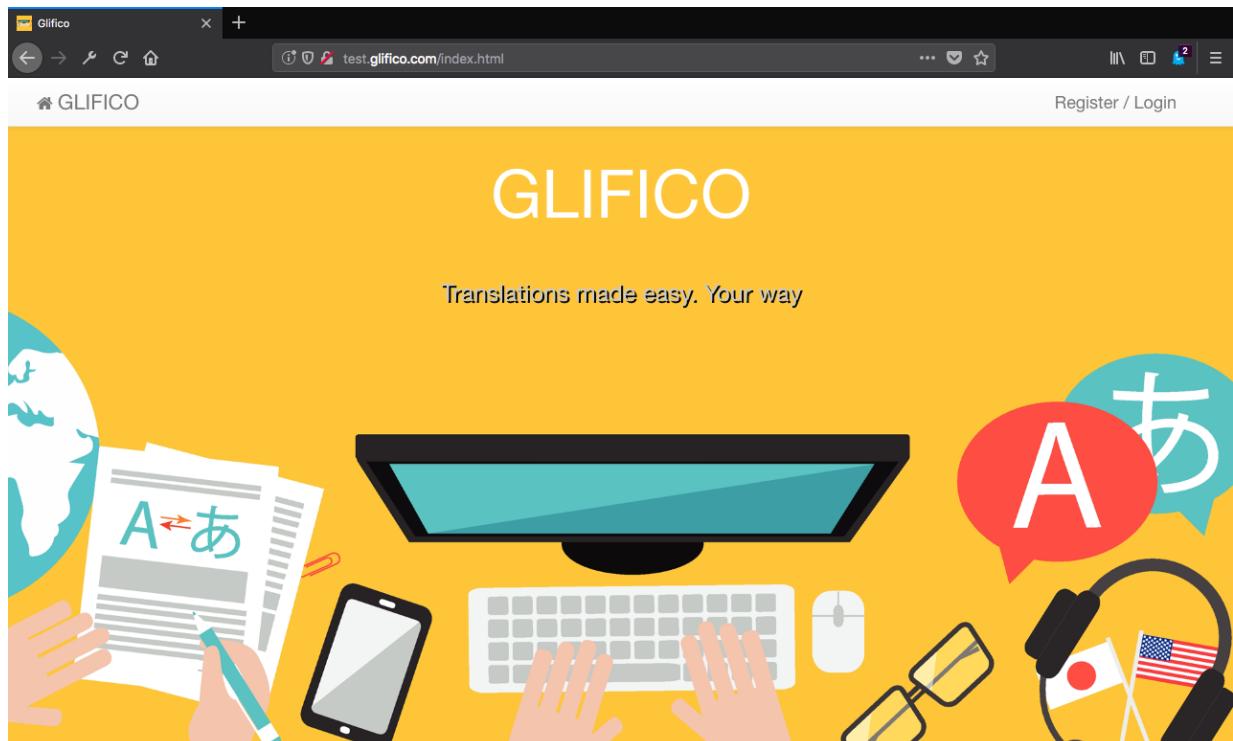


Glifico's user guide for translators

Glifico

September 15, 2018



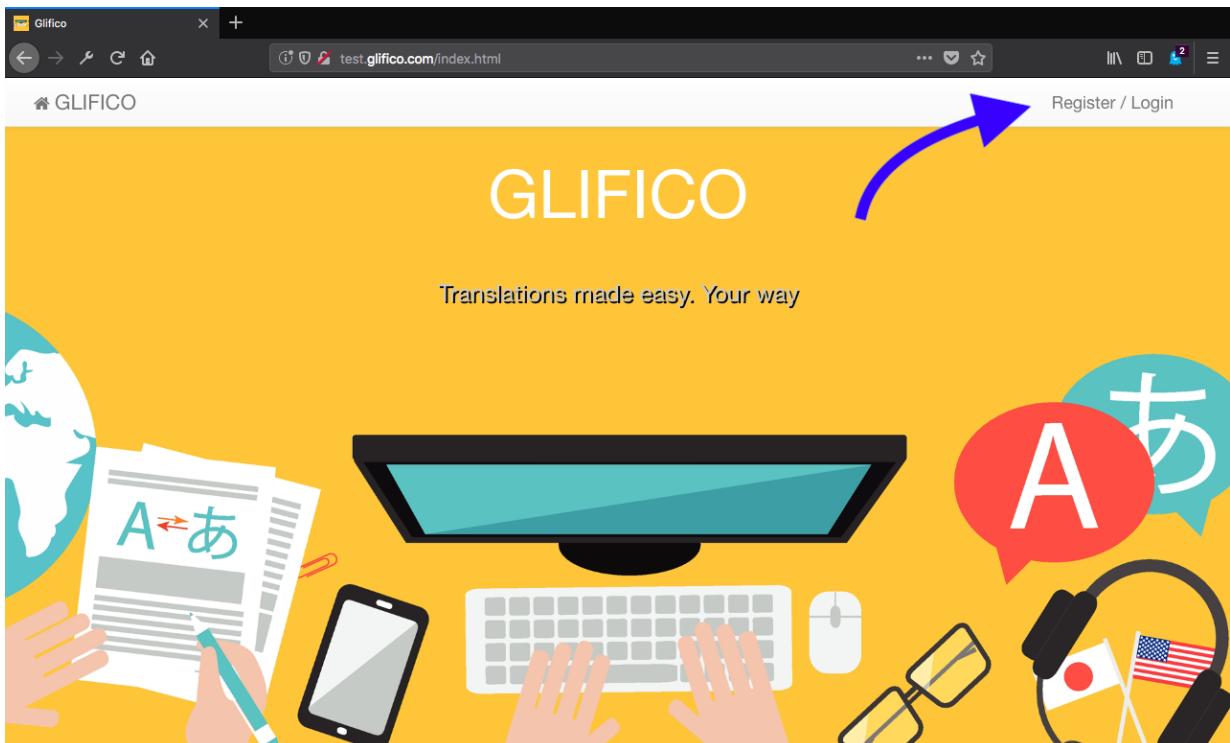
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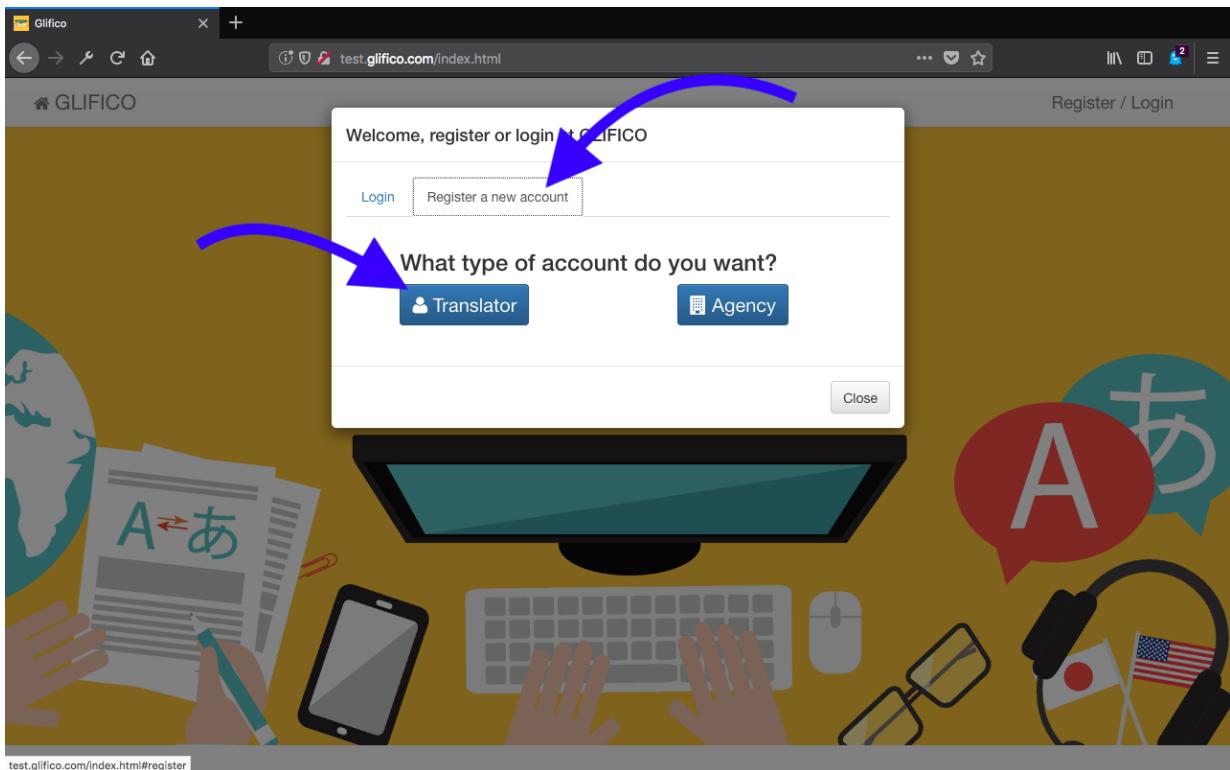
1 Register account

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

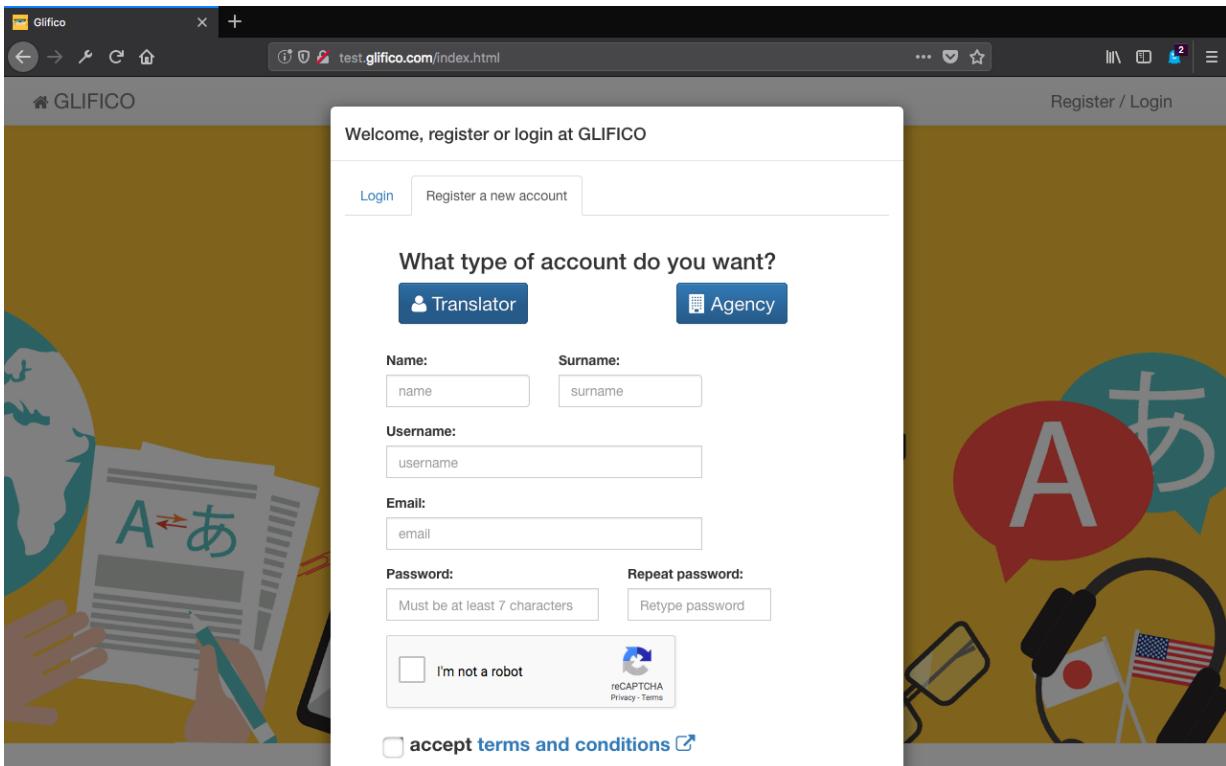
Click *Register/Login* on the top left of the page



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



Fill the form with all your data



Welcome, register or login at GLIFICO

Login Register a new account

What type of account do you want?

Translator Agency

Name: Surname:

Username:

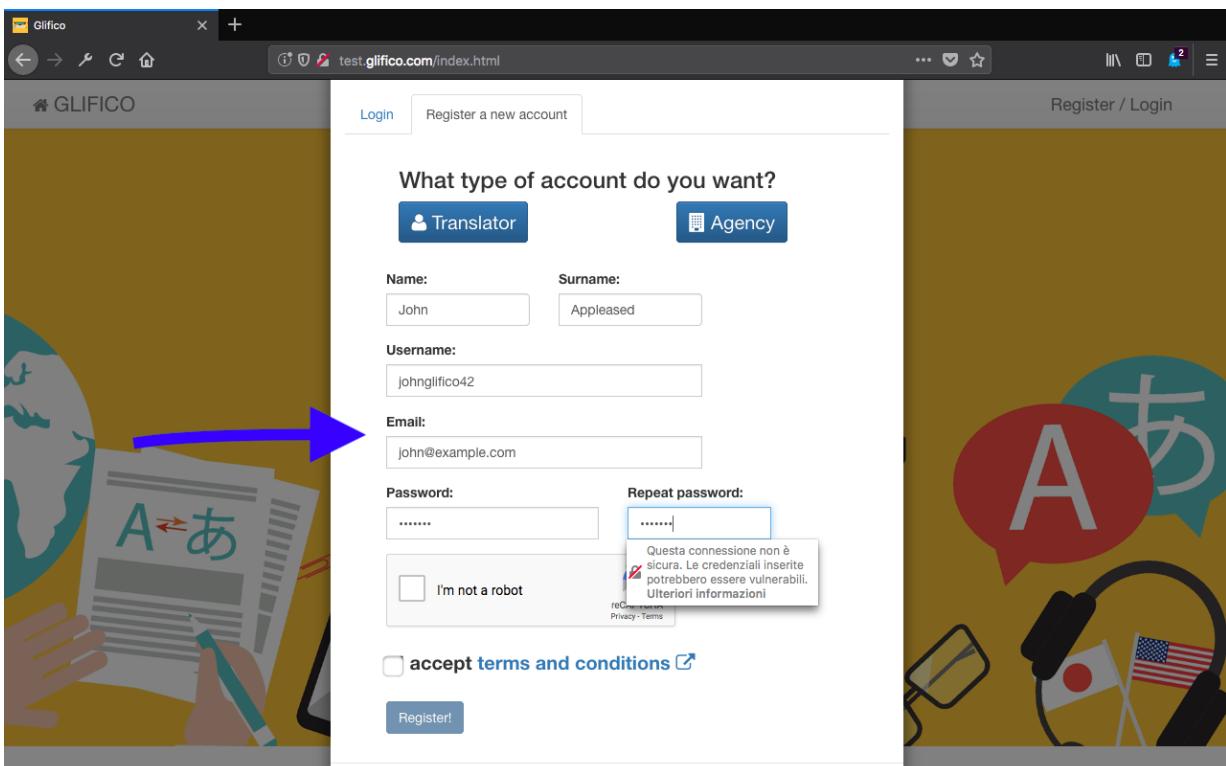
Email:

Password: Must be at least 7 characters Repeat password:

I'm not a robot reCAPTCHA Privacy - Terms

accept terms and conditions ↗

This screenshot shows the initial state of the registration form. All fields are empty except for the 'Translator' button which is selected.



