

Translation Communication Studio Client (TCS Client)

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1 Overview of the TCS Client

The TCS Client should help translators accept, manage, and process translation jobs.

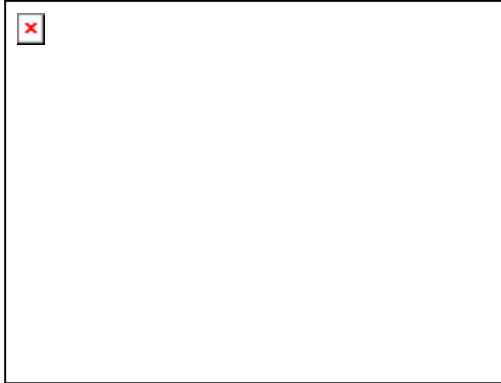
Communication with project managers concerning the standard procedures during a translation can be conducted completely via the Client. Furthermore, it makes it possible to save projects that are in process through the DirectPortal and thereby have an external data backup at one's disposal for current projects.

In order for the TCS Client to function, it needs to be connected with its DirectPortal. The DirectPortal has to be accessible either via the Intranet or the Internet.

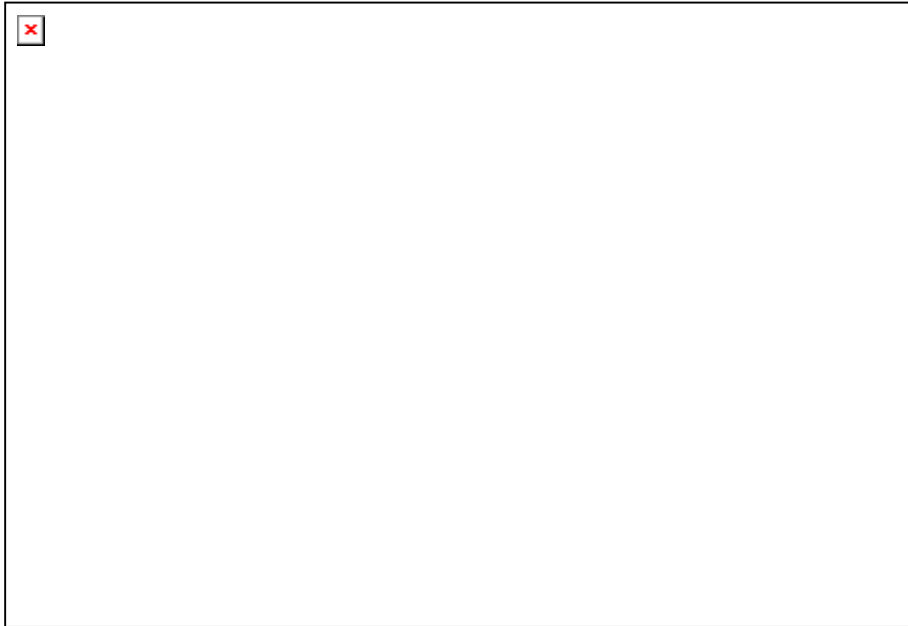
2 Installation

You receive the link for downloading the TCS as well as the log-on data by e-mail.

The installation can then be started by double-clicking on the file "TCSClient_v5_Setup.exe".



Follow the instructions of the wizard. The TCS Client starts then upon successful installation.

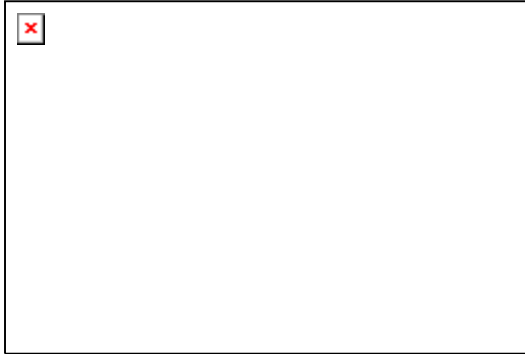


Click on "Connect" to open the Login window.

3 Login

Connection to the DirectPortal is established with the Login.

3.01 "Login" tab

**Host:**

The address of the DirectPortal is specified under Host. The box is filled out automatically. Please do not change the address, because otherwise you cannot be connected.

Port:

The port of the DirectPortal is specified under Post. The box is filled out automatically. Please do not change the port, because otherwise you cannot be connected.

User name:

Please enter your user name here that you received with your notification e-mail.

