

PointandGo Localise

User Guide

for Administrator, Translator and Proofreader

We speak the artwork.

The following 14 pages guide you through the powerful localise translation system step by step.

Please see the steps which relate to your role.

Administrator/Manager: Steps 1-8, 22-49

Translator: Steps 1-2, 9-27, 48

Proofreader:* Steps 1-2, 28-30, 48

*Proofreader may also be the project administrator if they speak both languages.

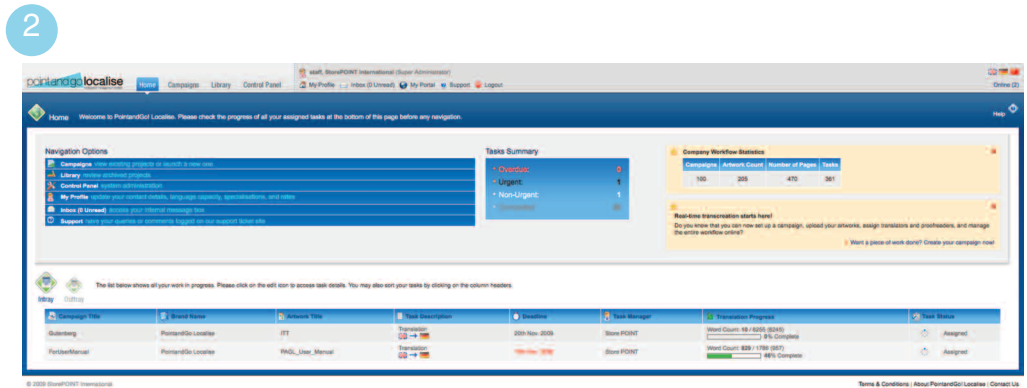
Contents:

Log-in	page 2
Start new campaign	page 2
Select desired language	page 3
Start translation	page 4
Edit document	page 5
Work offline	page 5
Work online	page 7
Preview	page 7
Proofreading	page 9 and 10
Approval	page 9 and 10
Version Control	page 11
Archiving a campaign	page 12
Control Panel functions	page 13

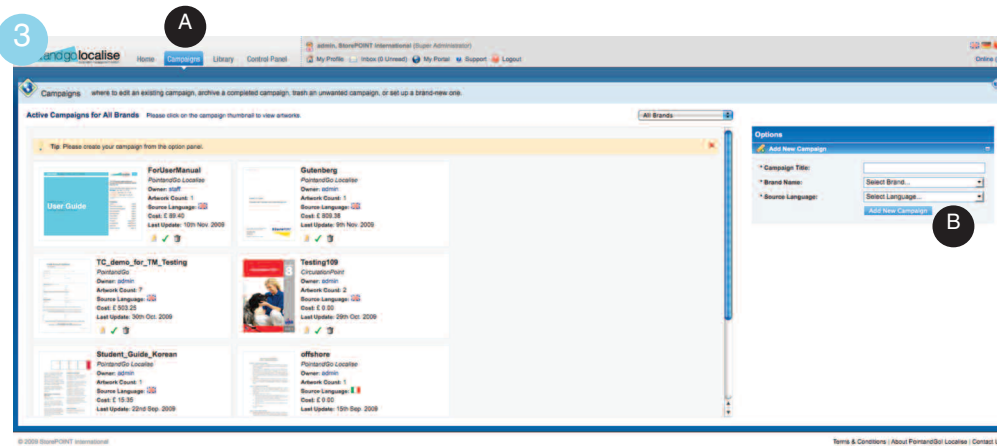


Administrator:

The artwork should be ready to upload. Go to www.pointandgolocalise.com and log in to access the 'Home' page. From the log in screen you can view the browser requirements.



