Quick Guide for Multi User Mode

Setting up connections and processing orders

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WebTransit

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Valid from Transit NXT Service Pack 13

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WebTransit and Transit are being continuously further developed. You can find current Service Packs, installation instructions, user documentation and accessories on our website in the following area: » Downloads | Transit & TermStar NXT

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1 Setting up a connection in multi-user mode

Data and names in this document are examples!

All data and names in this document are examples. When setting up a connection, use the settings and data provided to you by your STAR CLM administrator or project manager.

New connection in WebTransit

As a supplier, you must set up your own connection for each service you provide (e.g. “Translation” and “Review”).

Identical connection name/access folder for all users

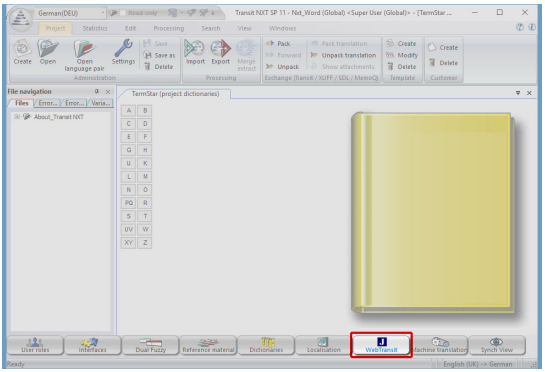
In multi-user mode, all users on the same connection must configure the following settings in exactly the same way:

- the connection name
- the network folder for access synchronisation

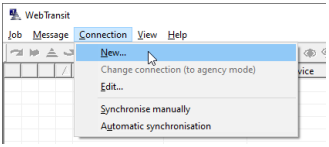
Setting up the connection for a "Translation" service

1. Start WebTransit.

   To do this, go to Transit's resource bar and click on **WebTransit**:

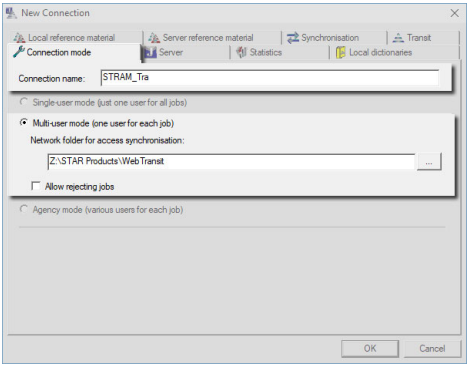


2. In the WebTransit window, select **Connection | New**:



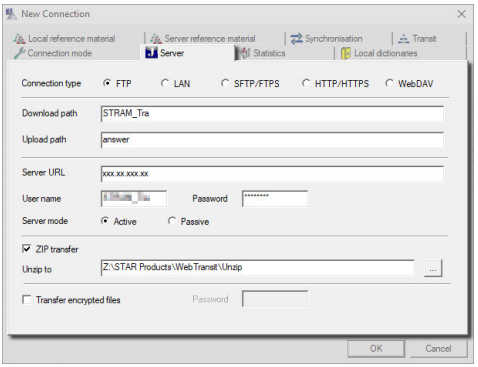
   WebTransit displays the **Connection mode** tab.

   - Enter the **connection name** that you have received from your STAR CLM administrator or project manager (e.g. `STRAM_Tra`).
   - Select **Multi-user mode (one user for each job)**.
   - Select the **Network folder for access synchronisation** that you have received from your STAR CLM administrator or project manager.
   - If you have agreed with your system administrator/project manager that you are allowed to reject orders, select **Allow rejection of jobs**.



3. Switch to the **Server** tab.
   - Configure the settings that you have received from your CLM administrator or project manager.
   - Select **ZIP transfer**.

     Click on **...** next to the **Unzip to** field and accept the suggested folder without changing it.



4. Switch to the **Synchronisation** tab.
   - Make sure that **Automatic synchronisation** is selected.

     This ensures that WebTransit is always up to date and that it exchanges data regularly with STAR CLM.
   - Define the **Time unit** and a suitable **Interval** for automatic synchronisation, e.g. every 10 minutes.

You have now defined the essential settings. Confirm by clicking **OK**.

At the end, WebTransit displays a message that allows you to test the connection before setting it up permanently.

Further details in the WebTransit User's Guide

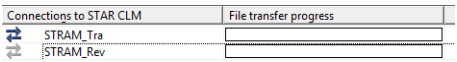
Details about these and other connection settings can be found in the » WebTransit User Guide.

