

# Alcon Translate User Manual

v2.7



# Contents

## What is Alcon Translate

- [About Alcon Translate](#)
- [Request Access to Alcon Translate](#)
- [Alcon Translate Default Workflow](#)
- [Example Rejection/Approval Workflow](#)

## Understanding the Alcon Translate Interface

- [Dashboard](#)
- [Products Landing](#)
- [Add Product](#)
- [Edit Product](#)
- [Translations Landing](#)
- [Translation Edit](#)
- [Languages Landing](#)
- [Edit Language](#)
- [Pages Landing](#)
- [Edit Request Access Intro](#)
- [Edit Public Homepage](#)
- [User Landing](#)
- [Edit User](#)
- [Roles Landing](#)
- [Add/Edit Role](#)
- [Permissions Landing](#)

## Translations

- [Add Translation](#)
- [Translate Language Pack](#)
- [View Help Documents](#)
- [Prepopulate Language Pack](#)
- [Prepopulate from Translation Service](#)
- [Prepopulate from CSV File](#)
- [Prepopulate with English](#)
- [Prepopulate with Character](#)
- [Prepopulate from Previous Translation](#)
- [Translate Audio](#)
- [Import Audio](#)
- [Download Test LP](#)
- [Download CSV](#)
- [Download CLTD](#)
- [Download Phrase File](#)
- [Submit Translation for Review](#)

## Review and Approval Process

- [Review Translation](#)
- [Approve Translation](#)
- [Reject Translation](#)
- [Modify Rejected Translation](#)
- [Review Modified Translation](#)
- [Download Final Translated Language Pack](#)

## Administrative Management

- [Users](#)
  - [Activate User](#)
  - [Edit User](#)
  - [Delete User](#)
- [Roles](#)
  - [Add Role](#)
  - [Edit Role](#)
  - [Delete Role](#)
- [Permissions](#)
- [Products](#)
  - [Add Product](#)
  - [Edit Product](#)
  - [Delete Product](#)
  - [Upload English Language Pack Description Document](#)
- [Languages](#)
  - [Language Channels on MS Teams](#)
  - [Edit Language](#)
- [Pages](#)
  - [Add Page](#)
  - [Edit Page](#)
- [Custom Workflows](#)
- [Upload User Manual](#)
- [Upload Language Info Document](#)

# What is Alcon Translate?



# About Alcon Translate

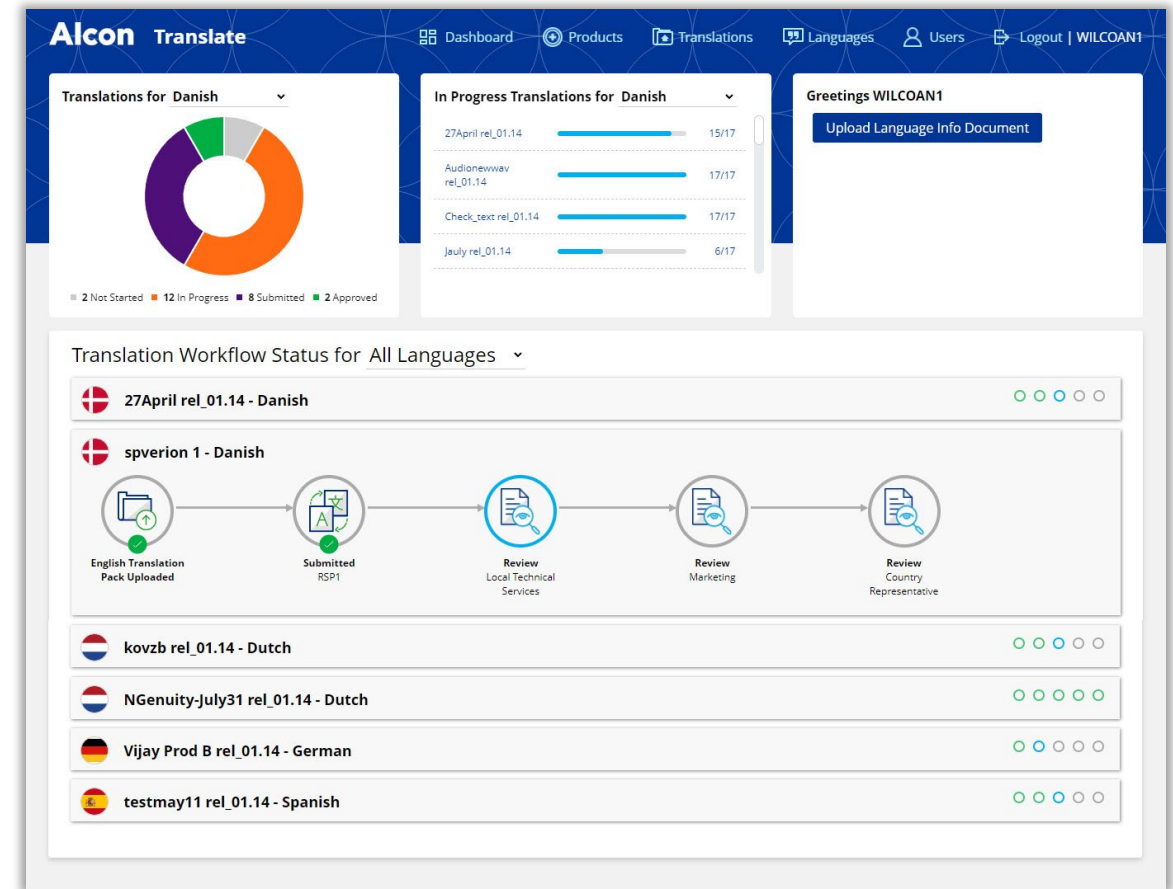
Alcon Translate is an online tool that allows users to create and manage translations of product interfaces into different languages.

Because of the space constraints inherent to product display interfaces, one of Alcon Translate's key features is providing accurate dimensions for text areas in the product interface. If translated text exceeds the space available in the interface, the tool provides feedback and allows for modifications so that the translated text will fit.

The other key feature to this tool is a role-based approval process that helps ensure the accurate translation of product interfaces. In this user guide, we offer an overview of the default workflow for Alcon Translate to better illustrate the translation and approval process. However, the application allows for the creation of custom approval workflows to meet the needs of your team.

The final output of a product translation is the approved Translated Language Pack. Once a translation is approved, the language pack can be downloaded and installed on the target product.

Alcon Translate supports corporate translation procedure V-QMS-0052945.



[Go to Alcon Translate](#)

[Training and Testing Area](#)

## Requirements

- Must have Alcon 521 ID to use
- Each region needs to ensure that (external) Translation Service Providers have Alcon 521 IDs

## Features:

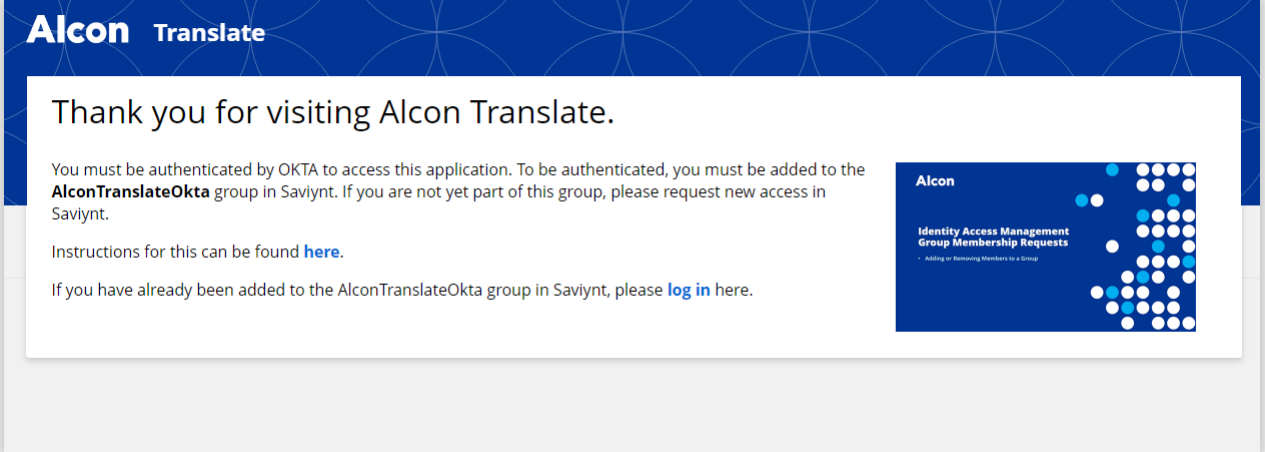
- Guidance to the affiliates regarding the availability of space for each translated text string with a high degree of fidelity in order to minimize translate-fix iterations
- Efficient Surgical Instrumentation product updates
- Generate list of translations as attachment to CLTD
- Notifications for new (English) products and new translations
- Review and approval workflow
- First-class participation by third-party translation service providers in workflow
- Maintain previous overall translation execution experience for affiliates

# Request Access to Alcon Translate

In order to access Alcon Translate, you must be a member of the **AlconTranslateOkta** group in Saviyent.

If you are not a member of this group, you will see the Welcome page which contains instructions on how to request membership to the Saviyent group.

Download and follow the instructions from this page to gain membership.



The screenshot shows the Alcon Translate application interface. At the top, the text "Alcon Translate" is displayed in white on a dark blue background. Below this, a white message box contains the following text: "Thank you for visiting Alcon Translate." followed by "You must be authenticated by OKTA to access this application. To be authenticated, you must be added to the **AlconTranslateOkta** group in Saviyent. If you are not yet part of this group, please request new access in Saviyent." Below this, it says "Instructions for this can be found [here](#)." and "If you have already been added to the AlconTranslateOkta group in Saviyent, please [log in](#) here." To the right of the message box is a blue sidebar with the Alcon logo and the text "Identity Access Management Group Membership Requests" and "Adding or Removing Members to a Group".

# Request Access to Alcon Translate

Once you are a member of the AlconTranslateOkta group in Saviyent, you will then need to have your Alcon Translate account created and approved.

1. If you attempt to access the application without having an active user account, you will be directed to the **Request Access** page.
2. Select the checkbox(es) for your role(s).
3. Select the checkbox(es) for the language(s) you are working in.
4. Once all selections are made, select the **Submit Request** button.

**Alcon Translate** Dashboard Products Translations Languages Users Logout | WILCOAN1

## 1 Request Access

You are currently not in the system. Please complete the form below to request access to the Alcon Translate.

**Role**

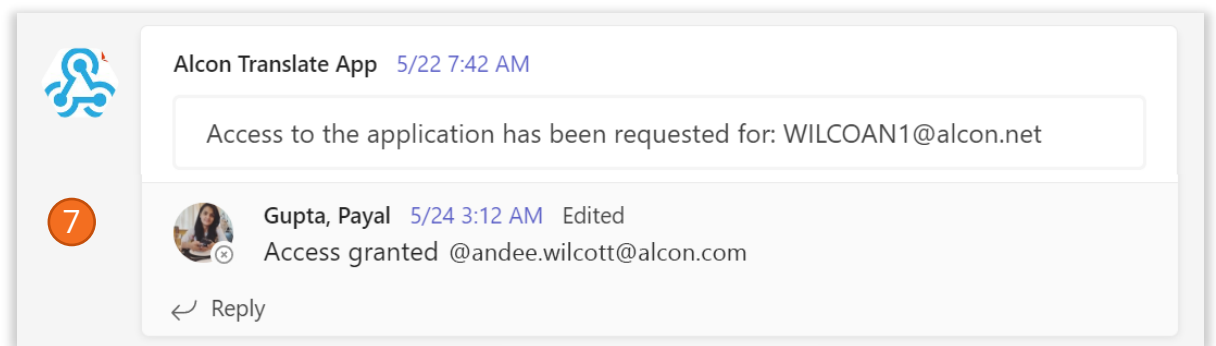
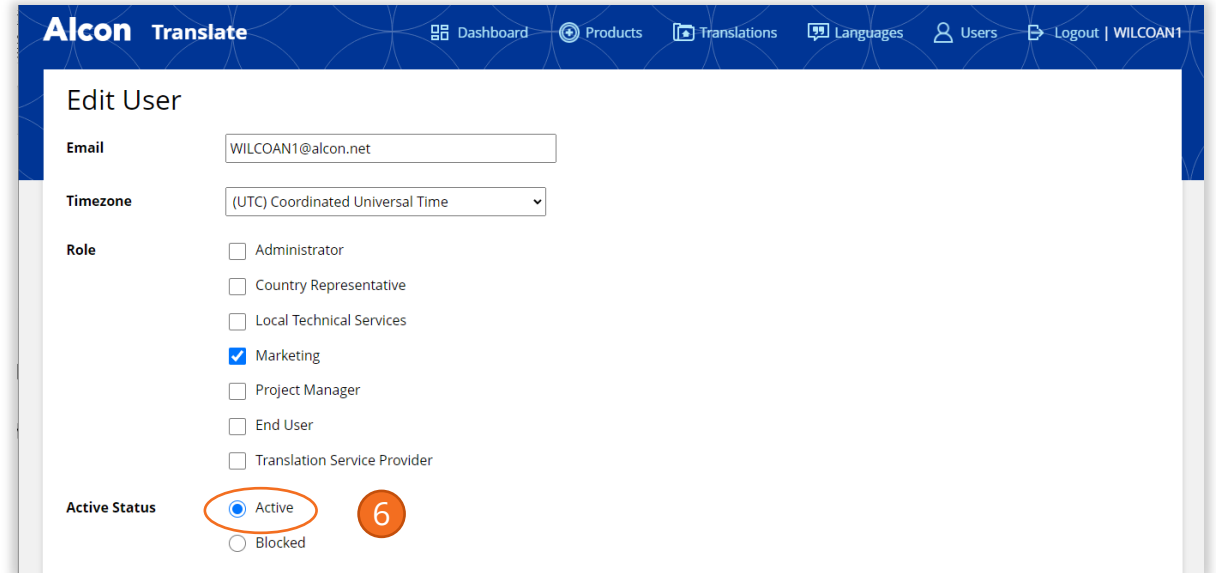
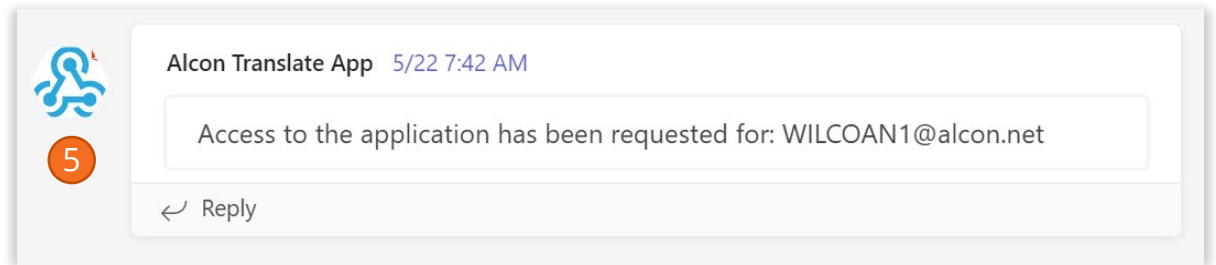
- Administrator
- Country Representative
- Local Technical Services
- Marketing
- Project Manager
- End User
- Translation Service Provider

**Language(s)**

<input type="checkbox"/> Bulgarian	<input type="checkbox"/> Chinese - Simplified
<input type="checkbox"/> Chinese - Traditional	<input type="checkbox"/> Croatian
<input type="checkbox"/> Czech	<input type="checkbox"/> Danish
<input type="checkbox"/> del	<input type="checkbox"/> Dutch
<input type="checkbox"/> Estonian	<input type="checkbox"/> Finnish
<input checked="" type="checkbox"/> French - France	<input checked="" type="checkbox"/> German
<input type="checkbox"/> Greek	<input type="checkbox"/> Hungarian
<input checked="" type="checkbox"/> Italian	<input type="checkbox"/> Japanese
<input type="checkbox"/> Klingon	<input type="checkbox"/> Lithuanian
<input type="checkbox"/> Norwegian	<input type="checkbox"/> Polish
<input type="checkbox"/> Portuguese - Brazil	<input type="checkbox"/> Portuguese - Portugal
<input type="checkbox"/> Romanian	<input type="checkbox"/> Russian
<input type="checkbox"/> Slovak	<input type="checkbox"/> Spanish
<input type="checkbox"/> Swedish	<input type="checkbox"/> test
<input type="checkbox"/> testnew	<input type="checkbox"/> Turkish
<input type="checkbox"/> Vietnamese	

**4** Submit Request

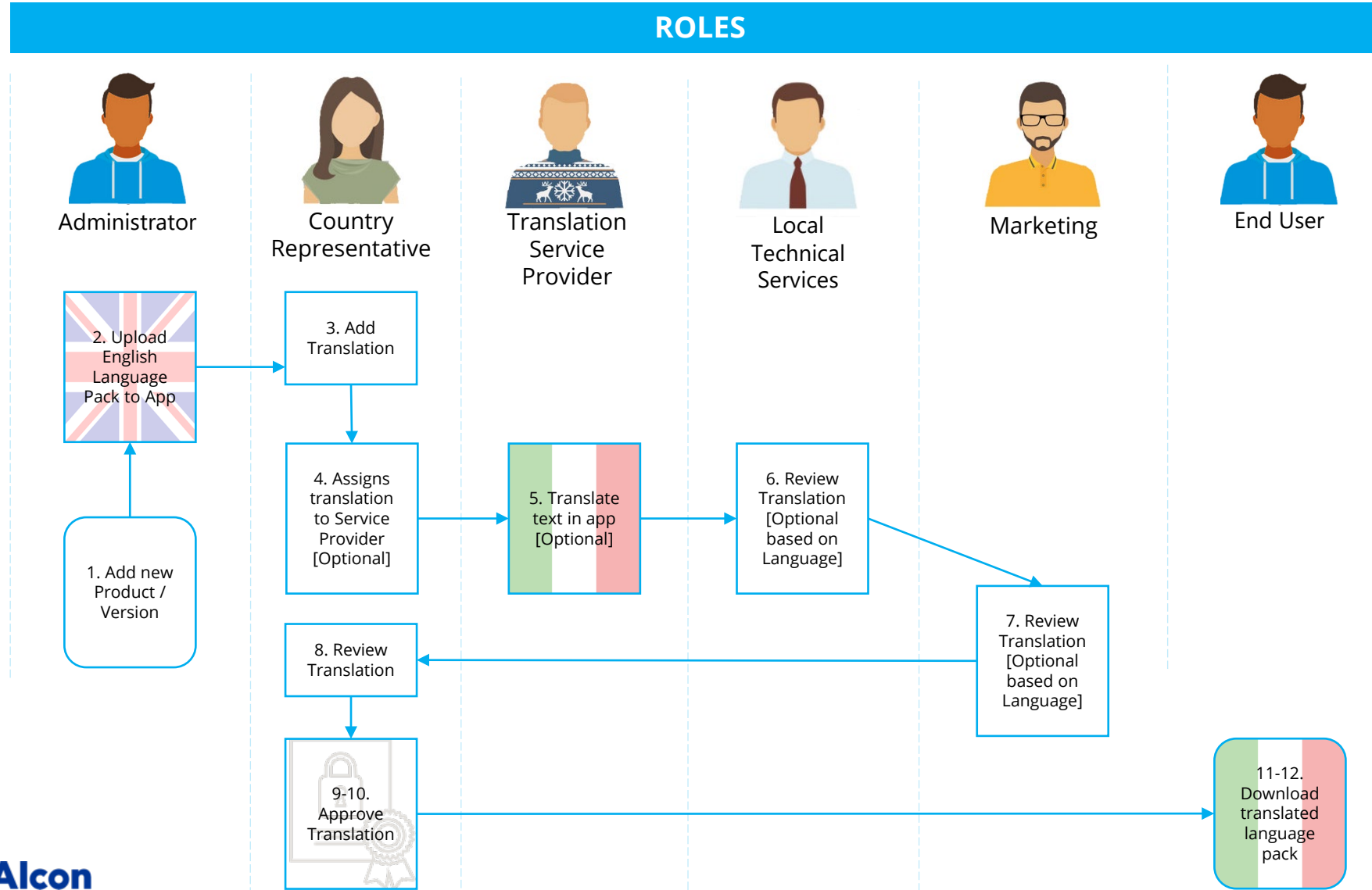
5. The administrator will receive a notification to the **Alcon Translate Microsoft Teams channel** that there is a user access request to review.
6. If an administrator determines the request valid, they update the user account from **Blocked** to **Active**.
7. The administrator will respond to the user via **Microsoft Teams** to let them know their account is active.





# Example Rejection/Approval Workflow

## Alcon Translate Default Workflow: Create and Distribute Translated Language Pack



# Example Rejection/Approval Workflow


1 Translation Service Provider translates language pack







Translation Service Provider

3 When all translation strings are completed for a group, the green check icon appears.

2 Each completed field that is within bounds highlights in green.

4 When all translation strings are completed for the language pack, TSP can submit.

^ Status (6) 

English Text	Translated Text
PEL = 	PEL = <input type="text"/>
Irrigation  	<input type="text" value="Kontinuierliche"/>
Continuous Irrigation 	<input type="text" value="Kontinuierliche Bewässerung"/>
cmH2O 	<input type="text" value="cmH2o"/>
Coagulator	<input type="text" value="Koagulator"/>
Irrigation pressure is low. Please check bottle and fittings. 	<input type="text" value="Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge."/>

Cancel Submit

# Example Rejection/Approval Workflow

1 Local Technical Services is the next role in the workflow.



2 LTS rejects translated terms by clicking the checkboxes in the **Reject** column.

^ Status (6) 2 !

Reject	English Text	Translated Text
<input type="checkbox"/>	PEL = <span style="float: right;">!</span>	PEL = <input type="text"/>
<input checked="" type="checkbox"/>	Irrigation <span style="float: right;">4 !</span>	<b>Kontinuierliche</b> <span style="float: right;">!</span>
<input type="checkbox"/>	Continuous Irrigation <span style="float: right;">!</span>	<b>Kontinuierliche Bewässerung</b>
<input type="checkbox"/>	cmH2O <span style="float: right;">!</span>	cmH2o
<input checked="" type="checkbox"/>	Coagulator	<b>Koagulator</b> <span style="float: right;">!</span>
<input type="checkbox"/>	Irrigation pressure is low. Please check bottle and fittings. <span style="float: right;">!</span>	<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b>

3 Rejected term fields highlight in red and the reject icon appears next to them.

Cancel Reject

# Example Rejection/Approval Workflow

Local Technical Services

^ Status (6) 2 !

Reject	English Text
<input type="checkbox"/>	PEL =
<input checked="" type="checkbox"/>	Irrigation
<input type="checkbox"/>	Continuous Irriga
<input type="checkbox"/>	cmH2O
<input checked="" type="checkbox"/>	Coagulator
<input type="checkbox"/>	Irrigation pressure is low. Please check bottle and fittings.

Enter Rejection Reason (Optional)

This translation is incorrect.


SUBMIT

4 Overlay opens for reviewer to add a reason for the rejection.

5 Submit button closes the overlay.

Cancel Reject

# Example Rejection/Approval Workflow

  
Local Technical Services

^ Status (6) 2 !

Reject	English Text	Translated Text
<input type="checkbox"/>	PEL = <span style="float: right;">4 !</span>	PEL =
<input checked="" type="checkbox"/>	Irrigation <span style="float: right;">4 !</span>	<b>Kontinuierliche</b> !
<input type="checkbox"/>	Continuous Irrigation <span style="float: right;">!</span>	<b>Kontinuierliche Bewässerung</b>
<input type="checkbox"/>	cmH2O <span style="float: right;">!</span>	cmH2o
<input checked="" type="checkbox"/>	Coagulator <span style="float: right;">!</span>	<b>Koagulator</b> !
<input type="checkbox"/>	Irrigation pressure is low. Please check bottle and fittings. <span style="float: right;">!</span>	<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b>

6 The number of rejected terms and the reject icon appear at the top of the group.

7 LTS rejects the translation, sending it back to the Translation Service Provider.

# Example Rejection/Approval Workflow

1 The rejected translation is sent back to the Translation Service Provider

2 Rejected term fields highlight in red and the reject icon appears next to them.

3 On mouseover, user can see the reason for the rejection.

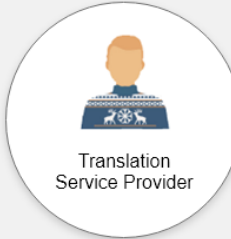
4 The number of rejected terms and the reject icon appear at the top of the group.

5 TSP cannot submit again until rejected terms are corrected.


English Text	Translated Text
PEL =	PEL =
Irrigation	<b>Kontinuierliche</b>
Continuous Irrigation	<b>Kontinuierliche Bewässerung</b> Rejected: This translation is incorrect.
cmH2O	cmH2o
Coagulator	<b>Koagulator</b>
Irrigation pressure is low. Please check bottle and fittings.	<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b>

Cancel Submit

# Example Rejection/Approval Workflow

  
Translation Service Provider

^ Status (6) ✓

English Text	Translated Text
PEL = <span style="float: right;">i</span>	PEL = <input type="text"/>
Irrigation <span style="float: right;">4  i</span>	<b>Kontinuierlich</b> <span style="float: right;">✓</span>
Continuous Irrigation <span style="float: right;">i</span>	<b>Kontinuierliche Bewässerung</b> <input type="text"/>
cmH2O <span style="float: right;">i</span>	cmH2o <input type="text"/>
Coagulator	<b>Koagulatoret</b> <span style="float: right;">✓</span>
Irrigation pressure is low. Please check bottle and fittings. <span style="float: right;">i</span>	<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b>

**5** TSP corrects rejected terms. Corrected term fields highlight in green and the corrected icon appears next to the field.


**6** Once all rejected terms are corrected, the green checkmark displays for that group.









**7** TSP submits the corrected translation.

# Example Rejection/Approval Workflow

1 Local Technical Services reviews the corrected translation.



^ Status (6) 2 

Reject	English Text	Translated Text
<input type="checkbox"/>	PEL = 	PEL = <input type="text"/>
<input checked="" type="checkbox"/>	Irrigation <span>4</span>  	<b>Kontinuierliche</b> 
<input type="checkbox"/>	Continuous Irrigation 	<b>Kontinuierliche Bewässerung</b>
<input type="checkbox"/>	cmH2O 	cmH2o
<input checked="" type="checkbox"/>	Coagulator	<b>Koagulator</b> 
<input type="checkbox"/>	Irrigation pressure is low. Please check bottle and fittings. 	<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b>

2 Corrected terms retain the checked boxes in the Reject column.

3 Corrected term fields highlight in red and the red corrected icon appears next to them.

4 The number of corrected terms and the red corrected icon appear at the top of the group.

Cancel

Reject

5 LTS can reject the translation again if these corrections are not satisfactory.



# Example Rejection/Approval Workflow



Local Technical Services

^ Status (6) 2

Reject	English Text	Translated Text
<input type="checkbox"/>	PEL = <span style="float: right;"></span>	PEL = <input type="text"/>
<input type="checkbox"/>	Irrigation <span style="float: right;">4  </span>	<b>Kontinuierliche</b>
<input type="checkbox"/>	Continuous Irrigation <span style="float: right;"></span>	<b>Kontinuierliche Bewässerung</b>
<input type="checkbox"/>	cmH2O <span style="float: right;"></span>	cmH2o
<input type="checkbox"/>	Coagulator	<b>Koagulator</b>
<input type="checkbox"/>	Irrigation pressure is low. Please check bottle and fittings. <span style="float: right;"></span>	<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b>

6 LTS unchecks the checkboxes in the Reject column to approve corrections.

7 Corrected term fields highlight in green and the green corrected icon appears next to them.

8 The number of corrected terms and the corrected icon change from red to green for the group.

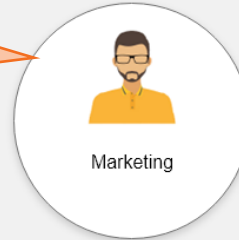
I've reviewed the translation and approved it according to Alcon procedures.

Cancel Approve


9 LTS can now approve the translation.









# Example Rejection/Approval Workflow

1 Marketing reviews the translation for the first time.



2 Corrected terms are checked in the Reject column. They are checked because each role must review and approve any corrected terms.

^ Status (6) 2 

Reject	English Text	Translated Text
<input type="checkbox"/>	PEL = 	PEL = <input type="text"/>
<input checked="" type="checkbox"/>	Irrigation <span>4</span>  	<b>Kontinuierliche</b> 
<input type="checkbox"/>	Continuous Irrigation 	<b>Kontinuierliche Bewässerung</b>
<input type="checkbox"/>	cmH2O 	cmH2o
<input checked="" type="checkbox"/>	Coagulator	<b>Koagulator</b> 
<input type="checkbox"/>	Irrigation pressure is low. Please check bottle and fittings. 	<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b>

3 Corrected term fields highlight in red and the red corrected icon appears next to them.

4 The number of corrected terms and the red corrected icon appear at the top of the group.

Cancel Reject

5 Marketing can reject the translation if these corrections or other translations are not satisfactory.

# Example Rejection/Approval Workflow

**6** Marketing approves one correction, does not approve the other correction, and rejects an additional translated term.

**7** Marketing unchecks the checkbox in the Reject column to approve a correction.

**8** Corrected term field highlights in green and the green corrected icon appears next to them.

**9** Marketing does not approve the next corrected term and leaves the checkbox checked.

**10** Corrected term field remains red and the red corrected icon appears next to it.

**11** Marketing rejects a term by checking the checkbox in the Reject column.

**12** The rejected term highlights in red and the red reject icon appears next to it.

**13** At the top of the group, it displays the one approved correction, the one rejected correction and one new rejection.

**14** Marketing rejects the translation.

Reject	English Text	Translated Text
<input type="checkbox"/>	PEL =	PEL =
<input type="checkbox"/>	Irrigation	<b>Kontinuierliche</b>
<input type="checkbox"/>	Continuous Irrigation	<b>Kontinuierliche Bewässerung</b>
<input type="checkbox"/>	cmH2O	cmH2o
<input checked="" type="checkbox"/>	Coagulator	<b>Koagulator</b>
<input checked="" type="checkbox"/>	Irrigation pressure is low. Please check bottle and fittings.	<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b>

# Example Rejection/Approval Workflow

1 The rejected translation is sent back to the Translation Service Provider

Translation Service Provider




2 The corrected approved term is highlighted in green with the green corrected icon.

3 Rejected term fields highlight in red and the reject icon appears next to them.

4 The number of rejected terms with the red rejection icon appear at the top of the group.

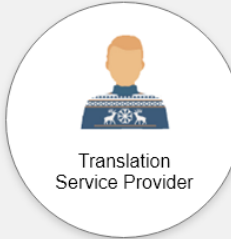
5 TSP cannot submit again until rejected terms are corrected.

2 !

English Text	Translated Text
PEL =	PEL =
Irrigation	<b>Kontinuierliche</b> 
Continuous Irrigation	<b>Kontinuierliche Bewässerung</b>
cmH2O	cmH2O
Coagulator	<b>Koagulator</b> 
Irrigation pressure is low. Please check bottle and fittings.	<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b> 










Cancel Submit

# Example Rejection/Approval Workflow



Translation Service Provider

^ Status (6) ✔

English Text		Translated Text		
PEL =		PEL =		
Irrigation	 	<b>Kontinuierliche</b>		
Continuous Irrigation		<b>Kontinuierliche Bewässerung</b>		
cmH2O		cmH2o		
Coagulator		<b>Koagulator</b>		
Irrigation pressure is low. Please check bottle and fittings.		<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b>		

CancelSubmit

**6** Once all rejected terms are corrected, the green checkmark displays for that group.

**5** TSP corrects rejected terms. Corrected term fields highlight in green and the corrected icon appears next to the field.

**7** TSP submits the corrected translation.

# Example Rejection/Approval Workflow

1 Local Technical Services reviews the corrected translation.



Local Technical Services

2 The corrected term that LTS and Marketing previously approved does not have the Reject checkbox checked.

4 Corrected terms that LTS previously approved but were rejected by other roles are checked.

5 Terms that were rejected by other roles and corrected are checked.

^ Status (6) 1  2

Reject	English Text	Translated Text
<input type="checkbox"/>	PEL =	PEL = <input type="text"/>
<input type="checkbox"/>	Irrigation <span>4 </span>	<b>Kontinuierliche</b>
<input type="checkbox"/>	Continuous Irrigation	<b>Kontinuierliche Bewässerung</b>
<input type="checkbox"/>	cmH2O	cmH2o
<input checked="" type="checkbox"/>	Coagulator	<b>Koagulator</b>
<input checked="" type="checkbox"/>	Irrigation pressure is low. Please check bottle and fittings.	<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b>

3 Corrected term fields that were previously approved display a green border and corrected icon.

7 The number of corrected/approved and corrected/rejected terms and their respective icons appear at the top of the group.

6 Corrected term fields highlight in red and the red corrected icon appears next to them.

Cancel

Reject

8 LTS can reject the translation again if these corrections are not satisfactory.

# Example Rejection/Approval Workflow



Local Technical Services

^ Status (6) 3

Reject	English Text	Translated Text
<input type="checkbox"/>	PEL = <span style="float: right;"></span>	PEL = <input type="text"/>
<input type="checkbox"/>	Irrigation <span style="float: right;">4  </span>	<b>Kontinuierliche</b>
<input type="checkbox"/>	Continuous Irrigation <span style="float: right;"></span>	<b>Kontinuierliche Bewässerung</b>
<input type="checkbox"/>	cmH2O <span style="float: right;"></span>	cmH2o
<input type="checkbox"/>	Coagulator	<b>Koagulator</b>
<input type="checkbox"/>	Irrigation pressure is low. Please check bottle and fittings. <span style="float: right;"></span>	<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b>

8 LTS unchecks the checkboxes in the Reject column to approve corrections.

10 The number of corrected terms and the corrected icon display in green for the group.

9 Corrected term fields highlight in green and the green corrected icon appears next to them.

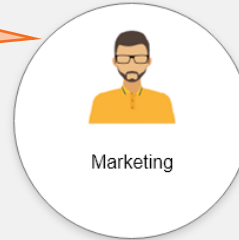
11 LTS can now approve the translation.

I've reviewed the translation and approved it according to Alcon procedures.

