

crossTerm Now

Operating Manual

For employees of Braunschweiger Flammenfilter GmbH and PROTEGO® subsidiaries

Version 01

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1 Basics

1.1 Purpose and goal of this document

This document describes the process of using the terminology research tool crossTerm Now. It offers employees of Braunschweiger Flammenfilter GmbH and its subsidiaries the opportunity to learn about the company-specific terminology, and to submit suggestions for new terms to the terminology group.

1.2 Abbreviations used

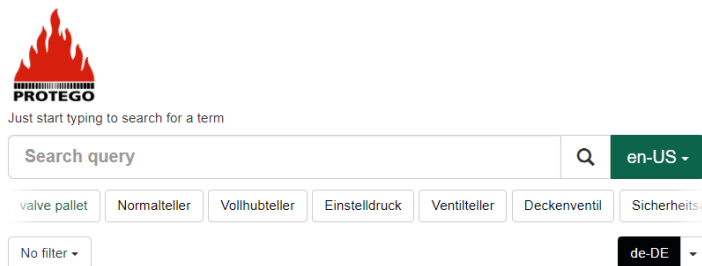
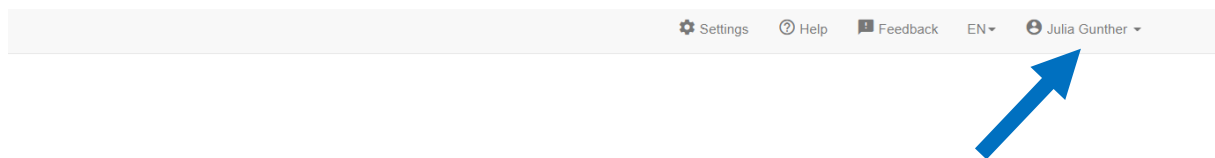
BFG	Braunschweiger Flammenfilter GmbH
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1.3 Access to crossTerm Now

crossTerm Now can be found at the following URL:

<https://bfg-vstb2.protego.local/crossTermNow/#!/Home>

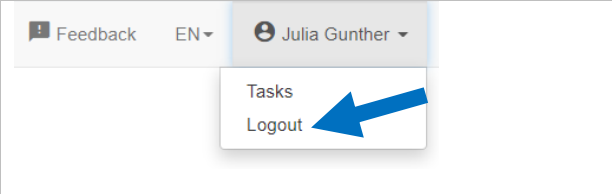
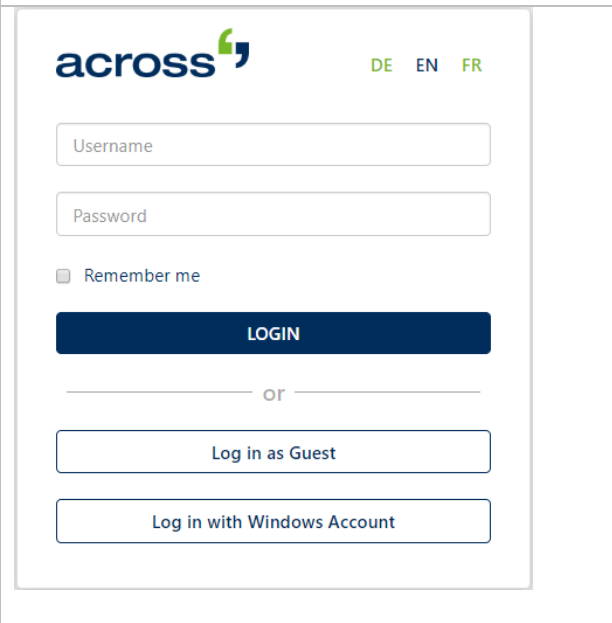
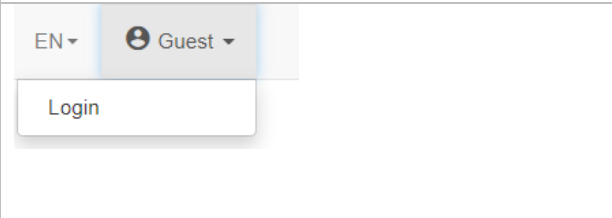
When the above URL is put into the Google Chrome browser, the crossTerm Now start screen automatically appears. At top right is your own username (see blue arrow).



1.4 Logging out/in

Each BFG employee is automatically logged in with their own Windows username when starting crossTerm Now.

It is possible to log out of crossTerm Now and log back in as a guest or with your own username again.

