

Lionbridge

Lionbridge Connector for Drupal 7 TMGMT

Setup and User Guide

Version 1.0

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1 Welcome to the Lionbridge Connector for Drupal 7 TMGMT

Welcome to the Lionbridge Connector for Drupal 7 TMGMT (Connector). This Connector enables you to automate sending and retrieving content from Drupal TMGMT to Lionbridge onDemand 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 Help

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 is using Drupal and has installed the TMGMT module.
- Your company has created a Lionbridge onDemand account, at <https://ondemand.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 7 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 Connectors Support contact information.
"Getting Started with the Lionbridge Connector for Drupal TMGMT" on page 12	How to get started and an overview of the Lionbridge Connector interface.
"Sending Content to Lionbridge onDemand" on page 32	How to send out Drupal content for translation.
"Tracking Your Translation Job" on page 56	How to monitor the translation status of content and jobs that you sent out for translation.
"Viewing and Reviewing Translated Jobs" on page 60	How to view and review translated content.
"Other Translation Tasks" on page 64	How to perform other translation tasks, such as: ■ aborting jobs ■ resubmitting aborted jobs ■ deleting jobs ■ editing translated content

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.

Convention	Description
<i>Italics</i>	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 <i>Page</i> 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.
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. Before the Connector sends out a translation job to Lionbridge onDemand for translation, the quote for the job requires authorization.
Lionbridge	The publisher of the onDemand translation portal and a translation provider. Users connect to the onDemand 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 onDemand translation service. 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.
onDemand	A Lionbridge translation portal and a translation provider.
Source language	The original language of the content. Content is translated <i>from</i> the source language.
Target language	The translated language of the content. Content is translated <i>into</i> 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 onDemand translation service.

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 Connectors Zendesk page, using your web browser

To submit 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 Connectors Zendesk page in your browser: <https://connectors.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, Lionbridge 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:

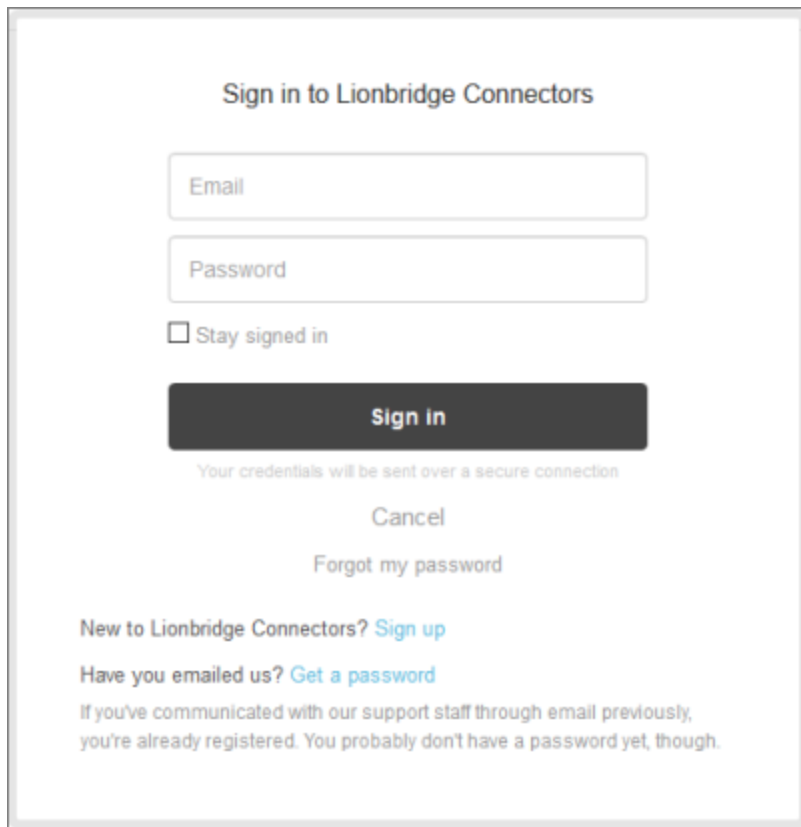
- CMS log files for the date the issue occurred
- log files for the date the issue occurred
- screen capture of the issue

To view and update your support ticket in Zendesk:

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

1. Open the Lionbridge Connectors Zendesk page in your browser: <https://connectors.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.

A screenshot of the 'Sign in to Lionbridge Connectors' page. The page has a white background with a light gray border. At the top, the title 'Sign in to Lionbridge Connectors' is centered. Below the title are two input fields: 'Email' and 'Password'. Under the 'Password' field is a checkbox labeled 'Stay signed in'. A large, dark gray 'Sign in' button is centered below the checkbox. Below the button, the text 'Your credentials will be sent over a secure connection' is displayed. Further down are the links 'Cancel' and 'Forgot my password'. At the bottom, there are two links: 'New to Lionbridge Connectors? Sign up' and 'Have you emailed us? Get a password'. A small note at the very bottom states: 'If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.'

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.

Files to attach to the support ticket:

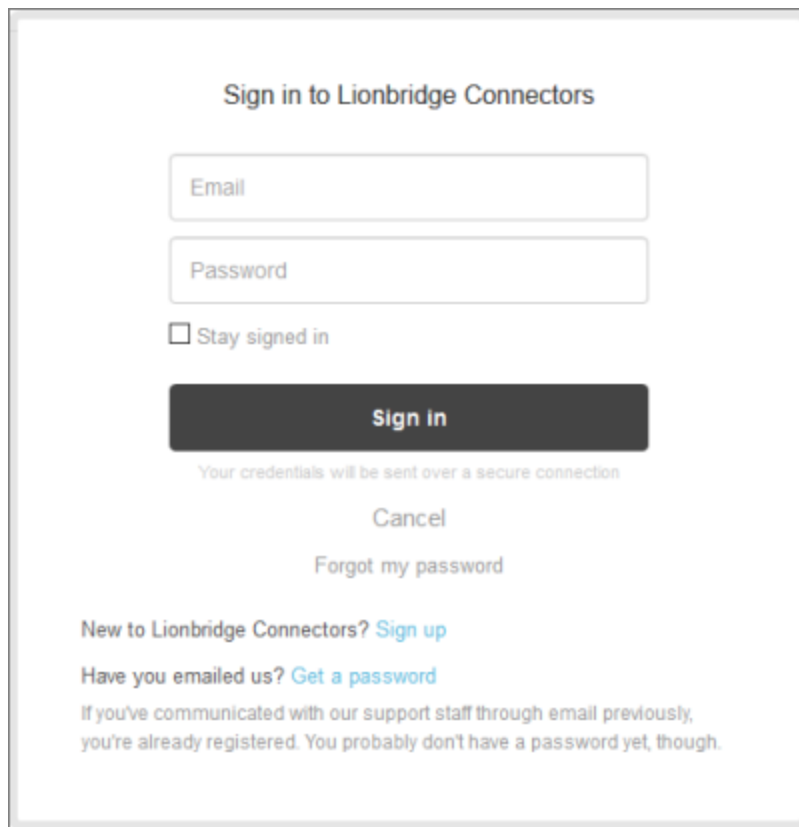
- CMS log files for the date the issue occurred
- log files for the date the issue occurred
- screen capture of the issue

To view and update your support ticket in Zendesk:

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

1. Open the Lionbridge Connectors Zendesk page in your browser: <https://connectors.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.



The screenshot shows a web form titled "Sign in to Lionbridge Connectors". It contains two input fields: "Email" and "Password". Below these fields is a checkbox labeled "Stay signed in". A large, dark "Sign in" button is positioned below the checkbox. Underneath the button, a small line of text reads "Your credentials will be sent over a secure connection". Below this text are two links: "Cancel" and "Forgot my password". At the bottom of the form, there are two more links: "New to Lionbridge Connectors? Sign up" and "Have you emailed us? Get a password". A final line of text at the very bottom states: "If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though."

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

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 7. For information about Drupal 8 support, please contact Lionbridge Connectors Support. For details, see ["How to Contact Lionbridge Connector Support"](#) on page 8.

Before you set up the Connector, you must 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>.

After you install and configure this module, you complete the following steps:

1. You set up the Lionbridge Connector by *adding it as a translator* to Drupal. For detailed instructions, see ["Adding Lionbridge onDemand as a Translator in Drupal TMGMT"](#) on page 12.
2. You enable multilingual support for *content types* on your website. For detailed instructions, see ["Enabling Multilingual Support for Content Types on your Site"](#) on page 17.
3. You enable multilingual support for individual *fields* of each supported content type. For detailed instructions, see ["Enabling Multilingual Support for Individual Fields"](#) on page 18.

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 onDemand as a Translator in Drupal TMGMT

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

You may want to add Lionbridge onDemand as multiple translators in Drupal TMGMT, for example, if you want one workflow with a post-translation proofreader and one workflow that automatically accepts all translations without review.

To add Lionbridge onDemand as a translator in Drupal TMGMT:

1. In Drupal, select **Configuration > Regional and language > Translation Management Translators > Add Translator** from the menu.

The **Add Translator** page opens.

Add Translator

Label *

The label of the translator.

Description

The description of the translator.

TRANSLATOR SETTINGS

☐ Auto accept finished translations
This skips the reviewing process and automatically accepts all translations as soon as they are returned by the translation provider.

Translator plugin *

Lionbridge translator ▼
Lionbridge Translator service.

LIONBRIDGE TRANSLATOR PLUGIN SETTINGS

Liondemand Endpoint

https://mycompany.liondemand.com
Please enter your Lionbridge liondemand endpoint url.

Lionbridge Access Key Id *

abcdefghijklmnopqrstuvwxyz
Please enter your Lionbridge Access Key ID.

Lionbridge Access Key *

abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMN
Please enter your Lionbridge Access Key.

