
SDL* Trados GroupShare

Course Title	SDL Trados GroupShare for Project Managers and Power Users
Learning Objectives:	<p>This course is designed for project managers and power users who want to become familiar with SDL Trados GroupShare. The course covers the following topics:</p> <ul style="list-style-type: none">- Setting up your SDL Trados GroupShare system, e.g. adding users, organizations, translation memories and termbases- Creating projects and assigning tasks- Monitoring the project progress in real-time- Completing and archiving projects
Target Audience:	Project managers and power users who are new the SDL Trados GroupShare
Prerequisites:	Basic understanding of PCs, Web browsers, and the Windows operating system
Course Delivery Mode:	<p>This course is available in the following delivery modes:</p> <ul style="list-style-type: none">- hands-on and classroom based, delivered over 1 day- live and web based, delivered over 3 hours
Further Development:	<p>At the end of this course, attendees will have a good understanding of how to work productively with SDL Trados GroupShare and SDL Trados Studio.</p> <p>Attendees should also consider attending the following courses:</p> <ul style="list-style-type: none">- SDL Trados Studio – Intermediate, which will teach you to go beyond the basics of Studio for more effective handling of translation projects- SDL Trados Studio – Advanced, which will teach you to leverage advanced functionality of Studio to get the most out of the product- SDL MultiTerm course, which will teach you the key functionality of SDL MultiTerm
Further Information:	For further information on any of our courses please contact us at producttraining@SDL.com

Topics covered during the course:

Basic Concepts

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

Overview of SDL Trados GroupShare and SDL Trados Studio

- Scope of SDL Trados
GroupShare: a centralization
and collaboration solution

Configuring your SDL Trados GroupShare Server

- User Management
- What are organizations?
- Creating organizations
- A look at predefined, standard users, i.e.:
 - o System Administrator (sa) o SDL MultiTerm Super User (super) o
SDL MultiTerm Guest User (guest)
- Creating users o What are Windows users and what are SDL users?
 - o Associating users with the corresponding organization(s) o Assigning
roles to users (e.g. translators, external translators, guests, power
users)
- Roles o Predefined, standard roles and permissions
- Organizations o Creating organizations
 - o 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 termbases Translation Memory Management
- Creating translation memories
- Importing TM content

- Termbase creation in SDL MultiTerm Desktop
- Converting an MS Excel-based glossary into SDL MultiTerm XML format
- Importing the converted glossary into a termbase o Granting a user access to a
termbase...
 - ...via the SDL Trados GroupShare website
 - ...via the SDL MultiTerm Desktop client

Project Creation from SDL Trados Studio

- Creating a project in SDL Trados Studio and uploading it to SDL Trados GroupShare
- Planning for project file(s)
- Setting delivery dates per phase
- Assigning users to phases
- Changing active phases for files
- Viewing project statistics
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- 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
- SDL Trados GroupShare email notifications
- Completing a project

Streamlined Project Creation through the Web Browser

- Creating a project template and uploading it to SDL 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