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Getting started with Smartsheet

Created by Shashi Bhushan, last modified on Sep 29, 2021

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Getting started with Smartsheet

This page provides information and instructions for PMs and Editors on how to use Smartsheet, the online collaboration tool DS2 Localization has chosen to replace iMeet.

Logging in (internal Amazon users)

- Go to [Log in with your company account](#)
- Log in using the 'Your Company Account' option as shown in the screenshot below

smartsheet

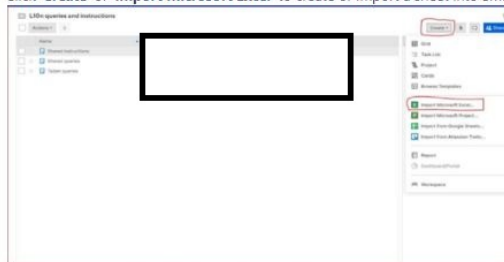
Welcome back. Log in here.

Click on this option to log in with

Log in with your company account

Migrating to Smartsheet

- Click **Create** or **Import Microsoft Excel** to create or import a sheet into Smartsheet.



-
- File Actions View
- Sample for queries spreadsheet
- Request Available time Package/Event/Service name Day(s) Date Day/night File size type File size (with a sub-note 'File size verified by P2') Access Comments/Notes
- 1 20 20 20 20 20 20 20 20
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

-
- The screenshot shows a Google Sheets spreadsheet titled "Sample for instructions spreadsheet". The interface includes a menu bar at the top with options like "File", "Edit", "Format", "Data", "Tools", "Window", and "Help". Below the menu bar is a toolbar with various icons for editing and formatting. The spreadsheet itself has a grid with columns labeled: "Localization Phase", "Language", "Participation/Position", "Rating ID", "Events", "Reference ID/Event", "Institution", "Start Date", "Completion Language", and "Comments/Notes". The first row of the grid is highlighted in blue, and the first column is labeled "ID".

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Editorial 101

Migration Timeline

- Export your iMeet queries and instructions spreadsheets and import them to [this Smartsheet Workspace](#) by September 29, 2021.
- Create two new Smartsheet spreadsheets (Queries and instructions) by September 30, 2021.
- Share the new Smartsheet spreadsheets with the vendor POCs listed in the 'Vendor POCs' section of this page by September 30, 2021.
- Export and import all sheets by September 30, 2021.
- Export and import all General termbase sheets by September 30, 2021.
- Stop using iMeet and Start sending links of Queries and instructions spreadsheets (created with Smartsheet) in the HO email during the week (depending on the product hand off cycle) of October 04-08, 2021.

Product and owners to move related sheets

- Alexa
- Multi
- eero
- ERead
- FireTV
- Share
- FreeT
- Ring
- Gene
- LQA
- Harm

Using Smartsheet

- When adding a new instruction for DS2 Editors or vendors, fill out the information for all columns. 'Languages' column includes a drop-down list where you can tick the languages impacted by the instruction.
- Once you add your instruction under 'Instruction' column, a notification is sent automatically to all people present in the spreadsheet.
- You can also add a reminder under the relevant column. This will automatically send a notification to Editors owning the languages ticked under 'Languages' column at 9 am CET time on the date selected for the reminder.
- When DS2 Editors or vendors have completed the instructions, they will tick their language under 'Complete languages' column.
- When DS2 Editors or vendors log a new query, you receive a notification automatically.
- When replying to a query by typing in the 'Answer' column, a notification is sent automatically to the person under 'Requester' column. If you wish to notify more people, you can tag them in a comment in the same row of the query.
- You can use this group 'DS2 Editors and vendors' to bulk add editors and vendors to any new sheet.
- If you need to notify all DS2 Editors and vendors about your reply, start your reply under "Answer" column with the words "ALL" and then include your response. This will trigger an automation rule that will notify all persons present in the sheet.

Editors

Free user account

- The steps to log in are the same for PMs and Editors (and all Amazon employees). The only difference is the use case, as Editors will be using Smartsheet as free internal users.
- Free users can view and edit sheets, view dashboards, leave comments, upload attachments, add cell data and new rows, collaborate with team mates and invite other free collaborators.
- To know more about the functions and features available to free users, go to <https://help.smartsheet.com/learning-track/free-users>

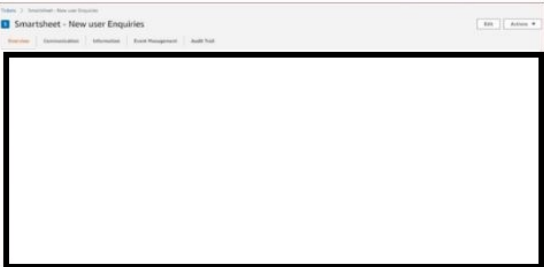
Using Smartsheet

- When adding a query, add your name under 'Requester' column. You will receive a notification when a PM updates the 'Answer' column for that row. You do not need to add a comment to notify a PM about the new query as they will receive a notification automatically.
- When indicating that you have completed an instruction, tick your language under the 'Complete languages' column.

Space tools

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- You need approval from [redacted] to request a Smartsheet license but this approval is for internal records. The Enterprise Engineering team will not ask you for the mentioned approval but you have to mention your manager's email id in the SIM to request license.
- Once you get the above-mentioned approval, you can create a ticket by using the following SIM template: xx To know more about filling different fields of the SIM, please refer to the screenshot below:



- The below listed vendor POCs are in the Safe Sharing list that the Enterprise Engineering team manages for external users. This means you can share a sheet with them. To add a new vendor, you need to use this [SIM ticket](#). You should use 'Domain' from the 'Sharing with Individual/Domain' option given in the SIM template.



- External users have to create their own free Smartsheet account by visiting this link [REDACTED]
- They must then set up their email and password. SSO will not apply to external users.
- Internal users (any Amazon employee) can share a Smartsheet spreadsheet to external users by using the 'Share' button and entering the user's email address. If the email ID of an external user is not already shared with the Enterprise Engineering team, add that user in safe sharing list using this SIM: [REDACTED]. More information on how to fill in the different SIM fields is provided below:

