

Translation

Approve/deny a translation request

Once a translation has been requested, a notification will be sent to all administrative users for approval (a blue indicator will appear on the bell icon at the top right of the screen). An administrative user may approve or deny any translation request.

Steps *To approve or deny a translation request:*

1. Open your Notifications Tray (bell icon at the top right of the screen) to view notifications.
2. Select the translation request that you wish to approve/deny by clicking the underlined **Approve/Deny** link.
 - The notification will include the title "Translation Request: [Form Name]" followed by the student name, their ID number, and the date of the request.
3. The **Approve/Deny** page will include:
 - **Date:** The date the translation was requested
 - **Requested By:** Name and email address of the requestor
 - **Document:** A link to the document that a translation is being requested for
 - **Form Translation:** If a form type has not been translated in the requested language previously a note will show that the form will also be translated
 - **Translator Email:** The email address of the first or third party translator that will be translating or review/editing automated text
 - **Note for Translator (optional):** An optional field to include a note to be included in the email sent to the translator
 - **Automated Translation:** A note will show whether or not automated translation has been enabled. If not enabled, there are instructions for how to enable automated translation.
4. Enter the first or third party translator's email address in the **Translator Email***: field, and an optional note if desired.

5. To approve the translation request, click on **Approve Request and Send to Translator**. An email with a link to the requested document fields (and a separate email with a link to the form titles if applicable) will be sent to the email provided. You will be brought back to the page you were previously on before clicking on the notification.
6. To deny the request (e.g. request made in error), click the **Deny Request** button.

Once the document fields (and form if applicable) have been marked as "Completed" by the translator, the document will appear in both English and the translated language(s).

 **Tip** The Version History panel within a document will display the status of the translation request (**Pending, Denied, Complete**).