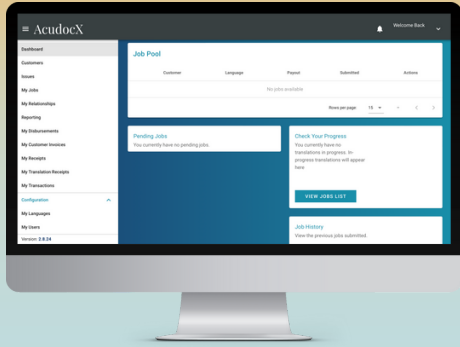


AcudocX

f o r P r o v i d e r s

Dashboard



• Job Pool

Jobs submitted through an agency will appear in the Job Pool section for you to claim.



• Pending Jobs

Jobs submitted directly to you will appear in this section.



• Check Your Progress

You can view existing translation jobs that are still in progress.



• Job History

You may view the previous jobs submitted to you.



Getting In Touch With the Customer



Messages is a function that allows the provider and customer to communicate with each other.

When there is a new message, you will be notified via email and with a message icon on your Dashboard.

Access your messages under the View Job page, under the DETAILS tab. Scroll down to the bottom of your screen.



Thanks!

After Claiming a Job

Self-Service Extract Translation

1.

Click

Start Job

2.

Check the accuracy of the translation input completed by the customer.



3.

Click the pen icon to add corrections if required. Then, click the save icon to save the change.



4.

You can untick or tick the Charge box to charge extra for each edit.

A.

Once complete, you can choose between two steps:

B.

6.

Click

COMPLETE JOB

to send the completed translation to the customer.

5.

Before clicking

CONFIRM & GENERATE

you can edit your digital certification if required.

Standard Extract Translation

Follow the Self-Service Extract Translation instruction but skip step 3. and 4.

Full Translation

For Full Translations, AcudocX functions like a secure file transfer platform.

Providers will not make edits straight into the AcudocX system. Instead, the system allows you to upload copies of documents you have translated.



Do Not Forget About Postage



Your customers may require a hard copy of the translation posted to them. If postage is required, AcudocX will show you the customer's postal address on the View Job page. Please ensure you check if postage is requested.