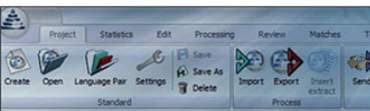


WebTransit

Quick Guide - Agency mode



Valid from Version 2017-05. This document is valid as of Transit NXT Service Pack 8.
Transit NXT WebTransit is being continuously further developed. You can find current Service
Service Pack 8 Packs, installation instructions, user documentation and accessories on our
website in the following area: ⇒ ["Downloads | Transit & TermStar NXT"](#)

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1 Data exchange with STAR CLM

New connection in WebTransit



Prerequisite for agency mode: Host/client or Terminal Server installation

For using a connection in agency mode, Transit NXT has to be used as a Host/client installation or Terminal Server installation.



One connection per service

As a supplier you must set up one connection per service (e. g. *Translation* or *Review* service) in WebTransit.



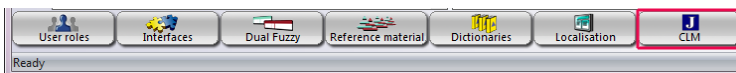
Set up a connection only once

A connection in Agency mode has to be set up only once, i. e. by just one connection user.

As the connection settings are stored centrally (Transit folder `config/global`), the connection is available to all WebTransit users immediately after setting it up.

- 1 Open WebTransit.

To do so, click on the **CLM** button in the resource bar of Transit NXT:



- 2 Select **Connection | New**.

WebTransit displays the **New connection** window.



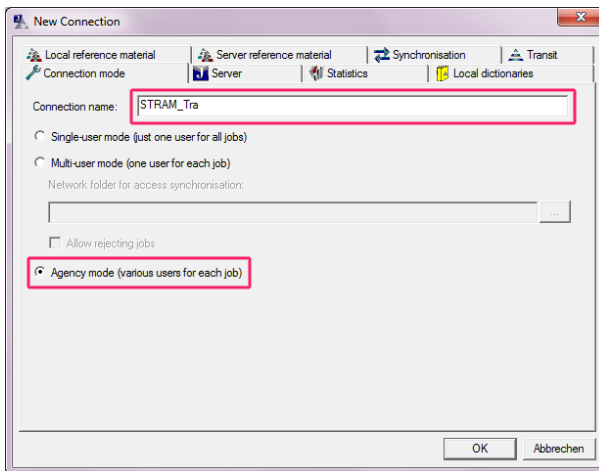
Data and names in this document are examples!

All data and names in this document are examples!

The connections have to be set up according to the information of your STAR CLM administrator.

Connection for “Translation” service

- 1 On the **Connection mode** tab, specify the following:
 - a meaningful connection name (e. g. `STRAM_Tra`)
 - the **Agency mode** connection mode



- 2 On the **Server** tab, specify the following connection details provided by STAR CLM:
 - **Connection type**
 - **Download path**
 - **Upload path**
 - **Server URL**
 - **User name**
 - **Password**
 - **Server mode**
 - Enable the **ZIP transfer** option

Unzip to – Retain the network folder for unpacking the ZIP files suggested by WebTransit.



Case must match

Please note that path names are case-sensitive in WebTransit.

- 3 On the **Synchronisation** tab, specify the following:
 - Enable the **Automatic synchronisation** option
Define time unit and interval.
- 4 Confirm your settings by clicking **OK**.
WebTransit displays a message in which you are asked if the connection should be tested.
- 5 Confirm by clicking **Yes**.



Further details in the WebTransit User's Guide

For further details on creating and managing connections refer to the WebTransit User's Guide, chapter 4.

The current WebTransit User's Guide is available in the **Downloads | Transit & TermStar NXT | User Documentation** section on our website www.star-group.net.

Connection for “Review” service Set up the connection for the “Review” service in the same manner as the connection for the “Translation” service.

The connection name (e. g. STRAM_Tra) and the connection details have to be adjusted accordingly.

After you have set up the both connections, they are displayed in the connection overview of WebTransit. The connection with the blue arrows is the currently active connection.

Connections to STAR CLM		File transfer progress
	STRAM_Tra	
	STRAM_Rev	

Overview in WebTransit

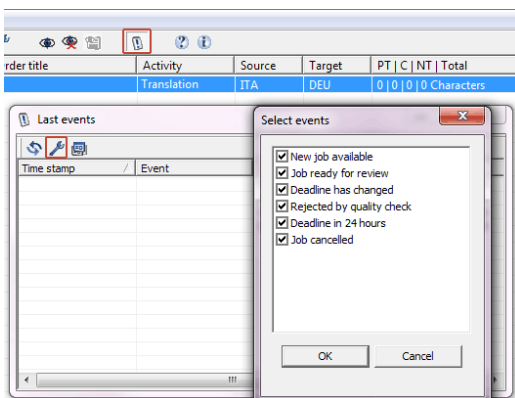
After having set up a connection to STAR CLM you can use WebTransit to exchange translation jobs with STAR CLM.

