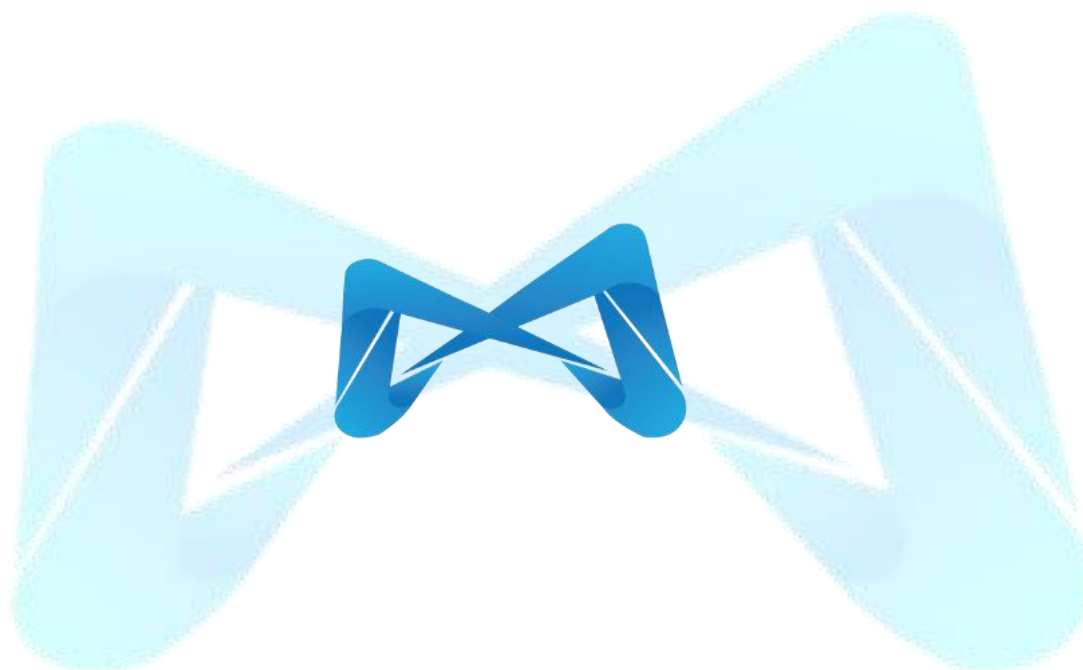


USER GUIDE

FOR MOKRICA'S TRANSLATORS



Version 1.0.24

TABLE OF CONTENTS

I. GENERAL INTRODUCTION	3
1. Documentation Purpose	3
2. Documentation Scope	3
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	23
8. Payment History	25
III. PAYMENT	28
1. Remuneration	28
2. Approved Commission	28

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

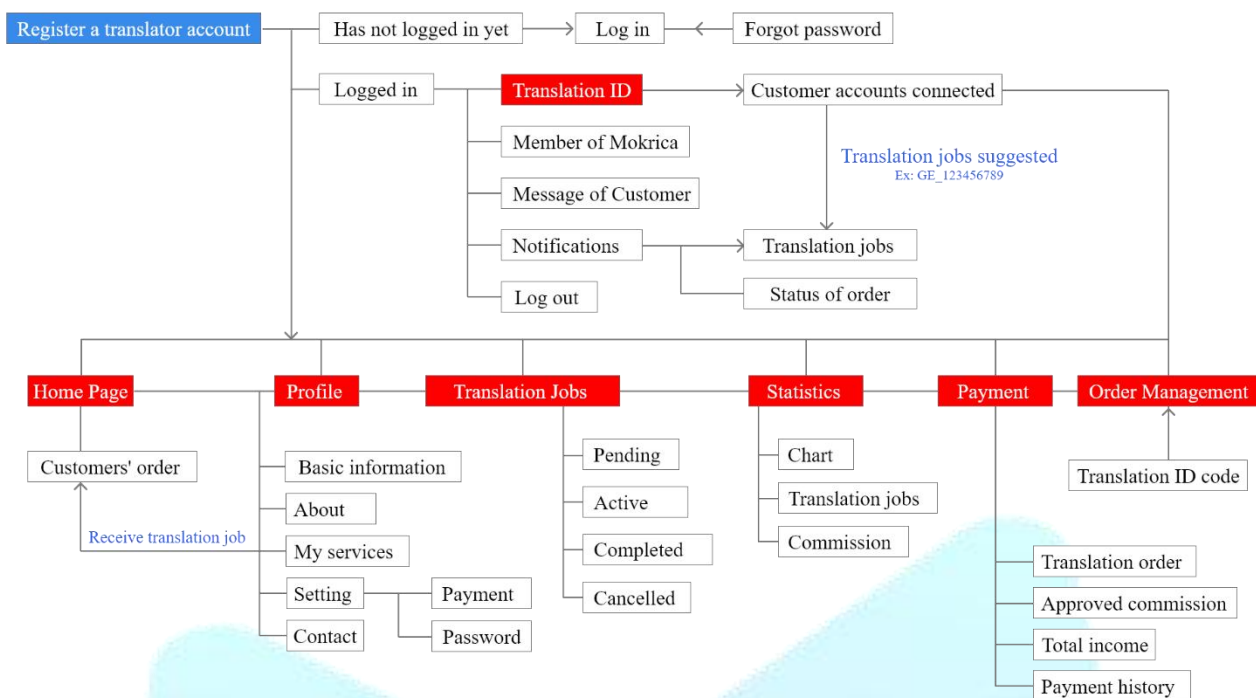
The guide provides translator with step-by-step instructions on how to utilize every available feature in the Mokrica Translation Platform.

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

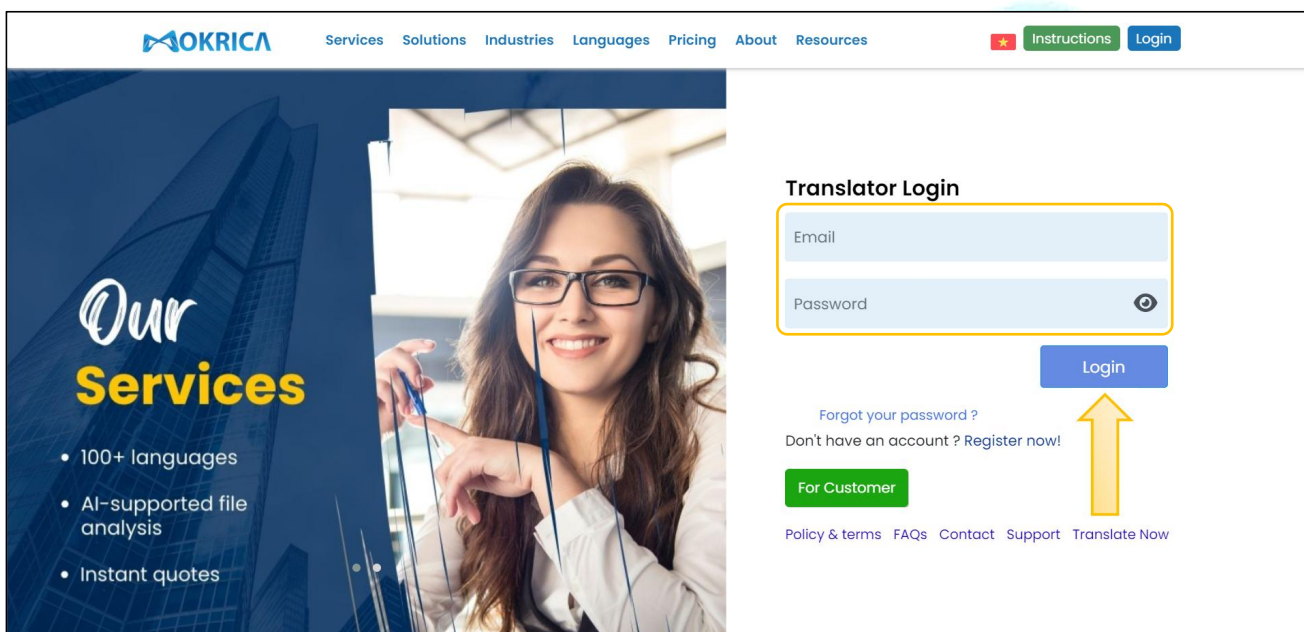
Registered an account to become a translator on the Mokrica system.

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**.



