

Lionbridge for Relativity

User Guide

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1 Welcome to Lionbridge for Relativity

Welcome to Lionbridge for Relativity (App). This App enables you to automate sending and retrieving documents from a Relativity workspace and sending them for translation, either to Lionbridge Freeway or to an FTP or SFTP server. This automation dramatically reduces the effort required to create, maintain, and publish documents in multiple languages.

1.1 The Translation Lifecycle

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

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

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

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

1.2 Using this Guide

Purpose of this guide

This guide describes how to use Lionbridge for Relativity (App) to manage your translation lifecycle. It describes how to send out documents 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 documents for translation that reside in Relativity.

What your company setup should be

This document assumes that:

- Your company already uses Relativity and has installed the App to a Relativity workspace.
- Your company already has a Lionbridge Freeway account, at <u>https://freeway.lionbridge.com</u>.

What you should already know

This document assumes that:

- You are familiar with the Lionbridge App's configuration for Relativity, 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 Relativity.
- You are familiar with your company's translation process and requirements.
- You have valid user credentials to log into Relativity.

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

How this guide is organized

This guide contains the following chapters:

Chapter	Description
"Welcome to Lionbridge for Relativity" on page 5	A brief description of the Lionbridge solution for Relativity and how it fits into the translation lifecycle. It also includes information about this guide and Lionbridge Connectors Support contact information.
"Getting Started with Lionbridge for Relativity" on page 14	How to get started and an overview of the App interface.
"Planning Your Translations with Submission Sets" on page 16	How to efficiently plan your translations by creating submission sets.
"Submitting Content for Translation" on page 43	How to submit content for translation to Lionbridge Freeway and to SFTP and FTP servers.
"Monitoring Translation Status and Viewing Translation History" on page 74	How to monitor the translation status of documents and submission sets that you submitted for translation.

Chapter	Description
"Post-Translation Tasks" on page 82	 How to perform other translation tasks, such as: reviewing translated documents approving translations from Lionbridge Freeway

How to find out more about Lionbridge for Relativity

- For information on installing and configuring Lionbridge for Relativity, read the Lionbridge for Relativity Installation and Configuration Guide.
- For information on retrieving documents for translation from the Lionbridge App on an FTP or SFTP server, and returning translated content to the App, read the Lionbridge for Relativity Translator Guide for FTP/SFTP Users.

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 to emphasize, variables, or document titles.

1.3 How to Contact Lionbridge Connector Support

Email @: connectors@lionbridge.com

Telephone: +1-416-363-0888

You can submit a support ticket either:

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

1.3.1 Submitting a Support Ticket

- 1. Do one of the following:
 - Email <u>connectors@lionbridge.com</u>, and cc (carbon copy) anyone to include in the ticket correspondence.

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

- Create a ticket in Zendesk:
 - a. Open the Lionbridge Connector Zendesk page in your browser: <u>https://connectors.zendesk.com</u>.
 - b. Sign in to Zendesk.

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

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

- c. Click Submit a request.
- d. In the **CCs** field, add anyone to include in the ticket correspondence.

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

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

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

When the issue is resolved, Lionbridge closes the ticket.

1.3.2 Information to Include in a Support Ticket

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

Files to attach to the support ticket:

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

1.3.3 Viewing and Updating Your Support Ticket in Zendesk

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

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

Sign in to Lionbridge Connectors
Email
Password
□ Stay signed in
Sign in
Your credentials will be sent over a secure connection
Cancel
Forgot my password
New to Lionbridge Connectors? Sign up
Have you emailed us? Get a password
If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.

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

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

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

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

1.3.4 Signing Up for a Zendesk Account for Lionbridge Connectors

You can create a new Zendesk account for Lionbridge Connectors.

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

To sign up for a Zendesk account:

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

Sign in to Lionbridge Connectors
Email
Password
Stay signed in
Sign in
Your credentials will be sent over a secure connection
Cancel
Forgot my password
New to Lionbridge Connectors Sign up
Have you emailed us? Get a password
If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.

1 Welcome to Lionbridge for Relativity

The **Sign up** page opens.

Sign up to Lionbrid	ge Connectors
Please fill out this form, a welcome email shortly. Yo complete this verification s visiting Clay	nd we'll send you a ou will only need to tep once. Thanks for Tablet!
/our full name *	
'our email *	
/our email *	reCAPTCHA Privacy - Terms
/our email *	reCAPTCHA Privacy - Terms

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

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

5. Click the link in the verification email to create a password and sign into Zendesk.

1.3.5 Getting a Zendesk Password if You Previously Emailed Lionbridge Connectors

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

1 Welcome to Lionbridge for Relativity

To get a password:

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

	Sign in to Lionbridge Connectors
	Email
	Password
1	Stay signed in
	Sign in
	Your credentials will be sent over a secure connection
	Cancel
	Forgot my password
New to Lie	onbridge Connectors? Sign up
Have you	emailed us Get a password
If you've co you're alre	mmunicated with our support staff through email previously, ady registered. You probably don't have a password yet, though.

1 Welcome to Lionbridge for Relativity

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

Please set me up with a new password	
To reset your password for	
https://connectors.zendesk.com, enter your	
email address and we'll send you an email with	1
instructions.	
Email	
Submit	
Can	cel

- 3. Enter the email address from which you emailed Lionbridge Connectors Support (<u>connectors@lionbridge.com</u>).
- 4. Click Submit.

Zendesk sends you an email with instructions for creating your password.

5. Follow the instructions in the email from Zendesk to create your password.

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

2 Getting Started with Lionbridge for Relativity

The App supports all web browsers that Relativity supports.

To access the App:

- 1. Log in to Relativity.
- 2. Open the workspace where the App is installed.
- 3. Click the Lionbridge Connector tab.

Tip: If the Lionbridge Connector tab is not displayed, click the menu button and select Lionbridge Connector from the menu that opens.

2.1 The App at a Glance

You access Lionbridge for Relativity ("App") directly from the Relativity workspace to which it is installed.

You access App functionality primarily from the Lionbridge Connector tab:

Docu	ments	Review Batches R	eporting 🗸 Case Ad	min 🗸 🛛 Job Admin 🗸	Work	Dashboards Lionbridge Connector 🗮
Subm	ission S	et Admin Configuration	n Source Language	Target Language At	bout	
ď	Nev	v Lionbridge Submission Se	t 🕞 All Lionbridge S	ubmission Sets 🗸 🗸	\sim	Ro Dashboard Selected
					- x	5/66 25 🔻 per page 📧 < 🕨 🛛 🗮
#		Submission Name	Source Language	Target Languages	Consi	}
1	Edit	Geotext Demo	Japanese	English(US)	Const	1:40 PM.
2	Edit	RW_X_ftp1	English(UK)	French(France)	Consis	235 PM.
3	Edit	RW_X_ftp2	English(UK)	French(France)	Consiste	5:42 PM.
4	Edit	RW_X_ftp3	English(UK)	French(France)	Consiste	
5 🔲	Edit	RW_X_ftpAH1	English(UK)	French(France)	Consid	2:45:14 PM.
6 🗌	Edit	RW_ftp_SAH	English(UK)	French(France)	Consi	>01 PM.
7	Edit	RW_X_ftp_AH2	English(UK)	French(France)	Consis	9:11 PM.
8	Edit	RW_X_ftpSAH2	English(UK)	German	Cons	V:14 PM.
0	Edit	DW Y effn1	English (LIS)	Snanish (Snain)	Con	5-20 PM

- You use the Submission Set tab to group documents to submit for translation and to submit these sets of documents for translation.
- You use the Admin Configuration, Source Language, Target Language tabs to configure the App. For detailed descriptions of these tabs, refer to the *Lionbridge for Relativity Installation and Configuration Guide*.

You can also access some App functionality from within the Relativity workspace.

From the **Edit** menu at the bottom of the **Documents** tab, you can add multiple documents to a submission set or send them out immediately for translation.



From the **Lionbridge Translation History** icon and pane at the bottom-right corner of the document viewer, you can add a single document to a submission set or send it out immediately for translation.

Lionbridge Translation History	¢	_
Link Send		4
↔ 🚺 🏹 7⊚ 🌐 Items 1 - 3 (of 3) [ККУЫ	
Submission Name		
Geotext Demo		
JPS 2		
JPS 2		
4)	
0 Selected Item(s) Select Page	e Size: 10 🔹	Ŧ
D 🗟		œ

Tip: An orange bar on the left side of the field indicates a required field.

3 Planning Your Translations with Submission Sets

Every time that you submit documents for translation, you submit them as a *submission set*. The information in the submission set includes the translation parameters, such as source and target languages, and translation-provider configuration. You can create submission sets before you submit documents for translation—this enables you to schedule when to submit these documents for translation. Alternatively, you can send single or multiple documents immediately for translation and specify the translation parameters in the submission set you create at that time.

Creating submission sets in advance enables you to work more efficiently. It has the following advantages:

- You can send large batches of documents for translation from the same source language to the same set of target languages, with the same metadata.
- You can create a submission set before all documents are ready for translation.
- You can schedule the submission of the documents within the set for a specific day, or the end of the week. As documents that you want to send together become available in the system, you can add them to that submission set.

Consider the following guidelines when planning your submission sets:

- The maximum number of documents in the set is 2000.
- The file size of each document must be less than 200 MB.
- Documents must be in the same source language.
- Documents must be sent for translation into the same set of target languages.
- Do not include documents with the same source-target language pairs in multiple submission sets.

For example, if a document is in submission set "A" for translation from English to French, do not include it in submission set "B" for translation from English to French. However, you can include the document in submission set "C" for translation from English to German.

This section contains the following subsections:

- "Creating a Submission Set" on page 17
- "Editing a Submission Set" on page 28
- "Adding One Document to a Submission Set" on page 38
- "Adding Multiple Documents to a Submission Set" on page 40

For instructions on submitting documents for translation immediately without creating a submission set first, see:

- "Immediately Submitting One Document for Translation" on page 46
- Immediately Submitting Multiple Documents to Freeway for Translation" on page 56

Immediately Submitting Multiple Documents to an FTP or SFTP Server for Translation" on page 63

3.1 Creating a Submission Set

You create a submission set so that you can send multiple documents for translation from the same source language into the same set of target languages with common metadata. For more information about submission sets, see "Planning Your Translations with Submission Sets" on page 16.

To create a submission set:

- 1. Click a workspace where the App is installed.
- 2. Click the Lionbridge Connector tab and then click the Submission Set child tab.

🗗 9 Demo	P Demo Workspace					
Documents	Review Batches Re	eporting 🗸 Case Admir	ı ∽ Job Admin ∽	Workspace Admin 🗸 🛛 I	Indexing & Analylics v Persistent Lists v Production v Dashboards Lionbridge Connector =	
Submission Se	Admin Configuration	Source Language	Target Language Abou	t		
Q New	Lionbridge Submission Se	🗩 🗟 All Lionbridge Subr	nission Sets 🗸 🗸		The No Dashboard Selected V	
	↔ 🏹 🐻 🛗 1 -25/58 25 ▼ perpage # < [ר א ≡					
#	Submission Name	Source Language	Target Languages	Consistency State	Status Message	
1 🔲 Edit	Geotext Demo	Japanese	English(US)	Consistent	All target language translations have been completed on 11/14/2017 3:27:40 PM.	
2 📄 Edit	RW_X_ftp1	English(UK)	French(France)	Consistent	All target language translations have been completed on 11/16/2017 1:05:35 PM.	
3 🔲 Edit	RW_X_ftp2	English(UK)	French(France)	Consistent	All target language translations have been completed on 11/16/2017 1:05:42 PM.	
4 📄 Edit	RW_X_ftp3	English(UK)	French(France)	Consistent	Submission Set is submitted.	
5 _ F.W.	W.X.Physics	Epoteka	and the second of the second	and a sure of the second s	a half the set of the	

3. Click New Lionbridge Submission Set.

The Lionbridge Submission Set Layout opens.

Lionbridge Submission Set Layout						
General Information						
Submission Name:			Re	quires Quote Approval	: O Yes	
					No	
C/M Number, Project Name:				Send Configuration	Select	
			Note: Ser	Requested Return Date ver timezone will be considered		
Document Source:	Select		Note: Ser	Set Scheduled Date		
Source Language:	Select			Translation Type	Select	
			Doc	ument Metadata Fields		
and the second sec	and the second second			Name Law	A	Sealan and

4. Enter the following information in the General Information section:

Field	Description
Submission Name	Your name for this submission set.
C/M Number, Project Name	The purchase order (PO) number for this submission set.

