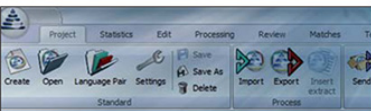


# WebTransit

Quick Guide - Multi-user mode



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Transit 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"](#)

**Contact** STAR Group Headquarters:  
STAR AG · Wiesholz 35 · 8262 Ramsen · Switzerland  
www.star-group.net · info@star-group.net  
Telephone +41 (0) 52 742 92 00 · Fax +41 52 742 92 92

STAR Language Technology & Solutions GmbH  
Umberto-Nobile-Straße 19 · 71063 Sindelfingen · Germany

STAR Group is represented globally with 50 locations in over 30 countries. You can find your local STAR subsidiary on our website under ⇒ ["Company | STAR Group worldwide"](#).

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# 1 Data exchange with STAR CLM

## New connection in WebTransit

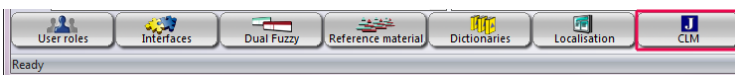


### One connection per service

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

- 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 connection details of your STAR CLM administrator.

- Connection for “Translation” service**
- 1 On the **Connection mode** tab, specify the following:
    - the connection name provided by your system administrator (e. g. STRAM\_Tra)
    - the **Multi-user mode** connection mode
    - the network folder for the access synchronisation provided by your system administrator



**The following must be identical and available for all connection users:**

- ▲ the connection name
- ▲ the network folder for access synchronisation

- if rejection of jobs is allowed  
Please check this with your system administrator / project manager.

The screenshot shows the 'New Connection' dialog box with the following details:  
- Tab: Connection mode  
- Connection name: STRAM\_Tra  
- Selected mode: Multi-user mode (one user for each job)  
- Network folder for access synchronisation: Z:\WebTransit  
- Allow rejecting jobs: unchecked  
- Agency mode (various users for each job): unselected  
- Connection change: Do not receive any new jobs (unchecked)  
- Buttons: OK, Abbrechen

- 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

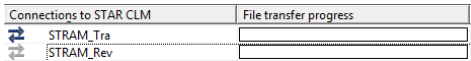
For further details on creating and managing connections refer to the WebTransit User's Guide, chapter 4.

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

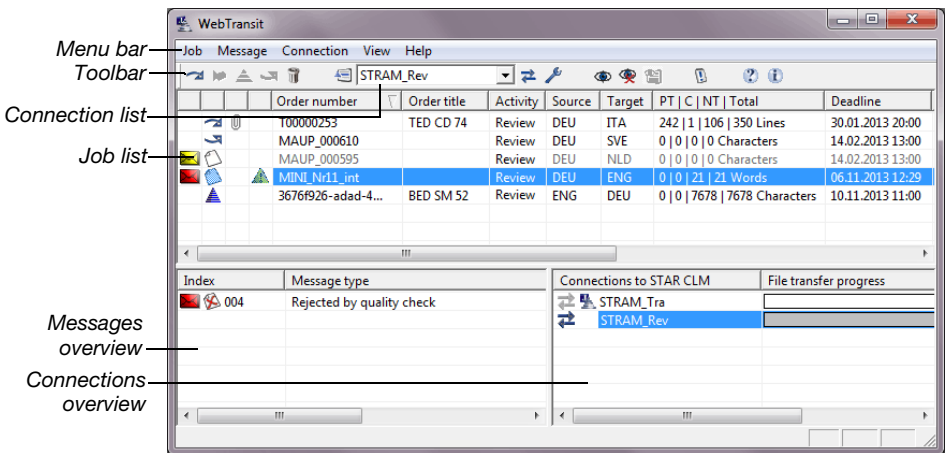
After you have set up the both connections, they are displayed in the connection overview of WebTransit. The connection with the blue arrows is the currently active connection.



## Overview in WebTransit

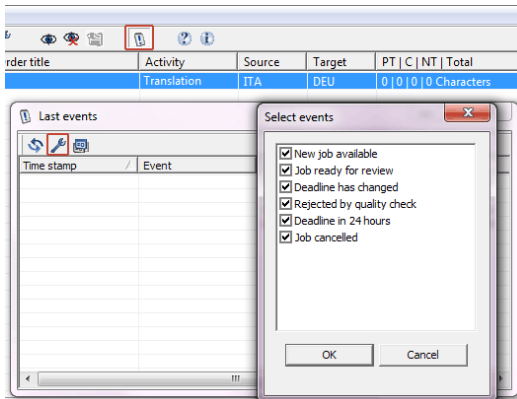
After having set up a connection to STAR CLM you can use WebTransit to exchange translation jobs with STAR CLM.

