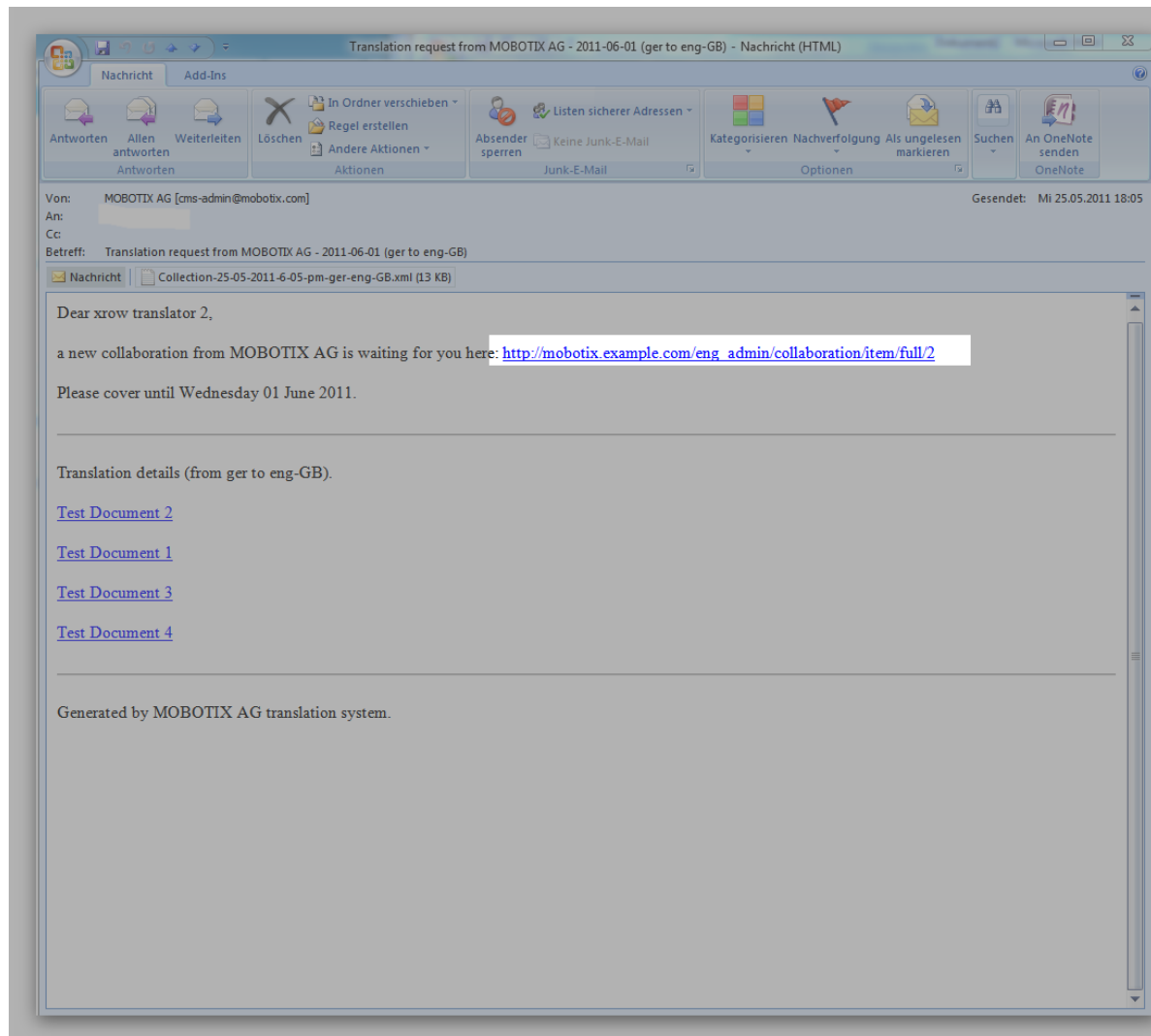


Step by step guide for translators

1. You will be notified via email about a new translation that is awaiting you.
 - a. Using the link (highlighted in the image) will lead you to the page described in step 2



2. Clicking on the link (highlighted in the image) will lead you to the collaboration (step 3)

The screenshot shows the eZ Publish user interface. At the top, there is a navigation bar with links: [Dashboard](#), [Content structure](#), [Media library](#), [User accounts](#), [Webshop](#), [Export](#), [Admin](#), and [Translation manager](#). The [Dashboard](#) link is highlighted with a yellow circle. Below the navigation bar, the user is logged in as 'xrowtranslator2' and can search in all content. The main content area is titled 'You are here: Collaboration'. On the left, there is a sidebar with a 'Dashboard' section containing links: [Change password](#), [Collaboration](#), [Dashboard](#), [Edit profile](#), [My bookmarks](#), [My drafts](#), [My notification settings](#), and [My pending items](#). The [Collaboration](#) link is highlighted with a yellow circle. The main content area is divided into two sections: 'Item list' and 'Group tree'. The 'Item list' section contains a table with the following data:

Subject	Date
Translation collaboration #2 awaits your translation Languages: eng-GB, fre-FR	25/05/2011 6:05 pm

The 'Group tree' section contains a list of groups:

- [Translation Inbox \(1\)](#)

At the bottom of the page, there is a footer with the text: eZ Publish Copyright © 1999-2010 eZ Systems AS and others. For more information see [ezinfo/about](#).

3. On this page you can download the file for Trados which is equal to the file you received as attachment in the email mentioned in step 1 and upload your translated work afterwards.

Dashboard

- [Change password](#)
- [Collaboration](#)
- [Dashboard](#)
- [Edit profile](#)
- [My bookmarks](#)
- [My drafts](#)
- [My notification settings](#)
- [My pending items](#)

Translation

Deadline	Day <input type="text" value="01"/>	Month <input type="text" value="06"/>	Year <input type="text" value="2011"/>
Collaboration ID	2		
Process ID	2		

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

- The content objects need your translation before it can be published.

Comment:

[Add Comment](#)

[Download](#)

Translation file:
[Datei auswählen](#) Keine Datei ausgewählt [Upload](#)

Participants

Translator	xrow translator 2
Editor	xrow publisher

Objects

Object Information	Languages	Assigned	Checker	Status	Actions
Test Document 4 Object ID: 124539 Object Version: 336 Source Language: German (Any country) Class: Folder Section: Test My work: not completed View	English (United Kingdom)	xrow translator 2	xrow checker	Unconfirmed	View Confirm Edit Approve
	French (France)	xrow translator 2	xrow checker	Untranslated	View Confirm Edit Approve
Test Document 3 Object ID: 124538 Object Version: 336 Source Language: German (Any country) Class: Folder Section: Test My work: not completed View	English (United Kingdom)	xrow translator 2	xrow checker	Unconfirmed	View Confirm Edit Approve
	French (France)	xrow translator 2	xrow checker	Untranslated	View Confirm Edit Approve
Test Document 1 Object ID: 124537 Object Version: 344 Source Language: German (Any country) Class: Folder Section: Test My work: not completed View	English (United Kingdom)	xrow translator 2	xrow checker	Unconfirmed	View Confirm Edit Approve
	French (France)	xrow translator 2	xrow checker	Untranslated	View Confirm Edit Approve
Test Document 2 Object ID: 124535 Object Version: 336 Source Language: German (Any country) Class: Folder Section: Test My work: not completed View	English (United Kingdom)	xrow translator 2	xrow checker	Unconfirmed	View Confirm Edit Approve
	French (France)	xrow translator 2	xrow checker	Untranslated	View Confirm Edit Approve

[Confirm all](#)

- a. You can download one file for each language. Click the dropdown box and select the language you want to translate the file to. After that click the Download button.

- b. When you finished your translation please click the white button and browse for the translated file. After that click „Upload“.

4. Before uploading the „Status“ field under headline „Objects“ will display „Untranslated“

Objects					
Object Information	Languages	Assigned	Checker	Status	Actions
Test Document 4 Object ID: 124539 Object Version: 336 Source Language: German (Any country) Class: Folder Section: Test My work: not completed View	English (United Kingdom)	xrow translator 2	xrow checker	Untranslated	View Confirm Edit Approve
	French (France)	xrow translator 2	xrow checker	Untranslated	View Confirm Edit Approve

5. After the upload the status will change to „Unconfirmed“ - at this moment you are able to edit the translated object and make changes at the object itself (Editing is only possible when the administrator gave you the rights to do this, otherwise you will get an error message).

Test Document 4 Object ID: 124539 Object Version: 336 Source Language: German (Any country) Class: Folder Section: Test My work: not completed View	English (United Kingdom)	xrow translator 2	xrow checker	Unconfirmed	View Confirm Edit Approve
	French (France)	xrow translator 2	xrow checker	Unconfirmed	View Confirm Edit Approve

6. When you are sure you want to hand over your translation to the “checker” which checks your translation, click “Confirm” in each object or “confirm all” when you translated the

entire objects of the selected language.

