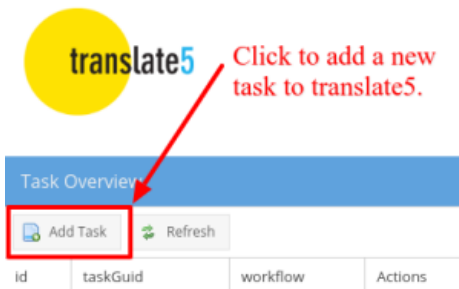# Adding a task

1. To add a task, log in and click on "Add task".

2. Fill in the add task form.

Some fields are mandatory. If some values are missing, the mandatory fields are highlighted as shown above.

You can either

- upload a zip import package
- or upload a single file

If you click on "Import (skip next steps)" the task is uploaded and imported directly.

After a click on "Next", you can choose the language resources to be used in the task.

3. Optional: Attaching languages resources to the task and configure pre-translation or terminology usage.

Associate language resources

Resource: GroupShare

Resource: OpenTM2

			English (en)	German (de)
☐	☐	pagingtest	English (en)	German (de)
☐	☐	Test vom Fest	English (en)	German (de)
☐	☐	Simple Test TM	English (en)	German (de)
☐	☐	Test vom Fest2	English (en)	German (de)
☐	☐	LokalKlein2	English (en)	German (de)
☐	☐	pagingtest-en-de	English (en)	German (de)
☑	☑	TestMitBigTM	English (en)	German (de)
☑	☐	Okapi HTML Test	English (en)	German (de)

Resource: TermCollection

| ☑ | | Hallo Welt TBX | English (en) | German (de) |

Select the language-resources to be used by task.

The second check-box defines if the language resource content should be updated by changing segments in the task.

→ Next | ▶| Import (skip next steps) | ✖ Cancel

Choose the language resources to be used in the task by clicking the first check-boxes.

Some language resource types have a second check-box. Check that second box to enable updating changed segments in the language resource. For example for OpenTM2 that means, that changed or initially translated segments are updated in the TM.

Only language resources matching the language combination of the task are available in that list. More information about the administration of language resources.

Configuring pre-translation and terminology usage:

Before proceeding with the import by clicking "Next" or "Import (skip next steps)", some configuration can be done at the very bottom of the language resource list.

The first settings control the analysis (if internal fuzzys should be counted or not) and if pre-translation should be used or not.

The availability of settings depends on the selected types of language resources.

To enable terminology check and mark-up check the last check-box "Check and mark terminology".

Associate language resources

☑	☑	TestMitBigTM	English (en)	German (de)
☑	☐	Okapi HTML Test	English (en)	German (de)

Resource: TermCollection

☑	Hallo Welt TBX	English (en)	German (de)
☐	Term Collection for API Testing::BasicSegmentEditingTest 2019-06...	English (en)	German (de)
☐	Term Collection for API Testing::BasicSegmentEditingTest 2019-06...	English (en)	German (de)
☐	Term Collection for API Testing::TaskEntityWorkflowTest 2019-08-...	English (en)	German (de)

☑ Count internal fuzzy

ⓘ ☑ Pre-translate (TM & Terms)   Pre-translation match rate: 100% ▼

ⓘ ☑ Pre-translate (MT)

☑ Check and mark terminology

Use this settings to control the analysis and pre-translation of the task.

This check-box is only clickable if there are selected term collections. Check it to mark terminology in the task on import, using the above selected term collections.

→ Next | ▶| Import (skip next steps) | ✖ Cancel

Find out more about TBX-files and which terms in the TBX-file are used for a task.