Alcon Translate User Manual

v2.7

Contents

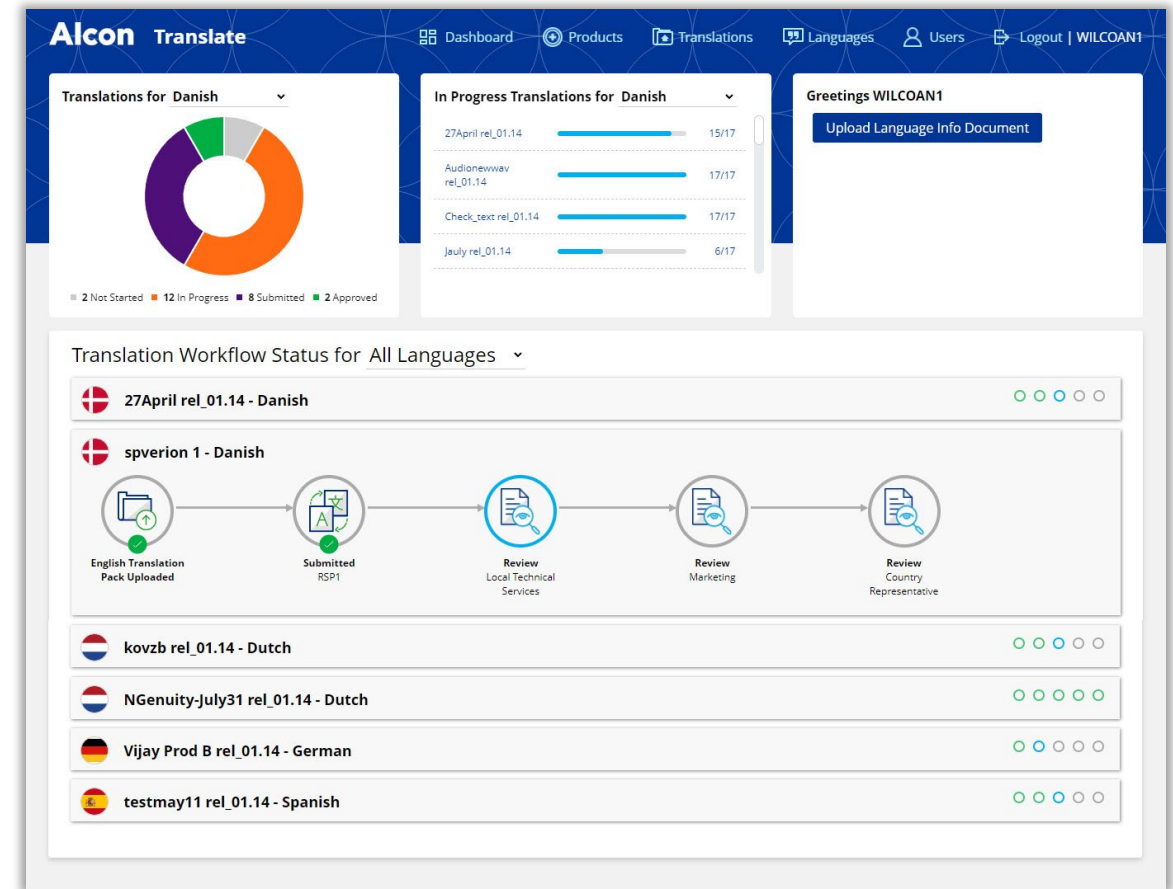# What is Alcon Translate?

Alcon

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
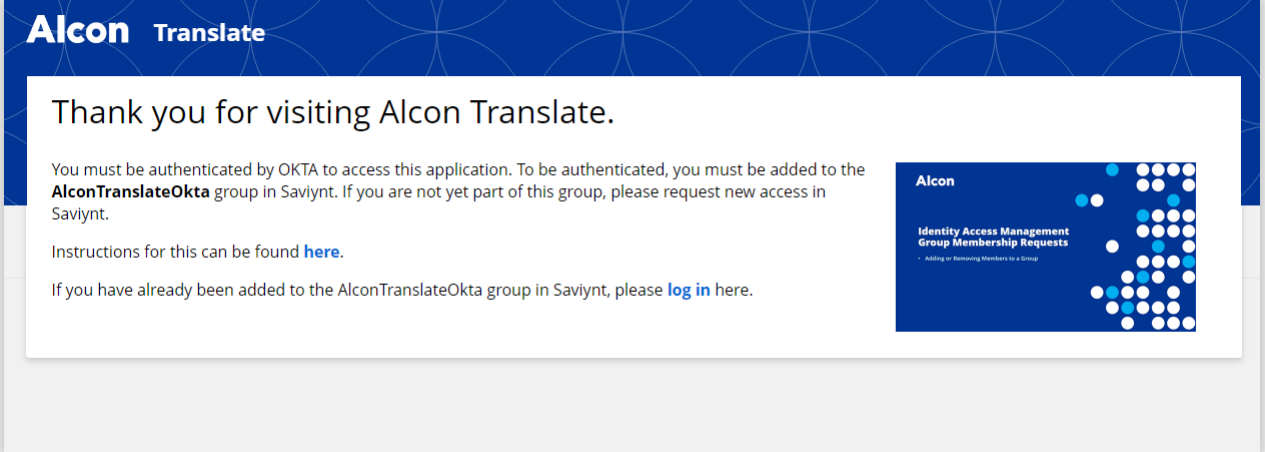

Features:

- 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.

Alcon Translate

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.

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.

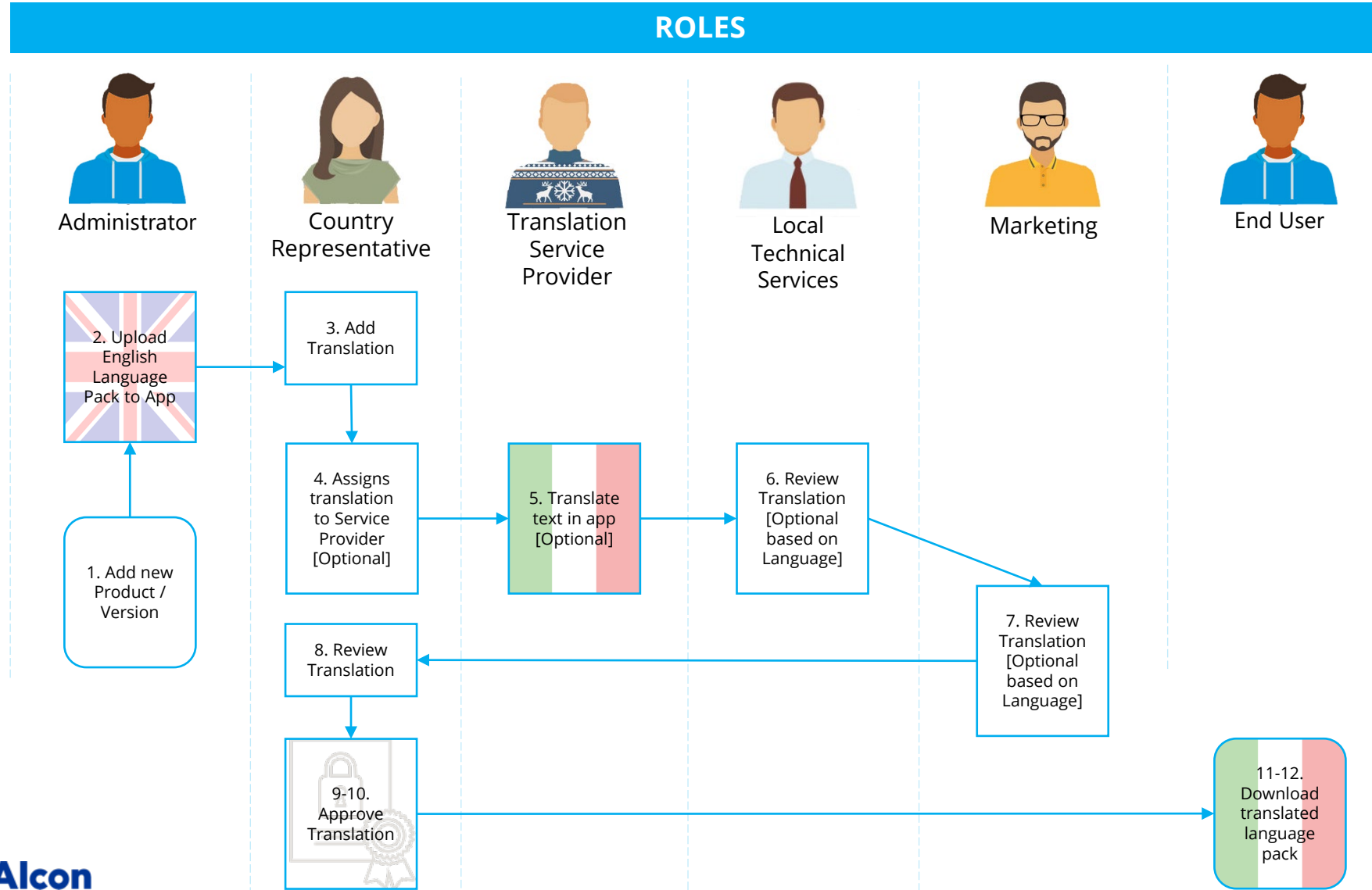4. Once all selections are made, select the **Submit Request** button.

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.
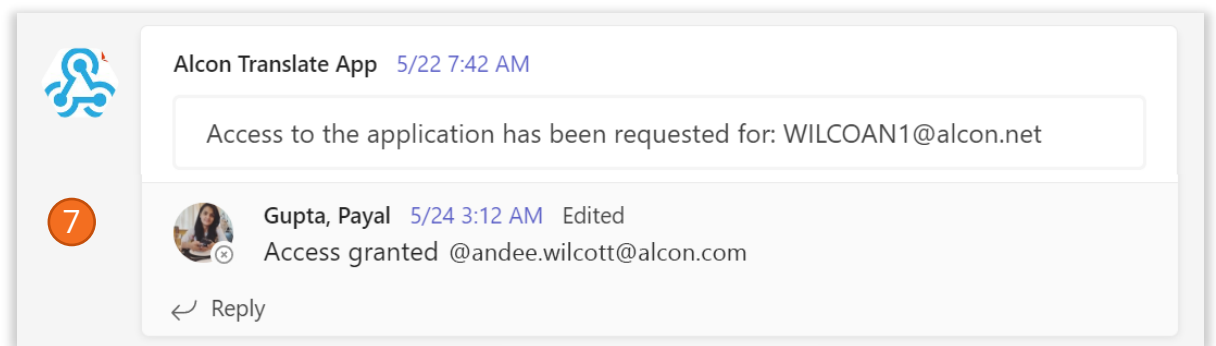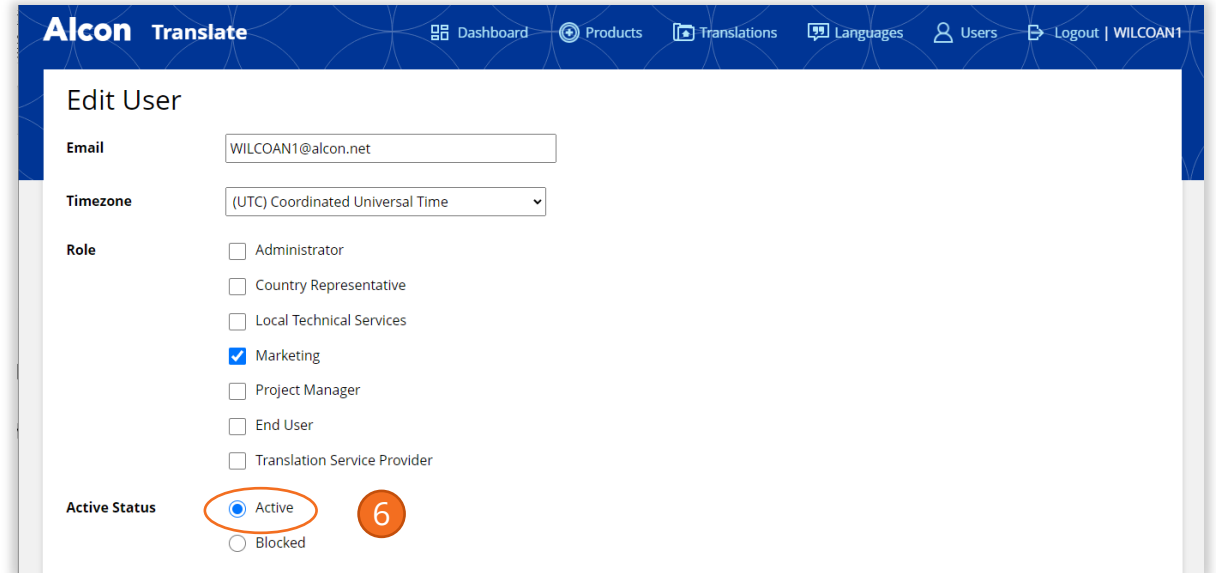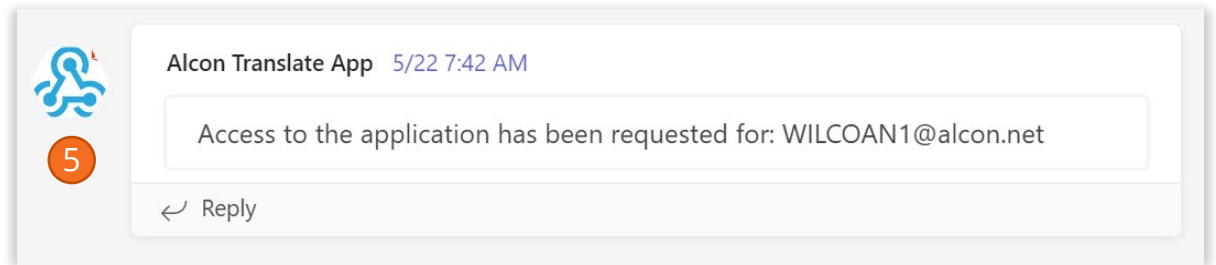
Example Rejection/Approval Workflow

Alcon Translate Default Workflow: Create and Distribute Translated Language Pack

Example Rejection/Approval Workflow

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.

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

Example Rejection/Approval Workflow

Example Rejection/Approval Workflow

Local Technical Services

Status (6)   2 ⓘ

Reject	English Text		Translated Text
☐	PEL =	ⓘ	PEL =
☑	Irrigation	4 ⧉ ⓘ	**Kontinuierliche** ⓘ
☐	Continuous Irrigation	ⓘ	**Kontinuierliche Bewässerung**
☐	cmH2O	ⓘ	cmH2o
☑	Coagulator		**Koagulator** ⓘ
☐	Irrigation pressure is low. Please check bottle and fittings.	ⓘ	**Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.**

Cancel   Reject

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

Example Rejection/Approval Workflow

Translation Service Provider

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

∧ Status (6)

English Text		Translated Text
PEL =	ⓘ	PEL =
Irrigation	4 ⧉ ⓘ	**Kontinuierlich** ↻
Continuous Irrigation	ⓘ	**Kontinuierliche Bewässerung**
cmH2O	ⓘ	omH2o
Coagulator		**Koagulatoret** ↻
Irrigation pressure is low. Please check bottle and fittings.	ⓘ	**Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.**

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

Cancel   Submit

7 TSP submits the corrected translation.

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Example Rejection/Approval Workflow

1 Local Technical Services reviews the corrected translation.

Local Technical Services

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

∧ Status (6)   2 ⟳

Reject	English Text	Translated Text
☐	PEL = ⓘ	PEL =
☑	Irrigation 4 ⧉ ⓘ	**Kontinuierliche** ⟳
☐	Continuous Irrigation ⓘ	**Kontinuierliche Bewässerung**
☐	cmH2O ⓘ	cmH2o
☑	Coagulator	**Koagulator** ⟳
☐	Irrigation pressure is low. Please check bottle and fittings. ⓘ	**Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.**

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.

Cancel   Reject

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

Example Rejection/Approval Workflow

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

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.

9 LTS can now approve the translation.

Example Rejection/Approval Workflow

1 Marketing reviews the translation for the first time.

Marketing

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

∧ Status (6)   2 ↻

Reject	English Text		Translated Text
☐	PEL =	ⓘ	PEL =
☑	Irrigation	4 ⧉ ⓘ	**Kontinuierliche** ↻
☐	Continuous Irrigation	ⓘ	**Kontinuierliche Bewässerung**
☐	cmH2O	ⓘ	cmH2o
☑	Coagulator		**Koagulator** ↻
☐	Irrigation pressure is low. Please check bottle and fittings.	ⓘ	**Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.**

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

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

Cancel   Reject

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

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Example Rejection/Approval Workflow

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

Marketing

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

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

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

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

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

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

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

14 Marketing rejects the translation.

Reject	English Text		Translated Text
☐	PEL =	ⓘ	PEL =
☐	Irrigation 4	ⓘ	**Kontinuierliche**
☐	Continuous Irrigation	ⓘ	**Kontinuierliche Bewässerung**
☐	cmH2O	ⓘ	cmH2o
☑	Coagulator		**Koagulator**
☑	Irrigation pressure is low. Please check bottle and fittings.	ⓘ	**Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.**

Status (6)   1   1   1

Cancel   Reject

Alcon

Example Rejection/Approval Workflow

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

Translation Service Provider

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

Status (6)

2 (!)

English Text		Translated Text	
PEL =	(i)	PEL =	
Irrigation	4 (i)	**Kontinuierliche**	✓
Continuous Irrigation	(i)	**Kontinuierliche Bewässerung**	
cmH2O	(i)	omH2o	
Coagulator		**Koagulator**	(!)
Irrigation pressure is low. Please check bottle and fittings.	(i)	**Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.**	(!)

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.

Cancel   Submit

5 TSP cannot submit again until rejected terms are corrected.

Example Rejection/Approval Workflow

Translation Service Provider

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

Status (6) ✓

English Text		Translated Text	
PEL =	ⓘ	PEL =	
Irrigation	4 📄 ⓘ	**Kontinuierliche**	↻
Continuous Irrigation	ⓘ	**Kontinuierliche Bewässerung**	
cmH2O	ⓘ	cmH2o	
Coagulator	ⓘ	**Koagulator**	↻
Irrigation pressure is low. Please check bottle and fittings.	ⓘ	**Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.**	↻

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

Cancel   Submit

7 TSP submits the corrected translation.

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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.

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

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

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

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

⌃ Status (6)			1 ⟳	2 ⟳
Reject	**English Text**		**Translated Text**	
☐	PEL =	ⓘ	PEL =	
☐	Irrigation	4 ⧉ ⓘ	**Kontinuierliche**	⟳
☐	Continuous Irrigation	ⓘ	**Kontinuierliche Bewässerung**	
☐	cmH2O	ⓘ	cmH2o	
☑	Coagulator		**Koagulator**	⟳
☑	Irrigation pressure is low. Please check bottle and fittings.	ⓘ	**Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.**	⟳

Cancel   Reject

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Example Rejection/Approval Workflow

Local Technical Services

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

Status (6)   3

Reject	English Text		Translated Text	
☐	PEL =	ⓘ	PEL =	
☐	Irrigation	4 ⓘ	**Kontinuierliche**	
☐	Continuous Irrigation	ⓘ	**Kontinuierliche Bewässerung**	
☐	cmH2O	ⓘ	cmH2o	
☐	Coagulator		**Koagulator**	
☐	Irrigation pressure is low. Please check bottle and fittings.	ⓘ	**Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.**	

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

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

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

[Cancel]   [Approve]

11 LTS can now approve the translation.

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Example Rejection/Approval Workflow

1 Marketing reviews the corrected translation.

Marketing

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

Status (6)   1 ⟳ 2 ⟳

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

Reject	English Text		Translated Text	
☐	PEL =	ⓘ	PEL =	
☐	Irrigation	4 ⧉ ⓘ	**Kontinuierliche**	⟳
☐	Continuous Irrigation	ⓘ	**Kontinuierliche Bewässerung**	
☐	cmH2O	ⓘ	cmH2o	
☑	Coagulator		**Koagulator**	⟳
☑	Irrigation pressure is low. Please check bottle and fittings.	ⓘ	**Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.**	⟳

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

4 Corrected terms are checked in the Reject column.

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

Cancel   **Reject**

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

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Example Rejection/Approval Workflow

Example Rejection/Approval Workflow

1 Country Representative reviews the translation for the first time.

Country Representative

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

⌃ Status (6)   3 ↻

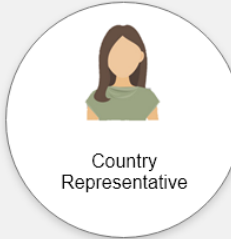| Reject	English Text		Translated Text
☐	PEL =	ⓘ	PEL =
☑	Irrigation	4 ⧉ ⓘ	**Kontinuierliche** ↻
☐	Continuous Irrigation	ⓘ	**Kontinuierliche Bewässerung**
☐	cmH2O	ⓘ	cmH2o
☑	Coagulator		**Koagulator** ↻
☑	Irrigation pressure is low. Please check bottle and fittings.	ⓘ	**Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.** ↻

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

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

Cancel   Reject

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

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Example Rejection/Approval Workflow

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

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.

