Clay Tablet Connector for Oracle WebCenter Sites

User Guide

Version 1.0

April 21, 2015

Copyright

Copyright © 2005-2015 Clay Tablet Technologies Inc. All rights reserved.

All rights reserved. This document and its content are protected by Canadian copyright and intellectual property law, and are the exclusive property of Clay Tablet Technologies Inc. ("Clay Tablet").

This document and its content may not be copied, published, distributed, downloaded or otherwise stored in a retrieval system, transmitted or converted, in any form or by any means, electronic or otherwise, without the prior written permission of Clay Tablet. Information in this document is subject to change without notice and does not represent a commitment on the part of Clay Tablet.

Although the information in this document has been carefully reviewed, Clay Tablet does not warrant it to be free of errors or omissions. Clay Tablet reserves the right to make corrections, updates, revisions, or changes to the information in this document.

Clay Tablet Technologies is a registered trademark. All other brand and product names used in this document are the property of their respective owners. Clay Tablet disclaims any responsibility for specifying which marks are owned by which companies or organizations.

The contents of this document are the property of Clay Tablet Technologies.

Contents

1 Welcome to the Clay Tablet Connector for Oracle WebCenter Sites 5

1.1 The Translation Lifecycle 5

1.2 How the Connector Helps You Manage Your Translation Lifecycle 5

1.3 Using this Guide 6

1.4 How to Contact Clay Tablet Support 8

2 Getting Started with the Clay Tablet Connector for Oracle WebCenter Sites 9

2.1 Key Features 9

2.1.1 Managing Translations with Workflow 9

2.1.2 Multiple Ways to Collect Assets for Translation 10

2.1.3 Multiple Ways to Manage Collected Assets 10

2.1.4 Optimizing Translation 10

2.1.5 Selecting a Translation Provider 10

2.2 The Connector at a Glance 11

2.3 How to Manage Translations with the Connector 12

3 Collecting Assets for Translation 14

3.1 Collecting One Asset for Translation 14

3.2 Collecting Multiple Assets for Translation 20

3.3 Filtering Assets in a List 25

4 Adding Assets to Translation Jobs 28

4.1 Adding Assets in the Translation Queue to Jobs 28

4.2 Modifying a Job before Sending It Out for Translation 34

4.3 Copying Assets Between Jobs 38

5 Sending Out Jobs for Translation 40

6 Monitoring the Translation Status of Assets and Jobs 42

6.1 Translation Statuses 42

6.2 Monitoring All Translation Jobs 43

6.3 Monitoring Assets in a Single Job 46

6.4 Checking an Asset's Translation Status 49

7 Post-Translation Tasks 52

7.1 Approving Translated Assets 52

7.2 Archiving Jobs 54
7.3 Viewing Translated Assets 56
8 Using Workflow to Manage the Translation Process 58
8.1 Assigning Collected Assets to a Translation Workflow 60
8.2 Viewing the Workflow Status of One Asset 60
8.3 Viewing the Workflow Status of Multiple Assets 61
8.4 Reviewing Translated Content 62
9 Administrative Tasks 66
9.1 Checking the Platform for Messages 67
9.2 Submitting Translated Files 67
Index 69

1 Welcome to the Clay Tablet Connector for Oracle WebCenter Sites

Welcome to the Clay Tablet Connector for Oracle WebCenter Sites ("Connector"). The Connector enables you to automate sending and retrieving assets from Oracle WebCenter Sites, 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.

The content lifecycle and the translation lifecycle are impacted by the workflow steps you implement in Oracle WebCenter Sites to manage multilingual content.

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

1.2 How the Connector Helps You Manage Your Translation Lifecycle

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

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

When you use the Connector, you manage your translation lifecycle entirely from within Oracle WebCenter Sites:

1. The Connector exports your content from Oracle WebCenter Sites in XML format and delivers these content files to the central, hosted Clay Tablet Platform.
2. The Clay Tablet Platform delivers your content to your translation providers, based on routing rules that your company chooses and Clay Tablet Technologies implements.
3. When the translated content is ready, the Clay Tablet Platform retrieves it from your translators and delivers

it to the Connector.

4. The Connector automatically re-imports the content into the correct location in Oracle WebCenter Sites.

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

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

1.3 Using this Guide

Purpose of this guide

This guide describes how to use the Clay Tablet Connector ("Connector") for Oracle WebCenter Sites ("OWCS") to manage your translation lifecycle. It describes how to send out OWCS assets for translation and receive them 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 assets for translation that reside in your OWCS CMS. This guide is also useful for translation providers who receive assets from your OWCS CMS, because it describes your company's translation management process.

What your company setup should be

This document assumes that:

- Your company already has a functioning instance of OWCS .
- The Connector has been installed, configured, and tested on your OWCS instance.
- Clay Tablet Technologies has set up the Clay Tablet Platform to send assets to your translation providers.

What you should already know

This document assumes that:

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

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

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

How this guide is organized

This guide contains the following chapters:

Chapter	Description
"Welcome to the Clay Tablet Connector for Oracle WebCenter Sites" on page 5	A brief description of the Clay Tablet for OWCS solution and how it fits into the translation lifecycle. It also includes information about this guide and Clay Tablet Technologies Support contact information.
"Getting Started with the Clay Tablet Connector for Oracle WebCenter Sites" on page 9	How to get started and an overview of the Connector interface and key features.
"Collecting Assets for Translation" on page 14	How to collect assets for translation.
"Adding Assets to Translation Jobs" on page 28	How to add collected assets to new or existing translation jobs.
"Sending Out Jobs for Translation" on page 40	How to send out jobs for translation.
"Monitoring the Translation Status of Assets and Jobs" on page 42	How to monitor the translation status of assets and jobs that you sent out for translation.
"Post-Translation Tasks" on page 52	How to perform post-translation tasks, including approving translated assets and archiving jobs.
"Using Workflow to Manage the Translation Process" on page 58	How to use workflow to manage the translation process. **Important:** This feature is available only if your company has configured the `CT: Approval for Content` workflow.
"Administrative Tasks" on page 66	How to perform administrative tasks from the Clay Tablet Dashboard interface.

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

For information on installing and configuring the Clay Tablet Connector for OWCS, read the *Clay Tablet Connector for Oracle WebCenter Sites Installation and Configuration Guide*.

Documentation conventions

This guide uses the following conventions:

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

1.4 How to Contact Clay Tablet Support

Email @: support@clay-tablet.com

Telephone: +1-416-363-0888 option "3"

2 Getting Started with the Clay Tablet Connector for Oracle WebCenter Sites

The Connector supports all web browsers that Oracle WebCenter Sites ("OWCS") supports.

Recommendation: Use the Firefox browser with the Connector.

To access the Connector:

1. Log in to OWCS.
2. Click the **Contributor** application icon .

   The translation-management interface is primarily available on the **Translation** menu and in right-click context menus.

Note: To access the Connector configuration and administration interface, after logging in to OWCS, click the **Clay Tablet Dashboard** application icon .

2.1 Key Features

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

- "Managing Translations with Workflow" on page 9
- "Multiple Ways to Collect Assets for Translation" on page 10
- "Multiple Ways to Manage Collected Assets" on page 10
- "Optimizing Translation" on page 10
- "Selecting a Translation Provider" on page 10

2.1.1 Managing Translations with Workflow

If properly configured, you can use the `CT: Approval for Content` workflow with the Connector to manage your translations. To use the workflow with the Connector, you put assets in the workflow in the Contributor interface. Using the workflow with the Connector has the following advantages:

- You may receive email notifications when an asset is translated or assigned to you.
- Your company may have extended and integrated the final step of the `CT: Approval for Content` workflow with other workflows. For example, this workflow may be configured so that the asset is assigned to an additional person for review and approval before publication, for example, a legal review.
- You may be able to assign due dates to assets.
- You may be able to delegate your assignments to other people.

For more information and detailed instructions, see "Using Workflow to Manage the Translation Process" on page 58.

In order for the workflow process to work as described above, it must be configured. For detailed configuration instructions, refer to the *Clay Tablet Connector for Oracle WebCenter Sites Installation and Configuration Guide*.

2.1.2 Multiple Ways to Collect Assets for Translation

There are multiple ways to use the Connector to collect assets for translation:

- You can collect a single asset for translation. For details, see "Collecting One Asset for Translation" on page 14.
- You can simultaneously collect multiple assets for translation, from either the **Site Tree** or the **Content Tree**. For details, see "Collecting Multiple Assets for Translation" on page 20.

2.1.3 Multiple Ways to Manage Collected Assets

There are multiple ways to manage collected assets:

- You can create a new job for the assets. This is described in both "Collecting One Asset for Translation" on page 14 and "Collecting Multiple Assets for Translation" on page 20.
- You can add the collected assets to an existing job. This is described in both "Collecting One Asset for Translation" on page 14 and "Collecting Multiple Assets for Translation" on page 20.
- You can send the collected assets to the Translation Queue, so that you can add them to jobs later. For details, see "Adding Assets in the Translation Queue to Jobs" on page 28.

2.1.4 Optimizing Translation

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

You specify this feature by selecting the **Send Modified Fields Only** check box when you collect one or more assets to send out for translation. When this check box is selected, the Connector sends out for translation only changed content fields in the assets. If a field was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation.

2.1.5 Selecting a Translation Provider

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

This feature is available whenever you send out a job for translation.

2.2 The Connector at a Glance

The Connector has two main interfaces in OWCS:

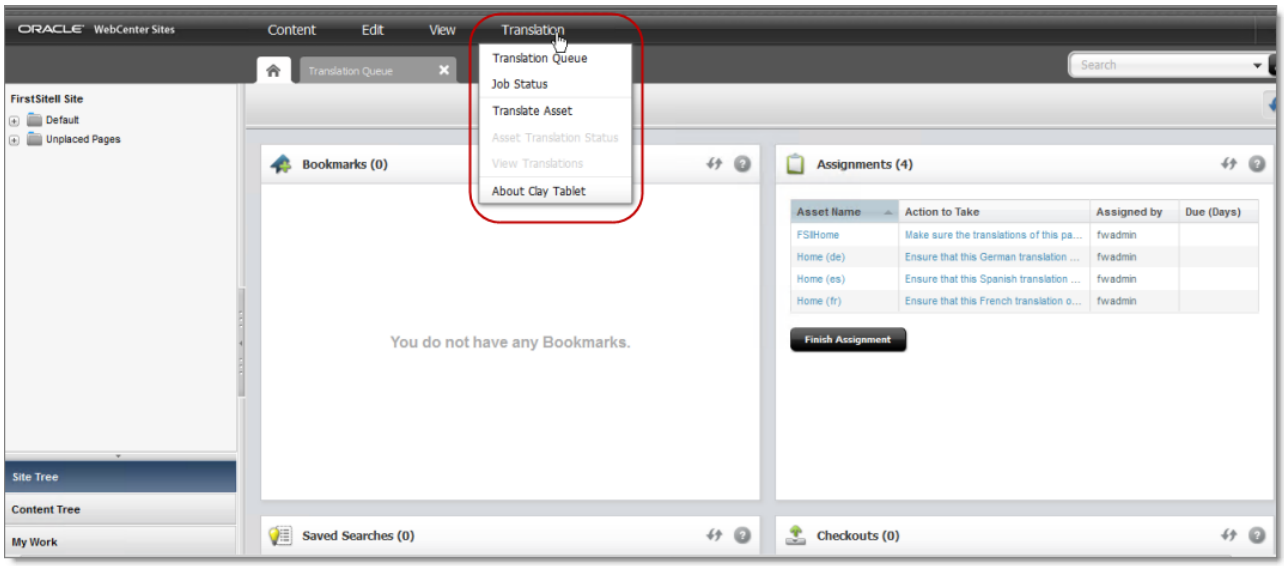
- The **Contributor** interface, which you open by this clicking this application icon . This is the part of the Connector that you use for day-to-day translation-management tasks, such as sending out assets for translation, and receiving assets back from the translation provider.

  - The Connector installs a **Translation** menu in this interface.

    Important: If your site has menu customization in the Contributor interface, this may override the Connector's customization, which can prevent the **Translation** menu from being displayed. If this happens, ask your OWCS administrator to enhance the menu customization in the Contributor interface, so that the site displays the **Translation** menu. For example, the `avisports` site, which is included in the OWSC installation, has menu customization that overrides the Connector's customization, which prevents the **Translation** menu from being displayed.

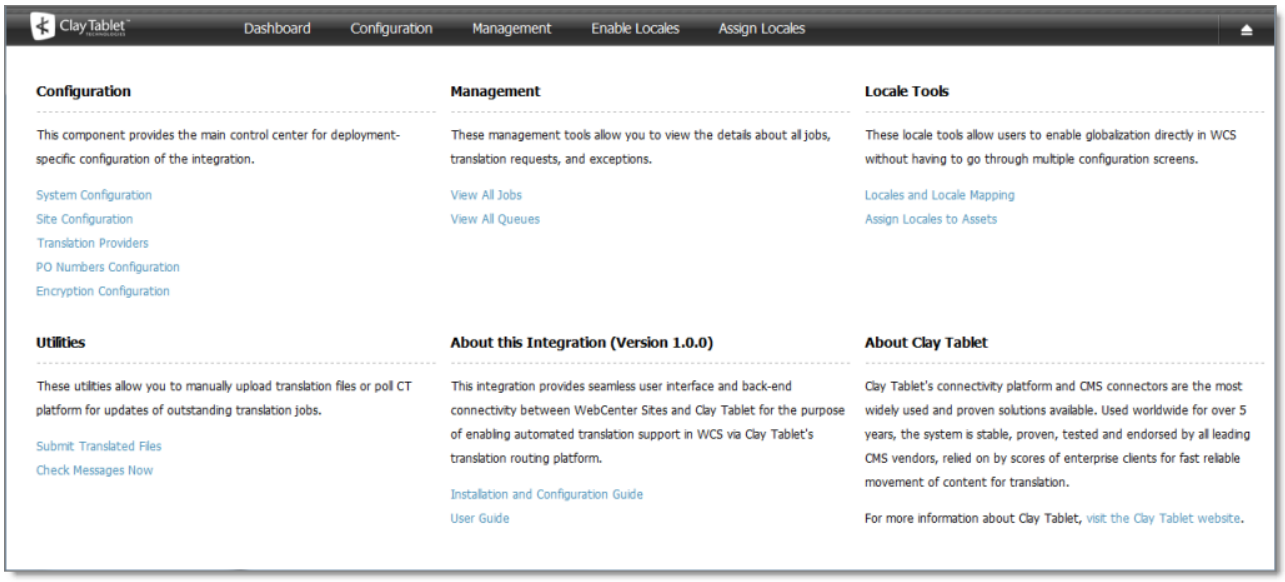
  - The Connector installs context-menu items.

  Any user with the `CTUser` role for the specified site can access this interface.



- The **Clay Tablet Dashboard** interface, which you open by clicking this application icon . This is the configuration and administration part of the Connector. Any user with the `CTAdmin` role can access this interface.

  Note: This guide describes the administration part of this interface, while the *Clay Tablet Connector for Oracle WebCenter Sites Installation and Configuration Guide* describes the configuration part of this interface.



2.3 How to Manage Translations with the Connector

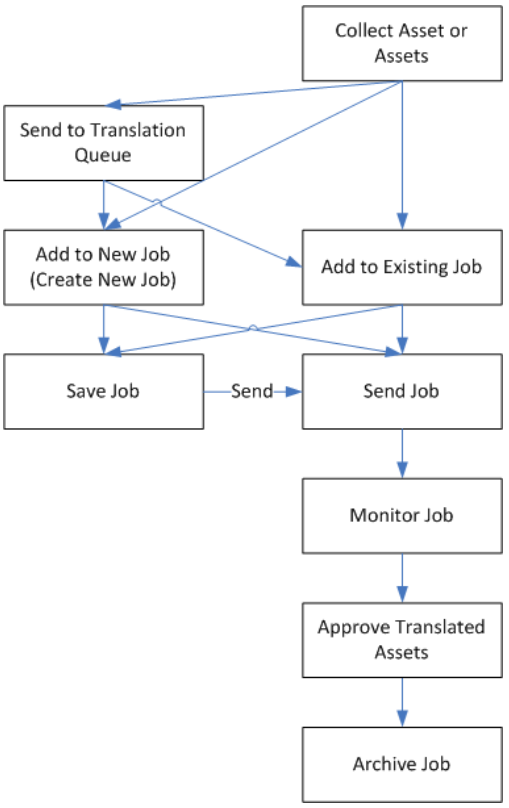
When you use the Connector to manage translating assets in OWCS, you complete the following general steps:

1. Collect assets for translation.
2. Add assets:
   - to a new job
   - to an existing job
   - to the Translation Queue (add these assets to a job later)
3. Optional. If assets were added to a job, save the job.
4. Send out the job for translation.
5. Optional. Monitor job.

   The translation provider translates assets, and translated assets return from translation.

   Note: If you configure the translation job to put the target asset into a workflow state, then you can configure the workflow steps to send out email alerts when the asset returns from translation. For more information, refer to the appropriate version of the OWCS documentation at http://www.oracle.com/technetwork/middleware/webcenter/sites/documentation/index.html.
6. Approve the translated assets so that they can be published.
7. Optional. Archive the completed job.

   Note: Administrators can archive incomplete jobs.



3 Collecting Assets for Translation

The first step in sending assets out for translation is collecting them. After you collect assets, you organize them into jobs. Each job can contain one or more assets.

Important: OWCS supports assets that are either Web pages or attachments, such as Microsoft Word files. However, the Connector supports sending out for translation only assets that are Web pages. The Connector does not support sending out for translation assets that are attachments.

You collect assets for translation in the **Contributor** interface:

- When an asset is selected in the **Site Tree** or in the **Content Tree** in the navigation pane on the left, you can select **Translation > Translate Asset** from the menu.
- If the **Site Tree** bar is selected at the bottom of the navigation pane on the left, then you can right-click on an asset in this tree and select **Translate** or **Translate Branch** from the context menu that opens.
- If the **Content Tree** bar is selected at the bottom of the navigation pane on the left, then you can right-click on an asset in this tree and select **Translate** or **Translate Children**.

There are multiple ways to collect assets for translation:

- For instructions on collecting a single asset for translation, see "Collecting One Asset for Translation" on page 14.
- For instructions on collecting multiple assets for translation, see "Collecting Multiple Assets for Translation" on page 20.

  Note: When you collect multiple assets, you can filter them so that you add certain ones to specific jobs or you can send them to the Translation Queue. For details, see "Filtering Assets in a List" on page 25.