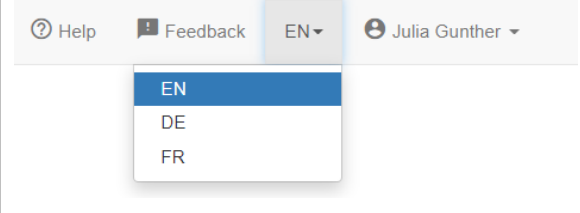

	<ol style="list-style-type: none"> 1. To log out, click on the username and select "Logout" from the dropdown menu. <ul style="list-style-type: none"> ➔ The crossTerm Now log-in screen will appear.
	<ol style="list-style-type: none"> 2. It is possible to log back in as a guest ("Log in as Guest") or once more with your own username ("Log in with Windows account"). <p><i>NOTE: In both cases, <u>neither username nor password</u> is required.</i></p> 3. Click one of the two mentioned buttons. <ul style="list-style-type: none"> ➔ The crossTerm Now start screen will appear. ➔ When logged in as a guest: <ul style="list-style-type: none"> ○ Instead of the username, at top right "Guest" is shown. ○ The user functions of crossTerm Now are restricted.
	<ol style="list-style-type: none"> 4. In order to log out of the guest role and back in with a username, click on "Guest" and select "Login" from the dropdown menu. <ul style="list-style-type: none"> ➔ The crossTerm Now log-in screen will appear again.



1.5 Change user interface language

The crossTerm Now user interface is currently available in the following languages:

- ➔ English
- ➔ German
- ➔ French

	<p>To change the interface language, click the button  and select the desired language from the dropdown menu.</p>
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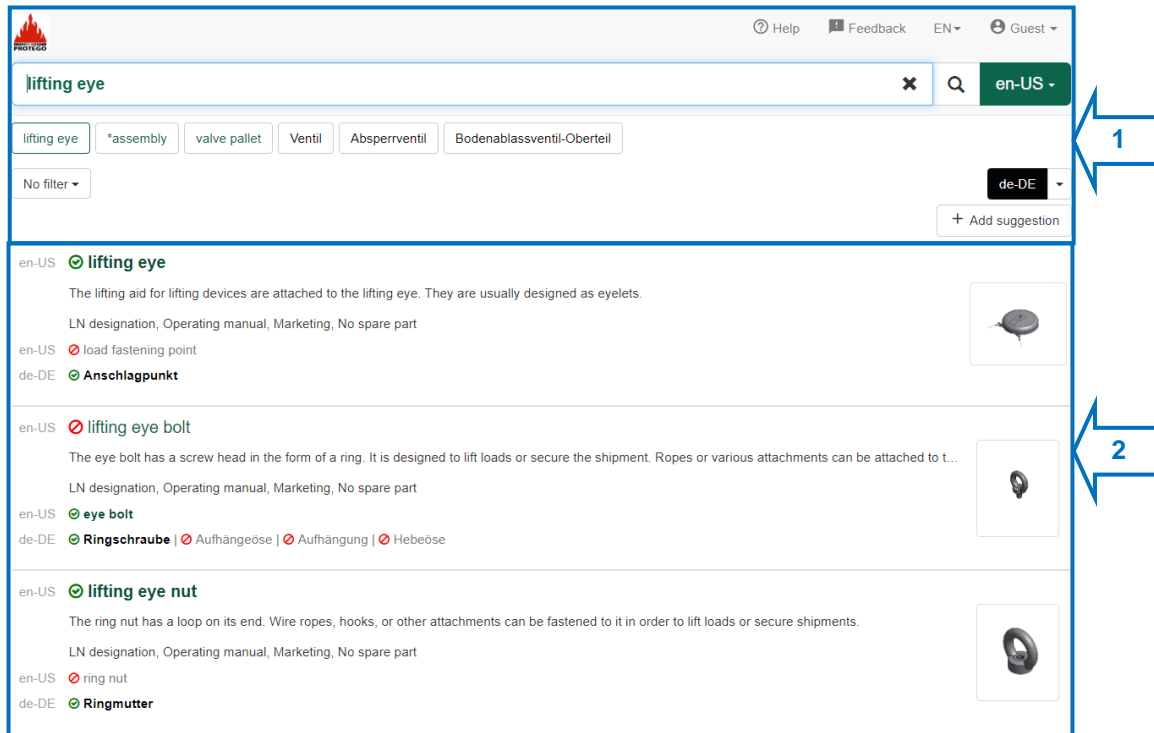
2 Terminology research and suggestion process

This section describes how BFG employees can search for terms in crossTerm Now and submit new terms to the terminology group.

