LIONBRIDGE

Lionbridge Connector for Drupal 8 TMGMT

Setup and User Guide

Version 2.4

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1 Welcome to the Lionbridge Connector for Drupal 8 TMGMT

1 Welcome to the Lionbridge Connector for Drupal 8 TMGMT

Welcome to the Lionbridge Connector for Drupal 8 TMGMT (Connector). This Connector enables you to automate sending and retrieving content from Drupal TMGMT to Lionbridge for translation, 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 Using this Guide

Purpose of this guide

This guide describes how to use the Lionbridge Connector for Drupal TMGMT (Connector) to manage your translation lifecycle. It describes how to send out content for translation and receive it back from translation.

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 Drupal.

What your company setup should be

This document assumes that:

- Your company already uses Drupal and has installed the TMGMT module.
- Your company has created a Lionbridge Freeway account, at https://freeway.lionbridge.com.

What you should already know

This document assumes that:

- You have a strong working knowledge of Drupal.
- You are familiar with your company's translation process and requirements.
- You have valid user credentials to log into Drupal.

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

How this guide is organized

This guide contains the following chapters:

Chapter	Description
"Welcome to the Lionbridge Connector for Drupal 8 TMGMT" on page 5	A brief description of the Lionbridge solution for Drupal TMGMT and how it fits into the translation lifecycle. It also includes information about this guide and Lionbridge Connector Support contact information.
"Getting Started with the Lionbridge Connector for Drupal TMGMT" on page 15	How to get started and an overview of the Lionbridge Connector interface.
"Sending Content to Lionbridge" on page 42	How to send out Drupal content for translation.
"Importing Your Translated Content into Drupal TMGMT" on page 72	How to import your translated content. Relevant only if the **Receive translated jobs automatically** feature is not configured.
"Tracking Your Translation Job" on page 68	How to monitor the translation status of content and jobs that you sent out for translation.
"Viewing and Reviewing Translated Jobs" on page 74	How to view and review translated content.

Chapter	Description
"Other Translation Tasks" on page 78	How to perform other translation tasks, such as: ■ aborting jobs ■ resubmitting aborted jobs ■ deleting jobs ■ editing translated content ■ redelivering translated content to Drupal TMGMT

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 **Translation > Sources**."

1.3 Terminology

Content type	The content type of an item defines the fields it includes. For example, a basic *Page* content type has title and body fields. In Drupal, you can create custom content types.
Drupal	A free and open source content-management framework for building websites.
Freeway	A Lionbridge translation portal and a translation provider.
Job	One or more items that Drupal TMGMT groups together into a single translation job. All items in the job have the same target language. If you request a quote for your translation job, you must log into Lionbridge Freeway to authorize the quote before the translation process starts.

Lionbridge	The publisher of the Freeway translation portal and a translation provider. Users connect to the Freeway translation portal to submit content to and retrieve content from the Lionbridge translation provider.
Lionbridge Connector for Drupal TMGMT (Connector)	The connector software that Lionbridge has developed and provides that plugs into your Drupal TMGMT installation to provide connectivity to the Lionbridge translation services. In this document it is referred to as the Connector. This is the software you are installing and configuring as you work through this document.
Source language	The original language of the content. Content is translated *from* the source language.
Target language	The translated language of the content. Content is translated *into* the target language.
TMGMT	The Translation Management Tool (TMGMT) module in Drupal provides a tool set for translating content from Drupal. It supports plug-ins from various translation providers, which it calls translators.
Translator	The term in the Drupal TMGMT module that describes a connector between the module and a translation provider. In the context of this help, the Lionbridge Connector for Drupal TMGMT is a translator in Drupal. It provides a direct connection to the Lionbridge translation services.

1.4 How to Contact Lionbridge Connector Support

Email @: connectors@lionbridge.com

Telephone: +1-416-363-0888

You can submit a support ticket either:

- by email
- from the Lionbridge Connector Zendesk page, using your web browser

1.4.1 Submitting a Support Ticket

1. Do one of the following:
   - Email connectors@lionbridge.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 Lionbridge Connector Zendesk page in your browser: https://connectors.zendesk.com.
  b. Sign in to Zendesk.

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

  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, Lionbridge closes the ticket.

1.4.2 Information to Include in a 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

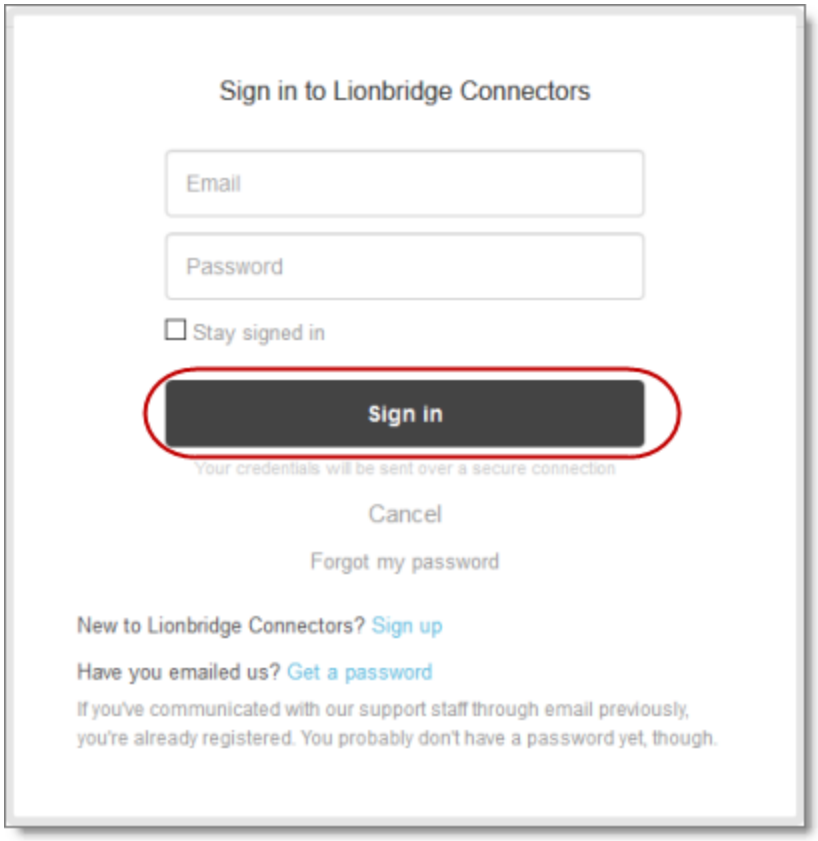
Files to attach to the support ticket:

- CMS log files for the date the issue occurred
- Connector or App log files for the date the issue occurred
- screen capture of the issue

1.4.3 Viewing and Updating Your Support Ticket in Zendesk

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

1. Open the Lionbridge Connector Zendesk page in your browser: https://connectors.zendesk.com.
2. Enter your credentials, and click **Sign in**.



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.

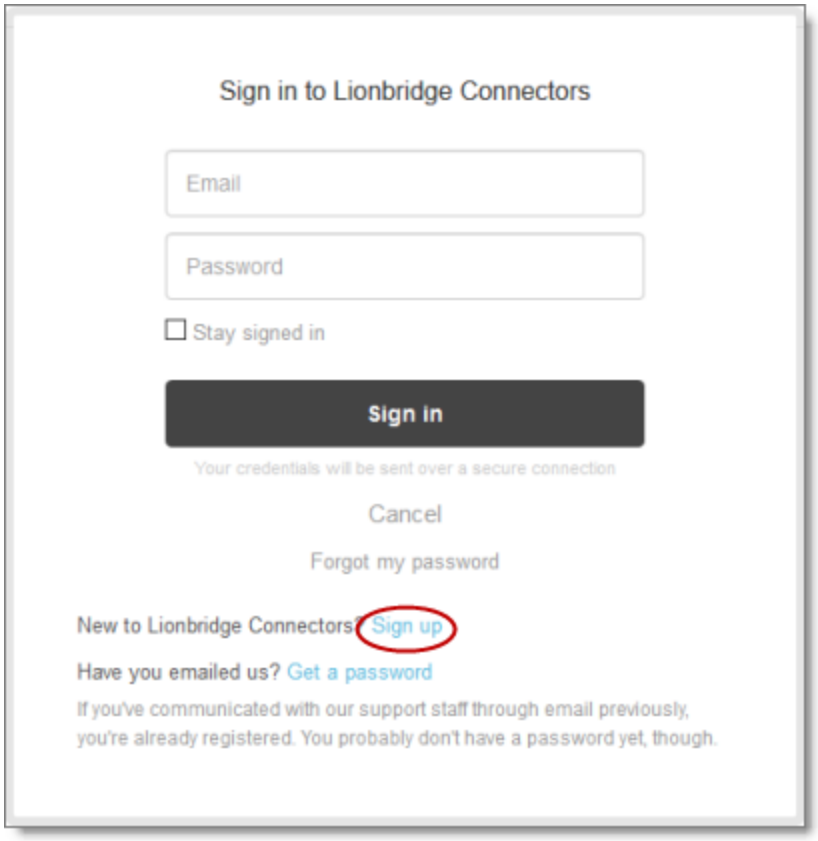
1.4.4 Signing Up for a Zendesk Account for Lionbridge Connectors

You can create a new Zendesk account for Lionbridge Connectors.

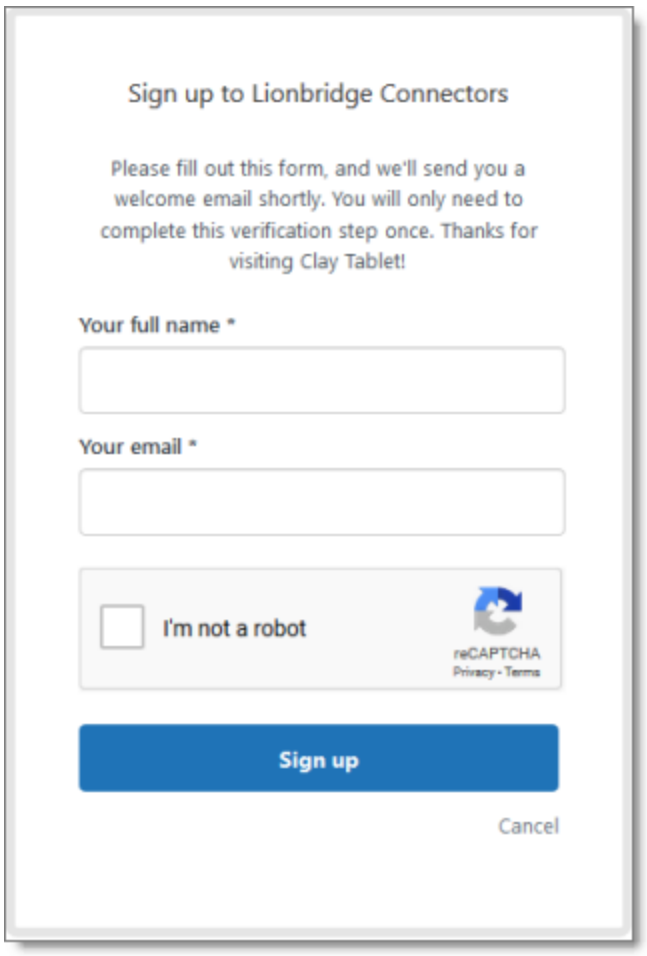
Note: If you have previously emailed Lionbridge Connectors Support at connectors@lionbridge.com to create a support ticket, you can get a password for your email account. For detailed instructions, see "How to Get a Password if You Have Previously Emailed Lionbridge Connectors."

To sign up for a Zendesk account:

1. Open the Lionbridge Connector Zendesk page in your browser: https://connectors.zendesk.com.
2. Click **Sign up** link.



The **Sign up** page opens.



3. Enter your name and email address, and select the **I'm not a robot** check box.
4. Click **Sign up**.

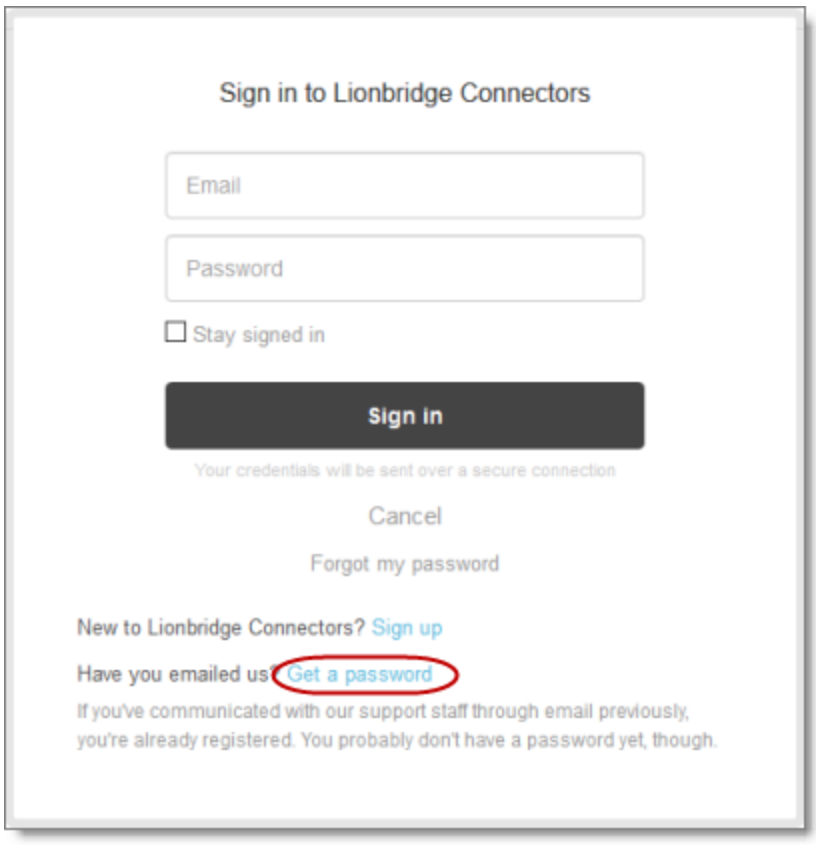
   The **Sign-up complete** page opens. You will receive a verification email shortly with a verification link that enables you to sign in. If you do not receive an email within a few minutes, please check your junk or spam folder.
5. Click the link in the verification email to create a password and sign into Zendesk.

1.4.5 Getting a Zendesk Password if You Previously Emailed Lionbridge Connectors

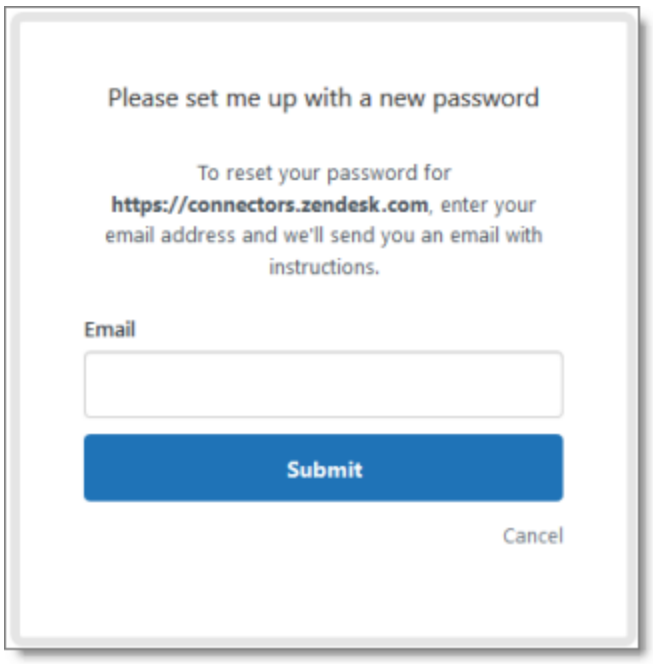
If you have previously emailed Lionbridge Connectors Support at connectors@lionbridge.com to create a support ticket, you can get a password for your email account.

To get a password:

1. Open the Lionbridge Connector Zendesk page in your browser: https://connectors.zendesk.com.
2. Click the **Get a password** link.



The **Please set me up with a new password** page opens.



3. Enter the email address from which you emailed Lionbridge Connectors Support (connectors@lionbridge.com).
4. Click **Submit**.

   Zendesk sends you an email with instructions for creating your password.
5. Follow the instructions in the email from Zendesk to create your password.

You can now sign in to Zendesk to create, view and update your support tickets.

2 Getting Started with the Lionbridge Connector for Drupal TMGMT

2 Getting Started with the Lionbridge Connector for Drupal TMGMT

The Lionbridge Connector for Drupal TMGMT is a plug-in to Drupal's Translation Management Tool (TMGMT) module. Its functionality is displayed to the users as part of Drupal TMGMT. The Lionbridge Connector supports all browsers that Drupal TMGMT supports.

The Connector supports Drupal 7 and 8. The version of the Connector described in this document supports Drupal 8. For information about Drupal 7 support, please contact Lionbridge Connector Support. For details, see "How to Contact Lionbridge Connector Support" on page 8.

Upgrading from version 1.x of the Connector

When upgrading from version 1.x of the Connector to the current version:

- You can use the older Connector version to finish processing jobs submitted with that version.

  Recommendation: When all jobs submitted with the older Connector version are complete, uninstall the older version.

- You must use the newer Connector version to submit and process all new jobs.

Upgrading from version 2.0-2.3 of the Connector

When upgrading from version 2.0-2.3 of the Connector to the current version:

1. Complete the processing of all jobs sent with the older version of the Connector.

   Warning: If you proceed to the next step without completing all jobs, any jobs that are in progress will be aborted.

2. From the Drupal user interface, uninstall the older version of the Connector.
3. On the server, delete the `connector` folder.
4. From the Drupal user interface, install the newer Connector version.

To get started with the Lionbridge Connector:

1. Install and configure the TMGMT module, including adding the languages you require and configuring specific content types for translation. For detailed instructions, refer to the Drupal TMGMT documentation, at https://www.drupal.org/node/1489984.
2. Download the package for the latest version of the Lionbridge Connector from the following link: https://www.drupal.org/project/lionbridge_translation_provider.

3. In Drupal, select **Modules** from the menu and then click **Install new module** to install the Lionbridge Connector package you downloaded in the previous step.
4. Add the Lionbridge Connector *as a provider* to Drupal. For detailed instructions, see "Adding Lionbridge as a Provider in Drupal TMGMT" on page 16.
5. Enable multilingual support for *content types* on your website. For detailed instructions, see "Enabling Multilingual Support for Content Types on your Site" on page 23.
6. Enable multilingual support for individual *fields* of each supported content type. For detailed instructions, see "Enabling Multilingual Support for Individual Fields" on page 24.

   Note: By default, enabling multilingual support for content types automatically enables multilingual support for all the fields of that content type.

2.1 Adding Lionbridge as a Provider in Drupal TMGMT

Before you can send content directly from Drupal TMGMT to Lionbridge, you must add the Lionbridge Connector for Drupal TMGMT as a *provider* in Drupal TMGMT.

You may want to add Lionbridge as multiple providers in Drupal TMGMT, for example, if you want to use multiple Content API credentials or different provider configurations.

Adding Lionbridge as a translator in Drupal TMGMT requires the following three general steps:

1. You create a Zendesk account and ticket on the Lionbridge Connectors site.
2. The Lionbridge Connector Support team creates a Lionbridge Content API account for you.
3. In Drupal TMGMT, you configure the connection to your Lionbridge Content API account.

Detailed instructions follow below.

Note: The default configuration settings are appropriate for most users.

To add Lionbridge as a provider in Drupal TMGMT:

1. Create a Zendesk account and password at https://connectors.zendesk.com. For detailed instructions, see "How to Contact Lionbridge Connector Support" on page 8.
2. Create a new Zendesk support ticket to notify Lionbridge Connector Support that you need a Lionbridge Content API account for the Connector. For detailed instructions, see "How to Contact Lionbridge Connector Support" on page 8.

   The Lionbridge Connector Support team will notify you when your Content API account has been created. This account uses your Zendesk credentials.

3. After you receive a notification from the Lionbridge Connector Support team that your Content API account has been created, log in to Drupal to complete the process.
4. In Drupal, select **Translation > Providers** from the menu.

   The **Providers** page opens.
5. Click **Add provider**.

   The **Add Provider** page opens.

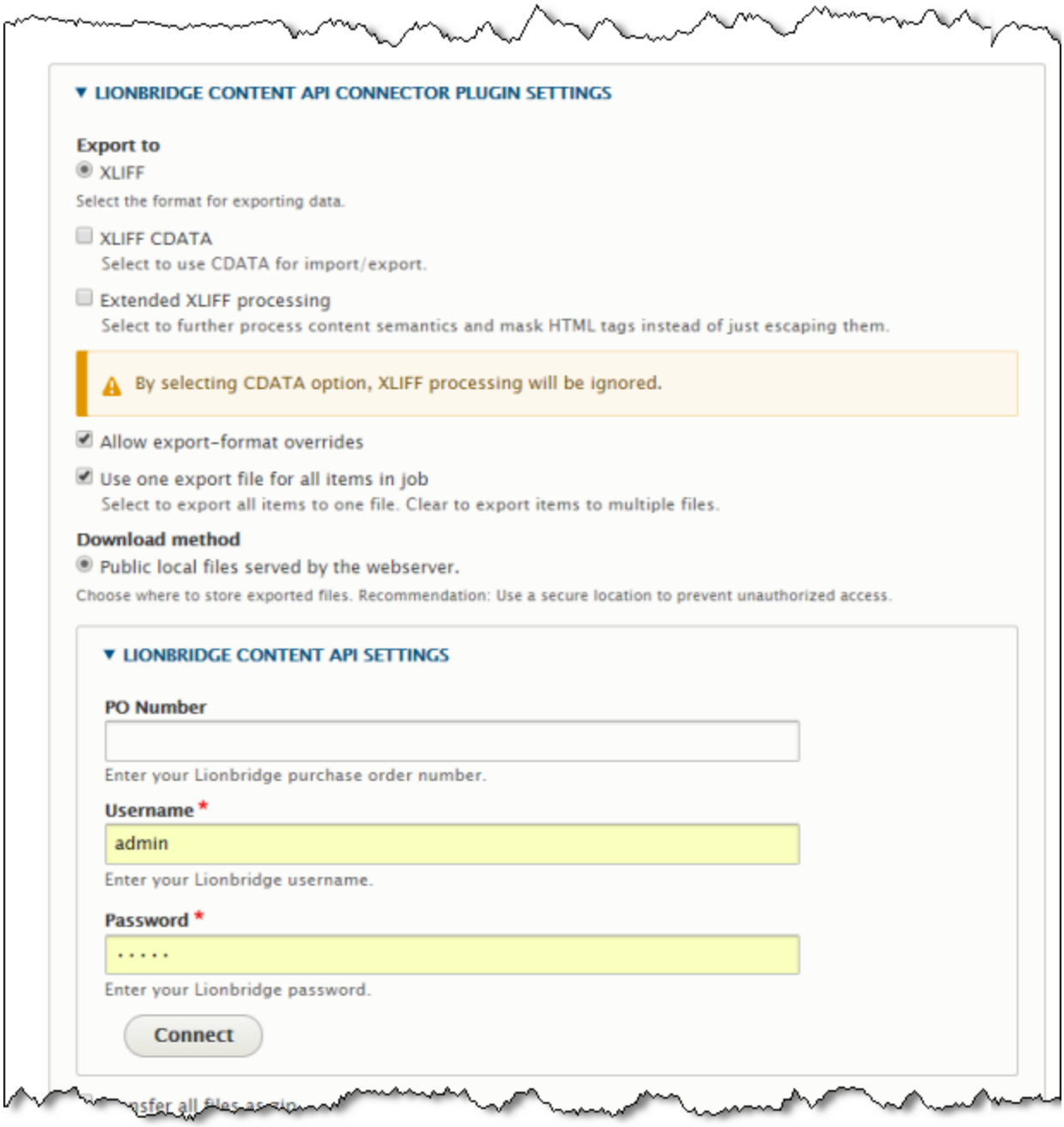
6. Enter the following information:

   Note: An asterisk (*) indicates a required field.

Field	Description
Label	Your name for the Lionbridge Connector in Drupal TMGMT. This is what is displayed to users who select a translation provider ("provider") when sending out content for translation.
Description	Your description of the provider.
Auto accept finished translations	Indicates whether to automatically accept all completed translations. ■ To automatically accept all translations without reviewing them first, select this check box. ■ To review translations before accepting them, clear this check box.

7. In the **Provider plugin** dropdown list, select `Lionbridge Content API Connector`. This is the Drupal TMGMT plug-in for Lionbridge translation services.