3.1 Collecting One Asset for Translation

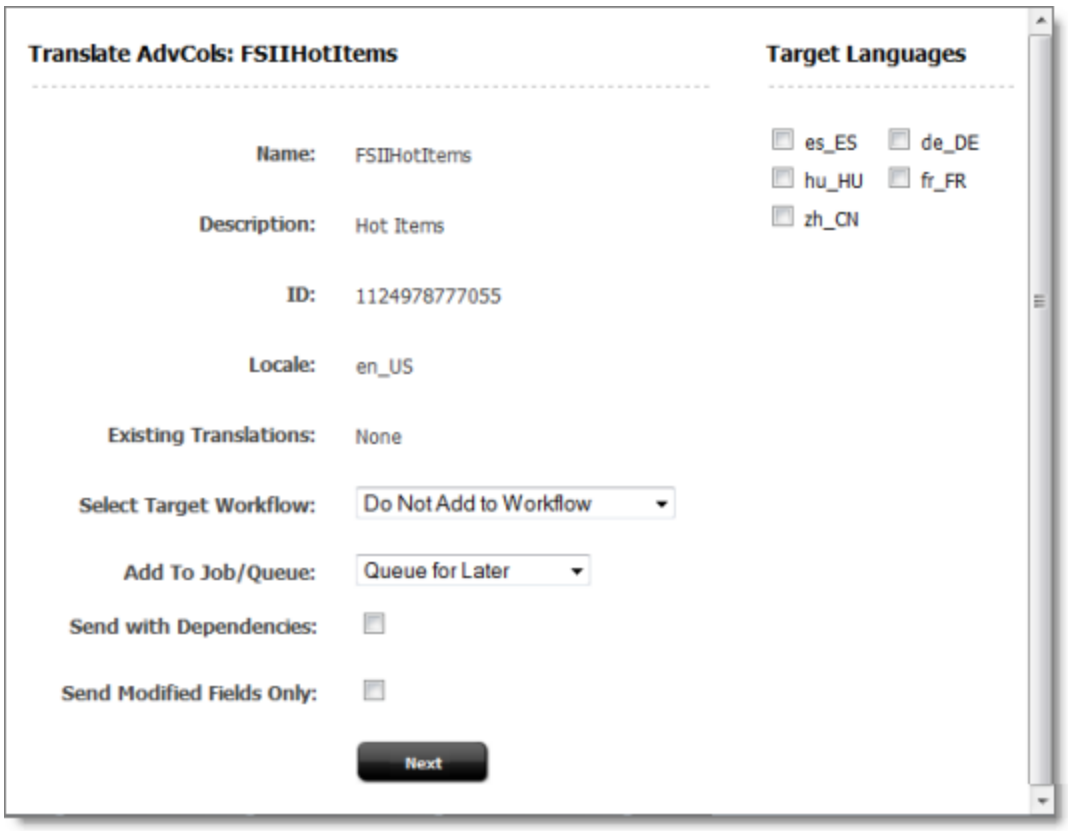
This section describes how to collect a single asset to send for translation. After you collect this asset, you can add it to a new or an existing job, or you can send it to the Translation Queue, so that you can add it to a job later.

To collect one asset for translation:

1. Do one of the following:
   - From the navigation pane, open an asset in the **Site Tree** or the **Content Tree**, and then select **Translation > Translate Asset** from the menu.
   - In the navigation pane, select an asset, right-click, and select **Translate** from the context menu.
   - Open the asset, and select **Translation > Translate Asset** from the menu.

- Click the **Translate this asset now** link in the following scenario: You select **Translation > View Translations** when an asset is in Form mode and Inspect view, and the asset has not been translated. The following message is displayed: `This asset currently has no translations.`

The **Translate** page opens.



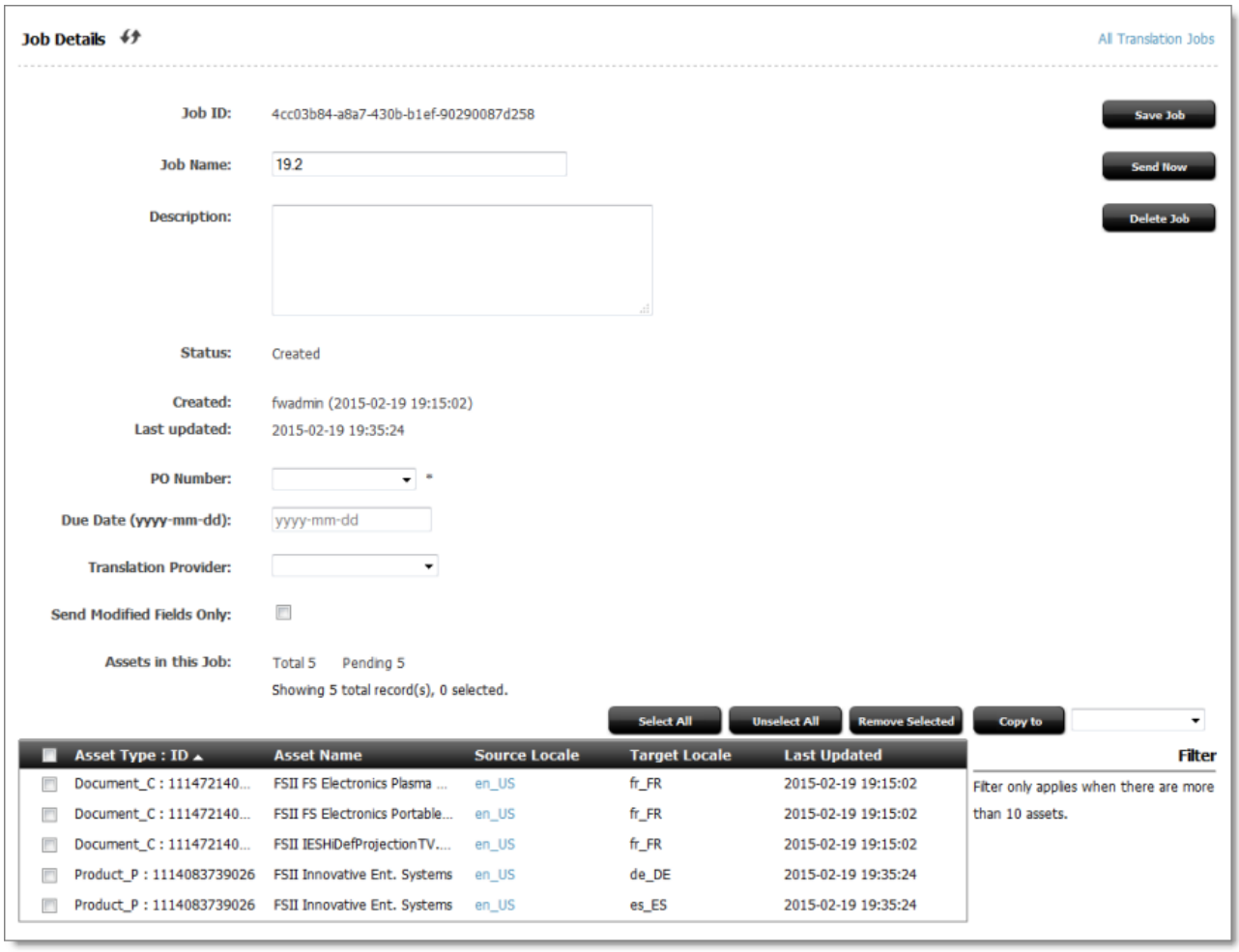
2. Specify the following translation options:

Field	Description
Name	The name of the asset, which was specified when the asset was created. Read-only.
Description	A brief description of the asset, which was specified when the asset was created. Read-only.
ID	OWCS's unique identifier for the asset. Read-only.
Locale	The OWCS locale for the source language of the asset to send out for translation. Read-only.
Existing Translations	Indicates whether translations already exist for this asset. Read-only. ■ `None`: There are no translations for this asset. ■ If this asset has previously been translated, then the locales for the translated languages are displayed.

Field	Description
Select Target Workflow	To assign the asset to the translation workflow, select the `CT: Approval for Content` workflow. Otherwise, select `Do Not Add to Workflow`. For more information, see "Using Workflow to Manage the Translation Process" on page 58.
Add to Job/Queue	Specifies the job for the asset to the Translation Queue. Select a job or one of the following options from the list: ■ The job name of a job that has not yet been sent out for translation. These are jobs that have `Created` status. ■ `Queue for Later`: Sends the asset to the Translation Queue, where it still must be added to a job before you send it out for translation. For a list of reasons for sending an asset to the Translation Queue, see "Adding Assets in the Translation Queue to Jobs" on page 28. ■ `Create New Job`: Enables you to create a new job for this asset.
Send with Dependencies	When this check box is selected, the Connector sends out any components in the asset for translation as separate assets.
Send Modified Fields Only	Send out for translation only changed content fields in the asset. If a field was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation.
Target Languages	Select one or more target languages for translating the asset.

3. Click **Next**.

   - If you selected `Create New Job` in the **Add to Job/Queue** list, a pop-up window opens, prompting you to enter a name for the new job. Enter the name and click **OK**.
   - If you selected `Queue for Later` in the **Add to Job/Queue** list, the **Translation Queue** opens. For details, see "Adding Assets in the Translation Queue to Jobs" on page 28.
   - If you added the asset to a new or an existing job, the **Job Details** page opens.



4. Specify the following translation-job options:

Field	Description
Job ID	The Connector's unique identifier for this job. Read-only.
Job Name	The name of this translation job. You can modify this name.
Description	The brief description of this translation job. You can modify this description.
Status	The status of this job, which is `Created`. For a list and description of translation-job statuses, see page 42.
Created	The username of the user who created the job, and the date and time when the job was created, in the following format: `YYYY-MM-DD hh:mm:ss`. Read-only.
Last Updated	The date and time when the job was created, in the following format: `YYYY-MM-DD hh:mm:ss`. Read-only.

Field	Description
PO Number	The purchase-order ("PO") number for this job. Select a PO number from the dropdown list. Depending on your site configuration, this field may be required, optional, or not displayed at all. For more information, refer to the *Clay Tablet Connector for Oracle WebCenter Sites Installation and Configuration Guide*.
Due Date (yyyy-mm-dd)	The date when the translated asset is due, in the following format: `YYYY-MM-DD`.
Translation Provider	Select the translation provider from the dropdown list. If `Freeway` is selected, the following additional fields are displayed, where you can specify the analysis codes for the translation: ■ **Region:** The region relevant to the content. Your Lionbridge setup determines which regions are displayed in the list. ■ **Department:** The department relevant to the content. Your Lionbridge setup determines which departments are displayed in the list. ■ **Priority:** The priority of this job. Your Lionbridge setup determines which priorities are displayed in the list.
Assets in this Job	**Note:** For an existing job, both the new and the previous assets in the job are displayed. The following information is displayed about the number of assets in this job: ■ **Total:** The total number of assets in this job, including any assets that were previously added to an existing job. ■ **Pending:** The number of recently collected assets that can be added to this job. ■ The number of assets displayed on this page of the asset list. ■ The number of assets in the list with selected check boxes.

Field	Description
Asset List	The following information about the assets available to send out for translation: ■ **Asset Type:** The type of asset. ■ **ID:** OWCS's unique identifier for the asset. ■ **Asset Name:** The name of the asset, which was specified when the asset was created. ■ **Source Locale:** The locale of the source language to send out for translation. **Tip:** If you are viewing this page from the Contributor interface, you can click the link to view the asset. ■ **Target Locale:** The locale of the target language into which to translate the asset. ■ **Last Updated:** The date and time when the asset was last updated, in the following format: `YYYY-MM-DD hh:mm:ss`. Select the assets to send out for translation. **Important:** The Connector will send out all the assets in the list for translation. To avoid sending one or more assets for translation, select the corresponding check boxes, and click **Remove Selected** to remove them from the list. A message box opens, confirming that you want to remove the selected assets from the job. Click **OK** to proceed. If there are more than 10 assets in the list, you can click the page number or change the number of assets displayed in a page to view the other assets. Use the following buttons to select and manage items in the list: ■ **Select All:** Selects all check boxes for the displayed assets. ■ **Unselect All:** Clears all selected check boxes for the displayed assets. ■ **Remove Selected:** Removes the assets with selected check boxes from the list.
Filter	To display fewer assets in the list, in the **Filter** section in the bottom right corner, change any filter settings and click **Apply**. This section is displayed only if there are 10 or more assets in the list. For detailed instructions, see "Filtering Assets in a List" on page 25.

5. Do one of the following:

   - To save the job so that you can send it later, click **Save Job**. The Job Details page updates. The **Status** of the Job is `Created`.
   - To send the job out for translation immediately, click **Send Now**. A message box opens, confirming that you want to send out this job to the translation provider you specified earlier. Click **OK** to proceed. The **Status** is `Sending`. Click **View Details**. The page updates. The **Status** is `Sent to CT Platform`. In the asset list, the assets have `SENDING_TO_PLATFORM` status. Click the Refresh icon to refresh the page.

Note: To copy assets from this job to a new or an existing job, in the **Copy to** dropdown list, either select the name of a job that has not yet been sent out for translation, or select `Create New Job`, and then click **Copy to**. For detailed instructions, see "Copying Assets Between Jobs" on page 38.

Note: To delete the job before saving or sending it, click **Delete Job**.

3.2 Collecting Multiple Assets for Translation

This section describes how to collect a multiple assets to send for translation. After you collect these assets, you can add them to a new or an existing job, or you can send them to the Translation Queue, so that you can add them to one or more jobs later.

To collect multiple assets for translation:

1. Do one of the following:

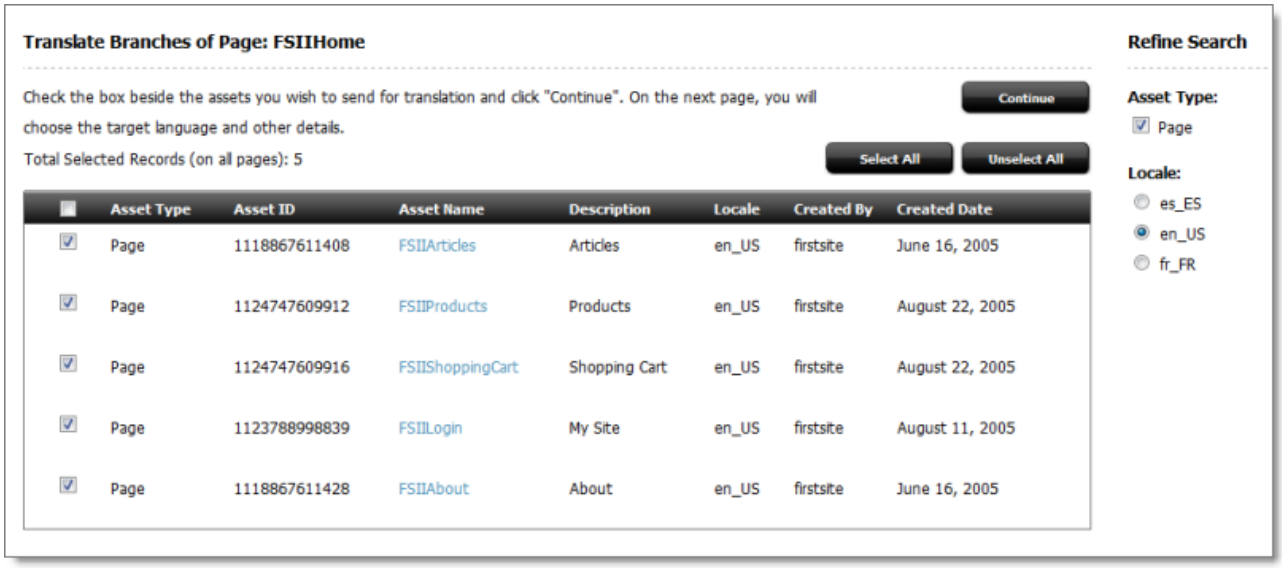
   - If the **Content Tree** is displayed in the navigation pane, then select a branch, right-click, and select **Translate Children** from the context menu.

     Note: For a description of what happens if you select **Translate** from the context menu, see "Collecting One Asset for Translation" on page 14.

   - If the **Site Tree** is displayed in the navigation pane, then select a branch, right-click, and select **Translate Branch** from the context menu.

     Note: For a description of what happens if you select **Translate** from the context menu, see "Collecting One Asset for Translation" on page 14.

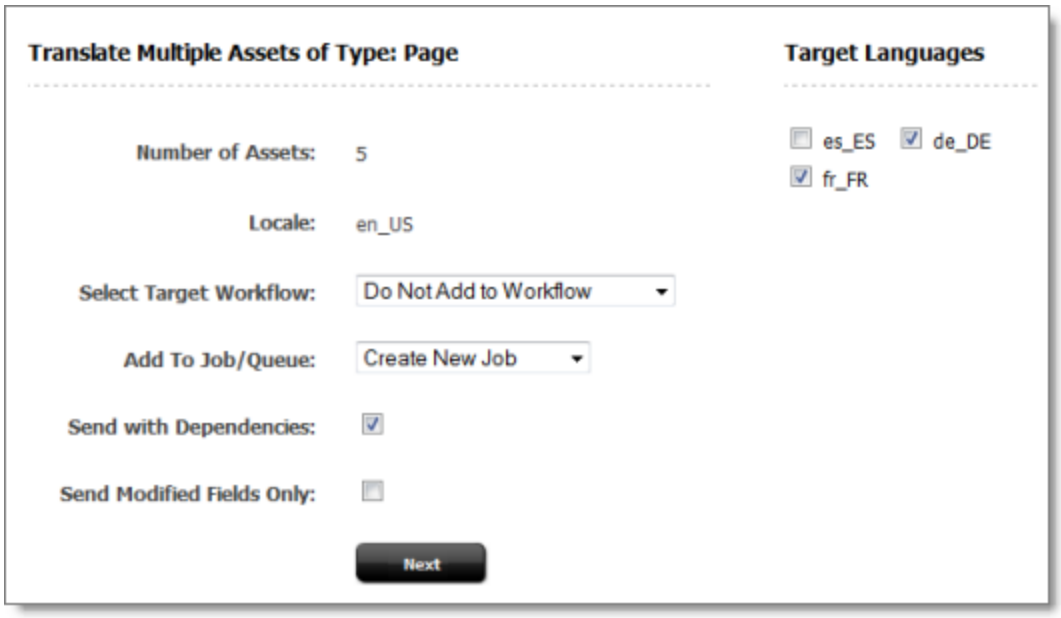
   The **Translate Children of Asset** page or the **Translate Branches of Page** page opens in a new tab.



   Important: When you collect multiple assets for translation, they must all have the same source locale. If necessary, under **Refine Search**, select the radio button for the source locale of the assets to translate.

2. Ensure that the check boxes of the assets you want to send out for translation are selected, and click **Continue**. If required, click the **Select All** and **Unselect All** buttons to facilitate your selection.

   The **Translate Multiple Assets of Type** page opens.



