



Welcome to Verto!

Human Translation & Post-editing
User Guide





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Connect

In your Web browser, log into <https://login.linguacustodia.finance> and to your **VERTO workspace** using the login details sent to you.



Login

English Nederlands Español Deutsch Français 日本語 Italiano

Login details forgotten? Contact translation@linguacustodia.com



Welcome to VERTO by Lingua Custodia

Account ID:

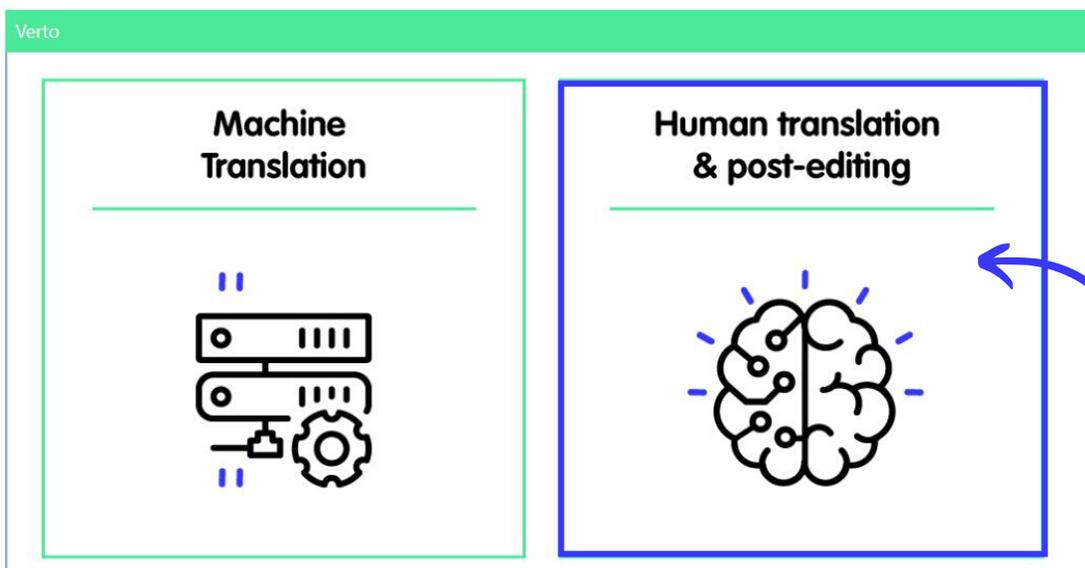
User ID:

Password:

[Forgot your password?](#)

We trust our financial translation technology will help you translate your financial documents better and quicker.

