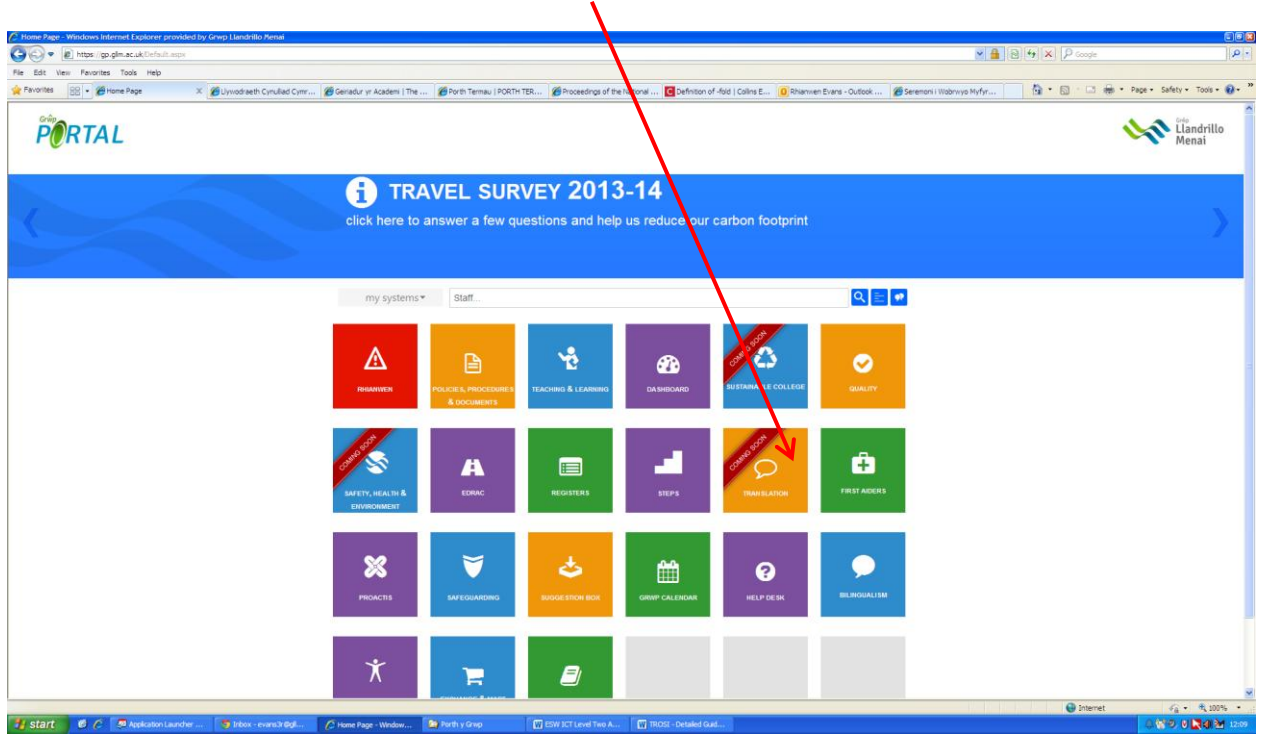
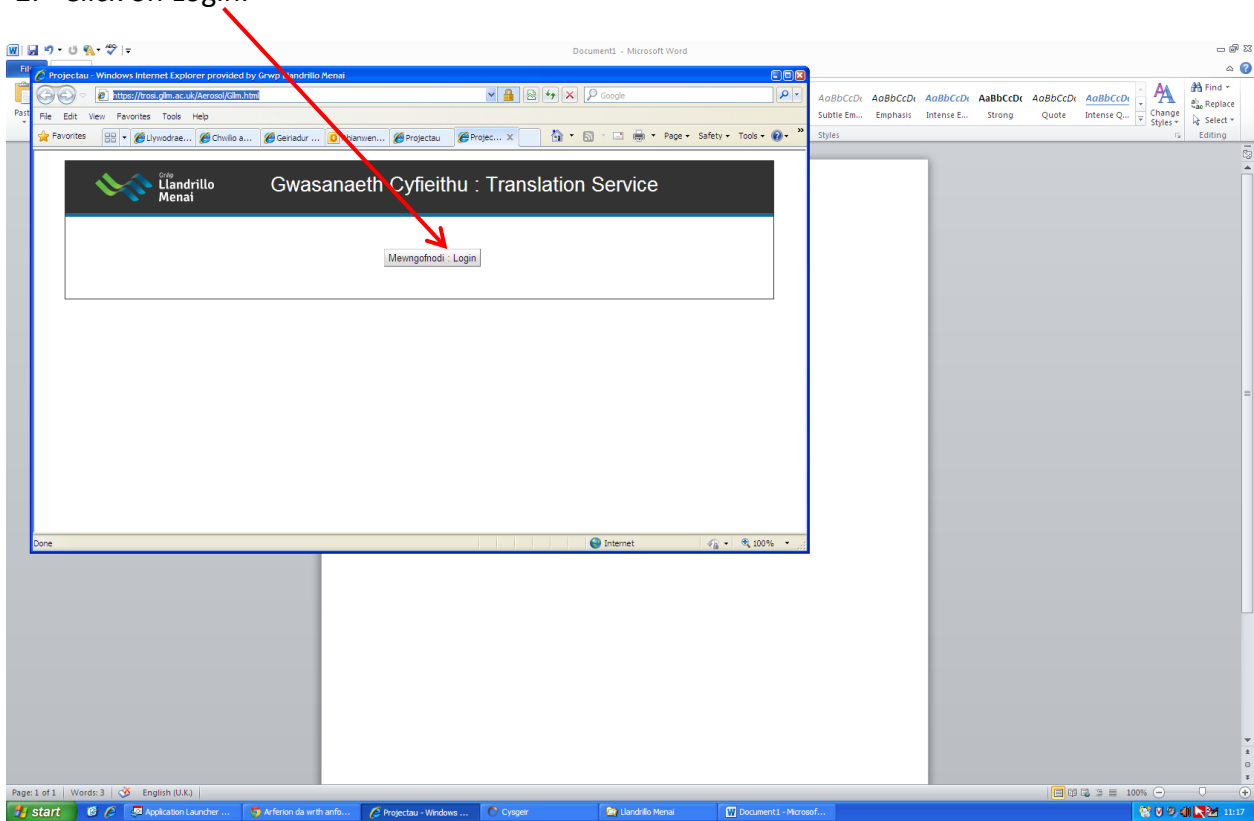


