



USER

GUIDE

Overview

V-MAST is an online application that enables the 8 steps of MAST to be accomplished in a web browser. This makes it possible for geographically dispersed teams to work together, performing translation and checking in parallel while being managed by a virtual facilitator.

V-MAST can also be installed on a local server to be used as the tool for a live MAST event

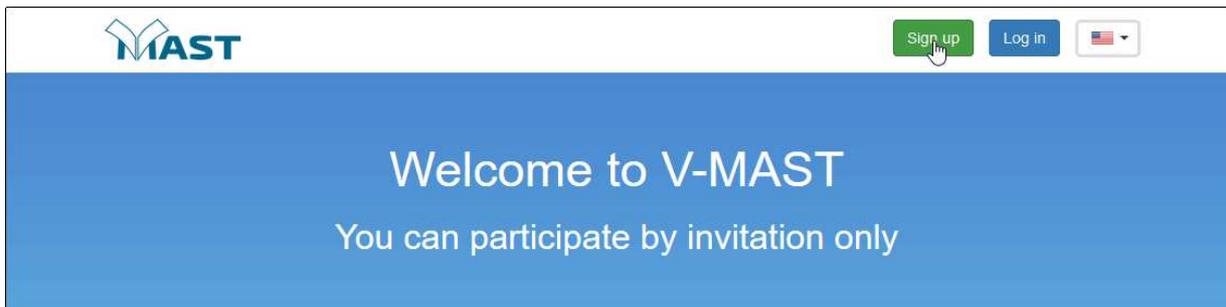
You can access V-MAST at the following URL: <https://v-mast.com>.

This user manual includes two sections: one [for translators](#) and one describing additional functionality that is available [for facilitators](#).

For V-MAST Translators

Creating an Account

When you enter the [V-MAST web site](#), you are presented with a Welcome page:



Click **Sign up**.

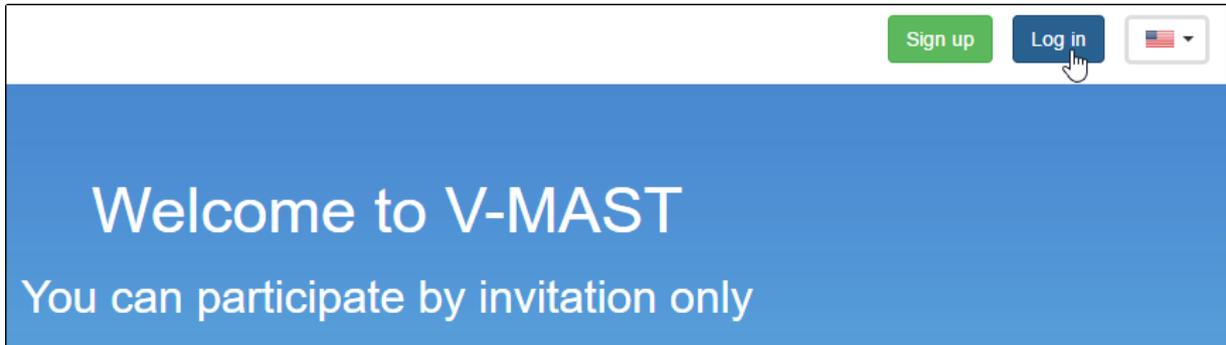
Fill out the *Sign Up* page to create an account. You must view and accept the **Terms of Use** and the **Statement of Faith**. Select the *I'm not a robot* check box, and then click **Sign Up** to create the account.

A screenshot of the 'Sign Up' form. The title 'Sign Up' is at the top. Below it is a link: 'Already a member? [Log in](#)'. The form contains several input fields: 'User name', 'First name', 'Last name', 'Email', 'Password', and 'Confirm Password'. Below the fields are two checkboxes: 'Terms of use' and 'Statement of faith'. At the bottom left is a checkbox labeled 'I'm not a robot'. To its right is a reCAPTCHA widget with the text 'reCAPTCHA' and 'Privacy - Terms'. A blue 'Sign up' button is at the bottom left of the form.

After you have created an account and it is approved, the administrator will send you an email for activating your account. You will then be able to [log in](#) and [complete your profile](#).

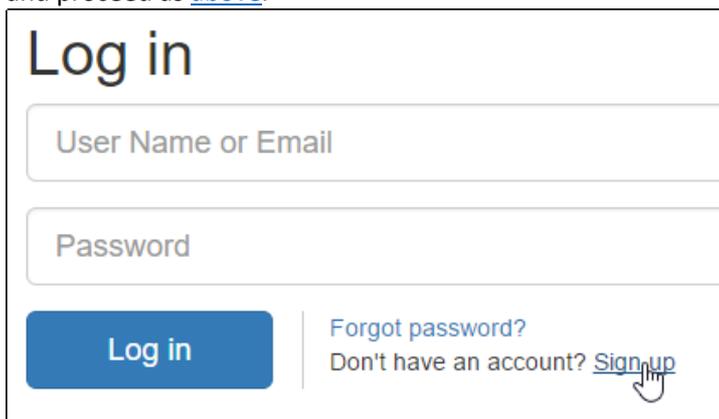
Logging in

On the Welcome page, click **Login**.

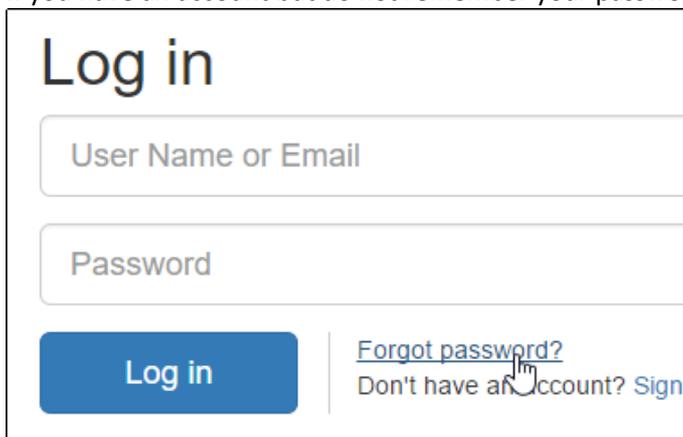


There are 3 options on the Login page:

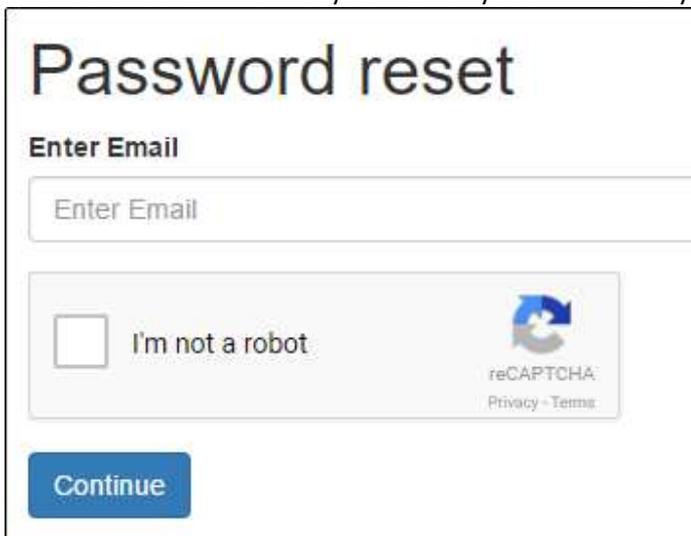
1. If you do not yet have an account, you have another opportunity to create one. Click **Sign Up** and proceed as [above](#).



2. If you have an account but do not remember your password, click **Forgot Password**.



On the Password Reset page, enter your email address and select the ***I'm not a robot*** check box. Click **Continue** to have the system email you a link where you can reset your password.



Password reset

Enter Email

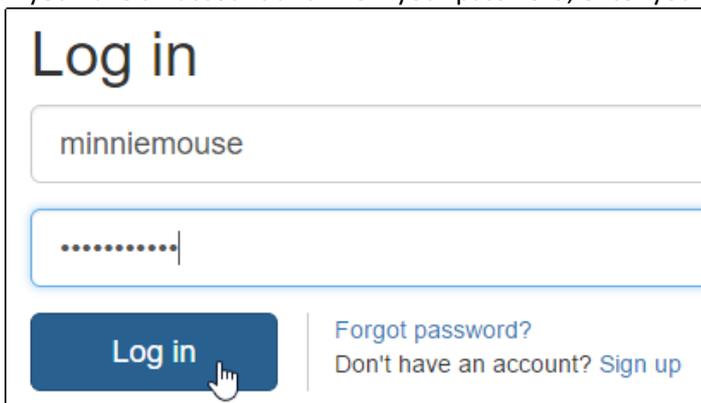
Enter Email

I'm not a robot

reCAPTCHA
Privacy - Terms

Continue

3. If you have an account and know your password, enter your credentials and click **Login**.



Log in

minniemouse

.....

