

Team USA's Mark Tobin, 24, plucked the gold medal from Japan's Kosuke Hagino in the last moments of the men's 400-meter individual medley with a time of 4:05:01. USA's Michael Phelps earned bronze with a time of 4:05:07.

This is Tobin's first Olympic medal. He pushed through a slow start in the first lap and managed to recover by charging full steam for the rest of the race. Even after this huge win, he reviewed his race on an iPad his coach uses to record all his swims.

"Some people get shaken to the core when being in a big venue and can choke. I know I didn't perform my best at first," he said and adopted a serious tone. "But I rallied and I cannot believe I'm now an Olympic gold medal winner! It's crazy. This one is for my father, who is back in the States undergoing cancer treatment. He's been at every meet I've ever competed in and it's hard on both of us that he can't be here in Rio."

Tobin's father, Allen Tobin, is being treated for brain cancer

at John Hopkins Hospital in Baltimore. The swimmer said his coach handed him a water-proof cell phone while he was warmed up in the pool prior to the race. That he could talk to his father. His father later Tweeted his feelings about Tobin's win: "Tobin takes 400m IM GOLD in Rio! Proud dad in the world. #TeamUSA #TeamTobin #2016Olympics"

One of 30 first-timers joining Team USA this year, Tobin is from Babylon, N.Y. He graduated from the University of Hawaii at Manoa (NCAA I) with a bachelor's degree in Natural Resources and Environmental Management and a masters' in Ocean and Resources Engineering. According to his USA Swimming National Team biography, he won four medals at the 2013 FINA World Junior Championships in Bombay, taking silver in the 100-meter and 200-meter backstroke, and bronze in both teh 400-meter medley relay and the mixed 400-meter medley relay.

Tobin also crushed Team USA teammate Ryan Lochte's 2012

time in the same event, beating it by .17. Eleven-time Olympic gold medalist Lochte, 31, failed to win this year's 400-meter individual medley in Rio. Lochte's attention for a perfect start led to a groin injury with a leg

Lochte was relying heavily on his groin muscles when swimming, Team USA's Dr. Amanda Leteer-Savage said today. Leteer-Savage acts as a physician to the Team USA swimmers and also serves as the chairwoman for the team's physical therapy department.

"Ryan is a tremendous athlete who almost never gives less than 100%," Leteer-Savage said at a press conference in the Olympic Village. "Unfortunately, he pushed a little too hard right before Team USA's Olympic trials in July and we saw the impact of that on his performance. He is now recovered and ready to go for his two events here in Rio."



## Tansa Web Admin: For Administrators

The Tansa Web Admin is designed to work as both an interactive tool to direct Tansa's proofing engine and as a searchable referential style guide. It is also where administrators can adjust user permissions, active directory (AD) settings and dictionary settings. Usage statistics and system status can also be reviewed here.

Permissions vary based on group, so administrators can determine who can view, access and make changes in different areas of the Tansa Web Admin.

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# Logging In

Welcome to Tansa Admin

Username

Password

Log In

[Forgot password?](#)

**Log in to the Web Admin with your email address and password.**

The Web Admin can be accessed through a browser via a Mac or Windows computer or tablet. Your URL will vary based on system setup.

## Permission levels

Administrators create the groups and control the amount of access that different users will have to Tansa. Via the Web Admin, you have the power to control exactly what users can do and see and you can name them whatever term your staff will recognize. Based on customer feedback, there are three general permission levels to consider:

**Standard Users:** The vast majority of users will only access the Tansa Web Admin to review referential style guide (Auxiliary Dictionary) Entries. Tailor their permissions so they can only view the Entries and not alter them. These users will primarily interact with the Tansa Proofing Tool via browser extension or program plug-in.

**Language Editors:** These are your style arbiters; the people who make decisions about what terms are added or updated in the style guide. Tailor their permissions so they can add, edit, activate and otherwise manage the contents of the style guide and dictionary settings. You may want to limit their ability to affect other areas of the Web Admin related to system maintenance or user permissions.

**Administrators:** Depending on your workflow, language editors may also be your administrators. These are staff who are tasked with adding new users to the system, updating user information, resetting passwords and checking the Tansa system's status. You may want to limit their ability to affect the style guide if they are not language editors.

We'll discuss how to affect these user permissions on page [xx](#).

# Entries: Custom Style Guide



When entering the Web Admin, you are always taken directly to the Entries page, which contains all of your custom Auxiliary Dictionary (aka style guide) terms. From here, you can search or scroll to view the entire custom style guide.

Hovering over icons in the Web Admin will produce a **pop-up** description.

