



GUIDE D'UTILISATEUR CLIENT

Requérir une traduction humaine à l'aide de l'interface client
Lingua Custodia

LINGUA CUSTODIA – 28 / 03 / 2017

Sur votre navigateur Web, connectez-vous à www.wordbee-translator.com.

Connectez-vous à votre espace client VERTO à l'aide des informations d'identification fournies par support@linguacustodia.com :

Une fois connecté, placez le curseur sur **Orders** et sélectionnez **New Order** :

	l	m	m	j	v	s	d
10	27	28	1	2	3	4	5
11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	19
13	20	21	22	23	24	25	26
14	27	28	29	30	31	1	2
15	3	4	5	6	7	8	9

Remplissez le bon de commande avec la référence de commande et le délai :

LINGUA CUSTODIA
 ©Wordbee Times indicated in UTC+1
 Help My account Logout
 Home Orders My company

New order Order
New Request (1) Enter details (2) Preview counts and cost (3) Order confirmed Reset form Next... ▶

JPMorgan - Order form
 Sender: demo demo (LC Marketing)

Reference: * Order Form Demo

Deadline: * 📅 🕒 🌙
 mars 2017
 lu ma me je ve sa di
 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30 31 1 2
 3 4 5 6 7 8 9
 mardi 7 mars 2017

Source language: *
 Target language(s): *
 Upload files:
 Instructions:

Reset form Next... ▶

Sélectionnez ensuite la (les) paire (s) de langue dans le menu déroulant :

LINGUA CUSTODIA
 ©Wordbee Times indicated in UTC+1
 Help My account Logout
 Home Orders My company

New order Order
New Request (1) Enter details (2) Preview counts and cost (3) Order confirmed Reset form Next... ▶

JPMorgan - Order form
 Sender: demo demo (LC Marketing)

Reference: * Demo Order Form

Deadline: * 15/03/2017 00:00 📅 🕒 🌙

Source language: * French

Target language(s): *
 French
 Select all
 English
 French
 German
 Italian
 Spanish

Upload files:
 Instructions:

Reset form Next... ▶

Si la date de livraison souhaitée est plus courte que celle disponible dans l'interface, veuillez contacter directement Lingua Custodia pour obtenir un devis et une confirmation de délai de livraison au translate@linguacustodia.com .

Téléchargez-le ou les documents que vous souhaitez traduire :

The screenshot shows the 'New Request' form in the Lingua Custodia interface. The form is titled 'JPMorgan - Order form' and is currently in the 'New Request' stage. It includes the following fields and options:

- Reference:** Demo Order Form
- Deadline:** 15/03/2017 00:00
- Source language:** French
- Target language(s):** English, German
- Upload files:** A file named 'Demo Ppt.pptx (435 KB)' is uploaded. Below it, a button labeled 'Select files or drop here' is highlighted with a black box.
- Instructions:** A text area for providing additional information.

Navigation buttons include 'Reset form' and 'Next...' at the bottom right of the form.

Une fois téléchargé, cliquez sur **Next** :

This screenshot is identical to the previous one, showing the 'New Request' form for 'JPMorgan - Order form'. The only difference is a large red arrow pointing down towards the 'Next...' button at the bottom right of the form, indicating the next step in the process.

L'outil génère instantanément un devis, pour l'accepter, cliquez sur "Confirm your order":

The screenshot shows the Lingua Custodia web interface. At the top left is the logo and name 'LINGUA CUSTODIA'. To the right are links for 'Help', 'My account', and 'Logout'. Below the logo, it says '©Wordbee Times indicated in UTC+1'. On the right side, there are links for 'Home', 'Orders', and 'My company'. The main content area is titled 'New order' and 'New Request'. It features a progress bar with three steps: '(1) Enter details', '(2) Preview counts and cost' (which is active), and '(3) Order confirmed'. There are buttons for 'Reset form', 'Go back', and 'Confirm your order'. Below this, there are two sections: 'Cost details / Order summary' and 'Counts details'. The 'Cost details' section shows currency as Euro, total excluding VAT as 227.04 EUR, VAT rate as 20.00%, and total including VAT as 272.45 EUR. It also lists client information: LC Marketing, contact person demo, reference Demo Order Form, deadline 15/03/2017 00:00, source language English, target language French, domain Finance and economy/investment funds, and file Demo Ppt.pptx. The 'Counts details' section is a table with columns for Document name, Words, Identical pretranslations, Fuzzy pretranslations, Fuzzy matches, and Characters. It shows one document 'Demo Ppt.pptx' with 1145 words, 1 identical pretranslation, 0 fuzzy pretranslations, 15 fuzzy matches, and 6245 characters. A red arrow points to the 'Confirm your order' button at the bottom right of the counts table.

Cost details / Order summary

Currency:	Euro	Client:	LC Marketing More details
Total excluding VAT:	227.04 EUR	Contact person:	demo demo
VAT rate:	20.00%	Reference:	Demo Order Form
Total including VAT:	272,45 EUR	Deadline:	15/03/2017 00:00
		Source language:	English
		Target language(s):	French
		Domain:	Finance and economy/investment funds
		File(s):	Demo Ppt.pptx

Counts details

Document name	Words	Identical pretranslations	Fuzzy pretranslations	Fuzzy matches	Characters
Demo Ppt.pptx From English to French	1 145	1	0	15	6 245
Total:	1 145	1	0	15	6 245

Your document is being translated. Once completed, you will receive it from Lingua Custodia by e-mail.

N'hésitez pas à contacter Lingua Custodia par courriel: translate@linguacustodia.com si vous avez des questions concernant le processus de traduction.