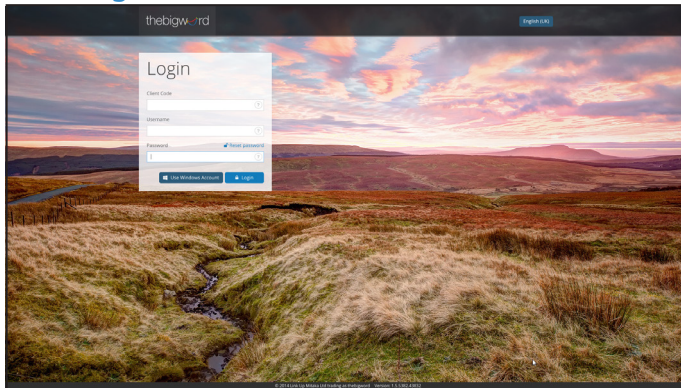


GMS Login Screen

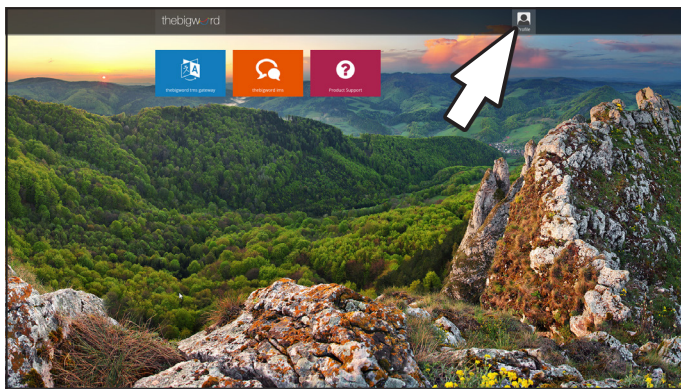


Manage and track your translation projects in five simple steps using **thebigword TMS Gateway**.

Login Process

- Login to thebigword GMS® using your credentials for thebigword at <https://gms.thebigword.com>
- You can reset your password from this screen at any time by clicking the 'reset password' link within the login box.
- If you are having any difficulties with access please raise a ticket with the Product Support team for assistance.

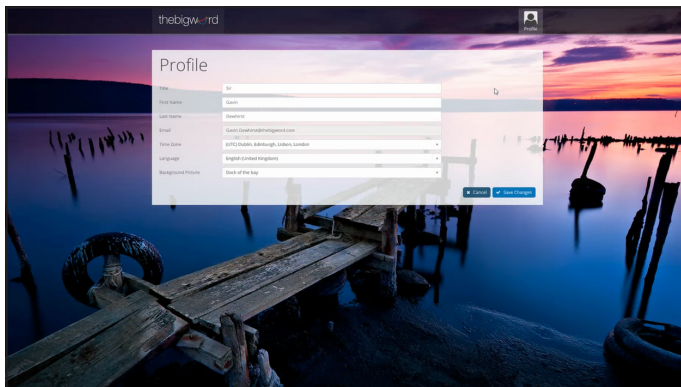
GMS Dashboard Screen



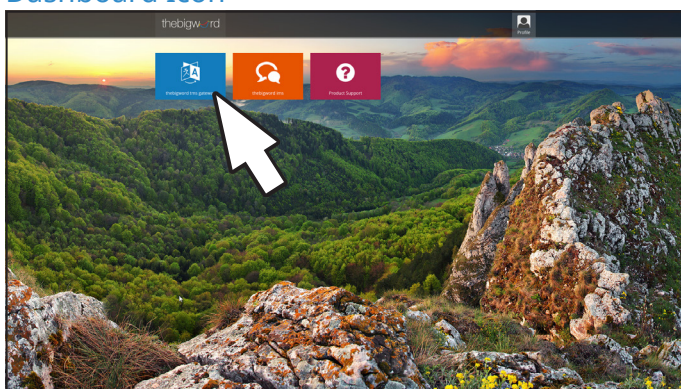
Edit Profile

- The **GMS** dashboard screen will provide links to the areas within your access.
- You can edit your profile at any time from the dashboard by clicking on the person icon situated in the top bar. Click **Edit Profile**.
- Within the Profile view you can edit name, email address (to receive notifications), time zone, language preference and select a different background image. Click **Save** Changes to return to the dashboard screen.
- From the dashboard screen click **thebigword TMS Gateway** icon to proceed.

