

# Translation Assignments in Trados GroupShare

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## Introduction

Below you will find instructions on how to log in and translate in GroupShare, as well as details on information security relating to the assignments. Please read the instructions carefully before working on the assignments.

Should you have any questions about using GroupShare or about information security relating to the assignments, please contact your Project Manager at Semantix.

## Information security & data protection

When working on these assignments, you need to pay special attention to information security and data protection, as the translatable documents may contain sensitive personal data.

The Semantix Supplier Agreement, its Data Processing Appendix, and the NDA between you and Semantix apply to all assignments, as well as the Semantix information security policy and guidelines for suppliers:

- <https://www.semantix.com/why-semantix/security/information-security-policy-and-guidelines-for-suppliers>

Note in particular that according to the Data Processing Appendix *you may not transfer or process Personal Data in a non-European Economic Area (EEA) country without prior written consent by Semantix.*

The following technical constraints also apply to these jobs:

- Users are prevented from downloading the translatable files to their local computer.
- Copying, cutting and pasting text in the translation editor is prevented.

**Please note** that due to the confidential and sensitive nature of the material, it is prohibited to search for entire phrases using public search engines (e.g. Google, Bing, Safari). You may only search for individual words or terms using public search engines.

You may also visit our Language Talents' Forum to find information about translating files for our public sector clients in Sweden:

- <https://www.semantix.com/careers/work-as-translator/language-talents-forum/swedish-public-sector>.

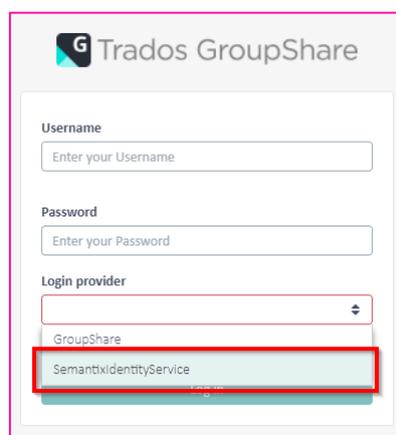
## **Duty to disclose data security breaches**

Should you suspect any personal data violation, security breach or system abuse on your computer and/or other devices, immediately contact your Project Manager at Semantix. You must report any violation to Semantix in writing immediately upon becoming aware of it, and in no event later than within twenty-four (24) hours.

## Logging in to GroupShare

When work is assigned to you in GroupShare, you will receive an email notification. The notification contains a link that will take you to the GroupShare login page in your browser. GroupShare is browser-based, so you can use it on both PC and Mac. Supported browsers include *Google Chrome* (recommended), *Firefox*, and *Safari*. Note that *Microsoft Edge* and *Internet Explorer* are not recommended, as the online translation editor does not work properly in these browsers.

The address for the login page is <https://groupshare.semantix.com>. Select *SemantixIdentityService* under *Login provider* without entering any other data.



You will be automatically redirected to the Semantix login page. Use your Semantix credentials to log in (the username is your email address).



If you do not have a Semantix login or you have forgot your password, click on “*Forgot password or new user?*” and follow the instructions provided.

## Two-factor authentication

Logging in to GroupShare requires two-factor authentication, which you must configure on your first login.

1. Download a two-factor authenticator app (Microsoft Authenticator or Google Authenticator) to your mobile device.
2. Open the authenticator app, add a new account by tapping on the + icon in the app.
3. Select “Scan QR code” and scan the QR code displayed on the Semantix login page.
4. Enter the six-digit code provided by the authenticator app in the confirmation box and click on *Verify*.



Remember to save the recovery codes provided during the configuration! You can use them to log in if you don't have access to the authenticator app. You will also need the codes for resetting the app if you change your device.

After you have installed and configured the two-factor authenticator app, you will need to provide the six-digit code (for *sis.semantix.se*) on each login. Make sure you have the mobile device with the authenticator app on hand when logging in:



Once you have entered the one-time code, you will be taken to the project view in GroupShare.

**!** If you get an error about the one-time code being invalid, please check that the clock on both devices is set to the same time.

## Accessing assignments

GroupShare will send you an automatic email notification when work is assigned to you. The notification message contains details about the project and the translatable files as well as a link to the login page.

You can go to GroupShare by clicking on the server link in the notification message. (If not already logged in to GroupShare, you will first be taken to the login page.)