2.1 Display

The crossTerm Now display is roughly divided into two areas:

- *Search area (1)*
- *Term display area (2)*



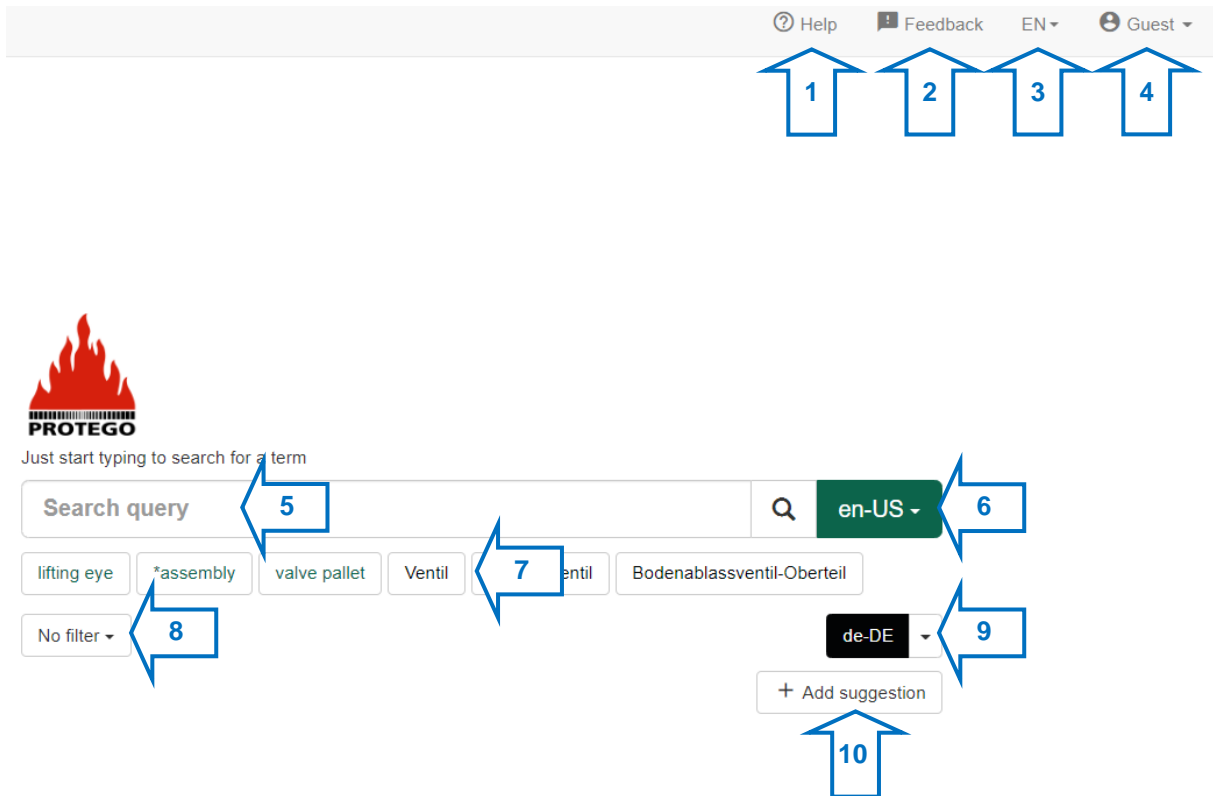
The search area (1) serves to input searched terms and diverse search settings, such as implementing filters or language settings, through which terms should be found.

The term display area (2) shows the list of results for a searched term. With a doubleclick, the *detail display* of a result can be opened to view further information.



2.1.1 Search area

In the search area, the following buttons and input possibilities are available:



1	Link to this guide
2	Access to the feedback function for providing feedback to the terminology group
3	Language selection for crossTerm Now user interface
4	Button for logging in/out
5	Input field for term search
6	Language selection for term search
7	Search history
8	Filter selection for term search
9	Language selection for additional translations to be displayed (max. 5 target languages at one time)
10	Button for term suggestion



2.1.2 Term display area

After a successful term search, the term display area shows the hits in an alphabetical list. For each term in this view, the following information can be seen:

The screenshot shows a list of search results for lifting equipment. Callout 1 points to the language 'en-US'. Callout 2 points to the definition of 'lifting eye'. Callout 3 points to the 'LN designation, Operating manual, Marketing, No spare part' information. Callout 4 points to the synonym 'load fastening point'. Callout 5 points to the German translation 'Anschlagpunkt'. Callout 6 points to an image of a lifting eye. The results are separated by horizontal lines.

1	Term found in the searched language
2	Definition of the found term in German or English (dependent on the language set in the user interface)
3	Information on the area of use of the found term (here "LN designation, Operating manual, Marketing") and the "spare part status" (in this example, this is not a spare part)
4	Further synonyms for the found term in the searched language
5	Translations of the found term in the selected languages
6	Example references for the found term
✔	Term is <u>permitted</u> in this associated definition
✘	Term is <u>not permitted</u> in this associated definition



2.1.3 Detail display

The detail display allows for a detailed view of information on the found term. In addition, the corresponding reference can be viewed in more detail.

To display the detailed view, click on the found term.

en-US  **lifting eye**

ID 6166

DEFINITION The lifting aid for lifting devices are attached to the lifting eye. They are usually designed as eyelets.