Log in

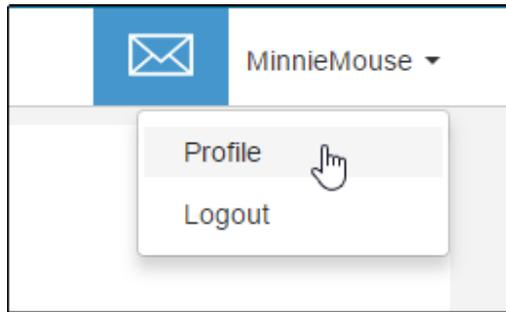
[Forgot password?](#)
[Don't have an account? Sign up](#)

Once you are logged in to the application, you see a tabbed user interface with two main tabs: *Dashboard* and *Translations*.

Profile

It is very important that you complete your profile accurately to provide enough information for V-MAST administrators to assign you to events for which you are qualified.

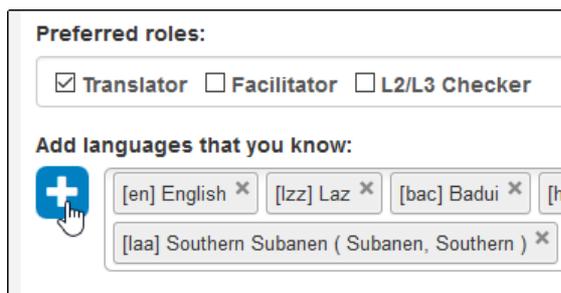
To create or edit your user profile, click your user name in the upper right corner of the page and select **Profile**.



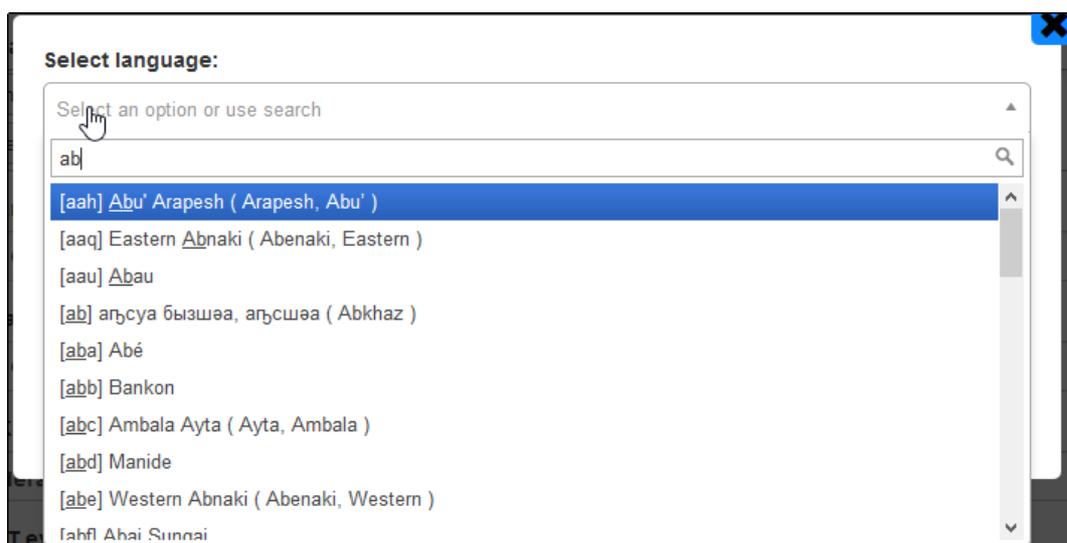
On the Profile page you can select an avatar for your account and indicate whether you prefer to be a translator, facilitator, or Level 2/3 checker. You can also supply information about your education and experience.

In the languages section, it is important that you add all languages with which you will be working. **Note:** Facilitators should add all languages for events they will be facilitating, even if they don't speak the language. This makes it possible for administrators to assign you to those events.

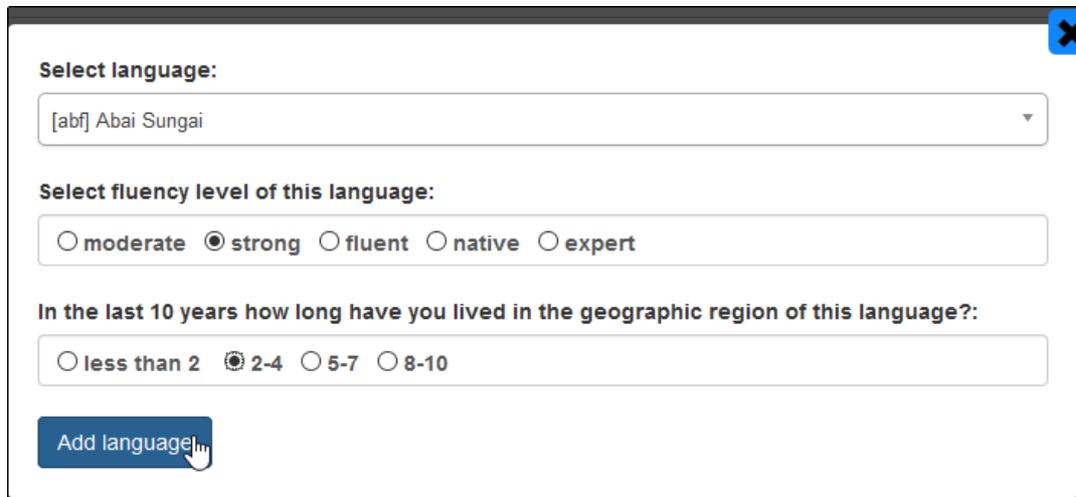
Click  to add a new language.



In the language dialog box, select the language you wish to add. You can begin typing the language name into the search box to reduce the list.



After selecting the language, indicate your fluency level and how long you have lived in the geographic region. Then click **Add language** to add the language, or click  to cancel without adding the language.



The screenshot shows a form titled "Select language:" with a dropdown menu currently showing "[abf] Abai Sungai". Below this is a section "Select fluency level of this language:" with radio buttons for "moderate", "strong" (which is selected), "fluent", "native", and "expert". The next section is "In the last 10 years how long have you lived in the geographic region of this language?:" with radio buttons for "less than 2", "2-4" (which is selected), "5-7", and "8-10". At the bottom left of the form is a blue button labeled "Add language". A blue "X" icon is in the top right corner of the form's border.

To remove a language from the list, click the **X** for that language.



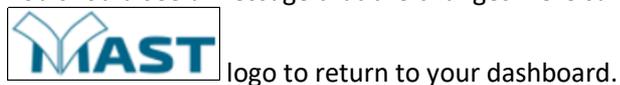
The screenshot shows a section titled "Add languages that you know:". On the left is a blue plus sign icon. To its right is a horizontal list of language tags, each in a light gray box with an "X" icon to its right: "[en] English", "[lzz] Laz", "[bac] Badui", "[hwc] Hawai'i Creole English (Hawai'i Pidgin)", "[ceb] Cebuano", "[laa] Southern Subanen (Subanen, Southern)", and "[abf] Abai Sungai". A mouse cursor is pointing at the "X" icon next to "[abf] Abai Sungai".

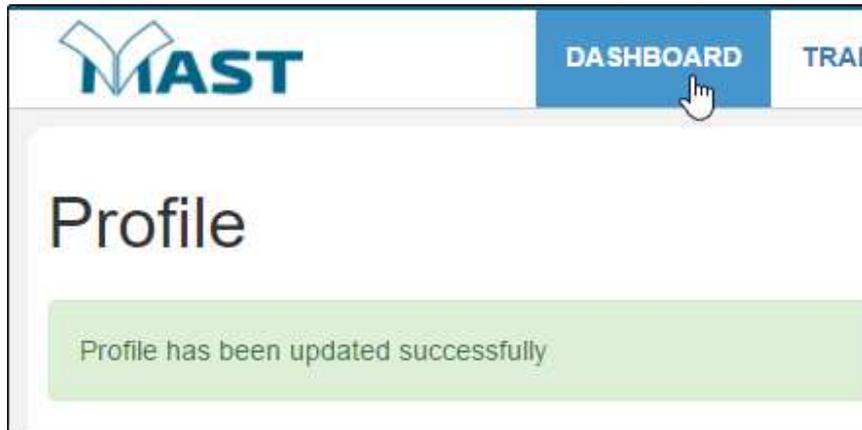
After completing or editing your profile, click **Save** to save your changes.



The screenshot shows a "Profile" page. The word "Profile" is in large black text at the top left. In the top right corner, there is a blue button labeled "Save" with a mouse cursor over it. Below "Profile" is the word "Common" in green. Underneath is the text "Choose avatar:" followed by two small square icons: one with a dark silhouette and one with a blue background.

