

# Uchaguzi Translation Step by Step

The translation team will be in charge of translating reports(including those created out of tweets/SMSes) from local languages to English.

## Before you start:

Review the [Uchaguzi Participant Checklist & Guide](#)

Your Coleads are Paul Warawbo and Debra Ojuka

## Instructions

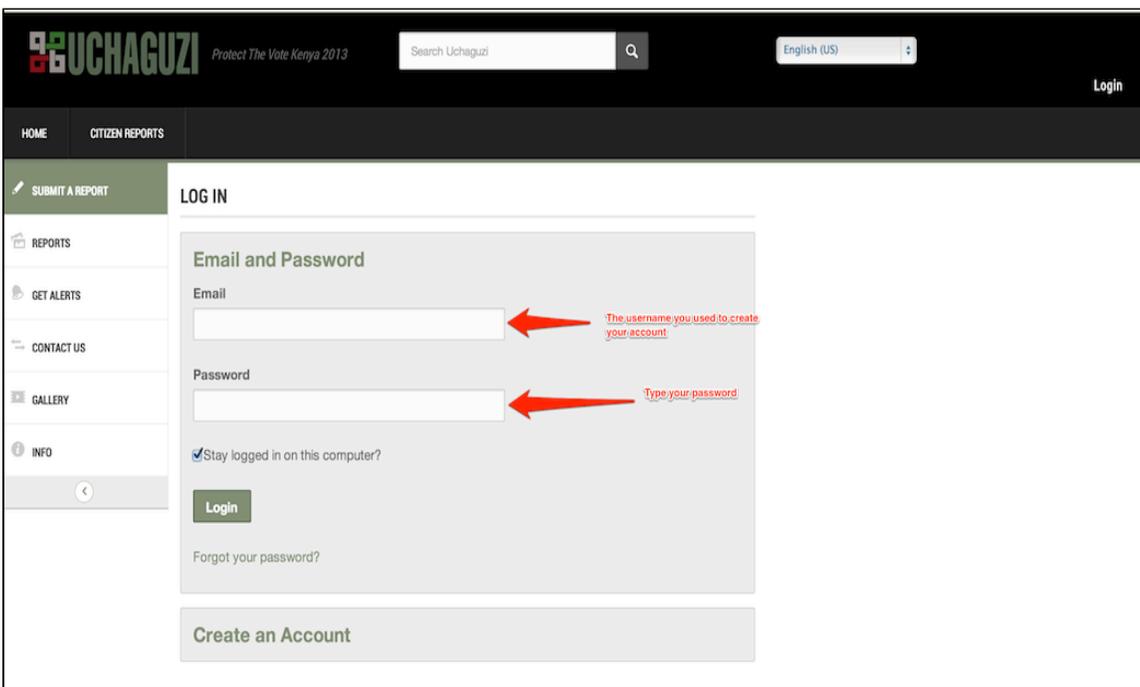
### 1. Please log into Skype.

Login into the Skype Window of the Translation Team and announce you are starting your shift. If you are not already added to skype chat, please contact your Team Coleads for assistance.

You will be added to skype groups only after you have completed training. For more about using Skype: See the [Uchaguzi Skype workflow](#).

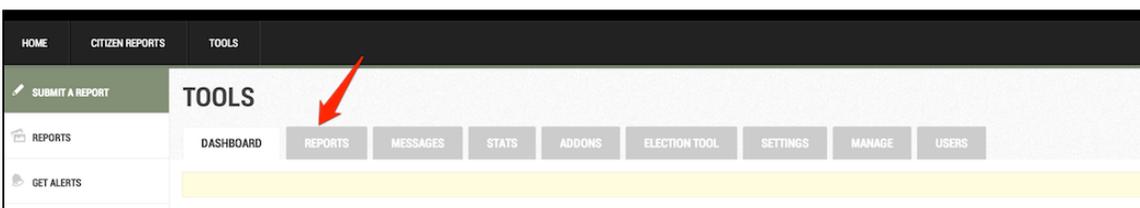
### 2. Log into the Uchaguzi platform

When you confirmed your participation, we encouraged you to set up your account on uchaguzi.co.ke. We then upgraded your account to your respective member role. If you did not create your account in advance, please go ahead and create your account, then advise your colead so that you may be granted access as per the [Uchaguzi Access Chart](#).



The screenshot shows the Uchaguzi platform's login interface. At the top, there is a search bar and a language selector set to 'English (US)'. The navigation bar includes 'HOME' and 'CITIZEN REPORTS'. The sidebar on the left lists various actions like 'SUBMIT A REPORT', 'REPORTS', 'GET ALERTS', 'CONTACT US', 'GALLERY', and 'INFO'. The main area is titled 'LOG IN' and contains a form with 'Email and Password' fields. A red arrow points to the 'Email' field with the text 'The username you used to create your account'. Another red arrow points to the 'Password' field with the text 'Type your password'. Below the form is a 'Login' button and a 'Create an Account' button.

### 3. Click on the "Reports Tab"



The screenshot shows the Uchaguzi platform's 'TOOLS' section. The navigation bar includes 'HOME', 'CITIZEN REPORTS', and 'TOOLS'. The sidebar on the left lists 'SUBMIT A REPORT', 'REPORTS', and 'GET ALERTS'. The main area is titled 'TOOLS' and contains a row of buttons: 'DASHBOARD', 'REPORTS', 'MESSAGES', 'STATS', 'ADDONS', 'ELECTION TOOL', 'SETTINGS', 'MANAGE', and 'USERS'. A red arrow points to the 'REPORTS' button.

4. Click on "Reports To be Translated"



5. Check in with your team.

Each report as a #Report id number. Check for any status updates on urgent items or items to be actions or things to watch for.



6. Review Reports.

Prioritize reports that have been flagged as URGENT first, and that already have the category "Geo-Located"

Remember to refresh the page often to see the most recent events

Click on the Report you would like to edit



Translate the text in the Title and Description fields. DO NOT ERASE THE ORIGINAL CONTENT. Put the translated text UNDER the original message as shown in the screenshot below

# TOOLS

[DASHBOARD](#)
[REPORTS](#)
[MESSAGES](#)
[STATS](#)
[ADDONS](#)
[ELECTION TOOL](#)
[SETTINGS](#)
[MANAGE](#)
[USERS](#)

[View Reports](#)
[Create Report](#)
[Comments](#)
[Download Reports](#)
[Upload Reports](#)
[Actionable](#)

**Form** (Select A Form Type)

**Title \***

**Description** Include as much detail as possible. \*  
 **DO NOT ERASE THE ORIGINAL CONTENT**  
 **How to Translate**

**Incident Location**  
 Latitude:   
 Longitude:

Once you are done, deselect the "To be translated" category, and select the "Translated" category.

TRANSLATION  
 To Be Translated **Deselect**  
 Translated **SELECT this**  
 No Need To Translate

DO NOT APPROVE/VERIFY THIS REPORT. DO NOT ALTER/TOUCH THIS SECTION IN ANY WAY

**Information Evaluation**

Approve this Report?  Yes  No **Do not Touch this Section**

Verify this Report?  Yes  No

The reports/verification teams are the only ones mandated to approve/verify reports.

Make sure that the "Verify this report"/"Approve this report" fields are both set to NO.

If you find a report with "Verify this Report" set to YES, leave it as is. It may have originated from a trusted reporter. Click on "Save and close"