

Accepting and completing jobs

From a freelancer or in-house resource perspective.

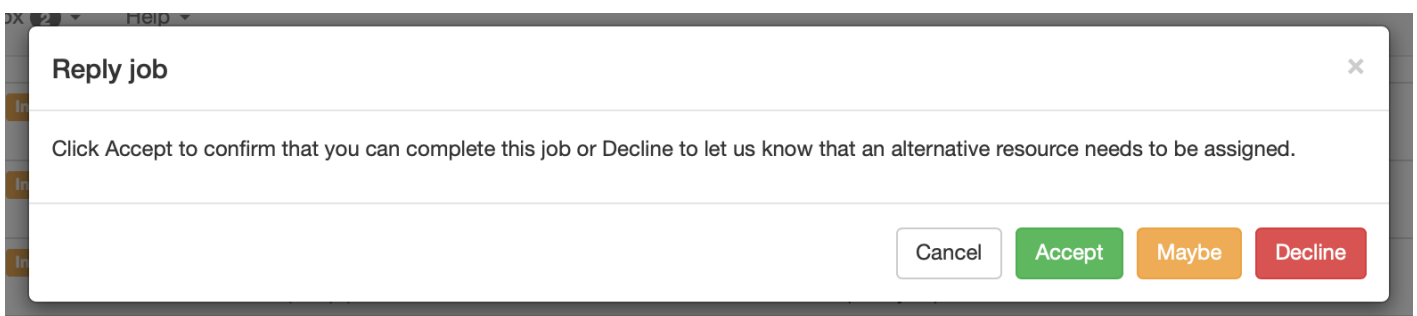
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Receiving job offers as a freelancer or vendor

As a freelancer or vendor, there are two ways you can be offered work in Plint.

Jobs pre-assigned to you

- Based on previous work or other criteria, you have been assigned a job.
- These jobs normally need to be accepted by you before work can begin
 - In status terms they are "Awaiting confirmation" and need to be "Confirmed".
- You will typically:
 - A) Get an email listing general job info.
 - Click on the link to the job to see more information.
 - B) See the offered jobs on your Dashboard when logged in.
 - Click the job name to see more information.
 - The level of detail in the job information differs, but should include a **fee**.
- If all looks satisfactory, just use the "Reply" option and select "Accept"
 - Tip: From the Dashboard, you can select multiple jobs and reply to all of them at once.
- Clicking "Maybe" will allow you to provide feedback to the project manager. You may suggest an alternative deadline or want to discuss the fee. Submitting this feedback will not set the job as Confirmed.
 - The feedback will initiate a Message thread which you can follow:
 - From the Inbox
 - From the Messages tab of the job itself.
- If you are unable to accept a job, please notify the project manager using the Decline option.



Jobs in the Job tank

If you see jobs in the "Job tank" (formerly known as the Shark tank) on the Dashboard, or receive an email notification about a job offer, this means that there is work matching your skills, but that it may be offered to *multiple users*. Whoever accepts it first will be assigned. Click "Grab" to take it. If someone else has already grabbed the job before you click, you will be informed about this and

the job will disappear from the Job tank.

Please note that there is no "Maybe" option for Job tank jobs. Typically, these jobs follow set fees and deadlines.

Your jobs (8)

Shark Tank (1)

Example subtitling project						
ID: 1						
Status	ID	Title	Part	Language	Delivery date	
In process	6	Subtitling from template	1 (Part 1)	Swedish	2020-03-29 03:03	Grab

The "Project summary"

Normally as a freelancer or vendor, your overview is limited to specific jobs. There may be times, however, when a number of jobs are offered to you as a whole bundle, especially in the case of vendors. If you see a job with a "Project summary" button, you can use this for an overview of all work offered to you on the whole project.

The "Project summary" button

The Forgotten Mine: s12						
ID: 74						
☐	Status	ID	Title	Element	Language	Delivery date
☐	In process	2564	Vendor confirmation		N/A	N/A

Project summary example. From this view, you can also export summarised information about the jobs in CSV format.

Project Summary: The Forgotten Mine: s12

Quick summary

Number of elements: 2

Jobs assigned to you: 48

Deadlines: 2018-11-08 00:00 - 2018-11-22 00:00

Unit type: Minutes

Total number of units: 24

Comment / description: Please review the work assigned to you on this project. Use this job to communicate about the proposed rate or general issues. If terms are accepted, Reply and accept all jobs.

Fee: 0.00

Job type	Languages
Loc - Audio description	Afrikaans (South Africa), Bahasa (Indonesia), Bahasa (Malaysia)
Loc - Dubbing	Albanian (Albania), Arabic (Egypt), Bahasa (Malaysia)
Loc - Voice-over	Bahasa (Indonesia), Bahasa (Malaysia)
Loc - Captioning	Afrikaans (South Africa), Albanian (Albania), Bahasa (Malaysia)
Loc - SDH	Arabic (Egypt), Arabic (Saudi Arabia) (MSA), Bahasa (Malaysia)
Loc - Subtitling	Arabic (Saudi Arabia) (MSA), Bahasa (Malaysia)

Element label	# units	Content type	Media date
	12		2018-11-01
	12		2018-11-08

Batch download

Export

Close

Communicating about jobs

The [Inbox](#) in Plint holds all Messages, Notes to self and Support cases created by you, or involving you. Notes and Messages can also be linked to specific **jobs**, giving it a context. This is done automatically when you reply to a **job offer** with a comment, and when you add a "Comment to project manager" when completing a job. Additionally, you can at any time initiate a conversation about a job with the Project manager, directly from the **Messages tab** of the job.

All of these actions will start a communication thread shown on the Messages tab of the job. Conversely, if you view the same message from your Inbox, a shortcut to the job info page will be shown at the top of the thread.

Example subtitling project

ID: 1

Job information

Files

Messages 1

Notes to self 1

Not ready

Status:

Open

Open

Message Project Manager

Header	Message from	Message to	Actions
A question about this project How should we handle factor X and Y...	Example LSP Inc at 2019-07-01 13:22:52	Workbench user	

"Message Project Manager" window

New Message

Message from Example LSP Inc	Message to Workbench user
Project Example subtitling project	Job Template creation

Header

Exception for this episode?

Text

There are some issues related to this specific episode that probably will affect the deadline. Can we change the delivery date for this job?

Close Create

Example LSP Inc at 2019-07-01 13:22:52 Workbench user

Not ready

Message Project Manager

Actions

Visibility

Please note that when a Message is linked to a **job**, it may be of interest to other **administrators** and **project managers** with access to the project. For this purpose, they may also have access to such conversations and info. Other resources/freelancers will *not*, however.