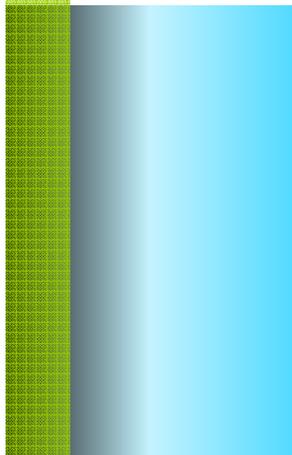




serious
Serious Business®



eTranslator

User Instructions

Serious Business.®

What is **eTranslator**?

Why do we use **eTranslator**?

What are the features of **eTranslator**?

Progress of a project.

eTranslator

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What is **eTranslator** ?

eTranslator is an online system developed by **Serious Business®** for the purpose of managing the relationship with you, our active translator.

To the best of our knowledge, this is the first system in Romania reaching such an extent.

Virtually, any translator can create a profile or be registered by us in **eTranslator**.

When we need a translator for a specific language pair, *we start the selection, testing and contract conclusion process with the translators registered in **eTranslator**.*

Our projects are only available in **eTranslator** to active translators, i.e. translators that had concluded a valid services agreement with us.

To ensure the best receipt of all messages sent from **eTranslator**, please add the address **eTranslator@seriousbusiness.ro** to your address book.

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Why do we use **eTranslator**?

The main purpose of **eTranslator** is to increase project efficiency.

We keep every piece of information on our projects in a single location and we are thus able to make the best decisions regarding our projects.

You enjoy speed, clarity and honesty both in carrying out the projects and in your professional relationship with **Serious Business®**.

Here we have access to your complete résumé; files up to 1GB can be downloaded from/uploaded to this system.

In **eTranslator** you will also have access to *the due date of your invoices* and you will be able to confirm or decline certain *potential tasks*.

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What are the features of eTranslator?

1 *Notices regarding potential tasks*

You will receive an SMS or an email informing you on our potential projects. Potential tasks are listed in the “**Potential Tasks**” section. After accessing the potential task section, viewing the requirements and the files, you can reply whether you are available or not for that specific assignment.



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What are the features of eTranslator?

2 *Managing the tasks you have confirmed*

In the “**Current Tasks**” section you will find all the tasks you have confirmed and for which you have received an order form.

You can download the files to be translated one by one from the page of each task. Please comply with the deadline and the work specifications of each task/file.

When you complete the translation of a file, please use the upload button corresponding to each file.

In the task page you will also find the general references we have for this kind of project.

As soon as they are available on **eTranslator** server, you will be able to download/view versions of the file you are working on (this refers to the various stages covered while working on a file: initial, prepared for translation, revised, final).



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What are the features of eTranslator?

3 Updating your translator résumé

In „**My Profile**” page you can update the information in your *résumé*: *contact information, financial information as well as your professional information.*

The SMS notifications will be sent to the mobile phone no. you register on this page.

Following the entry into force of the contract, you will not be able to change the prices for the language pairs stipulated by the contract. *Please update your information on the profile page whenever a change occurs. This information must always be true and accurate.*



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What are the features of eTranslator?

4 *Viewing the order forms and the contract*

The order form is available in the task page (**“Current Tasks”**). Please download the order form on your PC in order to issue a correct invoice. The order form is issued according to the contract. The contract can also be viewed in the task page.



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What are the features of eTranslator?

5 Viewing the order forms and the contract

In the “**My Invoices**” page you can view the due date of the invoices we have received.

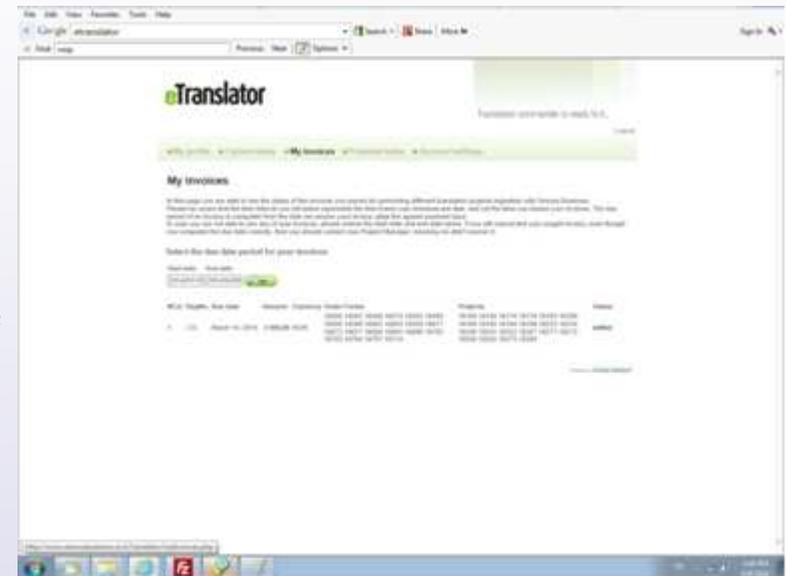
The due date of the invoices is calculated by adding the number of agreed payment days to the receipt date.