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

2. Forgot Password

a. Purpose

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

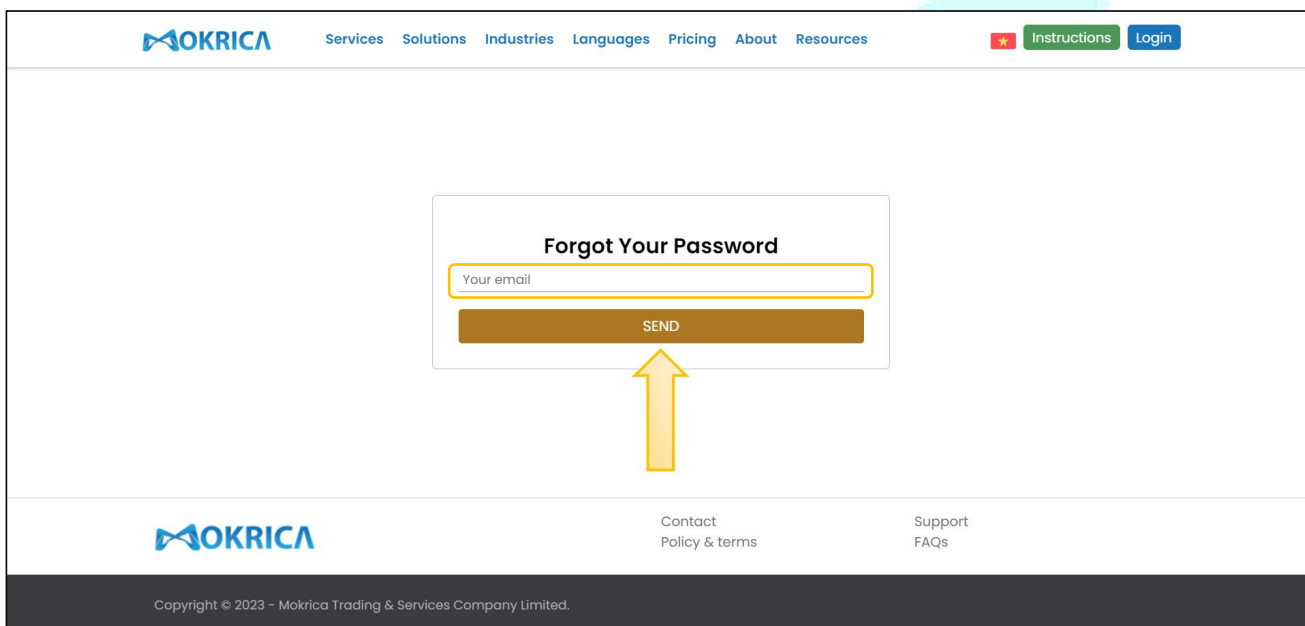
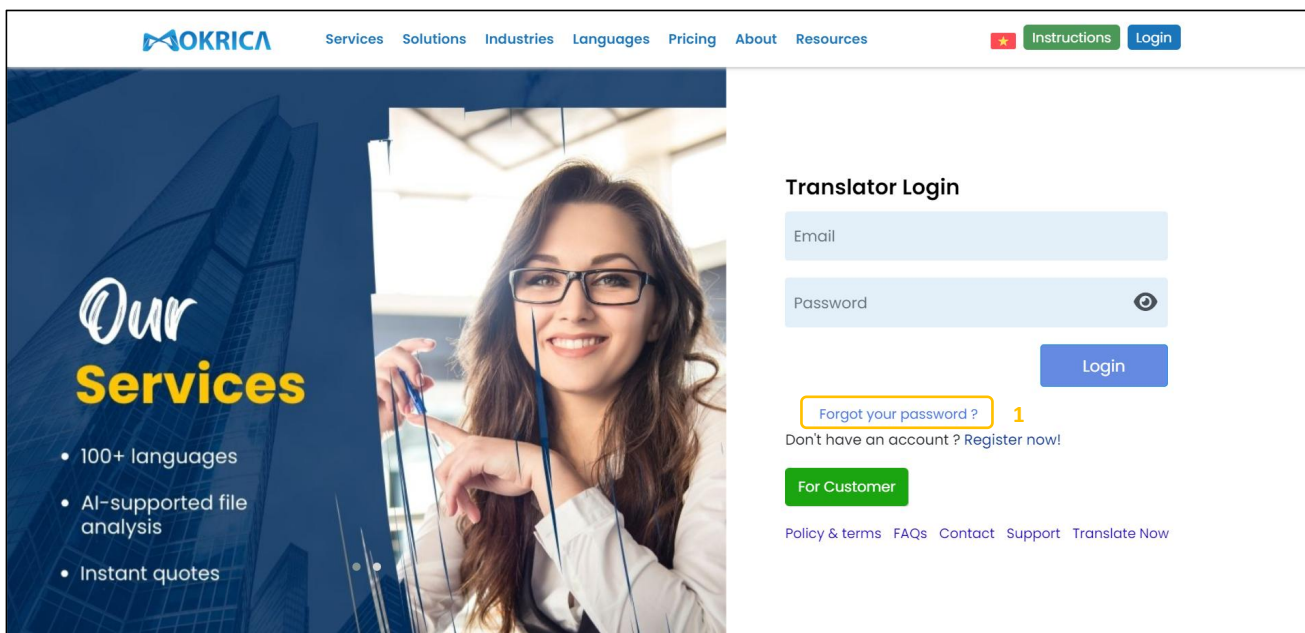
b. Conditions

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

c. Steps to take

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

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



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

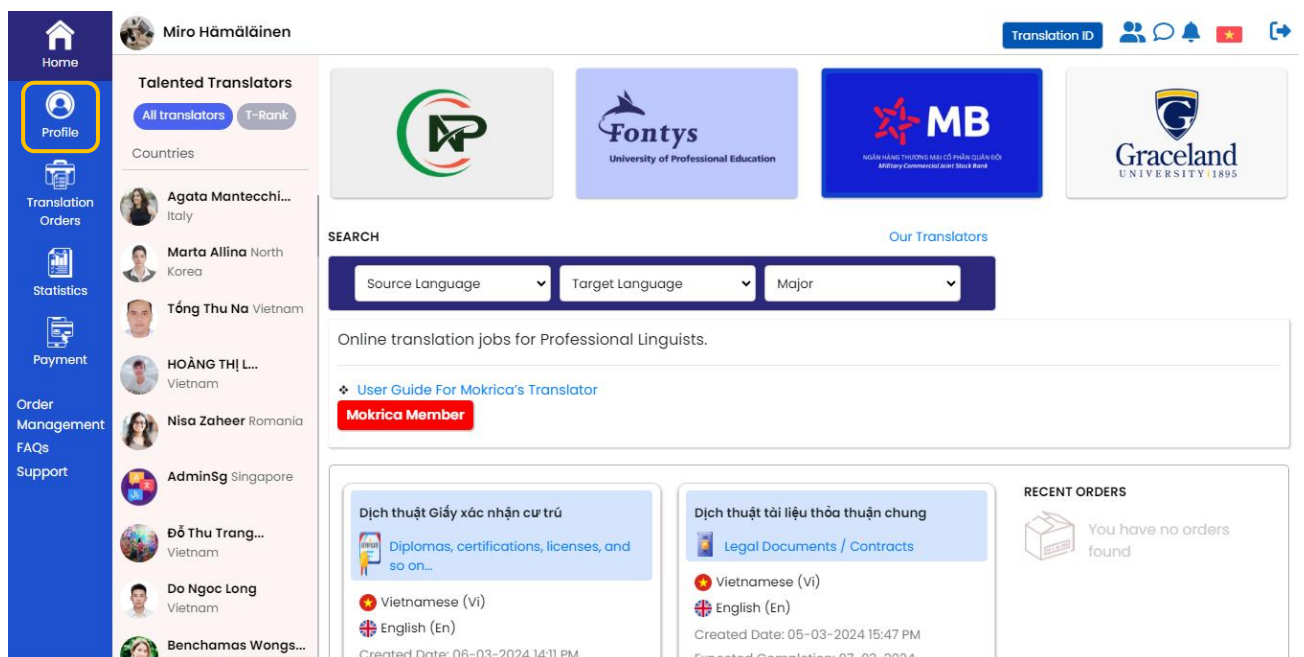
Help translators set a new password to log into the Mokrica website when they need to change the password.

