



Welcome to Verto!

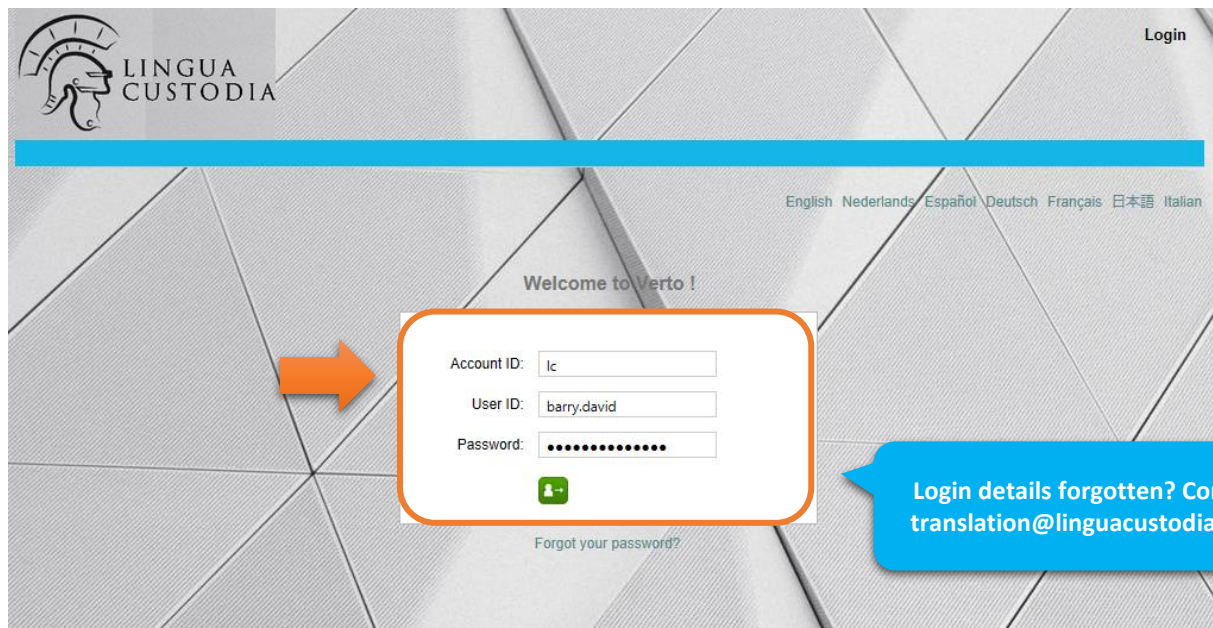
**Human
Translation
& Post-
editing
User Guide**

Summary

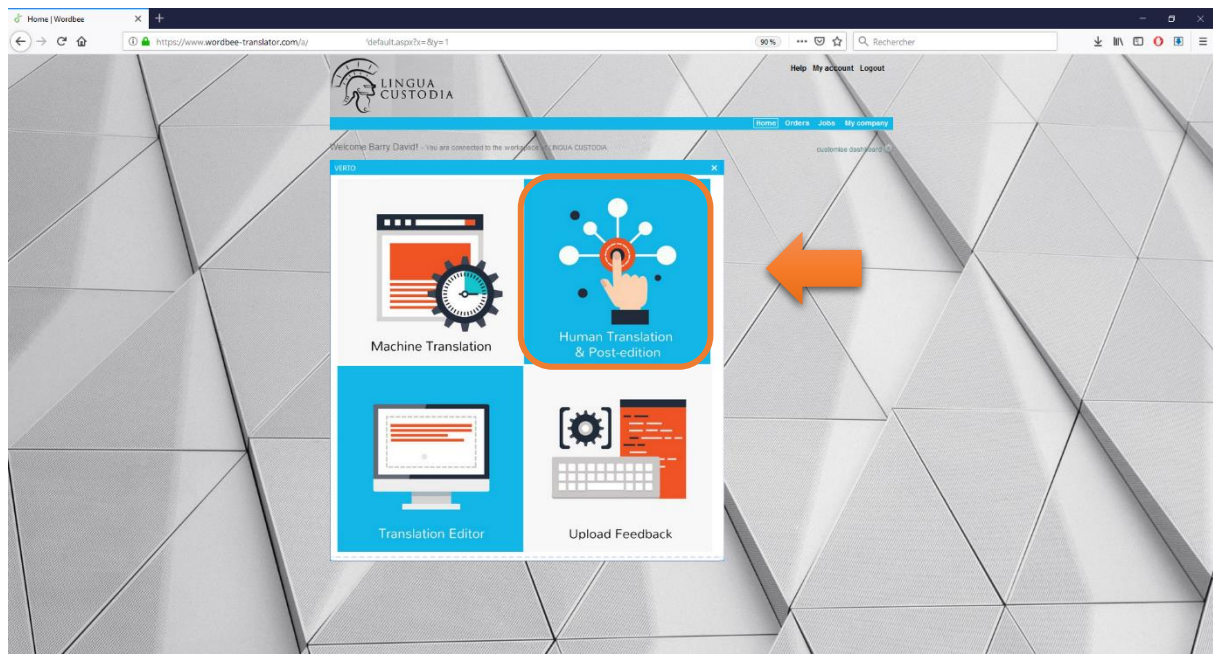
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1. Connect

