MAST

User Guide

Facilitator

Wycliffe ASSOCIATES

Contents

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.
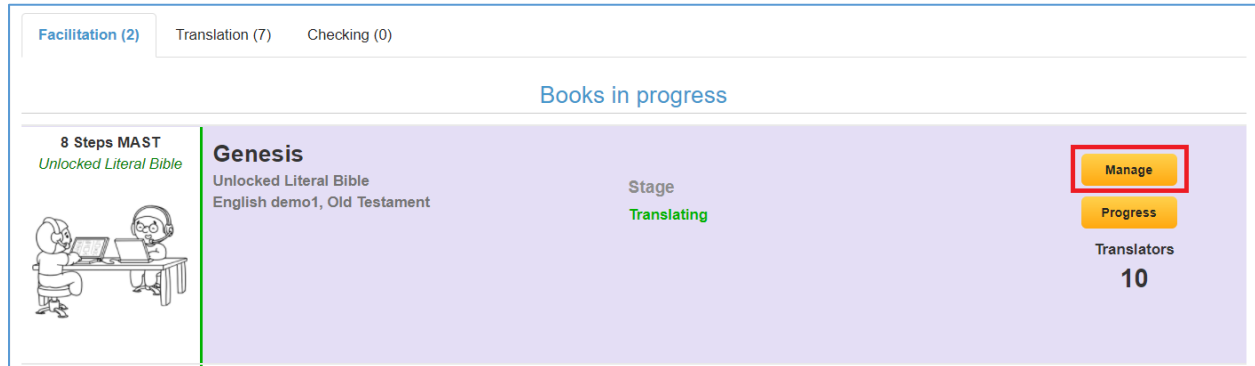
Viewing the Manage Page

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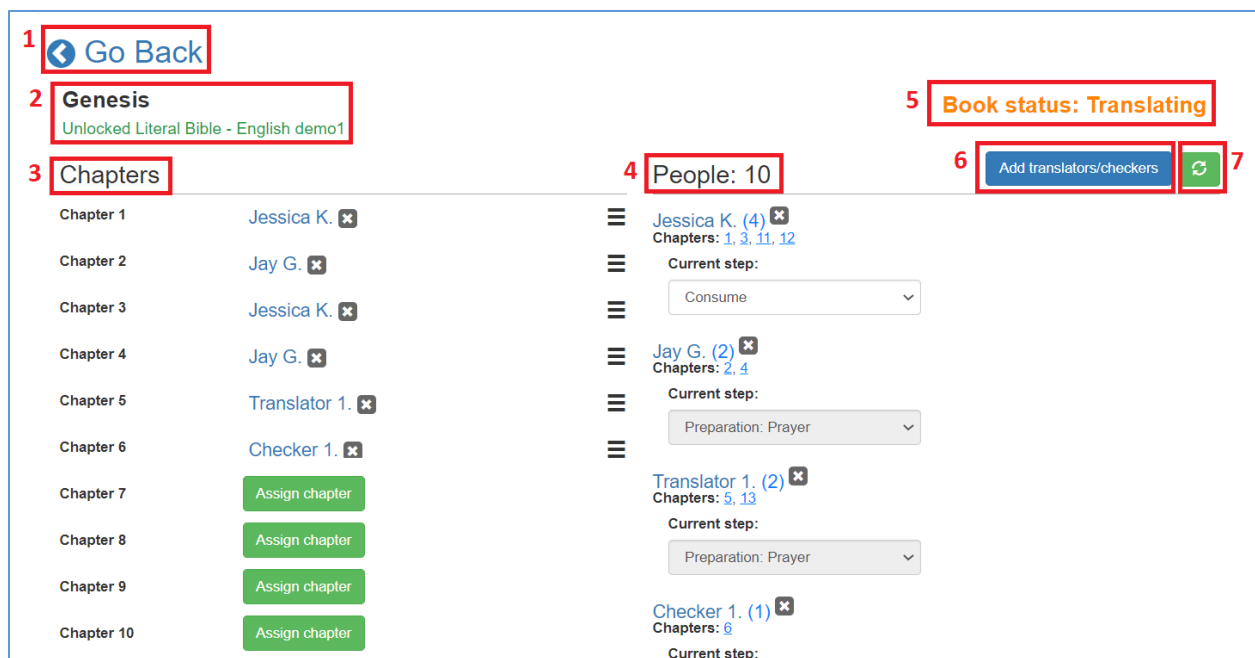
The *Chapters* section displays 1) each specific chapter for translation, 2) the translator assigned to a specific chapter, 3) the remove chapter icon, 4) the remove checker icon, and 5) the Assign chapter button.

