STIBO SYSTEMS
MASTER DATA MANAGEMENT

USER GUIDE

Translations

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Translations

This topic provides a beginner-level overview of STEP's translation capabilities and assumes that the user has a working knowledge of the STEP system. In this topic we will discuss the kinds of objects that are suitable for translation, the various ways STEP enables users to translate content, and a primer on the various terms and statuses users are likely to find while exporting content for translation. Detailed guidance covering other aspects of the translation process, like executing XML and Excel exports, importing files, and handling errors, can be found in their own topics.

STEP enables translation of a wide range of data. Using language-driven contexts, multiple translations can be created for a single STEP object. This allows an object to be translated into multiple languages while the core object retains all translated data and inter-language connections.

Briefly, STEP translation works like this: when a user exports, for example, a product hierarchy for translation, all language-dependent attribute values for those products are extracted for translation. The content is then translated, often by a translation vendor, and imported into STEP. All translated values flow into the appropriate attribute in the relevant language context. The second time that same product hierarchy is extracted for translation, the attribute values are evaluated as part of an automated process, and only those values that are new or have amended content are extracted for translation.

It is important to note that STEP enables data to be translated but does not translate data itself. Throughout the guidance on this subject you may view references made to 'starting translation' in STEP. This statement refers to the act of exporting the to-be-translated content from STEP so it may be sent elsewhere for translation.

Translatable Objects

The object types in STEP that may be translated are:

- Products
- Classifications
- Asset names (names of images and documents, for example)
- Product values
- Index words
- LOV (List Of Values)
- Units
- Attribute names
- Free text cells in tables

Translation Methods

The following methods are available in STEP to extract data for translation:

- **Structured translation**: Translatable data is exported from STEP into either an XML or Excel file. The file can then be imported into the translation vendor's translation memory tool. Once the data has been translated and sent back from the translation vendor, the updated file can be imported back into STEP, bringing all translated data into its relevant context. It is useful to note that translation XML files can only be produced using the structured translation method.
- **Manual Excel translation export**: A more targeted export of translatable data into an Excel file. This method is often used to quickly send small amounts of data to a translation vendor to address a late change to already-exported data. Once the data has been translated and sent back from the translation vendor, the Excel file can be imported back into STEP, bringing the translated data into its relevant context. All objects can be translated using this method, except free text cells in tables and reference / link metadata.
- **Manual translation**: Data is translated directly in STEP, either by allowing a third-party translation vendor direct access to STEP or by allowing an internal resource fluent in the target language to translate directly in STEP.
- **Asynchronous translation**: For customers who engage translation vendors SDL or Lionbridge or use the Across Language Server translation software to translate their content, a REST API can be set up that will enable automatic transmission of translated content (in XML format) between STEP and the translation servers. Another asynchronous option, the File Exchange Service, allows users a way to export and/or import translation files to folders instead of using a translation service API.

Not all object types can be exported for translation into an XML and Excel file. The table below shows which translation methods are available for which objects.

Translatable Object	Structured Translation		Manual Excel Translation	Manual Translation	Asynchronous Translation
	XML Translation	Excel Translation			
Product, classification, asset names, and values	✓	✓	✓	✓	✓
Index words	✓	✓	✓	✓	✓
Free text cells in tables	✓	✗	✗	✓	✓
LOVs	✓*	✗	✓	✓	✓
Units	✗	✗	✓	✓	✗
Attribute names	✓	✗	✓	✓	✓

Translatable Object	Structured Translation		Manual Excel Translation	Manual Translation	Asynchronous Translation
	XML Translation	Excel Translation			
Reference / link metadata	✓	✗	✗	✓	✓

*__Exception__: not available for LOVs configured a) to disallow new values or b) without value IDs assigned to the LOV's values.

Translation Relations

In most instances, the objects being translated are subject to revision control, which requires that the data be approved before it can be exported for translation. This requirement is in place to ensure that different revisions of an object in translation remain clearly defined. Once the translation is complete, a **translation relation** is established from the source language to the target language.

Note: Users have the option to turn the approval requirement off in the 'Object Selection' screen in the Request Translation wizard. By leaving the 'Completely Approved Source' option unchecked on the 'Approval Requirement' parameter, an object need not be completely approved to be exported for translation, though only content from the Approved workspace will be included in a translation export. If, however, an object has never been approved, that object will not be exported even if the 'Completely Approved Source' box is unchecked.

A translation relation refers to the relationship between an object's source language and the language the object is being translated into, also known as the target language. For instance, if you translate an object in US English into French, German, and Italian, you have created three translation relations: US English to French, US English to German, and US English to Italian.

Translation of Local and Inherited Values

All values that are unique to a given object – also known as 'local' values – are extracted for translation. Local values are non-inherited values; they are added directly to a given object.

Inherited values are values that are inherited from other objects at a higher level. They can be identified by a green inverted triangle symbol ( ) that appears in the icon column. If an inherited value has already been translated at a higher level, it will not be extracted for translation. When an inherited value is overwritten or revised in any way on a given object, it becomes a local value to that object. If that higher-level value is then edited, that edit will not affect the now-local value as it is no longer inherited from that higher-level value.

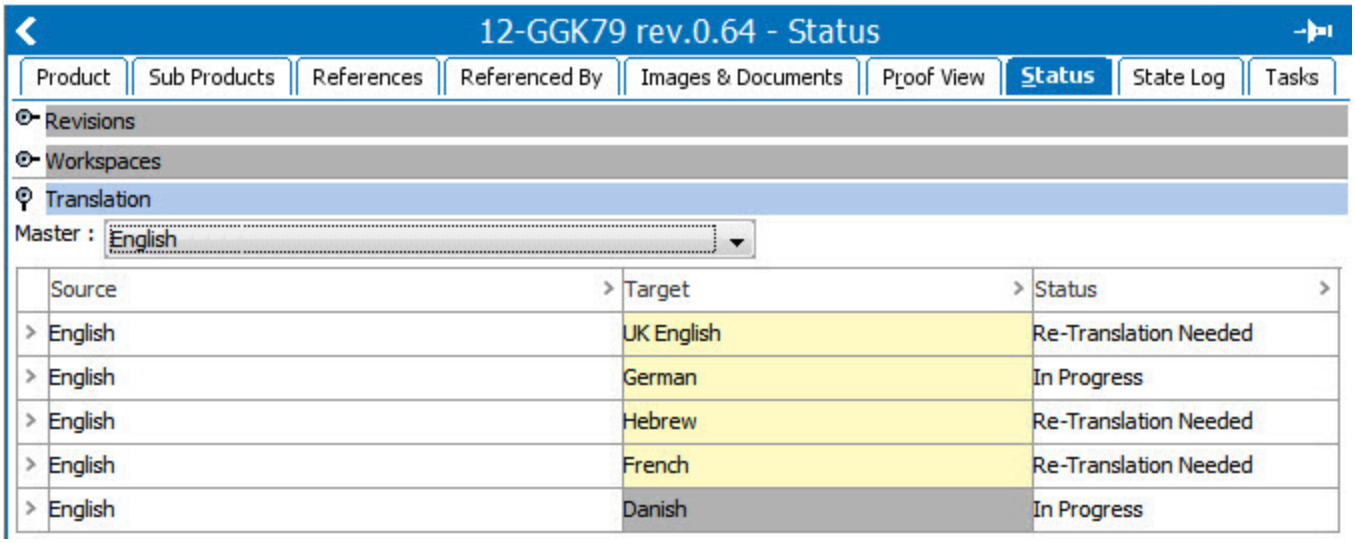
For more information on inheritance, refer to the **Inheritance in the Product Hierarchy** topic in the **Getting Started** documentation.

Translation terms

When managing translations, it's important to understand the terms that reference the various languages involved in the translation process:

- **Master language**: The first language used as source language
- **Source language**: The language from which a translation originates
- **Target language**: The language being translated into

A source language may be translated into as many target languages as have been set up on a given STEP system. In the screenshot below, you can view the **Status** tab on an object. The user has selected English as the master language for this object. The user has also elected to translate the object into five target languages: UK English, German, Hebrew, French, and Danish.



Translation Status

On each classification, product, attribute, or asset, you can view an object's translation status, which is the value appearing in the **Status** column in the above screenshot. There are two ways to view the translation status of an object:

- In the **Tree**, select the relevant object, and then click the **Status** tab. The view will resemble the screenshot above.
- In the **Search** tab, search for the translation status of specific object types. For more on searching for translation status, refer to the **Searching for Translation Status** topic.

In the collapsible Translation section of the Status tab content, the third column is 'Status.' For each Translation Relation listed in this section, a status is displayed. One of the three statuses listed below will appear:

Status	Description
Re-Translation Needed	Translated content in the source language has changed since the most recent translation completed. This status indicates a re-translation from the source into the target language is needed to bring all content up to date.
Up to Date	No translated content in the source language has been changed since the previous translation. Translation from source language into target language is up to date.
In Progress	A translation extraction has been done and is currently running as an active background process. Once the translated content has come back from the translation vendor and the file has been imported, the background process will complete and the status will update to Up to Date.

Additional settings can be applied to all STEP translations by accessing the 'Users & Groups' node on the 'System Setup' tab in the workbench. This is where users can configure how translation files are named, whether the 'Filter spreadsheet' parameter should display in the 'Request Translation' wizard, and, if so, what the default value should be, and what attributes should always be excluded in translations. For more information on these settings, refer to the **Translation Settings** section of the **System Setup** documentation.

Preparing Data for Translation

This topic describes how to configure data so that when a user exports content for translation, that data is included in the translation export file. Users who read and understand this topic should be able to make objects language dependent, which will in turn make them suitable to be exported for translation. For a more general overview of the STEP translation functionality, refer to the **Translations** topic within this guide.

To translate content in STEP, the various data values that comprise that content must be defined as "translatable". For example, a customer name may not be useful to translate as it is the same no matter what language or country it appears in. However, a product's short description would be useful to translate as that description text, translated into the native language of the target market, would make it more effective.

To define an attribute or other object as translatable, that object must be designated as language dependent. Typically, this is done as part of the initial data model when content is first brought into STEP, but it can also be done after an object has already been added.

Listed below are the various methods used to make objects language dependent.

Specifying language dependency

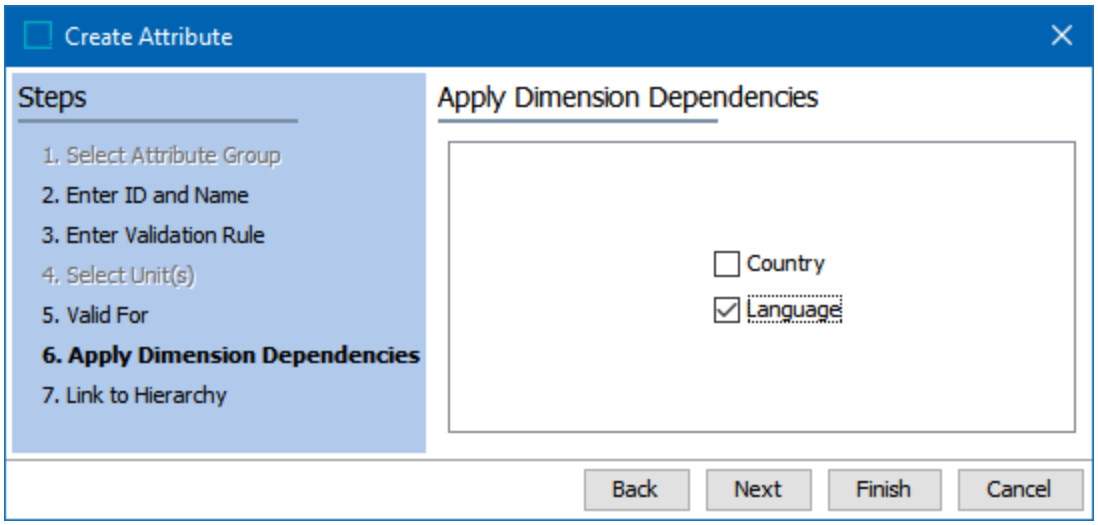
Before objects in a hierarchy may be extracted for translation, the user must specify which attributes, object types, and table types associated with that object will be language dependent.

Specifying language dependency at attribute creation

The most standard way to assign language dependency to an attribute is through the **Create Attribute** wizard when attributes are first being defined.

Step six in the **Create Attribute** wizard is called **Apply Dimension Dependencies** (screenshot below). Checking the **Language** checkbox designates the attribute being created as translatable. When this attribute is part of a translation export and its status is either **Never Been Translated** or **Requires Re-Translation**, this attribute's value will be included in the export file for translation.

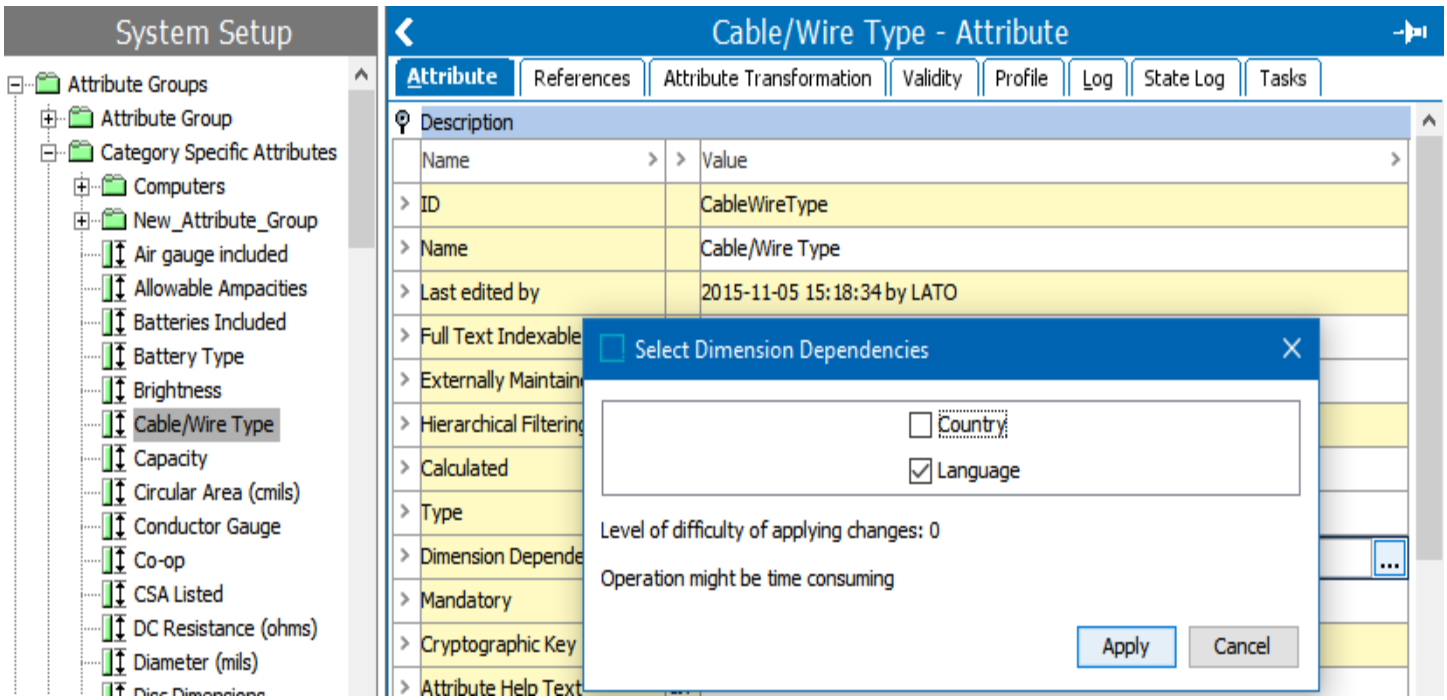
To read more about the attribute creation process, review the **Creating Attributes** topic in the **System Setup** documentation.



Specifying language dependency on existing attributes

A language dependency can also be applied to any existing attribute by going directly into the attribute via the **System Setup** tab.

1. In **System Setup**, expand **Attribute Groups**, and then select the relevant attribute.
2. On the **Attribute** tab, in the **Dimension Dependencies** field, first double click inside the **Value** cell, and then click the ellipsis button (...).
3. In the **Select Dimension Dependencies** dialog (pictured below), click the box beside **Language**, and then click **Apply**.

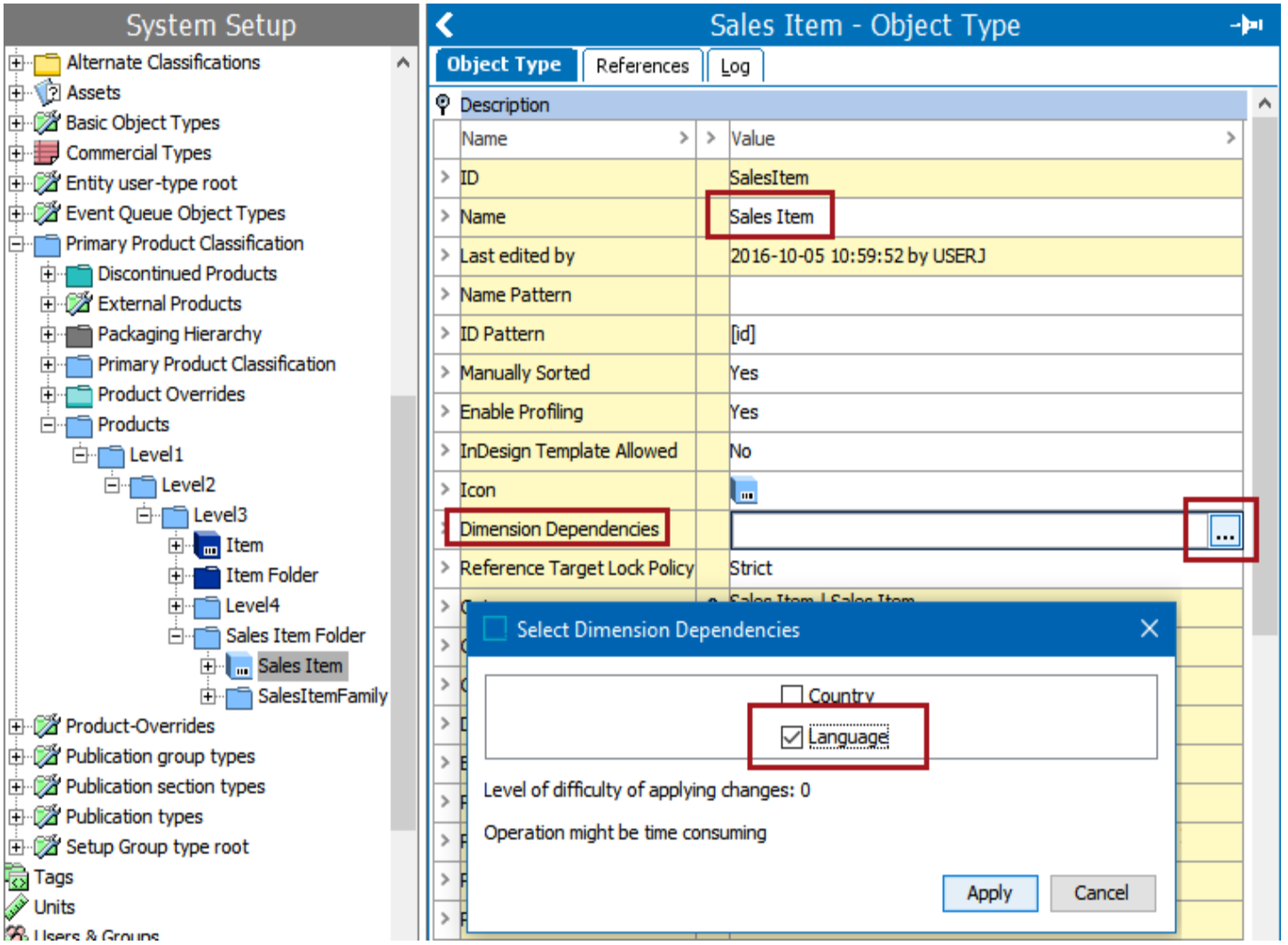


Checking **Language** will designate the attribute as translatable. This means that when a translation export is initiated that includes this attribute, this attribute's value will be included in the export file. For more information on editing attributes, refer to the Editing Attribute Values documentation.

Specifying language dependency on System Setup objects

A language dependency can also be applied to objects at the level of the object type. Applying the language dependency means that all objects of the object type you configure will make the *name* of that object type language dependent. Using the **sales item** object type as an example, if we apply language dependency to the sales item object type, then all sales items *names* can be exported for translation. It does not mean that all sales item *values* now have a language dependency.

To apply language dependency to an object type, users should follow these steps:



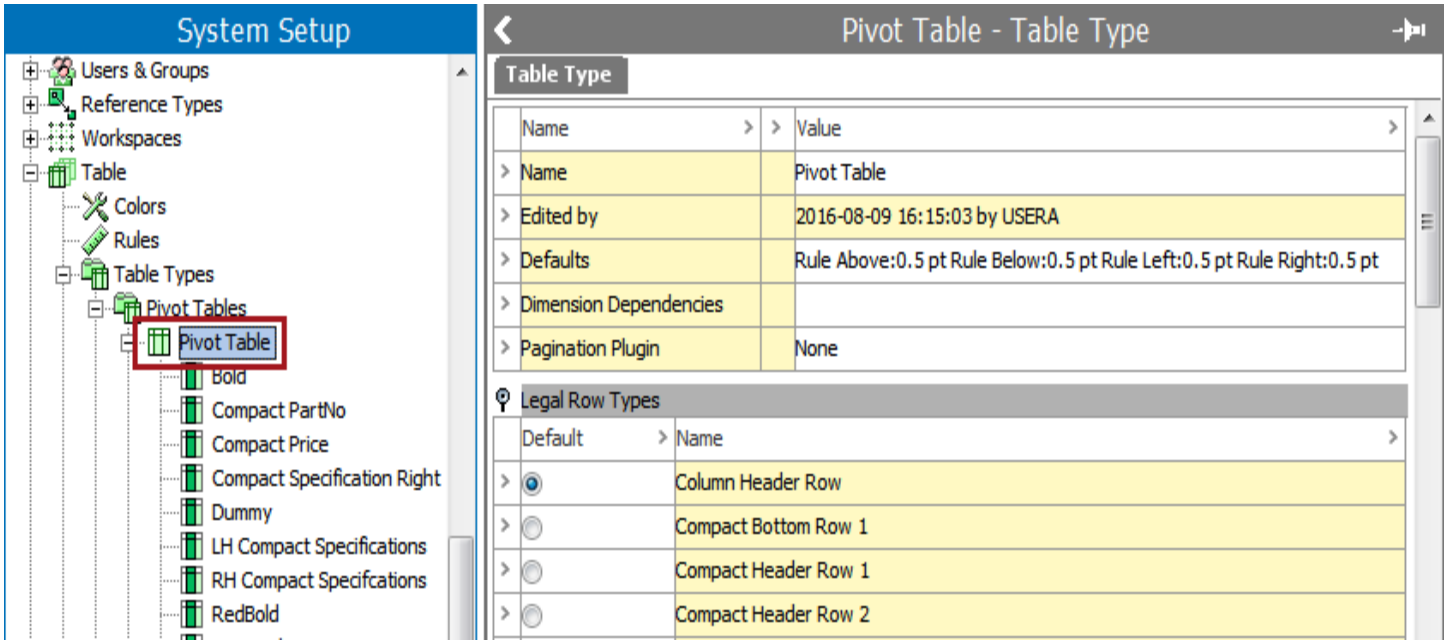
1. In **System Setup**, expand the **Object Types & Structures** node, and then select the relevant object type.
2. On the **Object Type** tab, in the **Dimension Dependencies** field, first double click in the **Value** cell, and then click the ellipsis button (...).
3. In the **Select Dimension Dependencies** dialog that displays, click the box beside **Language**, and then click **Apply**.

Specifying language dependency on table types

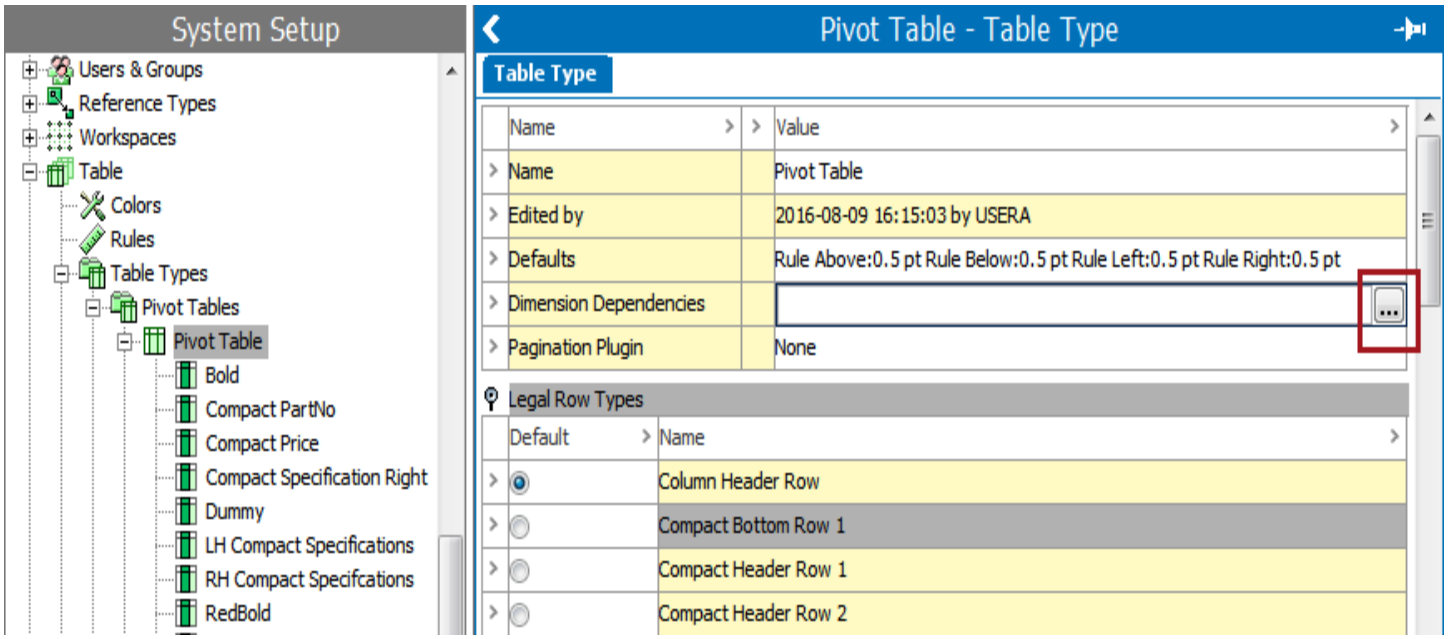
STEP also enables language dependency to be set by table type. This enables any free text elements in a language-dependent table to be included in a translation export.

To apply a language dependency to a table type, follow these steps:

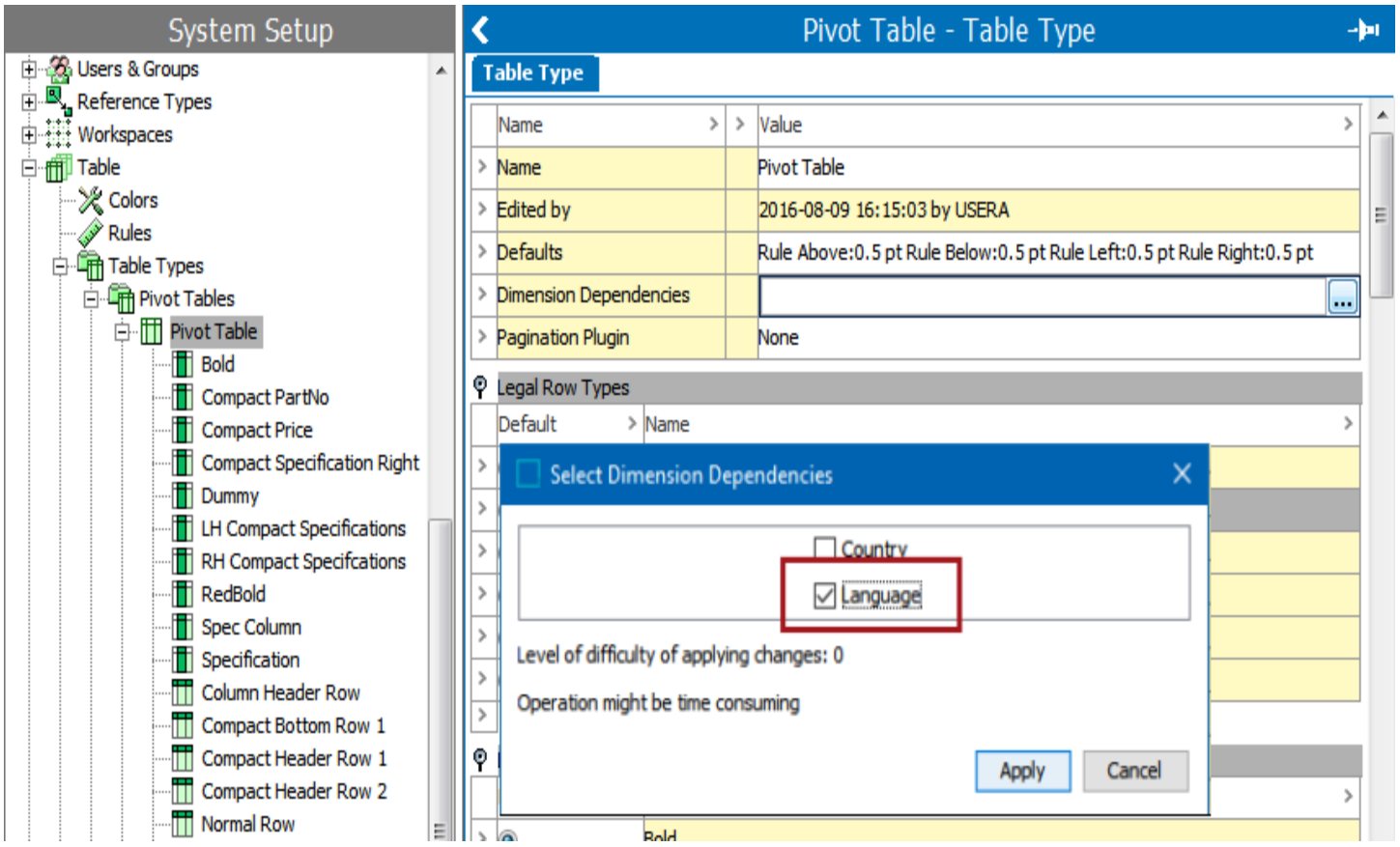
1. In **System Setup**, expand **Table**, and then select the relevant table type. In this example, the table type is **Pivot Table**.



2. On the **Table Type** tab, in the **Dimension Dependencies** field, click the ellipsis button (...).



3. In the **Select Dimension Dependencies** dialog, select **Language**, and then click **Apply**.



Structured Translation

Translating content using the structured method is how most STEP users translate large amounts of data. By selecting objects and initiating the Request Translation Wizard, STEP walks the user through creation of a translation export XML or Excel file. This section of the translation guide covers:

- Structured XML Translation
- Structured Excel Translation
- Starting a Structured Translation
- Structured Translation of Setup Objects

Structured XML Translation

In this topic, the basics of exporting translation data into an XML file via the structured translation method will be covered at a high level, with more detail about the various aspects of STEP translation appearing in other sub-topics.

Of the available translation options, exporting translatable data to XML using the structured translation format works best for handling large amounts of content, and is well-suited for enabling automated translation solutions.

When an XML translation export is initiated, an XML file is delivered to a recipient via a configurable delivery method. The file is sent to a translation vendor where the XML is translated into a target language. When the updated file is imported back into STEP, all of the translated values are brought into their appropriate attributes. The method of XML translation that is most often employed involves a STEP user sending an XML export file to a translation vendor. The XML will be read by the vendor's XML parser, and the information stored in their translation memory. The vendor's specific methodology, such as reading XML, sending content to an in-country linguist, QCing the linguist's work, re-importing the content into the vendor's own tool, etc., will process that translation task and send the content back to the STEP user to be imported.

The STEPXML Translation also works best when sending content to a vendor that uses a translation memory tool. For translation work being sent to a vendor that does not have a translation memory tool, an Excel export may be the better option. For more information on the structured Excel translation export, refer to the Structured Excel Translation documentation.

The following objects can be extracted into an XML file for translation:

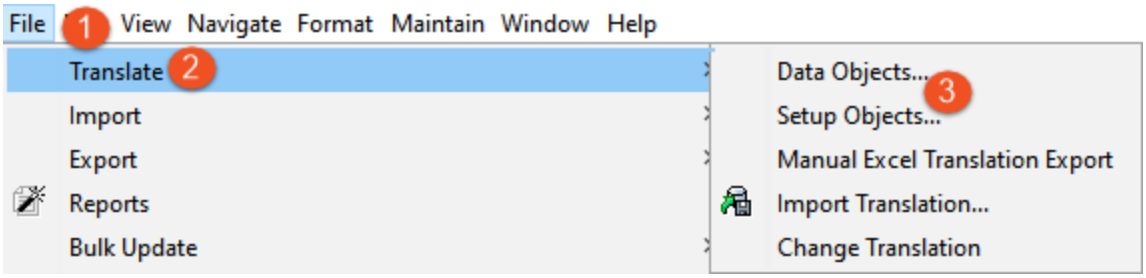
- **Data objects**, or objects that contain usable customer data
  - Product values
  - Classifications
  - Free text cells in tables
  - Index words
  - Asset names (names of images and documents, for example)
- **Setup objects**, or objects that help organize the data objects
  - Asset names (names of images and documents, for example)
  - LOVs
  - LOV names
  - Attribute names (including meta-attributes on attributes)

It is important to note that setup objects are not under revision control and, therefore, do not require approval to be exported for translation.

Structured Translation Export to XML

A structured translation extraction can be started through the **Request Translation Wizard** method.

To start a structured translation XML export, click the **File** menu, point to **Translate** in the dropdown, and then select Data Objects or Setup Objects.



Once a user has gone through the **Request Translation Wizard** this process initiates, they will be able to retrieve their translation file in the Background Processes tab. These steps are covered in detail in the Starting a Structured Translation documentation.

For more information about translating setup objects, review the Structured Translation for Setup Objects documentation.

Useful Facts About Translation XML

XML Translation Export

When a product hierarchy is exported for translation as an XML file, all attribute values and free text cells are analyzed by STEP's validation to identify the objects that need translation. This information is displayed in the Feedback step of the **Request Translation Wizard**.

Tagging of Translatable Text

The export process results in an XML file in which content that appears between the `<TranslatableText>` tags contain the attribute values and free text cell values that need translation.

Tagging of Partial Translation

The first time a product is translated into a target language, all language dependent values are extracted. However, the next time that product is exported for translation into the same target language, only new or changed values are extracted and appear between <TranslatableText> tags in the exported XML file. This is called partial translation.

Note: If one value in a multi-valued attribute is modified in the source language, then that attribute goes into Re-Translation Needed status and all values in the attribute will be extracted for translation.

Translation of Free Text Cells in Tables

Using the structured translation method, you can translate free text cells in tables if the table type in question has been pre-defined as language dependent.

Structured Excel Translation

This topic provides an overview of the basics of exporting translation data into a Microsoft® Excel file using the structured translation method. In this guide, users will learn which objects can be exported into an Excel document for translation, where in the workbench a structured Excel translation export can be started, and how to read an Excel translation export document.

Exporting translation data into an Excel file using the structured translation method enables manual translation of content within an Excel file. When the translation has been completed, the updated Excel file can then be imported back into STEP, bringing all of the translated values into their appropriate attribute.

