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 13.1.0+

Optimizely Commerce version 15.2.0+

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User Guide

The GPI Translation Services Connector for Optimizely enables users of 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:

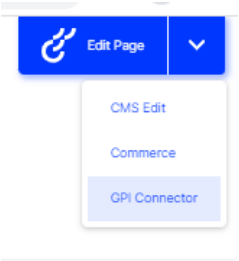
- Easy integration with Optimizely CMS.
- Simplifies import/export process for content translation workflows.
- 24/7 secure access for your global teams to collaborate and track translation projects.
- Quotes, proposals, and a wide range of project materials available for download.
- Dashboard to view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

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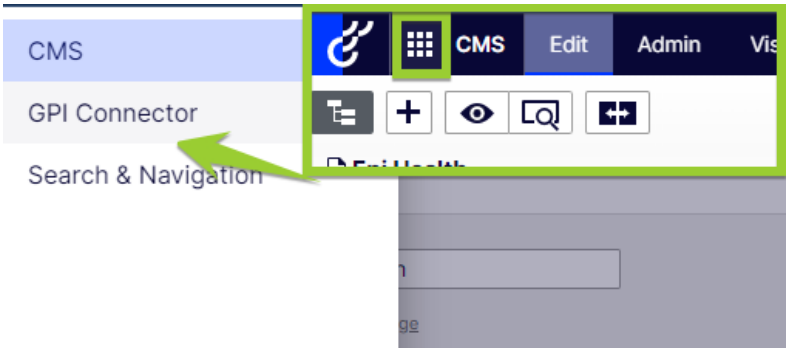
Export Content Using the GPI Translation Services Connector

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

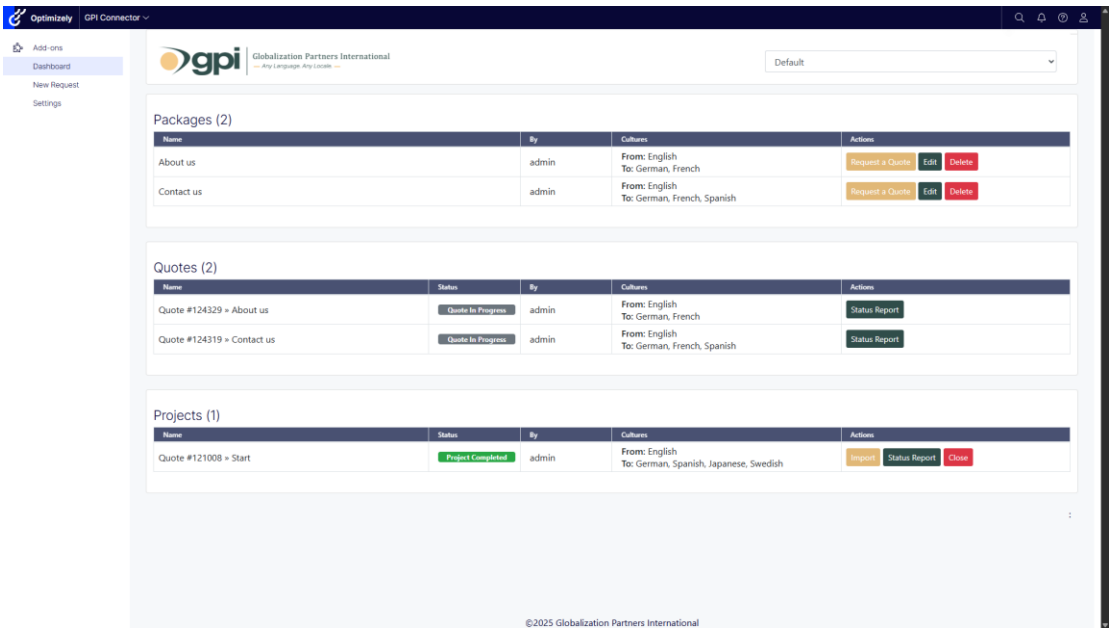
1) After logging in, in the top-right menu, you should see a menu named GPI Connector.



