

Translation portal user guide

For Translators



November 30, 2017

Flexiroam Sdn Bhd

Created by Mohsin Hassan

**Translation User Guide**

We are providing you guidance on how to use the Translation Portal as translator.

**How to add translations for a language:**

When you are starting to insert data for any language after login can click on “Windows & Labels” from menu if you are not on that page.

In this page you can find so many information through which it will be easy for you to know what labels are available in which “Window” and that window belongs to which “Screenshot” or “Screenshots” can be multiple for Android and for IOS and for Both.

In this report you can know that either all the labels have been translated for that language by showing “COMPLETE” under “Status” column, if “Status” showing “INCOMPLETE” it means labels translation is not available, so you can add.

For adding translation, you must go to the first window, after that you can find the (+) button (Add Translation) by clicking that button you will be redirected to Form where all the information about that “Window”, “Screenshots” and Labels and their translations (if available in that language) and name of translator, so you can add your translation against that label if you want to add or change. After adding all the label’s translations, you can submit, after submit system will detect the next “Window” automatically and you are on the same Form but with the next “Window” details, so you can add its translations also, this will be continued until all the “Windows” “Labels” inserted successfully.

After that admin will find the new translations of the labels in the language of you. After approving these translations your translations will be available in apps for that language.

**Details about System Pages:**

Login to your account.

You will be redirected to Windows and Labels page. If not (in case, you were using previously any page after login system will go on that page) you can select “Windows & Labels” from menu.

This page contains many options.

* You can search/sort by window name.

Window name: we classify every related screenshot and label to one window. For example, we have labels (text) and screenshots (images) related to login page, all these details will be included in Login window.

* You can search by label.

Label is the existing text of screenshots of the related window. If some text does not exist, means that it already exist in another window. So, no need to be repeated.

* You can search by type (IOS, Android or both).

Selecting by type will filter the window and labels for you.

* You can view the screenshots by clicking over them.

**STEP2:** Click + icon of related label to add translation

After clicking on + icon, you will be redirected to new page that enables you to add translation for that specific label. After adding your translation, click the submit button. After submitting, the next label will be opened automatically for translation. You can keep translating the labels till it reaches to last one.

You can choose other options (Labels and Translation) from menu bar.

**For Labels:**

You can find all labels in this page as ascending order. You can change the arrangement to descending using (Label a🡪z). You can view and add translation using (view and +) icons.

**For Translation:**

In translation page,

* You can find the translated labels under (Translation).
* You can filter the creator of the label using (Created by) option.
* You can view the translation details like translator, translation id, language, and created date using view icon.
* You can filter the approved or not-approved translations under status option.

**Approved:** It means your translation is correct and approved by admin. So, that label will be included in XML and iOS file for downloading.

**Not-approved:** It means your translation is not approved by admin and this label will not be included in XML and iOS file.

* You can edit you translation using edit icon. After clicking the icon, you will be redirected to new page and you can select different labels to edit your translations.