



# User Guide

*Facilitator*



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## Overview

V-MAST is an online application that enables translation and checking of the Bible and Bible resources to be accomplished in a web browser. This makes it possible for geographically dispersed teams to work together, performing translation and checking in parallel while being managed by a virtual facilitator.

You can access V-MAST at the following URL: <https://v-mast.com>.

This user manual covers the responsibilities for a user operating as a facilitator within V-MAST.

## Getting Started

A facilitator is involved in managing the translation of books in V-MAST. A project administrator will set up your permissions in V-MAST so that you are able to access facilitator functionality within the system. You will not be able to access these menu options until they have done so. If you do not see the facilitator tab, contact your project administrator.

To begin facilitating a translation project in V-MAST log in to <https://v-mast.com> with your username and password. (For information about logging in and navigating the common user interface, see the document titled *VMAST User Guide: Introduction to V-MAST*.)

## Viewing the Facilitation Tab

The *Facilitation* tab of the Dashboard shows your current Books in progress for your translation project. The system automatically defaults to displaying this tab when you are a facilitator.

Viewable information includes: 1) the project type, 2) the source text, 3) the target text and language, 4) the stage of that book 5) the Manage button, 6) the Progress button, and 7) the number of translators for the book.

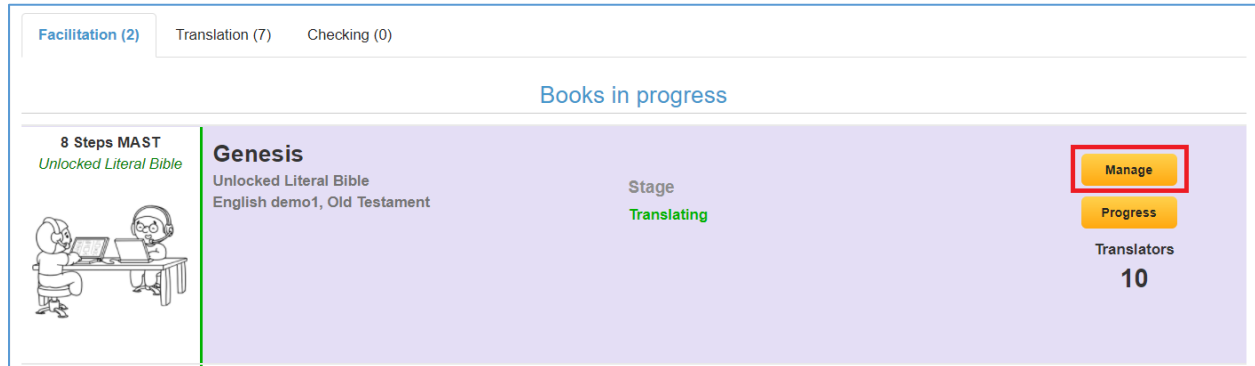
The screenshot shows the V-MAST Dashboard interface. At the top, there is a navigation bar with 'DASHBOARD', 'TRANSLATIONS', and 'NEWS' (with a red notification bubble). The user is logged in as 'facilitator1'. The main section is titled 'V-MAST Activities' and includes a 'Facilitation (2)' tab, which is circled in red. Below this, there are two book entries under the heading 'Books in progress'.

Book	Project Type	Source Text	Target Text and Language	Stage	Buttons	Translators
Genesis	8 Steps MAST	Unlocked Literal Bible	English demo1, Old Testament	Translating	Manage, Progress	10
James	8 Steps MAST	Unlocked Literal Bible	English demo1, New Testament	Waiting for translators	Manage, Progress	0

## Viewing the Manage Page

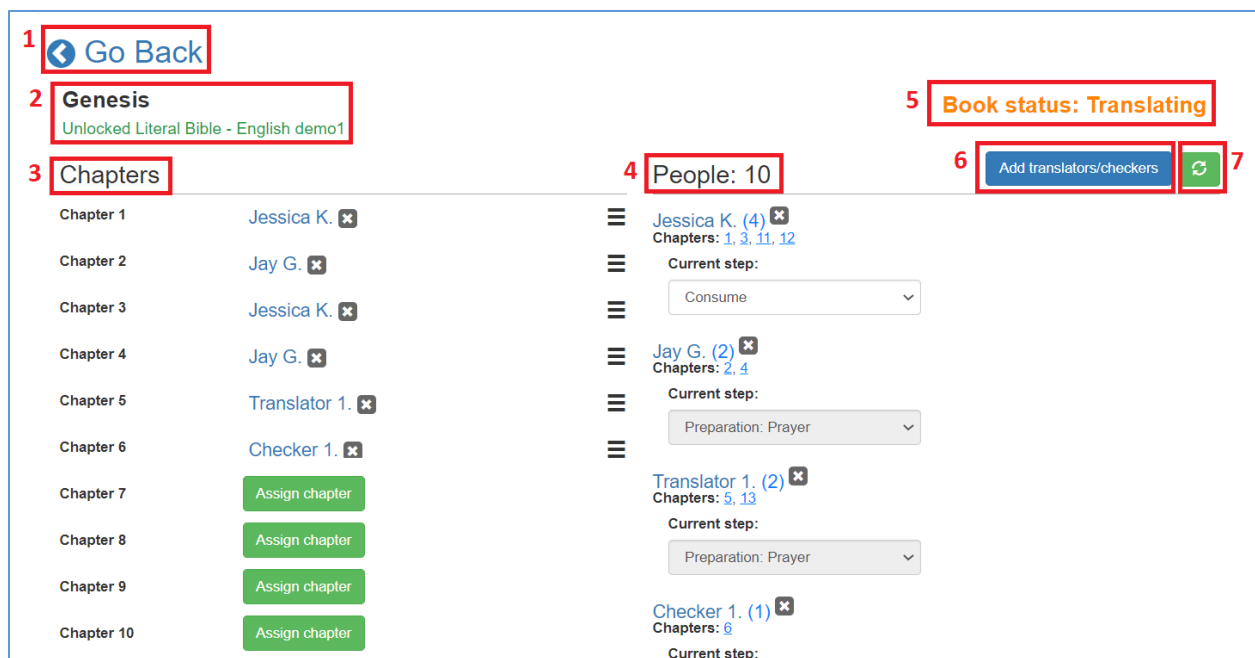
The *Manage* page displays information necessary for you to manage the translation of a book for your translation project.

Click on the **Manage** button on the Facilitation tab.



The *Manage* page appears.

Viewable information includes: 1) the Go Back button (takes you back to the Facilitation tab), 2) the target text and language, 3) the Chapters section, 4) the People section, 5) the Book status, 6) the Add/translators/checkers button, and 7) the refresh button.



The *Chapters* section displays 1) each specific chapter for translation, 2) the translator assigned to a specific chapter, 3) the remove chapter icon, 4) the remove checker icon, and 5) the Assign chapter button.

Go Back

**Genesis**  
Unlocked Literal Bible - English demo1

**Book status: Translating**

**Chapters**

Chapter	Translator	Remove Chapter	Remove Checker	Assign Chapter
Chapter 1	Jessica K.	x	x	Assign chapter
Chapter 2	Jay G.	x	x	Assign chapter
Chapter 3	Jessica K.	x	x	Assign chapter
Chapter 4	Jay G.	x	x	Assign chapter
Chapter 5	Jay G.	x	x	Assign chapter
Chapter 6	Jay G.	x	x	Assign chapter

**People: 10**

Add translators/checkers

Jessica K. (4)  
Chapters: 1, 3, 11, 12  
Current step: Chunk

Jay G. (2)  
Chapters: 2, 4  
Current step: Preparation: Prayer

The *People* section displays 1) the total number of people assigned to working on this book, 2) the name of a person assigned to this book, 3) the total number of chapters assigned to a person, 4) the remove from book icon, 5) the specific chapters assigned to a person, 6) the current step a person is working on.

