

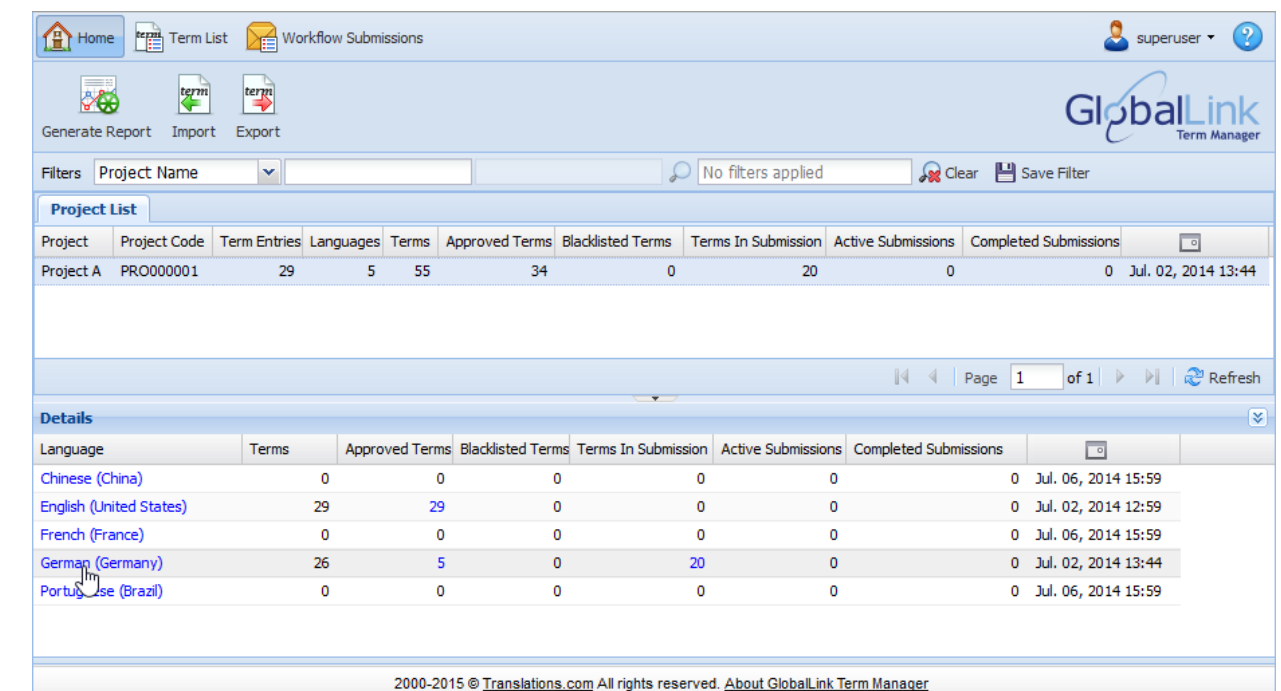
## Setting up Preferences and Notifications

1. You can set up your own General, Notification, and Application preferences.
2. On the dashboard, click your **Username** > **Preferences** on the top right corner. The Preferences dialog box appears.
3. Select the Notifications in the **Notifications** tab.
4. Select a default Source and Target language and Project for the search filter in the **Application** tab.

## Opening Term List

1. In the **Home** folder, select a Project in the **Project List** panel. The languages of the selected project appear in the Details panel.
2. Click the language in the **Details** panel for which you want to add a new term or translation. The terms in that language will appear in the target column of the Term List folder.
3. Alternatively, click the **Term List** folder to view terms based on the selected application preferences.

**Note:** Ensure that the Source Language is set in Preferences. To view or change default language preferences, click the username drop-down list on the top right-hand corner, click **Preferences** > **Application** tab.



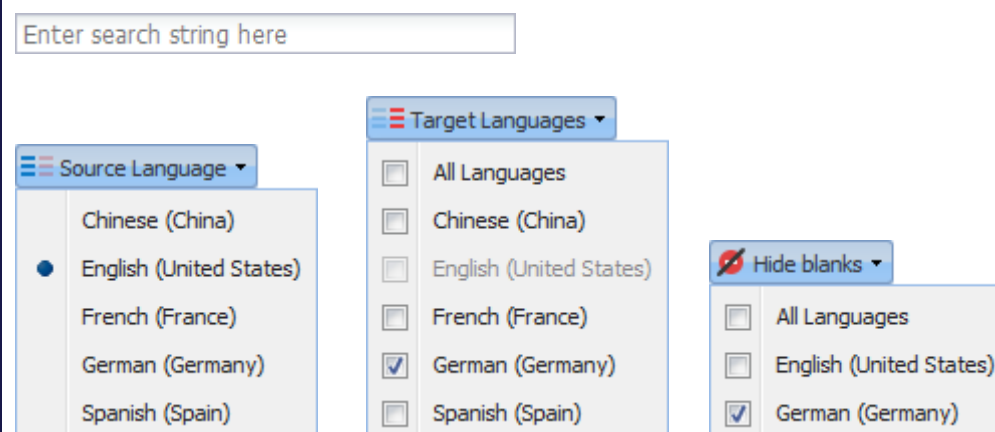
## Searching Terms

To complete a simple search:

1. Enter a search string and press **Enter** or click **Apply**.
2. Select a **Source Language** from the drop-down list.
3. Select one or more **Target Languages** from the drop-down list.
4. Select the languages to **Hide blanks**.

This search parameter hides untranslated terms in the selected language.

To add more filters and update languages, use the advanced filter:



The screenshot shows the filter configuration panel with the following settings:

- Filters: Term (technology) using Default Text Search (4 filter(s) applied)
- Filters: Status (5 filter(s) applied)
- Project: Testproject
- Source: English (United States) | Target: German (Germany)
- Search In: TERM | include: SOURCE, TARGET
- Hide blanks: German (Germany)
- Term: technology using Default Text Search

The Filters dropdown menu is open, showing options: Status, Creation Date, Modification Date, Hide blanks, Creation User, and Modification User.

The Term List table below shows the results of the search:

	English (United States) - Source			German (Germany)			Creation Date	Creation User	Project Name	
Term	Status	modificationUser	Term	Status	modificationUser					
technology	✓	2016-01-27	superuser	Technologie	✓	2016-01-27	superuser	2016-01-27	superuser	Testproject

1. Click to view advanced filters.
2. In the **Filters** panel, select **Term** from the drop down list.
3. Enter the text to be searched.
4. Select **Default Text Search** or **Whole words only** from the drop-down list.  
The Default Text Search allows for partial word matches.  
The Whole words only option yields any whole word in the search.
5. Click or press **Enter** to apply the search string filter.
6. Click the orange box to view all the **filter(s) applied** and adjust filter parameters.
7. Click the **Filters** drop-down list on the left to add other filter parameters such as **Status**, **Creation Date**, **Modification Date**, **Hide blanks**, **Creation User**, and **Modification User**.
8. Click the column header, such as Language, Status, Modification Date, and Modification User, to further sort the Term List according to column.

## Viewing Terms and Term Details

To view the full Term Entry, double-click any Term Status or Date field in the Term List.

The Term Entry appears in a separate tab.

To view Term History:

1. Select a Term in the Term List.  
The Properties panel displays additional information for the selected term.
2. Click the **Term History** tab to view the history of the term.

The screenshot shows the Term Entry details for 'Access Protection' in English (United States) and German (Germany). The status is 'Approved'.

Other languages shown are Portuguese (Brazil) and Spanish (Spain), both with 'N/A' status.

Footer: 2000-2014 © Translations.com All rights reserved. About GlobalLink Term Manager

Properties

Attributes		Term History				
Field name	Old value	Old status	New value	New status	Path	Date
TERM	N/A	Approved	trucar	Approved	Spanish	Feb. 14, 2014 12:43
context	N/A	Approved	messaging	Approved	English (United States)/WiFi	Feb. 14, 2014 12:43
TERM	N/A	Approved	WiFi	Approved	English (United States)	Feb. 14, 2014 12:43
context	N/A	Approved	chatting	Approved	English (United States)/WiFi	Feb. 14, 2014 12:43

Term List						
English (United States) - Source						
Term	Status	Creation Date	Creation User	Project Name		
Enter term	⊖			Testproject		

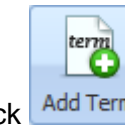
Term List						
English (United States) - Source						
Term	Status	Creation Date	Creation User	Project Name		
Localize	✓	2016-02-01	superuser	2016-02-01	superuser	Testproject

Term List						
English (United States) - Source			German (Germany)			
Term	Status	Creation Date	Creation User	Project Name		
Localize	✓	2016-02-01	superuser	2016-02-01	superuser	Testproject

Term List						
English (United States) - Source			German (Germany)			
Term	Status	Creation Date	Creation User	Project Name		
Localize	✓	2016-02-01	superuser	2016-02-01	superuser	Testproject
lokalisieren	⊖					
Enter synonym	⊖					

## Adding Term

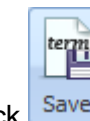
1. Ensure the appropriate languages are filtered in the Term List folder.



