The logo for GlobalLink Project Director. The word "GlobalLink" is in a large, blue, sans-serif font. A blue swoosh underline starts under the 'o' in "Global" and loops under the 'L' in "Link". Below "GlobalLink" is the text "Project Director" in a smaller, blue, sans-serif font. Below that is "Version 5.4.0" in an even smaller, blue, sans-serif font.

GlobalLink
Project Director
Version 5.4.0

Submitter Templates Guide

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About this Guide

The images and topics contained in this guide are not representative of every GlobalLink® product installation. Each GlobalLink product installation is configured to meet the needs of the intended users, who may or may not require certain features and options. Therefore, the features and options covered in this guide may differ from those available on your GlobalLink product installation.

Conventions

CONVENTIONS

Typographical

The following table explains the typographical conventions used in this guide.

Bold	User interface controls, commands, and keywords in body text.
<i>italic</i>	Represents an input field where user input is expected.
<...>	Generic parameters that must be replaced by specific code or text.
[...]	Generic parameters that are replaced by dynamic text.

CONVENTIONS

Icons

The following table explains the icon conventions used in this guide.



Note:

This icon designates a note or helpful suggestion or reference relating to the surrounding text.



Best Practice:

This icon designates a suggestion for best practice relating to the surrounding text.



Alert:

This icon designates a warning or alert relating to the surrounding text. In this situation, the user should exercise caution to avoid an undesirable result.

Audience

This guide is intended for submitters who use Project Director to create localization submissions and download translated files after a submission is complete.

1. About GlobalLink

GlobalLink is the undisputed leader for integration in translation management with hundreds of clients seamlessly submitting and receiving global content from CMS, e-commerce, PIM, DAM and database systems.

Globalization Management Suite

The GlobalLink Globalization Management Suite (GMS) is a modular set of translation technology products that provide enterprise solutions for organizations. It consists of the following server components:

- **GlobalLink Project Director**—An automated translation workflow system that leverages and communicates with the other GlobalLink products through a published Web services API
- **GlobalLink TM Server**—A robust, scalable server-based translation memory solution
- **GlobalLink Term Manager**—A web-based terminology management tool that allows any translation manager to modify, review, search, or delete existing terms
- **GlobalLink TransStudio Online**—A web-based translation tool that offers translators instant access to translation memories and terminology lists
- **GlobalLink TransStudio Review**—A web-based translation review tool with an intuitive user interface that allows translated content to be reviewed quickly and effectively
- **GlobalLink Translation & Review Portal**—A web-based, collaborative application that streamlines the linguistic review process

Project Director

GlobalLink Project Director is the flagship of the Globalization Management System (GMS) and offers clients the powerful workflow of a completely hosted solution. This makes globalization efforts more cost-effective and efficient in a Software as a Service (SaaS) delivery model.

- **Hosted solution**—No internal IT dependencies are required, and no software is installed. Maintenance, updates, and upgrades are all handled via the web.
- **Automated process**—Streamline Project Management by automating many of the cumbersome tasks involved in localization. Project Director reduces the time and resources required for project management.
- **Seamless database integration**—Use GlobalLink Connect with any CMS, PIM, CCMS, or eCommerce platform.
- **Vendor-neutral platform**—Allows access to any vendor or internal translator for maximum resource flexibility.
- **Translation memory integration**—Optional integration with GlobalLink TM Server provides all involved language providers with real-time access to the most current and accurate translation memory assets. The use of Translation Memory reduces cost, accelerates turnaround times and maintains absolute consistency in all content.
- **Dynamic localization**—Localization through Project Director allows for newly changed source language content to be translated and launched within hours of notification.
- **Workflow and business rules**—Customizable business rules can be pre-set to accommodate any client workflow.
- **Step-by-step configuration**—Project Director requires little time for setup and training.

2. Create and Edit a Submission Template

You can create and edit templates using the **Submission Template** option in the **Manual Submission** dialog. Submission templates are available in the **Templates** folder.

