USER GUIDE

FOR MOKRICA'S TRANSLATORS



Version 1.0.24

Email: info@mokrica.com Website: www.mokrica.com MOKRICA TRADING AND SERVICES COMPANY LIMITED Address: No. 85, Street 12 – CityLand Park Hills, Go Vap District, Ho Chi Minh City

TABLE OF CONTENTS

I. GENERAL INTRODUCTION	3
1. Documentation Purpose	
2. Documentation Scope	
3. Terminology Definition	3
4. Functional Diagram	5
II. USER GUIDE	6
1. Login	6
2. Forgot Password	7
3. Reset Password	8
4. Register	9
5. Profile Setup	12
6. Order Receiving Process	17
7. Statistics	
8. Payment History	25
III. PAYMENT	
1. Remuneration	
2. Approved Commission	

I. GENERAL INTRODUCTION

1. Documentation Purpose

This document provides an overview of Mokrica Translation Services (Mokrica Translation Platform) and detailed guidelines on how to utilize each function for translator.

2. Documentation Scope

The guide provides translator with step-by-step instructions on how to utilize every available feature in the Mokrica Translation Platform.

3. Terminology Definition

No.	Terminology	Description
1	Mokrica	Mokrica Trading and Services Company Limited
2	Mokrica translation service	Provide translation services on the Mokrica platform and receive instant quotation
3	Customer	Customers who visit the Mokrica website have signed up and utilized the Service.
4	Translator	The third party directly translates documents for customers according to Mokrica's procedures and standards
5	Platform	Mokrica's online platform and gateway to place orders and get services
6	Customer documents	Source content provided by the customer (file type: PDF, Word, Excel, PowerPoint, etc.)
7	Translated texts	Content translated from customer documents
8	Order	Customers create orders through the Mokrica Translation Platform
9	Quote of the order	Quote customer order information
10	Source language	The document/text content of the language needs to be translated
11	Target language	The document/text content of the translated language
12	Topic/Major	Topic/Major of document that needs to be translated
13	Translation jobs	Translators receive orders and complete translations according

		to customer requests		
14	Expected completion	The expected time to complete the translation, estimated by the system based on the scale of the project		
15	Pending tab	The customer's order is in the process of being received by the translator		
16	Active tab	The customer's order is in the translation process		
17	Completed tab	The customer's order has been completed		
18	Cancelled tab	The customer's order has been cancelled		
19	Recent orders	Recent orders received by the translator		
20	Mokrica Member	Becoming a Mokrica Member to enjoy the Commission, Rewards and achieved Levels policies		
21	Total income	Remuneration and commission approved		
22	Remuneration	The amount when the order has been approved		
23	Approved commission	The commission amount is approved via the Translation ID		
24	Translation ID	The ID code attached to the customer account		



4. Functional Diagram



II. USER GUIDE

1. Login

a. Purpose

The translator log into their Mokrica account using their email and password.

b. Conditions

Registered an account to become a translator on the Mokrica system.

c. Steps to take

Step 1: Go to https://mokrica.com/vi/account/dang-nhap-dich-gia/.

Step 2: Enter a valid email address and password on the Translator Login tab.

Step 3: Select Login.

OKRICA	Services Solutions	Industries	Languages	Pricing	About	Resources		1
A			-			Translator Login Email		
Qur Services	<u>A</u>			R		Password	Login	
 100+ languages Al-supported file analysis Instant quotes 						Don't have an account ? Re For Customer Policy & terms FAQs Conto	agister now!	,

After successfully logging in, there is **Home Page** on screen, using **menu on the left** to access each function.

Â	🚳 Miro Hämäläinen		Translation ID 🔐 💭 🌲 💌 🕞
Profile	Talented Translators All translators Countries	Fontys University of Professional Education	MB Ministrate The state of the
u∰D Translation Orders	Agata Mantecchi Italy	SEADCH	
Statistics	Marta Allina North Korea	Source Language	
	Tống Thu Na Vietnam	Online translation jobs for Professional Linguists.	
Payment	HOÀNG THỊ L Vietnam	User Guide For Mokrica's Translator	
Management FAQs	Nisa Zaheer Romania	Mokrica Member	
Support	AdminSg Singapore	Dịch thuật Giấy xác nhận cư trú Dịch thuật tời	liệu thỏa thuận chung
	Đỗ Thu Trang Vietnam	Piplomas, certifications, licenses, and so on	ruments / Contracts You have no orders found
	Do Ngoc Long Vietnam	Vietnamese (Vi) Vietnamese (Vi) Created Date:	e (vi)) 05-03-2024 15:47 PM
	Benchamas Wongs	Created Date: 06-03-2024 14:11 PM Expected Com	pletion: 07-03-2024

2. Forgot Password

a. Purpose

Help translators create a new password to log into the Mokrica website if they forget their previous one.

b. Conditions

Registered an account to become a translator on the Mokrica system.

c. Steps to take

Step 1: Go to the Translator Login Page: <u>https://mokrica.com/vi/account/dang-nhap-dich-gia/</u>.

Step 2: Click Forgot your password ?. On the Forgot Your Password page, enter your email and click the SEND.

	Services Solut	tions Industries	Languages	Pricing	About	Resources	
		Ś		-		Translator Log	in
			1			Email	
Qur		P	10	A		Password	٥
Services	N		-	R		Forgot your passv	Login
100+ languages			AR	20		Don't have an accour	nt ? Register now!
Al-supported file						For Customer	
analysisInstant quotes			0			Policy & terms FAQs	Contact Support Translate Now
			\$ 1	T			
						4	
OKRICA	Services Solut	ions Industries	Languages	Pricing	About	Resources	
		Fo	orgot You	r Pass	word		
			SE				
			- 4	2			



Step 3: An email with a temporary password will be issued to your email. You can reset your password using this temporary password.

3. Reset Password

a. Purpose

Help translators set a new password to log into the Mokrica website when they need to change the password.

b. Conditions

Registered an account to become a translator on the Mokrica system.

c. Steps to take

Â	🚳 Miro Hämäläinen		Translation ID 💦 💭 🌲 💌 🕞
Home Profile	Talented Translators All translators Countries	Viviersity of Professional Edu	Education
Translation Orders	Agata Mantecchi Italy	SEADCH	
Statistics	Marta Allina North Korea	Source Language	✓ Major ✓
sidisides	Tống Thu Na Vietnam	Online translation jobs for Professional Linguists.	
Payment	HOÀNG THỊ L Vietnam	User Guide For Mokrica's Translator	
Order Management FAQs	Nisa Zaheer Romania	Mokrica Member	
Support	AdminSg Singapore		RECENT ORDERS
	Đỗ Thu Trang Vietnam	Diplomas, certifications, licenses, and	egal Documents / Contracts You have no orders found
	Do Ngoc Long Vietnam	Vietnamese (Vi)	atnamese (Vi) glish (En)
	Benchamas Wongs	Created Date: 06-03-2024 14:11 PM Expected	ed Date: 05-03-2024 15:47 PM ted Completion: 07-03-2024

Step 1: On the Home Page, select the Profile tab

Step 2: Enter the old and new password in Setting tab. Click Save.

Â	酸 Miro Hämäläinen		Translation ID 😤 🔎 🌲 💽 🖨
Home Page	Talented Translators All translators T-Rank		
Translation Jobs	Country Tina Paryani India	Miro Hămăl Finland	
	Phan Bao Tran Vietnam	and the second	
Statistics	Korea	Information About My services Setting Contact	
Payment	Pham Hung Vietnam	Payment Password	
Management FAQs	Wang Yu North Korea	Change Your Password	
Support	Daniela Ionescu Romania	Old password	<u> </u>
	Lưu Tuyết N Vietnam	New password	● 2 ● 3
	Do Ngoc Long Vietnam	Save	
	Daria Nosachenk		

4. Register

a. Purpose

For the translators who don't have a registered account to work at Mokrica.

b. Conditions

Haven't registered a Mokrica translator account.

c. Steps to take

Step 1: Go to the **Become A Translator Of Mokrica** page to register a translator account here: <u>https://mokrica.com/vi/account/dang-ky-dich-gia/</u>.

