language**wire**

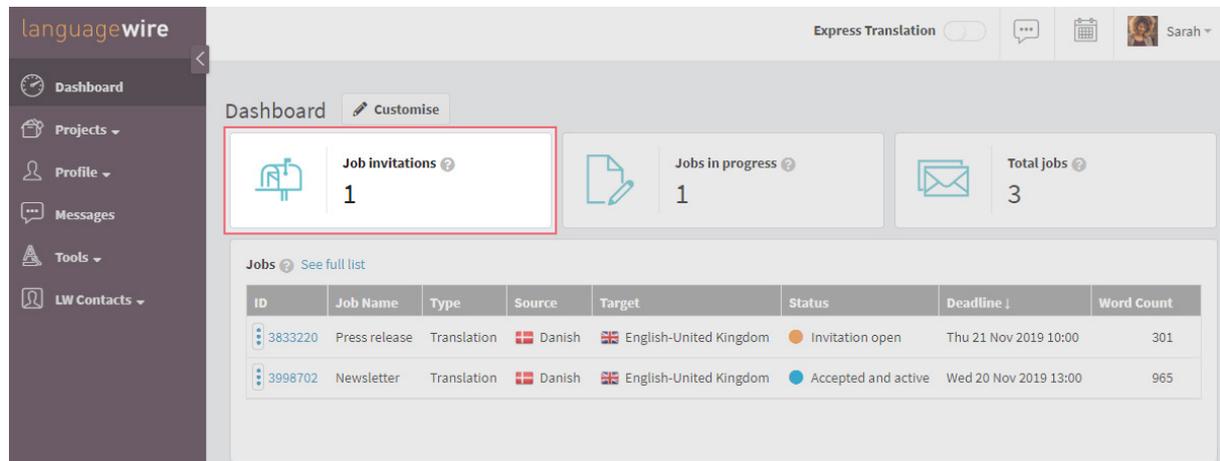# Receiving and delivering a job

Contents

Job invitations

Each time you are invited to a job, you receive a notification email from LanguageWire.

The email contains basic information about the job. To learn more, you can click on the link in the email to go directly to the job.

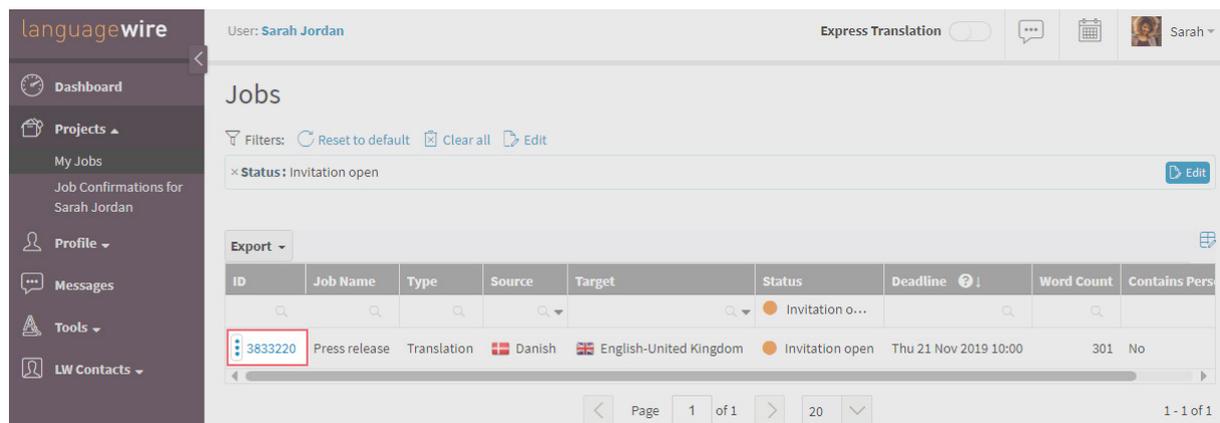Alternatively, you can always log in to LanguageWire at https://agito.languagewire.com.
From here you can access all your job invitations.

