












Administrator and User Manual

Administrator and User Manual TermWeb® Professional Version 3.5

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General information

The following description covers all the functions available in Term Web Professional V3. The functions to which you have access, i.e. certain dictionaries and their sections, are associated with your user group and authorization.

Log in

Client

User name

Password

Enter your company name (Client) if it has not been automatically entered, your User name and Password issued by the administrator and then click Log in.

If you are already logged in but want to log in using a different authorization, log off (click Log out in the top right-hand side of the window), enter the new User name and Password issued by the administrator and click Log in.

Overview

The screenshot shows the TermWeb Professional interface in a Mozilla Firefox browser window. The interface includes a top navigation bar with 'Dictionary: TermWeb' and 'Section: Geography Demo, TechniTerm version 6 (2/5)'. Below this is a search area with 'Source: English' and a search field containing 'horiz'. A list of search results is shown on the left, with 'horizon focussing' selected. The main pane displays the definition and source information for 'horizon focussing' in English, including its grammar, source (IEC 50(705):1995), and acceptability. A toolbar with icons for New, Edit, Copy, Delete, Filters, and Admin is visible. Labels with arrows point to various parts of the interface: 'Source language' points to the 'Source' dropdown; 'Search field' points to the search input; 'Domain selector' points to the search filter; 'Term list' points to the list of search results; 'Dictionary selector' points to the 'Dictionary' dropdown; 'Section selector' points to the 'Section' dropdown; 'Target language' points to the 'Target' dropdown; 'Toolbar' points to the toolbar icons; 'Cross-reference' points to the 'Cross-reference' link; 'Result pane' points to the main definition area; and 'Advanced Search button' points to the search icon.

Set the source language, target language and how much you want to view in the result pane

If you want to find a term in a language other than the current source language, then select the desired source language from the droplist in the **Source** field.

You can also limit your search to *one* target language.

Click the box beside **Target** above the result pane and choose the desired target language.

If you would like all languages to be displayed, choose **All languages** in the **Target** box.

To specify how much term information is shown for each language in the dictionary:

Click on **Custom view** and choose which languages should be shown along with the level of detail you want for each language (e.g. the term only or all term information).

Then choose **Custom** from the **Target** droplist.

If you would like to display the term's history (information about when and by whom the term record was created and changed), click **Settings** and check the **Show history** box. De-select the **Show history** check box when you want to hide the information.

Note!

The administrator can also specify which fields are displayed for each user, e.g. which level of information is shown. A single term record can be displayed differently depending on which user is logged in.

Search for a term

You may want to choose the dictionary first. See [What is a dictionary?](#)

If you want to limit the search to certain sections in the dictionary, begin by choosing the desired sections. See the section [What is a section?](#)

Select the language of the term you want to find.

If you want to search for a term in Spanish, for example, then select **Spanish** from the **Source** droplist.

Then type the search string in the **Search** field.

If you want to limit the search to a certain domain or subdomain, click **Domain search** under the search field and select the domain(s). See also the section entitled [Show a particular domain or subdomain](#).

Example 1: Type *dog** and click **Search**. A list of all the terms beginning with "dog" will be shown.

Example 2: Type **dog** and click **Search**. A list of all the terms that contain the text string "dog", e.g. 'dog', 'army dog training centre' and 'watchdog' will be shown.

Example 3: Type *dog* and click **Search**. A list including the term "dog" and adjacent terms will be shown.

Click the term you want to see.

If more than two languages are displayed and you want to see *all* the information in a particular language for a given term, click the term in the desired language. The term and all of its detailed information will be shown in the result pane.

(See also information for customizing the display under "Set source language, target language and level of detail for the result pane" above.)

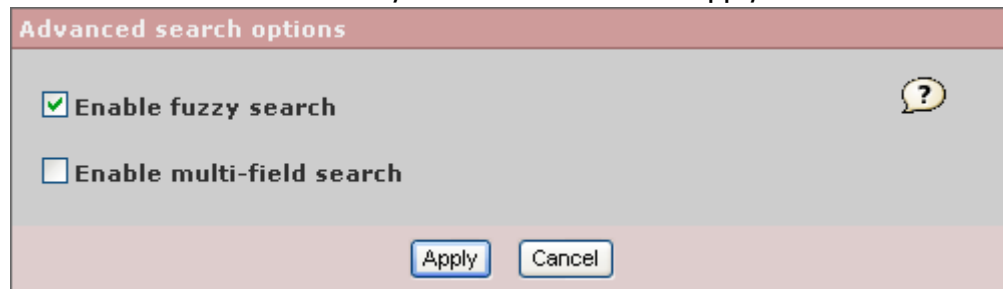
Advanced search

If you are not sure of the spelling or wish to search the term in fields other than the term field then you can use the Advanced search options. When doing an advanced search, do not use asterisks (unless the text you are looking for includes asterisks).

Fuzzy searches – searching for approximate strings

If you are unsure of the exact spelling of the term:

1. Click on the advanced search button (▼).
2. Check the box **Enable fuzzy search** and then click **Apply**.

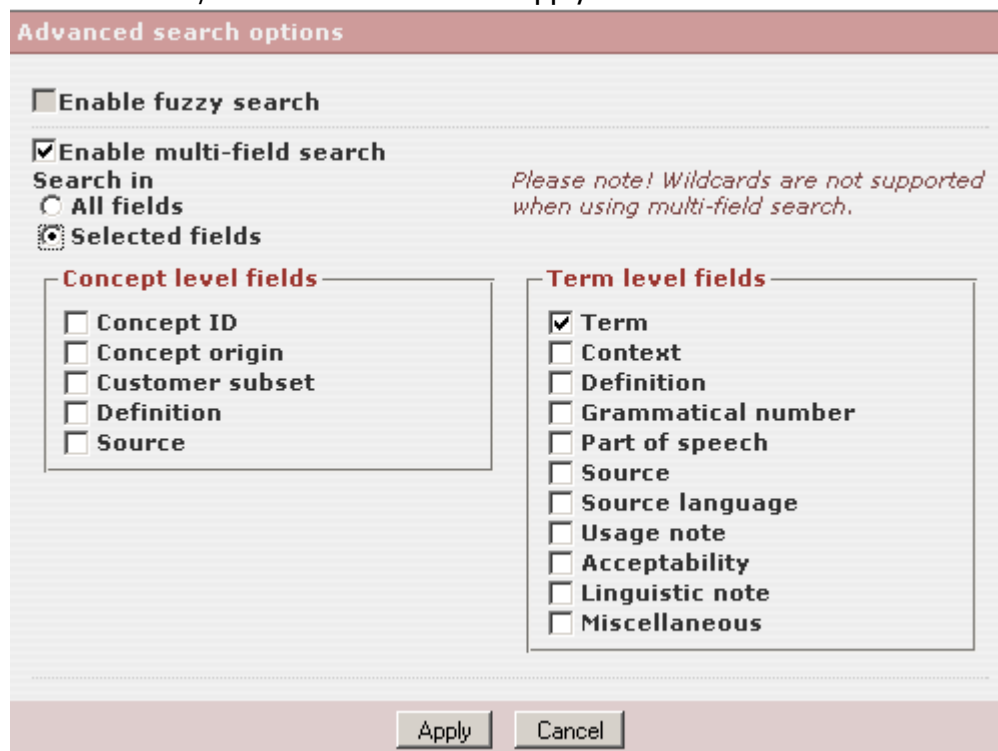



3. The button for advanced searches changes color: ▼.
4. Write the term "plattform" or a part of the term (without asterisks) in the search field, with Italian as the source language. The terms that approximately match the search string will be shown, e.g. *piattaforma*.

Search in multiple fields

If you want to search for a particular string that might be found not only in a term but even in a definition or comment:

1. Click on the advanced search button (▼).
2. Check the box **Enable multi-field search**. Check then the **Selected fields** box and choose the fields that you want to search. Click **Apply**.



3. Type the search string (without asterisks) in the search field. All the term records are then shown where some part of the chosen fields (on the concept level as well as the source language) includes the search string. Note that the advanced search arrow changes color  when the multi-field search option is activated.

