



Welcome to Verto!

Translation

Editor

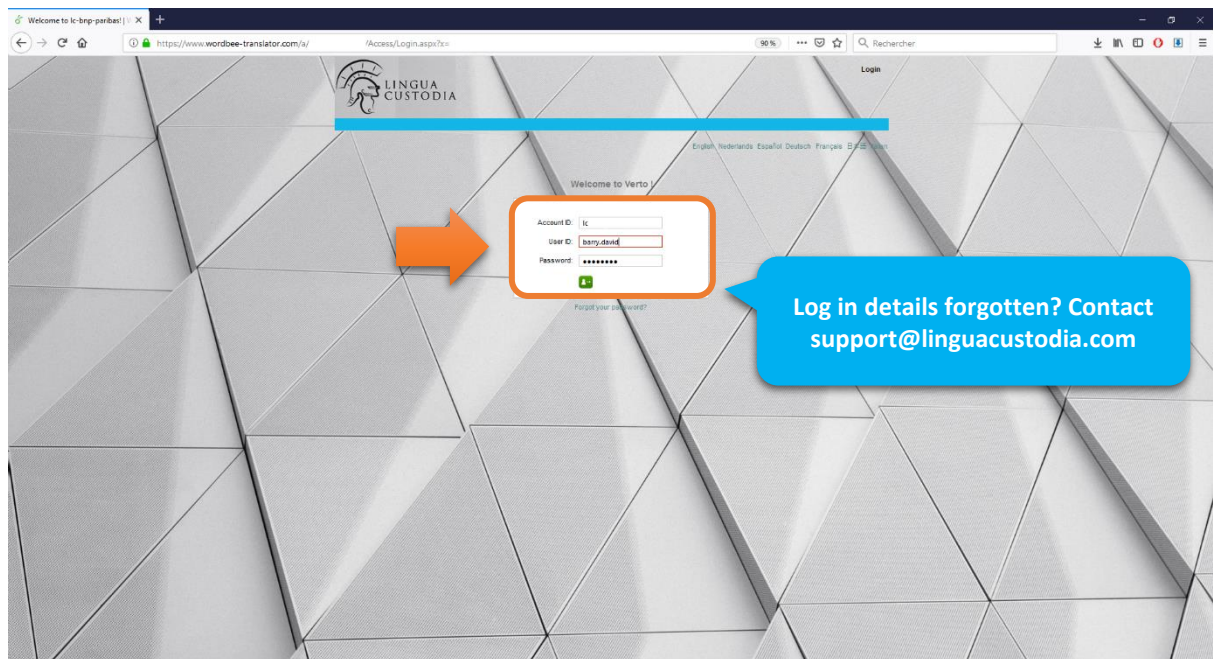
User Guide

Summary

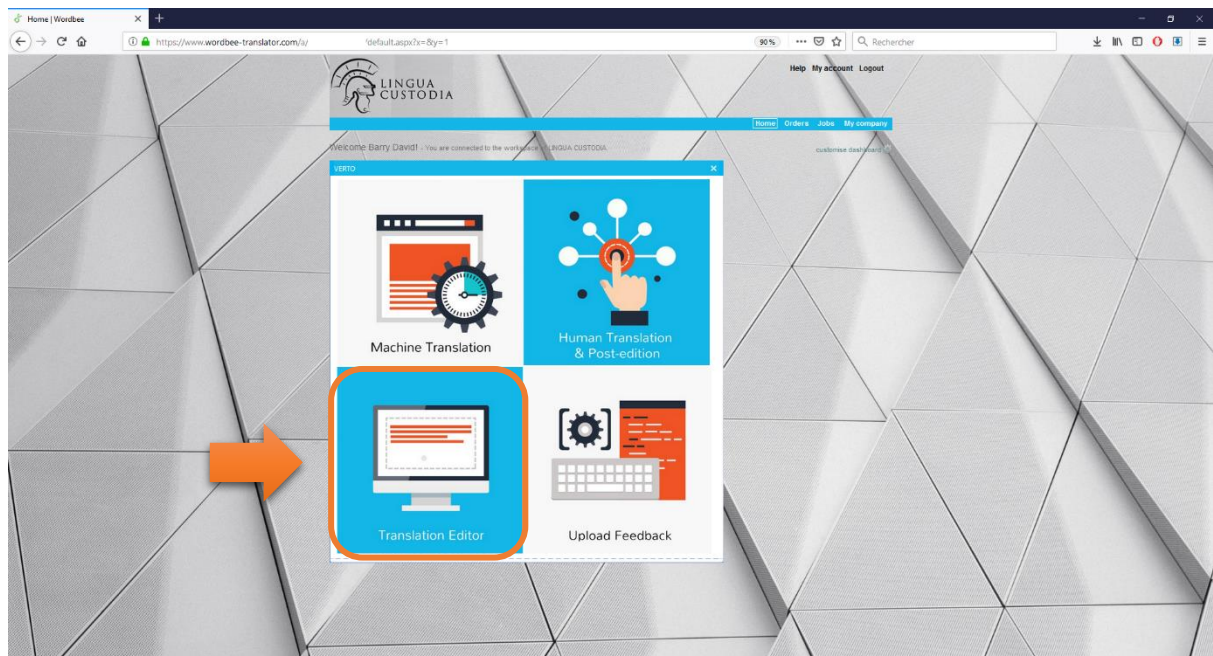
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1. Connect