8. In the **Lionbridge Content API Connector Plugin Settings** section, enter the following information:



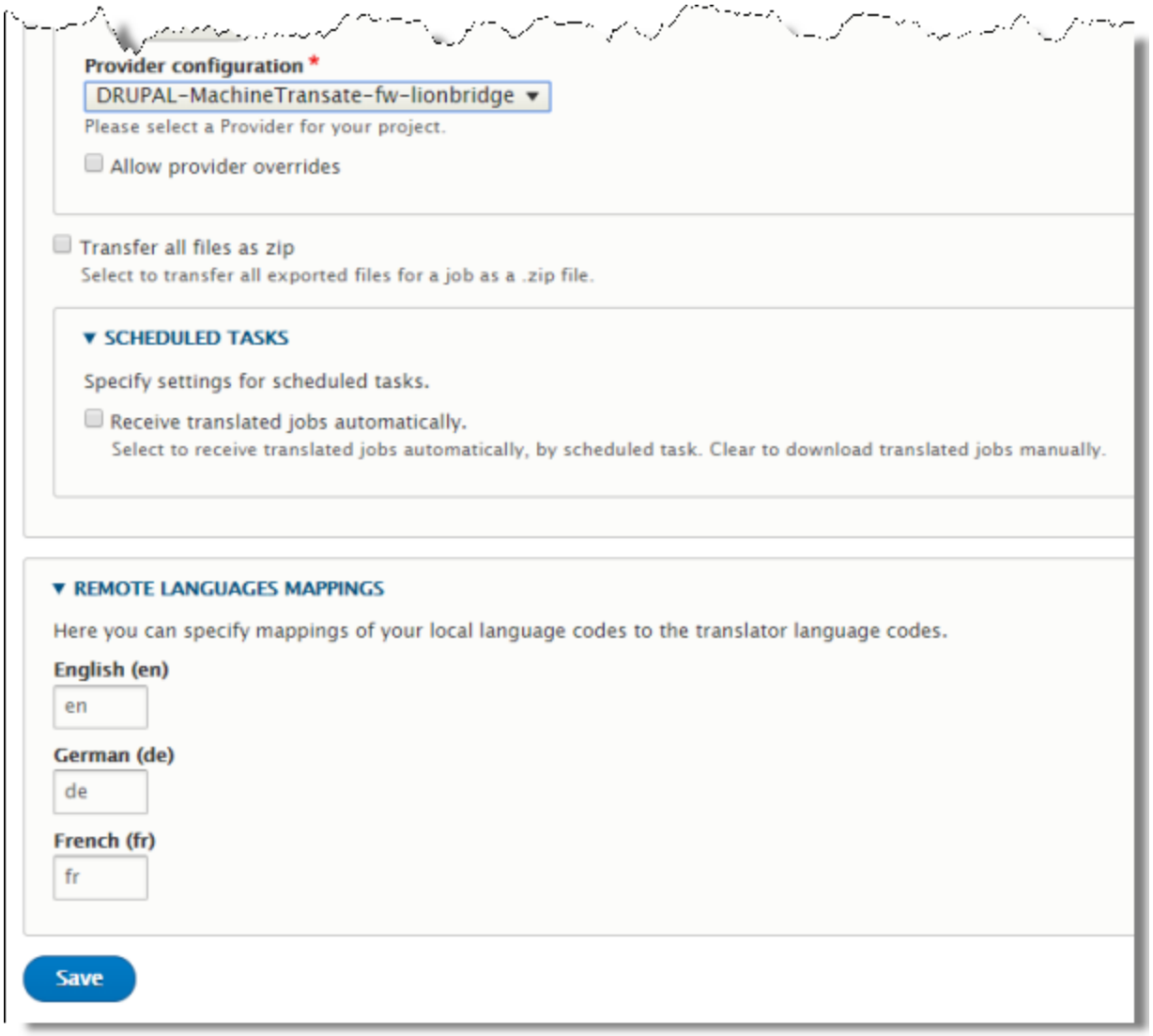
Field	Description
Export to	Your content is always exported in `XLIFF` format, which is the standard XML-based format for exchanging localizable data between applications.
XLIFF CDATA	Select this check box to wrap the content in `CData` tags. This prevents the Connector from escaping special characters, and avoids the scenario of double-escaped characters. **Note:** If you select this check box, the Connector ignores the **Extended XLIFF processing** setting, described next.
Extended XLIFF processing	Select this check box to further process content semantics and mask HTML tags instead of escaping them: ■ The Connector wraps the text in `CDATA` tags. ■ The Connector converts entity references for special characters, such as `<`, `>`, `&`, `'`, and `"`. ■ The Connector wraps other HTML elements, such as `<img>` tags, in `<bpt>` xliff tags, outside CDATA). **Note:** The Connector ignores this setting if the **XLIFF CDATA** check box, described above, is selected.
Allow export-format overrides	Select this check box to enable users to override the export-format settings when sending out content items for translation.
Use one export file for all items in job	Select this check box to export all content items to one file. Clear this check box to export content items to multiple files.
Download method	You can choose where to store exported files. Depending on your Drupal configuration, additional download methods and locations may be displayed in addition to **Public local files served by the webserver**. **Recommendation:** Use a secure location to prevent unauthorized access.

Field	Description
Lionbridge Content API Settings To obtain credentials for the Lionbridge Content API, create a Zendesk account at https://connectors.zendesk.com and create a support ticket. The Lionbridge Connector Support team will provision an account for you. For detailed instructions, see "How to Contact Lionbridge Connector Support" on page 8.	
PO Number	Optional. Enter a valid purchase order number that you set up in Lionbridge Freeway.
Username	The Lionbridge Zendesk username for accessing the Lionbridge Content API, which enables you to use the Connector to send Drupal content items to Lionbridge for translation.
Password	The Lionbridge Zendesk password for accessing the Lionbridge Content API, which enables you to use the Connector to send Drupal content items to Lionbridge for translation.

9. Click **Connect**. The Connector sends the credentials (username and password) to the Lionbridge Content API. The Connector stores the returned token for future sessions.

Notes: The Connector does not save your username or password. You must click **Connect**, at least once, to generate the access token required to use the Connector.

10. Enter the following information in the bottom part of the page.



Field	Description
Provider configuration	The default translation provider configuration. This translation provider will be displayed by default when users send content out for translation.

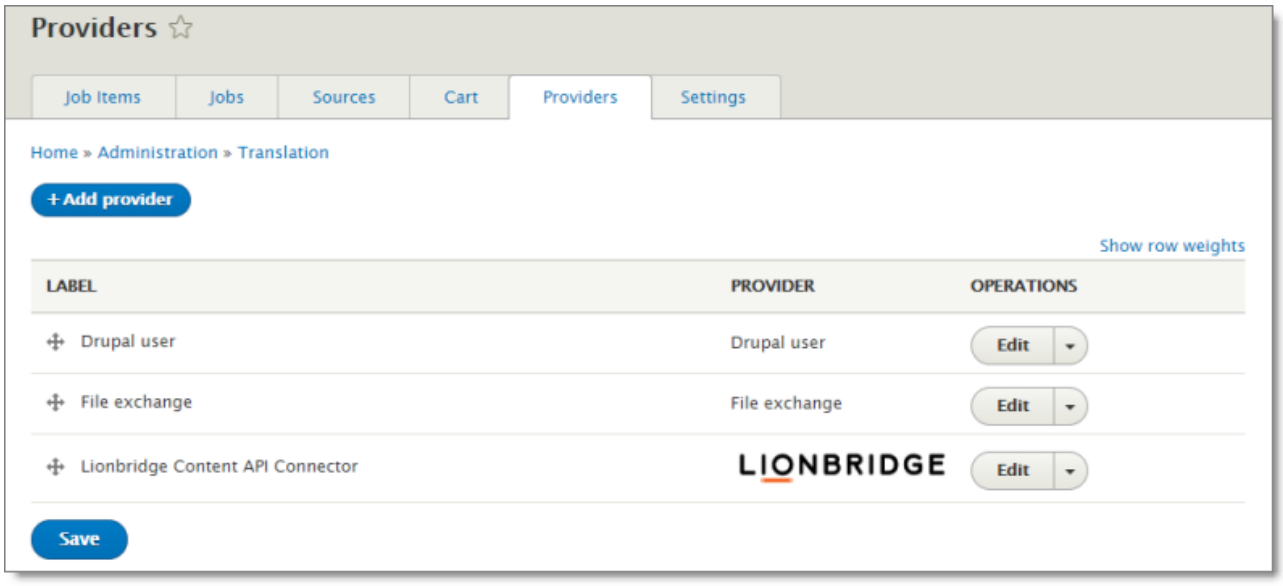
Field	Description
Allow provider overrides	Optional. This option determines whether users can change the translation provider when submitting jobs. ■ Select this check box to enable users to change the translation provider when submitting jobs. ■ Clear this check box to prevent users from changing the translation provider when submitting jobs. This is the default value.
Transfer all files as zip	Optional. Select this check box to instruct the Connector to deliver all files for translation in a single `.zip` file.
Scheduled Tasks	
Receive translated jobs automatically	Optional. In the sub-section, select the check box. This instructs the Connector to deliver all translated content automatically, as soon as it is ready.

11. Optional. In the **Remote Languages Mappings** section, you can update the default mapping between each language in Drupal TMGMT and the corresponding Lionbridge Freeway language code.

    Each text box in this section has a label with the language name and code of each language set up in the Drupal TMGMT **Languages** page. (To open this page, select **Configuration > Regional and language > Languages** from the menu.)

12. Click **Save**.

    The **Providers** page reopens, displaying the provider you just created.



If you want to add another provider to support different Content API credentials or different provider configurations, repeat the steps above.

2.2 Enabling Multilingual Support for Content Types on your Site

Before you can send content directly from Drupal TMGMT to Lionbridge, you must enable multilingual support on your Drupal website for each content type that you want to be able to send to Lionbridge for translation.

By default, the Connector supports sending out the following default *content types* for translation:

- article
- basic page
- translatable node

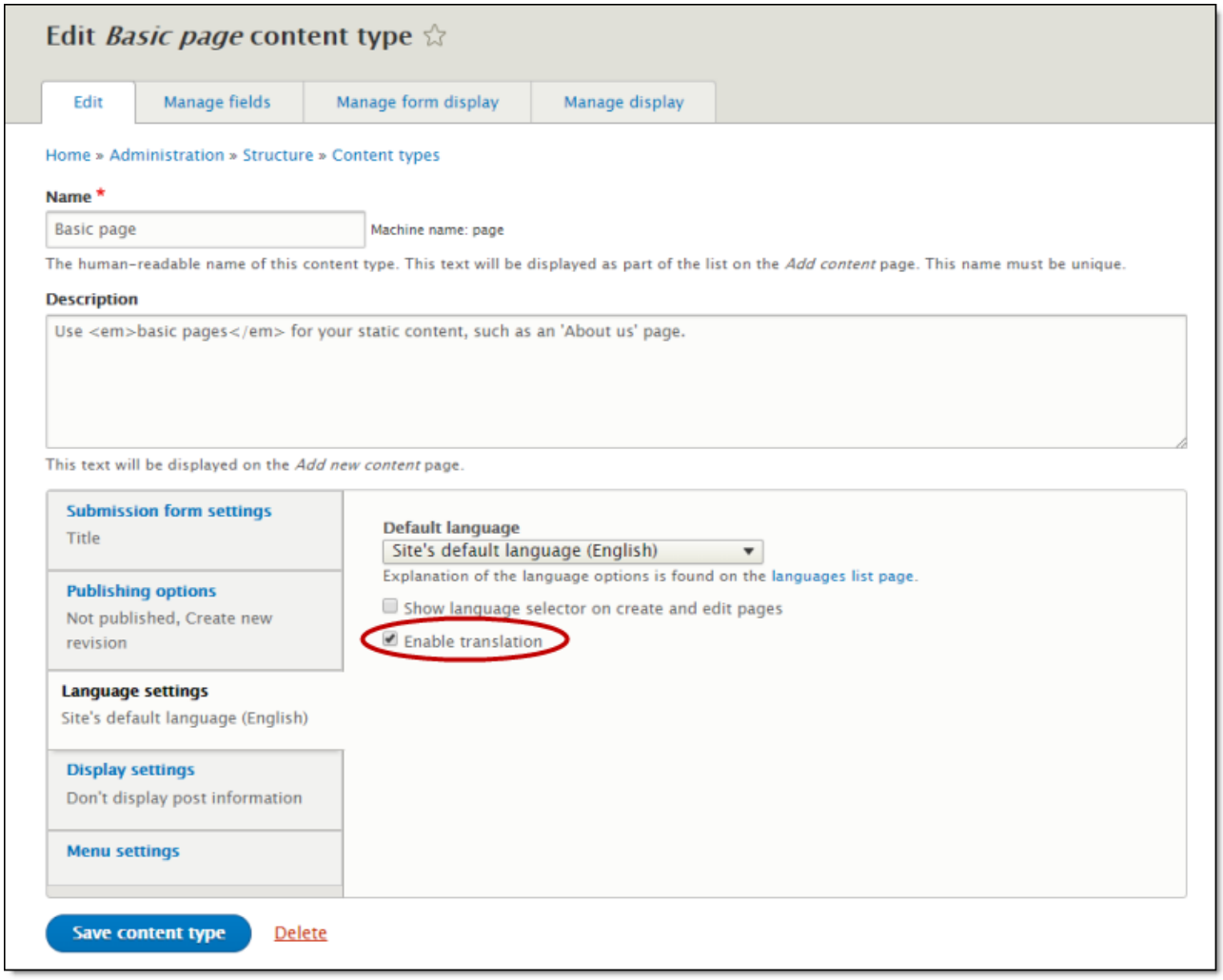
You can configure other, custom content types for translation.

Note: Lionbridge does not guarantee that other, custom content types are supported.

To enable multilingual support on your site:

1. In Drupal, select **Structure > Content types** from the menu.
2. Either click **Add content type** to add a new content type, or in the **Operations** column, click **Edit** to edit an existing content type.
3. At the bottom left, click the **Language settings** tab.

The page updates.



4. Select the **Enable translation** check box.
5. Click **Save content type**.

Important: Repeat steps 2-5 for each content type that you want to be able to send out for translation.

2.3 Enabling Multilingual Support for Individual Fields

Before you can send content directly from Drupal TMGMT to Lionbridge, you must enable multilingual support for each field in each content type that you want to be able to send to Lionbridge for translation.

Note: By default, enabling multilingual support for content types automatically enables multilingual support for all the fields of that content type.

By default, the Connector supports sending out all the fields in the following default *content types* for translation:

- article
- basic page
- translatable node

You can configure other, custom fields for translation.

Note: Lionbridge does not guarantee that other, custom fields are supported.

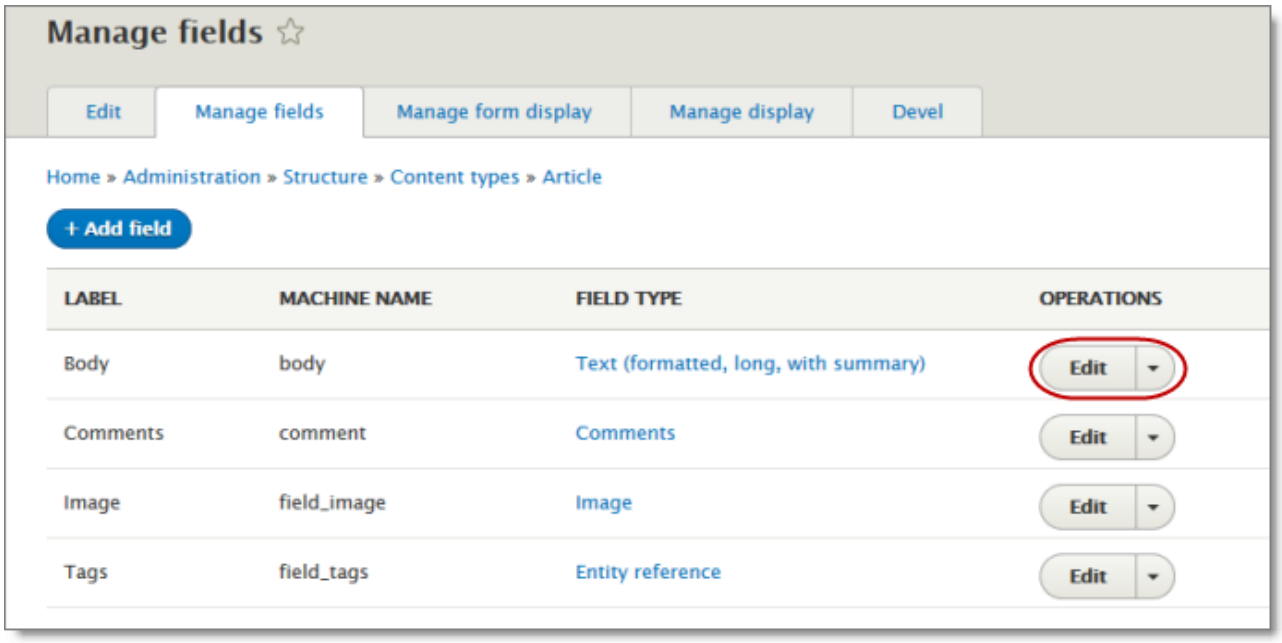
To enable multilingual support for a field:

1. In Drupal, select **Structure > Content types** from the menu.

   The **Content types** page opens.

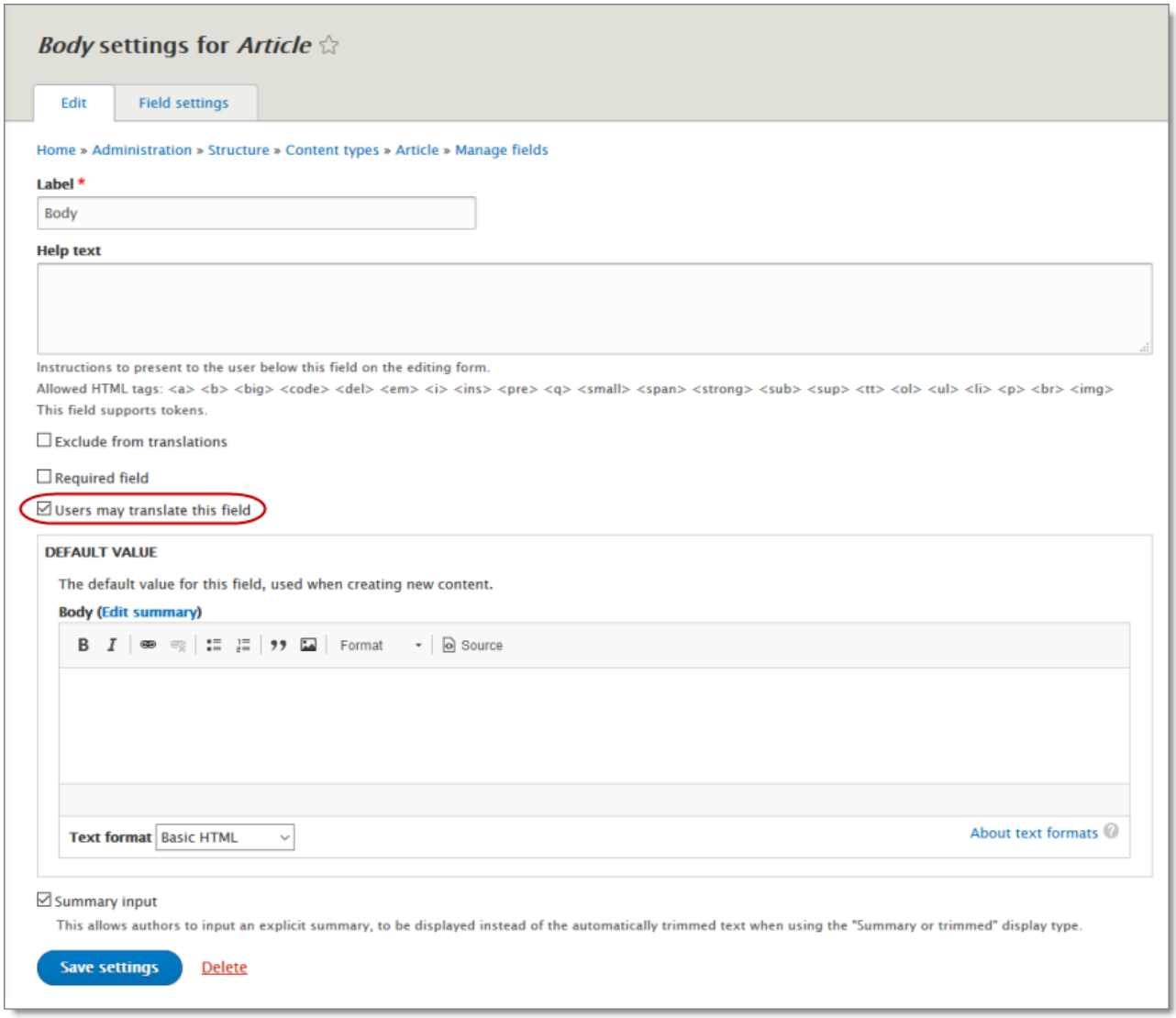
2. In the **Operations** column, click **Manage fields** for a content type, for example for `Article`.

   The **Manage fields** page opens, listing all the fields in that content type.



3. In the **Operations** column, click **Edit** for the field to configure, for example for `Body`.

The page for the field settings opens.



4. Select the **Users may translate this field** check box.
5. Click **Save settings**.

Important: Repeat the previous steps for each field in each content type that you want to be able to send out for translation.

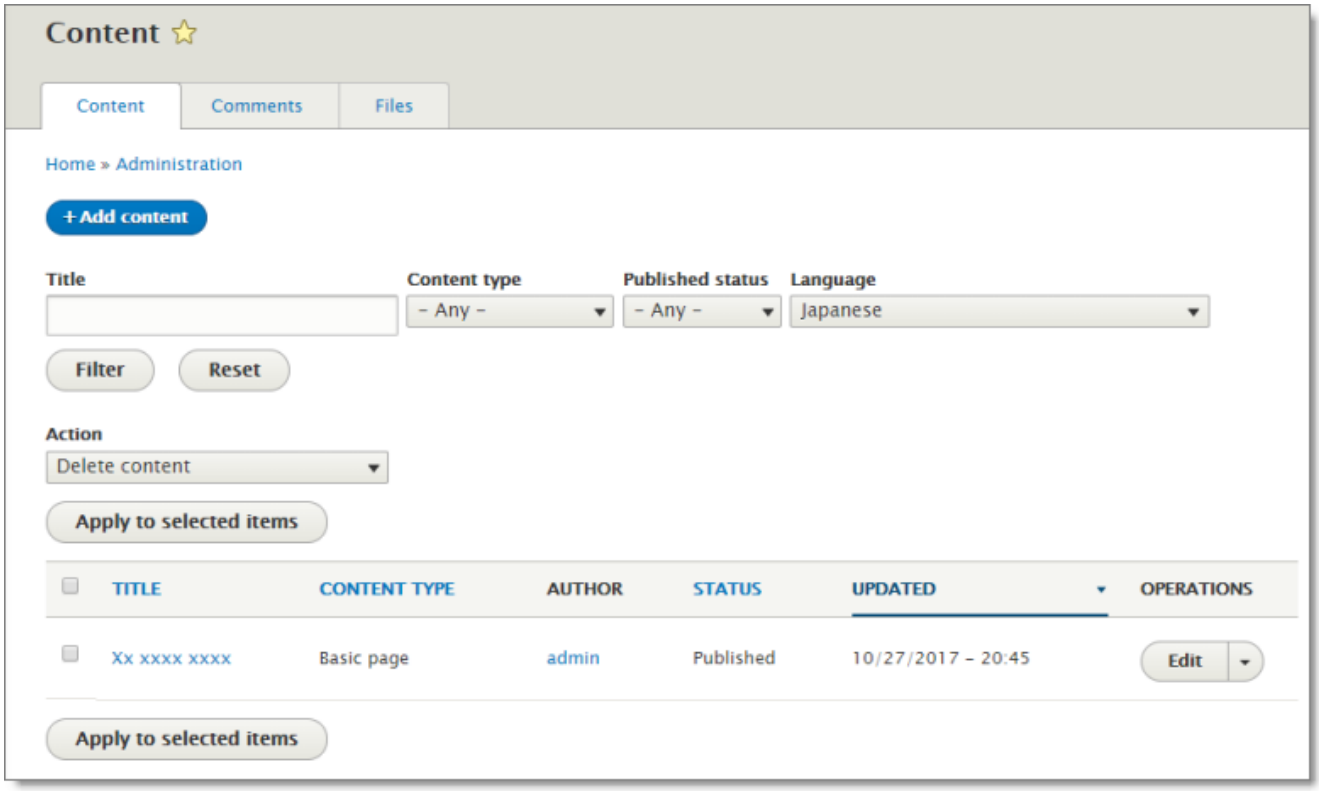
2.4 The Lionbridge Connector for Drupal TMGMT at a Glance

The Connector uses the Drupal TMGMT module's user interface for managing your translations with Lionbridge. You use the following pages to view manage your translations:

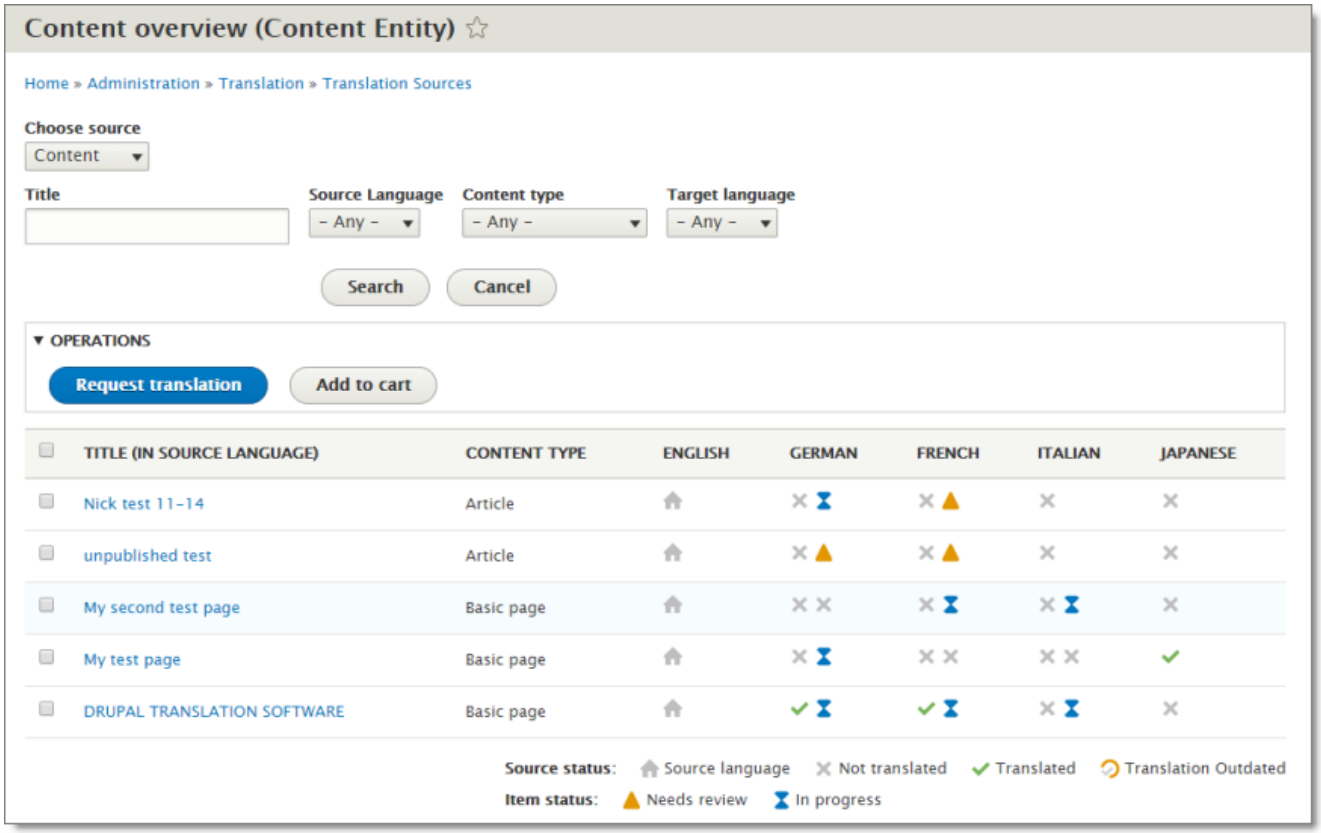
Page	How to Open	What It Displays	What You Can Do Here
Content page	Click the **Content** menu.	all content items, including those without an assigned language	view a list of items
Content overview page / **Sources** tab	Select **Translation > Sources** from the menu.	all items with an assigned language, both submitted and non submitted	view a list of items that have languages assigned
Job overview page / **Jobs** tab	Select **Translation > Jobs** from the menu.	all submitted jobs, including jobs that have finished	abort jobs, delete jobs, accept translations, open the Job page
Translation page / **Cart** tab	Select **Translation > Cart** from the menu.	all items that were added to the cart	select the target languages for a job and request translation, which opens the Job overview page
Job overview page (no displayed page name)	Click **Request translation** or **Request translations** in the following pages: ■ **Translations of** page for an item ■ **Content overview** page / **Sources** tab	a list of all items in a job, including word count, and fields for specifying the job settings	specify the job settings for the translation job for the specified target language
Review Translation page (no displayed page name)	In the Job page, when the job is in `Translated` state, click **Review**.	source and target (translated) content	compare and update source content and its translation
View Translation page (no displayed page name)	In the Job page, when the job is in `Accepted` state, click **View**.	source and target (translated) content	compare source content and its translation

Screen captures of pages

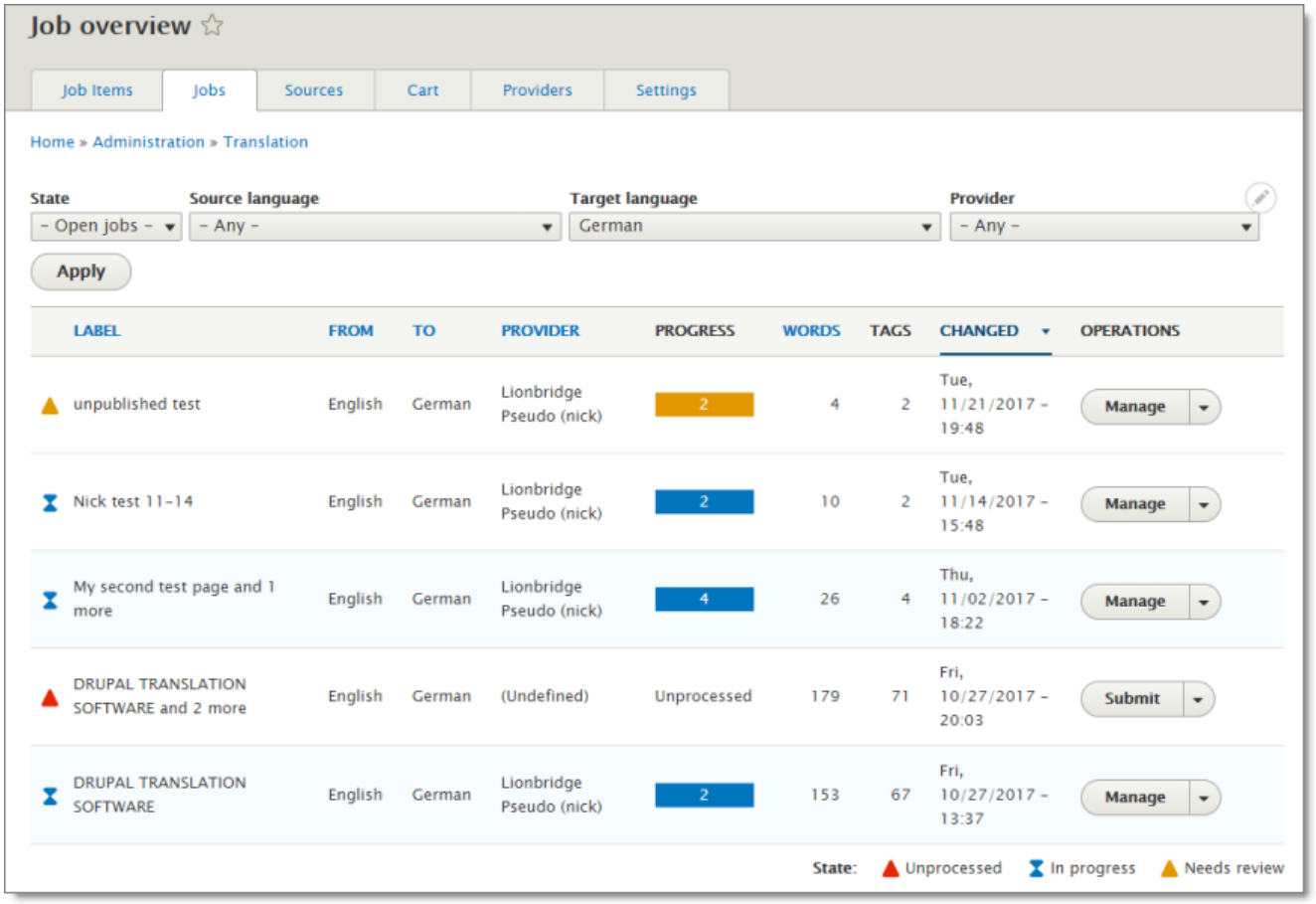
Content page



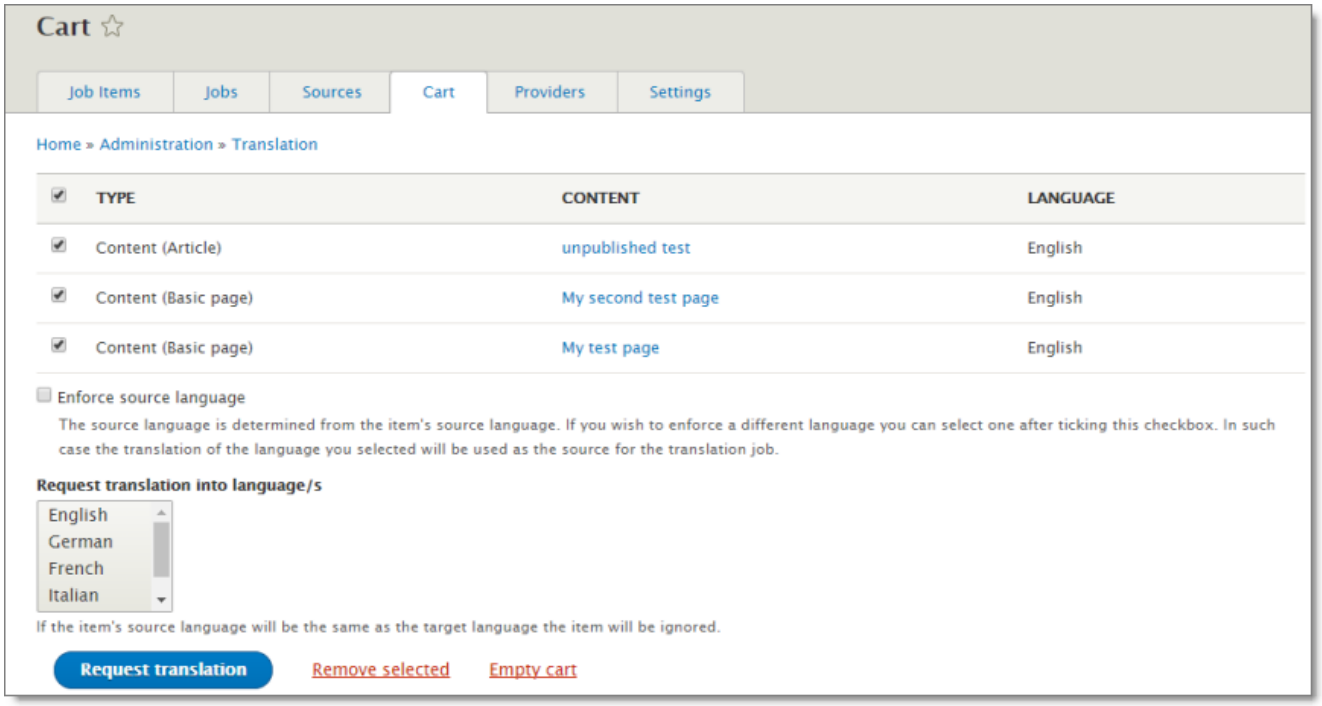
Content overview page / **Sources** tab



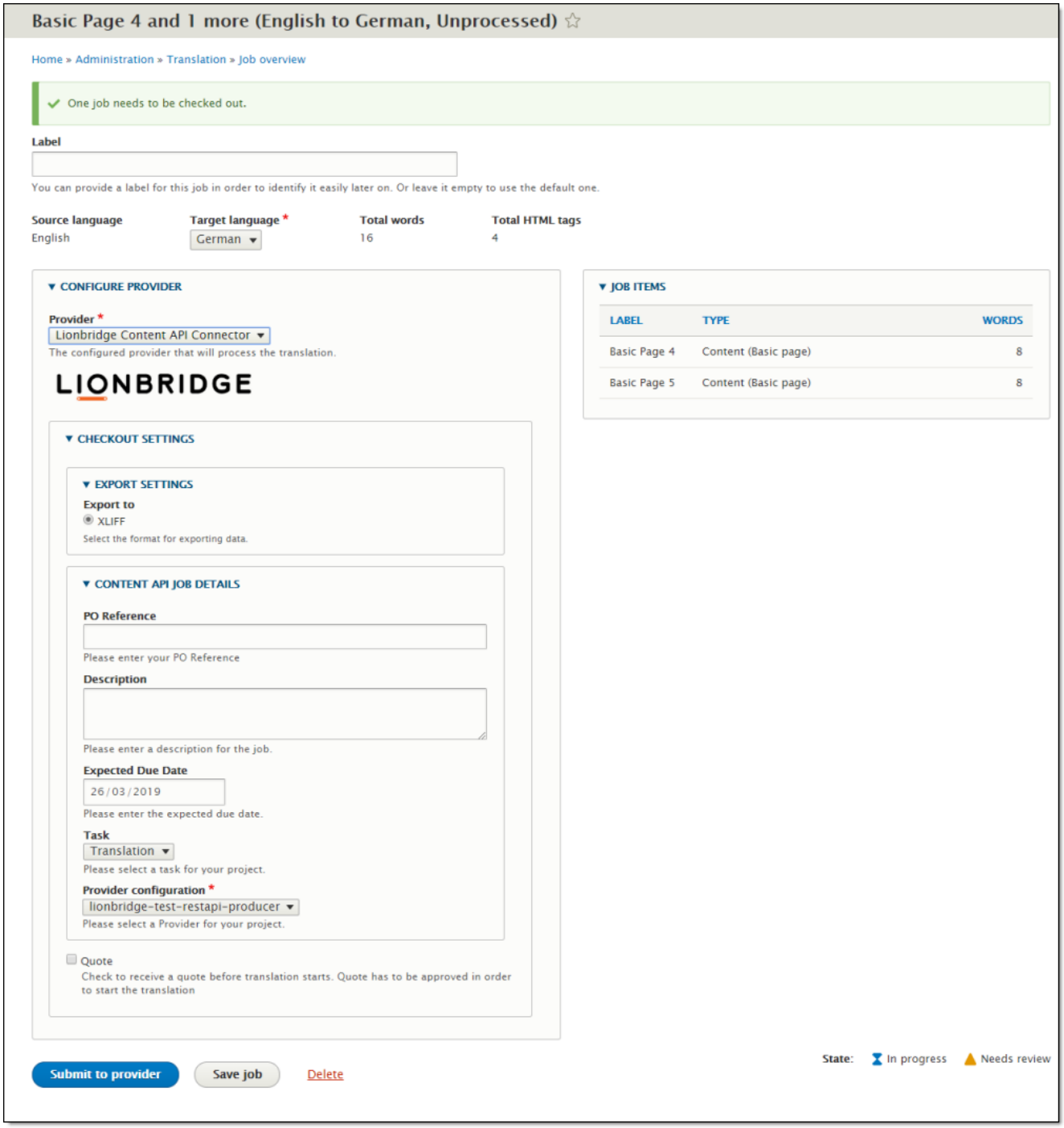
Job overview page / **Jobs** tab



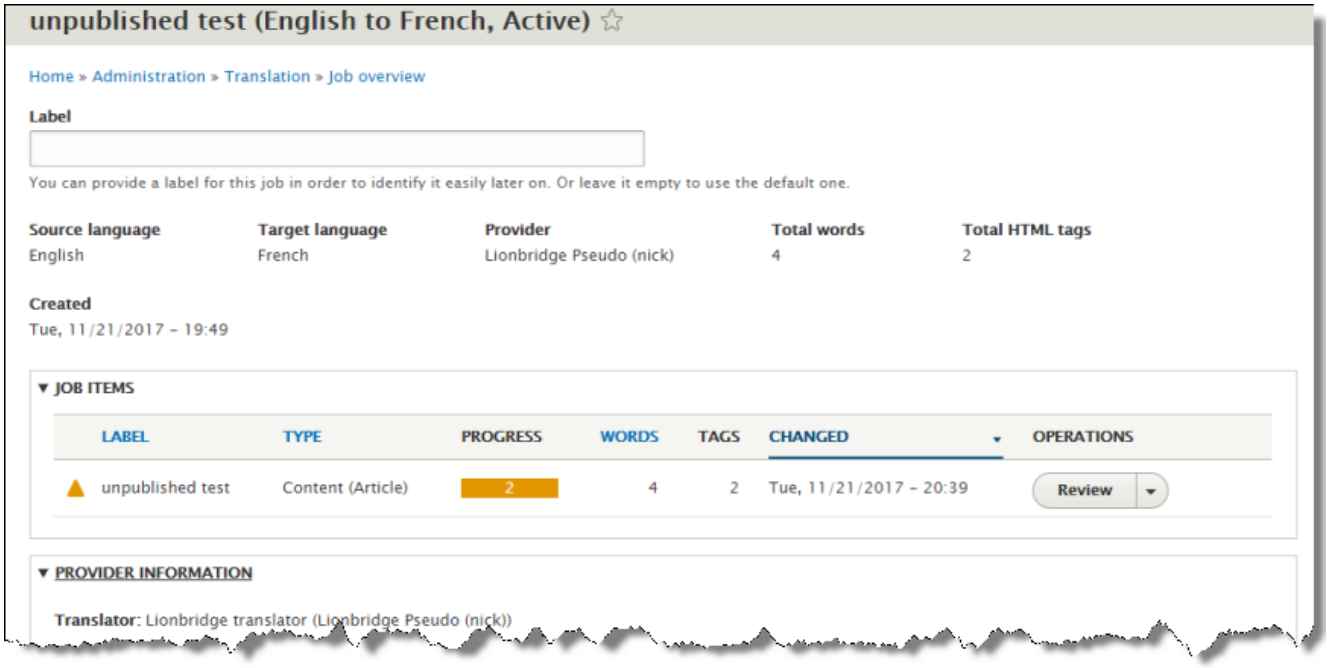
Translation page / **Cart** tab



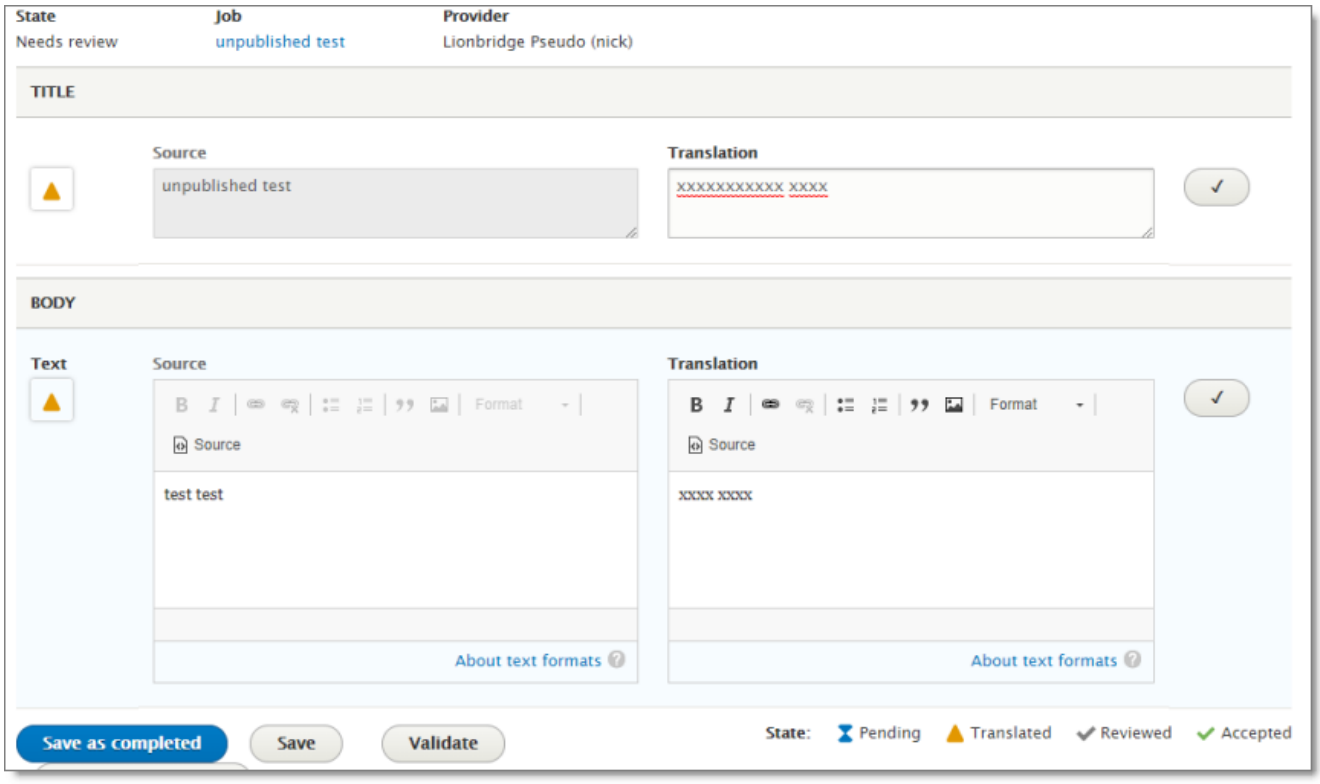
Job overview page (no displayed page name)



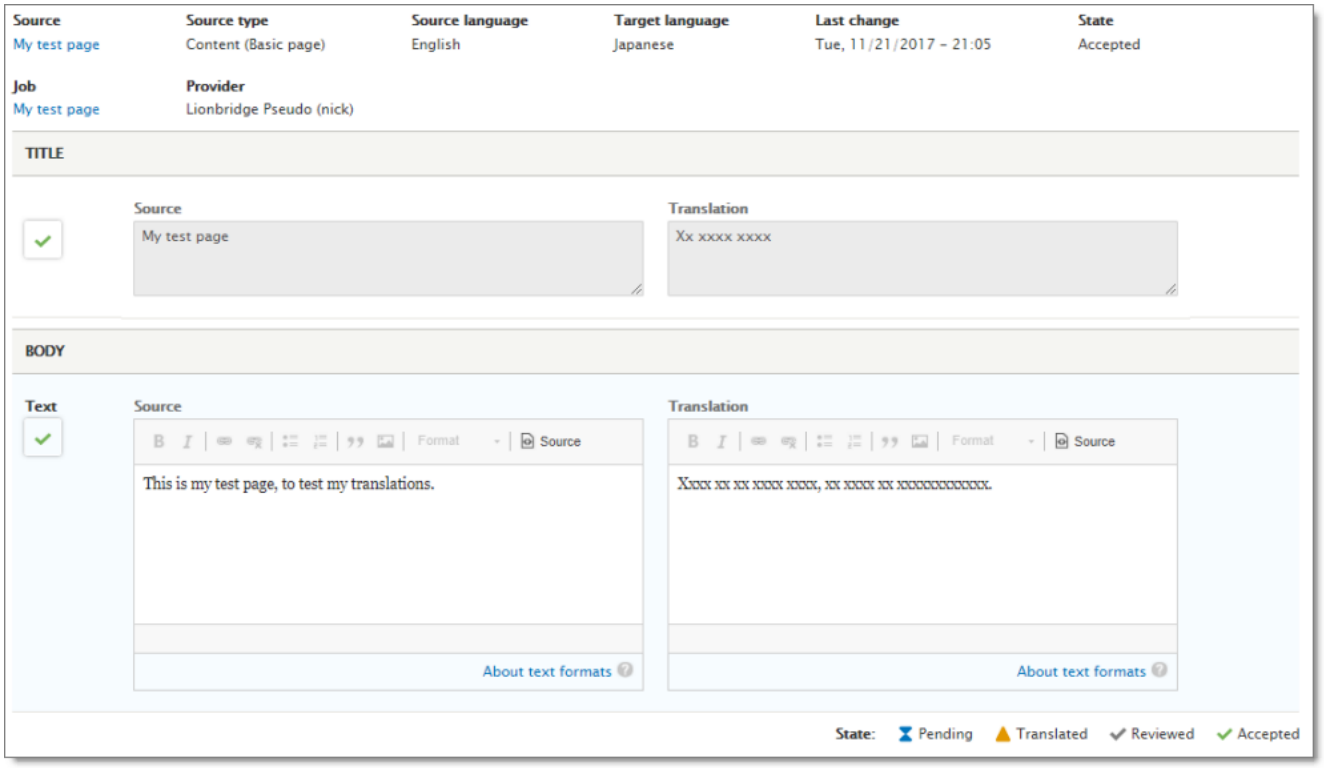
Job page (no displayed page name)



Review Translation page (no displayed page name)



View Translation page (no displayed page name)



Important concepts in Drupal TMGMT

Request translation	Opens the Job overview page, where you group items into a translation job and add job parameters.
Submit to provider	Drupal TMGMT creates a job to translate specified items into specified target language and sends it to a provider (the Connector).
Add to cart	Adds selected items to the Cart.

2.5 Drupal TMGMT Icon Legend

Drupal TMGMT uses icons to indicate the translation state/status of source- and target-language items.

Source state/status icons in Drupal TMGMT

The following icons indicate the translation state/status of source-language items.

Icon	Description
	Indicates the source language of an item.
	Source item has not been translated.
	Source item has been translated.
	The translation of the source item is outdated, because the source item was updated after it was translated.

Target state/status icons in Drupal TMGMT

The following icons indicate the translation state/status of target-language items.

Icon	Description
	Translation has not been processed.
	Translation is in progress, or pending.
	Translation is ready for review.
	Translation has been reviewed.
	Translation has been auto-accepted.