You should see a message that the changes were saved successfully. Click the **Dashboard** tab or the

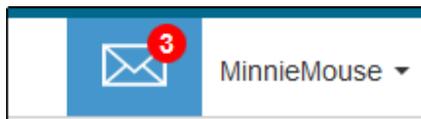




Notifications

Your facilitator will communicate with you about whose work you should be checking. **DO NOT ASSIGN YOURSELF AS CHECKER UNTIL DIRECTED TO DO SO BY YOUR FACILITATOR.**

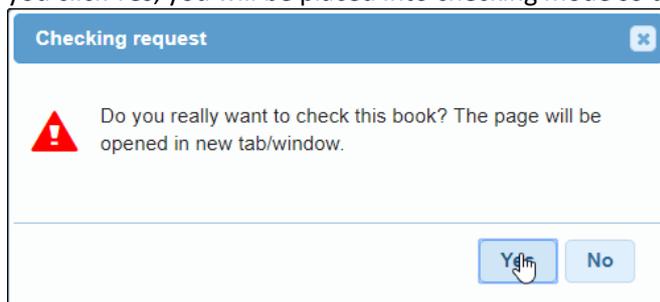
When you are ready to perform a checking step, you can use Notifications to assign yourself. The Notifications icon near the upper right of the page displays the number of notifications that you have not yet viewed.



Click the **Notifications** icon  to view the steps that are ready for checking.

New notifications are displayed in a list. If the checking step that you want to do is in the new notifications list, you can simply click it to assign yourself as the checker.

A confirmation dialog asks if you really want to check the book; click **Yes** to confirm or **No** to cancel. If you click Yes, you will be placed into checking mode so that you can begin to perform the step.



If the checking step that you want to do is not in the list of new notifications, click **See All** to show all notifications.



Mark P. is ready for checking (**Peer-Edit**) book of **2 Timothy**, chapter **2** - **Русский** - **Unlocked Literal Bible**

Mark P. is ready for checking (**Keyword Check**) book of **2 Timothy**, chapter **2** - **Русский** - **Unlocked Literal Bible**

Mark P. is ready for checking (**Verse-by-Verse Check**) book of **2 Timothy**, chapter **2** - **Русский** - **Unlocked Literal Bible**

[See all](#)

All the chapters that are ready for checking are shown. Click **Apply** to assign yourself as the checker for a chapter.

Checking					
Book	Target Language	Project	Current step	User	
Mark, chapter 6	English	Unlocked Literal Bible	Keyword Check	Margo H.	Apply

You are immediately placed into checking mode so that you can begin to perform the step.



DASHBOARD
TRANSLATIONS


MinnieMouse ▾

Checking Mode

Step 7: Keyword Check

English - Unlocked Literal Bible - New Testament - **Mark 6:1-29**

¹ **Jesus** go way from dea, an go back his own place **Nazaret**, an his **guys** go too. ² Wen da **Rest Day** come, he go inside da **Jewish church** an **teach**. Plenny **peopo** wen say, "Wow! Wea he get all dis **stuff** from? How come he **know** all dis? Wea he get **power** fo do all dis **awesome stuff**?" ³ Dass da **carpenta**, yeah? His **mudda Mary**, an his **bruddas James**, **Joseph**, **Judas**, an **Simon**. His **sistas**, dey stay **hea** wit **us** too." Dis wen **bodda** dem, how he stay ack.

HELP

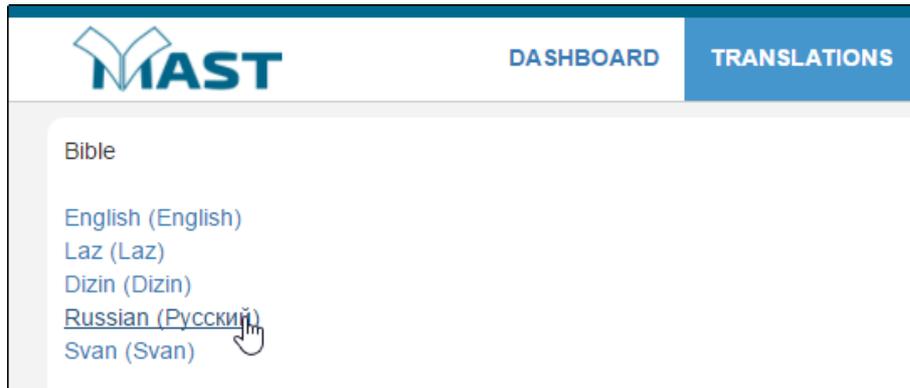
Step 7: Keyword Check

- PURPOSE:** to ensure certain significant words are present in the

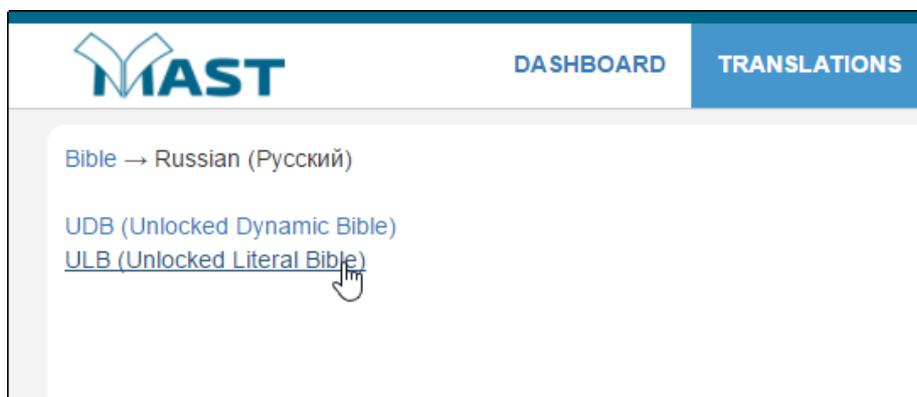
If you have assigned yourself in error, notify your facilitator, who can remove you as a checker for that task.

Translations Tab

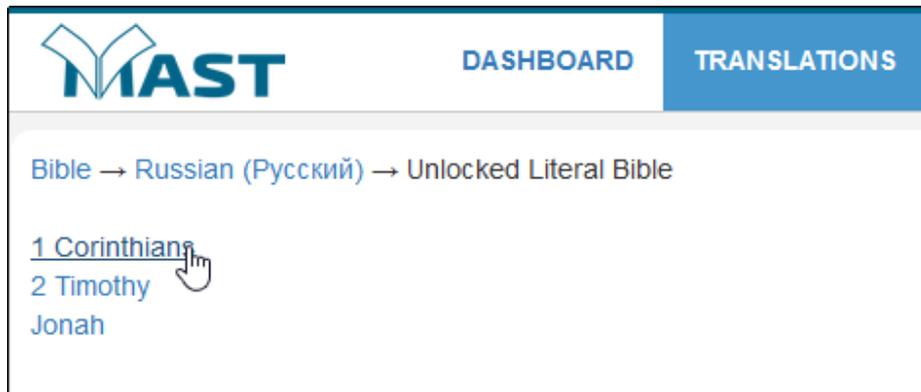
If you want to view translations that have been done for a particular language, click the **Translations** tab and select the desired language.



Next select the version that has been translated. If there is only one, select that one.

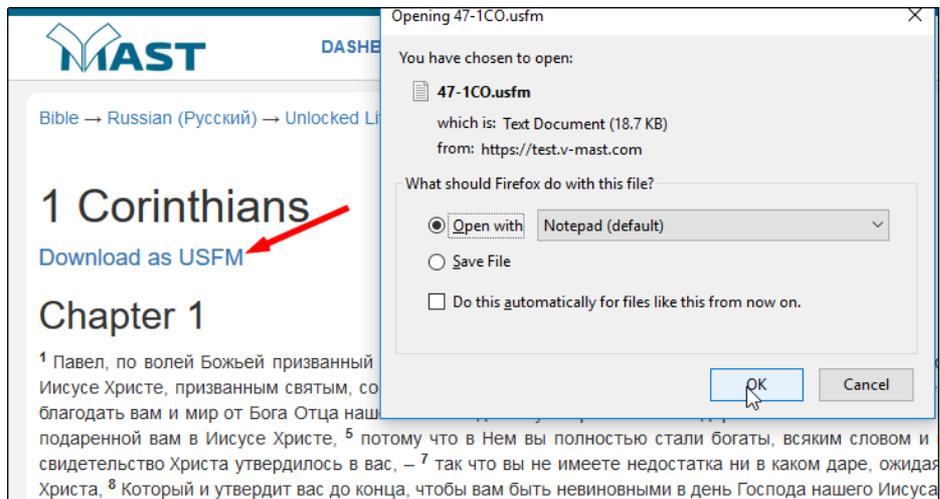


The next page shows the books that have been translated for that language and version. Select the one you want to view or download.



The translated text appears. Copy and paste into another document or click **Download as USFM** if you wish to view or save a USFM (Unified Standard Format Markers) file of the translation.

Note: Unified Standard Format Markers are short alphanumeric markers that follow backslashes in text files. They are used by Bible translation organizations to encode Bible translations.



