



Version 5.10

Literal Manager

Manual

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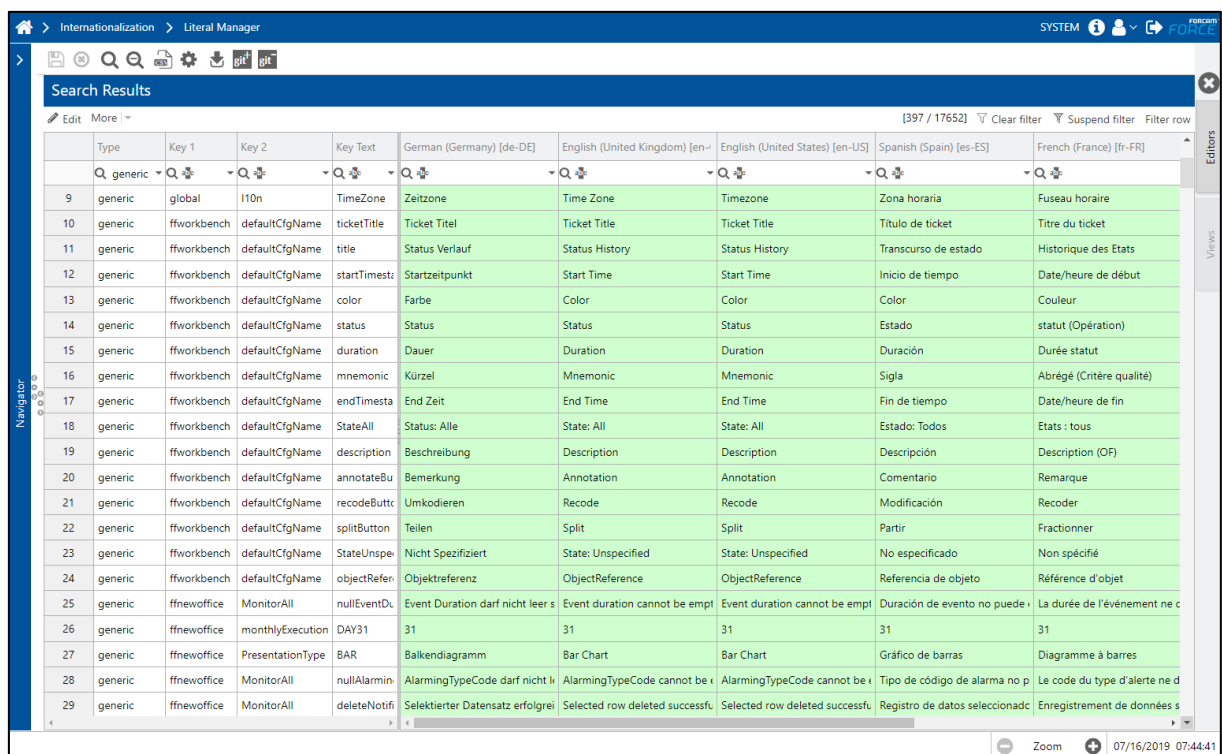
1 Concept

The FORCAM FORCE™ Literal Manager monitors, integrates and configures languages and their literals, shown in tabular form. A literal is made up of types, keys, translations and other information, e.g. date created (see section 3.3).

The Literal Manager is generally designed for authorizations and roles. Depending on individual task areas, the options for role distribution and authorizations range from the user role without change function to the administrator role (see section 2).

The standard languages in FORCAM FORCE™ are German (DE), English (GB) (US), and Chinese (CH). Customer specific languages can be imported by authorized users. This language configuration is described in more detail in Chapter 5.

There is also the possibility of a GIT connection. The GIT repository allows versioning so that traceability is guaranteed (see section 4).



Type	Key 1	Key 2	Key Text	German (Germany) [de-DE]	English (United Kingdom) [en-GB]	English (United States) [en-US]	Spanish (Spain) [es-ES]	French (France) [fr-FR]
generic	global	ITon	Timezone	Zeitzone	Time Zone	Timezone	Zona horaria	Fuseau horaire
generic	ffworkbench	defaultCfgName	ticketTitle	Ticket Titel	Ticket Title	Ticket Title	Título de ticket	Titre du ticket
generic	ffworkbench	defaultCfgName	title	Status Verlauf	Status History	Status History	Transcurso de estado	Historique des États
generic	ffworkbench	defaultCfgName	startTimest	Startzeitpunkt	Start Time	Start Time	Inicio de tiempo	Date/heure de début
generic	ffworkbench	defaultCfgName	color	Farbe	Color	Color	Color	Couleur
generic	ffworkbench	defaultCfgName	status	Status	Status	Status	Estado	statut (Opération)
generic	ffworkbench	defaultCfgName	duration	Dauer	Duration	Duration	Duración	Durée statut
generic	ffworkbench	defaultCfgName	mnemonic	Kürzel	Mnemonic	Mnemonic	Sigla	Abrégé (Critère qualité)
generic	ffworkbench	defaultCfgName	endTimest	End Zeit	End Time	End Time	Fin de tiempo	Date/heure de fin
generic	ffworkbench	defaultCfgName	StateAll	Status: Alle	State: All	State: All	Estado: Todos	Etats : tous
generic	ffworkbench	defaultCfgName	description	Beschreibung	Description	Description	Descripción	Description (OF)
generic	ffworkbench	defaultCfgName	annotateBu	Bemerkung	Annotation	Annotation	Comentario	Remarque
generic	ffworkbench	defaultCfgName	recodeButt	Umkodieren	Recode	Recode	Modificación	Recoder
generic	ffworkbench	defaultCfgName	splitButton	Teilen	Split	Split	Partir	Fractionner
generic	ffworkbench	defaultCfgName	StateUnspe	Nicht Spezifiziert	State: Unspecified	State: Unspecified	No especificado	Non spécifié
generic	ffworkbench	defaultCfgName	objectRefer	Objektreferenz	ObjectReference	ObjectReference	Referencia de objeto	Référence d'objet
generic	ffnewoffice	MonitorAll	nullEventDu	Event Duration darf nicht leer s	Event duration cannot be empty	Event duration cannot be empty	Duración de evento no puede e	La durée de l'événement ne c
generic	ffnewoffice	monthlyExecution	DAY31	31	31	31	31	31
generic	ffnewoffice	PresentationType	BAR	Balkendiagramm	Bar Chart	Bar Chart	Gráfico de barras	Diagramme à barres
generic	ffnewoffice	MonitorAll	nullAlarmin	AlarmingTypeCode darf nicht li	AlarmingTypeCode cannot be e	AlarmingTypeCode cannot be e	Tipo de código de alarma no p	Le code du type d'alerte ne d
generic	ffnewoffice	MonitorAll	deleteNotif	Selektierter Datensatz erfolgrei	Selected row deleted successfu	Selected row deleted successfu	Registro de datos seleccionad	Enregistrement de données s

Fig. 1: Literal Manager

2 Requirements

Using the Literal Manager depends heavily on rights and roles. The standard literals are viewed and edited according to individual task areas and authorizations granted.

The roles and authorizations are distributed as follows:

- Edit configuration
- Edit literals
- Import and export literals
- Open mask
- Perform a search
- Push/pull function (GIT connection) synchronizes system literals centrally


 For configuring rights and roles, see the Manual - Master Data and System Configuration.

3 Functions

3.1 Starting the Literal Manager

Path: Internationalization > Literal Manager

The Literal Manager is started by clicking on the tile **Internationalization**. Additionally, the Literal Manager can be called up via a customized configured tile.

-  For more information on configuring tiles, see the Manual - Master Data and System Configuration.

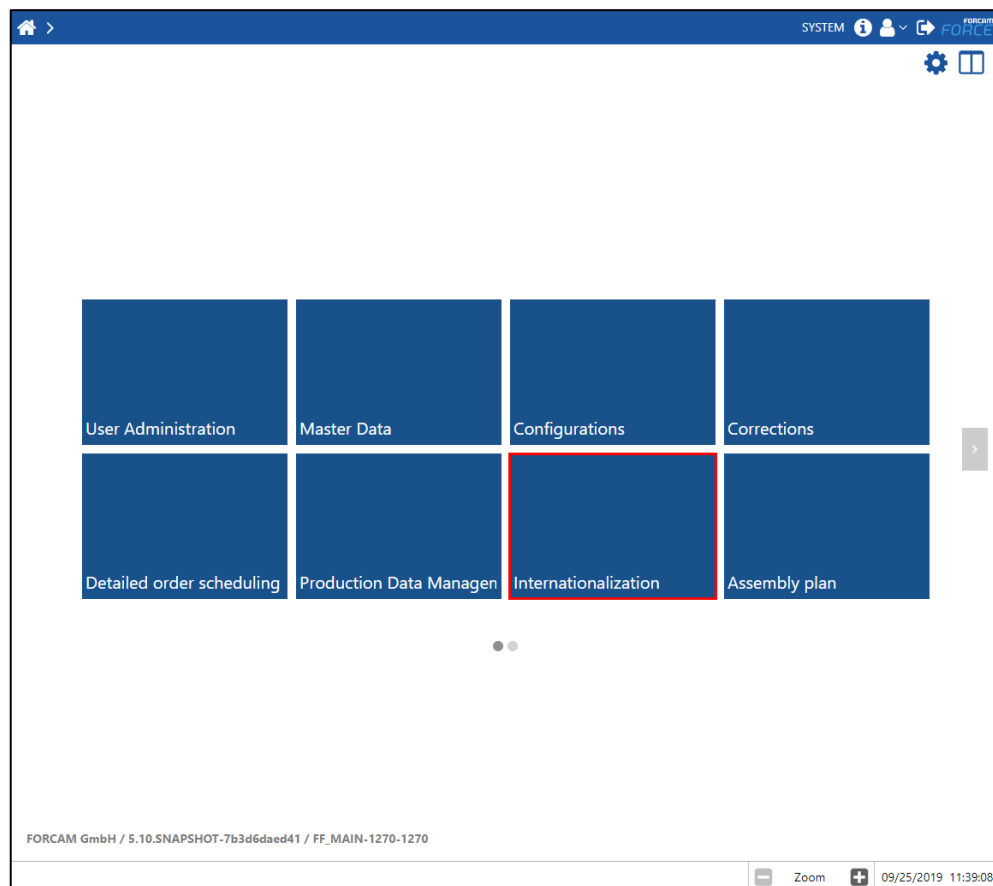


Fig. 2: Start page – calling up the Literal Manager

Page layout Internationalization

- Languages
- Literal Manager
- Time zones

3.2 Initial Call-up of Literal Table

When calling up the Literal Manager for the first time, it will show an empty table. The table with the literals appears when an initial search is performed. This is done by clicking on the search icon. The search can be narrowed down further using **Filter literals** (see section 3.6).