**Navigation** in the Tansa Web Admin happens via the black sidebar at the left. What areas of the site are available to and shown in the sidebar are based on user permissions.

The screenshot shows the 'Entries' page in the Tansa Web Admin. A black sidebar on the left contains navigation options: Newsday logo, Jack Millrod (user), Dashboard, Users, **Entries** (selected), Dictionary Settings, Editor, System Status, and Manage AD Setting. The main content area displays a list of entries. Callouts point to the following elements:

- Collapse sidebar**: Points to the hamburger menu icon in the top left.
- Search**: Points to the search input field.
- Number of Entries**: Points to the '6773' count.
- Add**: Points to the plus icon.
- Filter**: Points to the funnel icon.
- Import**: Points to the document icon.
- Manage**: Points to the 'Manage' button.

The entries list includes:

- "-time" hyphenations**: Newsday - Tansa Admin. All-time, part-time, full-time (adj.), but *longtime* is one word. Sports | General Style and Usage
- "A.I. Artificial Intelligence"**: Newsday - Tansa Admin. A.I. Artificial Intelligence - Use points in the movie's title, but no colon. Arts and Entertainment | General Style and Usage
- "A.I. Artificial Intelligence"**: Newsday - Tansa Admin. A.I. Artificial Intelligence - Use points in the movie's title, but no colon. Arts and Entertainment | General Style and Usage
- "ad limina"**: Bishops are required to make "ad limina" visits to the Vatican every five years, to report on the state of their dioceses. Lowercase the term, put in quotes and explain on first reference. Religion | General Style and Usage
- "And" or "But" to start a sentence**

A callout box in the bottom right corner contains the text: "For more on interacting with Entries as a language editor with style guide permissions, see our **Tansa\_WEBADMIN\_Getting Started.pdf**."



# Editor

The new built-in Editor feature allows administrators and language editors to test new or changed Entry terms directly from within the Web Admin. The TinyMCE text editor is populated with copy that is teeming with common errors: typos and style issues. Users can replace or alter it as needed to test proofing results. There is even a Tansa proofing button built into the menu. You can access proofing sessions directly via the red “T: button in the menu bar.

The screenshot shows the Tansa Editor interface. On the left is a sidebar with the Newsday logo and a navigation menu including Jack Millrod, Dashboard, Users, Entries, Dictionary Settings, Editor (highlighted), System Status, and Manage AD Setting. At the top, there is a search bar and a red plus button. The main editor area features a menu bar (File, Edit, Insert, View, Format, Table, Tools) and a toolbar with various formatting options. A red 'Tansa' button is visible in the toolbar. The editor contains text with several proofing annotations, such as 'abortion Word/phrase' and 'Foreign intelligence agents worrking as newws and reporrters'.

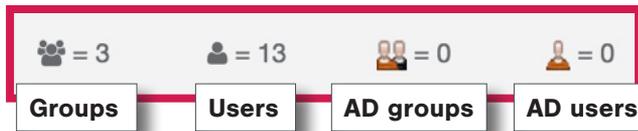
**Tip:** Is there a staffer on the road who doesn't have access to Tansa installed on her laptop? Have her log in to the Web Admin from a browser and she can proof from anywhere using the Editor.

# Users



This is where groups are created, users added and permissions set. Permissions are set at the group level, so you'll need to make groups with different permissions sets based on role. Then you can add users to the system and their permissions will be based on the group to which they are added. We'll start with a tour of this area and then move on to actions.

The icons at the top of the screen indicate total numbers for the Web Admin.



The screenshot shows the 'Users' management interface. Callouts identify the following elements:

- Group and user names:** Points to the search bar at the top.
- Group or user?:** Points to the summary bar at the top.
- # of Entries created by:** Points to the 'Entries' column header.
- Add User or Group:** Points to the red '+' button.
- User login:** Points to the 'Username' column.
- Dictionary access:** Points to the 'Type' column.
- Last seen in Web Admin:** Points to the 'Last Logon' column.

Name	Username	Type	Dicti...	Entries	Last Logon
Language editors		Group			
Tansa users		Group			
Newsday Admin		Group	1		
Doug Dutton	doug.dutton@new...	User	1	0	08/17/2016 4:15
Larry Striegel	lawrence.striegel@...	User	1	0	08/09/2016 4:38

Action icons appear to the right of both groups and users.

