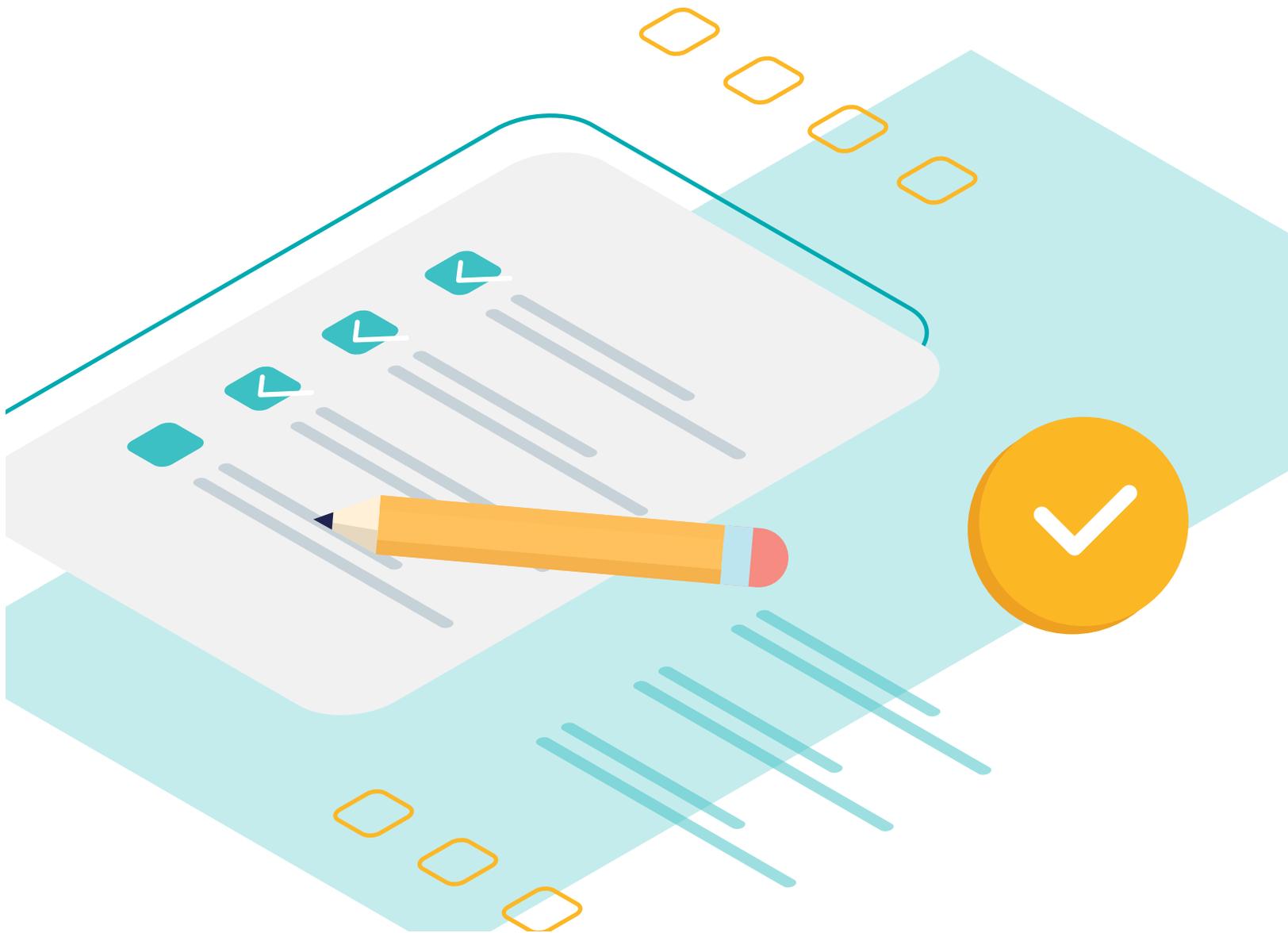


GUIDE

The Ultimate Guide for Managing Your Tasks in Transifex



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Your complete guide to managing and optimizing tasks in Transifex – on a project, resource, or string level. This guide will walk you through all the Transifex fundamentals that will help you define tasks and deadlines for translators and track progress.