2. Press **Ctrl+Alt+T** or click **Add Term** to introduce a new term.

A new line item appears.

3. Click the **Enter term** field, and type the new term and select a **Status**.



4. Press **Ctrl+S** or click **Save** to add the new term to the selected project.

To modify terms, click the term and update.

To add a synonym, click the **Enter synonym** field below the term translation.

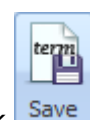
All new and modified term entries are highlighted until they are saved.

5. To add term attributes, go to the **Attributes** tab in the Properties panel.

**Note:** The Attributes provide contextual and business information for the term. This tab is visible only if attributes are configured for that project by the System Administrator.

## Adding Translation

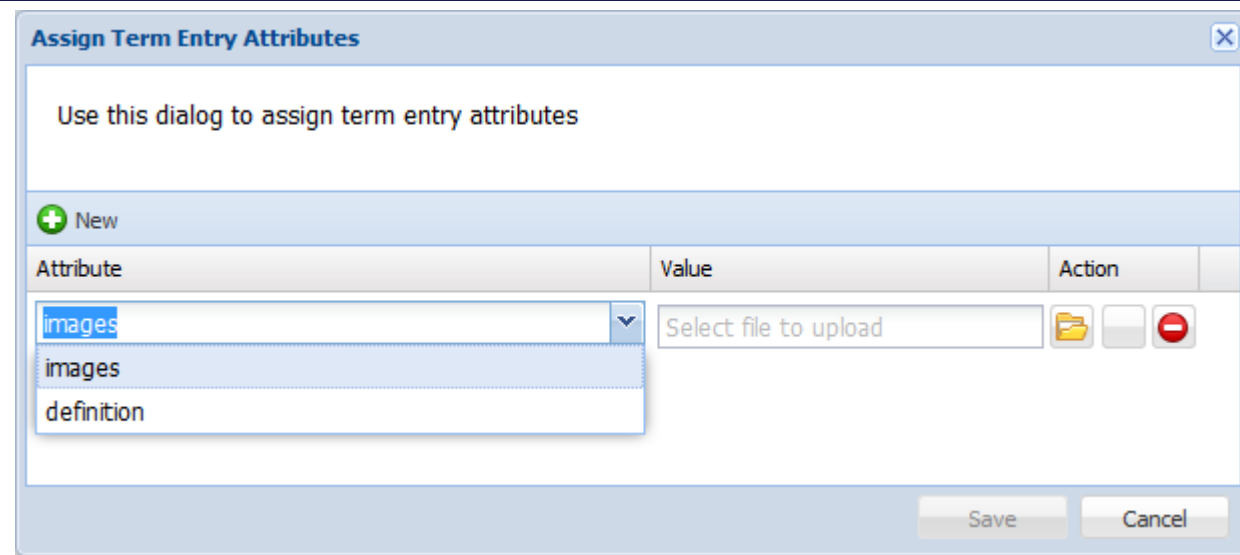
1. In the Advanced Filter panel, select **Status** from the drop down list.
2. Select **Missing Translation** from the drop-down list. This option returns untranslated term entries for any of the filtered languages.
3. Click . The searched term appears in the Term List.
4. Sort by **Language** and **Status** columns to view the most appropriate list of terms.
5. Click in the **Enter term** field, type the translation of the term and select a **Status**.



6. Press **Ctrl+S** or click **Save** to save the added translation.

The new term is added to the selected project.

Term List						
English (United States) - Source			German (Germany)			
Term	Status	Creation Date	Creation User	Project Name		
centralization	✓	2016-02-01	superuser	2016-02-01	superuser	Testproject

