WebTransit

Quick Guide – Agency mode

2017-05
Valid from Transit NXT Service Pack 8

Version 2017-05. This document is valid as of Transit NXT Service Pack 8. WebTransit is being continuously further developed. You can find current Service 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 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.
On the **Connection mode** tab, specify the following:

- a meaningful connection name (e.g., **STRAM_Tra**)
- the **Agency mode** connection mode

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.
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**.

**Case must match**
Please note that path names are case-sensitive in WebTransit.

**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](http://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.

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**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:

- **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.
Processing a job in WebTransit

- **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
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.

Download the job

Unpack the job in Transit

Open the job in Transit

Translate the job in Transit

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

- 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:

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