2.6 Pre-Production Testing

After you complete the configuration, your Lionbridge Connector for Drupal TMGMT installation is ready for testing.

Once you have installed TMGMT and configured the Connector, we recommend contacting Lionbridge Connector Support to obtain the endpoint and credentials for testing. For details, see "How to Contact Lionbridge Connector Support" on page 8.

The testing environment enables you to test translations either using machine translation (MT) or by automatically replacing every character in submitted content with the letter x (pseudo-translation). This enables you to test that the Connector is communicating correctly between Drupal TMGMT and Lionbridge, and it ensures that all the content you want translated is correctly extracted and handled by Lionbridge services. You set up this environment as a separate provider.

To add the testing environment as a provider in Drupal TMGMT:

1. In Drupal, select **Translation > Providers** from the menu.

   The **Providers** page opens.

2. Click **Add provider**.

   The **Add Provider** page opens.

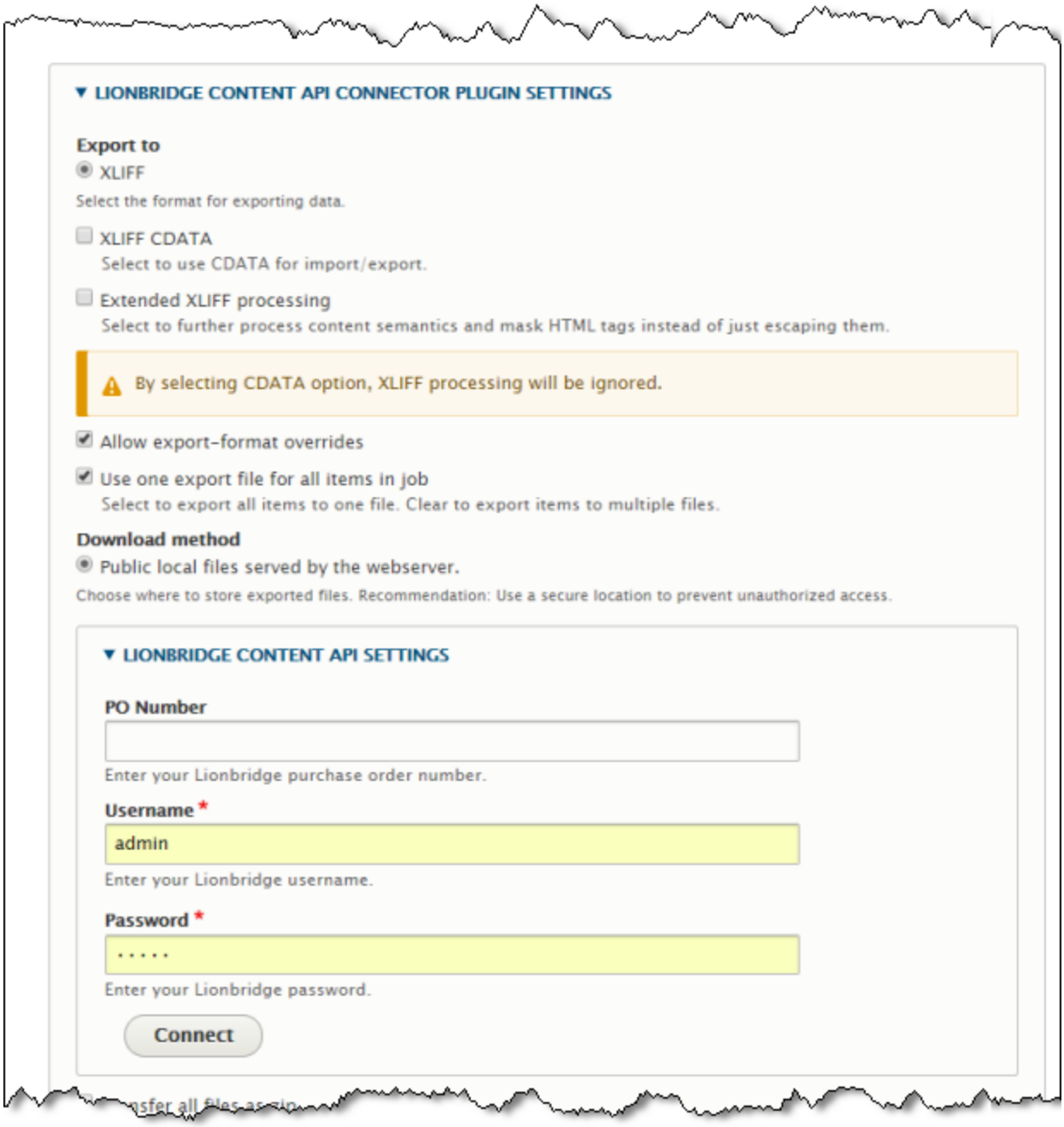
3. Enter the following information:

   Note: An asterisk (*) indicates a required field.

Field	Description
Label	Your name for the Lionbridge Connector in Drupal TMGMT. This is what is displayed to users who select a translation provider ("provider") when sending out content for translation.
Description	Your description of the provider, for example: `Test Environment`.
Auto accept finished translations	Indicates whether to automatically accept all completed translations. ■ To automatically accept all translations without reviewing them first, select this check box. ■ To review translations before accepting them, clear this check box.

4. In the **Provider plugin** dropdown list, select `Lionbridge Content API Connector`. This is the Drupal TMGMT plug-in for Lionbridge translation services.

5. In the **Lionbridge Content API Connector Plugin Settings** section, enter the following information:



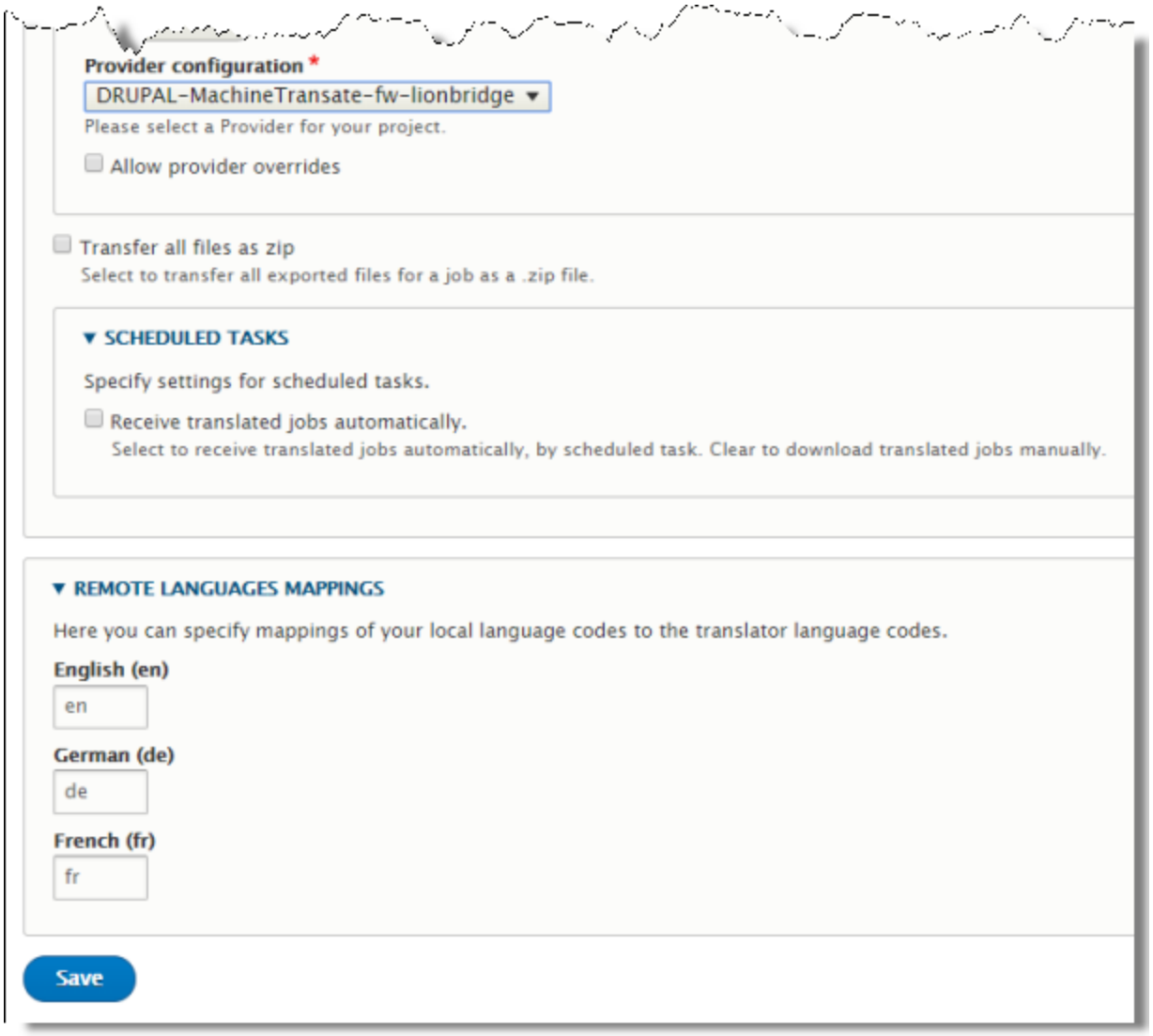
Field	Description
Export to	Your content is always exported in `XLIFF` format, which is the standard XML-based format for exchanging localizable data between applications.
XLIFF CDATA	Select this check box to wrap the content in `CData` tags. This prevents the Connector from escaping special characters, and avoids the scenario of double-escaped characters. **Note:** If you select this check box, the Connector ignores the **Extended XLIFF processing** setting, described next.
Extended XLIFF processing	Select this check box to further process content semantics and mask HTML tags instead of escaping them: ■ The Connector wraps the text in `CDATA` tags. ■ The Connector converts entity references for special characters, such as `<`, `>`, `&`, `'`, and `"`. ■ The Connector wraps other HTML elements, such as `<img>` tags, in `<bpt>` xliff tags, outside CDATA). **Note:** The Connector ignores this setting if the **XLIFF CDATA** check box, described above, is selected.
Allow export-format overrides	Select this check box to enable users to override the export-format settings when sending out content items for translation.
Use one export file for all items in job	Select this check box to export all content items to one file. Clear this check box to export content items to multiple files.

Field	Description
Download method	You can choose where to store exported files. Depending on your Drupal configuration, additional download methods and locations may be displayed in addition to **Public local files served by the webserver**. **Recommendation:** Use a secure location to prevent unauthorized access.
Lionbridge Content API Settings To obtain Freeway-test-environment credentials for the Lionbridge Content API, create a Zendesk account at https://connectors.zendesk.com and create a support ticket. The Lionbridge Connector Support team will provision an account for you. For detailed instructions, see "How to Contact Lionbridge Connector Support" on page 8.	
PO Number	Optional. Enter a valid purchase order number that you set up in Lionbridge Freeway.
Username	The username for accessing the Lionbridge Content API, which enables you to use the Connector to send Drupal content items to Lionbridge for translation.
Password	The password for accessing the Lionbridge Content API, which enables you to use the Connector to send Drupal content items to Lionbridge for translation.

6. Click **Connect**. The Connector sends the credentials (username and password) to the Lionbridge Content API. The Connector stores the returned token for future sessions.

Notes: The Connector does not save your username or password. You must click **Connect**, at least once, to generate the access token required to use the Connector.

7. Enter the following information in the bottom part of the page.



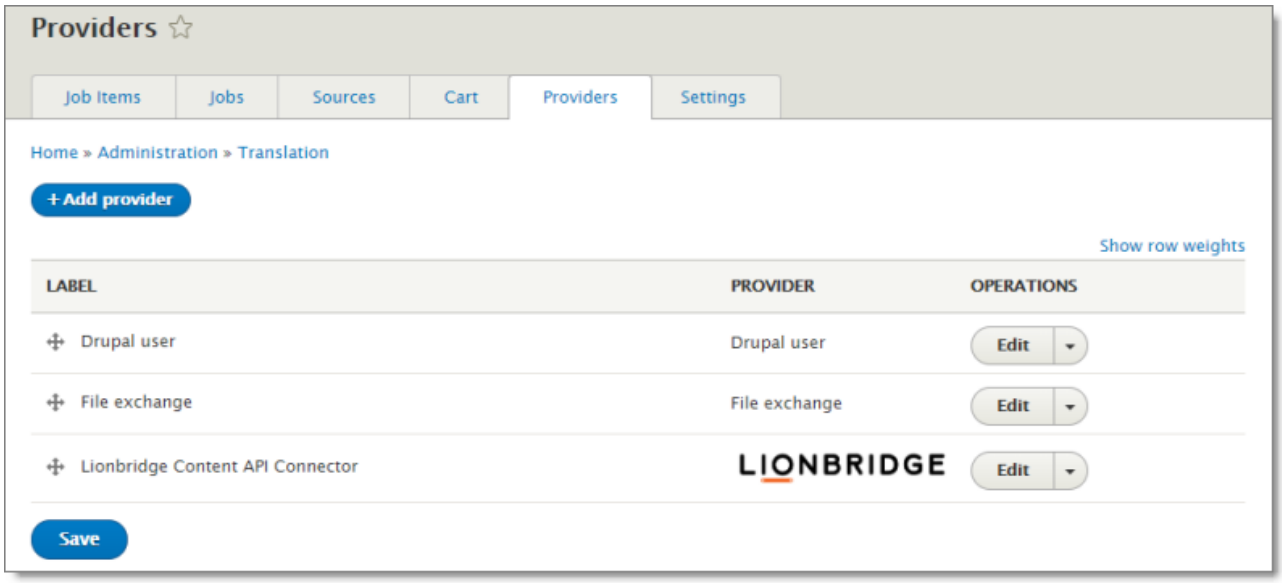
Field	Description
Transfer all files as zip	Optional. Select this check box to instruct the Connector to deliver all files for translation in a single `.zip` file.
Scheduled Tasks	
Receive translated jobs automatically	Optional. In the sub-section, select the check box. This instructs the Connector to deliver all translated content automatically, as soon as it is ready.

8. Optional. In the **Remote Languages Mappings** section, you can update the default mapping between each language in Drupal TMGMT and the corresponding Lionbridge Freeway language code.

   Each text box in this section has a label with the language name and code of each language set up in the Drupal TMGMT **Languages** page. (To open this page, select **Configuration > Regional and language > Languages** from the menu.)

9. Click **Save**.

   The **Providers** page opens, displaying the provider you just created.



10. If you want to add another provider to test different Content API credentials or different provider configurations, repeat the steps above.

We recommend sending only a few pages for translation in one language as an initial test. For detailed instructions, see "Sending Content to Lionbridge" on page 42. Once successful, you can send as many languages as required.

If you have any concerns or questions, please contact Lionbridge Connector Support. For details, see "How to Contact Lionbridge Connector Support" on page 8.

3 Sending Content to Lionbridge

3 Sending Content to Lionbridge

Before you start sending content to Lionbridge for translation, make sure you have completed the following tasks:

- Lionbridge has been added as a provider in Drupal TMGMT. For detailed instructions, see "Adding Lionbridge as a Provider in Drupal TMGMT" on page 16.
- All relevant *content types* are configured for translation. For detailed instructions, see "Enabling Multilingual Support for Content Types on your Site" on page 23.
- All relevant *fields* are configured for translation. For detailed instructions, see "Enabling Multilingual Support for Individual Fields" on page 24.
- You have specified the language of the content to translate. You can do this while creating the content or afterward. For detailed instructions, see "Specifying a Language for Content" on page 43.

Which content?

When you send out content for translation, you send out one or more *items* of the following default *content types* for translation:

- article
- basic page
- translatable node

Note: Lionbridge does not guarantee that other, custom content types are supported.

You can send out both published and unpublished items for translation.

How to send?

There are different ways to approach sending out content for translation:

- You can send out one item or multiple items for translation.
- You can send out items for translation into one target language or into multiple target languages.
- You can send items either directly to Lionbridge or send them first to the Cart.

When you send out content for translation from Drupal TMGMT to Lionbridge, you complete the following general steps:

1. Optional. Send content to the *Cart*.

Important: The Cart facilitates collecting multiple items and grouping them for translation into jobs. This optimizes the translation process, and it is the recommended method for translating multiple items efficiently.

2. Submit content to the Connector.
   - For instructions on submitting items directly to the Connector, see "Submitting Content Directly to the Connector" on page 47.
   - For instructions on using the Cart to collect items before submitting them to the Connector, see "Submitting Content to the Connector via the Cart" on page 58.

   When you submit items to the Connector, Drupal TMGMT automatically creates a separate translation job for each target language. For example, if you want to translate an item into three different languages, Drupal TMGMT will create three separate translation jobs.
3. Optional. If you request a quote for the translation job, you must log into Lionbridge Freeway to authorize the quote and start the translation process.

Recommendation: Do not explicitly use Drupal TMGMT's built-in **Save Job** functionality, because it adds additional steps without adding any value when using the Lionbridge Connector. Instead, use the Cart to group multiple items together before sending them out for translation. Drupal TMGMT automatically creates a job for each group of items that it sends together for translation into the same target language.

Best practice: Optimize sending out content for translation. For large sites, do not send out translation by individual item. Instead, add items to the Cart and then send out multiple items for translation as a single job.

3.1 Specifying a Language for Content

You must specify a language for content before you submit to Lionbridge, because Lionbridge must know the source and target languages for all translation jobs. The language you specify is the *source* language for the translation job. The translators translate this content into the *target* languages.

- You can specify a language for an individual item:
  - while creating the item, as described in "Specifying a Language while Adding an Item" on page 44.
  - after creating the item, by editing it, as described in "Specifying a Language while Editing an Item" on page 45.
- You can specify the language for multiple items in the Cart, when you submit them to the Connector, by selecting the **Enforce source language** check box. For detailed instructions, see "Submitting Items in the Cart to the Connector" on page 62.

Important: To specify a language for content, your site must be set up for multiple languages. If you cannot specify a language, contact your Drupal administrator.

3.1.1 Specifying a Language while Adding an Item

You can specify a language while adding an item to your site.

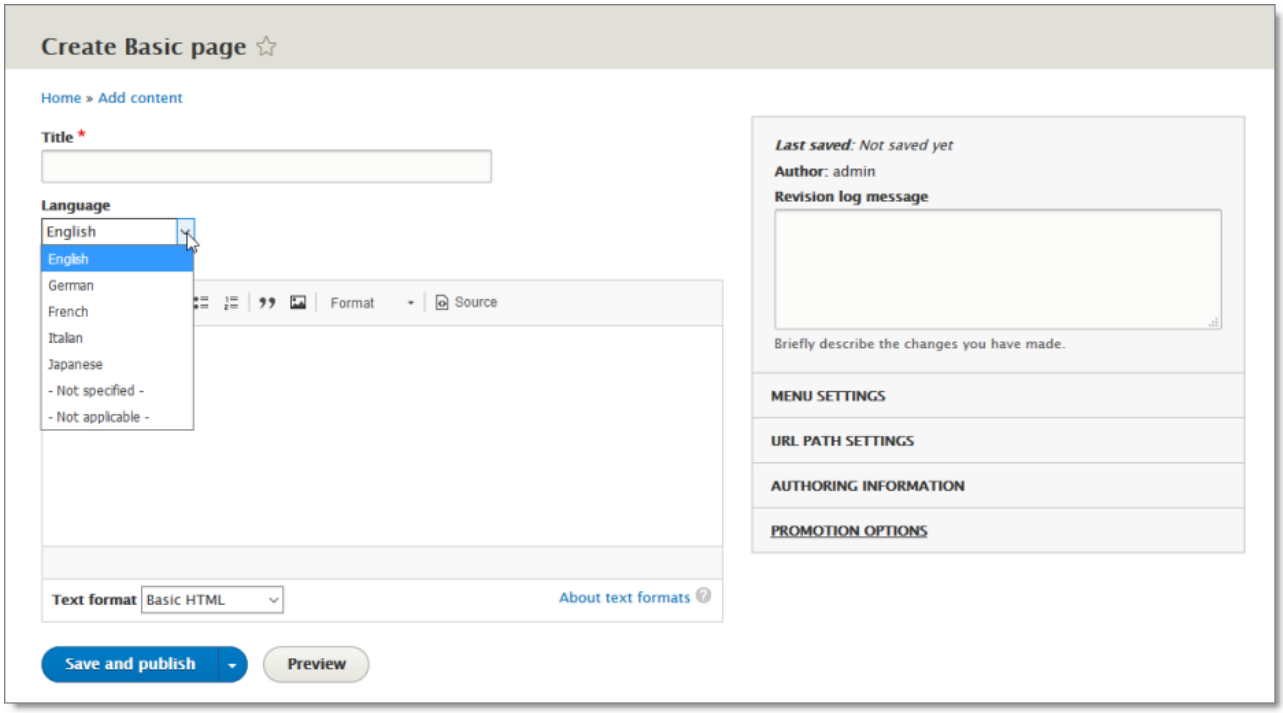
To specify a language while adding an item:

1. Select **Content > Add content** from the menu to create a new item.

   The **Add Content** page opens.

2. Click the link for the content type to create. For example, click the **Basic page** link.

The **Create <*content type*>** page opens. For example, the **Create Basic page** page opens.



3. In the **Language** dropdown list, select the language of the content.
4. Create your content and click **Save**.

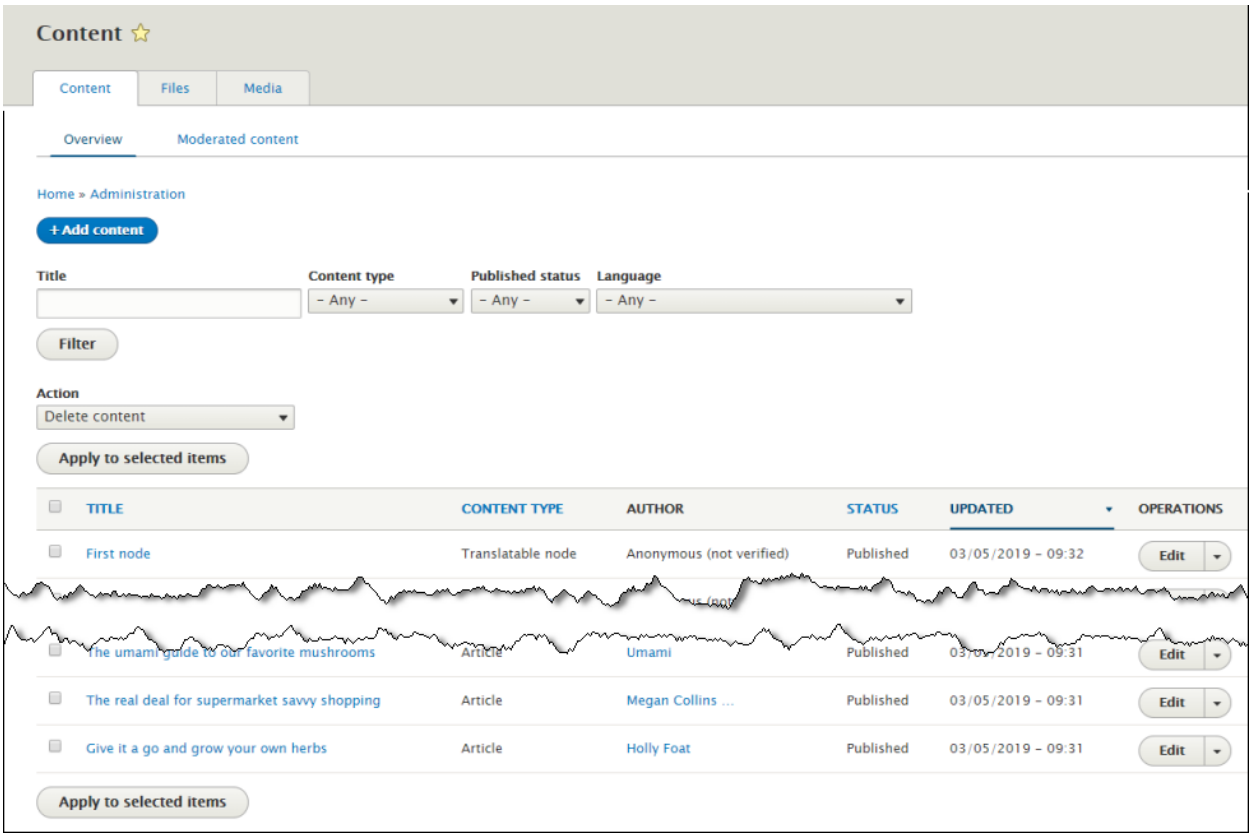
3.1.2 Specifying a Language while Editing an Item

You can specify a language while editing an item.

