

TQAUDITOR Quick Start Guide

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About TQAuditor

TQAuditor 2.0 is the system, that **evaluates and monitors translation quality** and allows you to:

- ✚ **compare** unedited translation made by translator with edited version received from an editor
- ✚ **generate a report** about editor's corrections
- ✚ **classify** each correction by mistake type and severity, thus allowing to get the translation quality evaluation score with a maximum 100 points
- ✚ ensure **anonymous communication** between a translator and an editor regarding corrections and mistakes classification
- ✚ **automate a process** of maintaining the evaluation project
- ✚ **save** all evaluated translations **in the database** and create the translation quality reports at the company: you can **create the list of top translators** with the highest score, **see dynamics of quality** per individual translator by month, etc.

Start without registration

You can compare two versions of translated files in the system even without registering an account.

Go to <https://tqauditor.com> and use **Quick compare**.



Quick compare Upload files

[Supported bilingual file types.](#)

Translated file

JaguarSampleN...tml.sdlxliff

Reviewed file

JaguarSampleN...tml.sdlxliff

Translated files — add here unedited **bilingual** files using **Choose File** button.

Reviewed files — add here edited **bilingual** files using **Choose File** button.

TQAuditor 2.0 accepts bilingual files of different formats (Helium, XLF, XLZ, SDLXliff, TTX, TMX).

Press **Upload selected files**.

Then appears the page with **Comparison report** and additional options.

Let's review them in details.

Comparison report

Delete comparison report

Upload files

Markup display

☒ Full ☐ Short ☐ None

Units display

☒ All units
☐ Corrected units only

Comparison details

Total units	24
Corrected units	3
Total source words	197
Source words in corrected units	46

Quick compare Comparison report

This comparison report is available to you until you create a new one or your session expires (after 24 minutes). Alternatively you can [delete this comparison report](#) now.

Export to Excel

JaguarSampleNews.html.sdlxliff T:\1_Zakazky\80000\80562_2\3_pracovne\project\en-US\JaguarSampleNews.html

#1 Words: 9

[View in translated](#) | [View in reviewed](#)

Sygie Car Navigation for your Jaguar and Land Rover

Sygie Car Navigation для Ягуар и Ленд Ровер

Sygie Car Navigation для Jaguar и Land Rover

#2 Words: 14

[View in translated](#) | [View in reviewed](#)

[Sygie Car Navigation](http://www.sygie.com/car-navigation/) is specially optimized to work with your car's built-in infotainment system.

Приложение [Sygie Car Navigation](http://www.sygie.com/car-navigation/) оптимизировано для работы со встроенными автомобильными информационными и развлекательными системами.

Приложение [Sygie Car Navigation](http://www.sygie.com/car-navigation/) оптимизировано для работы со встроенными автомобильными информационно-развлекательными системами.

Delete comparison report or **Upload files**, if you need no more current information or want to upload another files for new comparison report.

Export to Excel and have the fixes in columns for comparing.

With option **Markup display** you choose tags display:

- Full** – tags have original length, so you can see the data within.

Markup display

☒ Full ☐ Short ☐ None

Units display

☒ All units
☐ Corrected units only

#2 Words: 14 [View in translated](#) | [View in reviewed](#)

[Sygie Car Navigation](http://www.sygie.com/car-navigation/) is specially optimized to work with your car's built-in infotainment system.

Приложение [Sygie Car Navigation](http://www.sygie.com/car-navigation/) оптимизировано для работы со встроенными автомобильными информационными и развлекательными системами.

Приложение [Sygie Car Navigation](http://www.sygie.com/car-navigation/) оптимизировано для работы со встроенными автомобильными информационно-развлекательными системами.

- Short** – tags compressed and you see only their position in the text.

Markup display

☐ Full ☒ Short ☐ None

Units display

☒ All units
☐ Corrected units only

#2 Words: 14 [View in translated](#) | [View in reviewed](#)

[Sygie Car Navigation](#) is specially optimized to work with your car's built-in infotainment system.

Приложение [Sygie Car Navigation](#) оптимизировано для работы со встроенными автомобильными информационными и развлекательными системами.

Приложение [Sygie Car Navigation](#) оптимизировано для работы со встроенными автомобильными информационно-развлекательными системами.

- **None** – tags are totally hidden, so will not distract you.

Markup display

☐ Full ☐ Short ☒ None

Units display

☒ All units
☐ Corrected units only

2 Words: 14 [View in translated](#) | [View in reviewed](#)

Sydic Car Navigation is specially optimized to work with your car's built-in infotainment system.

Приложение Sydic Car Navigation оптимизировано для работы со встроенными автомобильными информационными и развлекательными системами.

Приложение Sydic Car Navigation оптимизировано для работы со встроенными автомобильными информационно-развлекательными системами.

Units display shows all text segments – **All units**, or nothing but amended – **Corrected units only**.

☐ Full ☐ Short ☒ None

Units display

☒ All units
☐ Corrected units only

Comparison details

Total units	24
Corrected units	3
Total source words	197
Source words in corrected units	46

1 Words: 9

Sydic Car Navigation for your Jaguar and Land Rover

Sydic Car Navigation для Ягуар и Ленд Ровер

Sydic Car Navigation для Jaguar и Land Rover

2 Words: 14

Sydic Car Navigation is specially optimized to work with your car's built-in infotainment system.

Приложение Sydic Car Navigation оптимизировано для работы со встроенными автомобильными информационными и

Приложение Sydic Car Navigation оптимизировано для работы со встроенными автомобильными информационно-раз

3 Words: 23

Just download offline maps to your smartphone, connect your smartphone to your car with a USB cable, and y

Просто загрузите автономные карты на смартфон, подключите его USB-кабелем к вашему автомобилю, и вы гото

Просто скачайте автономные карты на смартфон, подключите его USB-кабелем к вашему автомобилю, и вы гото

4 Words: 8

Get Sydic Car Navigation on the App Store

Приобретайте Sydic Car Navigation в App Store

Приобретайте Sydic Car Navigation в App Store

5 Words: 9

Sydic Car Navigation for iOS is now available as:

Теперь приложение Sydic Car Navigation доступно для iOS в виде:

Теперь приложение Sydic Car Navigation доступно для iOS в виде:

6 Words: 5

7-day trial for 0,99 €

☐ Full ☐ Short ☒ None

Units display
☐ All units
☒ Corrected units only

Comparison details	
Total units	24
Corrected units	3
Total source words	197
Source words in corrected units	46

JaguarSampleNews.html.sdlxliff T:\1_Zakazky\80000\805

#1 Words: 9

Sygc Car Navigation for your Jaguar and Land Rover

Sygc Car Navigation для Ягуар и Ленд Ровер

Sygc Car Navigation для Jaguar и Land Rover

#2 Words: 14

Sygc Car Navigation is specially optimized to work

Приложение Sygc Car Navigation оптимизировано для

ыми и развлекательными системами.

Приложение Sygc Car Navigation оптимизировано для

информационно-развлекательными системами.

#3 Words: 23

Just download offline maps to your smartphone, connect and you are ready to drive.

Просто загрузите автономные карты на смартфон, подсоеди

готовы отправляться в путь.

Просто скачайте автономные карты на смартфон, подсоеди

готовы отправляться в путь.

TQAuditor v2.1
Copyright © 2016 TQAuditor. All Rights Reserved.

That's it. To discover the other features of TQAuditor, you need to [register](#).

