

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

# End User Guide

## Translate Job Postings with SAP Build Process Automation

# Table of Contents

<b>Table of Contents</b> .....	2
<b>Overview</b> .....	3
<b>User Interface</b> .....	3
<b>Start UI</b> .....	3
<b>My Inbox</b> .....	4
<b>Review and Approve Translation</b> .....	5
<b>Process Visibility</b> .....	6
<b>Access Process Workspace with SAP Build Process Automation</b> .....	6

# Overview

This document provides information about how to use the Translate Job Postings package using SAP Build Process Automation. HR & Reviewers are the target users of this document. The workflow allows HR responsible automatically translate fields using the SAP Translation Hub. After the translation, a reviewer will check it for consistency and can update them directly. After all reviews are done, the job requisition is updated automatically

- By integration into SAP SuccessFactors, less effort is needed to copy and paste texts.
- The job requisitions are translated using SAP Document Translation to translate the texts

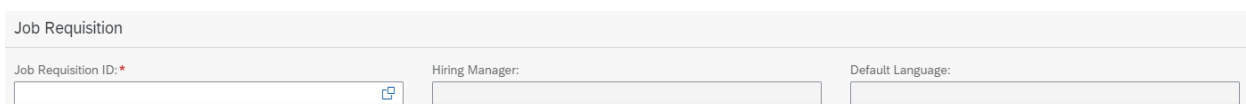
# User Interface

## Start UI

The start UI to start the workflow has 2 sections.

### 1. Job Requisitions

Search by the Job Requisition ID, the internal or external job title and the hiring manager's first or last name. The Hiring Manager and the Default Language will fill out automatically.



The screenshot shows a search form titled "Job Requisition". It contains three input fields: "Job Requisition ID: \*" with a magnifying glass icon, "Hiring Manager:", and "Default Language:". The "Hiring Manager" and "Default Language" fields are pre-filled with text.

### 2. Translation Details

Select the languages the Job Requisition needs to be translated to. Depending on the job requisition a message could appear that a language cannot be translated. You can deselect or select multiple languages.



The screenshot shows the "Translation Details" form with a "Language to be translated: \*" dropdown menu. The dropdown is open, showing "Français (French) x", "Español (Spanish) x", and "1 mehr" with a downward arrow. To the right, an "Information" message box is displayed, stating "The following languages cannot be translated: - Português do Brasil (Brazilian Portuguese)" with an "OK" button.

The job title and the job description are read only and imported from SAP SuccessFactors. When you will have the translation for an internal and an external job requisition at first the job title and the job description for the internal job requisition is displayed, underneath then the job title and the job description for the external job requisition.

This will depend on the configuration of the system. Submitting the workflow will start the translation for the different target languages.

Internal Job Title:  
Softwareentwickler

Internal Job Description:  
**Stellenbeschreibung**  
**Das Aufgabengebiet:**

External Job Title:  
Softwareentwickler

External Job Description:  
**Stellenbeschreibung**

## My Inbox

The Job Requisition Translation Package enables the approver responsible to review the “Review Translation” tasks in My Inbox after a job requisition translation has been submitted and automatically translated. A user task is created for each language and a separate reviewer can check the translation and edit them. The translators can be set using both target and source language and the country where the job requisition has been created.

If no approver exists, an administrator assigns the task. The admin must enter either the username or a group and the emails of the reviewer. If users or group is still empty, the admin must reassign either of them.

IT Support-Task Owner Assignment

Task Owner not defined for translation from Deutsch (German) to Español (Spanish)

Created On: Mar 30, 2022  
Created By:

Priority  
**Very High**

[Task Owner Assignment](#) [Error](#) [Languages](#)

Users:

Groups:

Emails: \*

Error

Errors

Processor	Completed at	Error Description
No items available.		

Languages

Target Language:

Source Language:

Country:

If the language was not automatically translatable, the task will also appear but with the original content. The translated job description will be a rich-text editor to customize html.