9 Country Representative approves the translation.

Country Representative

Status (6) — 3 ↻

Reject	English Text		Translated Text
☐	PEL =	ⓘ	PEL =
☐	Irrigation	4 ⧉ ⓘ	**Kontinuierliche** ↻
☐	Continuous Irrigation	ⓘ	**Kontinuierliche Bewässerung**
☐	cmH2O	ⓘ	cmH2o
☐	Coagulator		**Koagulator** ↻
☐	Irrigation pressure is low. Please check bottle and fittings.	ⓘ	**Bewässerungsdruck ist niedrig. Bitte überprüfen Sie die Flasche und Beschläge.** ↻

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

Cancel   Approve

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Understanding the Alcon Translate Interface
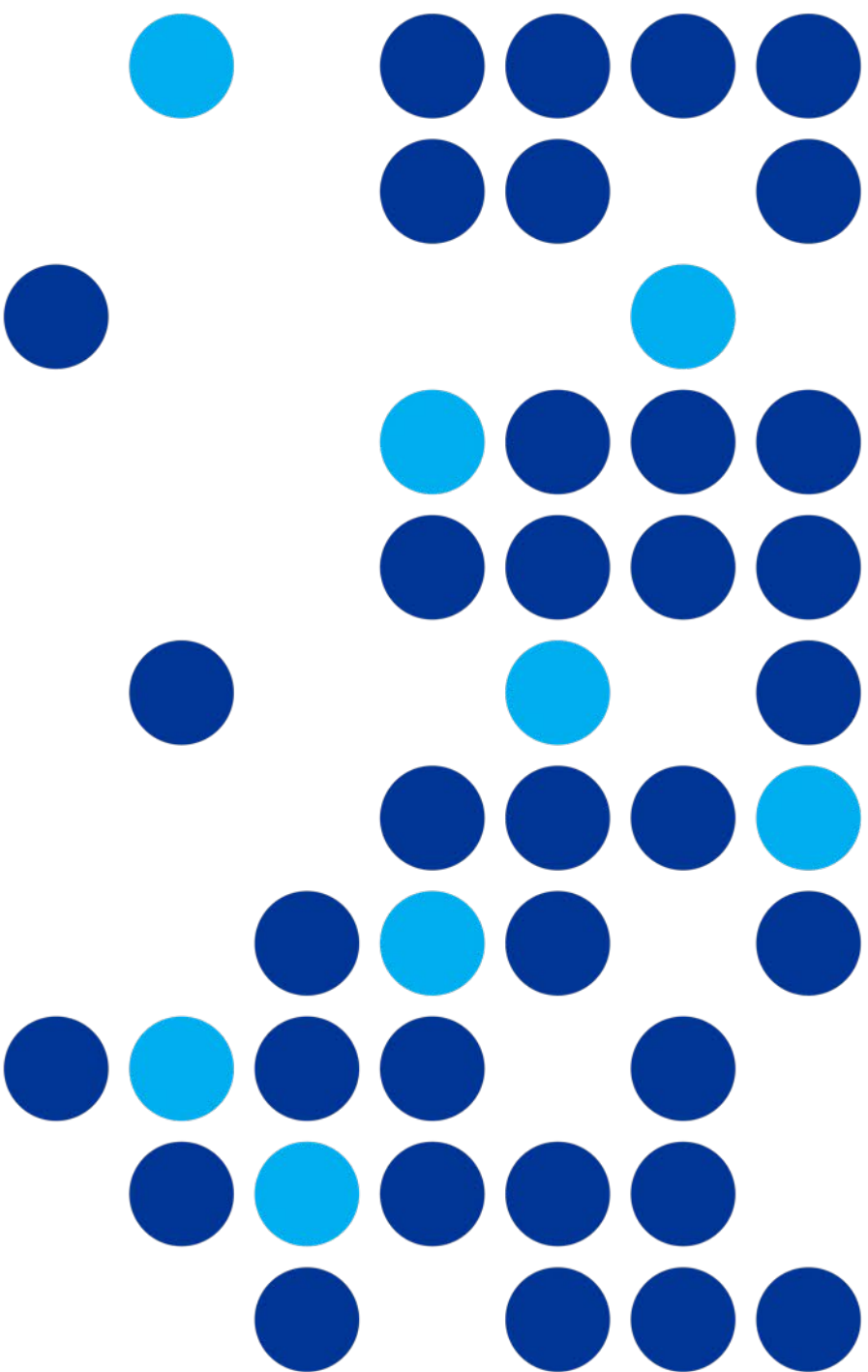
Alcon

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
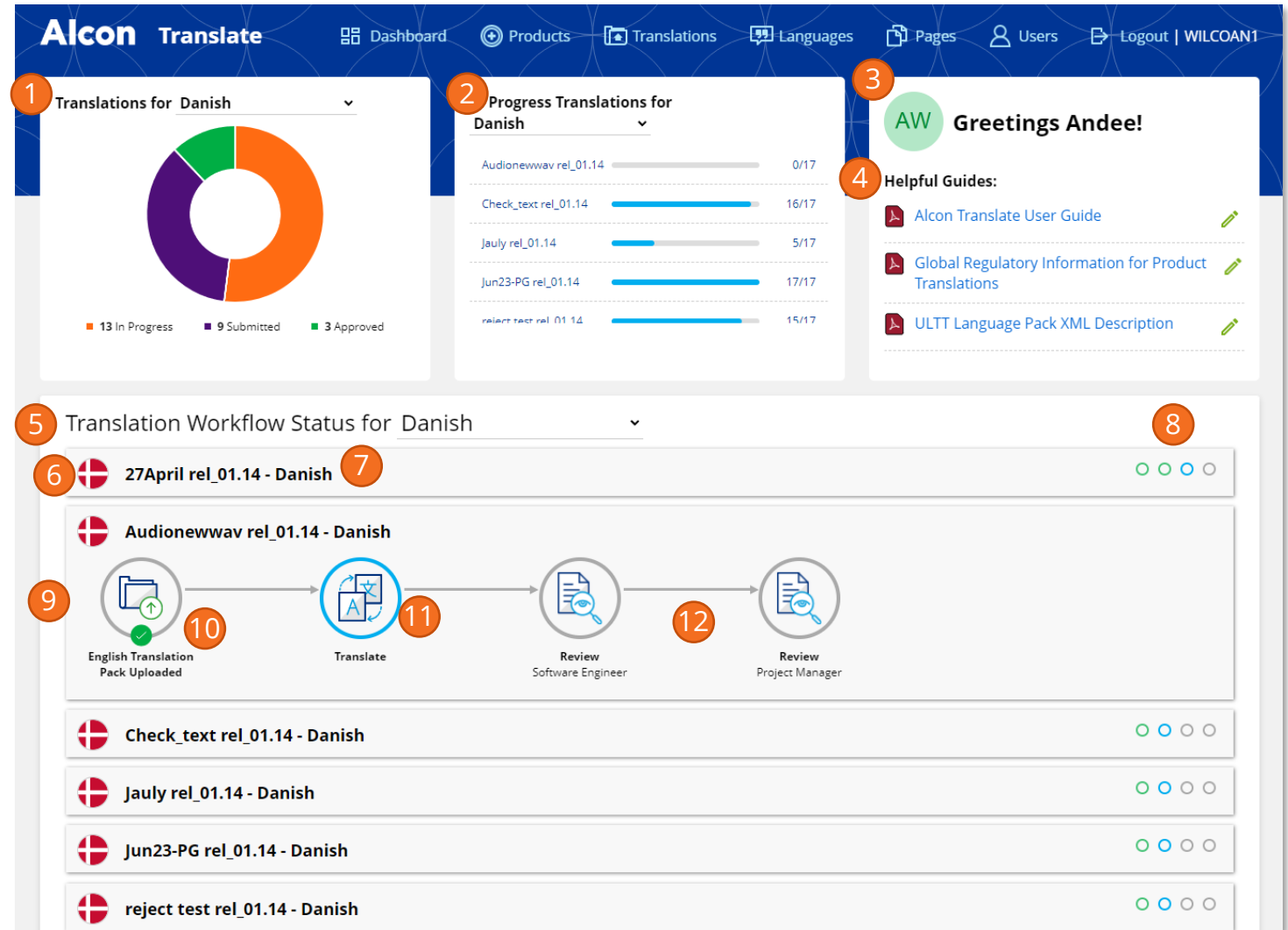
Products Landing

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

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

Products

Search Product: [Product]

Add Product

Show [10] entries

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

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Add Product

Product Name

Version
Product version will be read from text.xml file and must be unique to this product name

Upload the language pack for this product:
Consult the English Language Pack Description for additional guidance creating this file.

Choose File

Upload translator help document for this product:

Choose File

Upload the product manual:

Choose File

Select the language(s) available for this product:

☐ Select All

☐ 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	

Cancel   Save

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

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

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

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

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

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

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

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

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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 Saviyent. 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.

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Identity Access Management Group Membership Requests
- Adding or Removing Members to a Group

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

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

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

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
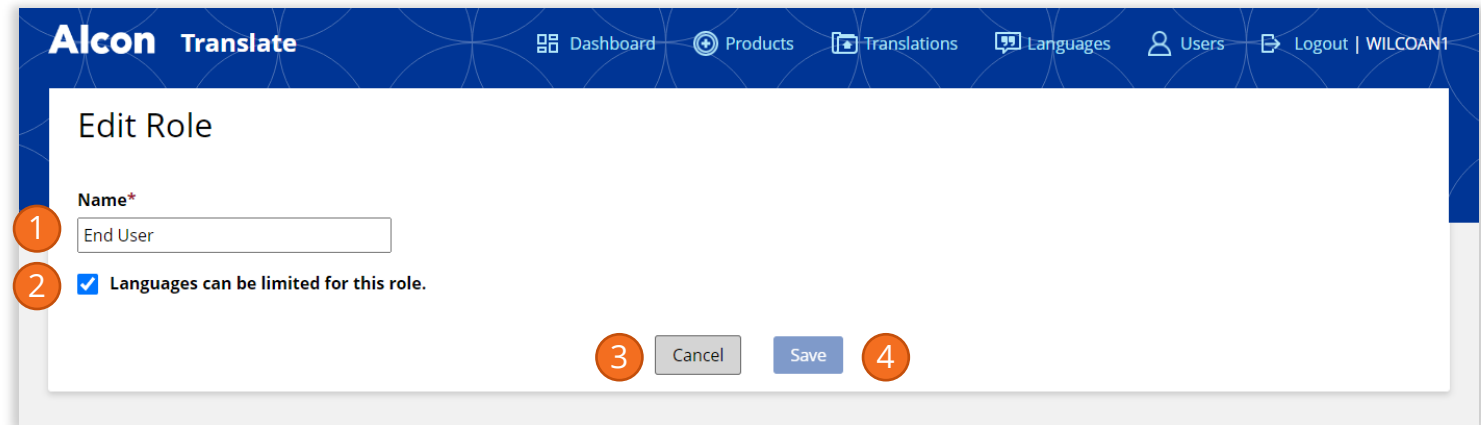
Permissions Landing

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

Alcon **Translate**   ⬚ Dashboard   ⊕ Products   ▤ Translations   💬 Languages   👤 Users   Logout | WILCOAN1

Permissions

| | List | Roles | Permission |

PERMISSION	ADMINISTRATOR	COUNTRY REPRESENTATIVE	LOCAL TECHNICAL SERVICES	MARKETING	PROJECT MANAGER	END USER	TRANSLATION SERVICE PROVIDER	SOFTWARE ENGINEER
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	☑	☑	☑	☑	☑	☑	☑	☑
View Readonly terms	☑	☐	☐	☐	☐	☐	☐	☑

Save

Alcon

Translations

Alcon
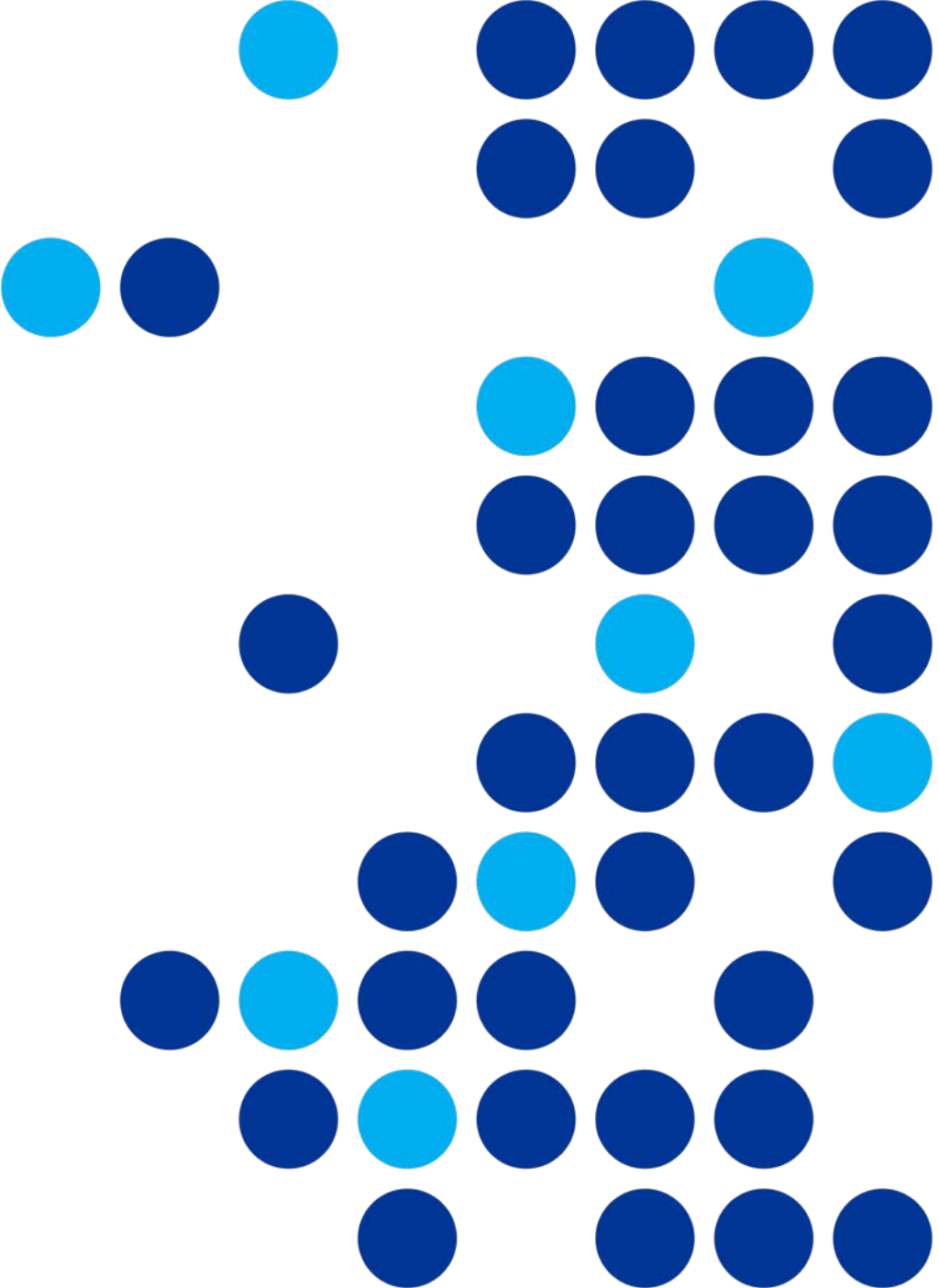
Add Translation

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
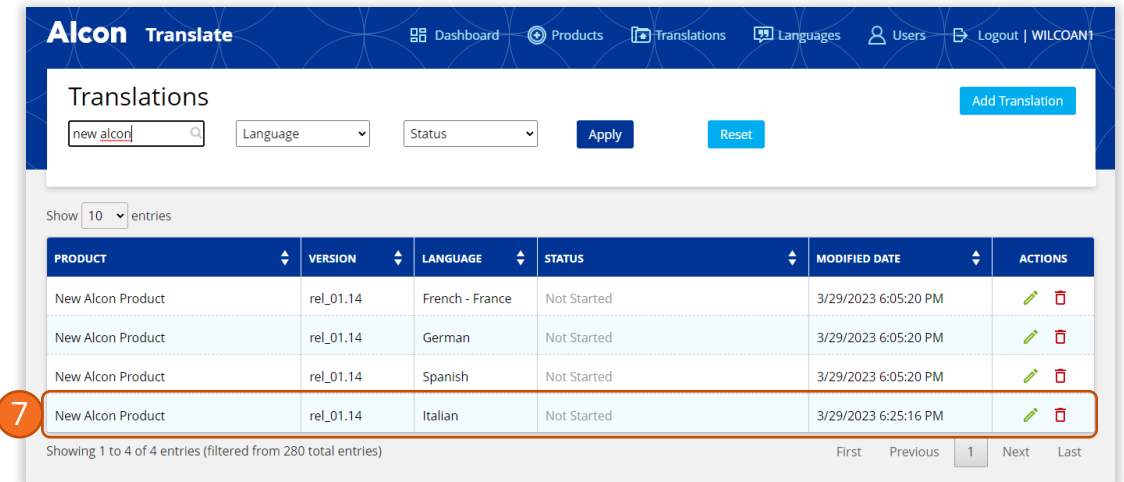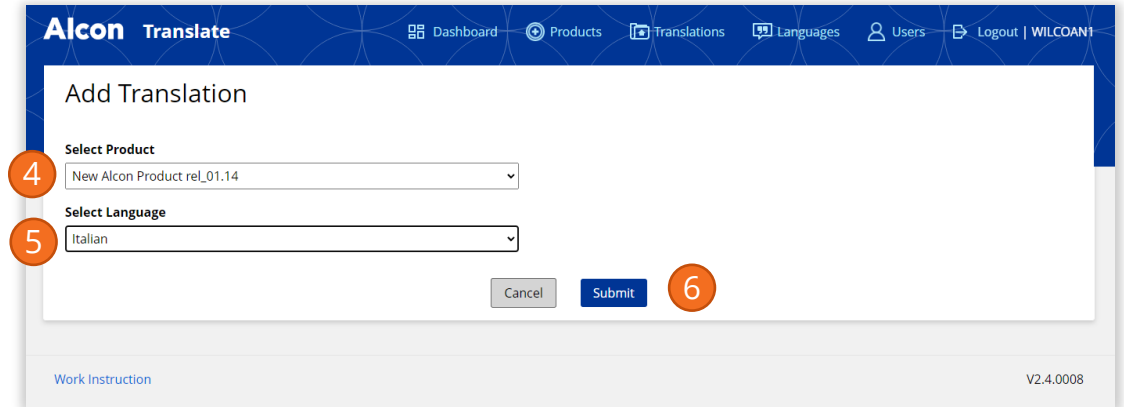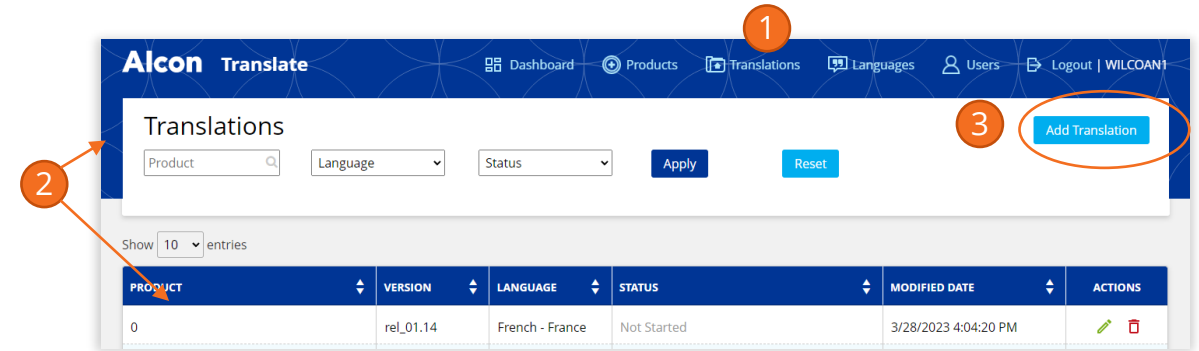
Translate Language Pack

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	VERSION	LANGUAGE	STATUS
New Alcon Product	rel_01.14	French - France	In Progress

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

2. Input Fields (7)   1 💬 1 ❗

ENGLISH TEXT	TRANSLATED TEXT	
1. InputField no bounds readonly	1. InputField no bounds readonly	16px Arial
DUPE1 4	DUPE1	
DUPE2 2	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)   3 3 💬

Cancel | Submit

Alcon

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.
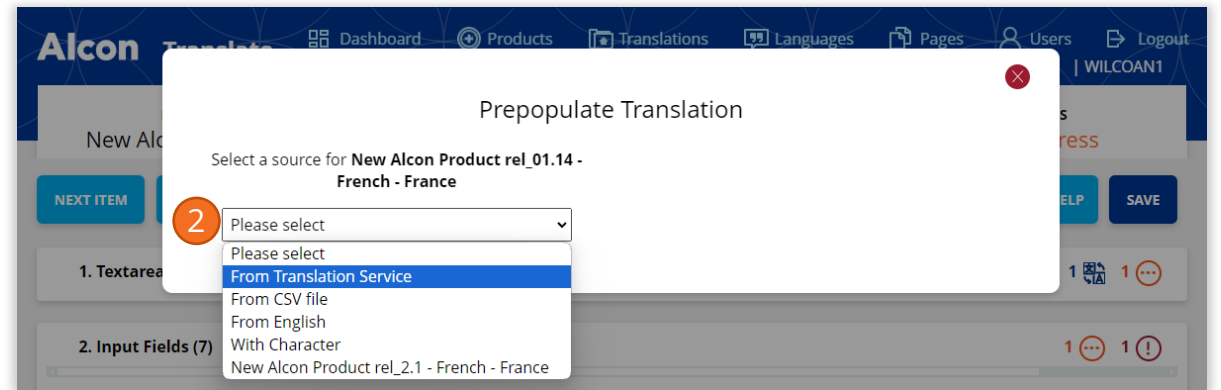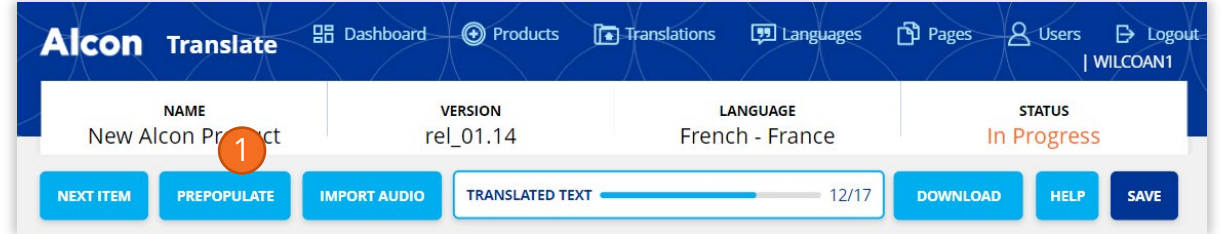
Prepopulate Language Pack