Cancel Approve

# Example Rejection/Approval Workflow

1 Marketing reviews the corrected translation.



2 The term that LTS and Marketing previously approved does not have the Reject checkbox checked.

4 Corrected terms are checked in the Reject column.

3 Corrected term fields that were previously approved display a green border and corrected icon.

5 Corrected term fields highlight in red and the red corrected icon appears next to them.

6 The number of corrected and rejected terms and their respective icons appear at the top of the group.

7 Marketing can reject the translation if these corrections or other translations are not satisfactory.

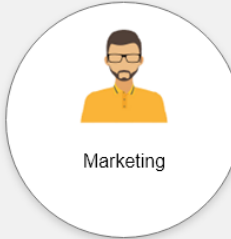
^ Status (6) 1 2

Reject	English Text	Translated Text
<input type="checkbox"/>	PEL =	PEL = <input type="text"/>
<input type="checkbox"/>	Irrigation	<b>Kontinuierliche</b>
<input type="checkbox"/>	Continuous Irrigation	<b>Kontinuierliche Bewässerung</b>
<input type="checkbox"/>	cmH2O	cmH2o
<input checked="" type="checkbox"/>	Coagulator	<b>Koagulator</b>
<input checked="" type="checkbox"/>	Irrigation pressure is low. Please check bottle and fittings.	<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b>


Cancel Reject












# Example Rejection/Approval Workflow



Marketing

^ Status (6) 3 

Reject	English Text	Translated Text
<input type="checkbox"/>	PEL = <span style="float: right;"></span>	PEL = <input type="text"/>
<input type="checkbox"/>	Irrigation <span style="float: right;">4  </span>	<b>Kontinuierliche</b> 
<input type="checkbox"/>	Continuous Irrigation <span style="float: right;"></span>	<b>Kontinuierliche Bewässerung</b>
<input type="checkbox"/>	cmH2O <span style="float: right;"></span>	cmH2o
<input type="checkbox"/>	Coagulator	<b>Koagulator</b> 
<input type="checkbox"/>	Irrigation pressure is low. Please check bottle and fittings. <span style="float: right;"></span>	<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b> 

I've reviewed the translation and approved it according to Alcon procedures.

8 Marketing unchecks the checkboxes in the Reject column to approve corrections.

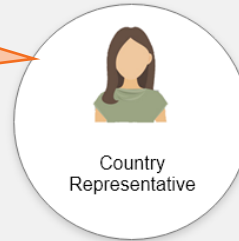
10 The number of corrected terms and the corrected icon display in green for the group.

9 Corrected term fields highlight in green and the green corrected icon appears next to them.


11 Marketing can now approve the translation.










# Example Rejection/Approval Workflow

1 Country Representative reviews the translation for the first time.



2 Corrected terms are checked in the Reject column. They are checked because each role must review and approve any corrected terms.

^ Status (6) 3 

Reject	English Text	Translated Text
<input type="checkbox"/>	PEL = 	PEL = <input type="text"/>
<input checked="" type="checkbox"/>	Irrigation <span>4</span>  	<b>Kontinuierliche</b> 
<input type="checkbox"/>	Continuous Irrigation 	<b>Kontinuierliche Bewässerung</b>
<input type="checkbox"/>	cmH2O 	cmH2o
<input checked="" type="checkbox"/>	Coagulator	<b>Koagulator</b> 
<input checked="" type="checkbox"/>	Irrigation pressure is low. Please check bottle and fittings. 	<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b> 

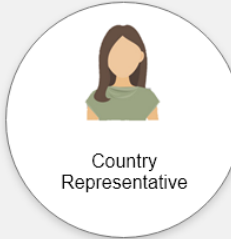
3 Corrected term fields highlight in red and the red corrected icon appears next to them.

4 The number of corrected terms and the red corrected icon appear at the top of the group.

Cancel **Reject**

5 Country Representative can reject the translation if these corrections or other translations are not satisfactory.

# Example Rejection/Approval Workflow

  
Country Representative

**6** Country Representative unchecks the checkbox in the Reject column to approve all corrections.

Reject	English Text	Translated Text
<input type="checkbox"/>	PEL =	PEL =
<input type="checkbox"/>	Irrigation	<b>Kontinuierliche</b>
<input type="checkbox"/>	Continuous Irrigation	<b>Kontinuierliche Bewässerung</b>
<input type="checkbox"/>	cmH2O	cmH2o
<input type="checkbox"/>	Coagulator	<b>Koagulator</b>
<input type="checkbox"/>	Irrigation pressure is low. Please check bottle and fittings.	<b>Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.</b>

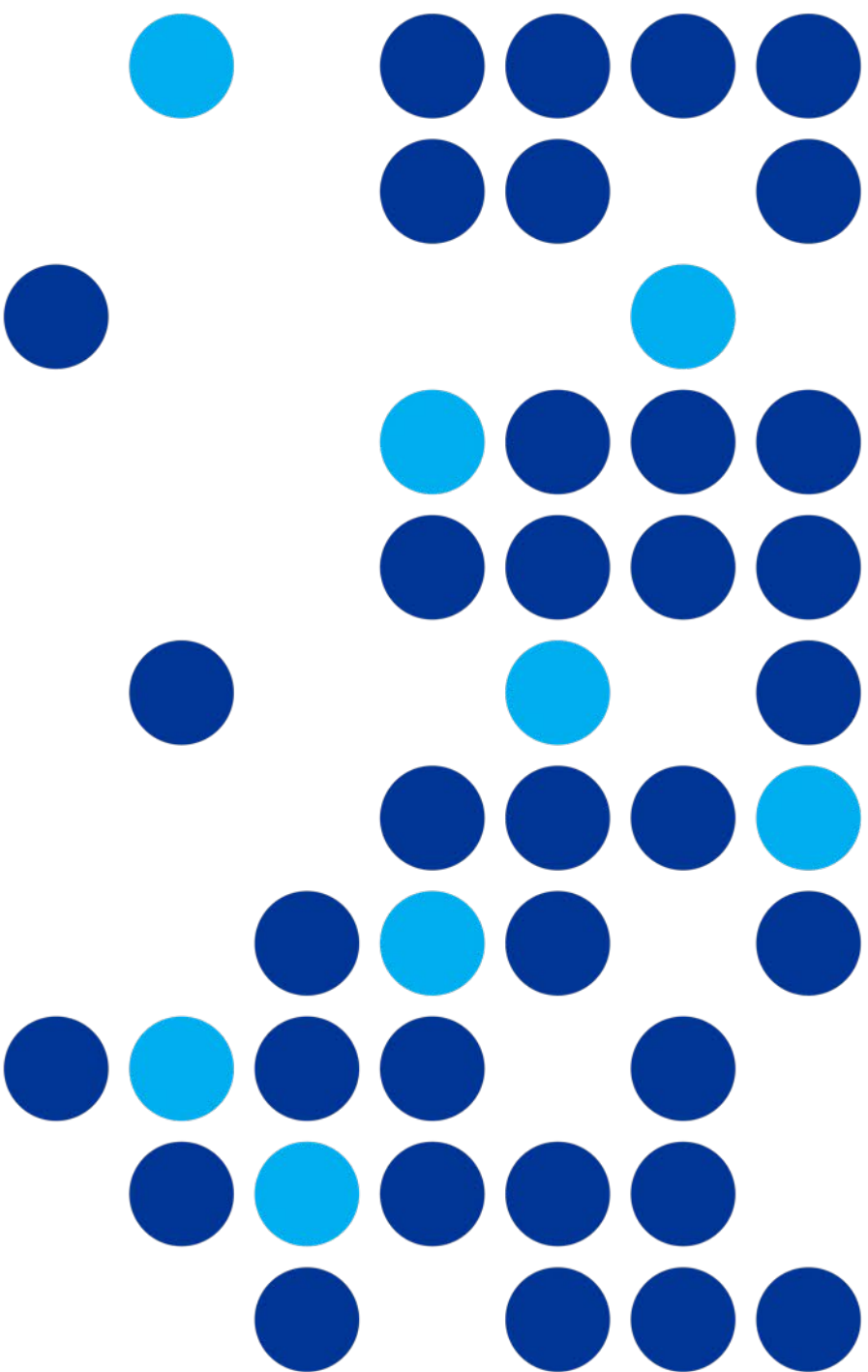
**7** Corrected term fields highlight in green and the green corrected icon appears next to them.

**8** At the top of the group, it displays the all approved corrected terms with the number and green corrected icon.

I've reviewed the translation and approved it according to Alcon procedures.

**9** Country Representative approves the translation.

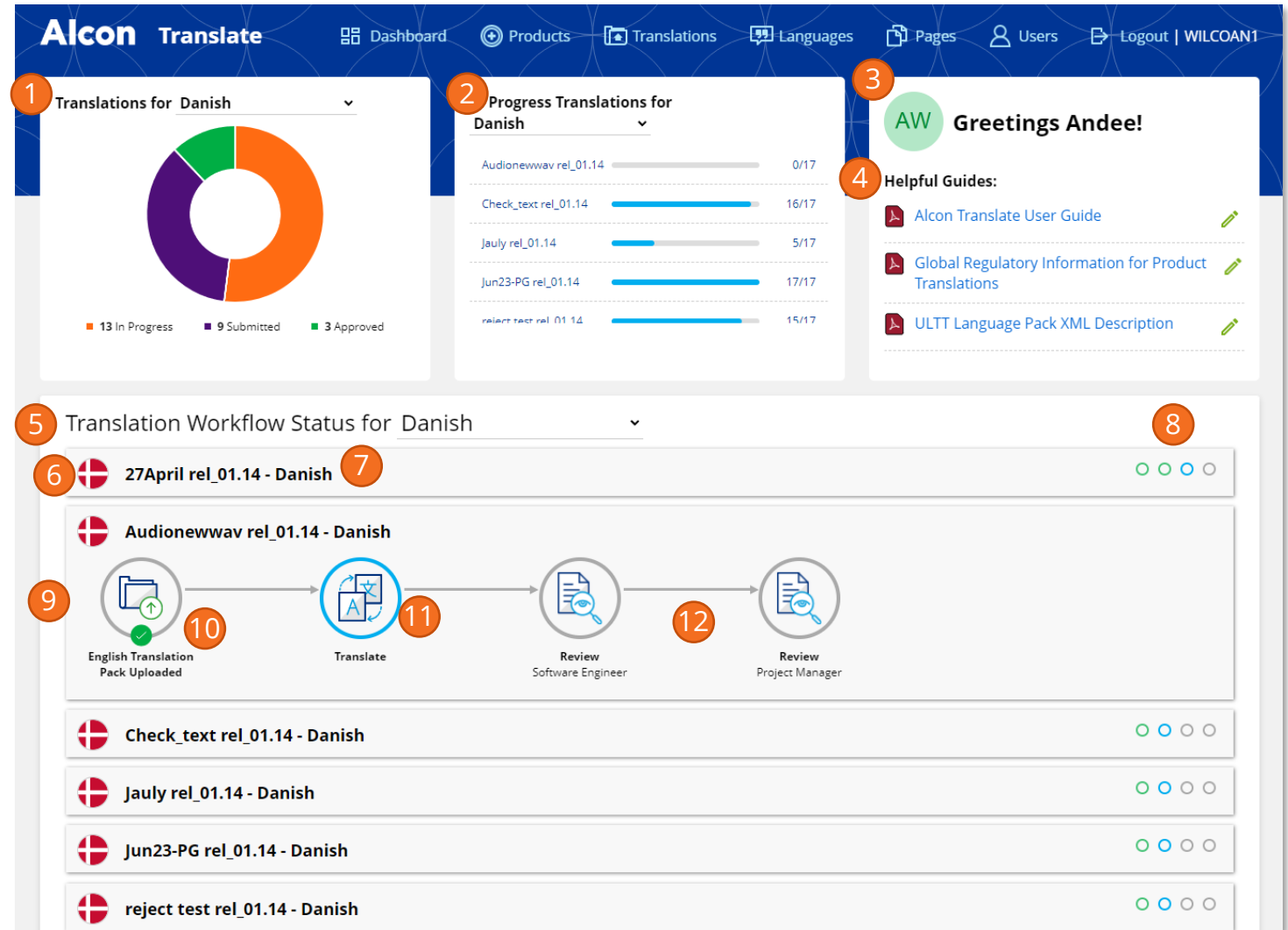
# Understanding the Alcon Translate Interface



# Dashboard

Upon logging into Alcon Translate, you will be presented with the Dashboard screen. Depending on your role, this screen displays the status of translations, in progress translations and translation workflow.

1. Graph of translations by language or product
2. Progress tracker of translations by language or product
3. Personalization section
4. Helpful guides – links to User Guide, Regulatory Information and ULTT Language Pack XML description
5. Translation Workflow Status by language or product
6. Flag icon for translation language
7. Translation product name and language
8. Quickview translation status
9. Expanded view of Translation Workflow Status
10. Completed steps in translation workflow
11. Current step in translation workflow
12. Remaining steps in translation workflow



# Products Landing

The Products section allows you to manage products slated for translation. Access to this section is dependent on your user role. From this interface you can add, edit and search on products.

1. Search products function
2. Add product button
3. Number of entries filter
4. Product name
5. Product version
6. Translation languages
7. Actions
8. Edit icon
9. Pagination

The screenshot shows the 'Products' section of the Alcon Translate application. The interface includes a search bar, an 'Add Product' button, a table of product entries, and a pagination control. Numbered callouts (1-9) point to specific UI elements: 1. Search Product input field; 2. Add Product button; 3. Show 10 entries filter; 4. Product name column header; 5. Product version column header; 6. Translation languages column header; 7. Actions column header; 8. Edit icon in the actions column; 9. Pagination control.

NAME	VERSION	LANGUAGES	ACTIONS
27April	rel_01.22	German,Klingon,Portuguese - Portugal	
customworkflow	rel_01.14	Bulgarian	
defaultworkflow	rel_01.14	Czech	
prod123	rel_01.14	Japanese	
release 2.4	rel_01.16	Dutch,Estonian	
Spoorthi_Test	rel_01.14	Hungarian	
test analyse	rel_01.14	Dutch	
test123	rel_01.14	Danish	
Test1234	rel_01.14	Italian	

Showing 1 to 9 of 9 entries

First Previous 1 Next Last

# Add Product

The Add Product screen allows you to create a product in the system with an associated language pack.

1. Product Name field
2. English Language Pack Description link
3. Choose File button to upload language pack
4. Choose File button to upload translator help document
5. Choose File button to upload product manual
6. Select list for languages available for translation
7. Cancel button
8. Save button

The screenshot shows the 'Add Product' form in the Alcon Translate application. The form is titled 'Add Product' and is located within a navigation bar that includes 'Dashboard', 'Products', 'Translations', 'Languages', 'Pages', 'Users', and 'Logout | WILCOAN1'. The form contains several sections:

- Product Name:** A text input field with a callout '1'.
- Version:** A text input field with a callout '2'. A note below it states: 'Product version will be read from text.xml file and must be unique to this product name'.
- Upload the language pack for this product:** A section with a callout '3' and a 'Choose File' button. A link below it says: 'Consult the English Language Pack Description for additional guidance creating this file.'
- Upload translator help document for this product:** A section with a callout '4' and a 'Choose File' button.
- Upload the product manual:** A section with a callout '5' and a 'Choose File' button.
- Select the language(s) available for this product:** A section with a callout '6' and a 'Select All' checkbox. Below this is a list of languages with checkboxes, arranged in two columns:

<input type="checkbox"/> Bulgarian	<input type="checkbox"/> Chinese - Simplified
<input type="checkbox"/> Chinese - Traditional	<input type="checkbox"/> Croatian
<input type="checkbox"/> Czech	<input type="checkbox"/> Danish
<input type="checkbox"/> del	<input type="checkbox"/> Dutch
<input type="checkbox"/> Estonian	<input type="checkbox"/> Finnish
<input type="checkbox"/> French	<input type="checkbox"/> French - France
<input type="checkbox"/> German	<input type="checkbox"/> Greek
<input type="checkbox"/> Hungarian	<input type="checkbox"/> Italian
<input type="checkbox"/> Japanese	<input type="checkbox"/> Klingon
<input type="checkbox"/> Latvian	<input type="checkbox"/> Lithuanian
<input type="checkbox"/> Norwegian	<input type="checkbox"/> Polish
<input type="checkbox"/> Portuguese - Brazil	<input type="checkbox"/> Portuguese - Portugal
<input type="checkbox"/> Romanian	<input type="checkbox"/> Russian
<input type="checkbox"/> Serbian	<input type="checkbox"/> Slovak
<input type="checkbox"/> Spanish	<input type="checkbox"/> Swedish
<input type="checkbox"/> test	<input type="checkbox"/> testnew
<input type="checkbox"/> Turkish	<input type="checkbox"/> Ukrainian
<input type="checkbox"/> Vietnamese	
- Buttons:** At the bottom of the form, there are two buttons: 'Cancel' (callout '7') and 'Save' (callout '8').

# Edit Product

The Add Product screen allows you to create a product in the system with an associated language pack.

1. Product Name field
2. Link to view previously uploaded Language Pack
3. Choose File button to upload translator help document
4. Choose File button to upload product manual
5. Select list for languages available for translation
6. Cancel button
7. Save button

The screenshot shows the 'Edit Product' form in the Alcon Translate application. The form is titled 'Edit Product' and has a blue header with navigation links: Dashboard, Products, Translations, Languages, Pages, Users, and Logout | WILCOAN1. The form contains the following fields and sections:

- Name:** A text input field containing 'test\_2.7' (callout 1).
- Version:** A text input field containing 'rel\_01.14'.
- Uploaded Zip File:** A link to view the uploaded file (callout 2).
- Upload translator help document for this product:** A section with a link to view the help document and a 'Choose File' button (callout 3).
- Upload the product manual:** A section with a link to view the product manual and a 'Choose File' button (callout 4).
- Select the language(s) available for this product:** A section with a 'Select All' checkbox and a list of languages with checkboxes. 'Norwegian' is selected (callout 5).

The language list includes: Bulgarian, Chinese - Simplified, Chinese - Traditional, Croatian, Czech, Danish, del, Dutch, Estonian, Finnish, French, French - France, German, Greek, Hungarian, Italian, Japanese, Klingon, Latvian, Lithuanian, Norwegian (checked), Polish, Portuguese - Brazil, Portuguese - Portugal, Romanian, Russian, Serbian, Slovak, Spanish, Swedish, test, testnew, Turkish, Ukrainian, and Vietnamese.

At the bottom of the form, there are 'Cancel' and 'Save' buttons (callouts 6 and 7).



# Translations Landing

The Translations section is where you can create and manage translations for products into selected languages. This is also where you can track the approval process for translations that are created.

1. Product search
2. Language filter
3. Status filter
4. Apply search/filters
5. Reset search/filters
6. Add translation button
7. Display number of entries
8. Product column
9. Version column
10. Language column
11. Status column
12. Modified date column
13. Actions column
14. Edit icon
15. View icon
16. Download icon
17. Delete icon
18. Pagination
19. Progress bar for In Progress translations

The screenshot shows the Alcon Translate interface. At the top, there is a navigation bar with 'Alcon Translate' and links for 'Dashboard', 'Products', 'Translations', 'Languages', 'Users', and 'Logout | WILCOAN1'. Below this is a search and filter section with a 'Product' search box (1), 'Language' dropdown (2), 'Status' dropdown (3), 'Apply' button (4), 'Reset' button (5), and an 'Add Translation' button (6). A 'Show 10 entries' dropdown (7) is located above the table. The table has columns for 'PRODUCT' (8), 'VERSION' (9), 'LANGUAGE' (10), 'STATUS' (11), 'MODIFIED DATE' (12), and 'ACTIONS' (13). The table contains 10 rows of translation data. The 'STATUS' column includes progress bars (19) for 'In Progress' items. The 'ACTIONS' column includes edit (14), view (15), download (16), and delete (17) icons. At the bottom, there is a pagination bar (18) showing 'Showing 81 to 90 of 911 entries' and navigation buttons for 'First', 'Previous', '1', '8', '9', '10', '92', 'Next', and 'Last'.

PRODUCT	VERSION	LANGUAGE	STATUS	MODIFIED DATE	ACTIONS
1	abc	Japanese	In Progress	1/13/2023 4:42:56 PM	14
1	2	German	Not Started	1/5/2023 4:25:59 PM	
1/2/23Ngen	1.2.1.	German	Submitted	1/2/2023 12:31:11 PM	15 16
10Jan	x	Italian	In Progress	1/31/2023 12:39:09 PM	
12APR2022A	1.0	Estonian	In Progress	12/13/2022 4:52:53 PM	17
12APR2022A	1.0	Hungarian	In Progress	4/13/2022 8:08:31 PM	
12JAN23	rel_01.14	Czech	In Progress	1/19/2023 2:02:37 PM	
12JAN23	rel_01.14	Spanish	In Progress	1/13/2023 5:39:46 AM	
1300	v1	Japanese	Submitted	1/5/2023 11:04:49 AM	15 16
1300	v1	Bulgarian	In Progress	1/12/2023 2:12:38 PM	

# Translation Edit

All actions related to the translation of a language pack occur from the translation edit section. This is where the language pack is translated from English into a specified language. According to the defined approval workflow, subsequent approvers review the translation from this interface to approve/reject. Additionally, interim and final translation packs can be downloaded from this section.

## 1. Information/status bar

2. **Next item:** advances you to the next open/review required text string
3. **Prepopulate:** Options to populate the translation with text from a previous translation, English language strings, an uploaded CSV file or from an online translation service.
4. **Import Audio:** Upload audio files related to your translation
5. **Translation progress bar:** Indicates progress on the number of translated text strings
6. **Download:** Options to download a Test LP, CSV file or CLTD
7. **Help:** The Help button displays if the product's user manual and/or translator help document has been added for the product
8. **Save:** saves current progress
9. **Groups:** organizational groups for translation strings
10. **Status indicators:** displays status of strings within a group (e.g. in progress, errors, need review)
11. **English Text**
12. **Identical strings:** indicates how many strings within the translation are the same

The screenshot shows the Alcon Translate interface. At the top, there's a navigation bar with 'Dashboard', 'Products', 'Translations', 'Languages', 'Pages', 'Users', and 'Logout | WILCOAN1'. Below this is a header section with 'NAME: New Alcon Product', 'VERSION: rel\_01.14', 'LANGUAGE: French - France', and 'STATUS: In Progress'. A progress bar shows 'TRANSLATED TEXT' at 13/17. Action buttons include 'NEXT ITEM', 'PREPOPULATE', 'IMPORT AUDIO', 'DOWNLOAD', 'HELP', and 'SAVE'. The main content area is divided into sections: '1. Textareas (7)', '2. Input Fields (7)', and '3. Audio (3)'. The 'Audio' section contains a table with columns: 'ENGLISH TEXT', 'AUDIO', 'TRANSLATED TEXT', and 'TRANSLATED AUDIO'. The table has three rows: 'DUPE1', 'DUPE2', and '3. No Audio'. At the bottom, there are 'Cancel' and 'Submit' buttons.

13. **Info:** hover over the info icon for additional information on the text field and/or audio parameters
14. **English Audio play button**
15. **Translated text field**
16. **Acceptance indicator:** if the translated text fits within the boundaries of the field, a green check will appear. If it does not, a red error icon will appear.

17. **Translated Audio play button**
18. **Upload translated audio file**
19. **Translation source indicator:** if the translation was derived from a prepopulate function, an icon will indicate its source and status.
20. **Cancel:** cancels any unsaved updates
21. **Submit:** submits translation for review

# Languages Landing

Depending on your role, the Languages section of Alcon Translate allows users to manage what languages are available for translations. This section also manages any custom translation workflows for specific languages.

1. Display number of entries
2. Language name
3. Language Code
4. Actions
5. Edit language
6. Pagination

Alcon Translate

Dashboard Products Translations Languages Users Logout | WILCOAN1

## Languages

1 Show 10 entries

2 NAME	3 LANGUAGE CODE	4 ACTIONS
Bulgarian	bg	5
Chinese - Simplified	chi	
Chinese - Traditional	zho	
Czech	cs	
Danish	da	
del	d	
Dutch	nl	
Estonian	et	
Finnish	fi	
French - France	fr	

Showing 1 to 10 of 31 entries

6 First Previous 1 2 3 4 Next Last

# Edit Language

The Edit Language screen allows you to modify the details of a language in the system and create a custom approval workflow for that language.

1. Product Name field
2. Language Code field
3. ApiCode field
4. MS Teams webhook URL
5. Language icon
6. Choose file button to replace language icon
7. Add language role button
8. Approval workflow table
9. Roles
- 10.Actions
- 11.Grabber tool to change order of roles
- 12.Delete icon
- 13.Cancel button
- 14.Save button

The screenshot shows the 'Edit Language' page in the Alcon Translate application. The page has a blue header with the Alcon Translate logo and navigation links for Dashboard, Products, Translations, Languages, Users, and Logout. The main content area is titled 'Edit Language' and contains several form fields and a table. The fields are: 'Name' (Bulgarian), 'Language Code' (bg), and 'ApiCode' (bg). Below these is a 'Microsoft Teams Channel Webhook URL' field with a long URL. There is a section for 'Icon for this language:' with a Bulgarian flag icon and a 'Choose File' button. At the bottom right, there is an 'Add Language Role' button. Below that is an 'Approval workflow for this language:' table with two rows: 'Country Representative' and 'Local Technical Services'. Each row has a grabber icon on the left and a delete icon on the right. At the bottom of the page, there are 'Cancel' and 'Save' buttons.

8	9	10
	ROLE	ACTIONS
11	Country Representative	12
	Local Technical Services	12

# Pages Landing

The Pages screen lists all content pages that are editable through the application.

1. Add Page button
2. Pages list
3. Request access page intro
4. Public homepage
5. Edit icon
6. Delete icon

Alcon Translate

Dashboard Products Translations Languages Pages Users Logout | WILCOANT

## Pages

1 Add Page

ADMIN LABEL	ACTIONS
3 Request access intro	5 6
4 Public homepage	

# Edit Request Access Intro

The Request Access Intro page allows administrators to manage the content that appears above the Request Access Intro form.

1. Admin label field
2. Markup WYSIWYG field
3. Cancel button
4. Save button

The screenshot shows the 'Edit Page' interface in Alcon Translate. The top navigation bar includes 'Alcon Translate', 'Dashboard', 'Products', 'Translations', 'Languages', 'Pages', 'Users', and 'Logout | WILCOAN1'. The main content area is titled 'Edit Page' and contains two fields: 'Admin Label' and 'Markup'. The 'Admin Label' field contains the text 'Request access intro' and is marked with a red circle '1'. The 'Markup' field is a WYSIWYG editor containing the text 'Will this work? I can't remember the admin labels' and is marked with a red circle '2'. At the bottom of the editor, there is a status bar showing 'p', 'Press Alt+0 for help', '9 words', and the 'tiny' logo. Below the editor, there are two buttons: 'Cancel' (marked with a red circle '3') and 'Save' (marked with a red circle '4').

# Edit Public Homepage

The Public homepage displays for users that have not yet logged into Okta, are not part of the Alcon Translate Saviyent group, and do not have access to the application.

1. Admin label field
2. Markup WYSIWYG field
3. Cancel button
4. Save button

**Alcon Translate** Dashboard Products Translations Languages Pages Users Logout | WILCOANT

## Edit Page

**Admin Label**

1 Public homepage

**Markup**

2

**Thank you for visiting Alcon Translate.**

You must be authenticated by OKTA to access this application. To be authenticated, you must be added to the **AlconTranslateOkta** group in Saviynt. If you are not yet part of this group, please request new access in Saviynt.

Instructions for this can be found [here](#).

If you have already been added to the AlconTranslateOkta group in Saviynt, please [log in](#) here.

h1 Press Alt+0 for help 67 words tiny

3 Cancel Save 4

# User Landing

Administrators can manage user accounts from the List tab in the Users section.

1. Role filter dropdown
2. Language filter dropdown
3. Apply filters button
4. Reset filters button
5. User List tab
6. User Roles tab
7. User Permissions tab
8. Display number of entries
9. Username column
10. Role column
11. Language column
12. Status column
13. Actions column
14. Edit user icon
15. Delete user icon
16. Pagination

The screenshot shows the 'Users' management page in the Alcon Translate application. The page has a blue header with navigation links: Dashboard, Products, Translations, Languages, Pages, Users, and Logout. The main content area is titled 'Users' and contains a filter section with a 'Role' dropdown (set to 'All Roles'), a 'Language' dropdown (set to 'All Languages'), and 'Apply' and 'Reset' buttons. Below the filters are three tabs: 'List' (selected), 'Roles', and 'Permission'. A 'Show 10 entries' dropdown is located above the table. The table has five columns: 'USERNAME', 'ROLE', 'LANGUAGE', 'STATUS', and 'ACTIONS'. The table contains ten rows of user data. At the bottom, there is a pagination bar showing 'Showing 1 to 10 of 60 entries' and a page navigation control with '16' highlighted as the current page, and buttons for 'First', 'Previous', '1', '2', '3', '4', '5', '6', 'Next', and 'Last'.

USERNAME	ROLE	LANGUAGE	STATUS	ACTIONS
AILANDE1	Administrator	Bulgarian, Chinese - Simplified, Chinese - Traditional, Croatian, Czech, Danish	Active	
ako1	Administrator	Dutch, Estonian, Finnish, French, French - France, German, Greek, Hungarian, Italian	Active	
RA ARMADRY1	Project Manager	Japanese, Klingon, Latvian, Lithuanian, Norwegian, Polish	Active	
MA AVECIMI1	Country Representative	Spanish	Active	
BAIAOMA1	Country Representative	Portuguese - Portugal	Active	
BOWESJO1	Administrator , Country Representative	Portuguese - Portugal, Romanian, Russian, Serbian, Slovak, Spanish	Active	
CECKOMA1	Country Representative	Slovak	Active	
DESMEDA2	Country Representative	Dutch	Active	
RD DOMINRU1	Administrator , Country Representative , Local Technical Services	Bulgarian, Chinese - Simplified, Chinese - Traditional, Croatian, Czech, Danish	Active	
EHRETAN1	Translation Service Provider	Klingon, Lithuanian, Norwegian, Polish, Portuguese - Brazil, Portuguese - Portugal,	Active	



# Edit User

When an administrator selects the edit icon for a user account, they can revise the user's email, timezone, role, status and languages.

1. User email field
2. Timezone dropdown
3. Department (Manager) – pulled from Active Directory
4. Country – pulled from Active Directory
5. Timezone field
6. Role selections
7. Active status selections
8. Language selection – display dependent on role selected
9. Cancel button
10. Save button

The screenshot shows the 'Edit User' form in the Alcon Translate application. The form is titled 'Edit User' and is located in the top right corner of the application interface. The form contains the following fields and options:

- 1** Email: WILCOAN1@alcon.net
- 2** Name: Wilcott, Andee(EXT)
- 3** Department (Manager): Software Tools and Processes (Mike Luloh)
- 4** Country: United States of America
- 5** Timezone: (UTC) Coordinated Universal Time
- 6** Role:  Administrator,  Country Representative,  Local Technical Services,  Marketing,  Project Manager,  End User,  Translation Service Provider,  Software Engineer
- 7** Active Status:  Active,  Blocked
- 8** Language(s):  Select All,  Bulgarian,  Chinese - Simplified,  Chinese - Traditional,  Croatian,  Czech,  Danish,  del,  Dutch,  Estonian,  Finnish,  French,  French - France,  German,  Greek,  Hungarian,  Italian,  Japanese,  Klingon

At the bottom of the form, there are two buttons: **9** Cancel and **10** Save.

# Roles Landing

When an administrator selects the Roles tab, they can add, view and edit both non-workflow and workflow roles in the application.

1. Add Role button
2. User List tab
3. Roles tab (selected)
4. Permission tab
5. Non-workflow roles table
6. Grabber tool
7. Role Name column
8. Actions column
9. Edit icon
10. Delete icon
11. Workflow Roles table

The screenshot shows the 'Roles' landing page in the Alcon Translate application. The page has a blue header with navigation links: Dashboard, Products, Translations, Languages, Users, and Logout | WILCOAN1. Below the header, there's a 'Roles' section with three tabs: 'List', 'Roles' (selected), and 'Permission'. An 'Add Role' button is located in the top right corner. The main content area is divided into two sections: 'Non-workflow Roles' and 'Workflow Roles'. Each section contains a table with columns for 'NAME' and 'ACTIONS'. The 'Non-workflow Roles' table lists Administrator, End User, Project Manager, and Translation Service Provider. The 'Workflow Roles' table lists Local Technical Services, Marketing, and Country Representative. Numbered callouts (1-11) point to various UI elements as defined in the list on the left.

Non-workflow Roles	
NAME	ACTIONS
Administrator	
End User	
Project Manager	
Translation Service Provider	

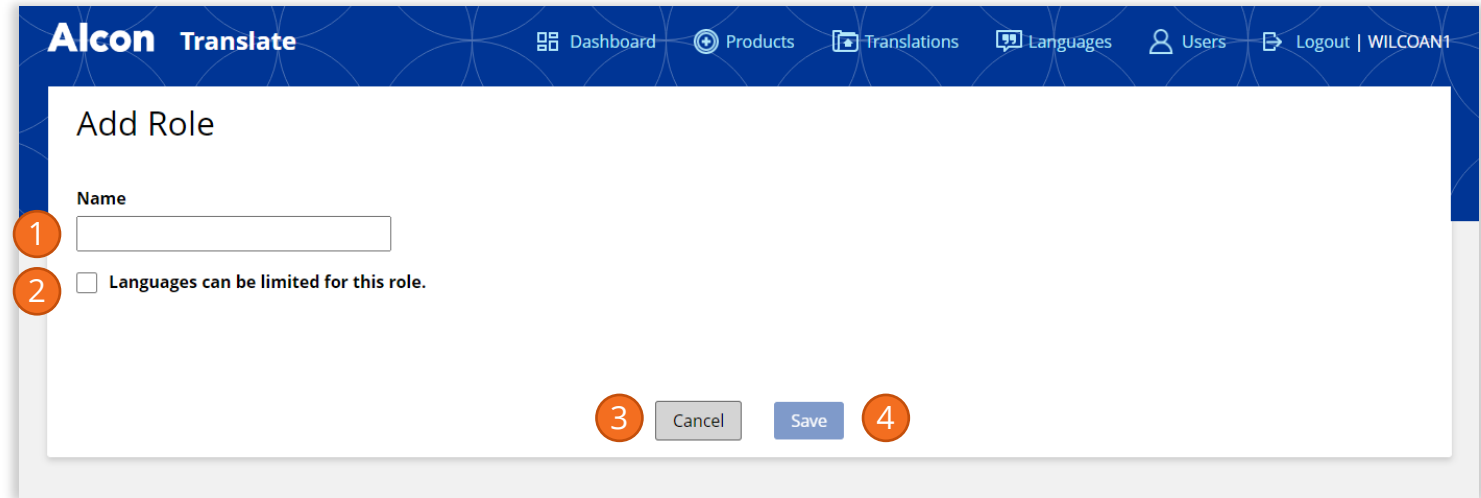
  

Workflow Roles	
NAME	ACTIONS
Local Technical Services	
Marketing	
Country Representative	

# Add/Edit Role

When an administrator selects the Roles tab, they can add, view and edit both non-workflow and workflow roles in the application.