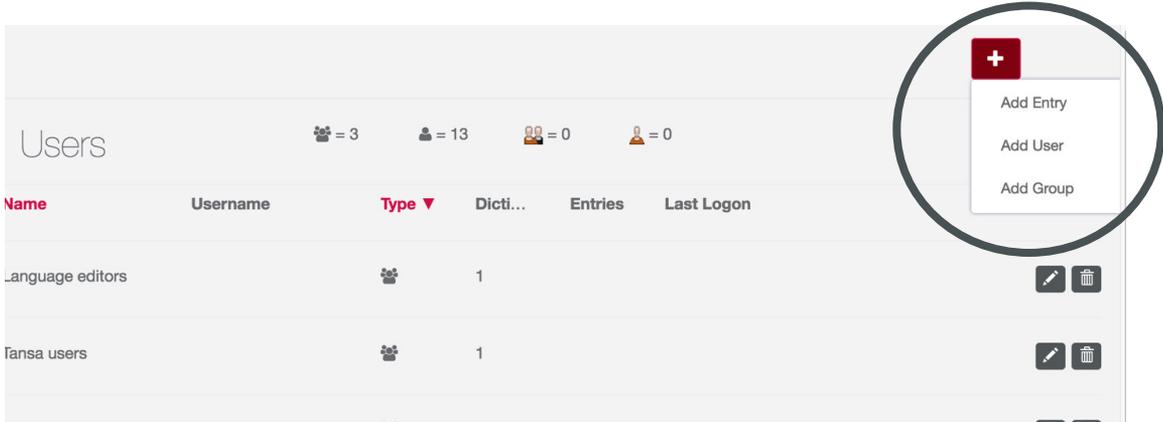
- Reset password:** A randomized password is sent to the user's email.
- Edit:** Change the group or user details and permissions.
- Delete:** Permanently remove the group or user from the Web Admin.
- Disable:** Saves the user details but removes access. Can later be enabled.



# Add/Edit Users & Groups

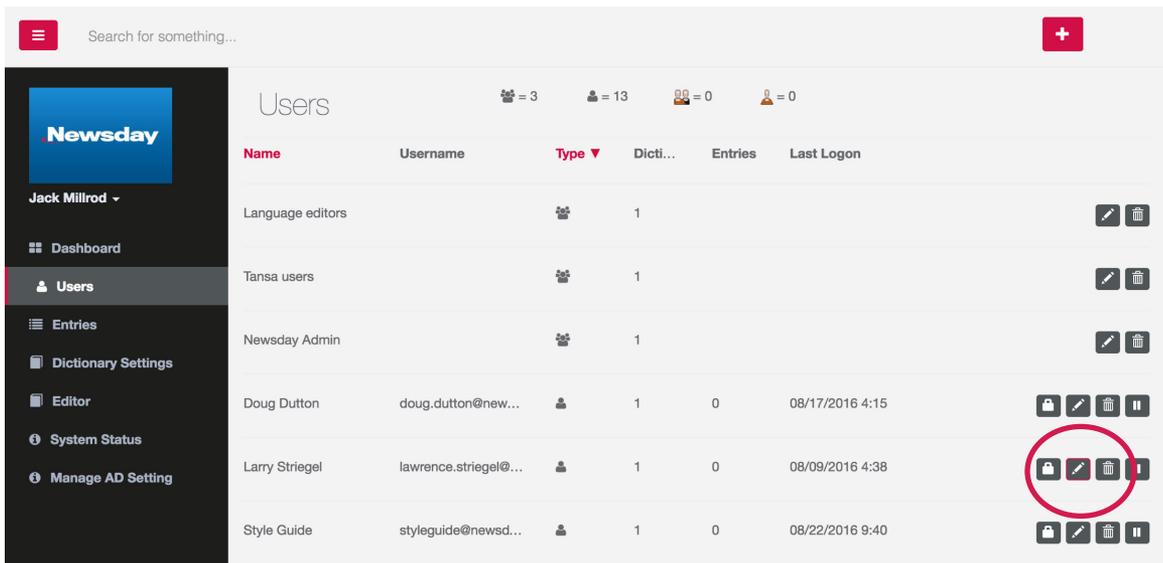
Whether you create a new User/Group or edit an existing one, you will have access to the same fields, which we'll examine next on page 7.

**Add**  To add a new User or Group to the Web Admin, go to the upper right of your Users screen and click the plus icon.



## Edit

To edit an existing User or Group in the Web Admin, click the pencil icon displayed to the right of the User or Group name.



# User Fields



Permissions are set at the Group level, so you'll want to determine which Groups with permission sets your company needs. See page 8.

This example of the Add User screen explains in the Description field that the new User is on the copy desk and is allowed to manage Entries. Under the Groups heading, "Language editors" has been selected because that Group is allowed to change the style guide entries.

