



TRANWISE

TRANSLATION MANAGEMENT THE SMART WAY



www.tranwise.com

Welcome!

Tranwise is the next generation of translation project management application that will help you save on your personnel cost like never before. Allowing your project managers and translators to work with it will save them so much time and headache that they will never want to go back to the way they managed translation projects before.

Why Tranwise?

- advanced communication system
- efficient project handling
- automatic invoice creation
- payment reminder system
- automated PO's
- recruitment module
- ... and much more



With an extremely intuitive interface, Tranwise revolutionizes the management of translation projects.



The same application can be distributed to everybody and it changes functionality based on the privileges of the person that uses it.

Advanced Communication System

Tranwise connects Project Managers, Customers, Translators and Proofreaders wherever they are



Whether working from home or sitting in the office, everyone involved in the translation process has **live contact** with the people working on the same projects. Forget about the emails or pink notes that a project manager used to send to the translators asking if they are available to take a job. Forget about searching your list of translators to see which translators know a language combination. Now, with just one click, all your translators knowing that specific language combination are informed about the job and can reply to it. And that's just the beginning...

(*read on to see the path of a project from creation to delivery)

A project from A to Z

The following pages will lead you through the path of a project, from the moment you receive it from your customer till the delivery of the end result, invoicing and the payment of the translators. Take a few minutes to read them, and you will find out how Tranwise literally **works for you**.

1 Create the project

The project manager receives from the customer (either by phone or by e-mail) the details of a translation project. This usually has a source language (the language of the document to be translated) and one or more target languages (in which the final document should be).

The project manager creates a new project record in Tranwise, and fills in the details received from the customer, together with some other details useful for the management team and the translators (such as project deadline, Trados usage, special information etc.). Also, the manager uploads in Tranwise the document(s) to be translated, together with other reference files or Trados memory files if available.

2 Look for translators

The next step is to look for translators that know the language combinations required for the project, and ask each of them if they would like to do the job or not. This is done in Tranwise with just one mouse click. The project manager clicks one button and Tranwise automatically searches all the translators in the system whose language combinations fit the project and informs them about the new project available. For the people online in Tranwise at that moment, this is done by a small popup window that guides them to see the new project's details. For those offline, Tranwise sends an email message announcing that there is a new job available.

3 Select the people to work on the project

The gathering of responses from the translators is just as easy. The translators check the project details, and, if they would like to take the job, they click the "accept" button (specifying which part of the job they could do – translation, proofreading or both). When this happens, the translator is marked as available in the project's details page and the management team is notified about it. The only thing the project manager has to do is to check every once in a while the project's details page to see if there are any translators or proofreaders available. When there is at least one for which part, the manager can choose who is going to work on the project by clicking the "assign" button for the translator and the proofreader. The assigned translators are informed automatically that they were chosen to do the job and requested to start working on it. When there have been assigned translators and proofreaders for all the target languages of the project, the project is marked as "IN PROGRESS" and the project manager doesn't have to do anything more until the translation and proofreading is finished.

4 The translation and proofreading process

The translators will download the files to translate and start working on them. When ready, they will upload the translated file in Tranwise, together with any comments that they might have for the project manager or the proofreaders. At that point, the selected proofreaders are informed automatically that the translation for that project is completed and they should download it and start proofreading. When this part is ready, the proofreaders will upload the proofread file, together with comments and the management team will be informed automatically that the proofread file for the a certain target language of one project has been uploaded.

Read on to see how the delivery of the files, the invoicing and the payment of the translators is done... 

A project from A to Z

5 Deliver the end-result

When the proofread files for all target languages have been uploaded, the responsible project manager has to send them to the customer. After downloading all the files from all proofreaders and double-checking them, he/she packs them up into a single archive and uploads it in Tranwise, as a final result. Then, with just one click, the file is automatically sent to the customer in an email describing the project details and the comments that might exist.

6 Invoice the customer

In the "pricing" section of the project, the responsible manager will fill in the pricing method for the project (fixed price, or price per source words, per target words, or Trados price). Tranwise will automatically calculate the price based on the number of words in the project and the number of target languages. The invoicing can be done either per project or with a monthly invoice. If the invoicing will be done per project, the "create invoice" button does exactly that: creates a new invoice for the project, stores it in the system, saves it as a PDF file and sends it to the customer automatically in an email. After the customer receives the invoice and pays it, the management team will receive the payment confirmation from the bank and they can mark the invoice as paid.

7 Pay the translators

When a new project is created, the project manager has to fill in the way the translators are going to be paid (this can be either fixed price, or price per source words translated, or price based on Trados figures). Most likely, the translators will not be paid after each project. Instead, they will receive the payment at the end of the month. For each project they work on, a purchase order is stored in the system, together with the date when the translation/proofreading was completed. At the end of the month, the project manager responsible with the payment of translators can see for each translator the payment sheet for the last month, containing the projects he/she worked on, the comments the translator has about it, the bank details of the translator and the total amount to be paid. This can be checked either in Tranwise (per translator) or in a PDF overview for all the translators.

Done! This is how a translation project is completed with the help of Tranwise. Not only that the management part goes smooth and easy, but also, all the projects, translations and invoices are recorded in a unified way, making all the details of a certain project available years later.

A few other notable features...

- With just one click, a completed project can be reopened for changes or comments from the customer, and all the translators that worked on it are informed about this and they can take action about it.
- The project manager can import for each project the emails received related to that project, in order to have an overview and save the time of checking later several huge mailboxes for an email related to that project.
- The project managers have a status window where they receive messages about the most important things that happened in the system (like a translator who replied to a job, or a proofread file which has been uploaded etc.).



Pricing information



TRANWISE - Version 1 Connect 1 project manager and up to 50 translators	2,950 euro
TRANWISE - Version 2 Connect up to 3 project managers and 100 translators	5,950 euro
TRANWISE - Version 3 Connect up to 5 project managers and 200 translators	6,950 euro
TRANWISE - Version 4 Connect up to 10 project managers and 400 translators	7,950 euro
TRANWISE - Unlimited Connect an unlimited number of users	9,995 euro
Extra ICPM module In Country Project Management module	+ 2,500 euro
Tranwise Customer Version Choose either application or webbased solution	+ 2,500 euro
Maintenance and Support	199 euro / month
Additional Features Programming	45 euro / hour

Need something more? Have Tranwise just as you want it!

We know that each company is unique in its way of working. That's why we are ready to make Tranwise suit yours perfectly.

We will analyze your needs and find out what adjustments are necessary. Then, we will suggest a schedule for implementing the changes, and include that in a contract. This contract will include 8 hours of extra programming to get everything up and running. Above that, each hour will be charged with 45 euro.

Order now!

Go to www.tranwise.com and select the pricing page. You will find there all the ordering instructions.

Not sure about something? Give us a call and we will be most happy to help.

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