Working with CLM

CLM stands for *Corporate Language Management*. STAR Translation Services is moving to use CLM for all projects.

You have two parts:

- CLM for managing your list of Projects.
- CLM WebEdit for Translation and proofreading.

You can chose to **work online via CLM WebEdit** and benefit from a **streamlined workflow** with a **simplified Transit editor** <u>OR</u> continue to **work locally** as before, by downloading the **PPF** and work offline using your full Transit desktop application. Both options are designed to be more efficient for you and this document details both ways of working.

CLM WebEdit will save you time, particularly on the simpler, small projects. For larger projects, the more powerful full Transit is helpful.

With CLM WebEdit you will:

- Save Time and so you can focus on your craft.
 Downloading Transit kits, unpacking PPFs and dictionaries takes time. With CLM WedbEdit this is all available to you online.
 Complete your projects with a single click.
 - No need to pack & upload TPFs on the Portal; click the *Complete* Button and move on!
- Get immediate QA Feedback as you work on a Segment.
 QA checks are done live without requiring you to start the Checks.
- Choose what works best for you!
 You still have the option to work online OR download a PPF & work offline and have all the power of the full Transit environment.

Getting started with CLM WebEdit.

- When you first start using CLM WebEdit a **Quick guide** will appear.
- Click on the ? icon to see the Keyboard shortcuts and the Quick guide.

This document covers the details of CLM relevant for you.

Additionally, the STAR Development Team has prepared <u>Training videos</u>. These videos are confidential and are available on our STAR TS Supplier Portal, once you are logged in.

If you have any feedback, please get in touch with resources@start-ts.com.

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1. Logging in to CLM for the First Time

If this is your first time using CLM, you will need to customise your password.

Go to https://stdub-clmclient.star-group.net/jamesweb/ and click "Forgotten your password?".

Corporate Language	e M anagement
STAR Editio	n
ST≜R	
The following pages are Please login.	protected.
USER NAME	
PASSWORD	
Ecrophien your password?	
	Login
REGISTER AS NEW CUSTOMER	DE - EN - FR - IT - PT

In **USER NAME**, insert your email address. The email address must be the <u>same</u> as the one you use for the STAR TS Supplier Portal. Type the characters in the CAPTCHA image. Click **Send**.

s	TAR Edition	
Forgot	en your password?	
USER NAME		
captcha Jinbj		
TYPE THE CHARACTERS IN TH	E IMAGE ABOVE.	
		Send

Corporate Language Management

You will receive a <u>Temporary</u> Password by email. Change this password: Enter your email address in the **USER NAME** field and log in using the Temporary Password.

On the Right-hand side, click (1) > Portal Settings (2): insert your New password (3) and click Save (4).

A Corporate Lan	uago Managomont			, I	Supplier portal	eliee roch@star.ts.cor	_` <i>`</i>
Orders Administra	guage TVTanagement power	ed by STAK			Supplier portal	ense.rocn@star-ts.con	0 1
STAR CLM » Portal settings Portal settings					Q. Quisk sea	Portal settings Keyboard shortcuts	
User settings Current password New password Repeat password	······	3				PORTAL LANGUAGE Deutsch English Français Italiano Português	E
Avatar	English					Portal change Log off	8
	Add avatar						
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2. CLM Interface Overview

2.1. Settings Menu

Open the settings by clicking on 😫 (top right corner).

- **Portal settings**: Option to change password, portal language and avatar.
- **Keyboard shortcuts**: List of all available keyboard shortcuts.
- **PORTAL LANGUAGE**: Change the portal language with one click.
- **Log off**: Log out of CLM.

2.2. Dashboard Menu

The dashboard opens after logging in or by clicking on the 📫 button.

It gives you an overview of all CLM "orders" (i.e. projects) that you have been selected to work on.

The following tabs are available <u>under Order statistics</u>:

- New orders: projects that are still pending your acceptance.
- Started orders: all open projects that you have accepted.
- **Due orders**: all projects for which the delivery deadline has already passed.
- **Reservations**: projects for which you have already been pre-selected as a supplier by the project manager these orders are not yet active in your supplier portal. They will become available under the New orders tab as soon as the order is sent to you.

Click on a language order to open the order details. This will take you to the Order page where you can see the Statistics, Deadline, instructions, check the source file before accepting/rejecting the order, etc.

Corporate Language	Corporate Language Management powered by STAR Supplier portal CLMinsight_sp										
Administration	Crees Administration										
Dashboard designer	Dashboard designer										
nks News ticker											
Current	Welcome at STAR Edition										
 Search Google 	Order statistics										
• STAR Group Calendar	New orders	X Started or	ders 🖄	1 Due orders	Reservations						
(1) July 2022	Order no	Order title	Service	Source language	Target language	Date of receipt of service order	Service deadline				
MON TUE WED THU FRI SAT SUN	9		9	2	9	V 7	V 9				
26 27 28 29 30 1 2 3	RAM-J00003813	test_noTransit	Translation	DEU	FRA	22/09/2021 16:50	22/09/2021 18:00				
27 4 5 6 7 8 9 10		test_noTransit	Translation	DEU	ENG	22/09/2021 16:50	22/09/2021 18:00				
20 11 12 13 14 13 10 17	RAM-J00003812	test_Transit	Translation	DEU	FRA	22/09/2021 16:43	22/09/2021 18:00				
20 25 26 27 28 29 30 31	18 19 40 41 42 43 44 RAM-J00003763 Order A Transletion DEU ENG 3008/202117:55										
и 1 2 3 4 5 6 7				Page 1 of 1 (4 orders) 📧 [1]	Σ						

Sea Portal settings Keyboard shortcuts
PORTAL LANGUAGE Deutsch
English
Français
Italiano
Português
Portal change
Log off

2.3. Orders Menu

This menu displays orders depending on their type:

- **Current**: all accepted orders AND pending acceptance.
- Archive: When an order is completed or cancelled, it is move to the "Archive".
- **Pending list**: shows all orders, except archived orders. *Order status:*
 - o <u>New</u>: Orders pending acceptance
 - o <u>Start</u>: Accepted orders



 <u>Reservation</u>: Orders for which you have already been pre-selected as a supplier by the project manager – these orders are not yet active in your supplier portal. The status will change to "new" once the service is sent to you. It will then change to "Start" once you have Accepted the order.

🎒 🕑	orporate L	anguage	Managen	nent powered	d by STAR				Supplier portal	(1) elise.r	och@star-ts.com
ff 0	rders Adm	ninistration									٥
STAR CLM »	Pending list								Q, Quid	k search e.g. J	00001234
4y Refresh Filter Clear filters Export →											
Page 1 of 1 (4 orde	ers) < [1] >									Nu	mber of lines 30 🖂
Drag a column hea	ader here to group by	r that column									
Order no	Order title	Internal reference	Service	Project manager	Source language	Target language	Start date	Service deadline ⊽	Duration (h)	Lines	Status of the order on the supplier's side
Ŷ	Ŷ	7	9	♥		•	· · · · · ·	V	7		Ŷ
DUB-0000011	CLM_Test_ER Job 18, InDesign Test 6, Project: 47973	47973	Translation	Roch	ENG	FRA	4/10/2024 1:21 PM	4/14/2024 7:00 PM	1.07	2	59 start
DUB-0000005	CLM_Test_ER Job 14, Format check #4, Project: 47954	47954	Review	Roch	ENG	FRA	4/10/2024 7:00 PM	4/13/2024 7:00 PM	0.02		24 reservation
DUB-0000001	CLM_Test_ER Job 10, Termino Fixed?, Project: 47945	47945	Review	Roch	ENG	GAE	4/9/2024 7:00 PM	4/12/2024 7:00 PM	0.02		22 reservation
DUB-0000001	CLM_Test_ER Job 10, Termino Fixed?, Project: 47945	47945	Translation	Roch	ENG	GAE	4/9/2024 12:09 PM	4/9/2024 7:00 PM	0.08		22 new
Page 1 of 1 (4 orde	ers) < [1] >									Nu	mbir of lines 30

• Search: use for filtering orders based on numerous criteria.

