



GlobalLink™

User's Guide

Release 2.5





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Table of Contents

Chapter 1 - Welcome	1
What is GlobalLink?	2
Basic GlobalLink concepts	3
What is a project?	3
What is a submission?	4
What are change detection and change lists?	5
What are approval and rejection?	6
GlobalLink and the submission process	7
Understanding the GlobalLink process	7
Understanding the submission workflow	9
Getting Started	10
Browser requirements	10
Logging in	10
Navigating in GlobalLink	13
Chapter 2 - Identifying content for localization	17
Viewing all available content	18
Working with change lists	22
Adding and removing submission content	25
Adding/removing content in the Browse Content project view	25
Adding/removing content in the Change List project view	28
Removing content in the Current Submissions project view	30
Chapter 3 - Managing submissions	33
Working with the current submission	34
Setting the submission name and submission type	34
Setting target languages	36
Viewing content properties	40
Adding submission instructions (optional)	40
Sending the current submission	42
Resubmitting a failed submission	43
Canceling a submission	46
Chapter 4 - Tracking submissions	47
Viewing submission status	48
Viewing general status of all submissions	48
Viewing submission details	49
Approving and rejecting submissions	52
Viewing approvals	52
Approving or rejecting submission content	54

Comparing source and target content	55
Running project and submission reports.....	57
Generating project summary reports	57
Generating submission summary reports	59
Generating submission detail reports	60
Glossary	63
Index	67

1

Welcome

Welcome to GlobalLink! This manual will show you how GlobalLink works and how you use it to manage the localization process. You will learn how to select content for submission, track submissions, and other related functions.

This section will familiarize you with the basic concepts behind GlobalLink, introduce you to the GlobalLink process, and describe the steps you take to prepare submissions. It also shows you how to get started, including browser requirements and tips on navigating in the GlobalLink user interface.

For administrative functions such as creating or modifying projects, see the *GlobalLink 2.5 Administration Guide*.

Chapter Summary

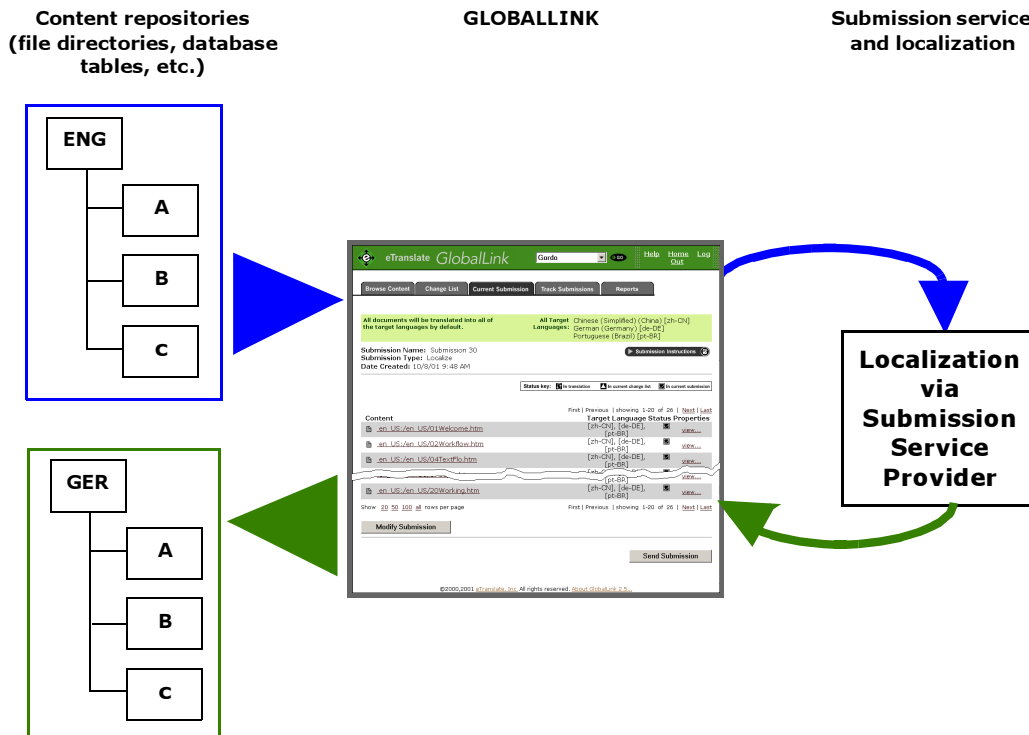
- **What is GlobalLink?** 2
- **Basic GlobalLink concepts** 3
- **GlobalLink and the submission process** 7
- **Getting Started** 10

WHAT IS GLOBALLINK?

GlobalLink is a web-based application that streamlines the submission, delivery, and tracking of multilingual content to and from eTranslate (or another localization service provider). You access GlobalLink directly from your Web browser; you do not need to install any special software on your local computer.

As shown in *Figure 1 - GlobalLink manages content localization* below, GlobalLink draws source content from your content repositories (the file directories, database tables, or CMS work areas that contain your content), packages the content as a submission, and channels it to the localization service provider. After localization, GlobalLink returns the localized content, automatically directing it into the proper target repositories.

Figure 1 - GlobalLink manages content localization



By handling all the details of communicating with the localization service provider, GlobalLink enables content managers to focus on what is most important to them: content creation, not the localization process.

BASIC GLOBALLINK CONCEPTS

GlobalLink simplifies the localization process by using a system of projects and submissions to manage how content is selected and submitted for localization.

This section explains the following GlobalLink concepts:

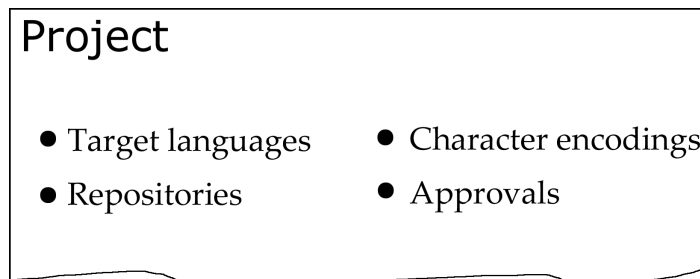
- What is a project?
- What is a submission?
- What are change detection and change lists?
- What are approval and rejection?

What is a project?

All submissions are created within the context of a GlobalLink *project*. The project is defined separately by an Administrator and needs to be created only once.

The project defines the submission service, source and target languages, character encodings, and approval requirements for submissions, if any. Most importantly, projects specify the repositories from which source content is drawn and into which returning, localized content is placed. A repository can be a location in a file structure, a database table, or work area in a content management system.

Figure 2- A project defines parameters for submitting content for localization



Projects also specify user access level:

Access level	Description
Read-Only	Enables the user to view project content but not make changes, assemble submissions, or be assigned an approval role.
Submitter	Enables the user to view project content and assemble submissions. Users with submitter access can also be assigned approval roles.
Administrator	Enables the user to change the project settings and configuration, in addition to the same privileges as the Submitter.

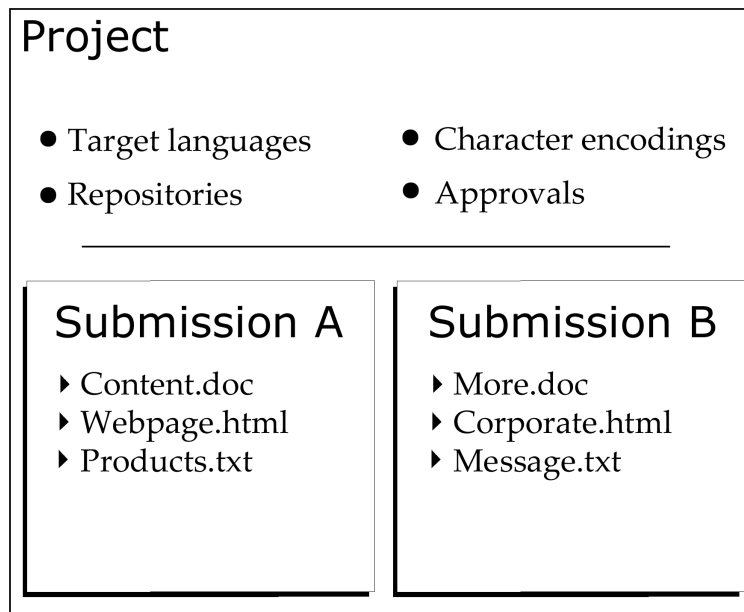
For information about creating and modifying projects, see the *GlobalLink Administrator's Guide*.

What is a submission?

The term *submission* refers to a group of content items (Word documents, HTML files, etc.) that are collected for localization. A submission is sent out as *source content* in the original language and returns as *target content*, in the desired language.

In GlobalLink, you create submissions by specifying content items from the repositories defined in the project (as described in *What is a project?* on page 3). Similarly, you can select content items from change lists, as described in *What are change detection and change lists?* on page 5.

Figure 3- Submissions follow parameters defined by a project



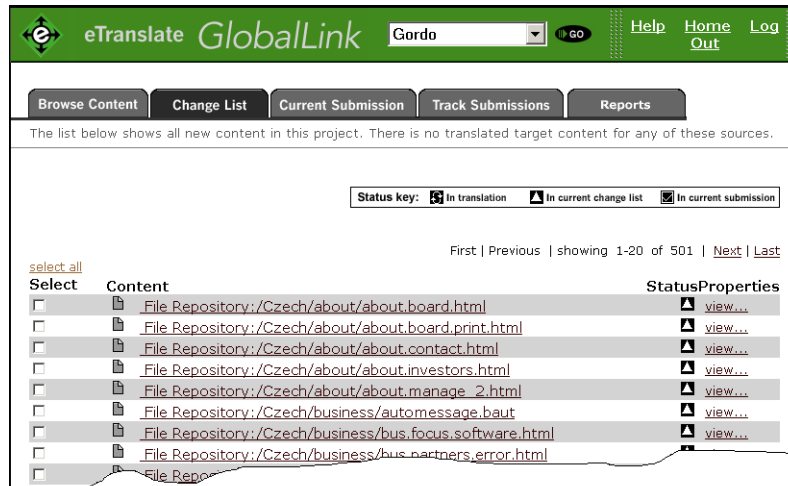
NOTE: The content items remain in the repositories. GlobalLink sends copies.

For more information about creating submissions, see *Working with the current submission* on page 34.

What are change detection and change lists?

Change detection is a powerful tool that helps you quickly identify content that requires localization. GlobalLink scans the source repository for new files and files that have been updated since they were last localized. The results of this search are presented as a change list, which you can access in the **Change List** project view.

Figure 4- Change List project view



You can manually generate a change list at any time. Also, your GlobalLink administrator can set GlobalLink to automatically run change detection at specific intervals. Your administrator can also set up exclusion filters so GlobalLink ignores specific files or folders that never require localization.

For more information about change detection and change lists, see *Working with change lists* on page 22.

For more information about setting change detection parameters, see the *GlobalLink Administrator's Guide*.

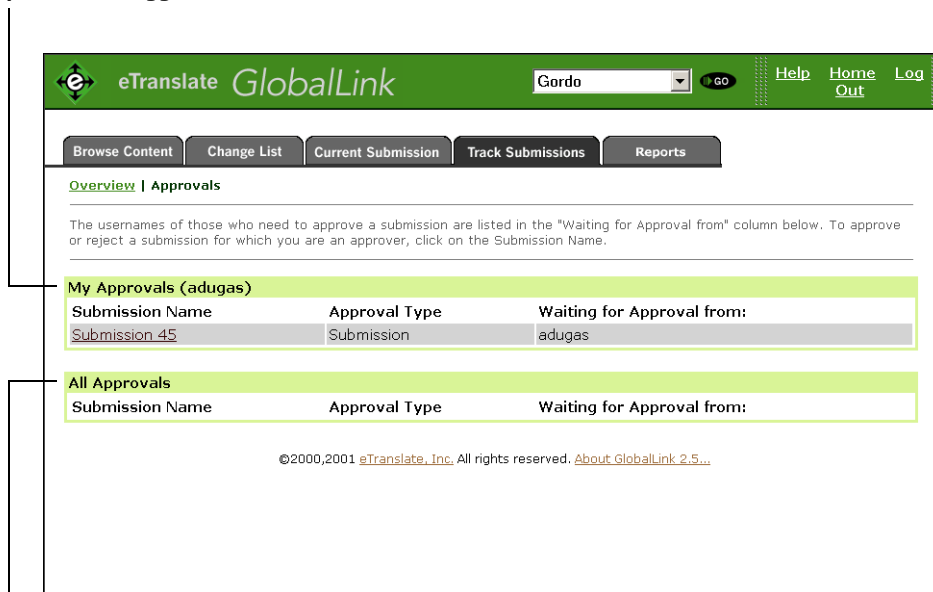
What are approval and rejection?

As a safeguard, one or more users may be required to approve of submission content before it can be sent out for localization and/or before localized content can be accepted back into the repository.

If you are assigned an approval role, you will be notified automatically when your approval is required on a pending submission or delivery.