1. Role Name field
2. Limit languages checkbox – controls whether the language list displays on the user-edit page for the given role.
3. Cancel button
4. Save button



Alcon Translate

Dashboard Products Translations Languages Users Logout | WILCOAN1

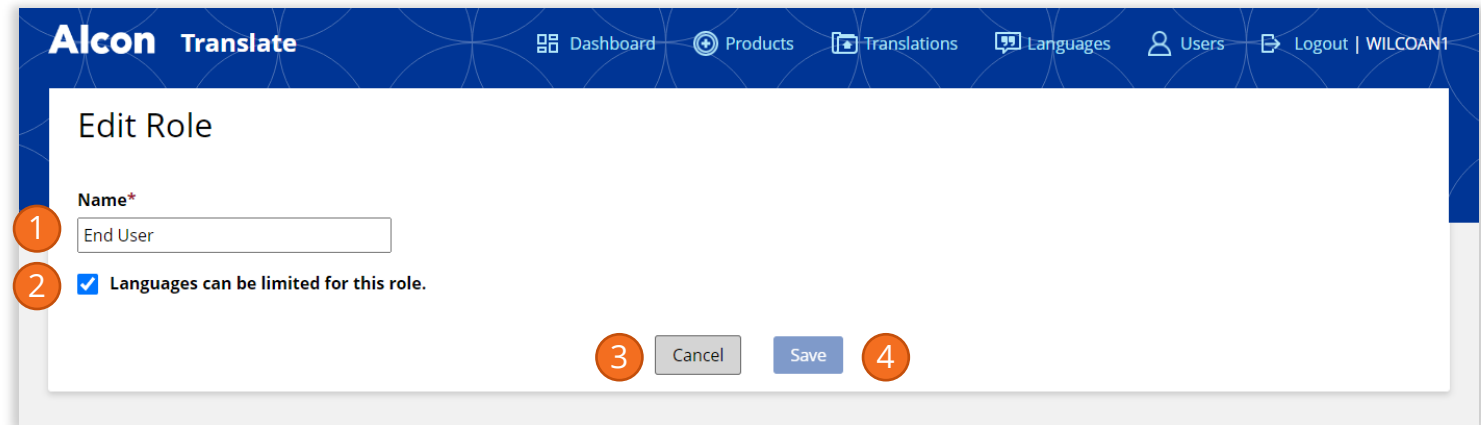
### Add Role

Name

1

2  Languages can be limited for this role.

3 Cancel 4 Save



Alcon Translate

Dashboard Products Translations Languages Users Logout | WILCOAN1

### Edit Role

Name\*

1

2  Languages can be limited for this role.

3 Cancel 4 Save

# Permissions Landing

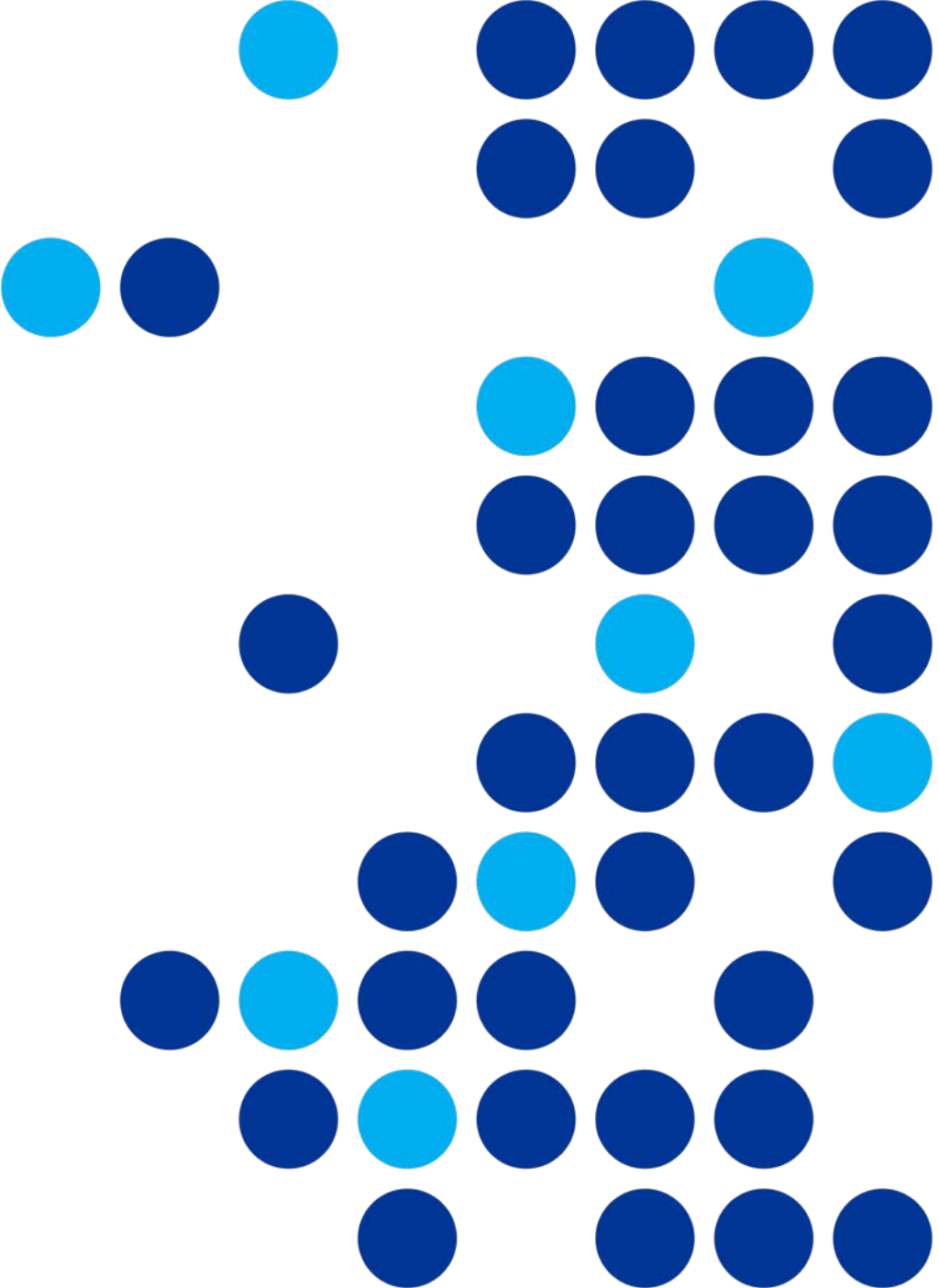
When an administrator selects the Permission tab, they can manage which permissions are assigned to each role in the application.

1. User List tab
2. Roles tab
3. Permission tab (selected)
4. Permissions table
5. Permission column
6. Roles columns
7. Permission checkboxes
8. Save button

The screenshot shows the 'Permissions' management page in the Alcon Translate application. The page has a dark blue header with navigation links: Dashboard, Products, Translations, Languages, Users, Logout, and WILCOANT. Below the header, there are three tabs: 'List', 'Roles', and 'Permission' (the selected tab). A table below the tabs lists permissions and their assignment to various roles. The roles are: ADMINISTRATOR, COUNTRY REPRESENTATIVE, LOCAL TECHNICAL SERVICES, MARKETING, PROJECT MANAGER, END USER, TRANSLATION SERVICE PROVIDER, and SOFTWARE ENGINEER. The permissions listed are: Download CLTD, Download Language Pack, Manage Languages, Manage Permissions, Manage Roles, Manage Users, Product Add, Product Delete, Product Edit, Product View, Translation Add, Translation Approve, Translation Delete, Translation Edit, Translation View, Upload Help Document, View Dashboard, and View Readonly terms. Each permission has a checkbox in each role column. A 'Save' button is located at the bottom right of the table.

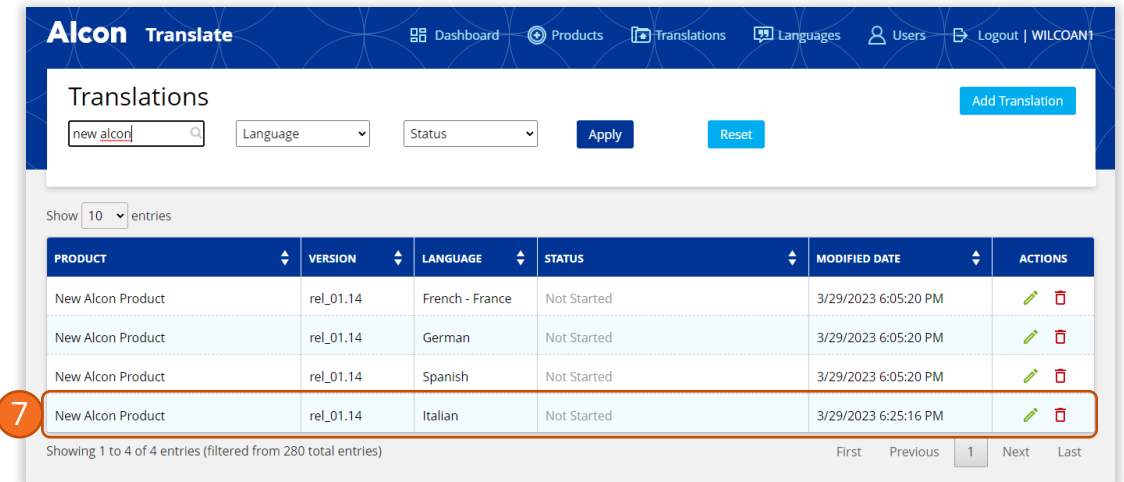
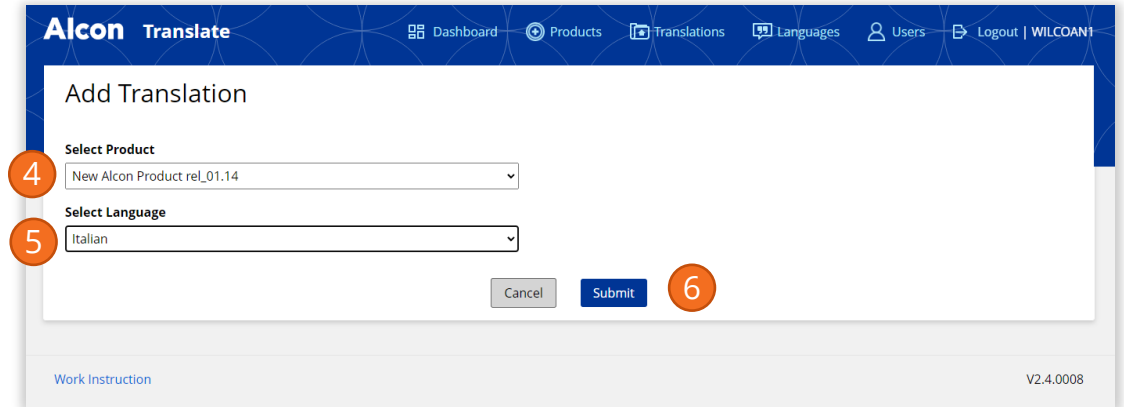
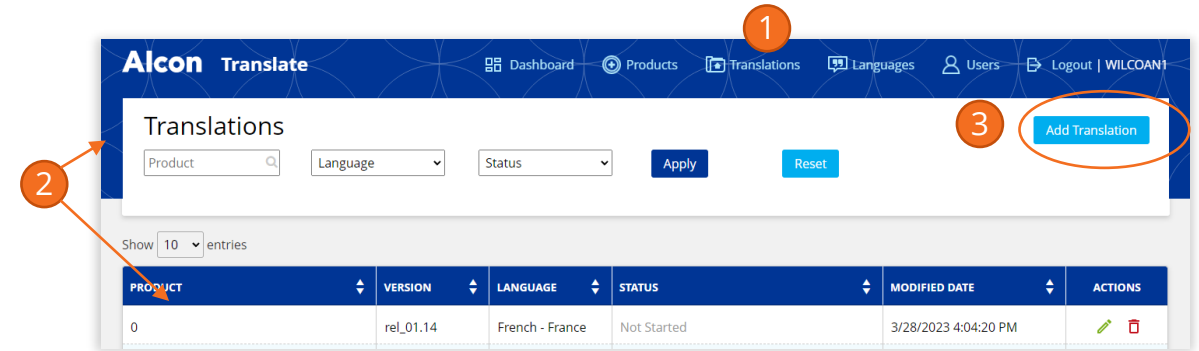
PERMISSION	ADMINISTRATOR	COUNTRY REPRESENTATIVE	LOCAL TECHNICAL SERVICES	MARKETING	PROJECT MANAGER	END USER	TRANSLATION SERVICE PROVIDER	SOFTWARE ENGINEER
Download CLTD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Download Language Pack	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage Languages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Permissions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Roles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Product Add	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Product Delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Product Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Product View	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Translation Add	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Translation Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translation Delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Translation Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Translation View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Upload Help Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
View Dashboard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Readonly terms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# Translations



# Add Translation

1. Navigate to the **Translations** tab
2. Confirm that a translation for the chosen language does not already exist in the translations list by searching/filtering for the translation or browsing the translations list
3. Select **Add Translation**
4. On the **Add Translation** screen, choose the product in the **Select Product** dropdown
5. Once a product is selected, the **Select Language** dropdown appears. Select a language.
6. Select **Save**.
7. Confirm your new translation appears in the Translations list



# Translate Language Pack

1. Navigate to the **Translations** tab
2. Find the translation you wish to work on by searching/filtering for the translation or browsing the translations list
3. Select the **Edit** icon for that translation
4. Click on a group to expand the list of translations.
5. If a translation field is gray, a translation of that text is unnecessary
6. Enter your translations into each text field. You may do this by entering them manually, or selecting the **Prepopulate** button and choosing a method to populate the translation.
7. If a translation does not fit its prescribed boundaries, it will appear with a red background and error icon. If allowed, adjust the font size until the translated string fits the dimensions.
8. As you progress with your translation, the Translated Text progress bar will indicate how many items have been translated out of the total number of translation strings.





Alcon Translate

Dashboard Products Translations Languages Users Logout | WILCOAN1

Translations

new alcon Language Status Apply Reset Add Translation

Show 10 entries

PRODUCT	VERSION	LANGUAGE	STATUS	MODIFIED DATE	ACTIONS
New Alcon Product	rel_01.14	French - France	Not Started	3/29/2023 6:05:20 PM	
New Alcon Product	rel_01.14	German	Not Started	3/29/2023 6:05:20 PM	
New Alcon Product	rel_01.14	Spanish	Not Started	3/29/2023 6:05:20 PM	
New Alcon Product	rel_01.14	Italian	Not Started	3/29/2023 6:25:16 PM	

Showing 1 to 4 of 4 entries (filtered from 280 total entries) First Previous 1 Next Last

Alcon Translate

Dashboard Products Translations Languages Pages Users Logout | WILCOAN1

NAME: New Alcon Product VERSION: rel\_01.14 LANGUAGE: French - France STATUS: In Progress

NEXT ITEM PREPOPULATE IMPORT AUDIO TRANSLATED TEXT 12/17 DOWNLOAD HELP SAVE

2. Input Fields (7)

ENGLISH TEXT	TRANSLATED TEXT
1. InputField no bounds readonly	1. InputField no bounds readonly 16px Arial
DUPE1	DUPE1
DUPE2	DUPE2 18px Arial
4. InputField 200x20	4. Champ d'entrée 200x20 16px Arial
5. InputField 400x0	5. Champ d'entrée 400x0 16px Arial
6. InputField 0x24	6. InputField 0x24 16px Arial
7. InputField 200x24 ForceLineBreak(ignored)	7. InputField 200x24 ForceLineBreak(ignoré) 28px Arial

3. Audio (3)

Cancel Submit

# View Help Documents

If you see the **Help** button as an option on the Edit Translation screen, that means additional documents such as the product's user manual or a translation help document have been uploaded for your product.

To access these resources:

1. Click on the **Help** button
2. Select the option for **Product Manual** or **Translator help** to download those documents.

The screenshot shows the Alcon Translate interface for a translation project. The top navigation bar includes 'Dashboard', 'Products', 'Translations', 'Languages', 'Pages', 'Users', and 'Logout | WILCOAN1'. The header displays the project name 'New Alcon Product', version 'rel\_01.14', language 'French - France', and status 'In Prog' with a red '1' notification. Below the header are buttons for 'NEXT ITEM', 'PREPOPULATE', 'IMPORT AUDIO', 'TRANSLATED TEXT' (with a progress bar at 12/17), 'DOWNLOAD', 'HELP', and 'SAVE'. A dropdown menu is open from the 'HELP' button, showing 'Product Manual' and 'Translator Help' with a red '2' notification. The main content area is titled '2. Input Fields (7)' and contains a table with 7 rows. The first row is '1. InputField no bounds readonly' with translated text '1. InputField no bounds readonly' and font '16px Arial'. The second row is 'DUPE1' with translated text 'DUPE1' and font '18px Arial'. The third row is 'DUPE2' with translated text 'DUPE2' and font '16px Arial'. The fourth row is '4. InputField 200x20' with translated text '4. Champ d'entrée 200x20' and font '16px Arial'. The fifth row is '5. InputField 400x0' with translated text '5. Champ d'entrée 400x0' and font '16px Arial'. The sixth row is '6. InputField 0x24' with translated text '6. InputField 0x24' and font '16px Arial'. The seventh row is '7. InputField 200x24 ForceLineBreak(Ignored)' with translated text '7. InputField 200x24 ForceLineBreak(ignoré)' and font '28px Arial'. At the bottom of the interface are 'Cancel' and 'Submit' buttons.

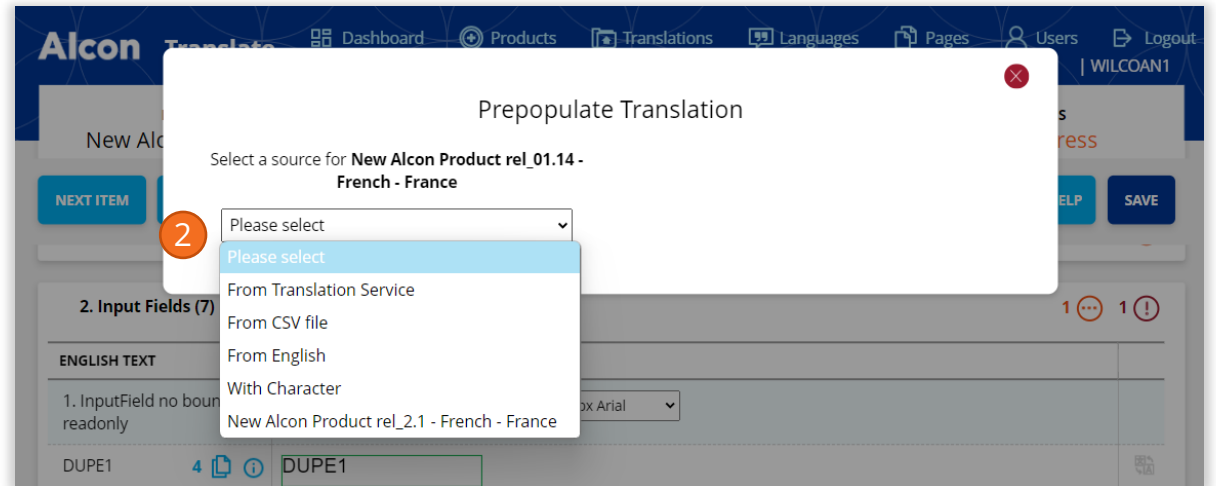
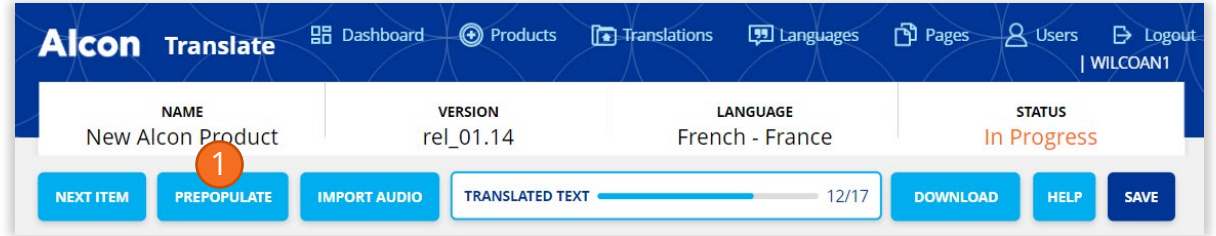
ENGLISH TEXT	TRANSLATED TEXT
1. InputField no bounds readonly	1. InputField no bounds readonly
DUPE1	DUPE1
DUPE2	DUPE2
4. InputField 200x20	4. Champ d'entrée 200x20
5. InputField 400x0	5. Champ d'entrée 400x0
6. InputField 0x24	6. InputField 0x24
7. InputField 200x24 ForceLineBreak(Ignored)	7. InputField 200x24 ForceLineBreak(ignoré)



# Prepopulate Language Pack

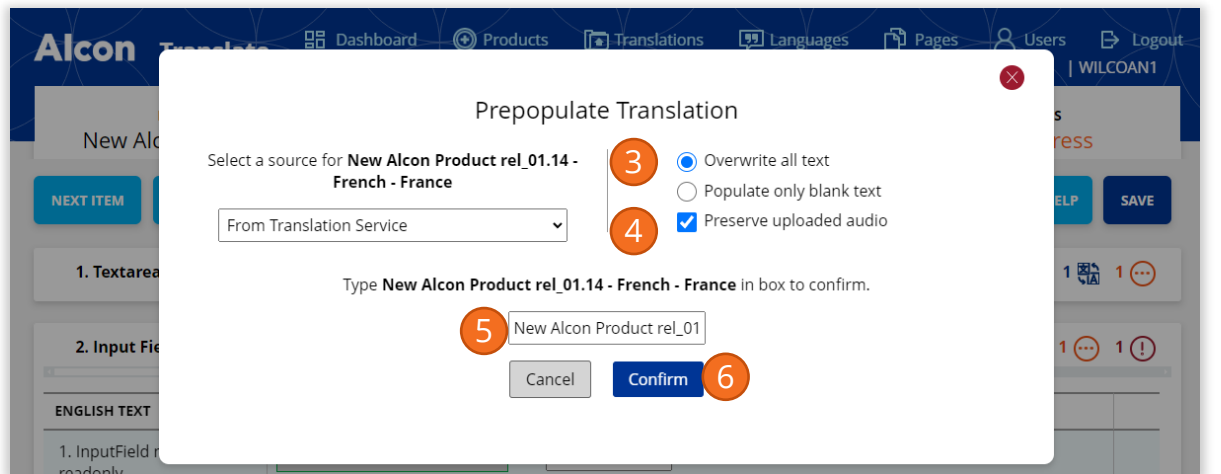
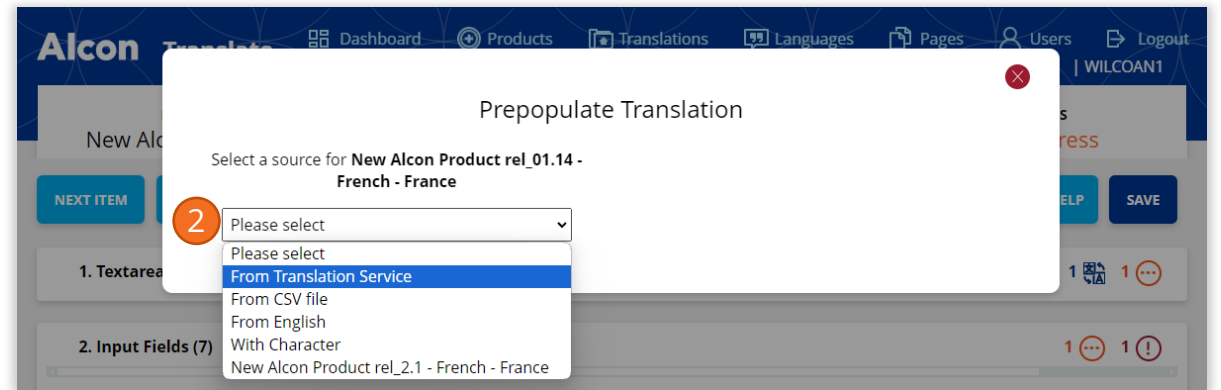
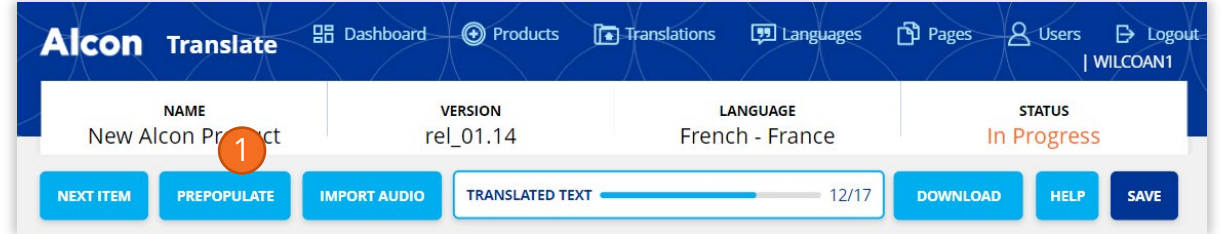
Alcon Translate offers several options to prepopulate a translation.

1. On the Edit Translation screen, click on the **Prepopulate** button.
2. Select a prepopulate method from the dropdown menu:
  - **From Translation Service:** this will submit the English translation strings to an online translation service that will return translated strings in the selected language.
  - **From CSV file:** you may upload a properly-formatted CSV file containing translated strings that will populate your translation.
  - **From English:** this option will populate your translation with English text strings.
  - **With Character:** this option will fill in the maximum number of characters allowable for each translation field. This option is useful in determining the maximum number of characters for a field.
  - **From Previous Translation:** this option will complete matching translated strings from a previously translated version. The name of the previous translation will list in the dropdown menu.

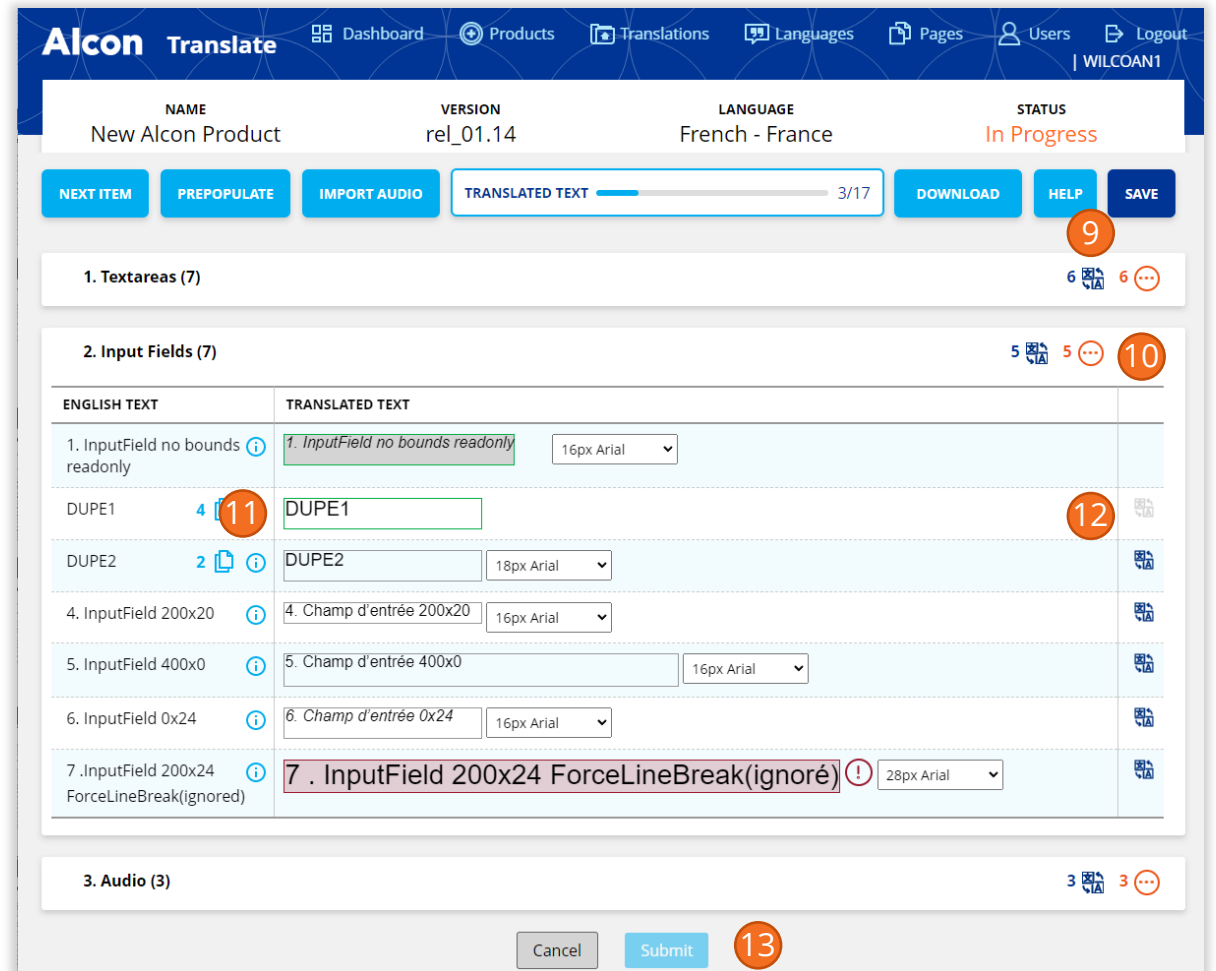
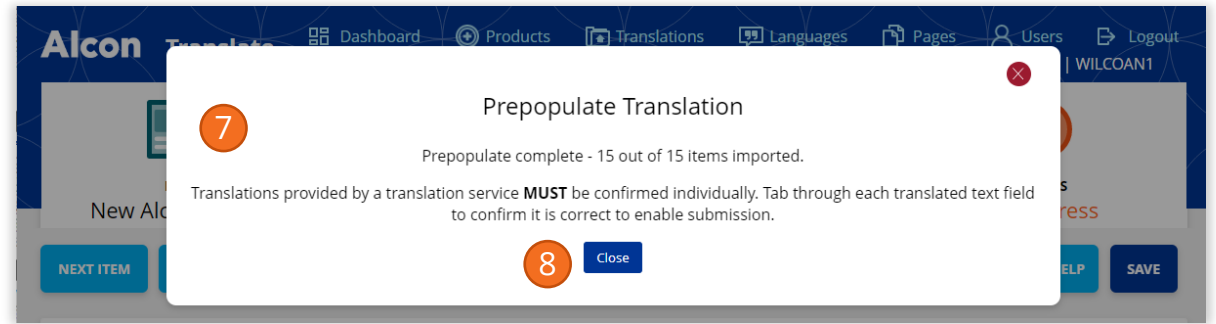


# Prepopulate from Translation Service

1. On the Edit Translation screen, click on the **Prepopulate** button.
2. Select **From Translation Service** from the dropdown menu.
3. To the right of the dropdown menu, choose whether you wish to overwrite all text or populate only blank text. If you choose the former, any existing translations will be replaced with translations from the service.
4. Choose whether you wish to preserve uploaded audio. If you check this checkbox, all previously recorded and uploaded audio files for the translation will be preserved. If unchecked, any uploaded recorded translation audio files will be deleted.
5. Enter the confirmation text in the field.
6. Select the **Confirm** button.



7. Once the prepopulate is complete, you will see a confirmation message indicating the number of items imported and that you must confirm each translated item individually.
8. Click the **Close** button to return to the Translation Edit screen.
9. When you return to the Translation Edit screen, a translation icon will appear in each group row with the number of strings that were translated using the translation service.
10. Within each group, a translation icon will appear in the right column for each string that has been translated using the translation service.
11. You must click in to each service-translated field to confirm that it is correct. When you click into the field, it will be marked as reviewed with a green outline.
12. The blue translated icon will also change to gray when a service-translated string is reviewed.
13. Once all strings are reviewed and the translation is complete without errors, click the Submit button to submit the translation.



# Prepopulate from CSV File

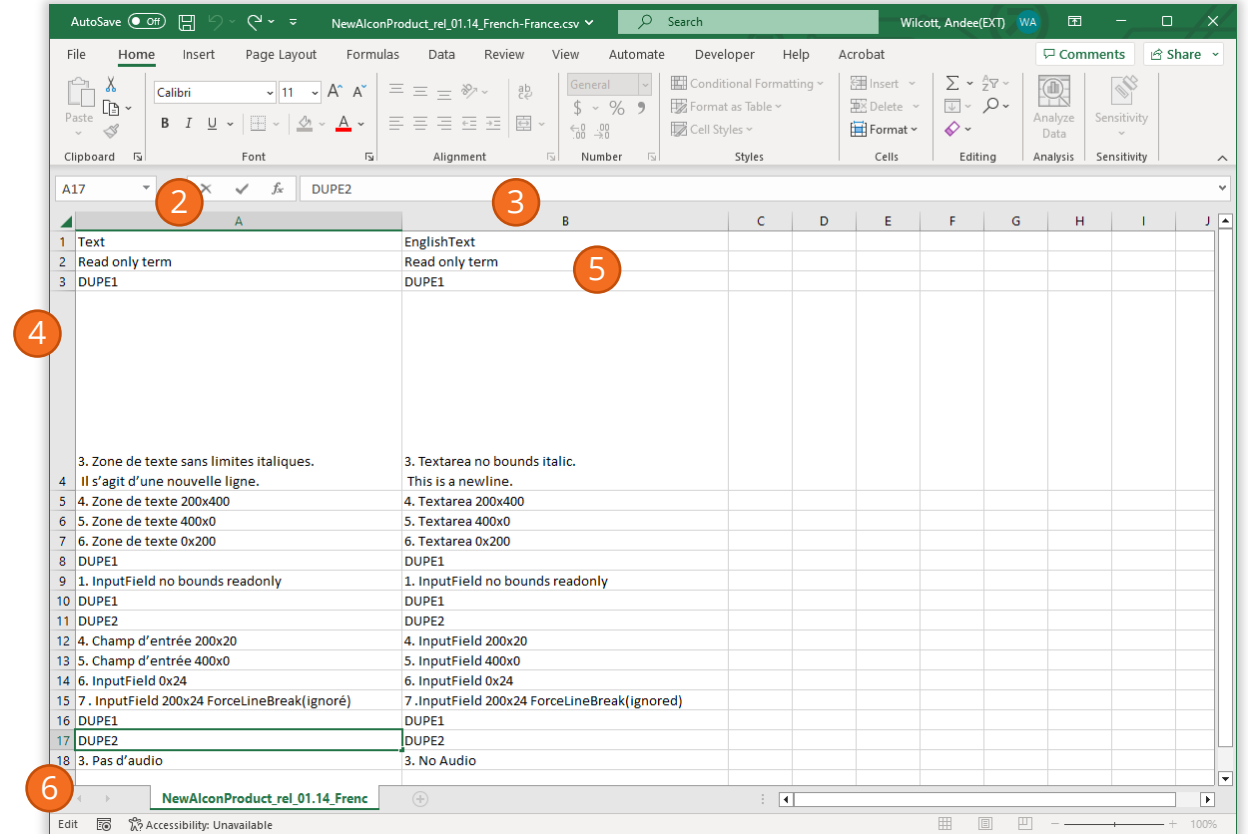
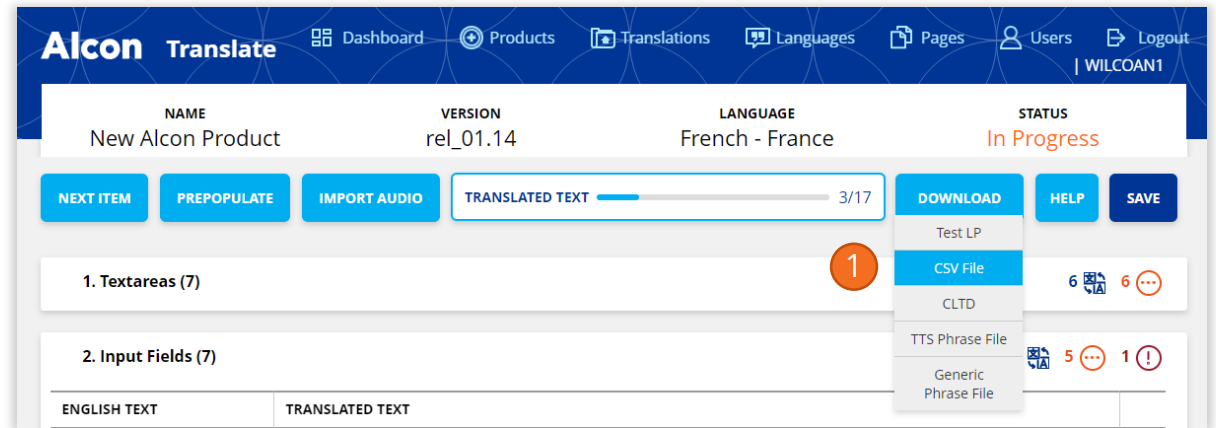
- Download a correctly formatted CSV file. Click the **Download** button and select CSV file from the dropdown menu. This will prompt a download of the translation CSV file to your computer. The CSV file will contain two columns.