5. In **Send Configuration**, you select the translation-provider configuration to use when sending this submission set out for translation. For information about translation-provider configurations, refer to the *Lionbridge for Relativity Installation and Configuration Guide*.

Note: You must select the translation-provider configuration before you can populate the **Source Language**, **Translation Type**, and **Document Metadata Fields** fields or selecting a Requires Quote Approval radio button.

a. Click the ellipsis button ______ to open the **Select Item - Send Configuration** dialog box in a new browser window.

₽	🗗 Relativity - Google Chrome — 🗆 🗙				
۲	C-Hereney - Indiananidyendeedeppmet/Rabining/Communic/Object/Pickeney_Abdionatep/AbdionalD-104666888/Parendtable				
S	Select Item - Send Configuration				
1 :	Sele	cted Item(s)	↔ 🏹 7⊚ 🌐 Items 1 - 8 (of 8) K < >>1		
#		Name	Description		
1	۲	KHETZEL GEOTEXT DEMO			
2	0	RW_FTP_Test	RW ftp customer folder robert.wolfe		
3		RWftp_test	testing the Destination Folder to see if you can list full path (ie \Customer\robert.wolfe\shared)		
4	0	RW_SFTP_Test			
5		wss-PreDeploy			
6		FTP TSD			
7		SFTP TSD			
8	0	wss_PreDeploy2	Copy of wss_PreDeploy credentials for Test		
Se	t	Cancel	Viewing the first 8 of 8 items in sets of 25 v per page		

- b. Select the translation-provider configuration and click Set.
- 6. Optional. In **Document Source**, you can select the *saved search* containing the documents to add to this submission set. By default, this adds all the documents in a saved search to the submission set. Later, in step 16, you can exclude specific documents in the saved search from the submission set. For information about saved searches, refer to the Relativity documentation at:

https://help.relativity.com/9.5/Content/Relativity/Saved_search/Creating_or_editing_a_saved_search.htm.

Tip: If you are using a different version of Relativity, you can use the **Version** dropdown list in the documentation to navigate to the correct documentation version.

a. Click the ellipsis button to open the **Select Item - Document Source** dialog box in a new browser window.

Ф	Relat	tivity - Google Chrome — 🗆 🗙			
6					
S	Select Item - Document Source				
1	Sele	cted ltem(s) ↔ 🏹 🐻 🔠 Items 1 - 4 (of 4) (< < >>1			
#		Name			
1		Produced Documents			
2	\bigcirc	Extracted Text Only			
3		All Documents			
4	۲	Demo Search			
s	et	Cancel Viewing the first 4 of 4 items in sets of 25 v per page			

b. Select the document source and click Set.

Tip: You can select a saved search, which is a saved set of criteria that returns the latest documents meeting those criteria. For information about this feature, refer to the Relativity documentation at https://help.relativity.com/9.5/Content/Relativity/Saved_search/Saved_search.htm.

7. In **Source Language**, select the original language of the documents to send for translation.

Note: The translation-provider configuration selected above in **Send Configuration** determines the available source languages.

a. Click the ellipsis button to open the **Select Item - Source Language** dialog box in a new browser window.

Relativity - Google Chrome — 🗆 🗙					
Select Item - Source Language					
0 Selected Item(s) ↔ 🏹 1 - 3 (of 3) K € 3 3					
# Name	Available Target Languages	Sync Configuration			
1 🔘 Russian	Czech Moldovian Polish Slovak	FTP TSD			
2 🔘 Romanian	Czech Polish Slovak	FTP TSD			
3 O Portuguese	Bulgarian Hungarian Moldovian	FTP TSD			
Set Cancel	Viewing the	e first 3 of 3 items in sets of 25 🔹 per page			

- The **Name** column displays the available source languages.
- The Available Target Languages column displays which target languages are available for each source language.
- The Sync Configuration column displays the Send Configuration (translation provider configuration) for which the source-target language pairs are supported.
- b. Select the source language and click Set.
- 8. Available and required only if your translation provider is Lionbridge Freeway, which is determined by the translation-provider configuration you selected in **Send Configuration** described above. You use the **Requires Quote Approval** option to inform the translation provider whether you want to receive a quote before the translation process starts.
 - To request a quote, click **Yes**.
 - If you do not want to request a quote, click **No**.
- 9. Required. You use **Requested Return Date** to select a deadline for completing the translation.



a. Click the ellipsis button to open the **date and time selector**.

b. Select a date and time in the calendar, and click **Done**.

Note: The date/time format and timezone are determined by the server where Relativity is installed.

10. You can use **Set Scheduled Date** to schedule the date and time for sending this submission set for translation.

Note: You can schedule the date to send this submission set for translation later, after creating the submission set. For details, see "Scheduling a Submission Set for Translation" on page 43.



a. Click the ellipsis button to open the **date and time selector**.

- b. Do one of the following:
 - To schedule sending the submission set in the future, select a date and time in the calendar.
 - To send the submission set now, click **Now**.
- c. Click Done.

Note: The date/time format and timezone are determined by the server where Relativity is installed.

11. Available and required only if your translation provider is Lionbridge Freeway, which is determined by the translation-provider configuration you selected in **Send Configuration**, described above. You use the **Translation Type** option to specify a Freeway analysis code for this submission set.

a. Click the ellipsis button to open the **Select Item - Analysis Code** dialog box in a new browser window.

0 Sele	cted Item(s)	↔ 🍸 🐻 🌐 Items 1 - 7 (of 7) K < >>1
#	Name	Sync Configuration
1 🔘	Legal	wss_PreDeploy2
2 🔘	Manufacturing	wss_PreDeploy2
3 🔘	Marketing	wss_PreDeploy2
4 🔘	Technical	wss_PreDeploy2
5 🔘	In Country Review	wss_PreDeploy2
6 🔘	MT + Post Editing	wss_PreDeploy2
7 🔘	Standard	wss_PreDeploy2

b. Select the Freeway analysis code for this submission set and click Set.

Note: This option is displayed only if the translation-provider configuration you selected in **Send Configuration**, above is for Lionbridge Freeway.

12. Available only if your translation-provider configuration is for FTP or SFTP, which you selected in **Send Configuration**, described above. You can use the **Document Metadata Fields** feature to specify which fields in the documents in this submission set are metadata. These fields are included in a .txt file that is delivered to the FTP or SFTP server. a. Click the ellipsis button to open the **Select Item - Document Metadata Fields** dialog box in a new browser window.

🗗 Relativity - Google Chrome	– 🗆 X					
Chiefer and international grad and approximate in instruction of a state of the sta	<u> </u>					
Select Items - Document Metadata Fields						
Available Items						
3 Selected Item(s)	↔ 🏹 🔞 🌐 Items 1 - 25 (of 63) K < >>					
# 🔲 Name	^					
9 🔲 Bates Beg						
10 📃 Bates End						
11 Conversation Index	-					
12 🕑 Control Number End						
13 🕑 Control Number Beg Attach						
14 Control Number End Attach						
	Viewing the first 63 of 63 items in sets of 25 v per page					
Add Remove Selected Items						
0 Selected Item(s)	↔ 🏹 🏹 🛗 Items 0 - (of) ⊮ < >>					
# Name						
Set Cancel	Viewing the first 0 of 0 items in sets of 25 v per page					

b. In the top part of the dialog box, select the check boxes of the metadata fields in the documents in this submission set and click **Add**.

Note: The Add button is available only when at least one metadata field is selected.

The selected metadata fields are now displayed at the bottom of the dialog box.

c. In the bottom part of the dialog box, click **Set** to save your change and close this dialog box.

Note: This option is displayed only if the translation-provider configuration you selected in **Send Configuration**, above is for FTP or SFTP.

13. Enter the following information in the **Additional Information** section:

and the second and the second	and the second of the second	an share a shere a sher	and a second
Additional Information			
Additional Instructions:		Reference File:	Choose File No file chosen Clear
		Status Message:	
Consistency State:		Consistency Message:	
Email Recipients:		Project Id:	
Semi-colon senarated list o	f email addresses. If left blank, no notification messaries will be sent		

Field	Description
Additional Instructions	Enter any requests, additional information, or guidance for the translator.
Consistency State	This read-only field is populated after the submission set is created.
Email Recipients	Enter the email addresses of the recipients of notifications about this submission set. Separate multiple email addresses with a semi-colon (;). The recipients will receive email notifications about translation-status events, for example, when the submission set has been delivered to Lionbridge Freeway or to the FTP or SFTP site. For more information, see "Receiving Email Notifications" on page 80.
Reference File	 You can send reference files (support assets) to your translation provider as part of a submission set. This provides helpful context for the translator. Click Choose File. Then navigate to the reference file and select it to upload it and add it to the submission set.
Status Message	This read-only field is populated after the submission set is submitted for translation.
Consistency Message	This read-only field is populated after the submission set is created.
Project ID	This read-only field is populated after the submission set is submitted for translation to Lionbridge Freeway. It is displayed only if the translation-provider configuration selected in Send Configuration , above, is for Lionbridge Freeway.

14. Click Save.

The Lionbridge Submission Set Layout updates.

- 15. Select the target languages for this submission set.
 - a. In the Target Languages section, click the Link button.

Target Languages	Jinlink	
Name	Sync Configuration	
0 Selected Item(s)		

The Select Items - Target Languages dialog box opens in a new browser window.

B P	🗗 Relativity - Google Chrome — 🗆 🗙						
Se	Select Items - Target Languages						
	Available Items (Linked items not shown)						
3 5	3 Selected Item(s) ↔ 🏹 76 🌐 Items 1 - 14 (of 14) K < >>						
#		Name	Supported Source Languages	Sync Configuration			
1		Chinese (Hong Kong)	English (United States)	wss-PreDeploy			
2		Chinese (Singapore)	English (United States)	wss-PreDeploy			
3	•	Chinese [Simplified]	English (United States)	wss-PreDeploy			
4		Chinese [Traditional]	English (United States)	wss-PreDeploy			
			Viewing the	first 14 of 14 items in sets of 25 🔹 per page			
Ad		Remove	Selected Items				
0 5	elect	ed Item(s)	$\leftrightarrow \nabla$	אַ װער 1tems 0 - (of) אור (און גער איז			
#		Name	Supported Source Languages	Sync Configuration			
Set		Cancel	Viewing th	e first 0 of 0 items in sets of 25 v per page			

b. In the top part of the dialog box, select the check boxes for the target languages to configure for this source language, and click **Add**.

Note: The Add button is available only after selecting at least one check box.

The selected target languages are now displayed at the bottom of the dialog box.

c. Click **Set** to save your change and close this dialog box.

Note: The Set button is available only after clicking Add in the previous sub-step.

The Lionbridge Submission Set Layout updates.

- 4. Optional. Modify which documents are included in this submission set. By default, all the documents in the saved search, selected in the **Document Source** field, described in step 6, above, are included in the submission set.
 - To remove documents from the submission set:
 - a. In the **Documents for Translation** section, select the documents to remove from the submission set and click the **Unlink** button.

Do	ocuments for Translation	Link Unlink	
	Control Number		
	TST03		
	TST04		- 6
	TST06		

A message box confirms that you want to remove the selected documents.

b. Click OK.

The Lionbridge Submission Set Layout updates.

- To add back previously removed documents to the submission set:
 - a. In the **Documents for Translation** section, click the **Link** button.



The **Select Items - Documents for Translation** dialog box opens in a new browser window, displaying all the documents in the saved search that were removed from the submission set.

🗗 Relat	ivity - Google Chrome	– 🗆 X
() N		· · · · · · · · · · · · · · · · · · ·
Selec	t Items - Documents for Translation	
	Available Items (Linked	items not shown)
0 Selec	cted Item(s)	↔ 🏹 📷 Items 1 - 3 (of 3) K < >>1
#	Control Number	Artifact ID
1	TST05	1041906
2 🔲	TST01	1041907
3 🔲	TST02	1041908
		Viewing the first 3 of 3 items in sets of 25 • per page
Add	Remove Selected	Items
0 Selec	cted Item(s)	↔ 𝕎 📷 Items 0 - (of) ⊮ < >>1
#	Control Number	Artifact ID
Set	Cancel	Viewing the first 0 of 0 items in sets of 25 • per page

b. In the top part of the dialog box, select the check boxes for the documents to add, back to the submission set, and click **Add**.