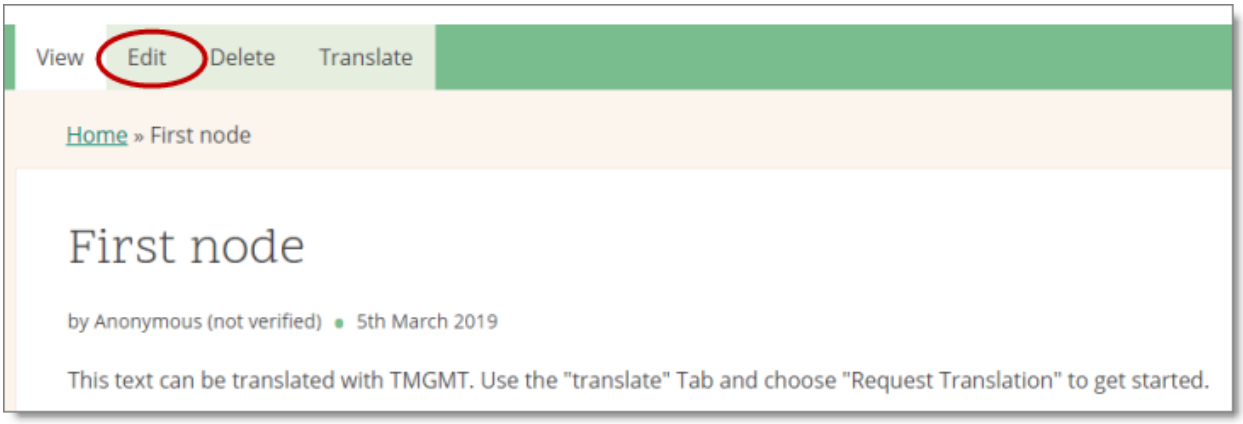
To specify a language while editing an item:

1. Do one of the following:

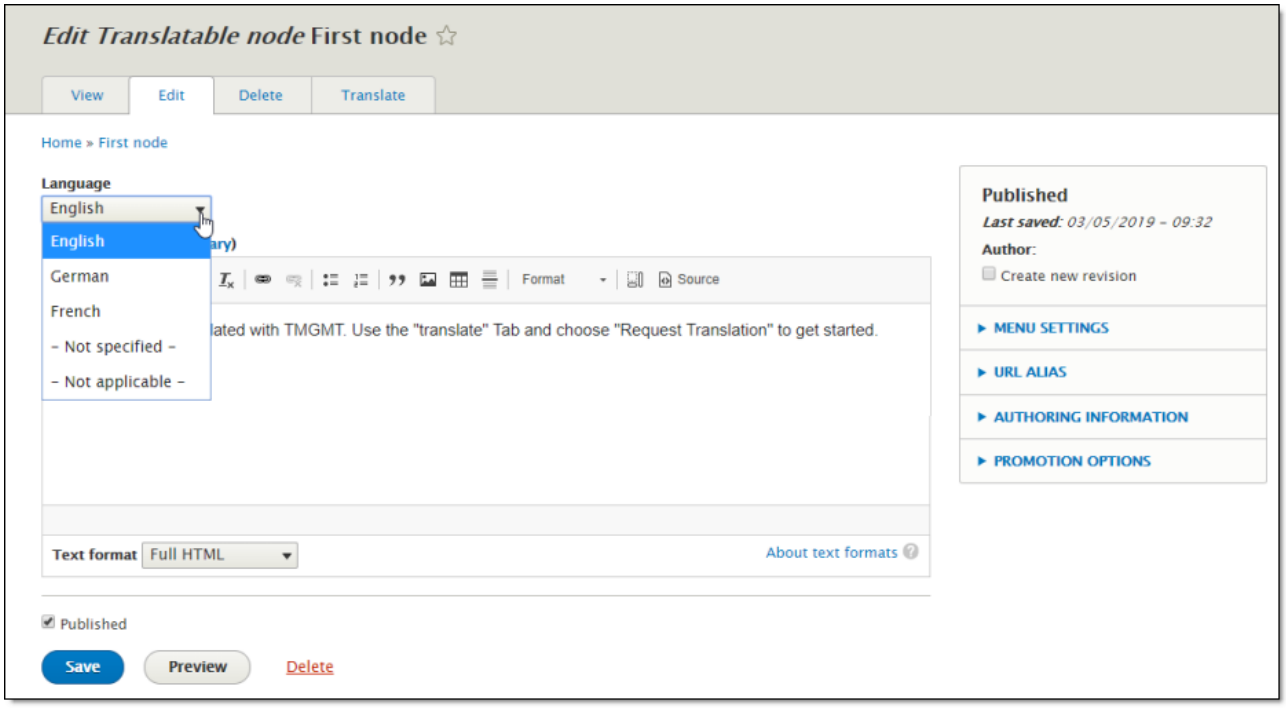
- Click the **Content** menu to open the **Content** page, and then in the **Operations** column, click **Edit** for the item to edit. If necessary, you can filter the list of content items by title, content type, published status, and language, and then click **Filter**.



- In the location for the item, click the **Edit** tab.



The **Edit <*content type*>** page opens. For example, the **Edit Translatable node** page opens.



2. In the **Language** dropdown list, select the language of the content.
3. Click the appropriate **Save** button, depending on whether the item is published or unpublished.

3.2 Submitting Content Directly to the Connector

You can submit content from Drupal TMGMT directly to the Connector. This creates one job for each target language. If you request a quote for the translation job, you must log into Lionbridge Freeway to authorize the quote and start the translation process.

When you submit content directly to the Connector, you complete the following general steps:

1. You submit one or multiple items to a *provider* (Drupal TMGMT's term for the Connector, or a connector to another translation provider). This creates one translation job for each target language. For detailed instructions, see:
   - "Submitting One Item Directly to the Connector" on page 48
   - "Submitting Multiple Items Directly to the Connector" on page 53

2. If you request a quote for the translation job, you must log into Lionbridge Freeway to authorize the quote and start the translation process.

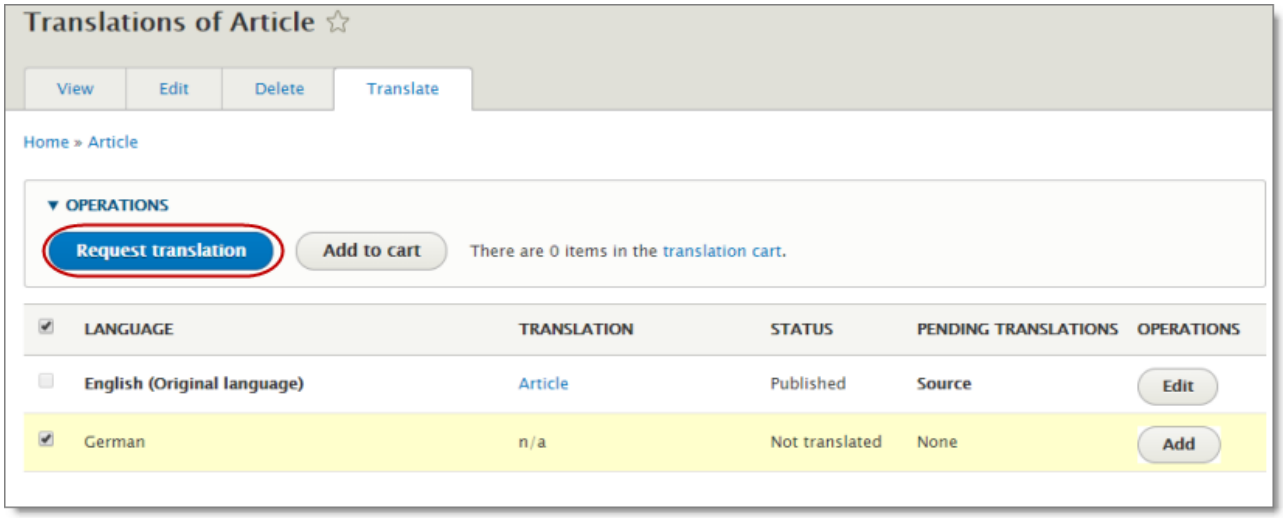
3.2.1 Submitting One Item Directly to the Connector

You can submit one item directly to the Connector. Drupal TMGMT creates a separate translation job for each target language. If you request a quote for the translation job, you must log into Lionbridge Freeway to authorize the quote and start the translation process.

To submit one item immediately to the Connector:

1. In the location for the item, click the **Translate** tab.

The **Translations of** page opens.



This page displays all the languages set up for your site.

In the example above, the source language of the content is `English`. The `German` language is also set up for your site.

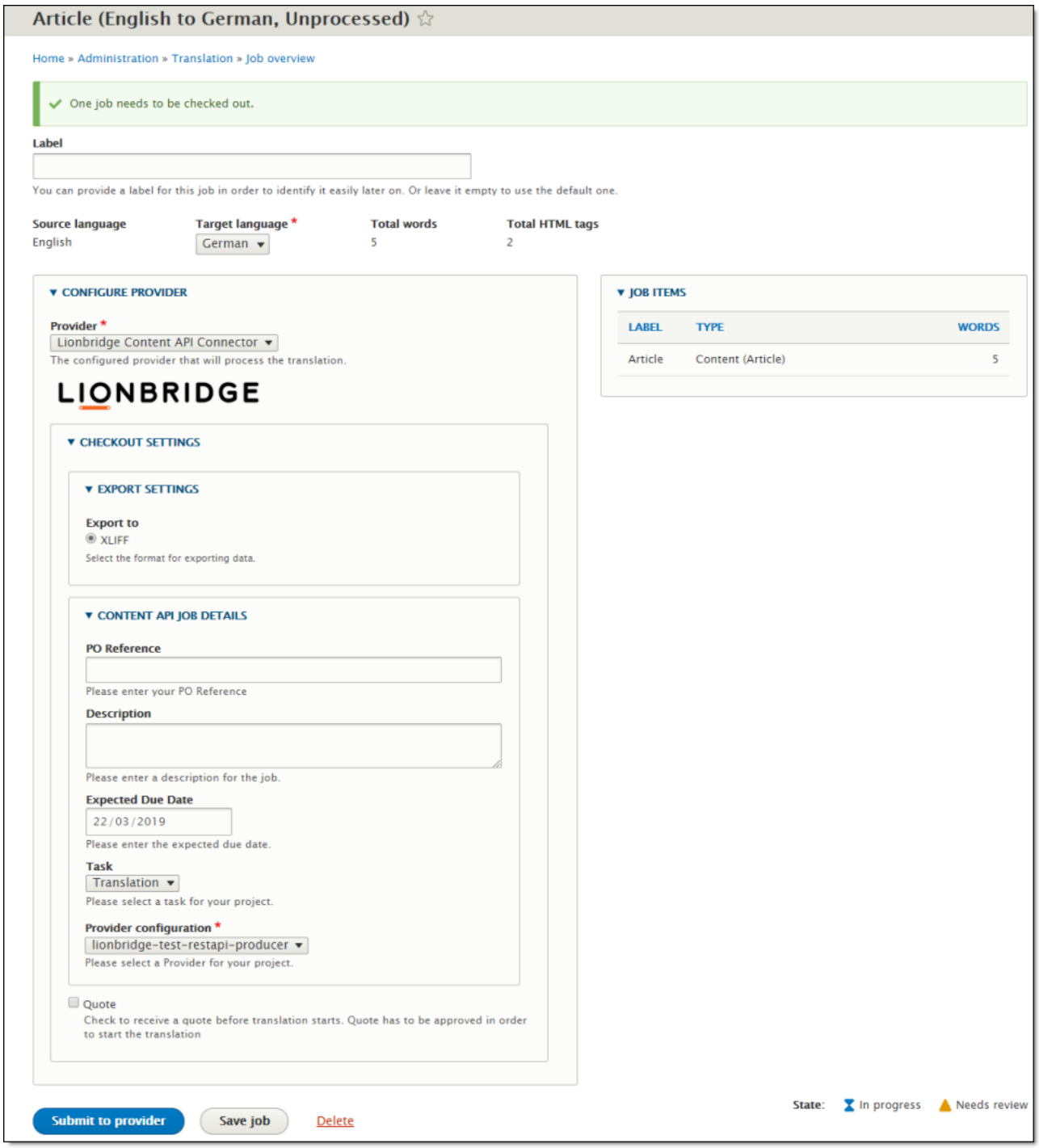
2. Select the check boxes for the languages into which you want to translate the item.

Tip: To select all available languages, select the check box in the column header.

Note: Do not click the **add** link for a language, because this opens the **Create <*content type*>** page, where you can enter the translation manually, instead of sending out the content for translation.

3. Click **Request translation**.

The **Checkout** page opens. A message at the top states that you must check out the jobs. You must check out one job for each target language you selected earlier, because Drupal TMGMT creates a separate job for each target language.



4. Use this page to specify the job settings for the translation job for the specified target language.

Field	Description
Label	Optional. You can enter a name for the translation job. This is the name that is displayed in Drupal. If you leave this blank, the default job name is the name of the item. This becomes the order name in Freeway.
Source language	Read only. The source language of the content.
Target language	Select the target language for the job. You can select any of the target languages you specified earlier, in step 2.
Total words	Read only. The number of words in the item.
Total HTML tags	Read only. The number of HTML tags in the item.

5. Optional. Click **Load suggestions** to display the **Suggestions** section, where Drupal TMGMT lists any similar items that you can send out for translation.
6. In the **Configure Provider** section, in the **Provider** list, select the provider you added for Lionbridge in "Adding Lionbridge as a Provider in Drupal TMGMT" on page 16.

   Tip: There may be multiple providers if your company has multiple Content API credentials or different provider configurations.
7. Optional. In the **Checkout Settings** section, specify the following information:

Field	Description
Export Settings sub-section	
XLIFF	Your content is always exported in `XLIFF` format, which is the standard XML-based format for exchanging localizable data between applications.
Content API Job Details sub-section	
PO Reference	Optional. The purchase order number is delivered to your translation provider to facilitate payment.
Description	Your description for this translation job. This description will be delivered to Freeway.

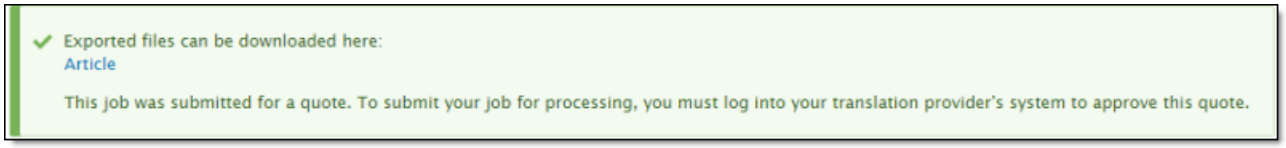
Field	Description
Expected Due Date	The requested date for receiving the translation, in `DD/MM/YYYY` format. To enter a different date, either enter it in this field or click the arrow to select it. This date will be delivered to Freeway.
Task	By default, this is `Translation`, which sends out the job for translation.
Provider configuration	The translation-provider workflow configured by the Lionbridge Connector Team.
main section	
Quote	If you want to receive a quote before the translation process starts, select this check box. You must log into Lionbridge Freeway to authorize the quote before the translation process starts.

8. Do one of the following:
   - If you selected multiple target languages for this item in step 2, and this is not the last one to submit, then click **Submit to provider and continue**.
   - If you selected one target language for this item in step 2, or if you selected multiple target languages but this is the last one to submit, then click **Submit to provider**.

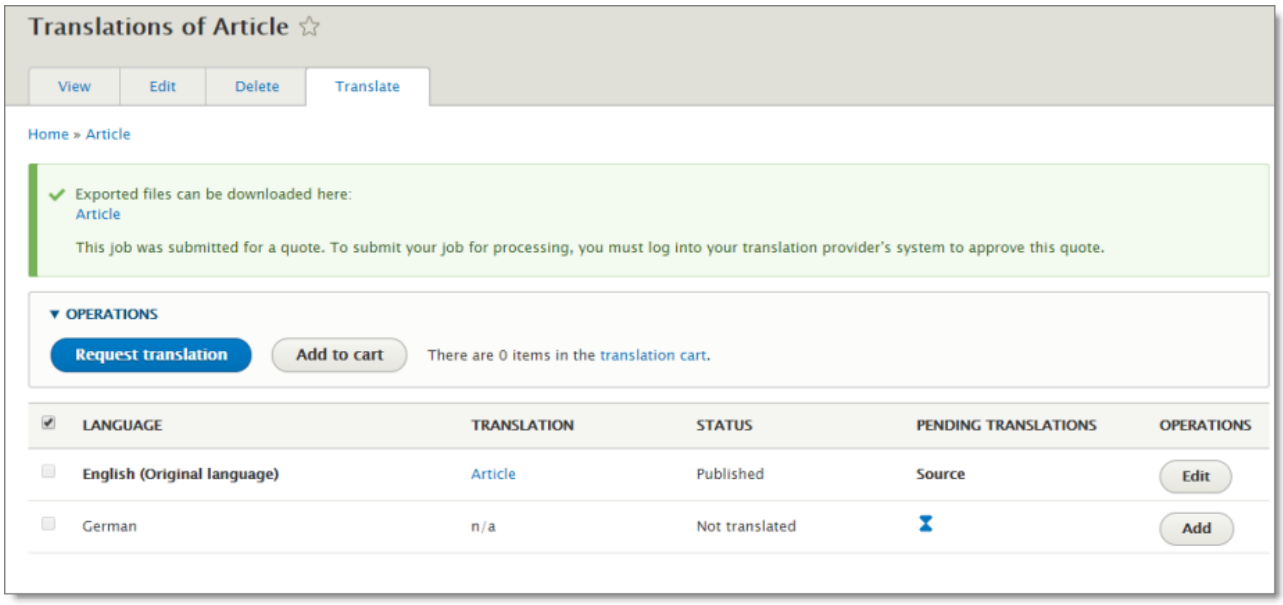
   Drupal TMGMT creates a job to translate this item into this target language.

9. If you clicked **Submit to provider and continue**, then this page reopens for the next target language to process. Repeat steps 4-8 for each target language.

   A message at the top of the page states that the job has been submitted. If you selected the **Quote** check box, you must log into Lionbridge Freeway to authorize the quote and start the translation process. The message includes a link to download or view the file. However, downloading the file is optional, because the Connector already submitted it to Lionbridge Freeway.



10. If you clicked **Submit to provider**, then the **Translations of** page re-opens, displaying a message at the top of the page that the job is being processed and you can download the files. If you selected the **Quote** check box, you must log into Freeway to authorize it before the translation process starts.



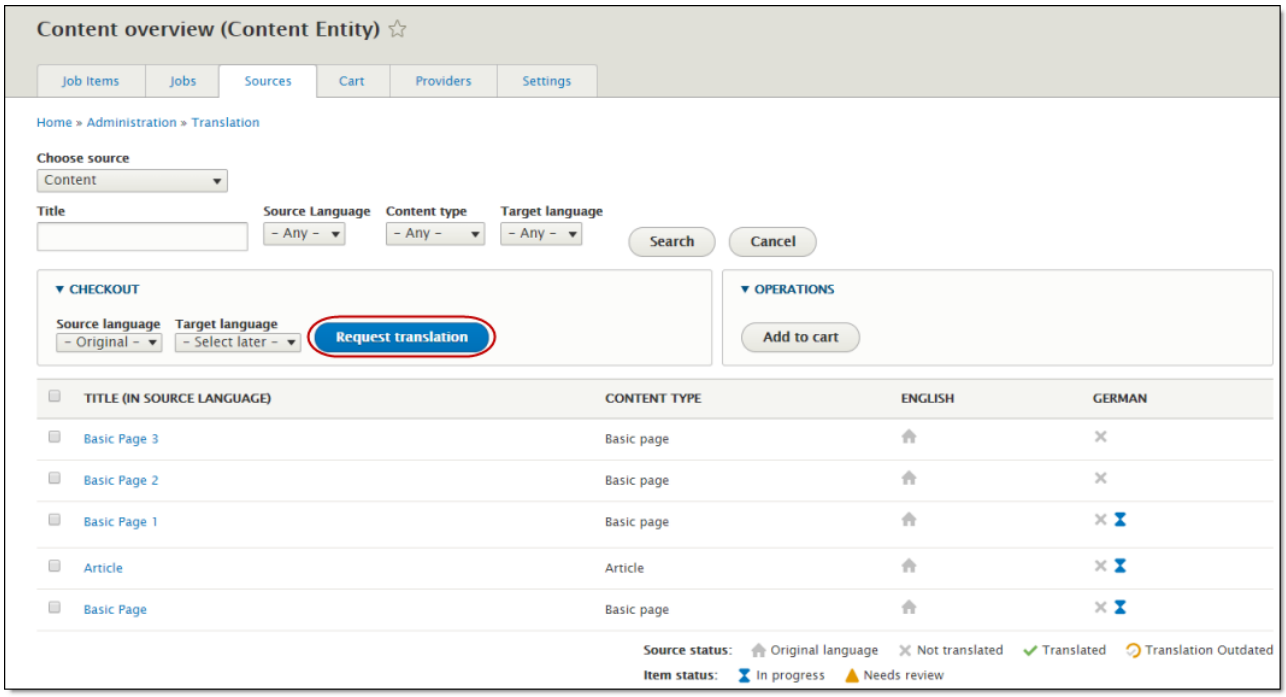
You can now view the jobs you submitted on the **Job overview** page (**Jobs** tab). If you selected the **Quote** check box, you must log into Lionbridge Freeway to authorize the quote for each job before the translation process starts.

3.2.2 Submitting Multiple Items Directly to the Connector

You can submit multiple items directly to the Connector. Drupal TMGMT creates a separate translation job for each target language. If you request a quote for the translation job, you must log into Lionbridge Freeway to authorize the quote and start the translation process.

To submit multiple items immediately to the Connector:

1. Select **Translation > Sources** on the menu to open the **Content overview** page (**Sources** tab).

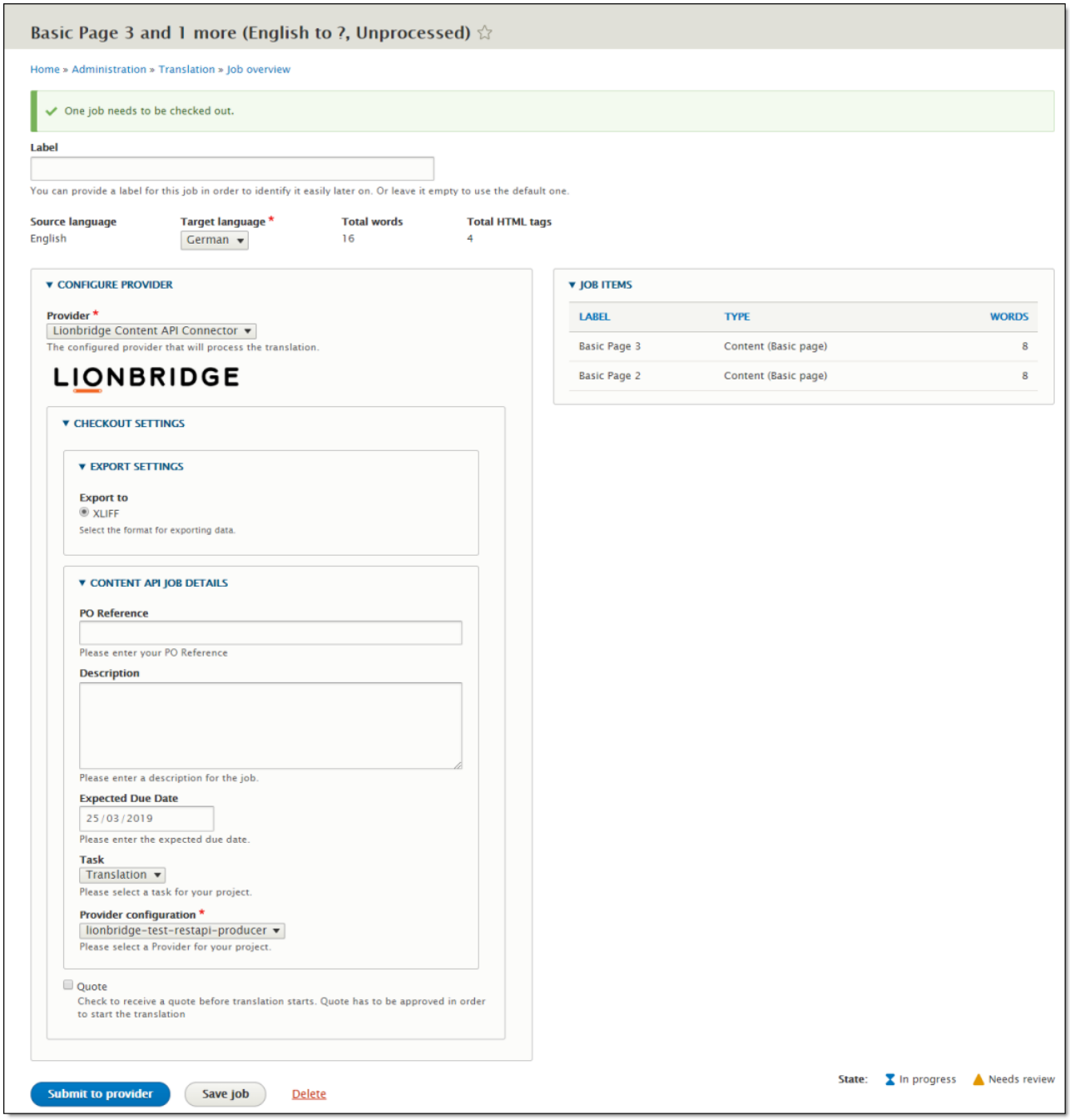


Tip: Items are displayed in this page only if they have a language assigned. If the item you want to translate is not displayed here, click the **Content** menu to open the **Content overview** page. Then click the **edit** link beside the item and assign a language. For detailed instructions, see "Specifying a Language while Editing an Item" on page 45.