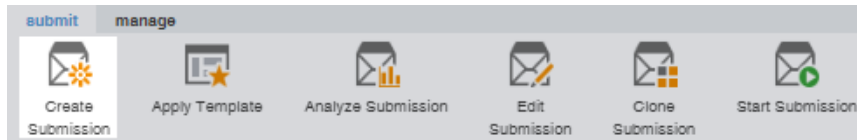
Create a New Submission Template

Use the same steps to create a new submission template that you would use to create a new submission with two exceptions:

- You must select the **Submission Template** option in the **Manual Submission** dialog.
- You do not add source files.

To create a new submission template:

1. In the **Active** folder, click **Create Submission**.



2. In the **Manual Submission** dialog, enter information in the **General Settings** panel, and select the **Submission Template** checkbox.




Required fields are marked with a red asterisk.

A screenshot of a 'General Settings' panel. It contains several fields: 'Name:*' with a text input containing 'StarFire Template'; 'Project:*' with a dropdown menu showing 'Documentation'; 'Claim Level:*' with a dropdown menu showing 'LANGUAGE'; 'MSLA Level:*' with a dropdown menu showing 'Standard'; 'Submission Template:' with a checked checkbox; and 'Project Manager:*' with a dropdown menu showing 'Jason Submitter' and a close button 'X'.

Field	Action
Name	Enter a unique name for the template.
Project	Select the project from the drop-down list. This will set a workflow and default target languages, based on that project configuration.

Field	Action
Claim Level	<p>Select a claim level from the drop-down list.</p> <ul style="list-style-type: none"> • Language—Default selection allows vendors to claim one or more languages from the submission. • Batch—Allows vendors to claim one or more batches from the submission. • File—Allows vendors to claim one or more individual files from the submission.
MSLA Level	<p>Select an Master Service License Agreement (MSLA) level from the drop-down list.</p> <ul style="list-style-type: none"> • Rush—Prioritizes submissions using this template to top priority. • Standard—Default selection prioritizes submissions using this template to a standard priority. • Low—Prioritizes submissions using this template to low priority.
Submission Template	Select to create a submission template instead of a new submission.
Project Manager	Select one or more project managers for the submission template.

- Enter the source language and target languages in the **Language Details** panel.
- In the **Source Files Upload** panel, click  **New Batch**. A batch called **Batch1** is created with the default workflow in the panel.



Do not upload source files. Source files are not required when creating a new submission template.

- (Optional) To change a workflow, double-click the **Workflow** column next to the batch name, and select a different workflow.
- (Optional) Click **Reference Files** to upload reference files.
- Click **Save** to save the submission template.

Your new submission template is saved in the **Templates** folder and is available for use.

Clone a Submission Template

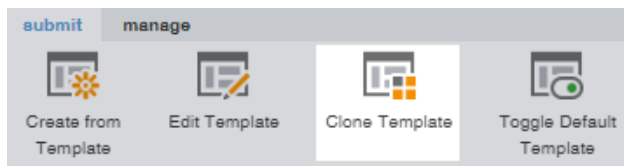
You can clone a submission template and then modify the cloned submission, as needed.

To clone a submission template:

- In the **Templates** folder, select the template that you want to clone.



- Click **Clone Template**.



- In the **Clone Submission Template** dialog, edit the submission template details, and click **Save**.



Do not upload source files. Source files are not required when cloning a template.

Clone Submission Template ✕

To start a submission first enter a submission name, then choose source and target language(s) and upload the file(s) to be translated.

1. General Settings ✓

Name:*

Project:*

Claim Level:*

MSLA Level:*

Submission Template:

Project Manager:*

2. Language Details ✓

Translate From:*

Translate To:*

3. Source Files Upload

Extract Zip

DRAG & DROP

Batch Name	Workflow	File Count	Word	Lang
Batch1	Translation-Review	0	N/A	<input type="button" value="✕"/>

Instructions | **Project Background**

Helvetica

The cloned submission template is now available for use.

Set a Default Submission Template

You can set a template to be the default template used when creating a submission from a template.



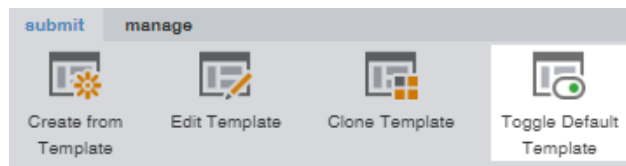
This feature is only available if you are using a browser that supports drag-and-drop.