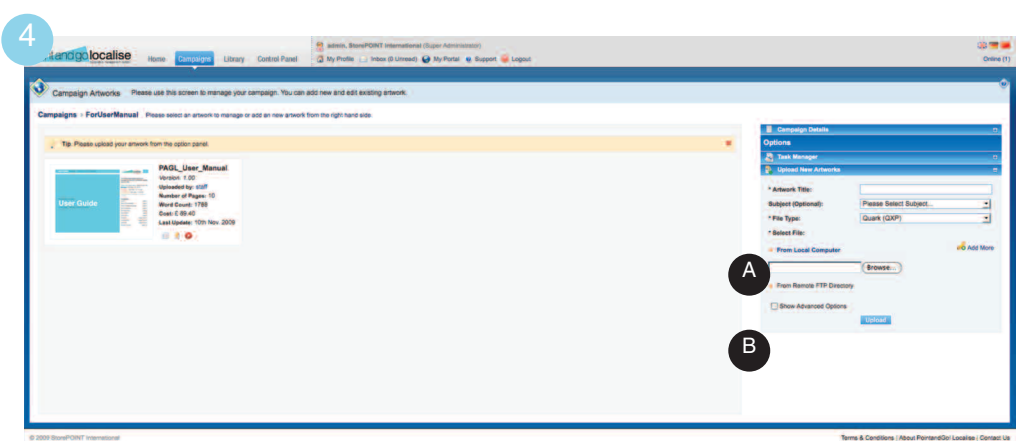
On this page you can view your Intray (jobs that are awaiting completion) and Outtray (jobs that have been completed) as well as a task summary and workflow statistics.



Administrator:

Firstly you will need to set up a campaign under which your task will appear.

- A** To set up a new campaign or view all previous campaigns, click on the 'Campaign' tab.
- B** To add a new campaign, simply give it a title, select the relevant 'Brand Name' and 'Source Language' (the language of the artwork you will be uploading) and click the 'Add New Campaign' button.



The new campaign has now been added. You can now upload the artwork here.

- A** Give the artwork a title, select the subject of the artwork if you wish (this is for translation farming purposes), select your file and click 'Upload'.
- B** There are two ways you can upload your artwork:
 - 1. Click 'Browse' and locate the files on your local computer, using 'Add More' to add more.
 - 2. Select artwork filenames from the FTP site that was set up for you by StorePOINT.

Either way you choose you can select multiple files at once to upload to save on time.

5

Artwork Details where to manage artwork details, download documents to be translated, and assign translation tasks to the farmed translators.

Campaigns > ForUserManual > PAGL_User_Manual Quark (QXP)

Artwork Title: PAGL_User_Manual
Version: 1.00
Language: English (UK)
Subject: Communication
Number of Pages: 10
Word Count: 1768
File Type: Quark (QXP)
Width: 841.890 (px)
Height: 565.276 (px)
File Name: 20091110114911_PAGL_User_Guide_R2_UpdatedByAndy.QXP
Uploaded by: stuff
Last Update: 10th Nov. 2009

Task Manager

#	Languages	Translator	Proofreader	Task Status	Deadline	Task Manager	Service	Cost	ID
1	German	SP Admin	SP Admin	Assigned	10th Nov. 2009	Store POINT	-	£ 0.00	643

* Total Estimated Cost: £ 0.00
* Live currency exchange rates provided by xe.com.

Options

Tender New Translation Task

Assign Translators/Proofreaders

Delegate to Agencies

* Desired Language: Swedish

* Agency: StorePOINT International

* Agent: SP Admin

* Deadline: 2009-11-13

Job Brief:

Send Email Notifications

Confirm Reset

Administrator:

Once the artwork has been uploaded, please select the desired translator(s) and proof reader(s) for this job.

- Select your desired language from the drop down list. Once this is selected the system will display a list of translators and proofreaders that have the language capability to complete your job from the source to desired language(s).
- Select the translator and proofreader you would like to do the job by clicking the tick box. If you would like to farm the translation first to see which translator produces the best quality select more than one translator.
- Finally set the deadline for this job, and ensure 'Send Email Notifications' is ticked to send the translator an email notification that they now have a job pending. If this is not done the translators will not receive any emails.

D Click 'Confirm'.

E Alternatively, the Administrator can assign an agency to a task. In this case, click 'Delegate to Agencies'. Select the desired language, the agency, agent, deadline, enter a job brief if applicable and then click 'Confirm'.

Options

Tender New Translation Task

Assign Translators/Proofreaders

Delegate to Agencies

* Desired Language: Swedish

* Agency: StorePOINT International

* Agent: SP Admin

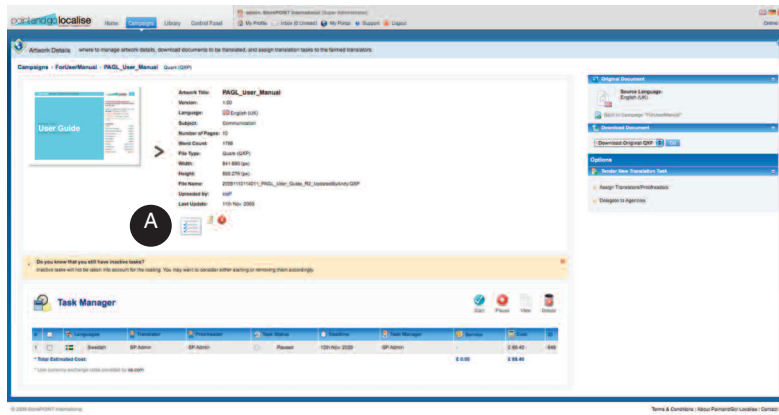
* Deadline: 2009-11-13

Job Brief:

Send Email Notifications

Confirm Reset

6

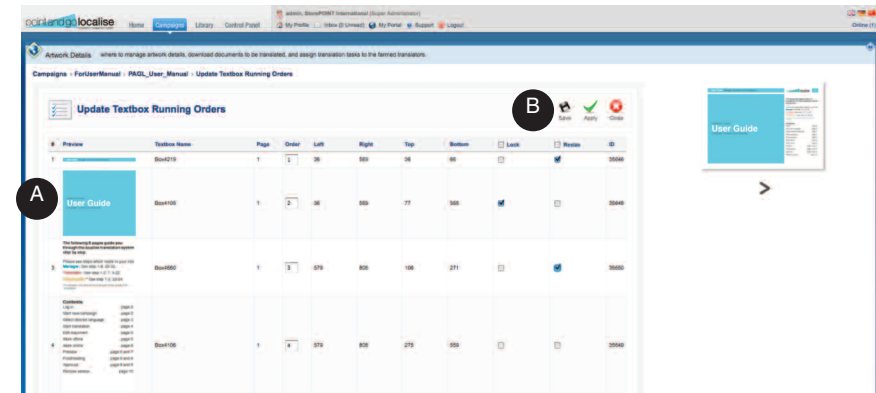


Administrator :

The job will now appear in the task list.

A Administrators are now able to change the order of textboxes in their document or lock specific boxes that should not be translated. To do this, click on the 'Update Running Text Box Orders'. This should be done before the translator starts translating

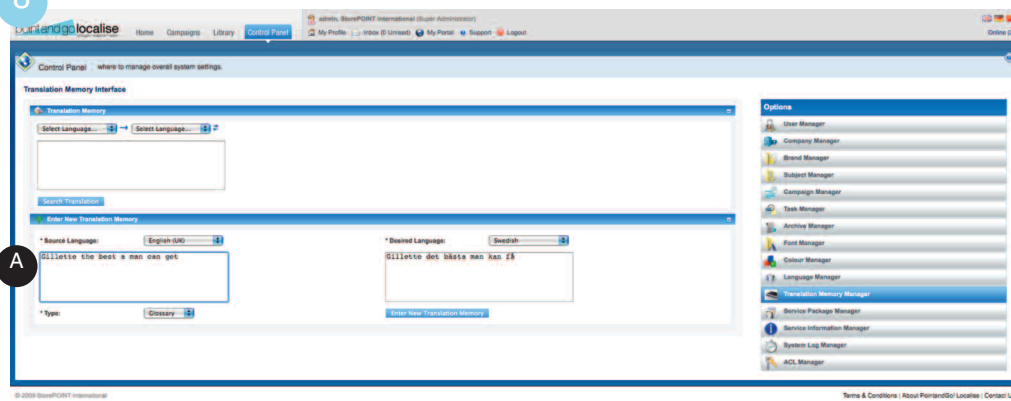
7



A Previews of the textboxes can be enlarged by highlighting over the image.

B Simply tick the boxes with the instruction under the column heading or in the case of re-ordering, enter the relevant values in the order boxes, and when you have finished click 'Save'. In some cases the translated text will contain more characters than the original. In that case, translators are able to use the 'Resize' setting to ensure the text size is reduced accordingly. From here you are able to select the specific boxes in which you would like the text to resize.