In this example, there are two untranslated items.

2. Optional. Use the filter bar at the top of the page to locate the items to send to the Connector and then click **Search**.
3. Select the check boxes of the items to send for translation.
4. Click **Request translation**.

The **Checkout** page opens for the items you selected. If you selected multiple target languages, then only the first one is displayed. A message at the top states that you need to check out the jobs. The number of jobs you need to check out is the same as the number of target languages you selected earlier. Recall that Drupal TMGMT creates a separate job for each target language.



5. Use this page to specify the job settings for the translation job for the specified target language.

Field	Description
Label	Optional. You can enter the job name. This is the name that is displayed in Drupal. If you leave this blank, the default job name starts with the name of the first item. This becomes the order name in Freeway.
Source language	Read only. The source language of the content.
Target language	Select the target language for the job. You can select any of the target languages set up for your site.
Total words	Read only. The number of words in the selected items.
Total HTML tags	Read only. The number of HTML tags in the selected items.

6. In the **Configure Provider** section, in the **Provider** list, select the provider you added for Lionbridge in "Adding Lionbridge as a Provider in Drupal TMGMT" on page 16.

   Tip: There may be multiple providers if your company has multiple Content API credentials or different provider configurations.

7. Optional. In the **Checkout Settings** section, specify the following information:

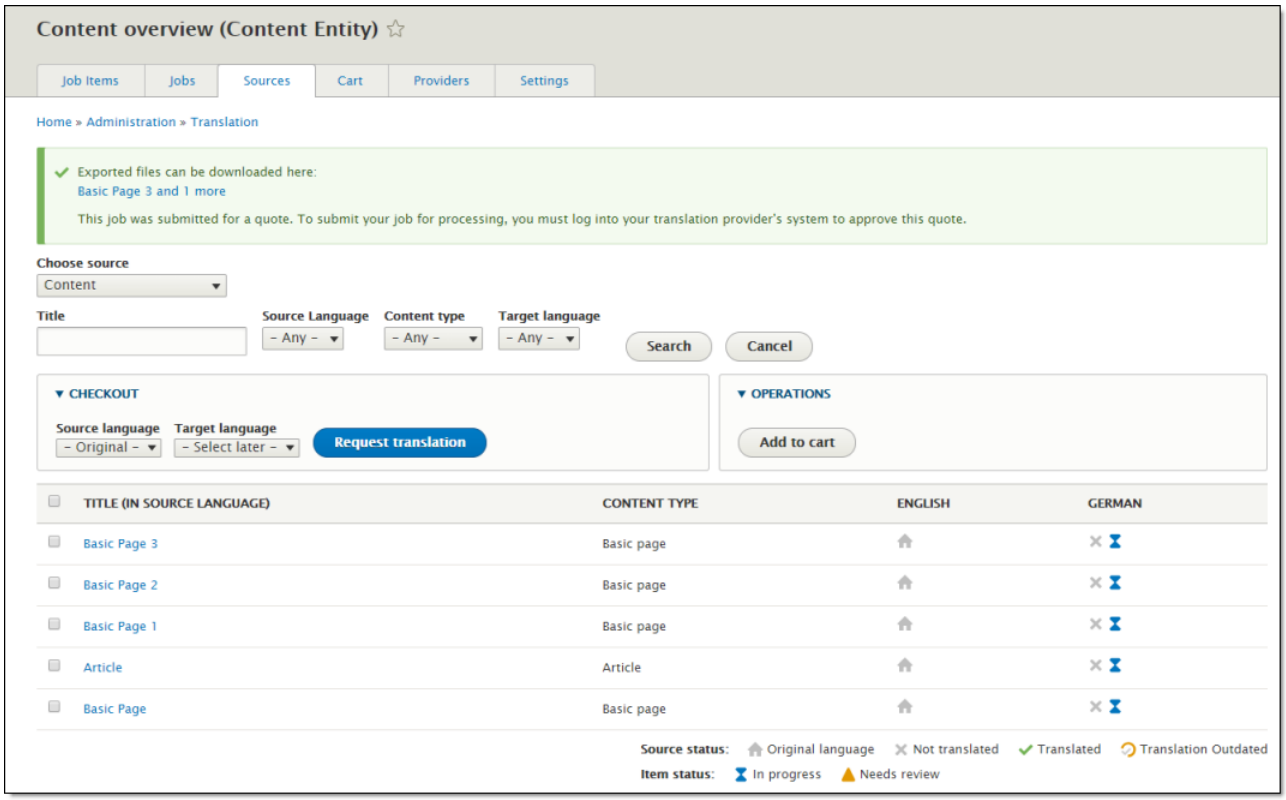
Field	Description
Export Settings sub-section	
XLIFF	Your content is always exported in `XLIFF` format, which is the standard XML-based format for exchanging localizable data between applications.
Content API Job Details sub-section	
PO Reference	Optional. The purchase order number is delivered to your translation provider to facilitate payment.
Description	Your description for this translation job. This description will be delivered to Freeway.
Expected Due Date	The requested date for receiving the translation, in `DD/MM/YYYY` format. To enter a different date, either enter it in this field or click the arrow to select it. This date will be delivered to Freeway.
Task	By default, this is `Translation`, which sends out the job for translation.

Field	Description
Provider configuration	The translation-provider workflow configured by the Lionbridge Connector Team.
main section	
Quote	If you want to receive a quote before the translation process starts, select this check box. You must log into Lionbridge Freeway to authorize the quote before the translation process starts.

8. Click **Submit to provider**.

   Drupal TMGMT creates a job to translate these items into this target language.

   The **Content overview** page reopens. A message at the top of the page states that the job has been submitted. If you selected the **Quote** check box, you must log into Lionbridge Freeway to authorize the quote and start the translation process. The message includes a link to download or view the files. However, downloading the files is optional, because the Connector already submitted the job to Lionbridge Freeway.



9. If you want to submit these items for translation to another target language, repeat steps 3-8 for that language.

You can now view the job or jobs you submitted/checked out on the **Job overview** page (**Jobs** tab). If you selected the **Quote** check box, you must log into Lionbridge Freeway to authorize the quote for each job so that the Connector will send it out for translation.

3.3 Submitting Content to the Connector via the Cart

The *Cart* is a place to collect items for translation before sending them to the Connector, which automatically groups them into jobs.

Using the Cart has the following advantages:

- If the person with the authority to send content for translation from the Cart manages your organization's translation budget, it can help control translation costs and the translation process.
- You may not want to send out each item individually as soon as you finish reviewing it. The Cart facilitates your management of reviewed content, so that you do not forget about sending individual reviewed items for translation.
- Lionbridge prefers receiving fewer but larger batches of content to translate, rather than individual items, as this 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.

If you or your colleagues have added items to the Cart, you must access it to submit the items to the Connector.

Note: If you do not send out items from the Cart to the Connector, then the Connector does not send out the translation jobs to Lionbridge.

When you use the Cart to manage your translation process, you complete the following general steps:

1. You add items to the Cart, as described in:
   - "Adding One Item to the Cart" on page 59
   - "Adding Multiple Items to the Cart" on page 60

   Optional. You can also remove items from the Cart, if you decide not to translate them. For detailed instructions, see "Removing Items from the Cart" on page 62.
2. You submit items from the Cart to the Connector, as described in "Submitting Items in the Cart to the Connector" on page 62. You can send out one, multiple, or all items from the Cart at one time. This step

creates one job for each target language.

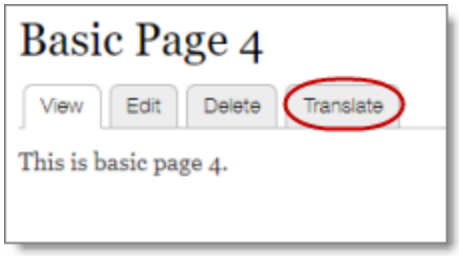
3. If you requested a quote for the translation job, you must log into Lionbridge Freeway to authorize the quote for each translation job and start the translation process.

3.3.1 Adding One Item to the Cart

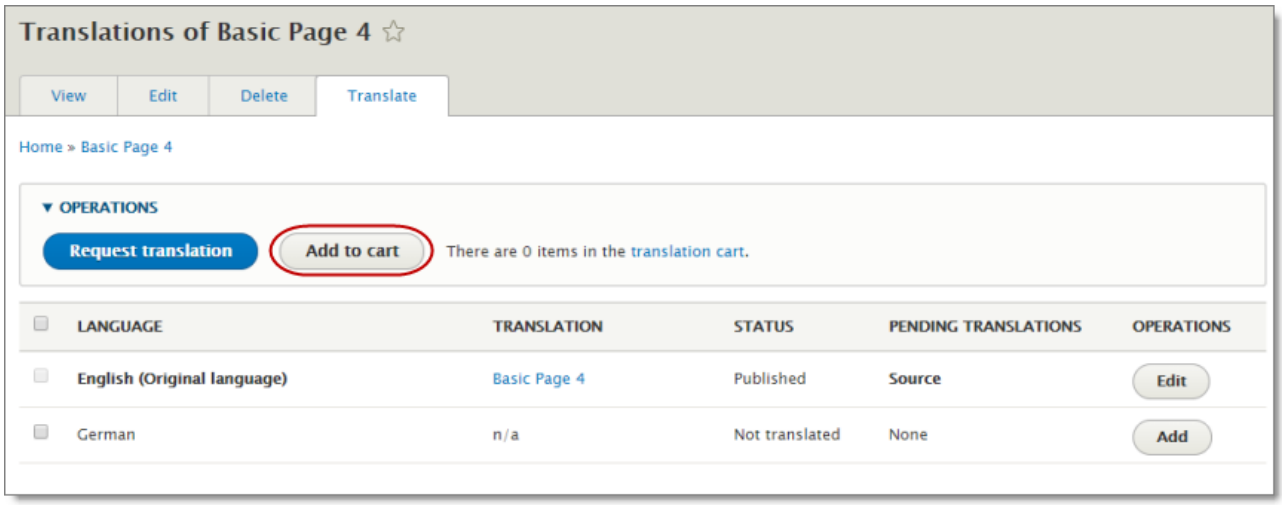
You can add one item to the Cart, so that later you can submit it to the Connector. For an explanation of using the Cart to submit content to the Connector, see "Submitting Content to the Connector via the Cart" on page 58.

To add one item to the Cart:

1. In the location for the item, click the **Translate** tab.



The **Translation of** page opens.

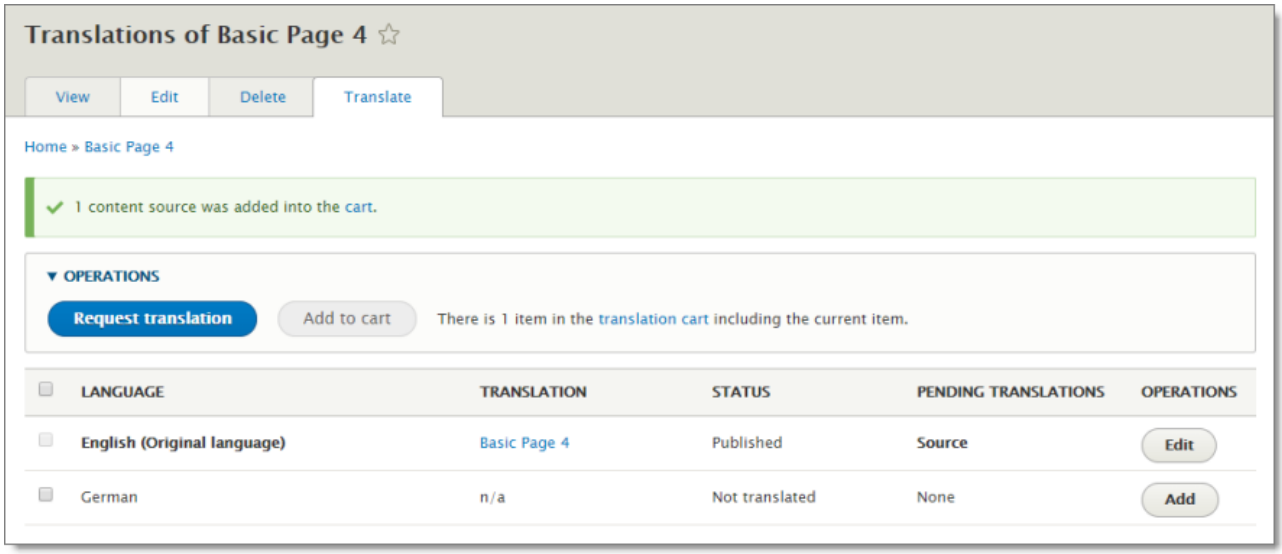


This page displays all the languages set up for your site.

In the example above, the source language of the content is `English`. `German` is also set up for your site, but there is no German language version.

2. Select the check boxes for the languages to translate, and click **Add to cart**.

A message at the top of the page states that the content source was added to the Cart.



You can click the **cart** link in the message to open the Cart and view the contents.

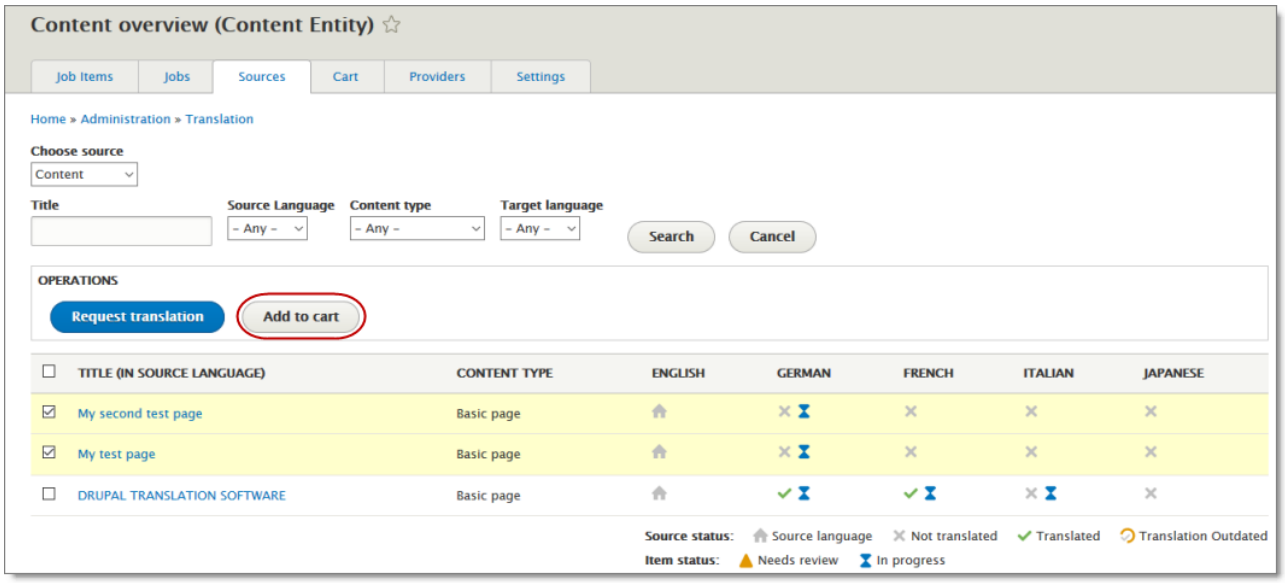
For detailed instructions on viewing and sending out items from the Cart, see "Submitting Items in the Cart to the Connector" on page 62.

3.3.2 Adding Multiple Items to the Cart

You can add multiple items to the Cart, so that later you can submit them to the Connector. For an explanation of using the Cart to submit content to the Connector, see "Submitting Content to the Connector via the Cart" on page 58.

To add multiple items to the Cart:

1. Select **Translation > Sources** from the menu or click the **Sources** tab (if it is displayed) to open the **Content overview** page / **Sources** tab.



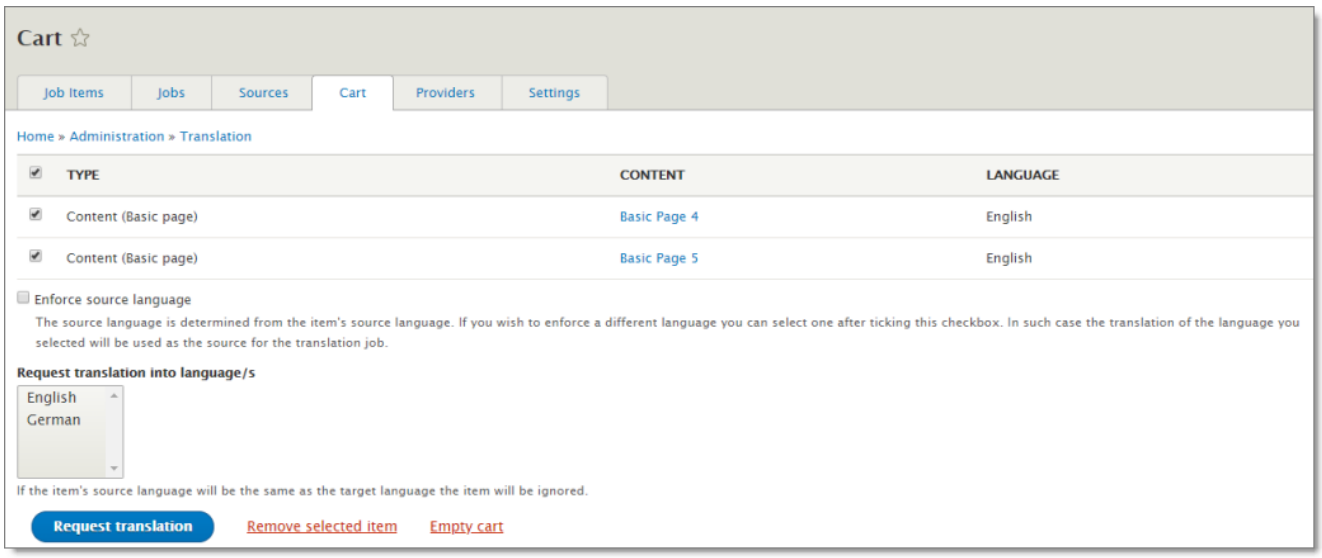
2. Select the check boxes for the items and click **Add to cart**.

A message box at the top of the page states that the selected items were added to the Cart.

For detailed instructions on viewing and sending out items from the Cart, see "Submitting Items in the Cart to the Connector" on page 62.

3.3.3 Removing Items from the Cart

If there are items in the Cart that you do not want to send out for translation, you can remove them from the Cart. This removes all jobs based on those items from the Cart.



To remove some, but not all, items from the Cart:

1. If the Cart is not already open, select **Translation > Cart** from the menu to open it.
2. Select the check boxes for the items to remove from the Cart.
3. Click **Remove selected**.

   A message at the top of the page confirms that the selected jobs were removed from the Cart.

To remove all items from the Cart:

1. If the Cart is not already open, select **Translation > Cart** from the menu to open it.
2. Click **Empty cart**.

   A message at the top of the page confirms that all the jobs were removed from the Cart.

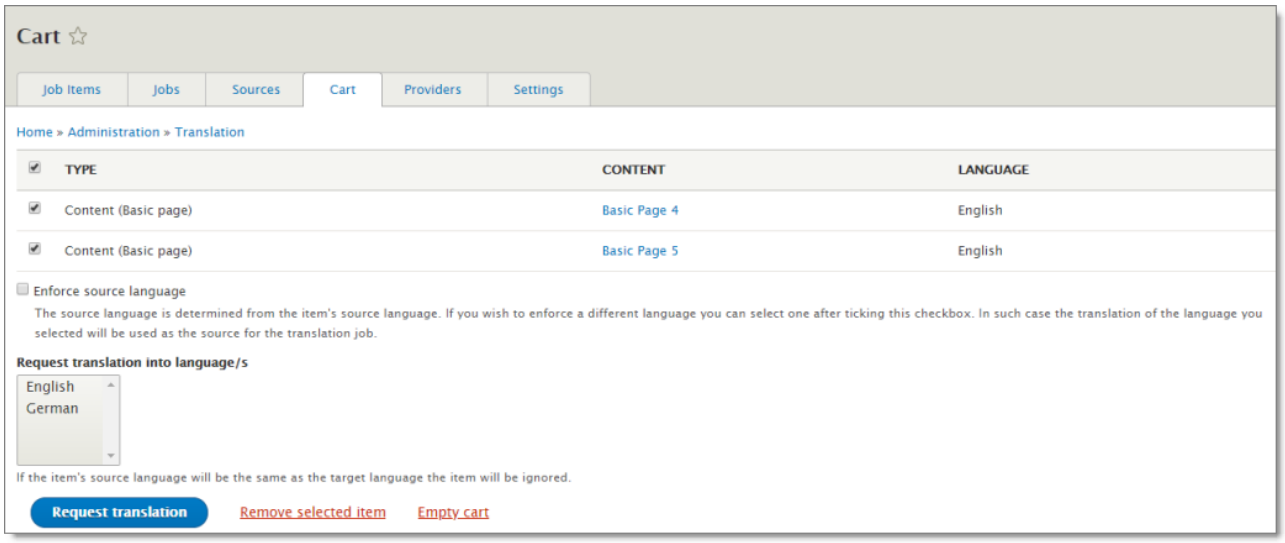
3.3.4 Submitting Items in the Cart to the Connector

After you add items to the Cart, you can submit them to the Connector. For instructions on adding items to the Cart, see "Adding One Item to the Cart" on page 59 and "Adding Multiple Items to the Cart" on page 60.

Tip: The Cart tab displays the number of items in the Cart that have not yet been sent out for translation.

To submit items that are in the Cart to the Connector:

1. If the Cart is not already open, then select **Translation > Cart** from the menu or click the **Cart** tab to open it.



The following information is displayed about items in your cart:

Column	Description
Type	The content type of the item.
Content	The title of the item.
Language	The source language of the item.

2. Select the check boxes of items in your cart to send out for translation.

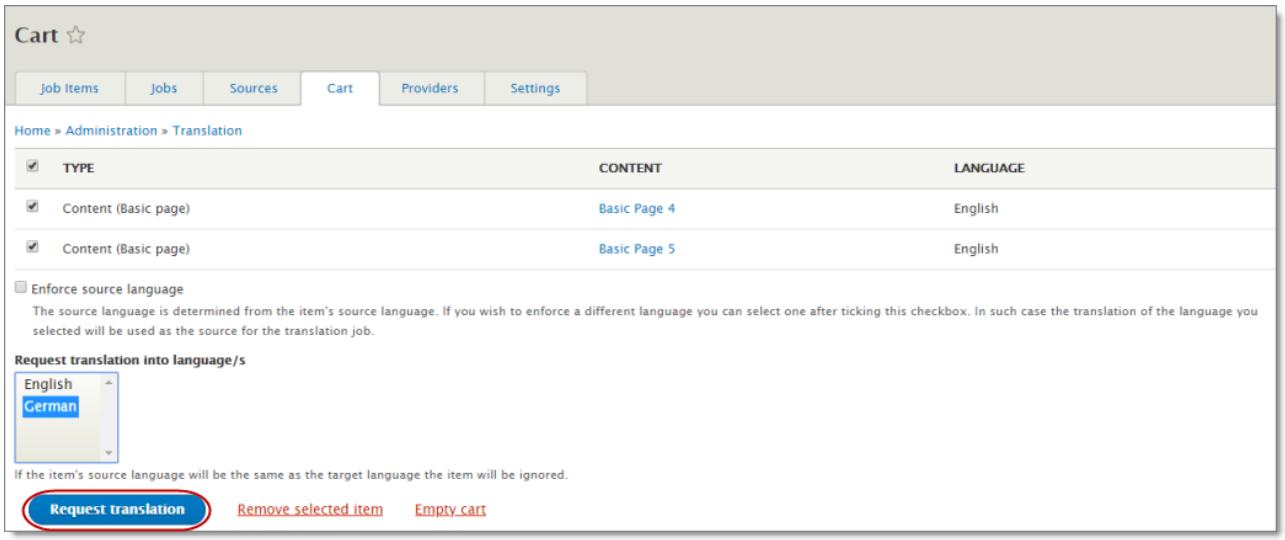
Tip: To select all the items in your cart, select the check box in the column heading.

3. Optional. Select the **Enforce source language** check box. This enables you to change the language specified for an item before sending it out for translation. It displays the **Source Language** dropdown list, where you can change the source language specified for an item.

Best practice: In general, you should specify the language while creating or editing the item, as described in "Specifying a Language for Content" on page 43. Therefore, selecting this check box should not be necessary.