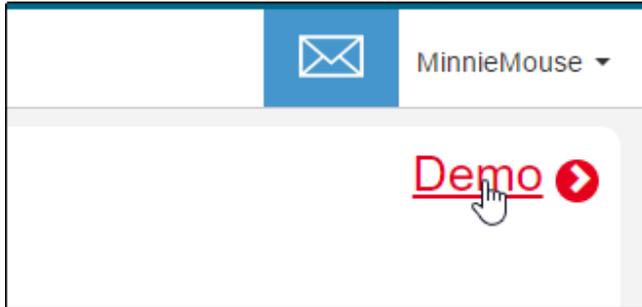
Click the **Dashboard** tab or the  logo to return to the dashboard.

Dashboard

Your Dashboard shows the current V-MAST events to which you are assigned. The dashboard contains functionality on different tabs. It also shows notifications and links where you can view a demo, log out, or edit your user profile.

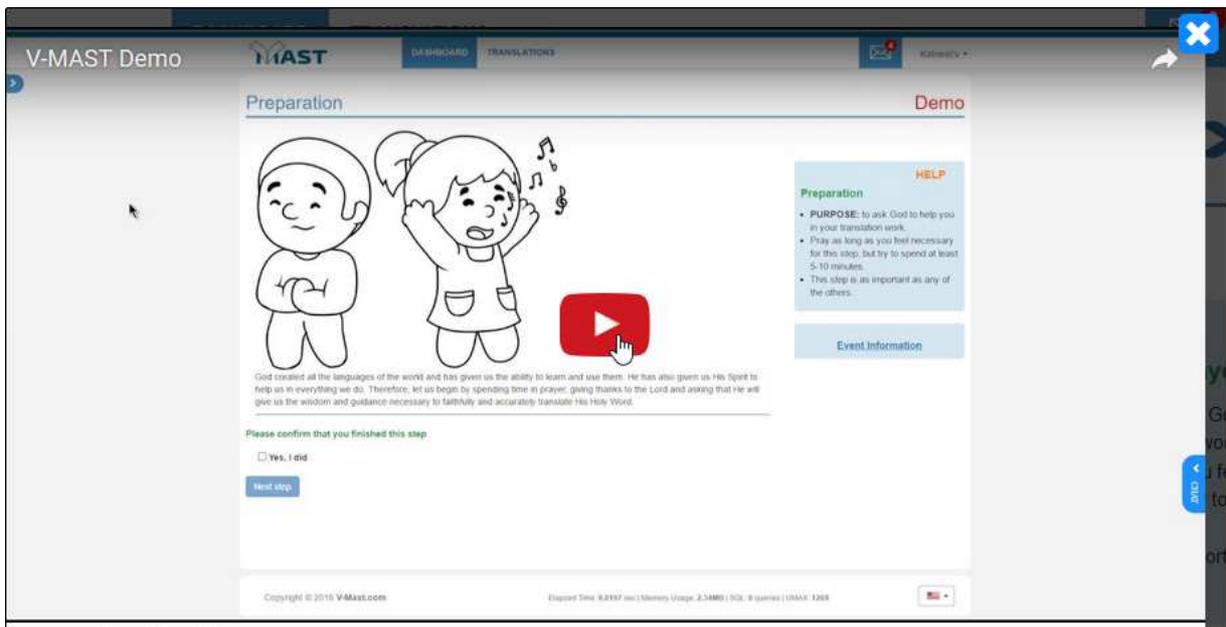
Demo

Click the **Demo** link near the upper right corner to run an interactive demo.

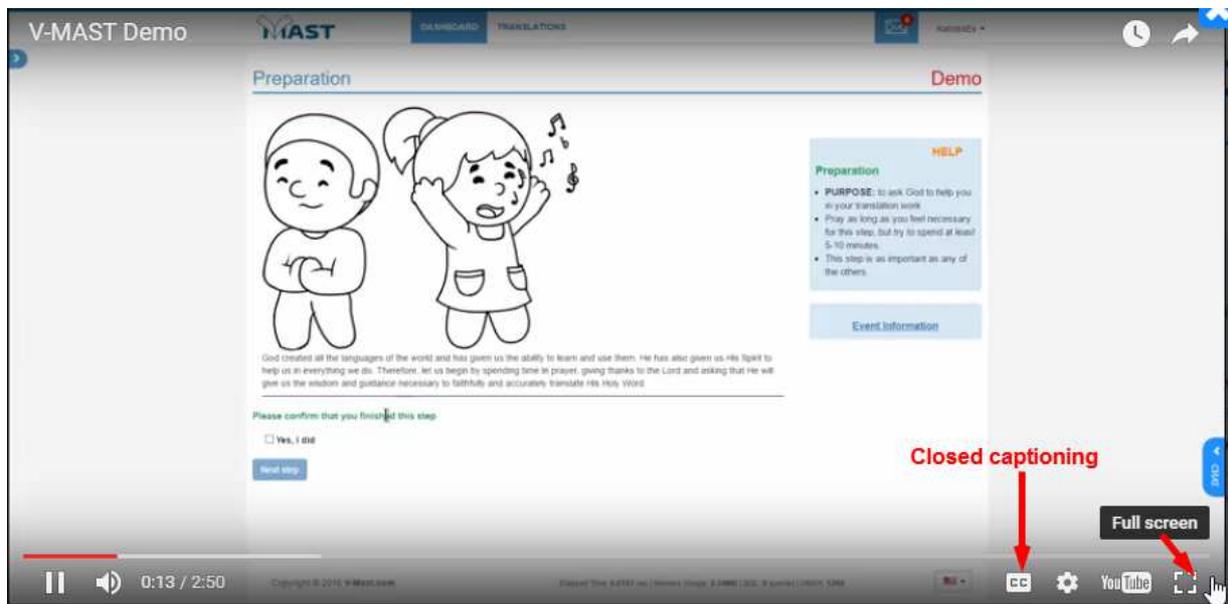


Demo Video

The first thing you see is a video about the features of the demo. Click the **Play** button to start the video, or click  to close it if you don't want to view the video.



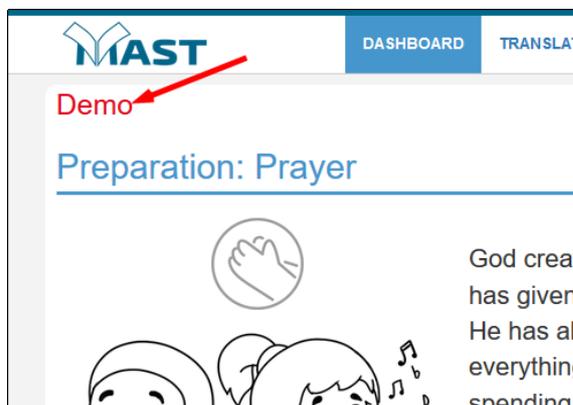
While you are in the video you can run it in full screen mode, and closed captioning is also available.



Click  to close the video to return to the interactive demo.

Interactive Demo

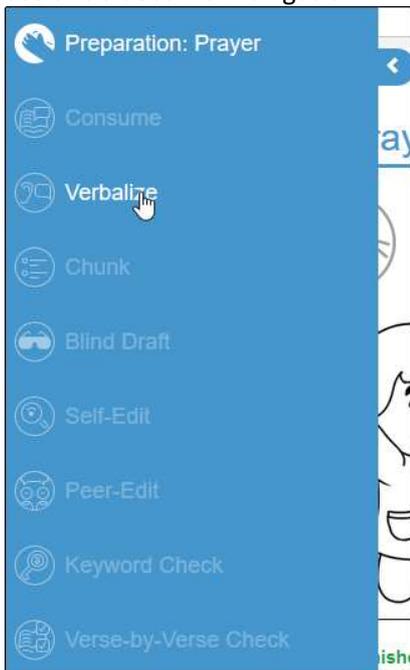
Note that when you are in the interactive demo, the word “Demo” appears in red at the top left of each page:



The demo enables you to navigate through the MAST steps without affecting anything. You can navigate through the steps in 2 ways:

- Select **Yes, I did** and click **Next step**.

- Invoke the Navigation Sidebar by clicking the  near the top left of the page. In demo mode you can use this sidebar for navigation; however, when not in demo mode, only facilitators can use this sidebar for navigation.



Click  at the right of the sidebar to close it.

You can experiment with running the program in demo mode so that you become familiar with its functionality and features. When you have finished working with the demo, click the **Dashboard** tab or

the  logo to return to your dashboard in normal mode.

Translation Tab

The Translation tab of the dashboard shows your current V-MAST translation events. You can see the source and target texts, the facilitator, the start and end times, the current step (if event is in process), and the number of translators for the event.

Click **Continue** to begin working on an event or to continue the step where you left off when you last worked on the event.

