# Lionbridge

## Lionbridge Connector for Drupal 7 TMGMT

# Setup and User Guide

Version 1.3

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### Contents

1 Welcome to the Lionbridge Connector for Drupal 7 TMGMT	5
1.1 The Translation Lifecycle	5
1.2 Using this Help	5
1.3 Terminology	7
1.4 How to Contact Lionbridge Connector Support	8
2 Getting Started with the Lionbridge Connector for Drupal TMGMT	12
2.1 Adding Lionbridge onDemand as a Translator in Drupal TMGMT	12
2.2 Enabling Multilingual Support for Content Types on your Site	17
2.3 Enabling Multilingual Support for Individual Fields	18
2.4 The Lionbridge Connector for Drupal TMGMT at a Glance	21
2.5 Pre-Production Testing	26
3 Sending Content to Lionbridge onDemand	32
3.1 Specifying a Language for Content	33
3.1.1 Specifying a Language while Adding an Item	33
3.1.2 Specifying a Language while Editing an Item	34
3.2 Submitting Content Directly to the Connector	36
3.2.1 Submitting One Item Directly to the Connector	37
3.2.2 Submitting Multiple Items Directly to the Connector	41
3.3 Submitting Content to the Connector via the Cart	44
3.3.1 Adding One Item to the Cart	45
3.3.2 Adding Multiple Items to the Cart	47
3.3.3 Removing Items from the Cart	48
3.3.4 Submitting Items in the Cart to the Connector	48
3.4 Authorizing the Quote for a Translation Job	52
4 Tracking Your Translation Job	56
5 Viewing and Reviewing Translated Jobs	60
5.1 Viewing One Translated Job	60
5.2 Reviewing One Translated Job	61
5.3 Accepting the Translation of Multiple Jobs	63
6 Other Translation Tasks	64
6.1 Aborting Translation Jobs	64

Index	<b>(</b>	71
6.6 Re	edelivering a Translation Job to Drupal TMGMT	.68
6.5 Se	ending Updates to a Translation Memory (TM)	.67
6.4 Ec	diting Translated Items	.66
6.3 De	eleting Jobs	.65
6.2 Re	esubmitting Aborted Translation Jobs	.65

### 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 on Demand 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 on Demand 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	
Italics	Highlights terms for emphasis, variables, or document titles.	
>	Indicates a menu choice. For example, "Select <b>Translation &gt; Sources</b> ."	

### 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 on Demand 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 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 are 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 on Demand 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 <u>connectors@lionbridge.com</u>, 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: <a href="https://connectors.zendesk.com">https://connectors.zendesk.com</a>.
  - 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:

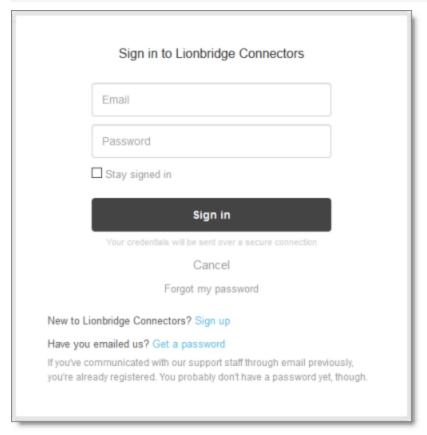
- CMS log files for the date the issue occurred
- log files for the date the issue occurred
- screen capture of the issue

### 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: <a href="https://connectors.zendesk.com">https://connectors.zendesk.com</a>.
- 2. In the top-right corner, click **Sign in**, and enter your credentials.

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



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

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

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

### Files to attach to the support ticket:

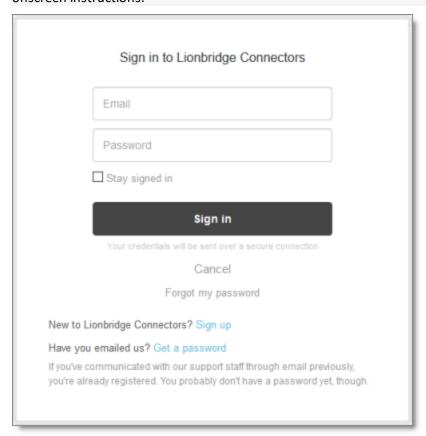
- CMS log files for the date the issue occurred
- log files for the date the issue occurred
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### To view and update your support ticket in Zendesk:

**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.



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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 on Demand as a Translator in Drupal TMGMT

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

You may want to add Lionbridge on Demand 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 on Demand as a translator in Drupal TMGMT:

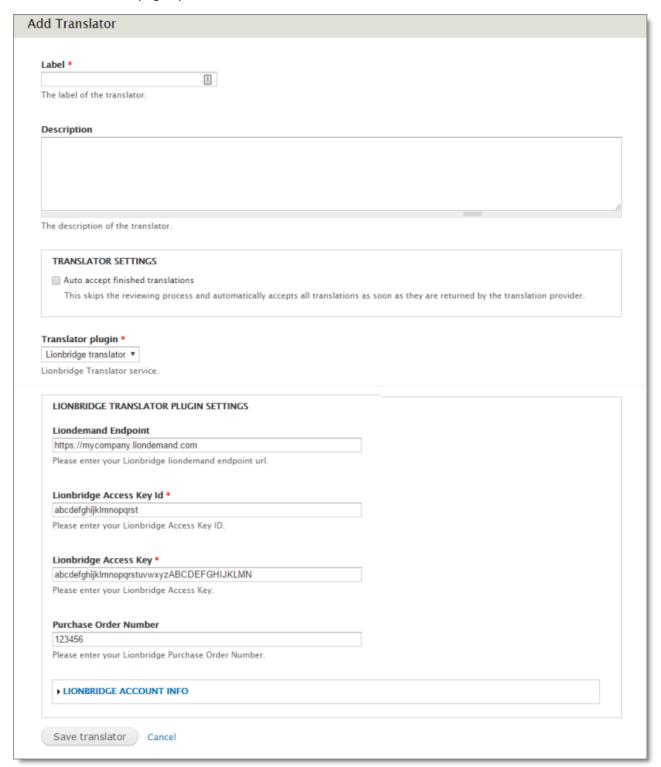
1. In Drupal, select Configuration > Regional and language > Translation Management Translators > Add

Translator from the menu.

