

CURRENTA Translation Portal

Help Documentation for the Customer

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Login

The Translation Portal can be accessed using this URL:

<https://translations.currenta.com/>

On the start page you will find a login box. Please enter your user name (Bayer CWID) and password to access the Translation Portal.



The screenshot shows a login form titled "Registered Users" with an orange header. On the left is a small image of a hand using a mouse. To the right are two input fields: "Username" and "Password". The "Password" field has an "ok" button next to it. At the bottom is a "Login" button with a right-pointing arrow.

Customers who don't have a Bayer CWID (employees of Lanxess or other non-Bayer companies) will be issued a username in addition to their password.

If you have not yet received a password, please click "Register" under "New User" and request a password from one of the Language Service contacts named there.

New User



New users, please use the following button for registration:

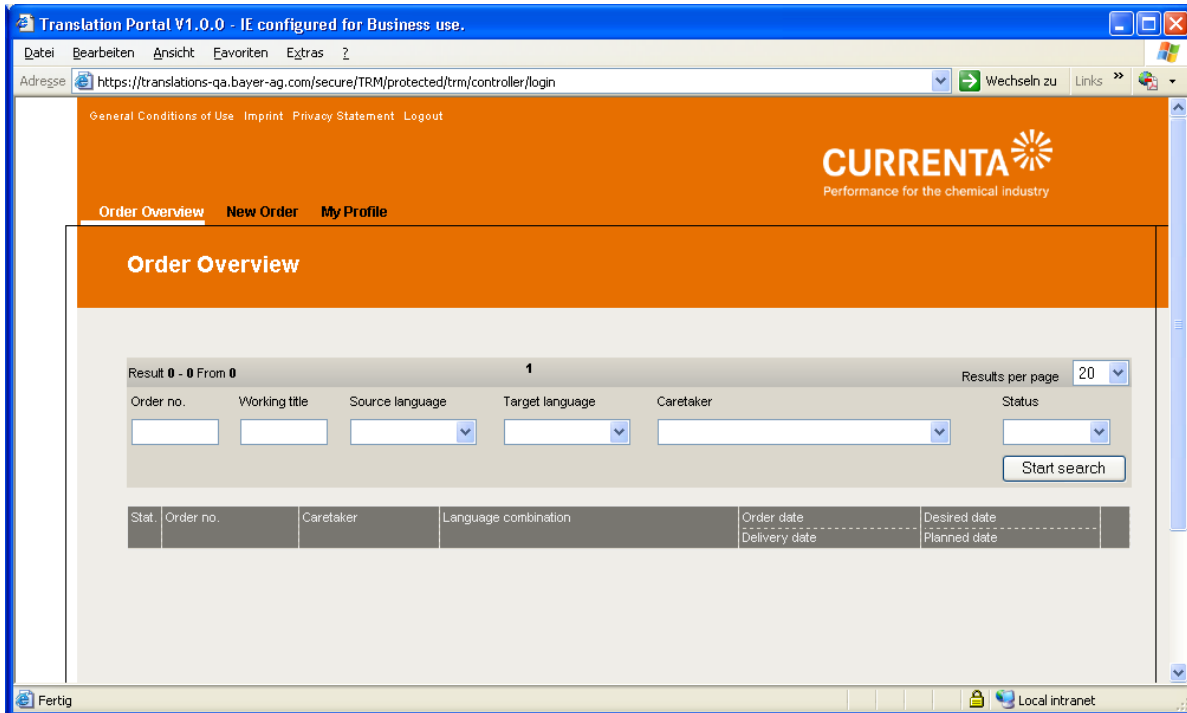
Register >>>

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Start Page

After you have logged in, you will see your Order Overview.



When you log into the Translation Portal for the first time, the Order Overview will be empty. Once you start using the portal, this page will display all your orders.

