



Run Reports

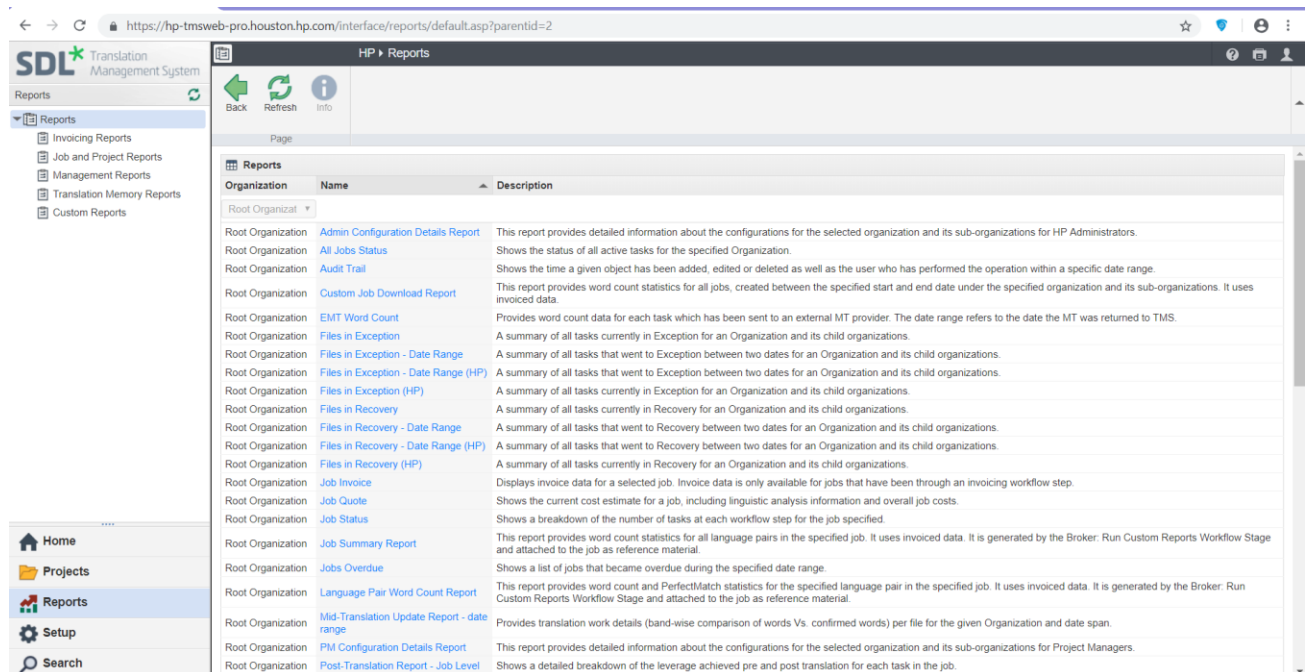
September 2018



Run Reports

Project Managers can run a number of standard reports. These reports are now available in the following formats:

- CSV (Comma Separated Values)
- Microsoft Excel
- HTML
- PDF (Portable Document Format)
- Microsoft Word



Reports are available via the Reports navigation button. Contact the ETMA Service Desk, by open a ticket at: <http://hpetma.freshdesk.com/support/home>. if you do not see the reports navigation button.

Run a report

1. Click the **Reports** navigation button.
2. Click the type of report you want to access (from the left navigation tree).
3. In the Reports page, click the name of the report you wish to generate.

Run Reports

URL: <https://hp-tmsweb-pro.houston.hp.com/interface/reports/default.asp?parentid=28&repid=5>

SDL Translation Management System

Reports

- Reports
 - Invoicing Reports
 - Job and Project Reports
 - Management Reports
 - Translation Memory Reports
 - Custom Reports
 - Vendor Reports
 - BeGlobal Reports