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.

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.
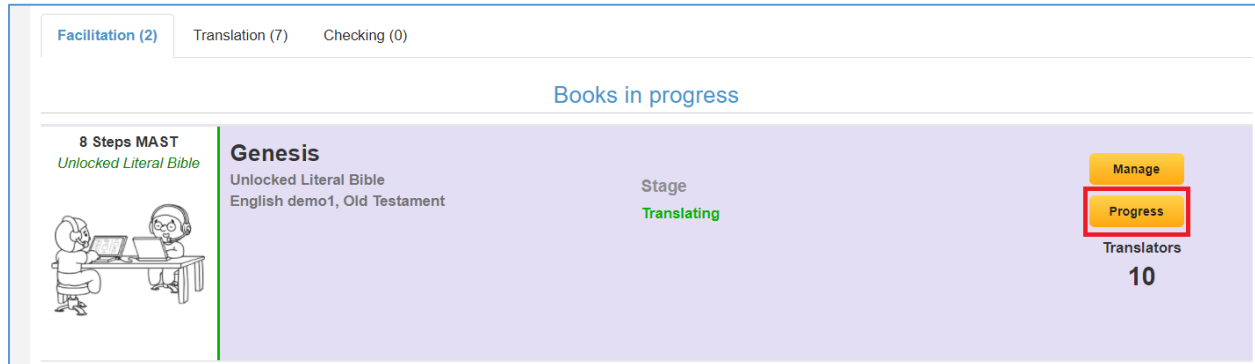
The *Progress* page appears.

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).
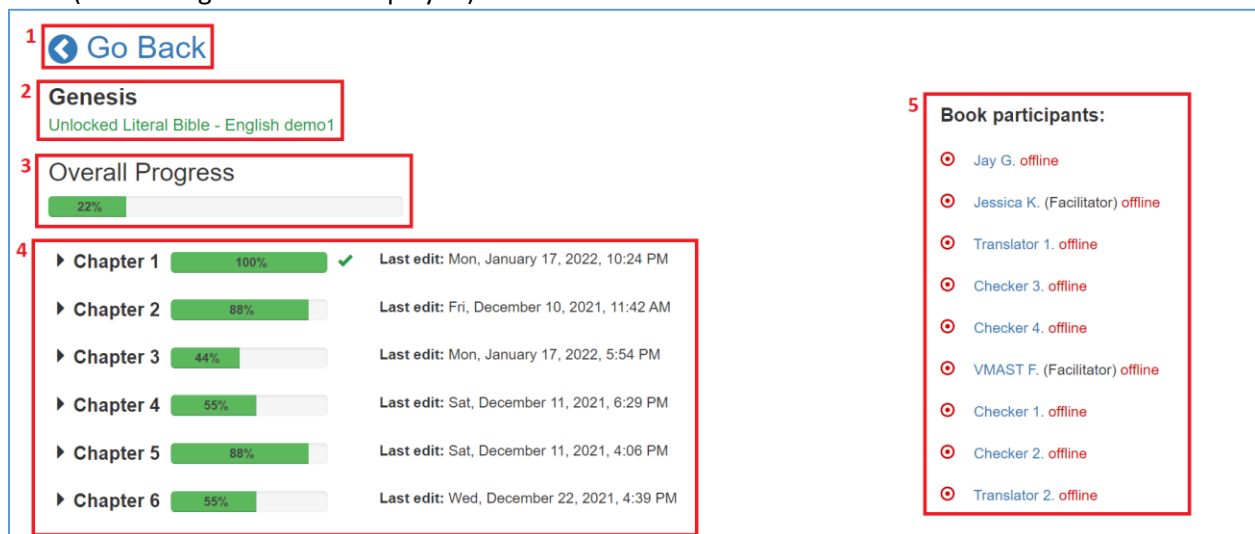
Click on a chapter to view more details about the progress for that chapter.
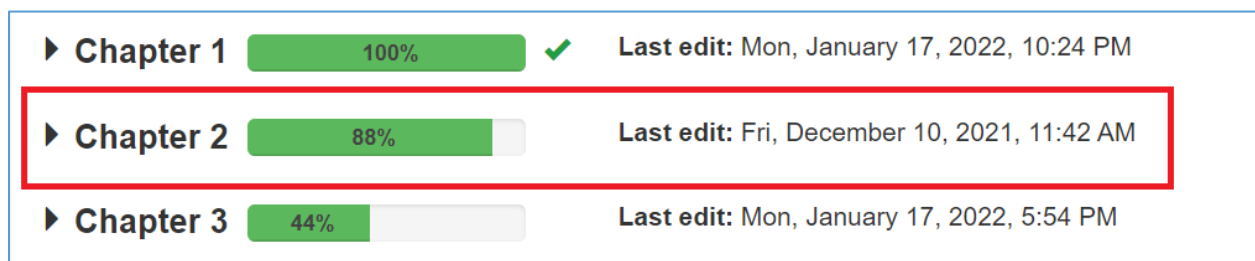
The selected chapter expands to display more information.

