

Quick Start Guide for Approvers

This guide refers to version 4.0 of WordXtra and outlines the main functionality available to you as an Approver. Through WordXtra, we aim to give you greater visibility into your approval workload. The system offers 24-hour online access to a streamlined approval and sign off system through Wordbank's Globalization Management System (GMS).

We are always looking at ways of enhancing WordXtra and would be happy to hear from you with any suggestions; please do contact wordxtra_webmaster@wordbank.com with any feedback on how the system could work better for you.

Key Functionality

- Prioritise your workload: top ten live files for review displayed on your homepage, ordered by due date
- View planning info: real-time information on project timelines
- Clear navigation: access 'Files For Review', 'Pending Review' and 'Reviewed Files' information
- Tools for review: access file specific briefs, download reference material and files for review and access approved online glossaries
- Feedback to us: simple feedback form - is the translation style and quality to your satisfaction?

Log in

- Enter your username and password pair at <https://www.wordxtra.net/>
- or
- Auto-login via the personalised link found in WordXtra notification emails

? Don't have a username and password? See the [WordXtra FAQs](#)

? Want to change your password? Go to My Account on your homepage

Homepage

Your homepage and the functionality available will vary depending on your exact role – this could be either [Approver](#), [Approver & Project Owner](#), or [Superuser](#).

Approver

As an Approver, you can access the following functionality from your homepage:

Access review items:
Files For Review
Files Pending Review
Reviewed Files

Personalised dashboard:
Online glossaries
Account configuration options

Dynamic news facility:
Keep up-to-date.

Top Ten Files For Review:
Displays priority files ordered by due date. Info includes brief & reference material flag, round, due dates and status.

Brief & Reference flag:
A red circle denotes brief has not been read. The no. in brackets indicates the no. of reference files available.

Home page: Approver

? Not sure what the status descriptions mean? See the WordXtra FAQ's

Approver & Project Owner

If you have dual roles and are both an Approver and a Project Owner you will be able to use all the corresponding features of the system from your homepage. In addition to the Approver functionality above, you will have access to the following Project Owner functionality:

Access Project Owner items:
Live Projects
Pending Projects
Completed Projects

Personalised dashboard:
Create Project

Top Ten Live Projects:
As allocated to your Project Owner role. Displayed ordered by due date. Info includes project no. & title, contact, languages, quote value, planned start and finish dates and project specific notes.

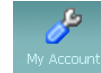
Home page: Approver & Project Owner

? Need more information on Project Owner functionality? See the **Quick Start Guide for Project Owners**. The guide can be downloaded from the links at the bottom left of your screen when you are logged into WordXtra.

Superuser

You may already be set up as a Superuser. This means that in addition to viewing details about your own files, you will also be able to access detail for any projects allocated to other Approvers that you need to maintain an overview on.

To see a list of Approvers that you have Superuser access over, click on your dashboard.



homepage

My Account

View Superuser list:
Access names, usernames and passwords for your designated Approvers

Projects allocated to any of these Approvers will appear on 'Files for Review', 'Pending Review' or 'Reviewed Files' accordingly. The icon denotes that the project is allocated to one of your designated users - hovering your mouse above the icon will display their name.

Homepage: Superuser role

Top Ten Files for Review:
Items allocated to a named Approver on your Superuser list show an icon - mouseover indicates name.

Items allocated to you show no icon.

File	Brief	Language	Round	Comments Due	Approval Due	Status
CD010D -- FY12 M&E AEC Global Awareness Campaign						Contact: Anathe Hackett
IT.sec.fy12_aware_tech_media_banner.doc		Italian	2nd	18 Aug 2011 PM	18 Jul 2011 PM	Past Due
CD014D -- M&E Subscription Advantage Packs Global Campaign						Contact: Anathe Hackett
IT_subscription_advantage_packs_2012_download_eDM_en.doc		Italian		For Sign-Off	08 Sep 2011 AM	On time
IT_subscription_advantage_packs_announce_eDM_en.doc		Italian		For Sign-Off	08 Sep 2011 AM	On time
IT_subscription_advantage_packs_landing_page_1314080755.doc		Italian		For Sign-Off	08 Sep 2011 AM	On time

Need to be a Superuser? You can request Superuser status via your Wordbank contact.

Files Pending Review

You will receive a 'PLANNING INFO' notification email, when localization has started for any files allocated to you.

'PLANNING INFO' notification

Planning information:
Details of files scheduled for review with direct link to WordXtra, planned review/sign off dates and link to source file.

