



Phrase TMS - Quick Start Guide for Linguists

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Introduction

This guide covers the basics of Phrase TMS for linguists and provides you with a step-by-step approach to use it.

We will explore essential concepts such as job handling, working with CAT editors, terminology management, and QA features.

By the end of this guide, you will be equipped with the basic knowledge to explore other topics and more advanced features through [Phrase Help Center](#) documentation.



NOTE

Phrase TMS offers two main versions of the CAT editor, with almost identical CAT functionalities:

- [CAT web editor](#)
- [CAT desktop editor](#)

Please note that all screenshots provided in this guide refer to the **CAT web editor** user interface.

Accept or Decline Jobs

Receive email notification and log in to Phrase TMS

- *New users*

A project manager will trigger a welcome email with login information. The message will contain your username and a link to reset your password. Once your new password is set, you can access Phrase TMS providing your credentials at <https://cloud.memsource.com>.

- *Existing users*

Once a translation job is available, you will receive an email notification containing essential project details such as the language combination, deadline, and word count.

Log in to Phrase TMS by providing your credentials at <https://cloud.memsource.com> to access the Jobs page.



NOTE

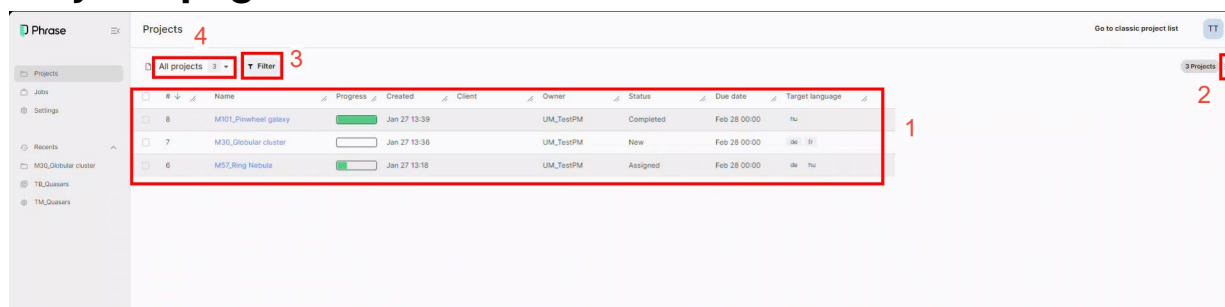
If you have multiple Phrase TMS accounts, log in with username.

Jobs page overview

Name	Status	Due date	Wordcount	Progress	Workflow	Project #	Project	Source	Target
posts.json	New		42	0%	Translation	2	rebrand v1.0	en ^{US}	de ^{DE}
README.md	New		69	0%	Translation	2	rebrand v1.0	en ^{US}	sv ^{SE}
Localizable.strings	New		34	0%	Translation	2	rebrand v1.0	en ^{US}	de ^{DE}
Localizable.strings	Emailed		34	0%	Revision	2	rebrand v1.0	en ^{US}	sv ^{SE}
Localizable.strings	Completed		38	0%	Translation	1	master v1.0	en ^{US}	de ^{DE}
Localizable.strings	Accepted	Jan 31 00:00	38	0%	Revision	1	master v1.0	en ^{US}	sv ^{SE}

1. List of all assigned jobs across multiple projects with relevant details
2. Predefined filter based on job status
3. Buttons to change jobs' status
4. Options to customize and filter the jobs view

Projects page overview



1. List of projects containing your assigned jobs with relevant details
2. Clickable settings icon to customize columns displayed in the list
3. Options to filter the projects view
4. Dropdown menu with options to create, save and manage your projects view based on available filters

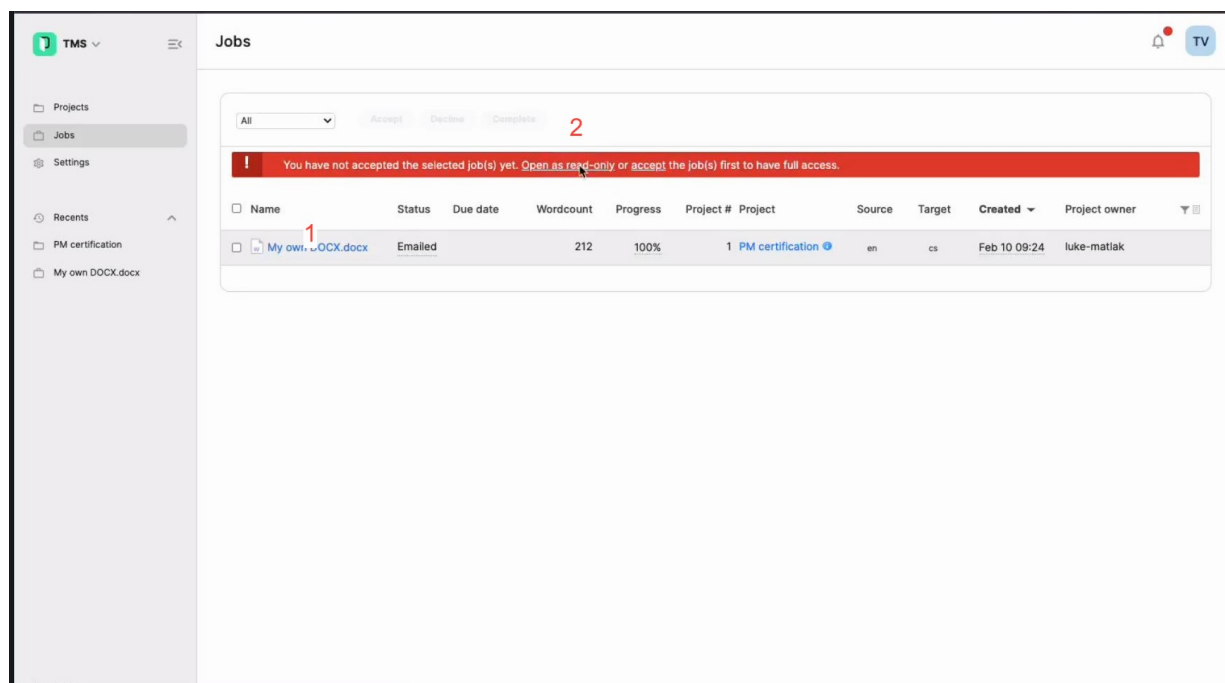
Click on a project name in the list to open the relevant project details page, where you will find:

- Additional project information
- Available resources attached to the project (i.e. analyses, quotes, TMs, TBs, references)

Preview job content

Assigned jobs must first be accepted to start the linguistic task. However, you can preview the content in the CAT editor before accepting a job:

1. Click on the job name you wish to preview.
2. Select **Open as read-only** in the red warning message.

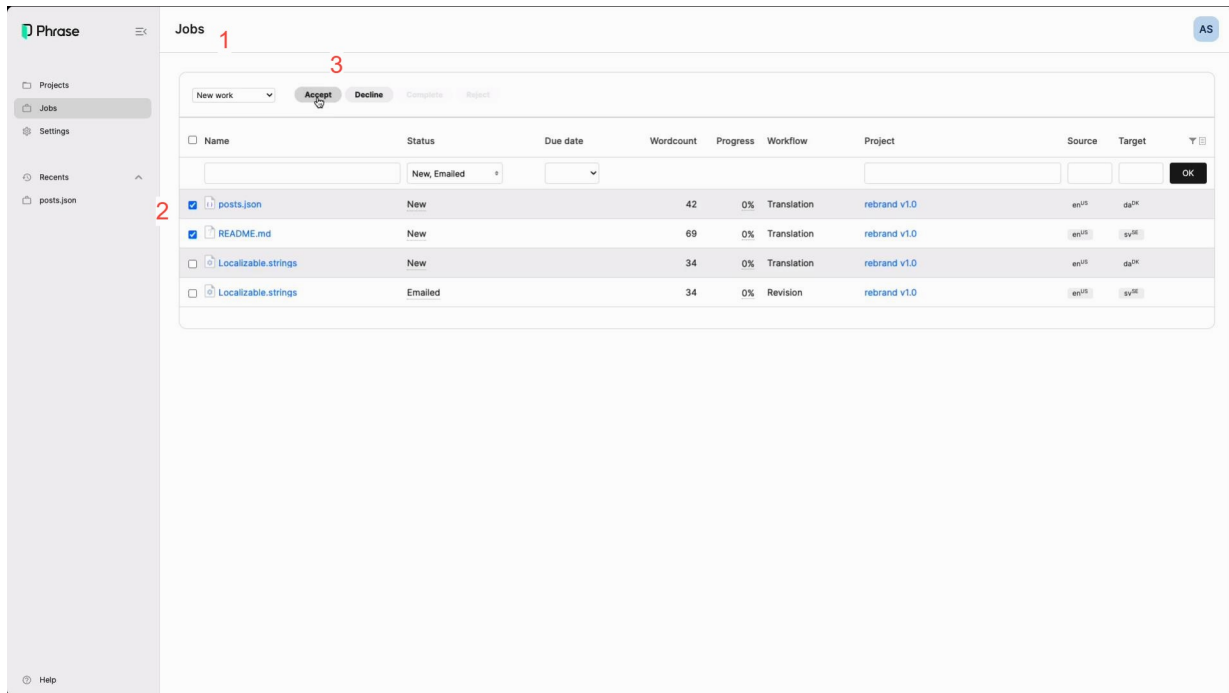


Accept or decline jobs

1. Select **New work** at the top of the Jobs page to view only assigned jobs that have not been accepted.

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2. Select one or multiple jobs.
3. Click on the **Accept** button to accept the selected job(s), or click on **Decline** if you determine that you cannot perform the task.