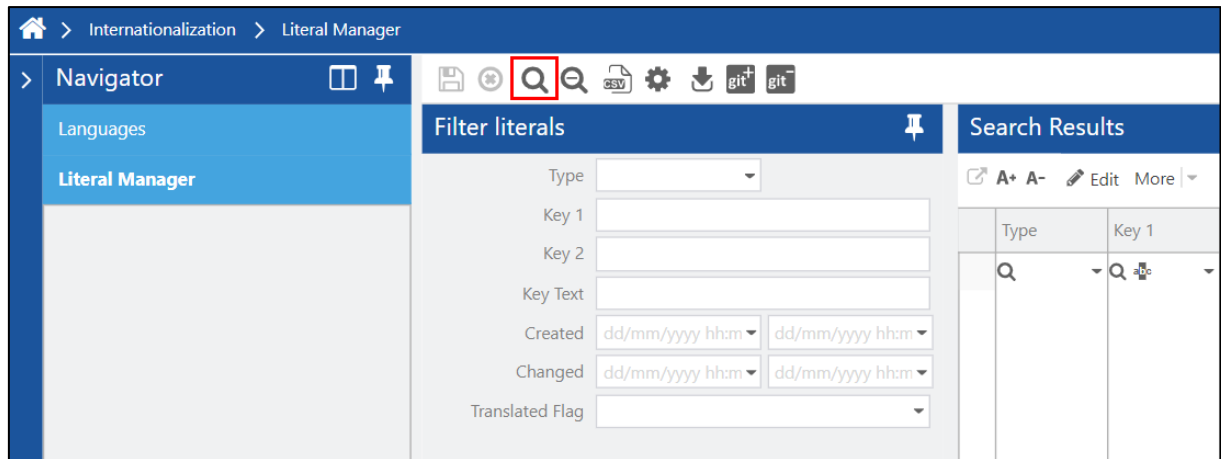

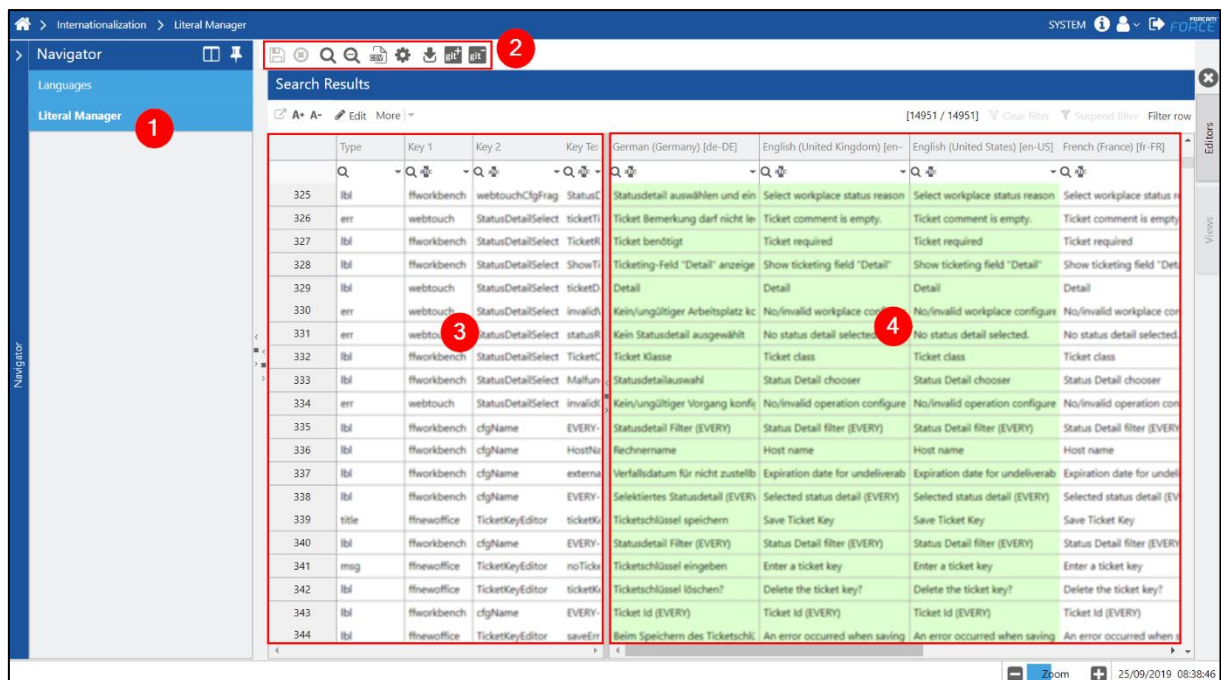


Fig. 3: Calling up all literals

 The search may take longer, depending on the quantity of data.

3.3 Overview of Main Page

The literal table contains all literals for the languages selected in the **Languages** section. In addition to the standard languages German (DE), English (GB) (US) and Chinese (CN), other languages can be freely selected or deselected in the configuration (see section 5).



Type	Key 1	Key 2	Key Text	German (Germany) [de-DE]	English (United Kingdom) [en-GB]	English (United States) [en-US]	French (France) [fr-FR]
lbl	#workbench	webtouchClgfrag	StatusD	Statusdetail auswählen und ein	Select workplace status reason	Select workplace status reason	Select workplace status reason
err	webtouch	StatusDetailSelect	ticketTi	Ticket Bemerkung darf nicht le	Ticket comment is empty.	Ticket comment is empty.	Ticket comment is empty
lbl	#workbench	StatusDetailSelect	ticketR	Ticket benötigt	Ticket required	Ticket required	Ticket required
lbl	#workbench	StatusDetailSelect	ShowTi	Ticketing-Feld "Detail" anzeige	Show ticketing field "Detail"	Show ticketing field "Detail"	Show ticketing field "Det
lbl	webtouch	StatusDetailSelect	ticketD	Detail	Detail	Detail	Detail
err	webtouch	StatusDetailSelect	invalidD	Kein/ungültiger Arbeitsplatz kc	No/invalid workplace co	No/invalid workplace configur	No/invalid workplace cor
err	webtouch	StatusDetailSelect	statusR	Kein Statusdetail ausgewählt	No status detail selected	No status detail selected.	No status detail selected.
lbl	#workbench	StatusDetailSelect	ticketC	Ticket Klasse	Ticket class	Ticket class	Ticket class
lbl	#workbench	StatusDetailSelect	Mailun	Statusdetailauswahl	Status Detail chooser	Status Detail chooser	Status Detail chooser
err	webtouch	StatusDetailSelect	invalidD	Kein/ungültiger Vorgang konfig	No/invalid operation configure	No/invalid operation configure	No/invalid operation con
lbl	#workbench	clgName	EVERY	Statusdetail Filter (EVERY)	Status Detail filter (EVERY)	Status Detail filter (EVERY)	Status Detail filter (EVERY)
lbl	#workbench	clgName	HostNa	Rechnernamen	Host name	Host name	Host name
lbl	#workbench	clgName	externa	Verfallsdatum für nicht zustellb	Expiration date for undeliverab	Expiration date for undeliverab	Expiration date for undel
lbl	#workbench	clgName	EVERY	Selektiertes Statusdetail (EVERY)	Selected status detail (EVERY)	Selected status detail (EVERY)	Selected status detail (EV
title	#newoffice	TicketKeyEditor	ticketK	Ticketschlüssel speichern	Save Ticket Key	Save Ticket Key	Save Ticket Key
lbl	#workbench	clgName	EVERY	Statusdetail Filter (EVERY)	Status Detail filter (EVERY)	Status Detail filter (EVERY)	Status Detail filter (EVERY)
msg	#newoffice	TicketKeyEditor	noTicke	Ticketschlüssel eingeben	Enter a ticket key	Enter a ticket key	Enter a ticket key
lbl	#newoffice	TicketKeyEditor	ticketK	Ticketschlüssel löschen?	Delete the ticket key?	Delete the ticket key?	Delete the ticket key?
lbl	#workbench	clgName	EVERY	Ticket Id (EVERY)	Ticket id (EVERY)	Ticket id (EVERY)	Ticket id (EVERY)
lbl	#newoffice	TicketKeyEditor	saveERR	Beim Speichern des Ticketschl	An error occurred when saving	An error occurred when saving	An error occurred when

Fig. 4: Main literal table (display without filters)

- (1) Literal Manager selection
- (2) Literal Manager menu bar
- (3) Literal key (not editable)
- (4) Literal text with translations and information texts (editable if authorization is given)

One row represents one literal. A literal consists of keys and translations. The left columns with white fields are the literal key (3). The fields in the literal key are database-specific and cannot be edited.

The literal key consists of the following columns:

- Type – Type group (e.g. msg = messages, err = errors)
- Key 1
- Key 2
- Key text – description text

The literal text (4) to the right of the literal key, contains editable terms or translations, starting with the German language. Only authorized users can make changes to these texts. Customer-specific languages can also be configured and added here (see section 5).

Functions

The fields for the literal texts are color-coded:

- Red
The term is entirely missing
- White
The term exists, but is unverified (the translation is not valid)
- Green
The term exists and is verified (the translation is valid)










In addition to the term descriptions, the columns on the right with the information texts **Created**, **Changed**, and **Edited**, also help to further narrow down the data search. The columns of the literal text can be sorted either freely or via context menus (see section 3.6).

The following columns are available for each literal:

- Term description or translation for the different languages (editable)
- Created
Shows the creation date
- Changed
Shows the date changed
- Editor
Shows the editor

3.4 Menu Bar

Table 1: Description of the menu bar

Menu icon	Description
	Saves the changes.
	Discards the changes.
	Calls up the local literals. If no filter is set, the complete list of literals will be shown.
	Resets the search.
	Exports the selected literals in CSV file format.
	Calls up a dialog window for selecting or deselecting parameters.
	Imports literals in CSV file format.
	GIT push. Sends the data to the shared storage for literals (only if GIT connectivity is configured). This button will only show up for authorized users. For further information see the Manual - Master Data and System Configuration.
	GIT pull. Gets the data from the GIT Repository (only if GIT connectivity is configured). This button will only show up for authorized users. For further information see the Manual - Master Data and System Configuration.

