

# BTInfo Dictionary

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## USING THE DICTIONARY

The BTInfo Dictionary can be used by anyone. All you have to do is visit [www.BTInfoDictionary.com](http://www.BTInfoDictionary.com). You do not have to register or login – simply enter the search term in the appropriate field and click **Search**. However, the scope of search results and available search options depend on user privileges. After registering and logging in, you gain access to additional information and advanced search options.

## USERS

Users of the BTInfo Dictionary can have the following roles:

**Guest** – an anonymous user that has not logged in. A Guest can search the dictionary, but only public terms are included in search results. The search can be narrowed to a selected language pair. If a language pair is not selected, terms in all possible pairs will be returned. A Guest may suggest a new translation of a term as a public entry. Before such entry is included in the BTInfo Dictionary, however, it must be approved by the Administrator. (NOTE: The Administrator can also reject the proposed term.)

**User** – a registered user of the BTInfo Dictionary. After logging in, the User may search the dictionary for terms. The results will include hits from both the public dictionary and the User's private dictionary (if he or she has one). It is also possible to narrow down the search using **Language pair**, **Category**, **Lexical form** and **Where** options. When the search results are displayed, the User may check details of each term (e.g. description, category or comments). The User may also comment on terms and suggest alternative translations, as well as suggest making a term public, or adding it to his or her private dictionary. Before a term is added to the public BTInfo Dictionary, it must be approved by the Administrator.

**Advanced User** – a user with extended privileges. An Advanced User has all the privileges of a User, plus the ability to search dictionaries of specific companies – the **Where** list will contain names of the companies that have their own dictionaries in the BTInfo Dictionary. An Advanced User may also create his or her own dictionary. He or she will not, however, see the terms in other users' private dictionaries (unless they are made public).

**Company User** – has the privileges of a User, plus the ability of searching his or her company’s dictionary.

**Company Admin** – a user managing a dictionary for a specific company. A Company Admin has the privileges of a Company User, plus the ability to manage terms in the company’s dictionary, i.e. add, modify and delete them.

## SEARCHING THE DICTIONARY

The simplest way of searching the BTInfo Dictionary is to enter the desired phrase in the search box and click the **Search** button next to the box. The dictionary will display all terms containing the phrase, regardless of the language, category or lexical form – in the searching user’s default scope (e.g. public terms only, or public terms and the company dictionary). If the search phrase is not found, the list of terms will be empty, and the dictionary will display the message **No items found** accompanied by a **Suggest translation** link that allows you to suggest a translation for the search phrase.

The search can be narrowed down by setting additional attributes: language pair, category and/or lexical form, or by choosing the search scope using the **Where** list. The contents of the **Where** list depend on user privileges. For instance, a User can limit the search to public terms or his/her private dictionary, or search both. An Advanced User can additionally choose a company dictionary.

An Advanced User may also search all entries in a given scope, e.g. all entries of a selected company. To do this, enter the asterisk (\*) in the search box and choose a dictionary from the **Where** list.

Not all terms have all attributes set, because not all terms can be unambiguously assigned to a specific category. Therefore, when searching the dictionary with some attributes selected, the list of search results may be shorter or even empty, even if the search phrase does exist in the dictionary.

## SEARCH RESULTS AND DISPLAYING TERM DETAILS

Search results are presented in the form of a table. The left column contains the source term, the next column – the translation, further columns contain the category and possibly other attributes (company, user, etc.). Public terms are displayed in black. Terms from other dictionaries (private, company) use different colors to easily tell them apart.

Source terms (in the leftmost column) are active hyperlinks. Clicking the source term opens the **Entry details** page with assorted information related to the term. Users above Guest level will see here additional information not visible in the search results table. The **Entry details** page contains the following additional information:

- **Description** – the term may have a description specifying a more detailed definition or area of use.
- **Comments** – users can add comments to the term, e.g. with additional clarification or remarks. The list of comments contains the username of the author, as well as the date and time when the comment was added.
- **History** – a table with information on changes made to the term, including date and time of each change. The history is displayed only for the terms the user is entitled to edit, e.g. for private dictionary entries or company dictionary entries (for a Company Admin).

