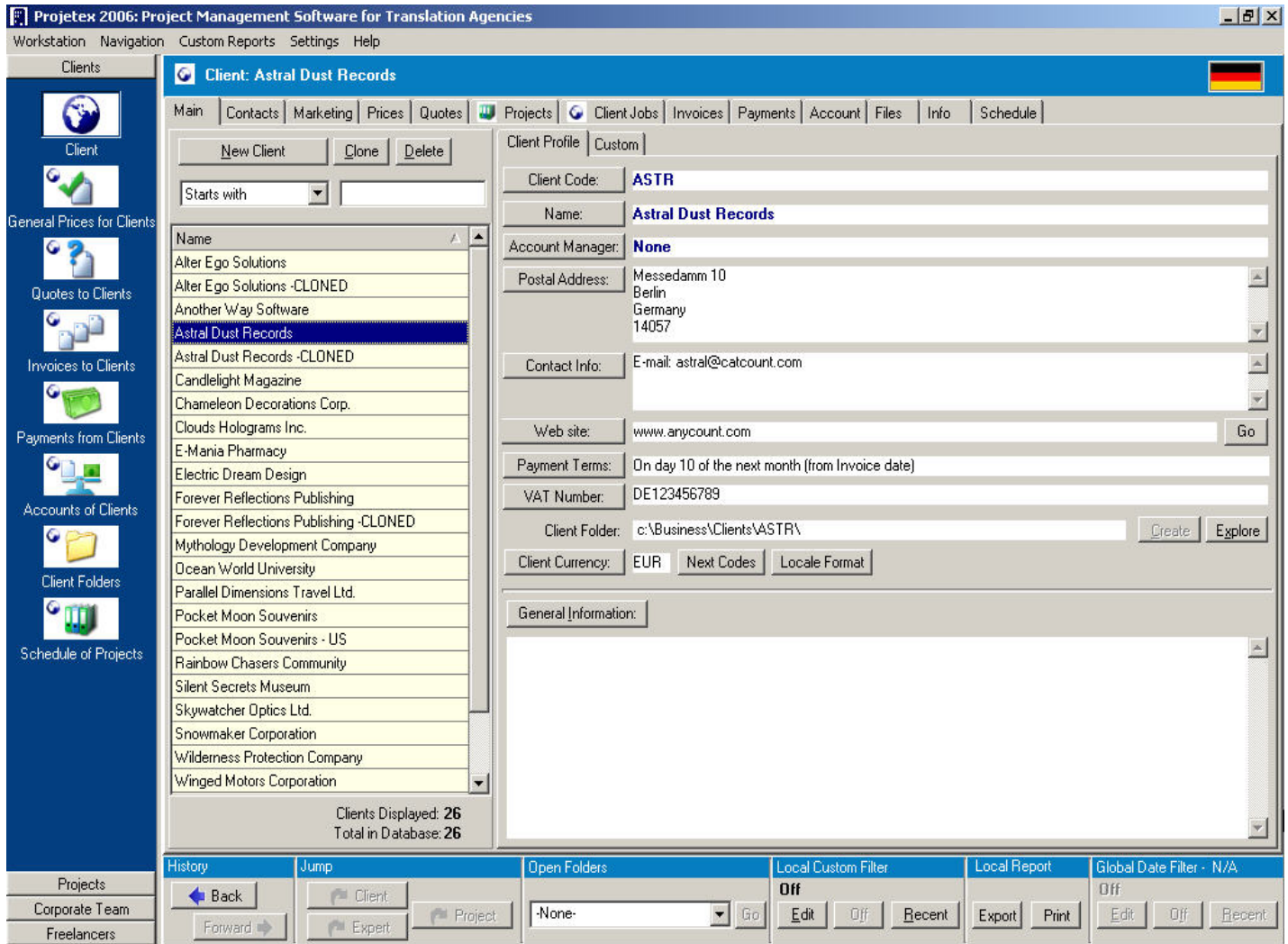


## PROJECT MANAGEMENT SOFTWARE FOR TRANSLATION AGENCIES

This review aims to make you acquainted with Projetex - a simple and powerful project management tool for translation agencies.

The idea to create single-purpose project management software for translation industry became obvious after desperate attempts to adjust commonly used MS Project and Intuit QuickBooks to the specific needs of translation agency.

**Picture 1. Projetex 2006 user interface (client-related part).**



Projetex is ideal for project managing, corporate and freelance workflow management, data and files sharing within company.

It covers all aspects of project managing: communication with clients, corporate experts and freelancers, tracking the project implementation, issuing financial documentation etc., saving the time and energy on every stage.

