NubiS

NubiS Translator Manual

Version 1.0

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Preface

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1. Logging into NubiS

If you are going to work as a translator for a NubiS project, you will have been provided with a web site location and a username/password. To start working on translation open a (modern) browser and direct it to the provided URL. The first screen you will see is the login screen:

UAS SMS

Please enter your username and password to log in.

| Username |
| Password |
| Login |

Log on with the credentials you received. The NubiS translator interface will open:

| UAS SMS | Surveys ▾ | Output ▾ | Tools ▾ | translator ▾ |

| Surveys |
| Output |
| Tools |

There are three main options available:

1) Surveys: here you can find which survey(s) are available for translation.
2) Output: here you can generate overviews of the translations you entered (e.g. if you want to review them)
3) Tools: here you can access a testing facility.

2. Entering translations

Let's first start with adding some translations. To illustrate this process we will reuse the survey we develop in the NubiS Sysadmin Manual and assume it needs to be translated to Spanish. To see which surveys are available we click on 'Surveys':

The list contains one survey, 'hrsA', whose status is 'Translation incomplete'. The X symbol is used throughout to convey 'incomplete translation'. We will see its corresponding symbol for 'completed translation' in a moment. For now, let's click the pointed finger to open up the survey:

The screen that opens up shows the different components in the survey that are available for translation. These are sections, types, groups and texts. They can be accessed through the tabs or through the links in the right hand side menu. Both have indicators in front of them to inform us of their current translation status. As we can see 'groups' are already translated. We might wonder how is this possible if we have not done anything yet? The answer to that question is that NubiS checks each and every component for anything that requires a translation. It seems in this case that any groups present don't require something to be translated, and so it is already checked off. We see though that all the other ones don't have a check yet.

We can start with the most straightforward, which are located under 'Texts':
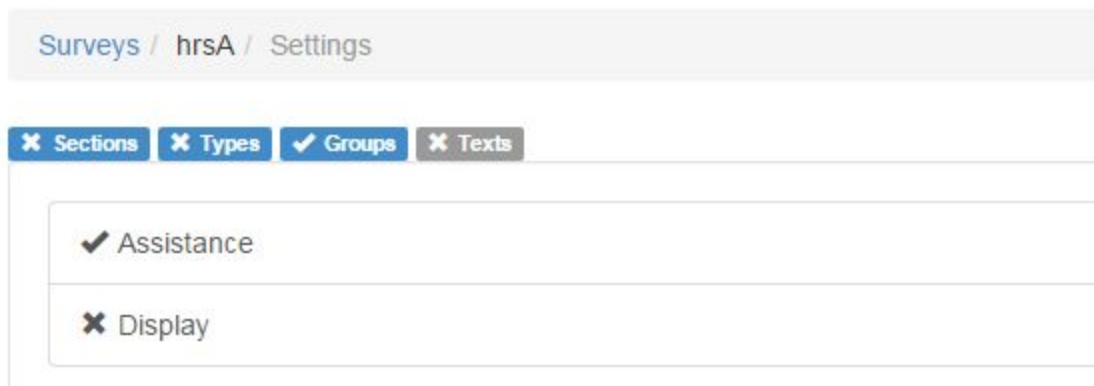
Texts to be translated in NubiS fall into two categories. Here we see that 'Assistance' has a check already. All the same, let's open up its screen for a moment:
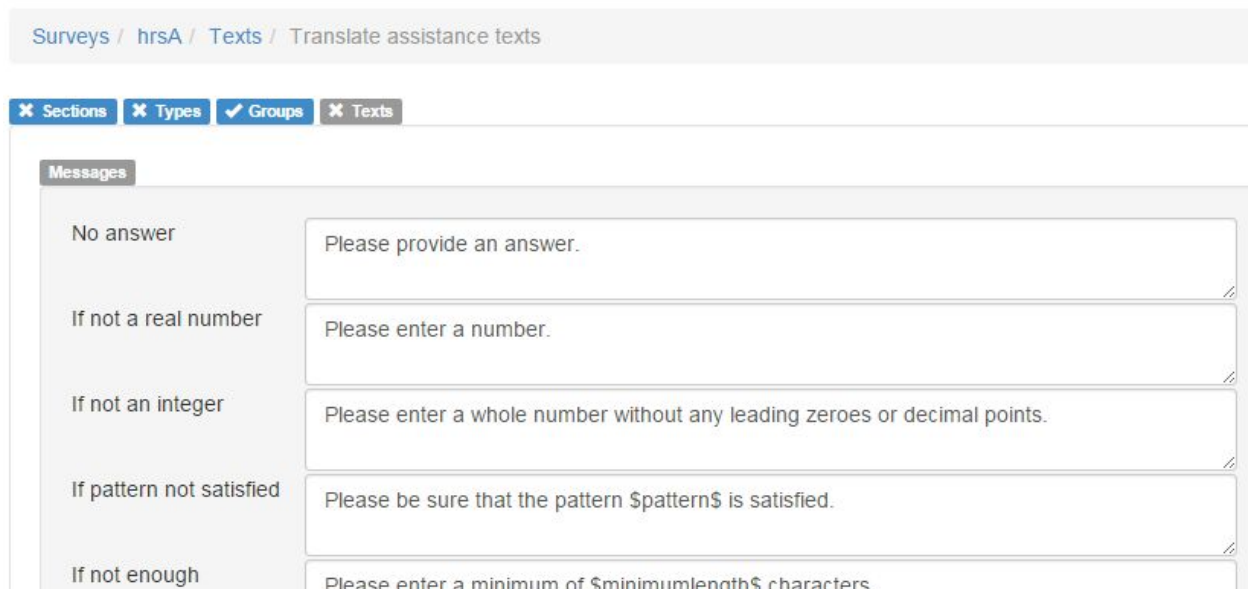
We see a long list of messages used in NubiS' error reporting and at the very bottom a 'Translate' button (not shown in the image for space purposes). If we look at the texts though, they are not Spanish but English. So how can it be that NubiS thinks they are translated?