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3. Receiving a New Order

You will receive a notification that a New Order is assigned by email.

New order: DUB-0000021 - ENG_GAE - CLM_Test_ER Job 4, Termino and Internal Fuzzy, Project: 47818 - Translation

star-clm.dub@star-group.net To elise.roch@star-ts.com
 You forwarded this message on 29/03/2024 08:32. If there are problems with how this message is displayed, click here to view it in a web browser.
Hello,
The following order is assigned to you for processing.
Order title: CLM_Test_ER Job 4, Termino and Internal Fuzzy, Project: 47818 Order number: DUB-0000021 Order ID: 7f4786e9-e621-403e-af74-55eb88138596 Internal reference: 47818 Service: Translation
Company: CLM_Test_ER
Source language: ENG Target language: GAE Link to the order details: <u>DUB-0000021</u> Click to open Order in CLM
Service deadline: 05/04/2024 19:00 GMT (GMT+01:00 Greenwich Mean Time) Proposed Deadline for the Service
Comment for supplier: ————————————————————————————————————
Customer: CLM_Test_ER
Website: XXXX
Description: Random
You are responsible for the translation of new words and fuzzy match words. Please advise your project manager if you see issues with the context matches or with the perfect matches. Please see instructions for processing.
The PPF file for this project may only include the most relevant previous translations. Including the most relevant previously translated segments reduces the size of the TM provided. If you would find it useful to have access to the full TM, for searches or Dual Concordance, please let us know and we will provide it.
For marketing translations, we expect the style, the sentence structure and the flow of the text to be prioritised over the accuracy of the translations.
All checks must be performed before delivery in TPF format (i.e. spell, terminology, markup, format, translation and source variants). All our Irish Translation must meet the Caighdeán Oifigiúil standard. It is a requirement for this project to read, follow and comply with our <u>Irish Style Guide Instructions</u> .
If you need further details or you have questions for the customer about the translation, you can also visit <u>https://suppliers.star-ts.com/redirect_pt.php?id=147793</u>
Instructions for the processing step: Check if Stats after Supplier Selection include Internal Fuzzies
Statistics (Words)
Not translated 22.00 In the SIAR IS Portal
Fuzzy matches 84-75% 3.00 (Q&A system, Total for invoices, etc.)
Fuzzy matches 74-50% 3.00
Total 28.00 Wordcount
If you have any comments or questions regarding this order, please contact the project management: Elise Roch, <u>translation@star-ts.com</u> PM contact

Click on the **CLM order link** to access the project in CLM.

This opens the "Order" page.

Corporate La	inguage M anagement _{powe}	red by STAR		
Orders Admin STAR CLM » Current » DUB-00000	histration			
Order no: DUB-0000011			Notes 4 Refresh	Mor
Drder details				
Source language:		Order title:		
⊖ ENG		CLM_Test_ER Job 18, InDes	ign Test 6, Project: 47973	
Order title:	CLM_Test_ER Job 18, InDesign Test 6, Project: 47973	Internal reference:	47973	
Project manager:	Roch Elise, Elise	Source language:	ENG	
Comment for the supplier:	Customer: CLM_Test_ER	Original order ID:		
	Website: XXXX			
	Description: Random			
	You are responsible for the translation of new words and fuzzy match words. Pleas advise your project manager if you see issues with the context matches or with the perfect matches. Please see instructions for processing.	50		
	The PPF file for this project may only include the most relevant previous translations. Including the most relevant previously translated segments reduces			
Target language Pro	ocess step	Service	deadline	
FRA TR/ Edit online Complete order Notifications	A - Translation - Wait for results from supplier Data exchange ←	4/14/2024	/:U0 PM	
FRA TR/ Edit online Complete order Notifications	A - Translation - Wait for results from supplier	4/14/2024	/:U0 PM	
FRA TR/ Edit online Complete order Notifications 4/10/2024 1:59 PM Hello, he following order is assigned to yo	A - Translation - Wait for results from supplier Data exchange →	4/14/2024	/:U0 PM	
FRA Complete order Complete order Complete order Autifications 4/10/2024 1:59 PM Hello, he following order is assigned to yc Drder rumber: DUB-000011 Order ID:: cc8be2e4-b15e-472b-838d ntemal reference: 47973 Service: Translation Source language: ENG arget language: FRA	A - Translation - Wait for results from supplier Data exchange - Duta exchange	4/14/2024	/:U0 PM	
 ➢ FRA TR/ Edit online Complete order Iotifications Interfactions <l< td=""><td>A - Translation - Wait for results from supplier Data exchange - Duta exchange</td><td>4/14/2024</td><td>/:U0 PM</td><td></td></l<>	A - Translation - Wait for results from supplier Data exchange - Duta exchange	4/14/2024	/:U0 PM	
 ➡ FRA ➡ Complete order ➡ Alto/2024 1:59 PM ➡ Alto/2024 1:59 PM ➡ Alto/2024 1:59 PM ➡ Hello, The following order is assigned to ycc ➡ Order number: DUB-0000011 ➡ Drder title: CLM_Test_ER Job 18, In Order title: CLM_Test_ER Job 18, In Order title: CLM_Test_ER Job 18, In Order DUB-0000011 ➡ Drder title: CLM_Test_ER Job 18, In Order DUB-0000011 ➡ CLM_Test_ER Job 18, In Order ID: cc8be2e4-b15e-4720-838d nternal reference: 47973 ➡ Service: Translation Source language: ENG arget language: FRA Service deadline: 14/04/2024 19:00 0 Comment for supplier: 	A - Translation - Wait for results from supplier Data exchange - u for processing. Design Test 6, Project: 47973 Hd8e0d7e73d44 GMT (GMT+01:00 Greenwich Mean Time)	4/14/2024	/:UU PM	

All emails sent by CLM are displayed chronologically in the Notifications section.

Please note that for invoicing: the total & Project ID for your invoice are visible on the STAR TS Supplier Portal (not in CLM!). You will receive a separate email copy from the STAR TS Supplier Portal with the total & Project ID for invoicing purposes.

3.1. Checking the files before Accepting / Rejecting a project

The original files can be viewed under "Data exchange" before accepting or rejecting the order. Click **Data exchange** | **Order Folder**

Order no: DUB-000002	1		Notes 4 Refresh More -
	If you need further details or you have questions for the customer about the translation, you can also visit https://suppliers.star- ts.com/redirect_pt.php?id=147793		
Target language ⊖ GAE	Process step TRA - Translation - Wait for answer from supplier	Service deadline 4/5/2024 7:00 PM	
Accept Reject D	lata exchange -		
3/29/2024 8:25 AM			Î
Hello, The following order is assi	gned to you for processing.		
Order title: CLM_Test_ER Order number: DUB-0000 Order ID: 7f4786e9-e621-	Job 4, Termino and Internal Fuzzy, Project: 47818 021 403e-ar74-55eb88138596		

Click the **ORG** folder – this shows the original files. Select the file and Right click "**Download**".