Purchase Order Number

123456
Please enter your Lionbridge Purchase Order Number.

► [LIONBRIDGE ACCOUNT INFO](#)

[Save translator](#) [Cancel](#)

2. 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 translator when sending out content for translation.
Description	A description of the translator.
Translator Settings - 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.
Translator plugin	Select <code>Lionbridge translator</code> from the dropdown list. This is the Drupal plugin for the Lionbridge onDemand translation services.
Lionbridge Translator Plugin Settings	
Liondemand Endpoint	Enter your Lionbridge onDemand endpoint URL, for example: <code>https://yourname.liondemand.com</code> . You receive this from Lionbridge after creating your account. ▶ To create your account, visit: https://ondemand.lionbridge.com/accounts/register/.
Lionbridge Access Key ID	Enter your Lionbridge access key ID. You can obtain this after you register your Lionbridge onDemand endpoint URL. ▶ To obtain your Lionbridge access key ID, sign in to your company's enterprise site: <code>https://yourname.liondemand.com</code>. In the Your Profile page, API Information section, click Create New Key.
Lionbridge Access Key	Enter your Lionbridge access key. You can obtain this after you register your Lionbridge onDemand endpoint URL. ▶ To obtain your Lionbridge access key, sign in to the Lionbridge onDemand website: https://ondemand.lionbridge.com. In the Your Profile page, API Information section, click Create New Key.
Purchase Order Number	Enter a valid purchase order number that you set up with Lionbridge onDemand staff.

3. Optional. Click **Lionbridge Account Info** to expand this section and view your account settings.

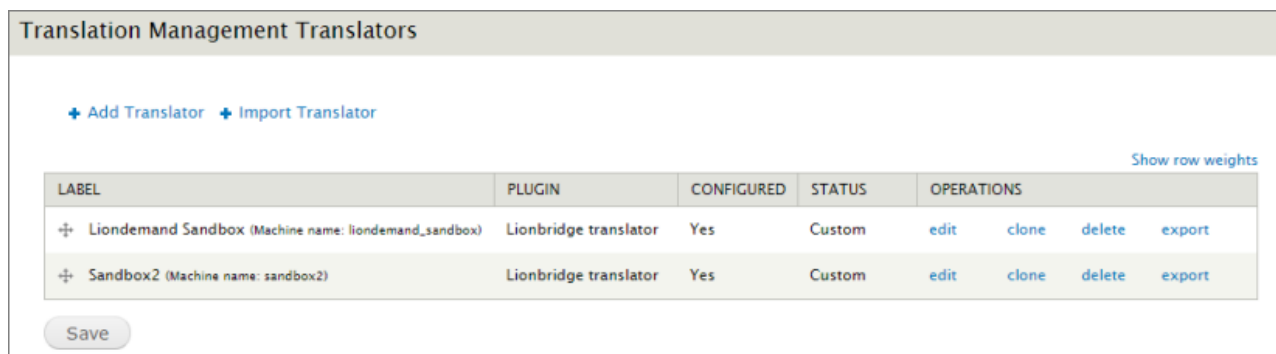


You can view the following information:

Field	Description
Email	The email address associated with your Lionbridge onDemand account.
Currency	The currency of your transactions with Lionbridge onDemand.
Total Spent	How much you already spent of your purchase order (PO).
Prepaid Credit	How much credit is still left on your purchase order (PO).
Product Count	How many translation orders you have placed previously.

4. Click **Save translator**.

The **Translation Management Translators** page opens, displaying the translator you just created.



5. Click the **edit** link beside the translator you just created, so that you can finish configuring your new translator. (Certain fields in Drupal TMGMT are not available when adding a translator.)

The **Edit** page opens, displaying the translator you just created.

6. Scroll down to the **Lionbridge Translator Plugin Settings** section, and enter the following information.

LIONBRIDGE TRANSLATOR PLUGIN SETTINGS

Default translation service
onDemand Connector No TMS ▼

Default currency
USD ▼

▶ LIONBRIDGE ACCOUNT INFO

▶ REMOTE LANGUAGES MAPPINGS

Save translator Cancel

Field	Description
Default translation service	Select the appropriate Lionbridge service, as instructed by Lionbridge personnel.
Default currency	Select the default currency for transactions with Lionbridge onDemand.

7. Click **Remote Languages Mappings** to expand this section.

▼ REMOTE LANGUAGES MAPPINGS

Here you can specify mappings of your local language codes to the translator language codes.

English (en)
en-us ▼

French (Canada) (fr-ca)
fr-ca ▼

German (de)
de-de ▼

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.)

8. For each language, select the onDemand language code corresponding to the Drupal language. The language codes displayed are specified in your configured onDemand endpoint.
9. If you want to add another translator to support another workflow, 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 onDemand, you must enable multilingual support on your Drupal website for each content type that you want to be able to send to onDemand for translation.

To enable multilingual support on your site:

1. In the **Structure** menu, select **content types**.
2. Either click **Add content type** to add a new content type or click **edit** to edit an existing content type.
3. In the menu on the left, click **Publishing options**.

The **page** updates.

The screenshot shows the Drupal administration interface for configuring a content type named 'Basic'. The breadcrumb trail is 'Home » Administration » Structure » Content types'. The page has three tabs: 'Basic', 'EDIT', 'MANAGE FIELDS', and 'MANAGE DISPLAY'. The 'Basic' tab is active. It contains a 'Name' field with the value 'Basic' and a 'Machine name' field with the value 'basic'. Below this is a 'Description' field. The left sidebar shows a menu with 'Submission form settings', 'Publishing options' (selected), 'Display settings', and 'Menu settings'. The 'Publishing options' section is expanded, showing 'Published' and 'Promoted to front page' checked, and 'Sticky at top of lists' and 'Create new revision' unchecked. The 'Multilingual support' section is also expanded, showing three radio button options: 'Disabled', 'Enabled', and 'Enabled, with translation' (which is selected and circled in red). Below this section is a paragraph of explanatory text.

Home » Administration » Structure » Content types

Basic

EDIT MANAGE FIELDS MANAGE DISPLAY

Name *

Basic Machine name: basic

The human-readable name of this content type. This text will be displayed as part of the list on the *Add new content* page. It is recommended that this name begin with a capital letter and contain only letters, numbers, and spaces. This name must be unique.

Description

Describe this content type. The text will be displayed on the *Add new content* page.

Submission form settings

Title

Publishing options

Published , Promoted to front page

Display settings

Display author and date information.

Menu settings

Default options

☒ Published

☒ Promoted to front page

☐ Sticky at top of lists

☐ Create new revision

Users with the *Administer content* permission will be able to override these options.

Multilingual support

☐ Disabled

☐ Enabled

☒ Enabled, with translation

Enable multilingual support for this content type. If enabled, a language selection field will be added to the editing form, allowing you to select from one of the [enabled languages](#). You can also turn on translation for this content type, which lets you have content translated to any of the installed languages. If disabled, new posts are saved with the default language. Existing content will not be affected by changing this option.

Save content type

4. In the **Multilingual support** section, select the **Enabled, with translation** radio button.
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 onDemand, you must enable multilingual support for each field in each content type that you want to be able to send to onDemand 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 **Translatable Content**.

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

Translatable content

EDIT MANAGE FIELDS MANAGE DISPLAY

Show row weights

LABEL	MACHINE NAME	FIELD TYPE	WIDGET	OPERATIONS
+ Title	title	Node module element		
+ Body	body	Long text and summary	Text area with a summary	edit delete
+ New field	field_new_field	Long text	Text area (multiple rows)	edit delete
+ Language	language	Language selection		
+ Add new field - Select a field type - - Select a widget - Label Type of data to store. Form element to edit the data.				
+ Add existing field - Select an existing field - - Select a widget - Label Field to share Form element to edit the data.				

Save

3. In the **Operations** column, click **Edit** for the field to configure, for example for New Field.

The **page** for the field settings opens.

TRANSLATABLE CONTENT SETTINGS
These settings apply only to the *New field* field when used in the *Translatable content* type.

Label *
New field

☐ Required field

Help text

Instructions to present to the user below this field on the editing form.
Allowed HTML tags: <a> <big> <code> <i> <ins> <pre> <q> <small> <sub> <sup> <tt> <p>

Rows *
5

Text processing

☒ Plain text
☐ Filtered text (user selects text format)

DEFAULT VALUE
The default value for this field, used when creating new content.

New field

NEW FIELD FIELD SETTINGS
These settings apply to the *New field* field everywhere it is used.

Number of values
1
Maximum number of values users can enter for this field.
'Unlimited' will provide an 'Add more' button so the users can add as many values as they like.

