

Opening Submissions

Note: When the System Administrator creates a GlobalLink® Translation & Review Portal (TRP) user account, an email notification is sent to the user. The email includes the TRP URL, submission name, user name and temporary password. The Reviewer will receive this email only when a submission is assigned to them.

- Using a supported browser, navigate to the URL provided.
The System Login page appears.
- Enter the **User Name** and **Password**.
- Click **Login**.
The First Login page appears.
- Enter the **New Password** and click **Save**.
GlobalLink® Translation & Review Portal dashboard appears.
- Double-click on a submission in review workflow or select a submission and click **Open Submission**.
The Submission Review page appears.

ID	Description	Status	Workflow State	Progress	Instructions	Source Language	Target Language	Creation Date	Due Date
Doc_sub6		In Progress	New Submission	0/1		en-US	de-DE	2015-06-24	2015-07-04
Doc_sub5		In Progress	New Submission	0/1		en-US	de-DE	2015-06-24	2015-06-27
Doc_sub3		In Progress	Translator Completed	1/3		en-US	de-DE	2015-05-27	2015-06-28
Doc_sub2		In Progress	Translator Completed	0/2		en-US	de-DE	2015-04-20	2015-07-31

Reviewing Submissions

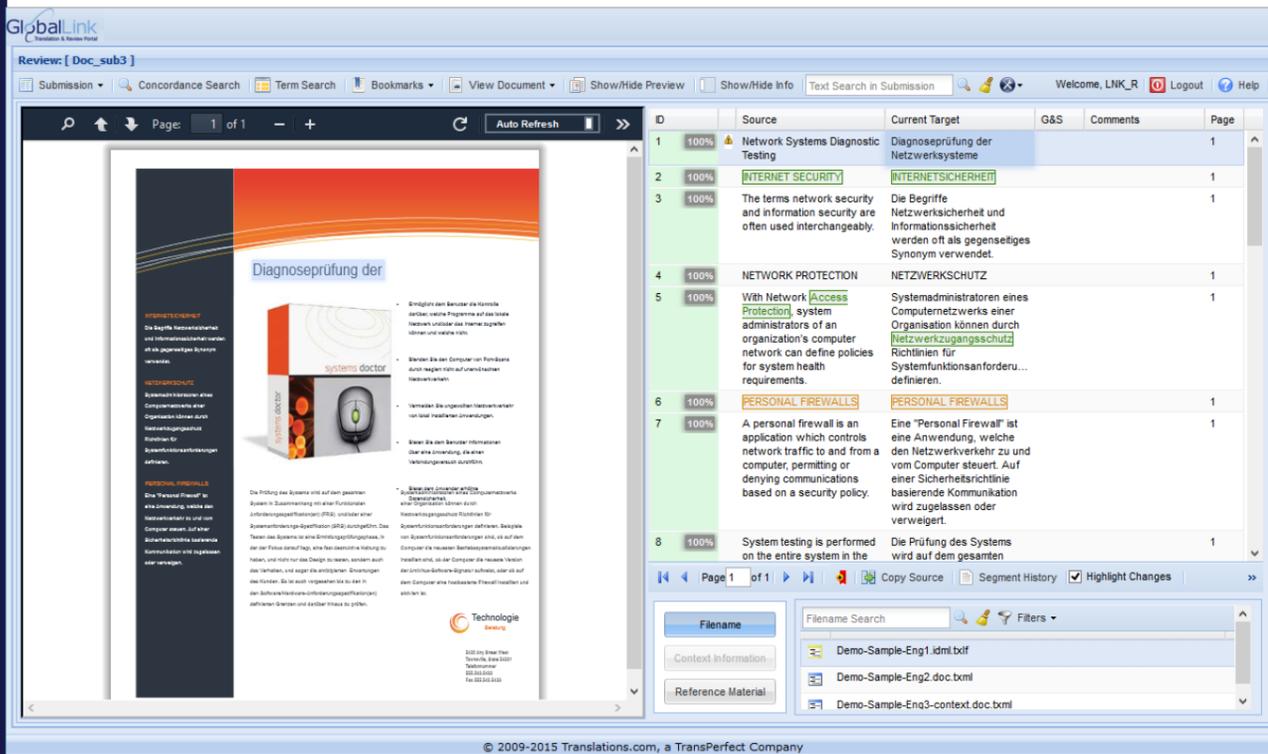
- On the Submission Review page, click on a file name in the Files panel.
The source and target segments of the file appear in the right panel. An example of the Submission Review page with IDML Preview disabled is provided. This will be the default view if the TXLF or TXML files are converted from MS Office or HTML files.
- Click **Filters > Hide 100% Matches**, to hide 100 % matches.
- Click on the reference material links, to view or download files for reference.
- Review the target segments.
Note: The words highlighted in the source segments are from the glossary. When you place the mouse over the highlighted word, the translation and description of the term appear as a tooltip.
- To modify a target segment, double-click in the **Modified Target** box and type in the new translation.
- To explain the modification or provide comments, enter notes in the **Comments** box.
Note: If there are existing comments in the **Comments** box, you can delete them before entering your comments. All the review changes and comments entered for a segment by all users are saved and can be viewed by clicking on **Segment History**.
- Click away from the edited **Modified Target** box, or press **Ctrl-Enter** to save changes.
Note: If you want to edit the translation again, double-click in the **Modified Target** box to update.