Note: The Add button is available only after selecting at least one check box.

The selected documents are now displayed at the bottom of the dialog box.

c. Click Set to save your change and close this dialog box.

Note: The Set button is available only after clicking Add in the previous sub-step.

The Lionbridge Submission Set Layout updates.

17. Click a **Save** button at the top of the layout.

3.2 Editing a Submission Set

Note: You cannot edit a submission set that has already been submitted for translation or canceled.

A submission set enables you to send multiple documents for translation from the same source language into the same set of target languages with common metadata. You *edit* a submission set to modify its parameters after creation. For more information about submission sets, see "Planning Your Translations with Submission Sets" on page 16.

For instructions on adding documents to a submission set after creation, see:

- "Adding One Document to a Submission Set" on page 38
- "Adding Multiple Documents to a Submission Set" on page 40

To edit a previously created submission set:

- 1. Click a workspace where the App is installed.
- 2. Click the Lionbridge Connector tab and then click the Submission Set child tab.

Documents	Review Batches Re	porting v Case Admin	ı ∽ Job Admin ∽	Workspace Admin 🗸 🛛 I	ndexing & Analytics v Persistent Lists v Production v Dashboards Lionbridge Connector
Submission S	Admin Configuration	Source Language	Target Language Abou	t	
Q New	/ Lionbridge Submission Set	🕞 All Lionbridge Subn	nission Sets 🗸 🗸		🗮 No Dashboard Selected 🗸
					↔ 🏹 🔞 🌐 1 - 25 / 62 25 ▼ per page 📧 < 🕨 🗮
#	Submission Name	Source Language	Target Languages	Consistency State	Status Message
1 📃 Edit	Geotext Demo	Japanese	English(US)	Consistent	All target language translations have been completed on 11/14/2017 3:27:40 PM.
2 📃 Edit	RW_X_ftp1	English(UK)	French(France)	Consistent	All target language translations have been completed on 11/16/2017 1:05:35 PM.
3 🗌 🔁	RW_X_ftp2	English(UK)	French(France)	Consistent	All target language translations have been completed on 11/16/2017 1:05:42 PM.
4 📃 Edit	RW_X_ftp3	English(UK)	French(France)	Consistent	Submission Set is submitted.
~~~	August and August and	A A Desta and a desta	Approximation of the stands	And Sector and the sector of t	and the second statement of the second se

3. Click the Edit link beside a submission set.

The Lionbridge Submission Set Layout opens.

Documents Review Batches	Reporting ~ Case Adm	nin 🗸 🛛 Job Admin 🗸	Workspace Admin $$	Indexing & Analytics 🗸 🛛 F	Persistent Lists 🗸 Prod	uction ~ Dashboards	Lionbridge Connector	≡
Submission Set Admin Configur	ation Source Language	Target Language A	Nout					
Lionbridge Submission Set Layout	• 0		Save Save	and New Save and Back Can	ncel		Record 63 of 63 K	< > >I
General Information								Î
Submission Name:	JPS 2			Requires Quote Appro	val:   Yes			
					No			
C/M Number, Project Name:	12345			Send Configurati	ion: wss-PreDeploy	Clear		
				Requested Return D Note: Server timezone will be consid	ate: 11/21/2018 12:00 AM			
Document Source:	Select			Set Scheduled D Note: Server timezone will be consid	ate:			
Source Language:	English (United States)	Clear		Translation Ty	vpe: Test One	Clear		
								- 1
nal Inferentiation			all contractions of	Sand Stranger	ar an	-	Carlon Antonio	~~

4. You can edit the following fields in the **General Information** section:

Field	Description
Submission Name	Your name for this submission set.
C/M Number, Project Name	The purchase order (PO) number for this submission set.
Document Source	<ul> <li>This field is not editable. To add documents to a submission set after creation, see:</li> <li>"Adding One Document to a Submission Set" on page 38</li> <li>"Adding Multiple Documents to a Submission Set" on page 40</li> </ul>

- In Source Language, you can change the original language of the documents to send for translation.
   Note: The translation-provider configuration selected in Send Configuration, described below, determines the available source languages.
  - a. Click the ellipsis button to open the **Select Item Source Language** dialog box in a new browser window.

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0-11			<del>hensynft (iemtritiseri) – 18 16622 G.ParentValue</del> C	
Sele	ct Item - Source Language			
1 Selected Item(s) ↔ 🏹 🐻 🔠 Items 1 - 2 (of 2) K < >>>				
#	Name	Available Target Languages	Sync Configuration	
1 💿	English (United States)	Chinese (Hong Kong) Chinese (Singapore) Chinese [Simplified] Chinese [Traditional] Dutch (The Netherlands) English (United Kingdom) French (France) German (Germany) Italian (Italy) Portuguese (Portugal) Russian Spanish (International) Spanish (Spain) Swedish (Sweden)	wss-PreDeploy	
2 🔘	Spanish (Spain)	English (United States)	wss-PreDeploy	
Set	Cancel		Viewing the first 2 of 2 items in sets of 25 v per pa	

- The **Name** column displays the available source languages.
- The Available Target Languages column displays which target languages are available for each source language.
- The Sync Configuration column displays the Send Configuration (translation provider configuration) for which the source-target language pairs are supported.
- b. Select a different source language and click Set.
- 6. Available and required only if your translation provider is Lionbridge Freeway, which is determined by the translation-provider configuration you selected in **Send Configuration** described below. You use the **Requires Quote Approval** option to inform the translation provider whether you want to receive a quote before the translation process starts.
  - To request a quote, click **Yes**.
  - If you do not want to request a quote, click **No**.
- 7. In **Send Configuration**, you can change the translation-provider configuration to use when sending this submission set out for translation. For information about translation-provider configurations, refer to the *Lionbridge App for Relativity Installation and Configuration Guide*.
  - a. Click the ellipsis button to open the **Select Item Send Configuration** dialog box in a new browser window.

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C			ije na Prislana opački sa krista niče na konstance na krista na se sa konstance na krista sa konstance na krist
S	elec	ct Item - Send Configuration	
1	Sele	cted Item(s)	↔ 🏹 📷 🔠 Items 1 - 8 (of 8) ⊮< >>>
#		Name	Description
1		KHETZEL GEOTEXT DEMO	
2	$\bigcirc$	RW_FTP_Test	RW ftp customer folder robert.wolfe
3	0	RWftp_test	testing the Destination Folder to see if you can list full path (ie \Customer\robert.wolfe\shared)
4	$\bigcirc$	RW_SFTP_Test	
5	۲	wss-PreDeploy	
6	$\bigcirc$	FTP TSD	
7	$\bigcirc$	SFTP TSD	
8	$\bigcirc$	wss_PreDeploy2	Copy of wss_PreDeploy credentials for Test
s	et	Cancel	Viewing the first 8 of 8 items in sets of 25 • per page

- b. Select a different translation-provider configuration and click Set.
- 8. You can change the **Requested Return Date**, which specifies a deadline for completing the translation.
  - a. Click the ellipsis button to open the **date and time selector**.



b. Select a date and time in the calendar, and click **Done**.

**Note:** The date/time format and timezone are determined by the server where Relativity is installed.

9. You can change the **Set Scheduled Date** to schedule the date and time for sending this submission set for translation.



a. Click the ellipsis button to open the **date and time selector**.

- b. Do one of the following:
  - To schedule sending the submission set in the future, select a date and time in the calendar.
  - To send the submission set now, click **Now**.
- c. Click Done.

**Note:** The date/time format and timezone are determined by the server where Relativity is installed.

10. Available and required only if your translation provider is Lionbridge Freeway, which is determined by the translation-provider configuration you selected in **Send Configuration**, described above. You can change the **Translation Type** option to specify a different Freeway analysis code for this submission set.

a. Click the ellipsis button to open the **Select Item - Analysis Code** dialog box in a new browser window.

de R	🗗 Relativity - Google Chrome — 🗆 🗙		
			i je ca Pickensop Africa da vide al Da do dosoco Parentidadan.
Se	lect	Item - Analysis Code	
1 S	electe	ed Item(s)	↔ 🏹 🔞 🌐 Items 1 - 16 (of 16) K < >>
#		Name	Sync Configuration
1	۲	Test One	wss-PreDeploy
2	$\bigcirc$	Test Two	wss-PreDeploy
3	$\odot$	Critical	wss-PreDeploy
4	$\bigcirc$	Major	wss-PreDeploy
5		Minor	wss-PreDeploy
6	$\bigcirc$	Manufacturing	wss-PreDeploy
7	$\bigcirc$	Marketing	wss-PreDeploy
8	$\bigcirc$	Technical	wss-PreDeploy
9	$\odot$	A. Hansen	wss-PreDeploy
10	$\bigcirc$	I. Rush	wss-PreDeploy
11	$\bigcirc$	J. Barnes	wss-PreDeploy
Set	1	Cancel	Viewing the first 16 of 16 items in sets of 25 v per page

b. Select the Freeway analysis code for this submission set and click Set.

**Note:** This option is displayed only if the translation-provider configuration you selected in **Send Configuration**, above is for Lionbridge Freeway.

11. You can update the following information in the Additional Information section:

v~~./~~	and the second	an san san san san san san san san san s		
Additional Information				
Additional Instructions:		Reference File:	Choose File No file chosen Clear	
		Status Message:		
Consistency State:		Consistency Message:		
Email Recipients:		Project Id:		
Semi-colon separated list of email addresses. If left blank, no notification messages will be sent.				

Field	Description
Additional Instructions	Enter any requests, additional information, or guidance for the translator.
Consistency State	<ul> <li>This read-only field is populated after the submission set is created. It displays either:</li> <li>Consistent, which indicates that the parameters specified for this submission set are consistent and you can send the submission set for translation.</li> <li>A message about any inconsistencies in the parameters specified for this submission set. For example, it can display a message if an unsupported analysis code is selected.</li> <li>Important: You must resolve the inconsistencies before you can submit the submission set for translation.</li> </ul>
Email Recipients	Enter the email addresses of the recipients of notifications about this submission set. Separate multiple email addresses with a semi-colon (;). The recipients will receive email notifications about translation-status events, for example, when the submission set has been delivered to Lionbridge Freeway or to the FTP or SFTP site. For more information, see "Receiving Email Notifications" on page 80.
Reference File	<ul> <li>You can send reference files (support assets) to your translation provider as part of a submission set. This provides helpful context for the translator.</li> <li>Click Choose File. Then navigate to the reference file and select it to upload it and add it to the submission set.</li> </ul>
Status Message	This read-only field is populated after the submission set is submitted for translation.

Field	Description
Consistency Message	<ul> <li>This read-only field is populated after the submission set is created. It displays either:</li> <li>If the read-only Consistency State field, described above, displays Consistent, then this field displays Set [submission set name] is consistent.</li> <li>If the read-only Consistency State field, described above, displays an inconsistency message, then this field displays a details about the inconsistencies. For example, if an unsupported analysis code is selected in the Translation Type option, this field provides additional detail, such as the name of the analysis code and that it is not supported for the specified Send Configuration, described above.</li> </ul>
Project ID	This read-only field is populated after the submission set is submitted for translation to Lionbridge Freeway. It is displayed only if the translation-provider configuration selected in <b>Send Configuration</b> , above, is for Lionbridge Freeway.

12. Click a **Save** button at the top of the layout.

The Lionbridge Submission Set Layout updates.

- 13. You can select different target languages for this submission set.
  - To delete previously selected target languages, in the **Target Languages** section, select the languages to remove, and then click the **Unlink** button.



To add additional target languages:
a. in the Target Languages section, click the Link button.

Target Languages	
Name	Sync Configuration
0 Selected Item(s)	

The Select Items - Target Languages dialog box opens in a new browser window.

ф,	Relativ	ity - Google Chrome		- 🗆 ×
			halailaily/Controls/ObjectsPickensey.or	
Se	elect	Items - Target Languages		
		Ava	lable Items (Linked items not shown)	
3 S	elect	ed Item(s)	$\leftrightarrow \mathbf{\nabla} \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	Items 1 - 14 (of 14) K < > >>
#		Name	Supported Source Languages	Sync Configuration
1		Chinese (Hong Kong)	English (United States)	wss-PreDeploy
2		Chinese (Singapore)	English (United States)	wss-PreDeploy
3		Chinese [Simplified]	English (United States)	wss-PreDeploy
4		Chinese [Traditional]	English (United States)	wss-PreDeploy
			Viewing the	first 14 of 14 items in sets of 25 v per page
Ad		Remove	Selected Items	
0 S	elect	ed Item(s)	$\leftrightarrow \nabla$	ז⊚ װ Items 0 - (of ) וּוּ < וּאַ
#		Name	Supported Source Languages	Sync Configuration
Set		Cancel	Viewing th	e first 0 of 0 items in sets of 25 🔹 per page

b. In the top part of the dialog box, select the check boxes for the target languages to configure for this source language, and click **Add**.

Note: The Add button is available only after selecting at least one check box.

The selected target languages are now displayed at the bottom of the dialog box.

c. Click **Set** to save your change and close this dialog box.

Note: The Set button is available only after clicking Add in the previous sub-step.

#### The Lionbridge Submission Set Layout updates.

- 14. If you made any changes to the target languages in the previous step, click a **Save** button at the top of the layout.
- 15. After editing your submission set, you should recheck that the parameters specified are consistent. Click the **Reload Set** link in the top-right corner, and then recheck the **Consistency State** and **Consistency Message** fields, described above in step 11. If an inconsistency message is displayed, edit your submission set again to resolve any consistency issues.



## 3.3 Adding One Document to a Submission Set

You can add a single document to a submission set that you already created.

**Important:** When adding a document to a submission set, ensure that the source and target languages of the document match those configured for the submission set.

For more information about submission sets, see "Planning Your Translations with Submission Sets" on page 16.

For instructions on adding multiple documents to a submission set, see "Adding Multiple Documents to a Submission Set" on page 40.

#### To add a new single document to an existing submission set:

1. Click a workspace where the App is installed.

2. Click the **Documents** tab to display a list of available documents.

Documents	Review Batches	Report	ing ~	Cá	ase Ad	min ~ Jot	o Admin 🕓	<ul> <li>Workspace Admin</li> </ul>	n 🗸 Indexin	g & A
		×		ð 🖻	Docun	nents	<b>v</b>	+ No Related Items	*	- 2
🗕 🔹 🏪 Demo Wo	orkspace		Keyv	vord Sea	arch	✓ Enter Searce	ch Terms			
🎦 PT										-
			#			Artifact ID	<	Control Number	Group Identifier	Cr
			1	Edit	Þ		1041906 🤇	TST05		1.1
			2	Edit	12		1041907 1	TST01		2
			3 🔲	Edit	12		1041908 1	TST02		1.
			4	Edit	14		1041909 1	TST03		1
			5 🔲	Edit	14		1041910 1	TST04		
an sanda a sa a sa a sa a sa a sa a sa a	himan	<u>,</u> .	6	Edit	1.	and a second second	N911 1	TST06	Name of	

- 3. In the **Control Number** column, click a document's control number to open it in the viewer.
- 4. At the bottom of the **Document Metadata** pane, which is on the right side of the document viewer, click the **Lionbridge Translation History** icon

The Lionbridge Translation History pane opens.

🛄 Lio	nbridge Translation History	¢	_
Ē	ink Send		4
	↔ 🚺 🏹 7 🐻 🌐 Items 1 - 7 (of 7) にく♪	ы	
	Submission Name		
	Geotext Demo		
	TSD Test		
	RW_Adhoe Mass Ops		
	RW_Adhoc Mass Test1		÷
	D 🗄 🖼 🕮 🖡		œ

5. Click the **Link** button.

The Add Lionbridge Set Selector dialog box opens in a new browser window.

🗗 Relativity - Google Chrome	-	×
		 <b>.</b>
Add Lionbridge Set Selector		
Lionbridge Set Selector Layout   Cancel Save Save and New Cancel		
Select Submission Set		
Submission Set: Select		
		_

6. In the **Submission Set** dropdown list, select the submission set to which to add this docoument, and click **Save**.

The App adds the document to the selected submission set and closes the dialog box.

## 3.4 Adding Multiple Documents to a Submission Set

You can add multiple documents to a submission set that you already created.

**Important**: When adding documents to a submission set, ensure that the source and target languages of the documents match those configured for the submission set.

For more information about submission sets, see "Planning Your Translations with Submission Sets" on page 16.

For instructions on adding a single document to a submission set, see "Adding One Document to a Submission Set" on page 38.

#### To add multiple documents to an existing submission set:

1. Click a workspace where the App is installed.

2. Click the **Documents** tab to display a list of available documents.

Documents	Review Batches	Report	ing 🗸 Ci	ase Adr	nin ~	Job Admin	<ul> <li>Workspace A</li> </ul>	dmin 🗸
🗅 🔍		×	🗅 🐻 🖻	Docum	ients	~	+ No Related Items	· •
🗕 🔹 🍋 Demo W	Vorkspace		Keyword Sea	arch	✓ Enter S	Search Terms		
🛅 РТ								
			#		Artifact ID		Control Number	Group
			1 🕢 Edit	14		1041906	T \$T05	
			2 🕢 Edit	14		1041907	TST01	
			3 🕢 Edit	14		1041908	T ST02	
			4 🕢 Edit	14		1041909	TST03	
			5 📄 Edit	14		1041910	TST04	
			6 📄 Edit	12		1041911	TST06	
			7 🔲 Edit	14		1041931	TST07	$\sim$
Add Condition	Add Logic Group	LΥ	8 📄 Edit	14		1041932	T ST08	
			9 🔲 Edit	14		1041933	T ST09	A A 6
Ny series and a	and the second		T-REF.			10410	TETAL	

- 3. Select the check boxes next to the documents to add to the submission set.
- 4. At the bottom of the tab, click the Edit menu and then click Add to Lionbridge Submission Set.



The Add to Lionbridge Submission Set dialog box opens in a new browser window.

🗗 Relativity - Google Chrome	-	×
	7004 1	 
Add to Lionbridge Submission Set 4 Document Objects?		
Add to Submission Set Submission Set: Select		
Ok Cancel		

5. In the **Submission Set** dropdown list, select the submission set to which to add these docouments, and click **OK**.

The App adds the documents to the selected submission set and closes the dialog box.

## 4 Submitting Content for Translation

When you submit content for translation, you can either schedule it in advance or submit it immediately. All content that you submit for translation, is submitted as a submission set.

- If you schedule content for translation in advance, the documents must be in a previously created submission set, which is a grouping of multiple documents with the same metadata. For more information about submission sets, see "Planning Your Translations with Submission Sets" on page 16.. For instructions on creating a submission set, see page 17. For instructions on scheduling a previously created submission set, see page 43.
- There are multiple ways to immediately submit content for translation.
  - If you already created a submission set, you can submit it immediately for translation. For detailed instructions, see page 45.
  - You can submit a single document for translation. This automatically creates a submission set. For detailed instructions, see page 46.
  - You can submit multiple documents for translation. This automatically creates a submission set.
    - For detailed instructions on submitting multiple documents to Lionbridge Freeway, see page 56.
    - For detailed instructions on submitting multiple documents to an FTP or an SFTP server, see page 63.

Note for submissions to Lionbridge Freeway: You can cancel a submission set after submission by clicking the Cancel Project button in the top-right corner of the Lionbridge Submission Set Layout. This button is available after submission and before the submission set is in In Translation status. For a list and description of translation statuses, see "Translation Statuses" on page 79.

**Note for submissions to an FTP or SFTP server:** If an unexpected error occurs while submitting a submission set to an FTP or SFTP server, you can resubmit the documents that were not submitted properly. For detailed instructions, see page 72.

## 4.1 Scheduling a Submission Set for Translation

If you created a submission set, as described in "Planning Your Translations with Submission Sets" on page 16, you can schedule it for submission to your translation provider.

For instructions on creating and scheduling a new submission set, see "Creating a Submission Set" on page 17.

#### To schedule a submission set:

- 1. Click a workspace where the App is installed.
- 2. Click the Lionbridge Connector tab and then click the Submission Set child tab.

Documents	Review Batches Re	eporting 🗸 Case Admir	ı ∽ Job Admin ∽	Workspace Admin 🗸 🛛 I	ndexing & Analytics v Persistent Lists v Production v Dashboards Lionbridge Connector				
Submission S	Admin Configuration	Source Language	Target Language Abou						
Q New	A New Lionbridge Submission Sets V								
	↔ 🍸 🔞 🛗   1 -25/62  25 ▼ perpage @ < \$ M   Ξ								
#	Submission Name	Source Language	Target Languages	Consistency State	Status Message				
1 📄 Edit	Geotext Demo	Japanese	English(US)	Consistent	All target language translations have been completed on 11/14/2017 3:27:40 PM.				
2 📄 Edit	RW_X_ftp1	English(UK)	French(France)	Consistent	All target language translations have been completed on 11/16/2017 1:05:35 PM.				
3 🗌 🔁	RW_X_ftp2	English(UK)	French(France)	Consistent	All target language translations have been completed on 11/16/2017 1:05:42 PM.				
4 📃 Edit	RW_X_ftp3	English(UK)	French(France)	Consistent	Submission Set is submitted.				
~~~~~~	ALL	A passage and	August States of the	And the production of the	and a state of the				

