Clay Tablet Connector for Adobe Experience Manager

User Guide

Version 3.0.0

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Contents

1 Welcome to the Clay Tablet Connector for Adobe Experience Manager

Welcome to the Clay Tablet Connector for Adobe Experience Manager (Connector). The Connector enables you to automate sending and retrieving content from Adobe Experience Manager, which dramatically reduces the effort required to create, maintain, and publish Web content in multiple languages.

1.1 The Translation Lifecycle

The *translation lifecycle* is the broad process of selecting content, sending it out for translation, and then receiving the translated content back from translation.

This set of steps usually fits inside a larger, more general process called the *content lifecycle*, which is the process of creating, reviewing, editing, approving, and publishing content.

When you consider the translation lifecycle and the content lifecycle together, you have the *global content value chain*, which is the strategy for managing multilingual content.

Remember that localizing content is a subset of steps in the broader content lifecycle. This will improve your focus on key localization considerations, improve processes, and keep all content stakeholders included. Together, this results in better content management.

1.2 How the Connector Helps You Manage Your Translation Lifecycle

The Clay Tablet Connector for Adobe Experience Manager (Connector) is a plug-in module for Adobe Experience Manager. It provides a range of features and user interface enhancements in Adobe Experience Manager that enable you to select, send, monitor, and retrieve content for translation into any language Adobe Experience Manager supports.

These features automate the process, which dramatically reduces the effort and time required to export and re-import content that needs to be localized. This is very helpful when translating large volumes of content or ensuring that translated content is quickly re-imported to meet deadlines.

When you use the Connector, you manage your translation lifecycle entirely from within Adobe Experience Manager:

1. The Connector exports your content from Adobe Experience Manager in XML format and delivers these content files to the central, hosted Clay Tablet Platform.
2. The Clay Tablet Platform delivers your content to your translation providers, based on routing rules that your company chooses and Clay Tablet Technologies implements.
3. When the translated content is ready, the Clay Tablet Platform retrieves it from your translators and delivers it to the Connector.
4. The Connector automatically re-imports the content into the correct location in Adobe Experience Manager.

You can then review, revise, reject, or publish the translated content as needed.

Note: Neither the Connector nor the Clay Tablet Platform performs any translation. Similarly, Clay Tablet Technologies does not provide any translation services. Your company chooses the translation provider that performs the translation.

1.3 Using this Guide

Purpose of this guide

This guide describes how to use the Clay Tablet Connector (Connector) for Adobe Experience Manager (AEM) to manage your translation lifecycle. It describes how to send AEM components for translation and receive them back from translation.

Note: This guide describes using both the AEM Touch-Optimized UI and the Classic UI. The terminology in this guide is for classic devices, such desktops and laptops, although it is also relevant to mobile devices, such as tablets. For detailed information about the UIs and views, as well as differences in terminology depending on device types, refer to the AEM documentation, available at http://helpx.adobe.com/marketing-cloud/experience-manager.html?t2.

Who should use this guide

This guide is intended for content editors, project, marketing, localization or translation managers, or others who are responsible for creating, editing, or approving content for translation that resides in your AEM CMS. This guide is also useful for translation providers who receive content from your AEM CMS, because it describes your company's translation management process.

What your company setup should be

This document assumes that:

- Your company already has a functioning instance of AEM.
- The Clay Tablet Connector for AEM (Connector) has been implemented, configured, and tested on your AEM CMS.
- Clay Tablet Technologies has set up the Clay Tablet Platform to send content to your translation providers.

What you should already know

This document assumes that:

- You are familiar with the Connector's configuration for your AEM CMS, and the reasons for choosing certain configuration options. This is important because your company's configuration determines which features are available.
- You have a strong working knowledge of the AEM Content Editor.
- You are familiar with your company's translation process and requirements.

- You have valid user credentials to log into AEM.
- You have the required permissions to access the Connector functionality described in this guide.

Note: Not all the features described in this guide may be available. Feature availability depends on both your company's Connector setup and the roles to which you are assigned. If you cannot access functionality that you need, contact your company's AEM administrator.

How this guide is organized

This guide contains the following chapters:

Chapter	Description
"Welcome to the Clay Tablet Connector for Adobe Experience Manager" on page 5	A brief description of the Clay Tablet for AEM solution and how it fits into the translation lifecycle. It also includes information about this guide and Clay Tablet Technologies Support contact information.
"Getting Started with the Clay Tablet Connector for Adobe Experience Manager" on page 11	How to get started and an overview of the Clay Tablet Connector for AEM interface and key features.
"Sending Content for Translation" on page 18	How to use the Clay Tablet Connector for AEM to send out content for translation.
"Monitoring Translation Status and Jobs and Viewing Translated Content" on page 80	How to monitor the translation status of content that you sent out for translation.
"Post-Translation Tasks" on page 88	How to perform post-translation tasks, including relocking unlocked components, updating the translation memory, and viewing log files and reports.

How to find out more about the Clay Tablet Connector for AEM

For information on installing and configuring the Clay Tablet Connector for AEM, read the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

To access all Clay Tablet Connector for AEM documentation:

1. Log into AEM.
2. Do one of the following:
   - In the Touch-Optimized UI of AEM 6.0 or higher, click **Tools > Clay Tablet Connector** in the AEM rail.
   - In the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**.

- In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane.
- In your Web browser, navigate to `/content/ctctranslation/status.html` on your AEM instance.

3. In the Clay Tablet Connector rail, click **Admin Tools**.

   This displays the **Admin Tools** menu options.

4. Click **Help**.

   A new web page opens, displaying links to the Clay Tablet Connector for AEM documentation.

Documentation conventions

This guide uses the following conventions:

Convention	Description
Bold	Highlights screen elements such as buttons, menu items, and fields.
`Courier`	Highlights input, file names, and paths.
Italics	Highlights terms for emphasis, variables, or document titles.
>	Indicates a menu choice. For example, "Select **Admin Tools > Configuration**."

1.4 How to Contact Clay Tablet Support

Email @: support@clay-tablet.com

Telephone: +1-416-363-0888

You can submit a support ticket either:

- by email
- from the Clay Tablet Zendesk page, using your web browser

To submit a support ticket:

1. Do one of the following:
   - Email support@clay-tablet.com, and cc (carbon copy) anyone to include in the ticket correspondence.

     Important: Include the information and attachments in your email that are listed in the sub-sections below.
   - Create a ticket in Zendesk:
     a. Open the Clay Tablet Zendesk page in your browser: https://claytablet.zendesk.com.
     b. Sign in to Zendesk. If you do not have sign-in credentials, see "To view and update your support ticket in Zendesk:" below.

Important: Include the information and attachments that are listed in the sub-sections below.

c. Click **Submit a request**.

d. In the **CCs** field, add anyone to include in the ticket correspondence.

Zendesk automatically creates a ticket and responds to everyone included in the cc field.

2. Everyone in the original cc receives updates unless they request to be removed from the ticket.

Important: Check your email spam folder (especially first-time Zendesk users) as sometimes email notifications from Zendesk are marked as spam.

When the issue is resolved, Clay Tablet closes the ticket.

Information to include in the support ticket:

- client name
- CMS or content system name and version
- Connector or App version installed
- name of job for which the issue occurs
- date of job submission
- detailed description of the issue
- any error text–copy and paste, if applicable

Files to attach to the support ticket:

- CMS log files for the date the issue occurred
- Clay Tablet log files for the date the issue occurred
- screen capture of the issue

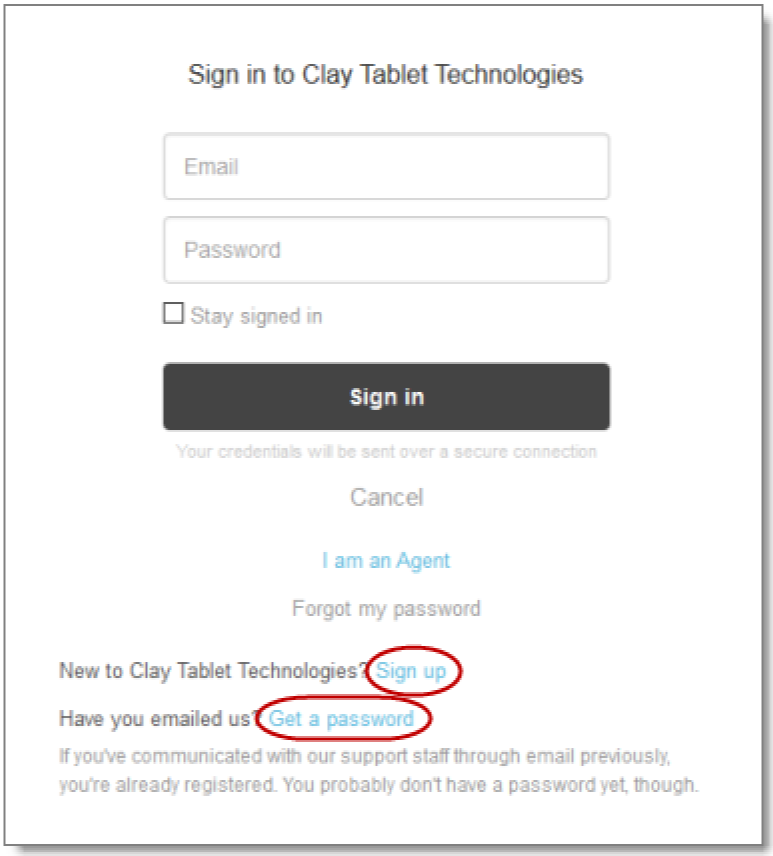
To view and update your support ticket in Zendesk:

Important: You must log into Zendesk to view your support tickets there.

1. Open the Clay Tablet Zendesk page in your browser: https://claytablet.zendesk.com.

2. In the top-right corner, click **Sign in**, and enter your credentials.

Note: If you do not have sign-in credentials yet, then click either **Sign up** or **Get a password**, and follow the onscreen instructions.



3. After signing in, click **My activities** to view the tickets you opened or where you are cc'd.
4. To update tickets, you can reply or attach files.

For more information, refer to "Submitting and tracking support requests" in Zendesk's *Help Center guide for end-users*, at: https://support.zendesk.com/hc/en-us/articles/203664386-Help-Center-guide-for-agents-and-end-users.

Important: Zendesk refers to a *support ticket* as a *support request*. These terms are interchangeable.

2 Getting Started with the Clay Tablet Connector for Adobe Experience Manager

The Connector supports all web browsers that Adobe Experience Manager (AEM) supports.

It supports Adobe Experience Manager (AEM) versions 5.6.1 and higher.

To access the Connector:

1. Log into AEM.
2. Do one of the following:
   - In the Touch-Optimized UI of AEM 6.0 or higher, click **Tools > Clay Tablet Connector** in the AEM rail.
   - In the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**.
   - In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane.
   - In your Web browser, navigate to `/content/ctctranslation/status.html` on your AEM instance.

2.1 Key Features

The Clay Tablet Connector for AEM (the Connector) has the following key features:

- "Multiple Ways to Send Content for Translation" on page 11
- "Optimizing Translation" on page 12
- "Selecting a Translation Provider" on page 12
- "Using the AEM Translation Integration Framework with the Connector (AEM versions 6.1 and higher only)" on page 13

2.1.1 Multiple Ways to Send Content for Translation

There are five ways to collect and send content for translation using the Connector:

- There are the following multiple ways to send pages out for translation:
  - Send one or more pages for translation from the AEM Sidekick. Depending on your company's configuration, you can send pages only to the Translation Queue, or you can choose whether to send them to the queue or directly out for translation. Your company's configuration also determines which translation settings you can edit from the Sidekick. For details, see "Sending Content for Translation from the AEM Sidekick" on page 19.
  - If you are using AEM's translation workflow feature to automatically create new pages in the language branches of your site, the Connector can automatically send these new pages to the Translation Queue. For details, see "Sending Content to the Translation Queue Using Workflow" on page 56.

- Send multiple content items, including pages, tags, and dictionaries (i18n items), using the Bulk Translation wizard. You can filter to exclude content, and send out requests for translations of one target language at a time as a separate translation job with its own deadline. For details, see "Sending Content for Translation Using the Bulk Translation Wizard" on page 36.
- Send multiple pages, using the Bulk Tool. You can add pages from multiple site paths, and/or upload page paths stored in `CSV` or `XLS` files. You can filter these pages by publication date, on time, off time, activation state, and page template. For details, see "Sending Content for Translation Using the Bulk Tool" on page 48.
- If you roll out files, the Connector can automatically send them to the Translation Queue, using the default translation settings configured for your company. For details, see "Sending Files to the Translation Queue When You Roll Out Files" on page 66.

- Depending on your company's Connector configuration, you may be able to send content out for translation either immediately or via a queue.
  - Send content immediately to the translation provider.
  - Send content via the Translation Queue, which enables you to group items together by project, priority, target language, and require additional approval. For details, see "Submitting Content for Translation from the Translation Queue" on page 70.

2.1.2 Optimizing Translation

The Optimize Translation feature helps you reduce translation costs, by reducing the quantity of content that Connector sends to translation providers. It sends *only* changed content fields out for translation. To do this, it checks each component in the source version of the page for any content changes, and it sends only changed components out for translation. If a component was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation.

However, this feature needs Connector translation backup data, and it increases the Connector processing time before sending out the items for translation.

This feature can be configured for your company and separately for the Bulk Translation wizard. You can also specify it by selecting the **Use Local TM** check box when you send individual pages to the Translation Queue or when you send out pages out directly for translation.

2.1.3 Selecting a Translation Provider

If your company has multiple translation providers, your company's Connector setup may enable you to select which one to use when you send out items for translation.

This feature is available:

- when sending files directly out for translation from the AEM Sidekick wizard user interface, as described in "Sending Content to the Translation Queue Using Workflow with Sidekick" on page 57.

- in the Translation Queue, as described in "Submitting Content for Translation from the Translation Queue" on page 70.
- in the Translation Job page of the Bulk Translation wizard, as described in "Sending Content for Translation Using the Bulk Translation Wizard" on page 36.

2.1.4 Using the AEM Translation Integration Framework with the Connector (AEM versions 6.1 and higher only)

This section describes how to use AEM's translation integration feature with the Connector. For detailed information about this feature, refer to the AEM documentation, "Translating Content for Multilingual Sites," which is available at: http://docs.adobe.com/docs/en/aem/6-1/administer/sites/translation.html.

Note: For information on integrating the Connector with this feature, refer to steps 1-3 in the Adobe documentation at the above link and "Integrating the Connector with the AEM's Translation Integration Framework" in the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

The Connector integrates with AEM's translation integration framework feature, which is available in AEM version 6.1. This feature enables you to create translation projects and start translation jobs from within AEM. When you use this integration, you create translation projects and start translation jobs in AEM, but otherwise you can manage the projects and jobs in the same way that you manage them for jobs that you send directly from the Connector. With this integration, you can:

- use Connector's comprehensive settings in translation jobs sent from AEM
- send translation jobs to the Translation Queue or directly to translation providers
- monitor translation jobs from the Connector
- view translated content from the Connector
- perform post-translation tasks from the Connector

When using AEM's translation integration framework feature to send out content for translation, you complete the following general steps:

1. You create the root page of a language branch of the site to site to translate, which is called a language copy. For detailed instructions, refer to "Preparing Content for Translation" in the AEM documentation at: http://docs.adobe.com/docs/en/aem/6-1/administer/sites/translation/tc-prep.html.

   Note: In the Connector, this step happens automatically when you send out content for translation. Additional user action is not required.

2. Specify the translation integration configuration and the Clay Tablet cloud configuration for the site to translate.
   - The *translation integration configuration* contains the AEM settings for how to translate your content.
   - The *Clay Tablet cloud configuration* contains a set of Connector settings.

   For detailed instructions, see "Preparing to Send Content for Translation from the AEM Translation Integration" on page 78.

3. You create a translation project from AEM's **Sites** console. For detailed instructions, see "Preparing to Send Content for Translation from the AEM Translation Integration" on page 78.

4. You send out the content for translation as a translation job from a translation project in AEM's **Projects** console. For detailed instructions, see "Sending Content for Translation from the AEM Translation Integration" on page 78.

5. You can monitor the progress of translation jobs started in AEM's translation integration feature. For detailed instructions, see "Monitoring Translation Jobs Created in the AEM Translation Integration" on page 86.

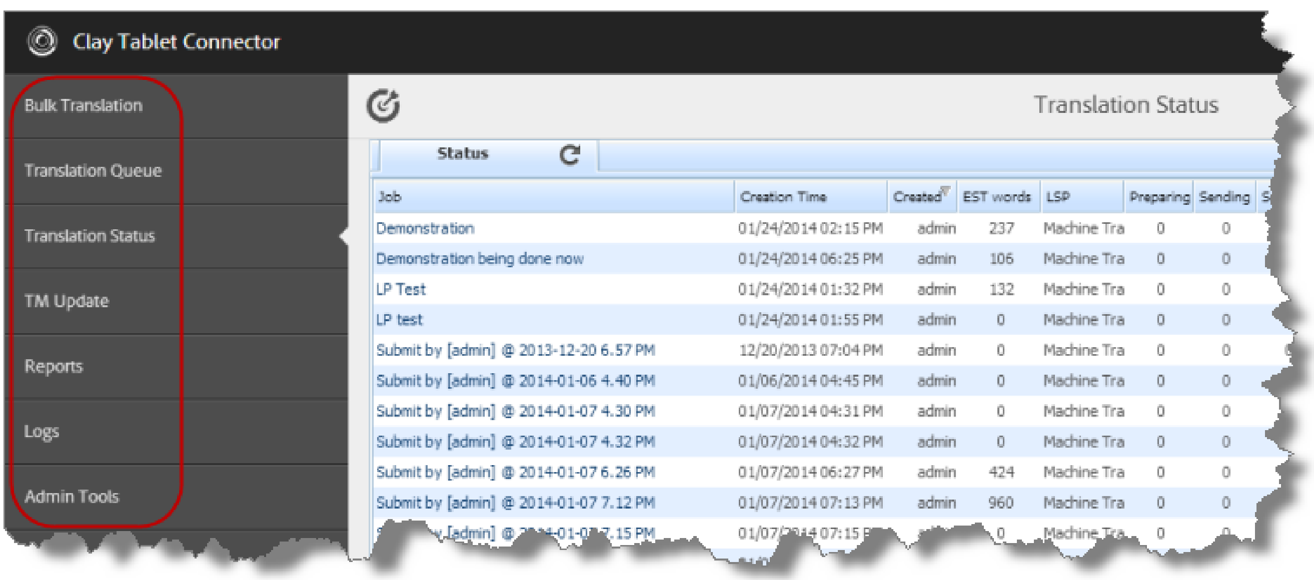
6. You can view translated content of translation jobs started in AEM's translation integration feature. For details, see "Viewing Translated Content from Jobs Started in the AEM Translation Integration" on page 86.

2.2 The Connector at a Glance

You access the Clay Tablet Connector for AEM (Connector) from the Clay Tablet Connector rail.

- Do one of the following to open the rail:
  - In the Touch-Optimized UI of AEM 6.0 or higher, click **Tools > Clay Tablet Connector** in the AEM rail.
  - In the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**.
  - In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane.
  - In your Web browser, navigate to `/content/ctctranslation/status.html` on your AEM instance.

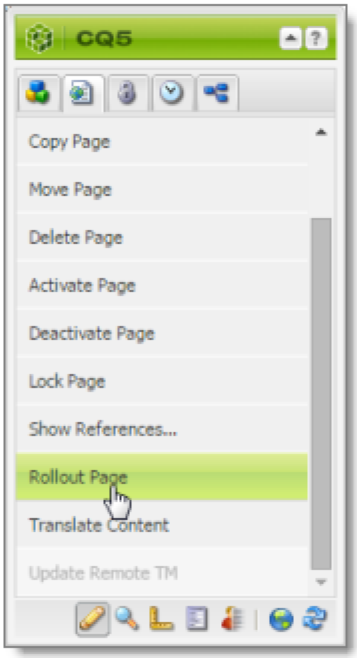
You access Connector features from the Navigation tab on the left.

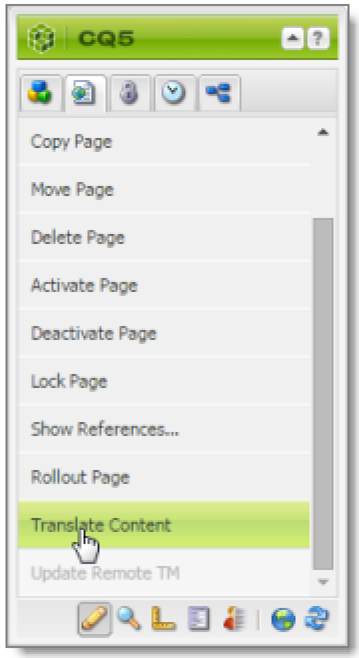


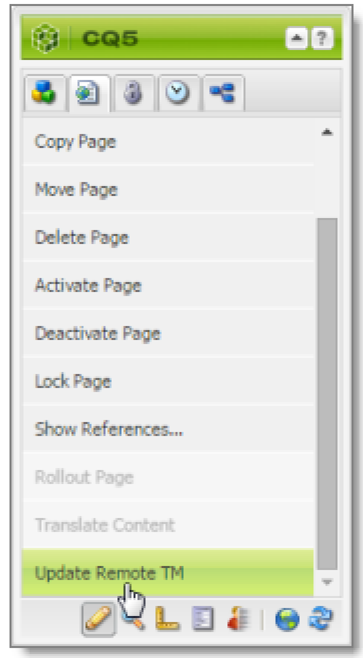
Note: The **Admin Tools** console is described in the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

The Connector has additional features that you access from within AEM. For example:

- Connector functionality on the Page tab of the AEM Sidekick supports sending pages for translation and sending updated translated content to a translation memory.







- Connector functionality can be integrated with the rollout feature, which is accessible either from the Blueprint Control Center or the Rollout button on the Pages tab of the Sidekick.
- There are custom Connector workflows you can use within AEM with the following functionality:
  - to lock components after translation and restore their original inheritance
  - to send out files for translation while rolling out files
  - to extend AEM's translation workflow feature, which automatically creates new pages in the language branches of your site, by automatically sending out these pages for translation

  These workflows are available in the Workflow tab of the AEM Sidekick.

3 Encrypting and Decrypting Content

Note: This feature is available only when using the Clay Tablet Connector for SDL TMS or the Clay Tablet Connector for Lionbridge Freeway. For details on using this feature with the Clay Tablet Connector for Lionbridge Freeway, refer to the *Clay Tablet Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway*.

You can generate your own keys to encrypt and decrypt content you send for translation from the Clay Tablet Connector for Adobe Experience Manager ("Connector for AEM") to the Clay Tablet Connector for SDL TMS ("Connector for SDL TMS").

Before translation:

1. The Connector for AEM uses the generated keys to encrypt the content once it is ready for translation.
2. The Connector for AEM sends the encrypted content via the Clay Tablet Platform to the Connector for SDL TMS.
3. The Connector for SDL TMS uses the generated keys to decrypt the content before sending it to SDL TMS.

After translation:

1. The Connector for SDL TMS uses the generated keys to encrypt the translated content once it is ready to send back to AEM.
2. The Connector for SDL TMS sends the encrypted content via the Clay Tablet Platform to the Connector for AEM.
3. The Connector for AEM uses the generated keys to decrypt the content before sending it to AEM.

For instructions on configuring the Connector this feature, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

Which encryption standards does the Connector support?

- The Connector supports Java Cryptography Extension (JCE), which is an officially released Standard Extension to the Java Platform. This is described here: https://docs.oracle.com/javase/7/docs/technotes/guides/security/SunProviders.html#SunJCEProvider.
- The Connector supports the following Advanced Encryption Standards (AES):
  - http://www.oracle.com/technetwork/java/javase/downloads/jce-6-download-429243.html (JDK 6)
  - http://www.oracle.com/technetwork/java/javase/downloads/jce-7-download-432124.html (JDK 7)
  - http://www.oracle.com/technetwork/java/javase/downloads/jce8-download-2133166.html (JDK 8)

Other requirements

- Cipher: AES/CBC/PKCS5Padding
- Initialization vector: 16 bytes, as required by AES (Advanced Encryption Standards), from a cryptographically strong random number generator.

How to set up your keystore

Use the following commands and options to set up your keystore.

```
keytool -genseckey -keystore ctt-keystore -storetype jceks -storepass mystorepass -
keyalg AES -keysize 256 -alias cttkey -keypass secretpassword
```

Important: The keystore should be on a file system that is readable by the Connectors.

Command and Options	Description
-genseckey	Generates a secret key and stores it in a new KeyStore.SecretKeyEntry identified by alias.
-keystore ctt-keystore -storepass mystorepass	The location and filename of the keystore, and a password to protect it from unauthorized access.
-storetype jceks	The keystore type for storing AES (Advanced Encryption Standards) keys. **Important:** When generating keys, do not enter other values. Other values are not supported.
-keyalg AES	The algorithm for generating the key pair. **Important:** When generating keys, do not enter other values. Other values are not supported.
-keysize 256	The size of the key.
-alias cttkey -keypass secretpassword	The key alias/password pair for retrieving the key entry from the keystore. The Connectors use this pair.

You can use the above commands to add additional keys to an existing keystore.

For detailed instructions, refer to:
https://docs.oracle.com/javase/6/docs/technotes/tools/solaris/keytool.html.

How to encrypt and decrypt content

Use the Java keytool utility to generate, store, and retrieve keys. For detailed instructions, refer to:

https://docs.oracle.com/javase/6/docs/technotes/tools/solaris/keytool.html.

4 Sending Content for Translation

When the Connector sends out a page for translation, it actually sends out the *components* in that page for translation. There are several possible component configurations:

- a component may be synchronized to a Blueprint page
- a component may be in a live copy page
- a component may exist on a page that has no relationship to MSM (Multi Site Manager)

Determine how your components are configured before deciding how to send out pages for translation. The Connector supports multiple ways of sending out pages for translation.

Recommendation: Consult the AEM documentation to learn about the MSM, Rollout, and translation workflow features. Learn how pages and their components are locked and synchronized. The Controller uses many of these features, and extends them to enable sending pages and their components for translation.

Your system may be configured to use these features in very specific ways. You must be aware of these page relationships and processes before sending content for translation. Otherwise, unexpected outcomes may occur.

There are four ways to collect and send content for translation using the Connector:

- "Sending Content for Translation from the AEM Sidekick" on page 19
- "Sending Content for Translation Using the Bulk Translation Wizard" on page 36
- "Sending Content for Translation Using the Bulk Tool" on page 48
- "Sending Content to the Translation Queue Using Workflow" on page 56
- "Sending Files to the Translation Queue When You Roll Out Files" on page 66

For an overview and comparison of these methods, see "Multiple Ways to Send Content for Translation" on page 11.

The owner of the translation budget can review and approve the content that has been identified as requiring translation, and can send it out for translation. For details, see "Submitting Content for Translation from the Translation Queue" on page 70.

AEM's Translation Integration feature

You can also send out content either directly to translation or to the Translation Queue using AEM's translation integration feature.

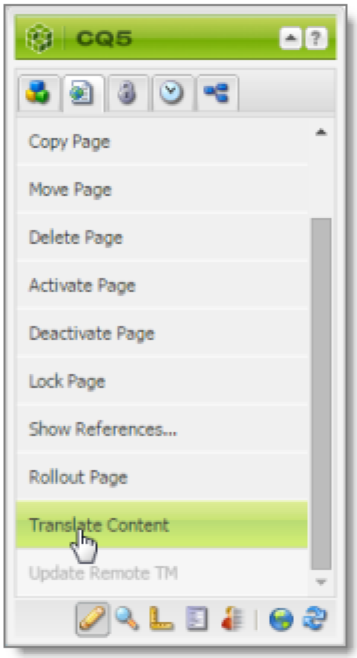
- For an overview of this feature, see "Using the AEM Translation Integration Framework with the Connector (AEM versions 6.1 and higher only)" on page 13.
- For instructions on preparing to send out content for translation from AEM, see page 78.
- For instructions on sending out content for translation from AEM, see page 78.

4.1 Sending Content for Translation from the AEM Sidekick

If you are using the AEM Classic UI, you can send individual pages of content for translation directly from the AEM Sidekick.

Tip: This method is ideal for ad-hoc translations or for sending small amounts of content for translation.

1. Double-click a page to open it with Sidekick, which is a floating toolbar.
2. In Sidekick, click the Page tab .
3. In the Page tab, scroll down and click the **Translate Content** option.



The Connector's Sidekick translation request interface opens. One of four possible Sidekick user interfaces is displayed, depending on your company's configuration: there are two single-page (simple) interfaces and two multiple-page (wizard) interfaces.

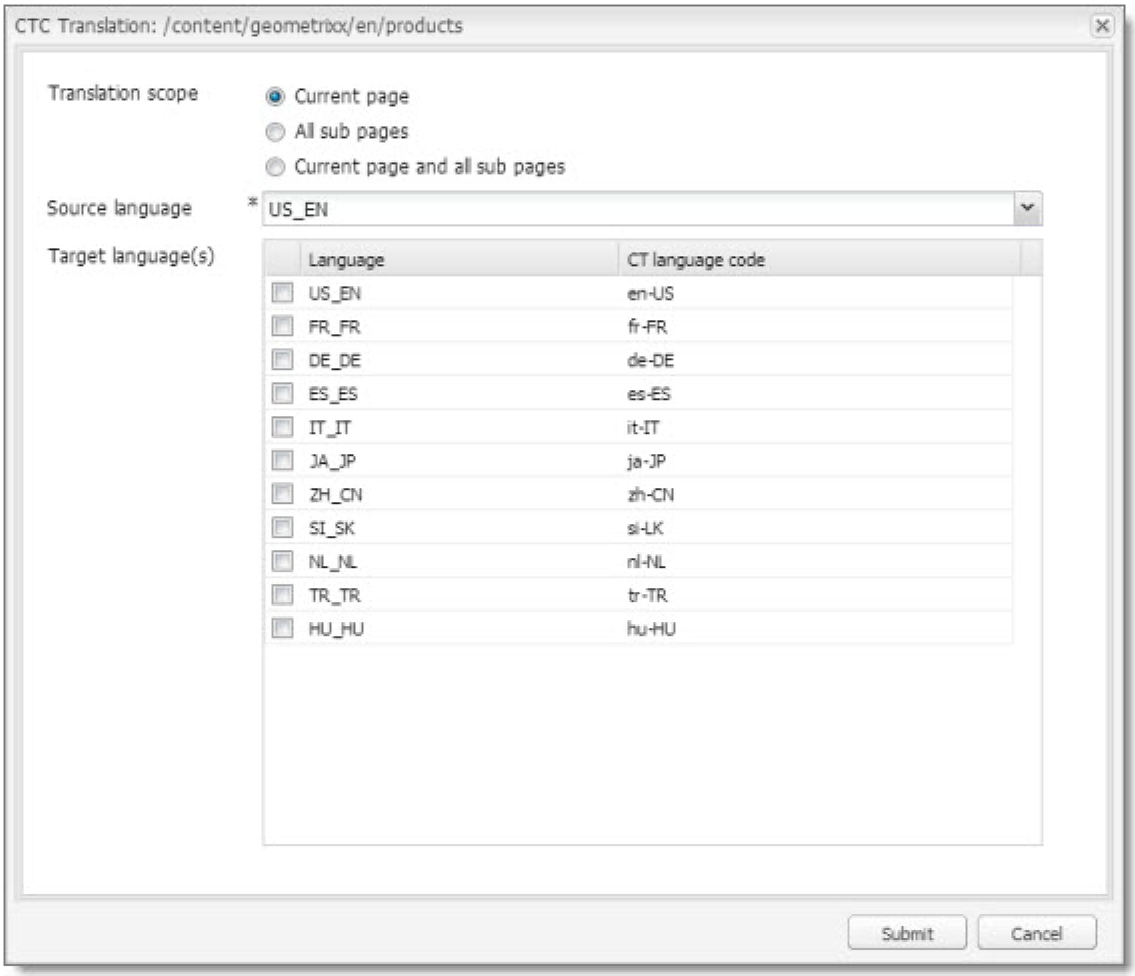
4. Use the following table to determine which user interface is displayed for your company:

Submit button/Next button	Multiple Check Boxes Are Displayed for Advanced Translation Options	For detailed instructions, see...
Submit button	no	"Sidekick - Simple UI" on page 20
Submit button	yes	"Sidekick - Simple UI with Options" on page 21
Next button	no	"Sidekick - Wizard" on page 25

Submit button/Next button	Multiple Check Boxes Are Displayed for Advanced Translation Options	For detailed instructions, see...
Next button	yes	"Sidekick - Wizard with Options" on page 29

4.1.1 Sidekick - Simple UI

You use this interface to submit content to the Translation Queue only.



1. Enter the following information about the translation options:

Option	Description
Translation scope	Determine the scope of the pages to send for translation. This is one of the following: - **Current page:** The Connector sends the current page for translation. - **All sub pages:** The Connector sends all the sub-pages for translation. It does not send the current page. - **Current page and all sub pages:** The Connector sends the current page and all its sub-pages for translation.
Source language	Select the source language to send for translation.
Target language(s)	Select one or more target languages to send for translation.

2. Click **Submit** to send the content to the Translation Queue.

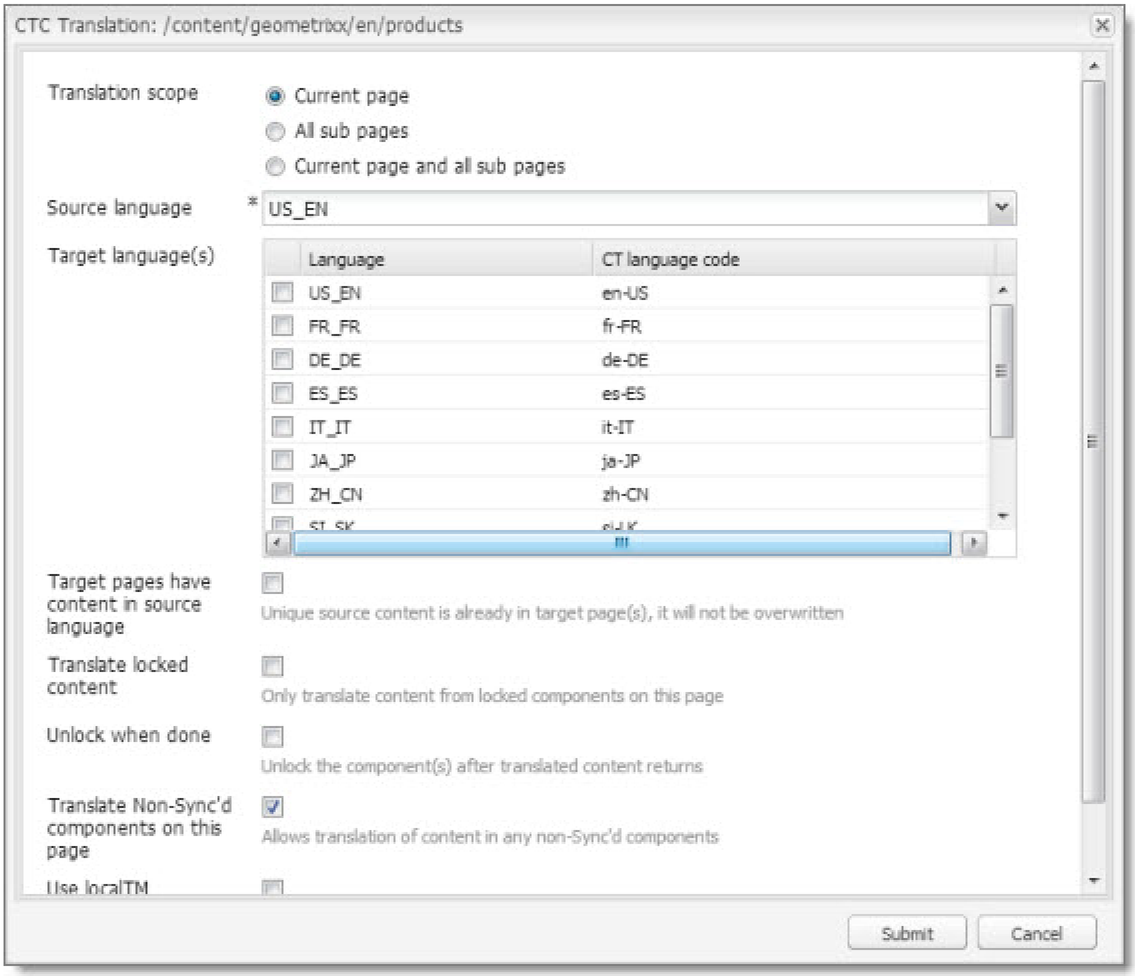
   A message box opens, confirming that the page or pages have been added to the queue.

