

Here is a description of how to use the Termbase in our system AGITO.

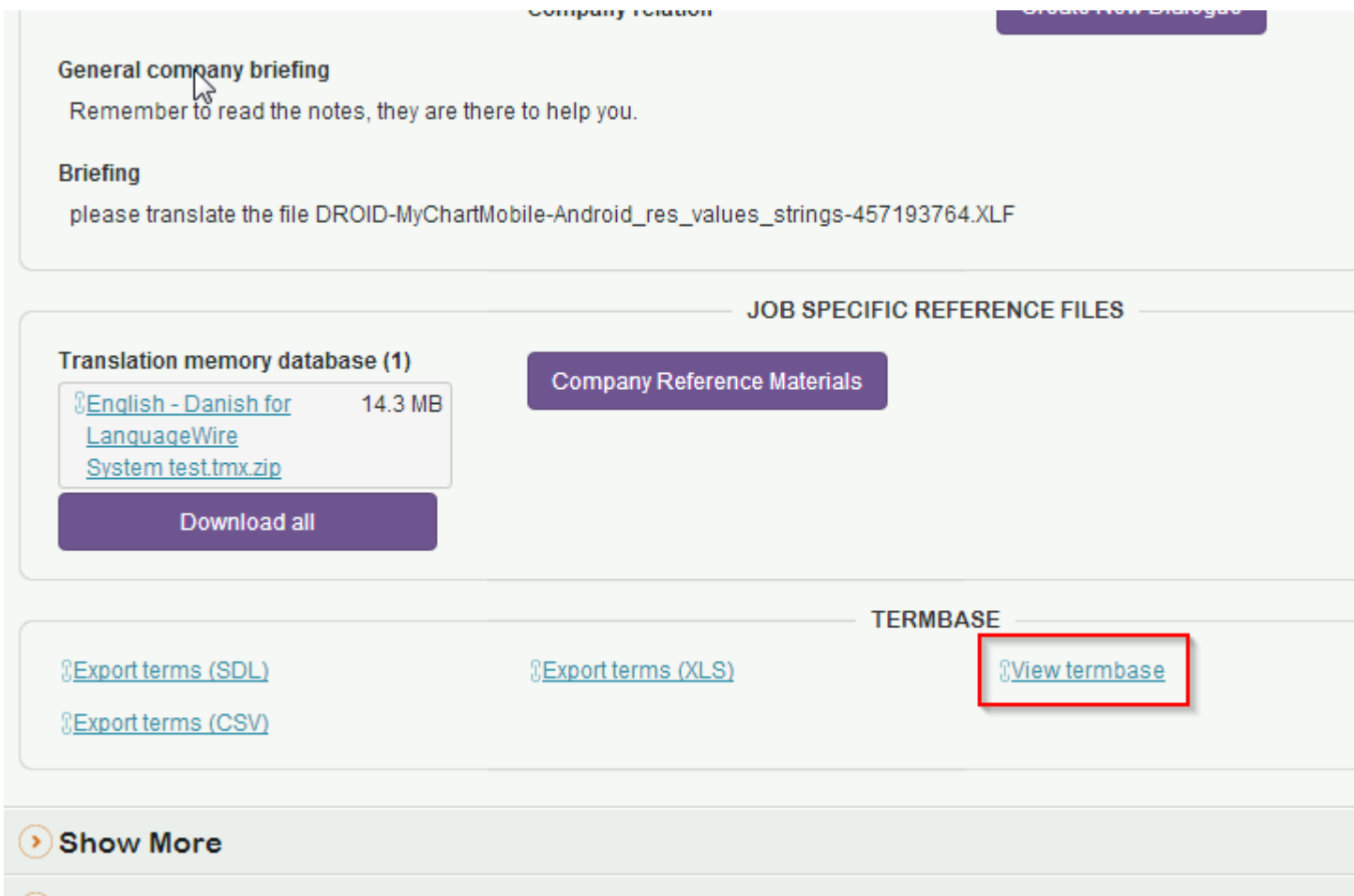
You will usually add terms when finishing a job in AGITO, at the same stage as when you are uploading your target files.

If you are working in our online CAT tool, Agito Translate, you can add your terms there as you translate.

