

Translation Tools for Translators (BC-DOC-TTL)



Release 4.6C



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Icons

Icon	Meaning
	Caution
	Example
	Note
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	Syntax

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Translation Tools for Translators (BC-DOC-TTL)

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[Worklists \[Page 13\]](#)

[Proposal Pool \[Page 32\]](#)

[Proposal Pool Administration \[Page 71\]](#)

[Short Text Editor \[Page 105\]](#)

[Long Text Editor \[Page 137\]](#)

[Worklist Statistics \[Page 149\]](#)

Translating in SE63

Translating in SE63

This documentation is valid from Release 4.0A of the SAP R/3 System. It is directed at translators working online in the R/3 System and describes the functions of the SAP translation tool for short text and long text translation.

[Translation Procedure for Online Texts \[Page 9\]](#)

[Quick Start \[Page 10\]](#)

From Release 4.6A, functions for coordinators and administrators are described in the following documentation:

[Translation Tools for Coordinators \[Ext.\]](#)

Translation Procedure for Online Texts

This section describes the translation procedure for short texts and long texts in transaction SE63. It shows you how to work with the proposal pool and the text editors.

Texts are contained in worklists. Normally, you should translate using your worklists. In exceptional cases, however, you can translate objects directly in SE63, without calling up a worklist.

To find out how to call up and use worklists, please refer to [Worklists \[Page 13\]](#).

See also

[Quick Start \[Page 10\]](#)

Quick Start

Quick Start

This topic gives you a quick overview of the functionality in transaction SE63. However, for a detailed explanation of the various functions, please refer to the individual topics.

Working With SE63

You translate short texts and long texts in the respective editors within transaction SE63. To call up this transaction, either:

- Enter **/NSE63** in the command field in the initial screen of the R/3 System
- Choose *Tools* → *ABAP/4 Workbench* → *Utilities* → *Translation* → *Short/Long texts* on the initial screen of the R/3 System.

You can translate texts either:

- By using a worklist
- By calling up the objects directly.

Worklists

Most objects requiring translation are assigned to development classes. When you create a worklist, you can include one or more development classes. All the objects belonging to the development classes you choose are then included in your worklist.

To create a worklist, proceed as follows:

1. Call up transaction SE63 and choose *Worklist* → *Standard worklist*.
The system displays the *Worklist: Query - User Parameters* dialog box. The settings here display your *User name*, *Source* and *Target languages* and the *Worklist number* (for a standard worklist, this should be 1).
2. After you have checked the entries in this dialog box, choose *Enter*.
The system takes you to the screen *Worklist: Object List for <Your User Name>*
3. Now place the cursor on your user name and choose *Fetch worklist*.
4. In the dialog box now displayed, enter the development class(es) you want to include in this worklist. You can make a specific or a generic entry.
5. Choose *Enter*. The system creates a worklist for your user and the development class(es) you have specified.

The translation status of texts is shown by the colors green, yellow and red in the work list.

- **Green:** This color denotes texts that have been translated and that match up with the translation in the [Proposal Pool \[Page 32\]](#)
- **Yellow:** This color denotes texts that have been modified.
- **Red:** This color denotes new texts.

You can edit your worklist either sequentially or by clicking on the individual objects. The numbers that appear next to the objects in the worklist show the number of translated, modified and new texts.

See also:

[Worklists \[Page 13\]](#)

Working With the Short Text Editor

To translate a short text, proceed as follows:

1. If you call up a short text object from the worklist, the system takes you directly to the short text editor. If you call up a short text object from the menu by choosing *Translation* → *Short text* → *<Object type>*, the system takes you to a screen where you must enter the name of the individual object.

Enter the name of the object.

Enter the *Source language* and the *Target language* and choose *Edit*.

The system takes you to the short text editor.

2. The texts belonging to the object you have called up are displayed in list form. Each text is assigned a status marked by a color, the meanings of which are described below:

- **Green:** This color denotes texts that have been translated and that match up with the translation in the [Proposal Pool \[Page 32\]](#)
- **Yellow:** This color denotes texts that are not accepted by the proposal pool for various reasons. These reasons are described in detail in [Translation Status \[Page 109\]](#).
- **Red:** This color denotes new texts.

Choose *Utilities* → *Legend* to call up an explanation of the colors and symbols.

3. You can now enter and edit target texts.

You do not need to edit texts that are highlighted in green. These **text matches** correspond 100% to the translations in the proposal pool.

Texts highlighted in yellow are **unaccepted** by the proposal pool and require an action. These actions are described in detail in [Translation Status \[Page 109\]](#).

Texts highlighted in red are **new** texts. You can call up existing proposals from the proposal pool by choosing F5.

If the [Proposal Pool \[Page 32\]](#) contains a proposal for your text, the [Best Proposal \[Page 33\]](#) for this translation is shown in blue beneath the target text line.

If the translation is longer or shorter than the best proposal displayed, you can create a [Length Variant \[Page 39\]](#).

If your translation differs from the [Best Proposal \[Page 33\]](#), you can create an [Application Standard \[Page 36\]](#) if the terminology used is valid for the application, otherwise you can create an [Exception \[Page 38\]](#).

Choose *Utilities* → *Settings* → *Short text editor* to make individual settings for your short text editor.

4. Save your entries.

See also:

[Translation Status \[Page 109\]](#)

[Short Text Editor \[Page 105\]](#)

Quick Start

[Key \[Page 123\]](#)

Working With the Long Text Editor

To translate a long text, proceed as follows:

1. If you call up a long text object from the worklist, the system takes you directly to the long text editor. If you call up a long text object from the menu by choosing *Translation* → *Long text* → *<Object type>*, the system takes you to a screen where you must enter the name of the individual object.
2. Enter the name of the object. You can select an object using F4.
3. Enter the Source language and the Target language and choose Edit.

The system takes you to the long text editor.

The screen is divided into two parts with the source text in the top half of the screen.

This is called the *split screen*. Write the translation of the source text in the lower half of the screen.

4. Save your entries.

The long text editor supports the translation procedure with a variety of features, which are described in [Working With the Long Text Editor \[Page 140\]](#).

Proposal Pool

All translations are stored in the proposal pool. The texts are stored according to application area, which is structured in the same way as the SAP Application Hierarchy. The proposal pool contains:

- [System Standard \[Page 35\]](#)
- [Application Standard \[Page 36\]](#)
- [Exception \[Page 38\]](#)

The following types of system and application standard exist:

- [Node Text \[Page 41\]](#)
- [Length Variant \[Page 39\]](#)

You can display the proposals by choosing *Proposal Pool* in the short text editor. If necessary, you can edit proposals directly as described in [Proposal Pool: Editing \[Page 57\]](#).

Worklists

Definition

In the translation transaction SE63, you create worklists of objects to translate. The worklists contain both short texts and long texts.

Structure

Worklists contain:

- New texts
Texts that have been created in the source language but not yet translated into the target language
- Modified texts
Texts that have been modified in the source or target language or in the proposal pool
- Translated texts
Texts that have been translated and that match up with the translation in the proposal pool.

Integration

Worklists are based on the development classes that have been assigned to translators by the translation *Coordinator* in the transaction **SLWA**.

See also:

[Creating a Worklist \[Page 16\]](#)

[Editing a Worklist \[Page 19\]](#)

Structure of the Worklist

Structure of the Worklist

In the worklists, texts are displayed in a tree structure, subdivided according to object group and object type.

The tree structure is a hierarchy consisting of:

- The root, which is the translator's name
- The first node level, consisting of object groups
- The second node level, consisting of object types

To expand these levels, click on the symbol next to the objects. You can expand or compress the hierarchy by clicking on the symbols next to the levels.

You can create a worklist for

- Each of these levels individually
- An entire worklist for the translator
- Worklists for either of the above according to development classes

See also:

[Creating a Worklist \[Page 16\]](#)

[Editing a Worklist \[Page 19\]](#)

[Object Type Selection \[Page 15\]](#)

Object Type Selection

There are three possible methods of selecting objects, in other words, creating a worklist:

- You can select texts for all object types that have been assigned to you by the translation *Coordinator* by placing the cursor on the root of the tree structure (in other words, the translator's name) and choosing *Fetch worklist*.
- You can select texts for a particular object group by placing the cursor on an object group (first node level) and choosing *Fetch worklist*.
- You can select texts for a particular object type by placing the cursor on a particular object type (second node level) and choosing *Fetch worklist*.

In all three cases, the system displays a dialog box in which you can enter the development class for which you want to call up texts as well as the maximum number of objects (for each object type).

See also:

[Creating a Worklist \[Page 16\]](#)

Creating a Worklist

Creating a Worklist

Prerequisites

You can only create a worklist of texts for those development classes that have been assigned to you by the translation coordinator. You can choose between creating the following:

- A worklist for a specific development class
- A worklist for several development classes by making a generic entry (*).

Procedure

1. In transaction **SE63**, choose *Worklist* → *Standard worklist*.

The system displays the *Worklist: Query - User parameters*. dialog box The settings here display your *User name*, *Source* and *Target languages*, and the *Worklist number* (for a standard worklist, this number should be 1).

2. Choose *Enter*.

The system displays the **root** of the tree, which is the translator's name, and the **first node levels**, consisting of object groups.

You can now call up a worklist in one of the three ways described under [Object Type Selection \[Page 15\]](#). The procedure is the same for all three methods.

3. To call up texts that have been assigned to you as a translator (both object groups and object types), place the cursor on the root of the tree structure and choose *Fetch worklist*. The system displays the *Worklist: Query - User parameters*. dialog box The settings here display your *User name*, *Source* and *Target languages*, and the *Worklist number*. You need to make entries for the following:

- *Development class*
- *Max. number per object type*

4. In the *Development class* field you can make one of the following entries:

- A specific class, such as **FBAS**
- A generic entry for some of the development classes assigned to you, such as **F***
- A generic entry for all your development classes: *****.

You can also specify the maximum number of elements for each object type. The default setting is 25.

5. Now choose *Enter*.

The system lists the **first node levels** in the tree structure in the first column. This level consists of object groups. By clicking on the symbol next to the object group, you can display further node levels.

The second column lists the **development class**. Your worklist might contain objects from more than one development class.

The third column lists the total number of texts for this object that need to be translated.

Creating a Worklist

The next three columns are highlighted in red, yellow and green. These denote the following:

- Red

The figure highlighted in red indicates the number of new texts, in other words, those texts that have been created in the source language and have not yet been translated into the target language.

- Yellow

The figure highlighted in yellow indicates the number of texts that have been modified in the source language and not yet adapted in the target language.

- Green

The figure highlighted in green indicates the number of texts that have been translated and accepted by the proposal pool, in other words, 100% text matches.

6. When you leave the worklist, the system displays a dialog box asking if you want to leave the objects in a personal worklist. If you choose *Yes*, and call up a worklist again at a later point in time, the system calls up the same list of objects. Other translators cannot receive these objects in their worklists. If you choose *No*, then the objects will disappear from your worklist and are accessible to all translators. You will then have to call up a new worklist the next time.

See also:

[Editing a Work List \[Page 19\]](#)

Creating a New Worklist

Creating a New Worklist

If you want to create a new worklist for a different development class, you have two options:

- When you leave your existing worklist, choose *No* in the dialog box *Exit worklist*. The system then removes the objects from your existing worklist and you will have to call up a new worklist next time. These objects will then be accessible to all translators.
- In your existing worklist, you can call up a new worklist of objects for any development class. These objects are added to the existing worklist.

See also:

[Creating a Worklist \[Page 16\]](#)

Editing a Worklist

Translating Individual Objects in a Worklist

1. Place your cursor on a text object and double-click on it. The system takes you directly to the SE63 short text or long text editor (depending on whether you are translating short or long texts).
2. Translate your object and save it. Depending on how you have defined your individual [short text editor settings \[Page 106\]](#) and [long text editor settings \[Page 138\]](#), you will either:
 - Leave the short text editor or long text editor after saving your translation and return to the worklist (*Save and next*)
 - Need to return to the worklist by choosing F3

Sequential Processing

You can translate objects sequentially. This means that the system calls up the objects that require translating in sequence. This depends on how you have defined your [worklist settings \[Page 24\]](#). Proceed as follows:

1. Choose *Process sequentially*. The system displays the next object that requires editing.
2. Translate your object and save it.
 - The system will automatically take you to the next text to be translated, if you flagged *Save and next* in the editor settings.
 - Otherwise, you need to use the *Previous object* and *Next object* icons to navigate between objects in your worklist.
3. You can stop sequential processing and return to the worklist by choosing F3. The last object that you have edited, or the object that you are currently editing, appears in the first screen line and is indicated by the cursor.

See also:

[Translating Individual Objects \[Page 20\]](#)

Translating Individual Objects

Translating Individual Objects

1. In the initial screen of transaction SE63, choose *Translation* → *Short texts* or *Long texts* → *<Object type>*.

The translation screen for this object type appears.

2. Enter the object name. You can use F4 in this field to help you select an object. You can also make a generic entry and choose F4.

Enter the *Source language* and the *Target language*.

3. Now choose *Edit*.

The system displays the short text editor or the long text editor.

See also:

[Short Text Editor \[Page 105\]](#)

[Long Text Editor \[Page 137\]](#)

Translating Logical Objects

Logical objects can consist of short texts, long texts, or a mixture of both.

Logical objects appear in worklists and can be processed in the same way as other objects.

However, you can also call up logical objects directly and generate individual worklists for these objects in SE63.

Procedure

1. Choose *Translation* → *Logical objects* → *Logical objects* on the initial screen of transaction SE63.
2. Enter the name of your logical object and choose *Edit*.

Result

The system displays a dialog box containing an individual worklist of objects for this object name. You edit this worklist by double-clicking the individual objects. Sequential processing is not possible in this dialog box.

When you have finished editing the logical objects in this worklist, choose *Close*.

Releasing Objects From the Worklist

Releasing Objects From the Worklist

Prerequisites

You can only release objects which contain texts with 100% matches. The total number of texts for these objects then corresponds with the number of translated texts, which is highlighted in green.

You can release the following from your worklist:

- All objects in the worklist
To do this, place your cursor on the root of the worklist and choose *Release translation*.
- All objects in an object group
To do this, place your cursor an object group (first node level) and choose *Release translation*.
- All objects in an object type
To do this, place your cursor an object type (second node level) and choose *Release translation*.
- One specific object
To do this, place your cursor the object you want to release and choose *Release translation*.

Procedure

1. You can release the following from your worklist:
 - All objects in the worklist
To do this, place your cursor on the root of the worklist and choose *Release translation*.
 - All objects in an object group
To do this, place your cursor an object group (first node level) and choose *Release translation*.
 - All objects in an object type
To do this, place your cursor an object type (second node level) and choose *Release translation*.
 - One specific object
To do this, place your cursor the object you want to release and choose *Release translation*.

The system displays a dialog box asking if you want to release the translation of the objects you have chosen.
2. Choose Yes.

Releasing Objects From the Worklist**Result**

When you release an object, it is removed from your worklist. The object will not appear in your worklist again until a translation-relevant change is made to one of the object texts (in other words, until the object contains further modified or new lines and is no longer 100% translated).

However, you can of course edit the object directly at any time using transaction SE63.

See also:

[Creating a New Work List \[Page 18\]](#)

Worklist Settings

Worklist Settings

Use

You can configure the way in which you edit a worklist according to your individual requirements and preferences by making worklist settings.

Features

You can make the following worklist settings:

- *Call objects with new texts sequentially*

If you set this indicator, you can use [sequential processing \[Page 124\]](#) to process all the objects that contain at least one untranslated text (text marked red). If this indicator is deselected, the system skips these objects in sequential processing. This is the recommended setting when you process your worklist sequentially. You can still, however, call up objects outside sequential processing by double-clicking the corresponding object in your worklist.

- *Call objects with modified texts sequentially*

If you set this indicator, you can process those objects that contain at least one modified (yellow) text sequentially. If this indicator is deselected, the system skips objects containing modified texts in sequential processing. This is the recommended setting when you process your worklist sequentially. You can still, however, call up objects outside sequential processing by double-clicking the corresponding object in your worklist.

- *Call up objects with matched texts sequentially*

If you set this indicator, you can process those objects that contain at least one fully translated (green) text sequentially. If this indicator is deselected, the system skips the objects containing fully translated texts during sequential processing. It is recommended to leave this indicator deselected. You can still, however, call up objects outside sequential processing by double-clicking the corresponding object in your worklist.

- *Automatic release of translated objects*

If you set this indicator, you automatically release all the objects that contain no more new (red) or modified (yellow) text lines when you leave the worklist. This means that these objects will no longer appear the next time you call up your worklist. It is also possible to release objects with 100% text matches manually from the worklist.



It is recommended to leave this indicator deselected and to release objects manually from your worklist.

- *Display line information*

Worklist Settings

If you set this indicator, you can display the following information for each object in your worklist:

1st number:	Total number of text lines in that object
2nd number (red):	Number of new text lines
3rd number (yellow):	Number of modified text lines
4th number (green):	Number of translated text lines

- *Display additional information*

If you select this indicator, you can display additional technical information on the objects and the program runs that generated the worklist. This is useful for technical searches and is usually irrelevant for normal translation work.

- *Max. number of objects per object type*

Here, you can enter the maximum number of objects you want to receive in your worklist for any one object type. The default value is 25.

Activities

To call up this function, choose *Utilities* → *Settings*, then select *Worklist*. The system displays the options listed above, which you can select by marking the respective checkboxes.

Special Worklists

Special Worklists

Definition

Special worklists are usually set up by coordinators and contain objects that are not assigned in the same way as objects in a normal worklist. In other words, the objects may not necessarily be assigned by development class.

Use

A special worklist might consist only of objects transported into the translation system under a particular transport request, for example.

A special worklist could also be generated for objects that need to be translated from a different source language, for example, from English to German, instead of from German to English.

Integration

The special worklists are assigned numbers. If you need to edit a special worklist, your coordinator will inform you of the worklist number.

See also:

[Calling Up a Special Worklist \[Page 27\]](#)

Calling Up a Special Worklist

1. In the initial screen of transaction SE63, choose *Worklist* → *Standard worklist*.
The system displays a dialog box with default values for *User name*, *Source* and *Target languages*, as well as *Worklist number*.
2. Under *Worklist number*, enter the number of your special worklist as specified by your *Coordinator*.
3. Now press Enter.

Fetching a Worklist by Development Class

Fetching a Worklist by Development Class

Use

You can use the *Worklist by development class* function for the purpose of translating or viewing all objects belonging to a specific development class.

A worklist by development class contains **all** objects belonging to this development class, whether they are relevant for translation or not. Objects that are 100% translated are also contained in this worklist.

This function is particularly useful for checking objects that no longer appear in your standard worklist, due to the fact that they are 100% translated.

Prerequisites

Initial worklist runs and delta worklist runs must have taken place in the translation system.

The objects you want to process all belong to the same development class. You cannot make a generic entry when fetching a worklist by development class.

Procedure

1. To call up a worklist by development class, choose *Worklist* → *Worklist by development class* in the initial screen of SE63.

The *Worklist: Determine by Development Class* screen appears.

2. Choose *Fetch worklist*.

A dialog box in which you must enter one development class.

3. Enter the required development class and press Enter.

The system fetches the objects for this development class and displays the message '<Number> objects determined for development class <Name>'.



In this initial display, no line information is available. Please see **Calculating the Status of Translation** below if you want to display line information.

4. Edit objects by either double-clicking a specific object or by using the *Sequential processing* function (see below). Once you return to the worklist, the system will display the translation status of the object together with the line information.

Calculating the Status of Translation

If you want to see line information on the initial screen of the *Worklist by development class* function, before you call up any objects, click on a specific object type and choose *Status of Translation*. The system will then calculate and display the number of lines to translate, together with their status (green, red or yellow), before you call up the object for translation. This action can, however, be very time-consuming, depending on the size of the object.

Sequential Processing

The function *Sequential processing* takes you to the next object to be processed. Once you have called up the first object, you can branch to the next object to be processed by using the *Previous*

Fetching a Worklist by Development Class

object and *Next object* icons. These icons are only available if you use the function *Sequential processing*, not if you call up the objects individually from the worklist.

Result

The advantage of calling up worklists using this function is that the procedure is faster.

However, the disadvantage is that no line information is available on the initial screen. A system message at the bottom of the screen will tell you how many objects have been called up for this development class.

Once you have called up an object, the system will display line information in this screen, or you can use the function *Status of Translation* to have the number and status of the lines calculated. All objects with lines for translation then show line information.

Texts that do not contain any lines are also called up when you use this function. The system does not perform a check against the tables containing objects for translation. Only the tables containing development objects are checked.

See also:

[Fetching an Extended Worklist \[Page 30\]](#)

Fetching an Extended Worklist

Fetching an Extended Worklist

Use

The function *Fetch extended worklist* enables you to call up objects directly from Table TADIR, which contains all developed objects in the system, regardless of whether the objects have been locked for translation or whether they are relevant for translation.

This function enables you to translate objects in a system where no worklist runs have taken place. In other words, this procedure can be used if no initial or delta runs have taken place, thus enabling you to translate objects with minimal preparation of the translation environment.

Procedure

1. To call up an extended worklist, choose *Worklist* → *Worklist by development class* on the initial screen of SE63.

The *Worklist: Determine by Development Class* screen appears.

2. Now choose *Worklist* → *Fetch worklist ext.*

The system displays a dialog box asking whether you really want to continue, as this action can take a long time and possibly lead to a time-out.

Result

The system displays a worklist of objects based on a scan of Table TADIR, irrespective of whether the objects are relevant for translation.

See also:

[Fetching a Worklist by Development Class \[Page 28\]](#)

Resetting a Worklist

Use

You can reset the objects in your worklist if, for example, you have called up too many objects and would like to recreate the worklist, or if you want to make your objects accessible to other translators.

Prerequisites

You can reset your worklist in the following ways:

- Within your worklist
- If you have left objects in a personal worklist, you can reset this worklist from the initial screen of transaction SE63.

Procedure

Resetting a Worklist from Within Your Worklist

1. From the worklist screen, choose *Worklist* → *Reset worklist* .
 The dialog box *Reset worklist* appears in which the system asks if you want to reset the worklist.
2. Choose Yes in this dialog box if you want to reset the object list.
 Your worklist is now empty and you can now call up a new worklist.

Resetting a Worklist from the Initial Screen of SE63

1. From the initial screen of SE63, choose *Worklist* → *Standard worklist*.
 The dialog box *Worklist: Query - User Parameters* appears.
2. In this dialog box, set the *Reset worklist* indicator.
3. Choose Enter.
 The system removes the objects from your personal worklist and displays the worklist screen. Your worklist is now empty and you can now call up a new worklist.

Result

If you reset the object list, the system will remove all the objects from your worklist, but will not release them. You can then fetch all the objects you want to edit again, by calling up a new worklist.

Proposal Pool

Proposal Pool

Purpose

The proposal pool is a database in which all short text translations are stored. The hierarchical structure of the proposal pool corresponds to the first level of the application hierarchy structure.

Integration

Each development class is assigned to the application as it appears in the application hierarchy, and not according to the first letter of the development class. For example, development class **FBAS** belongs to the application **Financial Accounting**, but **FCDS** belongs to **Enterprise Controlling**.

Features

Translations are stored in the memory in the following three different ways:

- [System Standard \[Page 35\]](#)
This standard is valid across all applications in which an application standard does not exist. It is used as the standard translation in those applications where an application standard does not exist for the same source text.
- [Application Standard \[Page 36\]](#)
This standard takes priority over the system standard in the application for which it has been created.
- [Exception \[Page 38\]](#)
These are only valid for the application in which they are saved.
You can create exceptions within an application. However, an exception is only valid in the respective application and is never proposed as a proposal.

See also:

[Accessing the Proposal Pool \[Page 45\]](#)

[Proposal Pool: Editing \[Page 57\]](#)

Working With the Proposal Pool

How are texts stored in the proposal pool?

Translations are stored in the [Proposal Pool \[Page 32\]](#), in one of the following ways:

- [System standard \[Page 35\]](#) translation or length variant of the system standard
- [Application standard \[Page 36\]](#) translation or length variant of the application standard
- [Exception \[Page 38\]](#)

What is the best proposal?

The best proposal is the most appropriate translation available in the proposal pool for your source text. The best proposal is either:

- The application standard (or best-fitting length variant) of the respective application to which the development class of the object belongs
- The system standard (or best-fitting length variant), if no application standard exists.



The best proposal is the [node text \[Page 41\]](#) or the longest [length variant \[Page 39\]](#) of the respective standard that fits into the space available. If none of the proposals fits, the node text is displayed.

If proposals exist for your source text, the best proposal is displayed in blue in a separate line underneath the target text line.

An exception is never displayed as the best proposal.



If only one translation exists for your source text, this will automatically be the system standard.