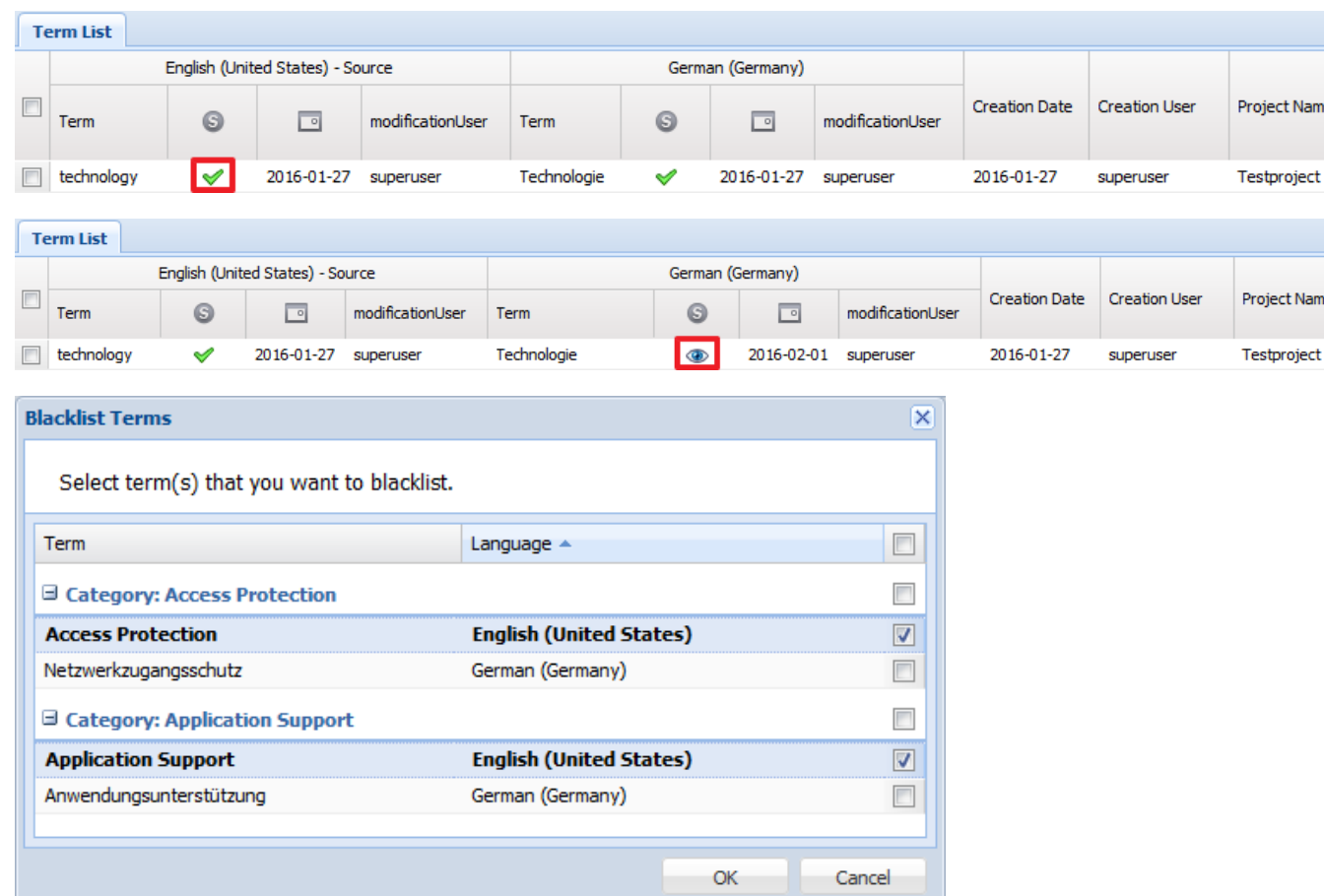
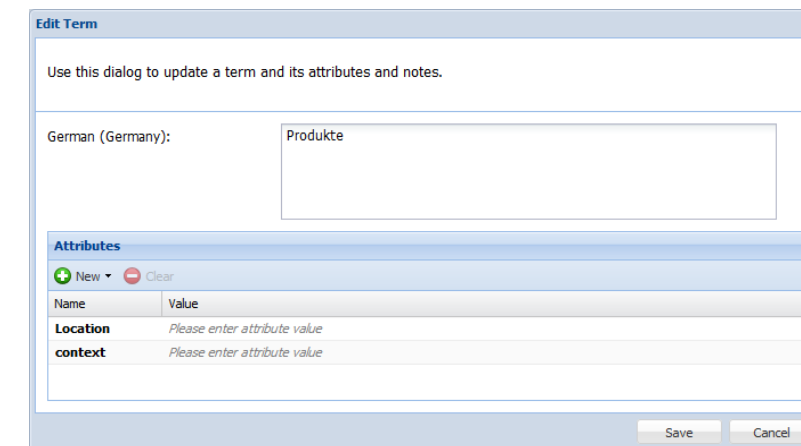


## Adding Attributes at Term Entry level

1. In the **Term List** folder, double-click the icon for the term's status: or . The term appears in a new tab.
2. Click **add term entry attributes** or **edit term entry attributes**. The Assign Term Entry Attributes or Edit Term Entry Attributes dialog box appears.
3. Click and select the attribute from the drop down list.
4. Click the **Enter attribute value** field and enter a value.
5. Click **Save**.