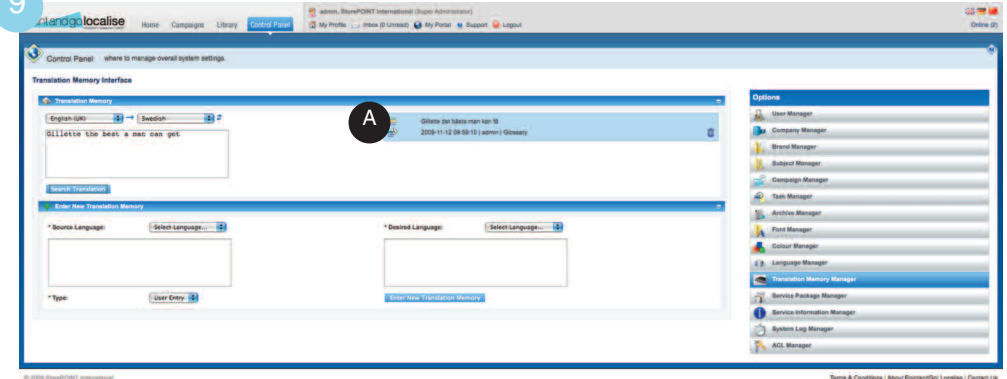
8



At this stage you will want to be considering any phrases or slogans which must be translated a certain way. Any such phrases will then appear to translators during the translation process in the form of the highest priority entry. This forms a part of the Translation Memory feature.

A Glossary terms can be added to the Translation Memory manually from the Control Panel, Translation Memory Manager section.

9

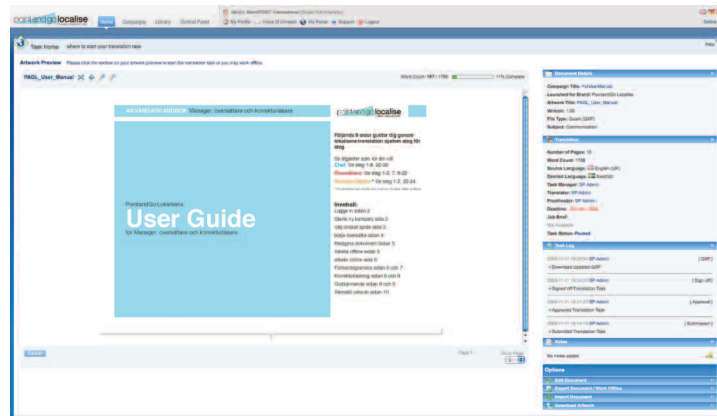


A This is an example of a slogan recorded as a glossary type.

Translation Memory is a key feature of PointandGo Localise. By recording repetitive paragraphs the system offers significant savings in cost and time.

To return to the task, click on the 'Home' tab and click on the task in the Intray.

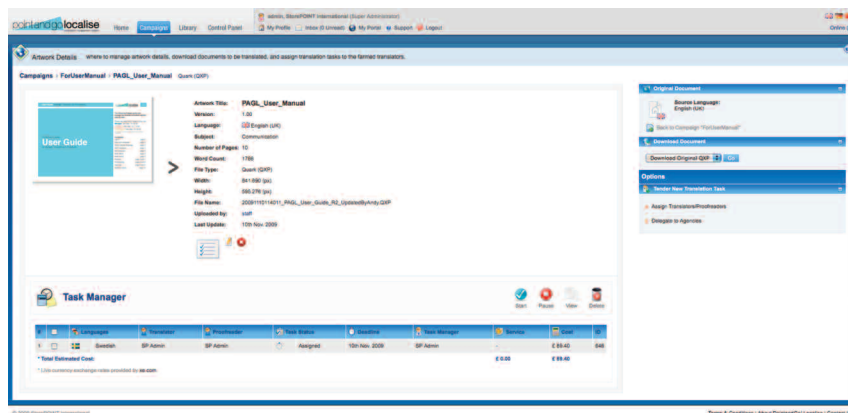
10



Administrator :

To view the document information, the task log (a record of activity related to the task) and notes click on the task in the Intry.

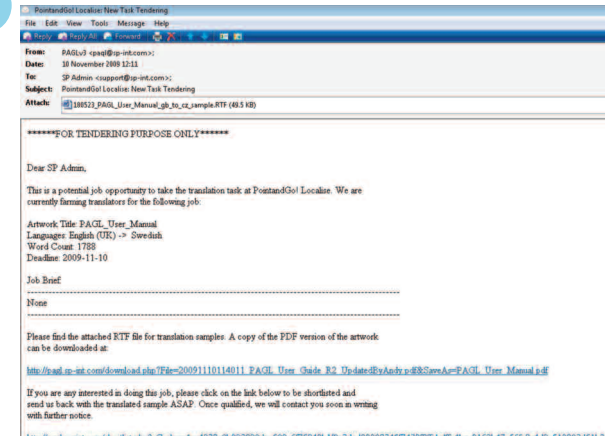
12



Administrator :

- Once you are happy with the translator you have selected, click the checkbox on the left to select the task and then click on the 'Start' button. The Task Status should now be 'Assigned'
- Now the translator will receive another email to confirm they have the job.