b. Conditions

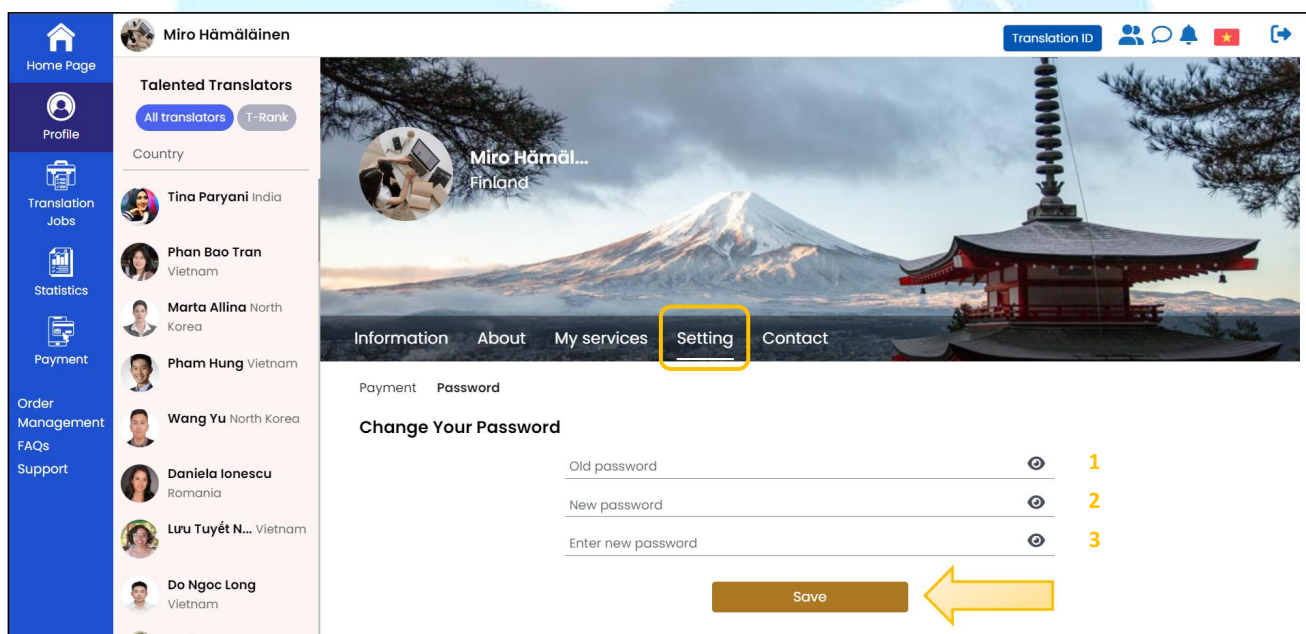
Registered an account to become a translator on the Mokrica system.

c. Steps to take

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



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



4. Register

a. Purpose

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

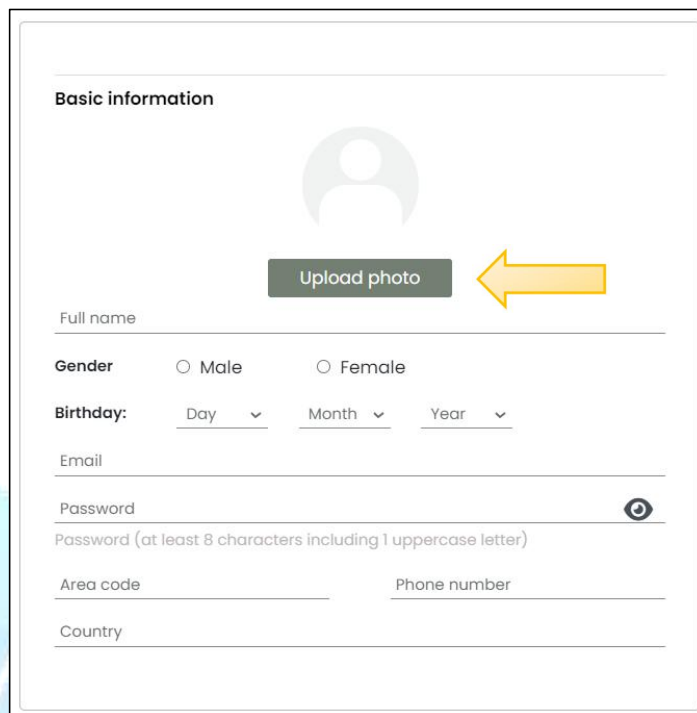
b. Conditions

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: <https://mokrica.com/vi/account/dang-ky-dich-gia/>.

Step 2: Upload a photo and enter basic information.



Basic information




Upload photo ←

Full name

Gender Male Female

Birth day: Day Month Year

Email

Password 

Password (at least 8 characters including 1 uppercase letter)

Area code Phone number

Country

Step 3: Upload your CV and enter your brief introduction.

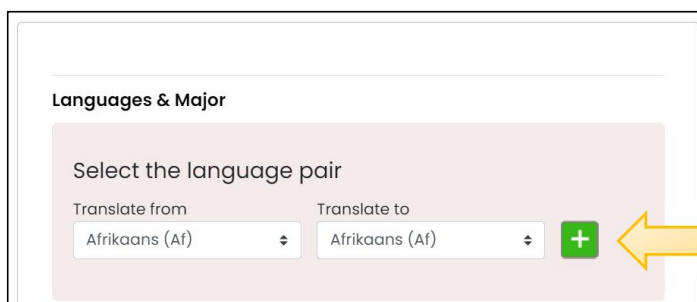


Profile

Your CV **Upload** ←

Your Brief Introduction

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




Languages & Major



Select the language pair




Translate from Translate to **+** ←



Step 5: Choose translation fields.



Select your translation field



 Diplomas, certifications, licenses, and so on...



