

review

Claim review Preview Files

GlobalLink Project Director

Filters Submission Name No filters applied Clear Save Filter

Submissi...	Submission Name	Owner	Date Started	Project	Submitter
000007	Test 5	support Admin	Aug. 14, 2015 12:15	GlobalBase	support Admin
000189	Test 2	submitter_client	Aug. 09, 2015 08:30	GlobalBase	submitter_client
000215	Test 1	superuser Admin	Aug. 10, 2015 15:41	GlobalBase	superuser Admin

Page 1 of 1 Refresh

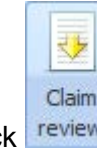
Preview

Language Pair	Word Count	Workflow	Phase Name	Phase Due Date
en-gb=es-la	331	trans-review-review2	review	Aug. 22, 2015 02:17

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## Claiming a Submission

1. On the dashboard, select a Submission in the **Available** folder.

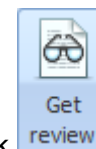


2. Click .

The Claim review dialog box appears.

## Selecting Batches

1. Select the Batches you want to review and click **Claim review**.  
The Review dialog box appears and the Submission moves to the Inbox folder.



2. To open the Submission from the **Inbox** folder, select the Submission and click .

Claim review

Please select item(s) for "review" phase

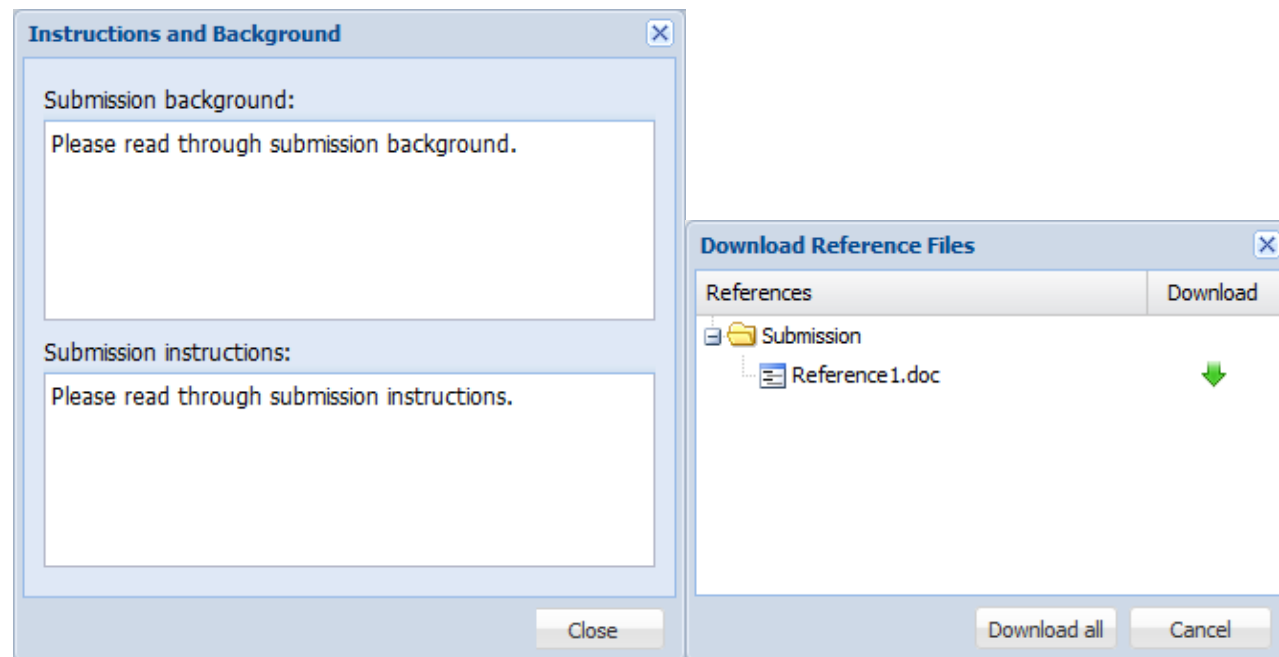
Submission Name: Test 1

Batch	Review Start Date	Review Due Date	Review PO Number
Language: Spanish (Latin America)			
Batch1	Aug. 15, 2015 13:21	Aug. 22, 2015 02:17	

