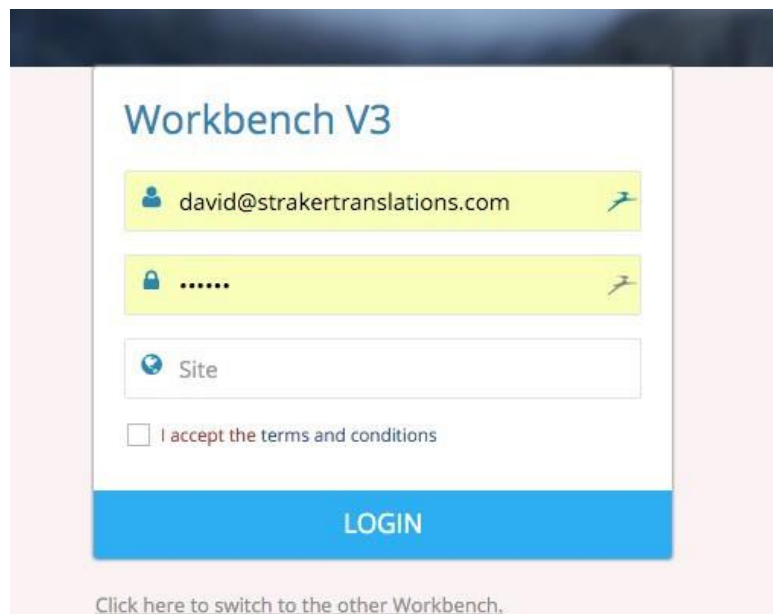


Straker Translations Feedback Platform (Quick Guide)

Logging In

1. Open **Google Chrome** and go to:
<https://workbench.strakertranslations.com/workbench>
2. Fill in the form using the login details provided to you by Straker – user name, password, and the site (these will all be provided to you by the Project Manager). Don't forget to accept the terms and conditions.






















The screenshot shows the 'Workbench V3' login interface. It features three input fields: a yellow field for the email address 'david@strakertranslations.com', a yellow field for the password '.....', and a white field for the 'Site'. Below these fields is a checkbox labeled 'I accept the terms and conditions'. A prominent blue 'LOGIN' button is at the bottom of the form. At the very bottom of the page, there is a link: 'Click here to switch to the other Workbench.'

The Projects User Interface

When you have successfully logged in to the Feedback Platform, you will find yourself on the **Projects** page. The **Projects** page displays the list of the currently available batches (files) requiring validation.

Batches are not assigned to a specific validator (user); instead, all validators of a language can see all available batches.

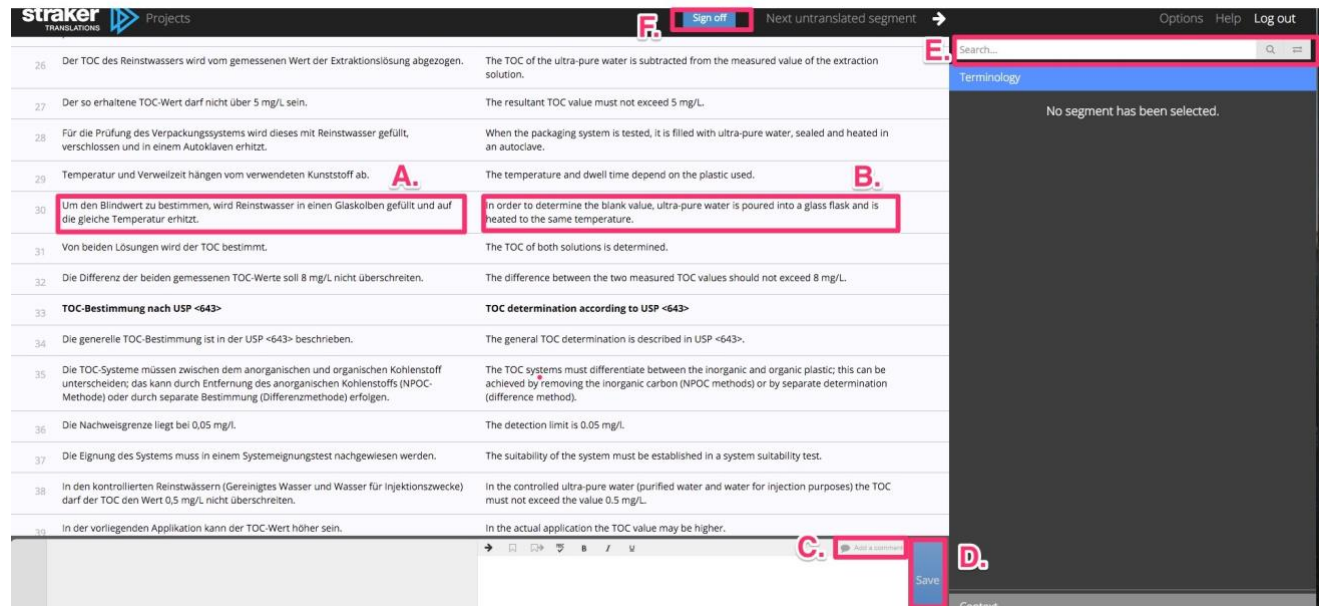
The display provides information about the batch – such as name, language pair, word and segment count (see below).

