



# Change workflow and user assignment for a specific job

September 2018



Change workflow and/or user assignment for a specific job

## Change workflow and user assignment for a specific job

### Overview

For any job created on ETMA, the default workflow and user assignments setup in the system will be used during pre-processing stage. However, Project Managers are able at the Authorization stage to modify this information.

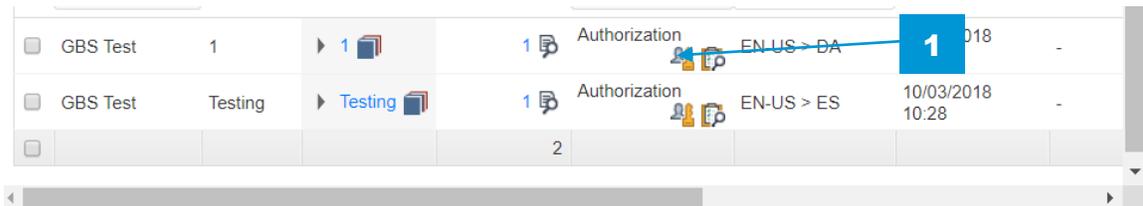
This document will lead you through the step-by-step procedure to:

- Change default workflow at Authorization stage
- Change user assignment for Translation at Authorization stage

### Change default workflow at Authorization stage

All configurations used to create jobs in ETMA have a default workflow. This is the workflow that will be used and available when jobs get to the Authorization stage. If the configuration you are using includes more than 1 workflow, you will be able at the Authorization stage, to select a new workflow.

1. From the **Home** tab, click the **Authorization - Summary** icon [  ] under the **Workflow Stage** column.



<input type="checkbox"/>	GBS Test	1	▶ 1 	1 	Authorization	EN-US > DA	1	018	-
<input type="checkbox"/>	GBS Test	Testing	▶ Testing 	1 	Authorization	EN-US > ES	10/03/2018 10:28		-
<input type="checkbox"/>				2					

2. On the **Authorization - Summary** page, select the new workflow you want to use from the drop-down menu available under the **Workflow** column.  
*Note: For jobs including more than one language pair, you may select a different workflow per language pair or a new workflow for all language pairs at the same time.*

## Change workflow and/or user assignment for a specific job

The screenshot shows the 'Authorization - Summary' page in the SDL Trados Studio interface. The page is divided into several sections:

- Job Summary:** Displays job details such as Name (GBS Test), Job ID (540757), Description, Creation Date (09/26/2018 15:39), Project (1), Created By (Laura Flores), Due Date (10/03/2018 12:46), Item Count (1), Company (HP Inc.), HP Stakeholder, PO Number (1), Location Code, Reference Material (Jobs540757\_JobSummaryReport.xls), and Add Costs.
- Current Job Settings:** Shows Name (GBS Test), Description, Project, TM Set (GBS Test TM Sequence II), File Type (Deprecated - DOCX), Workflows (GBS Test Workflow), and Cost Models (HP - Reporting Cost Matrix (6 bands)).
- Translation Progress:** A gauge chart showing 'Fuzzy: 8 Words' and 'Untranslated: 787 Words'.
- Authorization - Summary Table:** A table with columns: Language Pair, File Types, Cost, Workflow, Cost Model, New, Word Count, and Task Count. The table contains one row for 'EN-US > DA' with a workflow of 'GBS Test Workflow' and a cost of '\$ 0.0000'.

Three blue callout boxes with numbers 2, 3, and 4 are overlaid on the screenshot:

- Box 2 points to the 'Workflow' column in the Authorization table.
- Box 3 points to the 'Language Pair' column in the Authorization table.
- Box 4 points to the 'Authorize' button in the top navigation bar.

3. Select the language pairs you wish to Authorize
4. Click the **Authorization** button (at the top of your screen) to authorize your job.



When changing workflow at Authorization, please remember that user assignments will also be changed, using the user assignments available in the new selected workflow.

## Change user assignment for Translation at Authorization stage

Any workflow in ETMA includes user assignments for all human stages. This is the information which will be used and available when jobs get to the Authorization stage. You may however, selected a different user for the Translation stage when your job is at Authorization stage.

1. From the **Home** tab, click the **Authorization** icon [  ] under the **Workflow Stage** column.

<input type="checkbox"/>	TSG Marketing-ACG	<input type="checkbox"/> TEST - TB sequencing   	1	Authorization	 EN-US > FR	9
<input type="checkbox"/>	TSG Marketing-ACG	<input type="checkbox"/> TEST - TB sequencing   	1	Authorization	 EN-US > DE	9
<input type="checkbox"/>	<b>16</b>					<b>1,214</b>

2. On the **Authorization** page, select the new user you want to use from the drop-down menu available under the **Translator** column.  
*Note: On the Authorization page, you may also select a different workflow (using the drop-down menu available under the Workflow column, if your configuration includes more than one workflow) for each language pair in a job. Please remember that each workflow has a different set of assigned users.*

## Change workflow and/or user assignment for a specific job

The screenshot shows the SDL Translation Management System interface. The top toolbar contains buttons for Back, Refresh, Info, Edit, Authorize, Terminate, and Reject. The main content area is divided into several sections:

- Job Summary:** Displays job details such as Name (1), Job ID (540757), Description, Creation Date (09/26/2018 15:39), Project (1), Created By (Laura Flores), Due Date (10/03/2018 12:46), Item Count (1), Company (HP Inc.), HP Stakeholder, PO Number (1), PO Number / Location Code, Reference Material (Job540757\_JobSummaryReport.xls), and Add Costs.
- Current Job Settings:** Displays settings such as Name (GBS Test), Description, Project Manager, Client Contact, TM Sequences (GBS Test TM Sequence II), File Types (Deprecated - DOCX), Workflows (GBS Test Workflow), and Cost Models (HP - Reporting Cost Matrix (6 bands)).
- Job Cost:** Displays Cost Variable, T&L Uplift, and a Comment field.
- Authorization (EN-US > DA):** A table with columns: Task, Filename, Workflow, Cost Model, Cost, New, Word Count, and Translator. The table contains one row with a checked checkbox, Task ID 7,375,458, Filename 25 sept.docx, Workflow GBS Test Workflow, Cost Model HP - Reporting Cost Matrix (6 bands), Cost \$ 0.0000, New 787, Word Count 795, and Translator Laura Flores.

Three blue callout boxes with numbers 2, 3, and 4 point to specific elements: box 2 points to the Translator dropdown in the Authorization table, box 3 points to the checkbox in the Authorization table, and box 4 points to the Authorize button in the top toolbar.

3. Select the tasks pairs you wish to Authorize
4. Click the **Authorization** button (at the top of your screen) to authorize your job.



If you wish to change one of your vendor permanently for a given workflow, please open a ticket with ETMA Service Desk.