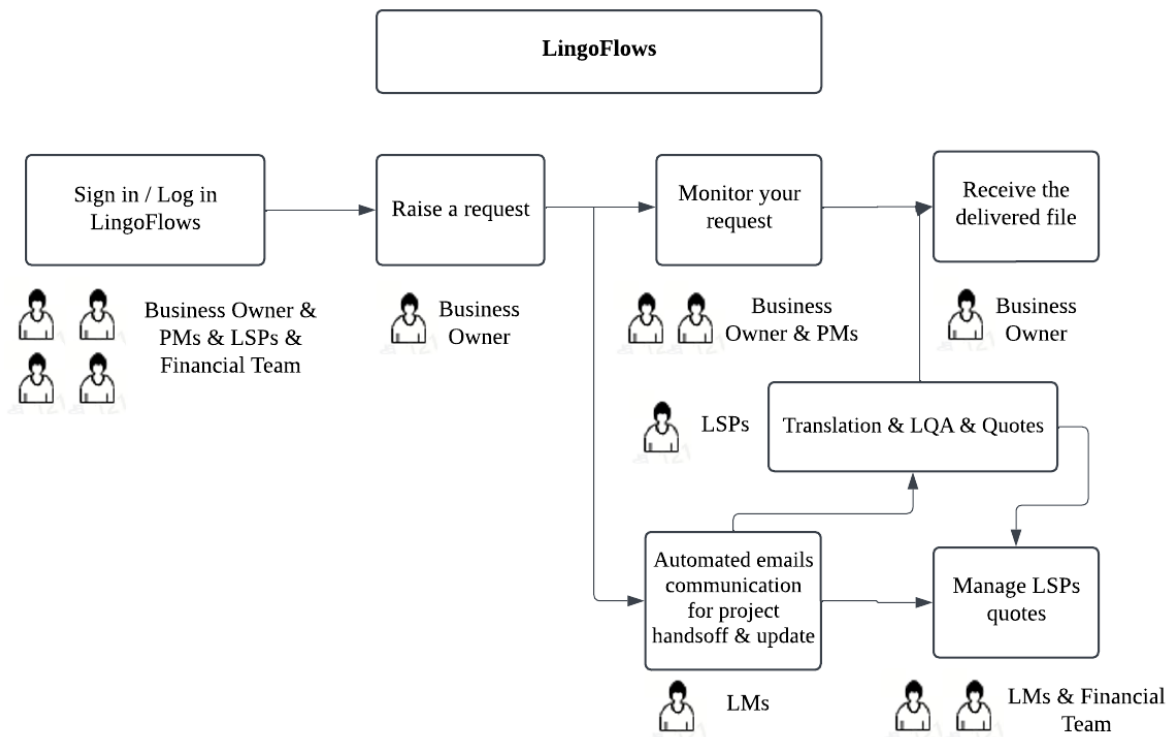


# LingoFlows - Collaborative Localization Management System (CLMS)

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## Overview

LingoFlows is a streamlined localization project management platform designed to facilitate seamless collaboration between Business Owners (BO), Project Managers (PM), Language Managers (LM), and Financial teams. It simplifies request submissions, project execution, and financial oversight, ensuring transparency, efficiency, and scalability in localization workflows.



Workflow (basic)

## Key Features

1. Request Management: Allows BOs to submit, track, filter, and update localization requests.

2. Project Coordination: Enables PMs to oversee project basic information and progress, assign tasks, and distribute communications.
3. Financial Oversight: Facilitates cost tracking and quote management from Language Service Providers (LSPs).
4. Role-Based Access Control: Granular permissions for different user roles to improve security and compliance.
5. Data Insights: Provides real-time dashboards for project tracking and financial reporting.
6. Timezone Converter: Facilitates time zone conversion to help PMs, business owners, and LSPs coordinate across different regions.
7. AI Assistant: Assists users with various operational tasks, providing contextual help and handling calculations.
8. External Multi-Language Machine Translation Services: Supports integration with external machine translation for enhanced flexibility.

