

Quick Start Guide for Project Owners

This guide refers to version 3.0 of WordXtra and outlines the main functionality that is available to you as a Project Owner. Through use of WordXtra, we aim to give you both greater control of your projects and visibility into their progress through Wordbank's Globalization Management System (GMS).

At the end of the document you will also find an overview of planned enhancements. We are always happy to hear from you; please do contact wordxtra_webmaster@wordbank.com with any comments or feedback on how the system could work better for you.

1. Key functionality

- Project initiation: create and upload project files for localization
- Pipeline overview: information about pending projects
- Status reporting: view real-time project status, notes and alerts and reduce the need for manual updates via email or status reports from Wordbank contacts
- Support for multiple roles: single Project Owner, Approver and Superuser login
- Financial overview: quote and invoice values against each of your projects

2. Log in

Enter your username and password pair at <https://www.wordxtra.net/>



Don't have a username and password? See the WordXtra FAQ's *[insert help link to I can't log in here]*



Want to change your password? Go to My Account on your homepage

3. Homepage

Your homepage and the functionality available will vary depending on your exact role – this could be either [Project Owner](#), [Project Owner & Approver](#) or [Superuser](#)

Project Owner

As a Project Owner, you can access the following functionality from your homepage:

Homepage: Project Owner

The screenshot shows the WordXtra Project Owner homepage. On the left, four callout boxes describe key features:

- Access review items:** Files For Review, Files Pending Review, Reviewed
- Personalised dashboard:** Online glossaries, Create Project
- Dynamic news facility:** Keep up to date
- Top Ten Live Projects:** As allocated to you. Displayed ordered by due date. Info includes project no. & title, contact, languages, quote value, planned start and finish dates and project specific notes.

The homepage itself includes a main menu bar with 'Home', 'Live Projects', 'Pending Projects', 'Completed Projects', and 'News'. The 'Live Projects' link is circled in red. Below the menu bar is a welcome message and a 'My Top Ten Live Projects' table.

Project	Title	Contact	Languages	Quoted Value	Planned Start	Planned Finish	Notes
30ZE22	Online text - August	Eleanor Cawdeary	8	Eu 3,100.00	01 Aug 2008 PM	01 Sep 2008 PM	None



Want to view more than your top 10? See all your live projects via the 'Live Projects' link on the main menu bar.

Project Owner & Approver

If you have dual roles and are both a Project Owner and an Approver, you will be able to use the corresponding features of the system from your homepage. In addition to the Project Owner functionality above, you will have access to the following for Approval functionality:

- Top 10 files for review on your home page
- Access via the main navigation bar to:
 - Files for Review
 - Pending Files
 - Completed Files

Homepage: Project Owner & Approver

Access Approver items:
Files For Review
Files Pending Review
Reviewed Files

Top Ten Files For Review:
Displays priority files ordered by due date. Info includes brief & reference material flag, round, due dates & status

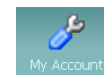
Brief & Reference flag:
A red circle denotes brief has not been read. The no. in brackets indicates the no. of reference files available.

? Need more information on Approval functionality? See the **Quick Start Guide for Approvers**. A guide can be requested from your Wordbank contact or from wordxtra_webmaster@wordbank.com

Superuser


You may already be set up as a Superuser. This means that in addition to viewing details about your own projects, you will also be able to access detail for any projects allocated to specific WordXtra users that you need to maintain an overview on.

To see a list of users that you have Superuser access over, click



on your homepage dashboard.

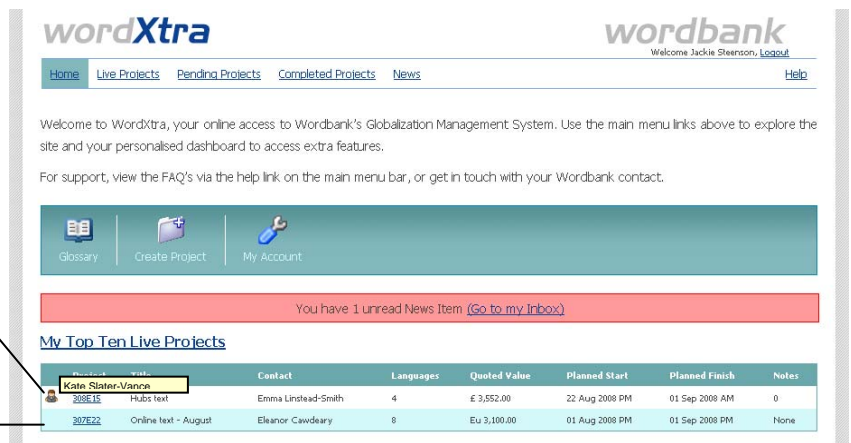
View Superuser list:
Access names, usernames & passwords for your designated Approvers

Projects allocated to any of these Project Owners will appear on 'Live Projects', 'Pending Projects' or 'Completed Projects' as appropriate. The  icon denotes that the project is allocated to one of your designated users - hovering your mouse above the icon will display their name.

