SDL* Trados Business Manager

Course Title:	**SDL Trados Business Manager**
Learning Objectives:	This course is designed for users who want to get familiar with SDL Trados Business Manager quickly. It will walk the users through all configuration steps necessary to turn an empty system into a working one.

- Introduction to SDL Trados Business Manager
- Navigating the User Interface
- Configuring the base settings of the system
- The Mail sender
- Configuring Reference Data
- Running a translation project
- Reporting

Target Audience:	This course is for users who have never used SDL Trados Business Manager before and want to get started with the application to be productive from day one.
Prerequisites:	Basic understanding of PCs, the Windows operating system and SDL Trados Studio.
Course Delivery Mode:	This course is available in the following delivery modes:

- hands-on and classroom based, delivered over 1 day
- live and web based, delivered over a total of 4 hours, broken up in shorter sessions.

Further Information:	For further information on any of our courses, training delivery options and course dates, the SDL Trados Certification programme or course fees please contact us at producttraining@sdl.com

Topics covered during the course

- Introduction
  - Logging on to SDL Trados Business Manager
  - Populating the system with demo data
  - Logging off from SDL Trados Business Manager
- Navigating the User Interface of SDL Trados Business Manager
  - The Quick Access menu
  - The Main menu
  - The Main Dashboard
  - The toolbars in SDL Trados Business Manager
  - The List of Favorites button
  - Managing pick lists and pick list items
  - Applying settings changes to the database
  - Exporting and importing data sets
  - Data grids in SDL Trados Business Manager
- The Main Toolbar - Configuring the base settings of the system
  - Entering your Account settings
  - Changing your password
  - Viewing In-App Notifications
  - Selecting the preferred UI Language
  - Defining your Culture preferences
  - Displaying the Welcome screen
  - UI Settings
  - Defining the Main Application Settings
- The Mail sender
  - Configuring the Mail sender
  - Sending mail messages
- Configuring Reference Data
  - Adding language pairs
  - Adding Work Types
  - Units
  - Adding a Category and Specialization
  - Adding a price list
  - Adding Check lists
  - Adding user accounts
  - Adding a Vendor
  - Adding a Customer
- Running a translation project
  - Creating a quote
  - Sending the Quote to the Customer contact
  - Creating a translation project and translation jobs
  - Manually creating a translation job using the Breakdown method
  - Assigning Vendors to Translation Jobs
  - Linking Business Manager with SDL Trados Studio
  - Linking SDL Trados Business Manager with SDL Trados Groupshare
  - Importing the translated file(s)
  - Delivering the translated document(s) to the customer
  - Changing the Job's Status to Finished

- o Sending and Invoice to the customer
- o Registering a payment
- o Reporting