

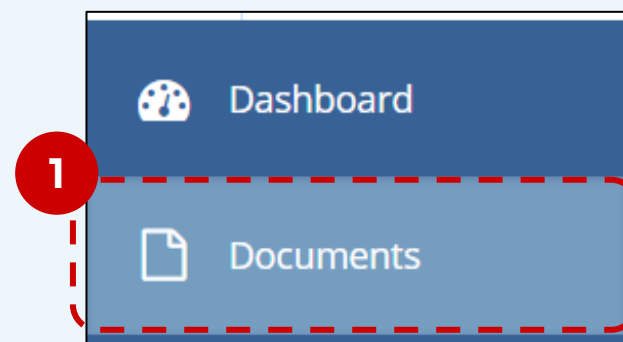
APPLICABLE TO:

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

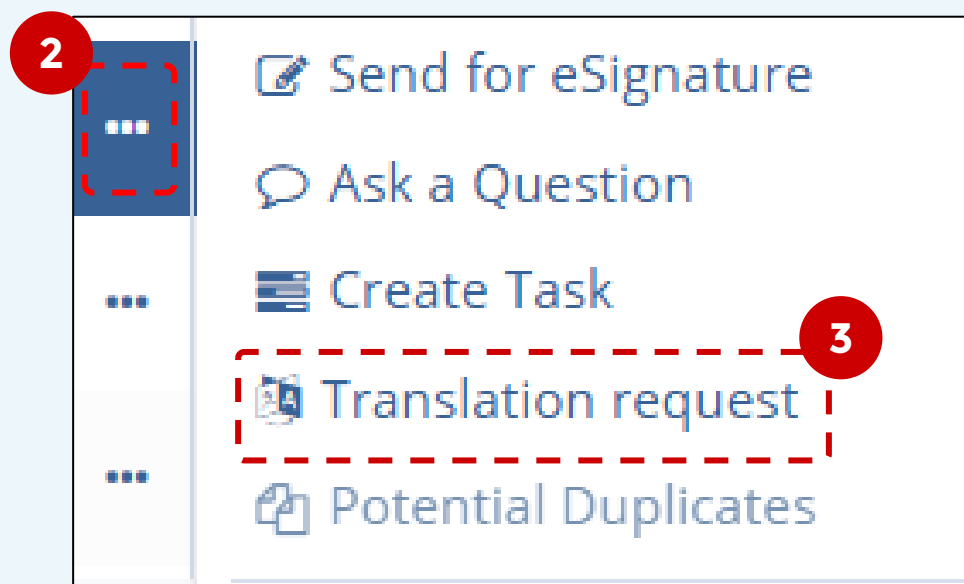
Trial Interactive has incorporated our Certified Translation capability into our trial support solutions, making the request for a certified translation significantly easier. Once requested, a translation will be processed remotely and returned to your document library with the appropriate language codified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

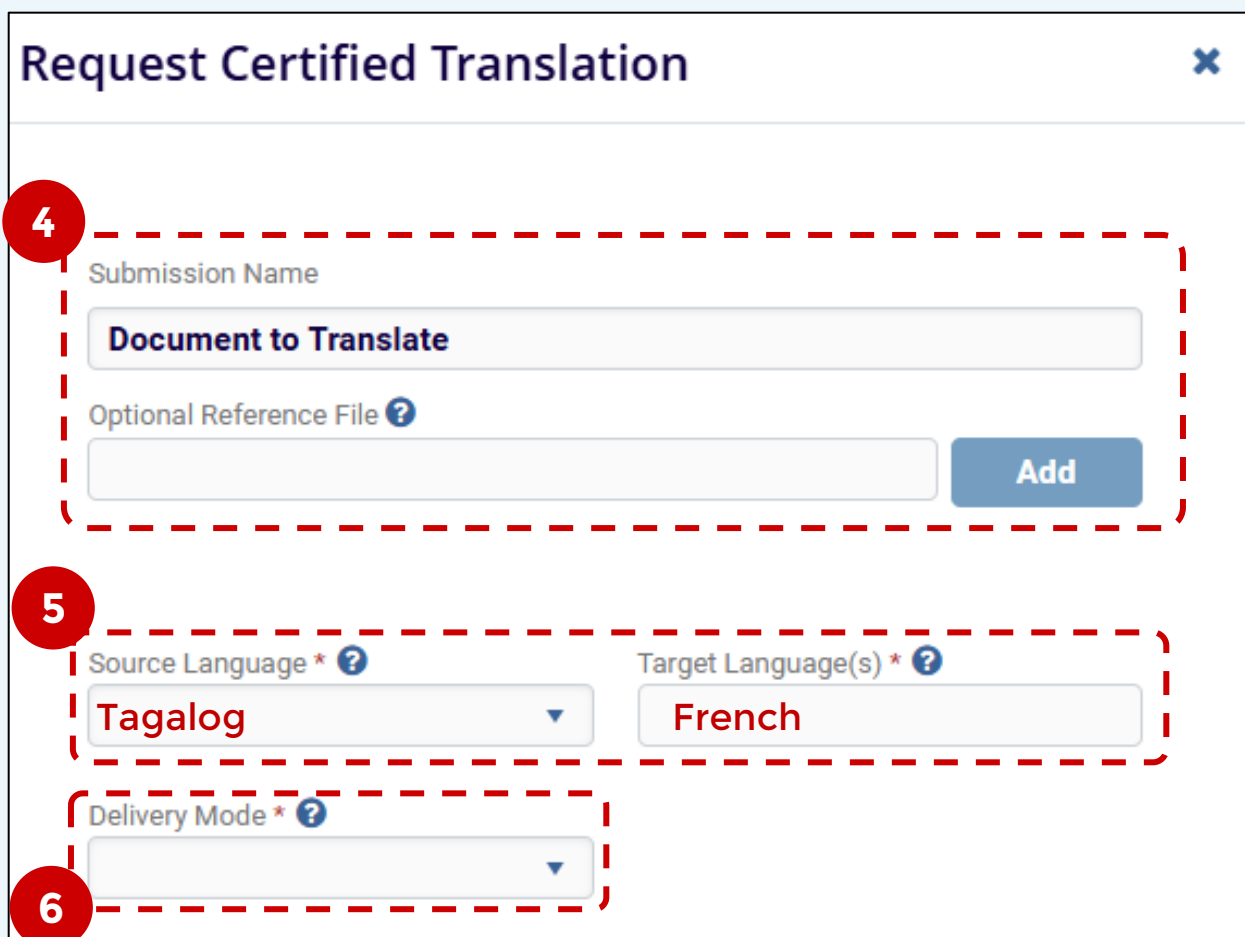


3 Click on **Translation request**.

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 corner. The form is annotated with red dashed boxes and numbers 4, 5, and 6. Annotation 4 points to the "Submission Name" field, which contains the text "Document to Translate". Below it is an "Optional Reference File" field with an "Add" button. Annotation 5 points to the "Source Language" dropdown menu, which is set to "Tagalog", and the "Target Language(s)" dropdown menu, which is set to "French". Annotation 6 points to the "Delivery Mode" dropdown menu, which is currently empty.

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 checkbox labeled "Request Quote" that is checked. Below the checkbox are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red dashed box and the number 8. The "Request Quote" checkbox is highlighted with a red dashed box and the number 7.

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.