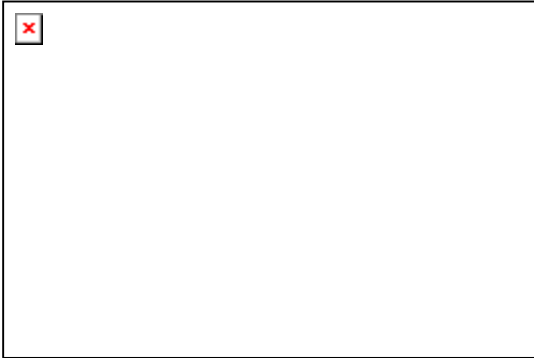
Password:

Please enter your password here that you received with your notification e-mail.

Login (button)

The button does not become active until all necessary information has been entered. If all information is correct, then a connection to the DirectPortal will be established by clicking on the button.

3.02 "Proxy" tab

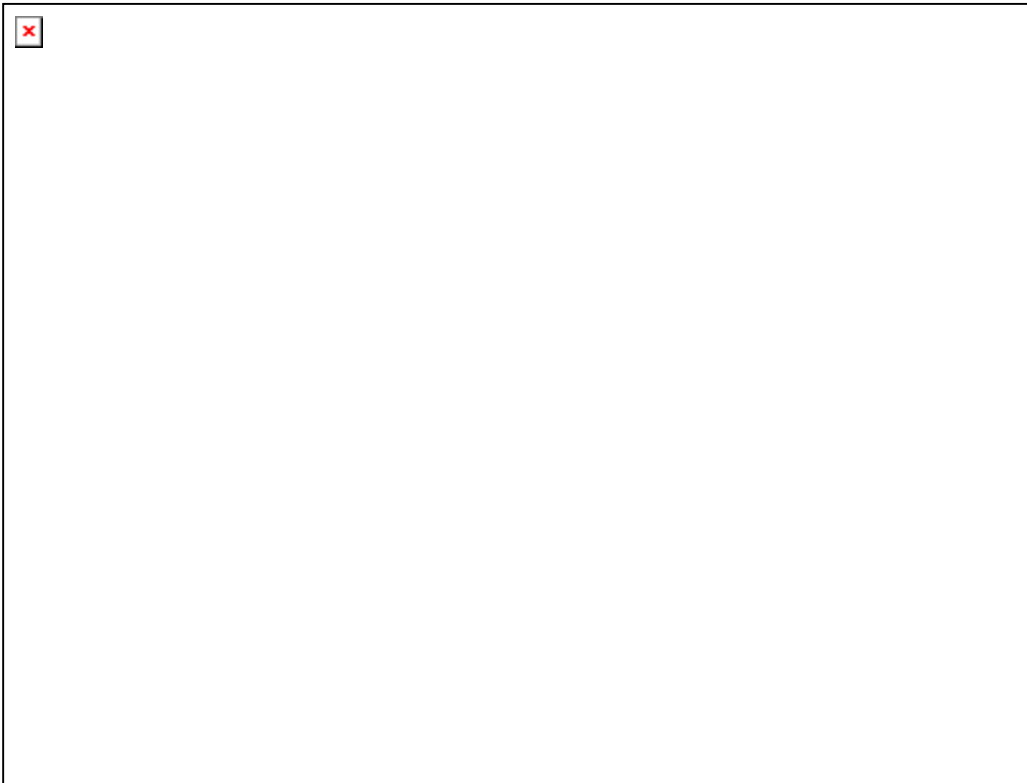
**Direct connection to Internet**

Select this radio button if your Internet access was not realized via a proxy server. Direct Internet access is the norm for single-station computers that are not connected to a network. That is why this radio button is activated by default.

Manual proxy configuration

If this radio button is activated, you can enter the necessary access data of your proxy server (Authentication method, Host, Port, User name, Password). In case you do not know the required data, contact your system administrator.

4 The main window



The main window displays the most important information that concerns the task.

Project	Project number to which the task belongs
Language	Source and target language
Task	Job that needs to be done
Start	Planned start for executing the task
End	Planned delivery date (including correction)
Proof	Indicates whether a proof has been requested
Status	Indicates in which status the project is