USAGE Permitted

AREA OF USE LN designation, Operating manual, Marketing


BRAND NAME No


SPARE PART No spare part

IMAGE SOURCE Term-000173

PROCESSING STATUS Released



en-US  load fastening point

de-DE  **Anschlagpunkt**

The following additional information is available in the detailed display:

- ➔ Entry ID
- ➔ Full definition
- ➔ Information regarding use of the term, brand name, image source and term status

In this view, the following actions are also available:

- ➔ Click on the reference to expand it.
- ➔ To go back to the list of results, click on the button


 Back to list

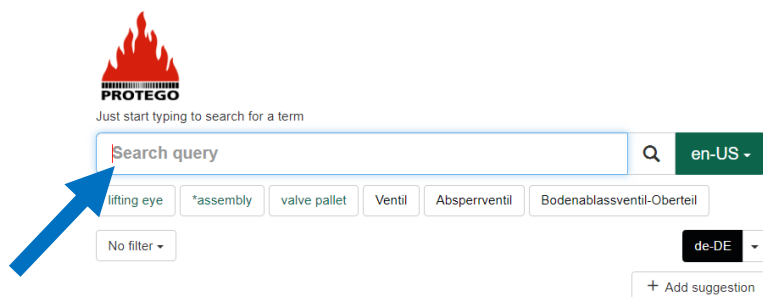
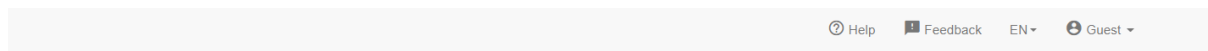


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2.2 Term search

To search a term, take the following steps:

1. Enter the searched term into the input field (see blue arrow).
2. Then click on either the icon  or hit the enter button.



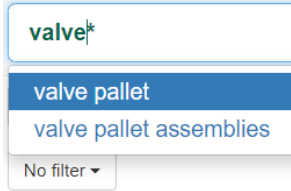

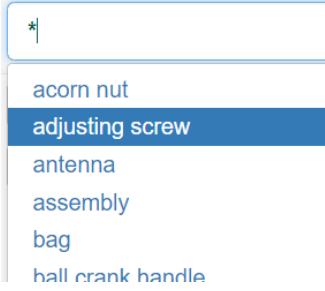
2.2.1 Carrying out a term search

crossTerm Now offers 10 possible terms during the writing process, which can be selected from a dropdown menu.

Basically, all terms are always found that contain the entered word or part of a word in any form.

If you would like to refine the position of the input word within the found terms, the placeholder * can be used.

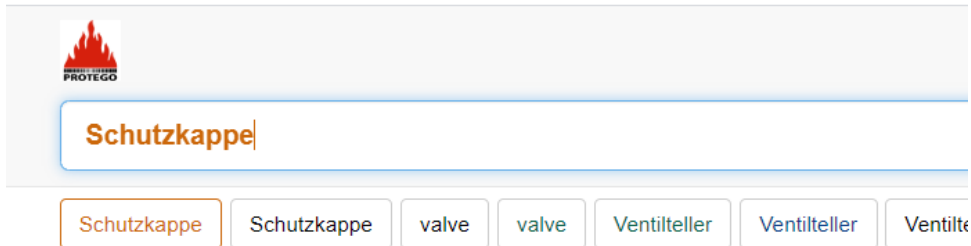
The placeholder * can be used as follows:

<p>* at the end of the word (e.g. valve*)</p> <p>➔ Only terms will be found that have the input word at the beginning of the term.</p>	
<p>* at the beginning of the word (e.g. *valve)</p> <p>➔ Only terms will be found that have the input word at the end of the term.</p>	
<p>Only *</p> <p>➔ The complete collection of terms will be found. This input can be useful, for example, when filtering for terms with specific characteristics (e.g. for specific application areas).</p>	



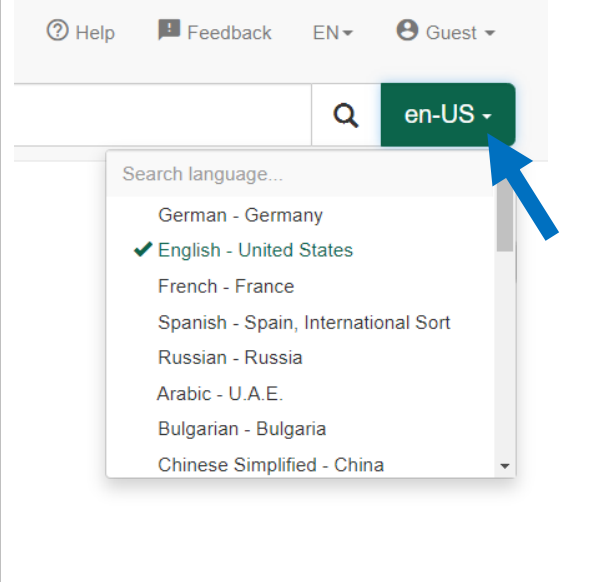
2.2.2 Change search language

Terms can be searched in a total of 31 languages. Each language is designated a color. In the input field as well as in the search history, the color indicates in which search language a term is or was searched for (e.g. black for German and green for English).