## **User Roles & Responsibilities**

### **1. Business Owner**

- (1) Submit localization requests via a structured form.
- (2) Modify requests before project initiation.
- (3) Monitor request status and receive final deliverables.
- (4) Download Completed Files

### **2. Project Manager**

- (1) Review and process submitted requests.
- (2) Create, assign, and track projects.
- (3) Manage email communication with internal BOs and external LSPs.
- (4) Ensure timely delivery and maintain project quality standards.
- (5) Upload Completed Files

### 3. Financial Team

- (1) Oversee budget allocation and expense tracking.
- (2) Extract and consolidate quotes from LSPs's emails. (Regular Expression & Pandas)
- (3) Update financial records and approve cost estimates.

### Platform Workflow (overview)

LingoFlows follows a structured workflow to streamline localization project management and ensure efficiency across all stakeholders:

- **Request Submission:** BOs submit localization requests by filling out key project details, including request name, language pairs, instructions, deadlines, and file uploads.
- **Project Creation & Task Assignment:** PMs review and approve requests, converting them into projects. They assign tasks to different LSPs or freelancers, set deadlines for each step, and send automated email notifications.
- **Translation & Quoting:** LSPs download source files from the platform, complete the translation, and upload the final files. They also send standardized quotes via email.
- **Quote Processing & Financial Tracking:** PMs upload received quotes, and the platform automatically extracts key details—such as project ID, pricing, and word count—storing them in the project database for financial tracking and reporting.

### Workflow (Detailed)

Step 1: Request Submission (Business Owner)

1. Log in to the platform.
2. Click “Raise a Request.”
3. Complete the request form with necessary details:
  - Request Name: Provide a clear and distinguishable title.

- Request Background: Briefly outline the project scope and objectives.
- Source & Target Languages: Specify translation requirements.
- Estimated Word Count: Helps determine the expected completion timeline.
- Additional Requirements: Indicate if LQA or image localization is needed.
- Expected Delivery Date: Set a realistic deadline based on system recommendations.

4. Submit the request.

5. Track the request status on the dashboard.

The screenshot shows a web browser window with the URL 'localhost:5173'. The application has a dark sidebar with navigation links: 'AI助手 / AI Assistant', '翻译工具 / Translator', '本地化管理 / L10n Management', '请求管理 / Request Management', '项目管理 / Project Management', '财务管理 / Financial Management', and '系统设置 / Settings'. The main content area is titled '请求管理 / Request Management' and contains a form for submitting a localization request. The form has the following fields:

- 请求名称 / Request Name:** A text input field with a placeholder '请提供一个清晰且可区分的标题 / Provide a clear and distinguishable title'.
- 请求背景 / Request Background:** A text input field with a placeholder '简要概述项目范围和目标 / Briefly outline the project scope and objectives'.
- 源语言 / Source Language:** A dropdown menu with the placeholder '选择源语言 / Select source language'.
- 目标语言 / Target Languages:** A dropdown menu with the placeholder '选择目标语言 / Select target languages'.
- 估计字数 / Estimated Word Count:** A text input field with the value '0'.

Request Raising Form I (in developing)

XYZ's Playground

localhost:5173

AI助手 / AI Assistant

翻译工具 / Translator

本地化管理 / L10n Management

请求管理 / Request Management

项目管理 / Project Management

财务管理 / Financial Management

系统设置 / Settings

\* 源语言 / 选择源语言 / Select source language

Source Language

\* 目标语言 / 选择目标语言 / Select target languages

Target Languages

\* 估计字数 / 0

Estimated Word Count

附加要求 / 语言质量保证 (LQA) / Linguistic Quality Assurance

Additional Requirements

\* 预期交付日期 / 请选择日期

Expected Delivery Date

上传文件 / 点击上传

Upload Files

提交请求 / Submit Request

重置 / Reset

Request Raising Form II (in developing)