What do I do if I want to use the best proposal?

You can copy this best proposal into your target text line in one of the following ways:

- Press **F5** (for all new lines)
- Double-click the best proposal
- Choose *Proposal pool* → *Get proposal* → *This line* (for the current line).

If the best proposal is longer than the space available, you are prompted to create an appropriate length variant when you copy the best proposal as described here.

For more information, see [Get Proposal \[Page 42\]](#).

How can I tell if more than one proposal exists for this source text?

A number displayed in the field name line indicates the number of all proposals that exist in the proposal pool for this source text.

Working With the Proposal Pool



If **1** is displayed, the best proposal is also the **only** proposal available, and must therefore be the system standard.

If **5** is displayed, this indicates that **five** proposals exist in the proposal pool, including system standard, application standards, exceptions and length variants.

If **no number** is displayed, this indicates that **no** proposals are available for this source text in the proposal pool. The new translation then automatically becomes the system standard.

How can I see all proposals that exist for a source text?

You can call up all the proposals for a source text from the proposal pool in one of the following ways:

- Double-click the number displayed in the field name line that indicates the number of proposals
- Press Ctrl + F1
- Choose *Proposal pool*
- Select *Proposal pool* → *Proposal pool*

This will take you to the proposal pool display screen showing all proposals for this source text. The system standard is displayed first, followed by all application-specific proposals, sorted in by application code. The node text is the first text in each branch of this tree structure, next to the application ID.

See also:

[Changing the Proposal \[Page 128\]](#)

System Standard

Definition

The system standard is valid across all applications in which no [application standard \[Page 36\]](#) exists. Most terms are cross-application terms and are translated in the same way throughout the system. These texts are not assigned to a special application.

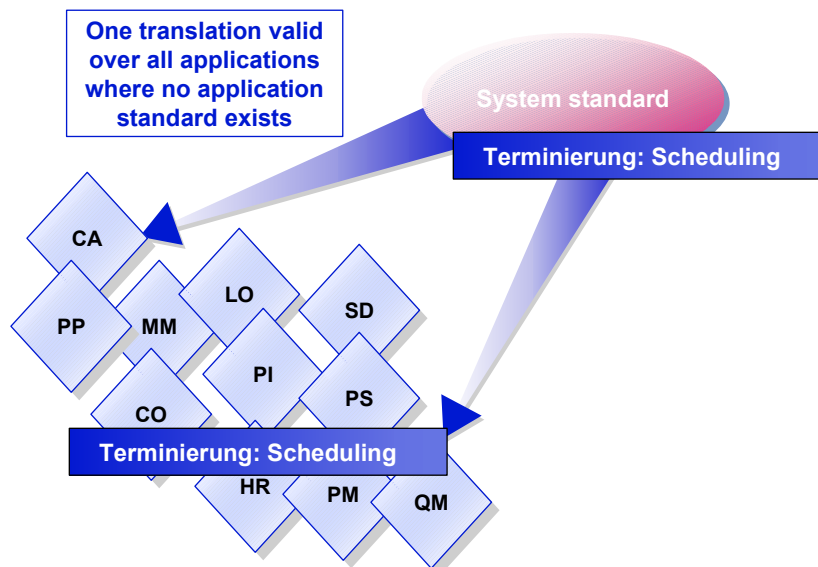
Use

The first time a source text is translated in the system, this translation is stored in the proposal pool as the system standard. This translation is valid for the source text throughout the whole system as long as no application standard exists.

If you want to change a system standard to an application standard, you must have the required translator status. Translator statuses are assigned in transaction SLWA by the translation coordinator. For more information, see [Translator Status \[Page 56\]](#).

Integration

The graphic below shows that the System standard is valid across all applications.



Application Standard

Application Standard

Definition

Application standards are specific translations for terms within an application as this application appears in the application hierarchy. Here, a sub-application is counted as belonging to the higher-level application. (For example, **CO-PA** belongs to **CO**; from the point of view of development classes, **FBAS** belongs to **FI**.)

Use

If you translate a source text differently from the [system standard \[Page 35\]](#) translation, and the best proposal is the system standard, you will be asked to decide whether you want to store this translation as an application standard or as an exception. If you define an application standard, this will become the standard translation in the respective application, and the system standard will no longer be valid there.



The system standard for **Vorgang** is **Activity**.

In the application PP, **Vorgang** is translated as **Operation**. If you define **Operation** as the application standard in PP, **Operation** or length variants of **Operation** will appear as the best proposal.

Existing translations of **Vorgang** as **Activity** in PP are no longer valid.

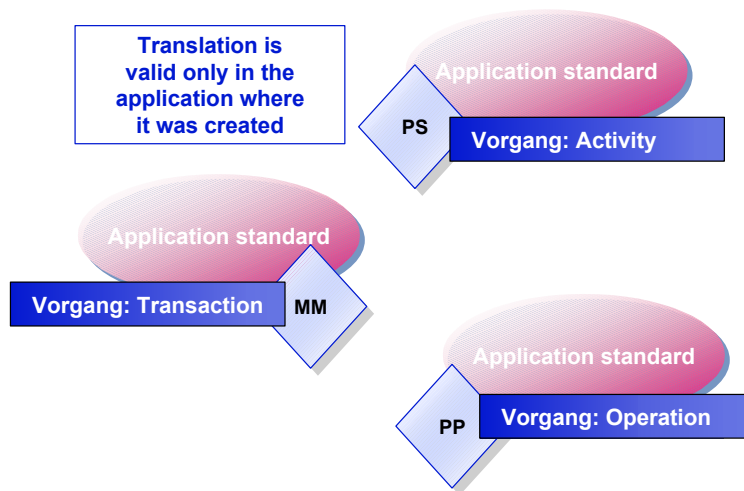
Best Proposal

The application standard has priority over the system standard. In other words, if both a system standard and an application standard exist, the system will propose the application standard as the best proposal for a source text in the specific application.

If no application standard exists for your source text, the system proposes the system standard as best proposal.

Integration

The graphic below shows that the application standard is only valid in the application in which it has been created.



Exception

Exception

Definition

An exception is a specific translation that is only valid for a particular term in a particular context.

A length variant is **not** an exception. For more information, see [Length Variant \[Page 39\]](#).

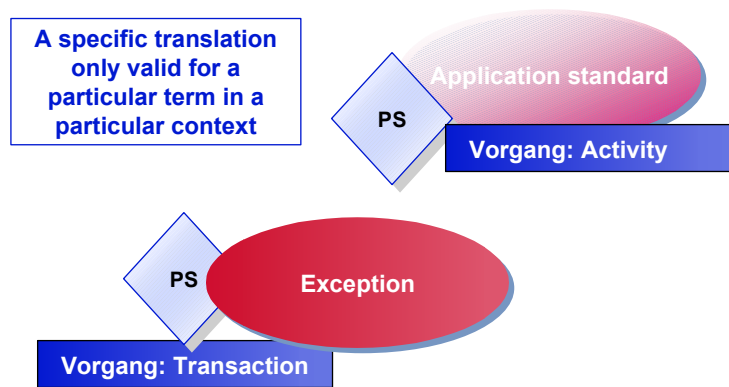
Use

You can create exceptions within an application. It is possible to create an exception without creating an application standard for this application.

However, an exception is only valid in the respective application and is never offered as the [best proposal \[Page 33\]](#).

Integration

The graphic below shows that in the application PS, **Activity** is the application standard for **Vorgang** and is therefore the best proposal. In a particular context within PS, however, **Vorgang** needs to be translated as **Transaction**. For this reason, **Transaction** is defined as an exception in the application PS.



Length Variant

Definition

For technical reasons, it is often not possible to write a translation out to its full length. This might be due to:

- The field length allowed in the database
- The field length allowed in the screen

The translation must therefore be abbreviated. If the text appears in several places in the system, this might result in several different abbreviations of the same text, called length variants.



You can also create length variants for texts that have the same length but which differ with regard to upper-case and lower-case text. A length variant should, however, never be a different translation.

Use

In the proposal pool, all length variants of one and the same translation are stored in the same position of the hierarchy. They are thus all valid in the same application context.

If you need to create length variants of a target text, one of these variants must be marked as the [Node Text \[Page 41\]](#). Normally, this is the longest (full length of text) length variant (otherwise, the longest abbreviation). The first standard translation will automatically become the node text. This can be changed later on, if necessary.



You can only create length variants for system standards and application standards, not for exceptions.

Integration

The graphic below illustrates the different kinds of length variant that are possible.

Length Variant

Node text	▶ Company code
Longer text	▶ Company code extended
Abbreviated text	▶ Comp. code
Upper-case variant	▶ Company Code
Lower-case variant	▶ company code

Node Text

Definition

The node text is usually the longest length variant or the longest abbreviation of a target text in the proposal pool. The first standard translation will automatically become the node text.

Use

If you create length variants of a translation, one of the length variants must be indicated as the node text.

Integration

All length variants of the node text are shown underneath the node text itself in the proposal pool, as shown in the following graphic.



Using the Get Proposal Function

Using the Get Proposal Function

From the short text editor, choose *Proposal pool* → *Get proposal*, and then select one of the following options:

- **This line**

If you choose *This line*, the system will only fetch an existing proposal from the proposal pool for the current line.

- **All blank lines**

If you choose *All blank lines*, the system will fetch existing proposals for all blank lines, in other words, text lines that do not contain a translation as yet..



If the best proposal is longer than the space available, you are prompted to create an appropriate *Length variant*.

Using the Construct Proposal Function

Use

You can use the *Construct proposal* function to generate a proposal for all new and modified lines which do not as yet have a proposal.

The system searches for the best proposal for each individual word of your source text and constructs a proposal on the basis of this search.



Constructing a proposal is only intended as a rough guide using the contents of the proposal pool.

Prerequisites

You can only construct a proposal for new and modified lines that do not have a proposal as yet.

You need to bear the following in mind when you use the *Construct proposal* function:

- You need to check spacing of your translation before you save it, to ensure there are no unnecessary spaces between any characters, and also that there are spaces between characters where they are required.
- The word order of your constructed proposal will be exactly the same as the source text. You may therefore need to modify the word order of your translation before you save it.
- If the system cannot find a proposal for one of the words in your source text, it will simply insert the word again in the source language. You therefore need to check that your translation does not contain any words in the source language before you save it.

Procedure

Constructing a Proposal for an Individual Line

From the short text editor, place your cursor on the target text line for which you want to construct a proposal and choose *Proposal Pool* → *Construct proposal* → *This line*.

Constructing Proposals for all Lines

To construct proposals for all lines in a short text object which do not as yet have a proposal, choose *Proposal Pool* → *Construct proposal* → *All blank lines*.

Result

The system will then copy the results of its search into your translation line(s) in the short text editor (if it has succeeded to construct a proposal).

See also:

[Long Text Editor: Constructing Proposals \[Page 146\]](#)

Proposal Pool Maintenance

Proposal Pool Maintenance

Use

You might want to maintain the proposal pool directly for one of the following reasons:

- *Corrections*
Corrections to existing terms in the proposal pool might be necessary, for example, if the term entered is incorrect or the meaning has changed.
- *Styling*
Adjustments to the translation of existing terms might be required, for example, if the style is not consistent with SAP standard translation.
- *Clean-up actions*
Coordinators or advanced translators might want to perform clean-up actions to the proposal pool for their application or language.
- *Semantic assignments*
It might be necessary to change the [system standard \[Page 35\]](#) or the [application standard \[Page 36\]](#). Translators with the appropriate status need to decide which term is to be used as the system standard and which term as the application standard. In addition, the [node text \[Page 41\]](#) needs to be defined. A text that has been created as an [exception \[Page 38\]](#) might be more appropriate as a system standard.
- *Quality control*
Translators with a higher status should perform quality control checks of the proposal pool at regular intervals for their application and language. The proposal pool shows how existing terms have been translated, when and by whom.

Prerequisites

You will only be able to correct terms that have been created by a translator with a status lower than your own (see [Translator Status \[Page 56\]](#)) or terms that you have created yourself, unless you have *Advanced* status (status 3).

See also:

[Accessing the Proposal Pool \[Page 45\]](#)

[Proposal Pool: Editing \[Page 57\]](#)

[Proposal Pool Administration \[Page 71\]](#)

Accessing the Proposal Pool

You can access the proposal pool (also known as the Translation Memory) as follows:

- From transaction SE63, you can access the proposal pool in two ways:
 - From the initial screen of transaction SE63, choose *Goto* → *Proposal pool*.
 - During editing in the short text editor, choose *Proposal pool* → *Proposal pool*. This takes you directly to proposal pool display for the text that you are currently editing.
- From transaction STMP (**S**ystem **T**ranslation **M**emory **P**rocessing).
 - You can call up any individual terms from the proposal pool in this transaction. You can also create a list of objects to be edited, by making a generic entry for the source text.
- From transaction STMA (**S**ystem **T**ranslation **M**emory **A**dministration).
 - You can use this transaction to create a worklist of entries in the proposal pool according to very specific criteria, and then branch to the proposal pool to edit these proposals.



As of Release 4.5A, the proposal pool is a dialog box. This means that you may not see all of the source text and target text in cases of texts longer than 50 characters, for example. You can use the horizontal scroll bar at the foot of the dialog box to see the rest of the respective text.

See also:

[Displaying the Proposal Pool for an Object in SE63 \[Page 46\]](#)

[Creating a List of Terms in Proposal Pool Maintenance \[Page 48\]](#)

[Proposal Pool Administration \[Page 71\]](#)

Displaying the Proposal Pool for an Object in SE63

Displaying the Proposal Pool for an Object in SE63

1. While you are editing a specific text line in the short text editor, choose *Proposal pool* → *Proposal pool*.

The proposal pool appears as a dialog box, enabling you to view your translation and the entries in the proposal pool at the same time.

2. If you want to maintain the proposal pool, the functions for doing so are available at the bottom of the dialog box. For more information on how to use these functions, see [Proposal Pool: Editing \[Page 57\]](#).
3. To copy an entry from the proposal pool to your target text in SE63, select the entry you require and choose *Copy*.

See also:

[Proposal Pool: Text Details \[Page 52\]](#)

[Translator Status \[Page 56\]](#)

Displaying a Specific Term in STMP

Use

You can display the proposal pool for a specific source text in transaction STMP, even when you are not translating an object containing this source text in SE63.

Procedure

1. Call up transaction STMP.
The *Proposal Pool: Selection* screen appears.
2. Enter your *Source language* and *Target language*.
3. Under *Text selection*, enter the source text for which you want to display the proposal pool In the *Source language text* field, and select *This text only*.



This search is case-sensitive. You need to ensure that you have entered the source text correctly with regard to capitalization.

4. Under *Text length range*, set one or more indicators, depending on the length of the source text you have just entered.
5. Choose *Execute*.

Result

The *Proposal Pool: Editing* screen appears for the source text you entered in the selection screen. Depending on the [translator status \[Page 56\]](#) assigned to you, you can now edit the proposals for this source text, where necessary. For more information, see [Proposal Pool: Editing \[Page 57\]](#).

Creating a List of Terms in STMP

Creating a List of Terms in STMP

You can create a list of terms to be edited in the proposal pool using transaction STMP. This worklist is based on a generic source text entry.



For example, you could find all translations for the term **Buchungskreis**, including variations and abbreviations of **Buchungskreis** in the proposal pool by making the generic entry **Bu** in transaction STMP. The procedure described below uses this example.

Procedure

1. Call up transaction STMP.
The system takes you to the *Proposal Pool: Selection* screen.
2. Enter your *Source language* and *Target language*.
3. Under *Text selection*, enter the generic string **Bu** in the *Source language text* field and select *Tail search*. Do not enter a *, for a generic search; if you enter a *, the system will actually search for the character *.



The *Source language text* you enter relates to the *Source language* you have entered above. You can therefore enter a text in any language maintained in the proposal pool, provided you have made a setting for the same language under *Source language*.

You do not have to make a generic entry in this field. If you want to search for a specific entry, enter the complete string and select *Only this text*. You can enter up to 45 characters in this field. For more information, see [Displaying a Specific Term in STMP \[Page 47\]](#).

4. Under *Text length range*, set one or more indicators.

You can achieve better system performance by restricting the length of texts. For example, if you set the *1 to 20* indicator, the system will only find texts up to 20 characters long, and the search will not take so long.

If you set all the text length indicators, the system will find all texts that start with **Bu**, including longer short texts, such as messages and headings. However, this setting is more time-consuming.

5. Under *Translator's name* and *Date*, you can enter further selection criteria for more specific selection.

- *Translator's name*

If you enter the name of a translator, the system will display all those source texts that have **at least one** target text created by this translator.

- *Date*

If you enter a date, the system will display all those source texts that have **at least one** target text created according to the dates you have entered.


6. Now choose *Execute*.

Result

The system takes you to the *Proposal Pool: Overview Generic Search* screen.

This screen contains a list of terms selected according to your search criteria: in this case, a list of terms starting with **Bu**. The source texts are displayed on the left hand side of the screen and the target texts (if target texts already exist, it is possible that the source terms are not yet translated) are displayed on the right hand side of the screen. Only the first 50 characters of each term is displayed in the list, it is possible that the term is longer.

A counter on the left hand side of the target text terms shows you the number of applications for which there are entries for this term in the proposal pool, **excluding** the system standard. If no counter appears next to the term in the list, then only one proposal exists for the term, that is the system standard.

For performance reasons, this list is restricted to a certain number of hits. You can call up subsequent lists of entries by choosing the  icon. Each list is given a number which is displayed in the information at the top of the screen. Once you have displayed all the lists which match your selection criteria, the system will take you back to list 1.

See also:

[Editing a List of Terms in STMP \[Page 50\]](#)

Editing a List of Terms in STMP


Editing a List of Terms in STMP


Prerequisites



- You have first generated a list of terms in STMP. For more information, see [Creating a List of Terms in STMP \[Page 48\]](#).
- In order to change a term in this list, you must satisfy one of the following criteria:
 - Your translator status is higher than the current status of the term.
 - You have *Coordinator* or *Advanced* status for proposal pool maintenance (a Coordinator or Advanced translator can change another Coordinator's/Advanced translator's translation).
 - You can change the terms you have entered yourself.

For more information, see [Translator Status \[Page 56\]](#).

Process Flow

1. If you want to display the [where-used list \[Page 65\]](#) for a term in your list before you edit it, simply select the term in question and choose the icon .
2. To edit a term from your list, either double-click the term in question.

The system takes you to the *Proposal Pool: Editing* screen. The proposal pool appears as a dialog box, enabling you to view the entries in the proposal pool for this term and your list of terms at the same time. An arrow points to the term you are currently editing in the list.
3. Edit the proposal where necessary. The functions for editing the entries in the proposal pool for this term are available at the bottom of the dialog box. For more information on how to use these functions, see [Proposal Pool: Editing \[Page 57\]](#).
4. Once you have edited the entry, either choose *Continue* to return to the generic list, or choose the icon  to branch directly to the next entry.

A tick will appear next to the entry in the list that you have just edited, and an arrow will now point to the term that you are currently editing. To branch back to the previous entry, choose the icon .
5. To call up the next list that matches your selection criteria, choose the icon . When you reach the last list, the system will display the first list again.

See also:

[Proposal Pool: Text Details \[Page 52\]](#)

[Proposal Pool: Editing \[Page 57\]](#)

Calling Up a Proposal Pool Worklist in STMP

Use

You also can call up a worklist that you created in [Proposal Pool Administration \[Page 71\]](#) from transaction STMP.

Prerequisites

You first need to have created a worklist in transaction STMA.

Procedure

1. Call up transaction STMP.
The system takes you to the *Proposal Pool: Selection* screen.
2. Enter your *Source language* and *Target language*.
3. Under *Text selection*, leave the *Source language text* field blank and select *Worklist* and *To be edited*.
4. Under *Text length range*, set one or more indicators. To see all entries in your worklist, set all text length ranges.
5. Choose *Execute*.

A dialog box displays a list of all worklists that are currently active in [Worklist Administration \[Page 97\]](#), along with their creation information (*Run index*, *Purpose*, *Status*, *Number of entries in worklist*, *User name of creator*, *Creation date*, *Creation time and comment text*). You can click on any of the columns containing creation information to sort the worklists in ascending order according to that specific criterion (for example, click on *Purpose* to sort the list alphabetically according to purpose. The default sort sequence is *Creation date*).

6. From this list, double-click the worklist you want to edit.

Result

The system displays the proposal pool worklist you have chosen. Choose *Display target texts* to display the translations of the proposals.

You can edit this worklist in exactly the same way as you edit a generic list of terms. For more information, see [Editing a List of Terms in STMP \[Page 50\]](#).



The next time you call up a proposal pool worklist in STMP and choose the *To be edited* option, the system will not display the entries that you have already edited (in other words, those entries that you have modified and saved). To display these entries again, you need to choose the *Already edited* option.


Proposal Pool: Text Details

Proposal Pool: Text Details

Use

You can use the text details function to find out who created a term, or when a term was created, for example.

Integration

You can call up technical information on a translation from the proposal pool dialog box by double-clicking the term or by choosing the  icon.

Features

The system displays the *Display Details on Target Text* dialog box, which contains the following information:

- **Application**
If this translation is an application standard, the application indicator appears here. If the field is blank, the term is a system standard.
- **First application**
This field shows the first application for which this term was created.
- **Last changed by**
This field shows the name of the translator who created or last changed this entry.
- **Last changed on**
This field shows the date on which this term was created or last changed.
- **Translation status**
Here, you see the status of the translator who created or last changed the term. For more information, see [Translator Status \[Page 56\]](#).
- **Usage counter**
This counter tells you how often the translation is used, and in which applications. The counter is not updated in dialog mode, therefore it does not indicate the exact current usage of the term. The counter is only updated after a reorganization run and then displays the actual usage of the term.
- **Application counter**
This tells you the number of applications in which the translation is used. The counter is not updated in dialog mode, therefore it does not indicate the exact number of applications in which the term is used. The counter is only updated after a reorganization run and then displays the actual number of applications in which the term is used.
- **Length**
This field tells you the length (in characters) of the term.

See also:

[Proposal Pool: Editing \[Page 57\]](#)

Proposal Pool: Usage Counter

Proposal Pool: Usage Counter

Definition

In the [proposal pool \[Page 32\]](#), the usage counter displays how many times each proposal occurs as a translation in the system. The usage counter appears on the left-hand side of each proposal in the proposal pool.

Use

As of Release 4.6B, it is possible to use the usage counter to display precise information on how many times and in which applications the system standard and its length variants are used as translations of the source text. The usage counter also displays how many times the source text still occurs for translation.

Structure

The usage counter for the system standard appears as a dialog box, and displays the usage information according to application and in the following sequence:

- Number of times node text is used as a translation
- Number of times each length variants is used as a translation
- Number of times the respective source text still occurs for translation in the system, as either a new or modified text.

Application Statistics	
Applications	Usage counter
Beleg ändern	
Translated (System standard)	
Change document	
CA	1
FI	12
LE	7
LO	15
MM	16
SD	3
Change doc.	
BC	1
MM	1
Not translated	
LO	2
MM	3

Integration

The usage counter for a system standard can be accessed by clicking the usage counter for a system standard in the proposal pool.

For more information on how to access the proposal pool, see [Accessing the Proposal Pool](#) [Page 45].

Translator Status

Translator Status

Use

The translator status is a safety mechanism that prevents junior translators from changing terms in the proposal pool created by more experienced translators, for instance.

Integration

Three different statuses can be assigned to translators for proposal pool maintenance.:

- *Junior* translator (status 1)
- *Senior* translator (status 2)
- *Advanced* translator (status 3)

These statuses are assigned in transaction SLWA when the coordinator creates or changes a translator.

Features

In the proposal pool, you can see the status of the translator who created or changed a term (*Translation status*) by calling up the [Proposal Pool: Text Details \[Page 52\]](#).

When a translator creates or changes a term, the translator's status is automatically assigned to the term.

Activities

You can only change a term in the proposal pool if you satisfy one of the following criteria:

- You have a higher status than the current status of the term
For more information, see [Proposal Pool: Text Details \[Page 52\]](#).
- You created the term yourself

You can change terms in the proposal pool that you have entered yourself.

If you change a term, your user name and status will be assigned to it.



The term **Finanzdisposition** has been translated as **Cash Management and Forecasting** by a *Senior* translator. The translation therefore has status 2.

As a *Junior* translator, you will not be able to change this translation, as your translator status is 1.

As an *Advanced* translator, you can change the term to **Cash Management and Forecast**. The translation will now have the status 3 and cannot be changed by a *Junior* or *Senior* translator.