The developer, AIT, have been working, in the translation industry for eight years now and is known to thousands freelancers and translation companies as both a serious translation agency and supplier of effective translator-oriented software (Translation Office 3000, AnyCount, CATCount, WinLexic, ExactSpent, ClipCount). Projetex was developed on the base of the most efficient and time-proved of them - Translation Office 3000, and reflects the considerable experience in managing translation and localization projects.

No wonder Projetex becomes popular in other fields (like publishing business or advertising) with similar workflow structure as it provides the tools for coping with most common project managing tasks.

The most important advantages provided by Projetex 2006 include:

- ✓ Automatic folder creation, thought-out structuring and simple access release brain space for more important or pleasant things. In addition file management takes up to three times less time.
- ✓ Built-in instruments for issuing financial documents; invoices are linked with jobs, payments can be linked with invoices. No need to underscore how convenient is that!
- ✓ Having all information stored in one place simplifies and quickens the process of locating and correcting mistakes, if any occur.
- ✓ The option of automatic calculation of profitability balance for each project will be undoubtedly estimated at its true worthy by project managers. As well as the other possibility provided by Projetex...
- ✓ ...color differentiation for overdue/deadline today/deadline in the future projects, jobs, invoices and graphic scheduler tool for presentation of all current projects, client, freelance, expert jobs and their terms.
- ✓ Price-managing with Projetex: you enter the price only once and do not care about remembering it anymore: the next times you get it simply clicking the Price button.
- ✓ For those, who want to provide the analysis of working effectiveness all kinds of custom reports are available: for example, you can see the dependence between the number of projects from certain client and freelancers involved.
- ✓ Accounting is possible using different currencies for different clients and freelancers. All financials are automatically translated into company's base currency selected by you so that you can see the complete picture, avoiding multiple manual converting operations and inevitable associated mistakes.
- ✓ Possibility to see separately payments module, invoices module, quotes module etc. allows you to concentrate on the exact task you are working at and not get distracted by the information you do not need at the moment.
- ✓ From the other hand, multi-dimensional view of the database and cross-references gives the possibility to see the consolidated information on particular client/project/corporate expert/freelancer. Thus saving you time and nerves on switching between pages or documents and keeping in mind what information you are looking for and what you have already found.
- ✓ You can make your invoices and PO's look as pretty/strange/simple/overloaded with pictures/etc. as you want - templates for invoices, purchase orders, quotes, job assignments and price-lists are completely customizable.
- ✓ Connect Offices and share files and database of clients, projects, jobs, freelance and in-house experts.

All these together allow project manager to work at a considerably larger number of projects at a time.

Projetex will undoubtedly suit small companies as well, where single team members may have two or more of roles combined, due to its flexible and detailed settings for access level assigning.