Please note that, on this page, invoices are arranged by their due date and not by the issue date.

Thus, “**Start date**” and „**End date**”

correspond to the due date period of your invoices. To view the payment history/forecast, please extend this time range.

Before referring to us regarding the status of an invoice, please check the due date of that invoice on this page because this is the *main source* of information in accounting issues.



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Progress of a project

*These are the steps during the progress of a translation project at Serious Business® using **eTranslator***

- step 1** We receive a translation job inquiry and we create a project.
- step 2** Availability inquiries i.e. potential tasks are sent to a group of selected translators based on internal criteria applied by Serious Business®.
- step 3** Translators receive the potential task page, i.e. a www.serious.ro/codTaskPotential link, by SMS or e-mail

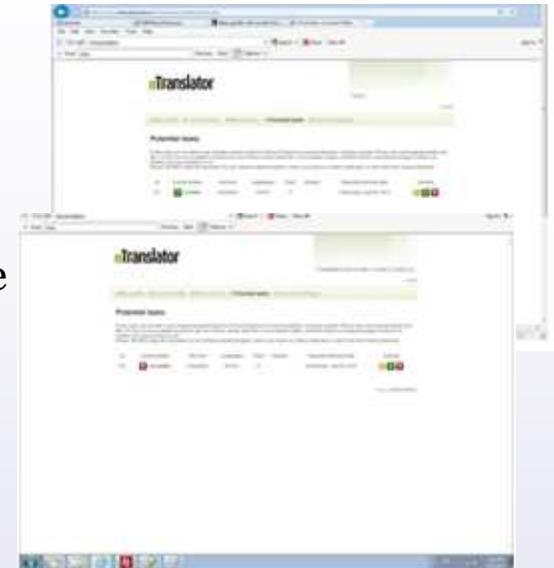
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Progress of a project

step
4

After reviewing the requirements of the potential task, the translator communicates whether he/she is available or not to perform the task by pressing the  and the  keys, respectively, and filling the remarks field. Remarks can be related to a different delivery date, the partial or full completion of the task or the reasons for not accepting the task.



step
5

After creating the list of translators available to perform a certain potential task and only after confirmation of the translation project, the translator/translators to participate in this project is/are selected.

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Progress of a project

- step
6

Translators not selected but who have confirmed their availability to perform the task will receive an email informing them they have not been selected.
- step
7

The selected translator or translators will receive an email notification and we will issue the order form also containing the link to the page of the confirmed task, i.e. www.serious.ro/ConfirmedTaskCode
- step
8

After the issue of the order form, the potential task status changes to confirmed task and is available in the **“Current Tasks”** page.

Progress of a project

step
9

Prior to starting the translation and in order to be able to download the source files, you must confirm the order form.

step
10

The files you translate can only be downloaded from the confirmed task page. **IMPORTANT**, the volume for translation is indicated in the confirmed task and not in the potential task. Differences can also arise regarding the delivery dates between the potential task and the confirmed task.

step
11

To help you complete the translation, in the confirmed task page you will find both additional versions of each file (as soon as they are available: graphics processing, revision, final) and reference documents for this kind of projects.

Progress of a project

- step 12** When you complete the translation of a file, please send us the document using the corresponding upload module in the confirmed task page. You can upload files up to 1GB, maximum 5 re-uploads for each file. When a file is successfully transferred to our server, you will receive a notification email.
- step 13** Upon completion of the translation, please issue the invoice according to the provisions of the agreement and the instructions from [Invoicing Serious Business](#) guide, found in the Help menu. Please remember that you must mention on the invoice the order forms corresponding to the confirmed tasks.
- step 14** After issuing the invoice accordingly, we will register it in the payments register according to the agreed payment term. The invoice can be viewed in the “**My Invoices**” page.