

Glossary Manager Approval User Guide

Date: 06 September 2016
Version: 1.0.6

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

ABLE OF CONTENTS

(Use ctrl+click on the item in the TOC to quickly jump to that page of the document)

1.0	PURPOSE	3
2.0	APPLICATION.....	3
3.0	PROCESS OWNER(S)	3
4.0	ASSOCIATED MATERIAL	3
5.0	DEFINITIONS	3
6.0	USAGE DETAILS	4
6.1	INTRODUCTION	4
6.1.1	Tool Description.....	4
6.1.2	Welcome Email	4
6.1.3	Forgot Password	5
6.1.4	Network Access.....	5
6.1.5	Log In	6
6.2	APPROVAL WORKFLOW OVERVIEW	7
6.3	SEARCH TERM MENU.....	9
	Enter the applicable data in the field.....	9
6.4	MY PROFILE (USER PROFILE) MENU	11
6.4.1	User Profile Attributes:.....	11
6.4.2	Notification Settings.....	11
6.4.3	Change Password:	11
6.5	HELP MENU.....	12
	12
7.0	VERSION CONTROL	13

1.0 PURPOSE

This DL3 user guide provides an overview of the translation approval 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 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If this document seems incorrect/outdated, please contact the below persons for updates: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

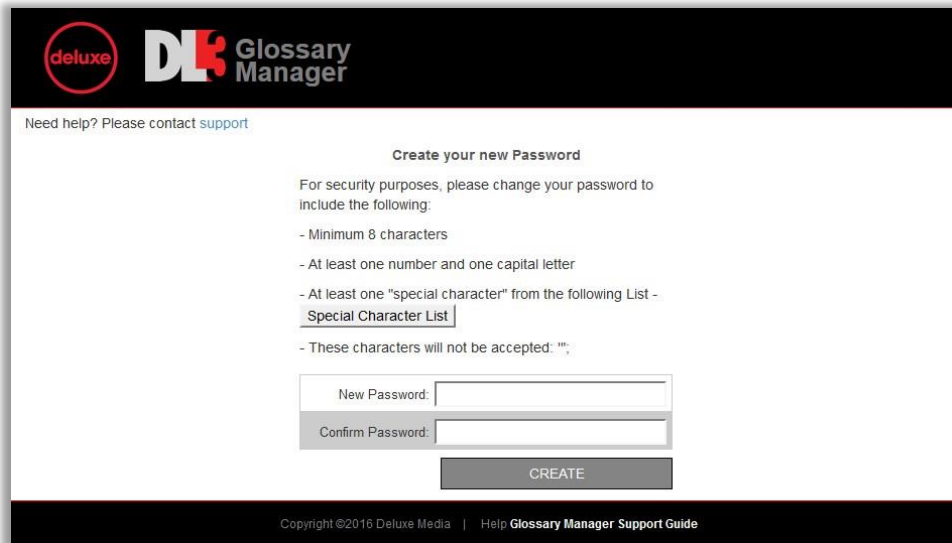
If you are unable to set your password within 24 hour window, please login to [Glossary Manager](#) and use the "Forgot Password" to request a new link.
If you did not initiate this request, please contact the Glossary Manager team.

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 form is titled 'Create your new Password' and includes instructions for password creation. It lists requirements: minimum 8 characters, at least one number and one capital letter, and at least one 'special character' from a provided list. It also states that certain characters will not be accepted. The form has two input fields: 'New Password:' and 'Confirm Password:'. A 'CREATE' button is located below the input fields. The footer of the form includes the copyright notice 'Copyright ©2015 Deluxe Media' and a link to the 'Help Glossary Manager Support Guide'.

Need help? Please contact [support](#).

Create your new Password

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](#)
- These characters will not be accepted: ""

New Password:

Confirm Password:

CREATE

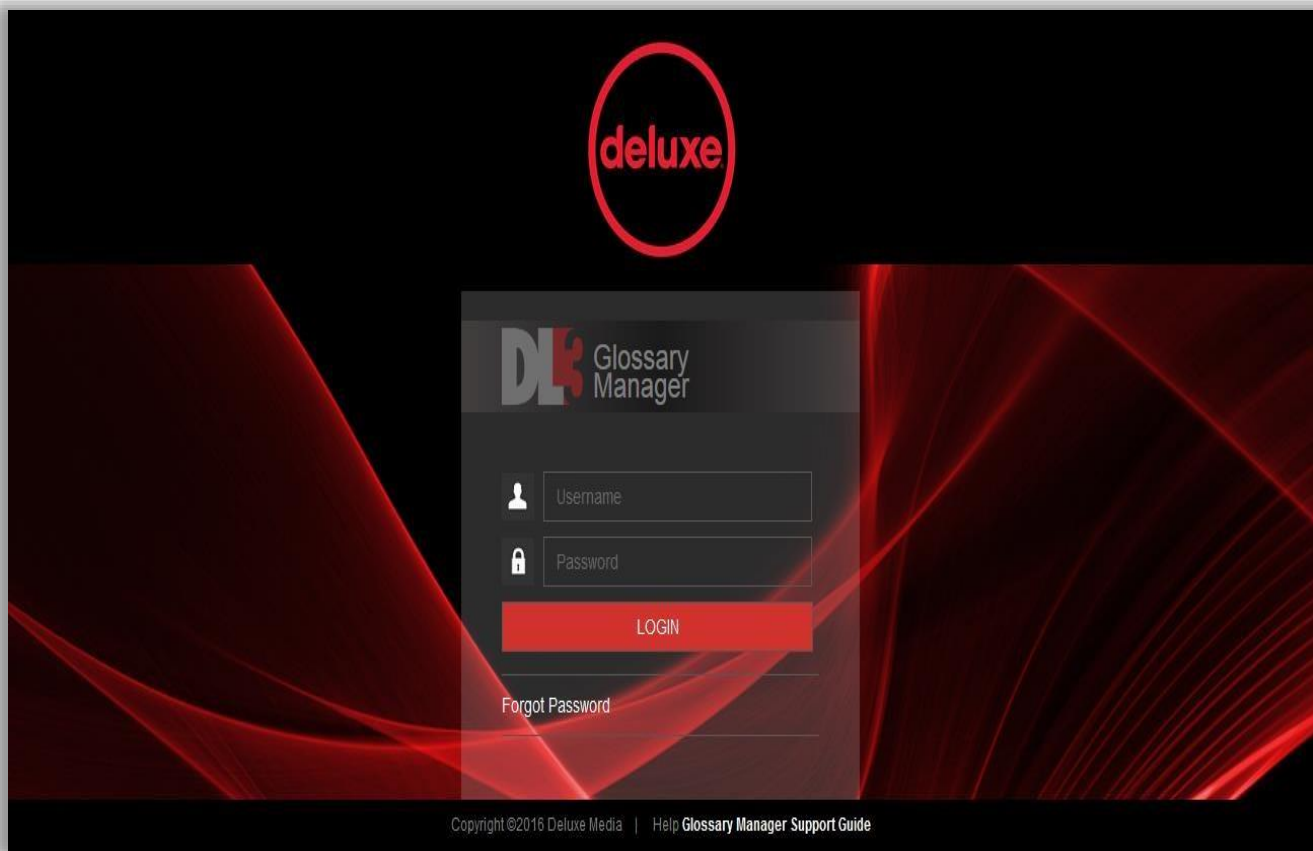
Copyright ©2015 Deluxe Media | [Help Glossary Manager Support Guide](#)

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.

6.2 Approval Workflow Overview

Projects | Search Term | Translators | Users | My Profile | Admin | Help

Home

Projects List Active Choose Client Choose Brand Press Enter To Search

Display As

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

Open Glossary

Open Source Setup

On the **Project List** page for the currently active project, click the **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 Attachments

Title: Harry Potter And The Sorcerer's Stone

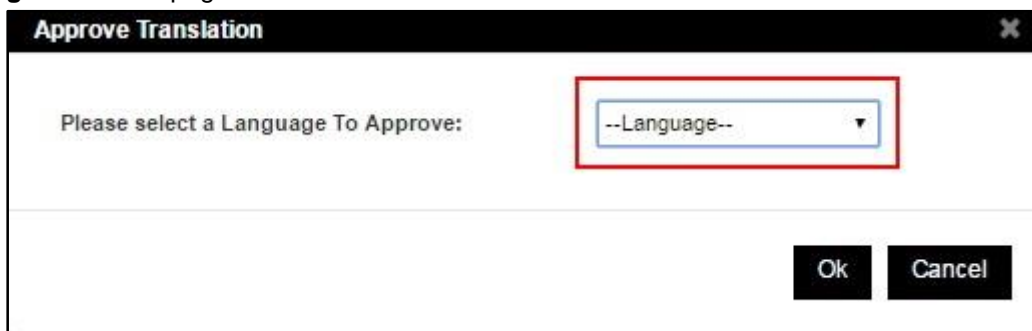
Client(s): Warner Bros.