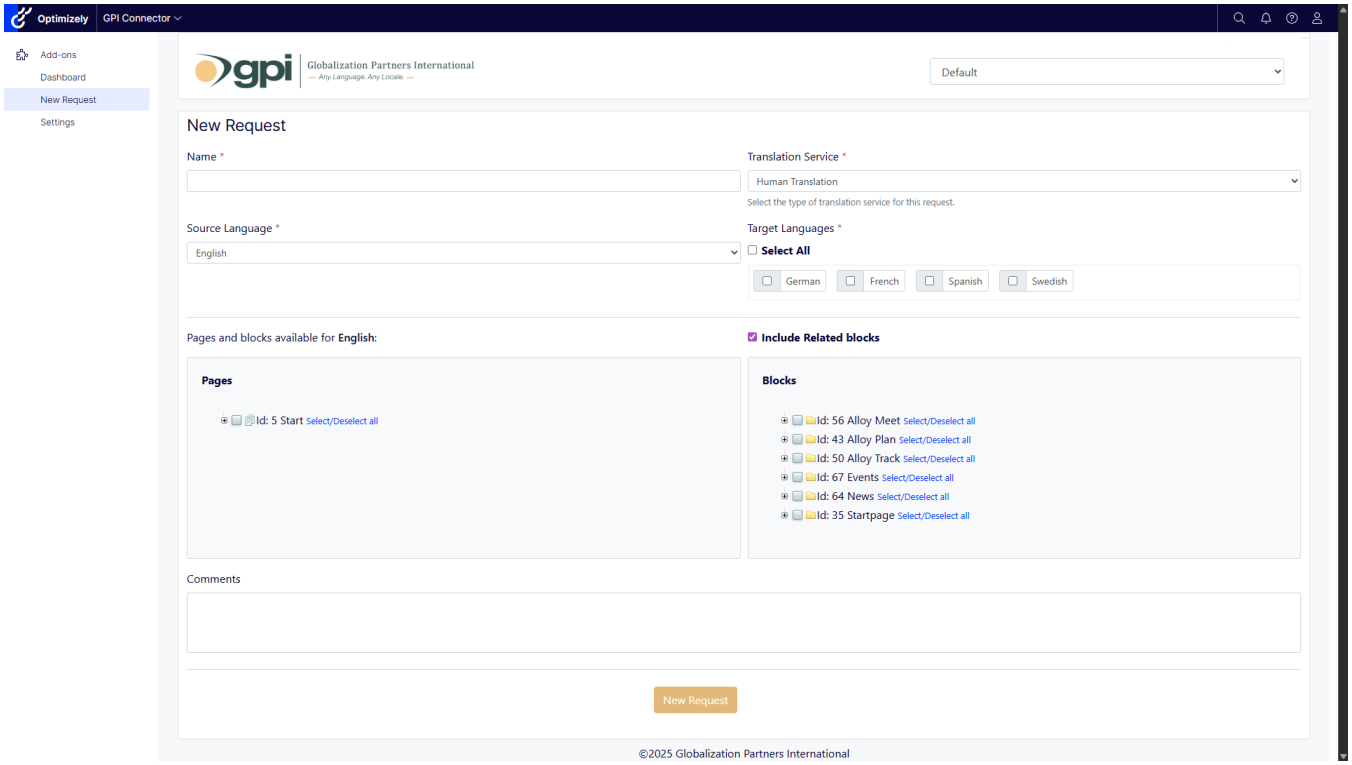
In addition, in the Optimizely Menu, you should see a menu item named GPI Connector.



2) Click on the ***New Request*** menu item, in the left sidebar.



3) You'll then be redirected to the ***New Request*** screen.



4) Provide the package ***Name***. This will be an identifier for the package, so select any name that will help you reference the package.
5) Select a **Translation Service** to request:
    a. Human Translation
    b. AI-Powered Translation + post-editing
    c. AI-Powered Translation
6) Select the ***Source Language***.
7) Select the ***Target Language(s)*** you want your content to be translated into.
8) You also have the option to add ***Comments***. This field is used to input any special instructions for translators.
9) 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.

