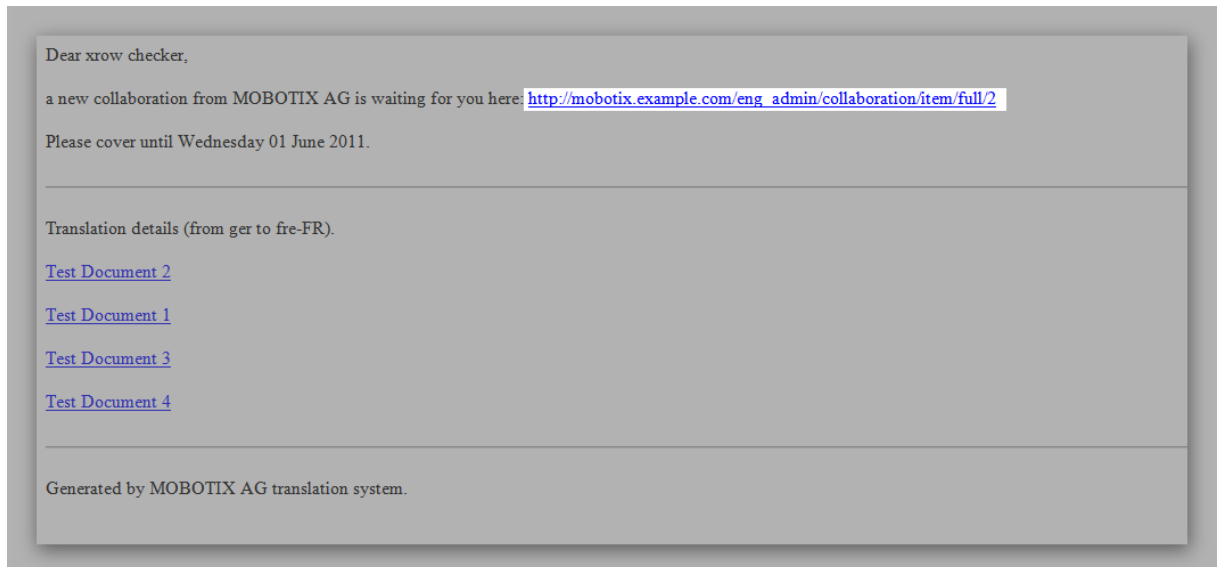
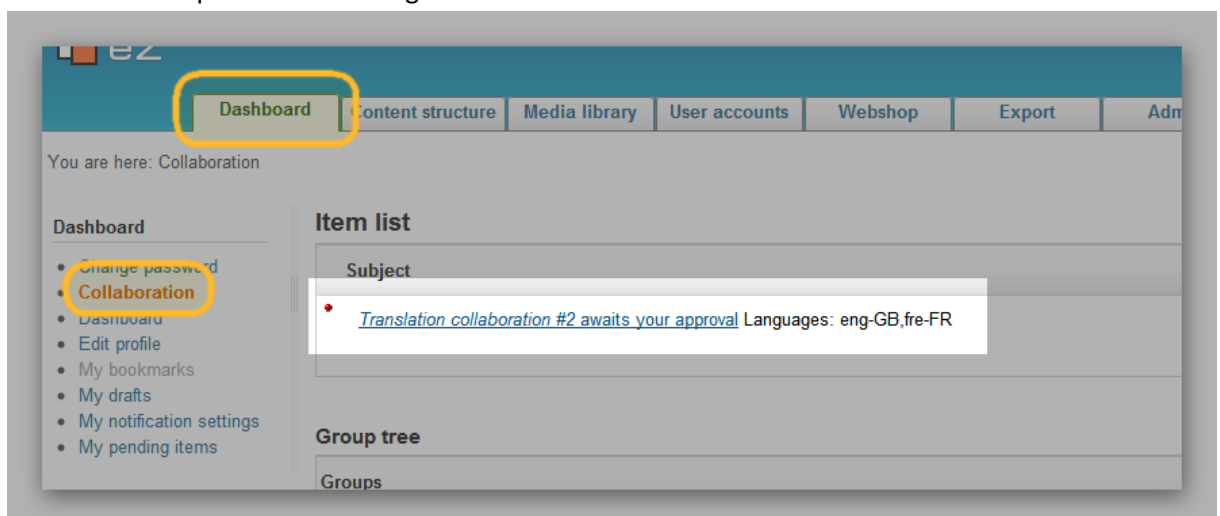


Step by step guide for translation checkers.

1. As translation checker your work starts with an email. To get to the next step use the link in your email (see highlighted area in the image).



2. After clicking the link and logging in to eZ Publish you will see your collaborations. The red dot indicates new ones. You can also navigate to this page by clicking the "Dashboard" header at the top and then clicking "collaboration" in the left menu.



3. Please click "Translation collaboration ..." (see image step 2) to go to step 4.
4. On the following Page you can view and approve each object and each translation separately or approve the entire objects including all languages (that are visible on the current page) at

once.