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).

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.

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The *Manage* page appears.

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

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

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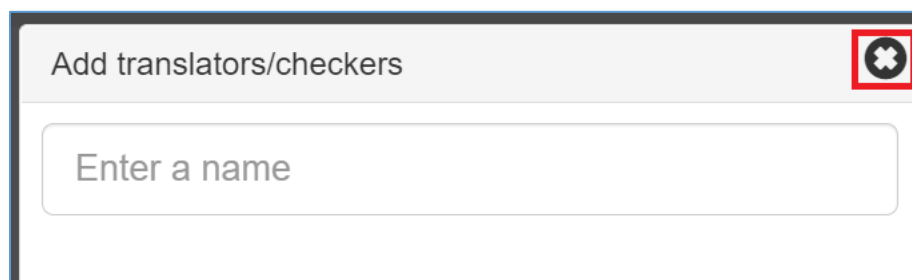
Click on the **Add** button to add that translator or checker to the book.

Add translators/checkers

Jessica

Jessica Kuck (jessicakuck)   Add

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.

Add translators/checkers

Enter a name

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

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

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.

An *Assign chapter #* window appears.

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

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

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

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 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.

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.

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**.

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

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

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.

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**.

Click on **Read Chunk**.

The *Current step* field now displays 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**.

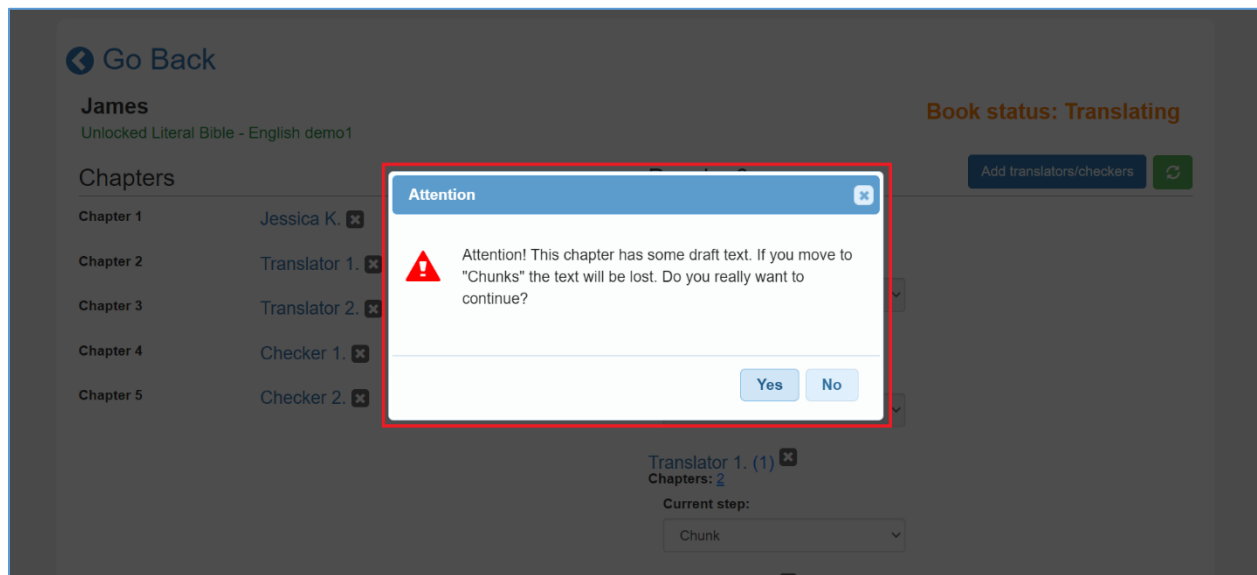Click on **Chunk**.