3. Click **OK** to close the message box.

Important: You must access the Translation Queue and approve the pages you want to send out for translation. For detailed instructions, see "Submitting Content for Translation from the Translation Queue" on page 70.

4.1.2 Sidekick - Simple UI with Options

You use this interface to submit content to the Translation Queue only.



1. Enter the following information about the translation options:

Option	Description
Translation scope	Determine the scope of the pages to send for translation. This is one of the following: ■ **Current page:** The Connector sends the current page for translation. ■ **All sub pages:** The Connector sends all the sub-pages for translation. It does not send the current page. ■ **Current page and all sub pages:** The Connector sends the current page and all its sub-pages for translation.
Source language	Select the source language to send for translation.
Target language(s)	Select one or more target languages to send for translation.

Option	Description
Target Pages Have Content In Source Language	This option is relevant when the target pages are MSM (Multi Site Manager) live copy pages, which means that AEM automatically updates a target page when the corresponding source page changes. It prevents the Connector from overwriting unique source content that already exists in the target pages. This is useful when you are sending a page for translation that has been used in the past to push content to other pages, and includes target page content which has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs. Select this option when you *do not* want the Connector to overwrite components in the target pages that include regionalized content with the newly translated content. - If this check box is selected, the Connector *does not* overwrite unique source content that already exists in the target pages. - If this check box is cleared, the Connector *does* overwrite unique source content that already exists in the target pages. **Recommendation:** Select this check box if you are using the live-copy feature.
Translate Locked Content	This option enables users to send out only content from locked components for translation. - If this check box is selected, users can send out content for translation only if it is from a locked component. - If this check box is cleared, users can send out content for translation whether or not it is from a locked component. **Note:** Locked components have an inheritance relationship between a source Blueprint page and the connected live copy page. When sending content for translation using Sidekick, users can choose whether to send for translation the content from locked components, which is inherited from a Blueprint component. This is useful if, for example, the page has both global and regional information and you only want to translate (replace) the global content that is created via a Blueprint page. In this scenario, suppose that the regional content on the page is manually translated in house, and that it has not changed. You would not want to tamper with it. However, using the same scenario, the global content from head office *has* changed and needs translation. You would select this check box to separate the content and localize only the new, inherited content. **Note about Blueprint pages:** If the **Pickup Content From Blueprint Pages** setting is specified, then the Connector always acts as though this option is selected, even if it is not selected. This occurs because only content from locked components are rolled out from Blueprint pages to Livecopy pages. For more information, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

Option	Description
Unlock When Done	This option automatically unlocks a component after translated content returns. Suppose you send a page for translation that has been used previously to push content to other pages, and it includes target page content that has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs, so you select the **Target Pages Have Content In Source Language** option, which prevents the Connector from overwriting those regionalized target pages with newly translated content. If following that translation, you want to treat the resulting translations as regional, and you no longer want to inherit content from the Blueprint pages, select this check box. **Warning:** This breaks the inheritance between the component and its Blueprint page, so that it no longer inherits new content. However, you can use the `CTCRestoreOriginalSync` workflow to relock the component and recreate the inheritance. For details, see "Relocking Unlocked Components" on page 88. ■ If this check box is selected, the Connector automatically unlocks a component after translated content returns. ■ If this check box is cleared, the Connector does not automatically unlock a component after translated content returns.
Translate Non-Sync'd Components on this page	This option enables users to send content for translation even if it is not synchronized. This means it *does not* have a relationship to a Blueprint page, so it cannot be synchronized with it. This can happen if you are not using the MSM (Multi Site Manager) feature of AEM, or if this is a page with regionalized content that does not inherit content from a Blueprint page. ■ If this check box is selected, users *can* send out content for translation if it does not have a relationship to a Blueprint page. ■ If this check box is cleared, users *cannot* send out content for translation if it does not have a relationship to a Blueprint page. **Important:** The Connector treats certain page properties (`jcr:content`, `jcr:title`, `jcr:description`) as *unlocked* page properties. Therefore, if you want the Connector to send these page properties for translation, you must select this check box. **Recommendation:** Select this check box if you are using either the live-copy or the language-copy features. **Note about Blueprint pages:** If the **Pickup Content From Blueprint Pages** setting is specified, then the Connector always acts as though this option is selected, even when it is not. This occurs because only content from locked components is rolled out from Blueprint pages to Livecopy pages. For more information, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

Option	Description
Use local TM	This feature determines whether to check each component in the source version of the item for any content changes, and send only changed components out for translation. If a component was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation. This feature reduces the quantity of content that the Connector sends to translation providers, which reduces your cost. However, it needs the Connector translation backup data, and it increases the Connector processing time before sending out the items for translation. ■ If this check box is selected, the Connector checks whether content was already translated before sending it out for translation. ■ If this check box is cleared, the Connector sends out content for translation without checking whether it has already been translated.

Note: Your company's Connector configuration determines the default settings of these last five options. For more information, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

2. Click **Submit** to send the content to the Translation Queue.

   A message box opens, confirming that the page or pages have been added to the queue.

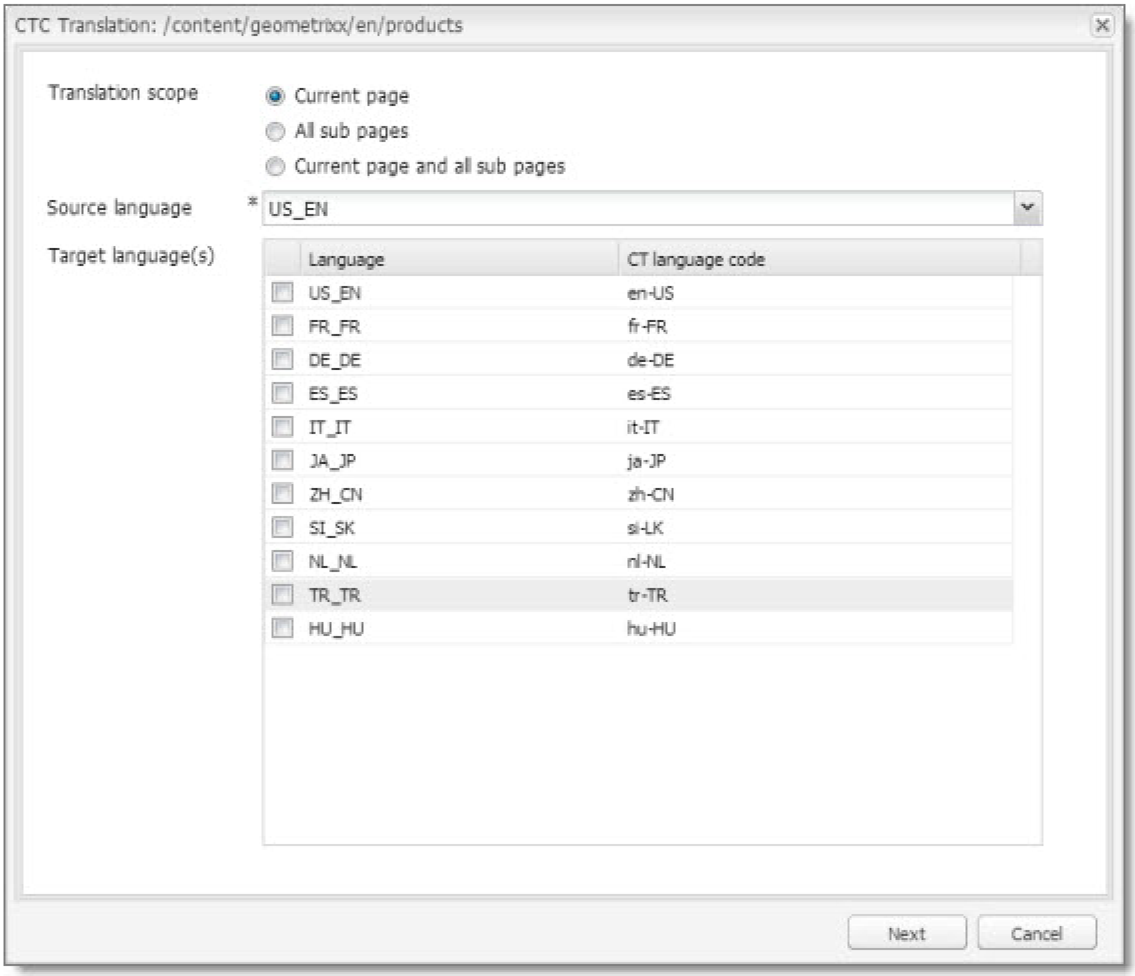
3. Click **OK** to close the message box.

Important: You must access the Translation Queue and approve the pages you want to send out for translation. For detailed instructions, see "Submitting Content for Translation from the Translation Queue" on page 70.

4.1.3 Sidekick - Wizard

You use this interface to submit content to the Translation Queue or directly for translation.

Note: Depending on your user permissions or your company configuration, you may not be able to send out content directly for translation.

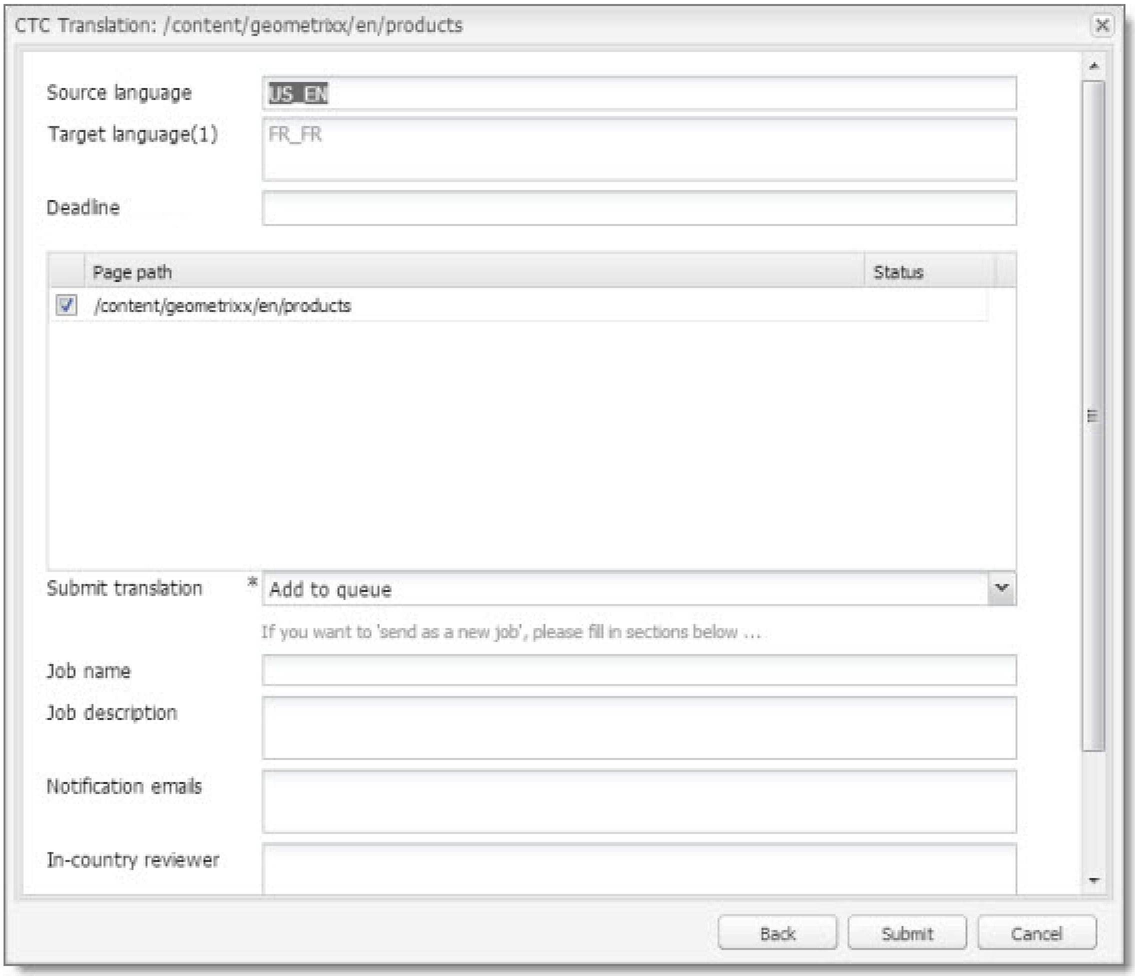


1. Enter the following information about the translation options:

Option	Description
Translation scope	Determine the scope of the pages to send for translation. This is one of the following: ■ **Current page:** The Connector sends the current page for translation. ■ **All sub pages:** The Connector sends all the sub-pages for translation. It does not send the current page. ■ **Current page and all sub pages:** The Connector sends the current page and all its sub-pages for translation.
Source language	Select the source language to send for translation.
Target language(s)	Select one or more target languages to send for translation.

2. Click **Next**.

The second page of the wizard opens.



The following options are available:

Option	Description
Source language	The source language you selected in the previous page of the wizard. Read-only. To change this value, click **Back**.
Target languages	The target languages, including the number of target languages, you selected in the previous page of the wizard. Read-only. To change this value, click **Back**.

Option	Description
Deadline	The requested translation deadline. This is the date when you expect the translated content to return. Click in the field and select a date in the calendar that opens. This information is sent to the translation provider as metadata of the translation package. **Recommendation:** Discuss with your translation provider whether to use the information in this field.
Page Path/Status	This list displays the path and the name of all pages you are sending for translation.
Submit Translation	Indicate where to submit the specified pages for translation. This is one of the following: - **Add to queue:** The Connector adds the specified pages to the Translation Queue. **Important:** You must access the Translation Queue and approve the pages you want to send out for translation. For detailed instructions, see "Submitting Content for Translation from the Translation Queue" on page 70. - **Send as a new job:** The Connector immediately sends out the specified pages for translation as a new translation job, according to your company's routing rules and the options you specify below. **Note:** This option is available only to users with permission to send pages directly out for translation.
Job Name	Your name for this translation job. This information is sent to your translation provider. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.
Job Description	Your description for the translation job. This information is sent to your translation provider. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.
Notification Emails	Enter one or more email addresses that will receive notification when the content leaves AEM and when it returns to AEM. Use a comma to separate multiple email addresses. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.

Option	Description
In-country Reviewer	Optional. This is generally the name of the localization reviewer, which is stored in the `InCountryReviewer` attribute in the XML sent to the translation provider. By default, this field is hidden. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.
Content Type	You can tag the content in a translation job as a specific content type. Depending on your company's configuration, the Clay Tablet Platform may send the content to a specific translation provider based on the content type. Select one of the following content types: ■ Marketing ■ Technical ■ Legal **Note:** You may see different content types if your company has configured custom content types. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.
Choose LSP	Select the translation provider for your translation job. Your Connector administrator specifies the default translation provider. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.

3. Click **Submit** to submit the specified pages either to the Translation Queue or directly to translation, as you indicated above.
4. If you submitted the pages directly for translation, a message box opens, confirming that you want to send out the translation job. Click **OK** to proceed.
5. The wizard page displays a green box in the **Status** column, indicating that the translation submission was successful.
6. Click **Close** to close the wizard.

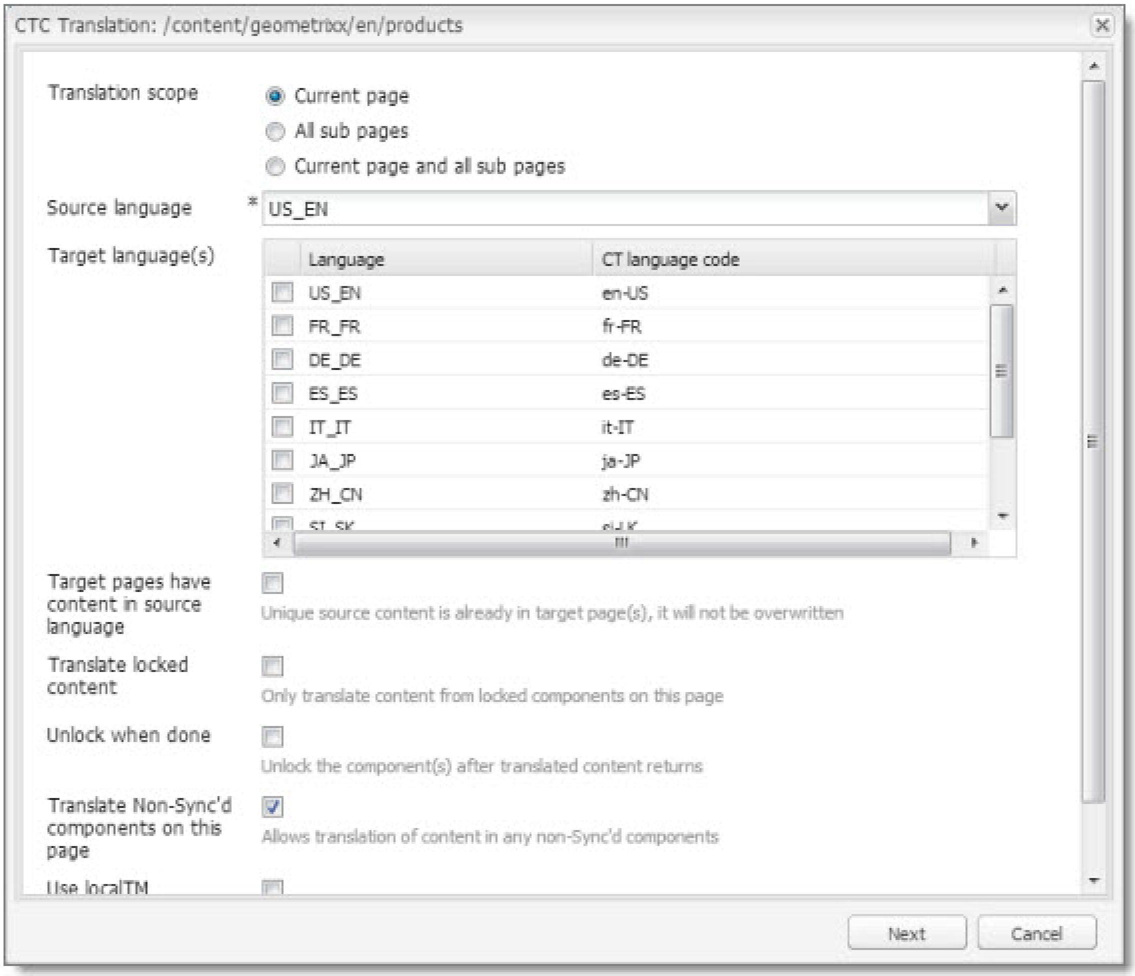
For information about the events that occur when the Connector sends out content for translation, see "Sending Content for Translation" on page 18.

Tip: You can monitor the translation progress from within the Connector. For detailed instructions, see "Monitoring Translation Status and Jobs and Viewing Translated Content" on page 80.

4.1.4 Sidekick - Wizard with Options

You use this interface to submit content to the Translation Queue or directly for translation.

Note: Depending on your user permissions or your company configuration, you may not be able to send out content directly for translation.



1. Enter the following information about the translation options:

Option	Description
Translation scope	Determine the scope of the pages to send for translation. This is one of the following: ■ **Current page:** The Connector sends the current page for translation. ■ **All sub pages:** The Connector sends all the sub-pages for translation. It does not send the current page. ■ **Current page and all sub pages:** The Connector sends the current page and all its sub-pages for translation.
Source language	Select the source language to send for translation.
Target language(s)	Select one or more target languages to send for translation.

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Target Pages Have Content In Source Language</td><td>This option is relevant when the target pages are MSM (Multi Site Manager) live copy pages, which means that AEM automatically updates a target page when the corresponding source page changes. It prevents the Connector from overwriting unique source content that already exists in the target pages.

This is useful when you are sending a page for translation that has been used in the past to push content to other pages, and includes target page content which has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs. Select this option when you do not want the Connector to overwrite components in the target pages that include regionalized content with the newly translated content.

■ If this check box is selected, the Connector does not overwrite unique source content that already exists in the target pages.
■ If this check box is cleared, the Connector does overwrite unique source content that already exists in the target pages.

Recommendation: Select this check box if you are using the live-copy feature.</td></tr>
<tr><td>Translate Locked Content</td><td>This option enables users to send out only content from locked components for translation.

■ If this check box is selected, users can send out content for translation only if it is from a locked component.
■ If this check box is cleared, users can send out content for translation whether or not it is from a locked component.

Note: Locked components have an inheritance relationship between a source Blueprint page and the connected live copy page. When sending content for translation using Sidekick, users can choose whether to send for translation the content from locked components, which is inherited from a Blueprint component. This is useful if, for example, the page has both global and regional information and you only want to translate (replace) the global content that is created via a Blueprint page. In this scenario, suppose that the regional content on the page is manually translated in house, and that it has not changed. You would not want to tamper with it. However, using the same scenario, the global content from head office has changed and needs translation. You would select this check box to separate the content and localize only the new, inherited content.

Note about Blueprint pages: If the Pickup Content From Blueprint Pages setting is specified, then the Connector always acts as though this option is selected, even if it is not selected. This occurs because only content from locked components are rolled out from Blueprint pages to Livecopy pages. For more information, refer to the Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide.</td></tr>
</table>

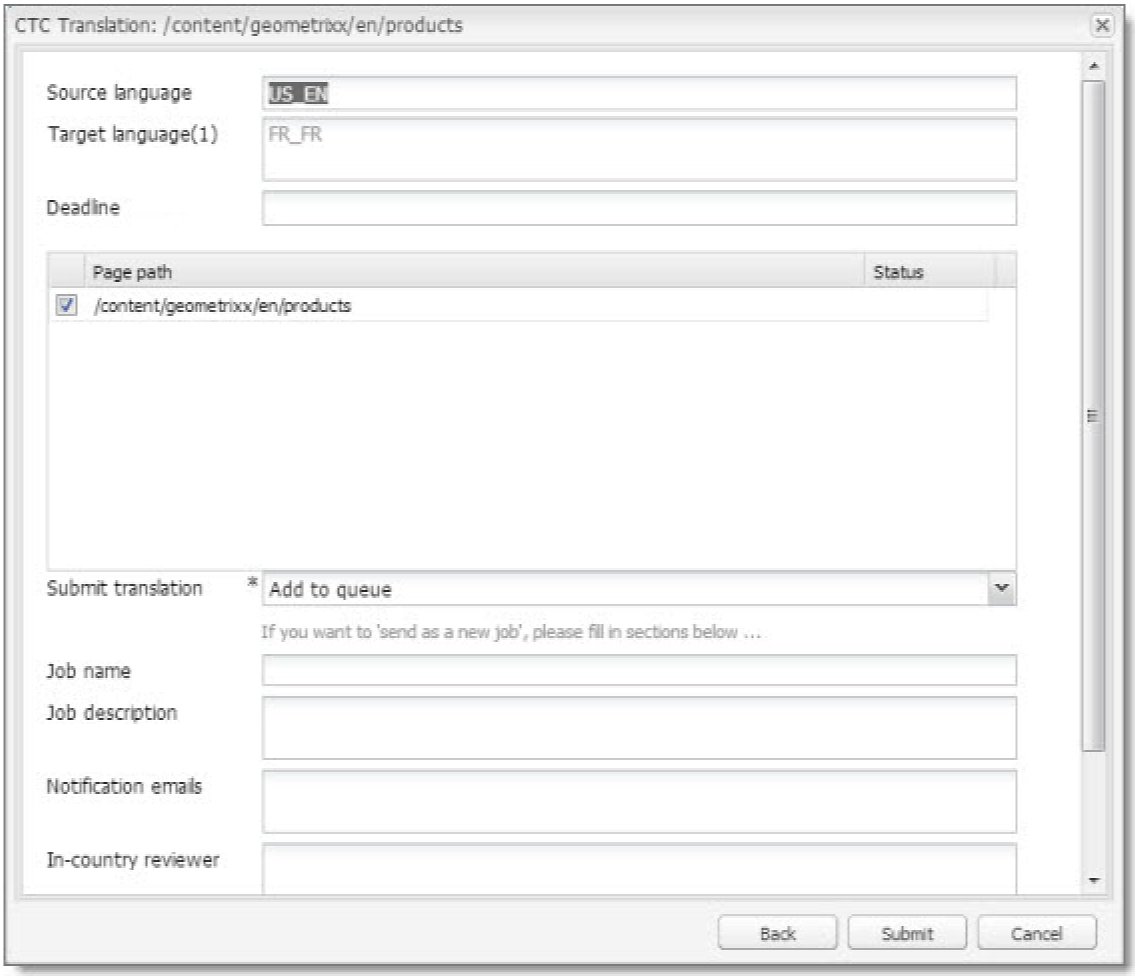
Option	Description
Unlock When Done	This option automatically unlocks a component after translated content returns. Suppose you send a page for translation that has been used previously to push content to other pages, and it includes target page content that has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs, so you select the **Target Pages Have Content In Source Language** option, which prevents the Connector from overwriting those regionalized target pages with newly translated content. If following that translation, you want to treat the resulting translations as regional, and you no longer want to inherit content from the Blueprint pages, select this check box. **Warning:** This breaks the inheritance between the component and its Blueprint page, so that it no longer inherits new content. However, you can use the `CTCRestoreOriginalSync` workflow to relock the component and recreate the inheritance. For details, see "Relocking Unlocked Components" on page 88. ■ If this check box is selected, the Connector automatically unlocks a component after translated content returns. ■ If this check box is cleared, the Connector does not automatically unlock a component after translated content returns.
Translate Non-Sync'd Components on this page	This option enables users to send content for translation even if it is not synchronized. This means it *does not* have a relationship to a Blueprint page, so it cannot be synchronized with it. This can happen if you are not using the MSM (Multi Site Manager) feature of AEM, or if this is a page with regionalized content that does not inherit content from a Blueprint page. ■ If this check box is selected, users *can* send out content for translation if it does not have a relationship to a Blueprint page. ■ If this check box is cleared, users *cannot* send out content for translation if it does not have a relationship to a Blueprint page. **Important:** The Connector treats certain page properties (`jcr:content`, `jcr:title`, `jcr:description`) as *unlocked* page properties. Therefore, if you want the Connector to send these page properties for translation, you must select this check box. **Recommendation:** Select this check box if you are using either the live-copy or the language-copy features. **Note about Blueprint pages:** If the **Pickup Content From Blueprint Pages** setting is specified, then the Connector always acts as though this option is selected, even when it is not. This occurs because only content from locked components is rolled out from Blueprint pages to Livecopy pages. For more information, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

Option	Description
Use local TM	This feature determines whether to check each component in the source version of the item for any content changes, and send only changed components out for translation. If a component was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation. This feature reduces the quantity of content that the Connector sends to translation providers, which reduces your cost. However, it needs the Connector translation backup data, and it increases the Connector processing time before sending out the items for translation. ▪ If this check box is selected, the Connector checks whether content was already translated before sending it out for translation. ▪ If this check box is cleared, the Connector sends out content for translation without checking whether it has already been translated.

Note: Your company's Connector configuration determines the default settings of these last five options. For more information, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

2. Click **Next**.

   The second page of the wizard opens.



The following options are available:

Option	Description
Source language	The source language you selected in the previous page of the wizard. Read-only. To change this value, click **Back**.
Target languages	The target languages, including the number of target languages, you selected in the previous page of the wizard. Read-only. To change this value, click **Back**.
Deadline	The requested translation deadline. This is the date when you expect the translated content to return. Click in the field and select a date in the calendar that opens. This information is sent to the translation provider as metadata of the translation package. **Recommendation:** Discuss with your translation provider whether to use the information in this field.

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Page Path/Status</td><td>This list displays the path and the name of all pages you are sending for translation.</td></tr>
<tr><td>Submit Translation</td><td>Indicate where to submit the specified pages for translation. This is one of the following:

Add to queue: The Connector adds the specified pages to the Translation Queue.
Important: You must access the Translation Queue and approve the pages you want to send out for translation. For detailed instructions, see "Submitting Content for Translation from the Translation Queue" on page 70.
Send as a new job: The Connector immediately sends out the specified pages for translation as a new translation job, according to your company's routing rules and the options you specify below.
Note: This option is available only to users with permission to send pages directly out for translation.
</td></tr>
<tr><td>Job Name</td><td>Your name for this translation job. This information is sent to your translation provider.
Required and relevant only when <code>Send as a new job</code> is selected in the Submit Translation field, above.</td></tr>
<tr><td>Job Description</td><td>Your description for the translation job. This information is sent to your translation provider.
Required and relevant only when <code>Send as a new job</code> is selected in the Submit Translation field, above.</td></tr>
<tr><td>Notification Emails</td><td>Enter one or more email addresses that will receive notification when the content leaves AEM and when it returns to AEM. Use a comma to separate multiple email addresses.
Required and relevant only when <code>Send as a new job</code> is selected in the Submit Translation field, above.</td></tr>
<tr><td>In-country Reviewer</td><td>Optional. This is generally the name of the localization reviewer, which is stored in the <code>InCountryReviewer</code> attribute in the XML sent to the translation provider. By default, this field is hidden.
Required and relevant only when <code>Send as a new job</code> is selected in the Submit Translation field, above.</td></tr>
</table>

Option	Description
Content Type	You can tag the content in a translation job as a specific content type. Depending on your company's configuration, the Clay Tablet Platform may send the content to a specific translation provider based on the content type. Select one of the following content types: - Marketing - Technical - Legal **Note:** You may see different content types if your company has configured custom content types. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.
Choose LSP	Select the translation provider for your translation job. Your Connector administrator specifies the default translation provider. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.

3. Click **Submit** to submit the specified pages either to the Translation Queue or directly to translation, as you indicated above.

4. If you submitted the pages directly for translation, a message box opens, confirming that you want to send out the translation job. Click **OK** to proceed.

5. The wizard page displays a green box in the **Status** column, indicating that the translation submission was successful.

6. Click **Close** to close the wizard.

For information about the events that occur when the Connector sends out content for translation, see "Sending Content for Translation" on page 18.

Tip: You can monitor the translation progress from within the Connector. For detailed instructions, see "Monitoring Translation Status and Jobs and Viewing Translated Content" on page 80.

4.2 Sending Content for Translation Using the Bulk Translation Wizard

The Bulk Translation wizard enables you to select, send, and receive large quantities of content for translation in only a few clicks.

This is useful for quickly sending out entire sections, sites, or content trees for translation into one or more languages. Each group of pages you send out for translation is a separate job. You can specify different settings and create a different deadline for each job.

You access the Bulk Translation wizard from the Clay Tablet Connector rail or directly from your Web browser address bar.

When you use the Bulk Translation wizard, you can submit content either to the Translation Queue or directly to translation.

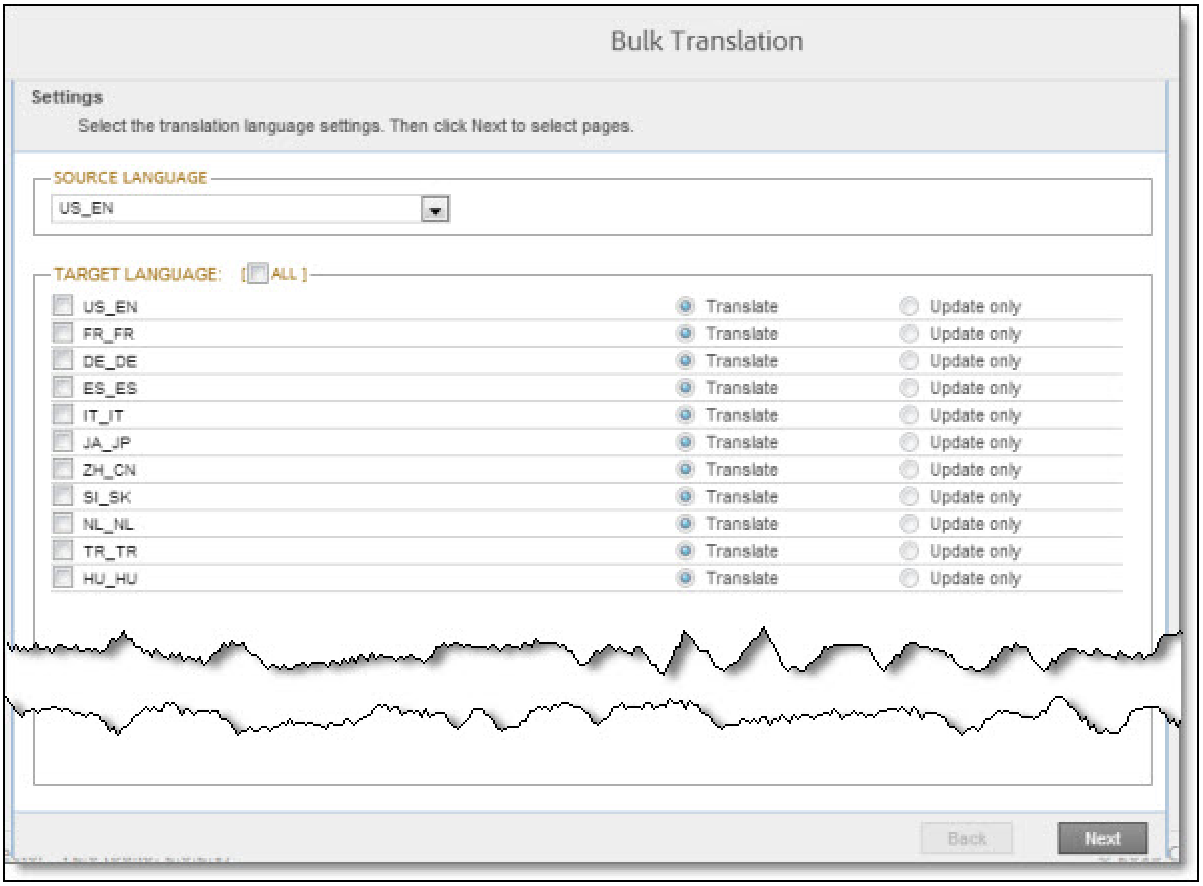
Note: You can submit tags and dictionaries (i18n items) for translation only using the Bulk Translation wizard.

Note: Depending on your user permissions or your company configuration, you may not be able to send out content directly for translation.

To send out content for translation via the Bulk Translation wizard:

1. Do one of the following to open the Bulk Translation wizard:
   - In the Touch-Optimized UI of AEM 6.0 or higher, click **Tools > Clay Tablet Connector** in the AEM rail. Then, click **Bulk Translation** in the Clay Tablet Connector rail.
   - In the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **Bulk Translation** in the Clay Tablet Connector rail.
   - In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **Bulk Translation** in the Clay Tablet Connector rail.
   - In your Web browser, navigate to `/content/ctctranslation/bulktrans.html` on your AEM instance.

   The **Settings** page of the Bulk Translation wizard opens.

