

## **RECEIVING AND COMPLETING ASSIGNMENTS**

### **1. Job announcement**

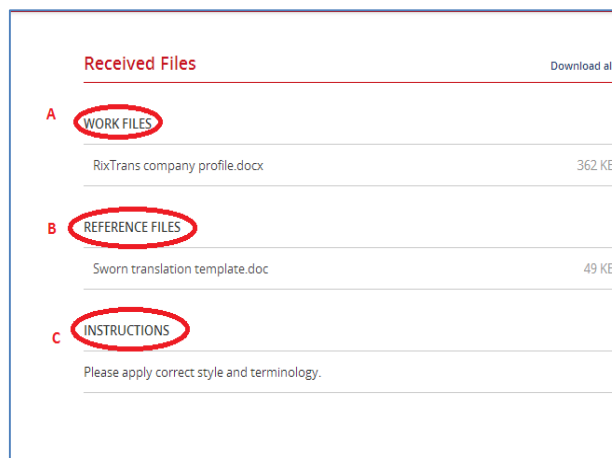
Once PM has assigned you for a job – you will receive an e-mail notification containing all basic information about the project:



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 be directed to project page:



On the left side you can see all project files and their status:

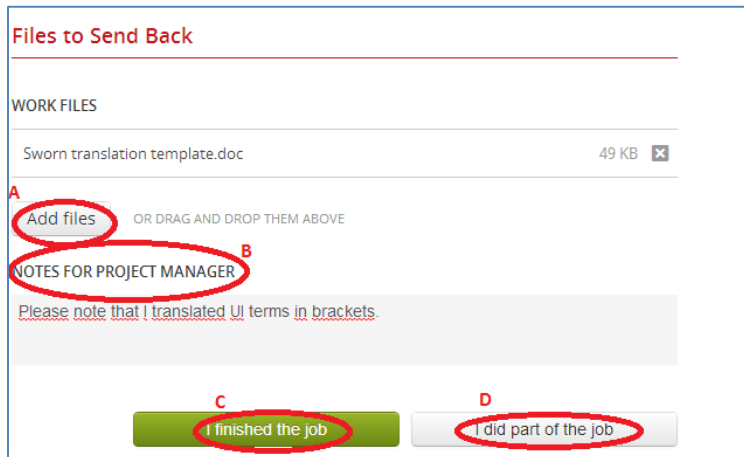
- A. Source files
- B. Reference files
  - a. In order to download files, you simply have to click on file name or click “Download all” in upper right corner.
- C. There are also displayed all project related instructions that has to be taken into account.

### 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:



**Files to Send Back**

---

WORK FILES

Sworn translation template.doc 49 KB

**A**  OR DRAG AND DROP THEM ABOVE

**B** **NOTES FOR PROJECT MANAGER**

Please note that I translated U terms in brackets.

**C**  **D**

- 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 did part of the job”.