In your Web browser, log into www.wordbee-translator.com and to your VERTO workspace using the login details sent to you:



Once logged, click on the [Human Translation & Post-edition](#)



2. Define your translation needs

In the **New Order** interface, select the option you need in the drop-down menu. Fill in the required fields such as the reference and the deadline: the reference is keyed manually and allows the user to easily manage the order.

Select the language of your file (**Source language**), the target languages you want your documents to be translated into (**Target language(s)**) then upload the source file(s) by clicking on the dedicated area or by dropping it directly.

Once your file is uploaded, its name is green, and you may click on **Next**.

You can also specify **Instructions** if necessary.

The screenshot shows the 'New Request' form in the Lingua Custodia interface. The form is titled 'New Request' and has three steps: (1) Enter details, (2) Preview counts and cost, and (3) Order confirmed. The current step is (1). The form includes the following fields and options:

- Sender:** David Barry (.)
- Type of work:** Traduction
- Reference:** *
- Deadline:** *
- Source language:** *
- Target language(s):** *
- Domain(s):** Finance and economy
- Upload files:** *
- Reference material:**
- Instructions:**

At the bottom right, there is a 'Reset form' button and a 'Next...' button.

3. Get a quote

Once you have clicked [Next](#), a window appears to let you know that the document is being processed. When the process is complete, your quote is produced and appears on the screen. Press [Confirm your order](#) to validate the quote or select [Go back](#) to modify your order.

The screenshot shows the 'New Request' page in the Lingua Custodia interface. The page is divided into several sections:

- Header:** Lingua Custodia logo, navigation links (Home, Orders, Jobs, My company), and user options (Help, My account, Logout).
- Progress Bar:** A blue bar with three steps: (1) Enter details, (2) Preview counts and cost (active), and (3) Order confirmed. Buttons for 'Reset form', 'Go back', and 'Confirm your order' are visible.
- Cost details / Order summary:** A table with two columns. The left column shows cost information, and the right column shows client and project details.

Cost details / Order summary		Client:	
Currency:	Euro	Contact person:	David Barry
Total excluding VAT:	1,450.92 EUR	Reference:	Test
VAT rate:	20.00%	Deadline:	1/18/2019 12:00 PM
Total including VAT:	1,741.10 EUR	Source language:	English
		Target language(s):	French
		Domain:	Finance and economy
		File(s):	2018-783 (1).docx
- Counts details:** A table showing word counts and other metrics for the document.

Document name	Words	Identical pretranslations	Fuzzy pretranslations	Fuzzy matches	Characters
2018-783 (1).docx From English to French	7,353	21	25	459	37,791
Total:	7,353	21	25	459	37,791
- Footer:** Buttons for 'Reset form', 'Go back', and 'Confirm your order'.