Welcome, register or login at GLIFICO

Login Register a new account

What type of account do you want?

Translator Agency

Name: John Surname: Appleased

Username: johnglifico42

Email: john@example.com

Password: Repeat password:

I'm not a robot reCAPTCHA Privacy - Terms

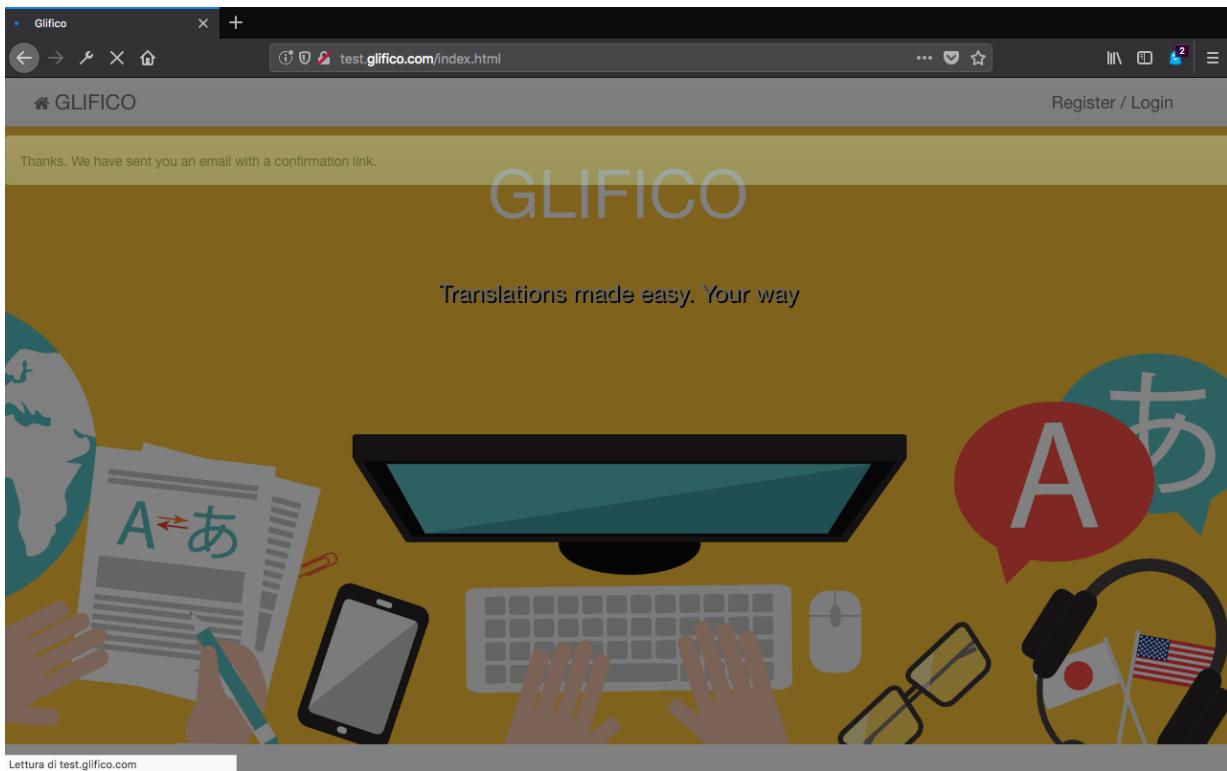
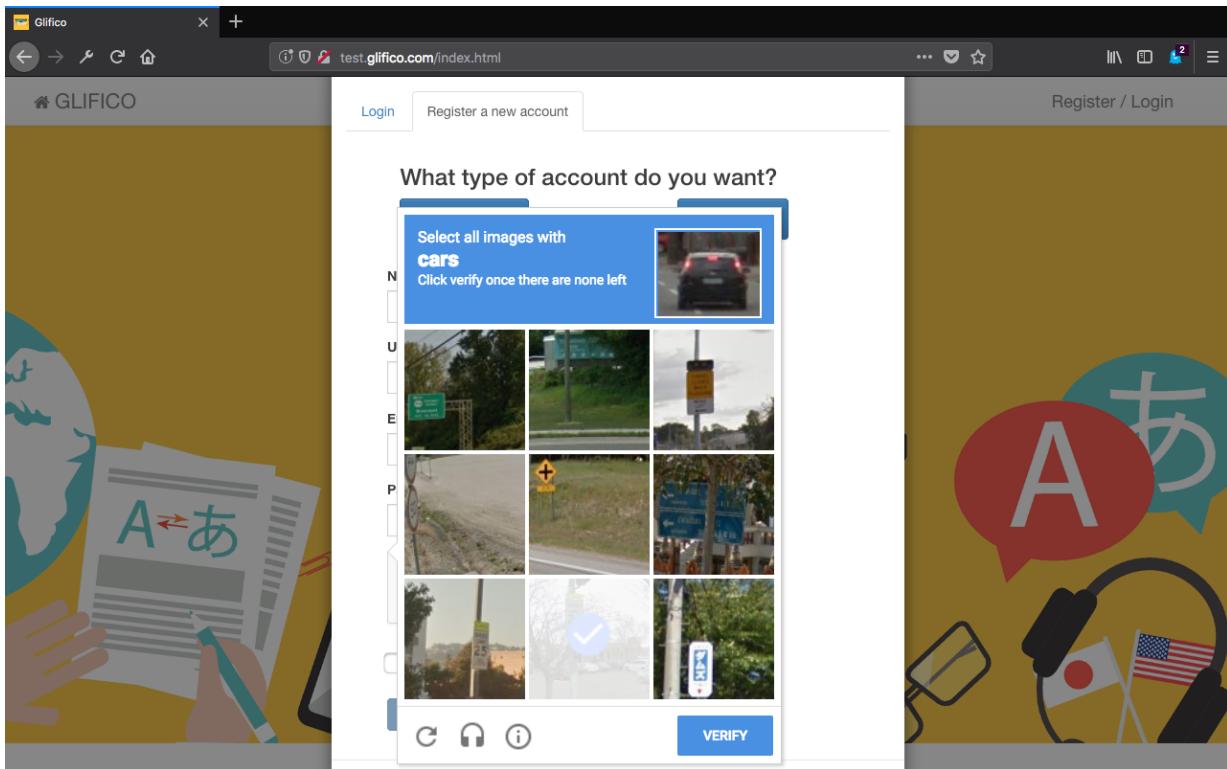
accept terms and conditions ↗

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

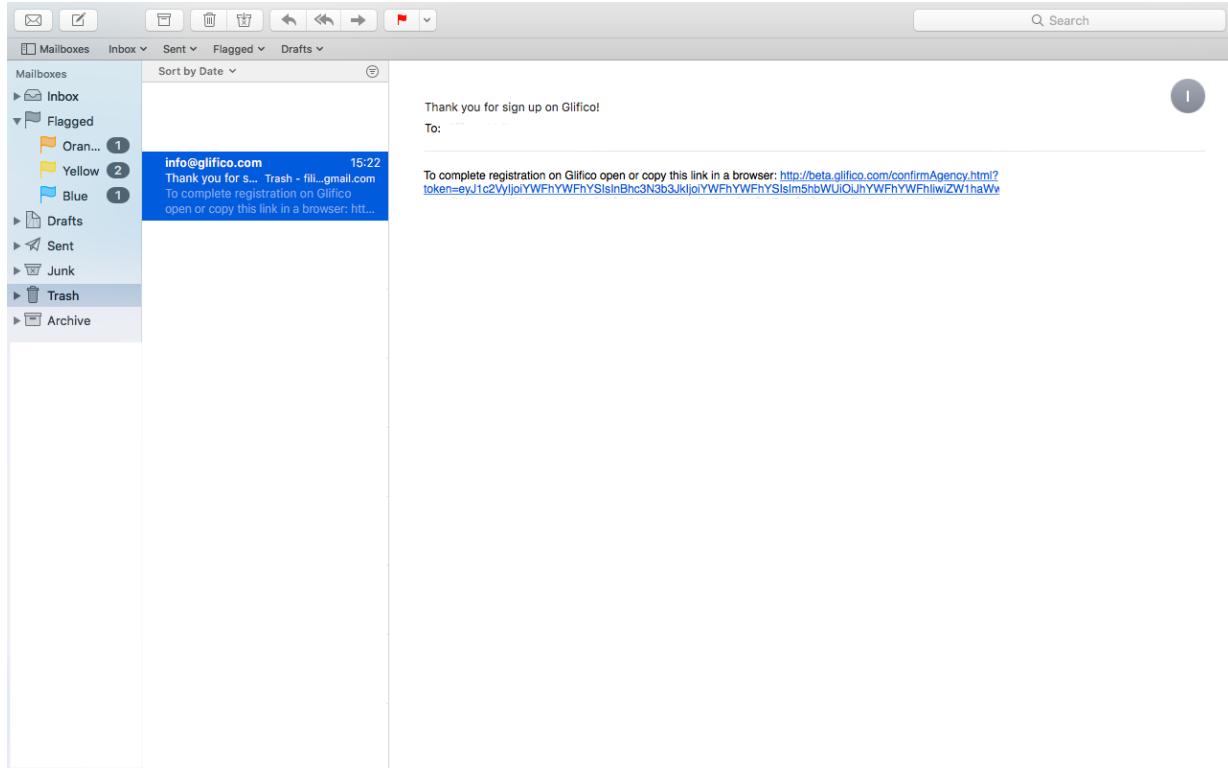
Register!

A blue arrow points from the left towards the 'Register!' button, indicating where the user should click. A tooltip message is displayed over the 'Repeat password' field, warning about the security of the connection.

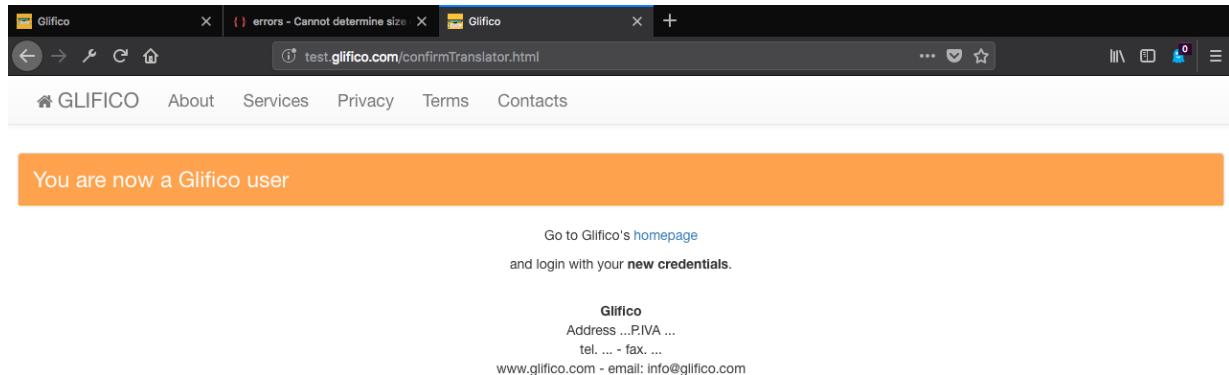
Complete the ReCaptcha by Google



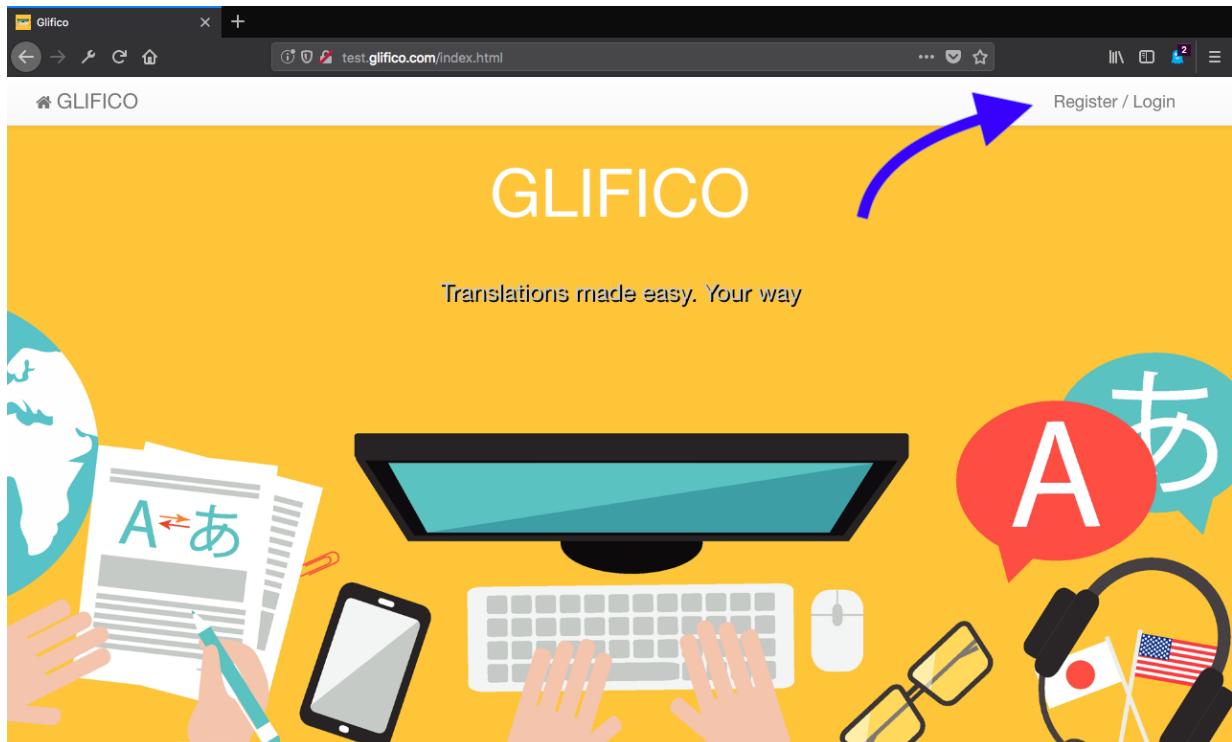
Go to your email (this window depends on your email provider) and click the link