6 I			Filter by:			
OSTRA_Online	1	05TRA_Online > ORG				
	#	Name	Date modified	Size		
		1327306-1409840207fu_5 Refresh Download	3/29/2024 9:17:54 AM	13.59 KB		

You can then open the file from your *Downloads* folder in File Explorer.

Reference PDFs and additional help files (if any) can be downloaded from **Data exchange** | **Order** Folder > HelpFiles

		Order folder								
Target language ⊖ GAE	Process step TRA - Translation - Wait for from supplier	א מ × מ ∔				Filter by:	^			
Statistics: Wo	rds / Total 463.00 / Pretrans.	 image: 05TRA_Online_279 image: HelpFiles image: ORG 	t #		05TRA_Online_279 > HelpF	Tiles Date modified	Size			
Edit online	Data exchange -			.	Job Description Machair.pdf Job Description SnaP.pdf	12/12/2024 1:02:22 PM 12/12/2024 1:02:22 PM	81.01 KB 82.53 KB			
Delivery - Ma	inual (DEL)									

3.2. Rejecting an order in CLM (option to Suggest an Alternative Deadline)

Click "**Reject**" to reject the order <u>or</u> suggest an alternative deadline.

If you need tailore details or you have the available with the sensition of the function should be be constructive. JP (pr):As:147701 Be constructive. JP (pr):As:147701												
Transition . What for answer from supply the account of the second and the second account of the second accou		If you need further details or you hav questions for the customer about the translation, you can also visit https://suppliers.star. ts.com/redtrect_pt.ptp?id=147767	Reje	ct								×
Impact of the subscription Concerns and the subscription Interview Trade-transform Wall for answer from supplic Interview the exclusion is Wall for answer from supplic Interview the exclusion is Wall for answer from supplic Interview the exclusion is Wall for answer from supplic Value 2024 10:52 AM 5 6 7 8 Interview State 2024 22 22 23 12 23 4 5 6 Interview State 2024 12 23 4 5 6 10 11 12 13 4 5 6 10 12 2 2 2 20 20 23 12 2 3 4 5 6 10 12 2 3 4 5 6 10 12 2 3 2 2 2 20 20 20 20 20 20 20 20 20 20 20	Process	e eten	Alter Date	nativ I	re de		ry da	ite				
Subscience Subscie	ERA TRA-T	anslation . Wait for answer from supplier	4		Mai	ch, :	2024		٠			
Void Rened 25 36: 27 36: 25 4: 2 1 2 Utilizations 45 5: 67 0: 9 10: 11: 12: 13: 14: 15: 16: 16: 10: 10: 10: 10: 10: 10: 10: 12: 12: 22: 22: 22: 24: 25: 42: 25: 42: 25: 42: 56: 42: 25: 42: 56: 42: 25: 42: 56: 42: 25: 42: 56: 42: 25: 42: 56: 42: 25: 42: 56: 42: 25: 42: 56: 42: 25: 42: 42: 42: 42: 42: 42: 42: 42: 42: 42			Su	Мо	Tu	We	Th	Fr	Sa			
30 4 5 7 8 16 10 45 5 7 8 16 17 10 45 5 27 8 16 17 16 18 16 17 16 18 16 17 16 18 16 17 16 18 16 17 16 18 16 17 16 18 16 17 16 18 16 17 16 18 16 17 16 18 16 17 16 18 16 18 16 17 16 18 16			25	26	27	28	29	1	2			
attractions 17 18 19 27 27 23 3228/2024 10:52 AM 24 5 27 39 30 6: Total Fill 10 28 28 29 4 5 6 10 Total Fill 10 28<			10	11	12	13	14	15	9			
24 25 26 27 29 30 30 3728/2524 (19.52 AM 0 31 1 2 3 4 5 6 Totlowing order is assigned to you for processing or the CML Titler (E. b) 1 1 2 3 4 5 6 Today: Parch 24. 2004 1 0 1 0 <td>ifications</td> <td></td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td></td> <td></td> <td></td>	ifications		17	18	19	20	21	22	23			
3/22/2024 10-52 AM Software order is assigned to you for processing or the: CLU, Tool, FT, Abo, 1, CLU, Tool, 3, Project 47754 er nother 70, Bio 2000 234023-400x007 main (refrance, 47704 Techon, 23400x007 main (refrance, 47704 Techon, 23400x007 m	incationa		24	25	26	27	28	29	30			
vacase value value vacase value vacase value vacase value vacase value vacase value vacase	2/20/2024 40-52 688		31	1	2	3	4	5	6			
Totolowing order is assigned to you for processing for file: CLM, Totic ER, abo 1, CLM Toti 43, Project 47734 (in Office DB, School & bit00 - 23482:468:407 mail rolemance 47734 voic desdition # 0104/2024 19 00 GMT (GMT+010 Oreennach Mean Time) month for support.	3/26/2024 10:52 MM			Tod	ay: N	larch	28, 2	2024				
der tilfer CLM [Test_ER, Job 1, CLM Test # 3, Project 47794 Jer numther DH1 (500001 Jer numther DH1 (500001 Jer numther DH1 (500001 Automation and the state of the state	e following order is assigned to you for	processing.										
vvce deadline: 01:04/2024 19:00 GMT (GMT+01:00 Greenwich Mean Time) mment for supplier	rder title: CLM_Test_ER_Job 1, CLM Te ider number: DUB-0000001 rder ID: 04e8tbdb-b452-477e-b5t0-234 temal reference: 47794 ervice: Translation ource language: ENG raget language: FRA	st # 3, Project: 47794 32b46bd07									h	OK
mment for supplier:	ervice deadline: 01/04/2024 19:00 GM1	(GMT+01:00 Greenwich Mean Time)										OK

- The order rejection pop-up allows you to give a reason for the rejection in the text field.
- You can also suggest an alternative delivery date using the Calendar.

Click "**OK**".

The order bounces back to the Project Manager, who will change the deadline of the order and send the project back to you, OR reassign the project if the deadline is not flexible.

3.3. Accepting an order in CLM

Click "Accept" to accept the project & deadline.

Order no: DUB-0000	021	Notes 4 Refresh More	•
	If you need further details or you have questions for the customer about the translation, you can also visit https://suppliers.star- ts.com/redirect_pt.php?id=147793		
Target language GAE Accept Reject	Process step TRA - Translation - Wait for answer from supplier Data exchange ▼	Service deadline 4/5/2024 7:00 PM	
Notifications	ject may only include the most relevant previous translations. Including it nd it useful to have access to the full TM, for searches or Dual Concordar ns, we expect the style, the sentence structure and the flow of the text to	e most relevant previously translated segments reduces the size of the rivince, please let us know and we will provide it. be prioritised over the accuracy of the translations.	

NOTE: when you "accept" you also accept the deadline. To suggest an "alternative deadline", you will need to reject the project first.

Once you have Accepted the Order, click the Refresh button

Order no: DUB-0000021	Notes 4 Refresh More -
If you need further details or you have questions for the customer about the translation, you can also visit https://suppliers.star- ts.com/redirect_pt.php?id=147793	

4. Edit online: Translation and Review in WebEdit

Click the **Edit online** button to start editing online in CLM WebEdit. This option is best for the smaller projects where the full power of Transit NXT is not required.

	translation, you can also visit https:// suppliers.star-ts.com/redirect_pt.php? id=148023		
Target language O FRA Edit online Complete of	Process step TRA - Translation - Wait for results from supplier Inder Data exchange -	Service deadline 4/14/2024 7:00 PM	
4/10/2024 1:59 PM			^
Hello, The following order is assign	ad to you far processing		

4.1. WebEdit Overview

<u>Quick guide</u>

The "Quick guide" window will pop up upon opening a project in CLM WebEdit. This will always be the case <u>unless</u> you tick "Do not show again at the next start" (1).