XYZ's Playground

localhost:5173

AI助手 / AI Assistant

翻译工具 / Translator

本地化管理 / L10n Management

请求管理 / Request Management

项目管理 / Project Management

财务管理 / Financial Management

系统设置 / Settings

首页 / Home / 项目管理 / Project Management

项目管理 / Project Management

搜索项目 / Search projects

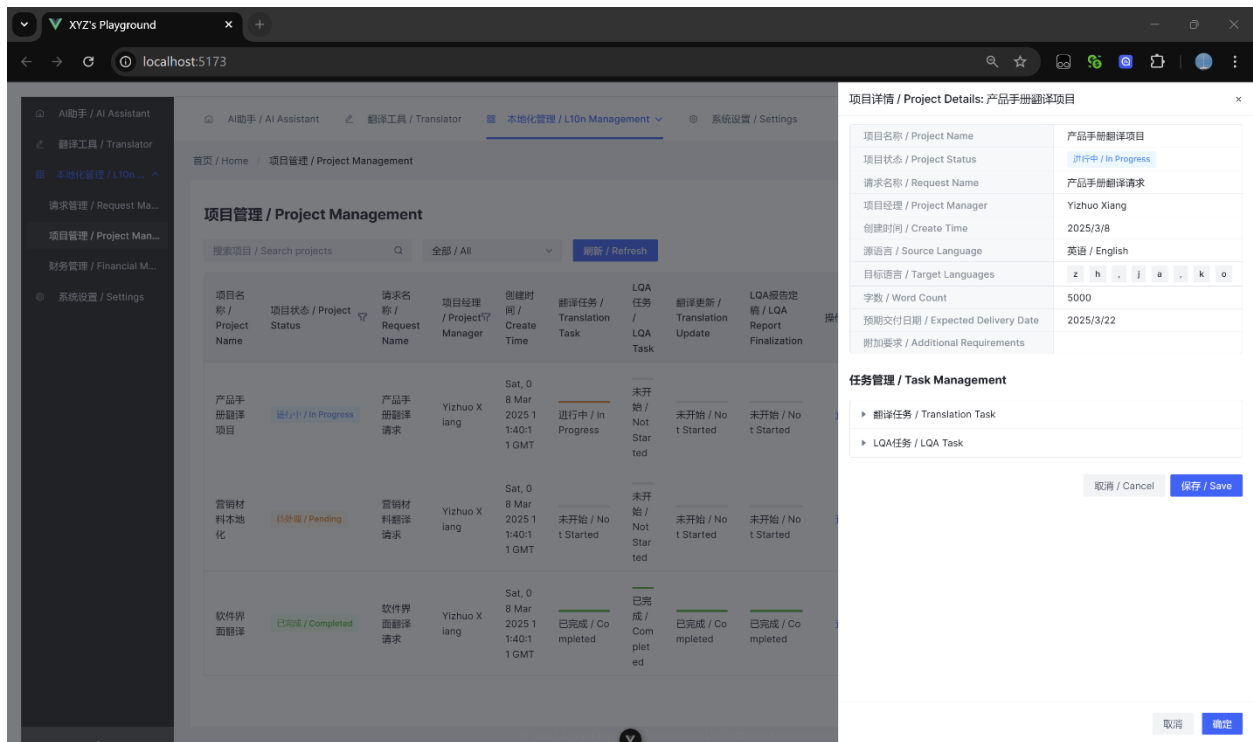
全部 / All

刷新 / Refresh

项目名称 / Project Name	项目状态 / Project Status	请求名称 / Request Name	项目经理 / Project Manager	创建时间 / Create Time	翻译任务 / Translation Task	LQA 任务 / LQA Task	翻译更新 / Translation Update	LQA 报告定稿 / LQA Report Finalization	操作 / Operations
产品手册翻译项目	进行中 / In Progress	产品手册翻译请求	Yizhuo Xiang	Sat, 08 Mar 2025 1:40:11 GMT	进行中 / In Progress	未开始 / Not Started	未开始 / Not Started	未开始 / Not Started	查看 / View, 编辑 / Edit, 发送邮件 / Send Email, 上传文件 / Upload
营销材料本地化	待处理 / Pending	营销材料本地化请求	Yizhuo Xiang	Sat, 08 Mar 2025 1:40:11 GMT	未开始 / Not Started	未开始 / Not Started	未开始 / Not Started	未开始 / Not Started	查看 / View, 编辑 / Edit, 发送邮件 / Send Email, 上传文件 / Upload
软件界面翻译	已完成 / Completed	软件界面翻译请求	Yizhuo Xiang	Sat, 08 Mar 2025 1:40:11 GMT	已完成 / Completed	已完成 / Completed	已完成 / Completed	已完成 / Completed	查看 / View, 编辑 / Edit, 发送邮件 / Send Email, 上传文件 / Upload