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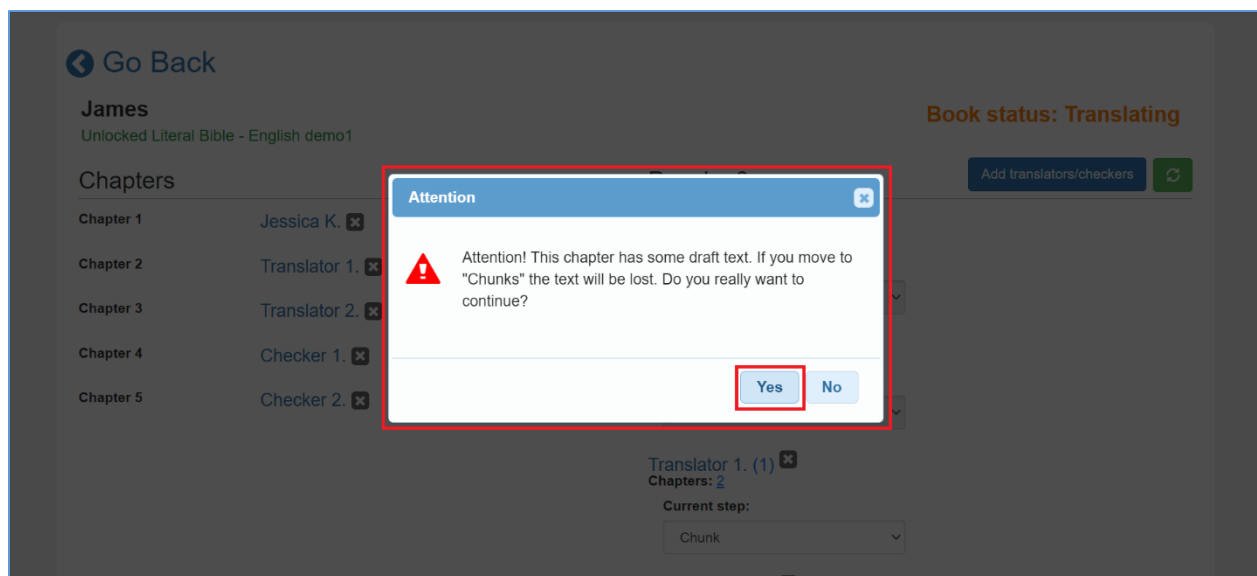
The *Current step* field now displays Chunk. The translator may begin work on that step again.

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.

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**.

Click on **Read Chunk**.

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

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**.

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

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

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

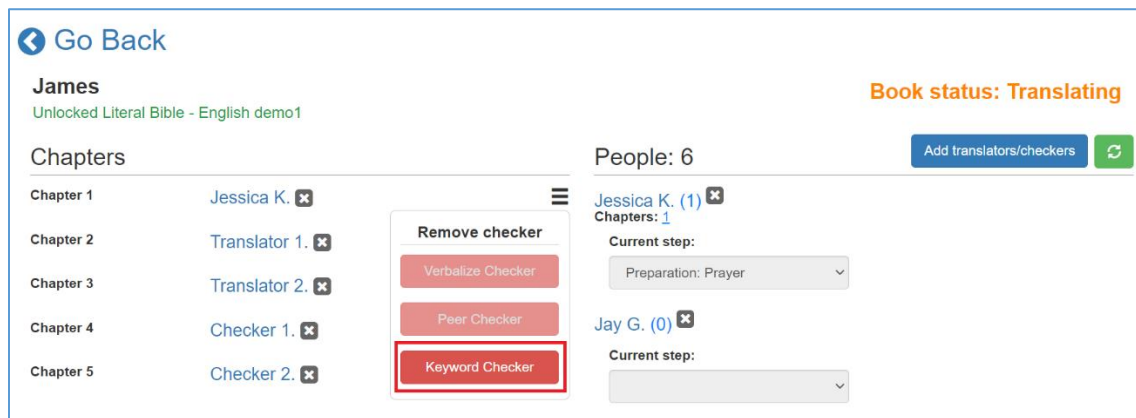Go to the *Manage* page to move a translator back one step.