Go Back

**Genesis**  
Unlocked Literal Bible - English demo1

**Book status: Translating**

**Chapters**

Chapter	Translator	Remove Chapter	Remove Checker	Assign Chapter
Chapter 1	Jessica K.	x	x	Assign chapter
Chapter 2	Jay G.	x	x	Assign chapter
Chapter 3	Jessica K.	x	x	Assign chapter
Chapter 4	Jay G.	x	x	Assign chapter
Chapter 5	Translator 1.	x	x	Assign chapter
Chapter 6	Checker 1.	x	x	Assign chapter
Chapter 7	Assign chapter			Assign chapter
Chapter 8	Assign chapter			Assign chapter
Chapter 9	Assign chapter			Assign chapter
Chapter 10	Assign chapter			Assign chapter

**People: 10**

Add translators/checkers

Jessica K. (4)  
Chapters: 1, 3, 11, 12  
Current step: Consume

Jay G. (2)  
Chapters: 2, 4  
Current step: Preparation: Prayer

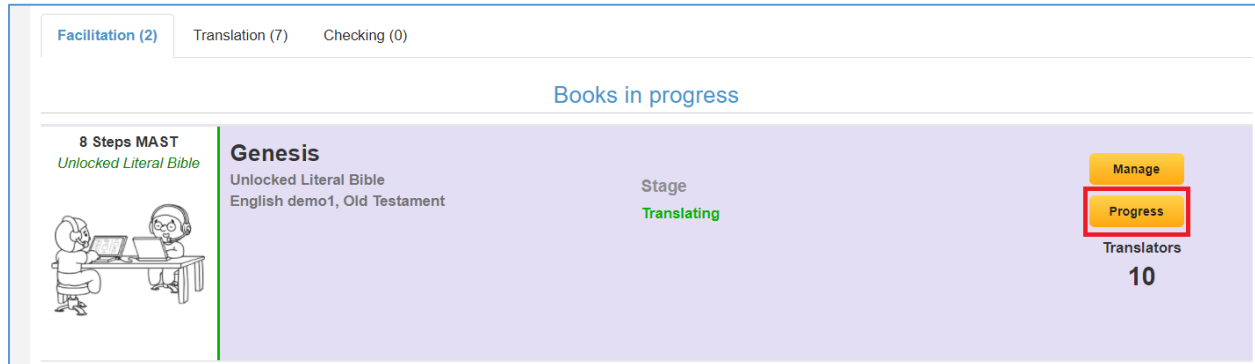
Translator 1. (2)  
Chapters: 5, 13  
Current step: Preparation: Prayer

Checker 1. (1)  
Chapters: 6  
Current step: Preparation: Prayer

## Viewing the Progress Page

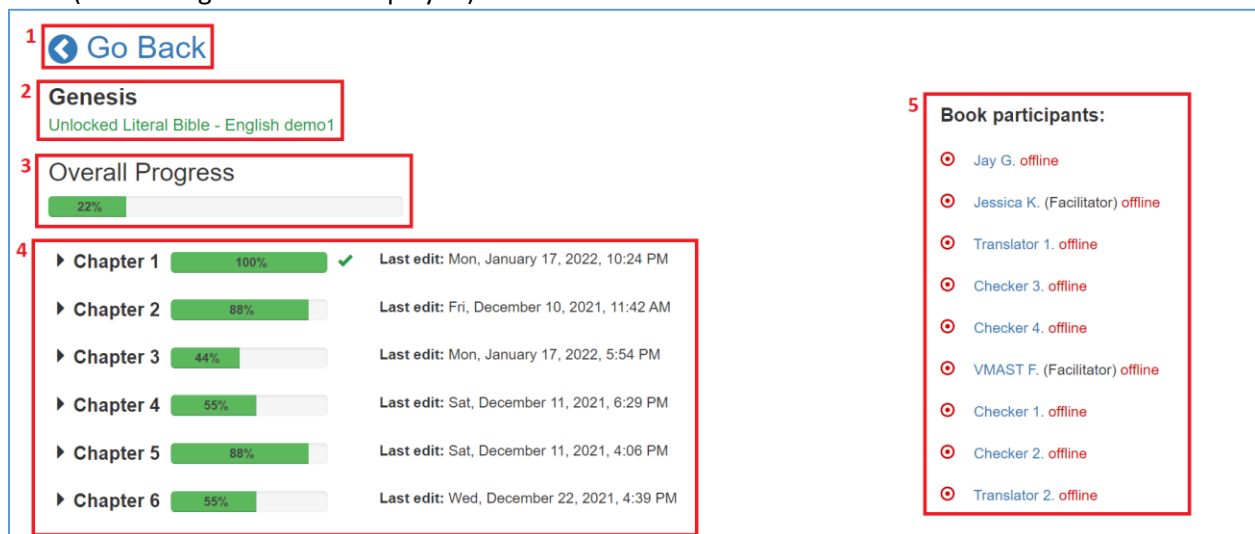
The *Progress* page displays information about the current completion status for the translation of a book for your translation project.

Click on the **Progress** button on the Facilitation tab.

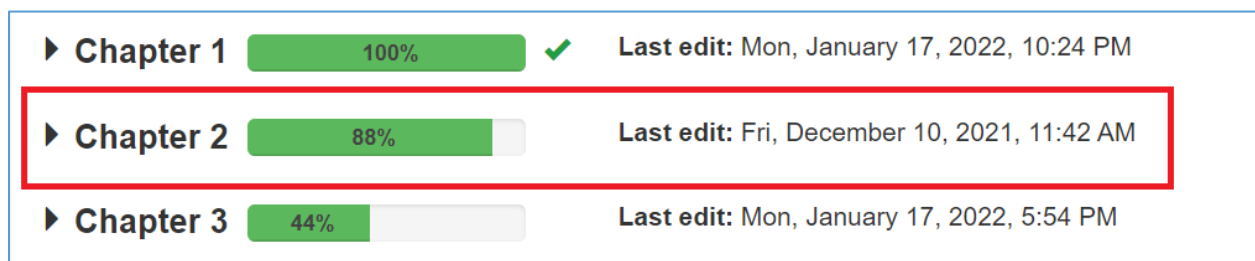


The *Progress* page appears.

Viewable information includes: 1) the Go Back button (takes you back to the Facilitation tab), 2) the target text and language, 3) the Overall Progress percent complete for the entire book (a combined stat for all chapters), 4) the progress for each chapter, 5) the list of participants involved in translating the book (current log-in status is displayed).



Click on a chapter to view more details about the progress for that chapter.



The selected chapter expands to display more information.

Viewable information includes 1) the chapter number, 2) the percent complete for that chapter, 3) the date and time stamp for the last edit, 4) the name of the translator, 5) the status of each step, 6) the name of each step, 7) the assigned checker for each applicable step (with a check mark indicating the checker is finished), and 8) the list of chunks (with a check mark indicating the translator is finished).

1 Chapter 2 2 88% 3 Last edit: Fri, December 10, 2021, 11:42 AM

4 Jay G.

5 Passed

6 1. Consume

7 Jessica K.

8 1 - 3 ✓  
4 - 6 ✓  
7 - 10 ✓  
11 - 14 ✓

9 Passed

10 Passed

11 Passed

12 Passed

13 Passed

14 Passed

15 In Progress

16 Verse Markers

17 Abby Z.

18 John D.

19 Rachel M.

## Facilitator Responsibilities

The facilitator is responsible for organizing the group of people who will be working on the translation project. Each person participating on the project team must create an account in V-MAST in order to be added to the project.

Communicate with your translation team about creating their accounts. For information about creating an account, see the document titled *VMAST User Guide: Introduction to V-MAST*.

After your translation team has finished creating their accounts, you can add them to the books in your translation project.

## Adding Translators/Checkers to a Book

At the beginning of a translation project for a book, the status displays *Waiting for translators*.

Click on the **Manage** button to add translators/checkers to the book.

MAST DASHBOARD TRANSLATIONS NEWS 7

facilitator1

V-MAST Activities Demo

Facilitation (1) Translation (0) Checking (0)

Books in progress

8 Steps MAST  
Unlocked Literal Bible

James  
Unlocked Literal Bible  
English demo1, New Testament

Stage  
Waiting for translators

Manage  
Progress  
Translators  
0

The *Manage* page appears.

Click the **Add translators/checkers** button.

The screenshot shows the 'Manage' page for a project named 'James'. At the top left is a 'Go Back' button. Below it, the project name 'James' is displayed, followed by 'Unlocked Literal Bible - English demo1'. On the right, there is a 'Start translation' button and a button labeled 'Add translators/checkers' which is highlighted with a red box. Below the project name, there is a section for 'Chapters' with a list of five chapters (Chapter 1 to Chapter 5) and an 'Assign chapter' button for each. To the right of the chapters, it says 'People: 0'. A green refresh button is also visible next to the 'Add translators/checkers' button.

An *Add translators/checkers* window appears with a textbox.