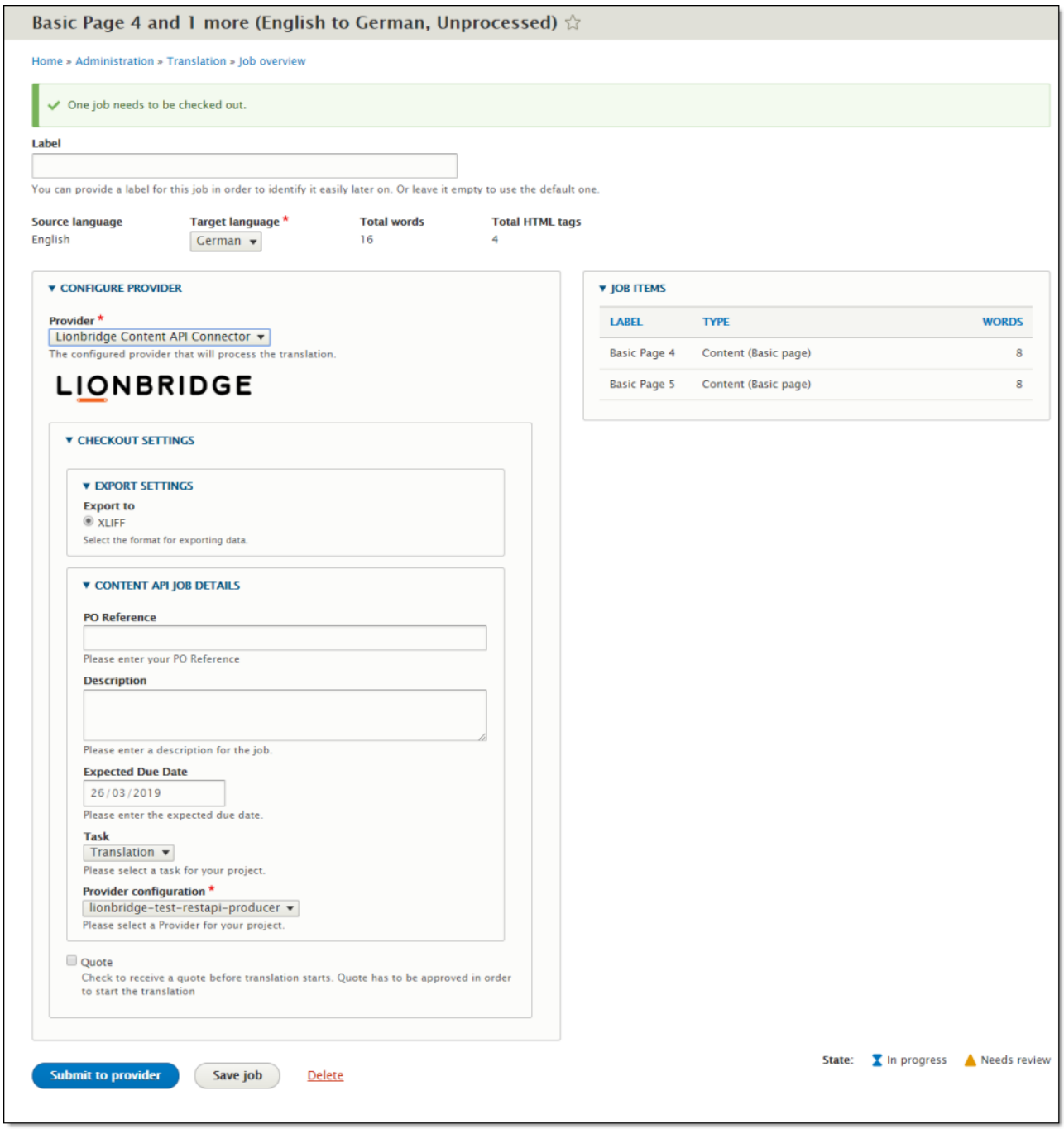
4. In the **Request translation into language/s** list, select the target languages, into which to translate the content.

5. Click **Request translation**.



This creates one job for each specified target language. If there are multiple items in the cart, they are combined into a single job. For example, suppose there are two items (`Item A` and `Item B`) in the cart that you want to translated into three target languages (`French`, `German`, `Polish`). In this scenario, Drupal TMGMT creates three jobs, one for each language. Each job contains two items.

The **Job overview** page opens. A message at the top states that you need to check out the jobs. The number of jobs you need to check out is the same as the number of target languages you selected earlier. Recall that Drupal TMGMT creates a separate job for each target language.



6. Use this page to specify the job settings for the translation job for the specified target language.

Field	Description
Label	Optional. You can modify the job name. By default, the job name starts with the name of the first item selected from the cart. This becomes the order name in Freeway.
Source language	Read only. The source language of the content.
Target language	Select the target language for the job. You can select any of the target languages you specified earlier, in step 4, in the **Translation** page. **Reminder:** There is only one target language per job.
Total words	Read only. The number of words in the selected items.
Total HTML tags	Read only. The number of HTML tags in the selected items.

The **Job Items** section displays all the items in your job.

7. Optional. Click **Load suggestions** to view any other items that may be suitable to include in this job. The **Suggestions** sub-section opens, displaying any suggested items to check out with these items. To add suggested items, select the corresponding check boxes.

8. In the **Configure Provider** section, in the **Provider** dropdown list, select the provider you added for Lionbridge in "Adding Lionbridge as a Provider in Drupal TMGMT" on page 16.

   Tip: There may be multiple providers if your company has multiple Content API credentials or different provider configurations.

9. Optional. In the **Checkout Settings** section, specify the following information:

Field	Description
Export Settings sub-section	
XLIFF	Your content is always exported in `XLIFF` format, which is the standard XML-based format for exchanging localizable data between applications.
Content API Job Details sub-section	
PO Reference	Optional. The purchase order number is delivered to your translation provider to facilitate payment.
Description	Your description for this translation job. This description will be delivered to Freeway.

Field	Description
Expected Due Date	The requested date for receiving the translation, in `DD/MM/YYYY` format. To enter a different date, either enter it in this field or click the arrow to select it. This date will be delivered to Freeway.
Task	By default, this is `Translation`, which sends out the job for translation.
Provider configuration	The translation-provider workflow configured by the Lionbridge Connector Team.
main section	
Quote	If you want to receive a quote before the translation process starts, select this check box. You must log into Lionbridge Freeway to authorize the quote before the translation process starts.

Tip: If you modified the **Label** field or modified which items are in the job, you can click **Save job** to save a draft of the job before submitting it.

10. Do one of the following:
    - If you selected multiple target languages for items in the Cart in step 4, and this is not the last one to submit, then click **Submit to provider and continue**.
    - If you selected one target language for items in the Cart in step 4, or if you selected multiple target languages but this is the last one to submit, then click **Submit to provider**.

    The page updates, and a message at the top of the page states that the job has been submitted. If you selected the **Quote** check box, you must log into Lionbridge Freeway to authorize the quote for the job to start the translation process. AThe message includes a link to download or view the files. However, downloading the files is optional, because the Connector already submitted the job to Lionbridge Freeway.

11. If you specified additional target languages for translation, complete steps 6-10 for each target language, which corresponds to a separate job.

    After you submit jobs for each target language you specified earlier, the **Job overview** page reopens.

After you check out the last job for the last target language, you can view the job or jobs you submitted/checked out on the **Job overview** page (**Jobs** tab). If you requested quotes for the translation jobs, you must log into Lionbridge Freeway to authorize the quotes and start the translation process.

4 Tracking Your Translation Job

4 Tracking Your Translation Job

After you send the job to Lionbridge for translation, you can track the progress of this job on the **Job overview** page (**Jobs** tab).

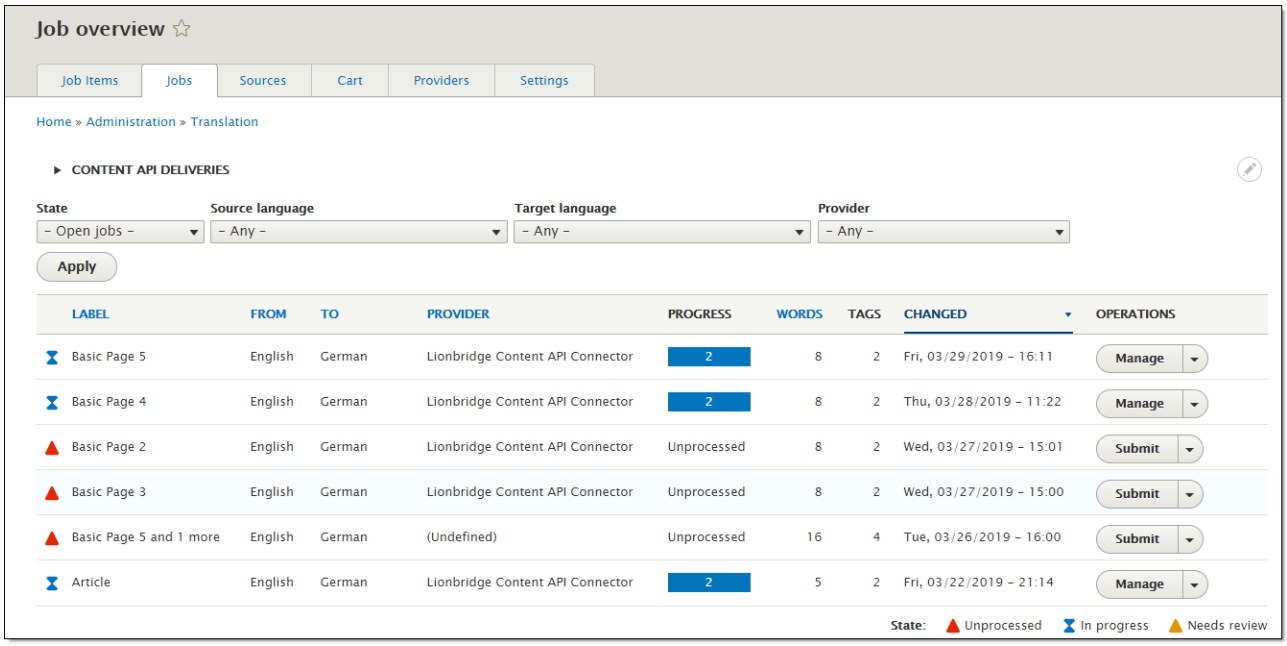
Note: If you requested a quote for the translation job, you must log into Lionbridge Freeway to authorize the quote and start the translation process.

Tip: Drupal TMGMT provides icons that indicate the translation state/status of source- and target-language items. For a list and descriptions of these icons, see "Drupal TMGMT Icon Legend" on page 34.

To track your translation job:

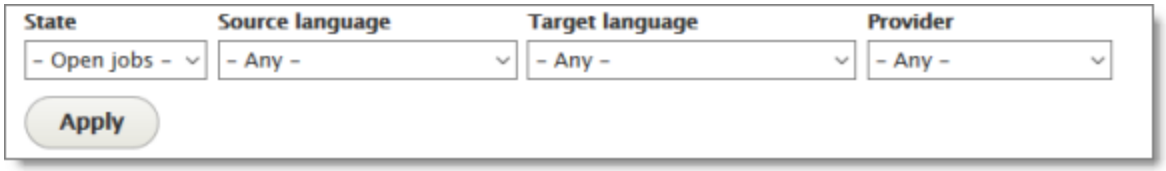
1. Select **Translation > Jobs** from the menu.

   The **Job overview** page (**Jobs** tab) opens.



   There is a separate job for each target language.

2. Optional. Use the filter bar at the top of the page to locate the jobs to send out for translation.



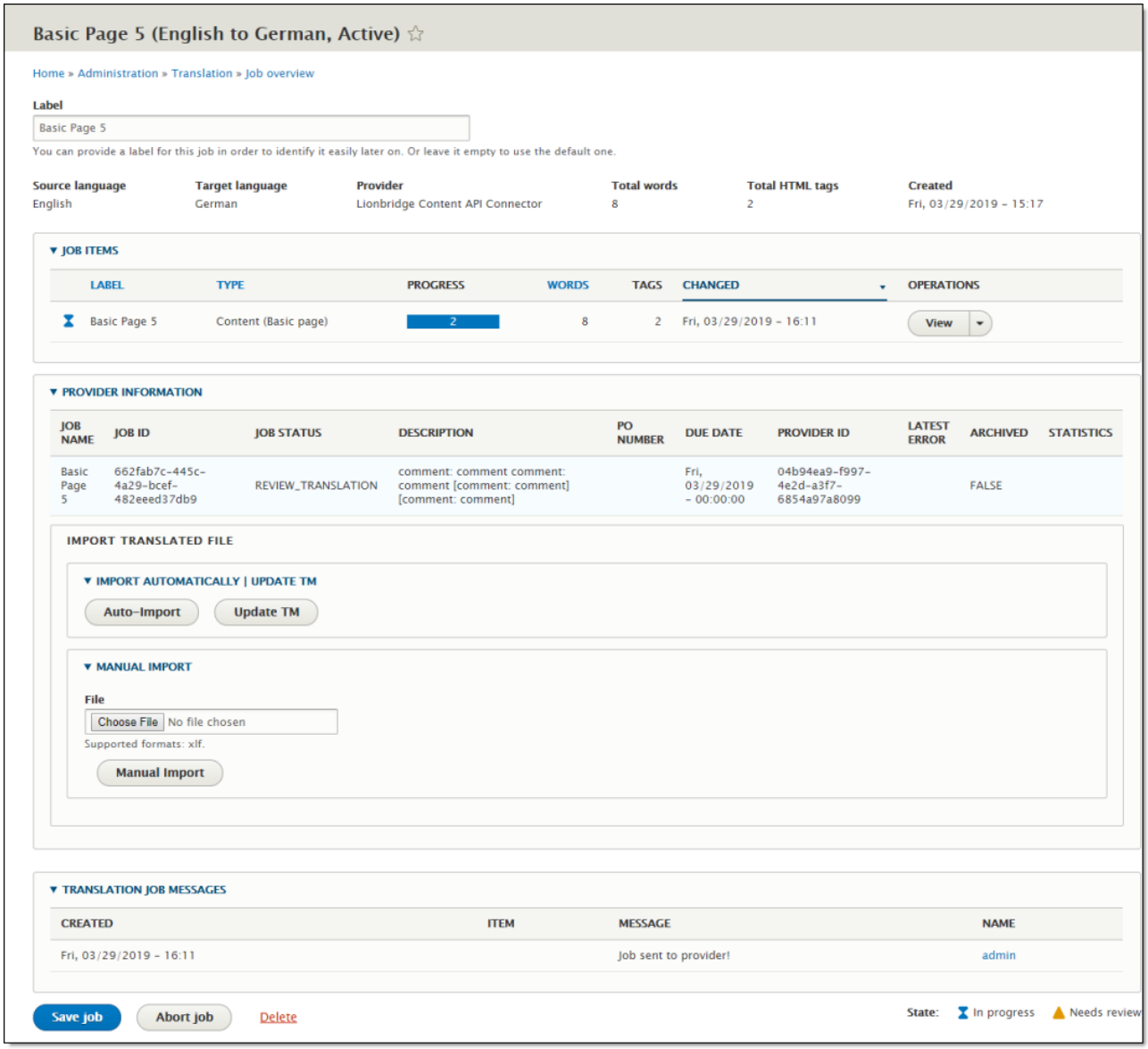
4 Tracking Your Translation Job

Dropdown List	Description
State	The state of the translation job. This is one of the following: ■ `Unprocessed`: The job has not been submitted to the Connector. It may be in the Cart. ■ `Pending`: The job has been submitted to the Connector. The quote may have been authorized. ■ `Translated`: The job was accepted and the translated item was created in Drupal. If the **Receive translated jobs automatically** feature is not configured, then you must import the translated content. For detailed instructions, see "Importing Your Translated Content into Drupal TMGMT" on page 72. ■ `Reviewed`: The translated item in Drupal was reviewed. ■ `Accepted`: The job was either accepted or auto-accepted and the translated item was created and published in Drupal. Accepted applies to items, job items. If an item is accepted it means client has imported translation, reviewed and accepted everything, the item is published after accepting ■ `Finished`: All items in the job have `Accepted` state, and the translated node was created.
Source language	The source language of the content.
Target language	The target language into which the content is translated.
Provider	The provider set up in Drupal TMGMT for translating the content. In this case, it is your company's name for Lionbridge, set up in "Adding Lionbridge as a Provider in Drupal TMGMT" on page 16.

3. To view additional information about a job, in the **Operations** column, click **Manage**.

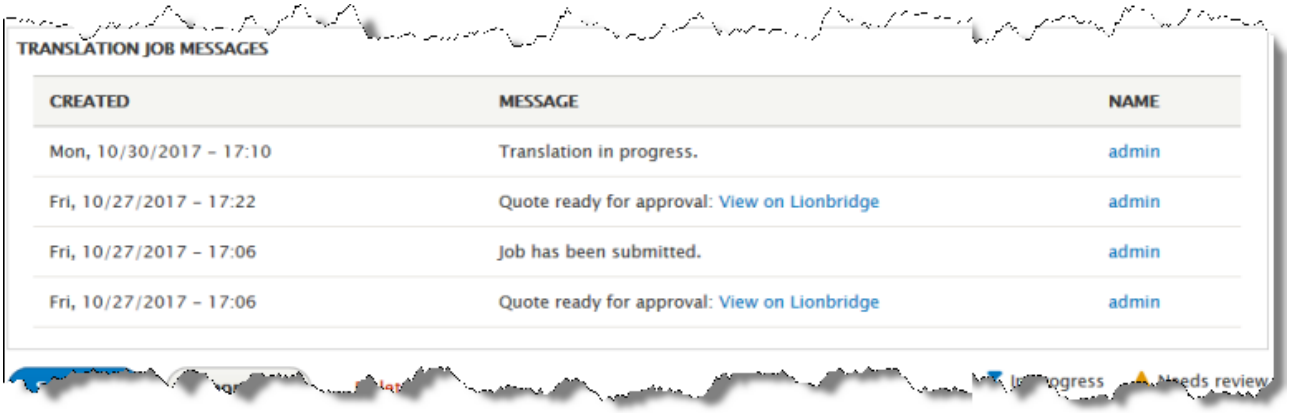
4 Tracking Your Translation Job

The page for that job opens.



4 Tracking Your Translation Job

When this page is reloaded, the content updates automatically with new messages.



The following table describes the updates you can receive:

State in "Job Items" section	Status in "Provider Information" section	Message in Message section	Description
In progress	Pending	Job has been submitted.	Job was submitted to Connector, but quote has not been authorized.
In progress	Authorized	Translation in progress.	Quote for job has been authorized.
Needs review (review scenario)	Translated	The translation of *job-name* is finished and can now be reviewed.	The translation is ready for review.
Accepted (review scenario)	Reviewed	The translation for *job-name* has been accepted.	The translation has been reviewed.
Accepted (non-review scenario)	Accepted	The translation job has been finished.	The translation is complete, and it does not require review.
		The translation for *job-name* has been accepted.	

4. Once the **Status** is `Translated`, in the **Operations** column, you can click **Review** to view the translated content. For detailed instructions, see "Viewing and Reviewing Translated Jobs" on page 74.

5 Importing Your Translated Content into Drupal TMGMT

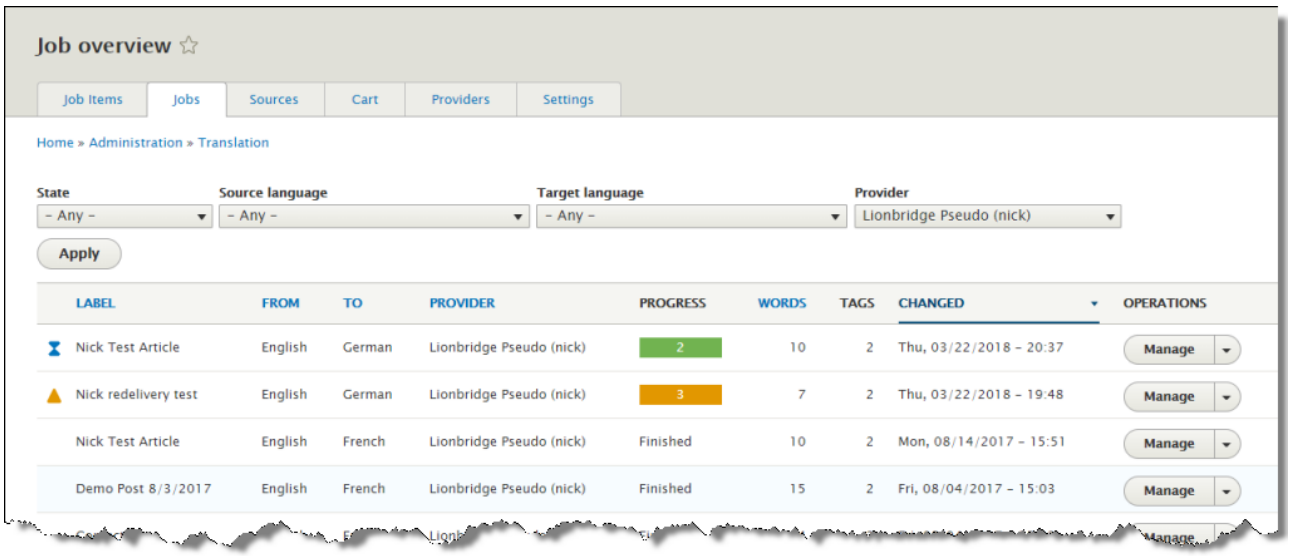
5 Importing Your Translated Content into Drupal TMGMT

If the **Receive translated jobs automatically** feature was not configured, as described in "Adding Lionbridge as a Provider in Drupal TMGMT" on page 16, then after your translated content returns to the Connector, you must import it into Drupal TMGMT.

To import your translated content:

1. Select **Translation > Jobs** from the menu.

   The **Job overview** page (**Jobs** tab) opens.



   Note: There is a separate job for each target language.

2. Locate the finished job that you want to import to Drupal TMGMT. In the **Progress** column, this job displays `Finished`.

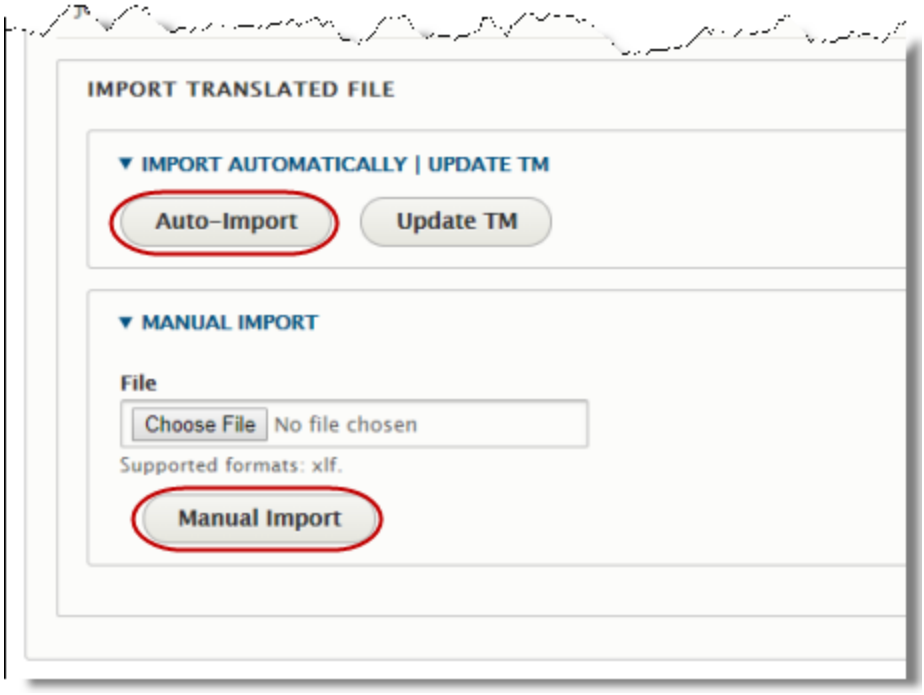
   Tip: To view only finished jobs, in the **State** column in the filter at the top of the list, select `Finished` from the dropdown list, and then click **Apply**.

3. In the row of the job to import, in **Operations** column, click **Manage**.

   The page for that job opens.

5 Importing Your Translated Content into Drupal TMGMT

4. In the **Import Translated File** section, do one of the following:



   - In the **Import Automatically | Update TM** sub-section, click **Auto-Import**.
   - In the **Manual Import** sub-section, click **Choose File**, then browse to the file to import to Drupal TMGMT, and then click **Manual Import**.

   A message box at the top of the page states that the job was imported, and the page updates.

5. Do one of the following:
   - If the **Auto accept finished translations** check box is selected for the provider, the imported job is ready for you to *view*. For detailed instructions, see "Viewing One Translated Job" on page 74.
   - If the **Auto accept finished translations** check box is cleared for the provider, the imported job is ready for you to review. In this scenario, you *must review* the translations and then accept or reject them. In the **Job Items** section, in the **Operations** column, click **Review**, and then in the page that opens, review the translated content, and when you are done, click either **Save** or **Save as completed**. For detailed instructions, see "Reviewing One Translated Job" on page 75.

6 Viewing and Reviewing Translated Jobs

6 Viewing and Reviewing Translated Jobs

When you monitor translation jobs, as described in "Tracking Your Translation Job" on page 68, you reload the page to retrieve status updates. This also automatically retrieves translated content from Lionbridge, once it is available.

After the Connector retrieves the translated content and saves it in Drupal, it is ready for review.