Step 2: Upload a photo and enter basic information.

	Basic information
	Upload photo
	Gender O Male O Female
	Birthday: Day V Month Vear V
	Email
A CONTRACTOR	Password
1	Password (at least 8 characters including 1 uppercase letter)
<u>///</u>	Area code Phone number
10	Country
3: Upload yo	ur CV and enter your brief introduction.
	Profile
53. L	Your CV Upload

Step 4: Select the language pair. Tap the "+" icon to add a language pair.

.gaagee a major				
		air		
select the lang	Judge h			
ranslate from		I ranslate to	_ 1	

Step 5: Choose translation fields.

	Select your translation field	
	Diplomas, certifications, licenses, and so on	
	Legal Documents / Contracts	
	🔄 Study Abroad 🔯 Tourism 💊 Insurrance	
	Accounting & Finance	
	Civil Engineering / Construction	
	Marketing & Advertising	
	🤹 Information Technology 🙈 Games / Video Games	
	Automotive	
	Culinary 🙇 General	
	Electronics / Electrical Engineering	
10 million	Energy / Power Generation Cosmetics	
<u></u>	Transportation	
	Se Mechanical / Manufacturing	
10 1	🕎 Media / Journalism / Publishing	
1	Sciences Aerospace and Aviation	
1	General Business / Commerce	
	Shipping / Sailing / Maritime	
	Religion	

Step 6: Click the **REGISTER** button to submit your application to become a translator.

💓 Iran	anical / Manufacturing
Med Scient Genu Ship	a / Journalism / Publishing Telecommunications ces Aerospace and Aviation ral Business / Commerce ing / Sailing / Maritime Agriculture Religion
By clicking S	REGISTER gn Up, you agree to our Terms of Use, Privacy and Cookie Policy. CREATE CUSTOMER ACCOUNT
	Contact Support Policy & terms FAQs
Copyright © 2023 - Mokrica Trading & Services Comp	ny Limited.

5. Profile Setup

a. Purpose

Translators set up translator profiles before starting translation.

b. Conditions

Successfully logged in to the Mokrica system.

c. Steps to take

Step 1: Access the Mokrica system, select the Profile tab.

Â	Miro Hämäläinen			Т	anslation ID 😫 💭 🌲 💌 🕩
Home Profile	Talented Translators All translators Countries	Fontys University of Professional Education	Graceland UNIVERSITY 1895	Ling Jun Jun Jun The Buccess of our students MARES US THE WORLD'S LARGEST ONLINE EXOLISING SCHOOL	STANFORD UNIVERSITY
Translation Orders	Laura Netherlands	SEARCH		Our Translators	
() Statistics	Krist Pitcairn Islands	Source Language 🗸 Tar	rget Language 🗸 Majo	r	
Ē	Michael Macao SAR China	Online translation jobs for Profess	sional Linguists.		
Payment	Phan Bao Tran Vietnam	 User Guide For Mokrica's Translato 	r		
Management FAQs	Jadhav Liberia	Mokrica Member			
Support	Potjamal Sutth Thailand			th ển thuận chung	RECENT ORDERS
	Phạm Thị Thu Vietnam	Diplomas, certifications, license	s, and	ents / Contracts	You have no orders found
	Hồ Thị Trúc Vietnam	Vietnamese (Vi)	Vietnamese (V 🕀 English (En)	ri)	
	Jiwon Yune South	English (En) Created Date: 06-03-2024 14:11 PM	Created Date: 05- Expected Complet	03-2024 15:47 PM tion: 07-03-2024	

Step 2: At the Information tab, the translator enters his/her personal information. Click Save.

Anne Page	Talented Tran	slators	THE REAL PROPERTY.			and all	4-3 J			
	Country	T-Rank	Information	About	My services	Setting	Contact			-
		SSO Italy	Basic Inform	nation						
Translation Jobs	Indira Acar	i Indonesia								
Statistics	Agata Man Italy	tecchi					CS			
Payment	Văn Thu Hu Vietnam	rơn					Tải ảnh			
Order	Ho mi muc	vietnam			Miro Hämö	äläinen				
FAQs	Wang Yu Na	orth Korea			Gender	O Male	Female			
	Tina Paryar	ni India			Finland	10 ¥		300 V		
	Anina Strau	iss Angola					Save			Ť
	Roman Vat	er Poland						• 		

Step 3: At the About tab, upload your CV and relevant qualifications, enter a summary, and complete the Profile section. Below, the translator updated the Education section to include University, Major, and Social Network. Click Save.

Ame Page	Talented Translators All translators T-Rank	Information About My services Setting Contact	
Profile	Country		
ক্লি	Inga Makarova Ukraine	Profile	
Translation Jobs	Thoa Nguyen Thi Vietnam	Your CV Upload	
Statistics	Maria Delgado Western Sahara	Translation Degree or Diploma Upload	
	Anina Strauss Angola	ATA (American Translators Association)	
Payment		CTP (Certified Translation Professional) Upload	
Order Management	Maria Christina France	ProZ Certified PRO Network	1
FAQs Support	Nebin Civil Israel	NAJIT (the National Association for Judiciary Interpreters and Translators)	
	Catariana United	NAATI (National Accreditation Authority for Translators and Interpreters) Upload	
	Wang Yu North Korea	Add Other Certification	
	Nisa Zaheer Romania	Freelance translator and editor (various publishers/translation bureaus: technical and commercial texts, certificates, authorized translations; nonfiction, comics German-Finnish, Finnish-German, English-Finnish, Swedish-Finnish.)	2
	María Florenci Spain	Download Contract	†



Home Page	Talented Translators All translators T-Rank Country Ukraine	Freelance translator and editor (various publishers/translation bureaus: technical and commercial texts, certificates, authorized translations; nonfiction, comics German-Finnish, Finnish-German, English-Finnish, Swedish-Finnish.) Download Contract	
Translation Jobs	Thoa Nguyen Thi Vietnam	Education	
Statistics	Waria Delgado Western Sahara	University M.A. (FM) University of Helsinki	
	Anina Strauss Angola	Major	
Payment Order	Maria Christina France	Member of The Finnish Association of Translators and Interpreters, Document translators' Section (transla Finnish: mother tongue, German: excellent, English: excellent, Swedish: good, French: satisfactory, Japanes	3
Management FAQs	Nebin Civil Israel	Social Network	
Support	Catariana United Kingdom	Twitter Facebook	
	Wang Yu North Korea	LinkedIn	
	Nisa Zaheer Romania	Save	Ť

Step 4: At the **My Services** tab, select the appropriate Services, Languages, Majors, Experience and Tools you use. Click **Save**.

