

## CHL-TSM/ANNEXURE-06 GUIDELINES FOR TRANSLATOR'S CHECKLIST

- Login to **Translator App**
- URL: <https://translatorsdesk.com/?ReturnUrl=%2fAdmin%2fLogout>
- Enter your credentials.
- Click on **JOBS < In-Process jobs**.

Translator App

SHUBHAM KARMAKAR

DASHBOARD

UPCOMING APPOINTMENTS

ACCOUNT

JOBS

Invited Jobs

In-Process Jobs

Completed Jobs

Cancel Jobs

In-Process Jobs

Need Help ?  
Call Us : +91 120 4613238

Post-Editing Guidelines

Help File

Show 10 entries

Search:

JobcardNo	Language	Deadline	Wordcount	Rate	FlatRate	Amount	R.O. Name	jobstatus	CreatedOn	#
89104	Italian To English	29/09/2023	240	850.0000	850.0000	INR 850.0000	Tushar Upadhyay	Assigned	29/09/2023	Completed

Showing 1 to 1 of 1 entries

Previous 1 Next

85°F Sunny

10:44 AM 9/30/2023

- Click on **Checklist**.

Translator App

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Showing 1 to 1 of 1 entries

Previous 1 Next

85°F Sunny

10:12 AM 9/30/2023

- Fill in the checklist and click on **Submit** then **Close**.

The screenshot shows a web browser window with the URL <https://translatorsdesk.com/Job/InProcessJobs>. The page displays a checklist for job completion. The checklist items are:

Item	Description	Yes	NO	NA
10	Check the Brand Name, Product Name, Trademark, Numbers, Name, Address, Abbreviations, Taglines, Header/Footer, Disclaimer Part or any other Noun are as per provided instructions or not?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
11	Check for Client's Instructions for Images, Tables, Cross reference, Hyperlink etc.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
12	Translation Memory has been applied on the Source Files (If applicable)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
13	Check the Text & Paragraph formatting (Normal, Bold, Italic, Underline, All Caps, etc)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Below the checklist, there is a **Submit** button. A message below the button reads: "Thank you for submitting this checklist. This is also sign-off to facilitate smooth processing of your invoice. Please send one consolidated invoice at the end of the month to ensure that your invoice is included in the lot that is taken up for processing during the first week of the month." There is also a **Close** button at the bottom right of the checklist area.

- Click on **Completed**

The screenshot shows the same web browser window, but now the **Completed** button is highlighted. The table below shows the job details:

JobcardNo	Language	Deadline	Wordcount	Rate	FlatRate	Amount	R.O. Name	Jobstatus	CreatedOn	#
89104	Italian To English	29/09/2023	240	850.0000	<input checked="" type="checkbox"/>	INR 850.0000	Tushar Upadhyay	Assigned	29/09/2023	1

Below the table, it says "Showing 1 to 1 of 1 entries". There are **Previous** and **Next** buttons for navigation. The **Completed** button is highlighted in blue.

After Completing the job, you can generate your invoice by clicking on **Completed jobs**.