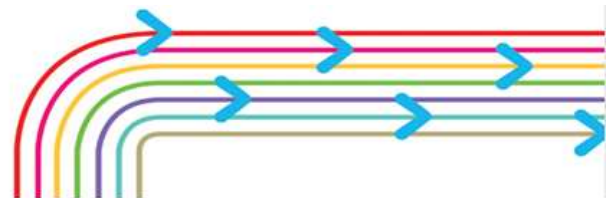


XTM TRAINING SESSION OUTLINE  
FOR  
PROJECT MANAGERS



# Project Manager Training Session Outline

Documentation for training session for XTM training for Project Managers

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## Administrator

- Data
- Global settings (Server settings) including approving leveraged or non-trans, allowing Google MT

## Customers

- Importing
- Adding
- Editing
  - o Estimate factors
  - o Language combinations
  - o Translation options

## Users

- Importing
- adding
- viewing
- Description of users' roles


## Projects

- Creating projects
  - o Supported file formats,
  - o Setting workflow – definition of the different steps and the transition between steps
  - o Memory settings, use memory of, approving leveraged and non-trans, steps, joining files, use not approved memory and when segments become approved
  - o Reference material – how it can be downloaded by a translator
- Current projects
  - o Simple search
  - o Advanced search,
  - o Actions for projects
  - o Describing the icons
  - o Extra information pop-up
- Project Editor
  - o General info,
  - o Metrics
  - o Statistics
  - o Workflow splitting into bundles
  - o Files
  - o Estimates
  - o Changing workflow

## Configuration

- Setting up personal details

## TM Manager

- Finding segments
- Find & replace
- Describing the icons 
- Importing TM (show on an example)
- Exporting TM

## Terminology

- Adding (term details- fields)
- Deleting
- Importing (+add to existing terms)
- Exporting