Â	Talented Translators		
Home Page	All translators T-Rank	Information About My services Setting Contact	and the second
O	Country		
Profile	LU QIANNI Singapore	Services	
Translation Jobs	Hena Translatio	Please choose your services	
Statistics	Alberic Djomaki Benin	TRANSLATION	
Payment	Nancy Jian China		
Order	Pandiyarajan India	Transcription Transcription+Translation Transcription+Translation+Time-Coding Subtitling Time-Coding	
FAQs Support	Vo Thi To Uyen Vietnam	INTERPRETATION Conference Interpreting Consecutive Interpretation Simultaneous Interpretation	
	Phạm Thị Thu Vietnam	VOICEOVER	1
	Tôn Thất Kỳ Vietnam	Phone Recording Voice Over Advertisement Voice Over Game Voice Over IV Voice Over Movie Voice Over	
	Owen Davies Japan	DTP Typewriting Photoshop Copy DTP Adobe AI Copy DTP Adobe AI Copy DTP	
	Maria Christina France	Office Publisher DTP Excel DTP Adobe INDD COPY DTP Adobe INDD COPY DTP Adobe INDD COPY DTP	
	Kristina Pugach Slovenia		
	Tống Thu Na Vietnam		

	Telephone Terroristory							
Home Page	All translators	Select the lan	guage pair					
	Country	Translate from		Translate to				
Profile	Country	Afrikaans (At)	th (Fi) Uncheck	Afrikaans (Af)		• +		
त्नि	LU QIANNI Singapore	Finnish (Fi) English	h (En) Uncheck					
Translation Jobs	Hena Translatio	English (En) Germ German (De) Eng	nan (De) Uncheck lish (En) Uncheck				2	
	Vietnam							
Statistics	Alberic Djomaki Benin							
_ E	Nancy Jian China							
Payment	Pandiyarajan India	Major						
FAQs								
Support	Vietnam	Select your tro	anslation field					
	Phạm Thị Thu Vietnom	Diplomas, ce	rtifications, licenses, and so	on 📴 Legal Docum	ents / Contracts	ducation		
	Tôn Thất Kỳ Vietnam	Tourism	💫 Insurrance 🛛 🎆 Acci	ounting & Finance	Medical / Pharmaceutical			
	Owen Davies Japan	Civil Enginee	ring / Construction	Architecture	əting & Advertising	Consumer Goods	-	
		Information 1	lechnology 🖌 🙈 Games	/ Video Games	tomotive Environn	nent	3	
	France	Food and Be	verage Culinary	General Elect	ronics / Electrical Engineer	ing		
	Kristina Pugach Slovenia	Energy / Pow	View factories	dia / tournations / Dublishi		uliana and Calanana		
	Tống Thu Na Vietnam	Aerospace a	nd Aviation	Business / Commerce	Shipping / Sailing / M	aritime		
	Cusikk Atlance Courts	Religion						
		I Choron						
		Religion						
		 La rengen	ç		<u></u>			
A Home Page	Talented Translators	Shipping / S	Sailing / Maritime	Agriculture	on			
Home Page	Talented Translators All translators T-Rank	Shipping / S	Sailing / Maritime 🛛 📑	Agriculture	on			
Home Page	Talented Translators All translators Country	shipping / s	Sailing / Maritime)	Agriculture	on			
Home Page Profile	Talented Translators All translators Country UU QIANNI Singapore	Shipping / s	Sailing / Maritime 🛛 🚒	Agriculture)	on			
Home Page Profile Translation Jobs	Talented Translators All translators Country U QIANNI Singapore Mena Translatio	Experience	soiling / Maritime] [Agriculture) 💽 Religi	on			
Home Page Profile Translation Jobs	Talented Translators All translators Country Country IU QIANNI Singapore In Qianni Singapore In Qianni Singapore In Paral Translatio Vietnom	Experience	Soiling / Maritime]	Agriculture) 💽 Religi	on			
Home Foge Porolie Profile Translation Jobs Statistics	Talented Translators All translators Country Country IU QIANNI Singapore Participation Vietnorn Alberic Djomaki Benin	Experience	Solling / Maritime]	Agriculture)	on Od Yacre	O E Vaore		
Home Foge Porolie Profile Translation Jobs Statistics	Talented Translators All translators Country Country It QIANNI Singapore It Qianni Singapore It Qianni Singapore It District District Alberic District Benin It Nancy Jian China	Experience	O2 Years O7 Years	Agriculture 3 Years 8 Years	on O 4 Years O 9 Years	○ 5 Years ○ 10 Years		
Home Foge Porolie Profile Translation Jobs Statistics	Talented Translators All translators Country Image:	Experience	O2 Years 7 Years 12 Years 12 Years	Agriculture 3 Years 8 Years 8 Years 8 Years 8 Years	on 4 Years 9 Years 14 Years	○ 5 Years ○ 10 Years ○ 15 Years		
Home Page Profile Translation Jobs Statistics Payment Order	Talented Translators All translators Country Country Image: Countr	Experience	C2 Years C7 Years C12 Years C17 Years C17 Years	Agriculture Religi 3 Years 8 Years 13 Years 18 Years 18 Years	on 4 Years 9 Years 14 Years 19 Years	 5 Years 10 Years 15 Years 0 Years 0 Vears 0 Vears 	4	
Home Fage Profile Translation Jobs Statistics Egy Payment Order Management FAgs Support	Talented Translators All translators Country Image:	Experience	©2 Years ○7 Years ○7 Years ○12 Years ○12 Years	Agriculture Religi	on 4 Years 9 Years 14 Years 19 Years	 5 Years 10 Years 15 Years 15 Years Over 20 Years 	4	
Home Page Home Page Profile Translation Jobs Statistics Statistics Crafer Management FAQs Support	Talented Translators All translators Country Image:	Experience O 1 Year O 1 Years O 19 Years O 19 Years O 18 Years	Sailing / Maritime) 2 Years 07 Years 012 Years 017 Years	Agriculture Eligi 3 Years 8 Years 9 Years 13 Years 18 Years	on 4 Years 9 Years 14 Years 19 Years 19 Years	 5 Years 10 Years 15 Years Over 20 Years 	4	
Home Page Profile Translation Jabs Statistics Payment FAQs Support	Talented Translators All translators Country Image:	Experience O 1 Year O 1 Year O 8 Years O 10 Years O 10 Years O 10 Years O 10 Years O 10 Years	Sailing / Maritime) 2 Years 07 Years 012 Years 017 Years	Agriculture Eligi 3 Years 8 Years 9 Years 13 Years 18 Years	on 4 Years 9 Years 14 Years 19 Years 19 Years	 5 Years 10 Years 15 Years Over 20 Years 	4	
Home Proge Profile Translation Jobs Statistics Rayment Order FAQs Support	Talented Translators Alt translators Country Country It QIANNI Singapore It Piant Translatio It Qianni Singapore It Qianati Singapore It Piant Thi Thu It Piant Singapore It Piant Thi Thu It To Thit Ky Vietnami	Experience Ol Year Ol Year Ol Years	O 2 Years O 7 Years O 7 Years O 12 Years O 17 Years O 17 Years	Agriculture Religi	on 4 Years 9 Years 14 Years 19 Years	 5 Years 10 Years 15 Years 15 Years Over 20 Years 	4	
Home Proge Profile Translation Jobs Estatistics Estatistics Payment Order Management FAQs Support	Tolented Translators Alt translators Country Country IU QIANNI Singapore Vietnam Vietnam Nancy Jian China Pandiyarajan India Vietnam Vietnam Vietnam Pandiyarajan India Pham Thj Thu Vietnam Ton Thát Kỳ Vietnam Owen Davies Japan	Experience	C2 Years C2 Years C7 Years D12 Years D17 Years O17 Years	Agriculture Religi	on 4 Years 9 Years 14 Years 19 Years 19 Years Deja Vu CAT Defa Vu	 5 Years 10 Years 15 Years 0 Ver 20 Years 	4	
Home Frage Profile Translation Jobs Estatistics Estatistics Payment Crider Management FAQs Support	Talented Translators All translators Country Country IU QIANNI Singapore Image: Country Image: C	Experience	Catalyst 2019 Catalyst 2019 Cataly	Agriculture Religi	on 4 Years 9 Years 14 Years 19 Years 19 Years Deja Vu J-CAT OterTexis Powerpoint Yeard	 5 Years 10 Years 15 Years Over 20 Years 	4	
Home Frage Profile Translation Jobs E Bandistics Payment FAQS Support	Talented Translators All translators Country Country It QIANNI Singapore It Qianni Singapore	Experience	Caralyst 2019 Coralyst 2019 Coraly	Agriculture Religi	on 4 Years 9 Years 14 Years 19 Years 19 Years - CAT MetaTexis Powerpoint Word	 5 Years 10 Years 15 Years Over 20 Years Over 20 Years Multicorpora Premiere Pro Wordfast 	4	
Home Fage Profile Translation Jobs Statistics Statistics Payment FAQs Support	Talented Translators All translators Country Country Image: Countr	Experience	Catalyst 2019 Ca	Agriculture Religi	on 4 Years 9 Years 14 Years 19 Years 19 Years 19 Years • Overpoint • Word	 5 Years 10 Years 15 Years Over 20 Years Over 20 Years Multicorpora Premiere Pro Wordfast 	4	

Step 5: At the Setting tab, Payment section, select payment method, enter email and payment information. Click Save.