The WebTransit interface displays all information and functions required for your work:

The screenshot shows the WebTransit application window. The menu bar includes Job, Message, Connection, View, and Help. The toolbar contains various icons for job management. The main area is divided into a job list table and a messages overview table. The job list table has columns for Order number, Order title, Activity, Source, Target, PT, C, NT, Total, and Deadline. The messages overview table has columns for Index and Message type. On the right side, there are two smaller tables: 'Connections to STAR CLM' and 'File transfer progress'.

- ▲ **Menu bar** – You can use the menu bar to call up additional functions.
- ▲ **Toolbar** – You can use the toolbar to call up the most important functions for processing jobs.
- ▲ **Connections list** – In the connections list, WebTransit displays the name of the active connection. You can change the active connection from this list.
- ▲ **Job list** – List of jobs.

- ▲ **Messages overview** – Messages for the selected job.
- ▲ **Connections overview** – Overview of all STAR CLM connections. You can change the active connection by double-clicking and edit each connection by right-clicking it.
- ▲ **Events window** – Allows the user to display the last events of all connections. Depending on your needs, you can defined which events are listed (**Select events window**).

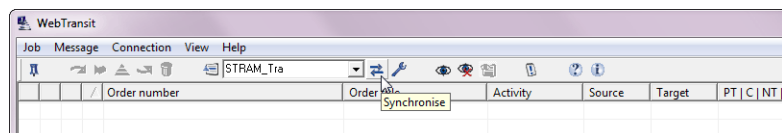


Processing a job in WebTransit

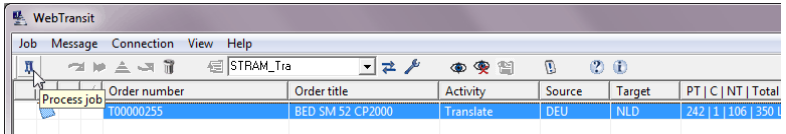
If you have selected the **Automatic synchronisation** option, jobs are displayed in the job list as soon as they are assigned to you and the connection has been automatically synchronised.

For synchronising manually, click on the  button (**Synchronise**) in the toolbar.

1 Synchronise



2 Take the job into processing



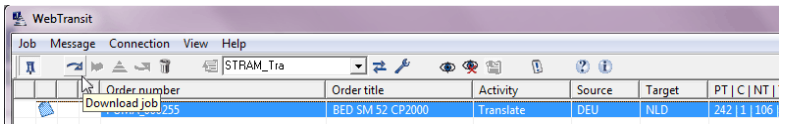
Take the job into processing

Working with a connection in agency mode, you first have to take a job into processing before you can download, unpack, translate and/or uploading it.

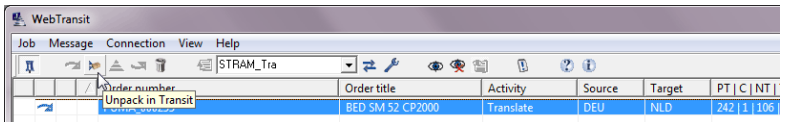
The processing of the job is then locked for other connection users.

If another connection user is currently working on the job, the push pin icon is greyed out.

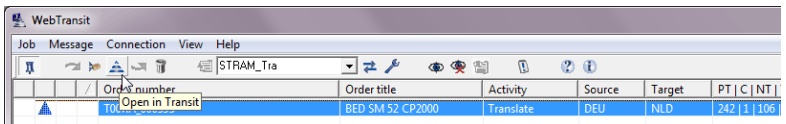
3 Download the job



4 Unpack the job in Transit

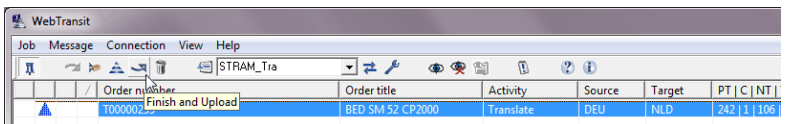


5 Open the job in Transit



6 Translate the job in Transit

7 Finish and upload the job



Depending on the workflow, a job control form similar to the following is displayed:

The screenshot shows a 'Message' dialog box with the following content:

- Order control**
- Comment regarding the order (optional)
- A large empty text area for the comment.
- Delivery contents**
- Transit language pair(s)
- Transit language pair(s) and exported file(s)
- (Note: This option should only be selected if the order includes the delivery of the exported file(s))*
-

Here you can enter a comment or specify the scope of delivery:

- **Deliver translation**– By default, you deliver the translated language pairs.
- **Deliver translation and exported file(s)** – Select this option if your order requires that you deliver the exported files in addition to the translated language pairs.