**These columns are required and must not be removed.**

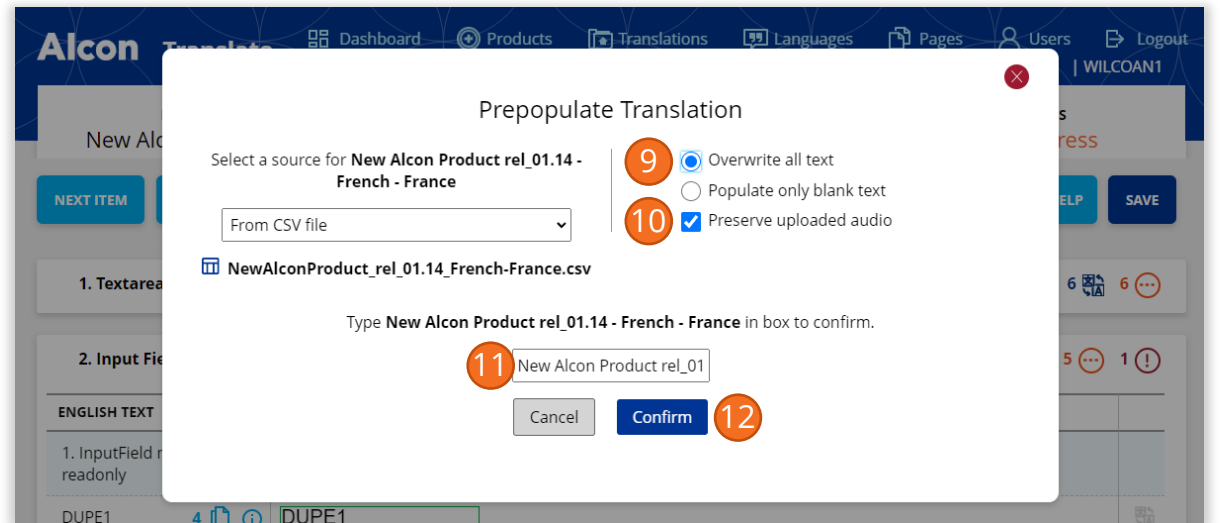
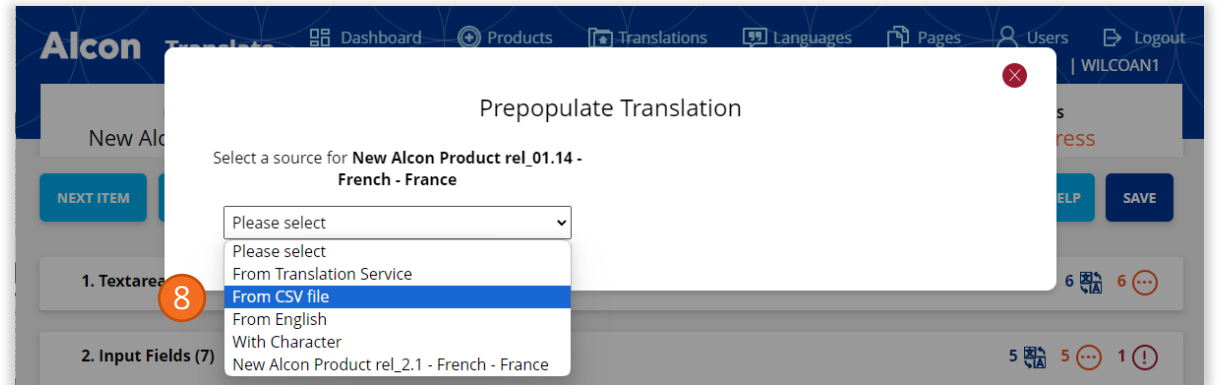
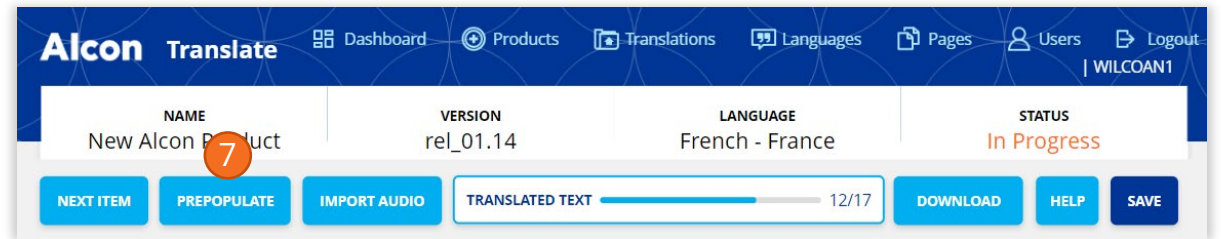
- Column A is for translated text strings. If any text strings have already been translated, they will appear in this column.
- Column B contains the English text strings
- Group names are not included in the CSV file
- If a translation string is a read-only term, "Read only term" will be entered into both columns.
- Complete the translations in the spreadsheet and save.

## IMPORTANT

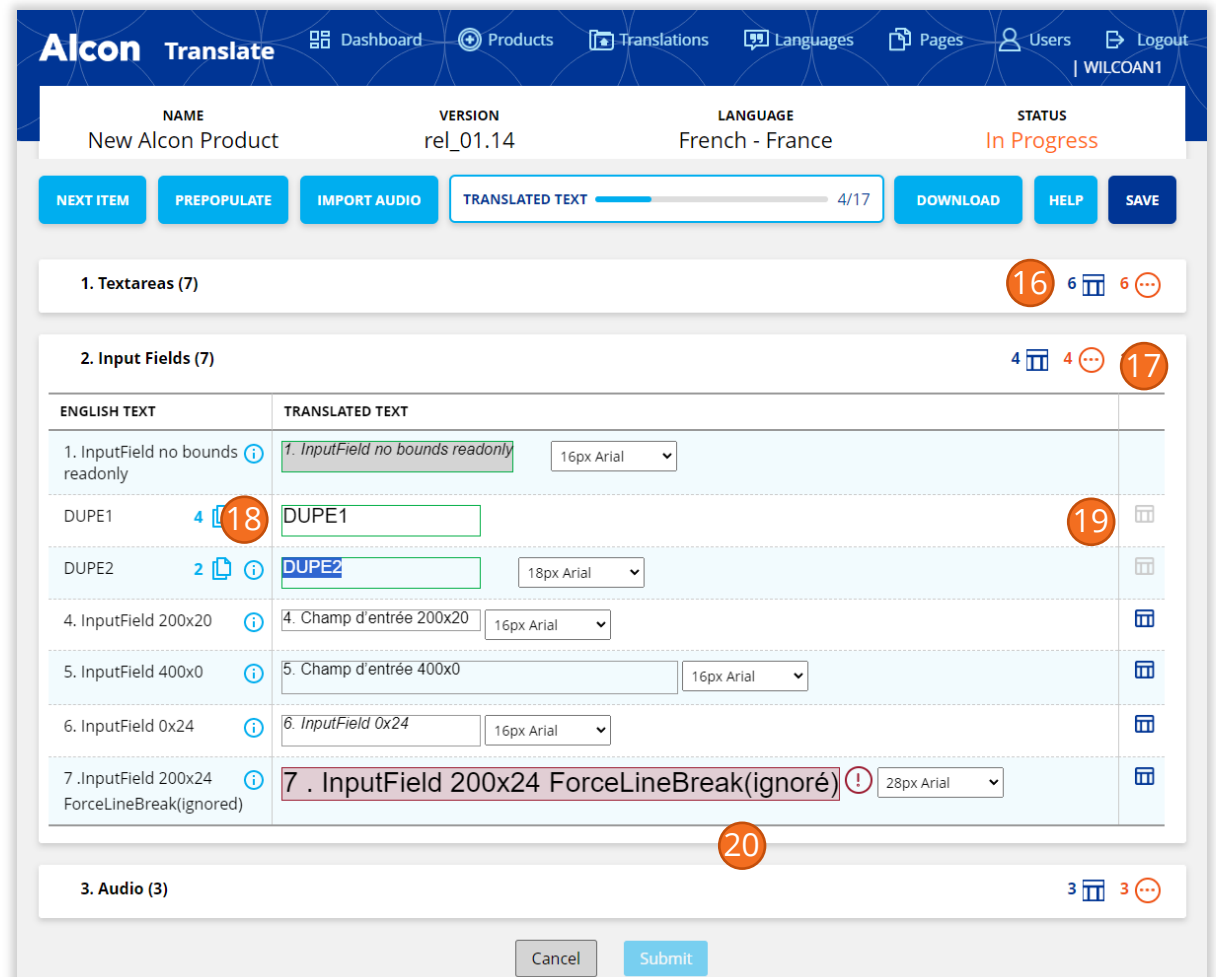
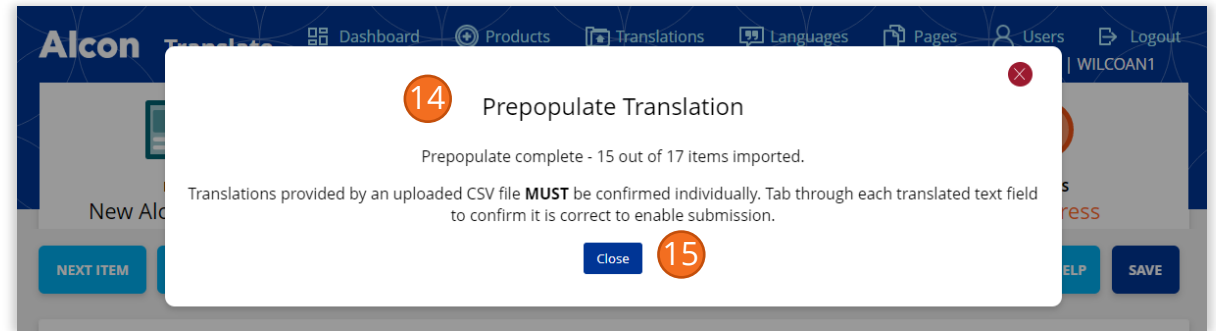
The CSV template MUST be UTF8 encoded in order for the upload to perform correctly. The template file is formatted UTF8. Do not alter the formatting for this file.



7. On the Edit Translation screen, click on the **Prepopulate** button.
8. Select **From CSV File** from the dropdown menu and then select the **Choose File** button and select the translation CSV file from your computer.
9. To the right of the dropdown menu, choose whether you wish to overwrite all text or populate only blank text. If you choose the former, any existing translations will be replaced with translations from the CSV file.
10. Choose whether you wish to preserve uploaded audio. If you check this checkbox, all previously recorded and uploaded audio files for the translation will be preserved. If unchecked, any uploaded recorded translation audio files will be deleted.
11. Enter the confirmation text in the field.
12. Select the **Confirm** button.

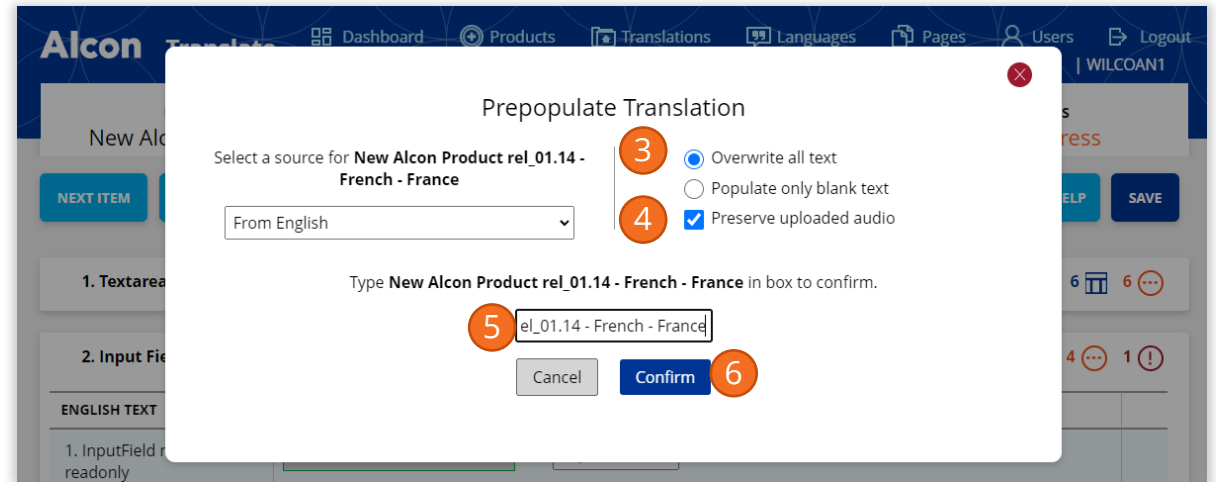
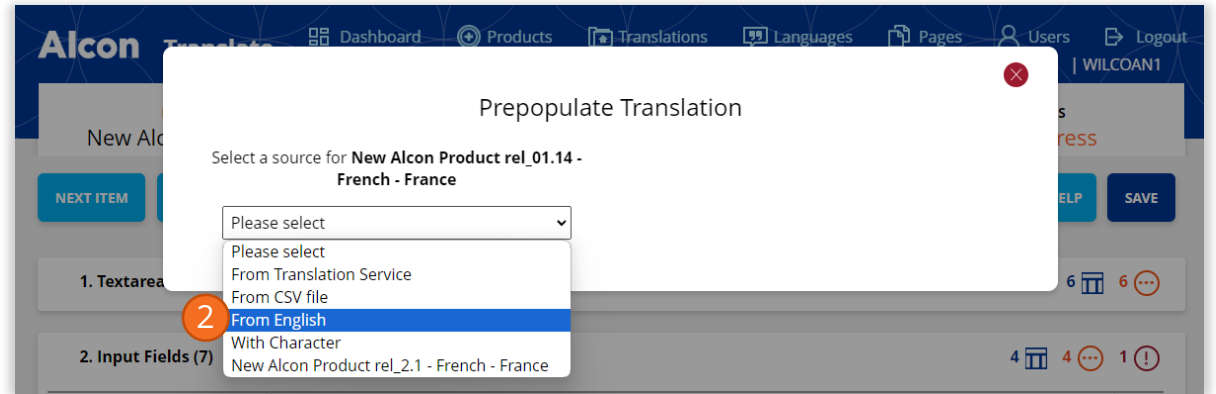
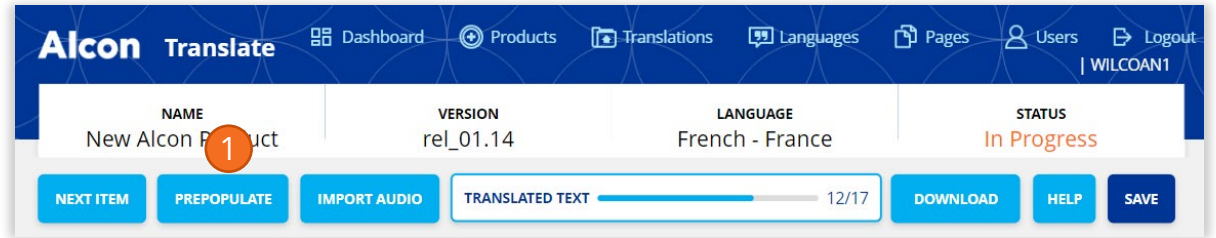


14. Once the prepopulation is complete, you will see a confirmation message indicating the number of items imported and that you must confirm each translated item individually.
15. Click the **Close** button to return to the Translation Edit screen.
16. When you return to the Translation Edit screen, a spreadsheet icon will appear in each group row with the number of strings that were translated using the CSV file.
17. Within each group, a spreadsheet icon will appear in the right column for each string that has been translated using the CSV file.
18. You must click into each CSV-translated field to confirm that it is correct. When you click into the field, it will be marked as reviewed with a green outline.
19. The blue spreadsheet icon will also change to gray when a CSV-translated string is reviewed.
20. Once all strings are reviewed and the translation is complete without errors, click the Submit button to submit the translation.

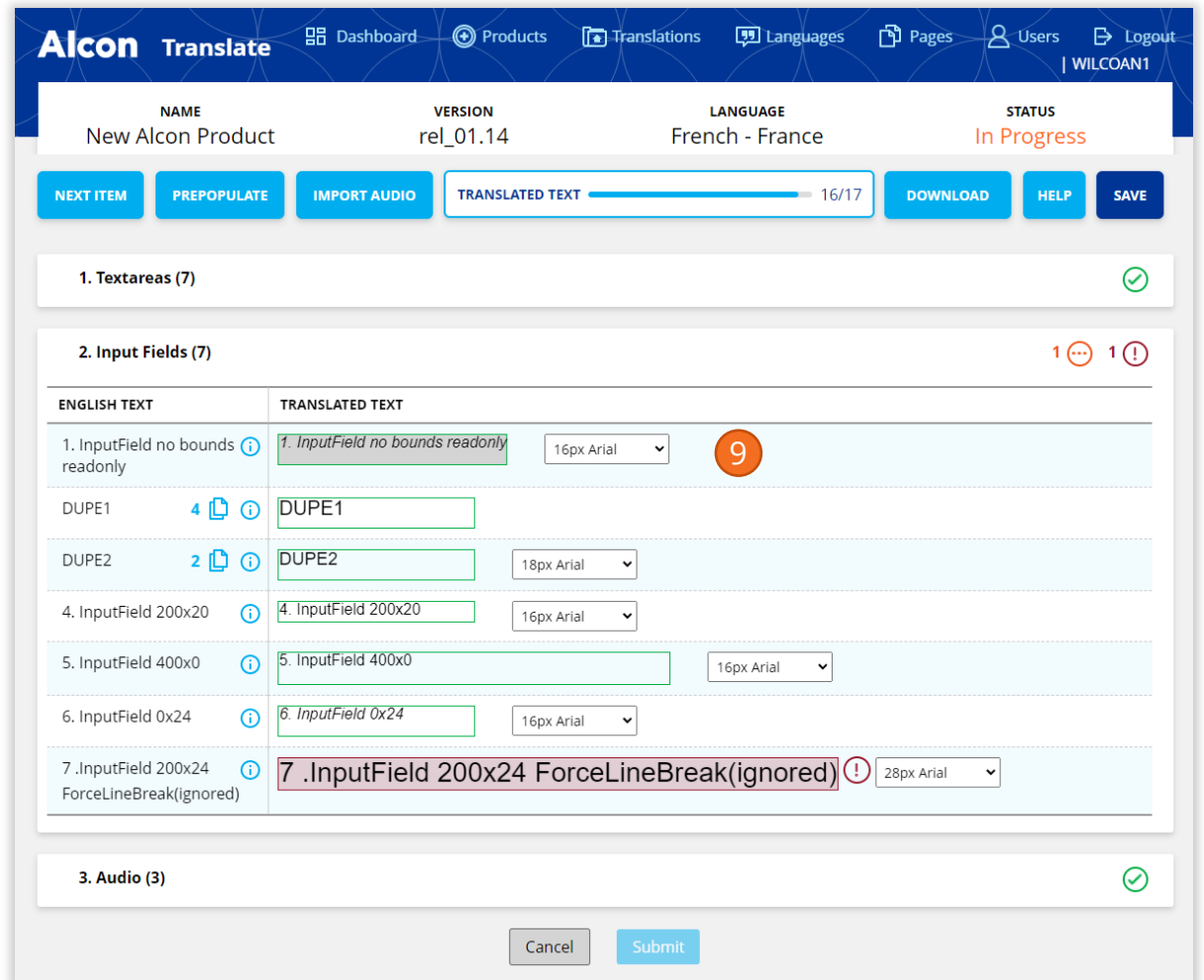
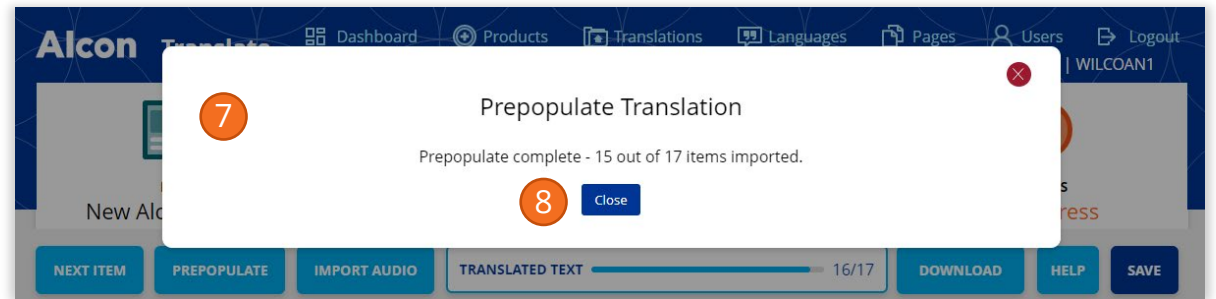


# Prepopulate with English

1. On the Edit Translation screen, click on the **Prepopulate** button.
2. Select **From English** from the dropdown menu.
3. To the right of the dropdown menu, choose whether you wish to overwrite all text or populate only blank text. If you choose the former, any existing translations will be replaced with translations from the service.
4. Choose whether you wish to preserve uploaded audio. If you check this checkbox, all previously recorded and uploaded audio files for the translation will be preserved. If unchecked, any uploaded recorded translation audio files will be deleted.
5. Enter the confirmation text in the field.
6. Select the **Confirm** button.



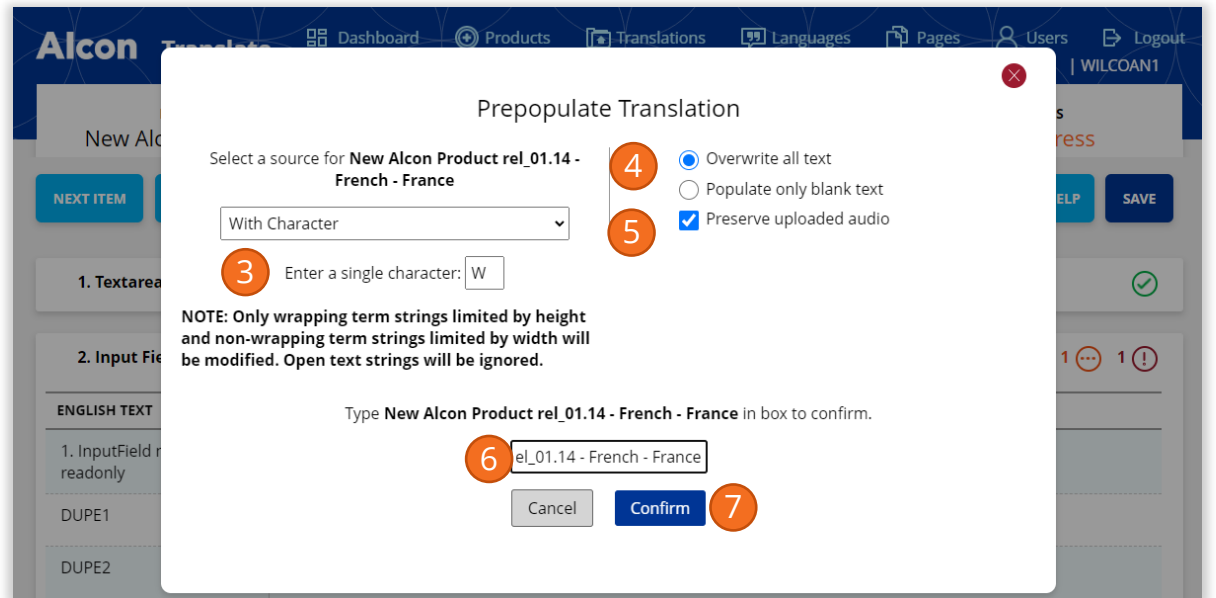
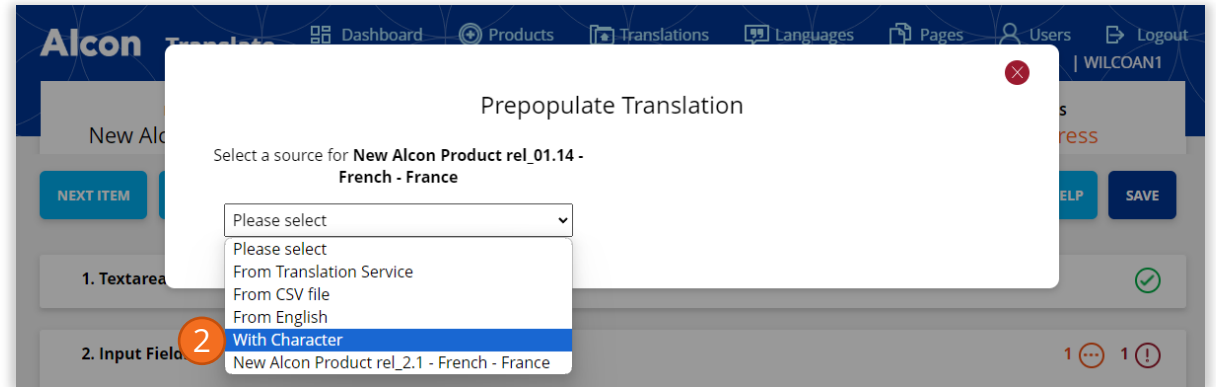
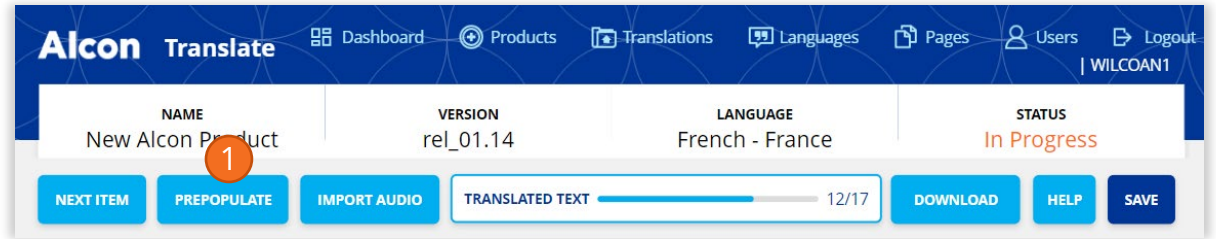
7. Once the prepopulae is complete, you will see a confirmation message indicating the number of items imported.
8. Click the **Close** button to return to the Translation Edit screen.
9. When you return to the Translation Edit screen, the translated text string fields will be populated with the English text strings.



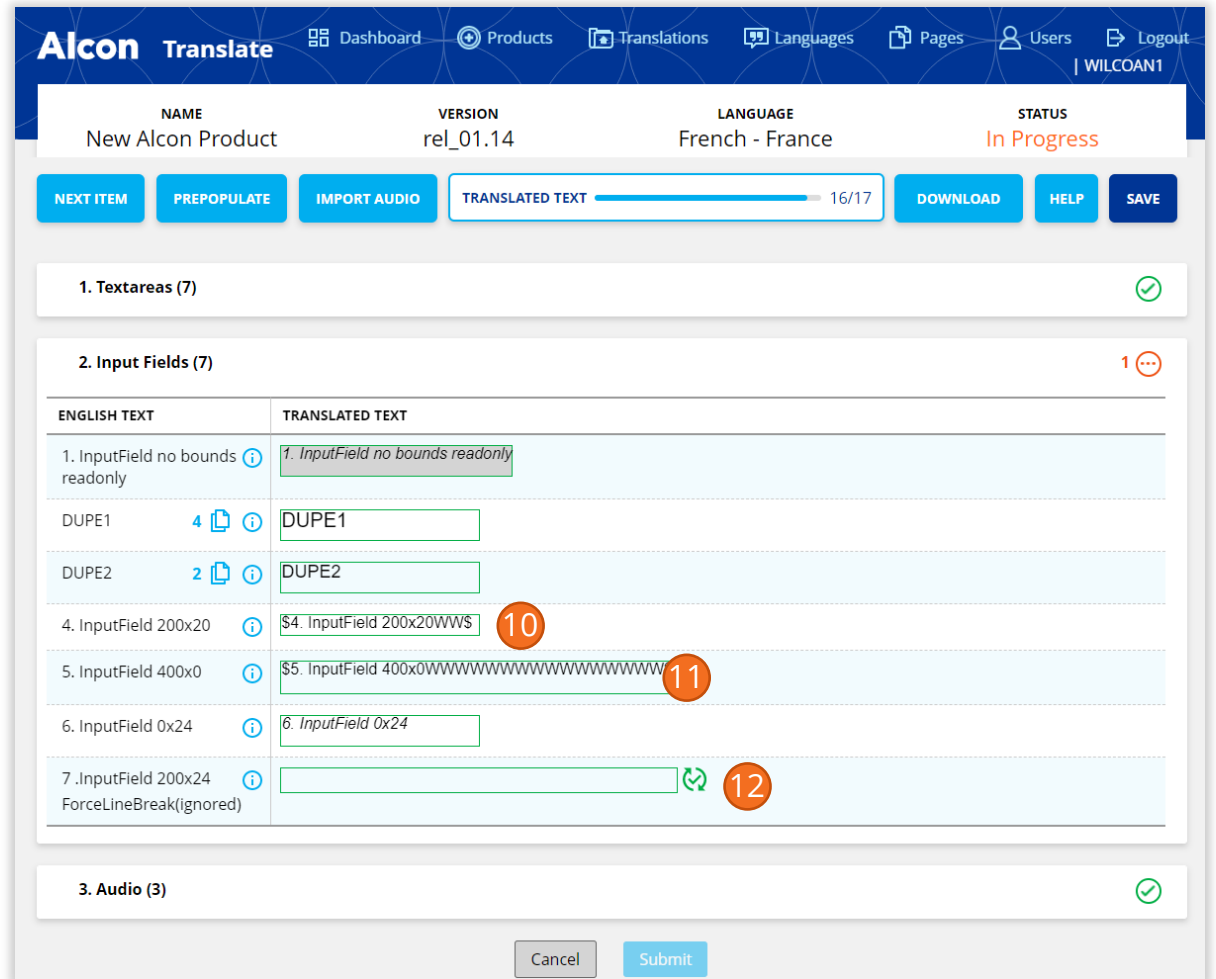
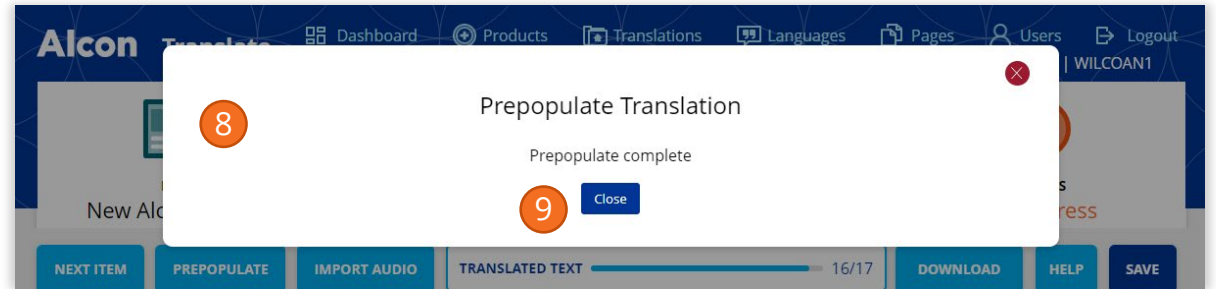


# Prepopulate with Character

1. On the Edit Translation screen, click on the **Prepopulate** button.
2. Select **With Character** from the dropdown menu.
3. Enter a single character that you would like to prepopulate the translations with.
4. To the right of the dropdown menu, choose whether you wish to overwrite all text or populate only blank text. If you choose the former, any existing translations will be replaced with the specified character.
5. Choose whether you wish to preserve uploaded audio. If you check this checkbox, all previously recorded and uploaded audio files for the translation will be preserved. If unchecked, any uploaded recorded translation audio files will be deleted.
6. Enter the confirmation text in the field.
7. Select the **Confirm** button.



