GPI TRANSLATION SERVICES CONNECTOR FOR EPISERVER

User Guide

Introduction

The following sections describe how to use the GPI Translation Services Connector for Episerver. Before proceeding, keep in mind that the current package supports only the following products/platforms:

Episerver CMS version 11.18.

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User Guide

The GPI Translation Services Connector for Episerver enables users of the Episerver CMS to send content for translation with just a few clicks and gain access to an array of reports to track and manage global translation projects through GPI's Translation Portal.

Using the GPI Translation Services Connector, users can select any number of pages and/or shared blocks and send them to the GPI Translation Portal for translation into one or multiple languages.

Features:

- Easy integration with Episerver.
- Simplifies import/export process for content translation workflows.
- 24/7 secure access for your global teams to collaborate and track translation projects.
- Quotes, proposals and a wide range of project materials available for download.
- Dashboard to view status reports, schedules and project task lists.

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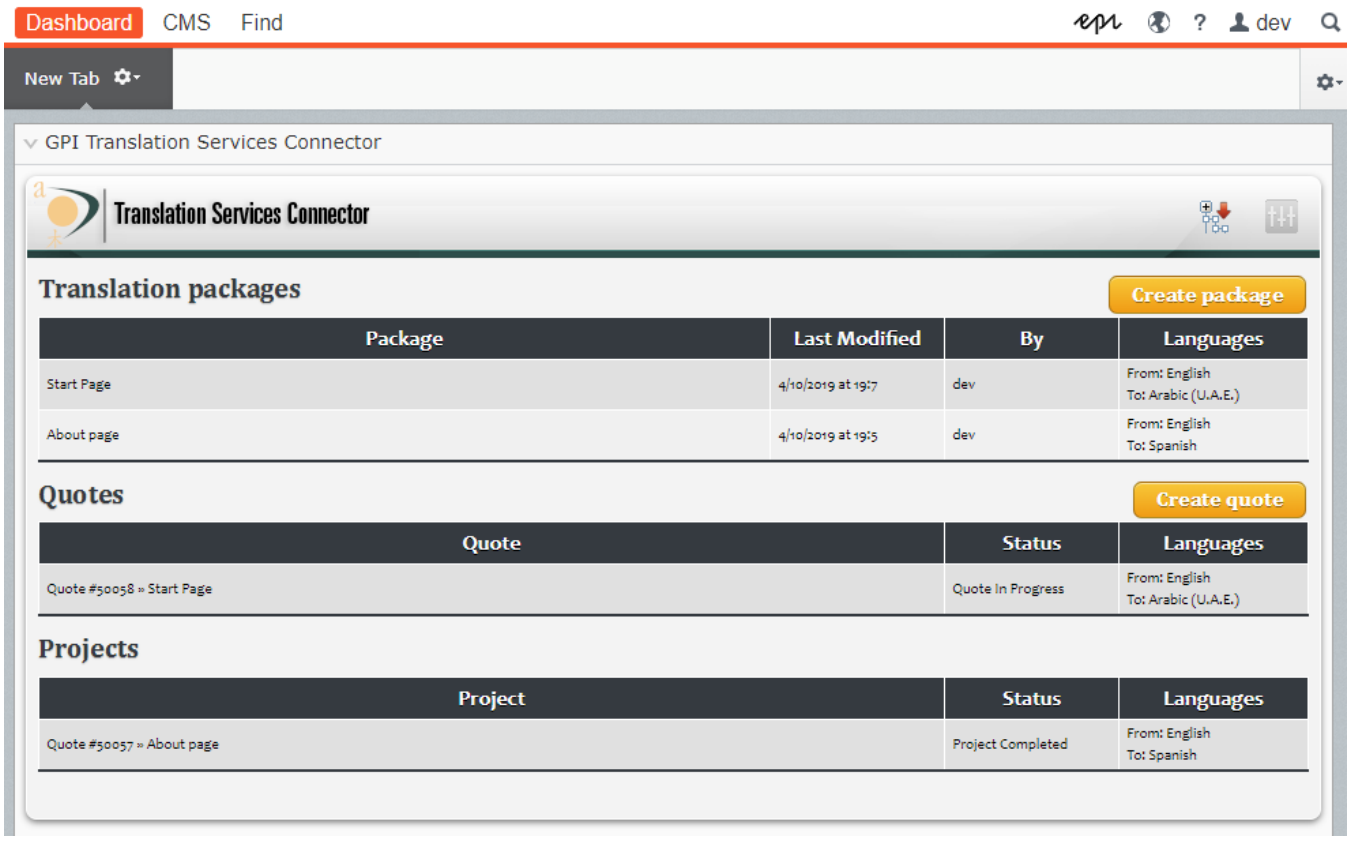
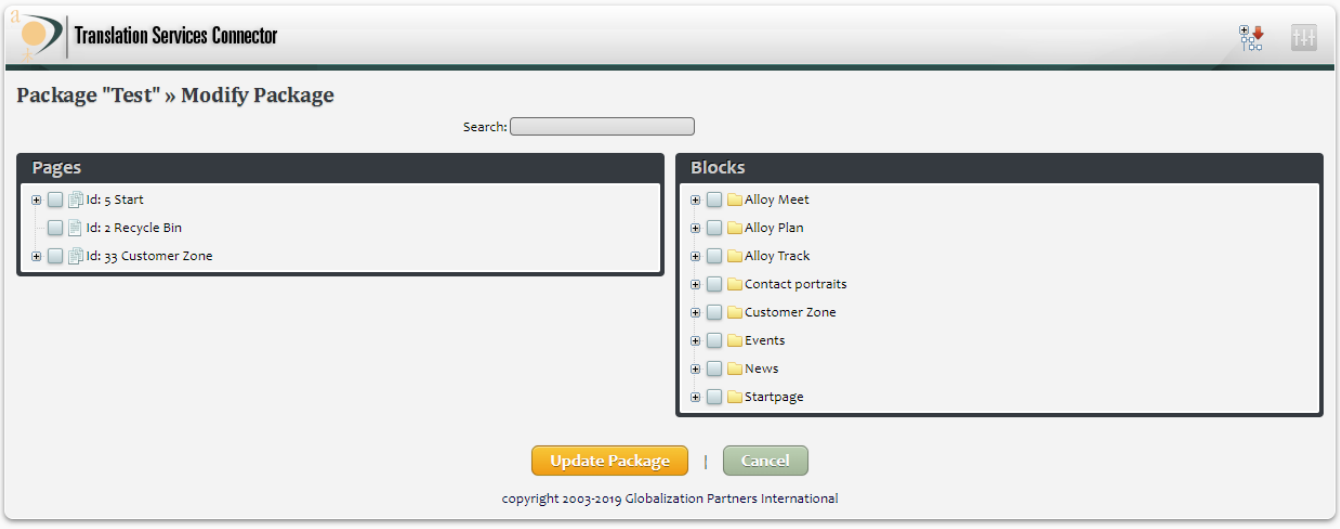
Export Content Using the GPI Translation Services Connector

