Dear Rhousan,

Happy New Year!

Hope you had a peaceful end of the year time and are ready to tackle the new year with great energy.

I have a couple of requesgts for the webpage, some are old requests that need to be fine tuned, and a few new ideas.

Will start with the **fine-tuning**

1. In the Admon site, when the client entered an access code, I did not see it In admon it shows as N/A. The same for Manager. How does the Access code work? When do we provide the access code?
2. In User, The wording: Late payment needs to be changed to” Deferred Payment or Pay Later”. Late payment sounds bad.
3. In user Instead of My Orders, it should say Dashboard, and Dashboard should be called Create New Order.
4. The user should be able to have his list of invoices and the Admon should also have the list of invoices to see, review, etc… The invoices should be files we should be able to save them, review, etc.. When we send the translation we should be able to also send the invoice, especially for deferred payment options.
5. In Admon, there is a bug when sending the document to the translator and also to the proofreader : it shows email three times, instead of email, Name and Notes. I have to re-do to be able to see those three lines
6. There should be an option to send the document to client without having to use proofreader Sometimes we don’t need the last proofreader step, but the system does not let me send to client unless we go to that step.Mail to proof reader should be optional
7. When sending document to user, we should be able to upload more than one document. I was able to upload only one.
8. In User and Admon, the time of submission should be California time, it seems to bee Greenwich time
9. For user, there should be a status update “translation completed” In Payment status, should say “Paid” or” Pay Later” when admon receives the money of the “Pay Later
10. All the process can it be comprised in one line? Instead of having to go to Translation status and Proofreader status to see the status, can it be added all in the first line?with the option of do or not do the proofreader step?.
11. Can we have a link from the User to Home, to go back to the whole webpage?
12. In the webpage, the Chinese translation of Silvia Cabal has a bad meaning Please just leave my name.

**New Ideas for the Webpage**

1. In SERVICES we should change Localization for Remote Video Interpreting
2. Where it says Translation, add Document Translation, s many people don’t distinguish that
3. Under Document translation, add:

We understand the importance of cross-cultural communication and deliver professional translation services in many languages. The main ones are Spanish, Chinese, Vietnamese, Korean, Japanese, Tagalog, Russian, Dutch, French, German Farsi, Dari, Tigrinya, and other languages of lesser diffusion. Each translated document goes through a proofreading and editing process before considered final. “

1. Add a link to the “Translate your document”, to the part where the client uploads their document.

Also, if the clientis not sure that he wants to send the document yet but wants to have a quote, can we add a linke to Get a “Enter your email for a Price Estimate” (When they enter their email, we can collect the information and contact them later for our marketing)

And then we publish:

“Price varies depending on the language

0.15 to 0.22 per word depending on the language and complexity of the text

For larger orders contact us to obtain our best prices to [info@flowtranslate.com](mailto:info@flowtranslate.com)”

1. On HOW WE WORK

Registration: add link to the registration part

Request Translation: link to upload page

Payment: Link to payment page

Deliverance: Link to page of Status

This, thinking that some people just want easy information and access, before they decide to register and send their documents. It facilitates navigation. Some people want to have an idea of price before they submit. That is why the first page should be more interactive and informative, and we should be able to gather the emails of the people who browse our web.

Thank youRFoushan, once again, for your great work.