



SimulTracker

Job Manager User Guide

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Release Date	20180424

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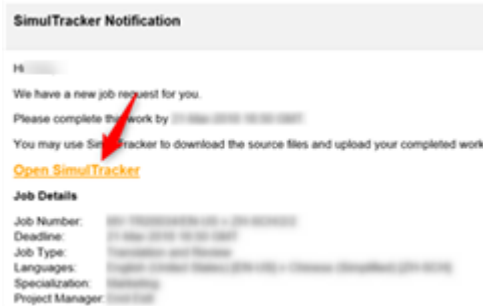
Document Control Revision History

Page	Details	Version	Author	Authorization	Release Date
All	New Document	1.0	Kenneth Larmer	Kenneth Larmer	20180424

Jobs Manager

The Job Manager is part of the Vendor Portal and used to manage assigned jobs. Through the Job Manager, vendors and client contacts can access source files, accept or reject jobs, access job specific details, and complete and deliver final deliverables for assigned jobs.

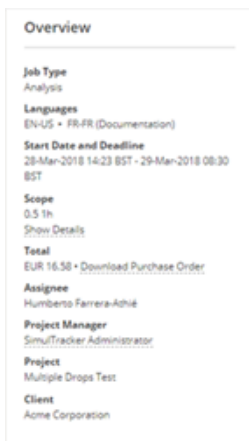
Assigned contacts can access the Job Manager without registering their detail on the Vendor Portal by clicking on the [Open SimulTracker](#) link in the **New job request from SimulTrans** automatic notification sent from SimulTracker.



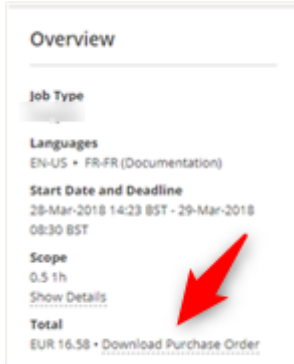
Using the Job Manager to access, review and complete assigned jobs

1. View the job overview, including service required, language information, specialization, start date and deadline information, assignee information, SimulTrans Project Manager information, project name and client name.

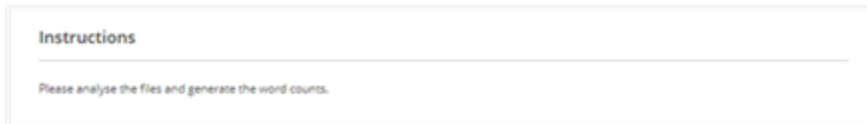
You can click on the SimulTrans Project Manager name link to easily create an email in relation to the job assignment.


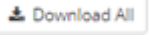


2. View and download the purchase order information using the [Download Purchase Order](#) link.

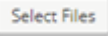


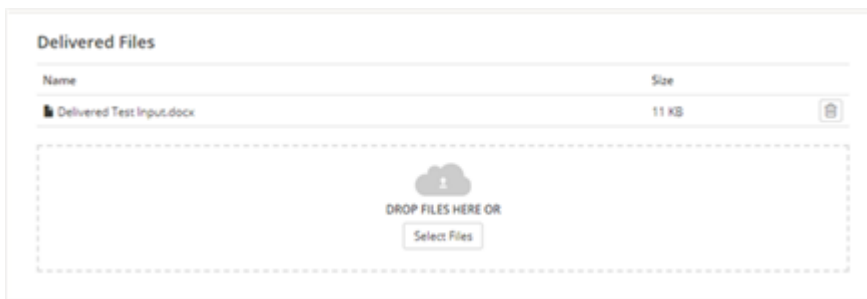
3. View and read instructions from your SimulTrans Project Manager.



4. Download source files and reference material to begin working on the assigned job with ease. Click on the file name or  icon to download the file or use the  action button to download all the files in one handy ZIP package.



5. Upload final deliverables by dragging-and-dropping the target files from your file browser to the **Delivered Files** area or use the  action button to navigate to the files location on your computer and upload.



Please keep in mind that you cannot upload files where the filenames contain certain restricted characters.

The restricted character are as follows:

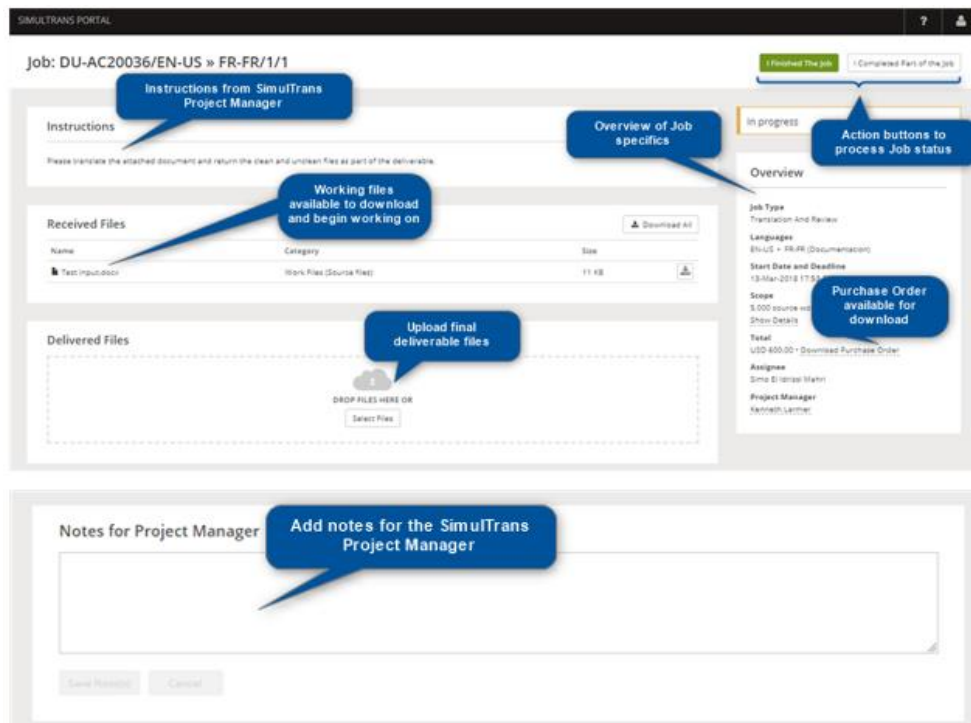
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- Exchange job-related information with your SimuTrans Project Manager by adding notes to the **Notes for Project Manager** field and clicking on the **Save Note(s)** action button.



- Use the **I Finished The Job** **I Completed Part of the Job** action buttons to process the status of the job.

- Click the **I Finished The Job** action button when the job is completed, the final deliverables are uploaded, and you want to close the job. SimulTracker will send an automated notification to your SimuTrans Project Manager.
- Click the **I Completed Part of the Job** action button when you have partially completed the assigned job. SimulTracker will send an automated notification to your SimuTrans Project Manager.



Contact SimulTrans

If you have any questions or require further assistance, please contact Resource Management or SimulTracker Support:

Contact	Email Address
SimulTracker Support	simultracker@simultrans.com