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Introduction

Setup

Setting up teams, collaborators, and your security model

Regardless of how one chooses to allocate tasks, there is a basic setup that is common to all three methods (allocating tasks by project, resource, or string). Here are the three common setup steps:



Create A Team Create a Team from the Teams Page, by following [these instructions](#). Note: A team represents a translation team or possibly a vendor. Therefore a team can be assigned to one or multiple projects. Regardless of whether you add tasks via project, resource, or string, your security model will revolve around teams and therefore projects.

Invite Team Managers Each team will have at least one Team Manager who will invite translators, reviewers, and language coordinators to specific translation team(s). To invite Team Managers to a team follow [these instructions](#).

Invite Project Maintainers Each project will have at least one project maintainer (localization manager) who will update and add resources to be localized. To invite project maintainers please follow [these instructions](#).

Now, let's say your organization has 3 major types of content: A front-end facing web application, a help desk center and some marketing materials. The following sections will walk you through how to organize and define tasks on each level from project to resource to string.

Part 1

Defining Tasks: Project-Level



Workflow for File-based Projects

If each one of your applications uses a different translation vendor (or internal vendor), or is maintained by different individual(s), then you will want to segment each application into its own project. Here is how you can properly assign tasks based on projects.

Adding New Content

When new content is added to the project, Transifex sends an e-mail notification to users like language coordinators, reviewers, and translators. In order to receive notifications when existing content is modified, each user needs to enable **watch notifications**. Once such a notification is received, translators can log into Transifex and use the link included in the email notification they have received, so that they can start working on the newly introduced content and deliver translations.

Conveying Deadlines

Deadlines can be conveyed via an **announcement** which all translators that are members of that project can see.



What Happens When Translations Are 100% Complete

When the translation for any given resource-language pair is 100% complete, a notification is sent to the Project Maintainer. The Project Maintainer has the following options to notify the review staff:

- If the Project Maintainer is also configured as a Team Manager, he can notify reviewers for a particular language. To do this, create a **discussion** directed to collaborators of a particular language (a message can be sent on a team or language group level).
- Notify individual reviewers. To do this, send **messages** to one or multiple reviewers within Transifex.
- Notify all collaborators for a particular project. To do this, create an **announcement**.
- These announcements, messages, and discussions are received via e-mail or can be seen in the Transifex notifications window.

What Happens When Translations Are 100% Reviewed

Automate the localization process as much as you can by creating a **webhook**. When all of your strings have been reviewed, Transifex will ping you back (using a webhook) to let you know that you are ready to download the translations and deploy. You will just need a web server to listen for the webhook calls, and some kind of application to react to them. Your engineers will get notified about this and they can use the webhook's response to automatically pull the completed translations from Transifex and deploy!

“Automate the localization process as much as you can by creating a webhook.”

Workflow for Live Projects

When new content is detected by Transifex Live, Transifex sends an e-mail notification to the project maintainers. This notification is sent 8 hours after a string is detected. The project maintainer then **approves** the strings that are new and **ignores** the strings that are no longer in use (not on any page). Once the approval process is done then watchers are notified. In order for notifications to be sent for resource updates, users need to enable **watch notifications**. Please note that in Live, notifications are sent via email within an hour of the change.

The rest of the steps are the same as the ones described in File-based projects above.

Hot to Ensure Deadlines Are Met on a Project Level

There are multiple methods that can be used to track Translation progress and to see if deadlines are being met.

- **Progress Reports**

These reports display the completion rates of projects, resources, and languages. These reports can be downloaded in .csv format and displayed in a spreadsheet where they can be easily matched up to deadlines.

- **Translation Activity Reports**

These reports track the progress of individual translators.

- **Project Dashboard**

This dashboard can be used for tracking progress, as well.

- **Slack**

For Slack users, a progress report can also be seen in Slack using the following slash command: `/tx stats <project_name>` as explained on [this page](#).

Part 2

Defining Tasks: Resource-Level



Workflows for File-based projects

In order to assign work on a resource level, Transifex offers the concept of a **category**. A user can categorize resources and assign a particular category to a resource. A localization manager can then assign a translator to a particular category. Please note that categories can also be assigned for multiple resources simultaneously via the **API**. Follow the instructions below to properly assign tasks based on resources and categories.