Depending on the Connector setup in Drupal TMGMT, you may need to approve translated content before it can be published. This is determined by the **Auto accept finished translations** setting in the **Edit Provider** page, as described in "Adding Lionbridge as a Provider in Drupal TMGMT" on page 16:

As soon as the translation job is finished, the provider status changes from `Authorized` to `Translated`, because Lionbridge has completed the translation job. In addition:

- If the **Auto accept finished translations** check box is selected for the provider, the job state changes from `In progress` to `Accepted`. You *can view* these translations. For detailed instructions, see "Viewing One Translated Job" on page 74.
- If the **Auto accept finished translations** check box is cleared for the provider, the job state changes from `In progress` to `Needs review`. In this scenario, you *must review* the translations and then accept or reject them. For detailed instructions, see "Reviewing One Translated Job" on page 75.

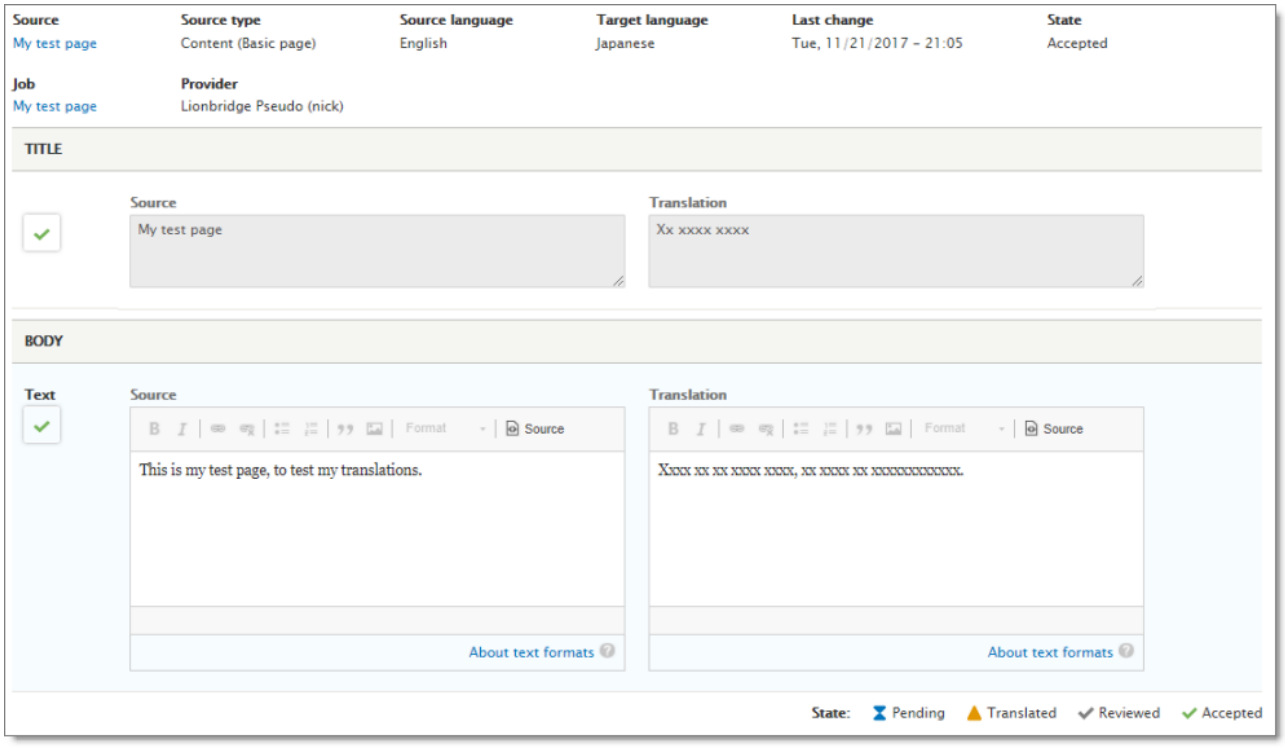
6.1 Viewing One Translated Job

If the **Auto accept finished translations** check box is *selected* for the provider (the Connector), you can view translated content. However, you cannot modify it here, because it has been automatically accepted. For instructions on editing translated content, see "Editing Translated Items" on page 80.

To view the translation of one job:

1. If the Job page is not already open:
   a. Select **Translation > Jobs** from the menu to open the **Job overview** page (**Jobs** tab) .
   b. Optional. Use the filter bar at the top of the page to locate the job to review. The job is in `Accepted` state.
   c. In the **Operations** column of the job to review, click **Manage** to open the Job page.
2. In the **Job Items** section, in the **Operations** column, click **View**.

The **View Translation** page opens.



- The **Source** fields on the left side display the source content.
- The **Translation** fields on the right side display the translated content. In these examples, pseudo-translation is displayed instead of actual translated content.

The fields displayed here depend on the fields in the content type.

3. When you are done, click **Cancel** to return to the Job page.

6.2 Reviewing One Translated Job

If the **Auto accept finished translations** check box is *cleared* for the provider (the Connector), the translation requires review as part of the translation-management process.

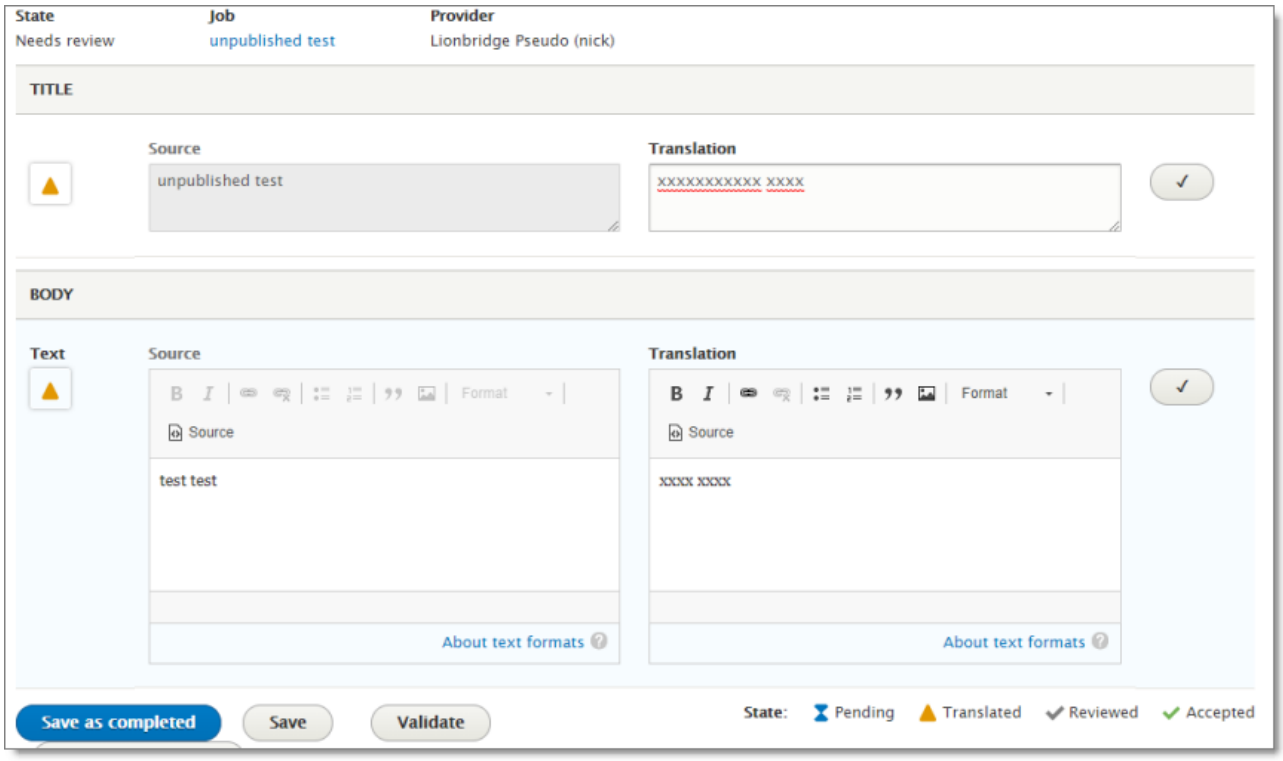
To review the translation of one job:

1. If the Job page is not already open:
   a. Select **Translation > Jobs** from the menu to open the **Job overview** page (**Jobs** tab) .
   b. Optional. Use the filter bar at the top of the page to locate the job to review. The job is in `Translated` state.

c. In the **Operations** column of the job to review, click **Manage** to open the Job page.

2. In the **Job Items** section, in the **Operations** column, click **Review**.

   The **Review Translation** page opens.



   - The **Source** fields on the left side display the source content.
   - The **Translation** fields on the right side display the translated content. In these examples, pseudo-translation is displayed instead of actual translated content.

   The fields displayed here depend on the fields in the content type.

3. You can click in any field to modify the content.

4. When you are done, click either **Save** or **Save as completed**:

   - Click **Save** to save your changes without completing your review of the translation.
   - Click **Save as completed** to save your changes and mark the translation as reviewed. This accepts the translation.

5. If you clicked **Save as completed**, then the job state changes to `Accepted`, and in the **Message** box, there is a new message: `The translation for <job-name> has been accepted`

`as X.` where *X* is an abbreviation of the translated content and a link to the translated content as a separate page. The translated items are saved in Drupal.

Tip: You can click the link to view the translated content in its own page.

Important: If you do not want to accept the translation, *do not* click **Save as completed**. The translation is not saved in Drupal. Drupal TMGMT does not support rejecting a translation job and sending it back to Lionbridge. You must sign into Freeway to reject the translation.

7 Other Translation Tasks

You can perform the following additional optional tasks:

- "Aborting Translation Jobs" on page 78
- "Resubmitting Aborted Translation Jobs" on page 78
- "Deleting Jobs" on page 79
- "Editing Translated Items" on page 80
- "Redelivering a Translation Job to Drupal TMGMT" on page 82

7.1 Aborting Translation Jobs

To stop a translation job that is already in progress, contact Lionbridge Connector Support. For details, see "How to Contact Lionbridge Connector Support" on page 8.

7.2 Resubmitting Aborted Translation Jobs

You can resubmit a previously aborted translation job.

To resubmit a previously aborted translation job:

1. Select **Translation > Jobs** from the menu to open the **Job overview** page (**Jobs** tab) .
2. Optional. Use the filter bar at the top of the page to locate the job to resubmit. The job is in `Aborted` state.
3. In the **Operations** column, click **Manage** to open the page for a job in `Aborted` state.
4. Scroll down to the bottom of the page and click **Resubmit**.

   A message confirms that you want to resubmit this job.
5. Click **Confirm**.

   A message at the top of the page states that the aborted job was duplicated, and that you can resubmit it now.
6. Optional. Modify any values on this page. For description of the values you can modify, see the description of the Checkout page in "Submitting One Item Directly to the Connector" on page 48.
7. Click **Submit to provider**.

7.3 Deleting Jobs

You can click the **Delete** button to delete translation jobs in the following states from Drupal TMGMT:

- `Unprocessed`
- `Finished`

This functionality is not reversible.

Note: The **Delete** button is not available in any of the other states, which occur when the job is actively in translation. To delete a translation job that is already in progress, contact Lionbridge Connector Support. For details, see "How to Contact Lionbridge Connector Support" on page 8.

You can delete a translation job from the **Job overview** page / **Jobs** tab or from the Job page.

Note: Deleting translation jobs does not delete translated items that have been auto accepted or reviewed and accepted.

To delete multiple translation jobs:

1. Click the **Translation** menu to open the **Job overview** page / **Jobs** tab.
2. Optional. To filter the jobs in the list, select the state, language, and provider, and click **Apply**.
3. Select the check boxes for the jobs to delete.
4. In the **Operations** dropdown list at the top of the page, select `Delete Job`.
5. Click **Execute**.

   A message at the top of the page confirms that you want to delete the jobs.
6. Click **Confirm**.

   A message at the top of the page confirms that the jobs were deleted.

To delete a translation job from the Job overview page / Jobs tab:

1. Select **Translation > Jobs** from the menu to open the **Job overview** page / **Jobs** tab.
2. Optional. To filter the jobs in the list, select the state, language, and provider, and click **Apply**.
3. In the **Operations** column, click **Delete**.

   A message confirms that you want to delete this job.
4. Click **Confirm**.

   A message at the top of the page confirms that the job was deleted.

To delete a translation job from the Job page:

1. Ensure that the Job page is open. If necessary, open the **Job overview** page / **Jobs** tab, as described above, and in the **Operations** column, click **Manage** to open this page.
2. Scroll down to the bottom of the page and click **Delete**.

   A message confirms that you want to delete this job.
3. Click **Confirm**.

   A message at the top of the page confirms that the job was deleted.

7.4 Editing Translated Items

After a translation has been accepted, including auto accepted, you can still make changes to it. You edit a translated item the same way that you edit the source item, by editing the target language version of the item.

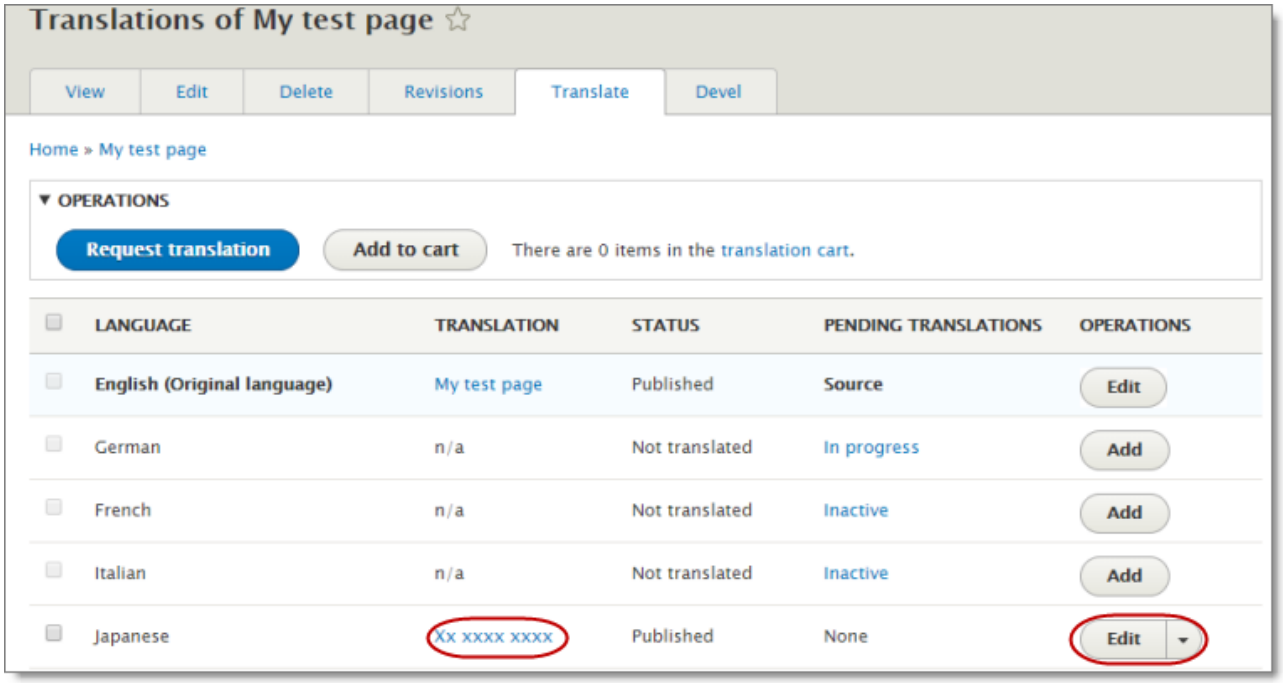
To edit a translated item:

1. Click the **Content** menu to open the **Content** page, and then in the **Operations** column, click **Edit** for the item to edit. If necessary, you can filter the list of content items by status, type (content type) and language and then click **Filter**.

   The item is displayed in the source language, for example, English.

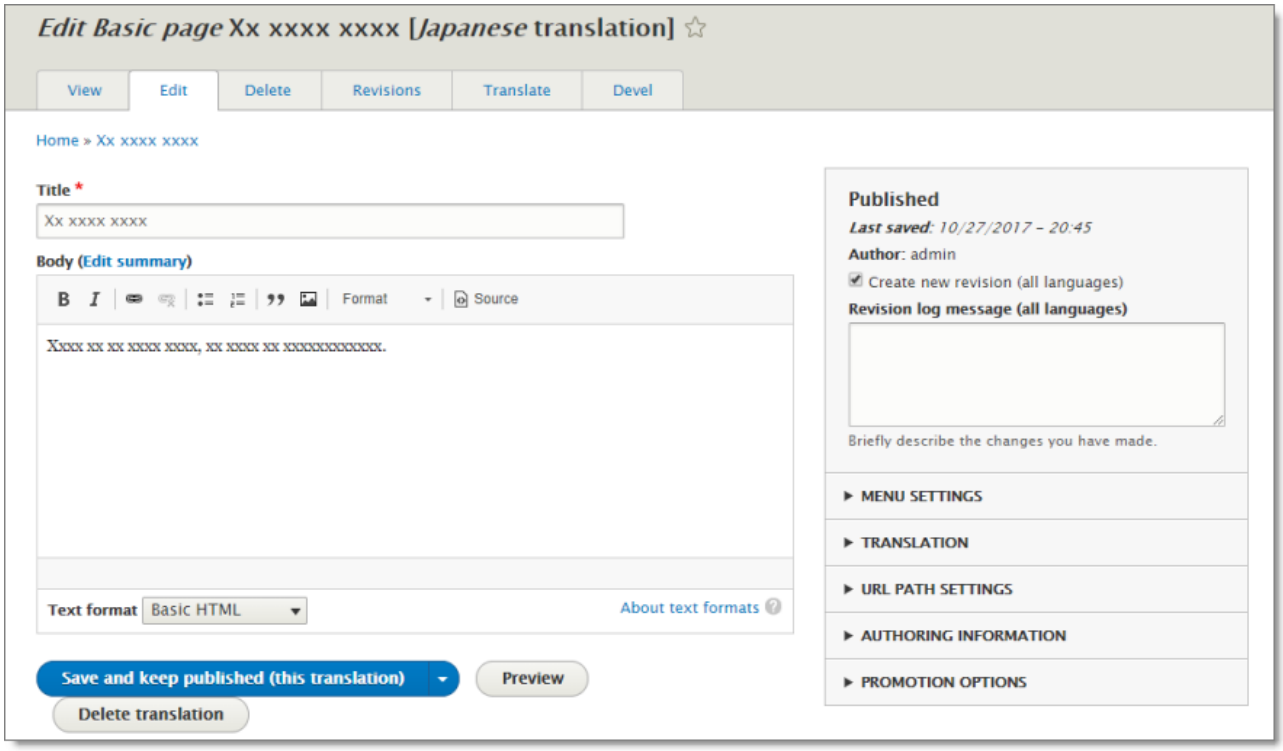
2. Click the **Translate** tab.

The **Translations of** page displays the translation status of each available target language for this item.



3. To edit a target-language version, click **Edit**, or click the link in the **Translation** column.

The target-language version of the page opens.



4. You can now edit the translation of the item. When you are done, click the appropriate **Save** button to save your changes.

7.5 Redelivering a Translation Job to Drupal TMGMT

You can redeliver all the translated content in a translation job from Lionbridge to Drupal TMGMT. This is useful in the following scenarios:

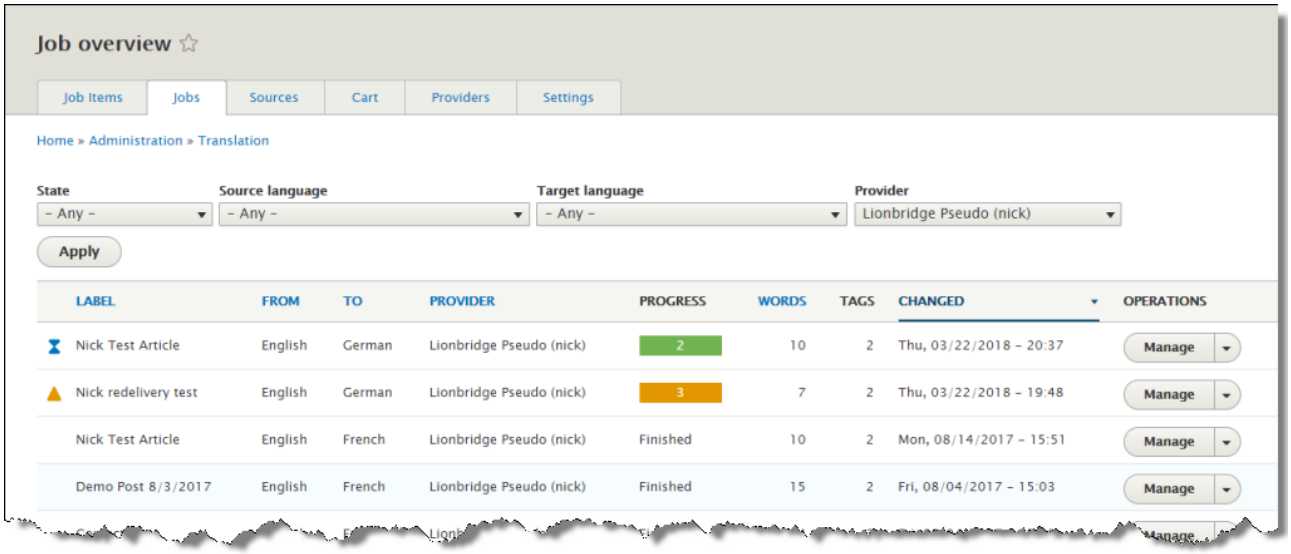
- The translations were updated or corrected after the initial delivery.
- You want to overwrite any changes that you made in Drupal to the translated content.

Note: Redelivering a translation job from Lionbridge to Drupal TMGMT overwrites any post-translation edits to the translated content.

To redeliver a translation job to Drupal TMGMT:

1. Select **Translation > Jobs** from the menu.

The **Job overview** page (**Jobs** tab) opens.



Note: There is a separate job for each target language.

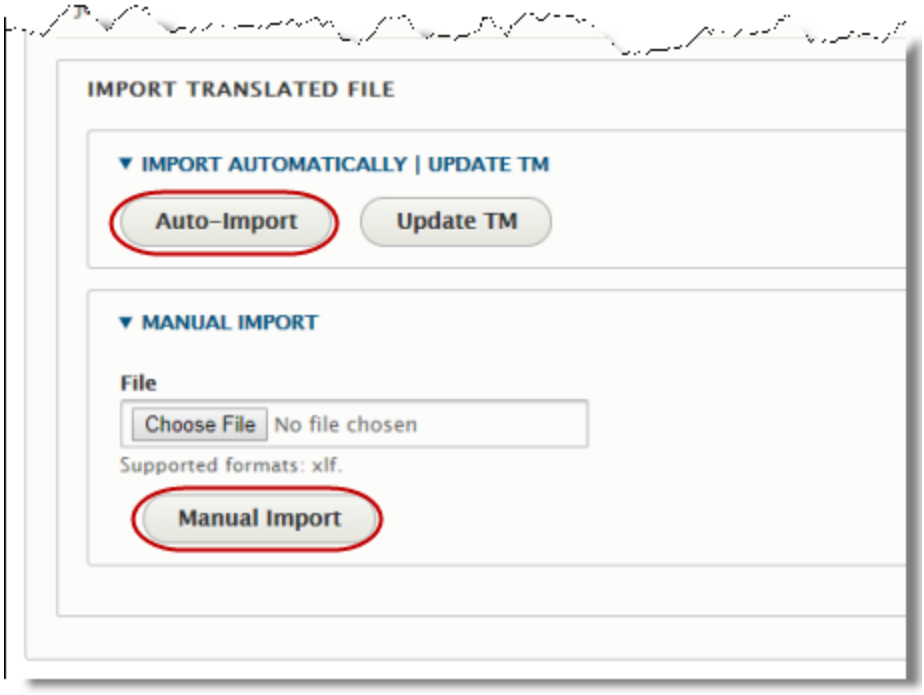
2. Locate the finished job that you want to redeliver to Drupal TMGMT. In the **Progress** column, this job displays `Finished`.

   Tip: To view only finished jobs, in the **State** column in the filter at the top of the list, select `Finished` from the dropdown list, and then click **Apply**.

3. In the row of the job to redeliver, in **Operations** column, click **Manage**.

   The page for that job opens.

4. In the **Import Translated File** section, do one of the following:



   - In the **Import Automatically | Update TM** sub-section, click **Auto-Import**.
   - In the **Manual Import** sub-section, click **Choose File**, then browse to the file to redeliver to Drupal TMGMT, and then click **Manual Import**.

   A message box at the top of the page states that the job was submitted for redelivery, and the page updates.

5. Do one of the following:
   - If the **Auto accept finished translations** check box is selected for the provider, the redelivered job is ready for you to *view*. For detailed instructions, see "Viewing One Translated Job" on page 74.
   - If the **Auto accept finished translations** check box is cleared for the provider, the redelivered job is ready for you to review. In this scenario, you *must review* the translations and then accept or reject them. In the Job Items section, in the Operations column, click Review, and then in the page that opens, review the translated content, and when you are done, click either **Save** or **Save as completed**. For detailed instructions, see "Reviewing One Translated Job" on page 75.

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