



User Guide

Checker



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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 checker within V-MAST.

Review of the MAST Steps in V-MAST

A checker is involved in only one of the MAST steps per chapter. Therefore, for an initial translation, four different checkers will help check four of the MAST steps (steps 2 and 6-8). For a revision, three different checkers will help check steps 6-8.

A checker does not make changes to the translation. They provide a different perspective to listen and make suggestions to the translator for the chapter they are checking.

The table below shows a summary of the 8 steps of MAST and who performs each (Revision steps are highlighted in blue):


Step:	Performed by:	
Preparation: Prayer	Translator	
1. Consume	Translator	
2. Verbalize	Translator	Checker 1
3. Chunk	Translator	
4. Blind Draft	Translator	
5. Self-Edit	Translator	
6. Peer Edit	Translator	Checker 2
7. Keyword Check	Translator	Checker 3
8. Verse-by-Verse Check	Translator	Checker 4
Verse Markers	Translator	

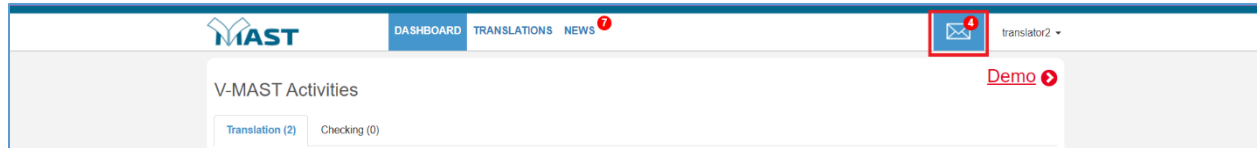
Getting Started

To begin checking a translation 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*.)

Your facilitator will communicate with you about whose work you should be checking. **DO NOT ASSIGN YOURSELF AS CHECKER UNTIL DIRECTED TO DO SO BY YOUR FACILITATOR.**

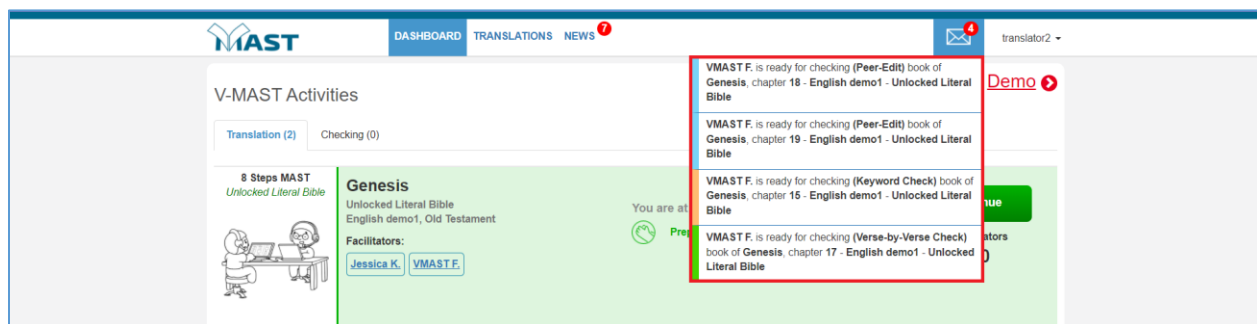
Viewing Checking Requests

The Notifications icon  allows you to view the items that are ready for checking. A red notification dot appears and displays the number of notifications that are unassigned.

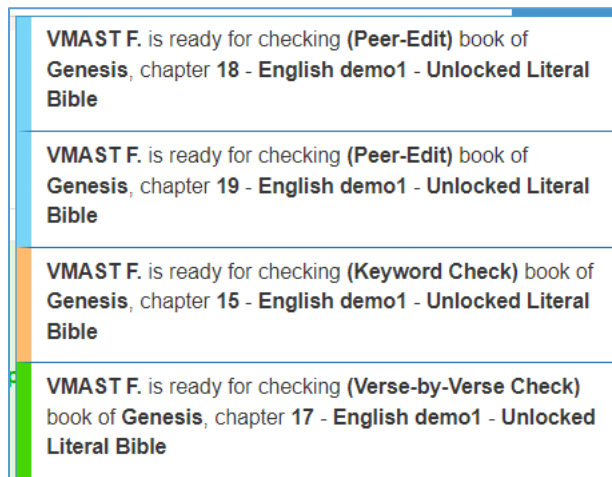


Click on the Notifications icon.

A drop-down list will appear showing all requests you are qualified to check. NOTE: If you have already been a checker for a particular chapter, that chapter will not appear in your list again.



The drop-down list is color-coded.



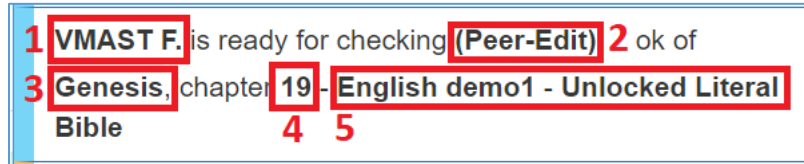
Blue identifies requests that are ready for Peer-Edit Check.

Orange identifies requests that are ready for Keyword Check.

Green identifies requests that are ready for Verse-by-Verse Check.

The request displays certain information about that specific request.

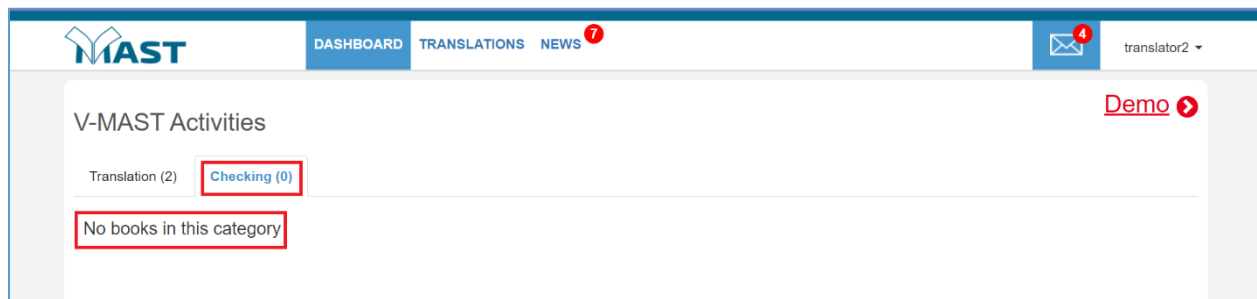
- 1) A shortened version of the translator's name
- 2) The MAST step requiring checking
- 3) The book of the Bible being translated
- 4) The chapter of the book being translated
- 5) The target language text



Click the Notifications icon again to hide the drop-down.