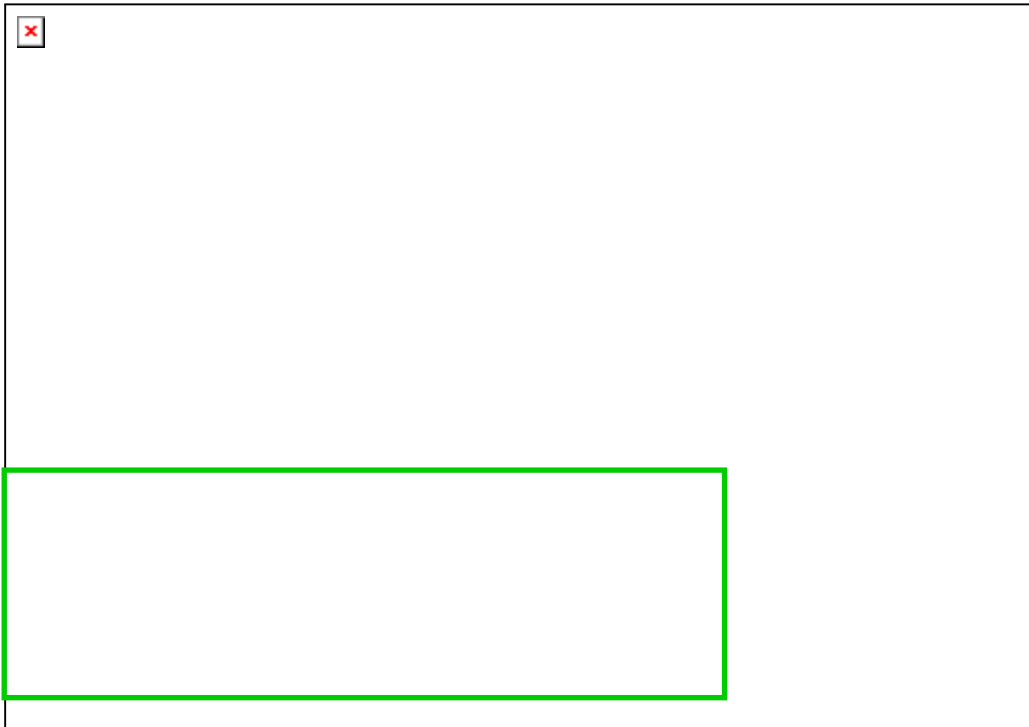
4.01 Proof statuses

<empty>	The project was not yet accepted for processing or is in the "Waiting to start" status.
None	The project is active, but no proof has been requested yet.
Requested	A proof has been requested.


4.02 Status


To be accepted	The project has not been accepted yet for processing.
Waiting to start	The project has been accepted, but the files needed for the translation have not been made available yet.
Active	The task is being processed.
Completed	The task has been completed.

4.03 Explorer



The Explorer window is located in the lower part of the main window. Here you will find the files belonging to the project as well as the path. You can open the files here by double-click.

 goes to the superordinate directory in Explorer.

 opens the directory in Explorer in which the displayed files are stored.

4.04 Ribbon

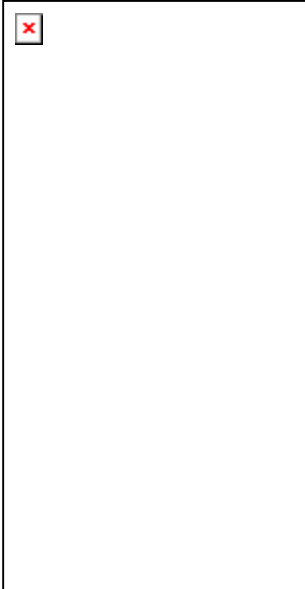


Disconnect	The connection to the DirectPortal is disconnected.
Refresh	The table is updated.
Accept	The selected task is accepted. Should you be connected to the DirectPortal via the Internet and not via the Intranet, the files to be translated are downloaded now.
Start	The selected task has been accepted at a time when the files to be translated were not yet available. The "Start" button becomes visible when the files are available and the task can be begun. Should you be connected to the DirectPortal via the Internet and not via the Intranet, the files to be translated are downloaded now.
Reject	The selected task is rejected.
Proof request	A printout for correction is requested for the selected task.
Complete	The "Complete" window opens. The selected task is set as finished (the data is sent to the DirectPortal).
View	The data to be processed is downloaded so that you can view them. A dialog window opens in which you are prompted to specify a storage location on your computer.
Upload	The "Upload" window opens. The files belonging to the selected task are sent to the DirectPortal. Existing files are overwritten.
Download	The "Download" window opens. The files belonging to the selected task are downloaded from the DirectPortal. Existing files are overwritten.
Proof download	Filter table according to desired criteria
Additional Info	Additional information about the customer that concerns your task is displayed.

Depending on the processing status, some buttons are deactivated or otherwise visible or hidden (e.g. the button "Proof request" is deactivated if the task has not yet been accepted yet).

4.05 Additional functions and information

4.05.01 "General" tab



Filter

You can filter the entries in the list of the main window.

- | | |
|-----------|---|
| Only open | Only the tasks that have not been completed yet are listed. (Standard setting at start) |
| All | All tasks are displayed. |

Task Info

Here you find information on when the task was created, viewed, accepted, or rejected as well as till when you should accept or reject the task.

