HP Terminology Community

User Guide

HP Terminology Community brings together people who already know how HP speaks to customers and partners, in all languages and provide an easy way to arrive at agreement on relevant terminology. The collective intelligence of its members allows the perfect match between the HP Voice and local market cultures.

terminology@hp.com

Table of content

1. Registration

This application provides user the ability to self-register. The "Register now" page can be accessed from "Register Now" link at the bottom on the "Sing-In" overlay popup. Clicking on above link takes you to the Registration page, which has a form with fields for all the relevant user information.
Enter information in all the required fields which are marked with red asterisk (*). User can register for multiple languages.

To upload profile picture – click on Upload Picture link, which will open an overlay with option to browse and select the desired picture. Click on "Upload" button in the overlay to save the picture.

Once all the required information is filled, click on "Submit" button at the bottom of the page. On successful registration, user will be taken to the Term List page specific to the user in the application.
User will now see the main navigation on the top, which enables navigation within the application. Clicking on "Cancel" button will take the user back to Dashboard page without registration.

HP Terminology Community

*Note: Your username will be used throughout Welocalize Terminology Portal and may appear in Leader board. Your remaining profile information will only be visible to administrators.

Email*:
Password*:
Confirm password*:
Language(s)*: Select language

Upload picture

Submit   Cancel

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v2.2.2

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2. The Dashboard

The page you will land on the first time you go on the website and every time you will need to log in on the platform.

The Dashboard page contains the following sections:
- **"Member Sign-in" section**
- **Overview charts**
- **Words being voted on section**
- **Leader board**

A. Member Sign-in

Clicking on "Sign-up and Vote" orange button, opens Sign-in form in an overlay (screen below). Enter the valid login details in the form to login to the application.

"Register Now" – New users can click on the "Register Now" link available in the Sign-in section to join the community and create their login credentials.

"Remember Me" – checkbox can be selected, in order to be able to login to the application directly without entering the login details every time. Once the user is logged in, this module will no longer be visible.

"Forgot Password" – If users forget the login password, they can access "Forgot Password" form from the link on Sign-in form.

Fill the mandatory information on this page and click on "Submit" button. This will generate a new password which will be sent to the user's email id that has been submitted.

B. Overview Charts

This section shows metrics overview charts - one showing number of "t*erms in the glossary*" per year; and the other showing number of "*terms being debated"* per year:

1. *"Select Interval" links* – By default the data shown in these charts is for past 5 years, which includes the current interval (year/month/quarter). This can be modified to show data for past 5 quarters or past 5 months, by selecting the required link in this section.
2. *Terms in Glossary* – This chart shows the total number of terms present in the glossary.
3. *Terms being Debated* – This chart shows the total number of terms that are being debated on the platform.
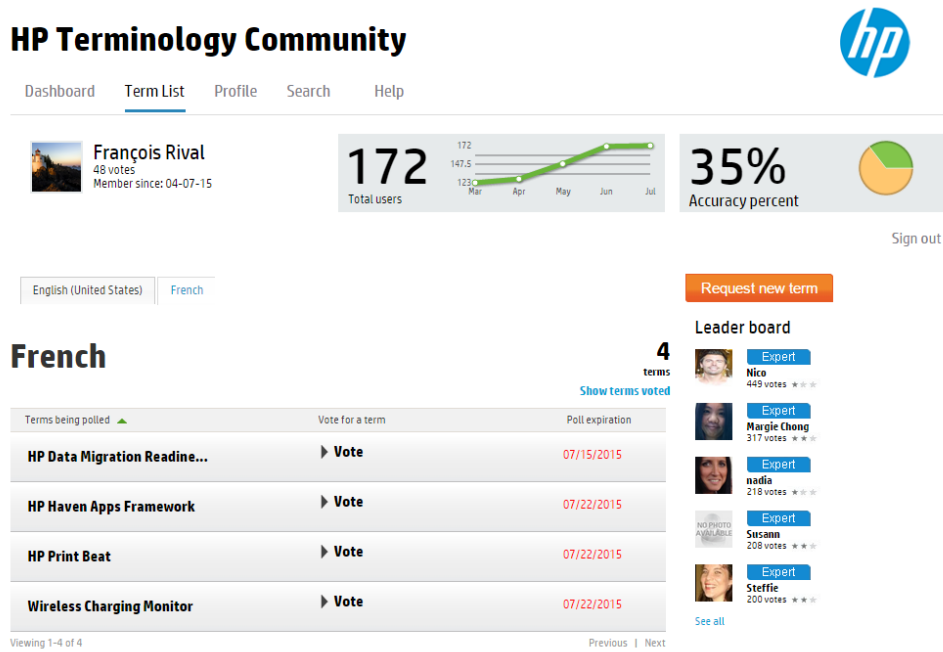