Useful articles on Phrase Help Center

You can find additional information in the following articles:

- [Linguist](#)
- [Jobs](#)
- [Sharing](#) (in particular, see [Error messages](#) related to shared jobs)
- [Projects](#)

Translation Process

Open accepted job(s) in the CAT editors

- CAT desktop editor



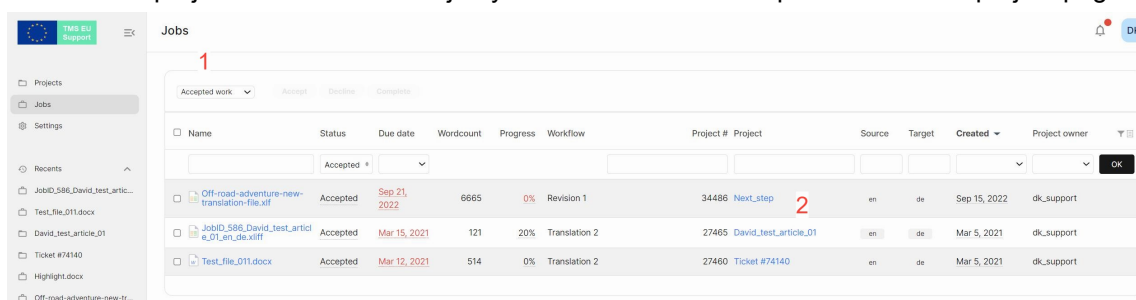
TIP

Using the CAT desktop editor is recommended in case of:

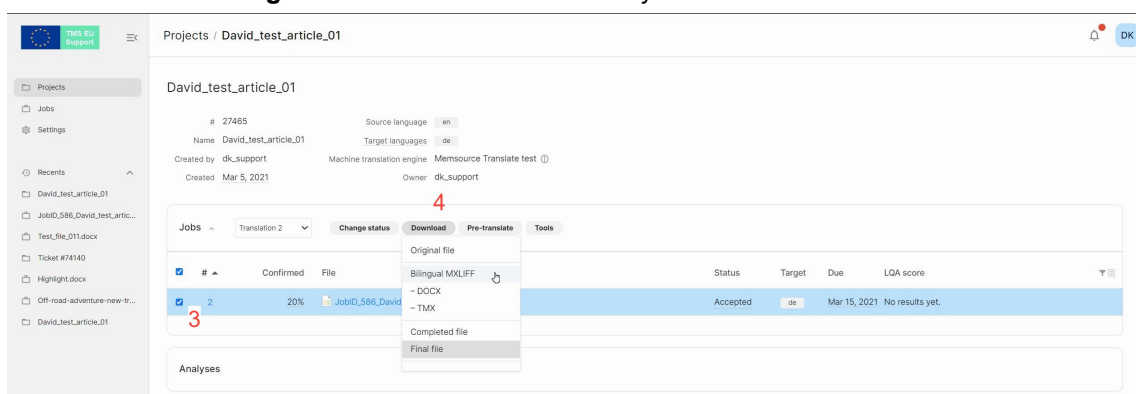
- Longer translations
- Slower Internet connection
- Offline work

Prerequisite: Download and install the CAT desktop editor by following the instructions provided in [this article](#).

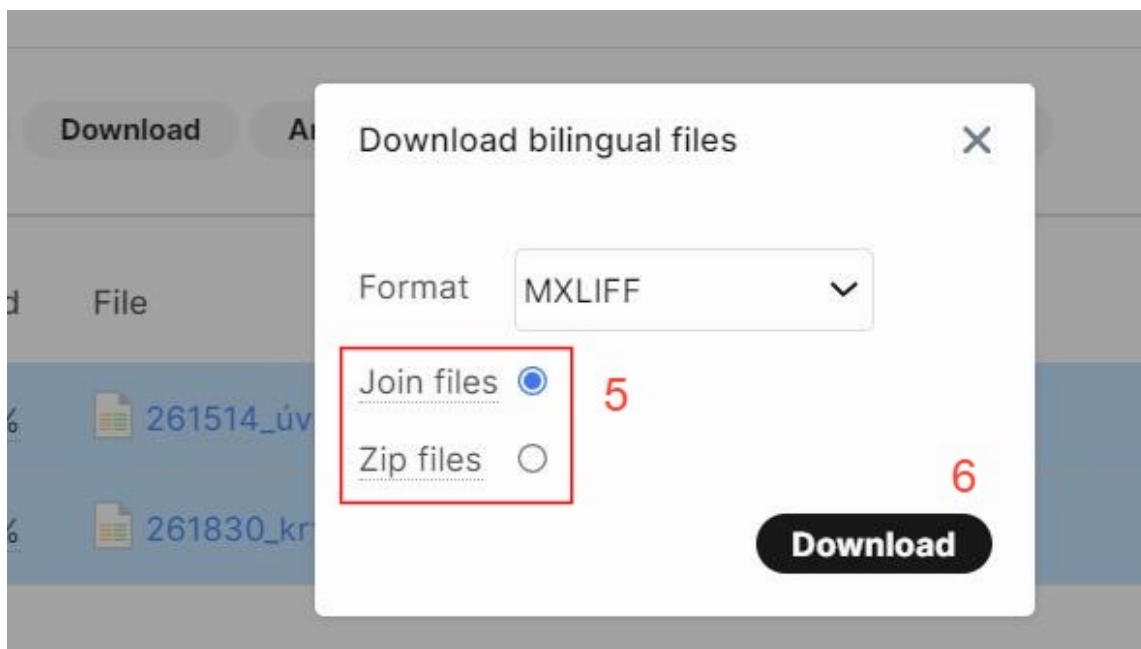
1. Select **Accepted work** at the top of the Jobs page to view only accepted jobs that have not been completed.
2. Click on the project name next to the job you wish to work on to open the relevant project page.



3. Select one or multiple jobs in the project page.
4. Click **Download/Bilingual MXLIF** to save the file to your local disk.



5. In case of multiple jobs, select **Join files** to download a joined single file (the target language must be the same). Otherwise, select **Zip files** to download a ZIP folder with individual files.
6. Click **Download** and open the downloaded file in the CAT desktop editor to start working.

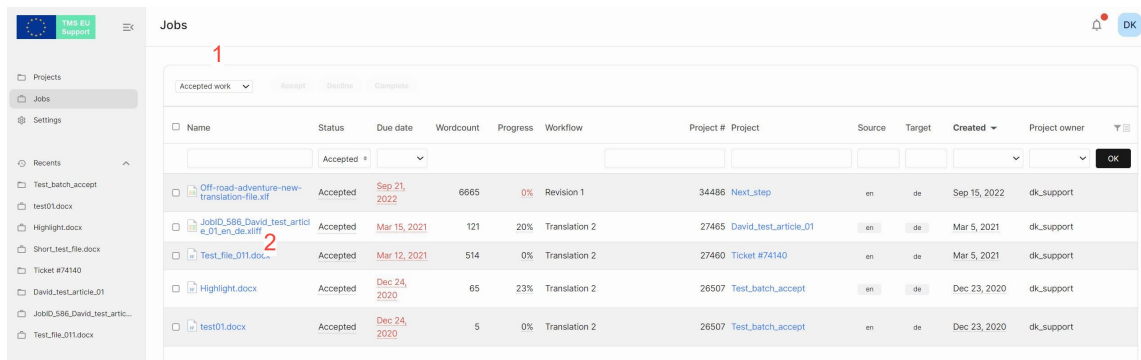


NOTE

Working from the CAT desktop editor still requires entering your login information to leverage translation resources and sync the translation to the server.