See also:

[Proposal Pool: Editing \[Page 57\]](#)

Proposal Pool: Editing

Use

You will need to edit the proposal pool in the following situations:

- Corrections to existing terms in the proposal pool might be necessary, for example, if the term entered is incorrect or the meaning has changed.
- Adjustments to the translation of existing terms might be required, for example, if the style is not consistent with SAP standard translation.
- It might be necessary to change the System standard or the Application standard. Translators with the appropriate status need to decide which term is to be used as the System standard and which term as the Application standard. In addition, the Node text needs to be defined. A text that has been created as an Exception might be more appropriate as a System standard.
- Translators with a higher status should perform quality control checks of the proposal pool at regular intervals for their application and language. The proposal pool shows how existing terms have been translated, when and by whom.

Integration

For information on how to access the proposal pool, see [Accessing the Proposal Pool \[Page 45\]](#).

Prerequisites

In order to change a term, you must satisfy one of the following criteria:

- Your translator status is higher than the current status of the term.
- You have *Coordinator* or *Advanced* status (a Coordinator or Advanced translator can change another Coordinator's/Advanced translator's translation).

You can, of course, change the terms you have entered yourself.

For more information, see [Translator Status \[Page 56\]](#).

Features

You maintain the proposal pool in a dialog box called *Proposal Pool: Editing*. In this dialog box, all texts are displayed in a tree structure. The source text is shown first. If you call up the proposal pool from transaction SE63, the application in which the source text was created is also displayed. Below the source text, all target texts are displayed, in the following order:

- [System standard \[Page 35\]](#)
- [Application standards \[Page 36\]](#), if any exist
- [Exceptions \[Page 38\]](#) and [length variants \[Page 39\]](#) of the individual standards, if any exist, are displayed below the respective standards. The uppermost text in the respective branch is the [node text \[Page 41\]](#), to which all other texts are assigned.

If more texts exist for a node text, there is an *Expand* sign next to the text. Click on this sign to display all entries. If there is a *Collapse* sign next to the text, you can collapse all the entries.

You can print this tree structure of

Proposal Pool: Editing

System standard

A *System standard* translation is indicated by a blank box.

Application standard

An *Application standard* is indicated by a box containing the application indicator, such as FI.

Exception

An *Exception* is indicated by a bell icon. *Exceptions* can only be application-specific.

Activities

In the *Proposal Pool: Editing* dialog box, you can perform the following activities:

- Display technical object information on the source or target text.
For more information, see [Proposal Pool: Text Details \[Page 52\]](#).
- Change the system standard or one of its length variants, if you have the appropriate [translation status \[Page 56\]](#).
- Change the application standard or one of its length variants, if you have the appropriate status
For more information, see [Changing a Target Text \[Page 59\]](#).
- Create new length variants or exceptions for the target text.
For more information, see [Creating Texts in the Proposal Pool \[Page 60\]](#).
- Delete length variants, or exceptions
- Delete application standards, along with all exceptions and length variants assigned to them
For more information, see [Deleting Texts in the Proposal Pool \[Page 62\]](#).
- Reassign an application standard as the system standard
For more information, see [Reassigning the System Standard \[Page 63\]](#).
- Swap two texts (for example, an application standard and an exception, the system standard and a length variant), if you have the appropriate status
For more information, see [Swapping Two Target Texts \[Page 64\]](#).
- Find out all short text objects where a specific proposal occurs in the system.
For more information, see [Proposal Pool: Where-Used List \[Page 65\]](#)
- Enter a comment for a specific proposal if you need to add explanatory information.
For more information, see [Creating a Comment for a Proposal \[Page 69\]](#)

Changing a Target Text

Prerequisites

You can change a target text in the proposal pool in the *Proposal Pool: Editing* dialog box. You can access this screen as described in [Accessing the Proposal Pool \[Page 45\]](#).

You can only change a term if you have a translator status higher than the status of the term itself, or if you have *Coordinator* status. For more information, see [Translator Status \[Page 56\]](#). You can, of course, also change texts that you have created yourself.

Procedure

1. Place your cursor on the existing term and click on the *Change line* icon.
The *Change Target Text* dialog box appears.
2. In this dialog box, enter the new term in the line *New <text type>* and choose *Continue*.
The system now displays your entry as the new term.
3. Save your entries.



Remember that every change in the proposal pool has consequences for translation and might mean an increased workload for other translators. For example, if you define a new system standard, the existing system standard translation will no longer be consistent with the proposal pool and each occurrence of this translation might need to be changed throughout the system. A change to the application standard will mean the same for your area.

See also:

[Proposal Pool: Editing \[Page 57\]](#)

[Changing the Proposal \[Page 128\]](#)

Creating Texts in the Proposal Pool

Creating Texts in the Proposal Pool

Use

You can create the following texts in the proposal pool in the *Proposal Pool: Editing* dialog box:

- [Node texts \[Page 41\]](#)

The node text is the term to which length variants can be assigned.

In most cases, only one form of the system standard or application standard exists. This is then the node text.

- [Length variants \[Page 39\]](#)

A length variant is usually an abbreviation of the node text.

You can create a length variant for a system standard and for an application standard. However, you can only create a length variant if a node text exists. Usually other length variants of the node text can be considered as abbreviations of the node text, or as upper-case/lower-case variants.


- [Exceptions \[Page 38\]](#)

An exception is a translation that is only valid for a particular context. An exception is only valid within an application.

You can only create an exception within an application. In other words, you cannot create exceptions for the system standard.

You can access the *Proposal Pool: Editing* dialog box as described in [Accessing the Proposal Pool \[Page 45\]](#).

Procedure

1. In the *Proposal Pool: Editing* dialog box, click on the icon *Insert line* .
The *Choose Target Text Type* dialog box appears.
2. In this dialog box, click on one of the radio buttons *Node text*, *Length variant* or *Exception* under *Target text type*.
3. Under *Target text application*, leave the fields blank if you want to create a node text or a length variant for a system standard. If you want to create a node text, a length variant, or an exception, for a specific application, use F4 on this field to select its application ID.
4. Choose *Continue*.
The system displays the dialog box *Insert Target Text*.
5. Enter your text under *New node text* (for node texts), *New length variant* (for length variants) or *New exception* (for exceptions) and choose *Continue*.
The system now returns to the *Proposal Pool: Editing* dialog box.
6. Save your entries.

Result

If you have created a text for a *System standard*, the text will now appear under **System standard**; texts for an *Application standard* will appear under **Application standard**, as described under [Proposal Pool: Editing \[Page 57\]](#).

Deleting Texts in the Proposal Pool

Deleting Texts in the Proposal Pool

Prerequisites

You can delete application texts in the proposal pool, if you have the appropriate [translator status](#) [Page 56].

Procedure

You can delete either:

- Individual entries for an application
- All texts for one application.

Deleting an Individual Entry for an Application

1. Place your cursor on the line you want to delete and choose the *Delete line* icon.
A dialog box appears asking if you want to delete this target text.
2. Choose *Yes*.
The system deletes the selected target text.
3. Choose *Save*.

Deleting All Texts for One Application

1. Choose the *Delete application* icon.
The dialog box *Delete all Target Texts of Application* and asks which application you want to delete the target texts for. In this box, all the applications for which target texts exist are listed.
2. Flag one or more checkboxes in this dialog box and choose *Continue*.
A dialog box appears asking if you want to delete these target texts.
3. Choose *Yes*.
The system deletes the selected application target texts.
4. Choose *Save*.

Reassigning the System Standard

Prerequisites

You can reassign the *System standard* if you have the appropriate status (see [Translator Status \[Page 56\]](#)).

You can only reassign the system standard if an application standard exists.

Procedure



The system standard for **Hintergrundbearbeitung** is **Background processing**. This term was created in the application BC (Basis). The application standard in CA (Cross-application) is **Batch processing**. You want to reassign the term **Batch processing** as the system standard.

Using this example, proceed as follows to reassign the system standard:

1. Click on the *Reassign* icon .

A dialog box appears asking you which application standard you want to reassign as the system standard.

2. Pick the application CA in this box and choose *Continue*.
3. Choose *Save*.

Result

In this example, the application standard for CA, including all length variants, will now be reassigned as the system standard. As a consequence, the application standard now no longer exists for the application CA. (For other applications that had the same application standard (**batch processing**) as CA, no application standard exists either).

Exceptions are not reassigned.



The old system standard is lost.

See also:

[Proposal Pool: Editing \[Page 57\]](#)

[Changing the Proposal \[Page 128\]](#)

Swapping Two Target Texts

Swapping Two Target Texts

Use

You can use this function to swap two target texts in the proposal pool in the *Proposal Pool: Editing* dialog box. You can access this dialog box as described in [Accessing the Proposal Pool \[Page 45\]](#).

Prerequisites

You can only change a term if you have translator status higher or equal to the status of the term itself, or if you have *Coordinator* status. See [Translator Status \[Page 56\]](#) for more information. You can, of course, also swap texts that you have created yourself.

Procedure

1. Place your cursor on the first term you want to swap and choose the *Select* icon.
This term now turns yellow.
2. Place your cursor on the term with which you want to swap the first term and choose *Select* again.
This term also turns yellow. If you select an entry by mistake, you can undo this by choosing *Deselect*.
3. Now choose the *Swap* icon.
The two terms that you have selected now change places.
4. Choose *Save*.

Result

The two terms you selected have now been swapped. For instance, if you swapped an [application standard \[Page 36\]](#) and an [exception \[Page 38\]](#), the exception is now the application standard and vice versa. The [text details \[Page 52\]](#) will now contain your user name and the current date for both proposals.



Do not use this function to rearrange the sequence of length variants or exceptions within an application standard or within the system standard for aesthetic reasons. You cannot change this sequence because the system always arranges exceptions alphabetically and sorts length variants according to length.

Proposal Pool: Where-Used List

Use

- As of Release 4.6A, you can create a where-used list in the proposal pool to find all instances in which a specific translation is used in the R/3 System.
- This enables you to locate objects in the translation system very quickly in cases where you need to correct a specific translation, for example if a customer reports a spelling mistake.
- The where-used list provides you with a list of all objects in the system in which you can find the text that you are looking for. This list is prepared in a separate session, and looks exactly like a worklist.
- This means that you can find and correct all instances of one text in your target language, without first having to locate all objects where this text occurs (which can sometimes be a very time-consuming process). It also means that you can be absolutely certain that you have corrected **all** instances of this text in the system.

Integration

You can access the where-used list as follows:

- From transaction STMP.
For more information, see [Creating a Where-Used List from the Proposal Pool \[Page 67\]](#).
- From the short text editor
For more information, see [Short Text Editor: Where-Used List \[Page 133\]](#)

Prerequisites

In order to access the where-used list, the where-used list data must have been refreshed during the worklist evaluation run. This means the *Write where-used list data* indicator must have been set when the administrator created the evaluation run in transaction SLWB. Otherwise the error message *No where-used list exists for the chosen language combination* appears when you try to access the where-used list.

Features

- The where-used list looks exactly the same as a worklist, except it only contains objects which match your selection criteria.
- The status of the objects (number of new, modified and translated lines) is also displayed. As long as you have chosen the option *Display line information* in your personal [Worklist Settings \[Page 24\]](#).

Proposal Pool: Where-Used List

- You can call up each object in sequence and make any necessary corrections.

Activities

- After calling up an object from your where-used list, you can find each instance of the text you are looking for by choosing *Find* (the binoculars icon).
- Here you will find that the text you are looking for is automatically entered. This means you can branch directly to the text line in this object where the text that you are looking for is used.

Creating a Where-Used List from the Proposal Pool

Use

You can access the [where-used list \[Page 65\]](#) from the proposal pool in order to find all instances in the system where a specific proposal is used as the translation.

Prerequisites

For more information on how to access the proposal pool, see:

[Accessing the Proposal Pool \[Page 45\]](#)

[Displaying the Proposal Pool for an Object in SE63 \[Page 46\]](#)

Procedure

1. From the *Proposal Pool: Editing* dialog box, select the proposal that you want to find in the system and choose the *Where-used list* icon.

The system now displays a dialog box *Parameters for object search*. The date and time of the last where-used list refresh is displayed in this dialog box. You can make the following settings:

- *Search parameters*

Here you can choose to restrict your search according to source text, target text or both.

- To search for all short text objects in which the source text appears (regardless of its translation), flag the *Source text* field only.
- To search for all objects where the target text appears (regardless of its source text), flag the *Target text* field only.
- To search for objects in which this specific target text is used to translate this specific source text, flag both the *Source text* field and *Target text* field.
- You can also further restrict the search by only searching for objects in which the target text is assigned in the proposal pool in the same way as the proposal you have selected (as a system standard, for instance). To do this, flag the *PP attribute(s)* checkbox.

- *Development classes*

Here you can choose to restrict your search according to development class.

- To search only in the development classes that are assigned to you, select *My development classes*.
- To search in all development classes in the system, select *All development classes*. If you also want to increase the scope of your search to include individual objects and development classes that are locked for translation into your target language, you also need to select *Include locked DCs and ind. objects*. Object types that are locked for translation in transaction SLWA are not taken into account in the where-used list.

Creating a Where-Used List from the Proposal Pool

- To search in a specific selection of development classes, select *Special selection*, then choose *Define selection*. The system displays the application hierarchy, from which you can make a selection by double-clicking a node, subnode or specific development class(es). The node will change color once it has been selected.
- To search within a specific node or subnode of the application hierarchy, select *Specific application component* and choose the node or subnode in which you want to search from the field on the right of this text. If you choose the node BC, the system searches within all subnodes and development classes belonging to BC, if you choose CA-EDI the system searches within all development classes belonging to the subnode CA-EDI.

2. Now choose *Continue*.

Result

The system now creates a worklist in a new session. This worklist contains all the short text objects which fulfill your selection criteria. You can now call up each object in sequence and make any necessary corrections.

When you call up an object from your where-used list, you can find each instance of the text you are looking for by choosing *Find*. The text you are looking for is automatically entered in the *Find* dialog box that appears. You can branch directly to the text line in this object where the text that you are looking for is used by simply choosing Enter.

Creating a Comment for a Proposal

Use

You can use the *Comment* function in the proposal pool to create an explanatory text for a specific proposal. This ensures that your proposal is not deleted in any cleanups if you have used an unusual translation for a specific purpose.

You could use the remark field to explain any abbreviations, for example.


Procedure

1. From the proposal pool, select the proposal for which you wish to create an explanatory text and choose the *Comment* icon.

A dialog box appears in which you can enter your comments for this specific proposal

2. Choose *Save and exit*.

Result

From now on, the proposal for which you entered your comment will be marked with the icon . All translators can access this comment by clicking this icon. You can delete your comment at any time by clicking the icon and choosing *Delete*.

Proposal Pool: What Do the Remaining Icons Mean?

Proposal Pool: What Do the Remaining Icons Mean?

The menu bar in the proposal pool contains various icons, some of which are described in other topics.

The remaining icons are described here.



Using the *Undo* icon, you can retract your last action(s), provided you have not saved these. The system then reverts to the status of the previous save.



Click on the *Expand* icon to display all the entries.



You can compress expanded texts by clicking on the *Collapse* icon.

See also:

[Proposal Pool: Editing \[Page 57\]](#)

Proposal Pool Administration

Use

Proposal Pool Administration enables you to create and edit worklists of entries in the proposal pool, according to a range of criteria. It enables you to create both application-specific and translator-specific worklists for cleanup purposes. This means that it is now much easier to clean up your own, or your application's, entries in the proposal pool.

Integration

Worklists are created, scheduled, and managed in transaction STMA.

Once you have created and run a worklist, you can then call up your worklist and edit it in the same way as you would edit a generic list of terms, for example.

Your worklist is stored in the system until you delete it in transaction STMA under *Worklist Administration*.

Prerequisites

All translators with status 3 (Advanced) have the authorization to create and manage worklists in Proposal Pool Administration.

Features

You can create worklists in Proposal Pool Administration for a wide range of purposes. For example, it is possible to create worklists to find entries in the proposal that satisfy the following criteria:

- Translations with more than 5 length variants
- Proposals from a specific application that are used more than 10 times in the system
- Cases where there are more than 20 translations for one source text
- Cases where the target text is identical to the source text
- All the exceptions a specific translator has ever created
- All the exceptions and application standards created since October 1998
- Cases where you have translated a specific source text with a specific target text
- All source texts that contain a specific text string
- Cases where the same source text exists in both uppercase and lowercase, but is translated differently
- Cases where length variants have been incorrectly assigned

See also:

[Proposal Pool Administration: Technical Worklists \[Page 72\]](#)

[Proposal Pool Administration: Semantic Worklists \[Page 85\]](#)

[Proposal Pool Administration: Complex Worklists \[Page 90\]](#)

Proposal Pool Administration: Technical Worklists

Purpose

You can create a technical worklist in [Proposal Pool Administration \[Page 71\]](#) to generate a list of entries in the proposal pool that you can then edit for cleanup purposes.

You can create worklists for the following *Purposes*:

- All entries (ALL)

An ALL worklist provides you with a general list of entries in the proposal pool, regardless of whether they have application standards, exceptions, or length variants defined for them. You can, however, restrict the scope of an ALL worklist so that it only contains proposals created by a specific translator, or proposals created after a specific date, for example. For more information, see [Scheduling an ALL Worklist \[Page 75\]](#).
- Entries with application standards (APPL)

An APPL worklist provides you with a list of entries in the proposal pool which have application standards defined for them. You can define this worklist to cover either one individual application node in the proposal pool, or to cover all applications in the proposal pool. For more information, see [Scheduling an APPL Worklist \[Page 77\]](#).
- Entries with exceptions (EXCE)

An EXCE worklist contains a list of entries in the proposal pool which have exceptions defined for them. You can define this worklist to cover either one individual application node in the proposal pool, or to cover all applications in the proposal pool. For more information, see [Scheduling an EXCE Worklist \[Page 78\]](#).
- High usage counters (OUSE)

An OUSE worklist provides you with proposals that are frequently used. You can define a OUSE worklist to contain all proposals that are used more than 20 times in the system, for example. For more information, see [Scheduling an OUSE Worklist \[Page 79\]](#).
- Many different translations for one source text (VARI)

A VARI worklist provides you with those instances in the proposal pool where many different translations exist for one source text. You can define a VARI worklist to contain all entries in the proposal pool where over 10 different proposals have been created for one single source text, for example. For more information, see [Scheduling a VARI Worklist \[Page 80\]](#).
- Application-specific entries (APEX)

An APEX worklist combines the APPL and EXCE worklists to provide you with a list of entries in the proposal pool which have either application standards **or** exceptions defined for them, or both. You can define this worklist to cover either one individual application node in the proposal pool, or to cover all applications in the proposal pool. For more information, see [Scheduling an APEX Worklist \[Page 81\]](#).
- Flagged texts - automatic distribution or locked proposals (MARK)

You can use a MARK worklist to provide you with a list of proposals (either from one application or from all applications) that are either flagged for automatic distribution or that are locked. For more information, see [Scheduling a MARK Worklist \[Page 82\]](#).

See also:

[Flagging Texts for Automatic Distribution \[Ext.\]](#)

- Entries with many length variants (LVAR)

A LVAR worklist contains all entries in the proposal pool for which a large number of length variants have been created. You can create a LVAR worklist to contain all entries in the proposal pool for which more than 5 length variants have been created, for example. For more information, see [Scheduling a LVAR Worklist \[Page 83\]](#).
- Source and target text identical (IDEN)

An IDEN worklist provides you with occurrences in the proposal pool where source text and target text are identical. For more information, see [Scheduling an IDEN Worklist \[Page 84\]](#)

Prerequisites

To create and schedule a worklist in Proposal Pool Administration, you need to have *Advanced translator status* [\[Page 56\]](#) (value 3) for proposal pool maintenance assigned to you in your translator profile..

Process Flow

1. For each of the above purposes, you can also define the following, additional criteria to further restrict the scope of your worklist:
 - Application in which you wish to search
 - Frequency of usage (so that you can find proposals that are not used at all, or proposals that are used a large number of times)
 - Length of source texts (this enables you to exclude meaningless single-letter texts from your worklist)
 - Creator of proposal
 - Time period for creation date of proposals
 - Application in which the proposal was first created
 - Maximum number of entries in your worklist
 - Include/Exclude proposals flagged for automatic distribution and locked proposals

These criteria vary depending on the *Purpose* of your worklist (APPL, EXCE, OUSE, etc.)
2. After defining the selection criteria and options for your worklist, you can then schedule it to run in the background.
3. As soon as your worklist run is completed, your worklist is given status *Active*.

Result

As soon as your worklist has active status, you can begin editing the entries contained in the worklist (in the same way you edit a list of entries in STMP) by choosing *Edit WL (STMP)* under *WL Administration*.

Proposal Pool Administration: Technical Worklists

See also:

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Scheduling an ALL Worklist

Use

An ALL worklist provides you with a general list of entries in the proposal pool, regardless of whether they have application standards, exceptions, or length variants defined for them. You can, however, restrict the scope of an ALL worklist so that it only contains proposals created by a specific translator, or proposals created after a specific date, for example.

Prerequisites

To create and schedule an ALL worklist in Proposal Pool Administration, you need to have **Advanced** [translator status \[Page 56\]](#) (status 3).

Procedure

1. Call up transaction STMA.
2. Choose *Worklists* → *Technical WL*.
3. Select the *Source language* and *Target language* of the proposal pool for which you want to create a worklist.
4. Under *Purpose*, select *All entries (ALL)*.
5. Under *Selection criteria*, define the following:
 - *Frequency of usage*
 Here you can specify that you only want this worklist to contain proposals that are used a specific number of times in the system.

 If you want to define a usage frequency, select the checkbox to the left of *Frequency of usage* and then enter a number range in the two fields on the right-hand side (for example *5 to 20* if you only want this worklist to contain proposals with usage counters between 5 and 20).
 - *Length of source texts*
 Here you can specify the length of the source texts contained in this worklist.

 If you want to define a source text length, select the checkbox to the left of *Length of source texts* and then enter a number range in the two fields on the right-hand side (for example, *4 to 255* if you want this worklist to contain proposals where the source text is 4 or more characters long).
6. Under *Creation*, define the following:
 - *Created by*
 Here you can specify that you only want this worklist to contain proposals that were created by a specific translator.

 If you want to define a specific translator, select the checkbox to the left of *Created by* and then enter the user name of the translator in question in the field on the right-hand side.
 - *Created on*

Scheduling an ALL Worklist

Here you can specify that you only want this worklist to contain proposals that were created between a specific date range, for example proposals that were created in the last 6 months.

If you want to define a date range, select the checkbox to the left of *Created on* and then enter a date range in the two fields on the right-hand side.

- *First application*

Here you can specify that you only want this worklist to contain proposals that were first created in a specific application node in the proposal pool (for example, BC - Basis components).

If you want to define an application, select the checkbox to the left of *First application* and enter the name of the application node in the field on the right-hand side.

7. Under *Options*, define the following:

- *Maximum number of entries in worklist*

Here you can limit the number of entries contained in your worklist. The default value is 500.

- *Only entries without automatic distribution and lock indicator*

Here you can specify whether you want to include or exclude entries in the proposal pool that are either flagged for automatic distribution or locked by coordinators.

To exclude flagged and locked proposals, select the checkbox.

8. In the *Comment* field, enter a comment for your worklist.

You can either enter a comment manually or you can choose the *Comment* function which generates a comment on the basis of the selection criteria you have defined.

9. To check the consistency of your entries, choose *Check*.

If the system displays the message *No inconsistencies were found*, you can schedule the worklist to run in the background.

10. Choose *Schedule*.

A dialog box appears, asking whether you want to create this technical worklist.

11. Choose *Yes*.

Result

A dialog box appears, informing you that the run to create this worklist has now been started. You can now choose *Worklist administration* to view the current status of this worklist. Use the *Refresh* function to refresh the status of your worklist. As soon as your worklist has status *Active*, you can start to edit the entries it contains by choosing *Edit WL (STMP)*.

See also:

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Scheduling an APPL Worklist

Use

An APPL worklist provides you with a list of entries in the proposal pool which have application standards defined for them. You can define this worklist to cover either one individual application node in the proposal pool, or to cover all applications in the proposal pool.

Prerequisites

To create and schedule an APPL worklist in Proposal Pool Administration, you need to have **Advanced** [translator status \[Page 56\]](#) (status 3).

Procedure

6. Enter transaction **/NSTMA** in the command field.
7. Choose *Worklists* → *Technical worklist*.
8. Select the *Source language* and *Target language* of the proposal pool for which you want to create a worklist.
9. Under *Purpose*, select *Entries with application standards (APPL)*.
10. Under *Selection criteria*, define the following:
 - *Application*
Here you can define whether you want this worklist to provide you with entries from one specific application in the proposal pool, or from all application nodes.
If you want to specify a specific application, select the checkbox to the left of *Application* and then choose an application from the field on the right-hand side (for example, *PP - Production Planning* if you only want this worklist to contain proposals with application standards created in the application PP).
6. Now proceed in exactly the same way as described in steps 5-11 of the procedure for [Scheduling an ALL Worklist \[Page 75\]](#).