If you are working in SDL Trados, MemoQ or another CAT tool:

Click “Show more” inside the Termbase, export the termbase from AGITO and import it into your own CAT tool’s termbase, such as MultiTerm for SDL Trados. Screen dumps for this procedure are shown at the end of this file. You add your new terms, if relevant, when you finish the job in AGITO.

Below we show how to add terms to our termbase. You access the termbase via the job you are working on in AGITO. Here is a screen dump of the job page in AGITO, where you can click on View termbase (red box below)



The termbase overview page opens.

You can view the terms in two different ways:

As "Term families"

Or as "Terms"

They show the same terms:

Termbase: Do not Use2

ID: 66 Total number of terms: 1459 Select languages:

Termbase title: Do not use2 Total number of non-approved terms: 756

Number of term families: 420 [Add Terms](#)

[Show More](#)

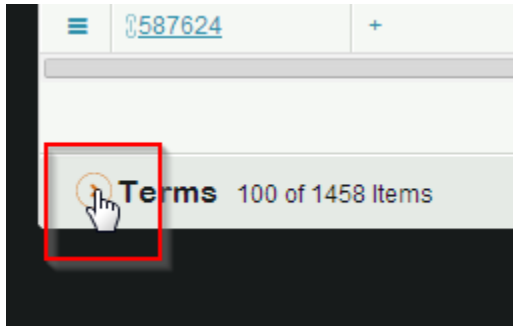
[Term Families](#) 5 of 420 Items [Show all](#)

Term Family ID	Afghan	Norwegian-New	Danish	English	Finnish
1412576	+	+	Testbil +	Test car +	+
1390224	+	+	Bil +	Car +	+
1389859	+	+	min test +	my test +	+
1389746	+	+	our test +	+	+
587624	+	+	administrator +	administrator +	+

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[Terms](#) 100 of 1458 Items

Click on Terms and you will see the Terms table fold out.



Language selection: select languages in the “Select languages” field:



Termbase: Do not Use2

ID	Total number of terms
66	1461
Termbase title	Total number of non-approved terms
Do not use2	757
Number of term families	
420	

Select languages (4)

-  Danish,  English,
-  German,  Swedish

Add Terms

[Show More](#)

[Term Families](#) 5 of 420 Items [Show all](#)

Term Family ID	Danish	English	German	Swedish
1412576	<i>Testbil</i> +	Test car +	<i>Testauto</i> +	+
1390224	<i>Bil Vogn</i> +	<i>Car</i> +	<i>Auto</i> +	<i>kärra</i> +
1389859	min test +	<i>my test</i> +	mein Test +	<i>mitt test</i> +
1389746	<i>our test</i> +	+	+	<i>vårt test</i> +
587624	<i>administrator</i> +	<i>administrator</i> +	+	+

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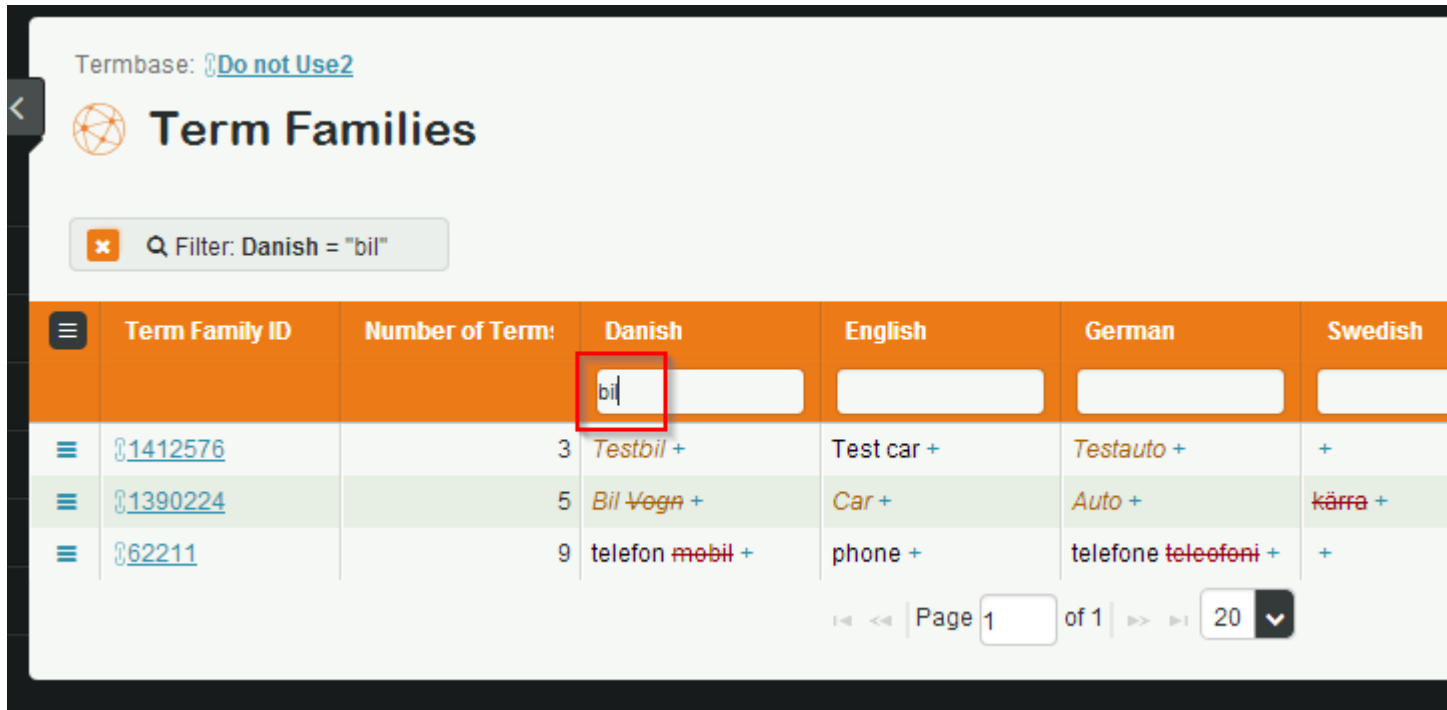
[Terms](#) 100 of 763 Items [Show all](#)