3.5 Overview of the Filter Bar

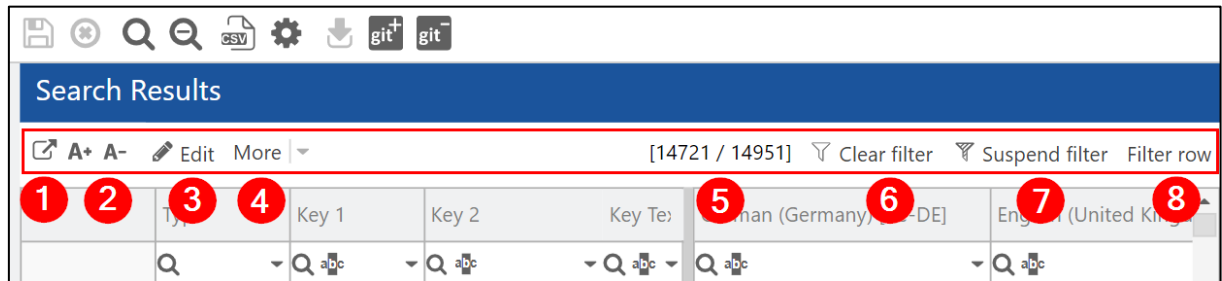


Fig. 5: Filter bar

Table 2: Functions of the filter bar

1	Displays the row data in a dialog	Displays the row data in a pop-up dialog. Changes can be made here just as in the row view. Scrolling forward and backward is also possible. To get out of the dialog view, click in an area outside the dialog or press the Esc key.
2	View larger and smaller	The literal table is enlarged by A+ or reduced by A- like a zoom function.
3	Edit	Unlocks the literal table to allow editing. Clicking on Edit switches between editing enabled/disabled. (see 3.7.1).
4	More	Opens a drop-down menu for further functions (see 3.8).
5	Number of literals	Shows the number of literals. The left is the number of filtered literals, and the right is the total number of literals.
6	Clear filter	Resets all the filters.
7	Suspend filter	Switches and toggles between filter on and off.
8	Filter row	Either shows or hides the filter row.

3.6 Filtering and Sorting

A configurable list of search fields (filters) can be used to find specific literals. The search for literal texts is possible in any language and is case-insensitive. The literals found in the search can be edited. All changes must be saved in order to be accepted.

3.6.1 Filtering Literals with Search Fields

A list of search fields (filtering) can be used to find specific literals. The literals found in the search can be edited directly in the language columns.

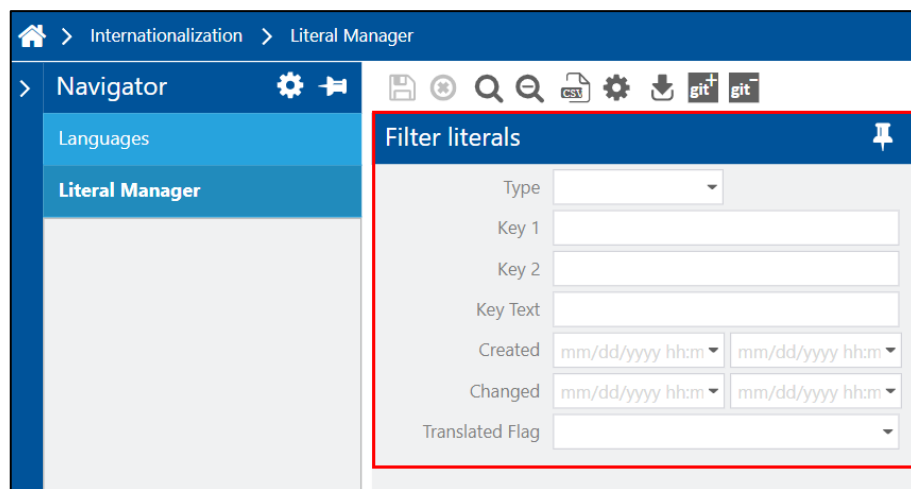


Fig.6: Filtering literals

Table 3: Search fields for filtering literals

Name of search field	Description
Type	Filters according to type description.
Key 1	Filters the literals according to the column Key 1 .
Key 2	Filters the literals according to the column Key 2 .
Key Text	Filters the literals according to the Key Text .
Created	Searches for created literals between two dates.
Changed	Searches for changed literals between two dates.
Translated Flag	A system internal marking signifying that the literal is translated.

3.6.2 Filtering via the Filter Row

Clicking on **Filter row** (1) at the top right of the table, displays or hides the filter row (2). The filter row allows filtering literals by specific terms. The search for current literal texts can be carried out in any language and all language columns are available for editing in the search results.

Search Results				
<div> 🔍 A+ A- Edit More [14721 / 14951] Clear filter Suspend filter 1 Filter row </div>				
2 German (Germany) [de-DE]	English (United Kingdom) [en-GB]	English (United States) [en-US]	French (France) [fr-FR]	Chinese
Q	Q	Q	Q	Q
Sollstart liegt in der Vergangenheit	Target start is in the past. Planr	Target start is in the past. Planr	Target start is in the past. Planr	Target
&1 Vorgänge gefunden	&1 operations found	&1 operations found	Found &1 operations.	&1 op
Der Arbeitsplatz besitzt in der	The workplace already has sev	The workplace already has sev	The workplace already has sev	The wo
Reihenfolgeplanung	Sequence planning	Sequence planning	Sequence planning	Sequer

Fig.7: Searching and filtering literals

3.6.3 Drop-down Menu for the Filter Row

Clicking on the arrow in the filter row shows a drop-down menu for further search options. The search takes place in real-time, which means the terms are searched and filtered directly during the input.

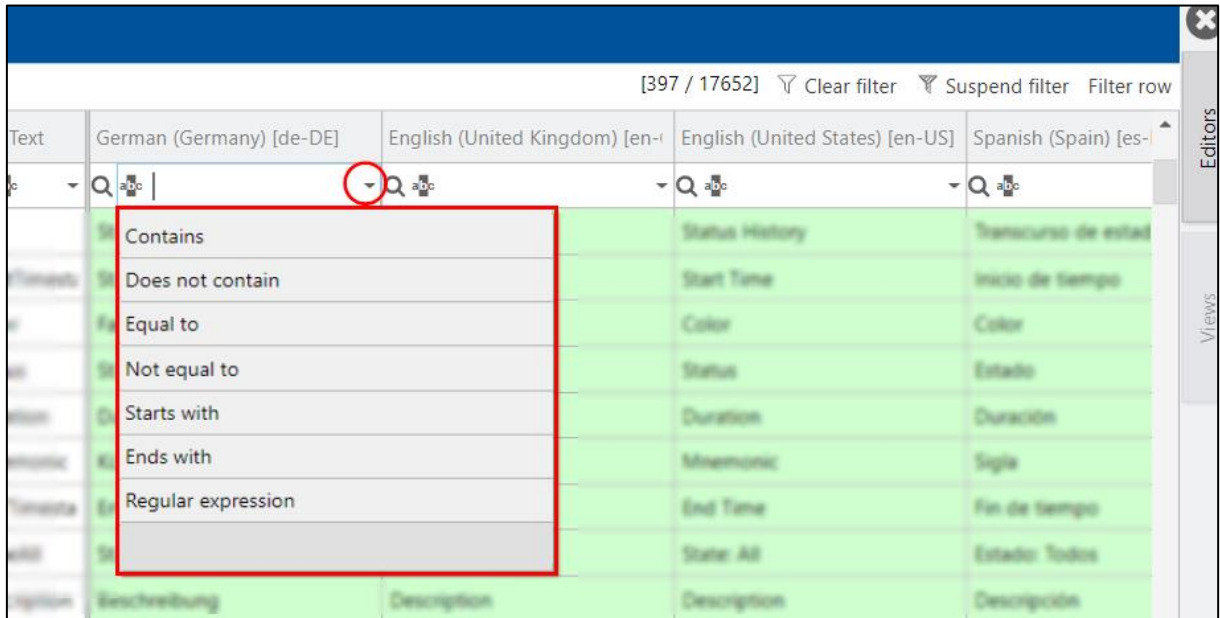


Fig.8: Drop-down menu for searching and filtering literals

Table 4: Drop-down menu for further search options

Search option	Description
Contains	Only shows those literals with these characters.
Does not contain	Only shows the literals without these characters.
Equal to	Only shows those literals that exactly match these characters.
Not equal to	Shows all literals not equal to this character(s).
Starts with	Shows all literals that begin with this character.
Ends with	Shows all literals that end with this character.
Regular expression	Shows all literals that correspond with this character chain or pattern.

3.6.4 Drop-down Menu of the Filter Row – Search by Date

The columns **Created** and **Changed** are filtered according to date. Clicking on the arrow opens a drop-down menu that offers several options for filtering.

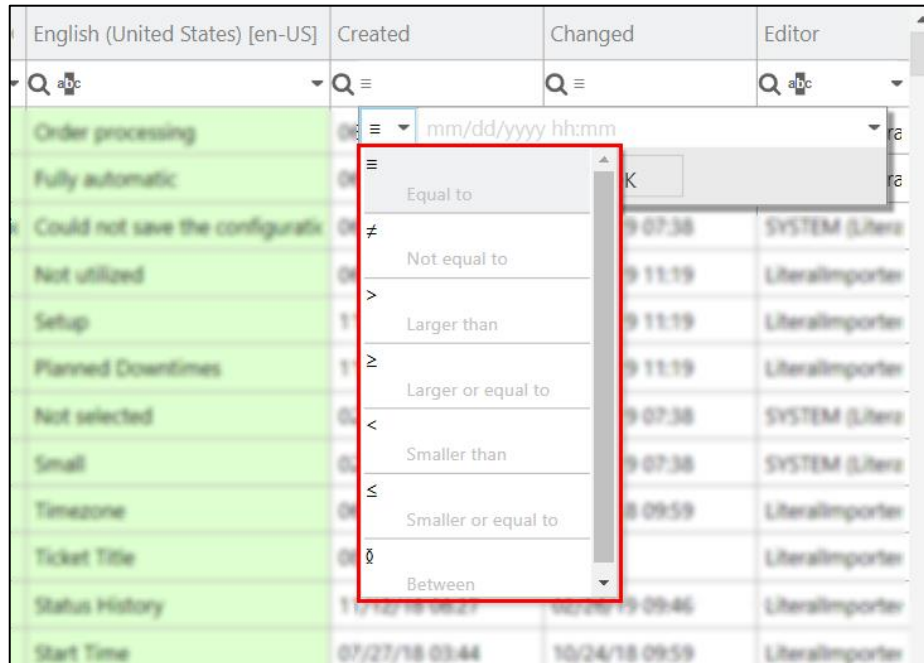


Fig.9: Drop-down menu for searching by date

Table 5: Description of the search options for the drop-down menu

Search command	Description
Equal to	Searches for literals equal to the date.
Not equal to	Searches for literals not equal to the date.
Larger than	Searches for literals newer than the date.
Larger or equal to	Searches for literals newer than, or equal to the date.
Smaller than	Searches for literals older than the date.
Smaller or equal to	Searches for literals older than, or equal to the date.
Between	Searches for literals created or changed between the two dates.

