

# Unit 6: Wrapping up & checking your progress

# AcudocX

SCAN | SELECT | TRANSLATE | CERTIFY

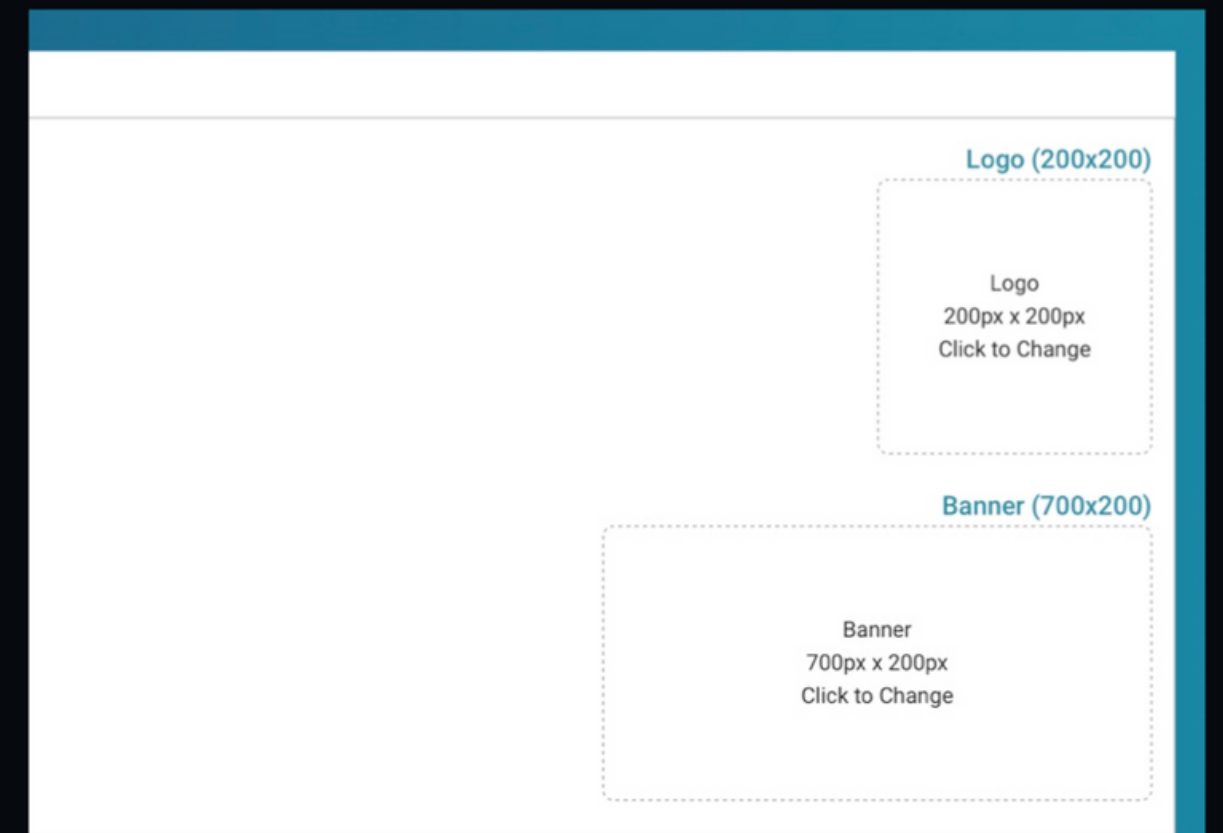
This unit will review the key tasks you are required to complete to get started with AcudocX

Over the next few slides, let's go over the important things you need to complete to get started with Acudocx.

Please ensure you have completed and understood the following tasks!

# Have you set your logo & banner?

- Click on Profile Profile under the menu 'Welcome Back' at the top right-hand side of your screen.
- You will see that the logo and banner are empty. Click on each to add a logo and letterhead banner. The letterhead banner will be shown on the header of all your exported translations on the top left of the page.
- Your account can only be activated when you have uploaded both your logo and banner. If you don't have a banner or logo, we suggest you upload an image of your name in text or a blank white image.