On your web browser, log into www.wordbee-translator.com and to your VERTO workspace using the log in details sent to you:



Click on the [Translation Editor](#) button:



2. Review and Post-edit

Click on **Status** to access the document(s) you wish to post-edit

The screenshot shows the Lingua Custodia interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Jobs', and 'My company'. Below this, there are tabs for 'Standard jobs', 'Codyt jobs', and 'Planning'. The main content area is titled 'All company jobs' and shows a search filter for 'Codyt jobs - Any status'. A table of jobs is displayed with columns for '#', 'Document and project', 'Current work', 'Supplier', 'Deadline', 'Seg', 'Counts & Activity', and 'Manage and Translate'. Three jobs are listed, and the 'Status' column for each is highlighted with an orange box.

#	Document and project	Current work	Supplier	Deadline	Seg	Counts & Activity	Manage and Translate
1	New licensing moves for payment firms to be made law.docx 2019-16	Translation - Not started English - German			43	859	Translate Status
2	New licensing moves for payment firms to be made law.docx 2019-1	Translation - In progress English - German	Barry David		43	859	Translate Status
3	fichier1 EN.docx 2018-6	Translation - Not started English - French			582	859	Translate Status

Click on **Continue** and then **OK**

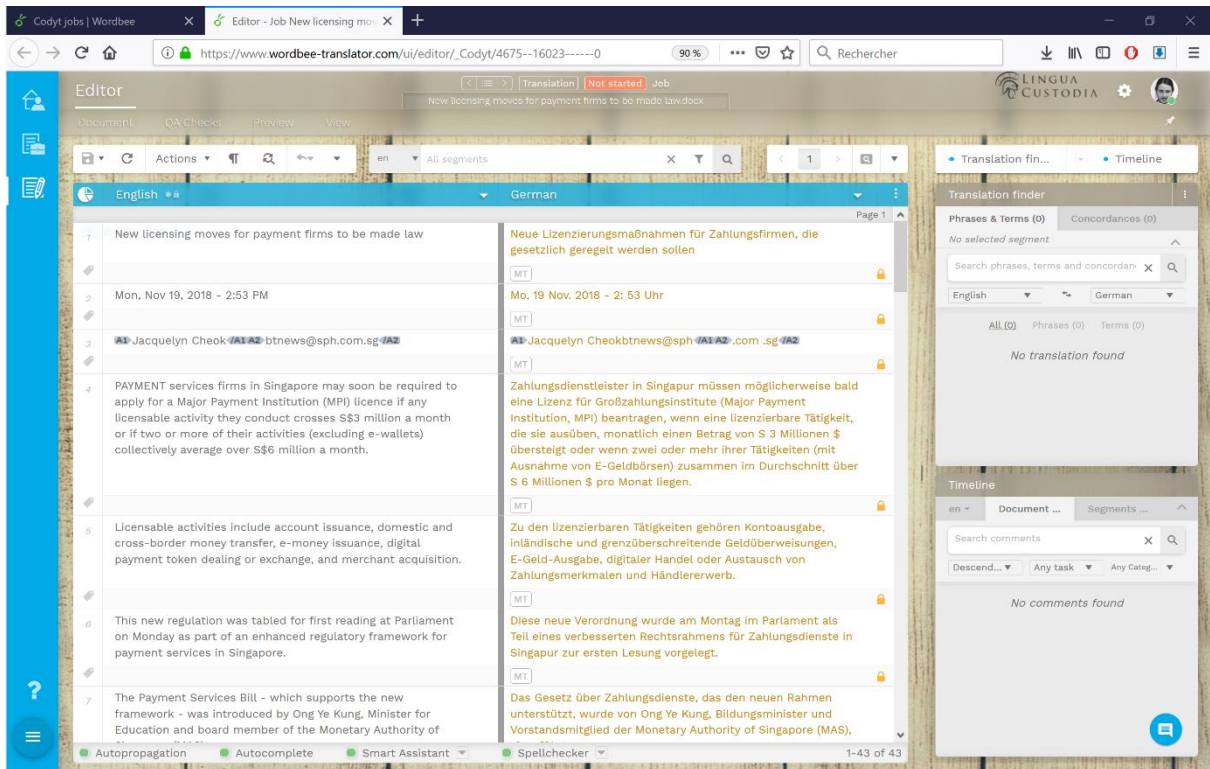
The screenshot shows a modal window titled 'New licensing moves for payment firms to be made law.docx'. It has tabs for 'Work status', 'Properties', 'Messages', and 'Reference material'. The 'Work status' tab is active, showing 'Work and status: Translation Not started', 'Assigned to: [User]', and 'Deadline: None'. Below this, there is a section 'Choose next step or close window:' with a green button labeled 'Start translation work now!' and a subtext 'The job will be marked as In Progress.' To the right of this section is a button labeled 'Continue' with a green arrow icon, which is highlighted with an orange box.

3. Open the translation editor: click on Translate

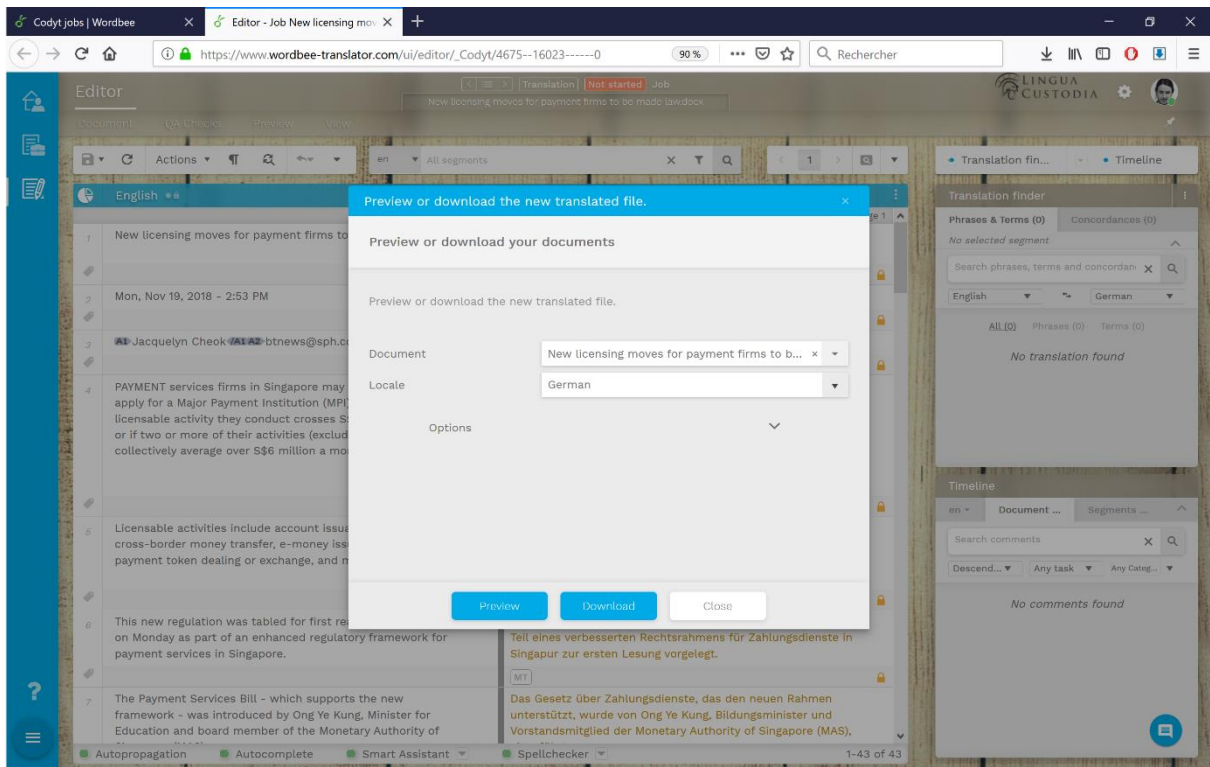
The screenshot shows the Lingua Custodia interface, similar to the first screenshot. The 'Jobs' tab is selected, and the table of jobs is displayed. The 'Translate' button in the 'Manage and Translate' column for each of the three jobs is highlighted with an orange box.