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.
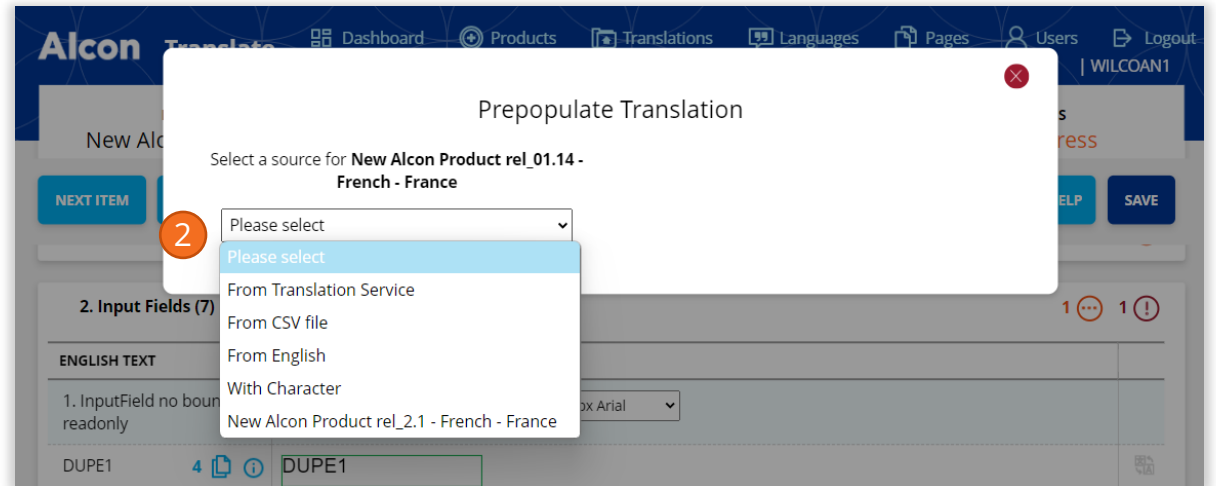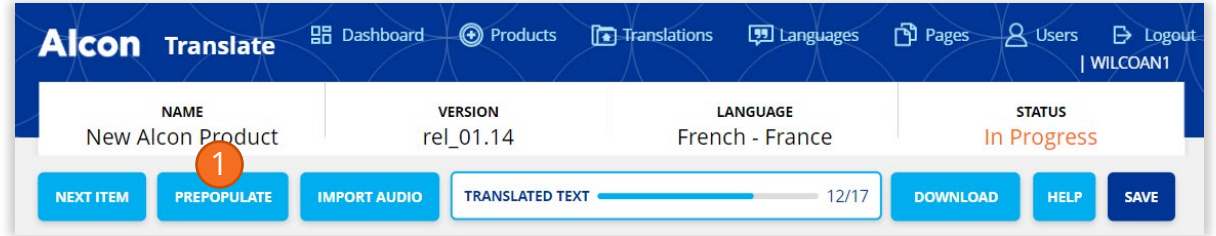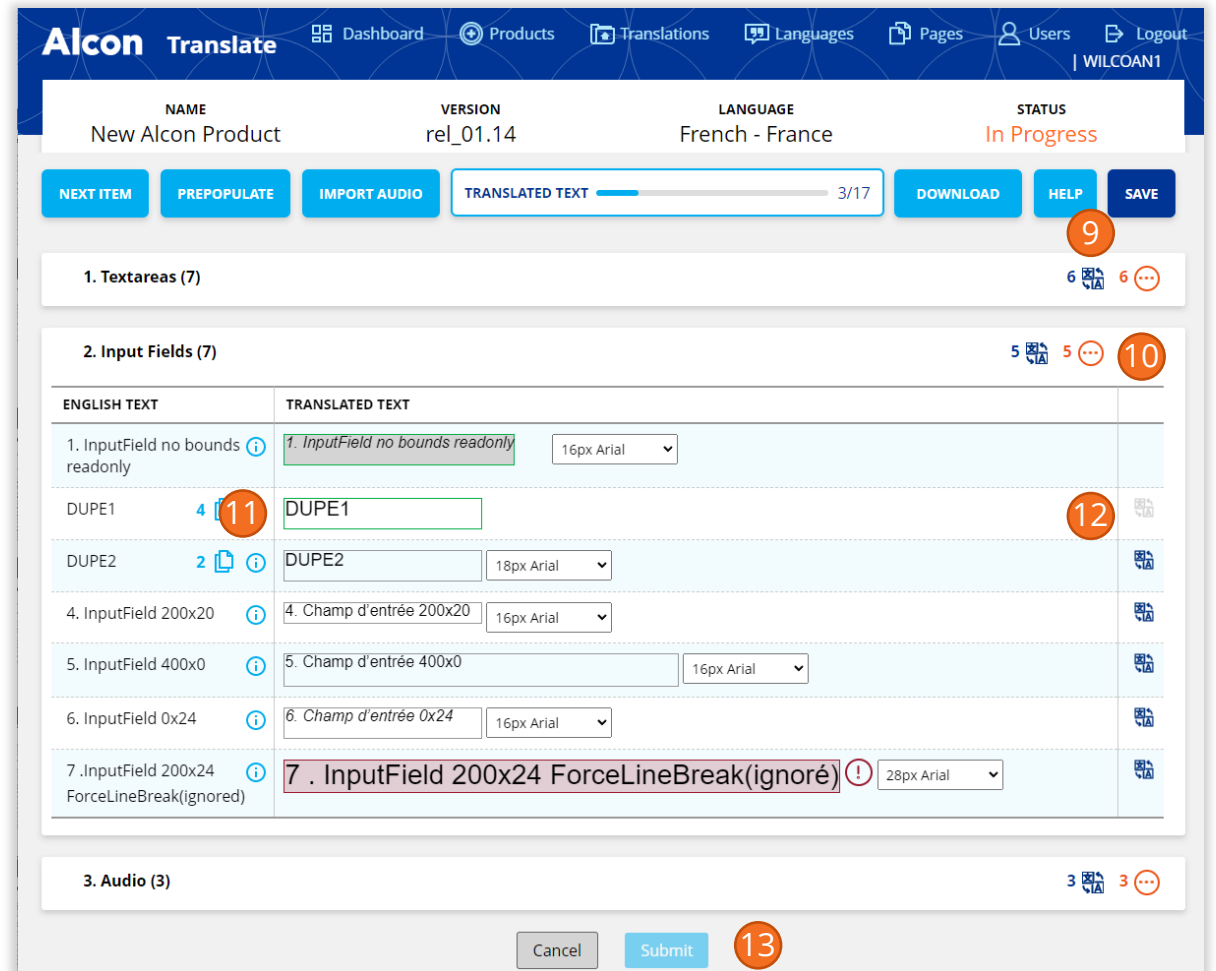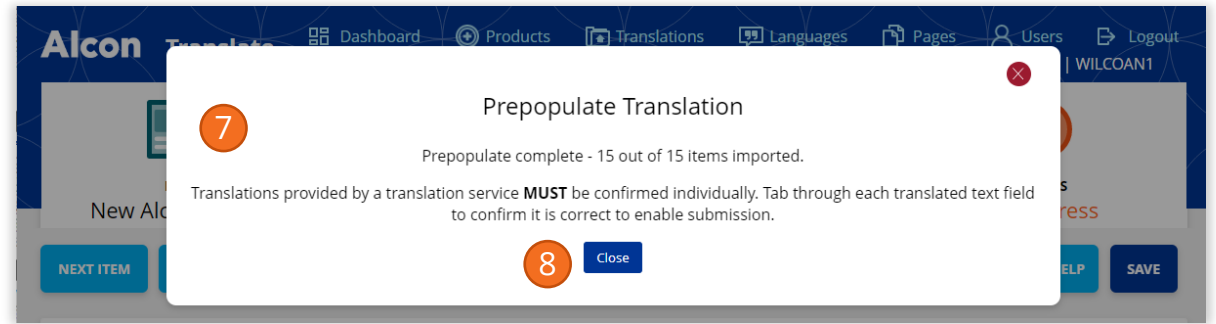
Prepopulate from Translation Service

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.
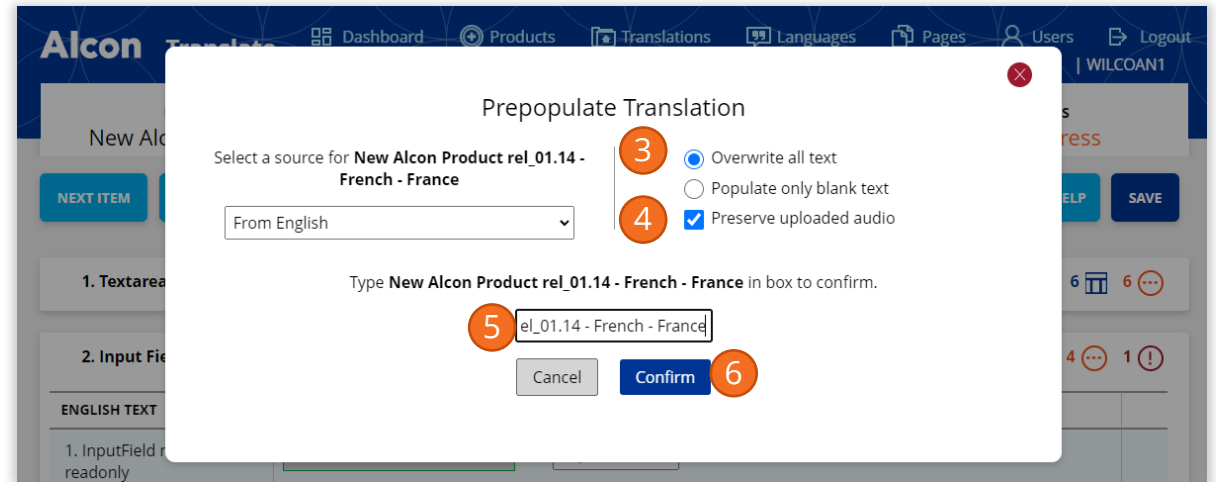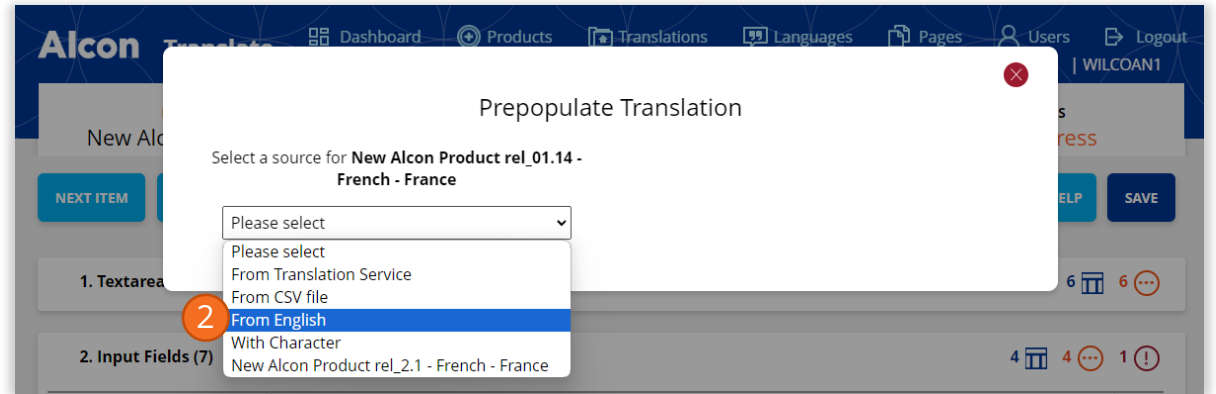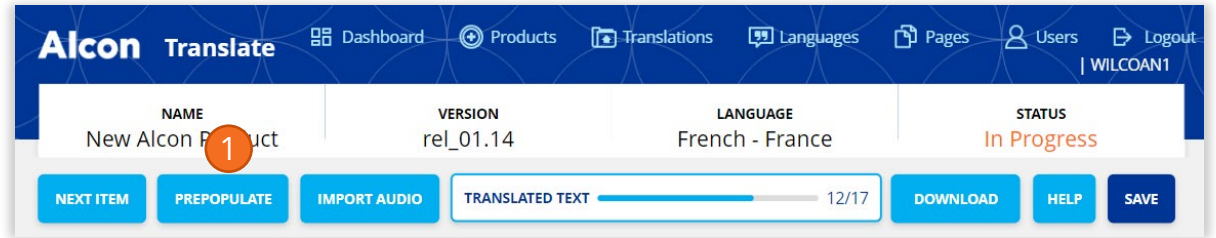
8. Click the **Close** button to return to the Translation Edit screen.

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

1. 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.

2. Column A is for translated text strings. If any text strings have already been translated, they will appear in this column.

3. Column B contains the English text strings

4. Group names are not included in the CSV file

5. If a translation string is a read-only term, "Read only term" will be entered into both columns.

6. 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.
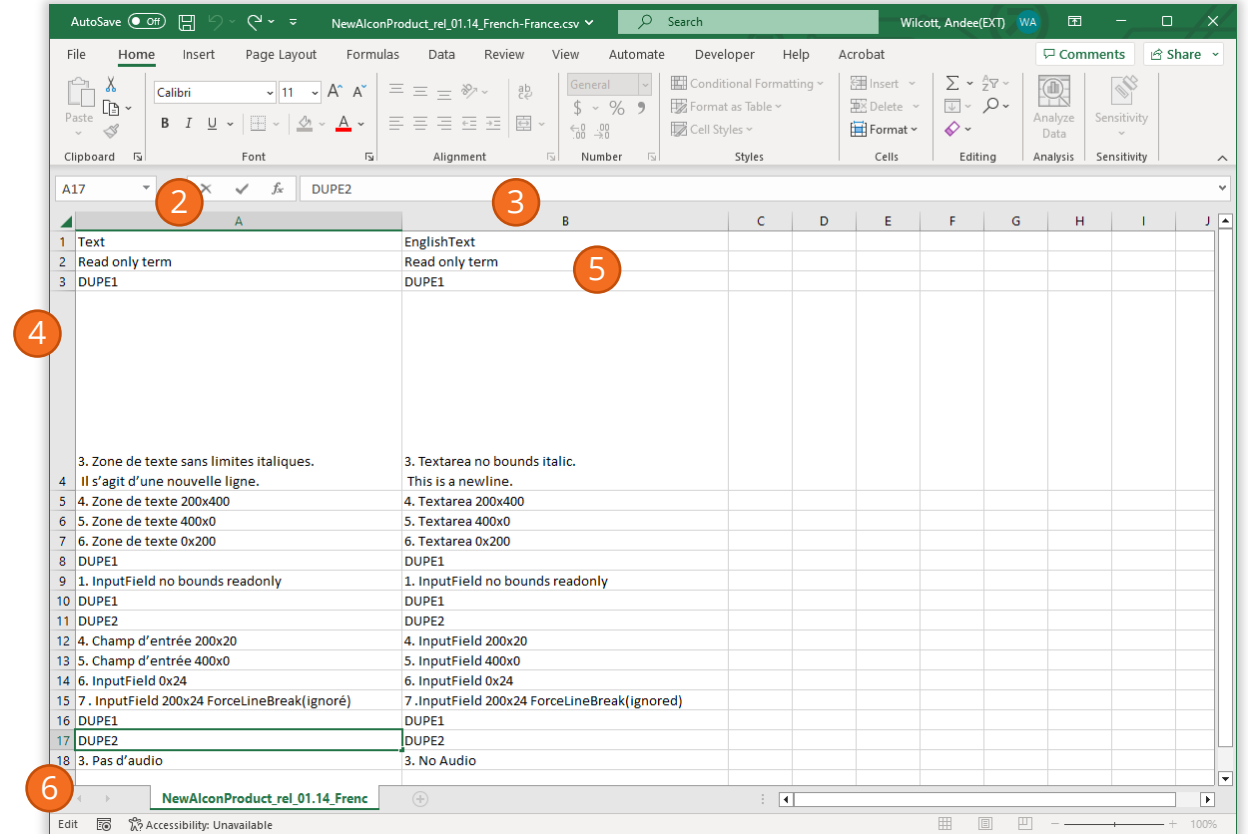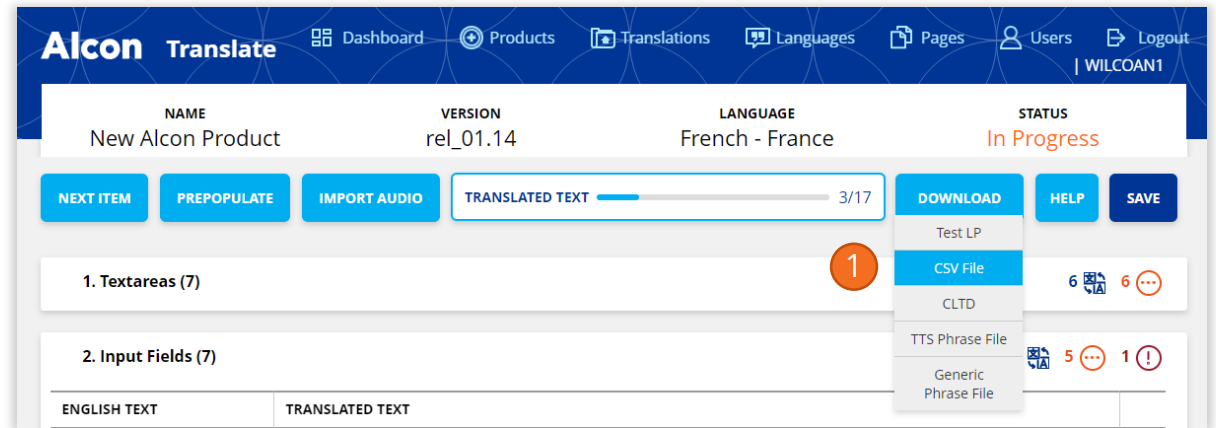
7. On the Edit Translation screen, click on the **Prepopulate** button.

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.
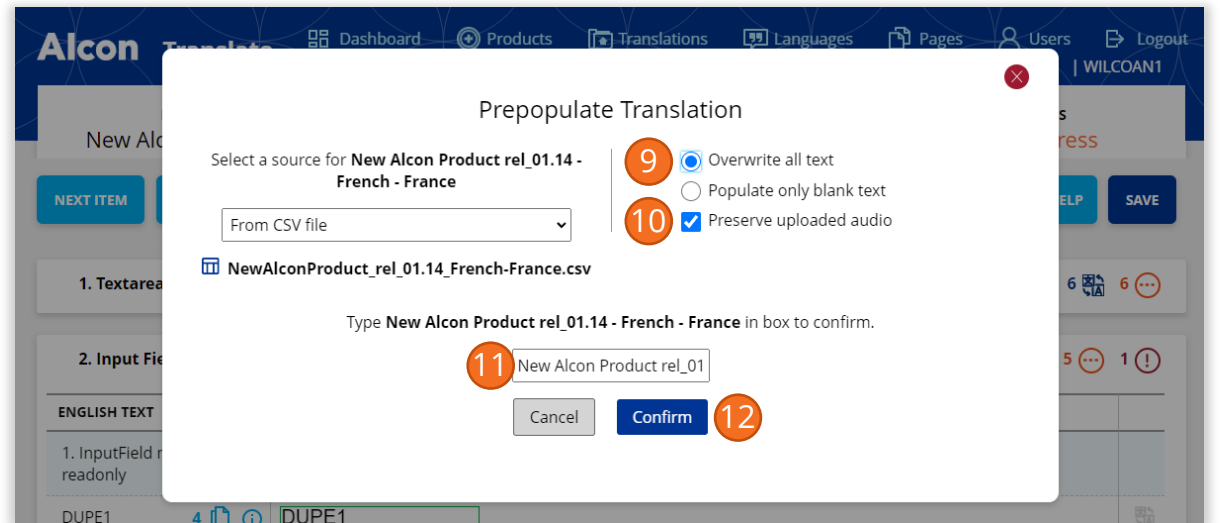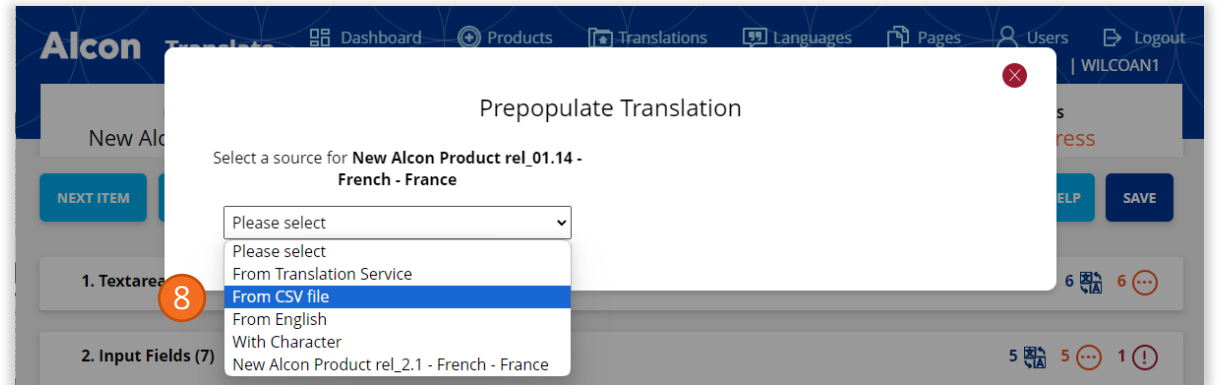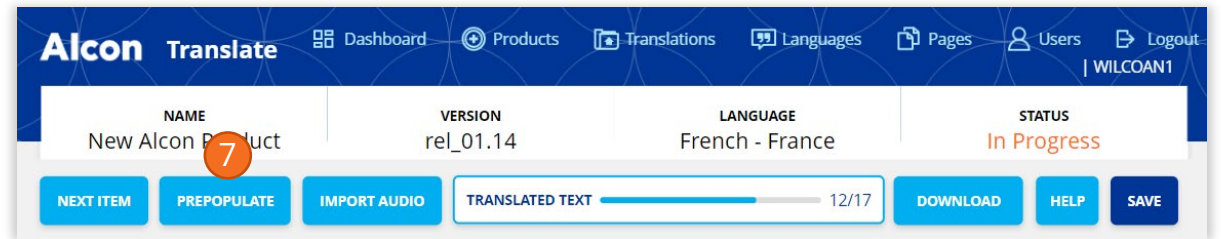
14. Once the prepopulation is complete, you will see a confirmation message indicating the number of items imported and that you must confirm each translated item individually.