• CAT web editor

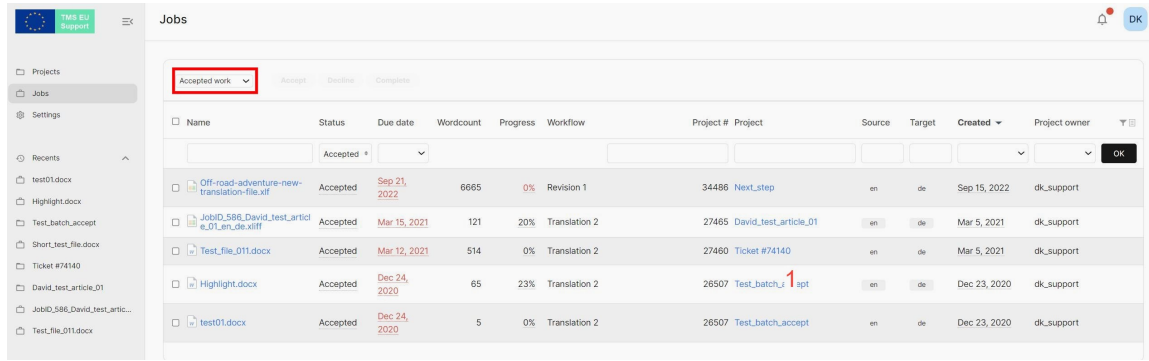
1. Select **Accepted work** at the top of the Jobs page to view only accepted jobs that have not been completed.
2. Click on a job to open it in the CAT web editor.



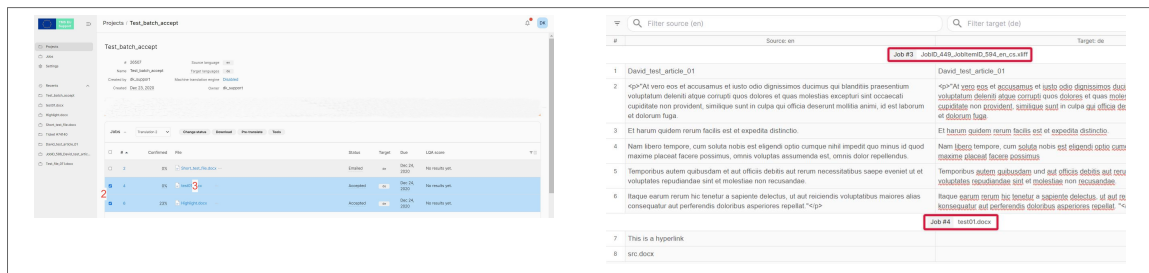
If you have multiple jobs belonging to the same project and into the same target language, you can also open all of them at once:

1. Click on the project name next to the job you wish to work on to open the relevant project page.

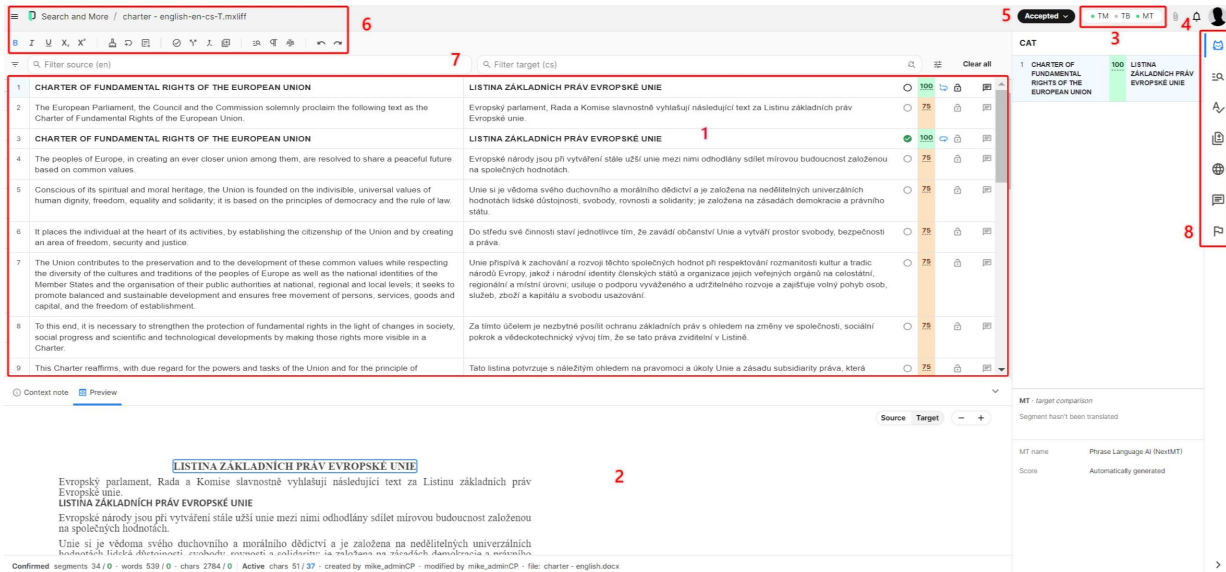
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2. Select multiple jobs in the project page.
3. Click on any of the selected jobs' name to open the whole selection in the CAT web editor. Multiple jobs will be separated with a bar indicating job number and filename.



CAT editor interface overview



1. Translation editor showing segments with source and target text
2. Preview section to display source or target document



NOTE

To display in-context preview, you need to enable it by selecting **Tools/Show preview** tab in the menu toolbar.

3. Resource status showing the connection status of available translation resources (TMs, TBs, MT)
4. Clickable paper clip icon indicating a reference file attached to the translation project
5. Button to change jobs' status within the CAT editor

6. Menu ☰ and options toolbar
7. Search, filtering and sorting options
8. Tabs to select and display relevant panes of the CAT editor

Work with segments

- **Confirm**

All translated segments need to be confirmed before completing a job. Confirming a segment saves the translation in the translation memory, if there is one attached to a project and is assigned in the *Write* mode.

There are multiple ways to confirm segments:

- You can confirm segments individually using keyboard shortcuts **Ctrl+Enter** or **Cmd+Enter**.
- Confirmation can also be done by clicking on the segment status icon.

Filter source (en)	Filter target (cs)	Clear all
1 CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION	LISTINA ZÁKLADNÍCH PRÁV EVROPSKÉ UNIE	100
2 The European Parliament, the Council and the Commission solemnly proclaim the following text as the Charter of Fundamental Rights of the European Union.	Evropský parlament, Rada a Komise slavnostně vyhlásují následující text za Listinu základních práv Evropské unie.	75
3 CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION	LISTINA ZÁKLADNÍCH PRÁV EVROPSKÉ UNIE	100
4 The peoples of Europe, in creating an ever closer union among them, are resolved to share a peaceful future based on common values.	Evropské národy jsou při vytváření stále užší unie mezi nimi odhodlány sdílet mírovou budoucnost založenou na společných hodnotách.	75
5 Conscious of its spiritual and moral heritage, the Union is founded on the indivisible, universal values of human dignity, freedom, equality and solidarity, it is based on the principles of democracy and the rule of law.	Unie si je vědoma svého duchovního a morálního dědictví a je založena na nedělitelných univerzálních hodnotách lidské důstojnosti, svobody, rovnosti a solidarity; je založena na zásadách demokracie a právního státu.	75
6 It places the individual at the heart of its activities, by establishing the citizenship of the Union and by creating an area of freedom, security and justice.	Do středu své činnosti staví jednotlivce tím, že zavádí občanství Unie a vytváří prostor svobody, bezpečnosti a práva.	75
7 The Union contributes to the preservation and to the development of these common values while respecting the diversity of the cultures and traditions of the peoples of Europe as well as the national identities of the Member States and the organisation of their public authorities at national, regional and local levels; it seeks to promote balanced and sustainable development and ensures free movement of persons, services, goods and	Unie přispívá k zachování a rozvoji těchto společných hodnot při respektování rozmanitosti kultur a tradic národů Evropy, jakož i národní identity členských států a organizace jejich veřejných orgánů na celostátní, regionální a místní úrovni; usiluje o podporu vyváženého a udržitelného rozvoje a zajišťuje volný pohyb osob, služeb, zboží a kapitálu a svobodu usazování.	75

- You can select multiple segments and confirm them at once:

1. Press **Shift** or **Ctrl/Cmd** and click on the segment numbers to select them.
2. Confirm the selected segments using keyboard shortcuts, or by selecting **Edit/Confirm segment** from the menu toolbar.

