



ETMA Components – Concept Documentation

September 2018



All you always wanted to know about ETMA components... and never dare to ask!!

Configurations

Configurations are organization specific and specify the translation memories used, content types processed, workflows used and languages available for each job created using the configuration.

Configurations can also contain optional components that are applied to jobs, such as a project manager, terminology sequence, project schedule, vendor or cost matrix, for example.

Once you have created the configuration, you will not have to select these settings individually every time you create a job. Configurations allow you to quickly and easily specify how a job will be processed and save you time at job creation stage.

Users and Groups

Users in ETMA must be assigned to a group. It is at the group level that permissions are assigned. Once users are set up within an organization and assigned to a group, they can be assigned to workflow stages within that organization or within child organizations.

Groups are groups of users. They usually contain users who perform the same or similar roles. For example, you could have a group of English to French translators or a group of project managers.

Groups are given specific permissions to define which menu options and screens they can see and which ETMA functionality they can use, and they can be assigned to workflow stages in the same way that an individual user can be assigned to a stage.

Users and Groups can be created at the root level, and therefore be available under all child organizations, or created at the child organization if business specific.

Naming Convention to be followed for users in ETMA:

Group Name	ETMA User name
HP Administrators	[hp]_[first initial last name]
Vendor Managers	[hp]_[first initial last name]
BU Project Managers	[hp]_[pm]_[first initial last name]
VO Project Managers	[hp]_[pm]_[first initial last name]
Project Leads	[hp]_[pl]_[first initial last name]
LSP Service Providers	
<i>Translator</i>	[vendor name]_[t]_[language-locale code]*OPTIONAL if needed _[first initial last name]
<i>QA</i>	[vendor name]_[qa]_[language-locale code]*OPTIONAL if needed _[first initial last name]
<i>Reviewer</i>	[vendor name]_[r]_[language-locale code]*OPTIONAL if needed _[first initial last name]
<i>Engineering</i>	[vendor name]_[e]_[language-locale code]*OPTIONAL if needed _[first initial last name]
<i>DTP</i>	[vendor name]_[dtp]_[language-locale code]*OPTIONAL if needed _[first initial last name]
<i>Language Lead (i.e. does all services for a language-locale)</i>	[vendor name]_[ll]_[language-locale code]*OPTIONAL if needed _[first initial last name]

Language pairs and Derivatives

Both language pairs and language groups can be set in ETMA. Language pairs you set in the root organization will be available in all child organizations

Language pairs refer to a pair of languages for translation. For example, you may set up translation pairs from English to French and from English to German.

Language groups refer to sets of language pairs which you place together in a group. You may want to place language pairs in a group for costing purposes, or if you are translating similar types of projects in several languages, you may also want to apply a language group to a configuration, so that this configuration can be used for several language pairs and not just one. This will save you from duplicating configurations for individual language pairs. You will need to configure all other system settings (language pairs, workflow, costs matrix, etc...)

Language Derivatives are available sub-languages for a specific target language. For example, if you choose French (France), all sub-languages for French, for e.g. French (Belgium), French (Canada), etc..., are made available in ETMA.

If you want the translation memory for a derivative language to be applied to translation requests for the target language, select that language derivative and click the right arrow so that it appears in the Selected Language Derivatives box, in your configuration.

TMs and TM sequences

Translation Memories (TMs) are databases in which source language sentences are stored together with their target language equivalents. The source language sentences and their target language equivalents make up a translation unit. ETMA allows you to specify translation memories which your translators can use while translating files and which are then updated at the end of every job or project with any new source and target matches.

Translation memories contain attribute fields which provide classification information about a translation unit, for example, the name of the client for which the translation was created or whether the translation has been approved. Data (values) from these fields are used to create filters which can be applied when searching the translation memory. These values can also be assigned to translation units when the translation memory is updated.

You can specify more than one translation memory for use by translators, and if you choose to do so, you can also specify the order in which these translation memories are applied and updated.