Figure 5- Approvals page

Approvals for logged on user



All pending approvals

GLOBALINK AND THE SUBMISSION PROCESS

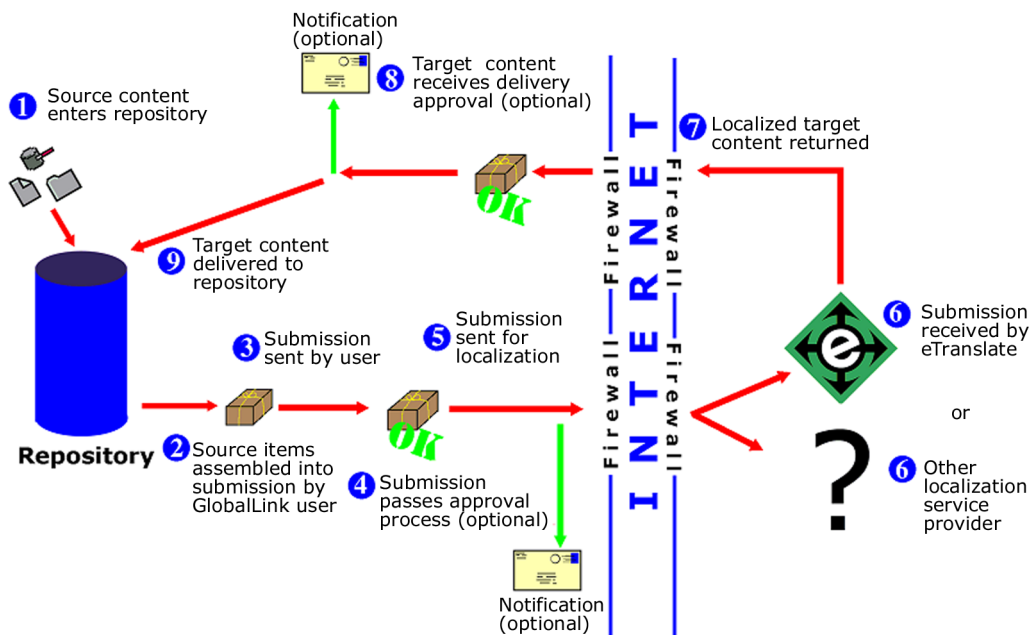
To help you understand how GlobalLink works and the role of the user in the localization process, this section is divided into two parts:

- The first part, *Understanding the GlobalLink process*, briefly describes how GlobalLink manages localization submissions in general.
- The second part, *Understanding the submission workflow*, describes the typical steps for submitting content for localization.

Understanding the GlobalLink process

The GlobalLink workflow is very direct. The following illustration shows how GlobalLink manages the localization process from beginning to end. Each step is described below.

Figure 6- The GlobalLink process



THE GLOBALLINK WORKFLOW

1. New or updated source content is placed in project's designated repository.
2. The user selects source content items to be submitted for localization (the submission).
3. The user sends the submission.
4. The submission is reviewed and approved (optional).
Depending on the project's configuration, submissions may require review and approval by specified users before they can be sent out for localization.
5. Submission sent to localization service provider.
Depending on the project's configuration, designated users may be automatically notified when the submission is successfully sent out.
6. eTranslate (or other localization service provider) receives and localizes the submission.
7. eTranslate (or other localization service provider) delivers the localized target content back to GlobalLink.
8. The returning content is reviewed and approved (optional).
Depending on the project's configuration, returning submissions may require review and approval by specified users before the localized content can enter the repository.
9. Target content items are delivered to the repository.
Depending on the project's configuration, designated users may be notified automatically when the localized content enters the repository.

Understanding the submission workflow

This section outlines the typical submission workflow in GlobalLink.

NOTE: The actual workflow you follow may vary slightly, depending on the configuration of the GlobalLink project.

Process	Description
Identify content for localization	<p>You can select content for submission directly from the repository or from a change list.</p> <p>If you have a question about any content item, you can view the content item or its properties in a pop-up window.</p> <p>For more information, see <i>Viewing all available content</i> on page 18 and <i>Working with change lists</i> on page 22.</p>
Set up the submission	<p>After selecting the content, you specify the languages into which it will be localized.</p> <p>Optionally, you can attach submission instructions to a submission.</p> <p>For more information, see <i>Working with the current submission</i> on page 34.</p>
Send the submission	<p>Click a single button and the submission is on its way.</p> <p>For more information, see <i>Working with the current submission</i> on page 34.</p>
Track the submission	<p>GlobalLink provides detailed status of each submission, enabling you to track the progress from initial submission to successful completion.</p> <p>GlobalLink also enables you to cancel and resubmit submissions if necessary.</p> <p>For more information, see <i>Working with the current submission</i> on page 34 and <i>Tracking submissions</i> on page 47.</p>
Approve or reject submissions (optional)	<p>Depending on the project configuration, the approval of specified users may be required before a submission can be sent out or before localized content can be placed in the repository.</p> <p>For more information, see <i>Approving or rejecting submission content</i> on page 54.</p>

GETTING STARTED

To help you get started, this section describes:

- Browser requirements
- Logging in
- Navigating in GlobalLink

Browser requirements

To use GlobalLink, you require one of the following browsers:

- Internet Explorer 5.01 or higher
- Netscape Navigator 6.0 or higher

No other software applications are required.

Logging in

To log in to GlobalLink:

1. Open a browser window.
2. Enter the URL for your specific GlobalLink server.

The GlobalLink URL will be one of two possible formats:

- `http://<server>:<port>` which indicates the GlobalLink server and the port through which GlobalLink is accessed.
- `https://<server>:<port>` which indicates the same as above with a secure socket connection.

NOTE: If you do not know the correct URL or are otherwise unable to connect to GlobalLink, contact your GlobalLink administrator.

The **GlobalLink Login** page displays.

Figure 7- GlobalLink login page

Please log in to GlobalLink:

Username:

Password:

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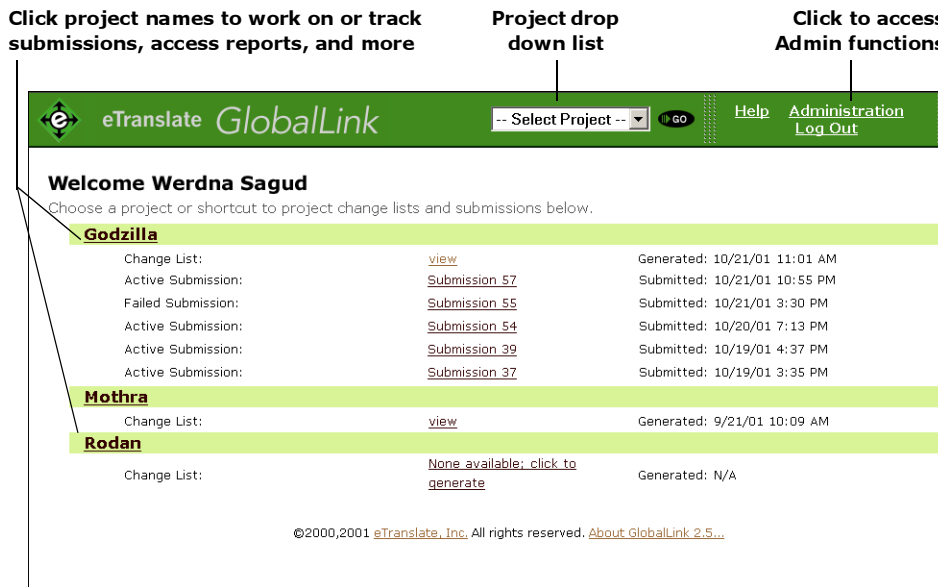
3. Enter your username and password in the appropriate fields.

NOTE: Usernames and passwords are case-sensitive.

- Click the **Login** button.

The **GlobalLink Home** page displays. This page lists all the projects for which you have any level of access, providing links for quick access to change lists, submissions, and submissions awaiting approval.

Figure 8- GlobalLink home page



- To exit, click the **Log Out** link.
- To view change lists, current submissions, approval, and requests, select a project from the drop down list or click quick access links.
- To create or modify projects, click the **Administration** link. (This link displays only if you have Admin-level access to one or more existing projects.)

NOTE: For more information about levels of user permission, see *What is a project?* on page 3.

5. To start a new submission:

- Select a project from the drop down list and click the **Go** button.
- OR
- Click the project name to directly access the current submission or create a new submission

For complete instructions on creating a new submission, see *Identifying content for localization* on page 17.

Navigating in GlobalLink

The GlobalLink interface uses an intuitive design to help you identify commands and functions and move around with a minimum of actions. Visual aids such as icons and colored text guide and inform you throughout the entire interface.

NOTE: When navigating in GlobalLink, do not use the browser's forward and back buttons. These buttons repeat browser requests using cached pages and might cause unintended results.

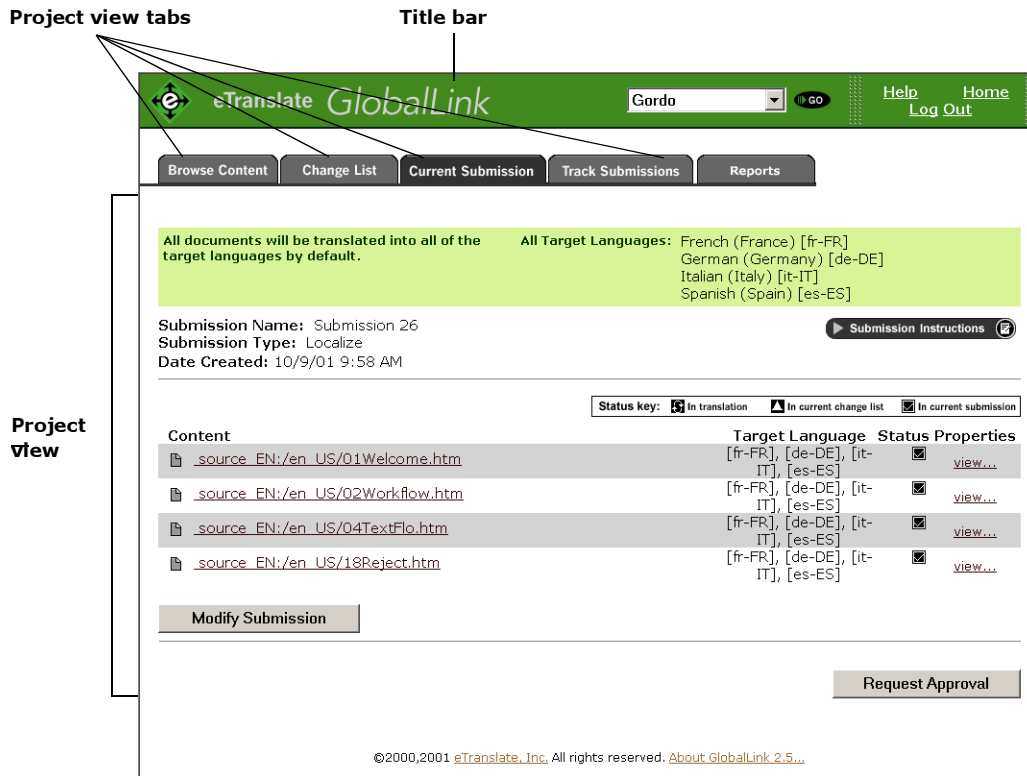
This section describes:

- Main GlobalLink interface elements
- Opening source files directly in GlobalLink

MAIN GLOBALLINK INTERFACE ELEMENTS

The following illustrations describes the main interface elements in GlobalLink.

Figure 9- The GlobalLink interface



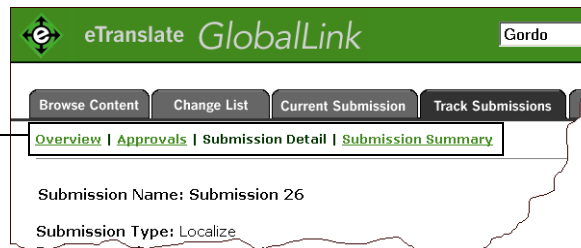
Project view tabs

Title bar

Project view

Page view sublinks

List view options



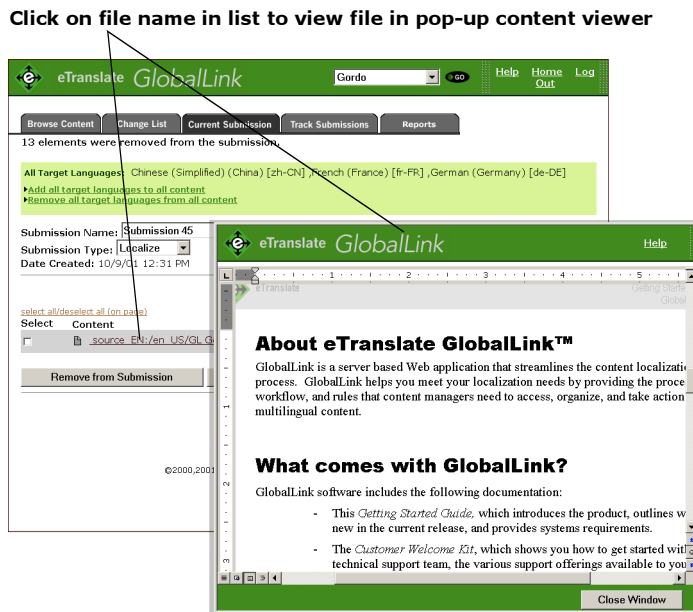
- The **Project View Tabs** open the main project views in which you view and manage content submissions.

- **Title bar** - The title bar contains three command elements:
 - The **Project** drop down list enables you to select the project for the submission
 - The **Help** link opens context-sensitive help in a separate window.
 - The **Home** link returns you to the **GlobalLink Home** page, as shown in *Figure 8 - GlobalLink home page* on page 12.
- The **Project view** displays the project view indicated by the project view tab. Page views that display content hierarchically enable you to navigate down through sublevels, as necessary. You can return to the top level by clicking the project view tab.
- **Page view sublinks** are available when a project view has more than one page. For example, in the **Track Submission** project view, you can open **Submission Summary** and **Submission Details** pages.
- **List view options** controls how many list items appear at a time on the page.
NOTE: Lists also come with a **select all** command. This command selects only the displayed items, not the entire list. To select all items in a list, first click the **all** page view option, as shown in *Figure 9 - The GlobalLink interface* on page 14.