2 Getting Started with the Lionbridge Connector for Drupal TMGMT

2.1 Adding Lionbridge onDemand as a Translator in Drupal
TMGMT

#### The Add Translator page opens.



#### 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	<ul> <li>Indicates whether to automatically accept all completed translations.</li> <li>To automatically accept all translations without reviewing them first, select this check box.</li> <li>To review translations before accepting them, clear this check box.</li> </ul>	
Translator plugin	Select Lionbridge translator from the dropdown list. This is the Drupal plugin for the Lionbridge on Demand translation services.	
Lionbridge Translator	Plugin Settings	
Liondemand Endpoint	Enter your Lionbridge on Demand endpoint URL, for example:  https://yourname.liondemand.com. You receive this from Lionbridge after creating your account.	
	To create your account, visit: <a href="https://ondemand.lionbridge.com/accounts/register/">https://ondemand.lionbridge.com/accounts/register/</a> .	
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: https://yourname.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: <a href="https://ondemand.lionbridge.com">https://ondemand.lionbridge.com</a> . 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.	

- 2 Getting Started with the Lionbridge Connector for Drupal 2.1 Adding Lionbridge onDemand as a Translator in Drupal TMGMT TMGMT
- 3. Optional. Click **Lionbridge Account Info** to expand this section and view your account settings.

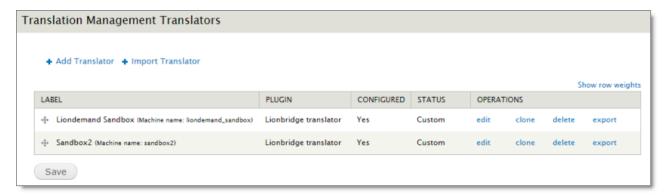


You can view the following information:

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	edit 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.

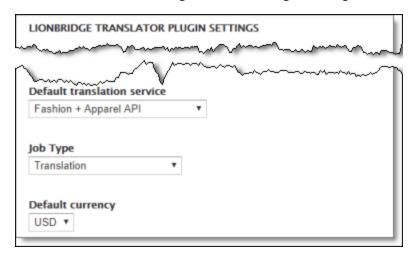
The **Translation Management Translators** page opens, displaying the translator you just created.



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.

- 2 Getting Started with the Lionbridge Connector for Drupal 2.1 Adding Lionbridge on Demand as a Translator in Drupal **TMGMT**
- 6. Scroll down to the **Lionbridge Translator Plugin Settings** section, and enter the following information.



Field	Description	
Default translation service	Select the appropriate Lionbridge service, as instructed by Lionbridge personnel.	
Job type	Determines whether this translator sends out content for translation or updates the translation memory with previously translated content. This is one of the following:  Translation: This translator sends out content for translation to Lionbridge onDemand.  Translation Memory Update: This translator sends source and previously translated content to update the translation memory, so that it will be available for subsequent translation jobs. For more information about this feature, see "Sending Updates to a Translation Memory (TM)" on page 67.	
Default currency	Select the default currency for transactions with Lionbridge onDemand.	

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



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

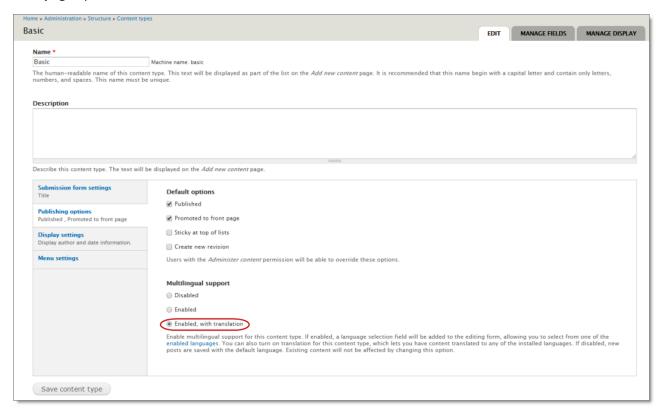
Before you can send content directly from Drupal TMGMT to Lionbridge onDemand, you must enable multilingual support on your Drupal website for each content type that you want to be able to send to onDemand for translation.

#### 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**.

2 Getting Started with the Lionbridge Connector for Drupal TMGMT 2.3 Enabling Multilingual Support for Individual Fields

#### The page updates.



- 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 on Demand, you must enable multilingual support for each field in each content type that you want to be able to send to on Demand 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.

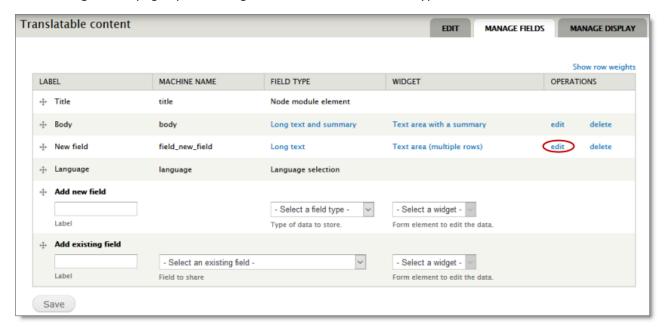
2 Getting Started with the Lionbridge Connector for Drupal TMGMT 2.3 Enabling Multilingual Support for Individual Fields

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.

