

Glossary Manager Translation User Guide

Date: 06 September 2016
Version: 1.0.1

For technical support
<https://deluxedl3.zendesk.com>

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1.0 PURPOSE

This DL3 user guide provides an overview of the translation workflow of the DL3 Glossary Manager for external and internal users, including initial log-in to the tool.

This is a living document and will continue to grow as the need arises.

2.0 APPLICATION

This DL3 user guide supports all users participating in the translation and production of localization content via Deluxe Media's DL3 Glossary Manager.

3.0 PROCESS OWNER(S)

If this document seems incorrect/outdated, please contact the below persons for updates:

Role (BU & Dept)	Contact Person
Product Owner	Technical Ops Manager (darren.mayoff@bydeluxe.com)
Glossary Manager Support	https://deluxedl3.zendesk.com glossarymanager@bydeluxe.com

4.0 ASSOCIATED MATERIAL

N/A

5.0 DEFINITIONS

Starred Terms: A star which appears in the “Starred” column of the project glossary to signify that the English term occurs in another glossary under the same brand. Click the star icon for a popup window displaying other brand glossaries with the same English term.

Show ALL view: Used to view all sections of a glossary within a single view which is accessed from the glossary under the “Section” dropdown. This is a read-only view of all sections.

Brand: A collection of related projects (ex/ DC, Harry Potter). A project can be associated with multiple brands.

English Unique ID: A unique numerical identifier assigned to each term in a glossary.

Project: The container in which all information to a related glossary is stored.

6.0 USAGE DETAILS

6.1 Introduction

6.1.1 Tool Description

Deluxe Media's DL3 **Glossary Manager** is a terminology management application that stores and manages key names and phrases in a single place, accessible on-line, reducing the risk of inconsistency of translations across various localization workflows.

6.1.2 Welcome Email

In order to access the site, you must acquire login credentials from Deluxe support first. Once your account is created, you will receive an email notification containing the user account and password token (set/reset) information. Upon clicking the link, you'll be taken to the **Create your new Password** window to create a password for your account.

Note: When you've been assigned a **Project** with the translator role for a certain language, you'll also receive a similar email to the one below, directing you to log into **Glossary Manager** for more information.

Example of **Account Creation Notification** email:

From: glossarymanager@bydeluxe.com
 To: appillar@earthlink.net
 Subject: Welcome to Glossary Manager
 Date: Jun 23, 2016 9:53 AM

Hi Beau Pillar,

This is to notify you that you have been added to Glossary Manager.

You can login using your email address.

You can set your password by clicking the following link: <https://SecureLinkHERE>

Note: The link above will expire in 24 hours

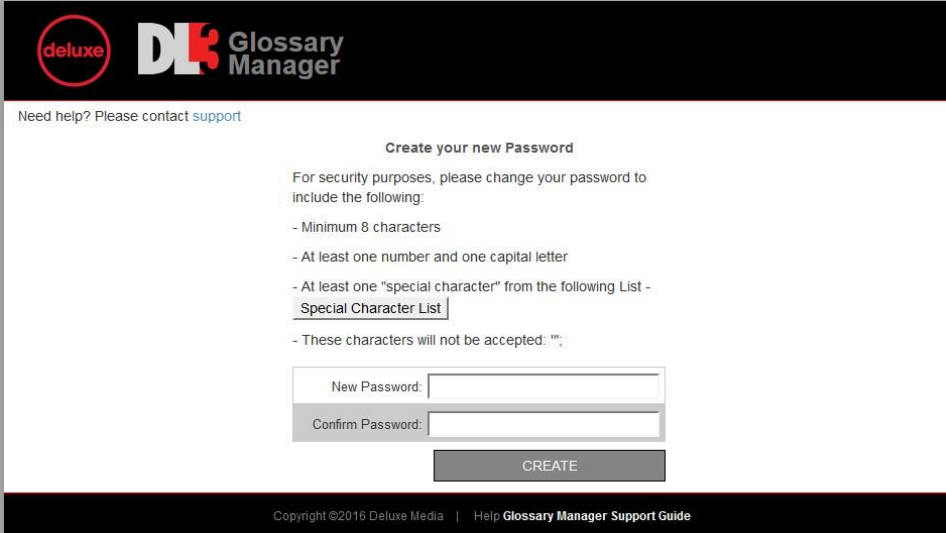
If you are unable to set your password within 24 hour window, please login to [Glossary Manager](#) and use the "Forgot Password" to request a new link.
 If you did not initiate this request, please contact the Glossary Manager team.

