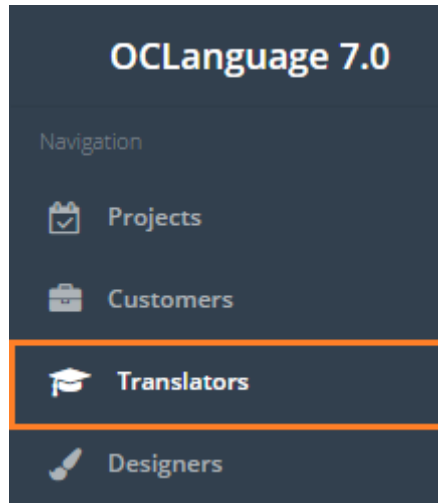


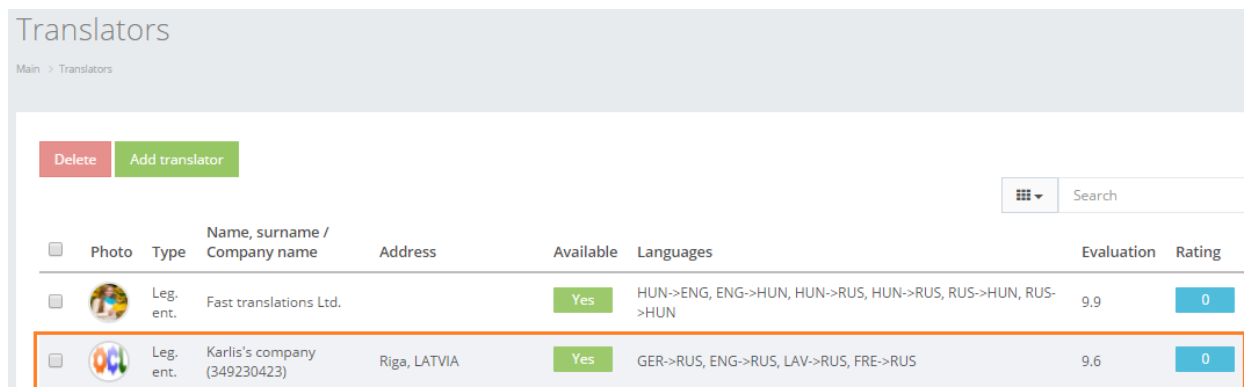
## 8.2. How to edit translator's data

In order to edit translator's data proceed with taking the following steps:

1. In the main menu click "Translators".



2. The system will open translators' section. Click the translator, whose data you want to review.



3. Edit translator's data.

! Please note - some of fields, that are not visible while translator's creation, become available in translator's table and translator's data review window.

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
Self employed	Check the box, if this translator is a freelancer
Languages	Specify, which language pairs 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 proofreading services.
Other service	Specify other services, that translator is capable with providing by filling following fields: <ul style="list-style-type: none"> <li>• Language</li> <li>• Type of service (Selection/Literary editing/Validation/Layout/Proofreading)</li> <li>• Measurement (Unit/Word/Page (1,800 ch. with spaces)/Page (250 words)/Page (A4)/Hour)</li> <li>• Price and Currency.</li> </ul>
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 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

! Please, note that after a new translator is created, when the user opens translator's data review window, the system reveals statistics about the translator, described in the table below.

Parameter	Description
Active tasks	Quantity of tasks, that are being handled by the translator now
Written tasks	Quantity of written tasks done by the translator
Oral tasks	Quantity of oral tasks done by the translator
Rating	Rating of the translator among all vendors

Karlis's company

Main > Translators > Edit translator

Summary

Photo (7.41 KB)

Type	Legal entity
Active tasks	0
Written tasks	0
Oral tasks	0
Rating	0

4. Click "Save". The system will save a new changed translator's card.

Comments

Slight update in resume

Save

Delete