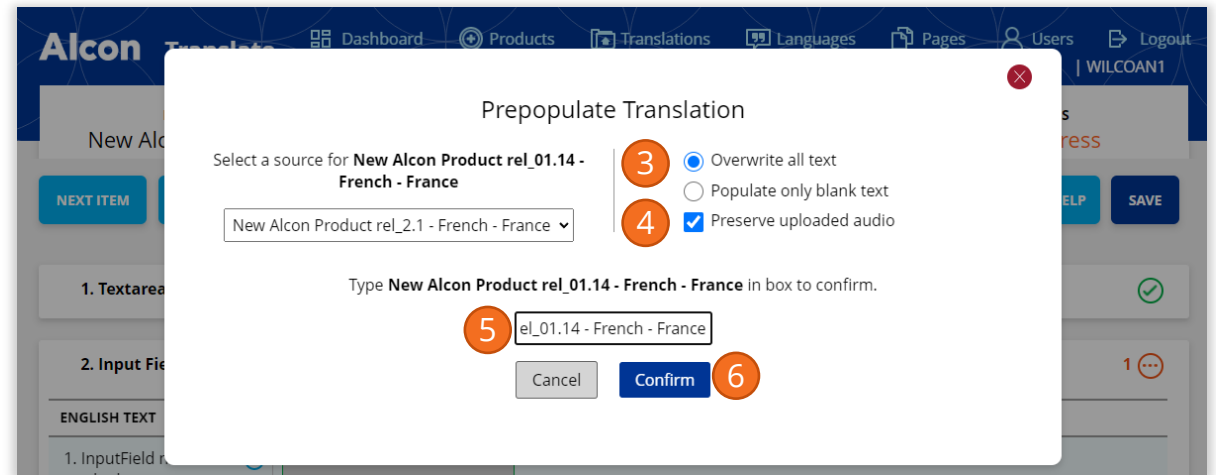
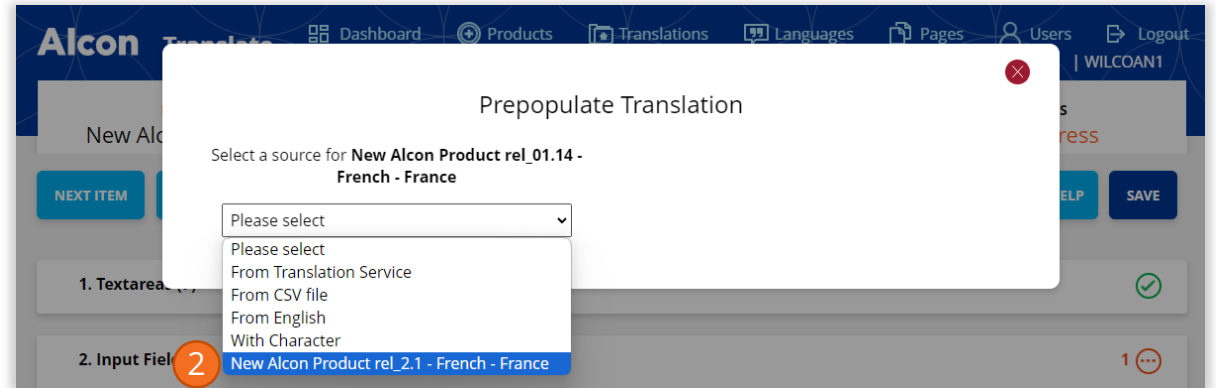
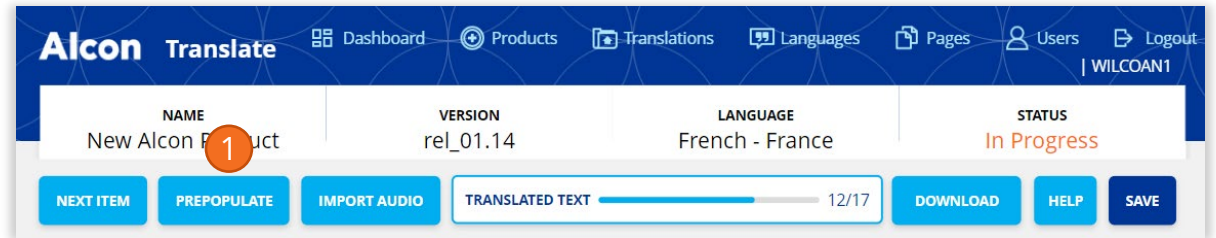
- Once the prepopulate is complete, you will see a confirmation message.
- Click the **Close** button to return to the Translation Edit screen.
- When you return to the Translation Edit screen, the translated text string fields will be populated with the specified character **only for fields that have a defined width or wrapping fields that have a defined height** in the XML file.
- A dollar sign (\$) symbol delimits the start and end of the translated text string.
- If the field is not defined as fixed width or height in the XML file, it will not be prepopulated with the selected character.



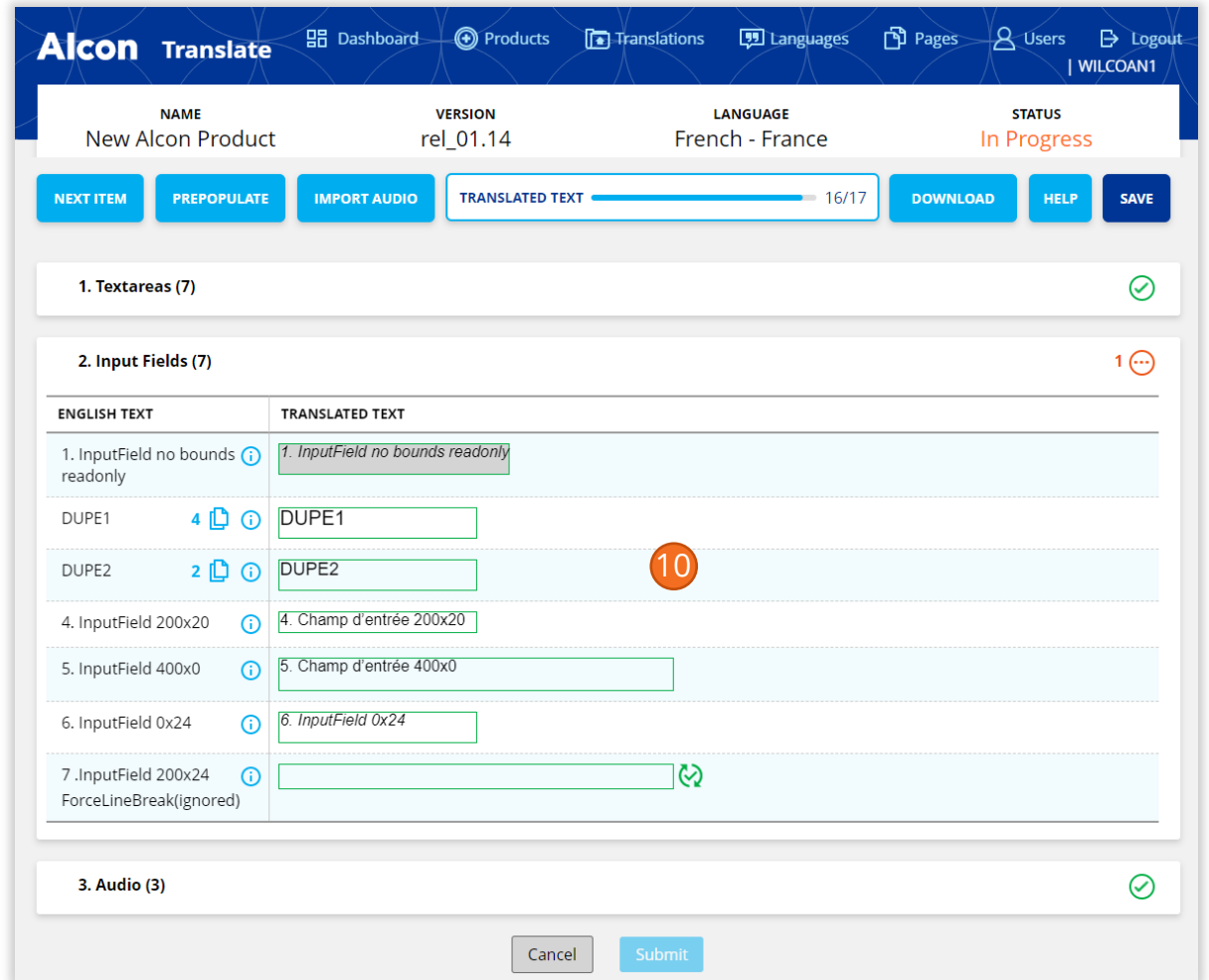
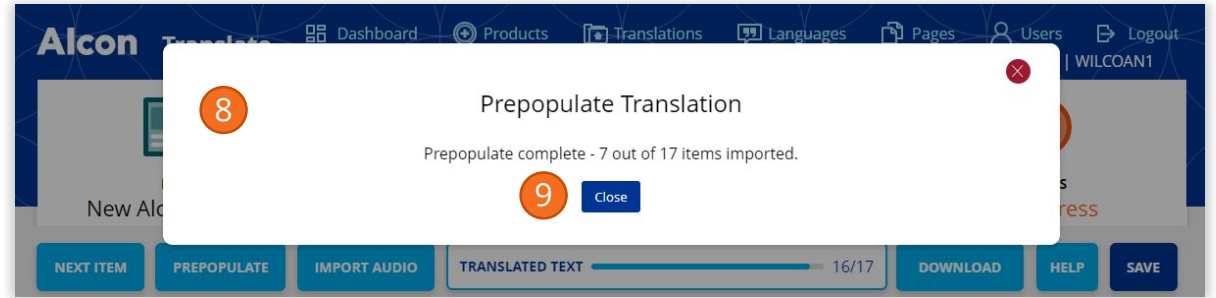
# Prepopulate from Previous Translation

**Note:** This option is only available if there is a previous version of the product with a language translation in the application.

1. On the Edit Translation screen, click on the **Prepopulate** button.
2. Select the name of the previous product translation you wish to use from the dropdown menu.
3. To the right of the dropdown menu, choose whether you wish to overwrite all text or populate only blank text. *If you choose to overwrite, any existing translation fields will be replaced with translations from the selected previous version.*
4. Choose whether you wish to preserve uploaded audio. Checking this box preserves all previously recorded and uploaded audio files for the. *If unchecked, any uploaded recorded translation audio files will be deleted.*
5. Enter the confirmation text in the field.
6. Select the **Confirm** button.



8. Once the prepopulate is complete, you will see a confirmation message.
9. Click the **Close** button to return to the Translation Edit screen.
10. When you return to the Translation Edit screen, the translated text string fields will be populated with the translated strings from the selected previous translation.



# Translate Audio

1. For translations that require audio files, select the **Play** icon in the Audio column to listen to the English recording.
2. When ready, select the **Upload** icon to upload your translated audio file. Select the appropriate audio file from your computer and upload. Acceptable audio file types are **WAV, MP3, and M4A**.
3. Listen to your uploaded audio files by selecting the **Play** icon in the Translated Audio column.
4. When all translations have been entered and reviewed, the Submit button will be enabled. Click **Submit**.

**Alcon Translate** | Dashboard | Products | Translations | Languages | Pages | Users | Logout | WILCOAN1

**NAME**: New Alcon Product | **VERSION**: rel\_01.14 | **LANGUAGE**: French - France | **STATUS**: In Progress

Buttons: NEXT ITEM, PREPOPULATE, IMPORT AUDIO, TRANSLATED TEXT (16/17), DOWNLOAD, HELP, SAVE

1. Textareas (7) ✓

2. Input Fields (7) 1 ⋮

3. Audio (3) ✓

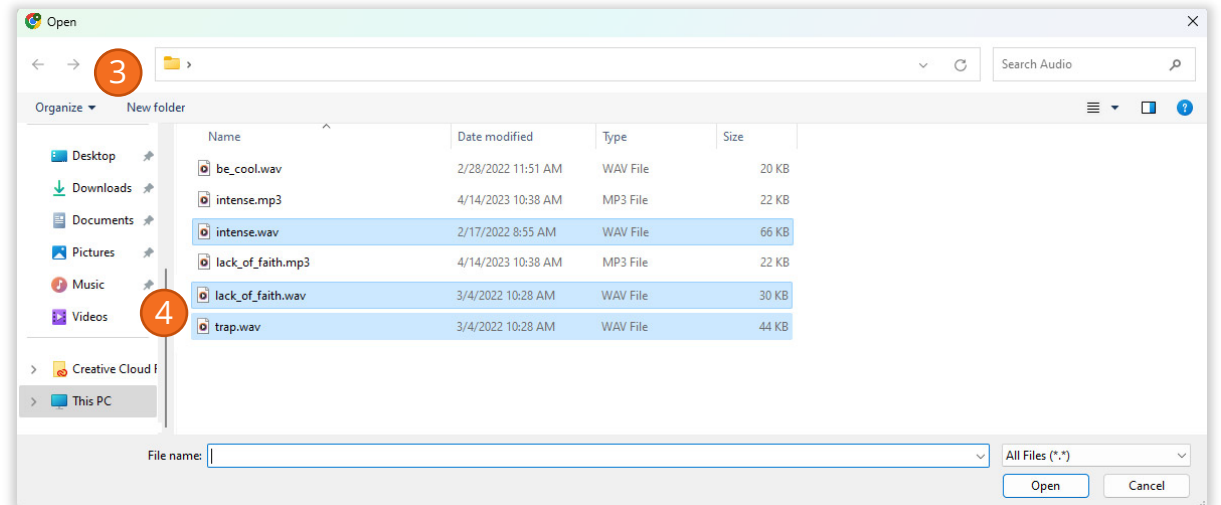
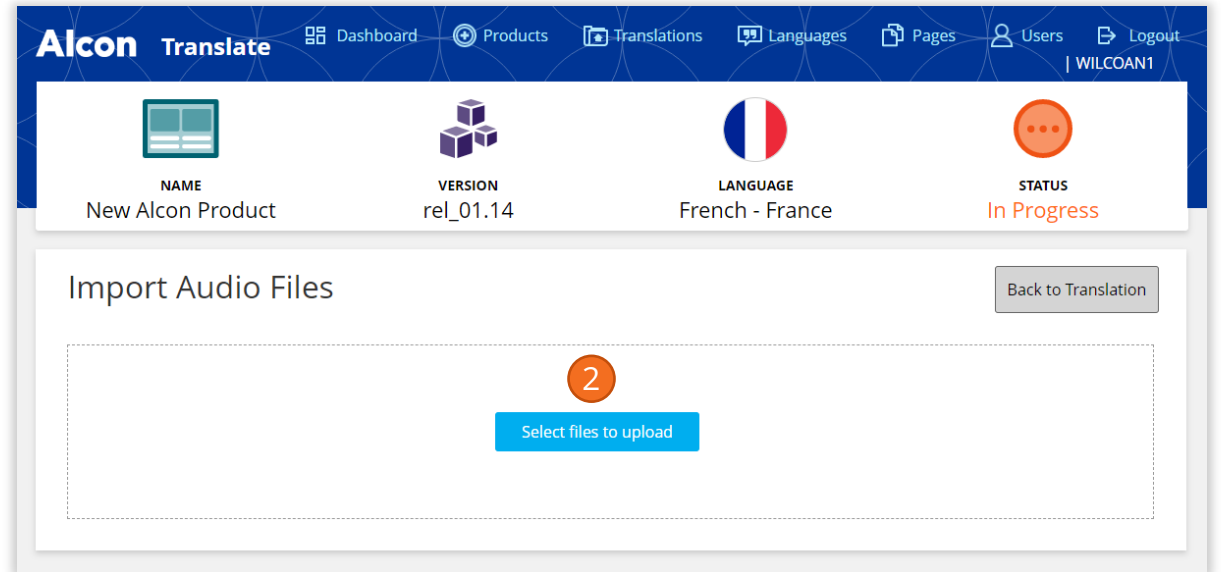
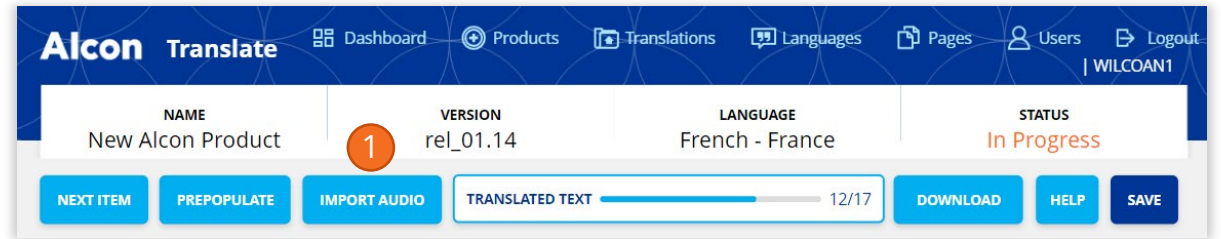
ENGLISH TEXT	AUDIO	TRANSLATED TEXT	TRANSLATED AUDIO
DUPE1	4 📄 1 🎧	DUPE1	🎧 📄 2 📄
DUPE2	2 📄 1 🎧	DUPE2	3 📄 🎧 📄
3. No Audio	1 🎧	3. Pas d'audio	

Buttons: Cancel, Submit 4

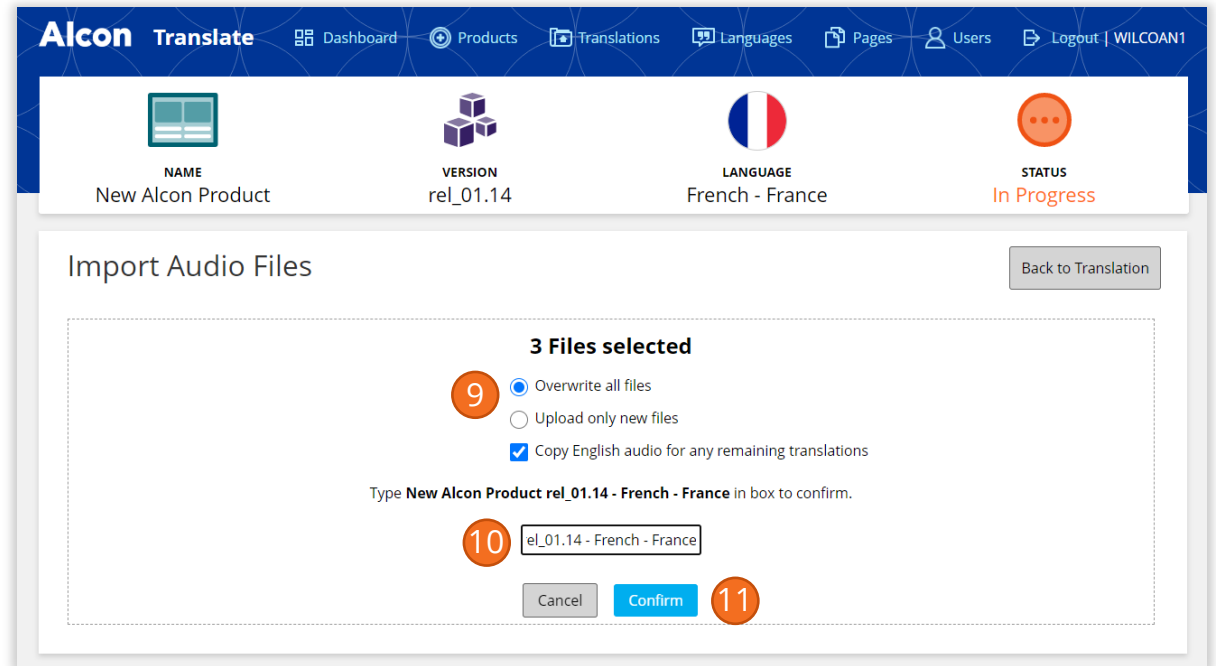
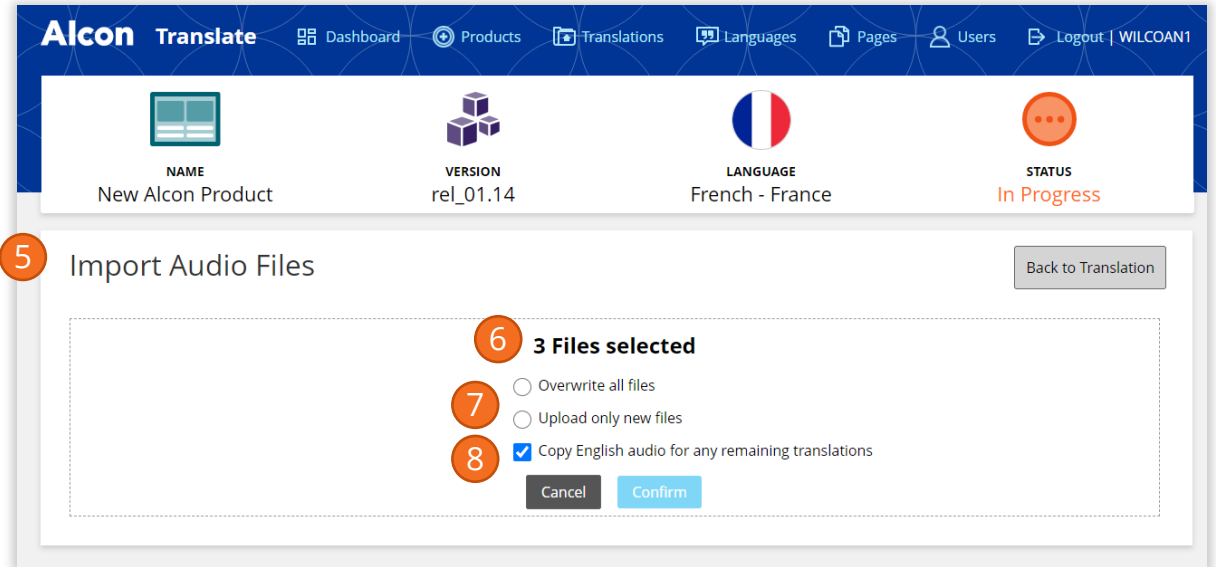
# Import Audio

The Import Audio feature allows you to upload a batch of audio files for your translation.

1. Select the Import Audio button to access the Import Audio page.
2. On the Import Audio page, choose the **Select files to upload** button.
3. Select the files from your local computer to upload. Acceptable audio file types are **WAV**, **MP3**, and **M4A**.
4. Make sure that the translated audio **file names** match their English audio file name equivalent. Translated audio file names that do not match an English audio file name will be rejected.



5. After selecting your translated audio files, you will be returned to the Import Audio Files page to complete additional parameters prior to audio file upload.
6. Confirm that the number of audio files selected is correct.
7. Choose overwrite options. If you select **Upload only new files**, only new audio files will be uploaded. No existing audio files will be overwritten.
8. If you select the checkbox for **Copy English audio for any remaining translations**, the application will copy the English audio file for any audio terms that do not have a translated audio file.
9. If you select **Overwrite all files**, selected files will replace any matching translated audio files previously uploaded for that translation.
10. Enter the confirmation text in the field.
11. Select the **Confirm** button.



12. As translated audio files are imported, a progress bar will indicate the number of files selected, completed and rejected for the upload.
13. If you need to halt the upload in progress, select the **Stop Upload** button. Any files pending upload will not be uploaded. Files that have completed their upload will remain.
14. When the file upload is complete, you will see the **Complete** label.
15. The progress bar will show the number of completed and rejected audio files.
16. In the table below, you will see a list of the audio files selected for upload and their status.
17. For any rejected files, you will see an error message indicating the reason for rejection.
18. Select the **Back to Translation** button to return to your translation.

The screenshot shows the Alcon Translate interface with the following details:

- NAME:** New Alcon Product
- VERSION:** rel\_01.14
- LANGUAGE:** French - France
- STATUS:** In Progress

**Import Audio Files** section:

- Progress bar: 3 SELECTED, 1 COMPLETED, 1 REJECTED
- Buttons: **STOP UPLOAD** (red), [Back to Translation](#) (grey)

FILENAME	RESULT	ERROR MESSAGE
intense.wav	Rejected	Could not match filename
lack_of_faith.wav	Completed	
trap.wav		

The screenshot shows the Alcon Translate interface with the following details:

- NAME:** New Alcon Product
- VERSION:** rel\_01.14
- LANGUAGE:** French - France
- STATUS:** In Progress

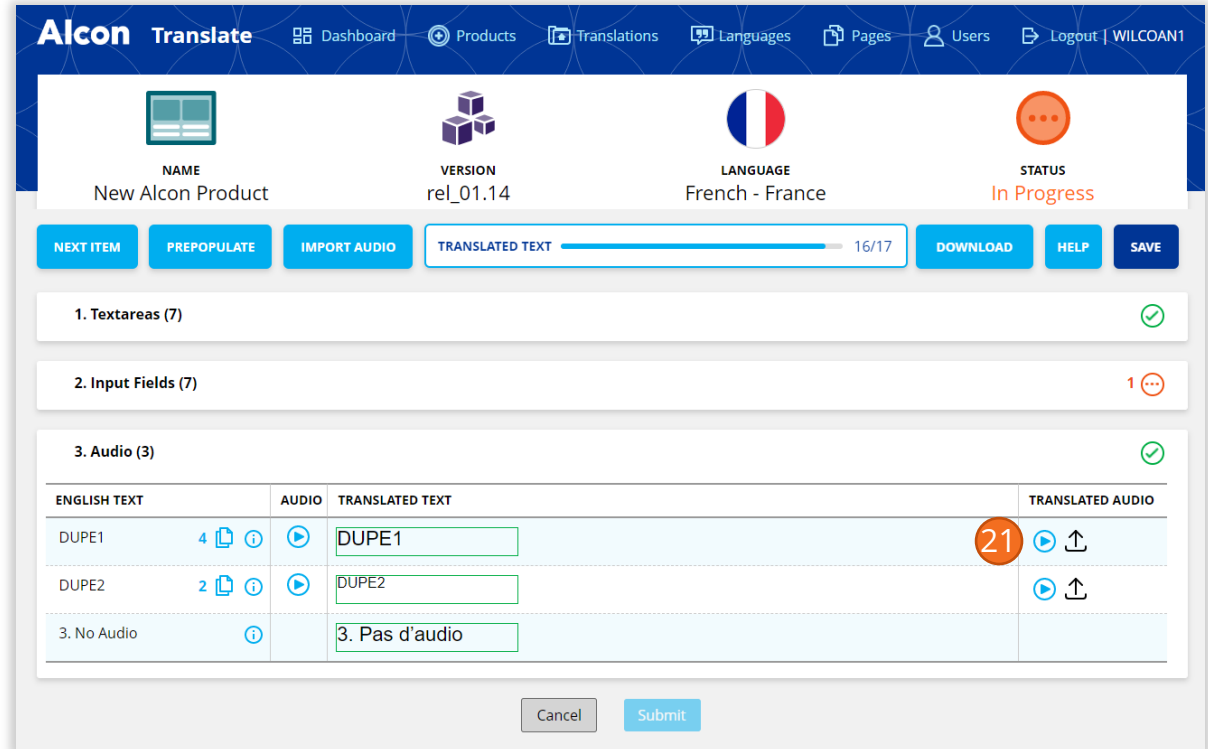
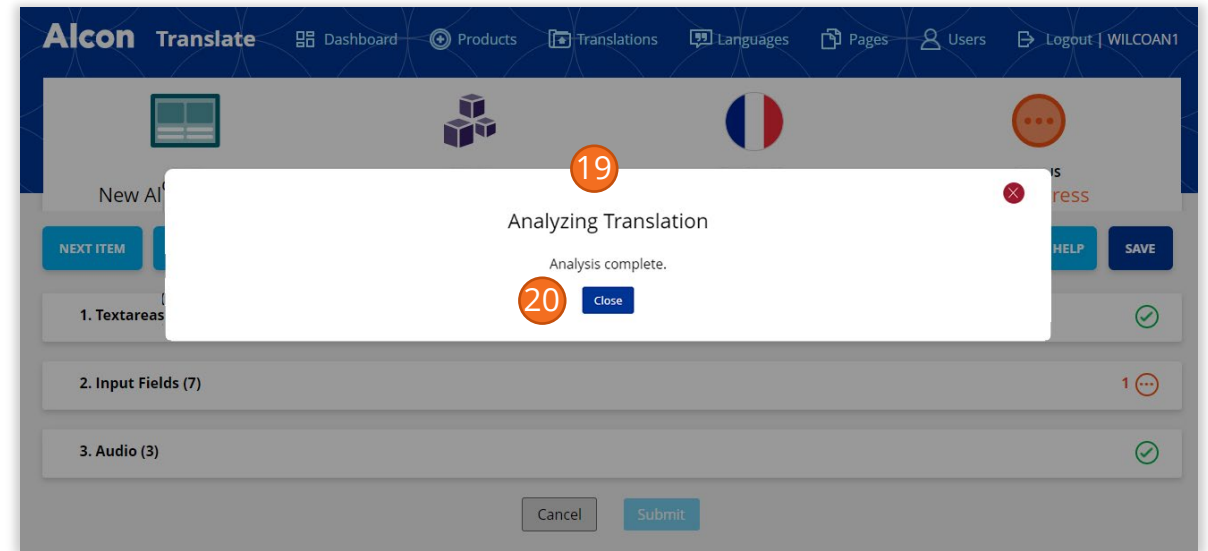
**Import Audio Files** section:

- Progress bar: 3 SELECTED, 2 COMPLETED, 1 REJECTED
- Label: **14 Complete** (green)
- Buttons: [Back to Translation](#) (grey)

FILENAME	RESULT	ERROR MESSAGE
intense.wav	Rejected	Could not match filename
lack_of_faith.wav	Completed	
trap.wav	Completed	



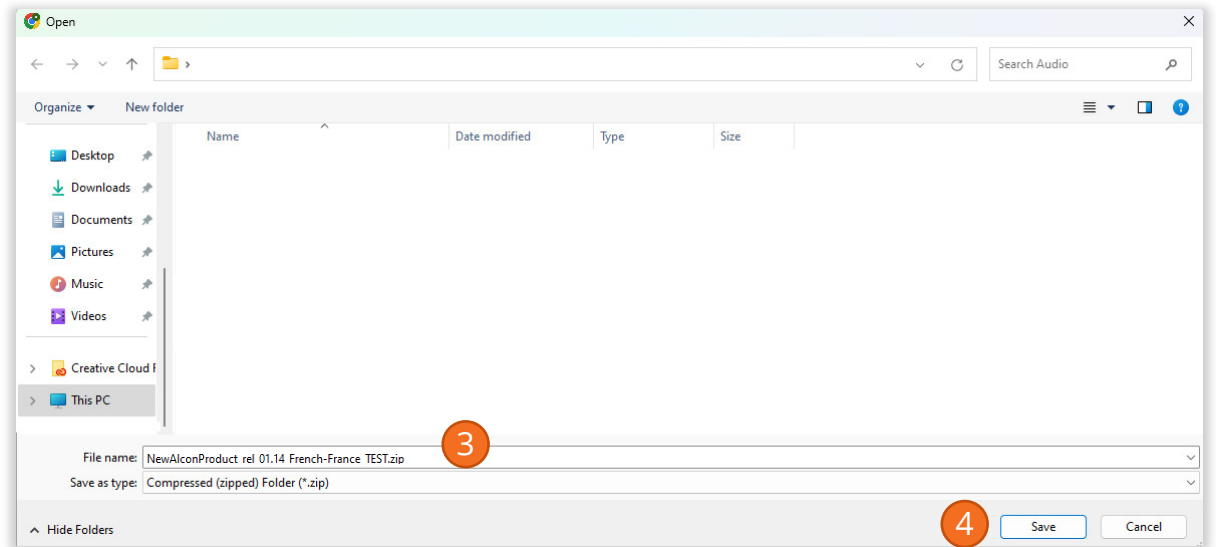
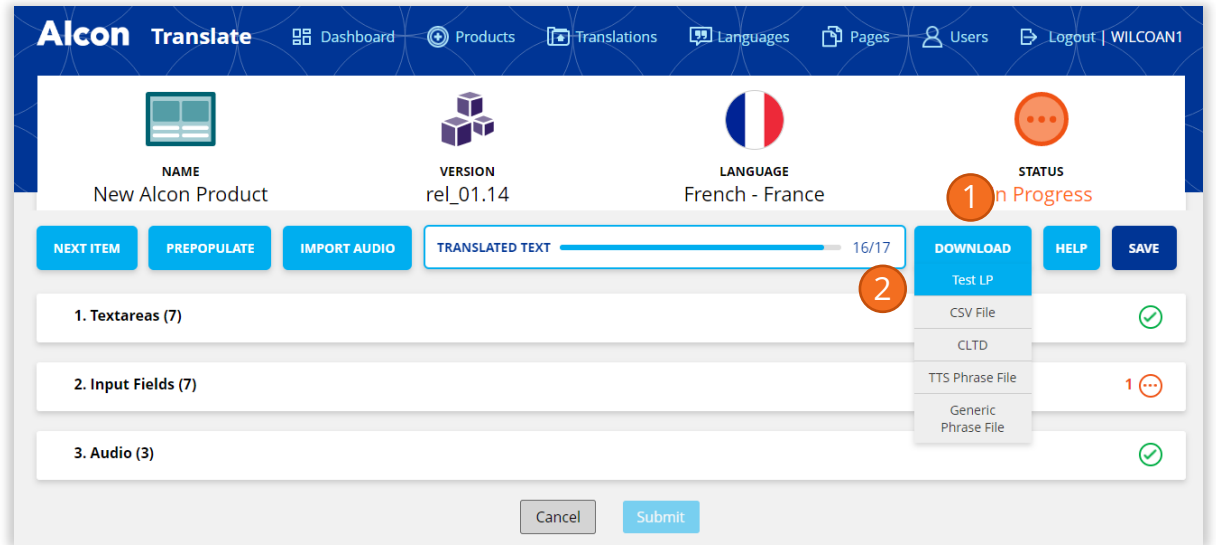
19. Upon return to the translation page, the application will analyze the translation and update the audio portions with the imported translated audio files.
20. Click the **Close** button to return to the translation.
21. Confirm your translated audio files by selecting the **Play** button to listen to the translated audio.



# Download Test LP

From the Translation Edit page, you may download a test version of the language pack zip file.

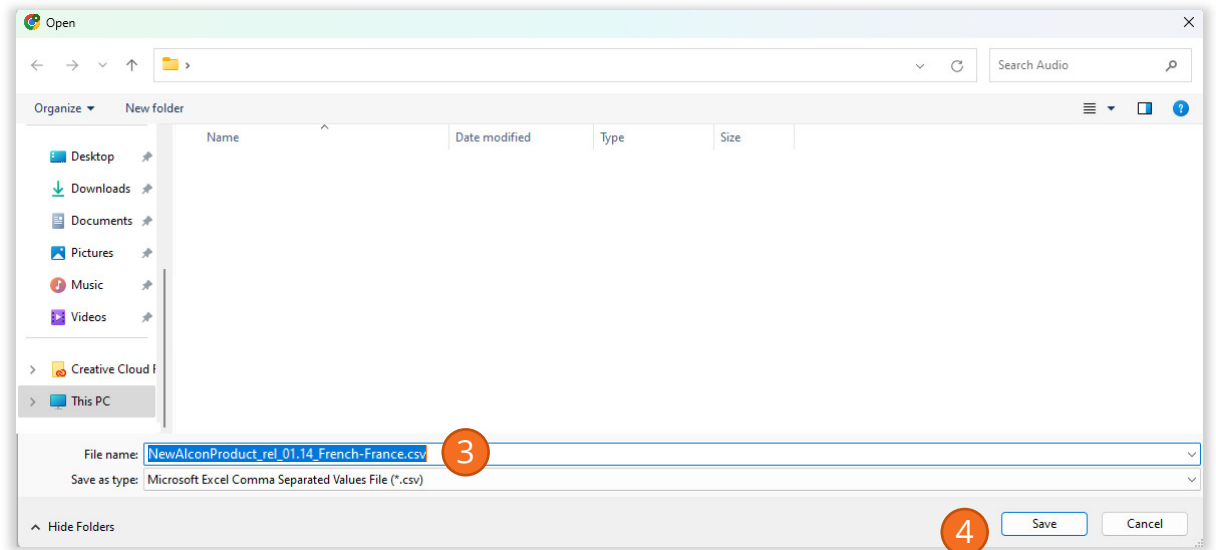
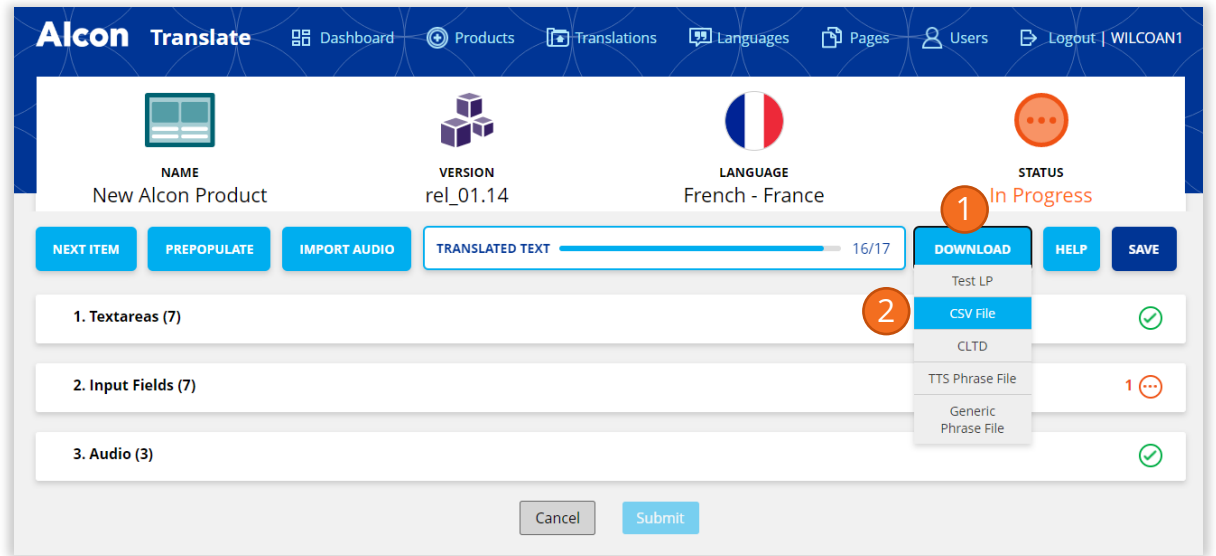
1. On the Translation Edit page, select the **Download** button.
2. In the dropdown menu for the Download button, select **Test LP**.
3. A zip file containing the language pack files for your translation will be created and the application will prompt you to save it to your computer.
4. Select the Save button to download the zip file.