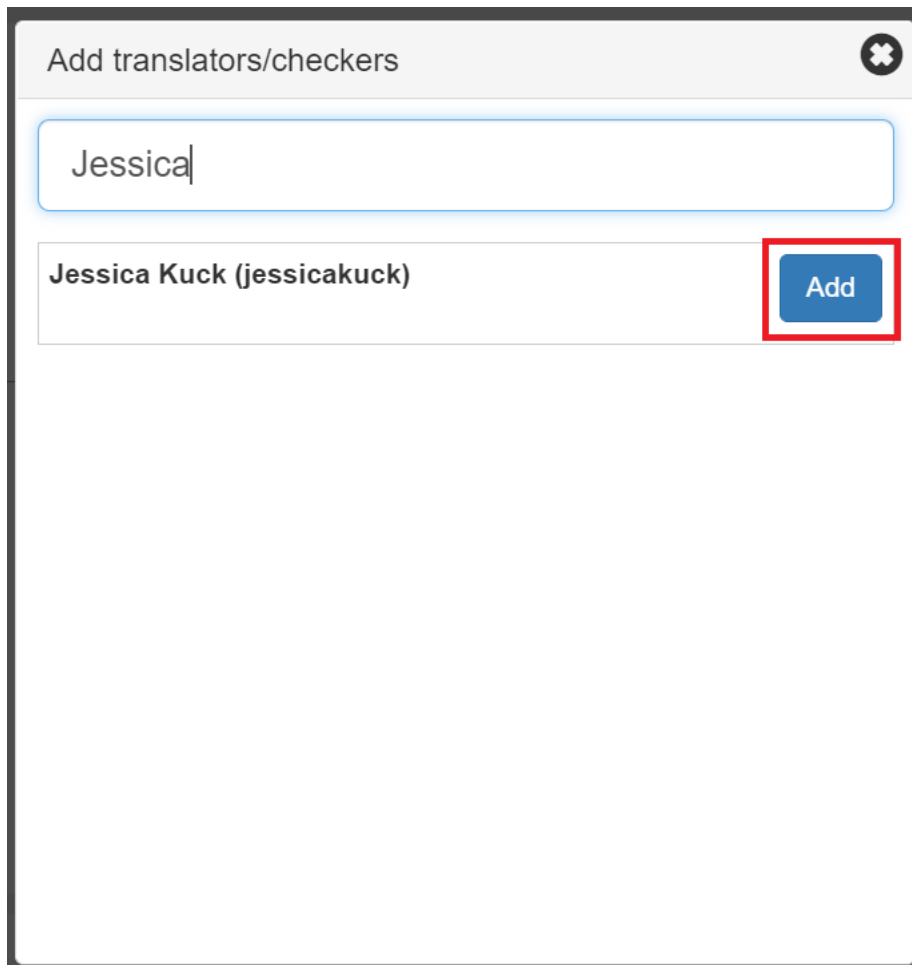
The screenshot shows the 'Add translators/checkers' window overlaid on the 'Manage' page. The window has a title bar with a close button. Inside, there is a text input field with the placeholder text 'Enter a name'. The background page is dimmed, showing the same 'Manage' page for 'James'.

Type the name of the translator or checker in the textbox. A list of names appears below the textbox and narrows down as you type. The system will display all users that match that name.


This screenshot shows the 'Add translators/checkers' window with the name 'Jessica' entered in the text input field. Below the input field, a search result is displayed: 'Jessica Kuck (jesscakuck)'. To the right of this result is a blue 'Add' button. The input field and the search result are both highlighted with red boxes.

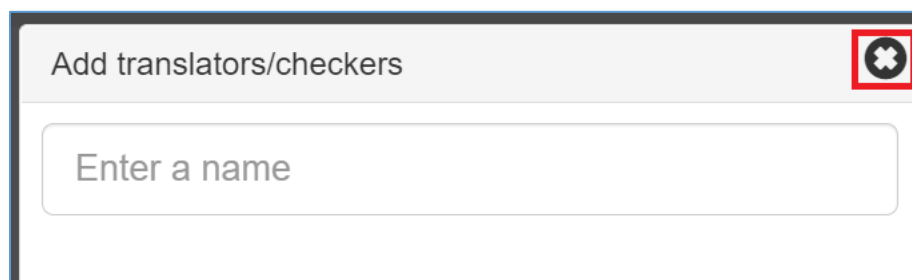


Click on the **Add** button to add that translator or checker to the book.



Repeat this process until all translators and checkers have been added to the book.

When you have finished adding people, click the  icon in the top right corner.



The *Manage* page appears listing the newly added users under the People section.

The screenshot shows the 'Manage' page for a project named 'James' (Unlocked Literal Bible - English demo1). On the left, there is a 'Chapters' section with five chapters, each with an 'Assign chapter' button. On the right, there is a 'People' section titled 'People: 6'. It lists six users: Jessica Kuck (0), Jay Gunn (0), Translator 1 Test (0), Translator 2 Test (0), and Checker 1 Test (0). Each user name has a small 'x' icon next to it. Above the list are two buttons: 'Add translators/checkers' and a refresh icon. To the right of the 'People' section is a 'Start translation' button.

The system automatically refreshes and displays a modified view of the list of names.

This screenshot shows the same 'Manage' page after a refresh. The 'People' section now displays three users: Jessica K. (0), Jay G. (0), and Translator 1. (0). Each user has a 'Current step:' label followed by a dropdown menu. The dropdown for Jessica K. is currently empty. The 'Add translators/checkers' button and the refresh icon are still present. The 'Start translation' button remains on the right.

When a person has been added to a book for a translation project in V-MAST, they will receive a system-generated email informing them that they are added to the project.

More translators and checkers can be added at any time during the project.

## Assigning Chapters to Translators

Go to the *Manage* page to assign a chapter.

Click the **Assign chapter** button next to a chapter.

The screenshot shows the 'Manage' page for a project named 'James' (Unlocked Literal Bible - English demo1). On the left, under the 'Chapters' section, there is a list of five chapters. Next to each chapter name is a green button labeled 'Assign chapter'. The button for 'Chapter 1' is highlighted with a red rectangle. On the right, under the 'People' section, it shows 'People: 6'. Below this, there are two entries for translators: 'Jessica K. (0)' and 'Jay G. (0)'. Each entry has a 'Current step:' dropdown menu. At the top right, there is an orange 'Start translation' button and a blue 'Add translators/checkers' button with a refresh icon.

An *Assign chapter #* window appears.

Click the **Assign** button next to the name of the translator you wish to assign to that chapter.

The screenshot shows the 'Assign chapter 1' window overlaid on the 'Manage' page. The window has a title bar 'Assign chapter 1' and a close button. Inside the window, there is a list of names with their counts in parentheses: 'Jessica K. (0)', 'Jay G. (0)', 'Translator 1. (0)', 'Translator 2. (0)', 'Checker 1. (0)', and 'Checker 2. (0)'. To the right of each name is a green 'Assign' button. The 'Assign' button next to 'Jessica K. (0)' is highlighted with a red rectangle. The background shows the same 'Manage' page as the previous screenshot, but it is dimmed.

The *Assign chapter #* window closes and the *Manage* page appears. The name of the newly assigned translator displays next to their assigned chapter.

The screenshot shows the 'Manage' page for a project named 'James' (Unlocked Literal Bible - English demo1). On the left, under 'Chapters', there is a list of five chapters. Chapter 1 is assigned to 'Jessica K.' with a red box highlighting the name and a close button. Chapters 2 through 5 each have a green 'Assign chapter' button. On the right, under 'People: 6', there are three entries: 'Jessica K. (1)' with 'Chapters: 1', 'Jay G. (0)', and 'Translator 1. (0)'. Each entry has a 'Current step' dropdown menu. At the top right, there are buttons for 'Start translation', 'Add translators/checkers', and a refresh icon.

Repeat this process until all translators have been assigned to a chapter.

This screenshot shows the 'Manage' page after more assignments. In the 'Chapters' list, Chapter 1 is assigned to 'Jessica K.', Chapter 2 to 'Translator 1.', Chapter 3 to 'Translator 2.', Chapter 4 to 'Checker 1.', and Chapter 5 to 'Checker 2.'. All five entries in the 'Chapters' list are enclosed in a red box. On the 'People' side, 'Jessica K.' now has 'Chapters: 1', 'Jay G.' has 'Chapters: 0', and 'Translator 1.' now has 'Chapters: 2'. The 'Current step' dropdowns are still present for each person.

When a person has been assigned to a chapter in V-MAST, they will receive a system-generated email informing them that they are assigned to the chapter.

More chapters can be assigned at any time during the project.

## Starting the Translation of a Book

When all translators have been assigned to their chapters, you can start the translation of a book in V-MAST.

NOTE: You must assign at least one translator to a chapter for the system to allow you to begin a translation of a book, otherwise the system will display an error.

You have to assign at least one chapter to start translation.

Go to the *Manage* page to start the translation of the book.

Click the **Start translation** button.

The screenshot shows the V-MAST interface for a book titled 'James' (Unlocked Literal Bible - English demo1). On the left, a 'Chapters' list shows five chapters assigned to translators: Chapter 1 to Jessica K., Chapter 2 to Translator 1., Chapter 3 to Translator 2., Chapter 4 to Checker 1., and Chapter 5 to Checker 2. On the right, the 'People' section lists the assigned individuals: Jessica K. (1) assigned to Chapter 1, Jay G. (0), and Translator 1. (1) assigned to Chapter 2. Each person has a 'Current step' dropdown menu. A red box highlights the 'Start translation' button in the top right corner.

The page will automatically refresh and display the book status as *Translating*. Also, the current step for each translator assigned to a chapter displays below their name.

This screenshot shows the same V-MAST interface after the translation process has started. The book status is now 'Translating', highlighted by a red box. The 'Current step' for Jessica K. is now 'Preparation: Prayer', also highlighted by a red box. The other elements of the interface, including the chapter assignments and the 'People' list, remain the same.

Translators can now begin working through the MAST process.

