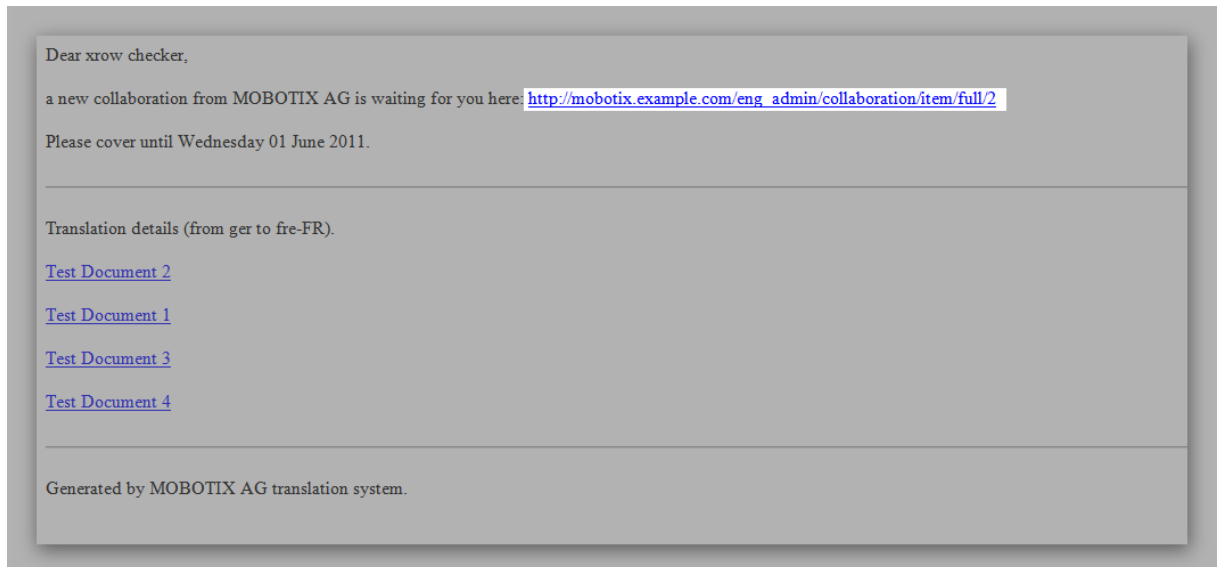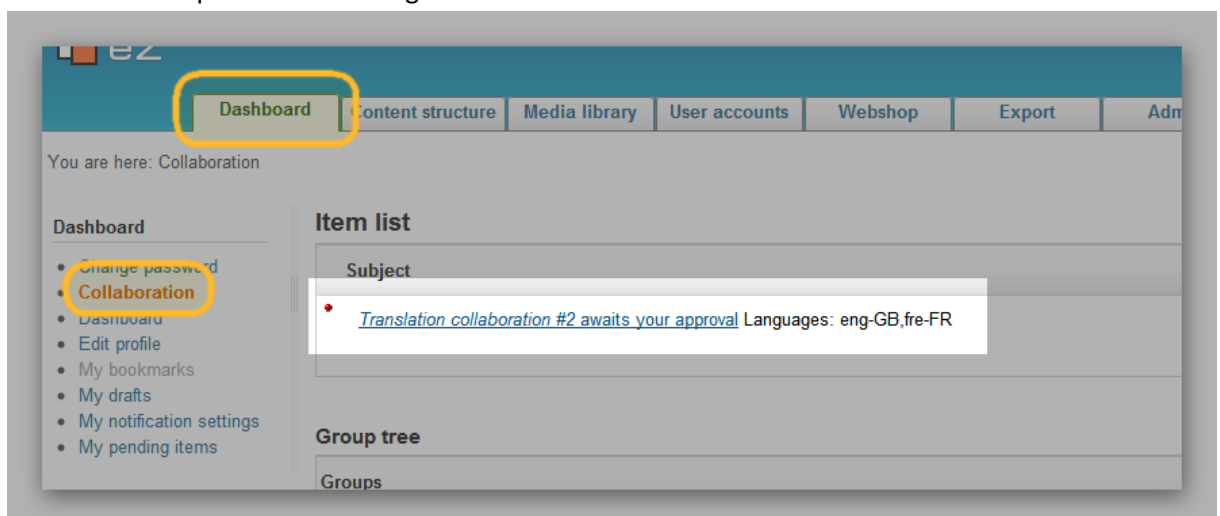# Step by step guide for translation checkers.

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).

Dear xrow checker,

a new collaboration from MOBOTIX AG is waiting for you here: http://mobotix.example.com/eng_admin/collaboration/item/full/2

Please cover until Wednesday 01 June 2011.

Translation details (from ger to fre-FR).

Test Document 2

Test Document 1

Test Document 3

Test Document 4

Generated by MOBOTIX AG translation system.