To access a job, click on the **Job ID.**

Before accepting a job

On the job page you will find all the necessary information about the job.

Before accepting it, please read the briefings (**Job type briefing, Job briefing** and **General company briefing**), open the source file(s) and check that the job is a good fit for you.

> *Note!*
> *Make sure to read the **General company briefing** from time to time even if you often work for a customer, as new information can be added or changed.*

Can't access the source file?

In most cases, when LanguageWire's online CAT tool Smart Editor is enabled, you will not be able to download the source files; the file names will be greyed out and impossible to click on.

In these cases, look for the **Show Source Text** button on the top.


Accepting, quoting or declining

If you would like to do the job, click **Accept Job**. In doing so, you accept the job with its conditions (price and deadline). You cannot change the price and the deadline afterwards. By accepting the job, you are also confirming you have read the briefings and you agree to follow the instructions.
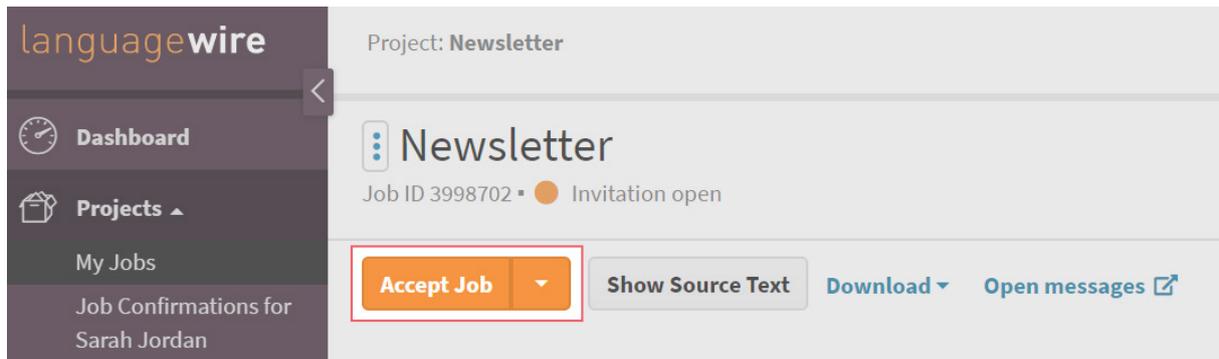
If you want to decline the job or suggest a new price or deadline that suits you better, click on the arrow and select **Decline Job** or **Quote on Job** in the drop-down menu.
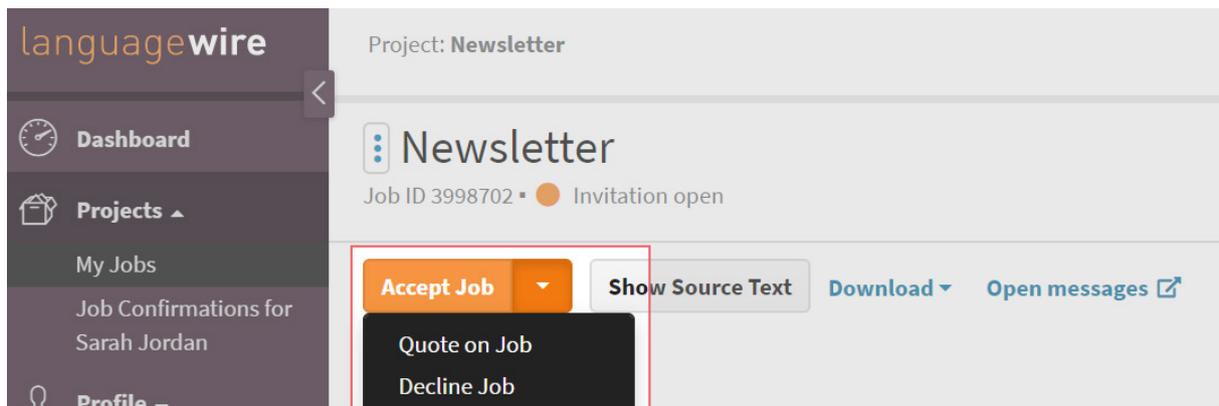
The Project Manager receives a notification when you accept, decline or quote on a job. You do not need to inform them by email.