Viewing the Checking Tab

The Checking tab of the dashboard shows all checking steps that are assigned to you. This will appear empty until you have assigned a checking request to yourself.



For more information about the layout of the Checking Tab, see the document titled *VMAST User Guide: Introduction to V-MAST*.

Viewing Your Translator

When checking MAST steps 6-8, you can view the name of your translator for that chapter in V-MAST.

Click the orange **HELP** sidebar at the bottom right of the screen to expand the sidebar to view the name of your translator. Click **HELP** again to hide the sidebar.

MAST DASHBOARD TRANSLATIONS NEWS 7 jessicakuck

Checking Mode

Step 6: Peer-Edit

English demo1 - Unlocked Literal Bible - Old Testament - **Genesis 4:1-26**

¹ The man slept with Eve his wife. She conceived and gave birth to Cain. She said, "I have produced a man with Yahweh's help." ² Then she gave birth to his brother Abel. Now Abel became a shepherd, but Cain cultivated the soil. ³ It came about that in the course of time Cain brought some of the fruit of the ground as an offering to Yahweh. ⁴ As for Abel, he brought some of the firstborn of his flock and some of the fat. Yahweh accepted Abel and his offering, ⁵ but Cain and his offering he did not accept. So Cain was very angry, and he scowled. ⁶ Yahweh said to Cain, "Why are you angry and why are you scowling? ⁷ If you do what is right, will you not be accepted? But if you do not do what is right, sin crouches at the door and desires to control you, but you must rule over it." ⁸ Cain spoke to Abel his brother. It came about that while they were in the fields, Cain rose up against Abel his brother and killed him. ⁹ Then Yahweh said to Cain, "Where is Abel your brother?" He said, "I do not know. Am I my brother's keeper?" ¹⁰ Yahweh said, "What have you done? Your brother's blood is calling out to me from the ground. ¹¹ Now cursed are you from the ground, which has opened its mouth to receive your brother's blood from your hand. ¹² When you cultivate the ground, from now on it will not yield to you its strength. A fugitive and a wanderer you will be in the earth." ¹³ Cain said to Yahweh, "My punishment is greater than I can bear. ¹⁴ Indeed, you have driven me out this day from this ground, and I will be hidden from your face. I will be a fugitive and a wanderer in the earth, and whoever finds me will kill me." ¹⁵ Yahweh said to him, "If anyone kills Cain, I will kill him."

Step 6: Peer-Edit

- PURPOSE:** to check the target language to ensure that the meaning of the source text accuracy while maintaining the naturalness created by the blind draft.
- LENGTH:** You should spend about 30 minutes checking. The discussion and correction section should also take about 30 minutes.
- Ensure accurate and literal common language terms for "Father" and "Son" are used when referring to God the Father and**

>>> [Show more](#)

Your translator: Jay G.

[Book Progress](#)

tN tQ bC QA Guide

Viewing Translation Resources

Translation resources are available to aid in refining the translation you are checking and help you resolve any outstanding issues. These resources include Translation Notes (tN), Translation Questions (tQ), Translation Words (tW), Bible Commentaries (bC), and Quality Assurance Guide (QA Guide). There are also more resources accessible outside of V-MAST, if you wish to utilize those.

For a detailed overview of how to use these resources, see the document titled *VMAST User Guide: Translator* and look under the section *Using Translation Resources*.

Click the orange **HELP** sidebar at the bottom right of the screen to expand the sidebar to view the Translation Resources available for that step. Click **HELP** again to hide the sidebar.

MAST DASHBOARD TRANSLATIONS NEWS 7 jessicakuck

Checking Mode

Step 6: Peer-Edit

English demo1 - Unlocked Literal Bible - Old Testament - **Genesis 4:1-26**

¹ The man slept with Eve his wife. She conceived and gave birth to Cain. She said, "I have produced a man with Yahweh's help." ² Then she gave birth to his brother Abel. Now Abel became a shepherd, but Cain cultivated the soil. ³ It came about that in the course of time Cain brought some of the fruit of the ground as an offering to Yahweh. ⁴ As for Abel, he brought some of the firstborn of his flock and some of the fat. Yahweh accepted Abel and his offering, ⁵ but Cain and his offering he did not accept. So Cain was very angry, and he scowled. ⁶ Yahweh said to Cain, "Why are you angry and why are you scowling? ⁷ If you do what is right, will you not be accepted? But if you do not do what is right, sin crouches at the door and desires to control you, but you must rule over it." ⁸ Cain spoke to Abel his brother. It came about that while they were in the fields, Cain rose up against Abel his brother and killed him. ⁹ Then Yahweh said to Cain, "Where is Abel your brother?" He said, "I do not know. Am I my brother's keeper?" ¹⁰ Yahweh said, "What have you done? Your brother's blood is calling out to me from the ground. ¹¹ Now cursed are you from the ground, which has opened its mouth to receive your brother's blood from your hand. ¹² When you cultivate the ground, from now on it will not yield to you its strength. A fugitive and a wanderer you will be in the earth." ¹³ Cain said to Yahweh, "My punishment is greater than I can bear. ¹⁴ Indeed, you have driven me out this day from this ground, and I will be hidden from your face. I will be a fugitive and a wanderer in the earth, and whoever finds me will kill me." ¹⁵ Yahweh said to him, "If anyone kills Cain, I will kill him."

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- Ensure accurate and literal common language terms for "Father" and "Son" are used when referring to God the Father and**

>>> [Show more](#)

Your translator: Jay G.

[Book Progress](#)

tN tQ bC QA Guide

MAST Steps Requiring a Checker

Drafting Steps

There is one step requiring a checker in the drafting steps of the MAST process: Step 2 - Verbalize.

Step 2: Verbalize

There is no system action required by the checker to complete this step in V-MAST.

Receive communication from the translator asking for your assistance with checking the *Verbalize* step for their chapter.

Take time to listen to the translator verbalize the content of the passage **in the target language**.

Spend about 2 to 3 minutes on this step.