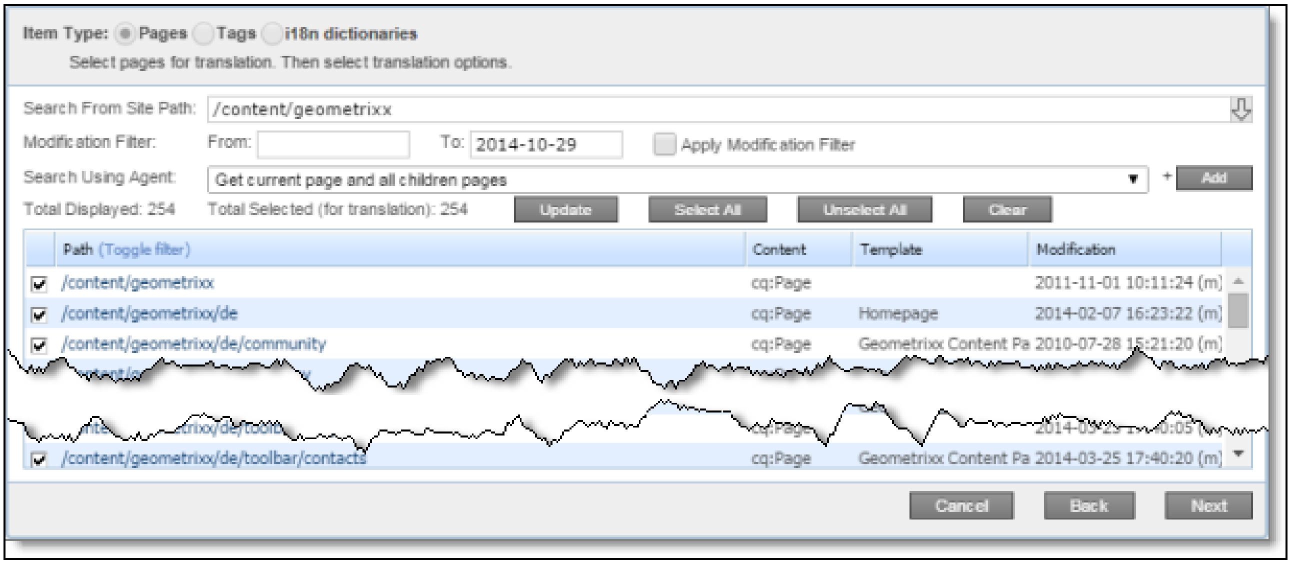


2. In the **Settings** page, you choose the following settings:

Setting	Description
Source Language	Select the source language for translation. The Connector will send pages in this source language for translation.
Target Language	Select the check boxes for all the target languages into which you want to translate the source content. The list displays all the languages that are set up in AEM. To select all available languages, select the **All** check box.
Translate/Update Only	For each language you select, choose one of the following options: ■ `Translate`: This creates a copy of all the source nodes and pages in the target. The Connector sends all pages in the source site structure for translation. ■ `Update only`: This updates existing target pages only. The Connector does not create new pages in the target structure. If there is a *new* source page, (without corresponding target page), then the Connector does not send that page for translation.

3. Click **Next**.

The **Item Type** page opens.



4. At the top of the page, select one of the following item types:
   - **Pages:** Web pages.
   - **Tags:** Metadata assigned to a content item within AEM (usually a page), which act as keywords or labels attached to that content item.
   - **i18n dictionaries:** Texts and their translations in a CQ5 Translator dictionary.
5. In the **Search from Site Path** field, specify the highest root folder of all source pages, tags, or dictionaries to send for translation. Either:
   - Click the arrow at the end of the field, navigate to that path, select it, and click **Select**.

     Note: By default, the dialog box opens to the path of the root folder for the source language you selected in step 2, above.
   - Type the path in the following format: `/content/geometrixx/en`.
6. Optional. In the **Modification Filter From** field, enter the earliest modification date for which to include items. Enter the date in the `YYYY-MM-DD` format. In the **To** field, enter the latest modification date for which to include pages. To apply this filter to the items that the search agent will collect, select the **Apply Modification Filter** check box. If you use this option, only items that were changed in the specified date range are included.
7. In the **Search Using Agent** field, select an agent to collect items to send for translation. Select a custom agent or one of the following pre-configured agents from the list:
   - Page agents, which are available only if **Pages** is selected in **Item Type**, at the top of the page:
     - `Get current page`: Default. The agent collects the root page of the path specified in the **Search from Site Path** box, above.

- `Get all children pages`: The agent collects all children pages of the path specified in the **Search from Site Path** box, above. It does not collect any pages in the root path.
- `Get current page and all children pages`: The agent collects the root page and all children pages of the path specified in the **Search from Site Path** box, above.
- The `Get current and child tags` agent, which is available only if **Tags** is selected in **Item Type**, at the top of the page.
- The `Get i18n` agent, which is available only if **i18n dictionaries** is selected in **Item Type**, at the top of the page.

Note: For information on creating a custom agent, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

8. Click **Add**.

The specified agent collects all items that match the search criteria and displays them in the list. By default, the check box for each page you add is selected, and the check box for each tag or i18n dictionary is cleared.

The following summary information is displayed:

- **Total Displayed:** The total number of items available for selection.
- **Total Selected (for translation):** The number of items selected to send out for translation.

The following information is displayed about each item:

Column	Description
Path	The path to the item to send out for translation.
Content	The type of content to send out for translation. Supported values are all the types of nodes included in your company's website.
Template	The AEM template used to create the item.
Modification	■ The date and time when the item was last modified, in the following format: `YYYY-MM-DD kk:mm:ss`, where `kk` is the hour represented by a 24-hour clock. ■ The `(m)` following the date and time indicates that the item was modified. The username of the user who last modified the item is displayed in parentheses, for example, `[admin]`.

Note: You can repeat steps 5 to 8 to perform multiple searches and add multiple sets of items with different root folders to the list of items to translate. However, all sets of items must be of the same type, such as page items.

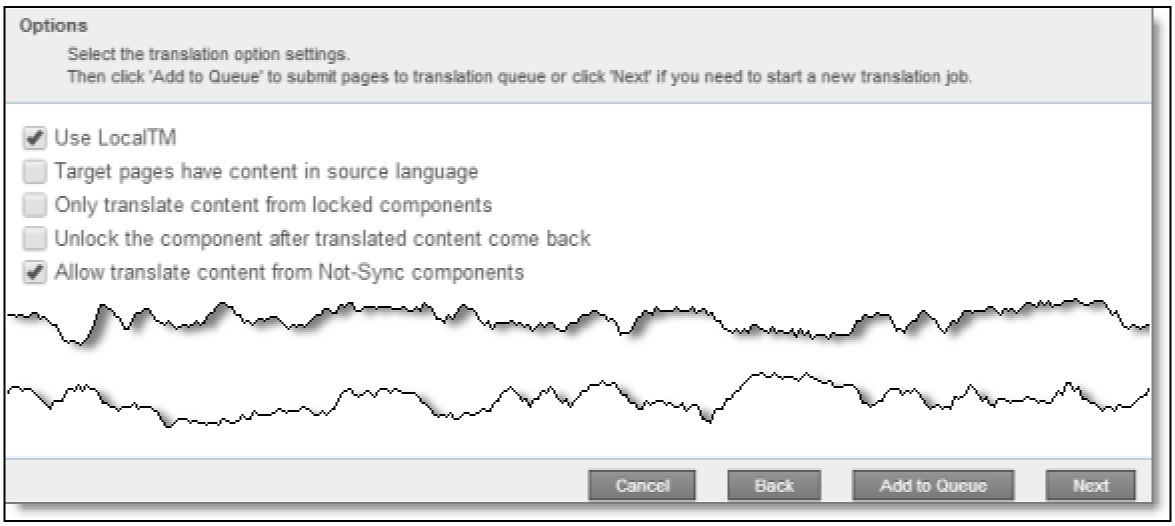
Note: You can select one dictionary item at a time for translation. To select another dictionary item for translation, run the Bulk Translation wizard again.

9. Clear the check boxes of any items you *do not* want to send out for translation. Ensure that the check boxes are selected for any items you want to send out for translation.

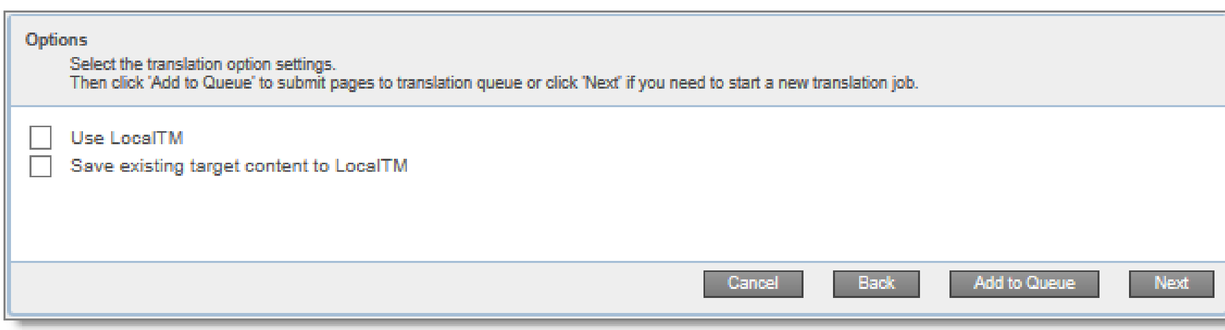
10. Use the following features to modify the list of items to send out for translation:
    - To select the check boxes for all the items in the list, click **Select all**.
    - To clear the check boxes for all the items in the list, click **Unselect all**.
    - To remove all the items from the list, even if the corresponding check boxes are selected, click **Clear**.
11. Optional. To update the **Total Selected (for translation)** field above with the number of items with selected check boxes, click **Update**.
12. Click **Next**.

    The **Options** page opens.

    - Version displayed if **Pages** is selected in the **Item Type** page of the wizard.



    - Version displayed if **Tags** or **I18N dictionaries** is selected in the **Item Type** page of the wizard.



13. Enter the following information about the translation options:

Note: Your company's configuration determines the default value of each option.

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Use Local TM</td><td>This feature determines whether to check each component in the source version of the item for any content changes, and send only changed components out for translation. If a component was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation. This feature reduces the quantity of content that the Connector sends to translation providers, which reduces your cost. However, it needs the Connector translation backup data, and it increases the Connector processing time before sending out the items for translation.
■ If this check box is selected, the Connector checks whether content was already translated before sending it out for translation.
■ If this check box is cleared, the Connector sends out content for translation without checking whether it has already been translated.</td></tr>
<tr><td>Target pages have content in source language</td><td>This option is relevant when the target pages are MSM (Multi Site Manager) live copy pages, which means that AEM automatically updates a target page when the corresponding source page changes. It prevents the Connector from overwriting unique source content that already exists in the target pages.
This is useful when you are sending a page for translation that has been used in the past to push content to other pages, and includes target page content which has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs. Select this option when you do not want the Connector to overwrite components in the target pages that include regionalized content with the newly translated content.
■ If this check box is selected, the Connector does not overwrite unique source content that already exists in the target pages.
■ If this check box is cleared, the Connector does overwrite unique source content that already exists in the target pages.
Recommendation: Select this check box if you are using the live-copy feature.
Note: This option is available only if Pages is selected in the Item Type page of the wizard.</td></tr>
</table>

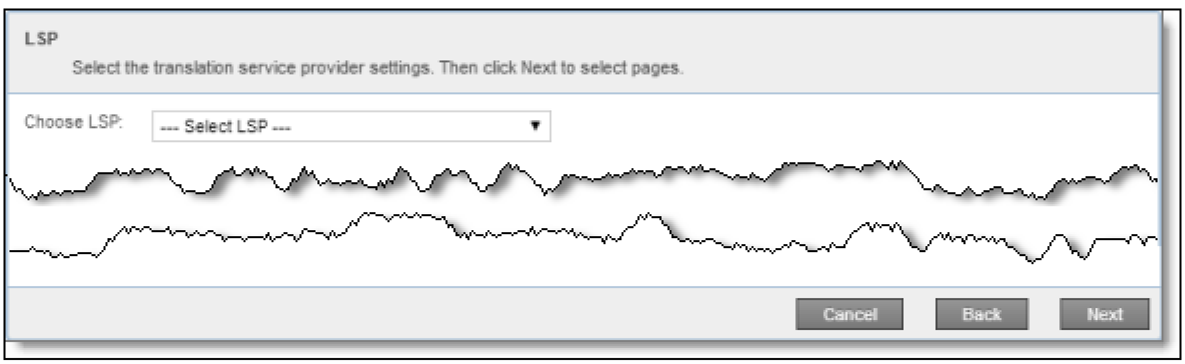
<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Only translate content from locked components</td><td>This option enables users to send out only content from locked components for translation.
- If this check box is selected, users can send out content for translation only if it is from a locked component.
- If this check box is cleared, users can send out content for translation whether or not it is from a locked component.
Note: Locked components have an inheritance relationship between a source Blueprint page and the connected live copy page. When sending content for translation using Sidekick, users can choose whether to send for translation the content from locked components, which is inherited from a Blueprint component. This is useful if, for example, the page has both global and regional information and you only want to translate (replace) the global content that is created via a Blueprint page. In this scenario, suppose that the regional content on the page is manually translated in house, and that it has not changed. You would not want to tamper with it. However, using the same scenario, the global content from head office has changed and needs translation. You would select this check box to separate the content and localize only the new, inherited content.
Note about Blueprint pages: If the Pickup Content From Blueprint Pages setting is specified, then the Connector always acts as though this option is selected, even if it is not selected. This occurs because only content from locked components are rolled out from Blueprint pages to Livecopy pages. For more information, refer to the Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide.
Note: This option is available only if Pages is selected in the Item Type page of the wizard.</td></tr>
</table>

Option	Description
Unlock the component after translated content come back	This option automatically unlocks a component after translated content returns. Suppose you send a page for translation that has been used previously to push content to other pages, and it includes target page content that has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs, so you select the **Target Pages Have Content In Source Language** option, which prevents the Connector from overwriting those regionalized target pages with newly translated content. If following that translation, you want to treat the resulting translations as regional, and you no longer want to inherit content from the Blueprint pages, select this check box. **Warning:** This breaks the inheritance between the component and its Blueprint page, so that it no longer inherits new content. However, you can use the `CTCRestoreOriginalSync` workflow to relock the component and recreate the inheritance. For details, see "Relocking Unlocked Components" on page 88. ■ If this check box is selected, the Connector automatically unlocks a component after translated content returns. ■ If this check box is cleared, the Connector does not automatically unlock a component after translated content returns. **Note:** This option is available only if **Pages** is selected in the **Item Type** page of the wizard.
Allow translate content from Not-Sync components	This option enables users to send content for translation even if it is not synchronized. This means it *does not* have a relationship to a Blueprint page, so it cannot be synchronized with it. This can happen if you are not using the MSM (Multi Site Manager) feature of AEM, or if this is a page with regionalized content that does not inherit content from a Blueprint page. ■ If this check box is selected, users *can* send out content for translation if it does not have a relationship to a Blueprint page. ■ If this check box is cleared, users *cannot* send out content for translation if it does not have a relationship to a Blueprint page. **Important:** The Connector treats certain page properties (`jcr:content`, `jcr:title`, `jcr:description`) as *unlocked* page properties. Therefore, if you want the Connector to send these page properties for translation, you must select this check box. **Recommendation:** Select this check box if you are using either the live-copy or the language-copy features. **Note about Blueprint pages:** If the **Pickup Content From Blueprint Pages** setting is specified, then the Connector always acts as though this option is selected, even when it is not. This occurs because only content from locked components is rolled out from Blueprint pages to Livecopy pages. For more information, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*. **Note:** This option is available only if **Pages** is selected in the **Item Type** page of the wizard.

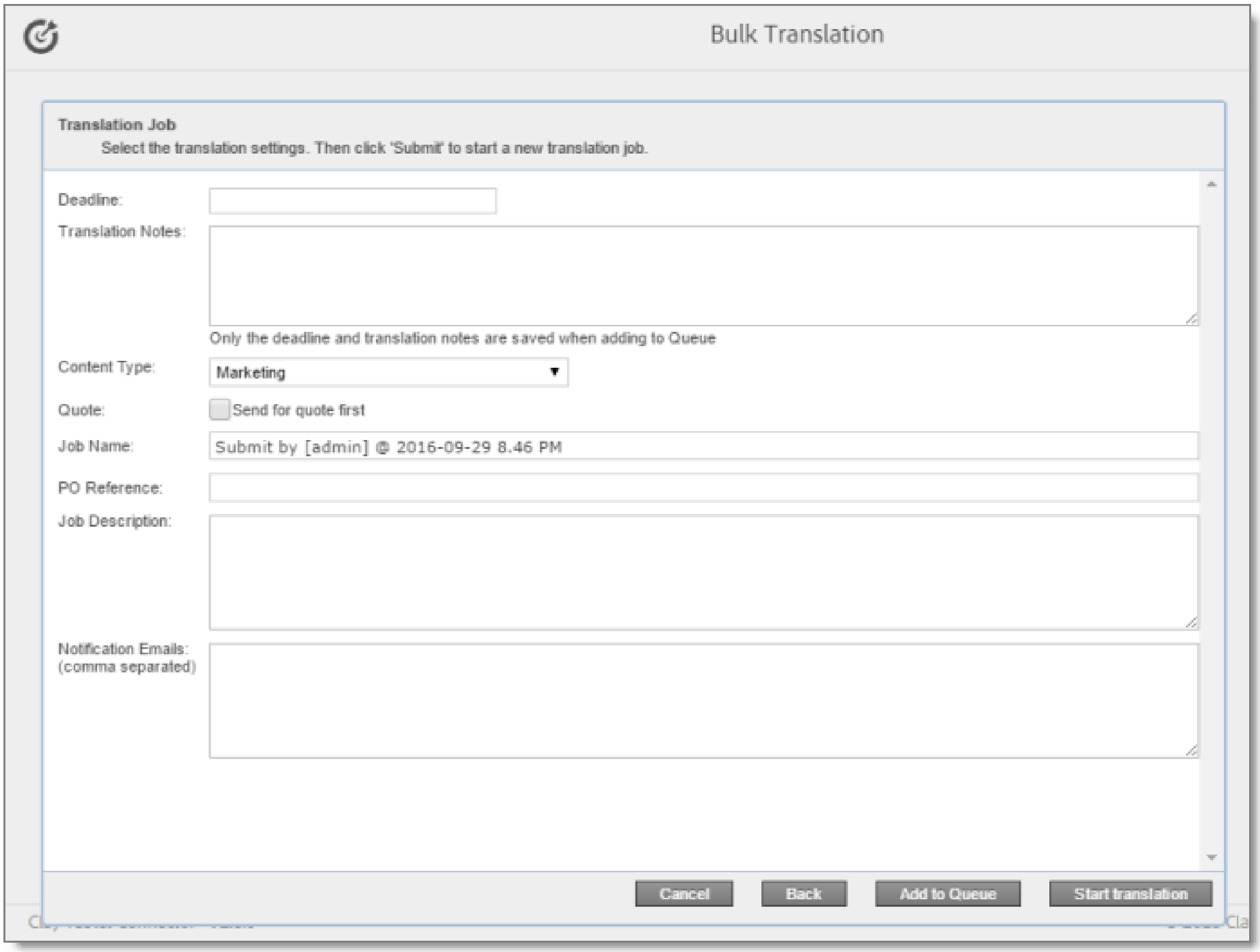
Option	Description

Save existing target content to LocalTM	This option saves any target content that has already been translated to the local translation memory (TM) instead of sending it out for translation:
	■ When this option is selected:
	  ▪ The Connector *does not* send out for translation entries that already have translations. Instead, it stores these translations in the local TM.
	  ▪ The Connector sends out for translation only entries that do not have corresponding translations.
	■ When this option is not selected, the Connector overwrites any existing translated content.
	Tip: Select the **Use Local TM** check box, described above, to instruct the Connector to check whether content was already translated before sending it out for translation.
	Note: This option is available only if **Tags** or **i18n dictionaries** is selected in the **Item Type** page of the wizard.

14. Do one of the following:
    - If you want to send the selected items to the Translation Queue instead of sending them out directly for translation, click **Add to queue**. The Translation Queue opens. For details, see "Submitting Content for Translation from the Translation Queue" on page 70.
    - To immediately send out the selected items for translation, click **Next**.
        - If multiple translation providers are configured for your company, the **LSP** page of the wizard opens, as described below.

          In the **Choose LSP** list, select the translation provider for this translation job from the list, and click **Next** to open the Translation Job page of the wizard.
    - Otherwise, the Translation Job page of the wizard opens directly.
15. In the **Translation Job** page of the wizard, enter the following information about the files to send out for translation:



Option	Description
Deadline	The requested translation deadline. This is the date when you expect the translated content to return. Click in the field and select a date in the calendar that opens. This information is sent to the translation provider as metadata of the translation package. **Recommendation:** Discuss whether to use this feature with your translation provider(s).
Translation Notes	Enter any additional information about this translation job. This information is sent to the translation provider as a comment in the metadata of the translation package.

Option	Description
Content Type	You can tag the content in a translation job as a specific content type. Depending on your company's configuration, the Clay Tablet Platform may send the content to a specific translation provider based on the content type. Select one of the following content types: - Marketing - Technical - Legal **Note:** You may see different content types if your company has configured custom content types.
Quote	Select this check box to inform the translation provider that you want to receive a quote before the translation process starts.
Job Name	Your name for this translation job. By default this includes the username, date, and time when you created the job, for example: `Submit by [admin] @ 2016-12-20 6.57 PM`. This is stored in the `CQJobName` attribute in the XML that the Connector sends to the translation provider.
PO Reference	Enter the purchase order reference number.
Job Description	Additional information about this job. This is stored in the `CQJobDescription` attribute in the XML that the Connector sends to the translation provider.
Notification Emails	Enter one or more email addresses that will receive notification when the content leaves AEM and when it returns to AEM. Use a comma to separate multiple email addresses.
In-country Reviewer	Optional. This is generally the name of the localization reviewer, which is stored in the `InCountryReviewer` attribute in the XML sent to the translation provider. By default, this field is hidden.

Note: If you want to send the selected items to the Translation Queue instead of sending them out directly for translation, click **Add to queue**. The Translation Queue opens. For details, see "Submitting Content for Translation from the Translation Queue" on page 70.

16. Click **Start Translation**.

    The Connector sends the translation job to the translation provider you specified.

    The **Job Details** tab of the **Translation Status** page opens, where you can monitor the progress of your translation job. For details, see "Monitoring Pages in a Translation Job and Viewing Translated Content" on page 84.

For information about the events that occur when the Connector sends out content for translation, see "Sending Content for Translation" on page 18.

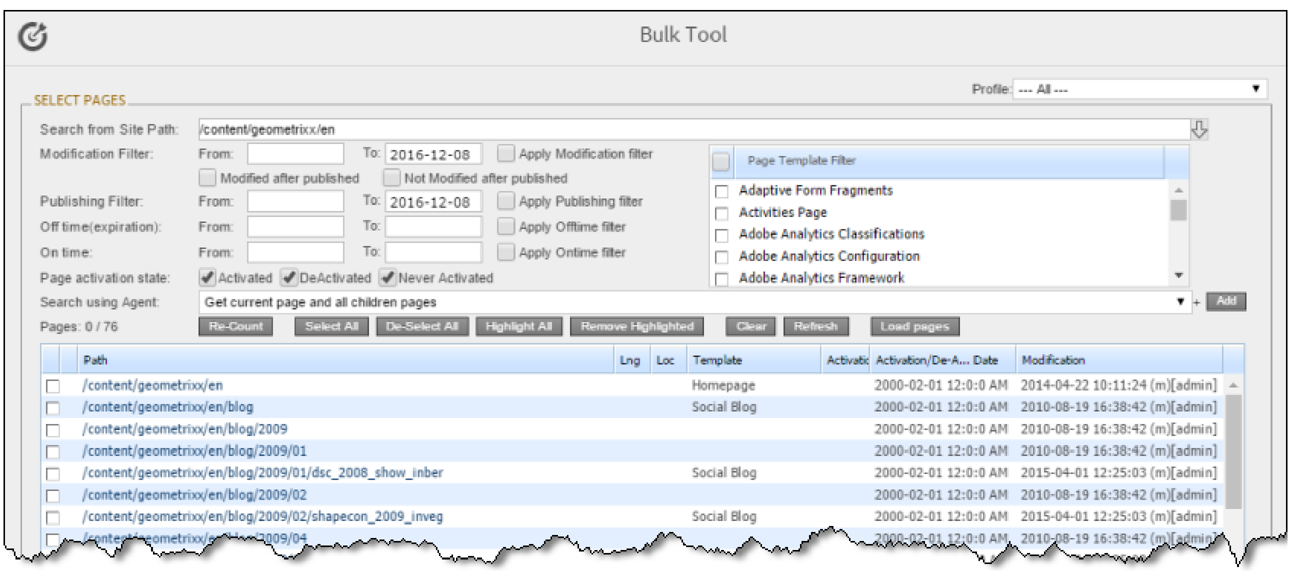
4.3 Sending Content for Translation Using the Bulk Tool

The Bulk Tool enable you to send multiple pages directly out for translation or to the Translation Queue. You can add pages from multiple site paths, and/or upload page paths stored in `CSV` or `XLS` files. You can filter these pages by publication date, on time, off time, activation state, and page template.

You can also use the Bulk Tool to perform AEM actions on multiple page simultaneously. For detailed instructions, see "Performing Actions on Multiple Pages" on page 99.

To send out content for translation via the Bulk Tool:

1. Do one of the following to open the Bulk Tool:
   - In the Touch-Optimized UI of AEM 6.0 or higher, click **Tools > Clay Tablet Connector** in the AEM rail. Then, click **Bulk Tool** in the Clay Tablet Connector rail.
   - In the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **Bulk Tool** in the Clay Tablet Connector rail.
   - In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **Bulk Tool** in the Clay Tablet Connector rail.
   - In your Web browser, navigate to `/content/ctctranslation/advbulk.html` on your AEM instance.



2. Optional. If you are a member of multiple teams, then in the **Profile** dropdown list, select the team profile to use with the Bulk Tool. This displays the source and target languages specified for the team profile.

3. In the **Select Pages** section, you either set the parent path of one or more files to upload, apply filters, and then use an agent to upload the files, or you upload one or more files containing the paths of pages. You repeat this step until you have added all the paths and files to add. Do one of the following to select pages:

To set the parent path of one or more files to upload, apply filters, and then use an agent to upload the files:

a. In the **Search from Site Path** field, specify the highest root folder of all source pages. Either:

- Click the arrow at the end of the field, navigate to that path, select it, and click **Select**.
- Type the path in the following format: `/content/geometrixx/en`.

b. Optional. Specify any of the following filters:

Filter	Description	How To Specify...
Modification Filter	The range of dates when the page was modified.	▪ In the **From** and **To** boxes, enter the dates in `YYYY-MM-DD` format. ▪ Select the **Apply modification filter** check box.
Publishing Filter	The range of dates when the page was published.	▪ In the **From** and **To** boxes, enter the dates in `YYYY-MM-DD` format. ▪ Select the **Apply publishing filter** check box.
Off time (expiration)	The range of dates when the page was off time, or unpublished.	▪ In the **From** and **To** boxes, enter the dates in `YYYY-MM-DD` format. ▪ Select the **Apply offtime filter** check box.
On time	The range of dates when the page was on time.	▪ In the **From** and **To** boxes, enter the dates in `YYYY-MM-DD` format. ▪ Select the **Apply ontime filter** check box.
Page template filter	The AEM template used to create the page.	Select the check boxes for the templates to include, or select the check box in the list header to include all templates.

Tip: For precise descriptions of some of these terms, refer to the AEM documentation, available at: https://docs.adobe.com/docs/en/aem/6-2/author/page-authoring/publishing-pages.html.

c. Optional. In the **Page activation state** section, select one or more of the following activation states for the pages to include:

- **Activated**: The page has been activated (published).
- **DeActivated**: The page was activated (published) and then deactivated (unpublished).
- **Never Activated**: The page has never been activated (published).

d. In the **Search Using Agent** field, select an agent to collect items to send for translation. Select a custom agent or one of the following pre-configured agents from the list:

- `Get current page`: Default. The agent collects the root page of the path specified in the **Search from Site Path** box, above.
- `Get all children pages`: The agent collects all children pages of the path specified in the **Search from Site Path** box, above. It does not collect any pages in the root path.

- `Get current page and all children pages`: The agent collects the root page and all children pages of the path specified in the **Search from Site Path** box, above.

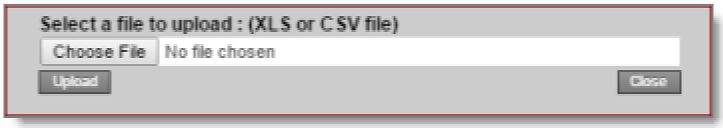
e. Click **Add**.

You can repeat these steps to add multiple sets of pages with different root folders to the list of pages.

- To upload a file with the paths of the source content:

a. Click the **Load pages** button.

The **Select a file to upload** dialog box opens.



b. Click **Choose File**.

c. In the browser dialog box that opens, navigate to the `XLS` or `CSV` file containing the paths of the source files, select it, and click **Open**, or similar, to close the browser dialog box.

The **Select a file to upload** dialog box displays the path of the file you selected.

d. Click **Upload** to upload the file.

A message box confirms that the file is added.

e. Click **OK** to close the message box.

The specified agent collects all items that match the search criteria. You can repeat these steps to add additional files containing paths of pages to the list.

The following summary information is displayed in the **Pages *x/y*** field, where:

- *X* is the total number of pages available for selection.
- *Y* The number of pages selected to send out for translation.

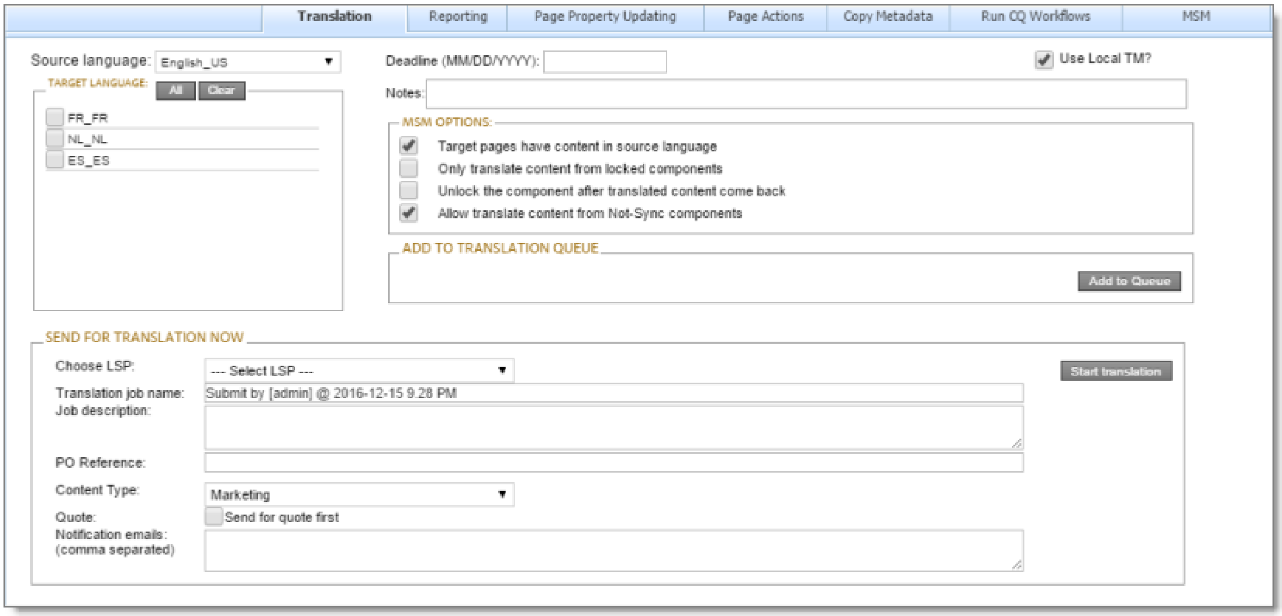
The following information is displayed about each page:

Column	Description
blank	A locked padlock icon indicates if the page is locked.
Path	The path to the page.
Lng	The AEM language of the page.
Loc	The AEM locale of the page.
Template	The AEM template used to create the page.
Activation	Whether the page is activated or deactivated.

Column	Description
Activation/De-Activation Date	The date and time when the page was last activated or de-activated, in the following format: `YYYY-MM-DD kk:mm:ss`, where `kk` is the hour represented by a 24-hour clock.
Modification	■ The date and time when the item was last modified, in the following format: `YYYY-MM-DD kk:mm:ss`, where `kk` is the hour represented by a 24-hour clock. ■ The `(m)` following the date and time indicates that the item was modified. The username of the user who last modified the item is displayed in parentheses, for example, `[admin]`.

4. *Select the check boxes* for any pages you want to send out for translation. Ensure that the check boxes are cleared for any pages you *do not* want to send out for translation.
   - To update the numbers of pages and selected pages displayed in the **Pages *x/y*** field, click **Re-Count**.
   - To select the check boxes for all the pages in the list, click **Select All**.
   - To clear the check boxes for all the pages in the list, click **De-Select all**.
5. Optional. Use the following features to update the list:
   - To remove all the pages from the list, even if the corresponding check boxes are selected, click **Clear**.
   - To update information about pages displayed in list, such as modification date, click **Refresh**.
6. Optional. To view a page, click the path in the **Path** column. The page opens in a new browser tab.
7. In the **Translation** tab, specify the translation settings for the selected pages in the list.

Note: For a description of all other tabs, see "Performing Actions on Multiple Pages" on page 99.



Setting	Description
Source language	Select the source language for translation. The Connector will send pages in this source language for translation.
Target language	Select the check boxes for all the target languages into which you want to translate the source content. The list displays all the languages that are set up in AEM. ■ To select the check boxes for all available languages, click **All**. ■ To clear all selected check boxes, click **Clear**.
Deadline	The requested translation deadline. This is the date when you expect the translated content to return. Click in the field and select a date in the calendar that opens. This information is sent to the translation provider as metadata of the translation package. **Recommendation:** Discuss whether to use this feature with your translation provider(s).
Use local TM?	This feature determines whether to check each component in the source version of the item for any content changes, and send only changed components out for translation. If a component was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation. This feature reduces the quantity of content that the Connector sends to translation providers, which reduces your cost. However, it needs the Connector translation backup data, and it increases the Connector processing time before sending out the items for translation. ■ If this check box is selected, the Connector checks whether content was already translated before sending it out for translation. ■ If this check box is cleared, the Connector sends out content for translation without checking whether it has already been translated.

Setting	Description
Notes	Enter any additional information about this translation job. This information is sent to the translation provider as a comment in the metadata of the translation package.
MSM Options	
Target pages have content in source language	This option is relevant when the target pages are MSM (Multi Site Manager) live copy pages, which means that AEM automatically updates a target page when the corresponding source page changes. It prevents the Connector from overwriting unique source content that already exists in the target pages. This is useful when you are sending a page for translation that has been used in the past to push content to other pages, and includes target page content which has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs. Select this option when you *do not* want the Connector to overwrite components in the target pages that include regionalized content with the newly translated content. ■ If this check box is selected, the Connector *does not* overwrite unique source content that already exists in the target pages. ■ If this check box is cleared, the Connector *does* overwrite unique source content that already exists in the target pages. **Recommendation:** Select this check box if you are using the live-copy feature.