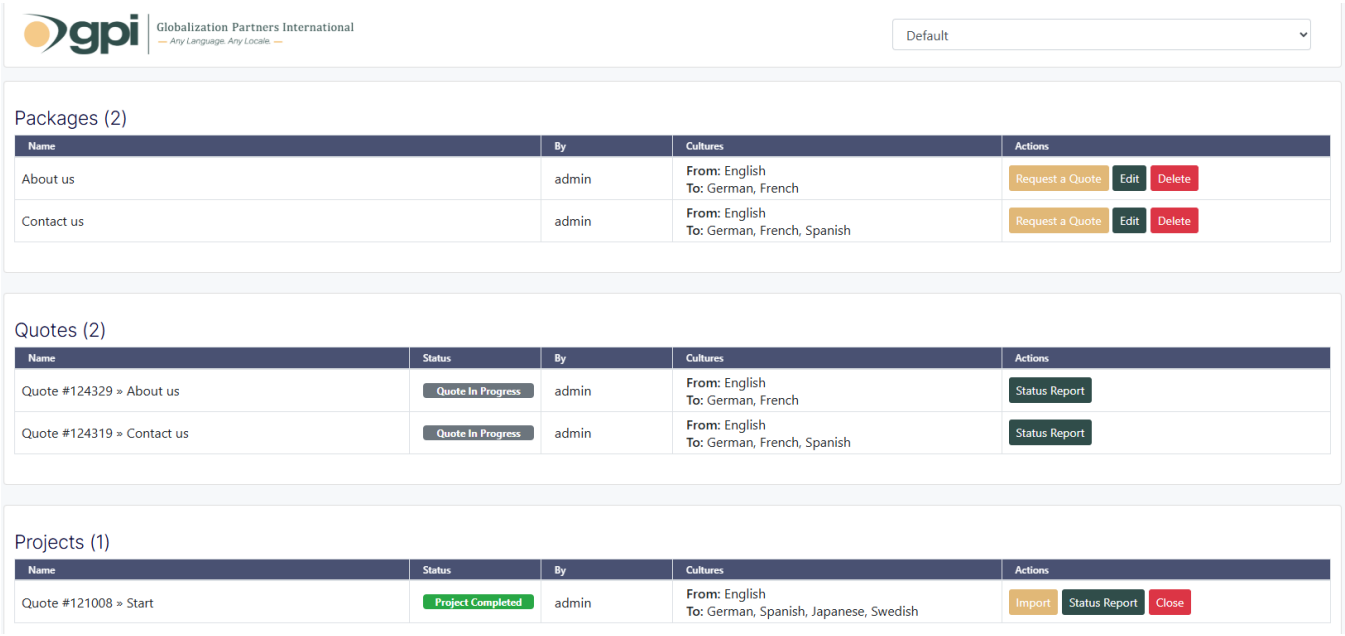
   Note: Please, take into account that the content tree will display an item only if it has any published version for the language selected as the source, starting from the root content item.

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

10) Once you have finished selecting the content items, click the ***New Request*** button to complete the operation.

If you selected **AI-Powered Translation** service, the connector will show a success message and will start the automated translation immediately.

If you selected any of the other services (**Human Translation** or **AI-Powered Translation + post-editing**), the connector 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:

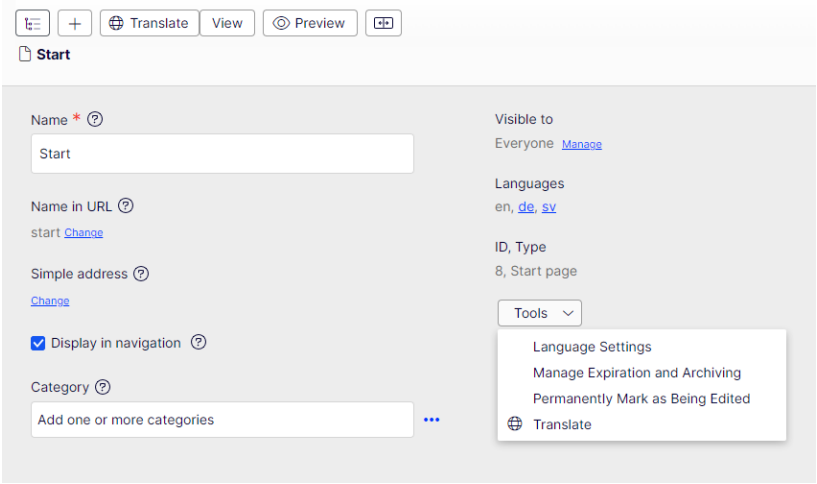
a) **Request a Quote:** This action will change the status of the quote to ***In Progress***. All the documents to be translated will be sent to GPI for analysis. A formal quote will be created by GPI and supplied back to you for approval.
b) **Edit:** This action will open a new window, like the one 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 quote and discard any information stored in it about documents, languages, etc.