NOTE: if the search language is changed while the previously searched-for term still remains in the input field, the search query will be automatically triggered. The search will deliver no results in the new search language and so can be an annoyance for the user.

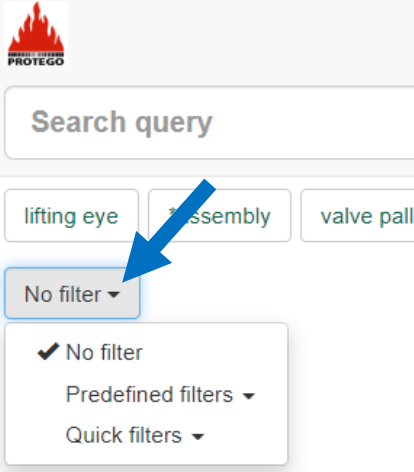
→ It is recommended that any previously input terms are deleted from the input field before the search language is changed.

 A screenshot of the PROTEGO search interface showing the search language dropdown menu. The menu is open, displaying a list of languages with their corresponding country or region. The selected language is 'English - United States', which is marked with a green checkmark. A blue arrow points to the 'en-US' dropdown button in the search bar. The list of languages includes: German - Germany, English - United States (checked), French - France, Spanish - Spain, International Sort, Russian - Russia, Arabic - U.A.E., Bulgarian - Bulgaria, and Chinese Simplified - China.	<p>To change the search language, click on the field "Search language" and select the desired language from the dropdown menu.</p> <p>NOTE: only one search language can be selected. The last selected search language is checked off (✓).</p>
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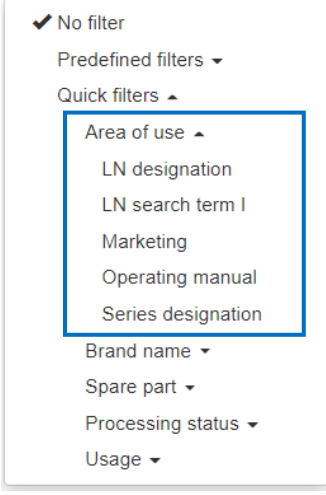
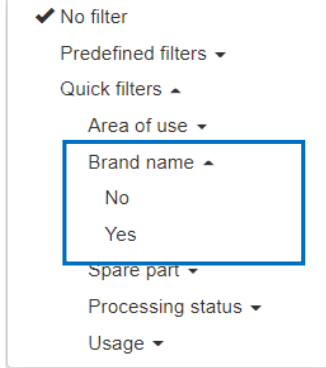


2.2.3 Using filters in the search

In order to refine a terminology search using specified criteria, the crossTerm Now filter function can be used.

	<p>To adjust the filter settings, click on the button "Filter".</p> <p>➔ The dropdown list appears with the following filter options, which can also be closed again:</p> <ul style="list-style-type: none"> ○ Predefined filters ○ Quick filters
---	---

The most important filter here is the quick filter. It contains filter criteria relevant for BFG.

<p>Area of use</p> <p>The area of use offers information on the BFG contexts in which the term is relevant.</p> <p><i>Values for selection:</i></p> <ul style="list-style-type: none"> ➔ <i>LN designation</i> ➔ <i>LN search term I</i> ➔ <i>Marketing</i> ➔ <i>Operating manual</i> ➔ <i>Series designation</i> 	
<p>Brand name</p> <p>This term characteristic indicates whether a term applies to a specific brand name or not.</p> <p><i>Values for selection:</i></p> <ul style="list-style-type: none"> ➔ <i>No</i> ➔ <i>Yes</i> 	