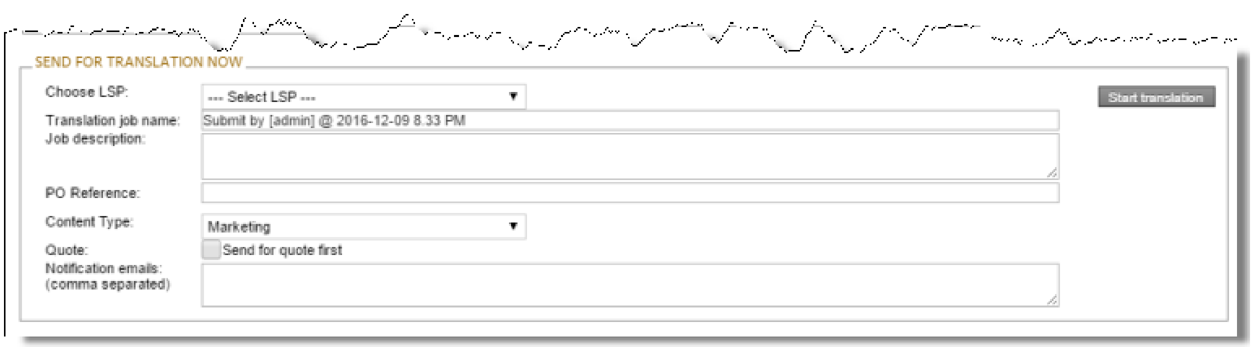
Setting	Description
Only translate content from locked components	This option enables users to send out only content from locked components for translation. ■ If this check box is selected, users can send out content for translation only if it is from a locked component. ■ If this check box is cleared, users can send out content for translation whether or not it is from a locked component. **Note:** Locked components have an inheritance relationship between a source Blueprint page and the connected live copy page. When sending content for translation using Sidekick, users can choose whether to send for translation the content from locked components, which is inherited from a Blueprint component. This is useful if, for example, the page has both global and regional information and you only want to translate (replace) the global content that is created via a Blueprint page. In this scenario, suppose that the regional content on the page is manually translated in house, and that it has not changed. You would not want to tamper with it. However, using the same scenario, the global content from head office *has* changed and needs translation. You would select this check box to separate the content and localize only the new, inherited content. **Note about Blueprint pages:** If the **Pickup Content From Blueprint Pages** setting is specified, then the Connector always acts as though this option is selected, even if it is not selected. This occurs because only content from locked components are rolled out from Blueprint pages to Livecopy pages. For more information, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.
Unlock the component after translated content come back	This option automatically unlocks a component after translated content returns. Suppose you send a page for translation that has been used previously to push content to other pages, and it includes target page content that has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs, so you select the **Target Pages Have Content In Source Language** option, which prevents the Connector from overwriting those regionalized target pages with newly translated content. If following that translation, you want to treat the resulting translations as regional, and you no longer want to inherit content from the Blueprint pages, select this check box. **Warning:** This breaks the inheritance between the component and its Blueprint page, so that it no longer inherits new content. However, you can use the `CTCRestoreOriginalSync` workflow to relock the component and recreate the inheritance. For details, see "Relocking Unlocked Components" on page 88. ■ If this check box is selected, the Connector automatically unlocks a component after translated content returns. ■ If this check box is cleared, the Connector does not automatically unlock a component after translated content returns.

Setting	Description
Allow translate content from Not-Sync components	This option enables users to send content for translation even if it is not synchronized. This means it *does not* have a relationship to a Blueprint page, so it cannot be synchronized with it. This can happen if you are not using the MSM (Multi Site Manager) feature of AEM, or if this is a page with regionalized content that does not inherit content from a Blueprint page. ■ If this check box is selected, users *can* send out content for translation if it does not have a relationship to a Blueprint page. ■ If this check box is cleared, users *cannot* send out content for translation if it does not have a relationship to a Blueprint page. **Important:** The Connector treats certain page properties (`jcr:content`, `jcr:title`, `jcr:description`) as *unlocked* page properties. Therefore, if you want the Connector to send these page properties for translation, you must select this check box. **Recommendation:** Select this check box if you are using either the live-copy or the language-copy features. **Note about Blueprint pages:** If the **Pickup Content From Blueprint Pages** setting is specified, then the Connector always acts as though this option is selected, even when it is not. This occurs because only content from locked components is rolled out from Blueprint pages to Livecopy pages. For more information, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

8. Do one of the following:

   - If you want to send the selected items to the Translation Queue instead of sending them out directly for translation, click **Add to Queue**. The Translation Queue opens. For details, see "Submitting Content for Translation from the Translation Queue" on page 70.

   - To immediately send out the selected items for translation as a single translation job, enter the following information in the **Send for Translation Now** section:



     a. In the **Choose LSP** dropdown list, select your translation provider (LSP).

     b. Enter the following information about your translation job:

Setting	Description
Translation job name	Your name for this translation job. By default this includes the username, date, and time when you created the job, for example: `Submit by [admin] @ 2016-12-20 6.57 PM`. This is stored in the `CQJobName` attribute in the XML that the Connector sends to the translation provider.
Job description	Additional information about this job. This is stored in the `CQJobDescription` attribute in the XML that the Connector sends to the translation provider.
Content Type	You can tag the content in a translation job as a specific content type. Depending on your company's configuration, the Clay Tablet Platform may send the content to a specific translation provider based on the content type. Select one of the following content types: ■ Marketing ■ Technical ■ Legal **Note:** You may see different content types if your company has configured custom content types.
Quote	Select this check box to inform the translation provider that you want to receive a quote before the translation process starts.
Notification emails	Enter one or more email addresses that will receive notification when the content leaves AEM and when it returns to AEM. Use a comma to separate multiple email addresses.

9. Click **Start translation**.

   The Connector sends the translation job to the translation provider you specified.

   The **Job Details** tab of the **Translation Status** page opens, where you can monitor the progress of your translation job. For details, see "Monitoring Pages in a Translation Job and Viewing Translated Content" on page 84.

For information about the events that occur when the Connector sends out content for translation, see "Sending Content for Translation" on page 18.

4.4 Sending Content to the Translation Queue Using Workflow

You can send content to the Translation Queue using the `Sample_CT_Workflow_Translation` workflow. For detailed integration instructions, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

There are two ways to send content to the Translation Queue using workflow:

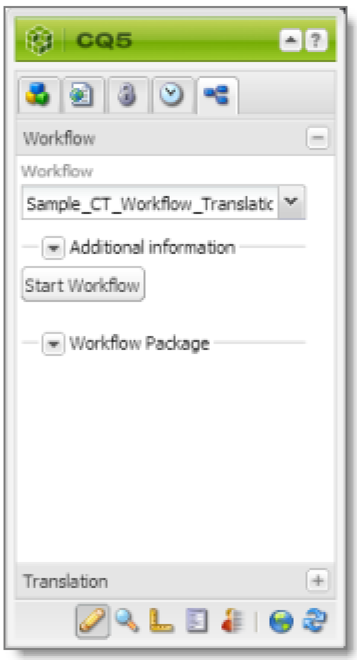
- from Sidekick, as described on page 57
- from the Inbox, as described on page 62

Important: You must access the Translation Queue and approve the pages you want to send out for translation. For detailed instructions, see "Submitting Content for Translation from the Translation Queue" on page 70.

4.4.1 Sending Content to the Translation Queue Using Workflow with Sidekick

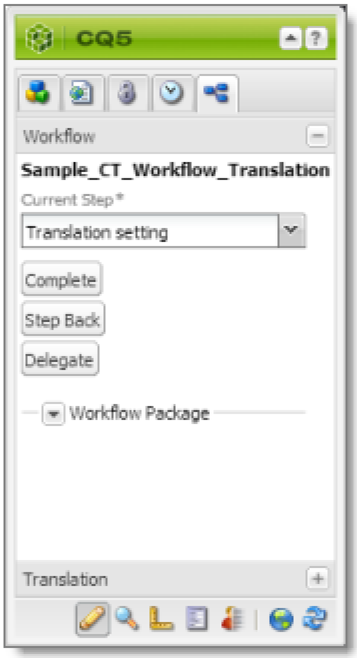
To send content to the Translation Queue while using workflow from Sidekick:

1. Double-click a page to open it with Sidekick, which is a floating toolbar.
2. In **Sidekick**, click the **Workflow** tab .
3. In the **Workflow** tab, select the `Sample_CT_Workflow_Translation` workflow from the **Workflow** list, and then click **Start Workflow**.



Note: If the `Sample_CT_Workflow_Translation` workflow is not available for selection from the **Workflow** list, then it is not integrated. For detailed integration instructions, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

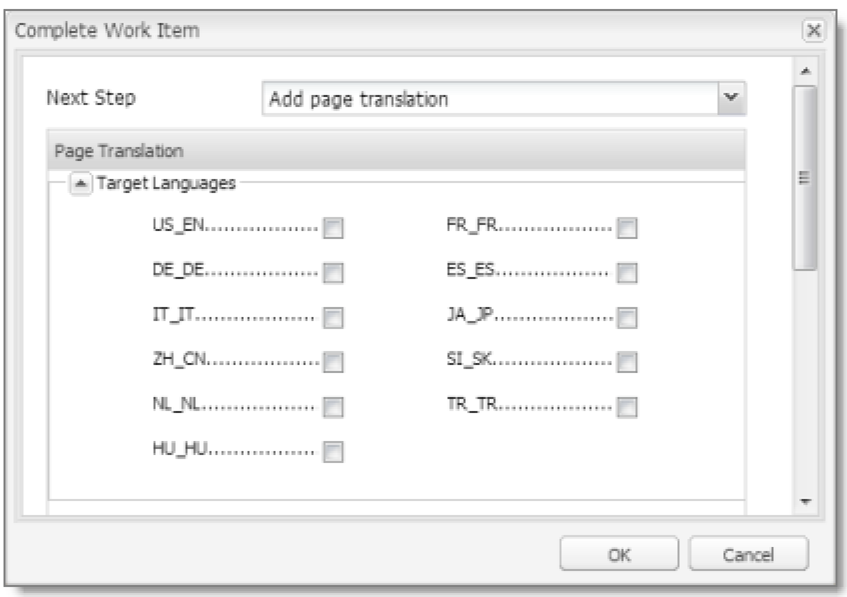
The **Workflow** tab refreshes.



The **Current Step** is `Translation setting`.

4. Click **Complete**.

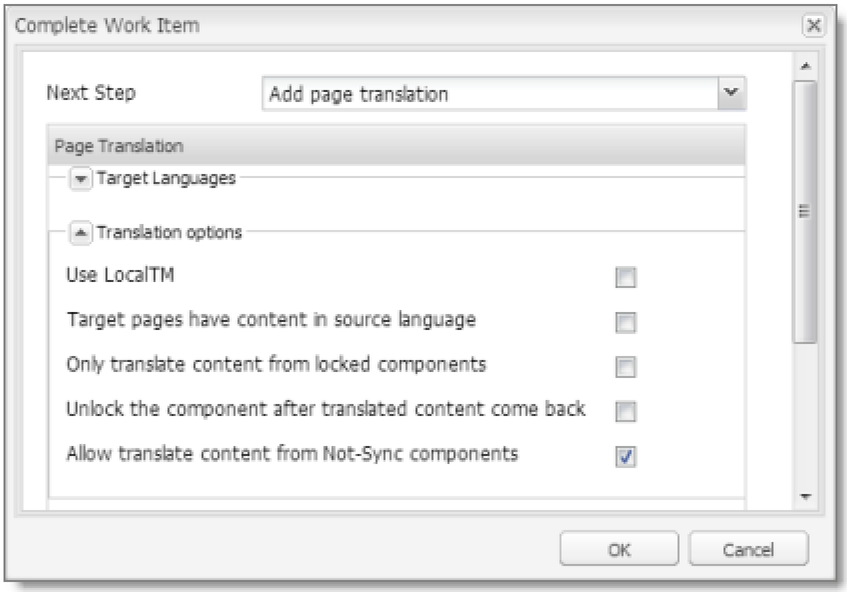
   The **Complete Work Item** dialog box opens.



The **Next Step** is `Add page translation`.

5. In the **Target Languages** section, select the check boxes for the target languages into which to translate the content.

6. Click the Collapse icon to hide the **Target Languages** section. Alternatively, you can scroll down in the dialog box.
7. If the `Simple UI with all options` or the `Wizard with all options` setting is specified for your company, then the Translation Options section is displayed.



If the **Translation options** section is displayed, you can specify the following options:

Notes: The default settings for these options are specified in the **Translation Default Settings** section in the Configuration page. For details, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*. Depending on your company's configuration, some of the options described below may not be available:

Option	Description
Use Local TM	This feature determines whether to check each component in the source version of the item for any content changes, and send only changed components out for translation. If a component was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation. This feature reduces the quantity of content that the Connector sends to translation providers, which reduces your cost. However, it needs the Connector translation backup data, and it increases the Connector processing time before sending out the items for translation. ▪ If this check box is selected, the Connector checks whether content was already translated before sending it out for translation. ▪ If this check box is cleared, the Connector sends out content for translation without checking whether it has already been translated.

Option	Description
Target pages have content in source language	This option is relevant when the target pages are MSM (Multi Site Manager) live copy pages, which means that AEM automatically updates a target page when the corresponding source page changes. It prevents the Connector from overwriting unique source content that already exists in the target pages. This is useful when you are sending a page for translation that has been used in the past to push content to other pages, and includes target page content which has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs. Select this option when you *do not* want the Connector to overwrite components in the target pages that include regionalized content with the newly translated content. - If this check box is selected, the Connector *does not* overwrite unique source content that already exists in the target pages. - If this check box is cleared, the Connector *does* overwrite unique source content that already exists in the target pages. **Recommendation:** Select this check box if you are using the live-copy feature.
Only translate content from locked components	This option enables users to send out only content from locked components for translation. - If this check box is selected, users can send out content for translation only if it is from a locked component. - If this check box is cleared, users can send out content for translation whether or not it is from a locked component. **Note:** Locked components have an inheritance relationship between a source Blueprint page and the connected live copy page. When sending content for translation using Sidekick, users can choose whether to send for translation the content from locked components, which is inherited from a Blueprint component. This is useful if, for example, the page has both global and regional information and you only want to translate (replace) the global content that is created via a Blueprint page. In this scenario, suppose that the regional content on the page is manually translated in house, and that it has not changed. You would not want to tamper with it. However, using the same scenario, the global content from head office *has* changed and needs translation. You would select this check box to separate the content and localize only the new, inherited content. **Note about Blueprint pages:** If the **Pickup Content From Blueprint Pages** setting is specified, then the Connector always acts as though this option is selected, even if it is not selected. This occurs because only content from locked components are rolled out from Blueprint pages to Livecopy pages. For more information, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

Option	Description
Unlock the component after translated content come back	This option automatically unlocks a component after translated content returns. Suppose you send a page for translation that has been used previously to push content to other pages, and it includes target page content that has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs, so you select the **Target Pages Have Content In Source Language** option, which prevents the Connector from overwriting those regionalized target pages with newly translated content. If following that translation, you want to treat the resulting translations as regional, and you no longer want to inherit content from the Blueprint pages, select this check box. **Warning:** This breaks the inheritance between the component and its Blueprint page, so that it no longer inherits new content. However, you can use the `CTCRestoreOriginalSync` workflow to relock the component and recreate the inheritance. For details, see "Relocking Unlocked Components" on page 88. ■ If this check box is selected, the Connector automatically unlocks a component after translated content returns. ■ If this check box is cleared, the Connector does not automatically unlock a component after translated content returns.
Allow translate content from Not-Sync components	This option enables users to send content for translation even if it is not synchronized. This means it *does not* have a relationship to a Blueprint page, so it cannot be synchronized with it. This can happen if you are not using the MSM (Multi Site Manager) feature of AEM, or if this is a page with regionalized content that does not inherit content from a Blueprint page. ■ If this check box is selected, users *can* send out content for translation if it does not have a relationship to a Blueprint page. ■ If this check box is cleared, users *cannot* send out content for translation if it does not have a relationship to a Blueprint page. **Important:** The Connector treats certain page properties (`jcr:content`, `jcr:title`, `jcr:description`) as *unlocked* page properties. Therefore, if you want the Connector to send these page properties for translation, you must select this check box. **Recommendation:** Select this check box if you are using either the live-copy or the language-copy features. **Note about Blueprint pages:** If the **Pickup Content From Blueprint Pages** setting is specified, then the Connector always acts as though this option is selected, even when it is not. This occurs because only content from locked components is rolled out from Blueprint pages to Livecopy pages. For more information, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

8. If the **Translation options** section is displayed, click the Collapse icon to hide it. Alternatively, you can scroll down in the dialog box.

9. Optional. In the **Comments** section, enter any additional information about this workflow step. This is stored in AEM.

10. Click **OK**.

    The Connector sends the content to the Translation Queue.

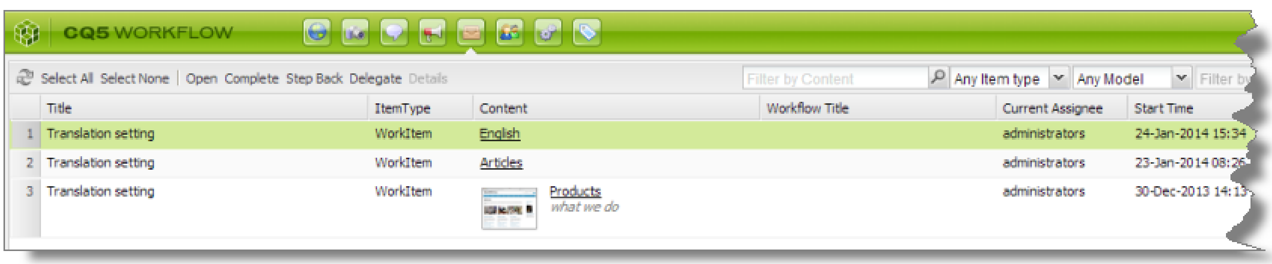
Important: You must access the Translation Queue and approve the pages you want to send out for translation. For detailed instructions, see "Submitting Content for Translation from the Translation Queue" on page 70.

4.4.2 Sending Content to the Translation Queue Using Workflow from the Inbox

To send content to the Translation Queue while using workflow from the Inbox:

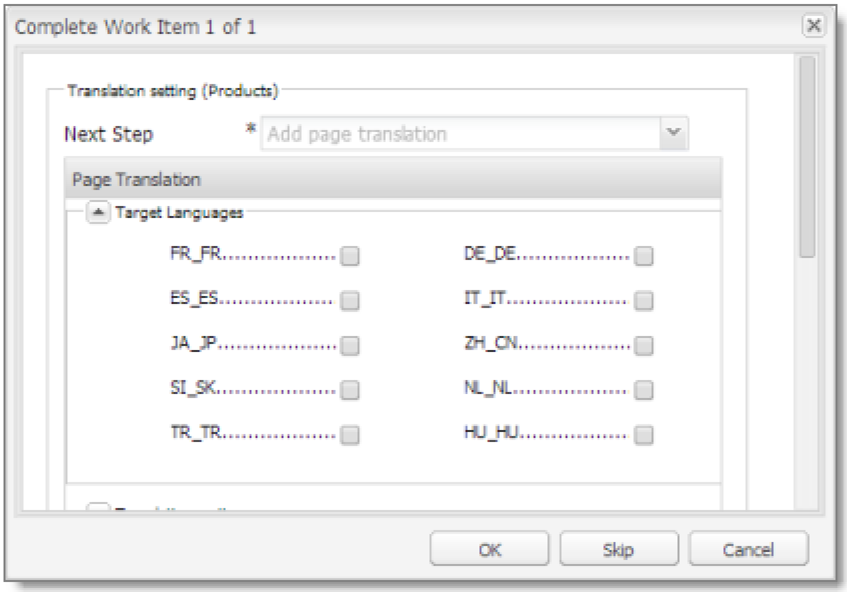
1. Do one of the following to open the Inbox:
   - In the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Tasks** section, click **Inbox**.
   - In the Classic UI of AEM, click **Inbox**.
   - In your Web browser, navigate to `/inbox.html` on your AEM instance.

   The **Inbox** opens and displays workflow items.



2. Select a workflow item, right-click, and select **Complete** from the context menu.

   The **Complete Work Item** dialog box opens.

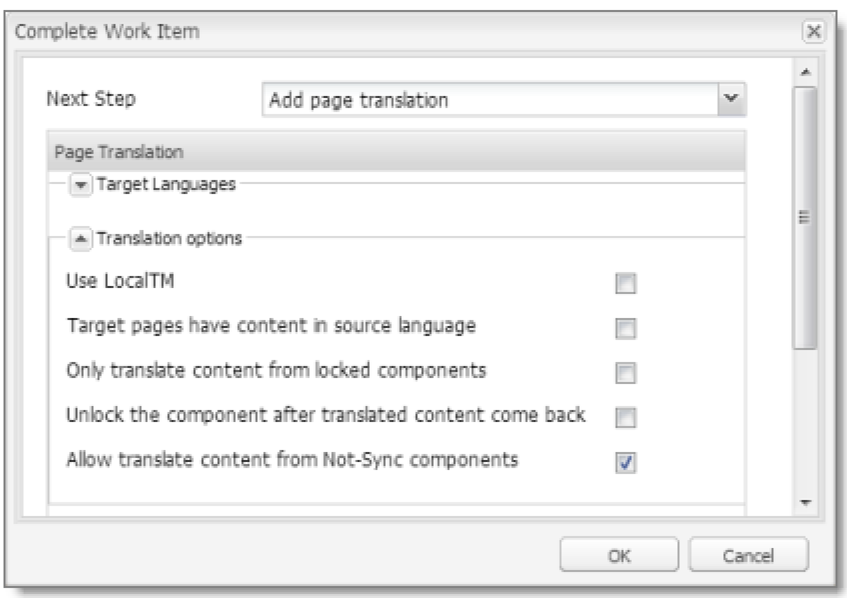


The **Next Step** is `Add page translation`.

3. In the **Target Languages** section, select the check boxes for the target languages into which to translate the content.

4. Click the Collapse icon to hide the **Target Languages** section. Alternatively, you can scroll down in the dialog box.

   The **Translation Options** section is displayed.



Notes: The default settings for these options are specified in the **Translation Default Settings** section in the Configuration page. For details, refer to the *Clay Tablet Connector for Adobe Experience Manager*

Installation and Configuration Guide. Depending on your company's configuration, some of the options described below may not be available:

Option	Description
Use Local TM	This feature determines whether to check each component in the source version of the item for any content changes, and send only changed components out for translation. If a component was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation. This feature reduces the quantity of content that the Connector sends to translation providers, which reduces your cost. However, it needs the Connector translation backup data, and it increases the Connector processing time before sending out the items for translation. ■ If this check box is selected, the Connector checks whether content was already translated before sending it out for translation. ■ If this check box is cleared, the Connector sends out content for translation without checking whether it has already been translated.
Target pages have content in source language	This option is relevant when the target pages are MSM (Multi Site Manager) live copy pages, which means that AEM automatically updates a target page when the corresponding source page changes. It prevents the Connector from overwriting unique source content that already exists in the target pages. This is useful when you are sending a page for translation that has been used in the past to push content to other pages, and includes target page content which has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs. Select this option when you *do not* want the Connector to overwrite components in the target pages that include regionalized content with the newly translated content. ■ If this check box is selected, the Connector *does not* overwrite unique source content that already exists in the target pages. ■ If this check box is cleared, the Connector *does* overwrite unique source content that already exists in the target pages. **Recommendation:** Select this check box if you are using the live-copy feature.

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Only translate content from locked components</td><td>This option enables users to send out only content from locked components for translation.
■ If this check box is selected, users can send out content for translation only if it is from a locked component.
■ If this check box is cleared, users can send out content for translation whether or not it is from a locked component.
Note: Locked components have an inheritance relationship between a source Blueprint page and the connected live copy page. When sending content for translation using Sidekick, users can choose whether to send for translation the content from locked components, which is inherited from a Blueprint component. This is useful if, for example, the page has both global and regional information and you only want to translate (replace) the global content that is created via a Blueprint page. In this scenario, suppose that the regional content on the page is manually translated in house, and that it has not changed. You would not want to tamper with it. However, using the same scenario, the global content from head office has changed and needs translation. You would select this check box to separate the content and localize only the new, inherited content.
Note about Blueprint pages: If the Pickup Content From Blueprint Pages setting is specified, then the Connector always acts as though this option is selected, even if it is not selected. This occurs because only content from locked components are rolled out from Blueprint pages to Livecopy pages. For more information, refer to the Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide.</td></tr>
<tr><td>Unlock the component after translated content come back</td><td>This option automatically unlocks a component after translated content returns. Suppose you send a page for translation that has been used previously to push content to other pages, and it includes target page content that has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs, so you select the Target Pages Have Content In Source Language option, which prevents the Connector from overwriting those regionalized target pages with newly translated content. If following that translation, you want to treat the resulting translations as regional, and you no longer want to inherit content from the Blueprint pages, select this check box.
Warning: This breaks the inheritance between the component and its Blueprint page, so that it no longer inherits new content. However, you can use the <code>CTCRestoreOriginalSync</code> workflow to relock the component and recreate the inheritance. For details, see "Relocking Unlocked Components" on page 88.
■ If this check box is selected, the Connector automatically unlocks a component after translated content returns.
■ If this check box is cleared, the Connector does not automatically unlock a component after translated content returns.</td></tr>
</table>

Option	Description
Allow translate content from Not-Sync components	This option enables users to send content for translation even if it is not synchronized. This means it *does not* have a relationship to a Blueprint page, so it cannot be synchronized with it. This can happen if you are not using the MSM (Multi Site Manager) feature of AEM, or if this is a page with regionalized content that does not inherit content from a Blueprint page. ▪ If this check box is selected, users *can* send out content for translation if it does not have a relationship to a Blueprint page. ▪ If this check box is cleared, users *cannot* send out content for translation if it does not have a relationship to a Blueprint page. **Important:** The Connector treats certain page properties (`jcr:content`, `jcr:title`, `jcr:description`) as *unlocked* page properties. Therefore, if you want the Connector to send these page properties for translation, you must select this check box. **Recommendation:** Select this check box if you are using either the live-copy or the language-copy features. **Note about Blueprint pages:** If the **Pickup Content From Blueprint Pages** setting is specified, then the Connector always acts as though this option is selected, even when it is not. This occurs because only content from locked components is rolled out from Blueprint pages to Livecopy pages. For more information, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

5. Click the Collapse icon to hide the **Translation options** section. Alternatively, you can scroll down in the dialog box.
6. Optional. In the **Comments** section, enter any additional information about this workflow step. This is stored in AEM.
7. Click **OK** to send the content to the Translation Queue.

Important: You must access the Translation Queue and approve the pages you want to send out for translation. For detailed instructions, see "Submitting Content for Translation from the Translation Queue" on page 70.

Note: To save your changes without sending the content to the Translation Queue, click **Skip**. You can return later to send the content to the queue.

4.5 Sending Files to the Translation Queue When You Roll Out Files

If your Connector is appropriately configured, then when you roll out files, the Connector automatically sends them to the Translation Queue using your company's default translation settings.

For more information about this feature, read:

- "AEM's MSM and the Rollout Process" on page 67
- "Why Integrate the Connector with Rollout" on page 68
- "How the Connector Fits into MSM and Rollouts" on page 68

This feature is available only if either the `CTCRolloutTranslation` workflow is part of your rollout config, or the **Catch rollout pages to [Rollout] Queue** check box in the **Translation Setting** section of the **Configuration** page is selected. For more information on configuring this feature, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

4.5.1 AEM's MSM and the Rollout Process

AEM includes the powerful Multi Site Manager (MSM), which facilitates managing multiple versions of web sites. The versions may be region specific, for example, a car company may have a different English version of its web site for each English-speaking country where it sells cars. Typically, one version of the site is considered the "source" site. Content in each target website may have different kinds of relationships to the version in the "source" site:

- Some content may be common to all web sites, such as the car company's history.
- Some content may be a mix of common and specific. For example, the company may sell the same cars in many countries, but the cars may have slightly different features in some countries, depending on local regulations.
- Some content may be specific to a specific version of the site, such as information about car dealerships in a particular country.

Rollout is a process that propagates the changes made from the source (Blueprint) to the target (live copy). When you *roll out* a site, AEM copies the *Blueprint* (source) to the *live copy* (target). If the components are *locked*, then whenever the source content changes, AEM automatically updates the target content.

The following AEM concepts are helpful to understanding MSM and rollout, and how to configure and use the Connector accordingly:

Concept	Description
Blueprint	A source template for multiple pages, which can be *rolled out*.
Live copy	A copy of an existing page or Blueprint, which is the target. AEM can automatically update the live copy when changes occur to the source. **Important:** If you use this feature, you must select the **Allow translate content from Not-Sync components** and **Target pages have content in source language** options.
Locked	Specifies the inheritance relationship between the target and the source. When the source changes, AEM automatically updates a locked component in the target. In the car company example, this is useful for pages that have the same content in all versions, such as information about the history of the company.

Concept	Description
Unlocked	Specifies the inheritance relationship between the target and the source. When the source changes, AEM does not update an unlocked component in the target. In the car company example, this is useful for regionalized pages that should not be updated, such as a list of local car dealerships.

For more information about these features and the rollout process, refer to the AEM user documentation, available at:

- http://dev.day.com/docs/en/cq/current/administering/multi_site_manager.html (AEM 5.6.1)
- http://dev.day.com/docs/en/aem/6-0/administer/sites/multi-site-manager/msm-sync.html (AEM 6.0)

4.5.2 Why Integrate the Connector with Rollout

The Connector extends the MSM functionality by adding the translation component to the rollout feature. This facilitates using rollout not only to manage multiple region-specific sites, but also to manage multiple language-specific sites. The following table describes the advantages of using the Connector with rollout:

	Using Rollout	Not Using Rollout
Process	Roll out pages, which automatically sends them to the Translation Queue.	1. Roll out a same-language version. 2. Translate copied version.
Number of steps	One step.	Two steps.
link between source and content	Source and target can be linked, so when source is updated, changes are automatically sent to the Translation Queue.	No linkage between source and target.

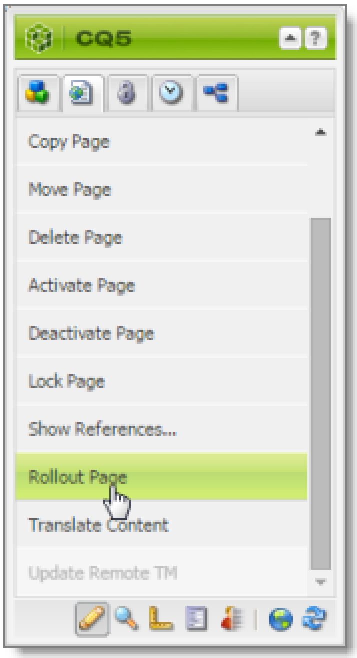
4.5.3 How the Connector Fits into MSM and Rollouts

The Connector does not have its own user interface during rollout: when you roll out content, you use AEM's rollout interface. The Connector manages the translation during the rollout based on your company's settings for the following options:

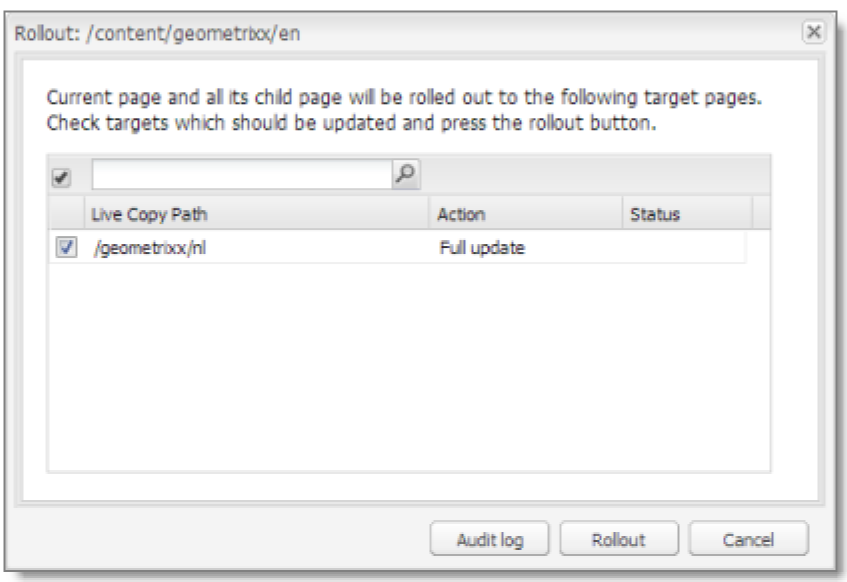
- AEM only translate content from locked components
- Target pages are MSM live copy pages/Target Pages Have Content In Source Language
- Unlock the component after translated content come back
- Allow translated content from Not-Sync components

For information on configuring these options, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

1. Access the Rollout feature in one of the following ways:
   - To roll out one or more pages, in the Blueprint Control Center, navigate to the top-level page in the source language to roll out, and select **Rollout** from the context menu.
   - To roll out specific components on a page, click the **Rollout Page** button in the **Page** tab in **Sidekick**.



2. Specify which pages or components to roll out.
3. Select the check boxes corresponding to the live copy path for the target languages to roll out.



4. Click **Rollout**.

The Connector automatically sends the specified content to the Translation Queue. After translation, the translated content will be the target content.

Note: You must access the Translation Queue to complete sending out files to your translation provider. For details, see "Submitting Content for Translation from the Translation Queue" on page 70.

For detailed instructions on using the rollout feature and accessing the Blueprint Control Center, refer to the AEM user documentation, available at:

- http://dev.day.com/docs/en/cq/current/administering/multi_site_manager.html (AEM 5.6.1)
- http://dev.day.com/docs/en/aem/6-0/administer/sites/multi-site-manager/msm-sync.html (AEM 6.0)

4.6 Submitting Content for Translation from the Translation Queue

The goal of the Translation Queue is to control translation costs and the translation process. This design assumes that the person with the authority to send content for translation from the Translation Queue manages the translation budget of the organization.

You can send out one, multiple, or all items from the Translation Queue at one time.

You submit content for translation from the Translation Queue in the following scenarios:

- You submit content from the Sidekick, either if you are using the Simple UI, or if for the **Submit translation** option you select `Add to queue` when using the wizard. For details, see "Sending Content for Translation from the AEM Sidekick" on page 19.
- You click **Add to queue** in the Options page of the Bulk Translation wizard. For details, see "Sending Content for Translation Using the Bulk Translation Wizard" on page 36.

  Note: You can send out pages, tags, and dictionaries (i18n items) for translation using the Bulk Translation wizard. This is the only way to send out tags and dictionaries (i18n items) for translation.
- You use workflow to send content for translation. For details, see "Sending Content to the Translation Queue Using Workflow" on page 56.
- You roll out pages in AEM and your Connector is configured to "catch" these pages and send them to the Translation Queue. For details, see "Sending Files to the Translation Queue When You Roll Out Files" on page 66.
- Users belong to a group where they are allowed to submit content only to the Translation Queue. They are not allowed to send out content directly for translation.

Submitting content to the Translation Queue before sending it out for translation has the following advantages:

- You may not want to send out each page individually as soon as you finish reviewing it. The Translation Queue facilitates your management of reviewed pages, so that you do not forget about sending individual reviewed pages for translation.
- Your translation provider may prefer receiving fewer but larger batches of items to translate, rather than individual pages, as it facilitates project preparation, resource assignment, and file analysis.