Homepage: Superuser

Top Ten Live Projects:
Items allocated to a named Approver on your Superuser list show an icon – mouseover indicates name

Items allocated to you show no icon



Project No.	Project Name	Contact	Languages	Quoted Value	Planned Start	Planned Finish	Notes
308E15	Hubs text	Emma Linstead-Smith	4	£ 3,552.00	22 Aug 2008 PM	01 Sep 2008 AM	0
307E22	Online text - August	Eleanor Cawdeary	8	Eu 3,100.00	01 Aug 2008 PM	01 Sep 2008 PM	None

? Need to be a Superuser? You can request superuser status via your Wordbank contact should you be overseeing a number of users and wish to see a complete overview online.

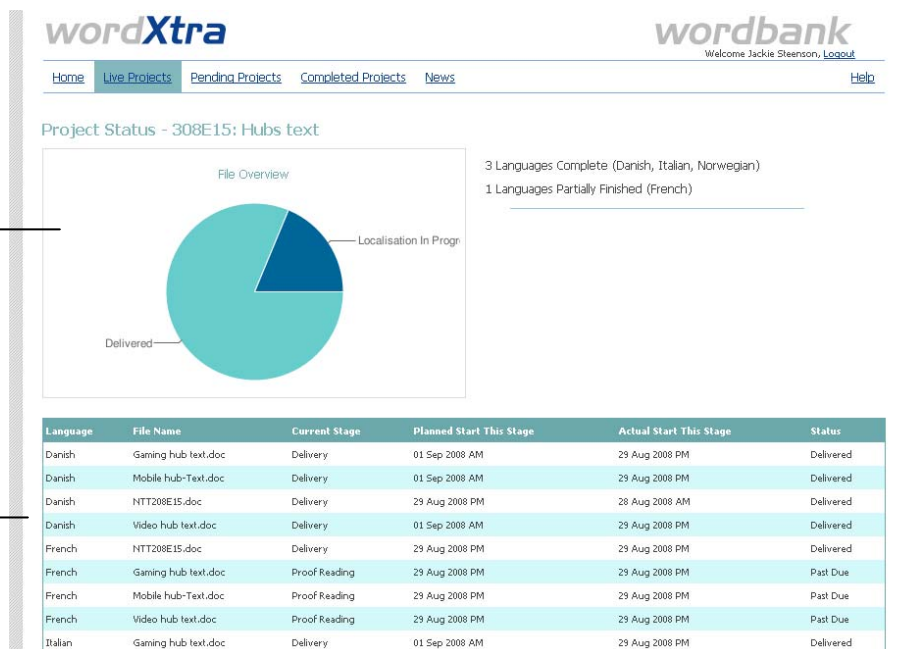
4. Live Projects - Detailed Status

To access live project status information, click on the project no. you require from either your homepage or the Live Projects screen. You will see the following information: The information displayed in the project status screen will give you the. It includes:

Project Status

Status Overview:
Project summary including proportion of file/language combinations at the following stages: Localization in Progress, At Approval, Delivered

Status Detail:
Real-time status for every language and file including language, filename, current stage, planned & actual start dates and current status



Project Status - 308E15: Hubs text

3 Languages Complete (Danish, Italian, Norwegian)
1 Languages Partially Finished (French)

Language	File Name	Current Stage	Planned Start This Stage	Actual Start This Stage	Status
Danish	Gaming hub text.doc	Delivery	01 Sep 2008 AM	29 Aug 2008 PM	Delivered
Danish	Mobile hub-Text.doc	Delivery	01 Sep 2008 AM	29 Aug 2008 PM	Delivered
Danish	NTT208E15.doc	Delivery	29 Aug 2008 PM	29 Aug 2008 AM	Delivered
Danish	Video hub text.doc	Delivery	01 Sep 2008 AM	29 Aug 2008 PM	Delivered
French	NTT208E15.doc	Delivery	29 Aug 2008 PM	29 Aug 2008 PM	Delivered
French	Gaming hub text.doc	Proof Reading	29 Aug 2008 PM	29 Aug 2008 PM	Past Due
French	Mobile hub-Text.doc	Proof Reading	29 Aug 2008 PM	29 Aug 2008 PM	Past Due
French	Video hub text.doc	Proof Reading	29 Aug 2008 PM	29 Aug 2008 PM	Past Due
Italian	Gaming hub text.doc	Delivery	01 Sep 2008 AM	29 Aug 2008 PM	Delivered

? Not sure what the status descriptions mean? See the WordXtra FAQ's [insert link to descriptions]

5. Create Project



Click [Create Project](#) on your dashboard to create a new project for localization online.