3.6.5 Clear or Suspend Filter

Clicking on **Clear filter** resets all filters. Clicking on **Suspend filter** toggles between enabling/disabling the filter.

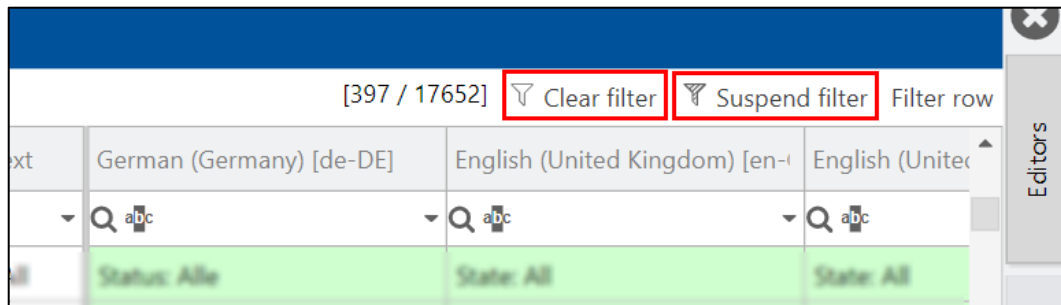


Fig.10: Resetting or suspending the search filters

3.6.6 Sorting

In general, the literal table can be sorted freely. Clicking on the header line of a column sorts the literals in relation to that column.

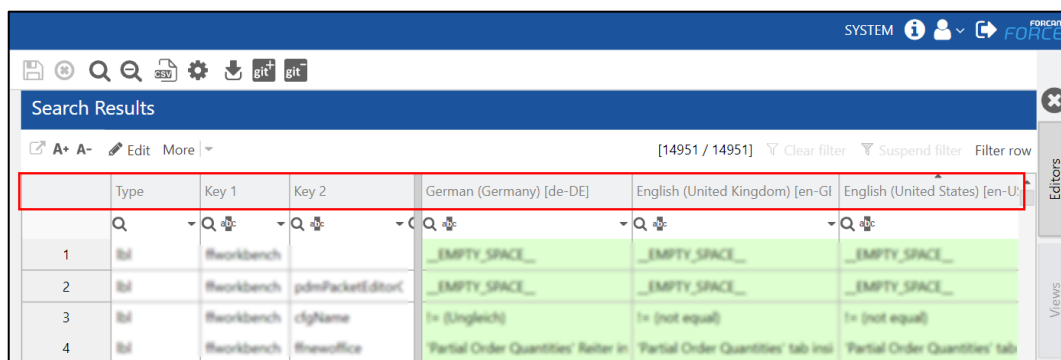


Fig. 11: Filtering literals according to columns

3.7 Editing and Configuration

The Literal Manager only allows editing of the literal texts. The keys are internal to the system and cannot be changed. Changes can only be made by authorized persons.

 For configuring permissions and rolls, see the Manual - Master Data and System Configuration.

3.7.1 Change Configuration

The **Change Configuration** icon (1) is used to set the parameters for the filter search configuration (2). This is where the searchable columns of the table are selected. The currently selected columns are located on the left and the available ones are on the right side.

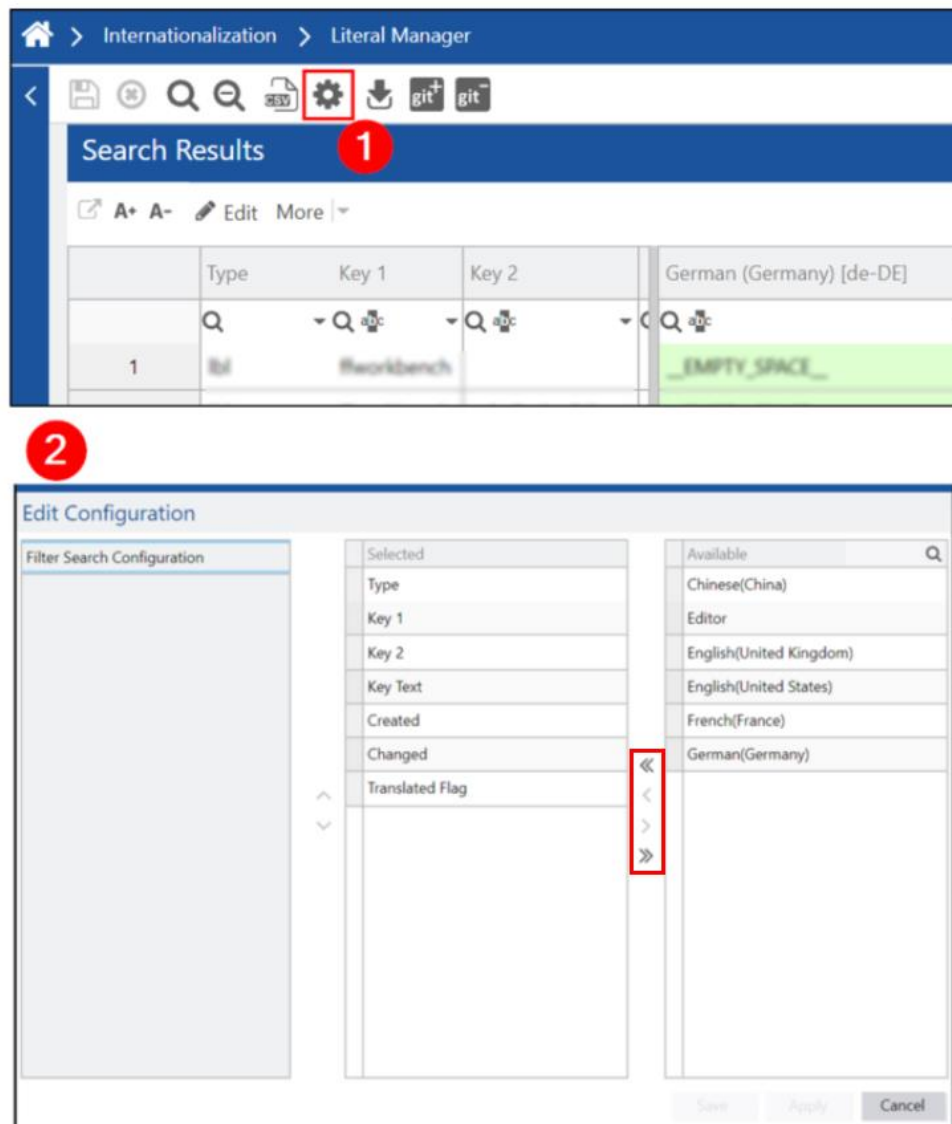


Fig. 12: Filter search configuration

3.7.2 Locking or Unlocking the Edit Function

Located in the middle menu bar, the **Edit** icon is used to lock or unlock the literal table, enabling or disabling the edit function. Clicking on this icon toggles between the two.

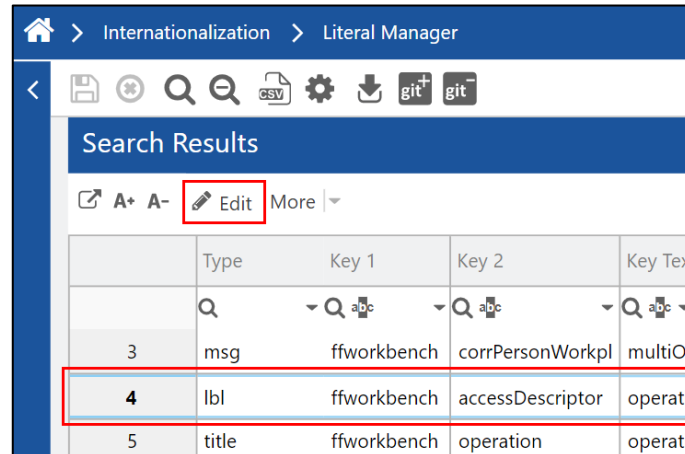


Fig. 13: Enabling or disabling editing

A blue border or shading serves as orientation and marking aid. Moving a mouse over the screen shades those rows the mouse moves over. Clicking on a row will outline that row with a blue border. Several rows can be marked this way for orientation by simultaneously holding down the control key of the keyboard and marking a row.

3.7.3 Editing and Saving Literals

	group	Klammer auf (Bracket opening (Bracket opening (
nPhase	waitFor	Warten auf Bearbeitung	Waiting before Processing	Waiting before Proce
nStatus	waiting	Warten auf Wartung	Waiting for maintenance	Waiting for maintena
rceColum	order	Auftrag	Order	Order
	order	Auftrag	Order	Order
ason	waiting	Warten auf Bearbeitung	Waiting for processing	Waiting for processin
teStatus	waiting	Warten auf Wartung	Waiting for maintenance	Waiting for maintena

Fig. 14: Identifying edited literals

To edit and save the literals:

1. Edit the desired literals.
 - ➔ The changed literals are identified by a small red triangle in the upper left part of the field.
2. Save.
 - ➔ The literals are saved locally and the red triangle in the field disappears.

3.8 Further Display Options and Functions

Clicking on the icon **More** opens a drop-down menu for further functions. Available functions are indicated by a dark text, whereas the grayed out texts are unavailable functions.