Setting up the connection for a "Review" service

The connection for a "Review" service is set up in the same way as for a "Translation" service (» Setting up the connection for a "Translation" service, page 5).

When doing so, adjust the connection name accordingly (e.g. `STRAM_Rev`) and use the settings and data that you have received for the "Review" service.

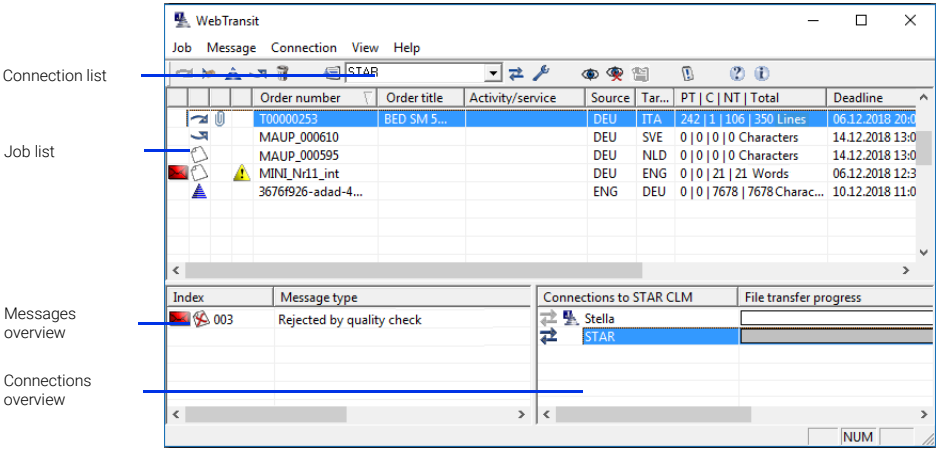
After you have set up both connections, they are displayed in the connection overview. The blue arrows indicate the connection that is currently active:



2 Processing orders in multi-user mode

Overview

After you have set up the connection to STAR CLM (» Setting up a connection in multi-user mode, page 4), you can exchange your translation orders with STAR CLM. The WebTransit interface displays all information and functions required for your work:



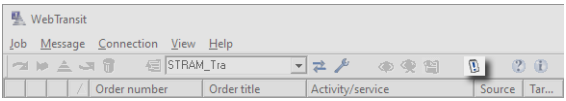
- Connection list: Name of the active connection

  If you have set up more than one connection, this is where you can select another connection as the active connection.
- Job list: Orders from the active connection
- Messages overview: Messages for the selected order
- Connections overview: Overview of all STAR CLM connections

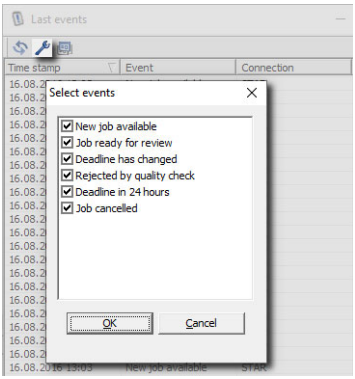
  To make a connection the active connection, you can double-click on it or select it via the context menu (right click).

"Last events" window

You can display an events window that can inform you about new orders and messages whilst you are working in Transit, for example. To do this, click on the **Last events** symbol:



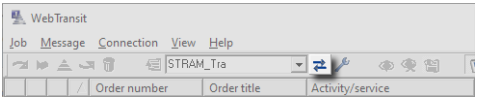
To select which events are displayed, click on the **Select events** symbol:



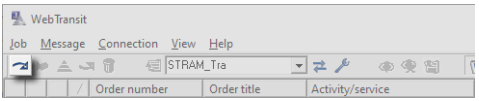
Processing an order in WebTransit

Orders that have been assigned to you appear automatically in the job list if you have selected the **Automatic synchronisation** option (» step 4, page 6).

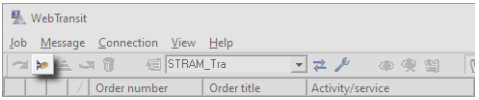
Otherwise, you must synchronise manually by clicking on the **Synchronise** symbol:



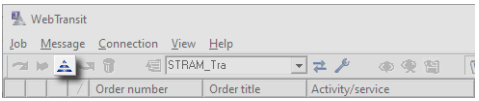
1. Download the order:



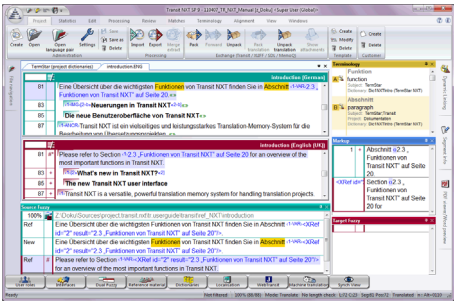
2. Unpack the order in Transit:



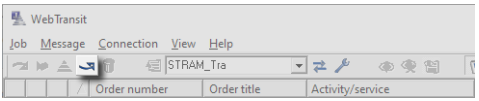
3. Open the order in Transit:



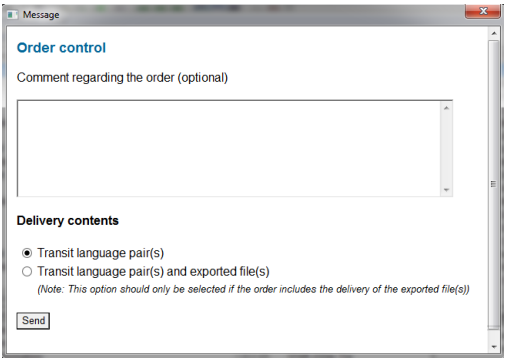
4. Translate the order in Transit (» Transit User Guide):



5. Finish and upload the order:



Depending on the workflow, WebTransit displays an "Order control" window. It may look as follows:



In this example, you can enter a comment and specify the delivery contents:

- Just the translated Transit language pairs.
- The translated Transit language pairs and the files exported from Transit

  To this, you must have already exported the files from Transit.

6. Click on **Send**.

As soon as STAR CLM has confirmed the order as finished, the job list displays the ✓ icon.

Further details in the WebTransit User's Guide

Details about these and other functions can be found in the » WebTransit User Guide.

Processing orders without Transit

You can also receive orders via WebTransit that do not include Transit projects. Such orders include, for example, Word files, PDFs or graphics that you should edit directly.

If you have unpacked such an order, you can use WebTransit to navigate directly to the files to open and edit them:

1. Download the order and unpack it as you would a normal translation order (» step 1, page 9 and » step 2, page 10).
2. To navigate to the working folder containing the unpacked files, click on the symbol (**Open in Transit**).

   WebTransit displays the working folder.
3. Double-click on the files to open and edit them.
4. Save the file in the same working folder.

You can then complete and upload the order as you would a normal translation order (» step 5, page 10).

Rejecting orders

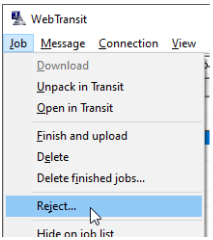
If you cannot provide a service or cannot meet the specified deadline, you can reject the order.

Order is rejected for all users

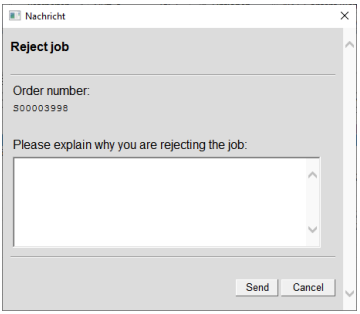
If you reject an order, you reject it for all other users who use the same connection.

STAR CLM has to allow you to reject the order. Furthermore, the **Allow rejection of jobs** option must be activated in the connection settings (» step 2, page 5). Otherwise you cannot reject the order and must process it.

1. Select the order from the job list and select **Job | Reject**.



Depending on the workflow, WebTransit displays a window that may appear as follows:

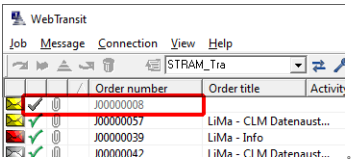


In this example, you can enter the reason why you are rejecting the order.

If you are not able to meet the deadline, you can also suggest an alternative deadline here.

2. Click on **Send**.

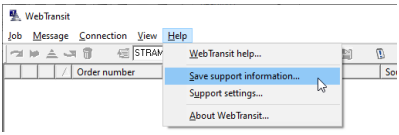
The job list shows rejected orders in grey text. As soon as STAR CLM has confirmed the order as rejected, the job list displays the ✓ icon:



3 Problem with your connection?

If you have any problems with your connections, we will require support information for analysis purposes.

1. In WebTransit, select **Help | Save support information** and save the `WebTransit_support.zip` file.



   This file contains all the information we need.

2. Send this file by email to the STAR Support (`star.support@star-group.net`).

We will contact you as soon as possible to solve your problem.

www.star-group.net

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