⊳≺OKRIC∧



Step 6: At the **Setting** tab, enter the old and new passwords if you want to change the password. Click **Save**.

	NA		
Â	Miro Hämäläinen		Translation ID 🛛 🐣 💭 🌲 🚺 🕩
Home Page	Talented Translators All translators T-Rank Country	Min Hêmêle	
Translation Jobs	Samuel Brien Yemen	Finland	
Statistics	Stefan Slings Netherlands		
	Maki Origawa Indonesia	Information About My services Setting Contact	
Payment Order	Merijn Swinkels Netherlands	Payment Password	
Management FAQs	Romania	Change Your Password	
Support	Aashima arora India	Old password New password	<u> </u>
	Potjamal Sutth Thailand	Enter new password	
	TÁT KIM YÉN Vietnam	Save	

Step 7: At the Contact tab, enter contact information. Click Save.

Home Page	Talented Translators All translators T-Rank Country	Miro Hâmât Enland
	Phan Bao Tran Vietnam	Mar
Jobs	Ajit Panda Angola	
Statistics	Kristina Pugach Slovenia	Contract
Payment	Võ Tuấn Ki� Vietnam	
Order	Hena Translatio Vietnam	jisang38559@gmail.com 1
FAQs Support	Đỗ Thu Trang Vietnam	France (+33) 02136559874 2
	Samuel Brien Yemen	Address 3
	Catariana United Kingdom	
	NGUYĚN VĂN LÊ Vietnam	Save

6. Order Receiving Process

a. Purpose

Give translators instructions to receive translation orders on the Mokrica system.

b. Conditions

The translator is approved and successfully logged into the Mokrica system.

c. Steps to take

Step 1: Go to the Home page, and select the Translation Jobs tab.

The order status list includes tabs:

- Pending
- Active
- Completed
- Cancelled

Â	🚳 Miro Hämäläinen		Translation ID 🔒 🔎 🌲 🕞
Profile	Talented Translators All translators T-Rank	Fontys	MB Crossland
Translation Orders	Agata Mantecchi	University of Professional Education SEARCH	Our Translators
Statistics	Marta Allina North Korea	Source Language 🗸 Target Language 🗸 Ma	jor 🗸
Ē	Tống Thu Na Vietnam	Online translation jobs for Professional Linguists.	
Payment Order	HOÀNG THỊ L Vietnam	User Guide For Mokrica's Translator	
Management FAQs	Nisa Zaheer Romania	Mokrica Member	
Support	AdminSg Singapore	Dịch thuật Giấy xác nhận cư trú Dịch thuật tài liệ	RECENT ORDERS
	Đỗ Thu Trang Vietnam	Diplomas, certifications, licenses, and so on	Ments / Contracts You have no orders found
	Do Ngoc Long Vietnam	Vietnamese (Vi) Created Date: 0 Created Date: 0	(VI) 5-03-2024 15:47 PM
	Benchamas Wongs	Created Date: 06-03-2024 14:11 PM Expected Comp	letion: 07-03-2024

Step 2: At the Translation Jobs tab, select the Pending tab to receive orders.

Order suggestions will be showed up here.

Please take note of the following information before placing orders:

- Language pair (1)
- Major and customer requirements (2)
- Date of ordering, expected date of completion (3)
- Number of words, amount of money, remuneration (4)

	0.2.3		
Â	酸 Miro Hāmālāinen		Translation ID 🔮 🔎 🜲 💽
Home Profile	Talented Translators	TRANSLATION ORDERS	Labor Contract #7979_En ID: JO2FON Source Language: 10 English (En)
Translation Orders	Countries	1 0 0 0	Target Language: + Finnish (Fi) Legal Documents / Contracts Request: 2
Statistics	Stefan Slings Netherlands	10: JG2FON 1.446 08-03-2024 10:07	Created Date Expected Completion 08/03/2024 10:07 AM 08/03/2024 00:00 AM 3
Payment	Catariana United Kingdom		Words Stotal Amount Starnings 4
Management FAQs	Joanna Durham United Kingdom		Before you receive translation requests from customers on the Mokrica Platform. Make sure you have enough time, knowledge and specialized skills to complete the assigned work. In case you are unable to
Support	Smith Aliance Spain		complete the job, you must cancel the job immediately. List of Source Files
	Jatin Sharma Nepal		1. labor-contract-7979english.docx Prevlew
	MARCO RUSSO Italy		Customer
	全国 住時 China		BeUnifome Singapore

Click **Preview** to see the original text. Select **Receive**.

Â	🛞 Miro Hāmālāinen	Translation ID 😤 📿 🐥 💽 🚺
Home Profile	Talented Translators All translators T-Rank	Labor Contract #7879_En ID: JG2/FON Source Language: The English (En)
Translation Orders	Countries	1 0 0 Target Language: + Finnish (Fi) Labor Contract #7979_En Words
Statistics	Potjamal Sutth Thailand	ID: JG2FGN 1.446 08-03-2024 10:07 Created Date Expected Completion 08/03/2024 10:07 AM 09/03/2024 00:00 AM
Payment Order	Catariana United Kingdom	Words 1.446 Stoc.29 Farnings \$166.29 \$83.15
Management FAQs Support	Soanna Durham United Kingdom	Before you receive translation requests from customers on the Mokrica Platform. Make sure you have enough time, knowledge and specialized skills to complete the assigned work. In case you are unable to complete the job, you must cancel the job immediately.
	Jatin Sharma Nepal	List of Source Files 1. labor-contract-7979english.docx Preview
	MARCO RUSSO Italy	Customer
	全時 China	DeUnifome Singapore

Step 3: At the Translation Jobs tab, select the Active tab to download the original document and submit the order.

Received orders will be appeared here. Select Preview and proceed with translation.

After translating, select **Choose file** to upload the translation. Select **Send** to send the translation to the customer.

î	Miro Hämäläinen		Translation ID 😤 🔎 🐥 💌 🕞
Home Profile	Talented Translators All translators T-Rank	TRANSLATION ORDERS	Labor Contract #7979_En ID: JO2FON Source Language: 🚓 English (En)
Translation Orders	Countries	Labor Contract #7979_En Words	Target Language: + Finnish (Fi) Legal Documents / Contracts Request:
Statistics	Anja Seppä Germany	ID: JG2FGN 1.446 08-03-2024 10:07	Created Date Expected Completion Cancel Order
Studiate's	Potjamal Sutth Thailand		08/03/2024 10:07 AM 08/03/2024 00:00 AM
Payment	Amal Saleh Dominica		Words 5 Total Amount 6 Earnings 5166.29 583.15
Order Management FAQs	Aashima arora India		List of Source Files
Support	Gandy Noel Bangladesh		I. labor-contract-7979english.docx You have accepted a customer's order on the Mokrica Platform. Please download documents. translate
	JoonSik Park South Korea		and deliver the translation on time. Choose file
	Goltan Varashk Netherlands		Upload the completed translation and send to the customer.
	Lê Văn Vietnam		
	Jatin Sharma Nepal		Customer DeUnifome Singapore

Translator can cancel a translation order: click the **Cancel The Job**, select the reason for cancelling the job and enter the specific reason (if any), click **Submit**.

Select the Cancelled tab to view cancelled orders.