By Language By Batch

File Count: 1  
Word Count: 331

Preview Files Claim review Cancel



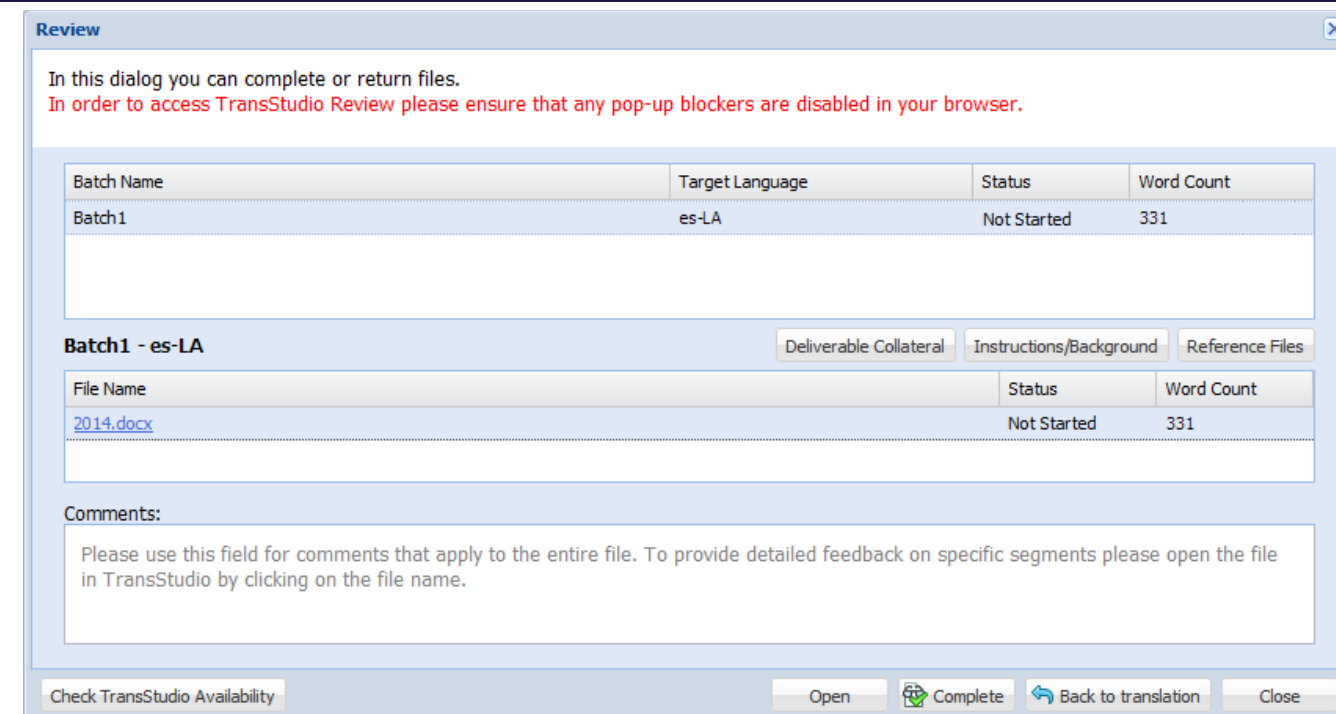
## Viewing Instructions/Background, Reference Files and Checking TransStudio Review Availability