Result

A dialog box appears, informing you that the run to create this worklist has now been started. You can now choose *Worklist administration* to view the current status of this worklist. Use the *Refresh* function to refresh the status of your worklist. As soon as your worklist has status *Active*, you can start to edit the entries it contains by choosing *Edit WL (STMP)*.

See also:

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Scheduling an EXCE Worklist

Scheduling an EXCE Worklist

Use

An EXCE worklist contains a list of entries in the proposal pool which have exceptions defined for them. You can define this worklist to cover either one individual application node in the proposal pool, or to cover all applications in the proposal pool.

Prerequisites

To create and schedule an EXCE worklist in Proposal Pool Administration, you need to have **Advanced** [translator status \[Page 56\]](#) (status 3).

Procedure

11. Enter transaction **/NSTMA** in the command field.
12. Choose *Worklists* → *Technical worklist*.
13. Select the *Source language* and *Target language* of the proposal pool for which you want to create a worklist.
14. Under *Purpose*, select *Entries with exceptions (EXCE)*.
15. Under *Selection criteria*, define the following:
 - *Minimum no. of diff. exceptions*
Here you need to define the minimum number of exceptions that entries in your worklist should contain. For example, if you want your worklist to contain only entries in the proposal pool with 5 or more exceptions, select 5 in this field.
 - *Application*
Here you can define whether you want this worklist to provide you with entries from one specific application in the proposal pool, or from all application nodes.

If you want to specify a specific application, select the checkbox to the left of *Application* and then choose an application from the field on the right-hand side (for example, *MM - Materials Management* if you only want this worklist to contain proposals with exceptions created in the application MM).
6. Now proceed in exactly the same way as described in steps 5-11 of the procedure for [Scheduling an ALL Worklist \[Page 75\]](#).

Result

A dialog box appears, informing you that the run to create this worklist has now been started. You can now choose *Worklist administration* to view the current status of this worklist. Use the *Refresh* function to refresh the status of your worklist. As soon as your worklist has status *Active*, you can start to edit the entries it contains by choosing *Edit WL (STMP)*.

See also:

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Scheduling an OUSE Worklist

Use

An OUSE worklist provides you with proposals that are frequently used. You can define a OUSE worklist to contain all proposals that are used more than 20 times in the system, for example.

Prerequisites

To create and schedule an OUSE worklist in Proposal Pool Administration, you need to have **Advanced** [translator status \[Page 56\]](#) (status 3).

Procedure

16. Enter transaction **/NSTMA** in the command field.
17. Choose *Worklists* → *Technical worklist*.
18. Select the *Source language* and *Target language* of the proposal pool for which you want to create a worklist.
19. Under *Purpose*, select *High usage counters (OUSE)*.
20. Now proceed in exactly the same way as described in steps 5-11 of the procedure for [Scheduling an ALL Worklist \[Page 75\]](#).

Result

A dialog box appears, informing you that the run to create this worklist has now been started. You can now choose *Worklist administration* to view the current status of this worklist. Use the *Refresh* function to refresh the status of your worklist. As soon as your worklist has status *Active*, you can start to edit the entries it contains by choosing *Edit WL (STMP)*.

See also:

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Scheduling a VARI Worklist

Scheduling a VARI Worklist

Use

A VARI worklist provides you with those instances in the proposal pool where many different translations exist for one source text. You can define a VARI worklist to contain all entries in the proposal pool where over 10 proposals have been created for one single source text, for example.

Prerequisites

To create and schedule an VARI worklist in Proposal Pool Administration, you need to have **Advanced** [translator status \[Page 56\]](#) (status 3).

Procedure

21. Enter transaction **/NSTMA** in the command field.
22. Choose *Worklists* → *Technical worklist*.
23. Select the *Source language* and *Target language* of the proposal pool for which you want to create a worklist.
24. Under *Purpose*, select *Many different translations for 1 source text (VARI)*.
25. Under *Selection criteria*, define the following:
 - *Minimum no. of different translations*
Here you need to define how many different translation the source texts in your worklist need to have. For example, if you want your worklist to contain only entries in the proposal pool which have 10 or more different translations for the same source text, then select 10 from this field.
6. Now proceed in exactly the same way as described in steps 5-11 of the procedure for [Scheduling an ALL Worklist \[Page 75\]](#).

Result

A dialog box appears, informing you that the run to create this worklist has now been started. You can now choose *Worklist administration* to view the current status of this worklist. Use the *Refresh* function to refresh the status of your worklist. As soon as your worklist has status *Active*, you can start to edit the entries it contains by choosing *Edit WL (STMP)*.

See also:

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Scheduling an APEX Worklist

Use

An APEX worklist combines the APPL and EXCE worklists to provide you with a list of entries in the proposal pool which have either application standards **or** exceptions defined for them, or both. You can define this worklist to cover either one individual application node in the proposal pool, or to cover all applications in the proposal pool.

Prerequisites

To create and schedule an APEX worklist in Proposal Pool Administration, you need to have **Advanced** [translator status \[Page 56\]](#) (status 3).

Procedure

26. Enter transaction **/NSTMA** in the command field.
27. Choose *Worklists* → *Technical worklist*.
28. Select the *Source language* and *Target language* of the proposal pool for which you want to create a worklist.
29. Under *Purpose*, select *Application-specific entries (APEX)*.
30. Under *Selection criteria*, define the following:
 - *Application*

Here you can define whether you want this worklist to provide you with entries from one specific application in the proposal pool, or from all application nodes.

If you want to specify a specific application, select the checkbox to the left of *Application* and then choose an application from the field on the right-hand side (for example, *FI - Financial Accounting* if you only want this worklist to contain proposals with application standards and exceptions created in the application FI).
6. Now proceed in exactly the same way as described in steps 5-11 of the procedure for [Scheduling an ALL Worklist \[Page 75\]](#).

Result

A dialog box appears, informing you that the run to create this worklist has now been started. You can now choose *Worklist administration* to view the current status of this worklist. Use the *Refresh* function to refresh the status of your worklist. As soon as your worklist has status *Active*, you can start to edit the entries it contains by choosing *Edit WL (STMP)*.

See also:

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Scheduling a MARK Worklist

Scheduling a MARK Worklist

Use

You can use a MARK worklist to provide you with a list of proposals (either from one application or from all applications) that are either flagged for automatic distribution or that are locked.

Prerequisites

To create and schedule an MARK worklist in Proposal Pool Administration, you need to have **Advanced** [translator status \[Page 56\]](#) (status 3).

Procedure

31. Enter transaction **/NSTMA** in the command field.
32. Choose *Worklists* → *Technical worklist*.
33. Select the *Source language* and *Target language* of the proposal pool for which you want to create a worklist.
34. Under *Purpose*, select *Flagged texts - auto dist. or locked (MARK)*.
35. Under *Selection criteria*, define the following:
 - *Application*
Here you can define whether you want this worklist to provide you with entries from one specific application in the proposal pool, or from all application nodes.
If you want to specify a specific application, select the checkbox to the left of *Application* and then choose an application from the field on the right-hand side (for example, *TR - Treasury* if you only want this worklist to contain proposals with application standards and exceptions created in the application TR).
6. Now proceed in exactly the same way as described in steps 5-11 of the procedure for [Scheduling an ALL Worklist \[Page 75\]](#).

Result

A dialog box appears, informing you that the run to create this worklist has now been started. You can now choose *Worklist administration* to view the current status of this worklist. Use the *Refresh* function to refresh the status of your worklist. As soon as your worklist has status *Active*, you can start to edit the entries it contains by choosing *Edit WL (STMP)*.

See also:

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Scheduling a LVAR Worklist

Use

A LVAR worklist contains all entries in the proposal pool for which a large number of length variants have been created. You can create a LVAR worklist to contain all entries in the proposal pool for which more than 5 length variants have been created, for example.

Prerequisites

To create and schedule an LVAR worklist in Proposal Pool Administration, you need to have **Advanced** [translator status \[Page 56\]](#) (status 3).

Procedure

36. Enter transaction **/NSTMA** in the command field.
37. Choose *Worklists* → *Technical worklist*.
38. Select the *Source language* and *Target language* of the proposal pool for which you want to create a worklist.
39. Under *Purpose*, select *Entries with many length variants (LVAR)*.
40. Under *Selection criteria*, define the following:
 - *Minimum no. of length variants*
 In this field, you need to specify the minimum number of length variants that proposals in your LVAR worklist should contain. For example, if you want your worklist to contain only those proposals with 4 or more length variants, enter 4 in this field. The default value is 2.
6. Now proceed in exactly the same way as described in steps 5-11 of the procedure for [Scheduling an ALL Worklist \[Page 75\]](#).

Result

A dialog box appears, informing you that the run to create this worklist has now been started. You can now choose *Worklist administration* to view the current status of this worklist. Use the *Refresh* function to refresh the status of your worklist. As soon as your worklist has status *Active*, you can start to edit the entries it contains by choosing *Edit WL (STMP)*.

See also:

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Scheduling an IDEN Worklist

Scheduling an IDEN Worklist

Use

An IDEN worklist provides you with occurrences in the proposal pool where source text and target text are identical.

Prerequisites

To create and schedule an IDEN worklist in Proposal Pool Administration, you need to have **Advanced** [translator status \[Page 56\]](#) (status 3).

Procedure

41. Enter transaction **/NSTMA** in the command field.
42. Choose *Worklists* → *Technical worklist*.
43. Select the *Source language* and *Target language* of the proposal pool for which you want to create a worklist.
44. Under *Purpose*, select *Source and target text identical (IDEN)*.
45. Now proceed in exactly the same way as described in steps 5-11 of the procedure for [Scheduling an ALL Worklist \[Page 75\]](#).

Result

A dialog box appears, informing you that the run to create this worklist has now been started. You can now choose *Worklist administration* to view the current status of this worklist. Use the *Refresh* function to refresh the status of your worklist. As soon as your worklist has status *Active*, you can start to edit the entries it contains by choosing *Edit WL (STMP)*.

See also:

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Proposal Pool Administration: Semantic Worklists

Purpose

You can create a semantic worklist in [Proposal Pool Administration \[Page 71\]](#) to generate a list of entries in the proposal pool which match a specific text string. You can search according to source language, target language, or both. You can use the following search modes to search for text strings.

- This text only
If you choose this option, the semantic worklist will only contain entries that exactly match the text string that you entered.
- Tail search
If you choose this option, the semantic worklist will only contain entries that begin with the text string that you entered. For example, if you enter **Auftrag**, your semantic worklist will contain entries in the proposal pool that start with the text string **Auftrag**, such as **Auftrag anlegen**, **Auftrag sichern**, etc.
- Complex generic search
You can use this option to search for proposals in the proposal pool that include a certain text string. You need to enter a * when entering your text string. For example if you enter **Auftrag* an***, your semantic worklist will contain entries such as **Auftrag anbieten**, **Auftrag anlegen**, **Auftrag anzeigen**, etc.



It is possible to search according to both source and target language. For example, if you search for source text **Auftrag** and for target text **order** using a *Complex generic search* for both languages, your semantic worklist would only contain entries where **Auftrag** is translated with **order**. Furthermore it is possible to use a different search mode for source and target language, for instance *Tail search* for source language and *Complex generic search* for target language.

Prerequisites

To create and schedule a worklist in Proposal Pool Administration, you need to have **Advanced translator status [Page 56]** (status 3).

Process Flow

1. For each of the above purposes, you can also define the following, additional creation parameters and options to further restrict the scope of your worklist:
 - Creator of proposal
 - Time period for creation date of proposals
 - Application in which the proposal was first created
 - Maximum number of entries in your worklist
 - Include/Exclude proposals flagged for automatic distribution and locked proposals

Proposal Pool Administration: Semantic Worklists

2. After defining the text string(s) and options for your worklist, you can then schedule it to run in the background.
3. As soon as your worklist run is completed, your worklist is given status *Active*.

Result

As soon as your worklist has active status, you can begin editing the entries contained in the worklist (in the same way you edit a list of entries in STMP) by choosing *Edit WL* under *Worklist Administration*.

See also:

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Scheduling a Semantic Worklist

Use

You can create a semantic worklist in [Proposal Pool Administration \[Page 71\]](#) to generate a list of entries in the proposal pool which match a specific text string. You can search according to source language, target language, or both. You can choose between three different search modes to search for text strings.

Prerequisites

To create and schedule a worklist in Proposal Pool Administration, you need to have **Advanced translator status [Page 56]** (status 3).

Procedure

1. Enter transaction **/NSTMA** in the command field.
2. Choose *Worklists* → *Semantic worklist*.
3. Select the *Source language* and *Target language* of the proposal pool for which you want to create a worklist.
4. If you want to search according to the source language you have selected, make the following entries under *Source text*.

– *Mode*

Here you can choose between the following search modes:

- *Only this text*

If you choose this option, the semantic worklist will only contain entries that exactly match the text string that you entered.

- *Tail search*

If you choose this option, the semantic worklist will only contain entries that begin with the text string that you entered. For example, if you enter **Auftrag**, your semantic worklist will contain entries in the proposal pool that start with the text string **Auftrag**, such as **Auftrag anlegen**, **Auftrag sichern**, etc.



Do not enter a *, for a generic search; if you enter a *, the system will actually search for the character *.

- *Complex generic search*

You can use this option to search for proposals in the proposal pool that include a certain text string. For example, if you enter **Auftrag* an***, your semantic worklist will contain entries such as **Auftrag anbieten**, **Auftrag anlegen**, **Auftrag anzeigen**, etc.



If you choose this search mode you need to enter a * to indicate your wildcard characters.

Scheduling a Semantic Worklist

– Text

Here you need to enter the text string that you want entries in your worklist to contain.

5. If you want to search according to the target language you have selected, make your entries under *Target text* in exactly the same way as described above for *Source text*.



It is possible to search according to both source and target language. For example, if you search for source text **Auftrag** and for target text **order** using a *Complex generic search* for both languages, your semantic worklist would only contain entries where **Auftrag** is translated with **order**. Furthermore it is possible to use a different search mode for source and target language, for instance *Tail search* for source language and *Complex generic search* for target language.

6. Under *Creation parameters*, you can define the following:

– Created by

Here you can specify that you only want this worklist to contain proposals that were created by a specific translator.

If you want to define a specific translator, place a tick in the checkbox to the left of *Created by* and then select the user name of the translator in question from the field on the right-hand side.

If you want this worklist to contain all proposals, regardless of who created them, then do not select this checkbox, and leave the field blank.

– Created on

Here you can specify that you only want this worklist to contain proposals that were created between a specific date range, for example proposals that were created in the last 6 months.

If you want to define a date range, place a tick in the checkbox to the left of *Created on* and then enter a date range in the two fields on the right-hand side.

If you want this worklist to contain all proposals, regardless of when they were created, then do not select this checkbox, and leave the fields blank.

– First application

Here you can specify that you only want this worklist to contain proposals that were first created in a specific application node in the proposal pool (for example, QM - Quality Management).

If you want to define an application, place a tick in the checkbox to the left of *First application* and select the name of the application node from the field on the right-hand side.

If you want this worklist to contain all proposals, regardless of the application in which they were first created, then do not select this checkbox, and leave the field blank.

7. Under *Options*, define the following:

– Maximum number of entries in worklist

Scheduling a Semantic Worklist

Here you can limit the number of entries contained in your worklist. The default value is 500.

- *Only entries without automatic distribution and lock indicator*

Here you can specify whether you want to include or exclude entries in the proposal pool that are either flagged for automatic distribution or locked by coordinators.

To exclude flagged and locked proposals from your worklist, select the checkbox.

8. In the *WL Comment* field, enter a comment for your worklist.

You can either enter a comment manually or you can choose the *Comment* function which generates a comment on the basis of the selection criteria you have defined.

9. To check the consistency of your entries, choose *Check*.

If the system displays the message *No inconsistencies were found* you can schedule the worklist to run in the background.

10. Choose *Schedule*.

A dialog box appears, asking whether you want to create this technical worklist.

11. Choose *Yes*.

Result

A dialog box appears, informing you that the run to create this worklist has now been started. You can now choose *Worklist administration* to view the current status of this worklist. Use the *Refresh* function to refresh the status of your worklist. As soon as your worklist has status *Active*, you can start to edit the entries it contains by choosing *Edit WL*.

See also:

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Proposal Pool Administration: Complex Worklists

Purpose

You can create a complex worklist in [Proposal Pool Administration \[Page 71\]](#) to generate a list of entries from the proposal pool which satisfy complex criteria.

You can create worklists for the following *Purposes*:

- Upper/lowercase inconsistency (CCASE)
A CCASE worklist provides you with entries where the same source text occurs in different forms with regard to capitalization and is, however, translated differently.
For more information, see [Scheduling a CCASE Worklist \[Page 92\]](#).
- Source text flagged for distribution (CMARK)
A CMARK worklist provides you with entries where the source text is both the target text of another language combination available in the system and is flagged for automatic distribution for that language combination.
For more information, see [Scheduling a CMARK Worklist \[Page 95\]](#).
- Suspicious length variants (CLVAR)
A CLVAR worklist helps you to identify target texts which may have been incorrectly assigned as length variants (because they are not in fact a shortened version or upper/lowercase variant of the node text, but instead a different translation).
For more information, see [Scheduling a CLVAR Worklist \[Page 96\]](#).

Prerequisites

To create and schedule a worklist in Proposal Pool Administration, you need to have *Advanced translator status [Page 56]* (value 3) for proposal pool maintenance assigned to you in your translator profile.

Process Flow

2. For each of the above purposes, you can also define the following, additional criteria to further restrict the scope of your worklist:
 - Frequency of usage (so that you can find proposals that are not used at all, or proposals that are used a large number of times)
 - Length of source texts (this enables you to exclude meaningless single-letter texts from your worklist)
 - Creator of proposal
 - Time period for creation date of proposals
 - Application in which the proposal was first created
 - Maximum number of entries in your worklist
 - Include/Exclude proposals flagged for automatic distribution and locked proposals

Proposal Pool Administration: Complex Worklists

3. After defining the selection criteria and options for your worklist, you can then schedule it to run in the background.
4. As soon as your worklist run is completed, your worklist is given status *Active*.

Result

As soon as your worklist has active status, you can begin editing the entries contained in the worklist (in the same way you edit a list of entries in STMP) by choosing *Edit WL (STMP)* under *WL Administration*.

See also:

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Scheduling a CCASE Worklist

Scheduling a CCASE Worklist

Use

A CCASE worklist provides you with entries where the same source text occurs in different forms with regard to capitalization and is translated differently.



A CCASE worklist would provide you with the following entries for source language German and target language English:

Source text	Target text
Neu bestimmen	Redetermine
neu bestimmen	Redefine
Suchen	Find
suchen	Search

Procedure

46. Call up transaction STMA.
47. Choose *Worklists* → *Complex WL*.
48. Select the *Source language* and *Target language* of the proposal pool for which you want to create a worklist.
49. Under *Purpose*, select *Upper/lowercase inconsistency (CCASE)*.
50. Under *Selection criteria*, define the following:

- *Frequency of usage*

Here you can specify that you only want this worklist to contain proposals that are used a specific number of times in the system.

If you want to define a usage frequency, select the checkbox to the left of *Frequency of usage* and then enter a number range in the two fields on the right-hand side (for example *5 to 20* if you only want this worklist to contain proposals with usage counters between 5 and 20).

- *Length of source texts*

Here you can specify the length of the source texts contained in this worklist.

If you want to define a source text length, select the checkbox to the left of *Length of source texts* and then enter a number range in the two fields on the right-hand side (for example, *4 to 255* if you want this worklist to contain proposals where the source text is 4 or more characters long).

7. Under *Creation*, define the following:

- *Created by*

Scheduling a CCASE Worklist

Here you can specify that you only want this worklist to contain proposals that were created by a specific translator.

If you want to define a specific translator, select the checkbox to the left of *Created by* and then enter the user name of the translator in question in the field on the right-hand side.

- *Created on*

Here you can specify that you only want this worklist to contain proposals that were created between a specific date range, for example proposals that were created in the last 6 months.

If you want to define a date range, select the checkbox to the left of *Created on* and then enter a date range in the two fields on the right-hand side.

- *First application*

Here you can specify that you only want this worklist to contain proposals that were first created in a specific application node in the proposal pool (for example, BC - Basis components).

If you want to define an application, select the checkbox to the left of *First application* and enter the name of the application node in the field on the right-hand side.

8. Under *Options*, define the following:

- *Maximum number of entries in worklist*

Here you can limit the number of entries contained in your worklist. The default value is 500.

- *Only entries without automatic distribution and lock indicator*

Here you can specify whether you want to include or exclude entries in the proposal pool that are either flagged for automatic distribution or locked by coordinators.

To exclude flagged and locked proposals, select the checkbox.

12. In the *Comment* field, enter a comment for your worklist.

You can either enter a comment manually or you can choose the *Comment* function which generates a comment on the basis of the selection criteria you have defined.

13. To check the consistency of your entries, choose *Check*.

If the system displays the message *No inconsistencies were found*, you can schedule the worklist to run in the background.

14. Choose *Schedule*.

A dialog box appears, asking whether you want to create this technical worklist.

15. Choose *Yes*.

Result

A dialog box appears, informing you that the run to create this worklist has now been started. You can now choose *Worklist administration* to view the current status of this worklist. Use the *Refresh* function to refresh the status of your worklist. As soon as your worklist has status *Active*, you can start to edit the entries it contains by choosing *Edit WL (STMP)*.

See also:

Scheduling a CCASE Worklist

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Scheduling a CMARK Worklist

Use

A CMARK worklist provides you with entries where the source text is both the target text of another language combination available in the system and is flagged for automatic distribution for that language combination.



If you are translating using English as the source language and Japanese as the target language, and English is in turn using German as the source language, you will be interested to see which entries have been flagged for the language combination German → English. Entries already flagged for the language combination German → English make good candidates for automatic distribution for the language combination English → Japanese. A CMARK worklist therefore enables you to increase the number of proposals you flag for automatic distribution.

Prerequisites

In order to be able to use a CMARK worklist effectively, the language which you use as the source for your translation must at the same time be the target language of another language combination available in the system.

Procedure

51. Call up transaction STMA.
52. Choose *Worklists* → *Complex WL*.
53. Select the *Source language* and *Target language* of the proposal pool for which you want to create a worklist.
4. Under *Purpose*, select *Source text flagged for distribution (CMARK)*.
5. In the *Basis source language* field, enter the language which your source language uses as its respective source language. For example, if you are translating from English into Japanese, and English uses German as its source language, you would enter *German* here.
6. Now proceed in exactly the same way as described in steps 5-11 of the procedure for [Scheduling a CCASE Worklist \[Page 92\]](#).

Result

A dialog box appears, informing you that the run to create this worklist has now been started. You can now choose *Worklist administration* to view the current status of this worklist. Use the *Refresh* function to refresh the status of your worklist. As soon as your worklist has status *Active*, you can start to edit the entries it contains by choosing *Edit WL (STMP)*.

See also:

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Scheduling a CLVAR Worklist

Scheduling a CLVAR Worklist

Use

A CLVAR worklist helps you to identify target texts which may have been incorrectly assigned as length variants (because they are not in fact a shortened version or upper/lowercase variant of the node text, but instead a different translation).



A CLVAR worklist would provide you with the following entries for target language English:

Node text	Length variant
Choose all	Select all
Outstanding	Open
Please complete	Please finish
Selection parameters	Selection criteria

Procedure

54. Call up transaction STMA.
55. Choose *Worklists* → *Complex WL*.
56. Select the *Source language* and *Target language* of the proposal pool for which you want to create a worklist.
57. Under *Purpose*, select *Suspicious length variants (CLVAR)*.
7. Now proceed in exactly the same way as described in steps 5-11 of the procedure for [Scheduling a CCASE Worklist \[Page 92\]](#).

Result

A dialog box appears, informing you that the run to create this worklist has now been started. You can now choose *Worklist administration* to view the current status of this worklist. Use the *Refresh* function to refresh the status of your worklist. As soon as your worklist has status *Active*, you can start to edit the entries it contains by choosing *Edit WL (STMP)*.

See also:

[Worklist Administration \[Page 97\]](#)

[Editing a Proposal Pool Worklist \[Page 100\]](#)

Worklist Administration

Use

Proposal pool worklists are stored and managed in *Worklist Administration*. Once you have scheduled a worklist, you need to branch to *WL administration* in order to view the proposals it contains and edit them where cleanups are necessary.

Integration

To access *Worklist administration*, call up transaction code **/NSTMA** and choose *Worklists* → *Worklist administration*.