 Legal Documents / Contracts  Education




 Study Abroad  Tourism  Insurance



 Accounting & Finance  Medical / Pharmaceutical


 Civil Engineering / Construction  Architecture



 Marketing & Advertising  Consumer Goods



 Information Technology  Games / Video Games


 Automotive  Environment  Food and Beverage



 Culinary  General



 Electronics / Electrical Engineering


 Energy / Power Generation  Cosmetics



 Transportation  Chemical


 Mechanical / Manufacturing

 Media / Journalism / Publishing  Telecommunications

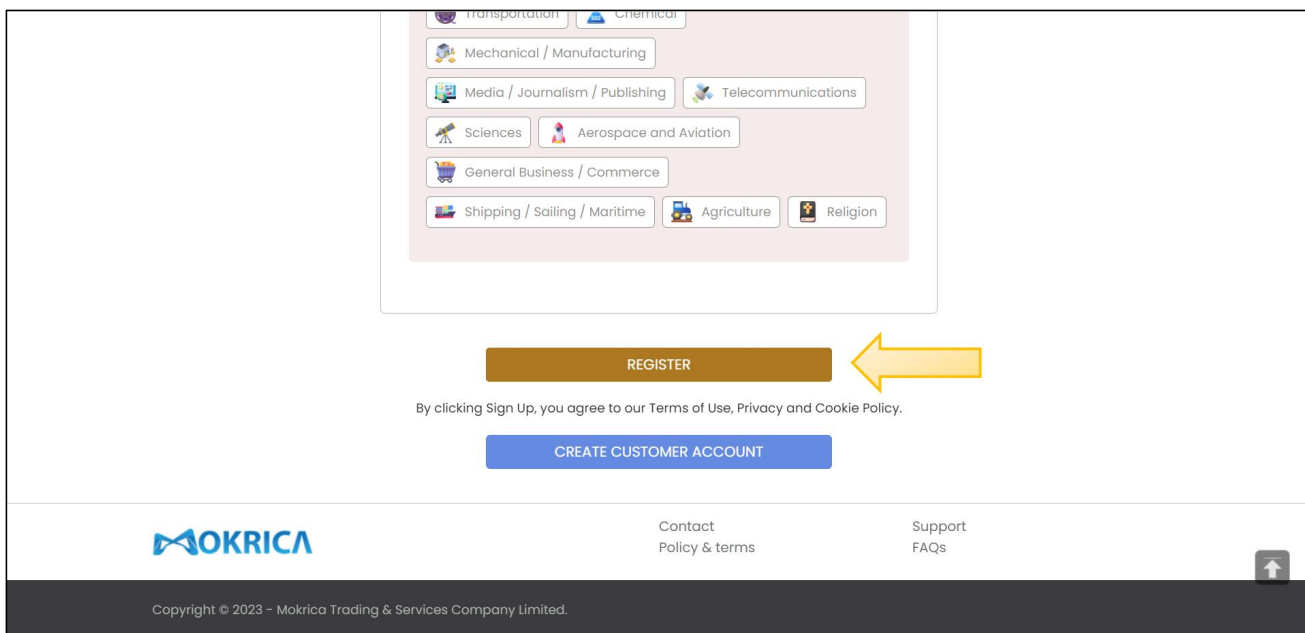
 Sciences  Aerospace and Aviation

 General Business / Commerce

 Shipping / Sailing / Maritime  Agriculture

 Religion

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



5. Profile Setup

a. Purpose

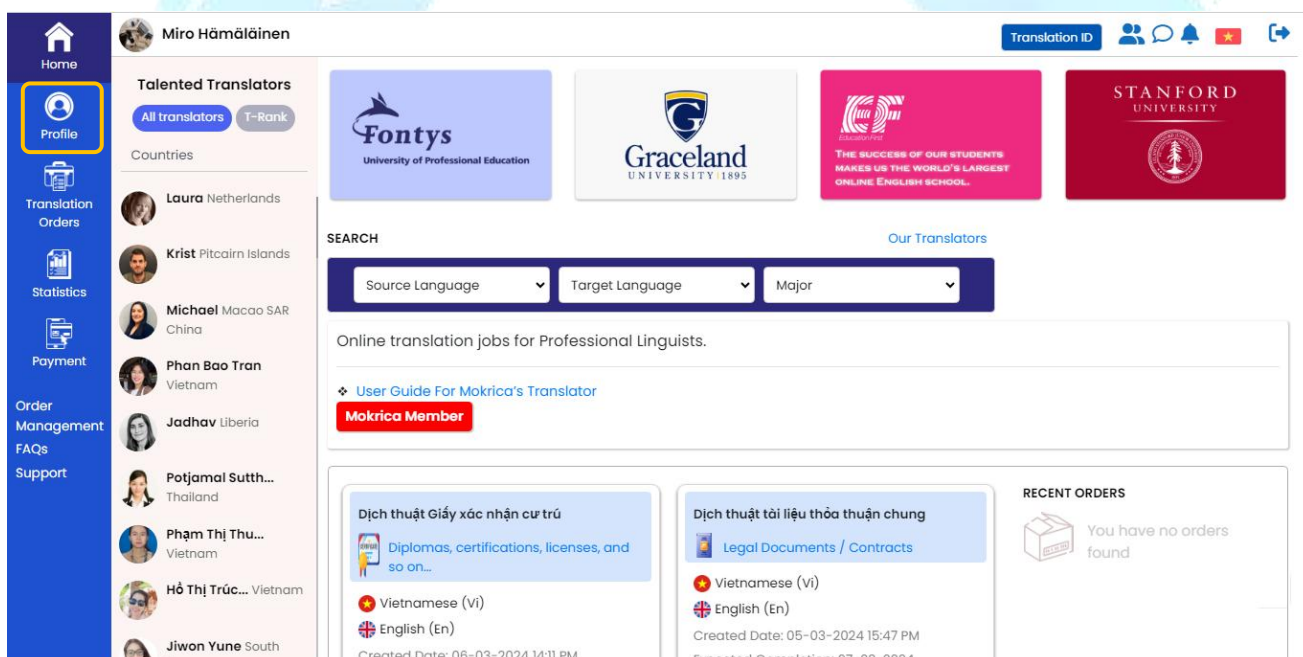
Translators set up translator profiles before starting translation.

b. Conditions

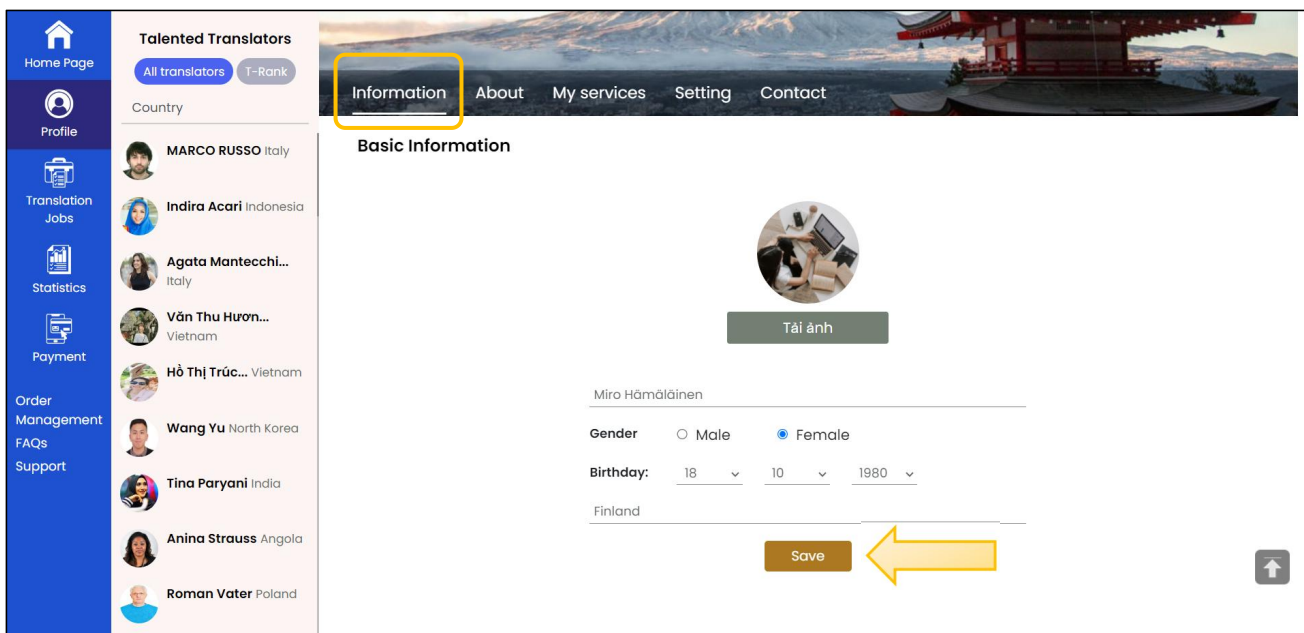
Successfully logged in to the Mokrica system.

c. Steps to take

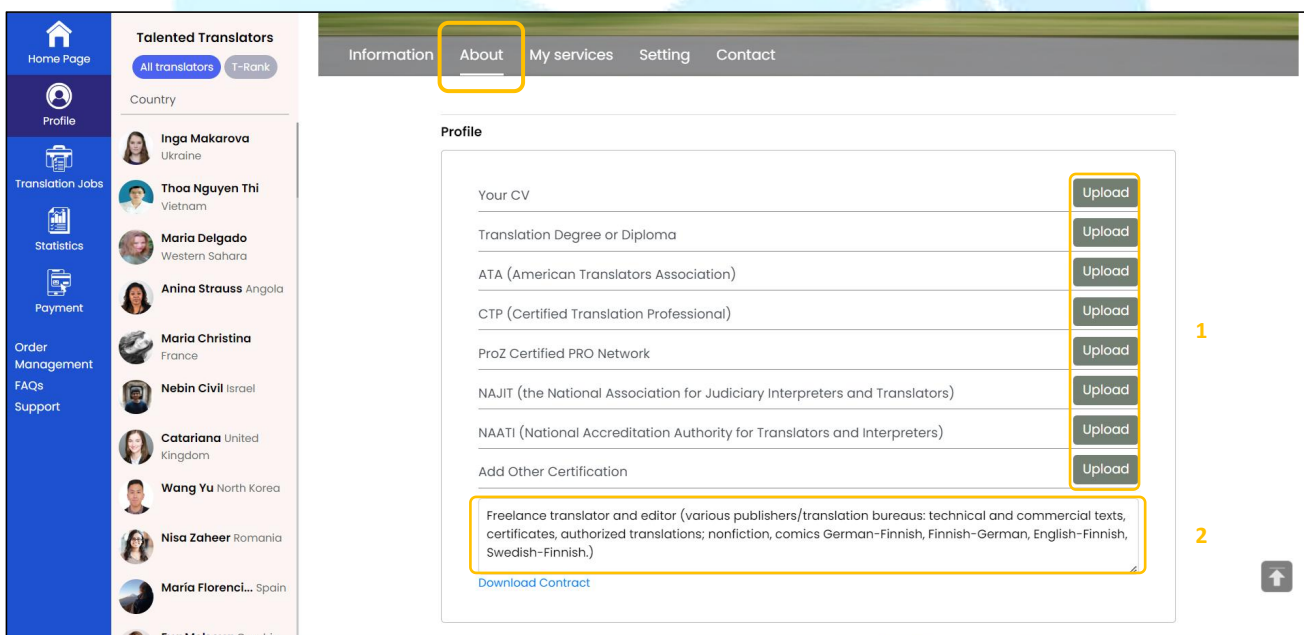
Step 1: Access the **Mokrica** system, select the **Profile** tab.