3. Click the **Edit** link beside a submission set.

The Lionbridge Submission Set Layout opens.

Documents Review Batches	Reporting ~ Case Admin ~ Job Admin ~	Workspace Admin 🗸 Indexing & Analytics 🗸 Persiste	ent Lists v Production v Dashboards Lionbridge Connector
Submission Set Admin Configura	ation Source Language Target Language Ab	put	
Lionbridge Submission Set Layout	• 0	Save Save and New Save and Back Cancel	Record 62 of 62 K C > >
General Information			
Submission Name:	JPS 1	Requires Quote Approval:	O Yes
			No
C/M Number, Project Name:	12345	Send Configuration:	wss-PreDeploy Clear
		Requested Return Date:	
		Note: Server timezone will be considered	11/6/2018 12:00 AM ···
Document Source:	Demo Search Clear	Set Scheduled Date:	
		Note: Server timezone will be considered	
Source Language:	English (United States) Clear	Translation Type:	Legal Clear
Additional Information			
Additional information			
Additional Instructions:		Reference File:	Choose File No file chosen Clear
		le le	
		Status Message:	
Consistency State:		Consistency Message:	
Email Recipients:		Project Id:	
		ß	
Semi-colon separated list	of email addresses. If left blank, no notification messages will be	sent.	

4. Use **Set Scheduled Date** to schedule the date and time for sending this submission set for translation.



a. Click the ellipsis button to open the **date and time selector**.

- b. Do one of the following:
 - To schedule sending the submission set in the future, select a date and time in the calendar.
 - To send the submission set now, click **Now**.
- c. Click Done.

Note: The date/time format and timezone are determined by the server where Relativity is installed.

5. Click a **Save** button at the top of the layout.

4.2 Immediately Submitting a Submission Set for Translation

From the **Lionbridge Connector** tab, you can immediately submit a previously created submission set to Lionbridge Freeway or to an FTP or SFTP server for translation.

To immediately submit a submission set for translation:

1. Click a workspace where the App is installed.

2. Click the Lionbridge Connector tab and then click the Submission Set child tab.

Docur	nents	Review Batches Re	eporting v Case Admir	I → Job Admin →	Workspace Admin 🗸 🛛 I	ndexing & Analytics v Persistent Lists v Production v Dashboards Lionbridge Connector				
Subm	ission Se	Admin Configuration	Source Language	Target Language Abou						
Q	Q New Lionbridge Submission Set 🖗 All Lionbridge Submission Sets 🗸									
	↔ 文 70 🛗 1 - 25/62 25 • perpage ⊮ < 1 × ≡									
#		Submission Name	Source Language	Target Languages	Consistency State	Status Message				
1 🔲	Edit	Geotext Demo	Japanese	English(US)	Consistent	All target language translations have been completed on 11/14/2017 3:27:40 PM.				
2	Edit	RW_X_ftp1	English(UK)	French(France)	Consistent	All target language translations have been completed on 11/16/2017 1:05:35 PM.				
3 🔲 🕻	Edit	RW_X_ftp2	English(UK)	French(France)	Consistent	All target language translations have been completed on 11/16/2017 1:05:42 PM.				
4	Edit	RW_X_ftp3	English(UK)	French(France)	Consistent	Submission Set is submitted.				
		State of the second second	A A A A A A A A A A A A A A A A A A A	An all and a star star star	May Bright and a start of the start of the	eted and a set of the				

3. Click the Edit link beside a submission set.

The Lionbridge Submission Set Layout opens.