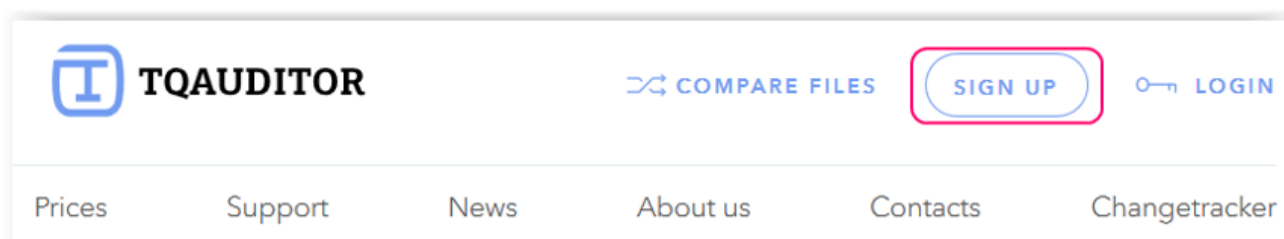
Please see the next chapters.

Account registration

You'll need to register an account to benefit from the full functionality of the system, e.g. comparing many file pairs at once, classify mistakes, get the quality score of the translation, enable discussion between the translator and editor, and see the detailed reports of everything that happens with translation quality in your company.

So let's start the registration...

1. Go to www.tquauiditor.com and press **Sign Up**:



2. Choose the type of account: **Light account** or **Enterprise account**:

Registration

	Light account <i>Free</i>	Enterprise account <i>Free until 01.01.2017 *</i>
File pairs per comparison report	unlimited	unlimited
Uploading files in ZIP archives	+	+
Export results to Excel	+	+
Evaluation	-	+
Quality standard customization	-	+
Reports and statistics	-	+

Register
Register

* Pricing for Enterprise accounts from 01.01.2017.

Light account includes comparison options:

- Unlimited quantity of file pairs per comparison report
- Uploading files in ZIP archives
- Export results to Excel

Enterprise account in addition to comparison options includes evaluation options and statistics:

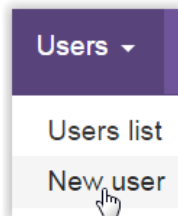
- Unlimited quantity of file pairs per comparison report
- Uploading files in ZIP archives
- Export results to Excel
- Evaluation
- Quality standard customization
- Reports and statistics

3. Fill in all the fields with required information and select Submit.

Now you have an account. We need to add your translators, managers and evaluators in the system. Please see the next chapter.

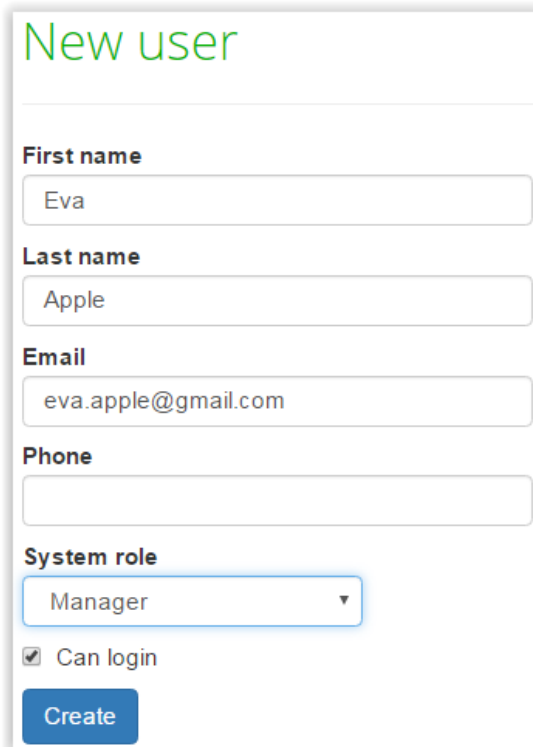
Adding users

To add the user, you need to do the following:



Go to **Users -> New user**:

Fill in all the fields and press **Create** button.

A screenshot of a web form titled 'New user' in green text. The form contains several input fields: 'First name' with the value 'Eva', 'Last name' with the value 'Apple', 'Email' with the value 'eva.apple@gmail.com', and 'Phone' which is empty. Below these is a 'System role' dropdown menu currently set to 'Manager'. At the bottom, there is a checked checkbox labeled 'Can login' and a blue 'Create' button.

System will send confirmation e-mail to just created user.

And you will see, that user appeared in the list (**Users -> Users list**).

You may also **Edit user details** or **Resend invitation** (for this, click on user ID).

Note: you may assign **Arbiter** creating a project. System role for Arbiter may be Evaluator, Manager or Administrator.

Users

New user has been invited.

Showing 1-2 of 2 items.

ID ↓	First name	Last name	Email	System role	Can login	Registered at
382	Eva	Apple	eva.apple@gmail.com	Manager	Yes	
381	Andrew	Williams	andrew.adm.technolex@gmail.com	Administrator	Yes	2016-10-31 14:57

When user confirms registration, you will see date & time here

User must confirm registration.

Note! There are 4 types of users in the system with different roles:

- 1) **Translator** role allows to:
 - View the reports about made corrections and the evaluated translations made by that translator.
 - Add comments about the corrections and send the project for reevaluation.
 - View statistical reports about translations quality for that translator.
- 2) **Evaluator** role allows to:
 - Do the same actions as Translator (described above).
 - Compare the files to generate the report of corrections.
 - Classify each correction by mistake type and severity.
 - View statistical reports about evaluations for that evaluator.
- 3) **Manager** role allows to:
 - Do the same actions as Evaluator (described above).
 - Create and launch evaluation projects.
 - Assign and change different project participants.
 - Edit general information about the project.
 - View statistical reports about the work of translators and evaluators.
- 4) **Administrator** role allows to:
 - Do the same actions as Manager (described above).
 - Add, edit and remove users.
 - Define quality standards (e.g. mistake types, scores and quality levels).
 - Edit system settings.
 - Send messages to users.

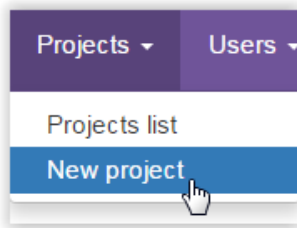
Now, when all users are added, we may start working with projects. Please see the next chapter.

Project creation

Creating a translation quality evaluation project takes a minute or two.

The manager has just to appoint the project evaluator, project translator, project arbiter, enter some basic project info, and let the system take care about the project:

To start a new project, go to:



Fill in the blank and press **Create** button.

New project

TMS translation job code

31-10-tr-jb

TMS review job code

31-10-rv-jb

Source language

English

Target language

Russian

Specialization

Marketing

CAT word count

1200

Project translator

Helen Prof

Project evaluator

Anna Silver

Project arbiter

Lisa Fair

Create

TMS translation job code — project code, entered by manager.

TMS review job code — project code, entered by manager (differs from translation job code).

Source language — language being translated from.

Target language — language being translated to.

Specialization — Select translation specialization (first it should be created: System -> Specialization -> New specialization).