## Detailed Guidelines for TROSI Customers

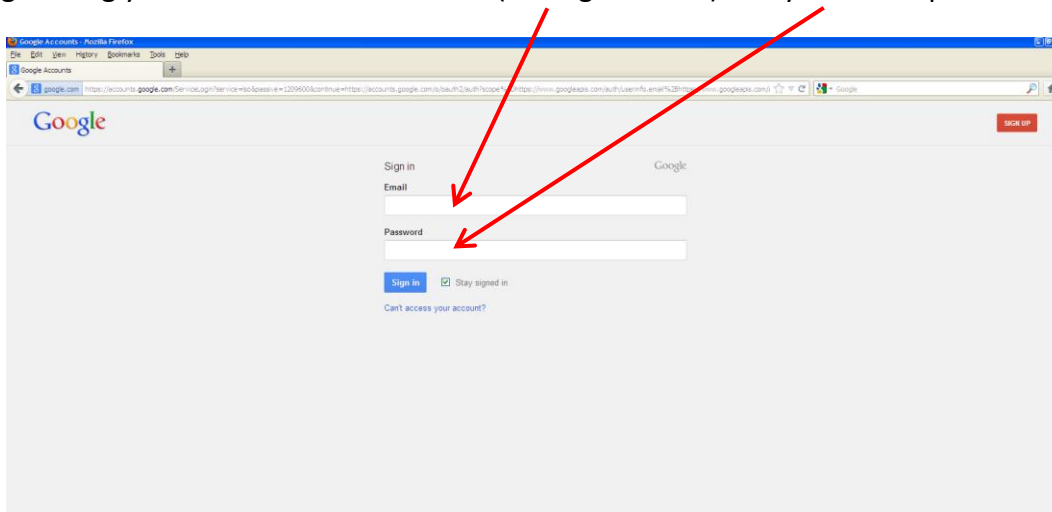
1. Access the application form (Group Portal > Translation)



