



NubiS Translator Manual

Version 1.0

July, 2015

Preface

Table of contents

[Preface](#)

[Table of contents](#)

[1. Logging into NubiS](#)

[2. Entering translations](#)

[3. Reviewing your translations](#)

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':

| | | | |
|---------|-----------|----------|---------|
| UAS SMS | Surveys ▾ | Output ▾ | Tools ▾ |
|---------|-----------|----------|---------|

| | | | |
|---|---|------|---|
| Surveys | | | |
| | Status | Name | Description |
|  |  | hrsA | This survey represents section A of the HRS |

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:









Surveys / hrsA / Sections

Sections


Types


Groups


Texts


| | | | |
|---|---|-------|----------------|
| | Status | Name | Description |
|  |  | Base | |
|  |  | secA | Section A |
|  |  | secA2 | HRS Section A2 |
|  |  | secB | HRS Section B |


hrsA

 Español ▾

 Sections

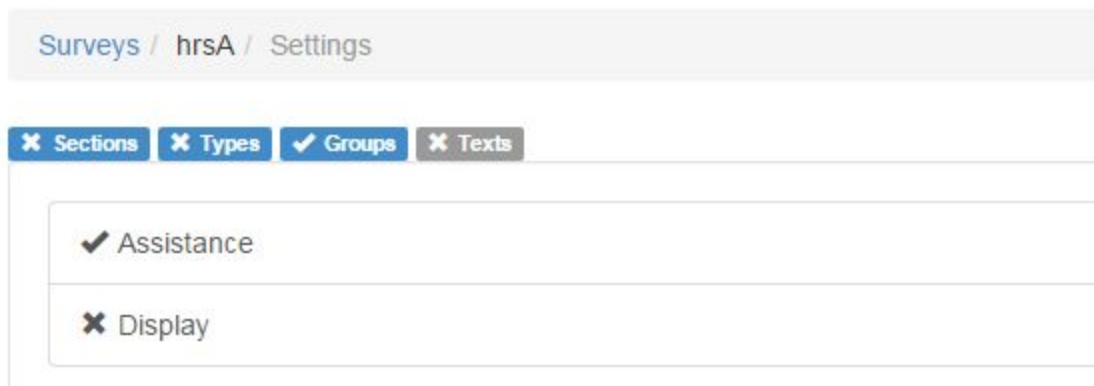
 Types

 Groups

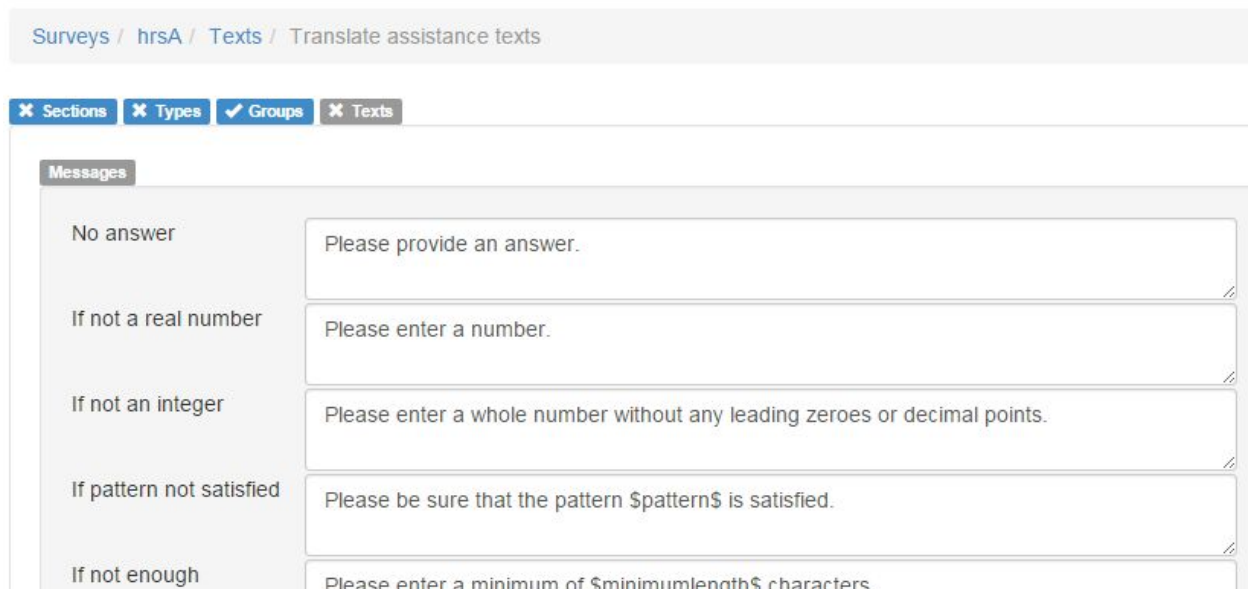
 Texts

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:



The screenshot shows the NubiS interface with tabs for Sections, Types, Groups, and Texts. A green confirmation message states "Assistance texts changed." Below this, a "Messages" section is visible, containing a table with two rows. The first row has the text "No answer" and a corresponding input field containing "Favor de indicar una respuesta." The second row has the text "If not a real number" and an empty input field.

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



The screenshot shows the NubiS interface with the same tabs and confirmation message. A language switcher is visible on the right side, labeled "hrsA". It has a dropdown menu with three options: "Español", "English (default)", and "Español". The "Español" option at the bottom is selected, indicated by a checkmark.