Use filters to search and export

If you want to search for term records or term equivalents that fulfill specific criteria, e.g. all term records that do not have a definition, all term records that do not have a term equivalent in a certain language or term equivalents with a certain status, you can use the filter function. **Note!** A filter limits the search to the selected dictionary. A filter can be defined to be private (only accessible for the creator) by setting its visibility to **Owner** or accessible for a certain group selected in the **Visibility** droplist, or to all users, if **Default group** is selected in the **Visibility** droplist. However, only the owner of the filter, or an administrator, can edit or delete a filter. If an administrator is unable to delete a filter, it is because it is in use (in an export setting or as a standard filter for a group).

You can use several combinations of conditions in the filter.

You can create a set of filters for a certain dictionary and then select them from the **Filter** droplist or by clicking the **Filters** icon and then **> Apply filter**. Note that the term list gets a yellow background to signal that a filter is applied. Filters can also be applied to term export by clicking on the **Admin** icon and then on the **Export** icon. The filter is then chosen under **Export settings** in the **Select concepts by filter** field.


The conditions for the field contents can be set as follows:

- a) fields that contain an exact string (typed after "EQUALS" or, if you do not enter a search string, empty fields)
- b) fields that contain the string and additional contents (typed after "CONTAINS")
- c) fields that do not contain the string (typed after "NOT CONTAINS")
- d) fields that are not equivalent to a specific string (typed after "NOT EQUALS" or, if you do not enter a search string, fields that contain *something*; i.e. "not equal to nothing")
- e) fields that start with a certain string (typed after STARTS WITH)
- f) for certain fields: that fulfill a specific time value, e.g. that were changed before (BEFORE) or after (AFTER) a specific point in time (date and time) or on a specific date (EQUALS), or outside of a specific date (NOT EQUALS)
- g) for numeric fields: where the field value EQUALS, NOT EQUALS, is LESS THAN or GREATER THAN a typed-in integer value

Temporary and saved filters

You can create a temporary filter. (If you want to reuse it you can save it later.)

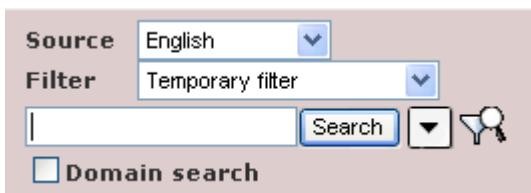
To create a temporary filter:

1. Click  beside the Search button.

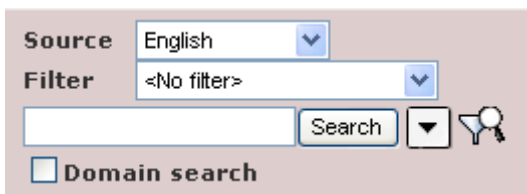
2. Enter filter criteria in the dialog box.
For example:




3. Click **Apply**.
Only the term records that fulfill the criteria you have entered are shown. In the example, only those term records are shown that have at least one term (in any language) that contains the string "frequenc".
The temporary filter is applied to the current dictionary until you create a new temporary filter for any dictionary.



4. If you want to deactivate the filter, select <No filter> in the Filter droplist box in the upper left-hand column:



5. If you want to edit or save the filter, click the filters icon  again.

If you want to create and save a filter or edit an existing filter, use the  button. See the example below.

Example:


You can filter term records on the basis of the concept level fields that apply to the term record or to the fields that belong to the terms of a certain language (under Term level).

Note! Use only search strings in the field, **not** wildcard characters.

All filters are private, i.e. connected to a specific user name. Filters that have been created by the administrator can, however, be used by other users.


Note: All the examples below are taken from the TechniTerm glossary.

Example: To find all the term records with definitions containing the text string *phase shift*:

1. Click the Filters icon .
2. Click **Add new filter>>**.
3. Name the filter. Note! A filter name may not be more than 25 characters.
4. Indicate whether the filter should be available to yourself only or to all users within a specific user group in the **Visibility** field.

5. Replace the text <Select field> with the name of the field, for example **Definition**. Select **CONTAINS** in the box beside it and fill in the search string, e.g. *phase shift*. Click **Save** and then **Apply** by the filter's name if you want to use the new filter immediately. (If the filter is already selected when editing in the future, simply click **Close**.) All the term records with definitions containing *phase shift* will be shown.
6. Click the term you want to see.


Example 2: To find all the term records with *phase shift* in their definition and *key* in any of the English terms:

1. Click the **Filters** icon .
2. Click **Add new filter>>**.
3. Name the filter.
4. Select a field from the Filter criteria droplist <Select field> such as **Definition** (make sure that **CONTAINS** is selected in the box to the right of Definition), and fill in a search string in the box that appears to the right of CONTAINS, e.g. *phase shift*. Select **AND** in the droplist below Definition (instead of <No operator>). Choose **Term** and **EXISTS** on the next line. On the line, under Term Criteria, choose **Term** and **CONTAINS** and write *key* in the field to the right of CONTAINS. Choose **AND** in the droplist (instead of <No operator>). Choose **Language**, **EQUALS** and **English** on the next line. Click **Save** and then **Apply** by the filter's name if you want to use the new filter immediately.
5. Click the term you want to see.






Note! 1: If you want to deactivate the filter, select <No filter> in the **Filter** droplist in the left-hand column.

Note! 2: If you want to use a previously defined filter, then select the filter shown in this **Filter** droplist:


Example 3: Find all the term records that have a definition and a term with Usage USA:

1. Click the **Filters** icon .
2. Click **Add new filter>>**.
3. Name the filter.
4. Replace the text <Select field> in the droplist with **Definition**. Make sure that **NOT EQUALS** appears in the box to the right. Do not fill in anything in the box that appeared to the right of the NOT EQUALS field. Then choose **AND** from the droplist (instead of <No operator>). Choose **Term** and **EXISTS** on the next line. On the line under Term Criteria, choose **Usage** and **EQUALS** and select **USA** from the droplist to the right of EQUALS. Click **Save** and then **Apply** by the filter's name if you want to use the new filter immediately.
5. Click the term you want to see.

Enter a new term record

1. Check first to make sure that the term, with the same or a similar definition, does not already exist in a dictionary.
See [Search for a term](#) above.
Please note that while editing you can "restore" and return to the previous page by pressing **Alt+X**, by clicking Cancel at the bottom of the windowpane, or by clicking on the red x icon  in the upper right-hand corner of the windowpane.
2. Click the **New** icon .
3. Press **Alt+O** or click **Edit concept level fields...** Enter the information you have for the concept level fields, e.g. enter the term's definition and specify the domain and subdomain. For more information about domains, see the section [Show a particular domain or subdomain.](#)
In order to show as much of the domain selection frame as possible, you can switch to full screen view (F11 in Internet Explorer). Specify the term record subdomain(s) by clicking **Select domains** and then the plus sign beside the desired domain and subdomain. Here you can also choose the section in which the term record will be placed. Then press **Alt+S** or click on **Save**.
4. Press **Alt+A** or click on **Add term...**, choose the language and fill in the term along with the information for the chosen language. Then press **Alt+S** or click on the green tick icon  in the upper right-hand corner or click on **Save** at the bottom of the page.
5. If you want to enter a term in another language, click either **Add term...**  (**Alt+A**) or **Copy term...**  (**Alt+C**) is used to select the new language and enter the term as instructed in the previous step.
6. Press **Alt+S** or click **Save** when you have finished updating the term record. If you want to create another term record, press **Alt+N** or click **Save & New**. If you want to create another term record based on the current entry, click **Save & Duplicate (Alt+D)**. In the latter case, all information will be duplicated, including the information about the domain(s) and section.



Enter a new term record based on an existing term record

1. Check first to make sure that the term, with the same or a similar definition, does not already exist in a dictionary.
See [Search for a term](#) above.
2. Click on a term from the term list that you would like to use as a template.
3. Click on the **Copy** icon .
4. Continue from step 3 [Change a term record](#) below.

Change a term record

You can easily change or modify a term record, including the information in the concept level fields and the information about term equivalents in each language.


