

# GlobalLink<sup>®</sup>

Drupal 7 Module 7.5.0

User Guide

# Table of Contents

<b>About this Guide .....</b>	<b>3</b>
Conventions Used in this Guide .....	3
Typographical .....	3
Icons .....	3
<b>About GlobalLink® Drupal 7 Module .....</b>	<b>4</b>
Design Overview.....	4
Software Requirements .....	5
<b>Translating Content .....</b>	<b>6</b>
Creating a Submission from the GlobalLink® Dashboard.....	6
Creating a Submission from Content.....	8
Filtering the Content List.....	10
<b>Managing Translation Submissions .....</b>	<b>14</b>
Viewing Active Submissions.....	14
Cancelling Submissions .....	15
Receiving Translations .....	16

This documentation is proprietary and is protected by U.S. and international copyright laws and trade secret laws. Copyright © 2015 Translations.com, Inc. ("Translations.com") All rights reserved. No part of this documentation may be reproduced, copied, adapted, modified, distributed, transferred, translated, disclosed, displayed or otherwise used by anyone in any form or by any means without the express written authorization of Translations.com. Other names may be trademarks of their respective owners.

# About this Guide

This section describes the conventions that convey instructions and other information.

## Conventions Used in this Guide

---

### Typographical

The following table explains the typographical conventions used in this guide.

Convention	Application
<b>Bold</b>	User interface controls, commands, and keywords in body text.
<i>Italic</i>	User input entered.
< >	Generic parameters that must be replaced by specific code or text.

### Icons

The following table explains the icon conventions used in this guide.

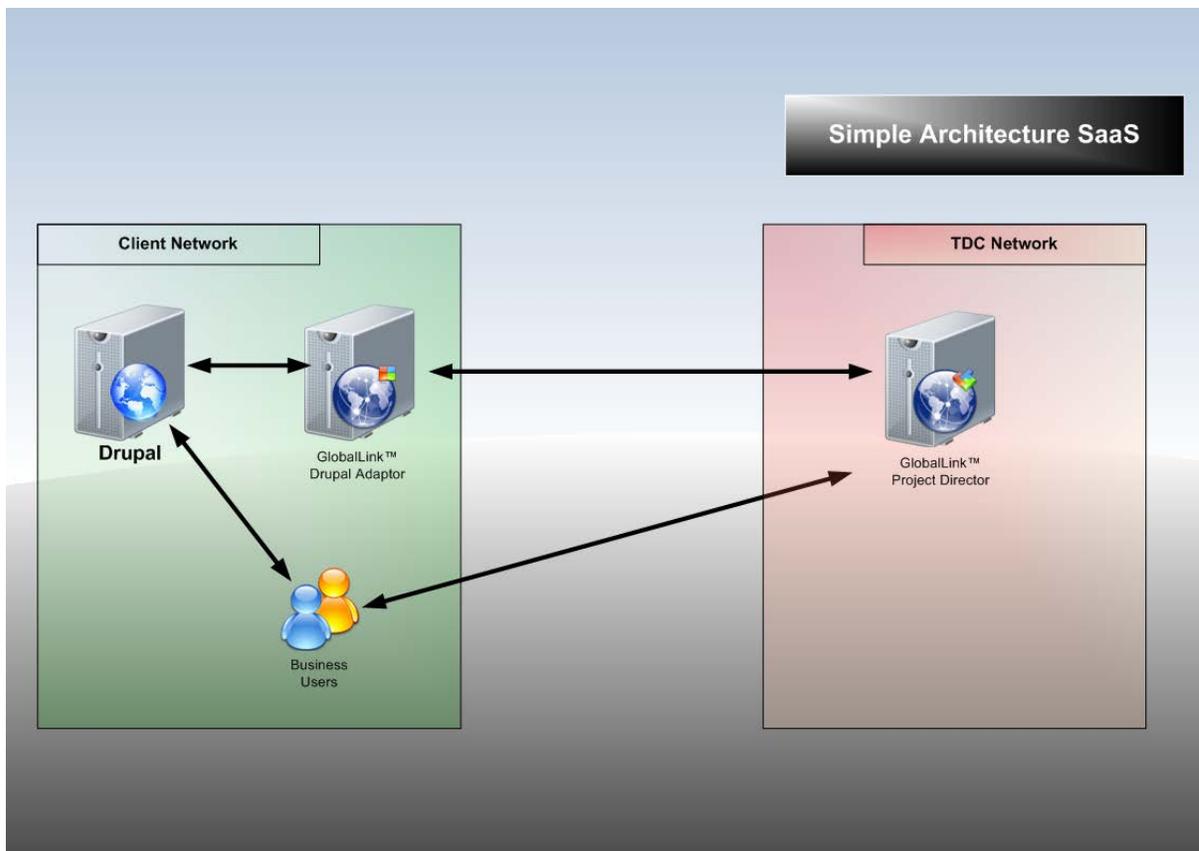
Convention	Application
	Note: This icon designates a note or helpful suggestion or reference relating to the surrounding text.
	Best Practice: This icon designates a suggestion for best practice relating to the surrounding text.
	Alert: This icon designates warning or alert relating to the surrounding text. In this situation, the user should exercise caution to avoid an undesirable result.

