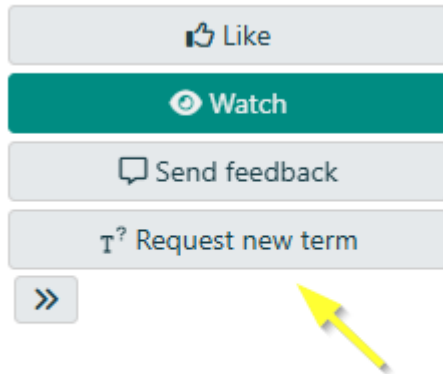


## Volkswagen Group Dictionary – Requesting new entries

You can request new entries.

To do so, press the **Request new term** button on the right-hand side of the screen.



The following dialog will open:

A screenshot of a web dialog titled 'Request new term'. At the top, there is a 'Request language' dropdown set to 'German (DE) (DE)' and a 'Priority' dropdown set to 'Medium'. Below this is a section for 'Termbase 'Arbeitsdatenbank Volkswagen-Konzern'' with a language selector for 'German (DE) (DE)'. The main form has several fields: 'Term' (highlighted in orange), 'Quelle Benennung' (highlighted in orange), 'Definition', and 'Quelle Definition' (with a red 'X' icon). Below the form are 'Comment' and 'Attachments' sections. The 'Attachments' section has a 'Select files...' button and a 'Drop files here to select' instruction. At the bottom right, there are 'Send' and 'Cancel' buttons.

Use the **Priority** selector to indicate how urgent your request is.

Enter the German term you would like to request in the **Term** field.

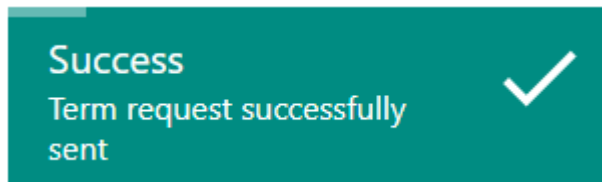
Enter the source of the term in the **Quelle Benennung** (term source) field. Sources can be, e.g., documents, projects or other in-house resources.

Both the field **Term** and **Quelle Benennung** are mandatory. The request cannot be sent as long as these fields are empty.

The fields **Definition** and **Quelle Definition** (definition source) are optional. If possible, make sure to fill these fields too so that other users can benefit even more from the entry.

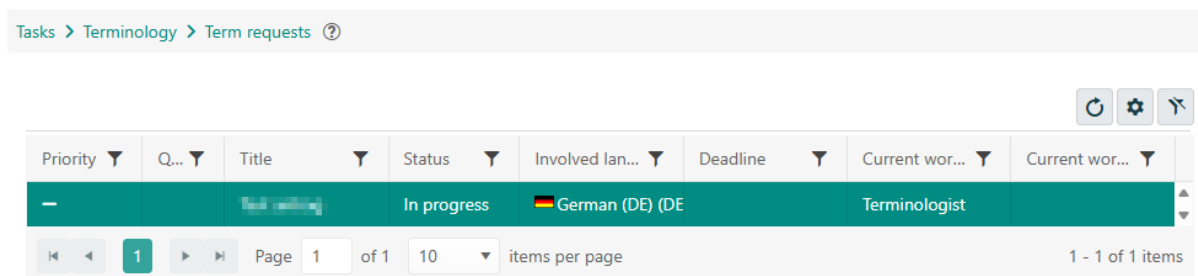
Use the comment field to provide additional information for your request. Use the **Select files...** button under **Attachments** to add one or multiple files as a reference, if needed.

Select **Send** to submit the request. The following message will appear for a short time at the bottom right side of the screen:



Once you have submitted the term request, you can find it under **Tasks -> Terminology -> Term requests**.

In this area you will find an overview of all the term requests you have submitted.

