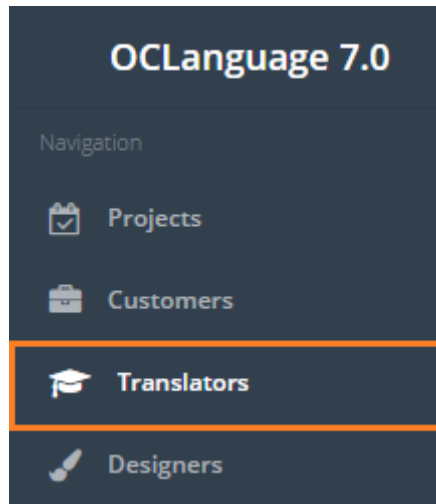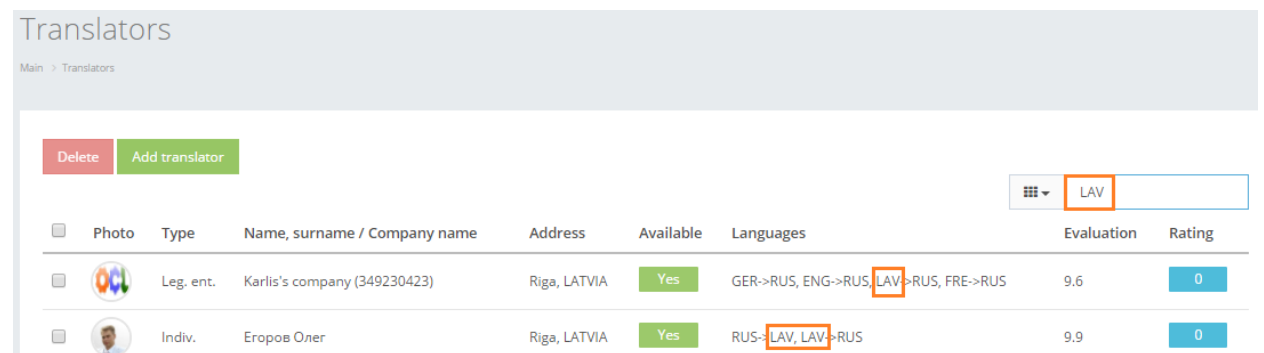## 8.8. Translators table

In order to open the Translators database, in the main menu click "Translators".

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

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

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

- Name, surname / company name
- Languages
- Contact details (for instance, e-mail address, skype name).

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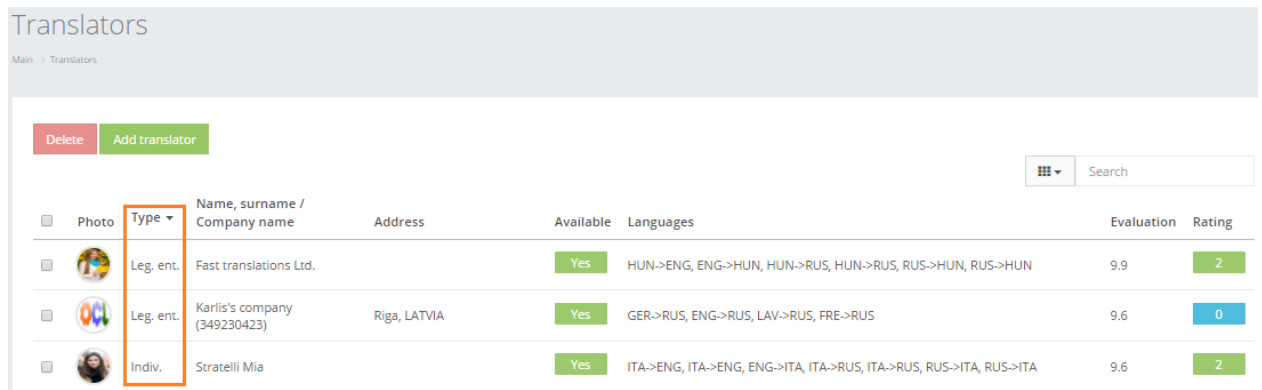
3. Review the columns that you want to see in the Translators table. To add or remove a particular column from the table, simply click ⊞▾ and select the columns that you want (or do not want) to view in the Translators database. This feature is especially relevant, if there are big databases with many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

! Please note that the system will save these settings for upcoming user sessions.
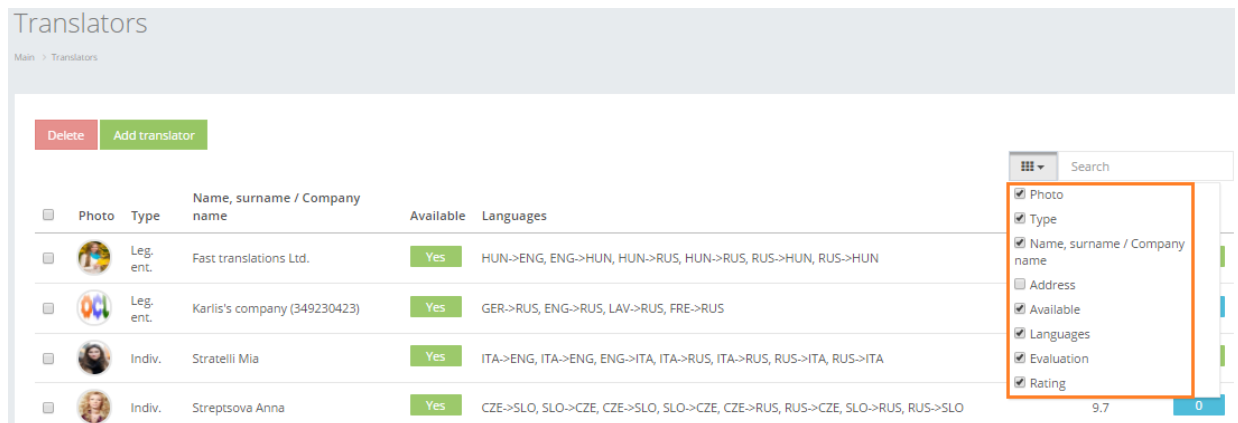
Translators table consists of the following columns:

Field	Description
Photo	Photography of translator
Type	Business type – Individual / Legal entity
Name, surname / company name	Translator's name, surname / company name
Address	Translator's place of residence
Available	Availability information
Languages	Language pairs the translator works with
Evaluation	Evaluation rate
Rating	Tasks rating