Trados GroupShare

Trados GroupShare Notification - New Assignment

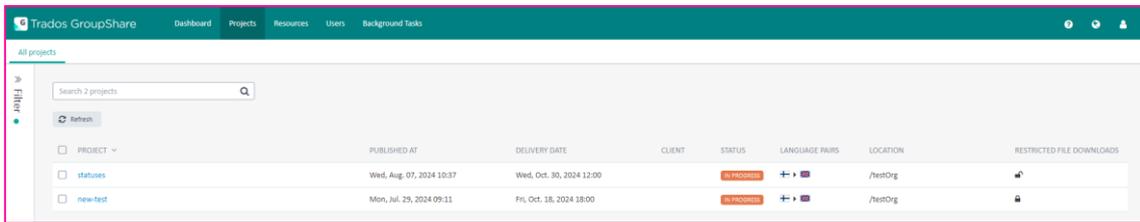
Project: "new-test"  
Project Server: [redacted] ProjectServer.  
Organization: [redacted]  
Server: <https://groupshare.semantix.com>

Dear Test Translator,

These files have been assigned to you for the current phase. These files are ready for you to work on:

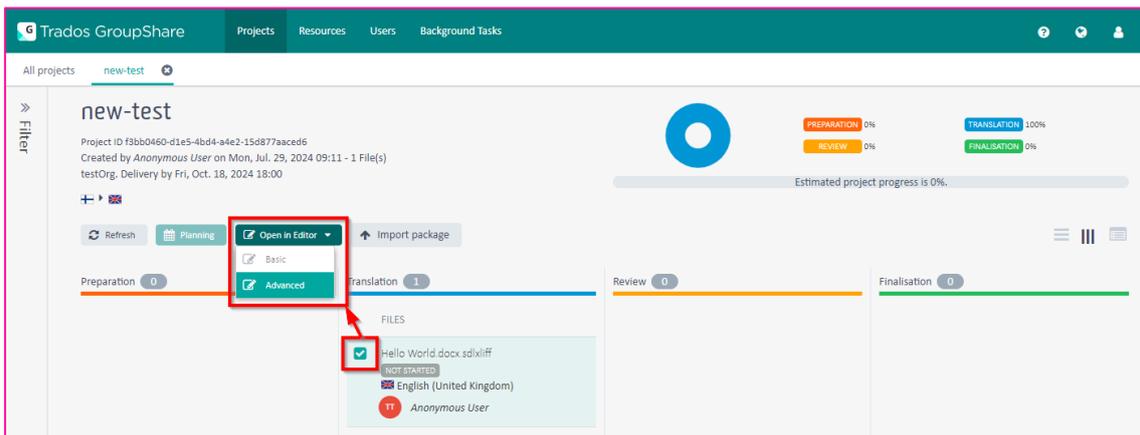
File Name	Source Language	Target Language	Total Words	Current Phase	Due Date	Assigned Users
Hello World.docx.sdlxliff	fi-fi	en-gb	2	Translation		[redacted]

The *Projects* view lists all projects that are assigned to you.



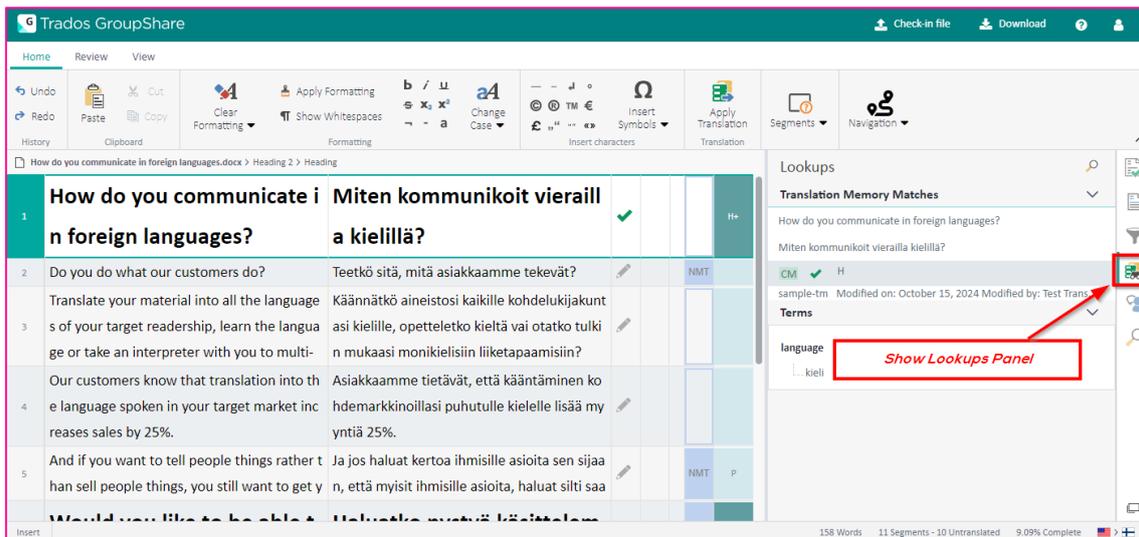
To open a project, click on the project name. Please note that the Projects view lists *all* ongoing projects (including projects not assigned to you). Once you have opened the project, you will see the files that have been assigned to you for translation or review.