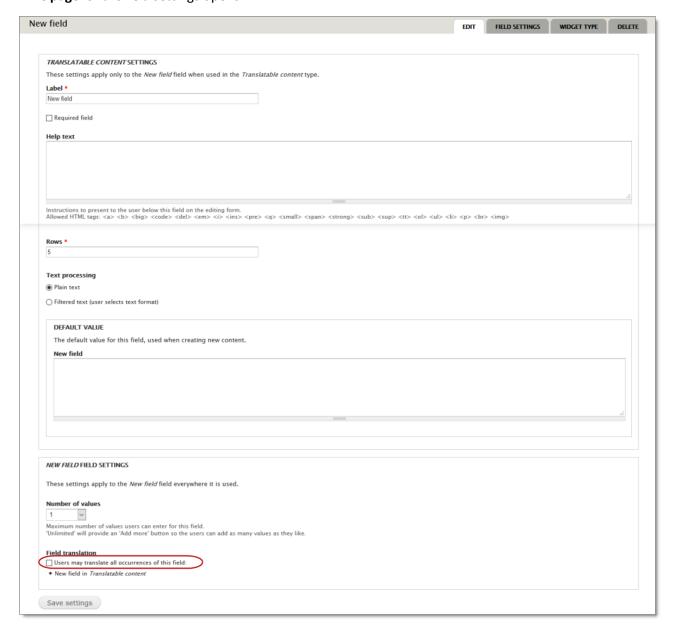
The Manage fields page opens, listing all the fields in that content type.



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

2 Getting Started with the Lionbridge Connector for Drupal TMGMT 2.3 Enabling Multilingual Support for Individual Fields

The page for the field settings opens.



- 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

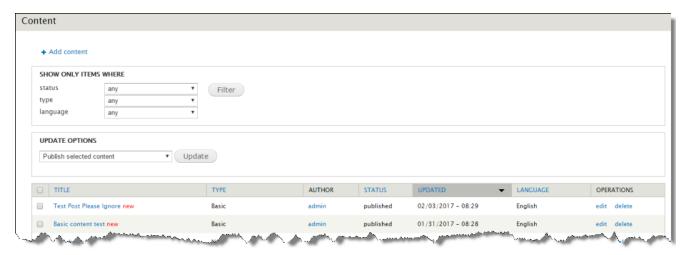
The Connector uses the Drupal TMGMT module's user interface for managing your translations with Lionbridge onDemand. You use the following pages to view manage your translations:

Page	How to Open	What It Displays	What You Can Do Here
Content page	Click the <b>Content</b> menu.	all content items, including those without an assigned language	view a list of items
Content overview page / Sources tab	Select <b>Translation</b> > <b>Sources</b> 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 <b>Translation</b> menu.	all submitted jobs, including jobs that have finished	abort jobs, delete jobs, accept translations, open the Job page
Translation page / Cart tab	Select <b>Translation &gt; Cart</b> 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 <b>Job overview</b> page / <b>Jobs</b> tab, click <b>manage</b> .		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 <b>review</b> .	source and target (translated) content	compare and update source content and its translation

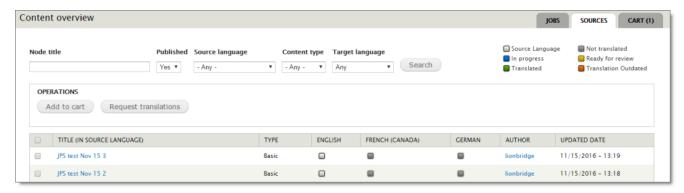
Page	How to Open	What It Displays	What You Can Do Here
View Translation page (no displayed page name)	In the Job page, when the job is in Finished state, click <b>view</b> .	source and target (translated) content	compare source content and its translation

### Screen captures of pages

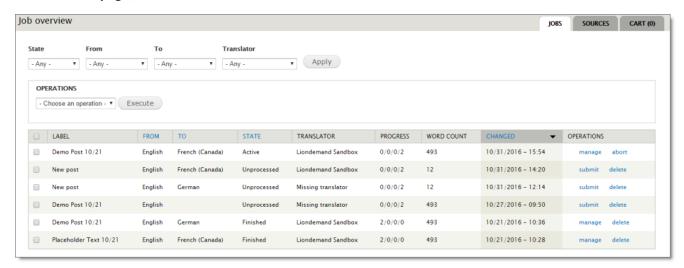
#### **Content page**



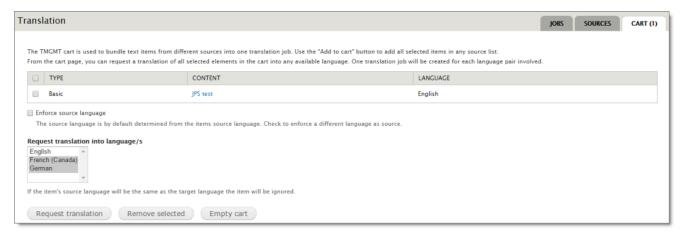
### Content overview page / Sources tab



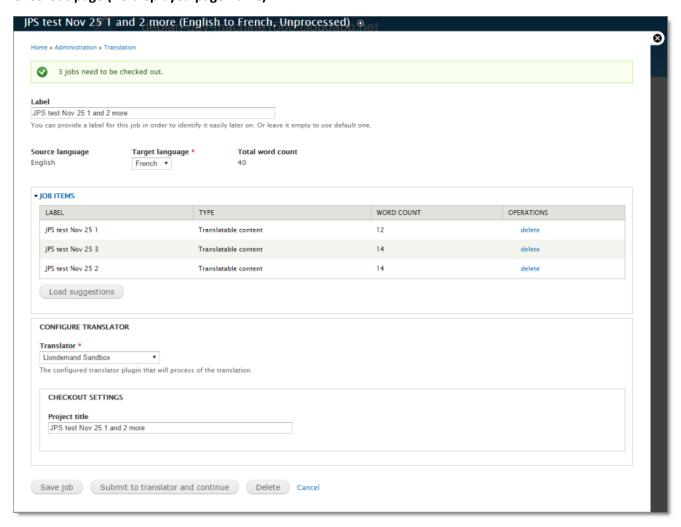
### Job overview page / Jobs tab



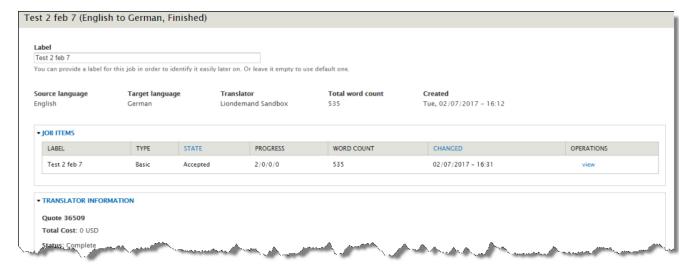
#### Translation page / Cart tab



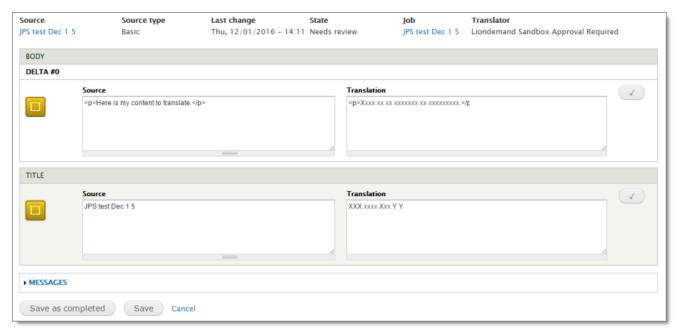
### Checkout page (no displayed page name)