OPENING SOURCE FILES DIRECTLY IN GLOBALLINK

You can open a content item directly from GlobalLink by clicking on its name. The document opens in a **Content Viewer** popup, as shown in the illustration below.

Figure 10- Content Viewer popup



2

Identifying content for localization

GlobalLink enables you to quickly identify content for localization, including new content or content that is out of synch with its localized, target counterparts. You can view all content in the project repositories in the **Browse Content** project view, or generate and view change lists in the **Change List** project view. After identifying content for localization, you can select it for localization.

For more detailed information about working with submissions, see *Managing submissions* on page 33.

Chapter Summary

- **Viewing all available content** 18
- **Working with change lists** 22
- **Adding and removing submission content** 25

VIEWING ALL AVAILABLE CONTENT

You can view all content items (i.e., *main.htm*) in the repositories configured for the selected project. GlobalLink uses icons to indicate the current status and type of all content items; optionally, you can also open a popup window with detailed status for a specific content item.

TO VIEW CONTENT AVAILABLE FOR LOCALIZATION:

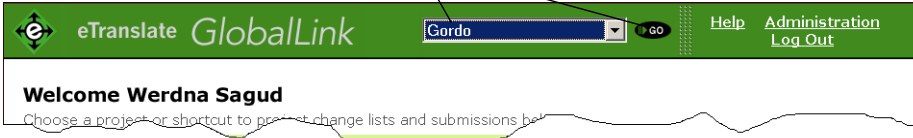
1. From the **GlobalLink Home** page, select a project from the drop down menu in the title bar.
2. Click the **Go** button.

Tip: You can also open a project by clicking on the project name in the **GlobalLink Home** page.

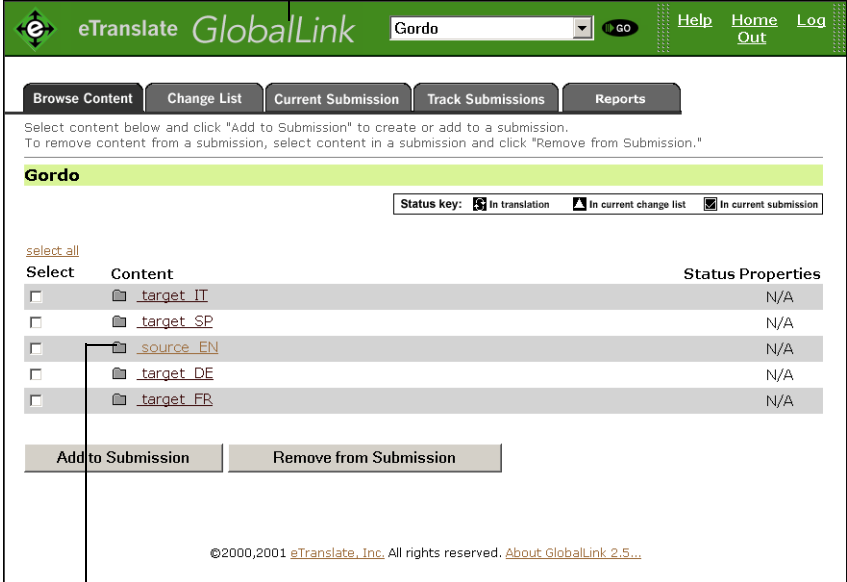
GlobalLink redisplay in the **Browse Content** project view, listing the repositories configured for the selected project.

Figure 11- Selecting a project for a new submission

Select a project and click the Go button



The Browse Content project view opens

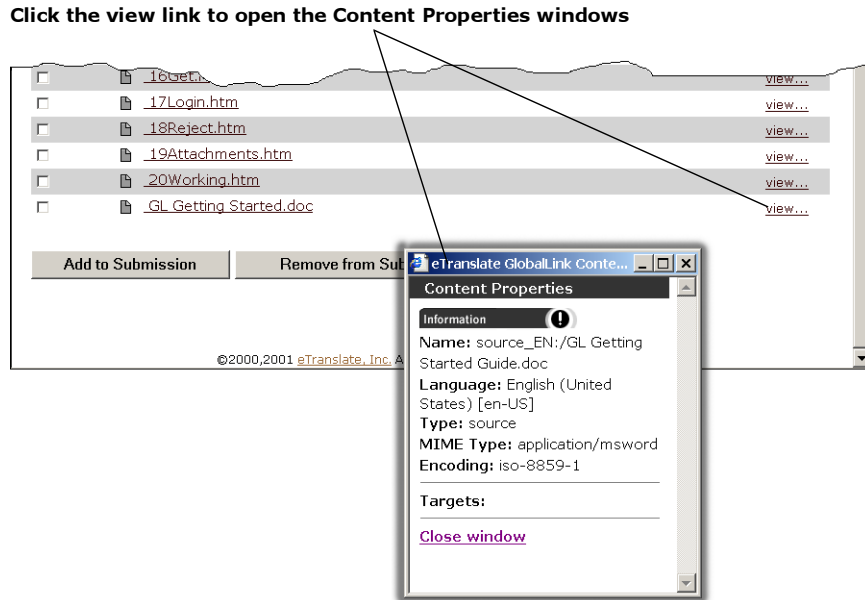




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Click on the icon to access and view the contents

- To view detailed status about any individual content item, click the **view** link located at the far right of each listing.

Figure 12- Viewing content item properties



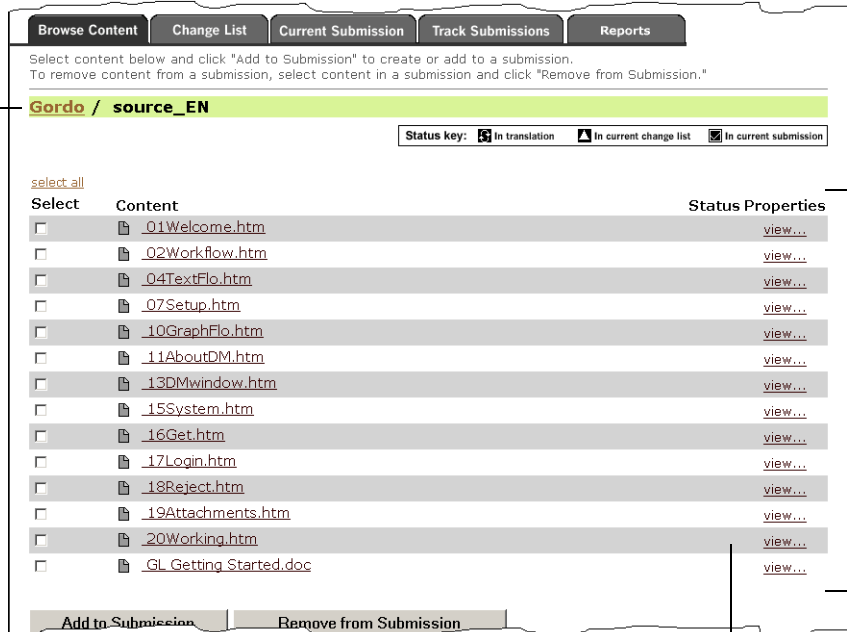
- To open the contents of directories or database tables, double-click on the directory icon  or database icon .

The content path in the upper portion of the project view indicates your location in the repository.

Figure 13- Browsing repository contents

The content path indicates your current level in the repository

The page view displays the contents of the current level



Status column (empty)

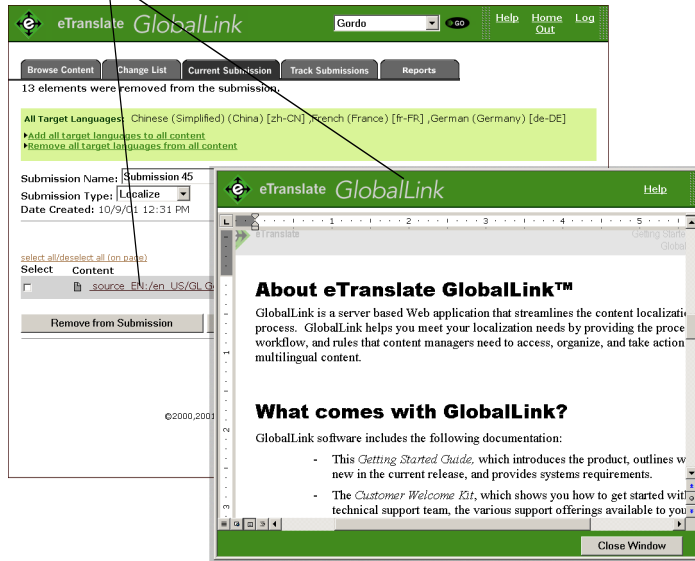
- To return to any level of the directory, click the desired level in the content path. To return to the top level, click the **Browse Content** project view tab.
- Use the icons in the status column to help you identify list items as possible candidates for localization:

	In translation	The file is currently submitted for localization.
	In current change list	The file is identified as new or updated, and thus is a candidate for localization.
	In current submission	The file is currently included in the submission you are preparing

- To open and view a content item, click the file name in the list.
The selected item displays in a separate browser window.

Figure 14- Content Viewer popup

Click on file name in list to view file in pop-up content viewer



For information about managing content in a specific submission, see *Adding and removing submission content* on page 25.

WORKING WITH CHANGE LISTS

Change lists show content items in the project repositories that have been added or updated since the last submission. At the project level, GlobalLink can be configured to scan for file changes at regular intervals. However, you can also generate change lists manually.

Tip: You can also open a change list directly from the **GlobalLink Home** page. Under the project name, click on the **Change List** link - it will say **view** or **none available**; click to **generate**.

You can also add or remove specific change list items to or from the current submission.

TO GENERATE AND VIEW A CHANGE LIST:

1. From the **GlobalLink Home** page, select a project from the drop down menu in the title bar.
2. Click the **Go** button.

Tip: You can also open a project by clicking on the project name in the **GlobalLink Home** page.

GlobalLink displays the project view tabs.

3. Click the **Change List** project view tab.

GlobalLink displays the **Change List** project view.

Figure 15- Change List project view

Time list was generated

List categories

eTranslate GlobalLink Gordo GO Help Home Out Log

Browse Content Change List Current Submission Track Submissions Reports

This change list was generated on 10/10/01 at 2:32 PM. [\(generate new change list\)](#)

Use the links below to add updated or new content to a submission, or to view lists of moved or deleted source content.

[New Content \(70 \)](#)
[Deleted Content \(79 \)](#)

[Out-of-Date Content \(0 \)](#)
[Moved Content \(0 \)](#)

Click to add ALL new and updated content in this change list to the current submission: **Add All**

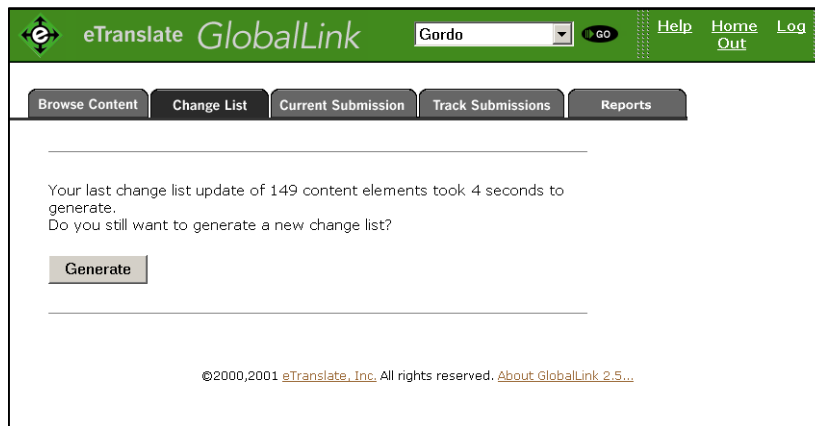
Click to remove ALL content from this change list: **Clear**

The **Change List** project view indicates the time the current change list was generated, and enables you to view four distinct lists:

New content	Items that have never been submitted for localization
Out-of-Date content	Items that are out of synch with their targets
Deleted content	Items that have been removed from the repository since the last submission (This list is reference only; you cannot include items from this list in a submission)
Moved content	Items that have been moved to other repository locations since the last submission (This list is reference only; you cannot include items from this list in a submission)

4. To generate a new list manually:
 - Click the **generate new change list** link, located at the top right, directly below the project view tab bar. The project view redisplay with change list information and a confirmation request.

Figure 16- Generate change list confirmation



- Click the **Generate** button.

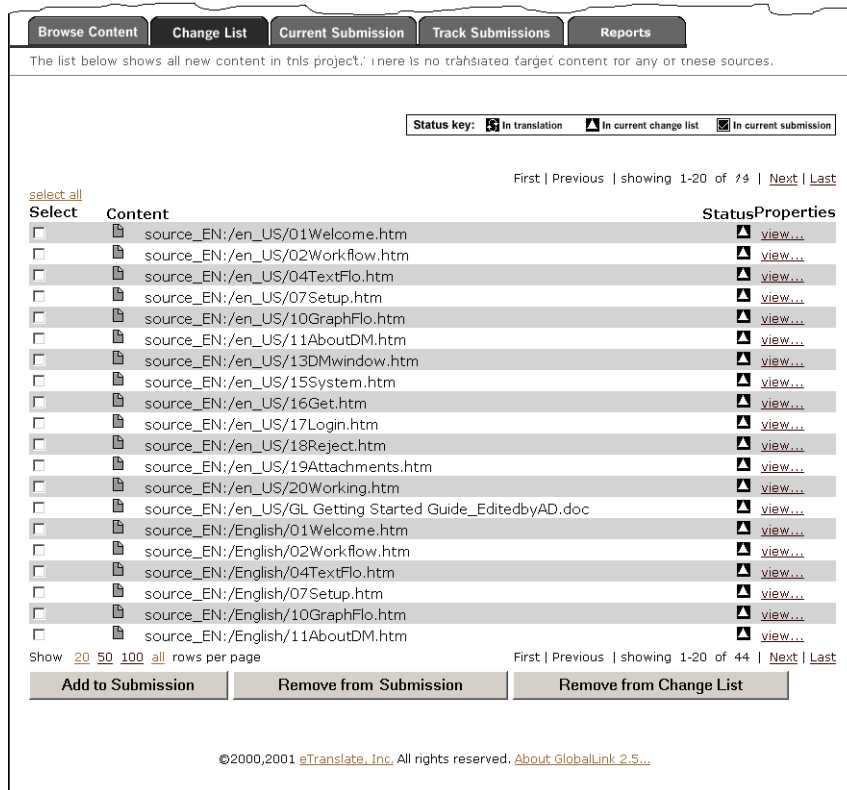
The project view displays a message that notifications will be sent when the new list has been generated.