Field translation
☒ Users may translate all occurrences of this field:
• New field in *Translatable content*

Save settings

4. Select the **Users may translate all occurrences of 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 onDemand. 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	Click the Translation 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 Checkout page
Checkout 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
Job page (no displayed page name)	In the Job overview page / Jobs tab, click manage .		authorize the quote for the translation job
Review Translation page (no displayed page name)	In the Job page, when the job is in Finished state, click review .	source and target (translated) content	compare and update source content and its translation

Page	How to Open	What It Displays	What You Can Do Here
View Translation page (no displayed page name)	In the Job page, when the job is in Finished state, click view .	source and target (translated) content	compare source content and its translation

Screen captures of pages

Content page

Content

[+ Add content](#)

SHOW ONLY ITEMS WHERE

status Filter

type

language

UPDATE OPTIONS

Update

☐	TITLE	TYPE	AUTHOR	STATUS	UPDATED	LANGUAGE	OPERATIONS
☐	Test Post Please Ignore new	Basic	admin	published	02/03/2017 - 08:29	English	edit delete
☐	Basic content test new	Basic	admin	published	01/31/2017 - 08:28	English	edit delete

Content overview page / Sources tab

Content overview

JOBS **SOURCES** **CART (1)**

Node title Published Source language Content type Target language Search

☐ Source Language
☒ In progress
☒ Translated
 ☐ Not translated
☐ Ready for review
☐ Translation Outdated

OPERATIONS

☐	TITLE (IN SOURCE LANGUAGE)	TYPE	ENGLISH	FRENCH (CANADA)	GERMAN	AUTHOR	UPDATED DATE
☐	JPS test Nov 15 3	Basic	☐	☒	☒	lionbridge	11/15/2016 - 13:19
☐	JPS test Nov 15 2	Basic	☐	☒	☒	lionbridge	11/15/2016 - 13:18

Job overview page / Jobs tab

Job overview

JOBSSOURCESCART (0)

StateFromToTranslator

- Any - - Any - - Any - - Any -

Apply

OPERATIONS

- Choose an operation -

Execute

☐	LABEL	FROM	TO	STATE	TRANSLATOR	PROGRESS	WORD COUNT	CHANGED	OPERATIONS
☐	Demo Post 10/21	English	French (Canada)	Active	Liondemand Sandbox	0/0/0/2	493	10/31/2016 - 15:54	manage abort
☐	New post	English	French (Canada)	Unprocessed	Liondemand Sandbox	0/0/0/2	12	10/31/2016 - 14:20	submit delete
☐	New post	English	German	Unprocessed	Missing translator	0/0/0/2	12	10/31/2016 - 12:14	submit delete
☐	Demo Post 10/21	English		Unprocessed	Missing translator	0/0/0/2	493	10/27/2016 - 09:50	submit delete
☐	Demo Post 10/21	English	German	Finished	Liondemand Sandbox	2/0/0/0	493	10/21/2016 - 10:36	manage delete
☐	Placeholder Text 10/21	English	French (Canada)	Finished	Liondemand Sandbox	2/0/0/0	493	10/21/2016 - 10:28	manage delete

Translation page / Cart tab

Translation

JOBSSOURCESCART (1)

The TMGMT cart is used to bundle text items from different sources into one translation job. Use the "Add to cart" button to add all selected items in any source list.

From the cart page, you can request a translation of all selected elements in the cart into any available language. One translation job will be created for each language pair involved.

☐	TYPE	CONTENT	LANGUAGE
☐	Basic	JPS test	English

☐ Enforce source language

The source language is by default determined from the items source language. Check to enforce a different language as source.

Request translation into language/s

EnglishFrench (Canada)German

If the item's source language will be the same as the target language the item will be ignored.

Request translation

Remove selected

Empty cart

Checkout page (no displayed page name)

JPS test Nov 25 1 and 2 more (English to French, Unprocessed)

Home » Administration » Translation

3 jobs need to be checked out.

Label
JPS test Nov 25 1 and 2 more
You can provide a label for this job in order to identify it easily later on. Or leave it empty to use default one.

Source language
English

Target language *
French

Total word count
40

JOB ITEMS

LABEL	TYPE	WORD COUNT	OPERATIONS
JPS test Nov 25 1	Translatable content	12	delete
JPS test Nov 25 3	Translatable content	14	delete
JPS test Nov 25 2	Translatable content	14	delete

Load suggestions

CONFIGURE TRANSLATOR

Translator *
Liondemand Sandbox
The configured translator plugin that will process of the translation.

CHECKOUT SETTINGS

Project title
JPS test Nov 25 1 and 2 more

Save job Submit to translator and continue Delete Cancel

Job page (no displayed page name)

Test 2 feb 7 (English to German, Finished)

Label
Test 2 feb 7
You can provide a label for this job in order to identify it easily later on. Or leave it empty to use default one.

Source language English	Target language German	Translator Liondemand Sandbox	Total word count 535	Created Tue, 02/07/2017 - 16:12
-----------------------------------	----------------------------------	---	--------------------------------	---

▼ **JOB ITEMS**

LABEL	TYPE	STATE	PROGRESS	WORD COUNT	CHANGED	OPERATIONS
Test 2 feb 7	Basic	Accepted	2/0/0/0	535	02/07/2017 - 16:31	view

▼ **TRANSLATOR INFORMATION**

Quote 36509
Total Cost: 0 USD
Status: Complete

Review Translation page (no displayed page name)

Source JPS test Dec 1 5	Source type Basic	Last change Thu, 12/01/2016 - 14:11	State Needs review	Job JPS test Dec 1 5	Translator Liondemand Sandbox Approval Required
-----------------------------------	-----------------------------	---	------------------------------	--------------------------------	---

BODY

DELTA #0

Source  Here is my content to translate.	Translation  Xxxx xx xx xxxxxxxx xx xxxxxxxx.
---	--

TITLE

Source  JPS test Dec 1 5	Translation  XXX xxxx Xxx Y Y
--	---

▼ **MESSAGES**

[Save as completed](#) [Save](#) [Cancel](#)

View Translation page (no displayed page name)

Source	Source type	Last change	State	Job	Translator
JPS test Dec 1 2	Basic	Thu, 12/01/2016 - 09:26	Accepted	JPS test Dec 1 2	Liondemand Sandbox

BODY

DELTA #0

Source	Translation
☒ <p>one more test</p>	<p>xxx xxx xxx</p>

TITLE

Source	Translation
☒ JPS test Dec 1 2	XXX xxx Xxx Y Y

▶ **MESSAGES**

Cancel

Important concepts in Drupal TMGMT

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

2.5 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 adding our pseudo-translation service as a *translator* in Drupal TMGMT. This service enables you to test translations by automatically replacing every character in submitted content with the letter x. This enables you to test that the Connector is communicating correctly between Drupal TMGMT and Lionbridge onDemand, and it ensures that all the content you want translated is correctly extracted and handled by our services.

To add the pseudo-translation service as a translator in Drupal TMGMT:

1. In Drupal, select **Configuration > Regional and language > Translation Management Translators > Add Translator** from the menu.

The **Add Translator** page opens.

Add Translator

Label *
Pseudo Translation Drupal
The label of the translator.

Description
The description of the translator.

TRANSLATOR SETTINGS

☐ Auto accept finished translations
This skips the reviewing process and automatically accepts all translations as soon as they are returned by the translation provider.

Translator plugin *
Lionbridge translator
Lionbridge Translator service.

LIONBRIDGE TRANSLATOR PLUGIN SETTINGS

Liondemand Endpoint
https://developer-sandbox.liondemand.com
Please enter your Lionbridge liondemand endpoint url.

Lionbridge Access Key Id *
abcdefghijklmnopqrstuvwxyz
Please enter your Lionbridge Access Key ID.

Lionbridge Access Key *
abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMN
Please enter your Lionbridge Access Key.

Purchase Order Number
123456
Please enter your Lionbridge Purchase Order Number.

[LIONBRIDGE ACCOUNT INFO](#)

Save translator Cancel

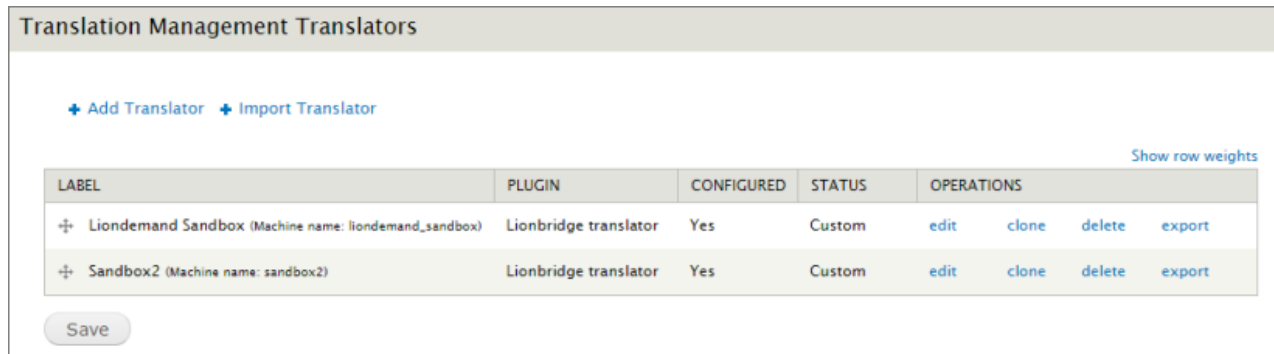
2. Enter the following information:

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 translator when sending out content for translation.
Description	A description of the translator.
Translator Settings - 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.
Translator plugin	Select <code>Lionbridge translator</code> from the dropdown list. This is the Drupal plugin for the Lionbridge onDemand translation services.
Lionbridge Translator Plugin Settings	
Liondemand Endpoint	Enter your Lionbridge onDemand endpoint URL, for example: https://yourname.developer-sandbox.liondemand.com. You receive this from Lionbridge after creating your account. ▶ To create your account, visit: https://developer-sandbox.liondemand.com/accounts/register/.
Lionbridge Access Key ID	Enter your Lionbridge access key ID. You can obtain this after you register your Lionbridge onDemand endpoint URL. ▶ To obtain your Lionbridge access key ID, sign in to the Lionbridge onDemand website: https://developer-sandbox.liondemand.com/. In the Your Profile page, API Information section, click Create New Key.
Lionbridge Access Key	Enter your Lionbridge access key. You can obtain this after you register your Lionbridge onDemand endpoint URL. ▶ To obtain your Lionbridge access key, sign in to the Lionbridge onDemand website: https://developer-sandbox.liondemand.com/. In the Your Profile page, API Information section, click Create New Key.
Purchase Order Number	Enter: 123456.

4. Click **Save translator**.

The **Translation Management Translators** page opens, displaying the translator you just created.



- Click the **edit** link beside the translator you just created, so that you can finish configuring your new translator. (Certain fields in Drupal TMGMT are not available when adding a translator.)