# About GlobalLink<sup>®</sup> Drupal 7 Module

Translations.com's flagship Globalization Management System, GlobalLink<sup>®</sup>, offers a workflow module for Drupal, providing users with a powerful solution to initiate, automate, control, complete and track all facets of the translation process. The unique combination of the robust Drupal CMS functionality and the extended localization workflow capabilities of GlobalLink<sup>®</sup> give Drupal customers a comprehensive platform to manage web content for markets around the globe.

## Design Overview

The schematic below shows a visual representation of the high level architecture of the solution.



Business users can initiate translation workflows through GlobalLink<sup>®</sup> without leaving the Drupal User Interface.

## Software Requirements

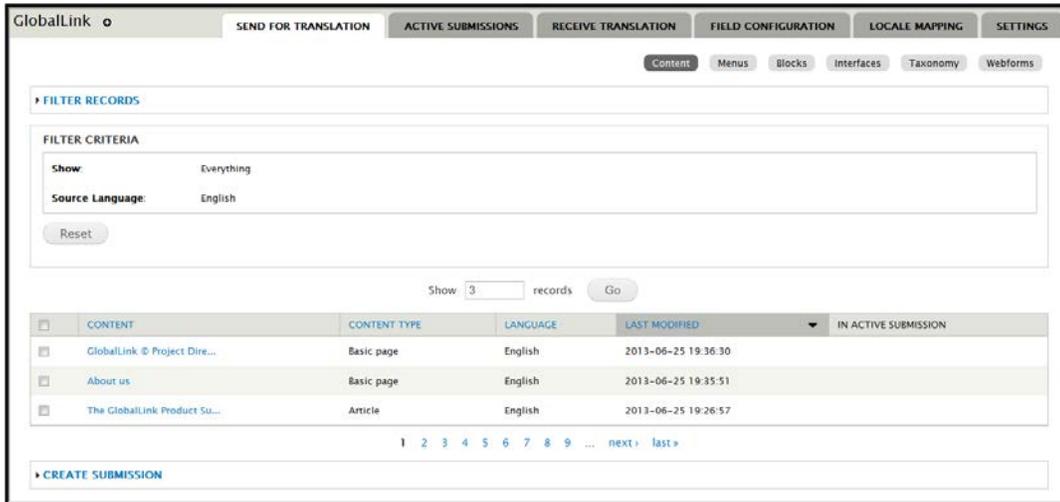
---

Following are the requirements for the GlobalLink® module to function:

Software	Version
Drupal CMS	7.x
PHP	5.25 or above
PSP Soap	

## Creating a Submission from the GlobalLink® Dashboard

1. Go to the **GlobalLink** page in Content Management of your Drupal site.
2. Click the **Send for Translation** tab.



The Content list shows content eligible for translation from your Drupal site.

3. If needed, filter the Content list. For more information, see [Filtering the Content List](#).
4. Select the content in the Content list of the pages you wish to translate. To select all the content, click the checkbox on the column header.

<input type="checkbox"/>	CONTENT	CONTENT TYPE	LANGUAGE	LAST MODIFIED	IN ACTIVE SUBMISSION
<input checked="" type="checkbox"/>	GlobalLink® Project Dire...	Basic page	English	2012-10-17 02:56:33	
<input checked="" type="checkbox"/>	About Us	Basic page	English	2012-10-17 02:42:29	
<input type="checkbox"/>	The GlobalLink Product Su...	Article	English	2012-10-17 01:48:03	

The **Create Submission** panel opens below the **Content** list. A **Submission Name** and **Submission Due Date** are automatically generated. These may be changed or left with default values.