Regards,
 Team Glossary Manager

<https://glossarymanager.bydeluxe.com>
 Support: <https://deluxedl3.zendesk.com>

6.1.3 Forgot Password

At the login window, click on the **Forgot Password** link and follow the onscreen instructions. You'll receive a password reset email similar to the welcome mail. Follow the password reset instructions. For resetting passwords, you'll be taken to the same **Create your new Password** window as new users (see below). Follow the onscreen instructions to reset your password. Once completed, you'll be taken to the **Disclaimer** page, and then into the tool.



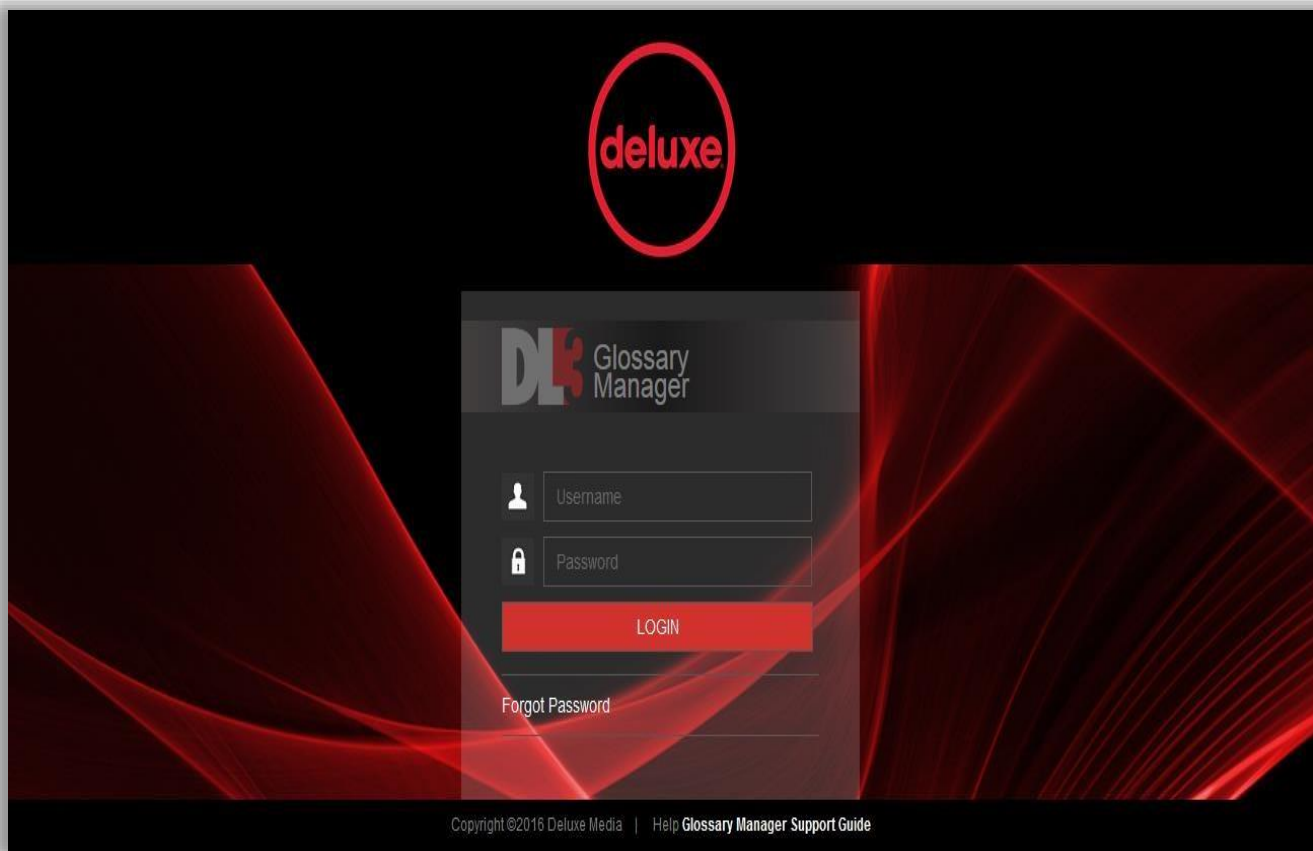
The screenshot shows the 'Create your new Password' form in the DL3 Glossary Manager interface. The header includes the 'deluxe' logo and 'DL3 Glossary Manager'. A link for 'Need help? Please contact support' is visible. The form contains instructions for password creation: minimum 8 characters, at least one number and one capital letter, and at least one 'special character' from a provided list. It also lists characters that are not accepted. Below the instructions are two input fields: 'New Password:' and 'Confirm Password:'. A 'CREATE' button is positioned below the input fields. The footer of the page displays 'Copyright ©2016 Deluxe Media | Help Glossary Manager Support Guide'.