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:

[Surveys](#) / [hrsA](#) / [Texts](#) / Translate assistance texts

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

| Sections | | | |
|----------|--------|-------|----------------|
| Types | | | |
| Groups | | | |
| Texts | | | |
| | Status | Name | Description |
| | ✗ | Base | |
| | ✗ | secA | Section A |
| | ✗ | secA2 | HRS Section A2 |
| | ✗ | secB | HRS Section B |

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:

| Variables | | | | |
|-----------|--------|-------------|--|-------------------|
| | Status | Name | Questiontext | Description |
| | ✗ | X060ASex | What is your gender? | SEX OF INDIVIDUAL |
| | ✓ | intro | | |
| | ✗ | X004AmoBorn | In what month, day and year were you born? | MONTH OF BIRTH |
| | ✓ | X005AdaBorn | | DAY OF BIRTH |
| | ✓ | X067AYrBorn | | YEAR OF BIRTH |
| | ✓ | A019_RAge | | R CALCULATED AGE |
| | ✓ | A014 | | R CALCULATED AGE |

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

| General | |
|-------------|----------------------|
| Display | |
| Assistance | |
| Use as fill | |
| Name | X060ASex |
| Question | What is your gender? |
| Categories | 1 Male 2 Female |

Translate

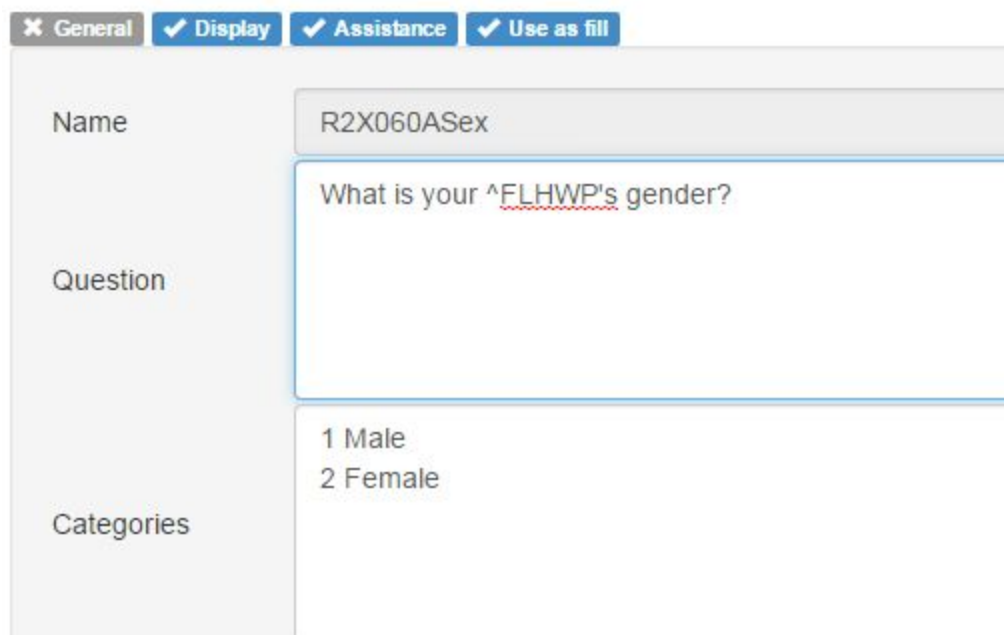
Here we see that there are four tabs corresponding to different kinds of text. Most don't require translation it seems. The 'General' tab requires some work though. On it we have the name (which we cannot change), and a textbox for the question text and one for the answer options. We also have the English 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':