## Moving a Translator Back One Step: People Section

There may be instances where you need to move a translator back one step in the process.

There is no way for a translator to go back to a previous step by themselves. Only a facilitator can move a translator back one step.

The only steps that can be moved back in the People section are Consume, Verbalize, Chunk, Blind Draft, and Self-Edit. Once a translator reaches the Peer-Edit step, this functionality is disabled.

NOTE: You should move a translator back one step only if no significant work has been performed on the step because doing so can delete translations and edits!

## Moving Back from Steps Consume, Verbalize, Chunk, and Self-Edit

The following instructions apply when you want to move a translator back for the following steps:

- Consume to Preparation: Prayer
- Verbalize to Consume
- Chunk to Verbalize
- Self-Edit to Blind Draft (the very last chunk of a chapter translation)

Go to the *Manage* page to move a translator back one step.

Find the name of the translator under the *People* section. The *Current step* field will have a white background and display the current step for that translator.

[Go Back](#)

**James**  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1 Jessica K. ✕

Chapter 2 Translator 1. ✕

Chapter 3 Translator 2. ✕

Chapter 4 Checker 1. ✕

Chapter 5 Checker 2. ✕

People: 6

Add translators/checkers ↻

Jessica K. (1) ✕

Chapters: 1

Current step:

Consume

Jay G. (0) ✕

Current step:

Click the down arrow in the *Current step* field to expand the drop-down view. The current step is highlighted blue and the previous step is marked in **bold**.

Go Back

**James**  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1	Jessica K. x
Chapter 2	Translator 1. x
Chapter 3	Translator 2. x
Chapter 4	Checker 1. x
Chapter 5	Checker 2. x

People: 6

Add translators/checkers

Jessica K. (1) x  
Chapters: 1

Current step:

- Consume
- Preparation: Prayer**
- Consume
- Verbalize
- Chunk
- Blind Draft - Previous chunk
- Read Chunk
- Blind Draft
- Self-Edit

Translator 1. (1) x  
Chapters: 2

Current step:

Click the previous step to move the translator back to that step.

Go Back

**James**  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1	Jessica K. x
Chapter 2	Translator 1. x
Chapter 3	Translator 2. x
Chapter 4	Checker 1. x
Chapter 5	Checker 2. x

People: 6

Add translators/checkers

Jessica K. (1) x  
Chapters: 1

Current step:

- Consume
- Preparation: Prayer**
- Consume
- Verbalize
- Chunk
- Blind Draft - Previous chunk
- Read Chunk
- Blind Draft
- Self-Edit

Translator 1. (1) x

The system now displays the new Current step for that translator. The translator may begin work on that step again.

Go Back

**James**  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1	Jessica K. x
Chapter 2	Translator 1. x
Chapter 3	Translator 2. x
Chapter 4	Checker 1. x
Chapter 5	Checker 2. x

People: 6

Add translators/checkers

Jessica K. (1) x  
Chapters: 1

Current step:

- Consume
- Preparation: Prayer**
- Consume
- Verbalize
- Chunk
- Blind Draft - Previous chunk
- Read Chunk
- Blind Draft
- Self-Edit

Jay G. (0) x

Current step:

## Moving Back from Step Blind-Draft

The following instructions apply when you want to move a translator back for the following step:

- Blind Draft to Chunk

Go to the *Manage* page to move a translator back one step.

Find the name of the translator under the *People* section. The *Current step* field will have a white background and display the current step as Blind Draft for that translator.

The screenshot shows the 'Manage' page for a project named 'James' (Unlocked Literal Bible - English demo1). The 'Book status' is 'Translating'. On the left, a 'Chapters' list shows Chapter 1 assigned to Jessica K., Chapter 2 to Translator 1., Chapter 3 to Translator 2., Chapter 4 to Checker 1., and Chapter 5 to Checker 2. On the right, the 'People' section lists Jessica K. (1) and Jay G. (0). For Jessica K. (1), the 'Current step' is 'Preparation: Prayer'. For Jay G. (0), the 'Current step' is also 'Preparation: Prayer'. A red box highlights the 'Current step' dropdown for 'Translator 1. (1)', which currently shows 'Blind Draft'.

Click the down arrow in the *Current step* field to expand the drop-down view. The current step Blind Draft is highlighted blue and the previous step Read Chunk is marked in **bold**.

This screenshot shows the same 'Manage' page as the previous one, but with the 'Current step' dropdown for 'Translator 1. (1)' expanded. The dropdown menu lists the following steps: 'Preparation: Prayer', 'Consume', 'Verbalize', 'Chunk', 'Blind Draft - Previous chunk 6', 'Read Chunk' (in bold), 'Blind Draft' (highlighted in blue), 'Self-Edit', and 'Blind Draft'. A red box highlights the entire dropdown menu.



Click on **Read Chunk**.

[Go Back](#)

**James**  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1 Jessica K. ✕  
Chapter 2 Translator 1. ✕  
Chapter 3 Translator 2. ✕  
Chapter 4 Checker 1. ✕  
Chapter 5 Checker 2. ✕

People: 6

Jessica K. (1) ✕  
Chapters: 1  
Current step:  
Preparation: Prayer

Jay G. (0) ✕  
Preparation: Prayer  
Consume  
Verbalize  
Chunk  
Blind Draft - Previous chunk 6  
**Read Chunk**  
Blind Draft  
Self-Edit  
Blind Draft

The *Current step* field now displays Read Chunk.

[Go Back](#)

**James**  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1 Jessica K. ✕  
Chapter 2 Translator 1. ✕  
Chapter 3 Translator 2. ✕  
Chapter 4 Checker 1. ✕  
Chapter 5 Checker 2. ✕

People: 6

Jessica K. (1) ✕  
Chapters: 1  
Current step:  
Preparation: Prayer

Jay G. (0) ✕  
Current step:

Translator 1. (1) ✕  
Chapters: 2  
Current step:  
Read Chunk

Click the down arrow again in the *Current step* field to expand the drop-down view. The step **Read Chunk** is highlighted blue and two more steps—*Blind Draft - Previous Chunk #* and *Chunk*—are marked in **bold**.

[Go Back](#)

**James**  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1 Jessica K. x

Chapter 2 Translator 1. x

Chapter 3 Translator 2. x

Chapter 4 Checker 1. x

Chapter 5 Checker 2. x

People: 6

Add translators/checkers

Jessica K. (1) x

Chapters: 1

Current step:

Preparation: Prayer

Jay G. (0) x

Current step:

Preparation: Prayer

Consume

Verbalize

**Chunk**

**Blind Draft - Previous chunk 6**

**Read Chunk**

Blind Draft

Self-Edit

Read Chunk

Click on **Chunk**.

[Go Back](#)

**James**  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1 Jessica K. x

Chapter 2 Translator 1. x

Chapter 3 Translator 2. x

Chapter 4 Checker 1. x

Chapter 5 Checker 2. x

People: 6

Add translators/checkers

Jessica K. (1) x

Chapters: 1

Current step:

Preparation: Prayer

Jay G. (0) x

Current step:

Preparation: Prayer

Consume

Verbalize

**Chunk**

**Blind Draft - Previous chunk 6**

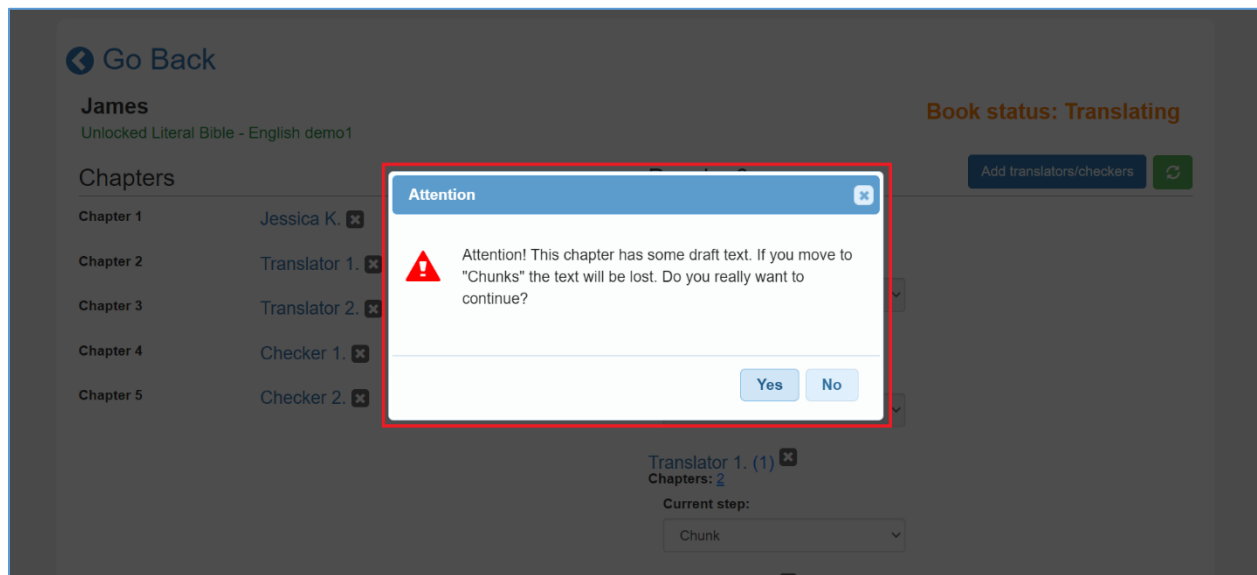
**Read Chunk**

Blind Draft

Self-Edit

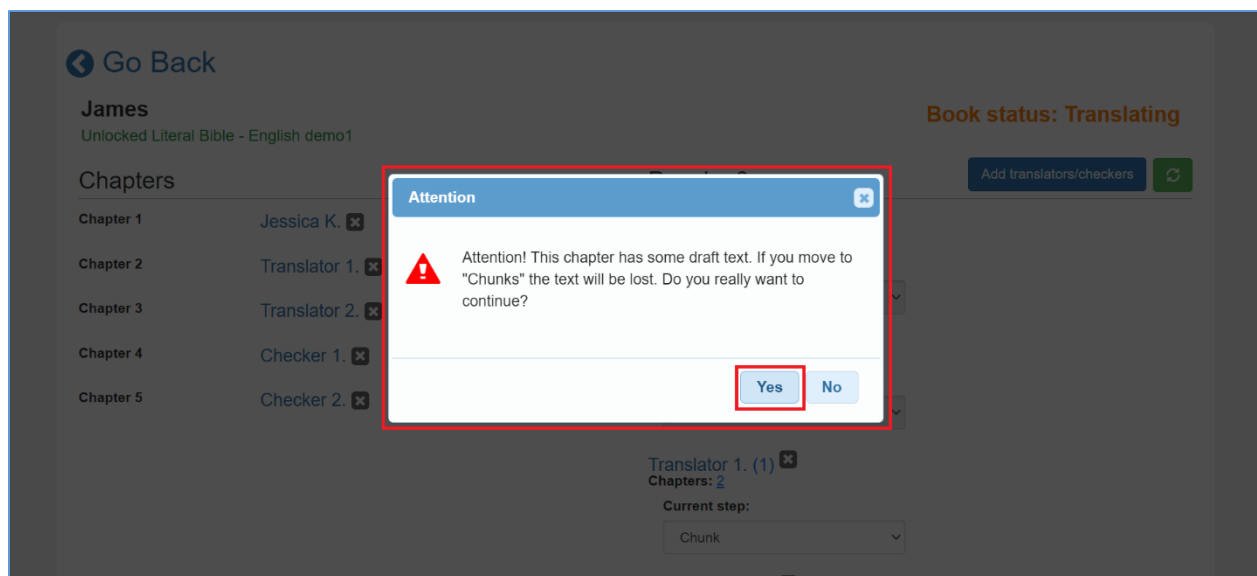
Read Chunk

An *Attention* window appears with a message telling you that this chapter already contains draft text.



Determine whether or not it is appropriate to move this translator back to the initial Chunk step instead of simply moving them back to a previous chunk they created. Moving the translator back to the initial Chunk step will erase all draft text entered thus far.

If it is necessary to move them back to the initial Chunk step, click **Yes**.



The *Current step* field now displays Chunk. The translator may begin work on that step again.

[Go Back](#)

**James**  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1 Jessica K. ✕  
Chapter 2 Translator 1. ✕  
Chapter 3 Translator 2. ✕  
Chapter 4 Checker 1. ✕  
Chapter 5 Checker 2. ✕

People: 6

Add translators/checkers

↺

Jessica K. (1) ✕  
Chapters: 1

Current step:  
Preparation: Prayer

Jay G. (0) ✕  
Chapters: 0

Current step:

Translator 1. (1) ✕  
Chapters: 2

Current step:  
Chunk

### Moving Back to a Previous Chunk

The following instructions apply when you want to move a translator back to a previous chunk, either the read-only portion or the editable portion of a chunk.

Go to the *Manage* page to move a translator back one step.

Find the name of the translator under the *People* section. The *Current step* field will have a white background and display the current step for that translator.

[Go Back](#)

**James**  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1 Jessica K. ✕  
Chapter 2 Translator 1. ✕  
Chapter 3 Translator 2. ✕  
Chapter 4 Checker 1. ✕  
Chapter 5 Checker 2. ✕

People: 6

Add translators/checkers

↺

Jessica K. (1) ✕  
Chapters: 1

Current step:  
Preparation: Prayer

Jay G. (0) ✕  
Chapters: 0

Current step:

Translator 1. (1) ✕  
Chapters: 2

Current step:  
Blind Draft

### Blind Draft to Read Chunk

This moves a translator from the editable portion of the very last chunk a translator is currently working on in the Blind Draft process to the previous read-only version of that current chunk.

Click the down arrow in the *Current step* field to expand the drop-down view. The current step Blind Draft is highlighted blue and the previous step Read Chunk is marked in **bold**.

Go Back

James  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1 Jessica K. x

Chapter 2 Translator 1. x

Chapter 3 Translator 2. x

Chapter 4 Checker 1. x

Chapter 5 Checker 2. x

People: 6

Add translators/checkers

Jessica K. (1) x

Chapters: 1

Current step:

Preparation: Prayer

Jay G. (0) x

Preparation: Prayer

Consume

Verbalize

Chunk

Blind Draft - Previous chunk 6

**Read Chunk**

Blind Draft

Self-Edit

Click on **Read Chunk**.

Go Back

James  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1 Jessica K. x

Chapter 2 Translator 1. x

Chapter 3 Translator 2. x

Chapter 4 Checker 1. x

Chapter 5 Checker 2. x

People: 6

Add translators/checkers

Jessica K. (1) x

Chapters: 1

Current step:

Preparation: Prayer

Jay G. (0) x

Preparation: Prayer

Consume

Verbalize

Chunk

Blind Draft - Previous chunk 6

**Read Chunk**

Blind Draft

Self-Edit

The *Current step* field now displays Read Chunk. The translator may begin work on that step again.

Go Back

James  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1 Jessica K. x

Chapter 2 Translator 1. x

Chapter 3 Translator 2. x

Chapter 4 Checker 1. x

Chapter 5 Checker 2. x

People: 6

Add translators/checkers

Jessica K. (1) x

Chapters: 1

Current step:

Preparation: Prayer

Jay G. (0) x

Current step:

Translator 1. (1) x

Chapters: 2

Current step:

Read Chunk

### Read Chunk to Blind Draft – Previous Chunk #

This moves a translator from the read-only version of the very last chunk a translator is currently working on in the Blind Draft process to the previous editable portion of the next-to-last chunk.

Click the down arrow in the *Current step* field to expand the drop-down view. The current step Read Chunk is highlighted blue and the previous step Blind Draft – Previous chunk # is marked in **bold**.

The screenshot shows the Bible translation software interface. On the left, there's a 'Chapters' list with 5 chapters. Chapter 1 is assigned to Jessica K., Chapter 2 to Translator 1., Chapter 3 to Translator 2., Chapter 4 to Checker 1., and Chapter 5 to Checker 2. On the right, there's a 'People' section with 6 people. Under 'Jessica K. (1)', the 'Current step' dropdown menu is expanded, showing options: Preparation: Prayer, Consume, Verbalize, Chunk, **Blind Draft - Previous chunk 6**, Read Chunk (highlighted in blue), Blind Draft, Self-Edit, and Read Chunk. The 'Read Chunk' option at the bottom is also highlighted in blue.

Click on **Blind Draft – Previous chunk #**.

The screenshot shows the Bible translation software interface. On the left, there's a 'Chapters' list with 5 chapters. Chapter 1 is assigned to Jessica K., Chapter 2 to Translator 1., Chapter 3 to Translator 2., Chapter 4 to Checker 1., and Chapter 5 to Checker 2. On the right, there's a 'People' section with 6 people. Under 'Jessica K. (1)', the 'Current step' dropdown menu is expanded, showing options: Preparation: Prayer, Consume, Verbalize, Chunk, **Blind Draft - Previous chunk 6** (highlighted in blue), Read Chunk, Blind Draft, Self-Edit, and Read Chunk.

The *Current step* field now displays Blind Draft. The translator may begin work on that step again.

The screenshot shows the Bible translation software interface. On the left, there's a 'Chapters' list with 5 chapters. Chapter 1 is assigned to Jessica K., Chapter 2 to Translator 1., Chapter 3 to Translator 2., Chapter 4 to Checker 1., and Chapter 5 to Checker 2. On the right, there's a 'People' section with 6 people. Under 'Jessica K. (1)', the 'Current step' dropdown menu is expanded, showing options: Preparation: Prayer, Consume, Verbalize, Chunk, **Blind Draft - Previous chunk 6** (highlighted in blue), Read Chunk, Blind Draft, Self-Edit, and Read Chunk. The 'Blind Draft' option is highlighted in blue.