共 3 条 < 1 > 10 条/页

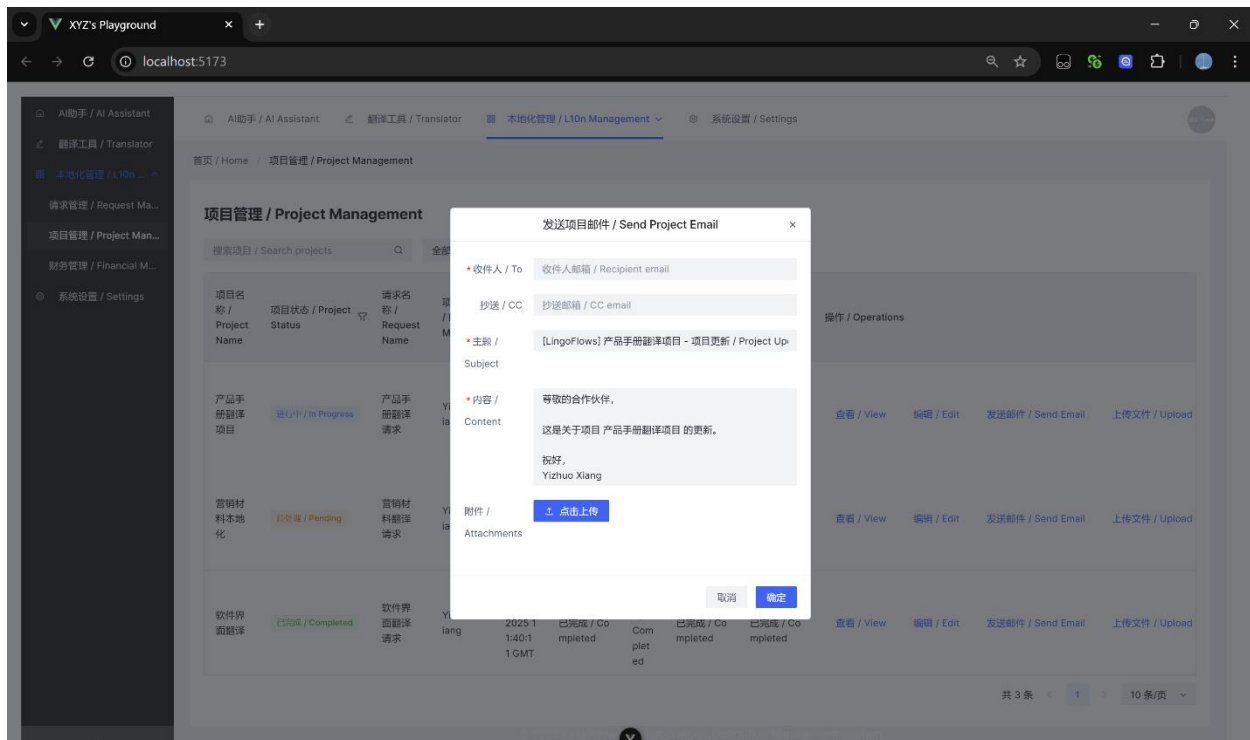
Requests / Projects Management Dashboard (in developing)



Requests / Projects Management (in developing)