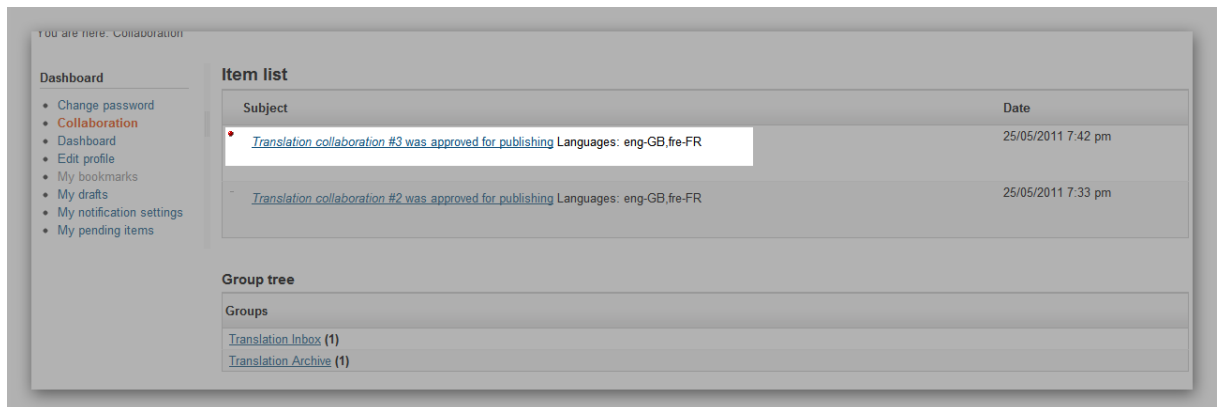
Objects						
Object Information	Languages	Assigned	Checker	Status	Actions	
Test Document 4 Object ID: 124539 Object Version: 336 Source Language: German (Any country) Class: Folder Section: Test My work: not completed View	English (United Kingdom)	xrow translator 2	xrow checker	Unconfirmed	View	Confirm Edit Approve
	French (France)	xrow translator 2	xrow checker	Unconfirmed	View	Confirm Edit Approve
Test Document 3 Object ID: 124538 Object Version: 336 Source Language: German (Any country) Class: Folder Section: Test My work: not completed View	English (United Kingdom)	xrow translator 2	xrow checker	Unconfirmed	View	Confirm Edit Approve
	French (France)	xrow translator 2	xrow checker	Unconfirmed	View	Confirm Edit Approve
Test Document 1 Object ID: 124537 Object Version: 344 Source Language: German (Any country) Class: Folder Section: Test My work: not completed View	English (United Kingdom)	xrow translator 2	xrow checker	Unconfirmed	View	Confirm Edit Approve
	French (France)	xrow translator 2	xrow checker	Unconfirmed	View	Confirm Edit Approve
Test Document 2 Object ID: 124535 Object Version: 336 Source Language: German (Any country) Class: Folder Section: Test My work: not completed View	English (United Kingdom)	xrow translator 2	xrow checker	Unconfirmed	View	Confirm Edit Approve
	French (France)	xrow translator 2	xrow checker	Unconfirmed	View	Confirm Edit Approve
					English (United Kingdom) ▾	Confirm all

- The status will change to “Translated”.
- When you translated all languages of an object the entry “My work” will change from “not completed” to “completed”.

Object Information	Languages	Assigned	Checker	Status	Actions	
Test Document 4 Object ID: 124539 Object Version: 336 Source Language: German (Any country) Class: Folder Section: Test My work: completed View	English (United Kingdom)	xrow translator 2	xrow checker	Translated	View	Confirm Edit Approve
	French (France)	xrow translator 2	xrow checker	Translated	View	Confirm Edit Approve
Test Document 3 Object ID: 124538 Object Version: 336 Source Language: German (Any country) Class: Folder Section: Test My work: completed View	English (United Kingdom)	xrow translator 2	xrow checker	Translated	View	Confirm Edit Approve
	French (France)	xrow translator 2	xrow checker	Translated	View	Confirm Edit Approve
Test Document 1 Object ID: 124537 Object Version: 344 Source Language: German (Any country) Class: Folder Section: Test My work: completed View	English (United Kingdom)	xrow translator 2	xrow checker	Translated	View	Confirm Edit Approve
	French (France)	xrow translator 2	xrow checker	Translated	View	Confirm Edit Approve
Test Document 2 Object ID: 124535 Object Version: 336 Source Language: German (Any country) Class: Folder Section: Test My work: completed View	English (United Kingdom)	xrow translator 2	xrow checker	Translated	View	Confirm Edit Approve
	French (France)	xrow translator 2	xrow checker	Translated	View	Confirm Edit Approve

- Your translation was completed successful!

10. If your translation has been accepted by the publisher (after a while), you get a collaboration called “Translation collaboration #... was approved for publishing ...”.



11. If your translation was rejected it will display “Translation collaboration #... was rejected...”
12. 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”.