Tip: Depending on the processing time required, you can view the new list by clicking the **Change List** project view tab.

- To open a list, click the list category.

The **Change List** project view displays the list as a file directory or database tables, indicating the status of individual files. To view detailed status about any listed file, click the **view** link located at the far right of each listing, as described in *Viewing all available content* on page 18.

Figure 17- Change List project view



- To add or remove content from a change list, see *Adding/removing content in the Change List project view* on page 28.

ADDING AND REMOVING SUBMISSION CONTENT

When you add content to a submission, you are including it for localization as specified by the parameters of the selected project. Similarly, any content you remove will not be submitted for localization.

NOTE: You cannot include content items that are not in the project repository.

This section describes how to add and/or remove content at three different stages of the submission process:

- Adding/removing content in the Browse Content project view (add or remove)
- Adding/removing content in the Change List project view (add or remove)
- Removing content in the Current Submissions project view (remove only)

Adding/removing content in the Browse Content project view

To add or remove submission content in the **Browse Content** project view:

1. From the **GlobalLink Home** page, select a project from the drop down menu in the title bar.
2. Click the **Go** button.

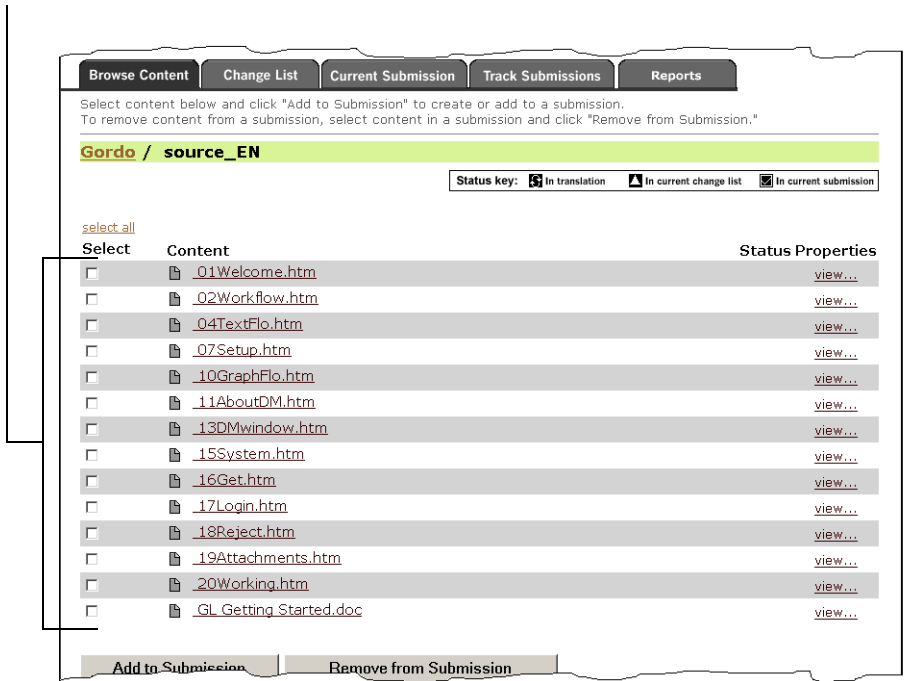
Tip: You can also open a project by clicking on the project name in the **GlobalLink Home** page.

GlobalLink displays the **Browse Content** project view, listing the repositories configured for the selected project. The repository is represented by a file directory icon  or database icon .

3. To view the contents of a container item, click on the name of the item.

Figure 18- Selecting content in the Browse Content project view

Select the individual content items, tables, or directories to be added or removed from submission



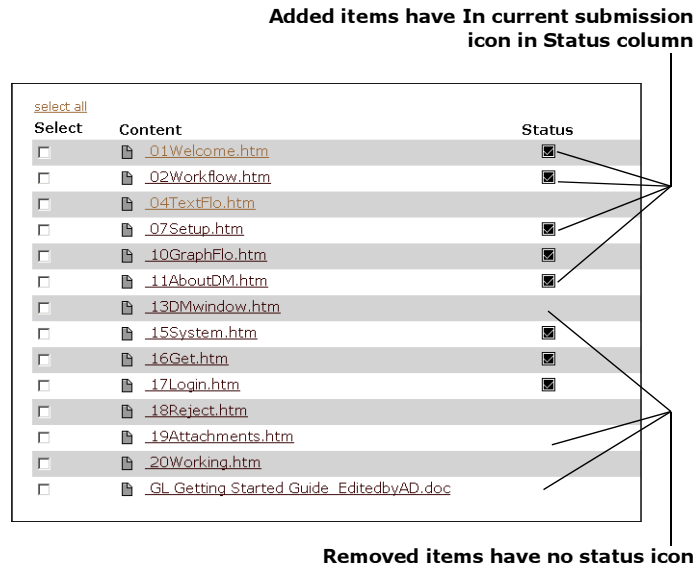
4. Select the desired items by checking the check boxes to the left.
5. Click the **Add to Submission** or **Remove from Submission** button, as appropriate.



Tip: You can select all the displayed items on a list by clicking the **select all** command. To select all items on a list, click the **all** page view option, then click **select all**.

The **Browse Content** project view displays the updated status of the selected files, as indicated by the status icons in the **Status** column on the right side of the list.

Figure 19- Viewing added and removed items in the Browse Content project view



NOTE: For more information about managing submission content in the **Browse Content** project view, see *Viewing all available content* on page 18.

Adding/removing content in the Change List project view

To add or remove submission content in the Change List project view:

1. From the **GlobalLink Home** page, select a project from the drop down menu in the title bar.
2. Click the **Go** button.

Tip: You can also open a project by clicking on the project name in the **GlobalLink Home** page.

GlobalLink displays the project view tabs.

3. Click the **Change List** project view tab.

GlobalLink redisplay in the **Change List** project view.

The view indicates the time the current change list was generated, and enables you to view four distinct lists: **New Content**, **Out-of-Date Content**, **Deleted Content** and **Moved Content**.

4. Click the change list that contains the content you wish to add or remove from the submission.

NOTE: You can add or remove content from a submission only in the **New Content** or **Out-of-Date Content** list.

The **Change List** project view redisplay, listing the content of the selected list.

Figure 20- Selecting content in the Change List project view

Select the individual content items to be added or removed from submission

The screenshot displays the 'Change List' project view in GlobalLink. At the top, there are navigation tabs: 'Browse Content', 'Change List', 'Current Submission', 'Track Submissions', and 'Reports'. Below the tabs, a message states: 'The list below shows all new content in this project. There is no translated target content for any of these sources.' A 'Status key' section indicates: 'In translation' (checked), 'In current change list' (checked), and 'In current submission' (checked). Navigation links include 'First', 'Previous', 'Next', and 'Last', with a note 'showing 1-20 of 44'. A 'select all' link is present. The main content area is a table with columns 'Select', 'Content', and 'StatusProperties'. The 'Select' column contains checkboxes for each row. The 'Content' column lists file paths such as 'source_EN:/en_US/01Welcome.htm'. The 'StatusProperties' column contains 'view...' links. At the bottom, there are buttons for 'Add to Submission', 'Remove from Submission', and 'Remove from Change List'. A footer shows '©2000,2001 eTranslate, Inc. All rights reserved. About GlobalLink 2.5...'.

- Select the desired items by checking the check boxes to the left.



The **Change List** project view displays the updated status of the selected files, as indicated by the status icons in the **Status** column on the right side of the list.

Figure 21- Viewing added and removed items in the Change List project view

Added items have In current submission icon in Status column

select all	Select	Content	Status
<input type="checkbox"/>	<input checked="" type="checkbox"/>	_01Welcome.htm	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	_02Workflow.htm	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	_04TextFlo.htm	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	_07Setup.htm	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	_10GraphFlo.htm	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	_11AboutDM.htm	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	_13DMwindow.htm	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	_15System.htm	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	_16Get.htm	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	_17Login.htm	
<input type="checkbox"/>	<input type="checkbox"/>	_18Reject.htm	
<input type="checkbox"/>	<input type="checkbox"/>	_19Attachments.htm	
<input type="checkbox"/>	<input type="checkbox"/>	_20Working.htm	
<input type="checkbox"/>	<input type="checkbox"/>	_GL_Getting Started Guide_EditedbyAD.doc	

Removed items have no status icon

NOTE: For more information about managing submission content in the **Change List** project view, see *Working with change lists* on page 22.

Removing content in the Current Submissions project view

To remove submission content in the **Current Submission** project view:

1. From the **GlobalLink Home** page, select a project from the drop down menu in the title bar.
2. Click the **Go** button.

GlobalLink displays the project view tabs.

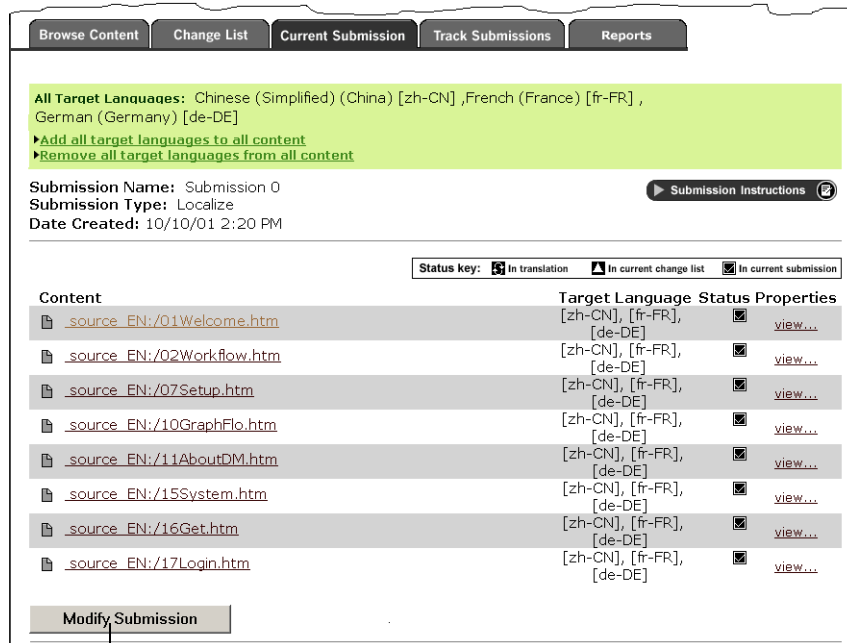
3. Click the **Current Submission** project view tab.

GlobalLink redisplay in the **Current Submission** project view.

Tip: If there is an existing current submission, a **Current Submission** shortcut link displays under the project name on the **GlobalLink Home** page. Click to go directly to the **Current Submission** project view.

The **Current Submission** project view lists the names, paths, and target languages of all files included in the current submission.

Figure 22- Current Submission project view



Click **Modify Submission** button

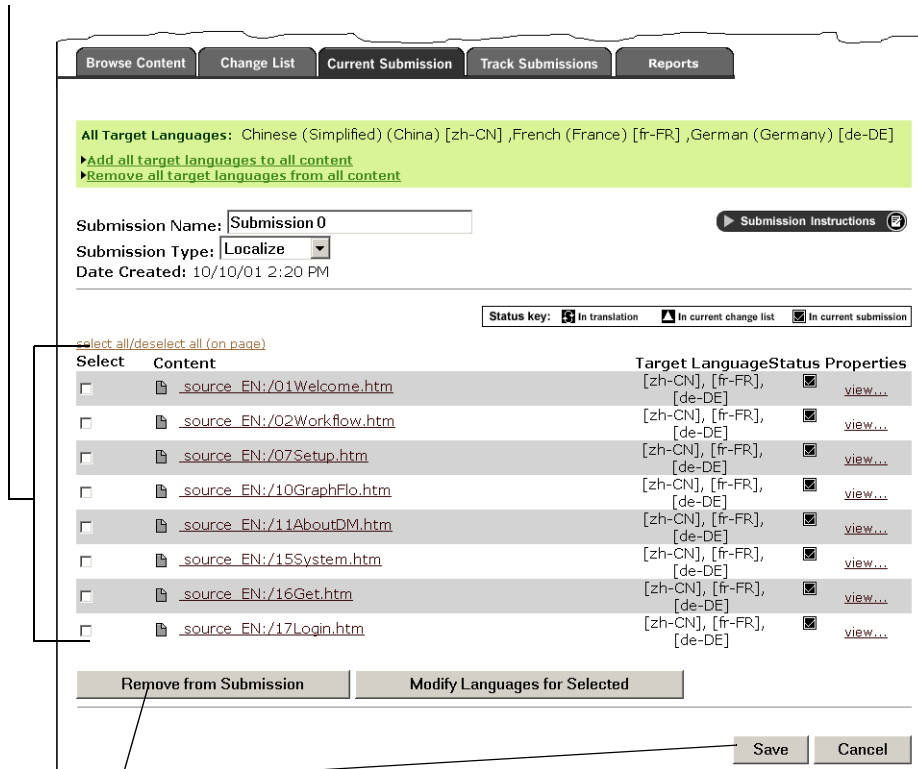
NOTE: By default, all content items are set for localization into all target languages as configured in the project. To modify the target language settings, see *Setting target languages* on page 36.

