

RESERVED AREA - Instruction

Guide to using the Reserved Area of the bruxism-project.com website, intended for translators of STAB articles, in languages not yet listed on the website in the “Available Languages” section.

TRANSLATED LANGUAGES SECTION

In a special section on the - “**AVAILABLE LANGUAGES**” – navigation menu there is a list of **translated languages**, each one separate and to be selected from a submenu (eg.: English / Italian / / etc.).

AVAILABLE LANGUAGES -----> *English*
Italian
.....

Each language page contains the **final translated text** and, if necessary, the **7 translation log documents** in downloadable pdf format (Translation Log Table 3).

NEW LANGUAGE



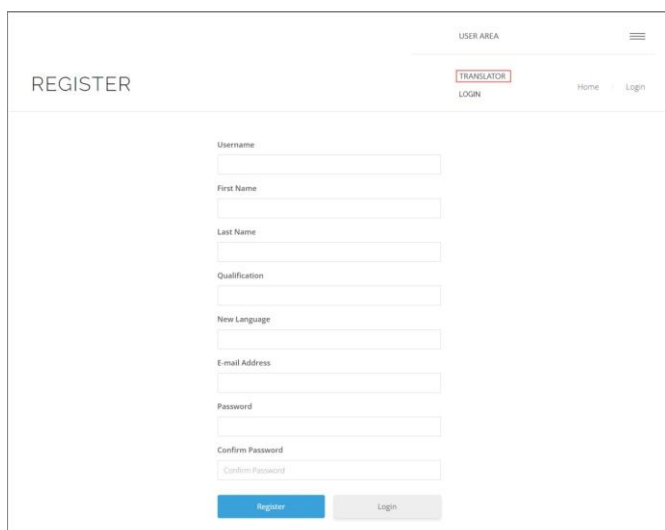
AVAILABLE LANGUAGES

ENGLISH

ITALIAN

ADD LANGUAGE

In the submenu on the “**AVAILABLE LANGUAGES**” page there will also be an “**Add Language**” item. The button opens the page with instructions to propose the translation of articles into **languages as yet unavailable**. This page will contain a text explaining and giving instructions on how to make a request, as well as a **Twelve-step guideline** pdf and a “**Suggest a Translation**” button with a link to the registration page in the **User Area**, where the new “Translator” can register using the form provided, specifying the language into which they would like to translate.



USER AREA

REGISTER

TRANSLATOR
LOGIN

Home Login

Username

First Name

Last Name

Qualification

New Language

E-mail Address

Password

Confirm Password

Register Login

Once registered, the new Translator will receive an email confirming registration. Registration will remain on standby until verified and approved by bruxism-project.com. Successful registration will **be activated** and the new Translator informed accordingly.

RESERVED AREA

Access by the new Translator to their own Reserved Area > Login

- The new Translator can access their own area by **logging in** to the **USER AREA**

- Once you have logged in, your **Reserved Area** page will open containing your **Profile** (Name, Surname, Qualification, etc.) and the **buttons to upload** the PDF working documents needed **to carry out the proposed translation**.

Editing Profile and Documents (Back office)

The Translator will be able to access the back-office page of the reserved area by means of a special command in their Profile (see photo below). Using the drop-down menu, they will be able to:

- > *manage both their Profile and the documents contained in the reserved area* (**Edit Profile**)
- > *Manage your Account* (**My Account**) / *exit page* (**Logout**)

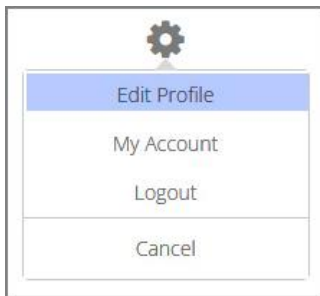
While a translation is being carried out, the new Translator's Reserved Area can be accessed by all members of the **Translation Team** of that language, using **the same password**.

BACK OFFICE AREA ACTIONS

>>>> 01 / PROFILE MENU > **Edit Profile**

Using the **Edit Profile** button, the back-office page of a **Profile** can be accessed to make changes to Profile data and manage files (documents) using **Upload and Download**.