## Moving a Translator Back One Step: Chapters Section

There may be instances where you need to move a translator back one step in the process.

There is no way for a translator to go back to a previous step by themselves. Only a facilitator can move a translator back one step.


NOTE: There is no way in the system to move a translator back from Peer-Edit to Self-Edit.

## Moving Back from Steps Keyword Check and Verse-by-Verse Check

The following instructions apply when you want to move a translator back for the following steps before a checker has been assigned:

- Keyword Check to Peer-Edit
- Verse-by-Verse Check to Keyword Check

Go to the *Manage* page to move a translator back one step.

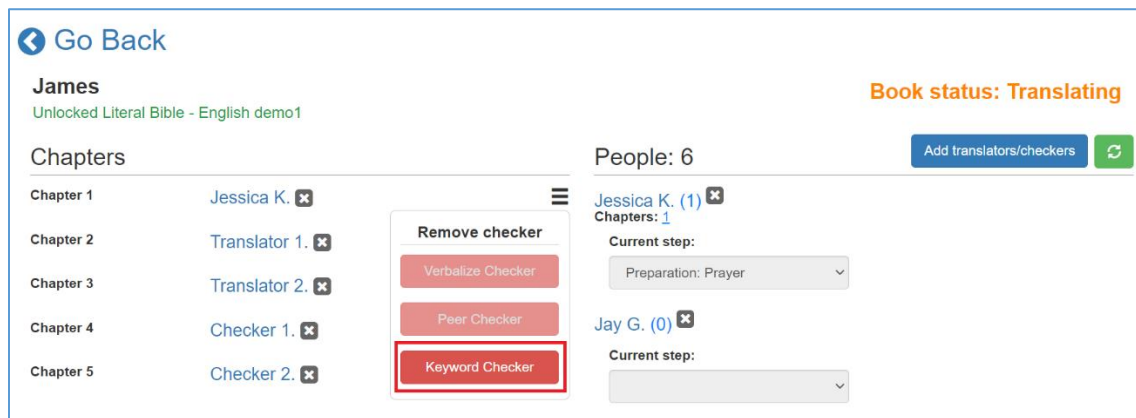
Find the name of the translator under the *Chapters* section. Click the remove checker icon  to the right of their name.



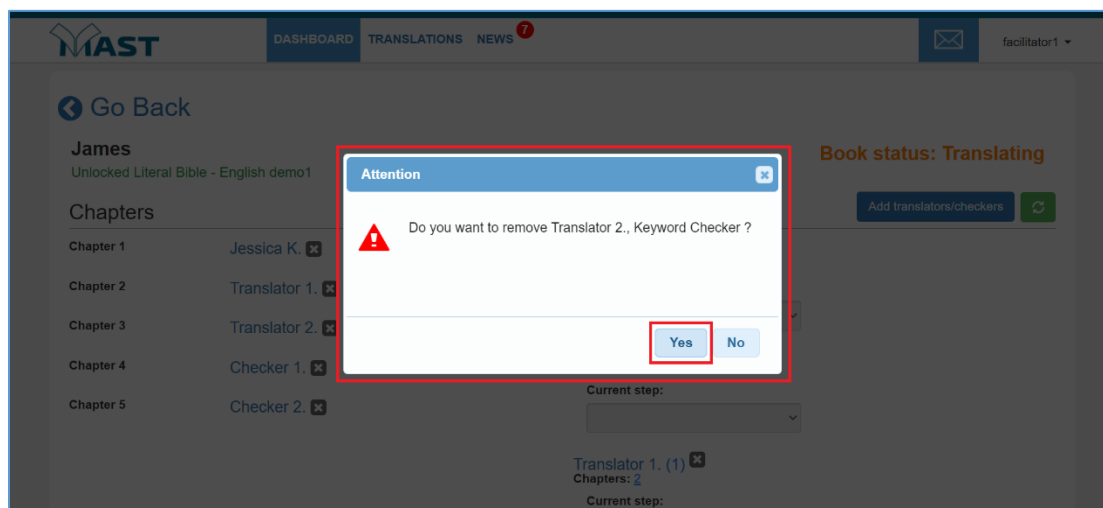
A *Remove checker* window appears. The options displayed in the window will vary depending on how far along the translator is in the process.



Click the dark red button. This button will remove the checker for that particular step. There is no way to move a translator back a step without also removing the assigned checker for that particular step. (In this example, the translator wants to move from Verse-by-Verse Check to Keyword Check so you need to remove the Keyword Checker)



A window appears with a message asking if you want to remove the particular checker from that specific step. Click **Yes**.




The particular checker from that specific step has been removed and the translator has been moved back one step in the process.

### Moving Back from Step Verse Markers

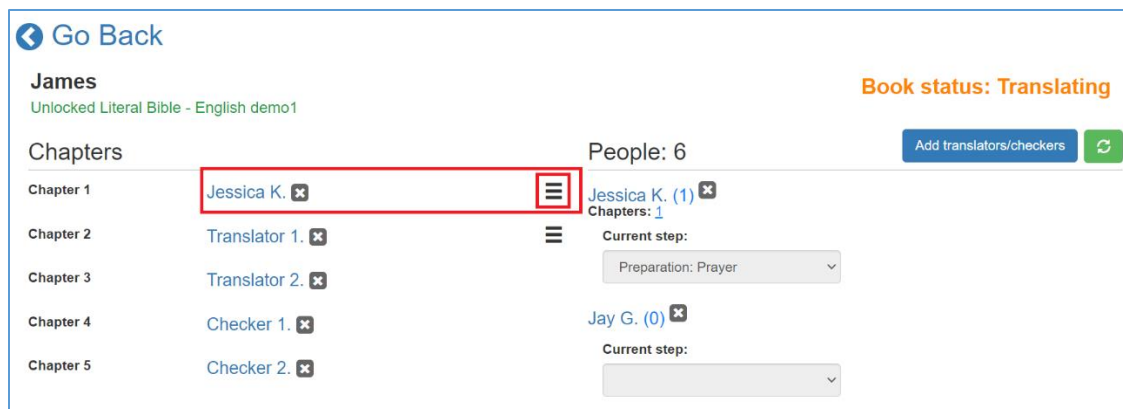
The following instructions apply when you want to move a translator back for the following step:

- Verse Markers to Verse-by-Verse Check

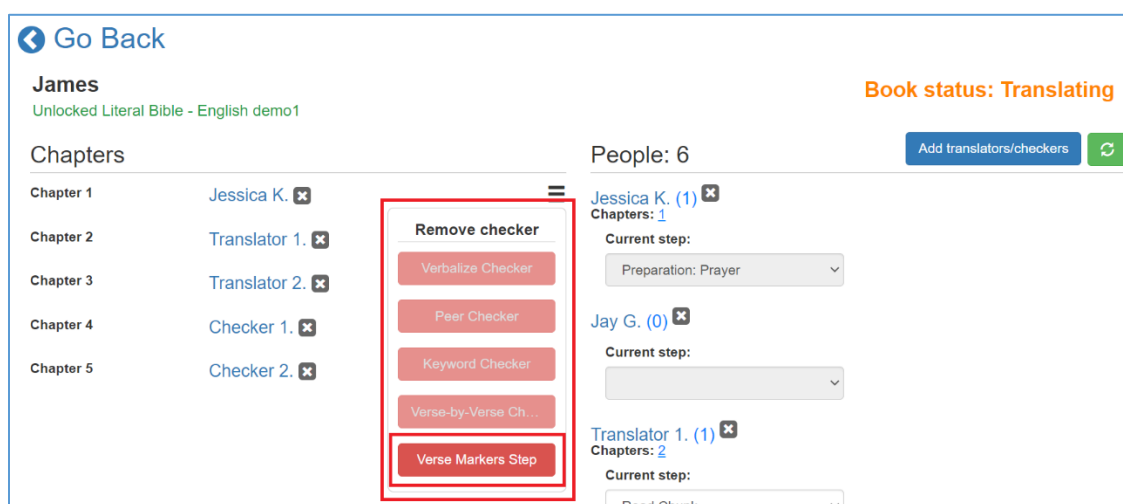
Go to the *Manage* page to move a translator back one step.

Find the name of the translator under the *Chapters* section. Click the remove checker icon  to the right of their name.

