

# Default functionality

Plint is a system in constant development, and some features may be available that are outside the scope of the guaranteed toolset. The "out of the box" functionality of Plint includes, but is not limited to:

- Customisable system data/lists
  - System data can be edited in the system, such as:
    - Job types
    - Languages
    - Help categories
    - Tags/Keywords
    - Joblist templates
- User management
  - Administration tools for all four basic login types and their details
- Workflows
  - Chains of interdependent jobs utilising parent-child logic
  - With automatic notifications when previous job is completed and job visibility on user Dashboard
- Project and job management
  - As user access allows, tools for managing the following
    - Project data
      - Including tools for reusing default project target languages based on, for example, end client
    - Job lists
    - Jobs
  - Tools to simplify/speed up job/joblist management
    - Joblist templates
      - Including the ability to customise these
    - Batch editing tools
    - Assigning jobs using criteria
      - Using factors such as a job types, languages and tags/keywords, users can be automatically assigned work
      - The same logic can be used to offer jobs to multiple users on a first come, first served basis ("The Shark Tank")
- Project progress view/reports
  - Core functionality includes
    - viewing overall progress on multiple projects
    - summarising and exporting (CS,XML) data about multiple projects
- Inbox / built-in communication tools
  - Ability to send and reply to messages, either "stand-alone" or linked to projects or jobs.
  - + "Notes to self", using the same logic

- Notifications about new messages and replies through email
- Help / Support
  - Built-in system for creating and editing Help articles
  - Visibility on article level can be set using advanced user criteria
- Built-in Helpdesk available to all logged-in users
  - Any user of “admin” type can be assigned Helpdesk role, on specified help categories
- Online subtitle editing/creation
  - Uploading source media for use in online editors
  - Importing external subtitle files in supported formats
  - Creating subtitles/template from scratch based on visible video
  - Translating from an automatically loaded template
  - Reviewing subtitles and adding comments on subtitle level
  - Comparing changes in versions/milestones using Track changes
  - Returning job for adjustments
- Other jobs
  - Any user type can perform work including, but not limited to, the following:
    - File uploads
      - Including tools for specifying required files and adding detailed information on upload
    - Online file review
  - Approvals
    - Several job types include option to reopen previous job to request changes
    - This action resulting in backup copies (“milestones”) for future reference/comparison
- Job/page locking
  - Preventing users from editing the same file/record using built-in editing or administrative tools.

## Extended functionality (available on agreement)

- Media processing
    - Built-in tools for converting media and creating deliverables
  - Branding/white label
    - Options for changing basic graphic properties to bring system in line with own corporate profile
    - Including colour scheme, custom page footer, logo in header and on login screen
  - Automated jobs
    - e.g. Automatic rendering of proxies / burnt-in subtitles
  - Finance tools
    - Fee calculation based on rate cards/templates
    - Invoicing tools for freelancers
    - Order profit calculations
    - Statistics/reports
  - API- based project creation and access to subtitles
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