Work Instructions

Number: **015**

Name: **Translation management**

Title: Management of translations of classes in the standardisation process by the process manager

Status: Approved

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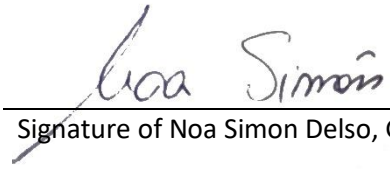
1 Document history

1.1 Release

1.1.1 Drafted

2023-10-16	
Date	Signature of Michael Rubinigg, Quality manager

1.1.2 Reviewed

2023-11-17	
Date	Signature of Noa Simon Delso, General Manager

1.1.3 Approved

2023-11-20	
Date	Signature of Michael Rubinigg, Quality manager

1.2 Change history

n.a.

2 Abbreviations

EU	European Union
EUPH	EU Pollinator Hub
n.a.	not available
WI	Work Instructions

3 Introduction

This documents contains instructions for the management of translations of classes in the standardisation process by process manager.

4 Validity

4.1 Area

The of validity of this document is limited to the management of the translation of classes in the standardisation process by the process manager.

4.2 Time

The period of validity of this WI begins on 2023-11-17 and ends with its revocation.

4.3 Related Documents

Document type	Number	Name
WI	007	Citation management

5 Procedure

5.1 Notifications

5.1.1 Manage notifications related to discussions

5.1.1.1 Read notifications

- Select the **Notification icon** in the administration bar of the application.
- Select **View** in individual notifications with a message title "***A new translation has been proposed***" to proceed to a notified action related to the translation process.
- Continue in section 5.3.

5.1.1.2 Edit notifications

- Select the **Delete icon** of individual notifications to remove them.
- Select the **Delete icon** in the top section of the notification windown or **Clear** to remove all notifications.

5.2 Class dashboard

5.2.1 Find a class

5.2.1.1 Find a class

- Enter the **Dictionary** application.
- Enter **List View.**
- Enter the name of the class in the **Search** field.
- Enter the class dashboard of the desired class, either by selecting the class description in the list or from the menu or by selecting **Edit** from the menu icon on the right-hand side of the row.

5.3 Translation

5.3.1 Propose a new translation

5.3.1.1 Find a class

- If necessary find a class as described in section 5.2.1.

5.3.1.2 Propose a new translation

- To propose a new definition for a class select **Propose Translation**.

5.3.1.3 Enter information

- Continue in section 5.3.3.

5.3.2 Update an existing definition

5.3.2.1 Find a class

- If necessary find a class as described in section 5.2.1.

5.3.2.2 Update information

- To update the definition of an existing class select **Edit**.
- Continue in section 5.3.3.

5.3.2.3 Delete a translation

- Select **Delete** to remove an existing definition.

5.3.3 Edit a translation

5.3.3.1 Language

- Select the language of the translation from the **Language** list.

5.3.3.2 Expression

- Enter the **Expression** in the selected language.

5.3.3.3 Domains

- If an expression is specific for a particular domain contained in the list of **Domains**, select the most appropriate one. You may add multiple domains.

5.3.3.4 Grammatical information

- Select the grammatical **Type**.
- If grammatical type **Noun**, **Adjective**, **Compound noun** or **Compound adjective** is chosen, then additional information may be added.
- Select the grammatical **Number** from the list.
- Select the grammatical **Gender** from the list.

5.3.3.5 References

- Refer to WI-007 for further instructions.

5.3.3.6 Save

- Select **Suggest** in order to save the information you have provided and return to the class dashboard.
- Select **Cancel** to return to the class dashboard without saving.

5.3.4 Update an approved translation

5.3.4.1 Find a class

- If necessary find a class as described in section 5.2.1.

5.3.4.2 Revert to draft

- Select **Revert to draft** to make an approved class definition editable.

5.3.4.3 Update information

- Update the information as described in section 5.3.2.

5.3.5 Approve a translation

5.3.5.1 Find a class

- If necessary find a class as described in section 5.2.1.

5.3.5.2 Approve

- To rate a translation select the **Arrow up** button for consent or **Arrow down** button for rejection on the left-hand side of a translation, which also shows the number of users who have performed the same action.
- To approve an existing translation of a class select **Approve**.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.