

The screenshot shows the GlobalLink Term Manager interface. At the top, there are navigation tabs for Home, Term List, and Workflow Submissions. Below the navigation, there are buttons for Generate Report, Import, and Export. A search bar is present with the text 'No filters applied'. The main content area is divided into two panels: 'Project List' and 'Details'.

Project List

Project	Project Code	Term Entries	Languages	Terms	Approved Terms	Blacklisted Terms	Terms In Submission	Active Submissions	Completed Submissions	
Project A	PRO000001	29	5	55	34	0	20	0	0	Jul. 02, 2014 13:44

Details

Language	Terms	Approved Terms	Blacklisted Terms	Terms In Submission	Active Submissions	Completed Submissions	
Chinese (China)	0	0	0	0	0	0	Jul. 06, 2014 15:59
English (United States)	29	29	0	0	0	0	Jul. 02, 2014 12:59
French (France)	0	0	0	0	0	0	Jul. 06, 2014 15:59
German (Germany)	26	5	0	20	0	0	Jul. 02, 2014 13:44
Portuguese (Brazil)	0	0	0	0	0	0	Jul. 06, 2014 15:59

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Opening Term List

1. In the Home view, select a Project in the Project List panel.
2. Click the language in the Details panel for which you want to add a new term or translation. The terms in that language will appear in the target column of the Term List folder.

Note: Ensure that the Source Language is set in User Preferences. To view or change default language preferences, click the username dropdown list on the top right-hand corner, click **Preferences > Application** tab.

Searching Terms

To complete a simple search, enter a search string in the  entry field.

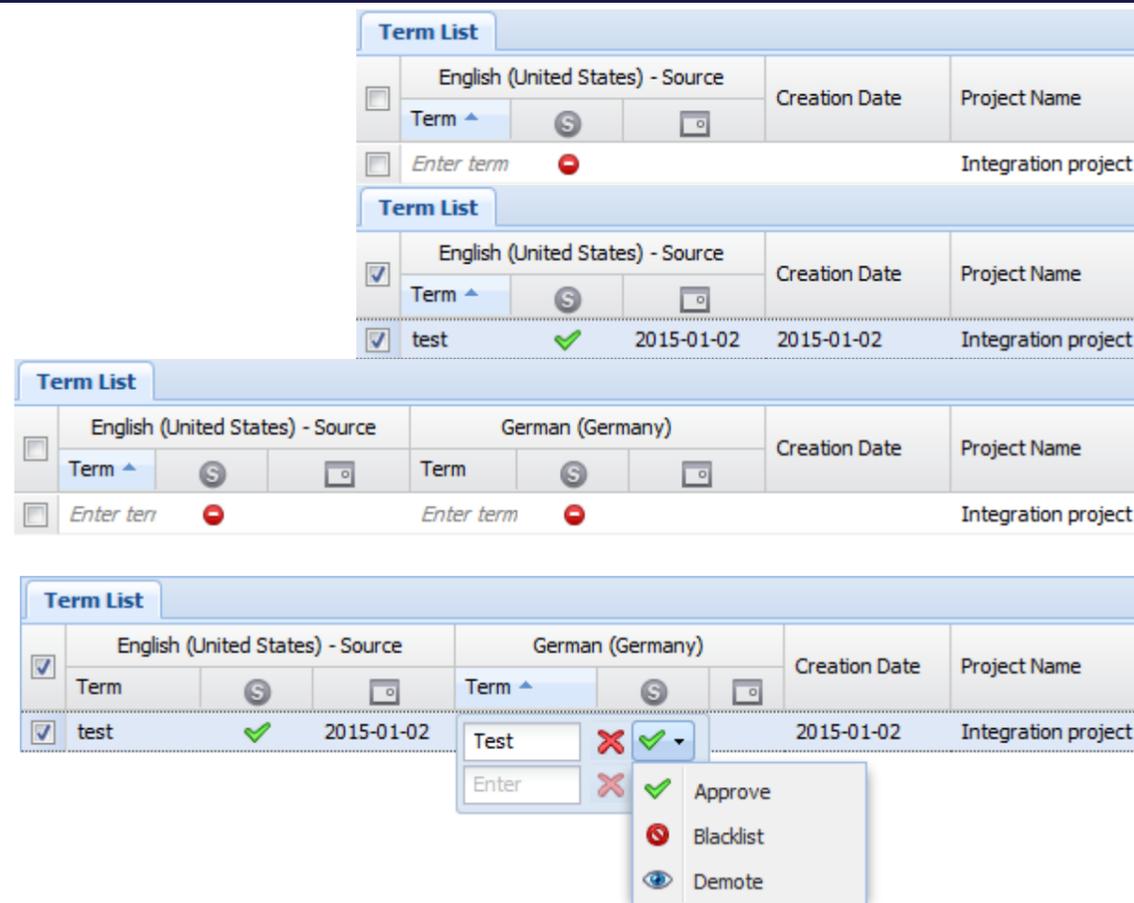
To add more filters and update languages use the advanced filter:

1. Click  to view advanced filters.
2. In the Filters panel, select **Term** from the drop down list.
3. Enter the text to be searched.
4. Select **Default Text Search** or **Whole words only** from the drop down list.
The Default Text Search allows for partial word matches.
The Whole words only option yields any whole word in the search.
5. Click  or press **Enter** to apply the search string filter.
6. Click in the orange box to view all **Applied Filter(s)** and to complete updates.
7. Click the **Filters** drop-down list on the left to add other filters such as **Status**, **Creation Date**, and **Modification Date** of terms.
8. Use Language, Status, and Modification Date column sorting if necessary.

The screenshot shows the search and filter interface. At the top, there is a search bar with the text 'Enter search string here'. Below it, there are filter options: 'Term' selected, 'Test' entered, and 'Default Text Search' selected. A yellow box highlights '3 filter(s) applied'. Below the search bar, there are more filter options: 'Project' (Integration project), 'Source' (English (United States)), and 'Target' (German (Germany)). There are also 'Search In' options: 'TERM', 'SOURCE', and 'TARGET'.

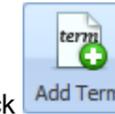
The screenshot shows the Filters panel with the 'Status' dropdown menu open. The options are: Term, Status, Creation Date, and Modification Date.

Term List		English (United States) - Source	German (Germany)	Creation Date	Project Name
Term			Term		
test		2015-01-02	Enter term	2015-01-02	Integration project



Adding Term

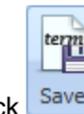
1. Ensure the appropriate languages are filtered in the Term List folder.



2. Click **Add Term** to introduce a new term.

A new line item appears.

3. Click in the **Enter term** field, type the new term and select a **Status**.



4. Press **Ctrl+S** or click **Save** to add the new term to the selected project.

To modify terms, click on the term and update.

To add more terms, click in the next **Enter term** field.

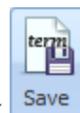
All new and modified terms will be highlighted until they are saved.

5. To add attributes, go to the **Attributes** tab in the Properties pane. e.g., Location and context.

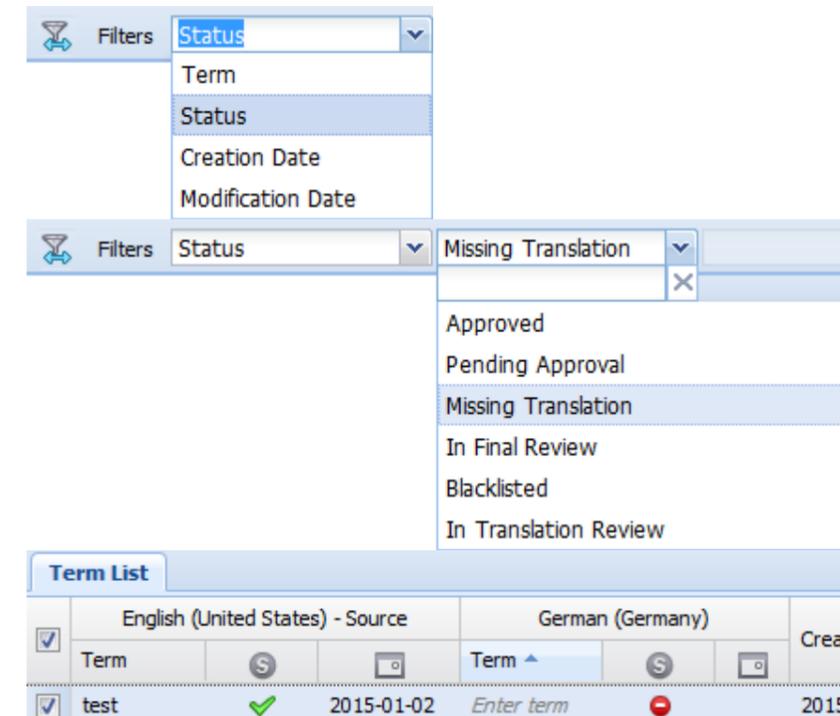
Note: The Attributes provide contextual and business information for the term. This tab would only be displayed if attributes are configured for that project by the System Administrator.

