

*AdHoc Translations issues all jobs only in this CAT tool – **Memsorce:** <https://www.memsorce.com/en>
The good news is that this CAT tool requires no investment from the translator as we offer free access.
There are also good support resources on getting started with the tool.*

ADVANTAGES:

- One of the advantages for you as a freelancer is that we provide free access to this tool on the jobs we send you so in the longer run you won't need to invest in CAT tools on your side.
- The main advantage is that this is a cloud based solution and this means that all resources such as TM's and Term bases can be shared easily.
- If there are several translators cooperating on the same job, you can see and leverage each other's work in real time. This can save research time and improve consistency.
- There is a great filter function (ctrl+shift+f), which is popular with our in-house translation team. It is easy to search for words and phrases and see all the instances where these come up in the text which can benefit consistency greatly.

GETTING STARTED AND SUPPORT:

- Memsorce Editor User Manual:
http://wiki.memsorce.com/wiki/Memsorce_Editor_User_Manual
- You can find some webinars here:
<http://blog.memsorce.com/webinars/>
- There is online help link in the lower left of the screen when you log into Memsorce.
- There is also a community help, where you can post questions – usually someone answers there within hours.
- **A top tip:** for optimal speed download the text to the local Memsorce editor and work there instead of the Web Editor.

IMPORTANT!

- **It is essential that you login in and accept the job in our TMS when you receive a request, instead of replying on email. This will significantly speed up the process and allow you to get started on the job with no precious translation time wasted.**
- **It is also crucial that you submit the job and mark it as delivered in our TMS as well as Memsorce as these are not interconnected. It is not sufficient to just complete the job in Memsorce. You can find the instructions for this on pages 4-5 in 'AdHoc TMS manual for vendors'. Please contact us if you do not have this document.**