î	Č.	Miro Hämäläinen						Translation ID	🖁 🔎 🌲	[⇒
Home Profile	T	alented Translators	TRANSLATION ORDERS	Completed	Cancelled	Labor Contract #7979_En ID: JG2FGN Source Language:	nglish (En)			
Translation Orders	8	Nisa Zaheer Romania	0 1 Labor Contract #7979_E	0 1	0 Words	Target Language: + Fir	nnish (Fi) s / Contracts			
Statistics	0	Anja Seppä Germany	ID: JG2FGN 08-03-202410:07		1.446	Created Date 08/03/2024 10:07 AM	Expected Complet 09/03/2024 00:00 AM	tion	Cancel Order	
Payment		Amal Saleh Dominica				Words	Total Amount	En Fo	rnings	
Order Management		Aashima arora India				1.446	\$166.29	\$	B3.15	
FAQs Support		Gandy Noel Bangladesh				List of Source Files 1. labor-contract-7979engli	ish.docx Preview			
		JoonSik Park South Korea				You have accepted a custo and deliver the translation of Choose file	omer's order on the Mokrica P on time.	latform. Please o	download documents, tr	ranslate
	•	Goltan Varashk Netherlands				Upload the completed tra	inslation and send to the cust	tomer.		
	۵	Lê Văn Vietnam				Customer				
	1	Jatin Sharma Nepal								
						ongapore	-35			
Â	C	Miro Hamalainen				oingapora		Translation ID	204 2	[+
finana Maria	0	Miro Hamalainen alented Translators	TRANSLATION ORDERS			Labor Contract #7879_En	ý sostaví traň	Translation ID	X D 4 📼	[+
Roma Profile	Cool	Miro Hämäläinen alented Translatore Mitranslatore mines	TRANSLATION ORDERS	Completed	Canceled d	Labor Contract #7979_En C:	s sigliari (Ch). miniari (R).	Translation ID		1
Home Home Profile Transidion Orders		Miro Hāmālāinen alented Translators Themator Niso Zal Cancel (TRANSLATION ORDERS	Completed	Campated /	Labor Contract #7979_En C: 4027491 Source Language: 🛟 En Torget Language: 🕂 76	sglish (th). mah (ti) s / Contracts	translation (2)	× •	•
recita Prefas Trenistion Greats Statistics		Miro Hamālālnen alented Translators Translators Miso Za Anja Se Rotiner	TRANSLATION ORDERS Pending Active Active Drder Drder before accepting it. Please ch	Completed n1 hour. However rrm. It is recomm oose a reason fo	Cancelled r, if you cancel th hended that you r or cancelling the c	Labor Contract #7979_En Exact and Source Language: + 77 Targai Language: + 77 El Canad Decoumants e order after 1 hour and three t eview the Translator Policy an order:	n Igliah (In) Imah (II) I Continents Imes in a month, you will not id Agreement to ensure that t	Translation (2)	x Zancel Grater	[+
rcom Profile Profile Transistion Craines Statutes Statutes Payment		Miro Hamalainen alented Translators Thronking Miro Za Anja Se Potjam Potjam Amaj Se	TRANSLATION ORDERS	Completed 1 hour. However orm. It is recomm cose a reason for necluled, o order.	Cancelled Cancelled r, if you cancel the rended that you r or cancelling the o	Labor Contract #7979_En Exact is a source Source Language: I In Target Language: I The Early Decements a order after I hour and three t eview the Translator Policy and order:	sgliah (tn) math (ti) s / C contracts times in a month, you will not d Agreement to ensure that t	be able to the order is	K C A W	[+
Horse Profile Profile Statistics Statistics Payment	0.000	Miro Hamālāhen alented Translators Thrombilde Misa Ta Anja Sa You have the op receive any mo suitable for you O The order exc O The order exc	TRANSLATION ORDERS Hending Active Active Drder Dide to cancel this order within re orders on the Mokrica platfor before accepting it. Please ch before accepting it. Please ch before accepting it. Please ch before accepting it. Please ch the customer's request for the transfer the order to another cing personal issues. e provide details of why you ca	n 1 hour. However orm. It is recomm oose a reason fo neduled, order. translator. re unable to comm	r, if you cancel the rended that you r or cancelling the o	Labor Contract #7975_En Bourse Language: 🔶 En Target Language: 🔶 Th Target Language: + 7/ Target Language: +	r giliah (in) main (it) s / Continents times in a month, you will not d Agreement to ensure that t	be able to the order is	X A M	•
Horas Profile Profile Statistics Statistics Poyment Order Management PAQIE Support		Miro Hamālāinen alented Translators Translators Miro Za Miro Za Anja še You have the op receive any mo sultable for you The order exc O The order exc Cannot fulfill I cannot com Ama) Si L cannot fulfill O theor Pleas Sandy I	TRANSLATION ORDERS Fending Active Active Drdder Dotter before accepting it. Please ch reads my abilities. plete the order earlier than soi the customer's request for the transfer the order to another cingi personal issues. e provide details of why you an	n 1 hour. However orm. It is recomm cose a reason for neduled, o order. translator. re unable to com	r, if you cancel the rended that you r or cancelling the o	Labor Contract #7973_En Source Language: (* En Target Language: (* En Target Language: (* En Target Language: (* En a order after 1 hour and three t eview the Translator Policy an order:	n geish (in) main (i). s / Contracts times in a month, you will not d Agreement to ensure that t	translation 19 be able to the order is	X A A M	
Horas Horas Profile Torial Statistics Haragement FAQs Support	0	Miro Hamālāhen alented Translators Termetere Nisa Za Anja še Kojam Fojam Anal še Leannot cam Anal še Leannot fulfil U would like to Leannot fulfil U would like to Cher - Pleas Gandy I Joanšii	TRANSLATION ORDERS Fending Active Drdder Dotter before accepting it. Please ch re orders on the Mokrico platfic before accepting it. Please ch reads my abilities. plete the order earlier than soci the customer's request for the transfer the order to another cing personal issues. e provide details of why you a	n 1 hour. However m. It is recomm cose a reason for neduled, p order, translator, re unable to com	Cancelled r, if you cancel the hended that you r or cancelling the o	Labor Contract #7973_En Source Language: (*) En Target Language: (*) En Target Language: (*) En Starget Language: (*) En	n gies (m) of Contracts times in a month, you will not d Agreement to ensure that t	Translation 19	X A A M	•]
Horns Horns Profile Excitation Excitation Excitation Excitation Proyresent Anongement FAQs Support		Miro Hamālāhen alented Translators Termistor Niso Za Anja še Potjam Anja še Lannot com Potjam Amal ši Lannot com Lannot fulfil Other - Pleas Gandy I Joontiki Eubmit Cottan Varashk Kernenacus	TRANSLATION ORDERS Fending Active Drder Dation to cancel this order within re orders on the Mokrica platfic before accepting IL Please ch veeds my abilities. plete the order earlier than sci the custome's request for the transfer the order to another icing personal issues. e provide details of why you an	n 1 hour. However mr. It is recomm cose a reason for neduled, order, translator, re unable to com	Cancelled r, if you cancel the rended that you r or cancelling the o	Labor Contract #7975_En Source Language + Fri Source Language + Fri 31 Lacot Documents e order after 1 hour and three to eview the Translator Policy and order:	n gista (in) intens in a month, you will not d Agreement to ensure that the d Agreement to ensure that the	Translation 10	X A A M	ransiate
Horns Horns Profile Excitation Excitation Excitation Proyresent Annogement FAQs Support		Miro Hamālāhen alented Translators Firms Niso Zo Anjo So Parjam Anjo So Parjam Andel Si Li cannot fulfil O ther - Pleas Gandy I Joanstil Submit Dottan Varashk Kenninaus	TRANSLATION ORDERS Fending Active Drder Dotton to cancel this order within re orders on the Mokrico platfor before accepting IL Please ch reads my abilities. plete the order earlier than sol the custome's request for the transfer the order to another icing personal issues. e provide details of why you a	n 1 hour. However m. It is recomm cose a reason for necluled. o order. translator. re unable to com	Cancelled r, if you cancel the hended that you r or cancelling the o	Lipbor Contract #7975_En	ngiath (in) main (i) cl Commons times in a month, you will not d Agreement to ensure that the d Agreement to ensure that the motoron entit send to the cost	Translation 19	< <tr> X A M Zencel 0 7.00 I Ig# I Ig# I Is I</tr>	ronelate

î	🛞 Miro Hämäläinen		Translation ID 😫 💭 🐥 💽 🕞
Home Profile	Talented Translators All translators T-Rank		
Translation Orders	Countries		
Statistics	Anja Seppä Germany	Sorry, No Orders Found	
Ē	Potjamal Sutth Thailand		
Payment	Amal Saleh Dominica		Sorry No Orders Found
Management FAQs	Aashima arora India		
Support	Gandy Noel Bangladesh		
	JoonSik Park South Korea	Article Translation	
	Goltan Varashk Netherlands		
	Lê Văn Vietnam		
	Jatin Sharma Nepal		

Step 4: At the Translation Jobs tab, select the Completed tab to review the completed order.