For example, if you want to change the information about a German term equivalent:

1. Show the term record. Click on the term in the list in the left-hand column to make the contents of the term record visible in the result pane to the right.
2. Click the **Edit** icon .
3. Click the German term (if German has not already been set as the source language).
4. Click **Edit term (Alt+E)**.
5. Change or add the desired information in the fields shown.
If you want to **copy** a certain **field value**, e.g. "Source" or "Part of speech" to all terms (in all languages) in the concept, select or type a field value and click the  icon to the right of the field and confirm the operation. The field value will be copied to the field in all terms in the concept, replacing any previous content of the field.
6. Click the green tick mark at the upper right-hand side of the term field box or click **Save**.
7. If you want to change a term equivalent in another language:
Click the term in that language.
Click **Edit term (Alt+E)**.
Change the information and then press **Alt+S** or click on the green tick at the upper right-hand side of the window or click **Save**.
8. If you want to change the information in the concept level fields, press **Alt+O** or click **Edit concept level fields...**, change the information and then press **Alt+S** or click **Save**.
9. Press **Alt+S** or **Save** in the button field at the bottom of the window when you have finished updating the term record.


Add a term to an existing term record

You can add a new term equivalent in another language to an existing term record.

If you wish to add a Portuguese term equivalent, for example, do the following:

1. Show the term record. Click on the term from the list so the content of the term record will be visible in the result pane.
2. Click the **Edit** icon .
3. Press **Alt+A** or click on **Add term...**
4. Add the additional information about the Portuguese term.
(Scroll down if necessary.)
Write the Portuguese term in the "Term" field and change "Language" if necessary, to Portuguese.
5. Then press **Alt+S** or click on the green tick in the upper right-hand corner or click on **Save**.
6. Press **Alt+S** or **Save** in the button field at the bottom of the window when you have finished updating the term record.

To undo changes in a term record

If you want to undo changes that you have made in a term record, click **Settings**, select the **Show history** check box and then click on the restore arrow  under **Restore** beside the earlier version of the term record which you want to restore.

The system administrator and administrators can also cancel other users' changes by restoring previous records.

Notes!

It is not possible to undo a change made using the **Restore** function described above.

Furthermore, changes in concept relations and attached objects (including thumbnails) are not registered in the history and thus cannot be undone.

Add cross-references, pictures and other objects to term records

You can easily add a **cross-reference** from one of the fields in the term record (excluding the term name field or fields that may only have numeric contents) to either a specific term record or to a term in a specific language.

Right click on the field that you want to add a cross-reference to and choose **Add Internal Link**. For example, type *See also shaft*, highlight the word *shaft*, right click and choose **Add Internal Link**.

A search box is then opened and you can search for desired terms or term records in any language.

(Note! This applies to the sections in the dictionary that you have chosen to display!)

Search for the entry with the English term *shaft* and click on the desired term.

Then choose if you want to create a link to the term record (concept) with the word *shaft* or the actual word (term) itself ("Link is referring to" is linked to Concept or Term) and click **Save**. In the case of the former (link to Concept), the term record is shown with the terms in the database's order of languages. In the case of the latter (link to Term), the chosen term is shown first.

Note! When making changes, the link is shown in double angle brackets, e.g. «link word». If you later want to change the link, select the link word including the angle brackets, right click and choose **Edit link**.

Note! Links should normally not be created for terms that are not approved. (Term records or terms should be marked with a status "Approved" or "Correct" if the dictionary offers a status option.)

If you want to add a **link to an explanatory PDF image** (or a **GIF or JPG image**) of a term record, then save the picture in a picture archive, right click on the link text as in the instructions above, choose **Add External Link** and copy to or type a link in the **URL** field. Finish by clicking **Save**.

The link should be typed as a normal web link:

http://www.my_terminology.com/graphics/figure.pdf.

You can also add a link to a website in the same way:

<http://www.website.se>

If you place all objects to be linked (picture, sound, video clip files etc.) in the TermWeb File repository, you can then easily create a link to each object by double-clicking the object and then clicking **Save**.

To open the File repository, if not displayed: Click **File Repository>>**.

To search for an object: Enter any text string contained in the object's file name and click **Search**.

To prepare for this; to add files to the file repository, select **Admin View > File Repository**, click **Add file**, browse to and select the desired file and, optionally, add a description of the file. Then click **Create file**.

To view (or play) the file, click **View file**.

It is also possible to upload files in batch to and download files in batch from the file repository:

To upload files in batch to the file repository, click **Import files from a zip file**, browse to and select the ZIP file containing the objects, and then click **Import**. The ZIP file will be automatically uploaded and the objects unpacked into the file repository.

To download files in batch from the file repository to a ZIP file, click **Export all files in repository to zip file**. You will then be able to save the ZIP file in a selectable directory in your computer or network.

If you wish to **attach a document** to the TermWeb concept (to display an image or another binary object, e.g. a PDF file), write any text that is to be shown before the object symbol (or illustration thumbnail), click **Add Attachment**, indicate the text that is to be shown when someone points to the object symbol in the field **Display name** and browse to the field or copy the link to the file that you want to read into the database to the **File to attach** field.

In this case the object is saved in the internal TermWeb database.

Example of object symbols: , 

To *remove* a file that has been attached according to the instructions above, do as follows:

1. Edit the term record and right click on the image field in question.
2. Choose **Edit Attachments**.
3. Click **Delete** on the line of the file in question and confirm.
4. Save the field in question and the term record (press **Ctrl+S** twice).

If you want to replace a file that was attached according to the instructions above or add an informative text to be shown when you point to the object symbol:

1. Edit the term record and right click on the image field in question.
2. Choose **Edit Attachments**.
3. Click **Edit** on the line of the file in question.
4. Indicate any "display text" for the file (the object) in the **Display name** field and/or new object in the field **Replace with file**.
5. Click **Save**.
6. Save the field in question and the term record (press **Ctrl+S** twice).

Show a picture that is associated with a term record

Some term records include links to web sites, explanatory images or other multimedia objects. In these cases a link with a different color or possibly text with a small image symbol is visible in the relevant field.

When you click on one of the latter, the picture will be shown in a new window.

Close the window with the picture by clicking the 'x' in the upper right-hand corner (or on the Close tab symbol or corresponding for tabbed browsing).

Alternatively to symbols, thumbnails can be displayed (for attached jpg and gif illustrations):

To show illustration thumbnails:

Click **Settings** and check the **Show thumbnails** box.

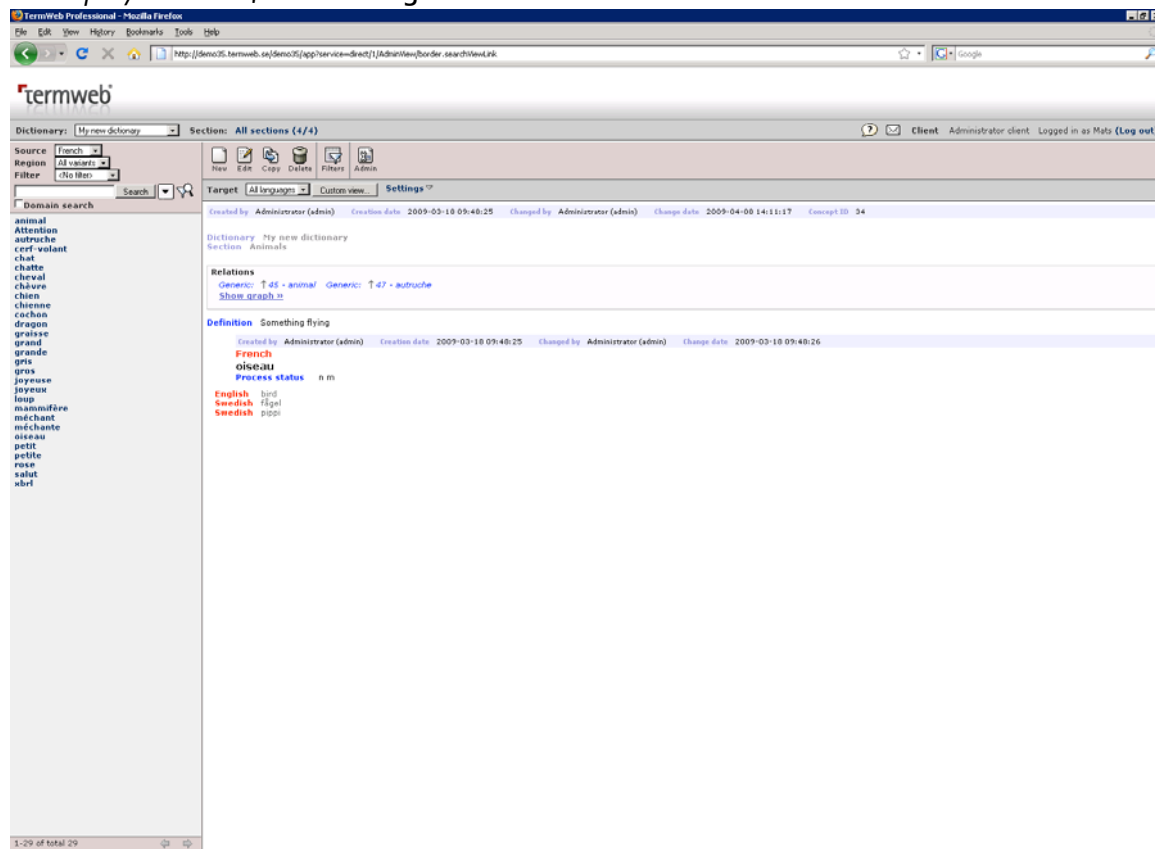
To hide illustration thumbnails and show object symbols only:

Click **Settings** and de-select the **Show thumbnails** check box.

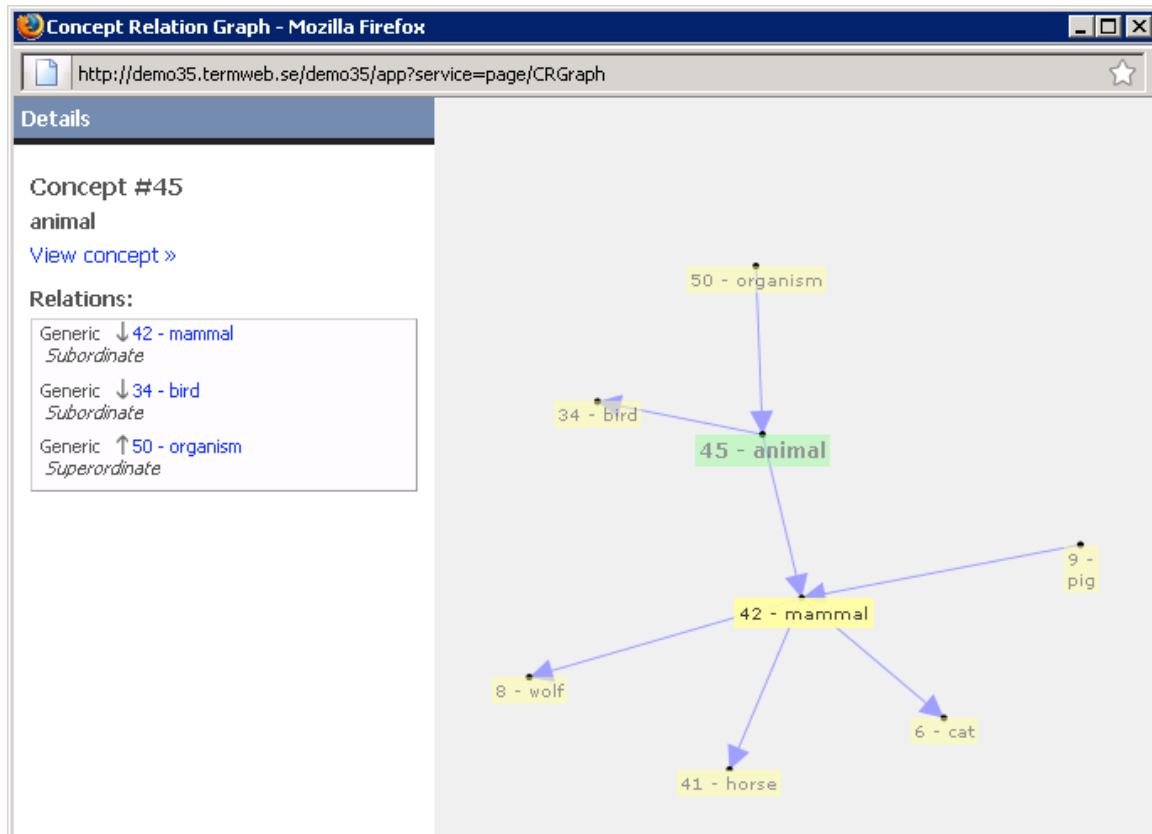
Creating and displaying relations

TermWeb allows you to define, edit and view relationships like subset, part-of, etc. for the concepts in your dictionary. Concept relations are also displayed graphically in a navigable map to let you find and view the related concepts in an easy way. The terms in the relation graphs are displayed in the currently selected source language.

To *display relations*, click **Settings** and check the **Show relations** check box.



To view a diagram of the current concept's relations, click **Show graph »**.



Here, click **View concept** to go back to normal view.

You define and delete relations under **Add/Edit > Edit concept level fields**

If you click **Add relation**, a list of terms is displayed. Find and select the term you want to create a relation to. Then define which relation the selected term has to the concept you started out working with.

An example: If you start out working with the concept *chassis*, click **Add relation**, find the *car* concept and define the relation as Partitive and Superordinate, as car is superordinate to chassis.

Printing term data

To print a selected subset of term data, either to a PDF file or to a printer, proceed as follows:

1. Display the selected list of terms, using search criteria, filters etc.
2. In the Search view, click the **Print** icon.
3. Now you can select whether to print only the concept currently displayed in the result window, or all concepts in the term list. Also, you can select to print to your standard printer (via html) or to a PDF file.

In case you select normal (html) printout with the **Print only the selected concept** or **Print all concepts in the current list** radio button, you can choose to save the html file for later use.

Furthermore, you can choose to add a list of contained concept ID numbers at the top of the printout by selecting **Create a table of contents**.

Please note that the fields appearing in the printout depend on the view used for your user group.

Check the history of a term record

To show a list of all the important changes made to a term record:

4. Show the term record. Click on the term from the list so the content of the term record is visible in the result pane.
5. Click **Settings** and select the **Show history** box. An overview of changes made to the term record will appear.
Click the link text under Action, e.g. "The concept was changed" if you want to see more information about the change.
6. De-select **Show history** when you want to hide the information.

See also [Undo changes in a term record.](#)

What is a dictionary?

A dictionary is a major part of the database of a given structure, e.g. a limited number of languages and fields.

The fields may be valid for the entire term record (*concept level fields*), e.g. a definition. They may also be valid only or for a term in a particular language (*term fields*), e.g. grammar or source of a translation of a term in a particular language (a [term equivalent](#)).

The administrator defines dictionaries. You specify which dictionary will be shown by clicking the scroll arrow beside the **Dictionary** droplist and choosing the dictionary from the list. The list of terms in the chosen source language is then updated.

What is a section?

A dictionary can contain a number of sections with various types of terms and phrases. For instance, there might be a section with terms that are still being worked on, one with abbreviations and acronyms, and one with approved terms that are standard in various languages.

If you click on **All sections**, you will see all of the dictionaries and sections that are available to you.

You can choose to show terms from one or more of the sections:

1. Click to the right of the text "**Section:**". Usually the text "**All sections ()**" is shown here.
2. A list of available sections appears in a box in the result pane. Select the section that you want to search. Hold **Ctrl** and select other sections that you want to search.
3. Click **Select**. (Note that the term list gets a yellow background to signal that only terms from a subset of the available sections are displayed.) When you then click to the right of the text "**Section:**" the names of the sections (e.g. glossaries) which you have selected appear in the **Select sections for searching** box in the result pane.

If you want to show terms from all the sections in a dictionary:

1. Click to the right of the text "**Section:**".
2. Click the words "**Select all**" in the **Select sections for searching** box.
3. Click the **Select** button below the listed sections.

Show a particular domain or subdomain

The terms in a dictionary and its sections can be classified according to their subject areas, i.e. domains, such as DATA PROCESSING or BUSINESS & ADMINIST.