Filter source (en)	Filter target (cs)	Clear all
Charter and updated under the responsibility of the Praesidium of the European Convention.	Evropské úmluvy.	75
11 Enjoyment of these rights entails responsibilities and duties with regard to other persons, to the human community and to future generations.	Požívání těchto práv s sebou nese odpovědnost a povinnosti vůči jiným osobám, lidskému společenství a budoucím generacím.	75
12 The Union therefore recognises the rights, freedoms and principles set out hereafter.	Unie proto uznává práva, svobody a zásady stanovené níže.	75
13 TITLE I	HLAVA I	MT
14 DIGNITY	DŮSTOJNOST	MT
15 Article 1	Článek 1	100
16 Human dignity	Lidská důstojnost	100
17 Human dignity is inviolable.	Lidská důstojnost je nedotknutelná.	100
18 It must be respected and protected.	Must být respektována a chráněna.	75
19 Article 2	Článek 2	100

- You can also select all segments using keyboard shortcuts and confirm them together.



NOTE

If you need to edit confirmed translations, remember to confirm segments again to reflect changes in the translation memory.

- **Repetitions**

Segments repeated within a job are labelled as repetitions. The first instance of a repetition is identified with a heavy arrow and subsequent repetitions with a lighter arrow .

Your confirmed translation of a repetition will be propagated throughout the rest of the text where the same source segment is repeated. Propagated repetitions will also be automatically confirmed.

However, you can also edit the translation of a propagated repetition:

1. Locate the repetition you wish to edit and click on the arrow icon next to the corresponding segment.

The arrow icon will be crossed out to indicate a repetition exception.


2. Edit the translation as required.
3. Confirm the edited repetition exception.

1	CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION	LISTINA ZÁKLADNÍCH PRÁV EVROPSKÉ UNIE	100	↺	🔒	🔗
2	The European Parliament, the Council and the Commission solemnly proclaim the following text as the Charter of Fundamental Rights of the European Union.	Evropský parlament, Rada a Komise slavnostně vyhlásují následující text za Listinu základních práv Evropské unie.	75	↺	🔒	🔗
3	CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION	LISTINA ZÁKLADNÍCH PRÁV EVROPSKÉ UNIE. 2	100	↺	🔒	🔗
4	The peoples of Europe, in creating an ever closer union among them, are resolved to share a peaceful future based on common values.	Evropské národy jsou při vytváření stále užší unie mezi nimi odhodlány sdílet mírovou budoucnost založenou na společných hodnotách.	75	↺	🔒	🔗
5	Conscious of its spiritual and moral heritage, the Union is founded on the indivisible, universal values of human dignity, freedom, equality and solidarity; it is based on the principles of democracy and the rule of law.	Unie si je vědoma svého duchovního a morálního dědictví a je založena na nedělitelných univerzálních hodnotách lidské důstojnosti, svobody, rovnosti a solidarity; je založena na zásadách demokracie a právního státu.	75	↺	🔒	🔗
6	It places the individual at the heart of its activities, by establishing the citizenship of the Union and by creating an area of freedom, security and justice.	Do středu své činnosti staví jednotlivce tím, že zavádí občanství Unie a vytváří prostor svobody, bezpečnosti a práva.	75	↺	🔒	🔗

• **Search and Filter**

You can use the CAT editor's filter section to search for text through different options.

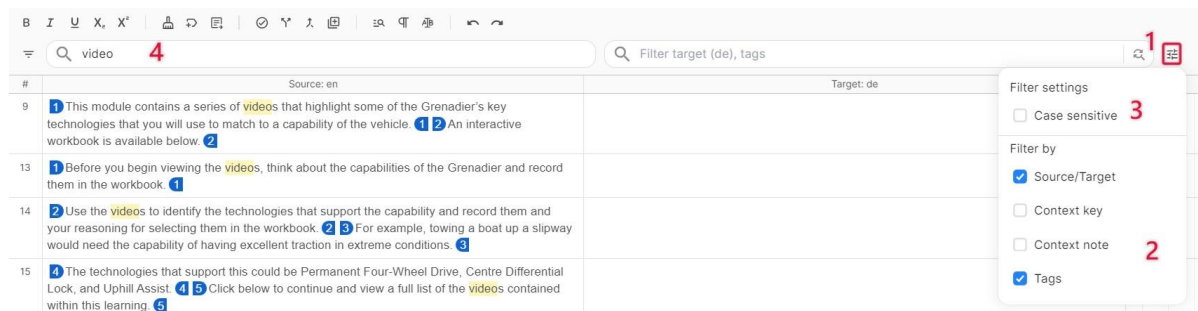
1. Click on the Filter settings button to open the relevant window.
2. Select the type of content you wish to search text in from the Filter by section.
3. Toggle on/off the Case sensitive setting as needed.



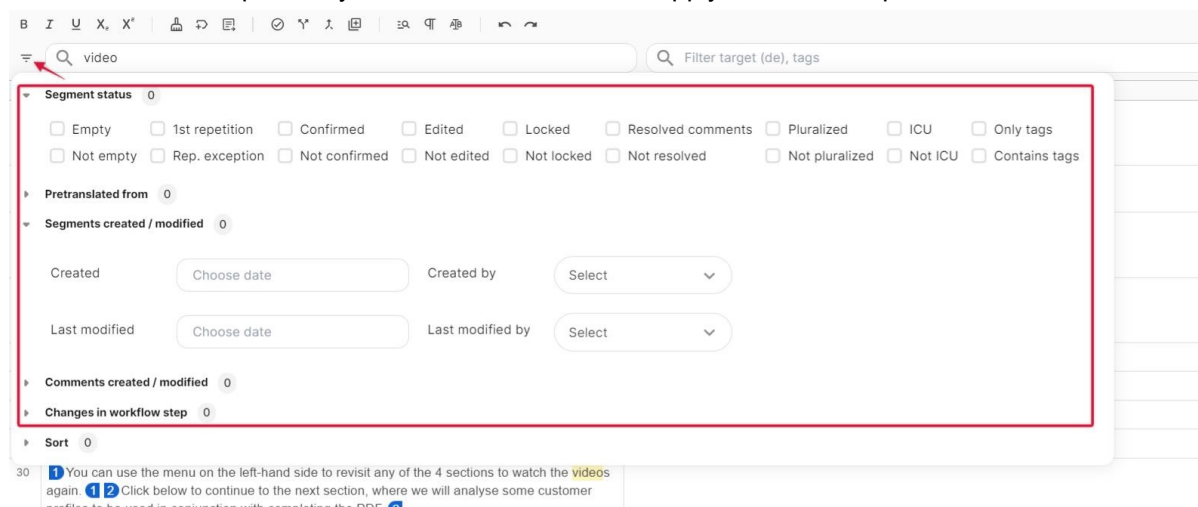
NOTE

If you are working in the CAT desktop editor, the Use regexp setting can also be enabled.

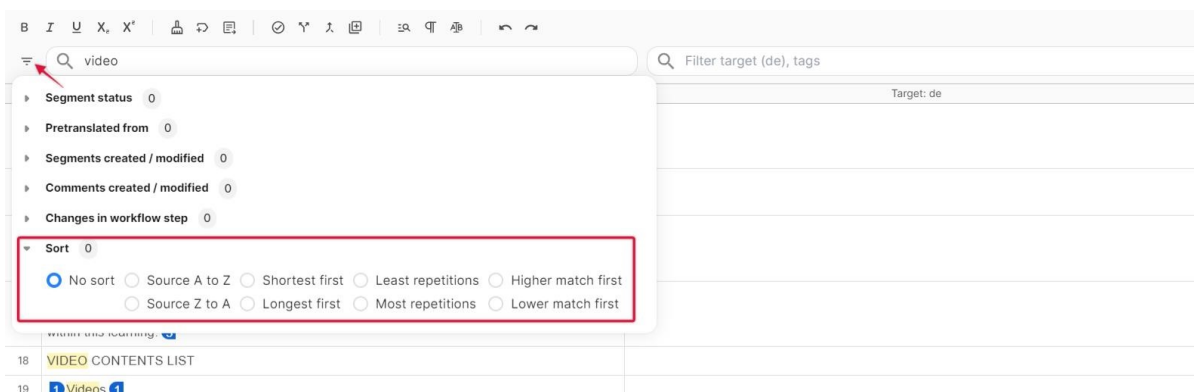
4. Type the text to be searched in the corresponding search box. Segments are automatically filtered to highlight search results.



If you need to perform more complex searches, click on the arrow next to the filter section to display advanced filters. Expand any of the advanced filters to apply the desired options.



You can also expand the Sort section to sort content alphabetically, by segment length, repetitions, and matches' score.



• **Join and split**


Whenever default text segmentation does not seem to follow a logical structure, it may be useful to join or split the segments as needed. Proper merging and splitting of segments can also impact the matches retrieved from the translation memory.



NOTE

Splitting or joining segments requires permission to edit the source granted by the project manager.

