



# Quick Reference Guide

## Using the Translation Management System in Perception Version 5

### What is the TMS?

The Translation Management System (TMS) is an add-on for Perception version 5 that allows translations to be made of Topics, Questions and Assessments. TMS is a licensable add-on, for more information please contact your local Questionmark Sales office.

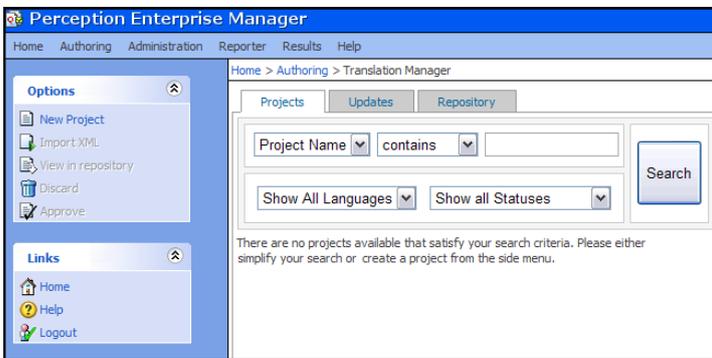
### Accessing TMS

To access TMS you will need to ensure you have the correct permissions assigned to you. If they are follow the steps below to access TMS.

To access TMS:

1. Open a web browser and navigate to the following URL:  
http://<domain name>/em5/login.asp  
Where <domain name> is the name of your Perception Server.
2. Enter your username and password and click **Login**
3. Click **Browser Based Authoring** followed by **Translation Manager**

The Translation Manager opens in the projects view



### How does TMS work?

TMS works by creating projects for specific translation tasks. For example the process of translating a topic and its questions can be done in one project, the task of then translating the assessment can be done in another.

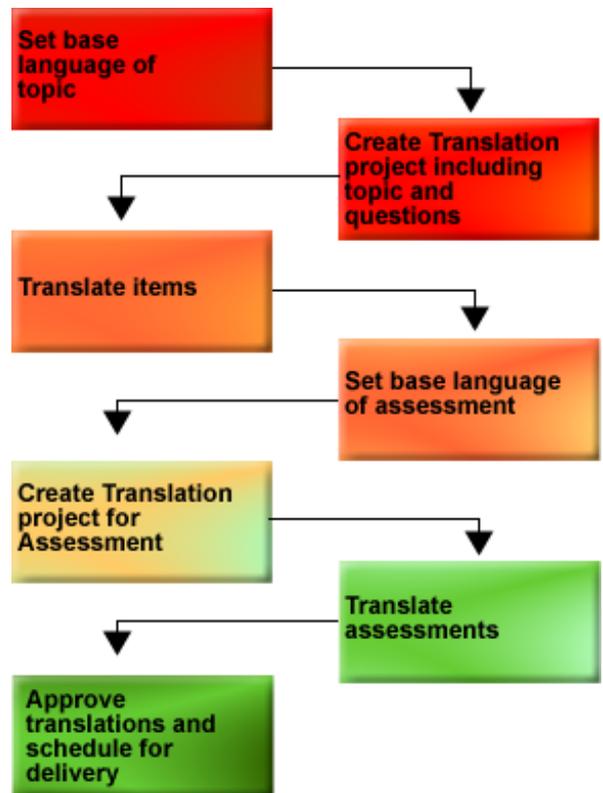
Each topic is set with a Base language (the language the question and topics were originally written in) and the project is used to define which languages the content is going to be translated in to. This is otherwise known as the Target language.

Projects can either be translated using the built-in translation feature via Perception. Or, can be exported as an XLIFF (an XML files used by many applications to make translating content easier) translated and imported back.



### What is the recommended workflow for TMS?

The recommended workflow for using TMS to create translations of your assessments is depicted in the diagram below.



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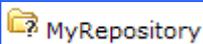
## How do I prepare to translate my content?

Before any content can be translated you must first set their base language. To set the base language for topics and questions complete the following steps:

1. In the Translation Manager screen select the **Repository** tab
2. Open the **Topics** folder to view the topics that have not been set a base language
3. Click the topic without the base language set
4. Click ... to select a base language or select it from the drop-down list if the language is already available in the repository
5. Click **Set Base Language** to apply the base language. All the questions within the topic are also set with the same base language

To set that base language of an assessment:

1. In the Translation Manager screen select the **Repository** tab
2. Open the Assessments folder and locate the assessment you want to translate
3. Click ... to select a base language or select it from the drop-down list if the language is already available in the repository
4. Click **Set Base Language** to apply the base language

 If a ? appears on the topic, question or assessment this means that the Topic has not been set a base language 

## How do I translate content within Perception?

To translate content within Perception it should be setup as a project. To translate the content in the project within Perception complete the following steps:

1. Open Translation Manager and navigate to the **Projects** tab
2. Select the required project from the list of available ones
3. Click **View in repository** from the **Options** menu
4. Select the topic you want to translate in the Topics folder
5. Select the target language from the list available and select **Edit translation**
6. In the Target text-boxes enter the translated content and click **Save**
7. Open the topic you just translated and complete steps **5** and **6** for all the questions you want to translate



An assessment can only be translated once the related Topics and questions have already been translated. If these are not already translated and you attempt to translate an assessment you will receive an error.

