Create a Job and a Project

September 2018

Create a job and a project

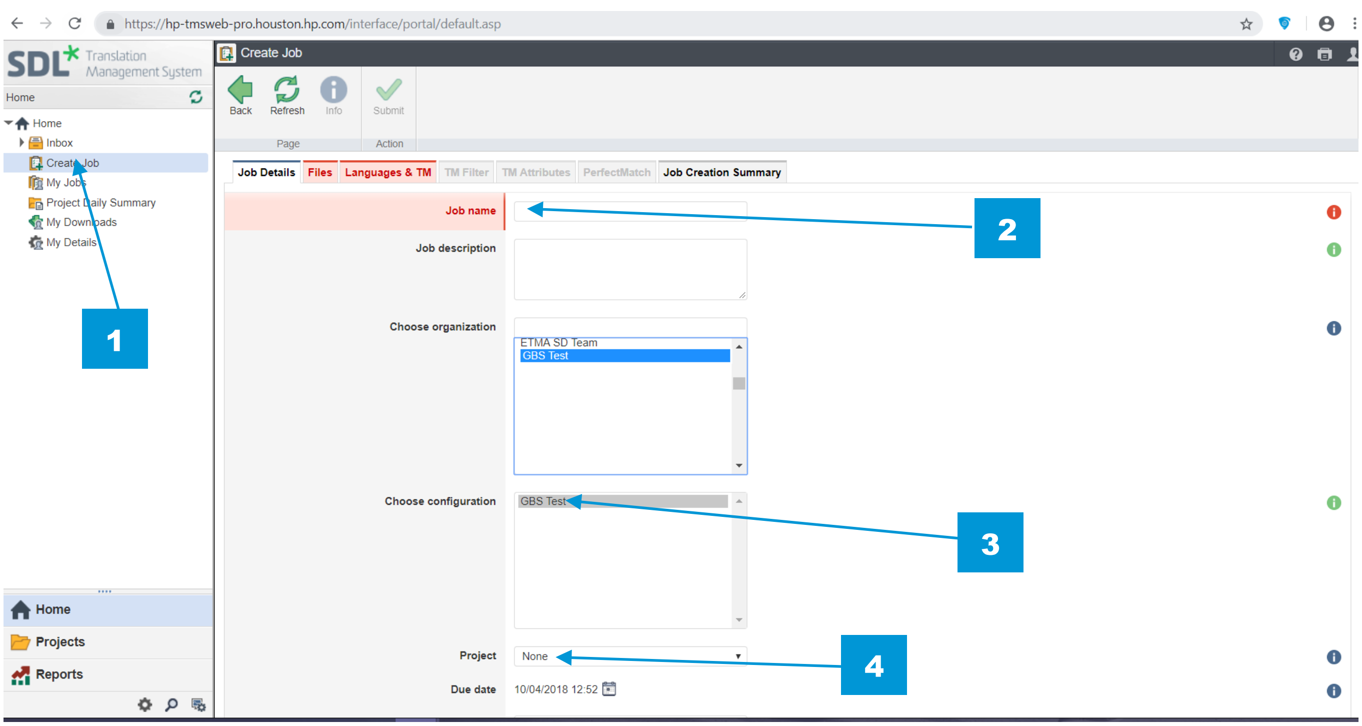
Create a job

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.

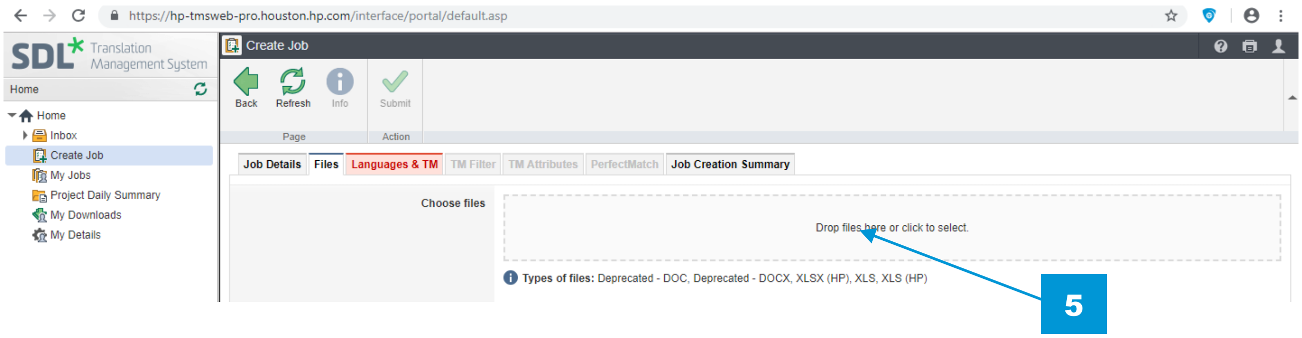
If the Create Job menu is not display on your Homepage, go to the Setup menu, select another organization from the drop-down menu, and reselect the correct organization. Switch page to your Home page, the Create Job option should now appear.