To join segments:

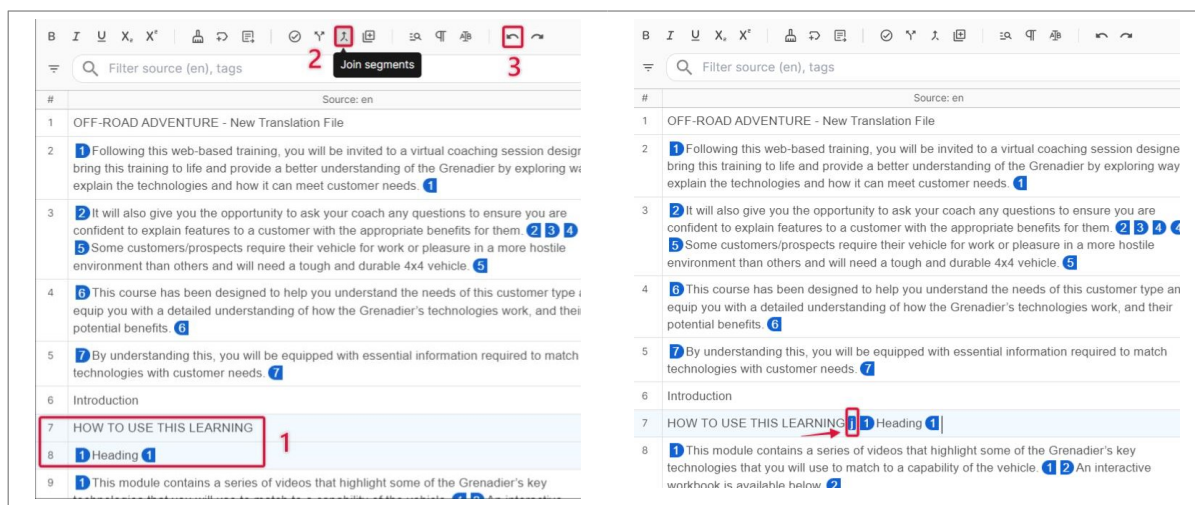
1. Click in a segment.
2. Click on **Join segments**  in the top toolbar, or use the corresponding keyboard shortcut. The selected segment and the one below will be joined. A blue j tag is automatically inserted in the text.




NOTE

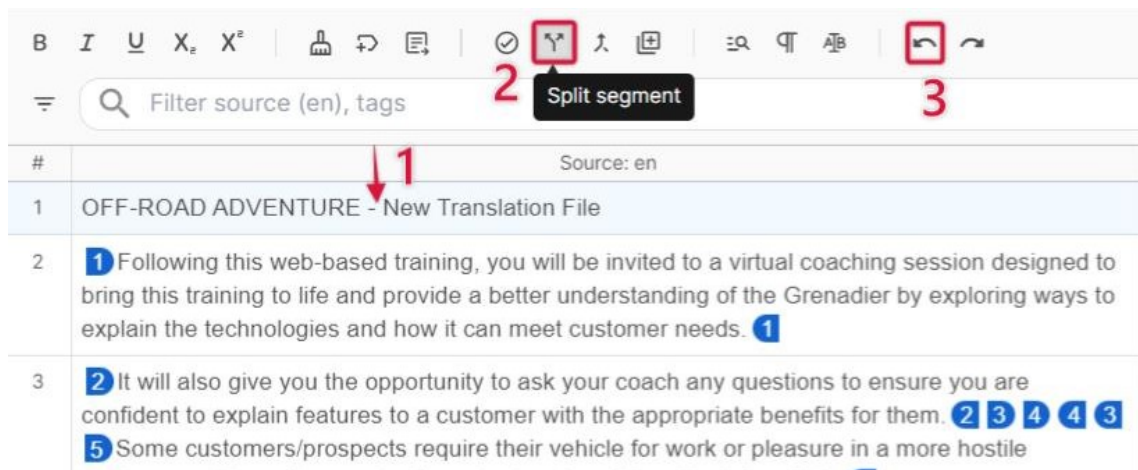
The j tag must be preserved in the target text to achieve desired formatting in the completed document.

3. If needed, click on the **Undo** button in the top toolbar to cancel the operation, or use the corresponding keyboard shortcut **Ctrl+Z/Cmd+Z**. This will only work if no other action was performed between the joining and undoing.



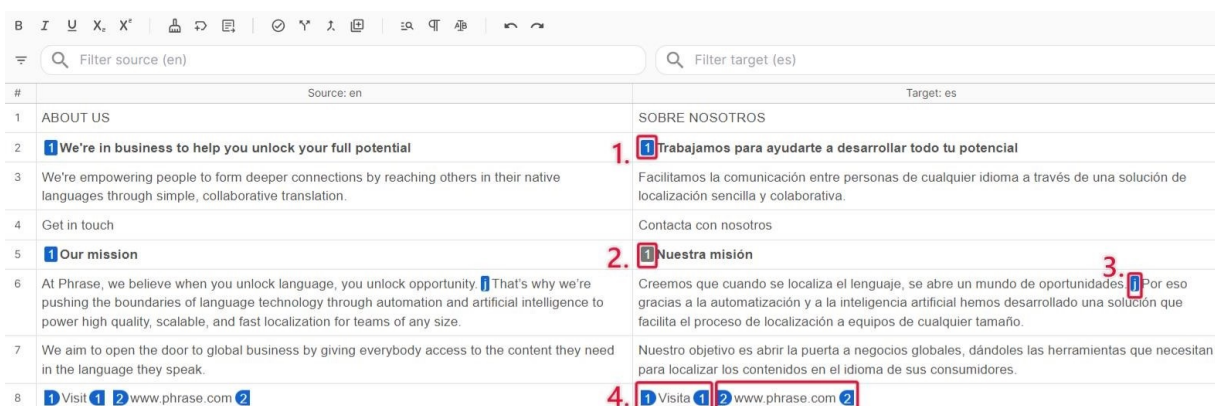
To split segments:

1. Place the cursor at the desired point in the source text.
2. Click on **Split segment**  in the top toolbar, or use the corresponding keyboard shortcut. The segment will be separated at the specified point.
3. If needed, click on the **Undo** button in the top toolbar to cancel the operation, or use the corresponding keyboard shortcut **Ctrl+Z/Cmd+Z**. This will only work if no other action was performed between the splitting and undoing.



Work with tags

Source files may contain variables, special formatting, formal names, or code that should not be translated. These elements are displayed in the CAT editors as *tags*.



1. Unpaired/Single tags
2. Custom tags
3. Joined tags
4. Paired tags

You can preview tag content:

- By hovering over a given tag.

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#	Source: en	Target: es
1	ABOUT US	SOBRE NOSOTROS
2	1 We're in business to help you unlock your full potential	1 Trabajamos para ayudarte a desarrollar todo tu potencial
3	We're empowering people to form deeper connections by reaching others in their native languages through simple, collaborative translation.	Facilitamos conexiones más profundas entre personas de diferentes idiomas a través de una solución de localización sencilla y colaborativa.
4	Get in touch	Contacta con nosotros
5	1 Our mission	1 Nuestra misión
6	At Phrase, we believe when you unlock language, you unlock opportunity. 1 That's why we're pushing the boundaries of language technology through automation and artificial intelligence to power high quality, scalable, and fast localization for teams of any size.	Creemos que cuando se localiza el lenguaje, se abre un mundo de oportunidades. 1 Por eso gracias a la automatización y a la inteligencia artificial hemos desarrollado una solución que facilita el proceso de localización a equipos de cualquier tamaño.
7	We aim to open the door to global business by giving everybody access to the content they need in the language they speak.	Nuestro objetivo es abrir la puerta a negocios globales, dándoles las herramientas que necesitan para localizar los contenidos en el idioma de sus consumidores.

- By selecting **Edit/Tags/Expand tags** in the menu toolbar to preview all tag content.

The screenshot shows the Phrase TMS interface. On the left, a menu is open with 'Edit/Tags/Expand tags' selected. The main area displays a list of source and target text segments. The target text is shown with various tags expanded, such as 1,

Tags need to be preserved in the target text to ensure that formatting and variables are saved correctly in the translated file.



NOTE

If you have been granted appropriate rights by a project manager, you can edit tag content in the target language if required.

Press **F8** to copy tags from the source to the target segment.