In order to send content for translation using the GPI Translation Services Connector for Episerver, follow these steps:

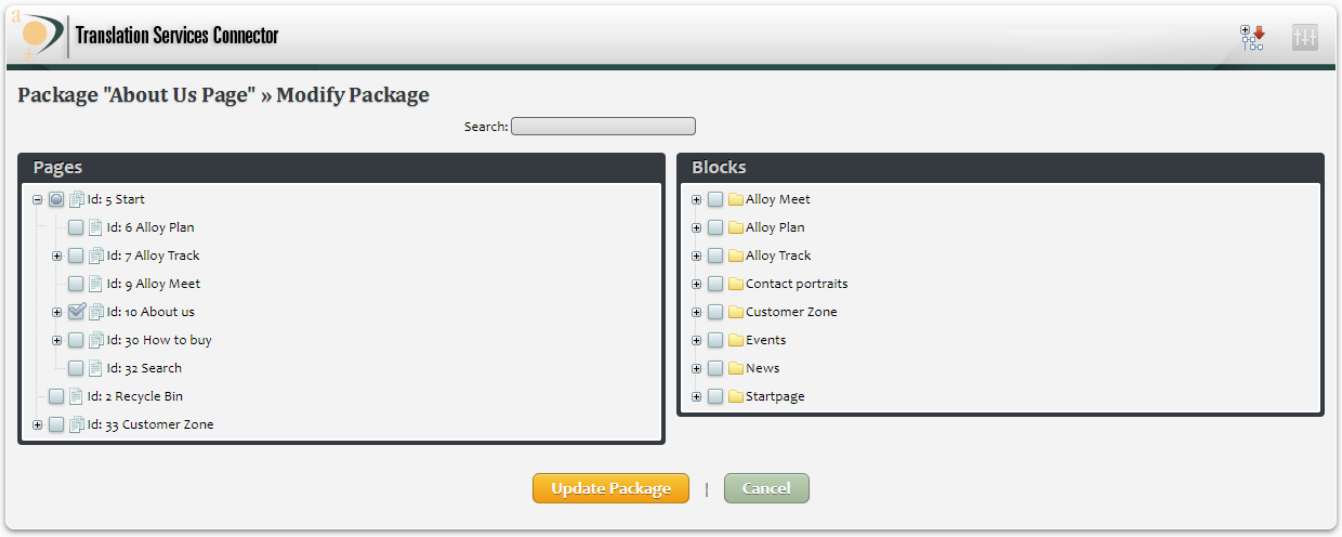
1) In the Episerver Dashboard you should see a Gadget named GPI Translation Services Connector Component.