Checking Steps

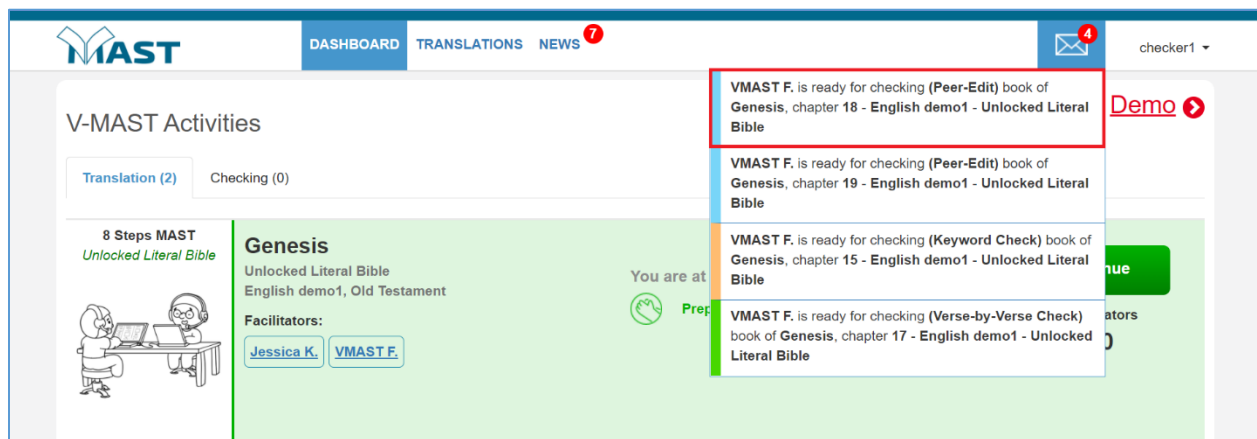
There are three steps requiring a checker in the checking steps of the MAST process: 1) Peer-Edit, 2) Keyword Check, and 3) Verse-by-Verse Check.

Step 6: Peer Edit

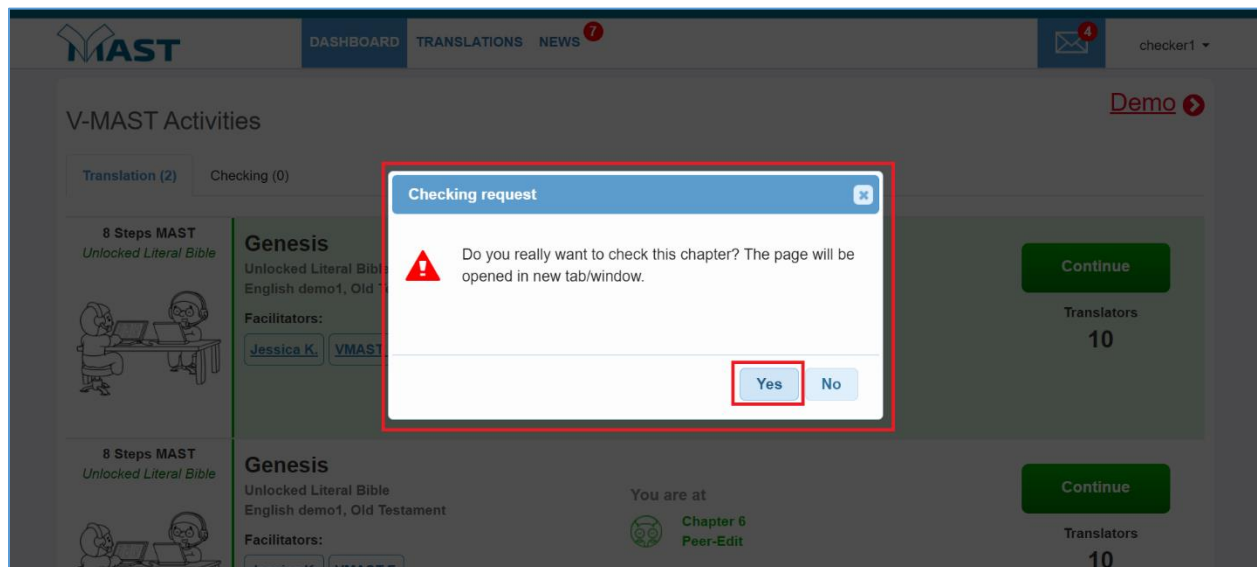
View the checking requests that are currently available for you.

Confirm the details of the request (translator, MAST step, book, chapter) you wish to assign to yourself.

Select the **blue** (Peer-Edit) checking request from the drop-down list.

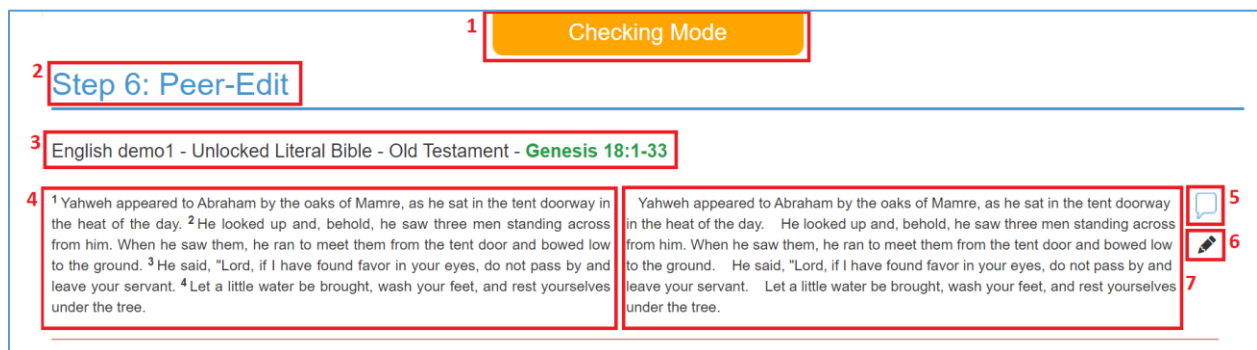


A pop-up message displays asking to confirm if you really want to check the selected request. Click **Yes** to confirm.



You are automatically directed to the *Peer-Edit* page opened in a new tab of your browser.

The *Peer-Edit* page displays 1) the active mode for the user for the current step (checking mode), 2) the current step, 3) the source text information, 4) the text of each chunk in the source language (may or may not contain footnotes), 5) the total number of notes attached to a chunk, 6) the add/edit notes icon, and 7) the translated text of each chunk.



Decide with your translator how the two of you will communicate about edits (Skype, Google Hangouts, WhatsApp, phone, etc.)

Review the translation, making notes about needed edits. (For information about how to add notes, see the document titled *VMAST User Guide: Translator* and look under the section *Adding Notes*.)

When you have finished reviewing and making notes about needed edits, communicate with your translator regarding possible changes.

Discuss these potential edits with your translator. The translator will make the changes if you agree. If you don't agree, he or she may add a note about the disagreement. Utilize the [Translation Resources](#) as needed.