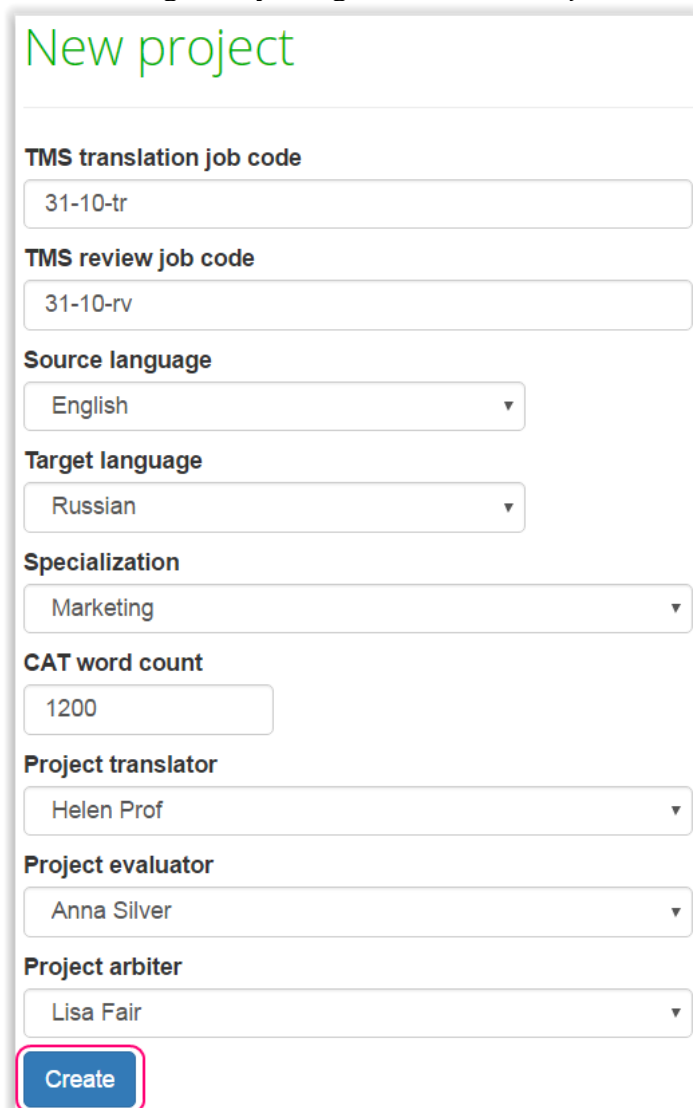
CAT word count — number of words the translator is paid for.

Project translator — user, that performs translations (may be assigned for everyone).

Project evaluator — user, that evaluates translations (may be assigned for everyone, excluding translator).

Project arbiter — user, that becomes judge between translator and evaluator in controversial situations, arbiter's decision about evaluation is final (may be assigned for everyone, excluding translator).

Note: manager may assign himself as **Project arbiter**.



New project

TMS translation job code
31-10-tr

TMS review job code
31-10-rv

Source language
English

Target language
Russian

Specialization
Marketing

CAT word count
1200

Project translator
Helen Prof

Project evaluator
Anna Silver

Project arbiter
Lisa Fair

Create

New project appeared at the list:

Projects

Showing 1-2 of 2 items.

ID	TMS translation job code	TMS review job code	Stage	Quality mark	CAT word count	Total source words	Source words	Manager	Translator	Evaluator	Created at
11885	31-10-tr	31-10-rv	Files upload	Excellent	1200	0	0	Alex Seven	Helen Prof	Anna Silver	2016-10-31 16:37

To see project details, select ID number:



Manager can control the project — edit & download project files, reassign participants (manager, translator, evaluator or arbiter) or delete this project at all.

Project details

Edit project details

Project files

Reassign project manager

Reassign project translator

Reassign project evaluator

Reassign project arbiter

Delete project

Project details 11885 - Files upload

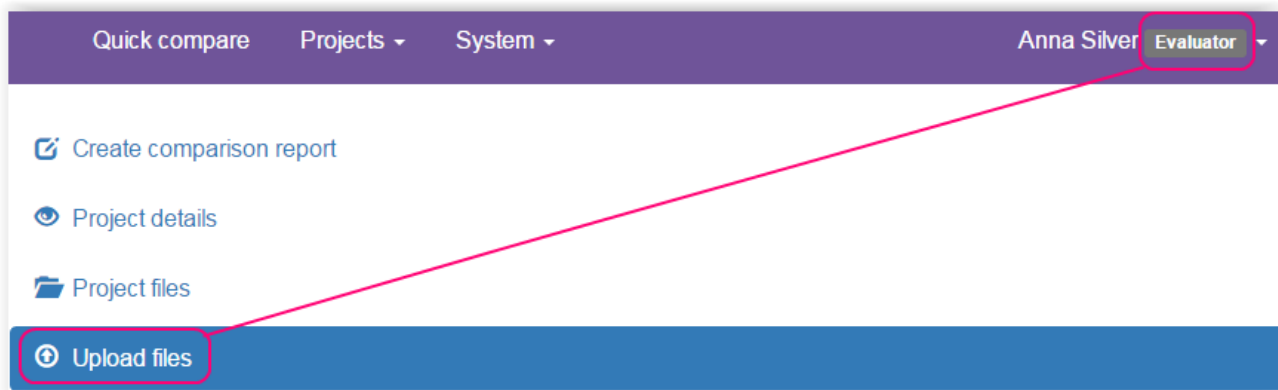
Project details

ID	11885
TMS translation job code	31-10-tr
TMS review job code	31-10-rv
Specialization	Marketing
Language pair	English - Russian
CAT word count	1200
Stage	Files upload
Created at	2016-10-31 16:37

Project participants

Project manager	Alex Seven
Project translator	Helen Prof
Project evaluator	Anna Silver
Project arbiter	Lisa Fair

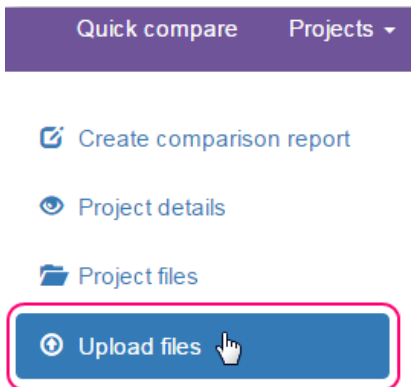
Note: Evaluator (not manager) uploads the files. Manager may only download them, if needed:



Now, the project has been created, and manager can forget about it. The system sends an email notification to the project evaluator, who has to follow the instructions from the next chapter.

Files comparison

After receiving an evaluation request from the system, the project evaluator has to compare edited files with unedited ones.



First evaluator uploads them. He has to choose files to compare and click **Upload selected files**:

Upload bilingual files

Supported bilingual file types.

Uploaded translated files

Filename	Size	Units	Words	
No translated files uploaded.				

Uploaded reviewed files

Filename	Size	Units	Words	
No reviewed files uploaded.				

Translated files

JaguarSampleN...tml.sdlxliff

Reviewed files



No file chosen

Files uploaded:



Upload bilingual files

Supported bilingual file types.

Uploaded translated files

Filename	Size	Units	Words	
JaguarSampleNews.html.sdlxliff	41.638 KB	24	197	 

Uploaded reviewed files

Filename	Size	Units	Words	
JaguarSampleNews.html.sdlxliff	42.002 KB	24	197	 

Translated files

No file chosen


Reviewed files


No file chosen

Evaluator may select several files — use **Choose files** buttons.

After uploading click **Create comparison report**:

 Create comparison report

 Project details

 Project files

 Upload files

Upload bilingual files

Supported bilingual file types.