If you want to only show terms from a single domain or subdomain:

1. Tick the **Domain search** box.
In order to show as much of the domain selection frame as possible, you can switch to full screen view (F11 in Internet Explorer).
2. Select the desired *domain(s)*. If you select a domain, its *subdomains* are also selected automatically. To select or remove *subdomains*, first click the plus sign to the left of the main domain selected and then the subdomain(s) which you want to select.
Click **OK** at the bottom of the result pane when you are finished.
3. Only terms from the selected domains/subdomains will be visible in the chosen source language.

You can see which domains and subdomains you have chosen in when you point to the heading **[n] selected domains [change]** at the top of the result pane.

Move a term record


To move a term record:

1. Show the term record. Click on the term from the list so the content of the term record is visible in the result pane.
2. Click the **Edit** icon .
3. Press **Alt+O** or click on **Edit concept level fields...**
4. Choose a different section from **Section** box and press **Alt+S** or click **Save** at the bottom of the window when you are finished.
5. Save the term record by clicking **Save**.

Remove a term record



To remove an entire term record (e.g. a duplicate entry):

(You can also remove a term record by moving it to a section for removed records by following the instructions under "Move a term record".)

1. Show the term record. Click the term on the list so the content of the term record is visible in the result pane.
2. Click the **Delete** icon .
3. Confirm that you wish to remove a term record by clicking **Delete** in the text box shown. The term list is updated.

Remove a term

You can remove a term equivalent from a term record as follows:


1. Show the term record. Click on the term in the list to the left so that the content of the term record is visible in the result pane.
2. Click the **Edit** icon .
3. Click once on the term you want to remove so that it appears at the top of the result pane.
4. Click **Delete term**  to confirm that you want to delete the term.
(If you change your mind, press **Alt+X** or click **Cancel** in the button field at the bottom of the window. You can also later use the Restore function in Show history.)
5. Press **Alt+S** or click **Save** in the button field at the bottom of the window when you have finished updating the term record.
The term list is updated.

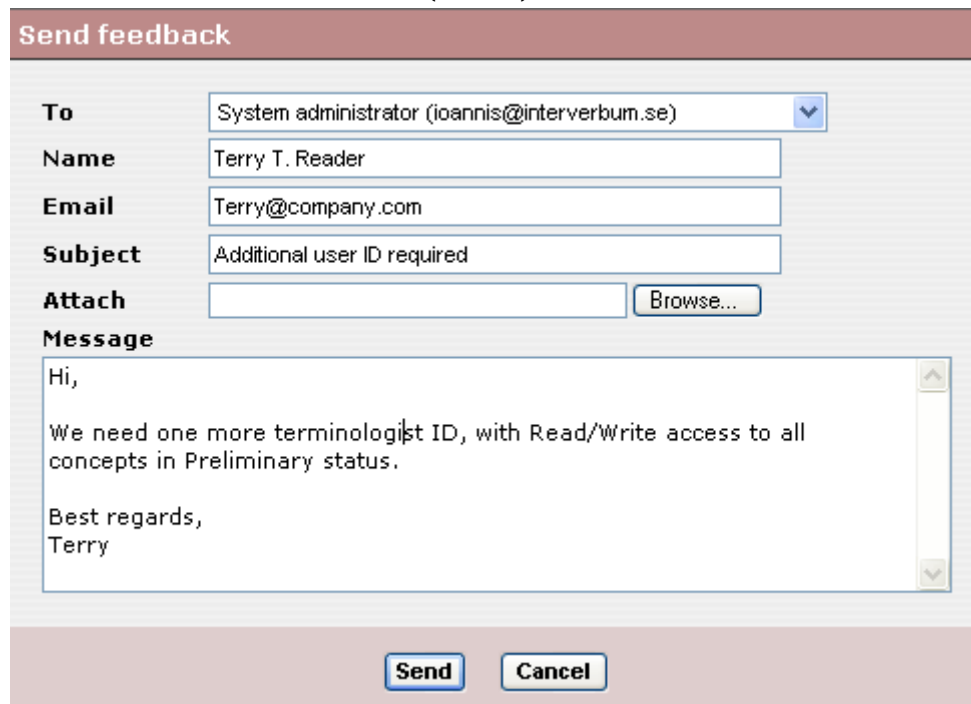
Import and export term data

If allowed by the administrator, even if you are not an administrator, you may have the right to import and/or export data to and from certain sections of a dictionary. Please refer to sections "Import: To import term data" and "Export: To export term data" below.

Send feedback

This is how you send a message to the system administrator or the dictionary administrator:

1. Click on the mail symbol .
2. Select the name of the addressee from the droplist in the **To** field.
3. Fill in your name, email address, the subject and your message. You can also attach a file with additional information. (Attach).



Send feedback

To System administrator (ioannis@interverbum.se) ▼

Name Terry T. Reader

Email Terry@company.com

Subject Additional user ID required

Attach

Message

Hi,

We need one more terminologist ID, with Read/Write access to all concepts in Preliminary status.

Best regards,
Terry

4. Click **Send**. Confirmation that the message has been sent appears in the result pane.

Log out

Click **Log out** in the upper right-hand side of the window.

Administration (for administrators only)

If you click on the **Admin** icon in the search mode (with search field, term list and result pane visible) the following function icons will appear:

- **New Dictionary Wizard**: Create/add a new dictionary
- **Dictionaries**: Modify or remove a dictionary, export and create a new dictionary by importing a dictionary definition.
- **Sections**: Add, rename and delete sections
- **History**: View changes in the overall structure and content of a dictionary and "undo" the ones you do not want. If you want to "undo" changes (i.e. restore previous data) for a specific term, go to Search View > Settings > Show history.
- **Edit domains**: Add, edit and delete domains and subdomains
- **Subclasses**: Add, edit and delete subclasses (groups of term records that can be located in different sections and are viewed in a certain way by all users, except administrators.)
- **Edit Views**: Add, change and remove views for a specific dictionary. Different views, such as differences in the information that is visible, can be selected for different user groups. Different views can be used, for example, to hide fields with exclusively administrative information from most users, except terminologists and administrators.
- **Import**: Import data with variable formats into TermWeb 3
- **Export**: Export a complete dictionary or a (filtered) part of a dictionary
- **Users**: Add, modify, deactivate/activate or delete a user
- **Guest Account**: Activate/deactivate a guest account (for several simultaneous users without personal user names). Indicate automatic login or normal login to be associated with a user name and password.
- **Groups**: Add, modify and delete groups (with any filters and views)
- **Group Members**: Assign the user to one or more groups.
- **Access Editor**: Select the level of user group(s) access to various dictionaries and sections
- **File Repository**: Work with objects like pictures, sound files, etc. in the internal TermWeb file repository, import and export objects in batch
- **Change Password**: Change your own password
- **Statistics**: View usage statistics for the installation, listed per client, user etc.
- **Administrator Tools**: Reindex dictionaries to speed up access
- **Clients** (can only be used by the system administrator): Add, modify or delete clients
Specify a maximum number of user accounts and/or a maximum number of individuals who can be logged in at the same time for each client.

Note!

- As an administrator you can always return to the window with the administrator function icons by clicking **Admin View** in the upper left.
- You can always return to search view by clicking **Search View** in the bar to the left of Admin View.

New Dictionary Wizard: Add a new dictionary

Note that a section with the same name as the dictionary is always created as a dictionary is created.

Note also that authority to a dictionary and its sections is always initially set as Undefined. You need to define the Users and User groups and their authority if you want to limit access to a dictionary.

Dictionaries: Edit/delete dictionary, export/import dictionary definitions

You can rename a dictionary as well as the language, concept and term level fields by clicking the dictionary name. Here, you can also define at which place the dictionary should be placed in the list of dictionaries (dictionary selector etc.). Type the desired order number in the **Sort index** field. Note that this has to be done starting at number 1, and preferably for all dictionaries in the database.

Field types:

You can create single-line and multi-line text fields, incremental fields (the value of which is automatically recalculated for each new term record) and a picklist.

Character encoding, mandatory fields and min/max no. of characters allowed:

You can also indicate how character encoding of data, whether or not fields are mandatory, and the kind of data permitted in the field (see below) as well as the min./max number of characters allowed.

If Unicode is selected for a field, then it is possible to write or copy in characters other than the Latin as well special characters, such as a dash. Note that the term field (in all languages) is specified as Unicode.