C. Words being voted on

Words being voted on section shows the 20 most recent active polls, regardless of language/locale.

Words being voted on

HP Haven Search On Demand **HP Haven Search On Demand** Storage Improvement Analysis Service HP Active Ink Balancing HP Haven Search On Demand Storage Improvement Analysis Service HP Active Ink Balancing **HP Haven Search On Demand** **HP Haven Search On Demand** HP Haven Search On Demand **HP Haven Search On Demand** HP Haven Search On Demand **HP Haven Search On Demand** HP Haven Search On Demand **HP Haven Search On Demand** **HP Haven Search On Demand** HP Haven Search On Demand HP Active Ink Balancing HP Active Ink Balancing Storage Improvement Analysis Service

Words being voted on

HP Haven Apps Framework HP Print Beat HP Print Beat HP Print Beat HP Print Beat Lezer **Speler** Draadloze opladen Monitor HP Haven Apps Framework HP Print Beat Beat جهاز عرض الشحن اللاسلكية قارئ لاعب HP Haven Apps Framework HP Print Beat Reader lettore **HP Print Beat** HP Print Beat HP Haven Apps Framework

D. Leader Board

Leader Board is the section on right side of the screen, which displays top 5 vote getters. This section displays picture of person (or avatar if chosen), involvement Badge - to convey the participation, username of the user, total number of votes and the Accuracy stars.

"See All" link at the bottom of this section will show the complete list of users sorted by the number of votes, in an overlay window.

Leader board

Expert
Nico
404 votes ★★★

Expert
Margie Chong
280 votes ★★★

Expert
nadia
218 votes ★★★

Expert
Steffie
182 votes ★★★

NO PHOTO AVAILABLE
Expert
Susann
171 votes ★★★

See all

3. Term List

This screen shows the list of all the terms on which the user had already voted and those for which the Admin sent invitation to vote, filtered by the registered languages of the user. User can also "Request for New Term" to be added in the glossary.
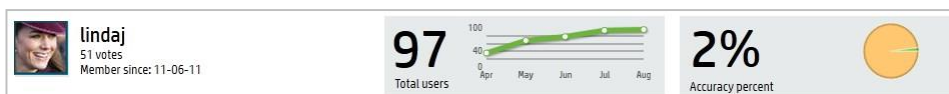

A. User information, Total Users chart & Accuracy chart

The section below the main navigation menu, shows the user details like profile picture, username, number of votes and date the user joined community.

Middle of this section shows "Number of users" chart, which shows the data of total number of users that are present in the system for past 5 months.

Right side of this section shows the Accuracy percentage of the user, i.e. number of terms that are picked as final, which user has voted for, out of total number of votes given by the user.

Registered Languages: The languages in which the user has registered will appear as links in this screen, at the top of page content. Clicking these links will show the list of current invitations to vote and also the terms for which user has already voted, in the corresponding language. The number at the right corner indicates the total number of terms the user has access to, in that particular language, i.e. sum of both current invitations and the terms already voted on.

B. Current Invitations

Default view of Term List page shows Current Invitations - list of terms which the Admin has sent, inviting user to vote, in a particular registered language. These terms will remain in this view till user has performed some action on them, either vote on it or reject the term. Terms will also be removed from this view if the user has not performed any action them and the corresponding poll has expired.

French   **3**
                                                                            terms
                                                                       Show terms voted

Terms being polled	Vote for a term	Poll expiration
Power Switch	▸ Vote	08/29/2012

Current invitations section will have 3 columns – "Terms Being Polled", "Vote for a Term" and "Poll Expiration". All columns are sortable.