Of the three methods available to extract content from STEP for translation, the structured Excel translation method is best deployed when:

- there is a small amount of content to be translated
- the translation vendor does not make use of a translation memory tool

If either of these criteria are not met, the structured XML translation export is often the better option. For more information on this, refer to the Structured XML Translation documentation.

One potential drawback to this translation method is that there is a greater chance of introducing data inconsistency into the object being translated. This stems from the fact that the translated values are entered manually by the translation vendor; adding the data correctly requires additional care to be taken by the user. Further, special characters like the greater-than and less-than symbols (> and <, respectively), double and single quotes, or the double prime (to denote lengths measured in inches), must be mapped in STEP prior to export. If this is not done, the file is likely to error on import.

The following objects can be extracted into an Excel file for translation:

Data objects, or objects that contain usable customer data:

- Product values
- Classifications
- Product
- Asset names (names of images and documents, for example)

Setup objects, or objects like LOVs and attribute names that help organize the data objects, cannot be exported to an Excel using the structured translation process. The Manual Excel Translation Export is the only method available to bring these objects into an Excel file.

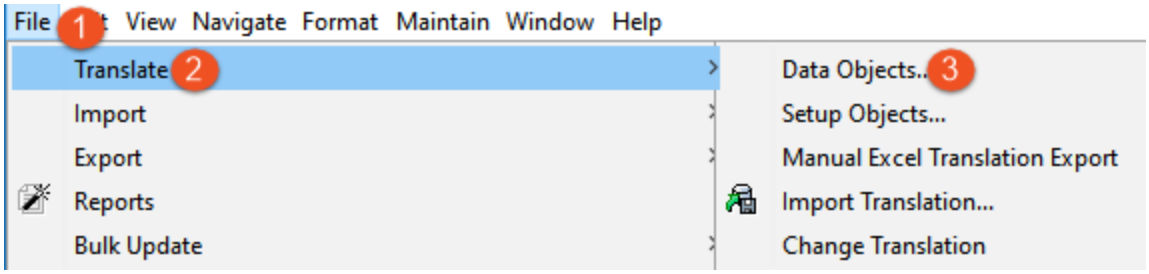
> **Note:** Free Text cells in tables cannot make use of the Excel translation method. To translate this object type, the structured XML translation or manual translation method should be used instead.

For more information on which objects can make use of which translation methods, refer to the Translations documentation.

Excel Translation Export

An Excel translation extraction can be started either through the structured **Request Translation Wizard** method, or by selecting the **Manual Excel Translation Export** option. For more information on the Manual Excel Translation Export option, refer to the **Starting a Manual Excel Translation Export** documentation.

To start a structured Excel translation from the **File** menu, first point to **Translate** and then select **Data Objects**.



Once a user has gone through the **Request Translation wizard** this process initiates, they will be able to retrieve their translation file in the Background Processes tab. These steps are covered in detail in the Starting a Structured Translation documentation.

It is important to note that LOVs, units, and attribute names, also called setup data, cannot be translated within the structured **Request Translation wizard** method of exporting translatable content to an Excel file. They can be exported for translation using either the manual translation method, or by executing a Manual Excel Translation Export.

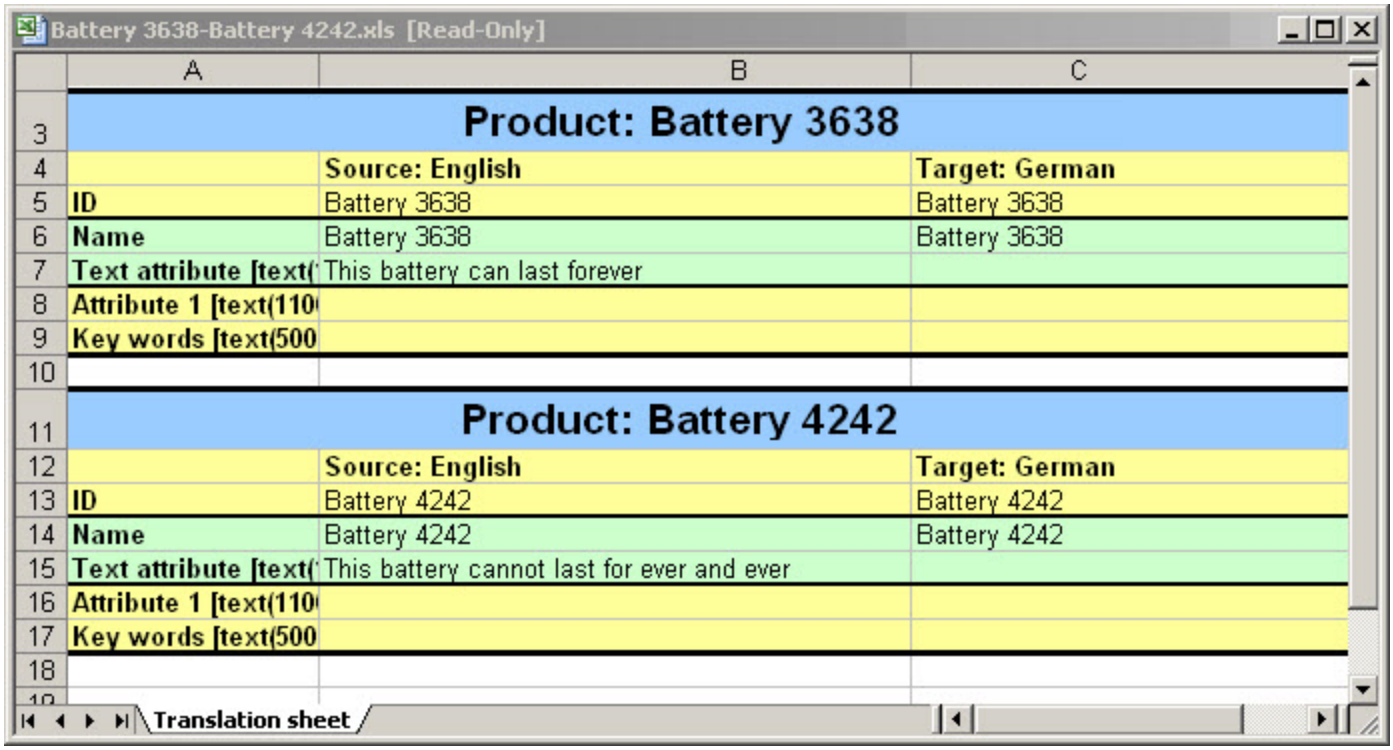
Refer to the table below for a breakdown of which objects can be exported using the structured and manual Excel translation export methods.

Translatable Object	Structured Excel Translation	Manual Excel Translation
Products, classifications, and image and document names	✓	✓
Product values	✓	✓
LOVs	✗	✓
Attribute names	✗	✓
Units	✗	✓

For more on translating setup objects, refer to the Structured Translation for Setup Objects documentation.

Translation Excel File Features

The Excel file features a color-coded cell format that quickly alerts the user to each element's status. Below is a sample of what a user might find in an exported Excel file:



There are only four cell-shading colors a user may encounter in an Excel export file:

Background color	Description
Blue	The product name
Green	Product information to be translated
Yellow	Product information that does not need translation
White	Product information that has already been translated and approved

The first time a product is translated into a target language, all values are extracted; however, the next time the same product is exported for translation into the same target language, only new or changed values are extracted.

If one value in a multi-valued attribute is modified in the source language, then all values are extracted for translation again.

To translate all values again regardless of their previous translation status, on the **Status** tab, under **Translation**, in the **Status** column, select **Re-translation Needed**.

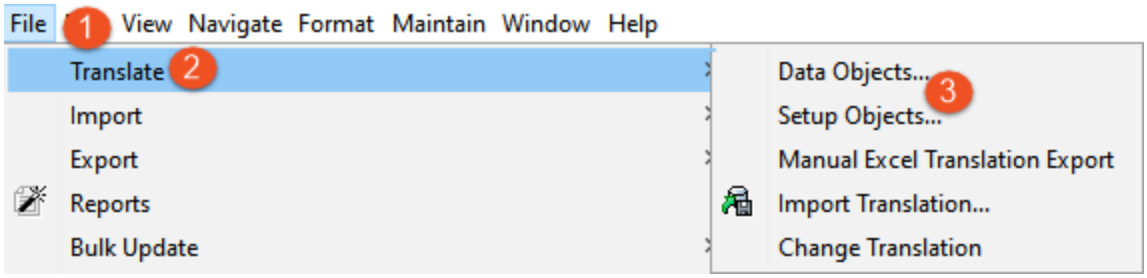
Excel Translation Import

When you import an Excel translation file, the translated values are imported into the STEP database. The structured translation process controls the entire import process, regardless of how the Excel file was exported. For more information on importing Excel files generated through the **Request Translation wizard**, refer to the **Importing Translation Excel Files** documentation.

Starting a Structured Translation

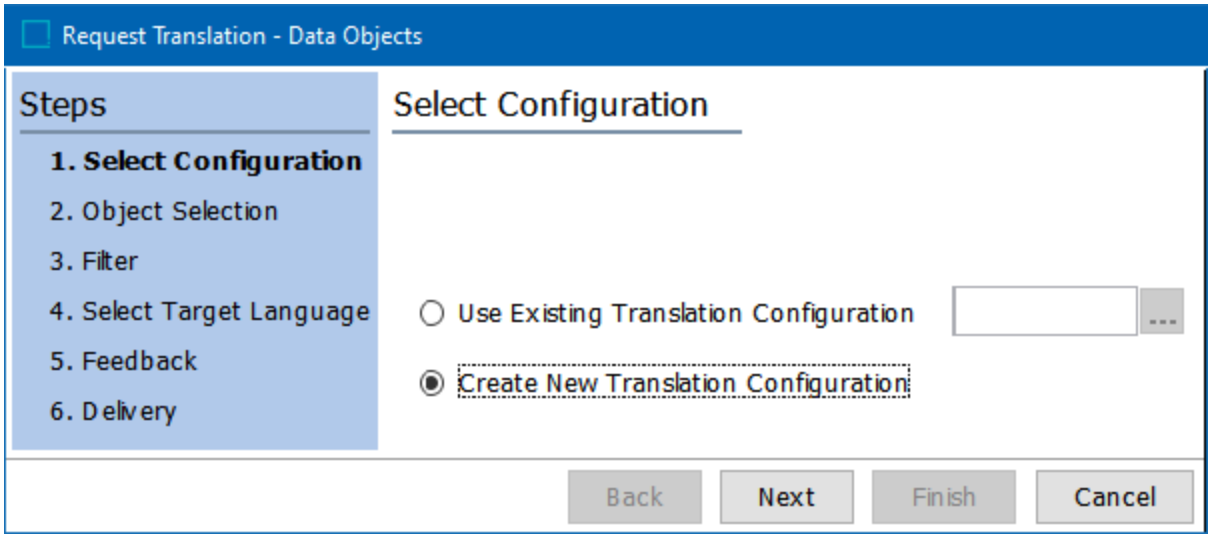
This topic describes, step-by-step, how to initiate a structured translation export of STEP content into an Excel or XML file. Users who read and understand this topic should be able to produce a file suitable to send to a third-party translation vendor for translation. Other translation methods supported in STEP are covered in their own topics.

To initiate a structured translation export you must access the **Request Translation - Data Objects**wizard. To do so, open the **File** dropdown from the menu bar, select **Translation**, and then click **Data Objects...** (initiating an export for **Setup Objects** is covered in the Structured Translation for Setup Objects documentation.



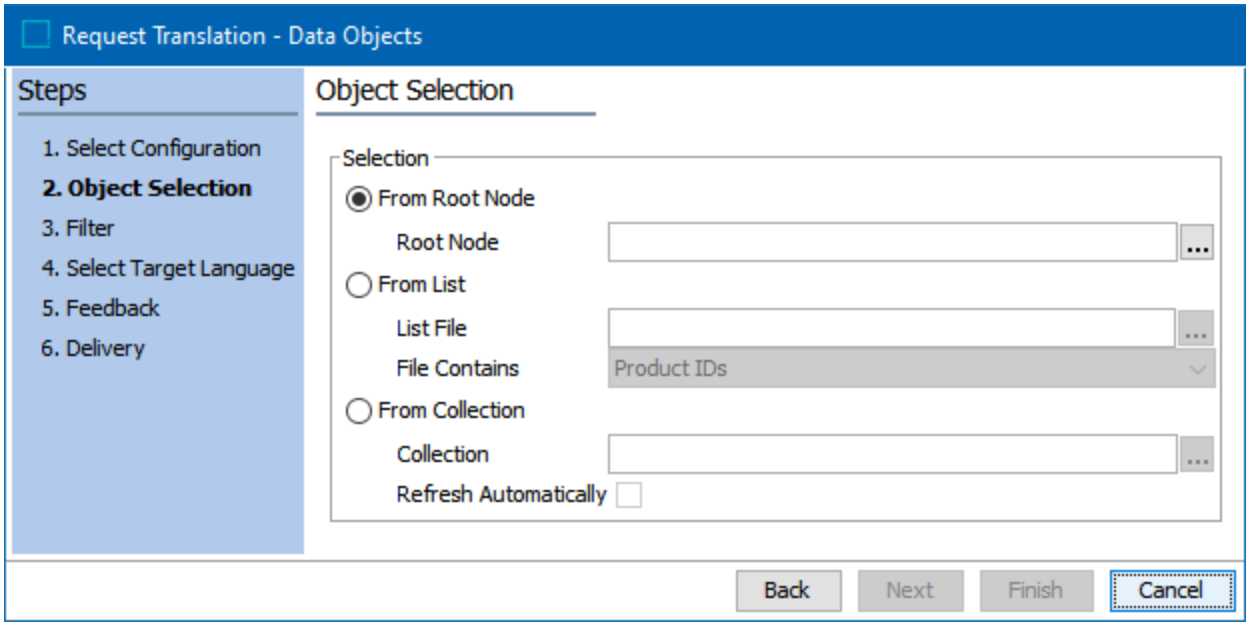
The **Request Translation - Data Objects** wizard guides the user through the six steps that enable the user to adapt the translation export to their specific requirements.

Step 1 - Select Configuration



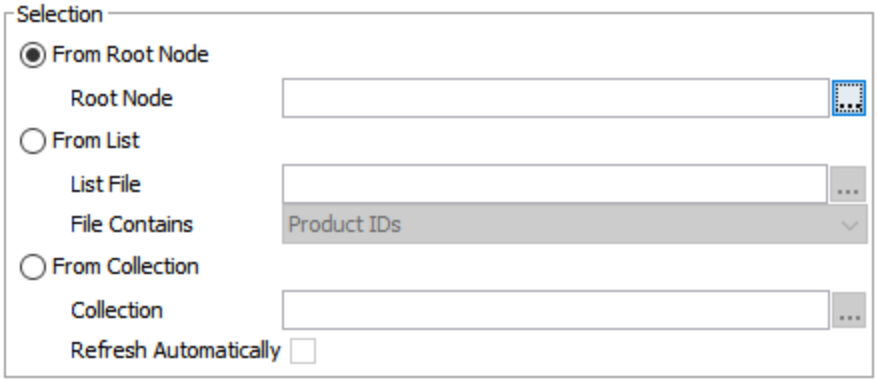
The first step in the **Request Translation - Data Objects** wizard is **Select Configuration**. With the appropriate radio button selected, the user can select an existing translation configuration by clicking the ellipsis button (...) and selecting the desired configuration, or create a new translation configuration.

Step 2 - Object Selection



The second step in the **Request Translation - Data Objects** wizard is **Object Selection**. In this step, the user selects which objects should be included in the translation export, and from where in STEP the objects should be pulled.

There are three ways to select objects.



- **From Root Node:** For importing objects directly from the Tree. If the user has started the **Request Translation - Data Objects** wizard while an object in the Tree is selected, that object will pre-populate the **Root Node** field. If the user wishes to change the selection, clicking the ... button will bring up a screen

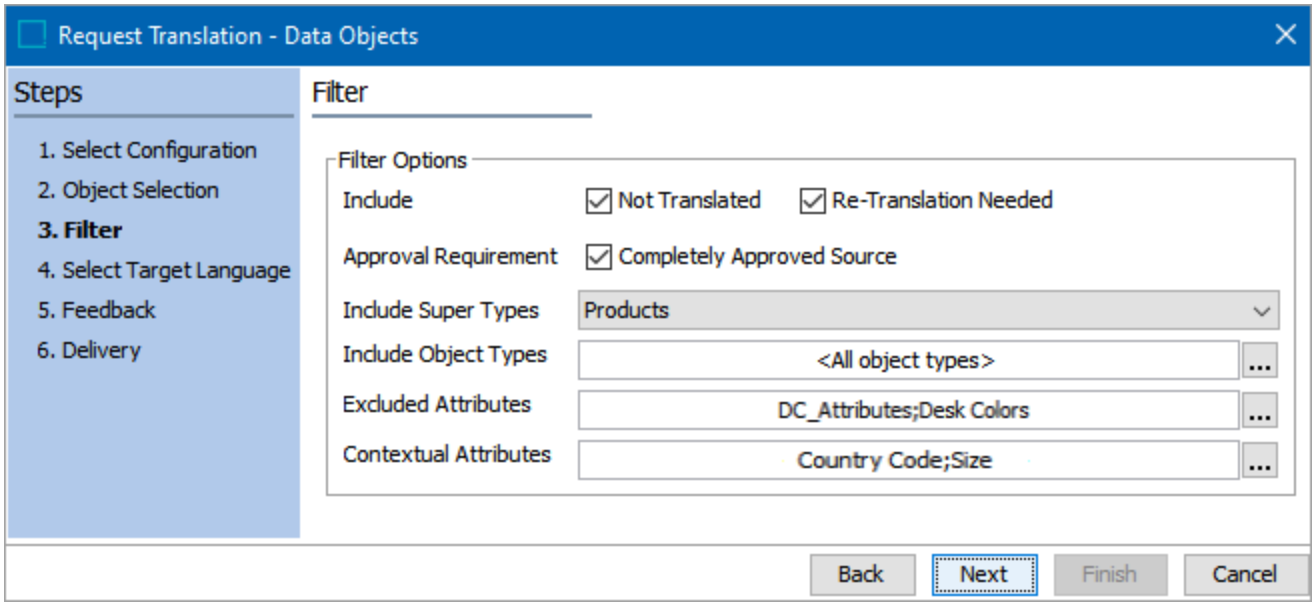
allowing the user to either Browse the Tree for the object, or Search for the object by typing the sought-for object directly into the search field.

- **From List:** For importing a file with data to be translated. This is different from the structured translation import function (covered in detail in the Importing Translation Excel Files documentation and the Importing Translation XML files documentation) in that the file being imported does not contain already-translated content. In the field entitled **List File**, click the ... button to browse or search your computer's folders for the appropriate file. In the **File Contains** field, click inside the field to display a dropdown. Select from the listed options whether the data being imported contains Product IDs, Product Names, Classification IDs, Classification Names, Asset IDs, or Asset Names. There is no option to multi-select.

> **Note:** There are no formatting rules for the Excel file you select. If it is a single column of product IDs with no heading and not other content, that is perfectly acceptable. When you select which kind of object type you plan to import, STEP will look for valid IDs for those objects, and will import only those for which it can match to a valid ID.

- **From Collection:** For importing a manually selected grouping of various object types (which can, potentially, be from multiple super types) grouped in a collection. In the **Collection** field, click the ... button and either browse or search for the collection to be translated. If the collection is based on a search and you want to ensure that new or amended values in the collection are captured prior to exporting for translation, click the box beside **Refresh Automatically**.

Step 3 - Filter

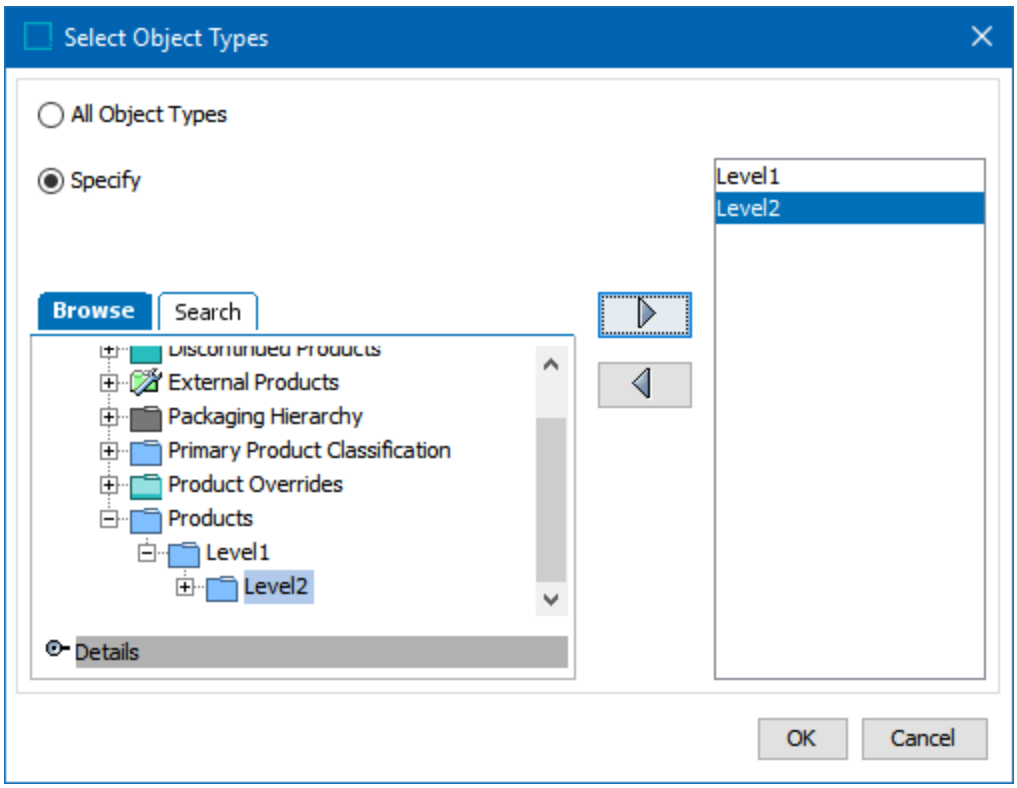


The third step in the **Request Translation - Data Objects** wizard is **Filter**. In this step, the user selects various filtering options for the translation.

- **Include:** Users may elect to include or exclude values that are **Not Translated** or values that have been amended and are thus designated as **Re-Translation Needed**. Click the boxes next to each to include

them in the filter. One or both must be checked to proceed. Otherwise, the **Next** button will be inactive.

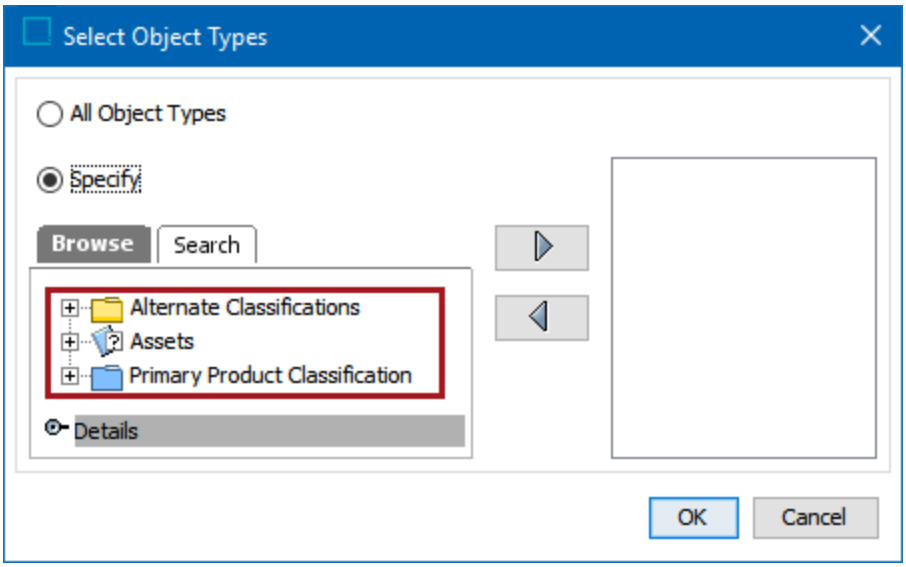
- **Approval Requirement:** By checking the box beside **Completely Approved Source**, the user is electing to enforce the requirement that all objects must be fully approved prior to being translated. By leaving this option unchecked, the user is waiving the requirement that an object be fully approved to be exported for translation. With this setting unchecked, objects that are partially approved can be exported, but only data from the approved workspace will be included in a translation export.
- **Include Super Types:** In this field, users may click the dropdown to select which super types should be translated. This field is only activated after a user has selected one of the prime selection methods in the Selection section above, and then defined a node, file, or collection from which to start the translation. The super type options are **Products** (also the default), **Classifications**, **Assets**, or **All**. Because the Excel translation method does not allow for mixed super types, if the **All** option is selected, the Excel will be unavailable as a translation method in a later step (Delivery).
- **Include Object Types:** In this field, users may select which object types should be included in the translation export. This field is only activated after a user has selected one of the prime selection methods in the Selection section above, and then defined a node, file, or collection from which to start the translation. To specify which object types to include, click the ... button. This brings up a **Select Object Types** window.



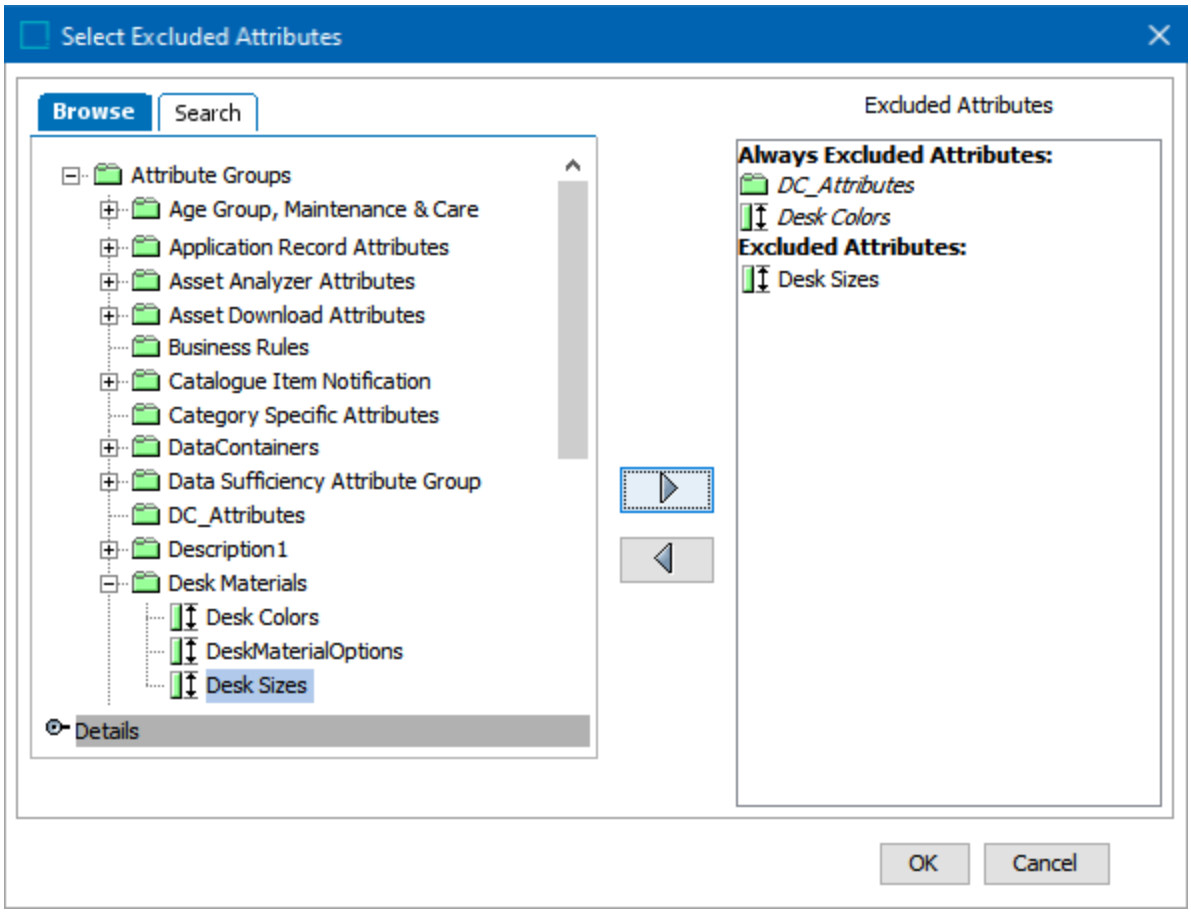
  - **All Object Types** is the default selection in the **Select Object Types** window. If the user wishes to include all object types included under the super type selected in the previous field, there's nothing to do in this window. If, however, the user wants to include only a subset of object types in their export, they may select **Specify**. This activates the Browse and Search tabs that enable users to select the object types that should be included. To add the object type the user should first select it in either the

Browse or Search tabs, and then click the right-pointing arrow to bring it into the box where all included object types are collected. Conversely, to remove object types to be included, select the object type and then click the left-pointing arrow.

- If the user has opted to translate the objects contained inside a collection, the **Include Super Types** field should be set to 'All.' If the user wants to include a subset of object types within that collection, clicking the ... beside **Include Object Types** will bring up a **Select Object Types** window that contains the three super types (Products, Classifications, and Assets) from which to select child objects.



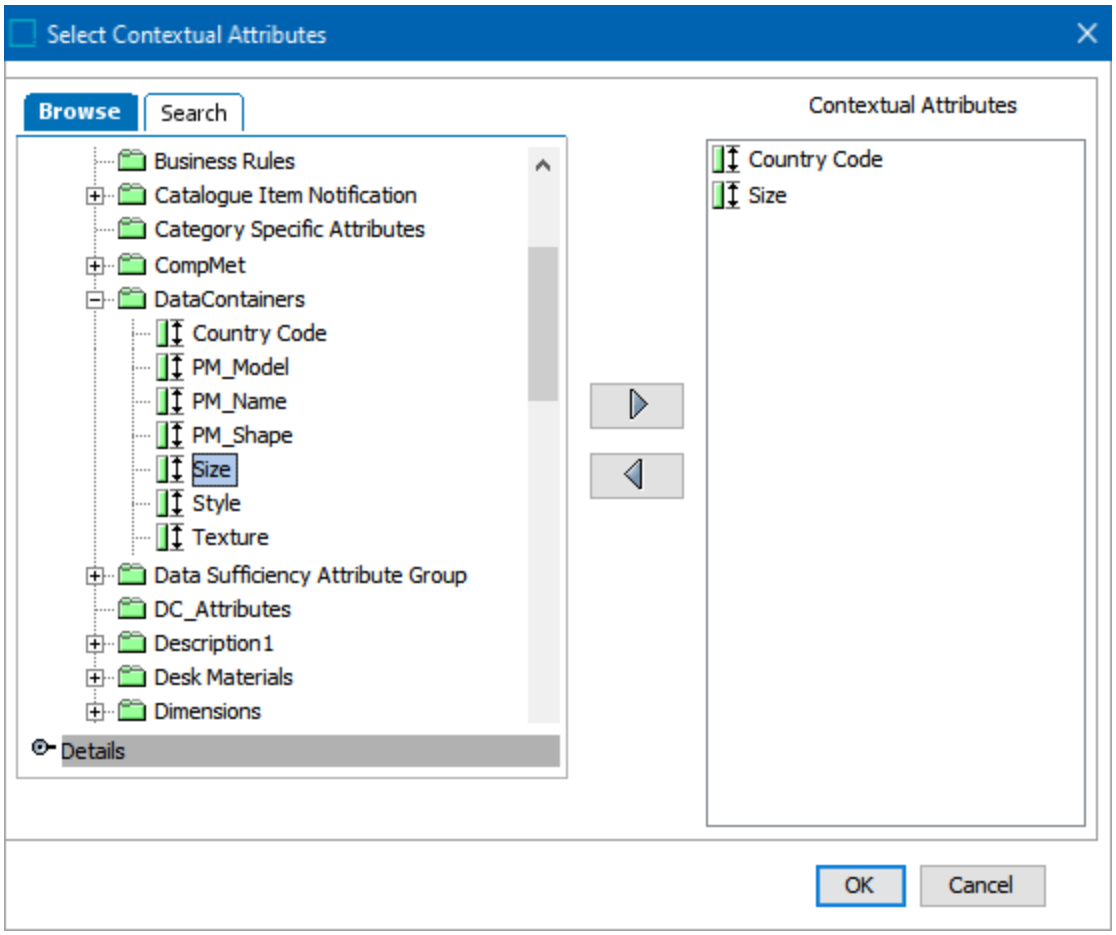
- **Excluded Attributes:** Users can select which attributes to exclude from the translation by clicking the ... button, which opens the **Select Excluded Attributes** dialog.



Users can add or remove language dependent attributes and/or attribute groups from the excluded attributes list by using the directional arrows located between the **Browse / Search** tabs and the **Excluded Attributes** parameters.

Note: The **Always Excluded Attributes** are set within the Users & Groups' System Settings. For more information refer to the **Translation Settings** topic in the **System Settings** documentation.

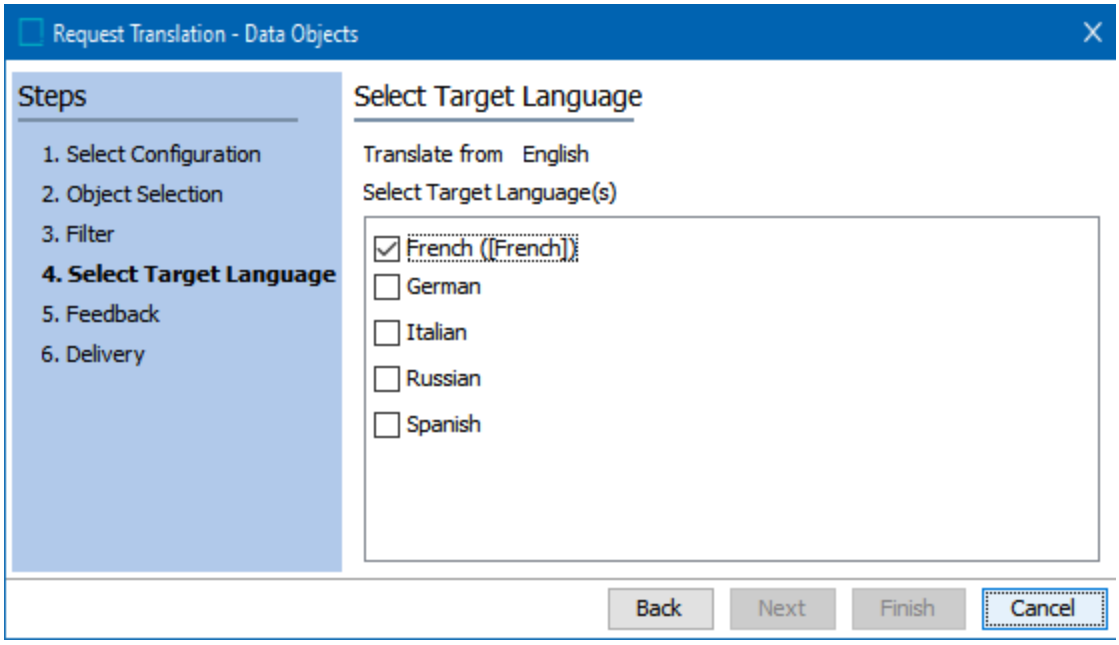
- **Contextual Attributes:** Although language independent, contextual attributes are informative in regards to the attributes being selected for translation. Users can select contextual attributes by clicking the ... button, which opens the **Select Contextual Attributes** dialog.