ID	Source	Target	Modified Target	G&S	Comments
1	100% Network Systems Diagnostic Testing	Diagnoseprüfung der Netzwerksysteme			
2	100% INTERNET SECURITY	INTERNETSICHERHEIT			
3	100% The terms network security and information security are often used interchangeably.	Die Begriffe Netzwerksicherheit und Informationssicherheit werden oft als gegenseitiges Synonym verwendet.			
4	100% NETWORK PROTECTION	NETZWERKSCHUTZ			
5	99% With Network Access Protection, system administrators of an organization's computer network can define policies for system health requirements.	Systemadministratoren eines Computernetzwerks einer Organisation können durch Netzwerkgangsschutz Richtlinien für Systemfunktionsanforderungen definieren.			
6	100% PERSONAL FIREWALLS	PERSONAL FIREWALLS			
7	100% A personal firewall is an application which controls network traffic to and from a computer, permitting or denying communications based on a security policy.	Eine Personal Firewall ist eine Anwendung, welche den Netzwerkverkehr zu und vom Computer steuert. Auf einer Sicherheitsrichtlinie basierende Kommunikation wird zugelassen oder verweigert.			
8	99% System testing is performed on the entire system in the context of a Functional Requirement Specification (FRS) and/or a System Requirement Specification (SRS).	Die Prüfung des Systems wird auf dem gesamten System in Zusammenhang mit einer Funktionalen Anforderungsspezifikation(en) (FRS) und/oder einer Systemanforderungsspezifikation (SRS) durchgeführt.			
9	96% System testing is an investigatory testing phase, where the focus is to have almost a destructive attitude and tests not only the design, but also the behavior and even the expectations of the customer.	Das Testen des Systems ist eine Ermittlungsprüfungphase, in der der Fokus darauf liegt, eine fast destruktive Haltung zu haben, und nicht nur das Design zu testen, sondern auch das Verhalten, und sogar die antizipierten Erwartungen des Kunden.			
10	99% It is also intended to test up to and beyond the bounds defined in the software/hardware requirements	Es ist auch vorgesehen bis zu den in den Software/Hardware-Anforderungsspezifikation(en)			

8. Click , to go to the next page of the file.
9. Complete the review of the file and click **Complete File**. (Optional)
A confirmation message appears.
Note: Once a file is marked as complete, you may go back and review it at any time. Marking a file as complete is not mandatory, but it helps you to easily identify files that you have already reviewed.
10. Click **Yes**.
The file is marked as complete.
11. Click **Submissions > Check Tags**, to check that all tags are retained in the modified target.
If there are missing or incorrect tags, the Tag Errors dialog box appears listing the file name, segment number and cause of the error. You must copy the missing tags from the target segment and paste it in the exact location in the modified target.