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.
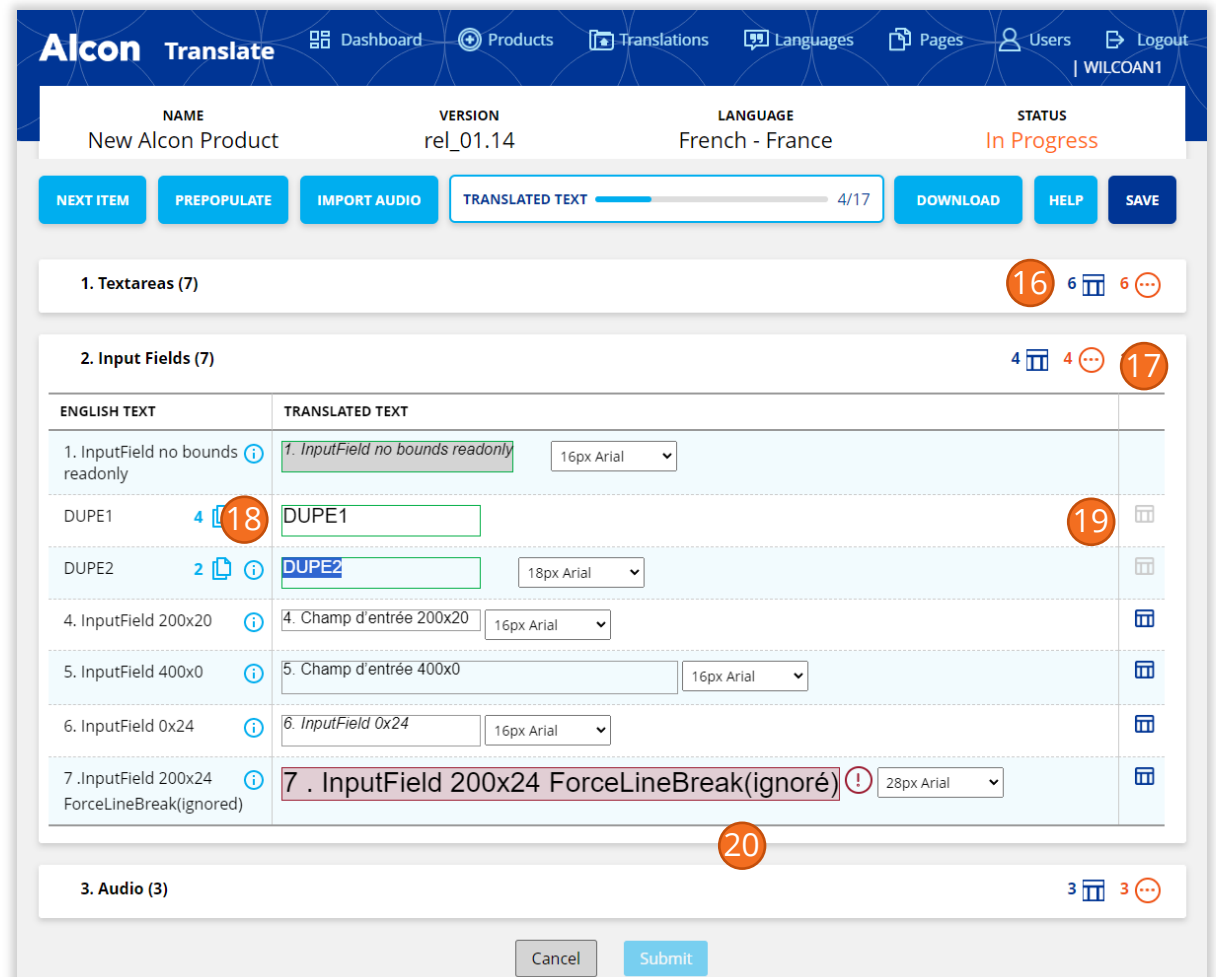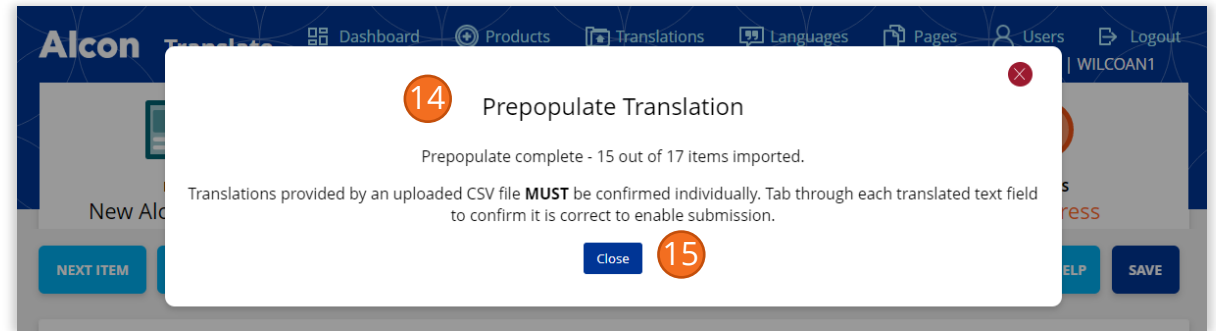
Prepopulate with English

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.
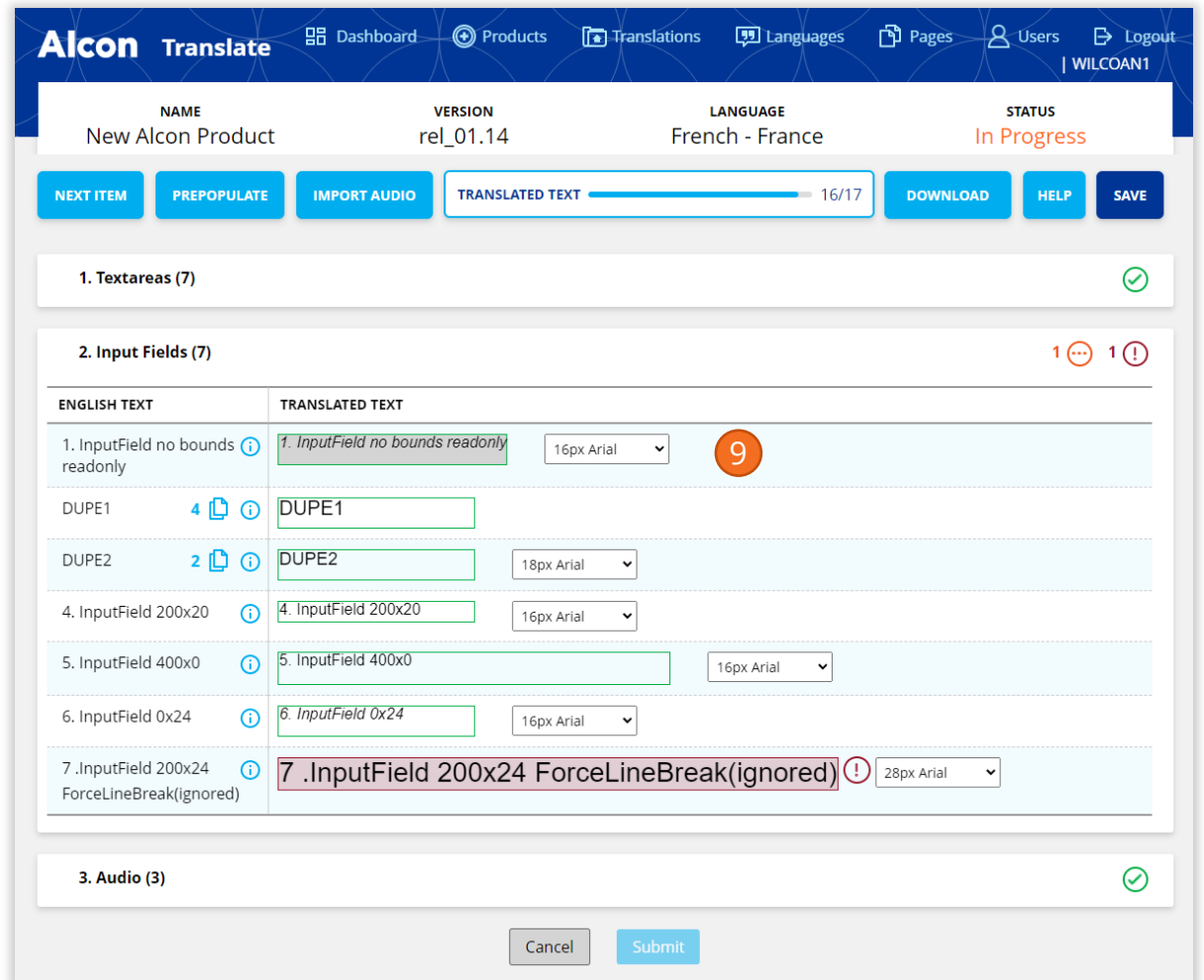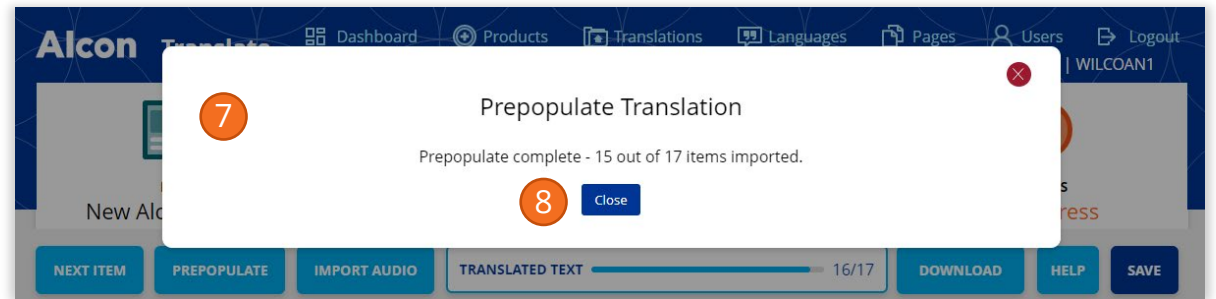
Prepopulate with Character

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.
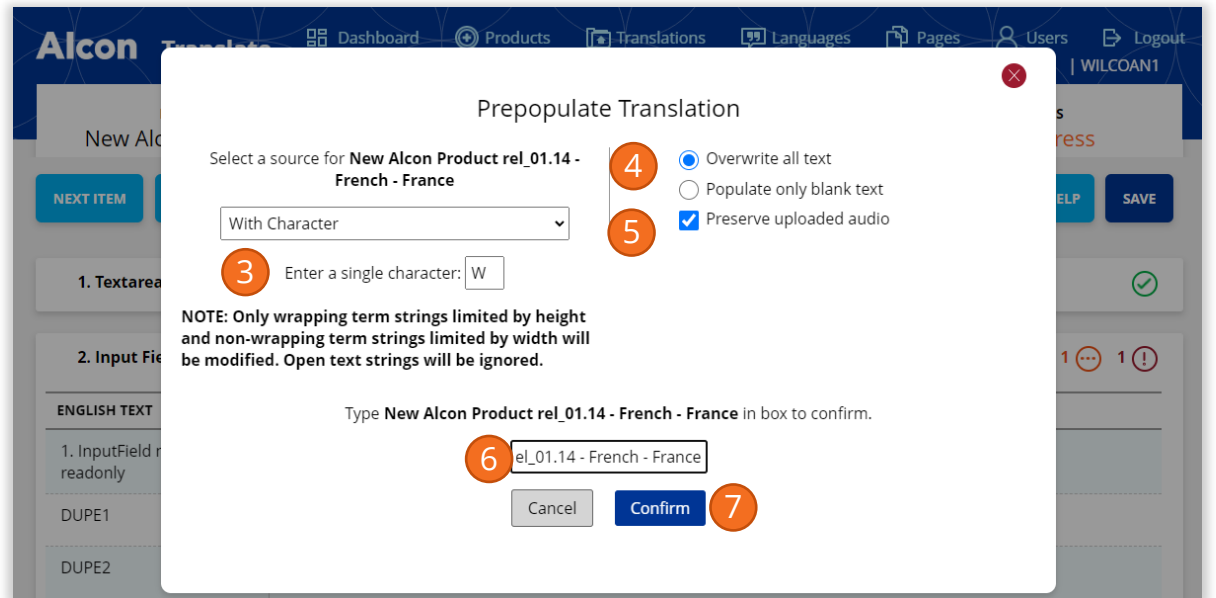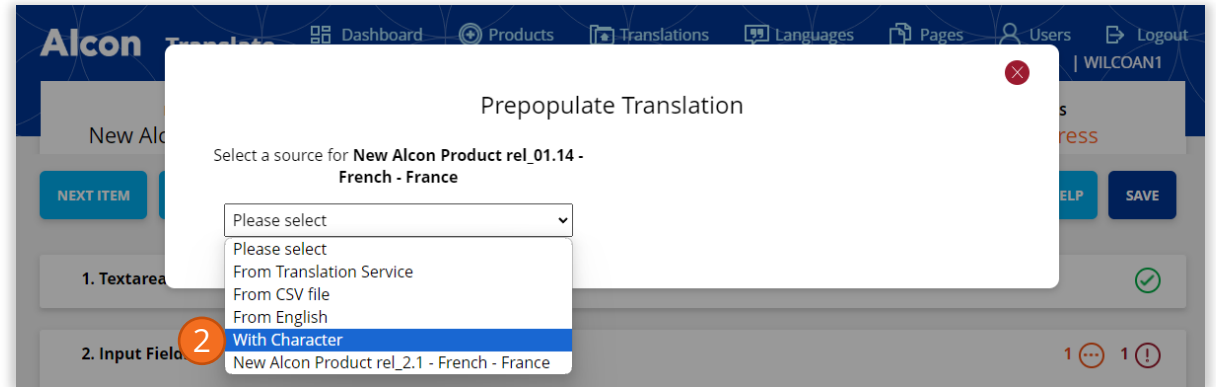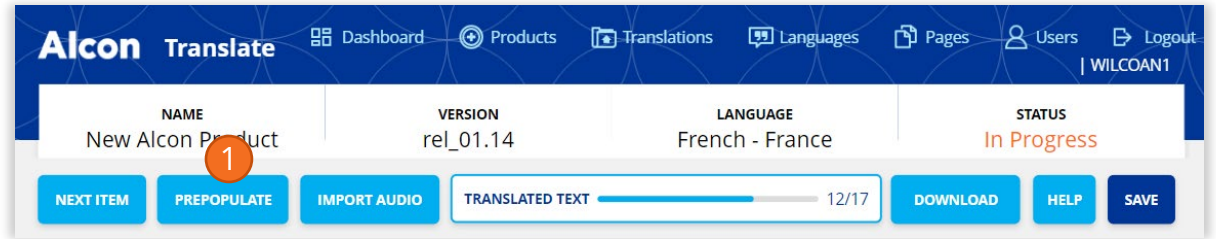
8. Once the prepopulate is complete, you will see a confirmation message.

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 specified character **only for fields that have a defined width or wrapping fields that have a defined height** in the XML file.

11. A dollar sign (**$**) symbol delimits the start and end of the translated text string.

12. If the field is not defined as fixed width or height in the XML file, it will not be prepopulated with the selected character.
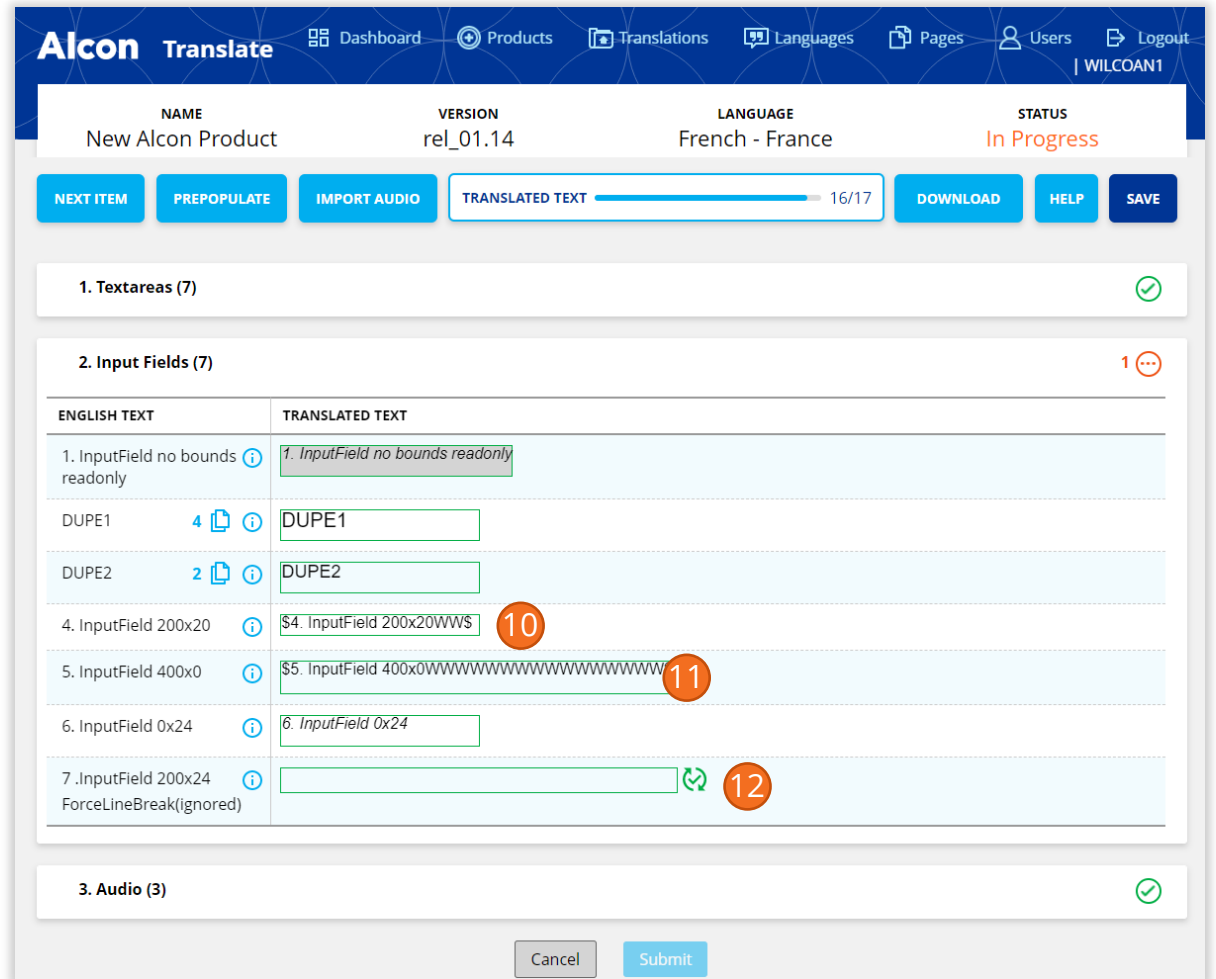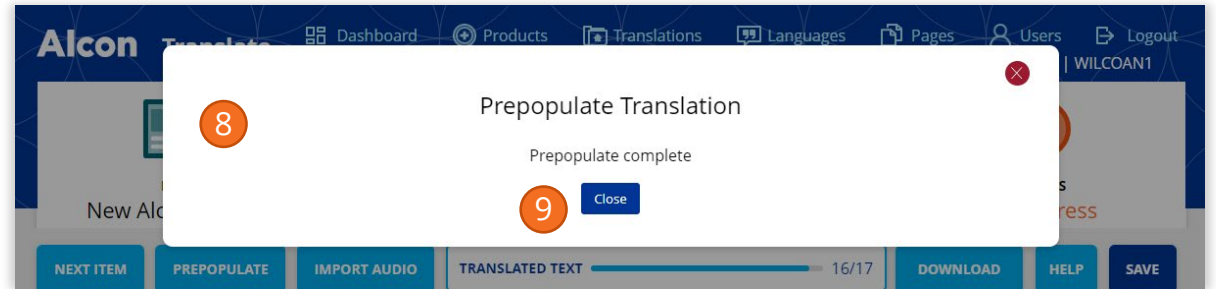
Prepopulate from Previous Translation

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.
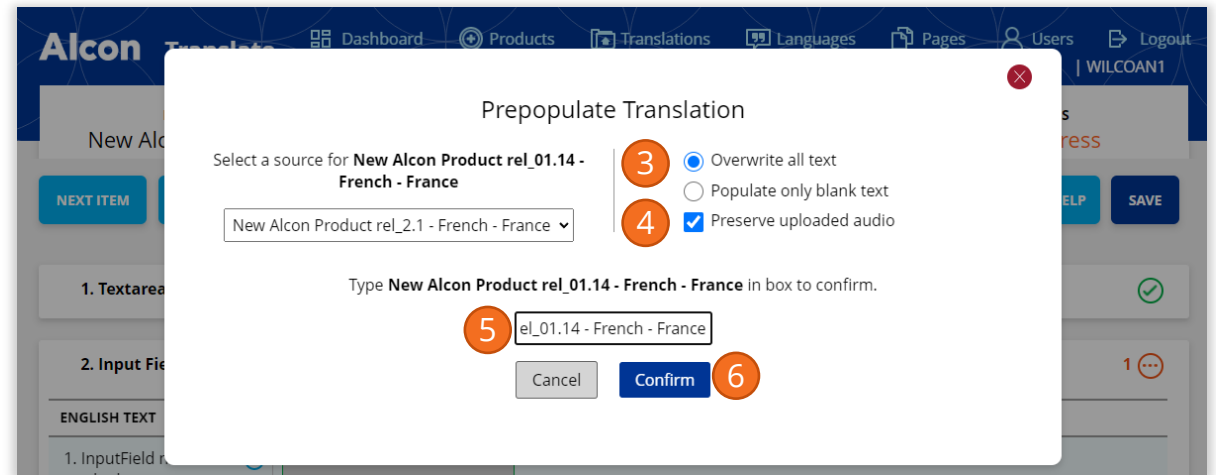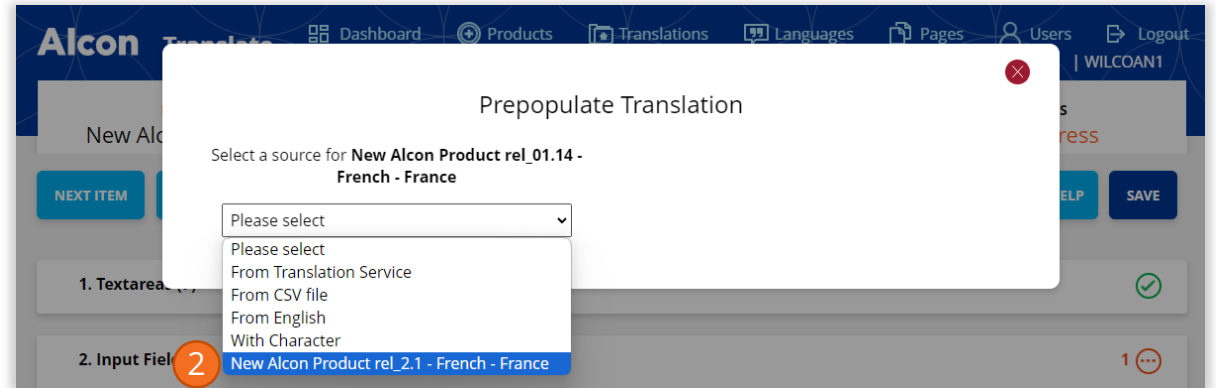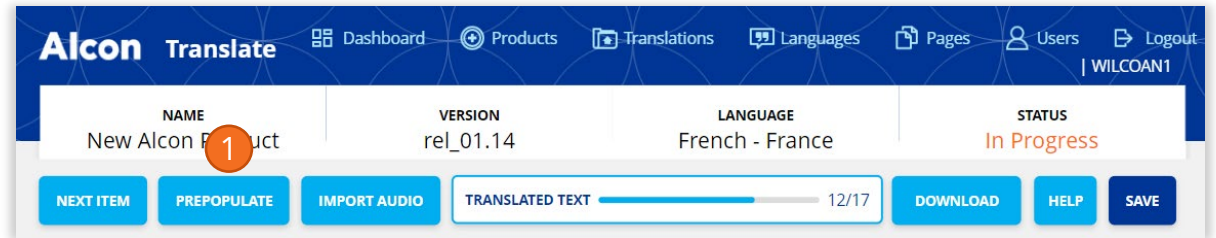
8. Once the prepopulate is complete, you will see a confirmation message.