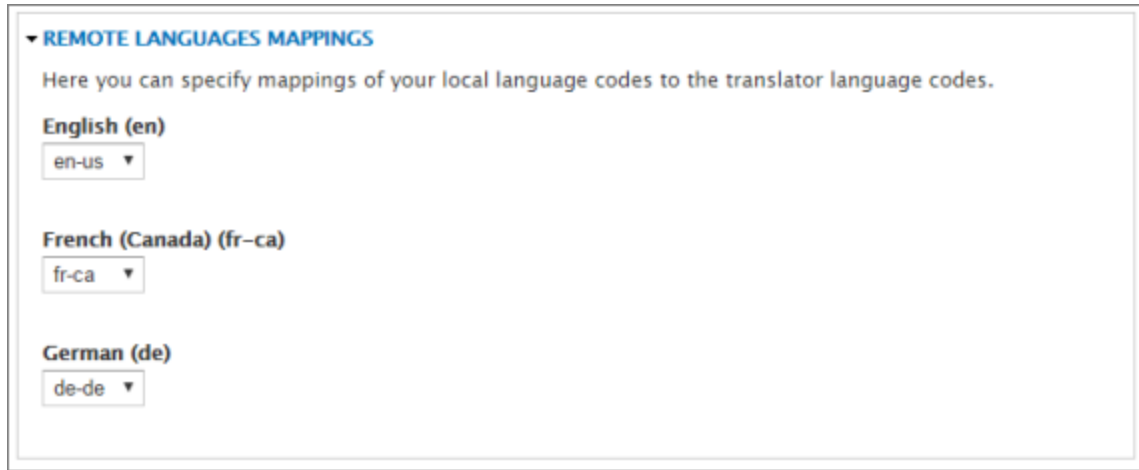
The **Edit** page opens, displaying the translator you just created.

- Scroll down to the **Lionbridge Translator Plugin Settings** section, and enter the following information.



Field	Description
Default translation service	Select Pseudo-translation drupal from the dropdown list.
Default currency	Select the default currency for transactions with Lionbridge onDemand.

7. Click **Remote Languages Mappings** to expand this section.



▼ **REMOTE LANGUAGES MAPPINGS**

Here you can specify mappings of your local language codes to the translator language codes.

English (en)
en-us ▼

French (Canada) (fr-ca)
fr-ca ▼

German (de)
de-de ▼

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.)

8. For each language, select the onDemand language code corresponding to the Drupal language. The language codes displayed are specified in your configured onDemand endpoint.
9. If you want to add another translator to support another workflow, 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 onDemand](#)" on page 32. 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 onDemand

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

- Lionbridge onDemand has been added as a translator in Drupal TGMGT. For detailed instructions, see ["Adding Lionbridge onDemand as a Translator in Drupal TGMGT"](#) on page 12.
- All relevant *content types* are configured for translation. For detailed instructions, see ["Enabling Multilingual Support for Content Types on your Site"](#) on page 17.
- All relevant *fields* are configured for translation. For detailed instructions, see ["Enabling Multilingual Support for Individual Fields"](#) on page 18.
- 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 33.

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 onDemand or send them first to the Cart.

When you send out content for translation from Drupal TGMGT to Lionbridge onDemand, 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 36.
- 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 44.

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. Authorize the quote for the translation job. For detailed instructions, see ["Authorizing the Quote for a Translation Job"](#) on page 52.

The Connector then sends the authorized job to Lionbridge onDemand for translation.

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 onDemand, because onDemand 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 33.
 - after creating the item, by editing it, as described in ["Specifying a Language while Editing an Item"](#) on page 34.
- 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 48.

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.

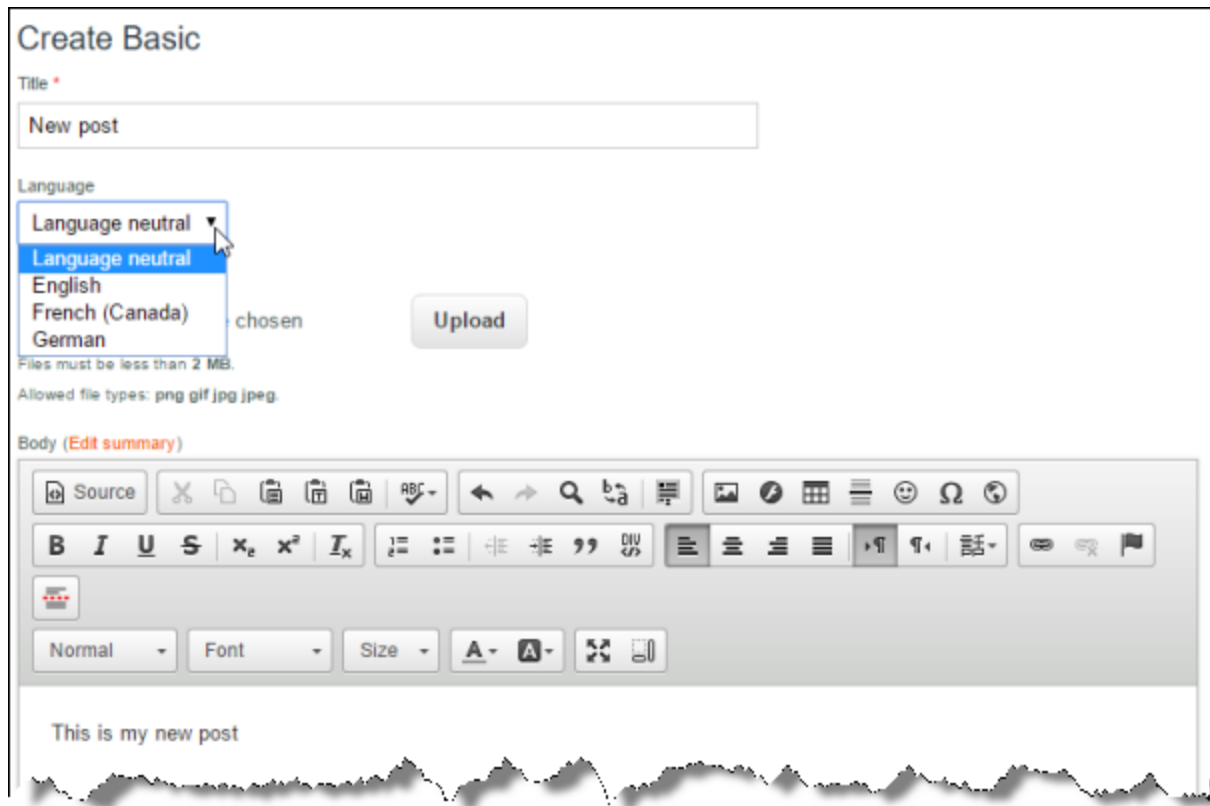
3.1.1 Specifying a Language while Adding an Item

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 > <content type>** from the menu to create a new item. For examples, select **Content > Add content > Basic** from the menu.

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



2. In the **Language** dropdown list, select the language of the content.
3. 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 the **edit** link 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**.

Home » Administration

[+ Add content](#)

SHOW ONLY ITEMS WHERE

status

type

language

UPDATE OPTIONS

☐	TITLE	TYPE	AUTHOR	STATUS	UPDATED	LANGUAGE	OPERATIONS
☐	JPS test Nov 25 3	Translatable content	test-and-docs	published	11/25/2016 - 14:34	English	edit delete

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

Home » New post

New post

[View](#) [Edit](#) [Translate](#)

Submitted by **lionbridge** on Mon, 10/31/2016 - 09:09

<p>This is my sample post. How will I translate it?</p>

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

2. In the **Language** dropdown list, select the language of the content.
3. Click **Save**.

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. You must then authorize the quote for each job so that the Connector sends it out to Lionbridge onDemand for translation.

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

1. You submit one or multiple items to a *translator* (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 37
- ["Submitting Multiple Items Directly to the Connector"](#) on page 41

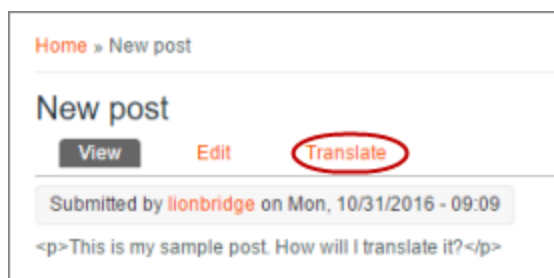
2. You authorize the quote for each translation job, so that the Connector can send it to Lionbridge onDemand. For detailed instructions, see: ["Authorizing the Quote for a Translation Job"](#) on page 52.

3.2.1 Submitting One Item Directly to the Connector

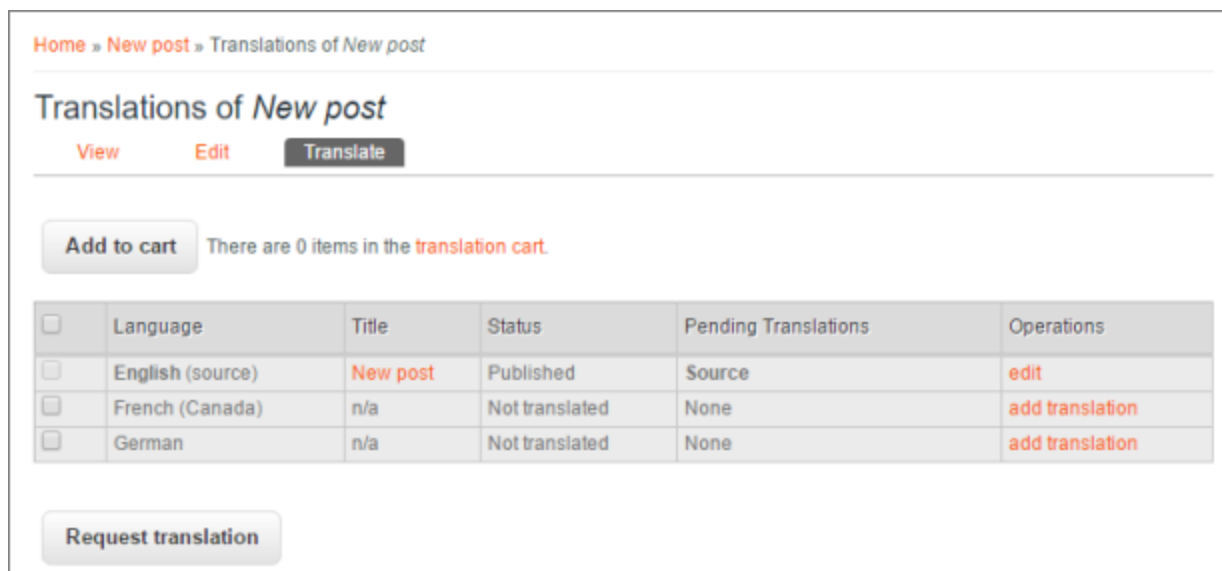
You can submit one item directly to the Connector. Drupal TMGMT creates a separate translation job for each target language. Afterward, you must authorize the quote for each job before the Connector sends it out to Lionbridge onDemand.

