



# Propio Vu Quick User Guide

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June, 2022

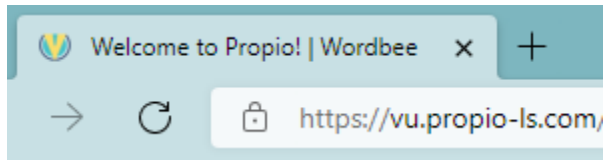
Propio Language Services  
10801 Mastin St. #580  
Overland Park, KS 66210

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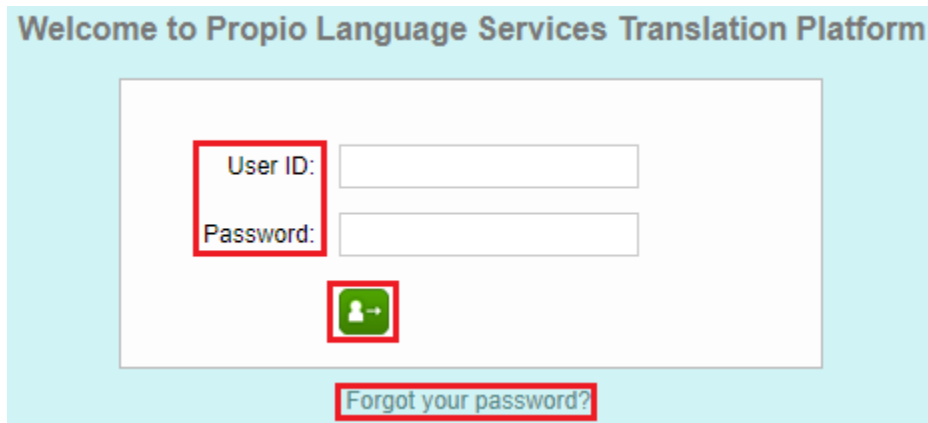
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## Logging In

1. Go to <https://vu.propio-ls.com>:



2. Log in with your **User ID** and **Password** then click the **green** button:



## Password Creation or Reset

If you have forgotten your password, or need to create or reset it, click the **Forgot your password** link on the login screen, and follow the prompts.

## Creating an Order:

1. Click **New order**.



## Order Page:

A screenshot of the 'Order Page' form. The form is divided into several sections. The first section is 'Type of work:' with a dropdown menu showing 'Translation' and a red number '1' to its right. The second section is 'Reference: \*' with a text input field and a red number '2' to its right. The third section is 'Deadline:' with a date and time picker and a red number '3' to its right. The fourth section is 'Source language: \*' with a dropdown menu and a red number '4' to its right. The fifth section is 'Target language(s): \*' with a dropdown menu and a red number '5' to its right. The sixth section is 'Domain(s):' with a list of checkboxes: 'Government and Organizations', 'Information Technology', 'Legal', 'Life Sciences', 'Manufacturing', and 'Marketing and Communications'. A red number '6' is to the right of this section. The seventh section is 'Upload files: \*' with a text input field and a red number '7' to its right. The eighth section is 'Reference material:' with a text input field. The ninth section is 'Instructions:' with a large text area and a red number '8' to its right. At the bottom right of the form, there are two buttons: 'Reset form' and 'Confirm your order ►'. A red number '9' is placed above the 'Confirm your order' button.

1. Select what you want done from **Type of work**.
  - a. Note: DTP = Desktop publishing / layout and formatting.
2. Put your name and a title for the file in **Reference**.
3. **Deadline** is the date you need it delivered by.
4. The **Source** language is usually English (United States). Click the down arrow to select it.
5. For **Target**, click on the down arrow and choose the language(s) you want things translated into. Not listed? Add the language to Instructions.
6. **Domain(s)** selection is not required, but it is appreciated.
7. Drag and drop the file(s) you want translated into the **Upload files** box.
8. If any additional or specific information is needed, add it in **Instructions**.
9. Click, **Confirm your order** on this page and the next one.