11

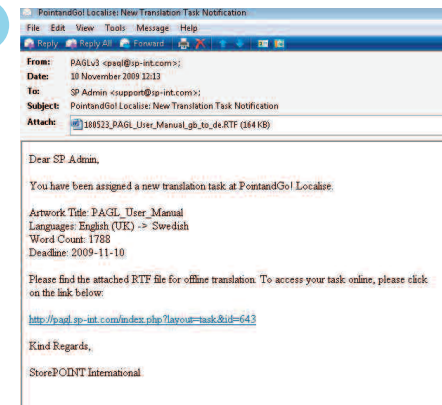


Translator:

The selected translator will receive a tendering email informing them that they may have a job opportunity.

- Within this email there is an attached RTF file with a few lines of text from the artwork the administrator uploaded for the translator to translate and send back to the administrator to see the quality of the work.
- There are also links in the email, one for the translator to view the PDF of the artwork and one to request to be shortlisted for the job.

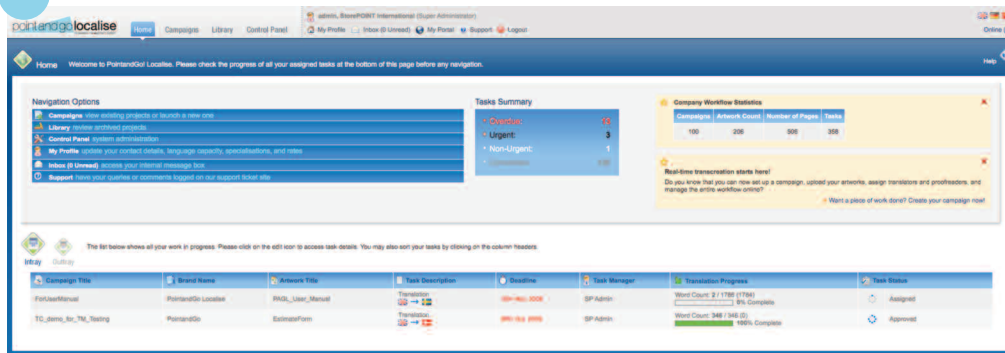
13



Translator:

- The Translator receives an email confirming they have been assigned to the job.
- Attached to the email is the full version of the RTF file and a link to the job on the PointandGo Localise system, where the translator can work live on the system.

14



Translator:

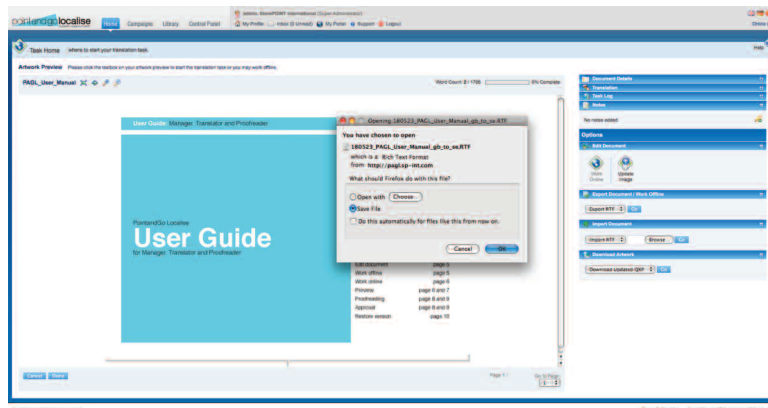
- Once you have logged into the system, check in your Intry for the job you were notified about in the email.
- Click on the task required to be completed and the system will direct you to the Task Home page.

15



- A This is a preview of the document, the buttons above A are used to zoom in/out and resize.
- B The 'Edit Document' buttons are the most important on this page, as this is where you will select the option on how you wish to translate your document.
- C The 'Work Offline' option will download an RTF* document for you to be able to translate the text from the document without being online or on the system. Click the 'Work Offline' button if you would like to translate the document offline.
- D At anytime you can download either the source language document or translated (updated) document in Quark and PDF format.