**CREATE SUBMISSION**

**Submission Name \***  
Name for this new Submission.

**Submission Due Date \***  
Expected Completion Date for this Submission.

**Project Name \***  
GlobalLink Project Name for this Submission.

**Source Language \***  
Source language for this Submission.

**Target Language(s) \***  
Target language(s) for this Submission.  French  Spanish

**Submitter \***  
Username for this new Submission.

**Instructions**  
Other instructions for this Submission.

5. If multiple projects are configured, choose one from the **Project Name** drop-down menu.
6. Select a **Source Language** and one or more **Target Languages** into which the content should be translated, as well as a **Submitter** (the default submitter is your Drupal user), and optionally enter **Instructions**.
7. Click **Send for Translation** to send your content to GlobalLink for translation.  
This creates a submission in GlobalLink.

## Creating a Submission from Content

1. Go to the **Content** page in Content Management of your Drupal site.
2. Click on the desired node link in the **Title** list.  
(An example node “About Us” is highlighted in the screenshot below.)

The screenshot shows the Drupal Content Management interface. At the top, there are tabs for 'CONTENT' and 'COMMENTS'. Below the navigation, there are filter options for 'SHOW ONLY ITEMS WHERE' (status, type, language) and 'UPDATE OPTIONS' (Publish selected content). The main content is a table with columns: TITLE, TYPE, AUTHOR, STATUS, UPDATED, LANGUAGE, and OPERATIONS. The 'About Us' node is highlighted with a red box.

<input type="checkbox"/>	TITLE	TYPE	AUTHOR	STATUS	UPDATED	LANGUAGE	OPERATIONS
<input type="checkbox"/>	GlóbaálLink* Prójeéct Díreéctóór	Article	admin	not published	04/26/2012 - 07:05	Spanish	edit delete
<input type="checkbox"/>	GlóbaálLink* Prójeéct Díreéctóór	Article	admin	not published	04/26/2012 - 07:03	French	edit delete
<input type="checkbox"/>	GlobalLink* Project Director	Article	admin	published	04/26/2012 - 06:49	English	edit delete
<input type="checkbox"/>	The GlobalLink Product Suite	Article	admin	published	04/25/2012 - 09:18	English	edit delete
<input type="checkbox"/>	About Us	Basic page	admin	published	04/25/2012 - 09:17	English	edit delete

The selected node page opens.

3. Click the **Translate** tab.

The screenshot shows the Drupal 'About Us' node page. At the top, there is a search bar and a navigation menu with 'Add content'. Below the navigation, there are tabs for 'View', 'Edit', and 'Translate'. The 'Translate' tab is highlighted with a red box. The main content area contains text about Translations.com.

Home

Navigation

- Add content

## About Us

View Edit **Translate**

Translations.com was founded on the principle that great service is, and always will be, a key differentiator in the localization industry. Our dedication to client satisfaction is what we consider to be our most valuable asset. From President to Project Manager, we believe that making our clients' lives easier and delivering language services that exceed expectations allows us to develop and maintain strong client relationships, and hence to grow our business.

In all significant ventures, there are challenges to overcome. In working with the Translations.com family of companies, you will have the dedication of over 2,000 full-time employees and more than 4,000 professional linguists standing by, ready to help you meet these challenges on the road to achieving exceptional results. In line with our commitment to delivering exceptional client service, Translations.com maintains over 70 offices and 20 state-of-art production centers on five continents. While we live in a global digital society, Translations.com still believes that local contact is the key to great service and support.

The translation status of each available language of the node appears.

Translations of *About Us*

Home » About Us

Translations of a piece of content are managed with translation sets. Each translation set has one source post and any number of translations in any of the [enabled languages](#). All translations are tracked to be up to date or outdated based on whether the source post was modified significantly.

[+ Send for translation](#)

LANGUAGE	TITLE	STATUS	OPERATIONS
English (source)	<a href="#">About Us</a>	Published	<a href="#">edit</a>
French	n/a	Not translated	<a href="#">add translation</a>
Spanish	n/a	Not translated	<a href="#">add translation</a>

4. Click **Send for Translation**.

The **Create Submission** panel opens. A **Submission Name** and **Submission Due Date** are automatically generated. These may be changed or left with default values.