Uploaded translated files

Filename	Size	Units	Words	
JaguarSampleNews.html.sdlxliff	41.638 KB	24	197	 

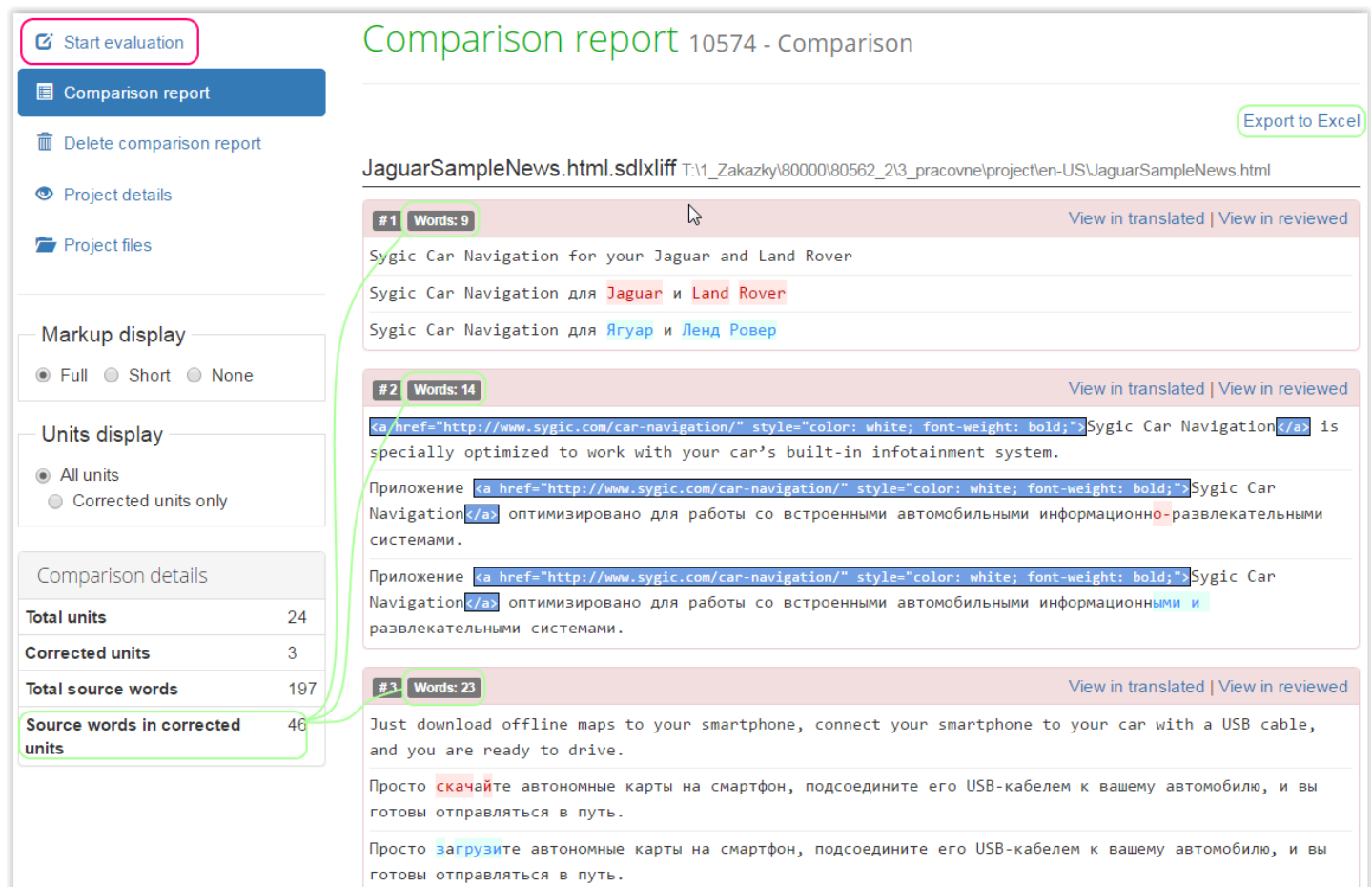
Uploaded reviewed files

Filename	Size	Units	Words	
JaguarSampleNews.html.sdlxliff	42.002 KB	24	197	 

Comparison report has word count for each segment, useful statistics and filters.

You may even export report to Excel.

Let's continue — press **Start evaluation**:



Comparison report 10574 - Comparison

[Export to Excel](#)

JaguarSampleNews.html.sdlxliff T:\1_Zakazky\80000\80562_2\3_pracovne\project\en-US\JaguarSampleNews.html

#1 Words: 9 [View in translated](#) | [View in reviewed](#)

Sygic Car Navigation for your Jaguar and Land Rover

Sygic Car Navigation для Jaguar и Land Rover

Sygic Car Navigation для Ягуар и Ленд Ровер

#2 Words: 14 [View in translated](#) | [View in reviewed](#)

<http://www.sygic.com/car-navigation/> Sygic Car Navigation is specially optimized to work with your car's built-in infotainment system.

Приложение <http://www.sygic.com/car-navigation/> Sygic Car Navigation оптимизировано для работы со встроенными автомобильными информационно-развлекательными системами.

Приложение <http://www.sygic.com/car-navigation/> Sygic Car Navigation оптимизировано для работы со встроенными автомобильными информационными и развлекательными системами.

#3 Words: 23 [View in translated](#) | [View in reviewed](#)

Just download offline maps to your smartphone, connect your smartphone to your car with a USB cable, and you are ready to drive.

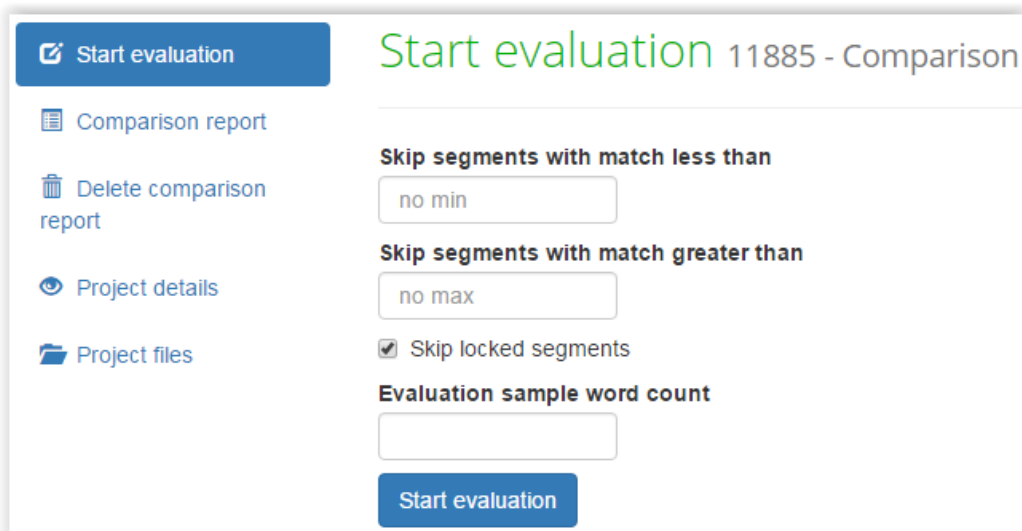
Просто скачайте автономные карты на смартфон, подключите его USB-кабелем к вашему автомобилю, и вы готовы отправляться в путь.

Просто загрузите автономные карты на смартфон, подключите его USB-кабелем к вашему автомобилю, и вы готовы отправляться в путь.

