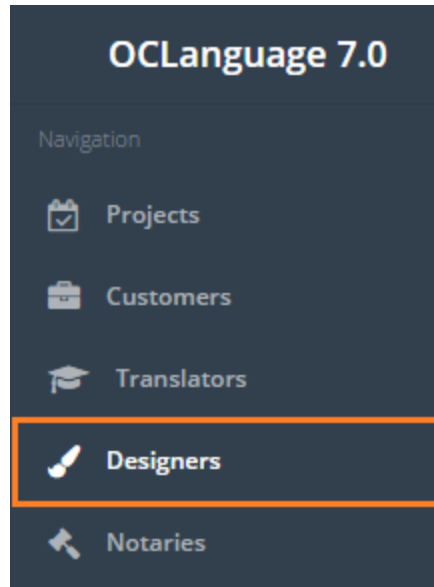


8.13. How to add designer

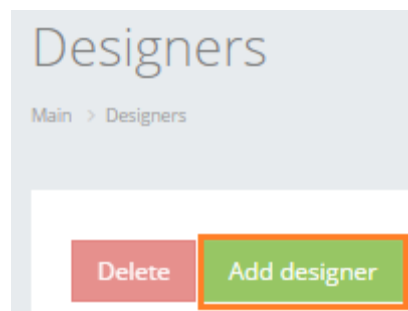
In OCLanguage system a designer is a person, who s responsible for DTP services.

In order to add a new designer follow the below steps:

1. In the main menu click “Designers”



2. Click “Add designer”



2. Fill in the details in the fields. Obligatory fields are marked with “*”.

Field	Description
Name	Designer’s name
Surname	Designer’s surname
Address	Designer’s address
Contact details	Designer’s contact data
Pages/day	Specify, how many pages the designer is able to handle per day
Price	Specify the price per page
Software	Mark all programs that the designer works with. ! Please note, that the programs list is collected from Programs subsection (under Board). The translation agency itself maintains actual programs list.

Available	<p>Check availability box, if the designer is available for handling DTP tasks.</p> <p>! Please maintain actual availability information, because for handling DTP tasks the system will bring up only available designers.</p>
Comments	<p>Leave comments about the particular designer, if needed</p>

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

Name

Surname

Address

Contact details

Pages/day

Price

Software

- Adobe Illustrator
- Adobe Photoshop
- Deja Vu
- Microsoft Dynamics Axapta
- MS Excel
- MS PowerPoint
- MS Word
- Notepad
- OpenOffice
- SDL Trados
- Wordbee

Comment

Available