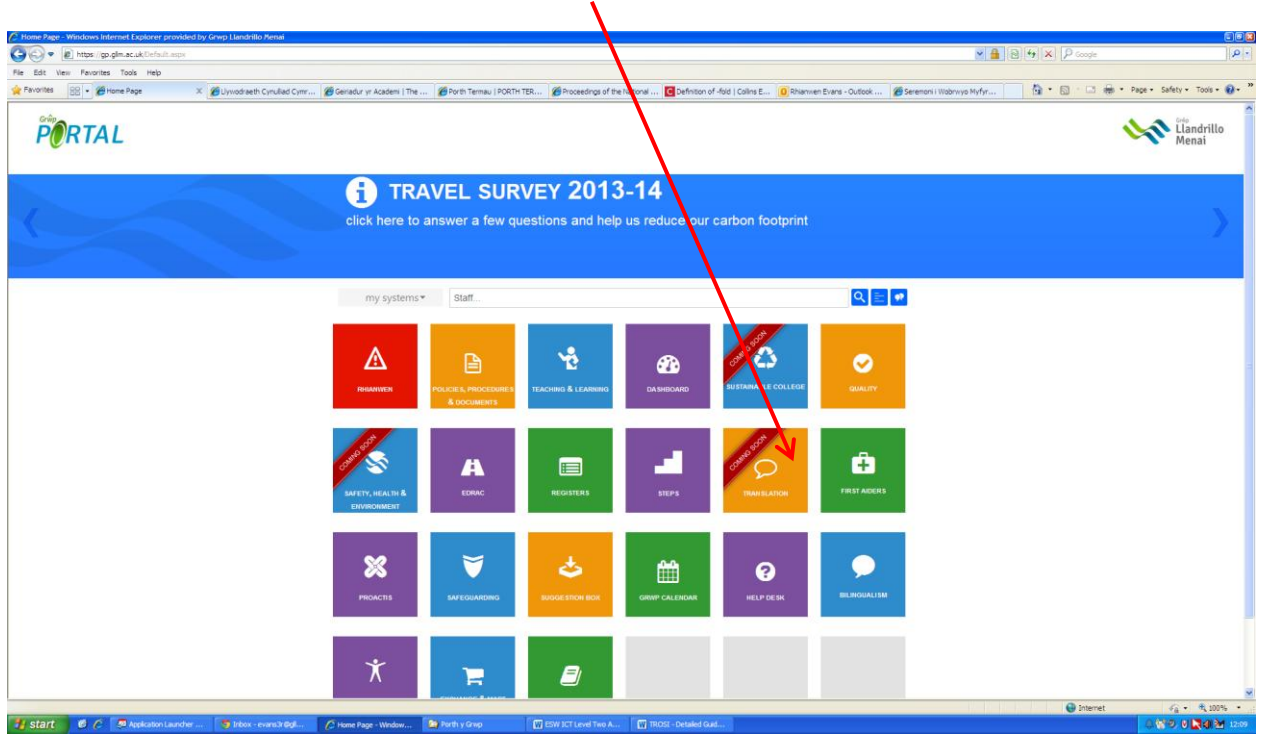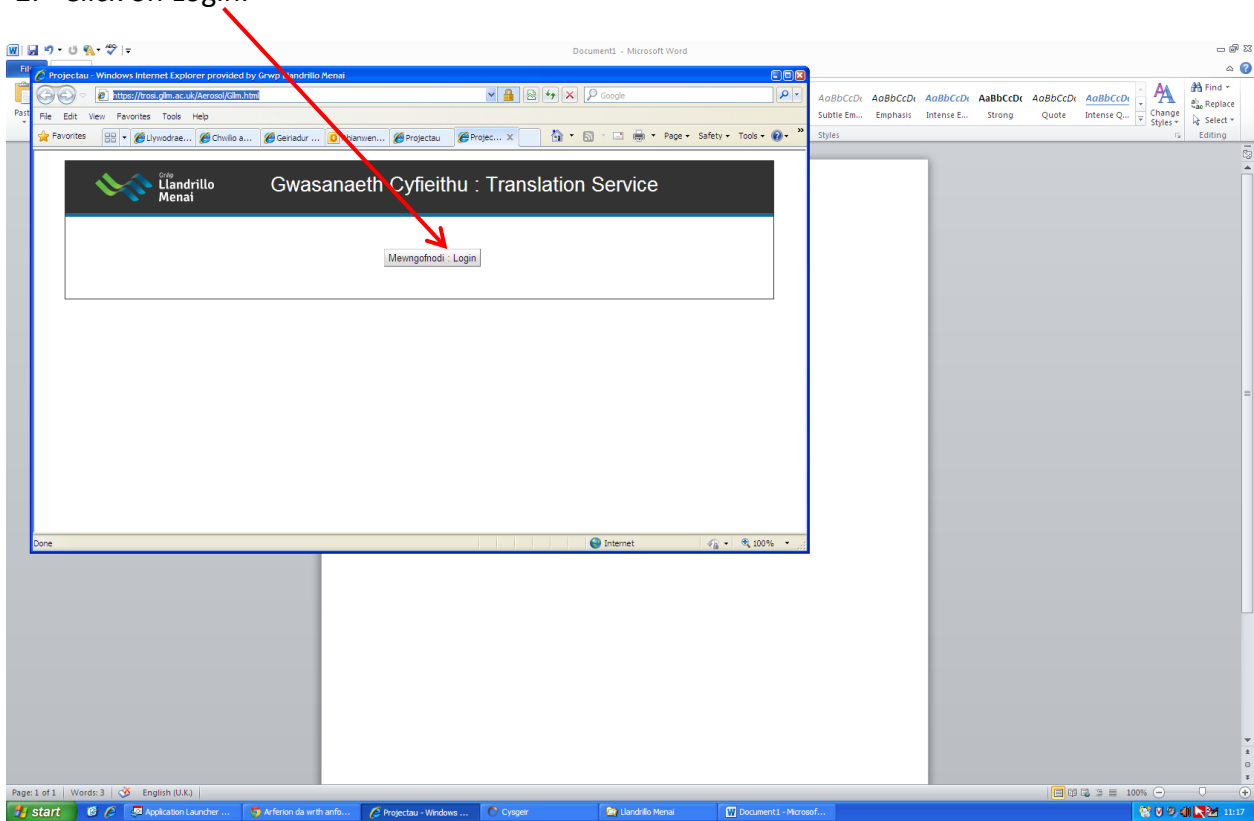## Detailed Guidelines