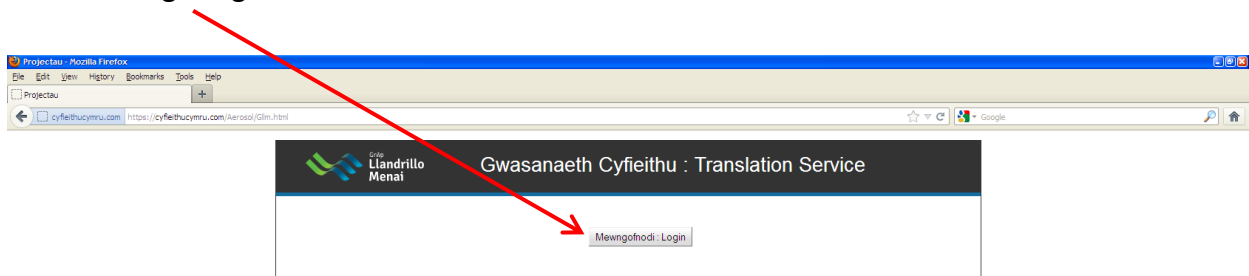
2. Click on Login.



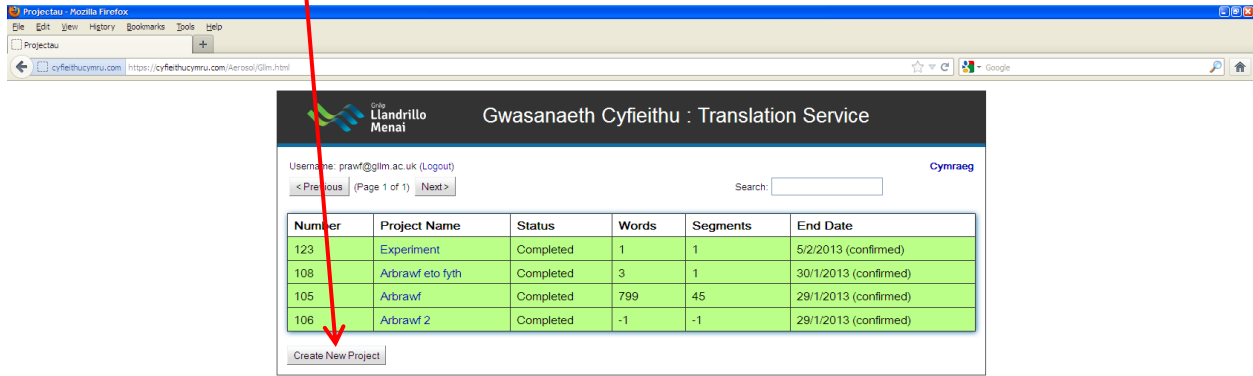
3. Login using your internal e-mail address (.....@gllm.ac.uk) and your email password.