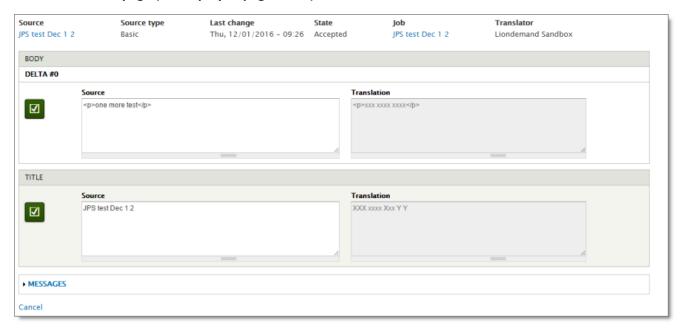
### Job page (no displayed page name)



### Review Translation page (no displayed page name)



#### View Translation page (no displayed page name)



### Important concepts in Drupal TMGMT

Request translation	Opens the 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

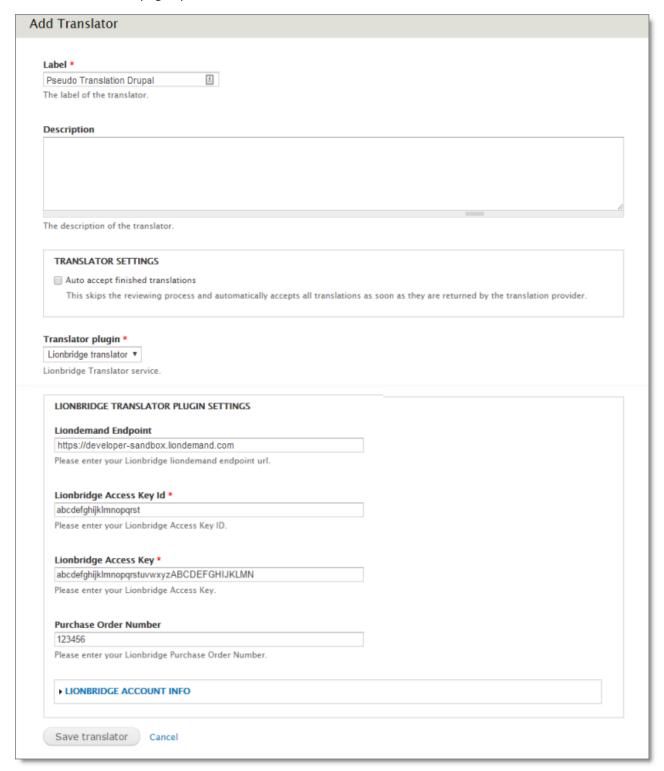
After you complete the configuration, your Lionbridge Connector for Drupal TMGMT installation is ready for testing.

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.



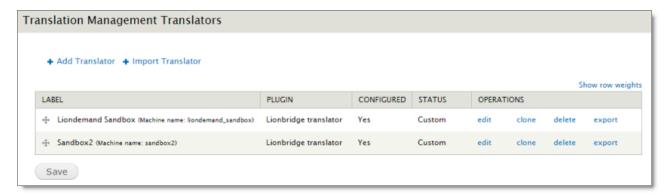
#### 2. Enter the following information:

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	<ul> <li>Indicates whether to automatically accept all completed translations.</li> <li>To automatically accept all translations without reviewing them first, select this check box.</li> <li>To review translations before accepting them, clear this check box.</li> </ul>	
Translator plugin	Select Lionbridge translator from the dropdown list. This is the Drupal plugin for the Lionbridge on Demand 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: <a href="https://developer-sandbox.liondemand.com/accounts/register/">https://developer-sandbox.liondemand.com/accounts/register/</a> .	
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 on Demand website: <a href="https://developer-sandbox.liondemand.com/">https://developer-sandbox.liondemand.com/</a> . 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: <a href="https://developer-sandbox.liondemand.com/">https://developer-sandbox.liondemand.com/</a> . In the Your Profile page, API Information section, click Create New Key.	
Purchase Order Number	Enter: 123456.	

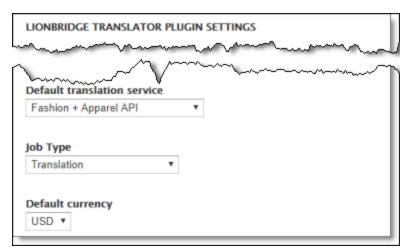
#### 4. Click **Save translator**.

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



- 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.



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.



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 on Demand" 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 on Demand

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

- Lionbridge onDemand has been added as a translator in Drupal TMGMT. For detailed instructions, see "Adding Lionbridge onDemand as a Translator in Drupal TMGMT" 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 TMGMT 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 on Demand 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.

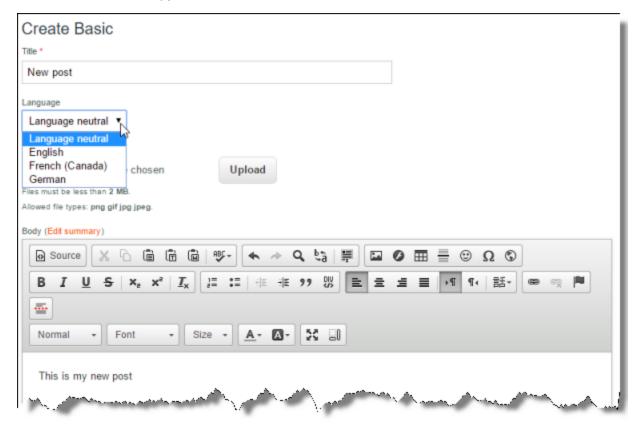
### 3.1.1 Specifying a Language while Adding an Item

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.