When all agreed-upon edits have been made by your translator, you may approve the translation.

Select **Yes, I did** and click **Continue**.

thirty there." ³¹ He said, "Look, I have undertaken to speak to my Lord! Perhaps twenty will be found there." He replied, "I will not destroy it for the twenty's sake." ³² He said, "Please do not be angry, Lord, and I will speak this one last time. Perhaps ten will be found there." Then he said, "I will not destroy it for the ten's sake." ³³ Yahweh went on his way as soon as he had finished talking with Abraham, and Abraham returned home.

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Please confirm that you finished this step

☐ Yes, I did

Step 6

A pop-up will appear asking you to confirm that you have communicated with your translator and that the translator has finished making the agreed-upon edits.

Click **Yes** to confirm.

and ashes! ²⁸ What if there are five less than fifty righteous? Will you destroy the whole city for lack of five?" Then he said, "I will not destroy it, if I find there forty-five."

only dust and ashes! ²⁸ What if there are five less than fifty righteous? Will you destroy the whole city for lack of five?" Then he said, "I will not destroy it, if I find there forty-five."

²⁹ He spoke to him yet again, and said, "What if there are forty found there?" He replied, "I will not do it for the forty's sake." ³⁰ He said, "Please do not be angry, Lord, so I may speak. Perhaps thirty will be found there." He replied, "I will not do it, if I find there thirty." ³¹ He said, "Look, I have undertaken to speak to my Lord! Perhaps twenty will be found there." He replied, "I will not destroy it for the twenty's sake." ³² He said, "Please do not be angry, Lord, and I will speak this one last time. Perhaps ten will be found there." Then he said, "I will not destroy it for the ten's sake." ³³ Yahweh went on his way as soon as he had finished talking with Abraham, and Abraham returned home.

²⁹ He spoke to him yet again, and said, "What if there are forty found there?" He replied, "I will not do it for the forty's sake." ³⁰ He said, "Please do not be angry, Lord, so I may speak. Perhaps thirty will be found there." He replied, "I will not do it, if I find there thirty." ³¹ He said, "Look, I have undertaken to speak to my Lord! Perhaps twenty will be found there." He replied, "I will not destroy it for the twenty's sake." ³² He said, "Please do not be angry, Lord, and I will speak this one last time. Perhaps ten will be found there." Then he said, "I will not destroy it for the ten's sake." ³³ Yahweh went on his way as soon as he had finished talking with Abraham, and Abraham returned home.

Please confirm that you finished this step

☒ Yes, I did

Step 6

Confirm check

Have you contacted your translator/checker? Make sure all edits to translation are completed before moving to the next step. Confirm Check?

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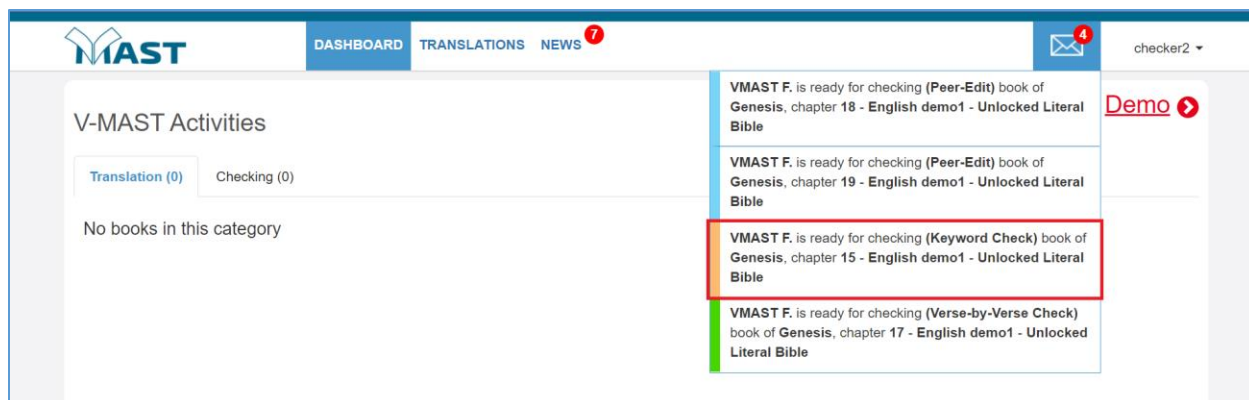
The tab displaying *Peer-Edit* page will automatically close.

Step 7: Keyword Check

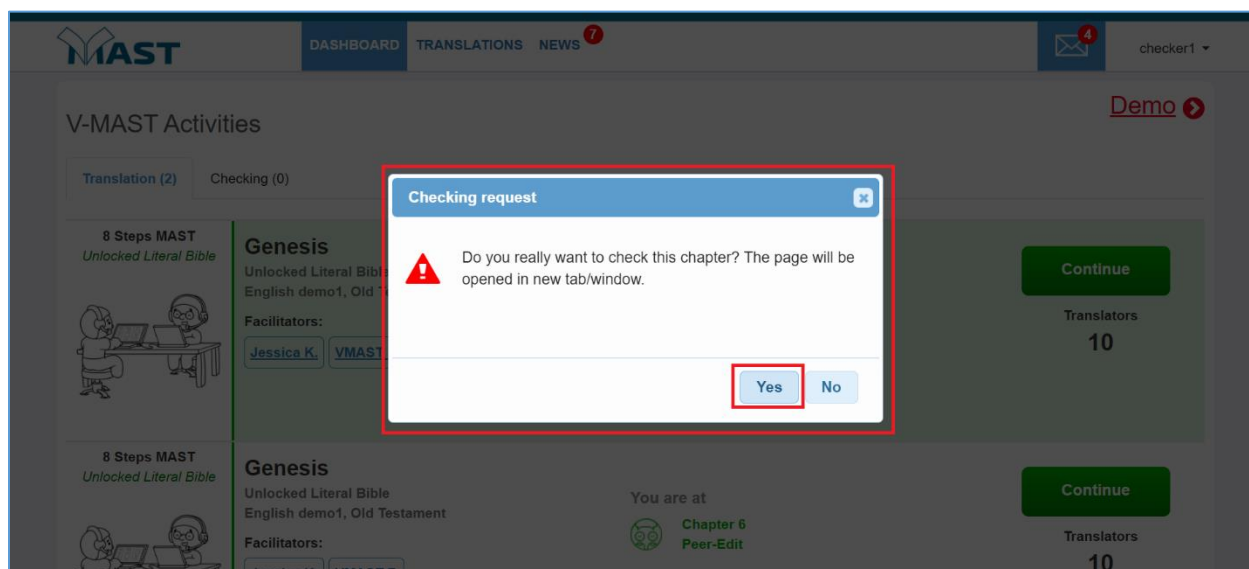
View the checking requests that are currently available for you.