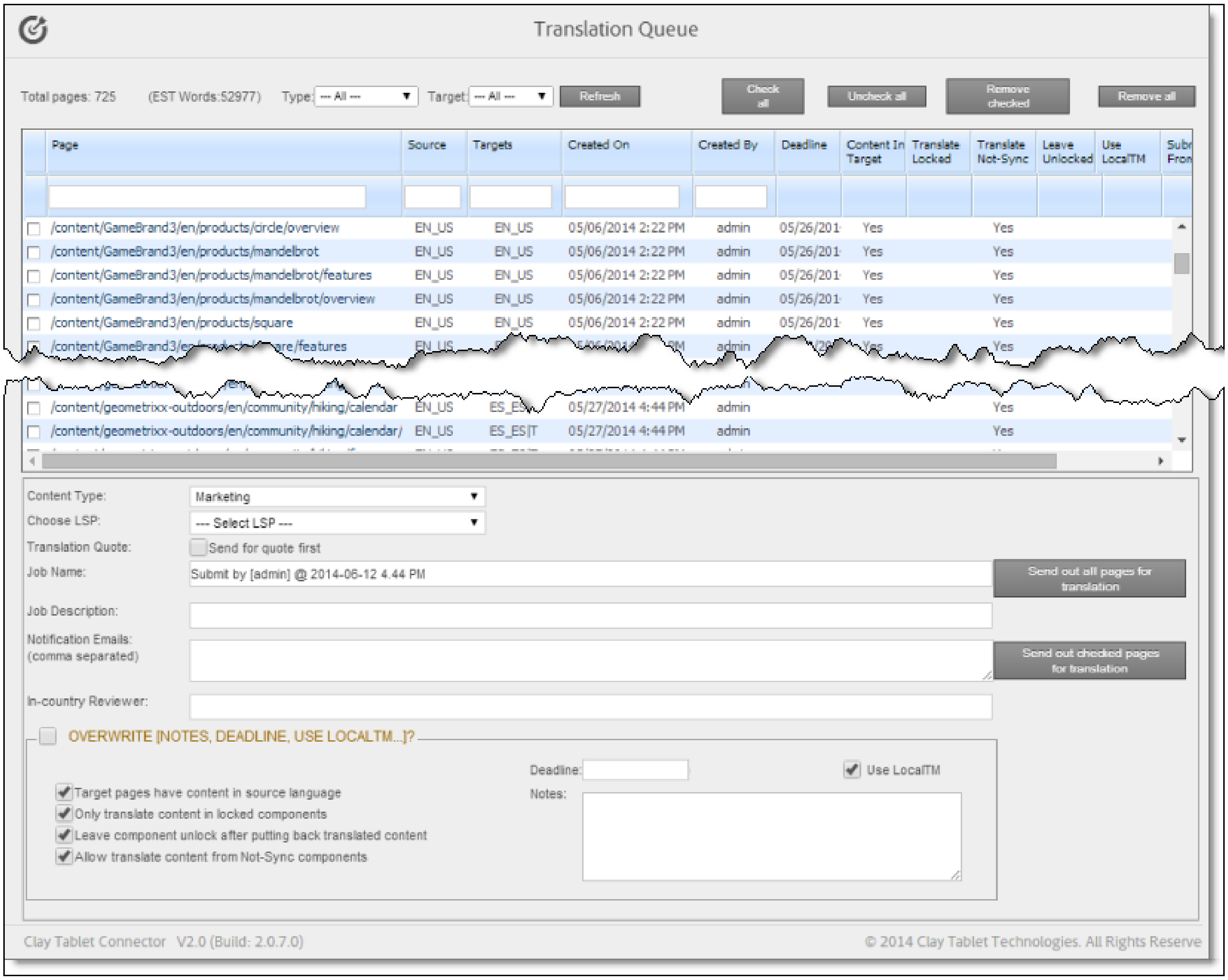
- If you want to translate many items into multiple languages, but you want to translate into only one target language at a time, this is a good way to manage that process.
- The Translation Queue manager may want to route jobs to certain translation providers.
- The Translation Queue manager may want to add job-specific metadata, such as a purchase order number.

If you or your colleagues have added items to the Translation Queue, you must access it and approve the items you want to send out.

Note: If you do not approve items in the Translation Queue, the Connector does not send them out for translation.

To submit one or more pages from the Translation Queue for translation:

1. Do one of the following to open the Translation Queue:
   - In the Touch-Optimized UI of AEM 6.0 or higher, click **Tools > Clay Tablet Connector** in the AEM rail. Then, click **Translation Queue** in the Clay Tablet Connector rail.
   - In the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **Translation Queue** in the Clay Tablet Connector rail.
   - In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **Translation Queue** in the Clay Tablet Connector rail.
   - In your Web browser, navigate to `/content/ctctranslation/queue.html` on your AEM instance.



The following information is displayed about items in the Translation Queue:

Column	Description
Page	The path and name of the item to send for translation.
Source	The language code of the source language of the item to send for translation.
Targets	The language codes of the target languages into which to translate the content item.
Created On	The date and time when the item was created, in the following format: `MM/DD/YYYY h:mm AA`, where `AA` is two upper-case characters reflecting a.m. (after midnight) or p.m. (after noon).
User	The username of the user who submitted this item to the Translation Queue.

Column	Description
Deadline	The requested date for receiving the translated item back from the translation provider, in the following format: `MM/DD/YYYY`.
Content In Target	Indicates whether the **Target Pages Have Content In Source Language** option is specified for this item (relevant only to page items). This option is relevant when the target pages are MSM (Multi Site Manager) live copy pages, which means that AEM automatically updates a target page when the corresponding source page changes. It prevents the Connector from overwriting unique source content that already exists in the target pages. ■ If this column has a value of `Yes`, the Connector *does not* overwrite unique source content that already exists in the target pages. ■ If this column is blank, the Connector *does* overwrite unique source content that already exists in the target pages.
Translate Locked	Indicates whether the **Translate Locked Content**/**Only translate content from locked components** option is specified for this item (relevant only to page items). This option enables users to send out only content from locked components for translation. ■ If this column has a value of `Yes`, users can send out content for translation only if it is from a locked component. ■ If this column is blank, users can send out content for translation whether or not it is from a locked component. **Note about Blueprint pages:** If the **Pickup Content From Blueprint Pages** setting is specified, then the Connector always acts as though this option is selected, even if it is not selected. This occurs because only content from locked components are rolled out from Blueprint pages to Livecopy pages. For more information, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

Column	Description
Translate Not-Sync	Indicates whether the **Translate Non-Sync'd Components**/**Allow translated content from not-sync components** option is specified for this item (relevant only to page items). This option enables users to send content for translation even if it is not synchronized. This means it *does not* have a relationship to a Blueprint page, so it cannot be synchronized with it. This can happen if you are not using the MSM (Multi Site Manager) feature of AEM, or if this is a page with regionalized content that does not inherit content from a Blueprint page. ▪ If this column has a value of `Yes`, users *can* send out content for translation if it does not have a relationship to a Blueprint page. ▪ If this column is blank, users *cannot* send out content for translation if it does not have a relationship to a Blueprint page. **Note about Blueprint pages:** If the **Pickup Content From Blueprint Pages** setting is specified, then the Connector always acts as though this option is selected, even when it is not. This occurs because only content from locked components is rolled out from Blueprint pages to Livecopy pages. For more information, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.
Leave Unlocked	Indicates whether the **Unlock When Done**/**Unlock the component after translated content come back** option is specified for this item (relevant only to page items). This option automatically unlocks a component after translated content returns. ▪ If this column has a value of `Yes`, the Connector automatically unlocks a component after translated content returns. ▪ If this column is blank, the Connector does not automatically unlock a component after translated content returns.
Use Local TM	Indicates whether the **Use Local TM** option is specified for this item. This feature determines whether to check each component in the source version of the item for any content changes, and send only changed components out for translation. If a component was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation. This feature reduces the quantity of content that the Connector sends to translation providers, which reduces your cost. However, it needs the Connector translation backup data, and it increases the Connector processing time before sending out the items for translation. ▪ If this column has a value of `Yes`, the Connector checks whether content was already translated before sending it out for translation. ▪ If this column is blank, the Connector sends out content for translation without checking whether it has already been translated.

Column	Description
Submitted From	How the item was submitted to the Translation Queue. This is one of the following: ▪ `Bulk`: The page was submitted to the queue from the Bulk Translation wizard. ▪ `Bulk [i18n]`: The i18n dictionary was submitted to the queue from the Bulk Translation wizard. ▪ `Bulk [Tags]`: The tag was submitted to the queue from the Bulk Translation wizard. ▪ `Sidekick`: The page was submitted to the queue from the Sidekick. ▪ `Rollout`: The page was submitted to the queue from a rollout. ▪ `Integration Framework`: The page was submitted to the queue from AEM translation integration.
Words	The number of words in the file to translate. If the **Use Local TM** check box is selected, this does not include words that were already translated.

2. Optional. You can filter which items are displayed in the list.
   - **Display only items submitted to the queue using a certain method.** From the **Type** dropdown list, select how the items were submitted to the Translation Queue. The submission type is one of the following:
     - `Bulk items[Pages]`: The list displays only pages that were submitted to the queue from the Bulk Translation wizard.
     - `Rollout items`: The list displays only pages that were submitted to the queue while rolling out pages in AEM.
     - `Sidekick items`: The list displays only pages that were submitted to the queue from Sidekick or using workflow.
     - `Bulk + Sidekick`: The list displays only pages that were submitted to the queue from Sidekick or using workflow.
     - `Bulk items[i18n]`: The list displays only i18n dictionary items that were submitted to the queue from the Bulk Translation wizard.
     - `Bulk items[Tags]`: The list displays only tags that were submitted to the queue from the Bulk Translation wizard.

     The list automatically updates and displays only the specified items submitted to the queue with the specified method.
   - **Display only items submitted to the queue for translation to a specific target language.** From the **Target** dropdown list, select the target language specified in the translation request. In the dropdown list, target languages for translations in the queue are displayed in black. Target languages that are set up in the system, but that are not specified in translations currently in the queue, are displayed in grey, and they are not available for selection. The list automatically updates and displays only items with the specified requested target language.

     Tip: This is useful if you want to send out only items for translation to a specific target language.

- To filter items by the values in the **Page**, **Source**, **Target(s)**, **Created On**, or **User** columns, enter text in the text boxes at the top of the columns. The queue automatically displays only items that match the values in the text boxes.

3. Optional. Select the check boxes of the items to send out for translation. The Connector will send out these items for translation as a single translation job. This step is required only if you do not want to send out all the items for translation.

4. Enter the following settings for the translation job:

Setting	Description
Content Type	You can tag the content in a translation job as a specific content type. Depending on your company's configuration, the Clay Tablet Platform may send the content to a specific translation provider based on the content type. Select one of the following content types: - Marketing - Technical - Legal **Note:** You may see different content types if your company has configured custom content types.
Choose LSP	If multiple translation providers are defined for your company, select the translation provider to whom you want to send this translation job.
Translation Quote	Select this check box to inform the translation provider that you want to receive a quote before the translation process starts.
Job Name	Your name for this translation job. By default this includes the username, date, and time when you created the job, for example: `Submit by [admin] @ 2016-12-20 6.57 PM`. This is stored in the `CQJobName` attribute in the XML that the Connector sends to the translation provider.
Job Description	Additional information about this job. This is stored in the `CQJobDescription` attribute in the XML that the Connector sends to the translation provider.
Notification Emails	Enter one or more email addresses that will receive notification when the content leaves AEM and when it returns to AEM. Use a comma to separate multiple email addresses.
In-country Reviewer	Optional. This is generally the name of the localization reviewer, which is stored in the `InCountryReviewer` attribute in the XML sent to the translation provider. By default, this field is hidden.

5. Optional. You can overwrite translation settings that were specified when the items were originally submitted to the Translation Queue. Some of the settings described below may not be available, depending on your company's configuration.

a. In the **Overwrite** section, if you want to overwrite any translation settings for the items to send out for translation, select this check box.

b. In the **Overwrite** section, select or clear the check boxes for the individual settings, as described below.

Translation Setting	Description
Target pages have content in source language	See the description of **Content in Target**, above. Relevant only to page items.
Only translate content in locked components	See the description of **Translate Locked**, above. Relevant only to page items.
Leave component unlock after putting back translated content	See the description of **Leave Unlock**, above. Relevant only to page items.
Allow translate content from Not-Sync components	See the description of **Translate Not-Sync**, above. Relevant only to page items.
Deadline	The requested date for receiving the translated content back from the translation provider. Click in the field and select a date in the calendar that opens.
Use Local TM	See the description of **Use Local TM**, above.
Notes	Enter any additional information about this translation job. This information is sent to the translation provider as a comment in the metadata of the translation package.

6. Send out the items to the translation provider. Do one of the following:
   - To send all items in the Translation Queue to the translation provider, click **Send out all pages for translation**.
   - To send the selected items in the Translation Queue to the translation provider, click **Send out checked pages for translation**.

   A message box opens, confirming that you want to send the files for translation.

7. Click **OK**.

The Connector starts preparing to send the files for translation. The **Job Details** tab of the **Translation Status** page opens, where you can monitor the progress. For details, see "Monitoring Pages in a Translation Job and Viewing Translated Content" on page 84.

For information about the events that occur when the Connector sends out content for translation, see "Sending Content for Translation" on page 18.

4.7 Preparing to Send Content for Translation from the AEM Translation Integration

Before you can send content for translation from the AEM translation integration, you must specify the following configurations for the site to translate:

- The *translation integration configuration* contains the AEM settings for how to translate your content.
- The *Clay Tablet cloud configuration* contains a set of Connector settings.

You must also create a translation project within AEM.

To prepare the site for translation:

1. In the AEM rail, click **Sites**, and navigate to the site to translate.
2. Select the site, and then select **More > View Properties** from the menu.
3. In the top-left corner, click **Edit**.
4. Click the **Cloud Services** tab.
5. In the **Translation Integration** section, select the appropriate translation integration configuration for the Connector. These are the AEM settings for how to translate your content. For more information, contact your system administrator or refer to "Creating a Translation Integration Configuration for the Connector" in the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.
6. In the **Clay Tablet** section, select the appropriate Clay Tablet cloud configuration. Each configuration contains a set of Connector settings. For more information, contact your system administrator or refer to "Creating an AEM Cloud Configuration for the Connector" and "Editing Clay Tablet Cloud Configuration Settings" in the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

   Note: If the **Clay Tablet** section does not exist, you can create it by clicking **Add Configuration** and then selecting `Clay Tablet` from the list.
7. Click **Done**.
8. You create a translation project from AEM's **Sites** console. You can create a project either for a new language copy or to update an existing language copy. For detailed instructions, refer to "Creating Translation Projects Using the References Panel" in the AEM documentation at http://docs.adobe.com/docs/en/aem/6-1/administer/sites/translation/tc-manage.html.

4.8 Sending Content for Translation from the AEM Translation Integration

When you use AEM Translation Integration feature, you send out the content for translation as a translation job from a translation project in AEM's **Projects** console.

1. From the AEM rail, click **Projects**.
2. Click the translation project.

3. On the project's **Translation Job** tile, click the commands menu in the top-right corner, and then **Start** to start the translation job.

   Important: If the Clay Tablet cloud configuration for the translation project sends content to the Translation Queue, you must access the queue and approve the pages you want to send out for translation. For detailed instructions, see "Submitting Content for Translation from the Translation Queue" on page 70.

For more information, refer to "Starting a Translation Job" in the AEM documentation at http://docs.adobe.com/docs/en/aem/6-1/administer/sites/translation/tc-manage.html.

Note: When sending out content for translation from AEM's translation integration feature, the Connector does not support AEM's **Request Scope** feature,which is described in the "Scoping a Translation Job" section of the AEM documentation at the above link.

Note about canceling translation jobs from AEM's translation integration feature: If you cancel a job that you sent to the Translation Queue, then the Connector deletes it from the queue. If you cancel a job that you sent directly out for translation, then AEM attempts to cancel the job. The job's status changes to `Cancel`.

5 Monitoring Translation Status and Jobs and Viewing Translated Content

You can view the status of your translation jobs from the **Translation Status** page. The Connector updates the status at different milestones in the translation process.

- You can view the translation status of all translation jobs together in the **Status** tab, as described on page 81.
- You can view the translation status of individual pages within a translation job, and view translated pages, in the **Job Details** tab, as described on page 84.

For a list and description of translation statuses, see page 80.

If you create a translation project and start a translation job in AEM's translation integration feature, you can also:

- Monitor its status within AEM, as described in "Monitoring Translation Jobs Created in the AEM Translation Integration" on page 86.
- View translated content within AEM's translation integration feature, as described in "Viewing Translated Content from Jobs Started in the AEM Translation Integration" on page 86

5.1 Translation Statuses

Pages have one of the following translation statuses:

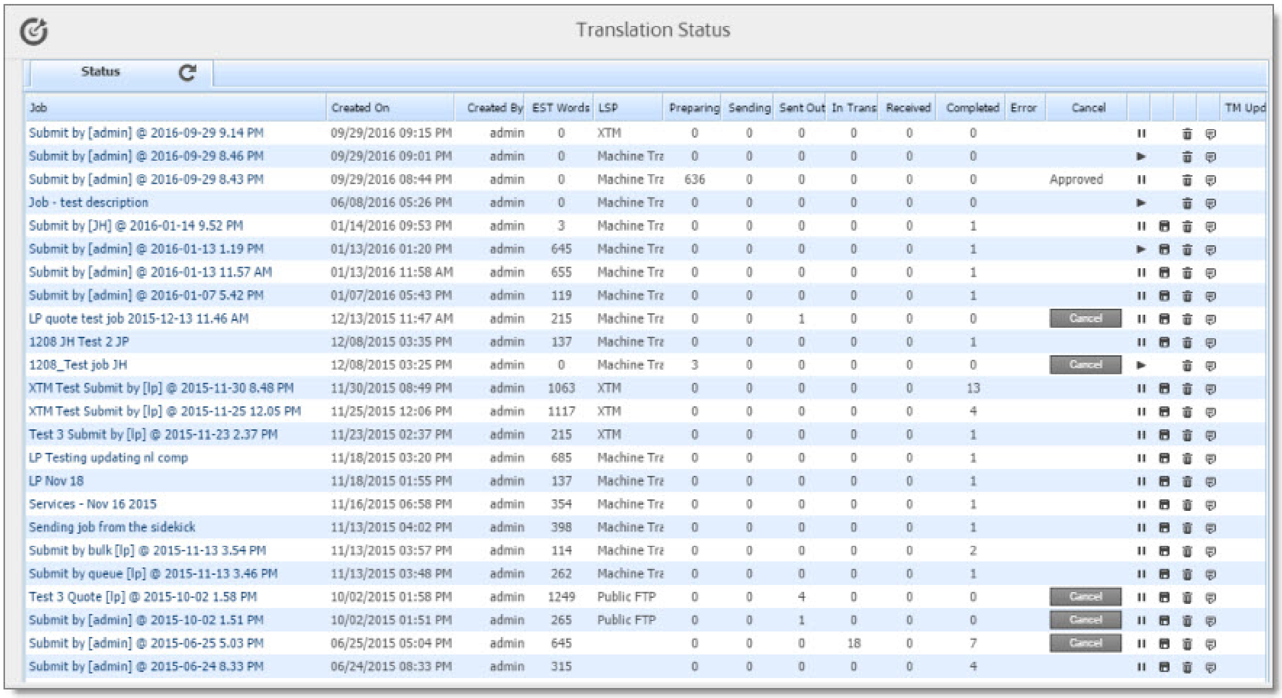
Translation Status	Description	Percentage Translation Complete
Preparing	The Connector is preparing to send out the item to the translation provider.	0%
Paused	The Connector has prepared the item to send out to the translation provider, but it has been paused, either automatically, if configured to do so, or by clicking the Pause button in the **Status** tab of the **Translation Status** page.	0%
Sending	The Connector is sending out the item to the translation provider.	1%
Sent out	The Connector sent the item to the translation provider. **Note:** This status is relevant only if a quote was *not* requested for the translation job.	2%
Sent out for quote	The Connector sent the item to the translation provider and requested a quote. **Note:** This status is relevant only if a quote was requested for the translation job.	2%
Sent to translator	The Connector completed sending out the item to the translation provider. **Note:** This status is relevant only if a quote was *not* requested for the translation job.	5%

Translation Status	Description	Percentage Translation Complete
Sent to translator for quote	The Connector completed sending out the item to the translation provider and requesting a quote. **Note:** This status is relevant only if a quote was requested for the translation job.	5%
In Translation	The translation provider has received the item for translation and has not yet returned the translated item. **Note:** `Started translation process` is displayed in the **Job Details** tab of the **Translation Status** page.	10%
Received	The Connector received the translated item back from the translation provider. This is displayed in green in the **Job Details** tab of the **Translation Status** page.	90%
Completed	The Connector has returned the translated item to AEM. This is displayed in green in the **Job Details** tab of the **Translation Status** page.	100%
No Translation Required	There are no components to translate in the page. (The components may have been excluded from translation by your company's configuration, or they may have been translated already, if the **Use Local TM** option is specified.)	100%

5.2 Monitoring Jobs

You monitor translation jobs in the **Status** tab of **Translation Status** page.

- Do one of the following to monitor the status of jobs sent for translation:
  - In the Touch-Optimized UI of AEM 6.0 or higher, click **Tools > Clay Tablet Connector** in the AEM rail. Then, click **Translation Status** in the Clay Tablet Connector rail.
  - In the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **Translation Status** in the Clay Tablet Connector rail.
  - In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **Translation Status** in the Clay Tablet Connector rail.
  - In your Web browser, navigate to `/content/ctctranslation/status.html` on your AEM instance.


Translation Status

Status

Job	Created On	Created By	EST Words	LSP	Preparing	Sending	Sent Out	In Trans	Received	Completed	Error	Cancel	TM Upd
Submit by [admin] @ 2016-09-29 9.14 PM	09/29/2016 09:15 PM	admin	0	XTM	0	0	0	0	0	0			
Submit by [admin] @ 2016-09-29 8.46 PM	09/29/2016 09:01 PM	admin	0	Machine Tra	0	0	0	0	0	0			
Submit by [admin] @ 2016-09-29 8.43 PM	09/29/2016 08:44 PM	admin	0	Machine Tra	636	0	0	0	0	0		Approved	
Job - test description	06/08/2016 05:26 PM	admin	0	Machine Tra	0	0	0	0	0	0			
Submit by [JH] @ 2016-01-14 9.52 PM	01/14/2016 09:53 PM	admin	3	Machine Tra	0	0	0	0	0	1			
Submit by [admin] @ 2016-01-13 1.19 PM	01/13/2016 01:20 PM	admin	645	Machine Tra	0	0	0	0	0	1			
Submit by [admin] @ 2016-01-13 11.57 AM	01/13/2016 11:58 AM	admin	655	Machine Tra	0	0	0	0	0	1			
Submit by [admin] @ 2016-01-07 5.42 PM	01/07/2016 05:43 PM	admin	119	Machine Tra	0	0	0	0	0	1			
LP quote test job 2015-12-13 11.46 AM	12/13/2015 11:47 AM	admin	215	Machine Tra	0	0	1	0	0	0		Cancel	
1208 JH Test 2 JP	12/08/2015 03:35 PM	admin	137	Machine Tra	0	0	0	0	0	1			
1208_Test job JH	12/08/2015 03:25 PM	admin	0	Machine Tra	3	0	0	0	0	0		Cancel	
XTM Test Submit by [lp] @ 2015-11-30 8.48 PM	11/30/2015 08:49 PM	admin	1063	XTM	0	0	0	0	0	13			
XTM Test Submit by [lp] @ 2015-11-25 12.05 PM	11/25/2015 12:06 PM	admin	1117	XTM	0	0	0	0	0	4			
Test 3 Submit by [lp] @ 2015-11-23 2.37 PM	11/23/2015 02:37 PM	admin	215	XTM	0	0	0	0	0	1			
LP Testing updating nl comp	11/18/2015 03:20 PM	admin	685	Machine Tra	0	0	0	0	0	1			
LP Nov 18	11/18/2015 01:55 PM	admin	137	Machine Tra	0	0	0	0	0	1			
Services - Nov 16 2015	11/16/2015 06:58 PM	admin	354	Machine Tra	0	0	0	0	0	1			
Sending job from the sidekick	11/13/2015 04:02 PM	admin	398	Machine Tra	0	0	0	0	0	1			
Submit by bulk [lp] @ 2015-11-13 3.54 PM	11/13/2015 03:57 PM	admin	114	Machine Tra	0	0	0	0	0	2			
Submit by queue [lp] @ 2015-11-13 3.46 PM	11/13/2015 03:48 PM	admin	262	Machine Tra	0	0	0	0	0	1			
Test 3 Quote [lp] @ 2015-10-02 1.58 PM	10/02/2015 01:58 PM	admin	1249	Public FTP	0	0	4	0	0	0		Cancel	
Submit by [admin] @ 2015-10-02 1.51 PM	10/02/2015 01:51 PM	admin	265	Public FTP	0	0	1	0	0	0		Cancel	
Submit by [admin] @ 2015-06-25 5.03 PM	06/25/2015 05:04 PM	admin	645		0	0	0	18	0	7		Cancel	
Submit by [admin] @ 2015-06-24 8.33 PM	06/24/2015 08:33 PM	admin	315		0	0	0	0	0	4			

This tab displays the following information about each translation job:

Information	Description
Job	The name of this translation job. By default this includes the username, date, and time when the job was created, for example: `Submit by [admin] @ 2013-12-20 6.57 PM`.
Created On	The date and time when the job was submitted, in the following format: `MM/DD/YYYY h:mm AA`, where `AA` is two upper-case characters reflecting a.m. (after midnight) or p.m. (after noon).
Created By	The username of the user who created and submitted this translation job. By default, jobs in this tab are sorted by username. **Note:** If a translation job was created in AEM's translation integration feature, the username is `admin`.
Est. Words	The estimated number of words to translate in the translation job.
LSP	The translation provider to whom the Clay Tablet Platform sends the translation job.
Preparing	The number of pages in this job that the Connector is currently preparing to send out for translation.
Sending	The number of pages in this job that the Connector is currently sending out for translation.

Information	Description
Sent out	The number of pages in this job that sent out for translation.
In trans	The number of pages in this job that are currently being translated by the translation provider.
Received	The number of pages in this job that the Connector has received back from translation.
Completed	The number of pages in this job that the Connector has returned to AEM.
Error	If there is an error with the job, then the number of errors is displayed in red. Click the number to open another tab, displaying the error details.
TM Updating History	■ Hold your mouse over the TM icon to view the following information about updates to the translation memory from this translation job: - the name of the update - the target language in which content was updated - the date and time when the content was updated - the username of the user who updated the content - the number of updates that the user sent to the translation memory ■ Click the TM icon to view these updates in the TM Updates tab of the TM Update page. For details, see "Viewing Updates to Translation Memory" on page 94.

By default, the jobs are displayed alphabetically by the value in the **Created** column.

Actions

You can perform the following actions in the **Status** tab of **Translation Status** page:

- To refresh the jobs displayed in the list, click the Refresh icon .
- To reverse the sort order or to sort the jobs by another column, click the column heading. The triangle on the right side of the column indicates if the column is sorted in ascending or descending order.
- To view detailed information about each page in a translation job, do one of the following:
  - Click the job name in the **Job** column.
  - Click the **Job Details** tab, if it is already open. The job that is already open is highlighted in orange.

  For details, see "Monitoring Pages in a Translation Job and Viewing Translated Content" on page 84.
- To cancel the job if the Connector has not yet sent it out for translation, in the **Cancel** column, click **Cancel**.
- To pause the job if the Connector has not yet sent it out for translation, click the Pause button . Depending on your company's configuration, this button may be available only for users assigned to the `Translation Admin` group.

- To resume a paused job, click the Resume button . Depending on your company's configuration, this button may be available only for users assigned to the `Translation Admin` group.
- To export a report about a translation job to a Microsoft Excel file (`.xls`) file, click the Export button . The Connector downloads the file to your computer.

  Tip: The **Source Page** column in the report includes the source path. You can use the **Load pages** button in the **Bulk Tool** to re-import the source paths of content to send out for translation. For detailed instructions, see "Sending Content for Translation Using the Bulk Tool" on page 48.

- To delete the translation job, so that the Connector does not send it to the translation provider, and it is removed from the Connector database, click the Delete button . A message box opens, confirming that you want to delete this translation job. Click **OK** to continue.

  Tip: To delete multiple translation jobs, press the `Ctrl` key and click in each row to select the corresponding job. (However, do not click directly on the job name, which opens the **Job Details** tab.) Then click the Delete button in any row to delete all selected jobs.

- To update the translation memory for this job based on translated pages that you updated, click the Update TM button . For detailed instructions, see page 92.

  Note: Relevant only if you already updated the translated content of one or more pages in the translation job.

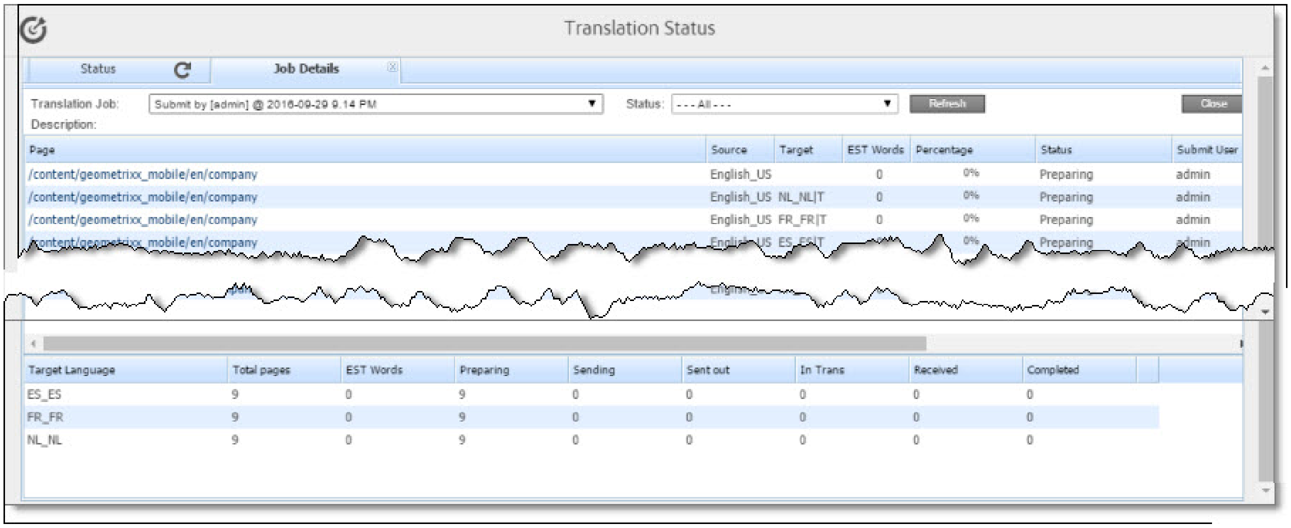
5.3 Monitoring Pages in a Translation Job and Viewing Translated Content

You monitor the status of individual pages in a translation job in the **Job Details** tab of the **Translation Status** page.

1. Open the **Status** tab of the **Translation Status** page, as described in "Monitoring Jobs" on page 81.

   This tab displays the status of jobs that were sent for translation.

2. Click a job to view detailed translation- status information for each page in the job in the **Job Details** tab, which displays information for each page in the job.



Note: The **Job Details** tab opens automatically when you send a job for translation from the **Translation Queue**, described on page 70, or from the **Bulk Translation** wizard, described on page 36.

This page displays the following information about the translation job:

- **Translation Job:** The name of the translation job.
- **Description:** If a description was entered when the job was sent out for translation, it is displayed here.

This page displays the following information about each page in the translation job:

Column	Description
Page	The path and the name of the page sent for translation.
Source	The language code of the source language of the page sent for translation.
Target	The language codes of the target languages into which to translate the content item. **Note:** When the Connector is preparing to send out the page for translation, multiple target languages are grouped into a single row. After the page is sent for translation, each target language is displayed in a separate row.
Est. Words	The estimated number of words to translate in this page.
Percentage	A percentage indicating how much of the content item has been translated. This is based on the translation status, which is described in "Translation Statuses" on page 80.
Status	For a list and description of translation statuses, see page 80.
Submit User	The username of the user who submitted this page for translation.

3. Optional. You can filter which pages are displayed in the list.
   - From the **Translation Job** dropdown list, select the translation job whose pages you want to view in the list.
   - From the **Status** dropdown list, select the status of the pages to display in the list. For a list and description of statuses, see page 80.
4. Optional. To view the translated page, click the link in the **Page** column. The translated page opens in a new browser tab. Available only for pages that have `Completed` status.

The bottom of this page displays a summary of the status of pages and the estimated number of words by target language.

- To update the translation status of the displayed pages, click the **Refresh** button.
- To view information about other translation jobs, click the **Close** button or click the **Status** tab. For details, see "Monitoring Pages in a Translation Job and Viewing Translated Content" on page 84.

5.4 Monitoring Translation Jobs Created in the AEM Translation Integration

After you start a translation job in AEM's translation integration, you can monitor its progress from within AEM.

You can monitor translation jobs created in AEM's translation integration feature, either:

- From within AEM, on the corresponding translation project's **Translation Job** tile, as described in "Monitoring the Status of a Translation Job" in the AEM documentation at http://docs.adobe.com/docs/en/aem/6-1/administer/sites/translation/tc-manage.html.

  Notes: The `Scope Requested` status is not relevant to jobs sent from AEM's translation integration feature using the Connector.

  Important: From within AEM, you can view the status only of translation jobs only that were started in AEM's translation integration feature, as described in "Sending Content for Translation from the AEM Translation Integration" on page 78. For example, if content is submitted for translation from the AEM Sidekick, you cannot monitor its progress from AEM's translation integration feature.
- On the Connector's **Translation Status** page, as described in "Monitoring Jobs" on page 81 and "Monitoring Pages in a Translation Job and Viewing Translated Content" on page 84.

5.5 Viewing Translated Content from Jobs Started in the AEM Translation Integration

You can view translated content of translation jobs started in AEM's translation integration feature, either:

- From within AEM, if the **Translation Job** tile displays the `Ready for review` status, then the translated files are ready for review.

  For detailed instructions, see "Reviewing and Promoting Updated Content" in the AEM documentation at http://docs.adobe.com/docs/en/aem/6-1/administer/sites/translation/tc-manage.html

Note: If some, but not all, pages are translated, then the **Translation Job** tile displays the `Translation in progress` status. In this scenario, click **Translation Job** in the tile to display the list of pages in the project. Select the check box for any page with `Ready for review` status, and in the top-left corner, click **Reveal in Sites**.

- In the Connector, on the **Job Details** tab of the **Translation Status** page, by clicking the link to the translated page, as described in "Monitoring Pages in a Translation Job and Viewing Translated Content" on page 84.

6 Post-Translation Tasks

In general, you use the AEM workflow to review, approve and publish translated content.

After the translation is complete, you can perform the following additional optional tasks:

Task	Description	Details
relock unlocked components	If you set your translation setting to unlock translated components after they return from translation, you can use the `CTCRestoreOriginalSync` workflow to restore the components' original inheritance.	page 88
update translation memory for a single page	If an in-country reviewer updates your translated content, you can send these updates to the translation memory, so that they will be available to the translation provider for subsequent translations.	page 91
update translation memory for multiple pages		page 92
view updates to translation memory	You can review and update translated content and then send these updates to the translation memory, so that they will be available for future translations.	page 94
view reports	Open the **AEM Reports** folder in the **Tools** console.	page 96
view log files	View log files to troubleshoot and to optimize your installation.	page 97

6.1 Relocking Unlocked Components

If you set your translation setting to unlock translated components after they return from translation, you can use the `CTCRestoreOriginalSync` workflow to restore the components' original inheritance. This translation setting is one of the following:

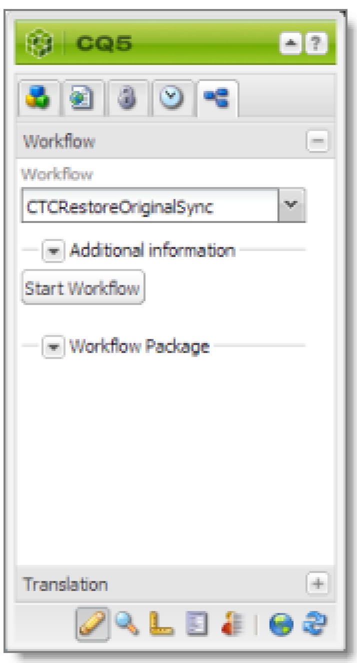
Option Name	User Interface
Unlock When Done	**Sidekick** (simple UI with options and wizard with options)
Unlock the component after translated content come back	**Sidekick** workflow
Leave Unlock	**Translation Queue** (columns)

Option Name	User Interface
Leave component unlock after putting back translated content	**Translation Queue** (**Overwrite** section)
Unlock the component after translated content come back	**Bulk Translation** wizard, **Options** page
Unlock the component after translated content come back	**UI and Default Settings** section of the **Configuration** page (used for rollout)

In general you set this option when you use roll out a site, AEM copies the Blueprint (source) to the (target), as described in "AEM's MSM and the Rollout Process" on page 67.

To relock unlocked components and restore their inheritance relationship:

1. Ensure that you are using the AEM Classic UI.
2. Double-click a page to open it with **Sidekick**, which is a floating toolbar.
3. In **Sidekick**, click the **Workflow** tab .
4. In the **Workflow** tab, select the `CTCRestoreOriginalSync` workflow from the **Workflow** list, and then click **Start Workflow**.



6.2 Updating a Remote Translation Memory (TM)

After the Connector returns translated content from the translation provider to AEM, in-country marketers or reviewers can review the translation and update it in AEM. These reviewers can then send their post-translation updates to their translation technology or provider. The translation provider can then update the translation memory (TM) with these content updates. This means that the updates will be available to the translation provider for subsequent translations. This makes the translation process more efficient.