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**.
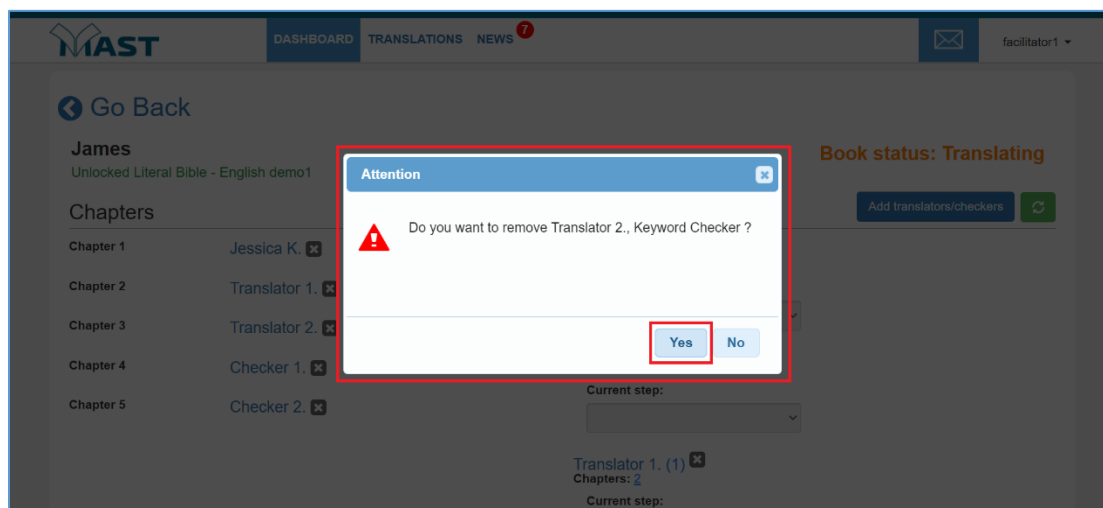
The particular checker from that specific step has been removed and the translator has been moved back one step in the process.
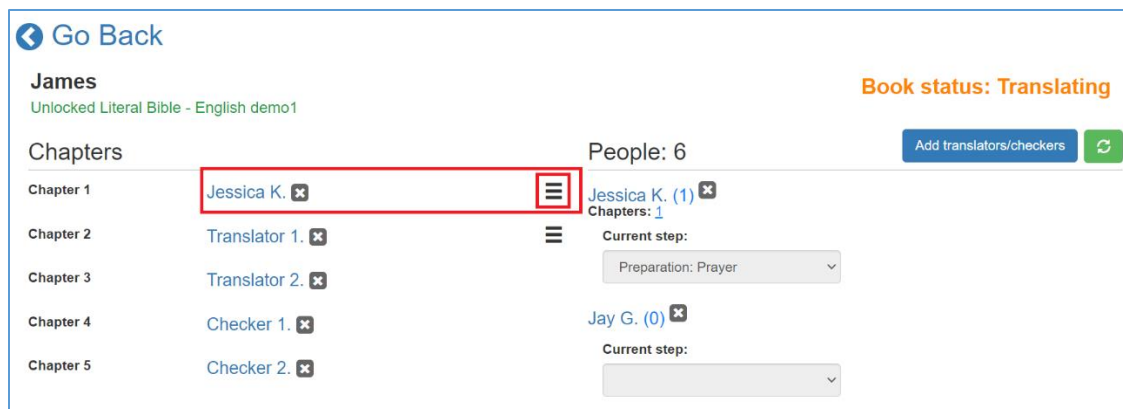
Moving Back from Step Verse Markers