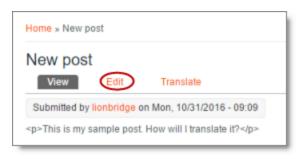
### To specify a language while editing an item:

1. Do one of the following:

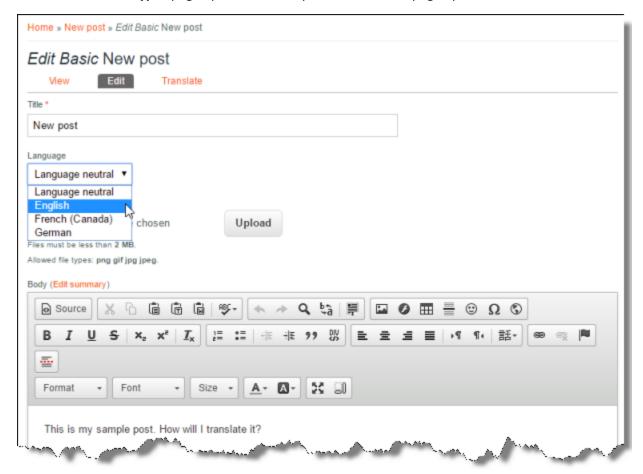
Click the Content menu to open the Content page, and then in the Operations column, click the edit link for the item to edit. If necessary, you can filter the list of content items by status, type (content type) and language and then click Filter.



In the location for the item, click Edit.



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 on Demand 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

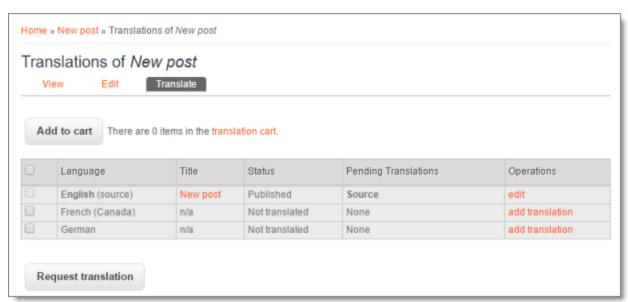
You can submit one item directly to the Connector. Drupal TMGMT creates a separate translation job for each target language. Afterward, you must authorize the quote for each job before the Connector sends it out to Lionbridge on Demand.

### 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.

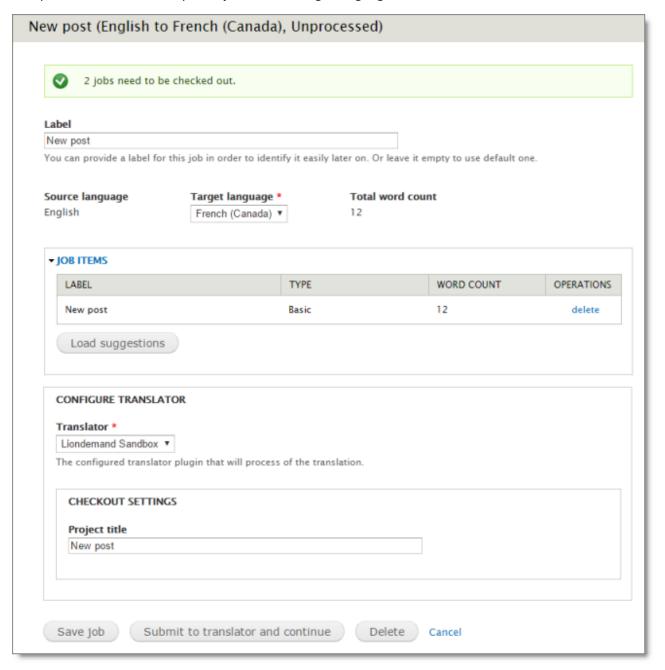
2. Select the check boxes for the languages into which you want to translate the item.

**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.



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.

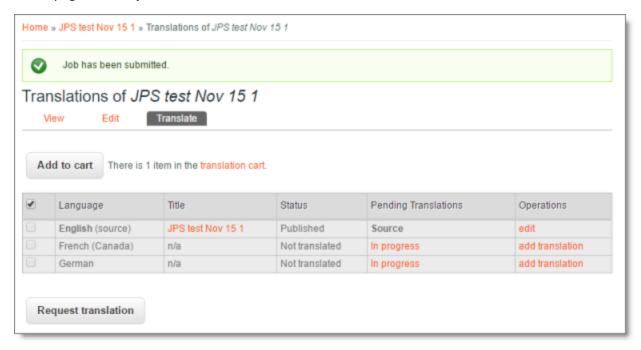
**Tip:** There may be multiple translators if your company set up multiple workflows to use with onDemand. For example, there may be one workflow with approvals and one workflow without approvals. Alternatively, there may be multiple translators if your company is using the TM update feature to send source and previously translated content to a translation memory, so that it will be available for subsequent translation jobs. For more information about this feature, see "Sending Updates to a Translation Memory (TM)" on page 67.

- 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.



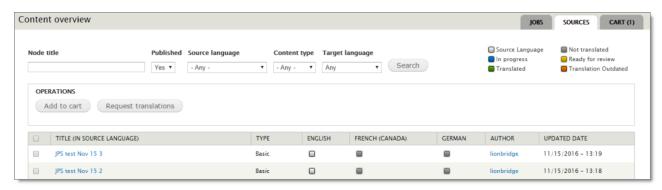
You can now view the jobs you submitted on the **Job overview** page (**Jobs** tab). You must authorize the quote for each job so that the Connector sends it out to Lionbridge onDemand for translation. For detailed instructions, see "Authorizing the Quote for a Translation Job" on page 52.

