

language**wire**

User Guide

Job Share with One-Time Password

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1. Introduction

The Job Share feature in Smart Editor enables agencies collaborating with LanguageWire to share access to a Smart Editor job with one or more collaborators, enabling them to work directly in Smart Editor.

In this how-to guide, you will learn about the Job Share with one-time password feature from the perspective of an agency collaborating with LanguageWire as well as how to use the feature from the perspective of a collaborator.

1.1. Glossary

| Term | Description |
|-------------------|---|
| Agency | An agency that collaborates with LanguageWire through the LanguageWire Platform. |
| Collaborator | A third-party participant invited to the Smart Editor job by the agency. |
| One-time password | A special one-time code used by a collaborator to access a Smart Editor job. |
| Smart Editor | LanguageWire's online CAT tool for language experts, including agencies. |
| Job Share | A feature in Smart Editor that enables agencies to share access to a Smart Editor job with collaborators via email. One-time password is integrated in the feature. |

Table 1 – Glossary

2. How Job Share works

2.1. Job Share is enabled

If Job Share is enabled on a Smart Editor job, the agency can share the job with one or more collaborators, if they wish to do so.

If a customer requires their projects to be processed exclusively within LanguageWire's ecosystem, this means that:

- The agency and its collaborators can only work on these jobs in Smart Editor.
- The agency can share the Smart Editor job with one or more collaborators.
- The agency and its collaborators will not be able to download any offline material or packages from Smart Editor for those jobs.





2.2. A collaborator is invited

When sharing content, please be aware that the agency maintains full responsibility for any actions, omissions and edits performed by the collaborator.

Before an **agency** shares a Smart Editor job with a collaborator, the agency must:

- Ensure that the collaborator is authorised to receive the shared content (e.g. compliant with the ISO 17100 requirements).
- Ensure that the collaborator is ready and willing to participate in this job.
- Share any LanguageWire briefing details and any other materials for the job that the collaborator needs to perform their tasks.
- Ensure that the collaborator is instructed and trained on how to use Smart Editor.
- Ensure that the job is completed and delivered by the deadline specified in the LanguageWire Platform.
- Revoke the collaborator's access if required.

The collaborator's access link will automatically expire when the job is closed or if the collaborator's access is revoked.

2.3. Job is processed in Smart Editor

When a **collaborator** participates on a Smart Editor job, they must:

- Take into consideration the job details and instructions provided by the agency that shared the job with them.
- Contact the agency that shared the job with them if they have any doubts or questions.
- Inform the agency once they've completed their task in Smart Editor.

2.4. Final review is performed and job is delivered

When the collaborator has completed their Smart Editor job, the **agency** must:

- Review the edits and changes made by collaborator using the Change Report in Smart Editor and make any necessary revisions prior to finishing the job on the LanguageWire Platform.
- Ensure that all instructions from the briefings have been adhered to prior to finishing the job on the LanguageWire Platform.
- Reach out to the LanguageWire Project Manager via Messages if there are any unresolved queries or questions.





- Finish the job on the LanguageWire Platform to notify the LanguageWire team that the job is complete.

3. How to use Job Share – Agencies

3.1. Accessing Job Share

When enabled, LanguageWire agencies can access the Job Share feature at the top right corner of the Smart Editor job page:



Figure 1 – Job Share location in Smart Editor

1. Click “Job Share” to open the Job Share popup window:

The image shows a 'Job Share' popup window. At the top left is the title 'Job Share' and a close 'X' button. Below the title is a yellow warning box with an information icon and the text: 'This job may contain confidential information and should only be shared with authorised recipients.' The main area contains a form with the following elements: 'First name*' and 'Last name' input fields (with character counts 0/20 and 0/45 respectively), an 'E-mail*' input field (with character count 0/200), and a checkbox labeled 'I accept the terms and conditions*'. At the bottom of the form are two buttons: a white 'CLOSE' button and a green 'SEND INVITATION' button with an envelope icon. On the right side of the popup, there is a section titled 'Collaborators with access' which currently displays 'Nobody added yet' and a group of three people icon.