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

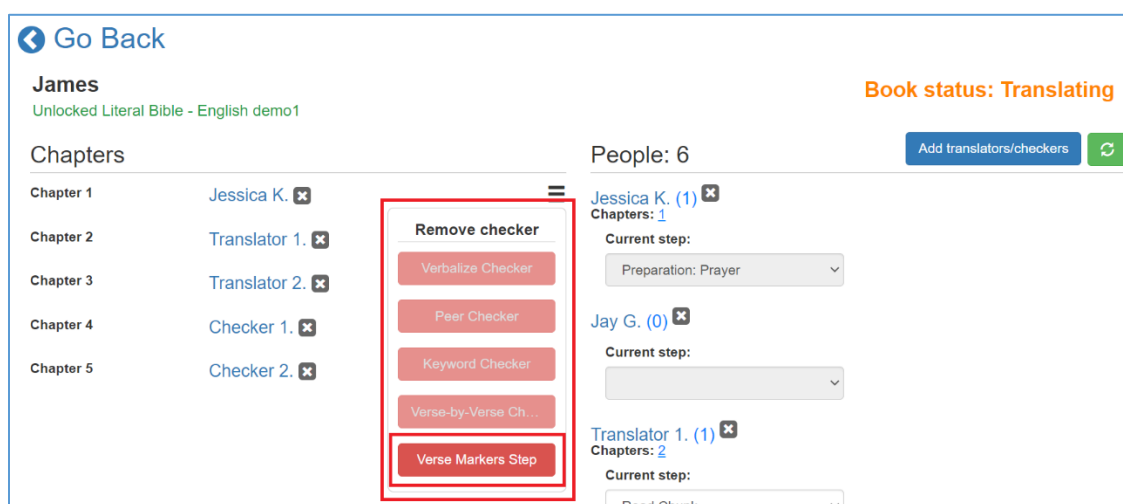- Verse Markers to Verse-by-Verse Check

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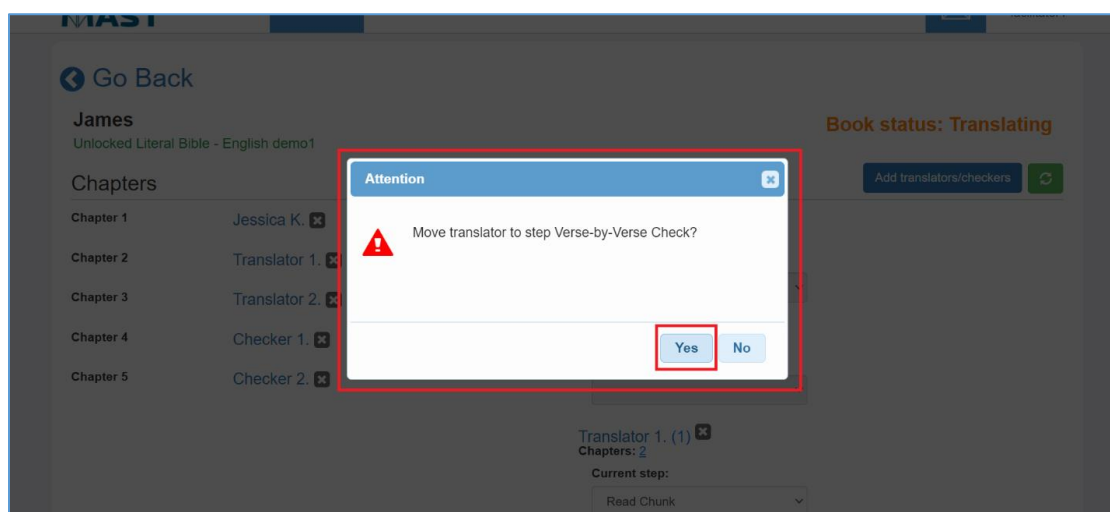
A *Remove checker* window appears. Click the **Verse Markers Step** button.

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.

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.

