Course Title

Trados GroupShare for Project Managers and Power Users

Learning Objectives

This course is designed for project managers and power users who want to become familiar with Trados GroupShare. The course covers the following topics:

- introduction to CAT technologies: what is a translation memory (TM) and a termbase?
- overview of the application
- using the most common features of Trados Studio to translate MS Office files
- delivering the finished translation

Target Audience:

This course is for:
- Project managers and power users who are new to Trados GroupShare

Prerequisites:

Basic understanding of PCs, Web browsers, and the Windows operating system

Course Delivery Mode:

This course is available in the following delivery modes:

- hands-on and classroom based; delivered over 1 day
- live and web based, delivered over 3 hours

Further Development:

At the end of this course, attendees will have a good understanding of how to work productively with Trados GroupShare and Trados Studio.

Attendees should also consider attending the following courses:
- Trados Studio – Intermediate, which will teach you to go beyond the basics of Studio for more effective handling of translation projects
- Trados Studio – Advanced, which will teach you to leverage advanced functionality of Studio to get the most out of the product
- MultiTerm course, which will teach you the key functionality of MultiTerm

Further Information:

For further information on any of our courses, training delivery options, course dates and fees, and the Trados Certification programme, please contact us at producttraining@rws.com.

Topics covered during the course

Basic Concepts
- What is a translation memory?
- What is a termbase?

Overview of Trados GroupShare and Trados Studio
- Scope of Trados GroupShare: a centralization and collaboration solution

Configuring your Trados GroupShare Server
- User Management
    - What are organizations?
    - Creating organizations
    - A look at predefined, standard users, i.e.:
        - System Administrator (sa)
        - MultiTerm Super User (super)
        - MultiTerm Guest User (guest)
    - Creating users
        - What are Windows users and what are users?
        - Associating users with the corresponding organization(s)
        - Assigning roles to users (e.g. translators, external translators, guests, power users)
    - Roles
        - Predefined, standard roles and permissions
    - Organizations
        - Creating organizations
        - Assigning users to organization(s) as appropriate
        - Adding translation and memories and termbases to organizations, and controlling which users have access to which TMs and termbasesTranslation Memory Management
- Creating translation memories
- Importing TM content
- Termbase creation in MultiTerm Desktop
    - Converting an MS Excel-based glossary into MultiTerm XML format
    - Importing the converted glossary into a termbase
    - Granting a user access to a termbase…
        - …via the Trados GroupShare website
        - ...via the MultiTerm Desktop client

Project Creation from Trados Studio
- Creating a project in Trados Studio and uploading it to Trados GroupShare
- Planning for project file(s)
    - Setting delivery dates per phase
    - Assigning users to phases
    - Changing active phases for files
- Viewing project statistics
- Overview of how translators and reviewers check out and check in files
- Finalizing a project and ensuring that only the final, approved translations are used to update your TMs
- Trados GroupShare email notifications

- Completing a project

Streamlined Project Creation through the Web Browser
- Creating a project template and uploading it to Trados GroupShare
- Creating a project from the Web browser based on a template
- Assigning users to phases, setting delivery dates per phase
- Viewing project statistics
- Overview of how translators and reviewers check out and check in files through the Online Editor
- Tracking the project progress in real time
- Finalizing and completing the project

Reporting and Analytics
- Customizing the GroupShare Dashboard
- Generating projects and tasks reports
- Exporting report data to MS Excel