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

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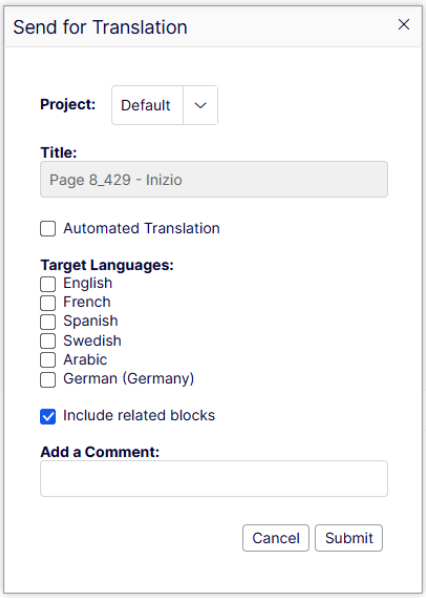
Export Content for Translation in Just 3 Simple Steps

1. **Access the Editing Page**
   - Log in and navigate to the desired content using the content tree or search.
   - Open the editing interface for the item.
2. **Find the Translate Button**
   - Locate the *Translate* button in the toolbar between *Create Content* and *View*, or in the *Tools* dropdown.



   - Click *Translate* to open the *Send for Translation* popup.

3. **Configure Translation**



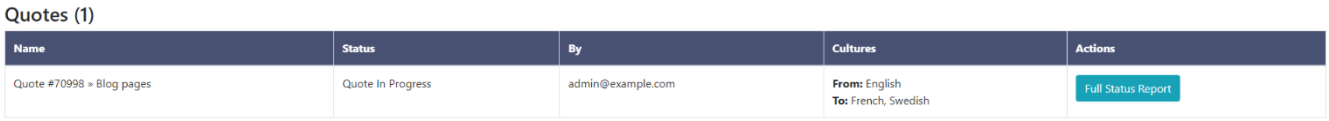
- Select a *Project* from the dropdown.
- The title will be automatically populated based on the item's name.
- Automated Translation will be available if the settings has it enabled.
- Check at least one *Target Language* (the source language is the one is currently navigating).
- Check "Include related blocks", if you want to include all related blocks.
- Optionally, add instructions in the *Comment* field.
- Click *Submit* to initiate the background export process and confirm the prompt.

IMPORTANT: Consider the following notes about the connector export:

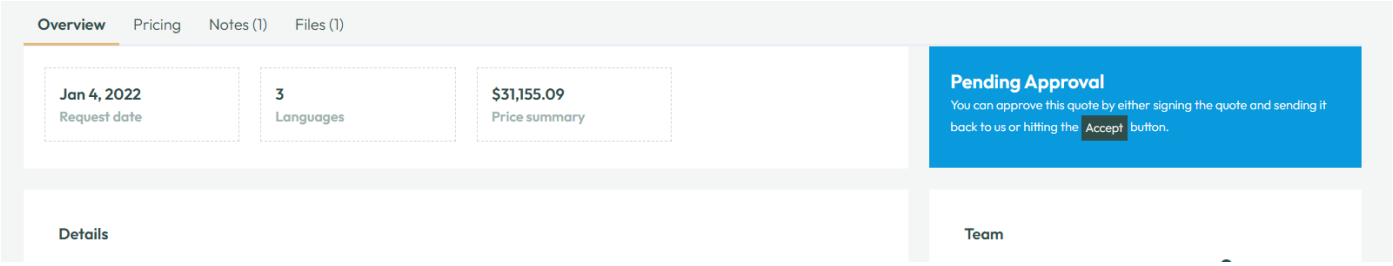
- Only published versions of the content will be exported.
- Ensure you have the required permission to send items for translation.
- Monitor the progress and status of translations within the selected project or via the GPI Translation Services Connector interface.