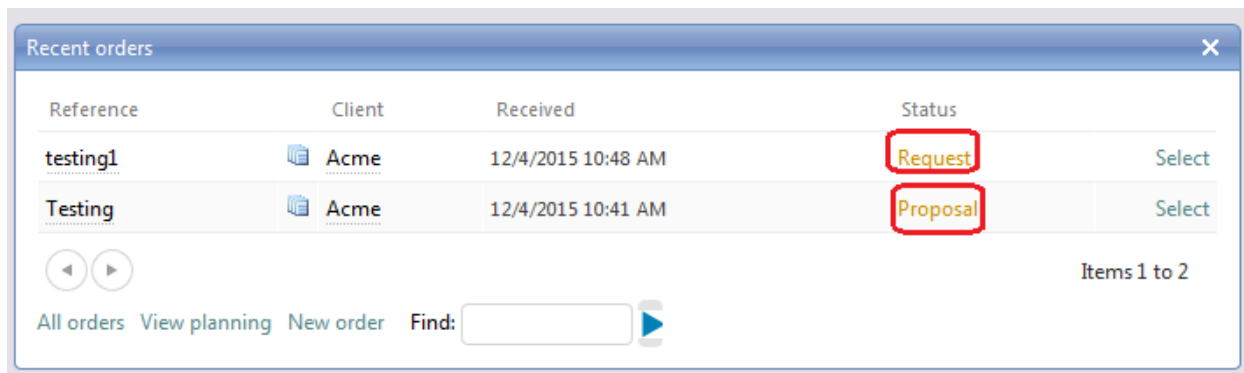
## File Tips

- All files should be in their final state with no editing or updates needed.
- Review tracking should be off with all changes accepted.
- No comments unless you want them translated.
- Any pictures or photocopies should be as clear as possible.
  - If a graphic file contains text, include with the order. This is referring to jpg, png, bmp, psd, etc.
- If available, include the editable version of a file. This includes, but is not limited to:
  - Not password protected.
  - If it is a PDF and created with Adobe, include the “package” which has the INDD or IDML file, fonts, graphics, and links.
- If you are having a problem uploading files, try adding them to a ZIP file and then upload.

## Checking the Status

You can see the status for your orders on the homepage. In each case, click on **Select** to open the order to perform the next action.

- **Request** means it does not have a quote yet, or there is a question from the project manager.
- **Proposal** means it has a quote that needs to be approved.
- **Work Done** means it is ready to download.



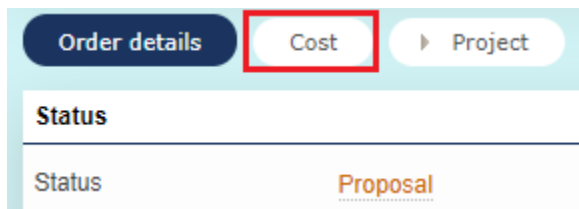
Reference	Client	Received	Status	
testing1	Acme	12/4/2015 10:48 AM	Request	Select
Testing	Acme	12/4/2015 10:41 AM	Proposal	Select

Items 1 to 2

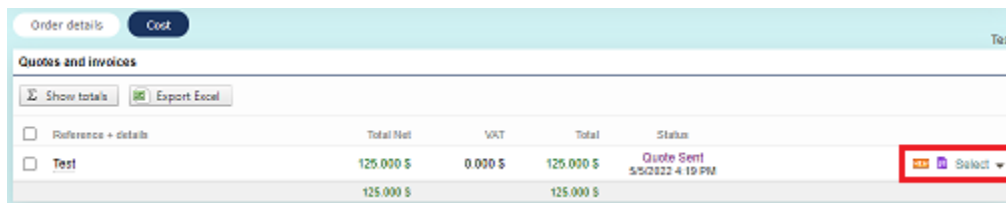
All orders View planning New order Find:

## Quote Review

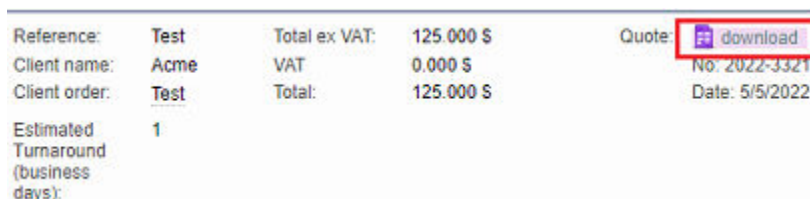
You can see a breakdown of your quote by clicking on the order you want to review, then clicking on the **Cost** tab,



Then click **Select**.

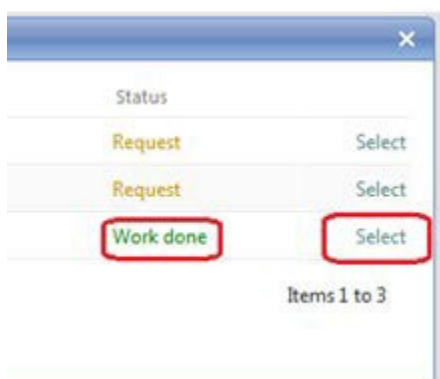


You can view a breakdown of the quote in the dialog that comes up, or you can download a PDF version by clicking **Download**.



## Downloading a Completed Order

Start on your homepage and look under the **Recent Order** section. Look for one that says **Work Done**.



- Click **Select**.
- This will take you to the actual order.
- Go to the bottom of the page and find the **Download all** button.

- Click the button.



This will download a zip file with the completed translations for all languages requested.

## Training Video

A short training video covering the order basics is available here:

<https://propio-ls.com/propio-vu-demo-video/>

## Communication

All communications should be done through Vu, whether it is from Propio, or from the client. This can include, but is not limited to:

- Notification of orders, quotes, and project completion.
- Questions and answers between the PM and the client.

Any messages that come from Vu will be in **all bold**.

To make sure you get the messages from Vu and your PM, we recommend that you add [vu@propio-ls.com](mailto:vu@propio-ls.com) to your trusted email senders list. If you are still having a problem receiving emails:

- Check your junk or spam folder.
- Check with your IT department to verify that [vu@propio-ls.com](mailto:vu@propio-ls.com) is allowed.