

Proofing and QC work

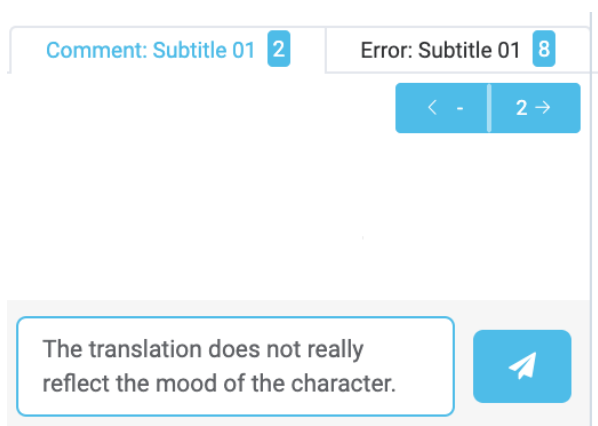
Often, the translation step is followed by some kind of review step, sometimes called QC, as in quality check/control. This could be done by another external resource, a project manager or a client representative. There are also built-in tools allowing the translator to perform a language and technical check in the editor before signing off. In this example, another freelancer is assigned a QC job.

Checking the translation in the editor

Click the "Go to work" button on the Dashboard to get started. The QC job uses the same editor, but additional tools may be used/activated.

Adding comments

Whether you are requesting changes to be made or have made the change yourself, adding a comment is often very useful. Comments can be added (and replied to) for individual clips/subtitles.



Comparing versions / Track changes

If the job settings allow, you can compare the current version of the translation with previous versions. Select *Review / Track changes* to open this window.

Track Changes ✕			
Comparing current state with milestone: 2020-04-17 13:51 ▼			
#	Timecode	Subtitle	Action
1	00:00:02:20 00:00:07:16	The icy waters of Norway are home to some of the world's finest salmon.	
2	00:00:07:23 00:00:10:16	The Atlantic seas are frigid and packed with butter,	
3	00:00:10:18 00:00:14:10	two important reasons why the fish taste so fresh.	
4	00:00:15:10 00:00:19:01	It's from these waters that IKEA sources all of our salmon,	
5	00:00:19:09 00:00:23:19	a healthy and eeel delicious source of omega-3 fatty acids.	↺
6	00:00:23:21 00:00:29:28 3628	But we believe that responsibility to the environment matters just as much as taste.	↺

Returning a job for adjustments

If changes are to be done (or confirmed) by the person who did the original translation, the QC job should be set to "Proofing-type". This means that when the QC person **changes status**, they will get the option to approve or not approve the translation.

Approve?

Please note that setting Approved to "No" will re-open the job for final adjustments in accordance with your comments. If the file is ready for use, set Approved to "Yes" (adding an optional comment about this for the File History).

No ▼

General comment

I have added comments to all clips where changes are necessary.

Selecting "No" will set the parent job (the "Subtitling from template" job in this case) to status "Awaiting corrections". It is in effect the same as "In process", but with a different label on the Dashboard to clarify that this is an old job that has been reopened for more work. The user will also get an automatic email notification.