3. Specify the following translation options:

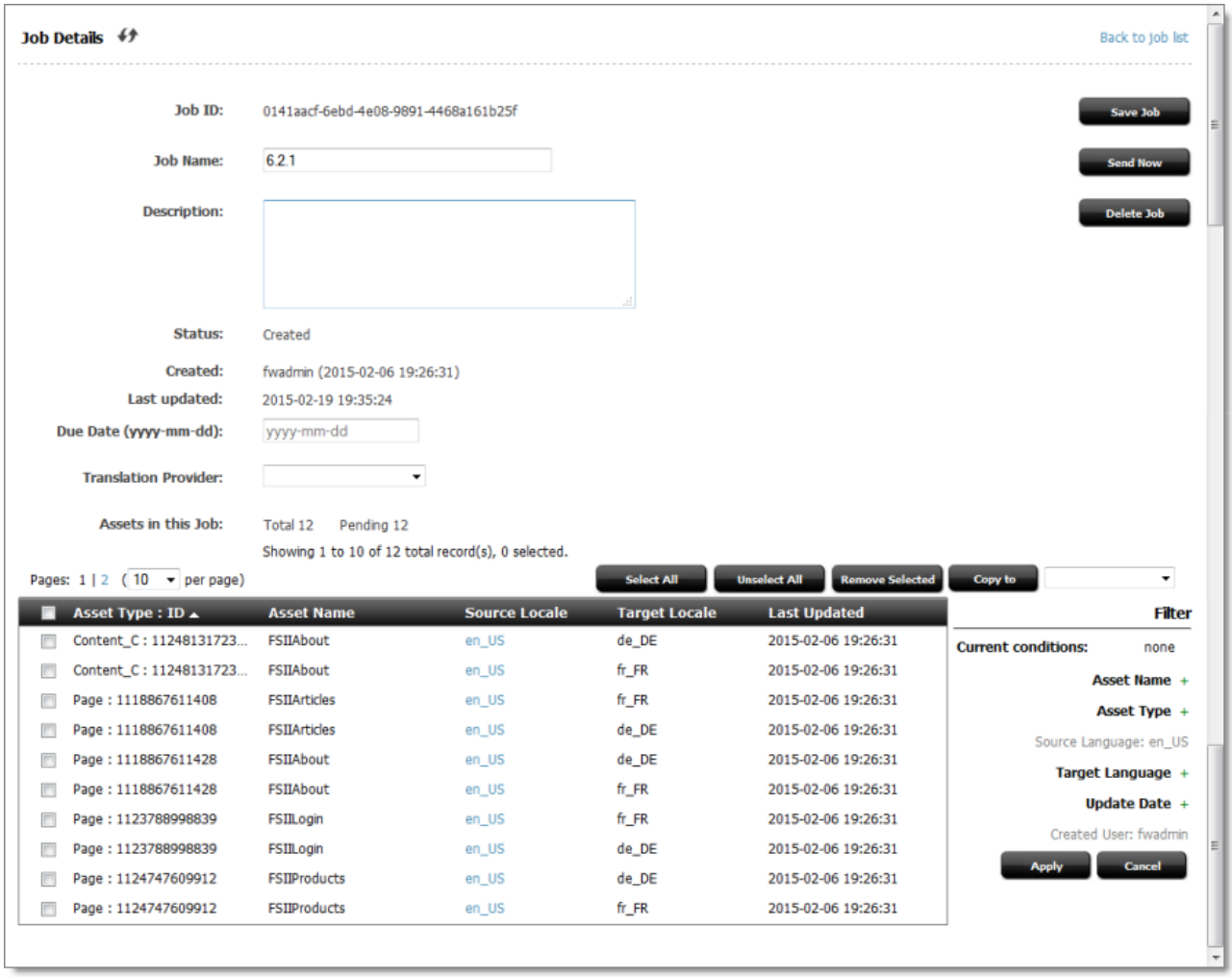
Field	Description
Number of Assets	The number of assets collected. Read-only.
Locale	The OWCS locale for the source language of the assets to send out for translation. Read-only.
Select Target Workflow	To assign the assets to the translation workflow, select the `CT: Approval for Content` workflow. Otherwise, select `Do Not Add to Workflow`. For more information, see "Using Workflow to Manage the Translation Process" on page 58.
Add to Job/Queue	Specifies the job for the assets or sends them to the **Translation Queue**. Select a job or one of the following options from the list: ■ The job name of a job that has not yet been sent out for translation. These are jobs that have `Created` status. ■ `Queue for Later`: Sends the assets to the Translation Queue, where they still must be added to a job before you send them out for translation. For a list of reasons for sending an asset to the Translation Queue, see "Adding Assets in the Translation Queue to Jobs" on page 28. ■ `Create New Job`: Enables you to create a new job for these assets.
Send with Dependencies	When this check box is selected, the Connector sends out any components in the assets for translation as separate assets.
Send Modified Fields Only	When this check box is selected, the Connector sends out for translation only changed content fields in the assets. If a field was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation.

Field	Description
Target Languages	Select one or more target languages for translating the assets.

4. Click **Next**.

   - If you selected `Create New Job` in the **Add to Job/Queue** list, a pop-up window opens, prompting you to enter a name for the new job. Enter the name and click **OK**.
   - If you selected `Queue for Later` in the **Add to Job/Queue** list, the **Translation Queue** opens. For details, see "Adding Assets in the Translation Queue to Jobs" on page 28.
   - If you added the assets to a new or an existing job, the **Translate Multiple Assets of Type** page opens.

   The **Job Details** page opens.



Any assets that are displayed in the list are part of the job and may be sent for translation.

5. Verify the assets in the job, and specify the following translation-job settings:

Field	Description
Job ID	The Connector's unique identifier for this job. Read-only.
Job Name	The name of this translation job. You can modify this name.
Job Description	The brief description of this translation job. You can modify this description.
Status	The status of this job, which is `Created`. For a list and description of translation-job statuses, see page 42.
Created	The username of the user who created the job, and the date and time when the job was created, in the following format: `YYYY-MM-DD hh:mm:ss`. Read-only.
Last Updated	The date and time when the job was created, in the following format: `YYYY-MM-DD hh:mm:ss`. Read-only.
PO Number	The purchase-order ("PO") number for this job. Select the PO number from the dropdown list. Depending on your site configuration, this field may be required, optional, or not displayed at all. For more information, refer to the *Clay Tablet Connector for Oracle WebCenter Sites Installation and Configuration Guide*.
Due Date	The date when the translated asset is due, in the following format: `YYYY-MM-DD`.
Translation Provider	Select the translation provider from the dropdown list. If `Freeway` is selected, the following additional fields are displayed, where you can specify the analysis codes for the translation: ■ **Region:** The region relevant to the content. Your Lionbridge setup determines which regions are displayed in the list. ■ **Department:** The department relevant to the content. Your Lionbridge setup determines which departments are displayed in the list. ■ **Priority:** The priority of this job. Your Lionbridge setup determines which priorities are displayed in the list.
Assets in this Job	**Note:** For an existing job, both the new and the previous assets in the job are displayed. The following information is displayed about the number of assets in this job: ■ **Total:** The total number of assets in this job, including any assets that were previously added to an existing job. ■ **Pending:** The number of recently collected assets that can be added to this job. ■ The number of assets displayed on this page of the asset list. ■ The number of assets in the list with selected check boxes.

Field	Description
Asset List	The following information about the assets available to send out for translation: ■ **Asset Type:** The type of asset. ■ **ID:** OWCS's unique identifier for the asset. ■ **Asset Name:** The name of the asset, which was specified when the asset was created. ■ **Source Locale:** The locale of the source language to send out for translation. **Tip:** If you are viewing this page from the Contributor interface, you can click the link to view the asset. ■ **Target Locale:** The locale of the target language into which to translate the asset. ■ **Last Updated:** The date and time when the asset was last updated, in the following format: `YYYY-MM-DD hh:mm:ss`. Select the assets to send out for translation. **Important:** The Connector will send out all the assets in the list for translation. To avoid sending one or more assets for translation, select the corresponding check boxes, and click **Remove Selected** to remove them from the list. A message box opens, confirming that you want to remove the selected assets from the job. Click **OK** to proceed. If there are more than 10 assets in the list, you can click the page number or change the number of assets displayed in a page to view the other assets. Use the following buttons to select and manage items in the list: ■ **Select All:** Selects all check boxes for the displayed assets. ■ **Unselect All:** Clears all selected check boxes for the displayed assets. ■ **Remove Selected:** Removes the assets with selected check boxes from the list.
Filter	To display fewer assets in the list, in the **Filter** section in the bottom right corner, change any filter settings and click **Apply**. This section is displayed only if there are 10 or more assets in the list. For detailed instructions, see "Filtering Assets in a List" on page 25.

Note: To delete one or more assets from the job, select the corresponding check boxes and click **Delete Selected**. A message box opens, confirming that you want to remove the selected assets from the job. Click **OK** to proceed.

6. Do one of the following:

   - To save the job so that you can send it later, click **Save Job**. The Job Details page updates. The **Status** of the Job is `Created`.
   - To send the job out for translation immediately, click **Send Now**. A message box opens, confirming that you want to send out this job to the translation provider you specified earlier. Click **OK** to proceed. The **Status** is `Sending`. Click **View Details**. The page updates. The **Status** is `Sent to CT Platform`. In the asset list, the assets have `SENDING_TO_PLATFORM` status. Click the Refresh icon to refresh the page.

Note: To copy assets from this job to a new or an existing job, in the **Copy to** dropdown list, either select the name of a job that has not yet been sent out for translation, or select `Create New Job`, and then click **Copy to**. For detailed instructions, see "Copying Assets Between Jobs" on page 38.

Note: To delete the job before saving or sending it, click **Delete Job**.

3.3 Filtering Assets in a List

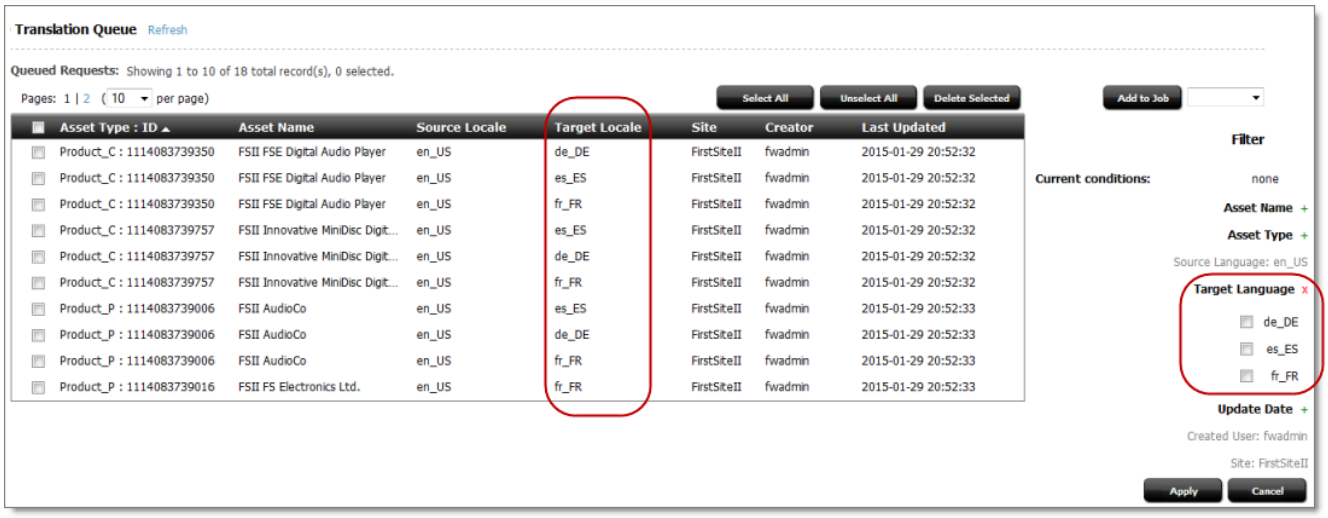
The following pages display lists of assets

- The Job Details page displays the list of assets in a job.
- The Translation Queue display the list of assets in the queue.

If there are more than 10 assets in the asset list:

- The assets are displayed on multiple pages.
- You can filter the assets displayed in the list, as described in this section.

When you filter a list, you specify one or more filter conditions. A filter condition is active and modifiable only if it has multiple possible values. For example, suppose that the **Translation Queue** contains assets that will be translated into multiple target locales. You can see this in the **Target Locale** list, in the screen capture below.



Now suppose that you want to create a job with assets only for a particular locale (`fr_FR`), so that you can send these assets for translation to a particular translation provider.

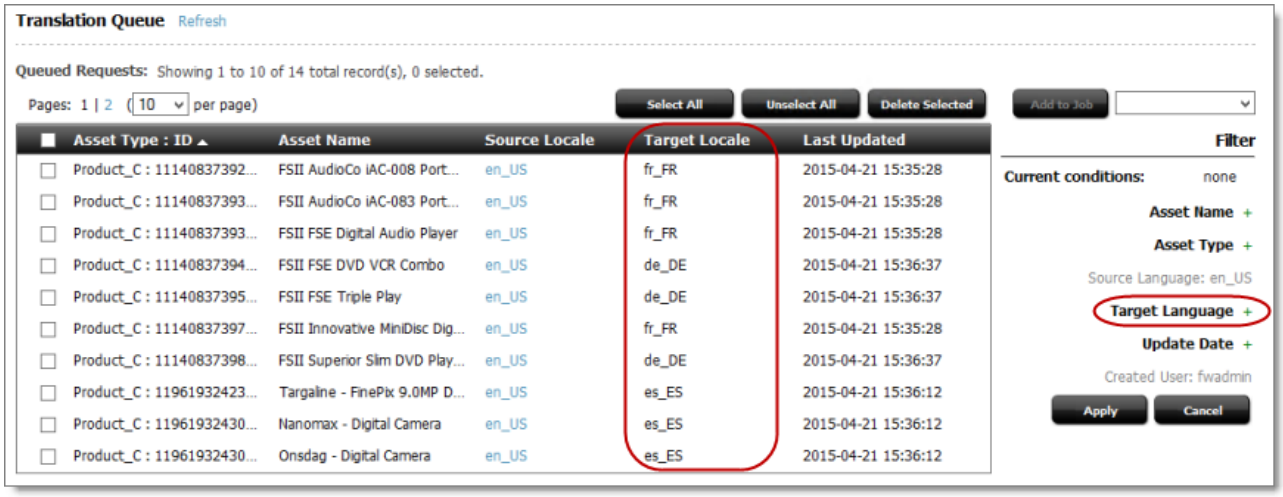
You can filter the list of assets in the Translation Queue to display only those with the `fr_FR` locale.

To filter assets in the list:

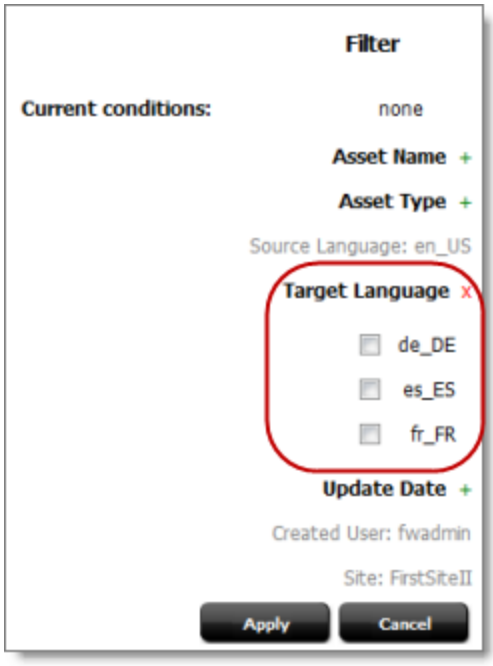
1. In the **Filter** section, to the right of the asset list, click the expand icon ⊞ beside the condition to filter. For example, click the expand icon ⊞ beside **Target Locale**.

   Conditions in black are available for filtering. This means that assets have different values for this particular condition. For example, the target locale for all the assets are `de_DE`, `es_ES`, and `fr_FR`.

- Conditions in gray are not available for filtering, because all the assets have the same value for this condition. For example, the source locale for all the assets is `en_US`.



The **Target locale** section expands.



2. Specify the value to filter. The interface depends on the type of condition. For example, for the **Target locale**, select the check boxes for the target locales to filter. Then the page will display only assets that will be translated to the specified target locale.

   You can filter the following conditions:

Condition	Filter Parameters
Asset Name	Select one of the following parameters: `contains`/`matches`/`like`, and then enter the asset name or fragment in the text box.
Asset Type	Displays all the asset types of the assets in the asset list. Select the corresponding check boxes.
Source Locale	Displays all the source locales of the assets in the asset list. Select the corresponding check boxes.
Target Locale	Displays all the target locales of the assets in the asset list. Select the corresponding check boxes.
Update Date	Select one of the following parameters: `on`/`before`/`after`/`between`, and then enter the date or dates when the asset was last updated, in the following format: `YYYY-MM-DD`.
Created User	Displays all the users who created the assets in the asset list. Select the corresponding check boxes.
Site	Displays all the sites with the assets in the asset list. Select the corresponding check boxes. **Note:** This filter is displayed only in the Clay Tablet Dashboard interface.

Note: To cancel a condition, click the red close icon . This removes the corresponding condition from the filter.

3. Click **Apply**.

The asset list now displays only the assets that match the specified filter conditions.

4 Adding Assets to Translation Jobs

After you collect assets, you add them to new or existing translation jobs.

- You can add assets to translation jobs immediately after you collect them.
  - For detailed instructions on collecting a single asset and immediately adding it to a job, see "Collecting One Asset for Translation" on page 14.
  - For detailed instructions on collecting multiple assets and immediately adding them to jobs, see "Collecting Multiple Assets for Translation" on page 20.
- You can add collected assets to the Translation Queue. Later, you add the collected assets from the Translation Queue to new or existing translation jobs. For details, see "Adding Assets in the Translation Queue to Jobs" on page 28.

Note: Even after you add assets to a translation job, you can still modify that job and add or remove assets, and change job settings. For details, see "Modifying a Job before Sending It Out for Translation" on page 34.

4.1 Adding Assets in the Translation Queue to Jobs

The Translation Queue contains assets that you collected and did not immediately add to jobs. From the Translation Queue, you can add one, multiple, or all of these previously collected assets to a new or an existing job. You can then also send out this job for translation. Submitting assets to the Translation Queue before sending it out for translation has the following advantages:

- You may have assets that you want to send out for translation, but you may not have decided yet how you want to organize these assets into jobs.
- You may not want to send out each asset individually as soon as you collect it. The Translation Queue facilitates your management of assets, so that you do not forget about sending individual assets for translation.
- Your translation provider may prefer receiving fewer but larger batches of assets to translate, rather than individual assets, as it facilitates project preparation, resource assignment, and file analysis.
- If you want to translate many assets 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.
- You may want to route jobs to certain translation providers.
- You may want to add job-specific metadata, such as a purchase order number.

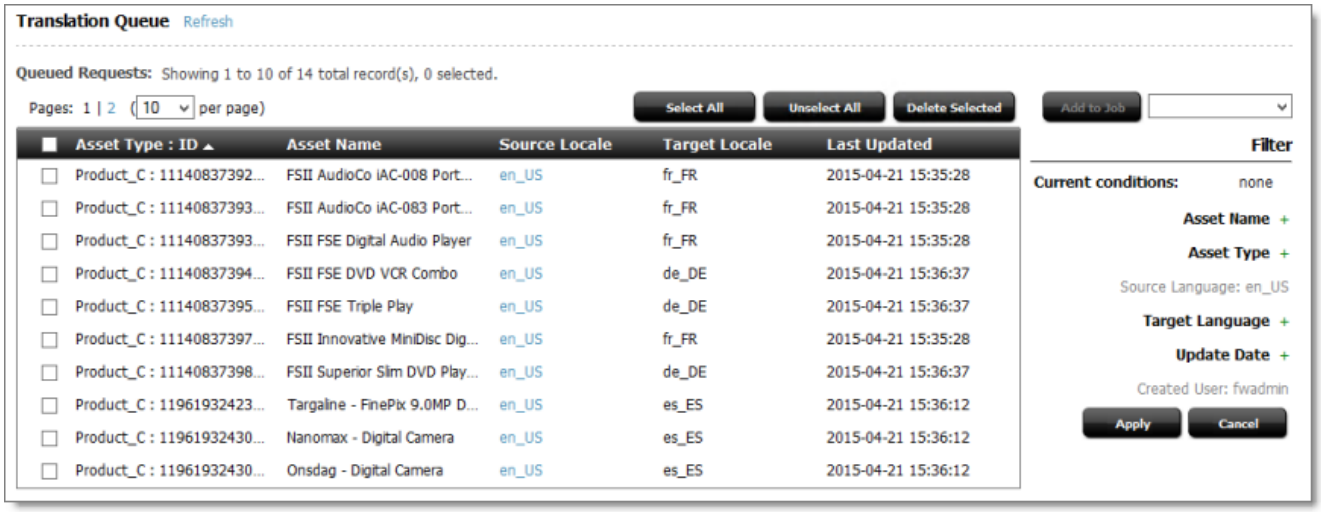
You submit assets for translation from the Translation Queue in the following scenarios:

- You collect a single asset for translation, and you send it to the Translation Queue. For details, see "Collecting One Asset for Translation" on page 14.

- You collect multiple child assets of a branch of the **Content Tree**, or a branch of the **Site Tree**, for translation, and you send them to the Translation Queue. For details, see "Collecting Multiple Assets for Translation" on page 20.

To open the Translation Queue:

- In the Contributor interface, select **Translation > Translation Queue**.
- In the Clay Tablet Dashboard interface, under **Management**, click **View All Queues**.
- In the Contributor interface, select `Queue for Later` in the **Add to Job/Queue** dropdown list while collecting assets for translation, either:
  - in the **Translate** page, described in "Collecting One Asset for Translation" on page 14
  - in the **Translate Multiple Assets of Type** page, described in "Collecting Multiple Assets for Translation" on page 20



The Translation Queue ("queue") displays all assets that were previously collected for translation, were sent to the Translation Queue, and have not yet been added to translation jobs.