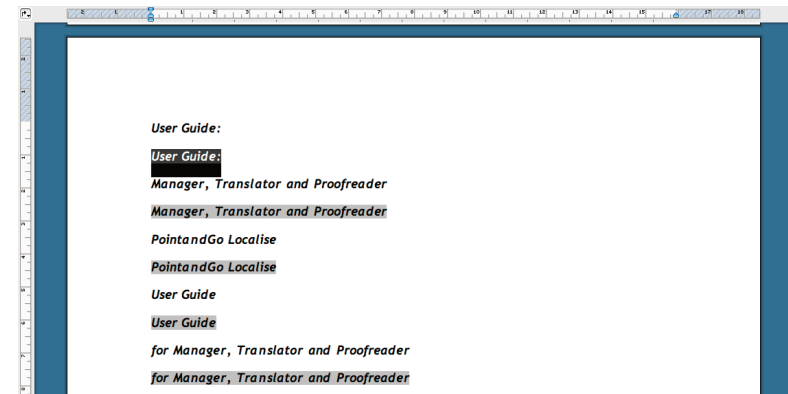
16



Translator:

After clicking the 'Work Offline' button the system will prompt you to either open the file or save the file to your hard drive.

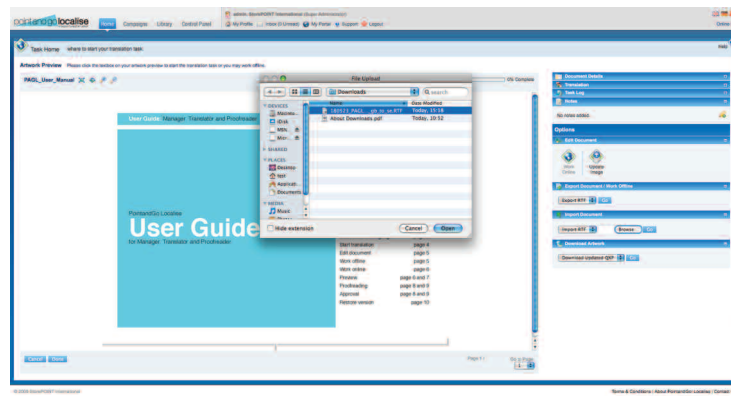
17



Here you can see the text from the document.
There are two lines of the same text: the top line for a reference and the line in grey is to edit.
Once you have translated all the text, save the document ready to upload back into the system.

*RTF files to be translated must be opened in Microsoft Word

18

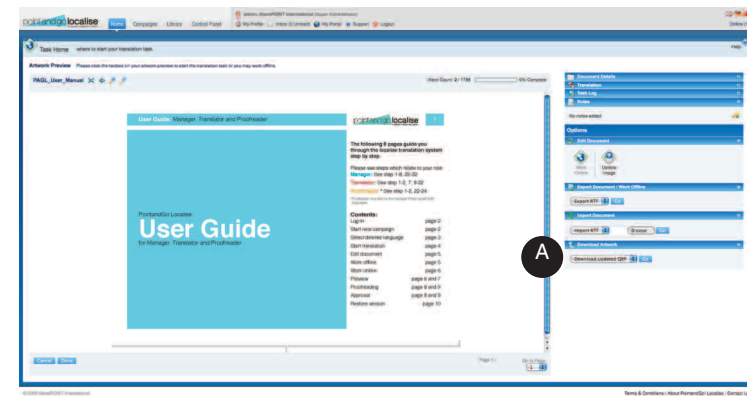


Translator:

Once you have saved the RTF file, log back into the system and click into the same job from the Intry.

Click on 'Browse' under the Import RTF heading and locate the translated RTF file. Click 'Go' once you have selected the correct file.

19

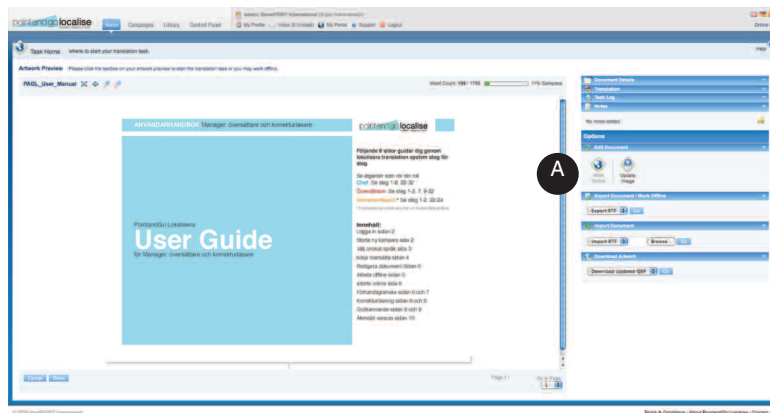


Translator:

The RTF file has been uploaded and the translated text has populated the preview on the left hand side to show you what the document now looks like.