MAST DASHBOARD TRANSLATIONS MinnieMouse

V-MAST Events Demo

Translation (5) Checking (1) New Events (0)

8 Steps VMAST
Jonah
 Unlocked Literal Bible
 Badui, Old Testament
 Start: ---/---/---
 End: ---/---/---
 Facilitators: Pam G.
 Continue
 Translators 2/3

8 Steps VMAST
Matthew
 Unlocked Literal Bible
 Papuan Malay, New Testament
 Start: Sun, April 9, 2017 2:00 PM
 End: Tue, May 30, 2017 2:00 PM
 You are at Preparation: Prayer
 Facilitators: Paula O.
 Continue
 Translators 3/3

Checking Tab

The Checking tab shows all checking steps that are assigned to you (see [Notifications](#) for how to assign yourself as a checker.) Checking steps are any steps that involve a person other than the translator, so Verbalize in this case is shown as a checking step. Click **Continue** to start or continue work on that step.

MAST DASHBOARD TRANSLATIONS MinnieMouse

V-MAST Events Demo

Translation (5) Checking (1) New Events (0)

Step 2 Verbalize
Luke
 Unlocked Dynamic Bible
 Русский, New Testament
 Translator: KatnissEv
 You are at Chapter 2
 Facilitators: Mur M., Dima S., Paula O.
 Continue

Performing the MAST Steps

When you click **Continue** on the dashboard's Translation tab, you can begin working on an event. If you have already begun work on that event, the Continue button takes you to the next step in sequence that you have not yet completed.

Each page in the sequence has the following features:

Step 1: Consume

Butuanon - Unlocked Literal Bible - New Testament - **Matthew 1:1-25**

- 1 Ang basahon sa talaan sa kaliwatan ni Jesu-Cristo nga anak ni David nga anak ni Abraham.
- 2 Si Abraham ang amahan ni Isaac, ug si Isaac ang amahan ni Jacob, ug si Jacob ang amahan ni Juda ug sa iyang mga igsoon.
- 3 Si Juda ang amahan ni Perez ug ni Zerah pinaagi kang Tamar, si Perez ang amahan ni Hezron, ug si Hezron ang amahan ni Ram.
- 4 Si Ram ang amahan ni Aminadab, ug si Aminadab ang amahan ni Nahshon, ug si Nahshon ang amahan ni Salmon.
- 5 Si Salmon ang amahan ni Boaz pinaagi kang Rahab, ug si Boaz ang amahan ni Obed pinaagi kang Ruth, si Obed ang amahan ni Jesse.
- 6 si Jesse mao ang amahan ni David ang hari. Si David mao ang amahan ni Solomon pinaagi sa asawa ni Uriah.
- 7 Si Solomon ang amahan ni Rehoboam, ug si Rehoboam ang amahan ni Abijah, si Abijah ang amahan ni Asa.
- 8 Si Asa ang amahan ni Jehoshafat, si Jehoshafat ang amahan ni Joram, ug si Joram ang amahan ni Uziah.
- 9 Si Uziah ang amahan ni Jotham, si Jotham ang amahan ni Ahaz, ug si Ahaz ang amahan ni Hezekiah.
- 10 Si Hezekiah ang amahan ni Manasseh, si Manasseh ang amahan ni Amon, ug si Amon ang amahan ni Josiah.
- 11 Si Josiah ang amahan ni Jechoniah ug sa iyang mga igsoon sa panahon sa pagbiya ngadto sa Babilonia.
- 12 Ug human sa pagbiya ngadto sa Babilonia, si Jechoniah ang amahan ni Shealtiel, si Shealtiel mao ang kaliwat ni Zerubbabel.
- 13 Si Zerubbabel ang amahan ni Abiud, si Abiud ang amahan ni Eliakim, ug si Eliakim ang amahan ni Azor.

Step 1: Consume

- **PURPOSE:** to prepare your short-term memory to assist you in translation
- Read the assigned text in its entirety. Carefully absorb and consider what is being said to understand the full content of the passage.
- Pause, reflect, and re-read as necessary.
- Spend no more than 12 minutes on this activity.

>>> [Show more](#)

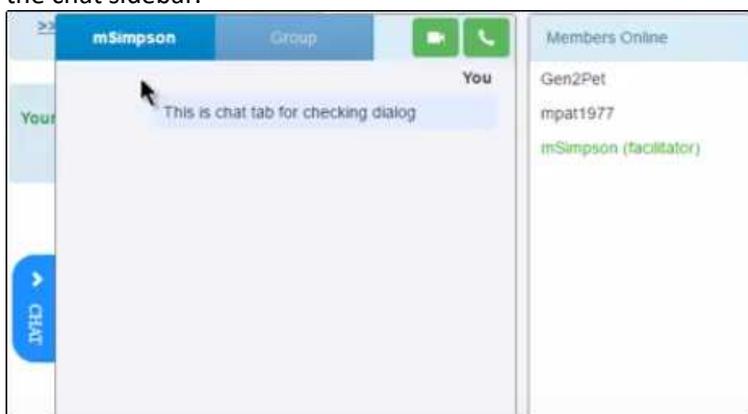
Event Information

Please confirm that you finished this step

Yes, I did

Next step

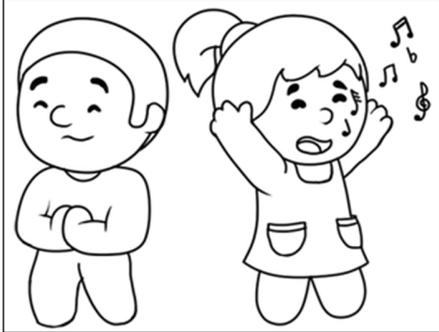
1. Navigation sidebar: Click near the top left of the page to display a sidebar showing all of the steps, with the step you are on being highlighted. A translator cannot use this sidebar for navigation; it is for information only. Facilitators can navigate by using the sidebar. 255, 253, Click to close the sidebar.
2. Title: The name of the step
3. Help: Additional information about the purpose of the step
4. Event information link: Displays another page showing event progress, source text, and participants; click **Go Back** to return to the previous page.
5. Chat sidebar: Click **Chat** at the right of the screen to display a sidebar enabling you to send messages back and forth with other team members. If you are working on a step that involves another person, such as verbalizing or one of the checking steps, you can click the phone icon to call that person or click the video icon to start a video chat. Click **Chat** again to close the chat sidebar.



6. Confirmation: When you have finished the step, check **Yes, I did**.

7. Next step: Click **Next step** to go to the next step. You will not be able to go to the next step until you check **Yes, I did** to confirm that you have completed the current step.

Preparation: Prayer



This page is a reminder that you should start each event (and each day) by praying for the filling of the Holy Spirit to equip you to perform God's work. You should pray for at least 5-10 minutes.

This is possibly the most important step, because if you attempt to do this work in your own power rather than God's you will be much less successful. See 1 Peter 4:11 (NIV): *If anyone speaks, they should do so as one who speaks the very words of God. If anyone serves, they should do so with the strength God provides, so that in all things God may be praised through Jesus Christ.*

When you have spent this time in prayer, select **Yes, I did** and click **Next step**.

Step 1: Consume

The Consume page contains the text of the chapter that is assigned to you in the source language, so that you can read and understand the content. This prepares your short-term memory for retelling the content of the passage to another person. Spend no more than 12 minutes consuming the text.

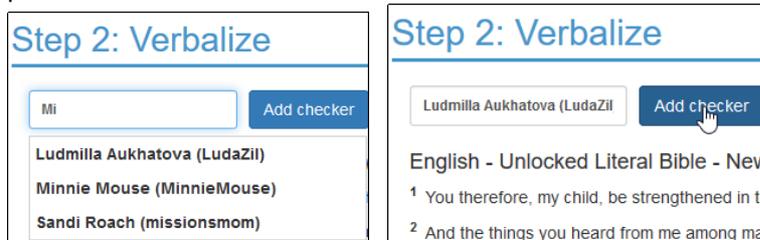
After you read and fully comprehend the meaning of the text, select **Yes, I did** and click **Next step**.



Step 2: Verbalize

The Verbalize step requires that you retell the passage to another person, so you need to add the name of that person.

Begin by starting to type that person's name. A list displays and continues to narrow as you add characters. You can click the person's name and then click **Add Checker**.



Step 2: Verbalize

Search: Mi Add checker

- Ludmilla Aukhatova (LudaZil)
- Minnie Mouse (MinnieMouse)
- Sandi Roach (missionsmom)

Step 2: Verbalize

Search: Ludmilla Aukhatova (LudaZil) Add checker

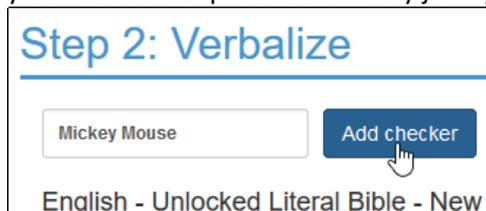
English - Unlocked Literal Bible - New

¹ You therefore, my child, be strengthened in the

² And the things you heard from me among ma



You can verbalize to a person who is not on the team, such as a nearby friend or relative. If you do that, you can add that person's name by just typing it in and clicking **Add Checker**.