Tip: To update your view of the assets in the Translation Queue, click **Refresh** in the top-left corner of the page.

If there are more than 10 assets in the queue, the assets are displayed in multiple pages in the queue.

- To navigate among pages in the list, click the corresponding page number.
- To display more assets in a page, select the number to display (`20`, `50`, `100`) from the dropdown list.
- To display fewer assets in the list, in the **Filter** section in the bottom right corner, change any filter settings and click **Apply**. This section is displayed only if there are 10 or more assets in the list. For detailed instructions, see "Filtering Assets in a List" on page 25.

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

Column	Description
Asset Type	The type of asset.
ID	OWCS's unique identifier for the asset.
Asset Name	The name of the asset, which was specified when the asset was created.
Source Locale	The locale of the source language to send out for translation. **Tip:** If you are viewing this page from the Contributor interface, you can click the link to view the asset.
Target Locale	The locale of the target language into which to translate the asset.
Last Updated	The date and time when the asset was last updated, in the following format: `YYYY-MM-DD hh:mm:ss`.

Once the assets to you want to group together are displayed in the list, you add them to a job.

To add one or more assets in the queue to a job:

1. Select the check boxes for the assets to add to a job.

   Tip: To facilitate this, use the **Select All** and **Unselect All** buttons, or click the check box in the column heading.

   Note: To delete one or more assets from the queue, select the corresponding check boxes and click **Delete Selected**. A message box opens, confirming that you want to remove the selected assets from the queue. Click **OK** to proceed. The deleted assets are no longer available to add to jobs directly from the queue.

2. In the job dropdown list, do one of the following:

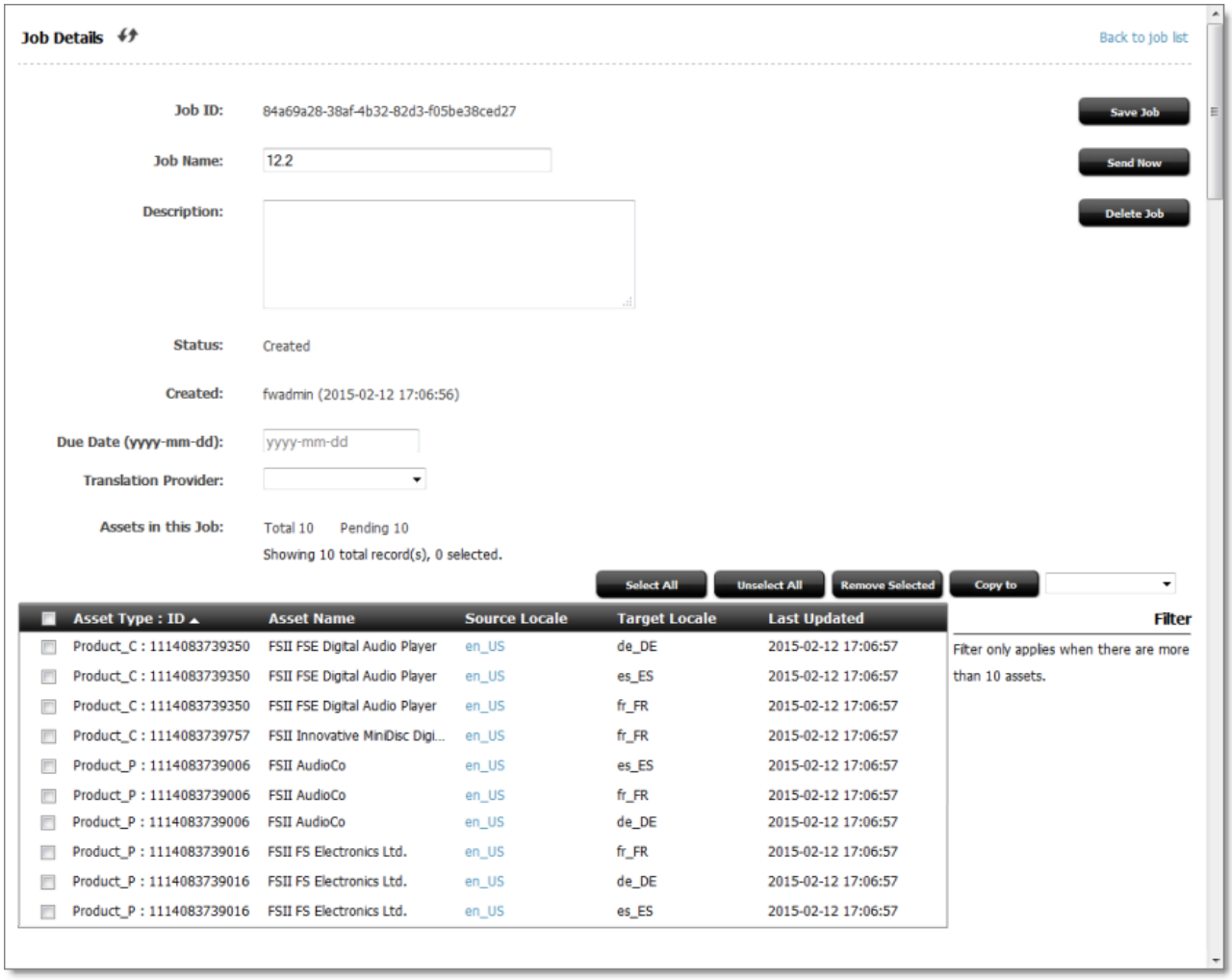
   - Select the job name of a job that has not yet been sent out for translation. These are jobs that have `Created` status.
   - Select `New Job`, to create a new job for the selected assets.

3. Click **Add to Job**.

   - If you selected `New Job` in the job dropdown list, a pop-up window opens, prompting you to enter a name for the new job. Enter the name and click **OK**.

   A green message is displayed for a few seconds at the top of the page, stating the number of assets that were added to the job.

The **Job Details** page opens, displaying information about the new or updated job. You use this page to specify job settings, and you can also modify the assets in this job.



Any assets that are displayed in the list are part of the job and may be sent for translation.

4. Verify the assets in the job, and specify the following translation-job settings:

Field	Description
Job ID	The Connector's unique identifier for this job. Read-only.
Job Name	The name of this translation job. You can modify this name.
Job Description	The brief description of this translation job. You can modify this description.
Status	The status of this job, which is `Created`. For a list and description of translation-job statuses, see page 42.

Field	Description
Created	The username of the user who created the job, and the date and time when the job was created, in the following format: `YYYY-MM-DD hh:mm:ss`. Read-only.
Last Updated	The date and time when the job was created, in the following format: `YYYY-MM-DD hh:mm:ss`. Read-only.
PO Number	The purchase-order ("PO") number for this job. Select the PO number from the dropdown list. Depending on your site configuration, this field may be required, optional, or not displayed at all. For more information, refer to the *Clay Tablet Connector for Oracle WebCenter Sites Installation and Configuration Guide*.
Due Date	The date when the translated asset is due, in the following format: `YYYY-MM-DD`.
Translation Provider	Select the translation provider from the dropdown list. If `Freeway` is selected, the following additional fields are displayed, where you can specify the analysis codes for the translation: ■ **Region:** The region relevant to the content. Your Lionbridge setup determines which regions are displayed in the list. ■ **Department:** The department relevant to the content. Your Lionbridge setup determines which departments are displayed in the list. ■ **Priority:** The priority of this job. Your Lionbridge setup determines which priorities are displayed in the list.
Assets in this Job	**Note:** For an existing job, both the new and the previous assets in the job are displayed. The following information is displayed about the number of assets in this job: ■ **Total:** The total number of assets in this job, including any assets that were previously added to an existing job. ■ **Pending:** The number of recently collected assets that can be added to this job. ■ The number of assets displayed on this page of the asset list. ■ The number of assets in the list with selected check boxes.

Field	Description
Asset List	The following information about the assets available to send out for translation: ■ **Asset Type:** The type of asset. ■ **ID:** OWCS's unique identifier for the asset. ■ **Asset Name:** The name of the asset, which was specified when the asset was created. ■ **Source Locale:** The locale of the source language to send out for translation. **Tip:** If you are viewing this page from the Contributor interface, you can click the link to view the asset. ■ **Target Locale:** The locale of the target language into which to translate the asset. ■ **Last Updated:** The date and time when the asset was last updated, in the following format: `YYYY-MM-DD hh:mm:ss`. Select the assets to send out for translation. **Important:** The Connector will send out all the assets in the list for translation. To avoid sending one or more assets for translation, select the corresponding check boxes, and click **Remove Selected** to remove them from the list. A message box opens, confirming that you want to remove the selected assets from the job. Click **OK** to proceed. If there are more than 10 assets in the list, you can click the page number or change the number of assets displayed in a page to view the other assets. Use the following buttons to select and manage items in the list: ■ **Select All:** Selects all check boxes for the displayed assets. ■ **Unselect All:** Clears all selected check boxes for the displayed assets. ■ **Remove Selected:** Removes the assets with selected check boxes from the list.
Filter	To display fewer assets in the list, in the **Filter** section in the bottom right corner, change any filter settings and click **Apply**. This section is displayed only if there are 10 or more assets in the list. For detailed instructions, see "Filtering Assets in a List" on page 25.

5. Do one of the following:

   - To save the job so that you can send it later, click **Save Job**. The Job Details page updates. The **Status** of the Job is `Created`.
   - To send the job out for translation immediately, click **Send Now**. A message box opens, confirming that you want to send out this job to the translation provider you specified earlier. Click **OK** to proceed. The **Status** is `Sending`. Click **View Details**. The page updates. The **Status** is `Sent to CT Platform`. In the asset list, the assets have `SENDING_TO_PLATFORM` status. Click the Refresh icon to refresh the page.

Note: To copy assets from this job to a new or an existing job, in the **Copy to** dropdown list, either select the name of a job that has not yet been sent out for translation, or select `Create New Job`, and then click **Copy to**. For detailed instructions, see "Copying Assets Between Jobs" on page 38.

Note: To delete the job before saving or sending it, click **Delete Job**.

4.2 Modifying a Job before Sending It Out for Translation

If you have saved a job, then before you send it out for translation, you can make the following changes to it:

- You can add assets to the job.
- You can remove assets from the job.
- You can modify the settings of the job.

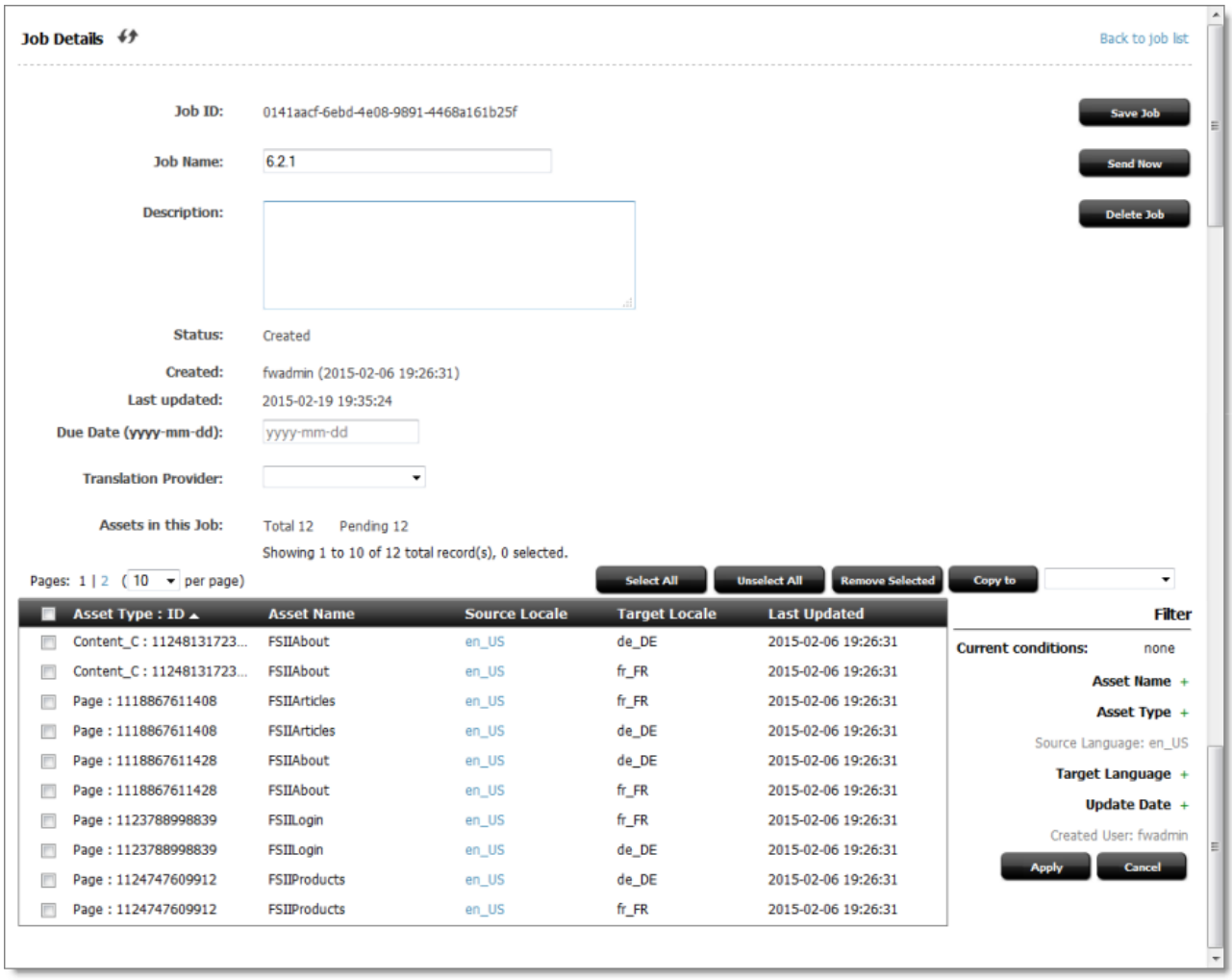
To modify a saved job:

1. Do one of the following:
   - In the Contributor interface, select **Translation > Job Status** from the menu.
   - In the Clay Tablet Dashboard interface, under **Management**, click **View All Jobs**.

   The **Translation Jobs** page opens. For a detailed description of this page, see "Monitoring All Translation Jobs" on page 43.
2. In the **Active Jobs** section, click the link in the **Name** column for the job to modify.

   Note: The job must have `Created` status, which indicates that it has not yet been sent out for translation.

   The **Job Details** page opens.



Any assets that are displayed in the list are part of the job and may be sent for translation.

3. Verify the assets in the job, and specify or update the following translation-job settings:

Field	Description
Job ID	The Connector's unique identifier for this job. Read-only.
Job Name	The name of this translation job. You can modify this name.
Job Description	The brief description of this translation job. You can modify this description.
Status	The status of this job, which is `Created`. For a list and description of translation-job statuses, see page 42.
Created	The username of the user who created the job, and the date and time when the job was created, in the following format: `YYYY-MM-DD hh:mm:ss`. Read-only.

Field	Description
Last Updated	The date and time when the job was created, in the following format: `YYYY-MM-DD hh:mm:ss`. Read-only.
PO Number	The purchase-order ("PO") number for this job. Select the PO number from the dropdown list. Depending on your site configuration, this field may be required, optional, or not displayed at all. For more information, refer to the *Clay Tablet Connector for Oracle WebCenter Sites Installation and Configuration Guide*.
Due Date	The date when the translated asset is due, in the following format: `YYYY-MM-DD`.
Translation Provider	Select the translation provider from the dropdown list. If `Freeway` is selected, the following additional fields are displayed, where you can specify the analysis codes for the translation: ■ **Region:** The region relevant to the content. Your Lionbridge setup determines which regions are displayed in the list. ■ **Department:** The department relevant to the content. Your Lionbridge setup determines which departments are displayed in the list. ■ **Priority:** The priority of this job. Your Lionbridge setup determines which priorities are displayed in the list.
Assets in this Job	**Note:** For an existing job, both the new and the previous assets in the job are displayed. The following information is displayed about the number of assets in this job: ■ **Total:** The total number of assets in this job, including any assets that were previously added to an existing job. ■ **Pending:** The number of recently collected assets that can be added to this job. ■ The number of assets displayed on this page of the asset list. ■ The number of assets in the list with selected check boxes.

Field	Description
Asset List	The following information about the assets available to send out for translation: ■ **Asset Type:** The type of asset. ■ **ID:** OWCS's unique identifier for the asset. ■ **Asset Name:** The name of the asset, which was specified when the asset was created. ■ **Source Locale:** The locale of the source language to send out for translation. **Tip:** If you are viewing this page from the Contributor interface, you can click the link to view the asset. ■ **Target Locale:** The locale of the target language into which to translate the asset. ■ **Last Updated:** The date and time when the asset was last updated, in the following format: `YYYY-MM-DD hh:mm:ss`. Select the assets to send out for translation. **Important:** The Connector will send out all the assets in the list for translation. To avoid sending one or more assets for translation, select the corresponding check boxes, and click **Remove Selected** to remove them from the list. A message box opens, confirming that you want to remove the selected assets from the job. Click **OK** to proceed. If there are more than 10 assets in the list, you can click the page number or change the number of assets displayed in a page to view the other assets. Use the following buttons to select and manage items in the list: ■ **Select All:** Selects all check boxes for the displayed assets. ■ **Unselect All:** Clears all selected check boxes for the displayed assets. ■ **Remove Selected:** Removes the assets with selected check boxes from the list.
Filter	To display fewer assets in the list, in the **Filter** section in the bottom right corner, change any filter settings and click **Apply**. This section is displayed only if there are 10 or more assets in the list. For detailed instructions, see "Filtering Assets in a List" on page 25.

4. Do one of the following:

   - To save the job so that you can send it later, click **Save Job**. The Job Details page updates. The **Status** of the Job is `Created`.
   - To send the job out for translation immediately, click **Send Now**. A message box opens, confirming that you want to send out this job to the translation provider you specified earlier. Click **OK** to proceed. The **Status** is `Sending`. Click **View Details**. The page updates. The **Status** is `Sent to CT Platform`. In the asset list, the assets have `SENDING_TO_PLATFORM` status. Click the Refresh icon to refresh the page.

Note: To copy assets from this job to a new or an existing job, in the **Copy to** dropdown list, either select the name of a job that has not yet been sent out for translation, or select `Create New Job`, and then click **Copy to**. For detailed instructions, see "Copying Assets Between Jobs" on page 38.

Note: To delete the job, click **Delete Job**.

4.3 Copying Assets Between Jobs

You can copy assets from one job to another. This is useful if you send out one job for translation, and most of the assets in the job are translated, but others are not, or they need updates. This feature facilitates copying assets into a new job, without locating them first in the **Site Tree** or the **Content Tree**. You copy assets from one job to another in the **Job Details** page.