To set a default submission template:

- In the **Templates** folder, select the template you want to set as the default template.



- Click **Toggle Default Template**.



The selected template is now your default submission template.

Edit a Submission Template

To edit a submission template:

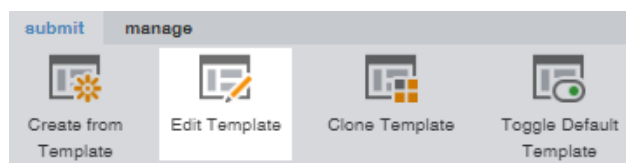
1. Click the **Templates** folder, select a template.



2. Click **Edit Template**.



Do not upload source files. Source files are not required when modifying a submission template.



3. In the **Edit Template** dialog, edit the submission template details and click **Save**.

Edit Template ✕

Make changes to the selected submission template.

1. General Settings ✓

Name:* Gemini Project Template v2

Project:* Documentation

Claim Level:* LANGUAGE

MSLA Level:* Standard

Submission Template:

Project Manager:* Jason Submitter ✕

2. Language Details ✓

Translate From:* English (United States)

Translate To:* German (Germany) ✕ French (France) ✕ ✕

3. Source Files Upload 📁

📁 Browse ↓ Add to Batch ➡ Remove Extract Zip

File Name	File Format
DRAG & DROP	

➕ New Batch ↻ Add batch per language ➡ Delete Batch

Batch Name	Workflow	File Count	Word	Lang
Batch1	Translation-Review	0	N/A	🌐

Instructions **Project Background**

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Reference Files
Save
Analyze
Start Submission
Cancel

Your edits to the submission template are saved.

Delete a Submission Template

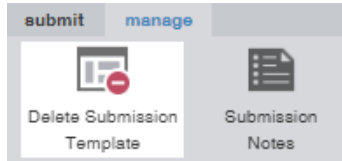
When you delete a submission template, the action cannot be undone.

To delete a submission template:

1. In the **Templates** folder, select a template to delete.



2. Click **Delete Submission Template** from the **manage** tab.



A warning message requests confirmation that you want to delete this template.

3. Click **Yes**.

You have deleted the selected template from the submission template list.

3. Use a Template to Create a New Submission

Templates offer a fast and efficient way to create new submissions. You can set a default template and also use templates when creating new submissions.

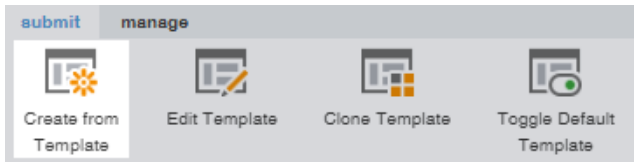
Create a New Submission from a Template

To create a submission from a submission template:

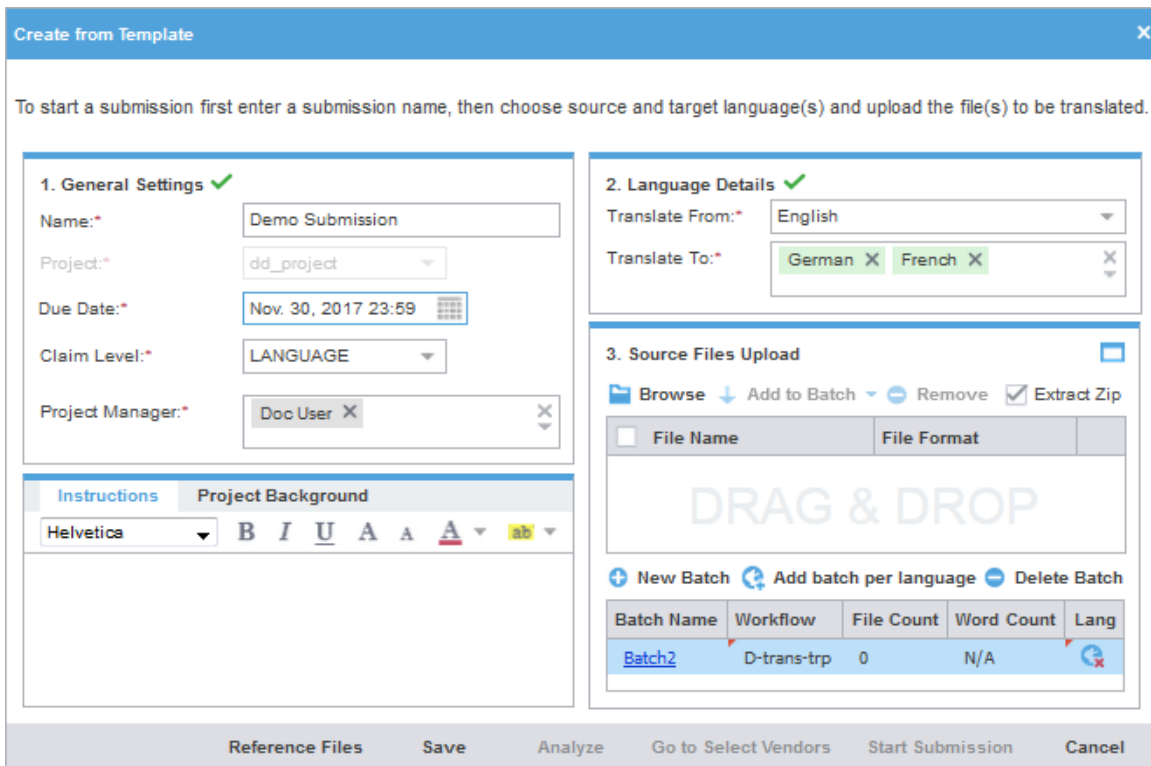
1. Click the **Templates** folder and select a template.



2. Click **Create From Template**.



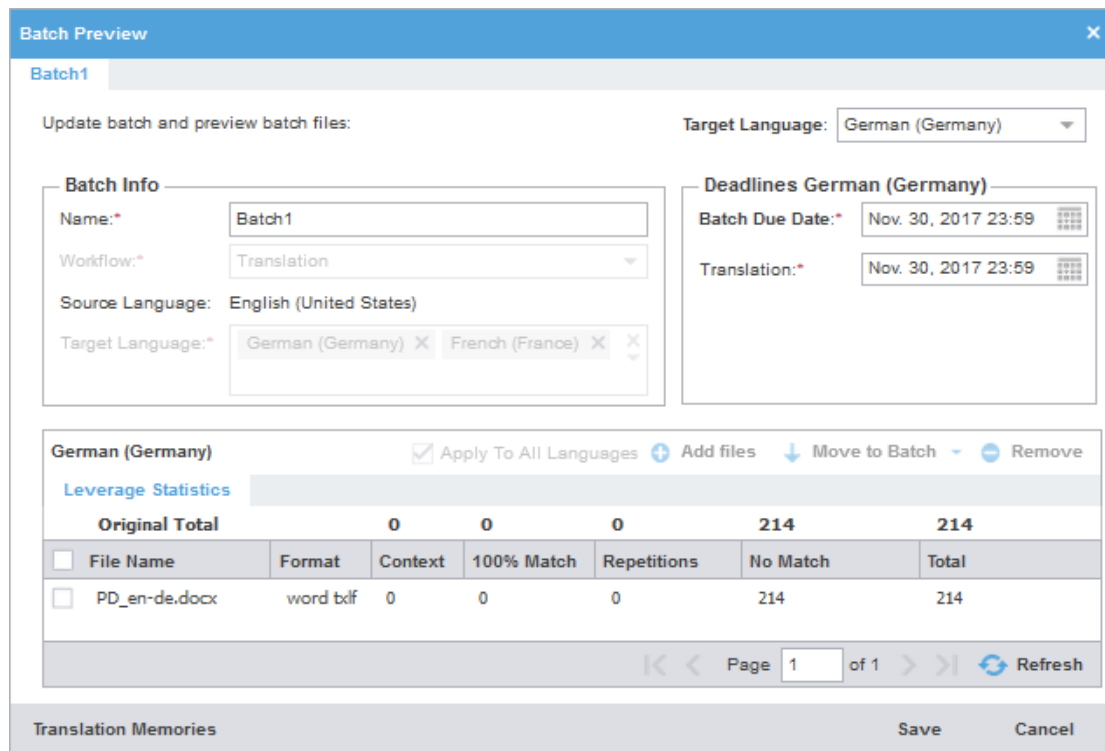
3. In the **Create From Template** dialog, enter a due date, and upload source files and add source files to a batch.



