

## TEAMserver Release Note: July 2015

The major feature added to TEAMserver is User Tracking Report. Along with this we have also added a list of features to TEAMserver to enhance the convenience.

New features added as an enhancement to existing TEAMserver:

1. User Tracking Report: Productivity as well as Quality.
2. Associate task(s) to the User Roles and limit selectable users while assigning tasks.
3. Customisable user roles to show or hide specific information.
4. Allow access to end-clients to their project status feature in Admin interface
5. Miscellaneous

A brief explanation about the features is given below, including quick steps to carry out the operations.

### 1. User Tracking Report

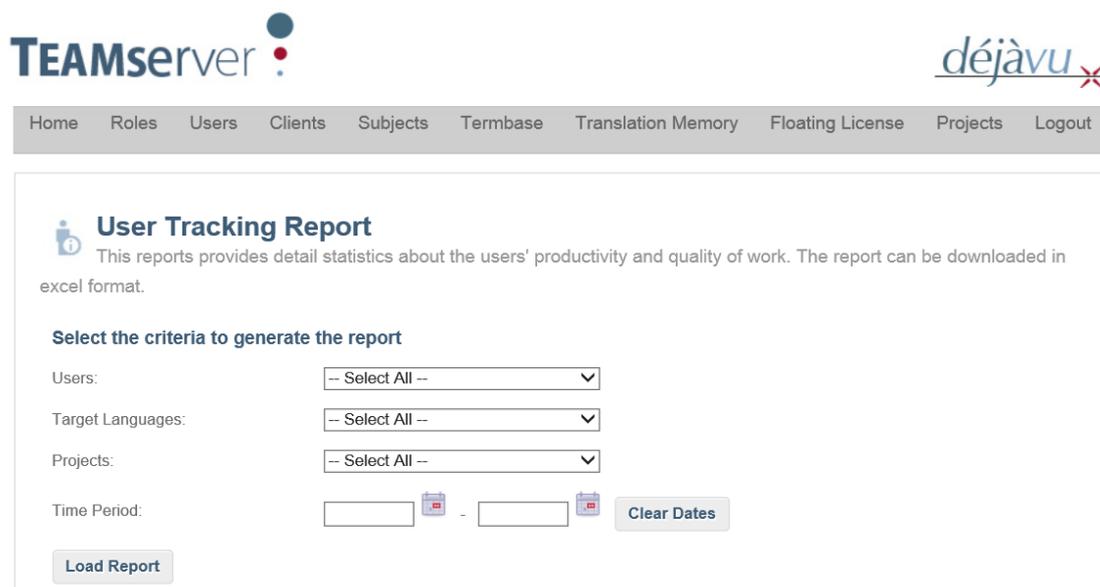
The user tracking report will provide an insight to the Administrator and project managers about users' (translators) performance.

Detailed statistics are provided for each user's performance in each projects based on the match types. The statistics are divided into two parts: Productivity and Quality.

The User Tracking Report can be retrieved by providing different selection criteria to get customized report.

To generate the report:

- Go to 'Users' menu of TEAMserver's Admin interface.
- Click on 'User Tracking Report' to get redirected to the report generation page.
- There are selection options for Users, Target Languages, Projects and Time Period.
- Select any or all or no options, as per your requirements and click on 'Load Report' button.



- The rows in the result table are expandable.

| User Name           | Target Language  | Time Period |                 |                 |               |               |            |
|---------------------|------------------|-------------|-----------------|-----------------|---------------|---------------|------------|
| ▶ Administrator     | German (Germany) |             |                 |                 |               |               |            |
| ▼ Administrator     | French (France)  |             |                 |                 |               |               |            |
| Project Name        | Client           | Subject     | Character Count | Word Count      | Segment Count | Percentage    |            |
| ▼ fig               | ATRIL            | TESTS       | 0               | 60              | 15            | 100%          |            |
|                     |                  |             | Segment Type    | Character Count | Word Count    | Segment Count | Percentage |
| <b>Productivity</b> |                  |             |                 |                 |               |               |            |
|                     |                  |             | Duplicated      | 0               | 0             | 0             | 0%         |
|                     |                  |             | Guaranteed      | 0               | 0             | 0             | 0%         |
|                     |                  |             | Exact Match     | 0               | 0             | 0             | 0%         |

- The report can either be viewed online or can be exported to excel. To download the report to excel, click on 'Export to Excel' button at the bottom of the page.