To open a file, first select the file using the checkbox and then click on **Open in Editor > Advanced**. This will open the file in a new browser tab. Please note that you can only open one file at a time.



## Translating

The Advanced Online Editor for GroupShare is similar to the translation editor in Trados Studio but has limited functionality. To display translation memory matches, if translation memories are available, click on **Show Lookups Panel** in the menu on the right.



The buttons for confirming segments etc. can be found on the *Segments* tab of the ribbon. If you don't see the *Segments* tab, click on the three dots in the upper right corner of the ribbon.

### Frequently used keyboard shortcuts

- Confirm segment: **Ctrl+Enter**
- Copy source to target: **Ctrl+Ins**
- Insert selected match to target: **Ctrl+Shift+A**

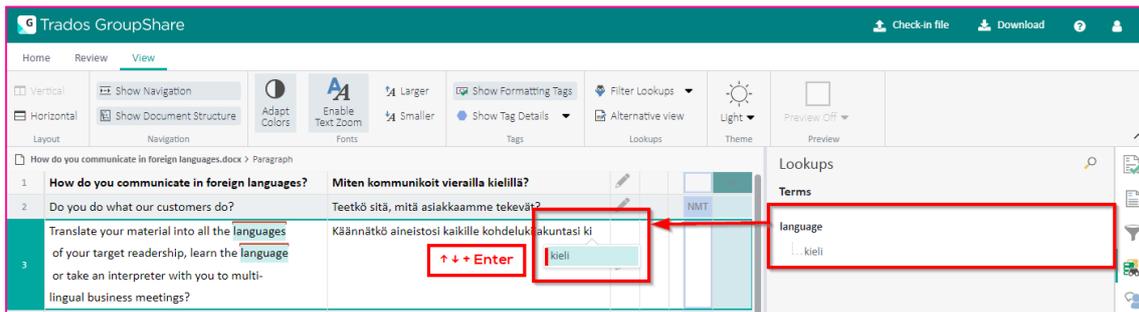
### Editor settings

To display hidden characters (e.g. spaces) select *Formatting > Show whitespaces* under the *Home* menu.

To change the font size, go to the *View* menu and select *Fonts > Enable Text Zoom > Larger / Smaller*.

## Inserting terms in the target segment

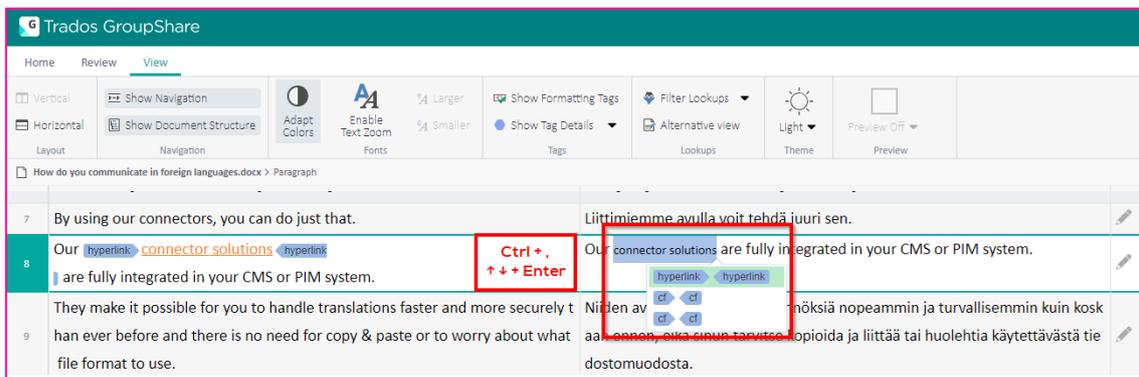
Terms found in the termbase, if termbases are available, are highlighted in the source segment with a red line above the term. The target terms can be found in the Lookups panel. The translation editor in GroupShare uses *Autosuggest*: when you start typing the translation of a term shown in the Lookups, matching terms will appear below the cursor. Select the correct term using the arrow keys (arrow up/down) and insert by pressing Enter.