To send updates to the translation provider's translation memory:

- Do one of the following:
  - Send updates for a single page from the Sidekick, which is available only in AEM's Classic UI. For detailed instructions, see "Updating Translation Memory for a Single Page" on page 91.
  - Send updates for multiple pages in a job from the **Translation Status** page in the Connector. For detailed instructions, see "Updating Translation Memory for Multiple Pages" on page 92.

  The Connectors sends a TMX file to the translation technology or provider with the updates. This file includes:

  - the original source content
  - the original translated content
  - the updated translated content

Best practices for updating a remote translation memory (TM):

- Make only small post-translation updates in the AEM Authoring environment, and send only small post-translation updates using this feature. If you require large updates or rewrites, discuss this directly with your translation provider, to ensure that all changes are captured efficiently. In this scenario, the translation provider can redo the translations and redeliver the updates via the Connector.
- Create a primary review process during translation that captures most changes to translated content, so that the translation provider can update its TM directly. The secondary review process in AEM then captures only small and minor post-translation updates.
- Review your remote TM updates on the **TM Update** page in the Connector. For detailed instructions, see "Viewing Updates to Translation Memory" on page 94. If you have any changes that you do not want to send to the remote TM, you can delete them on the **TM Update** page.
- A project manager at the translation provider should review the suggested updates and ensure that the translation memory is updated with these changes.

  Important: Updating the remote TM is not an automatic process. The translation provider must review all the changes and transform them into a format to update the TM. The translation provider may charge a service fee for this work.

6.2.1 Updating Translation Memory for a Single Page

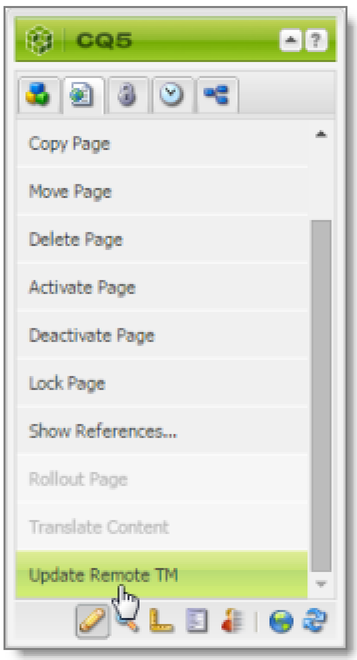
After translated content returns from the translation provider to AEM, you can review the translation and update it. You can then send these updates to the translation memory, so that they will be available to the translation provider for subsequent translations.

If you are using the AEM Classic UI, you can update translated content and send these changes to the translation memory using Sidekick.

Tip: If you update translated content in multiple pages of a translation job, or if you are not using the AEM Classic UI, you can send all the updates to the translation memory in a single action using the **Update TM** button in the Status tab of the Translation Status page. For details, see page 92.

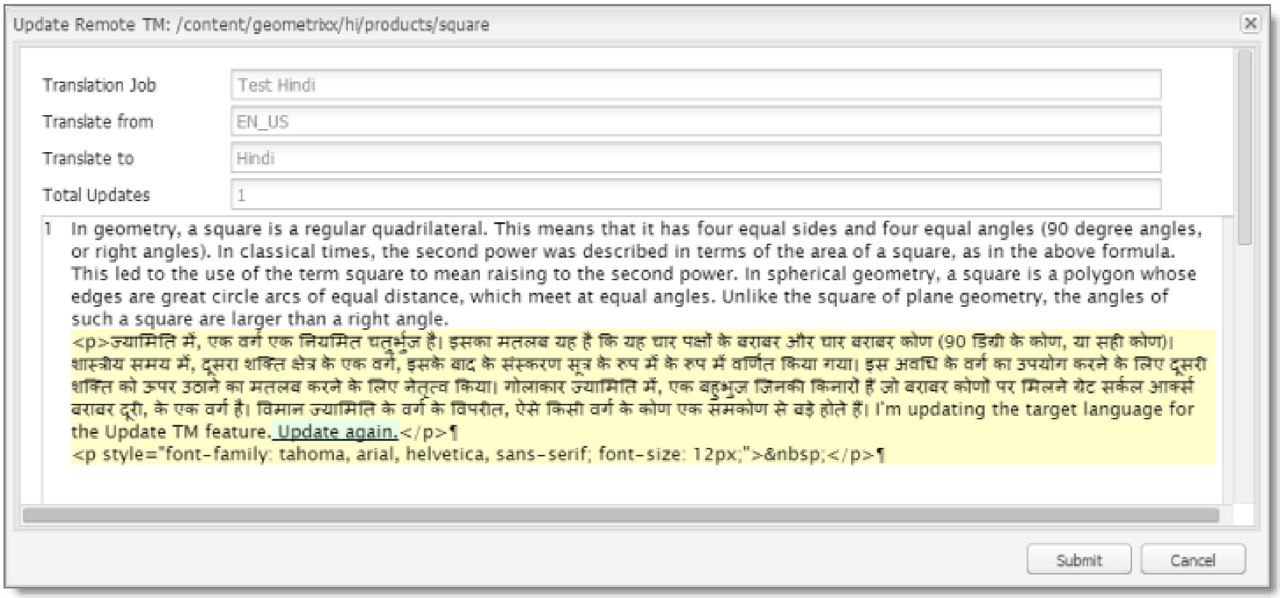
To update the translation memory for a single page:

1. In AEM, click the open icon to open a translated page with **Sidekick**, which is a floating toolbar.
2. Update the translated content.
3. Reload the page in your browser window.
4. In **Sidekick**, click the **Page** tab .
5. In the **Page** tab, scroll down and click the **Update Remote TM** option.



Note: This option is available only from a source language page, and only when the **Use Local TM** check box is not selected on the **Configuration** page. This option is described in detail in the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

The **Update Remote TM** dialog box opens, displaying the paragraph you edited.



The following information about the translation is displayed in read-only fields at the top of the dialog box:

Field	Description
Translation Job	The name of the translation job in which this page was sent out for translation.
Translation from	The language code for the source language that was translated.
Translation to	The language code for the target language of the translation.
Total Updates	The number of times that this content has been updated.

The large text box below these fields displays the content:

- The source-language content is displayed on top, with no background.
- The translated content is displayed on a yellow background.
- Your changes to the translated content are displayed on a green background.

6. Click **Submit**.

   A message box opens, confirming that the content has been sent to the translation memory.

7. Click **OK** to close the message box and the dialog box.

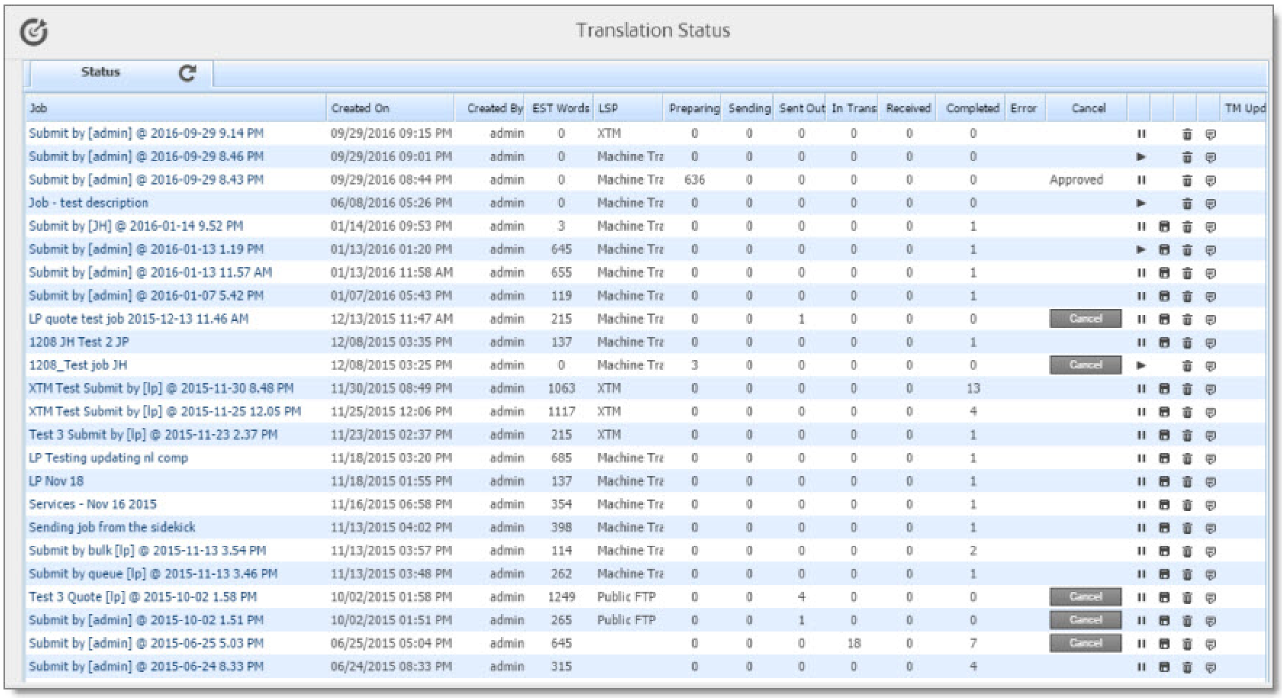
6.2.2 Updating Translation Memory for Multiple Pages

After translated content returns from the translation provider to AEM, you can review the translation and update it. You can then send these updates to the translation memory, so that they will be available to the translation provider for subsequent translations.

You can send updates for multiple translated pages from the **Status** tab of **Translation Status** page.

To update the translation memory for multiple pages in a single job:

1. In AEM, update one or more translated pages that were part of a single translation job.
2. Do one of the following to open the **Status** tab of **Translation Status** page:
   - In the Touch-Optimized UI of AEM 6.0 or higher, click **Tools > Clay Tablet Connector** in the AEM rail. Then, click **Translation Status** in the Clay Tablet Connector rail.
   - In the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **Translation Status** in the Clay Tablet Connector rail.
   - In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **Translation Status** in the Clay Tablet Connector rail.
   - In your Web browser, navigate to `/content/ctctranslation/status.html` on your AEM instance.

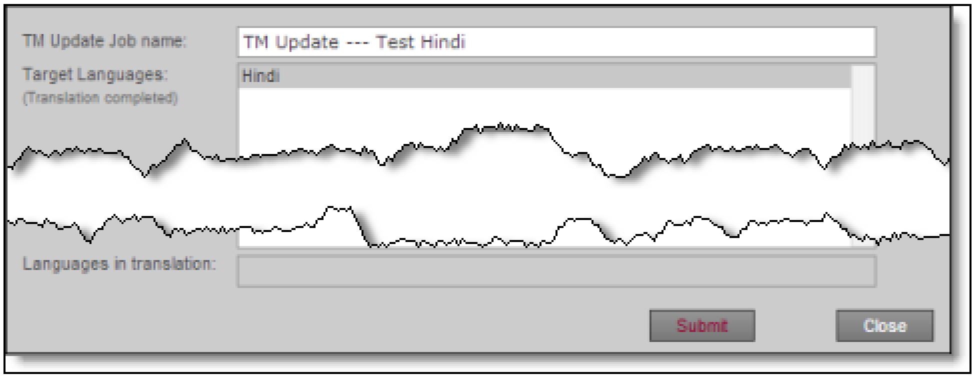


Job	Created On	Created By	EST Words	LSP	Preparing	Sending	Sent Out	In Trans	Received	Completed	Error	Cancel	TM Upd
Submit by [admin] @ 2016-09-29 9.14 PM	09/29/2016 09:15 PM	admin	0	XTM	0	0	0	0	0	0			
Submit by [admin] @ 2016-09-29 8.46 PM	09/29/2016 09:01 PM	admin	0	Machine Tra	0	0	0	0	0	0			
Submit by [admin] @ 2016-09-29 8.43 PM	09/29/2016 08:44 PM	admin	0	Machine Tra	636	0	0	0	0	0		Approved	
Job - test description	06/08/2016 05:26 PM	admin	0	Machine Tra	0	0	0	0	0	0			
Submit by [JH] @ 2016-01-14 9.52 PM	01/14/2016 09:53 PM	admin	3	Machine Tra	0	0	0	0	0	1			
Submit by [admin] @ 2016-01-13 1.19 PM	01/13/2016 01:20 PM	admin	645	Machine Tra	0	0	0	0	0	1			
Submit by [admin] @ 2016-01-13 11.57 AM	01/13/2016 11:58 AM	admin	655	Machine Tra	0	0	0	0	0	1			
Submit by [admin] @ 2016-01-07 5.42 PM	01/07/2016 05:43 PM	admin	119	Machine Tra	0	0	0	0	0	1			
LP quote test job 2015-12-13 11.46 AM	12/13/2015 11:47 AM	admin	215	Machine Tra	0	0	1	0	0	0		Cancel	
1208 JH Test 2 JP	12/08/2015 03:35 PM	admin	137	Machine Tra	0	0	0	0	0	1			
1208_Test job JH	12/08/2015 03:25 PM	admin	0	Machine Tra	3	0	0	0	0	0		Cancel	
XTM Test Submit by [lp] @ 2015-11-30 8.48 PM	11/30/2015 08:49 PM	admin	1063	XTM	0	0	0	0	0	13			
XTM Test Submit by [lp] @ 2015-11-25 12.05 PM	11/25/2015 12:06 PM	admin	1117	XTM	0	0	0	0	0	4			
Test 3 Submit by [lp] @ 2015-11-23 2.37 PM	11/23/2015 02:37 PM	admin	215	XTM	0	0	0	0	0	1			
LP Testing updating nl comp	11/18/2015 03:20 PM	admin	685	Machine Tra	0	0	0	0	0	1			
LP Nov 18	11/18/2015 01:55 PM	admin	137	Machine Tra	0	0	0	0	0	1			
Services - Nov 16 2015	11/16/2015 06:58 PM	admin	354	Machine Tra	0	0	0	0	0	1			
Sending job from the sidekick	11/13/2015 04:02 PM	admin	398	Machine Tra	0	0	0	0	0	1			
Submit by bulk [lp] @ 2015-11-13 3.54 PM	11/13/2015 03:57 PM	admin	114	Machine Tra	0	0	0	0	0	2			
Submit by queue [lp] @ 2015-11-13 3.46 PM	11/13/2015 03:48 PM	admin	262	Machine Tra	0	0	0	0	0	1			
Test 3 Quote [lp] @ 2015-10-02 1.58 PM	10/02/2015 01:58 PM	admin	1249	Public FTP	0	0	4	0	0	0		Cancel	
Submit by [admin] @ 2015-10-02 1.51 PM	10/02/2015 01:51 PM	admin	265	Public FTP	0	0	1	0	0	0		Cancel	
Submit by [admin] @ 2015-06-25 5.03 PM	06/25/2015 05:04 PM	admin	645		0	0	0	18	0	7		Cancel	
Submit by [admin] @ 2015-06-24 8.33 PM	06/24/2015 08:33 PM	admin	315		0	0	0	0	0	4			

For a detailed description of this page, see "Monitoring Jobs" on page 81.

3. In the **Job** column, locate the translation job with the updated translation, and click **Update TM**.

   A dialog box opens, displaying all the languages in which the translation has been modified.



4. Click **Submit** to submit the updates to the specified target languages to the translation memory.

   A message box opens, confirming that you want to send the updates to the translation memory.

5. Click **OK** to proceed.

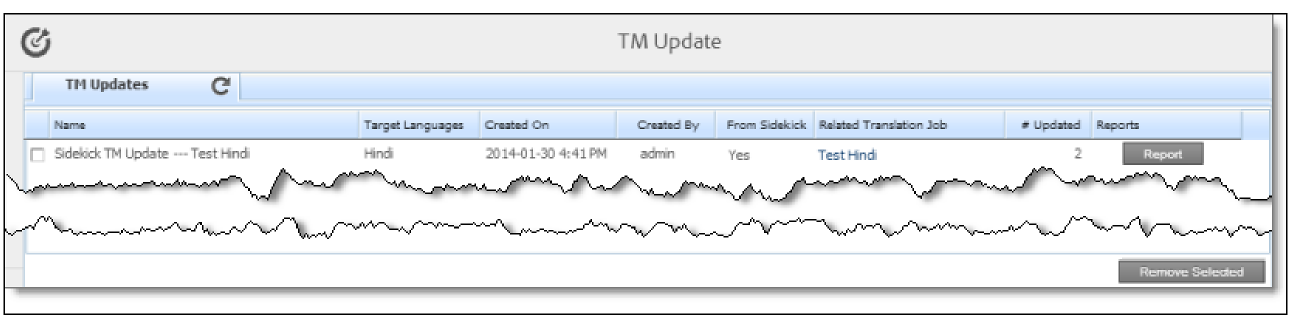
6.2.3 Viewing Updates to Translation Memory

You can view your in-country reviewers' updates to your translated content that are sent to the translation memory.

To view a list of these updates:

1. Do one of the following to open the **TM Update** page:
   - In the Touch-Optimized UI of AEM 6.0 or higher, click **Tools > Clay Tablet Connector** in the AEM rail. Then, click **TM Update** in the Clay Tablet Connector rail.
   - In the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **TM Update** in the Clay Tablet Connector rail.
   - In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **TM Update** in the Clay Tablet Connector rail.
   - In your Web browser, navigate to `/content/ctctranslation/updatetm.html` on your AEM instance.

   The **TM Updates** tab of the **TM Update** page opens.



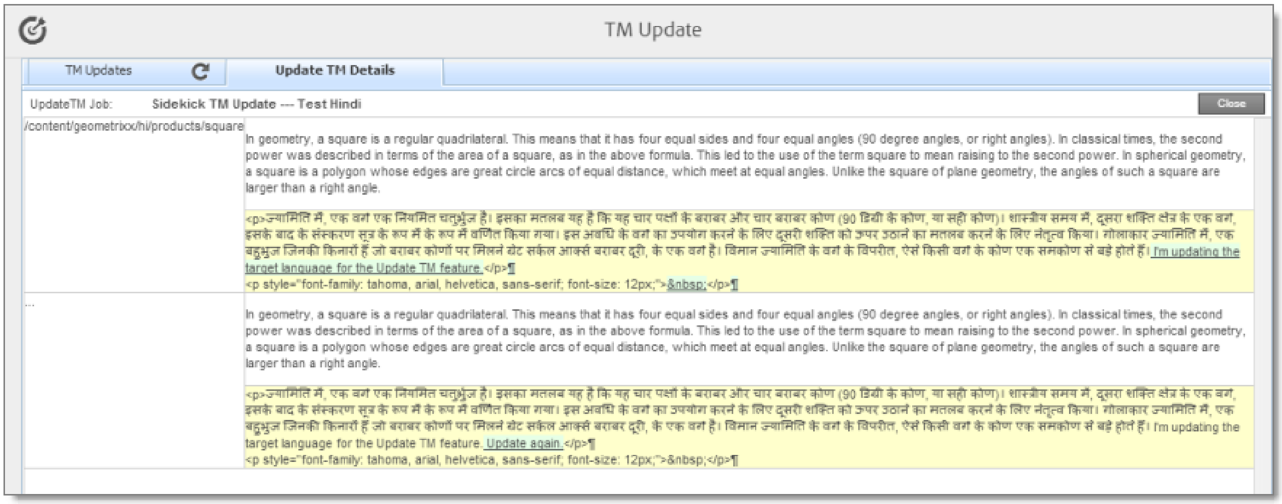
Tip: This page also opens when you click the TM icon in the **Status** tab of the **Translation Status** page. For details, see "Monitoring Jobs" on page 81.

This page displays a list of updates to the translation memory. The page displays the following information about each update:

Column	Description
Name	The name of this update. ■ For updates sent from **Sidekick**, this is a concatenation of `Sidekick`, `TM Update`, and the name of the translation job. ■ For updates sent from the **Translation Status** page, this is a concatenation of `TM Update` and the name of the translation job.
Target Languages	The language code of the target language of the page that was updated.
Created On	The date and time when the page was last updated, in the following format: `MM/DD/YYYY h:mm AA`, where `AA` is two upper-case characters reflecting a.m. (after midnight) or p.m. (after noon).
Created By	The username of the user who updated the page and sent the update to the translation memory.
From Sidekick	Indicates whether the user sent the update to the translation memory from **Sidekick** or from the **Translation Status** page. It has the following values: ■ `Yes`: The user sent the update from **Sidekick**. ■ `No`: The user did not send the update from **Sidekick**. The user sent the update from the **Translation Status** page.
Related Translation Job	The name of the translation job in which this page was originally translated.
# Updated	The number of updates to this page after the initial translation.

2. To view the update, click **Report** in the Reports column.

   The **Update TM Details** tab opens.



- The left column displays the path of the page that was updated.
- Each row displays a separate update.
- In the right column:
  - The source-language content is displayed on top, with no background.
  - The translated content is displayed on a yellow background.
  - Updates to the translated content are displayed on a green background.

3. Click **Close** to close this tab and return to the **TM Updates** tab.
4. Optional. To refresh the list of updates, click the Refresh icon in the **TM Updates** tab.
5. Optional. To remove updates from this list, select the corresponding check boxes and click **Remove Selected** at the bottom of the page.

6.3 Viewing Reports

The Connector provides a quick link to the **AEM Reports** folder in the **Tools** console.

To access this folder, do one of the following:

- In the Touch-Optimized UI of AEM 6.0 or higher, click **Clay Tablet Connector** in the AEM rail. Then, click **Reports** in the Clay Tablet Connector rail.
- In the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **Reports** in the Clay Tablet Connector rail.
- In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **Reports** in the Clay Tablet Connector rail.

For information about AEM reports, refer to the AEM documentation, available at: http://dev.day.com/docs/en/cq/current/administering/reporting.html.

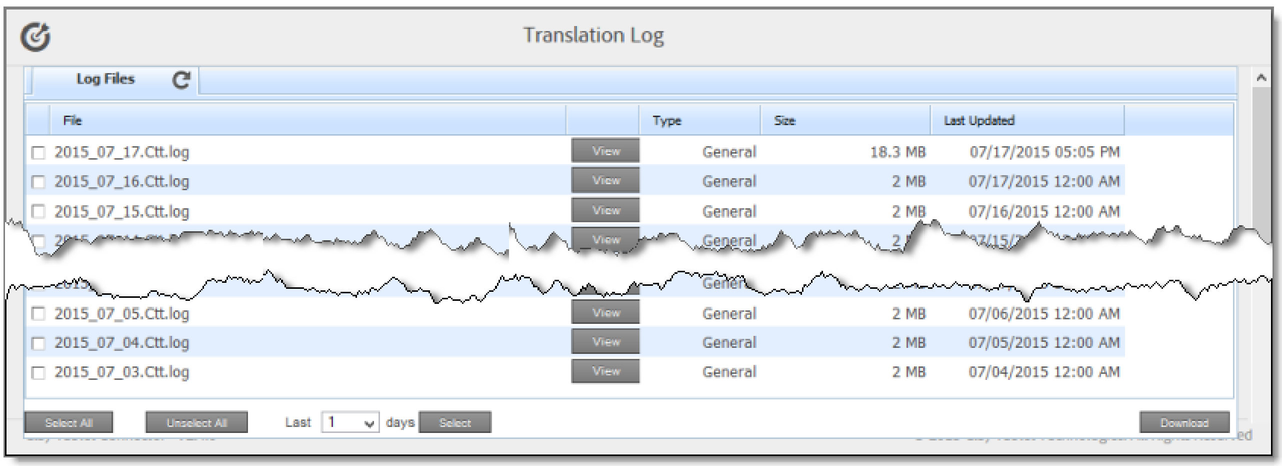
6.4 Viewing Log Files

You can view log files to troubleshoot and to optimize your installation.

To view log files:

1. Do one of the following to open the **Translation Log** page:
   - In the Touch-Optimized UI of AEM 6.0 or higher, click **Tools > Clay Tablet Connector** in the AEM rail. Then, click **Logs** in the Clay Tablet Connector rail.
   - In the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **Logs** in the Clay Tablet Connector rail.
   - In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **Logs** in the Clay Tablet Connector rail.
   - In your Web browser, navigate to `/content/ctctranslation/ctclog.html` on your AEM instance.

   The **Log Files** tab of the **Translation Log** page opens.



This page displays a list of log files. There is a different log file for each day and type of file. The page displays the following information about each file:

Column	Description
File	The name of the log file. This is made up of the date and the type of log file, in the following format: `YYYY_MM_DD.Type.log`, for example: `2014_01_24.Update.log`.

Column	Description
Type	The type of log file. Each type describes a different type of activities. This is one of the following: ■ `Upload`: The Connector is preparing to send files for translation. ■ `General` (type not specified in the file name): General activities, such as connecting to the database and configuring CRX access, which do not fit into other types of log files. ■ `Status`: The Connector checks for updates about translation status. ■ `Download`: The Connector receives translated files to return to AEM. ■ `UpdateTM`: The Connector updates the translation memory. ■ `AlarmFields`: The Connector checks the specified paths for new components and sends relevant email notifications. ■ `Web`: User actions, such as submitting a new translation job, removing translation files from the queue, creating translation requests based on user actions, such as in the Sidekick UI. ■ `CTT`: Captures events that are not captured in other log files, such as workflow messages. The maximum size of this log file is 10 MB. When a log file reaches this size, it is renamed from `YYYY_MM_DD.Ctt.log`, for example, `2015_06_24.Ctt.log`, to `YYYY_MM_DD.Ctt.log.1`, for example, `2015_05_24.Ctt.log.1`. The next time this log file reaches 10 MB, it is renamed to `YYYY_MM_DD.Ctt.log.2`. These files are stored in the `ctcdata/logs` folder. **Important:** The `CTT` type of log file is supported only for AEM versions 6.0 and 6.1.
Size	The size of the file.
Last Updated	The date and time when the file was last updated, in the following format: `MM/DD/YYYY h:mm AA`, where `AA` is two upper-case characters reflecting a.m. (after midnight) or p.m. (after noon).

By default, the list of jobs are displayed in reverse chronological order by the value in the **Last Updated** column.

2. Optional. To download log files, select the corresponding check boxes and click **Download**.

3. Click **View** to view a log file.

   The log file opens in a new tab.

   - To refresh the information displayed, click the Refresh icon .
   - To close the tab displaying the log file, click **Close**.
   - To return to the main page and refresh the list of log files, click the **Log Files** tab.

Note: You can change the type of information in the log files and the number of days that Clay Tablet maintains logs. For detailed instructions, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

7 Performing Actions on Multiple Pages

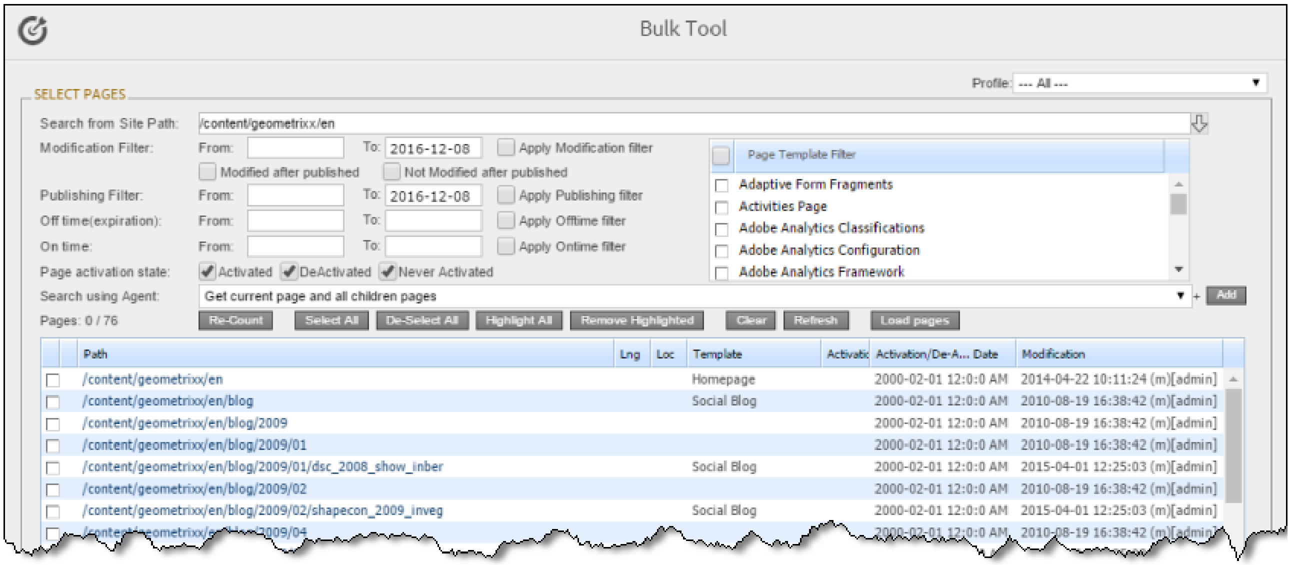
You can use the Bulk Tool to perform actions on multiple pages simultaneously. You can perform the following action using the Bulk Tool:

- generate reports
- update page properties
- activate pages
- deactivate pages
- set future activation date of pages
- lock pages
- unlock pages
- create a new version of pages
- import page content as XML
- export page content as XML
- copy metadata
- run workflows
- roll out changes (MSM)
- create livecopy relationships (MSM)
- remove livecopy relationships (MSM)

For detailed instructions on sending out pages for translation using the Bulk Tool, see "Sending Content for Translation Using the Bulk Tool" on page 48.

To perform bulk actions on multiple pages:

1. Do one of the following to open the Bulk Tool:
   - In the Touch-Optimized UI of AEM 6.0 or higher, click **Tools > Clay Tablet Connector** in the AEM rail. Then, click **Bulk Tool** in the Clay Tablet Connector rail.
   - In the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **Bulk Tool** in the Clay Tablet Connector rail.
   - In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **Bulk Tool** in the Clay Tablet Connector rail.
   - In your Web browser, navigate to `/content/ctctranslation/advbulk.html` on your AEM instance.



2. Optional. If you are a member of multiple teams, then in the **Profile** dropdown list, select the team profile to use with the Bulk Tool. This displays the source and target languages specified for the team profile.

3. In the **Select Pages** section, you either set the parent path of one or more files to upload, apply filters, and then use an agent to upload the files, or you upload one or more files containing the paths of pages. You repeat this step until you have added all the paths and files to add. Do one of the following to select pages:

   - To set the parent path of one or more files to upload, apply filters, and then use an agent to upload the files:

     a. In the **Search from Site Path** field, specify the highest root folder of all source pages. Either:

        - Click the arrow at the end of the field , navigate to that path, select it, and click **Select**.
        - Type the path in the following format: `/content/geometrixx/en`.

     b. Optional. Specify any of the following filters:

Filter	Description	How To Specify...
Modification Filter	The range of dates when the page was modified.	▪ In the **From** and **To** boxes, enter the dates in `YYYY-MM-DD` format. ▪ Select the **Apply modification filter** check box.
Publishing Filter	The range of dates when the page was published.	▪ In the **From** and **To** boxes, enter the dates in `YYYY-MM-DD` format. ▪ Select the **Apply publishing filter** check box.
Off time (expiration)	The range of dates when the page was off time, or unpublished.	▪ In the **From** and **To** boxes, enter the dates in `YYYY-MM-DD` format. ▪ Select the **Apply offtime filter** check box.

Filter	Description	How To Specify...
On time	The range of dates when the page was on time.	▪ In the **From** and **To** boxes, enter the dates in `YYYY-MM-DD` format. ▪ Select the **Apply ontime filter** check box.
Page template filter	The AEM template used to create the page.	Select the check boxes for the templates to include, or select the check box in the list header to include all templates.

Tip: For precise descriptions of some of these terms, refer to the AEM documentation, available at: https://docs.adobe.com/docs/en/aem/6-2/author/page-authoring/publishing-pages.html.

c. Optional. In the **Page activation state** section, select one or more of the following activation states for the pages to include:
   - **Activated**: The page has been activated (published).
   - **DeActivated**: The page was activated (published) and then deactivated (unpublished).
   - **Never Activated**: The page has never been activated (published).

d. In the **Search Using Agent** field, select an agent to collect items to send for translation. Select a custom agent or one of the following pre-configured agents from the list:
   - `Get current page`: Default. The agent collects the root page of the path specified in the **Search from Site Path** box, above.
   - `Get all children pages`: The agent collects all children pages of the path specified in the **Search from Site Path** box, above. It does not collect any pages in the root path.
   - `Get current page and all children pages`: The agent collects the root page and all children pages of the path specified in the **Search from Site Path** box, above.

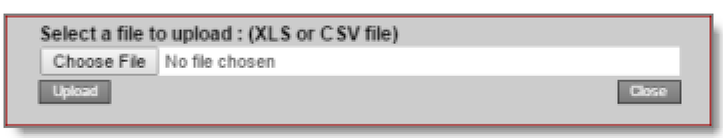
e. Click **Add**.

   You can repeat these steps to add multiple sets of pages with different root folders to the list of pages.

- To upload a file with the paths of the source content:

a. Click the **Load pages** button.

   The **Select a file to upload** dialog box opens.



b. Click **Choose File**.

c. In the browser dialog box that opens, navigate to the `XLS` or `CSV` file containing the paths of the source files, select it, and click **Open**, or similar, to close the browser dialog box.

   The **Select a file to upload** dialog box displays the path of the file you selected.

d. Click **Upload** to upload the file.

   A message box confirms that the file is added.

e. Click **OK** to close the message box.

The specified agent collects all items that match the search criteria. You can repeat these steps to add additional files containing paths of pages to the list.

The following summary information is displayed in the **Pages *x/y*** field, where:

- *X* is the total number of pages available for selection.
- *Y* The number of pages selected to send out for translation.

The following information is displayed about each page:

Column	Description
blank	A locked padlock icon indicates if the page is locked.
Path	The path to the page.
Lng	The AEM language of the page.
Loc	The AEM locale of the page.
Template	The AEM template used to create the page.
Activation	Whether the page is activated or deactivated.
Activation/De-Activation Date	The date and time when the page was last activated or de-activated, in the following format: `YYYY-MM-DD kk:mm:ss`, where `kk` is the hour represented by a 24-hour clock.
Modification	• The date and time when the item was last modified, in the following format: `YYYY-MM-DD kk:mm:ss`, where `kk` is the hour represented by a 24-hour clock. • The `(m)` following the date and time indicates that the item was modified. The username of the user who last modified the item is displayed in parentheses, for example, `[admin]`.

4. *Highlight* pages to apply actions from the tabs (in the bottom part of the page) to them. The tabs are described in step 8, below.
   - To highlight a page, click in the corresponding row.

     Note: Do not click the actual path in the **Path** column, because that is a link to the page.
   - To highlight multiple adjacent pages, press and hold the `Shift` key.
   - To highlight multiple non-adjacent pages, press and hold the `Ctrl` key.
   - To highlight all the pages in the list, click **Highlight All**.
   - To remove the highlight all the pages in the list, click **Remove Highlighted**.
5. Optional. Use the following features to update the list:

- To remove all the pages from the list, even if they are highlighted, click **Clear**.
- To update information about pages displayed in list, such as modification date, click **Refresh**.

