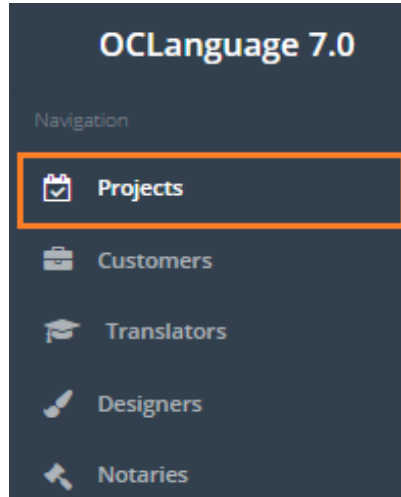


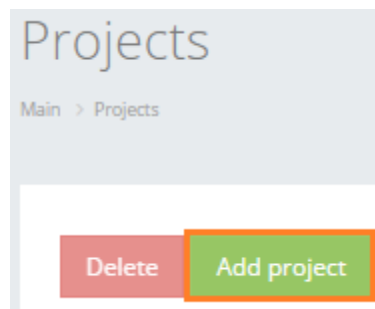
7.1. How to add a new written translation project

To create a new written translation, go through the following steps:

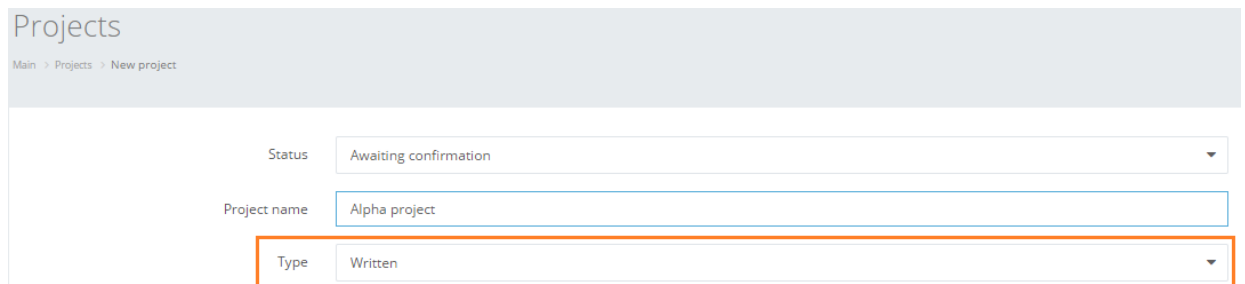
1. Under the main menu click “Projects”.



2. Click “Add project”.



1. Choose “Written” project type and fill other fields.

The image shows the 'New project' form in the 'Projects' section. It includes three input fields: 'Status' (set to 'Awaiting confirmation'), 'Project name' (set to 'Alpha project'), and 'Type' (set to 'Written'). The 'Type' dropdown menu is highlighted with a thick orange border.

Field	Description
Project #	Unique project number in projects database
Status	Project can be in one of the below stated statuses: <ul style="list-style-type: none">• Awaiting confirmation• In progress• Issued invoice• Paid• Cancelled• Delivered

	<ul style="list-style-type: none"> • Evaluating • Finished • Achieved. <p>! All project statuses are set up manually. None of them are changed automatically. Which means the user should maintain a correct project status by himself.</p>
Project name	Specify project name
Type	Oral/written translation project
Deadline	General deadline of project submission to the Customer
Order confirmed by Customer	Check the box, if the Customer has confirmed his order of particular project
Meets Customer requirements	Check the box to approve the statement above. Relevant, if the Customer sets up specific requirements that have to be met
Call, when order is ready	Check the box, if a call is needed upon submission of the final version of document
Customer	Specify the Customer's name
Manager	Specify translation agency's manager name
Notes, requests	Any specific notes or requests from the Customer's side like the ones below: <ul style="list-style-type: none"> • Columns • Print • Apostille • High quality • Track changes.
Submission method	Specify which submission method is expected from the Customer's side: <ul style="list-style-type: none"> • E-mail • Fax • In office • Courier • CD/DVD • By post • In the notary's office.
Budget	Estimated total project budget
Advance payment	The amount of advance payment to be made before the order execution
Discount (%)	The amount of discount in percentage ! Please note that OCLanguage permits to set a discount and assign it to the Customer, Customer's project and task, belonging to the project. See more information in document "7.11. Discount management"
Payment method	Specify the payment method. Check the box, if any of payment methods are relevant to the project: <ul style="list-style-type: none"> • Cash • Receipt

	<ul style="list-style-type: none">• Invoice• Free of charge.
Documents left in office	The amount and notes about translation related documents (originals, translated copies, notary-approved copies etc)
Comment	Make notes of the project

3. Click "Save" to finish the creation of a new written translation project.

Comment

New Customer from CIS region

Save

Once the user has saved the project, the system automatically opens a general management window with options of adding new tasks for translation, issuing invoices, acts and POs.