Onboarding guide for Linguists





# Hi and welcome on board!

Our team is delighted to have you with us. This short onboarding guide introduces you to our linguists' platform and explains how copywriting at greatcontent works.

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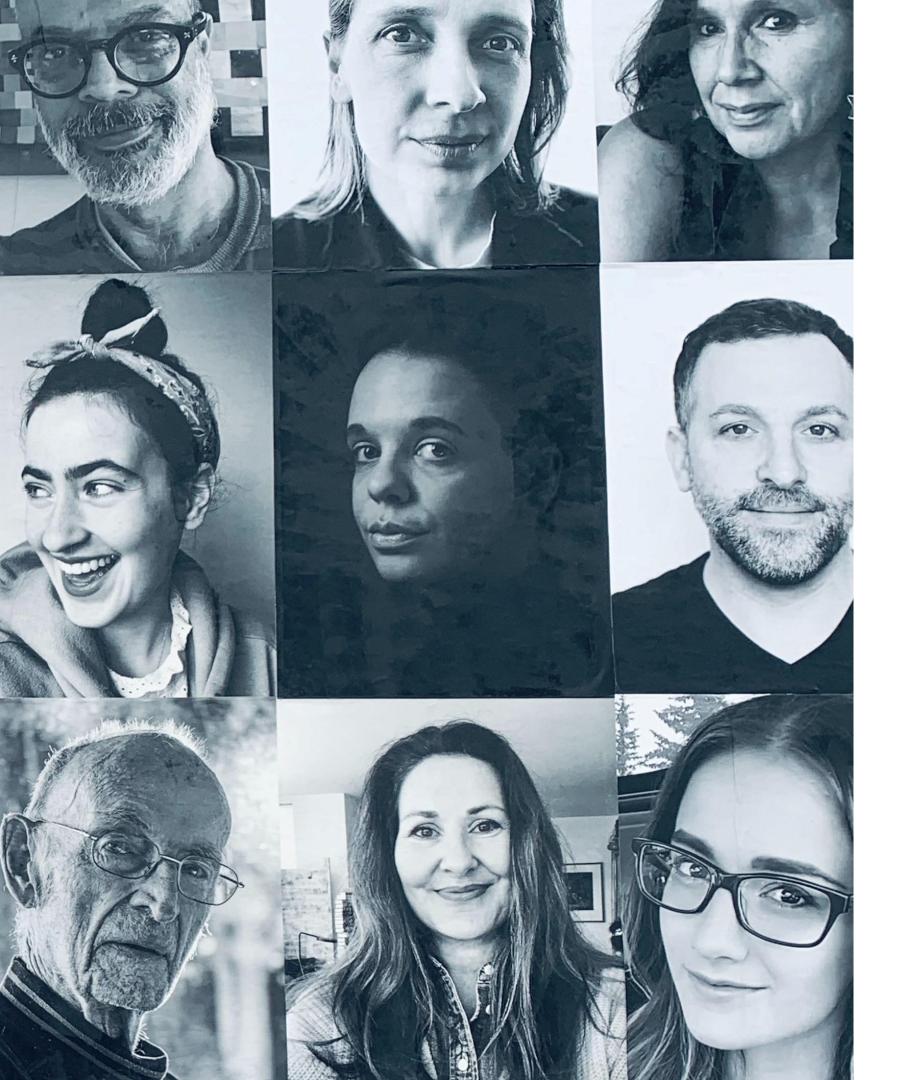
eatcontent culture o your account vailable texts S orking on a text e order the service the text ection

We plan / write / localise your content

page and convert your target audience in 30+ languages

SETTLE REPORT

GREAT \_\_\_\_\_ CONTENT



# Linguist?! What, exactly, is that supposed to mean?

At greatcontent, we work with linguists - for us, this means language experts within various roles.

It includes copywriters, post-editors, translators, proofreaders, and copy-editors who all have one thing in common: a deep understanding of the text.



## The greatcontent culture

We work under the following principles:

#### We:

- offer a flexible, professional and fun way of working •
- answer all your questions usually in one working day at support@greatcontent.com or on the internal messaging system
- offer fair and transparent payment (reflecting academic degrees, work experience and industry expertise)
- provide you with feedback, tutorials, and ways to improve your writing. If you take this to heart this can lead to categorisation as a higher level linguist and a higher price per word.