for TROSI Customers
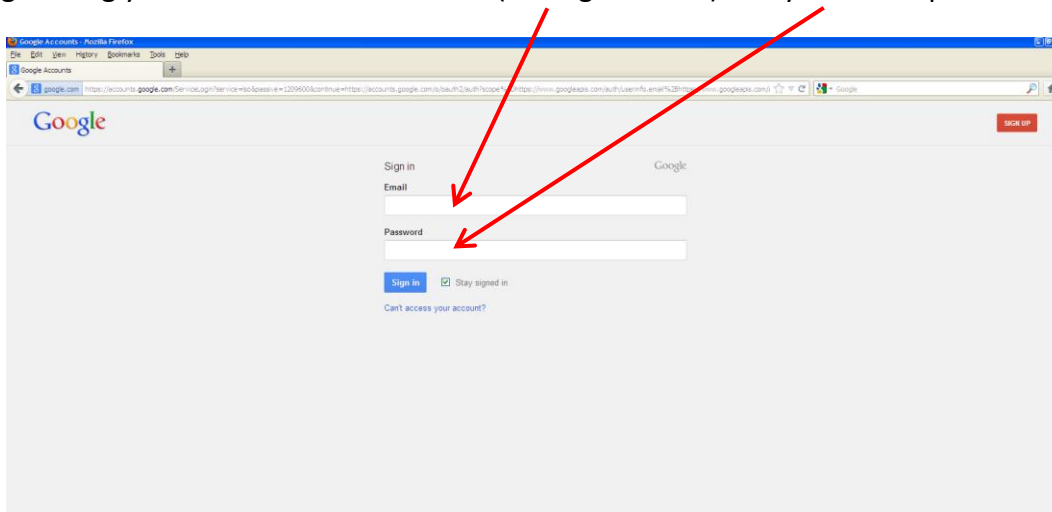
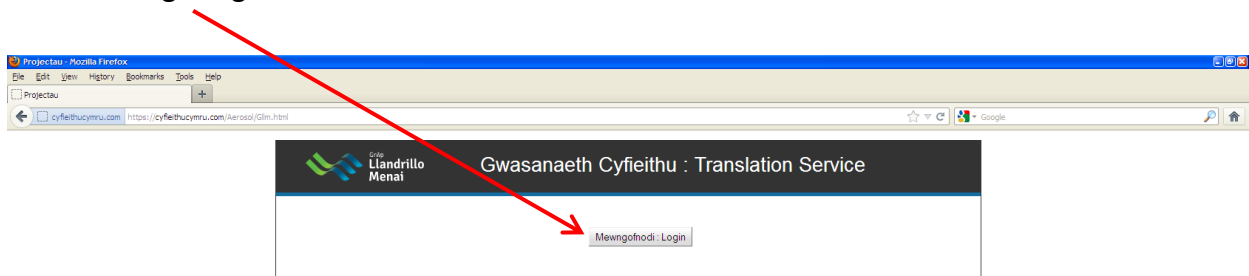