Good Morning,
Localization of files for the above project has started. See below for file and planning information:

Filename	For Review		For Sign Off		Source Files
	Receive on	Required by	Receive on	Required by	
DE ID46 nsb q3 promo_box_reminder_gnrc_en-emea.doc			18/08/2011 PM	23/08/2011 PM	Download Source
DE ID47 nsb q3 flash_banner_160x600_reminder_gnrc_en-emea.doc			18/08/2011 PM	23/08/2011 PM	Download Source

To access the files, click the email link or find the files via '[Pending Review](#)'. You will see the following:

Pending Review

Files Pending Review:
Gain an overview of upcoming workload.

Ordered by expected due date and including language, round of approval, due dates, current stage and current status.

The screenshot shows the WordXtra interface with the 'Pending Review' section active. It displays a table with the following data:

File	Language	Round	Expected	Currently at	Status
206L04 — HP ColorSphere and Vivera Exhibition Material IT_ColorSphere and Vivera.doc	Italian	1st Approval Round	13 Jul 2007 AM	Contact: Elena Gidoni	On Hold
307M32 — Bodhi Scanjet 5000 packaging IT_Bodhi Scanner.doc	Italian	1st Approval Round	03 Sep 2008 AM	Contact: Lina Ilmarsky	Past Due
307M33 — Zen Scanjet 7000 packaging IT_Zen Scanner.doc	Italian	1st Approval Round	03 Sep 2008 AM	Contact: Denver Team	Past Due

Files for Review

You will receive a 'FOR REVIEW' notification email when a file allocated to you is ready for review.

'FOR REVIEW' notification

For Review information:
Details of files for review with direct link, required by date and instructions.

Good Afternoon
Files for the above project are now ready for review.
To access and review files and see more detailed status information, visit your WordXtra homepage at <https://www.wordxtra.net/?user=DACR001&pass=LA-Ariane>.

Filename	Required by
HR AFM translation.doc	06/01/2009 PM

- Click on the above link(s) to access your files via WordXtra
- Once on WordXtra, click the filename link to access the brief and download the localized file and any reference files
- Save file(s) to your desktop
- Mark up changes using the MS Word tracking tool or PDF annotation tool
- Select the query/comment button to upload the completed file
- To sign off the file(s) tick the box next to the file name(s) and click the sign off button
- Complete the approval form and click sign off again
- For assistance, queries or to flag problems meeting deadlines, please contact elena.gidoni@wordbank.com

Please do not reply to this mail as this is an automatically generated notification from an unattended mailbox.

To access the files, click the email link or find the file via '[My Top Ten Files for Review](#)' or '[Files for Review](#)'.

From any of the above options, click the filename you wish to review and you will see the following:

Brief, reference material & file download

Brief:
The brief contains file specific information and is provided by the Wordbank Project Manager.

Reference Material:
Download reference material and source files.

File for Review:
Download the file for review and save to your chosen location.

Brief for Tape-Talk Newsletter 2 for Translation[1].doc - 307U07: IT

First, read the brief:
Hello,

Please find uploaded the translated text for the July edition of the TapeTalk newsletter. Please review all the text, tracking any changes with the track changes tool.

Please pay particular attention to the translations of the brochure names - we have asked our suppliers to translate these in accordance with the names that appear on the Storage Media website but it looks as though some of the English names on the site are not consistent with those in the source file for translation.

We are also uploading a pdf of the English html for your reference.

Please send your amends/approval at your earliest convenience.

Many thanks!

Next, save the reference material:

Reference Files
[Tape-Talk Newsletter 2 for Translation.htm](#)

Finally, download the file for review:

Download current file for Tape-Talk Newsletter 2 for Translation[1].doc - 307U07: Italian:
[ITLCK1_Tape-Talk307U07_5E.DOC](#)

[Go to the Comment / Sign-Off page for 307U07 - Italian](#)

Submit Comments & Sign off

Once you have read the brief and downloaded the relevant files, you can submit comments and/or sign off the file by clicking the link in the above page - e.g: [Go to the Comment / Sign-Off page for 307U07 - Italian](#) or click 'Files For Review' on the main menu bar.

Selected file for review/sign off


Select file:
Select a single or multiple files for comments/sign off.

Upload file & enter comments:
Browse to and upload your reviewed file with annotations/tracked changes. Add any additional comments.