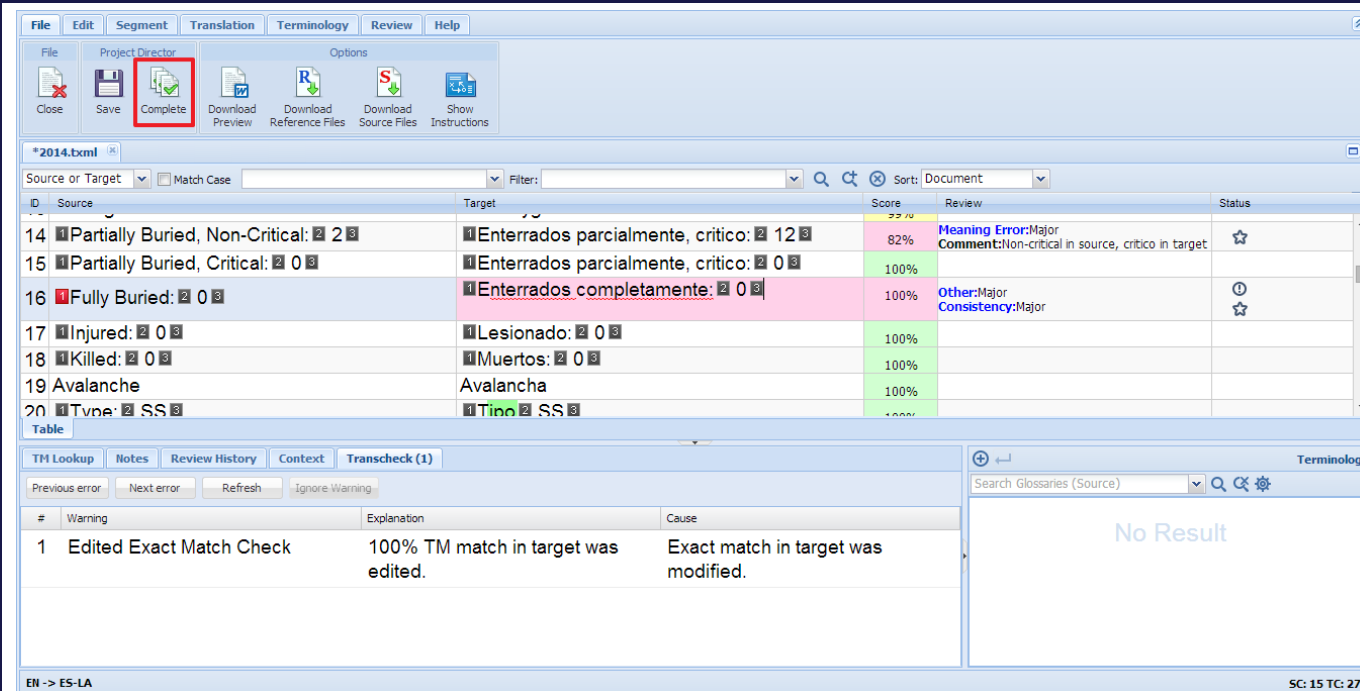
1. Click **Instructions/Background** to view Instructions or Background Information provided by the submitter.
2. Click **Reference Files** to download and view Reference Files.
3. Click **Check TransStudio Availability** to check if TransStudio Review (TSR) tool is available. If the TSR is available a green check mark appears ✓. If the TSR is not available, a red cross mark appears ✗.

## Reviewing Files

1. Select the Batch you want to review in Status **Not Started**.  
The files within the Batch appear in the panel below. The first file in the Batch with Status **Not Started** will be automatically selected.
2. Click on a file name to open the file online or select it and click **Open**.

**Note:** You can review only one file at a time.





## TransStudio Review

1. Review the file and enter **Grading and Scoring** for any changed segments.
2. When you are finished reviewing the file, it can be promoted to the next workflow phase or demoted back to the translation phase:



- Click **Complete** on the File tab to mark the file as complete and promote it to the next workflow phase.



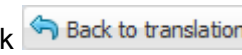
- Click **Save** and then **Close** to save and close the file without marking it as complete. This allows the file to be demoted in the next step.

You are returned to Project Director, where the Review dialog box is open, as shown in the screenshot.

