

Manuel Tradee Translator

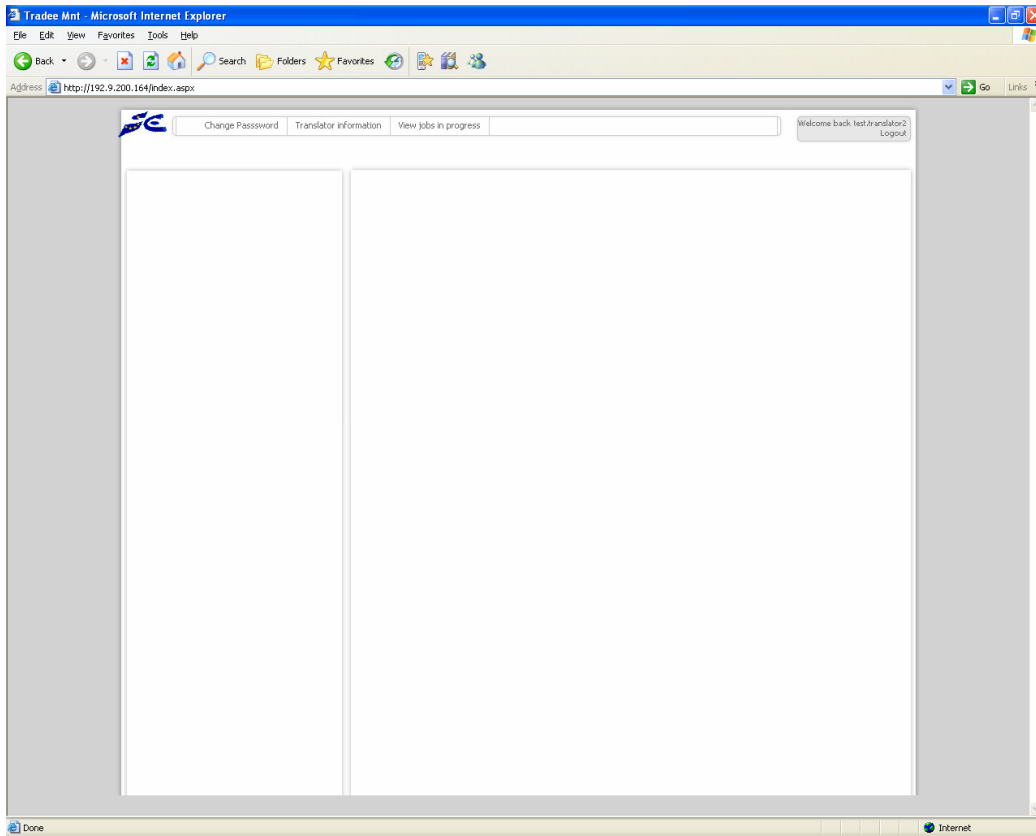
URL : <https://tradee.eursc.org>

Login screen :



Enter Your Login and Password given by the European Schools and click on login or hit return.

Then the following screen appears:

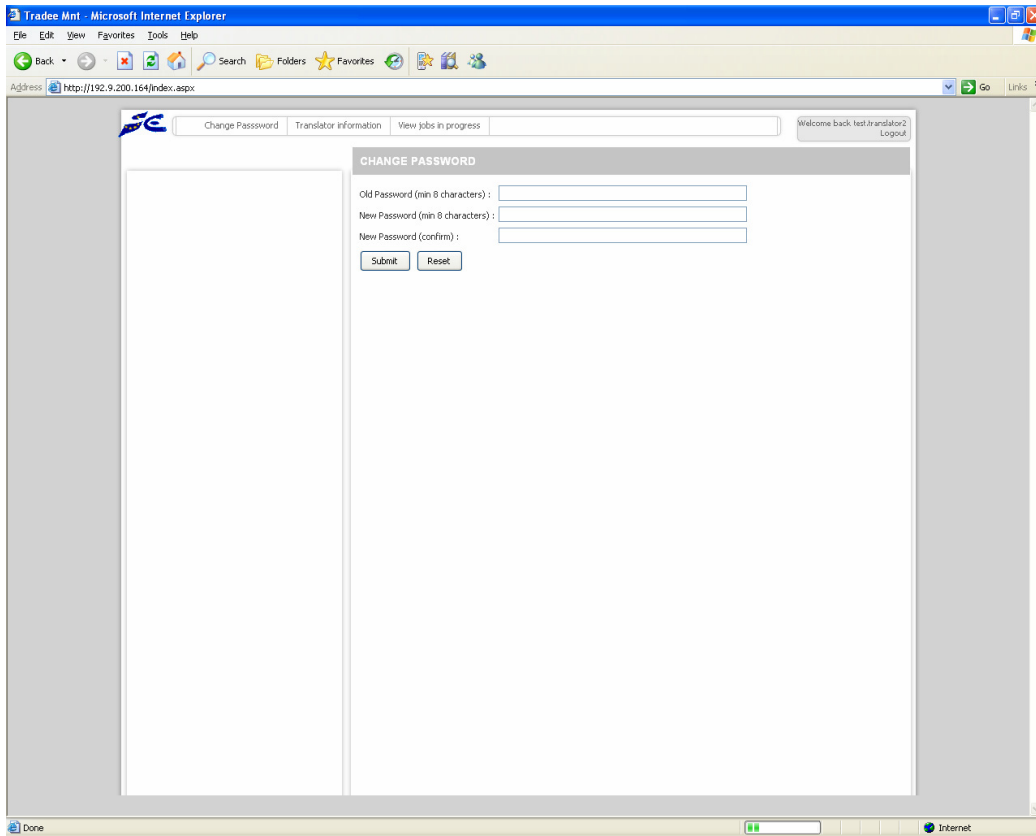


3 Tabs appear:

Change Password, Translator information and View jobs in progress.

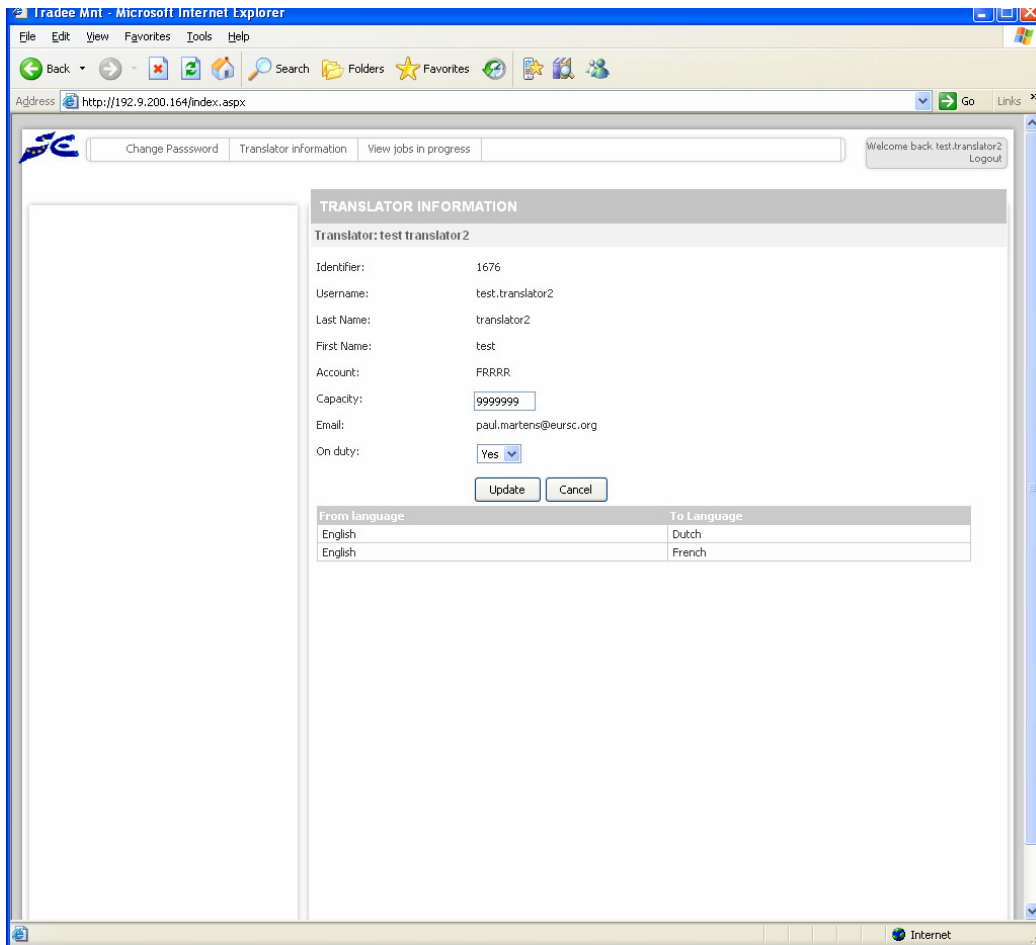
Select a tab:

- Change Password:



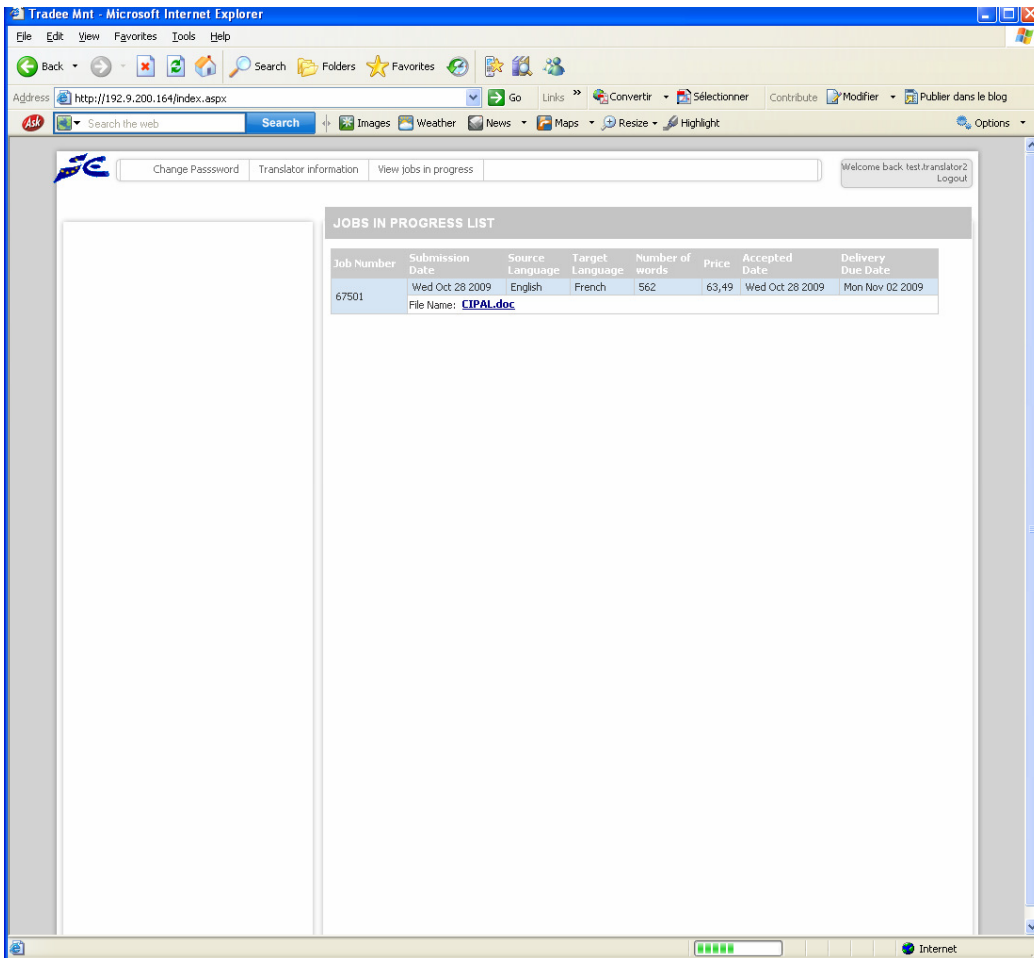
To change you password you must first enter your old password then twice your new password.

- Translator information:

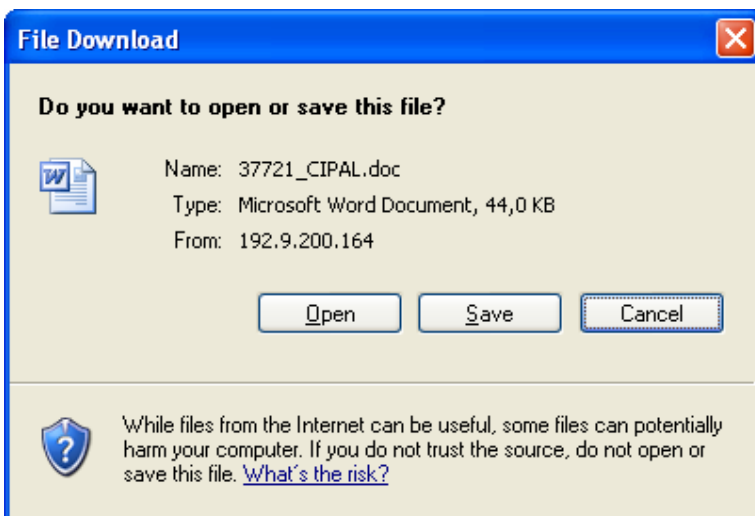


Here you can change your translation capacity and/or decide if you are on duty yes or not. Once the changes made, you must click on update to confirm you changes.

- View jobs in progress:

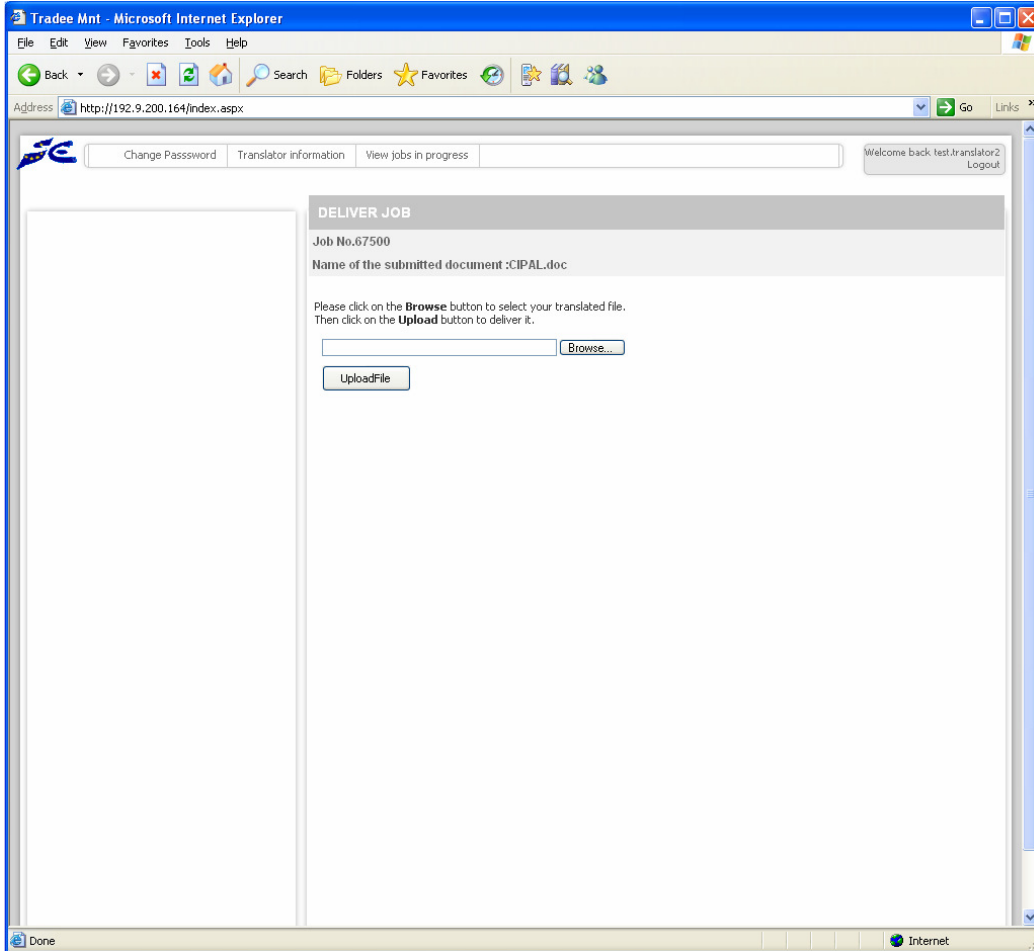


You click on the document to download (CIPAL.doc), the following popup appears:



Either you open the document or save it on your computer.

If instead you click on the light blue part, you can upload the translated document with the following screen. With the button Browse search for the document to upload or enter the path and document name. Once the document found or entered, click on Uploadfile.



Your translation is uploaded to the site Tradee and is available to the requestor who is notified by mail that the translation is available. This translation will disappear from your list of jobs in progress.