I have set my logo and banner

Yes

No

I have set my logo and banner

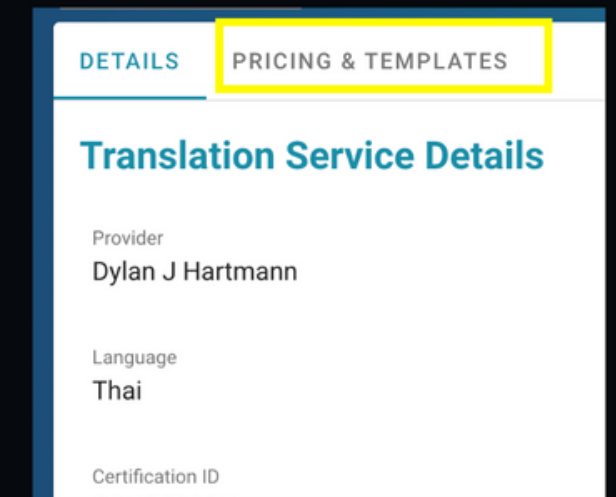
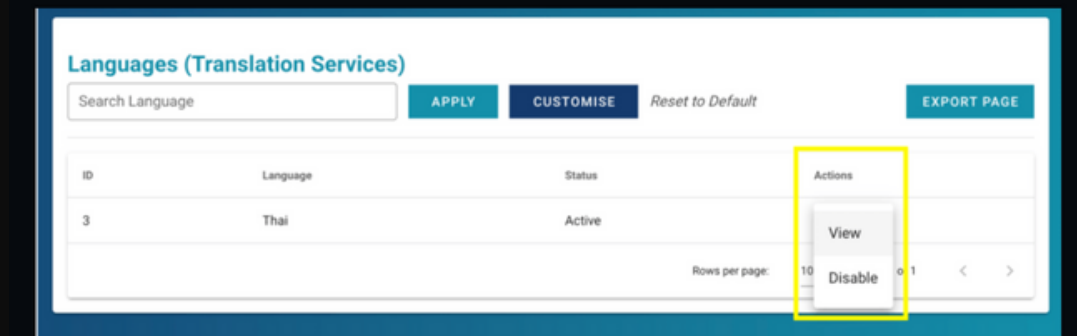


Yes

No

# Have you set your pricing?

- Go to My Languages under your main navigation menu.
- Click on View under the 'Action' drop-down menu then click on the tab PRICING & TEMPLATES.
- Set up your pricing. Scroll down this page to also set up your extract templates - see details back in Unit 3!



I have set my pricing

Yes

No

# I have set my pricing



Yes

No



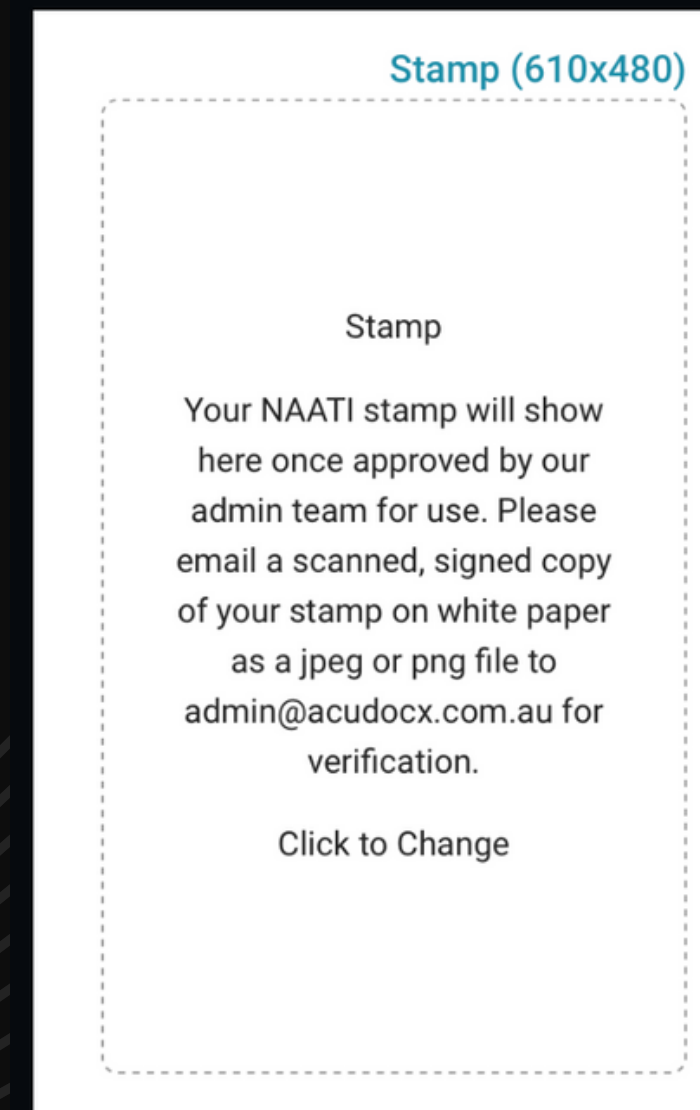
# Standard Extract vs. Self-service Extracts