<input type="checkbox"/>	CONTENT	CONTENT TYPE	LANGUAGE	LAST MODIFIED	IN ACTIVE SUBMISSION
<input checked="" type="checkbox"/>	About Us	Basic page	English	2013-06-13 08:19:43	

**CREATE SUBMISSION**

**Submission Name \***  
Name for this new Submission.

**Submission Due Date \***  
Expected Completion Date for this Submission.

**Project Name \***  
GlobalLink Project Name for this Submission.

**Source Language \***  
Source language for this Submission.

**Target Language(s) \***  
Target language(s) for this Submission.  French  Spanish

**Submitter \***  
Username for this new Submission.

**Instructions**  
Other instructions for this Submission.

5. If multiple projects have been configured, choose one from the **Project Name** drop-down menu.
6. Select a **Source Language** and one or more **Target Languages** into which the content should be translated, as well as a **Submitter** (the default submitter is your Drupal user), and optionally enter **Instructions**.
7. Click **Send for Translation** to send your content to GlobalLink for translation.

This creates a submission in GlobalLink.

## Filtering the Content List

The **Send for Translations** tab in the GlobalLink module displays content from your Drupal site that is eligible for translation.

The screenshot shows the GlobalLink interface with the 'SEND FOR TRANSLATION' tab selected. At the top right, there are tabs for 'Content', 'Menus', 'Blocks', 'Interfaces', 'Taxonomy', and 'Webforms'. Below these is a 'FILTER RECORDS' section with 'FILTER CRITERIA' set to 'Show: Everything' and 'Source Language: English'. A 'Reset' button is present. Below the criteria is a 'Show 3 records' control with a 'Go' button. The main content is a table with the following data:

<input type="checkbox"/>	CONTENT	CONTENT TYPE	LANGUAGE	LAST MODIFIED	IN ACTIVE SUBMISSION
<input type="checkbox"/>	GlobalLink © Project Dire...	Basic page	English	2013-06-25 19:36:30	
<input type="checkbox"/>	About us	Basic page	English	2013-06-25 19:35:51	
<input type="checkbox"/>	The GlobalLink Product Su...	Article	English	2013-06-25 19:26:57	

Below the table is a pagination control showing '1 2 3 4 5 6 7 8 9 ... next > last >'. At the bottom, there is a 'CREATE SUBMISSION' button.

The Content list can be filtered by choosing a content type listed at the upper right of the page, causing it to show a different set of records, according to content type.

This screenshot shows the same GlobalLink interface, but with a red box highlighting the filter tabs at the top right: 'Content', 'Entity', 'Blocks', 'Interfaces', 'Menus', 'Taxonomy', and 'Webforms'. The 'Content' tab is currently selected. Below the tabs is the 'FILTER RECORDS' section.

Configuring the options in the **Filter Records** panel allows the Content list to be further filtered. The options shown will vary depending on the content type chosen. (The example below shows the **Filter Records** options for **Content**.)

**▼ FILTER RECORDS**

**Show**  Modified Content  Everything

**Status**

**Source Language**

Show Source Language Only

**Target Language**

**Content Type**

**Title**

**Modified After**  



**Note:**

Some content types and filter options shown may not be available on your system.

To filter the list of content eligible for translation:

1. Go to the **GlobalLink** page in Content Management of your Drupal site.
2. Click the **Send for Translation** tab.
3. Select the content type on the upper right side of the **Send for Translation** page.
4. Select the desired options in the **Filter Records** panel.

The filter options of the **Filter Records** panel are explained in the tables below, according to content type.