3. Enter general **Comments** (Optional) in the Review dialog box.
4. Click one of the following to promote or demote the reviewed file:



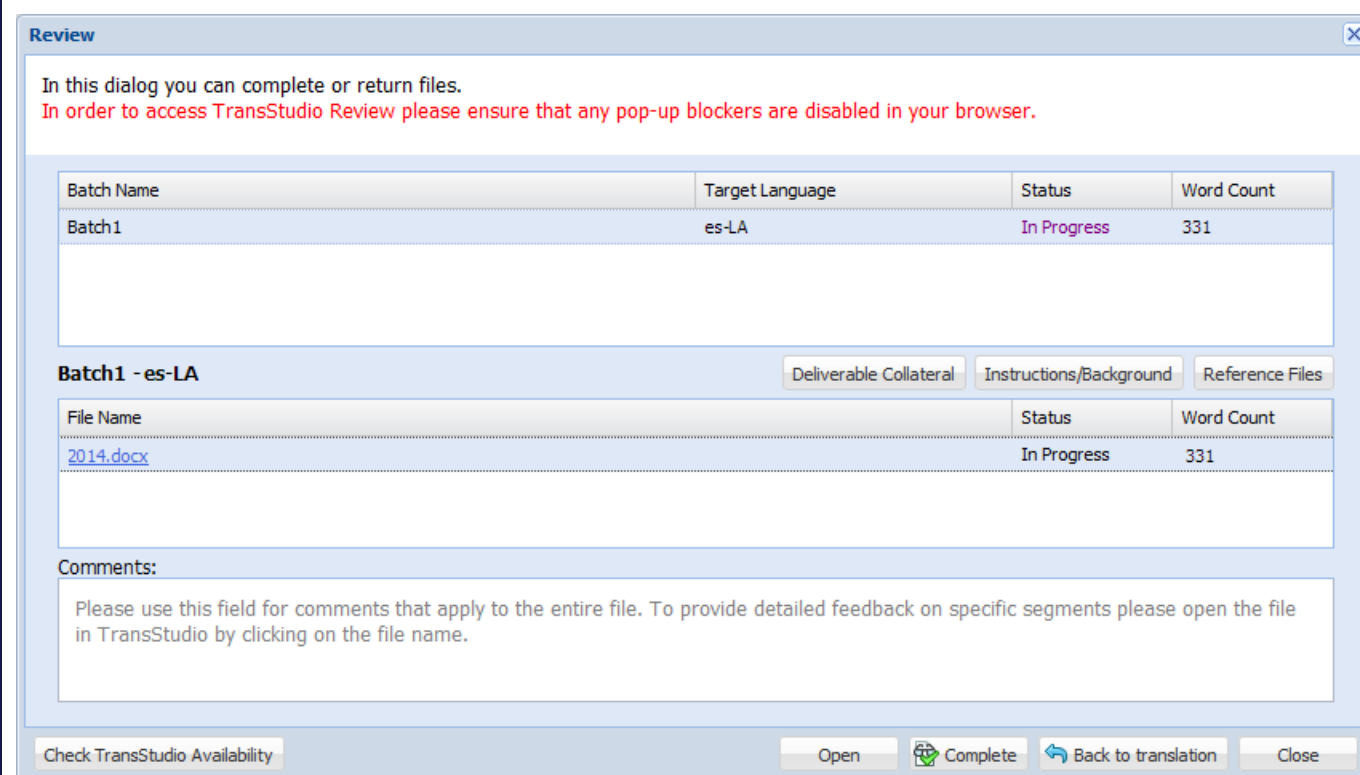
- Click **Complete** to mark the reviewed file as **Completed** and move it to the next phase.



- Click **Back to translation** to demote the file to the translation phase.

The Review dialog box closes, and the reviewed file is promoted to the next phase or demoted to the previous one according to the button clicked.

**Note:** If **Complete** is clicked in the Review dialog box for a file with an **In Progress** status (i.e., saved in TransStudio Review but not completed), a warning appears. Click **Continue** to mark the file as Complete and promote it to the next phase, or press **Cancel**.



### Warning



#### Incomplete Review

This file has not been marked as Completed - are you sure you want to continue? Click Cancel if you want to return to the previous screen, otherwise click Continue

Continue Cancel