Figure 2 – Job Share popup window





2. Add the first name, last name and e-mail address of the collaborator:

The screenshot shows a 'Job Share' window with a yellow warning banner at the top: 'This job may contain confidential information and should only be shared with authorised recipients.' Below this, there are input fields for 'First name*' (Anna), 'Last name' (Banks), and 'E-mail*' (annabankstranslations@gmail.com). Each field has a character count below it: 4 / 20 for first name, 5 / 45 for last name, and 31 / 200 for email. There is an unchecked checkbox for 'I accept the terms and conditions*'. At the bottom, there are 'CLOSE' and 'SEND INVITATION' buttons. To the right, a section titled 'Collaborators with access' shows 'Nobody added yet' with a person icon.

Figure 3 – Collaborator information

Note: It is not compulsory to fill in the last name of the collaborator.

3. Carefully read LanguageWire’s terms and conditions for using Job Share:

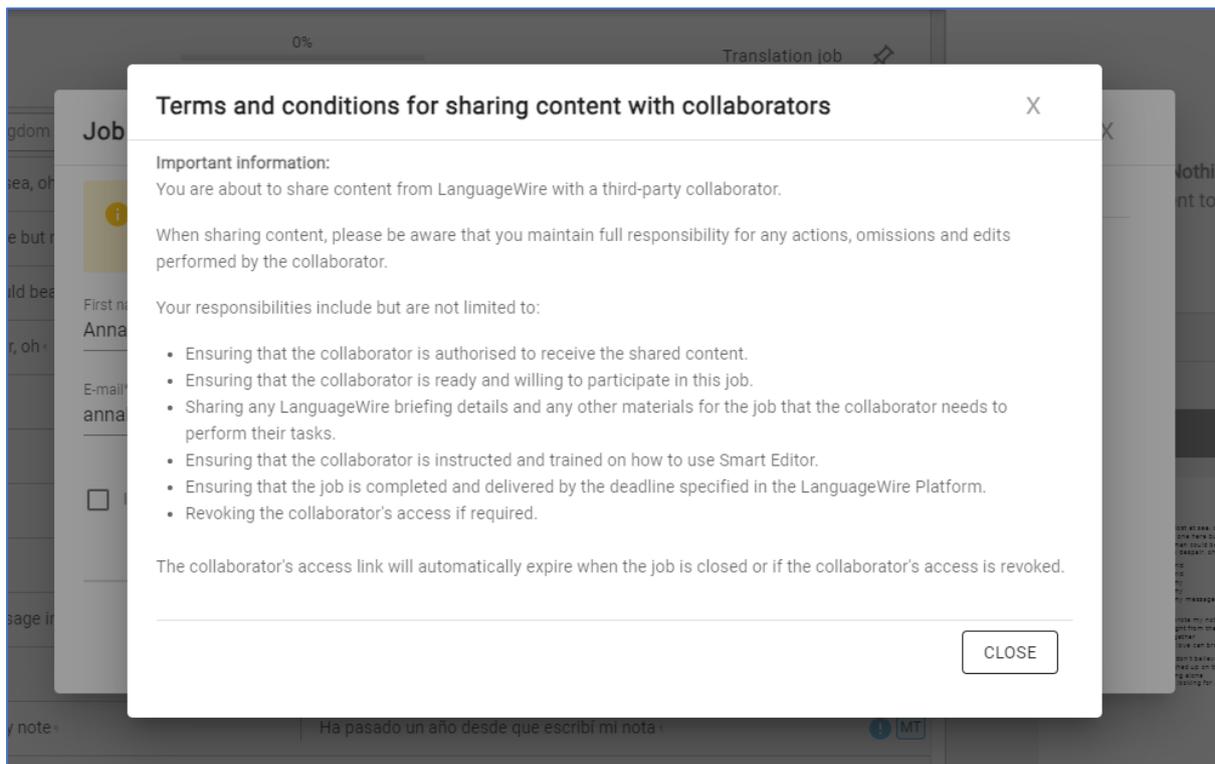


Figure 4 – Terms and conditions for agencies





- Accept LanguageWire's terms and conditions before sending the Job Share invitation to the collaborator:

The screenshot shows a 'Job Share' form with a yellow warning banner at the top: 'This job may contain confidential information and should only be shared with authorised recipients.' Below the banner are input fields for 'First name*' (Anna), 'Last name' (Banks), and 'E-mail*' (annabankstranslations@gmail.com). A checkbox with a green checkmark and the text 'I accept the terms and conditions*' is highlighted with a red box. At the bottom, there are 'CLOSE' and 'SEND INVITATION' buttons.