Users can select contextual attributes for translation inclusion from the **Browse** or **Search** tab, and once selected, click the right arrow ( ) to move the selected attributes in the **Contextual Attributes** list. To remove the contextual attributes, select an attribute and click the left arrow ( ).

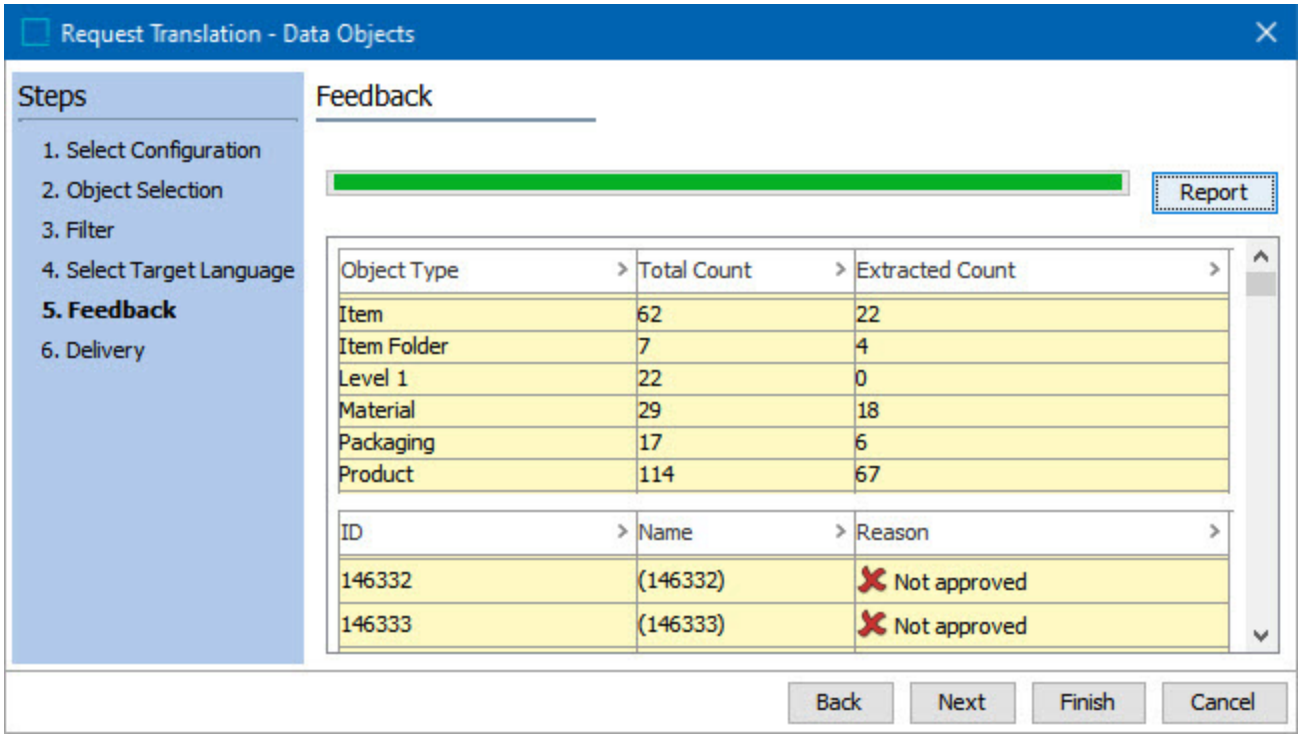
Note: Although calculated attributes can be selected as contextual attributes or translatable attributes when configuring attribute filtering, they will be omitted from the export as it is not possible to export calculated attributes into a translation file.

Step 4 - Select Target Language



In the **Select Target Language** step, the user is prompted to select the language they would like to translate their content into. Click the language or languages that are applicable and click the **Next** button. At least one language must be selected to proceed. It is also possible to click the **Finish** button, which will begin the export process immediately, provided there are no errors.

Step 5 - Feedback



The **Feedback** step's primary function is to provide the user with reporting about the objects slated to export so the user can know what precisely will translate before starting the export. On this screen the user will view all of the objects that will be included in the translation export. The breakdown of this data is captured in two tables.

The first table is the summary of what will be included in the export. This is the data it presents:

- **Object Type** - The different kinds of object types that will be included in this extraction. In this example, there is one object type: **ItemFamily**.
- **Total Count** - The total count of each object type that will be included in the extraction. In this case, there is one instance of the **ItemFamily** object type included in the extraction.
- **Extracted Count** - The number of each object type that will be included in the translation export.

The second table is a list of all of the objects that will be part of the extraction.

- **ID** - The STEP ID of the object being translated.
- **Name** - the STEP name given to the object being translated.
- **Reason** - The listed reason why it is being included or excluded from the extraction. A green checkmark (✔) indicates that it will be exported. A red X (✘) indicates that it will not be exported. Below are some of the reasons a green checkmark or a red X is displayed:
    - ✘ Up to Date: objects will not be exported.
    - ✔ Not Translated: objects will be exported for translation.

- ✘ Not Approved: objects will not be exported (not applicable if the 'Completely Approved Source' requirement is unchecked in the **Object Selection** screen).
- ✘ Not in Approved workspace: objects will not be exported because they are only in the Main workspace and not the Approved workspace (Regardless of whether the 'Completely Approved Source' requirement is checked, translation only pulls content from the Approved workspace. If the object has no data, then the object will not be included in the export).
- ✔ Re-translation Needed: objects will be exported for translation.
- ✘ In Progress: objects will not be exported because they are already being translated.
- ✘ Invisible in Target: objects are not visible in target language and will not be extracted for translation.
- ✘ No translation to source: objects will not be exported because the source>target translation being requested is invalid. For instance, let us say a translation relation exists for an object from English to French with English set as the Master language. The user then requests a translation be started from French to English. Because English is set as the master language for the object being translated, this object cannot be included in a French to English translation, and the 'No translation to source' status will display for that object.
- ✘ No translatable content: objects will not be exported as there are no values that are language dependent.

The second table in the Feedback screen will display up to 1,000 items. If there are more than 1,000 items, a row of text will appear in the second table that reads, 'More than 1,000 objects, only first 1,000 is shown...'. To view all the objects, click the **Report** button in the upper right corner of the Feedback screen. The objects will then be exported into a single-column CSV file for review.

For each object listed in the CSV file, there is a **+** sign (will be included in the export) or a **-** sign (will not be included), followed by the reason for why it is or is not included in the export.

This is an example from the CSV file of an object that will not be extracted for translation. Note the minus sign:

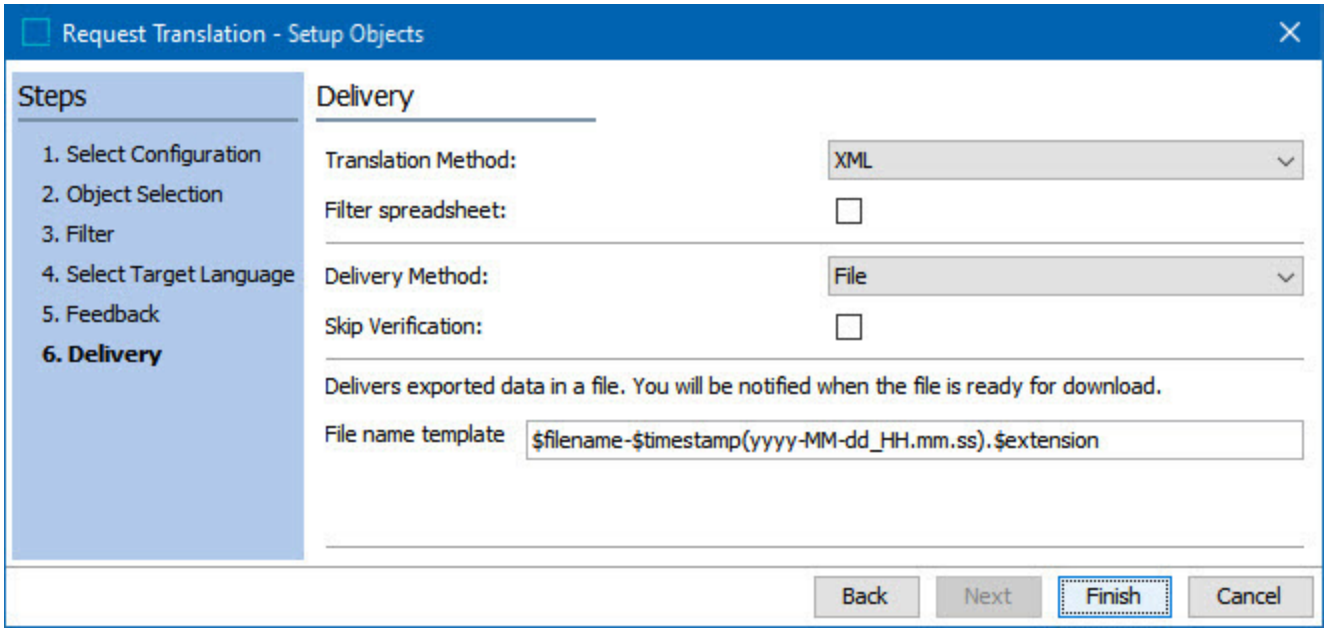
Translation Details
ProductObject TypeIncludedReasonReferenced
88723-12 (100914)ItemFamily-In Progress-

This is an example from the CSV file of an object that will be extracted for translation. Note the plus sign:

Mens T PBG w Class (179925)Item-Not Approved-
Mens T PGW (MT18403)Item-Not Approved-
Cotton T-Shirts (18209)ItemFamily+Not Translated-
18216 L O (181951)Item-In Progress-
Mens T PGS (MT18402)Item-Not Approved-

If the user already knows they want the translation data exported as an XML file, they may click **Finish**. However, if the user wants an Excel file, or the XML file delivered in a format other than the default (file), they must click the **Next** button to manually configure the delivery aspects of their export.

Step 6 - Delivery



In the Delivery step, the user specifies whether their content should be exported into an XML or Excel file, and the method in which that file should be delivered.

Translation Method - From the dropdown, select either **XML** or the relevant **Excel** version.

Filter spreadsheet - If either of the Excel versions have been selected from the Translation Method dropdown, the user may select **Filter spreadsheet**. This ensures that only the attribute values that require translation are included in the export (those objects that received the ✔ in the Feedback screen). Objects that do not require translation (those that received the ✘ in the Feedback screen) are excluded when this option is selected.

Delivery Method - Choose one of options that determine by what method the user will receive the exported translation file. Dependent on how a user's specific STEP system has been configured, some of these options may not be available.

The available export options depend on your system setup. The commonly used delivery methods are shown below (and further defined in the **Export Manager - Select Delivery Method** topic in the **Data Exchange**:

- **Deploy**: Delivers a file to a specified directory.
- **Email**: Delivers a file as an email attachment. The user must specify the email address of the recipient, a subject, and the body text.
- **File**: Delivers a file in the background process. The user is notified when the file is ready for download.
- **FTP**: Delivers a file using file transfer protocol (FTP). The user must specify the host name, user name, password, and the file name used to deliver the file.
- **Server Side Delivery**: Exports the file into a folder located on the Application Server of the STEP system. The file is only delivered if the specified path has read / write access on the server.

- **SFTP**: Delivers a file using the Secure File Transfer Protocol (SFTP). The user must specify the host name, user name, password, and file name.
- **WebSphere Commerce Import**: Depends on a user's system setup.

Check the box for **Skip Verification** if you are certain that all of the objects listed in the **Feedback** screen are correct to export. Checking this box prevents suspension of the export process until a user visits the export's background process and confirms the export may proceed.

File name template - The name the translation file will be saved as; by default, the filename as formatted as '$filename-$timestamp(yyyy-MM-dd_HH.mm.ss).$extension'.

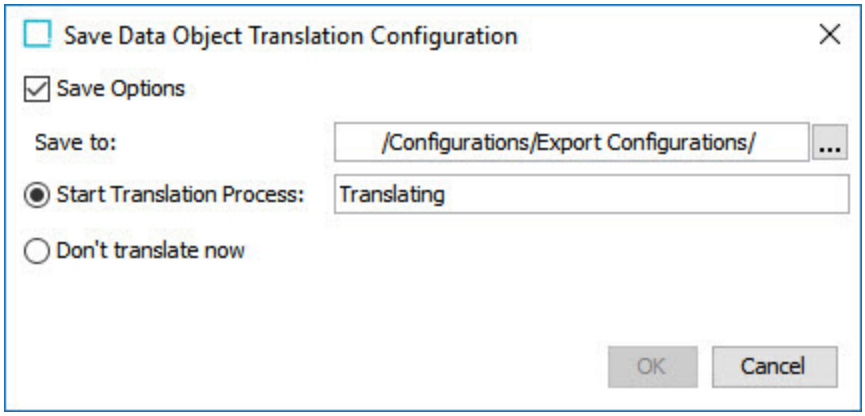
- **$timestamp**: This variable is replaced with the time in year-day-month-hour-minutes-seconds-milliseconds, excluding the dashes. For example, 20161511094709625 is used for an export on 15 NOV 2016 at 9:47:09:625 AM.

  Adding a definition for the arrangement of the date / time elements provides a way to generate a more readable date. Static characters can be included to separate the timestamp elements and individual elements can be ordered as required, as shown below.

- **$timestamp(ddMMyyyy)**: The timestamp is modified to display day-month-year (excluding dashes) and is output as '15112016' for 15 NOV 2016.
- **$timestamp(yyyy-MM-dd_HH.mm.ss)**: The timestamp is modified to display year-month-day_ hour.minutes.seconds (including the dashes, underscore, and periods) and is output as '2016-11-15_ 09.32.43' for 2016 NOV 15 at 9:32.43 AM.

Saving the data object translation configuration

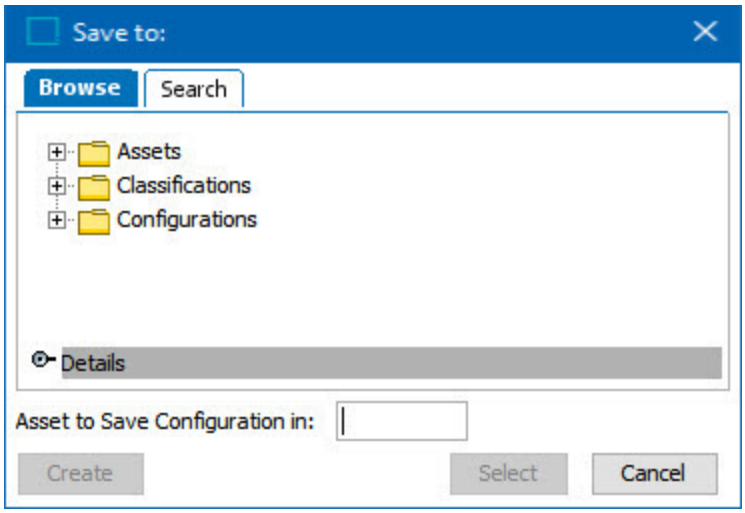
Once the **Request Translation - Data Objects** wizard is complete, clicking **Finish** opens the **Save Data Object Translation Configuration** dialog.



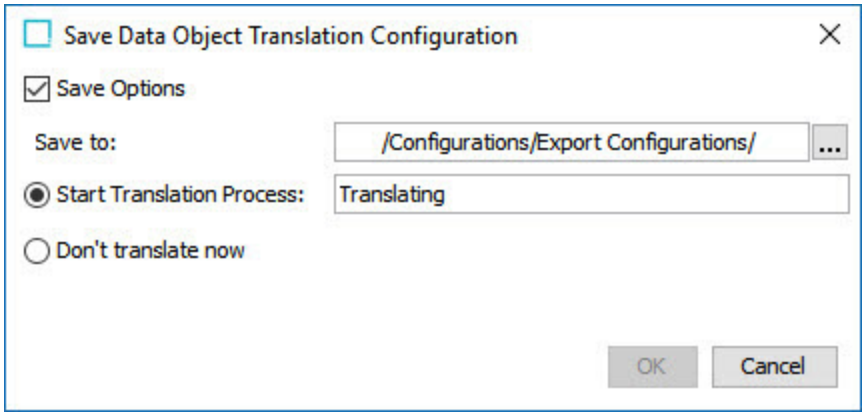
- **Save Option:** Checking the **Save Option** checkbox allows the translation configuration to be saved.

> **Note:** The **Save Option** checkbox must be checked to use the **Save to:** option.

- **Save to:** Clicking the ellipsis button (...) opens the **Save to:** dialog.



The translation configuration can be saved to an existing asset (saving to an existing asset will overwrite the data on the selected asset) or can be saved to a new asset by clicking the **Create** button and providing a name for the new asset within the **Asset to Save Configuration in:** text field and clicking **Select**.

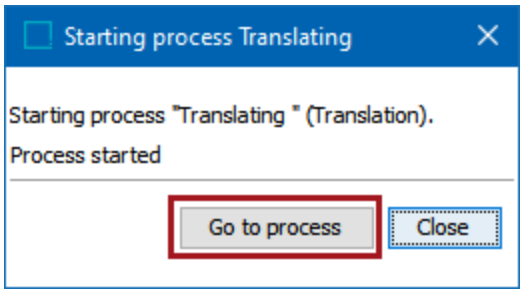


- **Start Translation Process:** By default, the **Start Translation Process** text field will be automatically populated with the word 'Translating'; however, this can be edited by the user.
- **Don't Translate Now:** Select **Don't Translate Now** to save the translation for a later time, assuming you selected the **Save Options** checkbox**.** Click **OK** to close without importing.

For information regarding scheduling a saved translation, refer to the **Scheduling a Data Translation** topic.

Reviewing Product Translation Status

When a structured translation export process has been initiated, a few final steps must be taken in that export's background process.



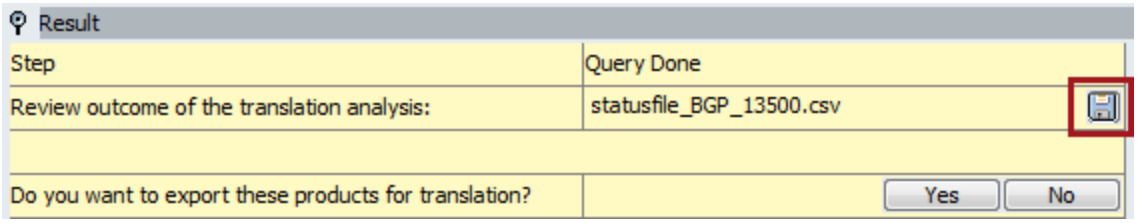
To review product translation status:

Click **Go to process** to go directly to the export's background process.

Note: To access the background process directly at a later date, in the workbench, click the **BG Processes** tab, expand **Translation**, and then expand **Active Processes**. Click on the relevant process and view the **Result** section.

1. The translation produces an Excel file listing all of the objects that are included in the export. These listed objects are the same objects that displayed on the **Feedback** screen. To view the spreadsheet, click the disk icon and follow the prompts.

   Note: If more than one target language is selected, a background process will be created for each target language, each process creating its own file.



2. A prompt below the report file asks, "Do you want to export these products for translation?" Click **Yes** to proceed with the export. Click **No** to abort the export. If the user has checked the box for **Skip Verification** on the **Delivery** screen, then the export proceeds directly to generating an export file, and there is no question for the user to answer.
3. To export the products for translation, click **Yes**. A zip file is created that contains the data to be translated.

   If you click **No**, the translation export is ended, and the translation status of the selected objects is not changed.
4. Click the **Save** icon to save the zipped translation file.

Structured Translation for Setup Objects

This guidance outlines how to create translation export files for **Setup Objects**, which refer to LOVs (or List of Values), attributes, and units. Users who read this guidance should be able to create an export file for these setup objects, and understand how the content is displayed in the XML export file. For information on translating Data Objects, refer to the **Starting a Structured Translation** documentation.

Before setup objects can be exported for translation, the following criteria must be met:

- Both LOVs and attributes must have a language dimension dependency.
- LOVs must be configured so that the values that comprise them have IDs.

If these criteria are not met, these objects cannot be exported for translation. If these criteria are met, then they can be exported for translation either by using a Manual Excel Translation export or through creation of an XML file using the structures translation method.

For more information regarding dimension dependent attributes, refer to the **Dimension Dependent Attributes** topic in the **System Setup** documentation.

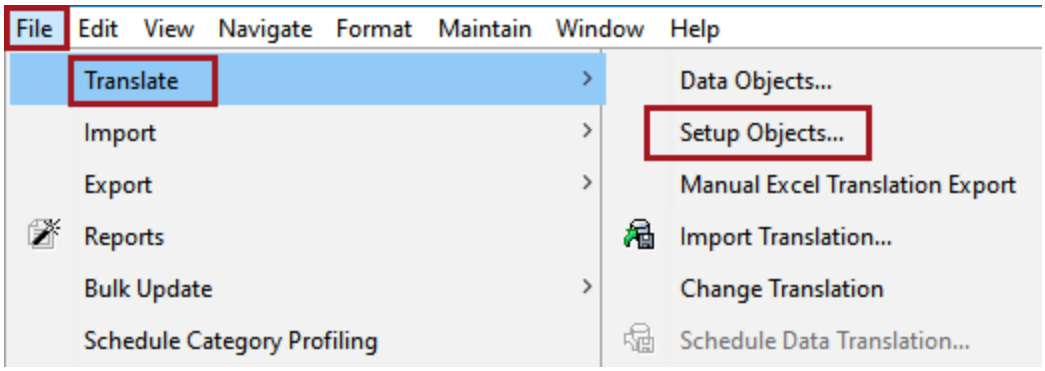
For more information regarding IDs for LOVs, refer to the **Creating an LOV** topic in the **System Setup** documentation.

Generating Translation Export Files for Setup Objects

The process required to initiate translation exports for setup objects is not significantly different from the process for data objects. With that in mind, listed below are the differences to consider when initiating translations for setup objects that make the process different from that of data objects.

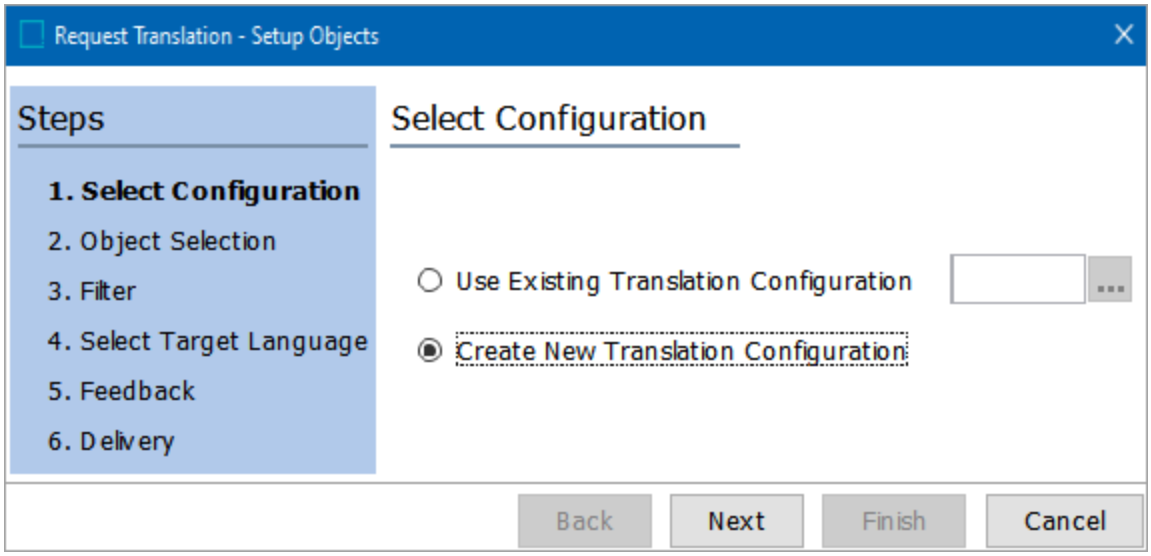
Exporting to XML

1. Ensure that the context is set on the correct source language context.
2. From the **File** menu, click **Translate**, and then select **Setup Objects.**



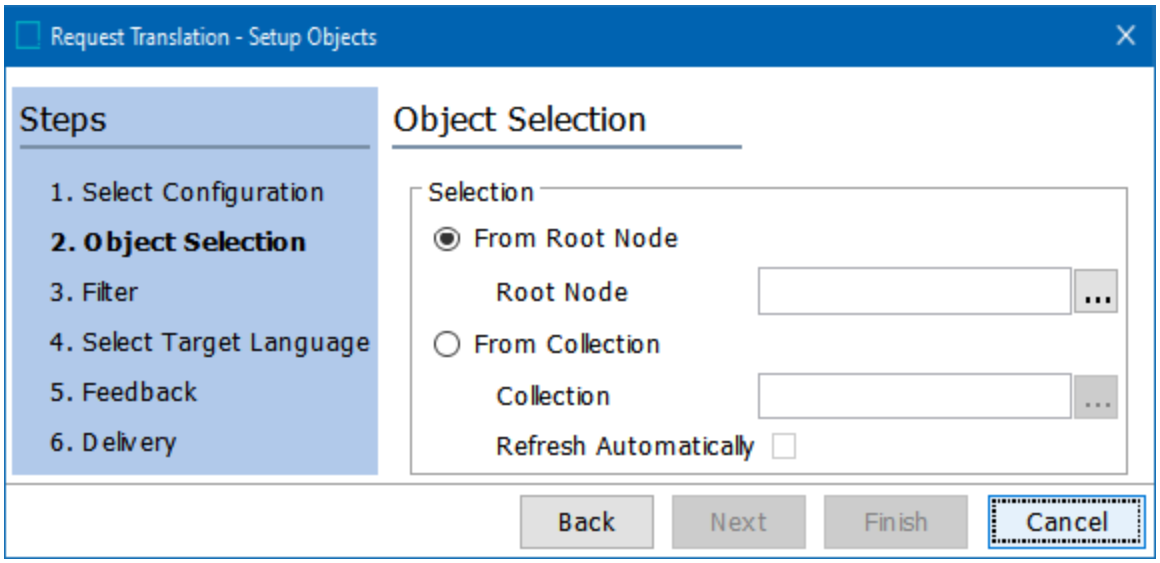
The **Request Translation - Setup Objects** wizard guides the user through the six steps that enable the user to adapt the translation export to their specific requirements.

Step 1 - Select Configuration



The first step in the **Request Translation - Setup Objects** wizard is **Select Configuration**. With the appropriate radio button selected, the user can select an existing translation configuration by clicking the ellipsis button (...) and selecting the desired configuration, or create a new translation configuration.

Step 2 - Object Selection

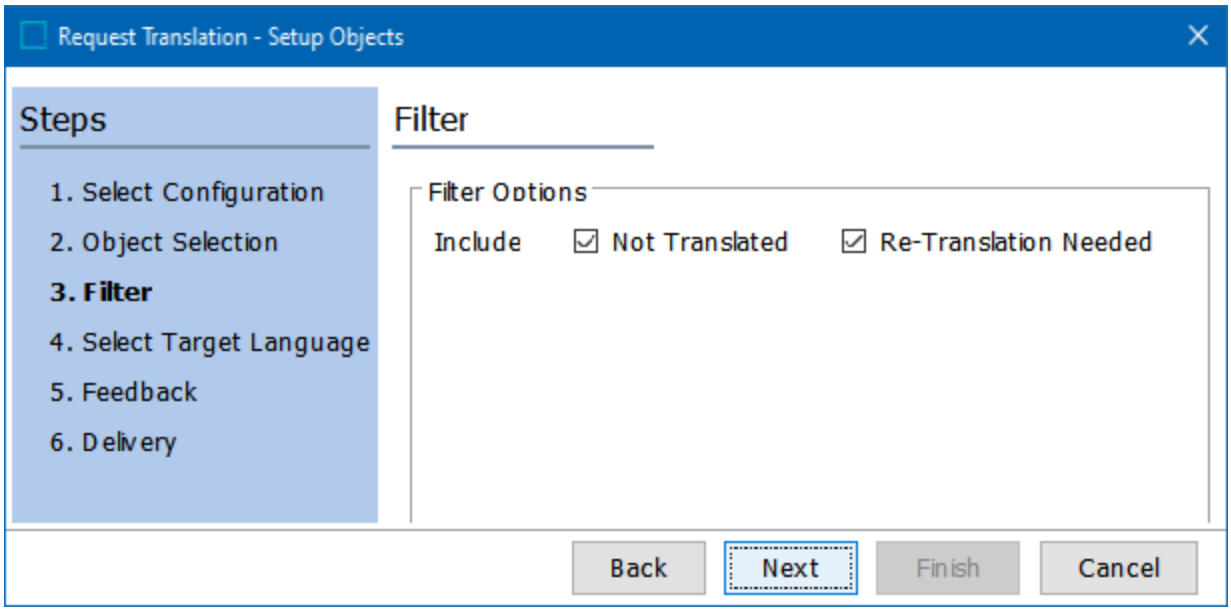


The second step in the **Request Translation - Setup Objects** wizard is **Object Selection**. In this step, the user selects which objects should be included in the translation export, and from where in STEP the objects should be pulled.

There are two ways to select objects.

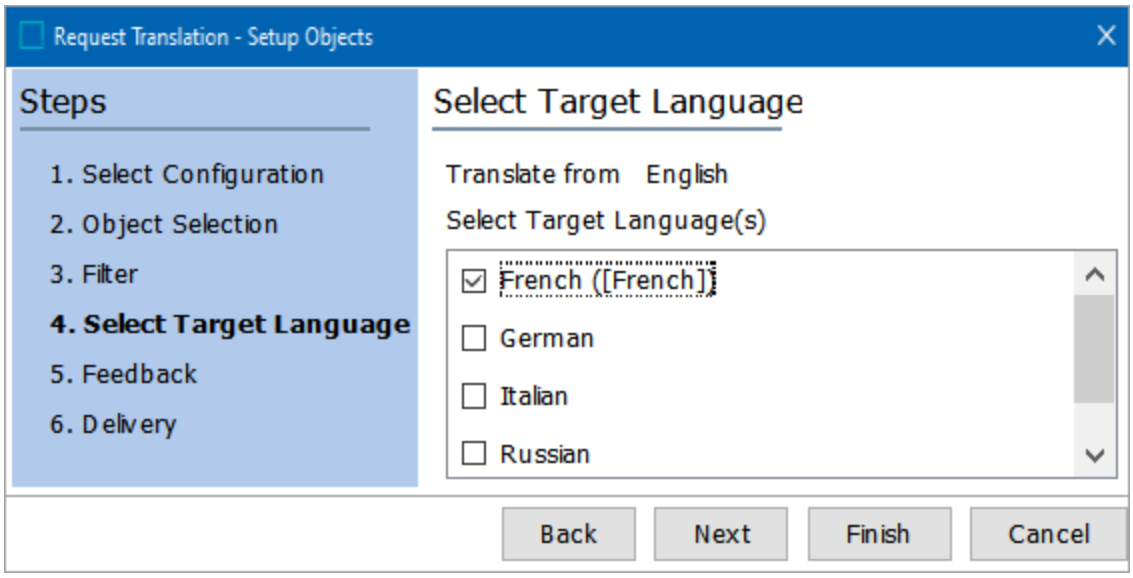
- **From Root Node:** For importing objects directly from the Tree. If the user has started the **Request Translation - Setup Objects** wizard while standing on an object in the Tree, that object will pre-populate the **Root Node** field. If the user wishes to change the selection, clicking the ... button will bring up a screen allowing the user to either Browse the Tree for the object, or Search for the object by typing the sought-for object directly into the search field.
- **From Collection:** For importing a manually selected grouping of various object types (which can, potentially, be from multiple super types) grouped in a collection. In the **Collection** field, click the ... button and either browse or search for the collection to be translated. If the collection is based on a search and you want to ensure that new or amended values in the collection are captured prior to exporting for translation, click the box beside **Refresh Automatically**.

Step 3 - Filter



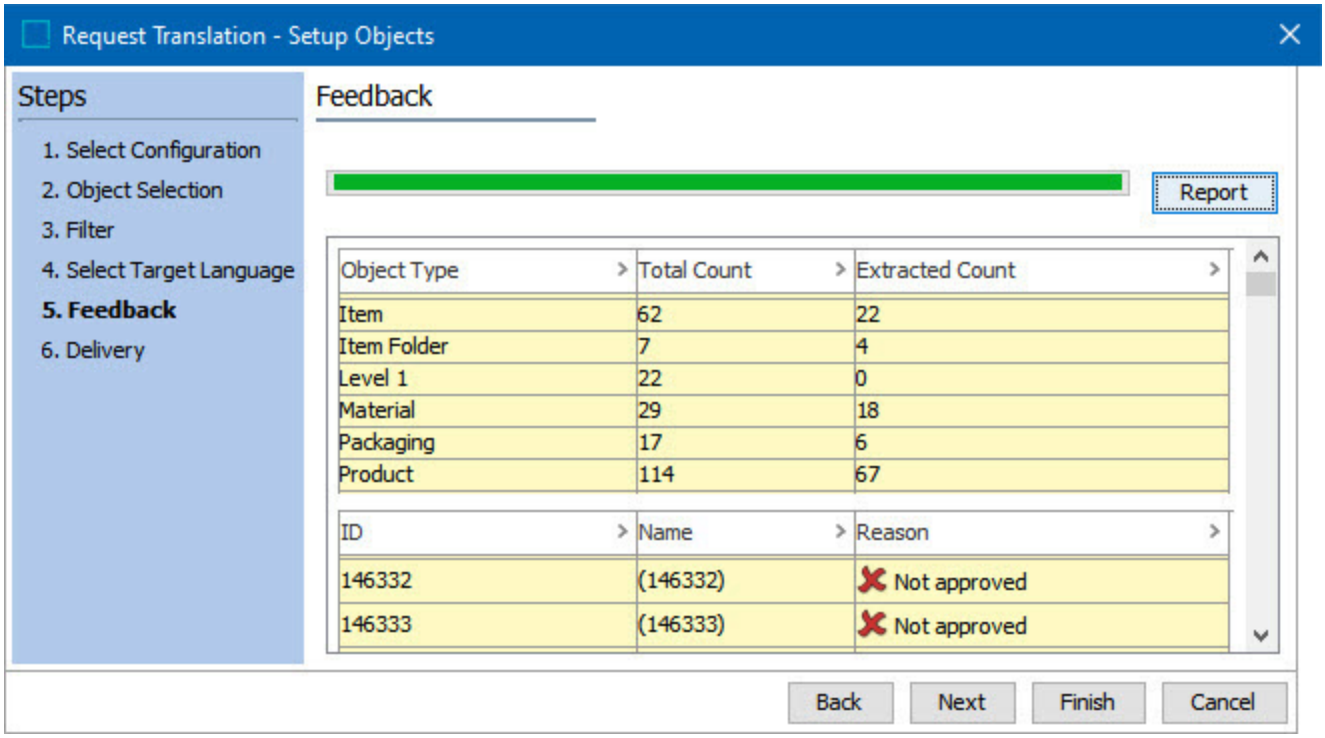
The third step in the **Request Translation - Setup Objects** wizard is **Filter**. In this step, the user may elect to include or exclude values that are **Not Translated** or values that have been amended and are thus designated as **Re-Translation Needed**. Click the boxes next to each to include them in the filter. One or both must be checked to proceed. Otherwise, the **Next** button will be inactive.

Step 4 - Select Target Language



In the **Select Target Language** step, the user is prompted to select the language they would like to translate their content into. Click the language or languages that are applicable and click the **Next** button. At least one language must be selected to proceed. It is also possible to click the **Finish** button, which will begin the export process immediately, provided there are no errors.