Prerequisites

Before you can use *Worklist Administration* to manage and edit your worklists, you first need to create and schedule a proposal pool worklist. For more information, see the following sections:

[Proposal Pool Administration: Technical Worklists \[Page 72\]](#)

[Proposal Pool Administration: Semantic Worklists \[Page 85\]](#)

[Proposal Pool Administration: Complex Worklists \[Page 90\]](#)

Features

Worklist administration lists all worklists created in Proposal Pool Administration for your respective source language and target language. These worklists are sorted in descending order according to the date and time on which they were scheduled.

In order to help you find your worklists, the system displays information for each worklist in the following columns:

Purpose	ID of the worklist's purpose, such as APEX, ALL, EXCE, etc.
Status	Worklists can have three different statuses: <i>Running</i> , <i>Active</i> , and <i>Terminated</i> . Only worklists with status <i>Active</i> can be processed using the <i>Edit WL</i> function.
Number	Number of proposals that the worklist contains.
Creator	User name of the person that created and scheduled the proposal pool worklist.
Date	Date on which the proposal pool worklist was scheduled.
Time	Time at which the proposal pool worklist was scheduled.
Comment	Comment that you either generated automatically or entered manually when you created your worklist.

Worklist administration enables you to perform the following activities:

- View all worklists that have been created in Proposal Pool Administration for your source language and target language and restrict the display according to the following criteria:
 - Purpose
 - Status
 - Creator

Worklist Administration

- Creation date
- Call up a worklist that you have scheduled so that you can begin processing the entries that it contains. For more information, see [Editing a Proposal Pool Worklist \[Page 100\]](#).
- Delete entries that may appear in several worklists that you have created, in order to avoid processing the same proposals more than once.
- Delete a proposal pool worklist once you have finished processing the proposals it contains.
- Set the status of the worklist to *Terminated*

Activities

Displaying Worklists in Worklist Administration

Proposal pool worklist are displayed in a list sorted according to the date and time they were scheduled, with the most recently scheduled worklists appearing first. You can restrict the number of worklists displayed in this list according to the following criteria:

- *Purpose*
You can restrict the number of entries in this list so that only worklists of one specific purpose are displayed. For example, if you only want to view worklists with the purpose APEX, choose *Appl.-specific entries (APEX)* from the *Purpose* field under *Worklist selection*.
- *Status*
You can restrict the number of entries in this list so that only worklists with one specific status are displayed. If you only want to view worklists with status *Active*, for example, choose *Active* from the *Status* field under *Worklist selection*.
- *Created by*
You can restrict the number of entries in this list so that only worklists created by one specific user are displayed. For example, if you only want to view worklists that you yourself created, select your user name from the *Created by* field under *Worklist creation*.
- *Creation date*
You can restrict the number of entries in this list so that only worklists created within a specific date range are displayed. For example, if you only want to view worklists that were created today, enter today's date in the *Date from* field under *Worklist creation*.

Editing a Proposal Pool Worklist

For more information, see [Editing a Proposal Pool Worklist \[Page 100\]](#).

Deleting Duplicate Entries

This function prevents multiple processing of the same entries in the proposal pool. If you have created more than one worklist, it is possible that they contain some identical entries from the proposal pool. To remove duplicate entries that already exist in all other worklists that you are currently displaying in *WL Administration*, select the worklist from which you wish to remove duplicate entries and choose *Delete duplicate entries*. The system will display a message informing you how many entries it has removed from this worklist.

Refreshing the Status of a Proposal Pool Worklist

If your proposal pool worklist still has the status *Running*, you can use the *Refresh* function to refresh the status of your worklist. As soon as the system displays status *Active* for your worklist, you can begin to edit the proposals in your worklist using the *Edit WL* function.

Deleting a Proposal Pool Worklist

For performance reasons, you are recommended to have no more than 3 proposal pool worklists with status *Active* under your name at any one time. Once you have finished processing the entries in your worklist, you should delete it from the list in *Worklist administration*.

To delete a proposal pool worklist that you have created, select it from the list that you have displayed in *WL administration* and choose *Delete*. The system will display a dialog box asking you if you want to delete the worklist(s) that you have selected. Choose *Yes*.

Setting Status to *Terminated*

If processing of your worklist has been canceled for some reason, yet the status of your worklist is still displayed as *Running* in *WL Administration*, you need to set the status of your worklist to *Terminated* before you can delete it. To do this, select your worklist in *WL Administration* and choose *Edit* → *Set status to terminated*.

Editing a Proposal Pool Worklist

Editing a Proposal Pool Worklist

Use

Once you have created a worklist in Proposal Pool Administration, you can use the *Edit WL (STMP)* function to process the proposals that match the selection criteria of your worklist.

Prerequisites

You first need to have created and scheduled a proposal pool worklist. This worklist must also have status *Active* before you can begin to edit it.

See also:

[Proposal Pool Administration: Technical Worklists \[Page 72\]](#)

[Proposal Pool Administration: Semantic Worklists \[Page 85\]](#)

[Proposal Pool Administration: Complex Worklists \[Page 90\]](#)

[Worklist Administration \[Page 97\]](#)

Procedure

58. Call up transaction STMA.
59. Select the *Source language* and *Target language* of the proposal pool for which you want to edit a worklist.
3. Choose *Worklists* → *WL administration*.
4. Select the proposal pool worklist that you want to edit and choose *Edit WL (STMP)*.



You can only edit one proposal pool worklist at a time.

Result

The system displays the proposals contained in your worklist. The comment of your worklist, the number of entries, and the source and target language of the proposals in your worklist are displayed at the top of the screen. You can now edit the proposals in exactly the same way as you edit lists of proposals in transaction STMP. For more information, see [Editing a List of Terms in STMP \[Page 50\]](#).

To see the target texts of the proposals in your worklist, choose *Display target texts*.

Each time you call up a proposal pool worklist from *Worklist administration*, the system will only display those proposals that you have not yet processed (changed and saved in the *Proposal Pool: Editing* screen). To view proposals that you have already processed, you need to call up transaction STMP and call up your worklist from there. For more information, see [Editing a Proposal Pool Worklist in STMP \[Page 51\]](#).

Proposal Pool Administration: Statistics

Purpose

The *Statistics* function in Proposal Pool Administration enables you to view statistics for all languages in the proposal pool, for example with regard to the number of proposals, type of target texts (application standard, length variant, etc.), and creator.

Prerequisites

- To view both a history of the proposal pool statistics and your own proposal pool statistics, you need to have value 3 (*Advanced*) assigned to the area *Proposal pool maintenance* in your translator profile.
- The program for refreshing the statistics must be run on a regular basis by coordinators with authorization S_ADMI_FCD.

Features

This function enables you to do the following:

- Display a history of the proposal pool statistics for a specific source language and target language. For more information, see [Displaying Proposal Pool Statistics: History \[Page 103\]](#)
- Display your own proposal pool statistics. For more information, see [Displaying Proposal Pool Statistics: My Statistics \[Page 104\]](#).

Activities

After displaying the proposal pool statistics, a range of functions are available in the toolbar above the statistics to enable you to process this information:

- *Details*
This function enables you to view the information contained in a line of the statistics in a dialog box so that you do not need to scroll through the columns. Simply select the line you want to display, then choose *Details*.
- *Sort in ascending order*
You can sort the statistics in ascending order according to the information in one of the statistics columns. For example, if you want to see which users create the least number of exceptions, display the statistics according to *User*, select the *Exceptions* column, then choose *Sort in ascending order*.
- *Sort in descending order*
You can sort the statistics in descending order according to the information in one of the statistics columns. For example, if you want to see in which month you flagged the most proposals for automatic distribution, display the statistics according to *My statistics*, select the *Flagged* column, then choose *Sort in descending order*.
- *Find*
You can use this function to find a specific user name or date from the list of statistics.
- *Set filter*

Proposal Pool Administration: Statistics

For more information, see [Setting and Deleting Filters \[Ext.\]](#).

- *Total*

For more information, see [Totalizing Values and Deleting the Totalization \[Ext.\]](#).

- *Subtotals*

For more information, see [Creating Subtotals \[Ext.\]](#).

- *Print*

This function enables you to print the statistics you are currently displaying.

- *Export*

You can use this information to save the statistics to a local file on your PC.

- *Set display variant*

For more information, see [Display Variants \[Ext.\]](#).

Displaying Proposal Pool Statistics: History

Use

You can use the *History* function to display proposal pool statistics for a specific source language and target language over a specific time period.

Prerequisites

- To view proposal pool statistics, you need to have value 3 (*Advanced*) assigned to the area *Proposal pool maintenance* in your translator profile.
- The program for refreshing the statistics must have been run by coordinators with authorization S_ADMI_FCD.
- To refresh the proposal pool statistics, you need to choose *Refresh DB statistics* before displaying the statistics.

Procedure

1. Call up transaction STMA.
2. Choose *Statistics* → *History*.
3. Select the *Source language* and *Target language* of the proposal pool for which you want to view the statistics.

You can see when the statistics were last refreshed to the right of the *Source language* and *Target language*.

4. Select the *Time period* for which you want to view the statistics.

Result

The statistics are displayed according to each month in the time period you have selected. The month refers to the date on which each proposal was last changed. The following information is displayed:

- Month in which the proposals were last changed
- Total number of proposals created
- Number of node texts created
- Number of length variants created
- Number of application standards created
- Number of exceptions created
- Number of proposals flagged for automatic distribution
- Number of locked proposals
- Number of proposals for which a comment has been created in the proposal pool

You can use the functions available in the toolbar above the statistics to edit this information. For more information, see the **Activities** section in [Proposal Pool Administration: Statistics \[Ext.\]](#).

Displaying Proposal Pool Statistics: My Statistics

Displaying Proposal Pool Statistics: My Statistics

Use

You can use the *My statistics* function to display your own proposal pool statistics over a specific time period.

Prerequisites

- To view proposal pool statistics, you need to have value 3 (*Advanced*) assigned to the area *Proposal pool maintenance* in your translator profile.
- The program for refreshing the statistics must have been run by coordinators with authorization S_ADMI_FCD.
- To refresh the proposal pool statistics, you need to choose *Refresh DB statistics* before displaying the statistics.

Procedure

3. Call up transaction STMA.
4. Choose *Statistics* → *My statistics*.
4. Select the *Source language* and *Target language* of the proposal pool for which you want to view the statistics.

You can see when the statistics were last refreshed to the right of the *Source language* and *Target language*.

5. Select the *Time period* for which you want to view the statistics.

Result

The statistics are displayed according to each date in the defined time period when you were active in the proposal pool. The date refers to the date on which each proposal was last changed. The following information is displayed:

- Date on which you last changed the proposals
- Total number of proposals created
- Number of node texts created
- Number of length variants created
- Number of application standards created
- Number of exceptions created
- Number of proposals flagged for automatic distribution
- Number of locked proposals
- Number of proposals for which you created a comment in the proposal pool

You can use the functions available in the toolbar above the statistics to edit this information. For more information, see the **Activities** section in [Proposal Pool Administration: Statistics \[Ext.\]](#).

Short Text Editor

Purpose

Short text objects are objects, usually consisting of separate text lines, which you translate using the short text editor. To translate a short text, you can either work sequentially through your worklist or double-click your cursor on the individual object in the worklist. (See [Translating Individual Objects \[Page 20\]](#)). You can also call up an object directly from the initial screen of SE63, under *Translation* → *Short texts* → *<Object name>*. The system takes you directly to the short text editor.

Features

In the short text editor, objects are displayed in list form. For example, a data element consisting of up to five lines will be listed as five separate lines within this object. Menu entries belonging to a user interface program are listed as separate lines. A short text is limited to 255 characters in one line.

The default settings on the initial screen of the short text editor are designed for a standard translation profile. You can configure your individual requirements or preferences, such as automatic copy of proposals, by making settings in the [Short Text Editor Settings \[Page 106\]](#).

The short text editor supports the translation procedure with a variety of features, which are described in the following topics:

[Translation Status \[Page 109\]](#)

[Best Proposal \[Page 33\]](#)

[Legend for Symbols in the Short Text Editor \[Page 123\]](#)

[Immediate Save \[Page 131\]](#)

[Buttons for Sequential Processing \[Page 124\]](#)

Short Text Editor Settings

Short Text Editor Settings

Use

You can configure the short text editor according to your individual requirements and preferences by making personal settings for the short text editor.

Features

You can make the following settings for the short text editor:

- *Display new texts*

If you flag this option, the system displays the **new** texts (highlighted in red).

- *Display modified texts*

If you flag this option, the system displays the **modified** texts (highlighted in yellow).

- *Display 100% text matches*

If you flag this option, the system displays the texts with **100% text matches** (highlighted in green).

The recommended setting is all three of the above flags, to enable maximum context for translation.



If a database entry contains several texts, as, for example, menu entries or data elements, all texts of an entry are always displayed. If only one of the texts is not accepted by the proposal pool, and you have selected *Display only modified texts*, the new texts and 100% matched texts for this entry will also be displayed.

- *Display proposals*

If you flag this option, the system displays the best proposal from the proposal pool, if a proposal exists.

- *Copy proposals automatically*

If you flag this option, the system automatically copies the best proposal to your new target text (texts highlighted in red), if a best proposal exists.

- *Display table key*

If you flag this option, the system displays the table key of the respective text.

- *Display remarks*

If you flag this option, the system displays the first line of up to four possible remark lines.

- *Extended display*

If you flag this option, the system displays all information on the text, such as database table name, field name and table key. This is not required for the standard translation process.

- *Save and next*

Short Text Editor Settings

If you flag this option, the system will leave the short text editor once you save. If you are in [sequential processing \[Page 124\]](#) mode, the system branches to the next object in the worklist to be edited.

- *Assistant*

If you flag this option, the system assists you with a dialog box when you edit an **unaccepted** text using the navigation keys in the menu bar. This option is intended as a help for new translators.

Activities

To define your personal short text settings, choose *Utilities* → *Settings*, then select the *Short text editor* tab page. A dialog box appears containing the options listed above, which you can select by marking the respective checkboxes.

Translation Assistant

Translation Assistant

Definition

This tool is intended as a help for new translators. To enable editing using the translation assistant, flag the respective setting in the [Short Text Editor Settings \[Page 106\]](#).

The translation assistant consists of a dialog box which appears when you use the navigation keys to edit **unaccepted** texts.

Use

The system makes a diagnosis of the reason why the text is unaccepted and offers possible actions.

This diagnosis is shown in a short system message, such as:

- *Source text or proposal pool has changed*

Possible actions are offered as a button within the dialog box, which you can click on to rectify the problem, such as:

- *Confirm translation*
- *Create length variant.*
- *Accept proposal*
- *Edit text*

All these decisions can also be made from the short text editor menu.

Integration

You can also branch to the proposal pool from this dialog box if necessary.

You can terminate processing at any time by choosing *Cancel*.

Translation Status

Definition

The translation status indicates, by means of color, whether an object is new, translated, or needs to be modified.

The status of an object can be:

- *New*
This is a new text for which no translation exists yet. The field name of the object is highlighted in red.
- *100% text match*
The text has been translated and is consistent with the corresponding proposal in the proposal pool. The field name of the object is highlighted in green.
- *Modified*
For this text pair a proposal does not exist in the right application area of the proposal pool. This can occur if:
 - The source text has been changed by the developer
 - The proposal has been changed by a translator
 - The proposal is no longer valid in the application of the object.The field name of the object is highlighted in yellow

Integration

Both the worklist and the short text editor show the current translation status of each object.

See also:

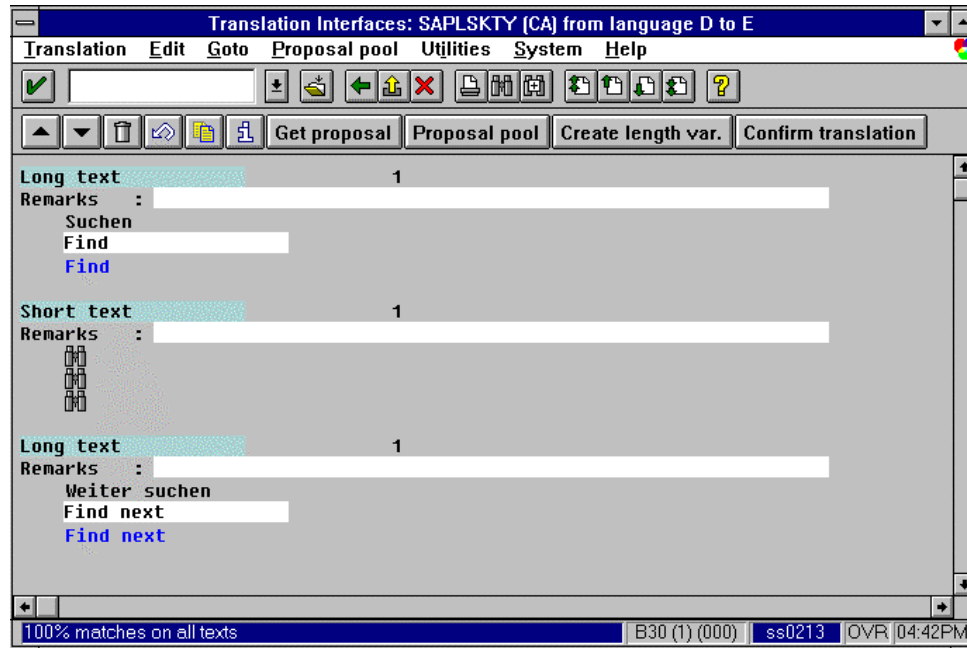
[Key \[Page 123\]](#)

[Translation Status: Examples \[Page 110\]](#)

Translation Status: Examples

Translation Status: Examples

This topic gives you some examples of objects in the proposal pool and shows you the actions required to make the translation consistent with the proposal pool.



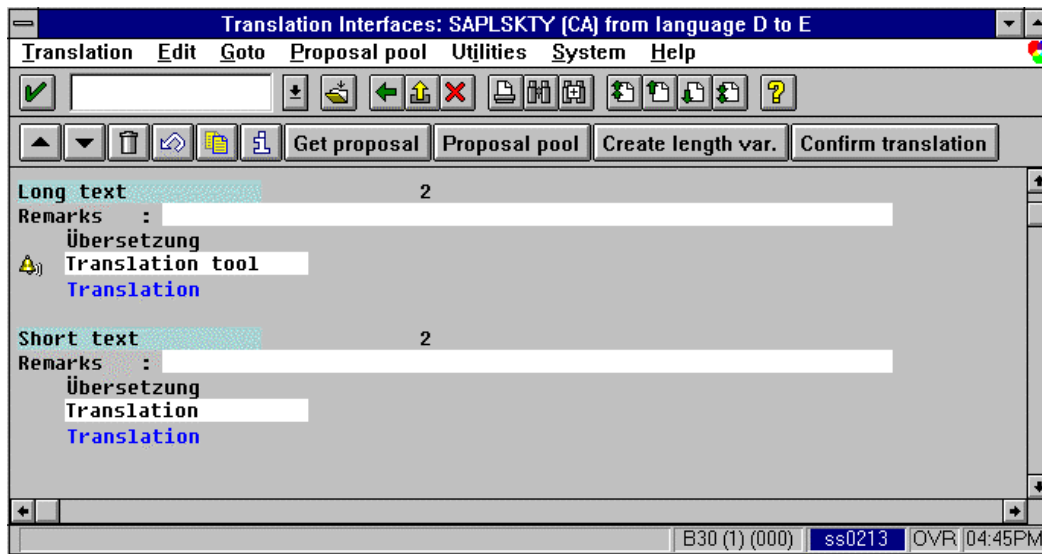
The above graphic shows an example of a text saved as a system standard. The example shows the status of the texts after saving.

- The blue text lines underneath the target texts are the best proposal available in the proposal pool.
- The best proposal for the *Find* icon is also displayed under the target text line.
- The figure **1** above the source text line means that one translation exists for the source texts in the proposal pool. This is therefore the system standard.
- The green bar highlighting the field names *Short text* and *Long text* indicate that these texts have been translated and are consistent with the proposal pool.

Possible actions:

In this case, no action is required because the source text and the respective translations are consistent with the proposal pool.

Translation Status: Examples



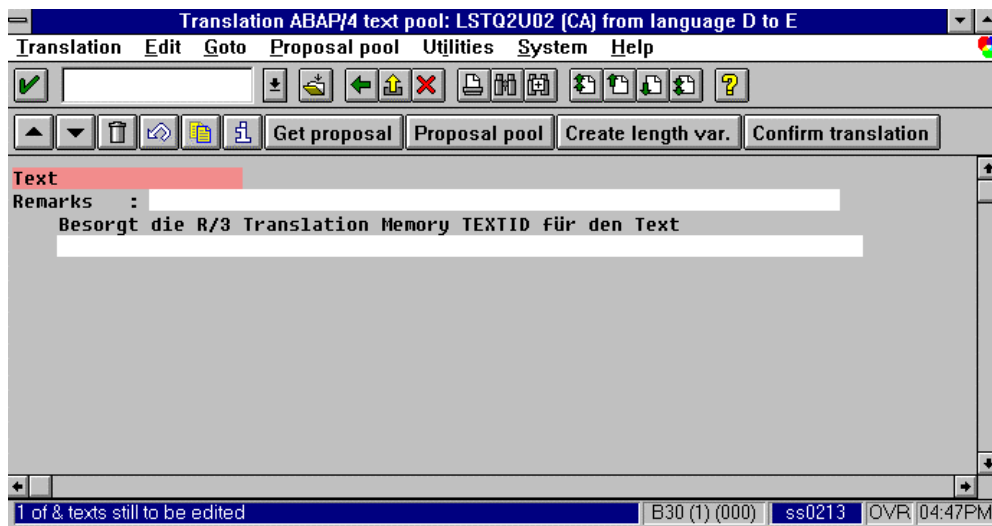
In the above example, the first object **Übersetzung** has been translated as **Translation tool**. The second object **Übersetzung** has been translated as **Translation**. This is the status after saving.

- The green colored bar highlighting the field names mean that both texts have been translated and are consistent with the proposal pool.
- The bell icon above the target text line means that this translation is an exception.
- The absence of a bell icon above the second target text line means that this is the system standard.
- The figure **2** above the source text line means that two translations exist for this text in the proposal pool.
- The blue text lines underneath the target texts are the best proposal available in the proposal pool.

Possible actions:

In this case, no action is required, as the exception is a text that is accepted by the proposal pool.

Translation Status: Examples

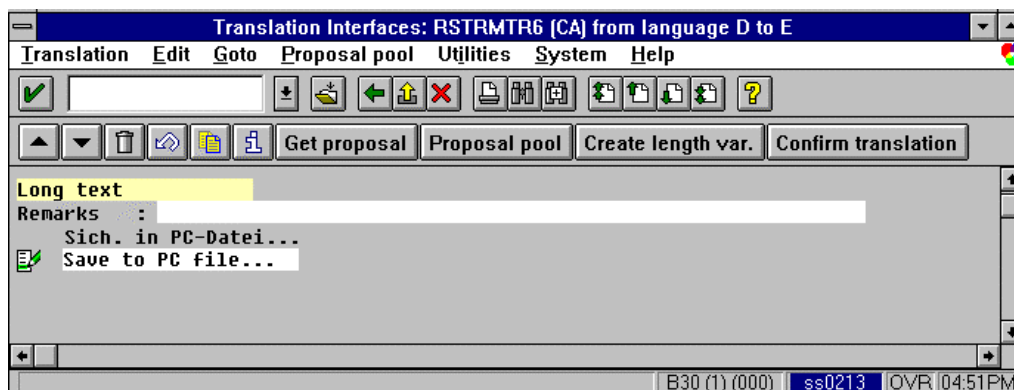


In the above example, the text has not been translated.

- The red colored bar highlighting the field name shows that this is a new text.
- The absence of a blue line of text below the source text shows that no best proposal exists for the text in the proposal pool.
- The absence of a figure above the source text line shows that no target texts exist for this source text in the proposal pool.

Possible actions:

Translate the source text or copy the proposal from the proposal pool, if one exists.



In the above example, the text **Sich. in PC-Datei...** has been translated as **Save to PC file....**

- The yellow colored bar highlighting the field name shows that the text has not been accepted by the proposal pool. This is the status before confirmation and saving.
- The *Modified* icon above the target text line shows that the text has been changed, or modified, and that a confirmation of the target text is required, unless you change it.
- The absence of a figure above the source text means that no proposals are available for this source text in the proposal pool.

