



PACKAGES

ADMINISTRATION TOOL

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WHAT IS A PACKAGE ?

A package is an area where you can gather objects that are related between them, and come from the same database. Thus, a package allows to display objects, and optionally to work on them very easily.

It can be interesting to combine the **Package** feature with the **Favorites** one: adding to your favorites a package you are currently working on allows you to access it even more quickly.

CREATING A PACKAGE

To create a package:

1. In the left pane of the Administration tool, open the branch corresponding to the database of your choice.
2. Click the **Packages** sub-branch.

The Packages management screen is displayed in the right pane.

3. At the bottom left of the right pane, click on the **New** button.

A dialog box is displayed.

4. Name the package in the **Package name** field.
5. Add optionally by checking them the objects that you want to include in the package.
6. Click on **OK**.

The package management screen is displayed.

7. Add optionally a description to the package, in the **Description** field.
8. Click on **Apply**.

You have created a package.

PACKAGE MANAGEMENT SCREEN - AVAILABLE TABS

The package management screen contains the following tabs:

- The **Properties** tab gathers the package main settings: name, description and contained objects;
- The **Log** tab allows you to view the list of all the operations performed on the database, and to filter them according to some criteria (for more information, see the **Logs and reports** branch help).
- The **Help** tab allows you to access the context help.

“PROPERTIES” TAB

The **Properties** tab allows you to rename and add or modify the description of a package. This tab also allows you to perform the following tasks:

- [Adding an object to a package;](#)
- [Modifying a package object;](#)
- [Deleting an object from a package.](#)

Translation

Properties Log Help

Identification

Name
Translation

Description
The Translation package contains all the objects used for translating a document.

Content

Lists

- Source language**
Language of the original document
- Target language**
Language used for the translation

Attributes

- Comments**
Comments about the translation
- Date of translation**
When was the translation was completed?
- 1 Number of words**
Number of words of the document
- Source language**
- Target language**

Forms

- Document translation**
Display profile: <none> Options: Custom Rules: — Lifecycle: — Tags: —
Archive storage: <none> Type: Custom Scripts: — Security: — Watermarks: —
- Proofreading**
Display profile: <none> Options: Custom Rules: ✓ Lifecycle: — Tags: —
Archive storage: <none> Type: Custom Scripts: — Security: — Watermarks: —

E-mail templates

- New document to be translated!**
This email template will be sent to the translator, whenever he has to translate a new document.

New Delete Remove Modify Apply Duplicate Export Import

ADDING AN OBJECT TO A PACKAGE

You have two possibilities to add an object to a package.

First possibility: by the package

1. Open the package in which you want to add an object.
2. Click on the **Modify** button.

A dialog box with all the objects contained in the database is displayed.

3. Check the checkboxes of the objects that you want to add to the package.



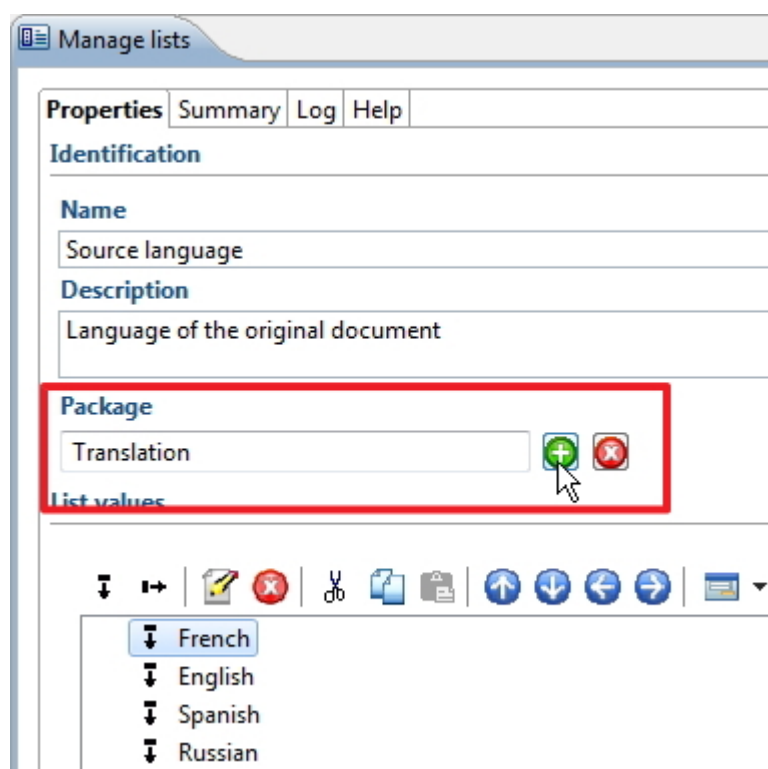
The checkboxes that are already checked indicate that the objects are already included in the package.