Confirm the details of the request (translator, MAST step, book, chapter) you wish to assign to yourself.

Select the **orange** (Keyword Check) checking request from the drop-down list.

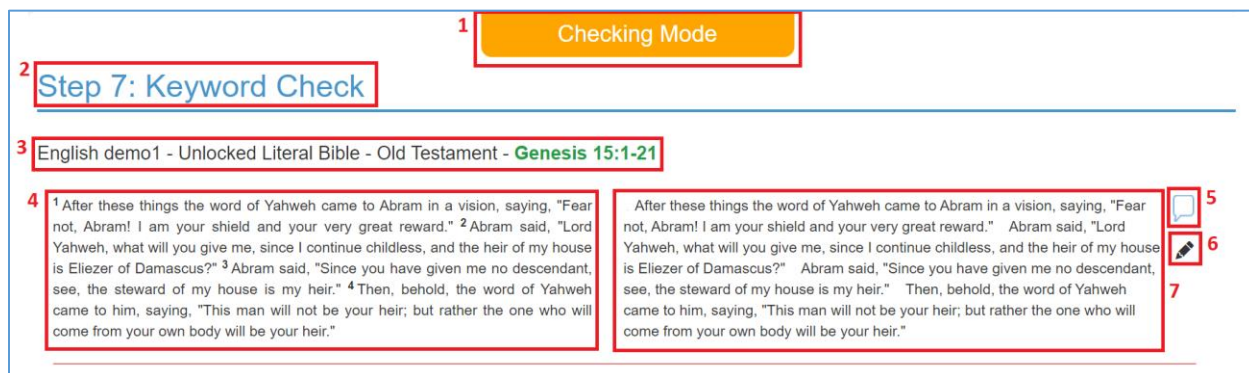


A pop-up message displays asking to confirm if you really want to check the selected request. Click **Yes** to confirm.



You are automatically directed to the *Keyword Check* page opened in a new tab of your browser.

The *Keyword Check* page displays 1) the active mode for the user for the current step (checking mode), 2) the current step, 3) the source text information, 4) the text of each chunk in the source language (may or may not contain footnotes), 5) the total number of notes attached to a chunk, 6) the add/edit notes icon, and 7) the translated text of each chunk.

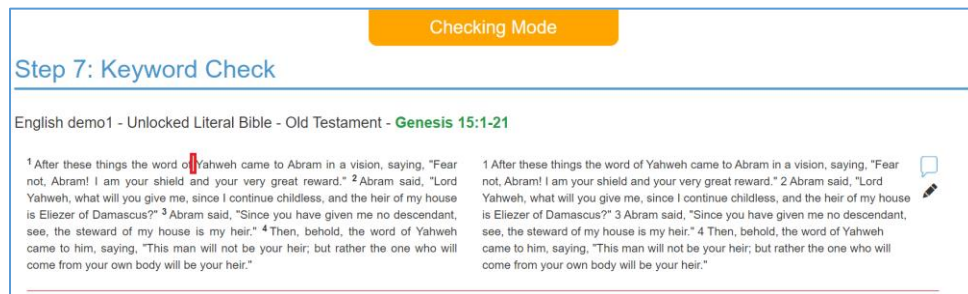


Decide with your translator how the two of you will communicate about edits (Skype, Google Hangouts, WhatsApp, phone, etc.)

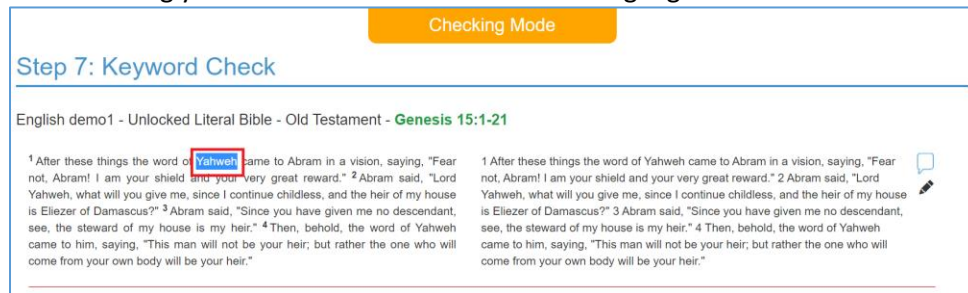
Review the translation and highlight any keywords. These may be words from Translation Words or other words you consider important.

To highlight a word:

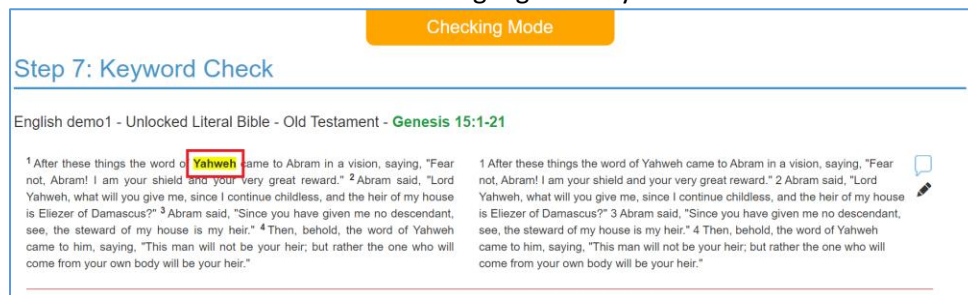
- 1) Place your cursor at the beginning of the word you wish to highlight within the source text.



- 2) Click and drag your cursor until the entire word is highlighted.



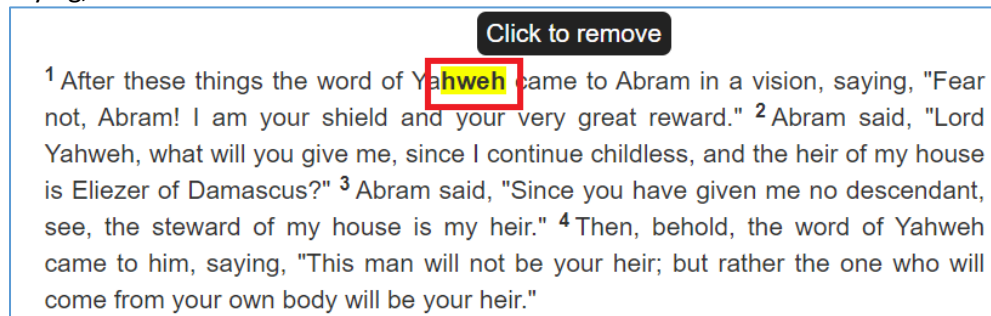
- 3) Release the mouse. The word will be highlighted in yellow.