Documents Review Batches	Reporting v Case Admin v Job Admin v	Workspace Admin 🐱 Indexing & Analy	tics v Persistent Lists v Prod	uction v Dashboards	Lionbridge Connector
Submission Set Admin Config	uration Source Language Target Language Abo	ut			
Lionbridge Submission Set Layout	• 0	Edit Delete Bac	*		Record 31 of 62 K <>>>
General Information Submission Name C/M Number, Project Name Document Source Source Language	: TSD T H : 6767 :	Send Configuration: Requested Return Date: Note: Server timezone will be considered Set Scheduled Date: Note: Server timezone will be considered Document Metadata Fields:	FTP TSD 4/27/2018 12:00 AM		SUBMISSION SET Submit Set Resubmit 0 Failed Documents Reload Set
Additional Information Additional Instructions: Consistency State: Email Recipients: Semi-colon separated list o	Consistent; email addresses. If left blank, no notification messages will be sent	Reference File: Status Message: Consistency Message: S	et [TSD T H] is consistent.		

4. In the top-right corner, click **Submit Set**.

Important: The **Submit Set** button is displayed only if the submission set has no inconsistencies. If the **Submit Set** button is not displayed, check the **Consistency State** and **Consistency Message** fields for information about inconsistencies. You must resolve the inconsistencies before you can submit the submission set for translation. For descriptions of these fields, see "Editing a Submission Set" on page 28.

4.3 Immediately Submitting One Document for Translation

You can immediately submit a single document to Lionbridge Freeway or to an FTP or SFTP server for translation from the **Documents** tab. You select the document, specify the translation parameters, and then submit it for translation.

Note: Submitting a document for translation automatically creates a submission set.

To submit one document for translation:

- 1. Click a workspace where the App is installed.
- 2. Click the **Documents** tab to display a list of available documents.

Documents	Review Batches	Reporti	ing ~	Ci	ase Ad	min 🗸 Job Ad	dmin ~	Workspace Admin	~ Indexin	g & A
🗅 ଇ		×		ð 🖻	Docun	ients	v +	No Related Items	 Image: A set of the set of the	- 2
🗕 🔹 🏪 Demo W	/orkspace		Key	word Sea	arch	✓ Enter Search 1	Terms			-
🛅 РТ										-
			#			Artifact ID	Co	ntrol Number	Group Identifier	Cr
			1	Edit	14	104	1906 💽	105		
			2	Edit	12	104	1907 TS	F01		
			3	Edit	12	104	1908 TS	T02		1.1
			4 🔲	Edit	14	104	1909 TS	F03		1
			5	Edit	1	104	1910 TS	F04		\geq
a sura a sura da sura d	hand	<u>_</u>	6 🔽	Edit	. 12.	and a survey of the second	1911 TS	T06		

- 3. In the **Control Number** column, click a document's control number to open it in the viewer.
- 4. At the bottom of the **Document Metadata** pane, which is on the right side of the document viewer, click the **Lionbridge Translation History** icon

The Lionbridge Translation History pane opens.

Lionbridge Translation History	/ C	
Link Send		
↔ 🗐 7	']⊚ 🌐 Items 1 - 1 (of 1) IC < > >1	
Submission Name		
PH Demo Approval		1
•		Þ
0 Selected Item(s)	Select Page Size: 10 V	
	D 🗟 🔛 🗐	œ

5. Click the **Send** button.

The Add Lionbridge Submission Set dialog box opens in a new browser window.

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	ويتشبه والمحروبة فيتحدث والمعادي والمحدة والمحدودة والمحدود	, 10-10-10-10-00-0-0-0-0-0-0-0-0-0-0-0-0-	10077y, 10-100207201yourhilloriD-1010010
Add Lionbridge Submission	i Set		
Lionbridge Submission Set Send From D	Documents 🔹 🖉	Save Save and New Cancel	
General Information Submission Name:		Requires Quote Approval:	O Yes
C/M Number, Project Name: Source Language: Target Languages:	Select	Send Configuration: Requested Return Date: Note: Server timecone will be considered Translation Type:	Select
		Document Metadata Fields:	
Additional Information			
Additional Instructions:		Reference File:	Choose File No file chosen Clear
Email Recipients:		Status Message:	
Semi-colon separated list of	email addresses. If left blank, no notification messages will be sen	t.	
Consistency State:		Consistency Message:	

6. Enter the following information in the **General Information** section:

Field	Description
Submission Name	Your name for this submission set.
C/M Number, Project Name	The purchase order (PO) number for this submission set.

7. In **Send Configuration**, you select the translation-provider configuration to use when sending this submission set out for translation. For information about translation-provider configurations, refer to the *Lionbridge for Relativity Installation and Configuration Guide*.

Note: You must select the translation-provider configuration before you can populate the **Source Language**, **Translation Type**, and **Document Metadata Fields** fields or selecting a Requires Quote Approval radio button. a. Click the ellipsis button to open the **Select Item - Send Configuration** dialog box in a new browser window.

₽	Relat	ivity - Google Chrome	– 🗆 X
0	-		iji ci Pi da na politi na kolo do 1000000.Purendi da e
S	elec	t Item - Send Configuration	
1	Sele	cted Item(s)	↔ 🏹 📷 🔠 Items 1 - 8 (of 8) К < ЭЭ
#		Name	Description
1	۲	KHETZEL GEOTEXT DEMO	
2	\bigcirc	RW_FTP_Test	RW ftp customer folder robert.wolfe
3	0	RWftp_test	testing the Destination Folder to see if you can list full path (ie \Customer\robert.wolfe\shared)
4	\bigcirc	RW_SFTP_Test	
5		wss-PreDeploy	
6	\bigcirc	FTP TSD	
7		SFTP TSD	
8	\bigcirc	wss_PreDeploy2	Copy of wss_PreDeploy credentials for Test
s	et	Cancel	Viewing the first 8 of 8 items in sets of 25 🔹 per page

- b. Select the translation-provider configuration and click **Set**.
- 8. In **Source Language**, select the original language of the documents to send for translation.

Note: The translation-provider configuration selected above in **Send Configuration** determines the available source languages.

a. Click the ellipsis button to open the **Select Item - Source Language** dialog box in a new browser window.

🗗 Relativity - Google Chrome		– 🗆 X
		
Select Item - Source Language		
0 Selected Item(s)	$\leftrightarrow \nabla$ Te	items 1 - 3 (of 3) K C > >1
# Name	Available Target Languages	Sync Configuration
1 🔘 Russian	Czech Moldovian Polish Slovak	FTP TSD
2 🔘 Romanian	Czech Polish Slovak	FTP TSD
3 O Portuguese	Bulgarian Hungarian Moldovian	FTP TSD
Set Cancel	Viewing th	e first 3 of 3 items in sets of 25 🔹 per page

- The **Name** column displays the available source languages.
- The Available Target Languages column displays which target languages are available for each source language.
- The Sync Configuration column displays the Send Configuration (translation provider configuration) for which the source-target language pairs are supported.
- b. Select the source language and click Set.
- 9. In **Target Languages**, select the target languages into which to translate this document.

a. Click the ellipsis button to open the **Select Items - Target Languages** dialog box in a new browser window.

ф,	lativ	ity - Google Chrome		– 🗆 X			
	-		halati ity/Controls/ObjectsPistencepart	ийантуры 10-100007101/Гененкійстві.			
Se	Select Items - Target Languages						
		Avai	lable Items (Linked items not shown)				
3 5	3 Selected Item(s) ↔ 🏹 🍈 🌐 Items 1 - 14 (of 14) K < >>1						
#		Name	Supported Source Languages	Sync Configuration			
1		Chinese (Hong Kong)	English (United States)	wss-PreDeploy			
2		Chinese (Singapore)	English (United States)	wss-PreDeploy			
3		Chinese [Simplified]	English (United States)	wss-PreDeploy			
4		Chinese [Traditional]	English (United States)	wss-PreDeploy			
			Viewing the	first 14 of 14 items in sets of 25 🔹 per page			
Ad	d	Remove	Selected Items				
0 5	elect	ed Item(s)	$\leftrightarrow \nabla$	₩ Items 0 - (of) K < > > > > > > > > > > > > > > > > > >			
#		lame	Supported Source Languages	Sync Configuration			
Se		Cancel	Viewing th	e first 0 of 0 items in sets of 25 🔹 per page			

b. In the top part of the dialog box, select the check boxes for the target languages to configure for this source language, and click **Add**.

Note: The Add button is available only after selecting at least one check box.

The selected target languages are now displayed at the bottom of the dialog box.

c. Click Set to save your change and close this dialog box.

Note: The Set button is available only after clicking Add in the previous sub-step.

The Add Lionbridge Submission Set Layout dialog box updates.

10. Available and required only if your translation provider is Lionbridge Freeway, which is determined by the translation-provider configuration you selected in **Send Configuration** described above. You use the **Requires Quote Approval** option to inform the translation provider whether you want to receive a quote before the translation process starts.

- To request a quote, click **Yes**.
- If you do not want to request a quote, click **No**.
- 11. Required. You use **Requested Return Date** to select a deadline for completing the translation.
 - a. Click the ellipsis button _____ to open the **date and time selector**.



b. Select a date and time in the calendar, and click **Done**.

Note: The date/time format and timezone are determined by the server where Relativity is installed.

12. Available and required only if your translation provider is Lionbridge Freeway, which is determined by the translation-provider configuration you selected in **Send Configuration**, described above. You use the **Translation Type** option to specify a Freeway analysis code for this submission set.

a. Click the ellipsis button to open the **Select Item - Analysis Code** dialog box in a new browser window.

8	ele	ct Item - Analysis Code	
0	Sele	cted item(s)	↔ 🏹 🐞 🔛 Items 1 - 7 (of 7) K < > >>
#		Name	Sync Configuration
1	\odot	Legal	wss_PreDeploy2
2	\bigcirc	Manufacturing	wss_PreDeploy2
3	\odot	Marketing	wss_PreDeploy2
4	\bigcirc	Technical	wss_PreDeploy2
5		In Country Review	wss_PreDeploy2
6	\bigcirc	MT + Post Editing	wss_PreDeploy2
7	\odot	Standard	wss_PreDeploy2

b. Select the Freeway analysis code for this submission set and click Set.

Note: This option is displayed only if the translation-provider configuration you selected in **Send Configuration**, above is for Lionbridge Freeway.

13. Available only if your translation-provider configuration is for FTP or SFTP, which you selected in **Send Configuration**, described above. You can use the **Document Metadata Fields** feature to specify which fields in the documents in this submission set are metadata. These fields are included in a .txt file that is delivered to the FTP or SFTP server. a. Click the ellipsis button to open the **Select Item - Document Metadata Fields** dialog box in a new browser window.

🗗 Relativity - Google Chrome	- 🗆 X
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Select Items - Document Metadata Fields	
Available Items	
3 Selected Item(s)	↔ 🏹 7⊚ 🌐 Items 1 - 25 (of 63) (< € >>>
# 🔲 Name	*
9 🔲 Bates Beg	
10 📃 Bates End	
11 Conversation Index	-
12 🕑 Control Number End	
13 🕑 Control Number Beg Attach	
14 Control Number End Attach	•
	Viewing the first 63 of 63 items in sets of 25 v per page
Add Remove Selected Items	
0 Selected Item(s)	↔ 🏹 🐻 🌐 Items 0 - (of) ⊮ < >>
# 🔲 Name	
Set Cancel	Viewing the first 0 of 0 items in sets of 25 v per page

b. In the top part of the dialog box, select the check boxes of the metadata fields in the documents in this submission set and click **Add**.

Note: The Add button is available only when at least one metadata field is selected.

The selected metadata fields are now displayed at the bottom of the dialog box.

c. In the bottom part of the dialog box, click **Set** to save your change and close this dialog box.

Note: This option is displayed only if the translation-provider configuration you selected in **Send Configuration**, above is for FTP or SFTP.