Sections: BOOKS & AUTHORS

Search Glossary

English Description	Page Number	Source	English	Unique Id	Starred	Brazilian	Bulgarian
First-year textbook at Hogwarts.	66	Book	A Beginners' Guide to Transfiguration By Emeric Switch	827		Guia de transfiguração para iniciantes de Emeric Switch	Ръководство по трансфигурация на Емерик Свич
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 Spells from the Ministry of Magic)	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, muitas mais de Dada Mordente Verdadeira)	Тролките и контрапелите (Зачарайте своите приятели и обърнете враговете: опакване на косата, омекотване на краката, заплъване на езика и много, много други. Ръководство на Тъмните сили, Ръководство Тримбъл /Тъмните сили, ръководство Тримбъл/
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 Quintino Trimble	"Отглеждане на змейове (отглеждане на змейове)
An older book (published before the Warlocks' Convention of 1709) that describes care and feeding of dragons.	233	Book	Dragon Breeding for Pleasure and Profit	830		A criação de dragões como prazer e fonte de renda	"Отглеждане на змейове (отглеждане на змейове)

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



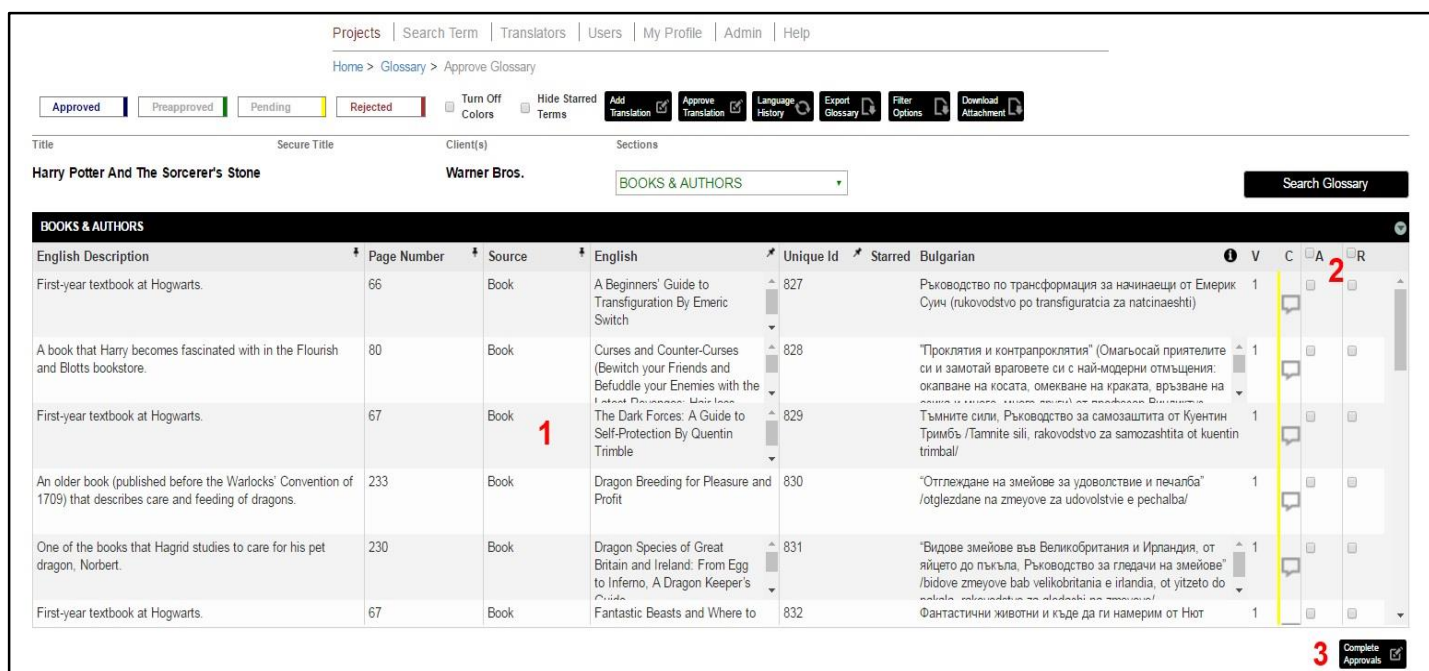
Approve Translation

Please select a Language To Approve:

--Language--

Ok Cancel

From the pulldown menu, select the language of the translation to be approved/rejected and click “Ok”



Projects | Search Term | Translators | Users | My Profile | Admin | Help

Home > Glossary > Approve Glossary

Approved | Preapproved | Pending | Rejected | Turn Off Colors | Hide Starred Terms | Add Translation | Approve Translation | Language History | Export Glossary | Filter Options | Download Attachment