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.
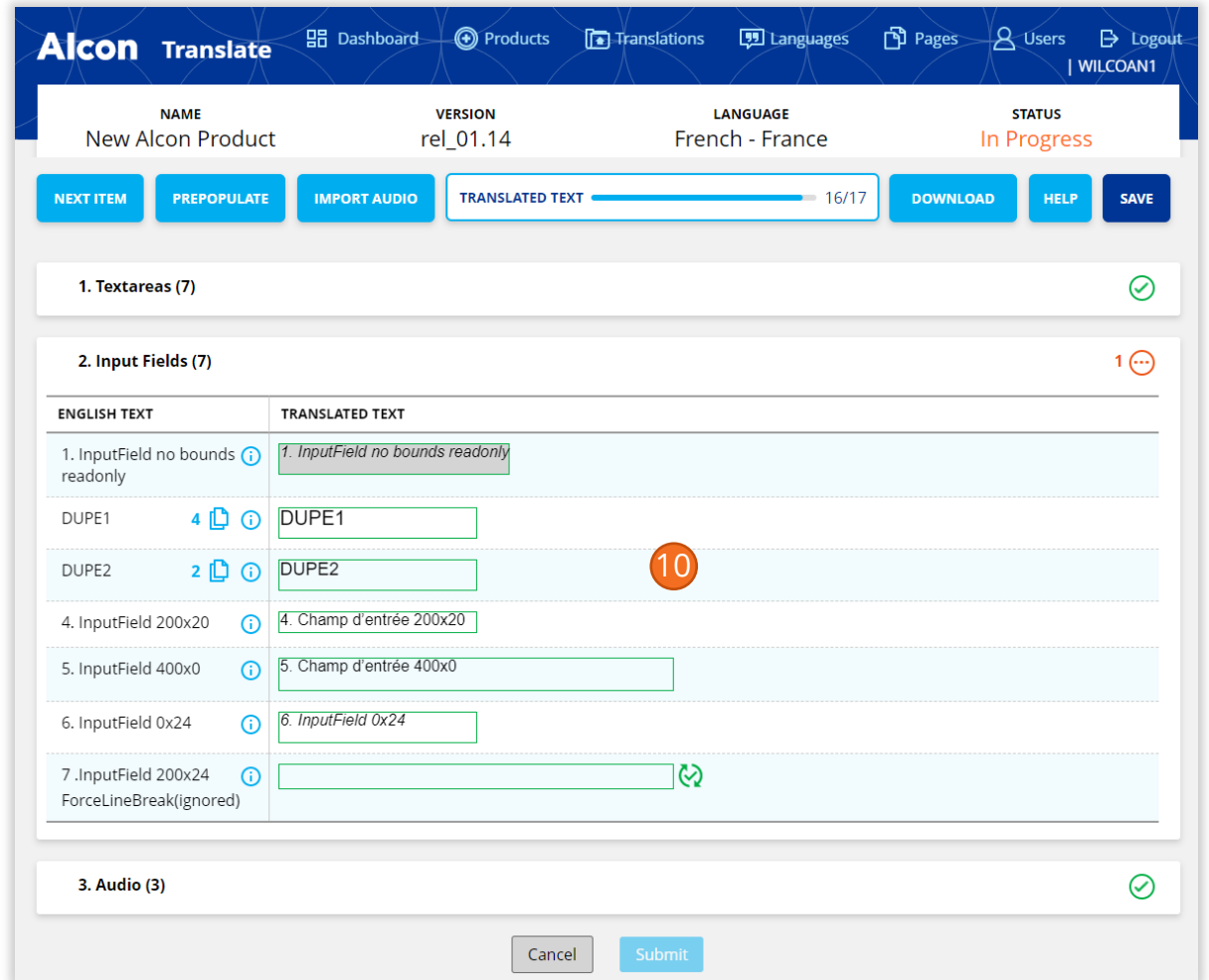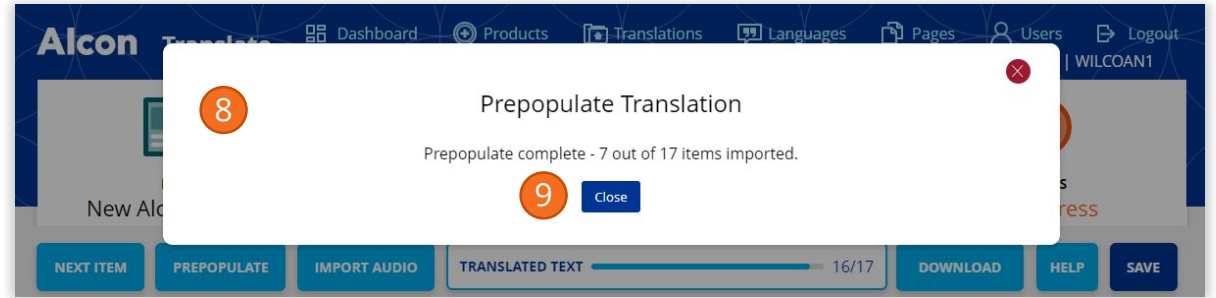
Translate Audio

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**.

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.
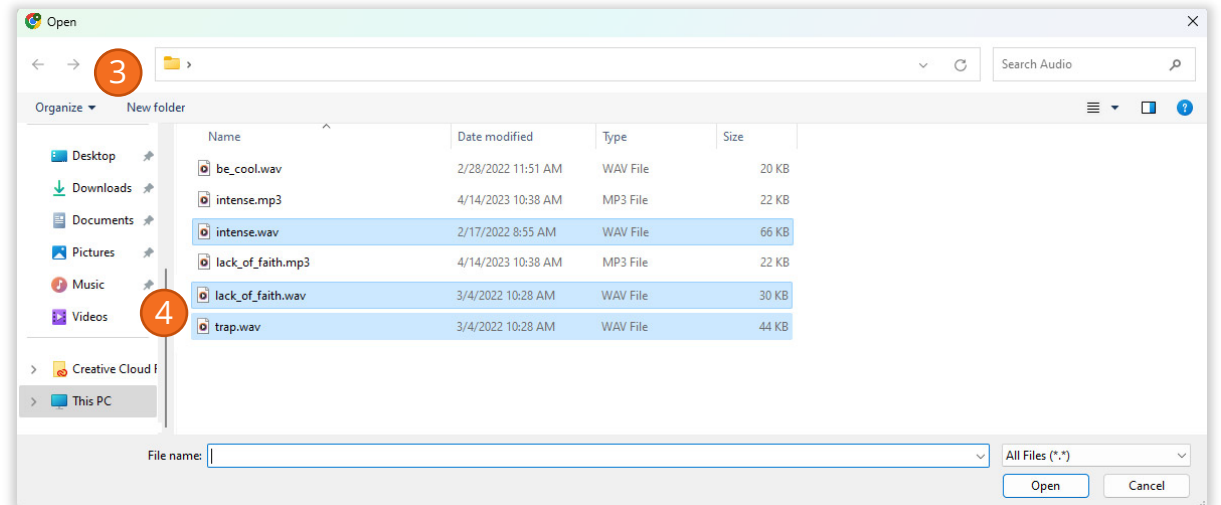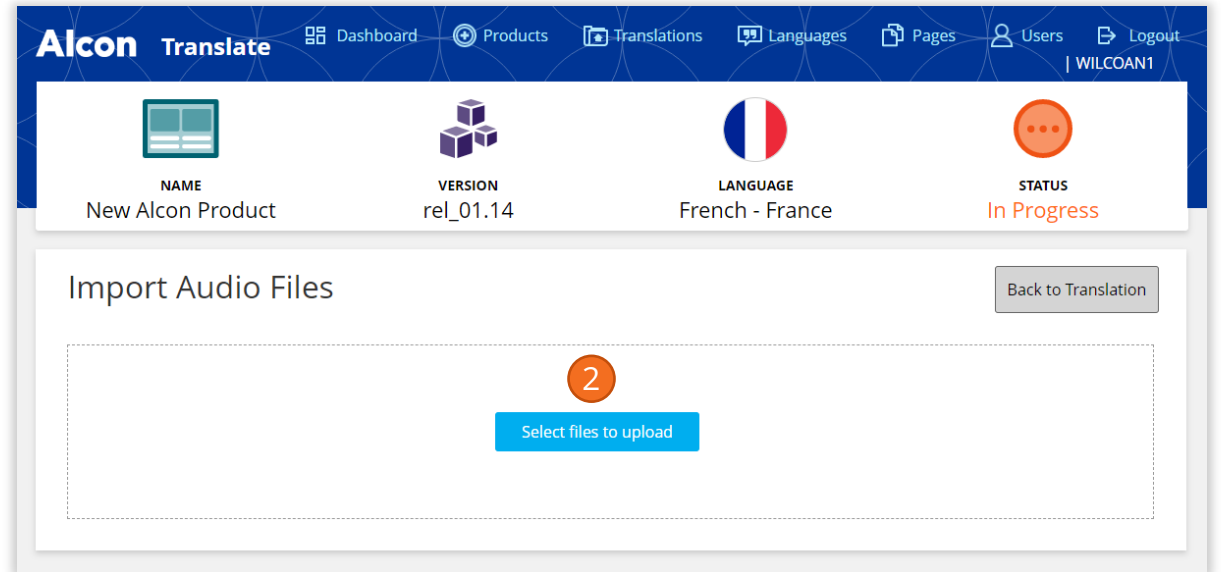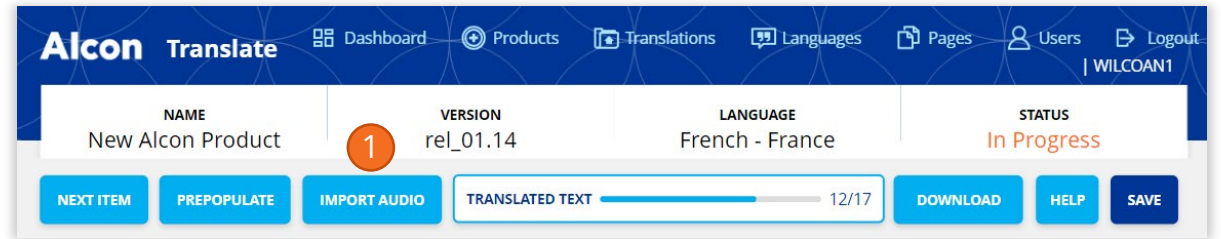
5. After selecting your translated audio files, you will be returned to the Import Audio Files page to complete additional parameters prior to audio file upload.

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.
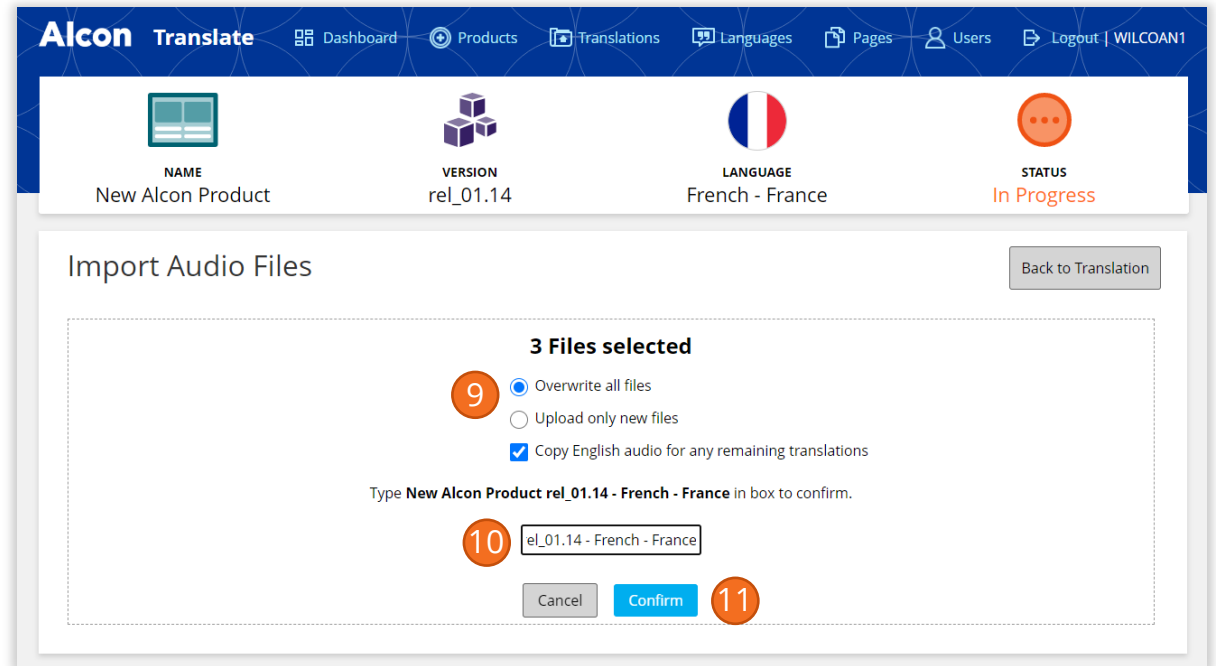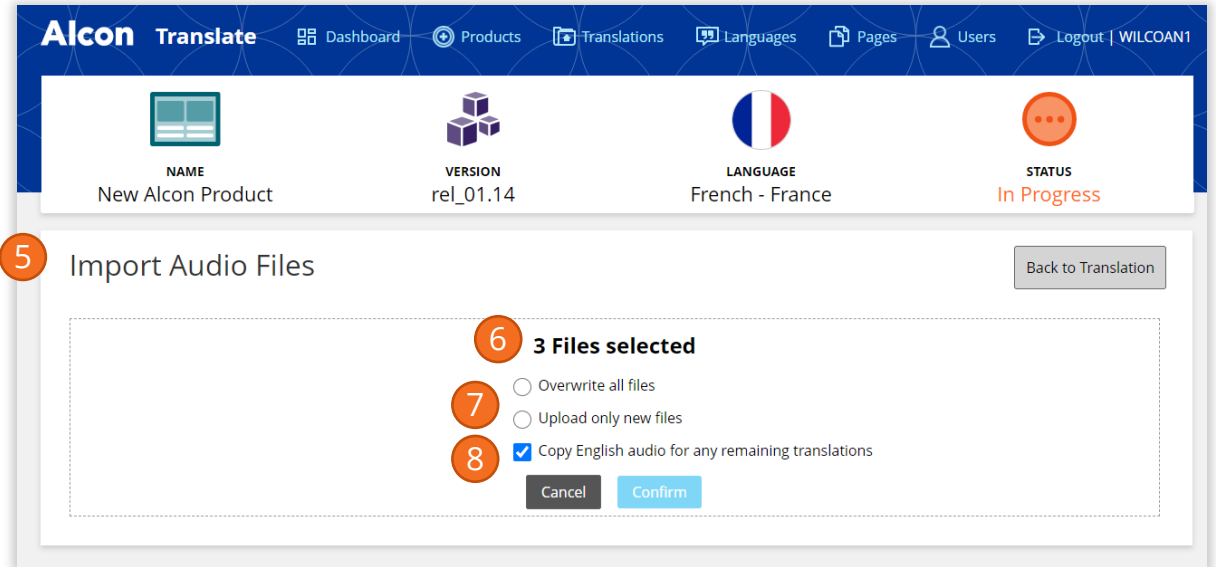
12. As translated audio files are imported, a progress bar will indicate the number of files selected, completed and rejected for the upload.

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.

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.
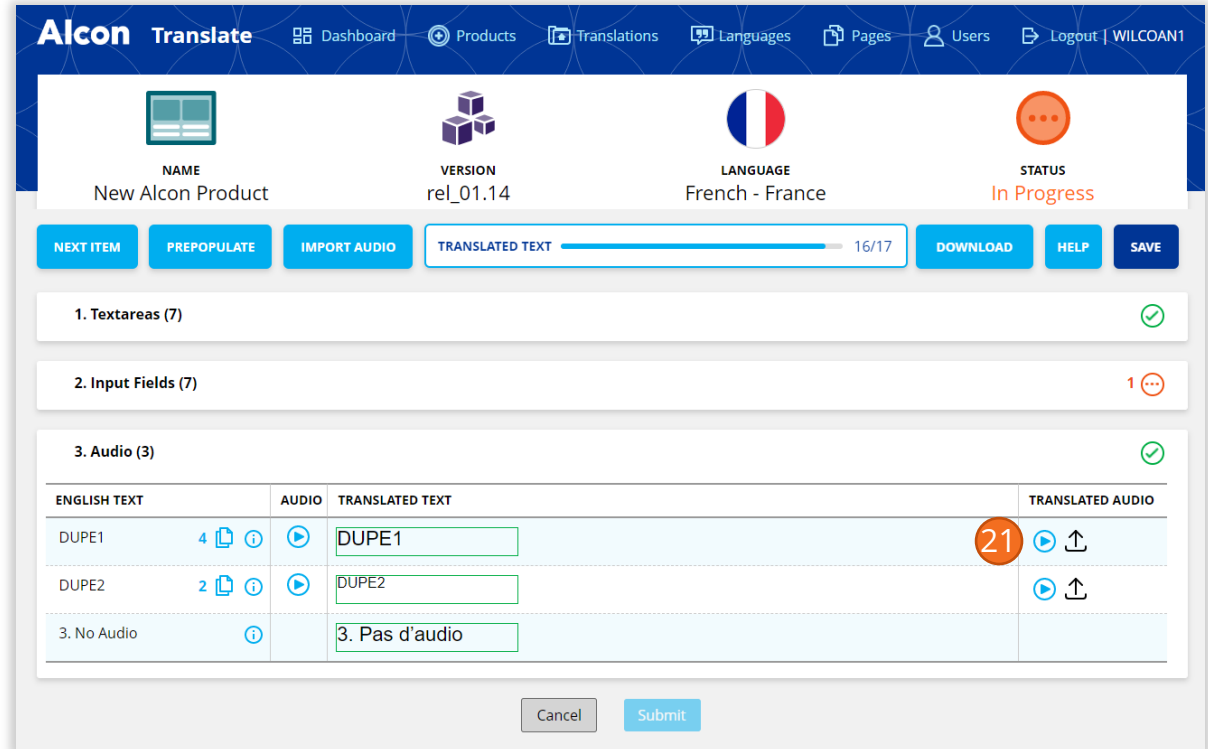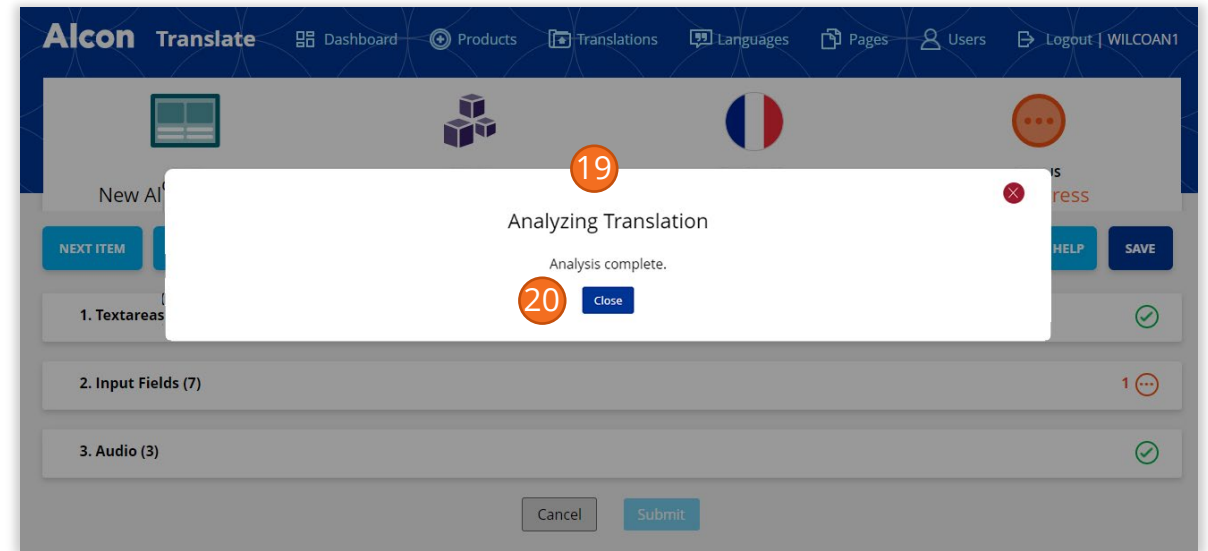
Download Test LP