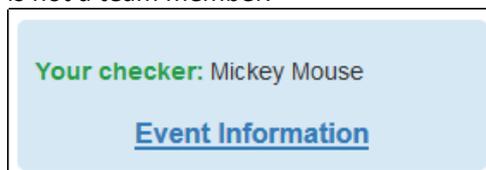


Step 2: Verbalize

Search: Mickey Mouse Add checker

English - Unlocked Literal Bible - New

Once you add a checker, that person's name appears in the Event Information block, even if that person is not a team member.



Your checker: Mickey Mouse

[Event Information](#)

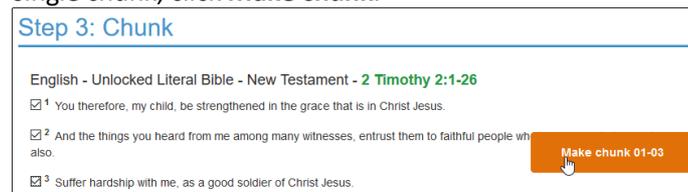
When you have verbalized to your checker, select **Yes, I did** and click **Next step**.

Step 3: Chunk



In this step, break the passage up into chunks of verses. Each chunk should be of a size that you think you can remember when the source text is closed.

Check the verses that you want to include in a chunk. When you have finished designating the verses that should comprise a single chunk, click **Make chunk**.



Step 3: Chunk

English - Unlocked Literal Bible - New Testament - 2 Timothy 2:1-26

¹ You therefore, my child, be strengthened in the grace that is in Christ Jesus.

² And the things you heard from me among many witnesses, entrust them to faithful people who will also.

³ Suffer hardship with me, as a good soldier of Christ Jesus.

Make chunk 01-03

If you make a mistake, click **Reset chunks** to start over. When you have finished defining your chunks, select **Yes, I did** and click **Next step**.

Step 4: Blind Draft

In the blind draft step, you translate each chunk. First you read the source text of the chunk and then you translate it without looking:

1. For each chunk, you are presented with the source text of the chunk. You should read and memorize its content (not the actual words) and then select **Yes, I did** and click **Next step**.

Step 4: Blind Draft

English - Unlocked Literal Bible - New Testament - 2 Timothy 2:1-3

¹ You therefore, my child, be strengthened in the grace that is in Christ Jesus.

² And the things you heard from me among many witnesses, entrust them to faithful people who will be able to teach others also.

³ Suffer hardship with me, as a good soldier of Christ Jesus.

Please confirm that you finished this step

Yes, I did

Next step



2. You are then presented with a text entry box where you can type the content of the chunk in the target language. Do this **WITHOUT LOOKING** at the source text. This helps to make the translation more natural-sounding. When you have translated the chunk, select **Yes, I did** and click **Next step**.

English - Unlocked Literal Bible - New Testament - 2 Timothy 2:1-3

kjafdj akdjf. af.lkjafd alkjdfki. a.lkdflkj

Please confirm that you finished this step

Yes, I did

Next step

Repeat these 2 steps for each chunk. The system automatically shows you each chunk in turn and allows you to translate it. When you have finished translating all of the chunks, you automatically progress to the self-edit step.



Step 5: Self-Edit

In the self-edit step, you are shown the source text of each chunk along with the translation you have done. You should compare the two and edit your translation for accuracy and grammar. If you have questions or comments about the chunk, you can attach a note to it by clicking the pencil icon .

Step 5: Self-Edit

Badui - Unlocked Literal Bible - Old Testament - **Jonah 1:1-17**

¹ Now the word of Yahweh came to Jonah son of Amittai, saying, ² "Get up and go to Nineveh, that great city, and speak out against it, because their wickedness has risen up before me." ³ But Jonah got up to run away from the presence of Yahweh and go to Tarshish. He went down to Joppa and found a ship going to Tarshish. So he paid the fare and boarded the ship to go with them to Tarshish, away from the presence of Yahweh.

⁴ But Yahweh sent out a great wind on the sea and it became a mighty storm on the sea. Soon it appeared that the ship was going to be broken up. ⁵ Then the sailors became very afraid and each man cried out to his own god. They threw the ship's cargo into the sea to lighten it. But

Enter your note in the dialog and click the Save icon .

Write a note to the chunk 

Not sure how Yahweh should be translated.

The pencil icon turns red to indicate that there is a note on that chunk. You can view or edit the note by clicking the pencil icon again. Notes are retained throughout the translation process.

 afafafsd fdfdf

 adfa adfadsf

At any point you can click **Save** to save your edits. When you have finished self-editing the chapter, select **Yes, I did** and click **Next step**.

The Peer Edit page comes up automatically and displays a message that a request for a checker has been sent. You cannot proceed further until someone is assigned as a peer checker.

Translation

Step 6: Peer-Edit

Checking request has been sent. Page will be reloaded when a checker accepts invitation.

Badui - Unlocked Literal Bible - Old Testament - **Jonah 1:1-17**

Step 6: Peer Edit

If you have assigned yourself to peer edit a chapter (see Notifications for how to assign yourself), you will see the passage in checking mode.

Checking Mode

Step 6: Peer-Edit

Badui - Unlocked Literal Bible - Old Testament - **Jonah 1:1-17**



In this mode you cannot change the text, but you can add notes to it.

When you have finished checking the passage, you should connect with the translator to discuss any changes that you think should be made. Use Skype, Google Hangouts, V-MAST chat, phone, or any agreed-upon means to discuss the passage with the translator.

If you are a translator, you are notified when a checker is assigned to your chapter:

Message ✕

⚠ A checker has accepted your request

Click **OK** to display the Peer Edit page in translation mode.

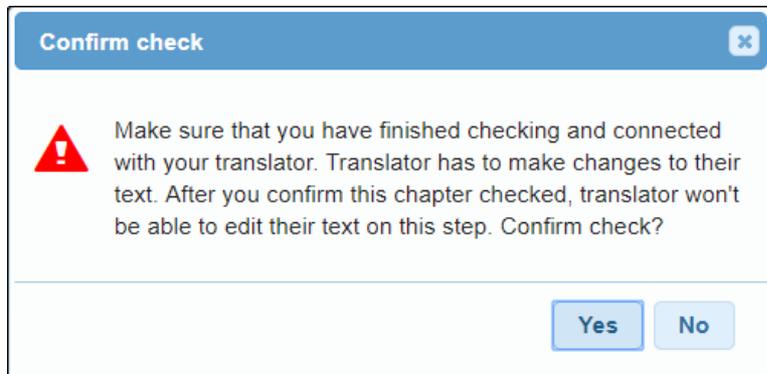
Translation Mode

Step 6: Peer-Edit

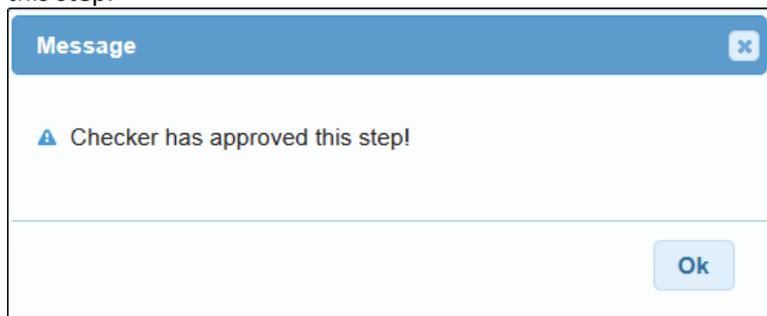
Badui - Unlocked Literal Bible - Old Testament - **Jonah 1:1-17**

When the checker has finished making notes about needed edits, he or she will communicate with you regarding possible changes. You can discuss these and make the changes if you agree. If you don't agree, you may add a note about the disagreement.

When you have made all the edits and notes, the checker should first select **Yes, I did** and click **Next step**. A confirmation dialog appears warning that the translator will be unable to make further changes after the checker confirms that the peer check is done. The checker should click **Yes** if all edits and notes are done, or click **No** to dismiss the dialog and allow further edits to be done.

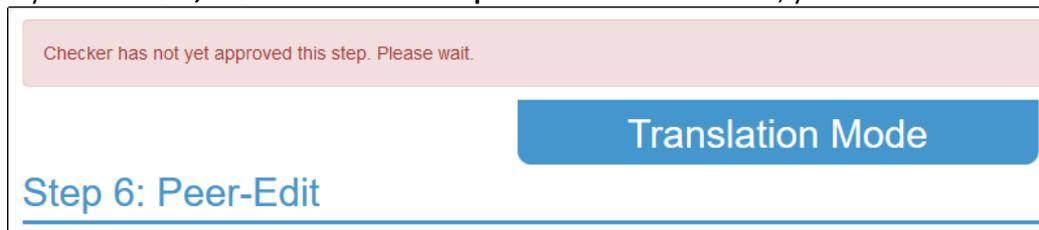


If the checker clicks Yes, a message appears on the translators' window that the checker has approved this step:



Click **OK** to acknowledge the message, and then select **Yes, I did** and click **Next step**.

If you select **Yes, I did** and click **Next step** before the checker does, you receive an error message.