# Download CSV File

From the Translation Edit page, you may download a CSV file that contains all translated strings that have been made to date.

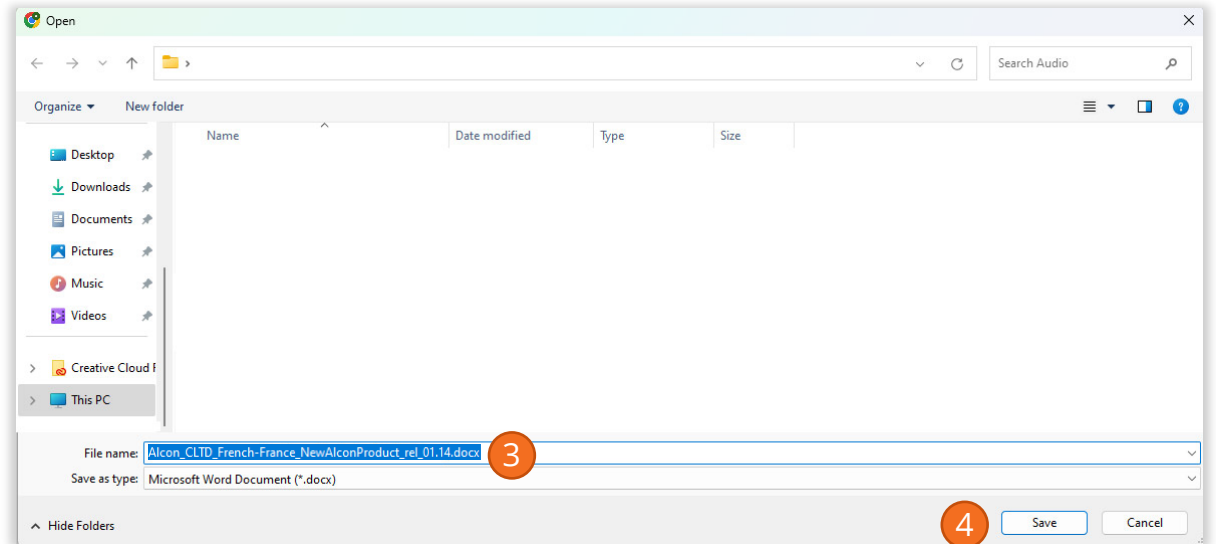
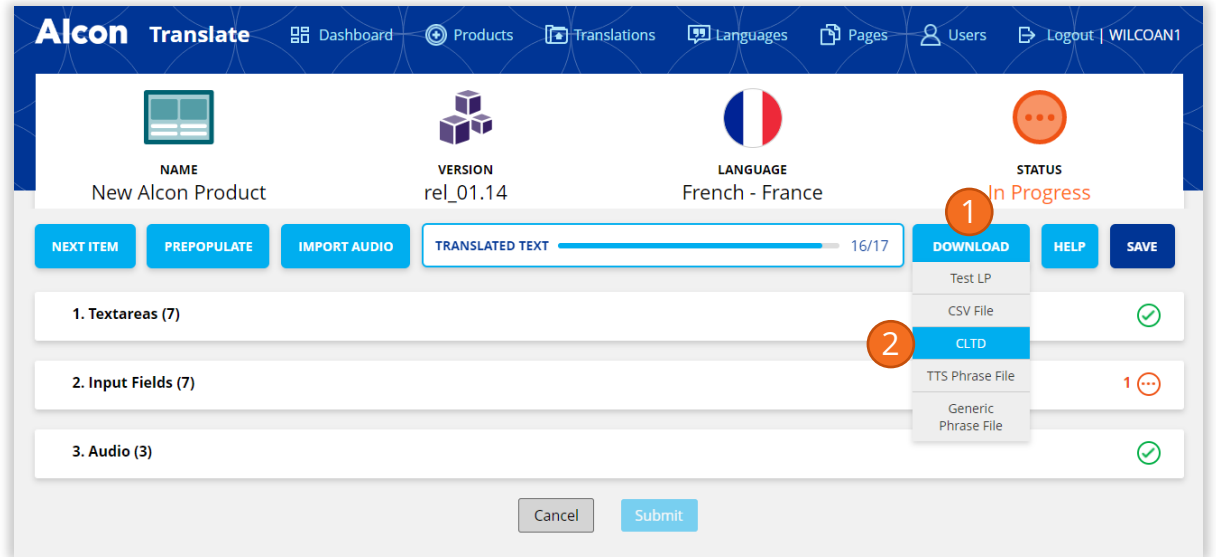
1. On the Translation Edit page, select the **Download** button.
2. In the dropdown menu for the Download button, select **CSV file**.
3. A CSV file of your translation will be created and the application will prompt you to save it to your computer.
4. Select the Save button to download the CSV file.



# Download CLTD

From the Translation Edit page, you may download the Confirmation of Labeling Translation and Deviation (CLTD) Form for your translation.

1. On the Translation Edit page, select the **Download** button.
2. In the dropdown menu for the Download button, select **CLTD**.
3. A Word file of the CLTD for your translation will be created and the application will prompt you to save it to your computer.
4. Select the Save button to download the Word file.



# Download Phrase File

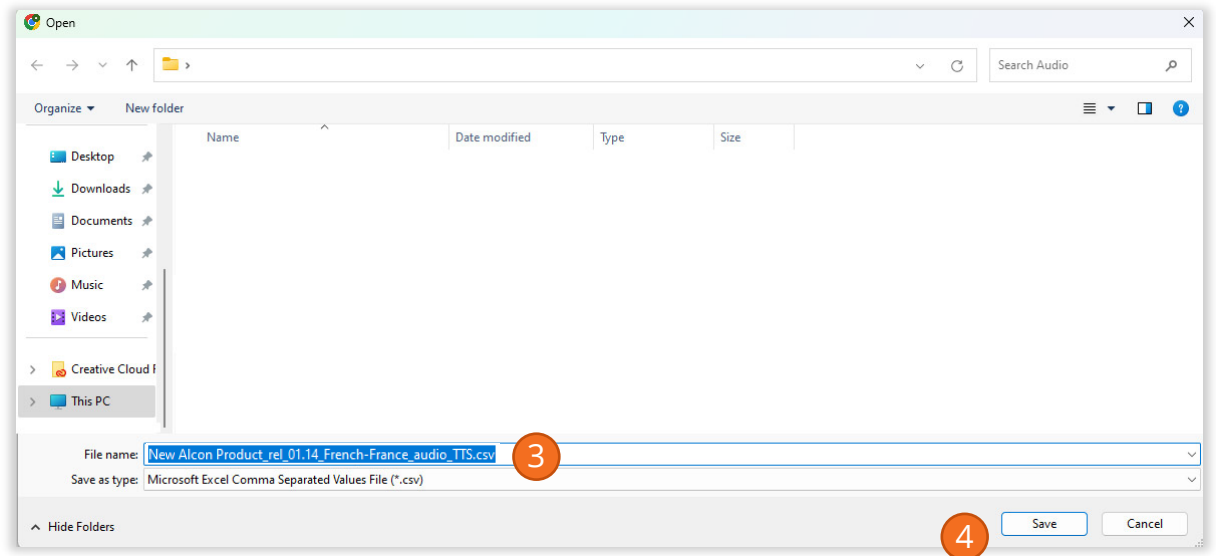
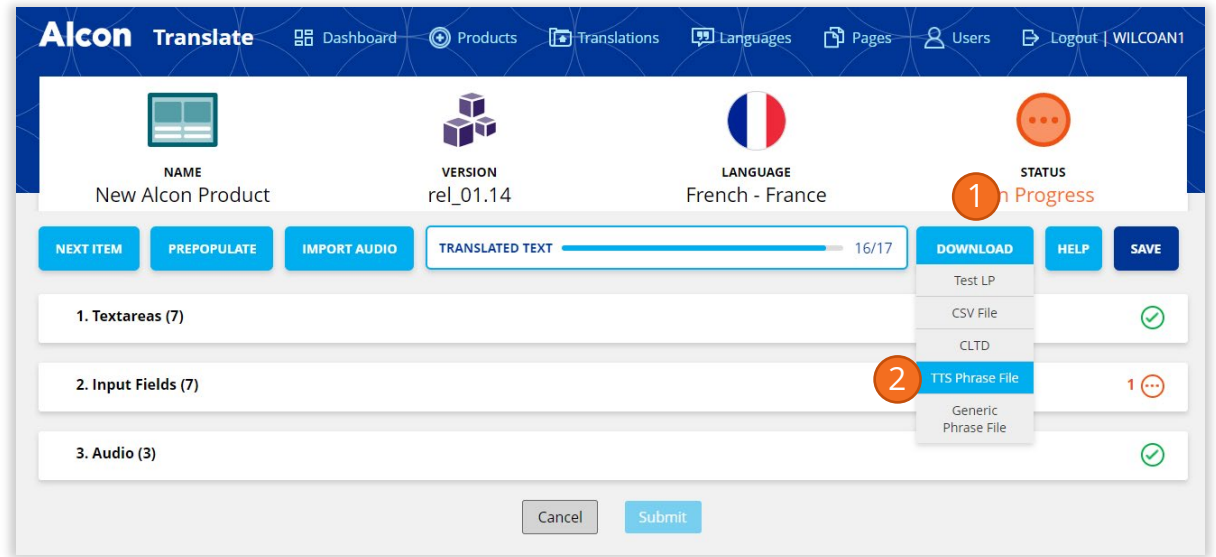
From the Translation Edit page, you may download a Phrase File which can be used to auto or manually generate audio translations. If the translation contains no audio files this option will not appear.

1. On the Translation Edit page, select the **Download** button.
2. In the dropdown menu for the Download button, select either **TTS Phrase File** or **Generic Phrase File**.

*TTS Phrase File* will generate a format compatible with Alcon's Text To Speech app.

*Generic Phrase File* will generate a generic Phrase File containing the required audio filename and associated English Text.

3. A .csv file of the audio filenames and associated English Text for your translation will be created and the application will prompt you to save it to your computer.
4. Select the Save button to download the .csv file.



# Submit Translation for Review

1. When all translations have been entered, reviewed and free of errors, the Submit button will be enabled. Click **Submit**.
2. On the Translations screen, the submitted translation will display an updated status of **Submitted** and will indicate the next role in the workflow to review the translated language pack.
3. The translation is not editable after submission, however, you can view the translation by clicking on the **View** icon.

**Alcon Translate** Dashboard Products Translations Languages Pages Users Logout | WILCOAN1

NAME: New Alcon Product | VERSION: rel\_01.14 | LANGUAGE: French - France | STATUS: In Progress

NEXT ITEM PREPOPULATE IMPORT AUDIO TRANSLATED TEXT 17/17 DOWNLOAD HELP SAVE

1. Textareas (7) ✓  
2. Input Fields (7) ✓  
3. Audio (3) ✓

ENGLISH TEXT	AUDIO	TRANSLATED TEXT	TRANSLATED AUDIO
DUPE1	4	<input type="text" value="DUPE1"/>	
DUPE2	2	<input type="text" value="DUPE2"/>	
3. No Audio		<input type="text" value="3. Pas d'audio"/>	

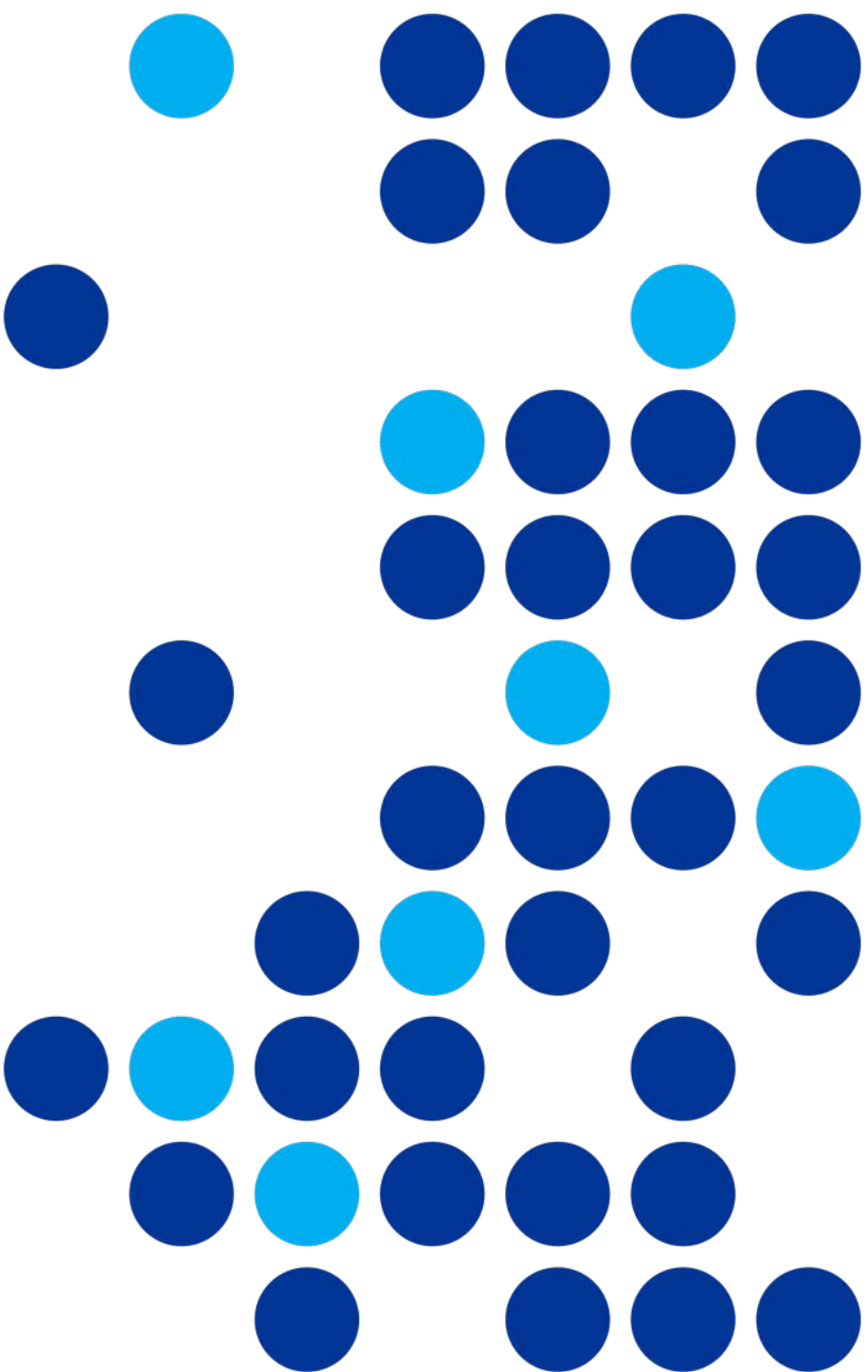
Cancel Submit **1**

Show 10 entries

PRODUCT	VERSION	LANGUAGE	STATUS	MODIFIED DATE	ACTIONS
New Alcon Product	rel_01.14	French - France	Submitted → Local Technical Services	4/15/2024 7:28:54 P	<b>3</b>
New Alcon Product	rel_01.14	Italian	Submitted	5/24/2023 7:36:08 PM	
New Alcon Product	rel_2.1	French - France	In Progress	4/5/2024 6:22:10 PM	

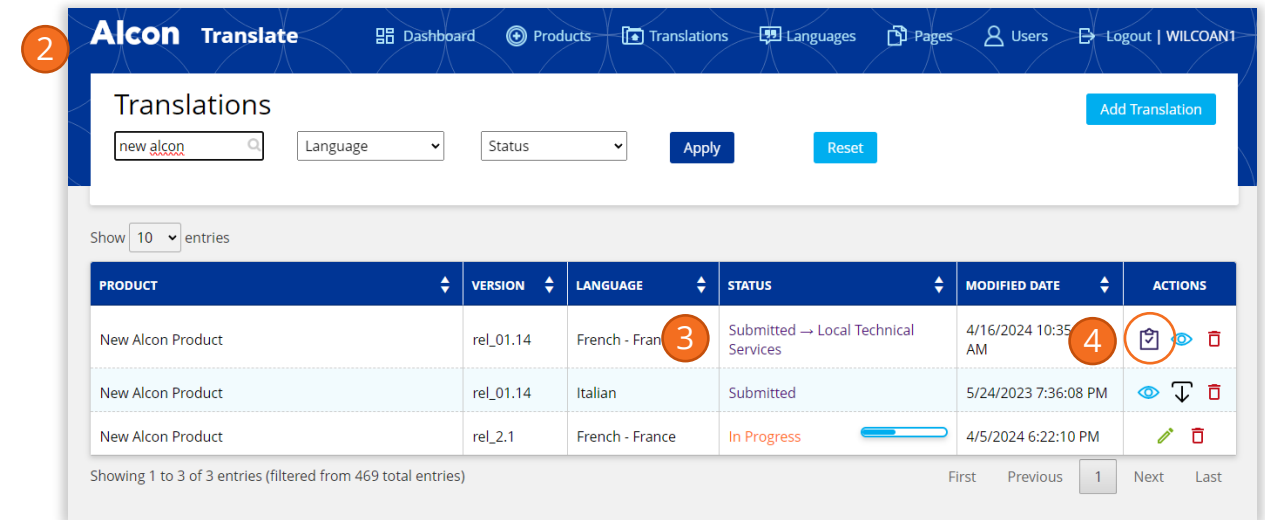
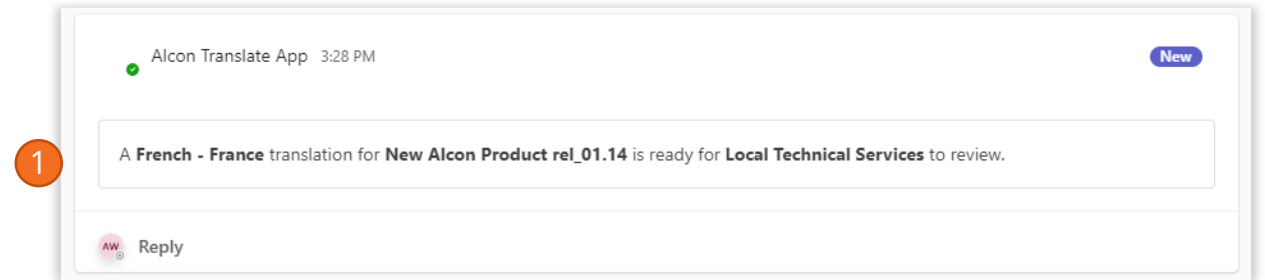
Showing 1 to 3 of 3 entries (filtered from 469 total entries) First Previous 1 Next Last

# Review and Approval Process



# Review Translation

1. When a translation is submitted, a message is sent to the **Alcon Translate Teams Channel** for that language, indicating that the translation is ready for an **Approver Role** in the translation workflow to Review.
2. Log into Alcon Translate. You will see any pending translations for review on either your **Dashboard** screen or the **Translations** page.
3. The Submitted translation will indicate what role is next in the workflow to review and either approve or reject the translation.
4. Select the **Review** icon for the translation from either the **Dashboard** screen or from the **Translations** tab.





# Approve Translation

1. Review all of the translated text. Open each group and confirm that the translations are accurate by clicking into each field. You will see a green check for each translated term reviewed.
2. At the conclusion of your review, **if all translations appear accurate**, select the checkbox "I've reviewed the translation and approved it according to Alcon procedures."
3. Select the **Approve** button.
4. A message will be sent to the **Alcon Translate Teams Channel** for that language indicating that the translation is ready for review by the next role in the workflow.

This process repeats until the translation has been reviewed and approved by each role in the workflow.

REJECT	ENGLISH TEXT	AUDIO	TRANSLATED TEXT	TRANSLATED AUDIO
<input type="checkbox"/>	DUPE1		DUPE1	
<input type="checkbox"/>	DUPE2		DUPE2	
<input type="checkbox"/>	3. No Audio		3. Pas d'audio	

Alcon Translate App 8:45 AM

A French - France translation for New Alcon Product rel\_01.14 is ready for Marketing to review.

Reply

5. When the translation is approved by the final approver role, a popup window will confirmed that the translation is approved.
6. On the **Translations** page, the status for the translation is now **Approved**.

The screenshot shows the Alcon Translate interface with a 'Translations' page. A search bar contains 'new alcon'. A modal window titled 'Success' is displayed in the center, containing the text 'Translation approved' and a 'Close' button. The background table shows three entries:

PRODUCT	VERSION	LANGUAGE	STATUS	MODIFIED DATE	ACTIONS
New Alcon Product	reL_01.14	Italian	Submitted	5/24/2023 7:36:08 PM	View, Refresh, Delete
New Alcon Product	reL_2.1	French - France	In Progress	4/5/2024 6:22:10 PM	Edit, Delete

The screenshot shows the Alcon Translate interface with the 'Translations' page. The search bar still contains 'new alcon'. The table now shows the status of the French - France translation updated to 'Approved'.

PRODUCT	VERSION	LANGUAGE	STATUS	MODIFIED DATE	ACTIONS
New Alcon Product	reL_01.14	French - France	Approved	4/16/2024 12:49:37 PM	View, Refresh, Delete
New Alcon Product	reL_01.14	Italian	Submitted	5/24/2023 7:36:08 PM	View, Refresh, Delete
New Alcon Product	reL_2.1	French - France	In Progress	4/5/2024 6:22:10 PM	Edit, Delete

# Reject Translation

1. Review all of the translated text. Open each group and confirm that the translations are accurate by clicking into each field. You will see a green check for each translated term reviewed.
2. If you determine that one or more translated strings are inaccurate, select the checkbox for that text string in the **Reject** column.
3. A popup window will appear that will allow you to add a reason for the rejection.
4. Enter the reason for rejection in the text box.
5. Select the **Submit** button to close the window and return to the translation review screen.

REJECT	ENGLISH TEXT	AUDIO	TRANSLATED TEXT	TRANSLATED AUDIO
<input type="checkbox"/>	1. I find your lack of faith disturbing		1. Je trouve votre manque de foi troublant	
<input checked="" type="checkbox"/>	2. It's a trap		2. C'est un piège	
<input type="checkbox"/>	3. No Audio		3. Pas d'audio	

Enter Rejection Reason (Optional)

This translation is incorrect.

SUBMIT

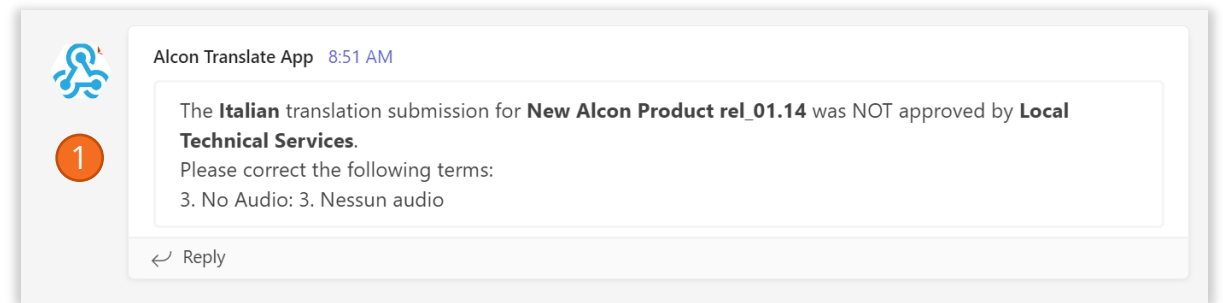
6. Select the **Reject** button.
7. The application will return you to the Translations page. Select the **Close** button to clear the overlay.
8. The translation's status is updated to **Not Approved**.

PRODUCT	VERSION	LANGUAGE	STATUS	MODIFIED DATE	ACTIONS
New Alcon Product	rel_01.14	French - France	Approved	4/16/2024 12:49:37 PM	
New Alcon Product	rel_01.14	Italian	Submitted	5/24/2023 7:36:08 PM	
New Alcon Product	rel_2.1	French - Fra	Not Approved	4/16/2024 12:59:01 PM	

Showing 1 to 3 of 3 entries (filtered from 469 total entries) First Previous 1 Next Last

# Modify Rejected Translation

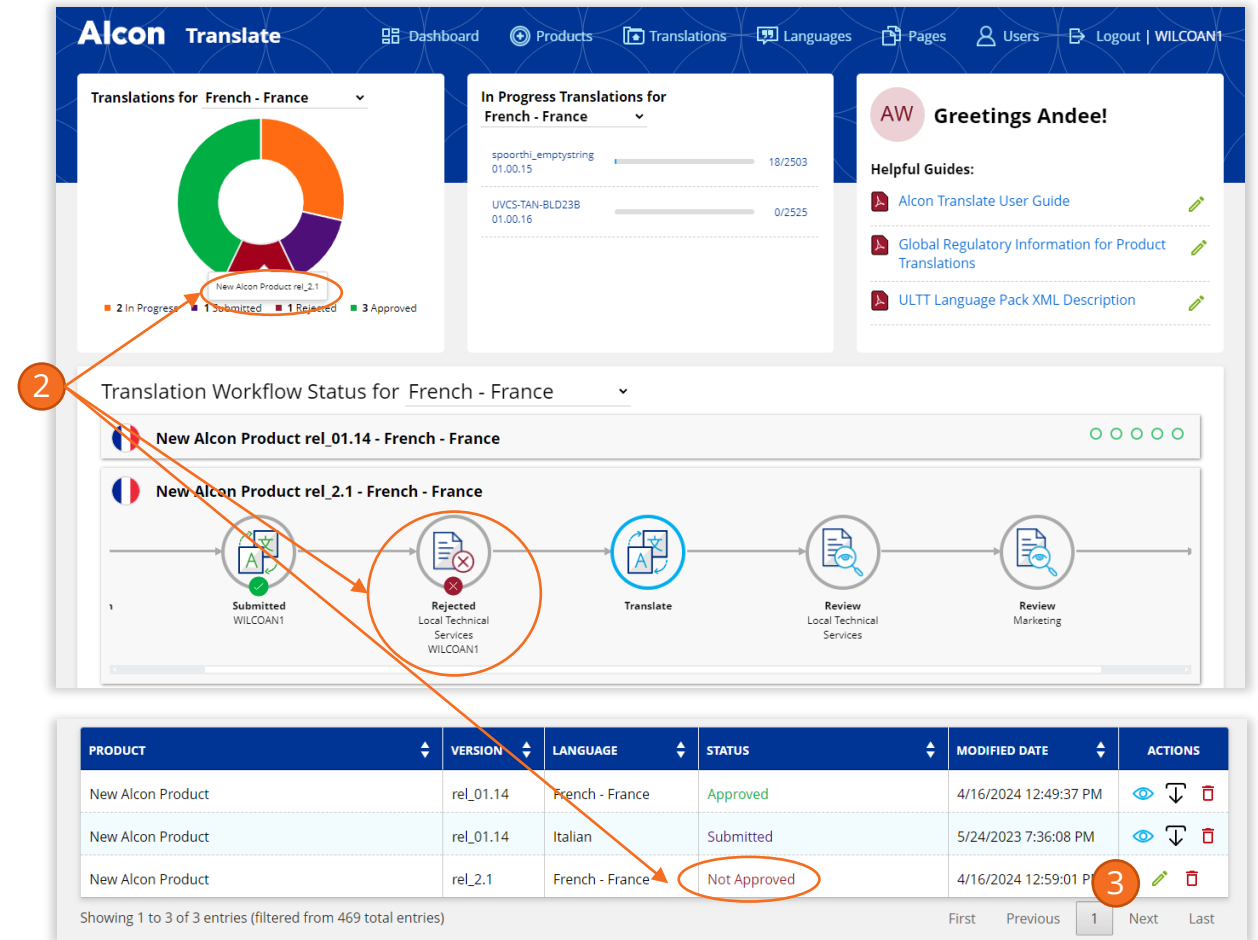
1. A message will be sent to the **Alcon Translate Teams Channel** for that language indicating that the translation was not approved and which term or terms were flagged as rejected.
2. Users with permission to edit translations for that language will see that this translation was not approved on their dashboards and on the Translations page.
3. Select the **Edit** icon to review and modify the rejected translation strings.



Alcon Translate App 8:51 AM

The **Italian** translation submission for **New Alcon Product rel\_01.14** was NOT approved by **Local Technical Services**.  
Please correct the following terms:  
3. No Audio: 3. Nessun audio

← Reply



Alcon Translate Dashboard for French - France

Translations for French - France

In Progress Translations for French - France

Translation Workflow Status for French - France

PRODUCT	VERSION	LANGUAGE	STATUS	MODIFIED DATE	ACTIONS
New Alcon Product	rel_01.14	French - France	Approved	4/16/2024 12:49:37 PM	👁️ ⬇️ 🗑️
New Alcon Product	rel_01.14	Italian	Submitted	5/24/2023 7:36:08 PM	👁️ ⬇️ 🗑️
New Alcon Product	rel_2.1	French - France	Not Approved	4/16/2024 12:59:01 P	✎️ 🗑️

4. The group containing the rejected translation string will show the **error icon** with a number indicating how many errors are within that group.
5. Click to open the group and navigate to where the rejected translated string appears. The rejected string will be highlighted in red with the error icon next to it.
6. Hover over the error icon to view rejection message from the reviewer.
7. Modify the translation in for the rejected string. When a string is modified, the modified icon will appear next to it.
8. Select the **Submit** button.
9. A message will be sent to the **Alcon Translate Teams Channel** for that language indicating that the translation is ready for review by the next role in the workflow.

4

ENGLISH TEXT	AUDIO	TRANSLATED TEXT	TRANSLATED AUDIO
1. I find your lack of faith disturbing		1. Je trouve votre manque de foi troublant	
2. It's a trap	5	2. C'est un piège  6	
3. No Audio		3. Pas d'audio	

Rejected: This translation is incorrect.

Audio (3)

ENGLISH TEXT	AUDIO	TRANSLATED TEXT	TRANSLATED AUDIO
1. I find your lack of faith disturbing		1. Je trouve votre manque de foi troublant	
2. It's a trap		2. C'est une piège  7	
3. No Audio		3. Pas d'audio	

Cancel Submit 8

9

Alcon Translate App 8:53 AM

A French - France translation for **New Alcon Product rel\_2.1** is ready for **Local Technical Services** to review.

Reply

# Review Modified Translation

1. When the next approval role in the workflow reviews the resubmitted translation, the group containing the previously rejected translation string will show the red **modify icon** with a number indicating how many modifications are within that group.
2. Click to open the group and navigate to where the modified translated string appears. The modified string will be highlighted in red with the red **modify icon** next to it.
3. The Reject checkbox will be checked for this translation string.
4. If you believe the revised translation string is still inaccurate, select the Reject button. This will send the translation back to the translator again for editing and resubmission.
5. If you believe the revised translation string is accurate, uncheck the checkbox in the Reject column. You will see a green **corrected icon** next to the translation string as well as in the group header.
6. At the conclusion of your review, **if all translations appear accurate**, select the checkbox "I've reviewed the translation and approved it according to Alcon procedures."
7. Select the **Approve** button.

This process repeats until the translation has been reviewed and approved by each role in the workflow.

If a translation is rejected at any point in this process, the workflow for that translation restarts and all approvers must approve the translation again.

Alcon Translate Dashboard Products Language Packs Translations Languages Pages Users Logout WILCOAN1

NAME: New Alcon Product | VERSION: rel\_2.1 | LANGUAGE: French - France | STATUS: Submitted

TRANSLATED TEXT: 19/20 [DOWNLOAD] [SAVE]

CustomDlg (4)

Textareas (7)

Input Fields (6)

Audio (3) **1**

REJECT	ENGLISH TEXT	AUDIO	TRANSLATED TEXT	TRANSLATED AUDIO
<input type="checkbox"/>	1. I find your lack of faith disturbing		<b>1. Je trouve votre manque de foi troublant</b>	
<input checked="" type="checkbox"/>	2. It's a trap		<b>2. C'est une piège</b> <b>2</b>	
<input type="checkbox"/>	3. No Audio		<b>3. Pas d'audio</b>	

[Back] [Reject] **4**

Audio (3) **5**

REJECT	ENGLISH TEXT	AUDIO	TRANSLATED TEXT	TRANSLATED AUDIO
<input type="checkbox"/>	1. I find your lack of faith disturbing		<b>1. Je trouve votre manque de foi troublant</b>	
<input type="checkbox"/>	2. It's a trap		<b>2. C'est une piège</b>	
<input type="checkbox"/>	3. No Audio		<b>3. Pas d'audio</b>	

**6**  I've reviewed the translation and approved it according to Alcon procedures.

[Back] [Approve] **7**

# Download Final Translated Language Pack

1. Navigate to the **Translations** page.
2. Translations with a status of **Approved** have completed translated language packs available for download.
3. Select the **Download** icon to download the translated language pack.
4. Select the **View** icon to view a completed translation.