Comparison details

Total units	24
Corrected units	3
Total source words	197
Source words in corrected units	46

You may configure evaluation process:



Start evaluation 11885 - Comparison

- Comparison report
- Delete comparison report
- Project details
- Project files

Skip segments with match less than
no min

Skip segments with match greater than
no max

☒ Skip locked segments

Evaluation sample word count
[empty field]

Start evaluation

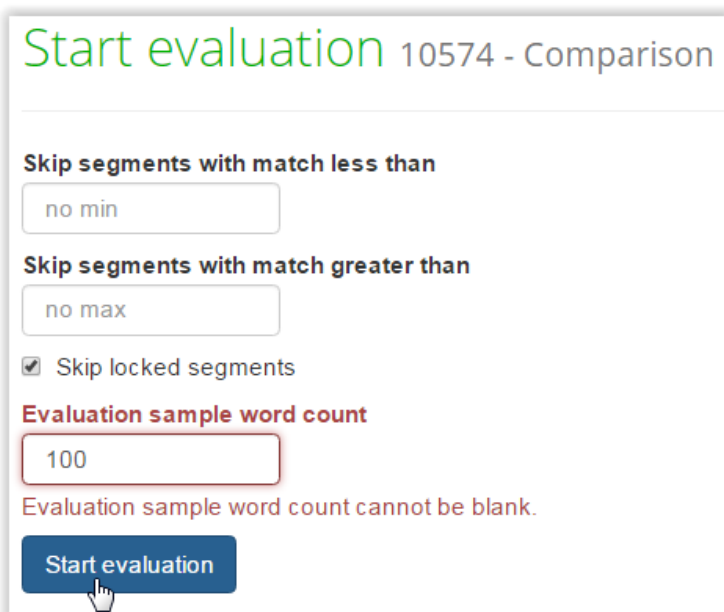
Skip segments with match less than — fuzzy match percentage. Program will hide segments with match less, that you specified.

Skip segments with match greater than — fuzzy match percentage. Program will hide segments with match greater, that you specified.

Skip locked segments — hide "frozen" segments (for example client wants some parts, extremely important for him, stayed unchanged and block them, and extra segments slow down editor's work).

Evaluation sample word count — quantity of words in edited segments, chosen for evaluation.

Press **start evaluation**:



Start evaluation 10574 - Comparison

Skip segments with match less than
no min

Skip segments with match greater than
no max

☒ Skip locked segments

Evaluation sample word count
100


Evaluation sample word count cannot be blank.

Start evaluation

Evaluation started.

For convenience, you may view every segment in comparison report — use **View in comparison**.

When you have evaluated all segments press **Complete evaluation**:



Describe translation in general or give advice to translator and press **Complete** button:

Evaluation details

Evaluation count	1 / 3
Units	3
Source words	46
Quality score	33.5
Quality mark	Unsatisfactory

Comment

Translator should read glossary and styleguide before translation.

Complete

After generating the comparison report, the system sends the notification to the translator, and the translator may see all the corrections done in his deliveries.

But this is just the beginning — the project evaluator may start quality assessment process. Please see [next chapter](#) for more info.

Quality evaluation

In this step, the project evaluator has to select the sample for the quality assessment and classify every correction by type and severity:

Select **Add mistake**:

Complete evaluation

Evaluation report

Delete evaluation report

Comparison report

Project details

Project files

Markup display

☒ Full
 ☐ Short
 ☐ None

Units display

☒ All units
 ☐ With mistakes only

Evaluation details

Units	3
Source words	46

Evaluation #1 / 3 10574 - Evaluation

Export to Excel

JaguarSampleNews.html.sdlxliff T:\1_Zakazky\80000\80562_2\3_pracovne\project\en-US\JaguarSampleNews.html

#1 Words: 9

View in comparison

Sygyic Car Navigation for your Jaguar and Land Rover

Sygyic Car Navigation для Ягуар и Ленд Ровер

Sygyic Car Navigation для Jaguar и Land Rover

Add mistake

#2 Words: 14

View in comparison

[Sygyic Car Navigation](http://www.sygic.com/car-navigation/) is specially optimized to work with your car's built-in infotainment system.

Приложение [Sygyic Car Navigation](http://www.sygic.com/car-navigation/) оптимизировано для работы со встроенными автомобильными информационными и развлекательными системами.

Приложение [Sygyic Car Navigation](http://www.sygic.com/car-navigation/) оптимизировано для работы со встроенными автомобильными информационно-развлекательными системами.

Add information about mistake and click **Submit**:

#1 Words: 9

Sygic Car Navigation for your Jaguar and Land Rover

Sygic Car Navigation для Ягуар и Ленд Ровер

Sygic Car Navigation для Jaguar и Land Rover

Severity

Major

Type

Terminology

Comment

Please see glossary.

Cancel

Submit

You may also edit, delete mistake/comment:

#1 Words: 9 [View in comparison](#)

Sygic Car Navigation for your Jaguar and Land Rover

Sygic Car Navigation для Ягуар и Ленд Ровер

Sygic Car Navigation для Jaguar и Land Rover

Severity: Major Type: Terminology

Edit mistake Delete mistake

Evaluator

Please see glossary.

Edit comment

Delete comment

Add mistake

Or add another mistake — **Add mistake**:

#1 Words: 9 [View in comparison](#)

Sygie Car Navigation for your Jaguar and Land Rover

Sygie Car Navigation для Ягуар и Ленд Ровер

Sygie Car Navigation для Jaguar и Land Rover

Severity: Major Type: Terminology [Edit mistake](#) [Delete mistake](#)

Evaluator Please see glossary. [Edit comment](#) [Delete comment](#)

Severity: Major Type: Style [Edit mistake](#) [Delete mistake](#)

[Add comment](#)

[Add mistake](#)

When the mistakes classification is done, the project evaluator has to press **Complete evaluation => Complete**, and the system will send the quality assessment report to the translator. See translator's steps in the [next chapter](#).

Discussion of mistakes

When project evaluator finishes assessing the translation quality, project translator gets email notification.

Translator reviews the quality feedback

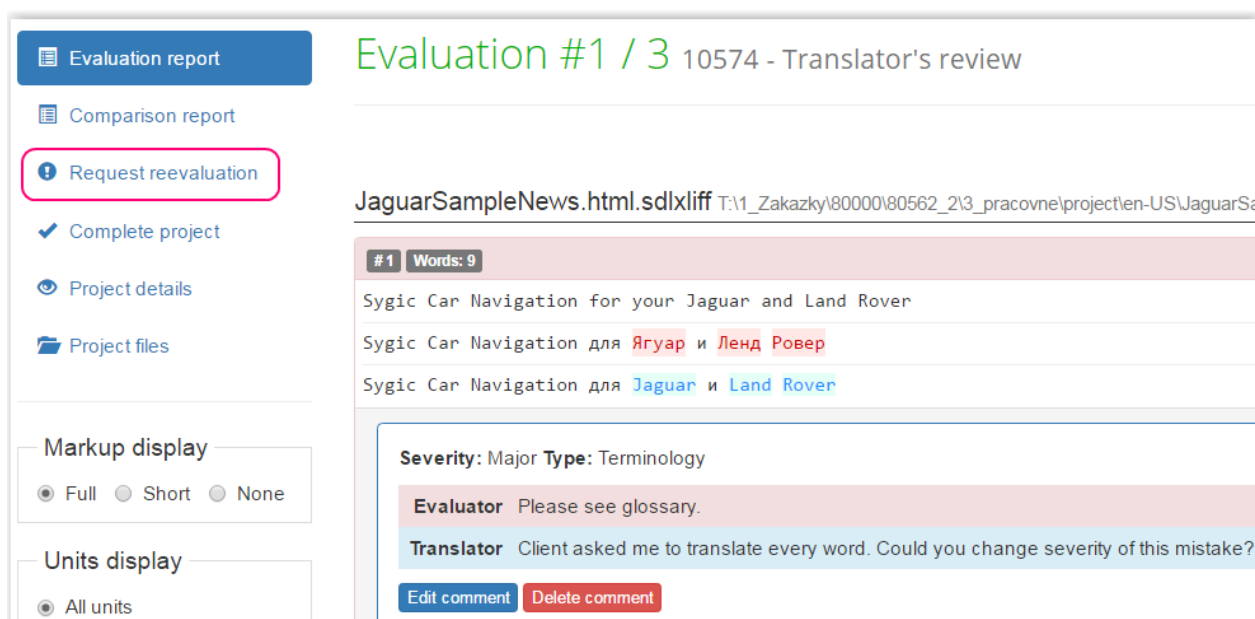
After the translator has received the email with the translation quality evaluation, the translator should do the following actions:

1. View **Comparison report** tab. Look through all the corrections made by the editor.
2. Go to **Evaluation report**.
3. Look through classification of each mistake.
4. If you agree with classification of all the mistakes, press **Complete project**. The project and its evaluation score are finalized at this stage. If you do not agree with classification of some mistakes, do the following actions.
5. Press **Add Comment** in the box of the mistake that you do not agree with and enter it clicking **Submit**:



The screenshot shows a web interface for reviewing translation mistakes. At the top, there are three lines of text: "Sygic Car Navigation for your Jaguar and Land Rover", "Sygic Car Navigation для Ягуар и Ленд Ровер", and "Sygic Car Navigation для Jaguar и Land Rover". Below this, a box displays the mistake details: "Severity: Major Type: Terminology" and "Evaluator Please see glossary.". A "Comment" section contains a text area with the text "Client asked me to translate every word. Could you change severity of this mistake?". At the bottom of the comment box are "Cancel" and "Submit" buttons. A mouse cursor is pointing at the "Submit" button.

6. When you have entered all the comments, send the project for reevaluation by pressing **Request reevaluation**:



7. The project will be sent to the evaluator, who will review your comments. If they are convincing, the evaluator will change the mistake severity in your favor. You will receive the reevaluated project. You are able to send this project for reevaluation one more time.
8. If you have not reached agreement with the evaluator, you can send the project to the arbiter by pressing **Request arbitration** (it appears instead of **Request reevaluation**):
9. The arbiter will provide a final score, that cannot be disputed.

Evaluator reviews the translator's comments

At this stage the evaluator needs to review all the translator's comments with objections. The evaluator has the following instructions:

1. If the translator is right, change the mistake's severity and enter your comment why it has been changed. If the translator is wrong, enter your comment why the mistake's severity has not been changed.
2. To finish, press **Complete reevaluation**. The project will be sent to the translator for review.

Arbiter reviews the project

Unless the system has been set up otherwise, the translator can return the project to the evaluator for 2 times. If the translator and the evaluator have not managed to reach the agreement after 2 attempts, the translator sends the project to the arbiter.

The user, who was assigned to be the arbiter will be notified by the system.

The arbiter has to assign a final score on the disputed matters. Look through all the rows where the translator and evaluator disagree. If the translator is right, change the mistake's severity and enter your comment why it has been changed. If the translator is wrong, enter your comment why the

mistake severity has not been changed.

JaguarSampleNews.html.sdlxliff T:\1_Zakazky\800000\80562_2\3_pracovne\project\en-US\JaguarSampleNews.html

#1 Words: 9

Sygic Car Navigation for your Jaguar and Land Rover

Sygic Car Navigation для Ягуар и Ленд Ровер

Sygic Car Navigation для Jaguar и Land Rover

Severity: Preferential Type: Terminology

Evaluator Please see glossary.

Translator Client asked me to translate every word. Could you change severity of this mistake?

Evaluator I am afraid it's impossible.

Translator My manager instructed me to perform every client's requirement. I kindly ask you to cancel this mistake.

Evaluator There are strict instructions to translate as per glossary at the Contract No 102-5M dd.03.02.2016.

Translator Manager didn't send me any contract! Severity must be reduced!!!

Arbiter Translation should be performed as per glossary taking into account client's requirements. Severity reduced, because translator received wrong instructions.

Edit comment Delete comment

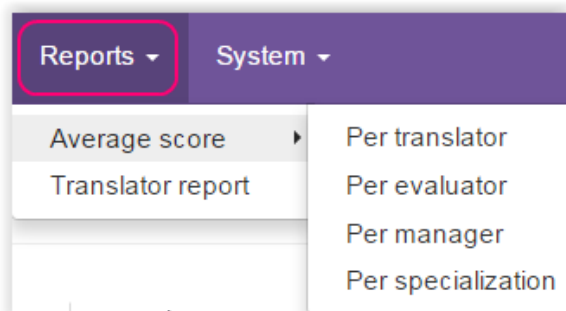
Finally, the arbiter should press **Complete project**. The project will be finalized and all its participants will receive the respective message.

- Evaluation report
- ✓ Complete project
- Comparison report
- Project details
- Project files

Statistics and reports

All the data on translation quality assessment are piled up in the system, and after some period you'll be able to generate the reports. E.g. you can see the best-scoring translators or view detailed report on each translator: how his quality was changing over time, see what typical mistake the translator is making, in what specializations he scores better etc.

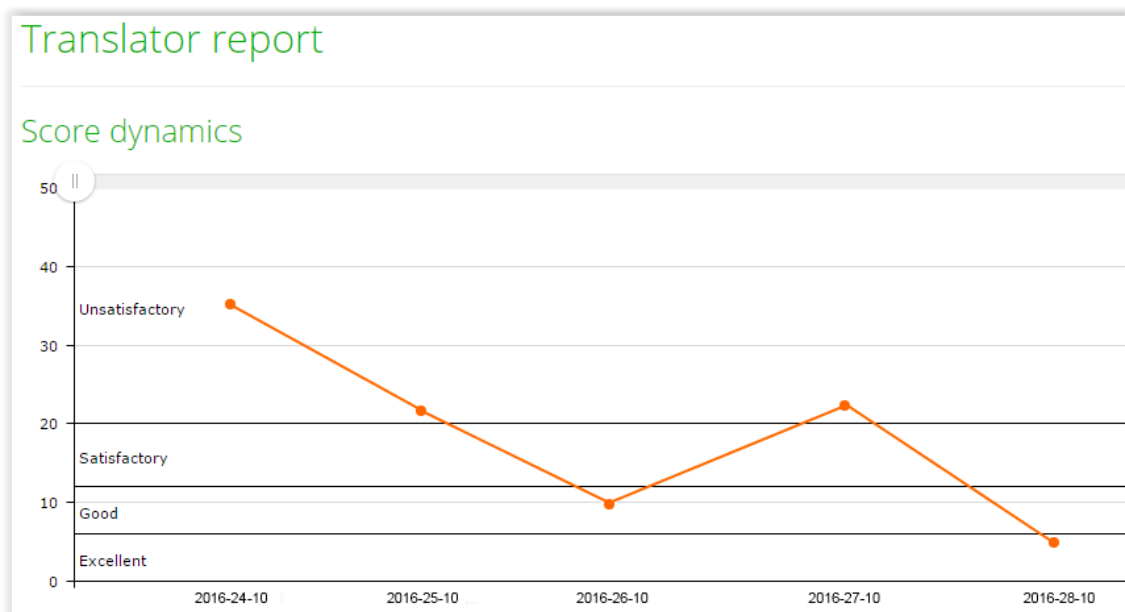
You can access reports by pressing **Reports** in the upper section of the screen.