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.
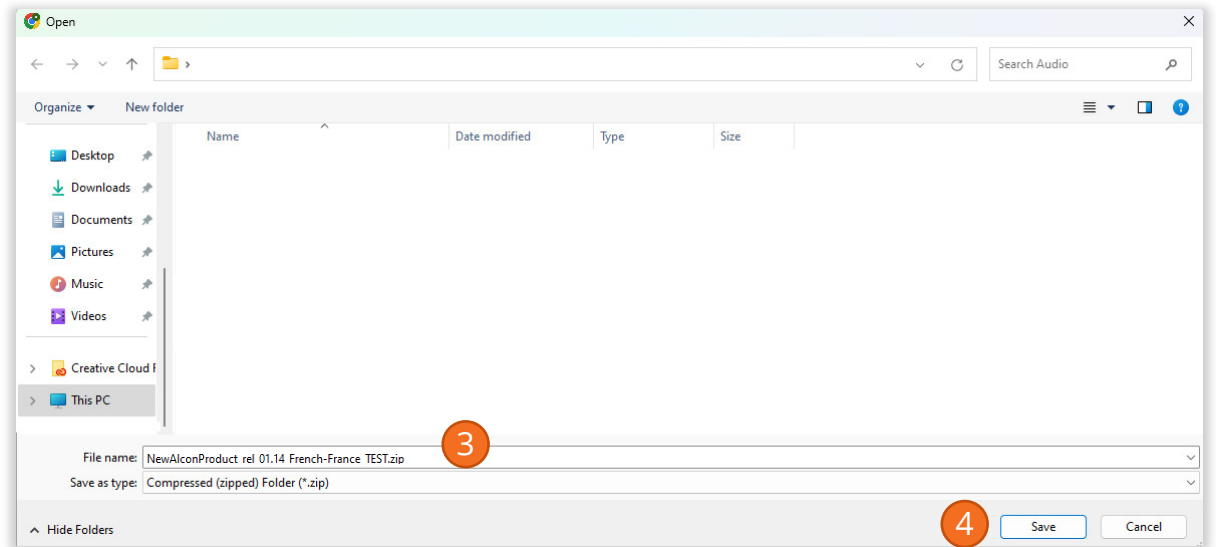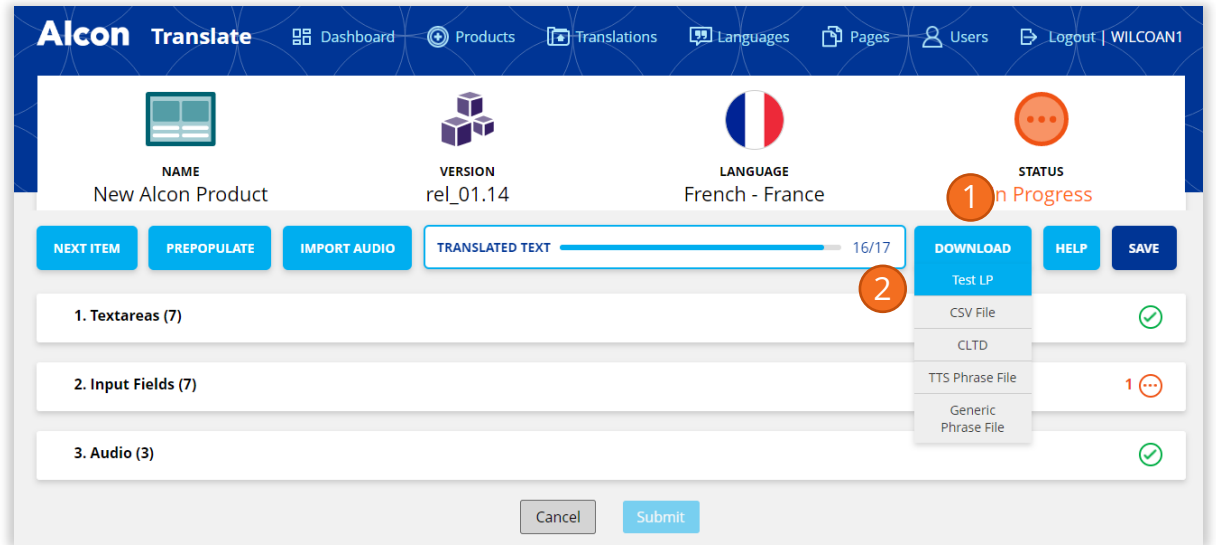
Download CSV File

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.
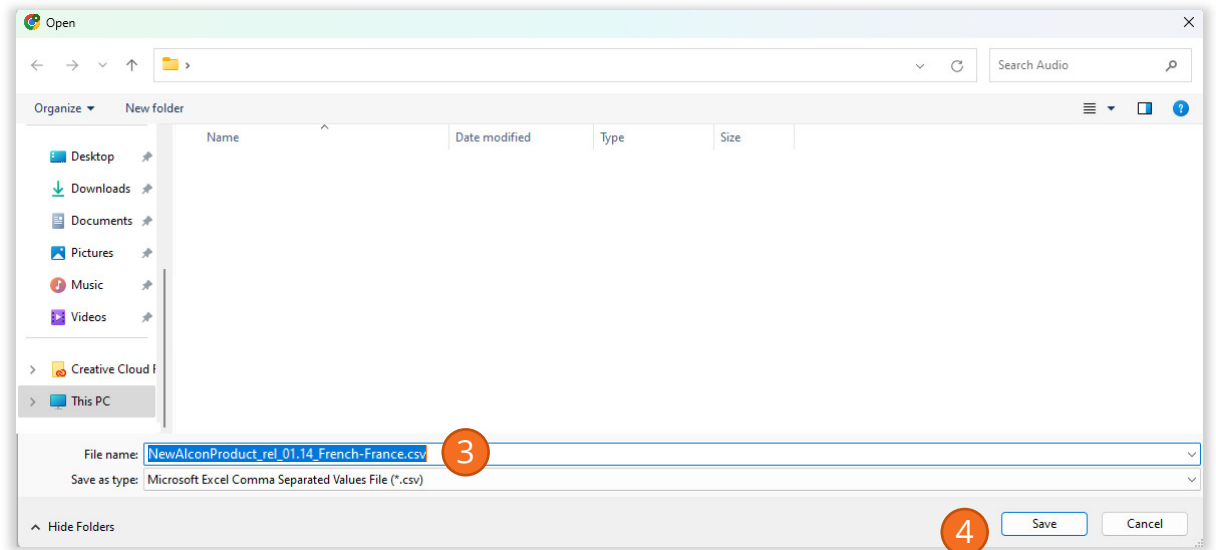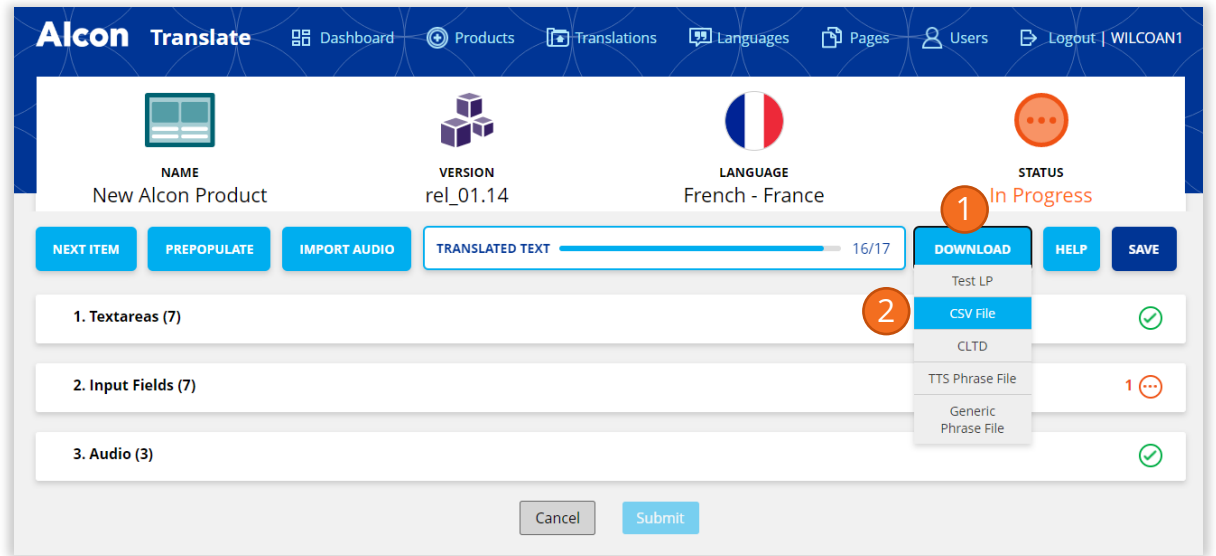
Download CLTD

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.
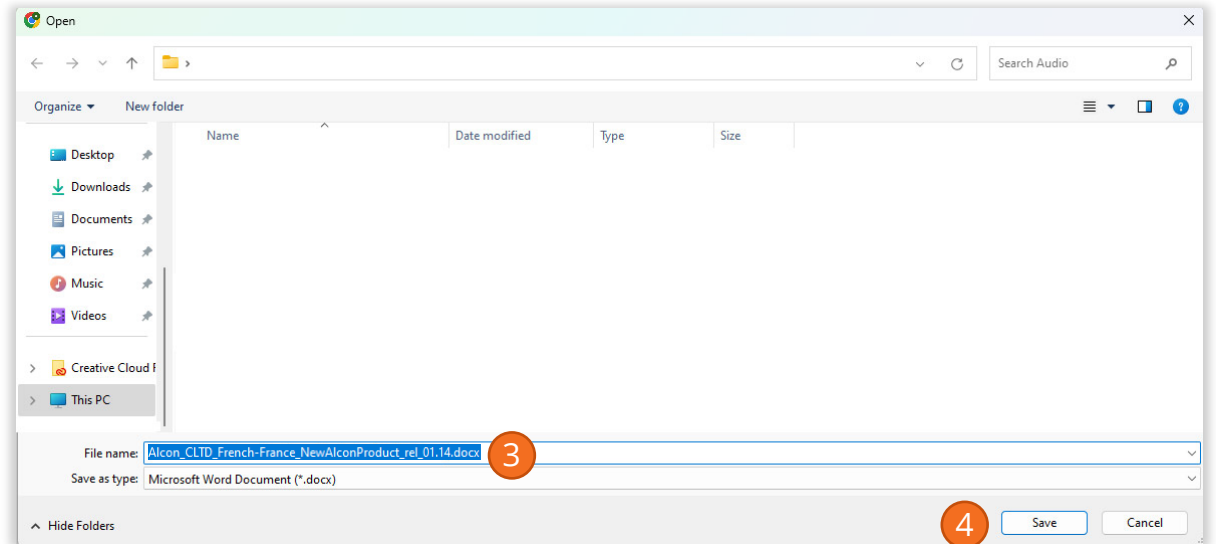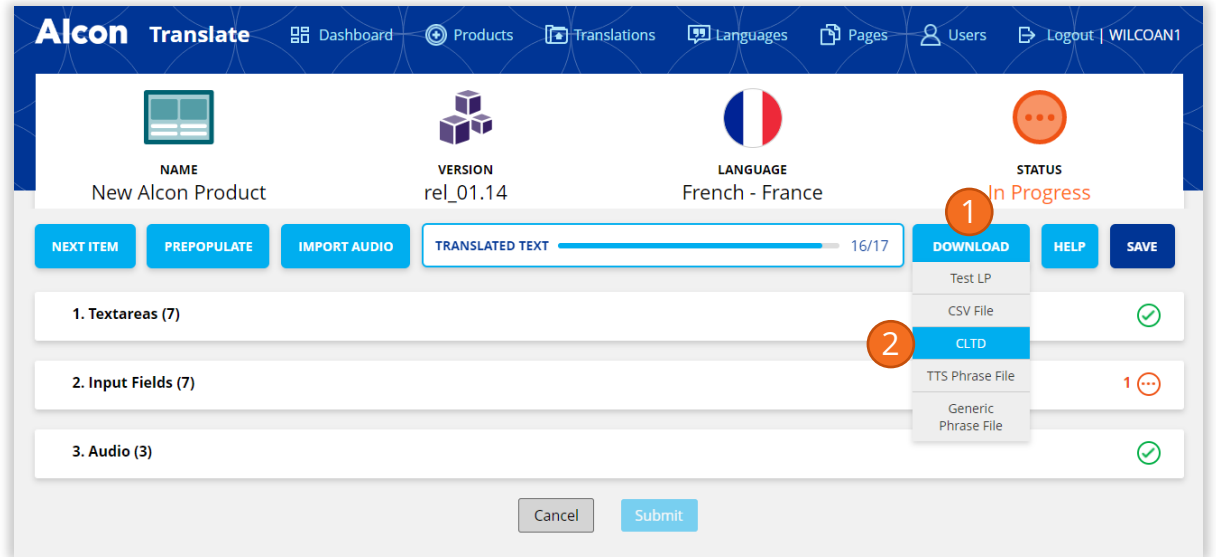
Download Phrase File

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.

Alcon

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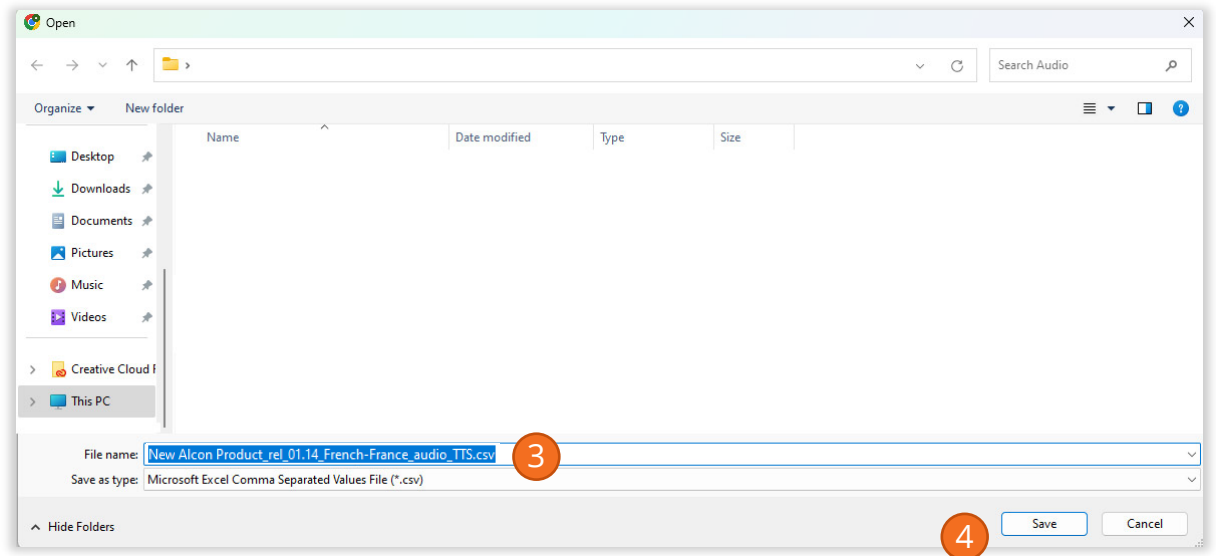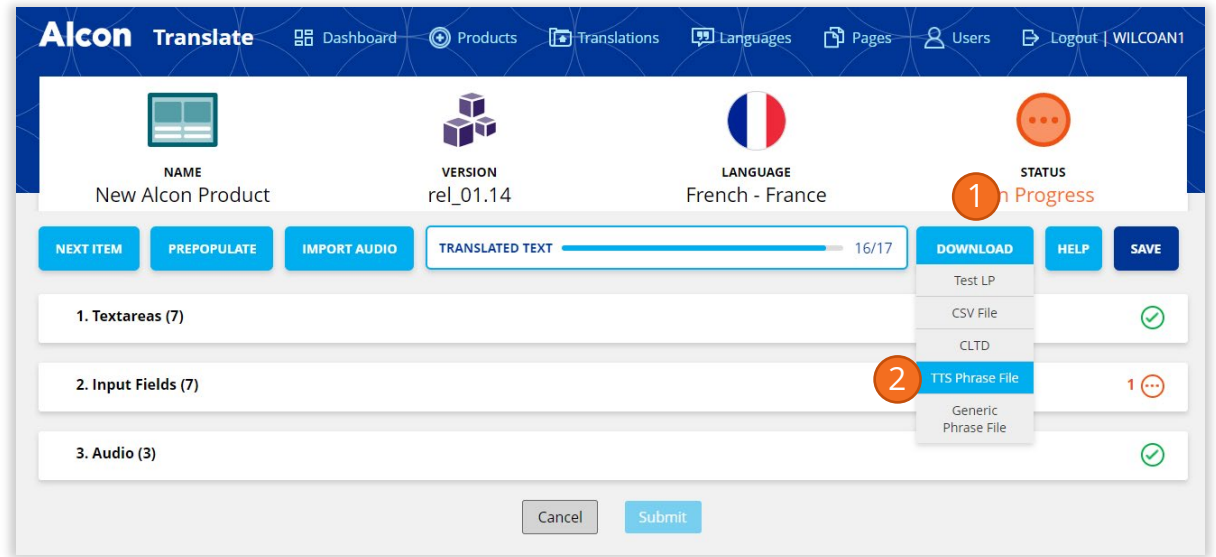
Submit Translation for Review

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.

Review and Approval Process

Alcon

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.
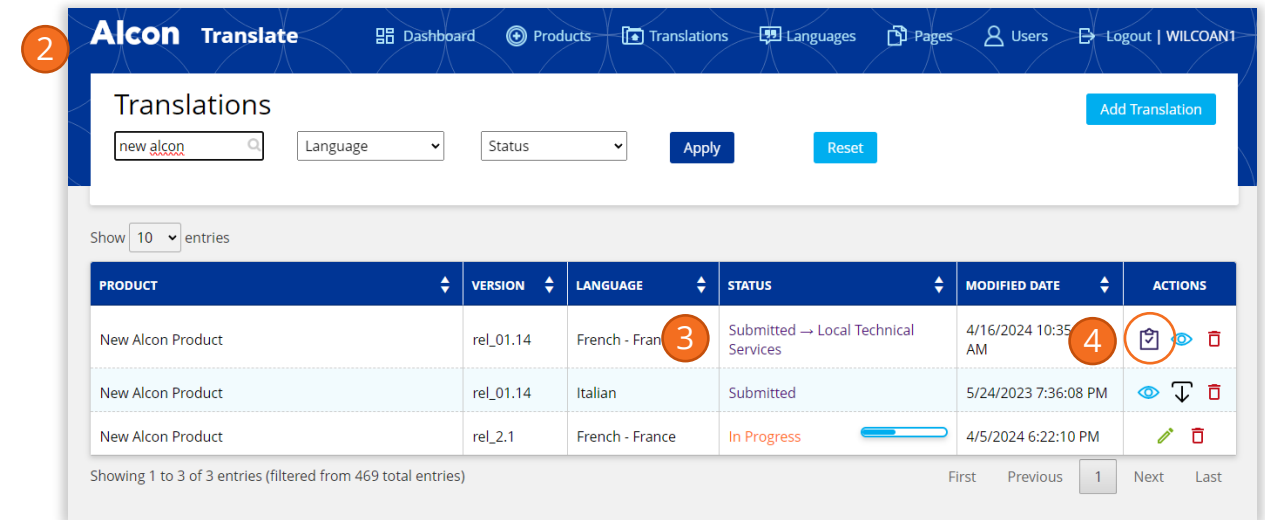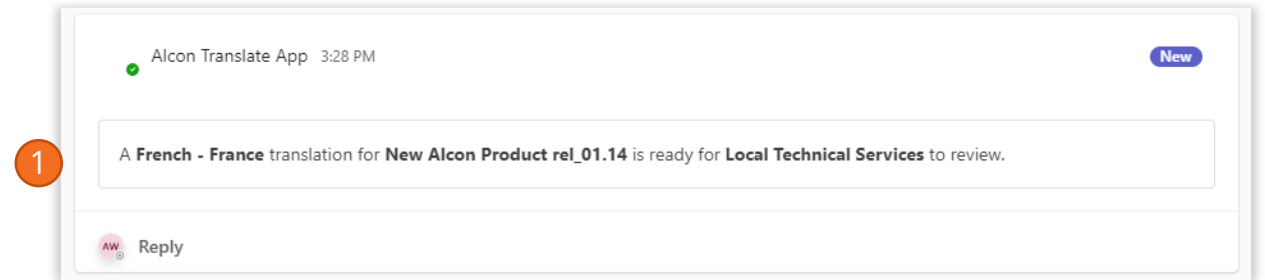
Approve Translation

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.

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**.

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.
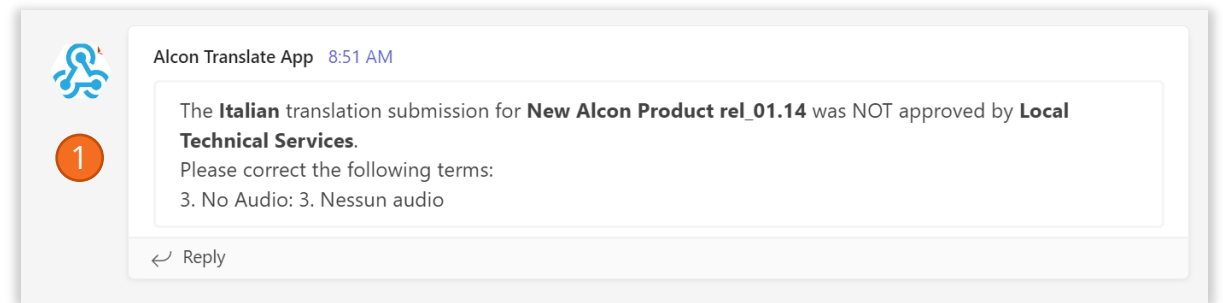
6. Select the **Reject** button.

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**.