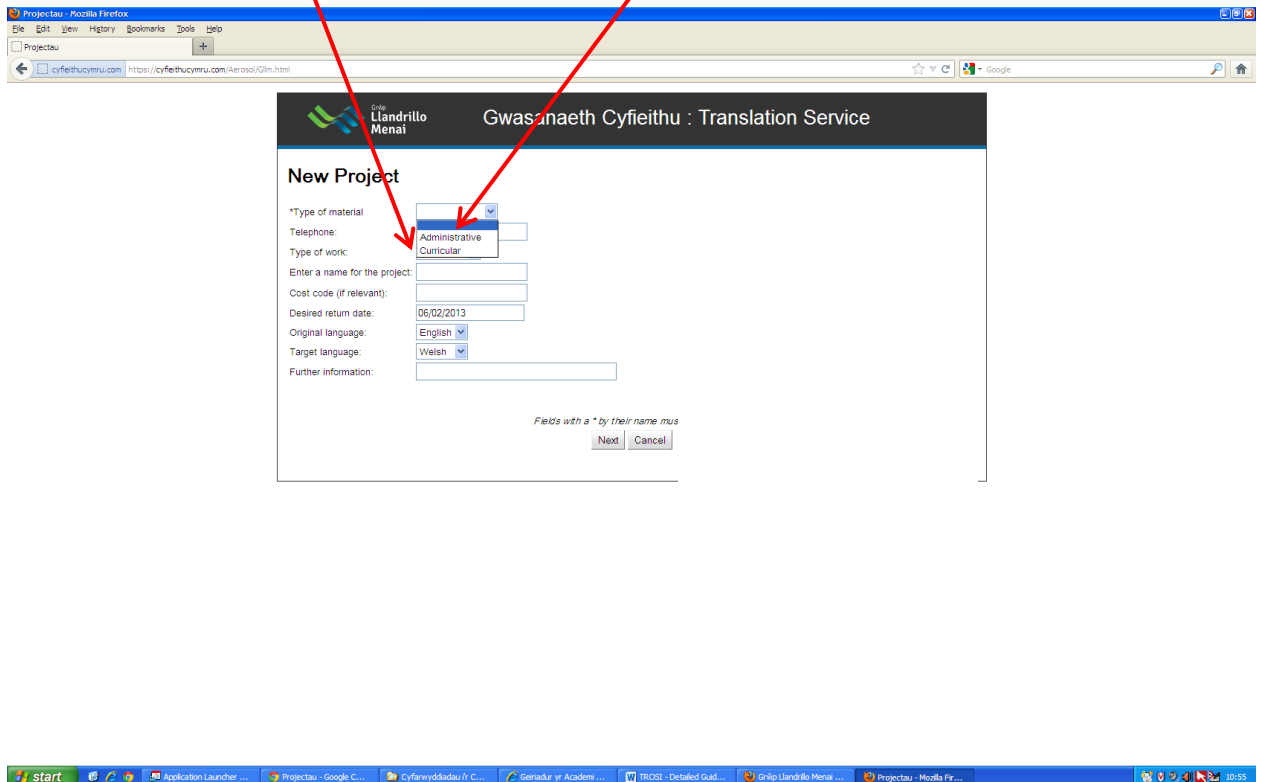
4. Click on 'Login' again.



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.

The screenshot shows a web browser window displaying the 'New Project' form for 'Gwasanaeth Cyfieithu : Translation Service'. The form is titled 'New Project' and contains the following fields:

- \*Type of material: Curricular (dropdown menu)
- \*Type of work: (dropdown menu)
- \*Course: (text input field)
- \*Course Level: (dropdown menu)
- \*Examination Board: (dropdown menu)
- Telephone: 436 (text input field)
- Type of work: (dropdown menu)
- Enter a name for the project: (text input field)
- Cost code (if relevant): (text input field)
- Desired return date: 06/02/2013 (text input field)
- Original language: English (dropdown menu)
- Target language: Welsh (dropdown menu)
- Further information: (text input field)

