

The screenshot shows the GlobalLink Project Director interface. At the top, there are navigation tabs: Quote, Available, Inbox, Sent, and Completed. The user is logged in as 'dtpreviewer1'. The main area displays a 'Claim Dtpreview' dialog box with a 'Claim Dtpreview' button. Below this, there is a table of submissions:

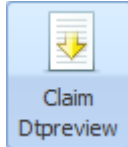
Submissi...	Submission Name	Owner	Date Started	Project	Submitter
000022	PDII-8796	support	May. 26, 2014 14:29	Base	support

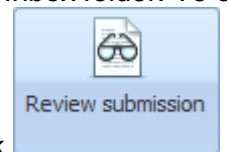
Below the table, there is a 'Preview' section with a table of language pairs and workflows:

Language Pair	Word Count	Workflow	Phase Name	Phase Due Date
en-gb=it-it	13	dtp-dtpreview	dtpreview	May. 31, 2014 17:59

At the bottom, there is a footer: 2000-2014 © Translations.com All rights reserved. About GlobalLink Project Director


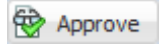
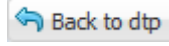
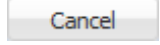
## Claim DTP Review

1. On the Dashboard select a submission in the Available folder and click . The Claim Dtpreview dialog box appears.
2. Select the batches you want to review and click **Claim Dtpreview**. The Dtpreview dialog box appears and the submission moves to the Inbox folder. To open



the submission from the Inbox folder, select the submission and click

## Review Submissions Online




1. Select the batch you want to review in Status **Not Started**. The files within the batch appear in the panel below. The first file in the batch with Status **Not Started** will be automatically selected.
2. Click on a file to open it online or select a file and click . **Note:** You can review only one file at a time.
3. Review the file and enter comments into User comment. **Note:** It is mandatory to enter a comment unless you are uploading files reviewed and annotated offline.
4. Click one of the following actions:
  -  to approve the file(s). The file Status updates to **Approved**
  -  to return the file(s) to the DTP vendor. The file Status updates to **<Previous Phase Name>**. When a new version of the file is uploaded by the DTP vendor for review, the Status updates to **Ready for Review**
  -  to cancel and close the dialog box.