The screenshot shows the 'ez Publish' Translation Manager interface. The top navigation bar includes links for Dashboard, Content structure, Media library, User accounts, Webshop, Export, Admin, Translation manager, Newsletter, and Setup. The 'Translation manager' tab is active. The main content area is titled 'Translation' and displays a form for managing a translation process. The form includes fields for Deadline (Day 01, Month 06, Year 2011), Collaboration ID (3), and Process ID (7). Below the form, there is a section for 'Participants' listing the Translation Checker (xrow checker), Translator (xrow translator 2), and Editor (xrow publisher). The 'Objects' section contains a table with columns for Object Information, Languages, Assigned, Checker, Status, and Actions. The table lists four objects, each with details about its ID, version, source language, and target language. The 'Actions' column for each object includes a 'View' button, which is highlighted in the second row. The right sidebar shows the 'Current user' (xrow checker) and 'User performances' (Locations: on | off, Preview tab: on | off).

Translation

Deadline Day 01 Month 06 Year 2011

Collaboration ID 3

Process ID 7

A content object collection awaits approval before it can be published.

- The content object needs your confirmation before it can be published.

Comment:

Add Comment

English (United Kingdom) Download

Translation file: Datei auswählen Keine Datei gewählt Upload

Participants

Translation Checker [xrow checker](#)

Translator [xrow translator 2](#)

Editor [xrow publisher](#)

Objects

Object Information	Languages	Assigned	Checker	Status	Actions
Test Document 4 Object ID: 124539 Object Version: 337 Source Language: German (Any country) Class: Folder Section: Test My work: completed View	English (United Kingdom) French (France)	xrow translator 2 xrow translator 2	xrow checker xrow checker	Waiting for approval Waiting for approval	View Confirm Edit Approve View Confirm Edit Approve
Test Document 3 Object ID: 124538 Object Version: 337 Source Language: German (Any country) Class: Folder Section: Test My work: completed View	English (United Kingdom) French (France)	xrow translator 2 xrow translator 2	xrow checker xrow checker	Waiting for approval Waiting for approval	View Confirm Edit Approve View Confirm Edit Approve
Test Document 1 Object ID: 124537 Object Version: 345 Source Language: German (Any country) Class: Folder Section: Test My work: completed View	English (United Kingdom) French (France)	xrow translator 2 xrow translator 2	xrow checker xrow checker	Waiting for approval Waiting for approval	View Confirm Edit Approve View Confirm Edit Approve
Test Document 2 Object ID: 124535 Object Version: 337 Source Language: German (Any country) Class: Folder Section: Test My work: completed View	English (United Kingdom) French (France)	xrow translator 2 xrow translator 2	xrow checker xrow checker	Waiting for approval Waiting for approval	View Confirm Edit Approve View Confirm Edit Approve

English (United Kingdom) Approve all

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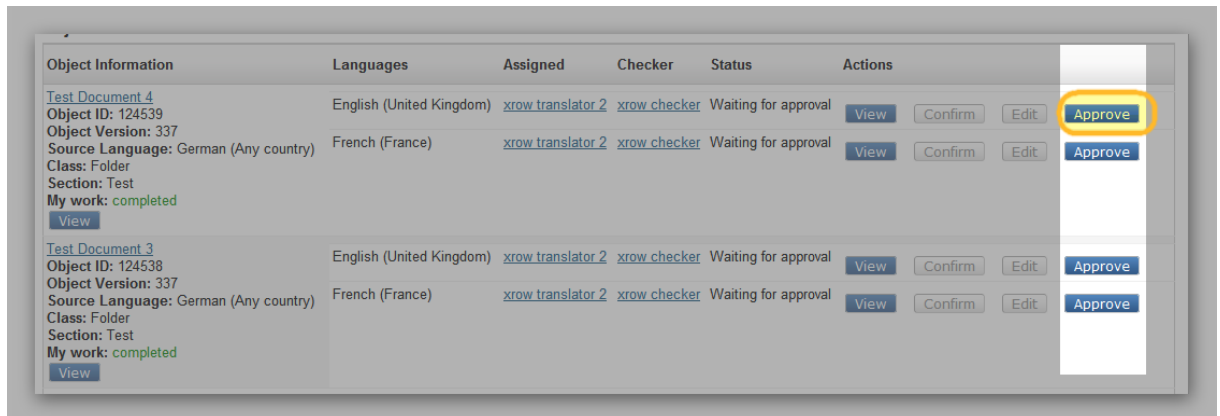
- To take a look at a single object and its new submitted translation click “view” to check the translation. It will open in a new window, so you can close it after the inspection.

This image is a close-up of the 'Objects' table from the previous screenshot. It shows the first two rows of the table. The 'Actions' column for each row contains a 'View' button, which is highlighted with a yellow circle. The 'View' button is located next to the 'Status' column, which shows 'Waiting for approval' for both objects.