Reviewing Submissions Using IDML Preview

1. On the Submission Review page, click on a file name in the Files panel.
The source and target segments of the file appear in the right panel. An example of the Submission Review page with IDML Preview enabled is provided.
2. Click **Filters > Hide 100% Matches**, to hide 100 % matches.
3. Click on **Reference Material**, to view or download files for reference files.
4. Review the target segments.
Note: The words highlighted in the source segments are from the glossary. When you place the mouse over the highlighted word, the translation and description of the term appear as a tooltip.
5. To modify a target segment, double-click in the **Current Target** box and type in the new translation.
6. To explain the modification or provide comments, enter notes in the **Comments** box.
Note: If there are existing comments in the Comments box, you can delete them before entering your comments. All the review changes and comments entered for a segment by all users are saved and can be viewed by clicking on Segment History.
7. Click away from the edited **Current Target** box, or press **Ctrl-Enter** to save changes.
Note: If you want to edit the translation again, double-click in the **Current Target** box to update.
8. Click , to go to the next page of the file or click on any part of the Preview to highlight and view the segment.
9. Complete the review of the file and click **Complete File**. (Optional)
A confirmation message appears.
Note: Once a file is marked as complete, you may go back and review it at any time.



The screenshot displays the GlobalLink Translation & Review Portal interface. On the left, a document preview is shown with a dark background and white text. The main content area on the right is a table with the following columns: ID, Source, Current Target, G&S, Comments, and Page. The table contains 8 rows of data, each representing a segment. The first row is highlighted in blue. Below the table, there are buttons for 'Filename', 'Context Information', and 'Reference Material'. The 'Filename' section shows a search bar and a list of files: 'Demo-Sample-Eng1.idml.bif', 'Demo-Sample-Eng2.doc.bml', and 'Demo-Sample-Eng3-context.doc.bml'. The bottom of the interface shows the page number 'Page 1 of 1' and a 'Copy Source' button.

ID	Source	Current Target	G&S	Comments	Page
1	100% Network Systems Diagnostic Testing	Diagnoseprüfung der Netzwerksysteme			1
2	100% INTERNET SECURITY	INTERNETSICHERHEIT			1
3	100% The terms network security and information security are often used interchangeably.	Die Begriffe Netzwerksicherheit und Informationssicherheit werden oft als gegenseitiges Synonym verwendet.			1
4	100% NETWORK PROTECTION	NETZWERKSCHUTZ			1
5	100% With Network Access Protection, system administrators of an organization's computer network can define policies for system health requirements.	Systemadministratoren eines Computernetzwerks einer Organisation können durch Netzwerkschutz Richtlinien für Systemfunktionsanforderungen definieren.			1
6	100% PERSONAL FIREWALLS	PERSONAL FIREWALLS			1
7	100% A personal firewall is an application which controls network traffic to and from a computer, permitting or denying communications based on a security policy.	Eine "Personal Firewall" ist eine Anwendung, welche den Netzwerkverkehr zu und vom Computer steuert. Auf einer Sicherheitsrichtlinie basierende Kommunikation wird zugelassen oder verweigert.			1
8	100% System testing is performed on the entire system in the	Die Prüfung des Systems wird auf dem gesamten			1

Marking a file as complete is not mandatory, but it helps you to easily identify files that you have already reviewed.

10. Click **Yes**.

The file is marked as complete.

11. Click **Submissions > Check Tags**, to check that all tags are retained in the modified target.

12. If there are missing or incorrect tags, the Tag Errors dialog box appears listing the file name, segment number and cause of the error. You must copy the missing tags from the target segment and paste it in the exact location in the current target segment.

Completing Submissions

1. On the Submission Review page, complete reviewing all files.

2. Under the Submissions menu click **Complete Submission**.

A confirmation message appears.

Note: It is mandatory to mark the submission as complete to advance the submission to the next step in the review workflow. For example, if the review workflow includes a Reviewer and Language Manager review, unless the Reviewer marks the submission as complete, it will not be available for the Language Manager for review.

Once you mark a submission as complete, you cannot review or modify the submission and it will disappear from the submission list. However, if you are a System Administrator or Project Manager you will be able to view the completed files on the dashboard, if you uncheck **Hide Completed Submissions** under the **Submissions** menu.

3. Click **Yes**.

The submission is marked as complete.