Additionally, the project manager and the customer are listed.

- | | |
|----------------------|--|
| Created: | Date and time when the project was created. |
| Viewed: | Date and time when you viewed the project. |
| Accepted (Rejected): | Date and time when the project was accepted or rejected. |
| To be accepted by: | Date and time by when the project has to be accepted. If the point in time has been passed, the project is displayed in red. It remains in your task list until the project manager assigns the project to someone else. |
| Project manager: | Names the responsible project manager. |
| Customer: | Names the customer. |

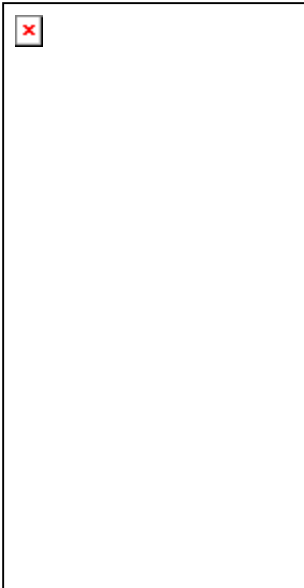
"Project info" tab

You will find here specific information - if any - for the project.

"Customer info" tab

You will find here information - if any - about the customer.

4.05.02 "Notes" tab



Project

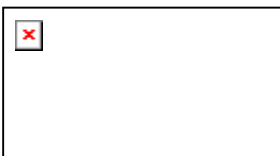
Here you find instructions and information that your project manager sends along.

User

You can write messages for your project manager here.



4.05.03 "Others" tab



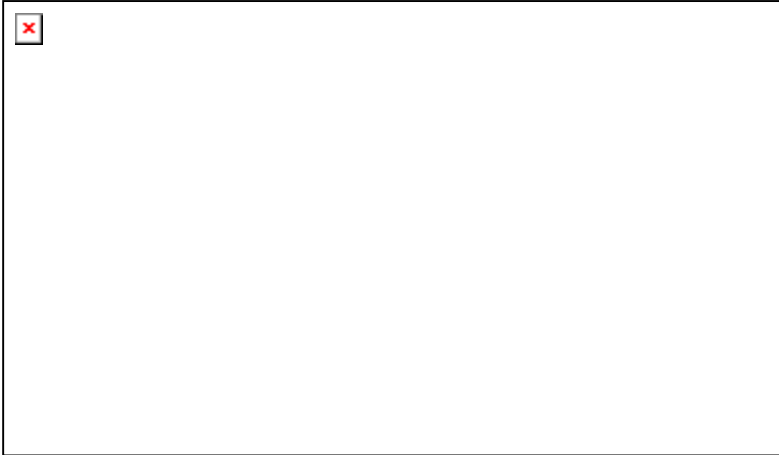
Accounting

The hours you have reported and when payment has been made are indicated here.

Working hours: The hours are displayed here that you have specified for processing the task.

Paid on: Date when the payment has been made for the task.

5 "Upload" window



This window displays all files that concern the task and that can be sent to the DirectPortal.

Send	If the checkbox is activated, the file is sent to the DirectPortal.
Name	File name
Date (local)	File date of the local file
Date (remote)	File date of the file on the DirectPortal
Size (local)	File size of the local file
Size (remote)	File size of the file on the DirectPortal
Remote file	The status of the files in regards to the files of the DirectPortal

"Show unchanged" checkbox

Shows/Hides the local files that are identical to the files on the DirectPortal.

"Upload" button

The selected local files are sent to the DirectPortal.

"Cancel" button

The process is cancelled and the window closed.

5.01 **Statuses in reference to the files on the DirectPortal ("Remote file" column)**

Older	The file on the DirectPortal is older than your local file.
Newer	The file on the DirectPortal is newer than your local file. The line is marked red, because you may overwrite a newer version of the file with an upload.
Unchanged	The file on the DirectPortal is identical to your local file.
Deleted	The file exists in your local directory, but not on the DirectPortal.

6 "Download" window



This window displays all files that concern the task and that can be downloaded from the DirectPortal.

Get	If the checkbox is activated, the file is downloaded from the DirectPortal
Name	File name
Date (local)	File date of the local file
Date (remote)	File date of the file on the DirectPortal
Size (local)	File size of the local file
Size (remote)	File size of the file on the DirectPortal
Remote file	The status of the files in regards to the files of the DirectPortal

"Show unchanged" checkbox

Shows/Hides the local files that are identical to the files on the DirectPortal.

"Download" button

The selected files are downloaded from the DirectPortal.