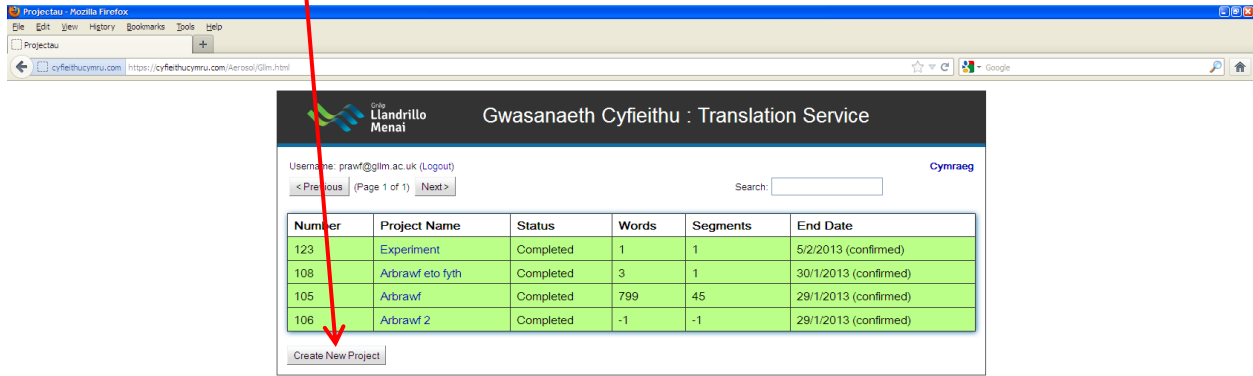1. Access the application form (Group Portal > Translation)