## Inserting tags

Tags can be inserted using the same keyboard shortcut that is used in Trados Studio: **Ctrl + ,**. Select the correct tag using the arrow keys (arrow up/down) and enter it by pressing Enter.

**!** A quick way to place a tag pair is to first highlight the text that should be surrounded by the tags.



## Review

### Spellchecking

GroupShare does not have a native spellchecker like Studio, but you can use your browser's spellchecker. Below you can find instructions on how to activate the spellchecker in Chrome and Firefox.

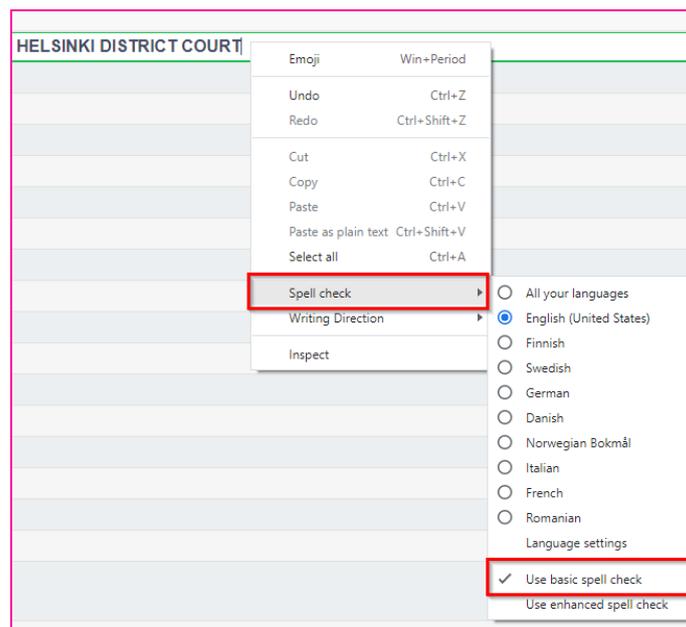
With the spellchecker enabled, the browser will highlight misspelled words using a red wavy line under the word. To view suggested spellings, place the cursor on the word and right-click.

#### Chrome

Right-click on the text then select *Spell check* > select the relevant language. Select the option "Use basic spell check". Spellchecker languages can be added under *Spell check* > *Language settings* > *Language* > *Add languages*.



Do not select "Use enhanced spell check", as the enhanced spell check sends the text you check to Google.

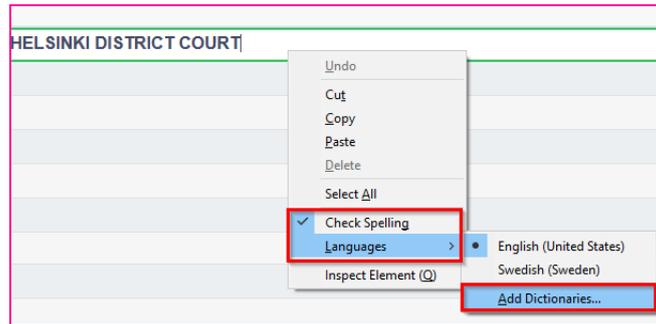


#### Firefox

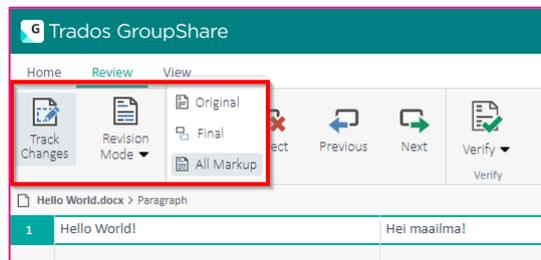
Right-click on the text and select *Check Spelling*. Select the relevant language under *Languages*. Spellchecker languages can be under *Languages* > *Add Dictionaries...*



Firefox does not currently offer a Finnish spellchecker dictionary.