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HP Reports

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Organization	Name	Description
Root Organization	Admin Configuration Details Report	This report provides detailed information about the configurations for the selected organization and its sub-organizations for HP Administrators.
Root Organization	Custom Job Download Report	This report provides word count statistics for all jobs, created between the specified start and end date under the specified organization and its sub-organizations. It uses invoiced data.
Root Organization	Files in Exception - Date Range (HP)	A summary of all tasks that went to Exception between two dates for an Organization and its child organizations.
Root Organization	Files in Exception (HP)	A summary of all tasks currently in Exception for an Organization and its child organizations.
Root Organization	Files in Recovery - Date Range (HP)	A summary of all tasks that went to Recovery between two dates for an Organization and its child organizations.
Root Organization	Files in Recovery (HP)	A summary of all tasks currently in Recovery for an Organization and its child organizations.
Root Organization	Job Summary Report	This report provides word count statistics for all language pairs in the specified job. It uses invoiced data. It is generated by the Broker: Run Custom Reports Workflow Stage and attached to the job as reference material.
Root Organization	Language Pair Word Count Report	This report provides word count and PerfectMatch statistics for the specified language pair in the specified job. It uses invoiced data. It is generated by the Broker: Run Custom Reports Workflow Stage and attached to the job as reference material.
Root Organization	Mid-Translation Update Report - date range	Provides translation work details (band-wise comparison of words Vs. confirmed words) per file for the given Organization and date span.
Root Organization	PM Configuration Details Report	This report provides detailed information about the configurations for the selected organization and its sub-organizations for Project Managers.
Root Organization	TM Sequences	This report provides detailed information about the TM Sequences in the configuration for the selected organization and its sub-organizations.
Root Organization	TM Sequences	This report provides segment count information per language pair for Translation Memories used in TM Sequences under the specified organization and its sub-organizations.
Root Organization	Translation Change per Job Report	Provides the detail of translation changes per source segment for the specified job.
Root Organization	Translation Change per Organization Report	Provides the rate of 100% translation changes in jobs pertaining to the supplied Organization for the specified time period.
Root Organization	Translation Memory Size (Language Pair)	This report provides segment and word count information per language pair for Translation Memories under the specified organization and its sub-organizations.

4. Select a report format from the drop-down menu:

5. Click the **Submit** button.

URL: <https://hp-tmsweb-pro.houston.hp.com/interface/reports/run.asp?parentid=28&rptid=20050>

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HP Reports Custom Job Download Report

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Page Action

Name: Custom Job Download Report

Description: This report provides word count statistics for all jobs, created between the specified start and end date under the specified organization and its sub-organizations. It uses invoiced data.

Organization: HP


Report Format: Excel (Microsoft Office XP+)


Start Date: 09/27/2018 10:49

End Date: 09/27/2018 10:49

Run Reports

ETMA creates a link to download or open the report. Click the link to continue.

**The report has been created successfully. Click the link to open it.**
[Custom-Job-Download-Report_Report_9-27-2018_15-56.xls](#)



SDL Translation Management System
Custom Job Download Report
Generated : 09/27/2018 15:57

Organization:	Standard (Reference)
Start Date:	08/01/2018 15:55
End Date:	09/27/2018 15:55

Project Name	Project ID	Job ID	Job Name	Job Status	Organisation Name	Company	Vendor Name	PO Code	HP Stakeholder	Configuration	Job Creator	Project Manager	TM Sequence	Terminology Sequence	Language Pair	Workflow Step	Number of Tasks	Total Words	PerfectMatch	Repetitions
		533,696	Test job for Performance Testing – 08-02-2018	Active	Standard (Reference)	HP Inc.	Unused			Performance testing - manual submission	hp_testing	hp_testing	Performance Testing	HP Global Terminology	EN-US > JA	Broker: Run Custom Reports	1	22,778	0	349
		533,696	Test job for Performance Testing – 08-02-2018	Active	Standard (Reference)	HP Inc.	Unused			Performance testing - manual submission	hp_testing	hp_testing	Performance Testing	HP Global Terminology	EN-US > ZH-CN	Broker: Run Custom Reports	1	108,180	0	4,567
		533,696	Test job for Performance Testing – 08-02-2018	Active	Standard (Reference)	HP Inc.	Unused			Performance testing - manual submission	hp_testing	hp_testing	Performance Testing	HP Global Terminology	EN-US > ZH-CN	Recovery	1	22,778	0	501
		533,894	Test job for Performance Testing – 08-03-2018	Active	Standard (Reference)	HP Inc.	Unused			Performance testing - manual submission	hp_testing	hp_testing	Performance Testing	HP Global Terminology	EN-US > JA	Broker: Run Custom Reports	2	130,958	0	4,920

Report Types

Invoicing Reports

Job invoice	Displays invoice data for a selected job. Invoice data is only available for jobs that have been through an invoicing workflow stage.
Job quote	Shows the current cost estimate for a job, including linguistic analysis information and overall job costs.
Project invoice	Shows the Invoice information for a selected project. This report is produced using invoice data.