You can access the **quick guide** from the help button \bigcirc (2) if needed.

Source (El 4) 6694884864373fu_57_2GIG-Eplus-Wesco-Endcap_0314	Target (FRA) (synchronous)			Terminology	Quick guide
Extended Range.	- n Extended Range.		You can use this menu item to reop	en the Ouick Start Guid	e that is displayed wh
Expanded Opportunities.	- to Expanded Opportunities.		CLM WebEdit is started.		,,
Extended	- n Extended				· · · · ·
Range	- 10 Range				About this order
Sensors	- t Sensors				About CLM WebE
N1 e 1 w!	N1 e1 w!				
Expand Your Security Business with 1 E 1 2 + 2 3 Extended Range Sensors. 3	Quick guide	× ange Se	ensors. 3		Dark mode
Greater coverage for larger properties.		0			
Extended	CLM WebEdit: Translating online				
Range	Translating segments				
Sensors	You can edit a segment by double-clicking on the seg	nent.			
Improved & Simplified	With \checkmark you can confirm the segment as translated. I next segment immediately after confirming, click, \checkmark	you want to translate the			
Sensor Enrollment Process	Information on the comment				
with new 1 Edge 1.3 Firmware	The icons to the left of the segments show their stat	s and whether there are			
Two-way Encrypted Communication	translation suggestions, e.g. 💖				
Sensor Range up to 1 2 1 km	Segments with a green check mark are already to you do not need to care about these segments.	anslated and completed;			
(Range may vary depending on Installation conditions)	Further information for each segment can be found in	the tooltip of the status icon			
Reduce Installation Time	(move the mouse pointer over the symbol without cli	king).			
with Local, Device-based Testing					
Longer Battery Life	Do not show again at the next start	se			

The CLM WebEdit Quick Guide can be accessed at any time via the help menu. A list of the

keyboard shortcuts is also available from the Help Menu 😰.

Hovering over the segment column shows the segment number and gives you more information regarding the status of the segment.

			🔎 🔥 🗳 🌮 🗸 🕥 🤘 🍕 🝸 Segments to be
88	Segment without fuzzy match. First segment of an internal renetitions group		Target (FRA) (synchronous)
ies	Status: Not translated Last change: 4/10/2024 Internal segment number: 3		This is my Translation.
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Additionally, the interface will show tooltips when you mouse hover over the buttons.

Full Screen mode

Click to open the editor in **Full Screen mode (3)**. We recommend you work in Full Screen Mode to get as close as an experience as working in any desktop application. The *Esc* key will quit the Full Screen Mode.



Information about the order

Information about the project can be found in **Help > About this order**:



<u>Views</u>

By default, CLM provides a dedicated View for Translators, and a dedicated View for Proofreaders so that you see what is relevant to your task.

A source/target preview can be displayed in the **preview** window for MS Office files.

)% 🔨			/ - 2	2		K	Segments to be translated -
File selection / navigation	Previe	Hide previews ✓ Show source language preview	205	1/1 >> −□+×	Sou	urce (ENG): 1716944-2052932881fu	Targ	et (DEU) (synchronous)
Open all a file, click on its name.		Show target language preview	POF.		G	ood day!	s S	Guten Tag!
You can use this selection to display the page layout PDFs of the source and target language	a ¹	Source and target language preview (target below source) Source and target language preview (side by side)	m		G	ood evening!		Guten Abend!
The PDFs are displayed side by side.		Scroll source / target language synchronously			G	oodbye.	s S	Auf Wiedersehen.
		Download source language PDF	s,					
		Download target language PDF	e.					
		Request new target language PDF	ê					

The preview window and other windows (e.g., for fuzzy matches and concordance search) can be displayed via the **Windows** button and then positioned.

🗟 📢 式 Segments	to be checked 🗸 👂		Windows 🗸	
Segments	to be checked +	 Open windor Fuzzy matche Terminology Preview Comments Segment hist Search Replace Filter File selection File selection File details Concordance Quality assura Full screen m 	Windows - w: s ory / navigation search ance ode	
		Reset window	/ layout	

You can select windows for various additional functions in the **Window** list at the top right. You can move the windows with "Drag & Drop" and "dock" them to the edge of the screen.

Note: View settings are saved in your cookies so you don't have to change the view each time.

Orders with Multiple Files

If an order contains several files, click "**Open all**" under **File selection / navigation** to open all files in the editor.

			Segments to be translated • 👂 👂 🖾 🖾 Windows • 📖 🔞
File selection / navigation	Source (ENG): 2086694884864373fu_57_2GIG-Eplus-Wesco-Endcap_0314	Target (FRA) (synchronous)	Terminology
Open all To nevigate to the begin	nning of Extended Range.	= 1 Extended Range.	 This order does not contain a dictionary.
a file, cick on its name.	Expanded Opportunities.	 = t Expanded Opportunities. 	Therefore, no terminology can be displayed.
2086694894664373fu_57_2GIG- Wesco-Endcap_0314	Eplus- Extended	= n Extended	
- 3543294149228481fu 57 2GIG-	Eplus-W Range	= a Range	
esco-Endcap_0315	Sensors	- tu Sensors	
	N1De 11w!	- m N1 e 1 w!	

You can also switch between the files using the buttons 🧖 🖻

4.2. Editing

To start editing a segment, double click on the segment.

100% 🗸	$\textcircled{2} \ \bigcirc \ \bigcirc \ \bigcirc \ \textcircled{3} \ \end{array}{3} \ \textcircled{3} \ \end{array}{3} \ \textcircled{3} \ \textcircled{3} \ \textcircled{3} \ \textcircled{3} \ \textcircled{3} \ \textcircled{3} \ \end{array}{3} \ \textcircled{3} \ \end{array}{3} \ \textcircled{3} \ \textcircled{3} \ \textcircled{3} \ \rule{3} \ \end{array}{3} \ \rule{3} \ $
✓ Edit in target language text	38fu_57_t47563 English to Irish Target (FRA) (synchronous)
East in separate window	Imax · personinel →
Empty antuisiated segments datamateany	Code for Lang. expansion 114% (ENG 14, FRA 16 chars)

For an untranslated segment, the source text is kept in the Target editor by default.

If you prefer to empty the segment for editing, click the **edit** button and select **"Empty untranslated segments automatically**".

You can populate the source back into the target using the 💷 button.

Click the *i* button to hide / display the code of the character and the language expansion of the segment. For project with length limits, the actual length and the limit will also be displayed.

You can insert special characters via the Ω - button.



Click **Open "special characters" window** to display all special characters option in a separate window.



06/06/2025

Tip: After inserting a special character, it is saved under your recent list for quick access & available in all your orders.

H	[This-is-an-example-of-variant]	\checkmark	[Voici+un+example+de+variante]
^			Image: A+B Markups → Image
	[This is an example of 1 variant 1]	\checkmark	[Voici un exmple de
~			Spaces

To display spaces, click the button. Spaces are displayed both in source and target when you edit a segment.

Confirming a Segment as Translated

To confirm a segment as translated; click the **confirm** we button. Or click we to **confirm and go to the next segment**.

Note: If you do not confirm the segment, your edits will <u>not</u> be saved.

