

User guide

Glifico

August 11, 2018

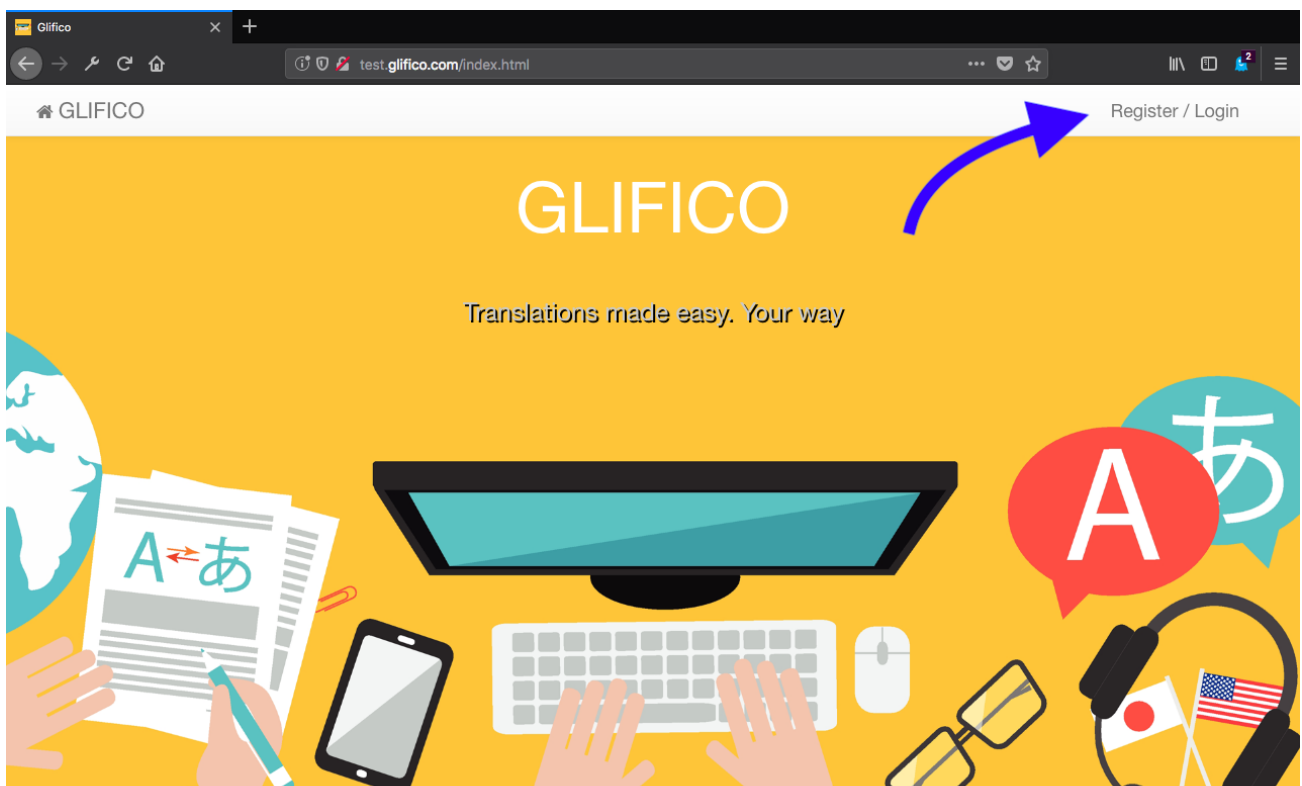


Contents

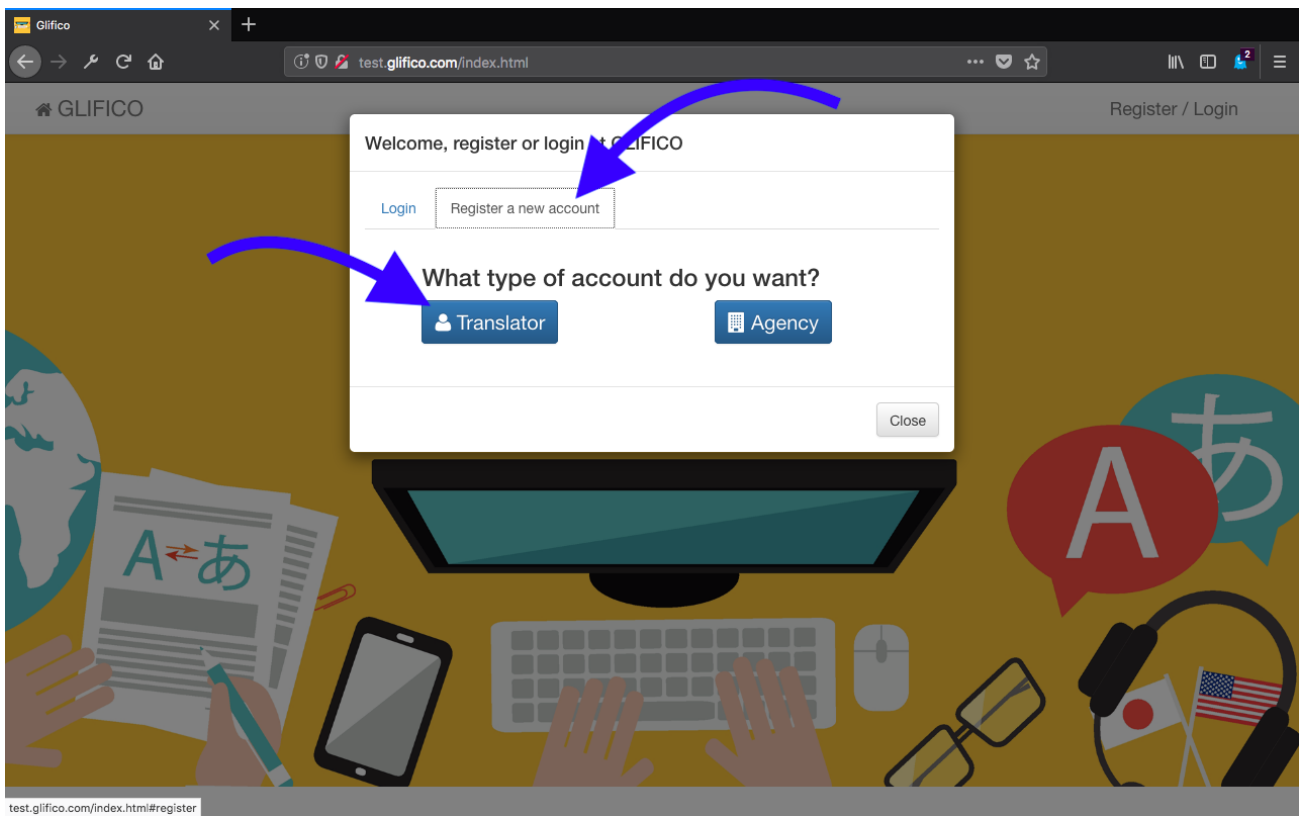
1 Register account

Follow this steps to register a new account on glifico.com

Click *Register/Login* on the top left of the page



Click *Register a new account* and then select **Translator**



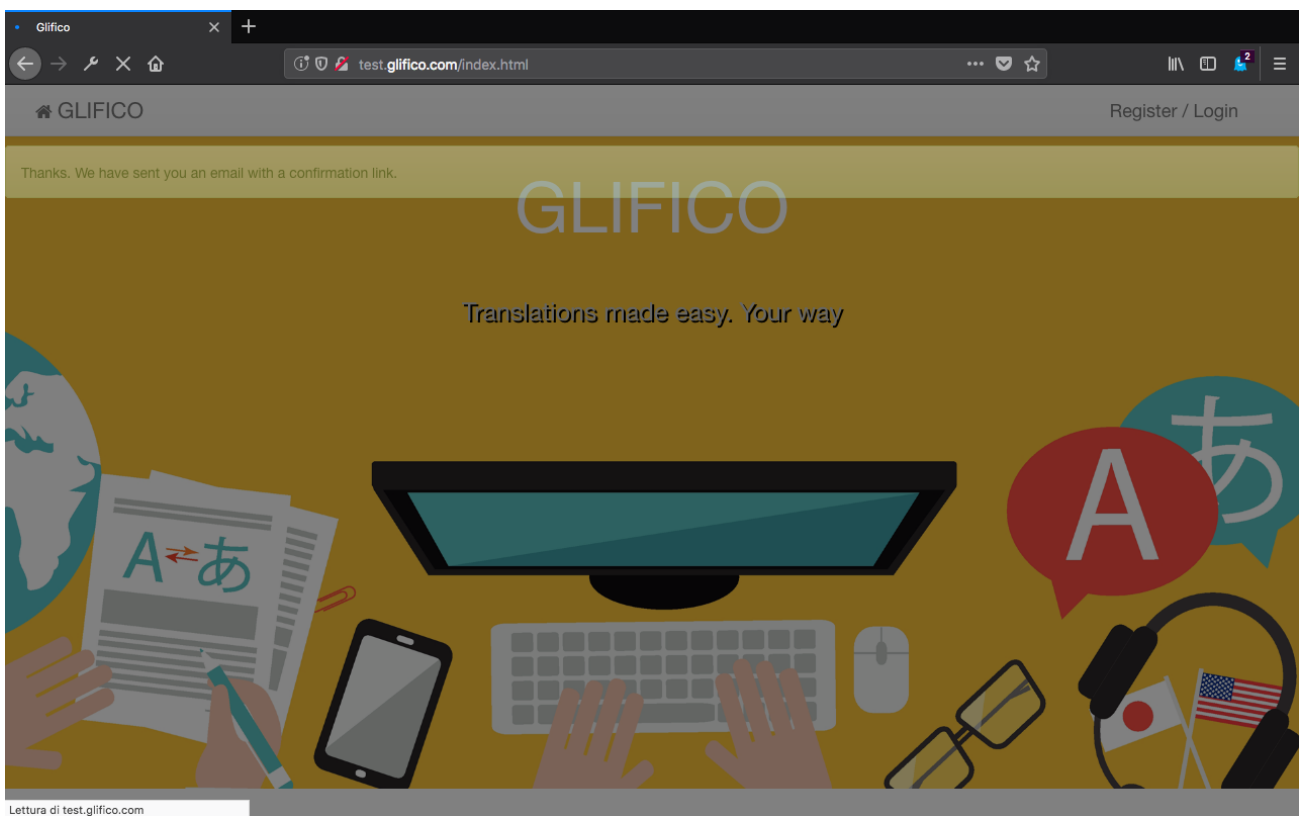
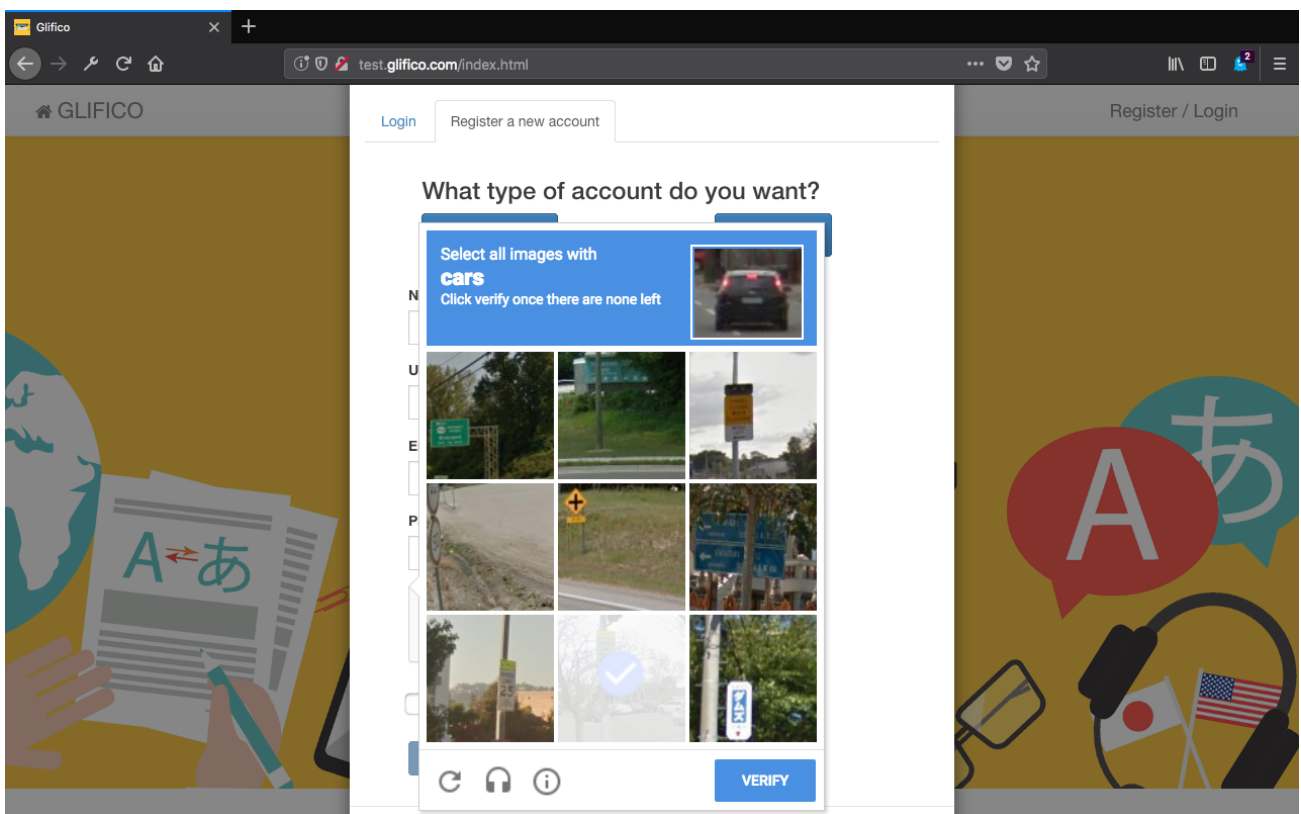
Fill the form with all your data