Mandatory fields are indicated by an asterisk. If you try to save a term record without filling in an obligatory field, an error message will appear and/or the field will be indicated with a colored background.

Data type (Allowed value):

In addition you can indicate what kind of data is allowed in the field, i.e. any text, integer number (without a decimal or comma to indicate thousands, max 9 characters), or data that corresponds with a regular expression. An example of the latter is the simplest form of syntax control of the date, i.e. 20YY-MM-DD:

```
20\d{2}(-)((0[1-9])|(1[0-2]))(-)((0[1-9])|([1-2][0-9])|(3[0-1]))
```

If you want to add your own definition of a field on the concept level, with a limited number of possible values, do as follows:

1. Click the dictionary's name.
2. Click **Add...** in Concept Level Fields.
3. Select **New custom field** and then click **Continue**.
4. Enter the field name.
5. Specify the type of field in **Field type** (Picklist).
Note! A single-line field can theoretically contain a maximum of 16,383 characters, but as the name indicates it is intended for less information, e.g. a maximum of about 70 characters which can be shown on one line in the result pane without scrolling sideways. A multi-line field can contain a maximum of 16,383 characters, if not otherwise specified under Data length limit.
6. Select **Latin-1** in **Encoding** if the field only will include Latin characters.
7. Select **Value is required** if the field must be given a value when a term record is created.
8. Click **Add...** beside the box for "Picklist items".
9. Enter one of the fixed values in the typing field and click **Save** beside the typing field.
10. Repeat step 9 for other possible values.

Note that the value you write in first will be shown at the top of the list.

If necessary you can move the various values up or down in the list.

If the field is defined as mandatory, then the upper value of the list will be filled in automatically when someone creates a new term record.

11. Click **Save** at the bottom of the box.
12. Click **Save Changes** if you do not want to add or change more fields.

Note! Initial zeros in numerical fields are automatically truncated when the term record is saved.

Export a dictionary definition

This is how to create a file with a certain dictionary structure (fields and sections):

1. Click **Dictionaries**.
2. Click **Export** beside the dictionary from which you want to export the definition. (If you want to export the dictionary definition to MultiTerm XDT format, click **Export XDT file** beside the dictionary from which you want to export the definition.)
3. Save the resulting XML file in an appropriate location and with an appropriate name.

Import a dictionary definition

This is how to create a new dictionary with the same structure (fields and sections) as one which you have previously exported:

1. Click **Dictionaries**.
2. Click **Browse** and choose an exported dictionary definition file from the **Import dictionary definition from file** box.
3. Click **Import dictionary** and a dictionary with the same languages, fields and characteristics as the previously exported dictionary is created. If you import the dictionary definition while logged on as the same client that created the original dictionary, the new dictionary will have the same name as the exported dictionary definition but with an added number, e.g. (2).

Note! Term information is not imported, but you can import it via (Export and) Import in Admin View.

Sections: Working with sections

This is where you add, modify and delete sections.

- You *add* a section by clicking **New Section**, specifying the name and dictionary for the section and then clicking **Save**. Here, you can also define at which place the section should be placed in the list of sections (section selector etc.). Type the desired order number in the **Sort index** field. Note that this has to be done starting at 1, and preferably for all sections in the dictionary.
- You *change the name of the section* by clicking the section's name on the list.
- You *remove* a section by selecting the box beside the section's name on the list and clicking **Delete Selected...**

Note! When you remove a section you also delete all content, i.e. all term records in the section!!!




















User groups that should be able to read the terms in the section and change, add or remove term records (and export and import data) in the section are described under [Access Editor](#).

History: Show changes in the structure of a dictionary and undo changes

If you wish to undo an import, you can do for example as follows:

- 1) Choose the desired dictionary.
- 2) Click on the arrow (in Restore column) alongside the position to which you want to restore the database.

Dictionary history

Changes in Demo glossary since 24 Jul 2006			
Dictionary <input type="text" value="Demo glossary"/>			
Date	Action	User	Restore
26 Feb 15:11	Imported 1 concept	admin	
21 Feb 09:05	Concept #7708 was changed	admin	
21 Feb 09:03	Concept #3319 was changed	admin	
14 Feb 14:21	Concept #3327 was changed	SH	
14 Feb 10:22	Concept #24842 was changed	admin	
14 Feb 09:28	Concept #24857 was changed	admin	
13 Feb 12:20	Imported 21 concepts	admin	
9 Nov 13:53	Concept #873 was changed	admin	
18 Sep 13:44	Imported 11 concepts	admin	
14 Sep 15:08	Concept #9864 was changed	admin	
14 Sep 15:07	Concept #5876 was changed	admin	
14 Sep 14:17	Imported 1,238 concepts	admin	
13 Sep 10:12	Imported 1 concept	admin	
13 Sep 09:08	Imported 107 concepts	admin	
13 Sep 09:00	Imported 1,696 concepts	admin	
12 Sep 20:26	Concept #10122 was changed	admin	
12 Sep 20:24	Imported 1 concept	admin	
12 Sep 20:11	The concept #13447 was deleted	admin	
12 Sep 19:29	Imported 1,378 concepts	admin	
12 Sep 19:02	Imported 1.379 concepts	admin	

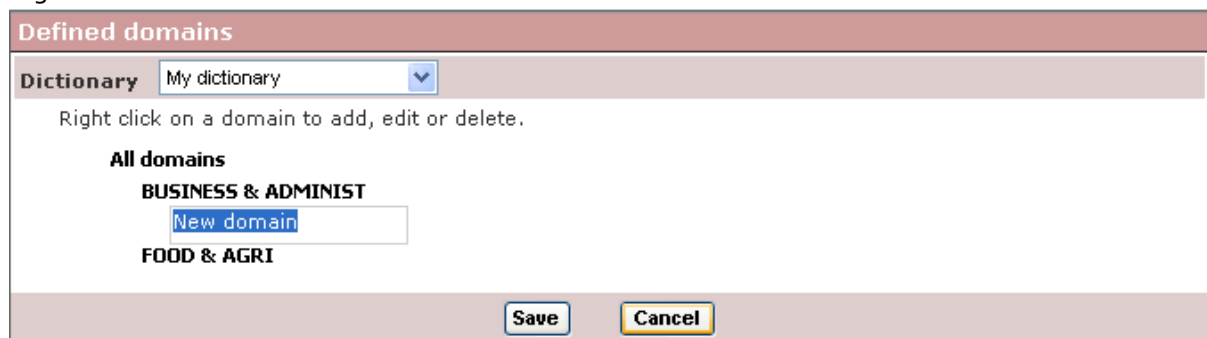
- 3) Confirm that you want to restore the database to the selected position (e.g. 21 February 9:05).

Edit Domains: Add, edit and delete domains and subdomains

How to specify domains and subdomains. While working you can show or hide subdomains by clicking on their name.

Add a domain:

1. Select the desired dictionary from the **Dictionary** droplist.
2. Right click **All domains** and choose **Add domain**.
3. Write over the text "*New domain*" shown in the box at the bottom of the domain list with the name of your new domain.
Tips (in Internet Explorer): Press **shift+Ctrl** and type in the name. Confirm by pressing **Enter**.
4. Repeat steps 2 and 3 for all main domains.
If you want to have subdomains:
5. Right click on a domain and choose **Add domain**.



6. Write over the text *New domain* in the box that appears with the name of the subdomain and confirm by pressing **Enter**.
7. Repeat steps 5 and 6 for all subdomains of a main domain.
8. Repeat steps 5 and 6 also for other main domains that are to have subdomains.

To rename a domain:

1. Right click on the domain name and choose **Edit domain**.
2. Write over the domain name that is shown in the box with the new domain name.
3. Confirm by pressing **Enter**.

To remove a domain:

1. Right click on a domain and choose **Delete domain**.
2. Confirm with **OK** (or undo by pressing **Cancel**).

Note! When you remove a domain, the term records that belonged to that domain will then belong to the nearest preceding domain (above).

Subclasses: Create subclasses of term records

Terms in a certain subclass can be found in several different sections of a dictionary.