	1 - 0 0 0 4 9 0 14 3 Segments	to be translated - 👂 🔰 🖾 🕥 Windows - 🛽
Source (ENG): 2340377-1819445683fu_47_tinytest2	et (DEU) (synchronous)	D Terminology
Good-morning!	Guten-Morgen! 등 ên Ω - ∧® Markups - ▷-	This order does not contain a dicti Therefore, no terminology can be
Good day!	Good day!	a to the pert segment
Good evening!	Good evening! You can use this function to sa	ave your translation, confirm the segment as translated
Good night!	Good night! and go to the next segment.	re your dansation, commit die segment as dansatea
Goodbye.	Goodbye. Tip: In the "Segment navigati function goes next.	on" list, you can determine the segment to which this

Once you have confirmed a segment as Translated, the segment info column.

			•
Source (ENG): 2340377-1819445683fu_47_tinytest2	Targe	et (DEU) (synchronous)	
Good morning!	\checkmark	Guten Morgen!	^
Good day!	-		
		🔄 🔄 🛛 🛛 🗛 Markups - 📖 💥 🗸 🛷	
Good evening!	-	Good evening!	
Good night!	-	Good night!	
Goodbye.	-	Goodbye.	~

Fuzzy Matches

Segments that have Fuzzy Match Suggestions are identifiable with the symbol in the segment column (1). Fuzzy suggestions are displayed in the **Fuzzy matches** window (2).

		Segments to be translated •	>
Source (ENG): 92111181935669405fu 57 This is 1 sentence	Target (FRA) (synchronous)		D
This is 10 1 11 sentence.	Voici 1 1 1 phrase.		^ T
5 people out of 10	5 personnes sur 10		Ť
This is 1000 mm long	Cela mesure 1 000 mm de long		
This-is-one-sentence.	% This-is-one-sentence.		
(1)	Ω 🧔 🤤	🗸 🗛 Markups 🗸 🔍 🖉 🛷	
This is 1 sentence.	% This is 1 sentence.		
This is another sentence	% This is another sentence		~
Fuzzy matches 24% This is '1 '1' 1' sentence. This is one sentence. This is one sentence. Image: Sentence flic: _102111181935669405fu_57, This is 1 sentence		Quality assurance No QA message.	
Fuzzy matches 2 74% This is '1 '1' 1' sentence. This is one, sentence. 2 Image: Sentence fileusz111181933669405fu 57 This is 1 sentence 2 Movering over the Icon shows you where t	he suggestion is coming from.	Quality assurance No QA message.	

Fuzzy ma	tches
74%	This is 1 1 1 sentence.
	This is ,one, sentence.
	A Voici phrase. Reference file:\92111181935669405fu_57_This is 1 sentence
	Automatically adapted translation from current order Source 92111181935669405fu_5 Reference translation Voici 111 phrase.

Clicking the **Source** link (3) opens the reference file in a separate window, where you can check the reference segment in context.

Note: The Fuzzy matches window is <u>Read only</u>. <u>You can only edit fuzzy matches when you are</u> <u>in edit mode in the Segment</u>

To populate the top Fuzzy Suggestion into the Editor, click the $\stackrel{\textcircled{}}{=}$ button.

%	This is another sentence	
	💭 🔁 🖓 🗸 🖓 🖓 🖓 🖓	3
	Insert best fuzzy match	
	You can use this function to insert the fuzzy match with the highest quality and then revise it. Attention: If the edited segment is already translated, its translation is replaced by the fuzzy match.	

Alternatively, click on the letter from the **Fuzzy Matches** window to Insert the fuzzy match into the segment.

Fuzzy m	atches	
74%	This is 1 1 sentence.	
	TI Insert fuzzy match translation into edited segment	57_This is 1 sentence

Next, edit and then confirm the segment.

Assigning Markup

By default, the source text is kept when editing an untranslated segment. Markup is shown in blue tags. You can replace the source text with your translation in between the relevant tags.

Source (ENG): 92111181935669405fu_57_This is 1 sentence	Target (FRA) (synchronous)	
This-is-1 1 1-sentence.	Voici- 10 f 1 - phrase.	
	🔄 🤤 🛛 🗸 🚧 Markups 🗸 📖 💥	\$ 🗸 📣
5 people out of 10	= 5 people out of 10	

You may need to add markups; for example, if you deleted a tag or if you work with the Edit mode "Empty untranslated segments automatically".

To add the markup: select the text (i.e. highlight) you want to apply the markup to (a), click **Markups** (b) and click on the markup tag to apply (c).



Internal repetitions

The first occurrence of an internal repetitions is flagged with the symbol in the Segment info column (1). Follow up repetitions are flagged with the symbol (2).

Segment without fuzzy mate	:h.	
First segment of an internal	repetitions group.	Target (FRA) (synchronous)
Status: Not translated		1_{1} This is an internal repeat.
Last change:	4/16/2024	 Receiving a New Request:
Internal segment number:	2	2) This is an internal repeat.
		Cancelling a Request:
		% Un-Cancelling a Request:
		% Receiving a Request:
		% Receiving a Request
Segment with 100% match. Follow-up segment in an internal repetitions group.		 We got a new request from CRO
		The DSP is the Department of Social Protection
Status:	Not translated	🙀 This is an internal repeat.
Last change:	4/16/2024	(2)
Internal segment number:	20	

Edit the first segment of the internal repetition group.

Upon **confirming** the segment, the following message pops up: **There are other segments with** *identical content (internal repetitions). Do you want to use the translation for all segments in this internal repetitions group?*



Click "Yes" to populate the translation to all follow-up repetitions segments.



If a translation variant is absolutely required, you can edit the relevant segment and **confirm**. Click "No" to avoid populating the change back into the internal repeat group.

Un-Cancelling a Request:		Un-Cancelling a Request:	
Receiving a Request	0/	Receiving a Request	
Rece 🕜 There are other segments with identical content (internal repetitions). Do you want to apply the change to all identical segments in this internal repetitions group? Yes No			
We get a new request from CRO		We got a new request from CRO	
The DCP is the Department of Social Protection		The DSB is the Department of Social Protection	

<u>Variants</u>

There is currently no Variant check in CLM Web Edit. Variant check will be included as part of the QA in future releases of CLM Web Edit.

Grammar / Spelling

WebEdit has now a spellchecker. The Spellchecker is active only in "edit" mode.

		थ्।
	▶ ▶	DV
File selection / 198	Source (ENG): 55301631174092360fu_57_This i Target (FRA) (synchronous)	▶⊂
navigation	This is a test % Ceci est untest	^
To navigate to Open all the beginning of a file, click	Spelling A+B Markups wn test	v
on its name.	un-test	
60fu_57_This is a te st	funeste	
Total number of files: 1		

There is currently no Grammar checker in Web Edit. You can:

Export the translated file(s) and run the Grammar Check using MS Office.
 To export the translation, click the button and "Download exported files"



- You will then need to **implement the changes (if any)**, **manually**, **in CLM Web Edit** before completing the project, just as you have been doing in Transit NXT.
 - Please, DO NOT use the "Upload exported file" button:
 - Uploading the exported file back WILL NOT implement the changes in your translation/proofreading. You need to implement the changes directly in WebEdit.
 - It may result in an error and the project won't move to the next stage.

Terminology

By default, if a segment includes terminology, the Term is displayed when editing the segment on the right hand-side in the **Terminology** window.

You can insert terms from the terminology window into the segment you are currently editing in edit mode.



Click on the letter from the Terminology window to insert the term into the segment; or use the shortcuts detailed below.