- Customers will see two options:
- The option: "I want to do it myself" is a self-service extract This is a time-efficient service for providers. Your customers will be guided through how to upload their documents, select and translate fields before submitting to you for review.
- The option 'I want the translator to do it' is a standard extract. This only requires your customer to submit their documents, before submitting it to you to translate and complete

The screenshot shows a web form titled "Select an Option" with the instruction "Complete the steps below to create and submit a new translation job." The form is divided into two main sections. The first section, "SELECT THE DOCUMENT TEMPLATE", includes a dropdown menu labeled "Choose a template" with the selected option "Birth Certificate สูติบัตร/หนังสือรับรองการเกิด". Below this is a link: "If your translation template does not appear, click here to go to Full Translation". The second section, "HOW INVOLVED WOULD YOU LIKE TO BE IN THE TRANSLATION?", presents two radio button options. The first option, "I want to do it myself", is selected and has a price of "Starting at \$44<sup>95\*</sup>". Below it is the text: "You will be able to complete the translation template to the best of your knowledge before submitting for review." The second option, "I want the translator to do it", is unselected and has a price of "Starting at \$54<sup>95\*</sup>". Below it is the text: "The translator will complete the translation template for you. This does not incur editing fees." At the bottom right of the form are two buttons: "CANCEL" and "CONFIRM".

# Have you sent your signed stamp to get uploaded?

- In order to enable your language and allow you to begin offering translations via AcudocX, you'll need to send a copy of your signed stamp so that it can be verified and uploaded to your profile.
- To ensure that stamps are the correct dimensions and check that everything is correct, we must verify NAATI stamps before they are uploaded to AcudocX. Please email [admin@acudocx.com.au](mailto:admin@acudocx.com.au) a signed copy of your stamp and we will upload it to your profile.
- You'll then be ready to start using your quick link with customers.
- For added security, please zip and password protect your stamp then send the password in a separate email



I have sent a signed copy of my stamp to  
[admin@acudocx.com.au](mailto:admin@acudocx.com.au)

Yes

No

I have sent a signed copy of my stamp to  
[admin@acudocx.com.au](mailto:admin@acudocx.com.au)



Yes

No

Please note that our training units only covers the essentials of what you need to know as a provider.

Please consult the Provider's Handbook for details such as refunds, dispute resolution, menu items and bookkeeping.

It's a pleasure to have you onboard!

Thank you again for your interest in AcudocX. We hope you and your customers will be able to benefit from using AcudocX. Please keep an eye out for emails from AcudocX containing useful information to help guide you through our AcudocX system. These emails may find their way to your 'promotional' email inbox, but hopefully not your spam folder. If you haven't received any, please check these places.

I highly recommend you also like and follow the AcudocX Facebook Page as well as subscribe to our Youtube Channel where we'll be able to answer all your questions and concerns, and you can keep up to date on the latest developments from our team!

The final step in the onboarding process is to have a short onboarding video call with our team, where we'll submit a job to your account and walk you through processing it then refunding it.