2. Click on Login.

3. Login using your internal e-mail address (……@gllm.ac.uk) and your email password.
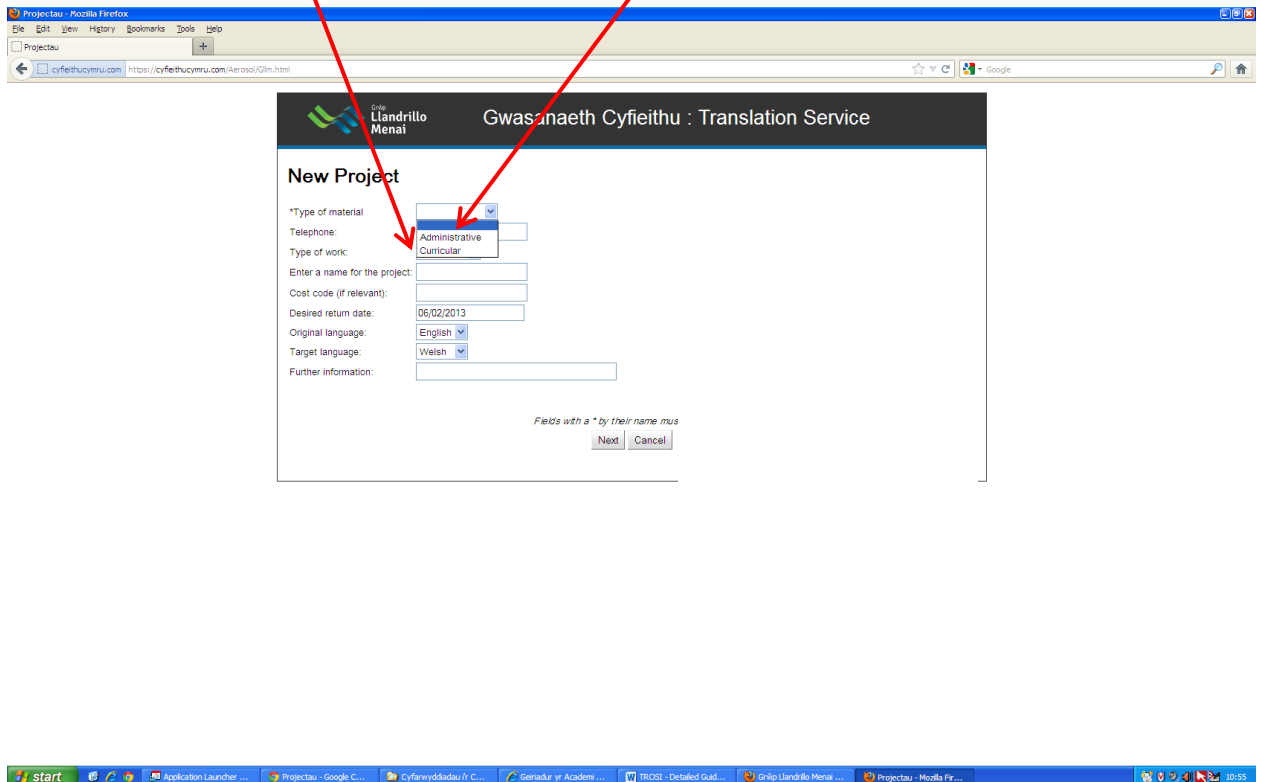

4. Click on 'Login' again.

5. Click on 'Create New Project'.

6. Note if the work is **curricular work** or **administrative work**.

7. If it is **curricular work**, here is what will appear on your screen. Fill the gaps, remembering that you must fill in the fields with a * by their names.

If it is **administrative work**, here is what will appear on your screen. Fill the gaps, remembering that you must fill the fields with a * by their names.
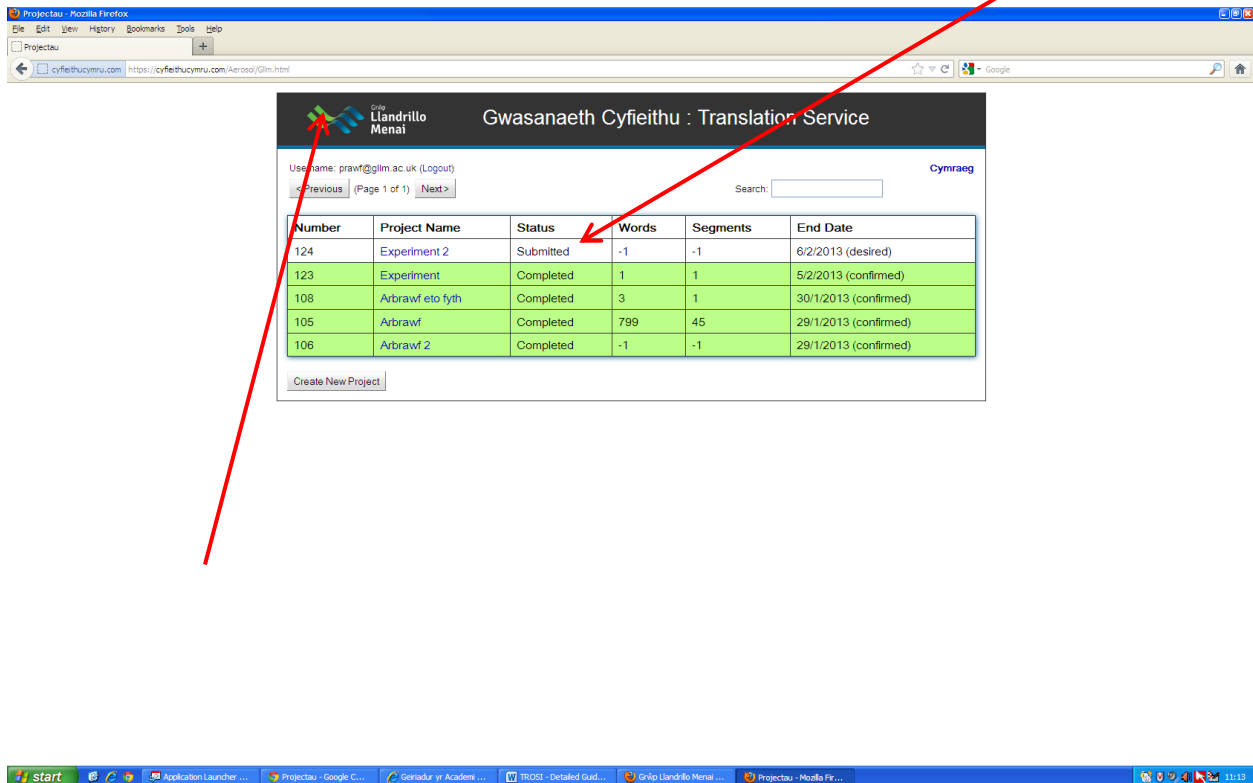