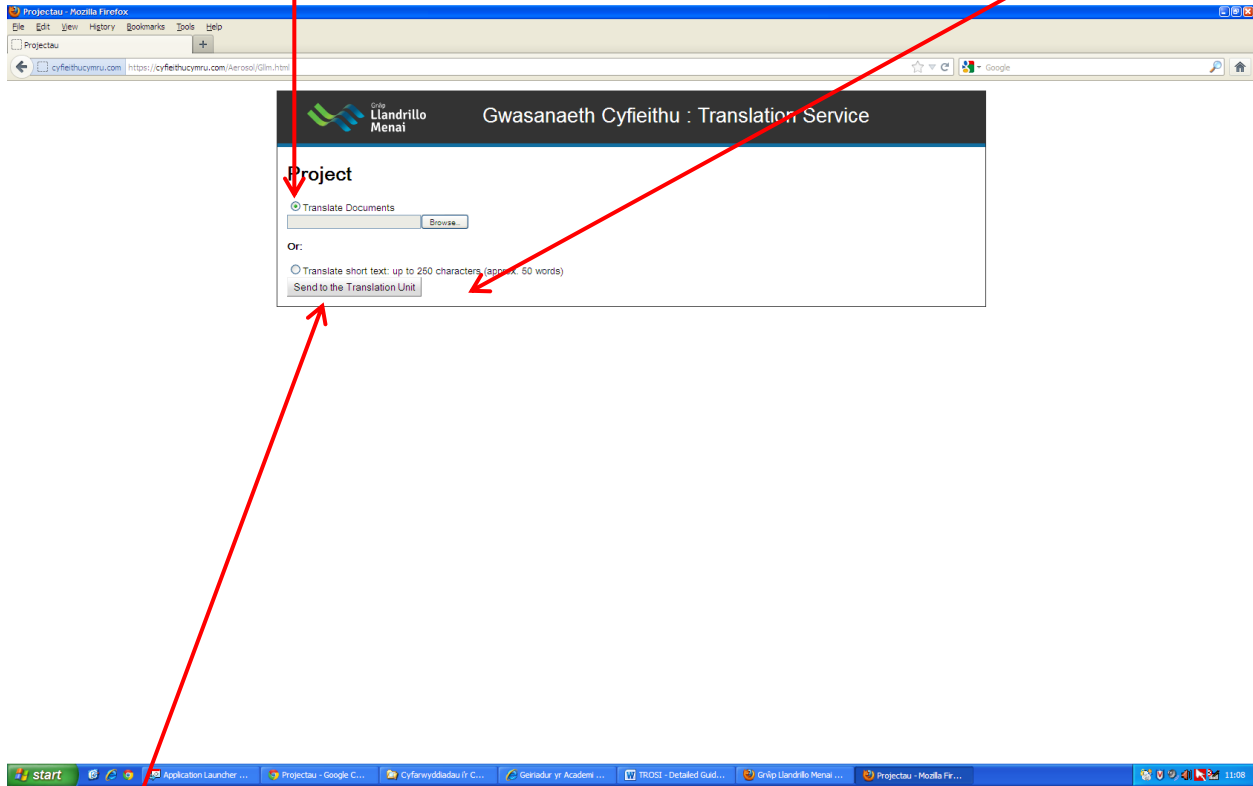
At the bottom of the form, there is a note: 'Fields with a \* by their name must be entered'. Below this note are two buttons: 'Next' and 'Cancel'.

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.

The screenshot shows the same 'New Project' form, but with the 'Type of material' dropdown menu set to 'Administrative'. The other fields are the same as in the previous screenshot. A red arrow points to the 'Next' button at the bottom of the form.