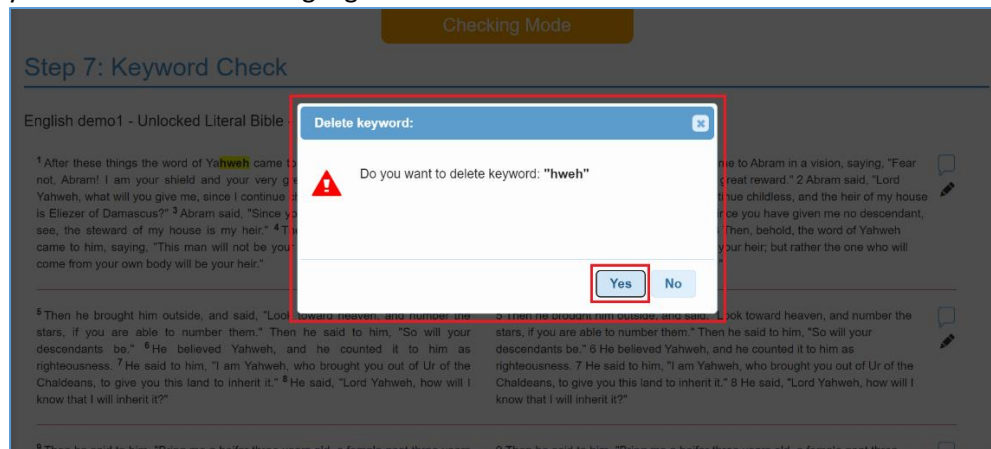
- 4) Repeat this process to highlight all keywords within the source text. Each highlighted word will also appear highlighted for your translator on their screen.

To delete a highlighted section or word:

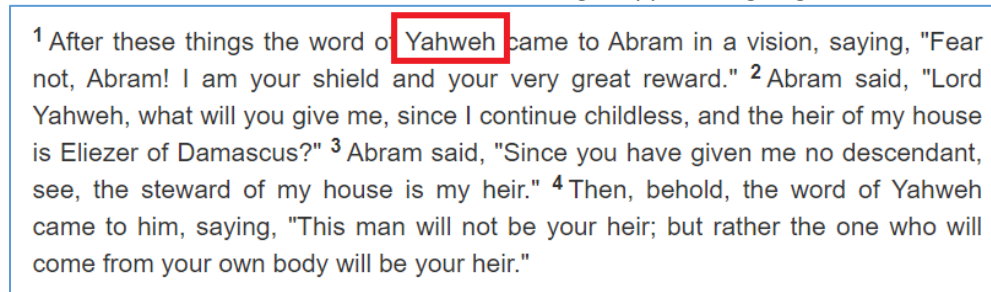
- 1) Hover over the highlighted section or word you wish to delete. A note appears saying, "Click to remove."



- 2) Click on the highlighted section. A pop-up message appears asking to confirm that you wish to delete the highlighted section.



- 3) Click **Yes** to confirm. The section or word no longer appears highlighted.



Add notes as needed. (For information about how to add notes, see the document titled *VMAS User Guide: Translator* and look under the section *Adding Notes*.)

When you have finished reviewing, highlighting any keywords, and making notes about needed edits, communicate with your translator regarding possible changes.

Discuss the keywords and terms. The purpose of this is to ensure that each is included, clearly understood, and translated correctly and consistently. Make any changes if you agree. If you don't agree, you may add a note about the disagreement. Utilize the [Translation Resources](#) as needed.

When all agreed-upon edits have been made by your translator, you may approve the translation.

Select **Yes, I did** and click **Continue**.

17 When the sun had gone down and it was dark, behold, a smoking fire pot and a flaming torch passed between the pieces. 18 On that day **Yahweh** made a **covenant** with **Abram**, saying, "To your **descendants** I hereby give this land, from the river of Egypt to the great river, the Euphrates— 19 the Kenites, the Kenizzites, the Kadmonites, 20 the Hittites, the Perizzites, the Rephaites, 21 the Amorites, the Canaanites, the Girgashites, and the Jebusites."

When the sun had gone down and it was dark, behold, a smoking fire pot and a flaming torch passed between the pieces. On that day Yahweh made a covenant with Abram, saying, "To your descendants I hereby give this land, from the river of Egypt to the great river, the Euphrates— the Kenites, the Kenizzites, the Kadmonites, the Hittites, the Perizzites, the Rephaites, the Amorites, the Canaanites, the Girgashites, and the Jebusites."

Please confirm that you finished this step

☐ Yes, I did

Continue

Step 7

A pop-up will appear asking you to confirm that you have communicated with your translator and that the translator has finished making the agreed-upon edits.

Click **Yes** to confirm.

13 Then Yahweh said to Abram, "Know for certain that your descendants will be strangers in a land that is not theirs, and will be enslaved and oppressed for four hundred years. 14 I will judge that nation that they will serve, and afterward they will come out with abundant possessions. 15 But you will go to your fathers in peace, and you will be buried in a good old age. 16 In the fourth generation they will come here again, for the iniquity of the Amorites has not yet reached its limit."

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Please confirm that you finished this step

☒ Yes, I did

Continue

Step 7

Confirm check

Have you contacted your translator/checker? Make sure all edits to translation are completed before moving to the next step. Confirm Check?