**Picture 2. Setting the user access level.**

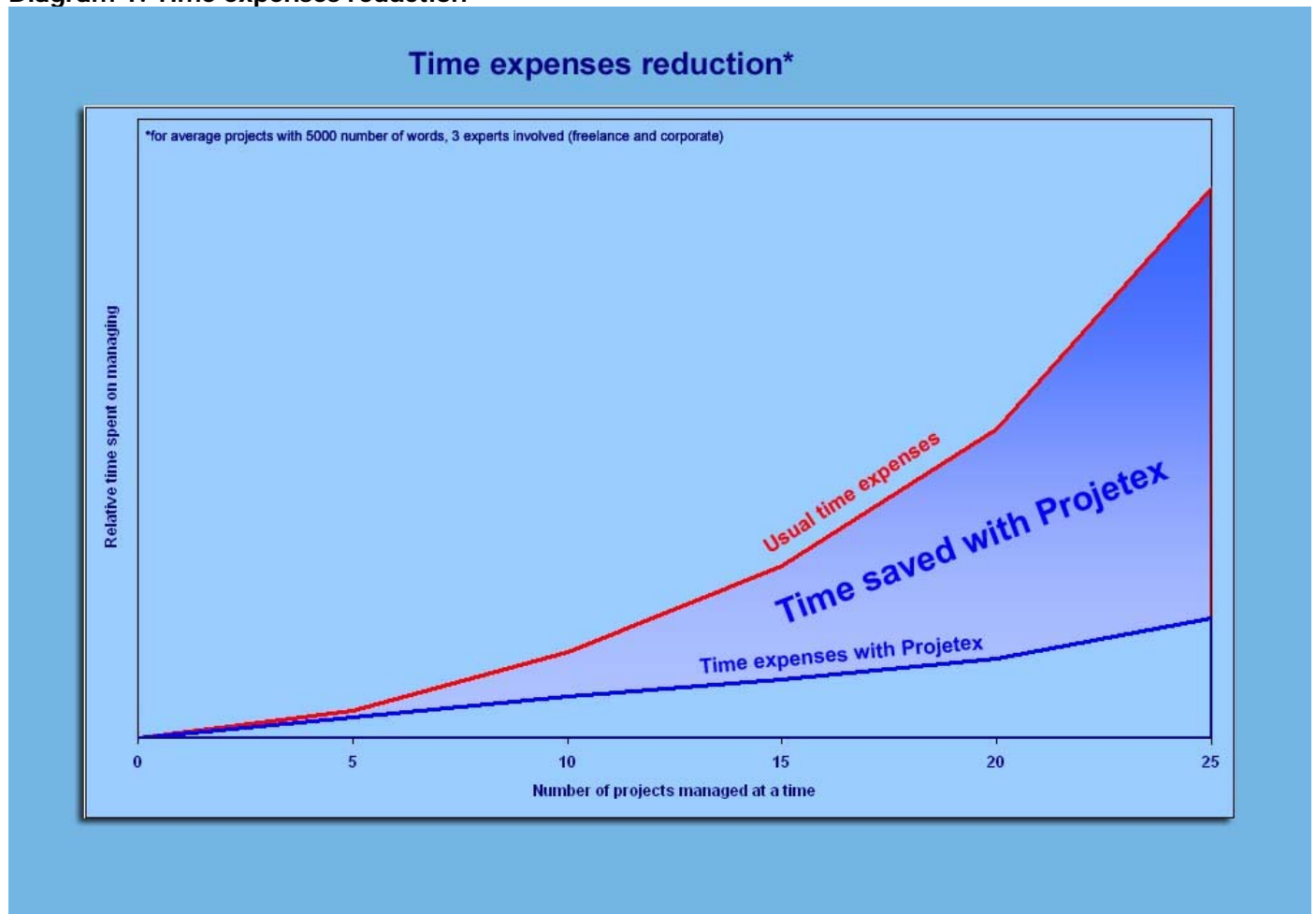
The screenshot shows the 'New User' dialog box with the following components:

- Position:** [Empty text field]
- Custom Reports:**  View
- Show AHC data:**
- Name:** [Empty text field]
- Login:** [Empty text field]
- Password:** [Empty text field]
- Access is blocked:**
- Copy from Access Role:** [Button]
- Access to Navigator:** A list of items with checkboxes, all of which are checked:
  - Accounts of Clients
  - Corporate Expenses
  - Client
  - Project
  - Corporate Expert
  - Freelancer
  - General Prices for Clients
  - Quotes to Clients
  - General Prices for Freelancers
  - Quotes from Freelancers
  - Client Jobs
  - Invoices to Clients
  - Payments from Clients
  - Corporate Jobs
  - Freelance Jobs
  - Job Assignments
  - POs to Freelancers
  - Payments to Freelancers
  - Project Accounts
  - Accounts of Freelancers
  - Client Folders
  - Project Folders
  - Expert Folders of Corporate Experts
- Access to windows with multiple pages:** Four columns of items with checkboxes, all of which are checked:
  - Client:** Main, Contacts, Marketing, Prices, Quotes, Projects, Client Jobs, Invoices, Payments, Account, Files, Info, Test, Schedule
  - Project:** Main, Tree, Client Jobs, Corporate Jobs, Freelance Jobs, Freelance Team, JAs, POs, Account, Files, Info
  - Corporate Expert:** Main, Corporate Jobs, JAs, Files, Info, Schedule
  - Freelancer:** Main, Application, Prices, Quotes, Freelance Jobs, POs, Payments, Account, Files, Info, Schedule
- Role Selection:** Three radio buttons:
  - Production Manager (can change Account Managers)
  - Account Manager (can view assigned Clients and Projects)
  - Corporate Expert (Auto)
- Buttons:** OK (with green checkmark) and Cancel (with red X)

And what users like most about Projotex - all its advanced functions are hidden under the simple, user-friendly interface.

It makes Projotex one of the most efficient instruments for reducing time and costs expenses on project managing.

Diagram 1: Time expenses reduction



Still, words are but wind and the proof of the pudding is in the eating: AIT provides the possibility to “taste” their project management software for 30 days absolutely free of charge (a clever move, as people get used to good things very quickly – and do not hesitate to buy the license). In addition, on registering your copy of Projetex, you become eligible for highly competent and complaisant support (though they never hesitate to help even if you are only evaluating their products).

For details on Projetex visit <http://www.projetex.com/>  
(as well here you can find highly useful and comprehensive documentation and tutorials on Projetex).

To learn more about Advanced International Translations visit <http://www.translation3000.com>