	[redacted]
<input type="checkbox"/>	✓ 2845	[redacted]	[redacted]	[redacted]	[redacted]	Linguist	ms	T	0	[redacted]
<input type="checkbox"/>	✓ 2844	[redacted]	[redacted]	[redacted]	[redacted]	Linguist	zh-TW	T	1	[redacted]
<input type="checkbox"/>	✓ 2843	[redacted]	[redacted]	[redacted]	[redacted]	Project manager	id	T, E, FR	6	[redacted]

2. Use the filter to find the Linguist you are looking for, e.g. filter for their first name, last name, email or language.

Click on the "Filter" button in the top right corner, and enter the name, email or language of the Linguist that you are looking for into the corresponding fields. Click "OK" to apply the filter.



Active	#	Last name	First name	Username	Email	Role	Target langs	Workflow	Jobs	Login history
<input type="checkbox"/>			Judith				de			
<input type="checkbox"/>	✓ 2535	Deppe	Judith	Judith.Deppe.gd	jdeppe@cochrane.org	Linguist	de	T	0	[redacted]

3. Click on the last name of the Linguist to open their user details.

When you see the details of the Linguist, click on "Edit" in the top right corner.

Judith.Deppe.gd

2535 Active ✓ Time zone Europe/Berlin
Username Judith.Deppe.gd Role Linguist
First name Judith Created by login.portal
Last name Deppe Created Mar 17, 2022
Email jdeppe@cochrane.org Last login Jan 25 08:44
Jobs in progress 0 Phrase CAT editor version Never used
Note cochranelid:z2006241122529716594008871887553

Edit

4. Select the workflow step(s) that the Linguist should have access to, and click "Save".

Scroll down to the "Relevancy" section of the Linguist details, click on it to open it, and scroll down again to select the workflow step(s) that the Linguist should have access to. Click "Save".

● Relevancy

Relevant source langs

Search...

Inactive

Active

Abkhaz

Afar

Afrikaans

Akan

Albanian

English

English (United States)

Relevant target langs

Search...

Inactive

Active

Abkhaz

Afar

Afrikaans

Akan

Albanian

German

Relevant clients

Select client

Relevant domains

Search...

Inactive

Active

Relevant subdomains

Search...

Inactive

Active

Relevant workflow steps

☒ Translation

☒ Editing

☐ Editing2

☐ Final review

☐ LQA

Save