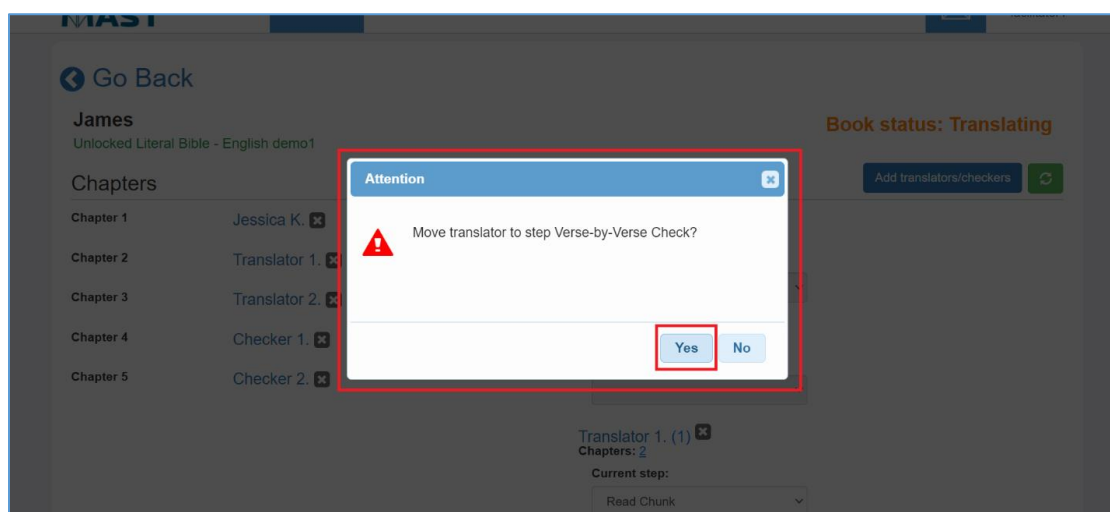




A *Remove checker* window appears. Click the **Verse Markers Step** button.



An *Attention* window appears with a message asking if you want to move the translator back to the Verse-by-Verse Check step. To do so will also remove the checker who was previously assigned to the Verse-by-Verse Check for this chapter. Click **Yes**.




The translator may begin work on the Verse-by-Verse Check again.

## Removing a Checker From a Step

There may be instances where you need to remove a checker from a step in the process.

A checker may be removed from steps Verbalize, Peer-Check, Keyword Check, and Verse-by-Verse Check.

Go to the *Manage* page to remove a checker from a step.

Find the name of the translator under the *Chapters* section. Click the remove checker icon  to the right of their name.




[Go Back](#)

**James**  
Unlocked Literal Bible - English demo1

**Book status: Translating**

**Chapters**

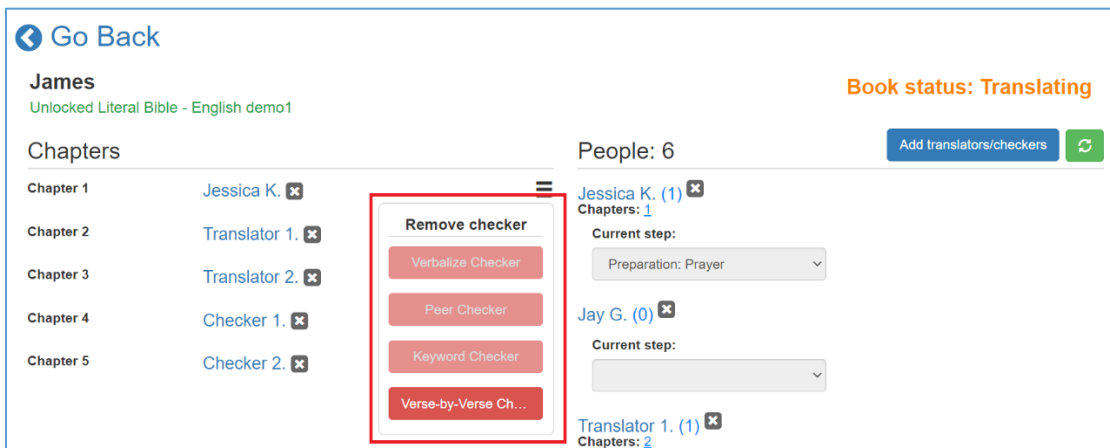
Chapter	Translator	Remove checker icon
Chapter 1	Jessica K. 	
Chapter 2	Translator 1. 	
Chapter 3	Translator 2. 	
Chapter 4	Checker 1. 	
Chapter 5	Checker 2. 	

**People: 6** [Add translators/checkers](#) 

**Jessica K. (1)**   
Chapters: [1](#)  
Current step: Preparation: Prayer 

**Jay G. (0)**   
Current step: 

A *Remove checker* window appears. The options displayed in the window will vary depending on how far along the translator is in the process. Only one step at a time can have a checker removed. The active step is in dark red.










[Go Back](#)



**James**  
Unlocked Literal Bible - English demo1



**Book status: Translating**


**Chapters**

Chapter	Translator	Remove checker icon
Chapter 1	Jessica K. 	
Chapter 2	Translator 1. 	
Chapter 3	Translator 2. 	
Chapter 4	Checker 1. 	
Chapter 5	Checker 2. 	

**People: 6** [Add translators/checkers](#) 

**Jessica K. (1)**   
Chapters: [1](#)  
Current step: Preparation: Prayer 

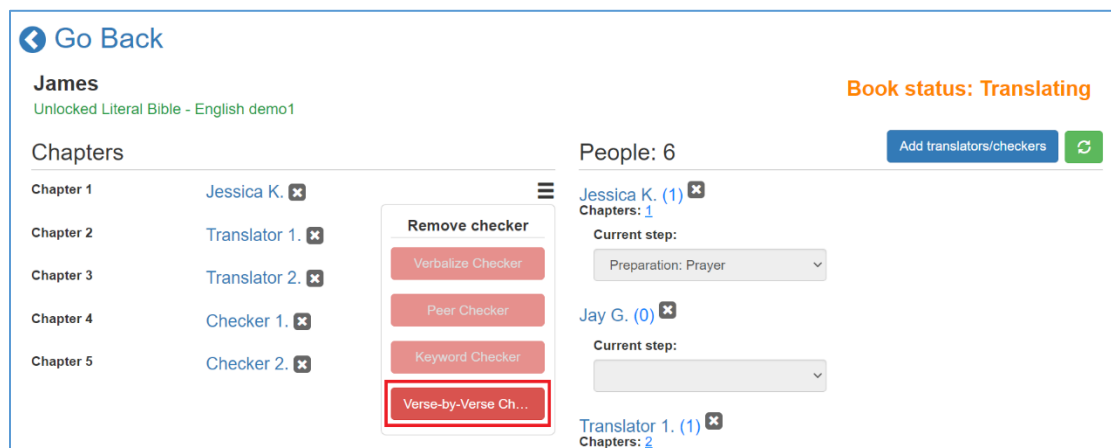
**Jay G. (0)**   
Current step: 

**Translator 1. (1)**   
Chapters: [2](#)

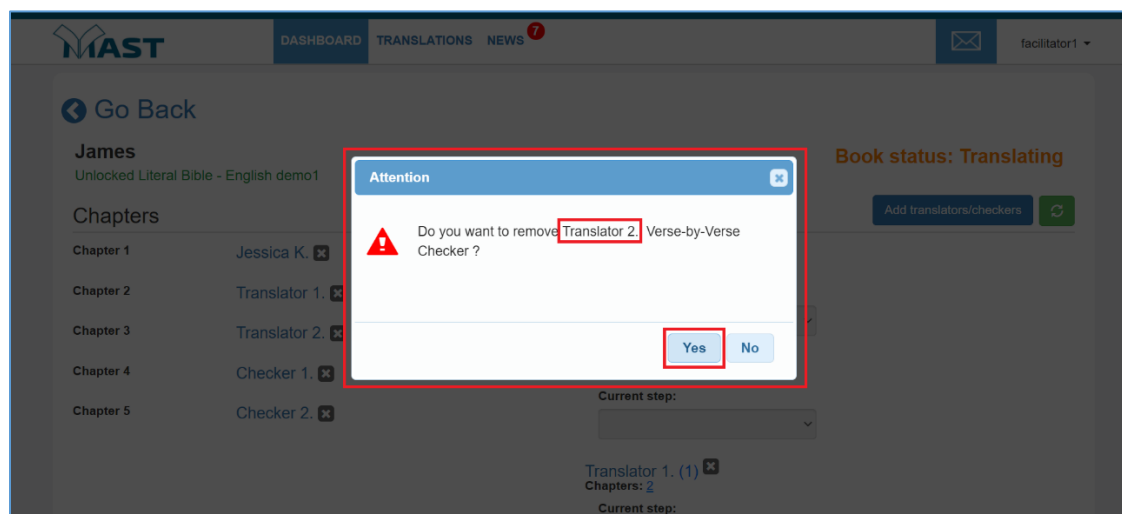
**Remove checker**

- Verbalize Checker
- Peer Checker
- Keyword Checker
- Verse-by-Verse Ch...

Click the dark red button for the active step from which you wish to remove the checker.



An *Attention* window appears with a message asking if you want to remove the particular checker from that specific step. Click **Yes**.



The particular checker from that specific step has been removed. However, the translator is still assigned to that step in the process.

## Removing an Assigned Chapter from a Translator

There may be an instance where you assign a translator to a chapter and you need to remove them from that assignment.

You can remove an assigned chapter from either the *Chapter* section or the *People* section.