#### You:

- must read briefings carefully before you start working on a text. Copy not matching the brief has to be reworked. •
- have to be reachable! So please, whitelist our email addresses, answer our messages and add your phone number to your profile so we can call you for urgent project updates.
- must respect deadlines. There's no obligation to accept texts, but we expect you to deliver on time once you do.
- should tell us as soon as possible if you can't deliver on time due to unforeseen circumstances. •
- need to let us know before (!) you go on holiday when having accepted a longer commitment project.

**Together we:** 

- grow and benefit from a longstanding partnership.
- win more loyal customers who want to book us and, more importantly, you over and over again!
- find a satisfying solution if things go wrong, e.g. reworks that go beyond the brief receive extra remuneration.



# Login to your account

To login into your account use your credentials on https://linguist.greatcontent.com/

Note:

Make sure that your account's details are completed and updated to start working.

	GREAT CONTENT
	Enter your email and password to access your account
Email	
Enter email	
Password	
Enter password	
	Login

Forgot your password? Reset now

Are you a freelance linguist? Apply

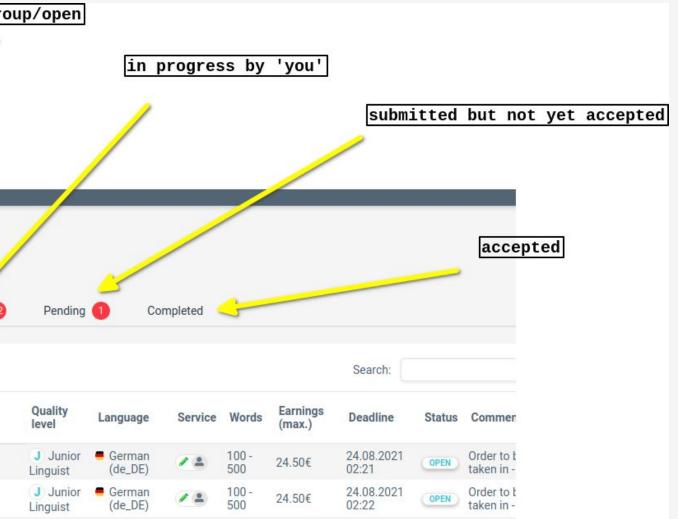


# View available texts

On your dashboard click on **Total orders** available:

- **Requested**: Direct orders
- Available: Open and group orders
- **Pending**: In progress by you, it may be submitted but not accepted yet
- **Completed**: Accepted by the client or by GC

direct		gro /
Orders	_	/
Requested 213	Available	Ongoing 12
Show: 10 🗢 ent	ries	
Order name		
CWD Order (de_DE) -	no layout 2021-08-	19T12:21:26.3
CWD Order (de_DE) -	no layout 2021-08-	19T12:22:21.5





# Earnings

The **order value** is based on the maximum amount of words.

- If you submit less than the maximum word count you will get paid less.
- However, if you submit more than the minimum word count, you will be paid according to the maximum amount of words.

	CONTEN			
C	)rders ~	Clients	Profile	Billing ~
	Billing > B	alance		
-	Balan	ce	Invoices	Positions
	Net valu	es		
	Earnings	pending 😮		
	Earning	s from Copy	writing	
	Earnings	s f <mark>rom T</mark> rans	slation	
	Earning	s from Proof	freading	
	Earnings	s from Bonu	s	
	Earning	s total 🔞		
	Invoices	open waitir	ng for payout	
	Earning	s incl. open	invoices 😮	
⑦ Help				