The screenshot shows the GLIFICO website's registration page. The browser address bar displays 'test.glifico.com/index.html'. The page has a header with the GLIFICO logo and a 'Register / Login' link. A central white box contains the registration form. At the top of the box, it says 'Welcome, register or login at GLIFICO' with links for 'Login' and 'Register a new account'. Below this, it asks 'What type of account do you want?' with two buttons: 'Translator' and 'Agency'. The form fields include: 'Name' (with a sub-field 'name'), 'Surname' (with a sub-field 'surname'), 'Username' (with a sub-field 'username'), 'Email' (with a sub-field 'email'), 'Password' (with a note 'Must be at least 7 characters'), and 'Repeat password' (with a note 'Retype password'). There is a checkbox for 'I'm not a robot' next to a reCAPTCHA logo. At the bottom, there is a checkbox for 'accept terms and conditions' with a link to the terms and conditions.

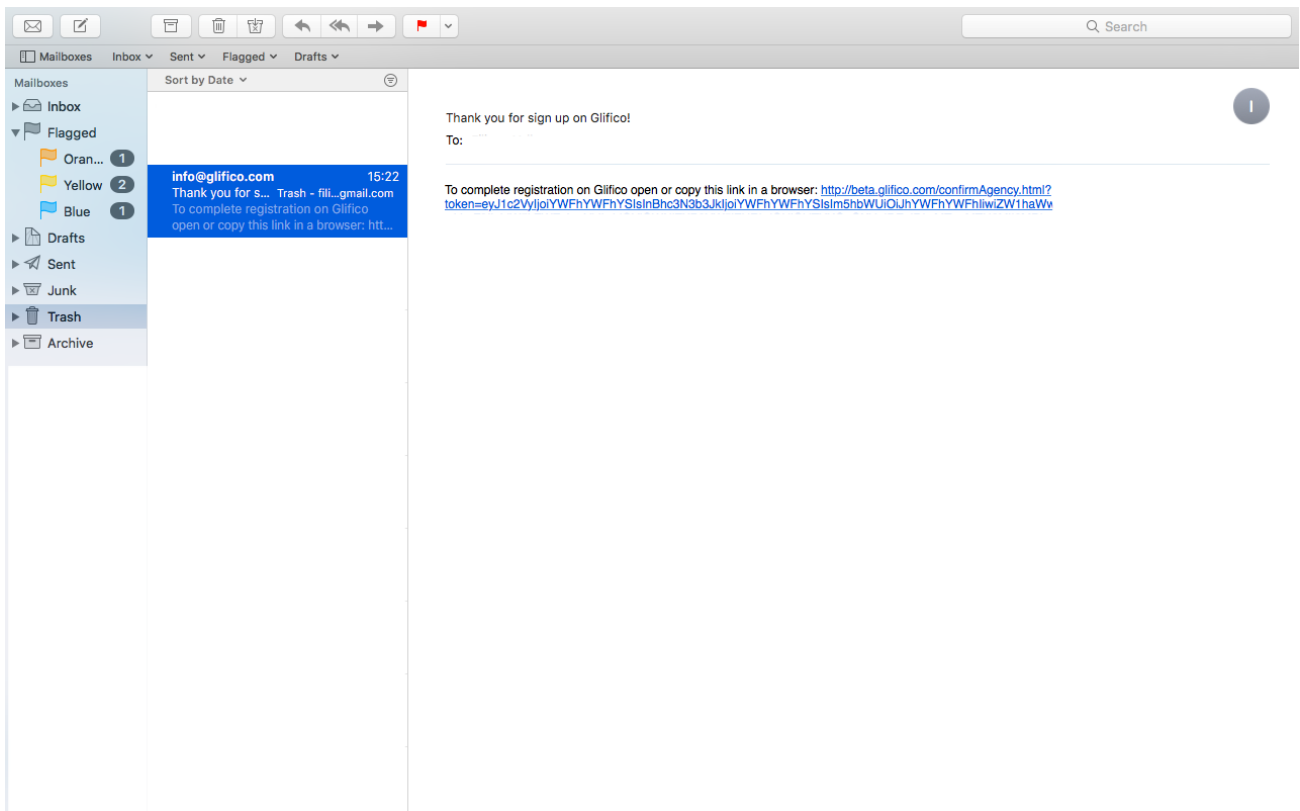
This screenshot shows the same registration form as the previous one, but with sample data entered into the fields. A blue arrow points to the 'Email' field. The data entered is: Name: John, Surname: Appleased, Username: johnglifico42, Email: john@example.com, Password:, and Repeat password:

Questa connessione non è sicura. Le credenziali inserite potrebbero essere vulnerabili. Ulteriori informazioni

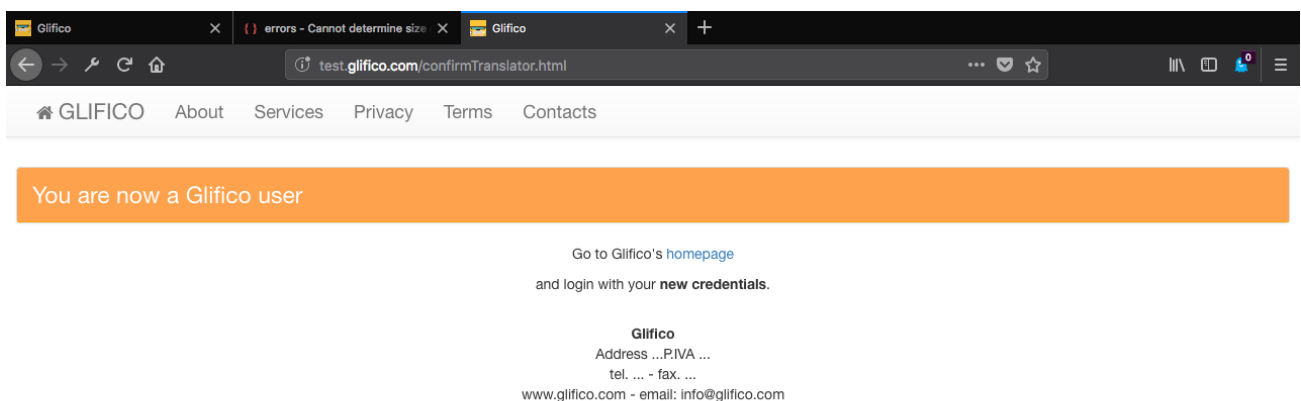
Complete the ReCaptcha by Google



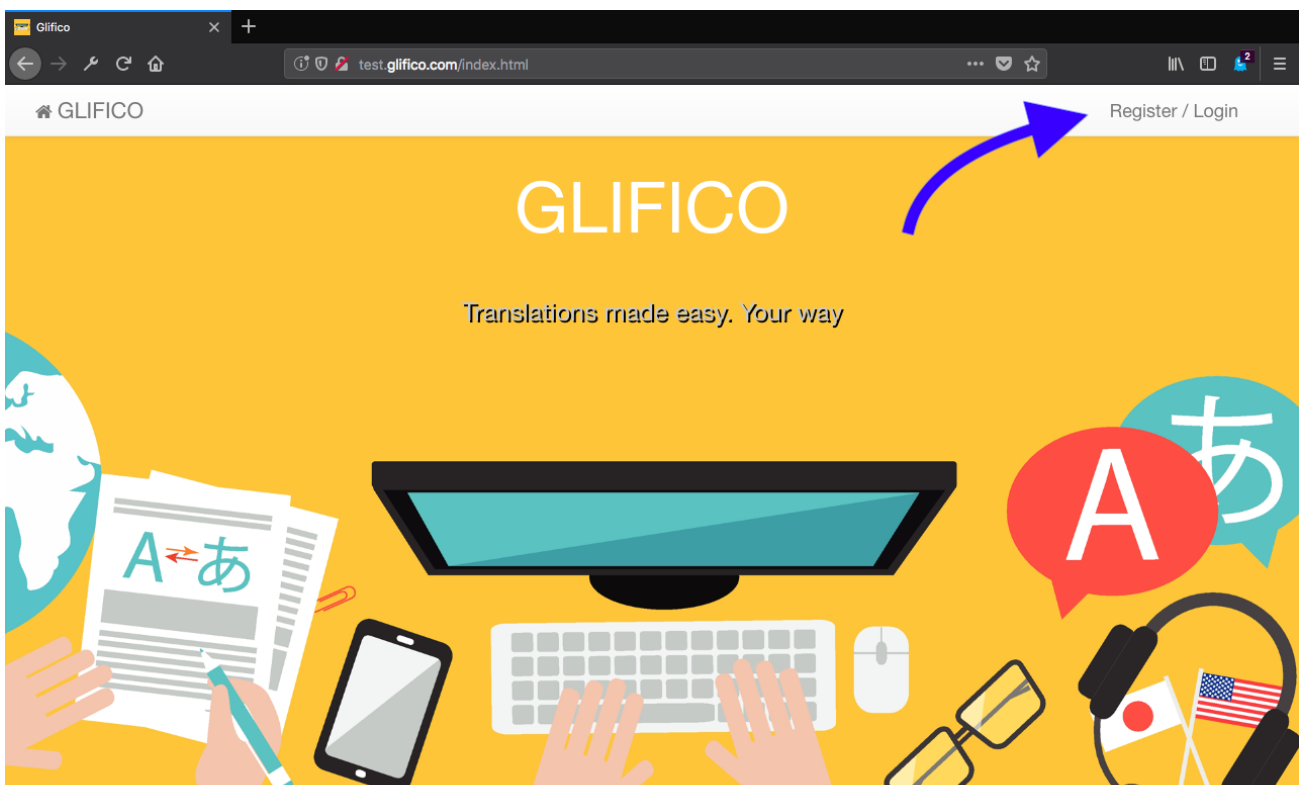
Go to your email (this window depends on your email provider) and click the link