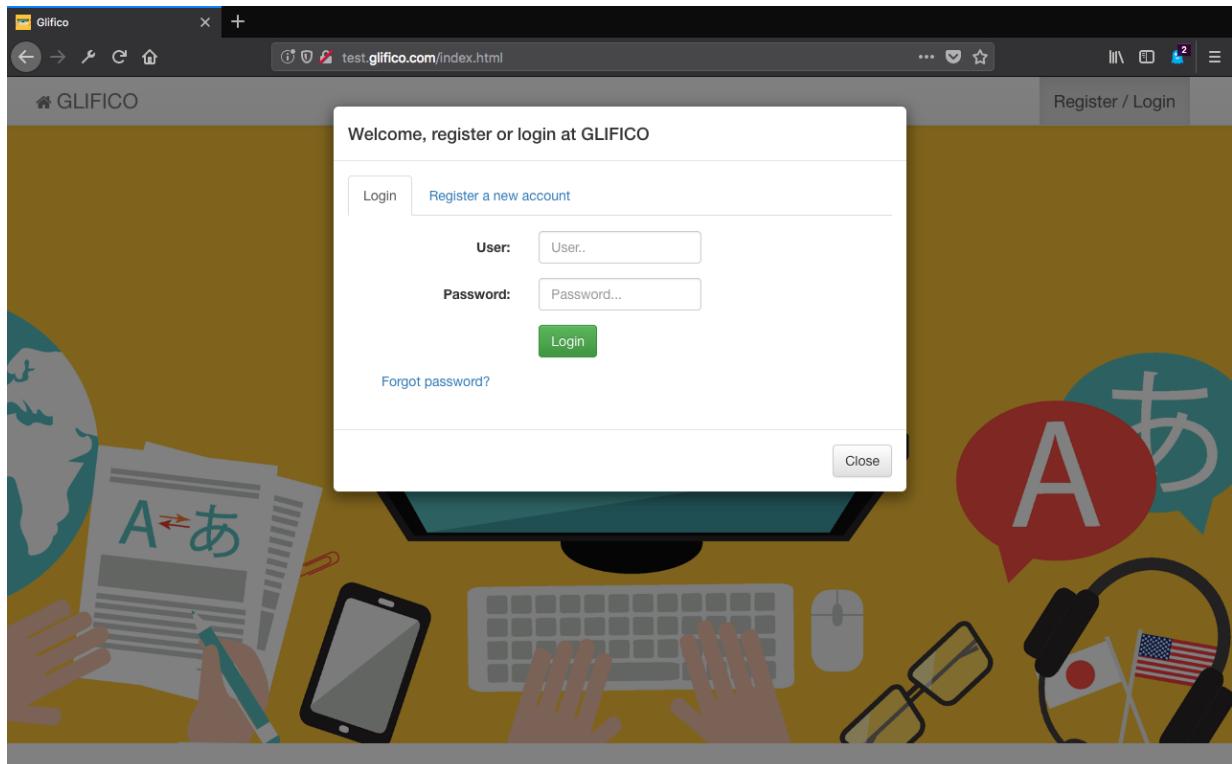
You're redirect on a welcome page



Go to homepage and login



Use your new credentials



2 Fill your information

When you login on Glifico, you'll see your personal informations.

The screenshot shows a Firefox Developer Edition browser window with the URL test.glifico.com/translator.html. The page displays a user's personal information under the heading 'Your Personal Data'. The fields filled in are:

- First name:** John
- Last name:** Appleased
- Street:** Test road 2
- City:** Userguide city
- ZIP code:** 90201
- State:** state
- Main email address:** * john.appleased@example.com
- IBAN:** * IT60X0542811101000000123456
- SWIFT/BIC:** SWIFT
- Main phone number:** 00390123456798
- Billing phone:** phone for billing
- Billing or Paypal email address:** * john.appleased@paypal.com
- Country:** United Kingdom
- Mothertongue:** * English

A blue button at the bottom left says 'Update my data'.

Depending on how many ratings you have you are a **newbie**, a **rater** or an **exper rater**

First Name

Last Name

Street

City

ZIP

State/Province

Main email address

IBAN be careful, Glifico will use this to pay you

SWIFT ask your bank for correct BIC/SWIFT code

Phone

Phone for billing

Billling email/Paypal we'll use this email to contact you for billing questions

Country

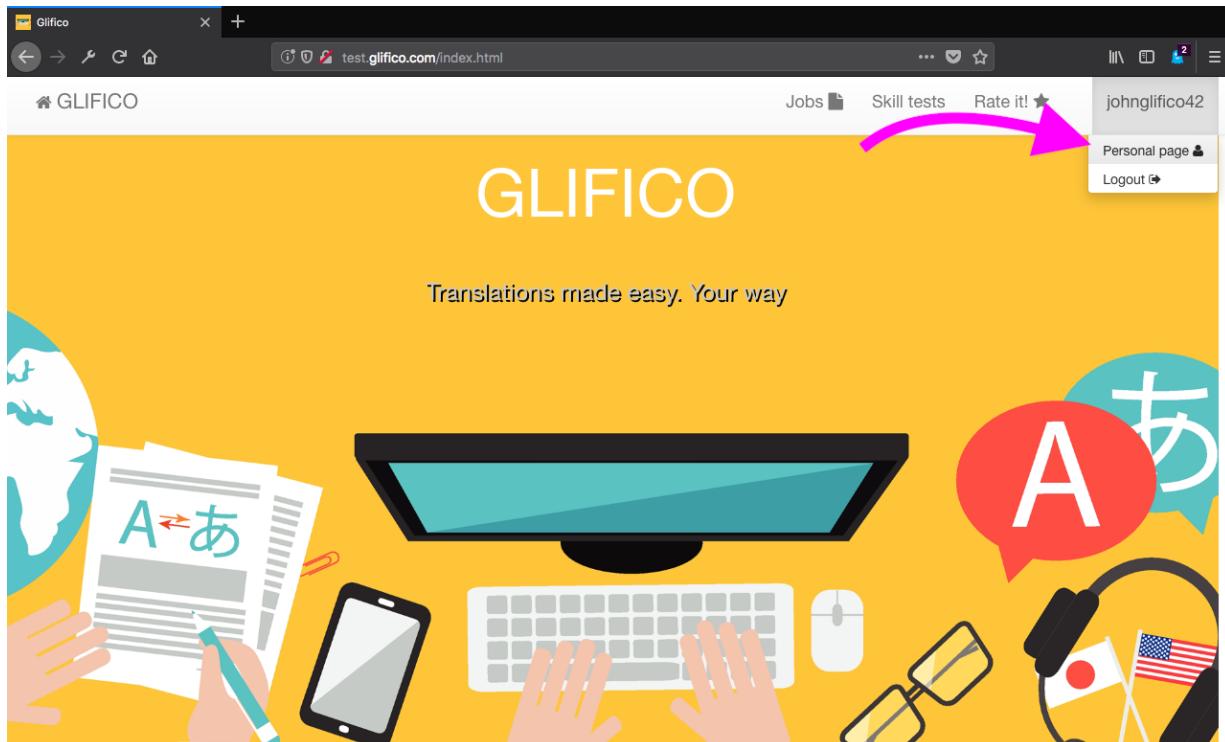
Mothertongue your mothertongue

Billing info put here any useful information we can use to pay you.

3 Add languages

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

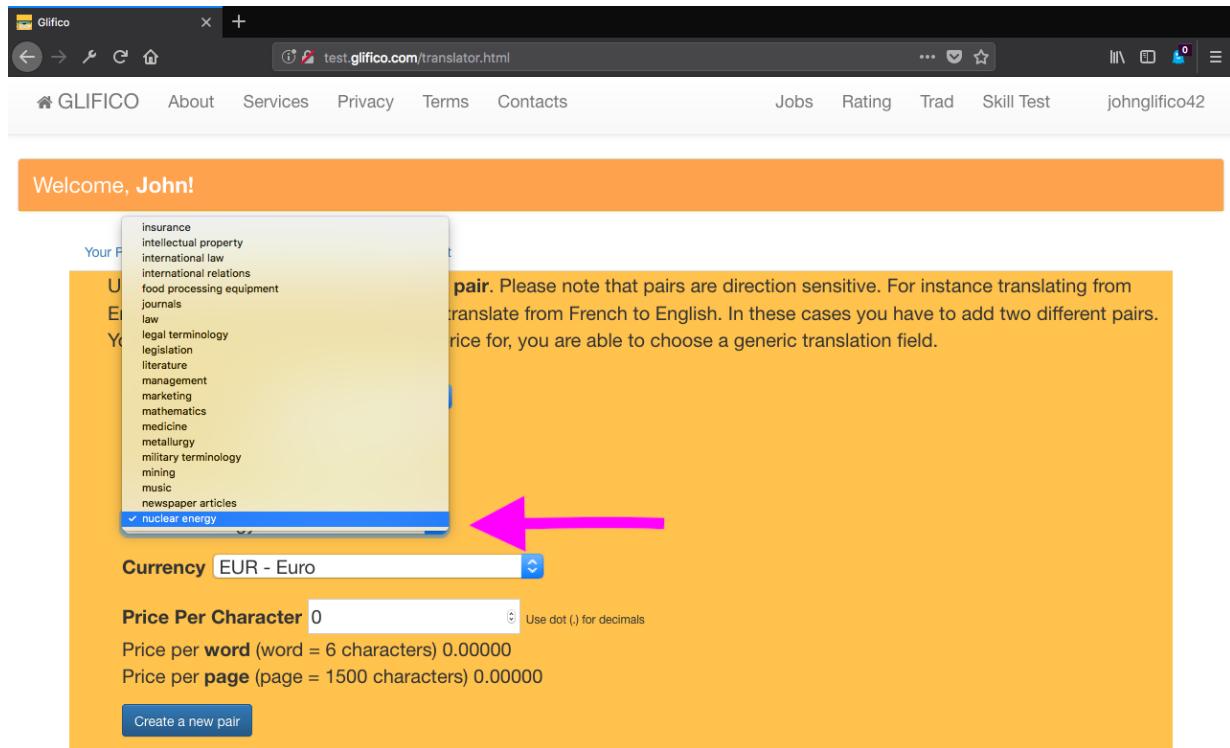
If not already there, go to your personal page



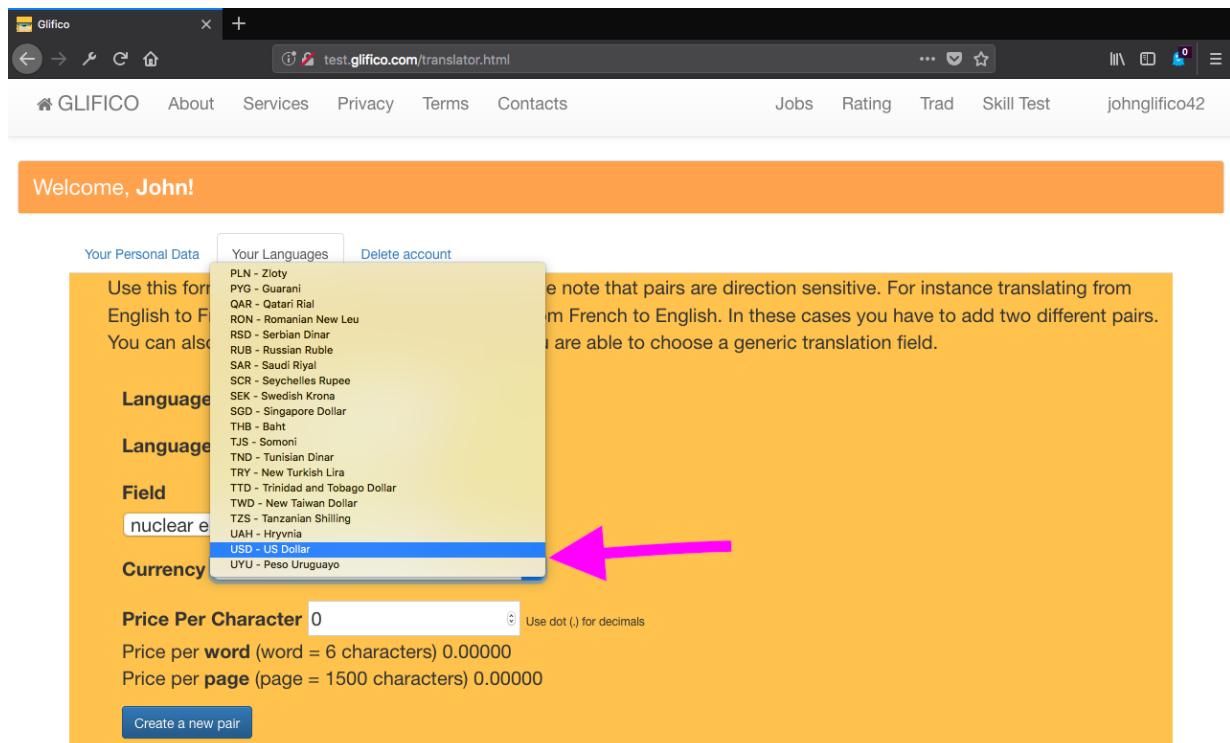
Select *Your Languages*

A screenshot of a web browser displaying the 'Your Languages' configuration page at test.glifico.com/translator.html. The URL in the address bar is test.glifico.com/translator.html. The page has a yellow header with the text 'Welcome, John!' and navigation links: 'Your Personal Data', 'Your Languages' (which is highlighted with a pink arrow), and 'Delete account'. Below the header is a form for creating a new language pair. The form includes fields for 'Language From' (set to English), 'Language To' (set to Italian), 'Field' (a dropdown menu), 'Currency' (set to EUR - Euro), and 'Price Per Character' (set to 0). There are also notes about price calculations for words and pages. At the bottom of the form is a blue 'Create a new pair' button.

Fill information, choose a field



Choose the currency



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

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

Welcome, John!