If the term included in search results comes from the user's private dictionary (or a company dictionary for Company Admins), the **Entry details** page has three hyperlinks: **Edit this term**, **Suggest term** and **Delete this entry**.

## NAVIGATION

The homepage of the BTInfo Dictionary is the search page. If you are not logged in, you will find the **Login** button on the right end of the red bar below the logo. After logging in, the button changes to **Logout [username]**.

Directly below the red bar, there is a grey menu bar. The menu options available depend on user privileges. However, the menu always contains at least the **Search** option. Clicking this option displays a "reset" search page – with an empty **Search** box, without the **Language pair**, **Category** and **Lexical form** attributes set, with the default **Where** value, and without any search results. You can always also use the **Back** button in your browser to go back to the search form with previously entered data.

You can also use the **Suggest translation** (if you are not logged in) or **Add entry** (if you are logged in) options. Both options open the **New entry** page, where you can edit a dictionary term and suggest adding it as a public term or save it in your private dictionary.

The **Help** option opens the help page in a new tab.

The alphabet displayed below the search form enables jumping to a list of terms starting with the selected letter.

If there are more than 25 items in search results, result page numbers plus **Next** and **Previous** links are displayed below the results. Clicking a page number takes you directly to that page.

## MANAGING DICTIONARY ENTRIES

Depending on the privileges, you may shape the contents of the BTInfo Dictionary to some extent, as well as build your own dictionary or a company dictionary (Company Admin). You may suggest terms you believe should be included in the public dictionary, and comment on existing ones. You can also add, edit and delete terms in your private dictionary, as well as suggest including selected terms in the public dictionary.

## EDITING DICTIONARY TERMS

Clicking the **Add entry** option on the gray menu bar opens the **New entry** form for editing a dictionary entry, i.e. providing the source term and translation, and setting relevant attributes (language pair, category, lexical form). Such term can be suggested to the Administrator as a public term, or saved in your private dictionary or company dictionary (Company Admin). You select the suitable action from the **Action** list. After you click the **Save** button, the **Entry details** page is displayed.

A term suggested for inclusion in the public dictionary is sent to the BTInfo Dictionary Administrator, who can approve or reject it. A term stored in a private or company dictionary will be included in search results immediately after adding it (for users authorized to see such entries).

You can modify any entry saved in your private dictionary. To do this, click the **Edit this term** link on the **Entry details** page. This opens the **Edit entry** form with some fields prepopulated. After you make the changes and save them by clicking the **Save** button, the entry details page is displayed. The **History** section shows a history of changes made to the entry. The **Comments** section enables commenting on the term.

## COMMENTING ON TERMS

After displaying term details, you can add a comment to the term. Enter the comment in the **Text** field in the **Comments** section, and then click the **Add comment** button. A list of comments for a term is displayed above the **Text** field, together with usernames of the authors, and the date and time of adding the comment.

You can add comments to all terms returned as search results, even if you are not authorized to edit them. The comments are visible on the **Entry details** page to all users who can see the term in search results (apart from Guests). The BTInfo Dictionary Administrator can remove comments he or she finds unsuitable or unnecessary.

## SUGGESTING TERMS AS PUBLIC

If you want to make a term saved in your private dictionary public, click the **Suggest term** link on the **Entry details** page. This will open the **Edit term** form with some fields prepopulated. You can make any necessary adjustments (e.g. set attributes, if there are none) before submitting the term. On the **Action** list, the **Suggest as public term** item is selected as default. If everything is fine, click the **Save** button.

After the term is approved by the BTInfo Dictionary Administrator, it will become visible in the public BTInfo Dictionary. Note, however, that the Administrator can also reject your term.

## DELETING TERMS

You can delete terms from your private dictionary. To do this, open the **Entry details** page and click the **Delete this entry** button. The dictionary will ask you to confirm deletion of the term. To proceed and delete the term, click the **Delete** button. To go back without deleting the term, click the **Cancel** button.