- Click the **Modify Submission** button at the bottom of the list.

GlobalLink redisplay the **Current Submission** project view in the modify mode, as shown in *Figure 23 - Modify Current Submission project view* below.

Figure 23- Modify Current Submission project view

Select the individual content items to be removed from submission



Click the **Remove from Submission** button

- Select the files for removal by checking the check boxes to the left.
- Click the **Remove from Submission** button.

The **Current Submission** project view redisplay. The removed items no longer appear on the list.

NOTE: For more information about managing submission content in the **Current Submission** project view, see *Managing submissions* on page 33.

3

Managing submissions

This chapter continues the GlobalLink workflow and describes how to complete and send the current submission. It also describes important post-submission functions such as resubmitting failed submissions, canceling a submission, and deleting submissions.

Chapter Summary

- **Working with the current submission** 34
- **Resubmitting a failed submission** 43
- **Canceling a submission** 46

WORKING WITH THE CURRENT SUBMISSION

After selecting content for submission, you are ready to name the submission, specify the submission type, set the target languages, and send the submission. You can also attach additional information or files in the form of submission instructions.

You perform all these procedures in the **Current Submission** project view. To save a submission-in-progress, use the **Save** button located at the bottom of the **Current Submission** project view.

This section describes the following procedures:

- Setting the submission name and submission type
- Setting target languages
- Viewing content properties
- Adding submission instructions (optional)
- Sending the current submission

Setting the submission name and submission type

The submission name and submission type fields appear immediately below the project view tabs.

To set the submission name and submission type:

1. From the **GlobalLink Home** page, select a project from the drop down menu in the title bar
2. Click **Go**.

GlobalLink displays the project view tabs.

3. Click the **Current Submission** project view tab.

GlobalLink redisplay in the **Current Submission** project view.

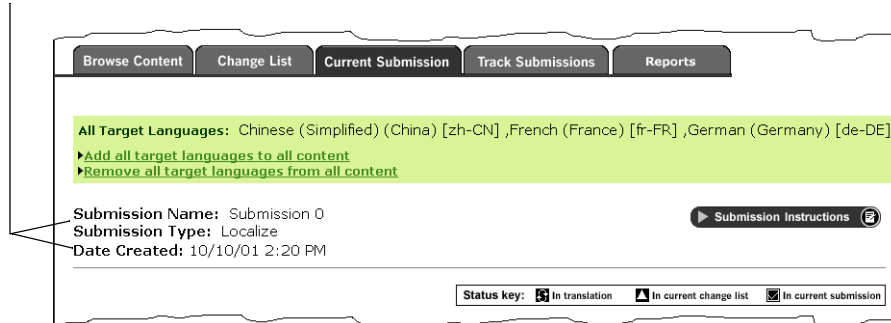
The **Current Submission** view lists the submission name and type, as well as names, paths, and target languages of all files included in the submission.

GlobalLink applies the following defaults:

- **Submission Name** is *Submission X*, X being a numerical value determined by the number of submissions previously created in the specified project.
- **Submission Type** is *Localize*.

Figure 24- Default Submission type and name settings

Default settings for Submission Type and Submission Name

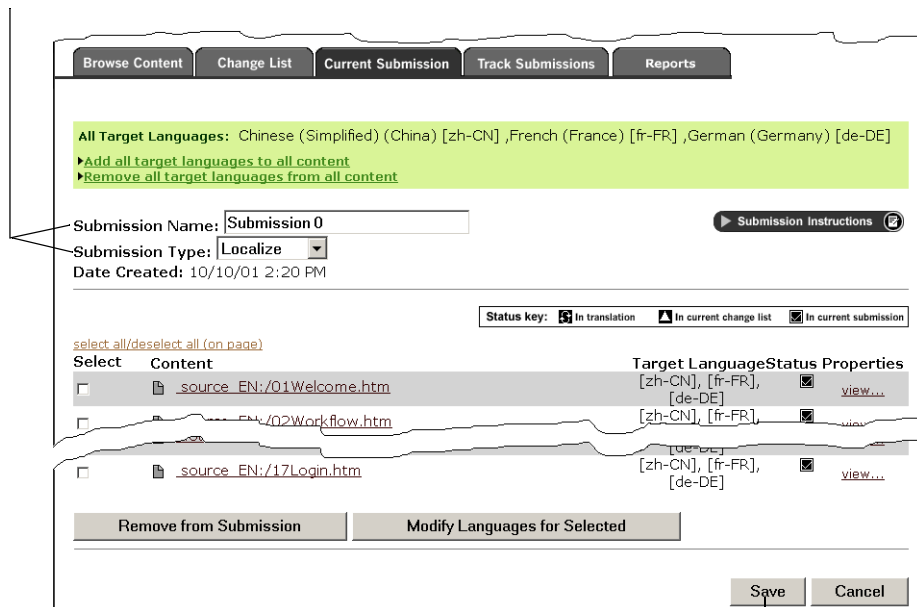


4. Click the **Modify Submission** button at the bottom of the list.

GlobalLink redisplay the **Current Submission** project view in the modify mode, as shown in *Figure 25 - Modify Current Submission project view* below.

Figure 25- Modify Current Submission project view

Modify the default submission type and submission name settings



Click the **Save** button

5. In the **Submission Name** field, enter the name of the submission (up to 128 characters).

6. In the **Submission Type** field, select the type of submission from the drop down menu.

NOTE: If you are unsure of the type of submission you want to create, see your GlobalLink administrator.

7. Click the **Save** button at the bottom of the project view.

You can now set the target languages for the submission.

NOTE: If you leave the **Current Submission** project view without saving or sending the submission, you will need to reset the submission name and type information.

Setting target languages

Each project has one or more target languages, the language into which the submission content is to be localized. When creating your submission you can specify one or more target languages for each content item, as necessary.

NOTE: Target languages for a specific project are determined when the project is created. For more information about creating and modifying projects, see the *GlobalLink 2.5 Administration Guide*.

To set the target languages for a submission:

1. From the **GlobalLink Home** page, select a project from the drop down menu in the title bar.
2. Click **Go**.

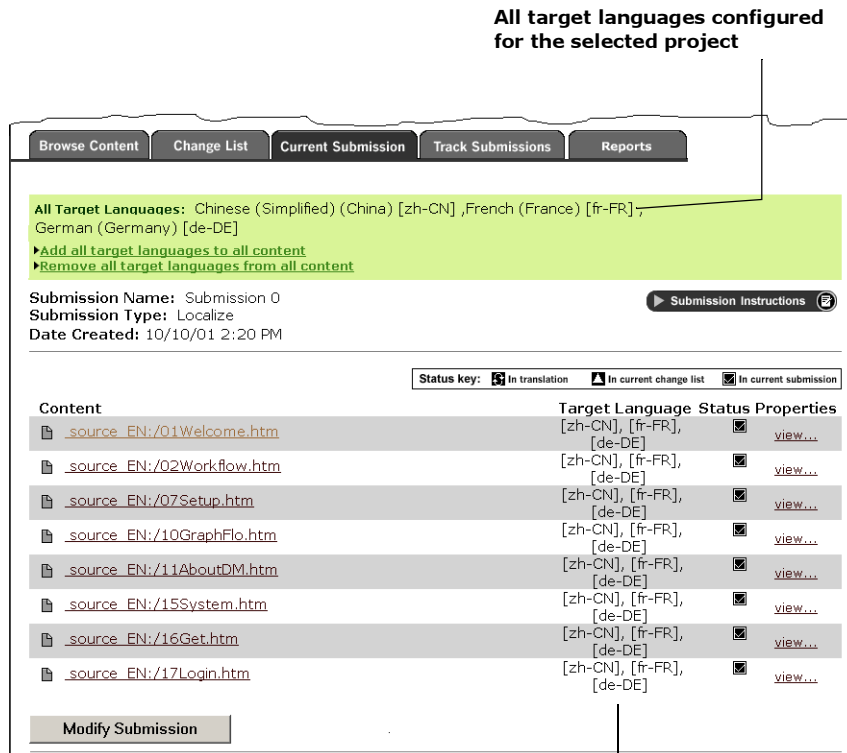
GlobalLink displays the project view tabs.

3. Click the **Current Submission** project view tab.

GlobalLink redisplay in the **Current Submission** project view.

The **Current Submission** view lists the names, paths, and target languages of all files included in the current submission. By default, all content items are set to be localized into all target languages.

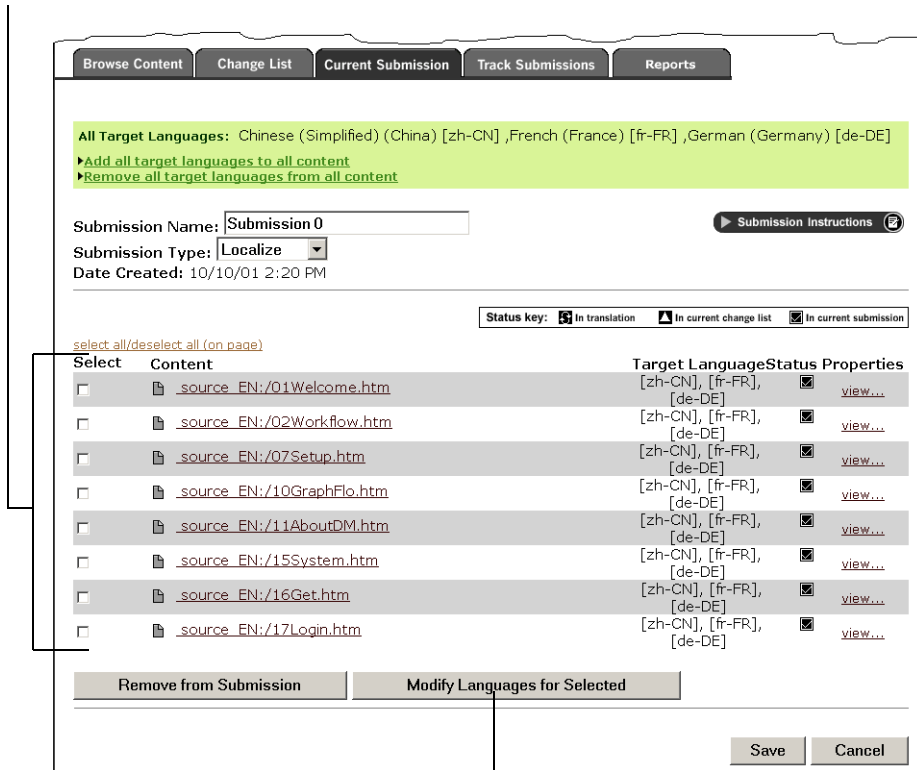
Figure 26- Target languages in the Current Submission project view



- Click the **Modify Submission** button at the bottom of the list.
GlobalLink redisplay the **Current Submission** project view in the modify mode, as shown in the illustration below.

Figure 27- Modifying target languages

Select the individual content items that will have the same target languages



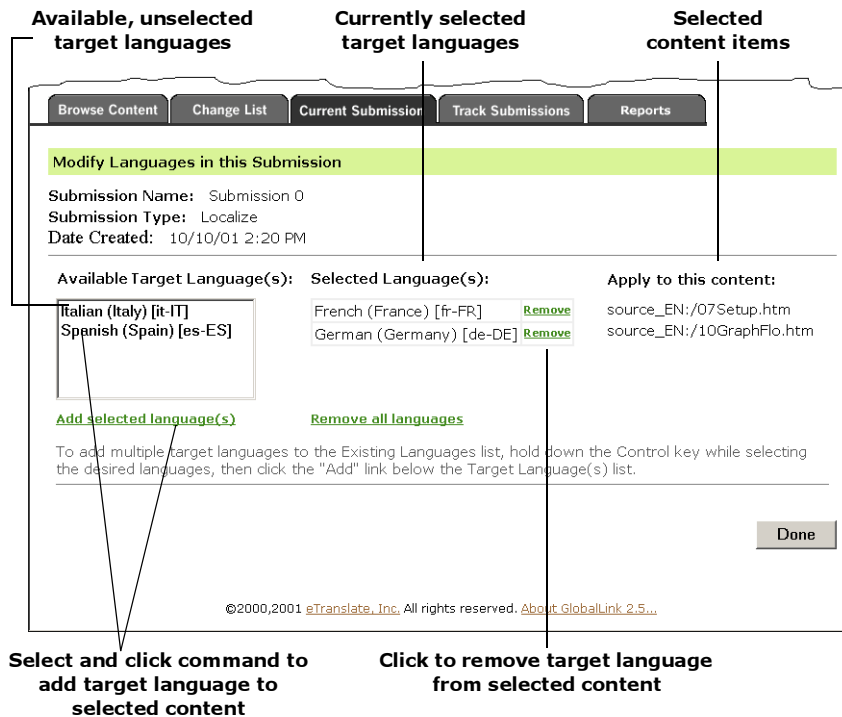
Click the **Modify Languages for Submission** button

- Using the check boxes, select the file(s) that will have a specific set of target languages.