**User Details**

**Customer**  
Newsday

**Username** This username already exists.  
@ danielle@tansa.com

**First Name**  
Danielle

**Last Name**  
Hayden

**Description**  
Danielle is a digital editor and member of the copy desk. She has access to edit the style guide but not users.

**Groups**

Newsday Admin       Tansa users  
 Language editors

**For the Web Admin, the Username is always an email address.**  
**Note that Tansa recognizes whether a Username name is already in use.**

**Save**   **Cancel**

Users may be added to multiple Web Admin Groups by checking the boxes under Groups. Your company can decide on the preferred terminology for Group names.

Select Save to add this User to the Web Admin. The User can be edited at any time to update the fields or change the Groups.



# Group fields

Permissions, called **Privileges**, are set from Group fields, whether you edit or add. The example below shows the Edit Group screen for the Language editors Group.

Note that Users are added to the Group via check box, as are Privileges. All possible Privileges are shown.

**Group Details**

**Customer**  
Newsday

**Group Name**  
Language editors

**Description**  
This Group has permission to alter Dictionary Settings, proof and make changes to the Style Guide. It cannot manage Users or Groups.

**Users**

<input type="checkbox"/> Jack Millrod	<input checked="" type="checkbox"/> Greg McDonald
<input checked="" type="checkbox"/> Larry Striegel	<input type="checkbox"/> Laura Neville
<input type="checkbox"/> Judi Yuen	<input type="checkbox"/> Style Guide
<input type="checkbox"/> John McGuirk	<input checked="" type="checkbox"/> Rand Wesker
<input checked="" type="checkbox"/> Espen Åberg	<input checked="" type="checkbox"/> Andy Levenberg
<input checked="" type="checkbox"/> Mark Tyrrell	<input checked="" type="checkbox"/> Alan Fallick
<input checked="" type="checkbox"/> Doug Dutton	

**Privileges**

<input type="checkbox"/> Add User	<input checked="" type="checkbox"/> Activate Others Entry
<input type="checkbox"/> Edit User	<input checked="" type="checkbox"/> Deactivate Others Entry
<input type="checkbox"/> Delete User	<input type="checkbox"/> View System Status
<input type="checkbox"/> Disable User Login	<input type="checkbox"/> Add Group
<input checked="" type="checkbox"/> Change Dictionary Setting	<input type="checkbox"/> Edit Group
<input checked="" type="checkbox"/> Use Tansa Client For Proofing	<input type="checkbox"/> Delete Group
<input checked="" type="checkbox"/> Add Entry	<input type="checkbox"/> Manage AD settings
<input checked="" type="checkbox"/> Edit Others Entry	<input type="checkbox"/> View Dashboard
<input checked="" type="checkbox"/> Delete Others Entry	<input checked="" type="checkbox"/> View Dictionary
<input checked="" type="checkbox"/> Import Entry	

**Dictionaries**

Newsday

**Save** **Cancel**

When creating a Group, remember to check the box for the appropriate Dictionary or Dictionaries so Users in the Group can access them. If, for example, your company uses both a U.S. and U.K. dictionary, some Users may only need access to one or the other.

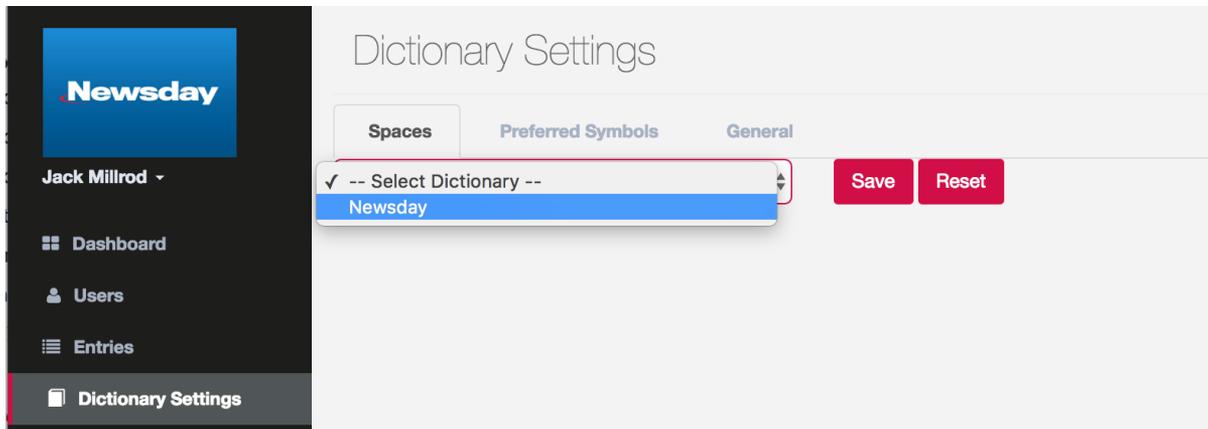
Select Save to create or save changes to a Group.

