

Create Translation Cards

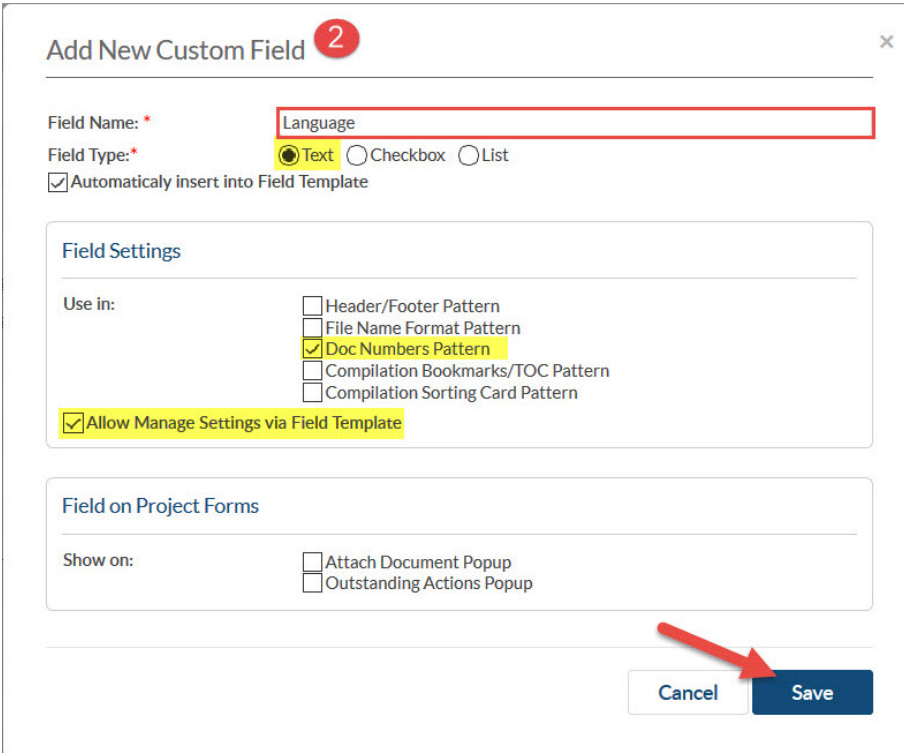
09/16/2024 1:15 pm MDT

DocBoss allows you to create and manage multiple versions of a single card. Generally - this is required when different language version of a card must be supplied/tracked.

Add/Enable Language Custom Field on Project

To begin, check the project fields template to see if there is a custom field for language. Ensure it is enabled. If it does not exist, then you must add the field to your system. For more details about how to create and add a new Doc Code/Card Fields please have a look at our article: [Add Custom Doc Code/Card Fields](#). The field MUST be a text field, and be enabled for doc numbering.

Settings for the field (if you need to create it) are below:



The screenshot shows a dialog box titled "Add New Custom Field" with a red circle containing the number "2" in the top right corner. The dialog contains the following fields and options:

- Field Name:** * Language
- Field Type:** * Text Checkbox List
- Automatically insert into Field Template
- Field Settings:**
 - Use in:
 - Header/Footer Pattern
 - File Name Format Pattern
 - Doc Numbers Pattern
 - Compilation Bookmarks/TOC Pattern
 - Compilation Sorting Card Pattern
 - Allow Manage Settings via Field Template
- Field on Project Forms:**
 - Show on:
 - Attach Document Popup
 - Outstanding Actions Popup

At the bottom right, there are two buttons: "Cancel" and "Save". A red arrow points to the "Save" button.

Create Translation Cards

Navigate to the Code List:

Cards Code List (Requirements)

The screenshot shows a table titled "Document Requirements" with columns: Select, Tools, Doc Code T, Doc Code Name, Language, Customer Cover Page, Level, Required, Stage List, Type, Reference Date, and Delivery Days. A red box labeled "1" highlights the "Select" column. A context menu is open over the "Tools" column, with a red box labeled "2" highlighting the "Create Translation Cards (for Codes)" option. Below the table, there is a "Select Page" dropdown set to "C01 - IN03 [10]" and a "Show on Page" dropdown set to "10". At the bottom right, there are buttons for "Apply", "Download CSV Template", "Upload data via CSV", "Delete Selected", and "Save".