NOTE: A chapter can only be removed from a translator if there is no translated text entered for that chapter.

## Removing an Assigned Chapter: Chapters Section

Go to the *Manage* page to remove an assigned chapter.

Find the name of the translator next to their assigned chapter under the *Chapters* section.

The screenshot shows the 'Manage' page for a project named 'James' (Unlocked Literal Bible - English demo1). The 'Book status' is 'Translating'. Under the 'Chapters' section, there is a list of chapters and their assigned translators. Chapter 5 is assigned to 'Checker 2.' and is highlighted with a red box. To the right, the 'People' section shows 'Jessica K. (1)' and 'Jay G. (0)'. There are buttons for 'Add translators/checkers' and a refresh icon.

Click the remove chapter  icon to the right of their name.

This screenshot is similar to the previous one, but the 'remove chapter' icon (X) next to 'Checker 2.' for Chapter 5 is highlighted with a red box.

A *Remove chapter* window appears asking if you want to remove the assigned chapter from that translator. Click **Yes**.

The screenshot shows the 'Manage' page with a 'Remove chapter' dialog box open. The dialog box contains a warning icon and the text 'Remove this chapter from translator?'. At the bottom of the dialog, there are 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box.

The translator's name is removed from that chapter and a green Assign Chapter button appears instead.

[Go Back](#)

**James**  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1

Jessica K.

⋮

Chapter 2

Translator 1.

⋮

Chapter 3

Translator 2.

⋮

Chapter 4

Checker 1.

⋮

Chapter 5

Assign chapter

People: 6

Jessica K. (1)

Chapters: 1

Current step:

Preparation: Prayer

Jay G. (0)

Current step:

Add translators/checkers

### Removing an Assigned Chapter: People Section

Go to the *Manage* page to remove an assigned chapter.

Find the name of the translator under the *People* section.

[Go Back](#)

**James**  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1

Jessica K.

⋮

Chapter 2

Translator 1.

⋮

Chapter 3

Translator 2.

⋮

Chapter 4

Checker 1.

⋮

Chapter 5

Checker 2.

People: 6

Jessica K. (1)

Chapters: 1

Current step:

Preparation: Prayer

Checker 1. (1)

Chapters: 4

Current step:

Consume

Add translators/checkers

Click the chapter number you wish to remove from the *Chapters* list under their name.

[Go Back](#)

**James**  
Unlocked Literal Bible - English demo1

Book status: Translating

Chapters

Chapter 1

Jessica K.

⋮

Chapter 2

Translator 1.

⋮

Chapter 3

Translator 2.

⋮

Chapter 4

Checker 1.

⋮

Chapter 5

Checker 2.

People: 6

Jessica K. (1)

Chapters: 1

Current step:

Preparation: Prayer

Checker 1. (1)

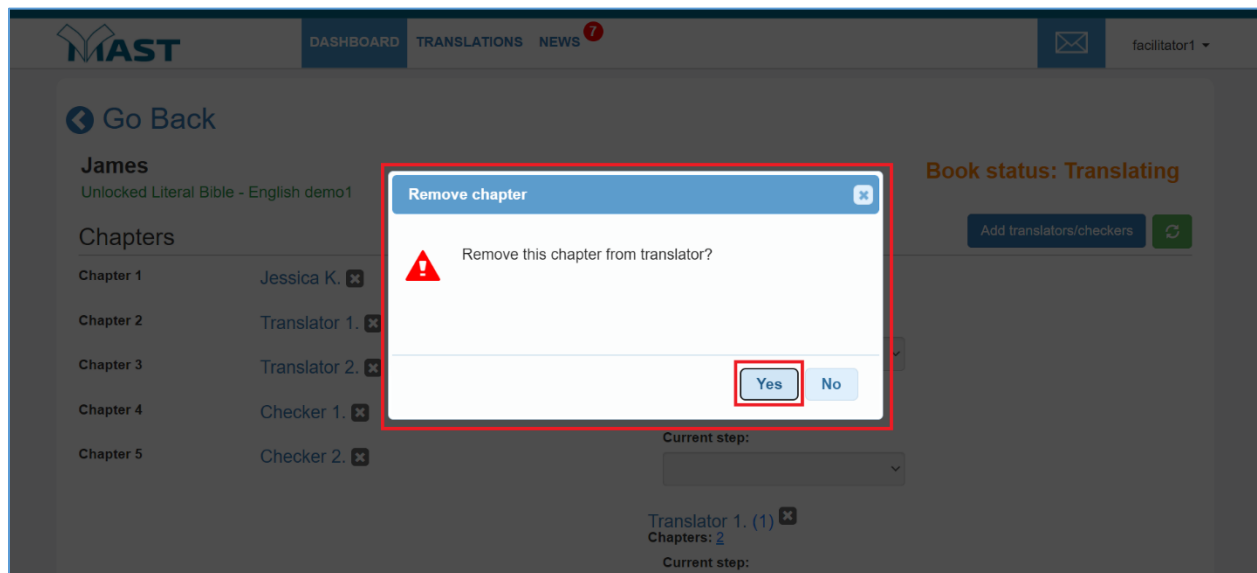
Chapters: 4

Current step:

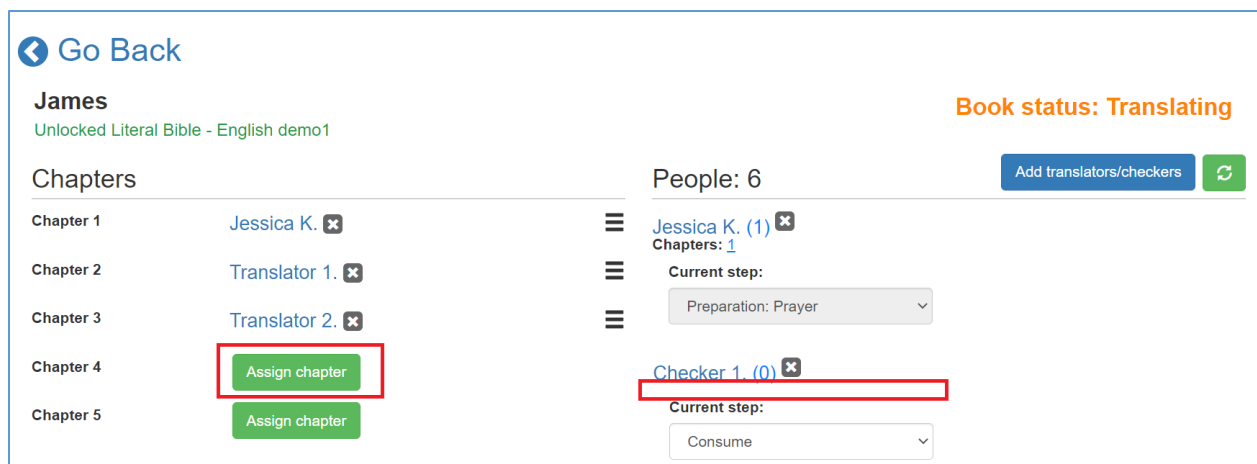
Consume

Add translators/checkers

A *Remove chapter* window appears asking if you want to remove the assigned chapter from that translator. Click **Yes**.



The chapter is removed from the list under the translator's name in the *People* section. Also, the translator's name is removed from that chapter in the *Chapters* section and a green Assign Chapter button appears instead.



## Removing a Translator/Checker from a Book Assignment

There may be an instance where you need to remove a translator or checker from a book assignment.

NOTE: A translator or checker can only be removed from a book assignment if they are not assigned to a chapter.

Go to the *Manage* page to remove a translator or checker from a book assignment.

Find the name of the translator or checker under the *People* section.

The screenshot shows the 'James' book page with the status 'Book status: Translating'. Under the 'People' section, there are two entries: 'Jessica K. (1)' and 'Jay G. (0)'. The 'Jay G. (0)' entry is highlighted with a red box. The 'Current step' dropdown for Jay G. is also visible.

Click the remove from book  icon next to their name.

The screenshot shows the 'James' book page with the status 'Book status: Translating'. Under the 'People' section, there are two entries: 'Jessica K. (1)' and 'Jay G. (0)'. The 'remove from book' icon (a red 'x' in a square) next to 'Jay G. (0)' is highlighted with a red box.

A window appears asking if you want to remove the translator or checker from the book. Click **Yes**.

The screenshot shows the 'James' book page with the status 'Book status: Translating'. A 'Remove from book' dialog box is open, asking 'Do you want to delete the member from this book?'. The 'Yes' button is highlighted with a red box.

The person's name no longer appears under the *People* section.

## Next Steps

### Starting a New Book for a Translation Project

To begin translating another book for a translation project, contact your project administrator. They will assist you in setting up a new book in your translation project.

Follow the instructions in this User Guide to help you manage translating the next book for your translation project.

### Logging Out

When you have finished working for the day, log out of the application.

(For information about logging out see the document titled *VMAST User Guide: Introduction to V-MAST*.)