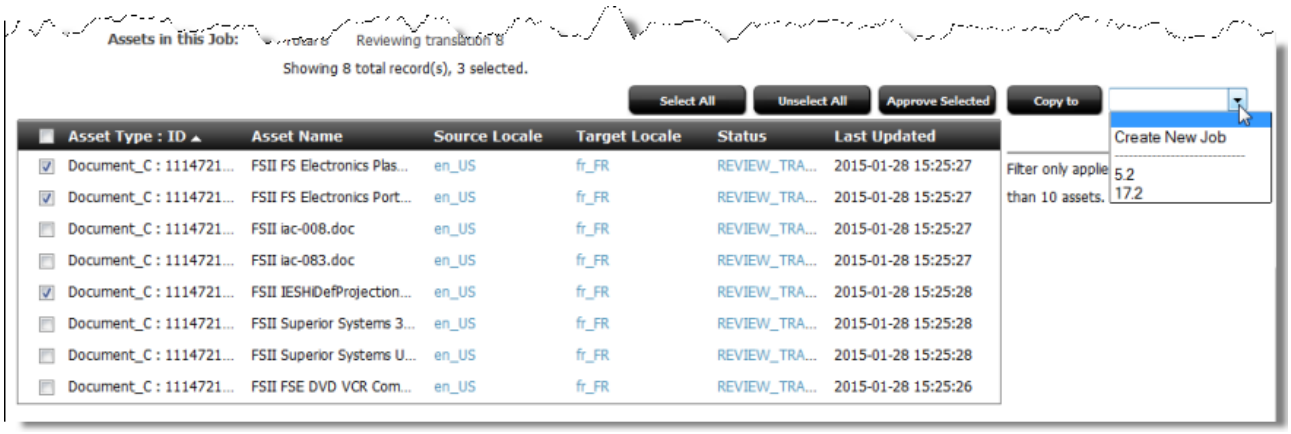
To copy assets from one job to another:

1. If the **Job Details** page is not already open:
   a. Select **Translation > Job Status** from the menu to open the **Translation Jobs** page.
   b. In the **Name** column, click the link for the job from which to copy assets.

   For more information about the **Translation Jobs** page, see "Monitoring All Translation Jobs" on page 43.

   The **Job Details** page opens.

2. Scroll down to the asset list, at the bottom of the page.



3. Select the check boxes for the assets to add to another job.
4. In the dropdown list beside the **Copy to** button, do one of the following:
   - Select the name of a job that has not yet been sent out for translation. These are jobs that have **Created** status.
   - Select **Create New Job**, to create a new job for the selected assets.
5. Click **Copy to**. A message box opens, confirming that you want to copy the selected assets to the new or specified translation job. Click **OK** to proceed.
6. If you are creating a new job, a pop-up window opens, prompting you to enter a name for the new job. Enter the name and click **OK**.

   A message box opens, asking if you want to view the job to which you added the assets.

7. Do one of the following:

   - Click **OK** to view this job.
   - Click **Cancel** to view the previous job.

   The **Job Details** page opens. You can send or save this job.

   For more information about the **Job Details** page, see "Modifying a Job before Sending It Out for Translation" on page 34.

5 Sending Out Jobs for Translation

Whenever you send out a job for translation, you send it out from the **Job Details** page.

The **Job Details** page opens automatically in the following scenarios:

- You collect a single asset to send out for translation, and you add it to a new or an existing job. For details, see "Collecting One Asset for Translation" on page 14.
- You collect multiple assets to send out for translation, and you add them to a new or an existing job. For details, see "Collecting Multiple Assets for Translation" on page 20.
- In the **Translation Queue**, you add one or more queued assets to a new or an existing job. For details, see "Adding Assets in the Translation Queue to Jobs" on page 28.

In these scenarios, you can either immediately send out the job for translation, or you can save it, so that you can send it out later.

To send out a previously saved job for translation:

1. Do one of the following:
   - In the Contributor interface, select **Translation > Job Status** from the menu.
   - In the Clay Tablet Dashboard interface, under **Management**, click **View All Jobs**.

   The **Translation Jobs** page opens. For a detailed description of this page, see "Monitoring All Translation Jobs" on page 43.
2. In the **Active Jobs** section, click the link in the **Name** column for the job to modify.

   Note: The job must have `Created` status, which indicates that it has not yet been sent out for translation.

   The **Job Details** page opens.
3. Optional. Add or remove assets in the job, and specify or update the translation-job settings. For a detailed description of this page and these settings, see "Modifying a Job before Sending It Out for Translation" on page 34.
4. Click **Send Now**.

   A message box opens, confirming that you want to send out this job to the specified translation provider. Click **OK** to proceed.

   The **Job Details** page refreshes.
5. To view the translation progress of this job, click **View Details**.

   The page updates.

6. The **Status** is `Sent to CT Platform`. In the asset list, the assets have `SENDING_TO_PLATFORM` status. Click the Refresh icon to refresh the page.

6 Monitoring the Translation Status of Assets and Jobs

After you send out a job for translation, you can monitor its progress:

- You monitor the translation status of multiple jobs in the **Translation Jobs** page. For details, see "Monitoring All Translation Jobs" on page 43.
- You monitor the translation status of a single job and the assets within that job in the **Job Details** page.

Note: If you configure the translation job to put the target asset into a workflow state, then you can configure the workflow steps to send out email alerts when the asset returns from translation. For more information, refer to the appropriate version of the OWCS documentation at http://www.oracle.com/technetwork/middleware/webcenter/sites/documentation/index.html.

- For information on using a workflow, see "Using Workflow to Manage the Translation Process" on page 58.
- For information on configuring a workflow, refer to the *Clay Tablet Connector for Oracle WebCenter Sites Installation and Configuration Guide*.

6.1 Translation Statuses

Translation jobs and assets can have the following statuses:

Job Status	Job Status Description	Corresponding Asset Status	Asset Status Description
Created	The Connector created the job.	PENDING	The Connector added the assets to a job.
Sending	The Connector is sending the job to the Clay Tablet Platform for forwarding to the translation provider.		
Sent to CT Platform	The Connector sent the job to the Clay Tablet Platform for forwarding to the translation provider.	SENT_TO_ PLATFORM	The Connector sent the assets to the Clay Tablet Platform for forwarding to the translation provider.
		SENT_TO_ TRANSLATOR	The Clay Tablet Platform sent the assets to the translation provider.
In translation	The translation provider has received the job for translation and has not yet returned the translated assets.	IN_ TRANSLATION	The translation provider has received the assets for translation and has not yet returned the translated assets.
Reviewing Translation	The Connector received the translated assets in the job back from the translation provider. The translated assets are ready for review in the Connector.	REVIEW_ TRANSLATION	The Connector received the translated assets back from the translation provider. The translated assets are ready for review in the Connector.

Job Status	Job Status Description	Corresponding Asset Status	Asset Status Description
Completed (translation approved)	A Connector user reviewed and approved the translated assets in the Connector. The Connector moved the translated assets to OWCS. **Note:** The job has this status only when all its assets have `COMPLETED` status.	COMPLETED	A Connector user reviewed and approved the translated assets in the Connector. The Connector moved the translated assets to OWCS.

6.2 Monitoring All Translation Jobs

You can monitor the status of all translation jobs on a single page, from either the Contributor interface or the Clay Tablet Dashboard interface.

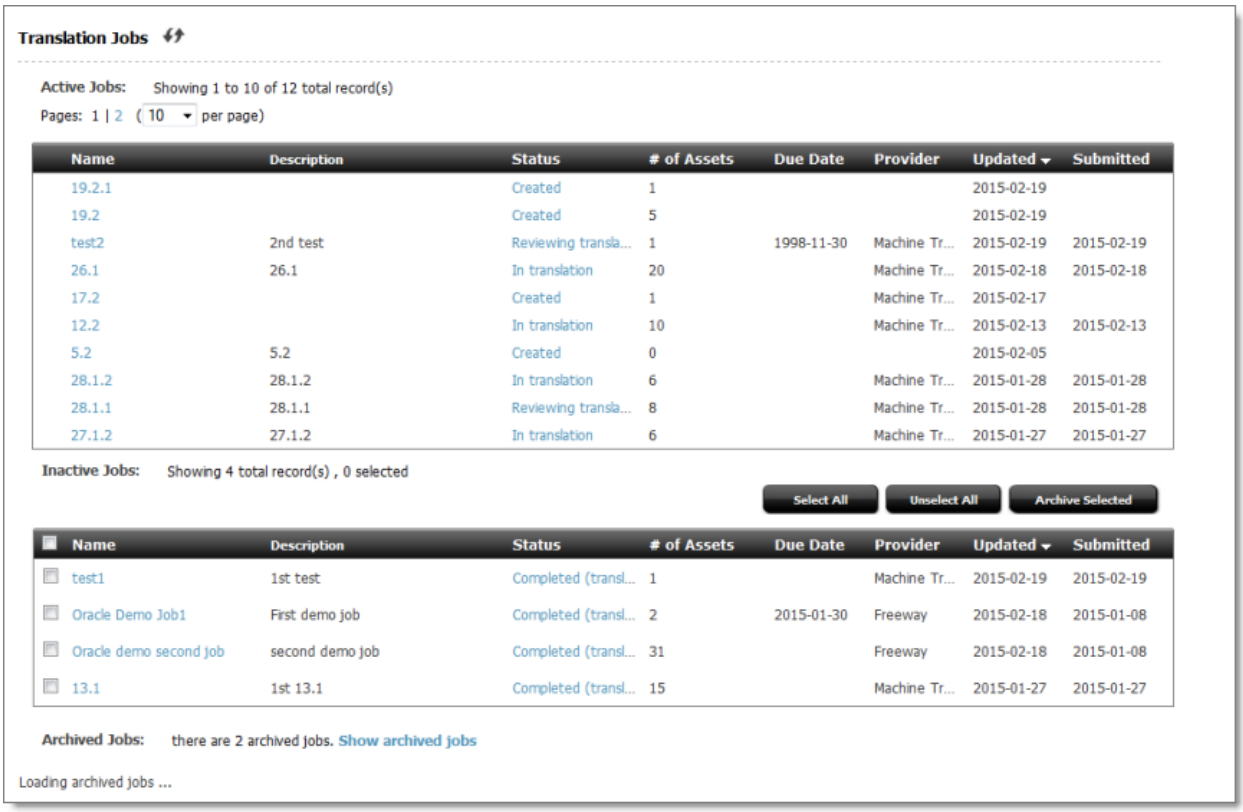
To view the status of all translation jobs:

1. To open the **Translation Jobs** page, do one of the following:

   - In the Contributor interface, select **Translation > Job Status** from the menu.
   - In the Clay Tablet Dashboard interface, under **Management**, click **View All Jobs**.

   The **Translation Jobs** page opens. The page is displayed slightly differently, depending on how you open it:

   - This page in the Contributor interface:



Translation Jobs

Active Jobs: Showing 1 to 10 of 12 total record(s)

Pages: 1 | 2 (10 per page)

Name	Description	Status	# of Assets	Due Date	Provider	Updated	Submitted
19.2.1		Created	1			2015-02-19	
19.2		Created	5			2015-02-19	
test2	2nd test	Reviewing transla...	1	1998-11-30	Machine Tr...	2015-02-19	2015-02-19
26.1	26.1	In translation	20		Machine Tr...	2015-02-18	2015-02-18
17.2		Created	1		Machine Tr...	2015-02-17	
12.2		In translation	10		Machine Tr...	2015-02-13	2015-02-13
5.2	5.2	Created	0			2015-02-05	
28.1.2	28.1.2	In translation	6		Machine Tr...	2015-01-28	2015-01-28
28.1.1	28.1.1	Reviewing transla...	8		Machine Tr...	2015-01-28	2015-01-28
27.1.2	27.1.2	In translation	6		Machine Tr...	2015-01-27	2015-01-27

Inactive Jobs: Showing 4 total record(s) , 0 selected

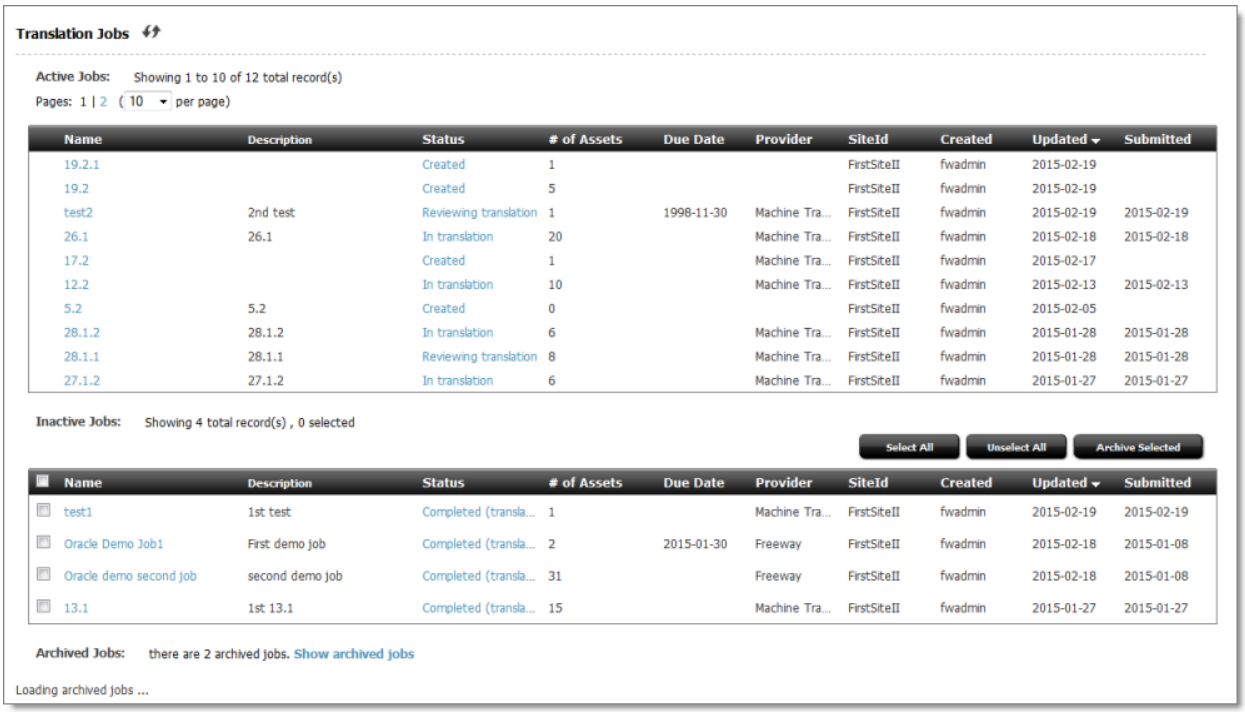
Select All | Unselect All | Archive Selected

Name	Description	Status	# of Assets	Due Date	Provider	Updated	Submitted
test1	1st test	Completed (transl...	1		Machine Tr...	2015-02-19	2015-02-19
Oracle Demo Job1	First demo job	Completed (transl...	2	2015-01-30	Freeway	2015-02-18	2015-01-08
Oracle demo second job	second demo job	Completed (transl...	31		Freeway	2015-02-18	2015-01-08
13.1	1st 13.1	Completed (transl...	15		Machine Tr...	2015-01-27	2015-01-27

Archived Jobs: there are 2 archived jobs. Show archived jobs

Loading archived jobs ...

- This page in the Clay Tablet Dashboard interface:



Translation Jobs

Active Jobs: Showing 1 to 10 of 12 total record(s)

Pages: 1 | 2 (10 per page)

Name	Description	Status	# of Assets	Due Date	Provider	SiteId	Created	Updated	Submitted
19.2.1		Created	1			FirstSiteII	fwadmin	2015-02-19	
19.2		Created	5			FirstSiteII	fwadmin	2015-02-19	
test2	2nd test	Reviewing translation	1	1998-11-30	Machine Tra...	FirstSiteII	fwadmin	2015-02-19	2015-02-19
26.1	26.1	In translation	20		Machine Tra...	FirstSiteII	fwadmin	2015-02-18	2015-02-18
17.2		Created	1		Machine Tra...	FirstSiteII	fwadmin	2015-02-17	
12.2		In translation	10		Machine Tra...	FirstSiteII	fwadmin	2015-02-13	2015-02-13
5.2	5.2	Created	0			FirstSiteII	fwadmin	2015-02-05	
28.1.2	28.1.2	In translation	6		Machine Tra...	FirstSiteII	fwadmin	2015-01-28	2015-01-28
28.1.1	28.1.1	Reviewing translation	8		Machine Tra...	FirstSiteII	fwadmin	2015-01-28	2015-01-28
27.1.2	27.1.2	In translation	6		Machine Tra...	FirstSiteII	fwadmin	2015-01-27	2015-01-27

Inactive Jobs: Showing 4 total record(s) , 0 selected

Select All | Unselect All | Archive Selected

Name	Description	Status	# of Assets	Due Date	Provider	SiteId	Created	Updated	Submitted
test1	1st test	Completed (transla...	1		Machine Tra...	FirstSiteII	fwadmin	2015-02-19	2015-02-19
Oracle Demo Job1	First demo job	Completed (transla...	2	2015-01-30	Freeway	FirstSiteII	fwadmin	2015-02-18	2015-01-08
Oracle demo second job	second demo job	Completed (transla...	31		Freeway	FirstSiteII	fwadmin	2015-02-18	2015-01-08
13.1	1st 13.1	Completed (transla...	15		Machine Tra...	FirstSiteII	fwadmin	2015-01-27	2015-01-27

Archived Jobs: there are 2 archived jobs. Show archived jobs

Loading archived jobs ...

In both versions of this page, the jobs are divided into two lists:

- The **Active Jobs** list has translation jobs that have not yet been completed. For example, if you have not yet approved the translation of assets in a job, then the job is incomplete.
- The **Inactive Jobs** list has translation jobs that have been completed, including the final step, which is approval of the translation. For example, if you have approved the translation of all the assets in a job, then the job is complete.

The translation jobs are displayed in reverse chronological order by the date that they were last updated.

- To reverse the sort order, click the **Updated** column heading.

The following information is displayed about each translation job in the lists:

Column	Description
Name	The name of the translation job.
Description	The description of the translation job.
Status	The status of the translation job. For a list and description of all statuses, see "Translation Statuses" on page 42.
# of Assets	The number of assets in the translation job.
Due Date	The due date of the translation job, if one was specified, in the following format: `YYYY-MM-DD`.
Provider	The translation provider for the translation job.
Site ID	The OWCS site where the assets in the translation job are located. Displayed only in the Clay Tablet Dashboard interface.
Created	The username of the user who created the translation job. Displayed only in the Clay Tablet Dashboard interface.
Updated	The date the translation job was last updated, in the following format: `YYYY-MM-DD`.
Submitted	The date the translation job was submitted to the translation provider for translation, in the following format: `YYYY-MM-DD`.

2. You can perform the following actions on this page:

- To view the status of the assets in a translation job, click the link in the **Status** column.

  The row expands, and it displays the number of assets with each status in the job.

- To view translation-job details, click the link in the **Name** column.

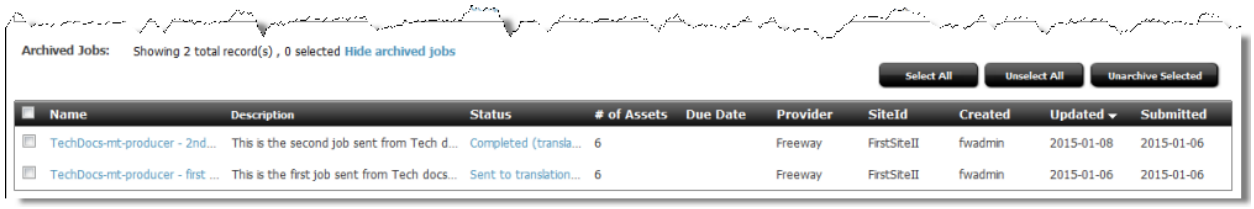
Note: To approve the translation of assets in a job, you must first view the job details. For more information, see "Approving Translated Assets" on page 52.

- To archive one or more inactive jobs, select the corresponding check boxes in the **Inactive Jobs** list, and then click **Archive Selected**. Available only in the Clay Tablet Dashboard interface.

  Note: You can archive active jobs individually in the **Job Details** page, although it is not recommended. If you archive an active job, it will no longer be displayed iin the **Active Jobs** list. Archiving a job also archives the assets in that job: If you archive content while it is being translated, then the Connector will not return the completed translation to you. For more information about archiving jobs, see page 54.

- To view any previously archived jobs, click the **Show archived jobs** link. Available only if there are previously archived jobs, and available only in the Clay Tablet Dashboard interface.

  The **Translation Jobs** page refreshes, and it displays the **Archived Jobs** section at the bottom of the page.