To submit one item immediately to the Connector:

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



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 `French (Canada)` and `German` languages are 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 translation** 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 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.

New post (English to French (Canada), Unprocessed)

 2 jobs need to be checked out.

Label

You can provide a label for this job in order to identify it easily later on. Or leave it empty to use default one.

Source language
English

Target language *

Total word count
12

▼ JOB ITEMS

LABEL	TYPE	WORD COUNT	OPERATIONS
New post	Basic	12	delete

Load suggestions

CONFIGURE TRANSLATOR

Translator *

The configured translator plugin that will process of the translation.

CHECKOUT SETTINGS

Project title

Save job

Submit to translator and continue

Delete

Cancel

4. 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 is the name of the item. This is the name that is displayed in Drupal.
Target language	Select the target language for the job. You can select any of the target languages you specified earlier, in step 2.
Total word count	Read only. The number of words 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 Translator** section, in the **Translator** list, select the translator you added for Lionbridge onDemand in "[Adding Lionbridge onDemand as a Translator in Drupal TMGMT](#)" on page 12.

Tip: There may be multiple translators if your company set up multiple workflows to use with onDemand. For example, there may be one workflow with approvals and one workflow without approvals.

7. Optional. In the **Checkout Settings** section, in the **Project Title** field, you can modify the project name. By default, the project name is the name of the item. This is the project name in onDemand.

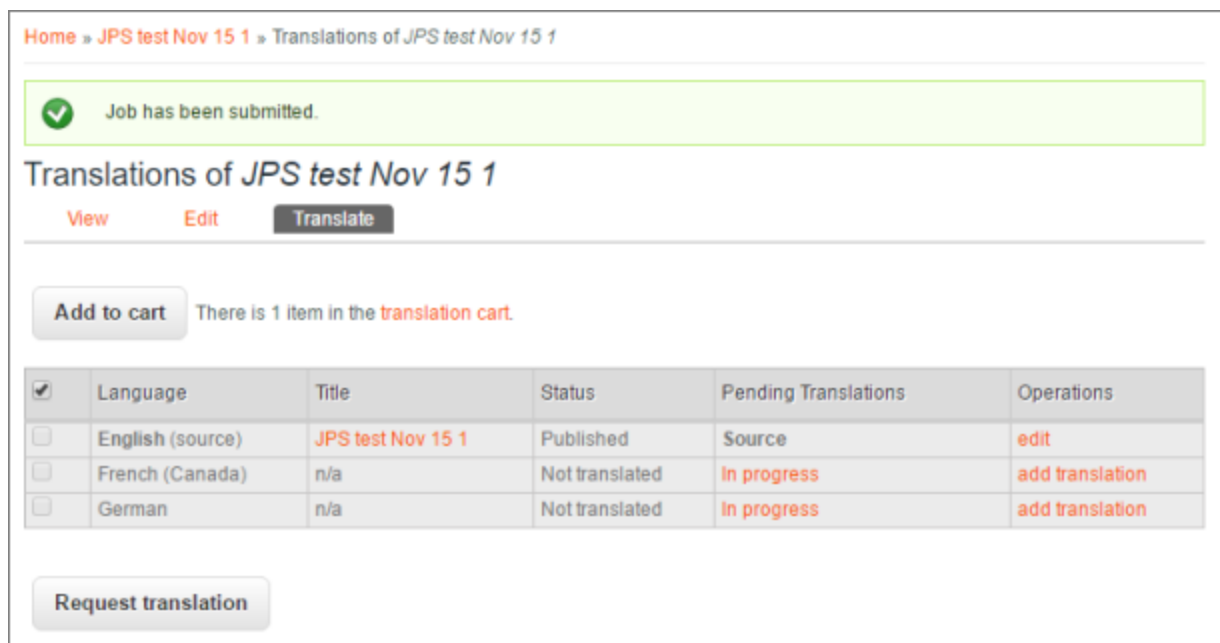
8. Do one of the following:

- 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 translator 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 translator**.

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

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

10. If you clicked **Submit to translator**, then the **Translations of** page re-opens, displaying a message at the top of the page that the job has been submitted.



You can now view the jobs you submitted on the **Job overview** page (**Jobs** tab). You must authorize the quote for each job so that the Connector sends it out to Lionbridge onDemand for translation. For detailed instructions, see "[Authorizing the Quote for a Translation Job](#)" on page 52.

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. Afterward, you must authorize the quote for each job before the Connector sends it out to Lionbridge onDemand.

To submit multiple items immediately to the Connector:

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

The screenshot shows the 'Content overview' page with the 'SOURCES' tab selected. The filter bar at the top includes fields for 'Node title', 'Published' (Yes/No), 'Source language' (- Any -), 'Content type' (- Any -), and 'Target language' (Any), along with a 'Search' button. To the right of the filter bar are status indicators: Source Language (checkbox), In progress (blue square), Translated (green square), Not translated (grey square), Ready for review (yellow square), and Translation Outdated (orange square). Below the filter bar is an 'OPERATIONS' section with 'Add to cart' and 'Request translations' buttons. The main table lists content items with columns: checkbox, TITLE (IN SOURCE LANGUAGE), TYPE, ENGLISH, FRENCH (CANADA), GERMAN, AUTHOR, and UPDATED DATE. Two items are listed: 'JPS test Nov 15 3' and 'JPS test Nov 15 2', both with 'Basic' type and 'lionbridge' author, and updated on 11/15/2016.

	TITLE (IN SOURCE LANGUAGE)	TYPE	ENGLISH	FRENCH (CANADA)	GERMAN	AUTHOR	UPDATED DATE
☐	JPS test Nov 15 3	Basic	☐	☐	☐	lionbridge	11/15/2016 - 13:19
☐	JPS test Nov 15 2	Basic	☐	☐	☐	lionbridge	11/15/2016 - 13:18

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 34.

In this example, there are two items that have not yet been translated.

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 translations**.

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 modify the job name. By default, the job name starts with the name of the first item. This is the name that is displayed in Drupal.
Target language	Select the target language for the job. You can select any of the target languages set up for your site.
Total word count	Read only. The number of words in the selected items.

6. In the **Configure Translator** section, in the **Translator** list, select the translator you added for Lionbridge onDemand in ["Adding Lionbridge onDemand as a Translator in Drupal TMGMT"](#) on page 12.

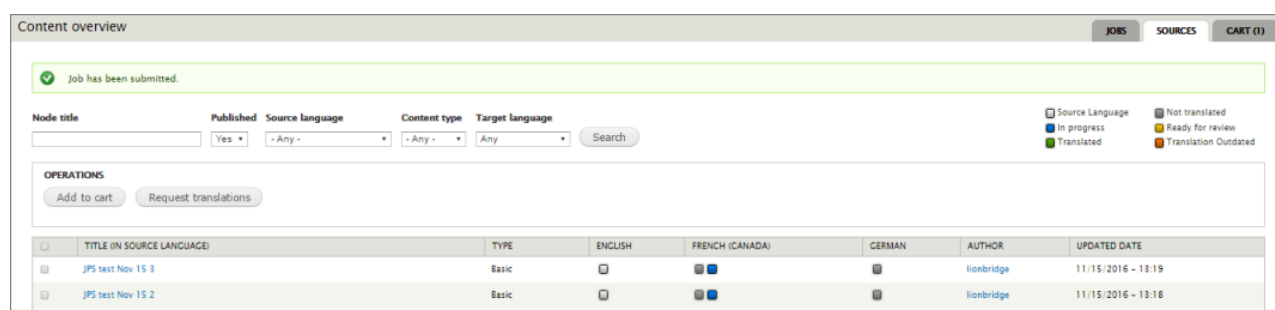
Tip: There may be multiple translators, for example, if your company set up multiple workflows to use with onDemand. For example, there may be one workflow with approvals and one without approvals.

7. Optional. In the **Checkout Settings** section, in the **Project Title** field, you can modify the project name. By default, the project name is the name of the first item. This is the project name in onDemand.

8. Click **Submit to translator**.

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

The **Content overview** page reopens.



9. If you want to submit these items for translation to another target language, repeat steps 4-9 for that language.

You can now view the job or jobs you submitted/checked out on the **Job overview** page (**Jobs** tab). You must authorize the quotes for these jobs so that the Connector sends them out to Lionbridge onDemand. For detailed instructions, see ["Authorizing the Quote for a Translation Job"](#) on page 52.

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 onDemand 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 and authorize the quotes for the corresponding jobs, then the Connector does not send out the translation jobs to Lionbridge onDemand.

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 45

- ["Adding Multiple Items to the Cart"](#) on page 47

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 48.

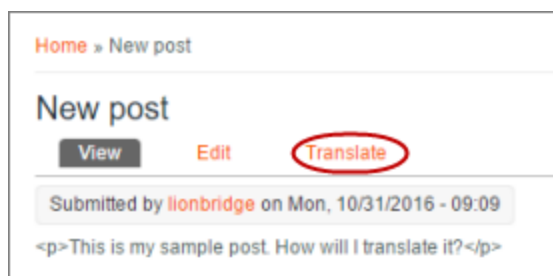
2. You submit items from the Cart to the Connector, as described in ["Submitting Items in the Cart to the Connector"](#) on page 48. You can send out one, multiple, or all items from the Cart at one time. This step creates one job for each target language.
3. You authorize the quote for each translation job, so that the Connector sends it out to Lionbridge onDemand for translation. For detailed instructions, see ["Authorizing the Quote for a Translation Job"](#) on page 52.