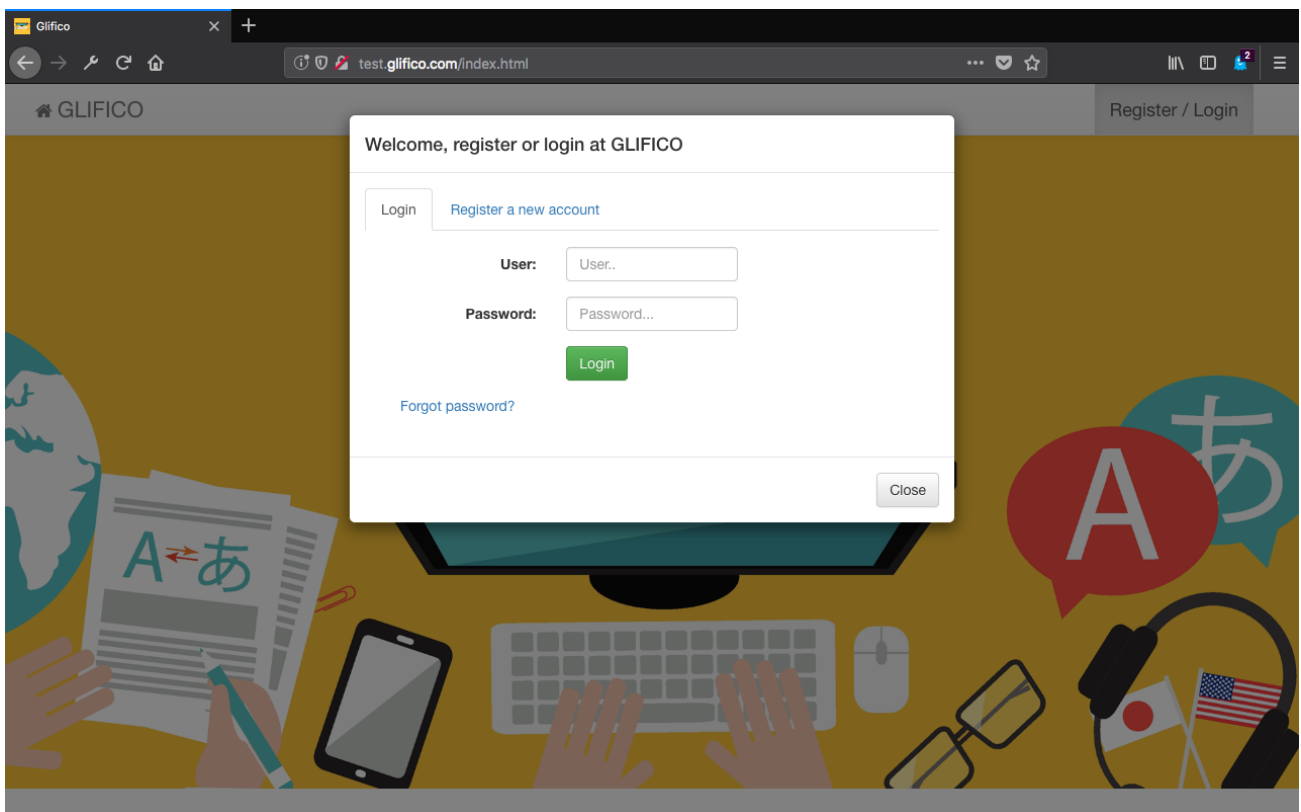
You're redirect on a welcome page



Go to homepage and login



Use your new credentials

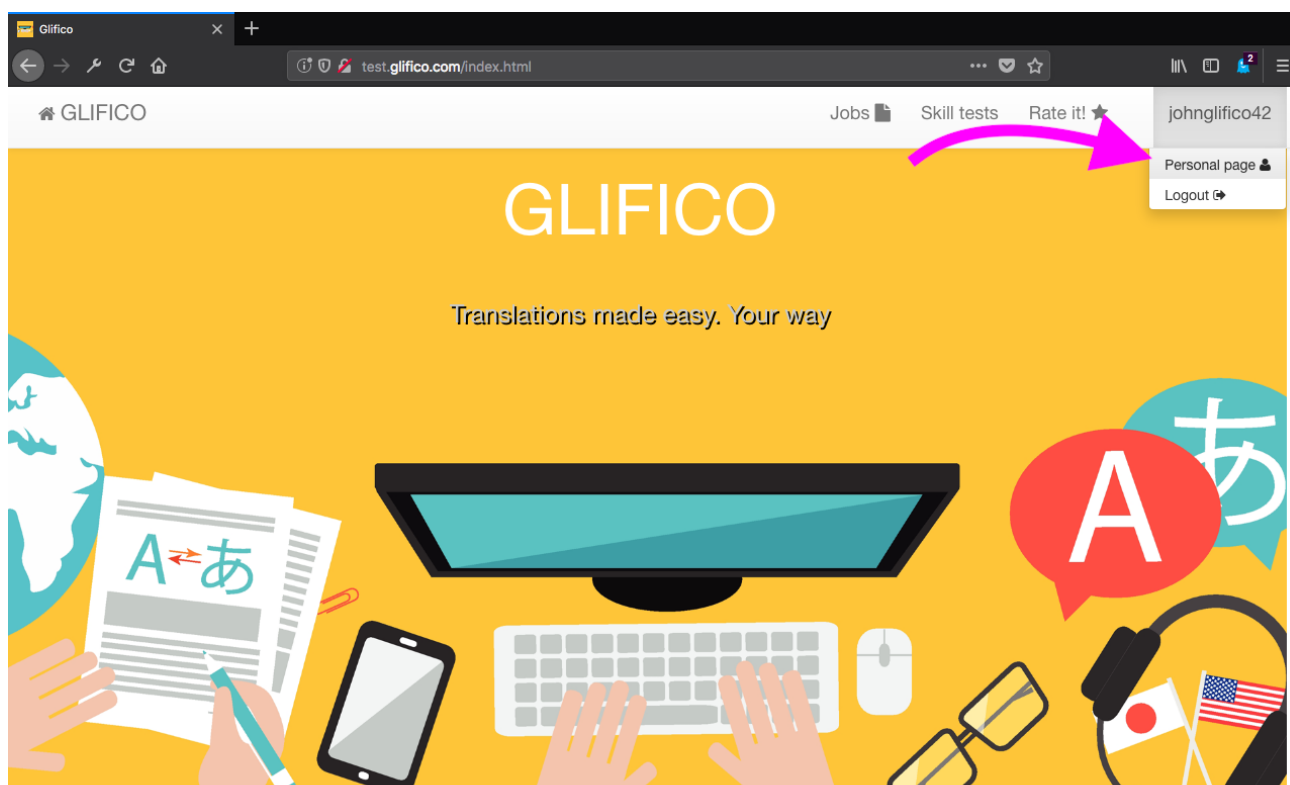


2 Fill your information

3 Add languages

Follow this step to tell Glifico in which languages you are able to translate.

If not already there, go to your personal page



Select *Your Languages*

Gliffo

test.gliffo.com/translator.html

GLIFICOAboutServicesPrivacyTermsContactsJobsRatingTradSkill Testjohngliffo42

Welcome, **John!**

Your Personal Data

Your Languages

Delete account

Use this form to create a new **language pair**. Please note that pairs are direction sensitive. For instance translating from English to French is not the same as to translate from French to English. In these cases you have to add two different pairs. You can also choose which field is the price for, you are able to choose a generic translation field.

Language From English

Language To Italian

Field

Currency EUR - Euro

Price Per Character 0 Use dot (.) for decimals

Price per **word** (word = 6 characters) 0.00000

Price per **page** (page = 1500 characters) 0.00000

Create a new pair

Fill information, choose a field

The screenshot shows the Glifco translator interface. At the top, there is a navigation bar with links: GLIFICO, About, Services, Privacy, Terms, Contacts, Jobs, Rating, Trad, Skill Test, and johnglifico42. Below the navigation bar is a welcome message: "Welcome, John!". The main content area has a yellow background. On the left, there is a sidebar with a dropdown menu for selecting a field. The dropdown menu is open, showing a list of fields: insurance, intellectual property, international law, international relations, food processing equipment, journals, law, legal terminology, legislation, literature, management, marketing, mathematics, medicine, metallurgy, military terminology, mining, music, newspaper articles, and nuclear energy. A pink arrow points to the "nuclear energy" option. Below the dropdown menu, there is a "Currency" dropdown menu set to "EUR - Euro". Below that, there is a "Price Per Character" input field set to "0". Below that, there are two lines of text: "Price per word (word = 6 characters) 0.00000" and "Price per page (page = 1500 characters) 0.00000". At the bottom, there is a "Create a new pair" button.

Chose the currency

The screenshot shows the Glifco translator interface. At the top, there is a navigation bar with links: GLIFICO, About, Services, Privacy, Terms, Contacts, Jobs, Rating, Trad, Skill Test, and johnglifico42. Below the navigation bar is a welcome message: "Welcome, John!". The main content area has a yellow background. On the left, there is a sidebar with a dropdown menu for selecting a currency. The dropdown menu is open, showing a list of currencies: PLN - Zloty, PYG - Guarani, QAR - Qatari Rial, RON - Romanian New Leu, RSD - Serbian Dinar, RUB - Russian Ruble, SAR - Saudi Riyal, SCR - Seychelles Rupee, SEK - Swedish Krona, SGD - Singapore Dollar, THB - Baht, TJS - Somoni, TND - Tunisian Dinar, TRY - New Turkish Lira, TTD - Trinidad and Tobago Dollar, TWD - New Taiwan Dollar, TZS - Tanzanian Shilling, UAH - Hryvnia, USD - US Dollar, and UYU - Peso Uruguayo. A pink arrow points to the "USD - US Dollar" option. Below the dropdown menu, there is a "Currency" dropdown menu set to "USD - US Dollar". Below that, there is a "Price Per Character" input field set to "0". Below that, there are two lines of text: "Price per word (word = 6 characters) 0.00000" and "Price per page (page = 1500 characters) 0.00000". At the bottom, there is a "Create a new pair" button.