14. Enter the following information in the **Additional Information** section:

	and the second	and the second of the	and the second
Additional Information			
Additional Instructions:		Reference File:	Choose File No file chosen Clear
		Status Message:	
Consistency State:		Consistency Message:	
Email Recipients:		Project Id:	
Semi-colon separated list o	f email addresses. If left blank, no notification messages will be sent.		

Field	Description			
Additional Instructions	Enter any requests, additional information, or guidance for the translator.			
Consistency State	This read-only field is populated after the submission set is created.			
Email Recipients	Enter the email addresses of the recipients of notifications about this submission set. Separate multiple email addresses with a semi-colon (;). The recipients will receive email notifications about translation-status events, for example, when the submission set has been delivered to Lionbridge Freeway or to the FTP or SFTP site. For more information, see "Receiving Email Notifications" on page 80.			
Reference File	 You can send reference files (support assets) to your translation provider as part of a submission set. This provides helpful context for the translator. Click Choose File. Then navigate to the reference file and select it to upload it and add it to the submission set. 			
StatusThis read-only field is populated after the submission set is submitted for translation.				
Consistency Message	This read-only field is populated after the submission set is created.			
Project ID	This read-only field is populated after the submission set is submitted for translation to Lionbridge Freeway. It is displayed only if the translation-provider configuration selected in Send Configuration , above, is for Lionbridge Freeway.			

15. Click Save.

The App submits the document for translation.

4.4 Immediately Submitting Multiple Documents to Freeway for Translation

You can immediately submit multiple documents to Lionbridge Freeway for translation from the **Documents** tab. You select the documents, specify the translation parameters, and then submit them to Freeway.

Note: Submitting multiple documents for translation automatically creates a submission set.

To immediately submitting multiple documents to Freeway for translation:

- 1. Click a workspace where the App is installed.
- 2. Click the **Documents** tab to display a list of available documents.

Documents	Review Batches	Report	ing ~ (Case Ad	min ~	Job Admin	 Workspace Ad 	dmin 🗸
D		×	🗅 🔓 🖻	Docur	nents	~	+ No Related Items	
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🔁 PT								- T
			#		Artifact ID		Control Number	Group
			1 🕢 Edit	12		1041906	T \$T05	
			2 🕢 Edit	14		1041907	TST01	
			3 🕢 Edit	14		1041908	TST02	- 3
			4 🕢 Edit	12		1041909	TST03	
			5 📃 Edit	12		1041910	TST04	
			6 📄 Edit	12		1041911	TST06	
			7 📄 Edit	12		1041931	TST07	
Add Condition	Add Logic Group	Ц×	8 📄 Edit	12		1041932	TST08	
		100	9 📄 Edit	2		1041933	TST09	A. A. (
A Contraction of the	and the second		Codit.	- 7		10410	TETONO	

3. Select the check boxes next to the documents to submit for translation.

4. At the bottom of the tab, click the **Edit** menu and then click **Submit for Freeway Lionbridge Translation**.



The **Submit for Freeway Lionbridge Translation Document Objects** dialog box opens in a new browser window.

lativity - Google Chrome			- 0
Heterator teditoria idgendo	udoppment/fickativity/Care/lifeceCpered	in the second	ulu - 0 160566 1 760 1 1006 (
omit for Freeway Lionbri	dge Translation 3 Document Ob	jects?	
eneral Information			
Submission Name:		Requires Quote Approval:	 Yes
			No
C/M Number, Project Name:		Send Configuration:	Select
Source Language:	Salact	Requested Return Date	
bource Lunguager	Select	Note: Server timezone will be considered:	
Target Languages:		Translation Type:	Select
dditional Information			
Additional Instructions:		Reference File:	Choose File No file chosen
		10101010001100	Clear
		Status Message:	
Email Recipients:		Project Id:	
Semi-colon separated list of email add	resses. If left blank, no notification messages will be sent		
	00 SOM.		
Canad			

Note: The number in the title indicates how many documents you selected to send out for translation.

5. Enter the following information in the **General Information** section:

Field	Description
Submission Name	Your name for this submission set.
C/M Number, Project Name	The purchase order (PO) number for this submission set.

6. In **Send Configuration**, you select the translation-provider configuration to use when sending this submission set out for translation. For information about translation-provider configurations, refer to the *Lionbridge for Relativity Installation and Configuration Guide*.

Note: You must select the translation-provider configuration before you can populate the **Source Language**, **Translation Type**, and **Document Metadata Fields** fields or selecting a Requires Quote Approval radio button.

a. Click the ellipsis button ______ to open the **Select Item - Send Configuration** dialog box in a new browser window.

₽	🗗 Relativity - Google Chrome — 🗆 🗙					
0	O-Hereard Hedlin Leidgenberder providient in //Ourient //OurienPidence publicenterion //Ourient/ait/entD-10166688&Parentitels e					
S	Select Item - Send Configuration					
1	Sele	cted Item(s)	↔ 🏹 📷 🔠 Items 1 - 8 (of 8) ⊮ < >>			
#		Name	Description			
1	۲	KHETZEL GEOTEXT DEMO				
2	\bigcirc	RW_FTP_Test	RW ftp customer folder robert.wolfe			
3	0	RWftp_test	testing the Destination Folder to see if you can list full path (ie \Customer\robert.wolfe\shared)			
4	\bigcirc	RW_SFTP_Test				
5		wss-PreDeploy				
6	\bigcirc	FTP TSD				
7		SFTP TSD				
8	\bigcirc	wss_PreDeploy2	Copy of wss_PreDeploy credentials for Test			
s	et	Cancel	Viewing the first 8 of 8 items in sets of 25 🔹 per page			

- b. Select the translation-provider configuration and click Set.
- 7. In **Source Language**, select the original language of the documents to send for translation.

Note: The translation-provider configuration selected above in **Send Configuration** determines the available source languages.

a. Click the ellipsis button to open the **Select Item - Source Language** dialog box in a new browser window.

🗗 Relativity - Google Chrome		– 🗆 X			
Select Item - Source Language					
0 Selected Item(s)	$\leftrightarrow \nabla$ Te	1 - 3 (of 3) K < >>1			
# Name	Available Target Languages	Sync Configuration			
1 🔘 Russian	Czech Moldovian Polish Slovak	FTP TSD			
2 🔘 Romanian	Czech Polish Slovak	FTP TSD			
3 O Portuguese	Bulgarian Hungarian Moldovian	FTP TSD			
Set Cancel	Viewing th	e first 3 of 3 items in sets of 25 🔹 per page			

- The **Name** column displays the available source languages.
- The Available Target Languages column displays which target languages are available for each source language.
- The Sync Configuration column displays the Send Configuration (translation provider configuration) for which the source-target language pairs are supported.
- b. Select the source language and click Set.
- 8. In **Target Languages**, select the target languages into which to translate this document.

a. Click the ellipsis button to open the **Select Items - Target Languages** dialog box in a new browser window.

ф,	Relativ	ity - Google Chrome		– 🗆 X		
Se	elect	Items - Target Languages				
		Ava	lable Items (Linked items not shown)			
3 8	3 Selected Item(s) ↔ 🏹 7₀ 🌐 Items 1 - 14 (of 14) K < 🖂 א					
#		Name	Supported Source Languages	Sync Configuration		
1		Chinese (Hong Kong)	English (United States)	wss-PreDeploy		
2		Chinese (Singapore)	English (United States)	wss-PreDeploy		
3		Chinese [Simplified]	English (United States)	wss-PreDeploy		
4		Chinese [Traditional]	English (United States)	wss-PreDeploy		
			Viewing the	first 14 of 14 items in sets of 25 v per page		
Ad		Remove	Selected Items			
0 5	elect	ed Item(s)	$\leftrightarrow \nabla$	7⊚ 🛗 Items 0 - (of) кс >э		
#		Name	Supported Source Languages	Sync Configuration		
Se		Cancel	Viewing th	e first 0 of 0 items in sets of 25 v per page		

- 9. You use the **Requires Quote Approval** option to inform the translation provider whether you want to receive a quote before the translation process starts.
 - To request a quote, click **Yes**.
 - If you do not want to request a quote, click **No**.
- 10. Required. You use **Requested Return Date** to select a deadline for completing the translation.

4 Submitting Content for Translation



a. Click the ellipsis button to open the **date and time selector**.

b. Select a date and time in the calendar, and click **Done**.

Note: The date/time format and timezone are determined by the server where Relativity is installed.

11. You use the **Translation Type** option to specify a Freeway analysis code for this submission set.

a. Click the ellipsis button to open the **Select Item - Analysis Code** dialog box in a new browser window.

Select Item - Analysis Code 0 Selected Item(s)					
#	Name	Sync Configuration			
1 🔘	Legal	wss_PreDeploy2			
2 🔘	Manufacturing	wss_PreDeploy2			
3 🔘	Marketing	wss_PreDeploy2			
4 🔘	Technical	wss_PreDeploy2			
5 🔘	In Country Review	wss_PreDeploy2			
6 🔘	MT + Post Editing	wss_PreDeploy2			
7 🔘	Standard	wss_PreDeploy2			

b. Select the Freeway analysis code for this submission set and click Set.

Note: This option is displayed only if the translation-provider configuration you selected in **Send Configuration**, above is for Lionbridge Freeway.

12. Enter the following information in the **Additional Information** section:

Y~~/~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	www.energy.com	en a fra santa an artha	and a second
Additional Information			
Additional Instructions:		Reference File:	Choose File No file chosen Clear
		Status Message:	
Consistency State:		Consistency Message:	
Email Recipients:		Project Id:	
	4		
Semi-colon separated list o	f email addresses. If left blank, no notification messages will be sent.		

Field	Description
Additional Instructions	Enter any requests, additional information, or guidance for the translator.
Consistency State	This read-only field is populated after the submission set is created.
Email Recipients	Enter the email addresses of the recipients of notifications about this submission set. Separate multiple email addresses with a semi-colon (;). The recipients will receive email notifications about translation-status events, for example, when the submission set has been delivered to Lionbridge Freeway or to the FTP or SFTP site. For more information, see "Receiving Email Notifications" on page 80.
Reference File	 You can send reference files (support assets) to your translation provider as part of a submission set. This provides helpful context for the translator. Click Choose File. Then navigate to the reference file and select it to upload it and add it to the submission set.
Status Message	This read-only field is populated after the submission set is submitted for translation.
Consistency Message	This read-only field is populated after the submission set is created.
Project ID	This read-only field is populated after the submission set is submitted for translation to Lionbridge Freeway. It is displayed only if the translation-provider configuration selected in Send Configuration , above, is for Lionbridge Freeway.

13. Click **OK**.

The App submits the documents for translation to Lionbridge Freeway.

4.5 Immediately Submitting Multiple Documents to an FTP or SFTP Server for Translation

You can immediately submit multiple documents to an FTP or SFTP server for translation from the **Documents** tab. You select the documents, specify the translation parameters, and then submit them to the server.

Note: Submitting multiple documents for translation automatically creates a submission set.

To immediately submitting multiple documents to an FTP or SFTP Server for translation:

- 1. Click a workspace where the App is installed.
- 2. Click the **Documents** tab to display a list of available documents.

Documents Review Batches	Report	ing ∽ Ca	ise Adri	nin ~	Job Admin	 Workspace Ad 	lmin v
🗅 ଭ	×	🗅 🖟 🖻	Docum	ents	~	+ No Related Items	· •
🗕 👻 🐂 Demo Workspace		Keyword Sea	rch	✓ Enter S	earch Terms		
🛅 PT							
		#		Artifact ID		Control Number	Group
		1 🕢 Edit	14		1041906	TST05	
		2 🕢 Edit	14		1041907	TST01	
		3 🕢 Edit	14		1041908	TST02	1
		4 🕢 Edit	14		1041909	TST03	
		5 📃 Edit	14		1041910	TST04	
		6 📄 Edit	14		1041911	TST06	1.1
		7 🔲 Edit	14		1041931	TST07	\sim
Add Condition V Add Logic Group	×	8 📄 Edit	14		1041932	T ST08	
		9 📄 Edit	14	_	1041933	TST09	· · ·
A statement of the state of the		CAR.			10410	TETONO	

- 3. Select the check boxes next to the documents to submit for translation.
- 4. At the bottom of the tab, click the **Edit** menu and then click **Submit for SFTP/FTP Lionbridge Translation**.



The **Submit for SFTP/FTP Lionbridge Translation Document Objects** dialog box opens in a new browser window.