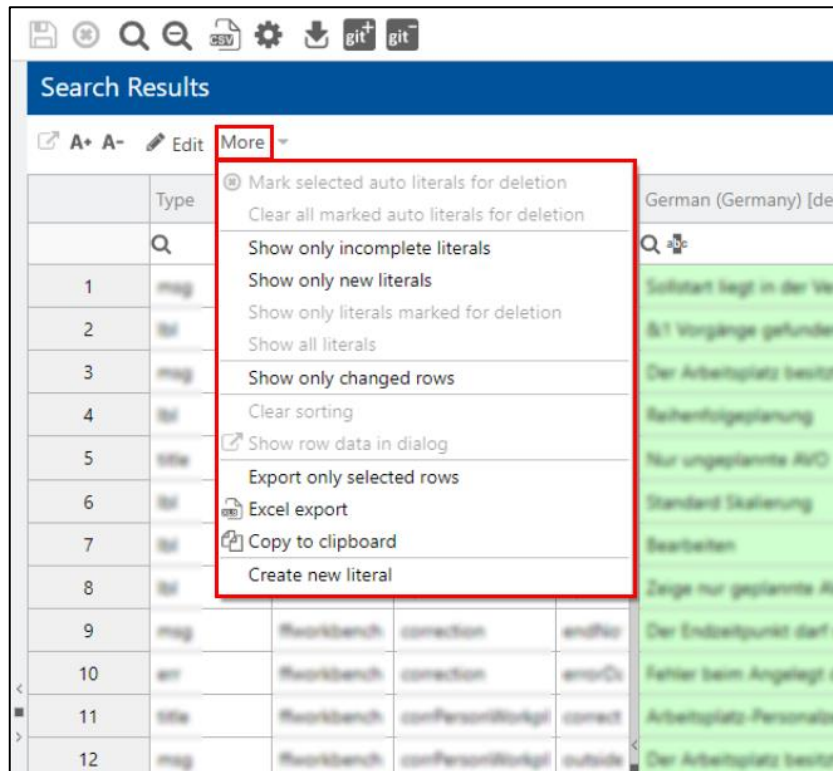


Fig. 15: Drop-down menu “More”

Table 6: Description of functions for the “More” drop-down menu

Function	Description
Mark selected auto literals for deletion	Marks the selected auto literals for deletion. These literal fields are indicated by violet shading.
Clear all marked auto literals for deletion	Clears and cancels the marking for deleting auto literals.
Show only incomplete literals	Shows only the incomplete literals. This means only those literals are shown for which there is no term (red background) or which are not verified and therefore invalid (white background).
Show only new literals	Only shows the literals that have not yet been saved locally.
Show only literals marked for deletion	Only shows the literals that are marked for deletion. The marked literals are indicated by violet background.
Show all literals	This option makes it possible to show all literals while they are still filtered and marked, without losing those markings. It is

Functions

Function	Description
	possible to toggle between “Show all literals” and the other filtered display functions.
Show only changed rows	Only literals marked with a red triangle are shown. These literals have been changed but have not yet been saved.
Clear sorting	Clears all filters and restores the sorting order to the original.
Show row data in dialog	Opens a pop-up dialog that shows the contents of the row. The size of the pop-up dialog can be changed, and it is possible to scroll forwards or backwards.
Export only selected rows	If this option is checked, only the selected rows will be exported.
Excel export	Exports all literals that are currently shown in the literal table.
Copy to clipboard	Opens a pop-up dialog with the selected rows. Using Ctrl + C copies the contents to the clipboard.
Create new literal	Creates a new auto literal row to the end of the table which can be filled out.

3.8.1 Row Context Menu for Further Functions

A right click on a field of a literal row opens a pop-up context menu for further functions. Available functions are indicated by a dark text, whereas the grayed out texts are unavailable functions.

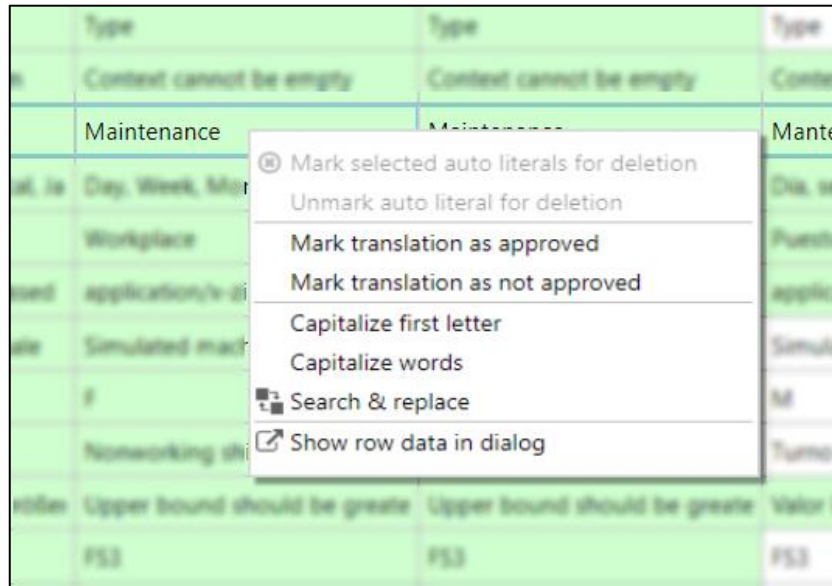


Fig. 16: Row context menu for further functions

Table 7: Description of functions for the row context menu

Function	Description
Mark selected auto literals for deletion	Marks the selected auto literals for deletion. These literal fields are indicated by violet background.
Unmark auto literal for deletion	Clears and cancels the marking for deleting auto literals.
Mark translation as approved	Marks the translation as approved. The field is indicated by green background and marked with a red triangle in the upper left of the field. The changes are accepted only after they are saved.
Mark translation as not approved	Marks the literal as not approved. The field is indicated by a white background and is marked with a red triangle at the top left. The changes are accepted only after they are saved.
Capitalize first letter	Capitalizes the first letter of the text in the field. The field is marked with a red triangle at the top left. The changes are accepted only after they are saved.
Capitalize words	Capitalizes all first letters of words in the field. The field is marked with a red triangle at the top left. The changes are accepted only after they are saved.
Search & replace	Opens a pop-up dialog with a search and replace function. The replacements are accepted only after they are saved.
Show row data in dialog	Opens a pop-up dialog that shows the contents of the row. The size of the pop-up dialog can be changed, and it is possible to scroll forwards or backwards.

3.8.2 Creating a New Literal

Only authorized users may create new literals. Therefore, only authorized users will see the highlighted darker text in the drop-down context menu, indicating whether the function is available or not. Only auto literals can be created, not system literals.

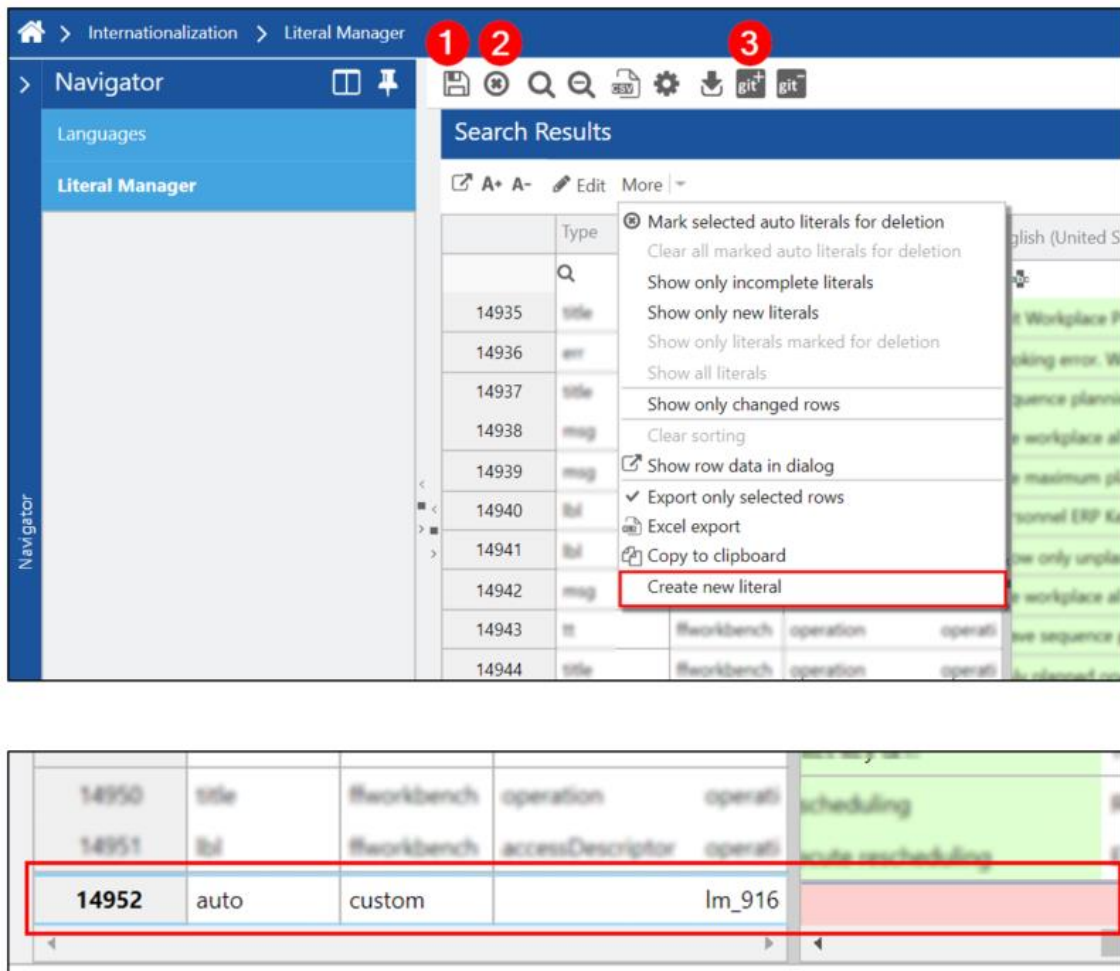


Fig. 17: Creating a new literal

To create a new literal:

1. In the drop-down context menu **More**, click on **Create new literal**.
 - A new editable row appears at the end of the literal table.
2. Enter the new literal in the editable row.
3. Save (1).
 - The literal will be saved locally.
4. If a connection to a GIT Repository exists, click on **git+** (3) (see section 4).
 - The literal will be pushed to the GIT Repository.

i Changes can be cancelled and discarded by clicking on the icon **Change Configuration** (2) as long as they have not yet been saved.

3.8.3 Deleting Literals

Only authorized users may delete literals. Therefore, only authorized users will see the highlighted darker text in the drop-down context menu, indicating whether the function is available or not. Only auto literals may be deleted.