Figure 5 – Accepting terms and conditions

- Click “Send invitation” to share the Smart Editor job with the collaborator:

This screenshot is identical to Figure 5, showing the 'Job Share' form with the 'I accept the terms and conditions*' checkbox checked. In this view, the 'SEND INVITATION' button at the bottom right is highlighted with a red box.

Figure 6 – Send invitation





- OPTIONAL** – Invite additional collaborators to the Smart Editor job, if needed, by clicking the “Invite new” button:

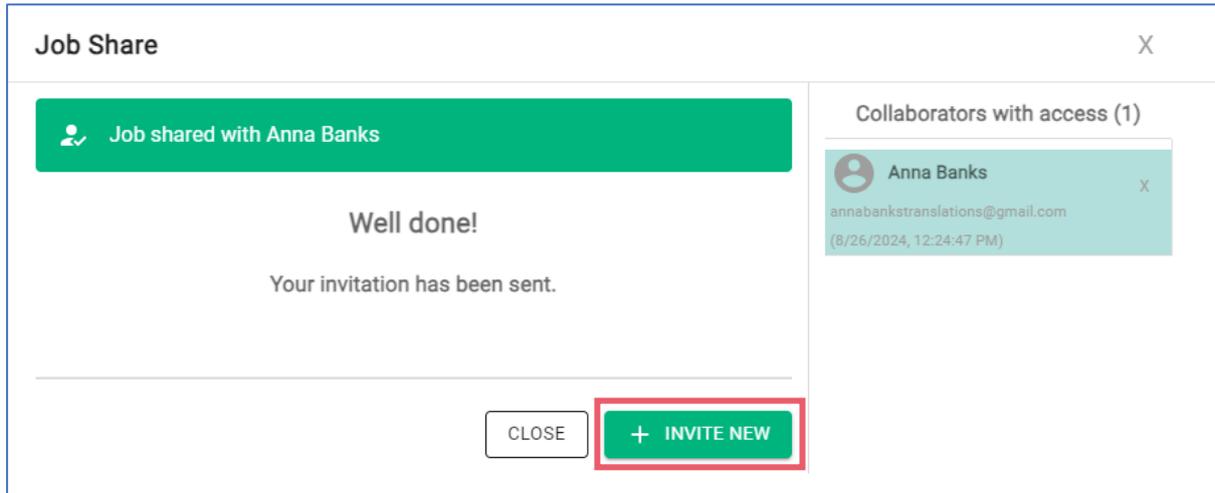


Figure 7 – Adding more collaborators

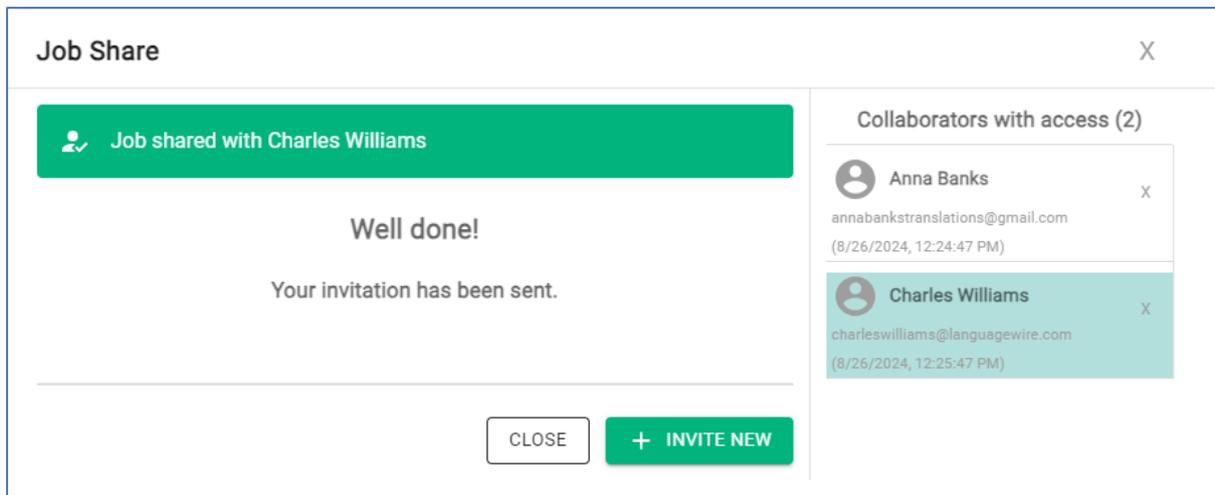


Figure 8 – Several collaborators invited

Note: The agency can invite as many collaborators as needed.

3.2. Revoking a collaborator’s access

The agency can revoke a collaborator’s access at any time by accessing the Job Share overview at the top right corner of the Smart Editor job page:



Figure 9 – Where to click to revoke collaborator’s access