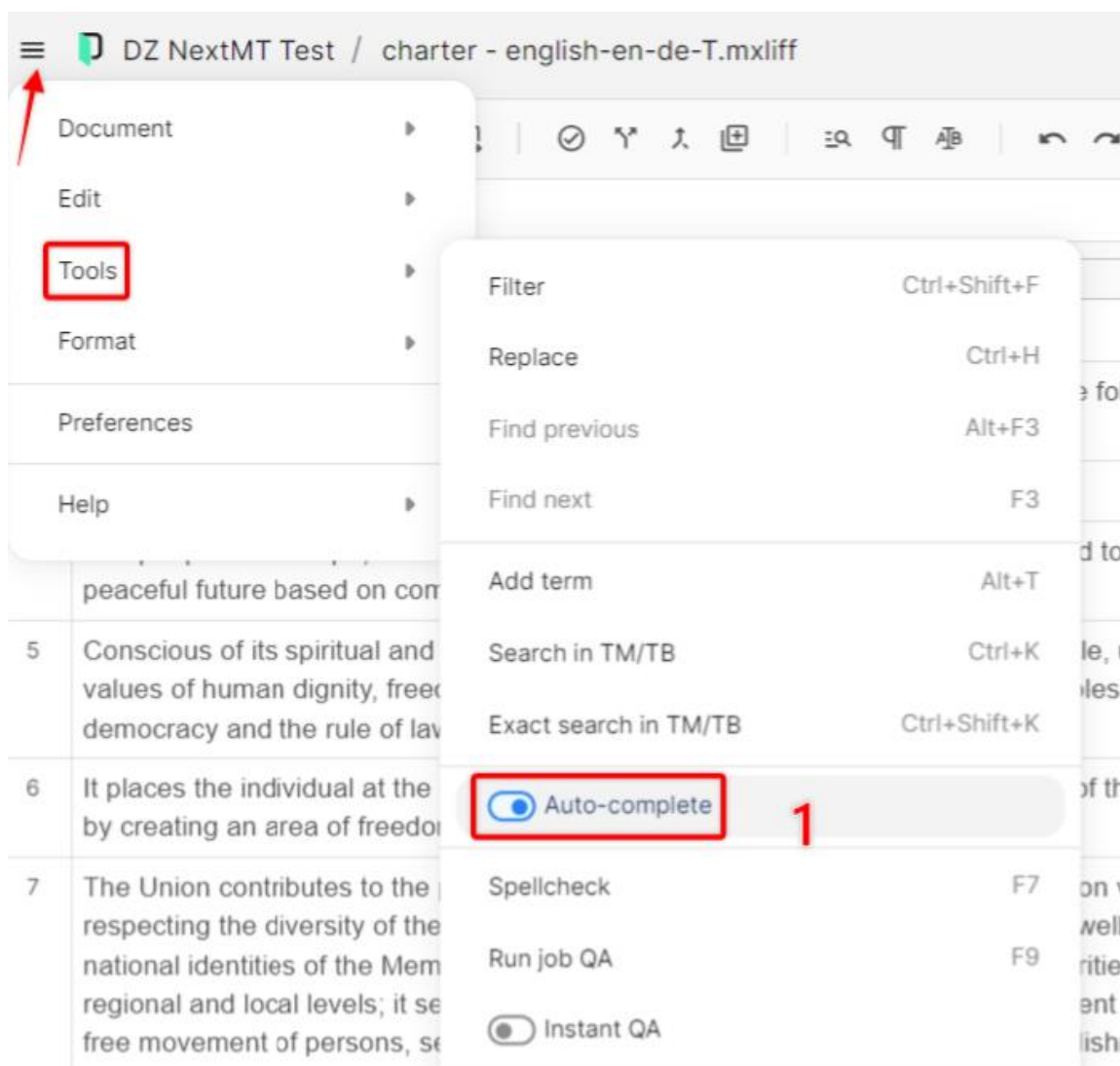
Leverage translation resources

- *TMs, TBs and MT matches (CAT pane)*

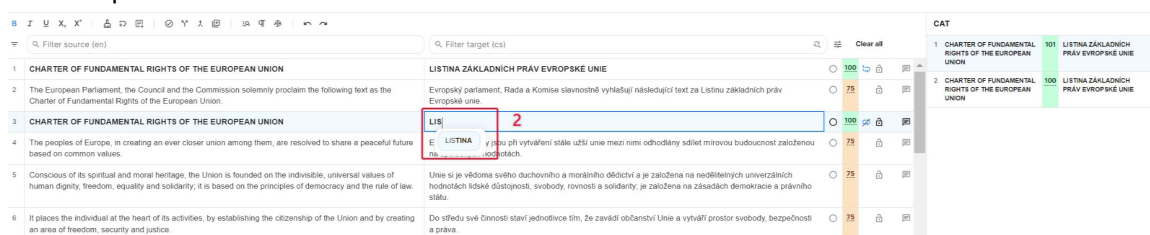
The CAT pane displays suggestions that are available for the selected segment you are currently translating. These suggestions are derived from your translation memories, term bases, and machine translation engines based on the similarity of the source text. Non-translatable matches are also displayed.

101	16 mm	1.
TB	em	2.
TB	mm	3.
100	16 mm	4.
<u>100</u>	16 mm	5.
99	mm	6.
NT	16 mm	7.
MT	16 mm	8.
S	16	9.

1. 101% TM match/Context match
It is a segment stored in the TM with context information.
 2. Approved TB term
 3. Forbidden TB term
 4. 100% TM match
 5. MT match with score (MTQE)
It is a suggestion provided by an MT engine with quality estimation. You can visually distinguish them as they are underlined with a dotted line.
Available MTQE scores are:
 - 100%: Perfect MT output, post-editing likely not required
 - 99%: Near-perfect MT output, minor post-editing required
 - 75%: Good MT match, some human post-editing required
 6. Fuzzy TM match (anything below 100%)
It is a partial TM match, where the match level is expressed as a percentage.
 7. Non-translatable match
It is a segment that should not require translation.
 8. MT match
It is a suggestion provided by an MT engine with no MTQE score. The output should be checked.
 9. Subsegment match
It is a smaller part of the original text that was previously translated as a short segment.
- You can use suggestions from the CAT pane to preserve consistency and style through the translated texts.
- Simply double-click on the desired match to copy the text in the target segment. To speed up the process, you can also activate the Auto-complete feature:
1. Select **Tools/Auto-complete** from the menu toolbar to enable the feature.



- As you type in the target segment, press **TAB** to insert automatically displayed suggestions from the CAT pane.



- Search in TMs and TBs (Concordance search pane and More languages pane)**

You can use the Concordance search pane to search for text in the connected TMs and TBs:

- Select the **Concordance search** tab in the side panel of the CAT editor.
- Enter text in the search field, or select a piece of text from a segment and use the keyboard shortcut **Ctrl+K/Cmd+K** to copy it into the search field. For exact search in quotation marks, use the **Ctrl+Shift+K/Cmd+Shift+K** shortcut instead.