Back office area menù



RESERVED AREA >> User Profile Back Office Page

USER

Home | User

A1 // Upload Profile photo

A2 // Upload Cover photo

B // Additional Profile Info max 180 characters (optional)

Tell us a bit about yourself...

180

E // Click Here to return to editable Profile

C // Edit Profile

Name

Angelo

Surname

Brondi

Qualification

Ricercatore

Phone

e-mail

D 01 // Translation-log documents

STAB AREA

Transl. Team infor.

Forward transl. 1

Forward transl. 2

Upload

Upload

Upload

Comm. forw. transl.

Back translation 1

Back translation 2

Upload

Upload

Upload

Comm. back transl.

Discr. and recom.

Upload

Upload

D 02 // Final Translation

Final Translation

Upload

D 03 // Translation-log documents

BRUXSCREEN AREA

Transl. Team infor.

Forward transl. 1

Forward transl. 2

Upload

Upload

Upload

Comm. forw. transl.

Back translation 1

Back translation 2

Upload

Upload

Upload

Comm. back transl.

Discr. and recom.

Upload

Upload

D 04 // Final Translation

Final Translation

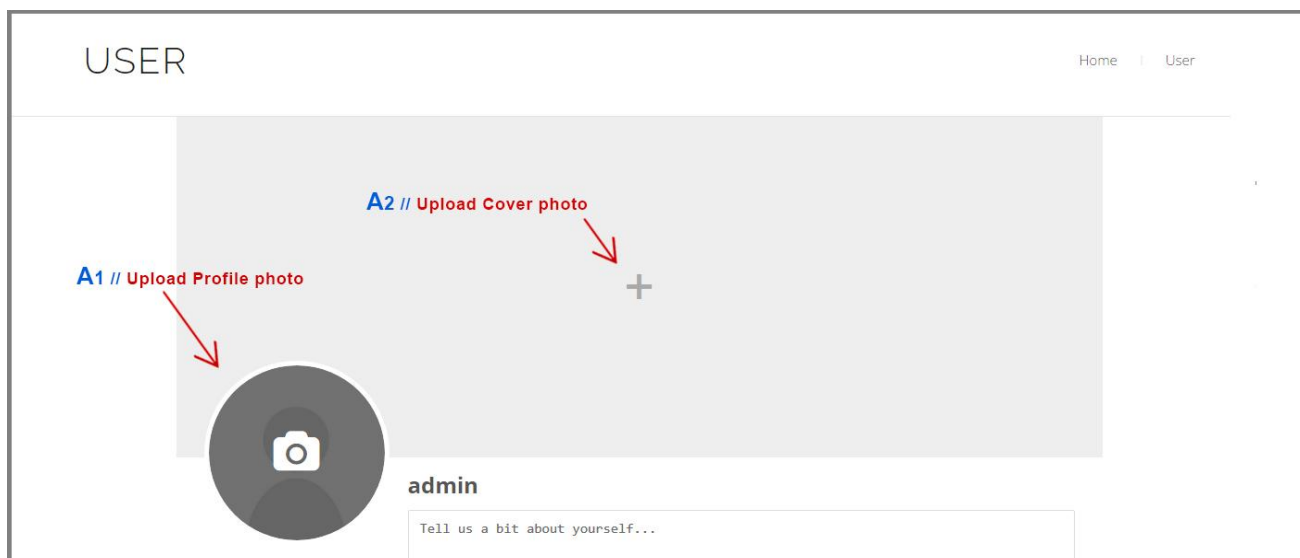
Upload

Update Profile

Cancel

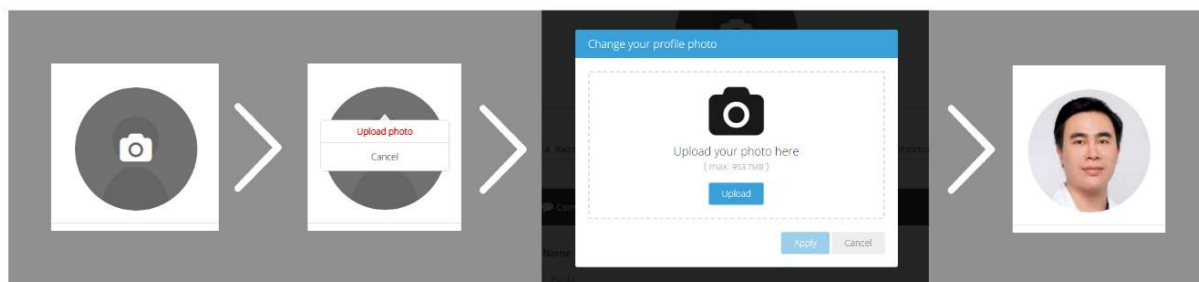