Value	Language	Usage	Approved	Notes
Term Family ID: 1412576				
Testauto	 German	Use	<input type="checkbox"/>	Hi, here are some notes: Note 1 Note 2 M
Test car	 English	Use	<input checked="" type="checkbox"/>	
Testbil	 Danish	Use	<input type="checkbox"/>	
Term Family ID: 1390224				
kärra	 Swedish	Do not use	<input checked="" type="checkbox"/>	
Auto	 German	Use	<input type="checkbox"/>	

The terms are shown in different colours in the Term Families table. These colours mean:

- Black: approved and “Use”.
- Orange: “Use”, but not yet approved
- Orange with a strikethrough: “Do not use”, but not yet approved as a “Do not use” term
- Red and a strikethrough: approved as a “Do not use” term

If you click “Show all” on the Term Families bar, you can filter.



Termbase: [Do not Use2](#)

Term Families

Filter: Danish = "bil"

Term Family ID	Number of Term:	Danish	English	German	Swedish
1412576	3	Testbil +	Test car +	Testauto +	+
1390224	5	Bil Vogn +	Car +	Auto +	kärre +
62211	9	telefon mobil +	phone +	telefone teleofoni +	+

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Click “Show all” on the Terms bar, and you can filter here as well:

Termbase: [Do not Use2](#)

Terms

Filter: Value = "bil"; Language = Danish | English | German | Swedish

Value	Language	Usage	Approved	Note
bil	Danish,			
Term Family ID: 1412576				
Testbil	Danish	Use	<input type="checkbox"/>	
Testbil	Danish	Use	<input type="checkbox"/>	
Term Family ID: 1390224				
Bil	Danish	Use	<input type="checkbox"/>	
Bil	Danish	Use	<input type="checkbox"/>	
Term Family ID: 146111				
liabilities	English	Use	<input type="checkbox"/>	
liabilities	English	Use	<input type="checkbox"/>	
Term Family ID: 62211				
mobil	Danish	Do not use	<input checked="" type="checkbox"/>	
mobil	Danish	Do not use	<input checked="" type="checkbox"/>	

Page 1

Here we will show you what you can do with a Term Family.
Click the Term Family ID:

[Show More](#)

Term Families 5 of 420 Items [Show all](#)

	Term Family ID	Danish	English
	1412576	Testbil +	Test car +
	1390224	Bil Voqn +	Car +
	1390224 1390224	min test +	my test +
	1389746	our test +	+
	587624	administrator +	administra

Terms 100 of 763 Items

You can delete a term that you have entered (if the term not has been approved) and you can add new terms:

Termbase: [Do not Use2](#)