  The same information is displayed about all the archived jobs. In this section, you can also:

  - Hide all archived jobs by clicking the **Hide archived jobs** link.
  - Unarchive jobs, by selecting the corresponding check boxes and clicking **Unarchive Selected**.

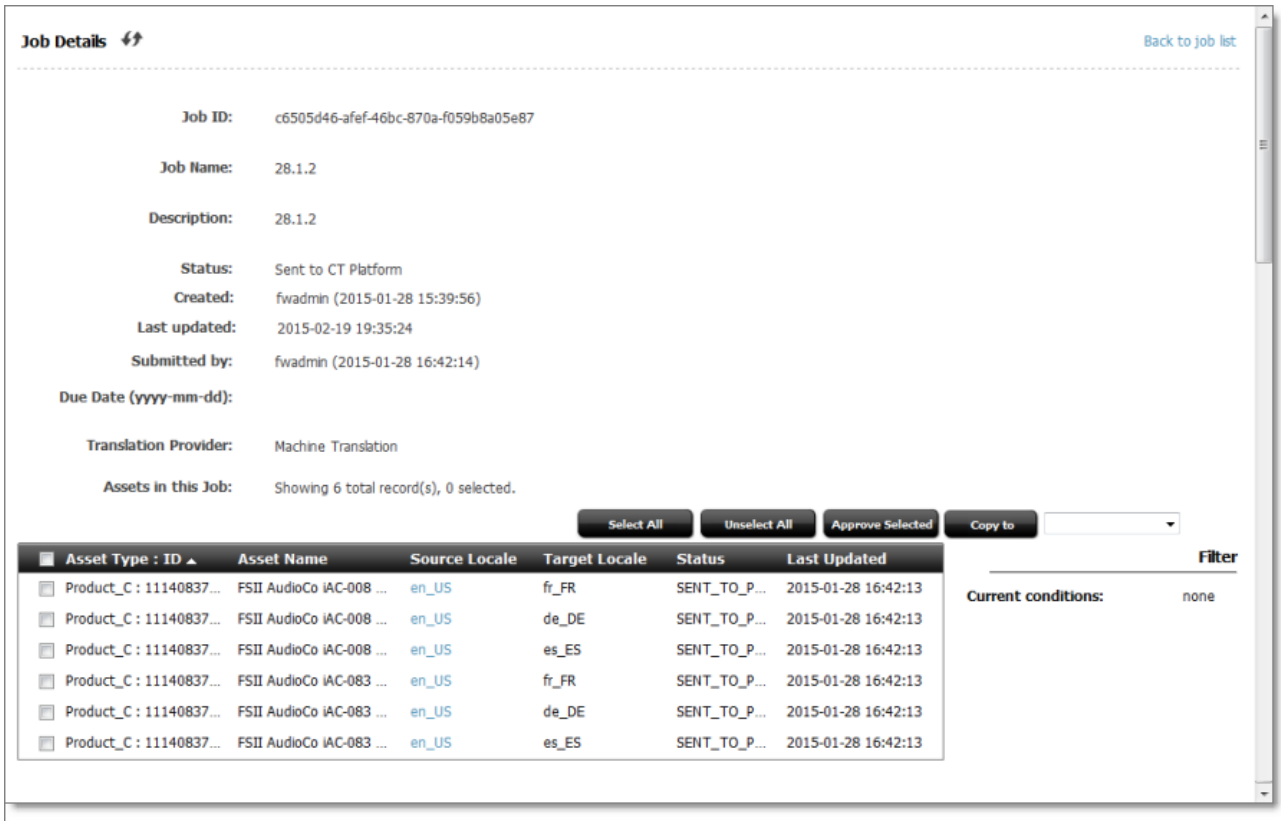
6.3 Monitoring Assets in a Single Job

When you send out a job, it is always from the **Job Details** page. After you send out a job, the job status, which is displayed in the **Status** field, changes from `Created` to `Sending`.

To monitor the translation progress of the jobs and the assets in the job:

1. After sending out a job for translation, in the **Job Details** page, click **View Details**.

   The **Job Details** page expands.



The **Status** is `Sent to CT Platform`. In the asset list, the assets have `SENDING_TO_PLATFORM` status.

2. Click the Refresh icon to refresh the page and watch the statuses change.

   - The **Status** field displays the job status.
   - In the asset list, the **Status** column displays the asset status.

   For a list and description of all job and asset statuses, see "Translation Statuses" on page 42.

3. Optional If the asset status is `Review Translation` or `Completed`, click the corresponding link in the **Status** column in the asset list.

   The **Translation request detail** window opens.

This window displays the following information about the translated asset, which is useful for troubleshooting:

Field	Description
Source Asset	The name of the source asset, which was specified when the asset was created, and OWCS's identifier for this asset.
Target Asset	The name of the target (translated) asset, which is the same as the name of the source asset, and OWCS's identifier for this asset.
Source Locale	The locale of the language of the source asset, which was sent out for translation.
Target Locale	The locale of the language of the target asset, which is the translated asset.
Status	The status of the asset. For a list and description of these statuses, see "Translation Statuses" on page 42.
Job ID	The Connector's unique identifier for this job.
Asset ID	The Connector's unique identifier for this asset.

Field	Description
Asset Task ID	The Connector's unique identifier for this *asset task*. Asset tasks are either assets (source content for translation) or target-specific translation tasks for translating a particular content item (asset). The task of translating a particular asset (content item) into a single language is a single asset task. Therefore suppose a content item will be translated into both French and German. The asset is the content item in the source language. There are three asset tasks: the original content item; the translation of the content item into French; and the translation of the content item into German.
Job Provider Ref.	The translation provider's reference for this job, if it is available.
Asset Provider Ref.	The translation provider's reference for this asset, if it is available.

For a detailed description of the other fields and columns in the Job Details page, see "Modifying a Job before Sending It Out for Translation" on page 34.

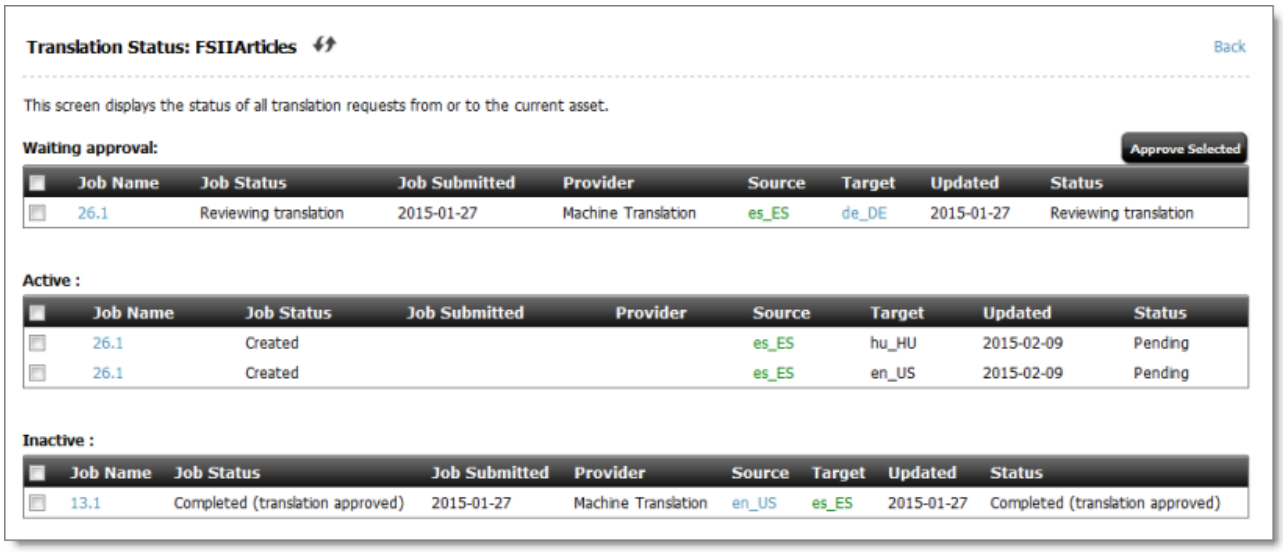
6.4 Checking an Asset's Translation Status

When an asset is open in OWCS, you can check its translation status. This means you can see the status of the asset in all the relevant locales.

To check an asset's translation status:

1. In the **Site Tree** or the **Content Tree**, double-click an asset to open it.
2. Select **Translation > Asset Translation Status** from the menu.

   The **Translation Status** page opens.



This page displays information about all translation requests relevant to this asset. It is organized into the following sections:

- **Waiting for approval:** Displays assets that were received back from translation, but which have not yet been approved. These assets have `Reviewing translation` status.
- **Active:** Displays assets that have not yet been sent out for translation. These assets have `Reviewing translation` status.
- **Inactive:** Displays assets that were received back from translation, and which were already approved. These assets have `Completed (translation approved)` status.

If there are no translation requests relevant to a section, then a message to that effect is displayed instead.

This page displays the following information about each asset:

Column	Description
Job Name	The name of this translation job.
Job Status	The status of this job. For a list and description of job statuses, see "Translation Statuses" on page 42.
Job Submitted	The date the job was submitted, in the following format: `YYYY-MM-DD`. Not relevant for active jobs, which have not yet been submitted for translation.
Provider	The name of the translation provider. May not be relevant for active jobs, which have not yet been submitted for translation.
Source	The locale of the source language. For an inactive job, you can click the link to view the source asset.
Target	The locale of the target language. For a job waiting for approval or for an inactive job, you can click the link to view the target asset.

Column	Description
Updated	The date the job was last updated, in the following format: `YYYY-MM-DD`.
Status	The status of assets in this job. For a list and description of asset statuses, see "Translation Statuses" on page 42.

3. Optional. To view more information about the job, including the list of assets in the job, click the link in the **Job Name** column. The Job Details page opens, as described in "Modifying a Job before Sending It Out for Translation" on page 34.

4. Optional. To approve translated jobs, select the corresponding check boxes in the **Waiting for approval** section, and click **Approve Selected**. The status of the selected jobs changes to `Completed (translation approved)`.

7 Post-Translation Tasks

After assets return from translation, you can complete the following tasks:

- "Approving Translated Assets" on page 52.

  This task is required to change the status of the job to `Completed (translation approved)`, and the status of the translated assets to `Completed`.

- "Archiving Jobs" on page 54.

  This task is optional, but it is recommended. Typically, you archive a completed job so that it will not be displayed anymore in the **Inactive Jobs** section of the **Translation Jobs** page. You can archive jobs both from the Contributor interface and the Clay Tablet Dashboard interface.

  Note: You cannot delete a completed job.

- "Viewing Translated Assets" on page 56.

  This task is optional. You can see a list of all the translated versions of this asset.

7.1 Approving Translated Assets

After a job returns from translation, it has the following status: `Reviewing Translation`. The translated assets within that job have the following status: `REVIEW_TRANSLATION`.

You must approve the translations before they return to OWCS, so that they will be ready for publishing to a website.

Note: Approving translated assets is not related to the `CT: Approve Translation` step in the `CT: Approval for Content` workflow process.

You can approve translated assets from either the Contributor interface or the Clay Tablet Dashboard interface:

- In the Contributor interface, you can click links to see the source and target versions.
- In the Clay Tablet Dashboard interface, you cannot see the source and target versions.

To approve translated assets:

1. Do one of the following:

   - In the Contributor interface, select **Translation > Job Status** from the menu.
   - In the Clay Tablet Dashboard interface, under **Management**, click **View All Jobs**.

   The **Translation Jobs** page opens. For a detailed description of this page, see "Monitoring All Translation Jobs" on page 43.

2. To view a list of assets in the translated job, click the link in the **Name** column for the job.

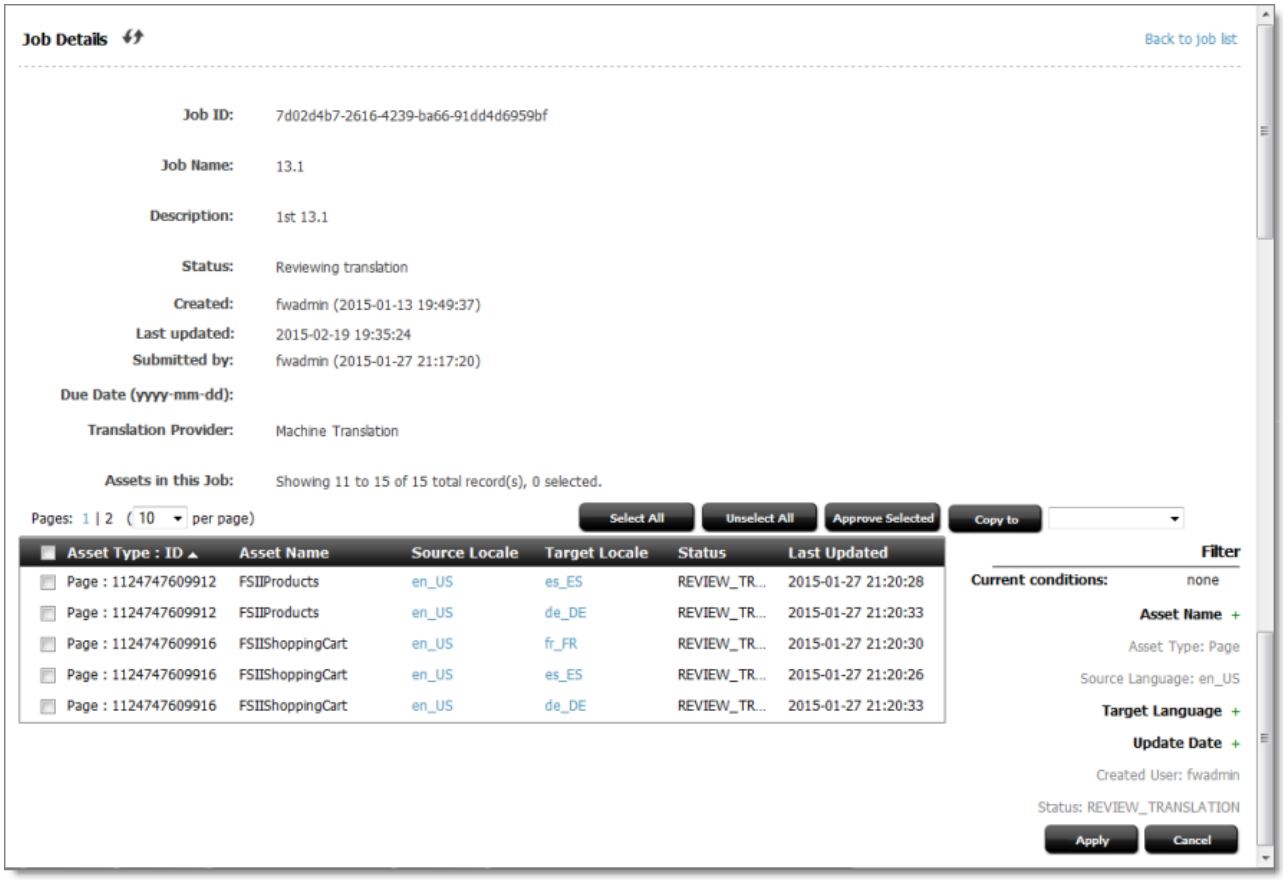
   The **Job Details** page opens. This page displays differently, depending on whether you open it from the Contributor interface or from the Clay Tablet Dashboard interface.

Important: If you open this page from the Clay Tablet Dashboard interface, then there are no links in the **Source Locale** or the **Target Locale** column.

3. Optional. Review the translated asset. Available only if you are viewing this page from the Contributor interface.
   a. In the **Job Details** page, click the corresponding link in the **Target Locale** column in the asset list at the bottom of the page.

      The translated asset opens in a new tab.

   b. Review the translation.
   c. When you are done, click the **Translation Jobs** tab to return to the **Job Details** page.
4. Click the link for the job, to reopen the **Job Details** page.



5. In the asset list at the bottom of the page, select the check boxes for the assets you want to approve.
6. Click **Approve Selected**.

   A message box opens, confirming your approval.

7. Click **OK** to proceed.

   The status of each approved asset changes to `COMPLETED`.

8. After you approve all assets in a job, click the Refresh icon at the top of the page.

   The job's status changes to `Completed (translation approved)`.

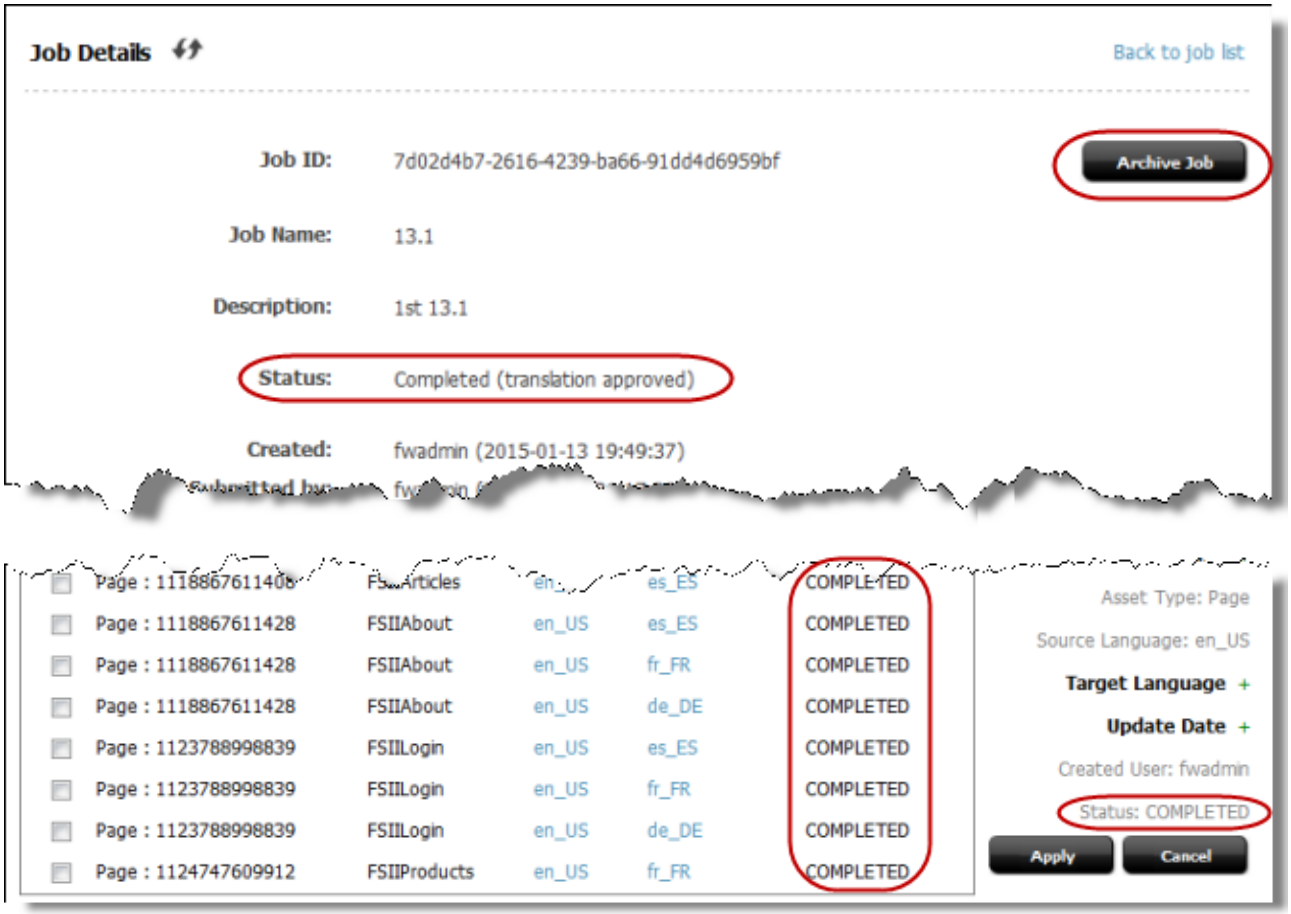
7.2 Archiving Jobs

You archive a translation job so that it will no longer be displayed in the Connector interfaces, specifically, the Clay Tablet Dashboard interface, and the Contributor interface.