The reason is that when the system administrator was developing the survey s/he must have stored the English messages while working in Spanish. As such, NubiS has 'translations' on file. This illustrates that the checks that NubiS performs for the presence of translations is superficial, that is, it merely checks if a translation is present and that it is more recent than the default language equivalent (since if it is older, the text in the original language might have changed). It does NOT interpret whether it is an actual translation. The responsibility for this lies with the translator.

So let's correct the above for the 'No answer' text and enter 'Favor de indicar una respuesta.' We then save this by clicking 'Translate'. NubiS responds with a confirmation:

To show that NubiS now knows both the English and Spanish equivalent we can switch to English for a moment:

This will show us the English text again. Note that when we are in English there are no translation indicators available nor are there typically any 'Translate' buttons (unless the person who set up the account gave you permission to modify 'English'). You can toggle back and forth though to see the English equivalent while adding in the translations.

In a similar vein we can also add translations for questions. To do so we navigate back to the survey level using the 'hrsA' link:

We then click the 'Sections' tab to see the list of sections to be translated:

 A section can be thought of as a collection of related questions to be translated. For example, if we click on 'secA' we may see the following list:

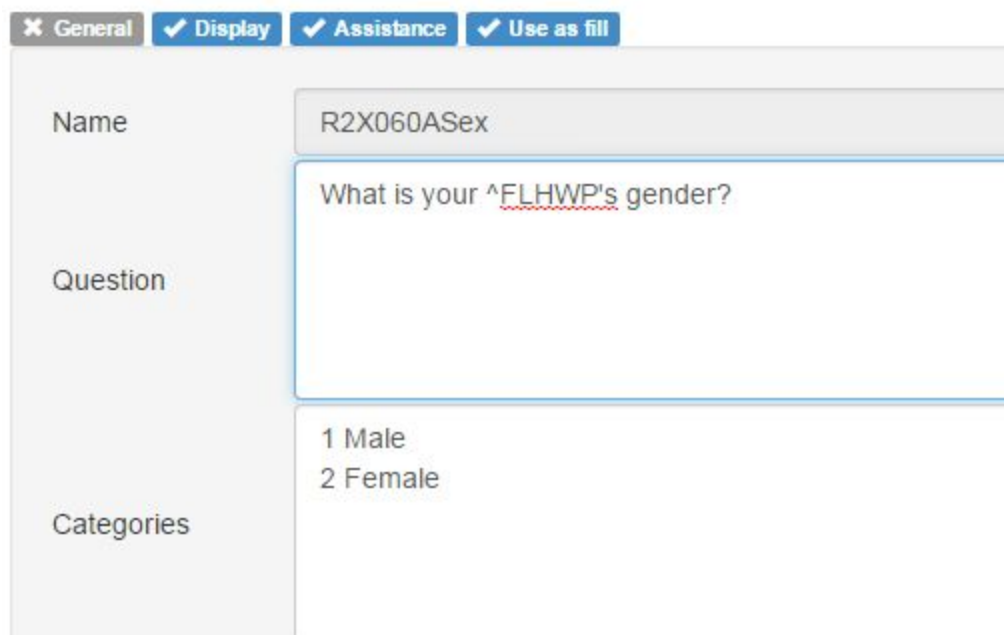Let's enter the 'What is your gender' question ('X060ASex'):