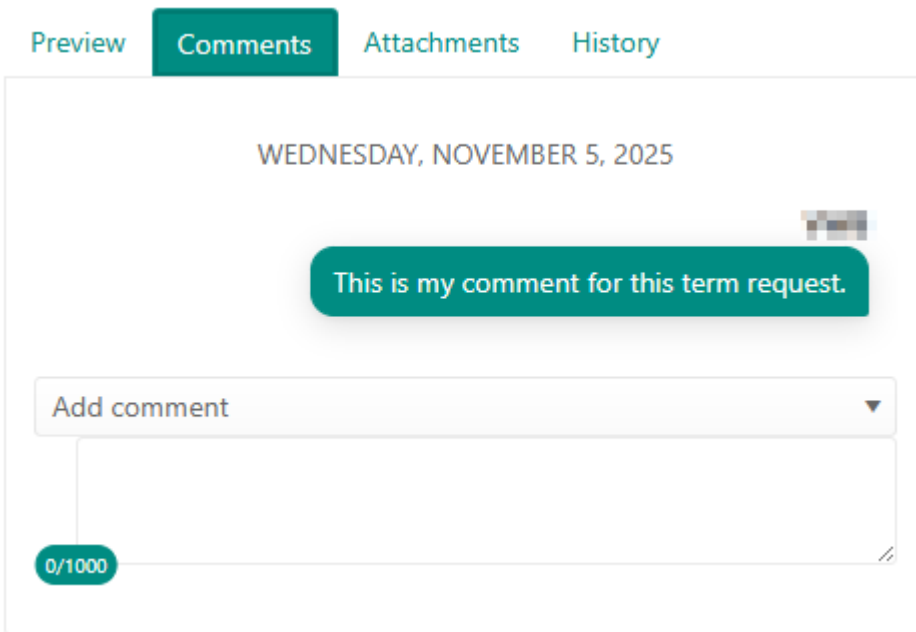


Use the gear icon to configure the list view. We recommend selecting the following columns:

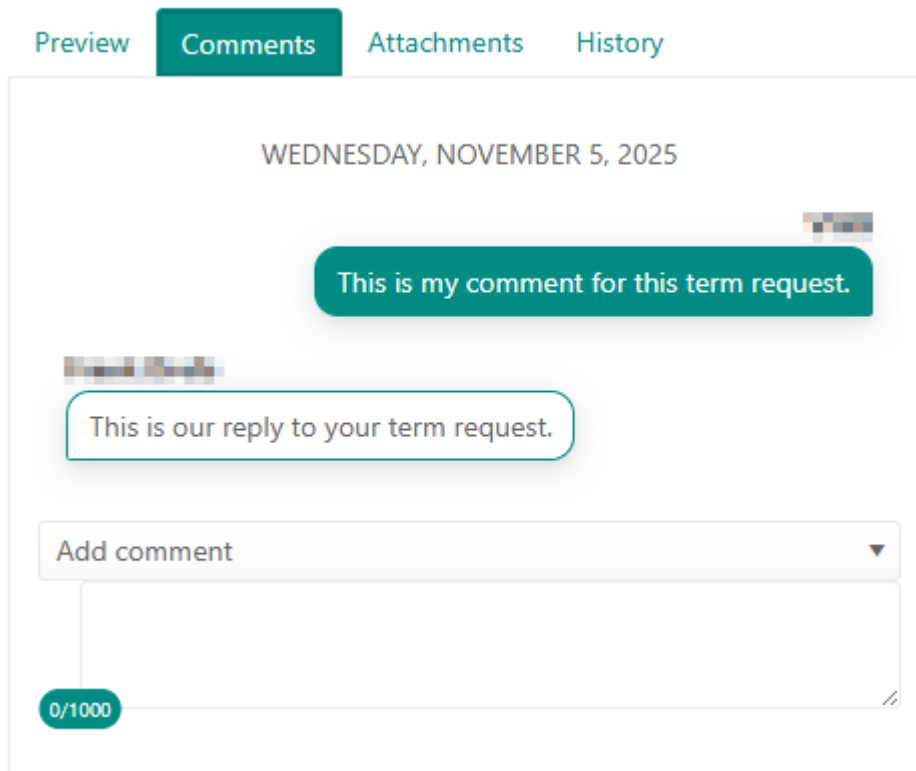
- Priority
- Status
- Title

Clicking on a term request will open a preview of the respective entry on the right-hand side of the screen.

Open the **Comments** tab to view your comment from the request dialog.



Our replies to your term request will be shown here as well. All communication for a request will take place in this area of the tool.



In addition, you will automatically receive an e-mail as soon as we reply to your request. Please do not respond to this e-mail. Use only the comment feature instead. You can submit new comments at any time using the input field under **Add comment**.

Add comment

1/255

➤

We will finalize the request in the system as soon as we have processed it. Once this has been done, the request will no longer be shown in your overview.

An automatic e-mail will also be sent in this case.