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| **REVISED PROGRAM** | **DURATION** | **NOTES** |
| 8:45 AM 9:15 AM Registration | **30 mins.** |  |
| 9:15 AM 10:00 AM  **The administrator and the PM level 1**   * Configuring system settings * Global language combinations * Global project settings * Term extraction * Custom fields & tags * Enabling text formatting * Setting up transcreation * The XTM customer entity * Roles * Users and access rights * Rate cards * Creating projects and project templates * Advanced Search and project management * Smart filters and custom fields * The language supplier subcontracting chain in XTM | **45 mins.** | Administrator stuff only]   * Settings: enable vs. default * Settings: hierarchy, ad hoc > project template > customer > global system > XTM default. (need slides) * Settings: what means “set to done”, “populate target”, “approved/not approved” (need slides) * Different metadata for different purposes: project custom fields = filtering/reporting, tags = TM/term org./penalization, subject matter = pricing differences. * Enable insert new formatting into target, no offline trans. * Settings: what’s new (recent adv. settings?) * Analysis manager, SRX/ITS which rule is used. * Term extraction tip: available anytime, makes analysis longer. * User access rights: new UI/API, LQA, availability status. * [Exercise] Create project template including project custom field and tag. |
| 10:00 AM 10:45 AM  **Advanced translation workflows**   * Custom workflows and workflow steps * Working with simultaneous & sequential steps * Real time collaboration with XTM Messenger * Auto-start and auto-finishing * How to create and use workflow definitions * Utilising user groups | **45 mins.** | * Custom workflow steps: how & why. * Creating workflow definitions, Admin vs. PM. * Auto-set due dates per step. * Transitions (“blocking mechanisms”). Which segs locked in simultaneous steps. * Auto start workflows from template and auto finish steps that are 100% done. * Workflow for non-analysable files (e.g. DTP) * User groups: types, auto-reassign on update. * [Exercise] create custom workflow step, use in definition, and assign rates in Linguist profile. |
| 10:45 AM 11:05 AM  **Coffee & network** | **20 mins.** |  |
| 11:05 AM 11:25 AM  **Break-out sessions** Session 1: XTM Mobile App  Session 2: Webapp in-context localization | **20 mins.** |  |
| 11:30 AM 12:00 PM  **Translating in XTM – The standard and visual editors**   * An overview of two editors in XTM * The importance of translation context using comments, screenshots or other images * In context previewing of PowerPoint, Word and PSD files * The XTM Visual Editor for HTML, XML, and InDesign * Using Alternative translations and paragraph based segments for transcreation | **30 mins.** | * Reopen workflow project/language/file. * Segment filters and Admin. Filter profiles. * Segment ID images (ID- based matching) * Alternative translations/Transcreation. * [Exercise] Create an Admin filter profile for use by linguists. |
| 12:00 PM 1:00 PM  **Advanced TM, MT and terminology**   * Managing translation memory and terminology * Machine translation and post-editing * Advanced ID-based matching * Creating TM and terminology tags and using penalty profiles * Managing advanced TM approval settings | **1 hour** | * Tags and Penalty profiles, esp. match type vs. priority. Term penalties too. * MT+PE, how to use MT settings. * TM approval: how works – no exercise. * Non-translatables: match or not? Set to done? * Advanced TM settings, subsequent steps. * Adv. Terminology management * [Exercise] Create tag-based penalty profile and use in project. |
| 1:00 PM 2:00 PM  **Lunch break** | **1 hour** |  |
| 4:15 PM 5:00 PM  **Advanced project management**   * How to use pre-processing * How to use pivot languages * Grouping, splitting and joining Files * Aligning files to create TMs * Using continuous workflow for agile translation * Statistics and costs based on statistics | **1 hour 30 mins.** | * Pre-processing workflows. * File joining, splitting, and grouping. * Continuous project updates. * Metrics vs. Statistics (auto time-tracking) * XTM Align * [Exercise] set up pivot language workflow. * Begin XTM Challenge, 30-40 mins (full 45 if we can?). |
| 3:30 PM 3:50 PM  **Coffee & Network** | **20 mins.** |  |
| 3:50 PM 4:10 PM  **Break-out sessions** Session 1: XTM Connect: Sitecore  Session 2: XTM Parsing | **20 mins.** |  |
| 2:00 PM 3:30 PM  **Envisioning a quality driven process - Reporting and dashboarding in XTM**   * Quality assurance using automated and manual QA features * Creation of quality profiles * Measuring quality with the LQA rating * TAUS DQF reporting * Creating and using custom dashboard widgets * Reporting on metrics, statistics, project histories, extended tables, cost generation, and custom POs | **45 mins.** | * QA: profiles and Xbench integration. * LQA: workflow step config & linguist/LSP dashboard * Reporting: extended tables. * (TAUS integration? Blech… Bob likes us to mention the 10% discount for sign-up via XTM) * [Exercise] create workflow with review step incl. LQA/apply to translator, followed by correction step where LQA errors visible. * Continue XTM Challenge, another 15 mins?. * (Review Challenge soltuions here or in open Q&A? At least 20 mins. Can use Wojtek’s SDK time if nobody interested in that.) |
| 5:00 PM 5:30 PM  **The XTM SDK**   * Overview of XTM's SOAP and REST APIs * Learn how to use them to integrate with 3rd party systems | **30 mins.** | Wojtek’s demo. |
| 5:30 PM 6:00 PM  **Open Q&A session** | **30 mins.** |  |