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).*



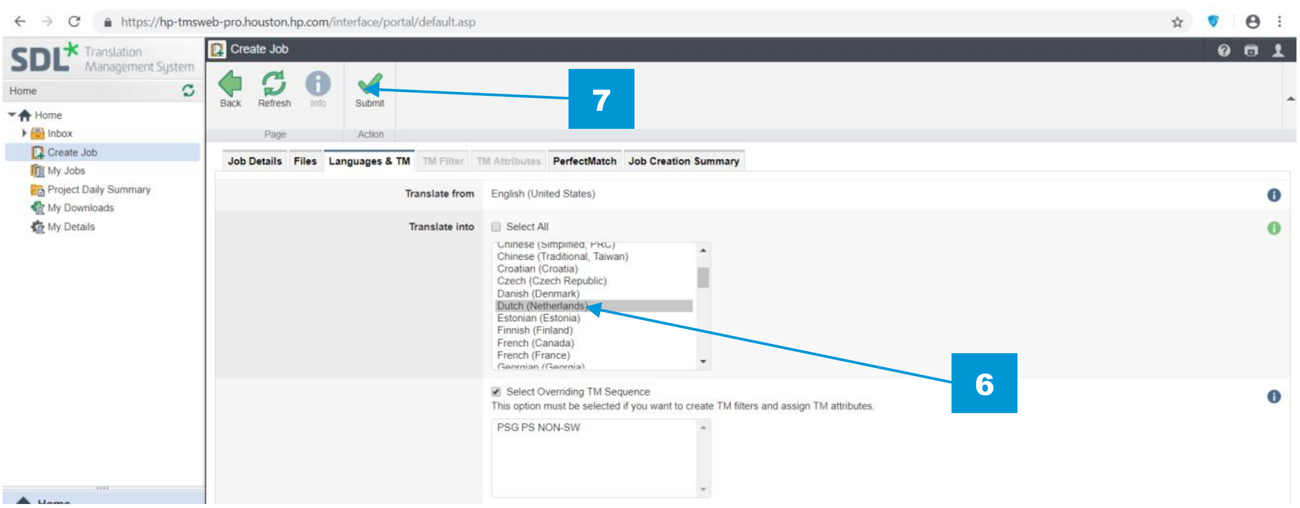
Field displayed in "red" are mandatory fields, they will turn black as soon as you provide this information. The [ ] icon on the right of each field provides some information on this specific field.

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).

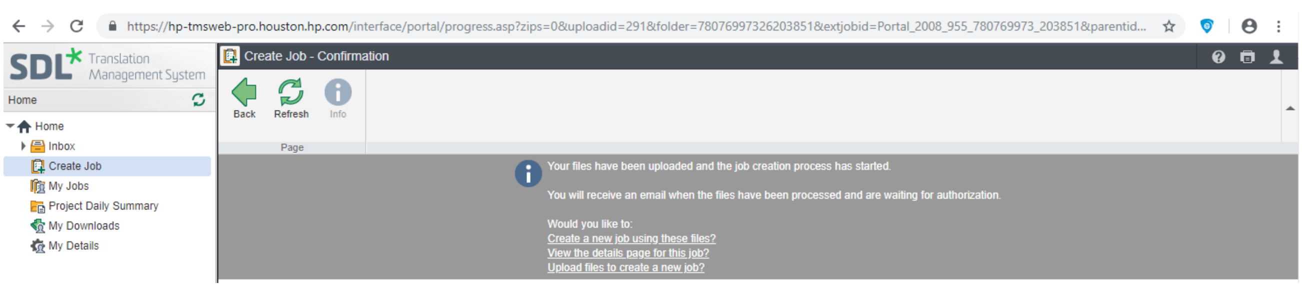


6. Select your target language(s) from the list of languages available for your configuration. You may select them all at once with the **Select All** check box.