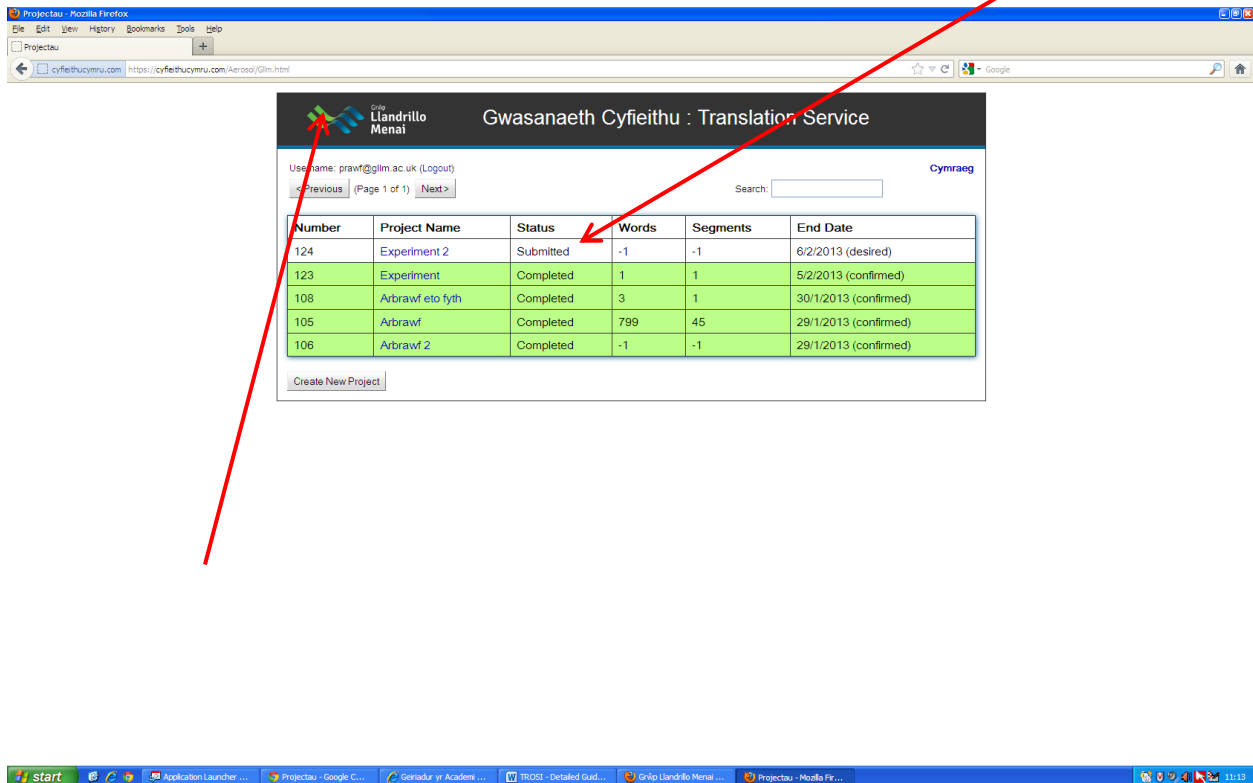
8. After filling the gaps, click on 'Next'.

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.