The screenshot shows the Alcon Translate interface. At the top, there's a navigation bar with 'Alcon Translate', 'Dashboard', 'Translations', 'Users', and 'Logout | WILCOANT'. Below this is a search and filter section with 'Product', 'Language', and 'Status' dropdowns, and 'Apply' and 'Reset' buttons. A '1' is circled in orange above the 'Translations' header. Below the search section, there's a 'Show 10 entries' dropdown. The main part of the page is a table with columns: PRODUCT, VERSION, LANGUAGE, STATUS, MODIFIED DATE, and ACTIONS. The table contains 10 rows of data. The last row, 'New Alcon Product' with version 'rel\_01.14' and language 'Italian', has a status of 'Approved' (circled in green) and a 'Download' icon (circled in orange). A '2' is circled in orange above the 'Approved' status. The 'View' icon for the same row is circled in orange, with a '4' above it. The 'Download' icon for the row above is circled in orange, with a '3' above it. At the bottom, there's a pagination bar showing 'Showing 1 to 10 of 30 entries' and 'First Previous 1 2 3 Next Last', with a '4' circled in orange above the '3'.

PRODUCT	VERSION	LANGUAGE	STATUS	MODIFIED DATE	ACTIONS
27April	rel_01.22	German	In Progress	5/16/2023 2:40:54 PM	
audioimport	rel_01.14	German	In Progress	5/18/2023 12:24:22 PM	
Audiom4a	rel_01.14	German	Submitted → Marketing	5/24/2023 12:22:19 PM	
Audiomp3	rel_01.14	German	In Progress	5/5/2023 1:30:30 PM	
Audiowav	rel_01.14	German	Submitted → Marketing	5/24/2023 12:22:19 PM	
csvfilename	rel_01.14	German	Approved	4/28/2023 6:51:37 AM	
German_Flag	rel_01.14	German	In Progress	5/16/2023 3:08:30 PM	
group check	rel_01.14	Italian	Not Started	5/17/2023 6:50:02 AM	
New Alcon Product	rel_01.14	French - France	In Progress	5/11/2023 2:43:45 PM	
New Alcon Product	rel_01.14	Italian	Approved	5/24/2023 7:36:08 PM	



# Administrative Management



# Users

1. Administrators have access to users, roles and permissions from the **Users** tab in the navigation.
2. To filter the user list by role, select one of the options in the **Role** dropdown.
3. To filter the user list by language, select one of the options in the **Language** dropdown.
4. Select the **Apply** button to set your filters.
5. Select the **Reset** button to clear your filters.
6. Adjust the number of entries shown per screen by changing the option in the **Show entries** dropdown.
7. Adjust the sort of the users list by selecting the **up/down** arrows next to each column heading.
8. Icons under the **Actions** column manage individual user accounts.
9. **Pagination** functions are at the bottom of the page.

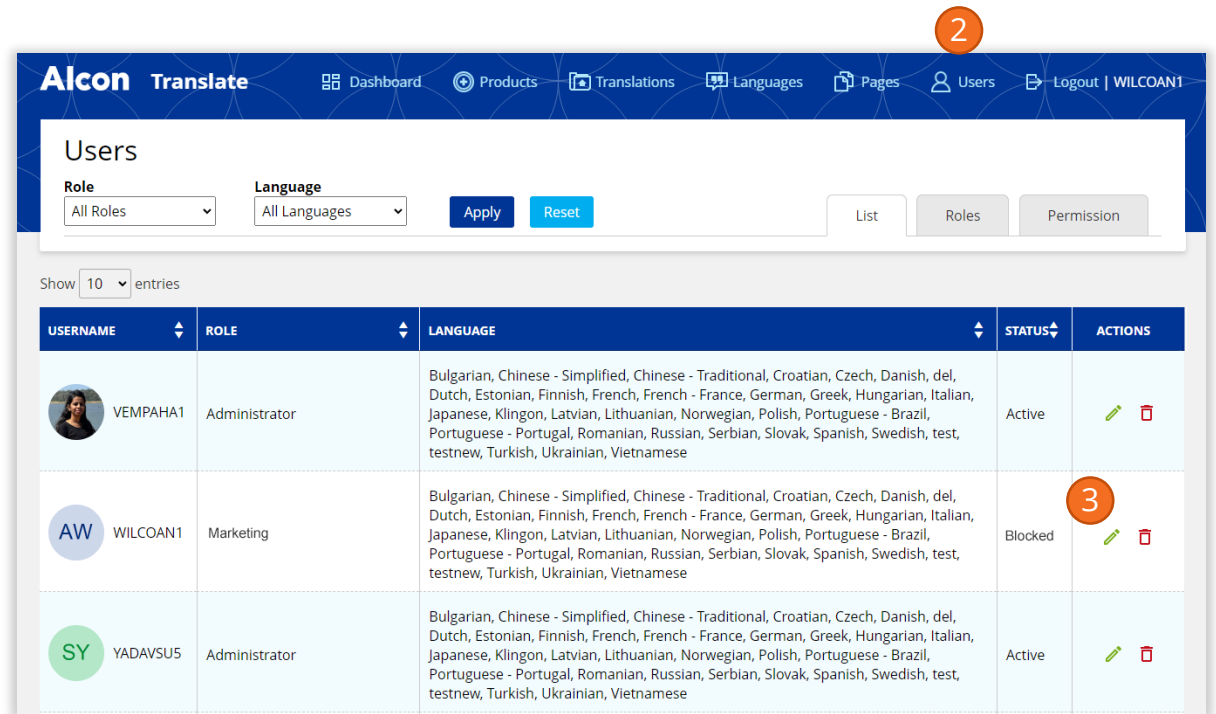
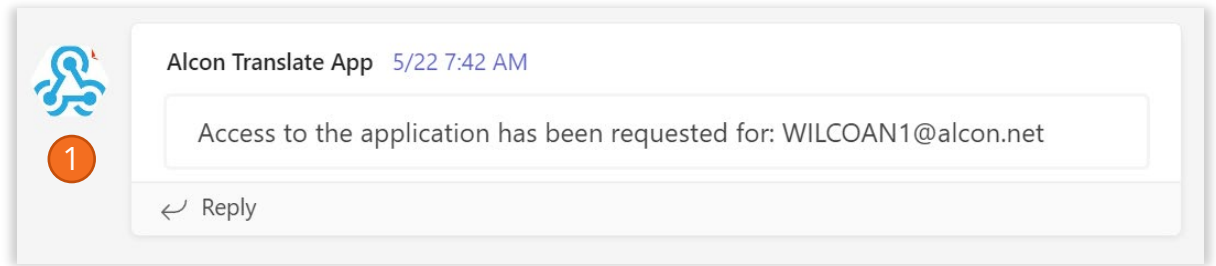
The screenshot shows the 'Users' management page in the Alcon Translate application. The navigation bar at the top includes 'Dashboard', 'Products', 'Translations', 'Languages', 'Users' (highlighted), and 'Logout | WILCOAN1'. The main content area has a 'Users' title and two filter dropdowns: 'Role' (set to 'All Roles') and 'Language' (set to 'All Languages'). There are 'Apply' and 'Reset' buttons next to these filters. Below the filters is a 'Show 10 entries' dropdown. The main table displays a list of users with columns for USERNAME, ROLE, LANGUAGE, STATUS, and ACTIONS. The table contains 10 rows of user data. At the bottom, there is a pagination bar showing 'Showing 1 to 10 of 60 entries' and a page number '1'.

USERNAME	ROLE	LANGUAGE	STATUS	ACTIONS
AILANDE1	Administrator	Bulgarian, Chinese - Simplified, Chinese - Traditional, Croatian, Czech, Danish	Active	
ako1	Administrator	Dutch, Estonian, Finnish, French, French - France, German, Greek, Hungarian, Italian	Active	
RA ARMADRY1	Project Manager	Japanese, Klingon, Latvian, Lithuanian, Norwegian, Polish	Active	
MA AVECIMI1	Country Representative	Spanish	Active	
BAIAOMA1	Country Representative	Portuguese - Portugal	Active	
BOWESJO1	Administrator , Country Representative	Portuguese - Portugal, Romanian, Russian, Serbian, Slovak, Spanish	Active	
CECKOMA1	Country Representative	Slovak	Active	
DESMEDA2	Country Representative	Dutch	Active	
RD DOMINRU1	Administrator , Country Representative , Local Technical Services	Bulgarian, Chinese - Simplified, Chinese - Traditional, Croatian, Czech, Danish	Active	
EHRETAN1	Translation Service Provider	Klingon, Lithuanian, Norwegian, Polish, Portuguese - Brazil, Portuguese - Portugal,	Active	

# Activate User Account

Administrators do not add user accounts to Alcon Translate directly. A user without an active account will be directed to complete the **Request Access** form on Alcon Translate.

1. Once completed, the application will create an account for the user with a status of **Blocked** and will send notification to administrators via the **Alcon Translate Microsoft Teams channel**.
2. To activate this user account, log into Alcon Translate and navigate to the Users section.
3. Select the **Edit** icon for that user.



4. Modify the user's status from Blocked to **Active** and save.
5. Reply to the user's Microsoft Teams notification to let them know their access has been granted.
6. Be sure to @ them in your response.

**Alcon Translate** Dashboard Products Translations Languages Users Logout | WILCOAN1

### Edit User

**Email**

**Timezone**


**Role**

- Administrator
- Country Representative
- Local Technical Services
- Marketing
- Project Manager
- End User
- Translation Service Provider


**Active Status**

Active 4

Blocked

 **Alcon Translate App** 5/22 7:42 AM

Access to the application has been requested for: WILCOAN1@alcon.net







5  **Gupta, Payal** 5/24 3:12 AM Edited

Access granted @andee.wilcott@alcon.com 6

← Reply

# Edit User

The screenshot shows the 'Users' management interface. At the top, there are filters for 'Role' (set to 'All Roles') and 'Language' (set to 'All Languages'), along with 'Apply' and 'Reset' buttons. Below the filters are 'List', 'Roles', and 'Permission' tabs. The main area displays a table of users with columns for USERNAME, ROLE, LANGUAGE, STATUS, and ACTIONS. The user WILCOAN1 is highlighted, and the 'Edit' icon in the ACTIONS column is circled in red with a '1' in a blue circle.

USERNAME	ROLE	LANGUAGE	STATUS	ACTIONS
VEMPAHA1	Administrator	Bulgarian, Chinese - Simplified, Chinese - Traditional, Croatian, Czech, Danish, del, Dutch, Estonian, Finnish, French, French - France, German, Greek, Hungarian, Italian, Japanese, Klingon, Latvian, Lithuanian, Norwegian, Polish, Portuguese - Brazil, Portuguese - Portugal, Romanian, Russian, Serbian, Slovak, Spanish, Swedish, test, testnew, Turkish, Ukrainian, Vietnamese	Active	 
WILCOAN1	Marketing	Bulgarian, Chinese - Simplified, Chinese - Traditional, Croatian, Czech, Danish, del, Dutch, Estonian, Finnish, French, French - France, German, Greek, Hungarian, Italian, Japanese, Klingon, Latvian, Lithuanian, Norwegian, Polish, Portuguese - Brazil, Portuguese - Portugal, Romanian, Russian, Serbian, Slovak, Spanish, Swedish, test, testnew, Turkish, Ukrainian, Vietnamese	Blocked	 
YADAVSUS	Administrator	Bulgarian, Chinese - Simplified, Chinese - Traditional, Croatian, Czech, Danish, del, Dutch, Estonian, Finnish, French, French - France, German, Greek, Hungarian, Italian, Japanese, Klingon, Latvian, Lithuanian, Norwegian, Polish, Portuguese - Brazil, Portuguese - Portugal, Romanian, Russian, Serbian, Slovak, Spanish, Swedish, test, testnew, Turkish, Ukrainian, Vietnamese	Active	 

1. On the List tab, select the **Edit** icon for the user you wish to edit.
2. On the **Edit User** screen, you may modify the following:
  - Email address
  - Timezone
  - Role (user can have more than one role)
  - Active Status
  - Languages (user will only see translations for selected languages)
3. Click the **Save** button to save any changes.

The screenshot shows the 'Edit User' form for user WILCOAN1. The form includes fields for Email, Name, Department (Manager), Country, Timezone, and Role. The Role section has checkboxes for Administrator, Country Representative, Local Technical Services, Marketing, Project Manager, End User, Translation Service Provider, and Software Engineer. The Active Status section has radio buttons for Active and Blocked. The Language(s) section has checkboxes for various languages, with French - France, German, and Italian selected. The 'Save' button is circled in red with a '3' in a blue circle.

**2** Edit User

Email: WILCOAN1@alcon.net

Name: Wilcott, Andee(EXT)

Department (Manager): Software Tools and Processes (Mike Luloh)

Country: United States of America

Timezone: (UTC) Coordinated Universal Time

Role:

- Administrator
- Country Representative
- Local Technical Services
- Marketing
- Project Manager
- End User
- Translation Service Provider
- Software Engineer

Active Status:

- Active
- Blocked

Language(s):







- Select All
- Bulgarian
- Chinese - Simplified
- Chinese - Traditional
- Croatian
- Czech
- Danish
- del
- Dutch
- Estonian
- Finnish
- French
- French - France
- German
- Greek
- Hungarian
- Italian
- Japanese
- Klingon

Cancel Save **3**

# Delete User

1. On the List tab, select the **Delete** icon for the user you wish to remove.
2. On the **Delete User** screen, click the **Delete** button to delete the user.
3. Click the **Cancel** button if you do not wish to delete the role.

The screenshot shows the 'Users' management page in the Alcon Translate application. At the top, there are navigation links for Dashboard, Products, Translations, Languages, Pages, Users, and Logout. Below the navigation, there are filters for Role (All Roles) and Language (All Languages), along with Apply and Reset buttons. A 'List' tab is selected. The main content area shows a table of users with columns for USERNAME, ROLE, LANGUAGE, STATUS, and ACTIONS. The user 'WILCOAN1' is highlighted, and the 'Delete' icon in the ACTIONS column is circled in red with a '1' callout.

USERNAME	ROLE	LANGUAGE	STATUS	ACTIONS
VEMPAHA1	Administrator	Bulgarian, Chinese - Simplified, Chinese - Traditional, Croatian, Czech, Danish, del, Dutch, Estonian, Finnish, French, French - France, German, Greek, Hungarian, Italian, Japanese, Klingon, Latvian, Lithuanian, Norwegian, Polish, Portuguese - Brazil, Portuguese - Portugal, Romanian, Russian, Serbian, Slovak, Spanish, Swedish, test, testnew, Turkish, Ukrainian, Vietnamese	Active	 
AW WILCOAN1	Marketing	Bulgarian, Chinese - Simplified, Chinese - Traditional, Croatian, Czech, Danish, del, Dutch, Estonian, Finnish, French, French - France, German, Greek, Hungarian, Italian, Japanese, Klingon, Latvian, Lithuanian, Norwegian, Polish, Portuguese - Brazil, Portuguese - Portugal, Romanian, Russian, Serbian, Slovak, Spanish, Swedish, test, testnew, Turkish, Ukrainian, Vietnamese	Blocked	  1
SY YADAVSUS	Administrator	Bulgarian, Chinese - Simplified, Chinese - Traditional, Croatian, Czech, Danish, del, Dutch, Estonian, Finnish, French, French - France, German, Greek, Hungarian, Italian, Japanese, Klingon, Latvian, Lithuanian, Norwegian, Polish, Portuguese - Brazil, Portuguese - Portugal, Romanian, Russian, Serbian, Slovak, Spanish, Swedish, test, testnew, Turkish, Ukrainian, Vietnamese	Active	 

The screenshot shows the 'Delete User' confirmation dialog in the Alcon Translate application. The dialog asks 'Are you sure you want to delete WILCOAN1?' and has 'Cancel' and 'Delete' buttons. The 'Delete' button is circled in red with a '2' callout, and the 'Cancel' button is circled in red with a '3' callout.

# Roles

1. Administrators have access to users, roles and permissions from the **Users** tab in the navigation.
2. To manage roles, select the **Roles** tab.
3. The **Non-workflow Roles** table displays the roles in Alcon Translate that are NOT part of the default workflow for translation approval.
4. The **Workflow Roles** table displays the roles in Alcon Translate that are part of the default workflow for translation approval.
5. In either of these tables, you can adjust the order of the roles by grabbing and dragging the **handle tool** and moving the row up or down. Note: modifying the order of workflow roles **will alter** the default workflow.
6. Icons under the **Actions** column manage individual roles.

The screenshot displays the Alcon Translate Roles management interface. The navigation bar at the top includes 'Dashboard', 'Products', 'Translations', 'Users' (1), and 'Logout | WILCOAN'. The 'Roles' section has tabs for 'List', 'Roles' (2), and 'Permission', along with an 'Add Role' button. The interface is divided into two main sections: 'Non-workflow Roles' (3) and 'Workflow Roles' (4).

**Non-workflow Roles Table:**

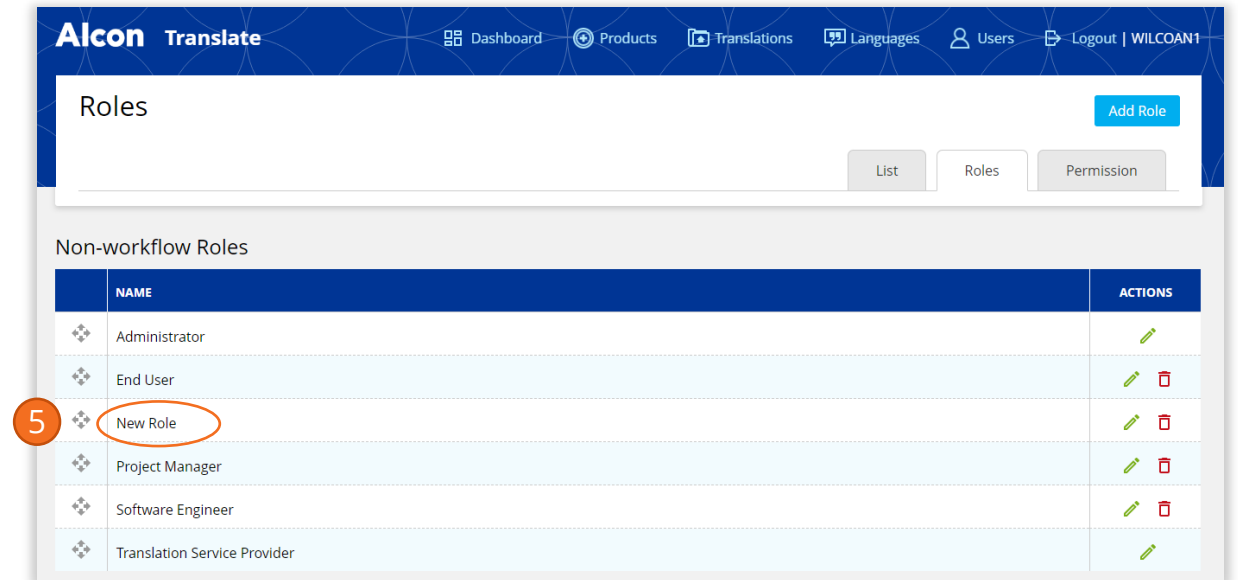
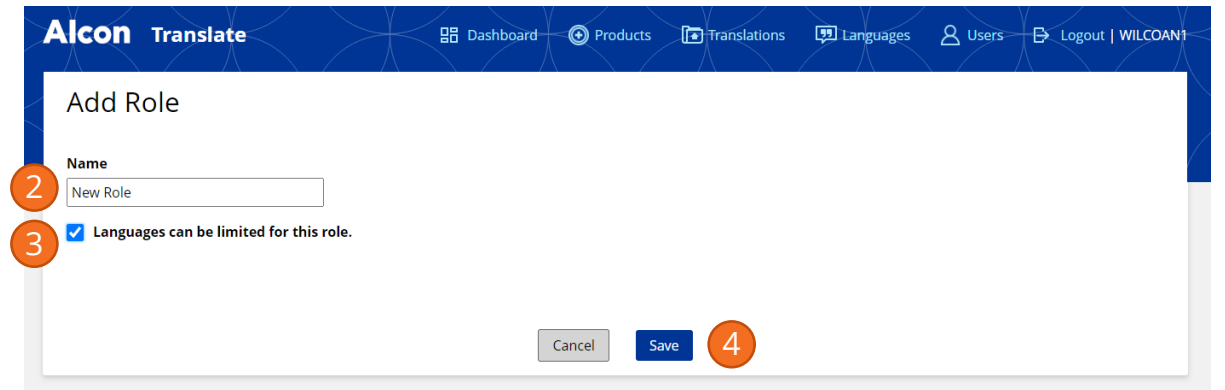
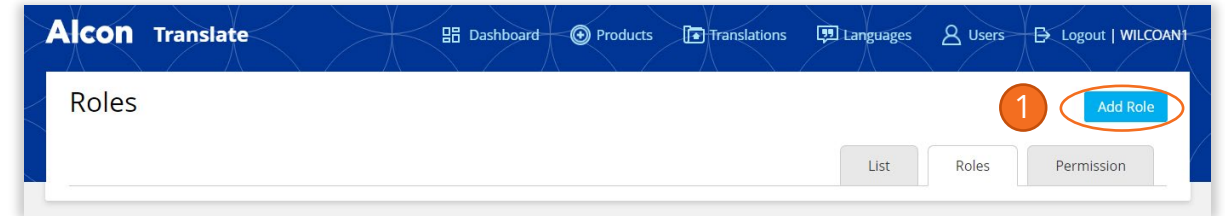
NAME	ACTIONS
Administrator	[Edit]
End User	[Edit] [Delete]
Project Manager	[Edit] [Delete]
Software Engineer	[Edit] [Delete]
Translation Service Provider	[Edit]

**Workflow Roles Table:**

NAME	ACTIONS
Local Technical Services	[Edit]
Marketing	[Edit]
Country Representative	[Edit]

# Add Role

1. On the Roles tab, select the **Add Role** button.
2. On the Add Role screen, enter a name for the new role.
3. If you need to assign specific languages to a user with this role, select the checkbox for **Languages can be limited for this role.**
4. Click the **Save** button.
5. The new role will appear in the **Non-Workflow Roles** table on the Roles tab.





# Edit Role

1. On the Roles tab, select the **Edit** icon for the role you wish to edit.
2. On the **Edit Role** screen, modify the name and/or change the selection for Languages can be limited for this role.
3. Click the **Save** button.

The screenshot shows the 'Roles' management interface in Alcon Translate. The top navigation bar includes 'Dashboard', 'Products', 'Translations', 'Languages', 'Users', and 'Logout | WILCOAN1'. Below the navigation, there are tabs for 'List', 'Roles', and 'Permission'. The main content area is titled 'Non-workflow Roles' and contains a table with the following data:

	NAME	ACTIONS
❖	Administrator	
❖	End User	
❖	New Role	(1)
❖	Project Manager	
❖	Software Engineer	
❖	Translation Service Provider	

The screenshot shows the 'Edit Role' form in Alcon Translate. The form has a 'Name\*' field with the text 'New Role 2' entered. Below the field is a checkbox labeled 'Languages can be limited for this role.' which is checked. At the bottom of the form are 'Cancel' and 'Save' buttons. A red circle with the number '2' is next to the name field, and a red circle with the number '3' is next to the Save button.

# Delete Role

1. On the Roles tab, select the **Delete** icon for the role you wish to remove.
2. On the **Delete Role** screen, click the **Delete** button to delete the role.
3. Click the **Cancel** button if you do not wish to delete the role.

The screenshot shows the 'Roles' management interface in Alcon Translate. The top navigation bar includes 'Dashboard', 'Products', 'Translations', 'Languages', 'Users', and 'Logout | WILCOAN1'. Below the navigation, there are tabs for 'List', 'Roles', and 'Permission'. The main content area is titled 'Non-workflow Roles' and contains a table with the following data:

	NAME	ACTIONS
❖	Administrator	
❖	End User	
❖	New Role	<b>1</b>
❖	Project Manager	
❖	Software Engineer	
❖	Translation Service Provider	

The screenshot shows the 'Delete Role' confirmation dialog in Alcon Translate. The dialog asks, 'Are you sure you want to delete New Role?'. At the bottom, there are two buttons: 'Cancel' and 'Delete'. The 'Delete' button is circled in red with a '2' callout, and the 'Cancel' button is circled in red with a '3' callout.

# Permissions

- Administrators have access to users, roles and permissions from the **Users** tab in the navigation.
- To manage permissions, select the **Permissions** tab.
- The **Permissions** column lists all of the access permissions for the application.
- There is a column for each **Role** in the application.
- The **checkboxes** in each role column grant or restrict access to that feature of Alcon Translate. If the box is checked, the role has that permission. If it is unchecked, the role does not have that permission.
- Any changes to permissions will not take effect until you click the **Save** button.

The screenshot shows the 'Permissions' management page in Alcon Translate. The navigation bar includes 'Dashboard', 'Products', 'Translations', 'Language', 'Users' (selected), and 'Logout | WILCOAN1'. The 'Permissions' section has tabs for 'List', 'Roles', and 'Permission'. The main table lists permissions for roles: Administrator, Country Representative, Local Technical Services, Marketing, Project Manager, End User, Translation Service Provider, and Software Engineer. A 'Save' button is located at the bottom right.

PERMISSION	ADMINISTRATOR	COUNTRY REPRESENTATIVE	LOCAL TECHNICAL SERVICES	MARKETING	PROJECT MANAGER	END USER	TRANSLATION SERVICE PROVIDER	SOFTWARE ENGINEER
Download CLTD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Download Language Pack	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage Countries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Languages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Permissions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Roles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Product Add	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Product Delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Product Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Product View	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Translation Add	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Translation Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translation Assign	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translation Delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Translation Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Translation Edit All	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translation View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Upload Help Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Dashboard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Readonly terms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# Products

The Products section allows you to manage products slated for translation. From this interface you can add, edit, delete and search on products.

1. Enter the product name in the search to more easily find the product you're looking for.
2. Products can be added with the Add Product button.
3. A listing of all existing products, versions and what languages are available for translation is displayed in the products table.
4. You can edit any product in the products section.
5. You can only delete a product if it has no translations associated with it.

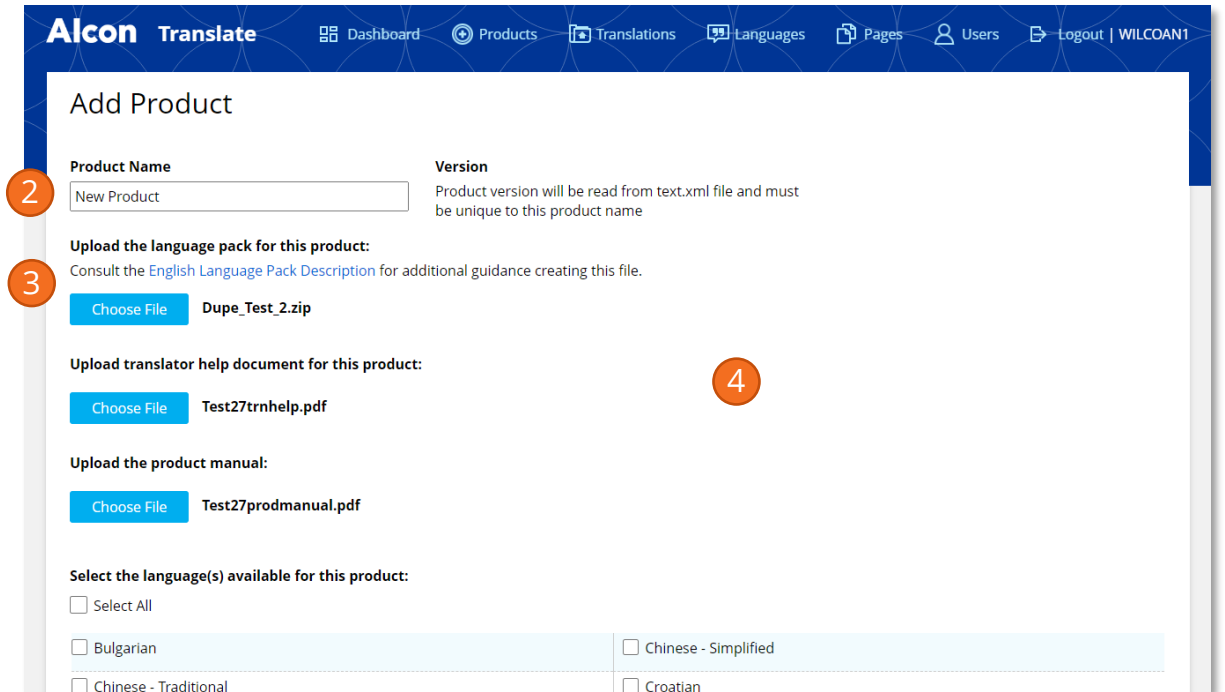
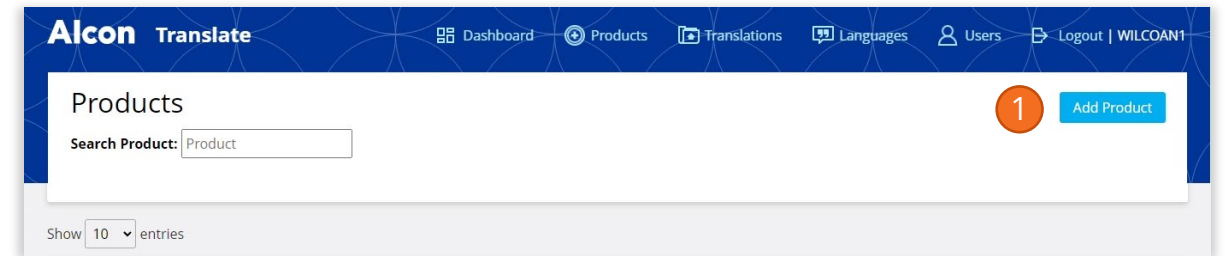
The screenshot shows the Alcon Translate interface for managing products. At the top, there is a navigation bar with 'Alcon Translate' and links for Dashboard, Products, Translations, Languages, Users, and Logout. Below the navigation bar, the 'Products' section is displayed. It features a search bar labeled 'Search Product:' with the placeholder text 'Product'. To the right of the search bar is an 'Add Product' button. Below the search bar, there is a 'Show 10 entries' dropdown. The main content is a table with the following columns: NAME, VERSION, LANGUAGES, and ACTIONS. The table contains 11 rows of product data. The ACTIONS column contains edit (pencil) and delete (trash) icons. Five numbered callouts are present: 1. Search bar, 2. Add Product button, 3. Table header, 4. Edit icon, 5. Delete icon. At the bottom of the table, there is a pagination bar showing 'Showing 21 to 30 of 82 entries' and navigation links for First, Previous, 1, 2, 3, 4, 5, ..., 9, Next, and Last.

NAME	VERSION	LANGUAGES	ACTIONS
File	1	German	[Edit] [Delete]
Final	1		[Edit] [Delete]
Final	1	Italian	[Edit] [Delete]
Final	2		[Edit] [Delete]
Final Validation	10.0	Italian	[Edit] [Delete]
Final Validation	20.0	Italian	[Edit] [Delete]
large	1		[Edit] [Delete]
LargeFile	1	Italian	[Edit] [Delete]
LX3	v1.2	Japanese	[Edit] [Delete]
LX3	v1.1	Dutch	[Edit] [Delete]

# Add Product

Before you add a product, you must have the English language pack ZIP file available to upload.

1. On the Products landing screen, click on the **Add Product** button.
2. Enter the product name in the **Product Name** field. Note that you should not include the version number. This will be picked up from the text.xml file in the uploaded language pack.
3. Click the **Choose File** button and select the English language pack zip file to upload from your computer.
4. If you have a translator help document, click the **Choose File** button to upload the document from your computer.
5. If you have a product manual, click the **Choose File** button to upload the document from your computer.



