



First the translator will be directed to the admin dashboard, in which she/he will (probably):

Check all pending jobs, and pick one to quote.

The quoting process will include: check the job requirements, download the files uploaded in the job, read through the documents, set a quote and confirm it in the dashboard. During this process, the translator may reject a job within any stage.

A negotiation between the translator and a client may happen during or after the quoting stage. They may communicate via e-mails.

If no rejection or declination happens, the translator will then be waiting for the client to pay. Only after the payment is successful an actual translation process will start.

Finally the translator will upload the translated documents to the server through the admin dashboard.

Other than those above, the translator may:

Check processed jobs with different status in “Quoted”, “Accepted”, and “Declined” sections in the admin dashboard respectively. Also all recent translations can be downloaded through “Translations” and all past translation records can be found in the “History” section.

View the statistic data for the website in “Site Statistics”.

Navigate the links on the main menu: read the “About” page (information about the service and the translator); read the “Testimonials” page.