Insert the price per character (use "." for decimals) and check the price per word and per page.

Click *Update my data* and wait confirmation from the server

Welcome, **John!**

[Your Personal Data](#) [Your Languages](#) [Delete account](#)

Use this form to create a new **language pair**. Please note that pairs are direction sensitive. For instance translating from English to French is not the same as to translate from French to English. In these cases you have to add two different pairs. You can also choose which field is the price for, you are able to choose a generic translation field.

Language From English

Language To Italian

Field
nuclear energy

Currency USD - US Dollar

Price Per Character 0.001092 Use dot (.) for decimals

Price per **word** (word = 6 characters) 0.00655

Price per **page** (page = 1500 characters) 1.63800

[Create a new pair](#)

Your data was saved correctly.

Welcome, **John!**

[Your Personal Data](#) [Your Languages](#) [Delete account](#)

Use this form to create a new **language pair**. Please note that pairs are direction sensitive. For instance translating from English to French is not the same as to translate from French to English. In these cases you have to add two different pairs. You can also choose which field is the price for, you are able to choose a generic translation field.

Language From English

Language To Italian

Field
nuclear energy

Currency USD - US Dollar

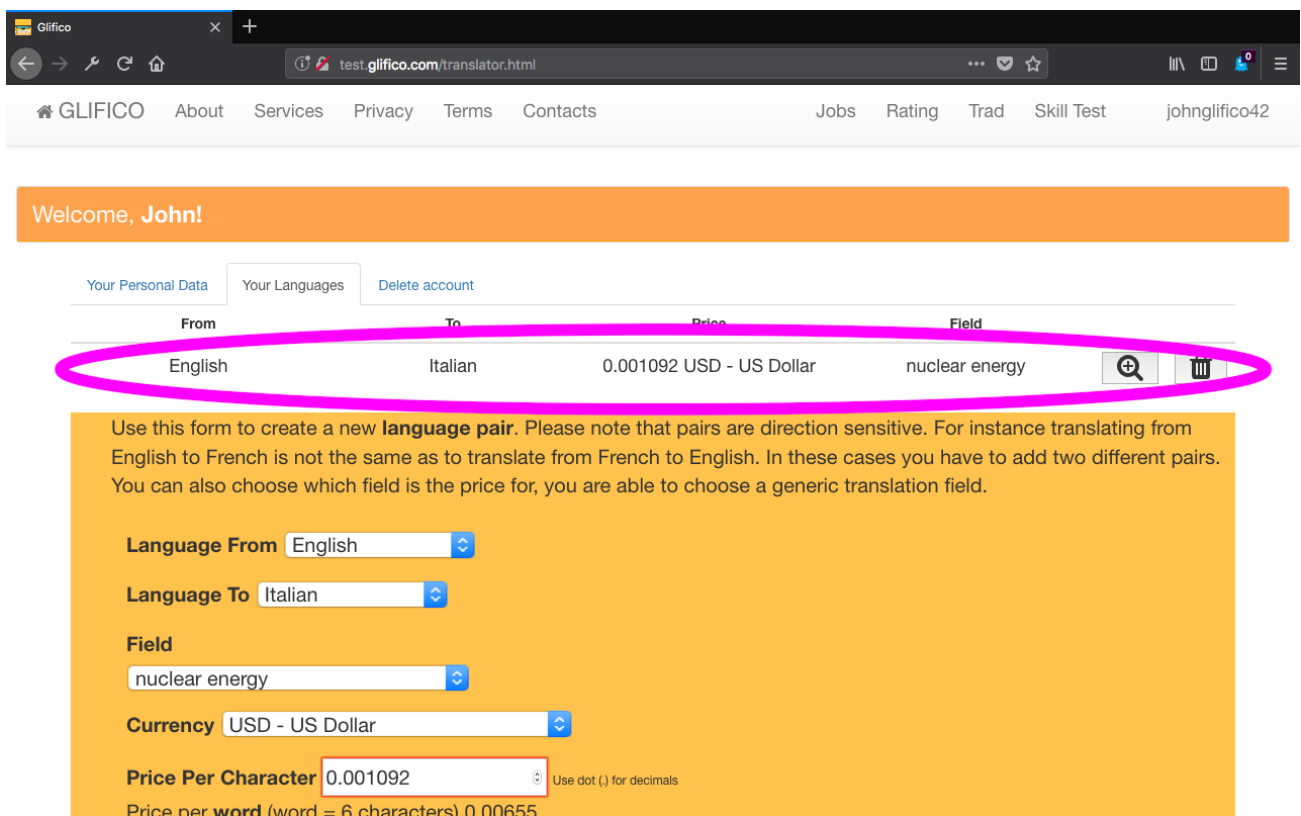
Price Per Character 0.001092 Use dot (.) for decimals

Price per **word** (word = 6 characters) 0.00655

Price per **page** (page = 1500 characters) 1.63800

[Create a new pair](#)

Look your new pair



Glifico

test.glifico.com/translator.html

GLIFICO About Services Privacy Terms Contacts Jobs Rating Trad Skill Test johnglifico42

Welcome, John!

Your Personal Data Your Languages Delete account

From	To	Price	Field
English	Italian	0.001092 USD - US Dollar	nuclear energy

Use this form to create a new **language pair**. Please note that pairs are direction sensitive. For instance translating from English to French is not the same as to translate from French to English. In these cases you have to add two different pairs. You can also choose which field is the price for, you are able to choose a generic translation field.

Language From English

Language To Italian

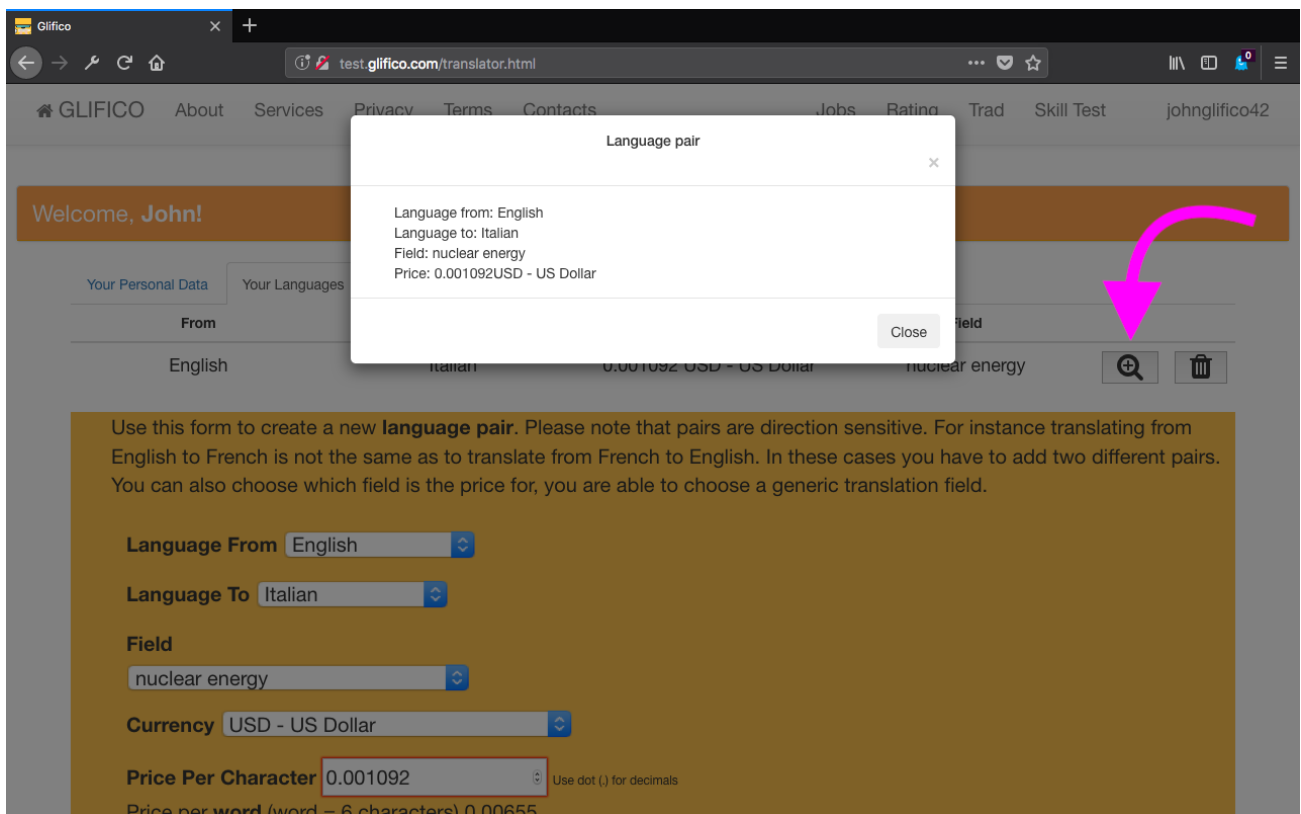
Field nuclear energy

Currency USD - US Dollar

Price Per Character 0.001092 Use dot (.) for decimals

Price per word (word = 6 characters) 0.00655

Click the magnifier icon to see details



Glifico

test.glifico.com/translator.html

GLIFICO About Services Privacy Terms Contacts Jobs Rating Trad Skill Test johnglifico42

Welcome, John!

Your Personal Data Your Languages

From English To Italian Price 0.001092 USD - US Dollar Field nuclear energy

Language pair

Language from: English
Language to: Italian
Field: nuclear energy
Price: 0.001092USD - US Dollar

Close

Use this form to create a new **language pair**. Please note that pairs are direction sensitive. For instance translating from English to French is not the same as to translate from French to English. In these cases you have to add two different pairs. You can also choose which field is the price for, you are able to choose a generic translation field.