2 Terminology research and suggestion process

<p>Spare part</p> <p>This term characteristic indicates whether a term in the LN is designated a spare part or not.</p> <p><i>Values for selection</i></p> <ul style="list-style-type: none"> ➔ <i>No spare part</i> ➔ <i>Spare part</i> 	<div style="border: 1px solid #ccc; padding: 5px;"> <p><input checked="" type="checkbox"/> No filter</p> <p>Predefined filters ▾</p> <p>Quick filters ▲</p> <p style="padding-left: 20px;">Area of use ▾</p> <p style="padding-left: 20px;">Brand name ▾</p> <div style="border: 2px solid #00aaff; padding: 2px;"> <p>Spare part ▲</p> <p style="padding-left: 20px;">No spare part</p> <p style="padding-left: 20px;">Spare part</p> </div> <p style="padding-left: 20px;">Processing status ▾</p> <p style="padding-left: 20px;">Usage ▾</p> </div>
<p>Processing status</p> <p>The processing status offers information on the current status of a term. This filter function is not very practical for most crossTerm Now users, as they are only shown terms with the processing status "released". Terms with other processing statuses are only shown to those with the relevant authorization.</p> <p><i>Values for selection:</i></p> <ul style="list-style-type: none"> ➔ <i>In progress</i> ➔ <i>Obsolete</i> ➔ <i>Released</i> 	<div style="border: 1px solid #ccc; padding: 5px;"> <p><input checked="" type="checkbox"/> No filter</p> <p>Predefined filters ▾</p> <p>Quick filters ▲</p> <p style="padding-left: 20px;">Area of use ▾</p> <p style="padding-left: 20px;">Brand name ▾</p> <p style="padding-left: 20px;">Spare part ▾</p> <div style="border: 2px solid #00aaff; padding: 2px;"> <p>Processing status ▲</p> <p style="padding-left: 20px;">In progress</p> <p style="padding-left: 20px;">Obsolete</p> <p style="padding-left: 20px;">Released</p> </div> <p style="padding-left: 20px;">Usage ▾</p> </div>
<p>Usage</p> <p>The usage indicates whether or not the term may be used to write company-specific texts or not.</p> <p><i>Values for selection:</i></p> <ul style="list-style-type: none"> ➔ <i>Not permitted</i> ➔ <i>Permitted</i> 	<div style="border: 1px solid #ccc; padding: 5px;"> <p><input checked="" type="checkbox"/> No filter</p> <p>Predefined filters ▾</p> <p>Quick filters ▲</p> <p style="padding-left: 20px;">Area of use ▾</p> <p style="padding-left: 20px;">Brand name ▾</p> <p style="padding-left: 20px;">Spare part ▾</p> <p style="padding-left: 20px;">Processing status ▾</p> <div style="border: 2px solid #00aaff; padding: 2px;"> <p>Usage ▲</p> <p style="padding-left: 20px;">Not permitted</p> <p style="padding-left: 20px;">Permitted</p> </div> </div>

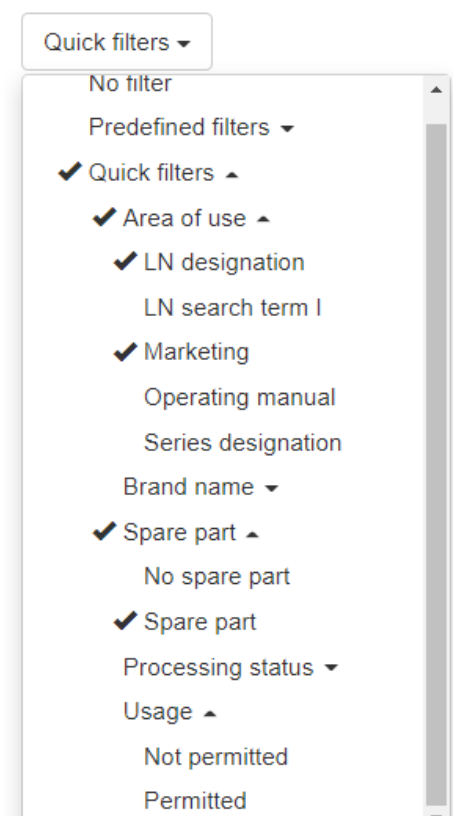
Click on the desired filter criteria to set them. Multiple selection of filter criteria is possible.

The selected filter criteria are checked off (✓).



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2 Terminology research and suggestion process



After selecting the desired filter criteria, a term search can be started with the filter criteria applied.

The following actions can be taken to change the filter settings:

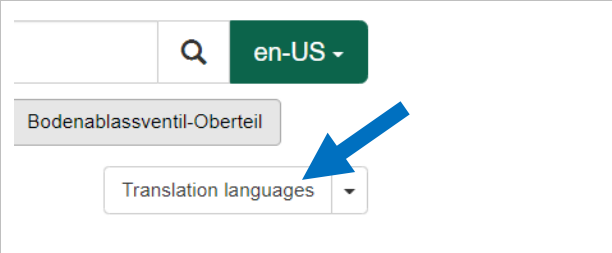
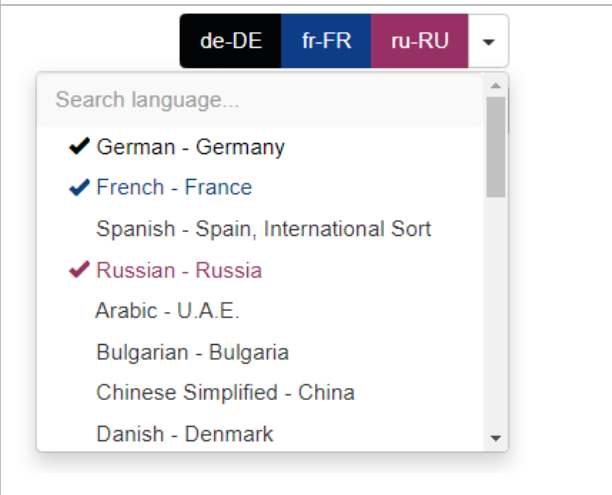
- ➔ Click on the relevant active filter criteria to remove them.
- ➔ To remove all filter criteria, click on the value "No filter".



