language wire

User Guide

Validation Share

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Contents

1.	Introduction	2
1.1	. Audience	2
1.2	. Glossary	2
2.	Setup levels	2
3.	How to activate and use Validation Share as a customer	3
3.1	. Step 1: activate Validation Share	3
3.2	. Step 2: invite a collaborator	3
3.3	Step 3: validate the translation	3
3.4	. Step 4: final review and finish the job	3
3.5	. Setup restrictions	3
4.	How to use Validation Share	4
4.1	. How to access as a validator	4
4.2	. How to revoke access for a collaborator	7
4.3	. Collaborator access expiry	8
4.4	. How a validator reviews collaborator edits	8
5.	How to access as a collaborator	9

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1. Introduction

Validation Share is an optional feature in Smart Editor that enables validators to share a link with one or more collaborators so they can participate dynamically in the validation process.

In this how-to guide, you'll learn about the Validation Share feature from a customer perspective as well as how to use it from a validator and collaborator perspective.

1.1. Audience

This guide is for LanguageWire customers, their validators and collaborators.

1.2. Glossary

Term	Description
Customer	A person who submits projects and requests validation in the
	LanguageWire platform.
Collaborator	A dynamic participant in the validation workflow. Invited by the
	validator. Does not require a platform user account.
One-Time Password	Special code used for a single login.
Smart Editor	LanguageWire's online tool for linguistic processing, including
	validation.
Validator	A role assigned to the customer or someone on behalf of the customer.
	A person who is assigned to Validation jobs by LanguageWire and
	validates translated content.
Validation Share	A feature in Smart Editor that enables validators to share their
	validation task with collaborators via a direct link, supporting teams
	with shared validation practices.

Table 1 – Glossary

2. Setup levels

Before you can use Validation Share, it must be activated by your LanguageWire team. Validation Share can be configured at six different levels:

- Entity (Company or Department)
- Customer
- Project template
- Project
- Assignment template
- Assignment

Consult with your LanguageWire team to activate and configure Validation Share to fit your needs.

3. How to activate and use Validation Share as a customer

3.1. Step 1: activate Validation Share

Once a **customer** has decided to utilise Validation Share on one or more of the levels outlined in **Setup levels**, the customer must:

- Contact their LanguageWire team to activate it
- Instruct validators on how to use it

3.2. Step 2: invite a collaborator

Before a validator shares a Smart Editor invitation with a collaborator, they must:

- Ensure that the collaborator is ready and willing to participate
- Brief the collaborator about details and conditions of the validation task, e.g. briefing, reference material and deadline

3.3. Step 3: validate the translation

When a **collaborator** participates in the validation, they must:

- Validate according to the details shared by the validator
- Inform the Validator once they've completed the validation

3.4. Step 4: final review and finish the job

When all collaborators have completed their validation, the validator must:

- Review edits made by collaborators using the Change Report and revise as needed
- Finish the Validation job in the LanguageWire platform to notify the LanguageWire team

3.5. Setup restrictions

Validation Share is created with dynamic validation collaboration in mind.

For this reason, Validation Share restricts the file import functionality in Smart Editor. If validators normally use Excel exports or SDL package exports, consult with your LanguageWire team to reconfigure your setup prior to activating Validation Share.

4. How to use Validation Share

4.1. How to access as a validator

Once activated, validators can access the Validation Share feature via the Smart Editor page:

	÷	language wire	FILE 🔻	EDIT 🔻	VIEW 🕶	HELP 🔻	+🚉 Job Share (0)	E Feedback
--	---	----------------------	--------	--------	--------	--------	------------------	------------

Figure 2 - Validation Share location in Smart Editor

Click "Share invite" to open the dialogue box:

Job Share		Х
 This job may contain confishared with authorised record 	idential information and should only be sipients.	Collaborators with access
First name* L	.ast name	Nobody added yet
0 / 20	0 / 45	
E-mail*		
	0 / 200	
I accept the terms and condition	S*	
	CLOSE SEND INVITATION	

Figure 3 – Validation Share invitation

Add collaborator information (the collaborator doesn't require a platform user account):

Job Share		Х
This iob may contain confidential	information and should only be	Collaborators with access
shared with authorised recipients.	CLOSE CLOSE CLOSE CLOSE CONTRACTION	
First name* Last name Anna Banks		Nobody added yet
4 / 20 E-mail* annabankstranslations@αmail.com	5 / 45	(0)
	31 / 200	
I accept the terms and conditions*		
	CLOSE SEND INVITATION	