Language From English

Language To Italian

Field nuclear energy

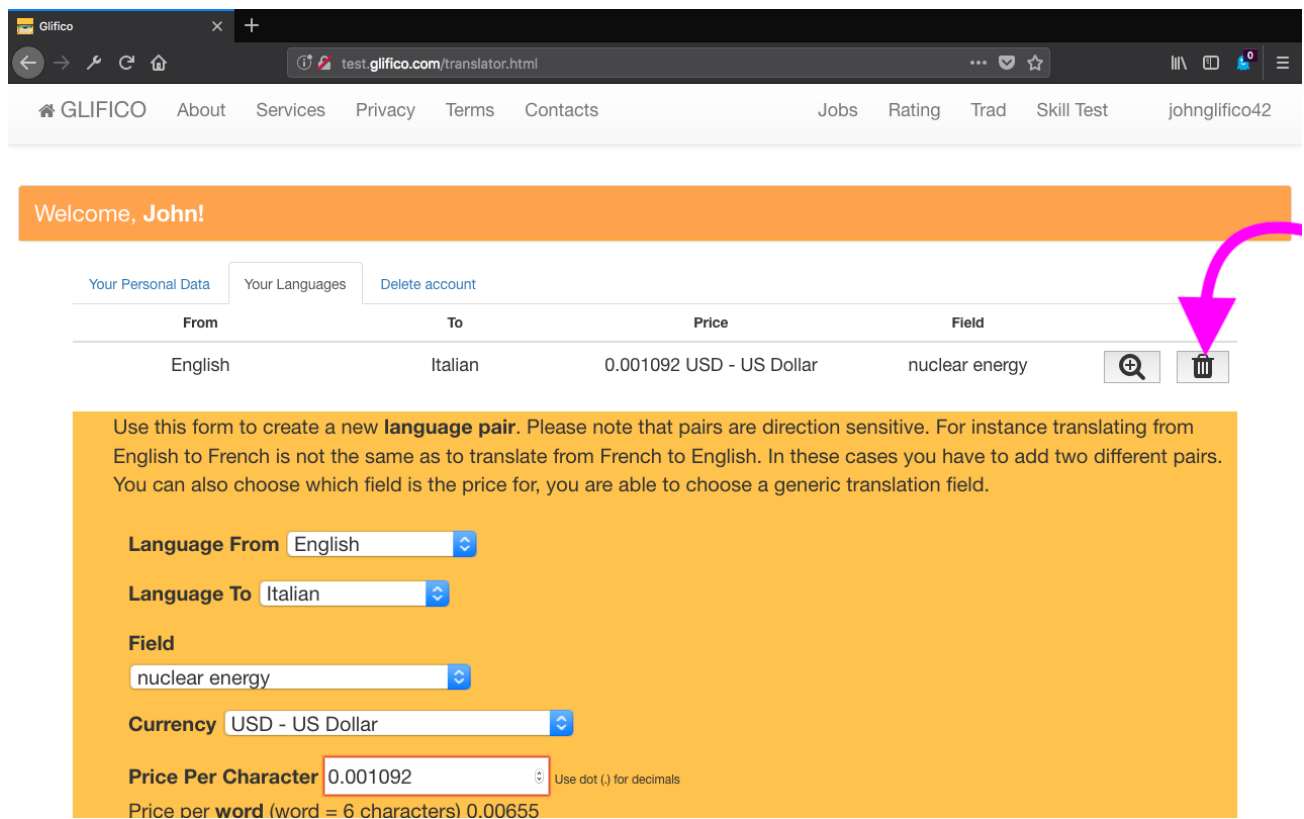
Currency USD - US Dollar

Price Per Character 0.001092 Use dot (.) for decimals


Price per word (word = 6 characters) 0.00655

3.1 Delete a language pair

To remove a pair simply click the bin icon



The screenshot shows the Glifico website interface. At the top, there's a navigation bar with links like GLIFICO, About, Services, Privacy, Terms, Contacts, Jobs, Rating, Trad, Skill Test, and a user profile 'johnglifico42'. Below this is an orange banner saying 'Welcome, John!'. Under the banner are three tabs: 'Your Personal Data', 'Your Languages', and 'Delete account'. The 'Your Languages' tab is active, showing a table with columns: From, To, Price, Field, and a bin icon. The table has one row: English, Italian, 0.001092 USD - US Dollar, nuclear energy. A pink arrow points to the bin icon. Below the table is a form to create a new language pair. The form includes fields for Language From (English), Language To (Italian), Field (nuclear energy), Currency (USD - US Dollar), Price Per Character (0.001092), and Price per word (0.00655).

From	To	Price	Field	
English	Italian	0.001092 USD - US Dollar	nuclear energy	

Use this form to create a new **language pair**. Please note that pairs are direction sensitive. For instance translating from English to French is not the same as to translate from French to English. In these cases you have to add two different pairs. You can also choose which field is the price for, you are able to choose a generic translation field.

Language From

Language To

Field

Currency

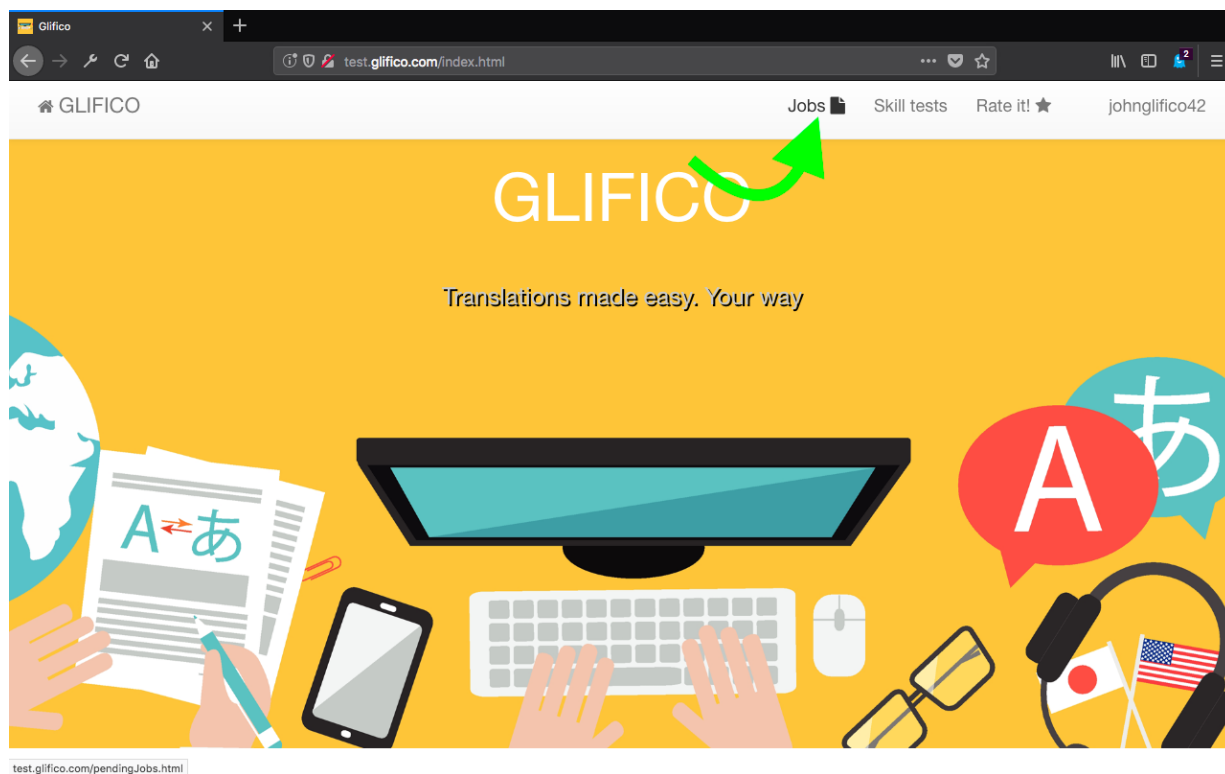
Price Per Character Use dot (.) for decimals

Price per **word** (word = 6 characters) 0.00655

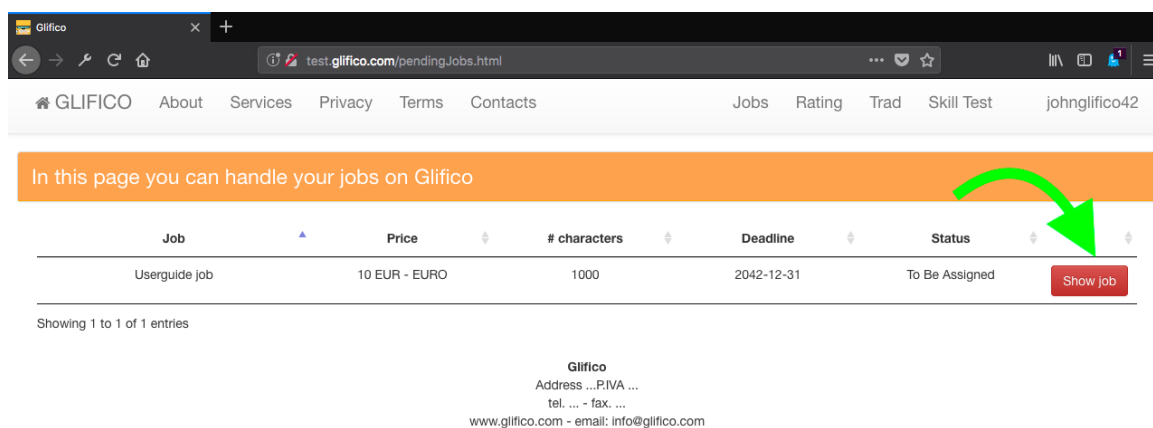
Glifico will not remove a language pair if you're working on jobs in that languages.

4 A job on Glifico

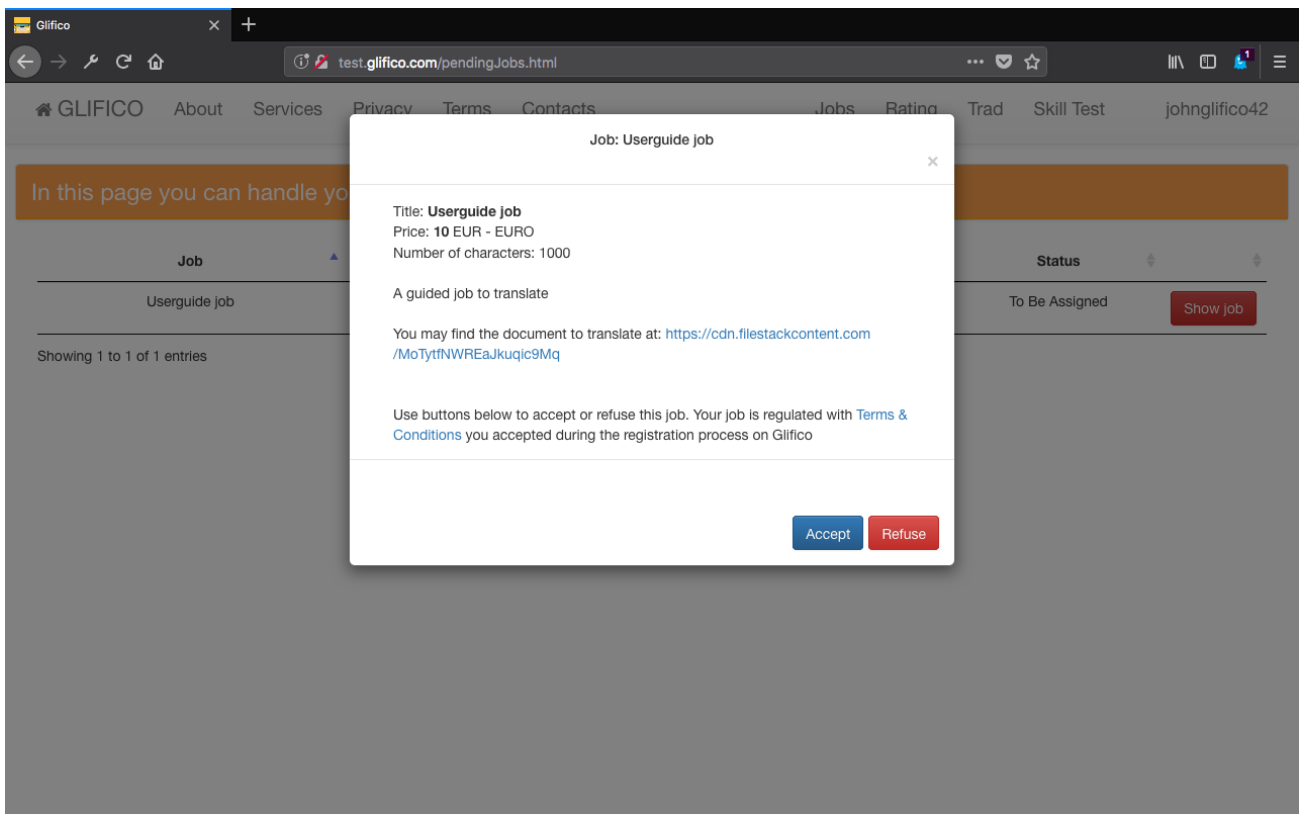
Follow this steps to accept, translate and complete a job. First of all go to jobs' page



