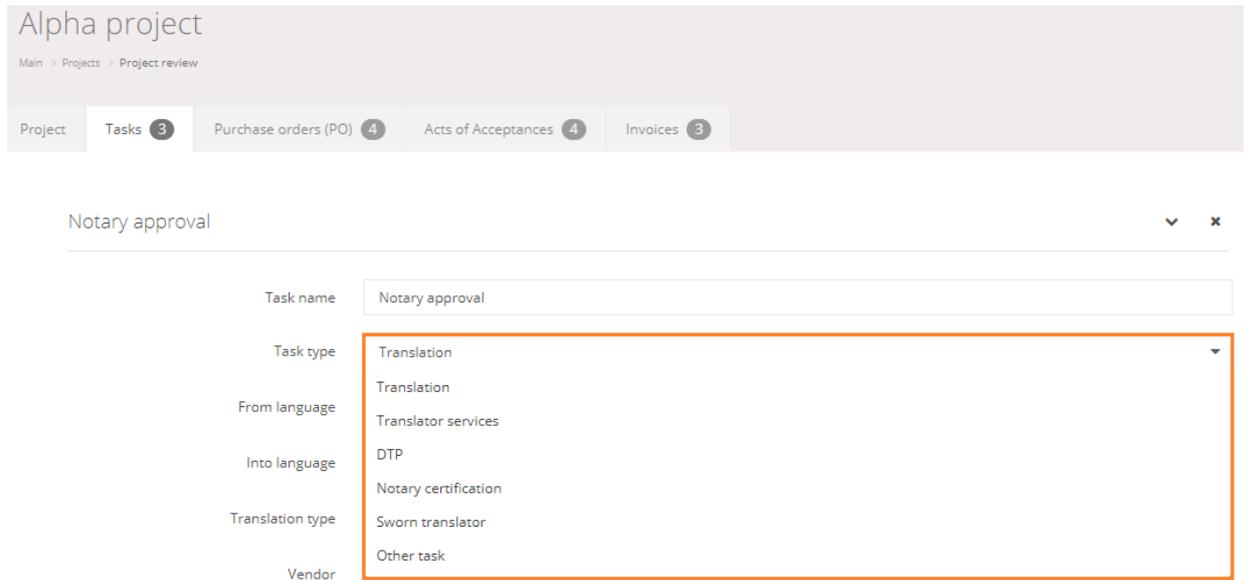


## 7.4. Task type

Based on task type the system supplies the user with relevant task executors or vendors.



The screenshot shows the 'Alpha project' interface. At the top, there is a breadcrumb trail: 'Main > Projects > Project review'. Below this, there are navigation tabs: 'Project', 'Tasks 3', 'Purchase orders (PO) 4', 'Acts of Acceptances 4', and 'Invoices 3'. The main content area is titled 'Notary approval' and contains a form with the following fields:

Task name	Notary approval
Task type	Translation
From language	Translation
Into language	DTP
Translation type	Sworn translator
Vendor	Other task

The 'Task type' dropdown menu is expanded, showing the following options: Translation, Translator services, DTP, Notary certification, Sworn translator, and Other task.

Below you will find the description of every task type:

1. Translation – the system automatically brings up all translators, which comply with the following requirements:

- Language pair stipulated in relevant Document data is the same as the particular translator is able to provide. In other words, if the translator is able to do written translation from English into German and the particular project is about translating a written document from English into German, then the system will automatically include this vendor as sufficient for handling the task.
- Translator is available for doing translation. The availability of a translator is managed in translators' section – in translator's account card manager checks the availability box, if the translator is able to handle translation projects.

2. Translator service – the system automatically supplies the manager with available vendors list, which comply with the following requirements:

- Language pair stipulated in relevant Document data is the same as the particular proofreader is able to provide. In other words, if the proofreader is able to do proofreading of a translation from English into German and the particular project is about translating a written document from English into German, then the system will automatically include this vendor as sufficient for handling the task.
- Translator is available for doing this task (either of selection, literary editing, validation, layout, proofreading). The availability of a proofreader is managed in translators' section – in translator's account card the manager checks the availability box, if the proofreader is able to handle translation projects.

! Please note that the information about translator service providers is stored in the same section of translators.

Languages	Type	From language	Into language	Language proficiency
	Written	German	Russian	Highest level (C2)
	Price (Regular/Urgent)		2.00	4.00
	Written	English	Russian	Highest level (C2)
	Price (Regular/Urgent)		2.50	4.50
	Written	Latvian	Russian	Highest level (C2)
	Price (Regular/Urgent)		2.40	4.00
	Written	French	Russian	Highest level (C2)
	Price (Regular/Urgent)		3.00	5.00

Add

Other service	Language	Type of service	Price (Regular/Urgent)		
	English	Proofreading	2.00	3.50	USD
	Latvian	Proofreading	2.50	4.00	USD
	German	Layout	3.00	4.00	USD

Add

3. DTP – the system automatically supplies the manager with a list of designers. System will include all designers, whose status is “Available”. Similarly as with translators and proofreaders, designers’ availability status is maintained in Designers subsection (under Resources section).

4. Notary certification – the system automatically supplies the manager with a list of notaries. Since the notary account card consists of relatively small amount of data, there is no filter of selecting the notaries for notary certification. In other words, the system will bring up all notaries to handle notary certification task, no matter what language pair is set up.

5. Sworn translator – for this task type the system automatically brings up all translation agency manager accounts.

6. Other task – for this task type the system automatically brings up all translation agency manager accounts.

! If the translation agency lacks task type, it can be added upon request in a form of raising a system functionality development task to OCLanguage Support team.