2) Click on the ***Create package*** button.



3) You'll then be redirected to the ***Create package*** screen.
4) Provide the ***Package Name***. This will be an identifier for the package, so select any name that will help you reference the package.
5) Select the ***Source Language***.
6) You also have the option to add ***Comments***. This field is used to input any special instructions for translators.
7) Select the ***Target Language(s)*** you want your content to be translated into.
8) To continue, click on the ***Create package*** button.
9) You'll then be redirected to the ***Modify Package*** screen. This screen allows you to select the items that you want to send for translation.



You can click on the plus/minus (+/-) button to navigate the content hierarchy within the system to find the content you need.

Once the items have been located, click on them to include them in the package.

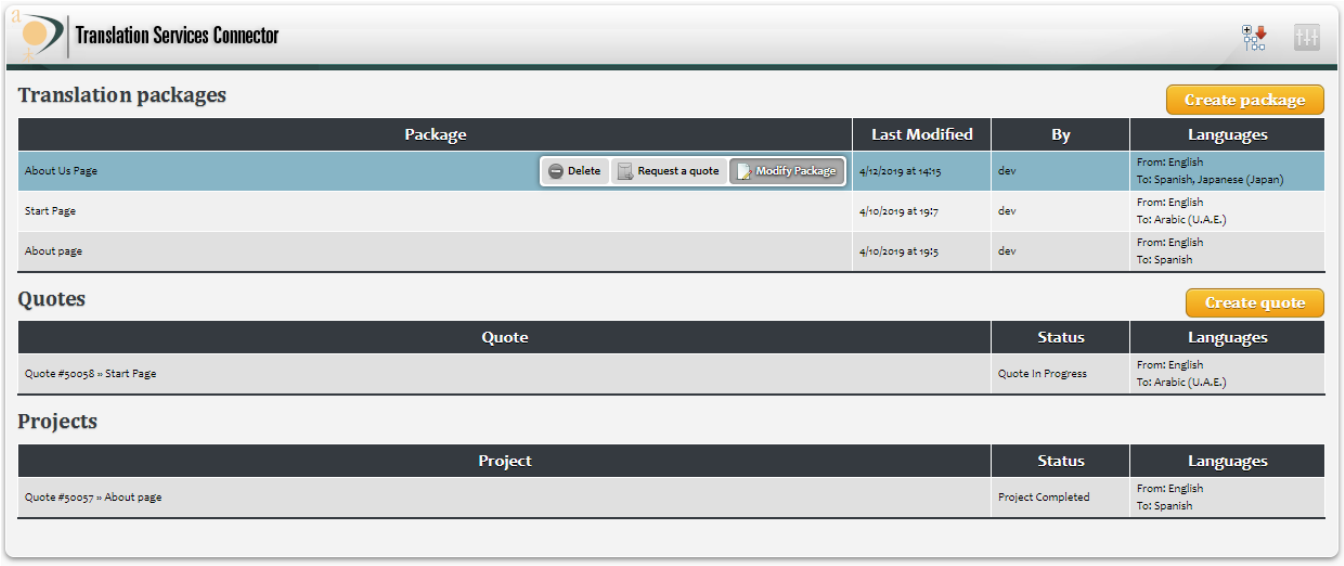
10) Once you have finished selecting the content items, click the ***Update Package*** button to complete the operation.

The previous action will create a package (i.e. a quote in ***Open*** status). The ***Open*** status means that at any time you can continue to add and remove documents to/from that quote. You can have several quotes open at the same time, each one with different documents and languages.

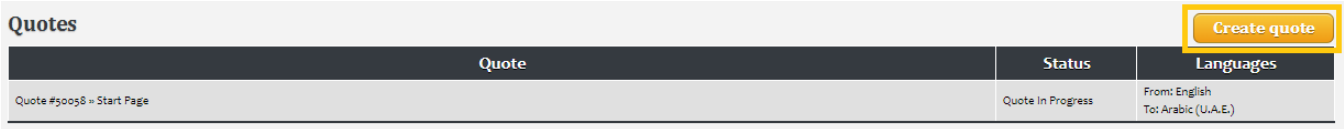
If you hover the mouse over a package, a small menu will pop-up with the available actions you can perform on that package, including:

a) **Request a Quote:** This action will change the status of the quote to ***In Progress***. All the documents to be translated will be sent to GPI for analysis. A formal quote will be created by GPI and supplied back to you for approval.

b) **Modify Package:** This action will open a new window, like the one in points 7, 8 and 9, where you will be able to delete existing documents and/or add new documents to/from the quote.
c) **Delete:** This action will delete the quote and discard any information stored in it about documents, languages, etc.