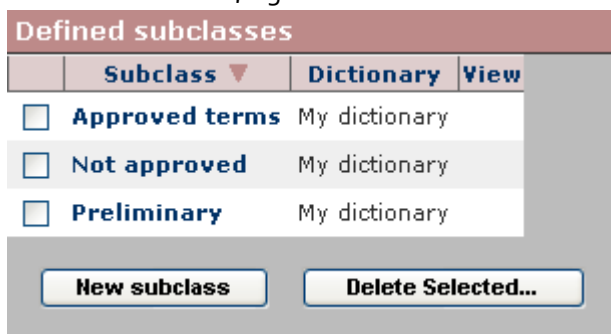
A subclass for a term record is created among the general fields in the same way as for a section (Edit concept level fields).

Subclasses of term records can be used for two different purposes:

- 1) To show term records in the subclass in the same way (with the same view) for all users except the administrator.
- 2) To limit a specific user group to viewing term records of a certain subclass only.

A) How to create the same view of a subclass for all users except the administrator:
(You can otherwise create a user-group specific view under "Groups".)

- 1) Create a new view, e.g. without administrative information. See **Edit Views**



- 2) Create a subclass: Click **New subclass**, type in the name of the new subclass, select the dictionary for which the subclass is to be valid and choose the view created in step 1.

B) How to create a subclass that is user-group specific:

- 1) Create a filter with the condition that term records belong to a specific subclass (Subclass EQUALS...).
- 2) Apply this filter to the user group.

This user group will then only see the term records that belong to this subclass, and with the view that has been specified for the subclass.

Edit Views: Add, change, and delete views for a specific dictionary.

For example: If you want to hide the fields "Created by", "Creation date", "Changed by", and "Change date", on the term level for a specific user group, do as follows:

- 1) Click **Edit Views**.
- 2) Click **Add view....**
- 3) Give the view a descriptive name.
- 4) Specify which dictionary applies.

- De-select the fields that are to be hidden from view.

New view data

Name:

Dictionary:

Selected fields are visible

Concept level fields

All / None

- Concept ID
- Created by
- Creation date
- Changed by
- Change date
- Dictionary
- Section
- Subclass
- Domain
- Definition
- Explanation
- Number
- ISO date

Term level fields

All / None

- Created by
- Creation date
- Changed by
- Change date
- Term
- Language
- Context
- Lingsoft
- Gender
- Part of speech
- Part of speech 2
- Acceptability

- Click **Create view**.
- Click **Admin View** and then **Groups**.
- Click the group's name.
- Choose the view in **View for group** droplist and then click **Update Group**.

The users in the group will not then be able to see the deselected fields in the view or edit mode (assuming that the group has Write access to a part of the relevant dictionary).

Import: To import term data

- Click **Import**.
- If you want to import a dictionary with an existing settings file, select the setting file/dictionary name under **Available settings** and click **Import**.
To change an existing settings file, select it and then click **Edit**.
To create new settings file click **New...**, name the settings, choose a dictionary from the **Import in Dictionary** droplist, and specify the new settings for import synchronization, i.e. how the import file will be synchronized with existing information in the section, what will be imported, etc.
Click **Save**, select the settings file and click **Import**.
- Click **Browse**, scroll down and choose the file you want imported.
- Click **Next >**.
- Click **Next >** if the validation report is OK.
- If there are fields on the term record concept level in the import file that were not already connected (mapped) with the fields in the dictionary, select the fields that should be mapped and then click **Map** for one field name pair at a time in the **Map concept fields** text box.
When you are finished, click **Next >**.
- Repeat step 7 if necessary on the term level (**Map term fields**) and then click **Next >**.
- Repeat step 7 if necessary for languages (**Map languages**) and then click **Next >**.
- If you are satisfied with the mapping, click **Next >** in the **Import settings complete** text box.

10) Click **Finish** in the **Import complete** box.

Note! The next time you want to import a similar file, the settings for mapping the import file and dictionary will be saved.

Note! When importing data from a file in the TermWeb 2 XML format:

- If you want the same Concept ID in TermWeb 2 to apply in TermWeb 3: Tick "Synchronize on concept ID".
- If you want to create a new Concept ID for term records: Tick "Add import concept as new" (recommended).

For any supplementary import of previously exported and supplemented TermWeb 2 data, tick "Synchronize on index term".

Note! Any domain information in the import file will be transferred to the database only if the domain or subdomains already exist in the database.

Example:

You have received an Excel file with new terms in French and Dutch and want to import data to the existing database where there are already terms in other languages. Use the import settings indicated in the figure below.

Enter the settings for your import

Name for settings	<input type="text" value="Synk_Conc_ID_Fill_in_parts"/>
Import in Dictionary	<input type="text" value="My dictionary"/>
Synchronization	<input type="radio"/> Add import concept as new <input checked="" type="radio"/> Synchronize on concept ID <input type="radio"/> Synchronize on index term
	For language(s) <input type="text" value="Dutch, English, Finnish, French, German"/>
	Action When concept IDs are identical: <input type="text" value="Fill in parts"/>
	Select parts

Concept level fields

↓ All / None

Definition

Explanation

Number

ISO date

Term entries in languages

↓ All / None

Dutch

English

Finnish

French

German

Greek

Japanese

Swedish

Use "Merge parts", however, if you want to supplement with new terms and possibly new detailed information about existing terms.

Summary:

- Fill in parts: Only if there are no values in the database, should data from the import file be used.
- Merge parts: New values are written over the values in the database, but if the import file does not have values, the database values are saved. **Note that modified terms (modified names of a term) are imported as synonyms.**
If you want to import synonyms AND supplement data on term level, you can select **Synchronize on term ID** or **Synchronize on similarity** under **Term synchronization**.
If you just want to add synonyms, select **No synchronization** under **Term synchronization**.
- Overwrite parts: Completely writes over the chosen parts – all the fields of the chosen language, for example – even if the import file does not have values for the part, such as the term equivalents. If, however, synonyms already exist in a language, then only the first synonym is deleted.

If you want to remove some of the detailed information about one or more terms (unmodified names, you should export all the fields for the language as well as the Concept ID, edit the export file, and then import it with "Synchronize on concept ID" and choose "Overwrite parts" and the relevant language.

Note! If you want to "undo" a data import and restore the database to the position prior to the import, select **Admin > History**. It is not possible to "undo" a complete data import by using the history function for a term record.

Note! The metadata field cannot be changed by editing the file to be imported. The "Created by", "Creation date", and "Change date" fields are set to the importer's ID and time of the import.

Export: To export term data 

To export term data, e.g. for review or supplementary information, you can do the following:
If you do not want to export an entire dictionary, create a filter under **Search view > Filters**.

1. Click **Export**.
2. Select a completed settings file from Available settings.
To change an existing settings file, select it and then click **Edit**.
If there are no appropriate export settings files for the dictionary, create a new (New...).
Write the name of the export settings file, for which dictionary it is applicable, whether the export settings are to be visible for you only (Private) or for other users (Public) and the desired format of the export file.

You can choose one of the following formats:

- TBX (TermBase eXchange); standard format according to ISO/DIS 30042
- TermWeb 2 XML; compatible with previous versions of TermWeb
- MultiTerm iX XML
- Excel; the section name becomes the tab name and the field name becomes the column name.

Then choose the filter in the **Select concepts by filter** field.

Indicate which languages and fields you want in the export file.

Click **Save** when you have finished with the export settings.

3. Select the export settings file and click **Export**.
4. A picture is now shown with the mapping between the language names from the dictionary and export files. If you want to change something, you can rename the export file.
Otherwise, click **Next >**.
5. A picture with the mapping between the concept level fields is shown as described above.
Change as needed (does not apply to pre-defined TBX field names) and then click **Next >**.
6. A picture with the mapping between the field names at the term level fields is shown.
Change as needed and then click **Next >**.
The **Export complete!** box is shown with information about the number of exported term records.
7. Click **Open in browser** if you want to review the file. Click **Save file** and save the file at an appropriate location and with an appropriate name.
8. Click **Finish** when you are finished.

Note! You can use the same export settings, with minor modifications if necessary, the next time you want to create a similar export file.

Note! If you want to check an exported TBX file, the dtd file `TBXcdv04.dtd` must be in the same folder as the TBX file.