Filter options for **Content** and **Entity**:

Filter option	Description
Show	<b>Modified Content</b> will display content with updated translatable fields not yet sent out for translation, and any new nodes just created.  <b>Everything</b> will display all content.
Status	Filters content by its status in your Drupal site, such as Published, Unpublished, etc.
Source Language	Displays all content existing in the chosen source language, and can be used as the source language for a translation request. The default setting is your site's default language.  If the <b>Show Source Language Only</b> option is enabled, then only nodes originally created in the chosen source language will be shown.
Target Language	When used in conjunction with the <b>Modified Content</b> option of the <b>Show</b> filter attribute, it will display only modified content that has not been sent out in to the chosen target language.
Content Type	Filters which content type is displayed in the dashboard.
Title	Filters content to show only matches to the <b>Title</b> filter attribute. The search is not case sensitive. (i.e. a node called "GlobalLink Product Suite" would be matched by a "prod" search string).
Modified after	Selecting a date in this field will show only content created or updated after 00:00:01 of the selected date. The Clear Changed Status button can be used to revert the status of changed submissions to unchanged.

Filter options for **Menus**:

Filter option	Description
Language	Displays all content existing in the chosen language, and can be used as the source language for a translation request.
Link Title	Filters results to show only matches to the Link Title search string.
Menu Type(s)	Allows you to choose one or more menu types to be displayed. The default selection is Main menu.

Filter options for **Blocks**:

Filter option	Description
Block Info	Allows you to show only Blocks where the Block Info matches a search string.

Filter options for **Strings** (Interfaces):

Filter option	Description
String contains	Show only records containing the entered string. Leave blank to show all strings. The filter is case sensitive.
Language	Displays all content existing in the chosen language, and can be used as the source language for a translation request.
Filter in	Shows only translated strings, untranslated strings, or all content.

Filter options for **Terms** (Taxonomy):

Filter option	Description
Vocabulary and Term Name	Shows only terms matching the term entered and belonging to any vocabulary or a selected vocabulary.

Filter options for **Strings** (Webforms):

Filter option	Description
String contains	Shows only records containing the entered string. Leave blank to show all strings. The filter is case sensitive.
Language	Displays all content existing in the chosen language, and can be used as the source language for a translation request.
Filter in	Allows you to show only translated strings, untranslated strings, or all.

- After the **Filter Records** options have been selected, click **Filter**.

A **Filter Criteria** panel shows a summary of the applied filter options.

▶ **FILTER RECORDS**

**FILTER CRITERIA**

**Show:** Modified Content

**Source Language:** English, United States

**Title:** prod

Show  records

	CONTENT	CONTENT TYPE	LANGUAGE	LAST MODIFIED	IN ACTIVE SUBMISSION
<input type="checkbox"/>	The GlobalLink Product Su...	Article	English	2012-10-17 01:48:03	

- Click **Reset** to return the dashboard to its default view.

# Managing Translation Submissions

## Viewing Active Submissions

To view active submissions:

1. Go to the **GlobalLink** page in Content Management of your Drupal site.
2. Click the **Active Submissions** tab.

A list of all of the content that has been sent for translation appears. The status of each active submission can be seen in the **Status** column.

<input type="checkbox"/>	SUBMISSION NAME	CONTENT TYPE	TITLE	PROJECT	SOURCE LANGUAGE	TARGET LANGUAGE	STATUS	LAST UPDATED
<input type="checkbox"/>	DRU_1391769173	Basic page	GlobalLink* Project Direc...	Drupal	English	French	Sent for Translations	2014-02-07 02:33:04
<input type="checkbox"/>	DRU_1391769173	Basic page	GlobalLink* Project Direc...	Drupal	English	Spanish	Sent for Translations	2014-02-07 02:33:04
<input type="checkbox"/>	DRU_1391769173	Basic page	About Us	Drupal	English	French	Sent for Translations	2014-02-07 02:33:04
<input type="checkbox"/>	DRU_1391769173	Basic page	About Us	Drupal	English	Spanish	Sent for Translations	2014-02-07 02:33:04
<input type="checkbox"/>	DRU_1391769173	Article	The GlobalLink Product Su...	Drupal	English	French	Sent for Translations	2014-02-07 02:33:04
<input type="checkbox"/>	DRU_1391769173	Article	The GlobalLink Product Su...	Drupal	English	Spanish	Sent for Translations	2014-02-07 02:33:04

3. To see only the content from a specific submission, select a submission from the **Active Submission Name** drop down list
4. Click on a submission **Title** to view its content.

**Note:**

Active submissions can also be found in the **Send for Translation** tab in the **In Active Submission** column.