7. When all information is entered in required fields, click the **Submit** button

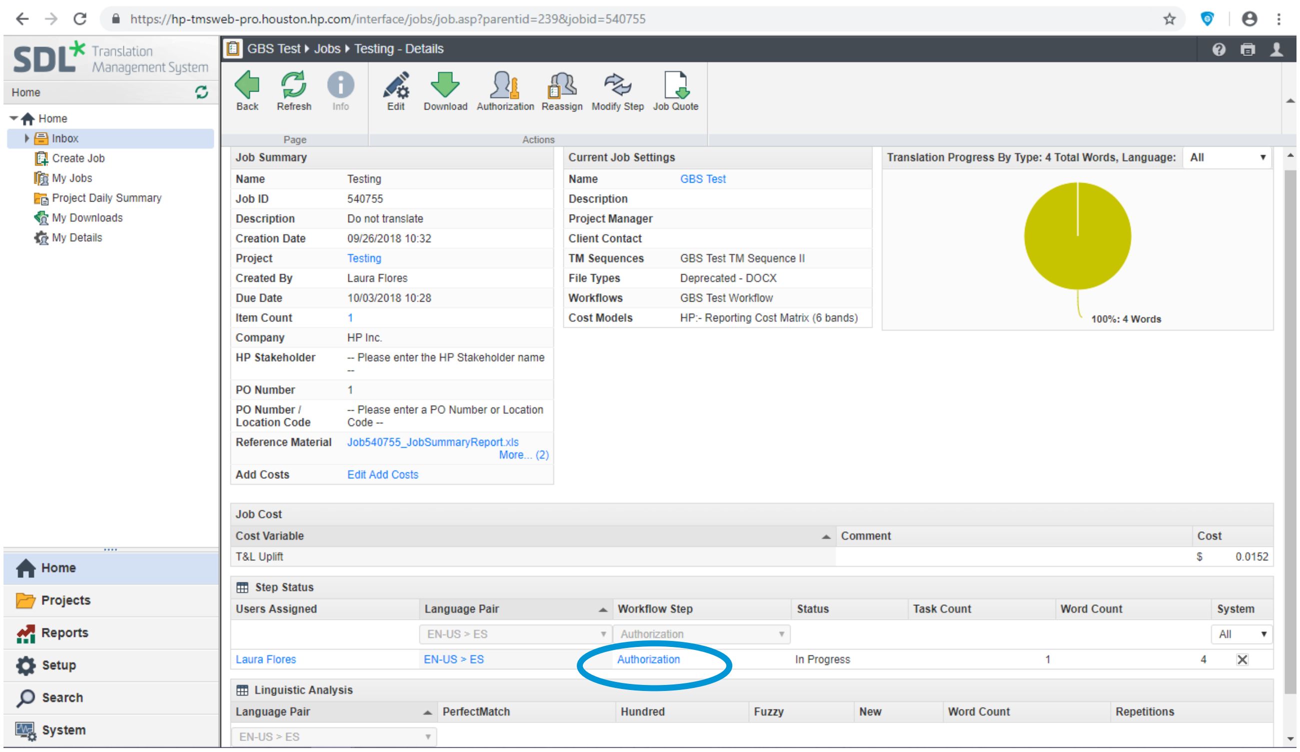


When the files have been uploaded and the job creation process has started this message appears:



<u>NOTE:</u> 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.