A You can now also preview the translated document in either PDF or Quark format.

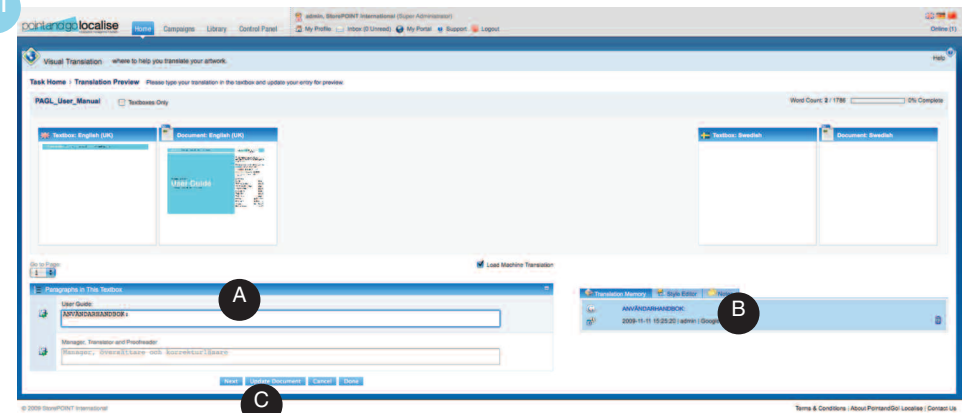
20



Translator:

A If you would prefer to translate the document online, click on the 'Work Online' button. Machine Translation, Translation Memory and live previews are only available online.

21

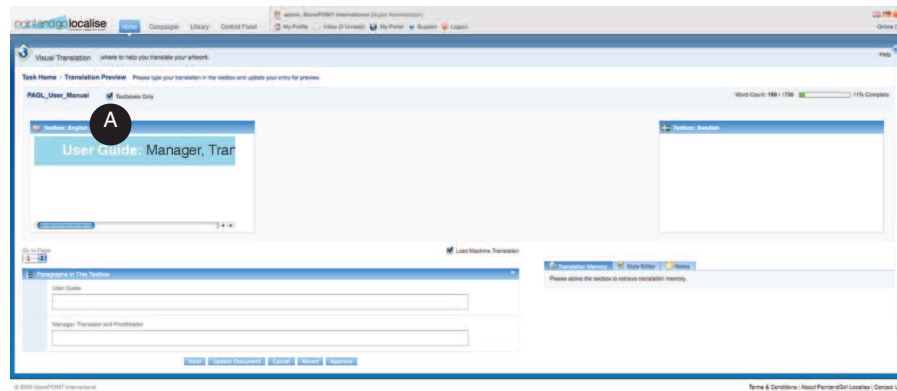


A To work on translation online, simply type the translation into the textbox directly underneath the Source Language text.

B This is the Translation Memory feature. For more information see steps 23 and 38-39. Any phrases with 'glossary type' and entered by the administrator must be utilised.

C Click the 'Update Document' button to view a preview of your translation.

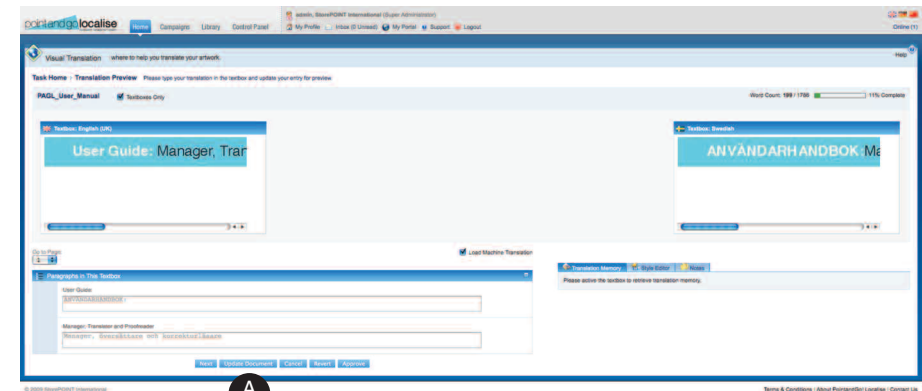
22



Translator:

To take a closer look at the individual textboxes tick "Textboxes only".

