

Brief Guidelines for TROSI Customers

1. Access the application form (Group Portal > Translation)
2. Login using your internal e-mail address (.....@gllm.ac.uk) and your e-mail password.
3. Click on 'Login' again.
4. Click on 'Create New Project'.
5. Fill in all the mandatory boxes, using drop-down menus to help you.
6. Click on 'Next'.
7. Choose '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.
8. Send your request to the Translation Unit.
9. Your request will be seen on your interface (on a white background, with 'submitted' in the status column).
10. When the administrator has received the work and has confirmed the return date, the entry will turn yellow (and 'Accepted' will be seen in the status column).
11. When the work has been allocated to a translator, the entry will turn bluish-grey (and 'Allocated' will be seen in the status column).
12. When the work has been completed, you will receive an e-mail message. By now, the entry on Trosi will have turned green (and 'Completed' will be seen in the status column).
13. Click on the entry to open it, and the original will be on the left and the translation on the right.
14. Click on the translation to download it.