8. After filling the gaps, click on 'Next'.

9. Select 'Translate Documents' and attach your file/files OR choose 'Translate short text, up to 250 characters (approx. 50 words)' and type the text in the box.
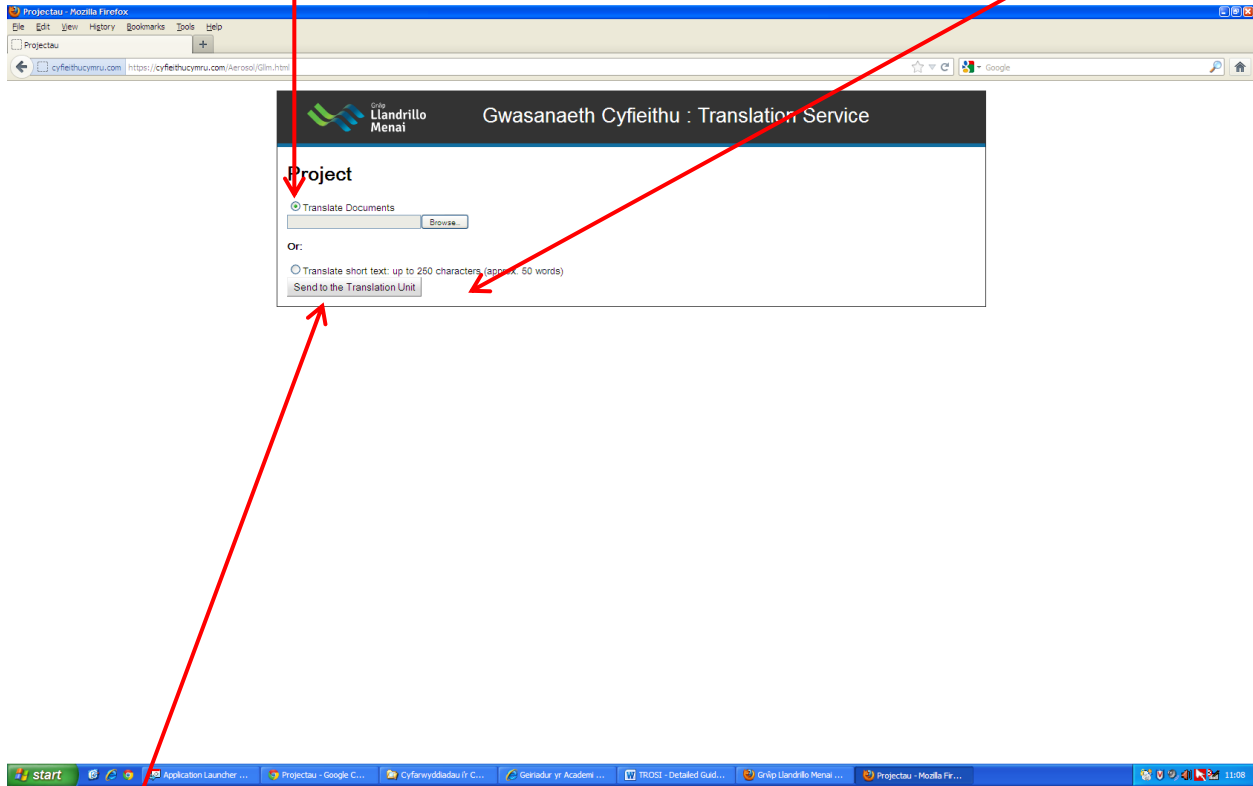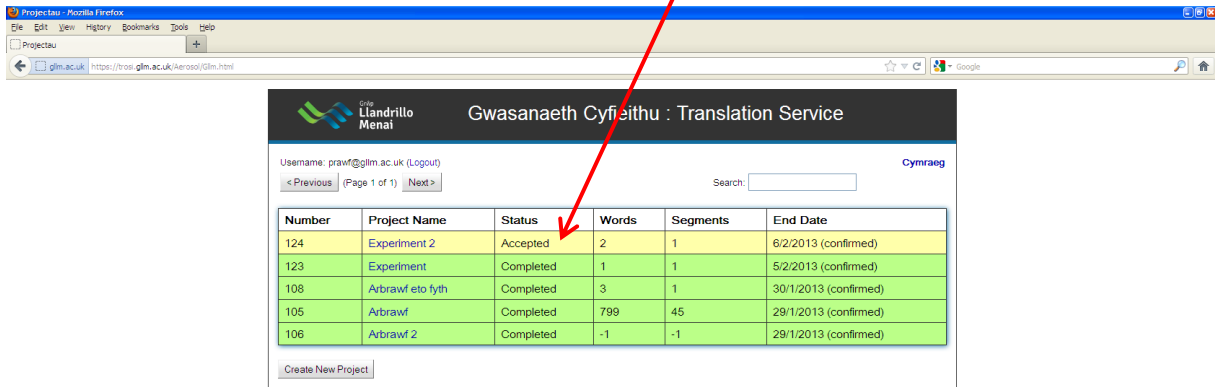