Yes No

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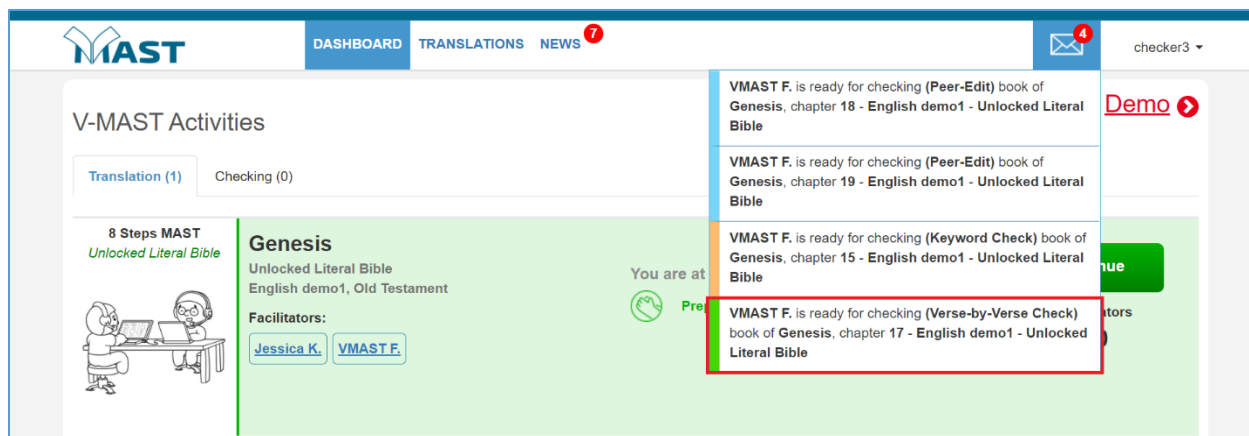
The tab displaying *Keyword Check* page will automatically close.

Step 8: Verse-by-Verse Check

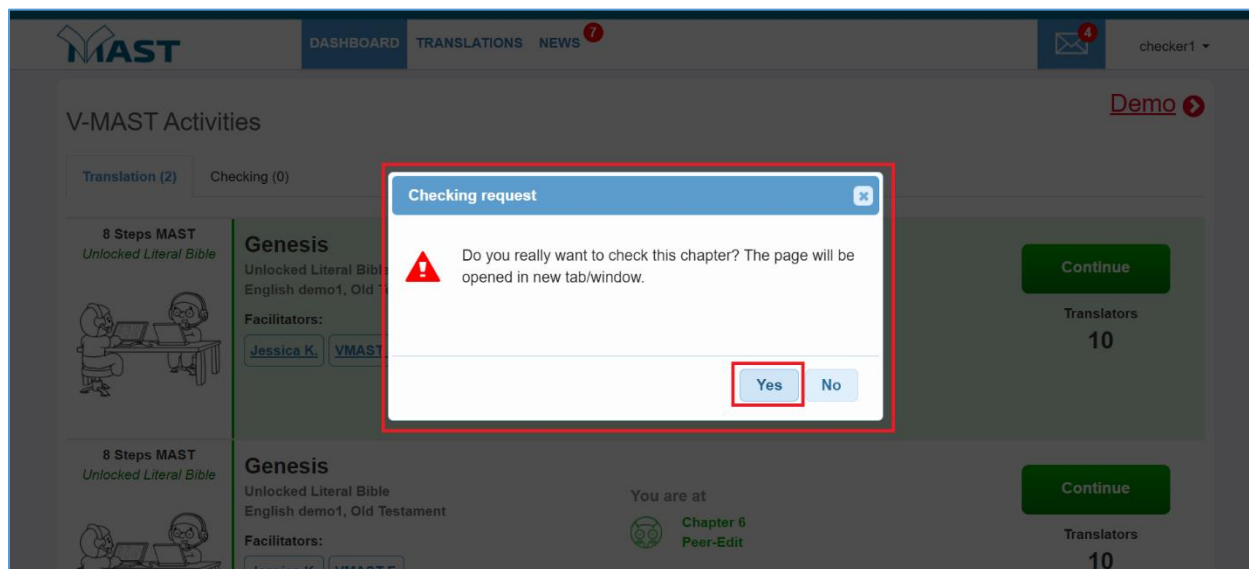
View the checking requests that are currently available for you.

Confirm the details of the request (translator, MAST step, book, chapter) you wish to assign to yourself.

Select a **green** (Verse-by-Verse Check) checking request from the drop-down list.

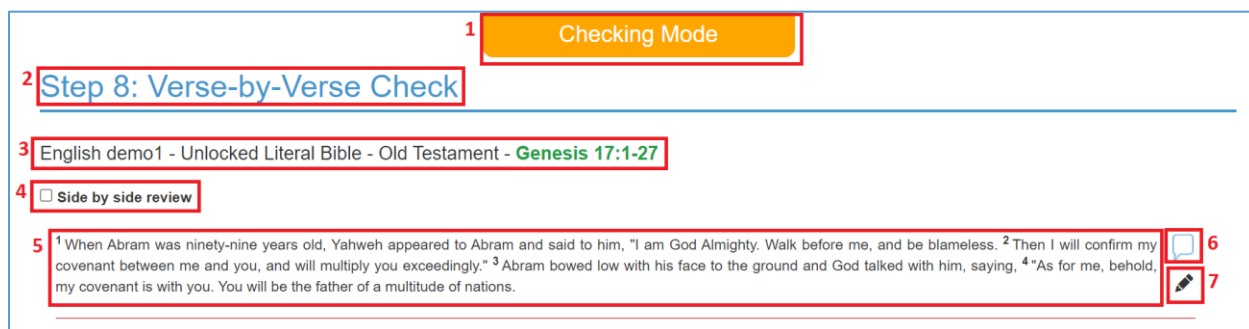


A pop-up message displays asking to confirm if you really want to check the selected request. Click **Yes** to confirm.



You are automatically directed to the *Verse-by-Verse* page opened in a new tab of your browser.

The *Verse-by-Verse* page displays 1) the active mode for the user for the current step (checking mode), 2) the current step, 3) the source text information, 4) a "Side by side review" checkbox option to make each chunk viewable in the source language, 5) the source text of each chunk, 5) the total number of notes attached to a chunk, and 6) the add/edit notes icon.



If the “Side by side review” checkbox is checked, the translated text becomes viewable.

Checking Mode

Step 8: Verse-by-Verse Check

English demo1 - Unlocked Literal Bible - Old Testament - **Genesis 17:1-27**

☒ Side by side review

¹ When Abram was ninety-nine years old, Yahweh appeared to Abram and said to him, "I am God Almighty. Walk before me, and be blameless." ² Then I will confirm my covenant between me and you, and will multiply you exceedingly." ³ Abram bowed low with his face to the ground and God talked with him, saying, ⁴ "As for me, behold, my covenant is with you. You will be the father of a multitude of nations.

When Abram was ninety-nine years old, Yahweh appeared to Abram and said to him, "I am God Almighty. Walk before me, and be blameless. Then I will confirm my covenant between me and you, and will multiply you exceedingly." Abram bowed low with his face to the ground and God talked with him, saying, "As for me, behold, my covenant is with you. You will be the father of a multitude of nations.

Decide with your translator how the two of you will communicate about edits (Skype, Google Hangouts, WhatsApp, phone, etc.). You must communicate orally throughout this step.