Select	Tools	Doc Code T	Doc Code Name	Language	Customer Cover Page	Level	Required	Stage List	Type	Reference Date	Delivery Days
<input type="checkbox"/>		C01	Calculations		Use Project Default	Vessel Tag	3/3	IFI	Generated (Wolfe PA)	AO	10
<input type="checkbox"/>		D01	P&ID		Use Project Default	Vessel Tag	3/3	IFI	Generated (Wolfe PA)	AO	10
<input type="checkbox"/>		D02	General Arrangement		Use Project Default	Vessel Tag	3/3	IFA/TTE/IFC/IFF	Generated (Wolfe PA)	AO	10
<input type="checkbox"/>		D03	Structural Detail Drawings		Use Project Default	Item/Model (TE)	2/2	IFI	Generated (Wolfe PA)	AO	10
<input type="checkbox"/>		D04	Vessel Drawing		Use Project Default	Item/Model (TE)	2/2	IFI	Generated (Wolfe PA)	AO	10
<input type="checkbox"/>		D05	Nozzle Drawings		Use Project Default	Item/Model (TE)	2/2	IFI	Generated (Wolfe PA)	AO	10
<input type="checkbox"/>		D06	Saddle Drawings		Use Project Default	Item/Model (TE)			Generated (Wolfe PA)	AO	10
<input type="checkbox"/>		IN01	Dimensional Drawings		Use Project Default	Item/Model (TE)			Generated (Wolfe PA)	AO	10
<input type="checkbox"/>		IN02	IOM		Use Project Default	Product			Generated (Wolfe PA)	AO	10
<input type="checkbox"/>		IN03	Catalog		Use Project Default	Product			Generated (Wolfe PA)	AO	10

1. Select one (or many) codes which require translated documents
2. Click "Apply" below the grid, then select Create Translation Cards (for Codes)

Note that you can apply translation to a single code by clicking on the globe icon in the tools column.

Cards Code List (Requirements)

This close-up screenshot shows the "Document Requirements" table with columns: Select, Tools, Doc Code T, and Doc Code Name. A red arrow points to the globe icon in the "Tools" column of the first row (C01 - Calculations).

Select	Tools	Doc Code T	Doc Code Name
<input type="checkbox"/>		C01	Calculations
<input type="checkbox"/>		D01	P&ID
<input type="checkbox"/>		D02	General Arrangement
<input type="checkbox"/>		D03	Structural Detail Drawings

You will then be presented with the translation pop up:

Create Translation Cards for Selected Codes ✕

Choose Language Field ? *

1 Select or type ahead ▼

	Language *	Cover Page Template
1	EN	Use Project Default ▼ 🗑
2	RU	Use Project Default ▼ 🗑
3	FR	Use Project Default ▼ 🗑

3 + Add More

5

If you want the doc number to be the same for each translation i.e. 0001-EN, 0001-RU (vs 0001-EN, 0002-RU) ensure you:

- 1) enable the language field for use in doc numbers pattern (on project template).
- 2) set "generate sequences per" to "Doc Code + selected custom field " on project main setup page.

