

APPLICABLE TO:

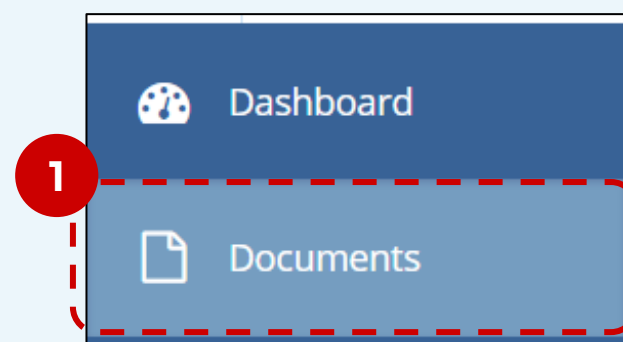
- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate

Trial Interactive has incorporated Certified Translation capability into our trial support solutions, making the request for a certified translation significantly easier than before. Once requested, a translation will be processed remotely and returned to your document library with the appropriate language codified in the document metadata.

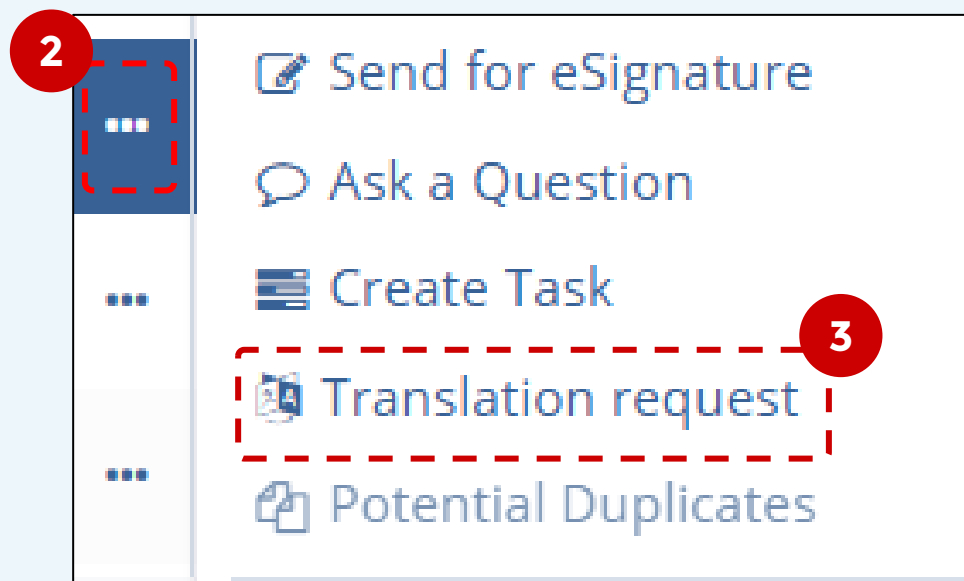


The 'Translation Requests' feature needs to be enabled for the selected room, and users need to be assigned the [Request Translation](#) action in order to be able to make a request. Reach out to your Trial Interactive CSM to set up the necessary room conditions and integration with TransPerfect services.