6.1.4 Network Access

You can connect to the **DL3 Glossary Manager** site via internal access through your corporate network, or from a Wi-Fi connection at home. The streaming content is composed of a multi-bit rate stream which automatically adjusts to your network environment. When using an iPad, it is highly recommended you connect using a high speed Wi-Fi router, which Apple Computer recommends for iPad streaming content usage. The URL for the Glossary manager site is **www.glossarymanager.bydeluxe.com**

6.1.5

Log In



Upon accessing the DL3 **Glossary Manager** website, you'll see the **Log in** page. Enter your username and password and press the **Login** button. If your username and password were entered correctly, you'll be taken to the **Disclaimer** page. After reading the Conditions of Use/Access details, click the **Accept** button. You'll be taken to the **Projects Home** page, which is also the **Projects List** page.

Translation Workflow Overview

Projects

Search Term

Translators

Users

My Profile

Admin

Help

Home

Projects List


Display As

Active

Choose Client

Choose Brand

Press Enter To Search

Project	Info	Languages	Translation Status	Approval Status
<div> <div>Title</div> <div>Harry Potter And The Sorcerer's Stone</div> <div>  <div> <div>Open Glossary</div> <div>Open Source Setup</div> </div> </div> </div>	<div> <div>Secure Title</div> <div> <div>US Release Date</div> <div>November 05, 2001</div> </div> <div> <div>Date Created</div> <div>December 12, 2015</div> </div> <div> <div>Created by</div> <div>Test Admin</div> </div> <div> <div>Owned by</div> <div>Kohan</div> </div> <div> <div>Client(s)</div> <div>Warner Bros.</div> </div> <div> <div>Brand</div> <div>Harry Potter</div> </div> <div> <div>Master Language</div> <div>English</div> </div> <div> <div>Status</div> <div>Active</div> </div> <div> <div>Lock Status</div> <div>Unlocked</div> </div> </div>	<div> <div>Brazilian</div> <div>Completed (407/427)</div> </div> <div> <div>Bulgarian</div> <div>Completed (398/427)</div> </div> <div> <div>Cantonese</div> <div>Completed (400/427)</div> </div> <div> <div>Catalan</div> <div>Completed (396/427)</div> </div> <div> <div>Croatian</div> <div>Completed (402/427)</div> </div> <div> <div>Danish</div> <div>Completed (406/427)</div> </div> <div> <div>Dutch</div> <div>Completed (401/427)</div> </div> <div> <div>Estonian</div> <div>Completed (404/427)</div> </div> <div> <div>Finnish</div> <div>Completed (403/427)</div> </div> <div> <div>French</div> <div>Completed (406/427)</div> </div> <div> <div>German</div> <div>Completed (393/427)</div> </div> <div> <div>Greek</div> <div>Completed (406/427)</div> </div> <div> <div>Hebrew</div> <div>Completed (401/427)</div> </div> <div> <div>Hungarian</div> <div>Completed (406/427)</div> </div> <div> <div>Icelandic</div> <div>Completed (404/427)</div> </div> <div> <div>Indonesian</div> <div>Completed (404/427)</div> </div>	<div> <div>23</div> <div>0</div> <div>384</div> </div> <div> <div>4</div> <div>0</div> <div>394</div> </div> <div> <div>0</div> <div>0</div> <div>400</div> </div> <div> <div>0</div> <div>0</div> <div>396</div> </div> <div> <div>0</div> <div>0</div> <div>402</div> </div> <div> <div>0</div> <div>0</div> <div>406</div> </div> <div> <div>0</div> <div>0</div> <div>401</div> </div> <div> <div>0</div> <div>0</div> <div>404</div> </div> <div> <div>0</div> <div>0</div> <div>403</div> </div> <div> <div>1</div> <div>0</div> <div>405</div> </div> <div> <div>0</div> <div>0</div> <div>393</div> </div> <div> <div>0</div> <div>0</div> <div>406</div> </div> <div> <div>0</div> <div>0</div> <div>401</div> </div> <div> <div>0</div> <div>0</div> <div>406</div> </div> <div> <div>0</div> <div>0</div> <div>404</div> </div> <div> <div>0</div> <div>0</div> <div>404</div> </div>	<div> <div>A</div> <div>R</div> <div>P</div> </div>

On the **Project List** page, for the currently active project, click that project's **Open Glossary** button to access the glossary.