Typically, you archive a translation job after all its assets have been translated and approved, when it is *inactive*, and it has the `Completed (translation approved)` status. However, in the Clay Tablet Dashboard interface, you can also archive a job when it has other statuses.

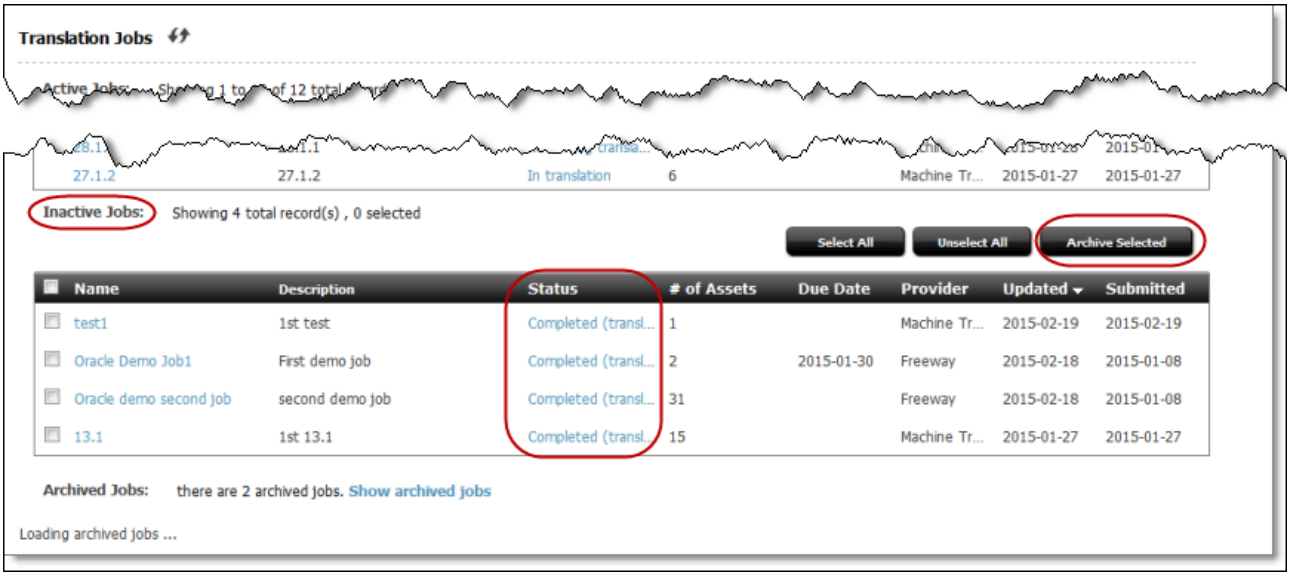
You can archive jobs as follows:

- In the Contributor interface, you can archive individual inactive jobs (with `Completed (translation approved)` status) by clicking the **Archive Job** button in the **Job Details** page.



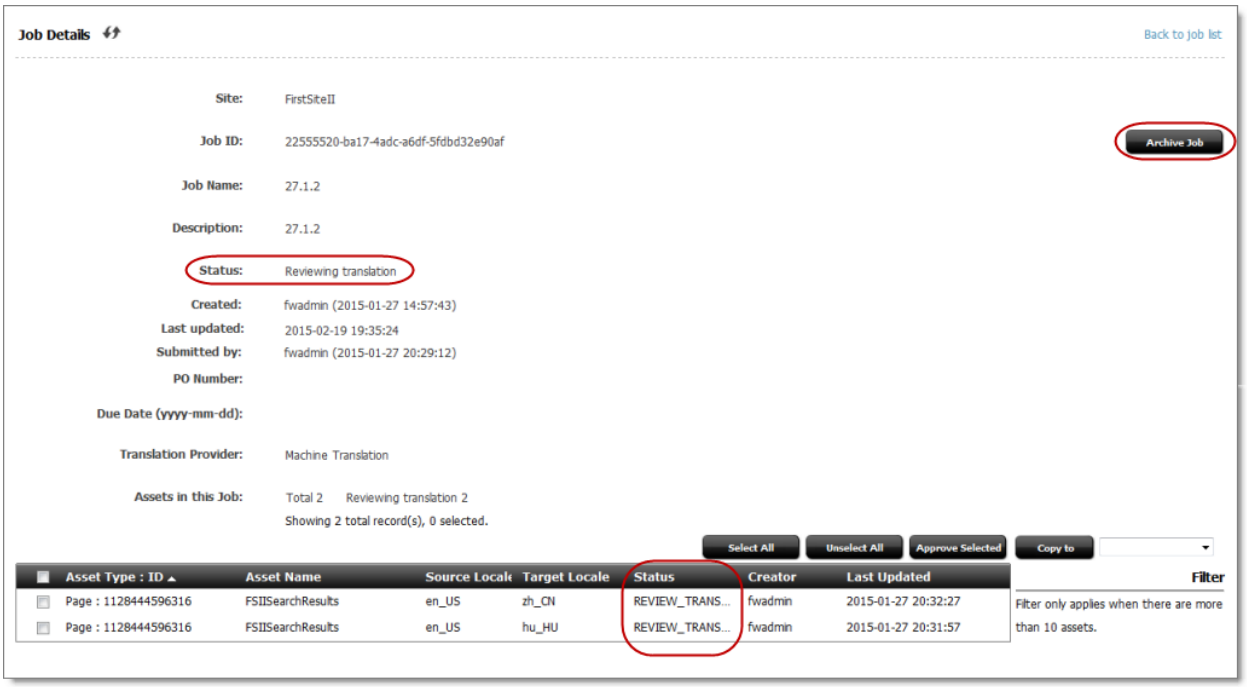
This button is displayed only if the job status is `Completed (translation approved)`, and if the status of all the assets in the job is `Completed`.

- In the Clay Tablet Dashboard interface:
  - You can archive multiple inactive jobs from the **Inactive Jobs** section of the **Translation Jobs** page.



For a detailed description of this page, see "Monitoring All Translation Jobs" on page 43.

  - You can archive individual active or inactive jobs with the `In translation`, `Reviewing translation`, or `Completed` status, by clicking the **Archive Job** button in the **Job Details** page.



Note: The **Archive Jobs** button is not displayed when a job has the `Created` status. However, you can delete a job with this status by clicking the **Delete Job** button.

Note: You can unarchive an archived job by clicking the **Unarchive Job** button when viewing the job in the **Job Details** page.

Warning: Archiving active jobs is not recommended. If you archive an active job, it will no longer be displayed in the **Active Jobs** list. Archiving a job also archives the assets in that job: If you archive content while it is being translated, then the Connector will not return the completed translation to you.

The following table summarizes job statuses and corresponding job activity and archiving information:

Job Status	Active/Inactive Jobs	Archiving Information
Created	active	cannot be archived
Sending	active	can be archived only from the Clay Tablet Dashboard interface, individually, from the Job Details page
Sent to CT Platform	active	
In translation	active	
Reviewing Translation	active	
Completed (translation approved) **Note:** The job has this status only when all its assets have `COMPLETED` status.	inactive	can be archived in any of the following ways: ■ from the Clay Tablet Dashboard interface, from the Translation Jobs page ■ from the Clay Tablet Dashboard interface, individually, from the Job Details page ■ from the Contributor interface, individually, from the Job Details page

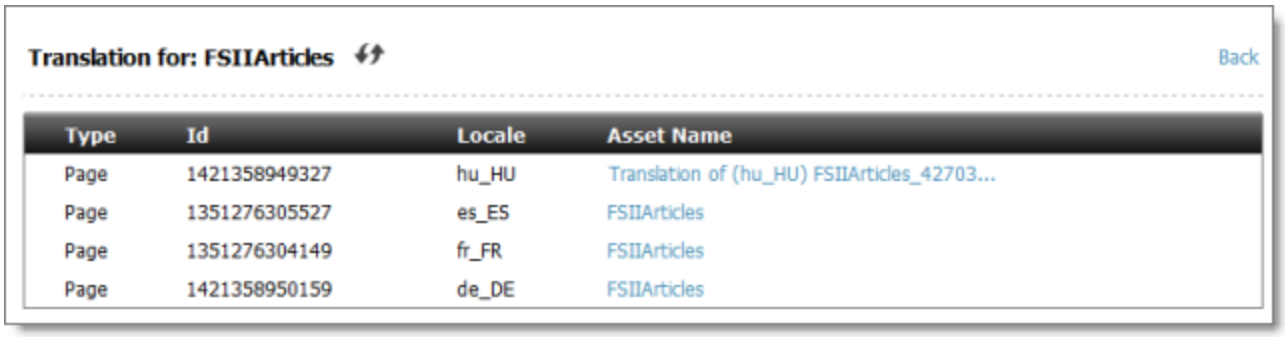
7.3 Viewing Translated Assets

When an asset is open in OWCS, you can view its translated assets. This means you can see a list of all the translated versions of this asset.

To view the translations of an asset:

1. In the **Site Tree** or the **Content Tree**, double-click an asset to open it.
2. Select **Translation > View Translations** from the menu.

   The **Translation for** page opens.



It displays the following information about all the translated versions of this asset:

Column	Description
Type	The type of asset.
ID	OWCS's unique identifier for the asset.
Locale	The locale of this translation of the asset.
Asset Name	The name of the asset, which was specified when the asset was created.

3. Optional. In the **Asset Name** column, you can click the link to open the **Translation Status** page for this asset, where you can view the status of the asset in all the relevant locales. For details, see "Checking an Asset's Translation Status" on page 49.

8 Using Workflow to Manage the Translation Process

Most websites are produced by a team of people in which different individuals assemble content, edit and review it, and decide what goes where and when to update the pages. Work flows from one person to the next in a predictable way, and that process in OWCS is called *workflow*. In OWCS, assets can be assigned to a workflow. This transfers permissions for these assets to a particular user, so that these assets are displayed in the user's **Assignments** list on the **Home** tab of the dashboard of the Contributor interface.

If properly configured, you can use the `CT: Approval for Content` workflow with the Connector to manage your translations. To use the workflow with the Connector, you put assets in the workflow in the Contributor interface. Using the workflow with the Connector has the following advantages:

- When assets come back from translation, they are in a new workflow state. Your company may have configured OWCS to send out email notifications when assets change state. This is helpful to the people who review translated assets before publication.
- You may receive email notifications when an asset is translated or assigned to you.
- Your company may have extended and integrated the final step of the `CT: Approval for Content` workflow with other workflows. For example, this workflow may be configured so that the asset is assigned to an additional person for review and approval before publication, for example, a legal review.
- You may be able to assign due dates to assets.
- You may be able to delegate your assignments to other people.

What is the Connector's support for workflow?

When the `CT: Approval for Content` workflow process is properly configured in OWCS, you can select it when you collect assets for translation.

If you select this workflow:

- When you send out assets for translation, you specify the workflow process, and the target OWCS asset is inserted into the workflow in the `CT: Pending Translation` state.
- When the translated asset returns from translation, the OWCS asset automatically advances to the `CT: Translated, Pending Approval` state.
- When you resend the asset for translation, it reverts to the `CT: Pending Translation` state.

The `CT: Approval for Content` workflow has the following states and steps:

Workflow State	Description
CT: Pending Translation	An asset is in this state when you add it to the workflow process, before it is translated.
CT: Translated, Pending Approval	An asset is in this state after it is translated, and before the translation is approved.

The order in which the assets move between states is defined in the workflow process by the following four steps. A step is the action of moving the asset from one state to the next.

Workflow Step	Description
CT: Send for Translation	This step moves assets into the workflow in the `CT: Pending Translation` state, where they have not been translated.
CT: Send for Approval	This step moves assets from the `CT: Pending Translation` state, where they have not been translated, into the `CT: Translated, Pending Approval` state, where the assets have been translated, but they have not yet been reviewed.
CT: Approve Translation	This step moves assets from the `CT: Translated, Pending Approval` state, where they have not been translated but not yet reviewed, out of the workflow. If your company has an existing workflow, instead of moving assets out of the translation workflow, you can add custom steps to include that workflow. For example, you can add another step to the workflow to require legal approval of content. **Note:** This workflow step is not related to approving translations in the Contributor interface.
CT: Resend for Translation	This step sends assets that have already been translated back to translation. This step ois useful if the translation is not satisfactory or if many changes are required.

In order for the workflow process to work as described above, it must be configured. For detailed configuration instructions, refer to the *Clay Tablet Connector for Oracle WebCenter Sites Installation and Configuration Guide*.

How to use workflow with the Connector

When the workflow is integrated with the Connector, you perform the following major tasks to manage your translations:

Note: The instructions below are correct for either a single asset or multiple assets.

1. When you collect assets for translation, you assign them to the "Assigning Collected Assets to a Translation Workflow" on page 60.
2. Optional. You can view the workflow status of an asset anytime after you add the asset to the workflow.
   - For information on viewing the status of a single asset, see page 60.
   - For information on viewing the status of multiple assets, see page 61.
3. "Adding Assets to Translation Jobs" on page 28.
4. You send out the job containing the assets for translation, as described in "Sending Out Jobs for Translation" on page 40.

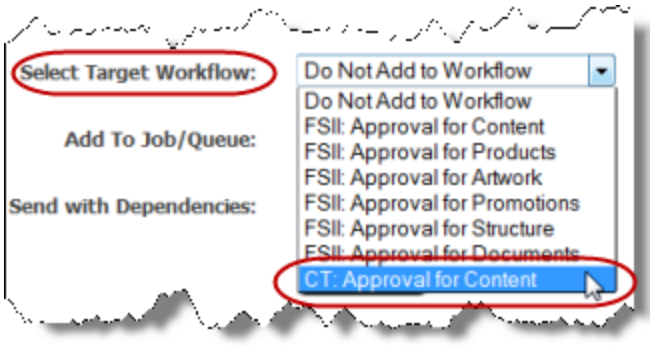
5. After the assets return from translation, you can review them and move them out of the workflow, or to a custom state of the workflow that your company has configured. For details, see "Reviewing Translated Content" on page 62.

8.1 Assigning Collected Assets to a Translation Workflow

When you collect assets for translation, you can assign them to the `CT: Approval for Content` workflow process.

To add one or more collected assets to the translation workflow process:

1. Collect one or more assets for translation, as described in "Collecting One Asset for Translation" on page 14 or "Collecting Multiple Assets for Translation" on page 20.
2. In the **Select Target Workflow** dropdown list, select the `CT: Approval for Content` workflow.



   This assigns the assets to the workflow.

3. Continue collecting the assets to send for translation, as described in the relevant sections of this guide.

Important: After you assigns assets to the `CT: Approval for Content` workflow, you must still add them to a new or an existing job, and then send them out for translation from the Job Details page. As an intermediate step, you can add assets to the Translation Queue before adding them to a job.

8.2 Viewing the Workflow Status of One Asset

After you assign an asset to the `CT: Approval for Content` workflow, you can select **View > Status** to see its workflow status.

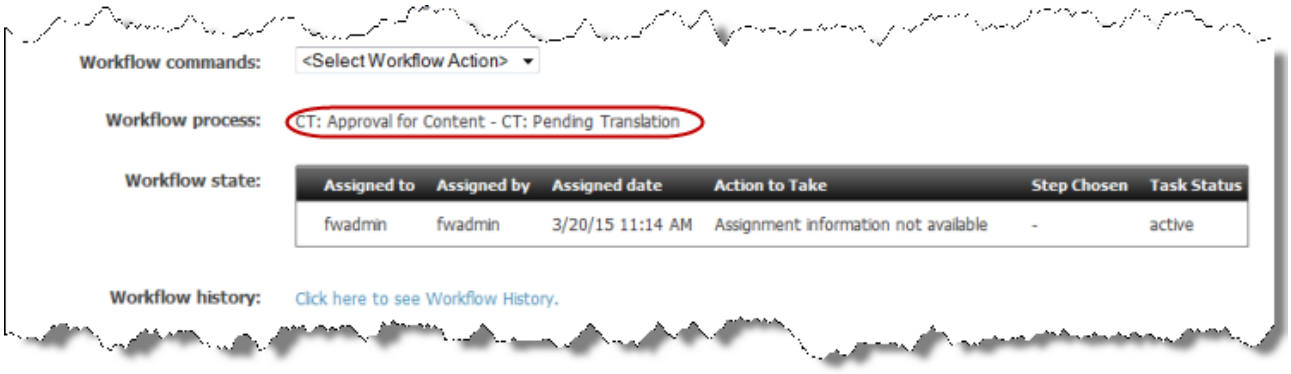
Note: This is standard OWCS functionality.

To do this:

1. Ensure that the asset is open in OWCS in the active tab.
2. Select **View > Status** from the menu.

   The **Content** page for the asset opens.

3. Scroll down to the **Workflow process** field.



This field displays both the name of the workflow process, `CT: Approval for Content`, and the workflow state, `CT: Pending Translation`.

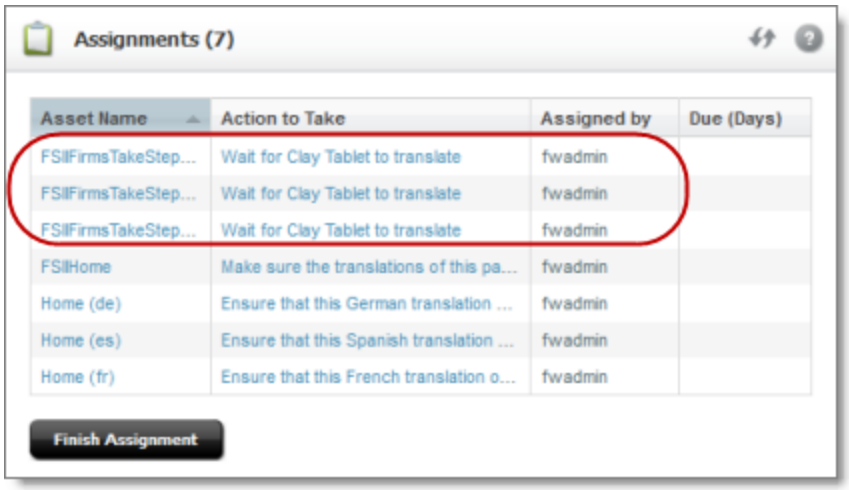
The workflow state in the screen capture above indicates that the asset has not yet been sent out for translation.

8.3 Viewing the Workflow Status of Multiple Assets

After you assign assets to the `CT: Approval for Content` workflow, they are displayed in your **Assignments** list on the **Home** tab of the dashboard of the Contributor interface.

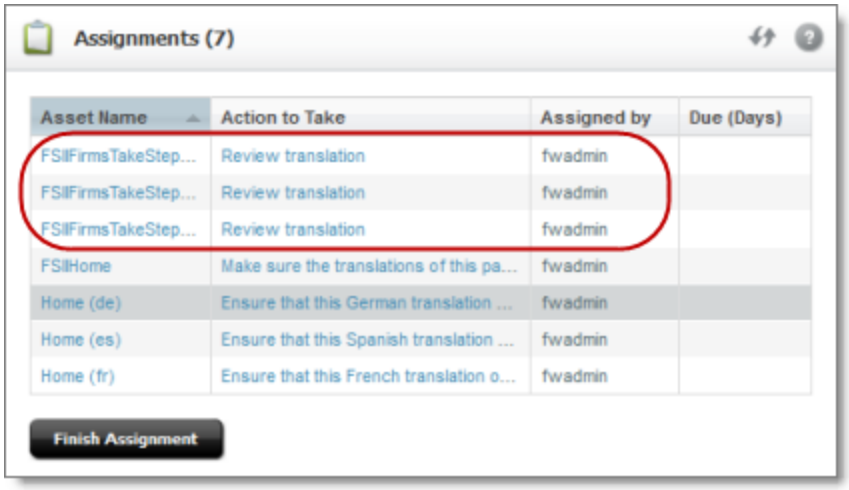
Note: This is standard OWCS functionality.

