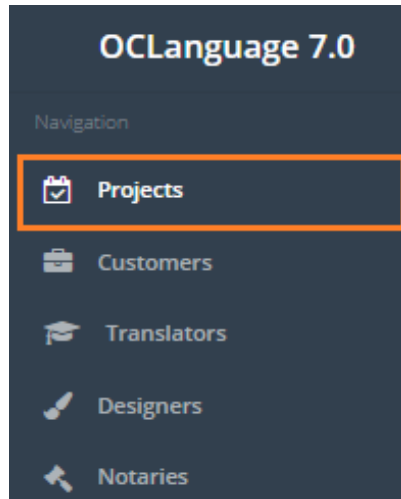


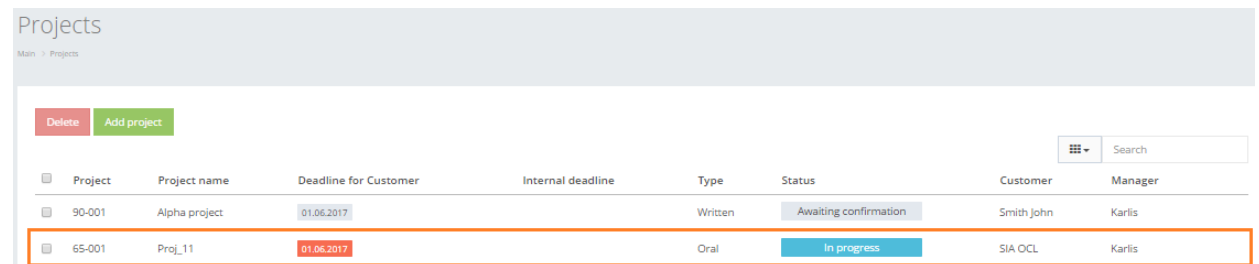
7.17. How to add new task to oral translation project

Take the following steps in order to add a task to the oral translation project:

1. Under the main menu click “Projects”.



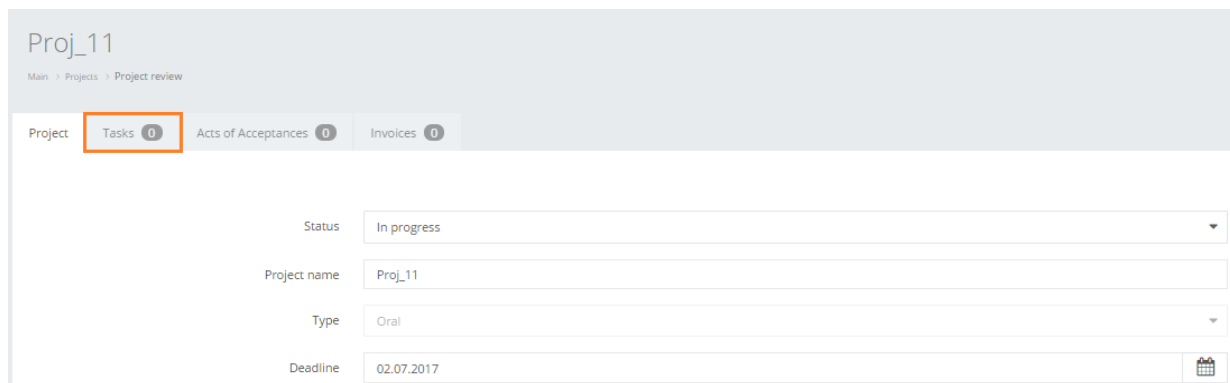
2. Click a particular project.



The screenshot shows the 'Projects' management interface. It includes a table with the following data:

Project	Project name	Deadline for Customer	Internal deadline	Type	Status	Customer	Manager
90-001	Alpha project	01.06.2017		Written	Awaiting confirmation	Smith John	Karlis
65-001	Proj_11	01.06.2017		Oral	In progress	SIA OCL	Karlis

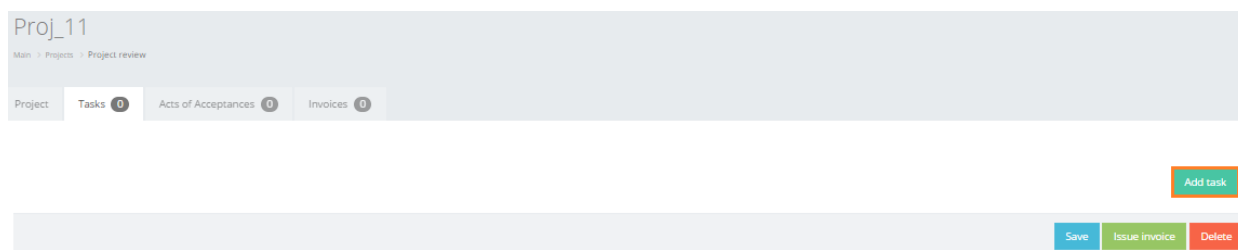
1. The system will open the general project management window. Click “Tasks”.



The screenshot shows the 'Proj_11' project management window. The 'Tasks' tab is highlighted with an orange border. The window displays the following information:

Project: Proj_11
Status: In progress
Project name: Proj_11
Type: Oral
Deadline: 02.07.2017

2. Click “Add task”



Oral translation project task has the following data that the user either is obliged or is able to save.

Field	Description
Task name	Give a name for this particular task ! Important to notice – task name will be visible in the Customer related documents (Act and Invoice).
Date	Specify date information related to oral translation project
Time	Specify time information related to oral translation project
From language	Language, from which the translation will be done
Into language	Language into which the translation will be done
Vendor	Choose any vendor available from the list (the system reveals all vendors that are available and are providing translation of the specific language pair)
Urgency	Specify, if the task is urgent or not (choose between 2 options: regular or urgent).
Translation type	Choose either of supplied options describing the translation specifics: <ul style="list-style-type: none"> • Technical • Legal • Economics • Medicine • Customs • Science • Personal • Other.

	! Please keep the data updated to allow the system to collect statistics about translation field (Statistics section).
Hours	Specify the duration of translation in hours.
Budget of task for Customer	Specify the task amount that will be revealed in the invoice for Customer. If the Customer belongs to some predefined pricelist of this service, the system will automatically calculate the payment amount to the Customer (by using simple formula of multiplying hour quantity with price/hour). User can choose from available pricelists. After the pricelist is chosen the user can either accept calculated price or revise it.
Payment to vendor	Specify the payment amount to the vendor.
Confirmation	Check the box, if the Customer has confirmed the pricing offer
Full amount paid to vendor	Check the box, if full amount of task budget was paid to the vendor
Information for vendor	Provide specific information related to translation task.
Work evaluation	
Include task in invoice and act	Check the box, if you want to include this task in invoice and act. Once these changes are saved, the system will automatically include it into the invoice and act. Every task equals to a line in the invoice or act.
Completed	Check the box, if the task is completed (submitted to the Customer).

6. Click "Save".

Work evaluation (+) - Satisfactory

Include task in invoice and act

Completed

Add task

Save Issue invoice Delete

Invoices, Acts and Agreements for oral project are created according to same procedures as with managing written translation project.