Field	Action
Name	Change the name from the template name to the name of the submission.

Field	Action
Due Date	Click on the calendar button to select the due date.
Claim Level	Select the claim level. Language , Batch , or File .
MSLA Level	Select the MSLA level. Rush , Standard , or Low are the default levels.
Project Manager	Select one or more project managers from the drop-down list.
Instructions	(Optional) Enter any instructions on the Instructions tab.
Project Background	(Optional) Enter the project background details on the Project Background tab.
Translate From	Select the language of the source files from the drop-down list.
Translate To	Select one or more target languages from the drop-down list.
Source Files Upload	Browse for the source files to upload, then click Add to Batch or Remove .
New Batch or Add batch per language	<ul style="list-style-type: none"> • New Batch—Click to add a new batch. Batches have a default name of Batch followed by a sequential number. You can change this name individually by clicking next to the batch name or you can change the name by launching the Batch Preview dialog and selecting the batch tab. • Add batch per language—Click to add batch languages based on the languages listed in the Translate to field. • Delete Batch—Select a batch, then click to delete that batch.

4. (Optional) Double-click a batch name to launch the **Batch Preview** dialog.



a) Make changes to the **Batch Info** pane.

Field	Action
Name	Change the batch name.
Workflow	Select a workflow from the drop-down list.
Target Language	Select one or more target languages from the drop-down list. The drop-down list is set at the project level.

b) Make changes to the **Target Language** drop-down list. The drop-down list is set by your selections in **Batch Info**.

c) Make changes to the **Deadlines** pane related to the language batch. The listed workflow phases and workflow phase names differ, depending on the project workflow.

Field	Action
Batch Due Date	Select a batch due date for the selected language batch from the drop-down list.
Translation	Select a translation due date for the selected language batch from the drop-down list.
Review	Select a review due date for the selected language batch from the drop-down list.
Dtp	Select a due date for desktop publishing (DTP) from the drop-down list.

Field	Action
Dtpreview	Select a due date for review of DTP from the drop-down list.

- d) Make changes to the **Language Batch** panel, either by selecting an existing file or using another action to add, delete, or move a file in the batch.

Field	Action
Apply To All Languages	Click to apply the change to all language batches.
Add files	Click to add files to the selected batch.
Move to batch	Click to move files to the selected batch.
Remove	Click to remove files to the selected batch.

- e) Click **Save**.

5. Click one of the following to finish. The most common selection is **Start Submission**.

Save	Click to create and save, but not start a submission. Submissions will remain in the On Hold folder until you click Start Submission , which moves it to the Active folder.
Analyze	Click to submit files for analysis while or after creating and saving the submission. A new submission is created in the On Hold folder. This allows you to validate your source files, as well as confirming word count and comparing it to the Translation Memory (TM) and glossary.
Start Submission	Click to create and start a submission. Clicking Start Submission moves the submission into the Active folder. Vendors cannot work on a submission until you select this option and the submission is in the Active folder.
Cancel Submission	Click to cancel the submission and move it to the Completed folder.

Create a Submission from a Template Using Drag-and-Drop

You can create a new submission from a submission template by dragging and dropping files onto the dashboard.



This feature is only available if you are using a browser that supports drag-and-drop.

To create a new submission from a template using drag-and-drop:


1. Drag-and-drop a file that you want to translate onto the dashboard.
2. In the **Select Template** dialog, select a template from the drop-down list, and click **OK**.

Select template ✕

You are creating submission from a template.
Please choose the template you would like to use for this submission.

Templates:*

OK Cancel

 Project Director automatically selects the default submission template.