The screenshot shows a web interface for editing a question. At the top, there are four tabs: 'General' (with an 'X' icon), 'Display' (with a checkmark), 'Assistance' (with a checkmark), and 'Use as fill' (with a checkmark). The 'General' tab is active. Below the tabs, there are three sections: 'Name', 'Question', and 'Categories'. The 'Name' field contains the text 'R2X060ASex'. The 'Question' field contains the text 'What is your ^FLHWP's gender?'. The 'Categories' field contains the text '1 Male' and '2 Female' on separate lines. The text '^FLHWP' in the question is underlined with a red dashed line.

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:

The screenshot shows a software interface with four tabs at the top: 'General' (checked), 'Display' (checked), 'Assistance' (checked), and 'Use as fill' (unchecked). The 'Use as fill' tab is active, displaying a list of options under the heading 'Options'. The list contains four items: '1 husband', '2 wife', '3 partner', and '4 spouse'. A 'Translate' button is located at the bottom left of the interface.

| Options |
|-----------|
| 1 husband |
| 2 wife |
| 3 partner |
| 4 spouse |

Translate

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':

The screenshot shows the NubiS application interface. At the top, there is a navigation bar with four items: 'UAS SMS', 'Surveys', 'Output', and 'Tools'. The 'Output' item is highlighted with a grey background. Below the navigation bar, a breadcrumb trail reads 'Output / Documentation'. Underneath this, there is a section titled 'Documentation' in a dark grey box. This section contains three dropdown menus: 'Survey' with the value 'hrsA', 'Mode' with a person icon and the value 'Face-to-face', and 'Language' with a Spanish flag icon and the value 'Español'. At the bottom of this section is a button labeled 'Translation'.

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

The screenshot shows the NubiS application interface. At the top, there is a navigation bar with four items: 'UAS SMS', 'Surveys', 'Output', and 'Tools'. The 'Tools' item is highlighted with a grey background. Below the navigation bar, a breadcrumb trail reads 'Tools / Tester'. Underneath this, there is a section titled 'Test parameters' in a dark grey box. This section contains three dropdown menus: 'Survey' with the value 'hrsA', 'Mode' with a person icon and the value 'Face-to-face', and 'Language' with a Spanish flag icon and the value 'Español'. At the bottom of this section is a button labeled 'Test'.

Clicking 'Test' will start the survey:

UAS SMS

Language ▾trans ▾

Z3z9IVh
B_new

Exit test mode

Logout

Ha alguna vez un médico le ha dicho que usted tiene cualquiera de los siguientes?

PROMPT IF NEEDED

☐ Asthma

☐ Diabetes

☐ Respiratory disorder

☐ Cancer

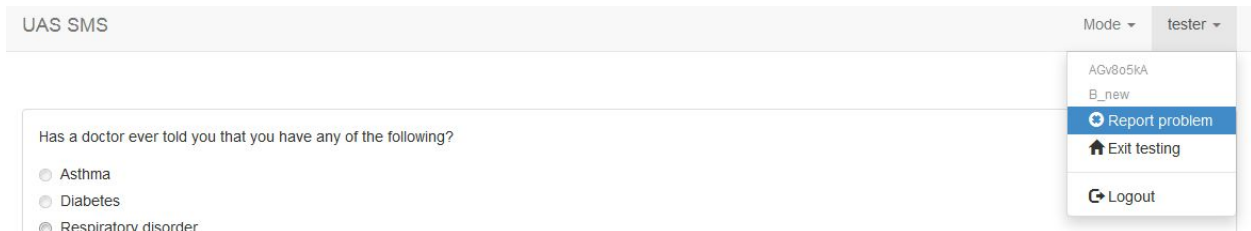
☐ Nada (IWER: Don't read. Volunteered only)

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.

