## 7.16. How to add a new oral translation project

To create a new oral translation project do the following steps:

1. Under the main menu click "Projects".
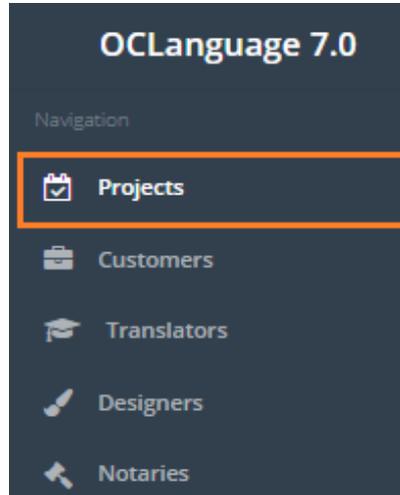
Click "Add project".
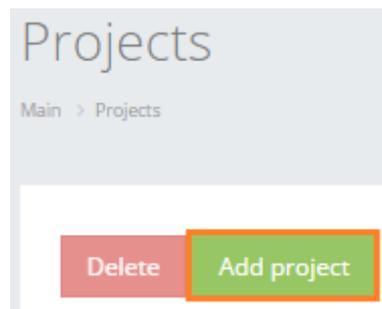
Choose the translation project type "Oral" and fill in the project data.
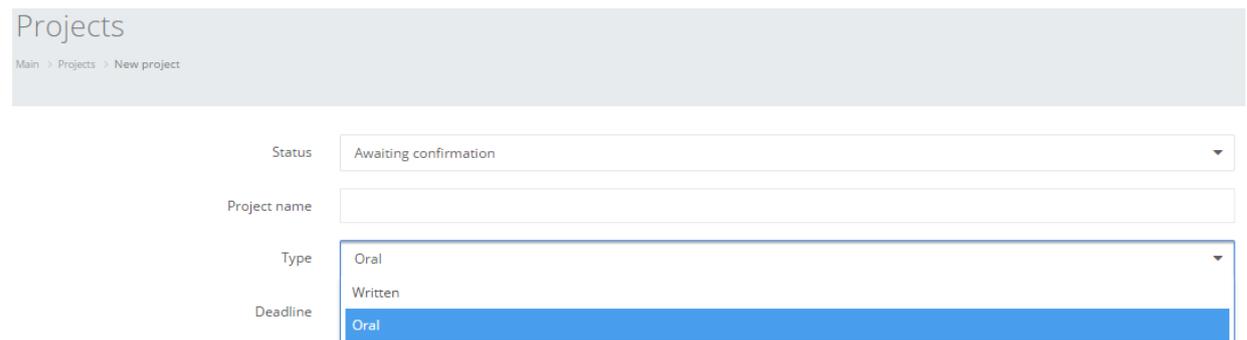
All fields from the project registration window are revealed in the table below.

Field	Description
Status	Project can be in one of below stated statuses: • Awaiting confirmation • In progress • Issued invoice • Paid

	• Cancelled • Delivered • Evaluating • Finished • Achieved. ! All project statuses are set up manually. None of them are changes automatically. Which means user should maintain correct project status by himself.
Project name	Project name
Type	Oral/written translation project
Deadline	General deadline of project submission to the Customer
Customer's confirmation	Check the box, if the Customer has confirmed the translation
Translation performed in accordance with requests	Check the box to approve the statement above. Relevant, if the Customer sets up specific requirements that have to be met
Customer	Specify the Customer name
Manager	Specify the manager name
Translation type	Specify the oral translation type: • Simultaneous • Consecutive • Whisper.
Country	Specify the country where the translation project will take place
Address	Specify the address, where the translation project will take place
Date and time	Specify date and time information of the oral translation
Translation equipment	Specify the project data, that is related to its execution: • Materials (upload documents relevant to oral translation project) • Vendor (vendor name, who is supposed to handle the translation) • Sum (total budget of project).
Budget	Project budget
Advance payment	Amount of advance payment required from the Customer
Discount	Specify discount for particular project
Payment method	Specify the payment method. Check the box, if any of payment methods are relevant to project: • Cash • Receipt • Invoice • Free of charge.
Transport expenses	Amount of transport expenses incurred

Accommodation expenses	Amount of accommodation expenses incurred
Comments	Additional comments related to the translation project

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

Comment

Save

Once the user has saved the project, the system automatically opens the general management window with options of adding new tasks, creating invoices and agreements.

☰ ✉ 🔔   🇬🇧 English language   Karlis

👍 Edited successfully!

Proj_11

Main > Projects > Project review

Project | Tasks 0 | Acts of Acceptances 0 | Invoices 0

Status   In progress

Project name   Proj_11

Type   Oral

Deadline   02.07.2017