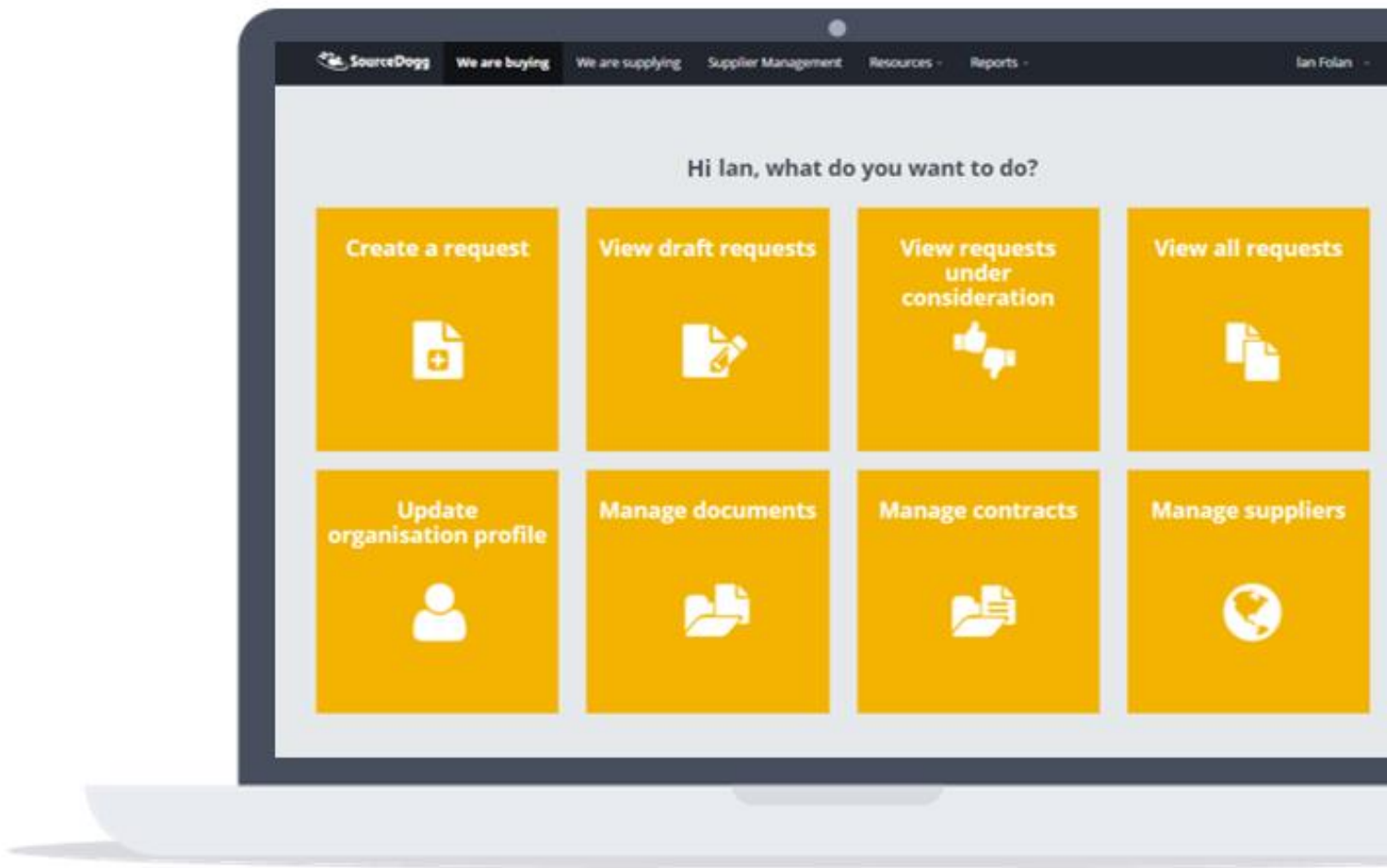




Translation User Guide

DATE: October 2019



Contents

Introduction	3
Automatic Translation Detection.....	3
Turn Translation Off.....	4
Translation – Manually update	4
User Interface Language	5
Changing Language Settings	5