Click the dark red button for the active step from which you wish to remove the checker.
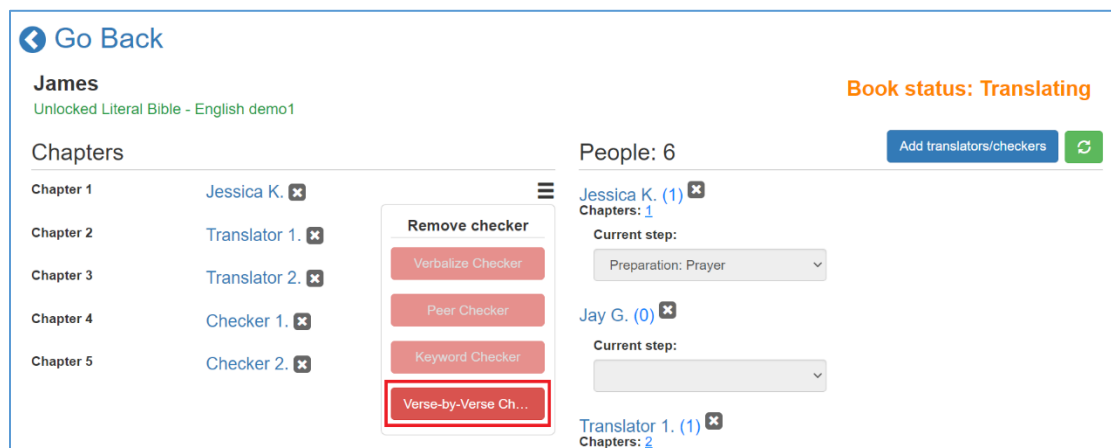
An *Attention* window appears with a message asking if you want to remove the particular checker from that specific step. Click **Yes**.
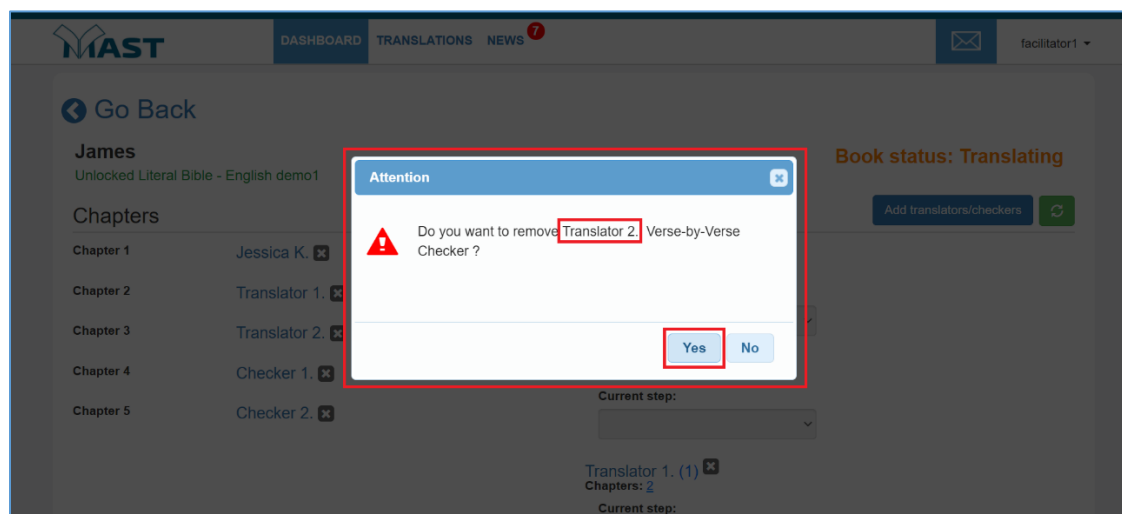
The particular checker from that specific step has been removed. However, the translator is still assigned to that step in the process.

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.

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

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

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

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.