Term Family: 1390224

[Add term](#)

Terms 5 Items [Show in filter](#)

	Value ▲	Language	Usage	Approved	Notes
	Voqn	Danish	Do not use	<input type="checkbox"/>	
	kärra	Swedish	Do not use	<input checked="" type="checkbox"/>	
	Car	English	Use	<input type="checkbox"/>	
	Auto	German	Use	<input type="checkbox"/>	

Delete Term


You can click a Term directly in the Term Families table in order to view all information about the term or edit it:


Term Families 5 of 420 Items Show all				
	Term Family ID	Danish	English	Ge
	1412576	Testbil +	Test car +	Tes
	1390224	Bil +	Car +	Aut
	1389859			me
	1389746	our test +	+	+
	587624	administrator +	administrator +	+

Terms 100 of 763 Items

Save info: edit a field, for example the Text field to “Bil2”, then click outside the field (or Tab to another field) to save your edits:


Termbase: [Do not Use2](#) > / Term family: [1390224](#)

 **Term: 4134736**

Text 

Bil2

Language *

 Danish

Usage status *

Use

Approval status


Notes

Creation date

Wed 08 Jan '...

→

Termbase: [Do not Use2 >](#) / Term family: [1390224](#)

 **Term: 4134736**

Text Saved ✓

Language *

Usage status *

Approval status
Not approved

Notes

Creation date (CET/CEST)
Wed 08 Jan '14 11:02

When you want to go back: just click on the Term Family ID or the Termbase name (here, it is called “Do not Use2”)


You can also use the browser’s “Back” arrow.

Termbase: [Do not Use2](#) > / Term family: [1390224](#)

Term: 4134736

Text

Language *

 Danish
 ▼

Usage status *

Use
 ▼

Approval status

Not approved

Notes

Creation date (CET/CEST)












Wed 08 Jan '14 11:02

Termbase: [Do not Use2](#)

Term Family: 1390224

[Add term](#)

▼ **Terms** 5 Items [Show in filter](#)

	Value ▲	Language	Usage	Approved	Notes
	Voqn	 Danish	Do not use	<input type="checkbox"/>	
	kärra	 Swedish	Do not use	<input checked="" type="checkbox"/>	
	Car	 English	Use	<input type="checkbox"/>	
	Bil2	 Danish	Use	<input type="checkbox"/>	
	A Bil2	 German	Use	<input type="checkbox"/>	

Go back to the overview:

The screenshot shows a web interface for managing terms. At the top, it displays 'Termbase: [Do not Use2](#) / Term family: [1390224](#)'. Below this is a navigation arrow and a globe icon next to the title 'Term: 4134736'. The main content area is divided into two columns. The left column contains form fields for 'Text' (with the value 'Bil2'), 'Language *' (set to 'Danish'), and 'Usage status *' (set to 'Use'). Below these is the 'Approval status' which is 'Not approved'. The right column has a 'Notes' text area, which is currently empty, and a 'Creation date (CET/CEST)' field showing 'Wed 08 Jan '14 11:02'. On the far right edge, there are partial labels for 'Crea', 'Lan', 'Last', 'We', 'Edite', and 'Sar'.

You can add terms here.

Termbase: Do not Use2

ID: 66 Total number of terms: 1461

Termbase title: Do not use2 Total number of non-approved terms: 757

Number of term families: 420

Select languages (4): 🇩🇰 Danish, 🇬🇧 English, 🇩🇪 German, 🇸🇪 Swedish

Add Terms

> Show More

Term Families 5 of 420 Items [Show all](#)

Term Family ID	Danish	English	German	Swedish
1412576	Testbil +	Test car +	Testauto +	+

This is what you see:

Termbase: [Do not Use2](#)



Add Term Family

FIRST TERM (MANDATORY)

Text *

Language *

Usage

SECOND TERM (OPTIONAL)

Text

Language

Usage

Add Term Family

Cancel

The result: "æble" has been added:



Termbase: Do not Use2

ID

66

Total number of terms

1462

Select languages (4)

Danish, Eng

German, Sw

Termbase title

Do not use2

Total number of non-approved terms

758

Number of term families

421

Add Terms

Show More

Term Families 5 of 421 Items [Show all](#)