Step 5 - Feedback



The **Feedback** step's primary function is to provide the user with reporting about the objects slated to export so the user can know what precisely will translate before starting the export. On this screen the user will view all of the objects that will be included in the translation export. The breakdown of this data is captured in two tables.

The first table is the summary of what will be included in the export. This is the data it presents:

- **Object Type** - The different kinds of object types that will be included in this extraction. In this example, there is one object type: **ItemFamily**.
- **Total Count** - The total count of each object type that will be included in the extraction. In this case, there is one instance of the **ItemFamily** object type included in the extraction.
- **Extracted Count** - The number of each object type that will be included in the translation export.

The second table is a list of all of the objects that will be part of the extraction.

- **ID** - The STEP ID of the object being translated.
- **Name** - the STEP name given to the object being translated.
- **Reason** - The listed reason why it is being included or excluded from the extraction. A green checkmark (✔) indicates that it will be exported. A red X (✘) indicates that it will not be exported. Below are some of the reasons a green checkmark will appear or a red X might appear:
    - ✘ Up to Date: objects will not be exported.
    - ✔ Not Translated: objects will be exported for translation.

- ✘ Not Approved: objects will not be exported (not applicable if the 'Completely Approved Source' requirement is unchecked in the **Object Selection** screen).
- ✘ Not in Approved workspace: objects will not be exported because they are only in the Main workspace and not the Approved workspace (Regardless of whether the 'Completely Approved Source' requirement is checked, translation only pulls content from the Approved workspace. If the object has no data, then the object will not be included in the export).
- ✔ Re-translation Needed: objects will be exported for translation.
- ✘ In Progress: objects will not be exported because they are already being translated
- ✘ Invisible in Target: objects are not visible in target language and will not be extracted for translation.
- ✘ No translation to source: objects will not be exported because the source>target translation being requested is invalid. For instance, let us say a translation relation exists for an object from English to French with English set as the Master language. The user then requests a translation be started from French to English. Because English is set as the master language for the object being translated, this object cannot be included in a French to English translation, and the 'No translation to source' status will display for that object.
- ✘ No translatable content: objects will not be exported as there are no values that are language dependent.

The second table in the Feedback screen will display up to 1,000 items. If there are more than 1,000 items, a row of text will appear in the second table that reads, 'More than 1,000 objects, only first 1,000 is shown...'. To view all the objects, click the **Report** button in the upper right corner of the Feedback screen. The objects will then be exported into a single-column CSV file for review.

For each object listed in the CSV file, there is a **+** sign (will be included in the export) or a **-** sign (will not be included), followed by the reason for why it is or is not included in the export.

This is an example from the CSV file of an object that will not be extracted for translation. Note the minus sign:

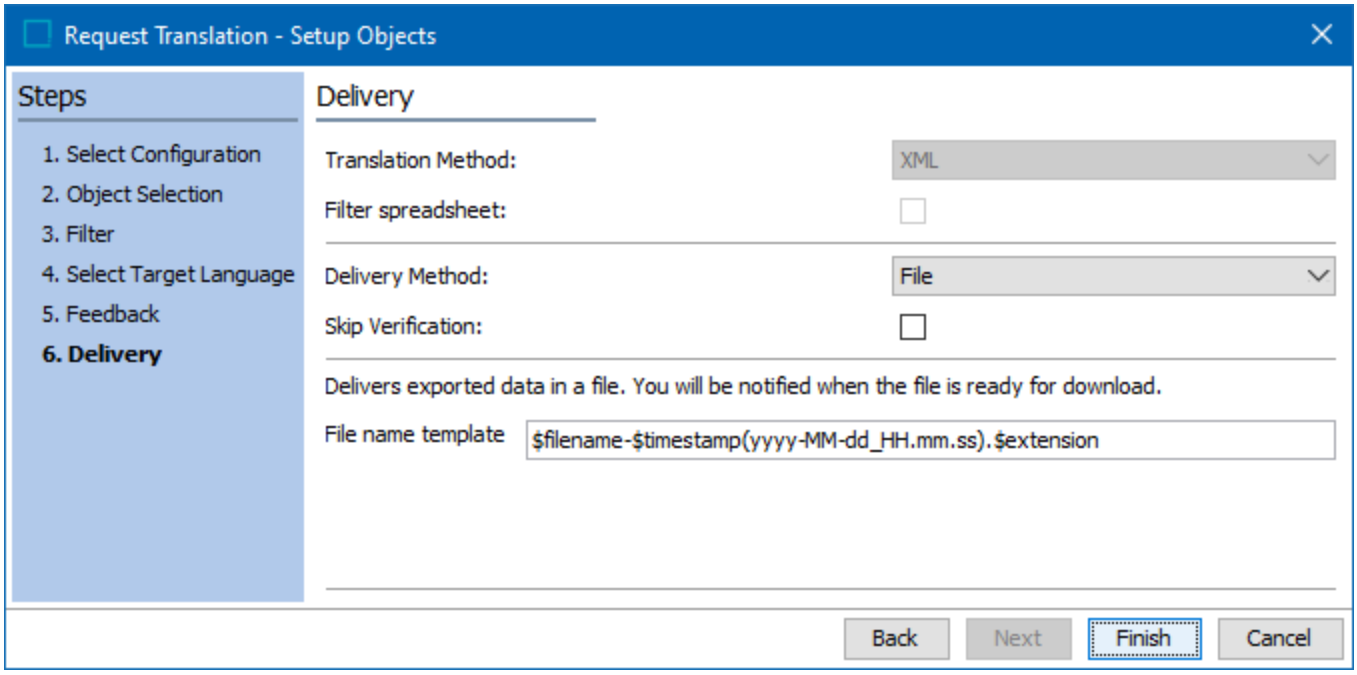
Translation Details
ProductObject TypeIncludedReasonReferenced
88723-12 (100914)ItemFamily-In Progress-

This is an example from the CSV file of an object that will be extracted for translation. Note the plus sign:

Mens T PBG w Class (179925)Item-Not Approved-
Mens T PGW (MT18403)Item-Not Approved-
Cotton T-Shirts (18209)ItemFamily+Not Translated-
18216 L O (181951)Item-In Progress-
Mens T PGS (MT18402)Item-Not Approved-

If the user already knows they want the translation data exported as an XML file, they may click **Finish**. However, if the user wants an Excel file, or the XML file delivered in a format other than the default (file), they must click the **Next** button to manually configure the delivery aspects of their export.

Step 6 - Delivery



In the Delivery step, the user specifies the method by which the XML file should be delivered to the user.

Note: Setup objects cannot be exported to an Excel using the structured translation process. The Manual Excel Translation Export is the only method available to bring these objects into an Excel file.

Translation Method - Not applicable. Because setup objects can only be exported into an XML file when using the structured translation feature, this dropdown is grayed out and uneditable.

Filter spreadsheet - Not applicable. Because Excel is not a selectable option, this field is uneditable.

Delivery Method - Choose one of options that determine by what method the user will receive the exported translation file. Dependent on how a user's specific STEP system has been configured, some of these options may not be available.

The available export options depend on your system setup. The commonly used delivery methods are shown below (and further defined in the **Export Manager - Select Delivery Method** topic in the **Data Exchange**:

- **Deploy**: Delivers a file to a specified directory.
- **Email**: Delivers a file as an email attachment. The user must specify the email address of the recipient, a subject, and the body text.
- **File**: Delivers a file in the background process. The user is notified when the file is ready for download.
- **FTP**: Delivers a file using file transfer protocol (FTP). The user must specify the host name, user name, password, and the file name used to deliver the file.

- **Server Side Delivery**: Exports the file into a folder located on the Application Server of the STEP system. The file is only delivered if the specified path has read / write access on the server.
- **SFTP**: Delivers a file using the Secure File Transfer Protocol (SFTP). The user must specify the host name, user name, password, and file name.
- **WebSphere Commerce Import**: Depends on a user's system setup

Check the box for **Skip Verification** if you are certain that all of the objects listed in the **Feedback** screen are correct to export. Checking this box prevents suspension of the export process until a user visits the export's background process and confirms the export may proceed.

File name template - The name the translation file will be saved as; by default, the filename as formatted as '$filename-$timestamp(yyyy-MM-dd_HH.mm.ss).$extension'.

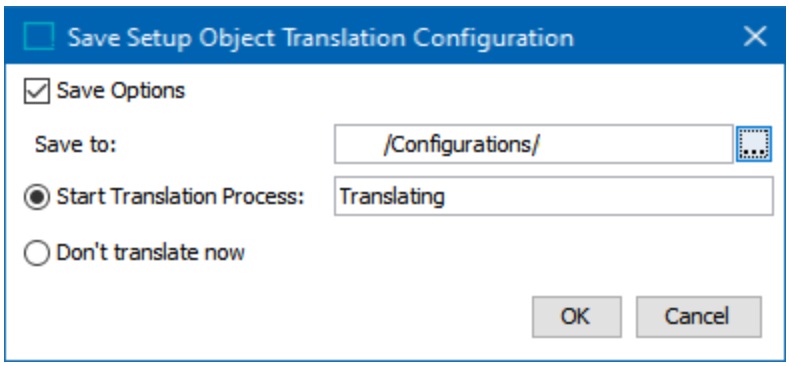
- **$timestamp**: This variable is replaced with the time in year-day-month-hour-minutes-seconds-milliseconds, excluding the dashes. For example, 20161511094709625 is used for an export on 15 NOV 2016 at 9:47:09:625 AM.

  Adding a definition for the arrangement of the date / time elements provides a way to generate a more readable date. Static characters can be included to separate the timestamp elements and individual elements can be ordered as required, as shown below.

  - **$timestamp(ddMMyyyy)**: The timestamp is modified to display day-month-year (excluding dashes) and is output as '15112016' for 15 NOV 2016.
  - **$timestamp(yyyy-MM-dd_HH.mm.ss)**: The timestamp is modified to display year-month-day_ hour.minutes.seconds (including the dashes, underscore, and periods) and is output as '2016-11-15_ 09.32.43' for 2016 NOV 15 at 9:32.43 AM.

Saving the setup object translation configuration

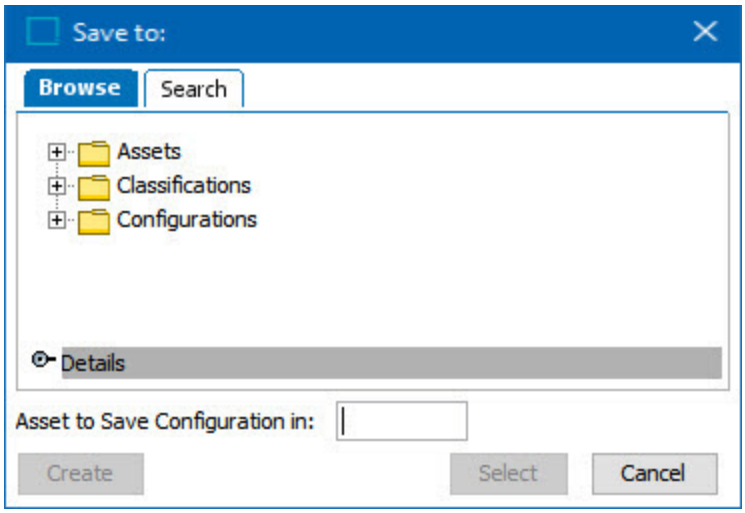
Once the **Request Translation** Wizard is complete, clicking **Finish** opens the **Save Data Object Translation Configuration** dialog.



- **Save Option:** Checking the **Save Options** checkbox allows the translation configuration to be saved.

  Note: The **Save Options** checkbox must be checked to use the **Save to:** option.

- **Save to:** Clicking the ellipsis button (...) opens the **Save to:** dialog.



The translation configuration can be saved to an existing asset (saving to an existing asset will overwrite the data on the selected asset) or can be saved to a new asset by providing a name for the new asset within the **Asset to Save Configuration in:** text field and clicking the **Create** button.

- **Start Translation Process:** By default, the **Start Translation Process** text field will be automatically populated with the word 'Translating'; however, this can be edited by the user.
- **Don't Translate Now:** Select **Don't Translate Now** to save the translation for a later time, assuming you selected the **Save Options** checkbox**.** Click **OK** to close without importing.

For information regarding scheduling a saved translation, refer to the **Scheduling a Data Translation** topic.

XML Export of Setup Data

LOV

Displayed below is an example of a LOV and its three component values exported for translation. In this case, the LOV name is Colors, the target language is German, and the values (highlighted in yellow) are **Yellow**, **Green**, and **Red**. In this instance, these values are to be translated into German.

```
<STEP-ProductInformationTranslation ExportTime="2013-03-27 10:06:21"
ExportContext="EN All All" ContextID="EN All All"

WorkspaceID="Main" wfmProcessTemplateName="Translation"

wfmProcessID="BGP_768298" translationTarget="German"
PendingFileName="translation.xml">

<ListsOfValues>

        <ListOfValue ID="Colors" UseValueID="true" AllowUserValueAddition="false"
ParentID="List Of Values group root">
```

```
            <Name>Colors</Name>

            <Validation InputMask="" MaxLength="100" MaxValue="" MinValue=""
BaseType="text"/>

            <DimensionLink DimensionID="Language"/>

            <Value ID="634592"
QualifierID="en"><TranslatableText>Yellow</TranslatableText></Value>

            <Value ID="634593"
QualifierID="en"><TranslatableText>Green</TranslatableText></Value>

            <Value ID="634594"
QualifierID="en"><TranslatableText>Red</TranslatableText></Value>

        </ListOfValue>

</ListsOfValues>

</STEP-ProductInformation>
```

Next, a translation vendor would receive this data, translate the data, and then send the updated XML file with the translated values back to the user. Subject to how the workflow has been configured between the user and the translation vendor, the updated XML file is then imported back into STEP, and the translation of the setup data is complete.

Attribute Name

Displayed below is an example of an attribute name and an attribute metadata value exported for translation (the text to be translated is highlighted in yellow). In this case, the attribute name is **Color Attribute**, and the metadata attribute is **Description**, for which the value is 'This color attribute is supposed to be used for cars.'

```
<STEP-ProductInformationTranslation ExportTime="2013-03-27 10:06:21"
ExportContext="EN All All" ContextID="EN All All"

WorkspaceID="Main" wfmProcessTemplateName="Translation"

wfmProcessID="BGP_768299" translationTarget="German"
PendingFileName="translation.xml">

<AttributeList>

        <Attribute ID="Color" MultiValued="false" ProductMode="Property"
FullTextIndexed="false" ExternallyMaintained="true"

Derived="false" HierarchicalFiltering="false" Selected="true" Referenced="true">

        <Name><TranslatableText>Color Attribute</TranslatableText></Name>

        <ListOfValueLink ListOfValueID="Colors1"/>
```

```
        <DimensionLink DimensionID="Language"/>
        <MetaData>
                <Value AttributeID="Description"><TranslatableText>This color attribute is
                supposed to be used for cars</TranslatableText></Value>
        </MetaData>
        <AttributeGroupLink AttributeGroupID="AAKA1"/>
        <UserTypeLink UserTypeID="Product"/>
        <UserTypeLink UserTypeID="LATS_TEST_OT"/>
        </Attribute>
</AttributeList>
</STEP-ProductInformation>
```

As with the LOV example, a translation vendor would receive this attribute name data, translate it, and then send the updated XML file with the translated values back to user. Subject to how the workflow has been configured between the user and the translation vendor, the updated XML file would then be imported back into STEP. The translation of the setup data is then complete.

Starting a Manual Excel Translation Export

This guide covers how to generate a Manual Excel Translation Export, which is the translation export method best used when users need to send a very limited amount of content to a vendor for translation, or when exporting Setup Objects into an Excel file when XML is not a suitable option.

In most cases, creating an Excel translation file through the structured translation process (File > Translate > Data Objects) is the correct method when an Excel translation export file is required. The **Manual Excel Translation Export** method is best used in a limited number of use cases.

Manual Excel Translation Export is a translation method best suited for instances when:

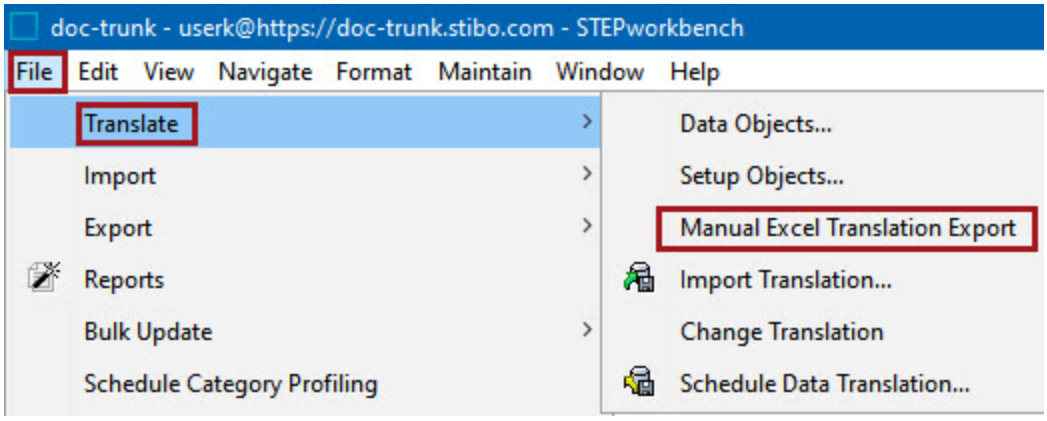
- there is an extremely limited amount of content to translate
- the translator does not have access to either STEP or a third-party translation tool
- the objects to be translated are setup objects (attribute names, LOVs, and units)

Note: For index words, attribute groups, LOV groups, and unit groups, users creating Excel files using the Manual Excel Translation Export will need to select, one-by-one, all objects to be included in the export file because selecting the Recursive option will not bring in all child objects for these objects.

Often, the Manual Excel Translation Export process is used in coordination with the translation vendor to correct an error or process a late addition. Because this translation method represents the most straightforward way to export a limited number of objects into a single target language, it is considered a good route to efficiently handle small issues that arise following shipment of a larger translation file.

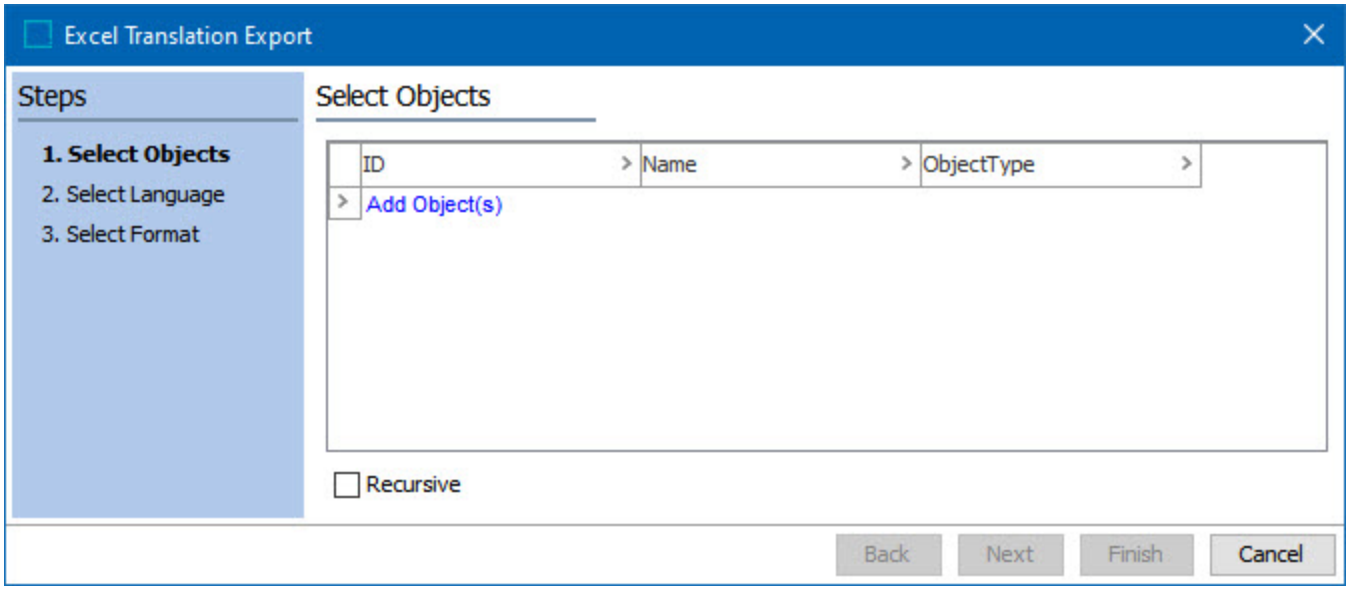
To Export an Excel File Manually for Translation

To create a Manual Excel Translation Export, open the **File** menu, point to **Translate**, and then click **Manual Excel Translation Export**.



The Excel Translation Export wizard displays.

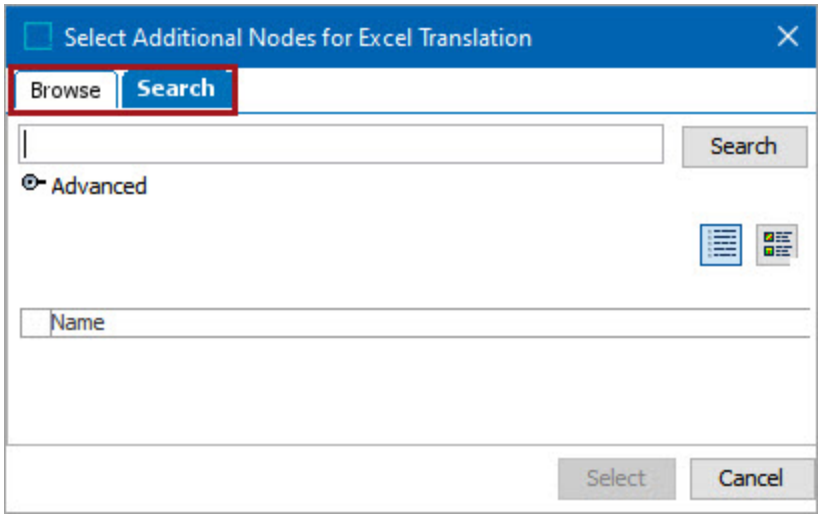
Step 1 - Select Objects



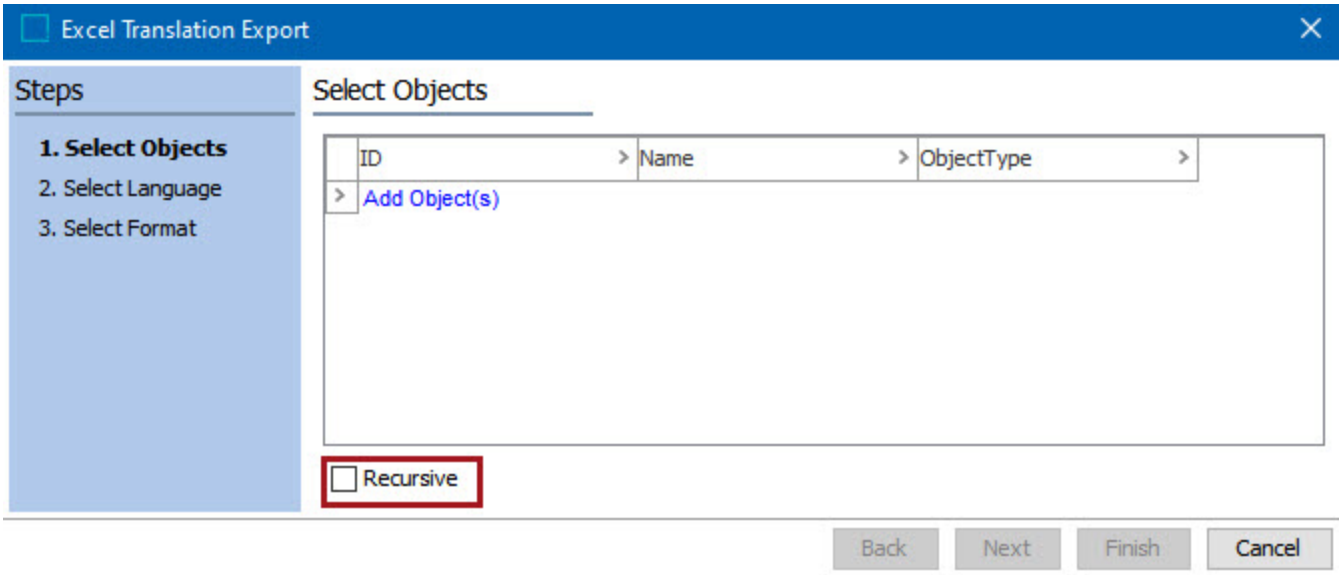
In the **Select Objects** step, the user may select which objects should be included in the Excel translation file being generated.

If an object has already been selected when initiating the Excel Translation Export, that object will appear pre-populated as one of the objects in this list. If the object is included in error, be sure to remove it by right-clicking the object and then selecting **Remove Object** from the list of options that appear.

1. Click the blue-shaded **Add Object(s)** text and then, in the Select Additional Nodes for Excel Translation window that displays, use either the **Browse** or **Search** functions to locate and select the objects you want to translate.

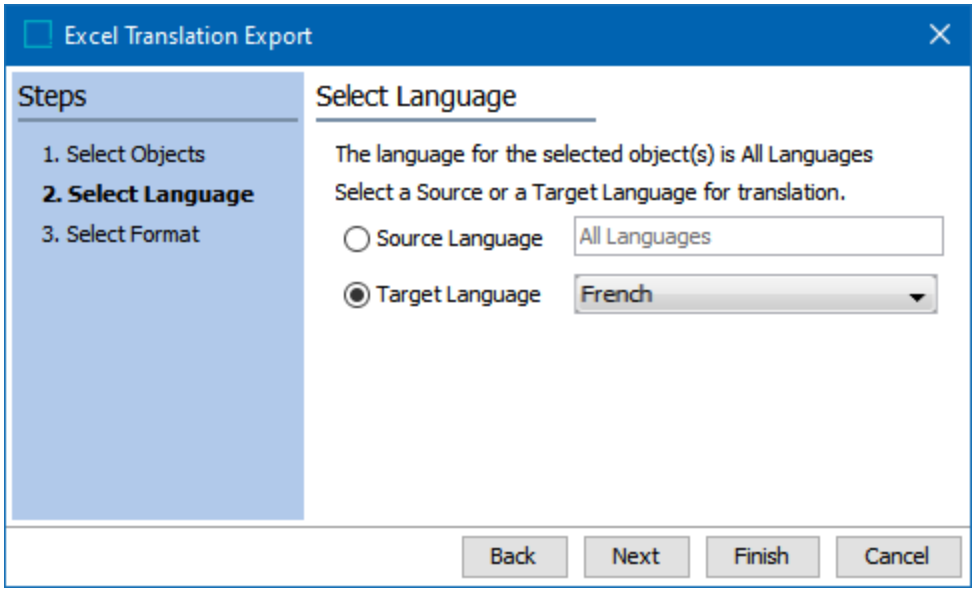


2. Additionally, be sure to add a check to the checkbox beside **Recursive** if all objects that are 'children' to the selected 'parent' object should also be included in the Excel translation export.



Step 2 - Select Language

The Manual Excel Translation Export allows for one language to be targeted for each export file produced. The Select Language step allows the user to choose either a source language or a target language as the language they export the Excel to translate into.

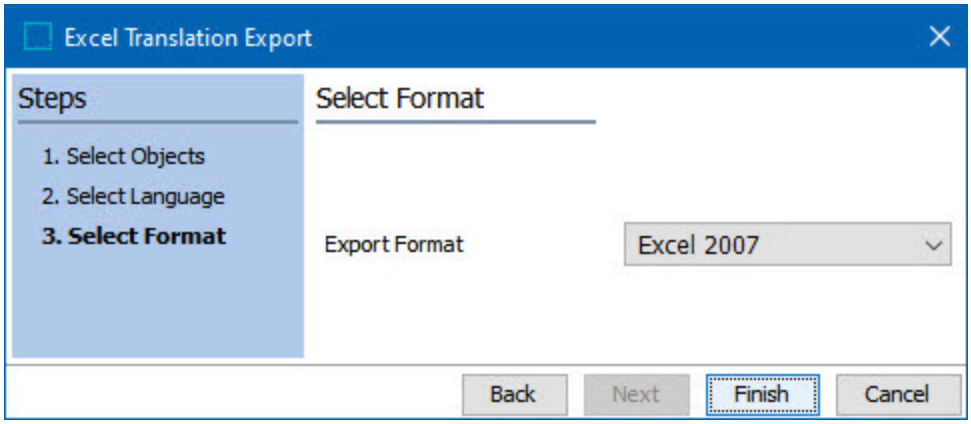


The first line of text in this window ('The language for the...') informs the user what the source language for the selected object is. This is determined entirely by what context STEP is set to at that moment. In most cases, the source language will be correctly set based on the context, and only the target language will need to be chosen.

However, if the user decides to select **Source Language** and then select a language different from the context language, the language appearing in the **Target Language** field will revert from whatever it's set on to the context-driven source language. As an example, if the context is set to English, but a user changes the source via the **Source Language** field to French, the **Target Language** value will automatically change to English. In effect, it is not possible to set both the source and target to a language that is not set by the context.

Step 3 - Select Format

In the final step in the Manual Excel Translation Export, the user selects which kind of Excel document the data should be exported into.



By default, the **Export Format** selected is Excel 2007.

Then click **Finish**.

A **Save** window will appear prompting the user to select the location where the Excel document should be saved. When you have selected the destination location and clicked Save, the export completes, and the exported Excel document will be available.

The Excel file you exported will look something like this:

	A	B	C
1	This sheet is a Stibo Systems translation excel sheet. Please do not change the structure of the sheet.		
2			
3	Product: Cotton T-Shirts		
4		Source: English	Target: French
5	ID	18209	18209
6	Name	Cotton T-Shirts	Cotton T-Shirts
7	Attribute A, Country Root [text]	value a	value a
8		value b	value b
9		value c	value c
10	Brand Owner [text(100)]	HanesBrands	HanesBrands
11	Secondary Color [text(100)]	Red	Rouge
12	Country of Origin [text(100)]	CHINA	CHINA
13	Family Description [text(2000)]	The Hanes Beefy-T T-Shirt For over 35 years, it has set the standard for T-shirt comfort and quality. Today it's better than ever, offering greater durability and less shrinkage than you'll get with ordinary tees.	
14	ISODate [isodate]	2014-05-04	2014-05-04
15	Lead Time [integer]	2 dy	2 (unece.unit.DAY)
16	Manufacturer Name [text(100)]	HanesBrands	HanesBrands
17	Manufacturer Warranty [text(200)]	6 months on workmanship and materials	
18	Brand Name [text(100)]	Hanes	Hanes
19	Material [text(100)]	Yahoo	
20	Product Name [text(10000)]	abc	Name 1
21	Selling Unit of Measure [text(100)]	EA	EA
22	Selling Unit of Measure Qty [integer]	1	1
23	Provider GLN [text(100)]	1234567891234	1234567891234

The translation work can be done directly in the Excel file and then imported back into STEP.

Important: Special characters like the greater-than and less-than symbols (> and <, respectively), double and single quotes, or the double prime (to denote lengths measured in inches), must be mapped in STEP prior to exporting an Excel file using this method. If this is not done, the file will error on import.

For more information on manually translating content in an Excel file, refer to the Manually Translating XML and Excel Files documentation. For information related to importing translation Excel files, refer to the Importing Translation Excel Files documentation.

Manual Translation

This topic covers the third method of translation content in the system, **manual translation**. This topic covers how a user can translate content in the workbench by adding content directly into the attribute for the target language.

Manual translation is only appropriate when the following criteria have been met:

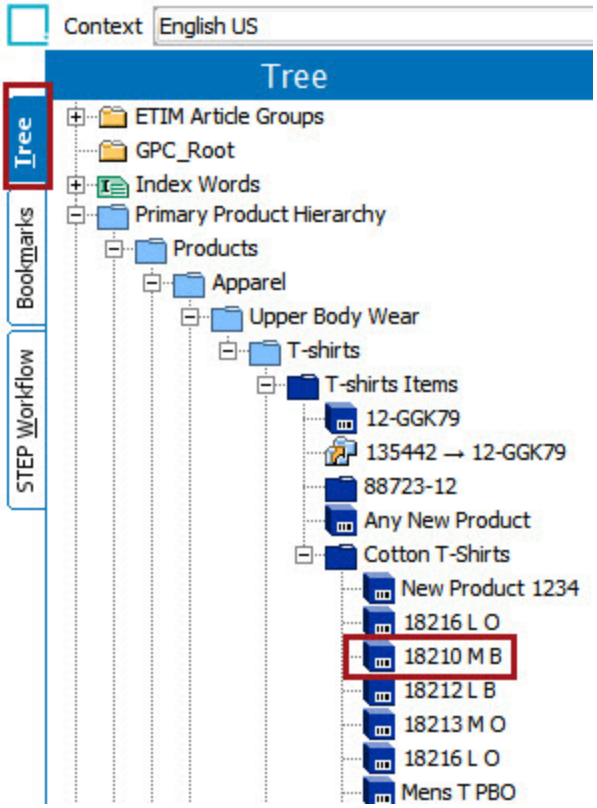
- translators are given direct access to the system
- the amount of content to be translated is not substantial

If either of these criteria are not met, the structured translation process is likely to be a better option.

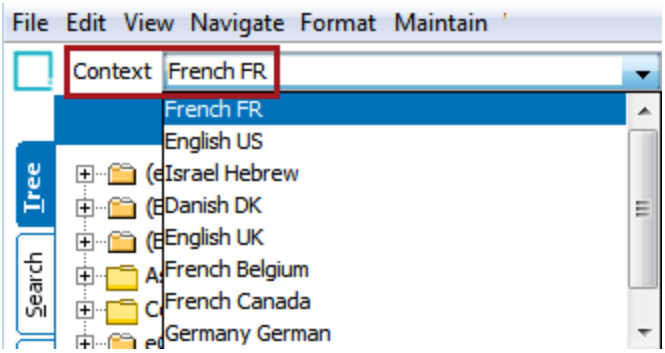
As an example of an instance where manual translation might be a good option, Company Z sells t-shirts. All of their product information is translated and up to date. Marketing sends a directive that a word used in the product description for one t-shirt brand needs to be changed for the US and all other global markets. As this work is very limited in scope, manual translation can be a viable and potentially fast method to approach this challenge. In this example, the user would access the product in question, visit each language for that product, and update the relevant description for each.

Executing a Manual Translation

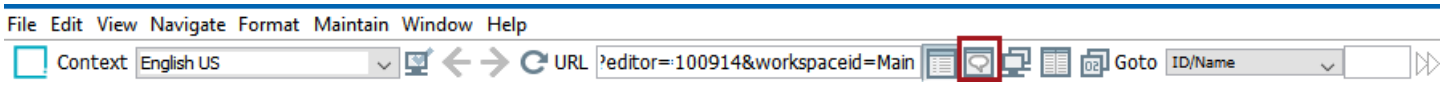
1. Find the object in the Tree. In this example, the product to have attribute values translated is **18210 M B**.



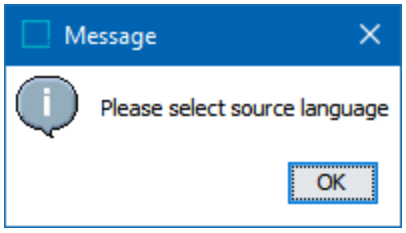
2. Select the target language you would like to view from the **Context** dropdown. If, for instance, the user wants to make a change to the French translation of an attribute, they would select the French FR language from this dropdown.



3. Click on **Translation Mode**. Translation mode displays an object as it exists in two languages, typically the source and the target. Clicking on Translation Mode will display the target language you chose via the Context, and the source language will display, by default, as English.