10. Send your request to the Translation Unit.

11. Your request will be seen on your interface (on a white background, with 'Submitted' in the status column).
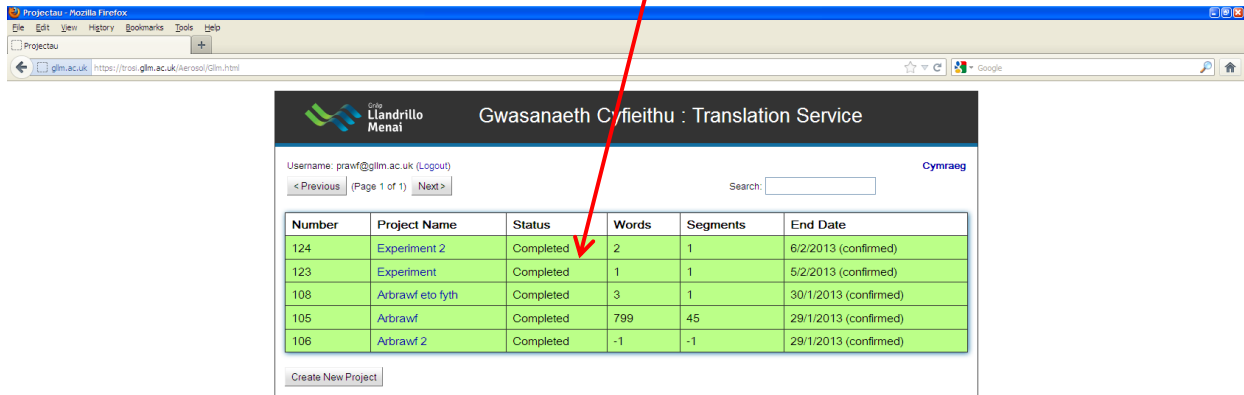
12. Once the administrator of the Translation Unit has received the work and has confirmed the return date, the entry will turn yellow (and 'Accepted' will be seen in the status column).