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 44.

To add one item to the Cart:

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



The **Translations** of page opens.

Home » New post » Translations of New post

Translations of New post

[View](#) [Edit](#) [Translate](#)

[Add to cart](#) There are 0 items in the [translation cart](#).

☐	Language	Title	Status	Pending Translations	Operations
☐	English (source)	New post	Published	Source	edit
☐	French (Canada)	n/a	Not translated	None	add translation
☐	German	n/a	Not translated	None	add translation

[Request translation](#)

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

In the example above, the source language of the content is English. French (Canada) and German are also set up for your site.

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.

Home » JPS test Nov 25 1

✓ 1 content source was added into the [cart](#)

Translations of a piece of content are managed with translation sets. Each translation set has one source post and any number of translations in any of the [enabled languages](#). All translations are tracked to be up to date or outdated based on whether the source post was modified significantly.

[Add to cart](#) There is 1 item in the [translation cart](#) including the current item.

☐	LANGUAGE	TITLE	STATUS	PENDING TRANSLATIONS	OPERATIONS
☐	English (source)	JPS test Nov 25 1	Published	Source	edit
☐	French	n/a	Not translated	None	add translation
☐	German	n/a	Not translated	None	add translation
☐	Polish	n/a	Not translated	None	add translation

[Request translation](#)

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

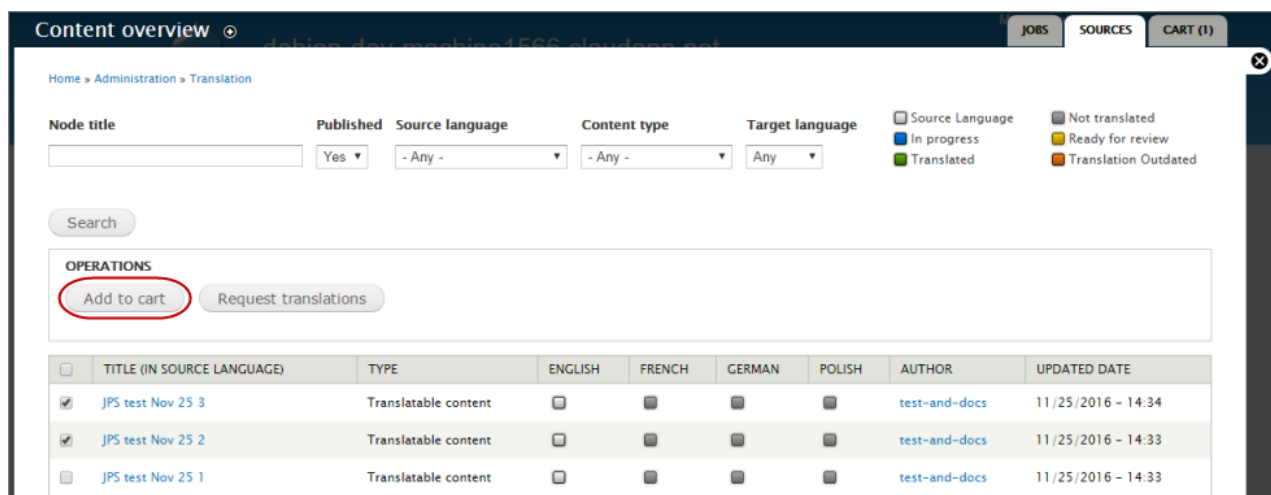
For detailed instructions on viewing and sending out items from the Cart, see "[Submitting Items in the Cart to the Connector](#)" on page 48.

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 44.

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 48.

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**.

Translation debian-dev-machine1566.cloudapp.net JOB SOURCES CART (3)

Home » Administration » Translation

The TMGMT cart is used to bundle text items from different sources into one translation job. Use the "Add to cart" button to add all selected items in any source list. From the cart page, you can request a translation of all selected elements in the cart into any available language. One translation job will be created for each language pair involved.

☐	TYPE	CONTENT	LANGUAGE
☐	Translatable content	JPS test Nov 25 1	English
☐	Translatable content	JPS test Nov 25 3	English
☐	Translatable content	JPS test Nov 25 2	English

☐ Enforce source language
The source language is by default determined from the items source language. Check to enforce a different language as source.

Request translation into language/s

English
French
German
Polish

If the item's source language will be the same as the target language the item will be ignored.

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.

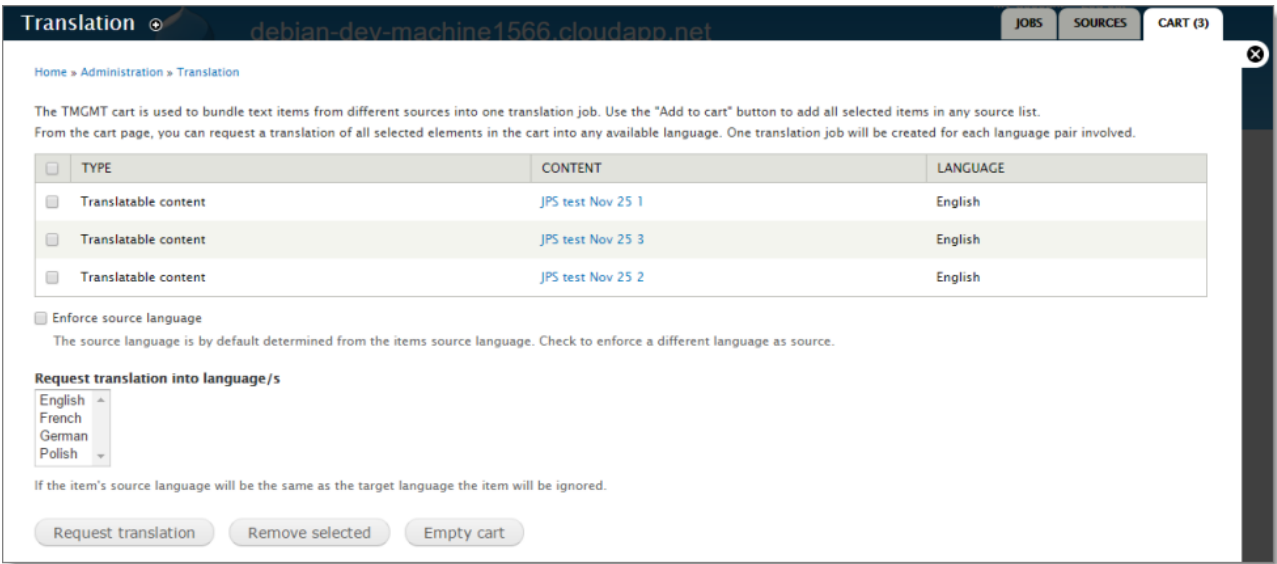
3.3.4 Submitting Items in the Cart to the Connector

After you have added 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 45 and ["Adding Multiple Items to the Cart"](#) on page 47.

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.



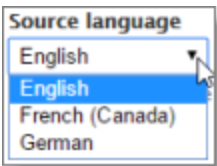
The following information is displayed about items in your cart:

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 33. 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**.

The screenshot shows the 'Translation' interface. At the top, there's a navigation bar with 'Translation', 'JOBS', 'SOURCES', and 'CART (3)'. Below the navigation bar, there's a breadcrumb 'Home » Administration » Translation' and a paragraph explaining the TMGMT cart. A table with three columns: 'TYPE', 'CONTENT', and 'LANGUAGE' contains three rows of 'Translatable content' items. Below the table, there's a checkbox 'Enforce source language' and a section titled 'Request translation into language/s' with a dropdown menu showing 'English', 'French', 'German', and 'Polish'. At the bottom, there are three buttons: 'Request translation' (highlighted with a red circle), 'Remove selected', and 'Empty cart'.

TYPE	CONTENT	LANGUAGE
Translatable content	JPS test Nov 25 1	English
Translatable content	JPS test Nov 25 3	English
Translatable content	JPS test Nov 25 2	English

☐ Enforce source language
The source language is by default determined from the items source language. Check to enforce a different language as source.

Request translation into language/s

English
French
German
Polish

If the item's source language will be the same as the target language the item will be ignored.

Request translation Remove selected Empty cart

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 **Checkout** 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.

JPS test Nov 25 1 and 2 more (English to French, Unprocessed) ⓧ

Home » Administration » Translation

✓ 3 jobs need to be checked out.

Label

JPS test Nov 25 1 and 2 more

You can provide a label for this job in order to identify it easily later on. Or leave it empty to use default one.

Source language

English

Target language *

French

Total word count

40

▼ JOB ITEMS

LABEL	TYPE	WORD COUNT	OPERATIONS
JPS test Nov 25 1	Translatable content	12	delete
JPS test Nov 25 3	Translatable content	14	delete
JPS test Nov 25 2	Translatable content	14	delete

Load suggestions

CONFIGURE TRANSLATOR

Translator *

Liondemand Sandbox

The configured translator plugin that will process of the translation.

CHECKOUT SETTINGS

Project title

JPS test Nov 25 1 and 2 more

Save job

Submit to translator and continue

Delete

Cancel

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 is the name that is displayed in Drupal.
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 for a job.
Total word count	Read only. The number of words in the selected items.

7. Optional. In the **Job Items** section, you can delete any items from your job.
8. 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.
9. In the **Configure Translator** section, in the **Translator** dropdown list, select the translator you added for Lionbridge onDemand in ["Adding Lionbridge onDemand as a Translator in Drupal TMGMT"](#) on page 12.
10. Optional. In the **Checkout Settings** section, in the **Project Title** field, you can modify the project name. By default, the project name is the name of the item. This is the project name in onDemand.

