

Bulk-edit jobs in the Jobs view

You can modify which information you see in the list of projects.

Click on the "Column Settings" button on the top right corner of the list of jobs, and select the details you would like to see in your list of jobs. Then click the "Save changes in view" button at the top left.

The screenshot shows the Phrases interface with the 'Jobs' view selected. On the left is a sidebar with navigation options. The main area displays a table of jobs with columns: Date created, Source, Target, Step, Filename, Project, Words, Providers, and Due date. A 'Column Settings' panel is open on the right, showing a list of columns with checkboxes to toggle their visibility. The 'All jobs' dropdown at the top left of the table is highlighted with a red box.

Date created	Source	Target	Step	Filename	Project	Words	Providers	Due date
Dec 14 19:32	en	→	de	Final review	CD015592.pub3.de...	1667	+ Add provider	+ Add date
Dec 14 19:32	en	→	de	Editing	CD015592.pub3.de...	1667	+ Add provider	+ Add date
Dec 14 19:32	en	→	de	Translation	CD015592.pub3.de...	1667	+ Add provider	+ Add date
Dec 14 18:47	en	→	de	Final review	CD001322.pub2.de...	418	+ Add provider	+ Add date
Dec 14 18:47	en	→	de	Editing	CD001322.pub2.de...	418	+ Add provider	+ Add date
Dec 14 18:47	en	→	de	Translation	CD001322.pub2.de...	418	+ Add provider	+ Add date
Dec 13 15:26	en	→	de	Final review	CD015255.pub2.de...	1815	+ Add provider	+ Add date
Dec 13 15:26	en	→	de	Editing	CD015255.pub2.de...	1815	+ Add provider	+ Add date
Dec 13 15:26	en	→	de	Translation	CD015255.pub2.de...	1815	+ Add provider	+ Add date
Dec 12 12:27	en	→	de	Final review	CD008063.pub3.de...	1632	+ Add provider	+ Add date
Dec 12 12:27	en	→	de	Editing	CD008063.pub3.de...	1632	+ Add provider	+ Add date
Dec 12 12:27	en	→	de	Translation	CD008063.pub3.de...	1632	+ Add provider	+ Add date
Dec 12 12:26	en	→	de	Final review	CD012993.pub2.de...	1778	+ Add provider	+ Add date
Dec 12 12:26	en	→	de	Editing	CD012993.pub2.de...	1778	+ Add provider	+ Add date
Dec 12 12:26	en	→	de	Translation	CD012993.pub2.de...	1778	+ Add provider	+ Add date
Dec 11 12:22	en	→	de	Final review	CD015087.pub2.de...	1451	+ Add provider	+ Add date
Dec 11 12:22	en	→	de	Editing	CD015087.pub2.de...	1451	+ Add provider	+ Add date

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

1. Click on the "Group" and "Filter" buttons on the top left corner of the list of jobs 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 "Save changes in view". When clicking on the little arrow next to "All jobs", you can switch between different saved views.

The screenshot shows the Phrases interface with the 'Jobs' view selected. The 'Group' and 'Filter' buttons are highlighted with red boxes. The 'All jobs' dropdown is also highlighted. The table shows jobs grouped by workflow step and status.

Date created	Source	Target	Step	Filename	Project	Words	Providers	Due date	Progress
Dec 14 19:32	en	→	de	Final review	CD015592.pub3.de...	1667	+ Add provider	+ Add date	0%
Dec 14 19:32	en	→	de	Editing	CD015592.pub3.de...	1667	+ Add provider	+ Add date	0%
Dec 14 19:32	en	→	de	Translation	CD015592.pub3.de...	1667	+ Add provider	+ Add date	0%
Dec 14 18:47	en	→	de	Final review	CD001322.pub2.de...	418	+ Add provider	+ Add date	0%
Dec 14 18:47	en	→	de	Editing	CD001322.pub2.de...	418	+ Add provider	+ Add date	0%
Dec 14 18:47	en	→	de	Translation	CD001322.pub2.de...	418	+ Add provider	+ Add date	0%

You can bulk edit jobs.

3. Select the job(s) that you would like to edit and then select an option such as "Assign providers" or "Change status" in the right-hand corner. You can also email your assigned translators by clicking on the three dots next to "Change status" and then selecting "Notify providers".

In this example, all jobs have been grouped by workflow step and status in the "Group" filter. Now all jobs in the "Translation" step with the status "New" can be easily assigned to a provider.

All jobs 1250

SAVE CHANGES IN VIEW

Step > Status

Filter

Search files, projects, providers...

4 jobs selected.

STATUS

New

4 OF 349 SELECTED

<input checked="" type="checkbox"/>	Feb 8 12:01	en	→	ru	Translation	CD014616.ru.xml	429	+ Add provider	🕒 + Add date	0%	New	⋮
<input checked="" type="checkbox"/>	Feb 8 11:31	en	→	ru	Translation	CD011600.pub3.ru...	536	+ Add provider	🕒 + Add date	0%	New	⋮
<input checked="" type="checkbox"/>	Feb 7 11:42	en	→	ru	Translation	CD015332.pub2.ru...	511	+ Add provider	🕒 + Add date	0%	New	⋮
<input checked="" type="checkbox"/>	Feb 7 11:37	en	→	ru	Translation	CD013199.pub2.ru...	740	+ Add provider	🕒 + Add date	0%	New	⋮
	Feb 6 11:57	en	→	ru	Translation	CD007859.pub5.ru...	742	+ Add provider	🕒 + Add date	0%	New	
	Feb 6 11:52	en	→	ru	Translation	CD013561.pub2.ru...	485	+ Add provider	🕒 + Add date	0%	New	
	Feb 6 11:46	en	→	ru	Translation	CD012608.pub3.ru...	493	+ Add provider	🕒 + Add date	0%	New	

Assign providers

Change due date

Change status

⋮

🔔 Notify providers

🗑 Delete