

7.5. How to add new pricelist

Pricelist section is created for conducting full automation of initial pricing quote release. The translation agency manager is able to add as many pricelists, as it needs. Pricelists can be assigned to language pair and/or the Customer. In fact, one Customer could be having several pricelists for the same language pair.

! Please note that a pricelist will pop up in project task only if the pricelist currency and project currency are the same.

In this section we will look at two types of pricelists:

- 1) Pricelists for oral and written translation, DTP and Notary approval
- 2) Pricelist for translator services (literary editing, validation, layout, proofreading).

For both aforementioned task groups the system has corresponding predefined honorarium rates for the vendor.

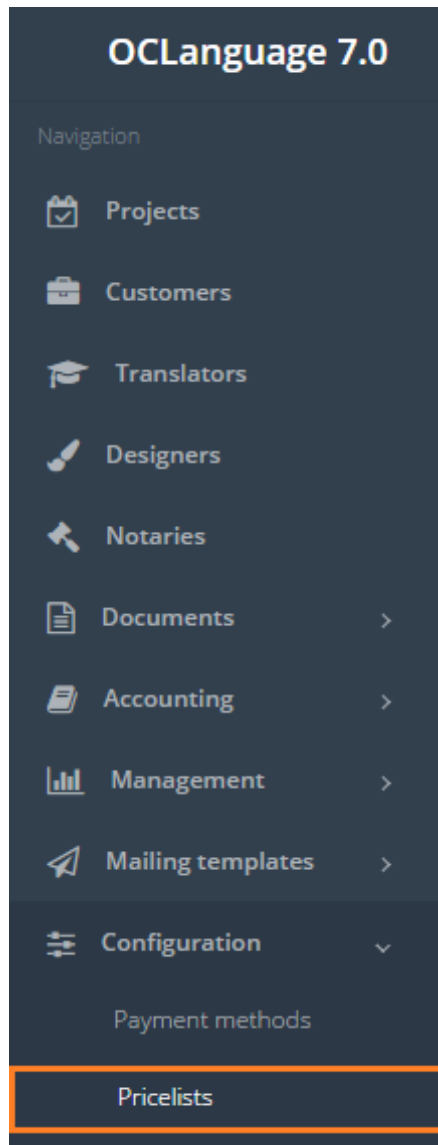
Languages	Type	From language	Into language	Language proficiency
	Written	German	Russian	Highest level (C2)
	Price (Regular/Urgent)	2.00	4.00	USD
	Written	English	Russian	Highest level (C2)
	Price (Regular/Urgent)	2.50	4.50	USD
	Written	Latvian	Russian	Highest level (C2)
	Price (Regular/Urgent)	2.40	4.00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

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

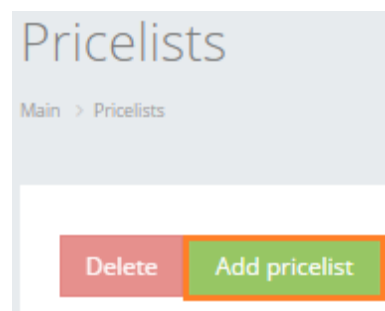
7.5.1. Oral and written translation, DTP, Notary approval

To add a new pricelist, follow the below steps:

1. In the navigation pane, click "Configuration -> Pricelists".



2. Click “Add pricelist”. The system will open a new pricelist window.



3. Fill in the pricelist related fields, which are described in the table below.

Field	Description
Type	Choose either of available task types: <ul style="list-style-type: none"> • Written translation • Oral translation • DTP • Notary certification

	<ul style="list-style-type: none"> • Sworn translator • Other task.
Urgency	<p>Choose either of two options:</p> <ul style="list-style-type: none"> • Regular • Urgent. <p>! Please note that the urgency status is directly connected with the urgency status in task data.</p>
From language	Choose the language from which the translation will be processed
Into language	Choose the language into which the translation will be processed
Unit of measure	<p>Choose either of options:</p> <ul style="list-style-type: none"> • Characters • Words • Pages • Documents • Hours.
Price	Specify price per unit.
Currency	Choose currency.
Customer	<p>In order to choose the Customer type in any of the following details related to him:</p> <ul style="list-style-type: none"> • Customer name/surname • Company name • Contact details. <p>Customer field is interactive, so after typing in the first letters or numbers the system will automatically bring up a relevant Customers' list.</p>
Short description	Provide a short name or description of this pricelist. When the manager creates a new task in case of more than 1 pricelist that fits the translation data, the manager will be able to separate pricelists by using its names.
Status	Check the box, if you want this pricelist to be applied.