13. When the work has been allocated to a translator, the entry will turn bluish-grey (and 'Allocated' will be seen in the status column).
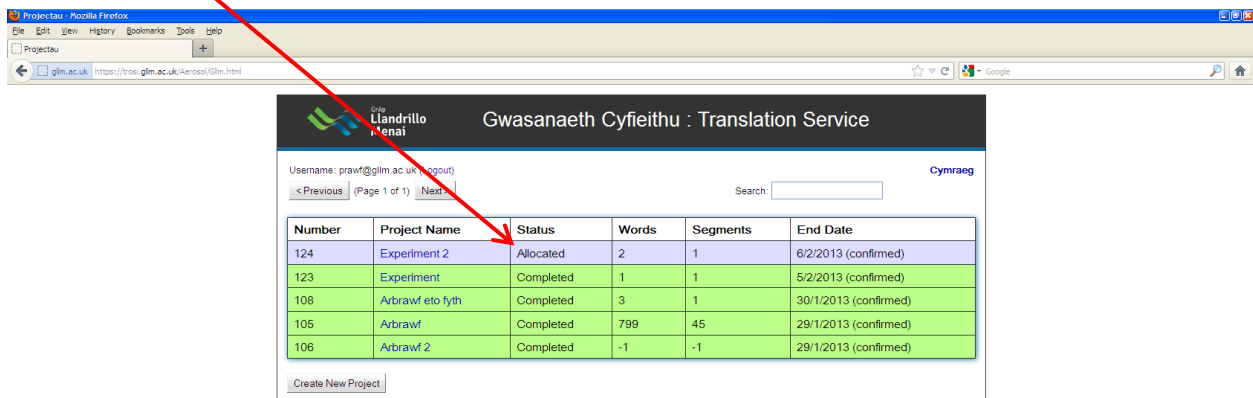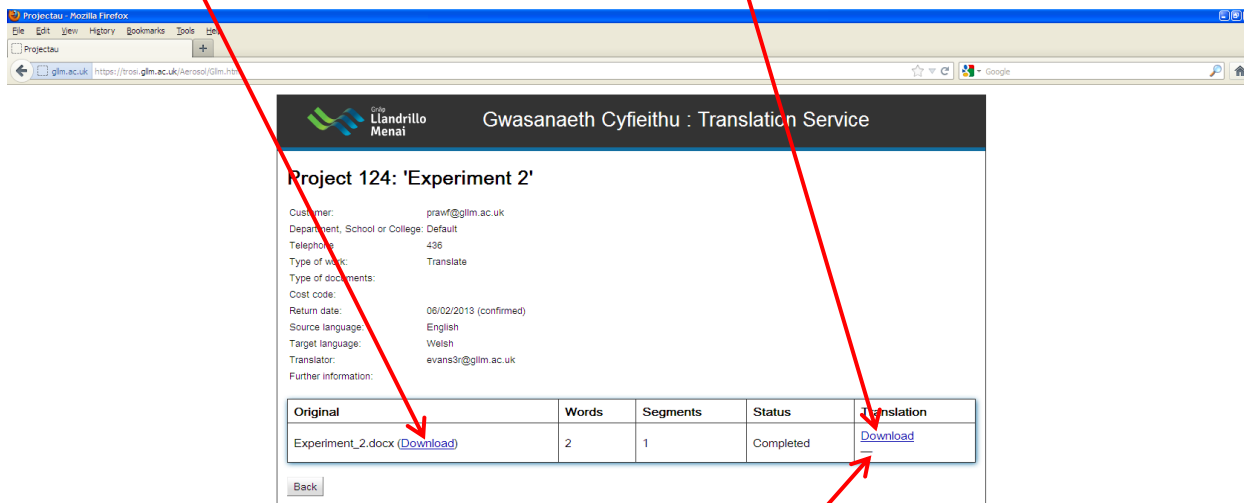
14. When the work has been completed, you will receive an e-mail message. By now, the entry on Trosi will have turned green (and then 'Completed' will be seen in the status column). Click on the entry to open it.

15. The original will be seen on the left and the translation on the right.

16. Click on the translation to download it.