## 2. Associate task(s) to the User Roles and limit selectable users while assigning tasks

The major tasks in translation process are Translation, Proofreading and Validation. The user role can be customized to allow the user to perform one or more tasks. That means certain task(s) are associated with the user roles.

**Add New User Role**  
Add a new User Role to TEAMserver

User Role ID:

General Permission Level:

**\*Note:** (1) Administrator: Permission Level = 1, (2) Power User: Permission level <= 20, (3) Normal User: Permission level > 20.

Tasks to be performed:  Translation  Proofreading  Validation

Hide Client In Lookup:

Hide User In Lookup:

Hide TM Entries In Lookup:

Allow Editing In Lookup:

Allow Access To Projects Menu:

In Project dispatch feature, when new task is created it has be assigned to a user. The list of probable users will have only the users who have roles associated with the task.

e.g. for translation task, the list will have only translators and no proofreaders or validators.

If previously selected task is changed, the list of ‘Assigned To’ users can be reloaded to get the list of potential users.

| Task         | Assigned To   | Delivery Date        | Status    | Details | Save | Email                    |
|--------------|---------------|----------------------|-----------|---------|------|--------------------------|
| Validation   | Please Select | <input type="text"/> |           |         |      | <input type="checkbox"/> |
| Proofreading | Please Select | 6/21/2013            | Completed |         |      |                          |
| Translation  | Please Select | 6/21/2013            | Completed |         |      |                          |

### 3. Customize user roles to show or hide specific information.

In TEAMserver, there can be different types of users who might have different types of rights on the information and features in TEAMserver. The customization of user roles can allow Admin to systematically manage permissions/restrictions for different users.

The options to customize user roles are:

- Hide ‘client name’ attribute of term pairs and translation pairs in WebBased Lookup.
- Hide ‘user name’ attribute of term pairs and translation pairs in WebBased Lookup.
- Hide results from translation memory in WebBased Lookup. Show only results from termbase.
- Allow editing of term pairs or translation pairs from WebBased Lookup. The user will get redirected to Admin website.
- Allow a non- power user (having permission level more than 20) to access only ‘Project progress report’ feature in Admin website.

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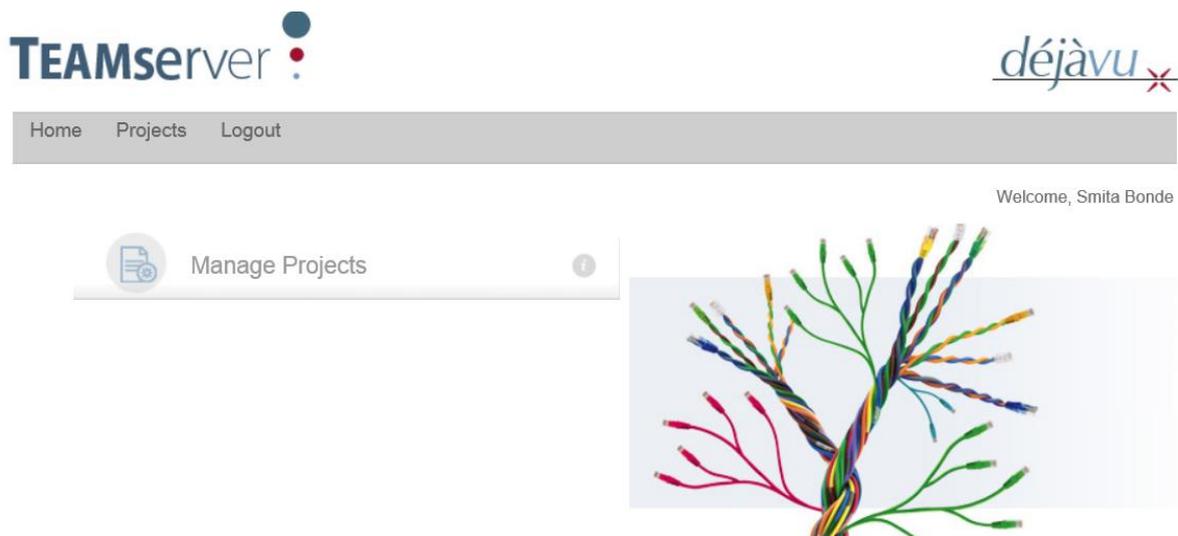
Allow Editing In Lookup:

Allow Access To Projects Menu:

#### 4. Allow access to end-clients to their project status report in Admin interface

The end-clients of LSPs might be interested to monitor the progress of their project(s). With the newly added functionality, a client user role can be created with permission level more than 50 and selecting the checkbox for 'Allow Access To Projects Menu'.

