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**Course Title:** TMS Translate and Review online

**Learning Objectives:** This course prepares translators, reviewers and other linguistic experts for tasks that are assigned to them in TMS, for example, accepting work, translating a file, reviewing the translation of a marketing message and communicating with the project manager and others who are working on the same job.

This course includes important concepts for working in TMS, including translation memories, terminology, translation QA (Quality Assurance) and making sure that a job proceeds to the next step in the workflow.

Typically, the TMS online translation interface is used for reviewing translations and for smaller translation jobs: full-time translators and project managers will also find the TMS: Translating with Trados Studio course invaluable

**Target Audience:** Translators, Reviewers, Project Managers and Power Users

**Prerequisites:** TMS Overview

**Course Delivery Mode:** This course is hands-on and will be delivered at your premises

**Course Duration:** 1 day

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### Topics Covered:

- Using the TMS inbox:
- How to find your tasks
- How to manage tasks from your inbox
- How to translate and review online with TMS

### The translation and review screen:

- Working with comments
- Translation memory
- Translation previews
- Terminology
- Translation QA
- How to submit, or reject, a task

**Further Information:** For further information on any of our courses, training delivery options and course dates or course fees please contact us at [learn@rws.com](mailto:learn@rws.com)

#### About RWS

RWS Holdings plc is a unique, world-leading provider of technology-enabled language, content and intellectual property services. Through content transformation and multilingual data analysis, our unique combination of technology and cultural expertise helps our clients to grow by ensuring they are understood anywhere, in any language.

Our purpose is unlocking global understanding. By combining cultural understanding, client understanding and technical understanding, our services and technology assist our clients to acquire and retain customers, deliver engaging user experiences, maintain compliance and gain actionable insights into their data and content.

Our clients include 90 of the world's top 100 brands, the top 20 pharmaceutical companies and 19 of the top 20 patent filers. Our client base spans Europe, Asia Pacific, and North and South America. We work in the automotive, chemical, financial, legal, medical, pharmaceutical, technology and telecommunications sectors, which we serve from 80+ global locations across five continents.

Founded in 1958, RWS is headquartered in the UK and publicly listed on AIM, the London Stock Exchange regulated market (RWS.L).

For further information please visit [www.rws.com](http://www.rws.com).

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