Tip: If you modified any fields, such as the **Label** or **Project Title**, you can click **Save job** to save a draft of the job before submitting it.

11. 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 translator 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 translator**.

The page updates, and a message at the top of the page states that the job has been submitted.

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

After you submit jobs for each target language you specified earlier, the checkout 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). You must authorize the quotes for these jobs so that the Connector sends them out to Lionbridge onDemand. For detailed instructions, see ["Authorizing the Quote for a Translation Job"](#) on page 52.

3.4 Authorizing the Quote for a Translation Job

After you submit a job to the Connector, you must authorize the quote for the job before the Connector sends it to Lionbridge onDemand. For instructions on submitting a job to the Connector, see:

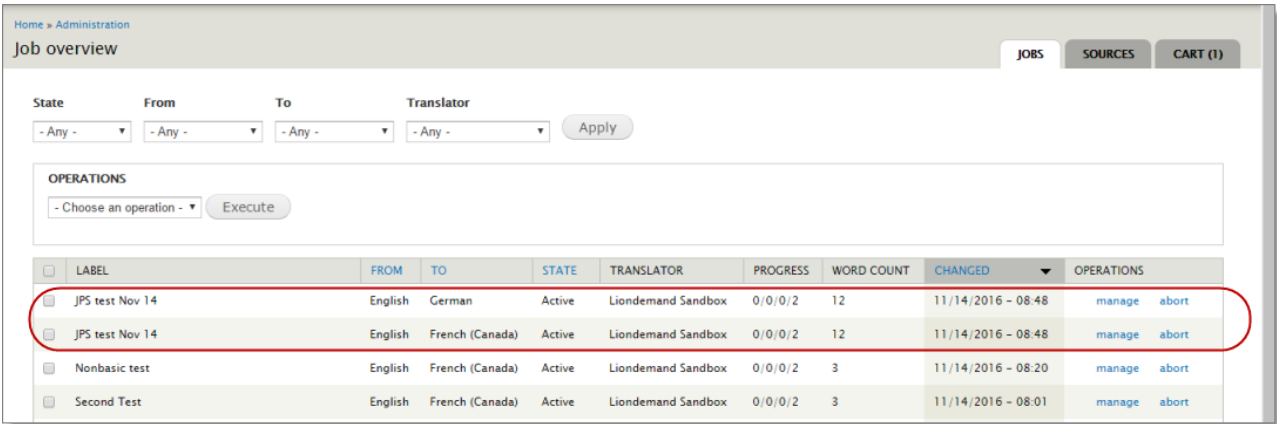
- ["Submitting One Item Directly to the Connector"](#) on page 37
- ["Submitting Multiple Items Directly to the Connector"](#) on page 41
- ["Submitting Items in the Cart to the Connector"](#) on page 48

Note: Drupal TMGMT creates a separate translation job for each target language. You must authorize each job separately.

To send out a job for translation:

1. Click the **Translation** 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.



Dropdown List	Description
State	The state of the translation job. Jobs that are ready to be authorized have <code>Active</code> state. This means that the job has been submitted to the Connector.
From	The source language of the content.
To	The target language. This is the language into which the content will be translated.
Translator	The translation provider for translating the content. This is the name set up for Lionbridge onDemand in " Adding Lionbridge onDemand as a Translator in Drupal TMGMT " on page 12.

3. In the row of the job to authorize, in the **Operations** column, click **manage**.

The **page** for that job opens.

Label
JPS test Nov 14
You can provide a label for this job in order to identify it easily later on. Or leave it empty to use default one.

Source language	Target language	Translator	Total word count	Created
English	German	Liondemand Sandbox	12	Mon, 11/14/2016 - 08:47

JOB ITEMS

LABEL	TYPE	STATE	PROGRESS	WORD COUNT	CHANGED	OPERATIONS
JPS test Nov 14	Basic	In progress	0/0/0/2	12	11/14/2016 - 08:47	view delete

TRANSLATOR INFORMATION

Quote 34918
Total Cost: 0 USD
Status: Pending

[Poll translations](#) [Authorize Quote](#)

MESSAGES

CREATED	MESSAGE	RELATED ITEM	NAME
11/14/2016 - 09:57	Quote ready for approval: View on Lionbridge	None	lionbridge
11/14/2016 - 09:48	Job has been submitted.	None	lionbridge

[Save job](#) [Abort job](#) [Delete](#) [Cancel](#)

The **Translator Information** section displays the quote for the translation job.

- Click **Poll translations** to check for new messages about this job.

The **Messages** section indicates that the quote is ready for approval.

- Optional. To view your quote in Lionbridge onDemand, in the Messages section, click **View on Lionbridge**. The Lionbridge onDemand login page opens in a new window. Sign in to view your quote.
- In the **Translator Information** section, click **Authorize Quote**.

The **Status changes to Authorized**, and the Connector sends the translation job to Lionbridge onDemand.

TRANSLATOR INFORMATION

Quote 35193
Total Cost: 0 USD
Status: Authorized

[Poll translations](#)

Note: Click **Save Job** only if you modify the **Label** field, which is is your name for the Lionbridge onDemand translator.

You can view translation-status updates by clicking **Poll translations**. For detailed instructions, see "[Tracking Your Translation Job](#)" on page 56.

4 Tracking Your Translation Job

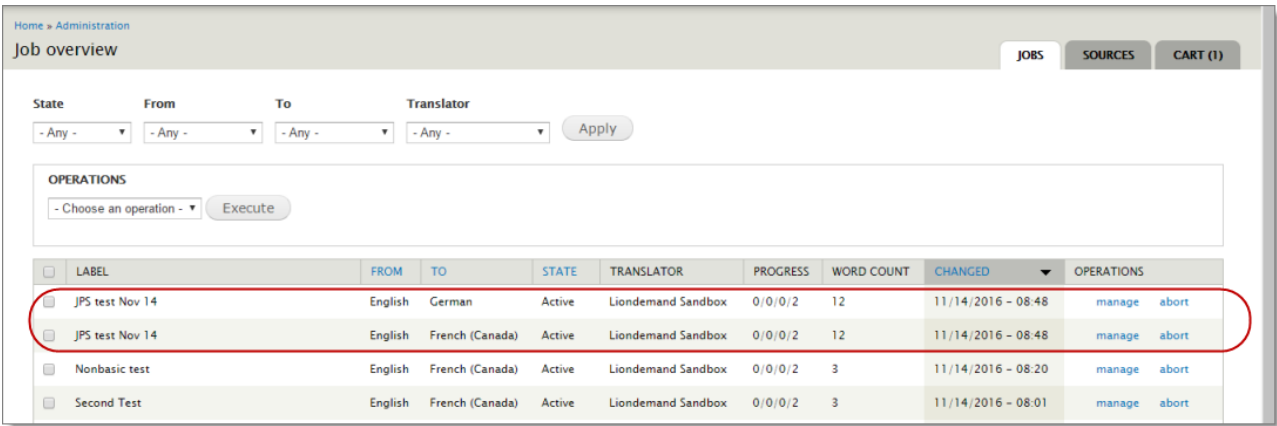
After you authorize the quote for your translation job, the Connector sends the job to Lionbridge onDemand for translation.

You can track the progress of this job on the **Job overview** page (**Jobs** tab).

To track your translation job:

1. Click the **Translation** 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.



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. ■ Active: The job has been submitted to the Connector. The quote may have been approved. ■ Rejected: The job has been submitted to the Connector, but it was rejected. This occurs if the payment information is incorrect, for example if there is an insufficient balance in the purchase order (PO) after you try to authorize the quote. ■ Aborted: The job was aborted when it was in Active state. ■ Finished: The job was accepted (or auto-accepted) and the translated item was created in Drupal.
From	The source language of the content.
To	The target language into which the content is translated.
Translator	The translator set up in Drupal TMGMT for translating the content. In this case, it is your company's name for Lionbridge onDemand, set up in "Adding Lionbridge onDemand as a Translator in Drupal TMGMT" on page 12.

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

The **page** for that job opens.

Label

JPS test Dec 13

You can provide a label for this job in order to identify it easily later on. Or leave it empty to use default one.

Source language	Target language	Translator	Total word count	Created
English	German	Liondemand Sandbox	8	Thu, 12/01/2016 - 09:56

▼ **JOB ITEMS**

LABEL	TYPE	STATE	PROGRESS	WORD COUNT	CHANGED	OPERATIONS
JPS test Dec 13	Basic	In progress	0/0/0/2	8	12/01/2016 - 09:56	view delete

▼ **TRANSLATOR INFORMATION**

Quote 35271

Total Cost: 0 USD

Status: Authorized

[Poll translations](#)

4. Click **Poll translations** to update Drupal with the job status, and update Drupal TMGMT with any translated content. Clicking this button also retrieves a new message in the **Messages** section.

JOB ITEMS						
LABEL	TYPE	STATE	PROGRESS	WORD COUNT	CHANGED	OPERATIONS
JPS test Dec 1 2	Basic	Accepted	2 / 0 / 0	8	12/01/2016 - 09:26	view

TRANSLATOR INFORMATION	
Quote 35268	
Total Cost: 0 USD	
Status: Complete	

MESSAGES			
CREATED	MESSAGE	RELATED ITEM	NAME
12/01/2016 - 10:26	The translation for JPS test Dec 1 2 has been accepted.	JPS test Dec 1 2	lionbridge
12/01/2016 - 10:26	The translation job has been finished.	None	lionbridge
12/01/2016 - 10:22	Translation in progress.	None	lionbridge
12/01/2016 - 10:20	Translation in progress.	None	lionbridge
12/01/2016 - 10:17	Translation in progress.	None	lionbridge
12/01/2016 - 10:16	Quote ready for approval: View on Lionbridge	None	lionbridge
12/01/2016 - 09:57	Job has been submitted.	None	lionbridge

The following table describes the updates you can receive:

State in "Job Items" section	Status in "Translator 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	Pending	Quote ready for approval: View on Lionbridge	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)	Complete	The translation of <i>job-name</i> is finished and can now be reviewed.	The translation is ready for review.