<input type="checkbox"/>	CONTENT	CONTENT TYPE	LANGUAGE	LAST MODIFIED	IN ACTIVE SUBMISSION
<input type="checkbox"/>	The GlobalLink Product Su...	Article	English	2013-06-25 19:26:57	
<input type="checkbox"/>	About us	Basic page	English	2013-06-25 19:35:51	DRU_1371739580 - French, Spanish
<input type="checkbox"/>	GlobalLink & Project Dire...	Basic page	English	2013-06-25 19:36:30	DRU_1371739580 - French, Spanish

## Cancelling Submissions

To cancel the submission of content that has been sent for translation:

1. Go to the **GlobalLink** page in Content Management of your Drupal site.
2. Click the **Active Submissions** tab.  
A list of all the content sent for translation appears.
3. Select the content you wish to cancel and click **Cancel Selected Documents** below the **Active Submissions** list.

The screenshot shows the GlobalLink interface with the 'ACTIVE SUBMISSIONS' tab selected. At the top, there are navigation tabs: SEND FOR TRANSLATION, ACTIVE SUBMISSIONS, RECEIVE TRANSLATION, FIELD CONFIGURATION, LOCALE MAPPING, and SETTINGS. Below these are sub-tabs: Content, Menus, Blocks, Interfaces, Taxonomy, and Webforms. The 'Active Submission Name' dropdown is set to '-- Select a Submission --'. A 'Show 10 records' button is visible. The table below has the following data:

<input type="checkbox"/>	SUBMISSION NAME	CONTENT TYPE	TITLE	SOURCE LANGUAGE	TARGET LANGUAGE	STATUS	LAST UPDATED
<input type="checkbox"/>	DRU_1371739580	Basic page	About us	English	French	Sent for Translations	2013-06-25 20:10:31
<input checked="" type="checkbox"/>	DRU_1371739580	Basic page	About us	English	Spanish	Sent for Translations	2013-06-25 20:10:31
<input type="checkbox"/>	DRU_1371739580	Basic page	GlobalLink © Project Dire...	English	French	Sent for Translations	2013-06-25 20:10:31
<input type="checkbox"/>	DRU_1371739580	Basic page	GlobalLink © Project Dire...	English	Spanish	Sent for Translations	2013-06-25 20:10:31

At the bottom of the table is a 'Cancel Selected Documents' button.

To cancel all of the content in a submission, select the submission name from the **Active Submission Name** drop-down list and click **Cancel Submission**.

The screenshot shows the GlobalLink interface with the 'ACTIVE SUBMISSIONS' tab selected. The 'Active Submission Name' dropdown is now set to 'DRU\_1371739580'. A 'Cancel Submission' button is visible next to the dropdown. The table below has the following data:

<input type="checkbox"/>	SUBMISSION NAME	CONTENT TYPE	TITLE	SOURCE LANGUAGE	TARGET LANGUAGE	STATUS	LAST UPDATED
<input type="checkbox"/>	DRU_1371739580	Basic page	About us	English	French	Sent for Translations	2013-06-25 20:10:31
<input type="checkbox"/>	DRU_1371739580	Basic page	About us	English	Spanish	Sent for Translations	2013-06-25 20:10:31
<input type="checkbox"/>	DRU_1371739580	Basic page	GlobalLink © Project Dire...	English	French	Sent for Translations	2013-06-25 20:10:31
<input type="checkbox"/>	DRU_1371739580	Basic page	GlobalLink © Project Dire...	English	Spanish	Sent for Translations	2013-06-25 20:10:31

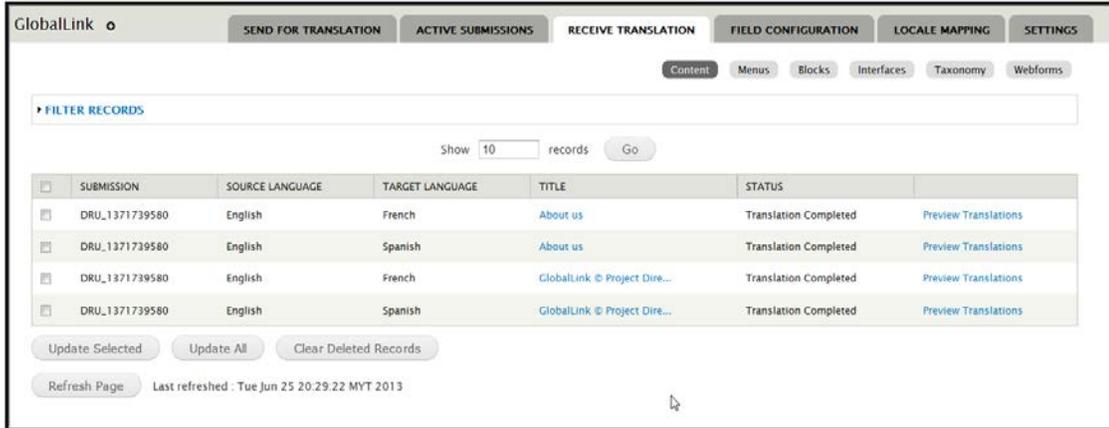
At the bottom of the table is a 'Cancel Selected Documents' button.