Click the “X” icon to the right of the collaborator’s name to revoke the collaborator’s access to the Smart Editor job, and confirm by clicking “Yes, revoke access”:

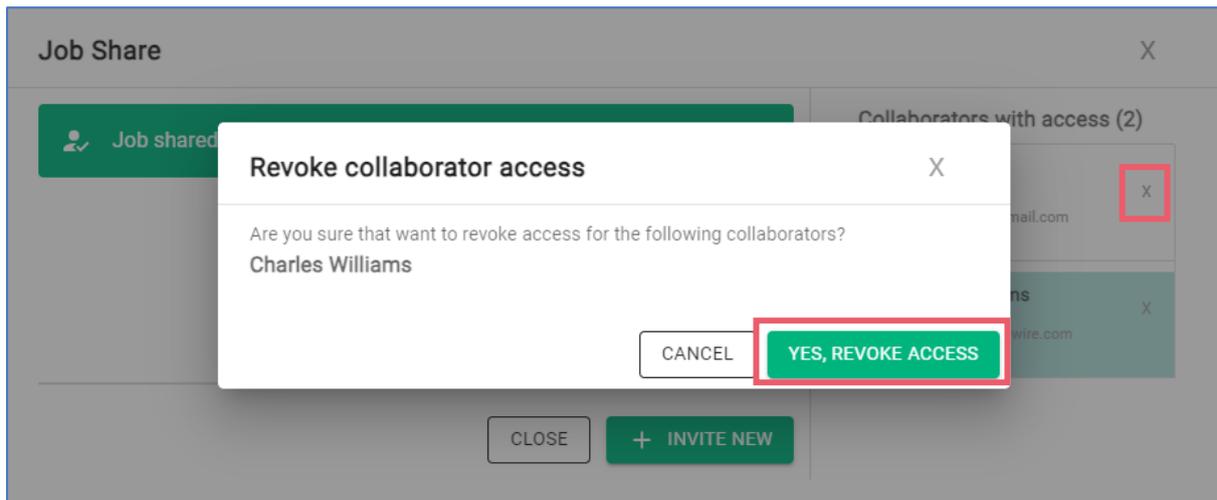


Figure 10 – Revoking a collaborator’s access to a Smart Editor job

Note: After clicking “Yes, revoke access”, the collaborator will continue to have access to the Smart Editor job for 12 hours, after which access will be revoked.

3.3. Expiry of collaborator’s access

The Job Share collaborator’s access link will automatically expire when the job is finished on the LanguageWire Platform or if the agency revokes the collaborator’s access.

When a collaborator’s access has expired, the collaborator will see this message when attempting to access the Smart Editor job:

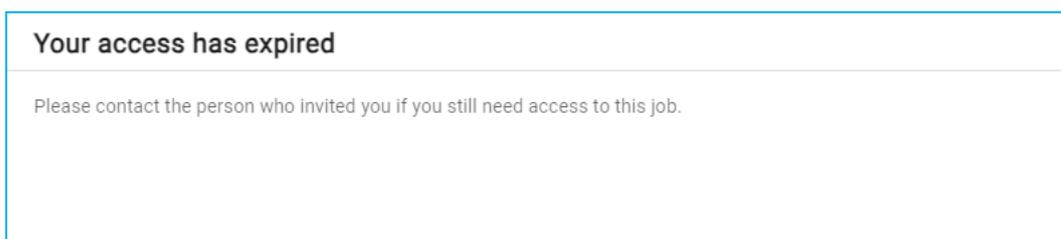


Figure 11 – Access expired





3.4. Reviewing collaborator’s edits and changes

Important: After a collaborator has completed their Smart Editor job, the agency must review the edits and changes made by the collaborator and revise as needed.

