GPI TRANSLATION SERVICES CONNECTOR FOR OPTIMIZELY

User Guide

Introduction

The following sections describe how to use the GPI Translation Services Connector for Optimizely. Before proceeding, keep in mind that the current package supports only the following products/platforms:

Optimizely CMS version 12.0.3+

Optimizely Commerce version 14.0.2+

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Introduction

The GPI Translation Services Connector for Optimizely enables users of the Optimizely CMS to send content for translation with just a few clicks and gain access to an array of reports to track and manage global translation projects through GPI's Translation Portal.

Using the GPI Translation Services Connector, users can select any number of pages, shared blocks and/or catalog items, and send them to the GPI Translation Portal for translation into one or multiple languages.

Features:

- Easy integration with Optimizely CMS.
- Simplifies import/export process for content translation workflows.
- 24/7 secure access for your global teams to collaborate and track translation projects.
- Quotes, proposals, and a wide range of project materials available for download.
- Dashboard to view status reports, schedules, and project task lists.

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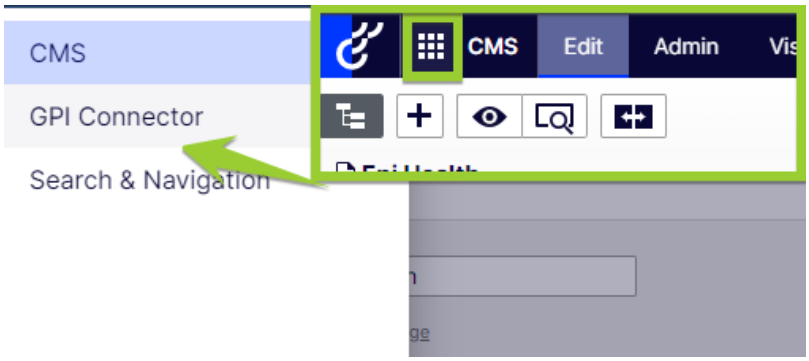
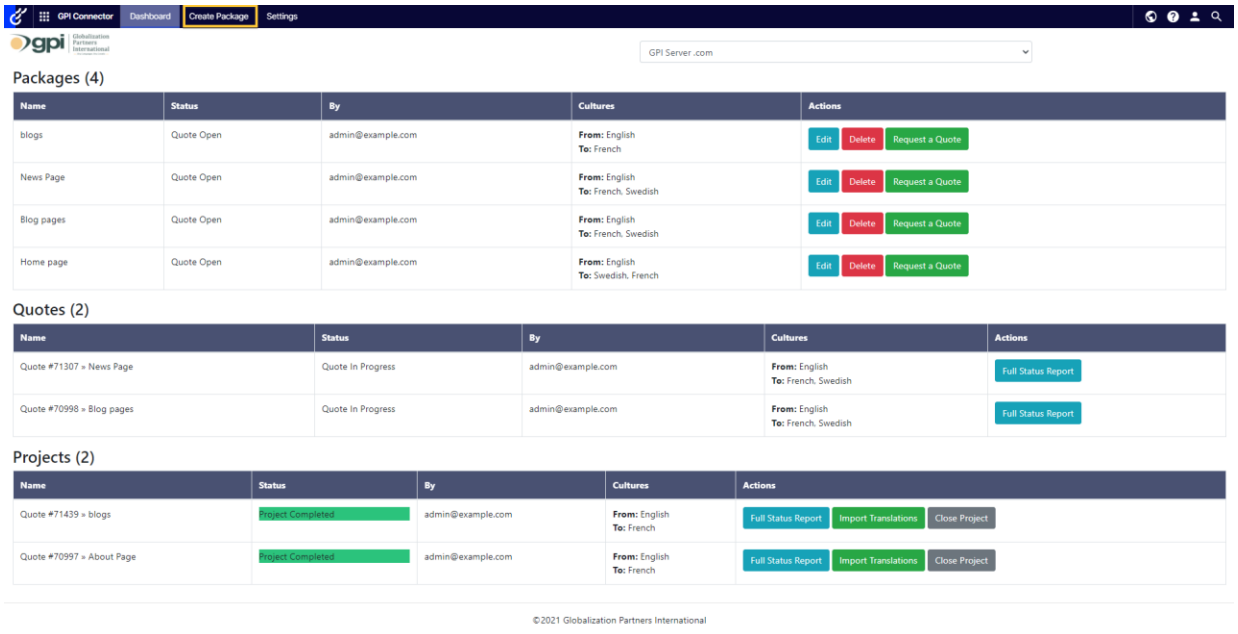
Export content for translation

To send content for translation using the GPI Translation Services Connector for Optimizely, please follow these steps:

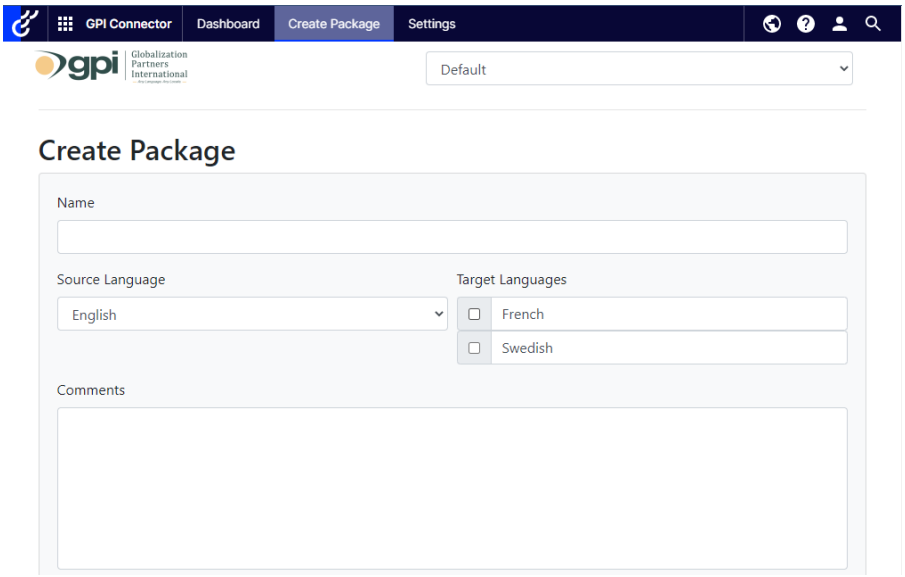
1) In the Optimizely menu, you should see a menu item named ***GPI Connector***.



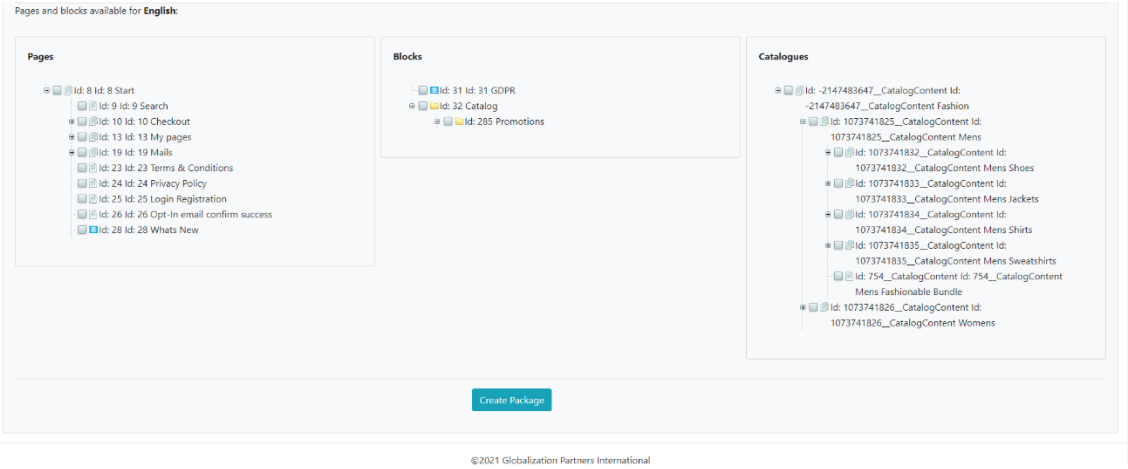
2) Click on the ***Create Package*** menu item.



3) You'll then be redirected to the ***Create Package*** screen.



4) Provide the ***Package Name***. This will be an identifier for the package.
5) Select the ***Source Language***.
6) You also have the option to add ***Comments***. This field is used to input any special instructions you might have.
7) Select the ***Target Language(s)*** you want your content to be translated into.
8) The next section allows you to select the items that you want to send for translation.
   You can click on the plus/minus (+/-) button to navigate the content hierarchy within the system to find the content you need to export.

