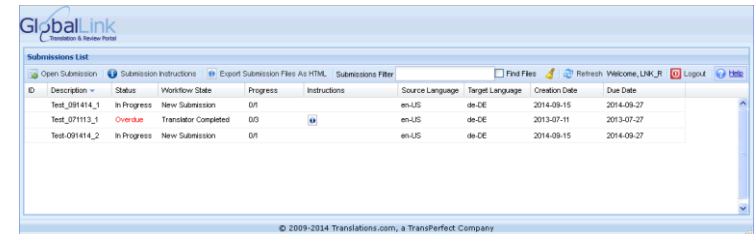


# TRANSLATION & REVIEW PORTAL REVIEWER QUICK REFERENCE GUIDE

## 1 Open submission

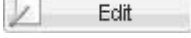
1. When the System Administrator creates a Translation & Review Portal (TRP) user account, an email notification is sent to the user. The email notification includes the TRP URL, submission name, user name and temporary password.
2. Using a browser, navigate to the URL provided to you. The System Login page appears.
3. Enter the *User Name* and *Password*.
4. Click *Login*. The First Login page appears.
5. Enter the *New Password* and click *Save*. GlobalLink Translation & Review Portal dashboard appears.
6. Double-click on a submission in review workflow or select a submission and click *Open Submission*. The Submission Review page appears.



## 2 Review submission


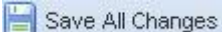
1. On the Submission Review page, click on a file name. The source and target segments of the file appear in the right pane.
2. Click *Filters > Hide 100% Matches*, if you wish to hide 100 % matches.
3. Click on the reference material links, if you want to view or download files for reference.
4. Review the target segments.

**Note:** The words highlighted in the source segments are from the glossary. When you place the mouse over the highlighted word, the translation and description of the term appear as a tooltip.

5. If you want to modify a target segment, click  and type in the new translation in the Modified Target box.
6. If you want to explain your modification or provide comments, enter notes in the *Comments* box.

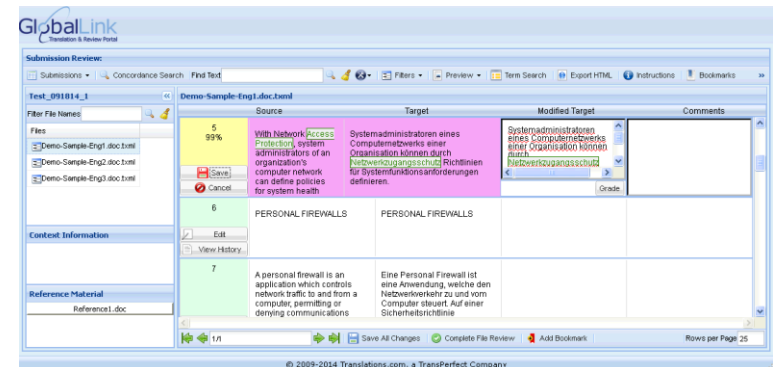
**Note:** If there are existing comments in the *Comments* box, you can delete them before entering your comments. All the review changes and comments entered for a segment by all users are saved and can

be viewed by clicking on .

7. Click , to save changes to the segment. Alternatively you can modify all the segments on the page and click .


**Note:** If you want to restore the original translation, click

 and remove the text from the Modified Target box



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and click .

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

1. On the Submission Review page, complete review of all files
2. Under the *Submissions* menu click *Complete Submission*.  
A confirmation message appears.  
**Note:** It is mandatory to mark the submission as complete to advance the submission to the next step in the review workflow. For example, if the review workflow includes a Reviewer and Language Manager review, unless the Reviewer marks the submission as complete, it will not be available for the Language Manager for review.  
Once you mark a submission as complete, you cannot review or modify the submission and it will disappear from the submission list. However, if you are a system administrator or project manager you will be able to view the completed files on the dashboard, if you uncheck *Hide Completed Submissions* under the *Submissions* menu.
3. Click *Yes*.  
The submission is marked as complete.

## 3 Complete submission