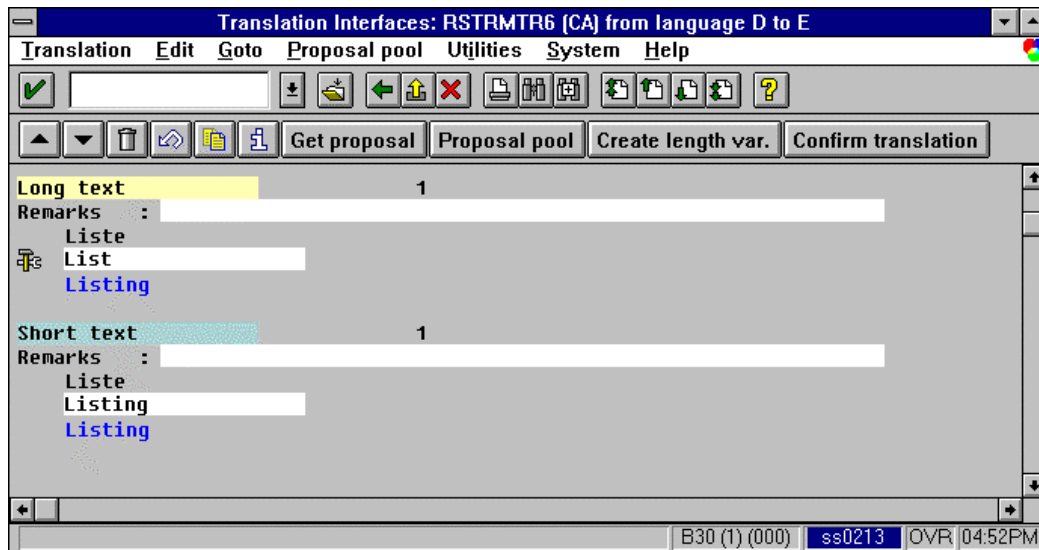
Translation Status: Examples

- The absence of a blue text line below the source text shows that no best proposal exists in the proposal pool for this target text.

Possible actions:

To have the proposal pool accept this text, you must choose *Confirm translation*.

Alternatively, you can change the target text.



In the above example, the first text **Liste** has been translated as **List**. The second text **Liste** has been translated as **Listing**.

- The green colored bar highlighting the second field name shows that the object is consistent with the translation in the proposal pool and that this object has been translated by the system standard.
- The yellow colored bar highlighting the first field name shows that the object is an unaccepted text (inconsistent with the proposal pool).
- The blue text line underneath the target text is the best proposal available in the proposal pool.
- The figure 1 above the source text lines indicates that one target text exists for the source text in the proposal pool. This is by default the system standard.
- The hammer/spanner icon above the first target text line means that the text is inconsistent with the status of the proposal pool: in this case, inconsistent with the system standard defined in the next entry.

Possible actions:

An action is required. You can:

- Create a length variant for the first text, if you want to use this text
- Create an application standard or an exception, if you want to use this text.
- Copy the best proposal if you want to use the proposed text

Translation Status: Examples

Header	1
Remarks :	
Kursspanne	
Rate range	
Rate range	
Long key word	1
Remarks :	
Kursspanne	
Exchange rate range	
Rate range	
Medium key word	1
Remarks :	
Kursspanne	
⚡ Ex. rate range	
Exchange r	
Key word_Short	1
Remarks :	
Kursspanne	
Rate range	
Rate range	

In the above example, the text **Kursspanne** has been translated in three different ways within the same object (here data element).

- The green colored bar highlighting the first field name shows that this text is consistent with the translation in the proposal pool and has been translated by the system standard. This is also shown by the figure **1** above the source text.
- The yellow colored bar highlighting the second field name shows that this translation is unaccepted, in other words, inconsistent with the translation in the proposal pool and requires an action, such as creation of an application standard (if one does not exist for this application), an exception or a length variant.
- The yellow colored bar highlighting the third field name shows that this translation is unaccepted. The *Lightning* icon above the third text line shows an inconsistency with the previous text. This also requires an action, such as creation of an exception or a length variant of one of the texts.
- The blue text line underneath the target text is the best proposal available in the proposal pool.

Possible actions:

Identical source texts within the same application should have the same translations.

If this is not possible, texts should be created as length variants. Different texts should only be created as exceptions if no other solution is possible.

See also:

[Best Proposal \[Page 33\]](#)

[Length Variant \[Page 39\]](#)

[Translation Status \[Page 109\]](#)

Creating a System Standard

Creating a System Standard

A system standard is created automatically when you save, if this is the first translation of a target text.

See also:

[System Standard \[Page 35\]](#)

[Maintaining the Proposal Pool \[Page 45\]](#)

Creating an Application Standard

You can create an application standard either:

- From the menu, by selecting *Proposal pool* → *Create application standard*
- From the *Translation Assistant*, by choosing *Create application standard*, if offered

See also:

[Application Standard \[Page 36\]](#)

[Maintaining the Proposal Pool \[Page 45\]](#)

Creating an Exception

Creating an Exception

You can create an exception either:

- From the menu, by choosing *Proposal pool* → *Create exception*
- From the *Translation Assistant*, by choosing *Create exception*, if offered

See also:

[Exception \[Page 38\]](#)

[Maintaining the Proposal Pool \[Page 45\]](#)

Creating a Length Variant

You can create a length variant for a system standard or an application standard. The procedure is the same in both cases. The following examples are given for a system standard.



For the short text **Umfeld** (environment), eight characters are available in the target text. The [Best Proposal \[Page 33\]](#) is **Environment**, consisting of eleven characters. You need to abbreviate the text **Environment** to **Environ**. Proceed as described below:

Method A

Double-click the best proposal. The system prompts you to abbreviate the *Best proposal* to a maximum of eight characters. Once you have done so, a length variant is automatically created, consisting of the allowed length.

Method B

In the short text editor, enter **Environ**. in the target text field and choose *Create length variant or Proposal pool → Create length variant*.

The system will create a length variant of the system standard text upon saving.

The same applies if you create a length variant of an application standard.



For the short text **Sprache** (language), the best proposal is **Lang**. In order to make your translation more explicit, you want to extend the text **Lang**. to **Language**. Proceed as described below:

1. In the short text editor, enter **Language** in the target text field and choose *Create length variant or Proposal pool → Create length variant*.

A dialog box appears, informing you that the length variant is longer than the existing node text, and asking if you want your translation to become the new [node text \[Page 41\]](#).

2. You now have the following options:

- If you want your length variant to become the new node text, choose *Yes*.
After you save, the system will display your new node text in the best proposal line.
Normally, the node text is the best proposal, except when the best proposal is too long for the available space and a length variant which fits exists.
- If you do not want your length variant to become the new node text, choose *No*.
Your translation will be assigned as a length variant of the existing node text.



For the short text **Statistik** (statistics), the best proposal is **Statistics**. For style purposes, you want to abbreviate your translation to **Stats**. Proceed as follows:

Creating a Length Variant

1. In the short text editor, enter **Stats** in the target text field and choose *Create length variant* or *Proposal pool* → *Create length variant*.

A dialog box appears, informing you that an adequate proposal exists (a proposal that fits into the space available) and asking whether a shorter length variant is necessary.

2. If you want to create a new length variant, click on Yes in this box.

After you save, the system will highlight your source text in green and save your translation as a length variant.

To view your length variants, choose *Proposal pool* → *Proposal pool*.

Alternatively, you can create a length variant by choosing the option in the *Translation Assistant*, if offered.

See also:

[Length Variant \[Page 39\]](#)

[Maintaining the Proposal Pool \[Page 45\]](#)

Icons and the Buttons in the Short Text Editor

Use

Various functions are available under icons and buttons in the application toolbar and standard toolbar of the short text editor. These functions are also available as menu entries.

Features

Previous object to be processed  / **Next object to be processed** 

These are navigation keys which take you to the next or previous object to be edited. Texts that are correctly translated according to the proposal pool are skipped. You need to use these icons to access the Translation Assistant.

See also:

[Translation Assistant \[Page 108\]](#)

[Short Text Editor Settings \[Page 106\]](#)



Delete target text 

You can delete individual lines of target text using this icon. If you want to delete all target texts of an object, choose *Edit* → *Delete target text* → *All lines*.

Undo 

This icon retracts all actions for an individual line and the system retrieves the last stored text status. If you want to undo all actions for all texts of an object, choose *Edit* → *Undo* → *All lines*.

Copy source text 

You can copy a source text for an individual text line using this icon. If you want to copy all source texts of an object, choose *Edit* → *Copy source text* → *All lines*.

Find and replace in target text 

You can use this icon to search for and replace individual short texts in the short text editor. For more information, see [Searching and Replacing in the Target Text \[Page 132\]](#).

Remark 

To document remarks or helpful comments to your text, place your cursor on the respective source text line and click on this icon. You can enter several lines of comments in the dialog box now displayed. The first line of the text will appear in the free line above the source text. You can call up the full text again either by clicking the icon or by choosing *Edit* → *Remark*.

Test screen 

You can use this icon to simulate a screen directly from the short text editor. For more information, see [Simulating a Screen \[Page 125\]](#).

Icons and the Buttons in the Short Text Editor

Repository Information System

You can use this icon to branch to the ABAP Dictionary information for the object you are currently translating. For more information, see [BC - ABAP Dictionary \[Ext.\]](#).

Proposal pool







This button takes you to the proposal pool display, which shows you any existing system standard, application standards and exceptions for the selected line. All length variants are also displayed, and the node text is highlighted. You can also call up this function by choosing *Proposal pool* → *Proposal pool*.

Find String

You can find a text or text string using the *Find* icon in the menu bar. The system will display a hit list of the first hundred objects found (default).

Legend for Symbols in the Short Text Editor

The **Legend** shows you the meanings of the colors and icons used in the short text editor, in other words, the status of the individual texts. Choose *Utilities* → *Legend* in the short text editor to display a dialog box with the individual explanations:

TEXT MATCH	This text has already been translated and is consistent with the proposal pool. The text is highlighted in green.
PROPOSAL FOR AUTOMATIC DISTRIBUTION 	This proposal is flagged for automatic distribution: For more information, see Automatic Distribution [Ext.] .
EXCEPTION 	This text is stored as an exception in the proposal pool.
NEW TEXT	This is a new text that has not been translated (or only translated by blanks). The text is highlighted in red.
UNACCEPTED TEXT	These texts are highlighted in yellow. The translation of the source text is not accepted by the proposal pool. There can be various reasons for this (see below).
MODIFIED TEXT 	Source text or corresponding text in the proposal pool changed.
DECISION 	Assignment as length variant, application standard or exception required in the proposal pool.
INCONSISTENCY 	This text has been translated in at least two different ways within the same text object.
REMARKS 	Remarks exist for this text.

Sequential Processing

Sequential Processing

Use

If you use the function *Sequential processing* in the worklist, you can call up the previous and next objects using the navigation keys. This means that you do not have to return to the worklist screen and search for the previous or next texts by name.

Prerequisites

You need to have made the appropriate worklist settings under *Utilities* → *Settings* → *Worklist* in transaction SE63. For more information, see [Worklist Settings \[Page 24\]](#).

Features

The navigation keys are arrow icons in the application toolbar:



Takes you to the previous object



Takes you to the next object

This function is available for both short texts and long texts.

Simulating a Screen

Use

For certain short texts, you can simulate a screen directly from the short text editor. You can display:

- Screen Painter headers
- Screen Painter screen texts
- Interface screen texts
- Hypertext structures
- Nodes in a hierarchy

Procedure

1. In the short text editor of your text, choose *Utilities* → *Test screen*.
 - If the type of object you want to test has only one screen status, the system will display this simulated screen directly.
 - If the screen has more than one status, the system will display a dialog box containing a hit list of the various statuses, from which you can make a selection.
2. Make a selection in this dialog box and choose *Enter*.

The system displays a simulated screen showing how the short texts for this program are arranged.

Using this screen, you can check how your texts will appear to the user, see all the texts that appear in this screen and confirm that the translations you have written fit into the space available.



The screen texts are only displayed in the logon language. This function is only offered in the short text editor of texts which can be simulated.

Result

If you make a change to a short text and save the text, the system shows the changes immediately when you generate the screen.

Screen Painter screens are generated immediately.

Calling Up Associated Objects

Calling Up Associated Objects

Use

You can call up a context for an individual text object using the text environment function, which shows you all other texts associated with this text. This function helps you to translate consistently, keeping to correct terminology for example.

In this function, you can choose whether you want to see:

- Only short texts (Choose *Environment without long texts*)
- Short texts and long texts (Choose *Environment with long texts*)

You can only use this function when you call up an object directly, not when you are editing objects from the work list.

Procedure

1. On the initial screen of SE63, choose *Translation -> Short texts -> <Object type>*, then enter the name of your object.
2. Now choose *Worklist -> Environment w/o long texts/Environment with long texts*.
The system displays a worklist of texts associated with your individual text object.
3. Double-click the individual objects in this worklist to edit them, or use *Sequential processing*.
The system also displays the development class to which these texts belong.
4. To see the [translation status \[Page 109\]](#) of the individual objects, choose *Translation status*. This shows you the number of lines each object contains, and whether the objects contain translated, modified or new texts. You can do this either for the whole worklist or for individual object types.



You should not use this function in the same way as a where-used list. There is no guarantee that the system will find absolutely all associated objects. For the most accurate results, you are advised to use the *Statistics* function.

Translating Incorrect Icon Texts

Use

You can change a text that has been incorrectly interpreted as an icon by the system using the function *Display <--> change icons*, in order to make the field in which you need to change the target text editable.

Procedure

If a translated target text has been incorrectly interpreted by the system as an icon, the target text field will not be editable. If you want to change the text, proceed as follows:

1. In the short text editor, choose *Utilities* → *Extended* → *Display <--> change icons*.
2. You can now edit your target text in the target text field.

Changing the Proposal

Changing the Proposal

Use

You can change a best proposal displayed under the target text line by using the function *Change proposal*. These changes are effective immediately in the proposal pool.

Prerequisites

This function should only be used in cases where you are absolutely certain that the proposal is incorrect (for example, if it contains a typing error). Normally, you should maintain the proposal in the proposal pool, as described in the following topics:

[Changing a Target Text \[Page 59\]](#)

[Reassigning the System Standard \[Page 63\]](#)

[Creating Node Texts, Length Variants and Exceptions \[Page 60\]](#)

Activities

You should exercise caution when using this function, as you might be changing the system standard or application standard, thus affecting other translations in the system as well as the work of other translators.

See also:

[Changing the Proposal Without Length Variants \[Page 129\]](#)

[Changing the Proposal With Length Variants \[Page 130\]](#)

Changing the Proposal Without Length Variants

Use

If you change the proposal for a target text that has no length variants, the system will change the proposal immediately and without displaying a query or a warning when you choose *Change proposal*. The change is effective immediately in the proposal pool.

Prerequisites

You can, of course, only change the proposal if you have the appropriate translator status. For more information, see [Translator Status \[Page 56\]](#).

Procedure

1. In the short text editor, enter a target text that differs from the best proposal.
2. Choose *Change proposal*.

The system changes the best proposal to the target text you have entered and the change is effective immediately in the proposal pool.

3. Save your entries.

Result

The system changes the best proposal to the target text you have entered and the change is effective immediately in the proposal pool.



As of Release 4.6B, a dialog box appears when you choose *Change proposal*, warning you of the number of target texts that will no longer match the new proposal in the proposal pool if you continue to change the existing proposal. To cancel changing the existing proposal, choose *No*, to continue with changing the proposal choose *Yes*.

Changing the Proposal With Length Variants

Changing the Proposal With Length Variants

Use

If you change the proposal for a target text that has length variants, the system will display these texts in a dialog box when you choose *Change proposal*.

Prerequisites

You can only change proposals if you have the appropriate authorization, in other words, the respective translator status. For more information, see [Translator Status \[Page 56\]](#).

Procedure

1. In the short text editor, enter a target text that differs from the *Best proposal*.
2. Choose Change proposal.

The system displays the dialog box *Existing Proposals*, which contains the length variants that exist for this target text.
3. Now choose whether you want to *Retain*, *Delete* or *Change* these length variants.
 - If you choose *Retain*, the system keeps **all** the length variants in the proposal pool.
 - If you choose *Delete*, the system deletes **all** the length variants in the proposal pool.
 - If you want to change individual length variants, choose *Change*. The system then takes you to the proposal pool where you can maintain texts directly.
4. Save your entries.

Result

The system changes the *Best proposal* to the target text you have entered and the change is effective immediately in the proposal pool.



As of Release 4.6B, a dialog box appears when you choose *Change proposal*, warning you of the number of target texts that will no longer match the new proposal in the proposal pool if you continue to change the existing proposal. To cancel changing the existing proposal, choose *No*, to continue with changing the proposal choose *Yes*.

Immediate Save

Use

You can save texts for an object immediately and at any time without having to make an immediate decision regarding the status of the text.

Features

Any texts for which the status is not consistent with the proposal pool remain in your worklist until the colored bar changes to green as a result of an action.


Searching and Replacing in the Target Text

Searching and Replacing in the Target Text

Use

You can use this function to search and replace individual short texts in the short text editor. The system only finds and replaces texts within the object you have actually called up.

Procedure

1. In the short text editor, choose the function *Edit* → *Find and replace in target text* or choose .

The *Find and Replace in Target Text* dialog box appears.

2. Enter your search string in the *Find* field and your replace string in the *Replace* field, if you know it. If you enter a replace string, you need to select the checkbox *Replace with*.

You can select whether you want the system to start searching at the current row, and whether the system should take upper/lower-case into consideration.

3. If you want to confirm each replacement, select *With confirmation*. If you do not want to change a found string, choose *Find next*.

The system automatically finds the next occurrence of your search string.

4. If you want to replace all strings in one single step, select *Without confirmation* and choose *Find*.

The system will then replace all text strings satisfying your search criteria and will display a message, informing you of how many text strings have been replaced.

Result

The system replaces short text strings within this object according to your new translation.

Short Text Editor: Where-Used List

Use

You can access the [where-used list \[Page 65\]](#) from the short text editor in order to find all instances in the system where a specific source text or target text is used.

Procedure

1. From the short text editor, select the target text line that you want to find in the system and choose *Utilities* → *Where-used list*.

The system now displays a dialog box where you can make the following settings:

- Search parameters
 - Here you can choose to restrict your search according to source text, target text or both.
 - To search for all short text objects in which the source text appears (regardless of its translation), flag the *Source text* field only.
 - To search for all objects where the target text appears (regardless of its source text), flag the *Target text* field only.
 - To search for objects in which this specific target text is used to translate this specific source text, flag both the *Source text* field and *Target text* field.
 - You can also further restrict the search by only searching for objects in which the target text is assigned in the proposal pool in the same way as the proposal you have selected (as a system standard, for instance). To do this, flag the *PP attribute(s)* checkbox.
- Development classes
 - Here you can choose to restrict your search according to development class.
 - To search only in the development classes that are assigned to you, select *My development classes*.
 - To search in all development classes in the system, select *All development classes*. If you also want to increase the scope of your search to include object types and development classes that are locked for translation into your target language, you also need to select *Include locked DCs and ind. objects*.
 - To search in a specific selection of development classes, select *Special selection*, then choose *Define selection*. The system displays the application hierarchy, from which you can make a selection by double-clicking a node, subnode or specific development class(es). The node will change color once it has been selected.
 - To search within a specific node or subnode of the application hierarchy, select *Specific application component* and choose the node or subnode in which you want to search from the field on the right of this text.

2. Now choose *Continue*.

Result

Short Text Editor: Where-Used List

The system now creates a worklist in a new session. This worklist contains all the short text objects which fulfill your selection criteria. You can now call up each object in sequence and make any necessary corrections.

When you call up an object from your where-used list, you can find each instance of the text you are looking for by choosing *Find*. The text you are looking for is automatically entered in the *Find* dialog box that appears. You can branch directly to the text line in this object where the text that you are looking for is used by simply choosing Enter.

IMG Structures as of Release 4.6A

Definition

The IMG structure consists of documentation texts and activity texts.

As of Release 4.6A, it is no longer possible to call up an IMG structure as such in SE63.

IMG structures that have been migrated to the new IMG environment cannot be called up in transaction SO70 either, for display purposes.

Structure

The documentation texts of IMG structures have been migrated to the object type *Hierarchy nodes* (SHI3), and can be called up in transaction SHI3. The activity texts of IMG structures have been migrated to logical objects (TLOG).

The new object types and objects are now as follows:

- SHI3: node texts of a hierarchy, documentation texts from the IMG structure.
To access this object type from the initial screen of transaction SE63, choose *Translation* → *Short texts* → *Structures* → *Hierarchy nodes*
- SHI5: extended node texts of a hierarchy, for customer use.
To access this object type from the initial screen of transaction SE63, choose *Translation* → *Short texts* → *Structures* → *Extensions of a hierarchy*.
- TLOG:
 - CUS0: Activity texts from the IMG structure
 - CUS1 & CUS2: Previous subobjects from SOBJ and objects from OBJSUBT.

Integration

The new transaction to call up an IMG structure for display purposes is SIMGH. You call up a structure using the F4 key, and you can keep a list of the structures you want to call up by using the *Favorites* function in this transaction.

See also:

[Translating IMG Structures \[Page 136\]](#)

Translating IMG Structures

Translating IMG Structures

Use

When translating hierarchy nodes (Node texts of a hierarchy and logical objects: SHI3 and CUS0 TLOG objects), you can do the following:

- Simulate the screen in which these texts will appear
- Branch from the short text to the long text (for both SHI3 and CUS0 TLOG objects)
- Branch from the long text to the short text (only for CUS0 TLOG objects)

Procedure

1. Call up the object.
2. Place your cursor on the text you wish to see simulated and press the *Test screen* icon.
The system displays the branch or subbranch of the IMG structure to which this text belongs. For CUS0 TLOG objects, the line on which you had your cursor in the short text editor is highlighted.
3. To branch to the long text belonging to this short text object, choose *Goto → Display long text*.
4. If you are working in the long text editor, choose *Goto → Display short text*.
This only works for CUS0 TLOG objects.

Long Text Editor

Purpose

Long texts are individual objects consisting of more than one line, which you translate using the long text editor. To translate a long text, you can either work sequentially through your worklist or double-click the individual objects in the worklist. (See [Translating Individual Objects \[Page 20\]](#)). The system will take you directly to the long text editor.

Features

You can translate a long text in the following two ways:

Using the Split Screen Editor

When you call up a long text object, the long text editor is divided into two parts with the source text in the top half of the screen. This is called the split screen editor. You write the translation of the source text in the lower half of the screen. For more information, see [Functions in the Split Screen Editor \[Page 140\]](#).

Using the Fullscreen Editor

To have access to a variety of word processing features, you can branch to the fullscreen editor from the split screen editor. Choose *Translation* → *Target text* → *Fullscreen editor*. In this screen, you only see the target text. For more information, see [Functions in the Fullscreen Editor \[Page 142\]](#).

Long Text Editor Settings

Long Text Editor Settings

Use

You can configure the long text editor according to your individual requirements and preferences by making personal settings.

Features

You can make the following settings for the long text editor:

- *Save and next*

If you select this option, the system will leave the long text editor once you save. If you are in [sequential processing \[Page 124\]](#) mode, the system branches to the next object in the worklist to be edited.

- *Line numbering*

If you select this option, the line number of the source text and target text will be displayed on the left-hand side of the split screen editor. This can be useful for reference purposes.

- *Lined*

If you activate this setting then the the source text and the target texts appear in lined format in the split screen editor.

- *Technical display (standard long texts only)*

If you select this option, it enables you to view the technical history of a long text object while you are translating it in the split screen editor. The *Technical display* provides you with the following information:

- Version number
- Status (whether this long text is saved as a raw or active version). For more information, see [Saving Long Texts as a Raw/Active Version \[Page 143\]](#).
- Creator
- Date of creation
- Release
- Last person to change the object
- Date of last change

- *Number of visible source text lines*

In this field, you can define how many lines of source text you want to view in the split screen editor by entering a value between 10 and 19. The default value is 10.

Activities


To define your personal long text settings, choose *Utilities* → *Settings*, then select the *Long text editor* tab page. A dialog box appears containing the options listed above, which you can select by marking the respective checkboxes.

Functions in the Split Screen Editor

Functions in the Split Screen Editor


Displaying the Source and Target Texts

If you want to see how the source or target text looks if it is called from the online application, choose *Translation* → *Source text/Target text* → *Display*. You will then see the text as the user sees it, with indexed terms highlighted in the respective colors. You can click the highlighted texts to check that the links function correctly.


You can also call up this function by choosing the icon  in the menu bar. The system then displays the source or target text, depending on where your cursor is positioned.

Check

You can use *Check* function, to check the target text for syntax errors. Format instructions, etc.

are highlighted in red. You can call up this function by choosing the icon  in the application toolbar.

Text Compare




You can compare a changed source text with a previous version of the source text to see how this text has changed since the last translation. Select the magnifying glass icon  in the menu bar. The system will compare the version numbers and highlight differences in blue.

If source text has changed since the last translation, a message appears informing you of this when you call up a long text object.




When you work with the text compare function, you should call up an additional session in which you can display the changes. You can then use one session to translate the changes, while retaining all the changes visually in the other session.