A message confirms that the content selected has been cancelled and the affected row(s) disappear from the **Active Submissions** list.

## Receiving Translations

1. Go to the **GlobalLink** page in Content Management.
2. Click the **Receive Translation** tab.

The list of translated content appears.



The screenshot shows the GlobalLink interface with the 'RECEIVE TRANSLATION' tab selected. The interface includes a navigation bar with tabs for 'SEND FOR TRANSLATION', 'ACTIVE SUBMISSIONS', 'RECEIVE TRANSLATION', 'FIELD CONFIGURATION', 'LOCALE MAPPING', and 'SETTINGS'. Below the navigation bar are buttons for 'Content', 'Menus', 'Blocks', 'Interfaces', 'Taxonomy', and 'Webforms'. A 'FILTER RECORDS' section is visible, followed by a 'Show 10 records' dropdown and a 'Go' button. The main content area displays a table with the following data:

<input type="checkbox"/>	SUBMISSION	SOURCE LANGUAGE	TARGET LANGUAGE	TITLE	STATUS	
<input type="checkbox"/>	DRU_1371739580	English	French	About us	Translation Completed	<a href="#">Preview Translations</a>
<input type="checkbox"/>	DRU_1371739580	English	Spanish	About us	Translation Completed	<a href="#">Preview Translations</a>
<input type="checkbox"/>	DRU_1371739580	English	French	GlobalLink © Project Dire...	Translation Completed	<a href="#">Preview Translations</a>
<input type="checkbox"/>	DRU_1371739580	English	Spanish	GlobalLink © Project Dire...	Translation Completed	<a href="#">Preview Translations</a>

Below the table are buttons for 'Update Selected', 'Update All', and 'Clear Deleted Records'. At the bottom, there is a 'Refresh Page' button and a timestamp: 'Last refreshed : Tue Jun 25 20:29:22 MYT 2013'.

3. To specify the translated content type to be imported, click a content type button on the upper right of the page.
4. To further filter the list of translated content, use the options under **Filter Records**. For more information, see [Filtering the Content List](#).

**Note:**

If **Enable Preview For Receive Translations** is set to **Yes**, a **Preview Translations** link is present on the right side of the submission information. (For more information on the **Enable Preview For Receive Translations**, please speak with your system administrator.)

To preview a translation, click **Preview Translations**. A window showing the source and target content will appear.