When the peer edit step is done, the Keyword Check page comes up automatically and displays a message that a request for a checker has been sent. You cannot proceed further until someone is assigned as a peer checker.

Step 7: Keyword Check



If you have assigned yourself to keyword check a chapter (see [Notifications](#) for how to assign yourself), you will see the passage in checking mode.

Checking Mode

Step 7: Keyword Check

Badui - Unlocked Literal Bible - Old Testament - **Jonah 1:1-17**

¹ Now the word of Yahweh came to Jonah son of Amittai, saying, ² "Get up and go to Nineveh, that great city, and speak

The page also shows a list of key terms that have been identified for the passage. You can click any of these to see translation assistance for these words. This list appears only in checking mode, not in translation mode.

You can highlight key words and phrases in the passage by double-clicking a word or dragging the cursor over a phrase. If you wish to remove a highlight, just click it. Your highlights also immediately appear on the page of the translator.

The translator should wait for the checker's communication by any agreed-upon means to discuss the key words and terms. The purpose of this is to ensure that each is included, clearly understood, and translated correctly. The translator can make any changes or notes about questions or disagreements, in a similar fashion as what was done in the peer edit step.

When the keyword check is complete, first the checker should select **Yes, I did** and then click **Next Step**. If the translator does this first, an error message is displayed. Once the checker has done so, the translator cannot make further changes in this step.

After receiving a message that the checker has approved the step, the translator can then select **Yes, I did** and click **Next Step**. The verse-by-verse check page appears with a message that the step is awaiting a checker.

Step 8: Verse-by-Verse Check

Checking request has been sent. Page will be reloaded when a checker accepts invitation.

Badui - Unlocked Literal Bible - Old Testament - **Jonah 1:1-17**

Step 8: Verse-by-Verse Check



When a checker is assigned to a verse-by-verse check, the checker's window shows only the source text, while the translator's window shows only the translation.

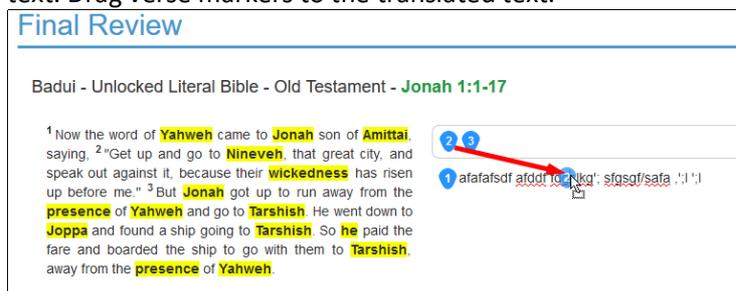
The translator and checker must be communicating throughout this step. The translator should read a verse of the translation while the checker compares the translation with the source text. If the checker speaks only the source text, the translator or an interpreter will need to back-translate the translated text into the source language (without looking at the source text), and the checker can compare the back translation with the source text.

The translator can make any agreed-upon changes and record any unresolved issues as notes.

As with any of the checking steps, the checker must confirm finishing the step before the translator can do so. The translator won't be able to edit the translation after the checker confirms that the step is finished.

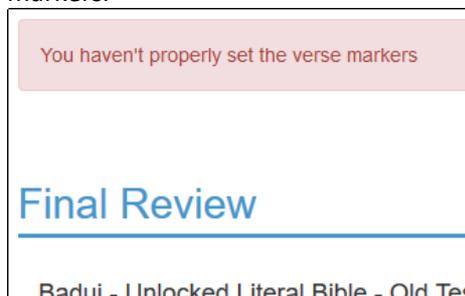
Final Review

The final review page displays the source text and the translation side by side so that you can indicate the verses on the translated text. Drag verse markers to the translated text.



You should drop the markers on the first word of the verse to insert the marker ahead of that word. You can move a marker if it doesn't land in the right place.

You receive an error if you attempt to indicate that you have finished the step without dragging all of the markers.



After you successfully finish the final review step, you return to the *Preparation: Prayer* step and are ready to start another chapter!

Preparation: Prayer



Congratulations! You have completed your chapter! Take a break, take a nap, get some coffee or tea and let's start another chapter!

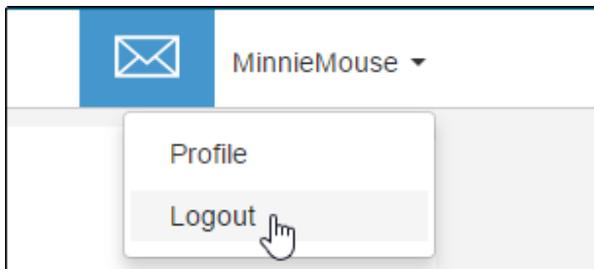


Please confirm that you finished this step

Yes, I did

Logout

When you have finished working for the day, log out of the application. Click your username in the upper right corner of the page and select **Logout**.



The system returns you to the Welcome page. You can then close your browser window.

The application for facilitators contains additional functionality to enable you to manage a V-MAST event.

Members Tab

The main page contains an additional Members tab that shows the people in the language group(s) that you are working with, along with their user names, email addresses, and preferred roles. There is a check mark next to the facilitator for that language group.

You can click the user name link to see the profile for that user.

IMPORTANT NOTE: The information in the profile is confidential., so please do not share it with anyone.

The members that you can see are based on the languages you are facilitating. For example, if you are facilitating Russian, you can see only Russian translators and facilitators. If you facilitate both Russian and English, you can see translators and facilitators for both languages.

There is also search functionality: you can search by name or user name, or you can use the radio buttons to select to search for all translators or facilitators for the language. You can also search by language if you facilitate more than one language. Click **Search** to execute the specified search, and click **Clear filter** to clear the search criteria.

User name	Name	Email	Preferred roles	Facilitator
KatnissEv	Katniss Everdeen	psops27@yahoo.com	Translator, Facilitator	<input type="checkbox"/>
MinnieMouse	Minnie Mouse	psops27@hotmail.com	Translator	<input type="checkbox"/>
pgamer	Pam Gamer	pangamer@gmail.com	Translator, Facilitator	<input checked="" type="checkbox"/>

Dashboard

The dashboard contains an additional Facilitation tab that enables you to manage the event(s) that you are facilitating. Click **Manage** to manage the event.

V-MAST Events [Demo](#)

Facilitation (1) Translation (1) Checking (0) New Events (0)

Current Events

8 Steps VMAST

Jonah
Unlocked Literal Bible
Badui, Old Testament

Start
---|---
⌚ ---:--

End
---|---
⌚ ---:--

Stage
Waiting for translators

Manage
Progress
Translators
2/3

The page for managing an event shows the name of the event, the source text and target language, the list of chapters with the status of each, and a list of translators with the current step of each.

Adding Translators

The administrator will give you names of translators that you can add to the event. You can add translators by clicking **Add translators**.

The screenshot shows the MAST web application interface. At the top, there is a navigation bar with the MAST logo, 'DASHBOARD', 'TRANSLATIONS', and 'MEMBERS' tabs, and a user profile 'pgamer'. The main content area is titled 'Jonah' and 'Unlocked Literal Bible - Badui'. On the right, there is a 'Start translation' button. Below the title, there is a 'Chapters' section with four chapters, each with an 'Assign chapter' button. To the right of the chapters, there is a 'People (2 of 3)' section. A red arrow points to the 'Add translators' button in this section. Below this button, two translators are listed: 'Minnie M. (0)' and 'Pam G. (0)', each with a 'Current step:' dropdown menu.

On the *Add translators* window, start typing the name of the translator. A list of matching translators appears and continues to reduce as you continue typing. Click **Add** next to the name you want to add to the event (or click  to close the window without adding the translator).

The screenshot shows the 'Add translators' modal window. It has a title bar with a close icon. Below the title bar, there is a search input field containing the text 'kat'. Below the search field, there is a list of matching translators. The first entry is 'Katniss Everdeen (KatnissEv)' with an 'Add' button next to it. The second entry is 'Ekaterina Tsvetaeva (Katty)' with an 'Add' button next to it.

A success message shows that the member has been added to the event. Click **OK** to acknowledge the message.

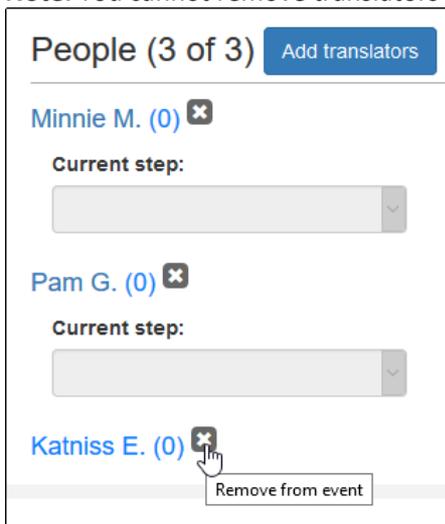


The *Add translators* window remains open to enable you to add additional translators. Click  to close the window when you are finished.