Review and Approve Quotes

Once GPI has completed analysis of the quote, its status will be changed from ***Quote Request Submitted*** to ***Quote Finished***. The result of that analysis will be a formal quote, which contains details about the localization project such as the total word count, the schedule and the final price. The quote will be sent from a sales team member through a notification email. Also, by clicking on **Full Status Report** for a quote, you can access the Translation Portal and you'll have the quote available for download.



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.

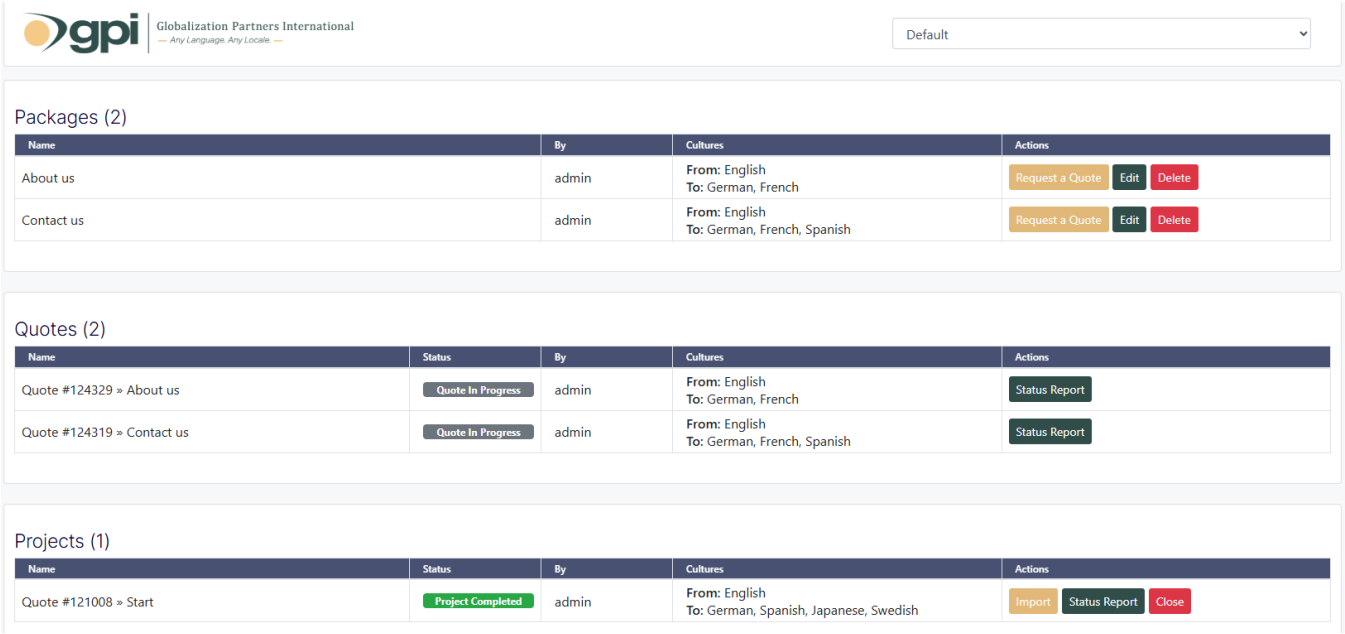


GPI will handle the approval internally. Once GPI finishes handling the approval, the quote will be promoted to a ***Project*** with a status of ***Project Started***. This will be reflected in the Dashboard screen of the connector. At this point, GPI will start the translation of your content.

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Import Completed Translations

After GPI has completed the translation process, the project status will be changed to ***Project Completed***. As with quotes, you can hover over a completed project to view the pop-up menu with options.



Available options are:

a) **Import Translations:** This action is only available once the translation process has been completed. It will import all the translated content back into Optimizely.
b) **Close:** This action is only available for the ***Project Completed*** status. It will close the project and remove it from the list. Once you start to work with translations, the project list can grow significantly. You prevent old projects from showing up on the list by closing them.

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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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