“My Inbox” application enables line of business users to claim and complete their task. Please go through SAP My Inbox documentation for more details.

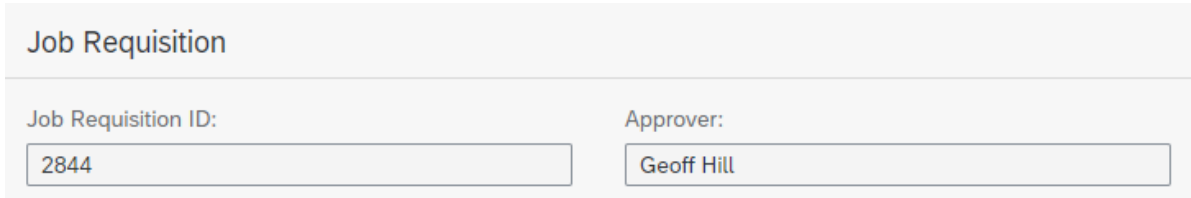
## Review and Approve Translation

This task gets created after a workflow has been submitted and the step “Review Translation” is started.

The approval user interface to check the translation of the request has 2 sections.

1. Job Requisitions

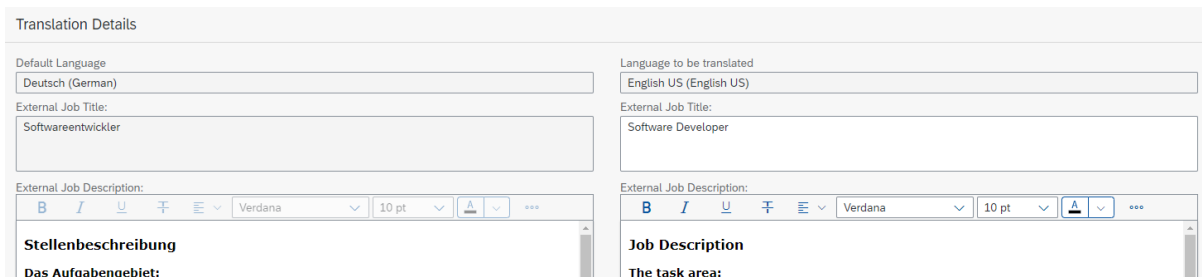
Shows details of the Job Requisition



The screenshot shows a section titled "Job Requisition". It contains two input fields. The first is labeled "Job Requisition ID:" and contains the value "2844". The second is labeled "Approver:" and contains the name "Geoff Hill".

2. Translation Details

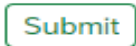
Shows details of the translated Job Requisition



The screenshot shows a section titled "Translation Details". It is divided into two columns. The left column has fields for "Default Language" (Deutsch (German)), "External Job Title" (Softwareentwickler), and "External Job Description" (Stellenbeschreibung: Das Aufgabengebiet:). The right column has fields for "Language to be translated" (English US (English US)), "External Job Title" (Software Developer), and "External Job Description" (Job Description: The task area:). Both columns have a rich text editor toolbar above their respective description fields.

The Approver can make only the following decisions:

1. Submit: The workflow proceeds, and the job requisition is updated automatically, and the initiator is informed via email.



## Process Visibility

Process Visibility capability in SAP Build Process Automation enables process owners and process operators to gain real time visibility on processes and key process performance indicators. It also enables customers gain out of the box process visibility into their deployed processes. Please refer [help documentation](#) for more details.

Job Requisition Translation package provides out of the box visibility on all the process variants in SAP Build Process Automation. Line of business expert will be able to enhance the visibility scenario to their requirements.

### Access Process Workspace with SAP Build Process Automation

1. The administrator would have added a tile in the SAP Work Zone that corresponds to the scenario “Translate Job Postings”. For more information on how to add scenario-specific tiles, refer to the [help documentation](#).
2. Click the scenario-specific tile in the SAP Work Zone.
3. User will see process visibility dashboard.