

Create submission

1. On the Dashboard click **Add Submission**.
2. Enter the General Settings – submission **Name**, select the **Project**, **Due Date** and add **Special Instructions**.
3. Select the **Language Details** - choose the source and target languages.
4. Browse and upload source files.
5. Enter **Custom Attributes** and upload **Reference Files** if required.
6. Click **Start Submission**.

Review quote



1. On the dashboard select a submission and click **Review Quote** under the **submit** tab.
2. Choose the batch and languages you want to review and click **Proceed**.
3. For each language, review the quote, select the vendor and click **Next**.
4. Once all languages are reviewed click **Accept Quote**.

Submission	Submission Parent	Source Language	Owner	Date Started	Due Date	Project	Workflow	Phase	Date Completed	Progress Bar	Submitter
000057	Test 1	English (United King...	client Su...	Feb. 26, 2014 17:38	Mar. 07, 2014 00:...	Base	Comple...		Feb. 26, 2014 1...	100%	client Submitter1

Language Pair	Word Count	Workflow	Awarded Vendors	Phase Name	User name	Phase Due Date
en-gb-de-de	275	translation		translation	support	Mar. 07, 2014 00:00
en-gb-fr-fr	275	translation		translation	support	Mar. 07, 2014 00:00

Download Deliverable

1. On the dashboard click **Completed** under Workflows.
2. Select the submission you want to download and click **Download Deliverable** under the **manage** tab.
The Download Deliverable dialog box appears.
3. Select the batch and/or target language(s) you wish to download and click **OK**.
A notification appears.
4. Click the here link to open or save the final deliverable.
Note: The larger the files, the longer it will take for the pop-up box to appear. However, you will receive an email with the link to download the files as well if you have enabled the "Resources are ready for download" checkbox in **Preferences > Notifications**.