# 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 on Demand.

### To submit multiple items immediately to the Connector:

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

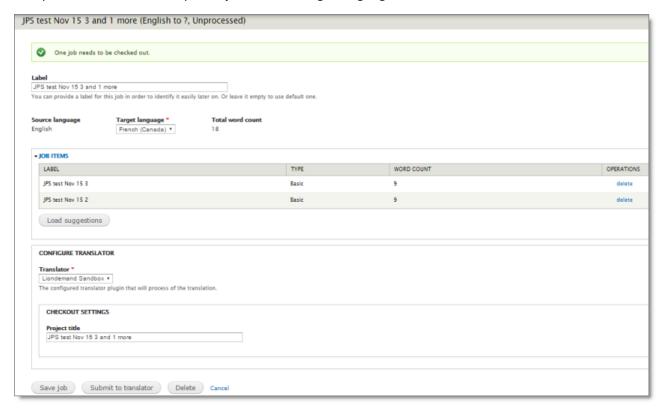


**Tip:** Items are displayed in this page only if they have a language assigned. If the item you want to translate is not displayed here, click the **Content** menu to open the **Content overview** page. Then click the **edit** link beside the item and assign a language. For detailed instructions, see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

there may be multiple translators if your company is using the TM update feature to send source and previously translated content to a translation memory, so that it will be available for subsequent translation jobs. For more information about this feature, see "Sending Updates to a Translation Memory (TM)" on page 67.

- 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 on Demand 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 on Demand.

# 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 on Demand 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

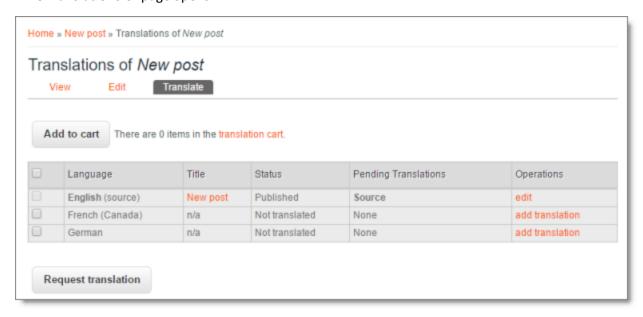
You can add one item to the Cart, so that later you can submit it to the Connector. For an explanation of using the Cart to submit content to the Connector, see "Submitting Content to the Connector via the Cart" on page 44.

#### To add one item to the Cart:

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



### The **Translations of** page opens.

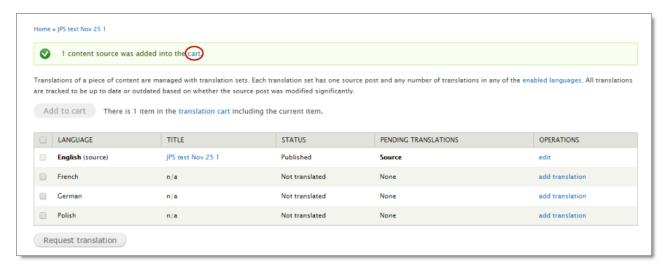


This page displays all the languages set up for your site.

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.



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

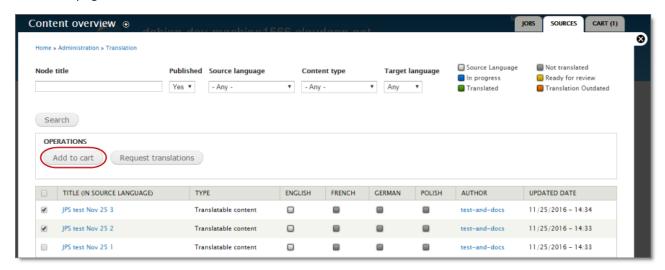
For detailed instructions on viewing and sending out items from the Cart, see "Submitting Items in the Cart to the Connector" on page 48.

# 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.



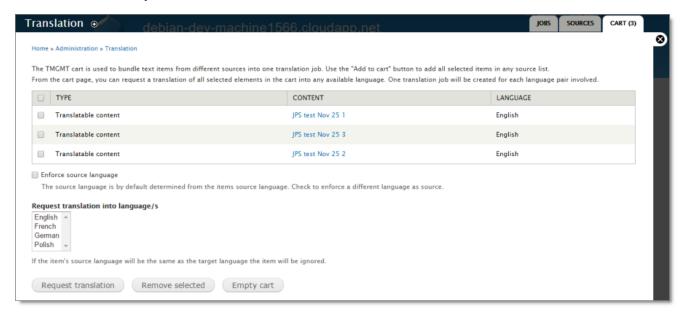
2. Select the check boxes for the items and click **Add to cart**.

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**.



### 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.

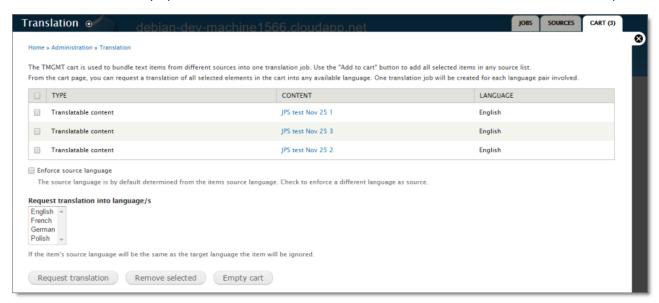
# 3.3.4 Submitting Items in the Cart to the Connector

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.



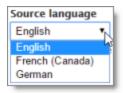
The following information is displayed about items in your cart:

Column	Description
Туре	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.

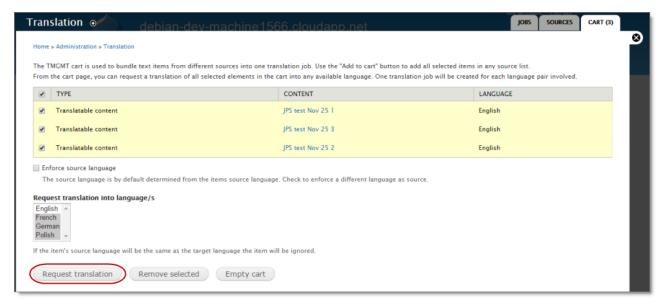
Tip: To select all the items in your cart, select the check box in the column heading.

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.