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



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.



Talented Translators
All translators T-Rank

Country

Inga Makarova
Ukraine

Thoa Nguyen Thi
Vietnam

Maria Delgado
Western Sahara

Anina Strauss
Angola

Maria Christina
France

Nebin Civil
Israel

Catariana
United Kingdom

Wang Yu
North Korea

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.)
[Download Contract](#)

Education
University
M.A. (FM) University of Helsinki

Major
Member of The Finnish Association of Translators and Interpreters, Document translators' Section (transla
Finnish: mother tongue, German: excellent, English: excellent, Swedish: good, French: satisfactory, Japanese

Social Network
Twitter
Facebook
LinkedIn

Save

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

Talented Translators
All translators T-Rank

Country

LU QIANNI
Singapore

Hena Translatio...
Vietnam

Alberic Djomaki
Benin

Nancy Jian
China

Pandiyarajan
India

Vo Thi To Uyen
Vietnam

Phạm Thị Thu...
Vietnam

Tôn Thất Kỳ...
Vietnam

Owen Davies
Japan

Maria Christina
France

Kristina Pugach...
Slovenia

Tống Thu Na
Vietnam

Information About **My services** Setting Contact

Services

Please choose your services

TRANSLATION
 Translation Proofreading MTPE

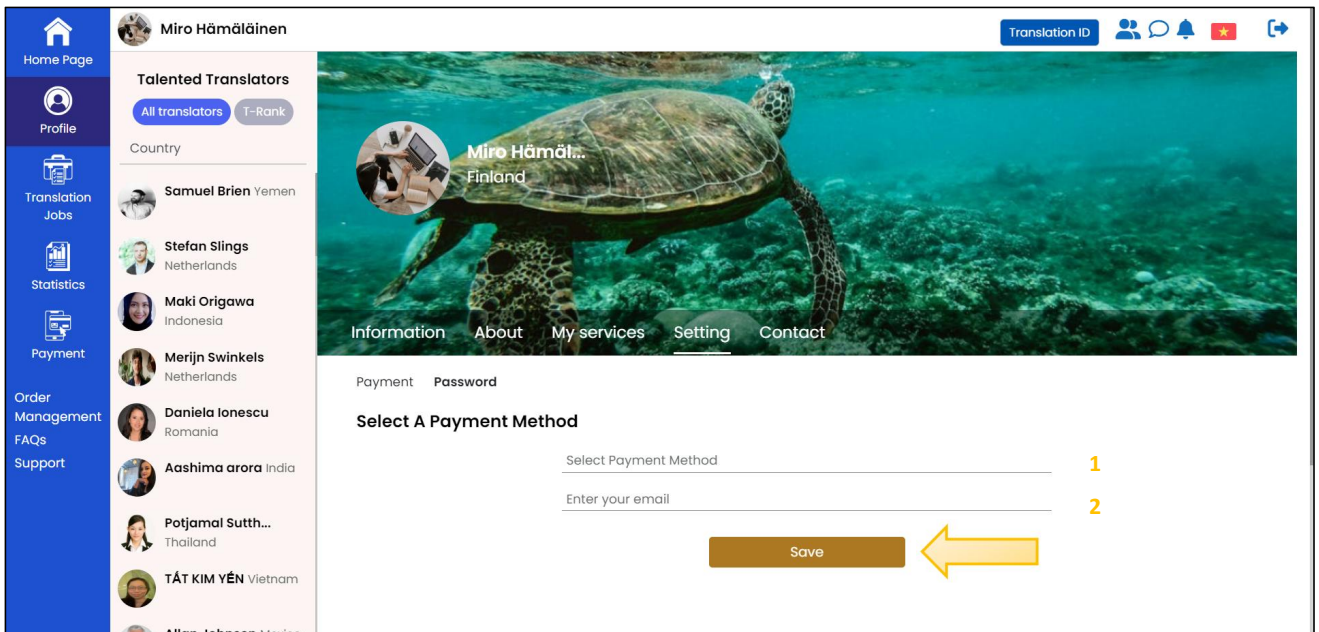
TRANSCRIPTION
 Transcription Transcription+Translation Transcription+Translation+Time-Coding Subtitling Time-Coding

INTERPRETATION
 Conference Interpreting Consecutive Interpretation Simultaneous Interpretation
 Over-the-Phone Interpretation

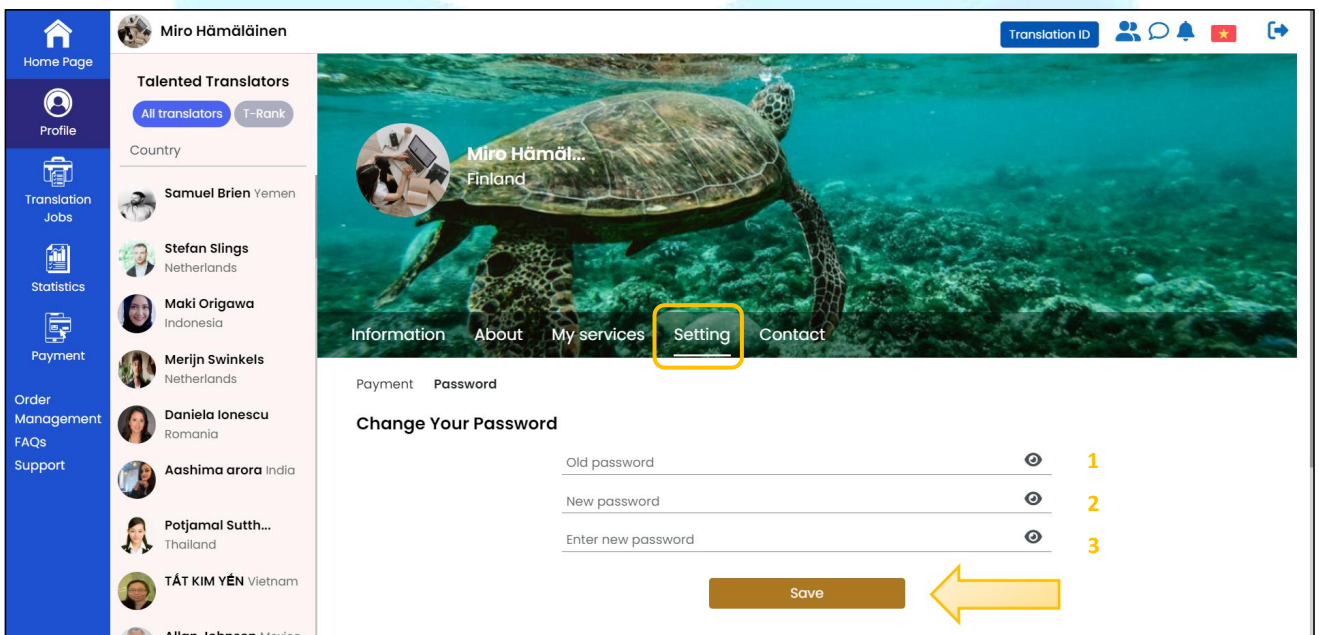
VOICEOVER
 E-Learning Voice Over Advertisement Voice Over Game Voice Over TV Voice Over Movie Voice Over
 Phone Recording Voice Over

DTP
 Typewriting Photoshop Copy DTP Adobe AI Copy DTP Adobe AI DTP PDF to PPT DTP
 PDF to PPT Preparation PDF to Word DTP PDF to Word Preparation Office Publisher Copy DTP
 Office Publisher DTP Excel DTP PPT DTP Word DTP Adobe FM COPY DTP Adobe FM DTP
 Adobe INDD COPY DTP Adobe INDD DTP AutoCAD DTP