Your Personal Data Your Languages

Language pair

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

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

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

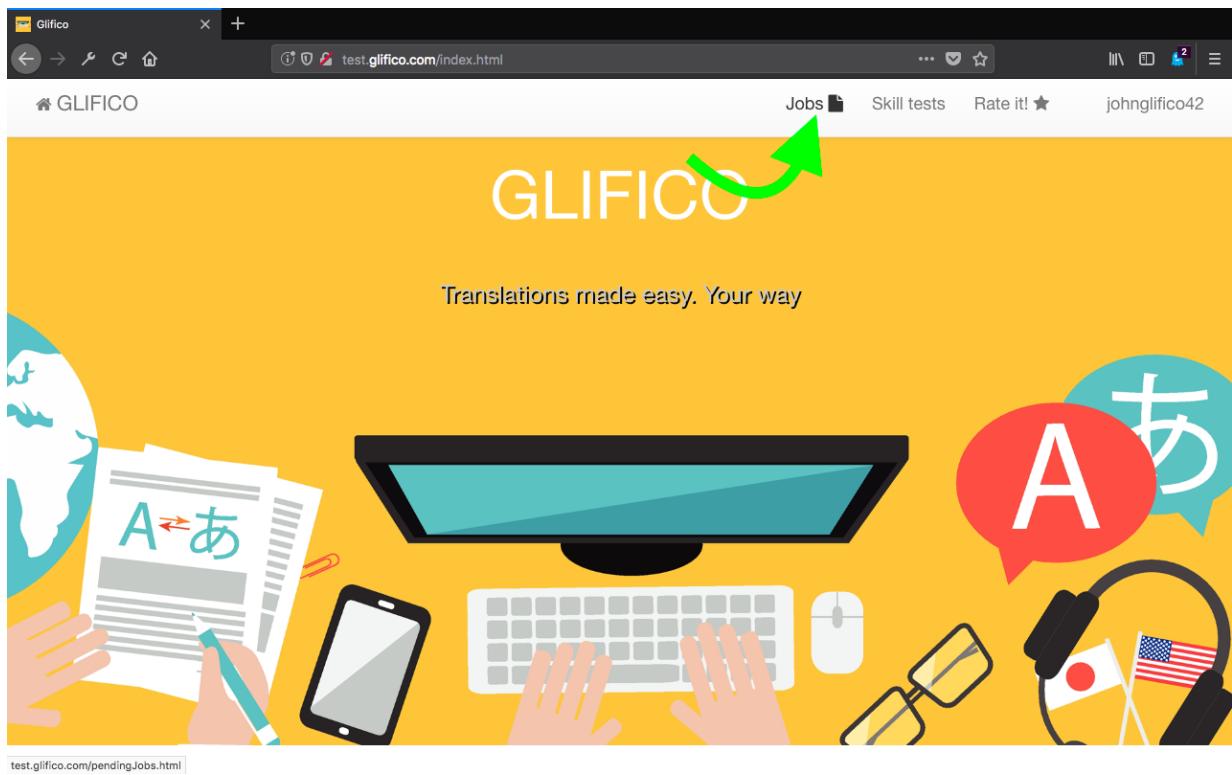
Price Per Character 0.001092 (Use dot (.) for decimals)

Price per word (word = 6 characters) 0.00655

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

4 A job on Glifico

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



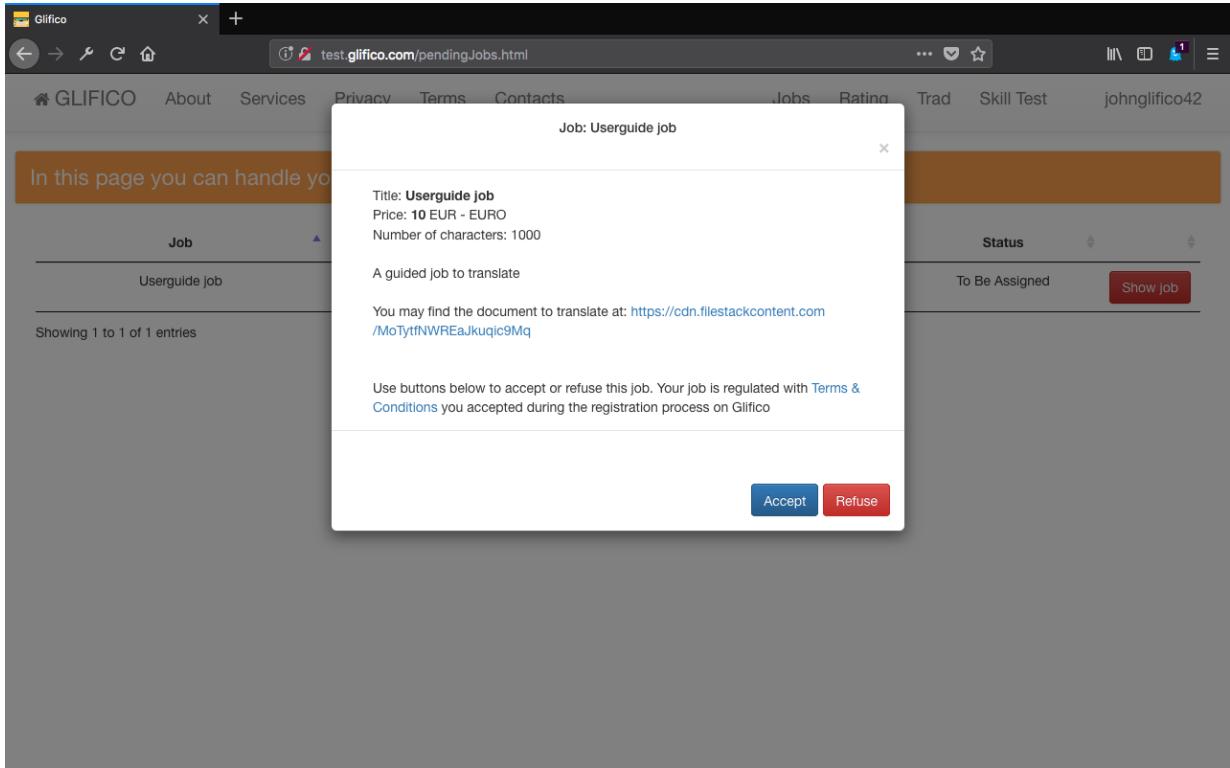
Here you can see all your jobs, in particular the ones *To Be Assigned*, click *Show Job* for more information

The screenshot shows the 'Pending Jobs' page. At the top, there's a navigation bar with links for GLIFICO, About, Services, Privacy, Terms, Contacts, and user profile (johnglifico42). Below the bar, a message says 'In this page you can handle your jobs on Glifico'. The main content is a table showing a single job entry:

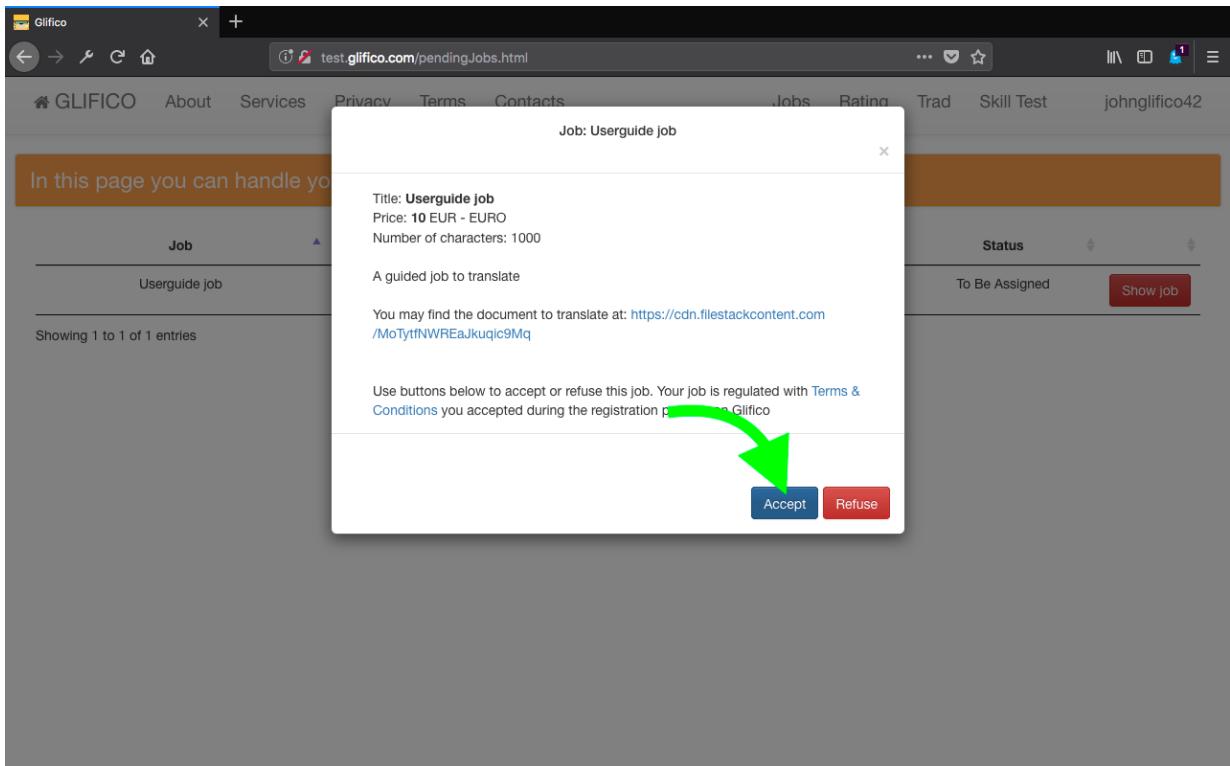
Job	Price	# characters	Deadline	Status	Action
Userguide job	10 EUR - EURO	1000	2042-12-31	To Be Assigned	Show job

A green curved arrow points from the left towards the 'Show job' button in the last column of the table. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, there's a Glifico contact section with address, phone, fax, and email 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...

In this page you can handle your jobs on Glifico

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

Show job

Showing 1 to 1 of 1 entries

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

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

Job: Userguide job

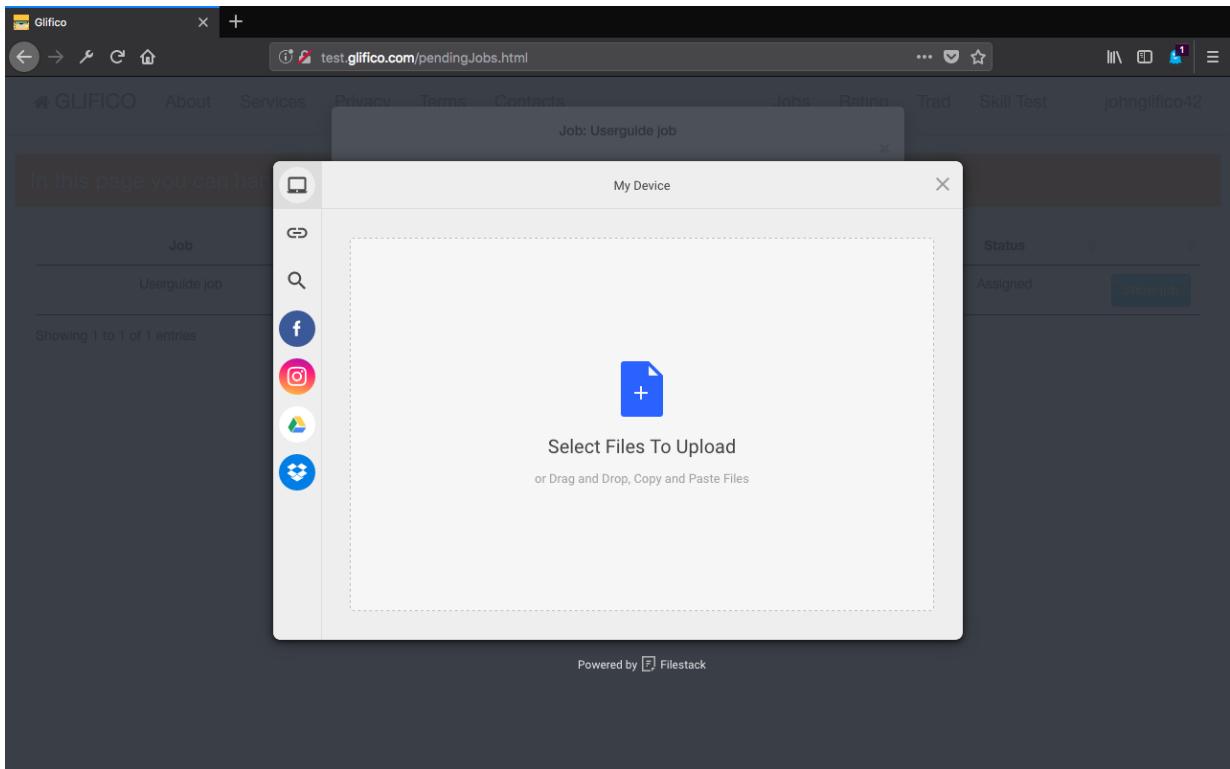
Title: Userguide job
Price: 10 EUR - EURO
Number of characters: undefined

A guided job to translate

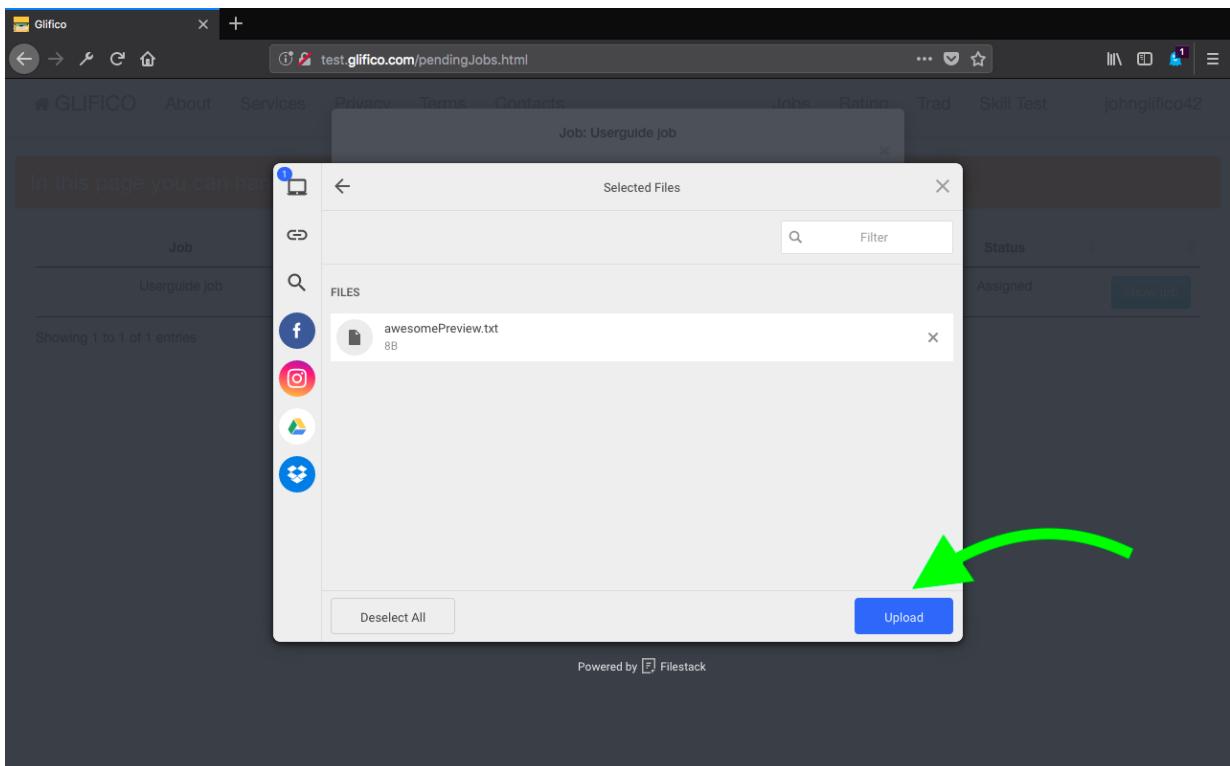
You may find the document to translate at: <https://cdn.filestackcontent.com/MoTytfnWREajkuqc9Mq>

Please use the button below to upload a subset of your translation as a **preview** for the agency:

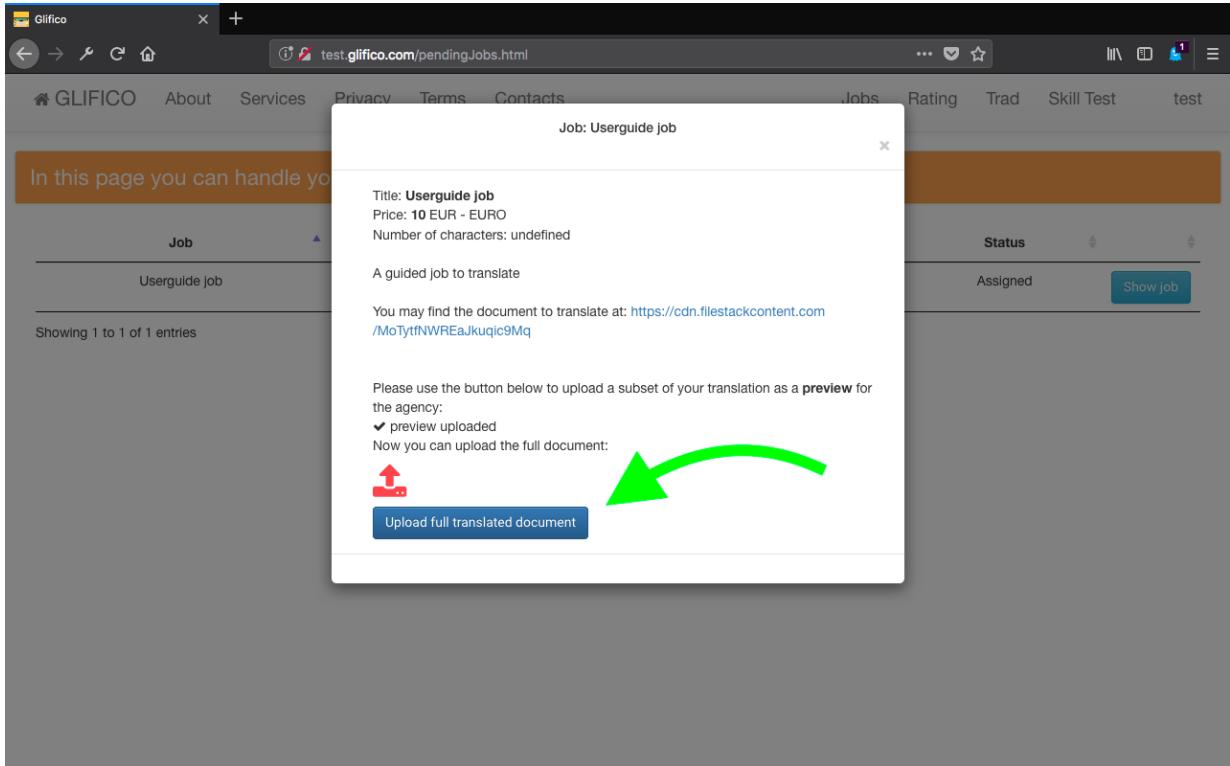
Select file from your computer, Google Drive, Dropbox..



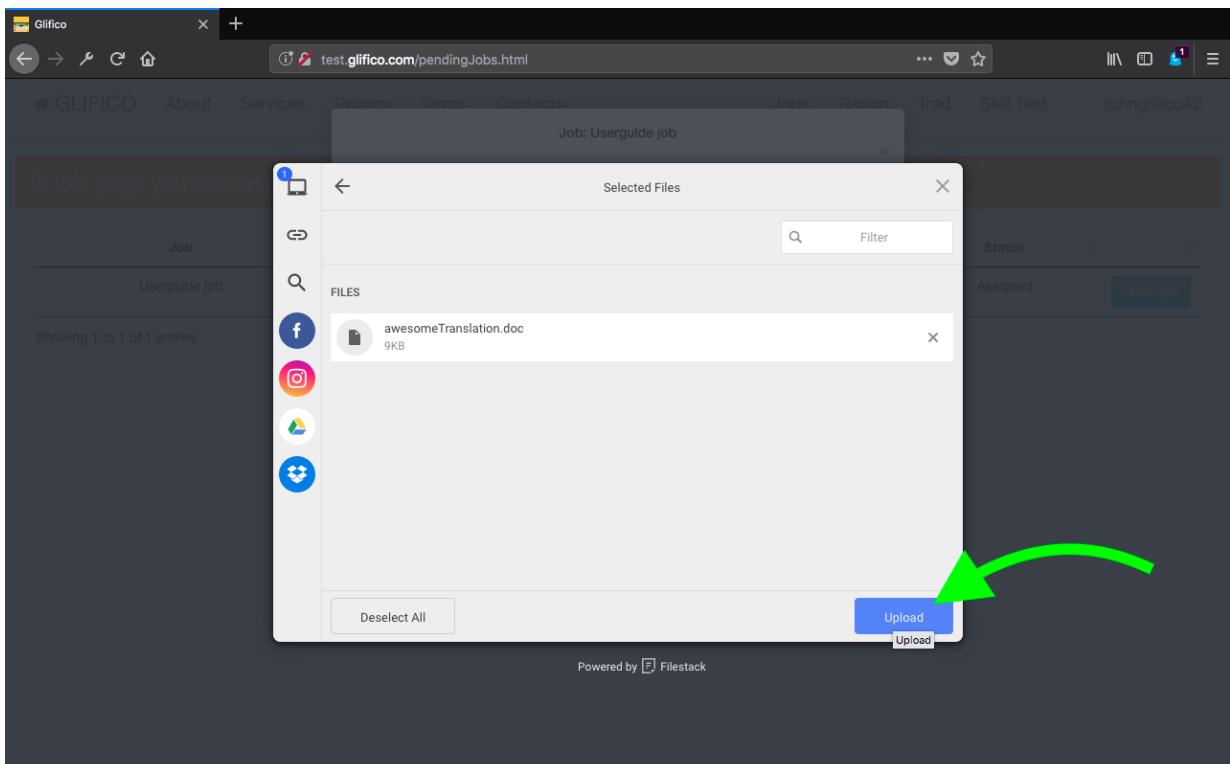
Upload it



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



Choose the file and upload it



Your job is now set as *Translated*

In this page you can handle your jobs on Glifico

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

Showing 1 to 1 of 1 entries

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

Agency will evaluate your preview and eventually will accept the job

In this page you can handle your jobs on Glifico

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

Showing 1 to 1 of 1 entries

Glifico
Address ...PIVA ...
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 for 'Glifico' at the URL 'test.glifico.com/pendingJobs.html'. The page title is 'In this page you can handle your jobs on Glifico'. Below this is a table with the following data:

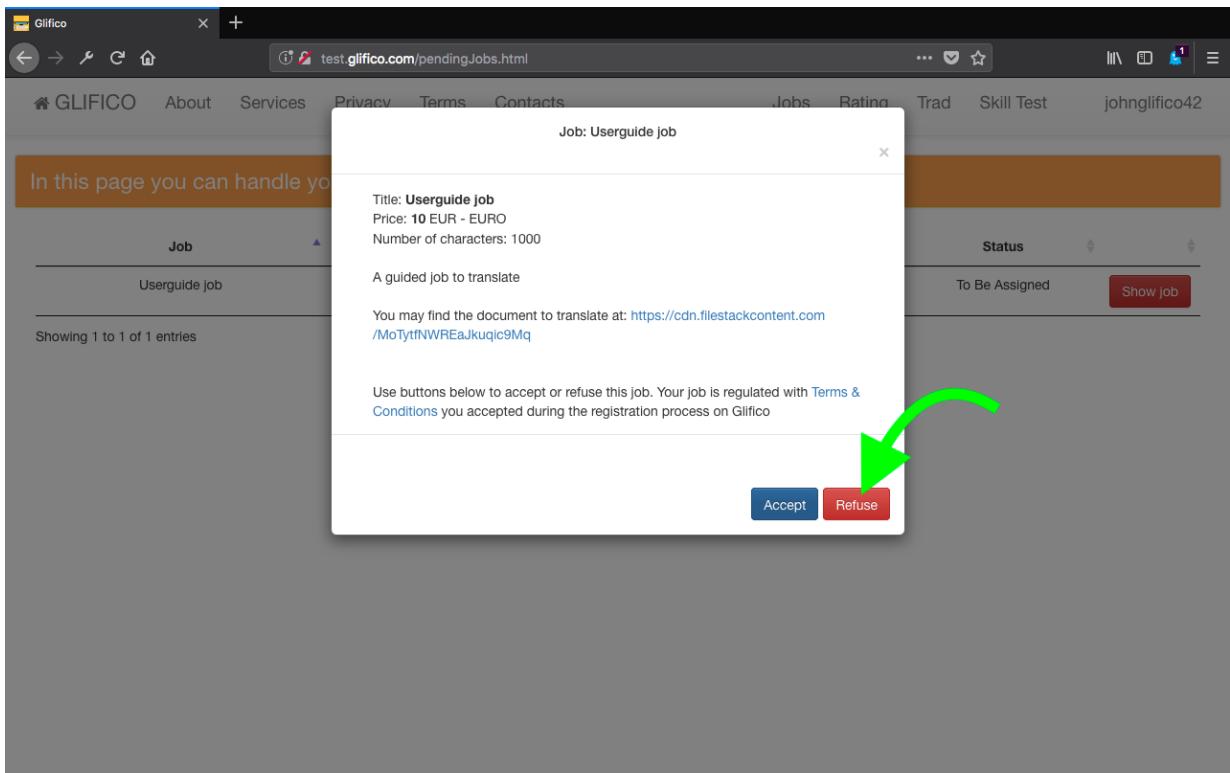
Job	Price	# characters	Deadline	Status
Userguide job	10 EUR - EURO	1000	2042-12-31	Accepted

A green circle highlights the word 'Accepted' in the Status column. At the bottom left, it says 'Showing 1 to 1 of 1 entries'. Below the table, there is contact information for Glifico.

Glifico
Address ...PIVA ...
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



4.2 Job statuses

Job have many different statuses.

Accepted Glifico knows you're able to handle this job

Assigned Glifico assigned the job to you, now you can translate, finish and be paid for it

Translated Glifico received your translation, our clients have to approve it

Approved Good news, our client approved your job, we'll pay it soon

Closed Glifico sent you payment, job is closed

Refused You refused the job

Other accepted Job is not yours because *first option* translator accepted

Too late Sorry, but you did nothing in 5 hours

Refused You refused the job

Note that our client selects more than one translator and select which should be the first. If you are not the *first option* accepting a job doesn't automatically assign it to you.

Note you have up to **5h** to accept the job, if you do not accept during this time, you will lose the job

5 Skill Tests

5.1 Aptitude

Let's evaluate your aptitude. First of all go to *Aptitude* section



This test is designed to give you the opportunity to complete your first assessment quickly. Choose which language you want to be tested in and click on the button "try me out". You will have about 6 minutes to answer 10 questions randomly taken from our database. The questions may be about grammar or reading comprehension and will be submitted in the language in which you are being evaluated. Select the most appropriate answer among the given choices. You can keep track of time on the bar at the bottom of the page. When the time expires the test will stop and your test can be submitted for evaluation. Any unanswered question will be graded as zero points. If you run out of time before clicking on the button "submit".

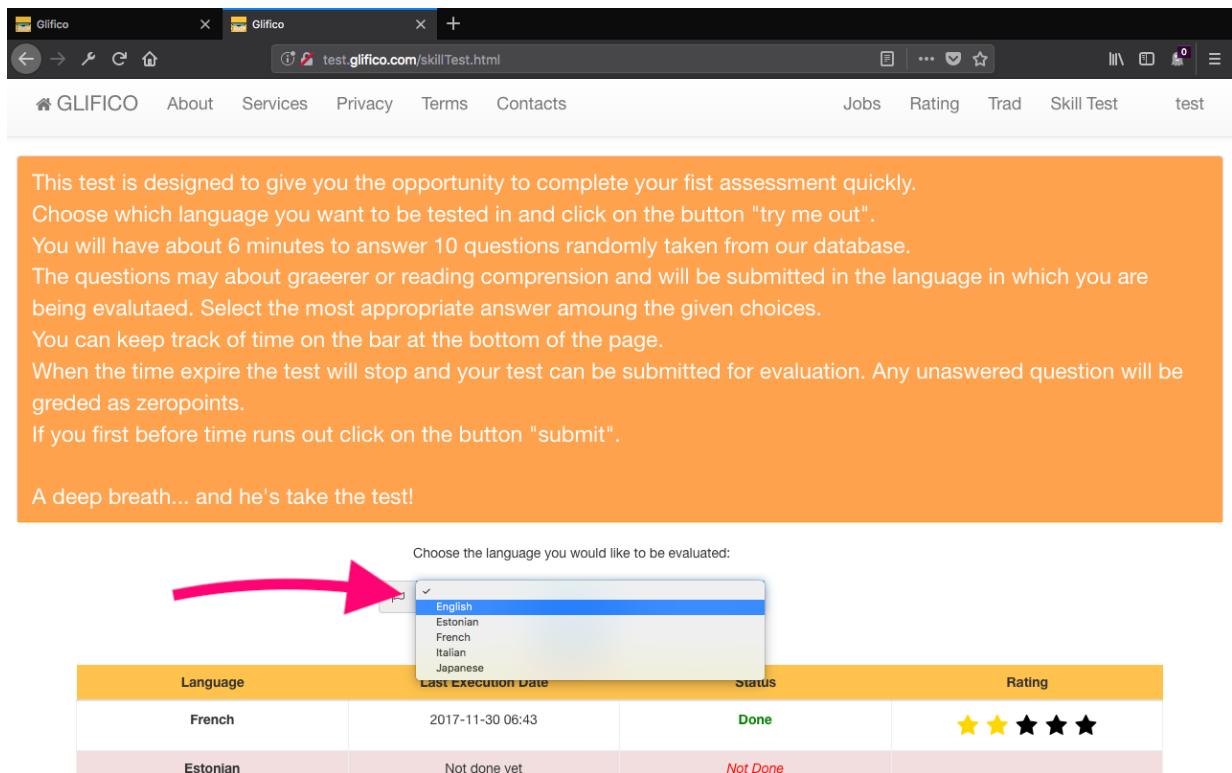
A deep breath... and let's take the test!

Choose the language you would like to be evaluated:

Language: French

Language	Last Execution Date	Status	Rating
French	2017-11-30 06:43	Done	★ ★ ★ ★ ★
Estonian	Not done yet	Not Done	

Use the menu to select in which language you want to take the test



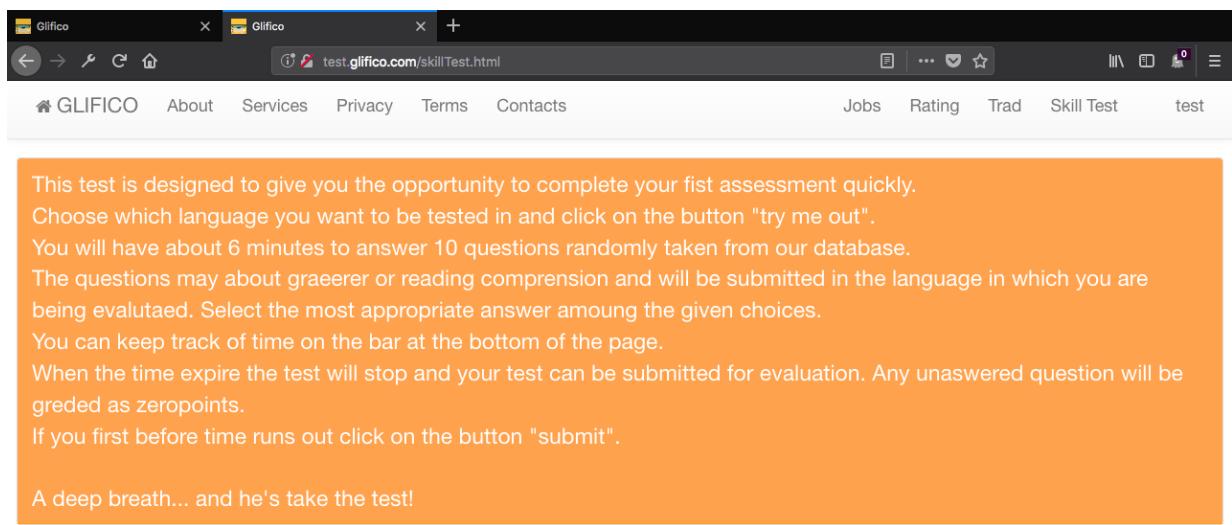
This test is designed to give you the opportunity to complete your fist assessment quickly. Choose which language you want to be tested in and click on the button "try me out". You will have about 6 minutes to answer 10 questions randomly taken from our database. The questions may about graerer or reading compreension and will be submitted in the language in which you are being evalutaed. Select the most appropriate answer amoung the given choices. You can keep track of time on the bar at the bottom of the page. When the time expire the test will stop and your test can be submitted for evaluation. Any unanswered question will be greded as zeropoints. If you first before time runs out click on the button "submit".