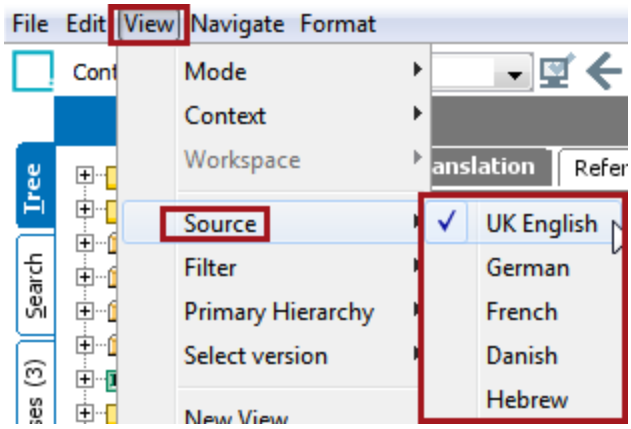


4. When you switch to Translation Mode, you may receive an instruction dialog that reads like this:

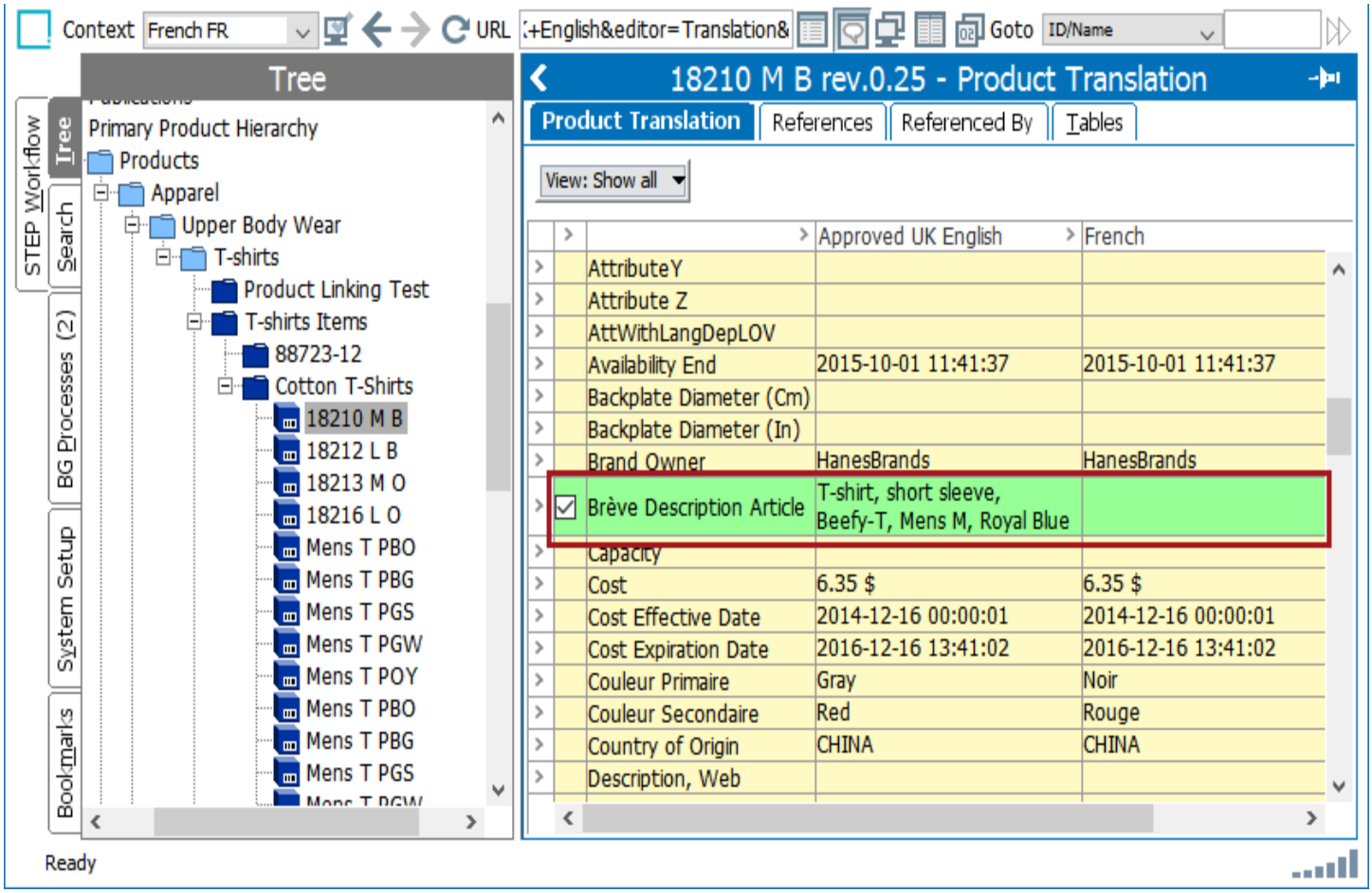


   At this message, follow step four (below), and select the desired source language. Your system will remember this selection and display it as the source language in Translation Mode until it is changed or the system cache is cleared.

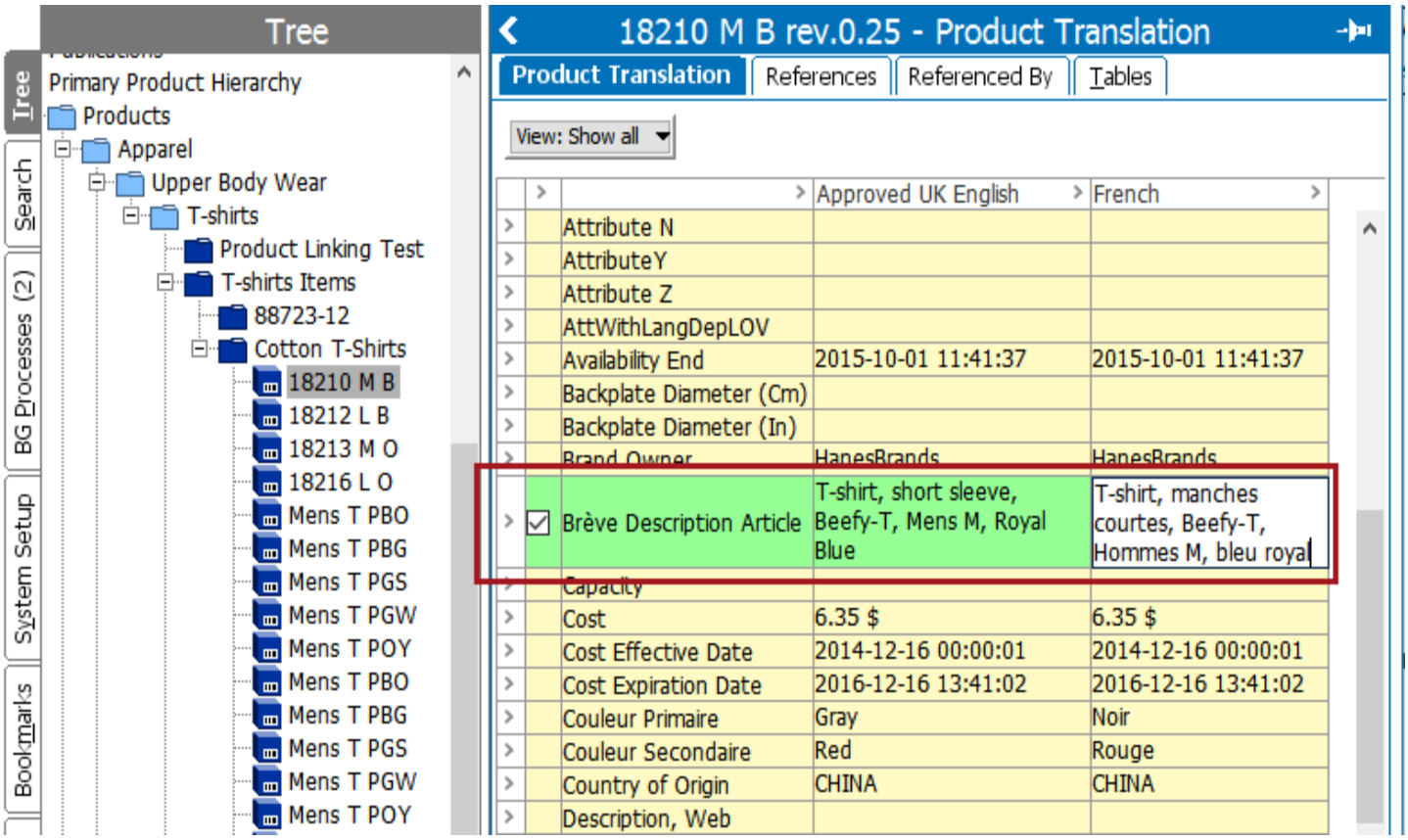
5. To select or change the source language, click **View** in the **File menu**, and then **Source**. In the dropdown that displays, all available languages that have been designated on your system as either a source or a target will be listed. Select the relevant source language from these.



6. In this example, we have French displaying as the target language on the **Product Translation** tab (notice the French FR displaying in the **Context** field), and Approved UK English as the source language. The 'Approved' in 'Approved UK English' references the fact that content to be translated, whether manually or through a structured export, comes from the approved workspace. Attributes that require translation are shaded green. In this screenshot, the Long Description attribute is shaded green and has a value in the Approved UK English column but none in the French column. The green shading is the user's prompt to add a translated value for that attribute. In this example, the attribute needs a French language value.



7. To add a value, the user must click into the value cell for the appropriate attribute under the green-shaded target language column, and then type or paste in the translated value.



In this way, most translatable data can be added for all language dependent attributes in all languages. However, because each language dependent attribute must be amended for each language manually, manual translation is not recommended for any translation except those with a very limited amount of content to translate.

Note: When using manual translation to translate attributes on the System Setup tab, manual translation using the Translation mode view only allows you to translate the attribute names, not any of an attribute's description attributes. However, using Context view, users may manually translate an attribute's description attributes.

Manually Approving Translations

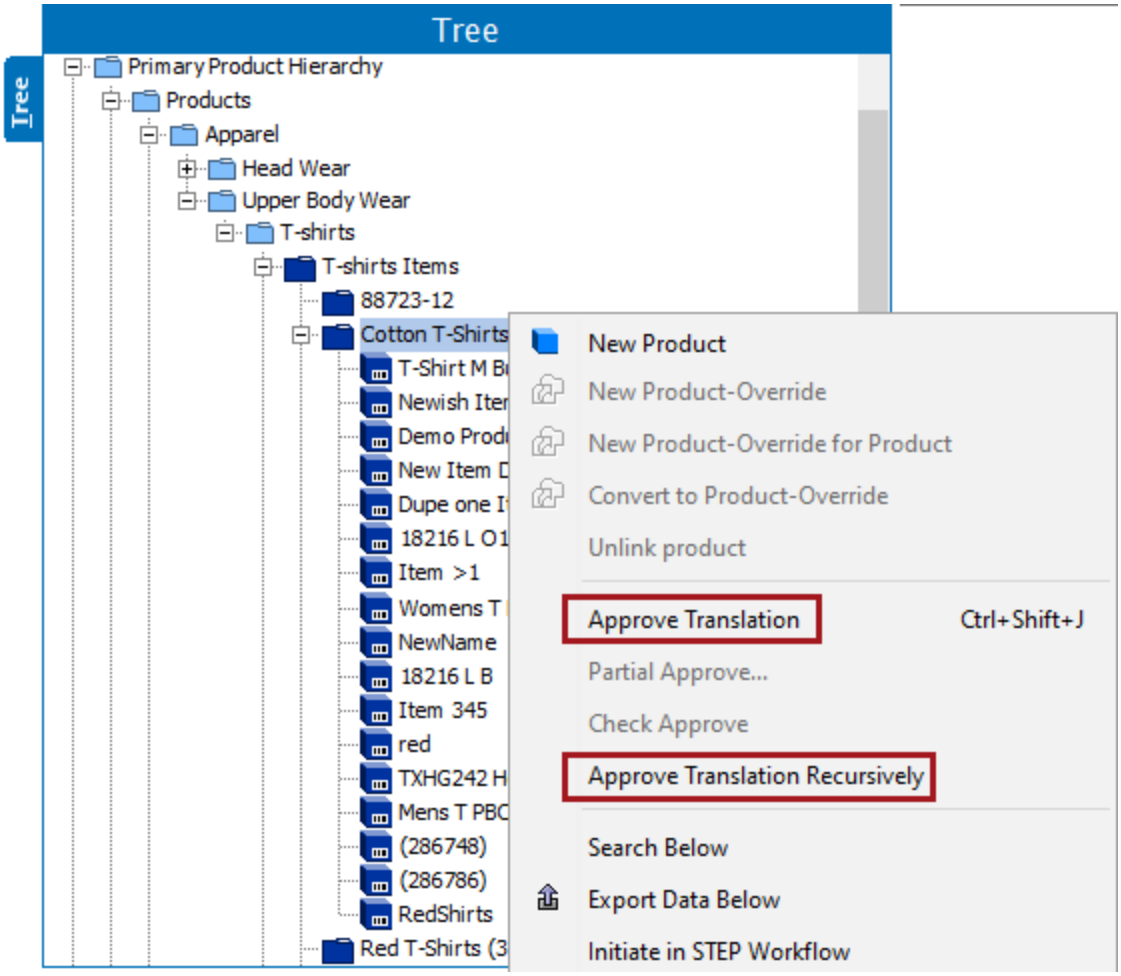
Considerations

When approving a translation, the shown values from the Source Language are taken from the Approved workspace. This methodology is why the approved checkmark for the source language turns green. However, this concept is not the same as the Context mode for reviewing attribute values and references across contexts. For more information, refer to the **Context** topic in the **System Setup** documentation.

Note: If changes have been made to language dependent attribute values in the source object since the last time the object was approved, the Source Language will not show these changes. Because of this limitation, the translation status shows 'Up to Date' due to the Source Language's Approved status. Only when the source language is approved again will this status change to 'Re-Translation Needed.'

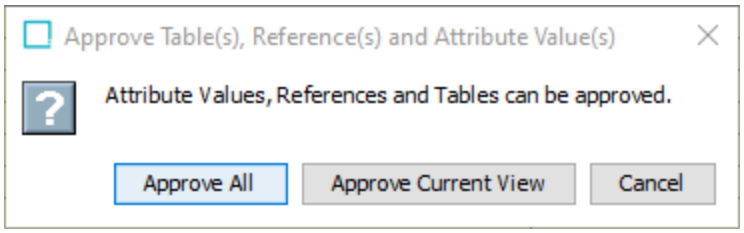
Process

While in Translation Mode, users can manually approve translations by right-clicking an object.

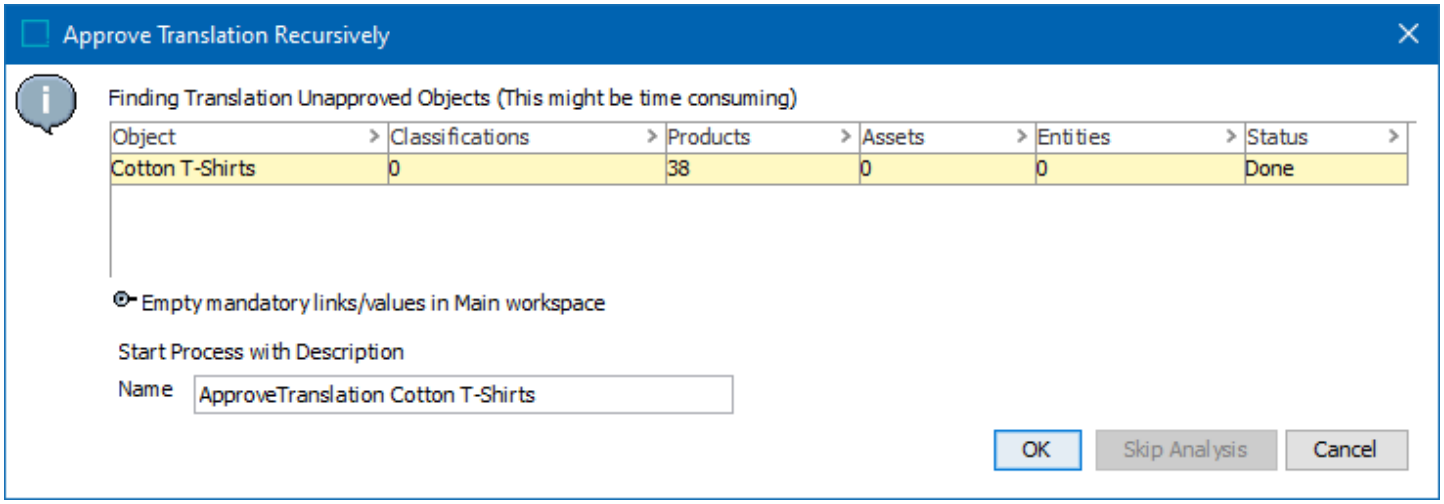


The 'Approve Translation' and 'Approve Translation Recursively' options are available when right-clicking on an object in the Tree when viewed in Translation Mode.

- **Approve Translation** - When in Translation Mode, the 'Approve Translation' option allows users to approve the target language for a specific object.



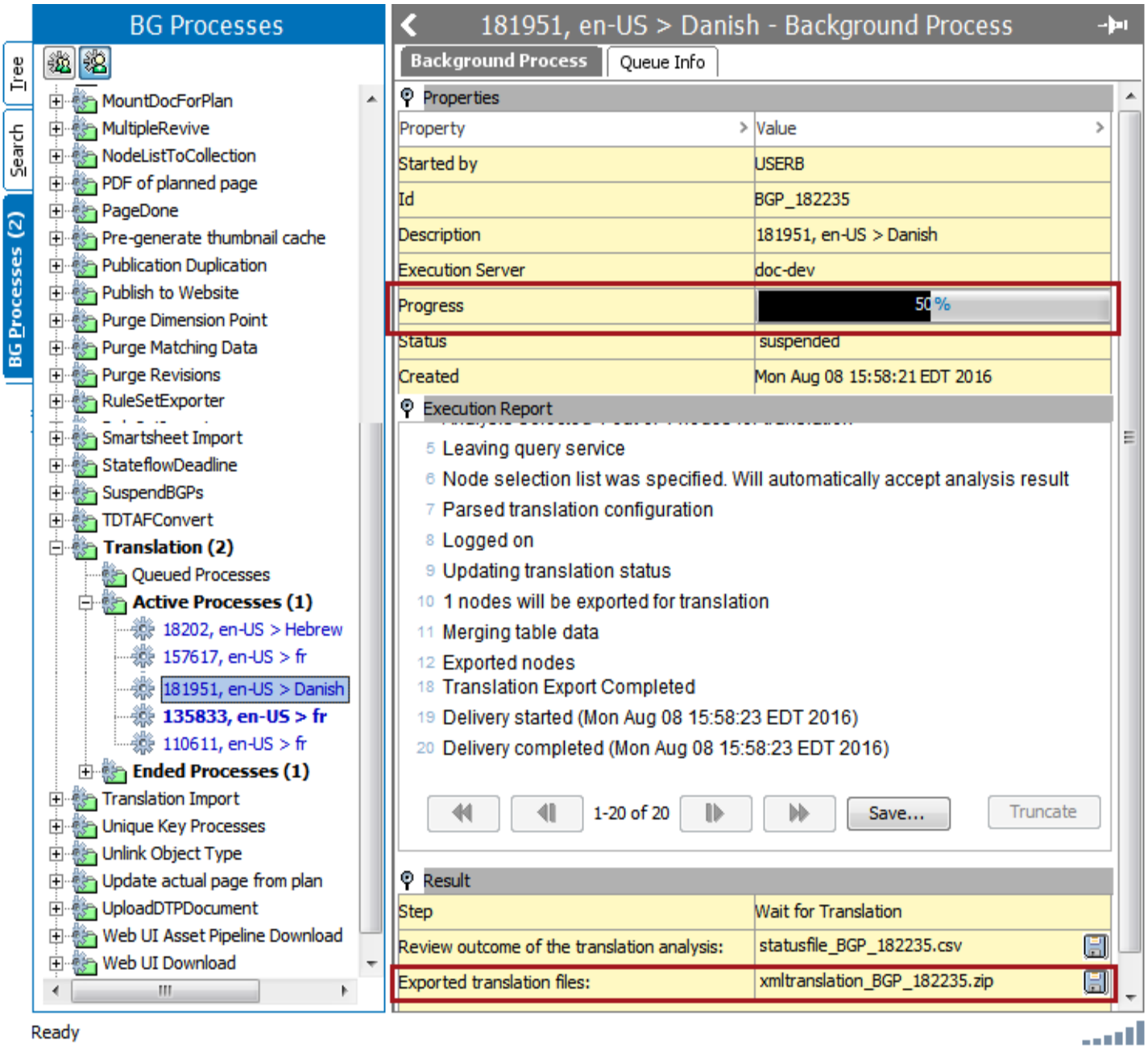
- **Approve Translation Recursively** - When in Translation Mode, the 'Approve Translation Recursively' option allows users to approve the target language for an entire hierarchy. Approving translations recursively means searching for unapproved translations linked to (or below) a selected hierarchy node and approving these translations (copying them to the Approved workspace).



Manually Translating XML and Excel Files

This topic provides a detailed description of how to go into a STEP-exported Excel or XML translation file and add the translated values directly to the file. The files referenced in this documentation are generated through the structured translation process (Excel or XML), or the Manual Excel Translation Export (Excel). This process is different from manual translation in that the work is being done to an exported file rather than directly in STEP. To review the steps required to generate a translation export file through the structured translation process, refer to the Starting a Structured Translation documentation.

When the translation export has been generated (through either the structured translations process or the Manual Excel Translation Export), the background process will stop at 50% complete.

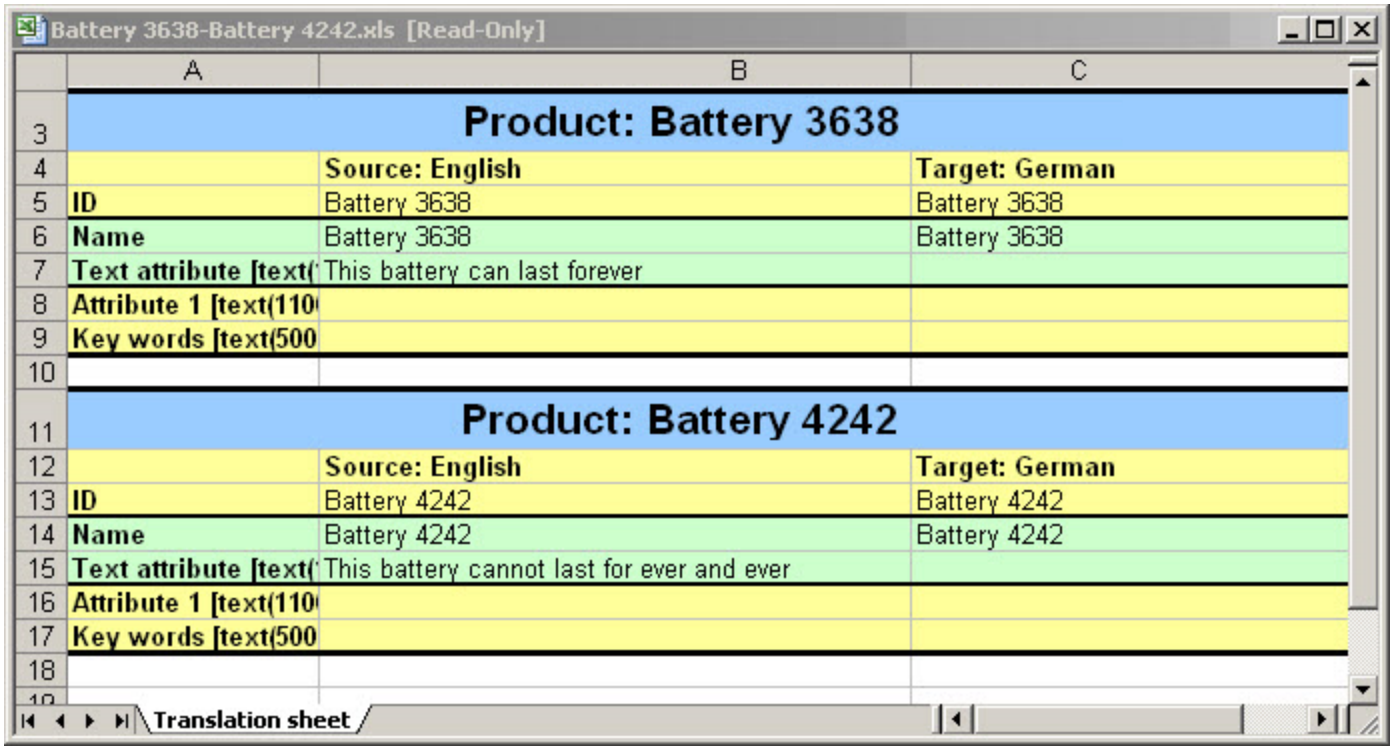


The **Progress** bar showing at 50% means the export portion of the translation task is complete, but the translation task itself is paused until the updated file, with all of the translated values added, is imported. The export generates a zip file that contains the data, in either an Excel or XML format, to be translated. Typically, this file is sent on to a translation vendor that does the translation work. In some instances, particularly when there are very few objects that require translation, it may make sense to translate directly within the exported file rather than sending it to a third party.

At the bottom of the background process is a row called **Exported translation files**. To the right of that is a disk icon ( ). Clicking the icon will allow the user to access the export file.

Translating in an Excel File

The Excel file features a color-coded cell format that quickly alerts the user to each element's status. Below is a sample of what a user might find in an exported Excel file:



	A	B	C
3	**Product: Battery 3638**		
4		**Source: English**	**Target: German**
5	**ID**	Battery 3638	Battery 3638
6	**Name**	Battery 3638	Battery 3638
7	**Text attribute [text(**	This battery can last forever	
8	**Attribute 1 [text(110**		
9	**Key words [text(500**		
10			
11	**Product: Battery 4242**		
12		**Source: English**	**Target: German**
13	**ID**	Battery 4242	Battery 4242
14	**Name**	Battery 4242	Battery 4242
15	**Text attribute [text(**	This battery cannot last for ever and ever	
16	**Attribute 1 [text(110**		
17	**Key words [text(500**		
18			

There are only four cell-shading colors a user may encounter in an Excel export file:

Background color	Description
Blue	The product name
Green	Product information to be translated
Yellow	Product information that does not need translation
White	Product information that has already been translated and approved

The only cells where the user should take action are those that are color-coded green.

To translate directly in the Excel export file, click into the green-colored cell in the target language column, and insert the translated value of the corresponding value appearing in the source language column. Below is an example of how this will look when completed for one product and one target language:

14	Product: Battery Backup		
15		Source: English	Target: German
16	ID	157617	157617
17	Name	Battery Backup	Battery Backup
18	Manufacturer Name	Rise-N-Shine	Rise-N-Shine
19	New Product [text(1	Yes	Yes
20	Sales Item Short Des	Never miss a wake-up call	Verpassen Sie nie einen Weckruf

When translated values have been added for all of the blank green-colored cells in the target language columns, the user should save the file, remembering to retain the Excel file extension. The file name can be whatever the user prefers; STEP keys on the ID information inside the Excel, so the file name has no impact on the translation process. The file is now ready to be imported.

For more information on importing Excel translation files, consult the Importing Translation Excel Files documentation.

Translating in an XML File

If the user has elected to export an XML file through the structured translation process, the zip file is accessible via the disk icon ( ) at the bottom of the background process.

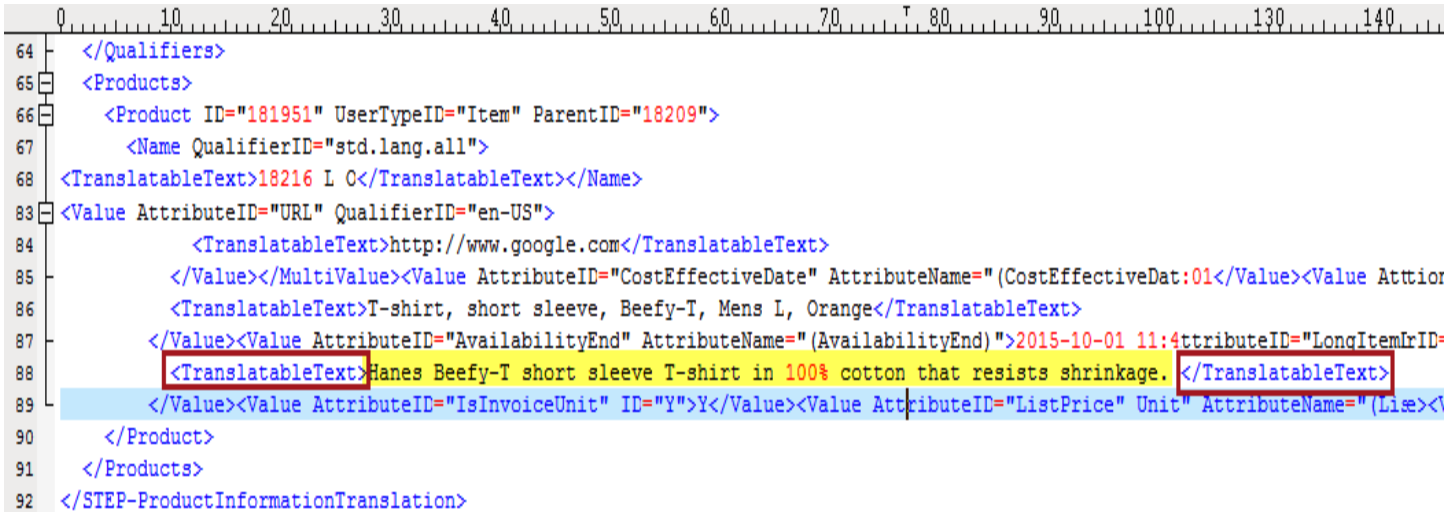
The zipped XML translation export file contains these files:

File	Description
preview.css	Contains style preview information.
preview.xsl	Contains style sheet information for displaying translatable content.
preview.tags	Contains tag information.
translation.xml	Contains data to be translated. You can translate directly in the XML file. All fields that can be translated are tagged <TranslatableText>.

Note: Due to changes in Google Chrome and Firefox, users can no longer view preview files from those browsers. Internet Explorer still supports preview files; however, trying to view them from Chrome or Firefox will result in a blank page. This feature is automatically disabled. In order to enable the automatic generation of these preview files, contact your Stibo Systems account manager or partner manager.

The file where the manual translation work will be done is in the **translation.xml** file.

To translate directly in the XML export file, the user replaces the source language content that appears between the **<TranslatableText>** tags in the XML file. In the screenshot below, you will find yellow-highlighted text appearing between two red-boxed **<TranslatableText>** tags. The text highlighted in yellow is what the user would replace with the translated value.



When translated values have replaced all relevant content tagged with <TranslatableText>, the user should save the file, remembering to retain the XML file extension. As with the Excel file, the file name can be whatever the user prefers; STEP keys on the ID information inside the XML, so the file name has no impact on the translation process. The file is now ready to be imported.

For more information on importing XML translation files, consult the Importing Translation XML Files documentation.

Asynchronous Translation

Asynchronous translation is a STEP feature that enables customers to configure automated transmission and receipt of translatable and translated content via a REST API. This method of translating content does not add or subtract any translation capabilities to or from STEP, but rather facilitates existing translation processes.

For more information on asynchronous translation, refer to the **Asynchronous Translations** section of the **Data Integration** documentation.

Importing Translation XML Files

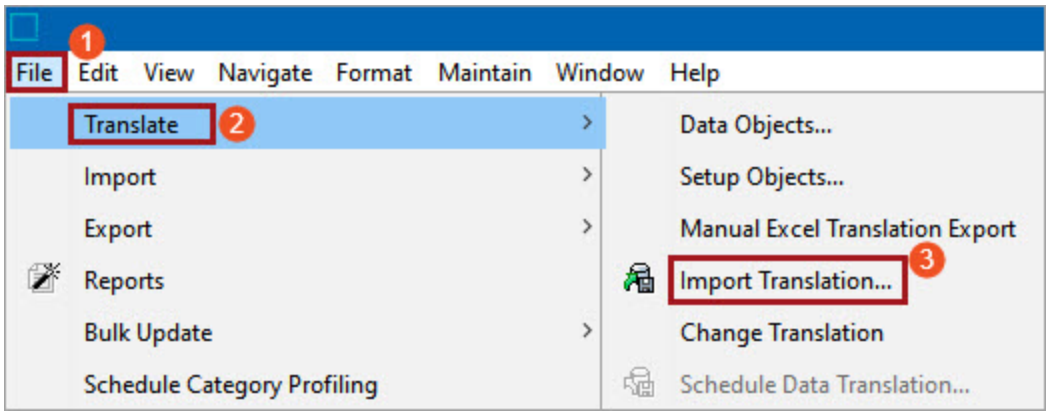
This topic will cover the process of importing a translation XML file into STEP.

Once the translation vendor has completed translation of the submitted objects in an XML file, the XML file can be imported into STEP. Importing a translation XML file into STEP will bring all of the new translated values into the appropriate language contexts.