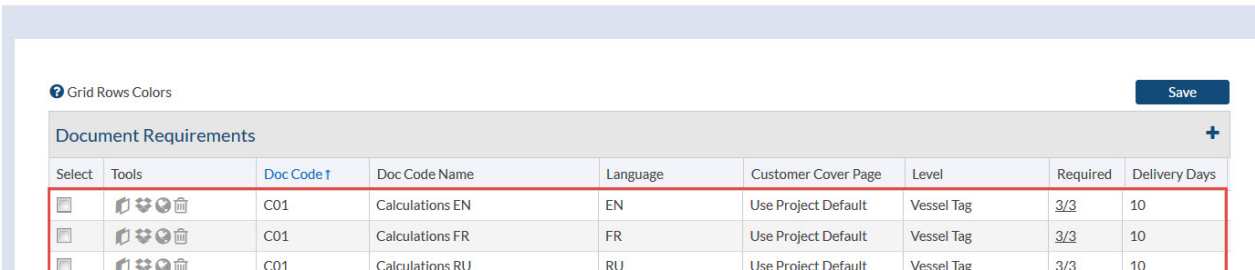
Cancel
Save

1. Choose the "Language" field that already created
2. For each language required, add a row. The first is always English, but add others are required.
3. Click "Add More" if more than 2 different languages must be supplied.
4. If a LANGUAGE SPECIFIC cover page is required for submittal, select the cover page. e.g.cover page must be in Russian for a Russian document).
5. Document numbering assistance - see more below.

Impact on Code List

Once you click save, you will notice that DocBoss has created new codes in your list, and set the languages for each.

Cards Code List (Requirements)

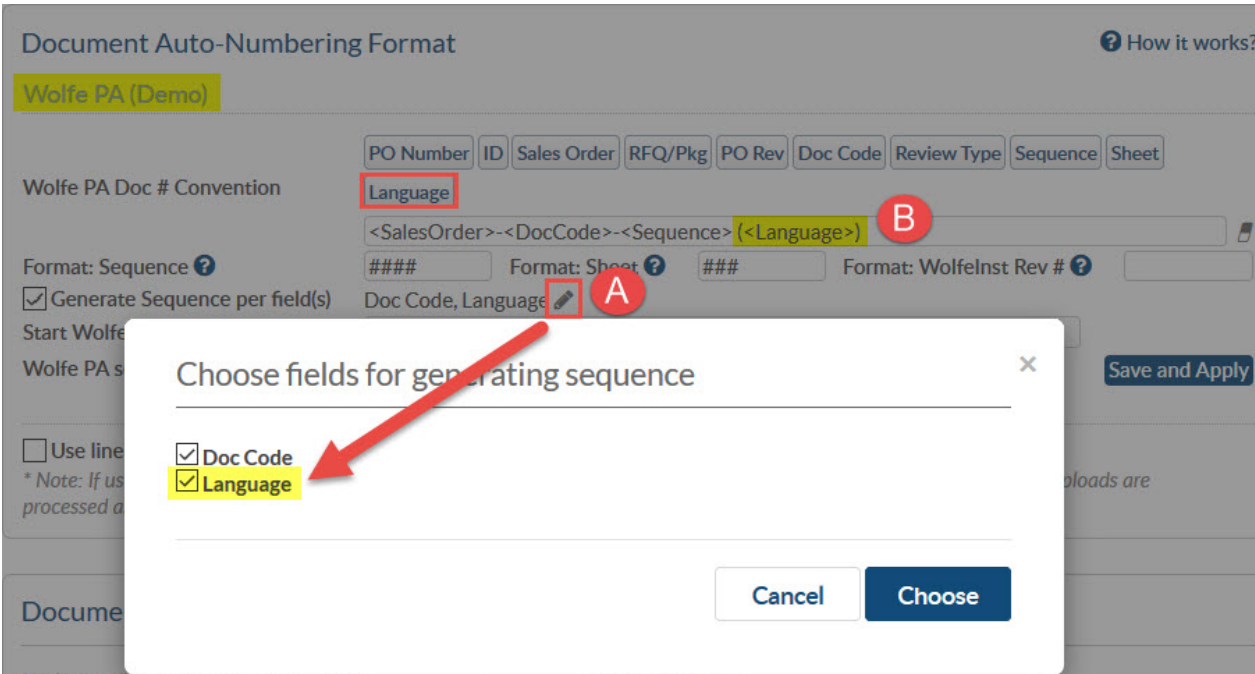


Grid Rows Colors [Save]

Select	Tools	Doc Code	Doc Code Name	Language	Customer Cover Page	Level	Required	Delivery Days
<input type="checkbox"/>		C01	Calculations EN	EN	Use Project Default	Vessel Tag	3/3	10
<input type="checkbox"/>		C01	Calculations FR	FR	Use Project Default	Vessel Tag	3/3	10
<input type="checkbox"/>		C01	Calculations RU	RU	Use Project Default	Vessel Tag	3/3	10

Document Numbering

Normally the document numbering sequence is set to increase only by the doc code. If you want the sequence to be the same (i.e. 0001) for all translation documents in each doc. code, follow the instructions and modify the sequence setup in “Main” setup page:



Document Auto-Numbering Format [How it works?]