Adding New Content

When new content is added to the project, Transifex sends an e-mail notification to users like language coordinators, reviewers, and translators. In order to receive notifications when existing content is modified, each user needs to enable **watch notifications**. Once a notification is received, translators can log into Transifex and use the link included in the email notification, so that they can start working on the newly introduced content and deliver translations.

Dialog box titled "Edit resource settings" with a close button (X). The dialog contains the following information:

Resource file / format type	PO handler	Latest Activity
PO core_en.po	version 2	no translations yet

Fields for Slug (required) and Name (required):

Slug (required): core_enpo

Name (required): core_en.po

Categories:

type a category name, add spaces to add multiple categories

Tags: core-product X TranslatorA X

The categories are exposed on a resource level and can be filtered by the user.

Conveying Deadlines

Deadlines can also be conveyed as **category names**. Resources with a higher priority can also be prioritized as described [on this page](#).

Name	Category	Source Strings / Words	Source Updated
XLSX example2.xlsx 3.33% proofread 6.67% reviewed 6.67% translated	Example 05/07/2020	4 strings / 8 words	Jun 23rd 2020, 18:18 >
ANDROID example_android.xml 0% proofread 6.67% reviewed 6.67% translated	Example 05/07/2020	5 strings / 9 words	Jun 23rd 2020, 18:19 >

Workflow for Live Projects

Differences Between Live & File-Based Projects

The only difference is in the notification process. When new content is detected by Transifex Live, Transifex sends an e-mail notification to the project maintainers. As mentioned above, this notification is sent 8 hours after a string is detected. The project maintainer then **approves** the

strings that are new and **ignores** the strings that are no longer in use (not on any page).

Once the approval process is done then watchers are notified. In order for notifications to be sent for resource updates, users need to enable **watch notifications**. Please note that in Live, notifications are sent via email to collaborators within an hour of the change.

How to Ensure Deadlines Are Met on a Resource Level

The easiest way to track progress on a resource level is through the Transifex resources interface. Select the project from the left hand side menu and then select resources. From the category drop down list select the category and track the progress directly from the application itself as can be seen below:

Name	Category	Source Strings / Words	Source Updated
XLSX example2.xlsx 3.33% proofread 6.67% reviewed 6.67% translated	Example 05/07/2020	4 strings / 8 words	Jun 23rd 2020, 18:18
ANDROID example_android.xml 0% proofread 6.67% reviewed 6.67% translated	Example 05/07/2020	5 strings / 9 words	Jun 23rd 2020, 18:19

In order to see the progress by language, drill down by clicking on the resource name.

Progress Reports

These reports display the completion rates of projects, resources, and languages. These reports can be downloaded in .csv format and displayed in a spreadsheet where they can be more easily matched up to deadlines.

Slack

For users of Slack a progress report can also be seen in Slack using the following slash command: `/tx stats <project_name> <resource_name>` as explained here.



Part 3

Defining Tasks: String-Level

Allocating work on a string level requires that one **tags strings**.

Workflow for File-based Projects

Assigning Tasks To Translators

Translation jobs can be assigned via tag names through the **editor** or **API**.

Example 1

Translator A is expected to translate the first 100 strings and Translator B is expected to work on the next 100 strings.

In order to assign these tasks to them, follow the steps below:

1. Enter the editor where the strings of a single resource or all resources (in order to add tags to multiple strings across resources in a given project make sure to show **all resources** in the editor) are displayed.
2. Select the first string, scroll to the 100th string and while pressing shift, select 100th string too. As a result, the first 100 strings will be selected at once and then you can assign a tag such as Translator A to all of them via editor massive actions. Do the same for the next 100 strings assigning the tag Translator B instead.

Example 2

Translator A is expected to work on strings that were added to Transifex after Aug 1st, 2020 and their keys contain the word “homepage”.

In order to properly tag these strings, you need first to apply the filters: `source_updated_after:2020-08-01 & key:homepage`. Once results are returned, select them all and through editor massive actions, assign the tag TranslatorA to all these strings at once.