Projects

Search Term

Translators

Users

My Profile

Admin

Help

Home

>

Glossary

Approved

Preapproved

Pending

Rejected

Turn Off Colors

Hide Starred Terms

Add Translation

Approve Translation

Language History

Export Glossary

Filter Options

Download Attachment

Title

Secure Title

Client(s)

Sections

Harry Potter And The Sorcerer's Stone

Warner Bros.

BOOKS & AUTHORS

Search Glossary

BOOKS & AUTHORS

English Description	Page Number	Source	English	Unique Id	Starred	Brazilian
First-year textbook at Hogwarts.	66	Book	A Beginners' Guide to Transfiguration By Emeric Switch	827		Guia de transfiguração para iniciantes de Emeric Switch
A book that Harry becomes fascinated with in the Flourish and Blotts bookstore.	80	Book	Curses and Counter-Curses (Bewitch your Friends and Befuddle your Enemies with the Latest Dark Forces: A Guide to Self-Protection By Quentin Trimble	828		Pragas e Contrapragas (Encante os seus amigos e confunda os seus inimigos com as últimas vinganças: perda de cabelos, pernas bambas, língua presa e muitas outras coisas) de Prof. Mediate Mediana
First-year textbook at Hogwarts.	67	Book	The Dark Forces: A Guide to Self-Protection By Quentin Trimble	829		As forças das trevas: Um Guia de Auto-Proteção de Quir Trimble

On the **Project Glossary** page, click the **Add Translation** button to access the **Add Translation Language Selection** page.

From the pulldown menu, select a language for translation and then click OK.

1) Translation Field

Double-click in any of the cells under the selected language column to make the cell editable. Add translations into the cells.

2) Complete Translations

Once translations are complete, click the **Complete Translations** button to submit the additions.

6.3 Search Term Menu

The search term tab is used to search across multiple glossaries/projects for specific terms.



 This screenshot shows the search interface with several numbered callouts:

- 1**: Points to the 'Client' dropdown menu, which currently shows 'Warner Bros.'.
- 2**: Points to the 'Brand' dropdown menu, which currently shows 'DC Comics'.
- 3**: Points to the 'Language' dropdown menu, which currently shows 'English'.
- 4**: Points to the search input field, which contains the text 'curse'.
- 5**: Points to the 'Search' button located at the bottom right of the search area.
- 6**: Points to the 'Glossary' list below the search results.

 The 'Glossary' list contains several entries, including 'Harry Potter And The Sorcerer's Stone', 'Harry Potter And The Chamber of Secrets', 'Harry Potter And The Prisoner of Azkaban', 'Boswell', 'Harry Potter And The Order of The Phoenix', 'Harry Potter And The Half-Blood Prince', 'Harry Potter and the Deathly Hallows: Part 1', 'Harry Potter and the Goblet of Fire', and 'Harry Potter and the Deathly Hallows: Part 2'.

- 1) Client:**
Select/enter the appropriate client from the drop down list.
- 2) Brand:**
Select the appropriate brand(s) from the drop down list. Multiple brands can be searched at the same time.
- 3) Language:**
Select/enter the appropriate language from the drop down list.
- 4) Search Box:**
Enter the applicable data in the field.
- 5) Search**
Click **Search** to return a list of glossaries that include the term entered in the search field.
- 6) (Search Results) Glossary List**
The list of glossaries represents which glossaries the term appears in. Click a glossary hyperlink to see a list of sections in which that term appears.

Client: Warner Bros. Brand: Harry Potter Language: English

1

course

2 Export 3 Goto Glossary 4 Back

Search

Harry Potter and the Goblet of Fire

Section	English	English Description
J.K. ROWLING'S BOOKS AND CHAPTER TITLES	The Unforgivable Curses	Title of Chapter 14
CURSES & HEXES	Conjunctivitus curse	A curse used to da
CURSES & HEXES	Cruciatus curse	An illegal curse which causes the victim to convulse in excruciating pain. In his dream,

5

6

Search...