MESSAGES

If you wish to communicate something to the Project Manager who offered you the job, you can do so via Messages – even if you have not yet accepted the job. This is the preferred way of communication, as opposed to email.

Check out the user guide Sending a message.

Order confirmation

Once you have accepted a job, you will receive an order confirmation by email and the job starts automatically.

If you have quoted on the job, you must wait for the Project Manager to get back on the quote. Do not start working on the job before you have received an order confirmation.

See job conditions

Once a job is yours, you can always go back and see the conditions for the particular job. You do so on the job under the **Conditions** panel.

Price ↑	Deadline ❓	Comment	Submitted ❓	Accepted ❓	
30 EUR	Wed 20 Nov 2019 13:00		Mon 11 Nov 2019 15:15	Mon 11 Nov 2019 15:15	

Conditions (1)

Staggered job notifications

If you have been invited to a Proofreading of translation job, or any other job which has another, separate job prior to yours, you will not be able to work on it immediately (in most cases).

On the job, you will see the status **Accepted and awaiting previous job**. This means that the previous job has not been finished yet.

You can always find the up-to-date information on the arrival of the work files in the job information section. If the schedule changes, the Project Manager will contact you.

When the previous job is finished and the work files are ready for you, you will receive an email notification.

Reference materials

Please consult the attached reference material on a job. There are **two types** of reference material.

1. The Project Reference Files section is available at the bottom of the job page. If there are no reference files to download, feel free to ask the Project Manager if there is anything available, especially if the briefing mentioned reference materials.
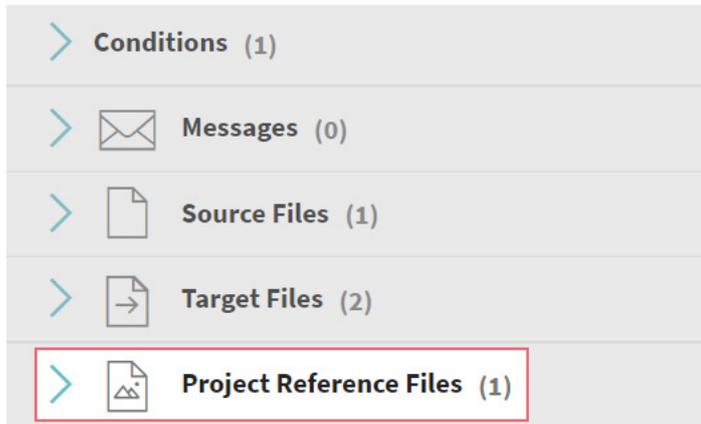
2. The **Company reference materials** button is located on the top of the job page and will be displayed when you click **Download**. The company reference materials are not related to any particular project; instead, they can be general information about the client or materials related to all projects ordered by the client.
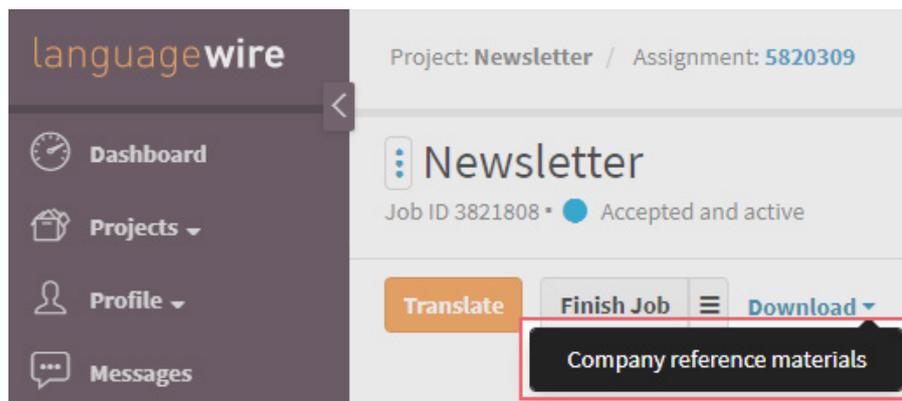
Working online

We recommend working in Smart Editor when possible.

Smart Editor is LanguageWire's free online CAT tool.
Please refer to the Smart Editor user guide available in the CAT Tool Guides section.
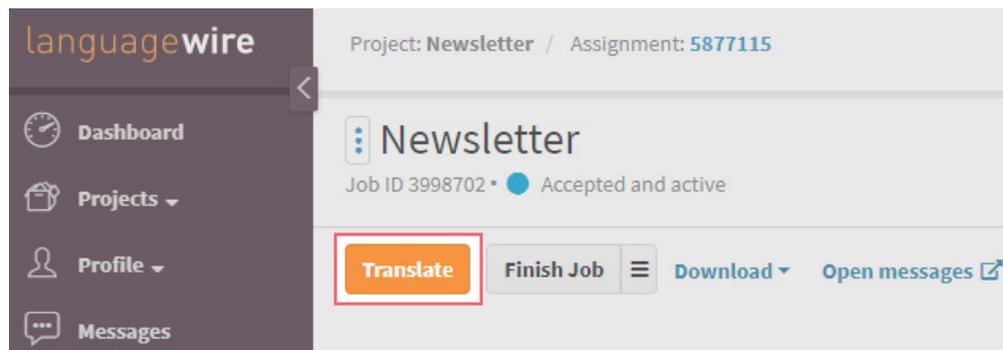
How to download offline packages

We recommend using Smart Editor as much as possible. However, offline files are also available for most projects.

Depending on the project, there are several ways to obtain the offline package, which are described below. When in doubt, contact the Project Manager via Messages.

From Smart Editor

After you have accepted the job, open the job in Smart Editor by clicking **Translate**.

Click **File** to download an SDL Trados project package or an XLIFF export.

IMPORTANT!

If you would like to work offline on a job where Smart Editor has been enabled, the above is the only supported export method. Smart Editor will not accept translation packages which have been generated through other methods.

Other offline possibilities

Go to the job and click on **Download** and then **Download offline package**. Save the package to your computer. The package contains the original files, the TMX and an export file of the Termbase (if available).
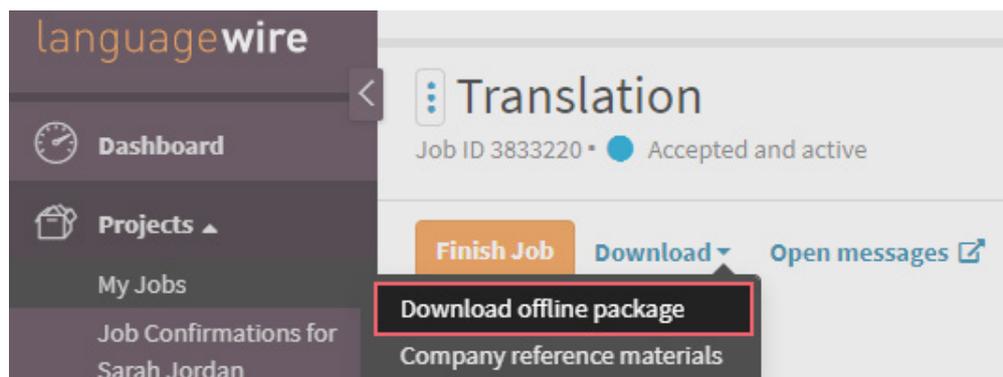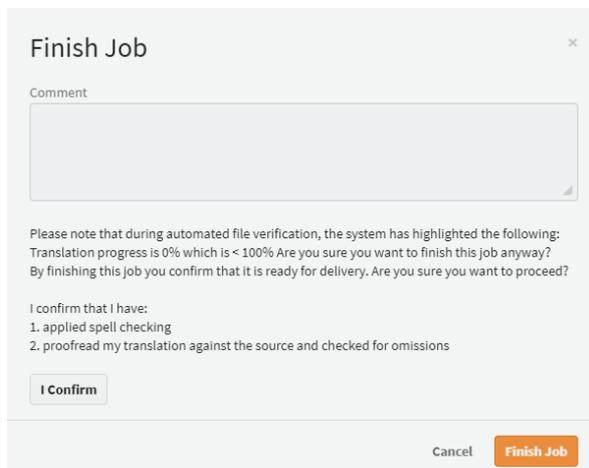
Delivery