A B C	Insert term A or B or C	Alt + g, release and then press	a or b or c
	Insert term A or B or C and <u>change the case</u> of the first letter	Alt + g, release and then press	Shift + a or b or c

Note: the Alt key to press is the **Alt key on the left** of the keyboard (not ALT+gr).

If you had text selected in the edited segment, it will be replaced by the target language term. Otherwise, the target language term is added at the current cursor position.

If there is more than 1 target term, click the info ⁽¹⁾ icon to display more information (if there is any) (1).Click the dictionary ⁽¹⁾/₍₁₎ icon to access the full dictionary (2).

Terminology		X
CRO A CRO		1
Dic2nary:	CRO	

Tip: To display the terminology window, select *Terminology* from the *Windows* list on the top right.

Concordance search

To run a dual concordance search; select the term (highlight) and click the dual concordance search \Rightarrow button.

This opens the **Concordance search** window where you can customise the search under **Options**. Click **"Search**" to display the results.

A		
Source (ENG): 5563803912095	Concordance search):
Receiving a New Request: This is an internal repeat.	rou can use this function to search for source or target language text in all files of the order and in the translation memory. Tip: You can also search bilingually. CLM WebEdit then only shows the segments where a translated with a specific translation.	
Cancelling a Request: Un-Cancelling a Request:	Source language ① internal repeat	~
Receiving a Request: Receiving a Request	Target language ① Search	l
We got a new request from CI The DSP is the Department of This is an internal repeat.	O Minimum quality (%) 50 Case sensitive ① Display identical hits only once ① Soc Phrase search ① Search in order ① Display hits with context (paragraph) Morpho search ① Search in translation memory ① (paragraph)	
Fuzzy matches	Also show untranslated matches ①	J

Exclude from TM

To exclude a segment from the reference material, select the segment and click the "**Do not use** selected segment in translation memory" button.

The following symbol \checkmark 'is displayed in the Segment column to flag that this segment is excluded from the reference material. \blacktriangle

The translation of this segment will not be reused in future projects. It will also be excluded from dual concordance searches.

You can exclude several segments at a time, by right-clicking the *button* and clicking **"Do not use multiple segments in translation memory"**.

47%		/ -	Ø) 🔎 🎾 🅼 🍄 🌮 🖋 🏷 🕅 😽 🤻 🍞 Segments to be translated -	
of	Source (ENG): 92111181935669405fu_57_ This is 11111 sentence.	Do not use selected segment in translation memo Do not use multiple segments in translation memo	ory nory	(FRA) (synchronous) (oici 11 1 11 phrase.	DC
_	5 people out of 10	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	1	5 personnes sur 10.	
ent	This is 1000 mm long	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	/	Cela mesure 1000 mm de long	
	This-is-one-sentence.	4	A		
				🔄 🥏 🛛 🖓 Markups 🗸 🖂 💥 🗸 🚸	
	This is 1 sentence.	A	A	Voici 1 phrase.	3
	This is another sentence	4	A	Voici une autre phrase	

Select the segments to be excluded via the tick boxes on the right and click the confirm button. To cancel, hit the cancel button.

7%	File: 92 6 Segm ① You can specify that the selected segments will not be used in translation mem	iory o	r you can cancel if you do not want the change the use as translation memory. 😿 🔀	- 🍃
	Sc Order: co4a1bc2-ob37-4039-9C3D-aoda0a1e0370_rtk4_00 6 Segments / 26 Words / 121 Characters ence	Targ	et (FRA) (synchronous)	D@
	TL 47%	\checkmark	Voici 1 1 1 mprase.	□ ^
	5 people out of 10	\checkmark	5 personnes sur 10.	
-	This is 1000 mm long	\checkmark	Cela mesure 1000 mm de long	
1	This is one sentence.	Az	Voici une phrase	
	This is 1 sentence.	A	Voici 1 phrase.	

<u>Virtual join</u>

If two segments should be merged into one for translation purposes, or to fix a segmentation error and have a clean TM, click the button – translate / review and confirm the segment.

Note that you can only join segments if they are not split by a paragraph break. If they are, the option won't be enabled.

Guidance∗on₊	-	(Guidance-on↓
Managing Entique with Entry Made		Sa Carlos Arte Markups - D 🛠 🗸 🖉
	_	
Source and target segments are now joined.	You	can undo by clicking the 陷 button:

Proofreading in WebEdit (REV)

1. Segment info column

The icons to the left of the segments provides information about the Segment Status and how it was translated:

The segment was translated from scratch	
• This is the first segment of an internal repetition group	61 0
 This is a follow-up segment of an internal repetition group 	20
This is a segment with Fuzzy Match	%

Segments that have the green check mark \checkmark are already confirmed; you can ignore these segments as they are not in scope.

For further details on each segment, use the tooltip of the status icon (move the mouse pointer over the symbol without clicking).

The status icon A indicates that the quality assurance has found an error. The detailed messages can be found in the **Quality Assurance** window (see more details in section 5 Quality Assurance (QA) below).

2. Editing and Confirming a segment as "proofread"

To confirm the selected segment, click the \checkmark icon **at the top** (1). You can also use the shortcut **Shift+o** (as long as you are not in "editing" mode). Pressing the down arrow key takes you to the next segment for review.



You can also confirm several segments at once:

- All segments from the beginning of the file to the selected segment ($\overline{\mathbb{V}}$) (2) or
- All segments of the file (\checkmark) (3).

You can edit a segment by double-clicking on the segment.

- With wou can confirm the corrected segment and go to the next.
- With ^O you can discard your changes.

5. Quality Assurance (QA)

The QA is done online, on the fly, during the translation/proofreading. The QA check kicks in automatically upon confirming a segment as "Translated" / "Proofread".

5.1. Resolving QA messages

If potential errors are found, a yellow window pops up: "There are QA messages. Correct the segment or ignore the messages".



All QA messages must be processed. If QA errors are left unresolved, CLM will automatically bounce the project back to you after you have "completed" the order.

If the QA identifies a potential error, the ⁴ icon is displayed in the Segment Column. The details of the Errors found are displayed in the **Quality Assurance** window.

		Segments to be translated - >>>	(Windows -
File selection /	Source (ENG): 92111181935669405fu_57_This is 1 senten	Target (FRA) (synchronous)	DC	Terminology
navigation	This is 1 1 1 sentence.	Voici 1 1 1 phrase.	^	This order does not contain a
To navigate to the beginning of a	5 people out of 10	✓ 5 personnes sur 10.		dictionary. Therefore, no terminology can be displayed
Open all file, click on its	This is 1000 mm long	Cela mesure 1000 mm de long		commology can be applayed.
name.	This is one sentence.	A Voici une phrase		
92111181935669405fu_ 57 This is 1 sentence	This is 1 sentence.	% Voici 1 phrase.		
	This is another sentence	% Voici une autre phrase	~	
				For ENG For FRA K
Fuzzy matches		Quality assurance		
74% This is 1 1 1 This is one senter Image: A senter Voici phrase. Reference file:	sentence. nce. 111181935669405fu_57_This is 1 sentence 2.	End punctuation The punctuation at end of segment is different.		<u>Ignore</u>
				R

Click "Ignore" to Ignore false positive errors. Fix real errors and confirm the segment $\forall \forall$ to save your changes.

5.2. Navigating to unresolved QA segments

To navigate to unresolved QA segments, click the "Segment navigation" drop-down and select

"Segments with QA messages". Click the 🎽 arrow to navigate to the next segment with

unresolved QA. Clicking the United button will filter & display only the segments with unresolved QA messages.