1 Navigate to the **Documents** module.



2 Identify the document to certify and open its Document Actions Menu.

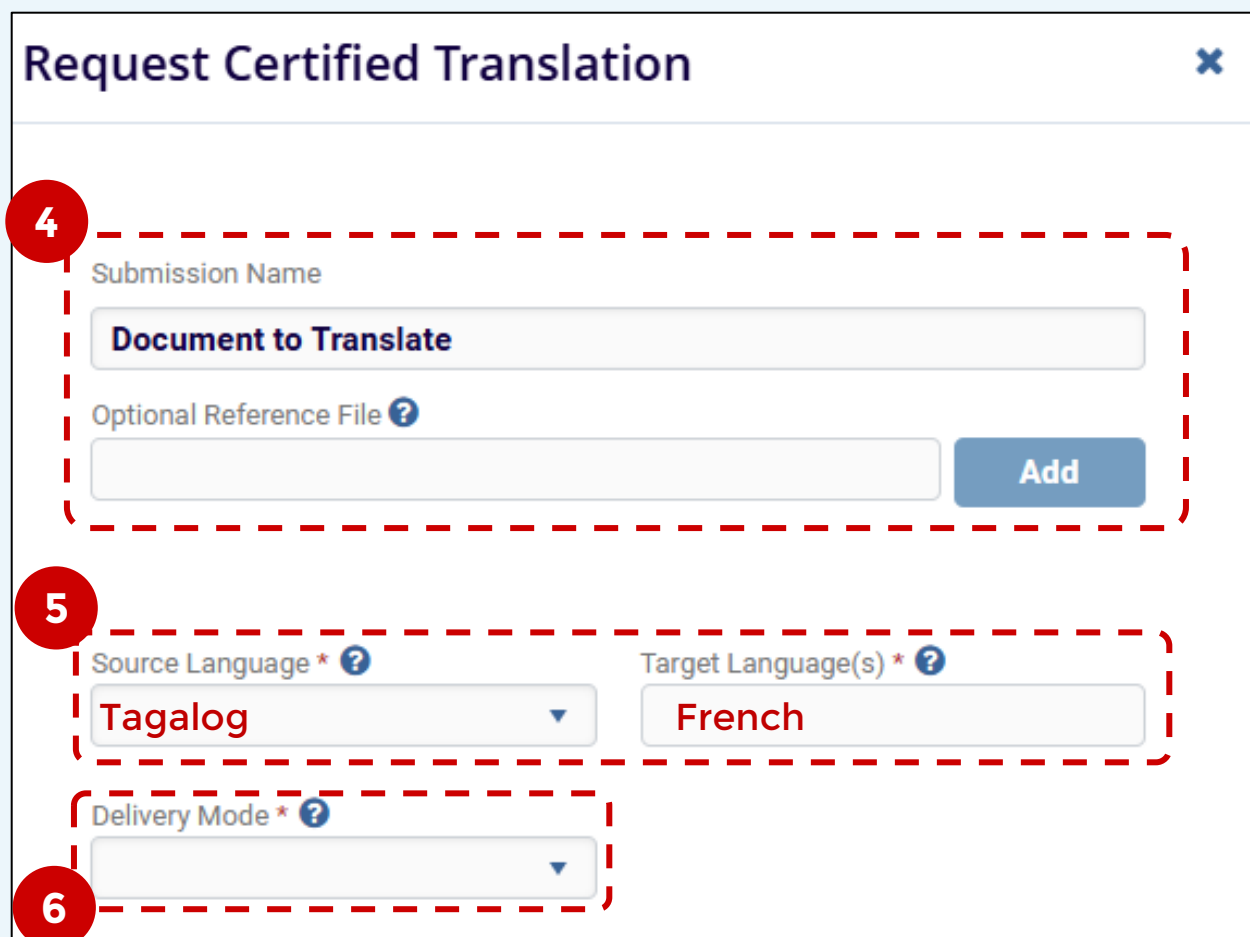


3 Click on **Translation request**.

4 [Optional] Edit the **Submission Name** and **add** any reference materials, like glossaries.

5 Set the **Source** and **Target Languages** (only room languages will display).

6 Choose the **Delivery Mode**: Standard, Rush, or Specific Date.

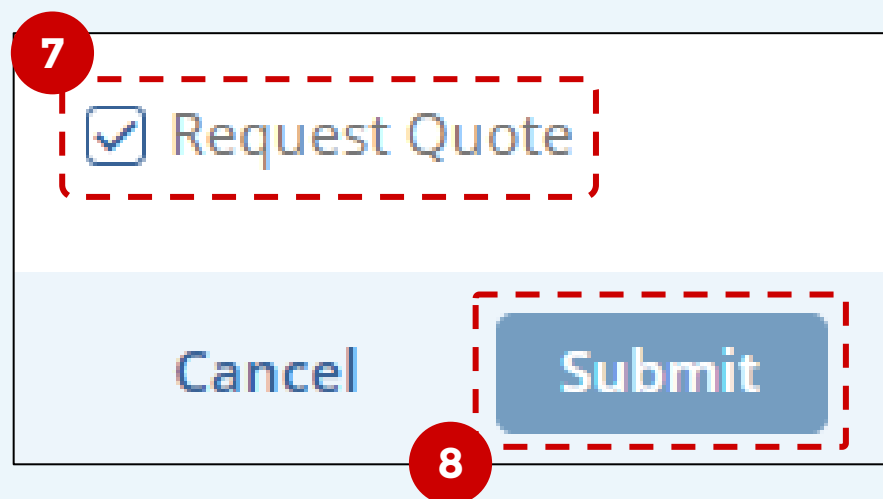


The screenshot shows a form titled "Request Certified Translation" with a close button (X) in the top right. The form contains several fields and buttons:

- 4**: A dashed red box highlights the "Submission Name" field (containing "Document to Translate") and the "Optional Reference File" field (with an "Add" button).
- 5**: A dashed red box highlights the "Source Language" dropdown (set to "Tagalog") and the "Target Language(s)" dropdown (set to "French").
- 6**: A dashed red box highlights the "Delivery Mode" dropdown.

7 [Optional] Tick the **Request Quote** checkbox if you wish to receive a quote. (otherwise, the job will begin with the standard contract rate applied).

8 **Submit** your request.



The screenshot shows a section of the form with a "Request Quote" checkbox checked. Below it are "Cancel" and "Submit" buttons. A dashed red box highlights the "Request Quote" checkbox and the "Submit" button.

9 When the translation process is complete, a new document will be stored in the same location as the original. For your convenience, all translations can be seen in the Translations module.