🗗 Relativity - Google Chrome			- 🗆	×
O -11-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-		d 17166107 0.00 1001	00.7-0.005	
Submit for SFTP/FTP Lionbridge Translation 2 Document Ob	jects?			
				_
General Information				
Submission Name:				
C/M Number, Project name:	Send Configuration:	Select		
Source Language: Select	Requested Return Date			
	Note: Server timezone will be considered:			
Target Languages:	Document Metadata Fields:			
-				
Additional Information				
Additional Instructions:	Reference File:	Choose File No file chos	en	
		Clear		
Email Recipients:	Status Message:			
				_
Semi-colon separated list of email addresses. If left blank, no notification				
messages will be sent.				
Ok Cancel				

Note: The number in the title indicates how many documents you selected to send out for translation.

5. Enter the following information in the **General Information** section:

Field	Description
Submission Name	Your name for this submission set.
C/M Number, Project Name	The purchase order (PO) number for this submission set.

6. In **Send Configuration**, you select the translation-provider configuration to use when sending this submission set out for translation. For information about translation-provider configurations, refer to the *Lionbridge for Relativity Installation and Configuration Guide*.

Note: You must select the translation-provider configuration before you can populate the **Source Language**, **Translation Type**, and **Document Metadata Fields** fields or selecting a Requires Quote Approval radio button. a. Click the ellipsis button to open the **Select Item - Send Configuration** dialog box in a new browser window.

🗗 Re	🗗 Relativity - Google Chrome — 🗆 🗙						
0	O-Heren						
Sel	Select Item - Send Configuration						
1 Se	1 Selected Item(s) ↔ 🏹 🐻 🌐 Items 1 - 8 (of 8) K < >>						
#		Name	Description				
1 🤅	•	KHETZEL GEOTEXT DEMO					
2 🤅	D	RW_FTP_Test	RW ftp customer folder robert.wolfe				
3 (D	RWftp_test	testing the Destination Folder to see if you can list full path (ie \Customer\robert.wolfe\shared)				
4 🤘	D	RW_SFTP_Test					
5 🤅	D	wss-PreDeploy					
6 🤅	D	FTP TSD					
7 🤅	D	SFTP TSD					
8 🤅	D	wss_PreDeploy2	Copy of wss_PreDeploy credentials for Test				
Set	Ι	Cancel	Viewing the first 8 of 8 items in sets of 25 v per page				

- b. Select the translation-provider configuration and click **Set**.
- 7. In **Source Language**, select the original language of the documents to send for translation.

Note: The translation-provider configuration selected above in **Send Configuration** determines the available source languages.

a. Click the ellipsis button to open the **Select Item - Source Language** dialog box in a new browser window.

🗗 Relativity - Google Chrome		– 🗆 X			
Select Item - Source Language					
0 Selected Item(s)	$\leftrightarrow \nabla$ 10) 🌐 Items 1 - 3 (of 3) K 🤇 🕅			
# Name	Available Target Languages	Sync Configuration			
1 🔘 Russian	Czech Moldovian Polish Slovak	FTP TSD			
2 🔘 Romanian	Czech Polish Slovak	FTP TSD			
3 🔘 Portuguese	Bulgarian Hungarian Moldovian	FTP TSD			
Set Cancel	Viewing th	e first 3 of 3 items in sets of 25 🔹 per page			

- The **Name** column displays the available source languages.
- The Available Target Languages column displays which target languages are available for each source language.
- The Sync Configuration column displays the Send Configuration (translation provider configuration) for which the source-target language pairs are supported.
- b. Select the source language and click Set.
- 8. In **Target Languages**, select the target languages into which to translate this document.

a. Click the ellipsis button to open the **Select Items - Target Languages** dialog box in a new browser window.

d e r	🗗 Relativity - Google Chrome — 🗆 🗙							
Select Items - Target Languages								
Available Items (Linked items not shown)								
3 5	elect	ed item(s)	$\leftrightarrow \mathbf{\nabla} \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	Items 1 - 14 (of 14) K < >>				
#		Name	Supported Source Languages	Sync Configuration				
1		Chinese (Hong Kong)	English (United States)	wss-PreDeploy				
2		Chinese (Singapore)	English (United States)	wss-PreDeploy				
3	•	Chinese [Simplified]	English (United States)	wss-PreDeploy				
4		Chinese [Traditional]	English (United States)	wss-PreDeploy				
	Viewing the first 14 of 14 items in sets of 25 • per page							
Add Remove Selected Items								
0 5	elect	ed Item(s)	$\leftrightarrow \nabla$	📷 🔠 Items 0 - (of) кс > э				
#		Name	Supported Source Languages	Sync Configuration				
Set		Cancel	Viewing th	e first 0 of 0 items in sets of 25 🔹 per page				

9. Required. You use **Requested Return Date** to select a deadline for completing the translation.

4 Submitting Content for Translation



a. Click the ellipsis button to open the **date and time selector**.

b. Select a date and time in the calendar, and click **Done**.

Note: The date/time format and timezone are determined by the server where Relativity is installed.

10. You can use the **Document Metadata Fields** feature to specify which fields in the documents in this submission set are metadata.

a. Click the ellipsis button to open the **Select Item - Document Metadata Fields** dialog box in a new browser window.

🗗 Relativity - Google Chrome — 🗆 🗙							
© ******** **************************							
Select Items - Document Metadata Fields							
Available Items							
3 Selected Item(s)							
# 🔲 Name							
9 🔲 Bates Beg							
10 📃 Bates End							
11 Conversation Index							
12 🕑 Control Number End							
13 🕑 Control Number Beg Attach							
14 Control Number End Attach	*						
	Viewing the first 63 of 63 items in sets of 25 v per page						
Add Remove Selected Items							
0 Selected Item(s)	↔ 🏹 🐻 🌐 Items 0 - (of) ⊮ < >>1						
# 🔲 Name							
Set Cancel	Viewing the first 0 of 0 items in sets of 25 v per page						

b. In the top part of the dialog box, select the check boxes of the metadata fields in the documents in this submission set and click **Add**.

Note: The Add button is available only when at least one metadata field is selected.

The selected metadata fields are now displayed at the bottom of the dialog box.

c. In the bottom part of the dialog box, click **Set** to save your change and close this dialog box.

Note: This option is displayed only if the translation-provider configuration you selected in **Send Configuration**, above is for FTP or SFTP.

11. Enter the following information in the **Additional Information** section:

Y~~/~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	and the second	an she was a she was	and a second			
Additional Information						
Additional Instructions:		Reference File:	Choose File No file chosen Clear			
		Status Message:				
Consistency State:		Consistency Message:				
Email Recipients:		Project Id:				
Semi-colon secarated list of email addresses. If left blank. no notification messaces will be sent.						

Field	Description		
Additional Instructions	Enter any requests, additional information, or guidance for the translator.		
Consistency State	This read-only field is populated after the submission set is created.		
Email Recipients	Enter the email addresses of the recipients of notifications about this submission set. Separate multiple email addresses with a semi-colon (;). The recipients will receive email notifications about translation-status events, for example, when the submission set has been delivered to Lionbridge Freeway or to the FTP or SFTP site. For more information, see "Receiving Email Notifications" on page 80.		
Reference File	You can send reference files (support assets) to your translation provider as part of a submission set. This provides helpful context for the translator.		
	Click Choose File. Then navigate to the reference file and select it to upload it and add it to the submission set.		
Status Message	This read-only field is populated after the submission set is submitted for translation.		
Consistency Message	This read-only field is populated after the submission set is created.		
Project ID	This read-only field is populated after the submission set is submitted for translation to Lionbridge Freeway. It is displayed only if the translation-provider configuration selected in Send Configuration , above, is for Lionbridge Freeway.		

12. Click **OK**.

The App submits the documents for translation to the designated SFTP or FTP server specified in the translation-provider configuration, described above.

4.6 Resubmitting a Submission Set to an FTP or SFTP Server

If an unexpected error occurs while submitting a submission set to an FTP or SFTP server, you can resubmit the documents that were not submitted properly.

To resubmit a submission set to an FTP or SFTP server after an unexpected error occurs:

- 1. Click a workspace where the App is installed.
- 2. Click the Lionbridge Connector tab and then click the Submission Set child tab.

Documents	Review Batches Re	eporting v Case Admin	ı ∽ Job Admin ∽	Workspace Admin 🗸	Indexing & Analytics 🗸 Persistent Lists 🗸 Production 🗸 Dashboards (Lionbridge Connector) 🚍			
Submission Set Admin Configuration Source Language Target Language About								
Q New	Q New Linnbridge Submission Set 🕞 All Linnbridge Submission Sets 🗸							
					↔ 🏹 🔞 🌐 51 -62/62 25 ▼ per page 📧 < > × ≡			
#	Submission Name	Source Language	Target Languages	Consistency State	Status Message			
51 📄 Edit	demo123	English (United States)	Portuguese (Portugal)	Consistent	Completed - Pending Approval			
52 Edit	Relative Pomo	English(FK)	Italian	Consistent	nguage translations have been completed on 18/10/2018 17:55:21 PM			

3. Click the link beside a submission set for which the **Status Message** column displays In Translation with Errors.
The Lionbridge Submission Set Layout opens.

Documents Review Batches	Reporting V Case A	dmin 👻 🛛 Job Admin 🗸	Workspace Admin 🗸	Persistent Lists v Production v E	Dashboards Lionbridge Connector	
Submission Set Admin Configur	ration Source Language	Target Language				
Lionbridge Submission Set Layout	• 0			Edit Delete Back Edit Permission	ns View Audit	Record 1 of 3 K K > >1
General Information						SUBMISSION SET
Submission Name:	1					Submit Set
C/M Number, Project Name:	3454656			Send Configuratio	n: wsd-tsdservices FTP	Resubmit 2 Failed Documents
				Requested Return Dat	e:	Reload Set
				Note: Server timezone will be consider	30.11.2017 r. 0:00	
Document Source:				Set Scheduled Dat	e:	
				Note: Server timezone will be consider	ed	
Source Language:	Swedish					
				Jocument Metaatia Field	Bates Beg Attach Bates Eeg Attach Bates Eeg Attach Bates End Bates End Bates End Attach Control Number Beg Attach Control Number End Control Number End Control Number System Control System Control Number System Control Number System Control System Control	
Additional Information						

The App continues resubmitting the submission set from the point of failure.

5 Monitoring Translation Status and Viewing Translation History

After submitting a submission set for translation, you can view its translation status and translation history.

You may also receiving email notifications when there are changes to the translation status of the submission set. For details, see "Receiving Email Notifications" on page 80.

For a list and description of all translation statuses, see "Translation Statuses" on page 79.

To monitor a translation status of a submission set and view its translation history:

- 1. Click a workspace where the App is installed.
- 2. Click the **Lionbridge Connector** tab and then click the **Submission Set** child tab.

Docu	ments	Review Batches Re	eporting v Case Admin	i ∽ Job Admin ∽	Workspace Admin 🗸 🛛 I	ndexing & Analytics 🗸 Persist
Subm	ission Se	Admin Configuration	Source Language	Target Language Abou		
ď	New	Lionbridge Submission Set	🕞 🕞 All Lionbridge Subr	nission Sets 🗸		
#		Submission Name	Source Language	Target Languages	Consistency State	Status Message
1	Edit (Geotext Demo	Japanese	English(US)	Consistent	All target language translations ha
2	Edit	RW_X_ftp1	English(UK)	French(France)	Consistent	All target language translations ha
3	Edit	RW_X_ftp2	English(UK)	French(France)	Consistent	All target language translations ha
4	Edit	RW_X_ftp3	English(UK)	French(France)	Consistent	Submission Set is submitted.
5	Edit	RW_X_ftpAH1	English(UK)	French(France)	Consistent	All target language translations ha
6	Edit	RW_ftp_SAH	English(UK)	French(France)	Consistent	All target language translations ha
- N	June 1	har an line line	For	A second s		

3. Click the link for a submission set in the **Submission Name** column.

The Lionbridge Submission Set Layout opens.