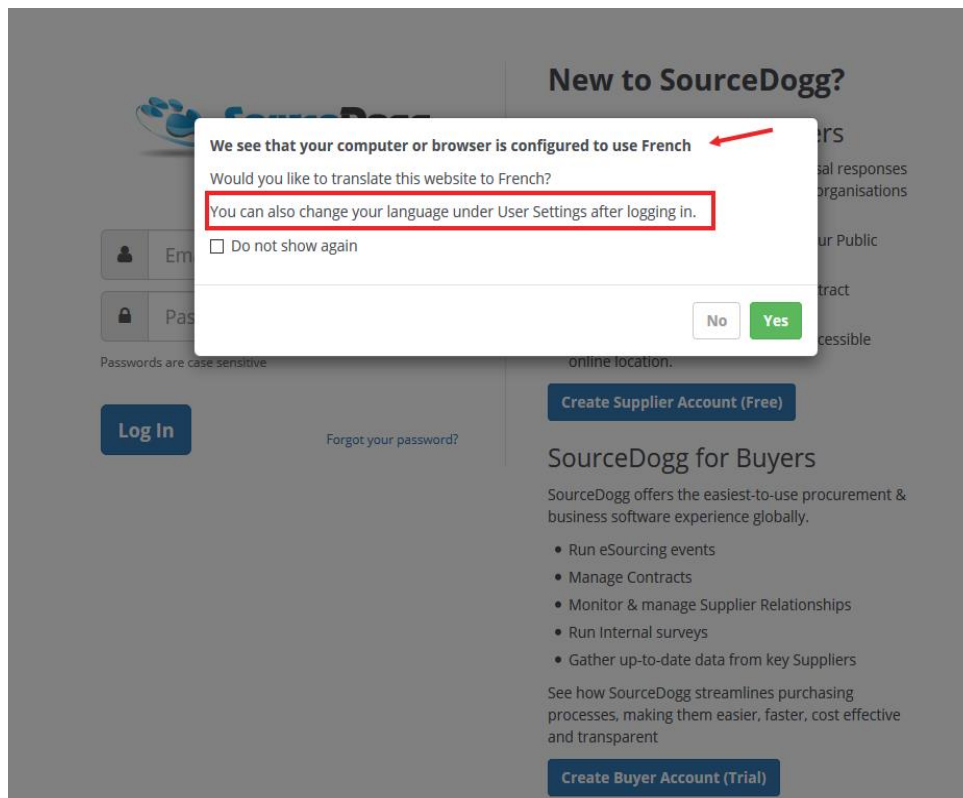
Introduction

SourceDogg allows you to activate translation in two ways:

1. The system will automatically detect the language you are using in your internet browser and will give you the option to use this language as your default SourceDogg language.
2. The other option allows you to manually change the Interface Language (which is automatically set to English), to any of the language options on the dropdown bar.

Automatic Translation Detection

SourceDogg will automatically detect the language you are using in your internet browser. If this is different to English, the system will then ask if you would like to translate the text in SourceDogg to that language. This prompt to turn on translation will appear on the first page you open on SourceDogg.



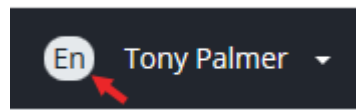
The example of translated main page below:



The language you chose will be remembered by the system for your future use. Please note that if you clear your browser cache or delete cookies you will be prompted to select the language again.

Turn Translation Off

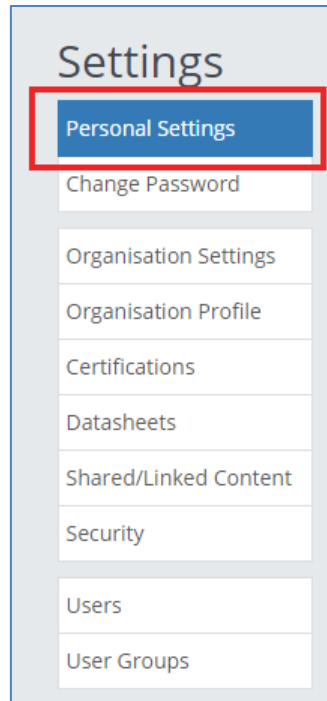
To turn the Translation Off, select the icon on the black toolbar – beside the user’s name there is a circle with the letters EN.



When En is clicked – you are given the option to turn off Translation and change the user interface language to English again.

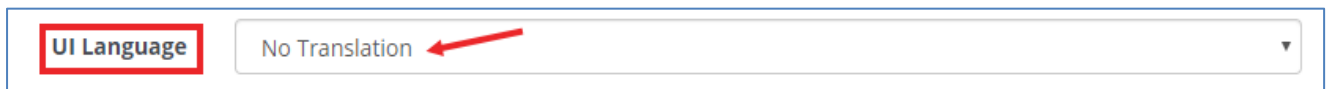
Translation – Manually update

The Translation option is located in Personal Settings.



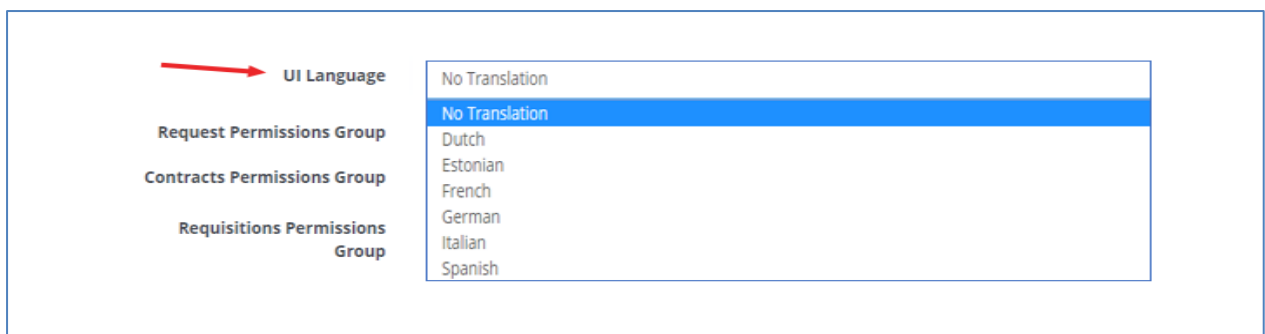
User Interface Language

The User Interface (UI) Language is automatically set to No Translation – which is English.



Changing Language Settings

To change the language, click on UI Language (dropdown)



If you wish to change to another language, click on the chosen one and then click on SAVE.

UI Language

Request Permissions Group Admins Approvers Editors Readers No Requests

Contracts Permissions Group Contract Admins Contract Editors Contract Readers No Contracts

Requisitions Permissions Group Requisition Admins Requisition Approvers Requisitioners Requisition Readers No Requisitions

Invitation Permissions Group Invite Any Invite Pooled

Supplier Tagging Permissions Group Tag Suppliers No Tag

Supplier Pooling Permissions Group Pool Suppliers Cannot Pool Suppliers

Supplier Search Permissions Group Full Search Saved Searches Only

Supplier Approval Permissions Group Approve Suppliers Cannot Approve Suppliers

SRM Permissions Group SRM Admins SRM Editors SRM Readers No SRM

Organisational Groups