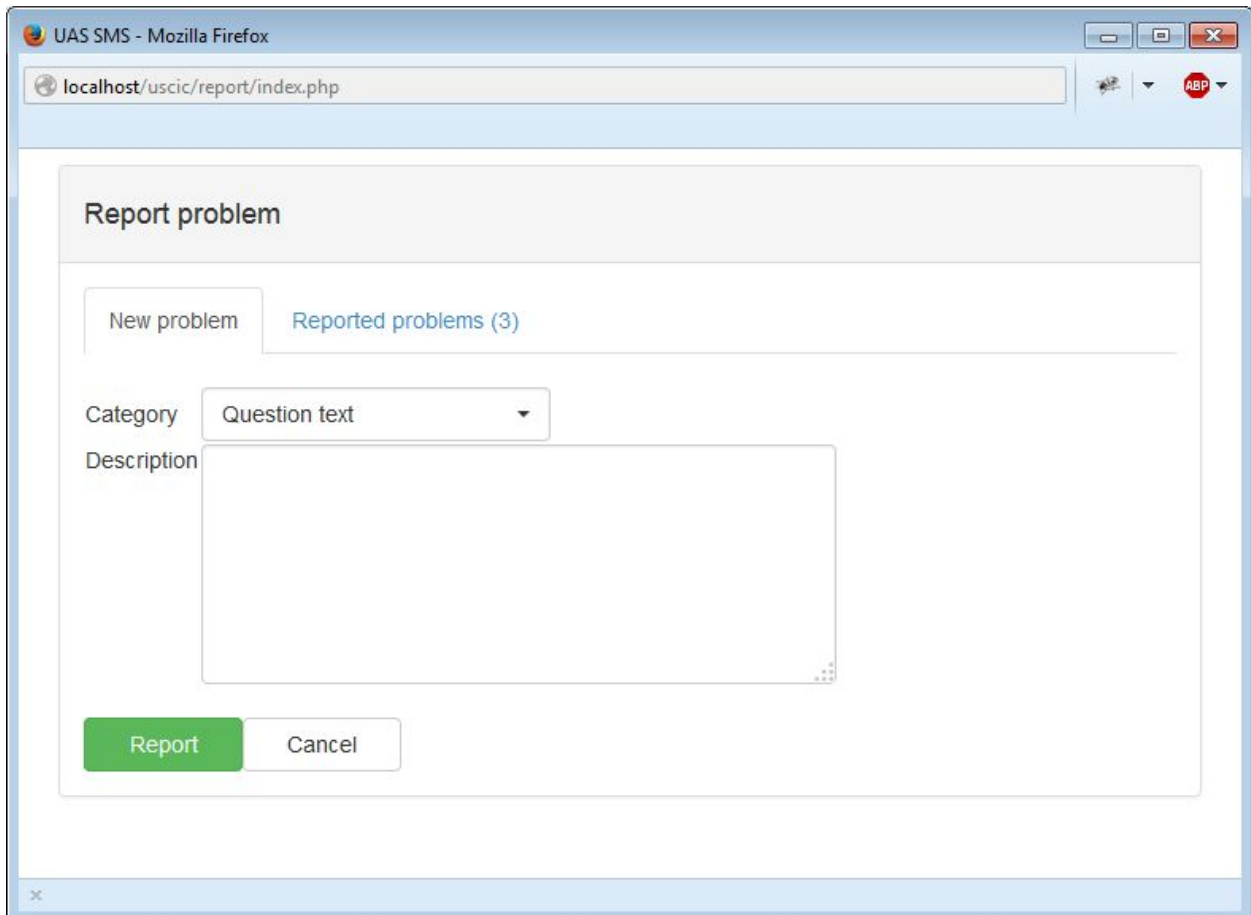
A final note with regard to translation is that it should always be done in good communication of course with the system administrator to avoid unnecessary effort. For example, the questions listed in the 'Base' section are core questions in NubiS and typically don't require translation. Similarly, during 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.