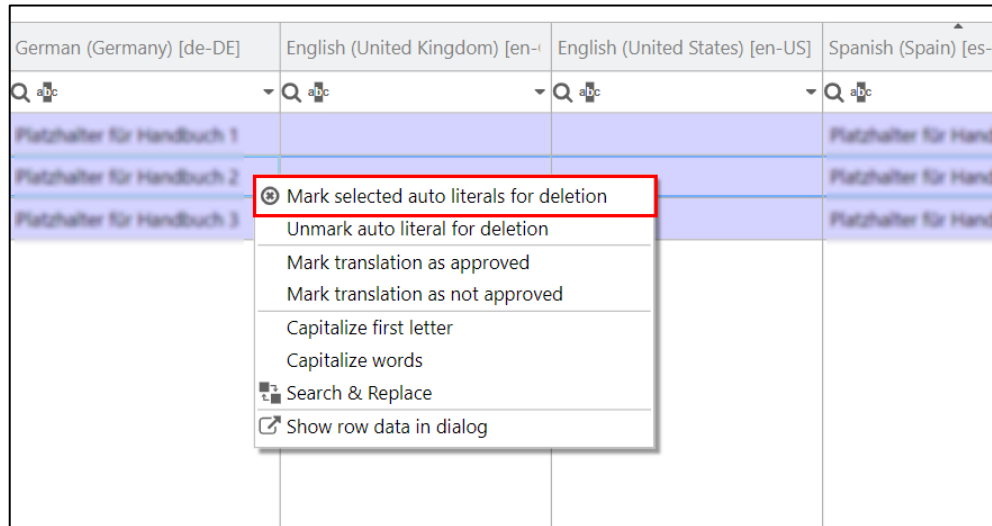


Fig. 18: Selecting literals for deletion

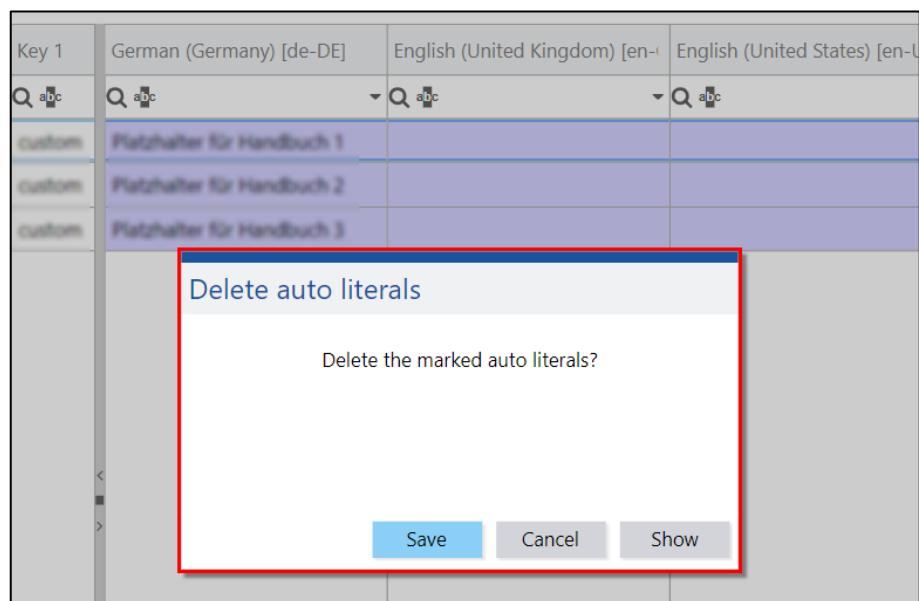


Fig. 19: Delete auto literals

Functions

To delete literals:

1. In the context drop-down menu **More**, click on **Mark selected auto literals for deletion**.
 - The fields of literals marked for deletion will appear with a violet background.
2. Save.
 - A pop-up dialog appears with the request to delete auto literals.
3. Click on **Save**.
 - The literal or literals are deleted.
- OR
4. Click on **Show**.
 - Only the literals marked for deletion will be shown.
5. Save.
 - A pop-up dialog appears with the request to delete the auto literals.
6. Click on **Save**.
 - The literal or literals are deleted.

To return to the complete literal list:

1. Click on **Show all literals** in the context menu **More**.
 - The entire table with all the literals will appear.

3.8.4 Exporting and Importing CSV Files

For exchanging data, it is possible to export or import literals as CSV files. Optionally, only the selected literals or the whole literal table can be exported. The selected literals are recognized by a blue border.

- ❗ To only export the selected literals, a check must be set at **Export only selected rows** in the context menu **More**. Otherwise, the entire table of literals will be exported.

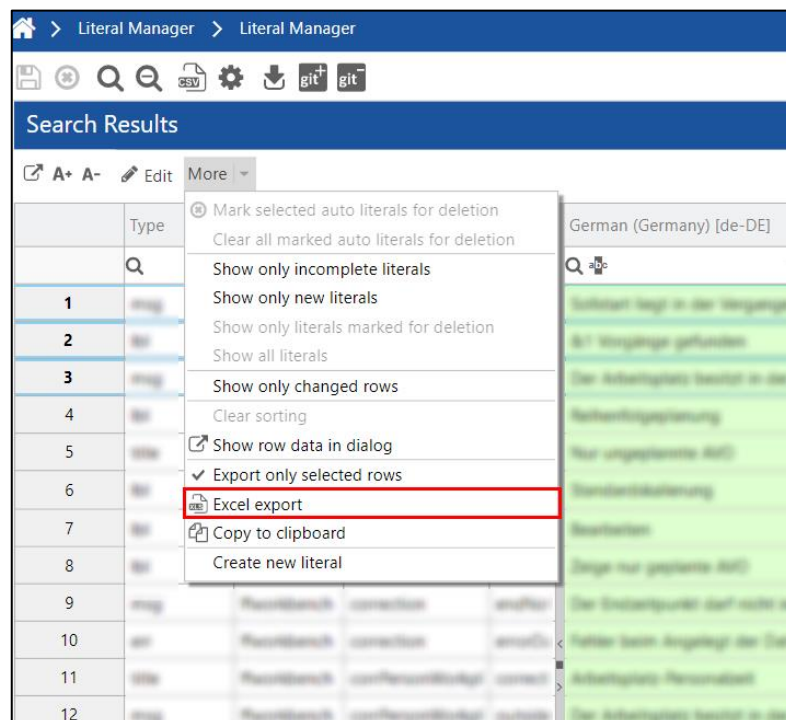


Fig. 20: Exporting only the selected rows

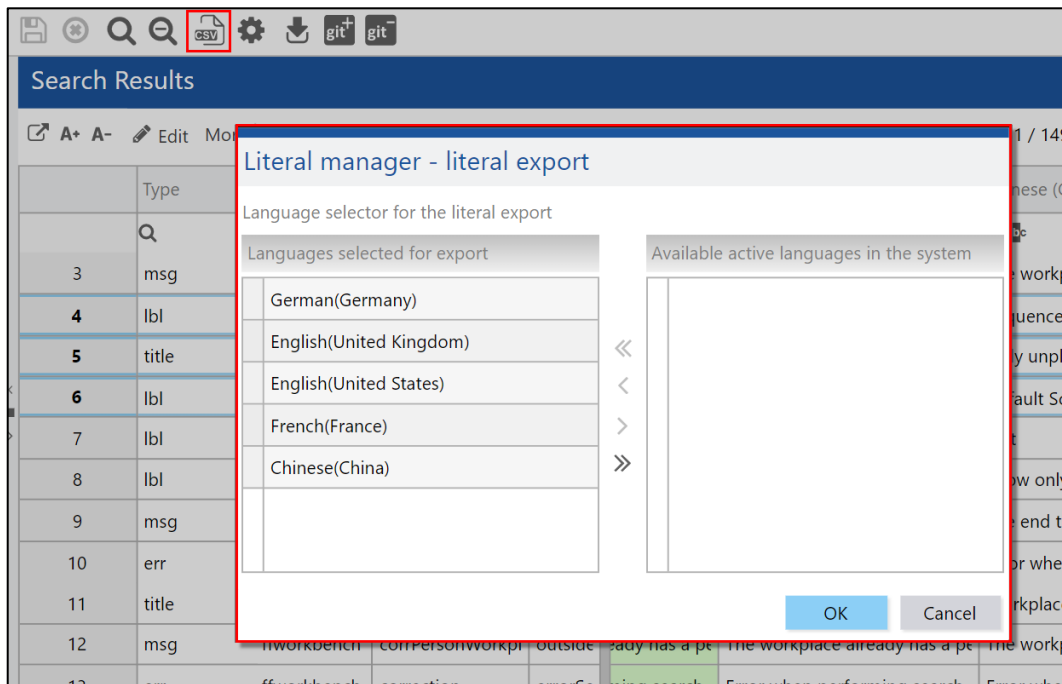



Fig. 21: Exporting literals as a CSV file

To export literals:

1. Mark the desired literals to be exported.
2. If necessary, click on **Export only selected rows** in the context menu **More**.
3. Click on the icon **Export in CSV format**.
- ➔ A pop-up dialog for selecting the languages to be exported appears.
As a default, all the languages are selected for exporting (left table).
4. Select or de-select the desired languages using the arrows.
5. Click on **OK**.
- ➔ A CSV file with the selected language literals is created and can be saved to a desired location locally.

 Do not open or edit the CSV file in MS Excel. Opening or editing the file in MS Excel leads to data loss and formatting errors. It is recommended to use an external text editor such as Notepad++ for example.

Functions

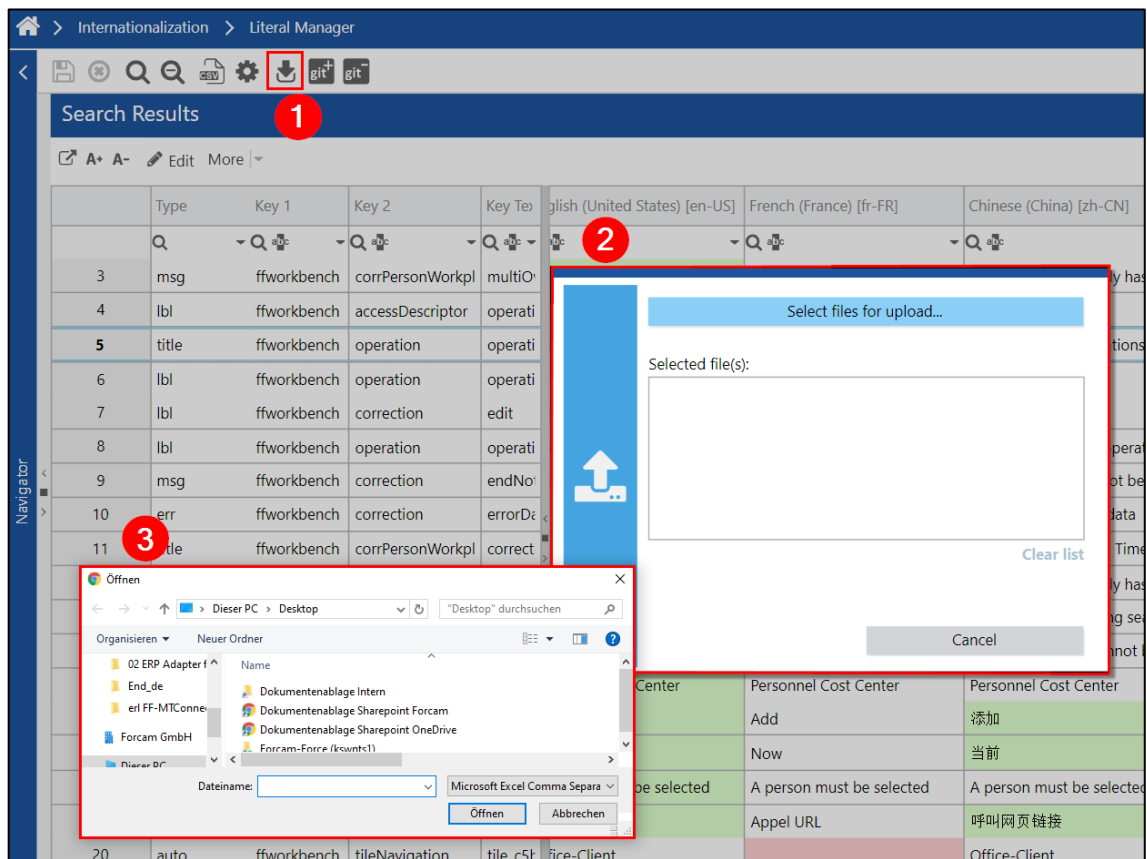


Fig. 22: Importing literals from a CSV file

To import literals:

1. Click on the icon **Import in CSV format** (1).
 - ➔ Pop-up dialogs requesting a file to be selected appear (2 and 3).
 2. Select a CSV file.
 - ➔ A pop-up window for selecting the language appears.
 3. Select the desired languages using the arrows and pull them to the right.
 - ❗ One arrow pulls only one of the selected languages to the right. Using the double-arrow, all the available language literals are pulled to the right.
 4. Click on **OK**.
 - ➔ The CSV file with the selected languages is imported.
- ❗ A confirmation appears in the status line at the bottom left if the import was successful.

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14	lbl	ffworkbench	cfgDocumentatio	charact	ID des Sa
15	err	ffworkbench	quantityConfigura	change	Das Quali

❗ Literals imported successfully. 1 changes are contained.

Fig. 23: Status line confirmation at successful import

3.8.5 Exporting and Processing External Excel Files

For exchanging data or external processing, literals can be exported as Excel files. These can then be processed and converted into CSV files because only CSV files can be imported back into the Literal Manager. It is possible to only export selected literals or the entire literal table. Once literals have been selected, they are recognized by a blue border.

- i** To only export the selected literals, a check must be set at **Export only selected rows** in the context menu **More**. Otherwise, the entire table of literals will be exported.

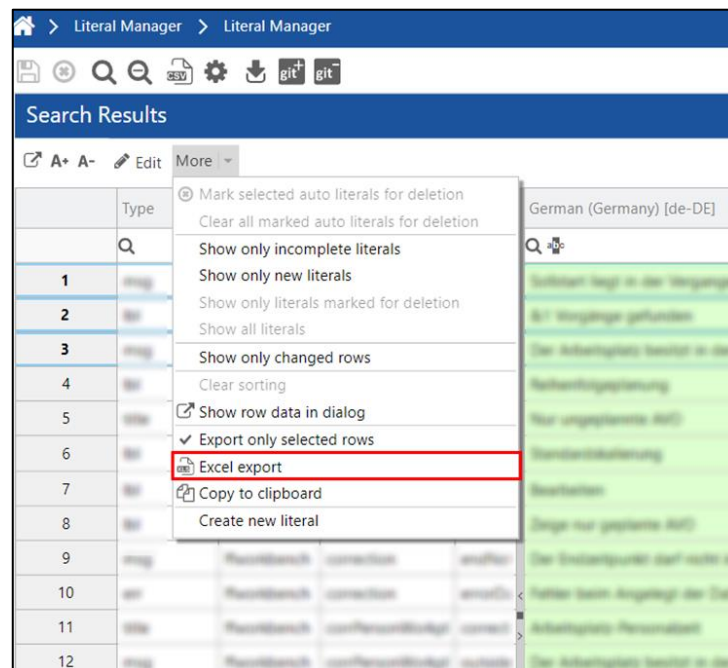


Fig. 24: Exporting literals as an Excel file

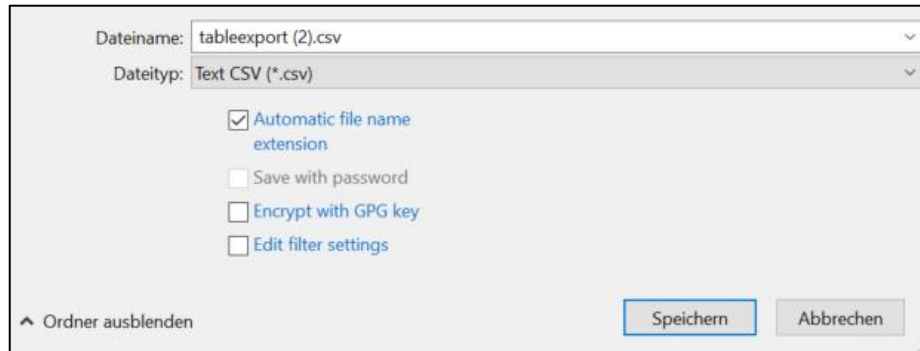
To export literals as an Excel file:

1. Click on **Export only selected rows** in the context menu **More**.
 2. Mark the desired literals to be exported.
 3. Select **Excel export** in the context menu.
- A CSV file with the selected language literals is created, which is automatically saved locally in the download folder and can be saved to a desired location.
- ⚠** The exported file must never be opened directly in MS Excel. If the file is opened with the wrong MS Excel version, it will trigger structural changes and importing the data will no longer be possible. Instead, we recommend saving the file locally with a right-click and editing it with the alternative, LibreOffice Calc.
- ⚠** Only CSV files may be imported. See the description below and chapter 3.8.4.

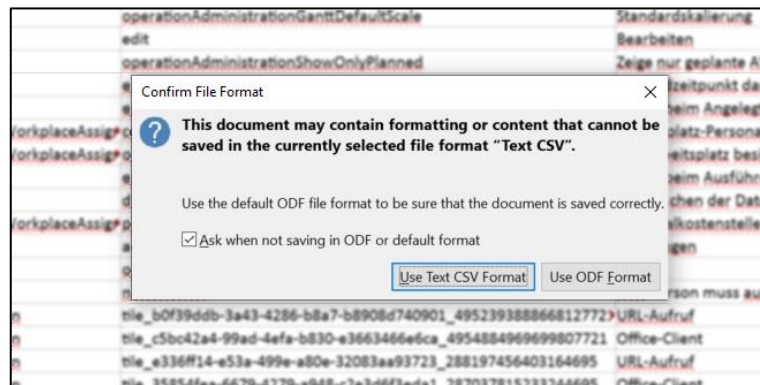
3.8.6 Processing Excel Files in LibreOffice Calc and Saving as CSV File

To save the processed LibreOffice Calc literals as a CSV file:

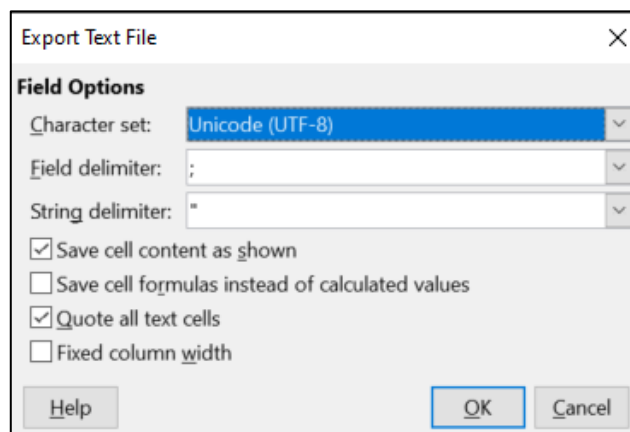
1. Click on **Save as** in the menu **File**.



2. Select **Text CSV (*.csv)** under **Filename** and save.
3. In the next dialog, click on **Use Text CSV Format**.




- ➔ The pop-up dialog **Export Text File** is displayed.



4. Fill out the **Field Options** (see the following table).
- ➔ The file will be exported as CSV character set Unicode (UTF-8).

Table 8: Elements for the pop-up dialog Export Text File

Name	Input
Character set	Unicode (UTF-8)
Field delimiter	;
String delimiter	"
Save cell content as shown	Selected
Save cell formulas instead of calculated values	Not selected
Quote all text cells	Selected
Fixed column width	Not selected

 The displayed layout must be adhered to.

3.8.7 Correcting the CSV File Before Importing to the Literal Manager

A CSV file generated by an unsupported program may contain unwanted characters such as multiple quotation marks "", €, Å, â, etc. These can lead to errors when imported into the Literal Manager. Before importing, the CSV file must therefore be "corrected", which means these characters must be deleted. For this, we recommend using a text editor like Notepad++.

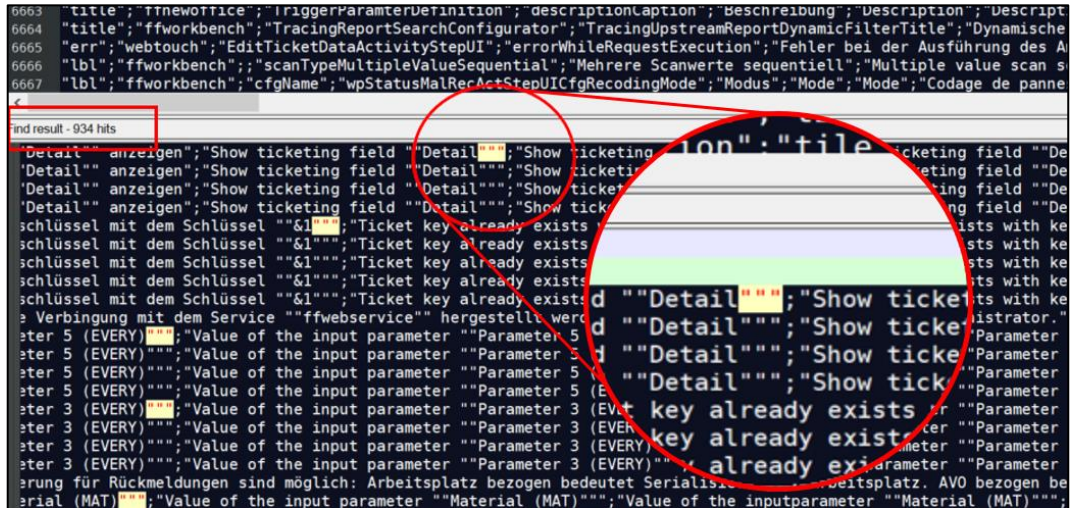


Fig. 25: Correcting the CSV file in Notepad++ by removing unwanted characters

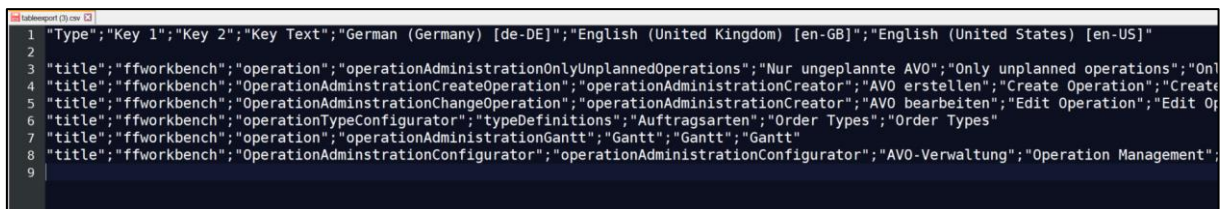


Fig. 26: Example of a correct CSV file structure

4 GIT Repository for Literals

As an additional option to locally stored literals, it is possible to connect to a GIT repository. The GIT repository enables versioning, so that traceability is guaranteed. Authorizations are used for this, which means there is a clear distinction made between normal users and superusers. Only the superusers are authorized to send and receive data to and from the GIT repository.