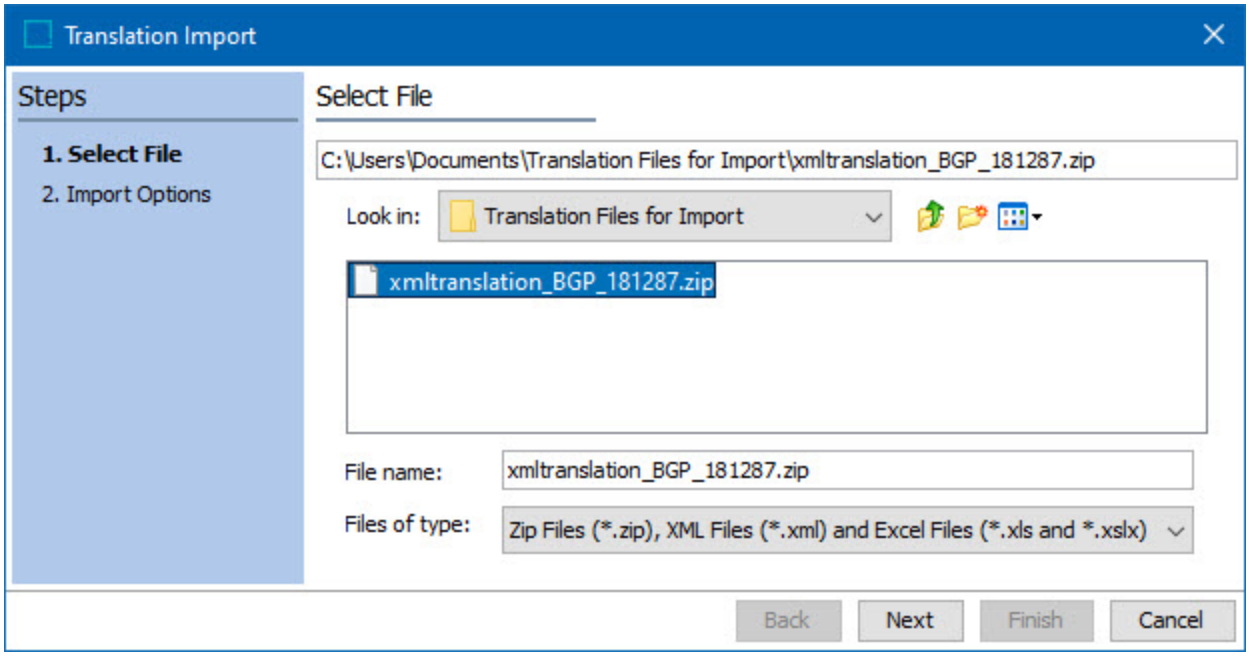
After the user has initiated an import, but before the import is executed by the system, STEP takes a series of automated steps to ensure the translated content is handled correctly. Prior to executing an import STEP will:

- Check that the XML is valid (not malformed)
- Check that no values in either the source or target language have been modified in STEP since the XML file was exported
- Check that the imported values match the attribute validation base types in STEP (for instance, if an attribute restricted to accept only number values is given a free text value, an error is raised)

To start the translation Import Wizard, click **File > Translate > Import Translation...**



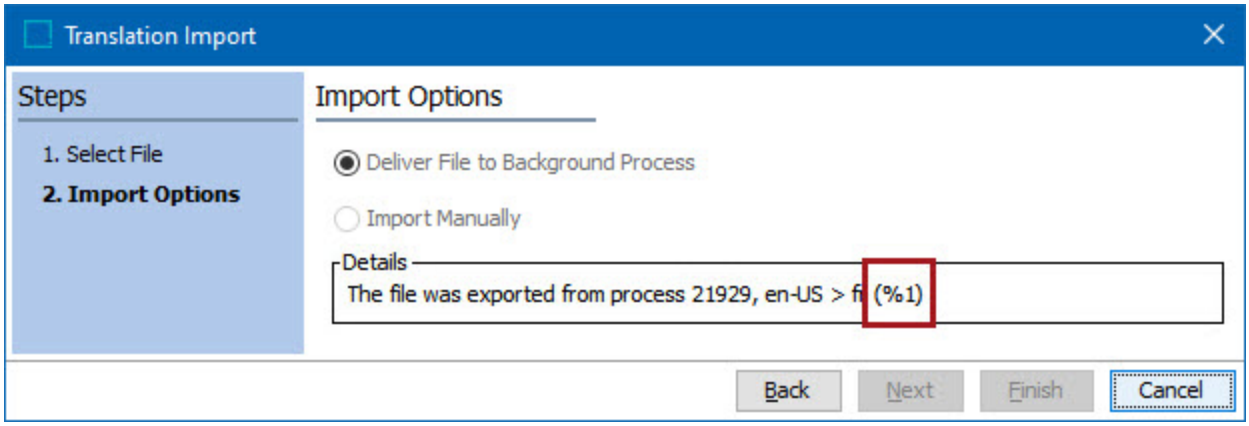
Step 1 - Select file



In the **Select File** step of the Translation Import Wizard, the user must select the XML file to import. To select the relevant file, navigate in Windows Explorer to the location of your file and select it. Then click **Next**.

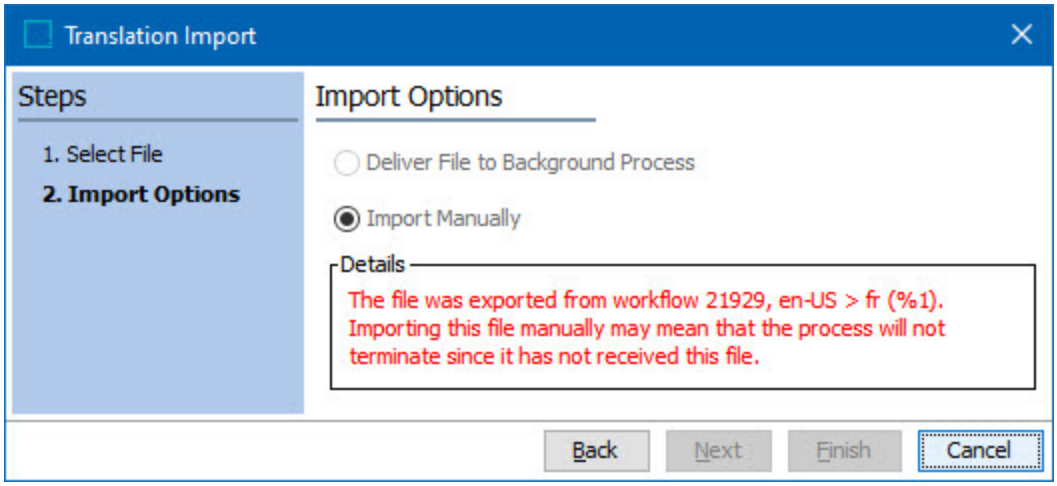
Note: Users may name the import file according to whatever naming convention is most useful to them. The import process keys entirely off the contents of the file, not the file name, so users have complete freedom in naming import files. The file must either be an .XML file or a .ZIP file with an .XML contained inside.

Step 2 - Import Options



The first option available on this screen, **Deliver File to Background Process**, is selected because you have elected to import an XML file. **Deliver File to Background Process** is the best option.

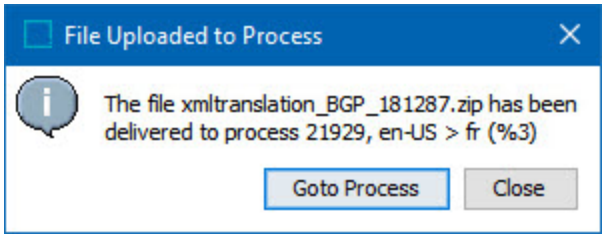
If the user selects the **Import Manually** option, a message in red text will appear in the Details section:



The last sentence states that, "Importing this file manually may mean that the process will not terminate since it has not received this file." What this means is that because the user intends to import the file manually, the file will not be delivered to the background process created to export the XML. The background process is paused at 50 percent post-export, and will not advance to completion (100 percent) unless the file is delivered back to the background process. This means that if the user selected **Import Manually**, the translated data may be correctly updated, but the background process will never advance. If the manual import completes with no errors, users may update the values in the XML file and import it using the structured import. The background process will complete.

The primary advantage of **Import Manually** as it relates to XML files is that it allows a user to import verified data directly into STEP without the added steps of addressing a background process or forcing the data through STEP's validation process. In practical terms, if a third-party translator has multiple changes to the same translation, manually importing each updated XML file can be the most efficient way to update the translation quickly.

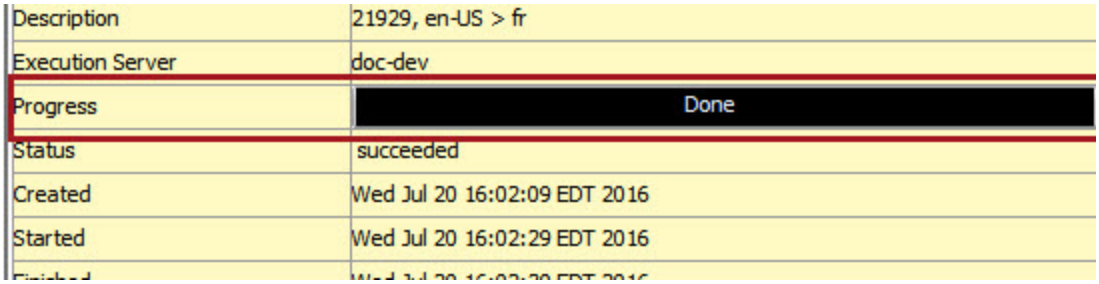
With **Deliver File to Background Process** selected, click **Finish**. A **File Uploaded to Process** window displays with a message like the one below:



To check the progress of the import, click **Goto Process**. This will take the user to the background process executing the import.

Once the user has accessed the background process, they should view that:

- the **Progress** bar, which was halfway across and paused at 50 percent, is complete and shows a **Done** status.



- the final steps listed in the **Execution Report** section of the background report show that STEP has marked the "translation of file" complete, and further states that "all pending files have been translated".

To ensure the translated values were updated as planned, the user may select one of the translated objects, switch the Context to the target language's context, and find one of the values that was set to translate. The translated value should display.

For information on how to import Excel files, refer to the **Importing Translation Excel Files** documentation.

For more information on how to handle errors that may arise during import of a translation file, refer to the **Handling Translation Errors** documentation.

Importing Translation Excel Files

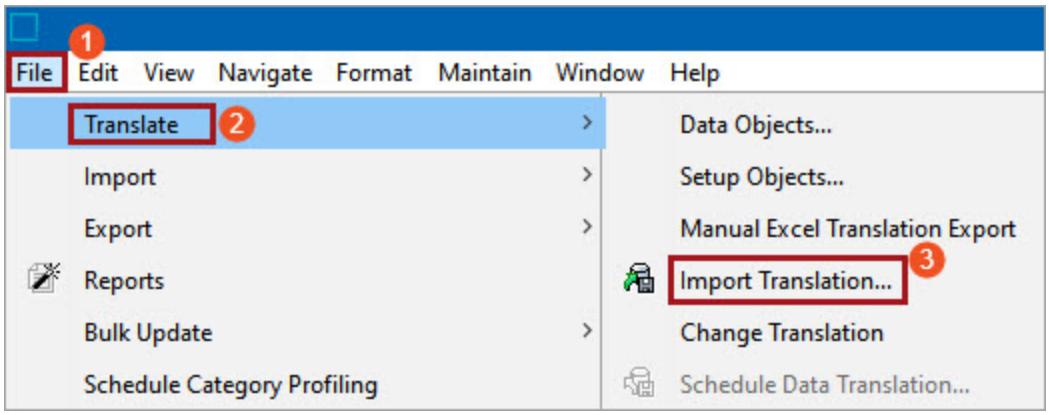
This topic will cover the process of importing translation Excel files, both via the structured translation process and through the Manual Excel Translation Export, back into STEP. A successful import will complete a translation task.

When the translation vendor has completed translation of the submitted objects in an Excel document, the Excel file can be imported into STEP. Importing an Excel file will bring all of the new translated values into STEP in the appropriate language contexts.

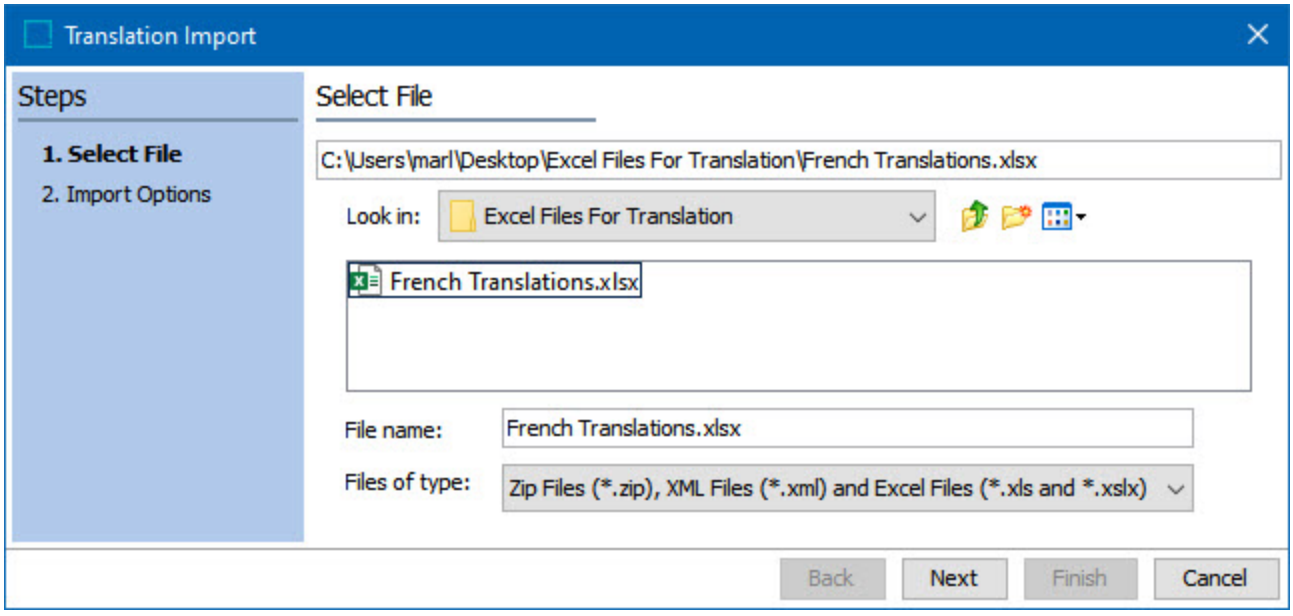
After the user has initiated an import, but before the import is executed by the system, STEP takes a series of automated steps to ensure the translated content is handled correctly. Prior to executing an import STEP will:

- Check that the Excel file is intact, meaning no sections have been deleted or amended
- Check that no values in either the source or target language have been modified in STEP since the file was exported
- Check that the imported values match the attribute validation base types in STEP (for instance, if an attribute restricted to accept only numerical values is given a free text value, an error is raised)

To start the Import Wizard, click **File > Translate > Import Translation...**



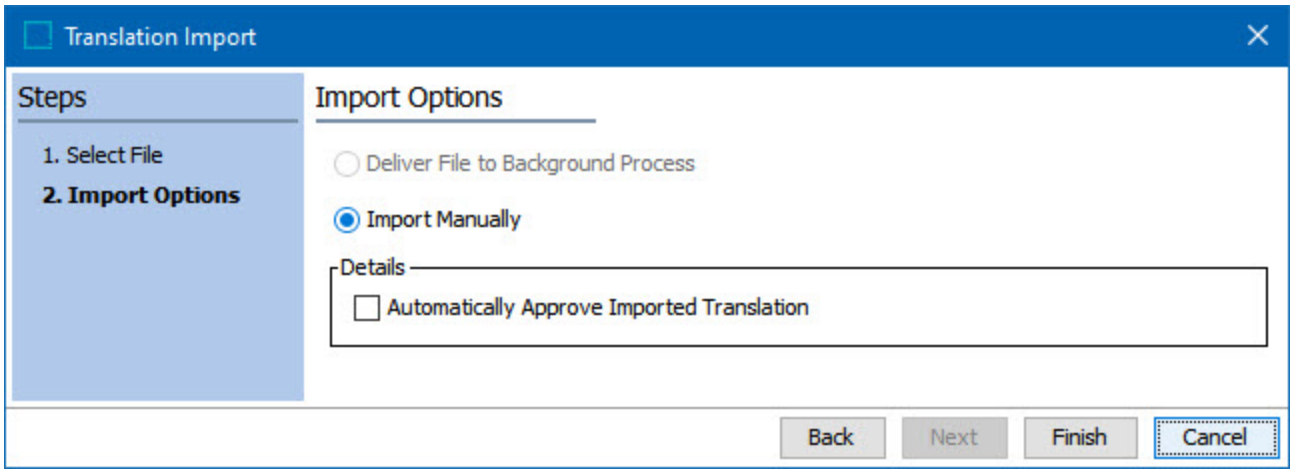
Step 1 - Select file



In the **Select File** step of the Translation Import Wizard, the user must select the Excel file to import. Navigate in Windows Explorer to the location of your file and select it. Then click **Next**.

Note: Users may name the import file according to whatever naming convention is most useful to them. The import process keys entirely off the contents of the file, not the file name, so users have complete freedom in naming import files. The file type must be an .xls or .xslx file.

Step 2 - Import Options



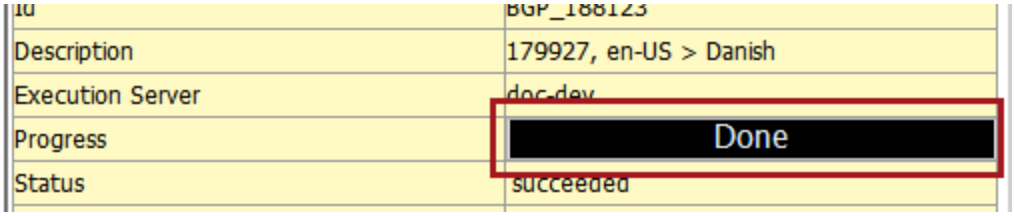
The **Import Options** step of the Translation Import process will provide different options depending on whether the Excel file to be imported was done as part of the structured translation process or as a Manual Excel Translation Export.

If the import file was initially generated through the structured translation process, both import options, **Deliver File to Background Process** and **Import Manually**, will be available. Make your selection and click **Finish**.

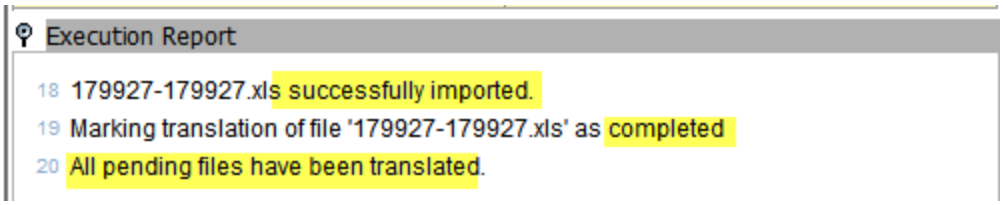
If you select **Deliver File to Background Process**, a message screen will display showing the process number assigned to the import action, as well as an option to go directly to the background process executing the import.

If the user elects to go to the background process, and there are no errors, they will view that:

- the Progress bar, which was halfway across and "stuck" at 50%, will complete and show a **Done** status.

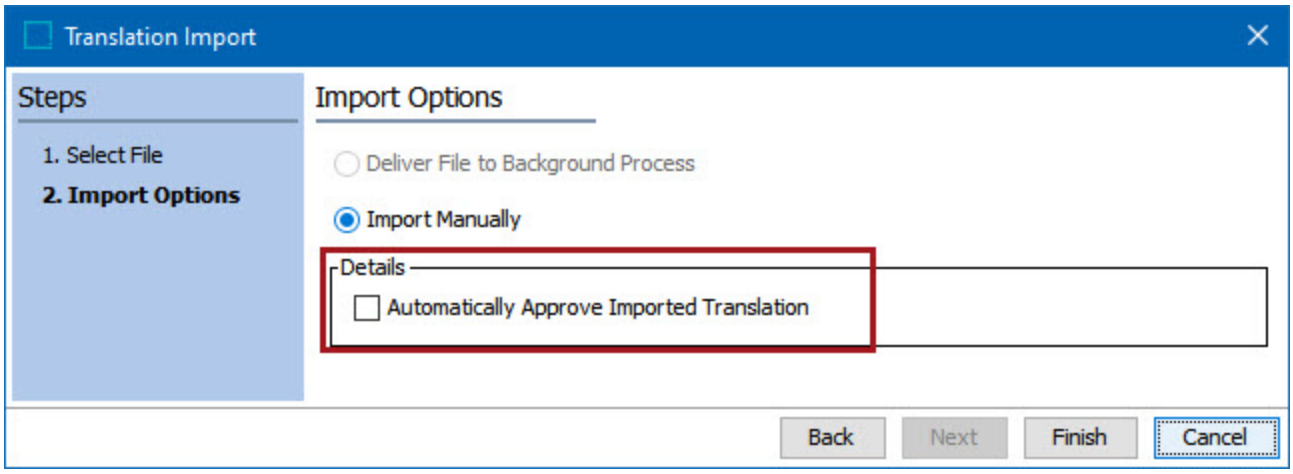


- the final steps listed in the **Execution Report** will show that STEP has marked the "translation of file" complete, and states that "all pending files have been translated".



The user may also select **Import Manually** for an Excel file generated through the structured translation. If the import file was initially generated through the Manual Excel Translation Export process, then **Import Manually** will be the only available option. After selecting **Import Manually**, click **Finish** and the updated values will be added to the pertinent language. No background process is generated by this action. Any errors that occur will be surfaced in a dialog that will enable a user to **Save**, **View**, or **Discard** an error report.

Users importing Excel files will have the option to **Automatically Approve Imported Translation**.



Checking this box automatically changes the status of the object in the target language to **Approved** once the import completes. The benefit to checking this box is that it removes the added step of manually approving the object in the target language after an import. When multiple translations are executed, removing this step can represent a significant time savings.

To ensure the translated values were updated as planned, the user may switch the Context to the target language's context and find the values that were in the green-shaded cells. The translated values should appear in the object record.

In some instances, these processes may generate errors. For more information on the kinds of errors you may encounter, refer to the **Handling Translation Errors** documentation.

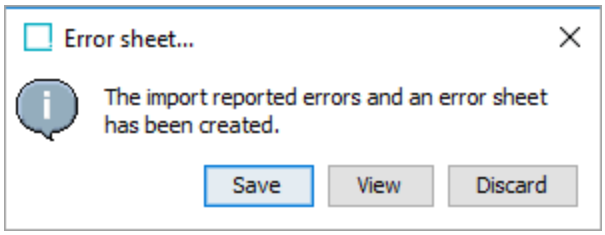
Handling Translation Errors

After a translation vendor has completed translation of content, whether in an XML or an Excel file, the file is then imported back into STEP to complete the translation process. This topic will cover where these errors are viewable, what sort of errors a user is most likely to encounter, and how best to address those errors. By the end of this topic, the user should be able to handle most translation errors that may occur.

Most translation import errors occur right after the user has initiated the import process. For more on importing translation files, refer to the **Importing Translation Excel** documentation, or the **Importing Translation XML** documentation, whichever is applicable.

Import Error Notifications

STEP makes the user aware of translation import errors in a number of ways, depending on the scenario. If, for instance, the user is attempting to import a translation that has already been imported, STEP will respond by displaying a message window entitled **Error sheet...**.



This window will also display if the user has imported an Excel file manually and STEP has detected errors.

When this window appears, the user is given three options:

- **Save:** This is the best option if the user knows they want to save the error report. When a user clicks the **Save** button, a **Save As...** window displays. Navigate to the place on your computer where you want to store the Excel file listing the errors. In the **File name:** field, add an appropriate title. An Excel file is generated that describes the errors.
- **View:** This is the best option if the user is not clear whether they need to save the error report. Clicking the **View** button brings up the same Excel error report the Save button generates. Once the user has viewed the file, they may decide whether to save it or not.
- **Discard** -- Clicking the **Discard** button generates no report and initiates no action. The import process also does not proceed.

The other way that STEP notifies the user that an import has generated errors is in the Execution Report section of the import background process. When a translation import is initiated in STEP, the automated steps appear in a list. If, during the course of executing those actions STEP detects an error, the error will be listed in the report.

For instance, if the XML being imported is malformed, meaning the structure of the XML is in the wrong format, missing an end tag, etc., STEP will generate an error. In the below instance, part of the XML was deleted in error, saved, and then imported.

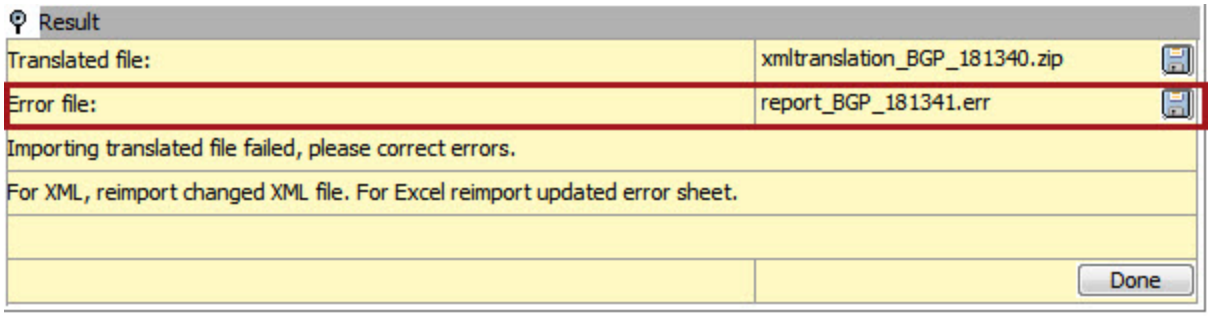
Translation imports can import with warnings, where only the values affected by the warnings will not import. All other values unaffected by warnings will import with no issues.

It is also possible to view the Execution Report for in-progress translation imports by finding the relevant Active Process in the Background Processes tab. To access the background process, click the **BG Processes** tab, expand **Translation**, expand **Active Processes**, and then select the pertinent process. The Execution Report generated for that import is viewable.

Excel Error sheet

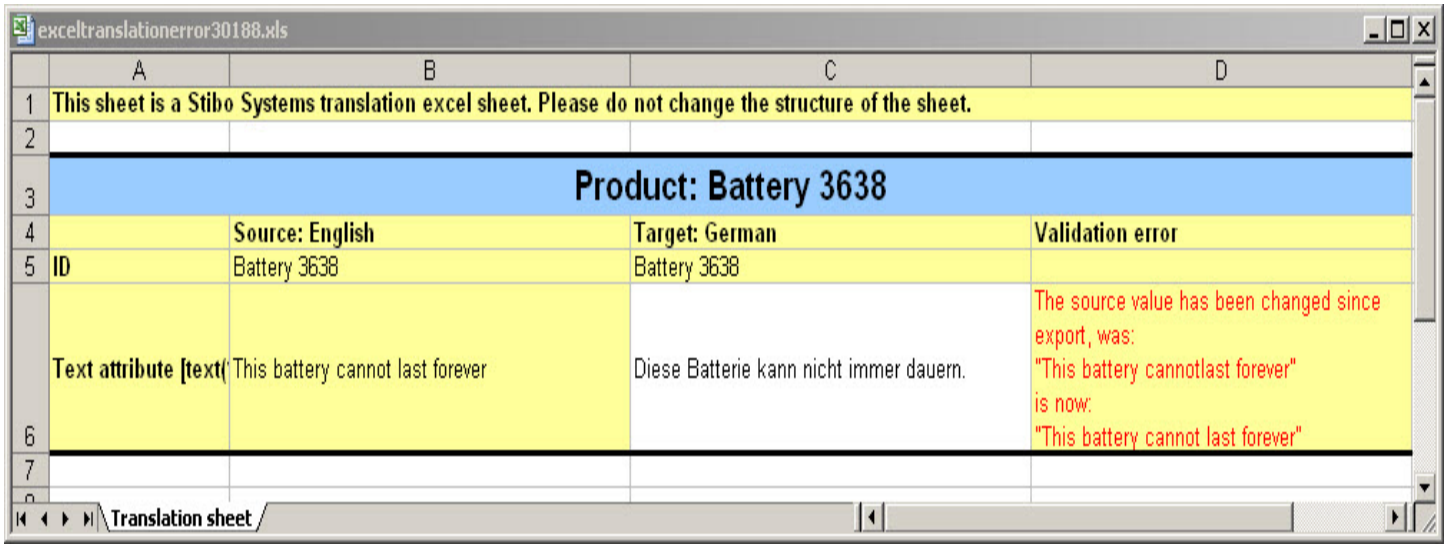
There are a number of ways to view the Excel file listing the translation import errors:

- Access the background process specific to that import and, if errors are present, click the disk icon ( ) located in the **Error file:** row in the **Result** section.



- Click **View** or **Save** when the **Error Sheet...** pop-up displays upon import.

Below is an example of how the Excel document will be formatted. Only one error is listed in the **Validation error** column, though in some instances an error sheet can display multiple errors.



exceltranslationerror30188.xls

	A	B	C	D
1	This sheet is a Stibo Systems translation excel sheet. Please do not change the structure of the sheet.			
2				
3	Product: Battery 3638			
4		Source: English	Target: German	Validation error
5	ID	Battery 3638	Battery 3638	
6	Text attribute [text(	This battery cannot last forever	Diese Batterie kann nicht immer dauern.	The source value has been changed since export, was: "This battery cannotlast forever" is now: "This battery cannot last forever"
7				

Translation sheet

In this example, the English value "The battery cannotlast forever" was included in the initial translation export into German. After the translation export but prior to the import, the value was corrected in the English context to be "The battery cannot last forever". The error was thrown because the English value the STEP validation was expecting no longer matched the value in STEP. The status for this translation would flip from **In Progress** to **Re-Translation Needed**. To fix this error, a user might consult directly with the translation vendor to determine what changes, if any, would be required to make the German value accurate based on the updated English value. Once the German value is deemed correct, the edit can be made directly in the Excel error sheet and then imported. Following that, the translation status can be manually changed from **Re-Translation Needed** to **Up to Date**, completing the translation.

The **Validation error** column can contain a number of errors. Below are some of the most common error messages a user may encounter:

- The Product does not exist
- Value is not a “number, integer, fraction...”
- Invalid Unit for Attribute
- The source Value has been deleted since export. The Value was “[value]”
- The target Value has been deleted since export. The Value was “[value]”
- A source Value has been added since export
- A target Value has been added since export
- The source Value has been changed since export. The Value was “[value]”
- The target Value has been changed since export. The Value was “[value]”
- The Unit of the source Value has been changed since export. The Value was “[value].”
- The Unit of the target Value has been changed since export. The Value was “[value]”
- The order of multi Values has been altered. Correct the order or delete multi Values in file.

In some cases, handling these errors will require the user to manually change the translation status and then re-export (as described in the example above). In some instances, users may correct the error directly in the error sheet and then import the updated error sheet. For instance, if the value is free text, but the attribute only accepts

numerical values, then the user can address this error directly in the error sheet by amending the error and importing.

For more information on changing translation status, refer to the **Changing Translation Status and Setup** documentation.

Changing Translation Status and Setup

This topic covers a series of manual steps users can take to quickly rectify issues that may come up during the translation process. Whether that means accommodating a late change to a shipped translation, or fixing an incorrectly set source language, this documentation provides guidance on how to use make these adjustments. Users who have read and understood the content in this topic will know how best to use the Change Translation and Change Translation Status features.

Though STEP enables users to automate a number of translation tasks, STEP also provides the user with some flexibility to manually address errors and late changes. For example, let us say a translation file has come back from the translation vendor and been imported back into STEP. This automatically puts the object into **Up to Date** status. But shortly thereafter, the customer has some late updates. To import these updated values, the object's status must first be manually changed from **Up to Date** to **In Progress**. Once changed, the updated file can be imported.

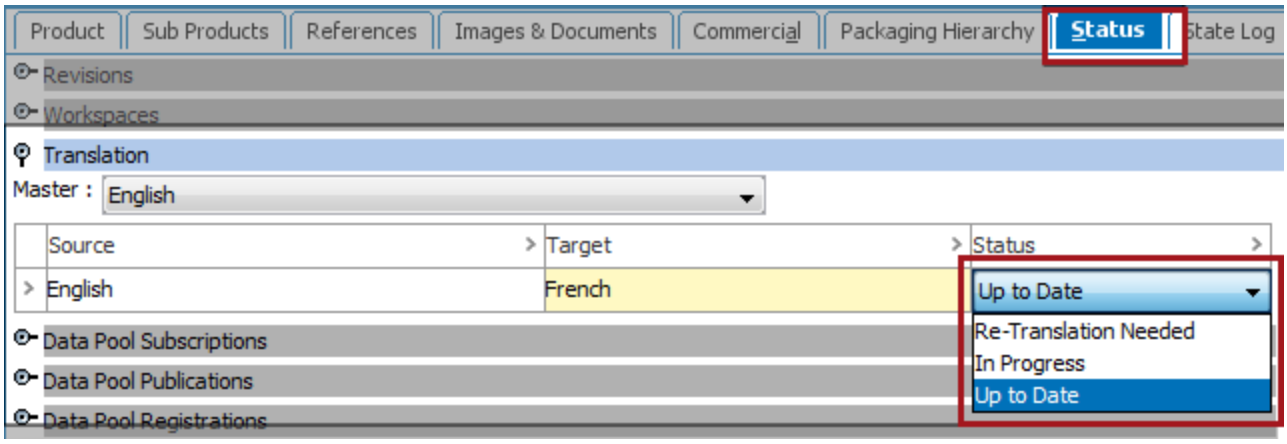
Changing the Translation Status

Translation relations, or the link between a source language and a target language, are established automatically when translation exports are done. In most cases these relations will not need to change, but on rare occasions the translation relation must be changed manually. Translation relations need to be changed manually when:

- the shipped translation file is corrupt due to a network or hard disk issue. This necessitates resending the translation export file, which would require manually changing the status from **In Progress** to **Re-Translation Needed**.
- the shipped translation file is missing some content that should have been included. This necessitates resending the translation export file, which would require manually changing the status from **In Progress** to **Re-Translation Needed**.

To change the translation status, take the following steps:

- In the **Tree** tab, select the object whose status needs to change. Click the **Status** tab, and then expand the Translation section by clicking the flipper. Find the translation relation (source language to target language) where the status needs to be changed, and then click into the cell in the **Status** column. A dropdown displays with the available statuses. Select the appropriate status and the change is complete.

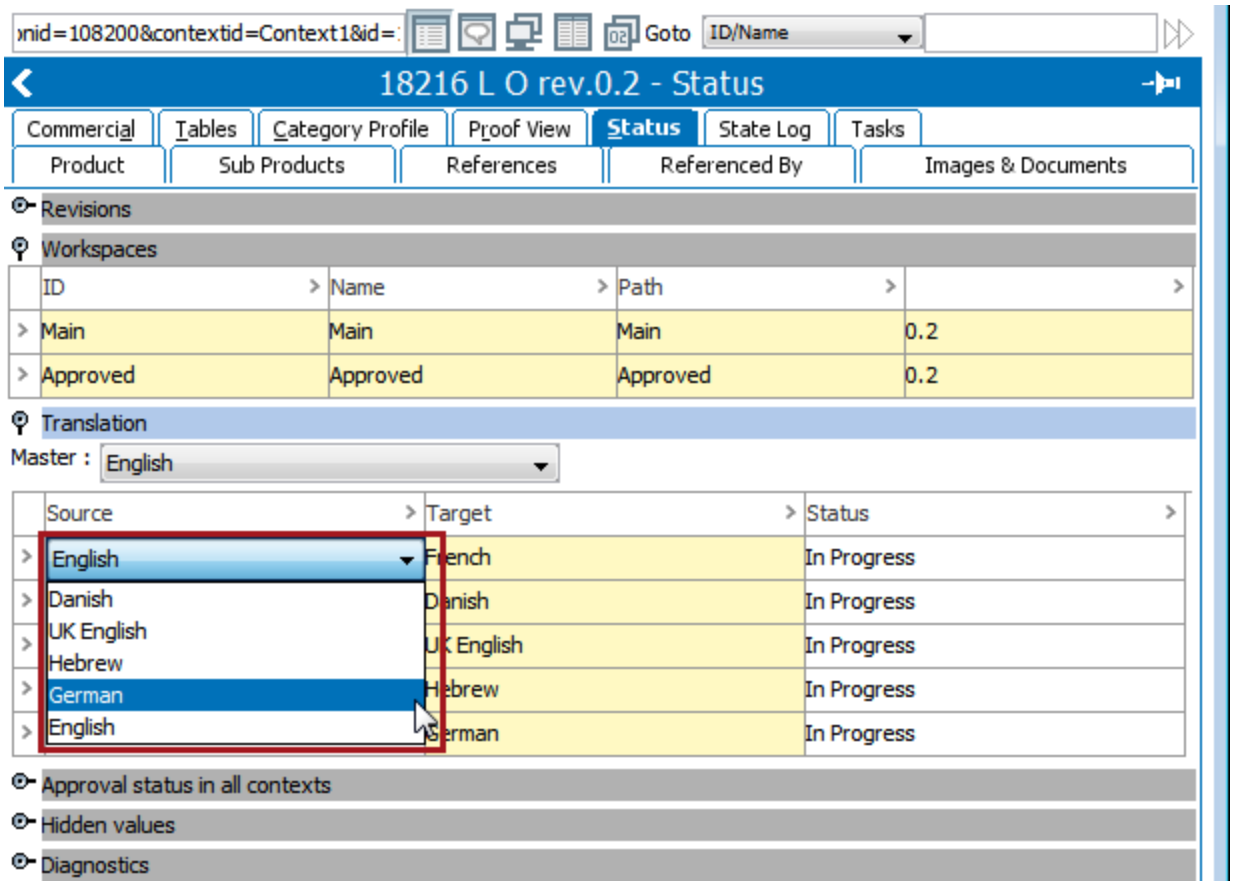


Changing the Source Language

As with the translation status, the source language is established when a translation export is first created and rarely needs to be changed. But there are some instances where manually changing the source language is the correct option. For instance, if the user selected French as the source language instead of US English and identified their error shortly after exporting the translation file, manually changing the source language is the right option.