State in "Job Items" section	Status in "Translator Information" section	Message in Message section	Description
Accepted (review scenario)	Complete	The translation for <i>job-name</i> has been accepted.	The translation has been reviewed.
Accepted (non-review scenario)	Complete	The translation job has been finished.	The translation is complete, and it does not require review.
		The translation for <i>job-name</i> has been accepted.	

5. Once the **Status** is **Complete**, in the **Operations** column, you can click the **view** link to view the translated content. For detailed instructions, see ["Viewing and Reviewing Translated Jobs"](#) on page 60.

5 Viewing and Reviewing Translated Jobs

When you monitor translation jobs, as described in ["Tracking Your Translation Job"](#) on page 56, you click **Poll translations** in the Job page to retrieve status updates. This also automatically retrieves translated content from Lionbridge onDemand, 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 Translator Settings section of the **Edit Translator** page, as described in ["Adding Lionbridge onDemand as a Translator in Drupal TMGMT"](#) on page 12:

As soon as the translation job is finished, then the translator status changes from *Authorized* to *Complete*, because Lionbridge onDemand has completed the translation job. In addition:

- If the **Auto accept finished translations** check box is selected for the translator, the job state changes from *In progress* to *Accepted*. You *can view* these translations. For detailed instructions, see ["Viewing One Translated Job"](#) on page 60.
- If the **Auto accept finished translations** check box is cleared for the translator, 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 61. You can also accept the translation of multiple jobs. For detailed instructions, see ["Accepting the Translation of Multiple Jobs"](#) on page 63.

5.1 Viewing One Translated Job

If the **Auto accept finished translations** check box is *selected* for the translator (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 66.

To view the translation of one job:

1. If the Job page is not already open:
 - a. Click the **Translation** 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 *Finished* state.
 - c. In the row of the job to view, click the **manage** link to open the Job page.
2. In the **Job Information** section, in the **Operations** column, click the **view** link.

The **View Translation** page opens.

The screenshot shows the 'View Translation' page for a job named 'JPS test Dec 1 2'. The page has a header with the following information:

Source	Source type	Last change	State	Job	Translator
JPS test Dec 1 2	Basic	Thu, 12/01/2016 - 09:26	Accepted	JPS test Dec 1 2	Liondemand Sandbox

The main content area is divided into two sections: 'BODY' and 'TITLE'. Each section has a 'DELTA #0' label and a green checkmark icon. The 'Source' and 'Translation' fields are shown side-by-side for each section.

BODY

Source	Translation
one more test	xxx xxxx xxx

TITLE

Source	Translation
JPS test Dec 1 2	XXX xxxx Xxx Y Y

At the bottom of the page, there is a 'MESSAGES' section with a 'Cancel' link.

- 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.

5.2 Reviewing One Translated Job

If the **Auto accept finished translations** check box is *cleared* for the translator (the Lionbridge onDemand 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. Click the **Translation** 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 **Finished** state.
 - c. In the row of the job to review, click the **manage** link to open the Job page.
2. In the **Job Information** section, in the **Operations** column, click the **review** link.

The **Review Translation** page opens.

The screenshot shows the 'Review Translation' interface. At the top, a header bar displays job details: Source (JPS test Dec 1 5), Source type (Basic), Last change (Thu, 12/01/2016 - 14:11), State (Needs review), Job (JPS test Dec 1 5), and Translator (Liondemand Sandbox Approval Required). Below this, the 'BODY' section is expanded, showing 'DELTA #0'. It contains two side-by-side text areas: 'Source' with the text '<p>Here is my content to translate.</p>' and 'Translation' with the text '<p>Xxxx xxx xxxxxxxxxxx xxxxxxxxxxxx.</p>'. A yellow square icon is on the left of the Source field, and a checkmark icon is on the right of the Translation field. Below the BODY section is the 'TITLE' section, which also has 'Source' (JPS test Dec 1 5) and 'Translation' (XXX xxxX Xxx Y Y) fields with similar icons. At the bottom, there is a 'MESSAGES' section with a plus icon, and three buttons: 'Save as completed', 'Save', and 'Cancel'.

- 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. The translated items are saved in Drupal.

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 onDemand. You must sign into the Lionbridge portal (<https://ondemand.lionbridge.com>) to reject the translation.

5.3 Accepting the Translation of Multiple Jobs

If the **Auto accept finished translations** check box is cleared for the translator (the Lionbridge onDemand Connector), the translation requires review as part of the translation-management process. You can accept the translation of multiple jobs on the **Job overview** page / **Jobs** tab.

To accept the translation of multiple 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 translator, and click **Apply**.
3. Select the check boxes for the translation jobs to accept.

Note: The jobs must be in `Complete` state. You can view this in the **State** column.

4. In the **Operations** dropdown list at the top of the page, select `Accept Translation`.
5. Click **Execute**.

A message at the top of the page confirms that the translations were accepted.

6 Other Translation Tasks

You can perform the following additional optional tasks:

- ["Aborting Translation Jobs"](#) on page 64
- ["Resubmitting Aborted Translation Jobs"](#) on page 65
- ["Deleting Jobs"](#) on page 65
- ["Editing Translated Items"](#) on page 66

6.1 Aborting Translation Jobs

You can stop translation jobs while they are in progress, if they are in `Active` state.

You can abort one or more translation jobs from the **Job overview** page / **Jobs** tab. You also abort a single translation job from the Job page.

You can resubmit an aborted job. For detailed instructions, see ["Resubmitting Aborted Translation Jobs"](#) on page 65.

To abort 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 translator, and click **Apply**.
3. Select the check boxes for the jobs to abort.

Note: The jobs must be in `Active` state. You can view this in the **State** column.

4. In the **Operations** dropdown list at the top of the page, select `Abort Translation`.
5. Click **Execute**.

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

To abort one translation job from the Job overview page / Jobs tab:

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 translator, and click **Apply**.

Note: The job must be in `Active` state. You can view this in the **State** column.

3. In the **Operations** column, click **abort**.

A message confirms that you want to abort this job.

4. Click **Confirm**.

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

To abort one 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 for a job in *Active* state.

Note: On the Job page, in the **Job Items** section, the items are in *In progress* state, and in the **Translator Information** section, the status is *Pending*.

2. Scroll down to the bottom of the page and click **Abort job**.
A message confirms that you want to abort this job.
3. Click **Confirm**.
A message at the top of the page confirms that the job was aborted.

6.2 Resubmitting Aborted Translation Jobs

You can resubmit a previously aborted translation job.

To resubmit a previously aborted translation job:

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 for a job in *Aborted* state.
2. Scroll down to the bottom of the page and click **Resubmit**.
A message confirms that you want to resubmit this job.
3. Click **Confirm**.
A message at the top of the page states that the aborted job was duplicated, and that you can resubmit it now.
4. 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 37.
5. Click **Submit to translator**.

6.3 Deleting Jobs

You can delete translation jobs in any state from Drupal TMGMT. You can delete one or more translation jobs from the **Job overview** page / **Jobs** tab. You also delete a single translation job from the Job page.

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

Warning: Do not delete active translation jobs as you may lose translated content.

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 translator, 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 one translation job from the Job overview page / Jobs tab:

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 translator, 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 job**.

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.

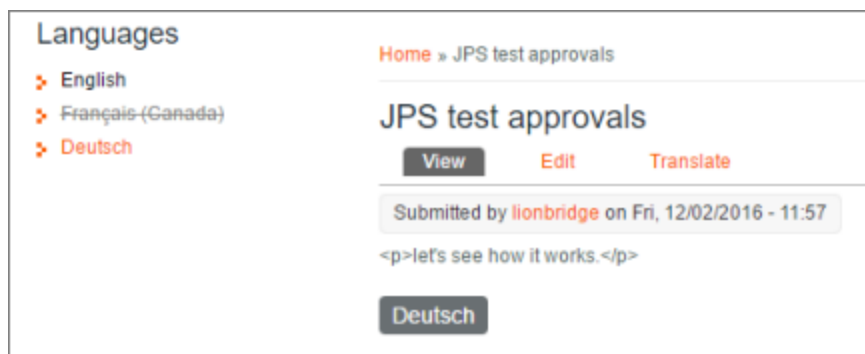
6.4 Editing Translated Items

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:

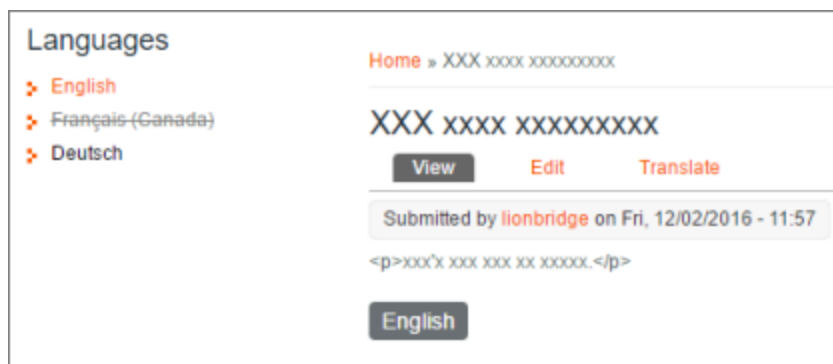
1. Click the **Content** menu to open the **Content** page, and then in the **Operations** column, click the **edit** link for the item to edit. If necessary, you can filter the list of content items by status, type (content type) and language and then click **Filter**.

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



2. In the **Languages** list, click the link for the target language, for example, German (Deutsch).

The **item** is now displayed in the target language.



3. To edit this version, click **Edit**.

The **Edit** page opens.

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

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