**Glossary Terms Translation Workflow Management**

**Desired features and Specifications**:

1. Please create a new translation workflow management queue for glossary terms (GTN and GTC).
2. Information (including status) for Glossary 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. Please use the "**Translation Made Publishable**" Processing Status to determine when a glossary term and definition should drop off from the queue. (Purge?).
4. Please create a new icon (**Add Translation Job**) in both the GTN and GTC toolbars to add a new job to the queue.
5. 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.
6. The "**Assigned To**" field should always default to “Linda Saucedo”.
7. We would want the ability to assign multiple terms to translators on the same page at the same time if possible.
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 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 early the following morning.
12. There won’t be the need for attachments for this queue.
13. The queue should be sorted by date in descending order.

**Processing Statuses:**

1. Ready For Translation
2. Ready for Translation Peer Review 1
3. Ready for Translation  Peer Review 2
4. Translation Made Publishable

**Queue columns:**

| SELECT JOB |GTC CDR ID | GTC Status| GTN CDR ID | GTN Title| GTN Status| Audience | Assigned To | GTC Date | GTN Date| Comments |

**Assignees**:

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