All jobs must be delivered through LanguageWire.
You must always remember to finish the job on the job page by clicking **Finish Job**.
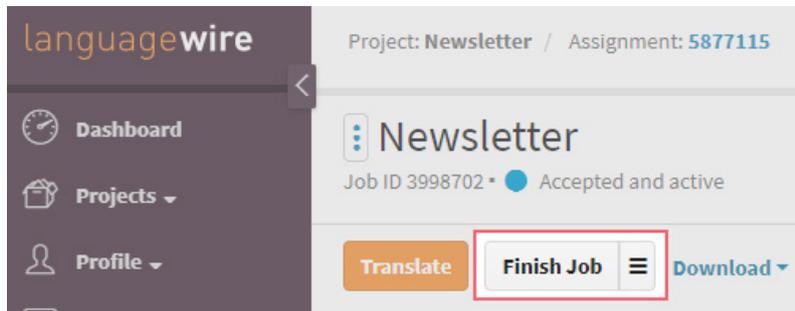
If you want to leave a delivery comment, you can do so at this step. Delivery notes are visible to the next person in the workflow, which could be a customer, a validator or another language expert, so make sure you use a professional tone.
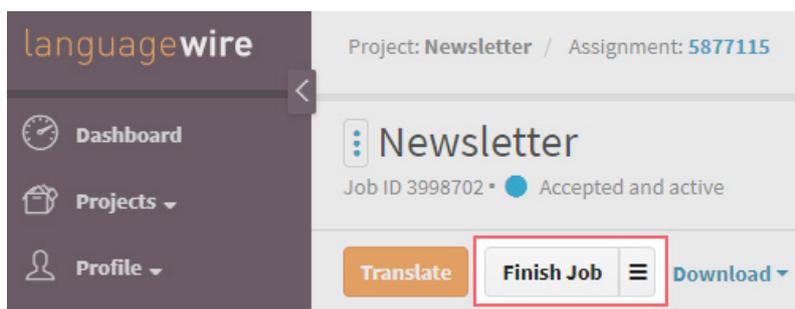

IMPORTANT!

Remember to never finish the job without a file. If you are unsure how to correctly finish the job, contact the Project Manager via Messages.

Delivery of online jobs

If you used LanguageWire's online CAT tool Smart Editor, you can always track the progress of the translation at the top of the page. When you are ready to deliver, return to the job.
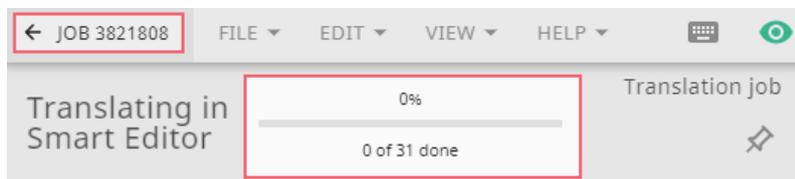
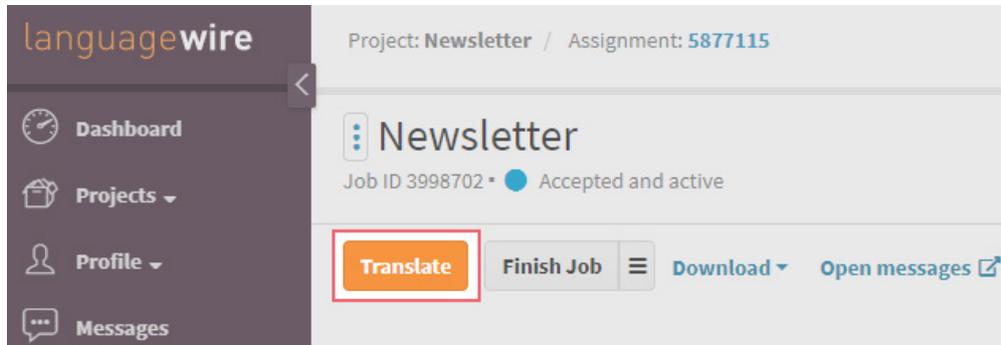When you have returned to the job, click **Finish Job.**

IMPORTANT!

