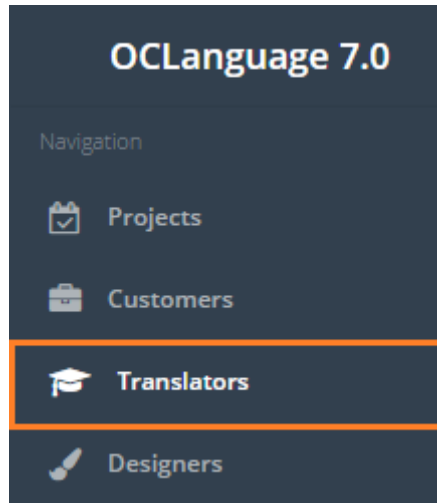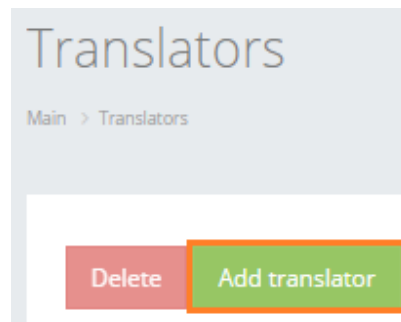## 8.1. How to add translator

In order to add a new translator proceed with taking the following steps:

1. In the main menu click "Translators".

2. Click "Add translator".

2. Fill in the details in the fields.

Field	Description
Type	Choose either of options: Individual or Legal entity
Name	Person's name
Surname	Person's surname
Registration No.	Company' registration number (relevant to legal entities only)
VAT	Company' VAT number (relevant to legal entities only)
Gender	Person's gender
Birthday	Person's birthday
Country	Specify translator's country of residence
City	Specify translator's city of residence
Native language	Translator's native language
Second native language	Translator's second native language
Contact details	Specify translator's contact details. Add several lines, if needed

Available	Check the box, if this translator is available for handling translation projects. ❗Please maintain actual availability information, because for handling translation tasks the system will bring up only available translators.
Sworn translator	Check the box, if this translator works in your translation agency
Internet access	Check the box, if this translator has permanent access to the Internet
Fast translations	Check the box, if this translator is able to provide fast translations
Available for over-the-phone interpreting	Check the box, if this translator is able to address over-the-phone interpreting
Consecutive interpreting	Check the box, if this translator is able to address consecutive interpreting
Simultaneous interpreting	Check the box, if this translator is able to address simultaneous interpreting
Performs editing	Check the box, if this translator is able to perform proofreading
Page standard	Specify both standard, according to which vendor works with. • Words on page • Symbols on page. For instance, if vendor's rate of translation from English into Russian is 10 $ and the Customer has ordered 7,200 symbols with spaces, then the system automatically will suggest honorarium amount 40$/task.
Self employed	Check the box, if this translator is a freelancer
Languages	Specify which language pairs the translator is able to do translation with. Click "Add" to create a new record of translation type (oral/written) and language pair. Click "Prices" to add price for translation and translator services.
Other service	Specify other services, that the translator is capable with providing by filling following fields: • Language • Type of service (Selection/Literary editing/Validation/Layout/Proofreading) • Measurement (Unit/Word/Page (1,800 ch. with spaces)/Page (250 words)/Page (A4)/Hour) • Price and Currency.
Knowledge evaluation	Evaluate knowledge level (put mark). ❗Please note that every translation agency sets its own evaluation standard (for example, mark from 1 to 10 or A to F).
Pages per day	Specify the maximum pages per day that the translator can perform
Experience (years)	Specify translator's experience in years

Fields of expertise	Check fields of expertise, that the translator is familiar with.
Programs	Check the programs that the translator is working with. ! Please note that the content of programs list is maintained by the translation agency (via Board -> Programs)
Translator's documents	Upload translator's documents (resume, translation examples, diplomas etc.)
Terms of payment	Quantity of credit days
Requisites	Save translator requisites data ! Please note that the content of requisites options is maintained by the translation agency (via Board -> Payment methods)
Priority branch	Priority branch that the translators prefers to work with
Comments	Additional information about the translator

3. Click "Save". The system will save a new record in the translators' table.