## Step 2: Project Management (Project Manager)

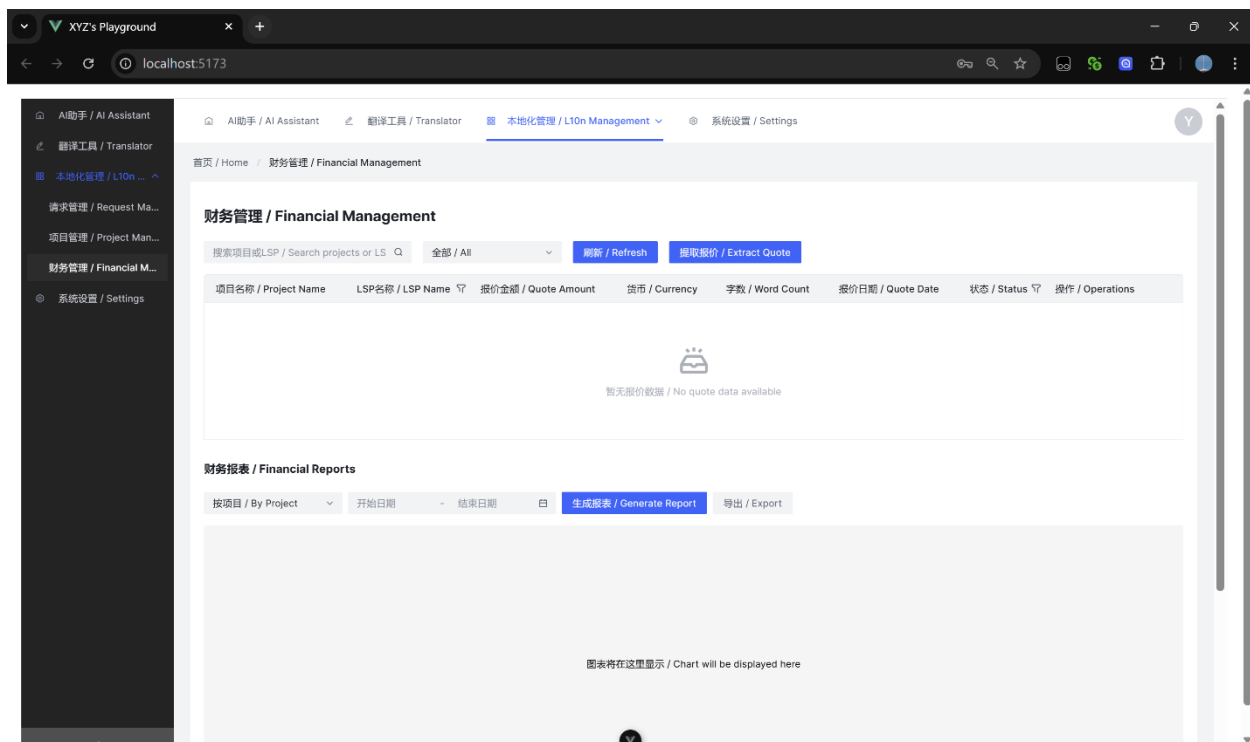
1. Review submitted requests and approve or request modifications.
2. Assign tasks and define project timelines.
3. Generate automated emails for project kickoff and updates.
4. Monitor progress and address roadblocks.
5. Upload completed deliverables and mark the project as “Completed.”



Project Mail Sending Form (in developing)

### Step 3: Financial Processing (In developing)

1. Review LSP-provided quotes.
2. Extract key financial details and update records.
3. Approve and finalize project costs.
4. Generate financial reports for stakeholders.



Financial Management (in developing)

## Implemented Features (2025.03.04)

The current version of LingoFlows already supports several essential functionalities, with both front-end and back-end implementations:

### Project Management System (Early Development Stage)

- Project listing and detailed tracking, including:
  - Project Name
  - Project Status
  - Request Name
  - Project Manager
  - Creation Time
  - Translation Task Status
  - LQA Task Status



- Translation Update Status
- LQA Report Finalization Status
- Database Implementation: MySQL database structure established, storing project metadata and request details.
- Technology Stack: Back-end powered by Flask and MySQL, with Axios managing API requests between front-end and back-end.

#### AI Assistant

- Real-time chat interface with context-aware conversation capabilities.
- Character-by-character response animation for a dynamic user experience.
- Live chat history for seamless interactions and continuity.

#### Translation Tool

- Professional translation services with multi-language support.
- Integrated translation form interface for structured input and processing.

#### UI Features

- Responsive sidebar navigation for improved usability.
- User authentication (login/logout) with secure session handling.
- Breadcrumb navigation and back-to-top functionality for an intuitive experience.
- Dark theme support for enhanced visual comfort.
- Vue 3, Arco Design Vue for UI components

#### Conclusion

LingoFlows is designed to enhance efficiency, transparency, and collaboration in localization project management. By standardizing workflows and automating key processes, it ensures smooth operations for all stakeholders.