## Adding Attributes at Term Language level

1. In the **Term List** folder, double-click the icon for the term's status: or . The term appears in a separate tab.
2. Click **edit** or **add term**. The Edit Term or Add Term dialog box appears.
3. Click the **Please enter attribute value** field enter a value, and click **Save**. This value is used by linguists when using TransStudio, Wordfast and Translation & Review Portal.



## Changing Term Status

1. To select terms to be demoted, hold down the **Ctrl** or **Shift** key, select the checkboxes, and click . The Status of the selected terms change to Pending Approval .
2. To select terms to be approved, hold down the **Ctrl** or **Shift** key, select the checkboxes, and click . The Status of the selected terms change to Approved .
3. To select terms to be blacklisted, hold down the **Ctrl** or **Shift** key, select the checkboxes, and click . Select terms to be blacklisted and click **OK**. The terms are blacklisted and highlighted in red with the Status .

**Note:** The terms that are Pending Approval will not be available in translation and review environments. Blacklisted terms will be available only during Transcheck to inform linguists that they have used a forbidden term. This Transcheck feature only applies to Wordfast 3, Wordfast 4, TransStudio Online and TransStudio Review tools.

## Adding Synonyms

1. Select the language in which you want to add the synonyms to a term.
2. Search for the term you want to add synonyms to.
3. Click the term (red) to open the synonym panel (green)
4. Enter each synonym for the chosen term in a new line.
5. Choose the status for each synonym from the dropdown (blue)
6. Save your changes!

The screenshot shows the Term Manager interface. On the left, a list of terms is displayed. The first term, 'test synonym', is highlighted with a red border. A green border highlights the synonym panel for this term, which contains the text 'test synonym 2', 'test term', and 'Enter synonym'. A blue border highlights a dropdown menu for the status of the synonym, with options 'Approve', 'Blacklist', and 'Demote'. On the right, a table shows the details of the terms and their synonyms, including dates, users, and statuses.

Term	Status	Date	User	Source	Target	Language
test synonym	✓	2016-05-11	tm_admin	2016-05-11	tm_admin	BRITA
test synonym 2	✓	2016-05-11	tm_admin	2016-05-11	tm_admin	BRITA
test synonym 2	✓	2016-06-15	brita_pm	2016-01-14	tm_admin	BRITA
test term	✓	2016-06-15	brita_pm	2016-01-14	tm_admin	BRITA
Enter synonym	✓	2016-06-15	brita_pm	2016-01-14	tm_admin	BRITA
water hardness test strip	✓					
carbonate hardness test kit	✓					
total hardness and carbonate hardness test kit	✓	2016-06-15	brita_pm	2016-01-14	tm_admin	BRITA

Below the table, there is a navigation bar with buttons: Home, Term List, Add Term, Save, Undo Edits, Blacklist Term, Approve Term, and Export.

## Exporting Glossary

**Note:** Only the terms of one Project can be exported at a time. The XLS and XLSX export file formats can be used to add and edit terms and term attributes, which can then be imported back into Term Manager.



1. Click **Export** in the **Home** folder to export the entire project or in the **Term List** folder to export terms with all Term List filters applied.  
The Export Terminology dialog box appears.
2. Select the **File Type** of the terminology list to be exported as **XLS** or **XLSX**.
3. Select the Target **Status**.  
**Note:** All statuses in the Project appear by default unless a filtered list is being exported. To add a new status, enter the first letter of a status to view and select that status. To view all the available statuses, place the cursor in the **Status** text box and click the **Down** arrow. To remove a status from the list, and click the **x** next to the status.
4. Select the **Source** language.
5. Select the **Target Languages** to be exported.  
**Note:** All languages in the Project are selected by default when exporting from the Home folder. Languages can be excluded by clicking **x** next to the language name.
6. Select **Additional Options** to export by date, creation or modification user, hide blanks per language, attribute value, or attributes and notes.
7. Click **Export**. > The Export Summary appears.
8. Click **Download**. > The term list is downloaded in the selected XLS or XLSX format.

The screenshot shows the 'Export Terminology Project' dialog box. It contains the following fields and options:

- File Type:** XLSX
- Status:** Approved, Pending Approval, Missing Translation, In Final Review, Blacklisted, In Translation Review
- Source:** English (United States)
- Target Languages:** German (Germany)
- Additional Options:** Date Filters, User Filters, Hide Blanks Filter, Filter by Attributes/Notes, Export Attribute(s)/Note(s) (images, definition)

At the bottom, it states '14 out of 14 term entries will be exported.' and has 'Export' and 'Cancel' buttons.