4. Click "Add" to save the pricelist.

Correction

Main > Pricelists > Correction

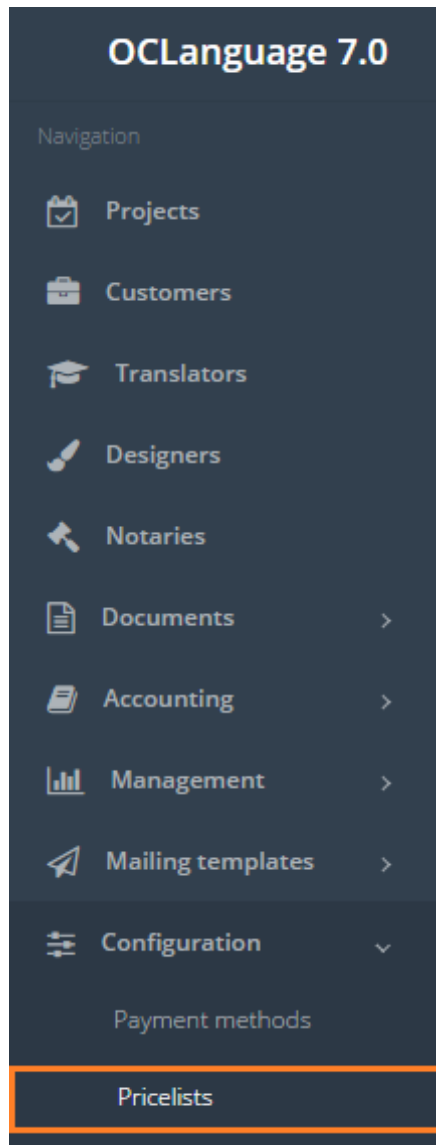
Type	Oral translation	▼
Urgency	regular	▼
From language	Italian	▼
Into language	English	▼
Unit of measure	hours	▼
Price	23.00	
Currency	USD	▼
Customer		
Short description		
Status	<input checked="" type="checkbox"/>	

Save

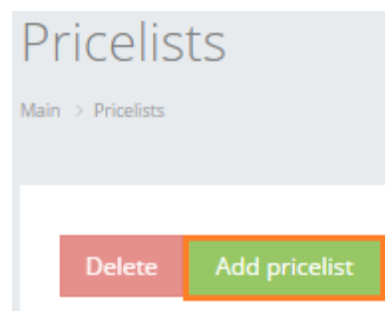
7.5.2. Translator service

To add a new pricelist for any of four translator services (literary editing, validation, layout and proofreading), follow the below steps:

1. In the navigation pane, click “Configuration -> Pricelists”.



2. Click “Add pricelist”. The system will open a new pricelist window.



3. Fill in the pricelist related fields, which are described in the table below.

Field	Description
Type	Choose either of available task types: <ul style="list-style-type: none"> • Written translation • Oral translation • DTP • Notary certification

	<ul style="list-style-type: none"> • Sworn translator • Other task.
Type of service	<p>Choose either of translator services types:</p> <ul style="list-style-type: none"> • Selection • Literary editing • Validation • Layout • Proofreading. <p>! Please note that for translation services the user specifies “From language”, but not “Into language” parameter.</p>
Urgency	<p>Choose either of two options:</p> <ul style="list-style-type: none"> • Regular • Urgent. <p>! Please note that the urgency status is directly connected with the urgency status in task data.</p>
From language	Choose the language from which the translation will be processed.
Into language	Choose the language into which the translation will be processed
Unit of measure	<p>Choose either of options:</p> <ul style="list-style-type: none"> • Characters • Words • Pages • Documents • Hours.
Price	Specify price per unit.
Currency	Choose currency.
Customer	<p>In order to choose the Customer type in any of the following details related to him:</p> <ul style="list-style-type: none"> • Customer name/surname • Company name • Contact details. <p>Customer field is interactive, so after typing in the first letters or numbers the system will automatically bring up a relevant Customers’ list.</p>
Short description	Provide a short name or description of this pricelist. When the manager creates a new task in case of more than 1 pricelist that fits the translation data, the manager

	will be able to separate pricelists by using its names.
Status	Check the box, if you want this pricelist to be applied.

4. Click "Add" to save the pricelist.

User can filter data in the Pricelists database by using 3 methods:

1. Type letters or numbers in "Search" field and click "Enter".

The screenshot shows the Pricelists application interface. At the top, there are buttons for "Delete" and "Add pricelist". Below these is a search bar containing the text "SIA OCL". The main table has the following columns: Type, Urgency, From language, Into language, Unit of measure, Price, Currency, Customer, and Status. The table contains four rows of data, all with "Active" status. The "Customer" column for all rows is "SIA OCL", which is highlighted by an orange box. The "Price" column values are 0.10, 15.00, 0.05, and 12.00.