GC Rework ~ U46CF2MTZQY6 ~

	EUR
	0,00€
	4.893,73€
	0,00€
	226,40€
	0,00€
	5.120,13€
	0,00€
	5.120,13€
-	



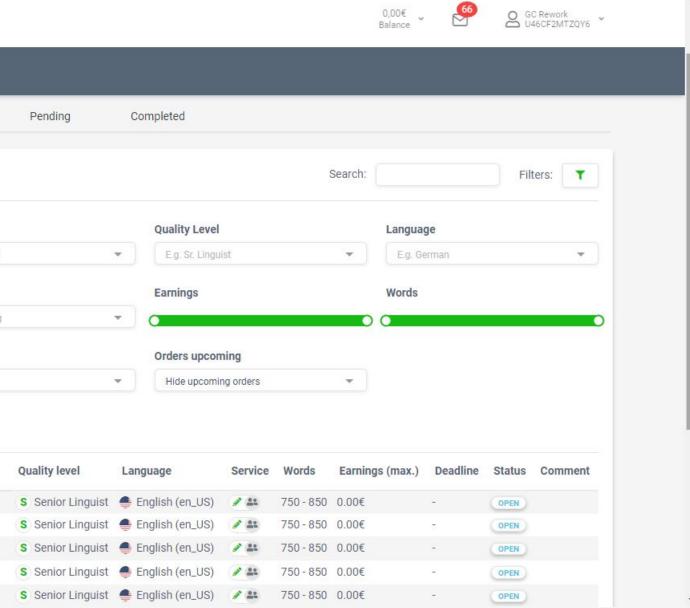
7

# Start working on a text

• Filter: You can choose the orders by filtering them. (Click on Filter in the right corner)

- You can filter the orders by
- the client's name
- by its status
- order ID
- Topic
- Quality Level
- Language
- Earnings
- words
- text type
- Service (proofreading or copywriting)

	GREAT CONTENT			
	Orders ~ Client	s Profile	Billi	ng ~
	Requested	Availat	ble	Ongoing
	Show: 10 🗢	entries		
	Order name			Client
	E.g. My favorite orde	ſ		E.g. Sr. Linguist
	Order ID			Service
	E.g. 03WE47VSEI89			E.g. copywriting
	Text topic			Text type
	E.g. Fitness & Sport		*	E.g. Blog post
	Reset	Search		
	Order name			
	Vacation rentals +	destination - 2	29458	
	Vacation rentals +	destination - 3	32789	
	Vacation rentals +	destination - 3	80492	
⑦ Help	Vacation rentals +	destination - 3	863457	
Theip	Vacation rentals +	destination - 3	30203	

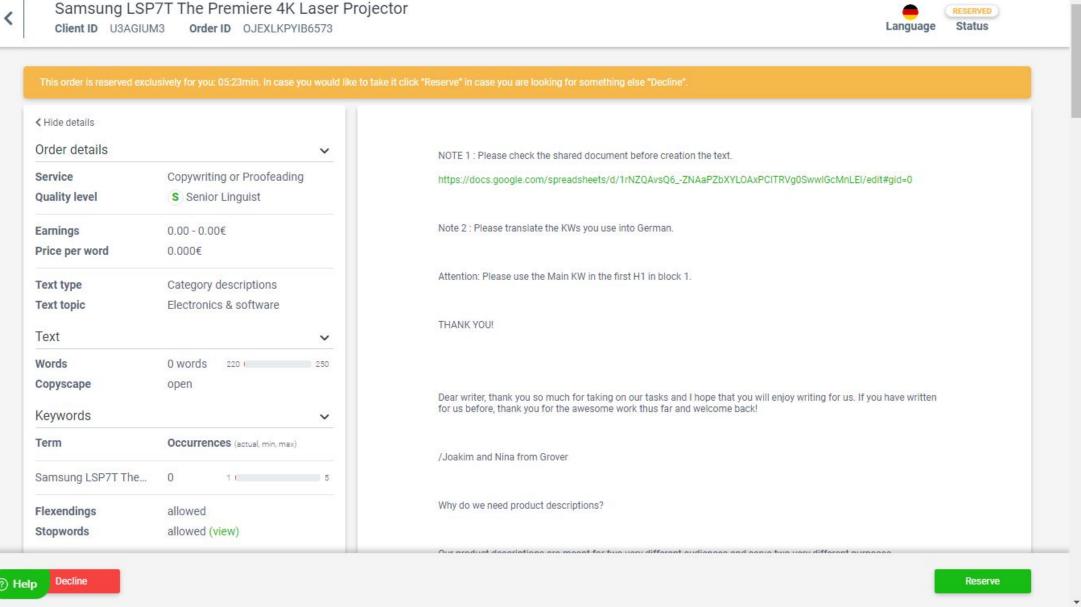




### Take the order

Once you filter the orders and find the one you like, you can take the order(s). Please make sure that you will have enough time until the deadline.

For the same project, you may be in the group of copywriters and the proofreaders too. In this case, sometimes you will see the button with the name "reserve".



