How to Request a Translation
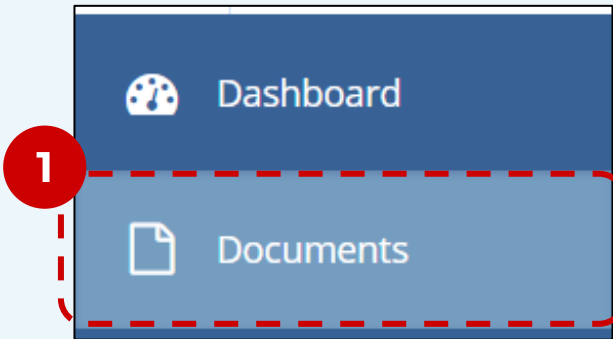
TI version 10.6

TRIAL INTERACTIVE

APPLICABLE TO:

- ● Admin
- ● Manager
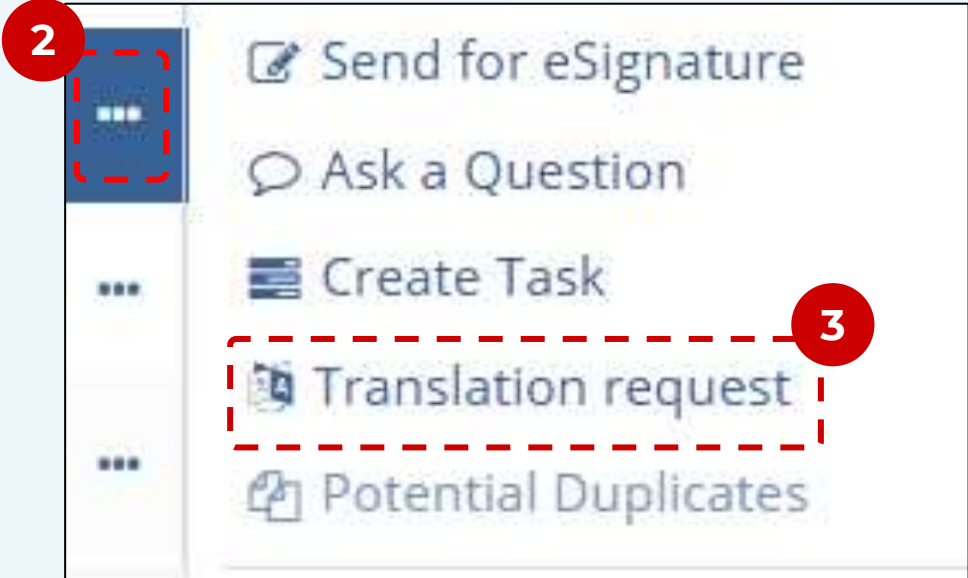- ● Editor
- ● Reader

- ● eTMF
- ○ Collaborate

Trial Interactive has incorporated our Certified Translation capability into our trial support solutions, making the request for a certified translation significantly easier. Once requested, a translation will be processed remotely and returned to your document library with the appropriate language codified in the document metadata.

The 'Translation Requests' feature needs to be enabled for the selected room, and users need to be assigned the Request Translation action in order to be able to make a request. Reach out to your Trial Interactive CSM to set up the necessary room conditions and integration with TransPerfect services.

