

APPLICABLE TO:

● All Users

● eTMF

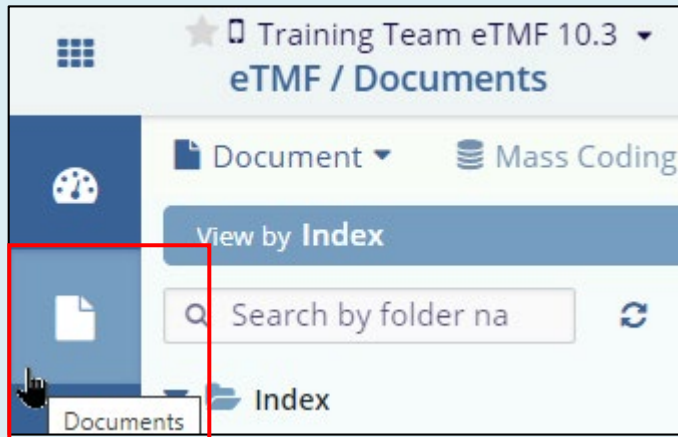
When writing clinical documents, particularly those going to clinical sites, it is often necessary to translate them formally to the local language. Because of the possibility of misunderstanding, it is necessary for documents such as patient consents to go through a certified translation process.

Trial Interactive has incorporated our Certified Translation capability into our trial support solutions, making the request for a certified translation significantly easier. Once sent, this translation will be processed and returned to your document library with the appropriate language set 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 full use of it. Reach out to your Trial Interactive Project team member to set the necessary room conditions and integration with TransPerfect services.

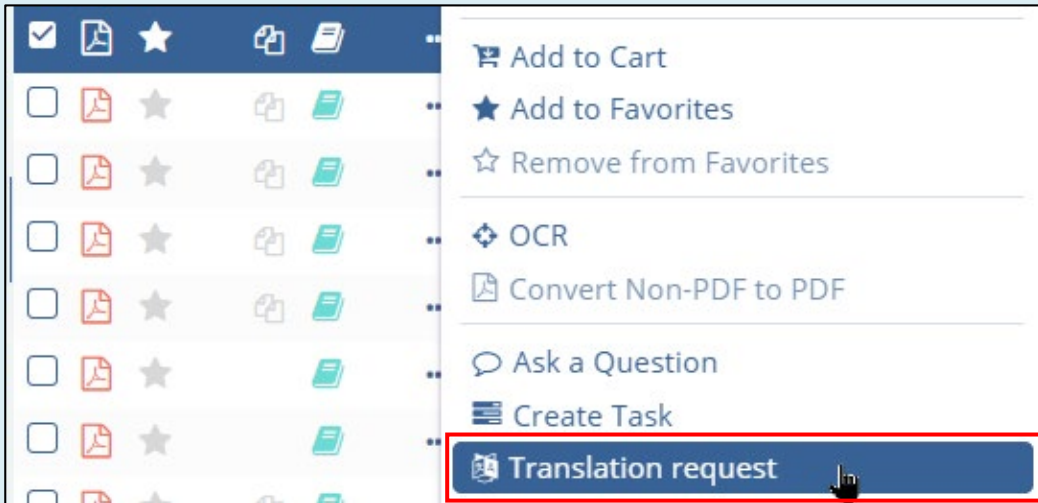
1. Log in to a room, and navigate to the eTMF Documents module.




2. Navigate to the desired document, and expand the Document Action Menu (right-click, or click on the three dots).

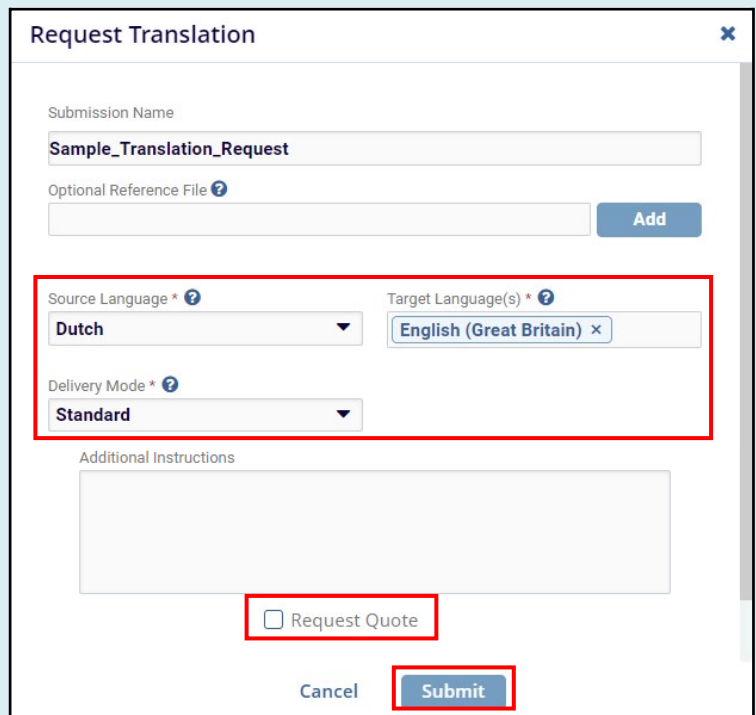


3. Click on Translation request.



4. The Request Translation window will open. Set the source language and target language(s), as well as Delivery Mode (Standard, Rush, or Specific Date) which will set the service speed of the translation. Fill non-required fields as needed, then click Submit.