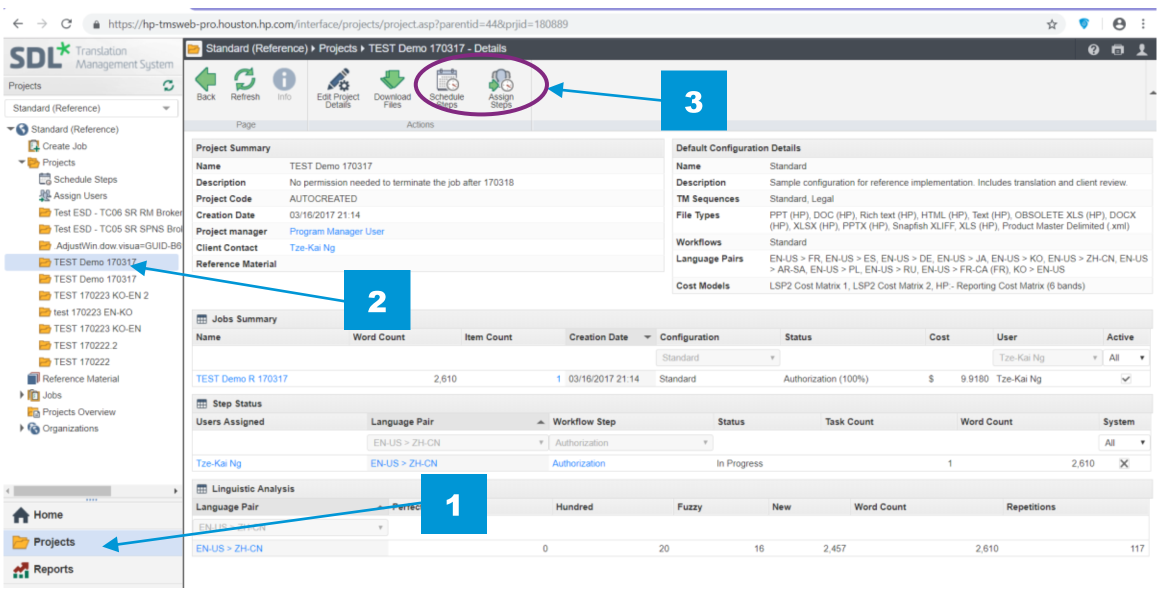


You may also click **My job** menu (on the left navigation column) to see your job status summary and the job that are pending authorization.

Create a project / Assign your users

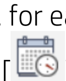
While creating your job, if you have selected the option **Create a new project** (under the Project field), you will now be able to assign a due date to each task on your job workflow and to eventually assign new users to these tasks.

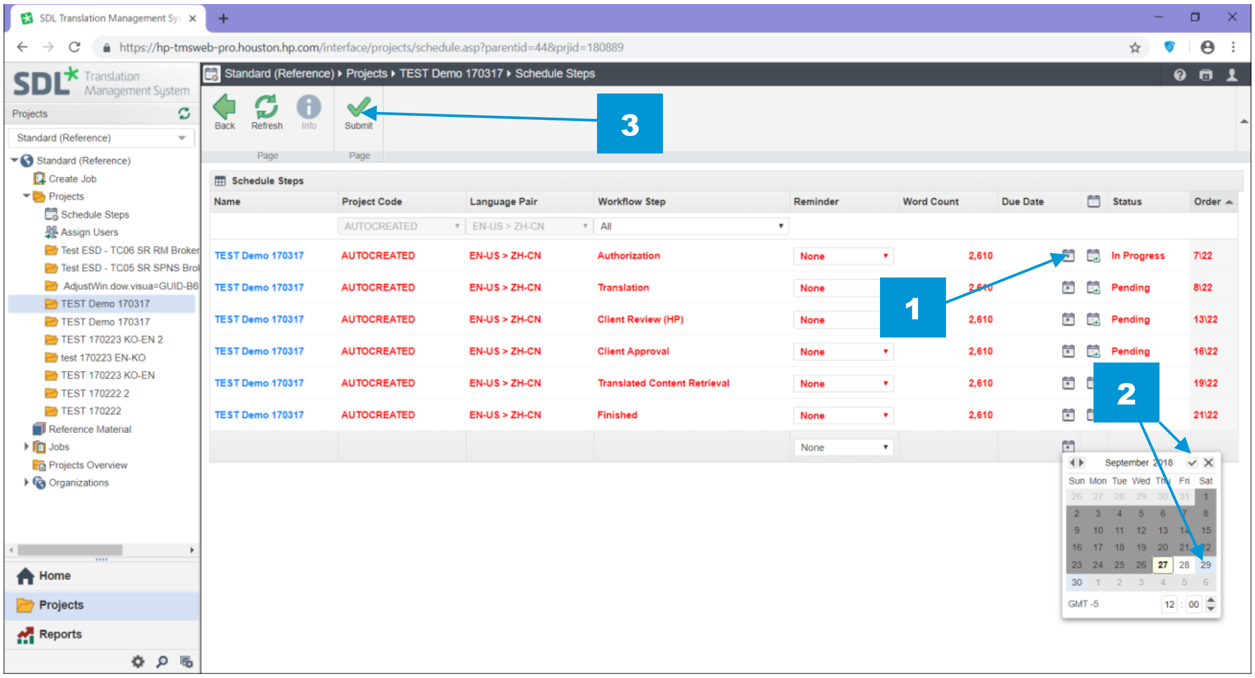
1. Click the **Projects** menu option.
2. Select the Project name you wish to work on.
3. You now have the ability to **Schedule Steps** or **Assign Steps**.



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.



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.