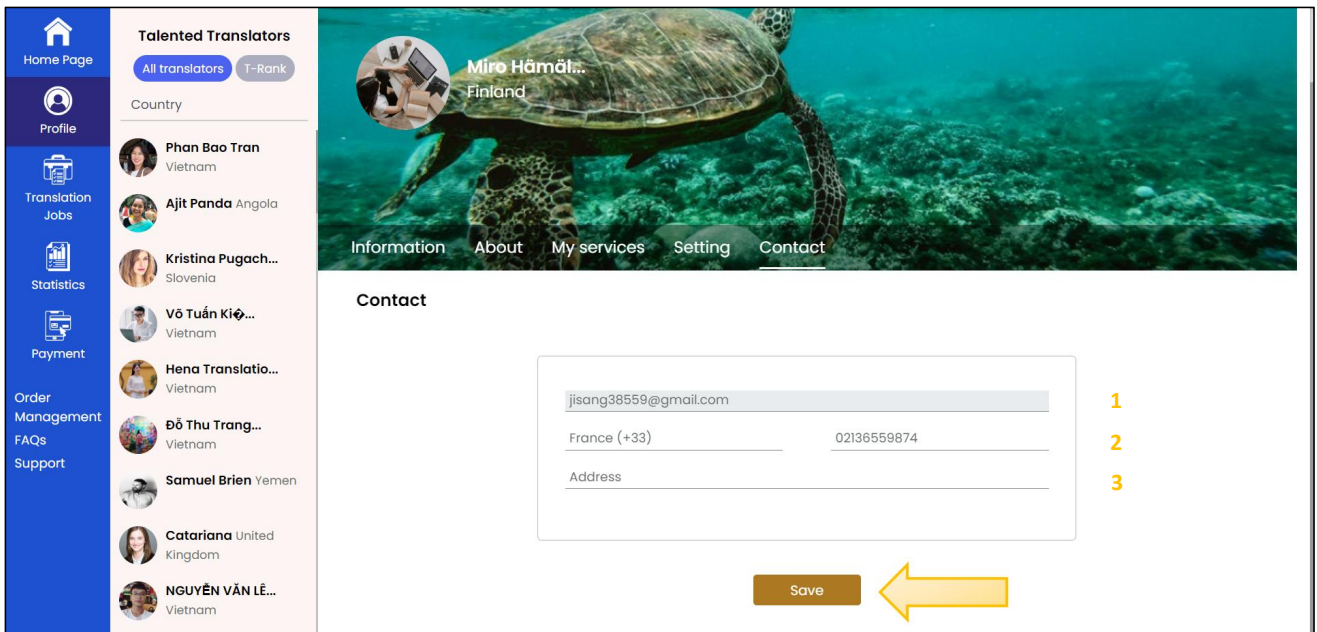
Step 5: At the **Setting** tab, **Payment** section, select payment method, enter email and payment information. Click **Save**.



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



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



6. Order Receiving Process

a. Purpose

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

b. Conditions

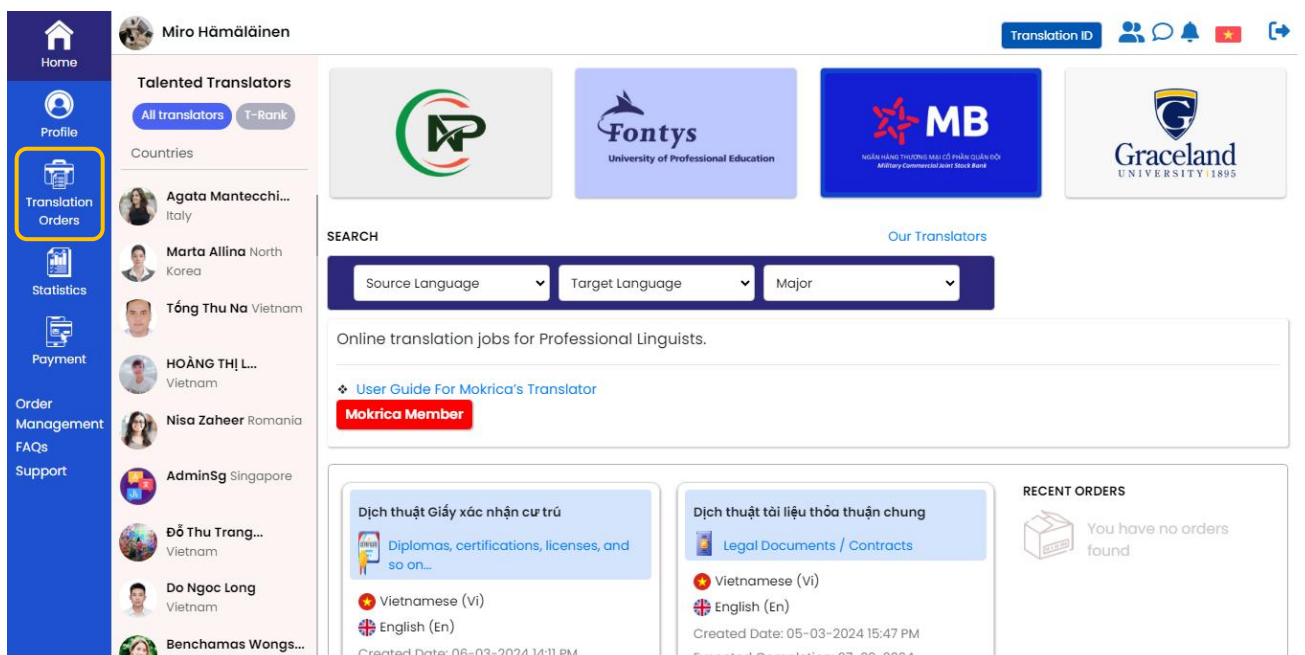
The translator is approved and successfully logged into the Mokrica system.

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

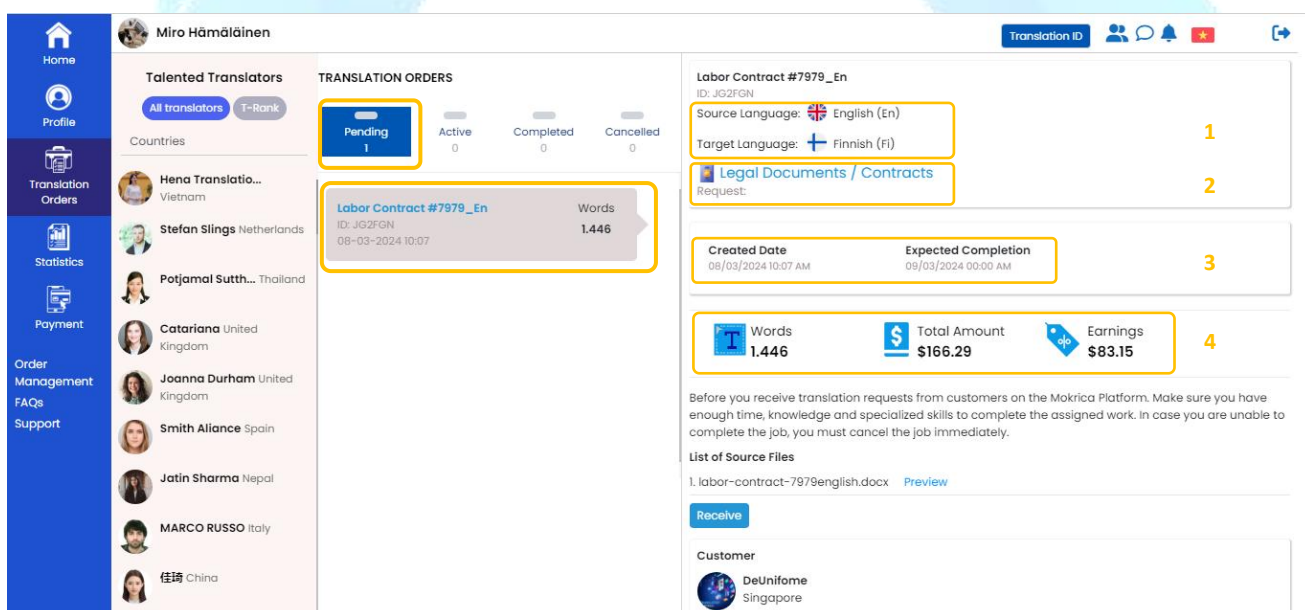


Step 2: At the **Translation Jobs** tab, select the **Pending** tab to receive orders.