#	Document and project	Current work	Supplier	Deadline	Seg	Counts & Activity	Manage and Translate
1	New licensing moves for payment firms to be made law.docx 2019-16	Translation - In progress English - German	Barry David		43	859	Translate Status
2	New licensing moves for payment firms to be made law.docx 2019-1	Translation - In progress English - German	Barry David		43	859	Translate Status
3	fichier1 EN.docx 2018-6	Translation - Not started English - French			582	859	Translate Status

Once all the corrections have been made click on **Preview** and **select Preview Target document**

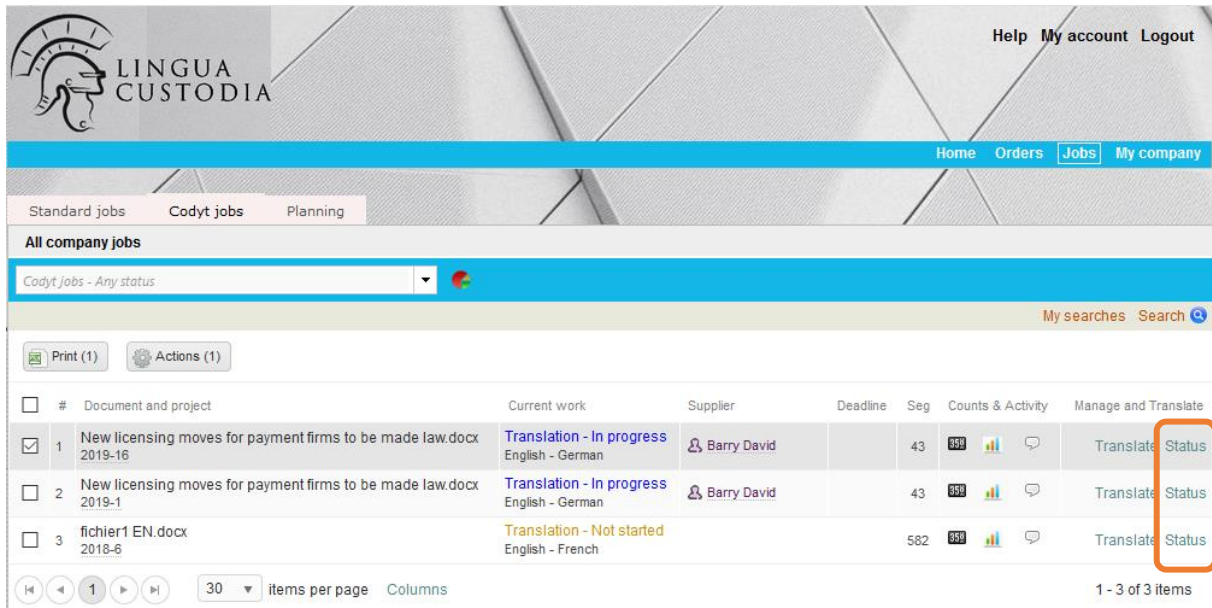


4. Retrieve your document: Click on **Download file**



5. Update the job status

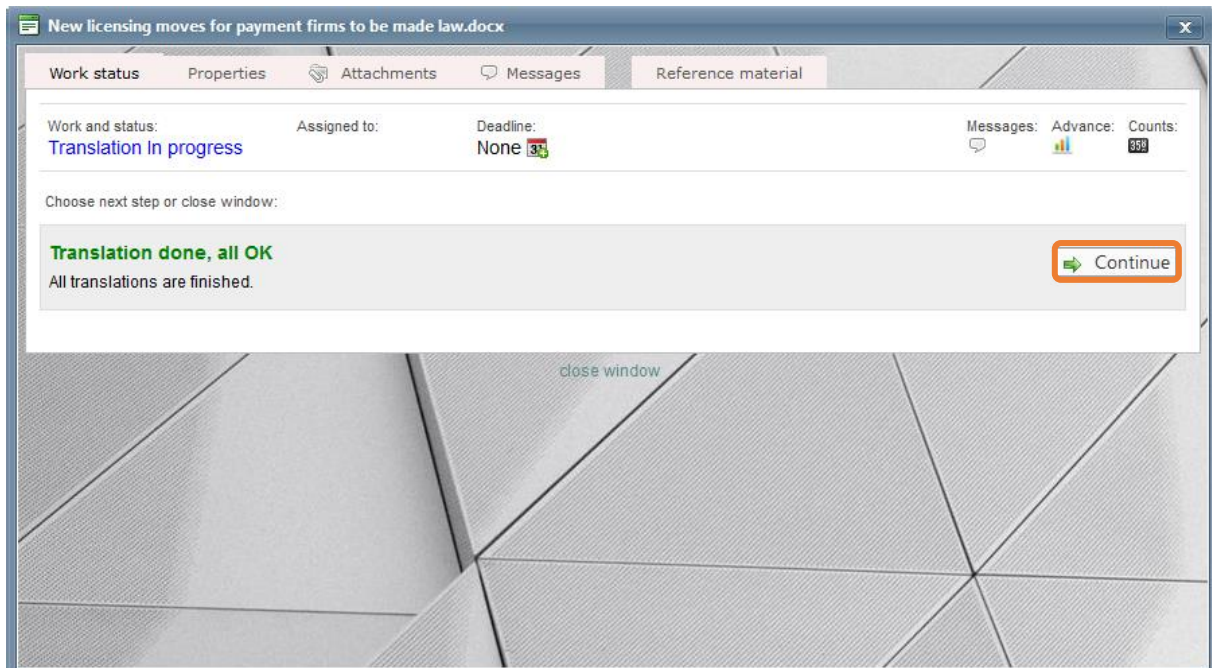
To change the status of the job to **Completed** click on **Status**:



The screenshot shows the Lingua Custodia web interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Jobs', and 'My company'. Below this, there are tabs for 'Standard jobs', 'Codyt jobs', and 'Planning'. The main content area displays a list of jobs under the heading 'All company jobs'. The list has columns for '#', 'Document and project', 'Current work', 'Supplier', 'Deadline', 'Seg', 'Counts & Activity', and 'Manage and Translate'. Three jobs are listed, and the 'Status' column for each is highlighted with an orange box. The first two jobs are 'Translation - In progress' and the third is 'Translation - Not started'.

#	Document and project	Current work	Supplier	Deadline	Seg	Counts & Activity	Manage and Translate
1	New licensing moves for payment firms to be made law.docx 2019-16	Translation - In progress English - German	Barry David		43	330	Translate Status
2	New licensing moves for payment firms to be made law.docx 2019-1	Translation - In progress English - German	Barry David		43	330	Translate Status
3	fichier1 EN.docx 2018-8	Translation - Not started English - French			582	330	Translate Status

Then click on **Continue** and **OK**



The screenshot shows a dialog box titled 'New licensing moves for payment firms to be made law.docx'. The 'Work status' tab is active, showing 'Work and status: Translation In progress', 'Assigned to: None', and 'Deadline: None'. Below this, there is a section 'Choose next step or close window:' with a green message: 'Translation done, all OK' and 'All translations are finished.' A 'Continue' button is highlighted with an orange box.

Note: There is no action required to save the new segments in the translation memory, it will be updated automatically on a daily basis at close of business.

6. Client Assistance

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