Translator B is expected to work on strings that include string instructions with the text “blog post text” and have open issues. In order to properly tag these strings, you need to first apply the filters: `instructions:'blog post text' & issue:open`. Once results are returned, select them all and through editor massive actions, assign the tag Translator B to all these strings at once.

In order to inform collaborators about what their work assignments are, after filtering the strings based on the assigned tags, a dedicated URL is generated by Transifex which can be shared through an **announcement** or **discussion** (if these tasks are referring to a specific target language) - you just need to copy the URL from the browser address bar.



Conveying Deadlines

Deadlines can be conveyed as tags as well. For example if the deadline for a group of strings is June 30, 2020 then bulk select the desired strings and assign a tag such as 06-30-2020.

What Happens When Translations Are 100% Complete

When translations are completed the translator can send a **message** to the project maintainer.

The Project Maintainer then has the following options to notify the review staff:

- Notify reviewers for a particular language. To do this create a **discussion** directed to collaborators of a particular language (a message sent on a language group level).
- Notify individual reviewers. To do this, send **messages** to one or multiple reviewers within Transifex.
- Notify all collaborators for a particular project. To do this, create an **announcement**.

These announcements, messages, and discussions are received via e-mail or can be seen in the Transifex notifications window. In all cases the instructions can contain a hyperlink which includes a link to the specific tags (to do this add the tag as a filter in the translation editor and copy the URL from the browser address bar).

What Happens When Translations Are 100% Reviewed

When the reviewer is done, they can send a **message** to the project maintainer.

“Translation jobs can be assigned via tag names through the editor or API.”

Workflow for File-based Projects

Differences Between Live And File Based Projects

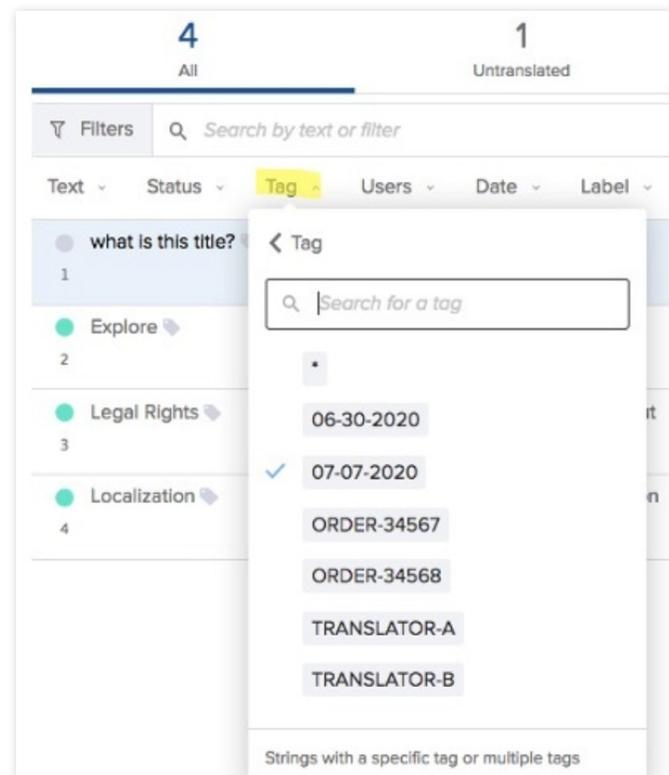
In addition to tagging strings through the editor directly, using Transifex live, developers have the option to also assign tags to individual strings directly in their HTML by following the instructions [here](#).

How to Ensure Deadlines Are Met on a String Level

The easiest way to track translation progress is by using Filters in the translation area. One can inspect the progress by using the 'tags' filter along with the 'Status' filter to find all untranslated strings that belong to a certain order, deadline, etc.

To track progress on **all resources** in a given project simultaneously, make sure to select all resources prior to entering the editor.

Using the API with the following call, a report can be built that displays the progress by tag.



Go Global with Transifex

For more technical information on effective tips and features for your localization team – from translators to developers, visit docs.transifex.com. If you're interested in giving Transifex a try, sign up for a free 15-day trial at www.transifex.com/signup.

