

language**wire**

User Guide

Validation Share

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1. Introduction

Validation Share is an optional feature in Smart Editor that enables validators to share a link with one or more collaborators so they can participate dynamically in the validation process.

In this how-to guide, you'll learn about the Validation Share feature from a customer perspective as well as how to use it from a validator and collaborator perspective.

1.1. Audience

This guide is for LanguageWire customers, their validators and collaborators.

1.2. Glossary

Term	Description
Customer	A person who submits projects and requests validation in the LanguageWire platform.
Collaborator	A dynamic participant in the validation workflow. Invited by the validator. Does not require a platform user account.
One-Time Password	Special code used for a single login.
Smart Editor	LanguageWire's online tool for linguistic processing, including validation.
Validator	A role assigned to the customer or someone on behalf of the customer. A person who is assigned to Validation jobs by LanguageWire and validates translated content.
Validation Share	A feature in Smart Editor that enables validators to share their validation task with collaborators via a direct link, supporting teams with shared validation practices.

Table 1 – Glossary

2. Setup levels

Before you can use Validation Share, it must be activated by your LanguageWire team.

Validation Share can be configured at six different levels:

- Entity (Company or Department)
- Customer
- Project template
- Project
- Assignment template
- Assignment

Consult with your LanguageWire team to activate and configure Validation Share to fit your needs.

3. How to activate and use Validation Share as a customer

3.1. Step 1: activate Validation Share

Once a **customer** has decided to utilise Validation Share on one or more of the levels outlined in **Setup levels**, the customer must:

- Contact their LanguageWire team to activate it
- Instruct validators on how to use it

3.2. Step 2: invite a collaborator

Before a **validator** shares a Smart Editor invitation with a collaborator, they must:

- Ensure that the collaborator is ready and willing to participate
- Brief the collaborator about details and conditions of the validation task, e.g. briefing, reference material and deadline

3.3. Step 3: validate the translation

When a **collaborator** participates in the validation, they must:

- Validate according to the details shared by the validator
- Inform the Validator once they've completed the validation

3.4. Step 4: final review and finish the job

When all collaborators have completed their validation, the **validator** must:

- Review edits made by collaborators using the Change Report and revise as needed
- Finish the Validation job in the LanguageWire platform to notify the LanguageWire team

3.5. Setup restrictions

Validation Share is created with dynamic validation collaboration in mind.

For this reason, Validation Share restricts the file import functionality in Smart Editor. If validators normally use Excel exports or SDL package exports, consult with your LanguageWire team to reconfigure your setup prior to activating Validation Share.

4. How to use Validation Share

4.1. How to access as a validator

Once activated, validators can access the Validation Share feature via the Smart Editor page:



Figure 2 - Validation Share location in Smart Editor

Click “Share invite” to open the dialogue box:

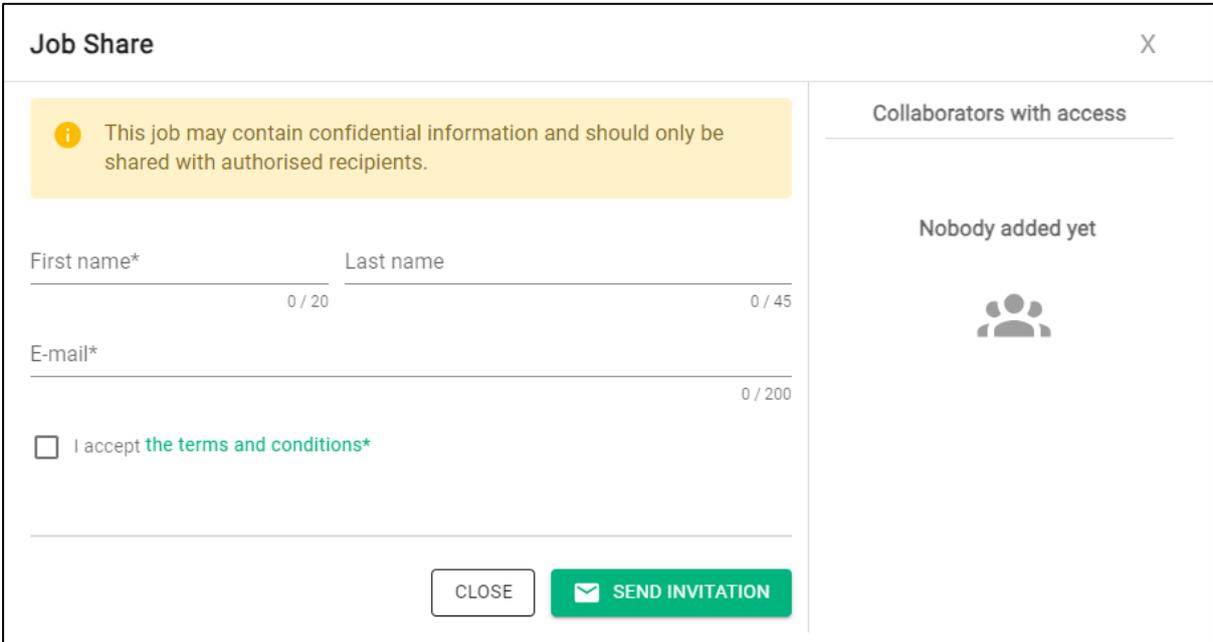
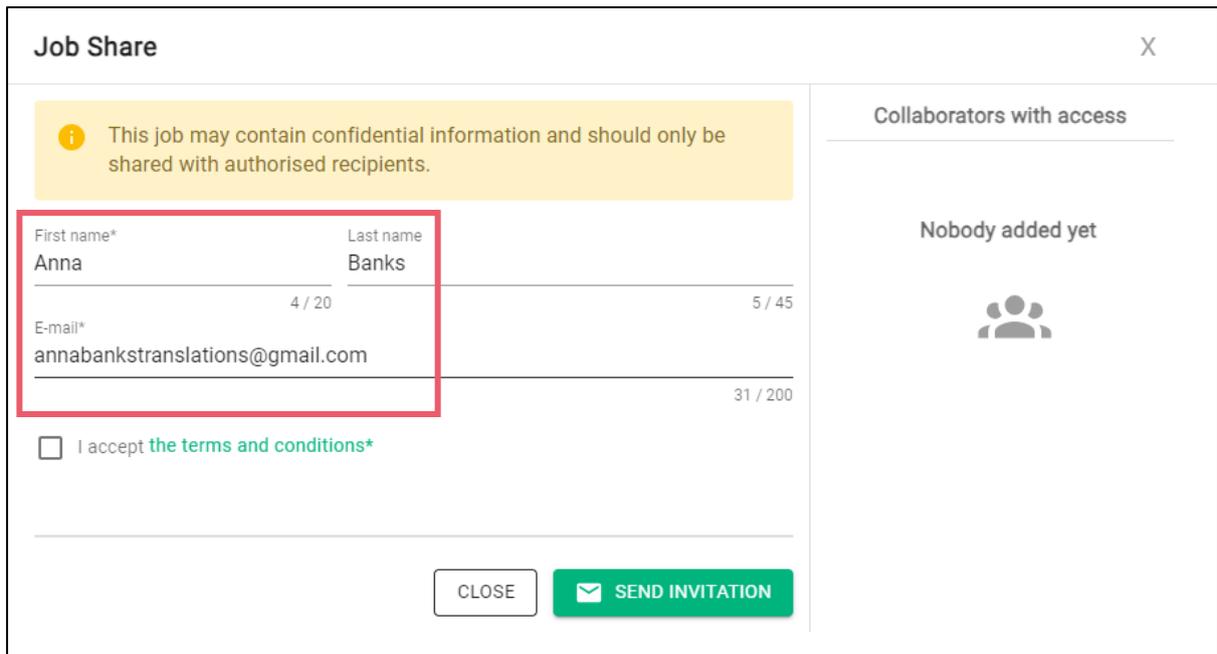
A screenshot of the 'Job Share' invitation dialog box. The dialog has a title bar with 'Job Share' on the left and a close 'X' button on the right. Below the title bar is a yellow warning box with an information icon and the text: 'This job may contain confidential information and should only be shared with authorised recipients.' The main area contains form fields for 'First name*' (0 / 20) and 'Last name' (0 / 45), followed by an 'E-mail*' field (0 / 200). Below these is a checkbox labeled 'I accept the terms and conditions*'. At the bottom right, there are two buttons: 'CLOSE' and 'SEND INVITATION' (which is green and has an envelope icon). On the right side of the dialog, there is a section titled 'Collaborators with access' which currently shows 'Nobody added yet' and a group of three people icon.

Figure 3 – Validation Share invitation

Add collaborator information (the collaborator doesn't require a platform user account):



Job Share X

i This job may contain confidential information and should only be shared with authorised recipients.

First name* Last name
 Anna Banks
4 / 20 5 / 45

E-mail* 31 / 200
 annabankstranslations@gmail.com

I accept [the terms and conditions*](#)