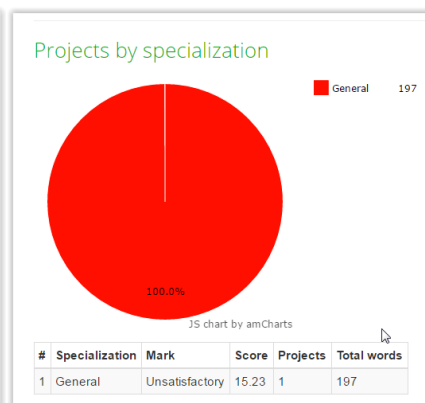
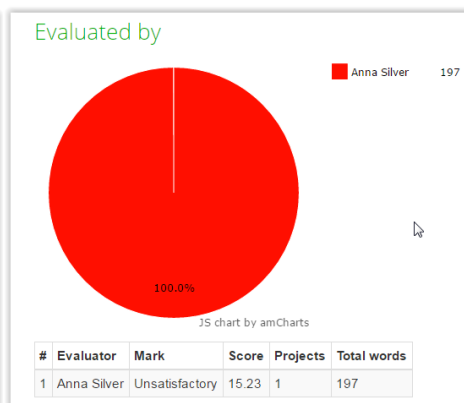
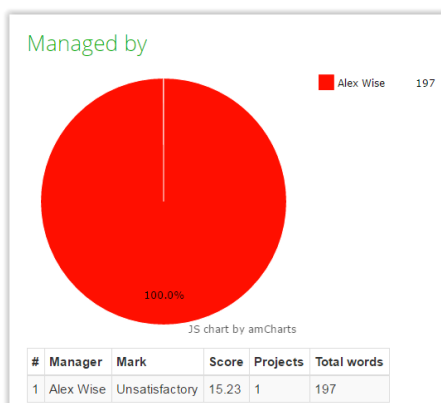


Users with **Translator** role can access only their individual reports on their translations quality.

Users with **Evaluator** role can access their individual reports on their translations quality and their evaluations reports.

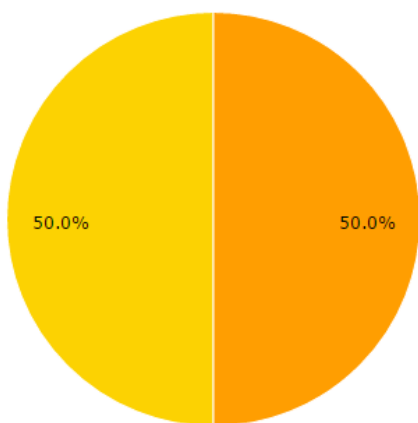
Users with **Manager** and **Administrator** roles can access all the available reports.





Mistakes by type

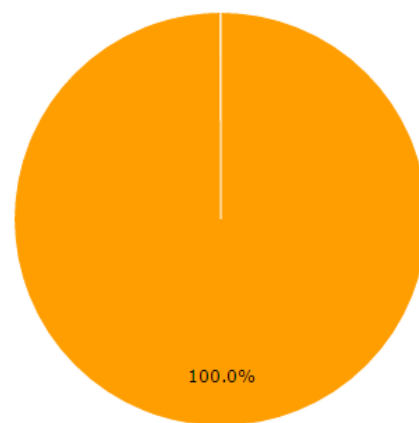
Count



Client's requirements	0
Grammar	0
Style	5.08
Terminology	5.08

Name	Mistakes per 1000 words	Score
Client's requirements	0.00	0.00
Grammar	0.00	0.00
Style	5.08	15.23
Terminology	5.08	0.00

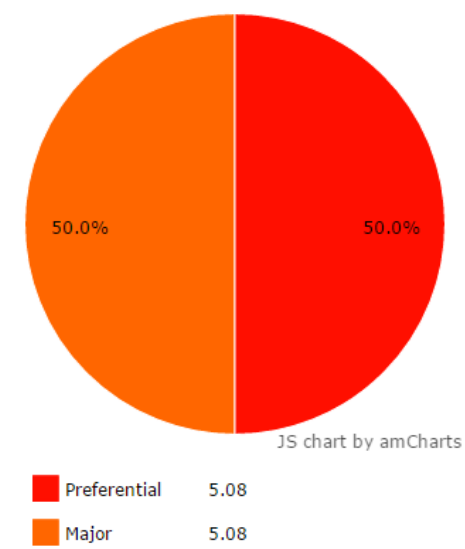
Score



Client's requirements	0
Grammar	0
Style	15.23
Terminology	0

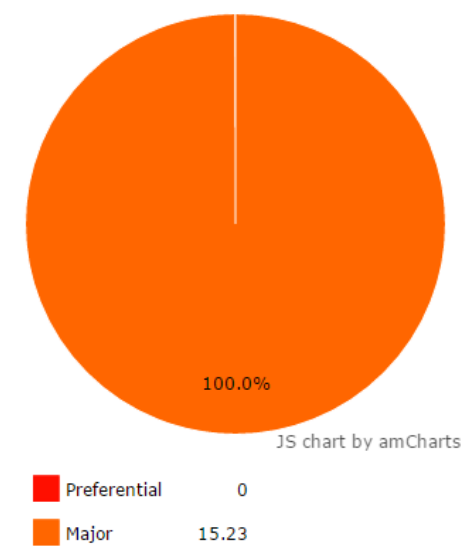
Mistakes by severity

Count



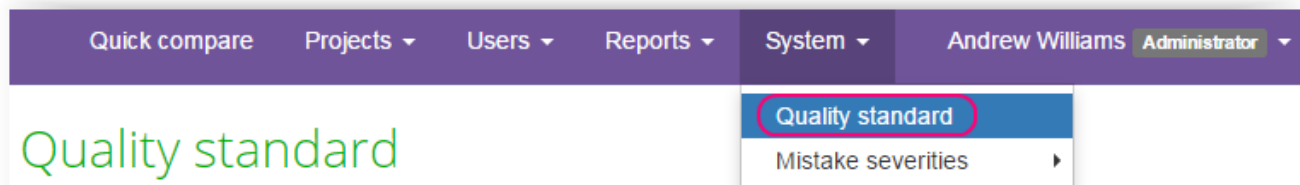
Name	Mistakes per 1000 words	Score
Preferential	5.08	0.00
Major	5.08	15.23

Score



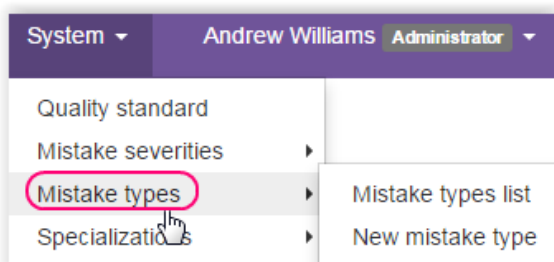
Quality standards

By default, the system has pre-defined quality standards, i.e. types of mistakes, penalty scores etc., but you can change them to define your own corporate quality standards. Please see details below.



Mistakes types

Mistake type is kind of mistake. For example, Grammar, Punctuation, etc.



Impossible to delete (because mistake type is connected with projects), but you may uncheck **Enabled** box, and mistake will not appear in drop-down list anymore.

System proposes you default mistake types:

Mistake types

Total 7 items.

ID	Name	Enabled	In use	Description	
23	Accuracy	Yes	No		Edit Delete
24	Grammar	Yes	No		Edit Delete
25	Miscellaneous	Yes	No		Edit Delete
26	Punctuation	Yes	No		Edit Delete
27	Spelling	Yes	No		Edit Delete
28	Style	Yes	Yes		Edit
29	Terminology	Yes	Yes		Edit

Used in the projects.
You can not delete them.