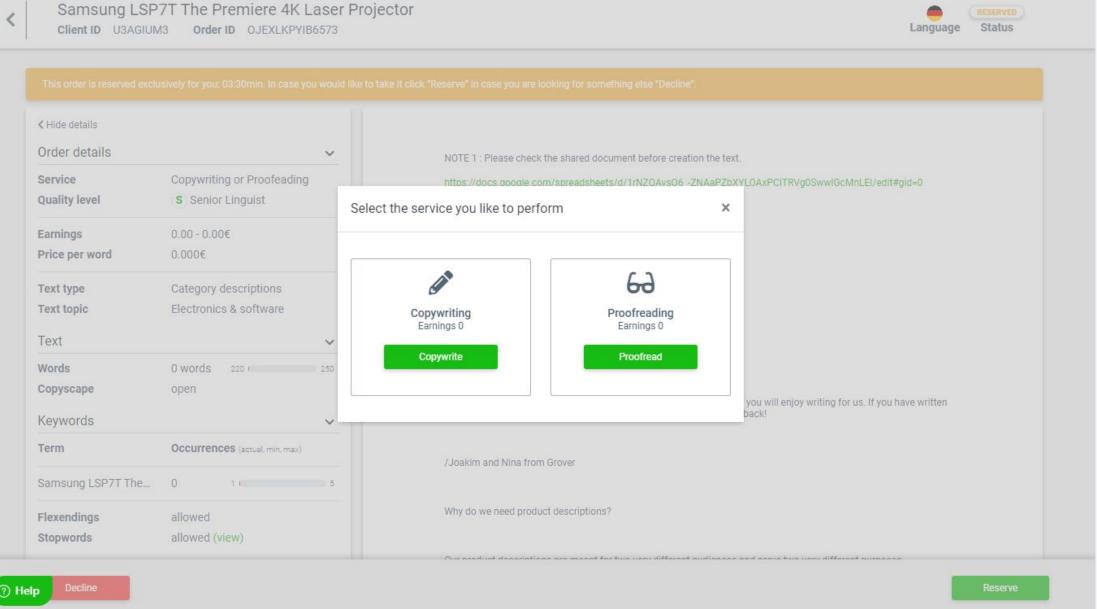






## **Choose the service**

Once you click on reserve, you will be able to choose the service.





## **Choose the service**

If you click on "Copywrite," you will have such a view with the order details and the box where you can write the text.

If you click on "briefing," you will see the requirements.

"Layout" – How the structure of the text must look

Text Briefin	ng Layout	Messages	History
Hide details Drder details		~	Current version submitted at       Compare versions •     View settings •     Reset layout
ervice quality level	Copywriting S Senior Linguist		Title
arnings Price per word	0.00 - 0.00€ 0.000€		Body
ext type ext topic	Category descriptions Electronics & software		1 Export structure: layout fixed [[Title (Please use the main KW)]]
ext Vords copyscape	9 words 220 (	250	2 H1
(eywords	open	~	3 Export structure: layout fixed [[Subtitle]]
erm	Occurrences (actual, min, max)		4 H2
amsung LSP7T The	allowed	5	5 Export structure: layout optional [[block 4]]
topwords	allowed (view)		6 P (Min. 1 / Max. 1)



# Layout

#### Very important!

Please check our helpdesk article to know how to use a layout

https://helpdesk.greatcontent.com/en/supp ort/solutions/articles/27000067509-layouts

If you don't know how to use the layout, you won't be able to submit the text.

If the layout permits, you can add a block (Headline, bullet list, etc.) Steps: Click on the paragraph Then click on Enter on your PC Next, type a text in the created box, copy the text.

Then the window will appear so you can choose the format.

See the screenshot.

Samsung LSP7T The 0 (0%) 1 1 5 Flexendings allowed Stopwords allowed (view)		Briefing	)	Layout	Message
Flexendings allowed Stopwords allowed (view)	rem		occurren	ICCS (actual, min, n	nax)
Stopwords allowed (view)	Samsung LSP7T	The	0 (0%)	11	5
	Flexendings		allowed		
<ul> <li>← Paragraph</li> </ul>	Stopwords		allowed	(view)	
S C Paragraph					
				<b>∽</b> ↔	Paragraph



#### ctor PROCESSING Status line 27.08.2021 17:16 (2 days left) Language History Export structure: layout option [[block 4]] P (Min. 1 / Max. 1 .... H2 (Min. 1 / Max. 1) P (Min. 0 / Max. 10) . H2 (Min. 0 / Max. 10) V DIV O **■** ~ -Submit Save



## Submit the text

Once you have created the text, you need to click on submit in the right corner (down) and again choose to submit.