6. Click the **Modify Languages for Submission** button.

The **Modify Languages** page displays, listing the specified content items, the currently selected target languages and available, unselected languages, as shown in *Figure 28 - Specifying target languages*.

Figure 28- Specifying target languages



7. To remove target languages from the specified content items, click the **Remove** link adjacent to the target language in the **Existing Language(s)** column.
GlobalLink redisplay. The removed language has moved from the **Existing Language(s)** list to the **Target Language(s)** box.
8. To add languages to the specified content items:
 - In the **Target Languages** box, select the languages you wish to add. You can Ctrl-click to select multiple languages.
 - Click the **Add selected language(s)** link.
GlobalLink redisplay. The added language has moved from the **Target Language(s)** box to the **Existing Language(s)** list.
9. When finished, click the **Done** button.
GlobalLink redisplay in the **Current Submission** project view. The **Target Language** column shows the updated language pairs.
10. Repeat steps 5. to 9. until you have specified the target languages for all content items as desired.
11. Click the **Save** button.

Viewing content properties

You can view the properties of any item in the submission list by clicking the **view** link in the **Properties** column. The information appears in a popup window, as shown in *Figure 11 - Selecting a project for a new submission* on page 18.

Adding submission instructions (optional)

Before sending the submission, you can include submission instructions in the form of a text message OR by attaching a file (such as a Word document with detailed instructions).

NOTE: You cannot include both a text message and an attached file in a submission instructions.

To include submission instructions with the current submission:

1. From the **GlobalLink Home** page, select a project from the drop down menu in the title bar.
2. Click **Go**.

GlobalLink displays the project view tabs.

3. Click the **Current Submission** project view tab.

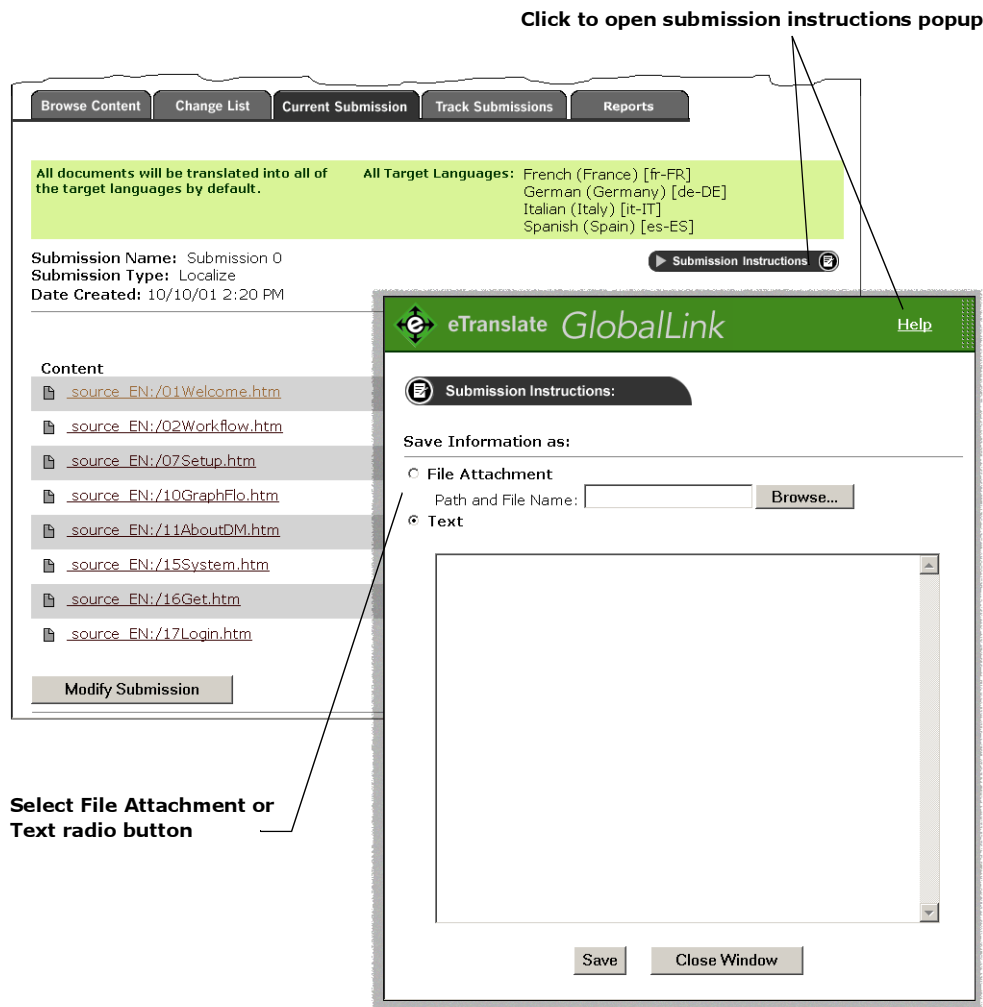
GlobalLink redisplay in the **Current Submission** project view.

The **Current Submission** view lists the names, paths, and target languages of all files included in the current submission. The **Submission Instruction** button is located to the right of the submission information.

4. Click the **Submission Instructions** icon on the right side of the **Current Submission** project view.

The **Submission Instructions** popup opens.

Figure 29- Submission Instructions command button and popup



5. To enter a text message:
 - Select the **Text** radio button.
 - Type your submission instructions in the text field of the popup.
 - When finished, click the **Save** button at the bottom of the popup.

Tip: If you begin typing in the text field, the **Text** radio button is automatically selected.

6. To attach a file:
 - Select the **File Attachment** radio button.
 - Click the **Browse** button. The **Choose File** dialog box opens.
 - Navigate to the file you wish to attach.
 - Click the **Open** button. The file path appears in the text box adjacent to the **File Attachment** radio button.
 - Click the **Save** button at the bottom of the popup.

NOTE: You can only attach a single file.

7. When finished, click **Close Window**.

You can reopen and edit the submission instructions as many times as necessary until you send the submission. After you send the submission, the instructions become read-only.

Sending the current submission

Before sending the current submission, ensure that you have successfully completed the following:

- Selected the correct content for localization.
- Specified the correct submission type.
- Specified the correct target languages.

To send the current submission:

1. From the **GlobalLink Home** page, select a project from the drop down menu in the title bar.
2. Click **Go**.
GlobalLink displays the project view tabs.
3. Click the **Current Submission** project view tab.
GlobalLink redisplay in the **Current Submission** project view.
4. Click the **Send Submission** or **Request Approval** button:
 - If the project does not require submission approval, the **Send Submission** displays. The content is automatically submitted to the service (as configured in the project setup).
 - If the project requires submission approval, the **Request Approval** displays. The users assigned approval roles for the selected project are notified that outgoing content is awaiting their approval.

GlobalLink redisplay in the **Track Submissions** project view.

RESUBMITTING A FAILED SUBMISSION

If a submission fails, you can resubmit it if you believe the problem which caused the failure is fixed. If the problem is with the submission parameters, you may need to recreate and resend the submission. Failed submissions can be viewed in the **Track Submissions** project view.

NOTE: Depending on how the project has been configured, you may also be notified when a submission fails.

For more information about the **Track Submissions** project view, see *Tracking submissions* on page 47.

TO RESUBMIT A FAILED SUBMISSION:

1. From the **GlobalLink Home** page, click the submission name.

Submission names are listed below their respective project names.

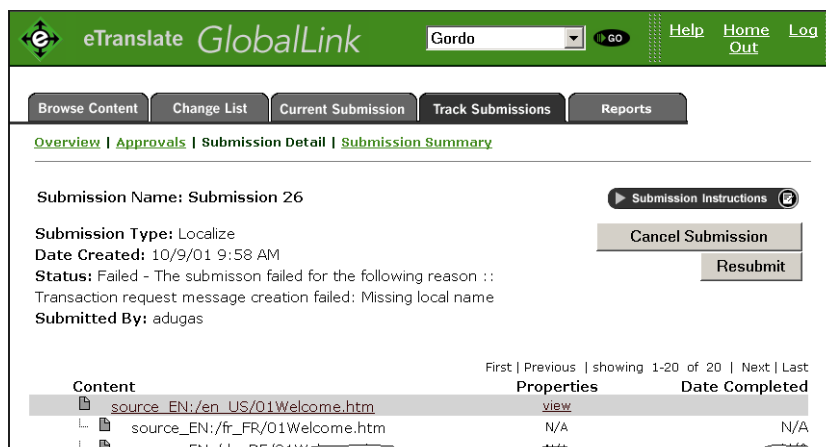
GlobalLink redisplay in the **Track Submissions** project view. The view lists project submissions, their date of submission, and current status such as **In translation** or **Failed**.

NOTE: See *Table 1 on page 45* for a complete list of submission status messages.

2. Click the name of the submission you wish to resubmit.

The **Track Submission** project view redisplay in the **Submission Details** page, which lists all the submission information, including the reason it failed.

Figure 30- Submission Details page



3. Click the **Resubmit** if the cause of failure has been corrected.

For example, there may have been network problems when you previously submitted.

The main **Track Submissions** project view redisplay. The resubmitted submission now shows a status of **Sending**.

NOTE: If a submission repeatedly fails, consult with the project administrator. The project may have an incorrect access code.

Table 1: Submission errors (for ULTRA submission service clients only)

The following table lists some of the error messages that may be associated with a failed submission. Project administrators can use the error messages to locate and repair problems. In many cases, the problem may only be resolved by consulting with the personnel at the submission service to which you are attempting to send content.

Error message	Explanation
Couldn't connect to requested service.	GlobalLink is unable to communicate with the submission service. This error could be caused by an incorrect server URL entered in the project setup.
Failed - The submission failed for the following reason: Too Many Login Attempts: Too many failed authentication attempts. Access has been temporarily disabled.	The project may have an incorrect access code. Consult with the project administrator.
Internal Error.	A problem has occurred with eTranslate's ULTRA submission service.
Invalid Project Access Code.	A problem has occurred with eTranslate's ULTRA submission service.
The servers response is HTML. The server is probably not running RequestListener, or does not implement the requested action.	Indicates a problem with eTranslate's ULTRA server.
Unauthorized Language Pair.	A language included in a submission has not been authorized by the submission service.
Unauthorized Submission Location.	The submission has been sent to ULTRA from an unauthorized IP address. This error typically occurs when the submission server is moved without informing eTranslate's ULTRA administrators.
Validation failed: delivery is not a pull-type, and has no URL.	GlobalLink has been configured for additional deliveries of target content, but they are not correctly set up.
Validation failed: delivery object has no delivery encoding set.	Target content lacks required encoding information.
Validation failed: document has no source language set, and the connection info doesn't have a default.	The project's source language has not been defined.
Validation failed: target has no workflow set, and the connection has no default setting.	The ULTRA project's workflow settings are incorrectly configured.
Validation failed: target language is not set or is not 5 characters.	The project's target language is incorrectly configured.

CANCELING A SUBMISSION

You can cancel a submission only if it has a **Sending** or **In translation** status in the **Track Submissions** project view.

NOTE: Cancelled submissions cannot be resubmitted. You will have to begin the submission process from the beginning. For more information, see *Working with the current submission* on page 34.

TO CANCEL A SUBMISSION:

1. From the **GlobalLink Home** page, click the submission name.

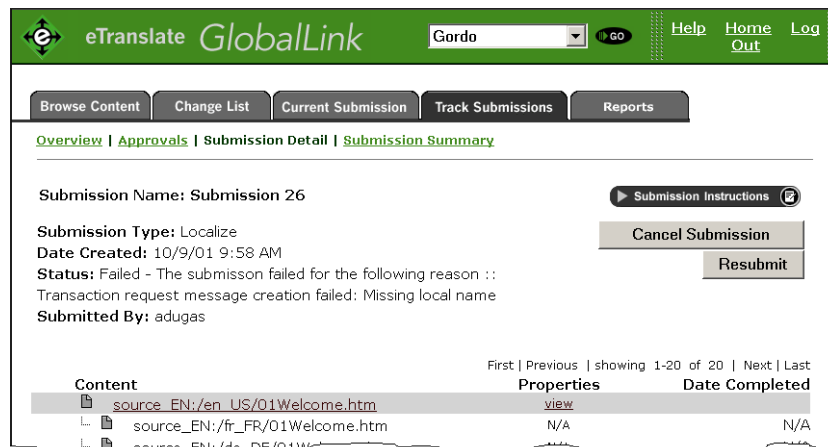
Submission names are listed below their respective project names.

GlobalLink redisplay in the **Track Submissions** project view. The view lists project submissions, their date of submission, and current status.

2. Click the name of the submission you wish to cancel.

The **Track Submission** project view redisplay in the **Submission Details** page, which lists all the submission information, including the reason it failed.

Figure 31 - Submission Details page



3. Click the **Cancel Submission** button.

GlobalLink redisplay in the initial **Track Submissions** project view. The canceled submission now shows a status of **Cancelled**.

NOTE: See *Table 1 on page 45* for a complete list of submission status messages.

4

Tracking submissions

GlobalLink enables you to track all submissions that have been sent. For example, you can view the status of all submissions that are in progress. This section also describes how to approve and reject submissions (if you are assigned an approval role), as well as generate a variety of reports.

Chapter summary

- **Viewing submission status** 48
- **Approving and rejecting submissions** 52
- **Running project and submission reports** 57

VIEWING SUBMISSION STATUS

You have two options for viewing submission status:

- Viewing general status of all submissions
- Viewing submission details

You can also view approvals status, as described in *Viewing approvals* on page 52

Viewing general status of all submissions

To view general status of all submissions:

1. From the drop down menu in the title bar, select the desired project.
2. Click the **Go** button.

Tip: You can also open a project by clicking on the project name in the **GlobalLink Home** page.