Wolfe PA (Demo)

Wolfe PA Doc # Convention: PO Number, ID, Sales Order, RFQ/Pkg, PO Rev, Doc Code, Review Type, Sequence, Sheet

Language

<SalesOrder>-<DocCode>-<Sequence> (<Language>)

Format: Sequence: ##### Format: Sheet: ### Format: Wolfelst Rev #: ?

Generate Sequence per field(s) Doc Code, Language

Choose fields for generating sequence

- Doc Code
- Language

Cancel Choose

- Click on “Edit” and select also “Language” field
- Add “Language” field if you wish to include it in the document numbering pattern

Result of Translation Cards creation

After including the new translation documents, the code splits in as many lines as languages added (i.e. three lines).

Card List					
	Doc Code	Doc Code Name	Language ▾	Wolfe PA Doc #†	Reference
<input type="checkbox"/>	C01	Calculations EN	EN	S140515-01-C01-0001 (EN)*	V-101
<input type="checkbox"/>	C01	Calculations FR	FR	S140515-01-C01-0001 (FR)*	V-101
<input type="checkbox"/>	C01	Calculations RU	RU	S140515-01-C01-0001 (RU)*	V-101
<input type="checkbox"/>	C01	Calculations EN	EN	S140515-01-C01-0002 (EN)*	V-102
<input type="checkbox"/>	C01	Calculations FR	FR	S140515-01-C01-0002 (FR)*	V-102
<input type="checkbox"/>	C01	Calculations RU	RU	S140515-01-C01-0002 (RU)*	V-102
<input type="checkbox"/>	C01	Calculations EN	EN	S140515-01-C01-0003 (EN)*	V-103
<input type="checkbox"/>	C01	Calculations FR	FR	S140515-01-C01-0003 (FR)*	V-103
<input type="checkbox"/>	C01	Calculations RU	RU	S140515-01-C01-0003 (RU)*	V-103
<input type="checkbox"/>	D02	General Arrangement EN	EN	S140515-01-D02-0001 (EN)*	V-101
<input type="checkbox"/>	D02	General Arrangement FR	FR	S140515-01-D02-0001 (FR)*	V-101
<input type="checkbox"/>	D02	General Arrangement RU	RU	S140515-01-D02-0001 (RU)*	V-101
<input type="checkbox"/>	D02	General Arrangement EN	EN	S140515-01-D02-0002 (EN)*	V-102
<input type="checkbox"/>	D02	General Arrangement FR	FR	S140515-01-D02-0002 (FR)*	V-102
<input type="checkbox"/>	D02	General Arrangement RU	RU	S140515-01-D02-0002 (RU)*	V-102
<input type="checkbox"/>	D02	General Arrangement EN	EN	S140515-01-D02-0003 (EN)*	V-103
<input type="checkbox"/>	D02	General Arrangement FR	FR	S140515-01-D02-0003 (FR)*	V-103
<input type="checkbox"/>	D02	General Arrangement RU	RU	S140515-01-D02-0003 (RU)*	V-103

No more pages | Show on Page: 20 | Items on page: 18

Show Completed Cards Show NULL Cards Hide Unrequired Cards Hide Merged Cards

1. Language column shows the applicable language for each card.
2. Document numbers now have the same sequence, but are suffixed with the language. This is controlled by the document numbering pattern set in the previous step)

Packaging Translations documents in a package for submittal.

Just as you can with normal cards, you can package each set of translations. For more information about how to create packages check out our article: [Auto-Creating Packages](#)