CLOSE SEND INVITATION

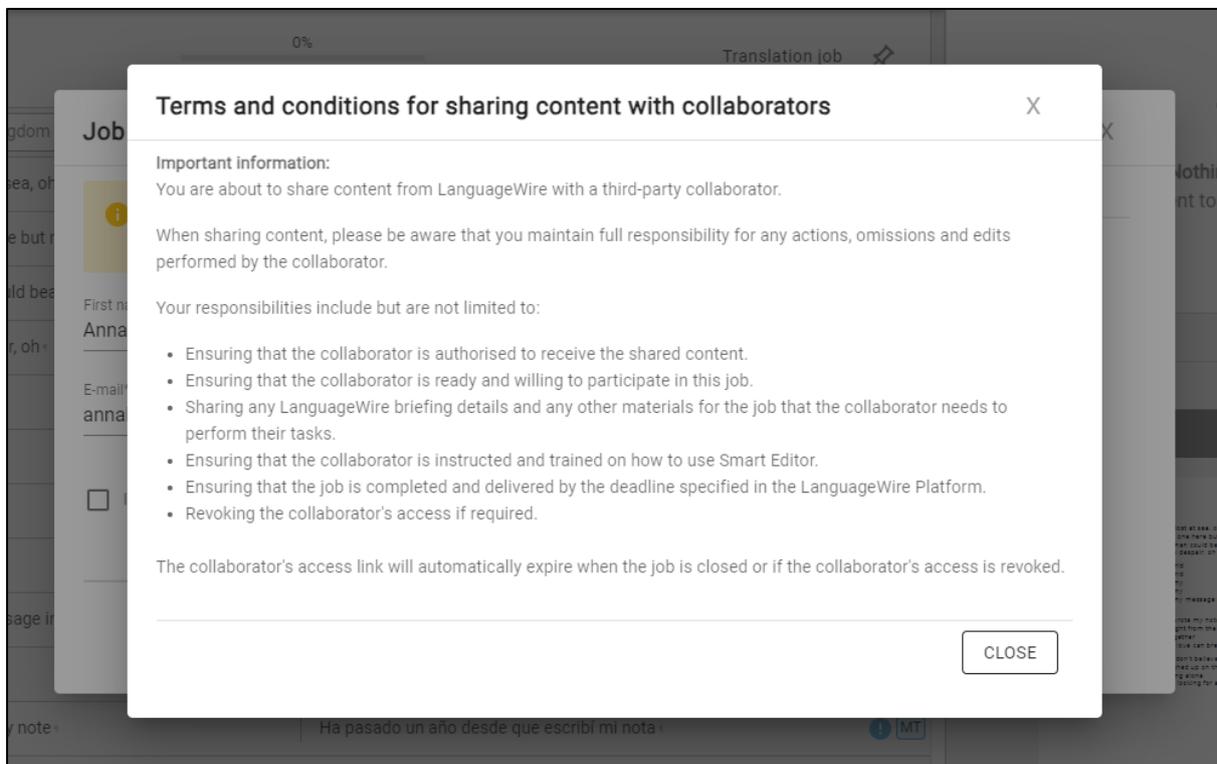
Collaborators with access

Nobody added yet



Figure 4 – Collaborator information

Read the terms and conditions:



X

Terms and conditions for sharing content with collaborators

Important information:
 You are about to share content from LanguageWire with a third-party collaborator.

When sharing content, please be aware that you maintain full responsibility for any actions, omissions and edits performed by the collaborator.

Your responsibilities include but are not limited to:

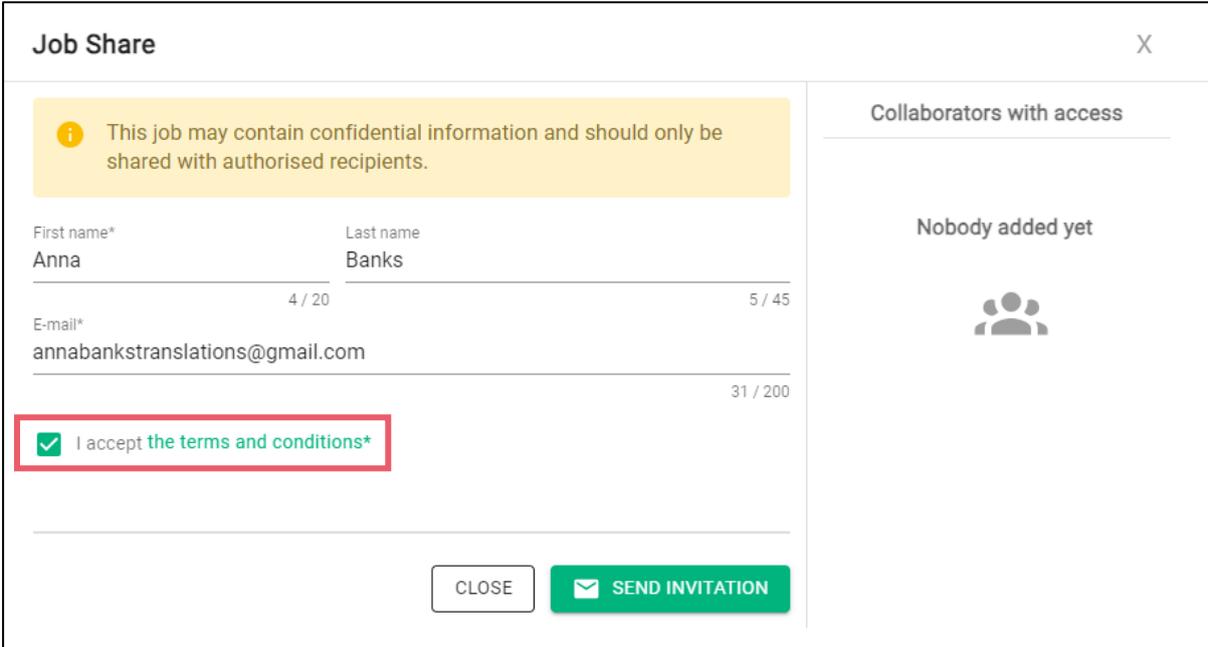
- Ensuring that the collaborator is authorised to receive the shared content.
- Ensuring that the collaborator is ready and willing to participate in this job.
- Sharing any LanguageWire briefing details and any other materials for the job that the collaborator needs to perform their tasks.
- Ensuring that the collaborator is instructed and trained on how to use Smart Editor.
- Ensuring that the job is completed and delivered by the deadline specified in the LanguageWire Platform.
- Revoking the collaborator's access if required.

The collaborator's access link will automatically expire when the job is closed or if the collaborator's access is revoked.