Â	酸 Miro Hāmāläinen		Translation ID 🔮 🔎 🌲 💽
Home O Profile	Talented Translators	TRANSLATION ORDERS	Labor Contract #7979_En ID: JG2FGN Source Language: 10 English (En)
Translation Orders	Countries	Labor Contract #7979_En Words	Target Language: + Finnish (Fi) Legal Documents / Contracts Request:
Statistics	Vo Thi To Uyen Vietnam	ID: JG2FGN 1.446	Created Date Expected Completion
Ē	Anand Iceland		nalinalizotse rozni vew nalinalizotse nozni vew
Payment	Mohammed Qudaih Netherlands		Words 5166.29 Earnings \$83.15
Order Management FAQs	Vasilis Tziovar Greece		List of Source Files
Support	Trần Thị Khánh Vietnam		1. labor-contract-7979english.docx Preview
	Michala Breckov Germany		Defailed Visite Committee. Costonee 08/03/2024 10:22 AM List of Completed Translation Files Singapore
	Mai Thị Ngọc Vietnam		I. labor-contract-finnish.docx Preview
	Schaper Rwanda		
	Trần Anh Ti ộ Vietnam	Article Translation	

Step 5: Click the **Notifications icon** to view any edit requests (if any). To view the full translation editing request, click **View more**.



俞	Miro Hāmālāinen		Translation ID 😫 💭 🦧 📻 🕞
Home Profile	Talented Translators All translators (T-Rank) Countries	TRANSLATION ORDERS	Labor Contract #7979_En ID: JOZFON Source Language: Definition (Fi) Target Language: Pinnish (Fi)
U Translation Orders	Olugbile Seychelles	Labor Contract #7979_En Words	Request:
Statistics	Jatin Sharma Nepal	ID: JG2FGN 1.446 08-03-2024 10:22	Created Date Expected Completion 08/03/2024 10:07 AM 09/03/2024 00:00 AM
Ē	Kristina Pugach Slovenia		
Order	Tiina Hakkinen Netherlands		Words S Total Amount Earnings 1.446 \$166.29 \$83.15
Management FAQs	China China		List of Source Files
support	Vera Stec Albania		Delivery Date Confirmed: Customer
	Kym Lee South Korea		08/03/2024 10:22 AM Ust of Completed Translation Files Ust of Completed Translation Files Ustore Completed Translation Files
	Vietnam		Message To Customers
	Amal Saleh Dominica		

To receive an explanation of the customer's edit request, click the Message To Customers.

Â	iro Hämäläinen 🍪			Translation ID	K D 🖡 🖪	•
Home	Talented Translators All translators T-Rank	NOTIFICATIONS				
Profile	Countries	Labor Contract #7979_En Created Date: 08-03-2024 10:07 AM	Source Language: English (En)	08-03-2024 11:20:49 AM Revision of translation		
Translation Orders	Aline Chauvier Italy	Expected Completion: 09-03-2024 1.446 Word(s) \$83.15	Target Language: + Finnish (Fi) Legal Documents / Contracts	It contains spelling or grammati	cal errors	
Statistics	Roman Vater Poland				\land	
Ē	Lưu Tuyết N Vietnam					2
Payment	Hena Translatio Vietnam					
Management FAQs	Phạm Thị Thu Vietnam					
Support	Andrea Sangiova Italy					
	TRƯƠNG BẢO Vietnam					
	Benchamas Wongs Thailand					
	Michala Breckov Germany					
	Mohammed Qudaih Netherlands					

View the translation error that the customer selects (3) and additional editing request (4). Download the customer's mistake-highlighted file and re-edit the translation (5). Translators can elaborate on the reasons for editing (6).

Then, click Choose file (7) to upload the edited translation. Click Send.

î	酸 Miro Hāmālāinen				Translation ID	•
Home Profile	Talented Translators All translators Countries	Labor Contract #7979_En Created Date: 08-03-2024 10:07 AM Expected Completion: 09-03-2024	Source Language: English (En) Target Language: Language:	з (08-03-2024 11:20:49 AM Revision of translation It contains spelling or grammatical errors	
Translation Orders	TÁT KIM YÉN Vietnam	1.446 Word(s) \$83.15	Legal Documents / Contro	icts		
Statistics	Dora Russia	REQUEST FOR EDITING THE TRANSLATION Ban vui lòng chỉnh sửa lại bản dịch, do lỗi một số chính DOWNI GAD THE FILE BELOW FOR EDITING	REQUEST FOR EDITING THE TRANSLATION Ban vui lòng chỉnh sửa lại bản dịch, do lỗi một số chính tả. Minh cần hoàn thành trong hôm nay, 4			
F	Thoa Nguyen Thi Vietnam	Labor-contract-7979edit.docx Download		5		
Payment	TRƯƠNG BẢO Vietnam	DELIVER THE EDITED TRANSLATION. Please carefully check the edited translation before s	ending it to the customer.			
Management FAQs	Tran Thu Uyen Vietnam	You can explain the edited translation here.		6	le.	
ѕирроп	Merijn Swinkels Netherlands	Choose file Upload edited document		7		
	Tatiana Touliat Greece	Send				
	Samuel Brien Vernen					
	Vo Tuan Kro Vietnom					
	Maria Fiorenci Spain					

7. Statistics

a. Purpose

Instruct translators to view order statistics on the Mokrica system.

b. Conditions

Logged into the Mokrica system successfully.

c. Steps to take

Step 1: Go to the Home Page and click on the Statistics tab.

A Home	🚳 Miro Hämäläinen			Translation ID 🔐 💭 🌲 💌 🕞
Profile	Talented Translators All translators (T-Rank Countries		etys y of Professional Education	Graceland
Translation Orders	Agata Mantecchi Italy	SEARCH	Our Translator	UNIVERSITY 1895
Statistics	Korea Tóng Thu Na Vietnam	Source Language	uage v Major v	
Payment Order	Vietnam	User Guide For Mokrica's Translator	iguista.	
Management FAQs Support	AdminSg Singapore			RECENT ORDERS
	Đỗ Thu Trang Vietnam	Dịch thuật Giấy xác nhận cư trú Diplomas, certifications, licenses, and so on	Dịch thuật tài liệu thóa thuận chung	You have no orders found
	Do Ngoc Long Vietnam	Vietnamese (Vi)	 Vietnamese (Vi) English (En) Created Date: 05-03-2024 15:47 PM 	
	Benchamas Wongs	Created Date: 06-03-2024 14:11 PM	Evented Completion: 07, 02, 0004	

Step 2: Select Chart, Translation jobs, or Commission to view order statistics. Select Month, Year to open statistics for the month or year you want to view. Click Download file to receive statistics in spreadsheet format.