6. Optional. To view a page, click the path in the **Path** column. The page opens in a new browser tab.

7. Specify settings for highlighted pages in the list in the following tabs:

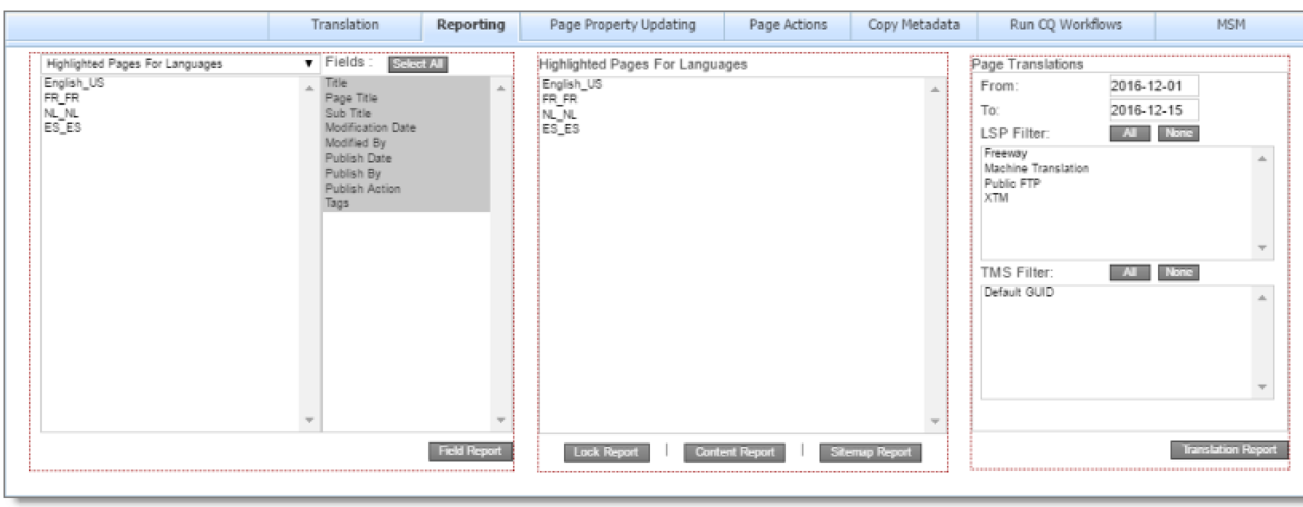
Note: For a description of the **Translation** tab, see "Sending Content for Translation Using the Bulk Tool" on page 48.

Tab	Description	For Details, See
Reporting	You can generate the following AEM reports about multiple pages: ■ **Field report**: Displays which of specified fields are in multiple pages, including multiple language versions of these pages. ■ **Lock report**: Displays which of multiple pages, including multiple language versions of these pages, are locked or unlocked. ■ **Content report**: Displays the relationships between multiple page paths and all associated language versions. ■ **Sitemap report**: Displays the sitemap relationships among multiple pages for all languages. ■ **Translation report**: Displays the translation history for a date range and specified LSPs (translation providers) and TMSs.	"Generating Reports about Multiple Pages" on page 104
Page Property Updating	You can update page properties for multiple pages, including multiple language copies of those pages.	"Updating Page Properties for Multiple Pages" on page 115
Page Actions	You can perform the same page action on multiple pages, including multiple language copies of those pages. You can perform the following types of page actions on multiple pages: ■ activate pages ■ deactivate pages ■ set future activation date of pages ■ lock pages ■ unlock pages ■ create a new version of pages ■ import page content as XML ■ export page content as XML	"Performing Page Actions on Multiple Pages" on page 118

Tab	Description	For Details, See
Copy Metadata	You can copy metadata to multiple pages, including multiple language copies of those pages. This includes copying metadata from source Blueprint pages to the corresponding livecopy language copies of those pages.	"Copying Metadata to Multiple Pages" on page 121
Run CQ Workflows	You can run workflows on multiple pages, including multiple language copies of those pages.	"Running Workflows on Multiple Pages" on page 123
MSM	You can perform the following MSM (Multi Site Manager) tasks on multiple pages, including language versions of those pages: ▪ rolling out changes from the source (Blueprint) pages to the target (live copy), including language versions of those pages ▪ creating livecopy relationships from the source (Blueprint) pages to the target (live copy), including language versions of those pages ▪ removing livecopy relationships between the source (Blueprint) pages to the target (live copy), including language versions of those pages	"Performing MSM Tasks on Multiple Pages" on page 125

7.1 Generating Reports about Multiple Pages

You use the **Reporting** tab of the Bulk Tool to generate reports about multiple pages that you highlight in the page list in the Bulk Tool.



You can generate the following reports:

Report Name	Description	For Detailed Instructions, See...
Field Report	Displays which of specified fields are in multiple pages, including multiple language versions of these pages. **Note:** In the **Bulk Tool Config** page, you can configure which fields are available for selection when generating the Field report from the **Reporting** tab of the Bulk Tool. For detailed instructions, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.	"Field Report" on page 105
Lock Report	Displays which of multiple pages, including multiple language versions of these pages, are locked or unlocked.	"Lock Report" on page 107
Content Report	Displays the relationships between multiple page paths and all associated language versions.	"Content Report" on page 109
Sitemap Report	Displays the sitemap relationships among multiple pages for all languages.	"Sitemap Report" on page 111
Translation Report	Displays the translation history for a date range and specified LSPs (translation providers) and TMSs.	"Translation Report" on page 113

7.1.1 Field Report

You can generate the Field report about multiple pages, which displays which of the specified fields are in multiple pages, including multiple language versions of these pages.

Note: You can configure which fields are available for selection when generating the Field report. For detailed instructions, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

To generate the Field report:

1. In the Bulk Tool, display and highlight the pages for which you want to generate this report. For detailed instructions, see "Performing Actions on Multiple Pages" on page 99.
   - To highlight a page, click in the corresponding row.

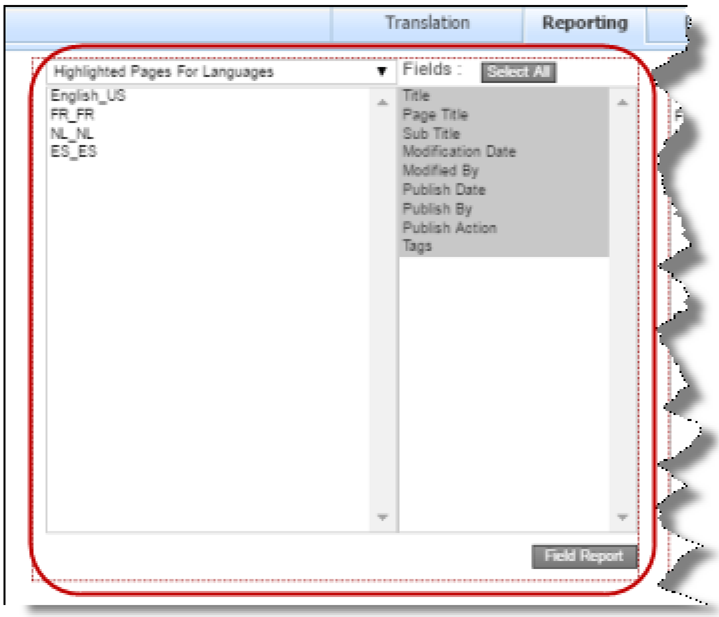
     Note: Do not click the actual path in the **Path** column, because that is a link to the page.

- To highlight multiple adjacent pages, press and hold the `Shift` key.
- To highlight multiple non-adjacent pages, press and hold the `Ctrl` key.
- To highlight all the pages in the list, click **Highlight All**.
- To remove the highlight from all the pages in the list, click **Remove Highlighted**.

Important: Ensure that you *highlight* the pages in the list, instead of *selecting* the check boxes.

2. In the bottom of the Bulk Tool, click the **Reporting** tab.

   You generate the Field report in the leftmost section of this tab, which is highlighted in the following screen capture:

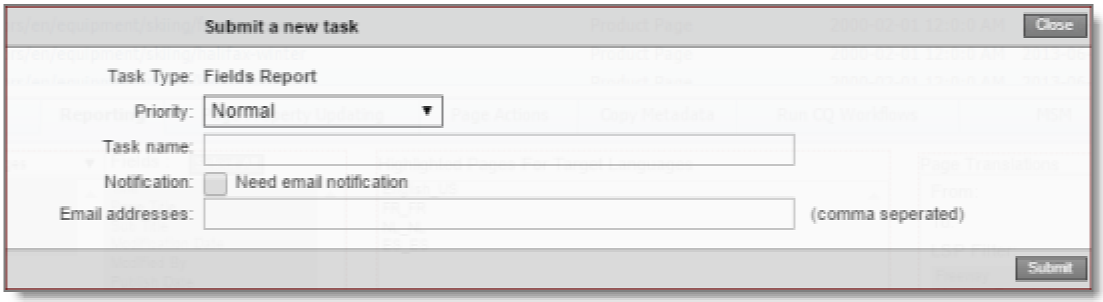


3. In the dropdown list at the top of the section, select whether to generate the report for the highlighted pages in the source language or in the specified target languages. Select one of the following:
   - `Highlighted Pages for Languages`: The Connector will generate the report for highlighted pages in the languages selected in the list below the dropdown list. All source and target languages defined for your team profile are displayed in this list.
     - To select multiple adjacent languages, press and hold the `Shift` key.
     - To select multiple non-adjacent languages, press and hold the `Ctrl` key.
   - `Highlighted Pages Only`: The Connector will generate the report for highlighted pages only.

4. In the **Fields** list, select the fields to include in the generated report. By default, all available fields are selected.
   - To select multiple adjacent fields, press and hold the `Shift` key.
   - To select multiple non-adjacent fields, press and hold the `Ctrl` key.

5. Click **Field Report**.

The **Submit a new task** dialog box opens.



The generated report will be displayed as a task on the **Backend Tasks** page.

6. Define the parameters for this task:

Field	Description
Priority	The priority level for this task. This is one of the following: ▪ `Normal`: The Connector generates the corresponding report with normal priority. ▪ `Urgent`: The Connector generates the corresponding report before generating reports for tasks with `Normal` priority. ▪ `Wait for approval`: This task must be approved before the Connector generates the corresponding report.
Task Name	The name of the report, as it will be displayed on the **Backend Tasks** page.
Notification	To receive an email notification when the report is generated and ready for viewing, select the **Need email notification** check box.
Email addresses	If you selected the **Need email notification** check box, described above, enter the email addresses that will receive a notification when the report is generated and ready for viewing.

7. Click **Submit**.

   A message box states that the task has been saved.

8. Click **OK** to close the message box.

You can access your report from the **Backend Tasks** page, which you open by clicking **Tasks** in the Clay Tablet Connector rail. If the task requires approval before the report is generated, you can approve it there. For detailed instructions, see "Managing Tasks and Accessing Reports" on page 129.

7.1.2 Lock Report

You can generate the Lock report about multiple pages. This report displays which of multiple pages, including multiple language versions of these pages, are locked or unlocked.

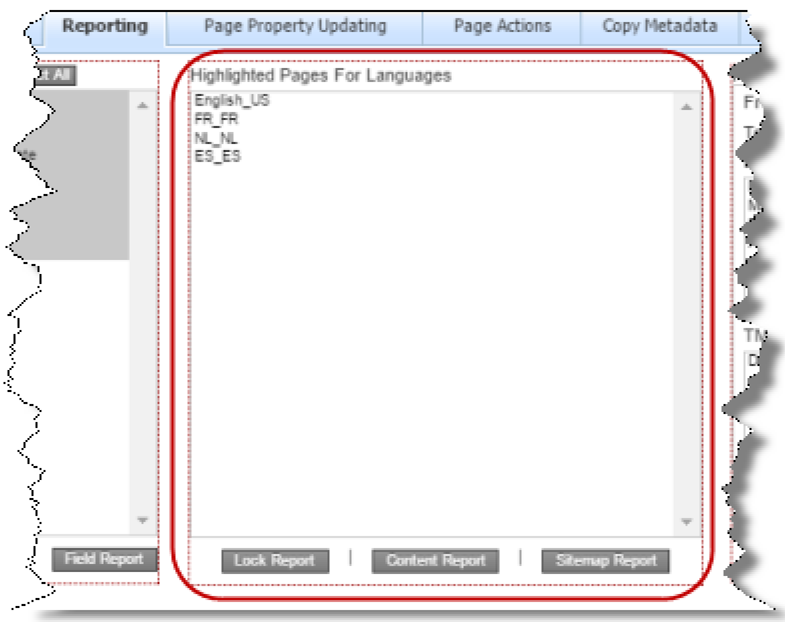
To generate the Lock report:

1. In the Bulk Tool, display and highlight the pages for which you want to generate this report. For detailed instructions, see "Performing Actions on Multiple Pages" on page 99.
   - To highlight a page, click in the corresponding row.

     Note: Do not click the actual path in the **Path** column, because that is a link to the page.
   - To highlight multiple adjacent pages, press and hold the `Shift` key.
   - To highlight multiple non-adjacent pages, press and hold the `Ctrl` key.
   - To highlight all the pages in the list, click **Highlight All**.
   - To remove the highlight from all the pages in the list, click **Remove Highlighted**.

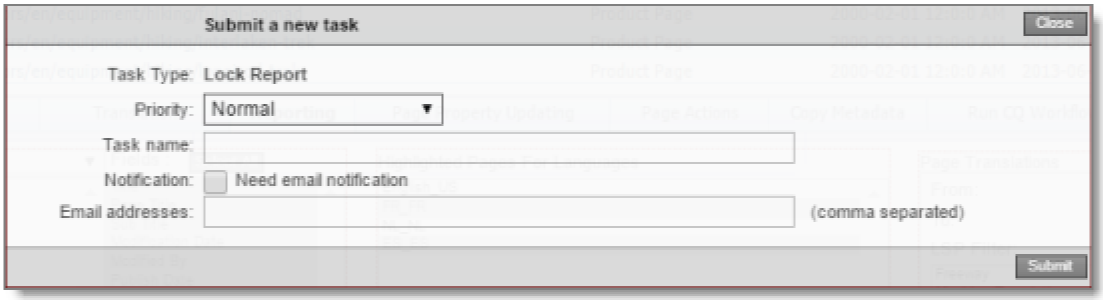
   Important: Ensure that you *highlight* the pages in the list, instead of *selecting* the check boxes.
2. In the bottom of the Bulk Tool, click the **Reporting** tab.

   You generate the Lock report in the middle section of this tab, which is highlighted in the following screen capture:



3. Select the languages for which to generate the report for the highlighted pages in the list.
   - To select multiple adjacent languages, press and hold the `Shift` key.
   - To select multiple non-adjacent languages, press and hold the `Ctrl` key.
4. Click **Lock Report**.

   The **Submit a new task** dialog box opens.



The generated report will be displayed as a task on the **Backend Tasks** page.

5. Define the parameters for this task:

Field	Description
Priority	The priority level for this task. This is one of the following: ■ `Normal`: The Connector generates the corresponding report with normal priority. ■ `Urgent`: The Connector generates the corresponding report before generating reports for tasks with `Normal` priority. ■ `Wait for approval`: This task must be approved before the Connector generates the corresponding report.
Task Name	The name of the report, as it will be displayed on the **Backend Tasks** page.
Notification	To receive an email notification when the report is generated and ready for viewing, select the **Need email notification** check box.
Email addresses	If you selected the **Need email notification** check box, described above, enter the email addresses that will receive a notification when the report is generated and ready for viewing.

6. Click **Submit**.

   A message box states that the task has been saved.

7. Click **OK** to close the message box.

You can access your report from the **Backend Tasks** page, which you open by clicking **Tasks** in the Clay Tablet Connector rail. If the task requires approval before the report is generated, you can approve it there. For detailed instructions, see "Managing Tasks and Accessing Reports" on page 129.

7.1.3 Content Report

You can generate the Content report about multiple pages. This report displays the relationships between multiple page paths and all associated language versions.

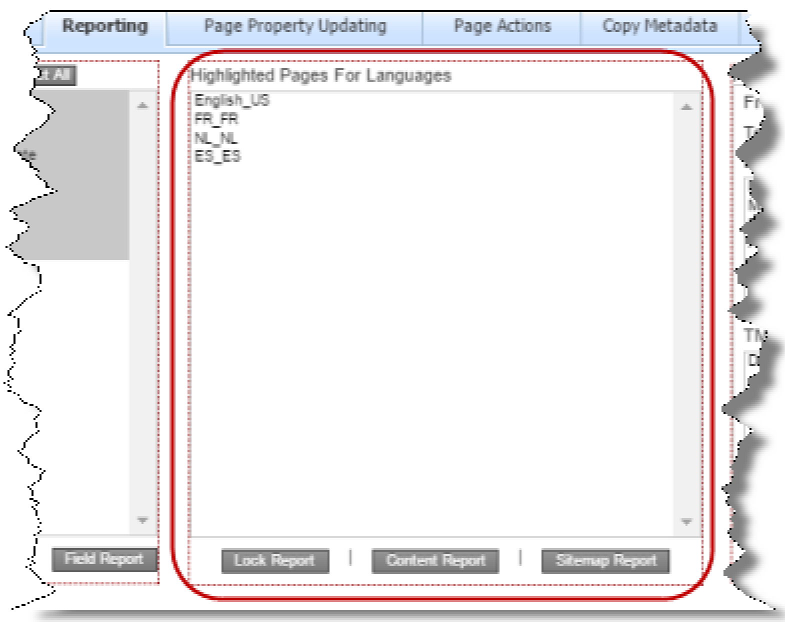
To generate the Content report:

1. In the Bulk Tool, display and highlight the pages for which you want to generate this report. For detailed instructions, see "Performing Actions on Multiple Pages" on page 99.
   - To highlight a page, click in the corresponding row.

     Note: Do not click the actual path in the **Path** column, because that is a link to the page.
   - To highlight multiple adjacent pages, press and hold the `Shift` key.
   - To highlight multiple non-adjacent pages, press and hold the `Ctrl` key.
   - To highlight all the pages in the list, click **Highlight All**.
   - To remove the highlight from all the pages in the list, click **Remove Highlighted**.

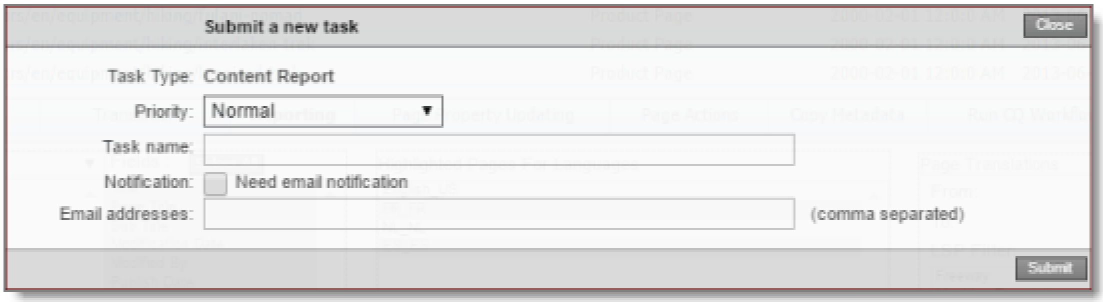
   Important: Ensure that you *highlight* the pages in the list, instead of *selecting* the check boxes.
2. In the bottom of the Bulk Tool, click the **Reporting** tab.

   You generate the Content report in the middle section of this tab, which is highlighted in the following screen capture:



3. Select the languages for which to generate the report for the highlighted pages in the list.
   - To select multiple adjacent languages, press and hold the `Shift` key.
   - To select multiple non-adjacent languages, press and hold the `Ctrl` key.
4. Click **Content Report**.

   The **Submit a new task** dialog box opens.



The generated report will be displayed as a task on the **Backend Tasks** page.

5. Define the parameters for this task:

Field	Description
Priority	The priority level for this task. This is one of the following: ■ `Normal`: The Connector generates the corresponding report with normal priority. ■ `Urgent`: The Connector generates the corresponding report before generating reports for tasks with `Normal` priority. ■ `Wait for approval`: This task must be approved before the Connector generates the corresponding report.
Task Name	The name of the report, as it will be displayed on the **Backend Tasks** page.
Notification	To receive an email notification when the report is generated and ready for viewing, select the **Need email notification** check box.
Email addresses	If you selected the **Need email notification** check box, described above, enter the email addresses that will receive a notification when the report is generated and ready for viewing.

6. Click **Submit**.

   A message box states that the task has been saved.

7. Click **OK** to close the message box.

You can access your report from the **Backend Tasks** page, which you open by clicking **Tasks** in the Clay Tablet Connector rail. If the task requires approval before the report is generated, you can approve it there. For detailed instructions, see "Managing Tasks and Accessing Reports" on page 129.

7.1.4 Sitemap Report

You can generate the Sitemap report about multiple pages. This report displays the sitemap relationships among multiple pages for all languages.

To generate the Sitemap report:

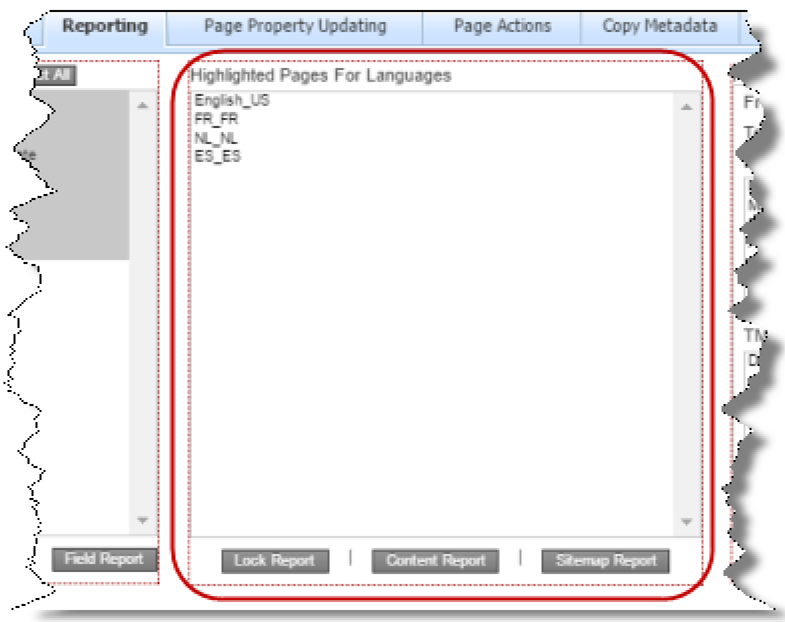
1. In the Bulk Tool, display and highlight the pages for which you want to generate this report. For detailed instructions, see "Performing Actions on Multiple Pages" on page 99.
   - To highlight a page, click in the corresponding row.

     Note: Do not click the actual path in the **Path** column, because that is a link to the page.
   - To highlight multiple adjacent pages, press and hold the `Shift` key.
   - To highlight multiple non-adjacent pages, press and hold the `Ctrl` key.
   - To highlight all the pages in the list, click **Highlight All**.
   - To remove the highlight from all the pages in the list, click **Remove Highlighted**.

   Important: Ensure that you *highlight* the pages in the list, instead of *selecting* the check boxes.

2. In the bottom of the Bulk Tool, click the **Reporting** tab.

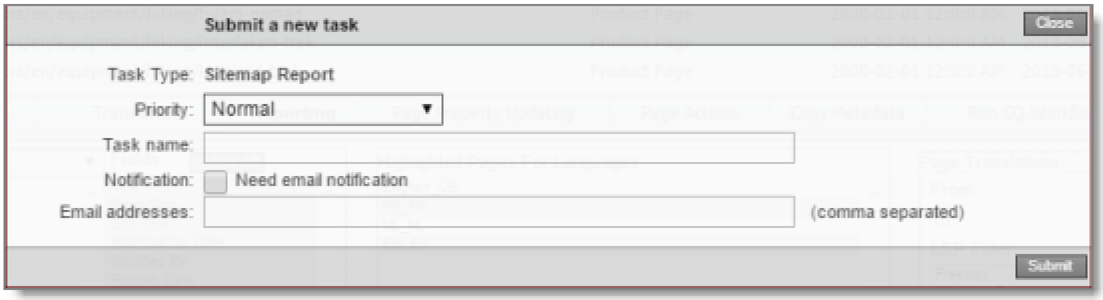
   You generate the Sitemap report in the middle section of this tab, which is highlighted in the following screen capture:



3. Select the languages for which to generate the report for the highlighted pages in the list.
   - To select multiple adjacent languages, press and hold the `Shift` key.
   - To select multiple non-adjacent languages, press and hold the `Ctrl` key.

4. Click **Sitemap Report**.

   The **Submit a new task** dialog box opens.



The generated report will be displayed as a task on the **Backend Tasks** page.

5. Define the parameters for this task:

Field	Description
Priority	The priority level for this task. This is one of the following: ■ `Normal`: The Connector generates the corresponding report with normal priority. ■ `Urgent`: The Connector generates the corresponding report before generating reports for tasks with `Normal` priority. ■ `Wait for approval`: This task must be approved before the Connector generates the corresponding report.
Task Name	The name of the report, as it will be displayed on the **Backend Tasks** page.
Notification	To receive an email notification when the report is generated and ready for viewing, select the **Need email notification** check box.
Email addresses	If you selected the **Need email notification** check box, described above, enter the email addresses that will receive a notification when the report is generated and ready for viewing.

6. Click **Submit**.

   A message box states that the task has been saved.

7. Click **OK** to close the message box.

You can access your report from the **Backend Tasks** page, which you open by clicking **Tasks** in the Clay Tablet Connector rail. If the task requires approval before the report is generated, you can approve it there. For detailed instructions, see "Managing Tasks and Accessing Reports" on page 129.

7.1.5 Translation Report

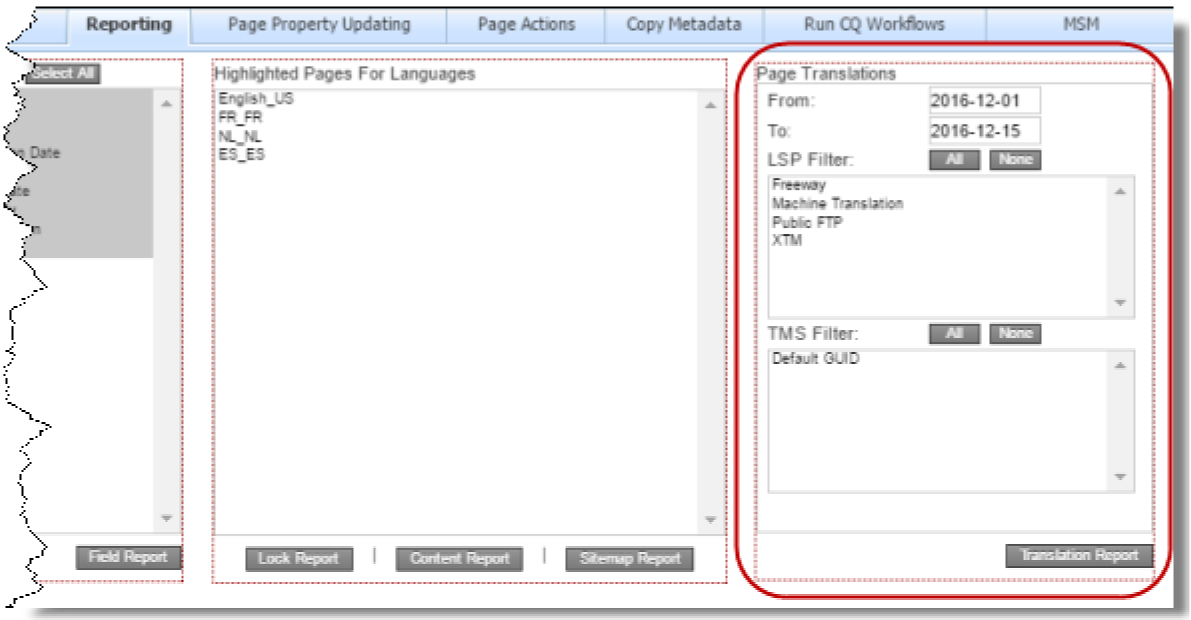
You can generate the Translation report. This report displays the translation history for a date range for the specified LSPs (translation providers) and TMSs.

Note: This report does not reference highlighted pages.

To generate the Translation report:

1. In the bottom of the Bulk Tool, click the **Reporting** tab.

   You generate the Translation report in the rightmost section of this tab, which is highlighted in the following screen capture:



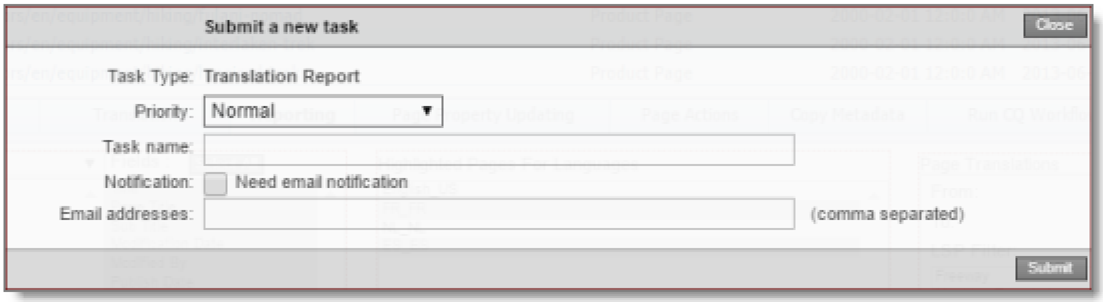
2. In the **From** and **To** fields, select the date range to include in the generated report.

3. In the **LSP Filter** section, select the LSPs (translation providers) for which to generate the report.
   - To select multiple adjacent LSPs, press and hold the `Shift` key.
   - To select multiple non-adjacent LSPs, press and hold the `Ctrl` key.
   - To select all LSPs, click **All**.
   - To clear all selected LSPs, click **None**.

4. In the **TMS Filter** section, select the TMSs for which to generate the report.
   - To select multiple adjacent TMSs , press and hold the `Shift` key.
   - To select multiple non-adjacent TMSs , press and hold the `Ctrl` key.
   - To select all TMSs , click **All**.
   - To clear all selected TMSs , click **None**.

5. Click **Translation Report**.

   The **Submit a new task** dialog box opens.



The generated report will be displayed as a task on the **Backend Tasks** page.

6. Define the parameters for this task:

Field	Description
Priority	The priority level for this task. This is one of the following: ▪ `Normal`: The Connector generates the corresponding report with normal priority. ▪ `Urgent`: The Connector generates the corresponding report before generating reports for tasks with `Normal` priority. ▪ `Wait for approval`: This task must be approved before the Connector generates the corresponding report.
Task Name	The name of the report, as it will be displayed on the **Backend Tasks** page.
Notification	To receive an email notification when the report is generated and ready for viewing, select the **Need email notification** check box.
Email addresses	If you selected the **Need email notification** check box, described above, enter the email addresses that will receive a notification when the report is generated and ready for viewing.

7. Click **Submit**.

   A message box states that the task has been saved.

8. Click **OK** to close the message box.

You can access your report from the **Backend Tasks** page, which you open by clicking **Tasks** in the Clay Tablet Connector rail. If the task requires approval before the report is generated, you can approve it there. For detailed instructions, see "Managing Tasks and Accessing Reports" on page 129.

7.2 Updating Page Properties for Multiple Pages

You use the **Page Property Updating** tab of the Bulk Tool to update page properties for multiple pages that you highlight in the page list in the Bulk Tool, including multiple language copies of those pages.

To update page properties for multiple pages:

1. In the Bulk Tool, display and highlight the pages for which you want to update the page properties. For detailed instructions, see "Performing Actions on Multiple Pages" on page 99.

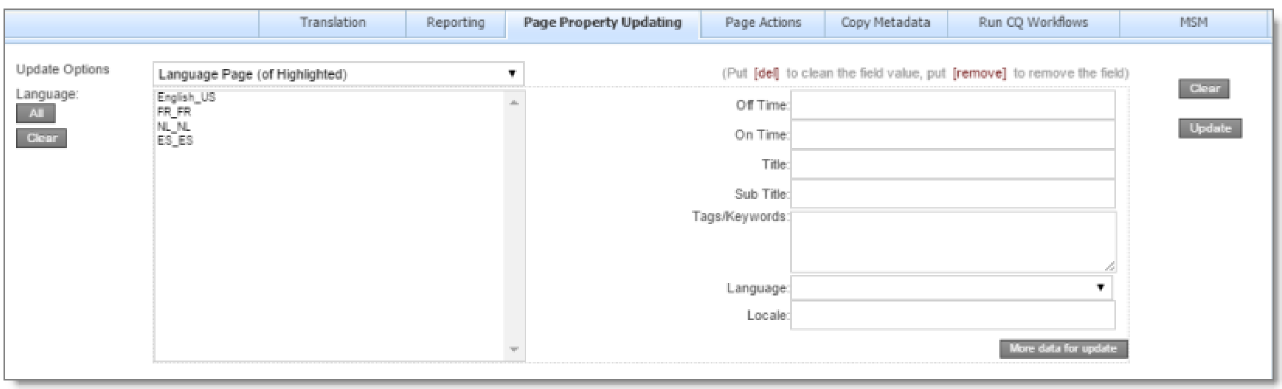
   - To highlight a page, click in the corresponding row.

     Note: Do not click the actual path in the **Path** column, because that is a link to the page.

   - To highlight multiple adjacent pages, press and hold the `Shift` key.
   - To highlight multiple non-adjacent pages, press and hold the `Ctrl` key.
   - To highlight all the pages in the list, click **Highlight All**.
   - To remove the highlight all the pages in the list, click **Remove Highlighted**.

   Important: Ensure that you *highlight* the pages in the list, instead of *selecting* the check boxes.

2. In the bottom of the Bulk Tool, click the **Page Property Updating** tab.



3. In the **Update Options** dropdown list, select one of the following:

   - `Highlighted Page`: The Connector will update the page properties for the highlighted pages in their source language.
   - `Language Page (of Highlighted)`: The Connector will update the page properties for highlighted pages in the languages selected in the **Language** section. All source and target languages defined for your team profile are displayed in this list.
   - `Highlighted Page and Language Page`: The Connector will update the page properties for highlighted pages in the source language and in the languages selected in the **Language** section. All source and target languages defined for your team profile are displayed in this list.

4. In the **Language** section, select the language copies of the highlighted pages that will have updated page properties. This is relevant only if `Language Page (of Highlighted)` or `Highlighted Page and Language Page` is selected in the **Update Options** dropdown list, as described in the previous step.

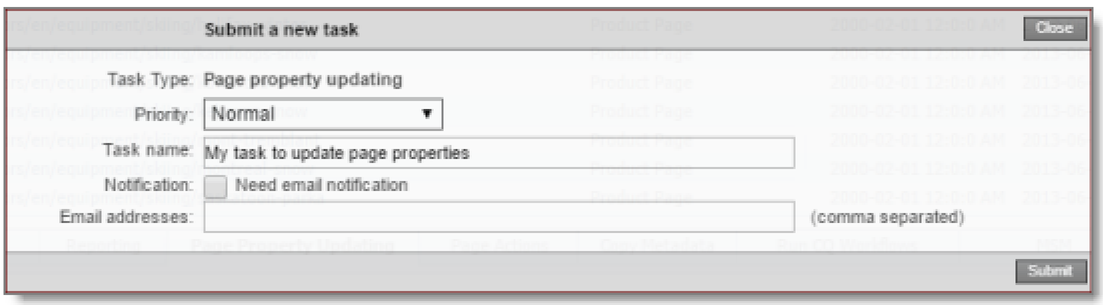
   - To select multiple adjacent languages, press and hold the `Shift` key.
   - To select multiple non-adjacent languages, press and hold the `Ctrl` key.

- To select all languages, click **All**.
- To clear all selected languages, click **Clear**.

5. In the right side of the tab, you specify the page properties to update and their values. For a description of these page properties, refer to the AEM documentation, available at: https://docs.adobe.com/docs/en/aem/6-0/author/page-authoring/editing-page-properties.html.
   - To remove a value from a page property, type `[del]` in the corresponding field.
   - To remove a page property, type `[remove]` in the corresponding field.
   - To clear all values, including those in the **Language** section, click **Clear**.
   - To display additional page-property fields, click **More data for update**. The page expands, displaying additional fields. Click this button again to collapse the page.

6. Click **Update**.

   The **Submit a new task** dialog box opens.



   Updating page properties will be displayed as a task on the **Backend Tasks** page.

7. Define the parameters for this task:

Field	Description
Priority	The priority level for this task. This is one of the following: ■ `Normal`: The Connector executes this task with normal priority. ■ `Urgent`: The Connector executes this task before executing tasks with `Normal` priority. ■ `Wait for approval`: This task must be approved before the Connector executes it.
Task Name	The name of the task, as it will be displayed on the **Backend Tasks** page.
Notification	To receive an email notification when the task is executed, select the **Need email notification** check box.
Email addresses	If you selected the **Need email notification** check box, described above, enter the email addresses that will receive a notification when the task is executed.

8. Click **Submit**.

   A message box states that the task has been saved.