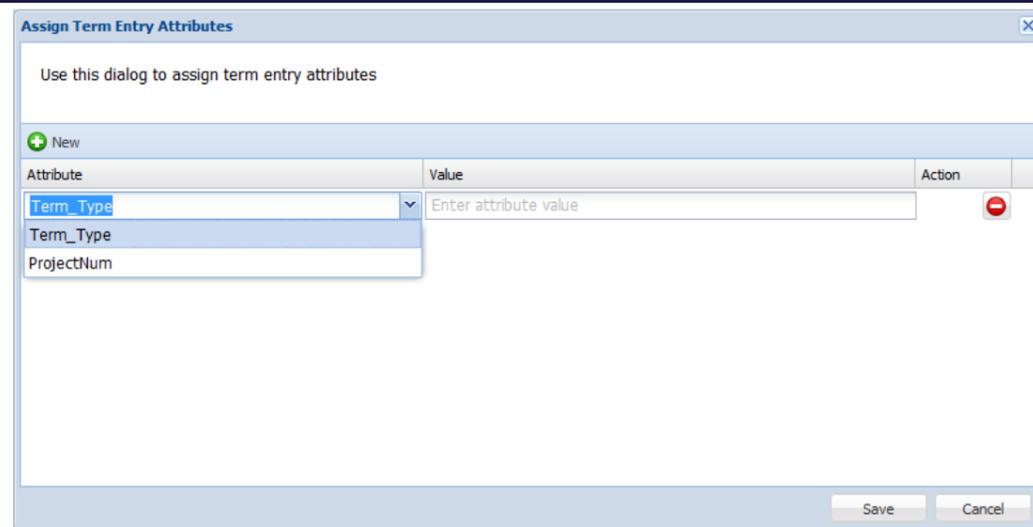
Adding Translation

1. In the Advanced Filter panel, select **Status** from the drop down list.
2. Select **Missing Translation** from the drop down list. This option yields term entries where a translation is missing for any of the filtered languages.
3. Click . The searched term appears in the Term List.
4. Sort by Language and Status columns to view the most appropriate list of terms.
5. Click in the **Enter term** field, type the translation of the term and select a **Status**.