Terms Being Polled – this column shows the English source term, which can have multiple suggestions out of which the user has to vote on one.

Vote for a Term – this column displays a "Vote" call for action, along with an arrow next to it. To expand the term, one has to click on that column. Once the user has submitted the vote, the term "Vote" in this column will be changed to "Voted" for that particular term.

Poll Expiration – This column shows the date on which poll for each term will expire.

To expand any term – click on the "Vote for a Term" column of that particular term. The expanded view of the term shows the term attributes like "Part of Speech", Form, Category, Term Notes, Concept Definition and Concept Example. Below these attributes, it also shows all the available suggestions of that particular term in that selected language, with radio buttons next to them. Select one of the suggestions and click on "Submit", to vote on that suggestion. Vote once submitted cannot be changed.

Terms being polled	Vote for a term	Poll expiration
Parallel	▾ Vote	07/04/2012

Part of speech: Noun	**Concept definition:** dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.
Form: Phrase	
Category: HP Document Title	**Concept example:** Ut wisi zzril delenit Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.
Term notes: term notes related to the Parallel term	

○ موازية

○ جعله موازيال

New term: ○ [enter your own translation]

Comments: [   ]

[Submit]   [Reject term]

Submit – Vote can be submitted by selecting the option of choice and clicking on "Submit" button. On submitting the vote, the term "Vote" in "Vote for a Term" column will be changed to read "Voted". Next to the available suggestions, a bar will be displayed showing the number votes obtained by each suggestion. Suggestion for which the user has voted will be shown in bold text.

Reject Term – User can reject any term invitation and choose not to vote on any suggestions by clicking on "Reject Term" button. This will delete the specific term from the users list of invitations.

User can also suggest new translation for a given term – Select "New Term" option and enter the new suggestion. On clicking "Submit" button, the new suggestion will be updated for that term.

Swapping to "Voted Terms" view – list of "Voted Terms" will be displayed by clicking on link "Show terms voted" on top of the terms list.

Clicking "Show terms voted" link will hide the current invitations list and will display the list of terms the user has already voted. Also this link text will now read "Show current invitations", which will allow users to switch back to the current invitations view.
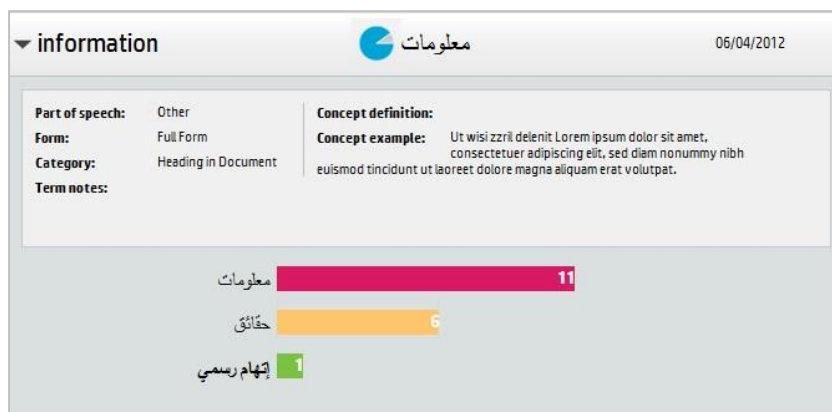
Voted Terms: The List of "Voted Terms" will show all terms, on which the user has already submitted the vote. This section displays three columns – "Terms Being Polled", "Top Suggestion" and "Vote Date".

Terms Being Polled – this column shows the English source term, which is being debated.

Top Suggestion – this column shows the top suggestion from the available suggestions of this particular source term. This term is preceded by a pie chart showing data for "number of users voted / number of users invited to vote" for this particular source term.

Vote Date – this column shows the date on which user has submitted the vote for each term in this list. In this list, the term can be expanded by clicking on the term. Expanded view will show the term attributes, suggestions, number of votes for each suggestion and the suggestion to which the user has voted will appear in bold font.