Â	🛞 Miro Hämäläinen					Translation		* (+
Home O Profile	Talented Translators All translators T-Rank	I Chart Transla	ation Orders 🥂 Commissi	ons				Download file
Translation Orders	Countries Joanna Durham United Kingdom	Order Names	Source Language Target Language Major	Words	Total Amount Commissions	Translator	Status	
Statistics	Mai Thị Ngọc Vietnam	No data yet	мијо					
Ē	Anna Bakhtina Russia							
Payment Order	Nguyễn Thanh Vietnam							
Management FAQs	Nguyễn Ngọc Vietnam							
Support	Kym Lee South Korea							
	Inga Makarova Ukraine							
	David John France							
	Lèu Mạnh Cộ Vietnam							
	Vasilis Tziovar Greece							

8. Payment History

a. Purpose

Instruct translators to view payment history on the Mokrica system.

b. Conditions

Successfully logged into the Mokrica system.

c. Steps to take

Step 1: Go to the Home Page, and select the Payment tab.

	(No.		
Ame Home	Miro Hämäläinen		Translation ID 🖁 🖧 💭 🐥 💽 🕂
Profile	Talented Translators All translators T-Rank	Fontys	х ⊱ МВ 💽
Translation Orders	Countries Agata Mantecchi Italy	University of Professional	Education Velocity Conversion (Contract Text Text) Velocity Conversion (Contract Text) Velocity Contract Text) Velocity Contract Text Ve
Statistics	Marta Allina North Korea	Search Source Language Target Language	Our Translators Major
Payment	Tống Thu Na Vietnam	Online translation jobs for Professional Linguists.	
Order Management	Vietnam	 User Guide For Mokrica's Translator Mokrica Member 	
FAQs Support	AdminSg Singapore		RECENT ORDERS
	Đỗ Thu Trang Vietnam	Dịch thuật Giảy xác nhận cư trú Dịch thuật Giảy xác nhận cư trú Dịch thự Địch thuật Giảy xác nhận cư trú Dịch thự thuật Giảy xác nhận cư trú Dịch thự thuật Giảy xác nhận cư trú Dịch thự thuật Giảy xác nhận cư trú Dịch thuật Cư trú Dịch thuật Giảy xác nhận cư trú Dịch thuật Cư trử Cư trở Cư trử Cư trở Cư trử Cư trử Cư trở Cư trử Cư trử	thuật tài liệu thỏa thuận chung Legal Documents / Contracts found
	Do Ngoc Long Vietnam	Vietnamese (Vi) tradish (En) Creat	letnamese (Vi) nglish (En) ted Date: 05-03-2024 15:47 PM
	Senciralitas wongs	Created Date: 06-03-2024 14:11 PM	stad Completion: 07-03-2024

Step 2: Select **Translation order**, **Approved commission**, **Total income**, or **Payment history** to view order statistics for each month of a year.

â 🔞	Miro Hämäläinen				Transla	tion ID 🛛 😤 💭 🥰	*
ome	Talented Translators	Translation Orders	Approved Commission	Total Income	Payment History		
9) ofile	All translators T-Rank	Your monthly income					Paratorio
	ountries	Tour montility income					2024 ~
	Schaper Rwanda	Month	Orders	Total Words	Total Income	Details	11
rders 🕓		3-2024	ĩ	1.446	\$83.15	Q	
tistice		2-2024	0	0	\$0.00	Q	
-	Owen Davies Japan	1-2024	0	0	\$0.00	Q	
rment	Pham Hung Vietnam	Total	1	1.446	\$83.15		
jement 🍏	👂 HUÌNH ANH HẠ Japan						
п (Thoa Nguyen Thi Vietnam						
•	JoonSik Park South Korea						
	Elisabeth Nonstad Italy						
	Tran Thu Uyen Vietnam						
1	•						
	1474						
	佳均 China						
► 6	住的 China Miro Hämäläinen		in.	1	Transk	ation ID	
	住地 China Miro Hāmālāinen Talented Translators	Translation Orders	Approved Commis	ision 🚯 Total II	Transk	ation ID 🔗 💭 I	. *
	Miro Hāmālāinen Miro Hāmālāinen Talented Translators All translators Countries	Your monthly approved co	Approved Commis	ision 👔 Total II	Transk ncome 🖹 Payment History	ation ID 😤 💭 J	2024 ~
offile	Miro Hāmālāinen Miro Hāmālāinen Talented Translators All translators Countries Võ Tuán Kiộ	Your monthly approved co	Approved Commis mmission Orders	rsion 👔 Total II	ncome Payment History Total Commissions	ation ID 🕰 💭 I	2024 ~
orme office office	Miro Hāmālāinen Miro Hāmālāinen Talented Translators All translators T=Rank countries Võ Tuán Kiộ Vietnam	Your monthly approved co	mmission Orders	Total Words	ncome Payment History Total Commissions	ation ID 🔐 💭 I Details Q	2024 ~
onfile offile station ders	Miro Hämäläinen Miro Hämäläinen Talented Translators All translators T=Rank Countries Võ Tuán Ki@ Vietnam Meelan Bahamas	Your monthly approved co Month 3-2024 2-2024	mmission Orders 0 0	Total Words 0 0	Total Commissions \$0.00	ation ID 🔹 🗭 I	2024 •
onne Onlie Slation ders Listics	Miro Hāmālāinen Talented Translators All translators Võ Tuán Kiệ Vietnam Meelan Bahamas Nguyễn Ngọc	Vour monthly approved co Month 3-2024 2-2024 1-2024	Market Commission	Total Words 0 0 0 0 0	Tronsk ncome Payment History Total Commissions \$0.00 \$0.00 \$0.00	ation ID 2 0 1	2024 •
orme Construction of the second secon	Miro Hāmālāinen Miro Hāmālāinen Talented Translators All translators T-Rank Countries Vo Tuán Kiệ Vietnam Meelan Bahamas Nguyễn Ngọc Vietnam	Your monthly approved co Month 3-2024 2-2024 1-2024 Total	Market Commission	Total Words 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Tronste accome Payment History Total Commissions \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	etion ID 🕰 🔎 I	2024
orme Office Station ders tistics	Miro Hämäläinen Miro Hämäläinen Talented Translators All translators T-Rank Countries Võ Tuán Kiệ Vietnam Meelan Bahamas Nguyễn Ngọc Vietnam Maria Delgado Western Sahara	Vour monthly approved co Month 3-2024 2-2024 1-2024 Total	Market Commission	Total Words 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Total Commissions \$0.00 \$0.00 \$0.00 \$0.00	ation ID 2. 0 /	2024 •
orme offic station ders tistics gement	Miro Hämäläinen Miro Hämäläinen Talented Translators Talented Translators Talented Translators Tank Voi Tuán Kiệ Vietnam Meelan Bahamas Nguyễn Ngọc Vietnam Maria Delgado Western Sahara Mohammed Qudaih Netherlands	Month 3-2024 2-2024 1-2024 Total	mmission Orders 0 0 0 0 0	Total Words 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Transk Total Commissions S0.00	ation ID 🔍 💭 🗸	2024 ~
prime politics gement port gement prime prime gement gement gement gement gement gement gement gement	Miro Hāmālāinen Miro Hāmālāinen Talented Translators All translators Trank Countries Voi Tuán Kiệ Vietnam Meelan Bohamas Nguyễn Ngọc Vietnam Maria Delgado Western Sahara Mohammed Qudaih Netherlands Amal Saleh Dominica	Vour monthly approved co Month 3-2024 2-2024 1-2024 Total	mmission Orders 0 0 0 0 0	Total Words 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ncome Payment History	ation ID 🔍 💭 A	2024 ~
orne offie slation ders tistics gement prt	Miro Hāmālāinen Miro Hāmālāinen Talented Translators All translators T-Rank countries Võ Tuán Kiệ Vietnam Meelan Bahamas Nguyễn Ngọc Vietnam Maria Delgado Western Sahara Mohammed Qudaih Netherlands Amal Saleh Dominica	Your monthly approved co Month 3-2024 2-2024 1-2024 Total	mmission Orders 0 0 0 0 0	Total Words 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Transle ncome Payment History Total Commissions \$0.00 \$0.00 \$0.00 \$0.00	ation ID 🔍 💭 A	2024 ~
orme Sofile Station ders gement ort	Miro Hāmālāinen Miro Hāmālāinen Talented Translators All translators Translators Translators Translators Translators Translators Translators Translators Translators Translators Nguyễn Ngọc Nguyễn Ngọc Vietnam Maria Delgado Western Sahara Mohammed Qudaih Netherlands Amal Saleh Dominica Samuel Brien Yemen	Vour monthly approved co Month 3-2024 2-2024 1-2024 Total	Marine Approved Commis minission Orders 0 0 0 0 0	Total Words 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Transle ncome E Payment History Total Commissions S0.00 S0.00 \$0.00 \$0.00	ation ID 2. O 1	
orme office slation tistics gement prt	 Miro Hämäläinen Miro Hämäläinen Talented Translators All translators T-Rank Countries Võ Tuán Klǫ Vietnam Meelan Bahamas Nguyěn Ngọc Vietnam Maria Delgado Western Sahara Mohammed Qudaih Netherlands Amal Saleh Dominica Samuel Brien Vernen Phạm Thị Thu Vietnam 	Your monthly approved co Month 3-2024 2-2024 1-2024 Total	mmission Orders 0 0 0 0 0	Total Words 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Transle ncome Payment History Total Commissions \$0.00 \$0.00 \$0.00	ation ID R C A	2024 ~