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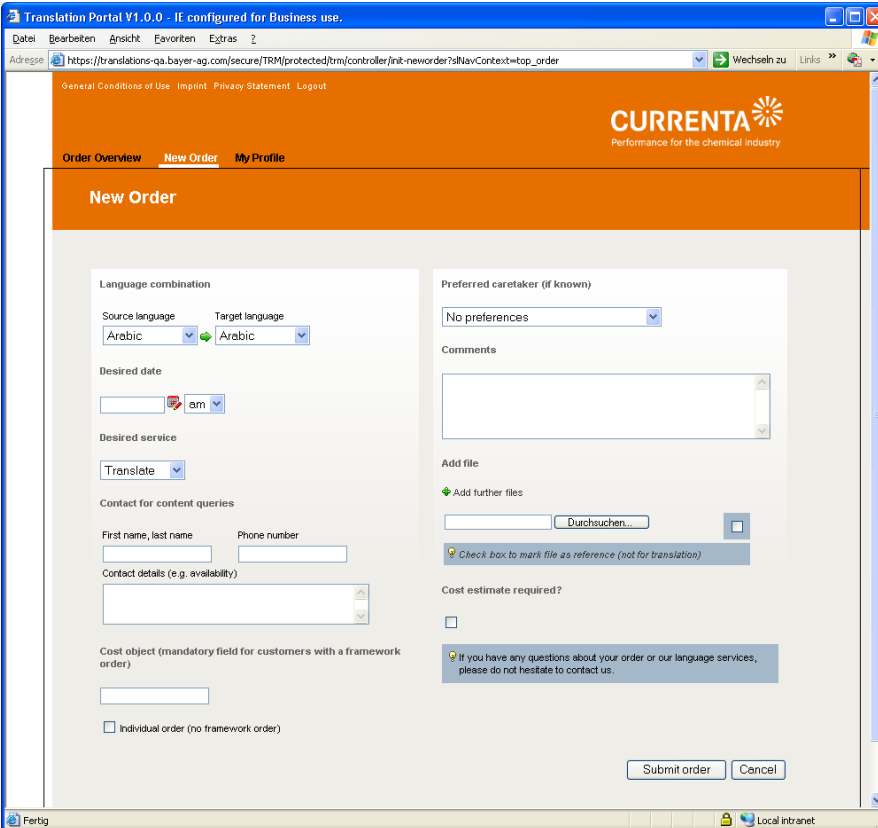
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Order Template

To create a new translation order, select “New Order” in the top navigation.



This opens the order template.



This is where you must input all necessary translation order information:

1. Language combination

Use the dropdown lists to enter the source language and the target language for your translation. If you cannot find the language you require in the dropdown list, please select “Other language” and detail the language required in the Comments box (see 7 below). If you require translations into more than one language, please select “Other language” and detail the languages required in the Comments box (see 7). Alternatively you can complete a separate order for each language required.

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2. Desired date

Please enter the desired delivery date for your translation. If you need to amend the desired date after submitting your order, please do this by calling or mailing the caretaker. **The system does not allow this change to be made in an order which has already been submitted.**

3. Desired service

Please select the service you require from the dropdown list:

Translate
Review
Proofread
Interpreting

If you also need your translation to be certified, please note this in the Comments box (see 7).

4. Contact for content queries

If applicable, you can name a contact for any content queries the translator may have. Use the "Contact details" box to provide more information about this person, e.g. availability, area of expertise, etc. This person is not necessarily the customer placing the order.

5. Cost object

Please enter a valid cost object (cost center, internal order) to facilitate invoicing of the translation service on completion.

You have the option of entering your cost object as a default setting using the "My Profile" function. If necessary, you can overwrite this default setting in the New Order template.

If no framework order has been established, please check the "Individual order" box. You do not need to enter a cost object.

6. Caretaker

If you already know which caretaker in our team will be handling your order, you can select this person from the dropdown list. In all other cases, please select "No preference."

7. Comments

Use this box to describe your translation requirements in more detail and provide any further information which we may find useful. For example, please detail the language(s) required if you have selected "Other language" as the target language or if you require your translation to be certified.

8. Add file

Use this function to add the document for translation. If you need to send more than one document, use the "Add further files" option. If you are sending us a file for reference purposes, please check the box next to the data field. **This document will not be translated.**

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9. Cost estimate

If you require a cost estimate before we start your translation, please check the “Cost estimate required?” box.

If you have any further questions, we will be happy to help.