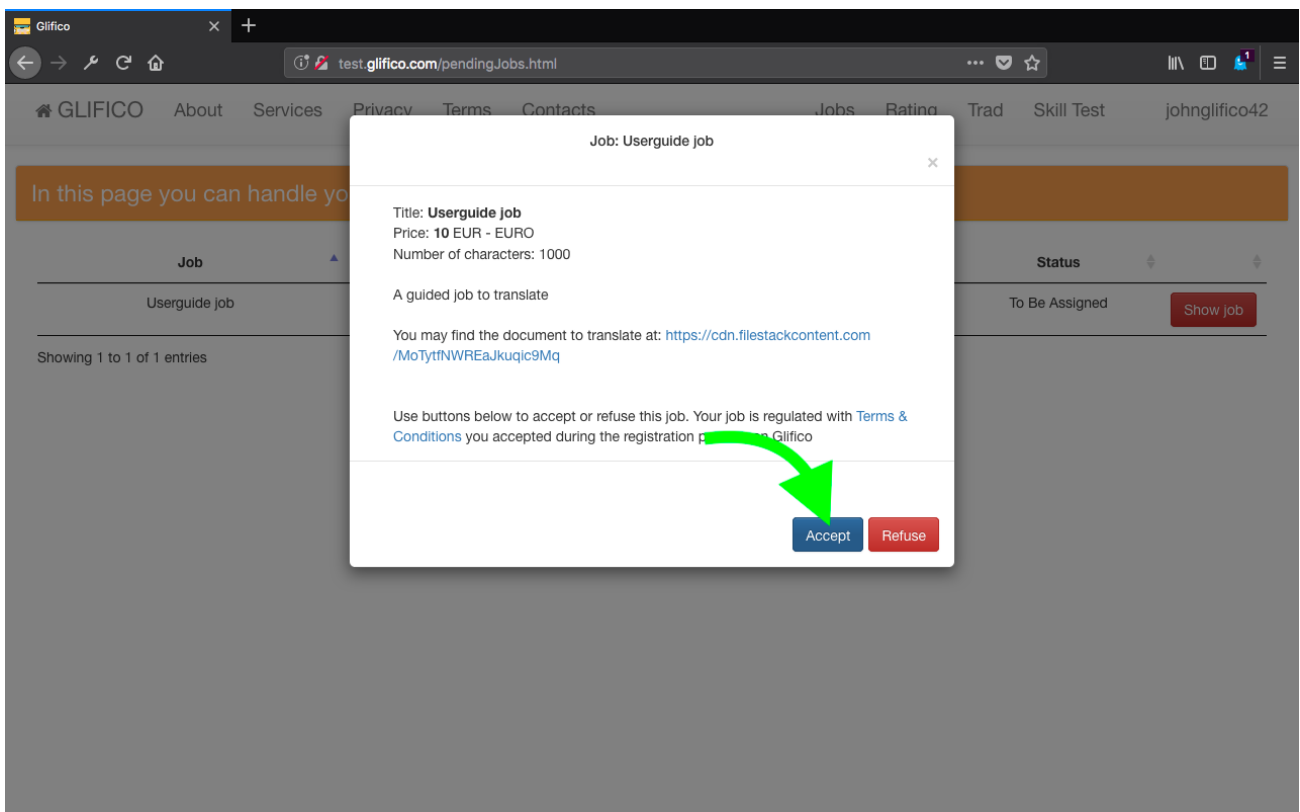
Here you can see all your jobs, in particular the one *To Be Assigned*, click *Show Job* for more information



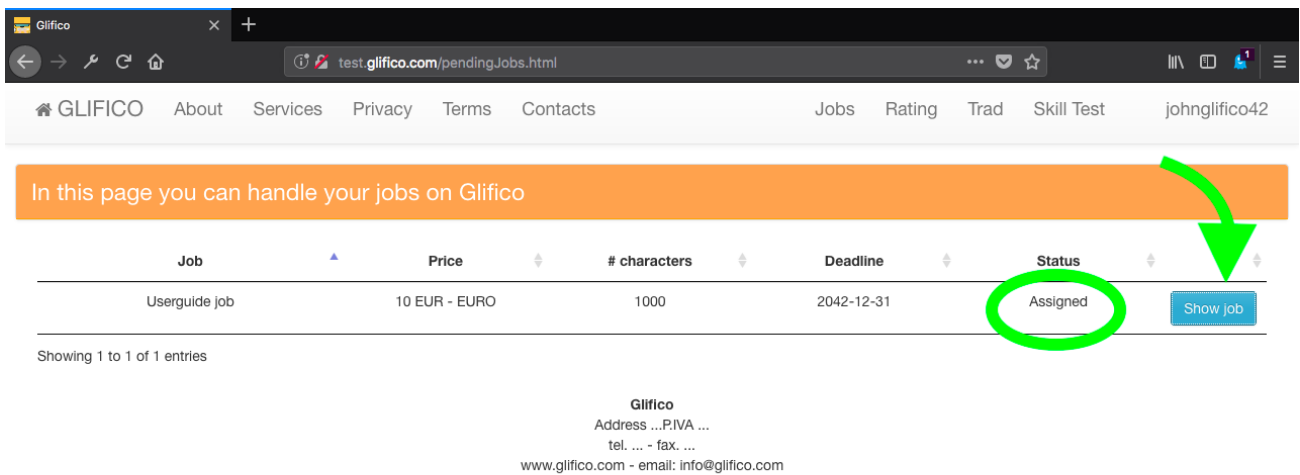
Here you can see the job proposed by the agency in details



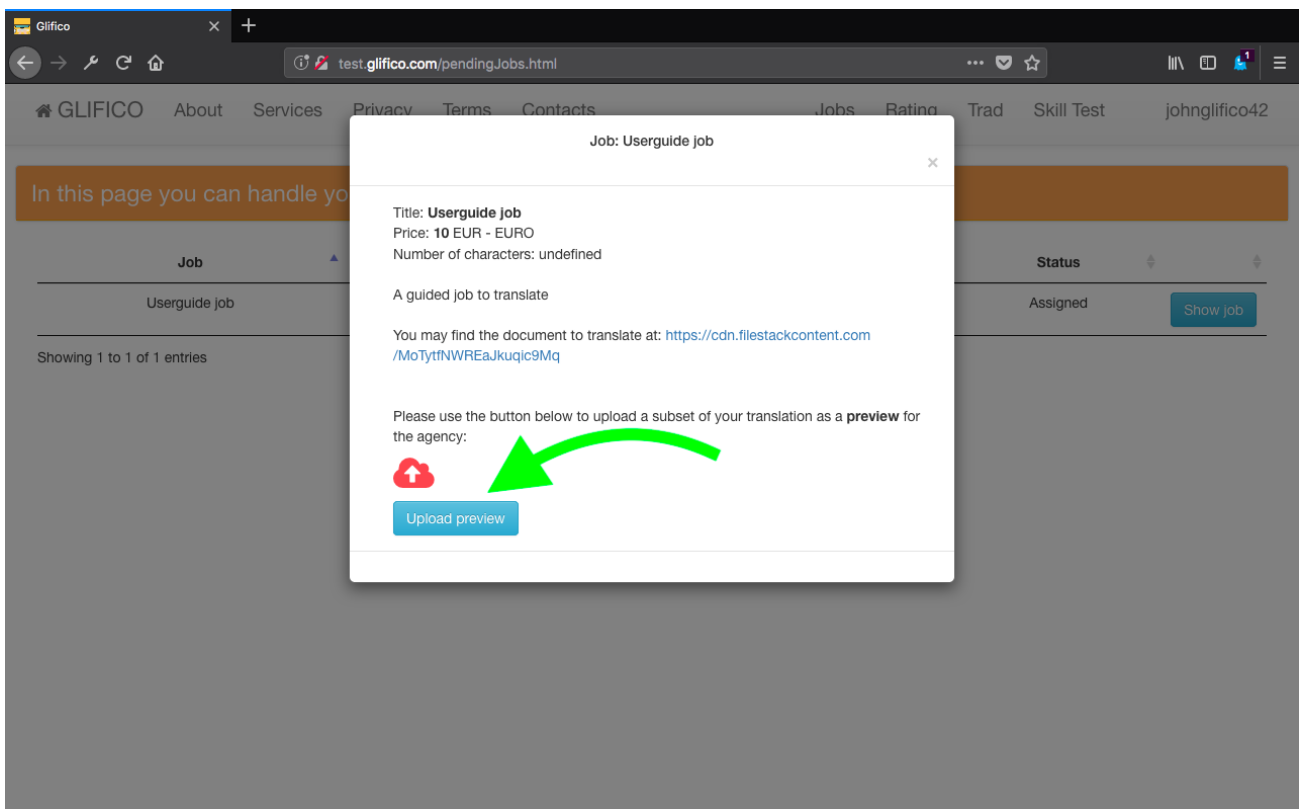
Click *Accept* if you are going to get this job