Term Family ID	Danish	English	German	Swedish
1682543	<i>æble</i> +	+	+	+
1412576	<i>Testbil</i> +	Test car +	<i>Testauto</i> +	+
1390224	<i>Bil2 Vogn</i> +	Car +	Auto +	<i>kärra</i> +
1389859	min test +	my test +	mein Test +	<i>mitt test</i> +
1389746	our test +	+	+	<i>vårt test</i> +

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Terms 100 of 764 Items [Show all](#)

Value	Language	Usage	Approved	Notes
Term Family ID: 1682543				
æble	Danish	Use	<input type="checkbox"/>	
Term Family ID: 1412576				
Testauto	German	Use	<input type="checkbox"/>	Hi, here are some notes: Note 1 No
Test car	English	Use	<input checked="" type="checkbox"/>	
Testbil	Danish	Use	<input type="checkbox"/>	
Term Family ID: 1390224				

Then, if you click the Term Family ID, you can edit the term family:

Term Families 5 of 421 Items [Show](#)

Term Family ID	Danish
1682543	<i>æble</i> +
1412576	<i>Testbil</i> +
1390224	<i>Bil2 Vogn</i> +

You can add additional terms from this page too:

Termbase: [Do not Use2](#)

Term Family: 1682543

[Add term](#)

Terms 1 Item [Show in filter](#)

Value	Language	Usage	Approved	Notes
æble	Danish	Use	<input type="checkbox"/>	

To quickly add a new term, click +:

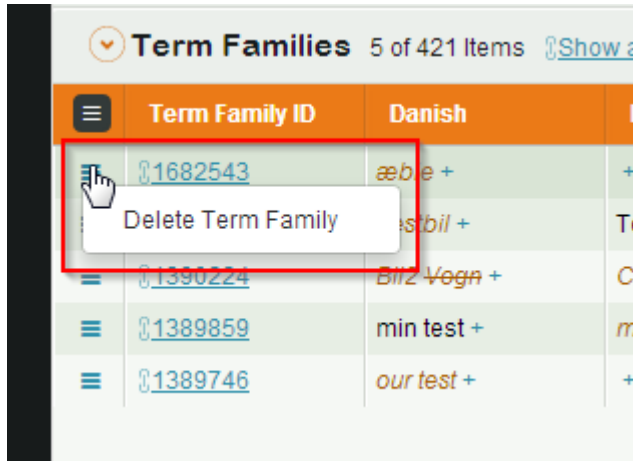
Term Families 5 of 421 Items [Show all](#)

Term Family ID	Danish	English	German
1682543	<i>æble</i> +	+	+
1412576	<i>Testbil</i> +	+	<i>Testauto</i> +
1390224	<i>Bil2 Vogn</i> +	<i>Car</i> +	<i>Auto</i> +
1389859	<i>min test</i> +	<i>my test</i> +	<i>mein Test</i> +
1389746	<i>our test</i> +	+	+

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Terms 100 of 702 Items [Show all](#)

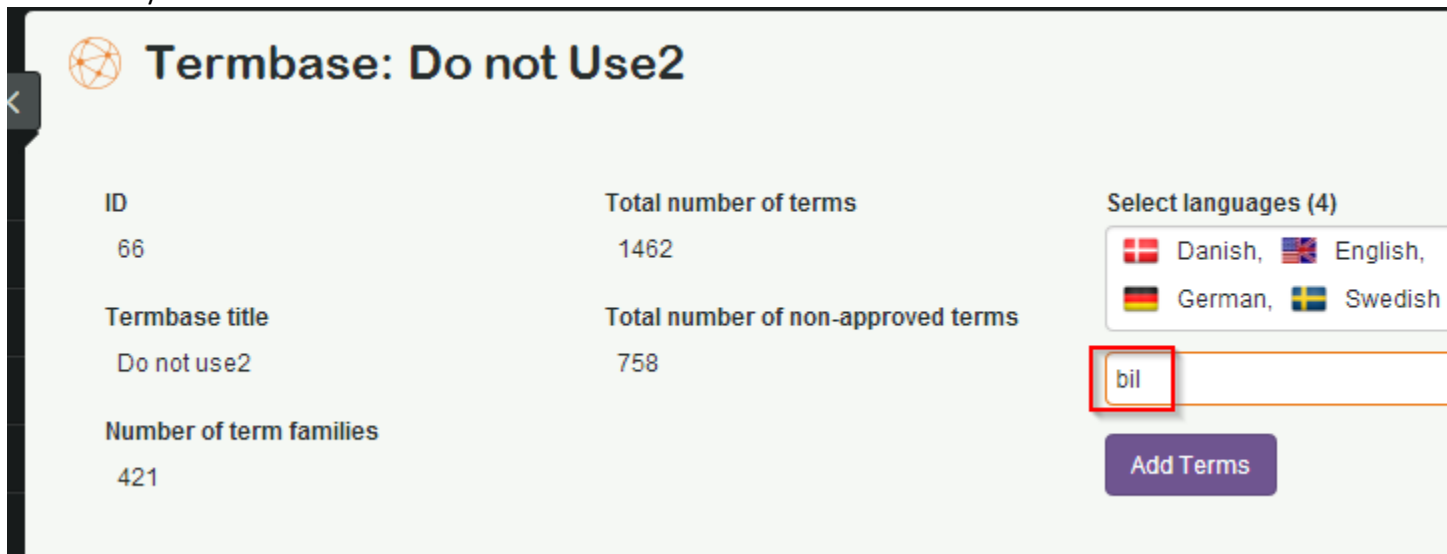
It is easy to delete terms. Click on the three stripes on the left:



However, you cannot delete terms that are approved. "Delete Term Family" is shown in light grey:



This is how you can search on terms in the term base:



This automatically brings you here:

The screenshot shows a web interface for managing terms. At the top, it says "Termbase: [Do not Use2](#)". Below that is a search bar with the filter: "Filter: Value = 'bil'; Language = Danish | English | German | Swedish". The main table has columns: Value, Language, Usage, Approved, and Note. The "Value" column is currently set to "bil" (highlighted with a red box). The table is grouped by Term Family ID. The first group (ID: 1412576) contains two rows with "Testbil" in Danish. The second group (ID: 1390224) contains two rows with "Bil2" in Danish. The third group (ID: 146111) contains two rows with "liabilities" in English. The fourth group (ID: 62211) contains two rows with "mobil" in Danish, both with "Do not use" usage and checked "Approved" status. At the bottom right, there is a "Page 1" indicator.

Value	Language	Usage	Approved	Note
Term Family ID: 1412576				
Testbil	Danish	Use	<input type="checkbox"/>	
Testbil	Danish	Use	<input type="checkbox"/>	
Term Family ID: 1390224				
Bil2	Danish	Use	<input type="checkbox"/>	
Bil2	Danish	Use	<input type="checkbox"/>	
Term Family ID: 146111				
liabilities	English	Use	<input type="checkbox"/>	
liabilities	English	Use	<input type="checkbox"/>	
Term Family ID: 62211				
mobil	Danish	Do not use	<input checked="" type="checkbox"/>	
mobil	Danish	Do not use	<input checked="" type="checkbox"/>	

Column manager: you can see this on the far right (see the red box below). Here you can decide what columns you would like to display. Your settings will be saved for future sessions.

Term Families 5 of 421 Items [Show all](#)

Term Family ID	Danish	English	German
1682543	<i>æble</i> +	+	+
1412576	<i>Testbil</i> +	Test car +	<i>Testauto</i> +
1390224	<i>Bil2 Vogn</i> +	<i>Car</i> +	<i>Auto</i> +
1389859	min test +	<i>my test</i> +	mein Test +
1389746	<i>our test</i> +	+	+

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Terms 100 of 702 Items [Show all](#)

Value	Language	Usage	Approved	Notes
Term Family ID: 1682543				

Termbase: [Do not Use2](#)

Terms

Filter: Language = Danish | English | German

How to export the term base so that you can import it into your CAT tool

Click on Show more:



First select the languages. Only terms for these languages will be exported.

▼ Show More


EXPORT TERMS TO FILE

[Export term families to Excel](#) [Export to SDL MultiTerm](#) [Export to CSV](#)

[Export to Excel](#)

Only these two boxes in red above are relevant to you when it comes to exports from the termbase.

This is what it looks like when you finish a job in AGITO and you want to add terms:

 **Finish Job: 1380461**

Upload delivery files
[Add Files...](#)

Upload TMX
[Add File...](#)

Comment

ADD TERMS

English Danish ✕

[+ Add new](#)

Source files (1)
[DROID-haiku-Android_res_values_strings-302623502.XLF \(360 KB\)](#)

[Finish Job: 1380461](#) [Cancel](#)