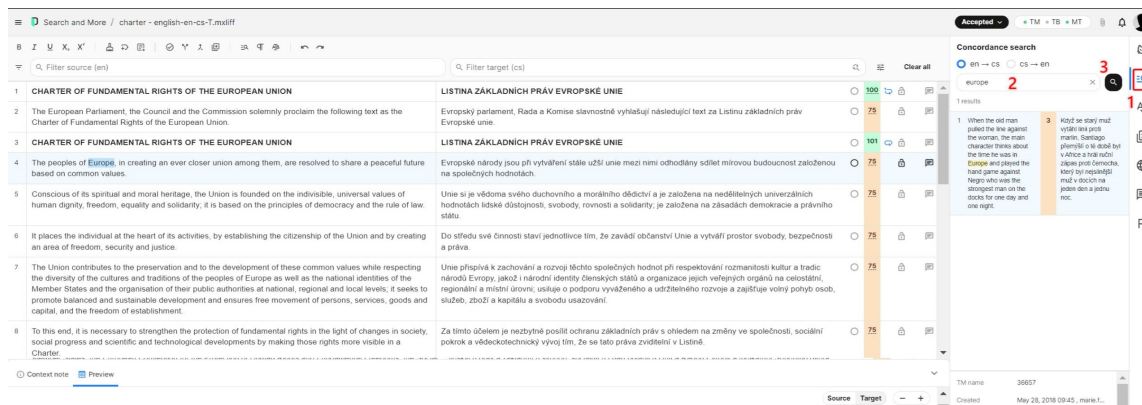


NOTE

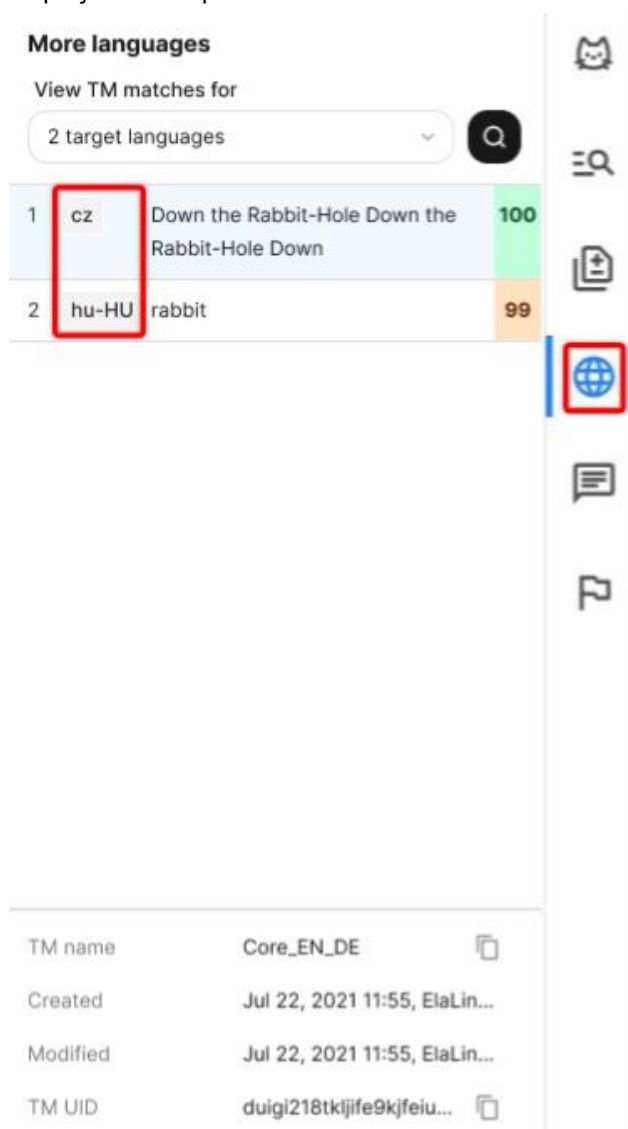
You can select the desired search direction (source → target or target → source) above the search field.

3. Click the **Search** icon to display the search results.

The numbers next to the results show the percentage of the TM match, i.e. to what extent the searched string matches the content of the translation unit in the TM.



For projects with more than one target language, you can also select the More languages pane to display the best possible translation matches for all target languages in the project.

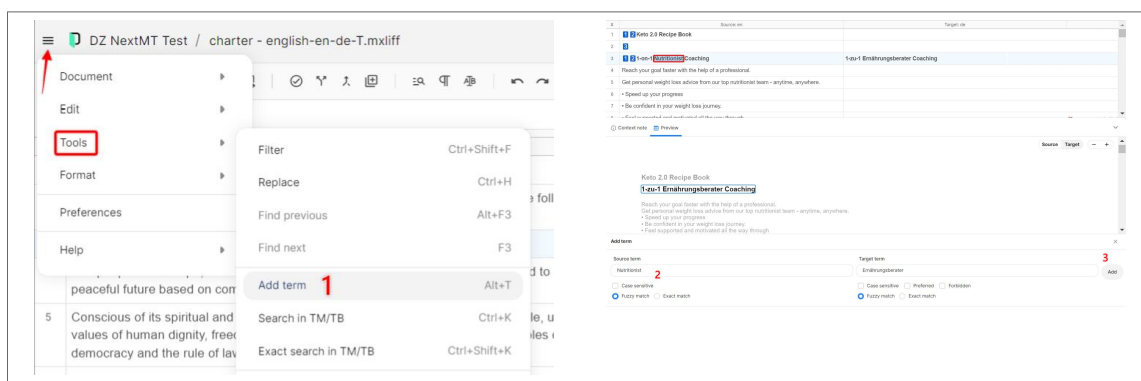


It is especially useful if you are fluent in multiple languages and want to ensure translation consistency across different language versions.

- Add terms to TBs

You can add new terms to the project TBs to ensure translation consistency, if the TB is assigned in the *Write* mode. Adding terms is particularly useful when you encounter a term frequently used in the source text.

1. Press **Alt+T/Opt+T** or select **Tools/Add term** in the menu toolbar to open the Add Term section.
2. Specify the source and target terms by either:
 - Entering them manually in the relevant fields.
 - Selecting the source or target term from the segment, and pressing **Alt+T/Opt+T**.
3. Click on **Add** to save the term.



NOTE

By default, all unverified terms are added as *new* unless you have been granted appropriate rights by a project manager. If you have relevant permissions, all terms added by you will be automatically set as *approved*.

If needed, you can also edit both the source and target of new terms you added:

1. In the CAT pane, select the desired TB term and click on **Edit source term** or **Edit target term**.

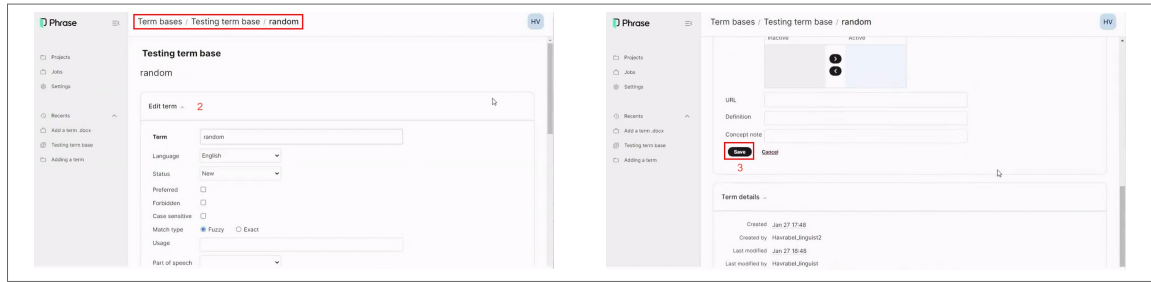
The screenshot shows the Phrase TMS interface. At the top, there is a header 'CAT' and a search icon. Below the header is a table with two rows:

ID	Term	MT	Target
1	Blank	MT	En blanco
2	blank	TB	En blanco

The second row is highlighted. A red arrow points from this row to the detailed view of the term 'En blanco' at the bottom. The detailed view shows the term's status as 'Approved' and a menu with two options: 'Edit source term' and 'Edit target term', both with edit icons. A red box highlights these two options, and a red number '1' is placed next to the menu icon.

2. In the term base page, edit the term or add any necessary information.
3. Click **Save** to apply the changes.

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NOTE

If you have been granted appropriate rights by a project manager, you can also edit approved terms or change the status of a term.

Useful articles on Phrase Help Center

You can find additional information in the following articles:

- [CAT editor](#)
- [CAT pane](#)
- [Auto-complete](#)
- [Repetitions](#)
- [Concordance search pane](#)
- [More languages pane](#)
- [In-context preview](#)
- [Segments](#)
- [Tags](#)
- [Editor keyboard shortcuts](#)
- [Term bases](#)
- [Translation memories](#)
- [Filtering](#)

Review and Finalize Translations


Run QA checks

Before completing a job, you should perform automatic checks on your translations to identify any potential issues or errors.

The QA process helps identify segments that may contain issues such as incorrect terminology, wrong numbers, missing tags, different formatting, and other similar problems.

- *Run QA check on all translated segments*

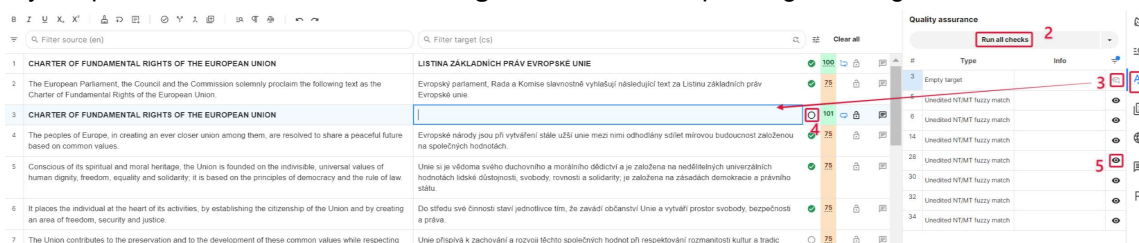
1. Select the QA tab.
2. Click on **Run all checks** or press **F9** to list QA issues detected on the translation segments.




TIP

If you wish to display only certain types of QA issues in the list, click on the dropdown arrow next to **Run all checks** and select the desired issues to filter.

3. Edit the relevant segment to fix QA issues that cannot be ignored.
4. Confirm the edited segment.
Fixed QA issues will disappear from the list.
5. If you spot irrelevant QA issues, select **Ignore** in the corresponding row to ignore them.