A deep breath... and he's take the test!

Choose the language you would like to be evaluated:

Language	Last Execution Date	Status	Rating
French	2017-11-30 06:43	Done	
Estonian	Not done yet	Not Done	

Click *Try me out*

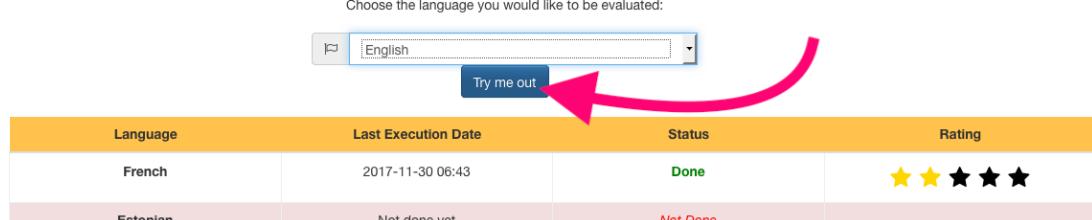


This test is designed to give you the opportunity to complete your fist assessment quickly. Choose which language you want to be tested in and click on the button "try me out". You will have about 6 minutes to answer 10 questions randomly taken from our database. The questions may about graerer or reading compreension and will be submitted in the language in which you are being evalutaed. Select the most appropriate answer amoung the given choices. You can keep track of time on the bar at the bottom of the page. When the time expire the test will stop and your test can be submitted for evaluation. Any unanswered question will be greded as zeropoints. If you first before time runs out click on the button "submit".

A deep breath... and he's take the test!

Choose the language you would like to be evaluated:

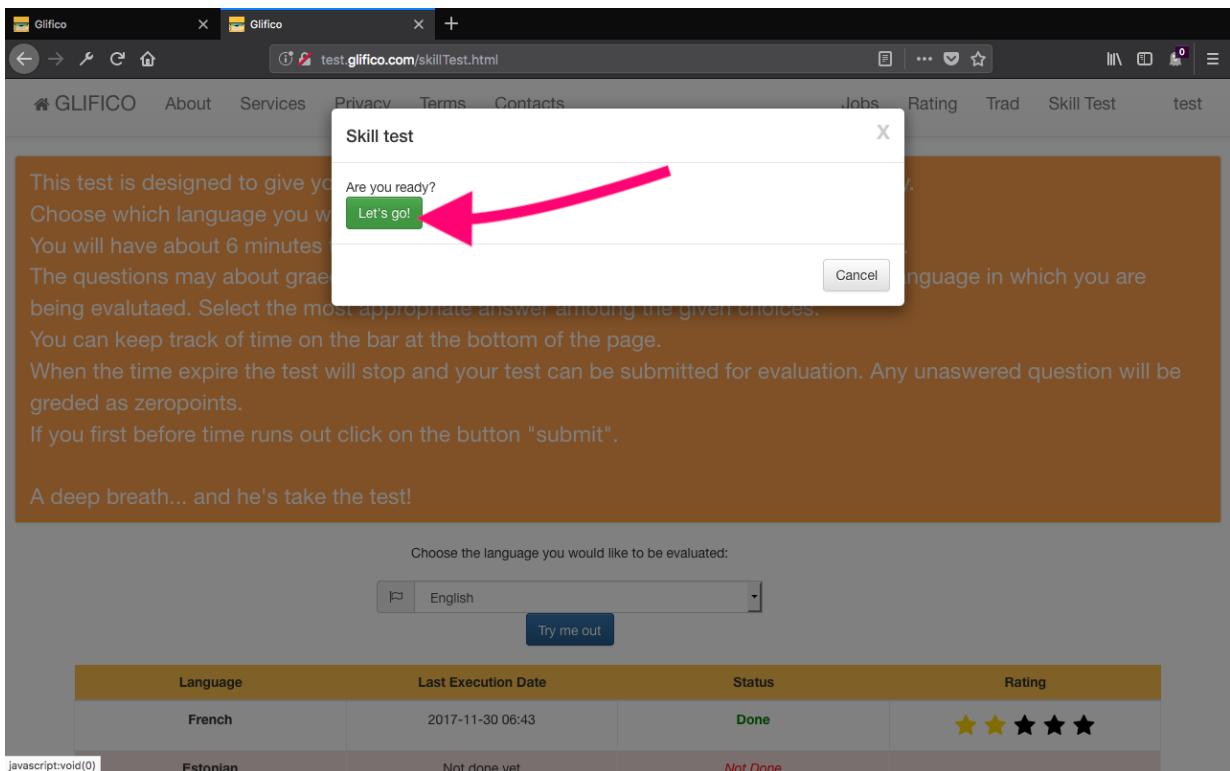
Language	Last Execution Date	Status	Rating
French	2017-11-30 06:43	Done	
Estonian	Not done yet	Not Done	



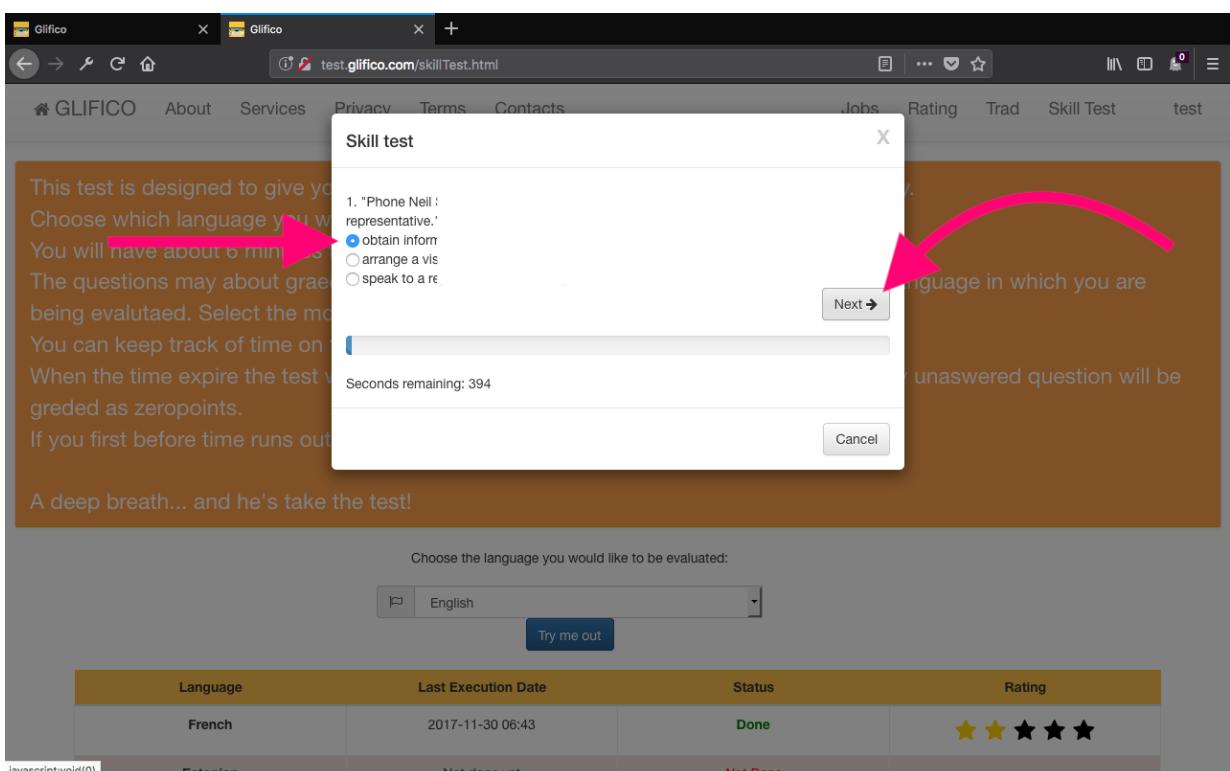
Choose the language you would like to be evaluated:

Language	Last Execution Date	Status	Rating
French	2017-11-30 06:43	Done	
Estonian	Not done yet	Not Done	

When you're ready click *Let's go*



Answer the questions.. and click *Next*



Once you're on the last question click *Submit*

This screenshot shows a skill test interface on the Glifico website. A modal dialog box is open over the main content, asking the user if they want to submit their answer. The dialog has 'Annulla' (Cancel) and 'OK' buttons. The background shows a question about Tom and Jerry cartoons, with several options listed, one of which is selected. A pink arrow points from the right side of the screen towards the 'OK' button in the dialog.

This screenshot shows the same skill test interface after the user has clicked 'OK' in the previous dialog. A new confirmation dialog is now open, asking 'Do you want to submit the test?'. It also has 'Annulla' (Cancel) and 'OK' buttons. The background question and options remain visible. A pink arrow points from the right side of the screen towards the 'OK' button in this second dialog.

You're done

This screenshot shows the Glifico skill test completion page. At the top, there's a navigation bar with links for GLIFICO, About, Services, Privacy, Terms, Contacts, and Jobs. A small sidebar on the right shows a profile icon and the text "Glifico da test.glifico.com Result: 2/10". Below the navigation, a green box says "Test Completed!". The main content area has a yellow background and contains instructions: "This test is designed to give you the opportunity to complete your first assessment quickly. Choose which language you want to be tested in and click on the button "try me out". You will have about 6 minutes to answer 10 questions randomly taken from our database. The questions may be about grammar or reading comprehension and will be submitted in the language in which you are being evaluated. Select the most appropriate answer among the given choices. You can keep track of time on the bar at the bottom of the page. When the time expires the test will stop and your test can be submitted for evaluation. Any unanswered question will be graded as zero points. If you finish before time runs out click on the button "submit". A deep breath... and let's take the test!"

Choose the language you would like to be evaluated:

English

Language	Last Execution Date	Status	Rating
French	2017-11-30 06:43	Done	
Estonian	Not done yet	Not Done	

You can see the **average rating** of all your tests in every language

This screenshot shows the same Glifico skill test completion page as the previous one, but with a different set of test results. The table now includes English, Italian, and Japanese tests, each with a 5-star rating. The English test result is highlighted with a large red oval.

Language	Last Execution Date	Status	Rating
French	2017-11-30 06:43	Done	
Estonian	Not done yet	Not Done	
Italian	Not done yet	Not Done	
English	2018-08-13 14:12	Done	
Japanese	2017-10-12 09:58	Done	

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

5.2 Translations

First of all go to *Translation* page. Here you'll be asked to translate a text so other translators can evaluate you



This test is designed to give you the opportunity to complete your first assessment quickly. Choose which language you want to be tested in and click on the button "Start Test". You will have 10 minutes to translate a random text taken from our database. The questions may be about grammar or reading comprehension and will be submitted in the language in which you are being evaluated. Select the most appropriate answer among the given choices. You can keep track of time on the bar at the bottom of the page. When the time expires the test will stop and your test can be submitted for evaluation. Any unanswered question will be graded as zero points. If you finish before time runs out click on the button "submit".

A deep breath... and let's take the test!

Choose the language you want to translate from:

Choose the language you want to translate to:

Start Test!

Select the language you want to translate the text from..

This test is designed to give you the opportunity to complete your fist assessment quickly. Choose which language you want to be tested in and click on the button "Start Test". You will have 10 minutes to translate a random text taken from our database. The questions may about graerer or reading compreension and will be submitted in the language in which you are being evalutaed. Select the most appropriate answer amoung the given choices. You can keep track of time on the bar at the bottom of the page. When the time expire the test will stop and your test can be submitted for evaluation. Any unanswered question will be greded as zeropoints. If you first before time runs out click on the button "submit".

A deep breath... and he's take the test!

Choose the language you want to translate **from**:

Start Test!

Language from Language To Grammar mark Style mark Share with friends

..and the language you want translate the text to

This test is designed to give you the opportunity to complete your fist assessment quickly. Choose which language you want to be tested in and click on the button "Start Test". You will have 10 minutes to translate a random text taken from our database. The questions may about graerer or reading compreension and will be submitted in the language in which you are being evalutaed. Select the most appropriate answer amoung the given choices. You can keep track of time on the bar at the bottom of the page. When the time expire the test will stop and your test can be submitted for evaluation. Any unanswered question will be greded as zeropoints. If you first before time runs out click on the button "submit".

A deep breath... and he's take the test!

Choose the language you want to translate **from**:

Start Test!

Language from Language To Grammar mark Style mark Share with friends

Click *Start Test*

This test is designed to give you the opportunity to complete your fist assessment quickly. Choose which language you want to be tested in and click on the button "Start Test". You will have 10 minutes to translate a random text taken from our database. The questions may about grammar or reading comprehension and will be submitted in the language in which you are being evaluated. Select the most appropriate answer among the given choices. You can keep track of time on the bar at the bottom of the page. When the time expires the test will stop and your test can be submitted for evaluation. Any unanswered question will be graded as zero points. If you run out of time before time runs out click on the button "submit".

A deep breath... and he's taking the test!

When you're ready click *Let's go*

Skill test - Translation

This test is designed to give you the opportunity to complete your first assessment quickly. Choose which language you want to be tested in and click on the button "Start Test". You will have 10 minutes to translate a random text taken from our database. The questions may be about grammar or reading comprehension and will be submitted in the language in which you are being evaluated. Select the most appropriate answer among the given choices. You can keep track of time on the bar at the bottom of the page. When the time expires the test will stop and your test can be submitted for evaluation. Any unanswered question will be graded as zero points. If you run out of time before time runs out click on the button "submit".

A deep breath... and he's taking the test!