Here we see that there are four tabs corresponding to different kinds of text. Most don't require translation it seems. The 'General' tab requires some work though. On it we have the name (which we cannot change), and a textbox for the question text and one for the answer options. We also have the English text here. NubiS provides this as a convenience, so you have the text from the original language (English) available as a basis when you start a translation.

When you are translating, it is important to focus on translating the text while leaving anything non-text intact. For example, if we want to add a translation for Male/Female, we should add something like:

1 Masculino
2 Femenino

That is, we should include the numbers and leave each entry on its own line.

A similar remark can be made about when you encounter so-called variable value or variable references. Such references instruct NubiS to perform some action, and are typically added by the system administrator in different texts on an as-needed basis. An illustration of this is found in 'R2X060ASex':

This question refers to 'FLHWP'. That question itself holds some text that will make the sentence read like 'What is your husband's gender?' for example. So when we translate the above, we need to ensure that we preserve these references while logically integrating them with the rest of the text in the translation.

When we open 'FLHWP' and navigate to the 'Use as fill' tab we see the snippets of text to be inserted:

In order to ensure proper functioning of the survey in the translated language, we have to make sure that we enter the equivalent texts on the same lines. Sometimes the text on a line can be long, but care must be taken to not distribute the translation over multiple lines.

Note that it may occur that the manner in which the sentence has been structured in the original language with its usage of references, can lend itself poorly to translation. In such cases communication with the NubiS system administrator would be needed to see to adjust the original text in order to address the issue (e.g. by making the entire question text dynamic).

3. Reviewing your translations

Once you are done with your translations, NubiS provides two main mechanisms for reviewing them. The first is to generate a document listing all the texts in the survey. This document can be created by selecting 'Output | Documentation':

Another option is to test the survey using 'Tools | Tester':

Clicking 'Test' will start the survey:

The screen will have a navigation bar on top. Depending on which interview modes and languages your account has access to, you will see dropdowns for switching between them. Here we can switch between English and Spanish. To exit test mode at any time, the top right dropdown provides a link back to the regular translator interface. It will also show the question(s) being displayed as well as the data identifier. The latter is provided in case you notice something off with the survey that is not directly translation related, but rather should be addressed by the system administrator. You can then include this when reporting the issue, so any log information related to your test can be used in analysis.

A final note with regard to translation is that it should always be done in good communication of course with the system administrator to avoid unnecessary effort. For example, the questions listed in the 'Base' section are core questions in NubiS and typically don't require translation. Similarly, during the programming questions may have been created that are no longer used. This kind of information should be shared so as to reduce the translation burden.