GlobalLink displays the project view tabs.

3. Click the **Track Submissions** project view tab.

GlobalLink redisplay in the **Track Submissions** project view in the **Overview** mode.

Figure 32- Track Submissions project view

Submission information

Submission Name	Submission Date	Status	Date Completed
Submission 45	Active	Sending	N/A
Submission 26	10/9/01 12:30 PM	Cancelled	N/A

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This view lists detailed information of all submissions, including:

- Submission name
- Date of submission
- Date completed

The **Track Submissions** project view also indicates the current status of the submission. The following table describes each of the possible status conditions:

Status	Explanation
Cancelled	The submission has been cancelled.
Canceling	The submission is in the process of being cancelled.
Completed	All content in the submission has been localized and returned to the designated repositories.
Failed	There was an error during transmission. For more information, see <i>Submission errors (for ULTRA submission service clients only)</i> on page 45.
In Translation	The submission was successfully sent to a submission service and the content is being processed.
Sending	This submission is being transmitted to a submission service.
Updating	A status update has been requested and is in process.
Waiting for Approval	Submission content must be approved by designated approvers before proceeding to the next workflow step.

From this project view you can access more detailed information about each submission on the list, as described in the following section.

Viewing submission details

To view details of a specific submission:

1. From the drop down menu in the title bar, select the desired project.
2. Click the **Go** button.

Tip: You can also open a project by clicking on the project name in the **GlobalLink Home** page.

GlobalLink displays the project view tabs.

3. Click the **Track Submissions** project view tab.

GlobalLink redisplay in the **Track Submissions** project view in the **Overview** mode.

This view lists detailed information of all submissions, including:

- Submission name
- Date of submission
- Status
- Date completed

- In the main **Submission Name** column, click the name of the desired submission.

The **Track Submissions** project view redisplay in the **Submission Detail** mode, showing additional information specific to the selected submission, including:

- Submission type
- Person who made the submission
- Date the submission was created
- A list of the individual items that comprise the submission

NOTE: You can also access the submission instructions in read-only mode from the **Submission Detail** view.

Figure 33- Track Submissions project view, Submission Detail mode

Submission status and target language information

[Browse Content](#) | [Change List](#) | [Current Submission](#) | [Track Submissions](#) | [Reports](#)

[Overview](#) | [Approvals](#) | [Submission Detail](#) | [Submission Summary](#)

All Target Languages: Chinese (Simplified) (China) [zh-CN], French (France) [fr-FR], German (Germany) [de-DE]

[Add all target languages to all content](#)
[Remove all target languages from all content](#)

Submission Name: Submission 146 [Submission Instructions](#)
Submission Type: Localize
Date Created: 10/12/01 10:39 AM

Status key: In translation In current change list In current submission

Content	Target Language	Status	Properties
_source_EN:/en_US/01Welcome.htm	[zh-CN], [fr-FR], [de-DE]		view...
_source_EN:/en_US/02Workflow.htm	[zh-CN], [fr-FR], [de-DE]		view...
_source_EN:/en_US/04TextFlo.htm	[zh-CN], [fr-FR], [de-DE]		view...
_source_EN:/en_US/07Setup.htm	[zh-CN], [fr-FR], [de-DE]		view...

[Modify Submission](#)

[Approve](#) [Reject](#)

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Submission contents

- To open and view the content source or target item, click the name of the item in the list.

The selected item displays in a small browser window.

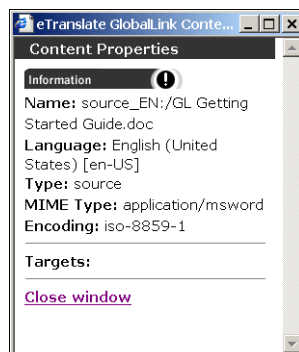
Figure 34- Content Viewer popup



- To view the properties of any item in the content list, click the view link in the **Properties** column.

The information appears in a popup window.

Figure 35- File Properties popup



APPROVING AND REJECTING SUBMISSIONS

Depending on the submission project configuration, you may be assigned an approval role. For example, a submission will not be sent out for localization until you and/or other users, also assigned approval roles, approve the submission (*submission approval*). Similarly, approvals may also be required before returning, localized content (*delivery approval*) can be accepted back into the target repository.

NOTE: If a submission or delivery is awaiting your approval, you will be notified.

This section describes the following tasks:

- Viewing approvals
- Approving or rejecting submission content
- Comparing source and target content

Viewing approvals

To view submissions awaiting approval:

1. From the **GlobalLink Home** page, click the submission name.

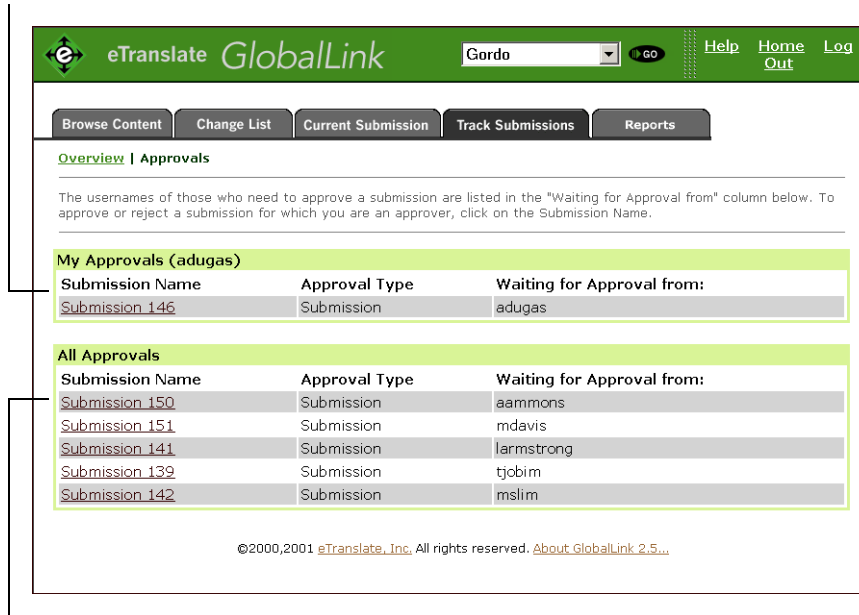
Submission names are listed below their respective project names.

The **GlobalLink Home** page indicates when a submission is awaiting approval from the logged-on user. Clicking the submission name takes you directly to the **Submissions Detail** page.

2. Click the Approvals sublink.

Figure 36- Pending approvals

Submissions in this project awaiting your approval



The screenshot displays the 'Approvals' page in the eTranslate GlobalLink application. The page header includes the eTranslate GlobalLink logo, a user dropdown menu set to 'Gordo', and navigation links for 'Help', 'Home Out', and 'Log'. Below the header is a navigation bar with tabs for 'Browse Content', 'Change List', 'Current Submission', 'Track Submissions', and 'Reports'. The main content area is titled 'Overview | Approvals' and contains a table with two sections: 'My Approvals (adugas)' and 'All Approvals'. The 'My Approvals' table has one row: Submission 146, Approval Type: Submission, Waiting for Approval from: adugas. The 'All Approvals' table has five rows: Submission 150 (Waiting for Approval from: aammons), Submission 151 (Waiting for Approval from: mdavis), Submission 141 (Waiting for Approval from: larmstrong), Submission 139 (Waiting for Approval from: tjobim), and Submission 142 (Waiting for Approval from: mslim). A footer contains copyright information: ©2000,2001 eTranslate, Inc. All rights reserved. About GlobalLink 2.5...

Submissions in this project awaiting approvals from other users

The page displays two lists:

- **My Approvals** lists submissions awaiting your approval and/or the approval of other users.
- **All Approvals** lists all submissions awaiting approval or the approval of other users.

Both lists also show the type of approval (submission or delivery) and submission date. For submission approvals, user names are separated by an ampersand (&) when approval is required from all the users, or a vertical bar (|) when approval is required from any of the requested users. For delivery approvals, user names are separated by commas.

Approving or rejecting submission content

To view submissions awaiting approval:

1. From the drop down menu in the title bar, select the desired project.
2. Click the **Go** button.

Tip: You can also open a project by clicking on the project name in the **GlobalLink Home** page.

GlobalLink displays the project view tabs.

3. Click the **Track Submissions** project view tab.
4. Click the **Approvals** sublink.

The page displays two lists. The **My Approvals** list shows submissions and deliveries awaiting your approval.

5. In the **My Approvals** list, click the name of the submission/delivery you wish to approve or reject.

The **Submission Detail** page displays to show the items in the submission. If the approval is for a delivery, each item has a check box.

Figure 37- Submission Detail page

The screenshot shows the eTranslate GlobalLink interface. At the top, there's a navigation bar with the logo, a search box containing 'Gordo', and links for 'Help', 'Home Out', and 'Log Out'. Below this is a tabbed interface with 'Track Submissions' selected. The main content area includes a green banner with target language information: 'All documents will be translated into all of the target languages by default. All Target Languages: French (France) [fr-FR], German (Germany) [de-DE], Italian (Italy) [it-IT], Spanish (Spain) [es-ES]'. Below the banner, submission details are listed: 'Submission Name: Update_26A', 'Submission Type: Localize', and 'Date Created: 10/10/01 2:20 PM'. A 'Submission Instructions' button is also present. A status key indicates 'In translation', 'In current change list', and 'In current submission'. The main table lists content items with their source paths, target languages, and status properties. At the bottom, there are 'Modify Submission', 'Approve', and 'Reject' buttons.

Content	Target Language	Status Properties
_source_EN:/en_US/01Welcome.htm	[fr-FR], [de-DE], [it-IT], [es-ES]	view...
_source_EN:/en_US/02Workflow.htm	[fr-FR], [de-DE], [it-IT], [es-ES]	view...
_source_EN:/en_US/04TextFlo.htm	[fr-FR], [de-DE], [it-IT], [es-ES]	view...
_source_EN:/en_US/07Setup.htm	[fr-FR], [de-DE], [it-IT], [es-ES]	view...

6. To open and view a content item, click the item name in the list.
The selected item displays in a small browser window.
7. Select the check boxes of the items you wish to approve or reject. (Delivery approvals only.)

8. To approve content, click the **Approve** button.

GlobalLink returns you to the **Track Submissions: Approvals** page. If the submission requires approval from another user, your name no longer appears on the list. Otherwise, the submission is approved and no longer appears on the list.

9. To reject content:

- Click the **Reject** button. The **Rejection** popup opens.
- In the **Rejection** popup, enter your reasons for rejecting the content.
- Click the **Proceed with Rejection** button.

GlobalLink returns you to the **Track Submissions: Approvals** page.

10. To generate a submission summary report, click the **Submission Summary** sublink.

For more information about reports, see *Running project and submission reports* on page 57.

Comparing source and target content

Before approving or rejecting returning, localized content, you can compare it side by side with the original source content:

1. From the drop down menu in the title bar, select the desired project.
2. Click the **Go** button.

Tip: You can also open a project by clicking on the project name in the **GlobalLink Home** page.

GlobalLink displays the project view tabs.

3. Click the **Track Submissions** project view tab.
4. Click the **Approvals** sublink.

The page displays two lists. You can approve or reject submissions only in the **My Approvals** list.

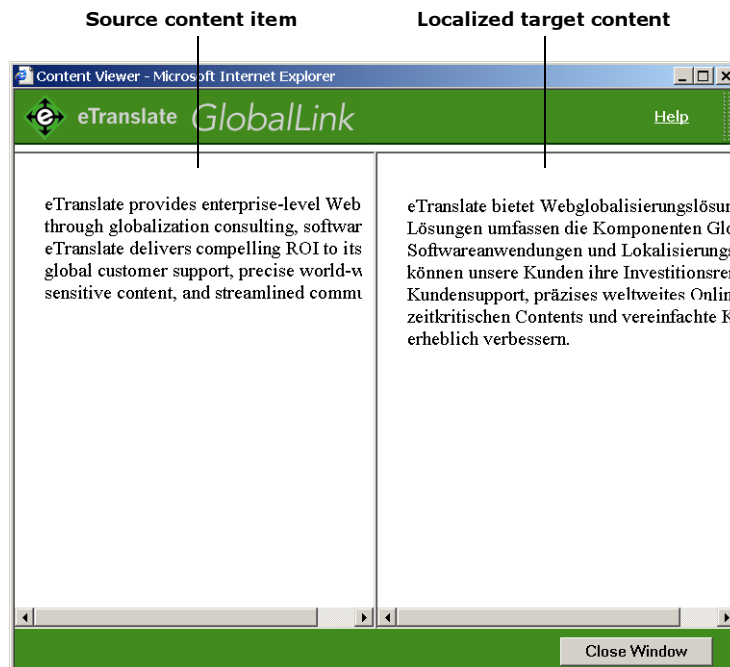
5. In the **My Approvals** list, click the name of the delivery that contains the content you wish to compare.

The **Submission Detail** page displays to show the items in the submission.

6. Click the name of the item you wish to view.

A pop-up window opens, showing the source content in the left frame and the target content in the right frame.

Figure 38- Comparing source and target content



7. To approve the content, click the **Approve** button on the **Submission Detail** page.

GlobalLink returns you to the **Track Submissions** page in **Approvals** mode. If the submission requires approval from another user, your name no longer appears on the list. Otherwise, the submission is approved and no longer appears on the list.

8. To reject the content:

- Click the **Reject** button on the **Submission Detail** page. The **Rejection** popup opens.
- In the **Rejection** popup, enter your reasons for rejecting the content.
- Click the **Save** button.

GlobalLink returns you to the **Track Submissions: Approvals** page.