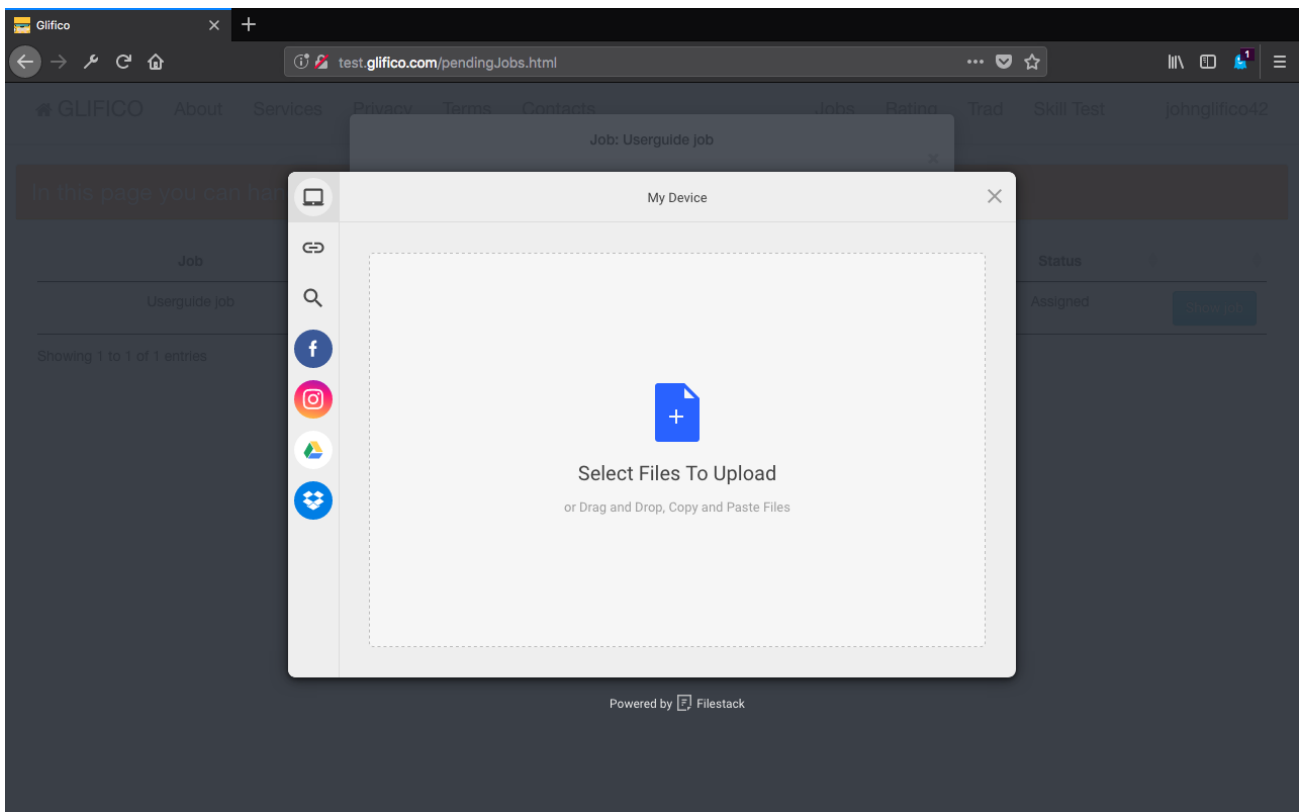
If job is *Accepted* you have time until the deadline to complete it...



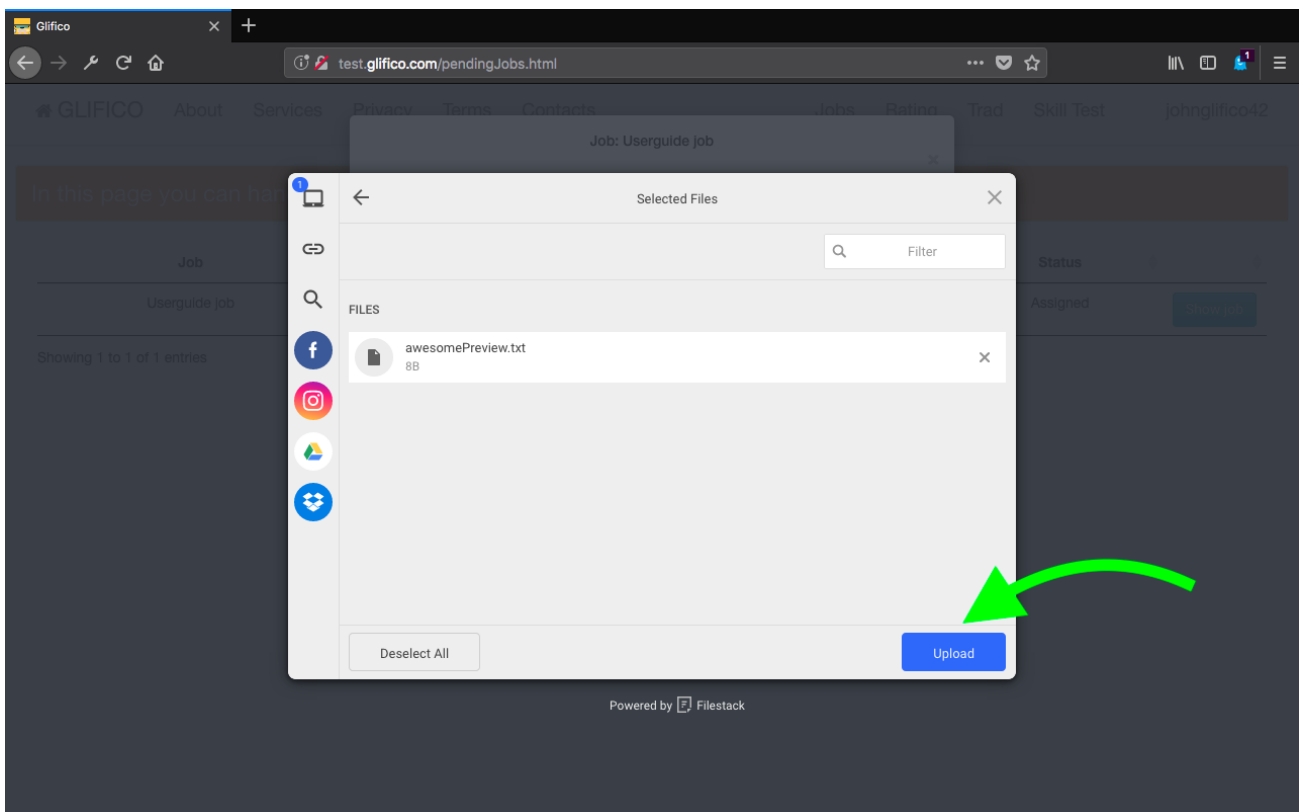
...when you're done click *Show Job* then you have to upload **two different documents**. First of all upload a **preview** of your translation



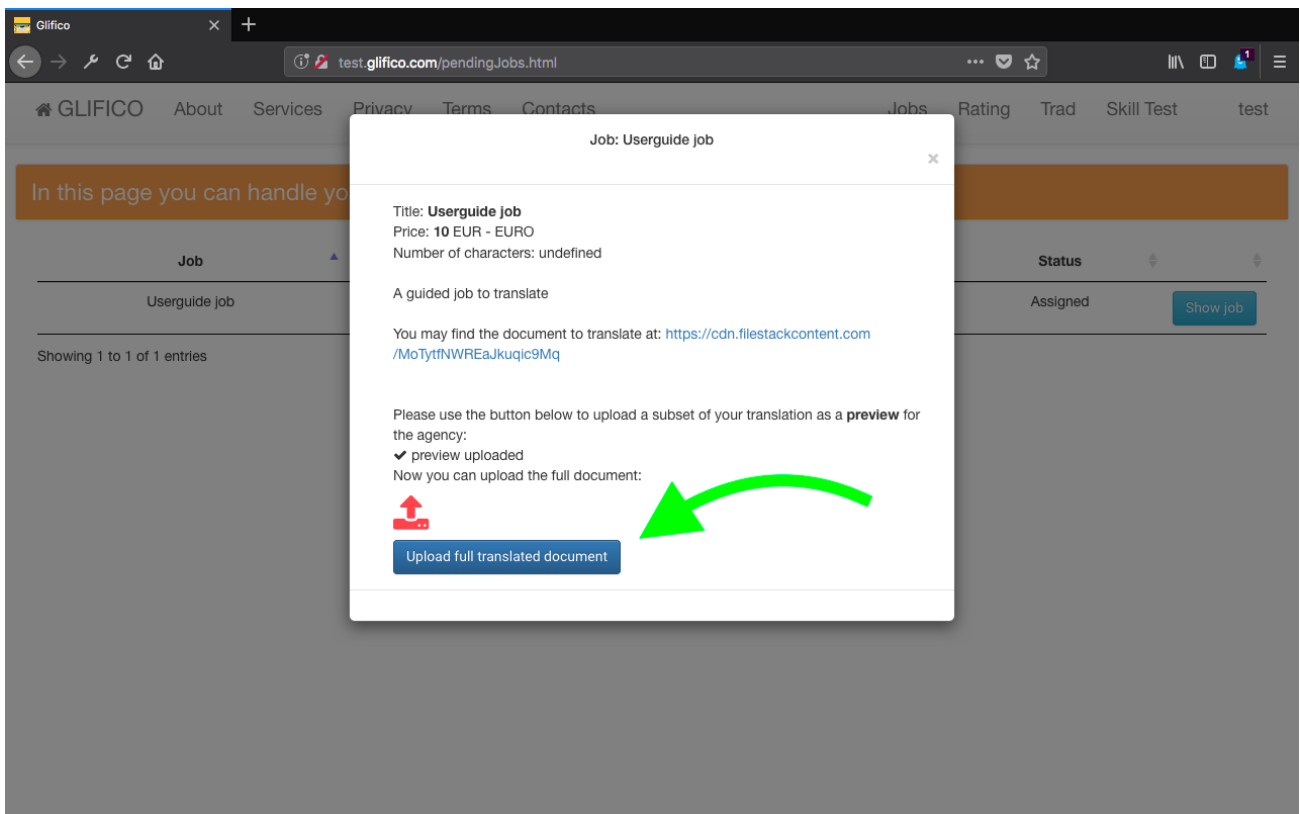
Select file from your computer, Google Drive, Dropbox..



