



## Terminology

### Process for Batch Upload In SDL MultiTerm 2007 (on Existing Termbase)

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## Overview

You may have a need to upload or update multiple terminology entries on HP ETMA Termbases (TB). When performing a batch upload, the process will be slightly different, if you are creating a brand new termbase or if you are willing to update an existing one.

This document will cover the step-by-step procedure for updating multiple entries on an existing TB in ETMA. For batch upload process for the creation of a new TB, please refer to “[Terminology - Batch upload for new TB creation.pdf](#)”.

## Pre-requisites

In order to perform a batch upload on HP ETMA termbases, you will need to have the following toolsets installed on your machine, as well as the below listed settings files:

1. MultiTerm toolsets:

- SDL MultiTerm 2007:
- SDL MultiTerm Convert 2007: this tool is a standalone toolset provided in the SDL MultiTerm 2007 installation.

2. Required settings files:

- A XCD file: this file is to be used in SDL MultiTerm Convert 2007 and consolidates the attributes settings for your termbase.
- A XTD file: this file is to be used in SDL MultiTerm 2007 and consolidates the Termbase Definitions for your termbase.

# Perform Batch Upload for Update on an Existing Termbase

In order to perform a batch upload on an existing Termbase (TB) on ETMA, you will need to proceed as follow:

1. Create Excel Request Form with entries to be added to the new TB.
2. Convert this Excel Form (.xls) to XML, using SDL MultiTerm Convert 2007.
3. Export the current production TB to be updated.
4. Create Local TB or use Local existing one.
5. Import production TB export to a Local TB.
6. Import generated XML import to Local TB for validation.
7. Import ONLY generated XML import to the production TB.

Each of these steps is documented with a step-by-step procedure below.

## 1. Create Excel Request Form for Batch Upload

In order to ensure that you have consolidated all required information for your batch upload, please use the “[Terminology New Request Form](#)” available on ETMA SharePoint. Please make sure that all mandatory fields have been filled.

## 2. Convert Excel Request Form to XML

You will then need to convert your generated Excel Request Form to XML to enable the batch upload of your entries in the select TB.

In order to convert the Excel spreadsheet to XML, you will need to use SDL MultiTerm 2007 Convert (part of the SDL MultiTerm 2007 toolset), and follow the procedure documented in “[Batch upload - Convert Excel Request Form to XML.pdf](#)”.

## 3. Export Current Production TB to be update

To validate the multiple entries you are about to upload in an existing TB, against the existing content, you will first need to create an export of the existing production TB.

In order to create an export from a production TB, you will need to use SDL MultiTerm 2007 toolset, and follow the procedure documented in “[Batch upload - Create TermBase Export.pdf](#)”.

## 4. Create a Local TB to test generated XML Import

To be able to test the XML file that you have generated using SDL MultiTerm Convert, you will need to create a local TB and upload this XML import to that TB.

To create a local TB, you will need to have SDL MultiTerm 2007 installed on your machine, and follow the procedure documented in "[Batch upload - Batch upload - Create Local TermBase.pdf](#)".

## **5. Import Production Exported XML TB to Local TB**

Once your local termbase has been created, you will first need to import the production termbase that you export on step 3. To perform this step, please follow the procedure documented in "[Batch upload - Import XML import to Local TermBase.pdf](#)".

## **6. Import generated XML import to Local TB**

You can then import the generated XML file into the local TB that to validate new content against the existing exported one. To perform this step, please follow the procedure documented in "[Batch upload - Import XML import to Local TermBase.pdf](#)".

This import will allow you to validate in SDL MultiTerm, that the entries created are correct, and eventually modify any of these entries.

## **7. Import validated XML Import to Production TB**

Once you have fully validated your term entries in your local TB, and may have eventually made adjustments to your XML import file, please feel free to import your XML import to the Production TB.

In order to do so, you will need to follow the steps described in section "Import generated XML Import to Local TB", and select your Production TB instead of the local one on step 2.