Your translator should read a verse of the translation while you compare the translation with the source text. If you do not speak the target language, the translator or an interpreter will need to back-translate the translated text into the source language (without looking at the source text), and you can compare the back translation with the source text.

Make notes about needed edits. (For information about how to add notes, see the document titled *VMAST User Guide: Translator* and look under the section *Adding Notes*.)

When you have finished comparing the translation and making notes about needed edits, communicate with your translator regarding possible changes.

Discuss these potential edits with your translator. The translator will make the changes if you agree. If you don't agree, he or she may add a note about the disagreement. Utilize the [Translation Resources](#) as needed.

When all agreed-upon edits have been made by your translator, you may approve the translation.

Select **Yes, I did** and click **Continue**.

²⁵ Ishmael his son was thirteen years old when he was circumcised in the flesh of his foreskin. ²⁶ On the very same day Abraham and Ishmael his son were both circumcised. ²⁷ All the men of his household were circumcised with him, including those born into the household and those bought with money from a foreigner.

Please confirm that you finished this step

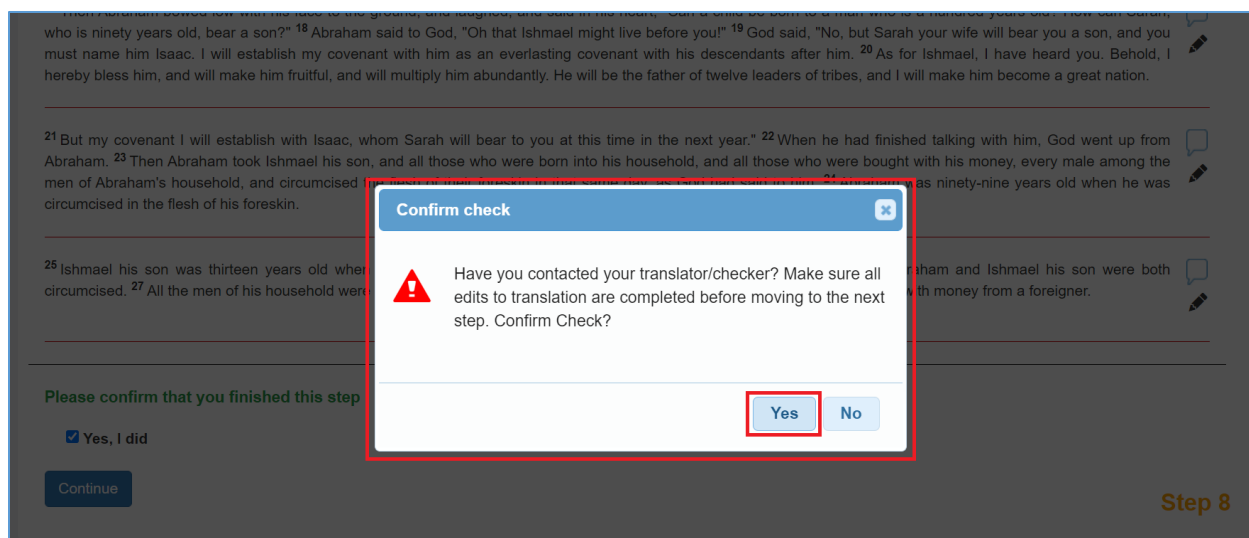
☒ Yes, I did

Continue

Step 8

A pop-up will appear asking you to confirm that you have communicated with your translator and that the translator has finished making the agreed-upon edits.

Click **Yes** to confirm.

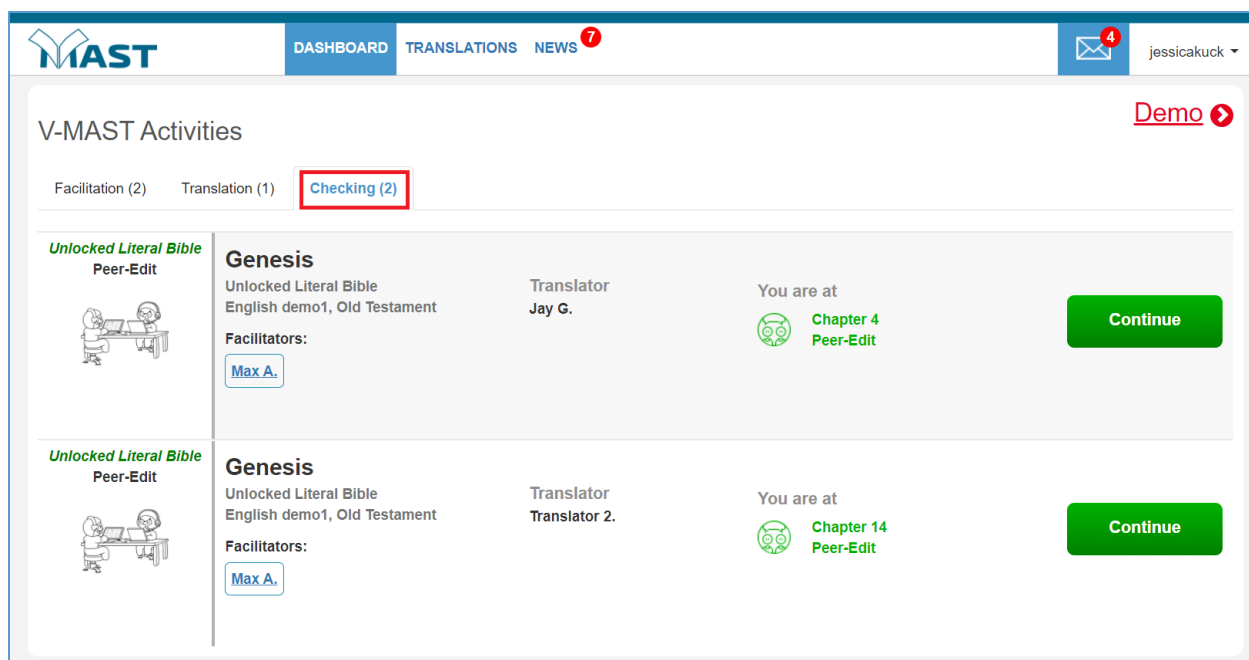


The tab displaying *Verse-by-Verse Check* page will automatically close.

Next Steps

Re-starting the Process

After you successfully finish checking a step for a translator, contact your facilitator about whose work you should be checking next. If you already have other checking requests assigned to you, they will appear in the Checking Tab.



Follow the instructions in this User Guide to help you complete your next assignment.

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*.)