Choose the language you want to translate from:

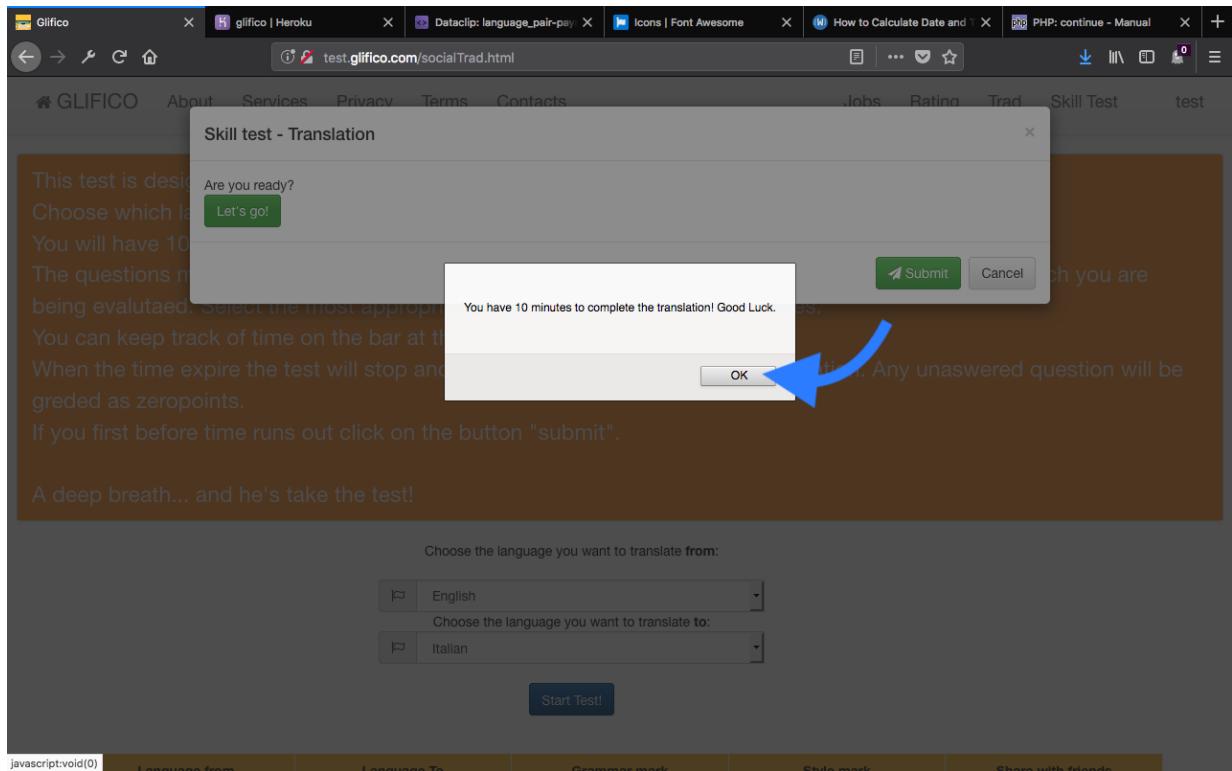
English

Choose the language you want to translate to:

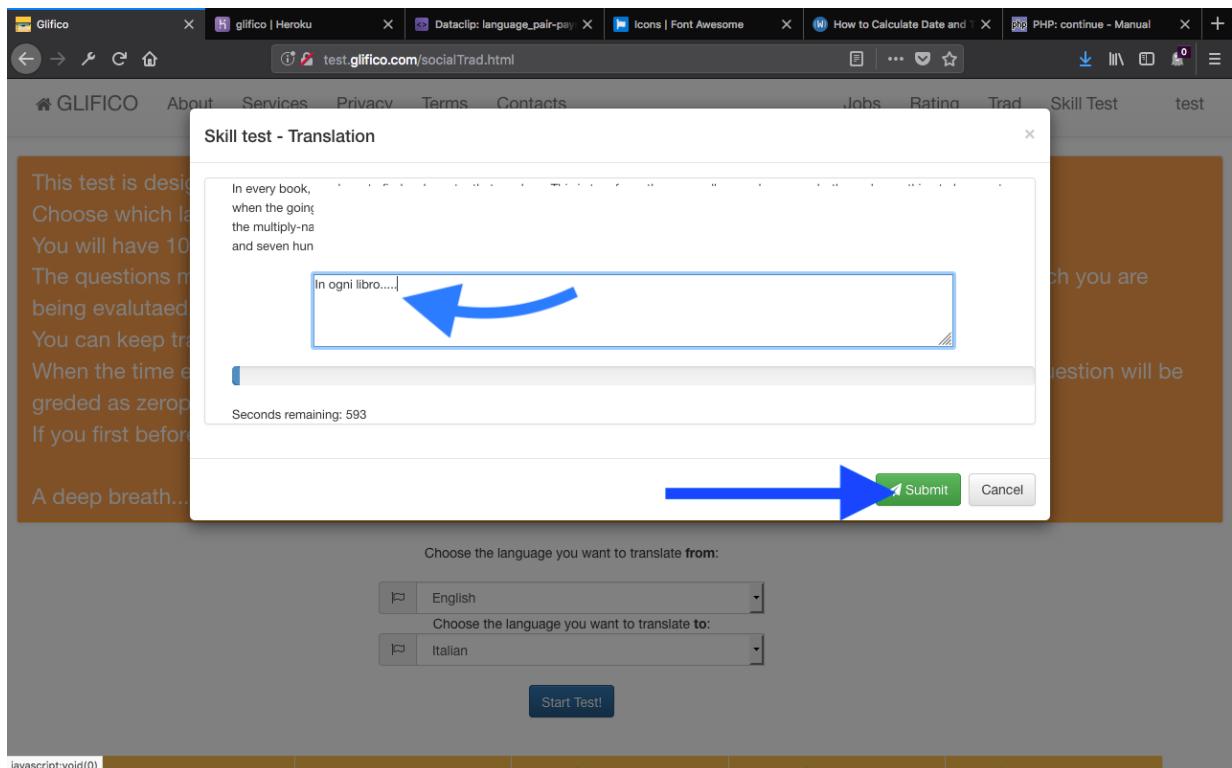
Italian

Start Test!

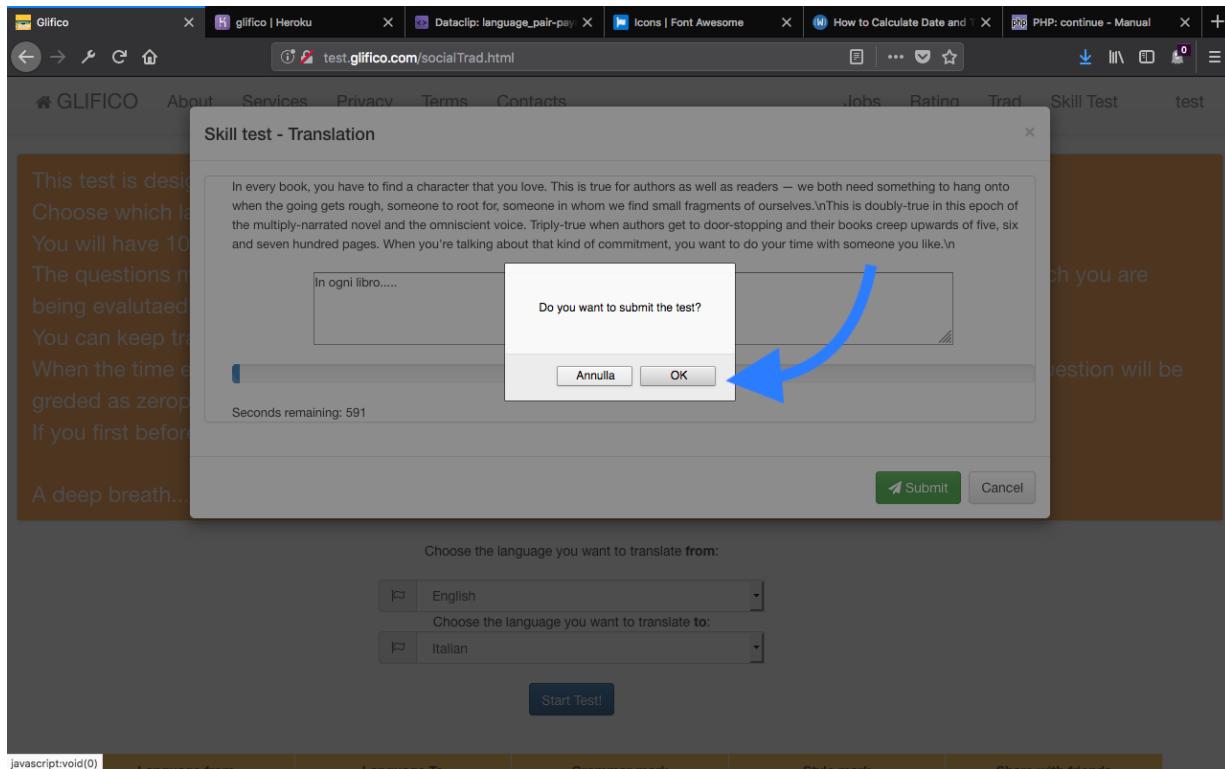
Accept time and click *ok*



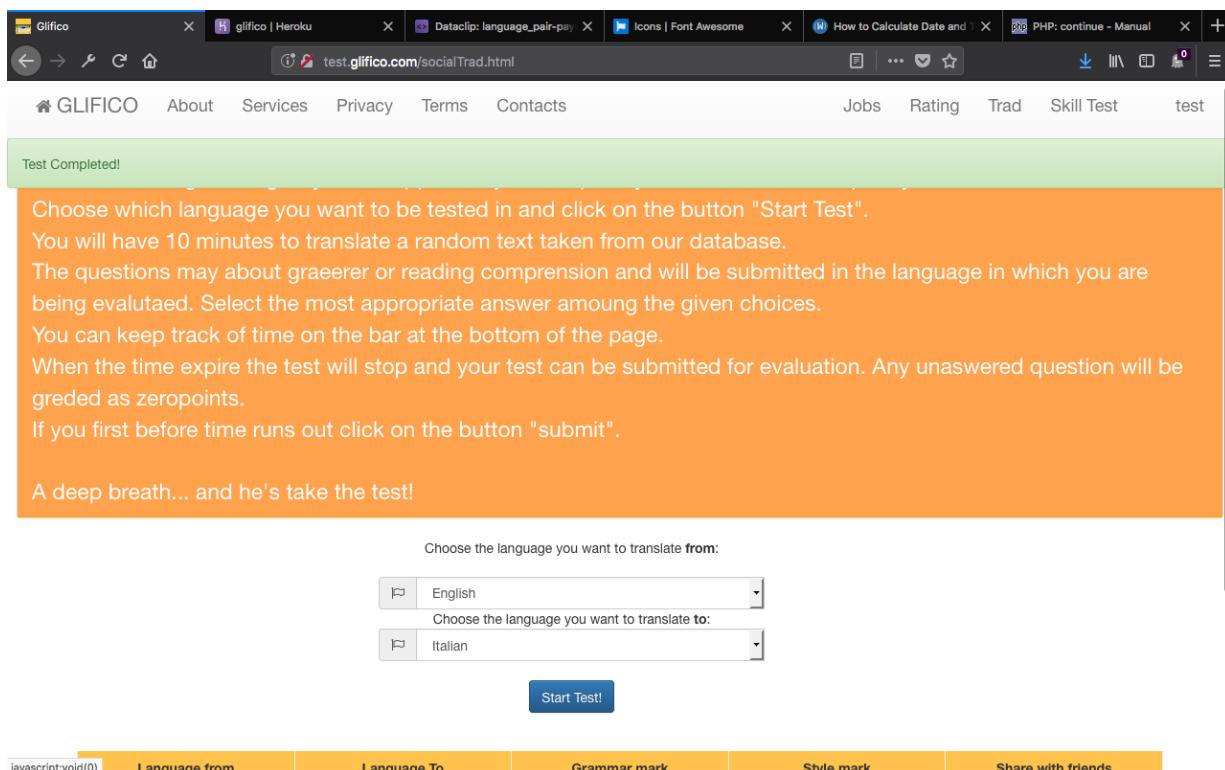
Use the text area to translate the text we proposed you, when done click *submit*



If you're sure, click *ok*



You have completed the test



Your translation will be evaluated by others and you will receive a *Style* and a *Grammar* mark.

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greded as zeropoints.
If you first before time runs out click on the button "submit".

A deep breath... and he's take the test!

Choose the language you want to translate **from**:

English

Choose the language you want to translate **to**:

Italian

Start Test!

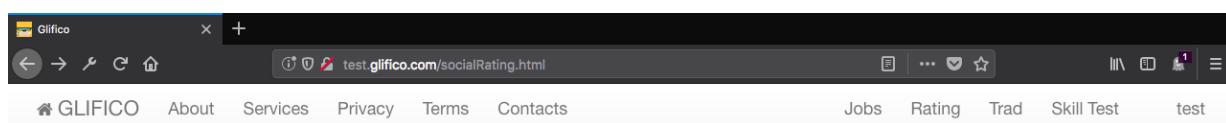
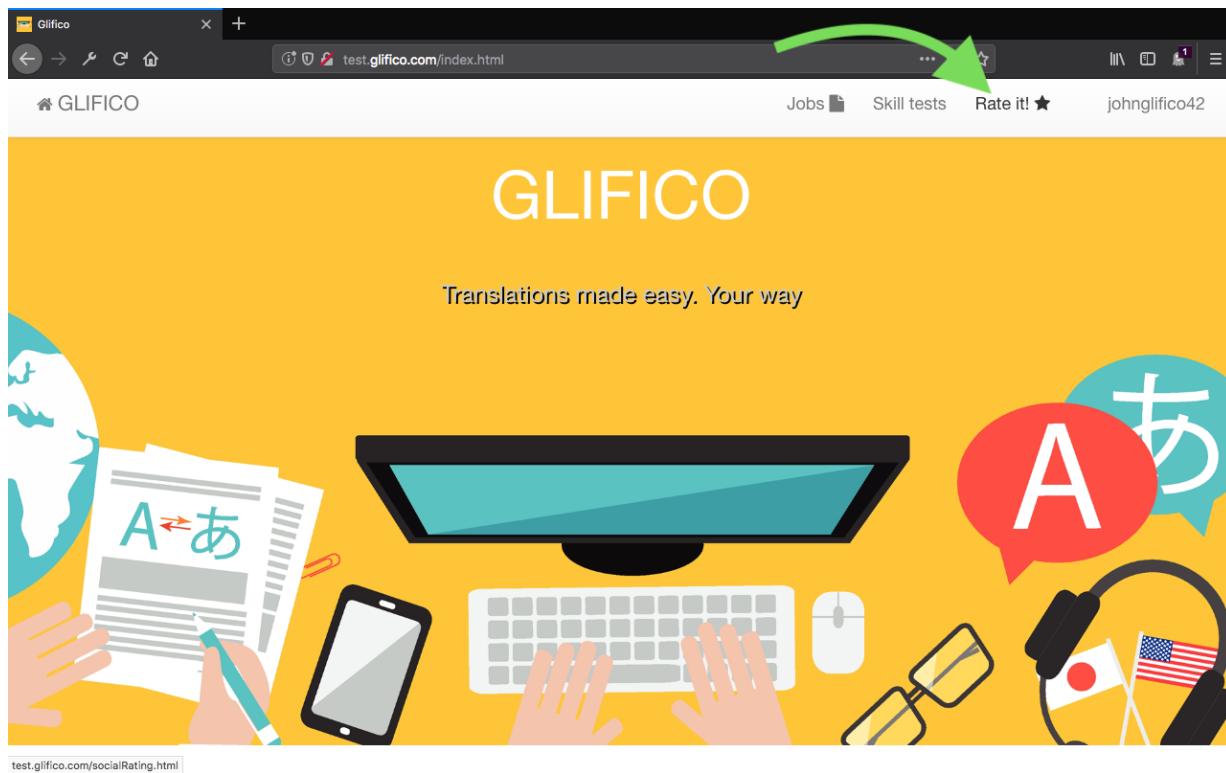
Language from	Language To	Grammar mark	Style mark	Share with friends
Italian	English	★★★★★	★★★☆☆	inf
English	Italian	Not evaluated yet	Not evaluated yet	inf

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Don't forget to share your results on **social networks!**
In section **6** of this guide the instructions to evaluate your colleagues.