CLOSE

Figure 5 – Terms and conditions for validators

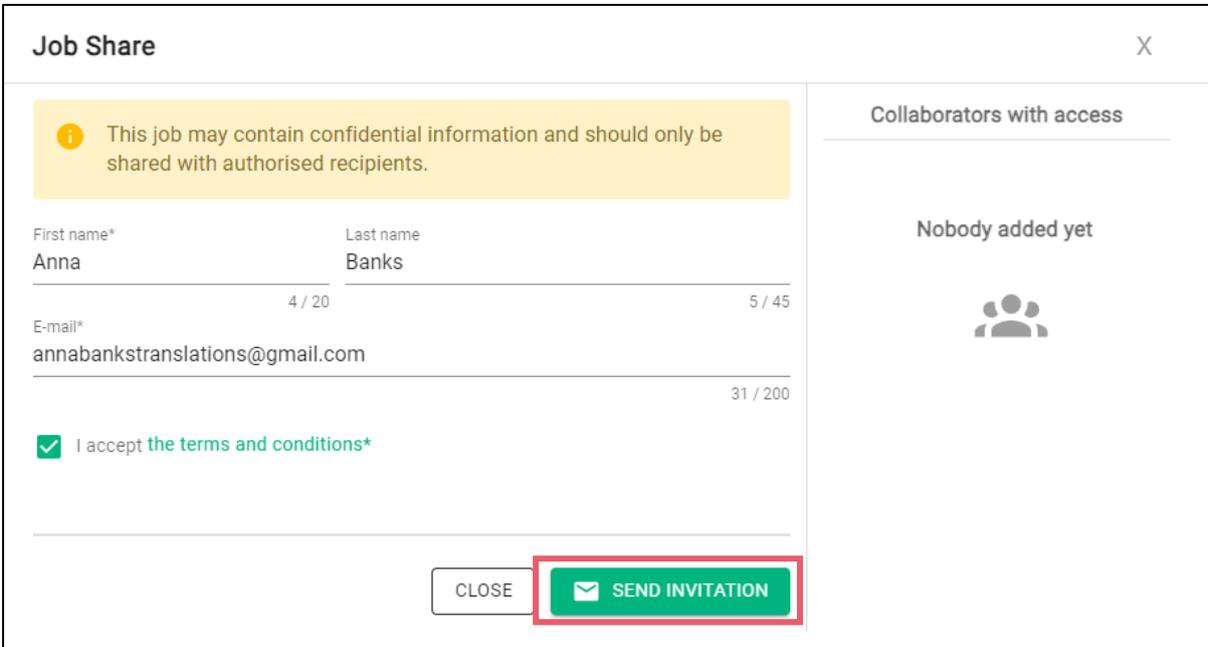
Accept the terms and conditions:



The screenshot shows a 'Job Share' form with a yellow warning banner at the top: 'This job may contain confidential information and should only be shared with authorised recipients.' Below the banner are input fields for 'First name*' (Anna), 'Last name' (Banks), and 'E-mail*' (annabankstranslations@gmail.com). A checkbox with a green checkmark and the text 'I accept the terms and conditions*' is highlighted with a red rectangular box. At the bottom right, there are two buttons: 'CLOSE' and 'SEND INVITATION'.

Figure 6 – Accepting terms and conditions

Click “Send Invitation”:



This screenshot is identical to Figure 6, showing the 'Job Share' form with the 'I accept the terms and conditions*' checkbox checked. In this view, the 'SEND INVITATION' button at the bottom right is highlighted with a red rectangular box.

Figure 7 – Send Invitation

OPTIONAL – Add more collaborators according to need:

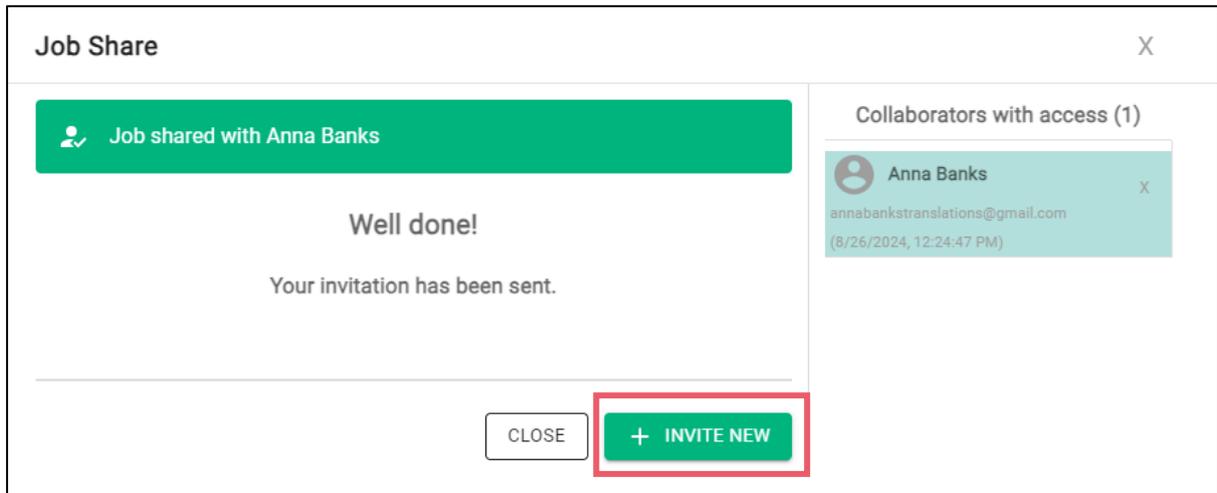


Figure 8 – Adding more collaborators

Note: A validator can invite as many collaborators as needed.