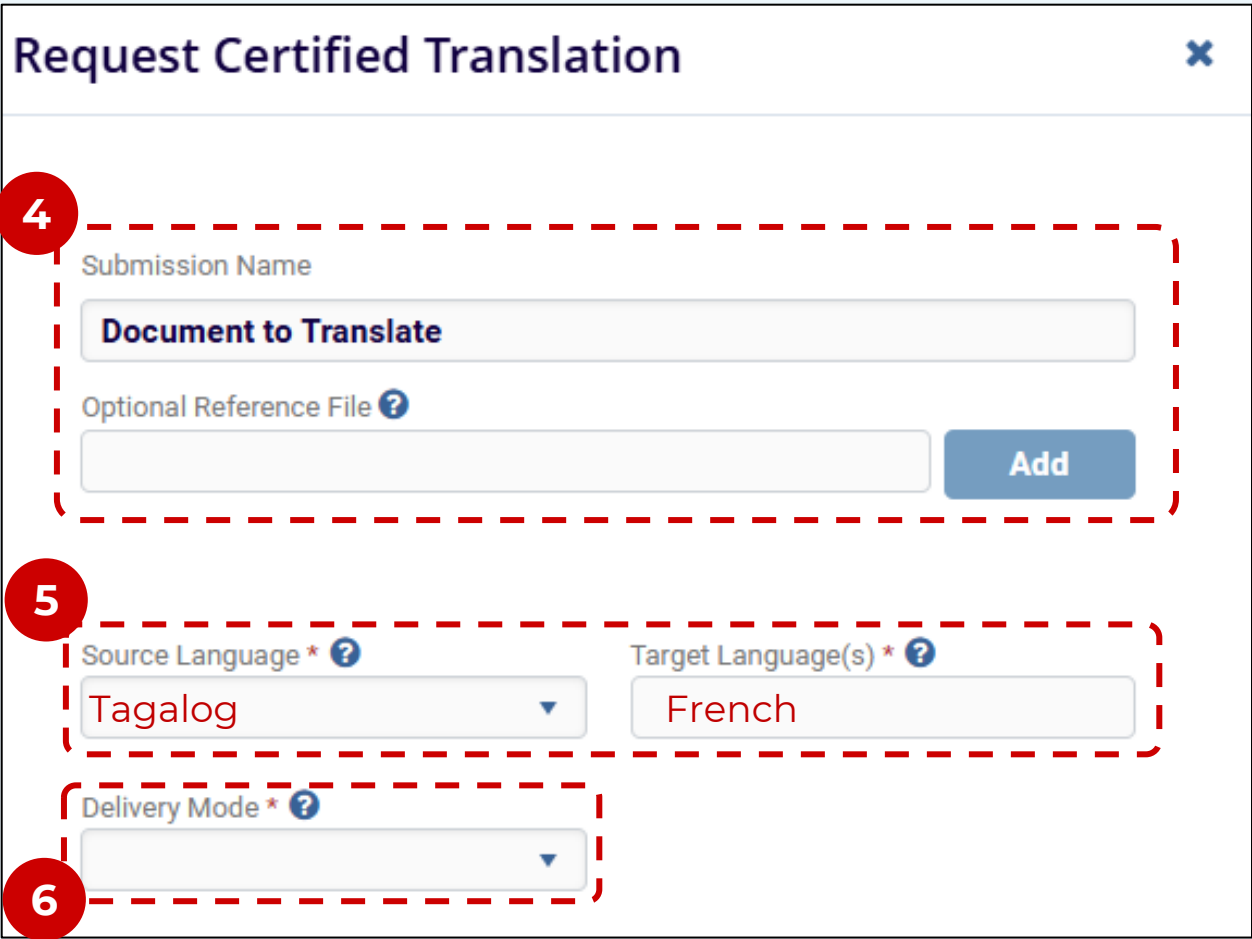**1** Navigate to the **Documents** module.

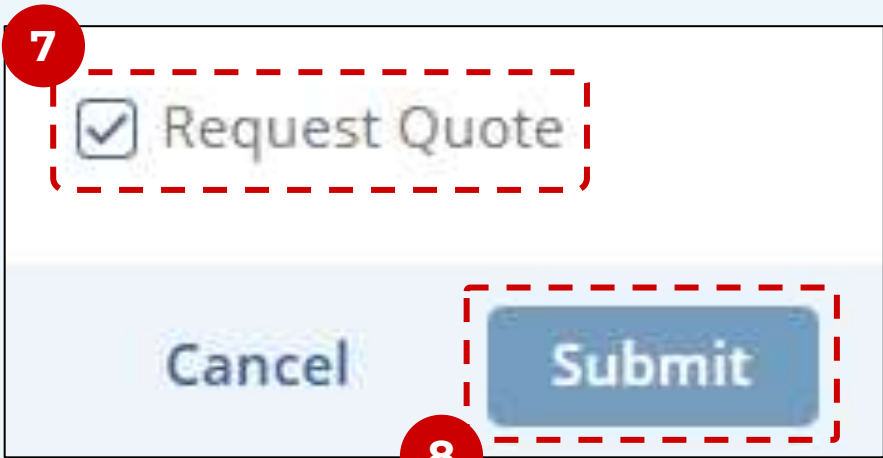**2** Identify the document to certify and open its Document Actions Menu.

3 Click on **Translation request**.

TRANSPERFECT
LIFE SCIENCES

4 [Optional] Edit the **Submission Name** and **add** any reference materials, like glossaries.

5 Set the **Source** and **Target** Languages (only room languages will display).

6 Choose the **Delivery Mode**: Standard, Rush, or Specific Date.

Request Certified Translation ✕

4
Submission Name

Document to Translate

Optional Reference File ❓

[   ] **Add**

5
Source Language * ❓   Target Language(s) * ❓

Tagalog   ▼   French
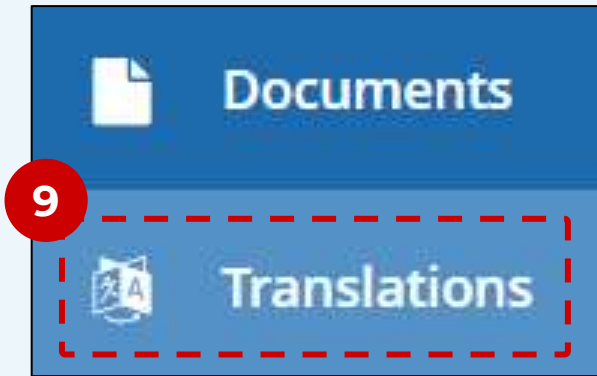
Delivery Mode * ❓

[▼]
6

7 [Optional] Tick the **Request Quote** checkbox if you wish to receive a quote. (otherwise, the job will begin with the standard contract rate applied).

8 **Submit** your request.

7
☑ Request Quote

Cancel   **Submit**
8

9 When the translation process is complete, a new document will be stored in the same location as the original. For your convenience, all translations can be seen in the Translations module.

📄 Documents

9
🔠 Translations