



Memsorce Certified Trainers Part 4: Extended Project Management and Server Settings

After the fourth training session, you should be able to:

1. Be able to clone projects and jobs inside projects
2. Be able to save projects as projects templates and understand how project templates can be used to create new projects. Also, you should understand that project templates include the following:
 - a. Project settings
 - b. File import settings
 - c. Workflow steps
 - d. Assignment of linguists
 - e. Analysis and pre-translation settings.
 - f. Translation memories and term bases
3. Create users, assign individual roles, customize user rights, check the status of your user pool (i.e. how many users I have subscribed to, how many I have created so far and how many more I can create).
4. Understand individual sections of the Server Settings, especially as regards Access and Security, Email Templates and Machine Translation Engines.
5. Be able to create an Automation Widget with at least one Service and one Project Template, and use it to create a new project.
6. Be able to set up a content connector (online repository, CMS) and work with content saved remotely, i.e. create jobs from files stored on Google Drive, for example, and return translated files back.
7. Understand how projects or jobs can be shared between organizations, how to establish a Buyer-Vendor relationship and transfer projects/jobs.
8. Be able to explain what management features are available for Memsorce translation memories and term bases:
 - a. TM/TB import
 - b. TM/TB export
 - c. Alignment

Please consult [our documentation](#) for details, or search our knowledge base for more [specific answers](#).