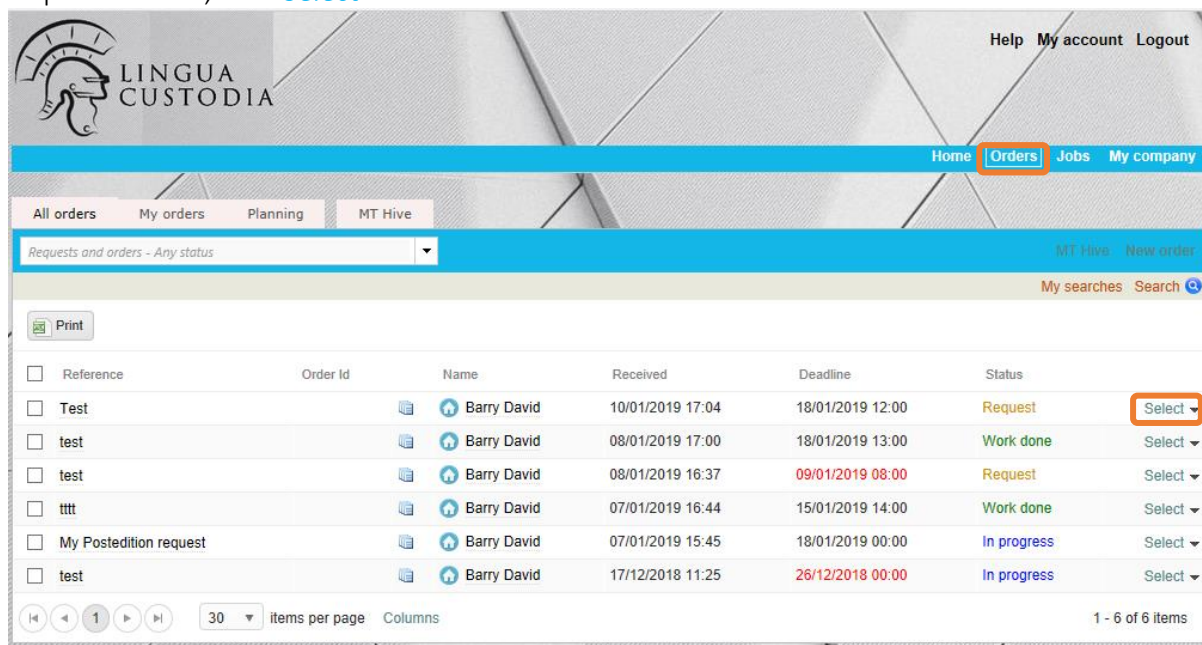
In case you subscribed a prepaid plan, the [Preview counts and cost](#) page will only show the word counts for each document.

Your order is now flagged as [Request](#) on the home page of your interface. When the project manager has taken your order into account, it will appear as [In progress](#) and you will get an email to notify you of this status change. By selecting your request, you access all information related to the order, including the files.

4. Specific case: Manager validation

Your company might have requested a final validation request control by a manager. If you have requested this control, as a manager, you will be informed by e-mail of all new orders and status changes, especially quotes.

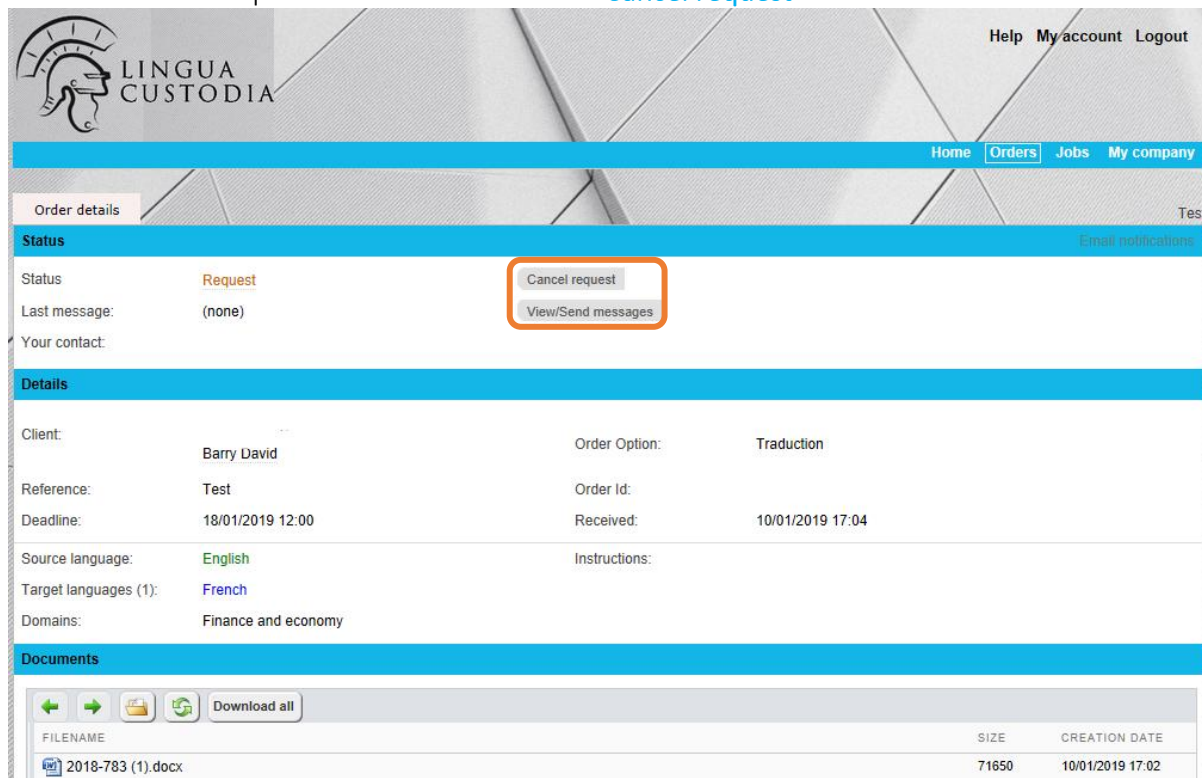
To access your orders, you can go to the [Home page](#) and click [Orders](#) at the top. Then, to access a specific order, click [Select](#) on the relevant line.