Once you have finished the translation / review task and the QA, you will need to **Complete** the project to deliver it. See section **7 Completing an order** for more details. You can consider you delivered the project successfully **only** after you have received the **"Successful delivery**" email.

6. Working Offline: Translation and review from PPF

If you wish to work offline, after you have accepted the project, click the **Refresh** button.

Click "Edit online" to open the project in WebEdit and "Download project package (PPF)".



The PPF is downloaded.

Refer to SOP 11 for details on working with Transit offline.

To upload the TPF back, access the Order in CLM WebEdit: Edit online and click **Upload** translation package (TPF).

Next you will need to **Complete** the Order.

NOTE: if you change your mind and prefer to work online... you can also Upload file package (TPF) and continue editing online. This function is only available if the PPF was previously downloaded in CLM WebEdit. The file must be packed in Transit and uploaded again as TPF in CLM WebEdit. If all of these steps have been followed but the upload option is still greyed out, press the F5 key to refresh the browser.

/!\ If you have made changes to a Terminology entry, note that this change to the dictionary is no longer packed into the TPF file. Please contact your Project Manager.

7. Completing an order

An order must be completed using the **Complete** order button; regardless of if you used WebEdit or worked offline.

The project is not "delivered" and cannot move to the next step until you **complete** the order. You have **only delivered** the project correctly after you have received the "**Successful delivery**" email notification.

7.1. Delivering a project

To deliver the project, go to the CLM order and click the "**Complete**" button.

You can enter a message for the next editor, project manager and/or customer in the pop-up window. *Note: We do not recommend using the comments function in WebEdit as these comments are not monitored.*

Unless instructed otherwise, only deliver **Transit language pairs** (do <u>not</u> tick "Transit language pairs and exported files").

Click **Send** to complete the order.

Guide Instructions.	
	Complete order
You will receive an email shortly with y invoice details. If you need further details or you have questions for the customer about the	Order control Comment regarding the order (optional)
translation, you can also visit https:// suppliers.star-ts.com/redirect_pt.php? id=154246	▷ ○ ○ ○ ○ B / U S E E E E E E E E
A TRA - Translation - Wait for results from supplier	
iline Complete order Data exchange +	
7/2025 2:31 PM	
wing order is assigned to you for processing. e: CLM_Test_ER_Job 136, Testing 1, Project: 52251 mber: DUB-0000660 eference: 52251 Translation anguage: ENG nguage: FRA	Delivery contents Transit language pairs Transit language pairs and exported files Note: Select this option only if you have an order to deliver the exported files. Send

Upon completion of the order:

- The language order can no longer be edited.
- The order PDF is no longer available.
- The language order is no longer listed under Orders | Current but under Orders | Archive.
- The language order is removed from the pending list.

If all is OK with your delivery, you will receive an email with the Subject "Successful delivery".

7.2. Delivery bounce (how to Navigate to segment & fix)

If any QA messages are not resolved, the project will bounce back to you.

You will be notified by email (with subject: "Error in order").

Click on the link to access the CLM order, and fix the issues reported in the email.

Error in order: DUB-0000021 - ENG_GAE - CLM_Test_ER Job 4, Termino and Internal Fuzzy, Project: 47818 -...

star-dm.dub@star-group.net	S Reply	Keply All	\rightarrow Forward	•••
To elise.roch@star-ts.com			Tue 02/04/202	4 11:39
I) You forwarded this message on 02/04/2024 11:40.				
Hello,				i
An error has occurred with the following order. Please check the order:				
Order title: CLM Test ER Job 4, Termino and Internal Fuzzy, Project: 47818				
Order number: DUB-0000021				
Order ID: 7f4786e9-e621-403e-af74-55eb88138596				
Internal reference: 4/818 Company: CLM Test EP				
Service: Translation				
Source language: ENG				
Target language: GAE				
Link to the order details DOB-0000021				
Service deadline: 05/04/2024 19:00 GMT (GMT+01:00 Greenwich Mean Time)				
Error message:				
Errors found by the quality check:				
r.viceumois, segment 8, source varians.				
If you have any comments or questions regarding this order, please contact the project management:				
Elise Roch, <u>translation@star-ts.com</u>				
Rest wishes				
CTAD OT M				
				-

Open the project in WebEdit, click the "Segment navigation" drop-down and select "go to segment..." to navigate directly to the segment number from the error message.

	/ - @	3	$\mathbf{\rho}$	ABC	Þ	\checkmark	5		T	Segments to be translated -
7_CLM Suppliers			et (FRA Rece Livrer Rece Rece): 572158 voir un Pr · un Projet voir un Pr voir un Pr	931561 ojet: :: ojet: ojet via	CLM	1_57_CLM	Segr All se Com Mac Prete Inco All ir All e Segr To th	nents t egment imente hine tra ranslate slated f ed segn rrect m hcorrect dited / hodifiec nents v	o be translated ts d segments anslated segments ed segments irom scratch nents arkups to be resolved t markups (including ignored) commented segments I / commented segments edited / commented segment
You can use this menu i segment number. Tip: The internal segme (left of each segment).	tem to navigate dir ent numbers can be	rectly to found	y to a segment if you know its internal nd in the tooltip for the segment icon						to the o segm o page	retained position

Alternatively, open all files in WebEdit and filter on "Segments with QA messages":

)										
		1 2		Segments to be translated -			5 \			
election / navigation	Source (ENG): 1329695-719715278fu_57_Text for email Final	Targ	et (GA	Segments to be translated)<	Termir			
To navigate to the en all beginning of a file,	the director can apply for an 1 Identified Person Number (IPN) using the 1 2 3 4 VIF form 4 3 2 5 5		stiúr (IPN VIF≦	All segments Commented segments	Aitheanta	^	IPN A IPI			
1329695-719715278fu_57_ Text for email Final	5 The IPN is a number issued by the CRO to directors/ beneficial owners who do not have a PPSN or an RBO number and can be used to file with either RBO or CRO. (5	V	5 I tairb a ús	Machine-translated segments Pretranslated segments	óirí/úinéirí jus is féidir í					
3017349-1569582901fu ♀ Snip File2 Total number of files: 2	ping Tool × w ■ Mode * ⊗ Delay * X ⊆ancel ③ Options site 99 100 11 PPSN -		Le h	Iranslated from scratch Edited segments	RBO 7 nó					
button	It is important to ensure that all the information in relation to the directors of companies is checked well in advance of the company's filing date.	V	Tá s maic com	All incorrect markups (including ignored) All edited / commented segments	néis ar fad roimh dháta	ł	 For 			
You can use this found errors.	selection to navigate to segments for which the quality assurance	e has	ác ,át	All modified / commented segments Segments with QA nthesages 2	n a ntiú go n-					
			com	To the last edited / commented segment		~				

This displays all segments with unresolved QA errors.

To identify a segment number, hover over the segment status icon to view the tooltip containing key segment information:



Once all issues have been fixed and false positive errors have been ignored:

Complete the project.

Add any relevant comment and click "Send".