Once you click the ***Request a quote*** option, the package moves to the ***Quotes*** section as seen below. However, if you need to create an immediate quote, you can also choose the ***Create quote*** option. For this you would follow the same steps as creating a package and modifying a package. The only difference is when it is completed all the content/documents are sent immediately to GPI and you are not able to modify it again.



The initial status of a request for a quote will be ***Quote Request Submitted***. This status means that GPI received your request (files, source and target languages, notes, etc.) and is performing an analysis based on it.

Review and Approve Quotes

Once GPI has completed analysis of the quote, its status will be changed from ***Quote Request Submitted*** to ***Quote Finished***. The result of that analysis will be a formal quote, which contains details about the localization project such as the total word count, the schedule and the final price. The quote will be sent from a sales team member through a notification email. Also, by clicking on **Full Status Report** for a quote, you can access the Translation Portal and you'll have the quote available for download.

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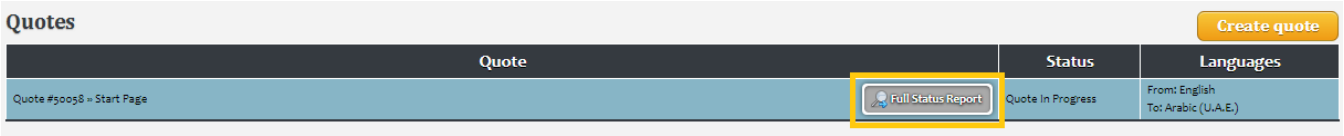
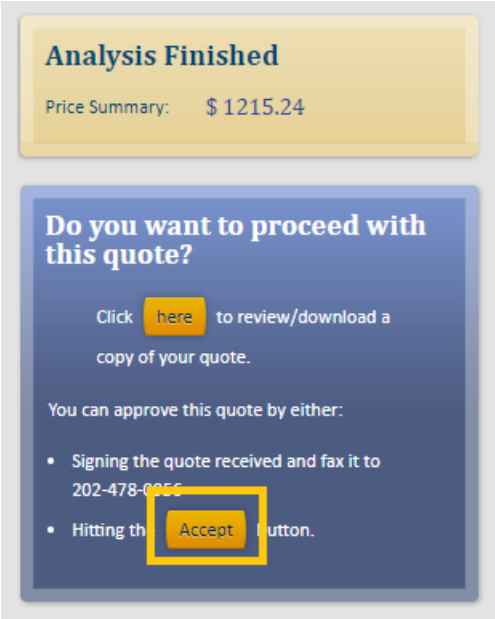


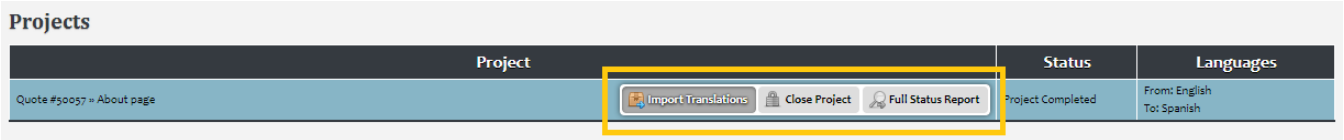
The Translation Portal will display a button that will allow you to approve a quote. By clicking the **Accept** button, a notification will be sent to GPI.



GPI will handle the approval internally. Once GPI finishes handling the approval, the quote will be promoted to a ***Project*** with a status of ***Project Started***. This will be reflected in the Dashboard screen of the connector. At this point, GPI will start the translation of your content.

Import Completed Translations

After GPI has completed the translation process, the project status will be changed to ***Project Completed***. As with quotes, you can hover over a completed project to view the pop-up menu with options.



Available options are:

a) **Import Translations:** This action is only available once the translation process has been completed. It will import all the translated content back into Episerver.
b) **Close:** This action is only available for the ***Project Completed*** status. It will close the project and removes it from the list. Once you start to work with translations, the project list can grow significantly. You prevent old projects from showing up on the list by closing them.

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For any assistance, instructions or support regarding the GPI Translation Services Connector for Episerver, or any translation projects with GPI, contact your Project Manager. You may also call in and ask for support at +1-866-272-5874 or email support at support@globalizationpartners.com.

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