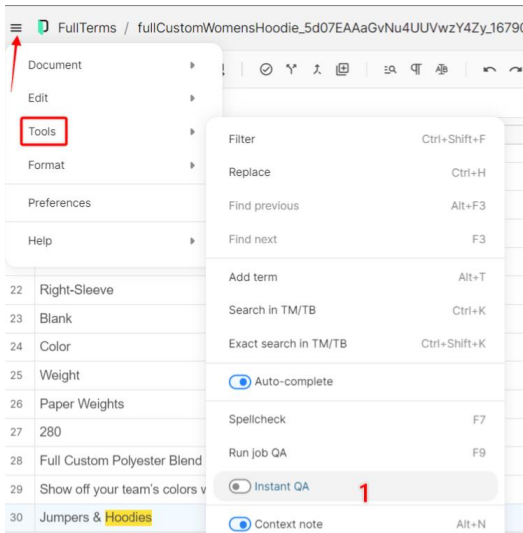
NOTE

The option to ignore minor issues must be enabled by project managers.

6. Optionally, you can also ignore QA issues in bulk.
Select multiple issues while pressing **Shift** or **Ctrl/Cmd**, then click **Ignore**.
 7. Repeat the process until the QA pane shows no results.
- *Run QA check while translating*

1. Select **Tools/Instant QA** to enable instant QA check.
2. Check out the QA pane for any QA issues reported after confirming each segment.

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3. Fix or ignore QA issues in the segment as described in the previous procedure.
4. Repeat the process until the QA pane shows no results.



NOTE

Project managers can enforce Instant QA on a project level.

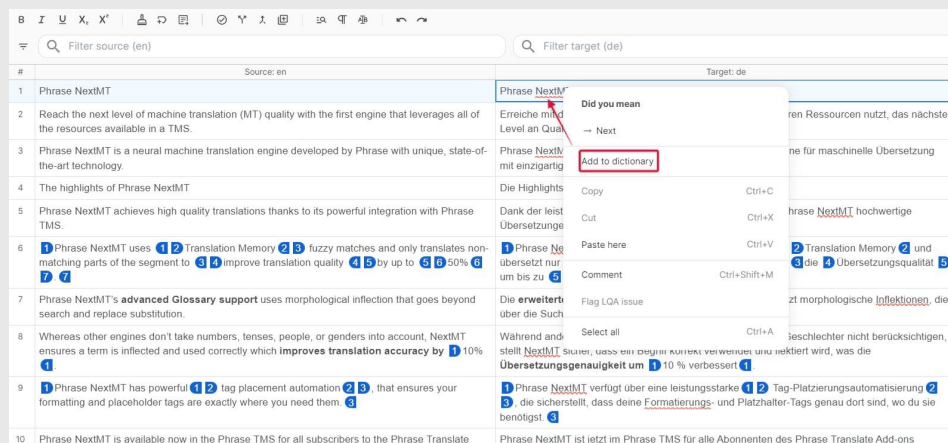
• Use spellchecker

1. Select **Tools/Spellcheck** from the menu toolbar or press **F7**.
2. In the QA pane, check reported spelling issues.
3. Edit the relevant segment to fix spelling issues.



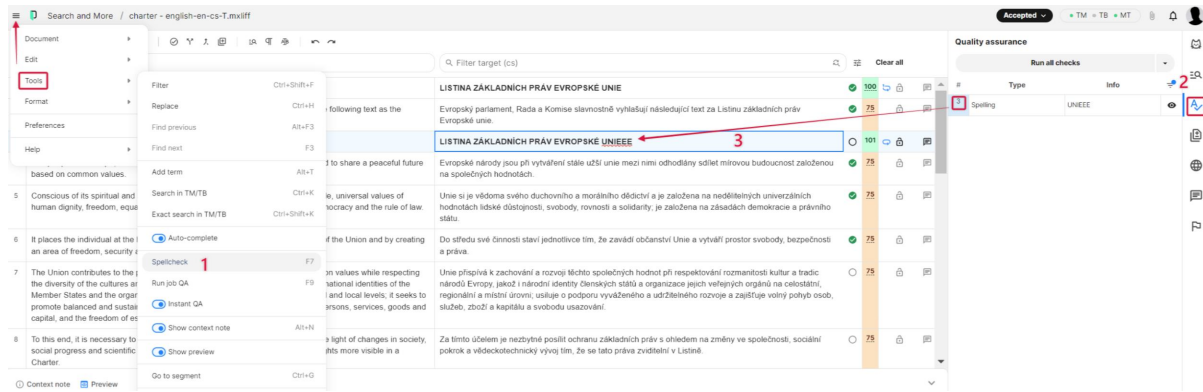
TIP

If you think the original spelling is correct, right-click an underlined word and select **Add to dictionary** from the context menu. The word will not be highlighted in other segments and will be ignored during the QA spellcheck.



4. Confirm the edited segment.
Fixed QA issues will disappear from the list.

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Spellcheck is also run automatically in the real time for each segment. Words detected as spelling issues will be underlined as you type in the text.

Track translation changes (Translation changes pane)

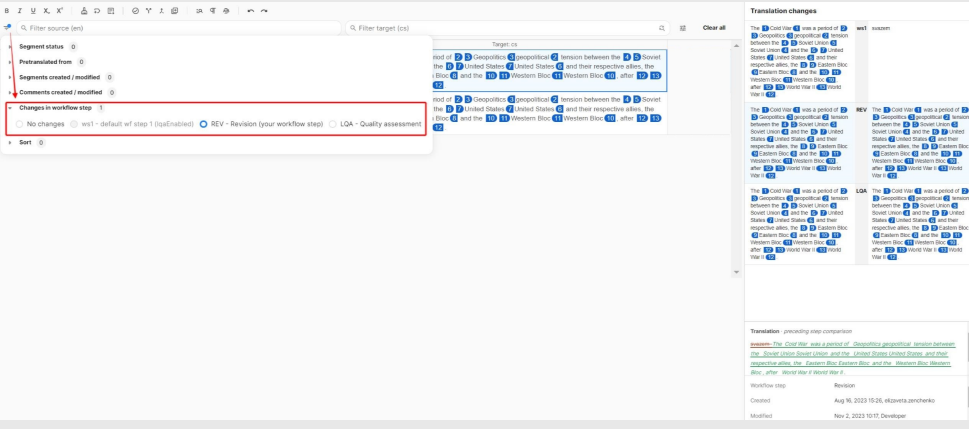
The Translation changes pane is only available when you have been assigned a linguistic task in a process that involves more than one workflow step (e.g. translation and revision).

It allows you to view and track the history of segment changes across the workflow steps.

1. Select a specific segment.
2. Click on the Translation changes tab to compare different versions of the segment across workflow steps.
3. Select the *Revision* version to check any changes made by the reviewer.

 **TIP**

You can also use the Changes in workflow step filter (see Work with segments) to display only changed segments based on the desired workflow step.




The screenshot shows the 'Translation changes' pane with a filter for 'Changes in workflow step' set to 'REV - Revision (your workflow step)'. The pane displays a list of segments with their source and target text. The previous version of the source text is crossed out, and the reviewer's changes are highlighted in green.

The previous solution is crossed out, while the reviewer's changes are highlighted in green.

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Complete and/or reject jobs

Once you finish your linguistic task, you can deliver the job by setting its status to *completed*.



NOTE It might not be possible to set a job as completed if there are unresolved QA warnings.

1. Select **Accepted work** at the top of the Jobs page to view only assigned jobs that have been accepted.
 2. Select one or multiple jobs.
 3. Click on the **Complete** button to complete the selected job(s).
- Completed jobs will be removed from the list and you will no longer be able to edit them.

- *CAT desktop editor*

Before completing a job, you need to upload the translation to the server to ensure your latest changes are saved.

1. In the editor, select **Document/Upload to server** from the menu toolbar.
2. In the Jobs page, select **Accepted work** at the top to view only assigned jobs that have been accepted.
3. Select the desired job(s).
4. Click on the **Complete** button to complete the selected job(s).
Completed jobs will be removed from the list and you will no longer be able to edit them.

- **Reject revision job**

If you have been assigned a revision task, you can reject the job whenever the translation does not meet expected quality standards.

1. Select **Accepted work** at the top of the Jobs page to view only assigned jobs that have been accepted.
2. Select one or multiple jobs.
3. Click on the **Reject** button to reject the selected job(s).
Rejected jobs will be sent back to the previous workflow step (i.e. translation).

Name	Status	Due date	Wordcount	Progress	Workflow	Project	Source	Target
posts.json	Accepted		42	0%	Translation	rebrand v1.0	en ^{US}	sv ^{SE}
Localizable.strings	Accepted		34	0%	Translation	rebrand v1.0	sv ^{SE}	de ^{DE}
Localizable.strings	Accepted	Jan 31 00:00	38	0%	Revision	master v1.0	en ^{US}	sv ^{SE}



NOTE

You need to be granted special permissions by the project manager to reject jobs.

Useful articles on Phrase Help center

You can find additional information in the following articles:

- [Quality assurance pane - QA](#)
- [Spellchecker](#)
- [Workflow](#)
- [Translation changes pane](#)
- [Tracking changes](#)