Order no: DUB-0000021		Notes
	If you need further details of questions for the customer a translation, you can also via	you have about the
	https://suppliers.star- ts.com/redirect_pt.php?id=1	Complete order
		Order control
Target language	Process step	Comment regarding the order (optional)
GAE Edit online Complete ord Notifications	TRA - Translation - Wait for results from m Data exchange +	Error has been fixed now
1/2/2024 11:39 AM		Delivery contents
	₩: lource variants.	Transit language pairs
		 Transit language pairs and exported files
3/29/2024 8:59 AM		Note: Select this option only if you have an order to deliver the exported files.
Errors found by the quality chec ProjectErrors_, Segment 8, S STAR CLM	k: iource variants.	Send
1 3/29/2024 8:25 AM		

8. Questions

CLM has no Q&A system. Keep using the STAR TS Supplier Portal for Q&A. A link to the Project on our Portal is available in the order notification. Click this link to access the Portal.

New order: DUB-0000021 - ENG_GAE - CLM_Test_ER Job 4, Termino and Internal Fuzzy, Project: 47818 - Translation

star-clm.dub@star-group.net To elise.roch@star-ts.com
() You forwarded this message on 29/03/2024 08:32. If there are problems with how this message is displayed, click here to view it in a web browser.
All our Irish Translation must meet the Caighdeán Oifigiúil standard.
It is a requirement for this project to read, follow and comply with our <u>Irish Style Guide Instructions</u> .
If you need further details or you have questions for the customer about the translation, you can also visit https://suppliers.star-ts.com/redirect_pt.php?id=147793
Instructions for the processing step: Check if Stats after Supplier Selection include Internal Fuzzies
Statistics (Words)

Submit your questions using the "Ask a Question" button. Refer to SOP 11 for more details

STAR STAR	Supplier P	ortal		
Project List	Settings	Invoices	Logout	Help
Please use C	LM to work on thi	s project		
ProjectID	176391			
Project Manager	Elise Roch			
Description	CLM_Test_ER 3x89 Term	ino Project 176391 English->	riah	
Source Language	en UK			
Target Language	GAE (ga 22)			
Conformance	- show			
New word	22			
Fuzzy Match word	0			
Pre-translated word	80			
Context Match word	0			
other	0			

9. Submitting feedback on Quality (for proofreaders)

For proofreading tasks, you are given the option to provide feedback on the quality of the translation you received.

In particular we ask you for feedback when the initial translation was particularly good or poor.

The feedback is then shared automatically with the translator.

Important: This is not done in CLM but this is done via the STAR TS Supplier portal.

To provide feedback, access the project in the STAR TS Supplier portal:

- You can find the project in your Projects List on the STAR TS Supplier portal or
- You can click on the link to the Portal project in the "Please Start" email received from the STAR TS Supplier portal.

Once you have accessed the Project on the STAR TS Supplier Portal, click the button "I would like to submit feedback on the translation", as shown below. Refer to <u>SOP 11</u> for more details.

Project List	Settings	Invoices	Logout
Please use	e CLM to work on thi	s project	
ProjectID	195484		
Project Manager			
Description			
Source Language	en UK		
Target Language	GAE (ga IE)		
Deadline	2025-06-03 09:00:00		
Proof word	136		
TOTAL €	10.00		
Status	RECEIVED BY PROJECT MANA	GER	
Transl. Status			

10. Invoices

The total to be invoiced will be displayed on the STAR Translation Services Supplier Portal and <u>not</u> in CLM.

STAR Supplier Portal							
Project List	Settings	Invoices	Logout	Help			
Please use Cl	M to work on th	is project					
ProjectID	176391						
Project Manager	Elise Roch						
Description	CLM_Test_ER 3x89 Term	ino Project 176391 English->1r	sh				
Source Language	en UK						
Target Language	GAE (ga IZ)						
Deadline			_				
Conformance	show		_				
New word	22		_				
Fuzzy Match word	0		_				
Pre-translated word 0							
Context Match word	0						
other	0						

Process for invoices remains the same.

Refer to <u>SOP 11</u> and STF-5 SupplierFinanceDetailsAndPolicy.docx for more details.

11. DTP/layout orders in the supplier portal

DTP orders are processed in the supplier portal using the data exchange function.

Click "**Accept**" to accept the project & deadline. See more information in "Receiving a New order"

The source file(s) and reference are downloaded via **Data exchange** | **Order folder** from the **<u>Helpfiles</u>** folder



The <u>files for DTP</u> are downloaded via **Data exchange | Order folder** from the **ORG** folder.

Order folder					×
2				Filter by:	
 in 05POST_Online_179 in Helpfiles 	1	-	05POST_Online_179 > OR	G	
	#		Name	Date modified	Size
			4304255-1770158022fu_5	02/06/2025 16:52:18	10,52 KB

The file(s) must be selected in the folder, then it can be edited <u>after downloading</u> it by clicking on the [↓] button.



The upload of finished documents is done via the **Upload files** button.

Place the DTPed editable files in the "Edited files".

IMPORTANT:

Do not rename the files before uploading. The file names have to match.

Place the PDF(s) in "Additional files".

Upload files			×		
Upload the following files (the file names must match):					
File names	- 4304255-1770158022fu_57_Test 1.docx				
Edited files*	Browse or drop files here				
	File names	Î			
	■ 4304255-1770158022fu_57_Test 1.docx	×			
Additional files	Browse or drop files here				
	File names	1			
	304255-1770158022fu_57_Test 1.pdf	×			
			Save		

Click "Save".

Next, hit "Refresh".

To deliver the project to the PM, click **Complete order** as shown below and click **Send**.

Complete order	×					
Order control Comment regarding the order (optional) \square						
Delivery contents						
 Processed files and possibly additional files Additional files only Note: Only select this option if you have only edited additional files (working files are ignored). Send						

Appendix

A. Training Videos

Training Videos from the Web Edit Development team can be found in <u>https://suppliers.star-</u> ts.com/helpdocs/restricted/CLM Training Videos/

- Basics_CLM-WebEdit.mp4
- Translation_CLM-WebEdit.mp4
- Revision_CLM-WebEdit.mp4
- Quality-Assurance_CLM-WebEdit.mp4
- Translation-via-PPF-TPF_CLM-WebEdit.mp4

NOTE: you must be logged in on the STAR TS Supplier portal to access the videos.

B. Keyboard shortcuts: Editing online

You can use the following keyboard shortcuts to access the main functions of CLM WebEdit:

Ø	Edit selected segment	Shift + e
V	Confirm selected segment (the shortcut Shift + o does not work in "editing" mode, i.e. if you are editing a segment use the Confirm button instead)	Shift + o
$\mathbf{\rho}$	Search text	Shift + f
A B	Search and replace text	Shift + h
	Ignore all "ignorable" QA messages for the selected segment "Ignorable" messages refer to deviations that may be linguistically necessary (e.g. additional formatting or intentionally different end punctuation). You cannot ignore messages for structurally necessary markups (e.g. index markers, image anchors, hyperlinks). Tip : The keyboard shortcut Ctrl + i is intended for use in edit mode. With	Shift + i Ctrl + i

Shift + i you would insert a capital "i" there.

You can use the keyboard shortcuts when you are <u>not</u> in edit mode (i.e. not currently editing a segment).

Which functions are actually available to you depends on the current view and your rights for the current order.

C. Keyboard shortcuts - Terminology: Inserting terms from a dictionary

For orders with a dictionary, you can insert terms from the terminology window into the segment you are currently editing in edit mode:

A	В	<mark>С</mark>	Insert term A or B or C	Alt + g, release and then press	a or b or c
			Insert term A or B or C and <u>change</u> the case of the first letter	Alt + g, release and then press	Shift + a or b or c

If you had text selected in the edited segment, it will be replaced by the target language term. Otherwise, the target language term is added at the current cursor position.

Tip: To display the terminology window, select *Terminology* from the *Windows* list on the top right.