Inserting and Deleting Text

You can insert and delete lines in the target text using the icon  and  icon in the application toolbar respectively. You can use the icon  to delete the entire target text.

Undo

You can use the *Undo* button to retract your changes. The system then retrieves the last stored text status (in other words, all changes made to the long text since the last time you saved are 'undone'). You can call up this function by choosing the icon .

Copying the Source Text

You can copy the source text into the target text editor. When you copy, all formatting, glossary links, etc. are also copied. To copy the source text into the target text, choose *Edit* → *Copy source text* or use the icon .

Repository Information System

You can use this icon to branch to the ABAP Dictionary information for the object you are currently translating. For more information, see [BC - ABAP Dictionary \[Ext.\]](#).

Calling Up the Short Text

You can call up the short text belonging to this object by choosing *Goto* → *Short text*.

Terminology


You can find and maintain terminology using SAPterm functionality from the long text editor.


To search for existing terminology in SAPterm, choose *Extras* → *Terminology* → *Find*. A dialog box appears where you can enter the term you wish to find and choose Enter. The system then displays a hit list of terms that match your search criteria. To view a specific term in SAPterm, select the term and choose *Display term concept*.

To maintain terminology in SAPterm, choose *Extras* → *Terminology* → *Maintain*. The initial screen of SAPterm appears, where you can maintain terminology in the usual way.

For more information, see [CA – Terminology and Glossary Maintenance \(SAPterm \[Ext.\]\)](#)

Displaying More/Less Source Text Lines

If you want to see more source text lines in the split screen editor, choose the icon  (*More source text lines*).

If you want to see less source text lines in the split screen editor, choose the icon  (*Less source text lines*).

Scroll Bars

In the split screen editor, scroll bars are available in both the source text and the target text on the right-hand side of the screen.

Functions in the Fullscreen Editor

Functions in the Fullscreen Editor

Use

To have access to a variety of word processing features, you can call up the fullscreen editor. In this screen, you only see the target text.

Integration

To access the fullscreen editor, choose *Translation* → *Target text* → *Fullscreen editor* from the split screen editor when translating a long text object.

Features

The fullscreen editor works in the same way as the SAPscript Editor. For more information, see [Getting Started with the SAPscript Editor \[Ext.\]](#).

Activities

Always save any changes you have made to your long text in the fullscreen editor before returning to the split screen editor.

Saving Long Texts as a Raw/Active Version

Use

To avoid the problem of long text disappearing from your worklist before you have finished translating them, there is now a new function which enables you to save a half-finished long text as a raw version.

This function ensures that the long text remains in your worklist the next time you call it up.

Integration

To save a long text as a raw version, choose *Save*.

To save a long text as an active version choose *Save active*.

Prerequisites

We recommend that you always save long texts as raw version (using the normal *Save* function) until you are completely sure that you have finished translating the long text in question. This means:

- You have translated the entire long text
- You have ensured that no source language remains in the long text
- You have tested the links in the object and they all function correctly
- You have performed a syntax check to ensure that your long text does not contain any syntax errors

Once you have fulfilled these criteria, you can then save your long text as an active version.

Features

When you save a text as a raw version (using the normal *Save* icon), the system will display a warning message in blue at the top of your text saying “**Target text in raw version**”.

You will also see status “**R**” in the technical information for the target text. To view the technical information, you need to make the appropriate setting in your [Long Text Editor Settings \[Page 138\]](#).

When you are absolutely sure you have finished translating the long text, you can then choose *Save active* and save your long text as an active version. The blue warning text will disappear and the status will change to “**A**” in the technical information for the target text.

If you translate and save your changes in the fullscreen editor, your text will automatically be saved as a raw version. The system will display the message “**Target text in raw version**” when you return to the splitscreen editor and the target text will have status **R**, until you save the text as an active version.

Even after you have saved a long text as an active version, you can always save it as a raw version again if you change your mind - as long as the long text is still in your worklist.

Saving Long Texts as a Raw/Active Version

Activities

If you try to exit a long text without saving your changes, a dialog box will appear prompting you to decide whether you want to:

- Save the text as an active version (choose *Save active*). Only select this option if you are sure you have finished translating the long text.
- Save the text as a raw version (choose *Save (raw)*). Select this option if you want to call up this object again from your worklist to finish translating it, to check the links, to correct it, etc.

If you do save a long text as a raw version and exit the long text editor, this has the following consequences:

- The object will remain in your worklist.
- The total number of lines of the object will now be displayed as **new lines** in your worklist and in your statistics.



Before you translate data element BEISPIEL it has a total of 10 lines, of which 2 are new and 3 are modified. You start to process this object, save it as a raw version, and then leave the object. The system will now display data element BEISPIEL as having **10 new lines** in the statistics and in your worklist.

Once you save the object as an active version, the system will display the total number of lines as **translated lines**. After the next worklist run, it will disappear from your worklist and from your statistics.

Long Text Editor: Branching to the Proposal Pool

Use

When translating a long text in the split screen editor, it is now possible to look up the proposal pool entries for a word in the source language.

Prerequisites

This function is based on the following logic:

It searches the proposal pool for individual words (strings) stored in the translation memory.

Strings without blanks (which may occur in some double-byte languages, such as Japanese or Chinese) are considered as an entire string. This means that this function may not supply you with the expected translation.

Procedure

From the split screen editor, place your cursor on the source text word that you want to look up, and choose *Proposal Pool* → *Proposal Pool*.

Result

If an entry exists in the proposal pool, the *Proposal Pool: Editing* dialog box appears for the source text you selected.

Long Text Editor: Constructing Proposals

Use

When translating a long text in the split screen editor, it is now possible to call up a proposal for an individual word in the source language, by means of the *Construct proposal* function.

Prerequisites

This function is based on the following logic:

It searches the proposal pool for individual words (strings) stored in the translation memory.

Strings without blanks (which may occur in some double-byte languages, such as Japanese or Chinese) are considered as an entire string. This means that this function may not supply you with the expected translation.

Procedure

From the split screen editor, place your cursor on the source text word that you want to look up and then choose *Proposal pool* → *Construct proposal*. Alternatively, double-click the source text word.

Result

If an entry exists in the proposal pool, it will be displayed in the message line at the bottom of the screen.

Translating Glossary Links in the Long Text Editor

Use

The Glossary is maintained in SAPterm. Glossary entries are definitions, or explanations, of existing terms in SAPterm. End users can use the glossary links in long texts to branch to existing glossary definitions.

For more information, see [CA – Terminology and Glossary Maintenance \(SAPterm \[Ext.\]\)](#)

Features

When translating glossary links, you will be confronted with two different kinds of links. Both kinds work, but they need to be treated differently when you translate them.

Activities

Translating 'Old' Glossary Links

The 'old-style' link: `<DS.GLOS:Buchungskreis>Buchungskreis</>` needs to be translated in this way: `<DS.GLOS:company_code>company code</>`. The first text **company_code** is the actual link to SAPterm and the second text **company code** is the text that is displayed to the end user.



Note the underscore (`_`) instead of a blank space between words in the link. Links only work if they are not separated by line breaks. `<DS.GLOS:company`

`code>company code</>` will not create a link because the link is spread across two separate lines. Using an underscore instead of a blank space keeps the words in a link together. The text that is displayed to the end user, however, can be separated by line breaks and need not be identical to the link text, for example:

`<DS.GLOS:company_code>Company codes</>` if the link is at the beginning of the sentence and the text is describing several company codes.

The end user sees the glossary links as highlighted texts and will be able to access glossary entries by clicking this link.

Translating 'New' Glossary Links

The 'new-style' link uses a 32-character string called a GUID, which is used to create HTML links. For example:

`<DS.GLOS:00000644897264920902354225416587>Buchungskreis</>`

The GUID is a unique number which is not language-dependent and creates links to the correct text based on the logon language. You should translate the link as follows:

`<DS.GLOS:00000644897264920902354225416587>company code</>`

If the GUID is too long for the line, you need to insert another line and enter the entire glossary link in that line.

Translating Glossary Links in the Long Text Editor

Old-style links still work. If, however, an old-style link is updated to a GUID in the source text, you should also update the link in your target text. Otherwise, treat the old-style links as before.

Worklist Statistics

Purpose

Transaction **SLLS** displays detailed translation statistics. It enables translators to monitor their personal progress when translating into a target language and coordinators can check the overall translation status for one or all target languages. The statistics can be displayed in detail by development class and object group.

Features

The statistics are created automatically as the last step of each worklist run and are stored in a separate statistics database. Several versions are available for each target language.

From this database, you can call the statistics up at any time and analyze them according to different criteria.

You can use this transaction to create statistics according to the following criteria:

- Statistics for all languages
- Statistics for the entire system (based on the worklists)
- Statistics for locked development classes and individual object groups
- Statistics for individual translators
- Statistics in the application hierarchy
- Statistics for individual object groups
- Historical statistics for a selected period of time, or a specific month, or for an entire release

See also:

[Calling Up the Statistics Function \[Page 150\]](#)

Calling Up the Statistics Function

Calling Up the Statistics Function

Purpose

The statistics will show you the status of translation in the system. The statistics displayed in this function are the results of the last statistics run stored in the database. If you have coordinator status, you can run the statistics function to produce the latest statistics.

Process Flow

1. To call up the initial screen of the statistics function, you call up transaction SLLS. You can also call up the statistics from the initial screen of transaction SE63 by choosing *Goto* → *Statistics*.
2. As of Release 4.6B, the initial screen for worklist statistics is organized as follows:

Tab Page	Description
Complete statistics	The complete statistics function displays the worklist statistics stored on the database for each application. For more information, see Calling Up the Complete Statistics [Page 152] . It is also possible to display the worklist statistics for all languages from this tab page. For more information, see Calling Up Statistics for All Languages [Page 154] .
My statistics	This function allows translators to display and print their own statistics, in order to monitor their own progress. For more information, see Calling Up Your Own Statistics [Page 155] .
Application	This function allows you to display the statistics for specific components in the application hierarchy. For more information, see Calling Up Statistics in the Application Hierarchy [Page 157] .
Object group	This function allows you to limit the statistics to specific object groups. For more information, see Calling Up Statistics by Object Group [Page 159] .
History	This function allows you to display the statistics for a specific period of time, for a complete month, or for an entire release level (for example, you could display the whole statistics history for Release 4.5A). For more information, see Displaying the Statistics History [Page 160] .
Default settings	This function enables you to define the display of statistics in the list display [Page 164] . For more information, see Defining Default Settings for Statistics [Page 162] .
Organization	This function allows coordinators to delete older, obsolete statistics that they no longer want to view. For more information, see Statistics: Organization [Page 163] .

3. With the exception of the *Complete statistics*, *All languages*, and *History* options, you can choose between the following after selecting the required statistics:
 - Display of the worklist statistics stored in the database (possibly not completely up-to-date)

Calling Up the Statistics Function

- Preparation of up-to-date statistics - however, this is very time-consuming.
- 4. In the case of the *Complete statistics* and *History* options, you can choose whether to include locked development classes and objects in the statistics or not, as follows:
 - Display of the worklist statistics without locked development classes and individual objects
 - Display of the worklist statistics including locked development classes and individual objects
 - Display of the worklist statistics for locked development classes and individual objects only
- 5. The function *Display* lists the current statistics.
- 6. All views of statistics can be subsequently printed.

Result

You can expand or compress the display of the development classes and the object types by clicking on the +/- icon. Once you have expanded the statistics for both development class and object type, green arrows indicate where you will find objects containing texts for translation.

You can click on these arrows to display an object list for this development class and this object type. Here, the system only displays those objects that still have to be translated.

From this list, you can branch directly into SE63 either by clicking on the object name or by choosing *Translate*.

Calling Up the Complete Statistics

Calling Up the Complete Statistics

Procedure

1. To call up the initial screen of the statistics function, call up transaction SLLS.
2. Enter the *Source language* and the *Target language* for which you want to display the statistics.
3. In the *Worklist number* field, choose the number of the worklist for which you want to display the worklist statistics. The worklist number for the standard worklist statistics is **1**.
4. Under *Statistics parameters*, you can choose to display complete statistics according to the following criteria:
 - **Application**

If you choose this option, the statistics are displayed alphabetically according to application ID. You can display statistics of each application, according to development class and object type in this view.
 - **Application hierarchy**


If you choose this option, the statistics are displayed according to the application hierarchy. All development classes are assigned in the application hierarchy.

To see details of a particular node in the hierarchy, double-click the node. This node will then change color to yellow.

You can now choose *Detail view* from the application toolbar to display details of the statistics for the development classes in this node. The system takes you to the *Worklist Statistics in Application Hierarchy* screen, in which you will need to select the object groups for which you want to view the detailed statistics.

Choose *Display* to see the statistics for the object group(s) you have selected.
 - **Translator** (for coordinators only)

This view gives you a list of statistics by translator, according to development class and object type.
5. Choose the creation date of the statistics you want to view under *Complete statistics*.

The *Creation date* displayed is the date when the statistics were last updated to the database. To display statistics originating from other, earlier dates, choose the  icon (*Change date*) and select a different date from the dialog box that appears.
6. Under *Objects locked for translation*, you can also choose whether or not to display the statistics for locked development classes or individual objects, as follows:
 - **Without**

If you choose this option, the statistics are displayed without taking locked development classes or locked objects into account.
 - **With**

If you choose this option, the statistics are displayed for both unlocked and locked development classes and individual objects.

Calling Up the Complete Statistics

– Only locked DCs and individual objects

If you choose this option, the statistics are only displayed for locked development classes and individual objects.

7. Now choose *Display*.



If you have *Coordinator* status, you can also update the complete statistics.

To update the complete statistics, choose *Update*.

Result

The system displays a list of statistics stored in the database by application, according to the selection you have made (for example, statistics according to the application hierarchy without locked development classes and individual objects).

You can expand or compress the display of the development classes or the object types by clicking on the +/- icon. Once you have expanded the statistics for both development class and object type, green arrows indicate where you will find objects containing texts for translation.

You can click on these arrows to display an object list for this development class and this object type. Here, the system only displays objects that still have to be translated.

From this list, you can branch directly to transaction SE63 to translate the object in question, either by double-clicking on the object name, or by selecting the object and choosing *Translate*.



From Release 4.0A of the SAP R/3 System, each application is represented by an application ID, in accordance with the application hierarchy. Some applications are still listed in the application hierarchy under the one-character application ID and are therefore listed in the statistics under this ID. This one-character application ID, however, corresponds to the first character of the development class and does not refer to the application hierarchy.

See also:

[Statistics: List Display \[Page 164\]](#)

[Comparing Versions of the Statistics Directly \[Page 167\]](#)

Calling Up Statistics for All Languages

Calling Up Statistics for All Languages

Use

The worklist statistics for all languages refer to all the target languages which are translated in the R/3 System. The displayed statistics were generated at the specified time in a special run and stored on the database. They include all the objects assigned to the particular target language, irrelevant of the source language and of the worklist to which they belong.

Prerequisites

The report RSLANST1 must first be run to create current statistics for all languages in the system.

Procedure

1. To call up the initial screen of the statistics function, call up transaction SLLS.
2. Choose *Complete statistics* → *All languages*.

Result

The system displays a list of all languages in the system. This list contains, for each language, the complete numbers of all *Total*, *New*, *Modified* and *Translated* texts. The percentage values shown refer to the total number of lines.

You can also display an older version of the statistics for *All languages* by choosing the *Old statistics* pushbutton in the list display screen. A dialog box appears, listing the dates of the earlier statistics runs from which you can select the version you require.

See also:

[Statistics: List Display \[Page 164\]](#)


[Comparing Versions of the Statistics Directly \[Page 167\]](#)

Calling Up Your Own Statistics

Use

This function allows translators to display and print their own statistics, in order to monitor their own progress.

Procedure

1. To call up the initial screen of the statistics function, call up transaction SLLS.
2. Choose *My statistics*.
3. Enter the *Source language* and the *Target language* for which you want to display your own statistics.
4. In the *Worklist number* field, choose the number of the worklist for which you want to display the worklist statistics. The worklist number for the standard worklist statistics is **1**.
5. If you are a coordinator, you can choose the name of the translator for whom you want to call up statistics in the *Name of translator* field. A translator without coordinator status will only be able to call up statistics for their own user.
6. Under *Statistics parameters*, choose one of the following options:
 - *Current statistics (long runtime)*
 To be completely up-to-date, you can choose *Current statistics*, which will calculate the current statistics. The runtime depends on the number of development classes assigned to the translator. These statistics are not stored in the database and always have to be regenerated.
 - *Fetch statistics from database with creation date*
 The date displayed here is the date when the statistics were last updated to the database. To display statistics originating from other, earlier dates, choose the  icon (*Change date*) and select a different date from the dialog box that appears.
7. To view your statistics according to object group (in other words in the same sequence as the objects appear in your worklist), select *Display according to object group*.
8. Select the object groups for which you want to see statistics. The object groups that have been selected for translation by your translator coordinator in transaction **SLWA** are displayed here. You can use the following options from the application toolbar to help you:
 - *Select all*
 - *Deselect all*
 - *Short texts*
 - *Long texts*
9. Now choose *Display*.

Result

The system shows a list of statistics for the translator and object group(s) you have selected, which you can expand according to development class or object type by clicking on the +/- icon.

Calling Up Your Own Statistics

Once you have expanded the statistics for both development class and object type, green arrows indicate where you will find objects containing texts for translation.

You can click on these arrows to display an object list for this development class and this object type. Here, the system only displays those objects that still have to be translated.

From this list, you can branch directly to transaction SE63 to translate the object in question, either by double-clicking the object name, or by selecting the object and choosing *Translate*.



If several translators share a development class (in other words, the same development class has been assigned to two or more translators), each translator will see the complete values for that development class.

See also:

[Statistics: List Display \[Page 164\]](#)


[Comparing Versions of the Statistics Directly \[Page 167\]](#)

Calling Up Statistics in the Application Hierarchy

Use

This function allows you to display the statistics for specific components in the application hierarchy.

Procedure

5. To call up the initial screen of the statistics function, call up transaction SLLS.
6. Choose *Application*.
7. Enter the *Source language* and the *Target language* for which you want to display the statistics.
8. In the *Worklist number* field, choose the number of the worklist for which you want to display the worklist statistics. The worklist number for the standard worklist statistics is **1**.
7. Under *Statistics parameters*, choose one of the following options:
 - *Current statistics (long runtime)*
 To be completely up-to-date, you can choose *Current statistics*, which will calculate the current statistics. The runtime depends on the number of development classes assigned to the translator. These statistics are not stored in the database and always have to be regenerated.
 - *Fetch statistics from database with creation date*
 The date displayed here is the date when the statistics were last updated to the database. To display statistics originating from other, earlier dates, choose the  icon (*Change date*) and select a different date from the dialog box that appears.
6. To select a specific nodes, subnodes, or individual development classes from the application hierarchy, select *Application hierarchy* under *Selection* and choose *Select*.
 The system displays the application hierarchy, from which you can make a selection by double-clicking on a node or subnode. The node will change color once it has been selected.
7. Choose *Continue* to return to the selection screen.
8. Alternatively, to display the statistics for one single node or subnode of the application hierarchy, simply select *Application node* under *Selection* and choose the (sub)node you require from the field on the right-hand side.
9. Select the object groups for which you want to see statistics. The object groups that have been selected for translation by the translation coordinator in transaction SLWA are displayed here. You can use the following options from the application toolbar to help you:
 - *Select all*
 - *Deselect all*
 - *Short texts*
 - *Long texts*
10. Now choose *Display*.

Calling Up Statistics in the Application Hierarchy**Result**

The system shows a list of statistics for the application and object group(s) you have selected, which you can expand according to development class or object type.

See also:

[Statistics: List Display \[Page 164\]](#)


[Comparing Versions of the Statistics Directly \[Page 167\]](#)

Calling Up Statistics by Object Group

Use

This function allows you to limit the statistics to specific object groups.

Procedure

9. To call up the initial screen of the statistics function, call up transaction SLLS.
10. Choose *Object group*.
11. Enter the *Source language* and the *Target language* for which you want to display the statistics.
12. In the *Worklist number* field, choose the number of the worklist for which you want to display the worklist statistics. The worklist number for the standard worklist statistics is **1**.
8. Under *Statistics parameters*, choose one of the following options:
 - *Current statistics (long runtime)*
 To be completely up-to-date, you can choose *Current statistics*, which will calculate the current statistics. The runtime depends on the number of development classes assigned to the translator. These statistics are not stored in the database and always have to be regenerated.
 - *Fetch statistics from database with creation date*
 The date displayed here is the date when the statistics were last updated to the database. To display statistics originating from other, earlier dates, choose the  icon (*Change date*) and select a different date from the dialog box that appears.
6. You must now select at least one object group.
 You can choose *Short texts* to select all object groups for short texts, or *Long texts* to select all object groups for long texts.
7. Choose *Display*.

Result

The system shows a list of statistics for the object group(s) you have selected, which you can expand according to development class or object type by clicking on the +/- icon.

See also:

[Statistics: List Display \[Page 164\]](#)

[Comparing Versions of the Statistics Directly \[Page 167\]](#)

Displaying the Statistics History

Displaying the Statistics History

Use

This function allows you to display the statistics for a specific period of time, for a complete month, or for an entire release level (for example, you could display the whole statistics history for Release 4.6A).

Procedure

2. To call up the initial screen of the statistics function, call up transaction SLLS.
5. Choose *History*.
6. Enter the *Source language* and the *Target language* for which you want to display your statistics.
7. In the *Worklist number* field, choose the number of the worklist for which you want to display the worklist statistics. The worklist number for the standard worklist statistics is **1**.
5. Under *Period*, you can choose between the following time criteria for displaying the worklist statistics:
 - *From/to*
Here you set a definite time period of time during which translation took place for which you want to display the statistics history. The default setting is a period for the previous month.
 - *Month/Year*
Here you can set a particular month, in order to display the statistics history for May 1999, for instance.
 - *Release*
You can choose a particular release, in order to display the statistics history for Release 4.6A, for example.
6. Under *Objects locked for translation*, you can choose whether or not to display the statistics for locked development classes and individual objects, as follows:
 - *Without*
If you choose this option, the statistics history is displayed without taking locked development classes or locked objects into account.
 - *With*
If you choose this option, the statistics history is displayed for both unlocked and locked development classes and individual objects.
 - *Only locked DCs and individual objects*
If you choose this option, the statistics history is only displayed for locked development classes and individual objects.
7. Now choose *Display*.



To display an older version of the statistics for *All languages*, you must use the *Old statistics* function in the list display screen for the *All languages* statistics. For more information, see [Calling Up Statistics for All Languages \[Page 154\]](#).

Result

The system displays a list of statistics for the dates of the statistics runs that fall within the period of time that you have selected. You can expand the statistics for a specific date according to development class by clicking on the +/- icon.

Displaying the Statistics History Graphically

You can now display the statistics history in graphical form for either all dates in the list or for a selection of dates (for example, if you want to omit any outliers from the graph). You can also choose between displaying the graphic for the entire system or for a specific application. To do this, proceed as follows:

Displaying a Graphic for the Entire System

1. From the list display screen of the statistics history, either flag all dates in the list, or a selection of them.
2. Choose *Edit* → *Graphical display*.

The system now displays a graphic of the statistics history for the entire system based on the dates you have selected.

Displaying a Graphic for a Specific Application

1. From the list display screen of the statistics history, either flag all dates in the list, or a selection of them.
2. Choose *Edit* → *Graphic for appl..*.

A dialog box appears, containing a list of all available applications.

3. You can now choose an application by double-clicking on an application from the list.

The system now displays a graphic of the statistics history based on the dates you have selected for the application you have chosen.

The graphic displays the statistics history as follows:

- Blue = total lines
- Red = new lines
- Yellow = modified lines
- Green = translated lines

You can print this graphic by choosing *Graphic* → *Print*.

Defining Default Settings for Statistics

Defining Default Settings for Statistics

Use

The *Default settings* function in transaction SLLS enables you to define the way you view the statistics in the *List Display* screen.

Procedure

3. To call up the initial screen of the statistics function, call up transaction SLLS.
8. Choose *Default settings*
9. Choose the *Source language* and *Target language* of the statistics you want to display.
10. Under *List format*, make the following settings:
 - *'Development class' column width*

This setting allows you to increase the width of the column that displays the development classes in the *List Display* screen

If some of the development classes that you wish to display in the statistics have an ID that longer than 4 characters, you need to change this setting accordingly.
 - *Display percentages*

This setting allows you to define whether you wish the statistics also to be displayed in terms of percentages. If you only wish to display the statistics in terms of lines, deactivate this option.
 - *Only show entries that are not completely translated*

This setting allows you to restrict the statistics so that when you expand according to development class or object type, the system only displays entries that are not 100% translated. This saves time when you are drilling down trying to find the green arrow for objects that still need to be translated.
5. Under *Secondary translation status* you can choose for which source text statuses you want to display the worklist statistics. For more information on what each secondary translation status means, see [Secondary Language Status \[Ext.\]](#).