#### **Cancel the text:**

If you want to cancel the text or it's automatically cancelled, because you missed the deadline, your ratings will go down. So please try not to cancel them.

Text Bi	iefing Layout	Messag
Price per word	0.000€	
Text type	Category description	ıs
Text topic	Electronics & softwa	ire
Text		~
Words	9 words 220 (	250
Copyscape	open	
Keywords		~
Term	Occurrences (actual, m	nin, max)
Samsung LSP7T The	t 0 (0%) 1 (	5
Flexendings	allowed	
Stopwords	allowed (view)	

#### PROCESSING Language Status 27.08.2021 17:16 (2 days left) History 1 .... Export structure: layout fixed [[Title (Please use the main KW)]] Confirm submission X You are about to submit your text for review. Did you check all briefing requirements, grammar and spelling? Once the text is submitted our editors or the client will review it. Submit Cancel ... H2 (Min. 1 / Max. 1) s .... P (Min. 0 / Max. 10) . 9 .... H2 (Min. 0 / Max. 10) . Save

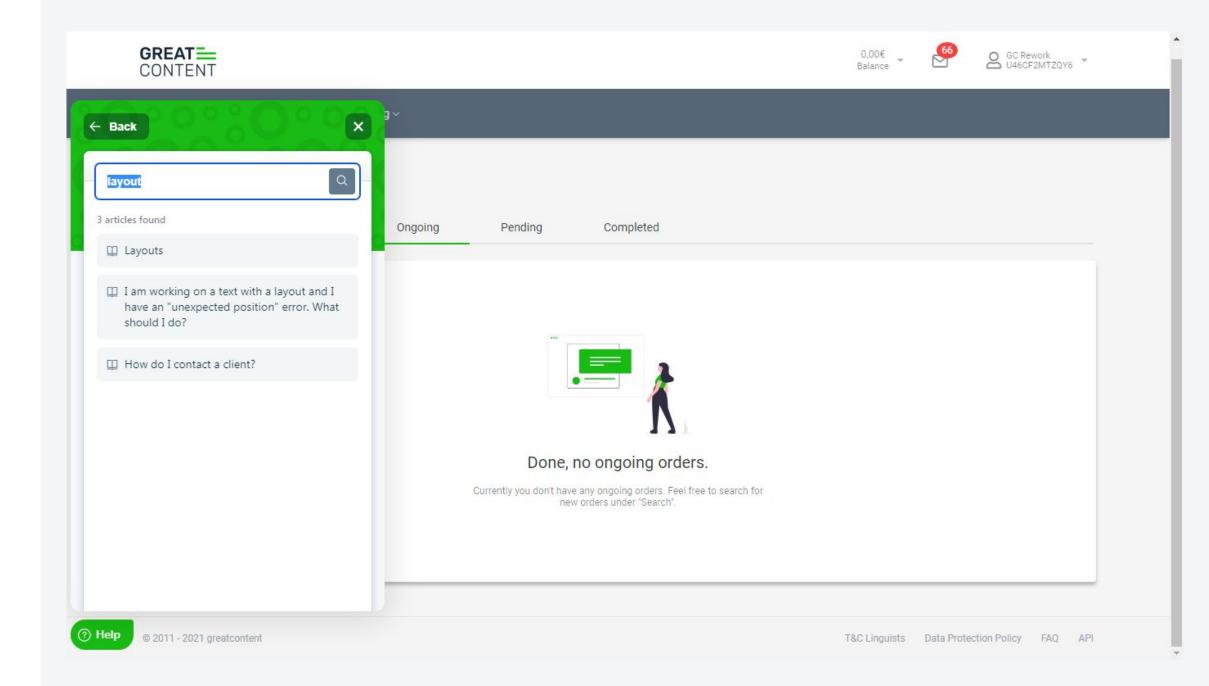


# **Help Section**

Down, on the left side, you have a button, 'help.' If you click on it, you'll be able to type a keyword and see the article that is interesting for you.

Or contact the support, in case you have any questions.

You can also check our <u>FAQ</u> page.





### Thanks for reading!

Questions or feedback? We're here for you!

<u>support@greatcontent.com</u> <u>Check out our FAQ</u>