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2.2.4 Display translations

In addition to the search language in which terms are searched, up to 5 other languages can be selected and displayed per term as translations.

	<p>1. Click on the button "Translation languages" to select the desired translation languages.</p>
	<p>2. In the dropdown list, select the languages in which translations of the found terms should be shown.</p> <p>NOTE: the search language selected above as the primary language, is always excluded from this selection.</p> <p>NOTE: each target language is assigned with a color. The corresponding translation is then displayed in the list of results in this color.</p>

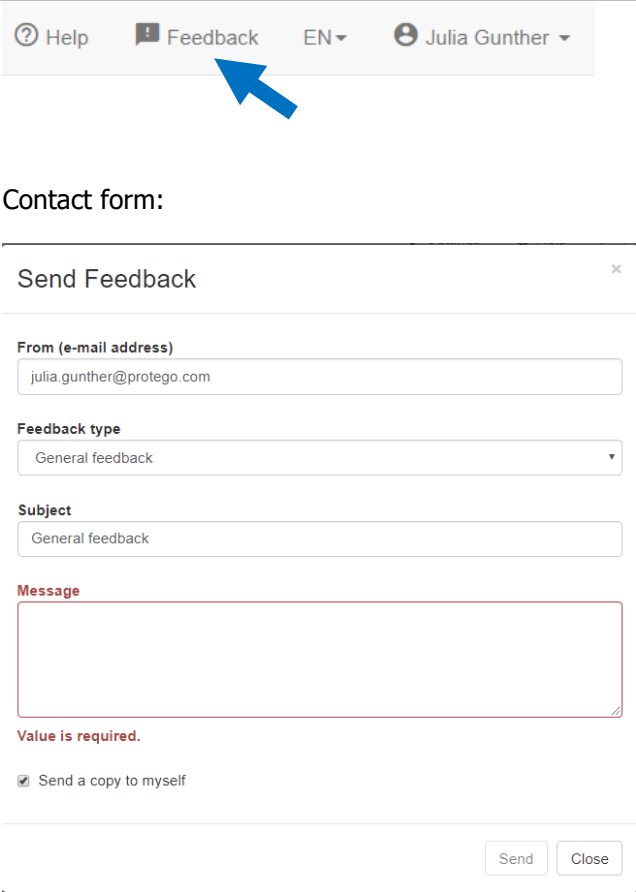
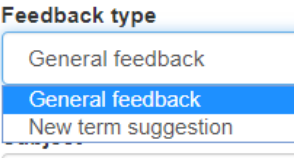
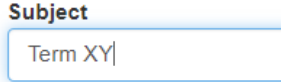


2.3 Communication with the terminology group

BFG employees have the opportunity in crossTerm Now to submit terms to the terminology group, or to send feedback regarding existing terms.


2.3.1 Feedback function

If an employee discovers a problem in the terminology results or has a question regarding an existing term, they can report this using the crossTerm Now feedback function.

 <p>1. Click on the button "Feedback", in order to start the feedback process.</p> <p>→ The feedback function is opened as a contact form.</p>	
 <p>2. Choose between "General feedback" and "New term suggestion" in the "Feedback type" rubric.</p> <p>NOTE: in order to submit a new term, it is recommended not to use the feedback function but the "Add suggestion" button under the search field (More on this in section 2.3.2 Submit term).</p>	
 <p>3. Under "Subject", enter the term concerned.</p>	



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<p>Message</p> <p>I have got a question concerning the term XY</p>	<p>4. Under "Message", enter feedback.</p> <p>NOTE: this field is required!</p>
<p><input checked="" type="checkbox"/> Send a copy to myself</p>	<p>5. The check for "Send a copy to myself" can be activated or deactivated as desired.</p>
<p><input type="button" value="Send"/> <input type="button" value="Close"/></p> 	<p>6. Click the button "Send".</p>

The feedback is received by the terminology group and will be answered or processed in due time.