>> A1 – A2 // Photo management (Cover and User Profile)

Using the two commands indicated it is possible for both **Cover** and **User Profile** photos to be **uploaded / replaced or deleted** (if already existing).

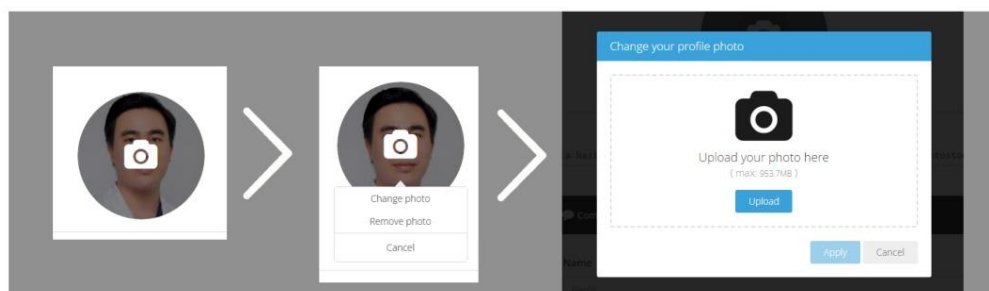


A1 >> How to upload a photo

Photos can be uploaded to your Profile using Drag & Drop by clicking on the round icon with the camera, under **Upload photo**.



Photos can be replaced or eliminated using (**Change Photo / Remove photo**). See below.



>> **B // Additional Notes on Your Professional Profile** (optional) > notes can be added to a professional profile (max 180 characters) below the photo.

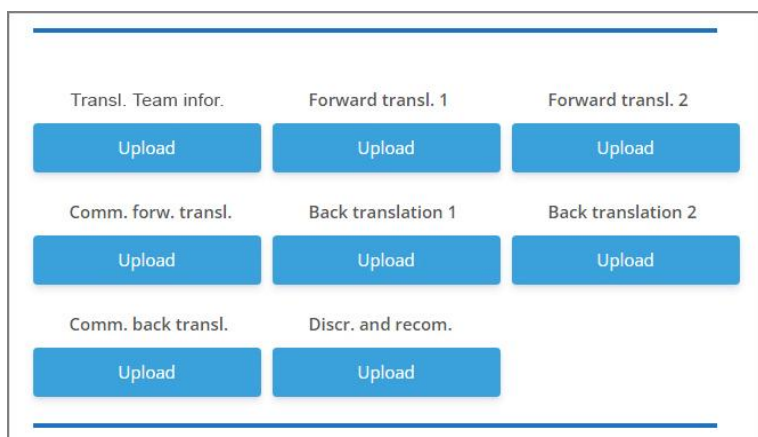
>> **C // Profile Data** > Profile fields can be edited > Name / Surname / Qualifications* / Phone / E-mail /
* (up to 800 characters can be entered including spaces)

>> **D // Document Area** – This area of the Profile is dedicated to managing documents on translation and is divided into two areas > **STAB AREA** and **BRUXISM AREA**, which in turn are also divided in two :

STAB AREA > **D01 - D02** // **BRUXISM AREA** > **D03 - D04** .