A TM sequence specifies which translation memories are applied to a task and the order in which they are applied. TM sequences must contain at least one working translation memory.

A working translation memory must be applied because in ETMA, translation memories are only updated after translations have been reviewed. Translated texts must pass through the edit, review and approval stages of a workflow before translation memories are updated.

However, working translation memories can be updated as translators work and translators can also apply working translation memories to their translations. If several similar segments appear in a text, or if several different translators are working on similar texts, a working translation is useful to minimize duplication of effort.

ETMA Components – Concept Documentation

Workflows

A workflow is a series of processes (workflow stages) performed in a particular order. Workflows are used to control how jobs and tasks are processed. Some stages are automated (performed entirely by ETMA) and others are performed by users of ETMA. A number of default workflow stages and workflow templates are provided in ETMA so that you can create workflows.

Workflow stages are the building blocks from which workflow templates are created. Each stage contains a set of activities. When the activities have been completed, the task is sent to the next workflow stage.

[Description of workflow stages & best practices](#)

A workflow template is a pattern from which new workflows are created. It specifies which stages are in the workflow and the order in which the stages occur. When creating a new workflow, you select the workflow template that contains the precise pattern of stages you require.

You can also create custom stages for ETMA. When adding new human or system workflow stages to ETMA, you are replicating existing workflow stages.

Costing

Costing uses a concept of bands for the different fuzzy match categories. You will be expecting to use 7 bands for costing (as used in the previous GXT system). You can set up the costing for your organization in several different ways.

You can:

- Apply Cost Matrices to define translation costs per word for each language,
- Use Cost Formulas to calculate the total cost of completing a job
- Use Cost Variables to create customized cost formulas.

These three components allow you to create customized and flexible costing, and therefore relate to the reporting functionality.

Content Types

Content Types refer to the file formats which can be processed through ETMA. All content types require a filter during pre-processing. A filter is used to extract the translatable content from a file of that content type that you uploaded to ETMA (for e.g. Microsoft Word 2007 (DOCX) files use the Word 2007 filter during pre-processing).

There are several default content types which ship with ETMA, such as HTML, MIF, JPEG, etc... You will therefore be expected to use the Content Type available at the root, unless there is a specific business need at the organization level. Any content types that you want to process for an organization must be available under this specific organization. You can add additional content types if they are supported by the existing filters in ETMA.

Some content types also require supporting files. For example, HTML files require an ANL file, which is provided with ETMA. Supporting files determine how the content types are handled in ETMA. Supporting files are automatically provided for the content types listed on the Content

Types screen via the Resources screen.

If you add a content type to the Content Types screen, it may require an associated file not included in your installation of ETMA. You can upload supporting files to the Resources screen.

Project Schedules

A project schedule specifies how long each workflow stage should take to complete. When a project schedule is applied to a job, ETMA calculates when each stage should finish and generates a Due Date for the completion of all stages.

A project schedule is added to a Configuration. When you create a new job on the Create Job screen - if you create the job as a project - the schedule is applied automatically to the different tasks in the job.

Terminology and Terminology Sequences

ETMA allows you to specify terminology databases which your translators can use while translating files. Terminology databases are checked for matches with source language text during task pre-processing and, where a match is found, the term translation is retrieved and stored with the task. When translators are working on the task, they can look at the term base matches and place them in the translation.

If you do not have any organization specific Terminology database available in ETMA, make sure to select the HP default terminology database "HP Global Glossary". You may also specify more than one terminology database for use by translators, and if you choose to do so, you can also specify the order in which these terminology databases are applied by creating a terminology sequence. If a legal terminology database has to be used for your program, make sure to put it first in the priority list.

Resources

The resources functionality in ETMA allows you to store any extra resource files that are needed in your ETMA system. For example, these resource files may be extra configuration files, such as analysis .anl files which are used to process the XML attributes. The system may need preview files in order to provide previews of certain file types in translation or you may need email templates if you want to customize emails to your own specifications. You can upload any kind of additional file to the resources screen and this file will then be available for selection in the relevant part of the TMS system.