Create Project

Draft Projects:
Access any previously saved draft projects here. Click 'Edit Draft' to finalise your project or 'Delete' to remove it.

Project	File Name	Last Updated	Action
Newsletter	translation.doc	02 Jan 2009 PM	Edit Draft / Delete
Website Translation	website.zip	02 Jan 2009 PM	Edit Draft / Delete

Create New Project:
Complete the fields to create a new project for localization; specify title, description and upload source file(s). Don't forget to add source & target languages and the services required (e.g Translation, Typesetting). You can also add information about target audience and special instructions for this specific project.

? What happens next? Your Wordbank contact will be automatically notified – once validated and quoted for your project will appear in your 'Pending Projects' list.

6. Pending Projects

Your Pending Projects are those which have not yet begun the localization process, either because you are awaiting quote, timeline or other information from us, or because we are awaiting cost approval from you. Once those stages are complete and the project is activated in our GMS, projects on this page will appear in the Live Projects page.

Pending Projects

Pending Projects:
Displays projects ordered by due date. Info includes project no. and title, Sales contact, no. of languages, quoted value and status

Project	Title	Sales Contact	Language	Quoted	Status
307E00	Online creativity PPT	Rebecca Hampton	1	€ 607.00	Awaiting cost approval
30KE20	WBS- Creative Specs translation	Rebecca Hampton	8	€ 30,093.00	Awaiting cost approval

7. Completed Projects

The completed projects section enables you to view all your completed projects localized by Wordbank with final delivery details such as invoice value and delivery date.

Completed Projects

Project filter:
Refine the list by selecting the month and year for which you wish to see project information

Completed Projects:
Info includes project no. and title, contact, no. of languages, quoted & invoiced value and final delivery date

Project	Title	Project Manager	Languages	Quoted	Invoiced	Delivered
208E29	September translations - MSN	Paulina Lewandowska	8	£ 4,898.00	£ 4898.00	23 Aug 2007 PM
210E09	MSN Norwegian Blogs for translation into EN	Paulina Lewandowska	1	£ 1,884.00	£ 1884.00	18 Oct 2007 PM
211E19	MSN December Update	Paulina Lewandowska	8	£ 4,233.00	£ 4233.00	22 Nov 2007 PM
202B01	Online text - February	Maria Panagiotidou	7	Eu 3,100.00	Eu 3100.00	22 Feb 2007 PM
206E56	Cast Study Compendium - Europe	Paulina Lewandowska	8	£ 6,775.00	£ 6775.00	13 Jul 2007 PM
210E10	MSN November Batch	Paulina Lewandowska	1	£ 2,690.00	£ 2690.00	29 Oct 2007 PM
212E15	January MSN Update	Paulina Lewandowska	8	£ 3,219.00	£ 3219.00	20 Dec 2007 PM
206E27	Online text - June	Maria Panagiotidou	7	Eu 3,100.00	Eu 3100.00	15 Jun 2007 PM
301E05	Online text - January	Eleanor Cawdeary	8	Eu 3,100.00	Eu 3100.00	28 Feb 2008 PM
305E17	MSN June Updates	Alexandra Storey	8	£ 6,047.00	£ 6047.00	23 May 2008 AM
303E01	Online text - March	Eleanor Cawdeary	8	Eu 3,100.00	Eu 3100.00	31 Mar 2008 PM
304E05	Online text - April	Eleanor Cawdeary	8	Eu 3,100.00	Eu 3100.00	03 Apr 2008 PM

8. More Questions?

You can access Frequently Asked Questions specific to your role, in addition to more generic queries about WordXtra, via the [WordXtra Help](#) section.

9. Planned enhancements

WordXtra is under continual development. The following are some of the planned enhancements that will further improve your user experience as a Project Owner. As we approach planning and rollout of the changes, we'll communicate updated information to you via your WordXtra news facility.

- Additional sorting options on Live, Pending and Completed Projects:
 - Project number & title
 - Project Owner
 - Project type
- Enhanced Create Project functionality
 - Template based project creation
 - Easier language selection
- Extended status information
 - Project status overview reporting
 - Overdue Approval reporting
- Improved financial visibility
 - View detailed quote information
 - Approve or query costs via WordXtra
 - Real time cost information on live projects,
- Online archive retrieval
 - Optional access to Wordbank's archives and file systems
 - Download source and final files