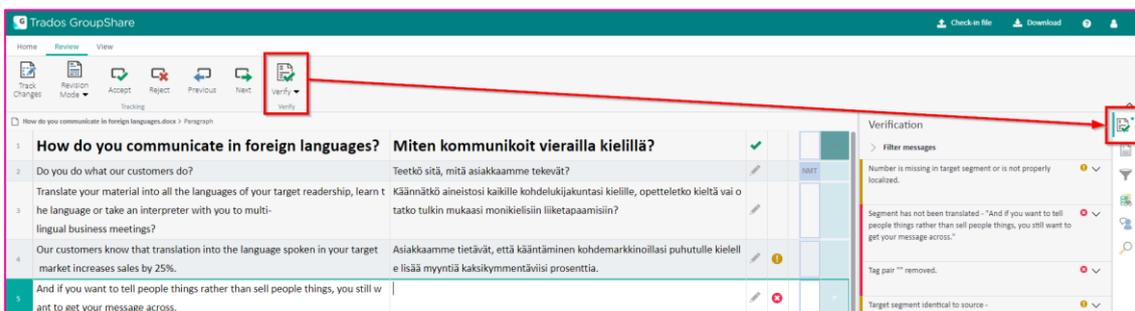
The Review phase allows you to track the changes you make. To use Track Changes, go to the Review menu and click on Track Changes (keyboard shortcut *Ctrl+Alt+F10*). Under Revision Mode you can choose whether to view the markup for your changes or the final version without markup.



## Returning completed files

### Verify

Remember to run the Verify function before completing the assignment. You can run the verification by clicking on **Verify** under the Review menu.



Verify includes the following checks, for example:

- Missing translation (“Segment has not been translated”).
- Identical source and target (“Target segment identical to source”).
- Repeated words (“Repeated word found”).
- Missing or extra punctuation.
- Missing or incorrect tags (“Tag removed”).
- Forbidden terms.

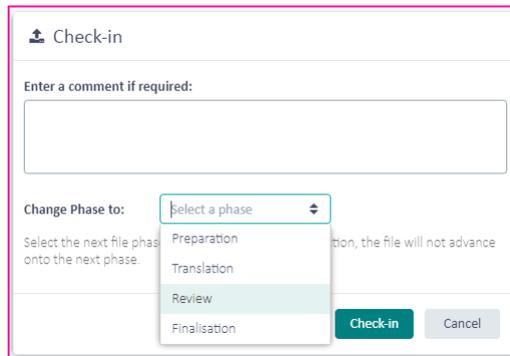
Some checks result in an error, some in a warning/note:

Icon	Notification type
	<b>ERROR</b> – action required, correct the error before checking in the file
	<b>WARNING/NOTE</b> – for your information (action not necessarily required)

You can find additional information about the error under *Verify document* in the panel on the right-hand side of the screen.

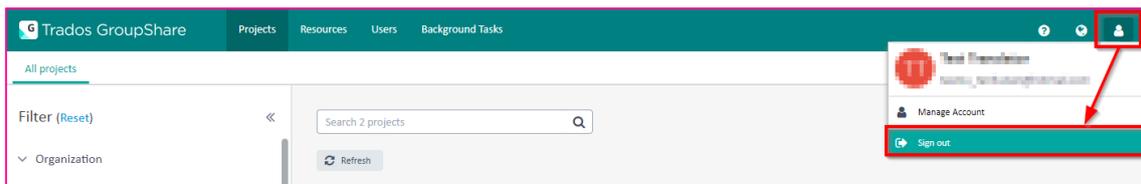
Once you have completed the translation or review, you need to return the file by clicking on **Check-in file** in the top right corner of the editor window.

If you want, you can leave a comment in the comment field in the *Check-in* window. Select the next phase from the *Change Phase to* dropdown menu (e.g. *Review*, if you are in the *Translation* phase) and click on **Check-in**:



Once you have checked in a file, you will no longer be able to open it or make any changes.

Once you have completed your work, remember to log out of GroupShare:



## What to do in case of problems

If you encounter any problems with logging in to GroupShare or with the assignments, please contact your Project Manager at Semantix.

## Additional resources

The complete instruction manual for the Online Editor is available [here](#).