 If you would like to receive a quote (via email) for the translation prior to it being carried out, check the optional **Request Quote** box before submitting your request.



A screenshot of the 'Request Translation' window. The window has a title bar with a close button. The main content area contains the following fields and options:

- Submission Name:** A text input field containing 'Sample_Translation_Request'.
- Optional Reference File:** A text input field with an 'Add' button to its right.
- Source Language:** A dropdown menu set to 'Dutch'.
- Target Language(s):** A dropdown menu set to 'English (Great Britain)' with a close button.
- Delivery Mode:** A dropdown menu set to 'Standard'.
- Additional Instructions:** A large text area for entering instructions.
- Request Quote:** A checkbox that is currently unchecked.
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom.

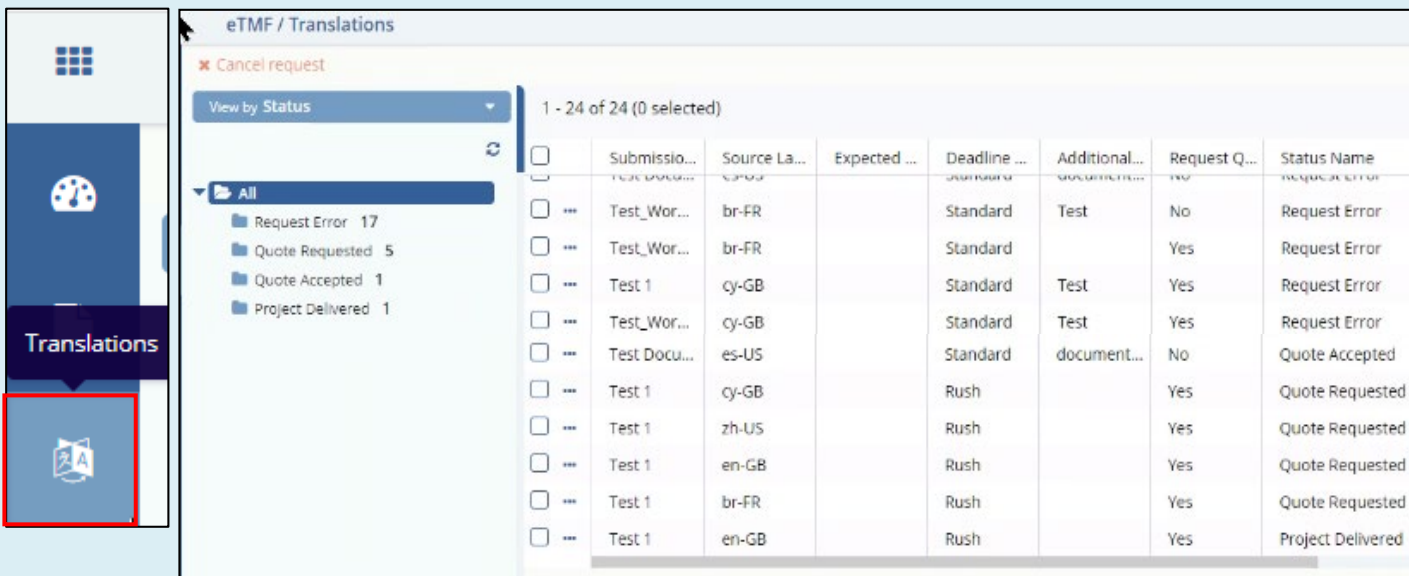
The 'Source Language', 'Target Language(s)', and 'Request Quote' fields are highlighted with a red box. The 'Submit' button is also highlighted with a red box.

5. If you requested a quote, you will be presented one by email. After acceptance of a quote, or submission of request in case there isn't a quote, the Translation you requested will be carried out.

Once a translation is complete, the **translated file** together with the **certificate** of translation will be added to the study room automatically (in the same folder as the source document) and the translation language will be indicated in the document metadata. The translation will also be automatically linked to the source document for future reference.

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<input type="checkbox"/>				...	Test_Non-Final_Document_ar-IN_Translation	Translation
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6. You can review your completed and in-progress Translations and Quotes by accessing the **Translations** module on the navigation bar on the left side of the screen. Translations with the “Project Delivered” status have been completed and filed in your TI room.



The screenshot shows the 'eTMF / Translations' interface. On the left, a navigation bar highlights the 'Translations' module. The main area displays a table of translation requests with the following columns: Submission, Source Language, Expected, Deadline, Additional, Request, and Status Name. The table shows a mix of 'Request Error', 'Quote Accepted', 'Quote Requested', and 'Project Delivered' statuses.

Submission	Source Language	Expected	Deadline	Additional	Request	Status Name
Test Wor...	br-FR		Standard	Test	No	Request Error
Test Wor...	br-FR		Standard		Yes	Request Error
Test 1	cy-GB		Standard	Test	Yes	Request Error
Test Wor...	cy-GB		Standard	Test	Yes	Request Error
Test Docu...	es-US		Standard	document...	No	Quote Accepted
Test 1	cy-GB		Rush		Yes	Quote Requested
Test 1	zh-US		Rush		Yes	Quote Requested
Test 1	en-GB		Rush		Yes	Quote Requested
Test 1	br-FR		Rush		Yes	Quote Requested
Test 1	en-GB		Rush		Yes	Project Delivered