



Create a Job and a Project

September 2018



Create a job and a project

Create a job

Locate the files to be included in the job. If there are several files, place them in a single zip file to make file selection easier. Remember that all files in a job must be in the same language.

1. Click the **Create Job** option under the **Home** menu.



If the Create Job menu is not display on your Homepage, go to the Setup menu, select another organization from the drop-down menu, and reselect the correct organization. Switch page to your Home page, the Create Job option should now appear.

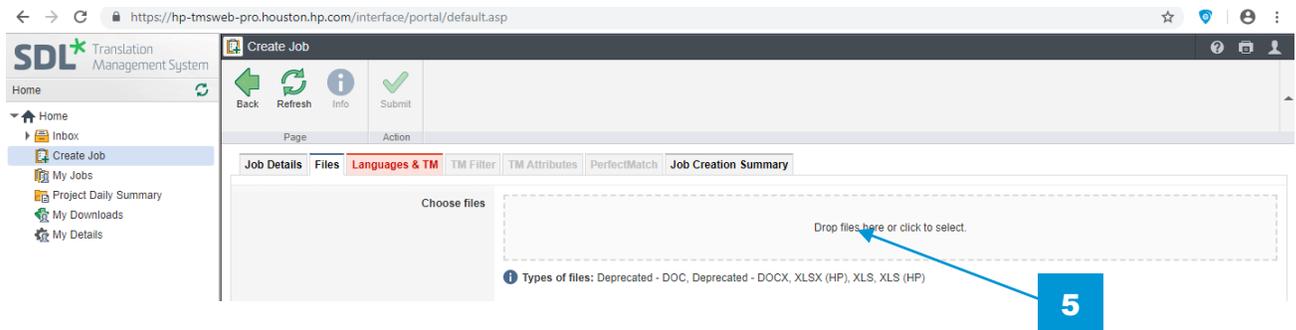
2. Enter the name of your job (the name should be unique and meaningful)
3. Select a configuration (if more than one is available)
4. If you wish to assign a due date to each task in your workflow, make sure to select **Create new project** or an already created project name from the drop-down menu under **Project** (see *Project section below*).



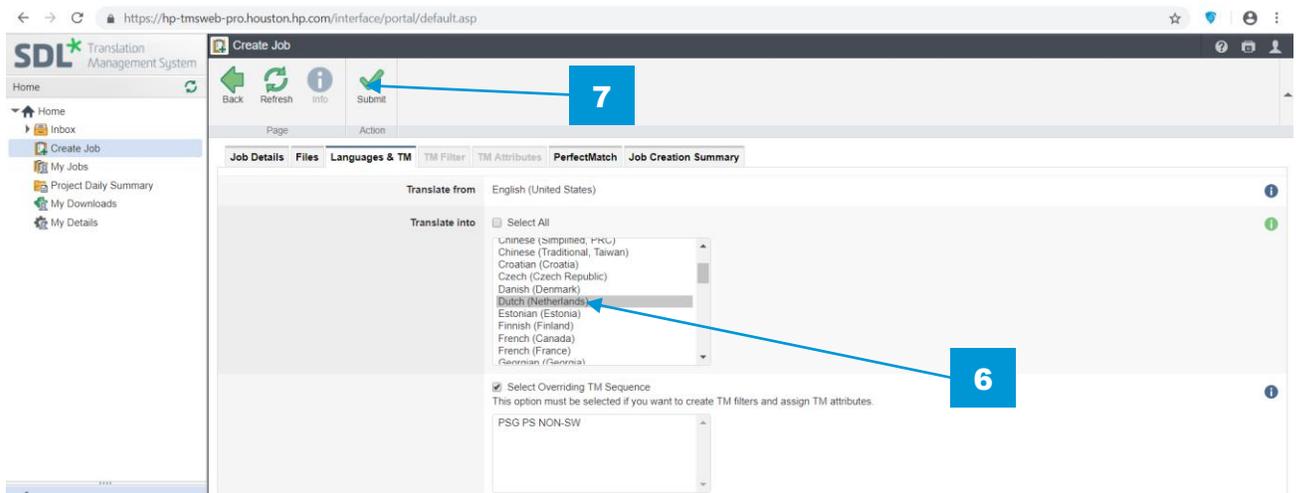
Field displayed in "red" are mandatory fields, they will turn black as soon as you provide this information. The [] icon on the right of each field provides some information on this specific field.

5. At **Choose files** part, drop or click to select the files to upload (Remember that all files in a job must be in the same language. You may also upload a .zip file).

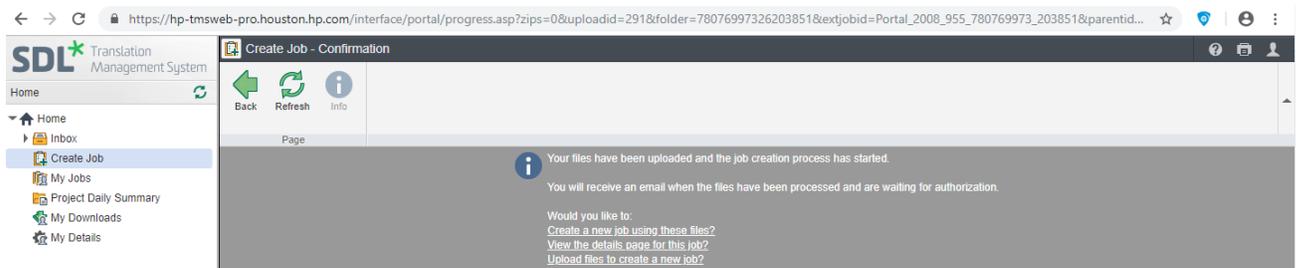
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6. Select your target language(s) from the list of languages available for your configuration. You may select them all at once with the **Select All** check box.
7. When all information is entered in required fields, click the **Submit** button



When the files have been uploaded and the job creation process has started this message appears:



NOTE: You can create a new job with the same files already uploaded by choosing the **Create a new job using these files** link.