To change the source language, take the following steps:

1. In the **Tree** tab, select the object whose source language needs to change. Click the **Status** tab, and then expand the Translation section by clicking the flipper. Find the translation relation (source language to target language) whose source language needs to be changed, and then click into the cell in the **Source** column. Selecting a new language completes the task. If the source language has been incorrectly set for one translation, it likely needs to be changed for all. If this is the case, repeat this step for all applicable translation relations.



Important: Changing the source language for an object is not possible if no translations have previously been done for the new source language. For example, let us say an object has only one translation relation: English (source) to German (target). You want to change the source language from English to French. If the object has not previously been translated into French, French cannot be selected as the new source. In this example, only German could be a selectable source language.

2. Next, change the translation status from In Progress to Re-Translation Needed.
3. Finally, re-export the newly amended translation because any previous export files will be nullified by the change of source language.

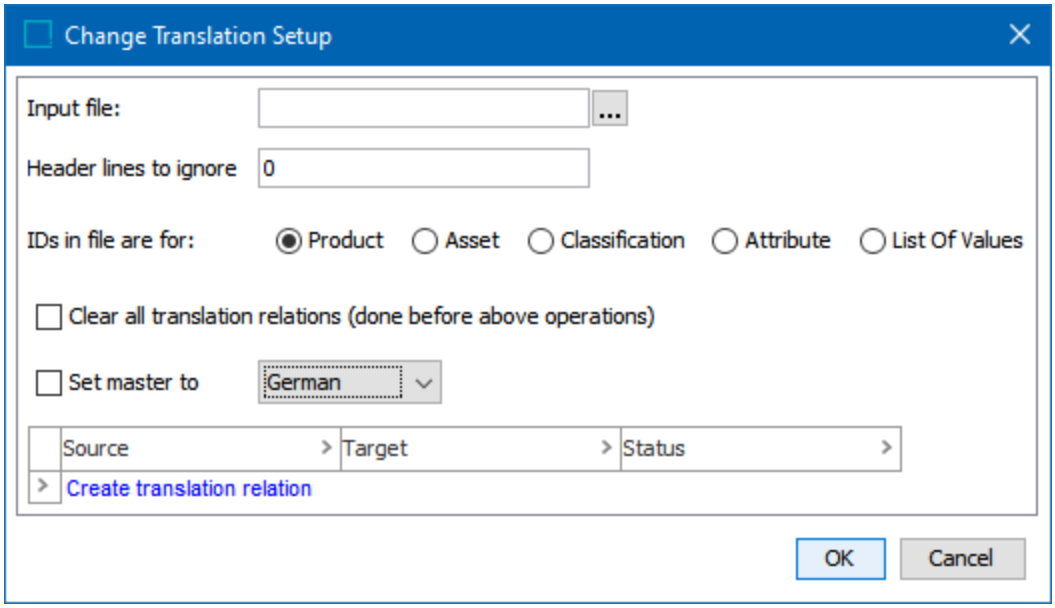
As with any significant error that occurs in the translation process, it is always recommended practice to communicate with your translation vendor. Given the specific translation configuration you have established with the vendor, they may provide useful guidance about how best to rectify the error, including steps they can take on their side.

Changing the Translation Setup

If multiple objects require a change to either their source language or translation relations, the Translation Setup tool enables you to change translation relations on many objects in a single step.

Important: Use the **Change Translation Setup** tool with care. Changes to the master language or translation relations can have a major impact on the translations in your system. We recommend using this dialog when you have, for example, a limited set of objects where you need to change the master language or translation relations.

1. In the **File** menu, click **Translate**, and then choose **Change Translation**. The **Change Translation Setup** dialog appears.



2. In the **Input file** field, click the ellipsis button (...), and then select the relevant text file. The text file must contain the IDs of all objects whose translation relations and status you want to change.

Important: Only .txt files can be used. A common way to create this file is to export the relevant objects from STEP into Excel, and then copy and paste the data from that Excel into a .txt file.

3. If there are header lines in the text file that you want the system to ignore, enter the number of header lines in the **Header lines to ignore** field. The default setting is 0.
4. For the **IDs in file are for** element, select which of the listed object types the IDs in the .txt file refer to. The **Change Translation Setup** tool can only take action on one of the listed object types (Product, Asset, Classification, Attribute, Lists Of Values) at a time.
5. Check **Clear all translation relations** if you want to remove all existing translation relations on the matched objects. In practice, this will remove all translations that have been created for a given object.
6. If you want to change the source language for the same target language across multiple objects (e.g., all translations into French), check the box for the **Set master to** field, select the desired target language that, and when you click OK, any translation relationships with the selected language as the target language will swap their current source-target translation relation.

Note: Though STEP allows users to check both the **Clear all translation relations** and **Set master to** boxes, if you do check both, be advised that only the **Clear all translation relations** command will be executed. **Set master to** is a command to take action on existing translation relations. If you have also directed STEP to clear all translation relations, **Set master to** will have no translation relations to take action on. Because of these restrictions, be sure to only check one or the other.

7. Click the **Create translation relation** text to specify any new translation relation you want to apply to the objects listed in the .txt file. However, be aware that:
   - If **Clear all translation relations** is checked, all existing translation relations are removed from the matched products, and the relations specified in this dialog are applied to the matched products.
   - If **Clear all translation relations** is not checked, the existing translation relations on matched products remain as they are, and the relations specified in this dialog are added to the matched objects.

Searching for Translation Status

This topic addresses how to search for an object's translation status (Up to date, Re-Translation Needed, etc.) using the advanced search functionality. By reading through this topic, a user should be able to search for and locate an object's translation status in the STEP Workbench.

STEP enables users to quickly search for the translation status of a given object using the Advanced Search capabilities located on the Search tab. Using the **Translation Status** and **Search Below** search criteria together, users can find out not only whether an object's translation into a target language is **Up to Date**, but, for example, how many products in a specific context are in **Re-translation Needed** status.

This functionality may prove useful in a number of common scenarios. For instance, if you know some products were updated after the translation export was sent for French translation, you may want to alert the translation vendor so they know to expect updates for those products. To do this, you could run a search of all relevant products translating from English to French, that are in **Re-Translation Needed** status. This would provide you with a reliable list of all products to query with your translation vendor.

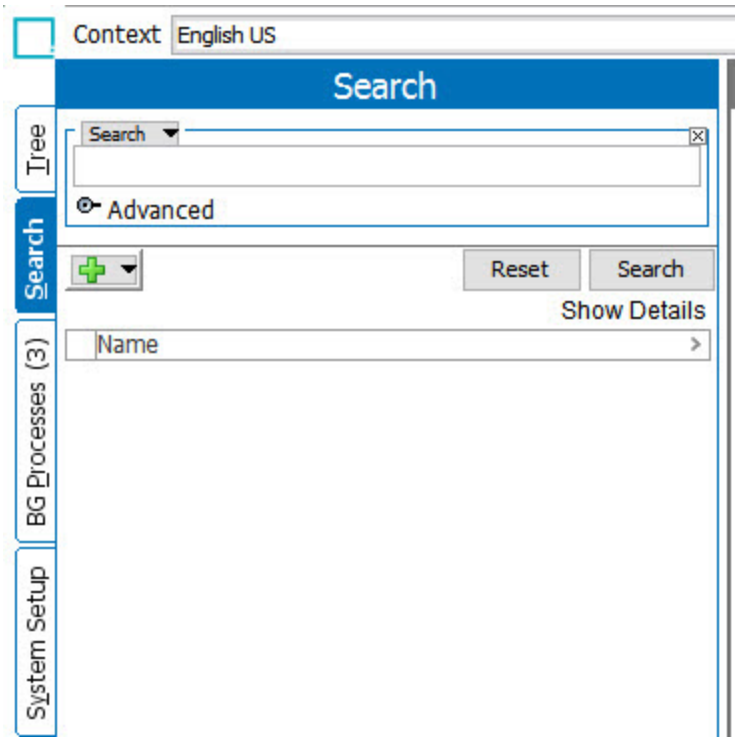
Below is a step-by-step description of how to initiate an advanced search for objects by their translation status.

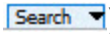
Initiating a translation status search

1. Verify the relevant context has been selected.

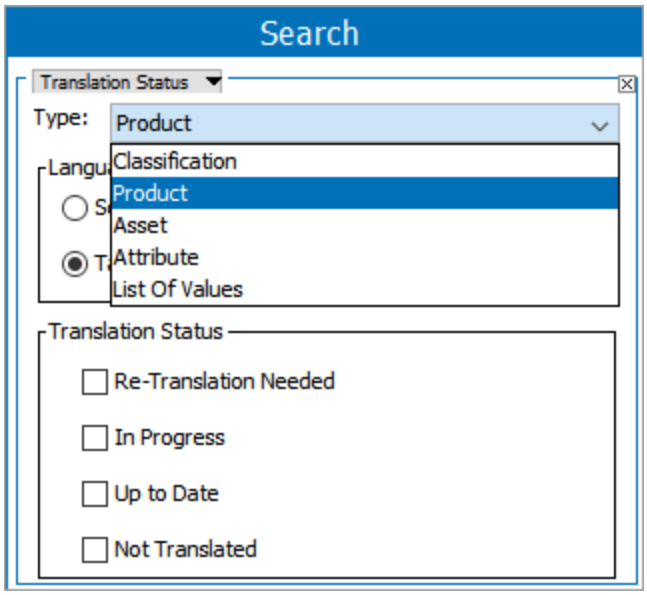
   Correct selection of context is important because it restricts which languages can be searched as you continue to build the search. More on this in the description for step five.

2. Click the **Search** tab. The panel below will display in the left navigation panel.



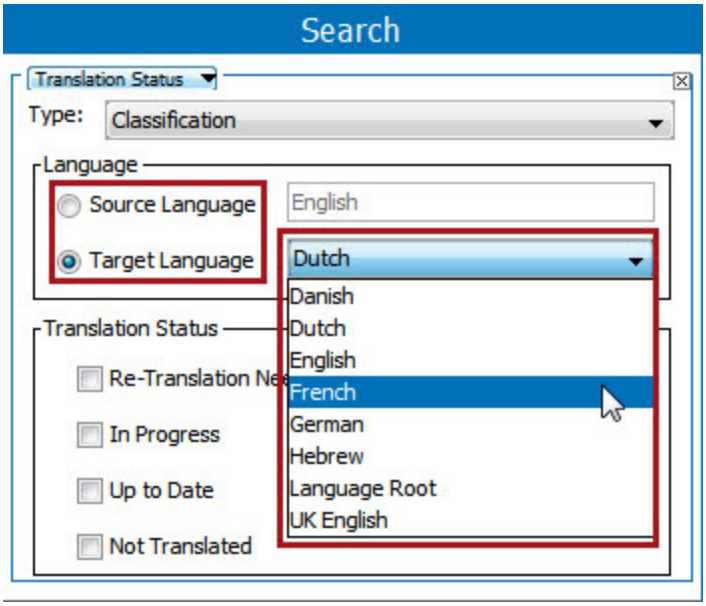
3. Click the **Search Criteria Type Selector** (

), and select **Translation Status** from the dropdown.
4. In the **Type** dropdown, choose the object type you want to search for. The user may choose between these object types: Classification, Product, Asset, Attribute, and List Of Values.



5. In the **Language** area, select **Source language** or **Target language**, and then choose the relevant language. You may notice that, as default, the source language is set to your current context and grayed out.

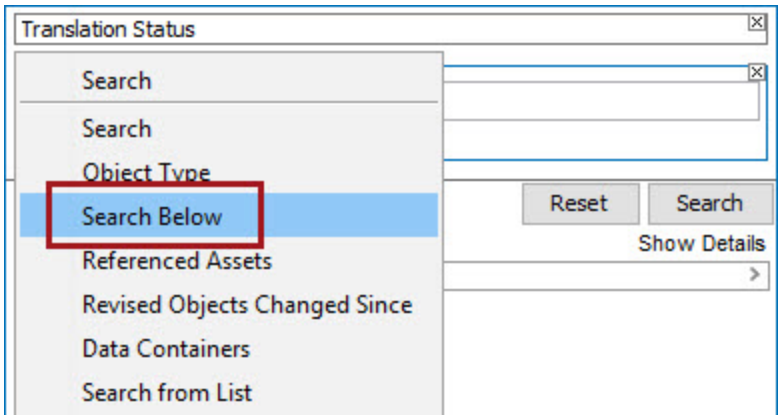
It may be changed, but the moment you select Source Language, the Target Language switches to the language your context is currently set to.



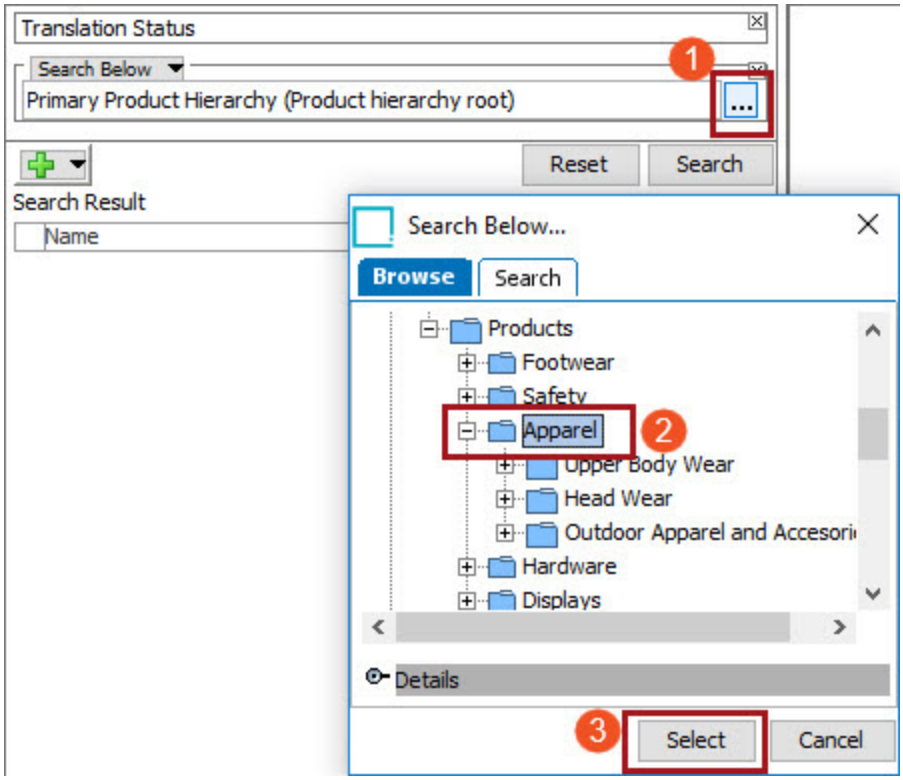
6. In the **Translation Status** area, check one or more of the listed status types you would like to include in your search. For instance, including the statuses **Re-translation Needed** and **In Progress** in your search will bring up all objects of the object type selected in step four that are currently in either **Re-translation Needed** or **In Progress** status. These are the status options available to include in your search:

Status	Description
Re-translation Needed	Master language has been changed since last translation.
Up to Date	Master language has not been changed since last translation.
In Progress	Translation has been exported, but not yet imported.
Not Translated	Object has never been translated.

7. Add the **Search Below** search option. The **Search Below** criteria is required to ensure a complete search result of objects that meet the configured **Translation Status** search criteria. To add the **Search Below** search criteria, click the Add Criteria / Operator button ( ), and then click the **Search Criteria Type Selector** (Search). Select **Search Below** from the dropdown.

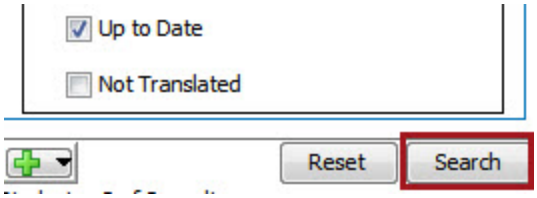


8. Click the ellipsis button to the right of the field to select which node the search should be applied to. Click 'Select' to apply the highlighted node to the search criteria.

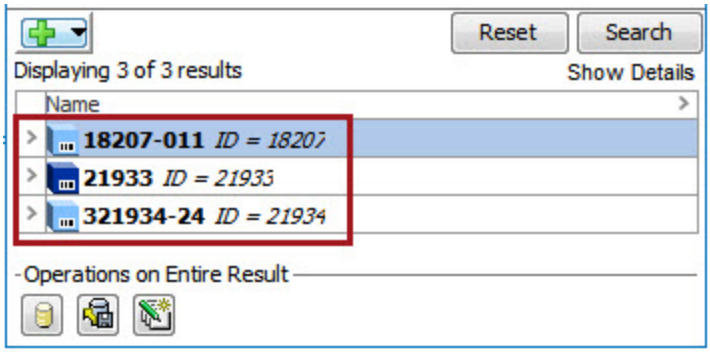


Important: To avoid performance slowdowns when using the **Translation Status** and **Search Below** criteria together, users should precisely define which nodes should be selected for **Search Below**. For example, selecting a root node can potentially result in poor performance for the entire query.

9. Click **Search**.



10. If the search has generated results, they will display in the Search Results List, located beneath the Add Criteria / Operator button ( ).



11. Clicking on any of the objects listed in the search results will take the user directly to the object.

For more information on the search functionality, refer to the **Search** documentation in the **Getting Started** documentation.

Scheduling a Collection of Objects for Translation

This topic covers the ability to schedule all objects in a collection for translation. In order to understand how this functionality works, it is beneficial to ascertain the actions that take place:

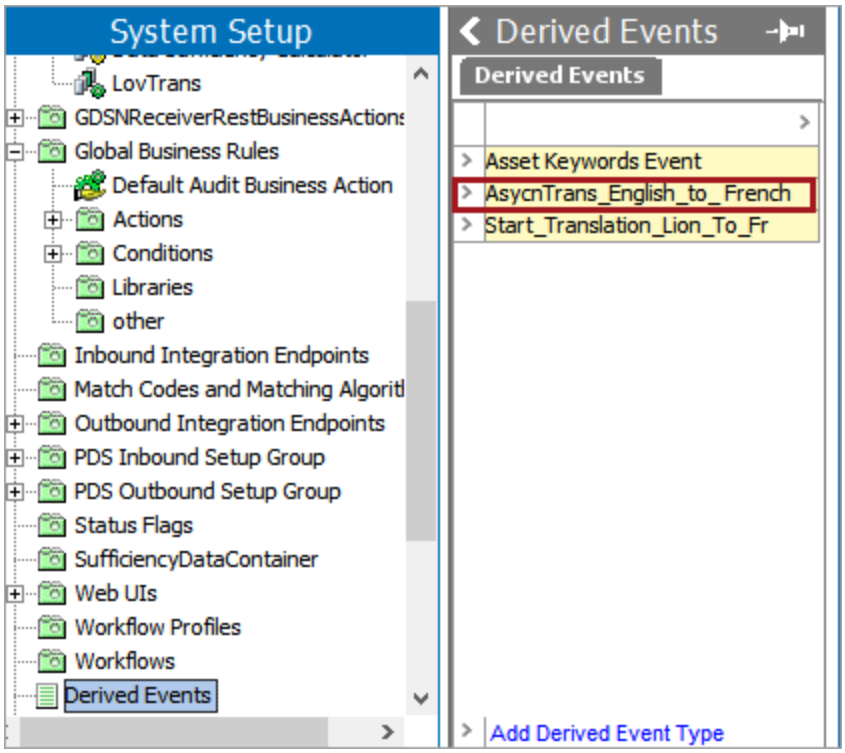
- An event processor plugin (the Asynchronous Translation Message Processor) processes events for the objects included in the collection.
- To generate an event per object in the collection, a bulk update action (configured with a business action that can generate derived events) must be run on the collection.
- Once the bulk update action is run, the event processor plugin will read the events dependent on the scheduling configuration of the event processor. Also, the event processor can be configured to batch together the events, resulting in a reduced number of translation files.

To schedule a collection of objects for translation, there are several requirements (specifically, creating and/or configuring components within System Setup) that need to take place prior to scheduling the collection for translation. While the majority of these actions do not need to be performed in the order they are discussed, users may find it beneficial to do so. These include:

- Creating a derived event
- Creating and configuring an asynchronous translation service
- Creating and configuring an event processor
- Creating and configuring a business action
- Creating a collection
- Running a bulk update

Create a derived event

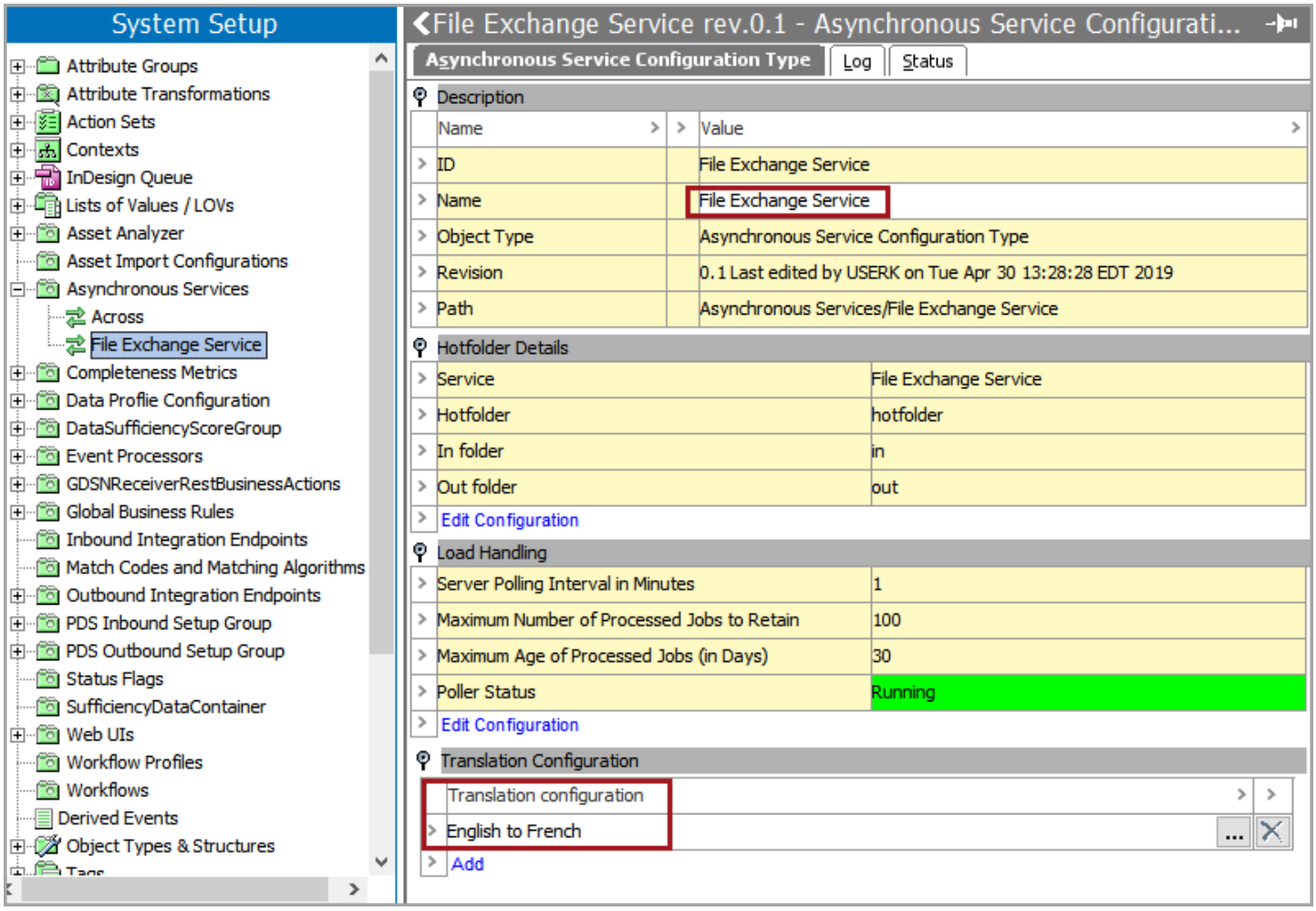
In the example below, a derived event named 'AsyncTrans_English_to_French' has been created. This derived event will be selected later in this topic when configuring the business action and the event processor.



For more information, refer to the **Derived Events** topic in the **Events** section of the **System Setup** documentation.

Create and configure an asynchronous translation service

An asynchronous service must be created. Note the name of the asynchronous translation service in this example, 'File Exchange Service, ' and the translation configuration, 'English to French.'

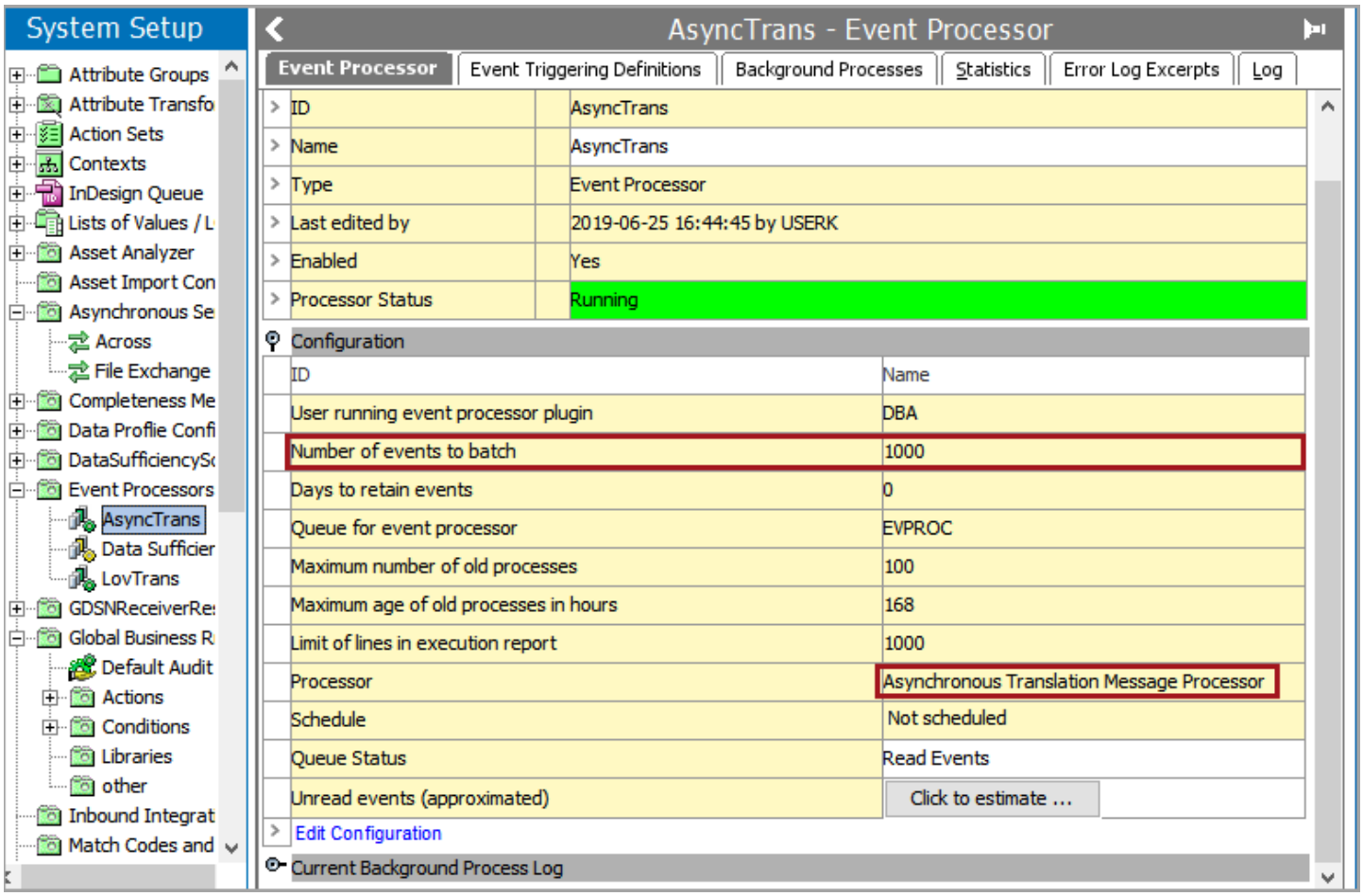


For more information on asynchronous translation services, including the File Exchange Service, refer to the **Configuring an Asynchronous Translation Service** topic in the **Data Integration** documentation.

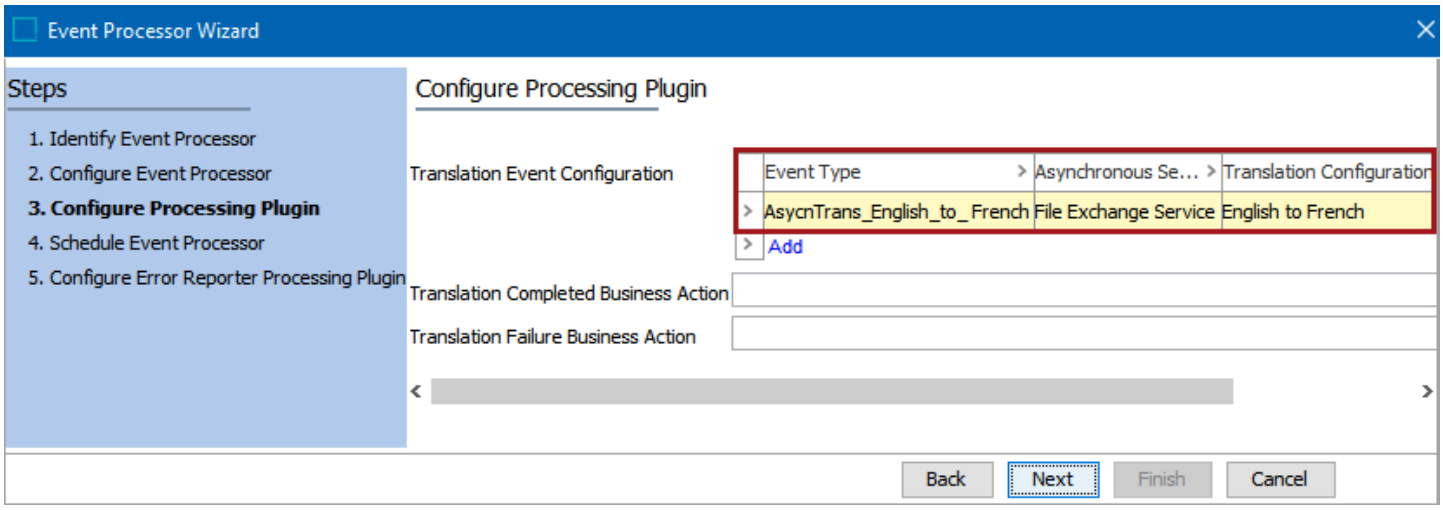
Create and configure an event processor

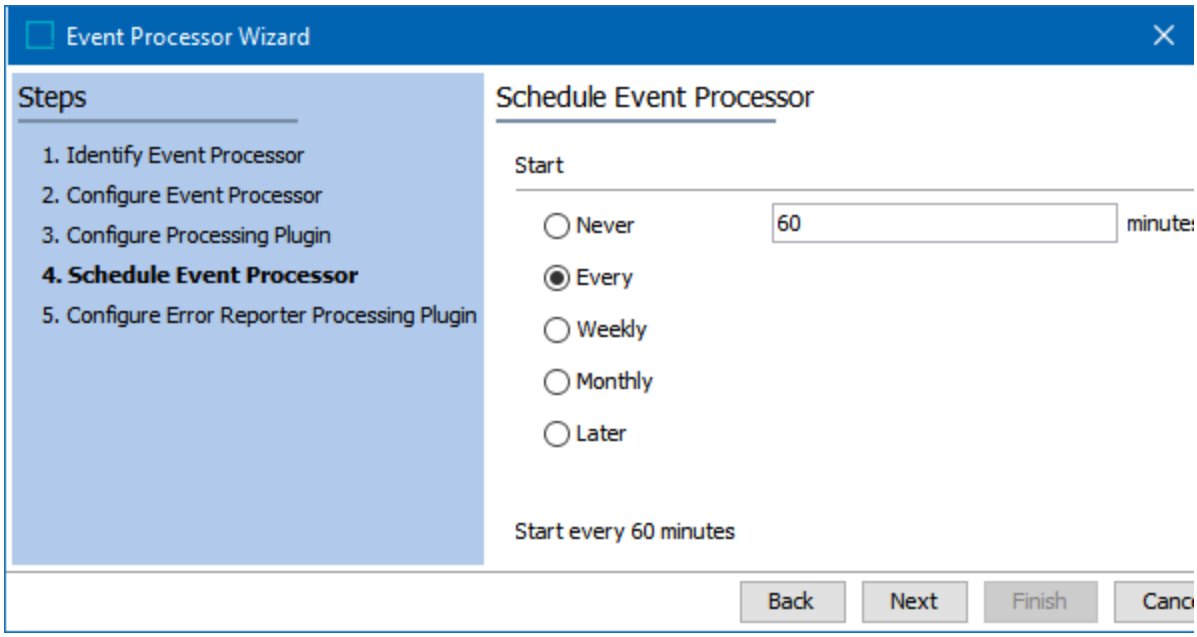
An event processor (in this example named 'AsyncTrans') with the Asynchronous Translation Message Processor processing plugin selected must be created in order run the bulk update.

Note: The event processor can be configured to batch events via the 'Number of events to batch' parameter. This can be useful for batching multiple objects into one translation file, thus reducing translation costs. For more information, refer to the **Event-Based OIEP Event Batching** topic in the **Outbound Integration Endpoints** section of the **Data Exchange** documentation.



Note that in Step 3 (Configure Processing Plugin) of the Event Processor Wizard, the Event Type (in this case, a derived event) and the Asynchronous Service were both created earlier in this topic. The Translation Configuration, 'English to French,' is the translation configuration for the asynchronous service 'File Exchange Service.' If desired, schedule the event processor to run in Step 4 of the Event Processor Wizard; in this example, the event processor is scheduled to run every 60 minutes.



