RECEIVING AND COMPLETING ASSIGNMENTS

1. Job announcement
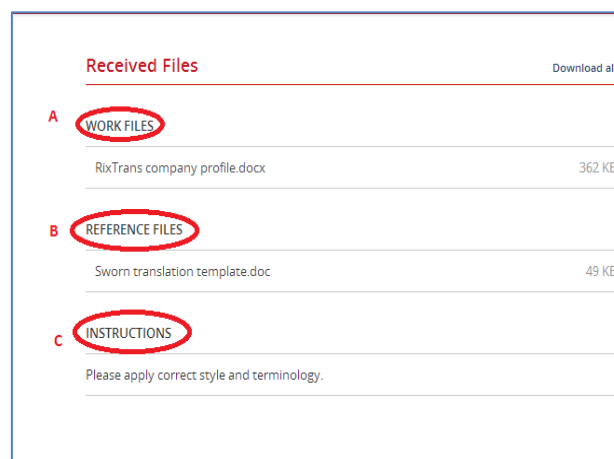
Once PM has assigned you for a job – you will receive an e-mail notification containing all basic information about the project:

Dear Evita,

We have a new job for you.
Deliver it before 03.03.2014 17:00 EET. Please use the Job Manager to download the source files and upload your completed work.

Open Job Manager

Job Details

Job number:	133-2014/1/1
Deadline:	03.03.2014 17:00 EET
Job type:	Translation
Languages:	Latvian [LV] » Danish [DA]
Specialisation:	General
Project manager: Evita Vitola	RixTrans Ltd

To download all source files and accompanying project-related references, click on "Open Job Manager".

2. File downloading from Job Manager

Once you have opened Job Manager, you will directed to project page:

Received Files   Download all

A **WORK FILES**

    RixTrans company profile.docx   362 KB

B **REFERENCE FILES**

    Sworn translation template.doc   49 KB

C **INSTRUCTIONS**

    Please apply correct style and terminology.

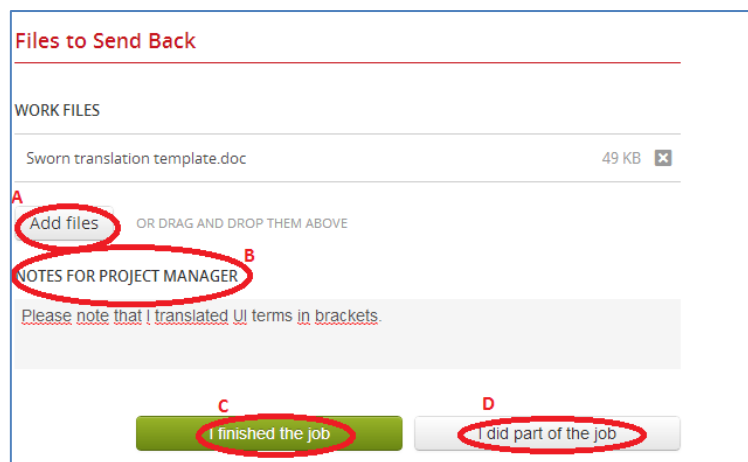On the left side you can see all project files and their status:
  A. Source files
  B. Reference files
       a. In order to download files, you simply have to click on file name or click "Download all" in upper right corner.
  C. There are also displayed all project related instructions that has to be taken into account.

3. File uploading back into Job Manager

Once you have finished translation – you have to press on the same "Open Job Manager" link that you received in your e-mail once you started the job.
You will be directed to Job Manager page again.

On the right side of the page you will see file uploading screen:

A) To upload files, press "Add files" button and browse, add delivery files.
B) Once files are uploaded you another window will appear: "Notes to project manager". In case you feel it necessary – feel free to leave notes about the project to your PM.
C) Once files are uploaded and notes written down, please press "I finished the job"
D) In case you deliver files in batches and more files to come later – press "I id part of the job".