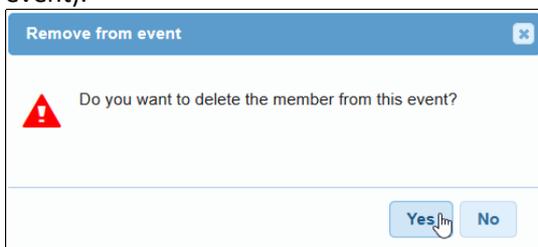
Removing Translators

To remove a member from an event, click the  next to the name.

Note: You cannot remove translators who have chapters assigned to them.

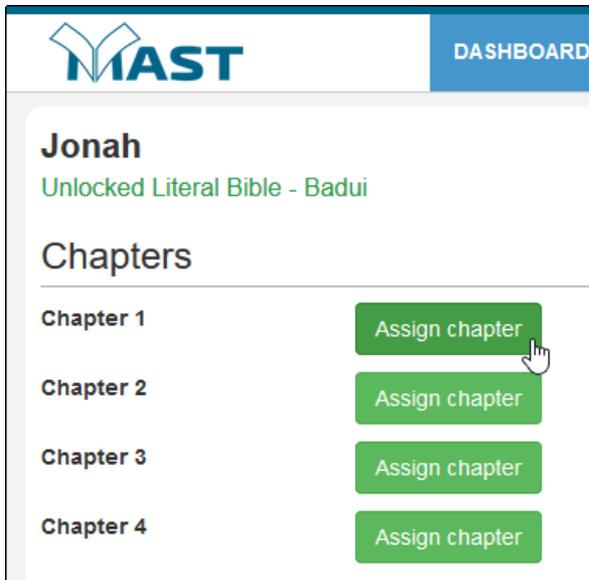


Confirm by clicking **Yes** (or click **No** or  to close the window without deleting the translator from the event).



Assigning Chapters

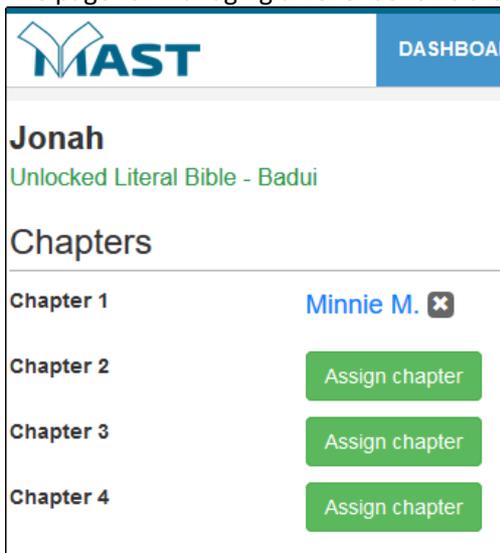
To assign a chapter to a translator, click **Assign chapter**.



On the *Assign chapter* window, click **Assign** next to the name of the translator to whom you want to assign the chapter (or click the  to close the window without assigning).



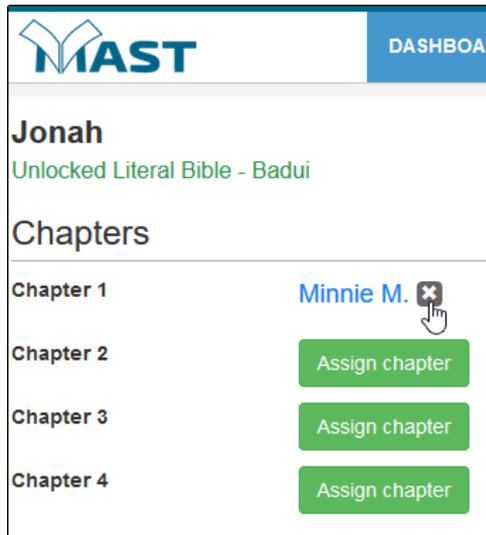
The page for managing an event shows that the chapter is assigned to the translator.



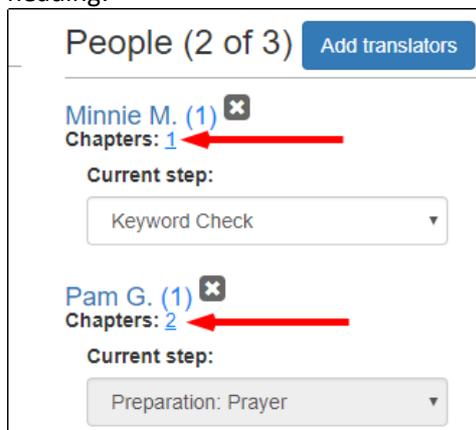
Removing a Chapter Assignment

To remove a chapter's assignment to a translator, click the  next to the translator's name.

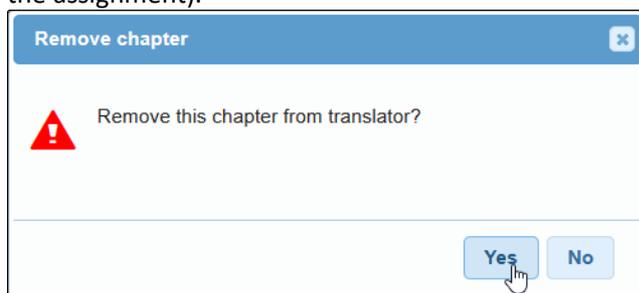
IMPORTANT NOTE: You should remove a chapter from a translator only if no significant work has been done on the chapter, because doing so can delete translations and edits!



A second way to remove a chapter is to click the chapter number under person's name in the People heading:

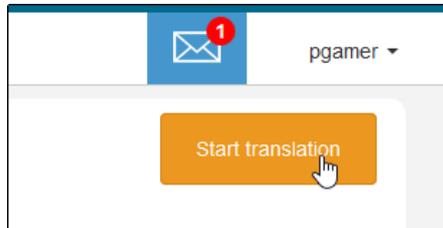


Confirm assignment removal by clicking **Yes** (or click **No** or  to close the window without removing the assignment).



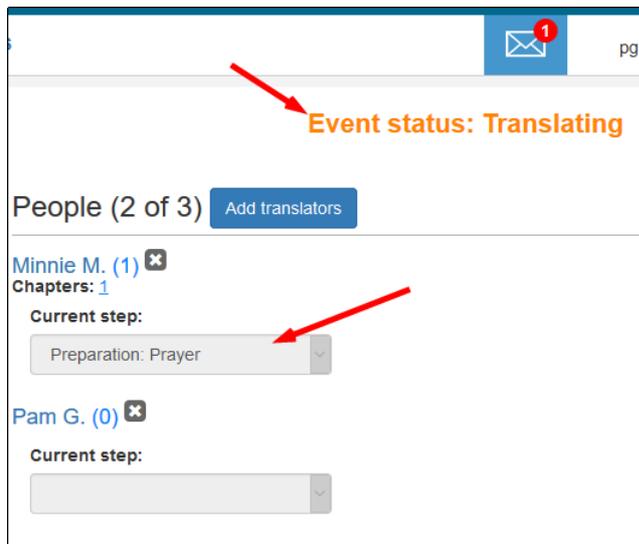
Starting an Event

To start the event, click **Start translation** near the upper right corner of the page.



Confirm that you want to start the event by clicking **Yes** (or click **No** or  to close the window without starting the event).

The *Start translation* button is replaced with the event status, and the current step for each assigned translator is displayed:



Moving a Translator Back One Step

You may need to move a translator back one step. For example, a translator may have gone to the next step and then realized that work was still needed on the previous step. There is no way for a translator to go to a previous step, but you can do so by moving that person back one step.

IMPORTANT NOTE: You should move a translator back one step only if no significant work has been performed on the step, because doing so can delete translations and edits!

To move a translator back one step, click the down arrow in the *Current step* field to invoke a list of steps. The current step is highlighted and the previous step is in bold.

People (2 of 3) Add translators

Minnie M. (1) ✕
Chapters: 1

Current step:

Keyword Check ▾

- Preparation: Prayer
- Consume
- Verbalize
- Chunk
- Blind Draft - Previous chunk 2
- Read Chunk
- Blind Draft
- Self-Edit
- Peer-Edit**
- Keyword Check**
- Verse-by-Verse Check
- Final Review
- Finished

Click the previous step to move the translator back to that step. If a checker is involved, a message asks if you want to remove the checker, so answer carefully. If you answer **Yes**, the checker is removed from the step you are moving back to, not from the step you're moving from.

Attention ✕

 Do you also want to remove the checker assigned to this chapter? If you click "No", translator will go to previous checking step and their checker will remain.

Yes No

Click **OK** to acknowledge the confirmation message.

Message ✕

 Translator has successfully moved one step back!

Ok

Removing a Checker from a Chapter

You can remove a checker from a chapter by clicking **Remove checker**. When you do so, the checker is immediately removed from the chapter, so be sure this is what you want before clicking the button!

IMPORTANT NOTE: Removing a checker from a chapter may result in lost work!