C. Request New Term

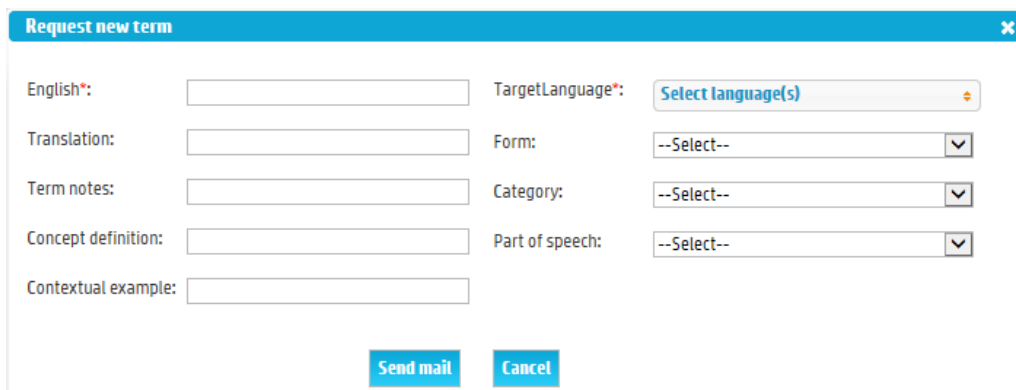Users can request for a new term to be added in the community.

To send request to add new term – click on "Request New Term" orange button at the top right corner of the page content.

Clicking on this button will open an overlay window, which has the "Request New Term" form. This form contains three sections – "Entry Concept Information", "English Term Information" and "Target".
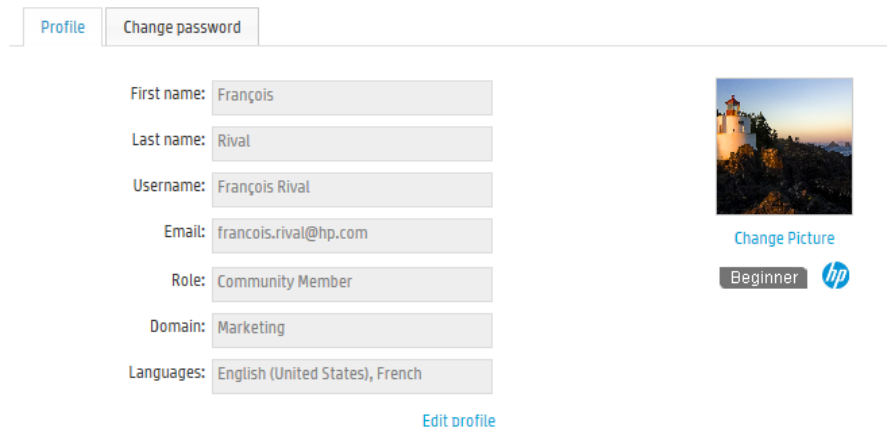
Language Information". User has to fill all the mandatory fields and submit the form by clicking "Send Mail" at the bottom of the form. This will send mail with all the information from the form, to all users of Admin role. Clicking on "Cancel" will close the form.

4. Profile

Profile page can be accessed by clicking Profile link in the top navigation. This screen shows the profile information of the user, which is entered at the time of registration. On this screen, user can edit profile details, change the profile picture and/or Change Password.

User Information and Chart section: The section below the main navigation menu, shows the user details like profile picture, username, number of votes and date the user joined community.
Right side of this section shows "Number of users" chart, which shows the data of total number of users that are present in the system for past 5 months.

Profile Tab: By default, the user information is shown as read only data, with a link "Edit Profile" to enable editing. The profile picture is shown along with a link "Change Picture" which allows users to change the picture when desired. Involvement badge is shown below the profile picture. These badges are assigned based on the overall activity of the particular user in the application. Accuracy stars are also displayed in this page.