6 Social Rating

With Social Rating you can evaluate other translators on Glifico. Go to the page: click *Rate it!*



In this page you can rate the translations of other users
 Choose which languages you are intending to give your opinion
 The questions may about grammar or reading comprehension and will be submitted in the language in which you are being evaluated. Select the most appropriate answer among the given choices.
 You can keep track of time on the bar at the bottom of the page.
 When the time expire the test will stop and your test can be submitted for evaluation.
 A deep breath... and he's take the test!

Please confirm your mother tongue to evaluate other translators:

Italian

Rate now!

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Confirm your mothertongue

In this page you can rate the translations of other users
Choose which languages you are intending to give your opinion
The questions may about graerer or reading compreension and will be submitted in the language in which you are being evalutaed. Select the most appropriate answer amoung the given choices.
You can keep track of time on the bar at the bottom of the page.
When the time expire the test will stop and your test can be submitted for evaluation.
A deep breath... and he's take the test!

Please confirm your mother tongue to evaluate other translators:

Italian

Rate now!

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Here you can see a text in your mothertongue and the translated version, read them carefully.

This was a translation from Italian to English

Sotto la 'Madunina' fa festa il Milan. I rossoneri sono in crisi e garantiscono da tre sconfitte. E' pur vero che i rossoneri arrotolano i giornali per le spalle. Ma i gol incassati sotto questo aspetto fanno ancora più che rivotare il dito medio ai tifosi del Milan, testimoniano una situazior

It was translated as follows

Under the madunina

You're asked to evaluate grammar and style

Grammar mark

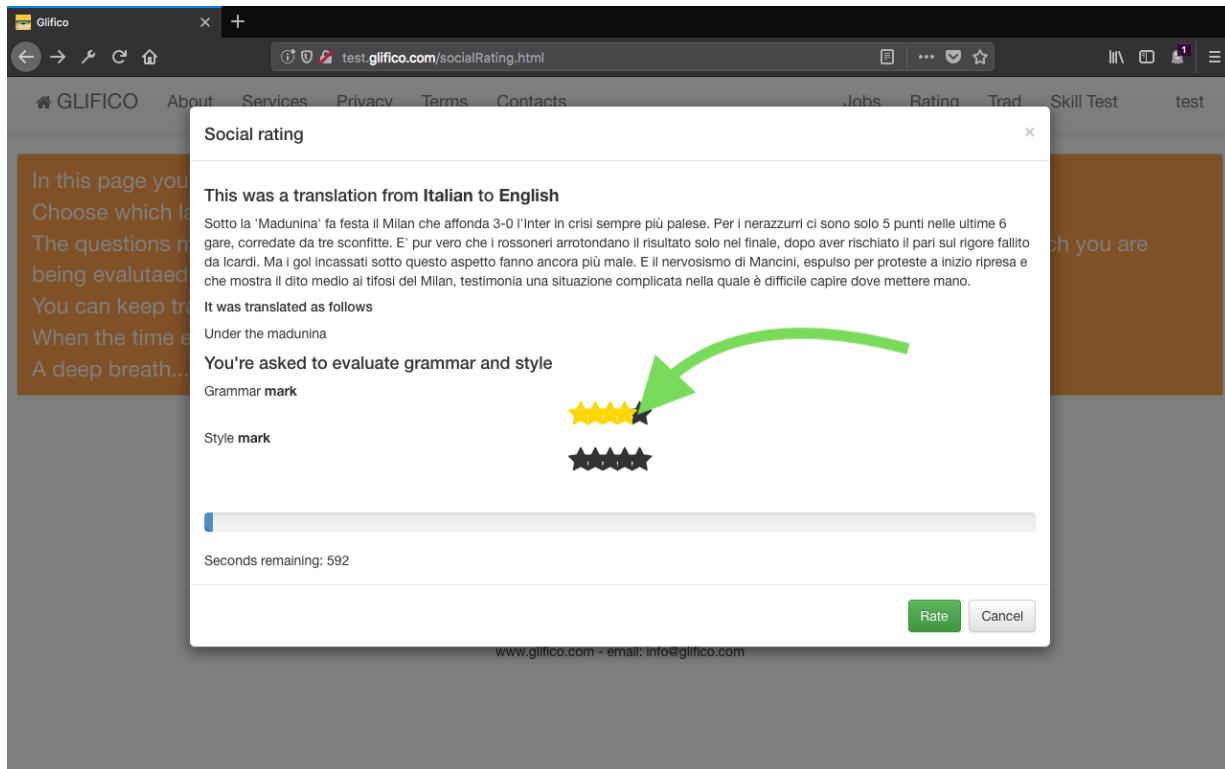
Style mark

Seconds remaining: 598

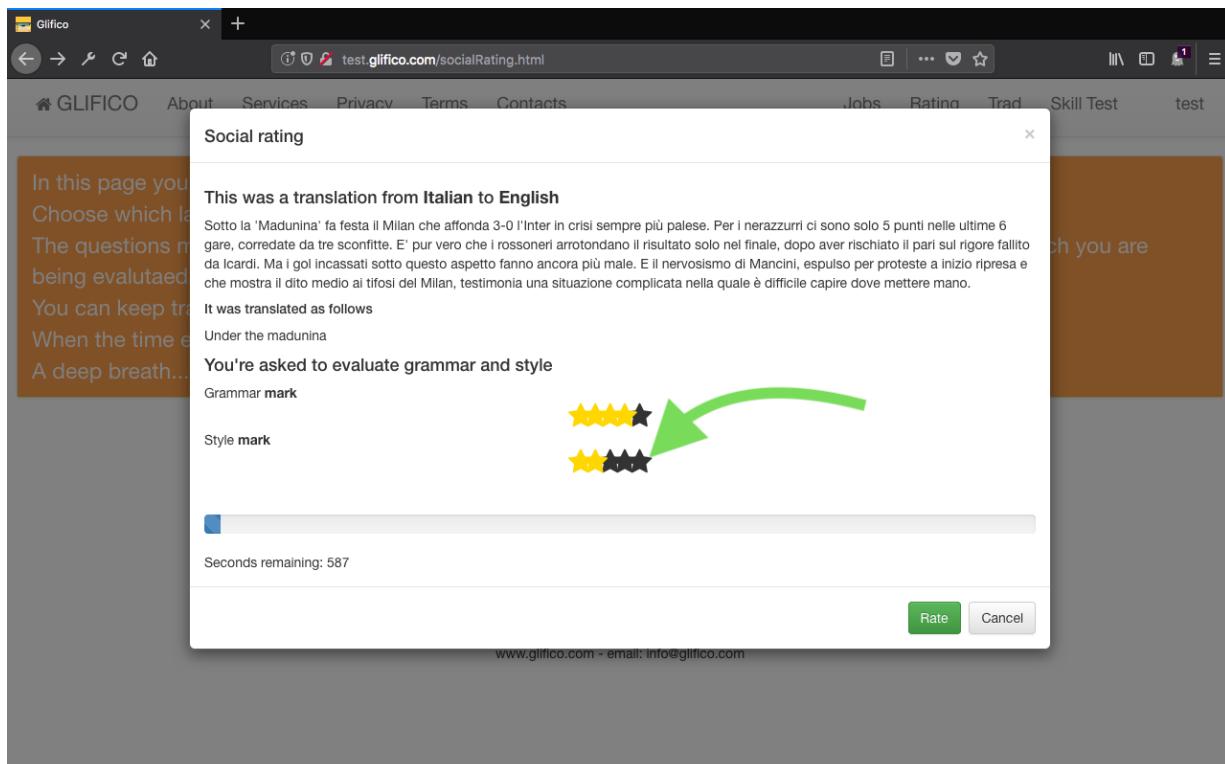
Rate Cancel

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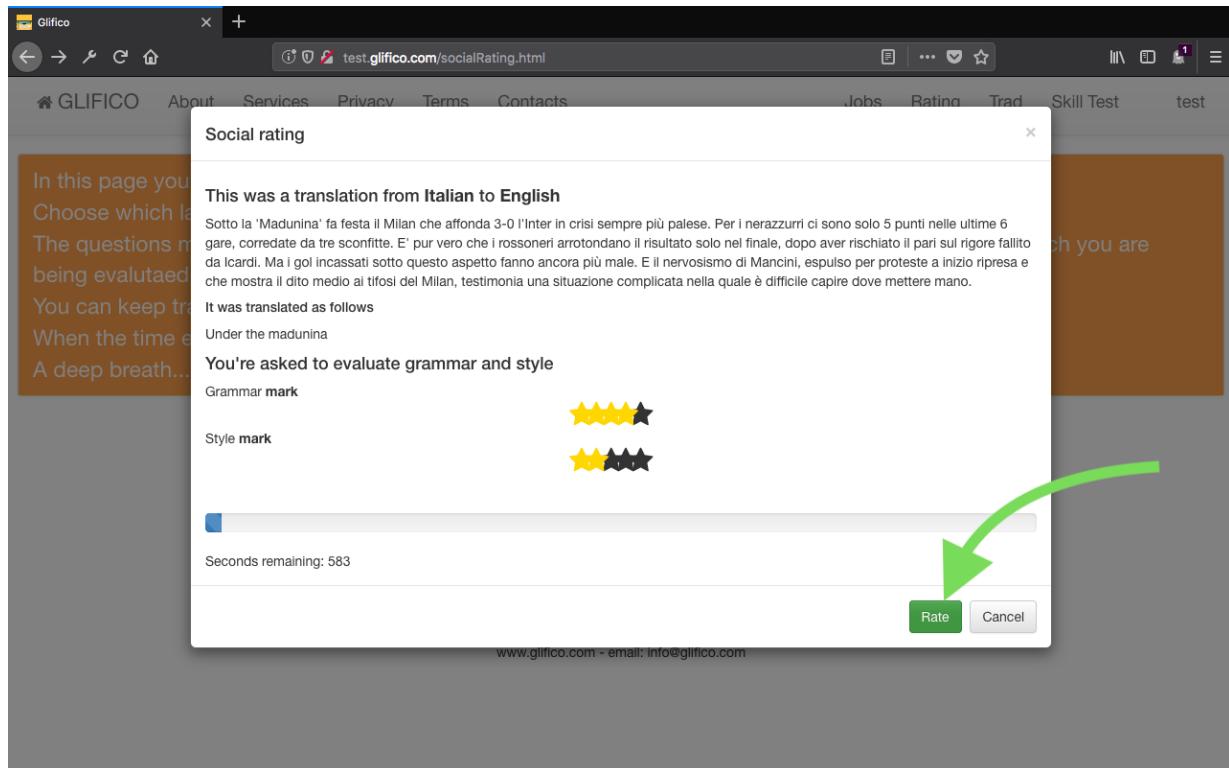
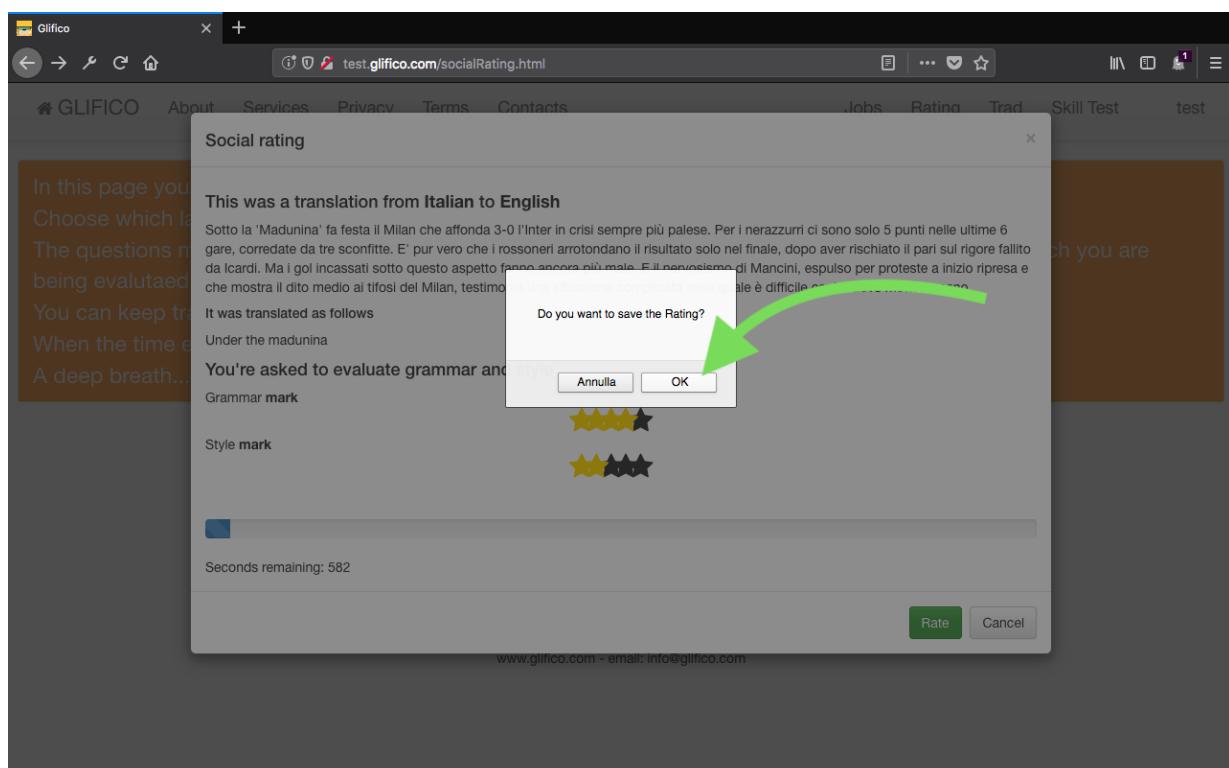
Assign a mark to the grammar..



..and to the style



Click Rate

Then *Ok*

Your rating is done

Rating stored correctly, thank you

In this page you can rate the translations of other users

Choose which languages you are intending to give your opinion

The questions may about grammar or reading comprehension and will be submitted in the language in which you are being evaluated. Select the most appropriate answer among the given choices.

You can keep track of time on the bar at the bottom of the page.

When the time expire the test will stop and your test can be submitted for evaluation.

A deep breath... and he's take the test!

Please confirm your mother tongue to evaluate other translators:

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