Memsource Certified Trainers Part 1: Project Management

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

1. Create and manage users in Memsource (both project manager and linguist users).
2. Manage the project dashboard – filter, sort, create new filters.
3. Create a new project, either manually or using a project template, with one or more workflow steps.
4. Upload files (create jobs) with the default settings into the project.
5. Attach translation memories and term bases. In regards to translation memories, you should be able to assign different translation memories to different workflow steps.
6. Analyse the jobs.
7. Pre-translate the jobs, if needed.
8. Assign the jobs to linguist users (translators, reviewers).
9. Share projects with vendors, if relevant, i.e. with other organizations using Memsource.
10. Send e-mail notifications to translators, and watch the progress of their job.
11. Use comments to communicate with the translators if needed.
12. Make sure that translators always run a QA check.
13. Download the completed file once finished.
14. Use the automation widget to create a new project/job.
15. Set up an MT connector, and use MT as one of the translation resources.

Please consult our documentation for details, or search our knowledge base for more specific answers.