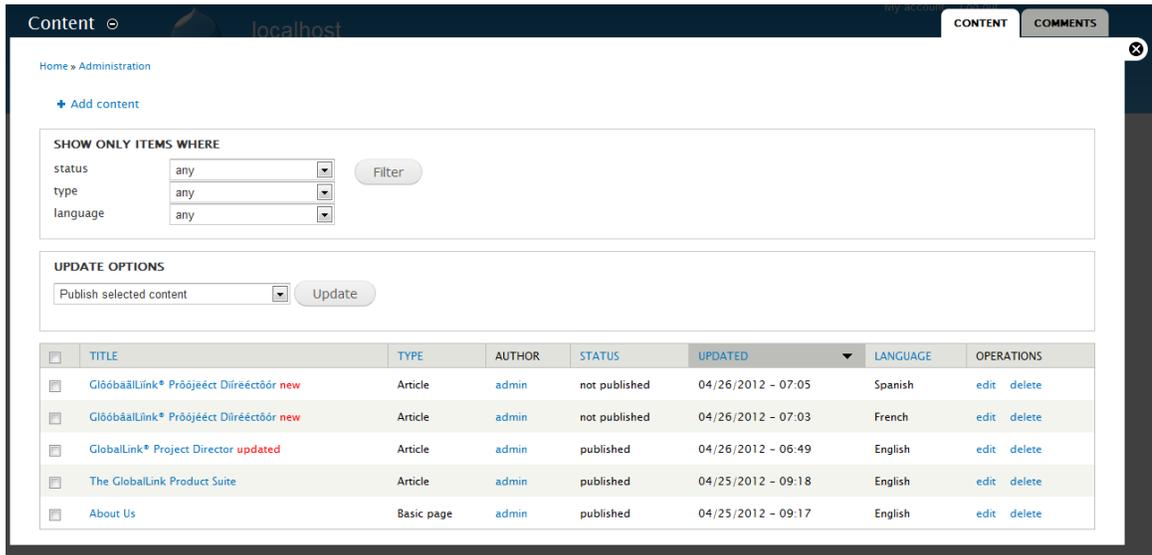
	SOURCE CONTENT	TRANSLATED CONTENT
<b>Title</b>	About Us	Sobre nosotros
<b>Body</b>	<p>Translations.com was founded on the principle that great service is, and always will be, a key differentiator in the localization industry. Our dedication to client satisfaction is what we consider to be our most valuable asset. From President to Project Manager, we believe that making our clients' lives easier and delivering language services that exceed expectations allows us to develop and maintain strong client relationships, and hence to grow our business. In all significant ventures, there are challenges to overcome. In working with the Translations.com family of companies,</p>	<p>Translations.com se creó sobre el principio de que el servicio excepcional es, y siempre será, un factor clave de diferenciación en la industria de la localización. Consideramos que nuestra dedicación a la satisfacción del cliente es nuestro activo más valioso. Desde el presidente hasta el jefe de proyecto, creemos que facilitarle la vida a nuestros clientes y proporcionarles servicios lingüísticos que excedan sus expectativas nos permite desarrollar y mantener relaciones sólidas con ellos y, en consecuencia, hacer crecer nuestra propia empresa. En todos los proyectos importantes, hay retos que superar. Al trabajar con la familia de empresas lingüísticas de Translations.com, contará con la</p>

Click **X** to close the preview window.

5. Select the content you wish to import and click **Update Selected**, or click **Update All** to import all translated content.

- To verify that the selected translated content has imported from GlobalLink®, go to the **Content** page in your Drupal site.

The content imported from the previous step that has been automatically published to your Drupal site is marked as **updated**. If auto publish isn't enabled for your Drupal site, the translated pages ready to be manually published are marked as **New**.



The screenshot shows the Drupal Content administration interface. At the top, there are tabs for 'CONTENT' and 'COMMENTS'. Below the tabs, there is a breadcrumb trail 'Home » Administration' and a '+ Add content' link. A filter section titled 'SHOW ONLY ITEMS WHERE' contains dropdown menus for 'status' (any), 'type' (any), and 'language' (any), along with a 'Filter' button. Below this is an 'UPDATE OPTIONS' section with a 'Publish selected content' dropdown and an 'Update' button. The main content is a table with the following data:

<input type="checkbox"/>	TITLE	TYPE	AUTHOR	STATUS	UPDATED	LANGUAGE	OPERATIONS
<input type="checkbox"/>	Glóobáallíink* Próójééct Díirééctóór <b>new</b>	Article	admin	not published	04/26/2012 – 07:05	Spanish	<a href="#">edit</a> <a href="#">delete</a>
<input type="checkbox"/>	Glóobáallíink* Próójééct Díirééctóór <b>new</b>	Article	admin	not published	04/26/2012 – 07:03	French	<a href="#">edit</a> <a href="#">delete</a>
<input type="checkbox"/>	GlobalLink* Project Director <b>updated</b>	Article	admin	published	04/26/2012 – 06:49	English	<a href="#">edit</a> <a href="#">delete</a>
<input type="checkbox"/>	The GlobalLink Product Suite	Article	admin	published	04/25/2012 – 09:18	English	<a href="#">edit</a> <a href="#">delete</a>
<input type="checkbox"/>	About Us	Basic page	admin	published	04/25/2012 – 09:17	English	<a href="#">edit</a> <a href="#">delete</a>



**Note:**

Each time a translation is imported in Drupal, the module will create a new revision for the translated node.