# Dictionary Settings

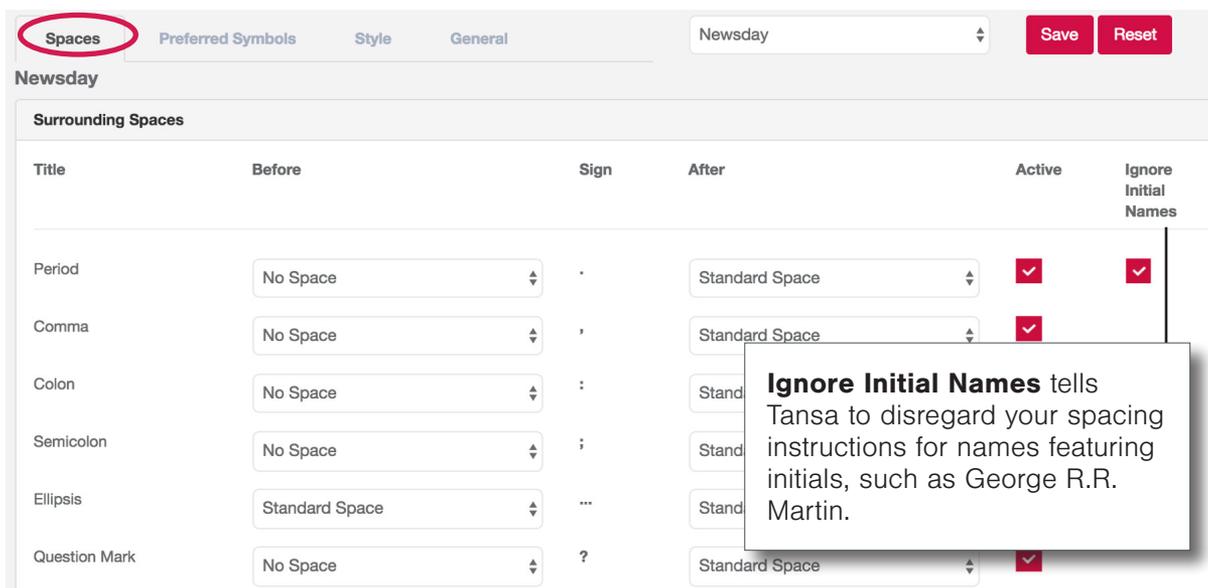


Navigating from the black sidebar, select Dictionary Settings to address punctuation, special characters, spacing and some general style issues. This area is expanding based on customer feedback.

**Note:** To see the Dictionary Settings options, you must first select a Dictionary. Settings are specific to each Dictionary your company uses.



The **Spaces** tab allows you to manage how spacing around punctuation is handled, as well as spacing in between the periods in ellipses.



Dictionary Settings continued on page 10.



# Dictionary Settings continued

Spaces Preferred Symbols Style General Newsday Save Reset

**Newsday**

**Ellipsis**

Ellipsis Symbol ... (3 periods)

**Quotes**

- Straight Quotes ""
- Curly Quotes " ”
- Reversed Curly Quotes “ ”
- Angle Quotes < >
- Reversed Angle Quotes > <

**Dashes**

- Em Dash —

The **Preferred Symbols** tab allows you to manage in-house design preferences for ellipses, quote marks and dashes.

Spaces Preferred Symbols Style General Newsday Save Reset

**Newsday**

**Multiple Symbols Reduced To One**

Normal Space	Only two		<input checked="" type="checkbox"/> Active
Semicolon	Only two	;	<input checked="" type="checkbox"/> Active
Colon	Only two	:	<input checked="" type="checkbox"/> Active
Comma	Only two	,	<input checked="" type="checkbox"/> Active
Period	Only two	.	<input checked="" type="checkbox"/> Active
Exclamation Mark	Only two	!	<input checked="" type="checkbox"/> Active
Question Mark	Only two	?	<input checked="" type="checkbox"/> Active

The **General** tab lets you tell Tansa what to do when it finds multiple symbols next to each other.

For example, this screen shows that Tansa should reduce two commas to one comma.

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