To do this, you have to export the files in Transit NXT beforehand.


Click **Send** to send the job to STAR CLM.

As soon as STAR CLM has confirmed the job as finished, WebTransit displays the ✓ icon in the job list.

Processing jobs without Transit

STAR CLM may also exchange jobs with WebTransit that include other files, such as Word files, PDF files or graphics, instead of Transit files.

After unpacking a job without Transit files, you can view and edit these files.

- 1 To do this, select the job from the job list and click on the  (**Open in Transit**) button.

WebTransit opens Microsoft Explorer in order to display the working folder that contains the unpacked files.

- 2 Double-click on the files to open them.
Windows then usually automatically launches the required program (e.g. Microsoft Word). You can now edit the file.
- 3 Save the file in the same working folder.
- 4 Close Windows Explorer again.

Rejecting jobs

You can reject a job if you are unable to provide the language combination required or you cannot meet the deadline.

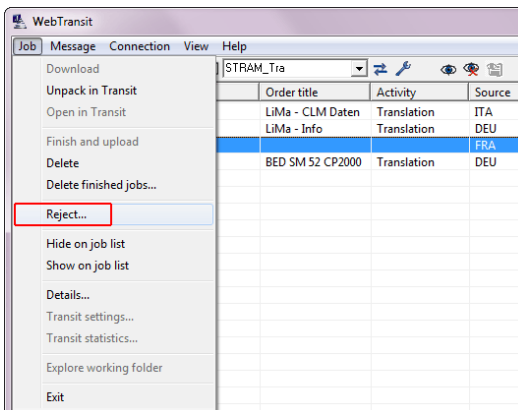


Job is rejected for all users

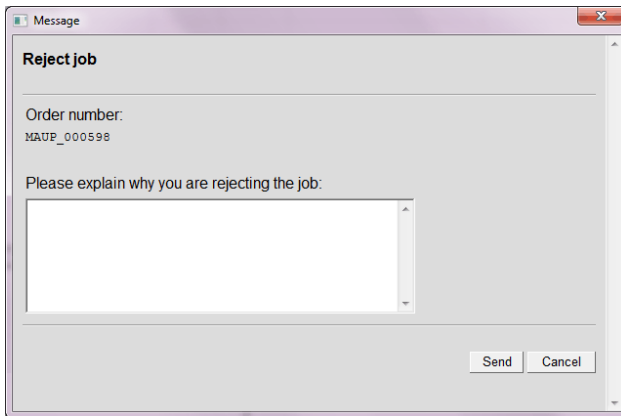
If you reject a job, you also reject the job for all other connection users.

STAR CLM must allow you to reject the job. Otherwise you cannot reject the job and must process it.

- 1 Select the job from the job list and select **Job | Reject**.



When you reject a job, WebTransit displays a window that looks like this:



- 2 Enter the reason for rejecting the job and confirm that you are rejecting it.




Suggesting an alternative deadline

If you are not able to meet the deadline, you can also suggest an alternative deadline here.

WebTransit shows rejected jobs in the job list in grey type:

WebTransit												
Job Message Connection View Help												
STRAM_Tra												
		Order number	Order title	Activity	Source	Target	PT	C	NT	Total	Deadline	
		00000006			DEU	ENG	0.00	12.00	0.00	0.00	Characters	09.04.2014 18:00
		00000057	LiMa - CLM Datenaust...	Translation	DEU	ENG	11.00	0.00	22.00	35.00	Characters	13.05.2014 18:00
		00000039	LiMa - Info	Translation	DEU	ENG	0.00	0.00	57.00	57.00	Characters	02.05.2014 18:00
		00000042	LiMa - CLM Datenaust...	Translation	DEU	ENG	19.00	1.00	69.00	86.00	Characters	13.05.2014 18:00

Once STAR CLM has received your message, it will send you an acknowledgment.

WebTransit displays the  **(Rejected)** icon next to these jobs. This tells you that STAR CLM has received your rejection message and is not expecting you to deliver the job.

Problem with your connection?

For analysing the problem we need your support information.

In WebTransit, select **Help | Save support information** and save the “support.zip” file. This file contains all the necessary information we need.

Send this file by email to the STAR Support (star.support@star-group.net). We will contact you as soon as possible and inform you on the solution for you problem.

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