The screenshot shows the 'Orders' page in the Lingua Custodia system. The page header includes the company logo and navigation links: Home, **Orders**, Jobs, and My company. Below the header, there are tabs for 'All orders', 'My orders', 'Planning', and 'MT Hive'. A dropdown menu shows 'Requests and orders - Any status'. A search bar is present with 'My searches' and a search icon. A 'Print' button is located above the table. The table lists orders with columns: Reference, Order Id, Name, Received, Deadline, and Status. The first row is highlighted, and the 'Select' button in the rightmost column is circled in orange.

Reference	Order Id	Name	Received	Deadline	Status	
<input type="checkbox"/> Test		Barry David	10/01/2019 17:04	18/01/2019 12:00	Request	Select
<input type="checkbox"/> test		Barry David	08/01/2019 17:00	18/01/2019 13:00	Work done	Select
<input type="checkbox"/> test		Barry David	08/01/2019 16:37	09/01/2019 08:00	Request	Select
<input type="checkbox"/> tttt		Barry David	07/01/2019 16:44	15/01/2019 14:00	Work done	Select
<input type="checkbox"/> My Postedition request		Barry David	07/01/2019 15:45	18/01/2019 00:00	In progress	Select
<input type="checkbox"/> test		Barry David	17/12/2018 11:25	26/12/2018 00:00	In progress	Select

You must then use the [View/send messages](#) to let Lingua Custodia know whether you confirm the order and the quote. You can also click on [Cancel request](#) if not.



The screenshot shows the 'Order details' page for a specific order. The page header includes the company logo and navigation links: Home, **Orders**, Jobs, and My company. Below the header, there are tabs for 'Order details' and 'Test'. The 'Status' section shows the order status as 'Request' and includes buttons for 'Cancel request' and 'View/Send messages', both of which are circled in orange. The 'Details' section provides information about the client, reference, deadline, source language, target languages, and domains. The 'Documents' section shows a list of files with columns for filename, size, and creation date.

FILENAME	SIZE	CREATION DATE
2018-783 (1).docx	71650	10/01/2019 17:02

5. Retrieve your translation

When the translation process is completed, your order status will be updated to **Work done**. You will receive a notification email with a link to retrieve your translation(s) in the **Documents** area of your **Order page**: You can then select the folders and files you want to download on your computer by clicking **Download** or **Download all** to download several folders if applicable.

The screenshot displays the Lingua Custodia web application interface. At the top, there is a navigation bar with the company logo and name, and links for 'Help', 'My account', and 'Logout'. Below this is a secondary navigation bar with 'Home', 'Orders', 'Jobs', and 'My company'. The main content area is titled 'Order details' and shows the order status as 'Work done'. There are buttons for 'Approve results' and 'Results not ok', and a 'View/Send messages' button. The 'Details' section lists order information: Client (Barry Davia), Reference (Test), Deadline (18/01/2019 12:00), Order Option (Traduction), Order Id, Received (10/01/2019 17:04), Source language (English), Target languages (1) (French), and Domains (Finance and economy). The 'Documents' section shows a file explorer view with a 'Download all' button highlighted in a red box. The file explorer shows a folder named 'French' containing a file named '2018-783 (1).docx' with a size of 71650 and a creation date of 10/01/2019 17:02. A note at the bottom of the file explorer states: 'The library above contains original files and translations (once finished).'

Language code for Matching folder names			
en	English	pt	Portuguese
fr	French	sv	Swedish
es	Spanish	ja	Japanese
de	German	zh	Chinese
it	Italian	nl	Dutch

6. Client Support

Should you need any more information or immediate assistance, please send an e-mail to translation@linguacustodia.com or dial +33 (0) 1 30 44 04 23.