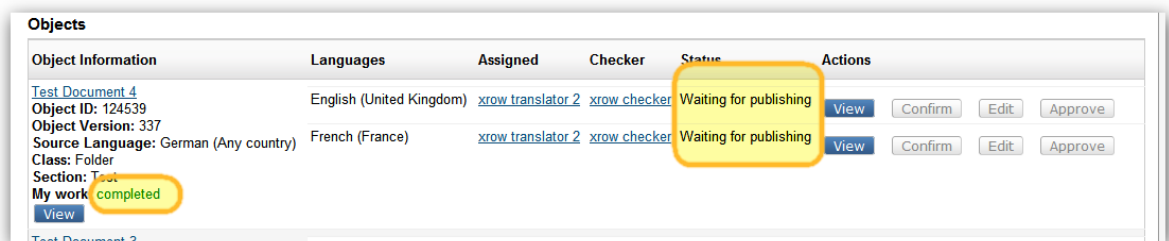
Objects

Object Information	Languages	Assigned	Checker	Status	Actions
Test Document 4 Object ID: 124539 Object Version: 337 Source Language: German (Any country) Class: Folder Section: Test My work: completed View	English (United Kingdom) French (France)	xrow translator 2 xrow translator 2	xrow checker xrow checker	Waiting for approval Waiting for approval	View Confirm Edit Approve View Confirm Edit Approve
Test Document 3 Object ID: 124538 Object Version: 337 Source Language: German (Any country) Class: Folder Section: Test My work: completed View	English (United Kingdom) French (France)	xrow translator 2 xrow translator 2	xrow checker xrow checker	Waiting for approval Waiting for approval	View Confirm Edit Approve View Confirm Edit Approve

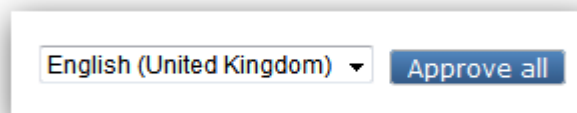
6. When the changes are correct you can approve them by clicking the same-named button.



7. Please repeat step 5 and 6 for each object.
8. Your work is complete, when the Status changed from “Wait for approval” to “Wait for publishing” in all translations. “My work” will change from “not completed” to “completed” for each object.

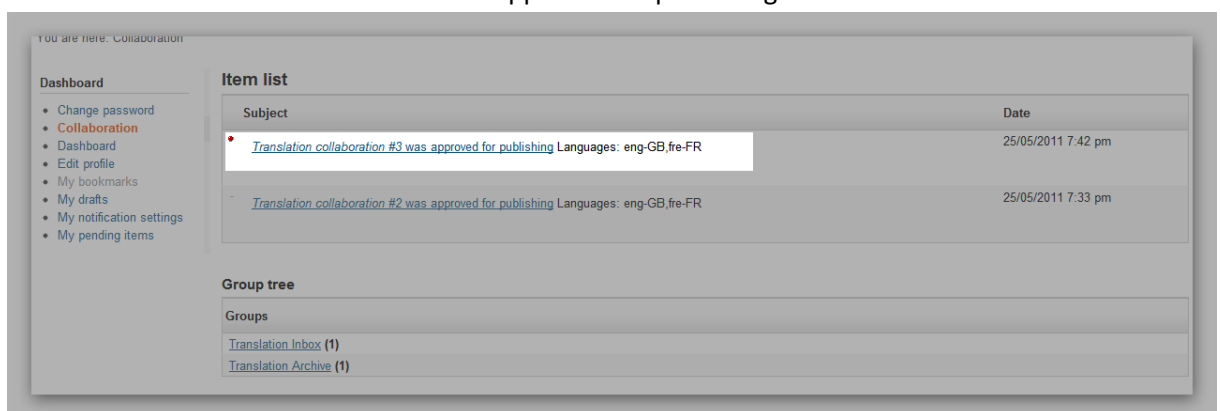


9. Instead of approving every single object you can approve all objects in one step by clicking



“Approve all”.

10. You finished your work, when “My work” displays “completed” for each object.
11. If your translation has been accepted by the publisher (after a while), you get a collaboration called “Translation collaboration #... was approved for publishing ...”.



12. If your translation was rejected it will display “Translation collaboration #... was rejected...”
13. In both cases your work is done.

Optional: You can leave all the time a message for all “Participants” you see in the participant list. Simply type in a message and press “Add Comment”.

The screenshot shows a web interface with a comment form and a participants list. The comment form has a yellow box around the text input area and a yellow box around the 'Add Comment' button. The participants list is below the form.

• If you want to leave a message for all current invited participants, you may insert it here and pre

• "Approve" will publish the object with all translations that have been received.

• Pressing "Discard draft" will abandon this pending draft, including your modified source version

Comment:

Type your message here |

Accept Discard **Add Comment**

Participants

Translation Checker [xrow checker](#)