In Smart Editor, the collaborator’s edits and changes are visible in the “Change report” under the menu option “View”. They are also visible in the “History” tab for each segment:

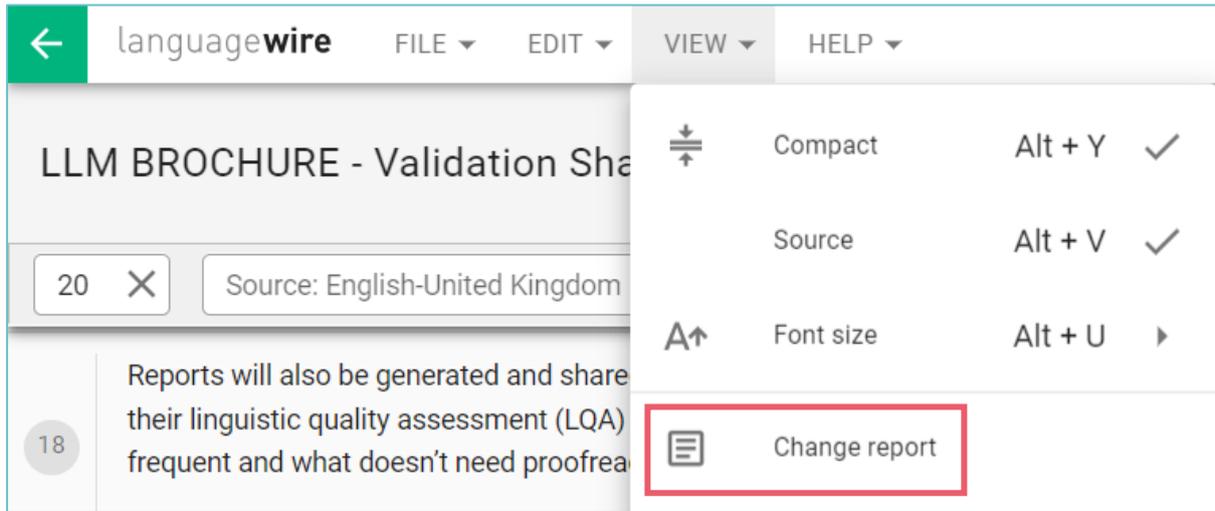


Figure 12 – Change report location in Smart Editor

Collaborator’s edits are displayed as “X on behalf of Y”, e.g. “Lisa on behalf of Philip”:

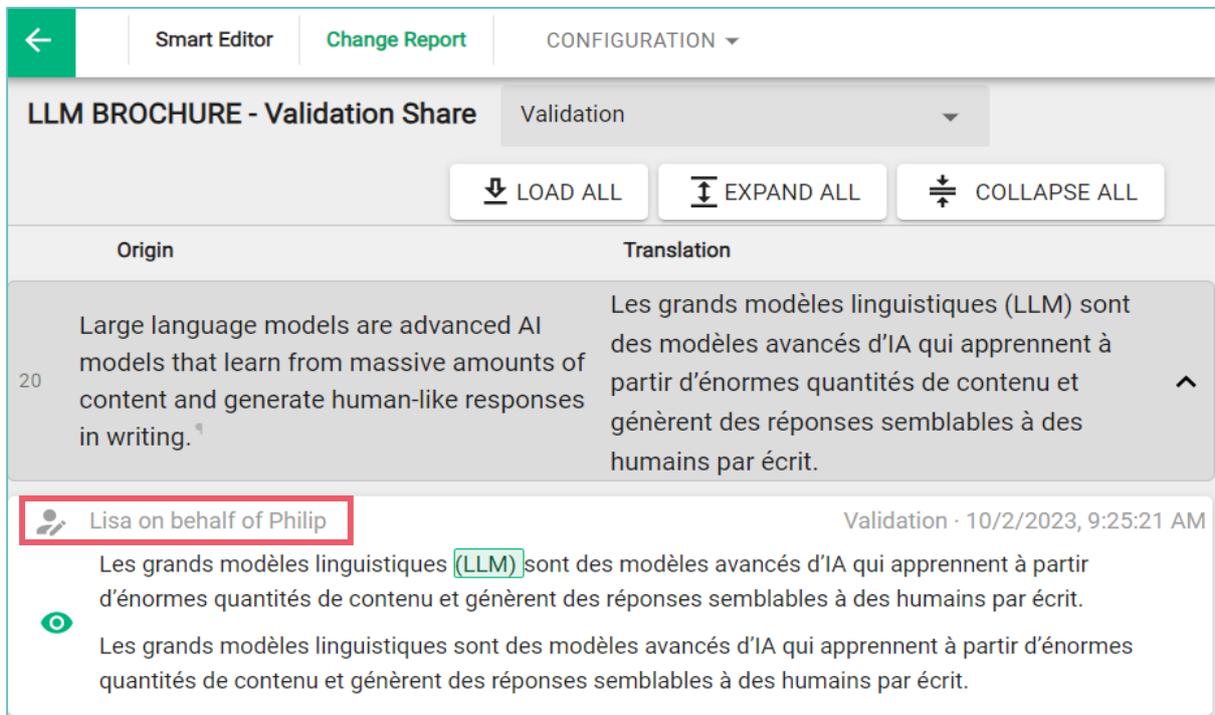


Figure 13 – Collaborator edits in the Change Report



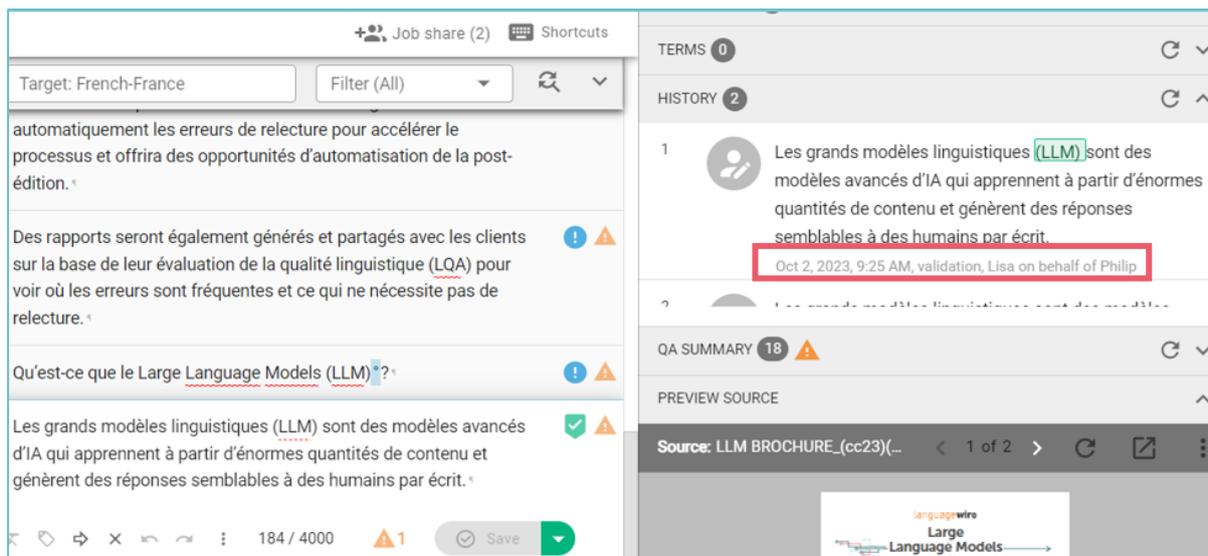


Figure 14 – Collaborator’s edits in the History tab

4. How to use Job Share – Collaborators

4.1. Accessing Smart Editor

When the agency has added a collaborator to Job Share and clicked “Send invitation”, the collaborator automatically receives a Job Share invitation email from LanguageWire informing them that someone has shared a LanguageWire job with them:

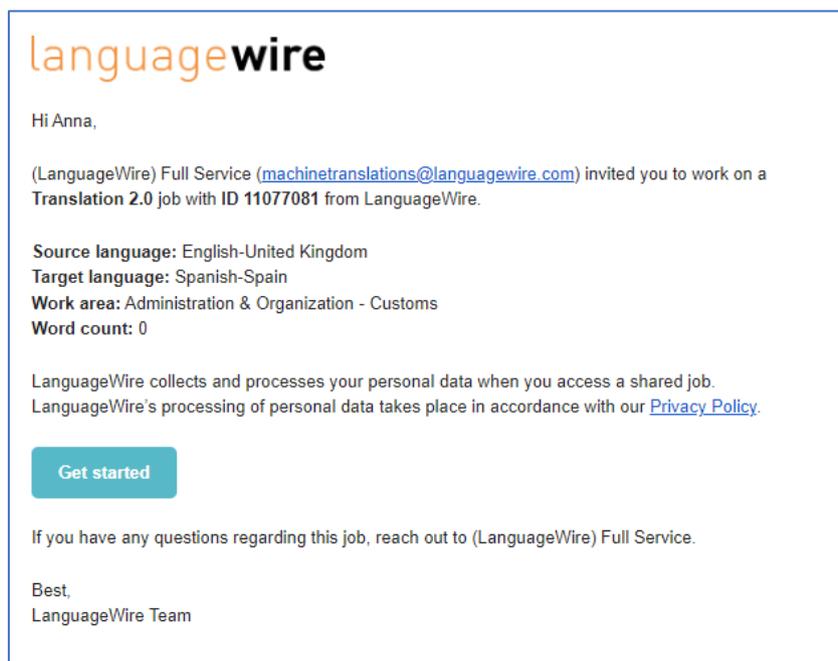


Figure 15 – Job Share invitation email for collaborators





When the collaborator clicks on the “Get started” button in their Job Share invitation email, the collaborator is redirected to a LanguageWire login page:

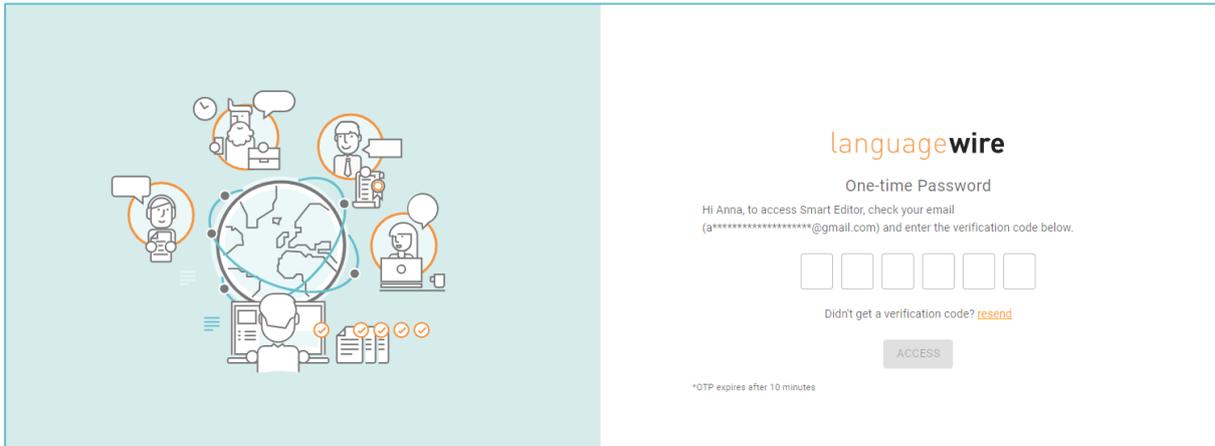


Figure 16 – LanguageWire login page

Once the collaborator has been redirected to the LanguageWire login page, a second automatic email is sent to the collaborator, which includes a one-time password for accessing the Smart Editor job:



Figure 17 – Email with one-time password





To access the Smart Editor job, the collaborator must enter their one-time password on the LanguageWire login page:

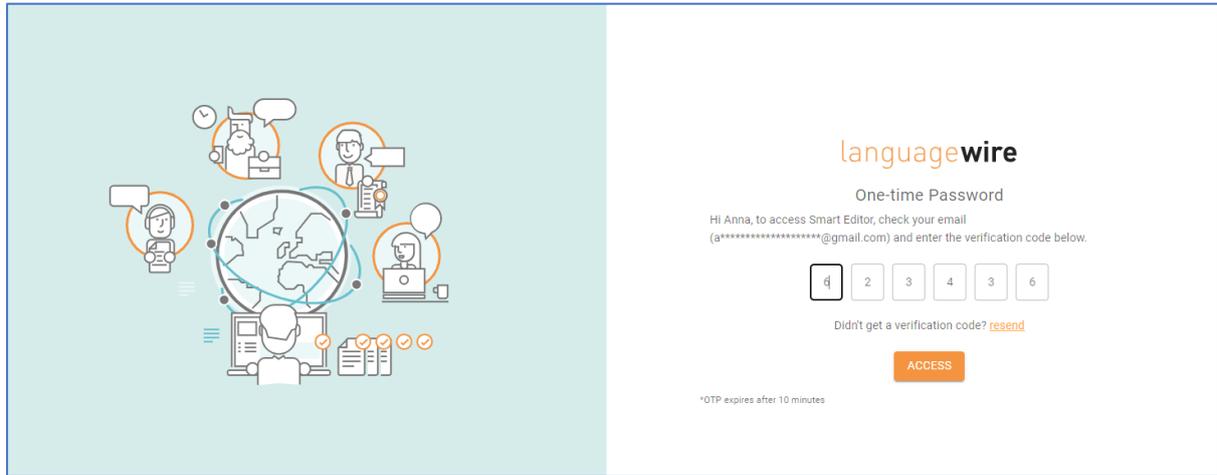


Figure 18 – LanguageWire login page requesting one-time password





4.2. Working in Smart Editor

After the collaborator has entered their one-time password and has been redirected to the Smart Editor job, the collaborator will see a popup window with instructions on how to collaborate on a Smart Editor job:

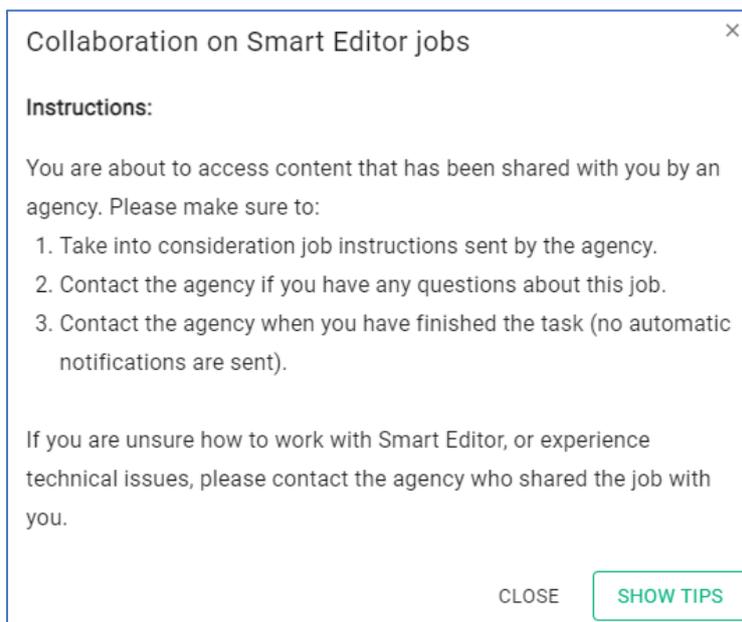


Figure 19 – Instructions for collaborators when accessing Smart Editor

Note: We recommend that first-time users familiarise themselves with Smart Editor basics by clicking the “Show tips” button.

If a collaborator has questions about the Job Share process, Smart Editor or the tasks involved in a job, they must consult with the agency who requested their participation in the Smart Editor job.

Important: Once ready, the collaborator must inform the agency who invited them that they’ve completed the task, as the agency does not receive an automatic notification when the collaborator completes the task.





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