Result

When you now call up the statistics, the *List Display* screen will now appear in accordance with the settings you have made here.

Deleting Worklist Statistics

Use

Coordinators can use the *Organization* function in transaction SLLS to delete older versions of the statistics that are no longer needed.

Prerequisites

In order to be able to delete the worklist statistics, you need to have authorization S_ADMI_FCD assigned to your user.

Procedure

1. To access this function, call up transaction SLLS.
2. Choose *Organization*
3. Select the *Source language* and *Target language* for which you want to reorganize the statistics.
4. Select the version(s) of the statistics you wish to delete and choose *Delete*.

Result

The system deletes the statistics you selected from the database.

Statistics: List Display

Statistics: List Display

Use

The list contains the number of

- Total lines
- New lines
- Modified lines
- Translated lines
- Lines for which a proposal exists in the proposal pool

The number of translated lines is computed from the difference:

$$\text{translated} = \text{total} - \text{new} - \text{modified}.$$

The specified percentages always refer to the total number of lines. The line information does not correspond to the number of objects as displayed in transaction SE63.

Features

You can expand the statistics display according to development classes and object groups (or both) by choosing “ + “. The corresponding sum lines remain in the list. The sorted area is collapsed again by choosing “ - “. You can change the display of the whole list with *Edit* → *Expand dev.class.* and *Expand object type*, which are also available as icons.

Development classes can now be up to 30 characters in length. If your display settings are such that you cannot see the full name of the development class, you can double-click on the development class to show the full name.

You can change the width of the column for the *Development class* by choosing *List format* → *Change*. In this dialog box, you can also choose whether you want to display percentage figures for the statistics or not.

The functions *Expand all* and *Collapse all* are also offered. These functions are implemented as icons in the applications toolbar.

If the “green arrow” icon appears in the list of worklist statistics, you can display an object list of the objects still to be translated for this development class and this object type by clicking on the arrow.

The icons only appear if there are still objects to be translated. In addition to the usual line information, the object status of the objects to be translated is also displayed here. To limit the scope of the object list, only the objects to be translated are displayed.

You can print the object list in the same way as the worklist statistics.

The object list is always an up-to-date excerpt of the worklist table. For this reason, the values of the displayed worklist statistics and the object list could be inconsistent. The object list contains the current figures, which might differ from the displayed statistics due to changes in the worklist. The system points out inconsistencies.

See also:

[Statistics: Storing in Excel \[Page 166\]](#)

[Comparing Versions of the Statistics Directly \[Page 167\]](#)

Statistics: Storing in Excel

Statistics: Storing in Excel

Prerequisites

This functionality requires a Microsoft Windows platform and assumes that Excel (version 5.0) is installed.

You also need to ensure that the path of your Excel executable (Excel.exe) is known to your PC.

Procedure

You can store each displayed list of the worklist statistics on the local file system as Excel statistics. Choose the function *Excel* (*Edit* → *Store in Excel*).

Result

An Excel window is started directly on the local host and filled with the list data.

Comparing Versions of the Statistics Directly

Procedure

1. To compare worklist statistics according to different creation dates, choose *Edit* → *Stats comparison* in the statistics list display screen.
2. A dialog box appears where you can select statistics with an earlier creation date.
3. Select the creation date of the older statistics with which you want to compare the current statistics and choose *Enter*.

Result

The system subtracts the older statistics stored in the database from the displayed statistics.

The numbers can be negative.



New lines = -89

This means that the number of new lines to be translated in the period of time in question has been reduced by 89 lines.

The percentages still refer to the displayed total number of lines. Percentages larger than 100 % can also be displayed.

You can cancel the comparison by choosing *Edit* → *Cancel comparison*.

Translation Performance Statistics

Translation Performance Statistics

Purpose

Transaction **SLLT** is an accounting tool that can be used to:

- Determine the translation performance of individual translators and translator groups
- Monitor the translation of individual components in the application hierarchy and individual object groups
- Calculate payment of translated lines

Constraints

Translators with status 1, 2 or 3 are only able to call up their own statistics.

Accounting Principle

Purpose

Transaction SLLT enables you to display statistics and statuses of translated texts for the purposes of monitoring and billing. The display has the following features:

- Always up-to-date
- Transparent

Each translator has authorization to call translation statistics for himself/herself.

- Automatically updated

The statistics are updated automatically in the background, it is not necessary to initiate any processes.

Process Flow

The information available in transaction SLLT is based solely on activities in SE63. Any changes made in transaction STMP or in proposal pool maintenance are not taken into account.

The function *Change proposal* in SE63 is regarded as simplified proposal maintenance. Any changes made using this function are therefore not taken into account.

Line information is stored online in a separate accounting table for target language, source language, translator, development class (application), date and object type (object group). All this technical information can be shown in detail in SLLT under *Display variant*.

Selecting the Accounting Data

Selecting the Accounting Data

Procedure

1. To call up the accounting tool, enter **/NSLLT** in the command field.

The system displays the screen *Selection for Translation Performance Statistics*.
2. Make the following entries in this screen:
 - **Languages**
 - *Source language*

This entry is optional. However, if you work from more than one source language, you can define the language for which you want to display statistics here.
 - *Target language*

You must enter the target language into which you translate.
 - **Period**
 - *Period from/to*

You can set a definite time period during which translation took place, and for which you want to display translation statistics. The default setting is a period for the previous month.
 - *Period Month/Year*

You can set a particular month for which you want to display translation statistics.
 - *Period R/3 Release*

You can make a setting for a particular release for which you want to display translation statistics.

Choose one of the above **Period** settings.
 - **Text type**
 - *Short texts*

With this setting, you can display translation statistics for short texts.
 - *Long texts*

With this setting, you can display translation statistics for long texts.

You can of course displays statistics for short and long texts together.
3. To display the results of your selection, choose *Display*.

Valuation Factors

Administrators can change or display the valuation factors that are used to calculate billing of translation work by choosing *Valuation factors*.

The system displays the adjusted valuation factors. If no values have been entered, the system then displays the default valuation factors for the source and target language you have selected:

Selecting the Accounting Data

- **Short text valuation**
 - *Created lines*
Default is 100%
 - *Matched lines*
Default is 30%
 - *Repaired lines*
Default is 0%
 - *Short text line price*
Local price
- **Long text valuation**
 - *Long text line price*
Local price

If all the values are set to 0%, accounting data is not recorded or taken into account.

If you change the default values, *Save* before leaving this dialog box, or press *Copy*.

- *Undo* function
The *Undo* function reverts the data to the last saved status in the database.
- *Default values*
If you select *Default values*, the system will insert the default values or overwrite the values you have entered with the default values (see above).

Result

The system displays the translation performance statistics according to the settings you have made in the initial screen using the standard R/3 list display function.



It is also possible to save display variants so that you can compare the performance of two different translation agencies, for example. For more information on how to do this, see [Display Variants \[Ext.\]](#).

Accounting Statistics Display Screen

This display screen shows the status of texts according to your selection options in the initial screen of transaction SLLT.

- *Translated lines*
Translated lines contain the translation of new and modified lines. These are lines that were either not translated (red) or unaccepted (yellow) before translation, have been translated, and are now correctly translated according to the proposal pool (green).
- *Available lines* (short texts only)
These are lines that have also been translated (see above), and for which at least one proposal was available in the proposal pool.

Selecting the Accounting Data

- *Matched lines* (short texts only)

Matched lines are translated text lines for which a translator copied or used existing proposals.

- *Created lines*

- **Short texts**

Created lines are lines for which a translator created a new line in the proposal pool. However, this only applies for texts that have been created in the short text editor of SE63. Texts that have been created in proposal pool maintenance or in transaction STMP are not taken into consideration.

- **Long texts**

In the case of long texts, created lines means the number of long text lines that have been translated.

- *Repaired lines*

Repaired lines are lines that were correctly translated according to the proposal pool (green) both before and after translator intervention. This could include, for example, text lines that have been corrected, for the purposes of maintenance or quality assurance.

Repaired lines are only taken into account if a new proposal is created in the short text editor in SE63, not if an existing proposal is used.

Worked Lines

The final price paid for translation is based on the number of worked lines, which is calculated as follows:

- **Short texts**

The number of worked lines for short texts is calculated using the following formula:

The number of *Created* lines multiplied by the created factor, plus the number of *Matched* lines multiplied by the matched factor, plus the number of *Repaired* lines multiplied by the repaired factor.

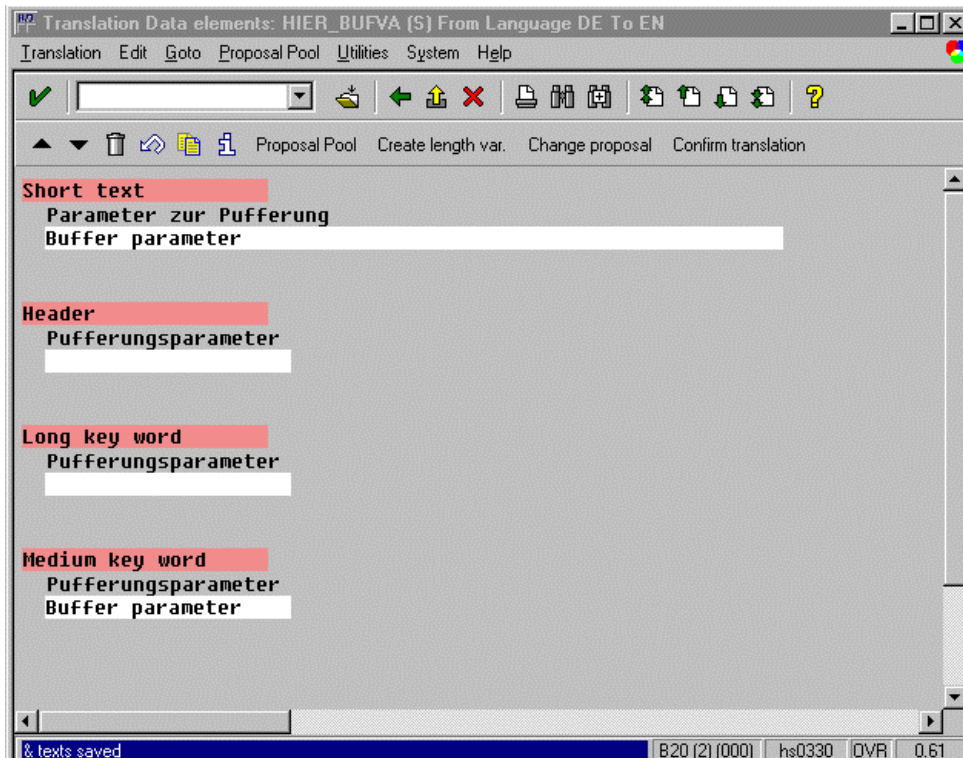
- **Long texts**

The number of worked lines for long texts is equal to the number of long texts lines that have been translated.

Accounting Tool: Examples

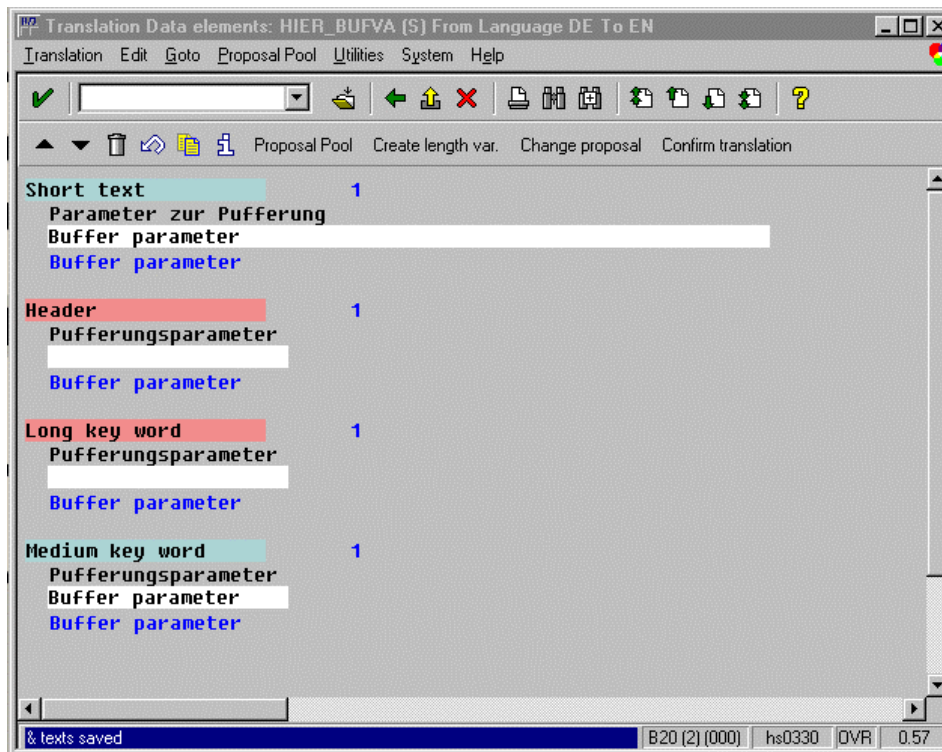
This topic shows how the accounting tool calculates the number of worked lines, or the final price paid for translation, using an example with data element texts.

The data element used in this example is called HIER_BUFVA and consists of four text lines. In the first screen, no translation pairs exist in the proposal pool, so all texts lines are marked red. However, the same example could be used for text lines that have not yet been accepted by the proposal pool, where the text lines were marked in yellow.



The above graphic shows the status of the data element before saving. Two translations have been created.

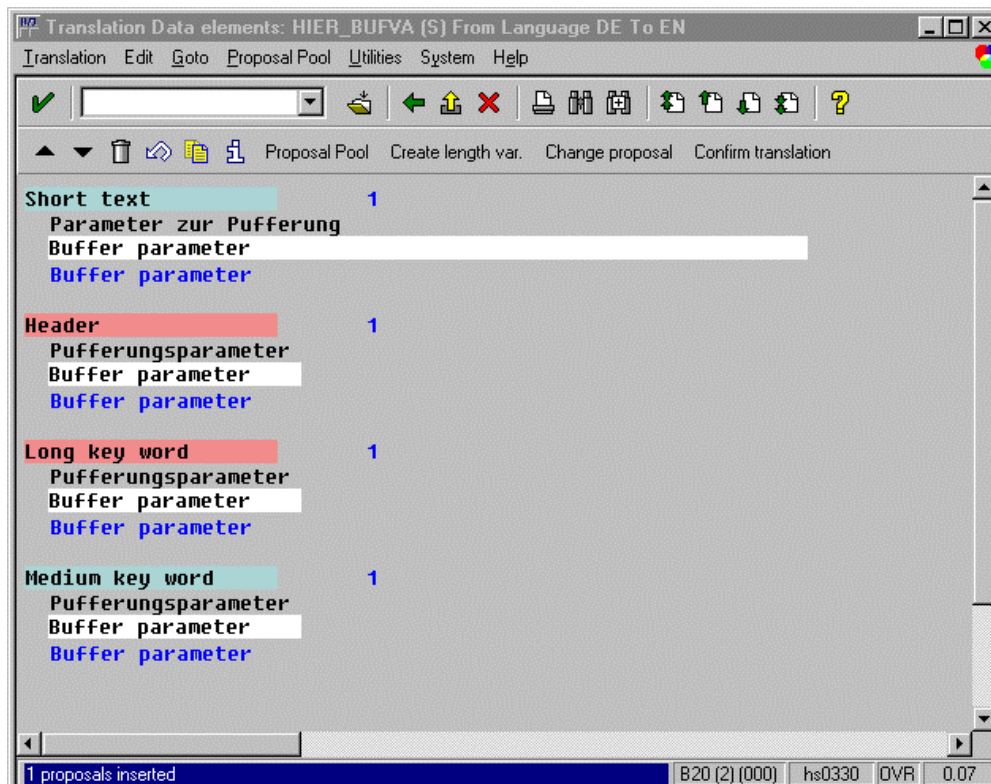
Accounting Tool: Examples



The above graphic shows the status of the data element after saving. After saving, two text lines have best proposals, as a result of the target text created for the fourth text line. The translation work is calculated as follows in this example:

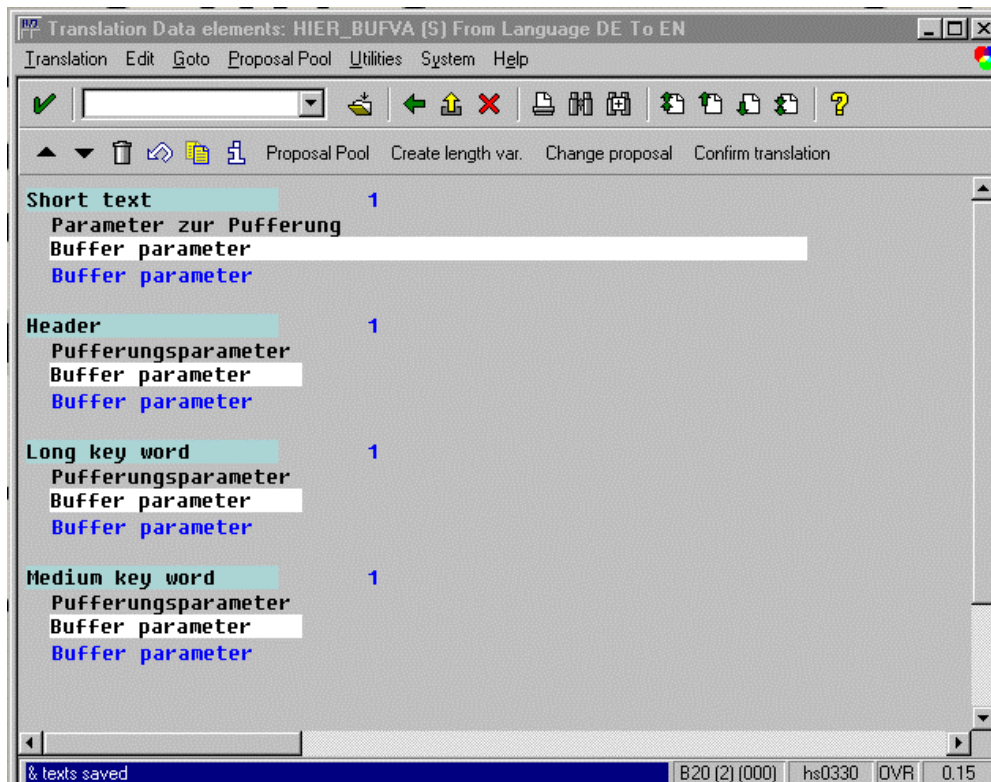
- 2 translated lines
- 0 available lines
- 0 matched lines
- 2 created lines
- 0 repaired lines
- 2 worked lines

The example is continued in the following two graphics:



The above graphic shows the status of the data element before saving. The two proposals have been taken over into the red target text lines.

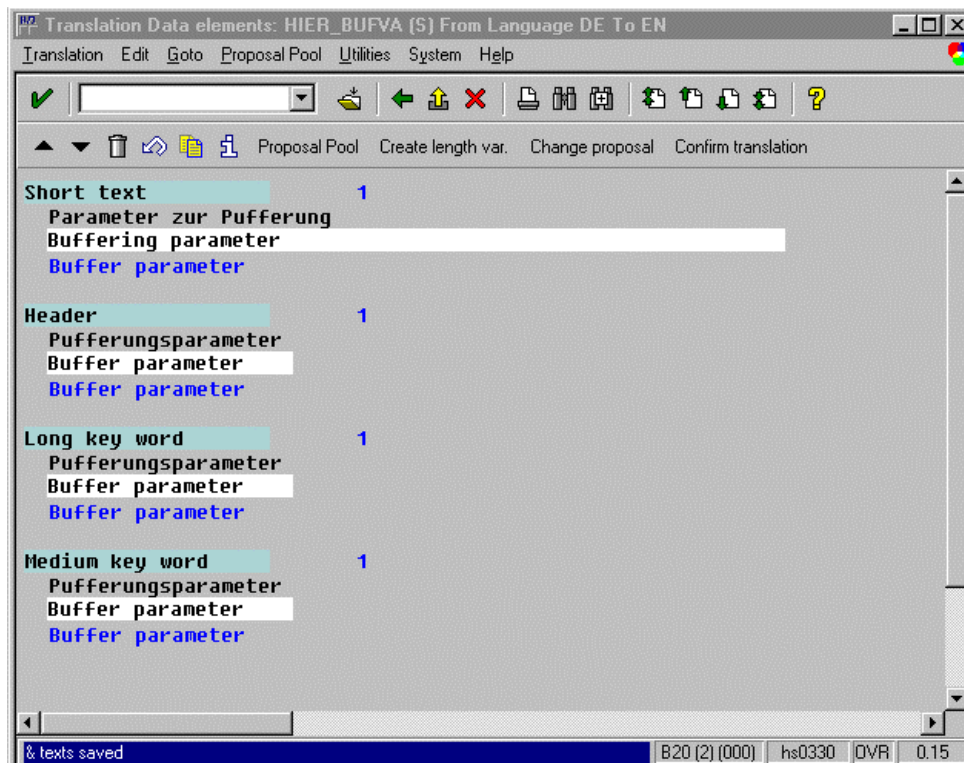
Accounting Tool: Examples



The above graphic shows the status of the data element after saving. All texts are now translated, but the missing translations were provided by the two matched lines, for which best proposals were available. The translator could provide the missing translation by clicking on the best proposals. The translation work is calculated as follows in this example:

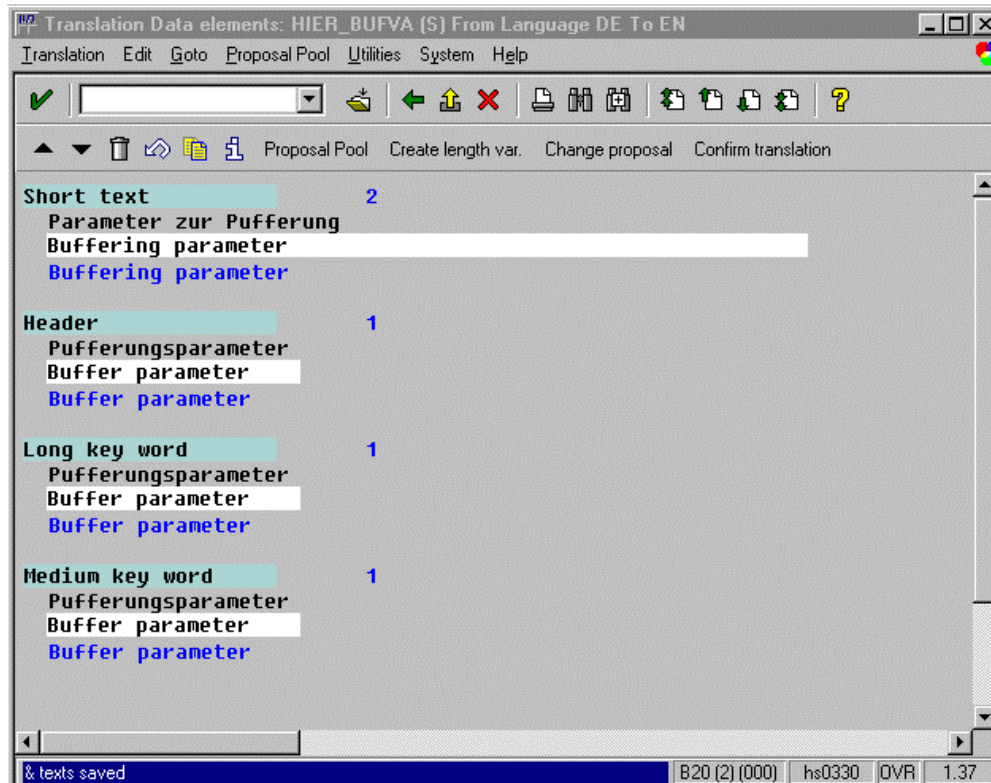
- 2 translated lines
- 2 available lines
- 2 matched lines
- 0 created lines
- 0 repaired lines
- 0.6 worked lines

The example is continued in the following two graphics:



The above graphic shows the status of the data element before saving.

Accounting Tool: Examples



The above graphic shows the status of the data element after saving. For the first text line, the translator has created a length variant. This type of 'correction' work is recorded separately in the category *Repaired lines*. The same would apply if an exception or an application standard were created. The translation work is calculated as follows in this example:

- 0 translated lines
- 0 available lines
- 0 matched lines
- 0 created lines
- 1 repaired line
- 0 worked lines