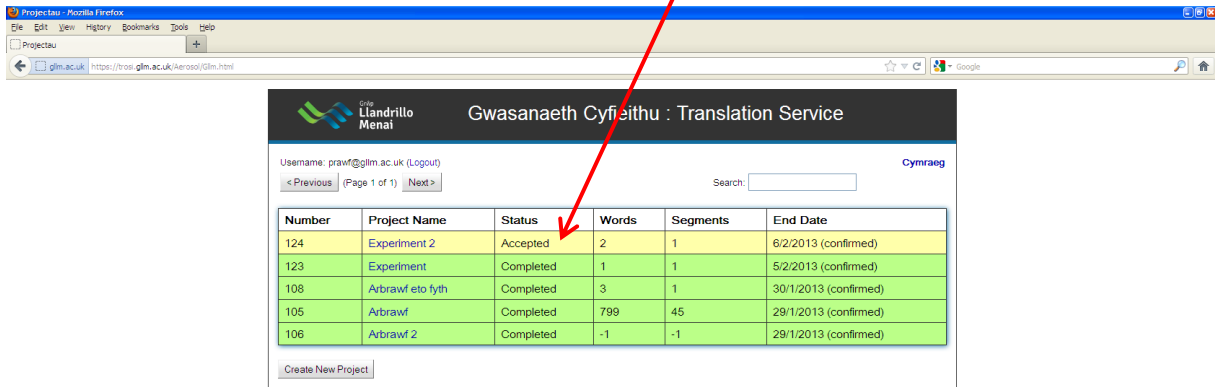


10. Send your request to the Translation Unit.

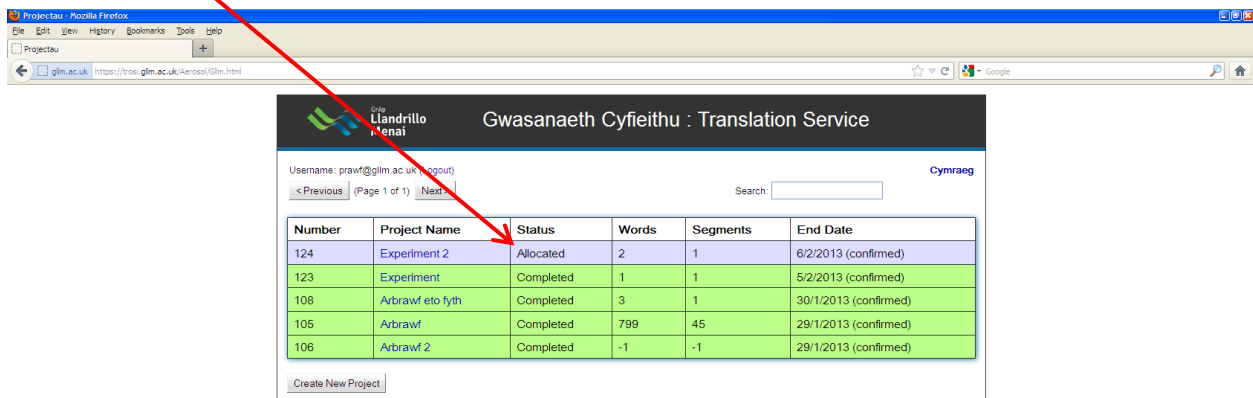
11. Your request will be seen on your interface (on a white background, with 'Submitted' in the status column).



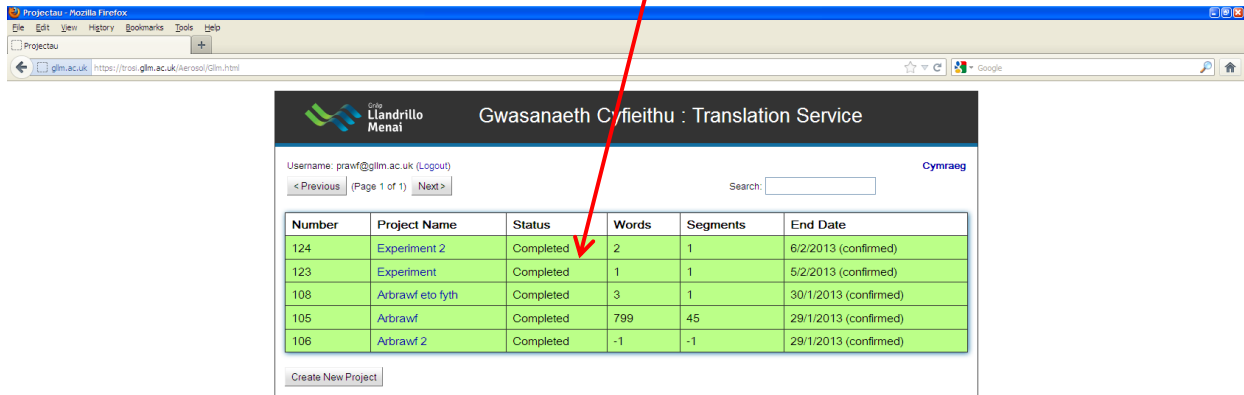
12. Once the administrator of the Translation Unit has received the work and has confirmed the return date, the entry will turn yellow (and 'Accepted' will be seen in the status column).