Adding client permission is mandatory for this type of user role as the list of projects will be filtered according to client permission.



#### 5. Miscellaneous

The list of other changes done in TEAMServer is as below:

- User can close project directly from the list of projects at 'Manage Projects' page.

|  <b>Manage Projects</b><br>List of projects uploaded to TEAMserver |        |         |       |       |           |          |               |                |   |   |   |
|---|--------|---------|-------|-------|-----------|----------|---------------|----------------|---|---|---|
| Project Name  | Client | Subject | Files | Words | Deadline  | Progress | Required Days | Estimated Date | Manage  | Progress Report   | Close   |
| Bertram_TS  | ATRIL  | 0       | 3     | 734   | 7/10/2015 | 23%      | N/A           | 7/8/2015       |  |  |  |
| Case2681  | ATRIL  | 0       | 1     | 1667  | 6/23/2015 | 0%       | N/A           | 7/8/2015       |  |  |  |
| Case2847  | ATRIL  | 0       | 28    | 84610 | 5/26/2015 | 1%       | N/A           | 7/8/2015       |  |  |  |
| LifelnCapitals  | 3      | 4       | 0     | 0     | 6/30/2012 | 0%       | N/A           | 7/8/2015       |  |  |  |

To download the project files as a backup, before closing the project, user still has to click on 'Manage' button to go to Manage Project Dispatch page.

The link to download the files is available on that page.

- User can switch easily among 'Project Progress Report' and 'Manage Project Dispatch' pages.

**Manage Project Dispatch**  
Dispatch translation packages and assign tasks to users for this project

| Project Name | Client | Subject | Files | Words | Deadline | Progress | Required Days | Estimated Date | Progress Report | Close Project |
|--------------|--------|---------|-------|-------|----------|----------|---------------|----------------|-----------------|---------------|
| Playground   | ATRIL  | 0049    | 5     | 2022  | 4/7/2014 | 3%       | N/A           | 4/17/2015      |                 |               |

**Project Details Report**  
Detailed progress report for the project uploaded to TEAMserver

| Project Name | Client | Subject | Files | Words | Deadline | Progress | Required Days | Estimated Date | Manage |
|--------------|--------|---------|-------|-------|----------|----------|---------------|----------------|--------|
| Playground   | ATRIL  | 0049    | 5     | 2022  | 4/7/2014 | 3%       | N/A           | 4/17/2015      |        |

- In 'Manage Project' page, the status of the package is shown in the same row as package name. User no longer has to expand the package to view its current task name and status.

**Project Dispatch Details** [Download All Files](#)

| Expand All | Package Name | Package Status                    | Reference Files                 | Initial Task File                 | New Task                  | Close Package                 | Refresh Package |
|------------|--------------|-----------------------------------|---------------------------------|-----------------------------------|---------------------------|-------------------------------|-----------------|
| ▶          | Package name | Translation: In Progress          | <a href="#">Reference Files</a> | <a href="#">Initial Task File</a> | <a href="#">Next Task</a> | <a href="#">Close Package</a> |                 |
| ▶          | Package Name | Translation: Confirmation Pending | <a href="#">Reference Files</a> | <a href="#">Initial Task File</a> | <a href="#">Next Task</a> | <a href="#">Close Package</a> |                 |

- User Role can be configured so that the users having that role can view results only from Termbase in WebBased Lookup.

**LookUp Results**

Your Search: men

| Result from | Source Count | Target Count |
|-------------|--------------|--------------|
| Termbase    | 1            | 1            |

**Termbase**

**Results from Termbase**

- In WebBased Lookup, user can write comment or provide suggestion on any term pair or translation pair using the link 'Feedback'. An email will be sent to Administrator of TEAMserver.

**Your Search: men**

| Result from                         | Source Count | Target Count |
|-------------------------------------|--------------|--------------|
| Termbase                            | 1            | 1            |
| Translation Memory                  | 0            | 0            |
| Concordance from Translation Memory | 2            | 4            |

Termbase Translation Memory Concordance

**Results from Termbase**

| English (Canada) | French (Canada)   |
|------------------|---|
| men's            | pour hommes  |
| Project:         | User: traducteur1 <a href="#">Occurrences</a>   |
| File:            | Date Stamp: 12/27/2011 <a href="#">Feedback</a>   |
| Attributes:      | Attributes:   |

- The Advance Search filters in WebBased Lookup contain the items according to logged in user's Project/Subject/Client permissions.