4.2. How to revoke access for a collaborator

You can revoke collaborator access at any time by accessing the Validation Share overview:

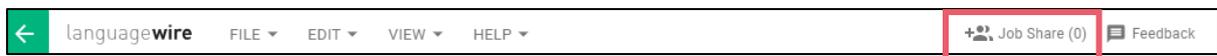


Figure 9 - Validation Share overview access

Click the “X” icon to revoke collaborator access and confirm by clicking “Yes, revoke access”:

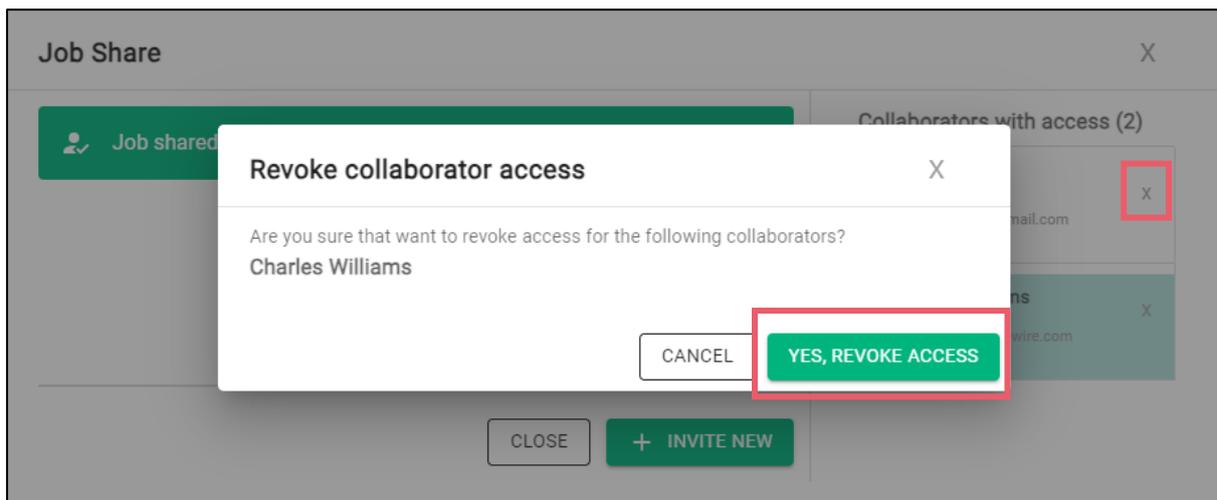


Figure 10 – Revoking access

Note: After clicking “Yes, revoke access”, the collaborator will continue to have access to the Smart Editor job for 12 hours, after which access will be revoked.

4.3. Collaborator access expiry

Collaborator access becomes unavailable once the validator has revoked access or the Validation job is completed.

When collaborator access has expired, a collaborator will see this message:

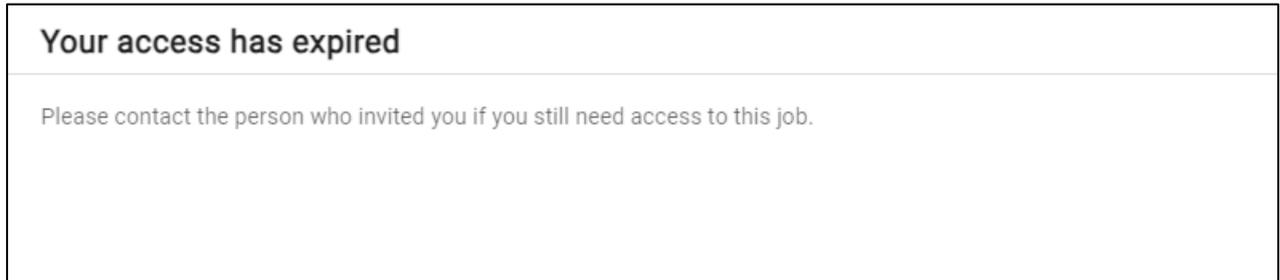


Figure 11 – Access expiry

4.4. How a validator reviews collaborator edits

Important: After a collaborator has completed their validation, the validator must review the edits made by the collaborator and revise as needed.

Collaborator edits are visible in the “Change Report” and the “History” tab for each segment:

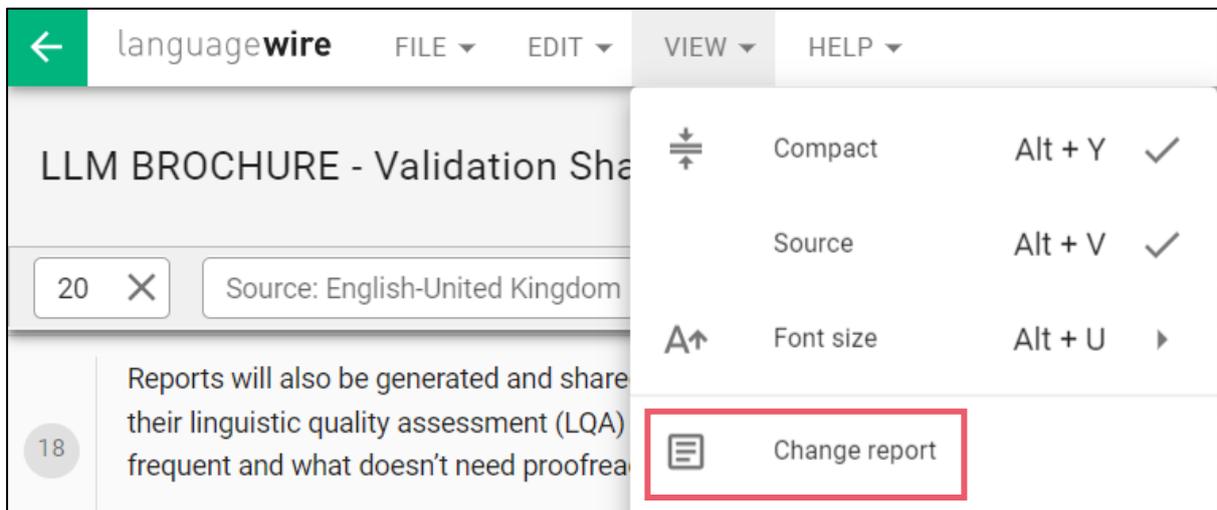


Figure 12 – Change Report location

Collaborator edits show as “X on behalf of Y”, e.g. “Lisa on behalf of Philip”:

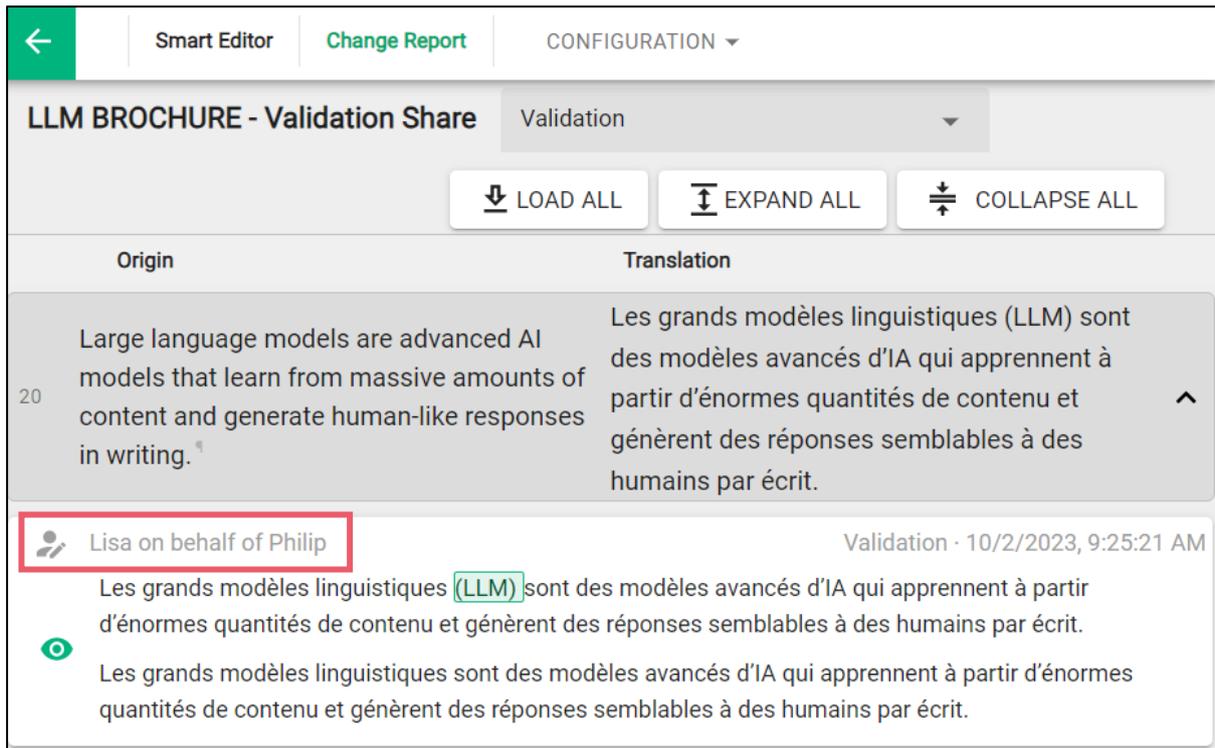


Figure 13 – Collaborator edits in the Change Report

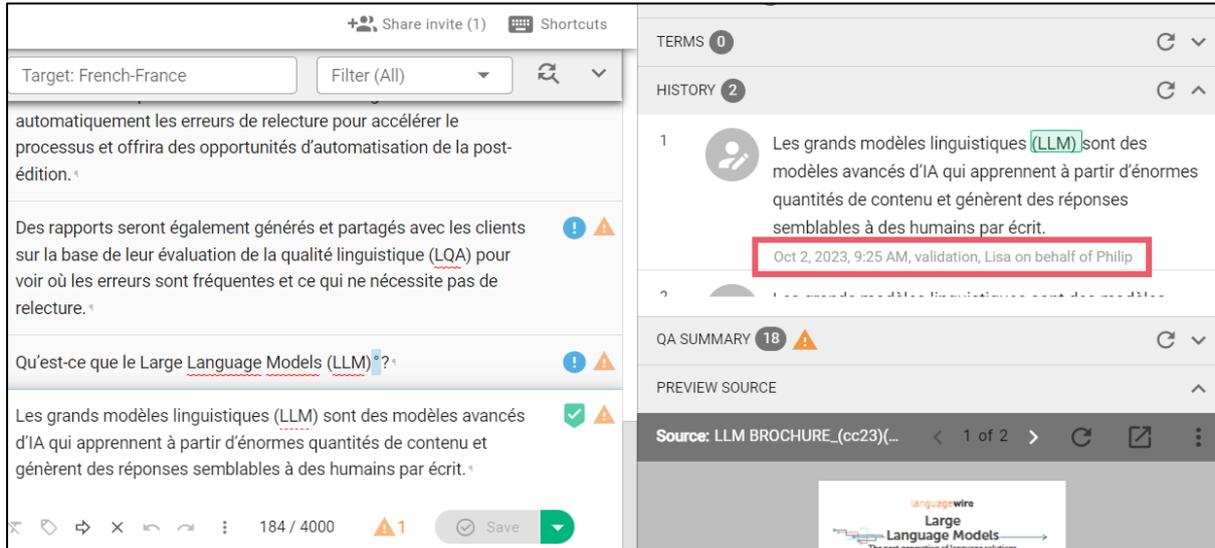


Figure 14 – Collaborator edits in the History tab

5. How to access as a collaborator

Collaborators receive a Smart Editor invitation from LanguageWire via a templated email:

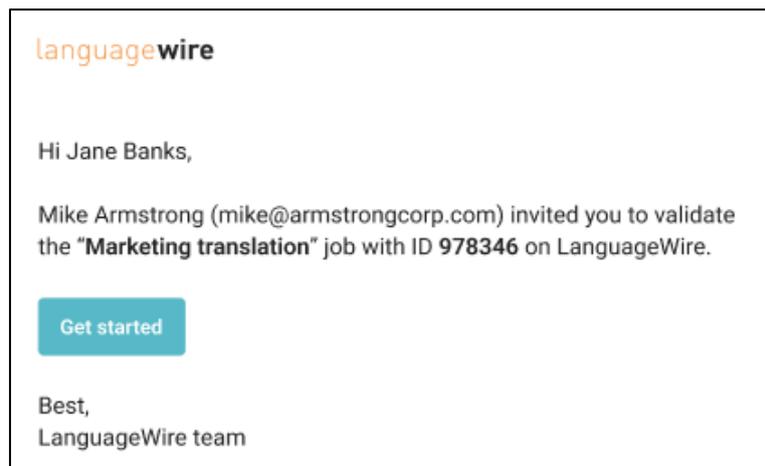


Figure 15 – Templated email for collaborators

When clicking the link, the collaborator is redirected to a LanguageWire login page:

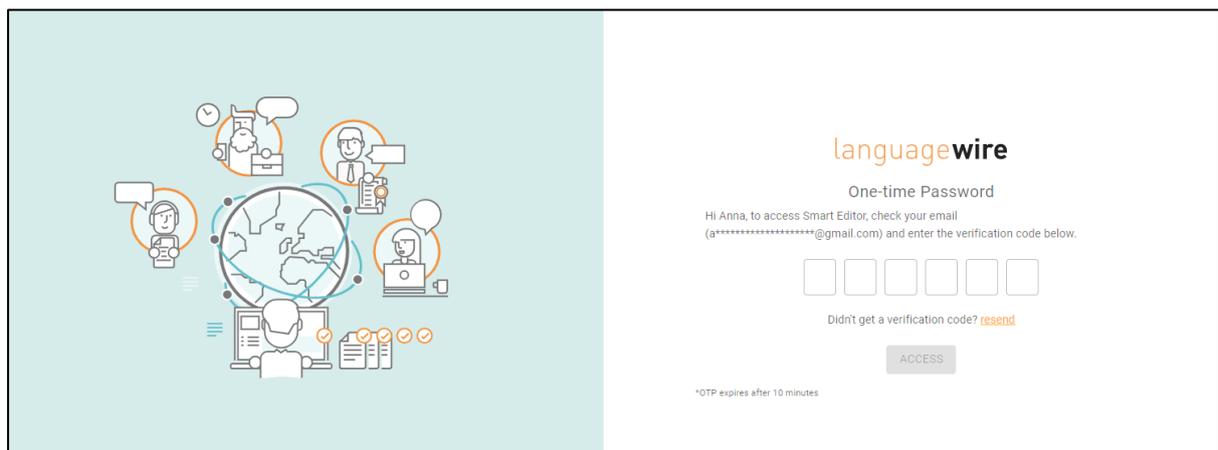


Figure 16 – Login page

After opening the LanguageWire login page, a second email will be sent to the collaborator, with a One-Time Password:

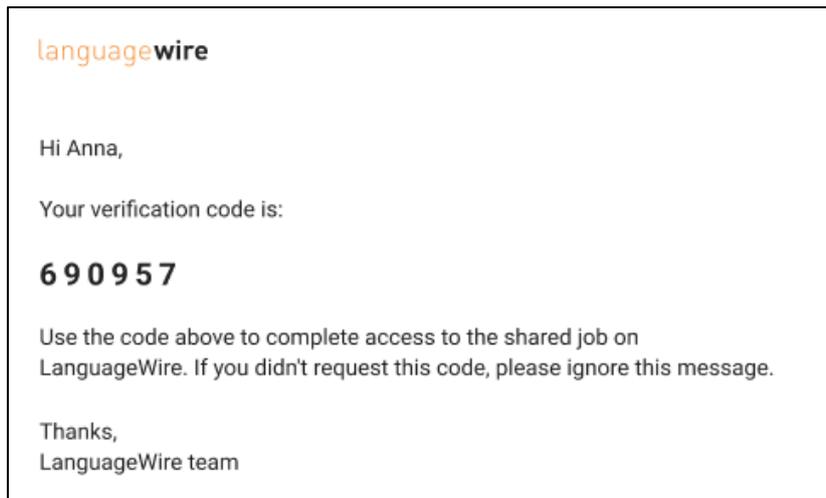


Figure 17 – Email with One-Time Password

To access the Smart Editor job, the collaborator must enter their One-Time Password on the LanguageWire login page:

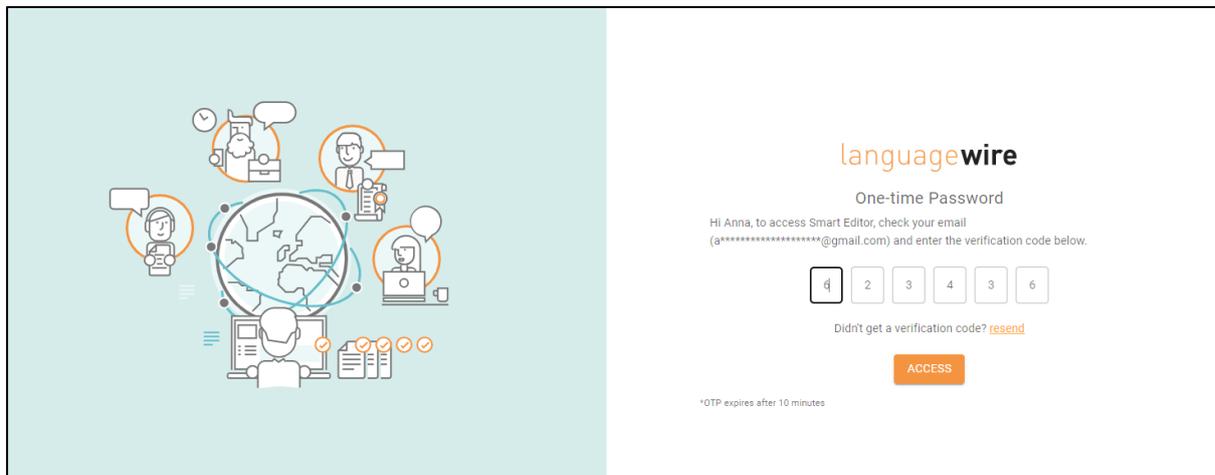


Figure 18 – Login page for One-Time Password

After entering their One-Time Password, the collaborator will see a dialogue window with instructions on how to collaborate on a Smart Editor job:

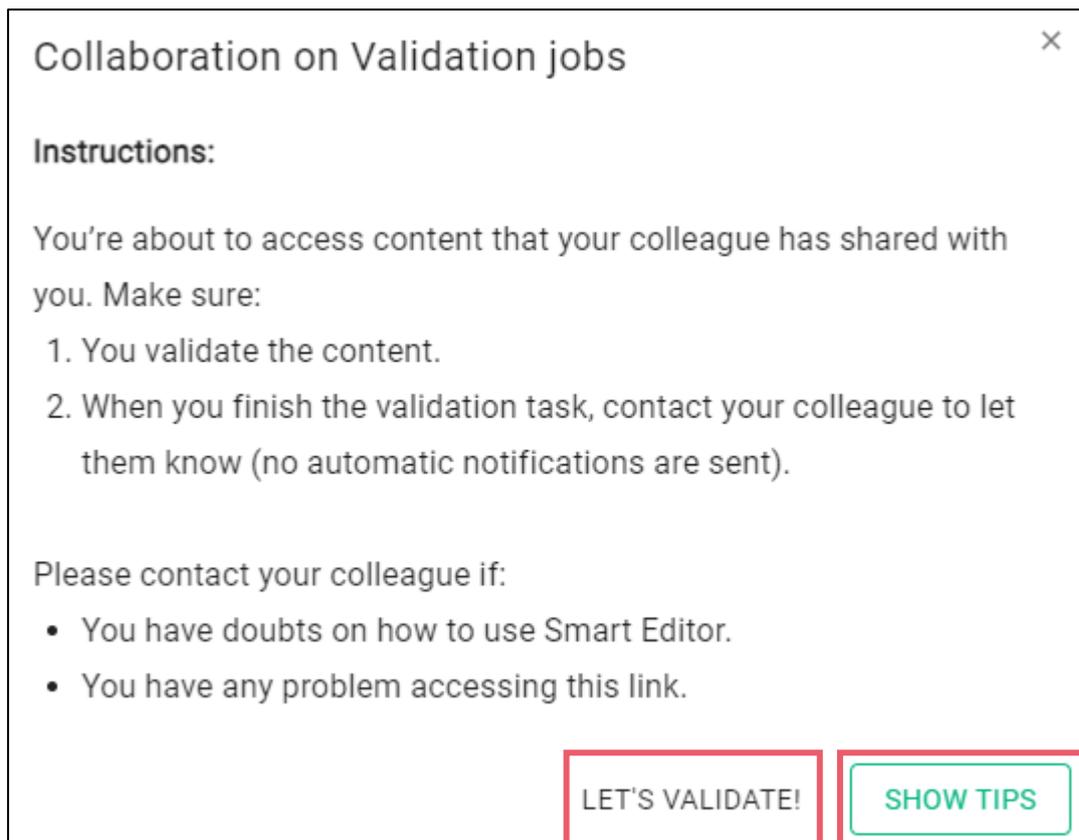


Figure 19 – Instructions for collaborators

We recommend that first-time users familiarise themselves with Smart Editor basics via the guide “Show tips”.

If a collaborator has questions about the validation process or content, they must consult with the colleague who requested their participation.

Important: Once a collaborator has completed their validation, they must inform the validator that they've completed the job as there's no notification for the validator.

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