Modify Rejected Translation
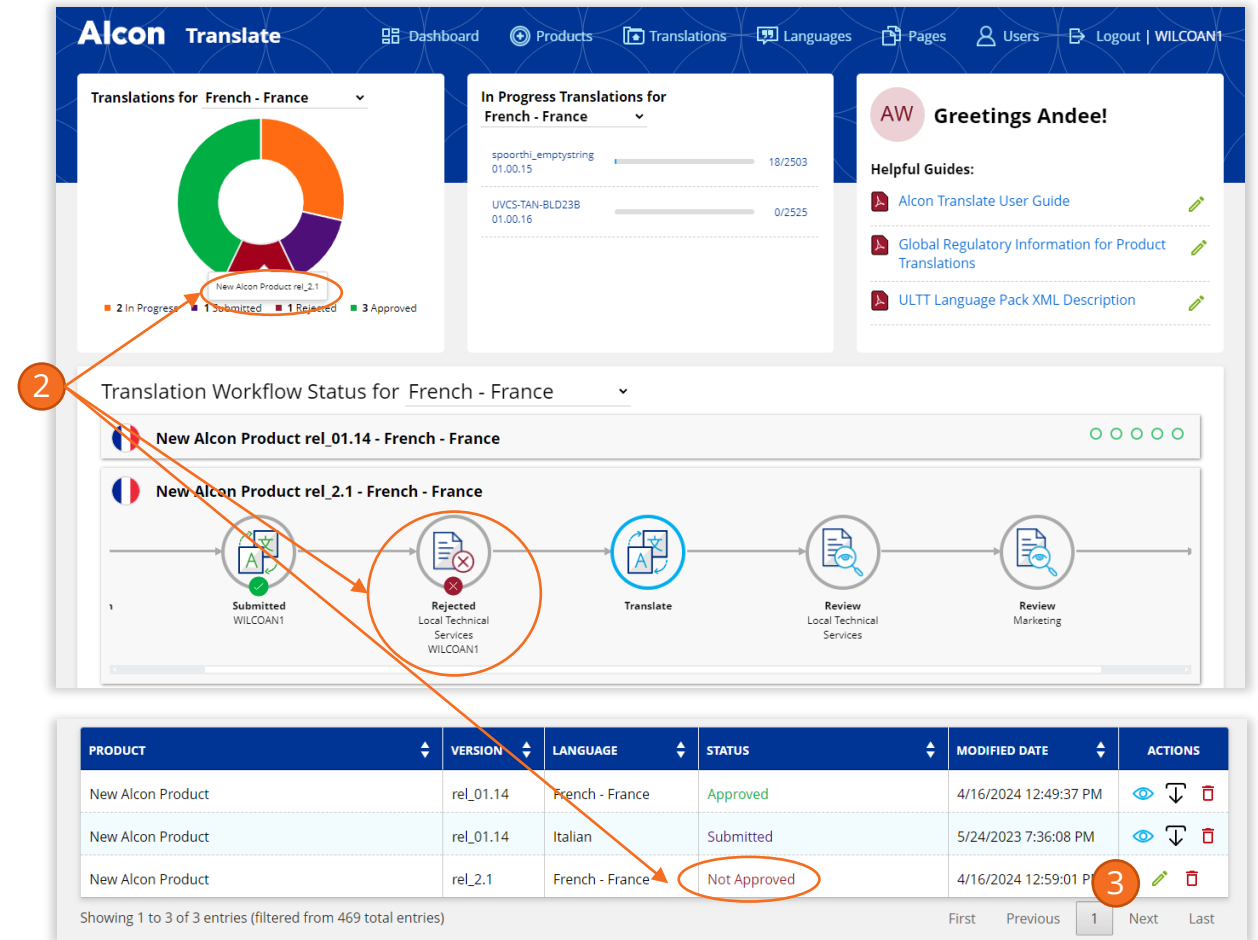
1. A message will be sent to the **Alcon Translate Teams Channel** for that language indicating that the translation was not approved and which term or terms were flagged as rejected.

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.

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.

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 sting 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.

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.

Administrative Management

Alcon

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.

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.
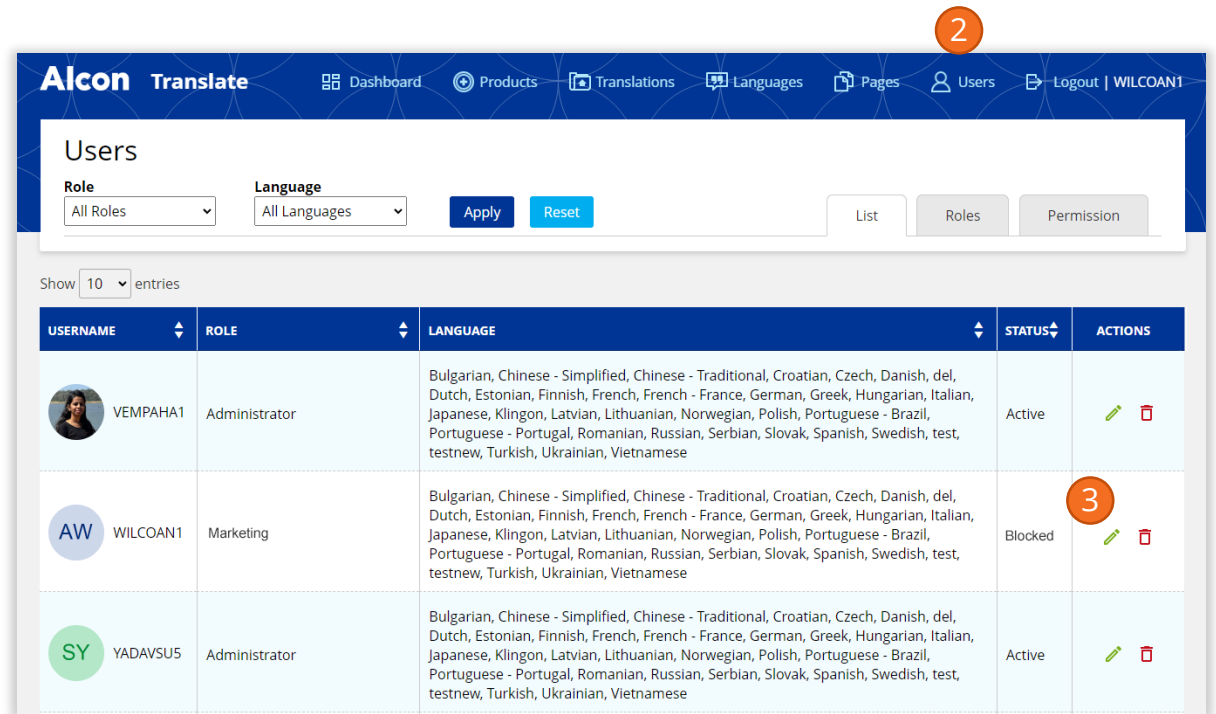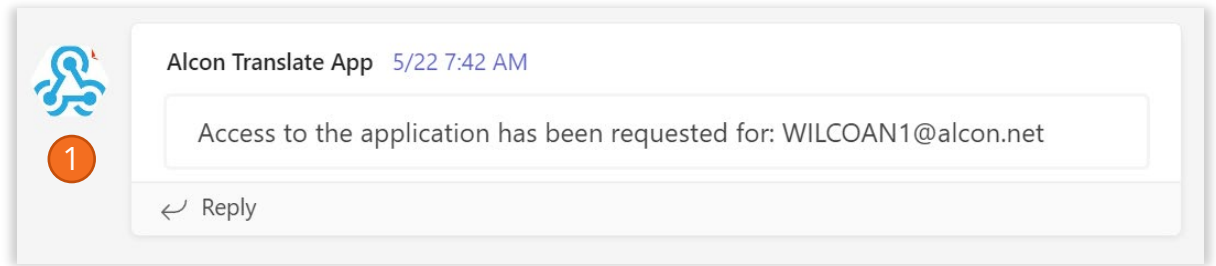
4. Modify the user's status from Blocked to **Active** and save.

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.

Edit User

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.

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.

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.

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.
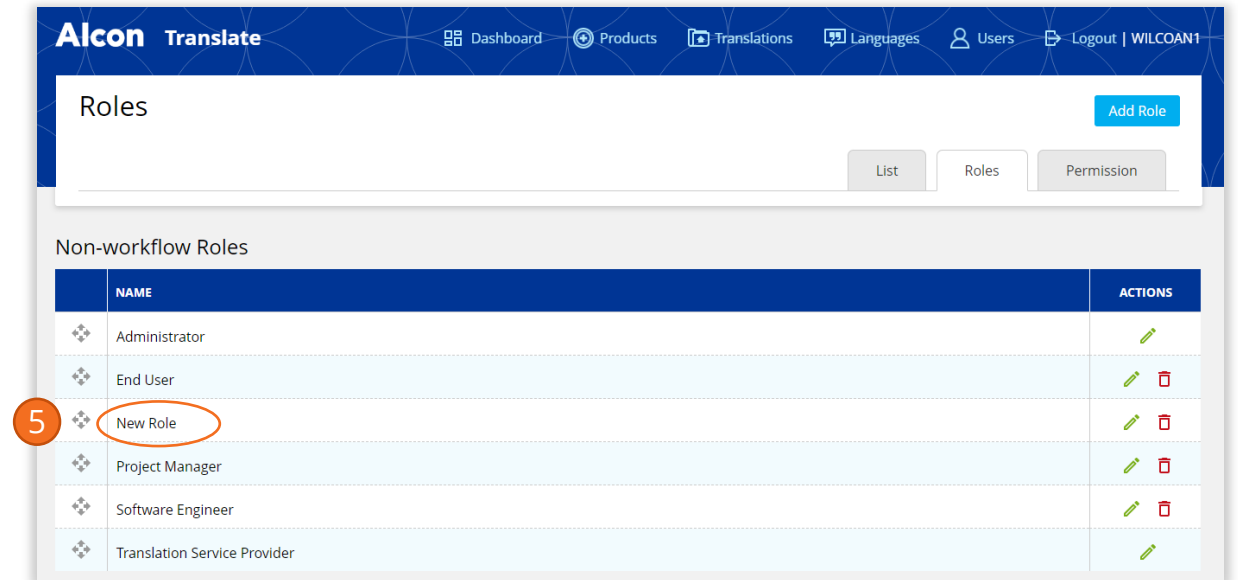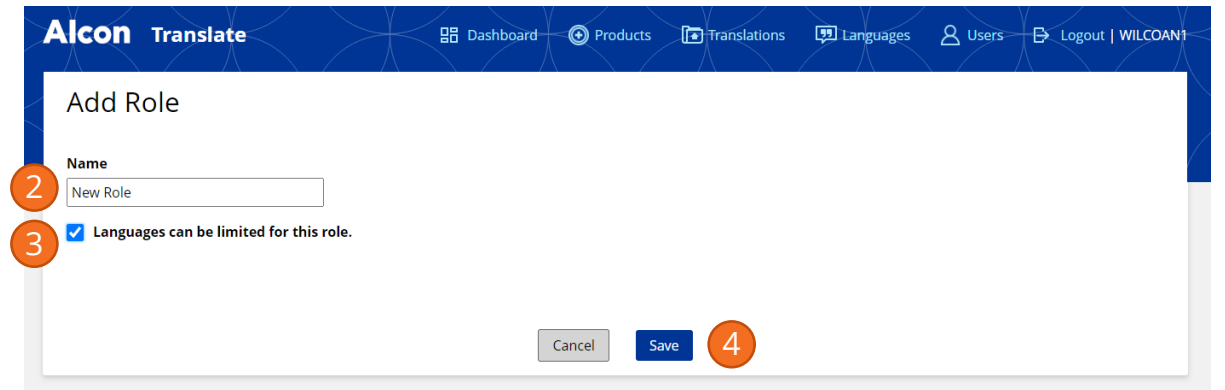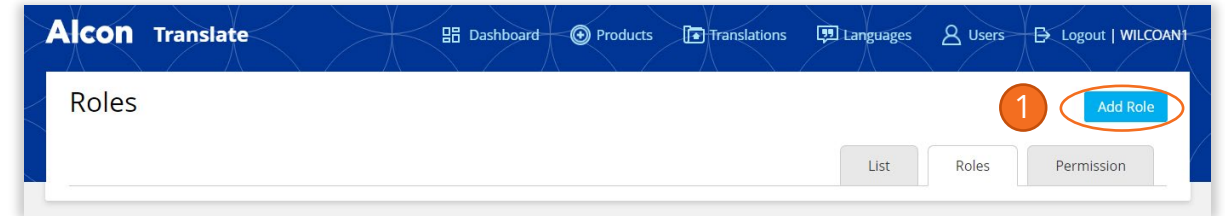
Edit Role

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.

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.

Permissions

1. Administrators have access to users, roles and permissions from the **Users** tab in the navigation.

2. To manage permissions, select the **Permissions** tab.

3. The **Permissions** column lists all of the access permissions for the application.

4. There is a column for each **Role** in the application.

5. 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.

6. Any changes to permissions will not take effect until you click the **Save** button.

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.

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.
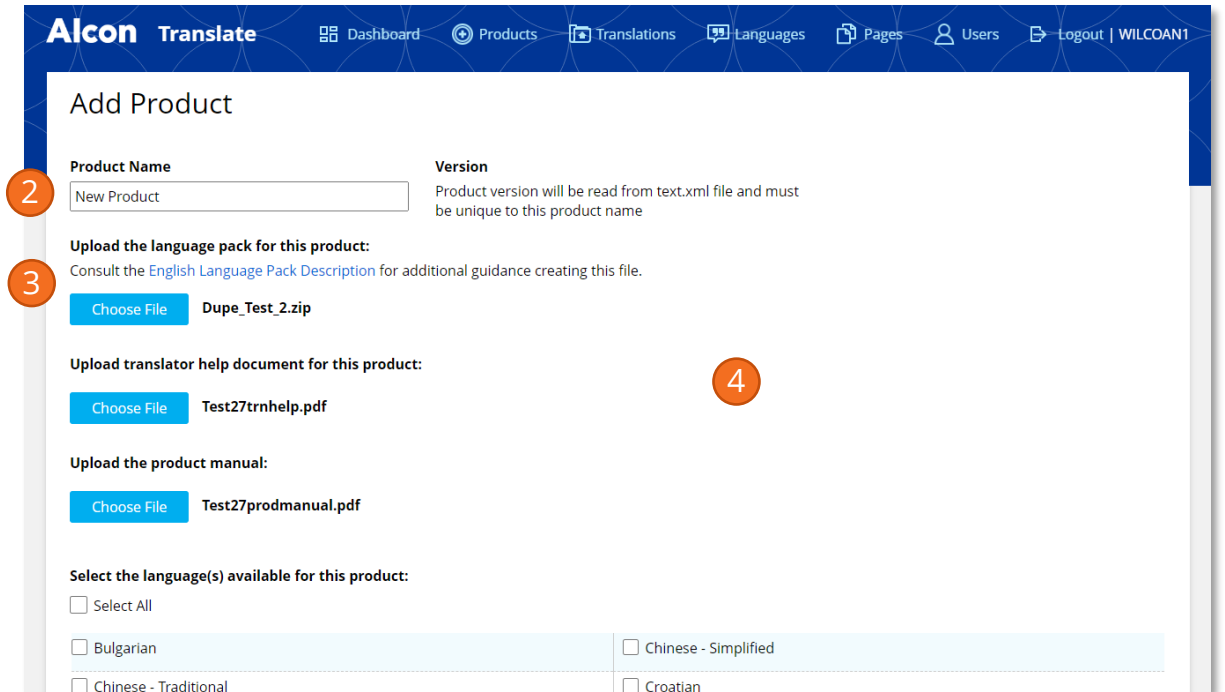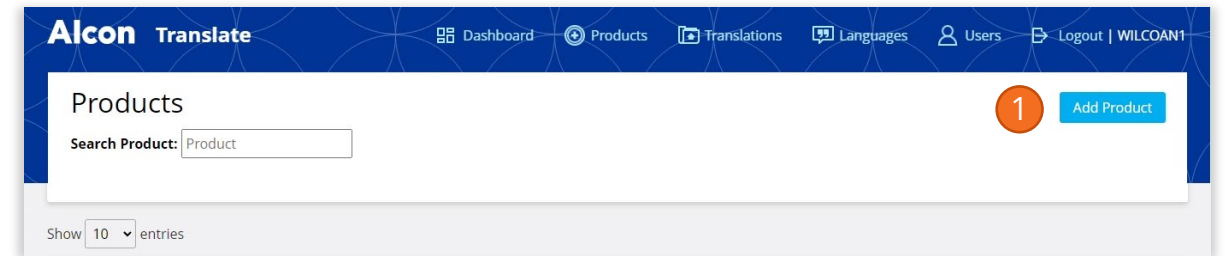
Add Product

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

Select the language(s) available for this product: 6

☐ Select All 7

☐ 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	

Cancel   Save   8

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

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Alcon

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.
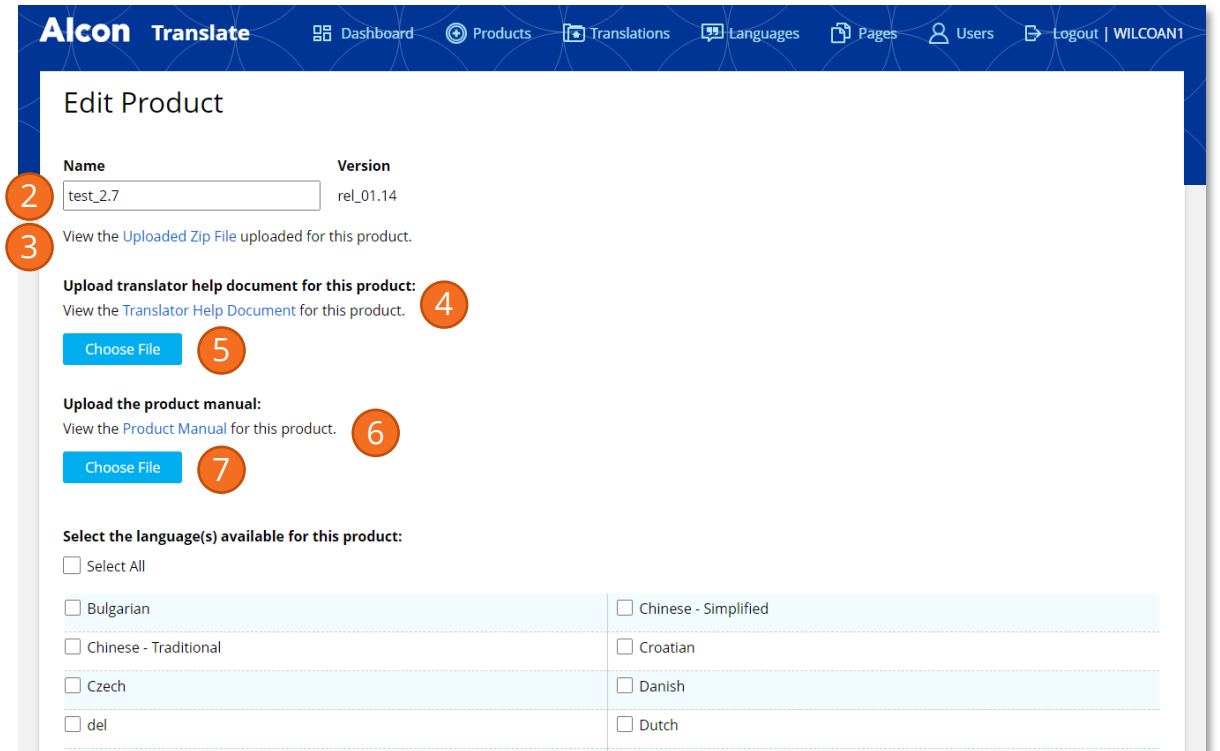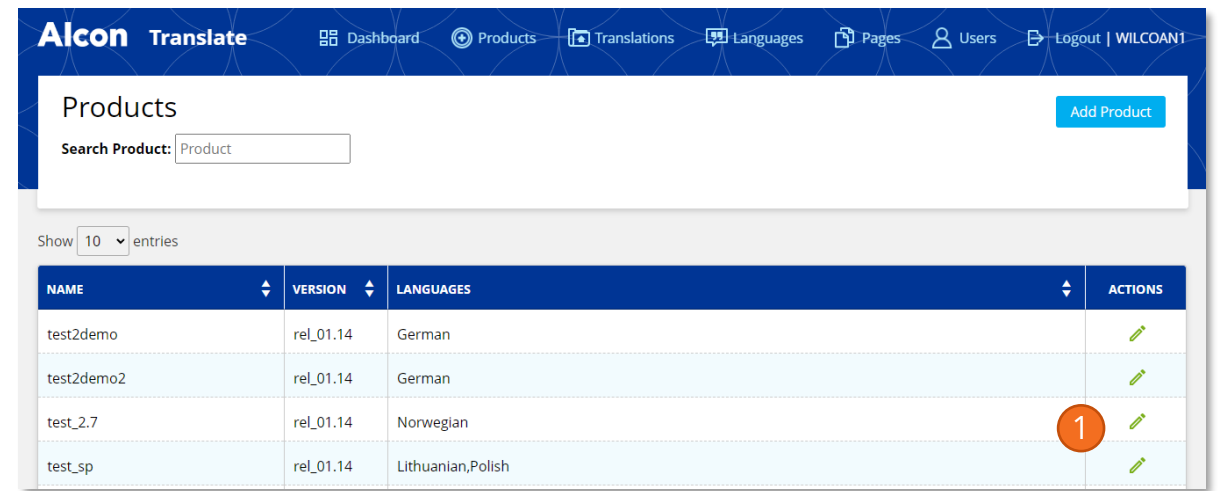
Edit Product

8. 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.

9. Select the "Select All" checkbox to select all languages for a product.

10. Click the **Save** button.

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.

