**Translation Workflow Management Media Docs**

1. Please create a new **Translation Workflow Management** queue for Media docs.
2. Information (including status) for media translation jobs will be stored in a separate database table. The queue management software will ignore any processing status values found in the CDR documents.
3. Use the "T**ranslation Complete**" Processing Status value to determine when a media doc. should drop off the queue (Purge?).
4. The "**Assigned To**" field should always default to “Linda Saucedo”.
5. Please create a new icon (**Add Translation Job**) in the Media doc toolbar to add a new job to the queue.
6. New jobs will primarily be added while the user is in the CDR by clicking the **Add Translation Job** icon. We should be able to add a new job directly from the web interface as well.
7. We would want the ability to assign multiple jobs to translators on the same page at the same time.
8. There should be no email notification when a job status changes or a new job is assigned.
9. Rather, if possible, we want to be able to determine when to send the email notification after manually assigning multiple jobs.
10. Scheduled email- Please send email notification of all jobs with a status of “**Ready for Translation**” on Monday mornings to “Linda Saucedo” only.
11. Scheduled emails with all jobs in the queue assigned to each translator should be sent to the appropriate translator each day after the nightly publishing job or each morning.
12. There won’t be the need for attachments for this queue.
13. The queue should be sorted by date in descending order.

**Queue Interface:**

**|CDR ID EN | TITLE EN | CDR ID ES | STATUS | STATUS DATE| ASSIGNED TO |COMMENT**|

Processing Status  Values:

* Ready For Translation
* Translation Pending
* Spanish Labels Sent to Artist
* Spanish Illustration Approved
* Spanish Caption and Content Description Revised
* Translation Reviewed
* Translation Complete

**Assignees**:

1. Linda Saucedo
2. Monica Adler
3. Victoria Imas-Duchovny
4. Isabel Lansberry