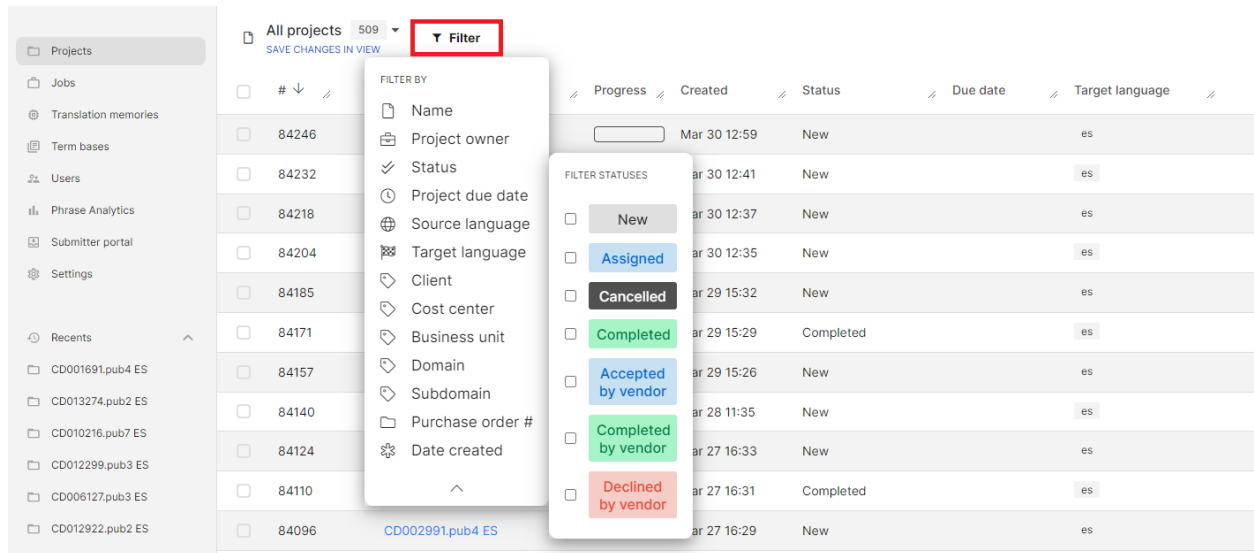


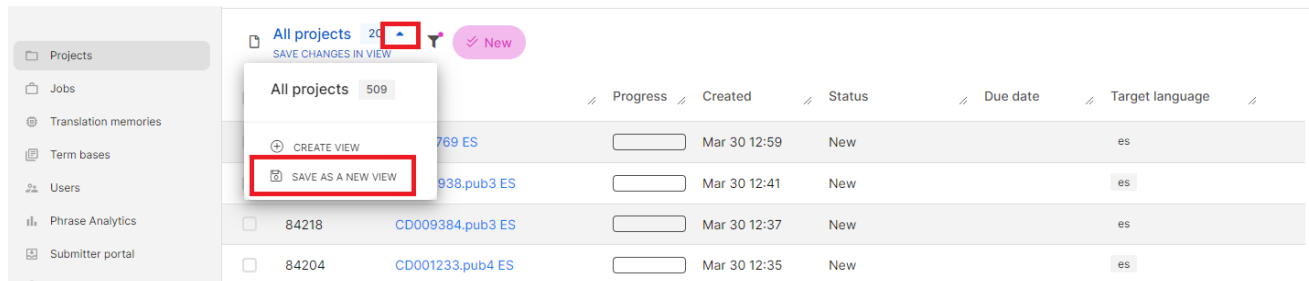
Filter the list of projects

You can filter the list of projects to find specific projects.

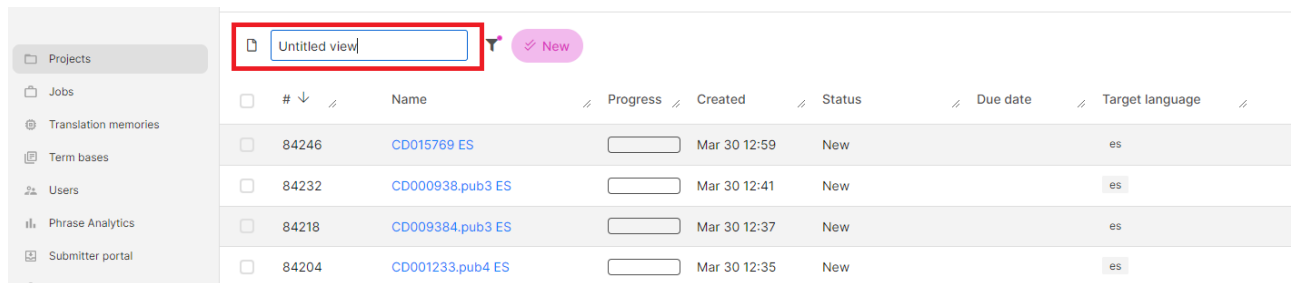
1. Click on the "Filter" button on the top left corner of the list of projects and select the project information you are looking for in the dropdown menu.



2. Once you have selected your filters, you can save this view by clicking on the small arrow next to "All projects" and clicking on "Save as a new view".



3. Next you can name this new view.



4. When clicking on the little arrow next to "All projects" you can now switch between different views that you have saved.

Projects

Jobs

Translation memories

Term bases

Users

Phrase Analytics

Submitter portal

Settings

All projects

509

Filter

All projects

Assigned projects

New projects

CREATE VIEW

SAVE AS A NEW VIEW

Progress

Created

Status

Due date

Target language

ES		Mar 30 12:59	New	es
3.pub3 ES		Mar 30 12:41	New	es
4.pub3 ES		Mar 30 12:37	New	es
CD013766.pub4 ES		Mar 30 12:35	New	es
84185	CD013766.pub2 ES	Mar 29 15:32	New	es

You can filter for the following details in your list of projects:

Name	Description
#	The project number. When a project is created, it gets a number assigned to it in numerical order across all languages. The higher the number the newer the project. As you only see the projects of your language, you won't see all numbers.
Name	Name of the project. For Review projects, the name will include the CD number and the language abbreviation.
Created	Date when the project was created on Phrase. For Review projects, this usually corresponds to the publication date of the Review, unless it was created manually.
Client	We do not use this information for Cochrane. This can be used if a translation company works with different clients.
Cost Center	We do not use this information for Cochrane. This can be used if projects are paid via different budgets.
Business Unit (BU)	A department or team. For Cochrane, we use the BU to differentiate the projects of different translation teams. We have one Business Unit per language.
Domain	Projects and users can be categorised with a domain, e.g. medicine, or law. We do not use this information for Cochrane at the moment.
Subdomain	Projects and users can be categorised with a subdomain, e.g. internal medicine, or oral health. We do not use this information for Cochrane at the moment.
Owner	The project owner can receive notifications about a project, for example, if a linguist completes a job. The owner of a project is usually one of the translation project managers for each language.
Status	A project can have different statuses: New, Emailed, Accepted, Declined, Completed, Delivered, Cancelled.
Due	A project can have a due date by which it should be completed if you indicate one.
Source language	The source language of a project. For Cochrane, that is usually English.
Target Language	The language(s) into which a project will be translated.
Purchase Order #	We do not use this information for Cochrane.