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).



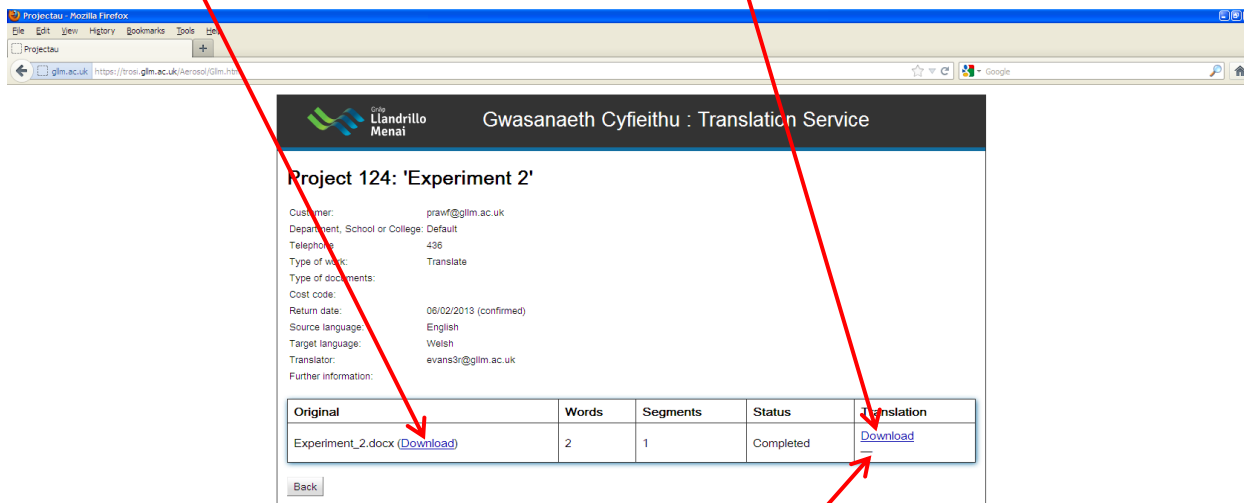
14. When the work has been completed, you will receive an e-mail message. By now, the entry on Trosi will have turned green (and then 'Completed' will be seen in the status column). Click on the entry to open it.



The screenshot shows a web browser window displaying the Gwasanaeth Cyfieithu Translation Service dashboard. The dashboard includes a search bar, a table of projects, and a 'Create New Project' button. A red arrow points to the 'Completed' status of the first project in the table.

Number	Project Name	Status	Words	Segments	End Date
124	Experiment 2	Completed	2	1	6/2/2013 (confirmed)
123	Experiment	Completed	1	1	5/2/2013 (confirmed)
108	Arbrawf eto fyth	Completed	3	1	30/1/2013 (confirmed)
105	Arbrawf	Completed	799	45	29/1/2013 (confirmed)
106	Arbrawf 2	Completed	-1	-1	29/1/2013 (confirmed)

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



The screenshot shows the project details page for Project 124: 'Experiment 2'. The page displays customer information, project details, and a table comparing the original document with the translation. A red arrow points to the 'Download' link for the original document, and another red arrow points to the 'Download' link for the translation.

**Project 124: 'Experiment 2'**

Customer: prawf@glim.ac.uk  
Department, School or College: Default  
Telephone: 436  
Type of work: Translate  
Type of documents:  
Cost code:  
Return date: 06/02/2013 (confirmed)  
Source language: English  
Target language: Welsh  
Translator: evans3r@glim.ac.uk  
Further information:

Original	Words	Segments	Status	Translation
Experiment_2.docx ( <a href="#">Download</a> )	2	1	Completed	<a href="#">Download</a>

16. Click on the translation to download it.