Once the Topic and questions have been created you can create a new project and translate the assessment in to the target language using a similar set of steps as those listed above.

## How do I create a translation project?

To create a translation project:

1. Open Translation Manager and navigate to the **Projects** tab
2. Click **New Project** from the **Options** side menu
3. Choose to translate a Topic or Assessment and click **Next**
4. Enter a Project name and description
5. Select the **Source language** (the language the content is currently in) and the **Target language** (the language you want to translate it in to) in the appropriate drop-down box
6. Select how you want to translate the content
  - A. Within Perception
  - B. Via XML
7. Select what text you want to translate and click **Next**
  - A. All text
  - B. Only content not yet translated
8. Select the topic of assessment and click **Next**

The project has now been created and will appear on the **Projects** tab. If you created a project to be translated via XML you are given the opportunity to download the relevant XML file for translating.

## How do I translate content in XLIFF?

To translate content using XLIFF (XML file) you will need to have access to a translation tool that supports the XLIFF 1.2 format, such as Trados®. The XLIFF file is exported when the project is created.

Use your XLIFF translation tool to translate the <trans-unit> tags for the target language.

Once the XLIFF file has been updated to include the translations you can import it back in to the translation project to complete the process.

To import a translated XLIFF file complete the following steps:

1. Open Translation Manager and navigate to the **Projects** tab
2. Select the project the XLIFF file belongs to
3. Click **Import XML** from the **Options** side menu
4. Click **Browse** and locate the translated XLIFF file (.xlf file extension)
5. Click **Import** and **Finish** once the information is successfully imported

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## What do the project statuses mean?

When viewing projects in the Projects tab of the Translation Manager you can quickly check the progress of the project by checking its Status.

The table below describes what the various project statuses mean.

Status	Description
In Perception translation	New translation project being translated within Perception
XML exported	New XLIFF translation project created and
XML Imported	XLIFF xml file containing translations has
Approved	Translation is reviewed and approved for delivery, meaning the user has completed all the necessary translations

## What do the item Translation statuses mean?

Individual items when being viewed in the Repository tab of Translation Manager can have their own status. The status of the item describes what stage it is within the translation project or if it needs updating since last time it was translated.

Translation status	Description
Awaiting translation	The item needs to be translated
Awaiting approval	The item has been translated but now
Awaiting re-translation	The item has not been approved and
Awaiting approval or re-translation	The item translation has been corrected and it needs approval again
Translated	The translation has been approved
Needs update	The source content has been updated and the translated version still needs to be updated

The status of an item is automatically changed as the required tasks are carried out. However, it is possible to manually change the status of an item by:

1. Navigating to it in the **Repository** tab in Translation Manager
2. Clicking on the item in the **Translation Status** column
3. Select the new status from the drop-down list

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Modified By	Translation Status
	Base
Manager	<a href="#">Awaiting translation</a>

Change status

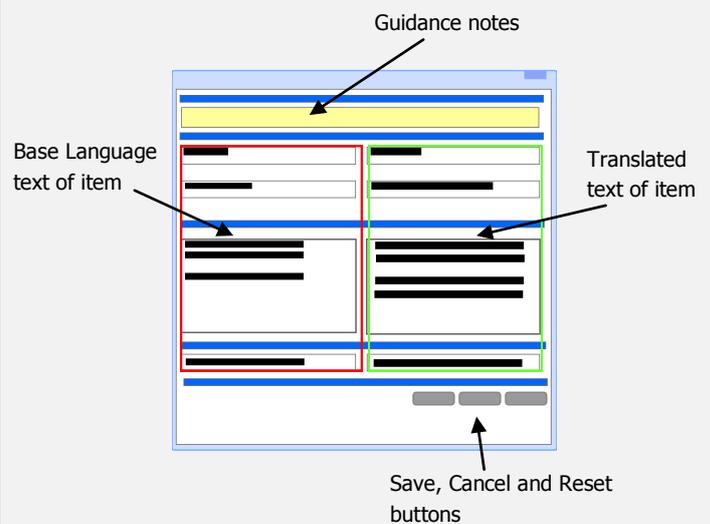
## How do I know when a translation needs to be updated?

When working with translations it is important to ensure that the translations of the questions and assessments are kept up to date with any changes that have occurred in the original item.

Translation Manager is designed to inform translators when an object has changed so that the corresponding translation changes can be done.

To check if any translated content needs to be updated:

1. Select the **Updates** tab in Translation Manager
2. Select an update that is required from the list
3. Click **Edit Translation** to open a new window of the translation
4. Refer to the **Guidance notes** for the update at the top of the screen



5. Make the necessary changes and click **Save**

Once the item has been updated and saved it will disappear from the list of items needing updating on the **Updates** tab.

## How do I delete a translation project?

Deleting a translation project is simple to achieve. To delete a translation project complete the following steps:

1. Navigate to the Project tab in Translation Manager
2. Select the project(s) you want to delete (hold down the CTRL button to select multiple project)
3. Click **Discard** from the Options menu
4. Click **OK** to confirm the deletion



- Only projects that are marked as **Approved** can be deleted.
- Deleting a project does **NOT** remove the translations of the items from the repository