4. Reporting a problem

If we encounter a problem with the survey, e.g. a typo, we can report it. To do so we can use the 'Report problem' link in the dropdown:
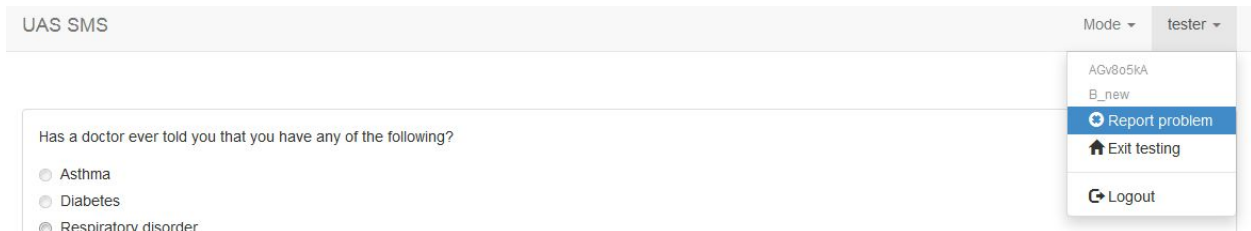
NubiS will open a separate window in which we can provide a description of the problem:
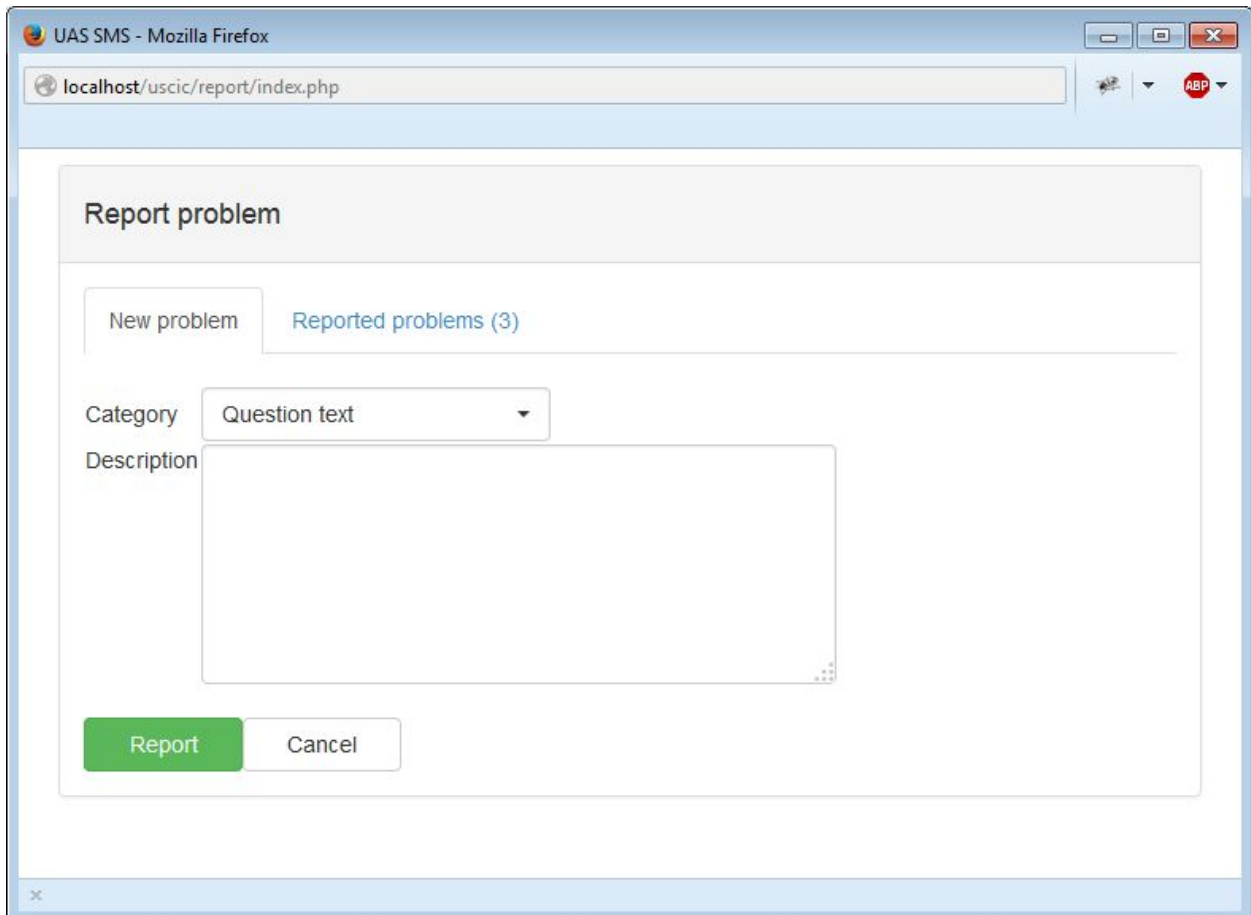
In the popup window we can specify a category and a description. We can also switch to the 'Reported problems' tab to see other reported problem. This will help us to not report a problem that was already reported before.