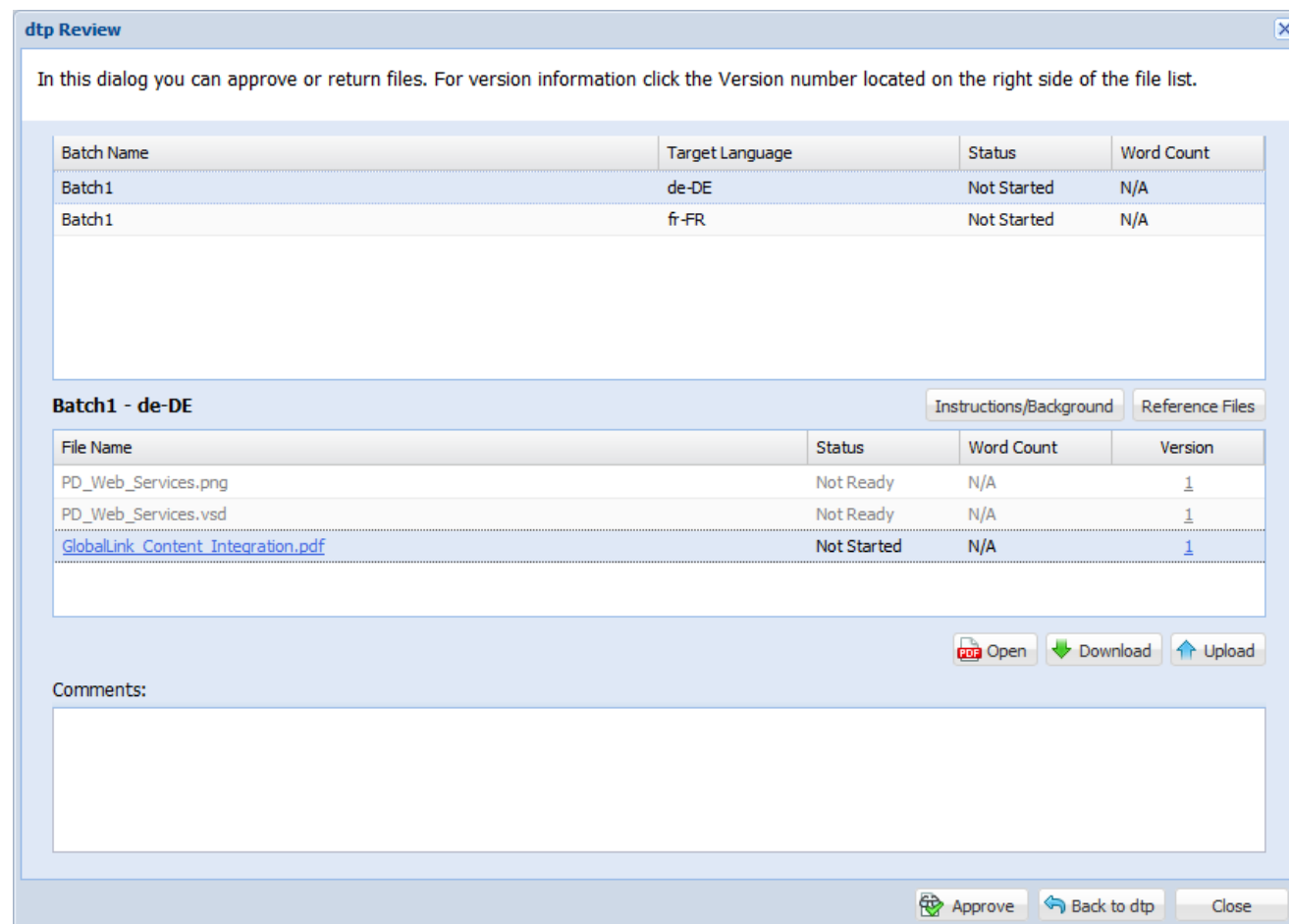
The screenshot shows the 'Review File' dialog box. The main area displays a document preview of a 'GlobalLink Content Integration' document. The document content includes:

GlobalLink

GlobalLink Content Integration

Time	Reviewed Date	Status
Documentation	2012	Release

Below the document preview, there is a 'User comment:' field and a 'Comment History' tab. At the bottom, there are three buttons: , , and .



## Review Submission Offline

- Select the batch you want to review in Status **Not Started**. The files within the batch appear in the panel below. The first file in the batch with Status **Not Started** will be automatically selected.
- Press **Ctrl** key to select multiple files.
- Click **Download**. The PDF files are downloaded for offline review. Click on the **here** link to save the files to your computer.
- Review and annotate the files.
- Click **Upload** to **upload annotated files only**. The file Status updates to **Uploaded**. Alternatively you drag and drop the file into the Files panel (Chrome only)
- Enter Comments, if required.
- Click one of the following actions:
  - Approve** to approve the file(s). The Status for the file updates to **Approved**
  - Back to dtp** to return the file(s) to the DTP vendor. The Status for the file updates to **<Previous Phase Name>**. When a new version of the file is uploaded by the DTP Resource, the Status updates to **Ready for Review**
  - Close** to cancel and close the dialog box.

## Viewing Instructions/Background, Reference Files and History

- Click to view instructions or background information provided by the submitter.
- Click to download and view reference material.
- Click the number below the Version column in the Files panel to view the review history of the file. The review history display the following:
  - Iteration: Number of review cycles
  - Time: Date and time of review
  - Reviewer: Name of reviewer (bold if user has performed action)
  - DTP Resource: Name of DTP vendor (bold if user has performed action)
  - Comment: Comments entered by reviewer
  - File: Click to download the reviewed file.