"Cancel" button

The process is cancelled and the window closed.

6.01 **Statuses in reference to the files on the DirectPortal ("Remote file" column)**

Older	The file on the DirectPortal is older than your local file.
Newer	The file on the DirectPortal is newer than your local file. The line is marked red, because you may overwrite a newer version of the file with an upload.
Unchanged	The file on the DirectPortal is identical to your local file.
Added	The file exists on the DirectPortal, but not in your local directory.

7 "Complete" window



This window displays all files that concern the task and that can be sent to the DirectPortal.

Send	If the checkbox is activated, the file is sent to the DirectPortal.
Name	File name
Date (local)	File date of the local file
Date (remote)	File date of the file on the DirectPortal
Size (local)	File size of the local file
Size (remote)	File size of the file on the DirectPortal
Remote file	The status of the files in regards to the files of the DirectPortal

Accounting area

In the "Working hours:" box, enter the number of working hours that you needed for the project.

"Show unchanged" checkbox

Shows/Hides the local files that are identical to the files on the DirectPortal.

"Complete" button

The selected local files are sent to the DirectPortal and the project is closed.

"Cancel" button

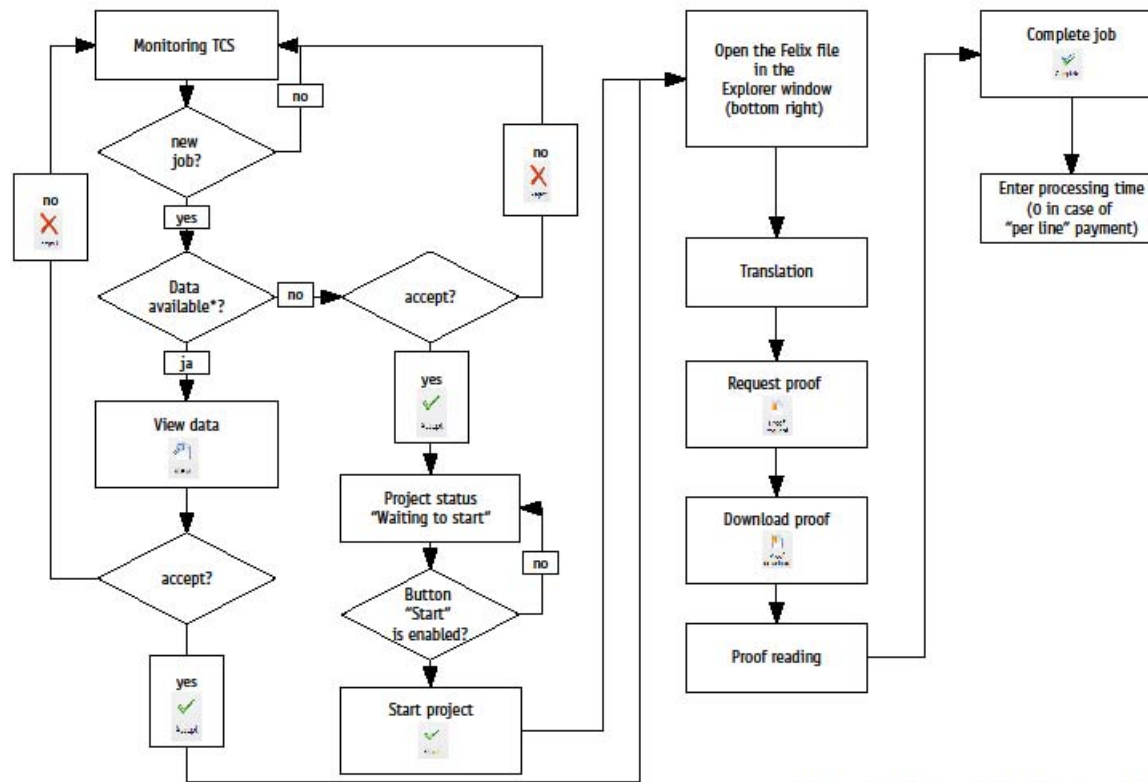
The process is cancelled and the window closed.

7.01 **Statuses in reference to the files on the DirectPortal ("Remote file" column)**

Older	The file on the DirectPortal is older than your local file.
Newer	The file on the DirectPortal is newer than your local file. The line is marked red, because you may overwrite a newer version of the file with an upload.
Unchanged	The file on the DirectPortal is identical to your local file.
Deleted	The file exists in your local directory, but not on the DirectPortal.

8 Workflows

8.01 TCS Workflow (WAN User) / FELIX



*Button "View" is enabled - Data is available