The two areas both have the same functions. **STAB AREA** functions are illustrated here as follows > **D01** and **D02**

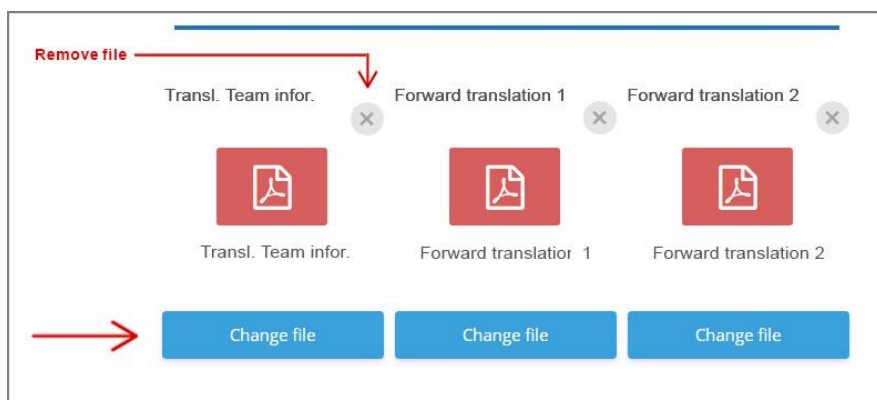
D 01 // **This first part** is dedicated to managing documents on translation work. Here the Translator can upload the 7 *Translation-log documents (Table 3 of the Translation-log)*, as well as the one with *Discrepancies* and *Recommendations*. Each upload button is dedicated to a specific document (see titles on the buttons).



D 02 // **Final Translation** > In the second part of the Document Area, the Translator can upload a Pdf of the final translation (Table 7 of the Translation log).

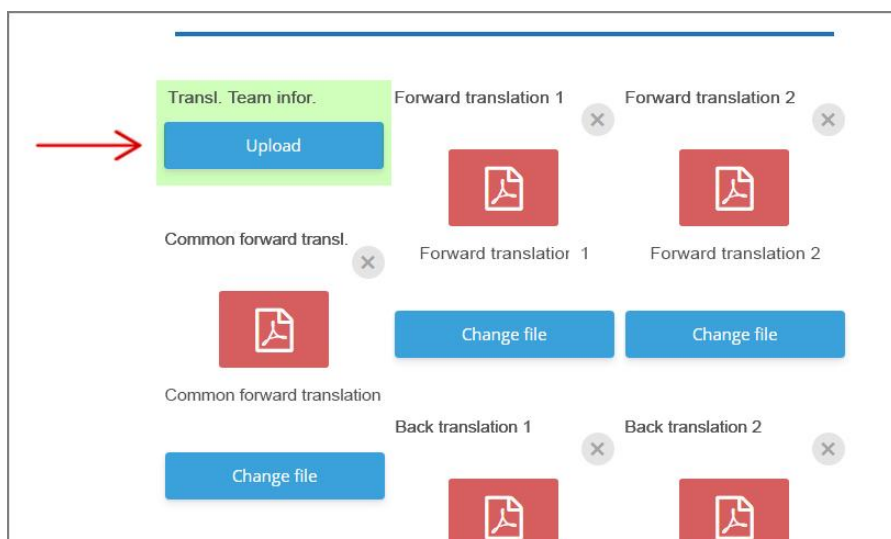
Management of uploaded files

Once uploaded (Upload), all the files in the Document Area can be **downloaded for viewing** by clicking on the file / **replaced** by clicking on the “Change file” button / **removed** by using the symbol on the right of the file.