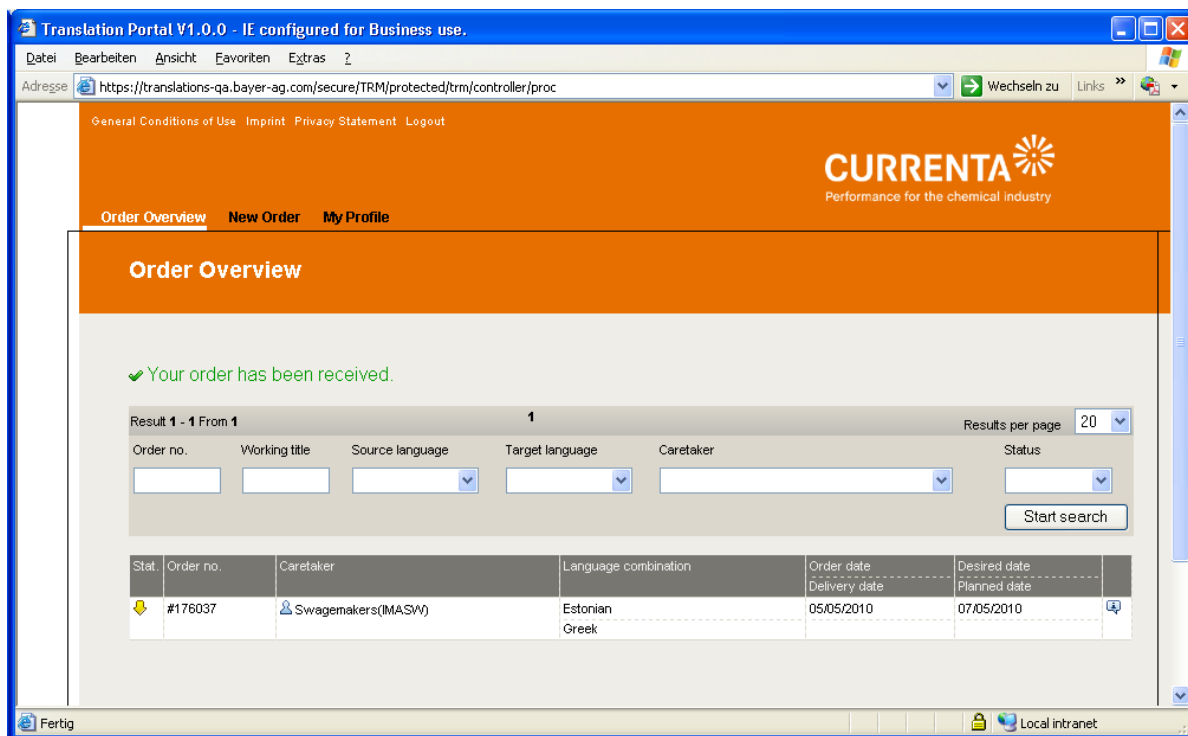
Once you have completed the order template, you can submit your order. Minimum inputs are source and target language, desired date, desired service, contact details and cost object.

You are now returned to the Order Overview where you will see confirmation that your new order has been submitted successfully (see “Order Overview” on Page 7).

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Order Overview








Order list



Your order now appears in the order list. This also displays the following information about your order.

1. Status

This shows the status of your order enabling you to track its progress. The following status options are available:

	New	The order has been received.
	Assigned	The order has been assigned to a caretaker.
	In progress	The order is being processed.
	Delivery	The finished translation is available for download.
	Invoiced	The order has been invoiced.
	Closed	The order has been closed.
	Canceled	The order has been canceled by the customer.

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2. Order no.

Each order number is unique and helps us to quickly trace your order.

3. Caretaker

The caretaker is your contact at the Language Service. Click on the  symbol to access the caretaker's contact details.

**4. Language combination**

This shows the language combination for your translation. The source language is displayed above the target language.

5. DatesOrder date

The date on which the order is received is recorded automatically.

Desired date

This is the date you entered in the order template. If you need to amend the desired date after submitting your order, please do this by calling or mailing the caretaker.

Planned date

This is the date on which the caretaker plans to make the translation available for delivery. Any agreed amendment to the desired date will be shown here.