Choose Columns:

- ☒ Section
- ☒ English
- ☒ English Description
- ☒ Page
- ☒ Source

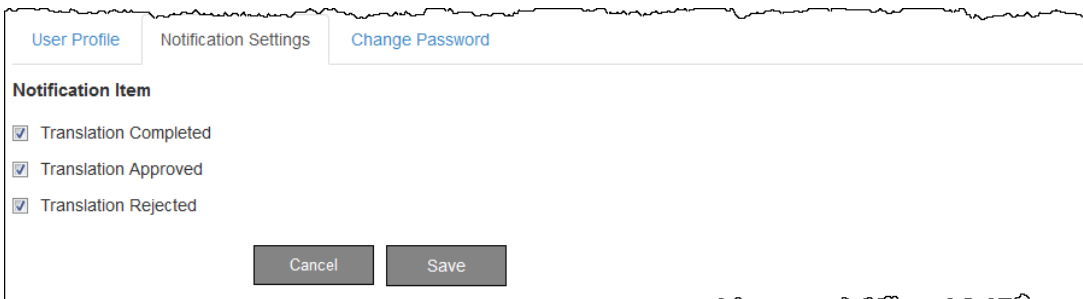
Total Items: 10 Page Size: 20

- 1) **New Search:** Start a new search with the same fields.
- 2) **Export:** Click to export the glossary to Excel.
- 3) **Goto Glossary:** Click to go to the **Project Glossary** window of the project the list is contained in.
- 4) **Back:** Click to go back to the list of glossaries the term appears in.
- 5) Click in the search field to search for terms within the list of project sections.
- 6) **Choose Columns:** Add or remove checks in checkboxes next to column titles to further filter search results.

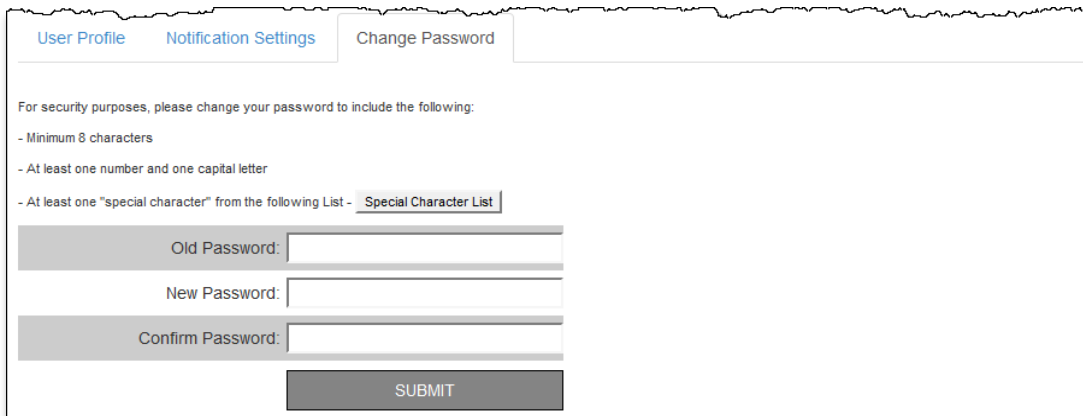
6.4 My Profile (User Profile) Menu



The screenshot shows the 'User Profile' tab selected. It contains fields for 'User Role' (Translator), 'User Name' (Jonathan Longgiponka-Set), 'First Name' (Beau), 'Last Name' (Pillar), 'Native Language' (English), and 'Other Languages' (a list including Brazilian, Bulgarian, French, Italian, and Japanese).



The screenshot shows the 'Notification Settings' tab selected. It lists 'Notification Item' with three checked options: 'Translation Completed', 'Translation Approved', and 'Translation Rejected'. There are 'Cancel' and 'Save' buttons at the bottom.



The screenshot shows the 'Change Password' tab selected. It includes a security notice: 'For security purposes, please change your password to include the following: - Minimum 8 characters - At least one number and one capital letter - At least one "special character" from the following List - Special Character List'. Below this are fields for 'Old Password:', 'New Password:', and 'Confirm Password:', followed by a 'SUBMIT' button.

6.4.1 User Profile Attributes:

Created when the user account was created.

6.4.2 Notification Settings

Select which translations statuses you want to be notified have occurred.

6.4.3 Change Password:

Enter your old password, enter the desired new password twice, and then click the **Submit** button.

6.5 Help Menu



- 1) Click the **Glossary Manager Support Guide** hyperlink for instructions on how to access **Glossary Manager** support.
- 2) Click the **Glossary Manager Admin User Guide** hyperlink to access the Glossary Manager User Guide.

7.0 Version Control

Revision History

Ver No.	Date	Prepared By (Name)	Description/ Reason For Change	Reviewed By (Name)	Approved By (Name)
1.0	03-Aug-2016	Darren Mayoff	First Draft	Mark McKnight	
1.1	08-Aug-2016	Darren Mayoff	Updated Translation Workflow Overview image / Updated Search Term Menu documentation and image /	Mark McKnight	