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.
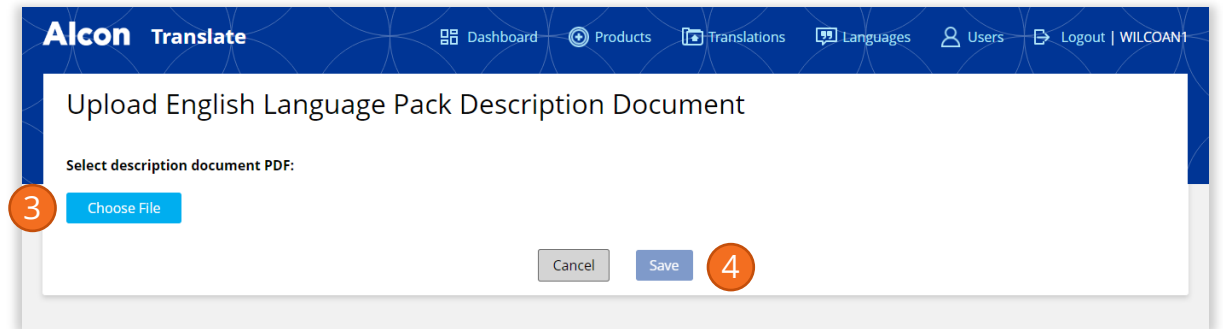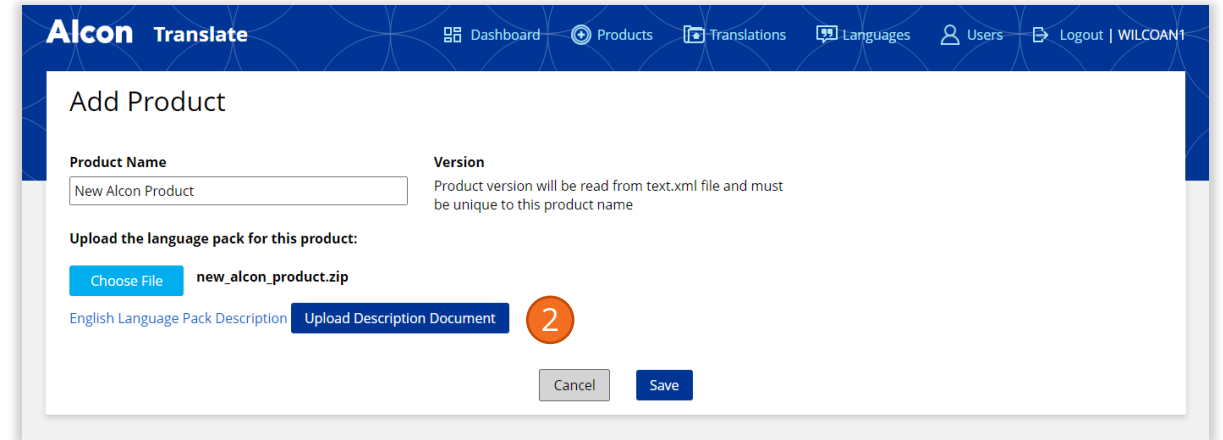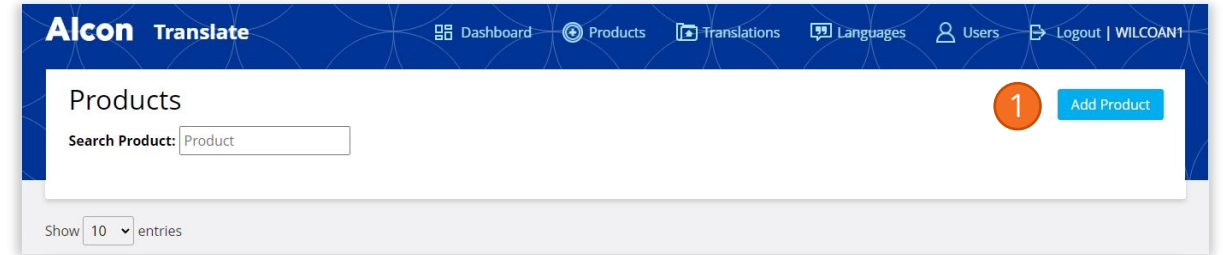
Languages

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

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.
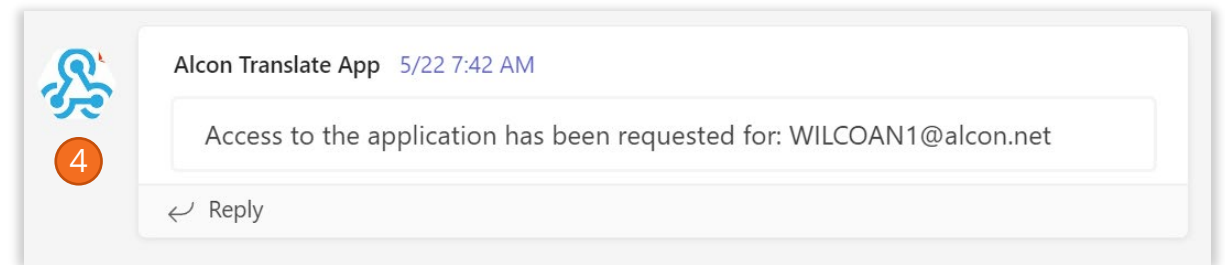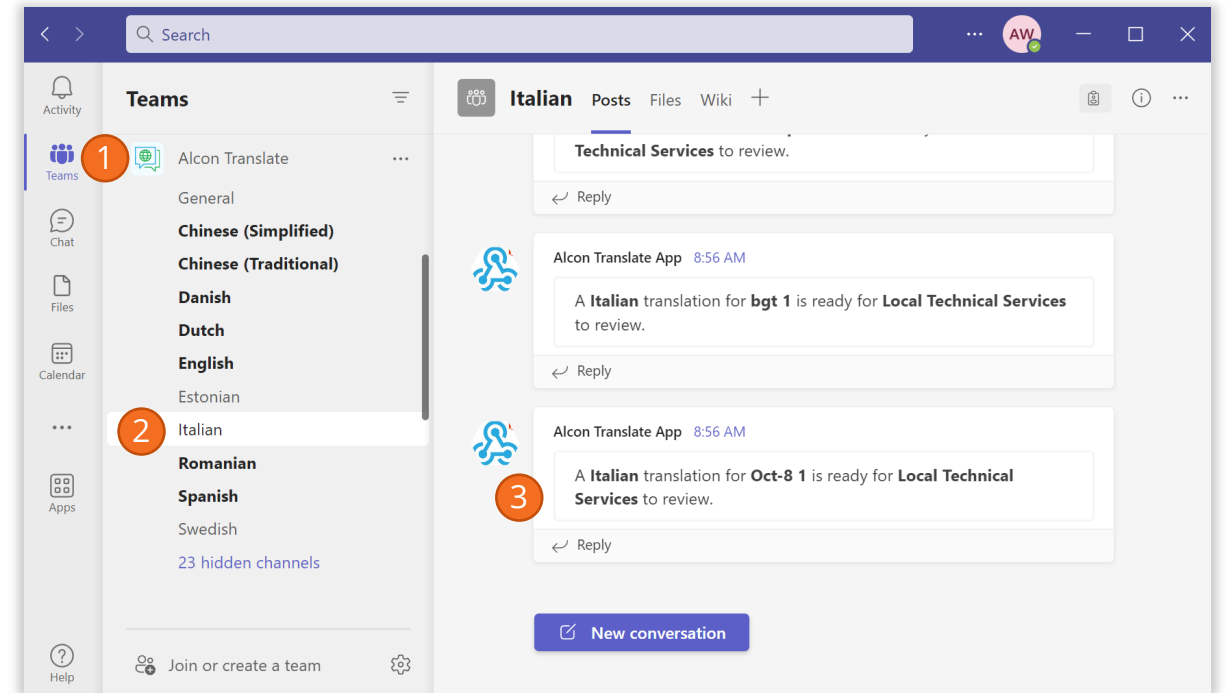
Edit Language

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.

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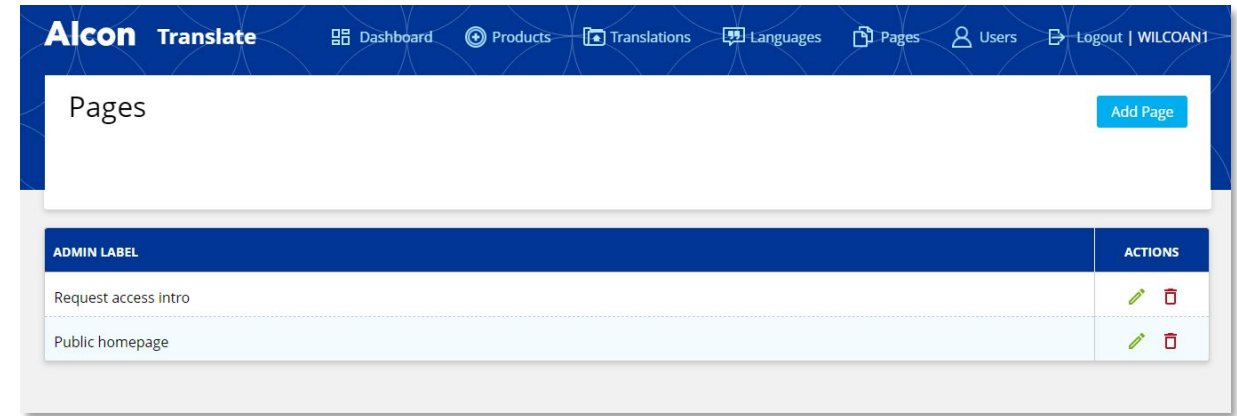
The Pages section allows administrators to add and manage dynamic content on specific pages in the application.

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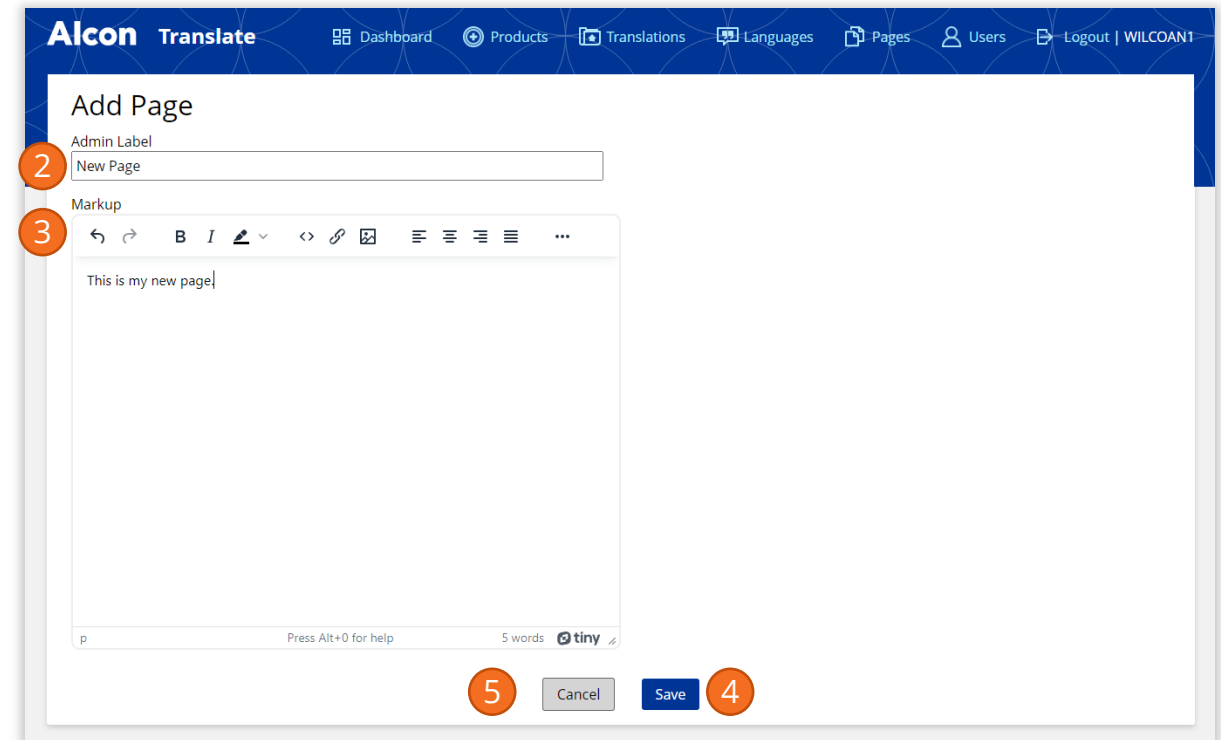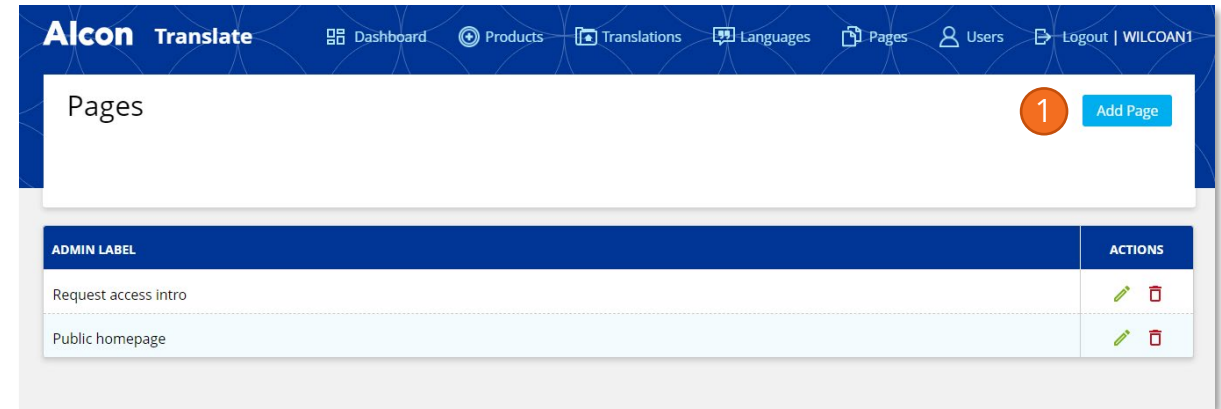
Add Page

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.

Alcon Translate   Dashboard   Products   Translations   Languages   Pages   Users   Logout | WILCOAN1

Pages

1   Add Page

ADMIN LABEL	ACTIONS
Request access intro	✏ 🗑
Public homepage	✏ 🗑

Alcon Translate   Dashboard   Products   Translations   Languages   Pages   Users   Logout | WILCOAN1

Add Page

Admin Label

2   New Page

Markup

3   B   I   🖊   <>   🔗   🖼   ≡ ≡ ≡ ≡   ...

This is my new page.

p   Press Alt+0 for help   5 words   tiny

5   Cancel   Save   4

Alcon

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.
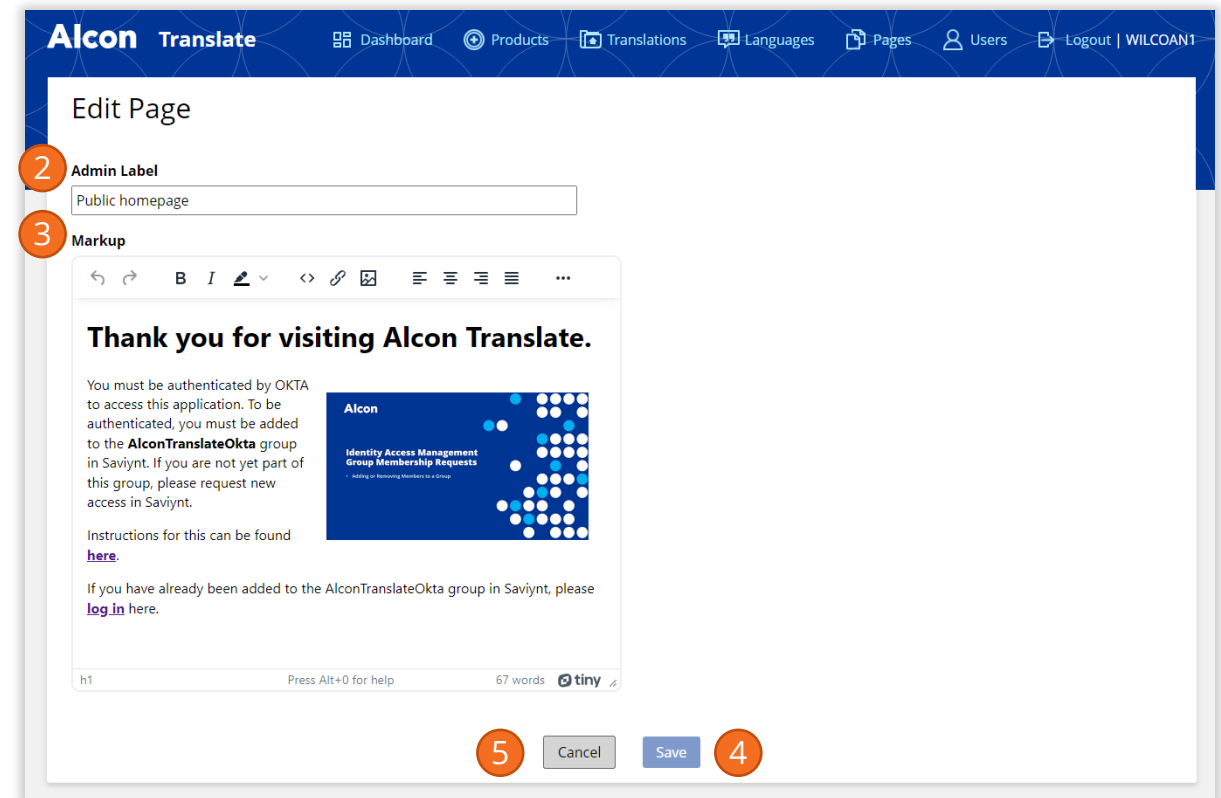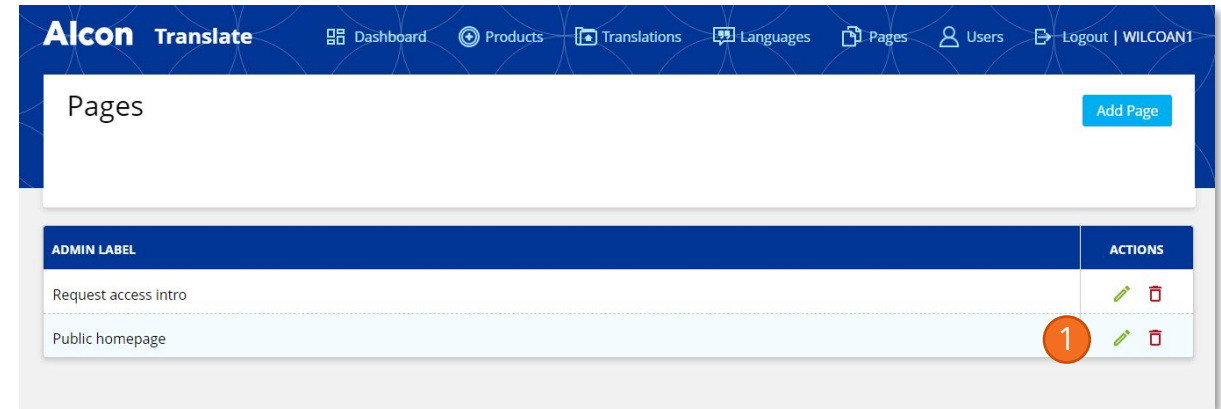
Custom Workflows

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.

5. Now, on the Edit Language screen, you will see the newly added role in the approval workflow table.

6. Use the grabber tool to change the order of the new role.

7. If you wish to delete a role from the approval workflow, select the **Delete** icon for that role.

8. On the Delete Language Role screen, click the Delete button to remove the role from the approval workflow.

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.
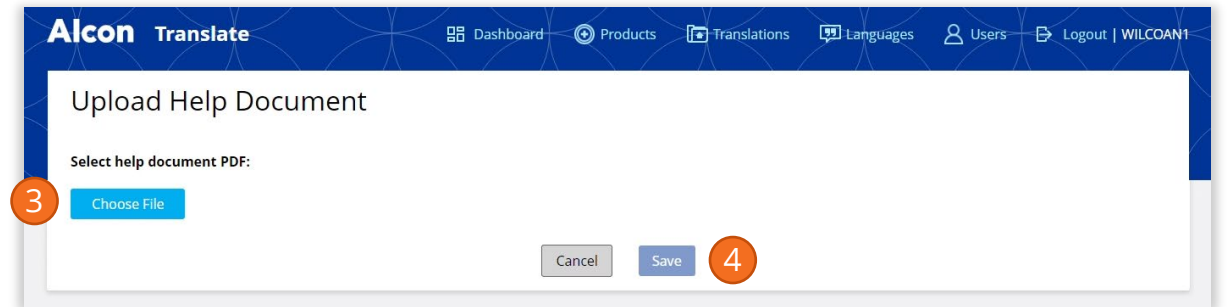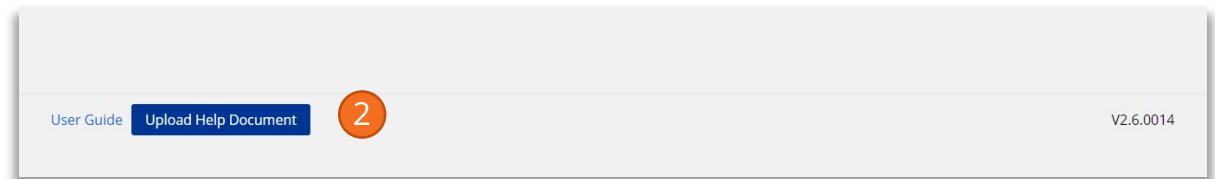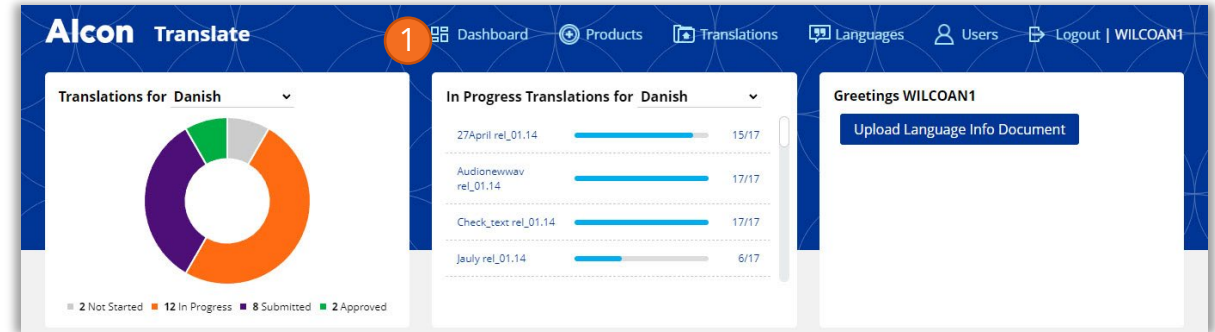
Upload Language Info Document

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.