Simply finishing the translation in Smart Editor does not mean you have finished the job. The job is only finished after you have clicked **Finish Job** on the job page and confirmed all necessary steps.
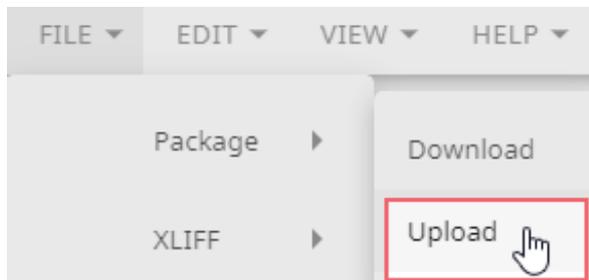
Delivery of offline jobs

Deliveries in Smart Editor
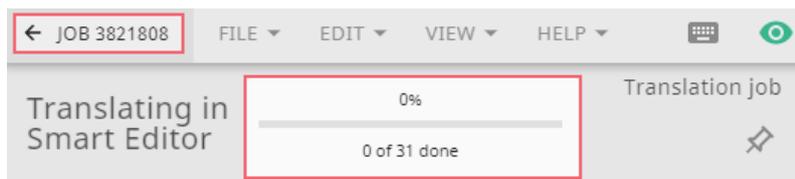
Open Smart Editor by clicking **Translate**.
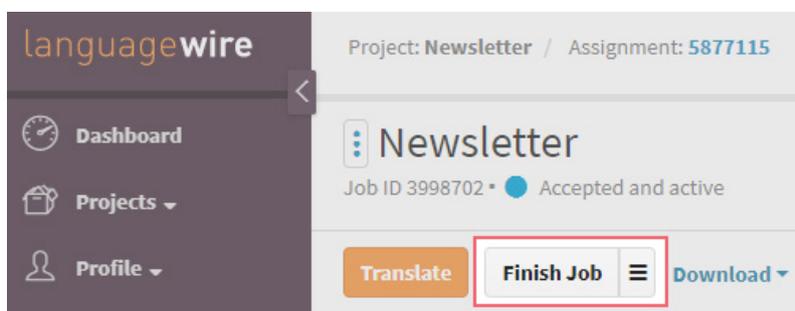

Click **File ▶ Package** and then **Upload**.

> **How to name the return package?**
> The suffix on the return package must always be **_pp.sdlrpx**
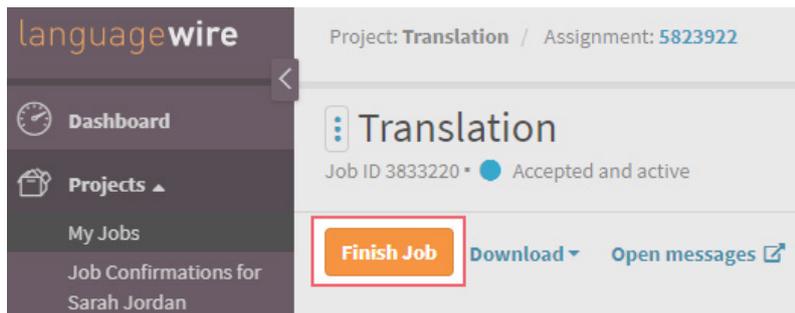
When you are ready to deliver, return to the job.

