

BRIDGE-TERM WEB



ONLINE TRANSLATION WORKFLOW MANAGEMENT PLATFORM

BridgeTerm Web is a translation workflow management platform. Its purpose? To reduce the workload of translation coordinators by accelerating request preparation and assignment to in-house and freelance translators.

- **No installation needed** **BridgeTerm Web** is a web interface that does not need to be installed on your workstation. You can host **BridgeTerm Web** on a closed network installed on your own server, or have it hosted on Terminotix's servers or a server provided by a hosting service such as Microsoft Azure.
- **Web portal** **BridgeTerm Web** features a secure web portal that your clients, whether internal or external, can use to submit documents. It supports single signon, meaning that requesters within an organization can submit requests without having to log in a second time. **BridgeTerm Web** even automatically adds the requestor's contact information to the request.
- **Automated email notifications** As soon as you assign a task to a collaborator on your team, or to an external partner such as a freelancer or translation agency, they will receive an email notification with information on the project. When a contact makes a request on behalf of a client, they will be sent an email confirming their submission, and your team will receive an email notifying you that a new request has come in.
- **Sorting** Customize your interface at each step to sort projects and find what you're looking for faster. Use powerful sorting functions to quickly organize your requests and use search to locate projects rapidly.

ADVANTAGES

- NO NEED TO INSTALL SOFTWARE ON YOUR WORKSTATION
- SECURE WEB PORTAL FOR SUBMITTING REQUESTS
- DOWNLOAD-ONLY DOCUMENT SHARING
- AUTOMATED INVOICE GENERATION
- AUTOMATED PRETRANSLATION WITH LOGITERM, MEMOQ OR SYSTRAN
- CUSTOMIZABLE INTERFACE
- COLLABORATOR WORKLOAD OVERVIEW
- INTUITIVE DASHBOARD FOR RAPID REQUEST TRACKING

- **Pretranslation integration** Make the most of your LogiTerm or memoQ pretranslation engine, and/or neural engines such as Systran, by pretranslating documents automatically with BridgeTerm as soon as a translation request is accepted. You can even apply weighted rates in accordance with the match level (exact, near, fuzzy and new). Pretranslation analysis statistics and files can be accessed directly in the **BridgeTerm Web** interface.
- **Team Management** BridgeTerm helps you manage your team. When you assign a project, **BridgeTerm Web** automatically estimates how long it will take to complete. You can also see the workloads of all your

team members at a glance and assign tasks accordingly.

- **Invoicing** Do you send requests outside your organization? The invoices menu displays a report containing all tasks completed by each collaborator and their costs. It can be customized by client, contact, date, etc. and lets you search by invoice and payment.
- **Metrics** With BridgeTerm, you can utilize production data to work smarter. Just enter the speed and rates for each of your team members for translation, revision and proofreading in order to calculate delivery times and production costs.

State	Project	Title	Words	Words (A)	Words (F)	Words (T)	Quote	Project Type	Date Received
Client: HR-EE									
✓	240628010		419	419	419			Revision	2024-06-28 12:22
✓	240628005		306	306	306	306		Translation	2024-06-28 12:09
✓	240628006		735	735	735	735		Translation	2024-06-28 12:10
✓	240628009		306	306	306			Revision	2024-06-28 12:19
			1766	1766	1766	1541			
Requester: Sarah Benton									
✓	240628003		306	306	306	306		Translation	2024-06-28 12:06
✓	240705001		622	622	622	622		Translation	2024-07-05 13:07

BridgeTerm Web interface

New Task

Project: 240705001 | Deadline: 2024-07-05 17:00
 Project Type: Translation | Word Count: 622
 Language Pair: English to french

Task

Start Date: 2024-07-09 11:01
 End Date: 2024-07-05 17:00
 Task Type: Translation

Words

Word Count: ☒ Detailed ☐ Simple

Exact	172
Close	0
Fuzzy	224
New	226
Total	622

Resource

Resource: Camille Pichette
 Estimated Time: 2.25

Cost (Freelancer)

Billing: Words
 Quantity: 381
 Rate: 0.22

Task assignment window

BRIDGTERM WEB

- **Matches** At a glance, you can view match data for documents pretranslated with a LogiTerm or memoQ pretranslation engine and/or neural engines such as Systran.

Drag a column header here to group by that column

Name	Size	Date	Exact	Exact (%)	Close	Fuzzy	New	Total	Automatic
240628006-Helander_v_eng.docx	12.4 KB	2024-06-28 12:11	43	38.05309734513274	0	56	14	113	113
240628006-Helander_VII_II_eng.docx	13.4 KB	2024-06-28 12:11	172	27.65273311897106	0	224	226	622	622
			215		0	280	240	735	735

Pretranslated documents

- **Filters** When assigning work, you can filter the list of your collaborators by language, task type, work group, etc.

Resource Filters

Language Pair: French to english

Task Type: Translation

Resource Type: Freelancer

With Task(s) ☒

Work Group:

Calendar

2024-07-09

Time	Unassigned	Simon Smith	Traditions ABC
00:00			
01:00			
02:00			
03:00			
04:00			
05:00			
06:00			

Workload calendar views and filters

- **Interactive workload calendar** Set the calendar view to group tasks by project to see all collaborators assigned to a project, or group by collaborator to see their tasks individually, check their availability, and schedule holidays and time off.

2024-07-09

Time	Unassigned	Anna Elias	Camille Pichette	Ebenezer Simard	Mirella Kassas	Simon Smith	Traditions ABC
00:00							
01:00							
02:00							
03:00							
04:00							
05:00							
06:00							
07:00							
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							

Team workload

- **Workflows** Use workflows to create task list templates and speed up the assignment of tasks. Workflows enable you to automate tasks and lighten your workload.
 - The pretranslation task can be automated by integrating your LogiTerm or memoQ pretranslation engine and/or a neural engine such as Systran.

- The LogiTerm Web archiving function allows you to automatically create a bitext from a source document sent by the client and the target document as soon as it is translated or revised.
- Automated delivery lets you send the completed document to the client without any human intervention.
- **History** A change history function allows you to track changes to projects, including which user made the change and when.
- **Detailed reports** The BridgeTerm Web reports section offers a range of options for generating customized reports on the productivity of your collaborators over a specific time period, the number of words translated per client or cost centre, and more.
- **Invoice generation and tracking** BridgeTerm Web lets you generate invoices automatically based on preset rates or costs and send them to your clients from the BridgeTerm Web interface. Use the invoices section to track invoices to send, approve, or hold until the next invoicing period.
- **Automated warnings** You can be notified automatically when projects are late or need to be delivered during the day.
- **User privilege management** You can customize which users can access various sections of the BridgeTerm Web interface.
- **Email templates** Use email templates for acknowledgements of receipt, sending estimates, providing feedback, etc., saving you from typing out the same messages over and over.
- **Task sequence dashboard** At a glance, see how many projects are ongoing and their status: reception, distribution, production, delivery, approval or invoicing.
- **Automatic file renaming** BridgeTerm Web can modify file names upon receipt or delivery by inserting the following variables: request number, client code, source language code, target language code and reference number.
- **Customization** Most sections of the BridgeTerm Web interface can be customized.

TECHNICAL REQUIREMENTS

- 2-GHz dual-core processor
- 8 GB RAM
- 2 GB disk space
- 5 GB database (can be increased)
- Microsoft Windows Server 2016 / 2019 / 2022

A product from

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