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.

- ▲ **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**).

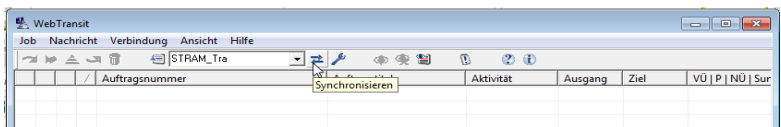


## Processing a job in WebTransit

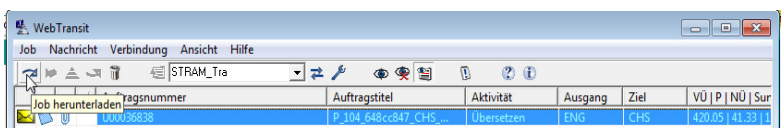
If you have selected the **Automatic synchronisation** option, jobs are displayed in the job list as soon as they are assigned to you and the connection has been automatically synchronised.

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

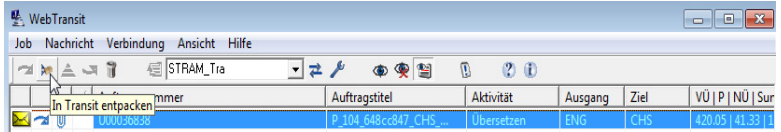
### 1 Synchronise



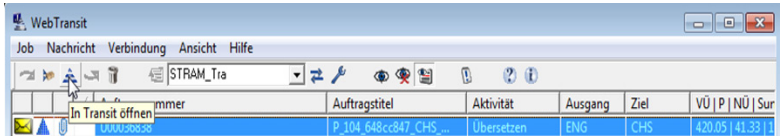
### 2 Download the job



3 Unpack the job in Transit

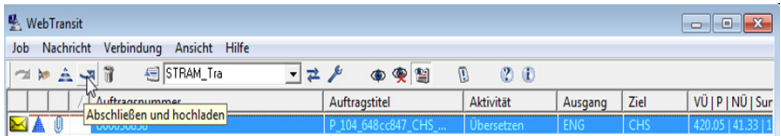


4 Open the job in Transit



5 Translate the job in Transit

6 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)

[Text input area]

**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))*

[Send]




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.



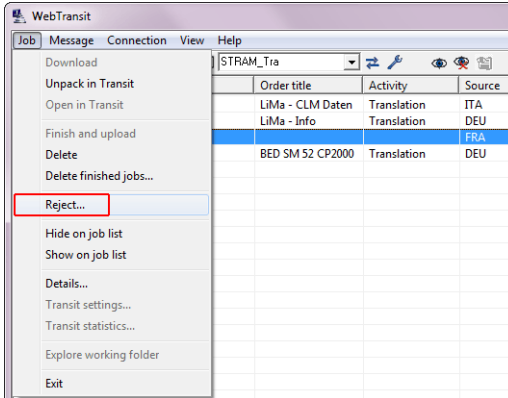
### Job is rejected for all users

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

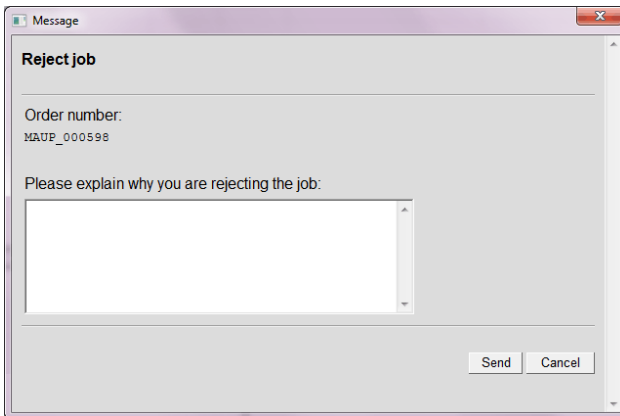
In multi-user mode, you can only reject jobs if the **Allow rejection of jobs** option on the **Connection mode** tab of the connection settings has been enabled.

Furthermore, STAR CLM has to 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 the 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:

Job	Message	Connection	View	Help		
STRAM_Tra						
Order number	Order title	Activity	Source	Target	PT   C   NT   Total	Deadline
00000008			DEU	ENG	0.00   0.00   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](mailto:star.support@star-group.net)). We will contact you as soon as possible and inform you on the solution for you problem.

STAR

**Head Office of the STAR Group**

STAR AG  
Wiesholz 35  
8262 Ramsen  
Switzerland

Phone: +41 52 742 92 00

Fax: +41 52 742 92 92

E-mail: [info@star-group.net](mailto:info@star-group.net)

[www.star-group.net](http://www.star-group.net)