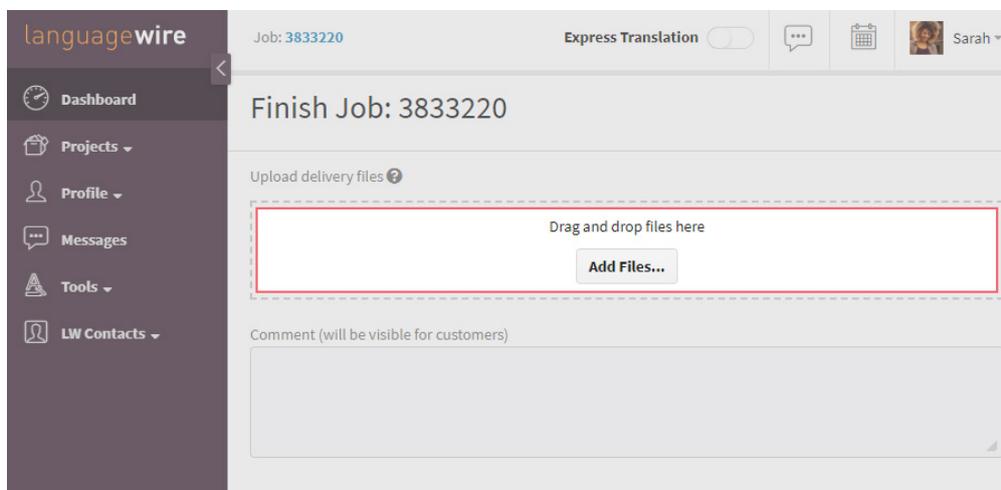When you have returned to the job, click **Finish Job**.

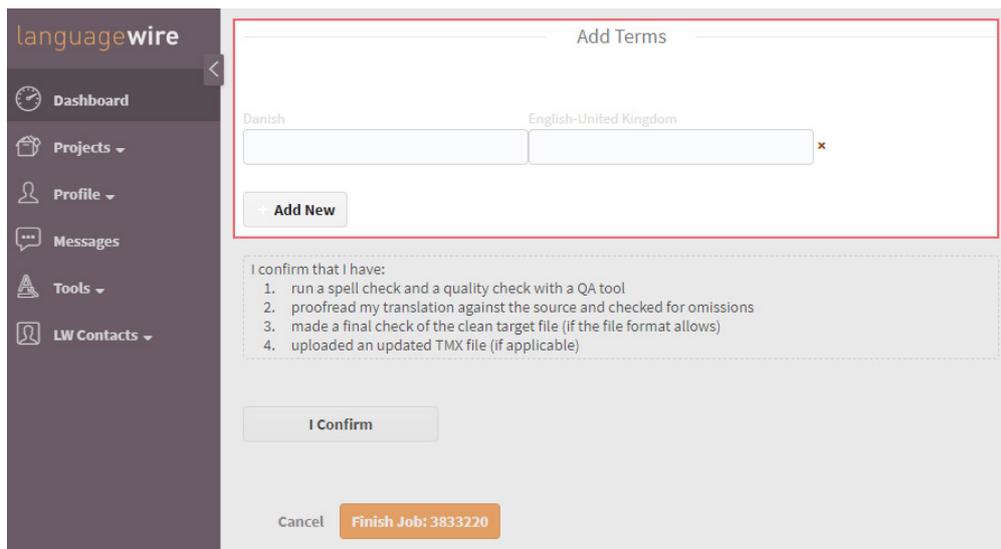## Deliver SDLxliff files or clean files

Click **Finish Job**.

This will take you to the delivery page. Here you can drag and drop the file(s) into the upload box, or you can click on **Add Files** to upload them.

On this page, you must also deliver the TMX files, if available.

Further down on the same page, you can add terms to the Termbase (if this option is enabled for the specific client). The Project Managers regularly collate these terms and ask the client to approve them.

Once you have confirmed that you have performed the necessary checks, click **Finish Job**.

Accessing a finished translation

You can access the delivered translations for finished jobs anytime, provided Smart Editor was enabled for the job.

On the job page, click on **Show Translations**, which will open the Smart Editor window (without the option of editing the text).