9. Click **OK** to close the message box.

You can view your task on the **Backend Tasks** page, which you open by clicking **Tasks** in the Clay Tablet Connector rail. If the task requires approval before the report is generated, you can approve it there. For detailed instructions, see "Managing Tasks and Accessing Reports" on page 129.

7.3 Performing Page Actions on Multiple Pages

You use the **Page Actions** tab of the Bulk Tool to perform the same page action on multiple pages that you highlight in the page list in the Bulk Tool, including multiple language copies of those pages. You can perform the following types of page actions on multiple pages:

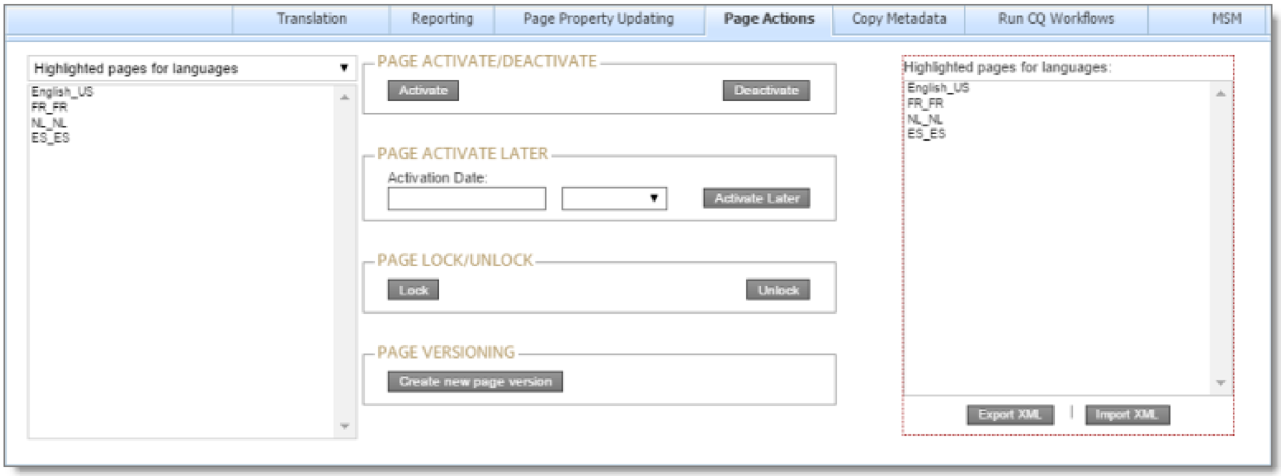
- activate pages
- deactivate pages
- set future activation date of pages
- lock pages
- unlock pages
- create a new version of pages
- import page content as XML
- export page content as XML

To perform page actions on multiple pages:

1. In the Bulk Tool, display and highlight the pages on which you want to perform page actions. For detailed instructions, see "Performing Actions on Multiple Pages" on page 99.
   - To highlight a page, click in the corresponding row.

     Note: Do not click the actual path in the **Path** column, because that is a link to the page.
   - To highlight multiple adjacent pages, press and hold the `Shift` key.
   - To highlight multiple non-adjacent pages, press and hold the `Ctrl` key.
   - To highlight all the pages in the list, click **Highlight All**.
   - To remove the highlight all the pages in the list, click **Remove Highlighted**.

   Important: Ensure that you *highlight* the pages in the list, instead of *selecting* the check boxes.
2. In the bottom of the Bulk Tool, click the **Page Actions** tab.

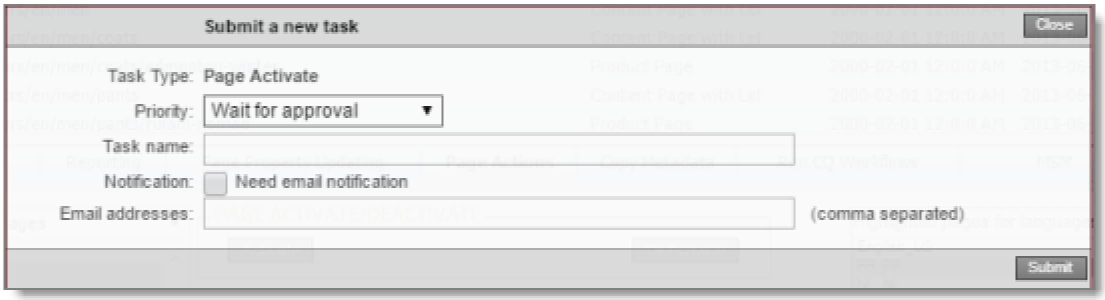


3. In the dropdown list at the top of the page, select one of the following:
   - `Highlighted pages for languages`: The Connector will perform the page action on the highlighted pages in the languages selected in the section below the dropdown list. All source and target languages defined for your team profile are displayed in this list.
   - `Highlighted pages only`: The Connector will perform the page action on the highlighted pages.
4. In the section below the dropdown list, select the language copies of the highlighted pages on which you will perform the page action. This is relevant only if `Highlighted pages for languages` was selected in the dropdown list, as described in the previous step.
   - To select multiple adjacent languages, press and hold the `Shift` key.
   - To select multiple non-adjacent languages, press and hold the `Ctrl` key.
5. Do one of the following to specify which page action to perform:
   - To activate the specified pages, in the **Page Activate/Deactivate** section, click **Activate**.
   - To deactivate the specified pages, in the **Page Activate/Deactivate** section, click **DeActivate**.
   - To set the future activation date of the specified pages, in the **Page Activate Later** section:
     a. Click in the **Activation Date** field and select the activation date in the calendar that opens.
     b. In the adjacent dropdown list, select the activation time.
     c. Click **Activate Later**.
   - To lock the specified pages, in the **Page Lock/Unlock** section, click **Lock**.
   - To unlock the specified pages, in the **Page Lock/Unlock** section, click **Unlock**.
   - To create a new version for the specified pages, in the **Page Versioning** section, click **Create new page version**.
   - To export page content for the specified pages as XML, on the right side of the tab, select the languages for the language copies of the pages to export, and then click **Export XML**.

- To import page content for the specified pages as XML, on the right side of the tab, select the languages for the language copies of the pages to import, and then click **Import XML**.

6. Click **Update**.

   The **Submit a new task** dialog box opens.



   The page action will be displayed as a task on the **Backend Tasks** page.

7. Define the parameters for this task:

Field	Description
Priority	The priority level for this task. This is one of the following: ■ `Normal`: The Connector executes this task with normal priority. ■ `Urgent`: The Connector executes this task before executing tasks with `Normal` priority. ■ `Wait for approval`: This task must be approved before the Connector executes it.
Task Name	The name of the task, as it will be displayed on the **Backend Tasks** page.
Notification	To receive an email notification when the task is executed, select the **Need email notification** check box.
Email addresses	If you selected the **Need email notification** check box, described above, enter the email addresses that will receive a notification when the task is executed.

8. Click **Submit**.

   A message box states that the task has been saved.

9. Click **OK** to close the message box.

You can view your task on the **Backend Tasks** page, which you open by clicking **Tasks** in the Clay Tablet Connector rail. If the task requires approval before the report is generated, you can approve it there. For detailed instructions, see "Managing Tasks and Accessing Reports" on page 129.

7.4 Copying Metadata to Multiple Pages

You use the **Copy Metadata** tab of the Bulk Tool to copy metadata to multiple pages that you highlight in the page list in the Bulk Tool, including multiple language copies of those pages. This includes copying metadata from source Blueprint pages to the corresponding livecopy language copies of those pages.

Note: In the **Bulk Tool Config** page, you configure which metadata fields are available for selection in the **Copy Metadata** tab. For detailed configuration instructions, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

To copy metadata to multiple pages:

1. In the Bulk Tool, display and highlight the pages to which you want to copy metadata. For detailed instructions, see "Performing Actions on Multiple Pages" on page 99.

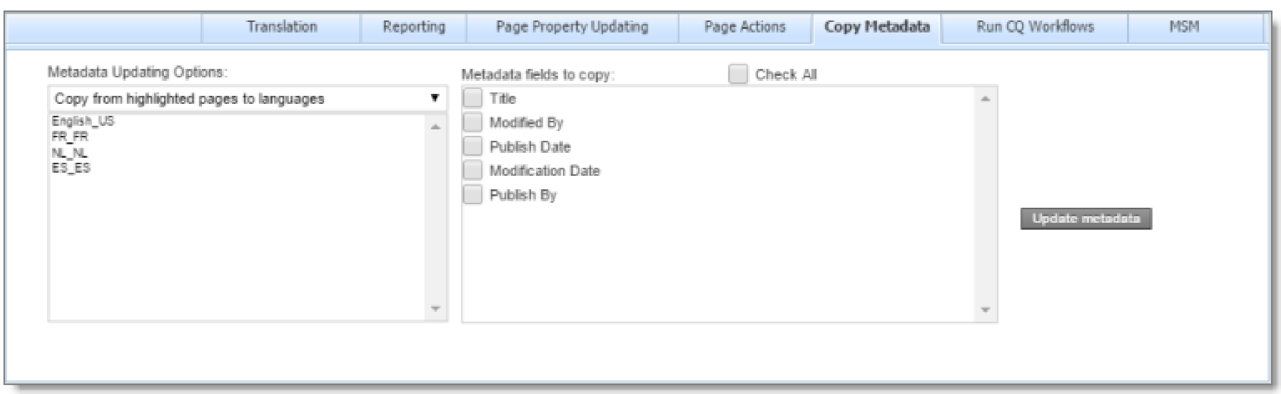
   - To highlight a page, click in the corresponding row.

     Note: Do not click the actual path in the **Path** column, because that is a link to the page.

   - To highlight multiple adjacent pages, press and hold the `Shift` key.
   - To highlight multiple non-adjacent pages, press and hold the `Ctrl` key.
   - To highlight all the pages in the list, click **Highlight All**.
   - To remove the highlight all the pages in the list, click **Remove Highlighted**.

   Important: Ensure that you *highlight* the pages in the list, instead of *selecting* the check boxes.

2. In the bottom of the Bulk Tool, click the **Copy Metadata** tab.



3. In the **Metadata Updating Options** dropdown list, select one of the following:

   - `Copy from highlighted pages to languages`: The Connector will copy the specified metadata from the highlighted pages to the corresponding language copies of those pages. You specify the languages in the section below the list. All source and target languages defined for your team profile are displayed in this list.

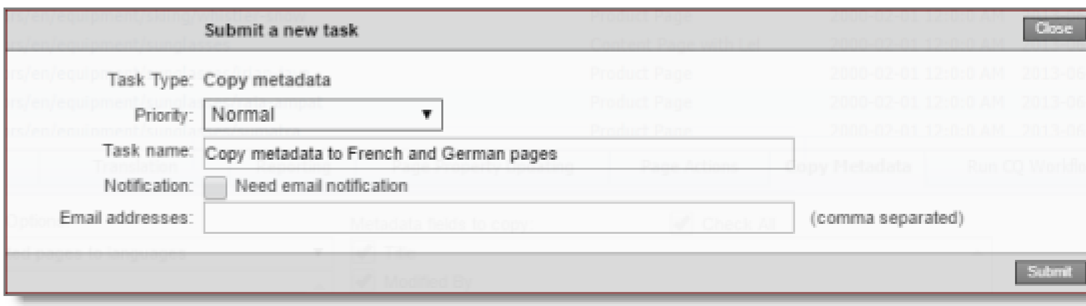
- `Copy from Blueprint for languages`: The Connector copies *to* the livecopy pages specified in the **Language** list *from* the corresponding livecopy source pages.

4. In the section below the **Metadata Updating Options** dropdown list, select the language copies of the highlighted pages to which the Connector will copy the specified metadata.
   - To select multiple adjacent languages, press and hold the `Shift` key.
   - To select multiple non-adjacent languages, press and hold the `Ctrl` key.
5. In the **Metadata fields to copy** section, you select which metadata fields to copy.

   Select the check boxes for the metadata fields to copy, or select the **Check All** check box to select the check boxes for all available metadata fields.

   Note: By default, no fields are configured. You must configure these fields in the **Bulk Tool Config** page. For detailed instructions, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.
6. Click **Update metadata**.

   The **Submit a new task** dialog box opens.



   Copying metadata will be displayed as a task on the **Backend Tasks** page.
7. Define the parameters for this task:

Field	Description
Priority	The priority level for this task. This is one of the following: ▪ `Normal`: The Connector executes this task with normal priority. ▪ `Urgent`: The Connector executes this task before executing tasks with `Normal` priority. ▪ `Wait for approval`: This task must be approved before the Connector executes it.
Task Name	The name of the task, as it will be displayed on the **Backend Tasks** page.
Notification	To receive an email notification when the task is executed, select the **Need email notification** check box.
Email addresses	If you selected the **Need email notification** check box, described above, enter the email addresses that will receive a notification when the task is executed.

8. Click **Submit**.

A message box states that the task has been saved.

9. Click **OK** to close the message box.

You can view your task on the **Backend Tasks** page, which you open by clicking **Tasks** in the Clay Tablet Connector rail. If the task requires approval before the report is generated, you can approve it there. For detailed instructions, see "Managing Tasks and Accessing Reports" on page 129.

7.5 Running Workflows on Multiple Pages

You use the **Run CQ Workflows** tab of the Bulk Tool to run workflows on multiple pages that you highlight in the page list in the Bulk Tool, including multiple language copies of those pages.

Note: In the **Bulk Tool Config** page, you configure which workflows are available for selection in the **Run CQ Workflows** tab. For detailed configuration instructions, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

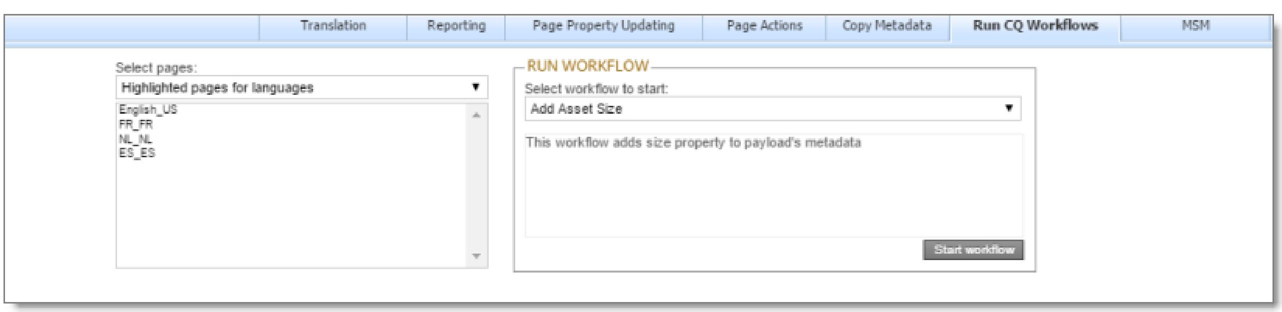
To run workflows on multiple pages:

1. In the Bulk Tool, display and highlight the pages on which you want to run workflows. For detailed instructions, see "Performing Actions on Multiple Pages" on page 99.
   - To highlight a page, click in the corresponding row.

     Note: Do not click the actual path in the **Path** column, because that is a link to the page.
   - To highlight multiple adjacent pages, press and hold the `Shift` key.
   - To highlight multiple non-adjacent pages, press and hold the `Ctrl` key.
   - To highlight all the pages in the list, click **Highlight All**.
   - To remove the highlight all the pages in the list, click **Remove Highlighted**.

   Important: Ensure that you *highlight* the pages in the list, instead of *selecting* the check boxes.

2. In the bottom of the Bulk Tool, click the **Run CQ Workflows** tab.



3. In the **Select pages** dropdown list, select one of the following:

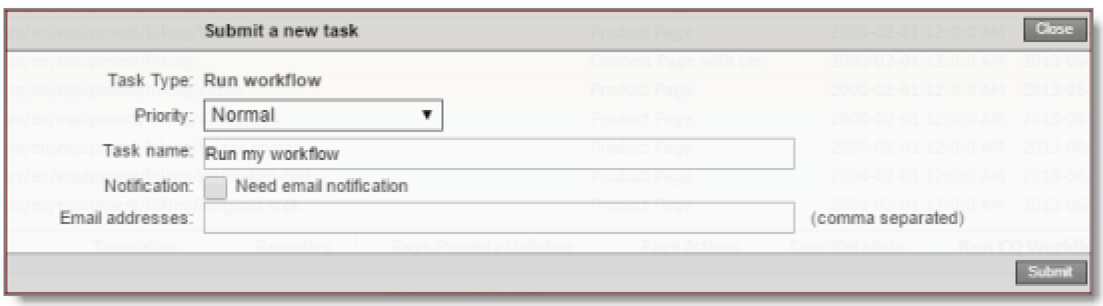
- `Highlighted pages for languages`: The Connector will run the selected workflow on the highlighted pages for the corresponding language copies of those pages. You specify the languages in the section below the list. All source and target languages defined for your team profile are displayed in this list.
- `Highlighted pages only`: The Connector will run the selected workflow on the highlighted pages.

4. In the section below the **Select pages** dropdown list, select the language copies of the highlighted pages on which the Connector will run the selected workflow. This is relevant only if you selected `Highlighted pages for languages` from the **Select pages** dropdown list.
   - To select multiple adjacent languages, press and hold the `Shift` key.
   - To select multiple non-adjacent languages, press and hold the `Ctrl` key.
5. In the **Run Workflow** section, you select the workflow to run from the **Select workflow to start** dropdown list. When you select a workflow in the list, its description is displayed below.

Note: By default, no workflows are configured for selection. You must configure these workflows in the **Bulk Tool Config** page. For detailed instructions, refer to the *Clay Tablet Connector for Adobe Experience Manager Installation and Configuration Guide*.

6. Click **Start workflow**.

The **Submit a new task** dialog box opens.



Running the workflow will be displayed as a task on the **Backend Tasks** page.

7. Define the parameters for this task:

Field	Description
Priority	The priority level for this task. This is one of the following: ■ `Normal`: The Connector executes this task with normal priority. ■ `Urgent`: The Connector executes this task before executing tasks with `Normal` priority. ■ `Wait for approval`: This task must be approved before the Connector executes it.
Task Name	The name of the task, as it will be displayed on the **Backend Tasks** page.
Notification	To receive an email notification when the task is executed, select the **Need email notification** check box.

Field	Description
Email addresses	If you selected the **Need email notification** check box, described above, enter the email addresses that will receive a notification when the task is executed.

8. Click **Submit**.

   A message box states that the task has been saved.

9. Click **OK** to close the message box.

You can view your task on the **Backend Tasks** page, which you open by clicking **Tasks** in the Clay Tablet Connector rail. If the task requires approval before the report is generated, you can approve it there. For detailed instructions, see "Managing Tasks and Accessing Reports" on page 129.

7.6 Performing MSM Tasks on Multiple Pages

You use the **MSM** tab of the Bulk Tool to perform the following MSM (Multi Site Manager) tasks on multiple pages, including language versions of those pages:

MSM Task	For Detailed Instructions, See...
rolling out changes from the highlighted source (Blueprint) pages to the target (live copy), including language versions of those pages	"Rolling Out Changes to Multiple Pages" on page 125
resuming livecopy relationships from the highlighted source (Blueprint) pages to the target (live copy), including language versions of those pages	"Resuming or Suspending Livecopy Relationships on Multiple Pages" on page 126
suspending livecopy relationships between the highlighted source (Blueprint) pages to the target (live copy), including language versions of those pages	

7.6.1 Rolling Out Changes to Multiple Pages

You use the **MSM Rollout** section in the **MSM** tab of the Bulk Tool to roll out changes from the highlighted source (Blueprint) pages to the target (live copy), including language versions of those pages.

To roll out changes to multiple pages:

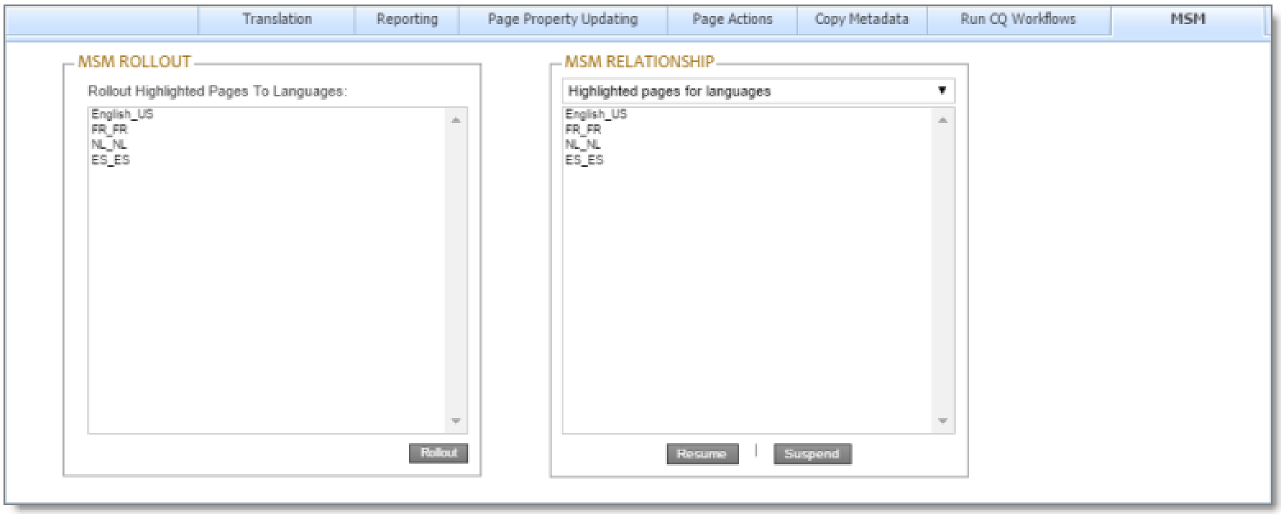
1. In the Bulk Tool, display and highlight the Blueprint pages you want to roll out. For detailed instructions, see "Performing Actions on Multiple Pages" on page 99.
   - To highlight a page, click in the corresponding row.

     Note: Do not click the actual path in the **Path** column, because that is a link to the page.

- To highlight multiple adjacent pages, press and hold the `Shift` key.
- To highlight multiple non-adjacent pages, press and hold the `Ctrl` key.
- To highlight all the pages in the list, click **Highlight All**.
- To remove the highlight all the pages in the list, click **Remove Highlighted**.

Important: Ensure that you *highlight* the pages in the list, instead of *selecting* the check boxes.

2. In the bottom of the Bulk Tool, click the **MSM** tab.



3. In the **MSM Rollout** section, select the language version of the target (live copy) pages to which the Connector will roll out the Blueprint pages.
   - To select multiple adjacent languages, press and hold the `Shift` key.
   - To select multiple non-adjacent languages, press and hold the `Ctrl` key.
4. Click **Rollout**.

   A message box states that the Connector will roll out the highlighted pages to the specified target languages.
5. Click **OK** to close the message box.

   A progress bar indicates the rollout progress.

7.6.2 Resuming or Suspending Livecopy Relationships on Multiple Pages

You use the **MSM Relationship** section in the **MSM** tab of the Bulk Tool to resume or suspend livecopy relationships from the highlighted source (Blueprint) pages to the target (live copy), including language versions of those pages.

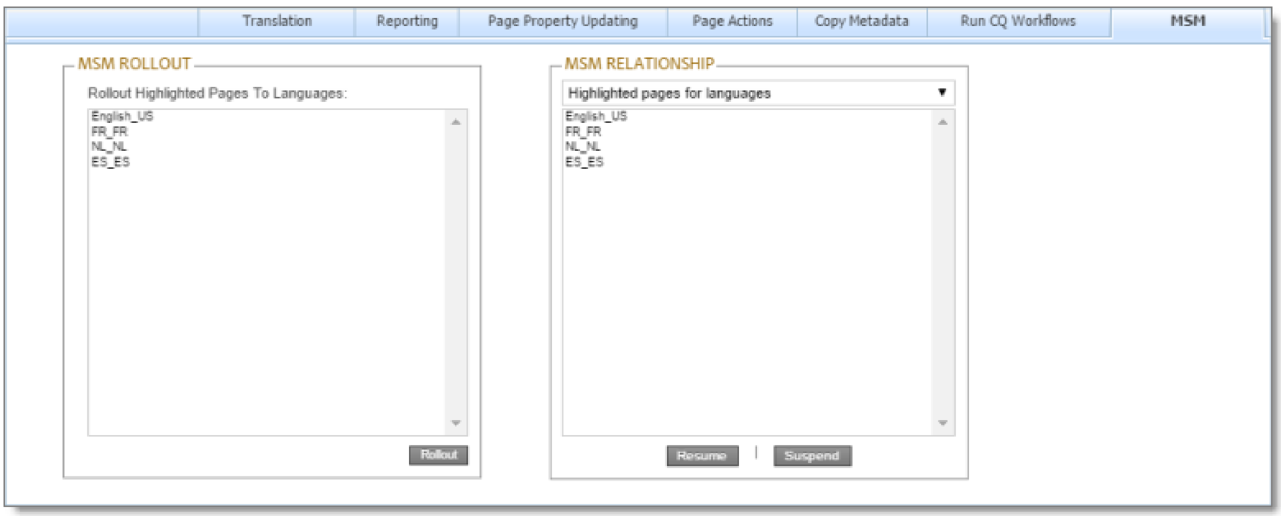
Note: The livecopy relationship is resumed, rather than created, based on the assumption that the page was a livecopy of the Blueprint. Similarly, a livecopy relationship is suspended, rather than deleted. The functionality described in this section is relevant only for pages that are already in a livecopy relationship. It is not applicable to non-related pages.

To resume or suspend livecopy relationships on multiple pages:

1. In the Bulk Tool, display and highlight the source (Blueprint) pages for which you want to resume or suspend livecopy relationships. For detailed instructions, see "Performing Actions on Multiple Pages" on page 99.
   - To highlight a page, click in the corresponding row.

     Note: Do not click the actual path in the **Path** column, because that is a link to the page.
   - To highlight multiple adjacent pages, press and hold the `Shift` key.
   - To highlight multiple non-adjacent pages, press and hold the `Ctrl` key.
   - To highlight all the pages in the list, click **Highlight All**.
   - To remove the highlight all the pages in the list, click **Remove Highlighted**.

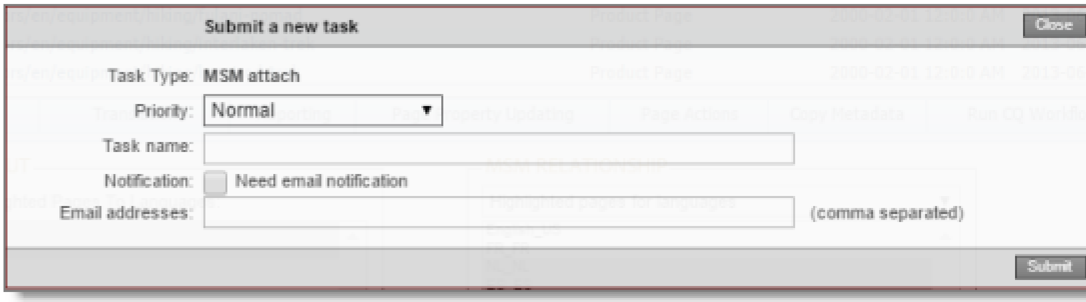
   Important: Ensure that you *highlight* the pages in the list, instead of *selecting* the check boxes.
2. In the bottom of the Bulk Tool, click the **MSM** tab.



3. In the **MSM Relationship** section, select one of the following options from the dropdown list:
   - `Highlighted pages for languages`: The Connector will resume or suspend livecopy relationships on the highlighted pages for the corresponding language versions of those pages. You specify the languages in the section below the list. All source and target languages defined for your team profile are displayed in this list.
   - `Highlighted pages only`: The Connector will resume or suspend livecopy relationships on the highlighted pages.
4. If you selected `Highlighted pages for languages` in the previous step, then select the language versions of the Blueprint pages for which the Connector will resume or suspend livecopy relationships.
   - To select multiple adjacent languages, press and hold the `Shift` key.
   - To select multiple non-adjacent languages, press and hold the `Ctrl` key.

5. Do one of the following:
   - To resume the livecopy relationships, click **Resume**.
   - To suspend the livecopy relationships, click **Suspend**.

   The **Submit a new task** dialog box opens.



   The MSM task will be displayed on the **Backend Tasks** page.

6. Define the parameters for this task:

Field	Description
Priority	The priority level for this task. This is one of the following: ■ `Normal`: The Connector executes this task with normal priority. ■ `Urgent`: The Connector executes this task before executing tasks with `Normal` priority. ■ `Wait for approval`: This task must be approved before the Connector executes it.
Task Name	The name of the task, as it will be displayed on the **Backend Tasks** page.
Notification	To receive an email notification when the task is executed, select the **Need email notification** check box.
Email addresses	If you selected the **Need email notification** check box, described above, enter the email addresses that will receive a notification when the task is executed.

7. Click **Submit**.

   A message box states that the task has been saved.

8. Click **OK** to close the message box.

You can view your task on the **Backend Tasks** page, which you open by clicking **Tasks** in the Clay Tablet Connector rail. If the task requires approval before the report is generated, you can approve it there. For detailed instructions, see "Managing Tasks and Accessing Reports" on page 129.

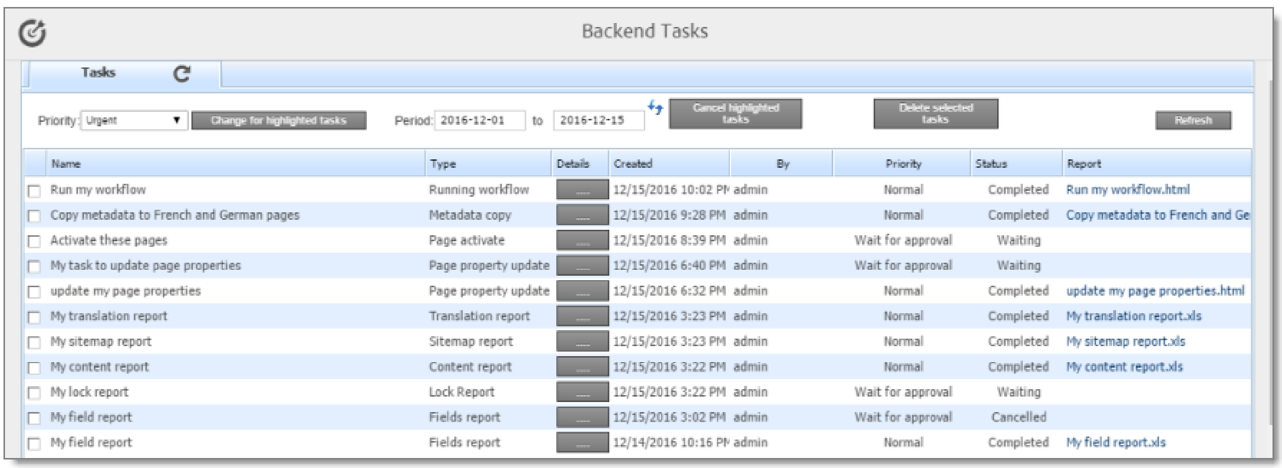
8 Managing Tasks and Accessing Reports

If you created a task in the Bulk Tool, you can view and update the priority of this task in the **Backend Tasks** page. You can also access generated reports from this page.

To manage tasks and access generated reports:

1. Do one of the following to open the **Backend Tasks** page:
   - In the Touch-Optimized UI of AEM 6.0 or higher, click **Tools > Clay Tablet Connector** in the AEM rail. Then, click **Tasks** in the Clay Tablet Connector rail.
   - In the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **Tasks** in the Clay Tablet Connector rail.
   - In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **Tasks** in the Clay Tablet Connector rail.
   - In your Web browser, navigate to `/content/ctctranslation/tasks.html` on your AEM instance.

   The **Tasks** tab of the **Backend Tasks** page opens.



   This tab displays tasks that were created in the Bulk Tool. If your task generated a report, you can access it here.

2. Optional. You can filter the list of tasks by date.
   a. In the **Period** and **to** date fields, enter the date range of when the tasks were submitted, in the following format: `YYYY-MM-DD`, or click in the date fields and select the dates in the calendar that opens.
   b. Click the Refresh icon  to update the list based on your selection and with any new tasks that were added since opening the page.

   The following information is displayed about each task in the list:

Column	Description
Name	The name of the task, which you created when you submitted it.
Type	The type of task. ■ For a report-generation task, you can see a list and description of report types in "Generating Reports about Multiple Pages" on page 104. ■ For other tasks, this is related to the type of action you performed before submitting the task.

Details	Click the ellipsis button to display additional information about the parameters of the task. This information is displayed in the pane below the list. The parameters that are displayed depend on the type of task. For detailed information about the report parameters, see the description of the specific report type:
	■ For a report-generation task, you can see a list and description of report parameters:
	  ▪ "Field Report" on page 105
	  ▪ "Lock Report" on page 107
	  ▪ "Content Report" on page 109
	  ▪ "Sitemap Report" on page 111
	  ▪ "Translation Report" on page 113
	■ For other tasks,refer to the description of the relevant user interface in a tab at the bottom of the Bulk Tool.

Created	The date and time that this task was submitted, in the following format: `YYYY-MM-DD h:mm AA`, where AA is two upper-case characters reflecting a.m. (after midnight) or p.m. (after noon).
By	The username of the user who created and submitted the task.
Priority	The priority level for this task. This is one of the following: ■ `Normal`: The Connector executes this task with normal priority. ■ `Urgent`: The Connector executes this task before executing tasks with `Normal` priority. ■ `Wait for approval`: This task must be approved before the Connector executes it.
Status	The status of the report-generation task. This is one of the following: ■ `Waiting`: The task has not yet been completed, so the report has not yet been generated. This may be because the task priority is Wait for approval, or it may be because there are currently other tasks being processed. ■ `Completed`: The task has been completed, and the report has been generated. ■ `Cancelled`: The task has been cancelled, and the corresponding report will not be generated.

Column	Description
Report	If the task has `Completed` status, you can view the corresponding generated report by clicking the link to it.
Information	If the task has `Completed` status, this displays the date and time that this report was generated, in the following format: `YYYY-MM-DD h:mm AA`, where AA is two upper-case characters reflecting a.m. (after midnight) or p.m. (after noon).

3. You can change the priority level of tasks if they have not yet been executed. This step is required for tasks submitted with the `Wait for approval` priority level.

Note: You cannot change the priority level for a task with `Cancelled` or `Completed` status.

   a. In the list, highlight the tasks whose priority level you want to change. For example, highlight the tasks with the `Wait for approval` priority level.

   Important: Do not select the check boxes for the tasks.

   - To select multiple adjacent tasks, press and hold the `Shift` key.
   - To select multiple non-adjacent tasks, press and hold the `Ctrl` key.

   b. In the **Priority** dropdown list in the top-left corner of the page, select the new priority level to apply to the highlighted tasks. For example, select the `Normal` priority level.

   c. Click **Change for highlighted tasks**.

   The priority changes for the highlighted tasks. If any tasks with the `Wait for approval` priority level now have the `Normal` priority level, they are ready to be executed.

You can also perform the following actions on this page:

- To update the list for recently added tasks or for changes to the date filter at the top of the page, click the Refresh icon .

- To view or download a generated report in `XLS` format, click the link in the **Report** column.

- To view the parameters of a task, click the ellipsis button in the **Details** column.

  The parameters are displayed in the bottom pane of the page, below the task list.

- To cancel tasks for reports that the Connector has not yet executed:

  Important: You cannot execute tasks (including generating reports) for tasks that you cancel.

  1. Highlight the tasks to cancel. The tasks must have `Waiting` status.

     Important: Do not select the check boxes for the tasks.

     - To select multiple adjacent tasks, press and hold the `Shift` key.
     - To select multiple non-adjacent tasks, press and hold the `Ctrl` key.

  2. Click **Cancel highlighted tasks**.

The status of the tasks changes to `Cancelled`.

To delete tasks:

Important: Download any generated report for a task before you delete it. Otherwise, you will lose the report.

1. Select the check boxes for the tasks to delete.
2. Click **Delete selected tasks**.

   A message box confirms that you want to delete the tasks.
3. Click **OK** to continue.

   The tasks are deleted. It the tasks had `Completed` status, the corresponding generated reports are also deleted.

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