The following screen capture displays assets that were sent to translation, so the **Action to Take** is to wait for the assets to return from translation.



8.4 Reviewing Translated Content

When an asset returns from translation and is ready for you to review, it is displayed in your **Assignments** list on the **Home** tab of the dashboard of the Contributor interface:

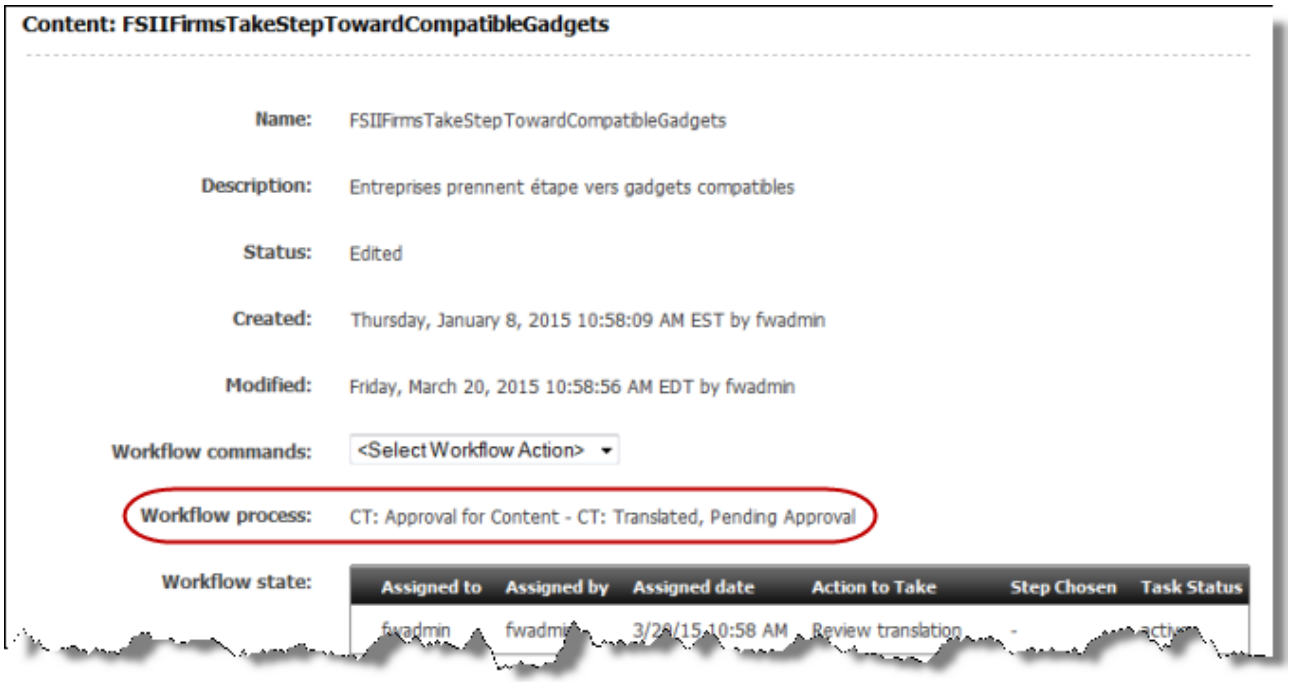


Note: Depending on the `CT: Approval for Content` workflow is configured in your company, you may also receive an email notification.

To review translated content:

1. In your **Assignments** list on the **Home** tab of the dashboard of the Contributor interface, click the **Review translation** link.

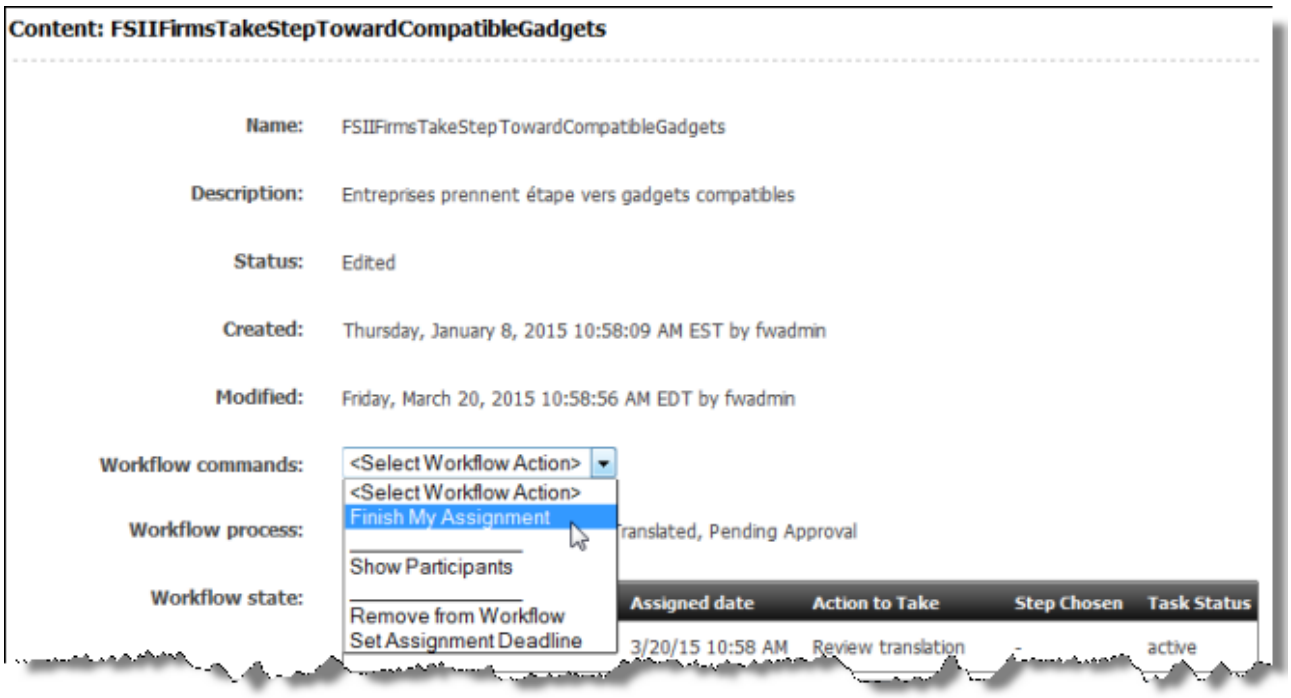
   The **Content** page for the asset opens.



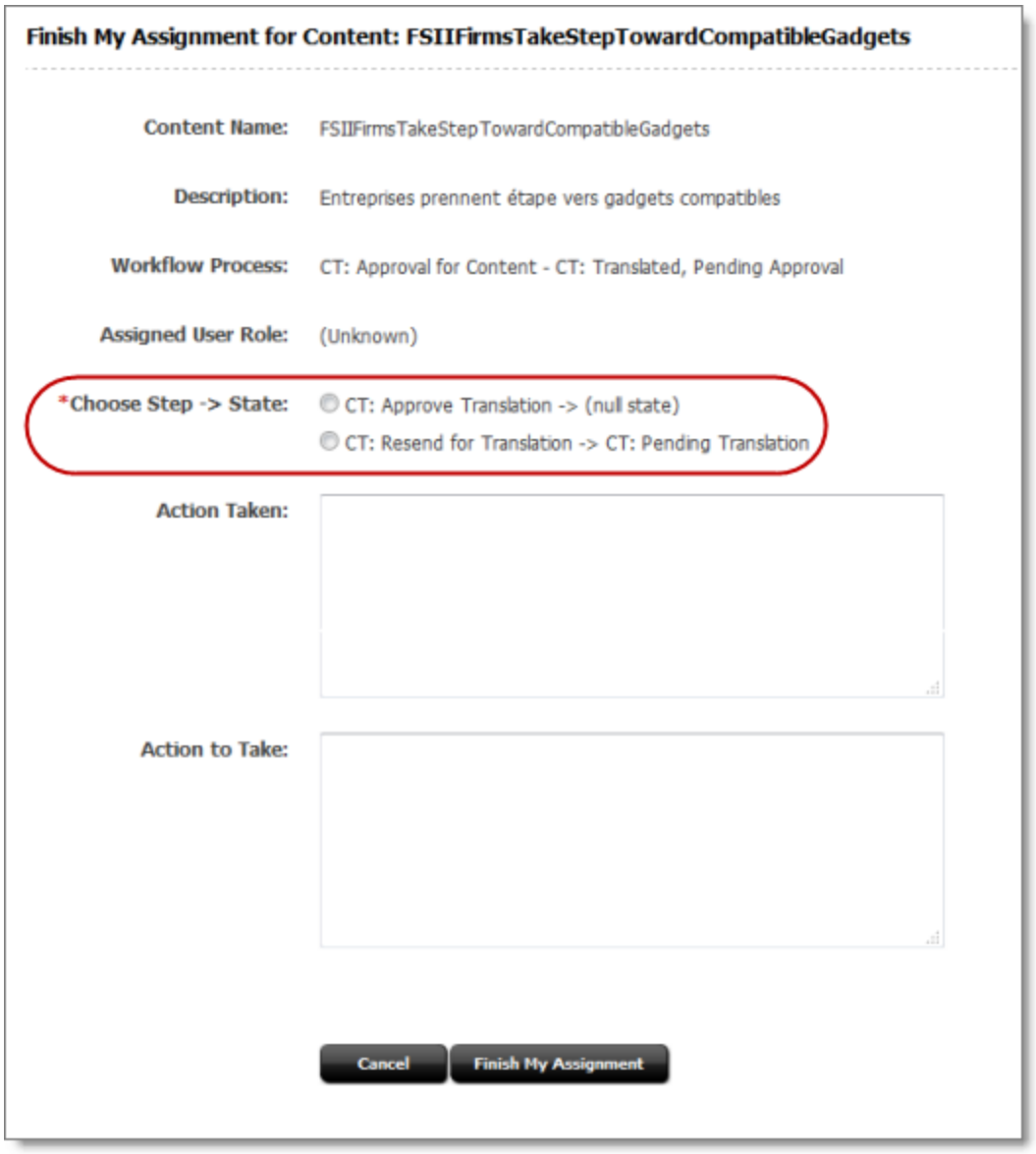
The **Workflow process** field displays both the name of the workflow process, `CT: Approval for Content`, and the workflow state, `CT: Translated, Pending Approval`.

2. To proceed to the next step and move the asset through the workflow, in the **Workflow commands** dropdown list, select `Finish My Assignment`.

Note: For descriptions of the other options, refer to the appropriate version of the OWCS documentation at http://www.oracle.com/technetwork/middleware/webcenter/sites/documentation/index.html.



The **Finish My Assignment for Content** page opens.



3. Do one of the following:

   - If you approve the translation, click **CT: Approve Translation -> (null state)** to end the workflow.

     Note: If your workflow has been configured for additional workflow steps before publishing, for example, a legal review, then after the arrow, then the name of the custom step is displayed after the arrow, instead of **(null state)**.

   - If you do not approve the translation, and you want to send it back to translation, click **CT: Resend for Translation -> CT: Pending Translation**. This changes the state of the asset back to `CT: Pending Translation`.

4. Optional. In the **Action Taken** field, enter a short description of the work you completed on the asset.
5. Optional. In the **Action to Take** field, enter brief instructions for the person receiving the assignment.
6. Click **Finish My Assignment**.

9 Administrative Tasks

This section lists and describes the administrative tasks you can perform in the Clay Tablet Dashboard interface. Some of these tasks are very similar to tasks performed in the Contributor interface. In those cases, there are links to the relevant sections elsewhere in the guide, where there are descriptions of the differences between both interfaces.

You can perform the following administrative tasks in the Clay Tablet Dashboard interface:

- viewing the status of translation jobs and assets

  Under **Management**, click **View All Jobs** to open the **Translation Jobs** page. For a detailed description of this page and the related **Job Details** page, see "Monitoring All Translation Jobs" on page 43 and "Monitoring Assets in a Single Job" on page 46.

- viewing the assets in the **Translation Queue** and adding them to jobs

  Under **Management**, click **View All Queues** to open the **Translation Queue**. For a detailed description of the queue, see "Adding Assets in the Translation Queue to Jobs" on page 28.

- approving translations

  Under **Management**, click **View All Jobs** to open the **Translation Jobs** page. Then click a job in the **Name** column to open the **Job Details** page. For detailed instructions, see "Approving Translated Assets" on page 52.

- checking the Clay Tablet Platform for messages

  Under **Utilities**, click **Check Messages Now** to open the **Check Messages** page. For a detailed description, see "Checking the Platform for Messages" on page 67.

- updating the Clay Tablet Platform with translated files, if the translation provider could not submit them back to you via the Platform and the Connector

  Under **Utilities**, click **Submit Translated Files** to open the **Submit Translated Files** page. For a detailed description, see "Checking the Platform for Messages" on page 67.

Important: The following functionality that is available in the Clay Tablet Dashboard interface is described in the *Clay Tablet Connector for Oracle WebCenter Sites Installation and Configuration Guide*:

- Configuration
  - System Configuration
  - Site Configuration
  - Translation Providers
  - PO Numbers Configuration
- Locale Tools

- Locales and Locale Mapping
- Assign Locales to Assets

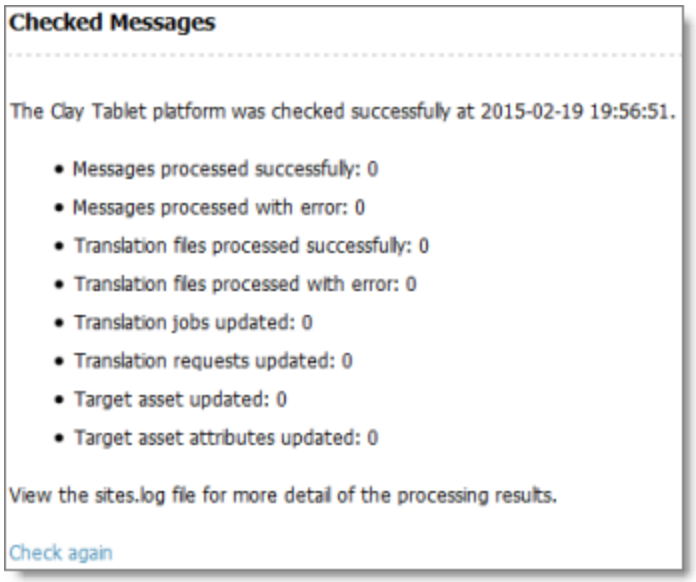
9.1 Checking the Platform for Messages

You can check the Clay Tablet Platform for messages about outstanding translation jobs.

To use this utility:

1. In the Clay Tablet Dashboard interface, under **Utilities**, click **Check Messages Now**.

   The **Checked Messages** page opens.



   This page displays information about messages, files, jobs, and assets currently processed by the Platform. If any of these are stuck on the Platform, they will be displayed on this page.

   For details, view the `sites.log` file.

2. To update the results, click **Check again** at the bottom of the page.

9.2 Submitting Translated Files

Suppose that the translation provider cannot return the translated files to you via the Clay Tablet Platform and the Connector. For example, this might happen if there is a connectivity issue between the provider and the Platform. In this scenario, the translation provider can send you the translated files outside of OWCS, for example by email.

Even though you have received the translated files, it is still important to add these files to the Clay Tablet system, so that the system will be up to date with the translated files. This means that in the future, you will be

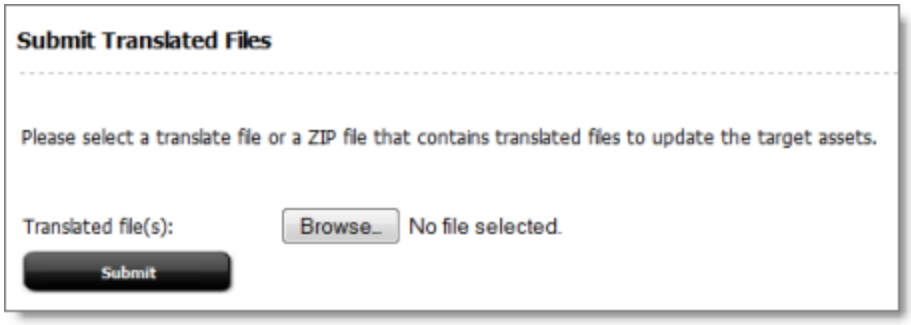
able to use all the Clay Tablet features effectively, such as requesting translation updates, instead of translating all the previously translated files. This substantially reduces translation time, cost, and effort.

In this scenario, you use the **Submit Translated Files** utility to add translated files to the Clay Tablet system.

To use this utility:

1. In the Clay Tablet Dashboard interface, under **Utilities**, click **Submit Translated Files**.

   The **Submit Translated Files** page opens.



2. Click **Browse**, and in the browser dialog box that opens, browse to the translated file. This file is either:
   - a single translated file in XML format
   - a single zipped file that contains multiple translated files in XML format
3. Select the file to upload, and close the dialog box. For example, in Firefox, click **Open**.
4. Click **Submit**.

   The message `Uploading...` is displayed.

Index

A

assets
  adding collected to workflow 60
  adding to translation jobs 28
    in the Translation Queue 28
  approving translated 52
    using workflow 62
  checking translation status 49
  collecting for translation 14
    multiple assets 20
    one asset 14
    overview 10
  collecting multiple for translation 20
  collecting one for translation 14
  copying between jobs 38
  filtering in a list 25
  managing collected, ,overview 10
  monitoring 46
  statuses 42
  viewing translated 56
Assignments list, viewing workflow assignments 60

C

Checked Messages page 67
Clay Tablet Connector for Oracle WebCenter Sites Installation and Configuration Guide 7
Clay Tablet Dashboard interface 11
Clay Tablet Platform, checking for messages 67
Clay Tablet Support 8
Contributor interface 11
CT: Approve Translation workflow step 59
CT: Pending Translation workflow state 58
CT: Resend for Translation workflow step 59
CT: Send for Approval workflow step 59
CT: Send for Translation workflow step 59
CT: Translated, Pending Approval workflow state 58

D

documentation conventions 8

E

error handling 67

F

feature overview 9
Filter section of page 25

G

guide 6

I

introduction 5

J

Job Details page
  archiving jobs 54
  collecting multiple assets for translation 22
  collecting one asset for translation 16
  copying assets between jobs 38
  Filter section 25
  from the Translation Queue 31
  modifying a job 34
  monitoring a job 46
jobs
  archiving 54
  copying assets between 38
  modifying 34
  monitoring all 43
  monitoring one 46
  sending out for translation 40
  statuses 42

O

Optimize Translation feature 10
overview 11

P

post-translation features, overview 52

Q

Queued Assets for Translation page
  Filter section 25

S

Select Target Workflow dropdown list 60
Send Modified Fields Only check box 10
statuses
  translation 42
  viewing workflow for multiple assets 61
  viewing workflow for one asset 60
Submit Translated Files page 67
support 8

T

Translate Branches of Page page 20
Translate Children of Asset page 20
Translate Multiple Assets of Type page 20
Translate page 14
translated files, adding to Clay Tablet 67
translation-management overview 12
Translation For page 56
Translation Jobs page 43
  archiving jobs 54
translation lifecycle 5
  and the Connector 5
Translation menu 11
translation provider, selecting 10
Translation Queue 28
  Filter section 25
Translation Status page 49
translation statuses 42
  monitoring 42
translations
  approving 52
  approving using workflow 62
  reviewing translated content with workflow 62
troubleshooting 67

W

workflow
  assigning collected assets 60
  overview 58
  reviewing translated content 62
  viewing the status of multiple assets 61
  viewing the status of one asset 60