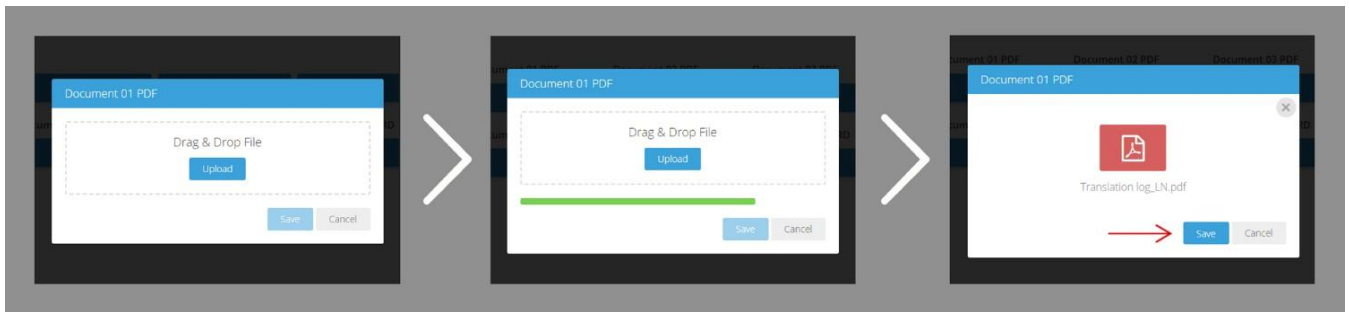
Removing or Replacing a File (Change file)

When removing a file from the Document Area, the “**Upload**” button will appear once more below the title in order to upload a new file (see image below). **Even when a file is removed, the title above the upload button stays the same**



Uploading a file

Clicking on the **upload** button opens the window to Drag & Drop the updated file. To complete the operation select **"Save"** (see image below).



Update Profile > After each change carried out in the back-office area, a Profile can always be updated using the Update Profile button at the bottom of the page.

After updating, the non-editable Profile Page will reappear.

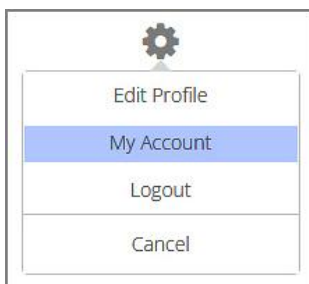
>> E // Return to non-editable Profile page.

Once changes have been made, by clicking on the 'tick' symbol to the right of the photo, you return to the **non-editable Profile** page.

>>>> 02 / PROFILE MENU > My Account

By using the **My Account** button, you can access the back-office page of your Account where you will find two other buttons: **01 / Account** > to modify your Account

02 / Change Password > to change your login password to the Reserved Area



ACCOUNT PAGE >> 01 / Account button> to modify your Account

ACCOUNT PAGE >> 02 > Change Password button> to change login password to the Reserved Area

ACCOUNT Home | Account

Brondi Angelo
[View profile](#)

*** Change Password**

Current Password

New Password

Confirm Password

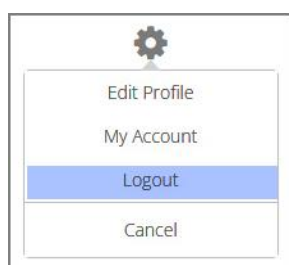
[Update Password](#)

Account >

Change Password >

Update Account > After each change carried out in the Account area, always update with the **Update Account / Update Password** buttons at the bottom of the page.

RESERVED AREA LOGOUT



Exiting the reserved area can be done either using > **Logout** < in the Profile menu or the > **Login** < menu in the **User Area**, by clicking on *Logout* as it appears.

AREA UTENTE Home | Login

LOGIN

RICHIESTA TRADUZIONE
LOGIN

Brondi Angelo

- Your account
- Logout**

PUBLICATION OF THE TRANSLATION

Once the translation has been completed, the Translator will upload the Pdf file (Table 7 of the Translation-log) to the Reserved Area, in the **D02** part (**STAB area**) and in the **D04** part (**BRUXCREEN area**) informing bruxism-project.com website via e-mail for them to be placed online.

After publication, the person responsible for the translation will be able to **change the password to access the reserved area for that language**, directly from the Account on their Profile, not allowing access to other members of the Translation Team.

While the translation into the **new language** is in progress, the submenu in the “**AVAILABLE LANGUAGES**” section will already show the new language page, specifying that the translation is in progress and will soon be online. **This is to prevent others from offering a translation into the same language.**