If you choose to select the **View the details page for this job**, you will see the details of your job, eventually the system steps, and will then be able to authorize your job.

Create a Job and a Project

The screenshot displays the SDL Translation Management System interface. The browser address bar shows the URL: <https://hp-tmsweb-pro.houston.hp.com/interface/jobs/job.asp?parentid=2398&jobid=540755>. The page title is "GBS Test > Jobs > Testing - Details".

Navigation Menu (Left):

- Home
- Inbox
- Create Job
- My Jobs
- Project Daily Summary
- My Downloads
- My Details
- Home
- Projects
- Reports
- Setup
- Search
- System

Job Summary:

Name	Testing
Job ID	540755
Description	Do not translate
Creation Date	09/26/2018 10:32
Project	Testing
Created By	Laura Flores
Due Date	10/03/2018 10:28
Item Count	1
Company	HP Inc.
HP Stakeholder	-- Please enter the HP Stakeholder name --
PO Number	1
PO Number / Location Code	-- Please enter a PO Number or Location Code --
Reference Material	Job540755_JobSummaryReport.xls More... (2)

[Add Costs](#) [Edit Add Costs](#)

Current Job Settings:

Name	GBS Test
Description	
Project Manager	
Client Contact	
TM Sequences	GBS Test TM Sequence II
File Types	Deprecated - DOCX
Workflows	GBS Test Workflow
Cost Models	HP- Reporting Cost Matrix (6 bands)

Translation Progress: 100%: 4 Words

Job Cost:

Cost Variable	Comment	Cost
T&L Uplift		\$ 0.0152

Step Status:

Users Assigned	Language Pair	Workflow Step	Status	Task Count	Word Count	System
Laura Flores	EN-US > ES	Authorization	In Progress	1	4	X

Linguistic Analysis:

Language Pair	PerfectMatch	Hundred	Fuzzy	New	Word Count	Repetitions
EN-US > ES						

You may also click **My job** menu (on the left navigation column) to see your job status summary and the job that are pending authorization.

Create a Job and a Project

Create a project / Assign your users

While creating your job, if you have selected the option **Create a new project** (under the Project field), you will now be able to assign a due date to each task on your job workflow and to eventually assign new users to these tasks.

1. Click the **Projects** menu option.
2. Select the Project name you wish to work on.
3. You now have the ability to **Schedule Steps** or **Assign Steps**.

The screenshot shows the SDL Trados Management System interface. The left sidebar has a 'Projects' menu item highlighted. The main content area shows the details for 'TEST Demo 170317'. The 'Actions' bar at the top right contains 'Schedule Steps' and 'Assign Steps' buttons, which are circled in red. Three blue callout boxes with numbers 1, 2, and 3 point to the 'Projects' menu item, the selected project 'TEST Demo 170317', and the 'Schedule Steps' button respectively.

Schedule Steps

The **Schedule Steps** window allows you to assign a due date to each stage in the workflow (instead of a single due date for the entire job), as well as reminders to be sent to your users.

1. On the **Schedule Steps** page, for each stage you will be able to schedule a due date, by clicking on the calendar icon [].
2. Select the due date for this step and click the tick sign at the top of the pop-up window.
3. When all required due dates have been entered, click the **Submit** button to save your changes.

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Standard (Reference) > Projects > TEST Demo 170317 > Schedule Steps

Name	Project Code	Language Pair	Workflow Step	Reminder	Word Count	Due Date	Status	Order
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Authorization	None	2,610	7/22	In Progress	7/22
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Translation	None	2,610	8/22	Pending	8/22
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Client Review (HP)	None	2,610	13/22	Pending	13/22
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Client Approval	None	2,610	16/22	Pending	16/22
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Translated Content Retrieval	None	2,610	19/22		19/22
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Finished	None	2,610	21/22		21/22

Calendar: September 2018, 27/28/29

Assign Users

The **Assign Steps** window allows you to assign or reassign a different user to each stage available in your workflow.

1. On the **Assign Users** page, for each stage you will be able to change the assign user, by clicking on the Assign Tasks or Assign Users button at the top of your browser.

Standard (Reference) > Projects > TEST Demo 170317 > Assign Users

Name	Project Code	Language Pair	Workflow Step	Users Assigned	Due Date	Status	Word Count
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	All				
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Translation	hp_r_cn_r4_gsa	-		2,610
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Authorization	Tze-Kai Ng	-		2,610
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Client Approval	Program Manager User	-		2,610
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Client Review (HP)	Not allocated	-		2,610
TEST Demo 170317	AUTOCREATED	EN-US > ZH-CN	Finished	Program Manager User	-		2,610