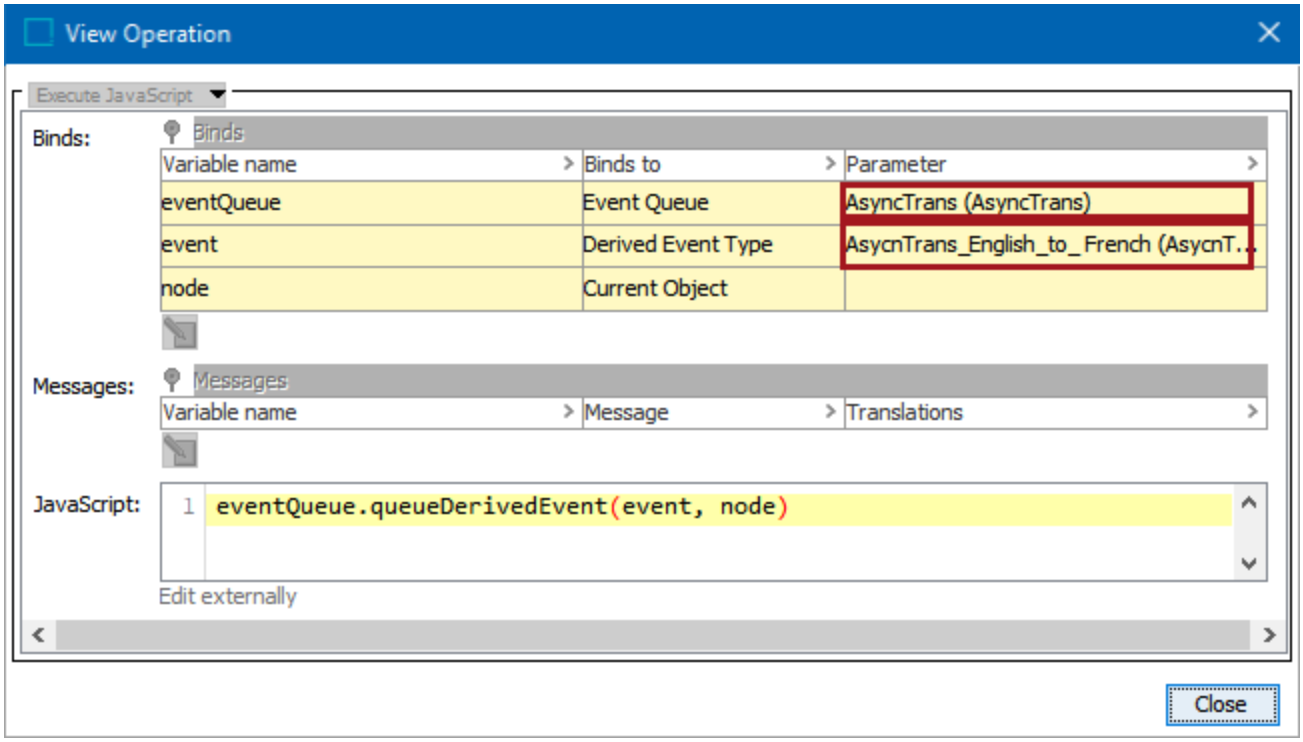


For more information, refer to the **Asynchronous Translation Message Processor Processing Plugin Parameters and Triggers** topic in the **Event Processors** section of the **System Setup** documentation.

Note: The Asynchronous Translation Message Processor processing plugin is only available to users that have the external-async-kernel component installed in their system. For more information, contact your Stibo Systems representative.

Create and configure a business action

A business action that sends a derived event must be created and configured. The image below demonstrates an example of a properly configured business action capable of generating a derived event per object in the collection. This business action will be referenced later in this topic when running a bulk update is addressed.

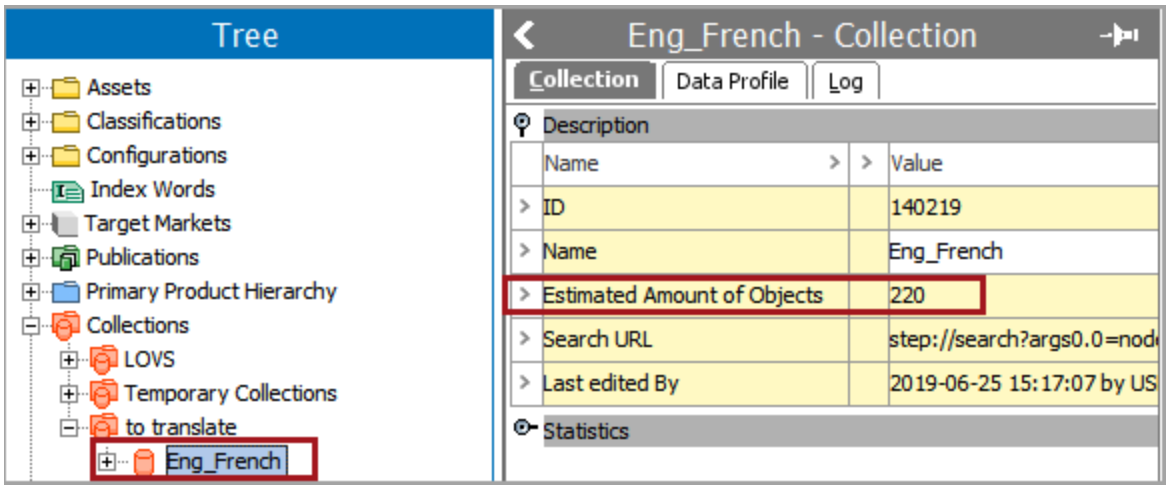


Note that in the example above, the event processor 'AsyncTrans' has been selected in the first row's Parameter cell, and the derived event 'AsyncTrans_English_to_French' has been selected in the second row's Parameter cell.

For more information, refer to the **Business Actions** topic in the **Business Rules** documentation.

Create a collection

In the example below, a collection consisting of 220 objects that require translation from English to French has been created.



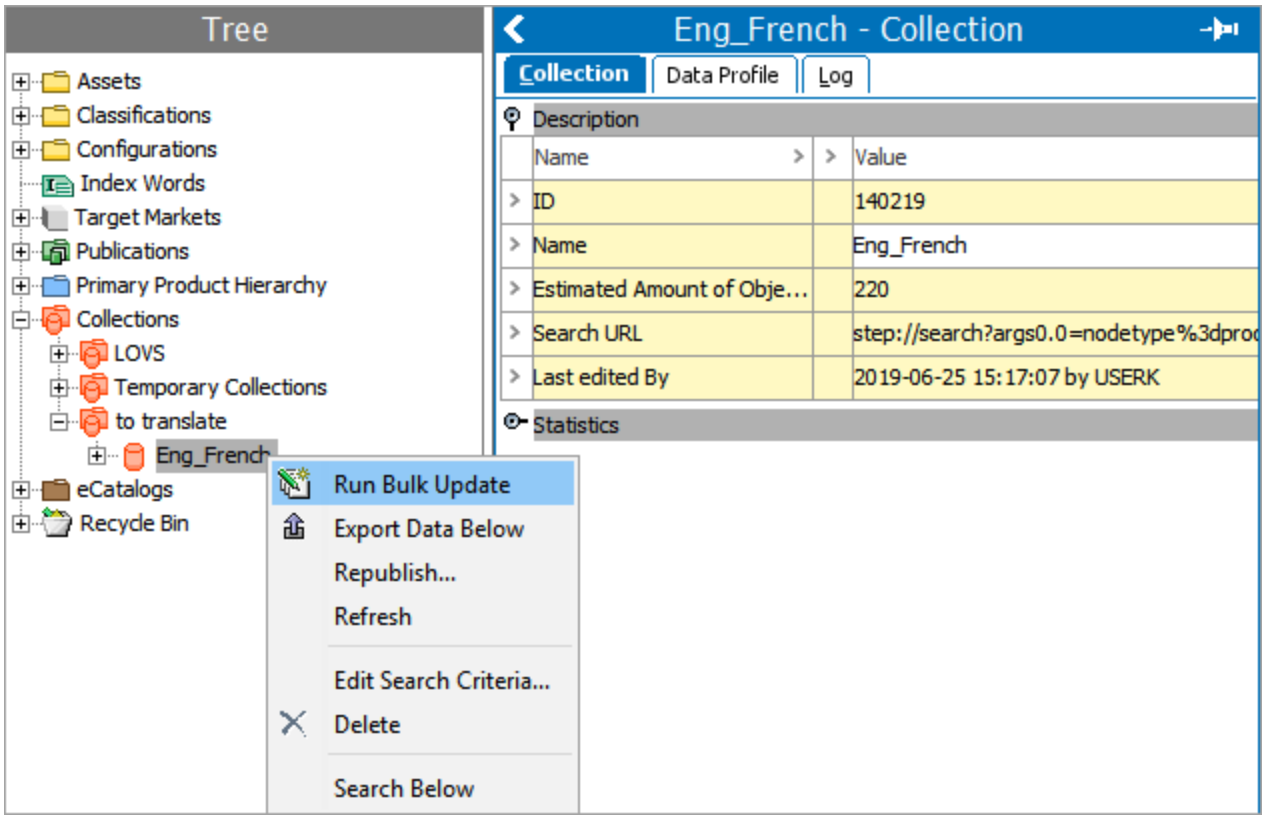
For more information on creating collections, refer to the **Creating Collections** topic in the **Collections and Collection Groups** section of the **Getting Started** documentation.

For more information on searching for translation status, refer to the **Searching for Translation Status** topic in the **Translations** documentation.

Running the bulk update

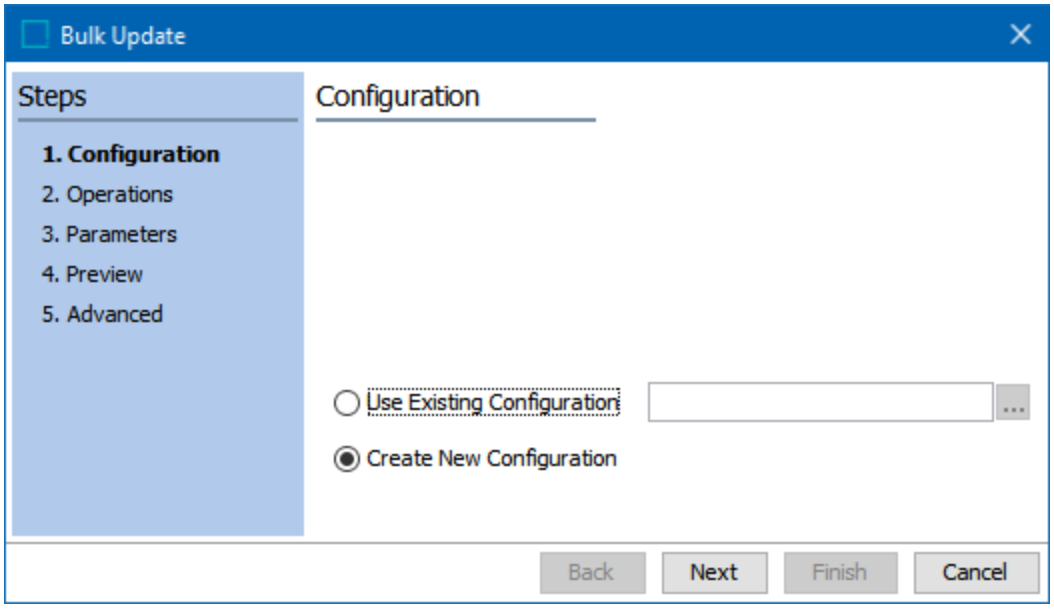
To generate a derived event per object in the collection a bulk update action must be executed:

1. Right-click the desired collection and select 'Run Bulk Update.' In this example, the collection 'Eng_French' has been selected.

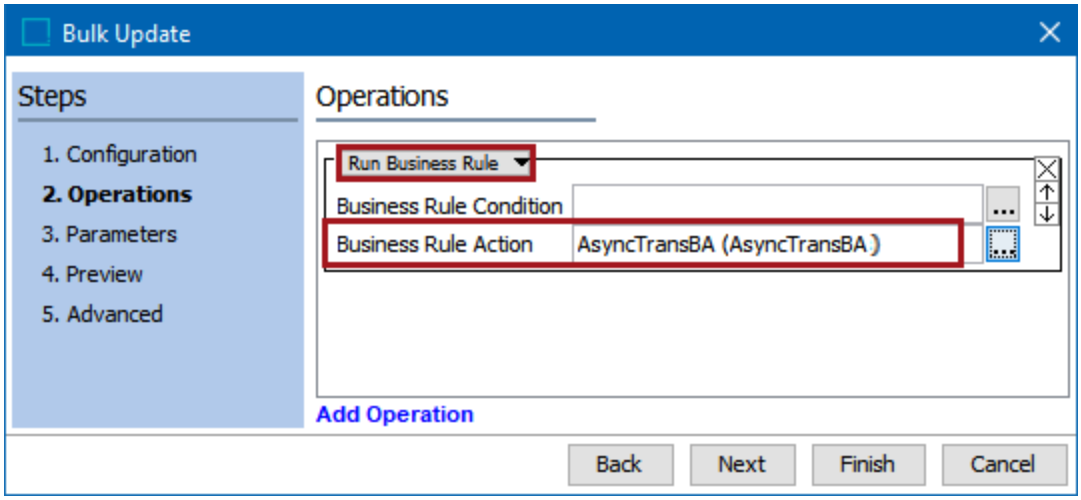


The Bulk Update Configuration wizard opens.

2. In the Bulk Update Configuration window, select 'Create New Configuration' and click 'Next.'

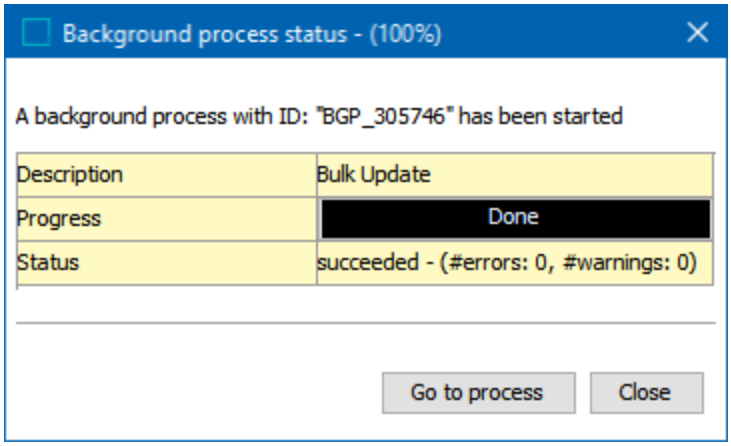


3. From the dropdown menu, select 'Run Business Rule' and for the Business Rule Action, select the business action created earlier, 'AsyncTransBA.'



4. Click 'Finish' to run the bulk update or 'Next' to preview the items within the collection and / or configure the Advanced screen.

   Once 'Finish' is clicked, the background process status window opens, which indicates the status of the bulk update.



5. Click 'Go to process' for further information about the background process or 'Close.'

For more information, refer to the **Bulk Updates** documentation.

Now that the bulk update has been run using the business action described above, the event processor configured with the Asynchronous Translation Message Processor processing plugin, when run, will send the objects included in the bulk update to the translation service specified during the configuration of the asynchronous service.

Note: When the event processor is run depends on the schedule configured in the Event Processor Wizard. For more information on scheduling an event processor, refer to the **EPW - Schedule Event Processor** topic in the **Event Processors** section of the **System Setup** documentation.

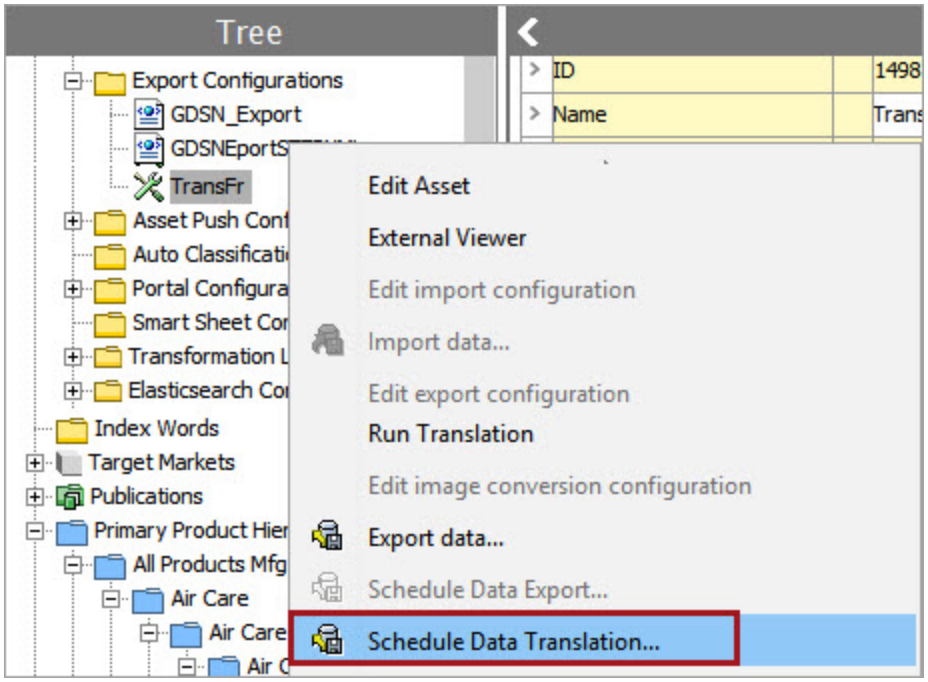
Scheduling a Data Translation

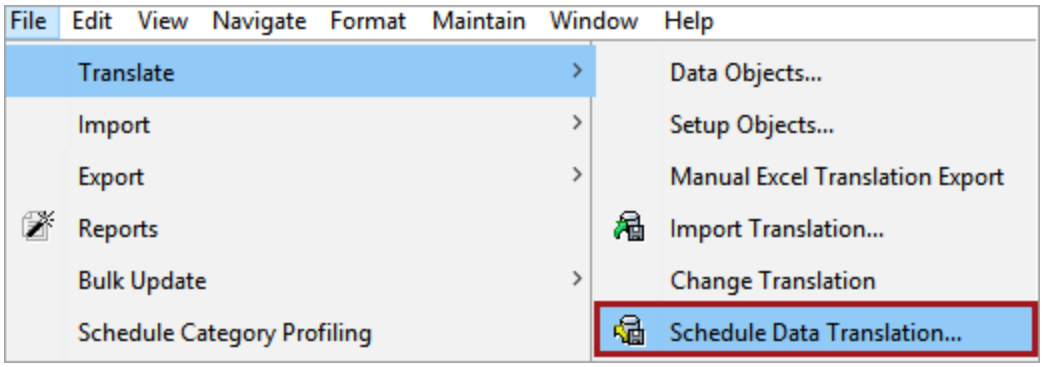
Translations based on saved translations configurations can be scheduled to be executed at a later time, either as a recurring export, or as a one-time export. There are several different scheduling options available in the Schedule Data Translation wizard, providing users with maximum flexibility when managing translation exports.

Before a translation configuration export can be scheduled, it must be created. For information on creating a translation configuration, refer to the **Starting a Structured Translation** topic.

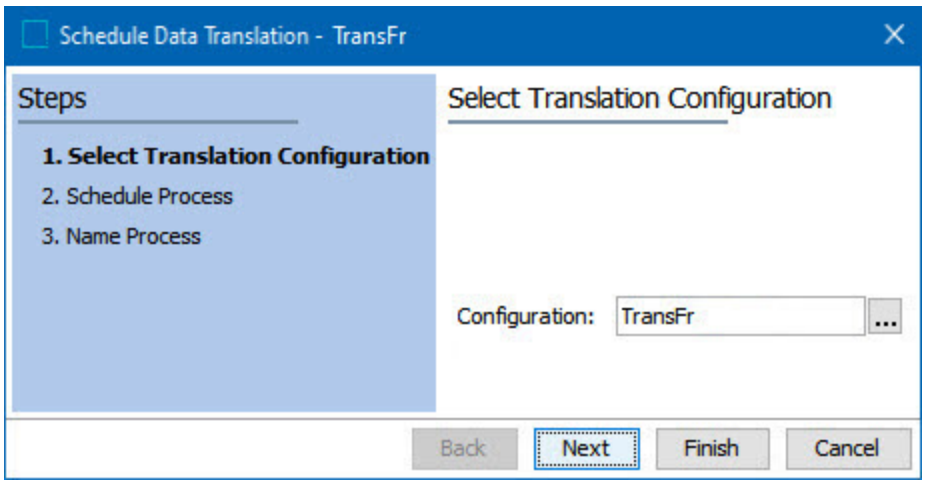
To schedule a data translation:

1. Right-click the desired translation configuration and select 'Schedule Data Translation...' OR select 'File' > 'Translate' > 'Schedule Data Translation...' from the workbench menu.





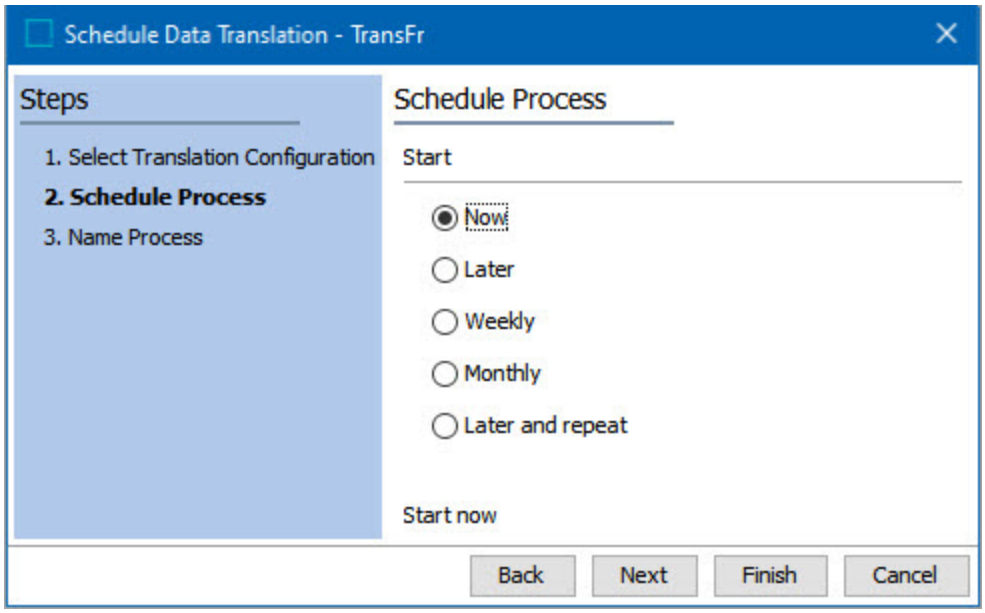
The **Schedule Data Translation** wizard opens.



The Configuration parameter text field will populate with the name of the selected translation configuration (in this example, 'TransFr').

2. To select a different translation configuration, click the ellipsis button (...) and select the desired translation configuration. Otherwise, click 'Next.'

   The **Schedule Process** dialog opens.

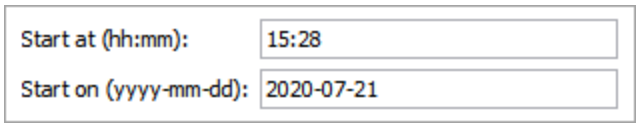


3. Select one of the options available for scheduling the data translation export. Information regarding each option is explained in detail below.

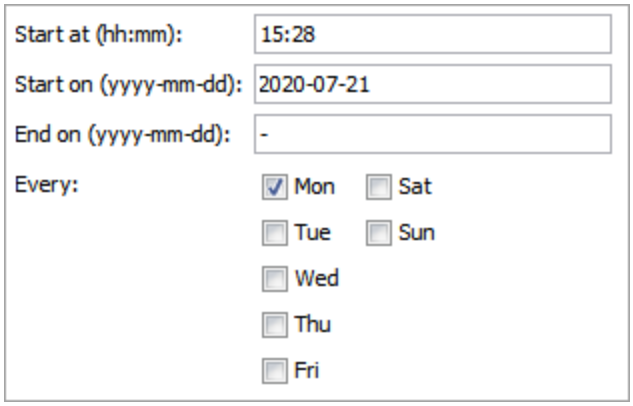
Important: Consider the time zone of the application server compared to that of the workbench (the client) where the schedule is created or viewed. When scheduling a job, the local time zone is displayed in the workbench, but the time zone of the server is used to run the background process. Although displayed, the time zone of the client is not included in the instruction to the server to run the job. This can cause confusion about when the job will run since the scheduled time is not automatically converted to accommodate potential differences in time zones.

Now - Will initiate the translation process when the user clicks 'Finish.'

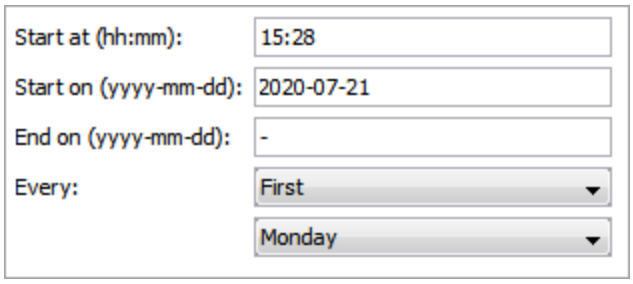
Later - Brings up two additional fields, **Start at (hh:mm)** and **Start on (yyyy-mm-dd)**. The user sets the time and date and STEP completes the translation export at the configured time. An example of these fields configured is shown in the screenshot below:



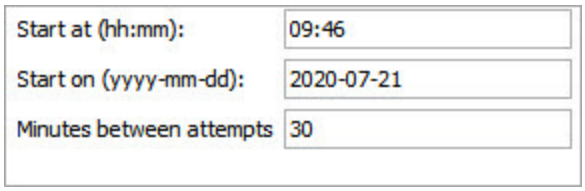
Weekly - Allows the user to create a recurring export to execute once or multiple times a week. The user sets the time and date to start the recurring weekly export, the date at which the recurring weekly export will end, and then the day (or days) of the week the export should run until the configured interval has elapsed. One or all days of the week can be selected. An example of these fields configured for recurring weekly export is shown in the screenshot below:



Monthly - Allows users to set a recurring translation export once a month. The user sets the time and date to start the recurring monthly export, the date at which the recurring monthly export will end, and then which non specific day (or days) in the month the export should run until the configured interval has elapsed. For example, the monthly export can be scheduled for the first Monday of every month. An example of these fields configured for a recurring monthly export is shown in the screenshot below:



Later and repeat - Allows users to create a recurring export that can be run multiple times a day. In addition to the time and date fields, the user can set the number of minutes between auto-exports. An example of these fields configured for recurring export is shown in the screenshot below:

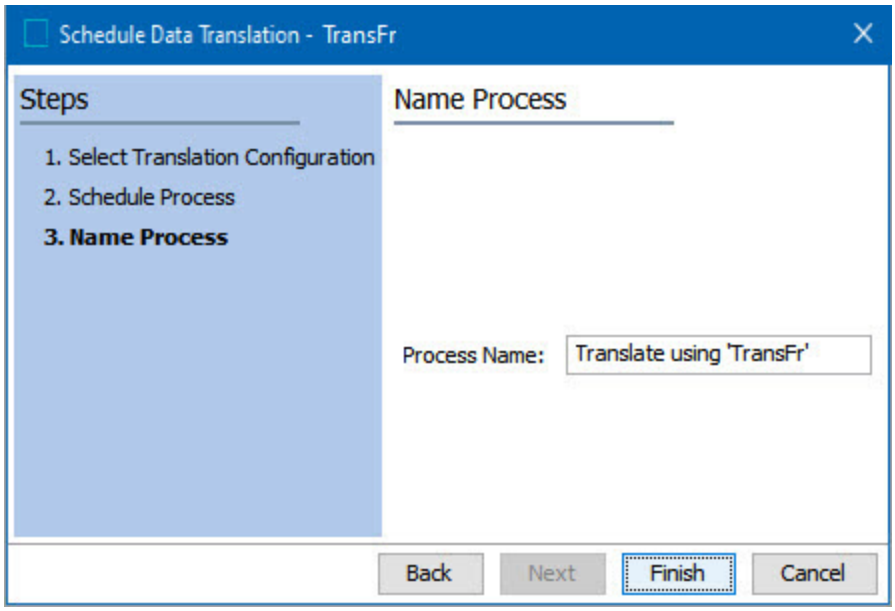


Note: Use the **Later and repeat** scheduler with caution as it is possible to set up a recurring export as often as every few minutes. If the intended interval is improperly set, the STEP system can experience negative performance issues. For instance, if the Delivery Method of the export is set to ship to an FTP for a translation vendor to retrieve, and the vendor's tasked with processing all files they retrieve, the user could incur unexpected translation costs.

4. Once an option is selected, click 'Next.'

   The **Name Process** dialog opens.

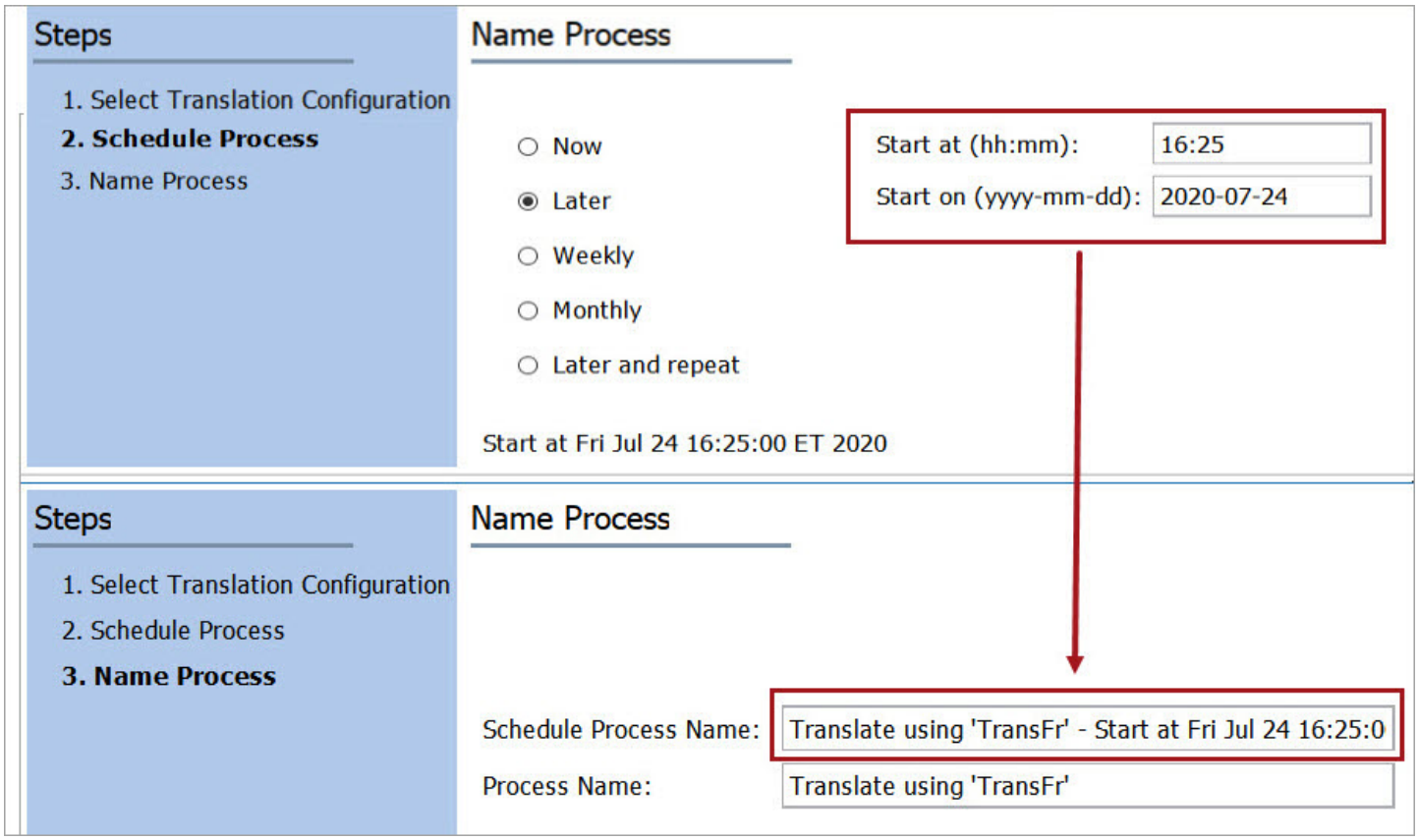
Important: The image below displays how the **Name Process** dialog would appear if the user selected 'Now' as a scheduling option. Selecting any other available option will result in an additional parameter within the dialog, as described in detail later in this topic.



5. In the 'Process Name' field, input a name for the scheduled translation export process. By default, if no name is provided, the name of the process will be the name of the configuration selected for translation (i.e., 'TransFr').

   If the user selects a scheduling option besides 'Now' in the **Schedule Process** dialog, the **Name Process** dialog will contain an additional parameter titled 'Schedule Process Name.'

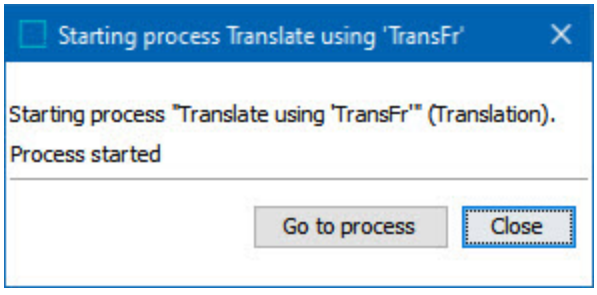
   The 'Schedule Process Name' parameter will contain the information provided by the user in the **Schedule Process** dialog. In the example below, the user selected 'Later' and provided specific details regarding the 'Start at' time and 'Start on' date in the **Schedule Process** dialog. These details are displayed in the **Name Process** dialog, which are also displayed in the image below. Similar to the 'Process Name' parameter, The 'Schedule Process Name' parameter can also be edited.



6. Click 'Finish' to close the **Schedule Data Translation** wizard.

Reviewing Product Translation Status

When a structured translation export process has been initiated, a few final steps must be taken in that export's background process. If 'Now'is selected as a scheduling option in the **Schedule Process** dialog, a small window will display showing two options; 'Go to Process' and 'Close.'



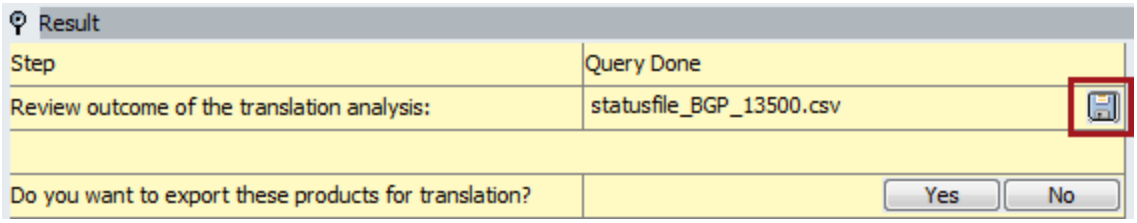
To review product translation status:

1. Click 'Go to process' to go directly to the export's background process.

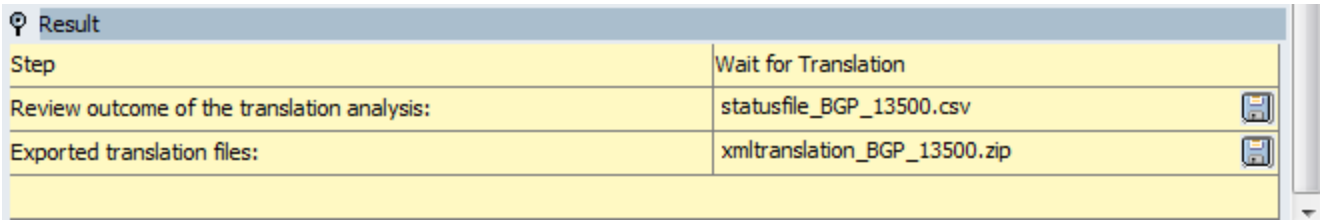
Note: To access the background process directly at a later date, in the workbench, click the 'BG Processes' tab, expand 'Translation,' and then expand 'Active Processes.' Click on the relevant process and view the **Result** section.

2. The translation produces an Excel file listing all of the objects that are included in the export. These listed objects are the same objects that displayed on the **Feedback** screen. To view the spreadsheet, click the disk icon and follow the prompts.

Note: If more than one target language is selected, a background process will be created for each target language, each process creating its own file.



3. A prompt below the report file asks, "Do you want to export these products for translation?" Click 'Yes' to proceed with the export. Click 'No' to abort the export. If the user has checked the box for **Skip Verification** on the **Delivery** screen, then the export proceeds directly to generating an export file, and there is no question for the user to answer.
4. To export the products for translation, click 'Yes.' A zip file is created that contains the data to be translated.

   If you click 'No,' the translation export is ended, and the translation status of the selected objects is not changed.

4. Click the 'Save' icon to save the zipped translation file.