Type	Urgency	From language	Into language	Unit of measure	Price	Currency	Customer	Status
Written translation	regular	English	Russian	words	0.10	USD	SIA OCL	Active
Oral translation	regular	Ukrainian	English	hours	15.00	UAH	SIA OCL	Active
Written translation	regular	English	Russian	characters	0.05	USD	SIA OCL	Active
Oral translation	regular	Hungarian	English	hours	12.00	USD	SIA OCL	Active

Below you will see a list of parameters (column names) the system searches data for:


- Price
- Currency
- Customer
- Language.

! Please note that data filter can be removed by deleting text in "Search" field and clicking "Enter".

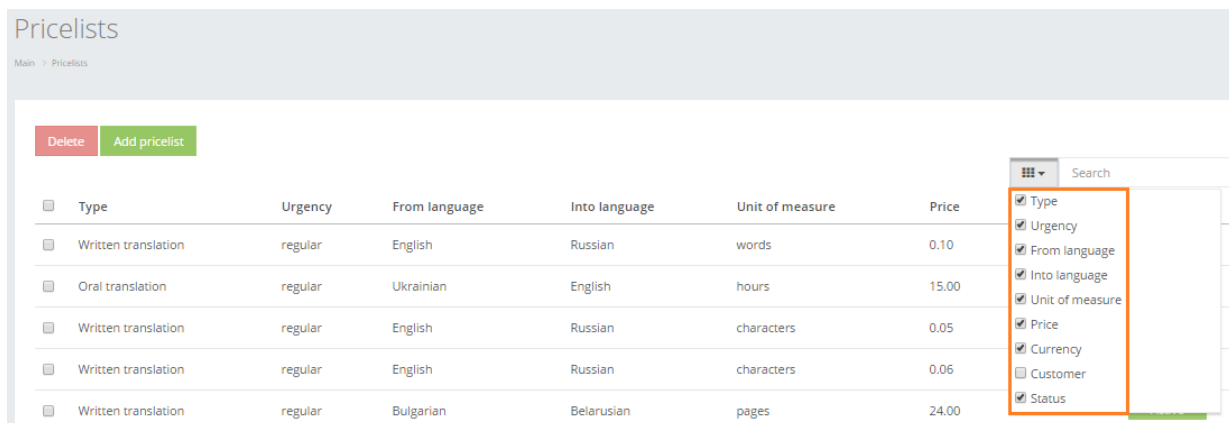
2. Filter data by sorting data from A to Z and vice versa by clicking on the column name.

The screenshot shows the Pricelists application interface. At the top, there are buttons for "Delete" and "Add pricelist". Below these is a search bar. The main table has the following columns: Type, Urgency, From language, Into language, Unit of measure, Price, Currency, Customer, and Status. The "Price" column header is highlighted with an orange box and has a small upward arrow next to it, indicating it is sorted in ascending order. The table contains three rows of data, all with "Active" status. The "Price" column values are 0.05, 0.06, and 0.10.

Type	Urgency	From language	Into language	Unit of measure	Price	Currency	Customer	Status
Written translation	regular	English	Russian	characters	0.05	USD	SIA OCL	Active
Written translation	regular	English	Russian	characters	0.06	USD	ООО «МБШ Консалтинг»	Active
Written translation	regular	English	Russian	words	0.10	USD	SIA OCL	Active

3. Review the columns that you want to see in the Pricelists table. To add or remove particular column from the table, simply click  and select the columns that you want (or do not want) to view in the pricelists database. This feature is especially relevant, if there are big databases with many columns and/or relatively small monitor/tablet/smartphone screen.

! Please note that the system will save these settings for upcoming user sessions.



See below the Pricelists table content description:


Parameter	Description
Type	Translation task type: <ul style="list-style-type: none"> • Written translation • Oral translation • Translator service • DTP • Notary certification • Sworn translator • Other task.
Urgency	Translation task urgency: <ul style="list-style-type: none"> • Regular • Urgent. <p>! Please note that the urgency status is directly connected with the urgency status in task data.</p>
From language	Language from which the translation will be processed.
Into language	Language into which the translation will be processed.
Unit of measure	Measurement options: <ul style="list-style-type: none"> • Characters • Words • Pages • Documents • Hours.
Price	Price per unit.
Currency	Currency in which the pricelist is set up.
Customer	Customer that the pricelist is assigned to.
Status	Choose either between both pricelist statuses:

	<ul style="list-style-type: none"> • Active • Inactive.
--	---


When a new task is added for parameters (language pair, urgency and general status) that the system has pricelists for, right after filling the task type and urgency data the manager will see available pricelists in “Budget for task” field. For particular task budgeting purpose the user should choose one of the available pricelists.


Translation v x


Task name


Date 


Time

From language 

Into language 


Vendor 

Urgency 

Translation type 

Hours

Budget of task for Customer

Price	<input type="text" value="Select price list"/> 
Price	<input type="text" value="Select price list"/>
Project budget	<input type="text" value="23.00 USD"/>
	<input type="text" value="140.00 USD"/>