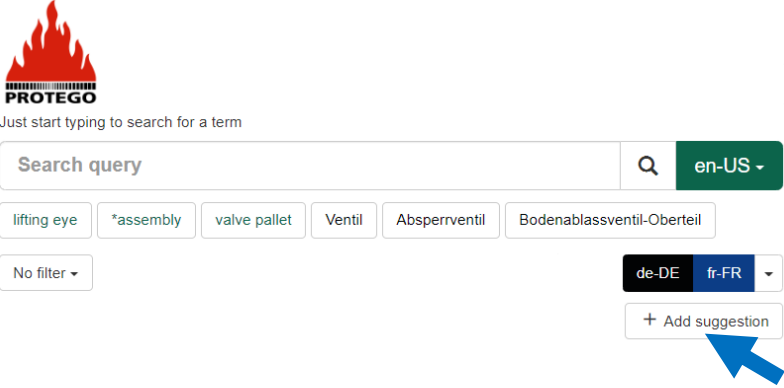
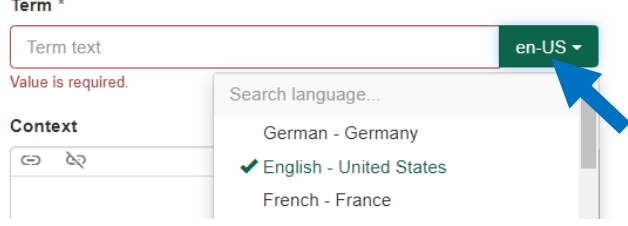
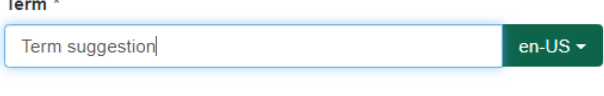
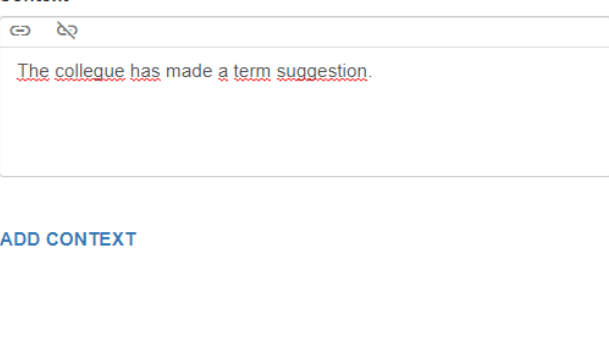





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2.3.2 Term suggestion










If employees cannot find a suitable term for their needs, they have the opportunity of suggesting a new term to the terminology group, to be added to the company terminology.

Proceed as follows:

	<p>1. Click on the button "Add suggestion".</p> <p>→ The form for a new term submission appears.</p>
	<p>2. Select the language for the new term submission in the "Term" field.</p> <p>NOTE: <i>this field is required!</i></p>
	<p>3. Input the term for submission in the "Term" field.</p>
	<p>4. As much as possible, include context in which the submitted term appears.</p> <p>5. Add or remove a link as necessary using the buttons  and .</p> <p>6. Add an additional "Context" field if necessary.</p>
	<p>7. As far as they exist, submit a synonym for the suggested term using "+ADD ADDITIONAL TERM".</p>



2 Terminology research and suggestion process

<p>Definition suggestion</p> <div data-bbox="197 226 810 383"> <p> </p> <p>A term suggestion is a term that has not yet been included in the company's terminology.</p> </div> <p>ADD DEFINITION SUGGESTION</p>	<p>8. Input the desired definition for the suggested term in the "Definition suggestion" field.</p> <p>9. Add or remove a link as necessary using the buttons  and .</p> <p>10. Add an additional "Definition suggestion" field if necessary.</p>
<p>Image</p> <div data-bbox="209 651 820 837">  </div>	<p>11. Insofar as they are available, include one or more images which illustrate the term.</p>
<p>Image source</p> <div data-bbox="201 922 823 1084"> <p> </p> <p>Website XY</p> </div> <p>ADD IMAGE SOURCE</p>	<p>12. In the field "Image source", include the place or website from which the image or images were found.</p> <p>13. Add or remove a link as necessary using the buttons  and .</p> <p>14. Add an additional "Image source" field if necessary.</p>
<p>Area of use</p> <div data-bbox="201 1339 775 1559"> <p>Marketing</p> <p><input type="checkbox"/> LN designation</p> <p><input type="checkbox"/> LN search term I</p> <p><input checked="" type="checkbox"/> Marketing</p> <p><input type="checkbox"/> Operating manual</p> <p><input type="checkbox"/> Series designation</p> </div> <p>spare part</p>	<p>15. In the pick list "Area of use", select the area or areas in which the suggested term should be used in future.</p>
<p>Brand name</p> <div data-bbox="201 1630 794 1800"> <p>[not selected]</p> <p>[none]</p> <p>No</p> <p>Yes</p> </div>	<p>16. Under the "Brand name" pick list, select whether the suggested term applies to a specific brand name or not.</p>



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<p>Spare part</p> <p>[not selected] ▾</p> <p>[none]</p> <p>No spare part</p> <p>Spare part</p>	17. Under the "Spare part" pick list, select whether the term applies to a spare part or not.
<p>Comment</p> <p><input type="text"/></p>	18. When necessary, include further info in the "Comments" field.
<p><input type="button" value="Suggest"/> <input type="button" value="Cancel"/></p>	19. Send the suggestion by clicking on the button "Suggest".