Documents	Review Batches	Reporting ~	Case Admir	n 🗸 Job Admin	~	Workspace Admin	~	Indexing & Analytics	· ~	Persistent Lists	~	Production	~	Dashboard
Submission Set	Admin Configura	ation Source I	Language	Target Language	Abou	ut								
Lionbridge Submi	ssion Set Layout		• 0				Edi	t Delete Back						
General Info	rmation													
5	Submission Name:	Geotext Demo												
C/M Num	ber, Project Name:	CM-1234					Send	Configuration: Ki	HETZE	L GEOTEXT DEM	o			
						Re	queste	d Return Date: 44	122/201	7 12:00 AM				
						Note: Server	fimezon	e will be considered	122/201	17 12.00 AW				_
l	Document Source:						Set S	cheduled Date:						
						Note: Server	r timezon.	e will be considered						_
	Source Language:	Japanese												
						Docu	ment M	letadata Fields: Ba	ites Be	g n Attach				
	and the second second	and and a second						Ba	ites En	d		-		
(A second second		A AND AND AND AND A		- Arrest Const		العير\	pro-col	- west		1. ACA.	1	

The following information is displayed in the **General Information** section:

Field	Description
Submission Name	Your name for this submission set.
C/M Number, Project Name	The purchase order (PO) number for this submission set.
Document Source	This field is blank. The documents in this submission set are listed in the Documents for Translation set, described below.
Source Language	The original language of the documents sent for translation.
Requires Quote Approval	Displayed and relevant only for submission sets submitted to Lionbridge Freeway. Indicates whether a quote is required before the translation process starts.
Send Configuration	The translation-provider configuration used when this submission set was sent out for translation.
Requested Return Date	The deadline for completing this translation. Note: The date/time format and timezone are determined by the server where Relativity is installed.
Set Scheduled Date	If this submission set was scheduled, this is the date and time that it was sent for translation.

Field	Description
Document Metadata Fields	Displayed and relevant only for submission sets submitted to an FTP or SFTP server. This lists which fields in the documents in this submission set are metadata.

4. You can scroll down to view the Additional Information and Target Languages sections.

Additional Instructions:	Do not translate Chinese text Ignore pages 5-6	in file XYZ	Reference File:	REFERENCEFILE RELATIVITY TEST.pdf
			Status Message:	All target language translations have been completed on 11/14/2017 3:27:40 PM.
Consistency State:	Consistent;		Consistency Message:	Set [Geotext Demo] is consistent.
Email Recipients:				
connector acparated hat o	remail addresses. If left blank, no notification messi	iges will be sent.		
get Languages	emair addresses, it veit bianis, no notincation messa Unlinis	ges will be sent.		↔ 🕼 🏹 🍈 🌐 │ Items 1 - 1 (of 1) 🗷 < >
get Languages Link	email addresses. It left bienn, no notification messa Unlink	iges will be sent.		↔ 🕼 🏹 To 🌐 Items 1 - 1 (of 1) K € २ Supported Source Languages
get Languages Link Name Edit English(US)	email addresses. It left bienn, no notification messa Unlink	iges will be sent. ync Configuration KHETZEL GEOTEXT DEMO		↔ I V To H Items 1 - 1 (of 1) K € 2 Supported Source Languages Japanese

The following information is displayed in the Additional Information section	n:
--	----

Field	Description
Additional Instructions	Any requests, additional information, or guidance for the translator that was added to this submission set.
Consistency State	 This read-only field is populated after the submission set is created. It displays either: Consistent, which indicates that the parameters specified for this submission set are consistent and you can send the submission set for translation. A message about any inconsistencies in the parameters specified for this submission set. For example, it can display a message if an unsupported analysis code is selected. Important: You must resolve the inconsistencies before you can submit the submission set for translation.

Field	Description
Email Recipients	The email addresses of the recipients of notifications about this submission set. The recipients receive an email notification when the submission set is available in Lionbridge Freeway or on the FTP or SFTP site. For more information, see "Receiving Email Notifications" on page 80.
Reference File	The link to a support asset, sent to your translation provider as part of the submission set. This provides helpful context for the translator. Clicking the link either opens the reference file in a new browser tab or prompts you to download the file.
Status Message	After submitting the submission set for translation, this read-only field displays a status message about the translation status. For a list and description of translation statuses, see "Translation Statuses" on page 79.
Consistency Message	 This read-only field is populated after the submission set is created. It displays either: If the read-only Consistency State field, described above, displays Consistent, then this field displays Set [submission set name] is consistent. If the read-only Consistency State field, described above, displays an inconsistency message, then this field displays a details about the inconsistencies. For example, if an unsupported analysis code is selected in the Translation Type option, this field provides additional detail, such as the name of the analysis code and that it is not supported for the specified Send Configuration, described above.
Project ID	After submitting this submission set to Lionbridge Freeway, this read-only field displays the identifier that Freeway assigns to the corresponding translation project. This read-only field is displayed only if the translation-provider configuration selected in Send Configuration , above, is for Lionbridge Freeway. It is populated after the submission set is submitted.

The following information is displayed in the **Target Languages** section:

Field	Description
Name	The name of the target languages to which the documents in this submission set were sent for translation.
Sync Configuration	The translation-provider configuration (Send Configuration) used to send this submission set for translation.

Field	Description
Supported Source Languages	The original language of the documents in this submission set.

5. You can scroll down to view the **Documents for Translation** and **Translation History** sections.

Documents for Translation	unlink		↔	• 🚺 V 🐻	Items 1 - 5 (of 5) IC (> >1	
Control Number			Artifact ID			
TST05				1041906		
TST01				1041907		
TST02				1041908		
TST03				1041909		
TST04					1041910	
Selected Item(s)					Select Page Size: 10 •	
Translation History			+	• 🚺 🗸 🐻	Items 1 - 1 (of 1) IC C > 3	
Target Language	5	itatus	Submitted On Date	1	Delivered On Date	
Faclish(UR)	(Completed	2017/11/14 14:40:27 GMT +00:00		11/14/2017 3:27:39 PM	

The following information is displayed in the **Documents for Translation** section about each document in the submission set:

Field	Description
Control Number	The document's control number in Relativity.
Artifact ID	The document's artifact ID in Relativity.

The following information is displayed in the **Translation History** section about all translations of the documents in this submission set:

Field	Description
Target Language	The target language into which the documents in this submission set were translated.
Status	The translation status of the documents in this submission setfor translation into this target language. For a list and description of translation statuses, see "Translation Statuses" on page 79,

Field	Description			
Submitted	The date and time when the submission set was sent for translation.			
on Date	Note: The date/time format and timezone are determined by the server where Relativity is installed.			
Delivered	The date and time when the translated documents were returned to Relativity.			
on Date	Note: The date/time format and timezone are determined by the server where Relativity is installed.			

5.1 Translation Statuses

There are different translation statuses, depending on whether the submission set is submitted to Lionbridge Freeway or to an FTP or SFTP server.

Note: Before submission, the Status field of the submission set is blank.

Lionbridge Freeway

Translation Status	Description
Quote	The submission set has been submitted to Lionbridge Freeway for a quote.
Submitted	The submission set has been submitted. If it required a quote, then it has already been approved.
Cancelled	The corresponding translation project was cancelled in the App before it reached In Translation status, described below.
Pending Quote	Lionbridge Freeway has delivered a quote for the submission set. This quote requires approval before the translation starts.
Approval	The quote for the submission set was approved.
In Translation	Lionbridge Freeway has received the submission set and has not yet returned the translated documents.
Delivered	Lionbridge Freeway has delivered the translated documents to the App.

Submission sets submitted to Lionbridge Freeway have one of the following translation statuses:

Translation Status	Description
Completed – Pending Approval	The App has returned the translated documents to Relativity and they are waiting for review and approval.
Closed – Approval Received	The translated documents have been approved.

FTP/SFTP

Submission sets submitted to an FTP or SFTP server have one of the following translation statuses:

Event	Description	
Submitted	The submission set has been submitted to the server.	
In Translation	The documents in the submission set were successfully delivered to the specified FTP or SFTP server.	
Completed	The App has retrieved the translated documents from the specified FTP or SFTP server and returned them to Relativity.	

5.2 Receiving Email Notifications

If your email address was added to a submission set before it was submitted for translation, then the App sends you emails notifications when there are changes to the translation status of the submission set.

Note: SMTP settings must be configured for the email address that sends out notifications from the App. For detailed instructions, refer to the *Lionbridge for Relativity Installation and Configuration Guide*.

Lionbridge Freeway

For submission sets sent to Lionbridge Freeway, the App sends email notifications when the following translation-status events occur:

Event	Description
Cancelled	The corresponding translation project was cancelled in Relativity.
Project in Production	Lionbridge Freeway has received the translation project and has not yet returned the translated documents.

Event	Description
Completed – Pending Approval	Lionbridge Freeway has returned the translated documents and they are ready for review.
Approval Received	The translated documents from Lionbridge Freeway have been reviewed.

FTP/SFTP

For submission sets sent to an FTP or SFTP server, the App sends email notifications when the following translation-status events occur:

Event	Description
In Translation	The documents in the submission set were successfully delivered to the specified FTP or SFTP server.
In Translation with errors	Errors occurred when the App delivered the documents in the submission set to the specified FTP or SFTP server. For more information on receiving documents from the App on an FTP or SFTP server, refer to the <i>Lionbridge for Relativity Translator Guide for FTP/SFTP Users</i> .
Completed	The App has retrieved the translated documents from the specified FTP or SFTP server and returned them to Relativity.

6 Post-Translation Tasks

You can perform the following post-translation tasks:

- Reviewing Translated Documents" on page 82
- "Approving Translations from Lionbridge Freeway" on page 83

Note: There is no approval process within the App for approving documents received from an FTP or SFTP server. Best practice is to review and approve these documents independently, without using the App. When the translated documents are finalized, the translators upload them to the FTP or SFTP server. The App then automatically imports these documents into Relativity. For detailed instructions, refer to the *Lionbridge for Relativity Translator Guide for FTP/SFTP Users*.

6.1 Reviewing Translated Documents

You can review translated documents after the App returns them to Relativity.

To review a translated document:

- 1. Click a workspace where the App is installed.
- 2. Click the **Documents** tab to display a list of available documents.



3. In the **Control Number** column, click a document's control number to open it in the viewer.

4. Above the document, click the **Translations** radio button, and then select the translated language version to view from the dropdown menu.

← Return to document list	
1 TST012	}
Viewer Native Extracted Text Translations	Select
▲ - 100% + ♡ 4	Select
	French (France) (demo job)
Summer and the second s	and the second second

The translated document is displayed.

6.2 Approving Translations from Lionbridge Freeway

The App automatically retrieves translations from Lionbridge Freeway. This enables you to review and approve the translated documents.

After you review the translated documents from Lionbridge Freeway, as described in "Reviewing Translated Documents" on page 82, you can use the **Approve Translations** button to change the status of the submission set from Completed – Pending Approval to Closed – Approval Received. For descriptions of these statuses, see "Translation Statuses" on page 79.

To approve translations from Lionbridge Freeway:

- 1. Click a workspace where the App is installed.
- 2. Click the Lionbridge Connector tab and then click the Submission Set child tab.

Docu	ments	Review Batches F	teporting v Case Admir	n 🗸 Job Admin 🗸	Workspace Admin 🗸	Indexing & Analytics 🗸 Persist
Subr	nission Se	et Admin Configuration	n Source Language	Target Language Abou	ıt	
Q	New	v Lionbridge Submission Se	All Lionbridge Subr	mission Sets 🗸		
#		Submission Name	Source Language	Target Languages	Consistency State	Status Message
1	Edit (Geotext Demo	Japanese	English(US)	Consistent	All target language translations ha
2	Edit	RW_X_ftp1	English(UK)	French(France)	Consistent	All target language translations ha
3	Edit	RW_X_ftp2	English(UK)	French(France)	Consistent	All target language translations ha
4	Edit	RW_X_ftp3	English(UK)	French(France)	Consistent	Submission Set is submitted.
5 🔲	Edit	RW_X_ftpAH1	English(UK)	French(France)	Consistent	All target language translations ha
6	Edit	RW_ftp_SAH	English(UK)	French(France)	Consistent	All target language translations ha
		\	14 Envi	And the second s		

3. Click the link for a submission set in the **Submission Name** column.

The **Lionbridge Submission Set Layout** opens. For detailed information about this page, see "Monitoring Translation Status and Viewing Translation History" on page 74.

Note: The Status Message field displays Completed - Pending Approval.

4. In the top-right corner. click **Approve Translations**.



The Status Message field updates to display Closed-Approval Received.