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



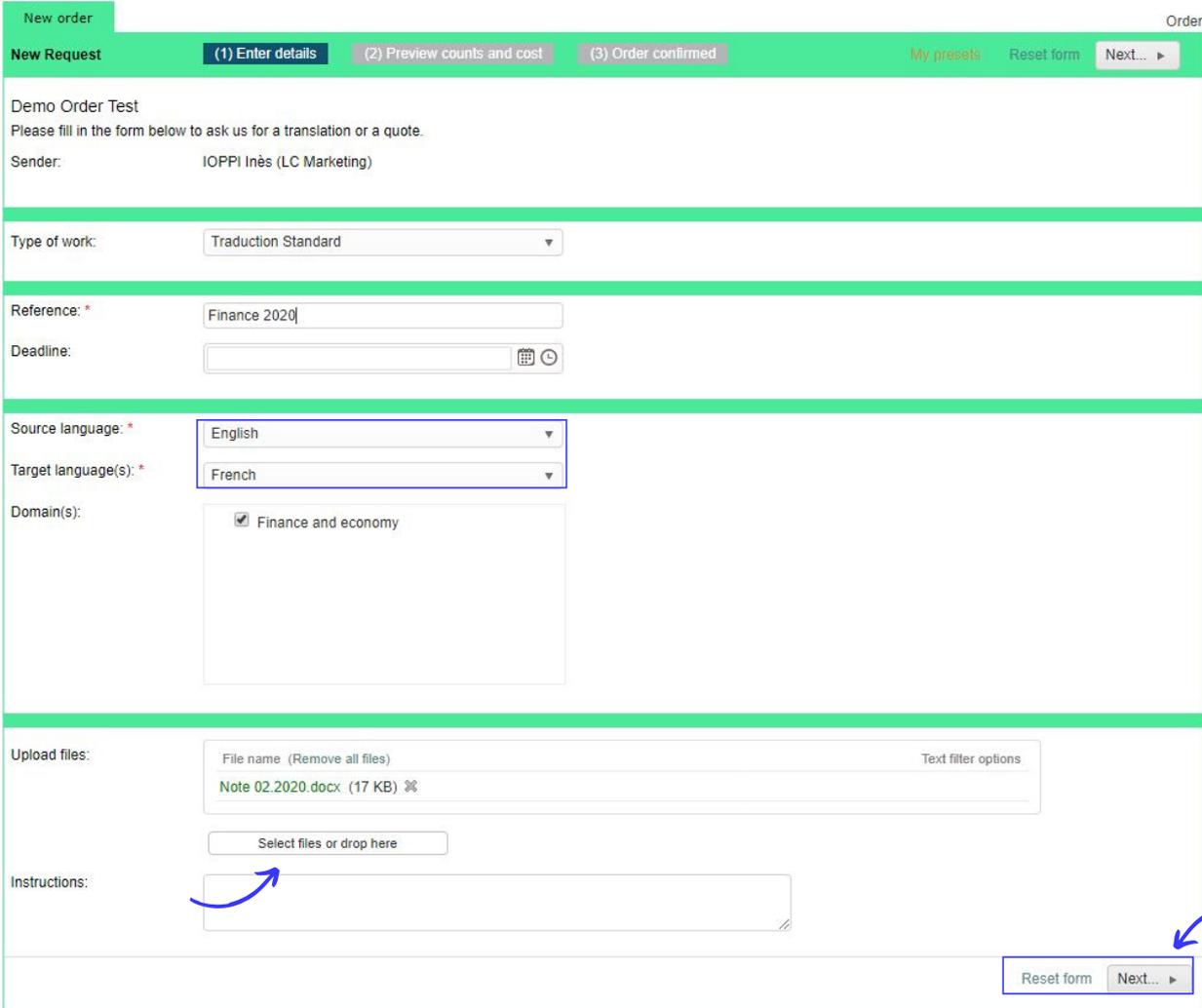
Define your translation needs

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.



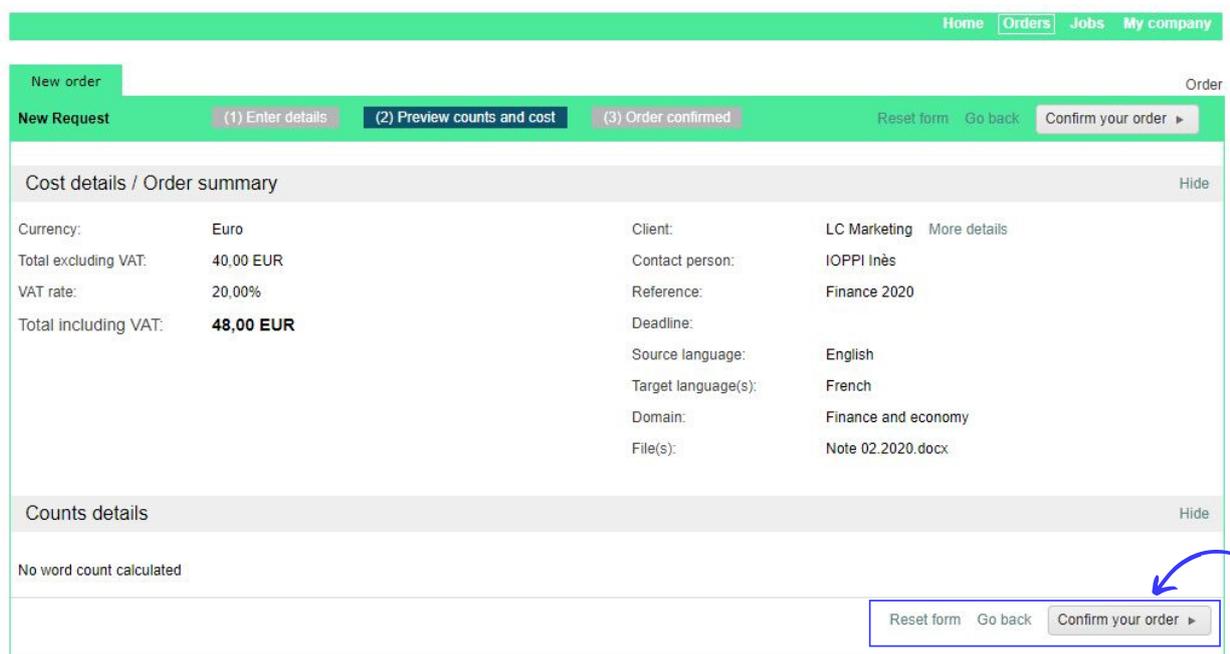
The screenshot shows the 'New order' interface with the following elements:

- Header:** 'New order' on the left and 'Order' on the right.
- Progress:** 'New Request' with steps: (1) Enter details (active), (2) Preview counts and cost, (3) Order confirmed.
- Form Content:**
 - Sender: IOPPI Inès (LC Marketing)
 - Type of work: Traduction Standard
 - Reference: Finance 2020
 - Deadline: [Calendar icon]
 - Source language: English
 - Target language(s): French
 - Domain(s): Finance and economy
 - Upload files: File name (Remove all files) Text filter options. Note 02.2020.docx (17 KB) [Remove icon]. Select files or drop here.
 - Instructions: [Text area]
- Buttons:** 'Reset form' and 'Next...' at the bottom right. Blue arrows point to the 'Instructions' field and the 'Next...' button.