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.

| Dashboard | Content structure | Media library | User accounts | Webshop | Export | Adm |

You are here: Collaboration

Dashboard
- Change password
- Collaboration
- Dashboard
- Edit profile
- My bookmarks
- My drafts
- My notification settings
- My pending items

Item list

Subject

Translation collaboration #2 awaits your approval Languages: eng-GB,fre-FR

Group tree

Groups

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
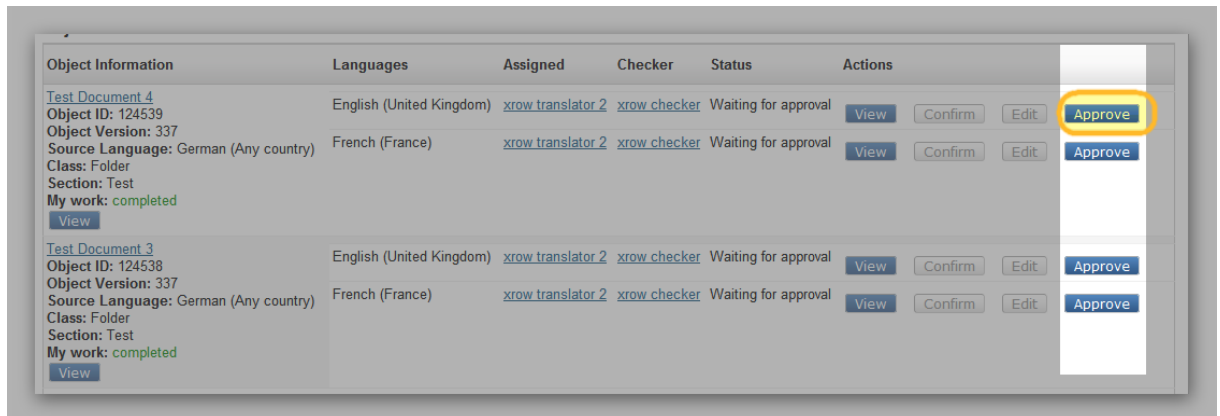
once.

5. 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.

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.
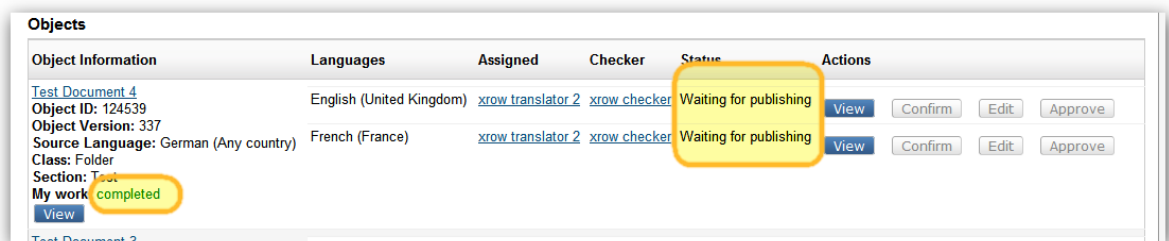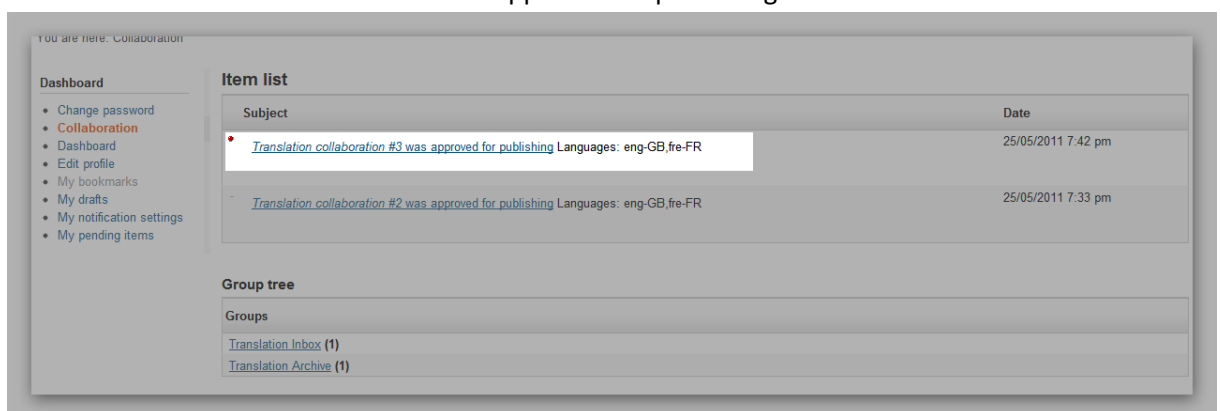

9. Instead of approving every single object you can approve all objects in one step by clicking
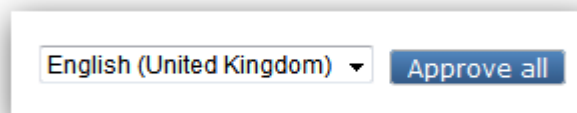
"Approve all".
10. You finished your work, when "My work" displays "completed" for each object.
11. If your translation has been accepted by the publisher (after a while), you get a collaboration called "Translation collaboration #... was approved for publishing …".

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".