4. Click **OK**.

You have added an object to a package.

Second possibility: by the object

1. Open the object that you want to add to the package.
2. Click on the  **Add** button of the **Package** field.



The list of the packages already created is displayed.

3. Enter the first letters of the package in the search bar to refine the results, or double-click directly on the package in the list.

The name of the package is now displayed in the **Package** field.



You can add the same objects to various packages at the same time.

4. Click on the **Apply** button.

You have added an object to a package.

MODIFYING A PACKAGE OBJECT

The benefit of a package is to be able to open any of its objects, and to modify it quickly.

To modify a package object:

1. Open the package in which is located the object you want to modify.

The package management screen is displayed in the right pane, with all of its objects.

2. Click on the object of your choice.

The object is now open in a new tab.

3. Perform the necessary modifications.

4. Click on **Apply**.

You have modified a package object.

DELETING AN OBJECT FROM A PACKAGE

If you have added an object to a package by mistake, or if you do not need this object in the package anymore, you can delete it from the package. The object will not be deleted from the database but it will not be displayed in the package anymore.

To delete an object from a package:

1. Open the package in which is located the object you want to delete from the package.

The package management screen is displayed in the right pane, with all of its objects.

2. Click on the **Modify** button.

The list of all the database objects is displayed.



The checked objects are the ones that are included in the package.

3. Uncheck the object that you want to delete from the package.

4. Click on **OK**.

You have deleted an object from a package.

“LOG” TAB

The **Log** tab allows you to view a list of all the operations performed in one of the branches of GARGANTUA Administration Tool.

You can filter your search through the following criteria:

- Start date, end date;
- User;
- Operation.

To filter by dates:

1. Fill in the date from which you want to view the operations performed, in the **Start date** field.
2. Fill in the date until which you want to view the operations performed, in the **End date** field.
3. Click on **Display**.

The list of the operations performed between the two dates is displayed in the **Log entries** field.



You can also click on the “Week audits”, “Month audits”, “Year audits” and “All audits” icons, so as to view the operations performed in larger periods of time.

To filter by users:

1. Click on the magnifying glass, close to the **User** field.
2. Fill in the user name from whom you want to view the performed operations.
3. Click on **Display**.

The list of the operations performed by the user is displayed in the Log entries field.

To filter by operation:

1. Click on the arrow of the **Operation** field.
A list of the possible operations is displayed.
2. Click on the type of operation desired.
3. Click on **Display**.

The list of the operations performed in relation with the selected type of operation is displayed in the **Log entries** field.



You can tick the “Show login/logout events” box to display the users connections and disconnections. This functionality is only available for the “Users” and “Server log” branches.

You can tick the “Only Show error audits box” to only display the failed operations.



The “Reset” button allows you to cancel the last filtering.

You can also export the list of the performed operations, in .csv format.

To export a list of the performed operations:

1. Generate a list, depending on the previous criteria.
2. Click on the **CSV Export** button.

3. Choose the place where you want to save the export.
4. Click on **Save**.
You have exported a list of the performed operations.

DUPLICATING A PACKAGE

If you want to create two similar packages, GARGANTUA allows you to work on one of them, and then to duplicate it: you then only have to perform the few necessary modifications on the copy.

To duplicate a package:

1. In the left pane of the Administration tool, click on the name of the package you want to duplicate.

The management screen of the package is displayed in the right pane.

2. At the bottom of the right pane, click on **Duplicate**.

A new package called “xxx **(1)**” is shown in the left pane of the Administration tool. The corresponding management screen is displayed in the right pane.

3. Perform the necessary modifications in the **Properties** tab, then click on **Apply**.

You have duplicated a package.

DELETING A PACKAGE

To delete a package:

1. In the left pane of the Administration tool, open the sub-branch corresponding to the database of your choice.
2. Click on the line of the package to delete.
3. At the bottom left of the right pane, click on **Delete**.

A warning message is displayed.

4. Click on **Yes**.

You have deleted a package.