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)



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

The screenshot shows the user's dashboard with a sidebar on the left containing navigation options like Home, Profile, Translation Orders, Statistics, Payment, Order Management, FAQs, and Support. The main area is titled 'TRANSLATION ORDERS' and has tabs for Pending (1), Active (0), Completed (0), and Cancelled (0). A specific order, 'Labor Contract #7979_En', is highlighted, showing it is pending and contains 1,446 words. The order details on the right include source and target languages (English to Finnish), a 'Legal Documents / Contracts' category, creation and completion dates, and financials: 1,446 words for a total amount of \$166.29 and earnings of \$83.15. A 'Preview' button is highlighted with a yellow box and a yellow arrow.

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.

This screenshot shows the same translation order, 'Labor Contract #7979_En', but now it is in the 'Active' state. The 'Active' tab is highlighted with a yellow box. The order details on the right are identical, but now include a 'Cancel Order' button. The 'List of Source Files' section shows the file 'labor-contract-7979english.docx'. Below this, there is a 'Choose file' button and a 'Send' button, both highlighted with yellow arrows. A message states: 'You have accepted a customer's order on the Mokrlica Platform. Please download documents, translate and deliver the translation on time.' The customer is identified as '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.

Miro Hämäläinen

Home
Profile
Translation Orders
Statistics
Payment
Order Management
FAQs
Support

Talented Translators

All translators T-Rank

Countries

- Nisa Zaheer Romania
- Anja Seppä Germany
- Potjama Sutth... Thailand
- Amal Saleh Dominica
- Aashima arora India
- Gandy Noel Bangladesh
- JoonSik Park South Korea
- Goltan Varashk Netherlands
- Lê Văn Vietnam
- Jatin Sharma Nepal

TRANSLATION ORDERS

Pending 0 Active 1 Completed 0 Cancelled 0

Labor Contract #7979_En

ID: J92FGN Words 1,446

08-03-2024 10:07

Labor Contract #7979_En

ID: J92FGN
Source Language: English (En)
Target Language: Finnish (Fi)
Request: Legal Documents / Contracts

Created Date: 08/03/2024 10:07 AM
Expected Completion: 08/03/2024 00:00 AM

Words 1,446 | Total Amount \$166.29 | Earnings \$83.15

List of Source Files
1. labor-contract-7979english.docx [Preview](#)

You have accepted a customer's order on the Mokrica Platform. Please download documents, translate and deliver the translation on time.

[Choose file](#)

Upload the completed translation and send to the customer.

[Send](#)

Customer: DeUniforme Singapore

Miro Hämäläinen

Home
Profile
Translation Orders
Statistics
Payment
Order Management
FAQs
Support

Talented Translators

All translators T-Rank

Countries

- Nisa Zaheer Romania
- Anja Seppä Germany
- Potjama Sutth... Thailand
- Amal Saleh Dominica
- Aashima arora India
- Gandy Noel Bangladesh
- JoonSik Park South Korea
- Goltan Varashk Netherlands
- Lê Văn Vietnam
- Jatin Sharma Nepal

TRANSLATION ORDERS

Pending 0 Active 1 Completed 0 Cancelled 0

Labor Contract #7979_En

ID: J92FGN Words 1,446

08-03-2024 10:07

Labor Contract #7979_En

ID: J92FGN
Source Language: English (En)
Target Language: Finnish (Fi)
Request: Legal Documents / Contracts

Created Date: 08/03/2024 10:07 AM
Expected Completion: 08/03/2024 00:00 AM

Words 1,446 | Total Amount \$166.29 | Earnings \$83.15

List of Source Files
1. labor-contract-7979english.docx [Preview](#)

You have accepted a customer's order on the Mokrica Platform. Please download documents, translate and deliver the translation on time.

[Choose file](#)

Upload the completed translation and send to the customer.

[Send](#)