Click on "Edit Profile" link to edit the information. This changes the read-only data into editable fields and "Edit Profile" link is replaced with "Update" and "Cancel" buttons at the bottom. Make the desired changes and click on "Update" to save changes. Clicking on cancel will change the editable fields back to read-only data, without saving any changes.
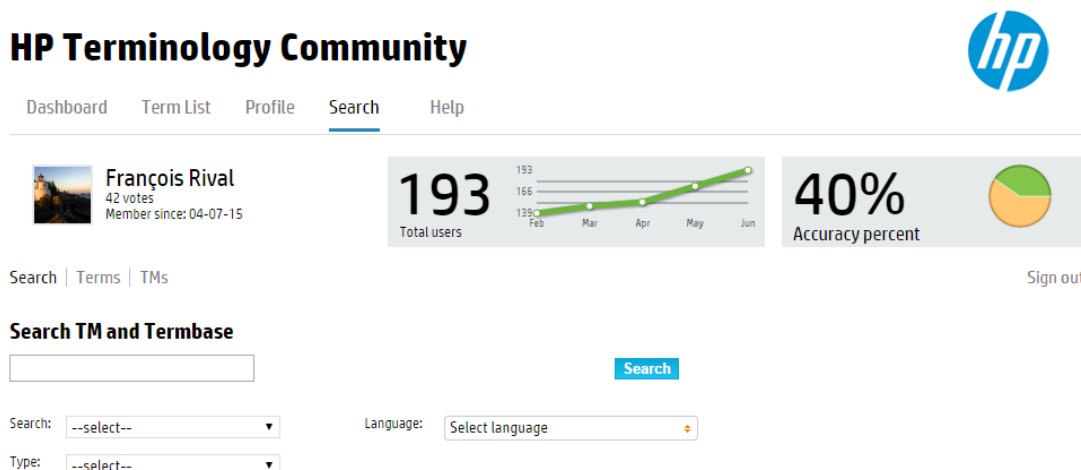
Users can also upload/ change the profile picture by clicking on "Change Picture" link in this tab. This opens an overlay where you can browse/select the picture of your choice and click on "Upload" to upload the selected picture.

Change Password Tab: User can change password by selecting "Change Password". Enter all the mandatory fields and click on "Save" button, to reset the password.
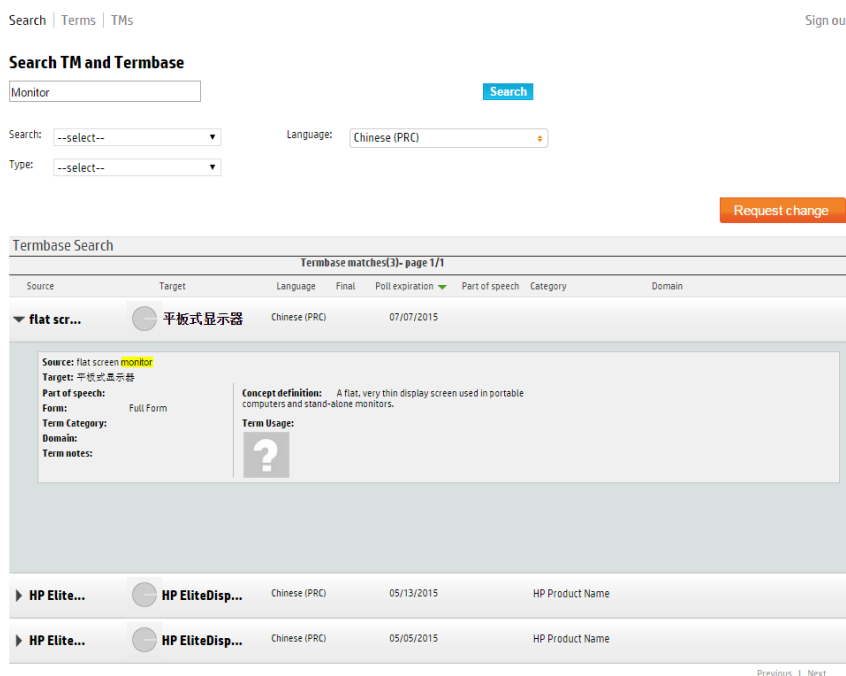Clicking on "Cancel" button will leave password unchanged and will take the user back to "Profile" tab in this page.

5. Search

Last item on the top navigation page is the search feature. This screen shows the different filters you can select to perform your research.

Even though you have the opportunity to search into the TMs (Translation Memories), please note that only a limited set of TMs have been imported from HP ETMA (HP Enterprise Translation Management architecture). However, the "Term" filter will let you search through all the terms that have already been voted on the platform.

You can click on any term to expand it and have access to the detailed information on the term. A tick will be displayed on the banner if the term has been validated after its polling period.

For any questions or additional information, please feel free to contact the HP Terminology team.