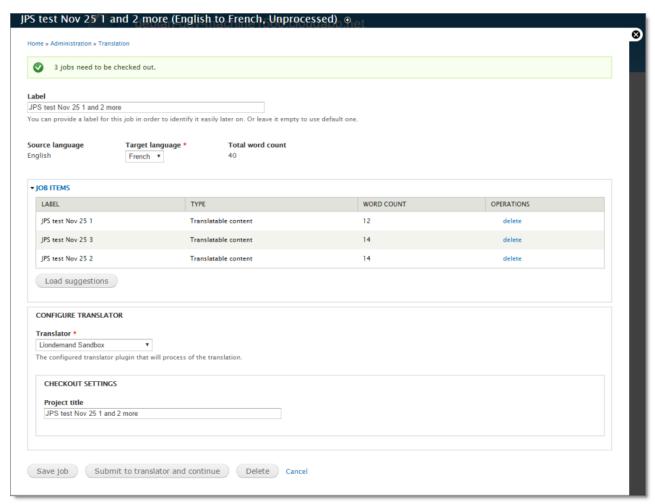
**Best practice:** In general, you should specify the language while creating or editing the item, as described in "Specifying a Language for Content" on page 33. Therefore, selecting this check box should not be necessary.

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



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.



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 <b>Translation</b> page. <b>Reminder:</b> 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.

**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. Alternatively, there may be multiple translators if your company is using the TM update feature to send source and previously translated content to a translation memory, so that it will be available for subsequent translation jobs. For more information about this feature, see "Sending Updates to a Translation Memory (TM)" on page 67.

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 languague, 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

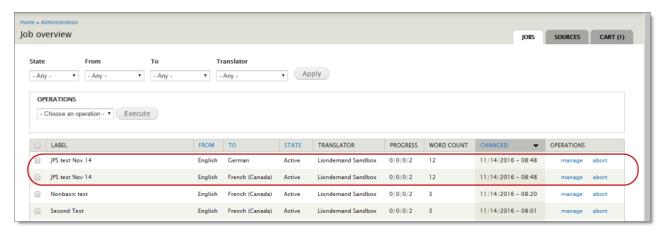
■ "Submitting Items in the Cart to the Connector" on page 48

**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.



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

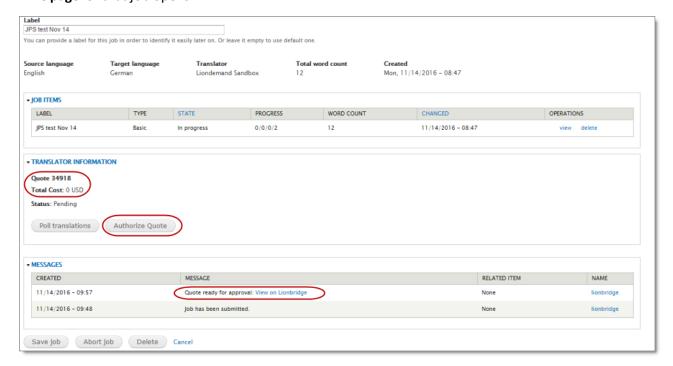
2. Optional. Use the **filter bar** at the top of the page to locate the jobs to send out for translation.



Dropdown List	Description	
State	The state of the translation job. Jobs that are ready to be authorized have Active state. This means that the job has been submitted to the Connector.	
From	The source language of the content.	
То	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.



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

- 4. Click **Poll translations** to check for new messages about this job.
  - The **Messages** section indicates that the quote is ready for approval.
- 5. 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.
- 6. In the Translator Information section, click Authorize Quote.

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



**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

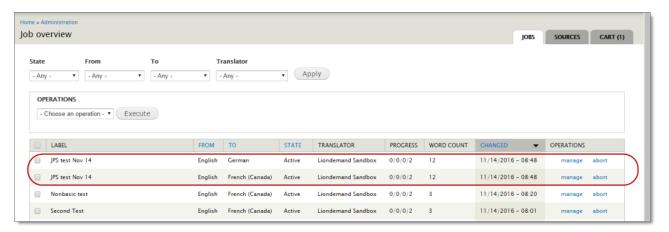
After you authorize the quote for your translation job, the Connector sends the job to Lionbridge on Demand for translation.

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.

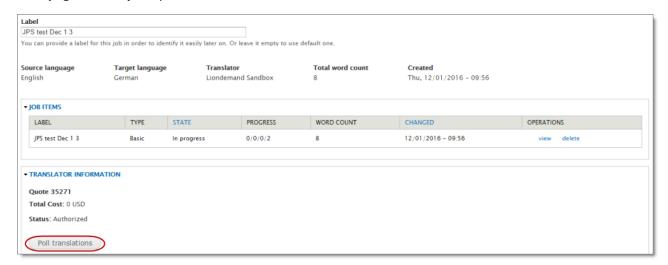
2. Optional. Use the **filter bar** at the top of the page to locate the jobs to send out for translation.



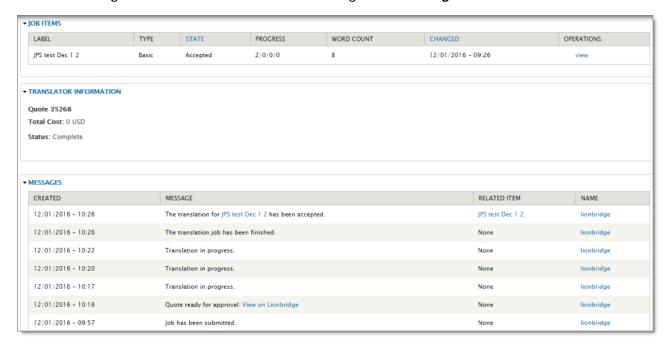
Dropdown List	Description	
State	<ul> <li>The state of the translation job. This is one of the following:</li> <li>Unprocessed: The job has not been submitted to the Connector. It may be in the Cart.</li> <li>Active: The job has been submitted to the Connector. The quote may have been approved.</li> <li>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.</li> <li>Aborted: The job was aborted when it was in Active state.</li> <li>Finished: The job was accepted (or auto-accepted) and the translated item was created in Drupal.</li> </ul>	
From	The source language of the content.	
То	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.