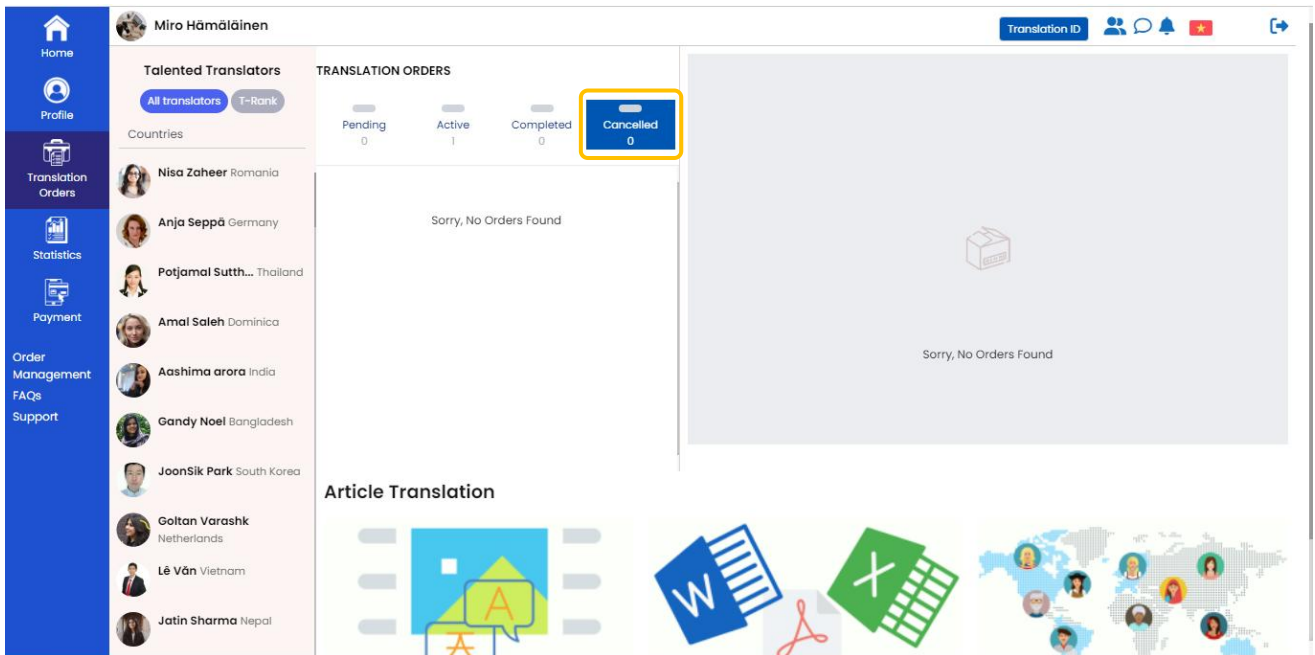
Customer: DeUniforme Singapore

Cancel Order

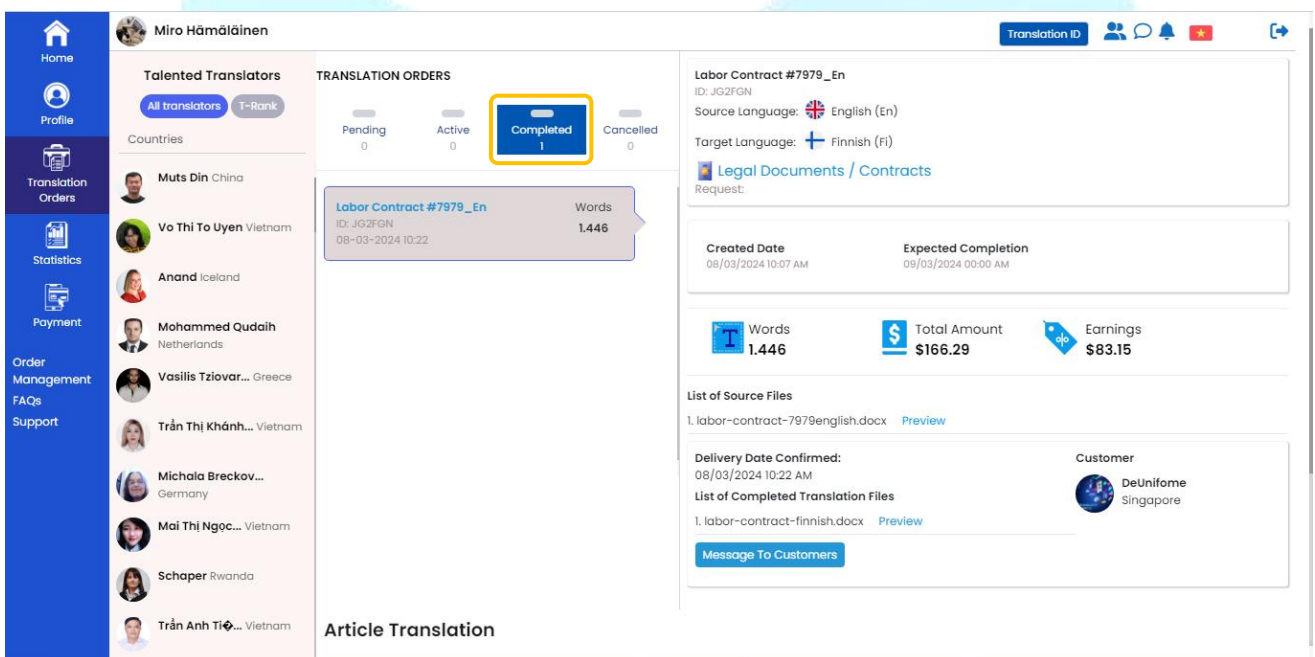
You have the option to cancel this order within 1 hour. However, if you cancel the order after 1 hour and three times in a month, you will not be able to receive any more orders on the Mokrica platform. It is recommended that you review the Translator Policy and Agreement to ensure that the order is suitable for you before accepting it. Please choose a reason for cancelling the order:

- The order exceeds my abilities.
- I cannot complete the order earlier than scheduled.
- I cannot fulfill the customer's request for the order.
- I would like to transfer the order to another translator.
- I am experiencing personal issues.
- Other - Please provide details of why you are unable to complete the order.

[Submit](#)



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



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

TRANSLATION ORDERS

Pending 0 Active 0 **Completed 1** Cancelled 0

Labor Contract #7979_En
ID: JG2FGN
08-03-2024 10:22

Words: 1,446

Source Language: English (En)
Target Language: Finnish (Fi)
Legal Documents / Contracts

Created Date: 08/03/2024 10:07 AM
Expected Completion: 09/03/2024 00:00 AM

Words: 1,446 | Total Amount: \$166.29 | Earnings: \$83.15

List of Source Files
1. labor-contract-7979english.docx [Preview](#)

Delivery Date Confirmed: 08/03/2024 10:22 AM
List of Completed Translation Files
1. labor-contract-finnish.docx [Preview](#)

Customer: DeUnifome Singapore

[Message To Customers](#)

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

NOTIFICATIONS

Labor Contract #7979_En
Created Date: 08-03-2024 10:07 AM
Expected Completion: 09-03-2024
1,446 Word(s) \$83.15

Source Language: English (En)
Target Language: Finnish (Fi)
Legal Documents / Contracts

08-03-2024 11:20:49 AM
Revision of translation
It contains spelling or grammatical errors

[View more](#)

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**.

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.

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.

The screenshot shows the user's profile (Miro Hämäläinen) and navigation menu. The 'Statistics' section is active, with the 'Chart' tab selected. The chart displays 'Order received' for March 2024, showing 1,446 words. A 'RECENT ORDERS' box shows details for 'Labor Contract #7979_En' (08/03/2024 10:07 AM) with 1,446 words and a value of \$83.15.

The screenshot shows the 'Translation Orders' section. The 'Download file' button is highlighted with a yellow arrow. The table below shows order details for 'Labor Contract #7979_En'.

Order Names	Source Language Target Language Major	Words	Total Amount Earnings	Created Date Sent Date	Expected Completion	Status
Labor Contract #7979_En	English (En)	1,446	\$166.29	08-03-2024 10:07 AM	09-03-2024 12:00 AM	Approved
	Finnish (Fi)		\$83.15	08-03-2024 10:22 AM		
	Legal Documents / Contracts					

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.

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

Translation Orders

Your monthly income

Month	Orders	Total Words	Total Income	Details
3-2024	1	1,446	\$83.15	Q
2-2024	0	0	\$0.00	Q
1-2024	0	0	\$0.00	Q
Total	1	1,446	\$83.15	

Approved Commission

Your monthly approved commission

Month	Orders	Total Words	Total Commissions	Details
3-2024	0	0	\$0.00	Q
2-2024	0	0	\$0.00	Q
1-2024	0	0	\$0.00	Q
Total	0	0	\$0.00	

Miro Hämäläinen

Translation ID

Translation Orders Approved Commission **Total Income** Payment History

Your total monthly income 2024

Month	Income	Commissions	Total Income
3-2024	\$83.15	\$0.00	\$83.15
2-2024	\$0.00	\$0.00	\$0.00
1-2024	\$0.00	\$0.00	\$0.00
Total	\$83.15	\$0.00	\$83.15

Talented Translators

All translators T-Rank

Countries

- Bernadette Nga ... Canada
- Eva Melseva Czechia
- David John France
- Arkadiusz Witek Poland
- Wang Yu North Korea
- TRƯỜNG BẢO ... Vietnam
- Vasilis Tziovar... Greece
- Pham Thi Thu... Vietnam
- Lê Văn Vietnam
- Stefan Slings Netherlands

Miro Hämäläinen

Translation ID

Translation Orders Approved Commission Total Income **Payment History**

Wage payment history

Transfer Date	Beneficiary	Account Number	Bank	Total Amount	Payment Methods	Status
---------------	-------------	----------------	------	--------------	-----------------	--------

Talented Translators

All translators T-Rank

Countries

- Risha Desinta L... Indonesia
- Trần Thị Khánh... Vietnam
- Mai Thị Ngọc... Vietnam
- Marta Allina North Korea
- Pandiyarajan India
- TRẦN 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:

$$\$166.29 \times 50\% = \$83.15$$

The screenshot displays the Mokrica platform interface for a translator named Miro Hämäläinen. The interface is divided into several sections:

- Left Sidebar:** Contains navigation icons for Home, Profile, Translation Orders, Statistics, Payment, Order Management, FAQs, and Support.
- Top Bar:** Shows the user's name, a 'Translation ID' button, and notification icons.
- Talented Translators:** A list of other translators with their names and countries, including Smith Alliance (Spain), Amal Saleh (Dominica), Maria Delgado (Western Sahara), Lucano Peter Al... (India), Lila Politi (Bouvet Island), Marta Allina (North Korea), Allan Johnsen (Mexico), Andrey Pavlyuk (Russia), Muts Din (China), and Trần Anh Ti... (Vietnam).
- TRANSLATION ORDERS:** A section with filters for Pending (0), Active (0), Completed (1), and Cancelled (0). A specific order is highlighted: 'Labor Contract #7979_En' (ID: JG2FGN) with 1,446 words, completed on 08-03-2024 at 10:22. The order type is 'Article Translation'.
- Order Details:**
 - Labor Contract #7979_En:** ID: JG2FGN, Source Language: English (En), Target Language: Finnish (Fi). A large 'APPROVED' stamp is visible.
 - Created Date:** 08/03/2024 10:07 AM
 - Expected Completion:** 09/03/2024 00:00 AM
 - Summary:** Words: 1,446; Total Amount: \$166.29; Earnings: \$83.15 (highlighted with a yellow box).
 - List of Source Files:** 1. labor-contract-7979english.docx (Preview)
 - Delivery Date Confirmed:** 08/03/2024 10:22 AM
 - Customer:** DeUnifome, Singapore
 - List of Completed Translation Files:** 1. labor-contract-finnish.docx (Preview)
 - Message To Customers:** A button to contact the customer.

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

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.


Order name	Translate from	Translate to	Amount	Commission	Status	Sent date	Translators receive
No data yet...							


General provisions:
 1. You will receive a Commission provided that the customer orders translation by your "Translation ID".

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

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Customer Registration


[Upload photo](#)

Full name _____
Area code _____ Phone number _____
Email _____
Country _____
Password _____ 
Password (at least 8 characters including 1 uppercase letter)
Translation ID _____

You are
 Individual
 Enterprise

[REGISTER](#)

By clicking Sign Up, you agree to our [Terms of Use](#), [Privacy](#) and [Cookie Policy](#).