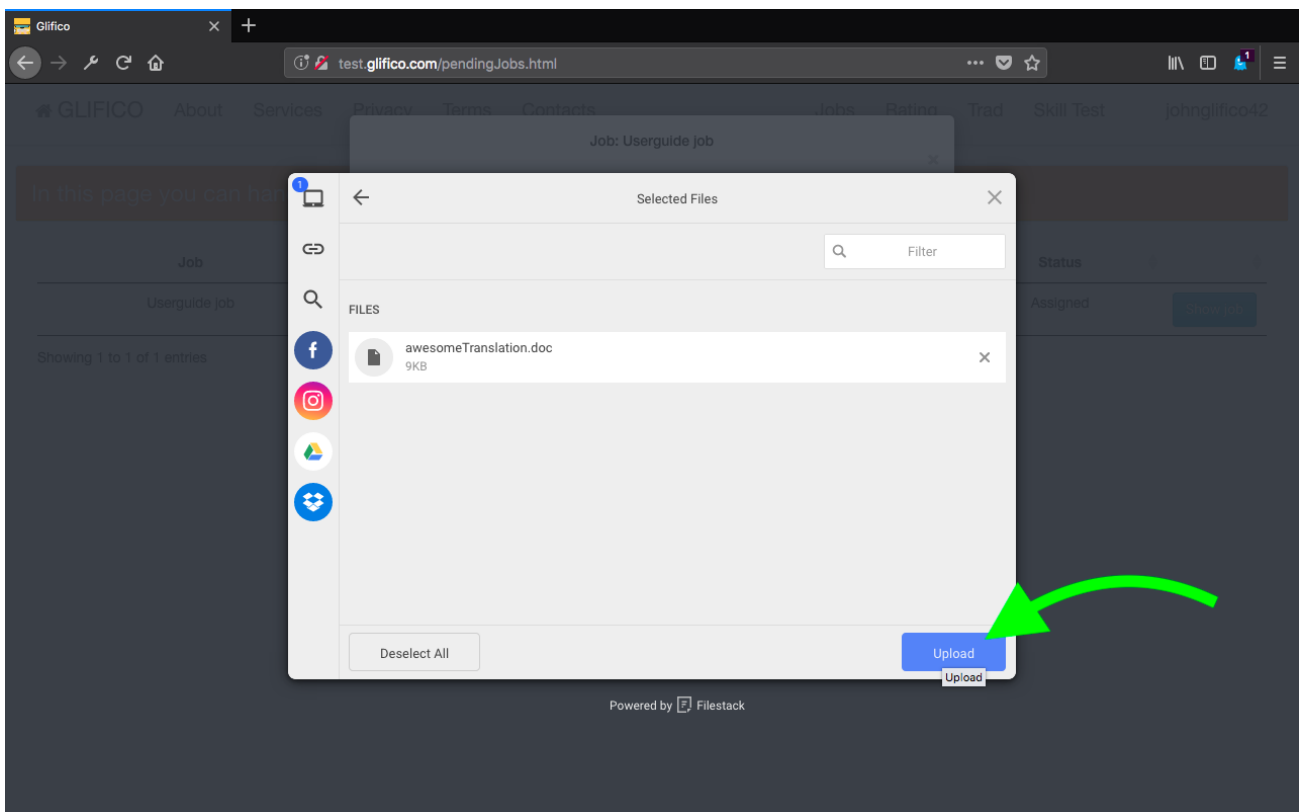
Upload it



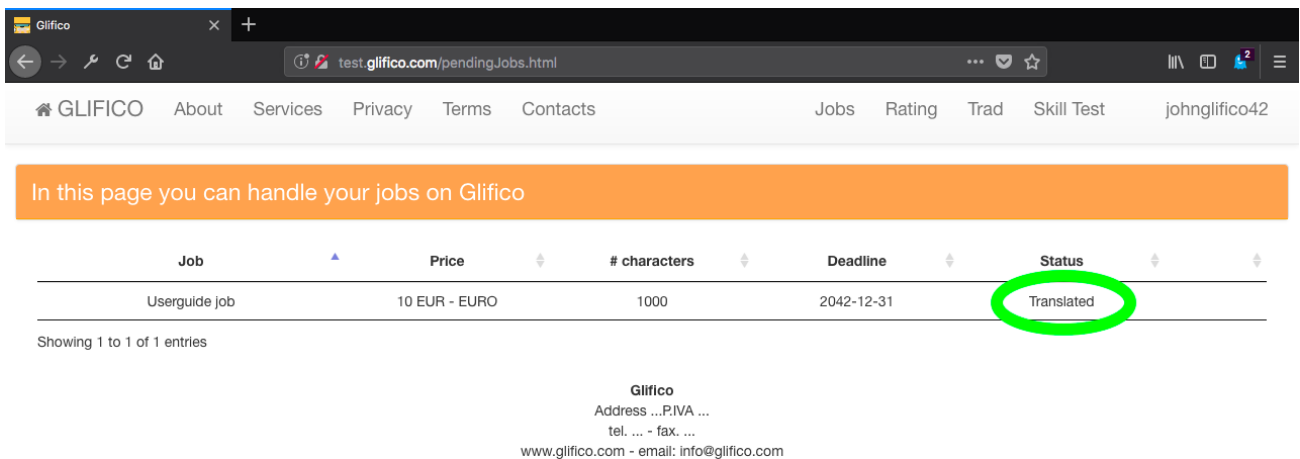
Now you can upload the **full translated document**



Choose the file and upload it



Your job is now set as *Translated*



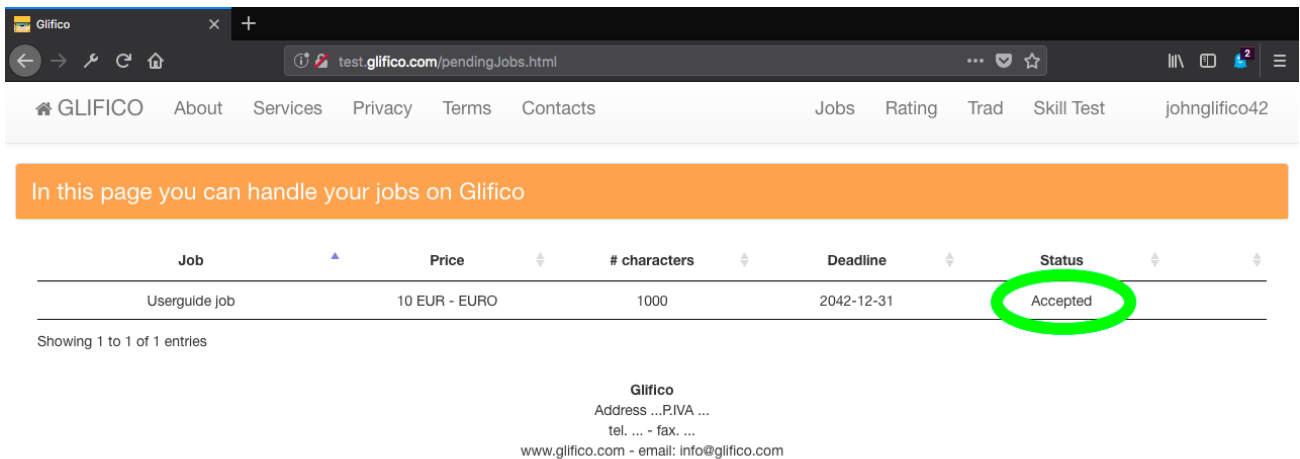
The screenshot shows a web browser window with the URL `test.glifico.com/pendingJobs.html`. The page has a navigation bar with links: GLIFICO, About, Services, Privacy, Terms, Contacts, Jobs, Rating, Trad, Skill Test, and johnglifico42. Below the navigation bar is an orange banner with the text "In this page you can handle your jobs on Glifico". Underneath the banner is a table with the following columns: Job, Price, # characters, Deadline, and Status. The table contains one row with the following data: Job: Userguide job, Price: 10 EUR - EURO, # characters: 1000, Deadline: 2042-12-31, Status: Translated. The "Translated" status is circled in green. Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom of the page, there is contact information for Glifico: Address ...P.IVA ..., tel. ... - fax. ..., and www.glifico.com - email: info@glifico.com.

Job	Price	# characters	Deadline	Status
Userguide job	10 EUR - EURO	1000	2042-12-31	Translated

Showing 1 to 1 of 1 entries

Glifico
Address ...P.IVA ...
tel. ... - fax. ...
www.glifico.com - email: info@glifico.com

Agency will evaluate your preview and eventually will accept the job



The screenshot shows the same web browser window as the previous one, but the status of the job has changed to "Accepted". The "Accepted" status is circled in green. All other elements on the page, including the navigation bar, orange banner, table, and contact information, remain the same.

Job	Price	# characters	Deadline	Status
Userguide job	10 EUR - EURO	1000	2042-12-31	Accepted

Showing 1 to 1 of 1 entries

Glifico
Address ...P.IVA ...
tel. ... - fax. ...
www.glifico.com - email: info@glifico.com

Agency will pay the document set as *Paid* and Glifico will pay you very soon..

The screenshot shows a web browser window with the Glifico website. The address bar shows 'test.glifico.com/pendingJobs.html'. The navigation menu includes 'GLIFICO', 'About', 'Services', 'Privacy', 'Terms', 'Contacts', 'Jobs', 'Rating', 'Trad', 'Skill Test', and a user profile 'johnlificio42'. An orange banner states 'In this page you can handle your jobs on Glifico'. Below this is a table with columns: Job, Price, # characters, Deadline, and Status. The table contains one row: 'Userguide job', '10 EUR - EURO', '1000', '2042-12-31', and 'Accepted'. The 'Accepted' status is circled in green. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, there is contact information for Glifico: 'Address ...P.IVA ...', 'tel. ... - fax. ...', and 'www.glifico.com - email: info@glifico.com'.

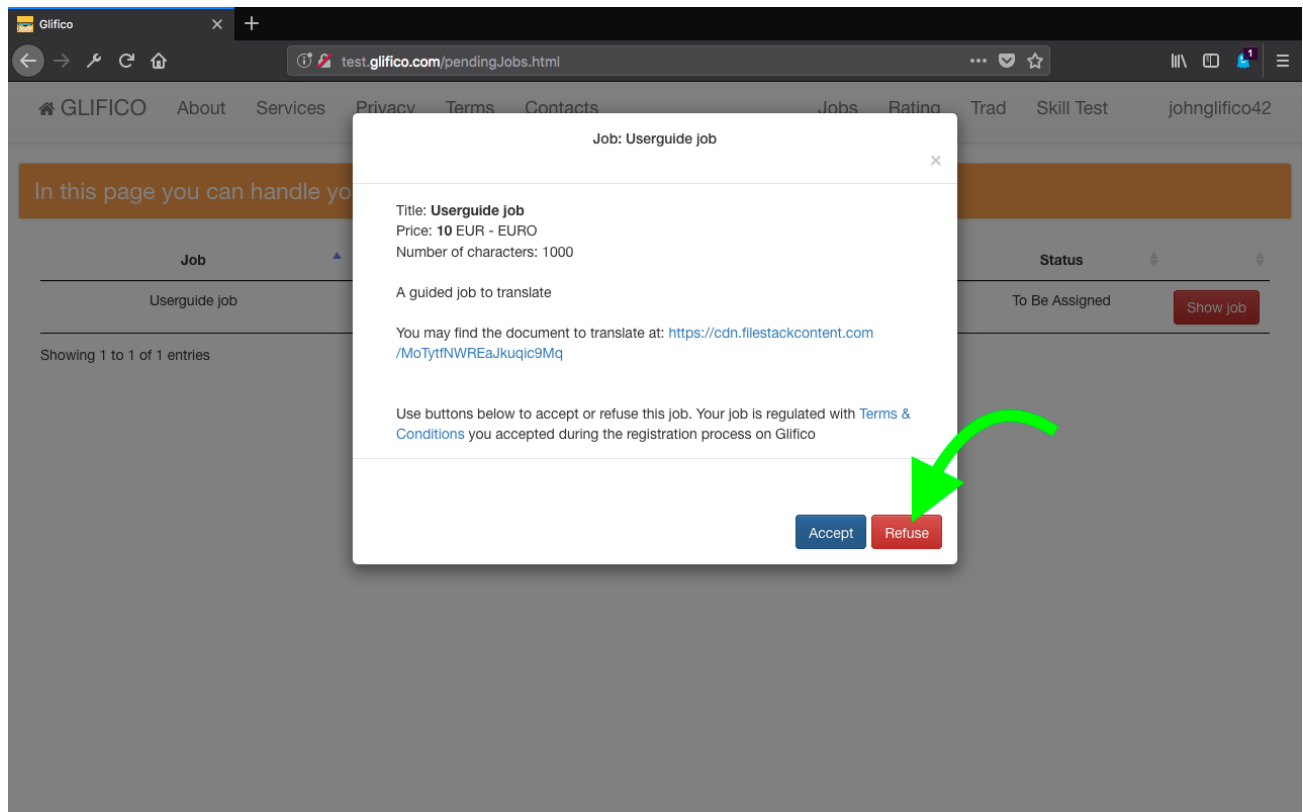
Job	Price	# characters	Deadline	Status
Userguide job	10 EUR - EURO	1000	2042-12-31	Accepted

Showing 1 to 1 of 1 entries

Glifico
Address ...P.IVA ...
tel. ... - fax. ...
www.glifico.com - email: info@glifico.com

4.1 Refuse a job

When a job is proposed to you, simply click *Refuse* to ignore the job



5 Help

Need help with anything?

Send an email to info@glifico.com