Delivery date

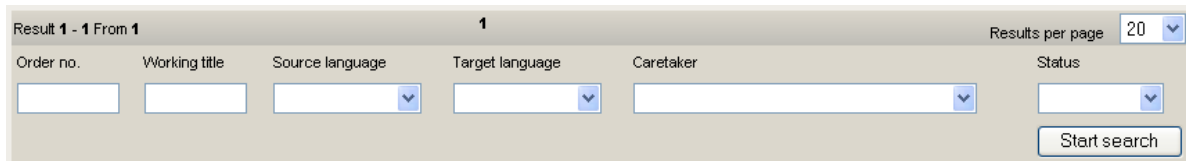
The date on which the status is first set to "Delivery" is recorded automatically.

6. Order files

The last column of the order overview table contains a link to the order documents where you can view all the files which are assigned to a particular order.

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Searching for specific orders (filters)



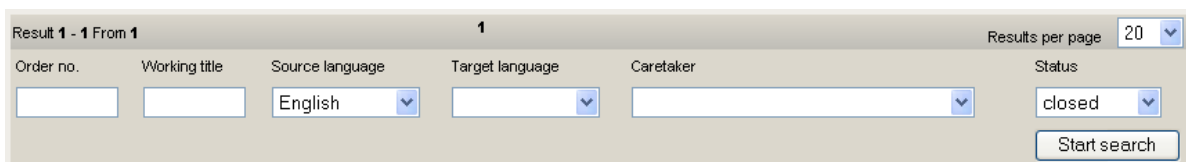
The screenshot shows a search filter interface. At the top left, it says "Result 1 - 1 From 1" and "1". At the top right, it says "Results per page" with a dropdown menu set to "20". Below this, there are six filter categories: "Order no.", "Working title", "Source language", "Target language", "Caretaker", and "Status". Each category has a corresponding input field or dropdown menu. The "Source language", "Target language", and "Caretaker" fields are currently dropdown menus. A "Start search" button is located at the bottom right of the filter area.

You can set filters to search for specific orders.

If you know the order number, enter this in the box and click "Start search."

If you are looking for a number of orders that meet certain criteria, use the dropdown lists to set source language, target language, caretaker or status filters.

You can also combine the filters, for example if you are looking for all translations into English. The screenshot below shows a search using English as the target language filter and closed as the status filter.



The screenshot shows the same search filter interface as above, but with the "Source language" dropdown menu set to "English" and the "Status" dropdown menu set to "closed". The "Start search" button remains at the bottom right.

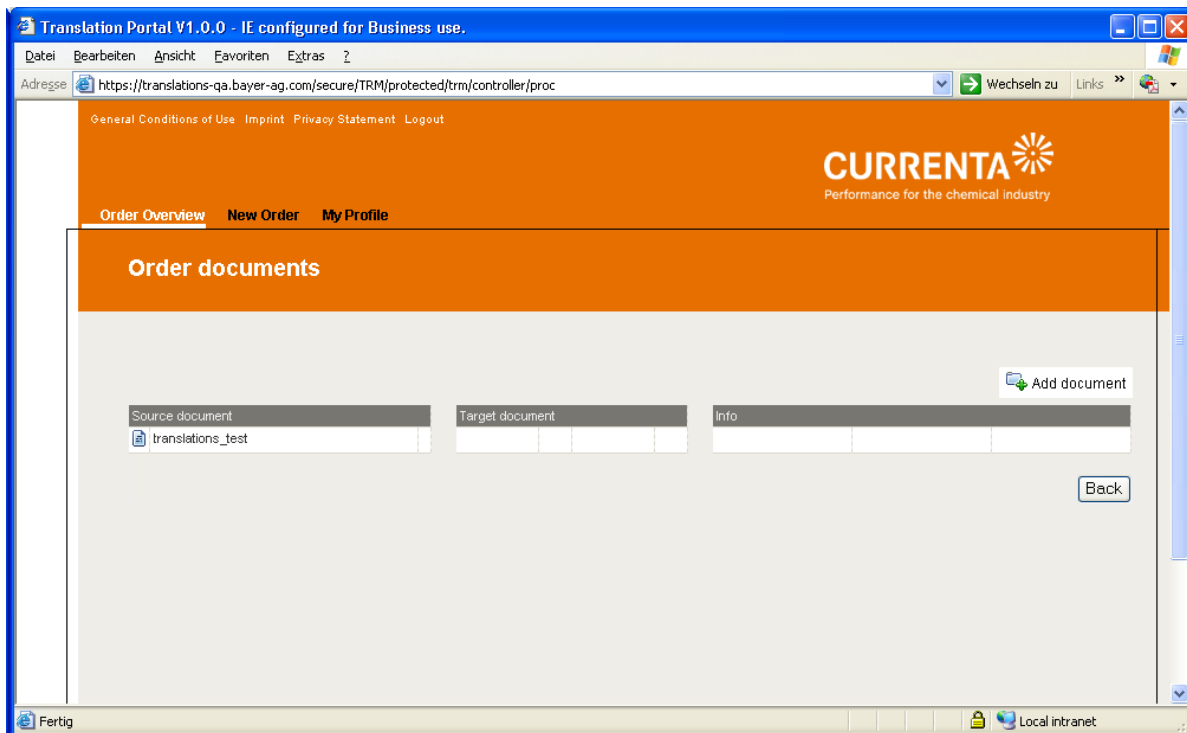
Clear the filter boxes and click "Start search" to return to the complete order list.