NOTE: If you are not assigned an approval role for this project, the **Approve** and **Reject** buttons do not appear.

9. To close the window without rejecting or approving the content, click the **Close** button.

RUNNING PROJECT AND SUBMISSION REPORTS

GlobalLink enables you to view reports with detailed project and submission information, as described in the following procedures:

- Generating project summary reports
- Generating submission summary reports
- Generating submission detail reports

Generating project summary reports

To generate a project summary report:

1. From the drop down menu in the title bar, select the desired project.
2. Click the **Go** button.

Tip: You can also open a project by clicking on the project name in the **GlobalLink Home** page.

GlobalLink displays the project view tabs.

3. Click the **Reports** project view tab.

4. Click the **Project Summary** sublink.
The page redisplay in the **Project Summary** page.

Figure 39- Project summary report

Content By Language count **Project information**

eTranslate GlobalLink Gordo [Go] Help Home Out Log

Browse Content Change List Current Submission Track Submissions Reports

Project Summary | [Submission Summary](#)

Project Name: Gordo **Submission Service:** Ultra Submission Service
Project Access Code: 172-500-03 **Source Language:** English (United States) [en-US]

Content By Language:

	Total
German (Germany) [de-DE]	15
English (United States) [en-US]	582
French (France) [fr-FR]	15
Chinese (Traditional) (Taiwan) [zh-TW]	14
Total	626

Change Detection:
 On or Off: On
 Start Date: 10/16/01
 Interval: 12 Hour(s)

Assigned Users/Roles:

User	Role	Submission Approval	Receipt Approval
Luigi Bodrzensky	Administrator		
Werdna Sagud, Jr.	Administrator	●	All Languages

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Change Detection settings **Assigned Users/Roles, including Approval roles**

The page summarizes the project settings in four sections:

- A box containing the **Project Name**, **Project Access Code**, **Submission Service**, and **Source Language**
 - **Content By Language** enumerates the content items found in the source and target repositories
 - **Change Detection** settings
 - **Assigned Users/Roles**, including **Approval** roles
5. To view the project summary report for another project:
 - Select a different project from the drop down menu in the title bar.
 - Click the **Go** button.
 The page displays the summary report for the selected project.

Generating submission summary reports

To generate a submission summary report:

1. From the drop down menu in the title bar, select the desired project.
2. Click the **Go** button.

Tip: You can also open a project by clicking on the project name in the **GlobalLink Home** page.

GlobalLink displays the project view tabs.

3. Click the **Reports** project view tab.
4. Click the **Submission Summary** sublink.

The page redisplay in the **Submission Summary** report.

Figure 40- Submission Summary report

Submission information **Submission Name**

eTranslate GlobalLink Product_page Help Home Out Log

[Project Summary](#) | [Submission Summary](#) | [Submission Detail](#) | Submission 254

Submission Name: Submission 254 **Project Name:** Product_page
Submission Status: In translation **Source Language:** English (United States) [en-US]
Submission Service: Ultra Submission Service

Target Content By Language:

	Assess	Prep	Translate	Edit	Proof	QA	Review	Cancel	Done	Other	Total
French (France) [fr-FR]		2									2
German (Germany) [de-DE]		2									2
Chinese (Simplified) (China) [zh-CN]		2									2
Total		6									6

Source Content By MIME Type:

text/html	1
Total	1

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Target Content By Language **Source Content By MIME Type**

In addition to general submission information, the page has two categorized sections:

- **Target Content By Language**, which further categorizes content items by their current stage of the localization process: **Assess**, **Translate**, **Proof**, etc.
- **Source Content By MIME Type**

NOTE: You can also generate a submission report from the **Submission Detail** page. For more information, see *Figure 33 - Track Submissions project view, Submission Detail mode* on page 50.

5. To view other submissions for the same project:
 - Select another submission name from the drop down list.
 - Click the **View Report** button.

Generating submission detail reports

To generate a submission detail report:

1. From the drop down menu in the title bar, select the desired project.
2. Click the **Go** button.

Tip: You can also open a project by clicking on the project name in the **GlobalLink Home** page.

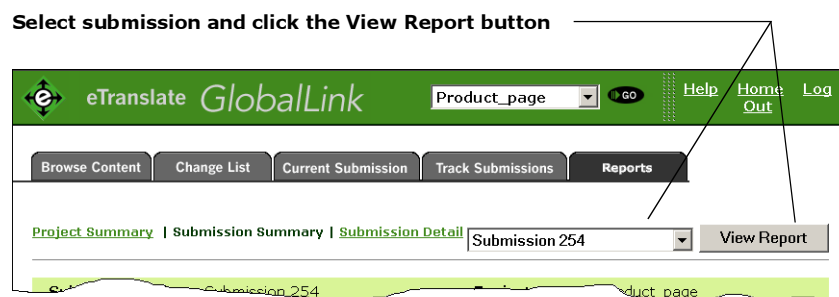
GlobalLink displays the project view tabs.

3. Click the **Reports** project view tab.
4. Click the **Submission Summary** sublink.

The page redisplay in the **Submission Summary** report.

5. Select the submission name from the drop down list.

Figure 41- Choosing the submission for Summary Detail report



6. Click the **View Report** button.
- The report redisplay with the information for the selected submission.

7. Click the **Submission Detail** sublink.
The page redisplay in the **Submission Detail** report.

Figure 42- Submission Detail report

Submission status and target language information

Browse Content Change List Current Submission Track Submissions Reports

[Overview](#) | [Approvals](#) | [Submission Detail](#) | [Submission Summary](#)

All Target Languages: Chinese (Simplified) (China) [zh-CN], French (France) [fr-FR], German (Germany) [de-DE]
[Add all target languages to all content](#)
[Remove all target languages from all content](#)

Submission Name: Submission 146
Submission Type: Localize
Date Created: 10/12/01 10:39 AM

[Submission Instructions](#)

Status key: In translation In current change list In current submission

Content	Target Language	Status	Properties
source_EN:/en_US/01Welcome.htm	[zh-CN], [fr-FR], [de-DE]		view...
source_EN:/en_US/02Workflow.htm	[zh-CN], [fr-FR], [de-DE]		view...
source_EN:/en_US/04TextFlo.htm	[zh-CN], [fr-FR], [de-DE]		view...
source_EN:/en_US/07Setup.htm	[zh-CN], [fr-FR], [de-DE]		view...

[Modify Submission](#)

[Approve](#) [Reject](#)

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Submission contents

8. To open and view a content item, click the item name in the list.
The selected item displays in a small browser window.
9. Select the check boxes of the items you wish to approve or reject. (Delivery approvals only.)
You can also use the **Select** or **Deselect All** links.

Glossary

- Access Level.** Also called 'permission,' a user's access level determines the parts of the application which may be used and which actions may be taken. GlobalLink access levels include *System Administrator*, *Project Administrator*, *Submitter*, and *Read-Only*.
- Administrator.** A GlobalLink user who has been granted access to the Administration section of the application. A user must be an administrator in order to create and modify projects, or to configure application settings.
- Approval.** The process by which a designated GlobalLink user is required to check outgoing and/or incoming content and provide authorization before the content may proceed to the next step in the workflow.
- Approver.** A user who has been assigned a role in approving submissions and/or deliveries of project content items.
- Baseline.** A procedure used to test the validity of a repository's target rules. This procedure is most useful when executed on a freshly created project.
- Change Detection.** GlobalLink routinely checks designated holding areas, or repositories, for new, changed, moved, deleted content items, then displays them in a *change list*. This process is called 'Change Detection.'
- Change List.** A list of source content items which have changed, as found during the Change Detection process. The items found in a change list should be considered good candidates for localization.
- Content Item.** Any piece of content which is dealt with by the GlobalLink localization workflow. A content item can be a text document, image file, database row, etc.
- Database Repository.** A type of holding area for project content items comprising database rows or tables. See the Glossary entry for *Repository*

on page 65.

- Domain of Expertise.** A subject which requires a specialized vocabulary for the localization process to take place. For example, in order for a translator to successfully localize a content item dealing with nuclear physics, he or she must be proficient in the nuclear physics domain of expertise.
- Encoding.** The system used by computers to display the characters of various languages. Some languages have numerous available encodings.
- Exclusion.** A setting which calls on GlobalLink to ignore certain names or groups of characters which may appear in project repositories. Exclusions may also be referred to as 'filters.'
- File Repository.** A type of directory-structure-based holding area for project content items. See the Glossary entry for *Repository* on page 65.
- FTP.** File Transfer Protocol. An FTP-based submission service may be used as an alternative to eTranslate's ULTRA submission service.
- .jar File.** GlobalLink modules are packaged as Java archive or .jar files.
- Localize.** The conversion of a content item from one locale language to another. A more accurate term than 'translate,' as it includes the conversion of images as well as text.
- Log.** A text file saved by GlobalLink which provides troubleshooting information dealing with the functioning of the application.
- MIME Type.** Multi-purpose Internet Mail Extension Type. The MIME-type of a content item identifies its format and ensures that the content is processed correctly.
- Module.** GlobalLink can be customized to perform special tasks or to handle new types of content. This is done through the use of *modules*, which are special applications integrated into the main program.
- Notification.** The process of sending out messages (typically via E-mail) informing designated recipients of important GlobalLink events.

Polling Interval.	GlobalLink periodically checks the servers of submission services for finished target content. This process is known as <i>polling</i> . The polling interval is the length of time which elapses between polling events.
Project.	A named set of languages and repositories; the basic unit of organization within GlobalLink.
Project Administrator.	A user with <i>Administrator</i> permission level. Project Administrators may assemble submissions, set up new projects, etc.
Project Access Code.	A unique identifier, generally a group of numbers separated by dashes, which is assigned to projects by eTranslate's ULTRA submission service.
Read-Only User.	A user who has been granted permission only to view project content items, not to assemble submissions or make changes.
Repository.	A repository is a collection of content items which reside in a common physical store (file directory or database). GlobalLink repositories have a single source language and contain rules that map localized content to target locations.
Root Directory.	The location of a file or TeamSite repository.
SMTP Server.	Simple Mail Transfer Protocol. An SMTP server must be set up in order for GlobalLink to send e-mail notifications.
Source.	Original; to be localized. When translating an English document into a German one, the source is English.
Submission.	A group of a project's source content items, assembled and sent out for localization or to support the localization of other content items (reference submission).
Submission Service.	A submission service transmits and receives submissions between GlobalLink and a localization service provider.
Submitter.	A GlobalLink user who sends a submission out for localization. A submitter must have Administrator or Submitter permission.
System Administrator.	The permission level which grants access to all aspects of projects and the GlobalLink application itself. There can be only one System Administrator.

- Target.** Localized content. If source is 'before,' target is 'after.'
- Target Rule.** A rule, assembled following a predefined syntax and always assigned at the repository level, which tells GlobalLink where to place returned target content.
- TeamSite Repository.** A type of repository which utilizes the TeamSite content management structure.
- ULTRA.** The eTranslate submission service. GlobalLink is optimized for use with ULTRA.

Index

A

- adding and removing content
 - Browse Content project view 25
 - Change List project view 28
 - Current Submission project view 30
- Administrator user privileges 3
- approvals
 - described 6
 - list of pending 54
 - requesting for submission 42
 - viewing 52
- approving submissions 52, 54
- attaching instructions to 40

B

- Browse Content project view 25

C

- change detection
 - described 5
- change list
 - described 5
- Change List project view 22, 28
- change lists
 - Deleted Content list 23
 - generating manually list 23
 - list view options 15
 - Moved Content list 23
 - New Content list 23
 - opening and viewing 24
 - Out-of-Date Content list 23
 - working with 22
- content
 - adding and removing from submissions 25, 28, 30
 - comparing source and target 55
 - identifying for localization 17
 - opening to view 21

- properties, viewing 40
- status of 20
- viewing files 18

- Current Submission project view 30

G

- GlobalLink
 - basic concepts 3
 - described 2
 - getting started 10
 - interface elements 14
 - logging in 10
 - navigating in 13
 - process overview 7
 - requirements 10

I

- instructions
 - adding 40

L

- List view options 15

M

- modifying
 - submission name 34
 - submission type 34

P

- Page view 15
- project
 - described 3
- Project drop down 15
- project summary reports 57
- project view tabs 14
- project views
 - Browse Content 25

Index

- Change List 22, 28
- Current Submission 30
- Reports 57
- Track Submissions 48
- properties 19
- properties, viewing 40

R

- Read-Only user privileges 3
- rejecting submissions 52, 54
- rejection
 - described 6
- reports
 - project summary 57
 - submission details 60
 - submission summary 59
- Reports project view 57
- resubmitting 43

S

- source content
 - comparing with target 55
- source files
 - viewing 15
- status column 20
- submission details reports 43, 60
- Submission errors (ULTRA clients only) 45
- submission instructions
 - adding text message 41
 - attaching as a file 42
- Submission Instructions popup 41
- submission process
 - overview 7
- submission summary reports 59
- submissions 40
 - adding and removing content items 25, 28, 30
 - approval, requesting 42
 - approving 52, 54
 - canceling 46
 - creating 34
 - described 4
 - instructions 40
 - list view options 15

- managing 33
- process overview 9
- rejecting 52, 54
- reports 57, 59, 60
- resubmitting 43
- sending 42
- status 48, 49
- status of 48
- submission name 34
- submission type 34
- target languages 36
- tracking 47
- workflow 9
- working with 34

Submitter user privileges 3

T

- target content
 - comparing with source 55
- target languages
 - setting 36
- Track Submissions project view 48

U

- user privileges
 - Administrator 3
 - Read-Only 3
 - Submitter 3

V

- viewing
 - change lists 24
 - content items for localization 18
 - opening content items 21