# Add Product

6. Select the checkbox next to a language to select or unselect from the language list.
7. Select the "Select All" checkbox to select all languages for a product.
8. Click the **Save** button.
9. On the Products landing screen, the new product will display with its version number

7

6

Select the language(s) available for this product:

Select All

<input type="checkbox"/> Bulgarian	<input type="checkbox"/> Chinese - Simplified
<input type="checkbox"/> Chinese - Traditional	<input type="checkbox"/> Croatian
<input type="checkbox"/> Czech	<input type="checkbox"/> Danish
<input type="checkbox"/> del	<input type="checkbox"/> Dutch
<input type="checkbox"/> Estonian	<input type="checkbox"/> Finnish
<input type="checkbox"/> French	<input type="checkbox"/> French - France
<input type="checkbox"/> German	<input type="checkbox"/> Greek
<input type="checkbox"/> Hungarian	<input type="checkbox"/> Italian
<input type="checkbox"/> Japanese	<input type="checkbox"/> Klingon
<input type="checkbox"/> Latvian	<input type="checkbox"/> Lithuanian
<input type="checkbox"/> Norwegian	<input type="checkbox"/> Polish
<input type="checkbox"/> Portuguese - Brazil	<input type="checkbox"/> Portuguese - Portugal
<input type="checkbox"/> Romanian	<input type="checkbox"/> Russian
<input type="checkbox"/> Serbian	<input type="checkbox"/> Slovak
<input type="checkbox"/> Spanish	<input type="checkbox"/> Swedish
<input type="checkbox"/> test	<input type="checkbox"/> testnew
<input type="checkbox"/> Turkish	<input type="checkbox"/> Ukrainian
<input type="checkbox"/> Vietnamese	

Cancel Save 8

9

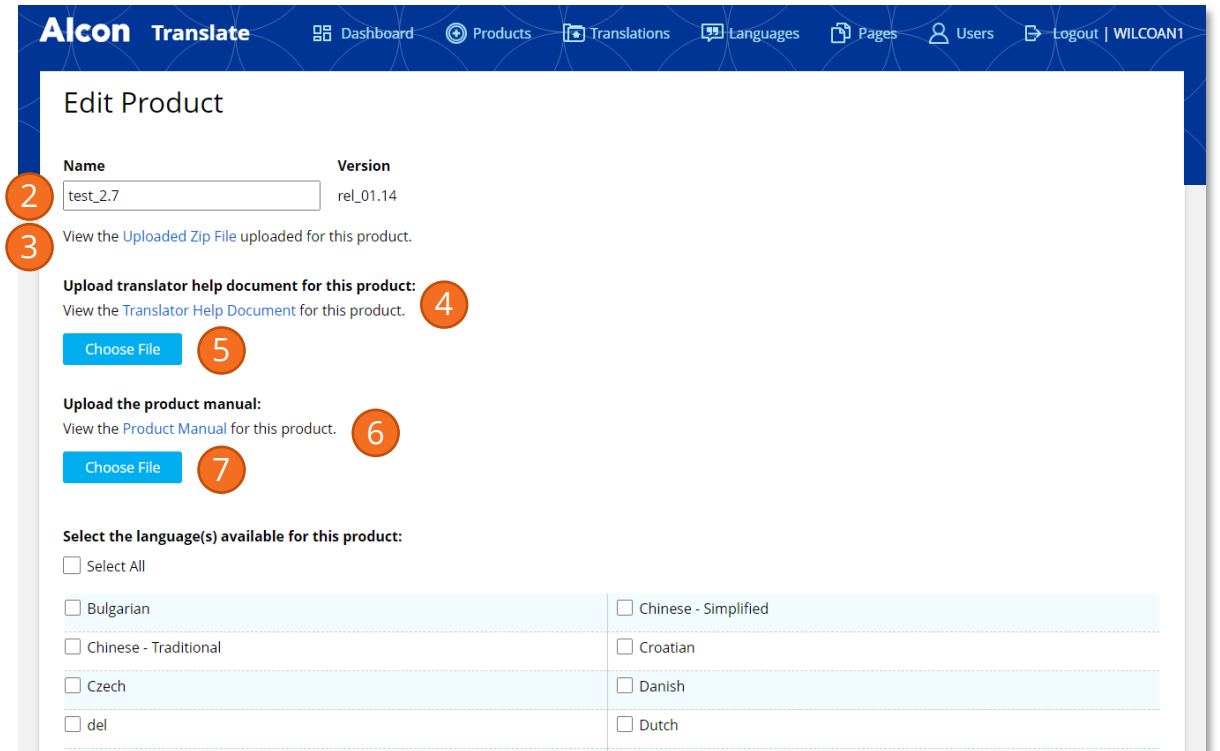
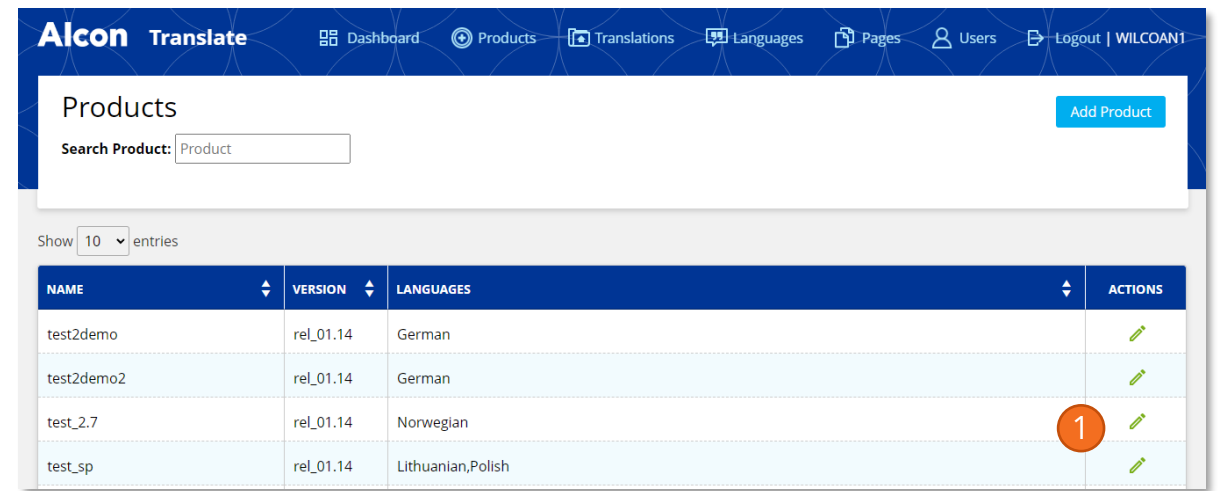
NAME	VERSION	LANGUAGES	ACTIONS
Audionewmp3	rel_01.14	Finnish	
Audionewwav	rel_01.14	Danish,Finnish	
New Alcon Product	rel_01.14		
Rejectnew	rel_01.14	German,Greek,Italian,Lithuanian	
testnew	rel_01.14	German	

Showing 1 to 7 of 7 entries (filtered from 120 total entries)

First Previous 1 Next Last

# Edit Product

1. On the Products landing screen, click on the **Edit icon** for the product.
2. On the Product Edit screen, edit the product name.
3. The English language pack zip file is available for download via the “Uploaded Zip File” link.
4. Click the “Translator Help Document” link to download this document.
5. Upload or replace the translator help document by selecting Choose File and uploading a new document.
6. Click the “Product Manual” link to download this document.
7. Upload or replace the product manual by selecting Choose File and uploading a new document.



# Edit Product

- Review list of available languages. Select the checkbox next to a language to select or unselect from the language list. Only languages without existing translations can be de-selected.
- Select the "Select All" checkbox to select all languages for a product.
- Click the **Save** button.

Alcon Translate

Dashboard Products Translations Languages Pages Users Logout | WILCOAN1

Select the language(s) available for this product:

Select All

<input type="checkbox"/> Bulgarian	<input type="checkbox"/> Chinese - Simplified
<input type="checkbox"/> Chinese - Traditional	<input type="checkbox"/> Croatian
<input type="checkbox"/> Czech	<input checked="" type="checkbox"/> Danish
<input type="checkbox"/> del	<input type="checkbox"/> Dutch
<input type="checkbox"/> Estonian	<input type="checkbox"/> Finnish
<input checked="" type="checkbox"/> French	<input type="checkbox"/> French - France
<input type="checkbox"/> German	<input type="checkbox"/> Greek
<input type="checkbox"/> Hungarian	<input type="checkbox"/> Italian
<input type="checkbox"/> Japanese	<input type="checkbox"/> Klingon
<input type="checkbox"/> Latvian	<input type="checkbox"/> Lithuanian
<input checked="" type="checkbox"/> Norwegian	<input type="checkbox"/> Polish
<input type="checkbox"/> Portuguese - Brazil	<input type="checkbox"/> Portuguese - Portugal
<input type="checkbox"/> Romanian	<input type="checkbox"/> Russian
<input type="checkbox"/> Serbian	<input type="checkbox"/> Slovak
<input type="checkbox"/> Spanish	<input type="checkbox"/> Swedish
<input type="checkbox"/> test	<input type="checkbox"/> testnew
<input type="checkbox"/> Turkish	<input type="checkbox"/> Ukrainian
<input type="checkbox"/> Vietnamese	

Cancel Save



# Delete Product

Note: You may only delete products that have no translations associated with them.

1. On the Products landing screen, click on the **Delete icon** for the product.
2. On the Delete Product screen, click the **Delete** button.

Alcon Translate


Dashboard Products Translations Languages Users Logout | WILCOAN1

### Products

Add Product

Search Product: new

Show 10 entries

NAME	VERSION	LANGUAGES	ACTIONS
Audionewmp3	rel_01.14	Finnish	
Audionewwav	rel_01.14	Danish,Finnish	
New Alcon Product	rel_01.14		
Rejectnew	rel_01.14	German,Greek,Italian,Lithuanian	
testnew	rel_01.14	German	

Showing 1 to 7 of 7 entries (filtered from 120 total entries)



First Previous 1 Next Last

Alcon Translate

Dashboard Products Translations Languages Users Logout | WILCOAN1

### Delete Product

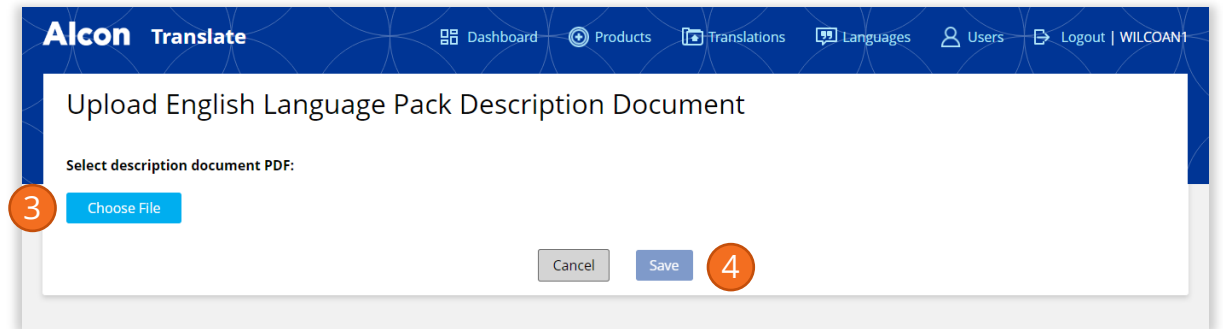
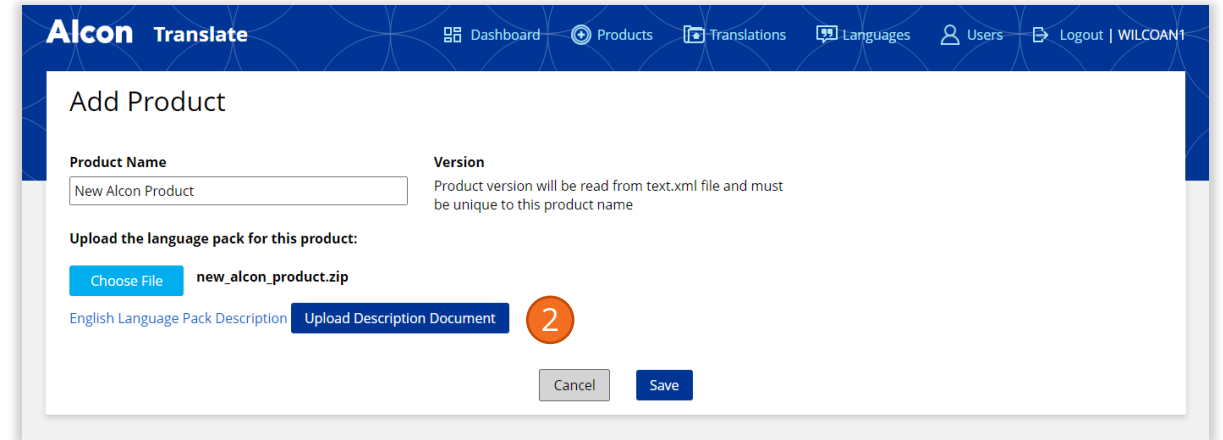
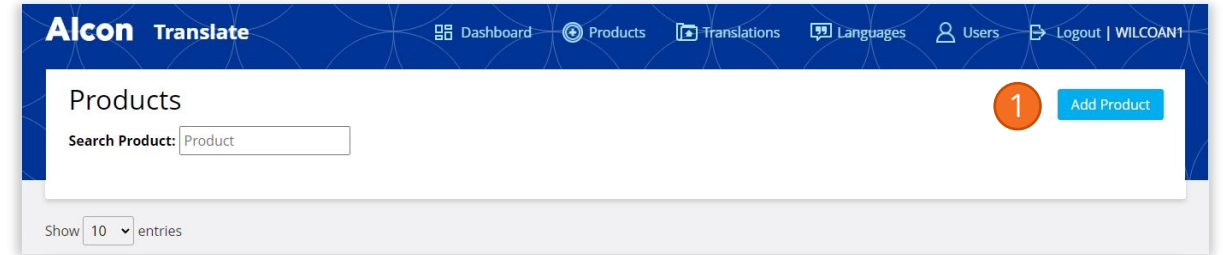
Are you sure you want to delete **New Alcon Product rel\_2.1?**

# Upload English Language Pack Description Document

We have included an upload file feature to enable administrators to update the English Language Pack Description document at any time.

1. To upload a new XML Description document, navigate to the **Products** screen and click the **Add Product** button.
2. On the Add Product screen, select the **Upload Description Document** button.
3. On the Upload English Language Pack Description Document screen, select the **Choose File** button and upload the new document from your computer.
4. Click the **Save** button.



# Languages

Administrators can access the Languages section of Alcon Translate to manage what languages are available for translations. This section also manages any custom translation workflows for specific languages.

1. Display number of entries
2. Language name
3. Language Code
4. Actions
5. Edit language
6. Pagination

When a translation is assigned to a language, additional details for that language appear on the translation edit screen.

7. Language/country flag
8. Language name

Alcon Translate

Dashboard Products Translations Languages Users Logout | WILCOAN1

Languages

Show 10 entries

NAME	LANGUAGE CODE	ACTIONS
Bulgarian	bg	
Chinese - Simplified	chi	
Chinese - Traditional	zho	
Czech	cs	
Danish	da	
del	d	
Dutch	nl	
Estonian	et	
Finnish	fi	
French - France	fr	

Showing 1 to 10 of 31 entries

First Previous 1 2 3 4 Next Last

Alcon Translate

Dashboard Products Translations Languages Users Logout | WILCOAN1

NAME: New Alcon Product

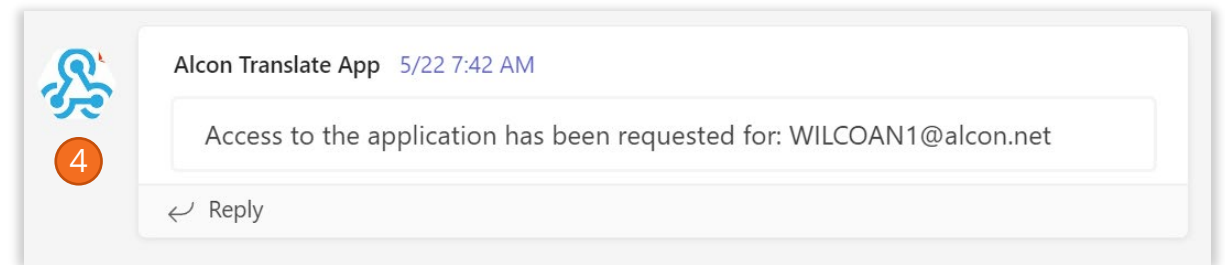
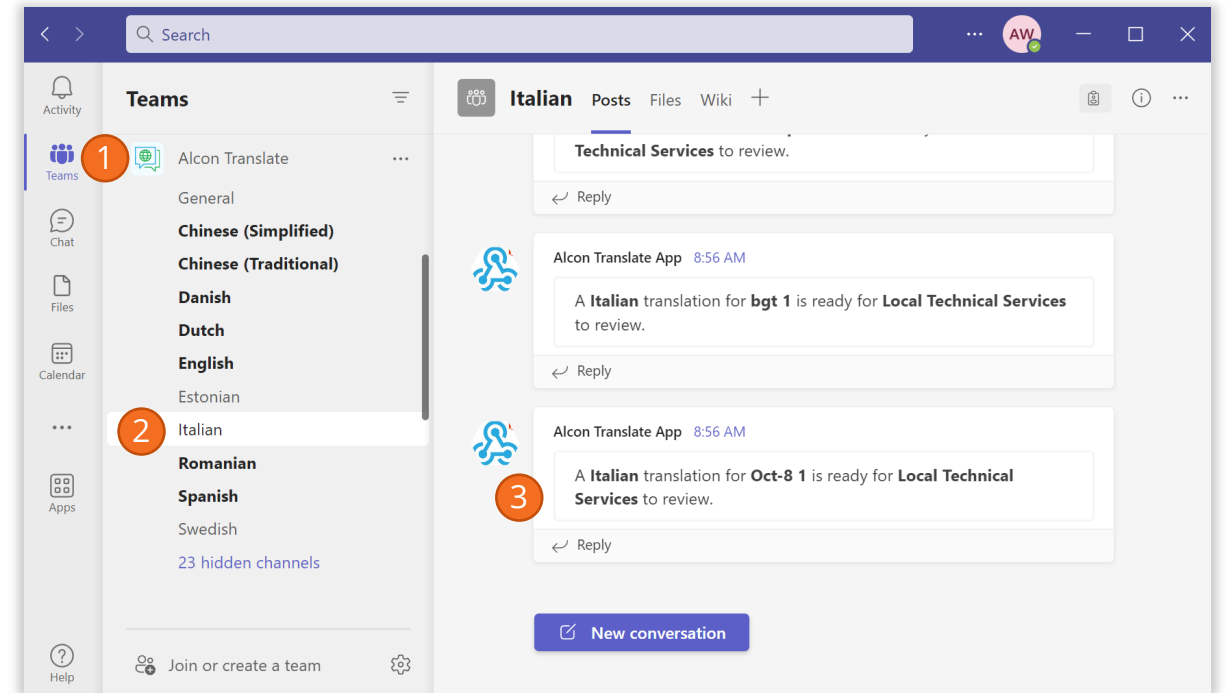
VERSION: rel\_01.14

LANGUAGE: Italian

STATUS: In Progress

# Language Channels on MS Teams

1. In Microsoft Teams, the **Alcon Translate Channel** is the hub for communications about the status of translations. All users of Alcon Translate have access to the Alcon Translate Teams Channel.
2. Sub channels are created for each language in Alcon Translate.
3. The application sends status messages regarding translations to the language channel for that translation to manage the workflow process.
4. The **System** subchannel receives messages from the application when a user requests access.



# Edit Language

Once a language is added to the application, additional information is added to the language record, including language code, API code, and the default approval workflow. You now have the ability to modify these areas when you edit a language.

1. On the Languages screen, select the Edit icon for the language you wish to edit.
2. On the Edit Language screen, you may modify the Language Name, Language Code, API code, MS Teams Channel Webhook URL, language icon, and approval workflow.
3. Modifying the approval workflow for a language is covered in the **Custom Workflows** section of this document.
4. When your changes are complete, Click the **Save** button.

Alcon Translate

Dashboard Products Translations Languages Users Logout | WILCOAN1

## Languages

Add Language

Show 10 entries

NAME	LANGUAGE CODE	ACTIONS
Bulgarian	bg	1
Chinese - Simplified	chi	
Chinese - Traditional	zho	

Alcon Translate

Dashboard Products Translations Languages Users Logout | WILCOAN1

## Edit Language

Name: Bulgarian Language Code: bg ApiCode: bg

Microsoft Teams Channel Webhook URL: http://www/

Icon for this language: Choose File

Approval workflow for this language: Add Language Role

ROLE	ACTIONS
❖ Translation Service Provider	
❖ Country Representative	
❖ Local Technical Services	

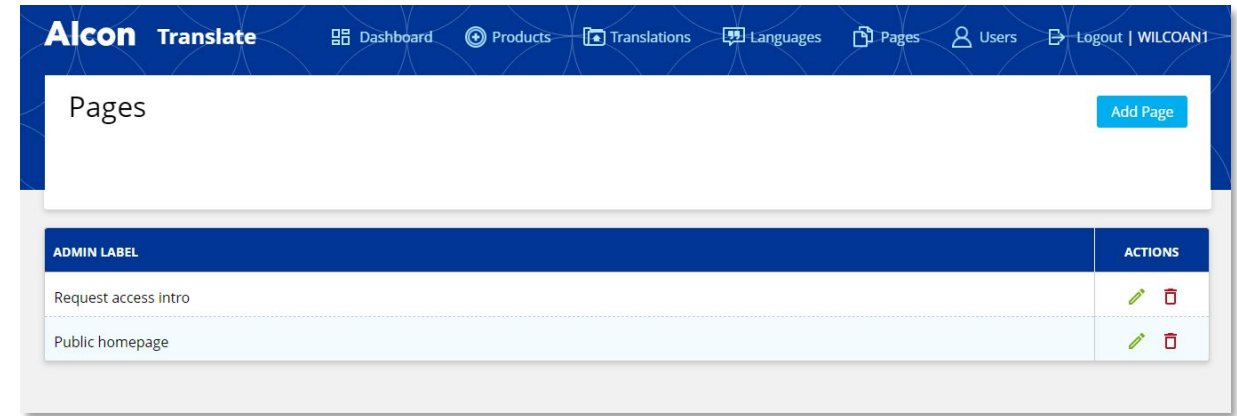
Cancel Save

4

# Pages

The Pages section allows administrators to add and manage dynamic content on specific pages in the application.

The Pages landing page lists all content pages that are editable through the application and allows for the creation of new content pages.

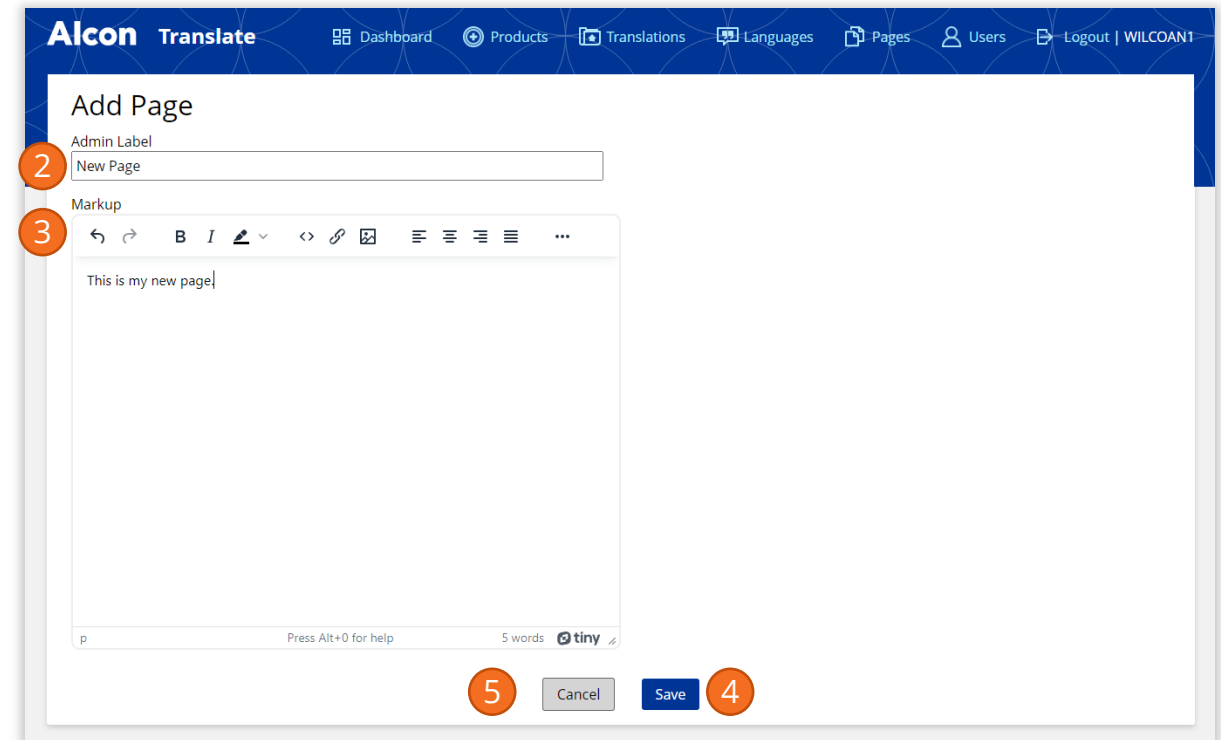
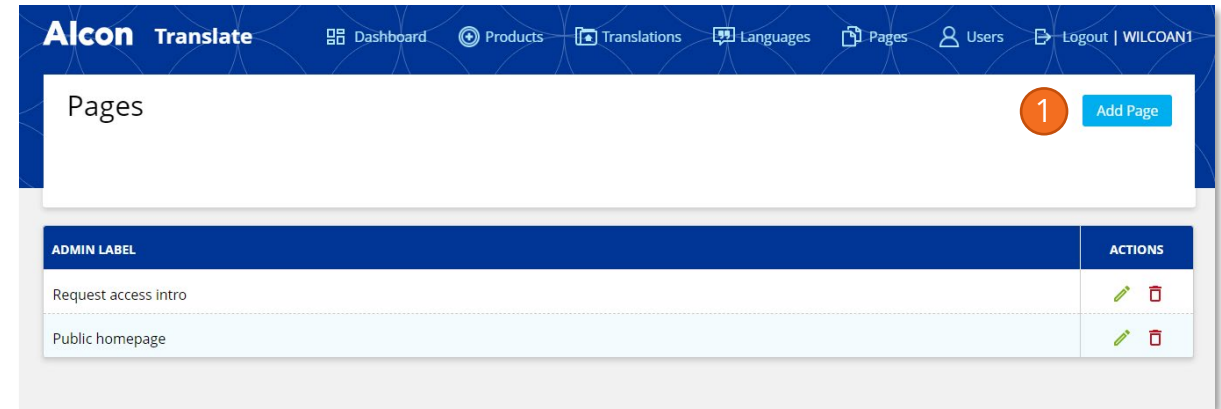


# Add Page

For Alcon Translate 2.7, new pages are not assigned to a location in the application. You can create a content page, however, it will not have an assigned URL or be visible to end users.

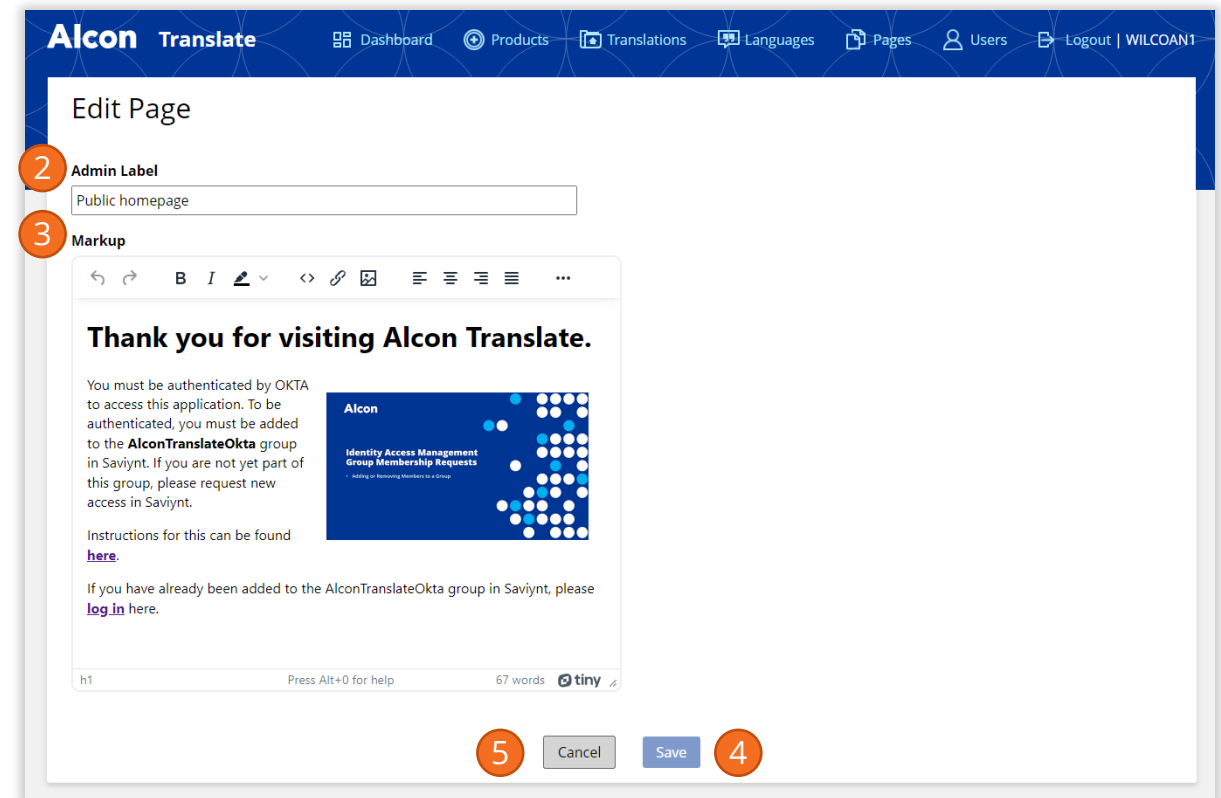
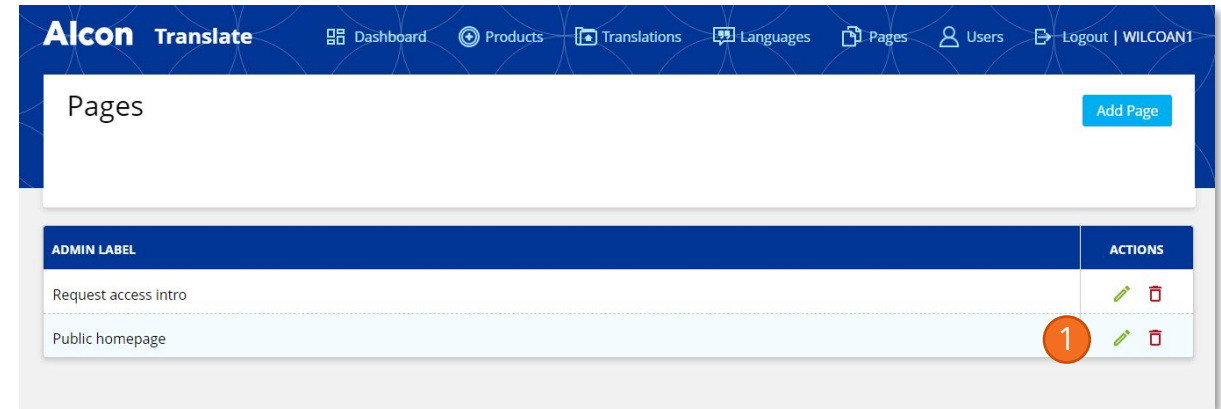
To add a page:

1. Click on the **Add Page** button on the Pages landing page
2. On the Add Page screen, enter the name of the page in the **Admin Label** field.
3. Enter your page content in the **Markup** field. The Markup field contains a WYSIWYG editor for formatting.
4. Once all page information is complete, click the **Save** button.
5. If you do not wish to save your changes, click the **Cancel** button.



# Edit Page

1. Click on the **edit icon** for the page you wish to edit.
2. On the Edit Page screen, you may modify name of the page in the **Admin Label** field.
3. Update page content in the **Markup** field. The Markup field contains a WYSIWYG editor for formatting.
4. Once all page information is complete, click the **Save** button.
5. If you do not wish to save your changes, click the **Cancel** button.





# Custom Workflows

All languages in Alcon Translate start with the default approval workflow. However, you may modify this workflow by rearranging the order of roles and/or by adding or removing approval roles for that language.

1. To change the order of approval roles for a language, click and drag on the grabber tool for an approval role and move the row up or down.
2. To add a language role to the approval workflow, click on the **Add Language Role** button.
3. On the Add Language Role screen, select a role from the dropdown menu.
4. Click the **Save** button.

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### Edit Language

Name: Bulgarian Language Code: bg ApiCode: bg

Microsoft Teams Channel Webhook URL: http://www/

Icon for this language: Choose File

Approval workflow for this language: 2 Add Language Role

ROLE	ACTIONS
1  Translation Service Provider	
Country Representative	
Local Technical Services	

Cancel Save

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### Add Language Role

Role: Marketing 3

Cancel Save 4

User Guide V2.4.0045


- Now, on the Edit Language screen, you will see the newly added role in the approval workflow table.
- Use the grabber tool to change the order of the new role.
- If you wish to delete a role from the approval workflow, select the **Delete** icon for that role.
- On the Delete Language Role screen, click the Delete button to remove the role from the approval workflow.

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### Edit Language





Name: Bulgarian Language Code: bg ApiCode: bg

Microsoft Teams Channel Webhook URL: http://www/

Icon for this language:  [Choose File](#)

[Add Language Role](#)

Approval workflow for this language:

ROLE	ACTIONS
Translation Service Provider	
Country Representative	
Local Technical Services	
Marketing	

[Cancel](#) [Save](#)

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### Delete Language Role

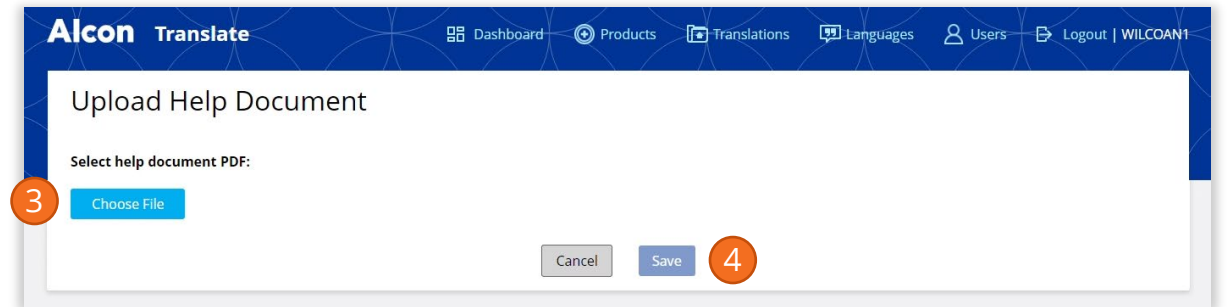
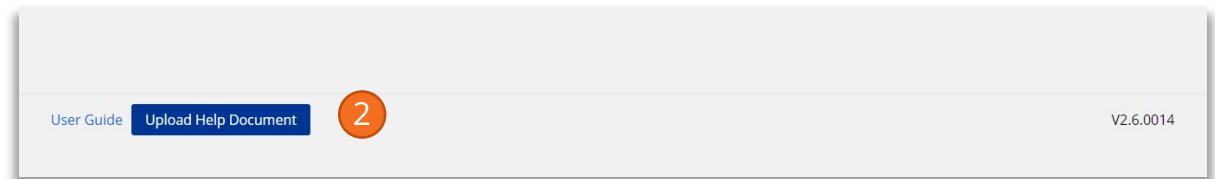
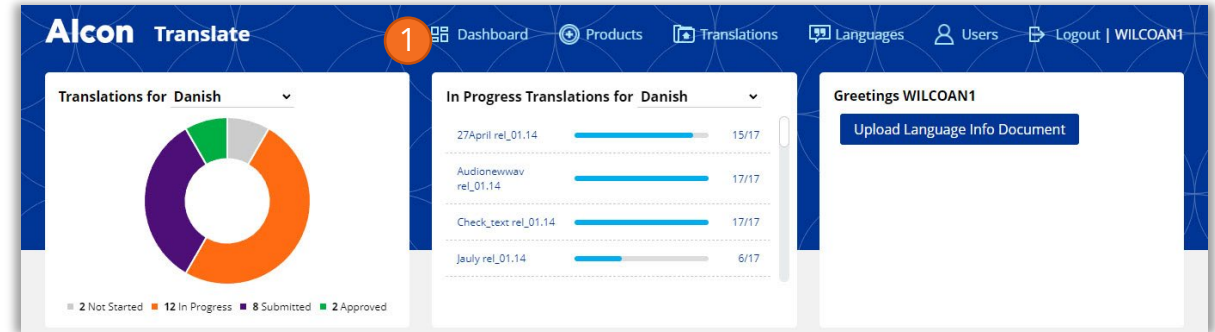
Are you sure you want to delete this language role?

[Cancel](#) [Delete](#)

# Upload User Manual

We have included an upload file feature to enable administrators to update the User Manual document at any time.

1. To upload a new user manual document, navigate to the **Dashboard** screen.
2. Toward the bottom of the screen, select the **Upload Help Document** button.
3. On the Upload Help Document screen, select the **Choose File** button and upload the new user manual file from your computer.
4. Click the **Save** button.



# Upload Language Info Document

We have included an upload file feature to enable administrators to upload a document containing information on required translations. The intent of this document is for Global Regulatory Affairs to provide guidance and information on translations to Country Regulatory Affairs.

1. To upload a new language info document, navigate to the **Dashboard** screen.
2. In the top right box, select the **Upload Help Document** button.
3. On the Upload Help Document screen, select the **Choose File** button and upload a PowerPoint file of the language information document from your computer.
4. Click the **Save** button.