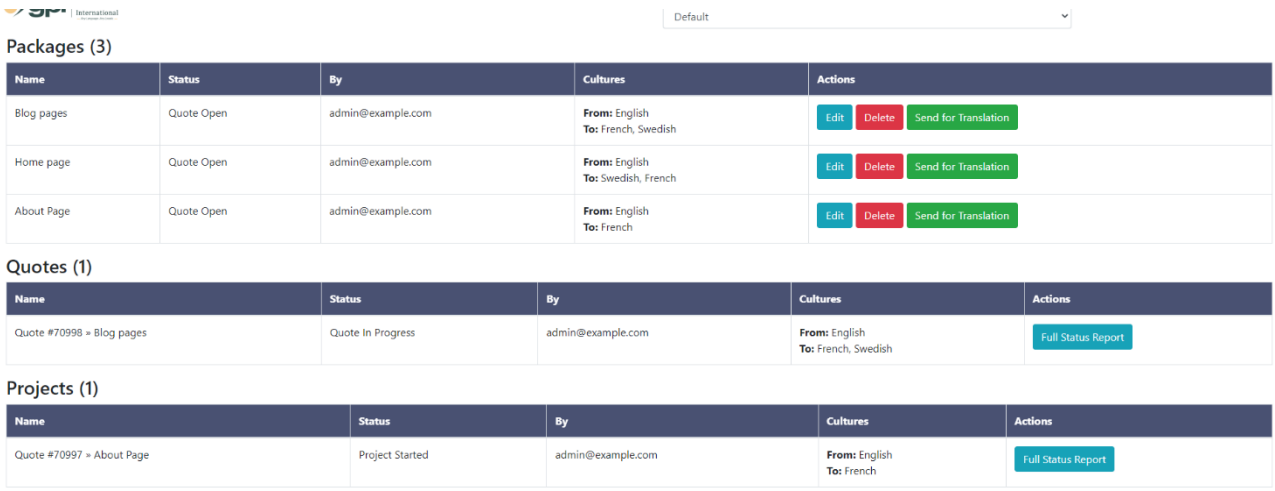


Note: Please, consider that the content tree will display an item only if it has any published version for the selected source language, starting from the root content item.

Once the items have been located, click on them to include them in the package.

9) Once you have finished selecting the content items, click the ***Create Package*** button to complete the operation.

The previous action will create a package (i.e. a quote in ***Open*** status). The ***Open*** status means that, at any time, you can continue to add and remove documents to/from that quote. You can have several quotes open at the same time, each one with different documents and languages.



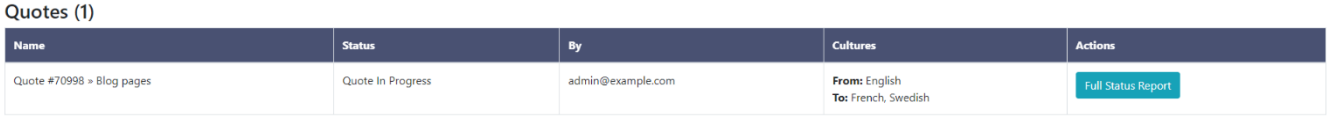
There are available actions you can perform on that package, including:

a) **Send for Translation:** This action will change the status of the quote to ***In Progress***. All the documents to be translated will be sent to GPI for analysis. A formal quote will be created by GPI and supplied back to you for approval.
b) **Edit:** This action will open a new window, like the one in point 3, where you will be able to delete existing documents and/or add new documents to/from the quote.
c) **Delete:** This action will delete the package.

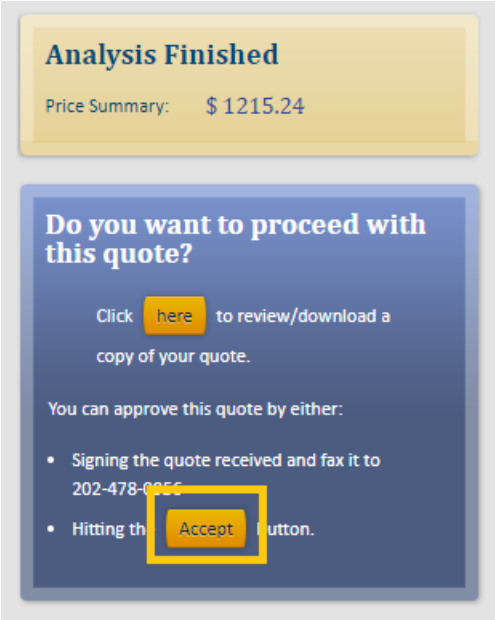
The initial status of a request for a quote will be ***In Progress***. This status means that GPI received your request (files, source and target languages, notes, etc.) and is performing an analysis based on it.

Review and Approve Quotes

Once GPI has completed analysis, its status will be changed from ***In Progress*** to ***Analysis Finished***. As part of this analysis, a quote will be created and submitted for your approval. You can even confirm via email or approve the quote by accessing it in the Translation Portal (by clicking on **Full Status Report** for the quote).



The Translation Portal will display a button that will allow you to approve a quote. By clicking the **Accept** button, a notification will be sent to GPI.



After approving the quote, it will be promoted as a ***Project***. This will be reflected in the dashboard screen of the connector. At this point, GPI will start the translation of your content.

Import translation

Once the translation is completed, the project status will be changed to ***Project Completed***. At this point, you will be able to import the translations by clicking the ***Import Translations*** button. This action will import the translation back into the target languages for each page/block/catalogue you exported originally.

Additionally you will find a ***Close*** button. By clicking on it, the project and remove it from the list. This option is useful when you have a long list of projects and you need to do some cleanup on it.

For any assistance, instructions, or support regarding the GPI Translation Services Connector for Optimizely, or any translation projects with GPI, contact your Project Manager. You may also call in and ask for support at +1-866-272-5874 or email support at support@globalizationpartners.com.

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