Figure 4 – Collaborator information

Read the terms and conditions:

	0% Translation job 🖈
Job	Terms and conditions for sharing content with collaborators $\hfill X$
000	Important information: You are about to share content from LanguageWire with a third-party collaborator.
0	When sharing content, please be aware that you maintain full responsibility for any actions, omissions and edits performed by the collaborator.
First na	Your responsibilities include but are not limited to:
E-mail ⁴ anna	 Ensuring that the collaborator is authorised to receive the shared content. Ensuring that the collaborator is ready and willing to participate in this job. Sharing any LanguageWire briefing details and any other materials for the job that the collaborator needs to perform their tasks. Ensuring that the collaborator is instructed and trained on how to use Smart Editor. Ensuring that the job is completed and delivered by the deadline specified in the LanguageWire Platform. Revoking the collaborator's access if required.
	CLOSE
	Ha pasado un año desde que escribí mi nota 🔹 🕕 🕅

Figure 5 – Terms and conditions for validators

Accept the terms and conditions:

Job Share			Х
f) This job may	contain confidential informatior	n and should only be	Collaborators with access
shared with a	A Share X Shar		
First name* Anna	Last name Banks		Nobody added yet
E-mail*	4 / 20	5 / 45	
annabankstranslatior	ns@gmail.com	31 / 200	
I accept the terms	and conditions*		
	CLOSE	SEND INVITATION	

Figure 6 – Accepting terms and conditions

Click "Send Invitation":

Job Share		Х
This job may contain	confidential information and should only be	Collaborators with access
First name*	Last name Banks	Nobody added yet
4 / E-mail* annabankstranslations@gmai	20 5 / 45	602
	31 / 200	
I accept the terms and cond	Itions*	

Figure 7 – Send Invitation



OPTIONAL – Add more collaborators according to need:

Job Share	Х
Job shared with Anna Banks Collaborators with access (1) Anna Banks	
Well done! Your invitation has been sent.	Anna Banks X annabankstranslations@gmail.com (8/26/2024, 12:24:47 PM)
CLOSE + INVITE NEW	

Figure 8 – Adding more collaborators

_		
l	Note: A validator can invite as many collaborators as needed.	
L		

4.2. How to revoke access for a collaborator

You can revoke collaborator access at any time by accessing the Validation Share overview:

÷	language wire	FILE 🔻	EDIT 🔻	VIEW 🕶	HELP ¥	+ Job Share (0)	📕 Feedback

Figure 9 - Validation Share overview access

Click the "X" icon to revoke collaborator access and confirm by clicking "Yes, revoke access":

Job Share			Х
🎝 Job shared		Collaborators with acce	ss (2)
	Revoke collaborator access	X	x
	Are you sure that want to revoke access for the following collaborat Charles Williams	tors?	
		ns wire.com	
	CANCEL	ES, REVOKE ACCESS	
	CLOSE + INVITE NEW		



Note: After clicking "Yes, revoke access", the collaborator will continue to have access to the Smart Editor job for 12 hours, after which access will be revoked.

4.3. Collaborator access expiry

Collaborator access becomes unavailable once the validator has revoked access or the Validation job is completed.

When collaborator access has expired, a collaborator will see this message:

Your access has expired	
Please contact the person who invited you if you still need access to this job.	

Figure 11 – Access expiry

4.4. How a validator reviews collaborator edits

Important: After a collaborator has completed their validation, the validator must review the edits made by the collaborator and revise as needed.

Collaborator edits are visible in the "Change Report" and the "History" tab for each segment:

4	language wire FILE - EDIT -	VIEW -	HELP 🔻		
LLI	M BROCHURE - Validation Sha	*	Compact	Alt + Y	\checkmark
20	X Source: English-United Kingdom		Source	Alt + V	\checkmark
	Reports will also be generated and share	A۴	Font size	Alt + U	•
18	their linguistic quality assessment (LQA) frequent and what doesn't need proofrea	E	Change report		

Figure 12 – Change Report location

Collaborator edits show as "X on behalf of Y", e.g. "Lisa on behalf of Philip":