Profile Screen



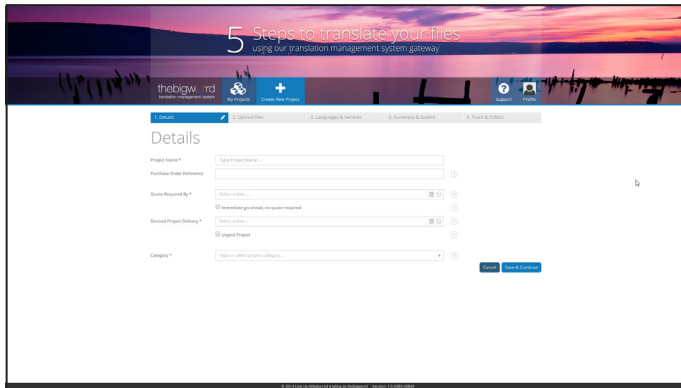
Dashboard Icon



Creating a translation project

There are just five steps to create a translation project:

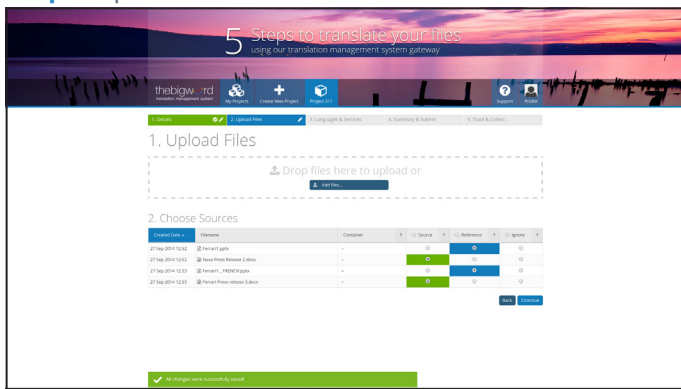
Step 1 Details



Step 1 requires an overview of the project requirements:

- Please enter your project details.
- Click Save and Continue to proceed.

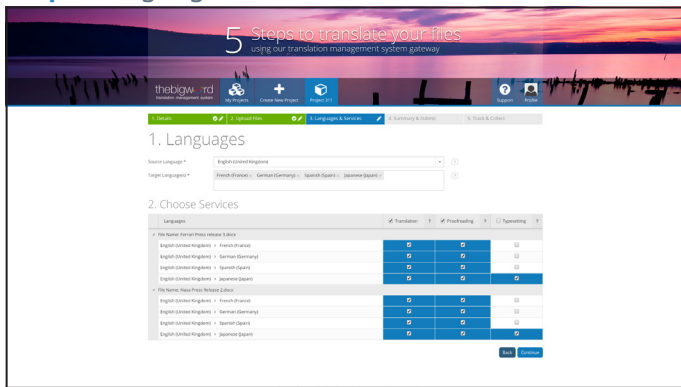
Step 2 Upload Files



Step 2 requires files for translation:

- Multiple files can be uploaded by dragging them directly from your file location into the dashed box on screen.
- Alternatively click the Add files button to browse and upload the files by selecting them for upload from your file location.
- Once your files are uploaded use the 'Choose Sources' section to allocate them as 'Source' file or 'Reference' materials.

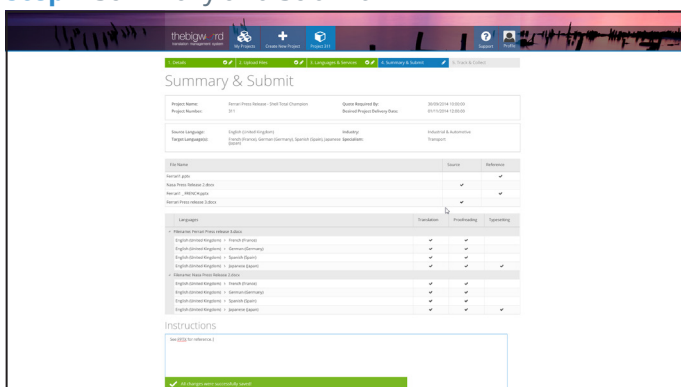
Step 3 Language and Services



Step 3 requires language and service selection:

- Choose the source language of your files from the Source Language drop down menu. The beginning letter of your language requirement can be entered to narrow the menu results shown.
- Select your target language(s) using the corresponding drop down menu. You can select more than one language from this list for your project. Your selected languages will appear in the Target Language box. To remove click on the cross next to the language you wish to delete.
- For each language you have added, there is the option to choose the services you would like for the requirement. Select by clicking in the relevant boxes. Click Continue to proceed.