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

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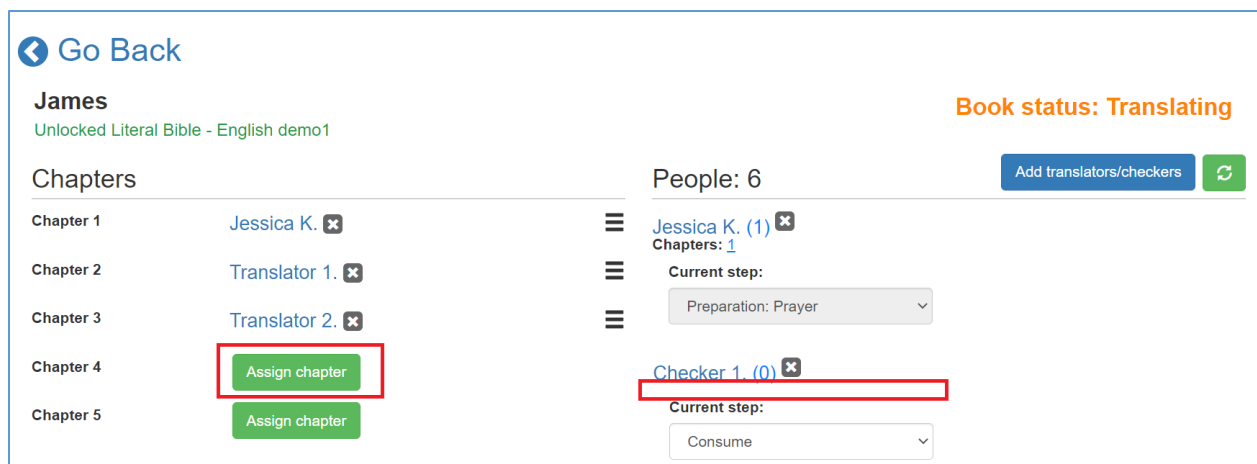
A *Remove chapter* window appears asking if you want to remove the assigned chapter from that translator. Click **Yes**.
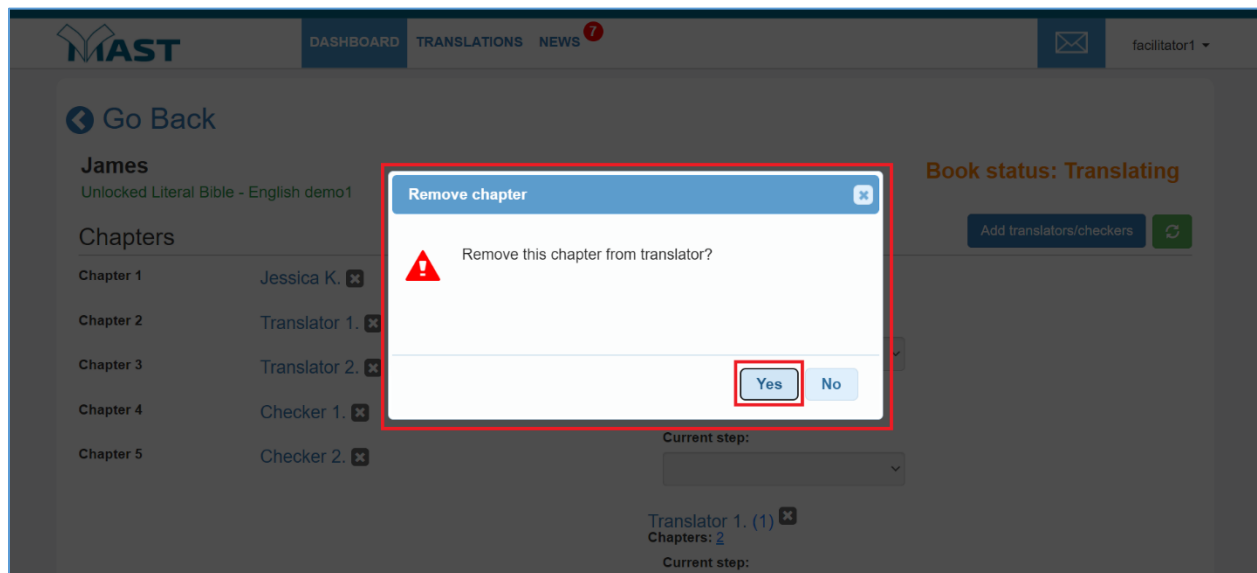
The chapter is removed from the list under the translator's name in the *People* section. Also, the translator's name is removed from that chapter in the *Chapters* section and a green Assign Chapter button appears instead.

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.

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

Click the remove from book icon next to their name.

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

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*.)