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Order Documents



The Order Documents view shows all the files which are assigned to a particular order.

Upload translation

Once your translation has been completed, it is made available for upload on the “Show order documents” page. Click the document name in the column headed “Target document.”

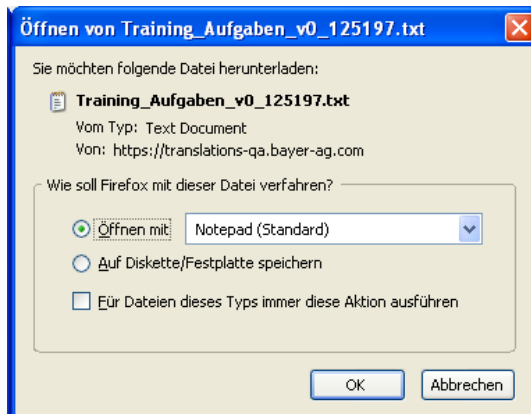


This launches a download dialog. Select the target folder for the file. A version number and the order number will be added to the file name. This will make it easier to assign the file to the correct order at a later date if this is necessary.

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You can also download your original document in the same way from the column headed "Source document."



Versions

If you want to amend a file that you have submitted as an attachment to an order and which is still in the translation process, you must upload a new version of the file. **It is not possible to make changes to a file that has already been uploaded to the portal.**

Click on the  symbol next to the document name. This opens a window displaying any previous versions (if available). There is also a button for adding a new version of the file.





This opens an input mask in which you can select the new file for upload and add a comment.




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You will now notice that the  symbol has changed to indicate that several versions of the file are available. The file link automatically opens the newest version. You can check this by clicking  to open the comment window and read any comments that may have been made about the new version.



Click the  symbol to return to the previous versions. Further versions can be added if necessary.







The caretaker also has the option of uploading various versions of the target document. Here too, previous versions can be accessed using the  symbol.

Add document

You can add further documents to the order using the “Add document” button. This opens an input mask in which you can select the file for upload and add a comment. Confirm your input by clicking “Save.”



The second file is shown as a second line in the “Order documents” view.

Source document	Target document	Info
 Another_Dokument		
 Training_Aufgaben	 Training_Aufgaben 	

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My Profile

If you want to edit your user data, select “My Profile” in the top navigation.

My Profile

Edit data

The “My Profile” page shows your user data. Not all of these data are editable.

If your profile has been imported from the Bayer directory, most of the data fields are not editable. They are regularly synchronized with the Bayer directory.

If your profile has been created manually (e.g. non-Bayer and other external users), you can edit your data and make any necessary changes, e.g. telephone number.

You can enter your cost object as a default setting on this page. If necessary, however, you can overwrite this default setting in the New Order template.

You can change the portal interface language using the “Display language” setting.

Change password

If you want to change your password, you must first check the box to access the password input boxes. Enter you new password twice and then click “Save.”

When you access the portal for the first time, you should immediately change your password.

Reset password

Reset password