But you may add a new one:

New mistake type

Name

Description

☒ Enabled

ID	Specialization	Weight coefficient
36	Automotive	<input type="text" value="1.1"/>
37	Consumer electronics	<input type="text" value="1.8"/>
38	Financial	<input type="text" value="1"/>
39	IT	<input type="text" value="1.8"/>
40	Legal	<input type="text" value="1.2"/>
41	Marketing	<input type="text" value="0.3"/>
42	Medical	<input type="text" value="1.9"/>
43	Other	<input type="text" value="0.2"/>

Create

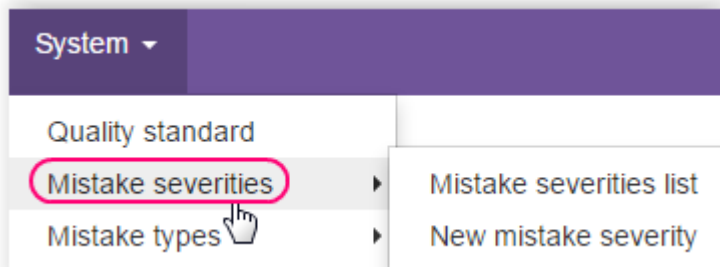
Weight coefficient — importance of mistake expressed by index (index < 1 means mistake is insignificant, index > 1 means mistake is significant and may arise serious consequences).

Enabled — mistake appears in drop-down lists, so you may choose it.

Note: You can't delete mistake specialization connected with projects, instead uncheck **Enabled** box, and mistake severity will not appear in drop-down list anymore.

Mistakes severities

Mistake severity is gravity of mistake.



System proposes you default severities:

Mistake severities

Total 4 items.

ID	Name ↕	Score	Enabled	In use	Description	
13	Critical	20	Yes	No		Edit Delete
12	Major	5	Yes	Yes		Edit
11	Minor	1	Yes	Yes		Edit
10	Non-scoring	0	Yes	Yes		Edit

But you may add a new one:

New mistake severity

Name

Score

Description

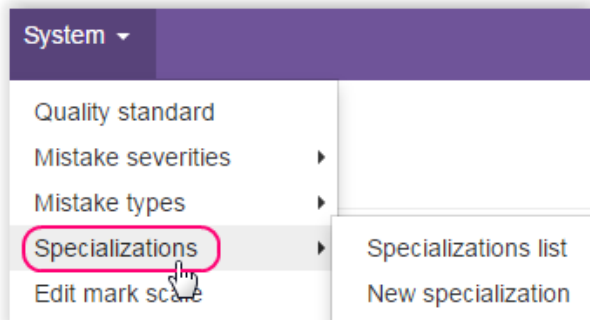
☒ Enabled

[Create](#)

Note: You can't delete mistake severities connected with projects. Just uncheck **Enabled** box, and mistake severity will not appear in drop-down list anymore.

Specializations

Specialization is particular field translation is focused on; object of translation.



System proposes you default specializations:

Specializations				
Total 8 items.				
ID	Name ↕	Enabled	In use	
36	Automotive	Yes	No	Edit Delete
37	Consumer electronics	Yes	No	Edit Delete
38	Financial	Yes	No	Edit Delete
39	IT	Yes	No	Edit Delete
40	Legal	Yes	No	Edit Delete
41	Marketing	Yes	Yes	Edit
42	Medical	Yes	No	Edit Delete
43	Other	Yes	No	Edit Delete

But you may add a new one:

New specialization

Name

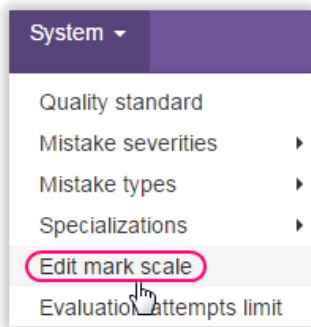
☒ Enabled

ID	Mistake type	Weight coefficient
23	Accuracy	<input type="text" value="1,2"/>
24	Grammar	<input type="text" value="1"/>
25	Miscellaneous	<input type="text" value="1"/>
26	Punctuation	<input type="text" value="0,8"/>
27	Spelling	<input type="text" value="1,1"/>
28	Style	<input type="text" value="1"/>
29	Terminology	<input type="text" value="1"/>
30	Typo	<input type="text" value="1"/>

Create

Note: You can't delete mistake specialization connected with projects. Just uncheck **Enabled** box, and mistake severity will not appear in drop-down list anymore.

Mark scale



System proposes you default specializations:

Edit mark scale

Mark name	Score from (>=)	Score to (<)		
Excellent	0	6	Add mark below	
Good	6	12	Add mark below	Remove mark
Satisfactory	12	20	Add mark below	Remove mark
Unsatisfactory	20	50	Add mark below	Remove mark
Catastrophic Fail	50	3.4E+38	Add mark below	Remove mark

Ignore this

Update

But you may add a new one (click **Add mark below**) or amend current marks:

Edit mark scale

Mark name	Score from (\geq)	Score to ($<$)		
Excellent	0	6	Add mark below	
Good	6	12	Add mark below	Remove mark
Satisfactory	12	20	Add mark below	Remove mark
Unsatisfactory	20	40	Add mark below	Remove mark
Fail	40	3.4E+38	Add mark below	Remove mark
	3.4E+38		Add mark below	Remove mark

Update

Reminders

System can remind about projects or automatically close them, when you need it.

System ▾

Quality standard
Mistake severities ▸
Mistake types ▸
Specializations ▸
Edit mark scale
Evaluation attempts limit
Reminders

Reminders

Once the project stage maximum duration is reached reminders will no longer be sent. Also projects in "Translator's review" stage will be automatically completed. No automatic action is taken for project in other stages.

- ☒ Send to manager
- ☒ Send to responsible project participant

Reminders repeat interval

1 day(s)

Project stage maximum duration

7 day(s)

Update

As you may see, the system is quite flexible in terms of settings, and you may configure the system to work a bit differently than it does by default.

Evaluation attempts limit

You may define, how many times translator may argue in discussion with evaluator. By default, translator may leave 3 comments. 2 times replies evaluator, but on the 3-rd time arbiter replies and complete this discussion.

System ▾

Quality standard

Mistake severities ▸

Mistake types ▸

Specializations ▸

Edit mark scale

Evaluation attempts limit

Reminders

Evaluation attempts limit

Max evaluation attempts

3

Update

Projects filters

For convenience' sake you may apply different project filters:

☐ Only projects requiring my action

Stage

☒ Files upload

☒ Comparison

☒ Evaluation

☒ Translator's review

☒ Arbitration

☐ Completed

Quality mark (from worse to better)

Total word count

from to

Creation date

from to

TMS evaluation code

TMS translation code

Specialization

Manager

Translator

Evaluator

Arbiter

Projects

Showing 1-1 of 1 item.

ID	TMS translation job code	TMS review job code	Stage	Quality mark	CAT word count	Total source words	Source words	Manager	Translator	Evaluator	Created at
10569	123	124	Evaluation	Unsatisfactory	1000	197	46	Alex Wise	Helen Prof	Anna Silver	2016-10-18 19:49

ID — unique number of project, generated by system.

TMS translation job code — project code, entered by manager.

TMS review job code — project code, entered by manager (differs from translation job code).

CAT word count — number of words the translator is paid for.

Total source words — number of words in the source text.

Source words — number of edited by evaluator words in the source text.

Manager — user, that assigns translator, evaluator and arbiter.

Translator — user, that performs translations.

Evaluator — user, that evaluates translations.

Created at — project creation date.

It seems, that's all you need for productive work in TQAuditor.

If any questions, please [contact us](#).

Good luck!