#	Batch Name	Language	Progress	
1	tj273721_ba_contract_lifecycle_mgt_web_63_en_nl 	 > 	Segments: 34/34 Words: 331/331	  Validate 
2	tj273721_ba_savings_mgt_web_final_docx_16_en_nl 	 > 	Segments: 42/42 Words: 343/343	  Validate 
3	tj273721_ba_sourcing_web_final_docx_xml_86_en_nl 	 > 	Segments: 41/41 Words: 338/333	  Validate 
4	tj273721_ba_sourcingplus_web_final_docx_44_en_nl 	 > 	Segments: 39/39 Words: 325/325	  Validate 
5	tj273721_ba_spend_web_final_docx_xml_29_en_nl 	 > 	Segments: 39/39 Words: 364/364	  Validate 
6	tj273721_ba_supplier_value_mgt_web_fina_61_en_nl 	 > 	Segments: 34/34 Words: 351/351	  Validate 

- A. You can see the status of a batch and which editor is working on an article by name.
- B. Click the **Validate** button to open the article and view the contents ready for review.

The Feedback User Interface

- A. **Source** – The source content.
- B. **Target** – The translation.
- C. **Comment** – If you wanted to leave a comment for the translator (i.e. “can you please use a more informal tone” or “please use WORD X instead of WORD Y”). The feedback/comments will be then made available to the translator when you have signed off that specific file. Just press the comments button to get the option to add a comment.
- D. **Replace Translation (SAVE)** – The Replace Translation option should be used when a change to the translation is required. Simply click on the segment you want to edit and when you have added the changes press the **Save** button. Replacements **immediately overwrite** the current translation.
- E. **Search** – If you find the same term repeated throughout the text you can use the **Search** and **Replace** to find WORD X and Replace on bulk with WORD Y.
- F. **Signoff** - Once you have added your feedback/reviewed all the segments you need to press the **Signoff** button. By doing that you will finalize the file, send the report to the translator and mark the article as complete inside the platform which will then make that article available for publishing inside the API platform or available for download by the end client. Any file that is not SIGNED OFF will continue to be marked as “Under Review” and not available for resupply until it is signed off.



The screenshot displays the Straker Translations web application interface. At the top, there is a navigation bar with the Straker logo, a 'Sign off' button, and a 'Next untranslated segment' arrow. Below the navigation bar is a table with two columns: source text (left) and target text (right). The table contains several rows of text, with some cells highlighted in pink. Row 30 has two pink boxes: one around the source text 'Um den Blindwert zu bestimmen, wird Reinstwasser in einen Glaskolben gefüllt und auf die gleiche Temperatur erhitzt.' and one around the target text 'In order to determine the blank value, ultra-pure water is poured into a glass flask and is heated to the same temperature.' To the right of the table is a sidebar with a search bar and a 'Terminology' section. The 'Terminology' section contains the text 'No segment has been selected.' At the bottom of the table, there are buttons for 'Add a comment' (labeled C), 'Save' (labeled D), and 'Sign off' (labeled E).