6. Press **Ctrl+S** or click **Save** to save the added translation. The new term is added to the selected project.



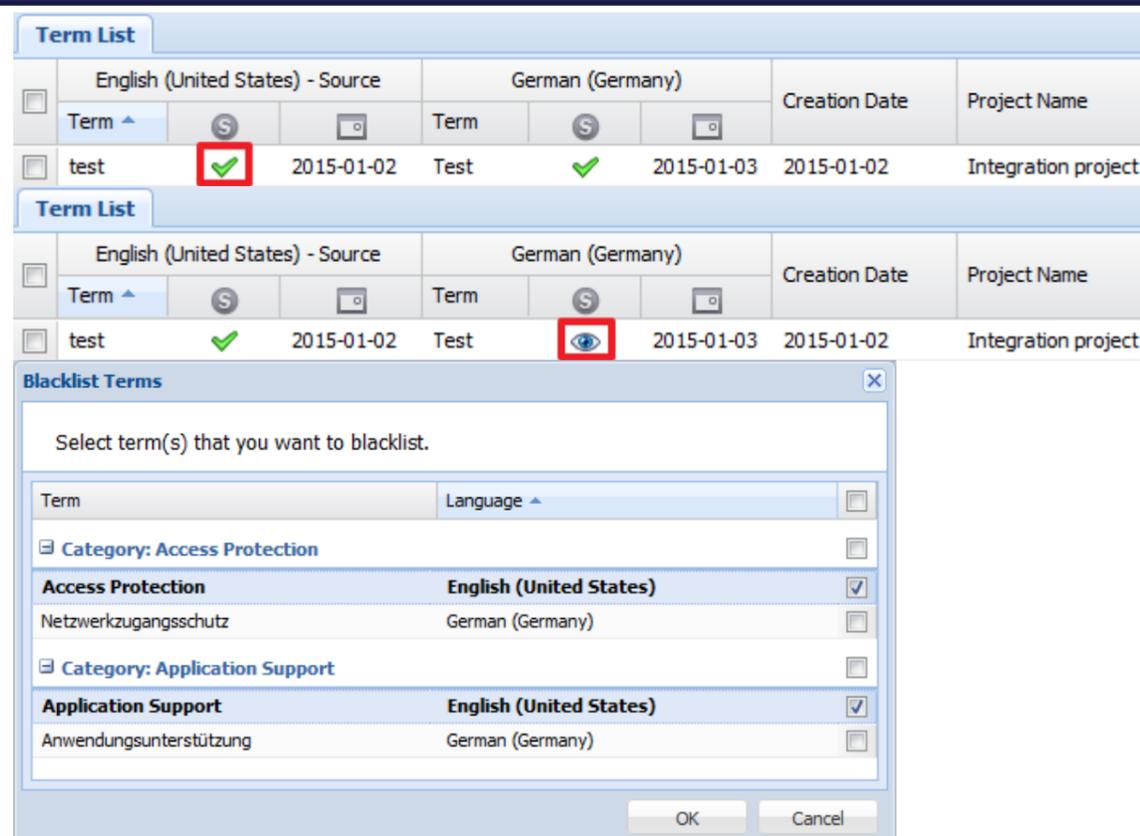
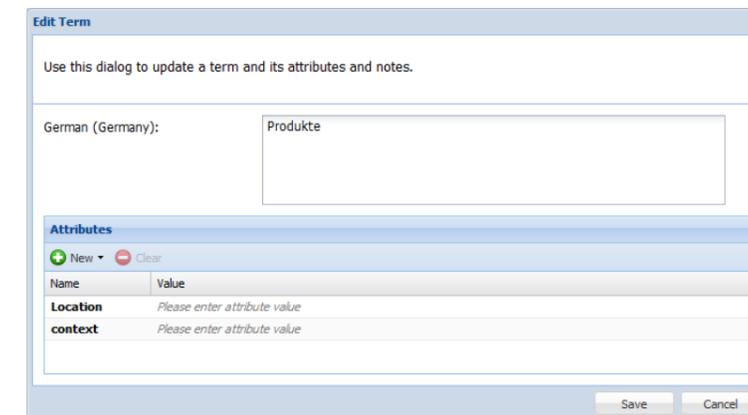


Adding Attributes at Term Entry level

1. In the Term List folder, double-click the icon for the term's status: or . The term appears in a separate tab.
2. Click **add term entry attributes** or **edit term entry attributes**. The Assign Term Entry Attributes or Edit Term Entry Attributes dialog box appears.
3. Click and select the attribute from the drop down list.
4. Click in the **Enter attribute value** field and enter the value.
5. Click **Save**.

Adding Attributes at Term Language level

1. In the Term List folder, double-click the icon for the term's status: or . The term appears in a separate tab.
2. Click **edit** or **add term**. The Edit Term or Add Term dialog box appears.
3. Click in the **Please enter attribute value** field, enter the value and click **Save**. This value is used by linguists when using Translator Studio, Wordfast and Translation & Review Portal.



Changing Term Status

1. To select the terms to be demoted, hold down the **Ctrl** or **Shift** key, select the checkboxes and click . The Status of the selected terms changes to Pending Approval .
 2. To select the terms to be approved, hold down the **Ctrl** or **Shift** key, select the checkboxes and click . The Status of the selected terms changes to Approved .
 3. To select the terms to be blacklisted, hold down the **Ctrl** or **Shift** key, select the checkboxes and click . Select terms to be blacklisted and click **OK**. The terms are blacklisted and highlighted in red with the Status .
- Note:** The terms that are in Status and will not be available to linguists when using Translator Studio, Wordfast and Translation & Review Portal.