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 a web interface for a 'New Request'. At the top, there are navigation links: Home, Orders, Jobs, My company. Below this, a 'New order' section contains a progress bar with three steps: (1) Enter details, (2) Preview counts and cost (highlighted), and (3) Order confirmed. There are buttons for 'Reset form', 'Go back', and 'Confirm your order'. The main content area is titled 'Cost details / Order summary' and is divided into two columns. The left column shows financial details: Currency: Euro, Total excluding VAT: 40,00 EUR, VAT rate: 20,00%, and Total including VAT: 48,00 EUR. The right column shows client and project details: Client: LC Marketing, Contact person: IOPPI Inès, Reference: Finance 2020, Deadline, Source language: English, Target language(s): French, Domain: Finance and economy, and File(s): Note 02.2020.docx. Below this is a 'Counts details' section with the text 'No word count calculated'. At the bottom right, there are buttons for 'Reset form', 'Go back', and 'Confirm your order', with a blue arrow pointing to the 'Confirm your order' button.

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.



The screenshot shows a table of orders. The table has columns: Reference, Order Id, Name, Received, Deadline, Status, and a dropdown menu. The first row is highlighted and has a blue box around the 'Request' status. A blue arrow points to the 'Request' status. The table also includes a 'Print' button and a search bar.

Reference	Order Id	Name	Received	Deadline	Status	
Finance 2020	2020-19	Inès IOPPI	20/02/2020 10:29		Request	Select

Specific case: Manager validation

Your company might have requested a final validation request control by a manager.

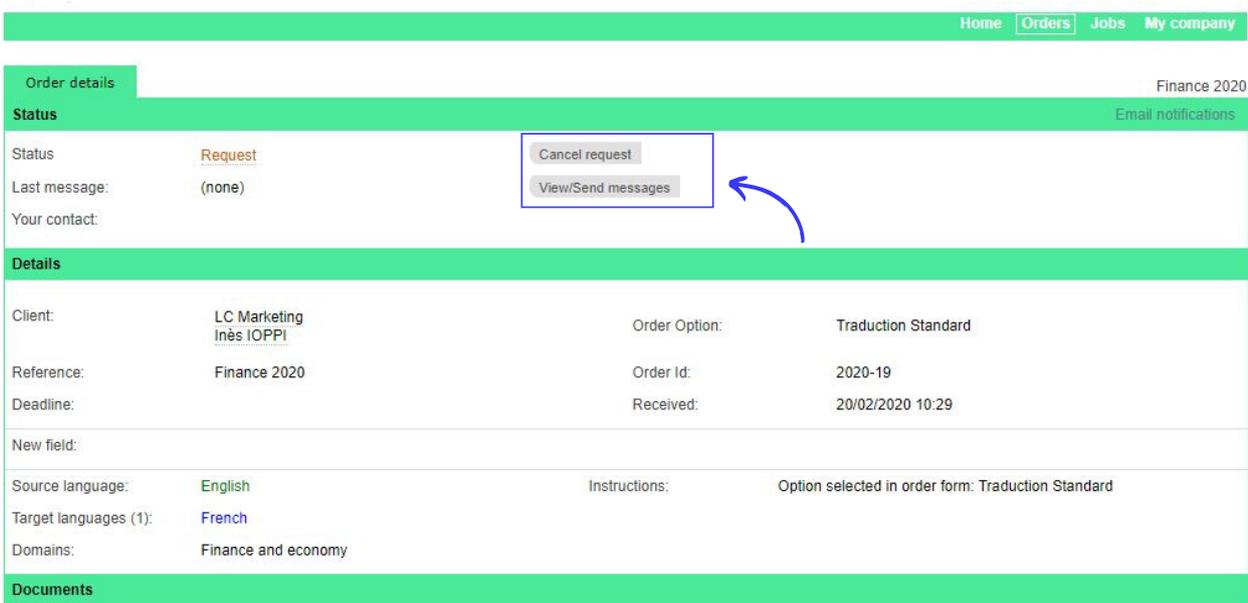
If you have requested this control, as a manager, you will be informed by e-mail of all new orders and status changes, especially quotes.

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.



Reference	Order Id	Name	Received	Deadline	Status
Finance 2020	2020-19	Inès IOPPI	20/02/2020 10:29		Request

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.