Job and Project Reports

All Jobs Status	Shows the status of all active tasks for the specified Organization.
Job Status	Shows a breakdown of the number of tasks at each workflow stage for the job specified.
Job Overdue	Shows a list of jobs that became overdue during the specified date range.
QA Check Failed – Date Range	Shows QA checks that have failed for all jobs in a specific date range
QA Check Failed – Job	Shows QA checks that have failed for a specific job.
Reviewer Grading - Organization Level	Details of the translation quality review results by organization.
Reviewer Grading - Task Level	Details of the translation quality review results.

Run Reports

Terminated Reason	Shows the terminated job reason.
Word Count	Shows word counts for a given job including banding leverage per file/per language with a total per language.

Management Reports

Files in Exception	A summary of all tasks currently in Exception for an Organization and its child organizations.
Files in Exception – Date range	A summary of all tasks that went to Exception between two dates for an Organization and its child organizations.
Files in Recovery	A summary of all tasks currently in Recovery for an Organization and its child organizations.
Files in Recovery – Date range	A summary of all tasks that went to Recovery between two dates for an Organization and its child organizations.
Product Cycle	Shows the time tasks have been at various human stages for jobs within a specific date range.
Recovery and Exception Summary	A summary of how many tasks have been to Recovery and Exception within a given date range.
Task History	Shows the date and time that tasks started each human stage for a specific date range.
Translation History	Shows the history of the translation.
Translation Memory Savings	Shows the translation memory leverage and savings per target language for a selected Organization. The data is based on invoice data for jobs which have been created between a specific date range and that have passed the Complete Invoice workflow stage.
Translation Summary by Language	Shows the translation summary statistics for each target language. This report is produced using invoice data.
User Work History	Shows which users were responsible for a given workflow stage within a specific date range.
Vendor Summary	Shows the list of all vendors for the specified Organization.

Translation Memory Reports

TM Segments Created	Shows the time tasks have been at various human stages for jobs within a specific date range.
TM Segments Created and Used	Shows the translation memory segments created and used between the two selected dates.
Translation Memory Size	Shows the segment and word count information per language for a selected translation memory.

Custom Reports

Admin Configuration Details	This report provides detailed information about the configurations for the selected organization and its sub-organizations for HP Administrators.
Custom Job Download	This report provides word count statistics for all jobs, created between the specified start and end date under the specified organization and its sub-organizations. It uses invoiced data.
Job Summary Report	This report provides word count statistics for all language pairs in the specified job. It uses invoiced data. It is generated by the Broker: Run Custom Reports workflow stage and attached to the job as reference material.

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Language Pair Word Count Report	This report provides word count and PerfectMatch statistics for the specified language pair in the specified job. It uses invoiced data. It is generated by the Broker: Run Custom Reports workflow stage and attached to the job as reference material.
PM Configuration Details Report	This report provides detailed information about the configurations for the selected organization and its sub-organizations for Project Managers.
TM Sequence Details Report	This report provides detailed information about the TM Sequences in the configurations for the selected organization and its sub-organizations.
TM Sequence Size Report	This report provides segment count information per language pair for Translation Memories used in TM Sequences under the specified organization and its sub-organizations.
Translation Memory Size (Language Pair)	This report provides segment and word count information per language pair for Translation Memories under the specified organization and its sub-organizations.
Workflow Details	This report provides detailed information about the workflows and workflow templates for the selected organization and its sub-organizations.
Workflow Stage Duration Report	Provides the detailed information about the workflow stages start and end time for all jobs under the selected organization and its sub-organizations.

Vendor Reports

Vendor Invoice	Shows the Invoice information for a selected vendor. This report is produced using invoice data.
Vendor Job Status	Shows a breakdown of the number of tasks at each workflow stage for the vendor specified.
Vendor Word Count	Shows word counts for a given job including banding leverage per file/per language with a total per language.