Title: Harry Potter And The Sorcerer's Stone | Secure Title: Warner Bros. | Sections: BOOKS & AUTHORS

Search Glossary

English Description	Page Number	Source	English	Unique Id	Starred	Bulgarian	V	C	A	R
First-year textbook at Hogwarts.	66	Book	A Beginners' Guide to Transfiguration By Emeric Switch	827		Ръководство по трансформация за начинаещи от Емерик Свич (rukovodstvo po transfiguracia za nachinaeshi)	1			
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 Darkhouse Charms)	828		"Проклятия и контрапроклятия" (Омагьосай приятелите си и замотай враговете си с най-модерни отмъщения: окапване на косата, омагьване на краката, връзване на...	1			
First-year textbook at Hogwarts.	67	Book	The Dark Forces: A Guide to Self-Protection By Quentin Trimble	829		Тъмните сили, Ръководство за самозащита от Квентин Тримбъл /Tamnite sili, rukovodstvo za samozashtita ot kuentin trimbal/	1			
An older book (published before the Warlocks' Convention of 1709) that describes care and feeding of dragons.	233	Book	Dragon Breeding for Pleasure and Profit	830		"Отглеждане на змейове за удоволствие и печалба" /otglezdane na zmeiove za udovolstvie e pechalba/	1			
One of the books that Hagrid studies to care for his pet dragon, Norbert.	230	Book	Dragon Species of Great Britain and Ireland: From Egg to Inferno, A Dragon Keeper's Guide	831		"Видове змейове във Великобритания и Ирландия, от яйцето до пъгъла. Ръководство за гледачи на змейове" /bidove zmeiove bab velikobritania e irlandia, ot yizeto do...	1			
First-year textbook at Hogwarts.	67	Book	Fantastic Beasts and Where to Find Them	832		Фантастични животни и къде да ги намерим от Нют	1			

3 Complete Approvals

1) Read Translations

Read each row of translation (scrolling to the right if needed) to access the **Approve** and **Reject** boxes.

2) Place Approve/Reject Checks

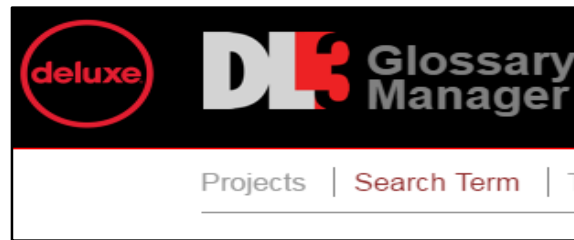
Place a check in the checkbox of the applicable row to either approve or reject each translation. Additionally, **Approve All** or **Reject All** are available at the top of the two columns.

3) Complete Approvals

When ready to complete the approval, click the **Complete Approvals** button (per section).

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 field, which contains a bulleted list of Harry Potter titles and other works.

- 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.

The screenshot shows the DL3 Glossary Manager interface. At the top, there are filters for Client (Warner Bros.), Brand (Harry Potter), and Language (English). A search bar contains the word 'curse'. Below the search bar are buttons for 'Export', 'Goto Glossary', and 'Back'. A 'Search' button is also present. The main area displays a table of search results for 'Harry Potter and the Goblet of Fire'. The table has three columns: Section, English, and English Description. The first row shows 'J.K. ROWLING'S BOOKS AND CHAPTER TITLES' with 'The Unforgivable Curses'. The second row shows 'CURSES & HEXES' with 'Conjunctivitis curse'. The third row shows 'CURSES & HEXES' with 'Cruciatius curse'. A 'Choose Columns' dialog box is open, showing a search bar and checkboxes for 'Section', 'English', 'English Description', 'Page', and 'Source'. The dialog box also has a 'Search...' field. The bottom of the interface shows 'Total Items: 10' and 'Page Size: 20'.

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

- 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 first screenshot shows the 'User Profile' tab. It contains fields for 'User Role' (Translator), 'User Name' (Jonathan Longgugayre, del), 'First Name' (Beau), 'Last Name' (Pillar), 'Native Language' (English), and 'Other Languages' (Brazilian, Bulgarian, French, Italian, Japanese).

The second screenshot shows the 'Notification Settings' tab. It has a section 'Notification Item' with three checked items: 'Translation Completed', 'Translation Approved', and 'Translation Rejected'. There are 'Cancel' and 'Save' buttons at the bottom.

The third screenshot shows the 'Change Password' tab. It includes instructions for password requirements: minimum 8 characters, at least one number and one capital letter, and at least one 'special character' from a list. Below are input 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 Approval Workflow Overview image / Updated Search Term Menu documentation and image /	Mark McKnight	