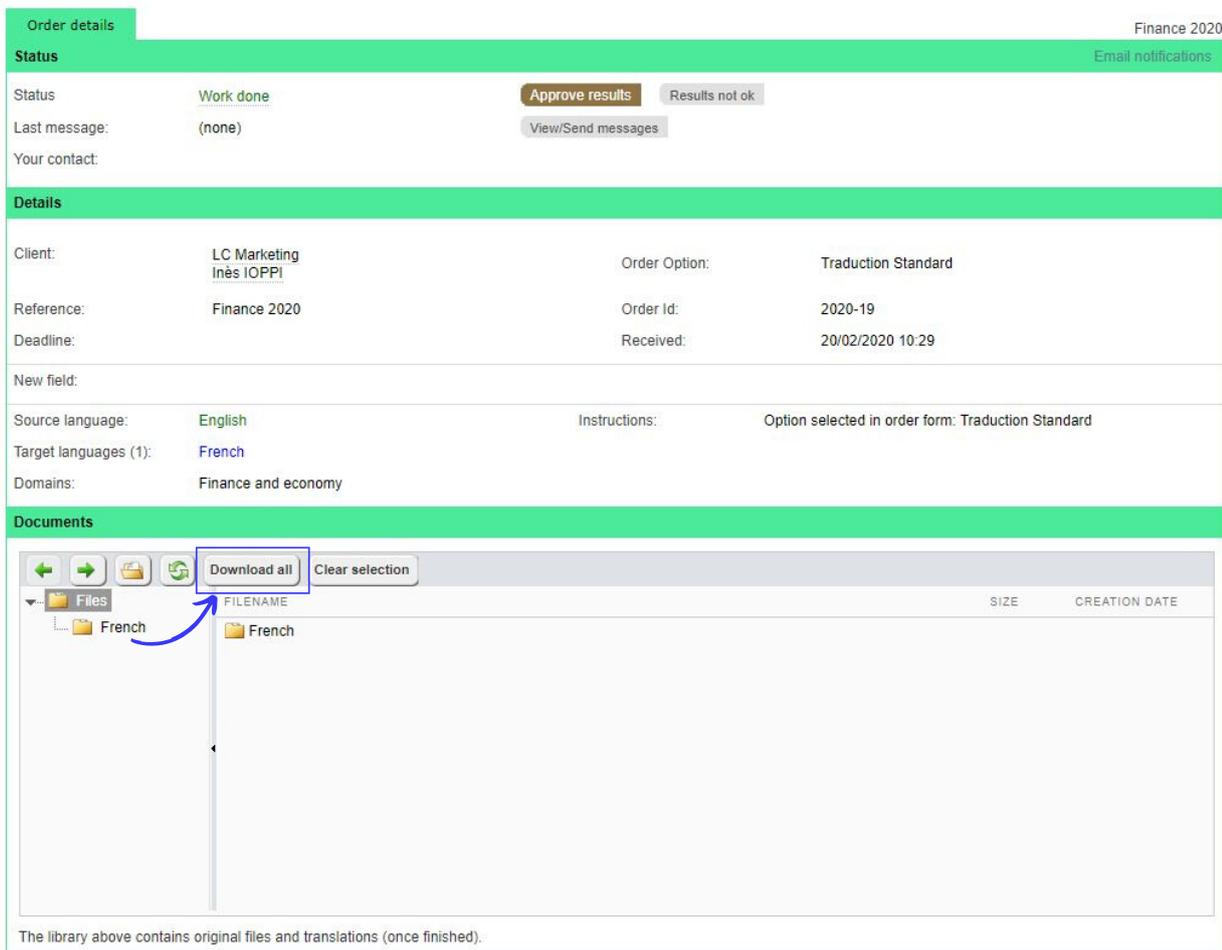


Order details		Finance 2020	
Status	Request	Cancel request	
Last message:	(none)	View/Send messages	
Your contact:			
Details			
Client:	LC Marketing Inès IOPPI	Order Option:	Traduction Standard
Reference:	Finance 2020	Order Id:	2020-19
Deadline:		Received:	20/02/2020 10:29
New field:			
Source language:	English	Instructions:	Option selected in order form: Traduction Standard
Target languages (1):	French		
Domains:	Finance and economy		
Documents			

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 'Order details' page for 'Finance 2020'. The status is 'Work done', and there are buttons for 'Approve results' and 'Results not ok'. The 'Details' section lists client information (LC Marketing Inès IOPPI), reference (Finance 2020), order option (Traduction Standard), order ID (2020-19), and deadline (20/02/2020 10:29). It also shows source language (English), target language (French), and domains (Finance and economy). The 'Documents' section shows a file browser with a 'Download all' button highlighted by a blue box and an arrow. Below the file browser, a note states: 'The library above contains original files and translations (once finished).'

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 80 82 59 70.