â	🛞 Miro Hämäläinen				Translation ID 😫 💭 🦨	* •
Home	Talented Translators	Translation Orders	Approved Commission	Total Income 📑 Payment History		
Profile	All translators T-Rank	Your total monthly income				
-	Countries					2024 •
U Translation	Bernadette Nga	Month	Income	Commissions	Total Income	11
Orders		3-2024	\$83.15	\$0.00	\$83.15	
Statistics		2-2024	\$0.00	\$0.00	\$0.00	
	David John France	1-2024	\$0.00	\$0.00	\$0.00	
Payment	Arkadiusz Witek Poland	Total	\$83.15	\$0.00	\$83.15	
Order Management	Wang Yu North Korea					
Support	TRƯƠNG BẢO Vietnam					
	Vasilis Tziovar Greece					
	Phạm Thị Thu Vietnam					
	Lê Văn Vietnam					
	Stefan Slings Netherlands					
	Miro Hämölöinen					A
Home				B B		
0	All translators T-Rank	Az Translation Orders	Approved Commis	ssion S Total Income Payr	hent History	
Profile	Countries	Wage payment history				
क्ति	Countries	Transfer Date Benefici	ary Account Number Ba	nk Total Amount Payment Methods	Status	
Translation Orders	Risha Desinta L Indonesia					
Statistics	Vietnam					
	Mai Thị Ngọc Vietnam					
Payment	Marta Allina North Korea					
Order Management	Pandiyarajan India					
Support	TRÂN MINH THUẬN Vietnam					
	Krist Pitcairn Islands					
	Jae Lim Germany					
	Avgi Platanidi Greece					

III. PAYMENT

- Remuneration: for jobs on the Mokrica platform that have been approved.
- Approved *Commission*: money received through your Translation ID.

1. Remuneration

a. Purpose

Instruct translators on how to calculate remuneration on the Mokrica system.

b. Conditions

Approved translator accounts by Mokrica.

c. Calculation

Translators receive 50% of each order from customer.

Specifically, when an order worths \$166.29 approved, the translator will receive remuneration as follows:

 $166.29 \times 50\% = 83.15$

🚯 Miro Hämäläinen Translation ID 🛛 😤 🔎 🦿 🔣 [+ î TRANSLATION ORDERS Labor Contract #7979_En Talented Translators Profile All translators T-Rank Source Language: 👬 English (En) Countries Target Language: + Finnish (Fi) â I Legal Documents / Contracts Smith Aliance Spain Labor Contract #7979_En 1.446 al Saleh Dominia Created Date Expected Completion Maria Delgado Wester 9 Lucano Peter Al... India Words Total Amount Earninas \$ 1.446 \$166.29 \$83.15 ila Politi Bouvet I lanag List of Source Files 1. labor-contract-7979english.docx Previe Support Marta Allina North Kore Delivery Date Confirmed: Customer 08/03/2024 10:22 AM Allan Johnsen Mexico DeUnifome List of Completed Translation Files Singapore 1. labor-contract-finnish.docx Previe age To Custome Muts Din China Trần Anh Ti�... Vietnam 3 Article Translation

2. Approved Commission

a. Purpose

Instruct translators on how to calculate approved Commission on the Mokrica system.

b. Conditions

The customer account is attached to the translator's Translation ID.

c. Calculation

Email: info@mokrica.com Website: www.mokrica.com *Commission* for translators is determined by the quantity of words per order. Within that:

- Order: The customer places an order with your Translation ID code attached.
- Translation ID: code generated when a translator account is registered.

For all language pairs, the maximum *Commission* is for the first ten orders placed by a customer using your "Translation ID" code. The following word count applies to each order:

- From 1 6.000 words: 5%/ order
- From 6.001 12.000 words: 7%/ order
- From 12.000 words or more: 10%/ order

An order with Translation ID brings about not only *Commission* but also automatic recommendation of that order to the translator at the **Pending** tab.

The translators can become Mokrica Member to receive the infinite amount of Commissions.

Total Income = Remuneration + Approved Commission

d. Translation ID

Translation ID is your ID code. Its purpose is to be shared with your customers, and it allows you to receive *Commissions* based on how many words are used in all language pairs.

There are two methods to share Translation ID code to get *Commission* on orders placed by customers.

Method 1: The translator exchanges the Translation ID. To share the Translation ID on Facebook, WhatsApp, or Zalo, click **Translation ID**, choose the platform, and then click **Post**.

Customers click on the shared link and register for an account, Translation ID will automatically be attached.

A	🛞 Miro Hämäläinen			Translation ID 😤 🔎 🤔 💌 🕞
Profile	Talented Translators All translators (T-Rank Countries	Cho cuće sáng dom giản hơn.		AVOLON
Translation Orders	Cristiana Indonesia			
Statistics	Lều Mạnh Cộ Vietnam	Source Language	Major	
Ē	Robert Štrunc Croatia	Online translation jobs for Professional Linguists		
Payment Order	Lưu Tuyết N Vietnam	User Guide For Mokrica's Translator Makrica Member		
Management FAQs Support	Vietnam			
		Labor Contract #7979 5p	ich thuật Giấu váo phập qui trú	RECENT ORDERS
	Thomas Voss Germany	Legal Documents / Contracts	Diplomas, certifications, licenses, and so on	Labor Contract #7979_En 08/03/2024 10:07 AM
	Schaper Rwanda	♣ English (En) ♣ Finnish (Fi)	Vietnamese (Vi)	Word(s)
	Meelan Bahamas	Expected Completion: 09-03-2024 C	reated Date: 06-03-2024 14:11 PM	
	酸 Miro Hämäläinen			Translation ID 😩 🔎 🌲 🚺
Profile	Talented Translators All translators T-Rank Country	Translation ID: GE_201000253 Share f 👁 📼 🚥		Download file
Translation Jobs	Tống Thu Na Vietnam	Order name Translate from Amount Translate to	Commission Status Sent o	date Translators receive
	Anna Bakhtina Russia	No data yet		
Statistics	Trần Anh Tiộ Vietnam			
Payment	Do Ngoc Long Vietnam			
Order Management FAQs	Trần Ngọc S Vietnam			
Support	Thoa Nguyen Thi Vietnam			
	Indira Acari Indonesia			
	Lưu Tuyết N Vietnam			1
	TRUONG BÀO	1. You will receive a Commission provided that the cus	tomer orders translation by your "Translat	tion ID".

Method 2: Customers update their profile with your Translation ID code or enter it during the registration process to create a customer account.

Solutions Industries Languages Pricing About Resources	Instructions Login
Customer Registration	
Full name Area code Phone number Email Country Password Possword @ Togeterion ID Togeterion ID	¢
You are Individual Enterprise REGISTER Publicking Sing Up, you page to our Terms of Upp Privacy and Cookin Paliny	