Specify email address(es):
Change the reply email address and/or add an email address to cc on the comment submission.

Sign off or send comments:
Include your sign off for the file, or just send comments for implementation.

The screenshot shows the 'Files For Review' page. At the top, there are navigation tabs: Home, Files For Review, Pending Review, Reviewed Files, and News. Below this is a table with columns: File, Brief, Language, Round, Comments Due, Approval Due, and Status. One file is selected, indicated by a red circle around the checkbox: 'TapeTalk Newsletter 2 for Translation[1].doc'. Below the table is a 'Comments' section with a 'Comments:' text area containing the text 'Please implement my changes - I have highlighted changes to terminology that will need to be made globally. Thank!', a 'Reviewed Files:' section with a 'Browse...' button circled in red, and an email input section with a 'Send your comments on the selected items' button at the bottom.

Once comments have been submitted, a  icon will appear next to the file on your Homepage or Live Files page. Once the comments have been implemented at Wordbank, the file will move to your Reviewed Files list.

If you are signing off the file you will be asked to submit your feedback on the translation style and quality:

Sign off form

The screenshot shows a 'Sign off form' for a file named 'FR_autodesk_300x250_plant_suite_v02a.zip'. The form is titled 'Feedback for: FR_autodesk_300x250_plant_suite_v02a.zip' and contains a 'Feedback' section with eight numbered questions. Each question has four radio button options: 'Excellent', 'Good', 'Satisfactory', and 'Poor'. Question 8 is a text field for additional comments. Below the feedback section is a larger text field for '0. Please insert any extra comments here'. At the bottom, there are two buttons: 'Send my comments and Sign-Off these files' (with a 'Sign-Off' sub-button) and 'I've changed my mind - please just send my comments' (with an 'Only send comments' sub-button).

Check filenames:
Have you selected the correct files for sign off?

Provide feedback:
Select Poor, Satisfactory, Good, or Excellent for each question.

Additional comments:
Insert any extra comments into the free text field.

Click Sign-Off:
When you are ready to submit your feedback or
Cancel:
Don't sign-off - just send comments

? What happens to your feedback? All feedback is collated and reviewed on a regular basis. Any negative feedback is flagged automatically to Wordbank's QA team for immediate action.

Reviewed Files

The Reviewed Files section enables you to view all files for which you have completed review and sign off.

Reviewed Files

Reviewed Files summary:
For each reviewed project see Wordbank contact, filename, language, approval round, planned & actual approval completion dates and current status in the localization process.

File	Language	Round	Planned Completed	Actually Completed	Status
3070110 — Recycled Media Leaflets Contact: Elena Gibrea					
DE Recycled Media (July 2008).doc	German	1st Approval Round	11 Aug 2008 PM	12 Aug 2008 PM	Delivered
DE Reused Media - Summary.doc	German	1st Approval Round	11 Aug 2008 PM	12 Aug 2008 PM	Delivered
3080005 — DL Templates Contact: Elena Gibrea					
DE 005_8DK-DL-Leaflet-ee[1].doc	German	1st Approval Round	22 Aug 2008 AM	18 Aug 2008 AM	Delivered
DE H+PSM-DL-Leaflet[1].doc	German	1st Approval Round	22 Aug 2008 AM	18 Aug 2008 AM	Delivered
3090011 — Reseller Kits Contact: Elena Gibrea					
CleaningVisual.ap	German	1st Approval Round	19 Jun 2008 AM	19 Jun 2008 PM	Delivered
H-CleaningCoopTemplate.pdf	German	1st Approval Round	19 Jun 2008 AM	19 Jun 2008 PM	Delivered
HCPLM_PDF.ap	German	1st Approval Round	19 Jun 2008 AM	19 Jun 2008 PM	Delivered
HCPLM_PDF.ap	German	1st Approval Round	19 Jun 2008 AM	19 Jun 2008 PM	Delivered
STORER_PDF.ap	German	1st Approval Round	19 Jun 2008 AM	19 Jun 2008 PM	Delivered
STORER_PDF.ap	German	1st Approval Round	19 Jun 2008 AM	19 Jun 2008 PM	Delivered

More Questions?

You can access Frequently Asked Questions specific to your role, in addition to more generic queries about WordXtra, via the [WordXtra Help](#) section.

Planned enhancements

WordXtra is under continual development. We have planned enhancements that will further improve your user experience as an Approver. As we approach planning and rollout of the changes, we'll communicate updated information to you via your WordXtra news facility.