Note! Concept relations and attached objects are not included in the export file. Externally linked objects are included but not (apart from web addresses) reimportable. For export of an entire dictionary, internal links (cross-references between concepts) are included and recreatable during import to another installation.

Groups: Add, modify or delete groups

If necessary, you can add a new user group.

You can also use a standard filter (for a certain dictionary) and a view (for a certain dictionary) for the group, but they should be specified first, see the sections "Use filters to search and export" and "Edit Views: Add, change and delete views for a specific dictionary."

You can also change the name, description, filter and view for the group, or remove the group.

Group members are specified under **Group Members**.

Which members are to receive access to which sections of dictionaries is set under **Access Editor**.

Add a group

1. Click **Groups**.
2. Click the **New** icon.
3. Indicate the name of the user group, description, and any new view or filter that is to be applicable for the group.
(Views are defined under **Edit Views** and filters under **Search View > Filters**.)
4. Click **Create Group**.

Change information about a group

1. Click **Groups**.
2. Click the user group's name.
3. Change the name, description, view and filter that are applicable to the group
4. Click **Update Group**.

Remove a group

1. Click **Groups**.
2. Tick the box to the left of the user group name.
3. Click **Delete Selected...**

Guest Account: Activate/deactivate and change information about guest users

1. Click **Guest Account**.
2. Activate a guest account by ticking the box **Enable guest account**.
3. a) If the guest user is to log in the usual way: Fill in the user name and password and select **Normal**.
b) If the guest user is to log in automatically when they visit the web site: Select **Automatic**.
4. Click **Save**.

Everyone who visits the web site will now be able either to log in

- a) with the specified user name and password or
- b) automatically.

Note! Several users can use the guest account at the same time.

What guest users can see is set under **Access Editor** with filters and views for the user group **Guests**.

Guest users cannot change term data; they can only search for terms, use pre-defined filters and create temporary filters.

If you want you can easily deactivate the guest account by clicking **Guest Account**, deselecting **Enable guest account** and clicking **Save**.

Users: Add, edit, deactivate/activate or delete a user

Add a user

1. Click **Users**.
2. Type in a user name, full name, e-mail address, password (twice) and primary group membership (and indicate if the user is to be an administrator or system administrator).
Note! If you have not defined any group membership this can also be done under **Groups**.

New user data	
User name	<input type="text" value="Term2"/>
Full name	<input type="text" value="Terminolog nr. 2"/>
Email	<input type="text" value="Terminolog2@domaenamnet.se"/>
Password	<input type="password" value="••••••••"/>
Confirm password	<input type="password" value="••••••••"/>
Initial Group	<input type="text" value="Kompletterare"/> ▼
Permissions	<input type="checkbox"/> User is administrator
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
<input type="button" value="Create User"/> <input type="button" value="Cancel"/>	

3. Click **Create User** (and then **Admin View** if you want to return to the administrative function icons or **Search View** if you want to return to the search position).

Change information about a user

1. Click **Users**.
2. Click the user's name.
3. Make changes in the user data. Select "Inactive" if you want to temporarily deactivate the user.
4. Click **Update User**.

Remove a user

1. Click **Users**.
2. Tick the box to the left of the user's name.
3. Click **Delete Selected...**

Group Members: Indicate which user is a member of a particular group and to which groups a particular user belongs

Place users in one or more groups.

Group Members

Defined groups		
Group ▼	Users	Users ▼
admins	1	admin
Eric	4	Ericsson

Columns can be sorted (ascending or descending) on the basis of the group name, number of users, or user names by clicking on the relevant column heading.

You can either click a group name to find out which users are members of the group or click on a user name to find out and change the groups to which a user belongs. You move users and groups by selecting the name, using the blue arrows to move them, and then confirming by clicking **Apply**.

When you have completed the task click **Admin View** or **Search View**.

Access Editor: Set the user group access to dictionaries and sections

You can specify the following for every combination of dictionary, section and *user group*:

- which groups can read (or not) the terms in the section (**Read Access** or **No access**).
 - which groups can add and edit terms in the section (**Read/Write access**)
 - which groups can export, import, or both export and import data in the section
- Note that the status for a specific term record can also determine who is able to view and work with a term record.

Note! Authority for the Default group to All dictionaries/All sections should normally be set to **No access** after an administrator group with at least the member Admin is created. You can then give different authorities to the groups you create in the system.

Example of procedures for authority settings

This section is for a newly installed program (but there must [sections](#)).

When setting authority settings at a later point in time, points 1-3 can be skipped.

1. Create a group for administrator(s).
Click **Groups > New Group** and then specify the name and description of the group.
2. Specify who will be included in the administrator group. Directly after installation, it is the pre-defined user admin.
Click **Group Members** and then the admin group's name. Select Admin and move admin to the **Users in group** box with the blue arrow. Click **Apply** and then **Admin View**.
3. Remove general authority for everyone.
Click **Access Editor** and choose **Read/Write Access** for the admin group and **No access** for the Default group.
4. Create the user groups that are needed (groups of people that will have special authority to at least one section).
Click **Groups > New Group** and specify for one group at a time name, description and which view and filter will apply.
Click **Admin View** when you are finished.
5. Create the users that will be in the system.
Click **Users > New User** and specify user name, full name, and password. You can also choose which Initial group the user will be a member. (Note! A user can belong to several groups.)

Finish by clicking **Create User** for each user.

Click **Admin View** when you are finished.

6. Place the users in groups under **Group Members** as needed.
7. Specify authority for each group under **Access Editor**.

When All Dictionaries and All Sections are chosen:

Specify **No access** for all groups except the administrator's group.

Then specify authority per dictionary and section.

Note! If you import a new section of a dictionary, the authority for the dictionary applies automatically to the section. If you want to change the authority of a new section, for example hide it for some groups, choose the dictionary and the section and then specify **No access** or **Read access** for the groups in question.

Change Password: Change your password

Change your password. If you as an administrator want to change passwords for other users, click **Admin view** and choose **Users**.

1. Click **Change Password**.
2. Enter the old password once and the new password twice.
3. Click **Save**.
4. Click **Search View** if you want to return to searching for terms (or **Log out**).

Administrator Tools: Reindex a dictionary

Reindexing dictionary

Dictionary

Interverbum Terms

Start Reindexing

Sometimes it can be helpful to reindex a dictionary in order to increase the speed of a search. To reindex:

1. Click **Administrator Tools**.
2. Select the dictionary you wish to reindex from the **Dictionary** field.
3. Click **Start Reindexing**.
4. Click **OK** when a message that the reindexing has been completed appears in the window.

Usage Statistics

To display usage statistics over user visits, time spent, and user origin per day, month or year for your TermWeb installation, proceed as follows:

1. Click **Statistics**.
2. For usage details regarding a certain day, click **Details** on the corresponding line.

Search View | Admin View

Statistics

Online users				
User	Client	Log in	Last usage	IP address
admin	admin	16:09:01	16:30:25	192.168.2.99

Total summary since 2009-08-12		
Visits	Users	Total time
25	5	10:01:02

Summary for August 2009				
Visits	Users	Total time	Avg visits/day	Avg time/day
25	5	10:01:02	1.9	0:47:00

Daily Summary for August 2009					
Date	Visits	Users	Time		Details»
12	17	3	2:18:58		
13	7	3	1:45:04		

User	Client	Log in	Log out	Time	IP address
admin	admin	13:59:30	14:31:03	0:31:33	192.168.2.99
read	admin	14:31:13	14:34:38	0:03:25	192.168.2.99
admin	admin	14:34:50	14:56:23	0:21:33	192.168.2.99
read	admin	14:56:38	14:57:25	0:00:47	192.168.2.99
admin	admin	14:57:36	15:36:49	0:39:13	192.168.2.99
admin	admin	15:37:16	15:44:27	0:07:11	192.168.2.99
jin	admin	16:06:28	16:08:50	0:02:22	192.168.2.99

To show statistics for another month, click the name of month previous or following the currently displayed month.

Dictionary

Term record: A term record is the part of a structured terminological data omnibus that is applicable to a specific concept. (This concept is expressed normally by different term equivalents in various languages.)

Term equivalent: Term equivalent is used to refer to a word or expression that represents the same or a similar concept in different languages.

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