←	Smart Editor	Change Report	CON	IGUR	ATION 🔻			
LLI	M BROCHURE - Valida	ation Share	Validati	on		Ŧ		
		4	LOAD A	LL	EXPAND ALL	+	COLLAPSE ALL	
	Origin			Tra	nslation			
20	Large language model models that learn from content and generate l in writing.	s are advance n massive amo human-like res	ed AI ounts of sponses	Les des part gén hun	grands modèles lingu modèles avancés d'I <i>I</i> tir d'énormes quantité èrent des réponses se nains par écrit.	uistiqu A qui a es de c embla	ies (LLM) sont apprennent à contenu et bles à des	^
•;	Lisa on behalf of Philip Les grands modèles lir d'énormes quantités de Les grands modèles lir quantités de contenu e	nguistiques (LLM e contenu et gér nguistiques sont et génèrent des r	M) sont de nèrent des t des mod réponses s	es mo s répo èles a semb	Valida dèles avancés d'IA qui a nses semblables à des l avancés d'IA qui apprenr lables à des humains pa	ation · appreni humair hent à j ar écrit.	10/2/2023, 9:25:2 nent à partir ns par écrit. partir d'énormes	1 AM

Figure 13 – Collaborator edits in the Change Report

+ Share invite (1) 📰 Shortcuts	TERMS 🚺 C 🗸
Target: French-France Filter (All) Image: Comparison of the second seco	
automatiquement les erreurs de relecture pour accélérer le processus et offrira des opportunités d'automatisation de la post- édition.	Les grands modèles linguistiques (LLM) sont des modèles avancés d'IA qui apprennent à partir d'énormes quantités de contenu et génèrent des rénonses
Des rapports seront également générés et partagés avec les clients sur la base de leur évaluation de la qualité linguistique (LQA) pour voir où les erreurs sont fréquentes et ce qui ne nécessite pas de relecture.*	semblables à des humains par écrit. Oct 2, 2023, 9:25 AM, validation, Lisa on behalf of Philip
Qu'est-ce que le Large Language Models (LLM)*?	QA SUMMARY 18 A C V
Les grands modèles linguistiques (LLM) sont des modèles avancés d'IA qui apprennent à partir d'énormes quantités de contenu et génèrent des réponses semblables à des humains par écrit.	Source: LLM BROCHURE_(cc23)(< 1 of 2 > C Z :
x ♡ \$ × \$ ~ : 184/4000 ▲1 🞯 Save 🔽	Larguagewire Large ************************************

Figure 14 – Collaborator edits in the History tab

5. How to access as a collaborator

Collaborators receive a Smart Editor invitation from LanguageWire via a templated email:

USER GUIDES



Figure 15 – Templated email for collaborators

When clicking the link, the collaborator is redirected to a LanguageWire login page:

	Languagewire Detime Password Hi Anna, to access Smart Editor, check your email (a************************************
--	---

Figure 16 – Login page

After opening the LanguageWire login page, a second email will be sent to the collaborator, with a One-Time Password:



Figure 17 - Email with One-Time Password

To access the Smart Editor job, the collaborator must enter their One-Time Password on the LanguageWire login page:

	Language wire One-time Password Hana, to access smart Editor, check your email (************************************
--	--

Figure 18 – Login page for One-Time Password

After entering their One-Time Password, the collaborator will see a dialogue window with instructions on how to collaborate on a Smart Editor job:

Collaboration on Validation jobs				
Instructions:				
You're about to access content that your colleague has shared with you. Make sure:1. You validate the content.2. When you finish the validation task, contact your colleague to let them know (no automatic notifications are sent).				
 Please contact your colleague if: You have doubts on how to use Smart Editor. You have any problem accessing this link. 				
	LET'S VALIDATE! SHOW TIP:	s		

Figure 19 – Instructions for collaborators

We recommend that first-time users familiarise themselves with Smart Editor basics via the guide "Show tips".

If a collaborator has questions about the validation process or content, they must consult with the colleague who requested their participation.



List of tables

Table 1 – Glossary	2
Figure 2 - Validation Share location in Smart Editor	4
Figure 3 – Validation Share invitation	4
Figure 4 – Collaborator information	5
Figure 5 – Terms and conditions for validators	5
Figure 6 – Accepting terms and conditions	6
Figure 7 – Send Invitation	6
Figure 8 – Adding more collaborators	7
Figure 9 - Validation Share overview access	7
Figure 10 – Revoking access	7
Figure 11 – Access expiry	8
Figure 12 – Change Report location	8
Figure 13 – Collaborator edits in the Change Report	9
Figure 14 – Collaborator edits in the History tab	9
Figure 15 – Templated email for collaborators	10
Figure 16 – Login page	10
Figure 17 – Email with One-Time Password	11
Figure 18 – Login page for One-Time Password	11
Figure 19 – Instructions for collaborators	12