With this option, the GIT repository is the main location for the literals. In order to change literals, they must first be retrieved from the GIT repository (git pull) and stored locally. When changes are made, they are first saved locally, and then written to the GIT repository using git push.

The icons used to carry out these functions are **git+** (git push) and **git-** (git pull). These icons are only visible if there is a GIT repository connection and the user is authorized to make changes.

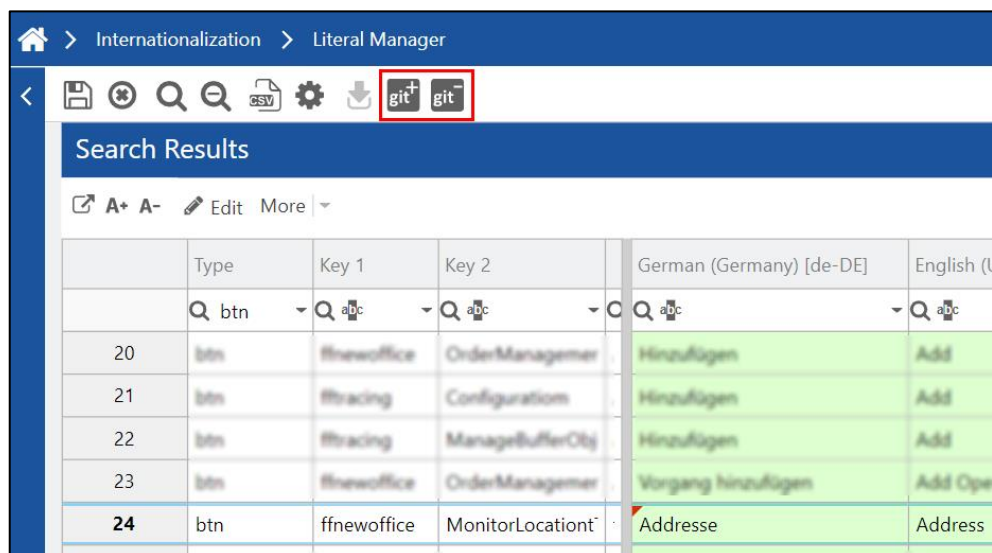


Fig. 27: git- (Pull) and git+ (Push)

To edit literals that are stored in a GIT repository:

1. Click on the icon **git-** (git pull).
2. Save.
 - The data taken from the repository is saved locally.
 - The message „GIT pull successful“ in the status line on the bottom.
3. Make the desired edits to the literals.
 - A small red triangle appears in the upper left part of the field (see figure) if changes were made to literals.
4. Save.
5. Click on the icon **git+** (git push).
 - The literals in the GIT repository are overwritten by the local literals and saved.
 - The message “Git Push successful” appears in the status line at the bottom.
 - The red triangle in the field disappears.

4.1 Message: Literals are older than the GIT Version

Several people work on the Literal Manager at the same time and make changes. If this is the case, this message appears when saving:

“The literals in the manager are older than the GIT version. To perform GIT push, synchronize first. This will overwrite local changes. Click OK to export your local changes.”

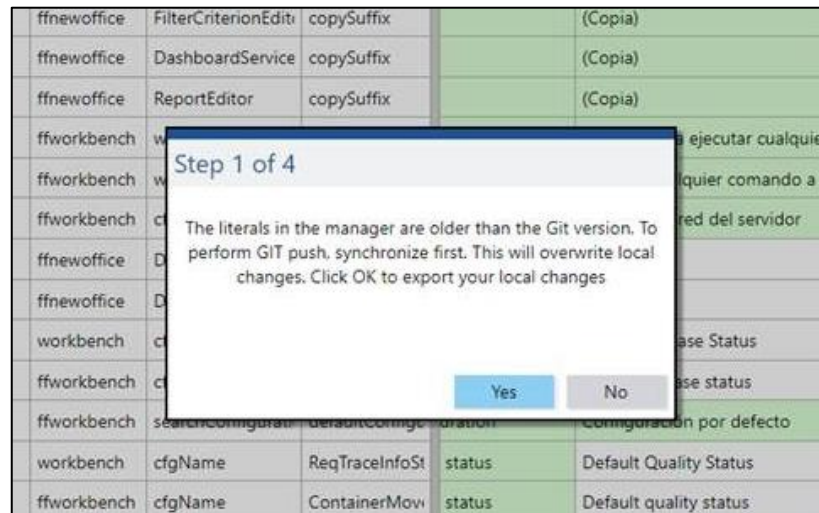



Fig. 28: Message: Literals are older than the GIT version

To make sure that all the literals are imported into the repository from every place, it is necessary to synchronize. This means it is required that CSV files are first exported and then imported again.

 The further procedure is the same as described in section 3.8.4.

5 Languages

Path: Internationalization > Languages

The languages defined in the Literal Manager can be configured. The standard languages are German (DE), English (GB) (US), and Chinese (CN). However, it is also possible to create or import customer specific language literals.

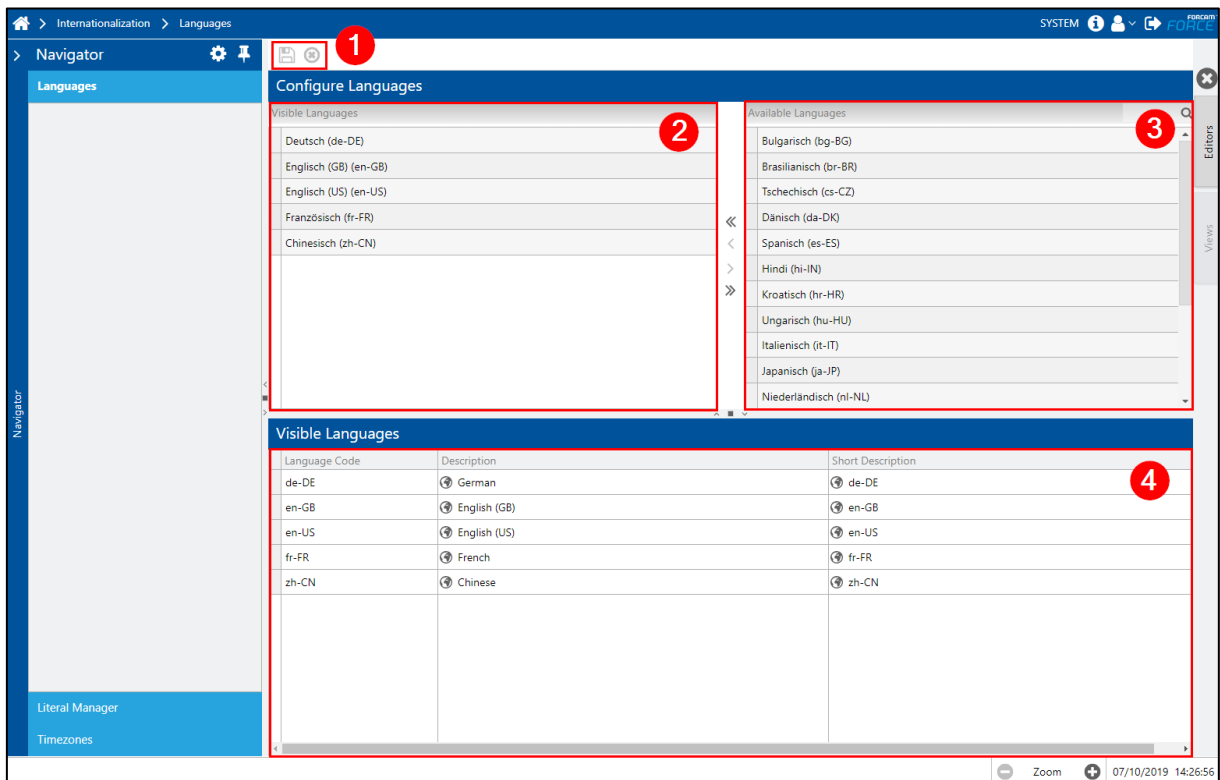


Fig. 29: Configuring languages

- (1) Menu – Save or cancel changes
- (2) Languages currently used in the Literal Manager
- (3) Available languages
- (4) Listing of visible languages

The languages for the Literal Manager can be selected from the available languages. German, English and Chinese are standard languages and cannot be made invisible. The available languages are listed in the table at the top right (3) and are selected and moved to the left table for **Visible Languages** (2) using the arrows in the middle.

If a language is configured in the Literal Manager for which there are no literals existing, no literal text is displayed in the new language column. Instead, the key is displayed.

6 Annex

6.1 Change Protocol

Table 9: List of all changes in release version 5.10

Date	Type	Description	Chapter
26.02.20	Added	Exporting and Processing External Excel Files	3.8.5
03.03.20	Added	Processing Excel Files in LibreOffice Calc and Saving as CSV File	3.8.6
03.03.20	Added	Correcting the CSV File Before Importing to the Literal Manager	3.8.7

6.2 Abbreviations

Table 10: Abbreviations used

Abbreviation	Description
CSV	CSV is a simple file format that is used to store table files, e.g. spreadsheets or databases.
GIT	A distributed versioning system to track changes and data storage repository. It was conceived for coordinating work between programmers but can also be used to track changes in any set of files.

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