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.



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	Complete	The translation job has been finished.	The translation is complete, and it does not require review.
scenario)		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 on Demand 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 on Demand 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.

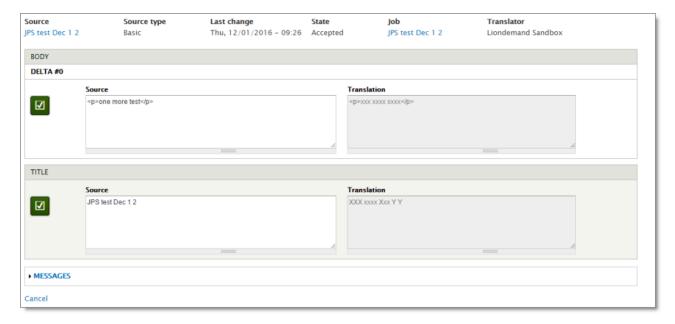
# 5.1 Viewing One Translated Job

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 **Source** fields on the left side display the source content.
- The **Translation** fields on the right side display the translated content. In these examples, pseudotranslation 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.

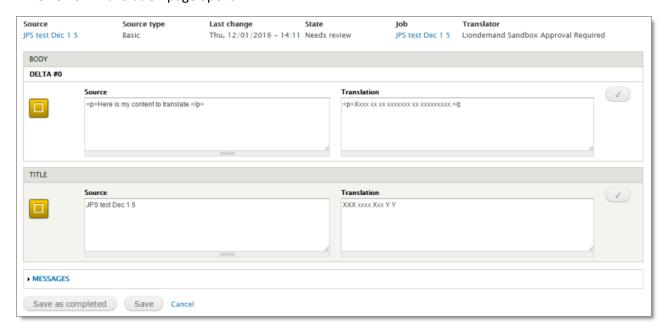
# 5.2 Reviewing One Translated Job

If the **Auto accept finished translations** check box is *cleared* for the translator (the Lionbridge on Demand 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 Source fields on the left side display the source content.
- The **Translation** fields on the right side display the translated content. In these examples, pseudotranslation 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 (<a href="https://ondemand.lionbridge.com">https://ondemand.lionbridge.com</a>) 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 on Demand 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 6 Other Translation Tasks

### 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
- "Sending Updates to a Translation Memory (TM)" on page 67
- "Redelivering a Translation Job to Drupal TMGMT" on page 68

# **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.

# 6.5 Sending Updates to a Translation Memory (TM)

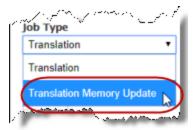
After translated content returns from Lionbridge on Demand to Drupal TMGMT, you can review the translation and update it. You can then send these updates to the translation memory (TM), so that they will be available to the translation provider for subsequent translations.

During a TM update, the Connector sends both the source and target versions of the relevant content fields as XMT, files.

**Note:** If the content has not been translated, then there is no target version of it, and the Connector cannot send a TM update.

### Configuring this feature

Before you can send content updates to the TM, you must configure this functionality by adding a separate *translator*. You do this by selecting the Translation Memory Update **Job Type** while creating the translator. For detailed instructions about adding a translator, see "Adding Lionbridge on Demand as a Translator in Drupal TMGMT" on page 12.



## Using this feature

- 1. Select previously translated content to send for translation, as described in one of the following sections:
  - "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.
- 2. In the **Configure Translator** section, in the Translator dropdown list, select the translator you created for the TM update functionality. This is described in "Configuring this feature," above.
- 3. Continue submitting the job according to the instructions. Instead of submitting your translation job to Lionbridge onDemand, the Connector sends the source and target versions of the content to the TM.

# 6.6 Redelivering a Translation Job to Drupal TMGMT

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

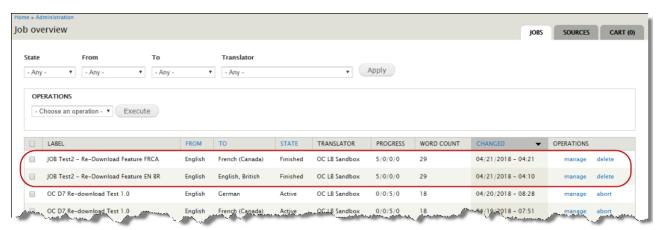
- The translations were updated or corrected after the initial delivery.
- You want to overwrite any changes that you made in Drupal to the translated content.

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

# To redeliver a translation job to Drupal TMGMT:

1. Click the **Translation** 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 **State** 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 Translator Information section, click Force re-download.

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

If the **Auto accept finished translations** check box is selected for the translator, the redelivered job is ready for you to *view*. 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 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 61.

# Index

A Add Translator page 13	language, specifying for content 33 while adding an item 33 while editing an item 34 Lionbridge Connector Support 8
	Lionishage connector support o
С	M
Cart adding multiple item 47 adding one item 45 removing items 48 submitting items to the Connector 48 content types, enabling multilingual support 17 content, sending for translation, process overview 32 content, submitting directly to the Connector 36 multiple items 41 one item 37 content, submitting via Cart 44	multilingual support, enabling for content types 17 multilingual support, enabling for individual fields 18 multiple items adding to Cart 47 removing from Cart 48 submitting directly to the Connector 41 submitting to the Cart 48
adding multiple items 47 adding one item 45	onDemand, adding as a translator 12 one item
F fields, enabling multilingual support 18	adding to Cart 45 submitting directly to the Connector 37 overview 21
G	P
guide 5	pre-production testing 26
I	Q
introduction 5	quote, authorizing 52
J	R
Job overview page Job tab 56 Job tab. Job overview page 56	redelivery 68

L

#### S

support 8

#### Т

terminology 7 testing, pre-production 26 TM, updating 67 translated content, redelivery 68 translated items, editing 66 translation jobs aborting 64 accepting translated 63 authorizing quote 52 deleting 65 resubmitting aborted 65 reviewing translated 61 tracking 56 viewing and reviewing, overview 60 viewing translated 60 translation lifecycle 5 Translation Management Translators page 15, 30 translation memory, updating 67 translator, adding 12