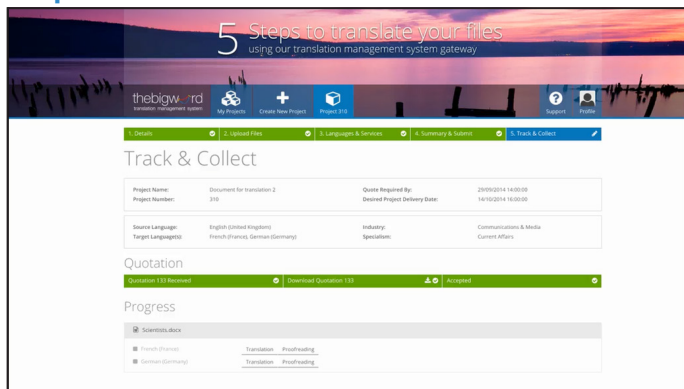
Step 4 Summary and Submit



Step 4 will summarise your project requirements for appraisal before submission:

- The screen will automatically display your project details. The Instructions enables you to add specific requirements for your project and will be picked up by the Project Manager.
- If a change is required click the back button. If the Summary is correct click Submit Project.

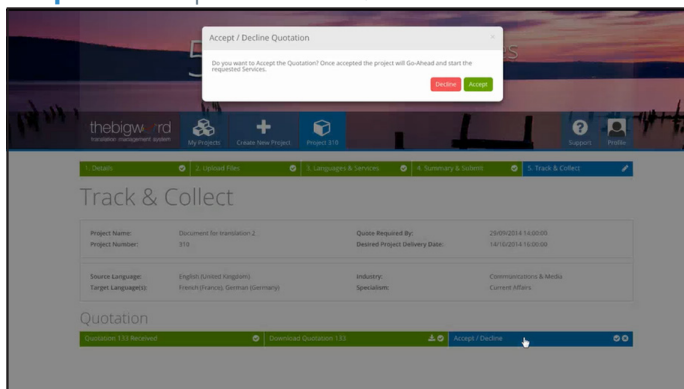
Step 5.1 Track and Collect



Step 5 will display the status of your submitted project:

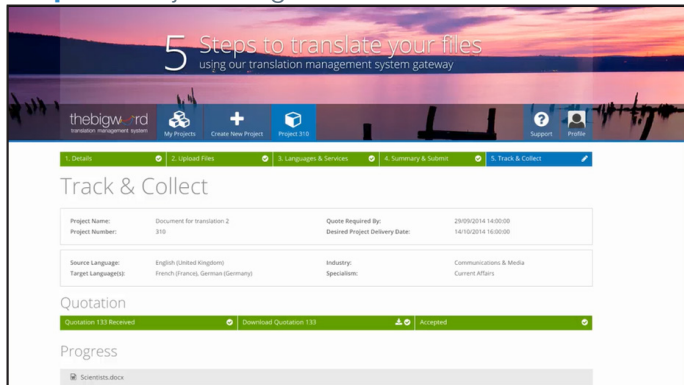
- Following submission, the Processing Quotation stage will be highlighted.
- Once the quotation is ready for approval the Download Quotation bar will be highlighted.
- Click the download icon on the highlighted bar to open the quotation.

Step 5.2 Accept / Decline Quotation



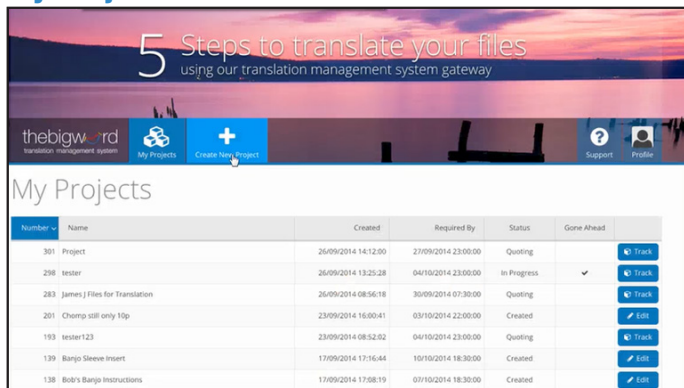
- Once your quotation has been viewed, the Accept/Decline bar will be highlighted. Click on the tick or the cross icons on the bar to accept or decline the quotation.
- Once the quotation is accepted, thebigword TMS Gateway will begin to progress the project.

Step 5.3 Project Progression and Collection



- The Progress section will highlight the status of each file submitted for translation. Progress will be indicated with a green line underneath the stages.
- When your translation is ready you will see a blue bar with the option to download files. Click the blue bar to save the files.
- You will be notified at all relevant stages of the project process by an email to your registered email address.
- On project completion you can download your files from your project status page.

My Projects Screen



My Projects

- Project history can viewed at any time from the My Projects screen.