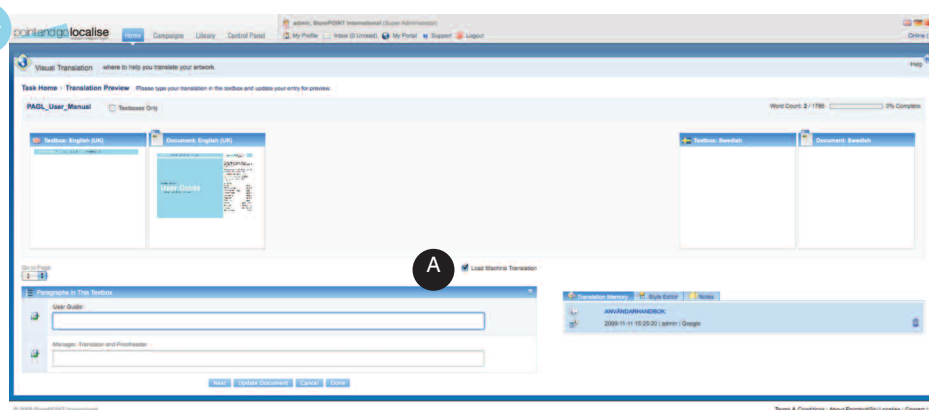
23



Translator:

A Once you have made changes, click the 'Update Document' button to see the translated preview appear on the right.

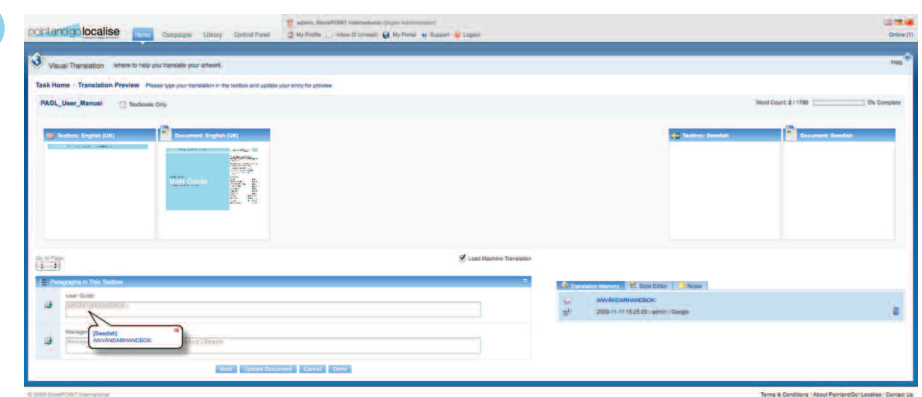
24



Translator:

The translator can choose to 'Load Machine Translation' which will use Google Translate to give a rough translation into the source language in just 1 click making it ideal for dummy data. Please be patient as it may take some time to load.

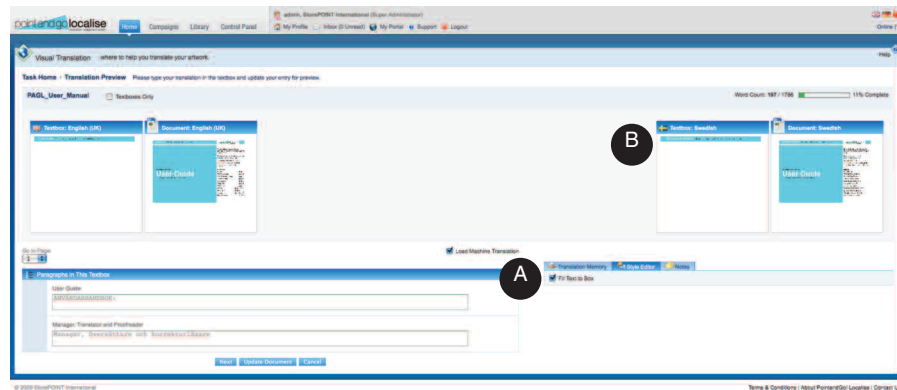
25



Translator:

The machine translation can be entered by simply hovering over the source language and clicking the translated text which appears in a balloon. You will see on the right that it becomes an entry in the translation memory with a date/time stamp, the user who submitted it and the source of the translation. If incorrect it can be deleted.

26



Translator:

In some cases the translated text will contain more characters than the original. In that case, translators are able to use the 'Reduce text size to fit box' setting to ensure the text size is reduced accordingly.

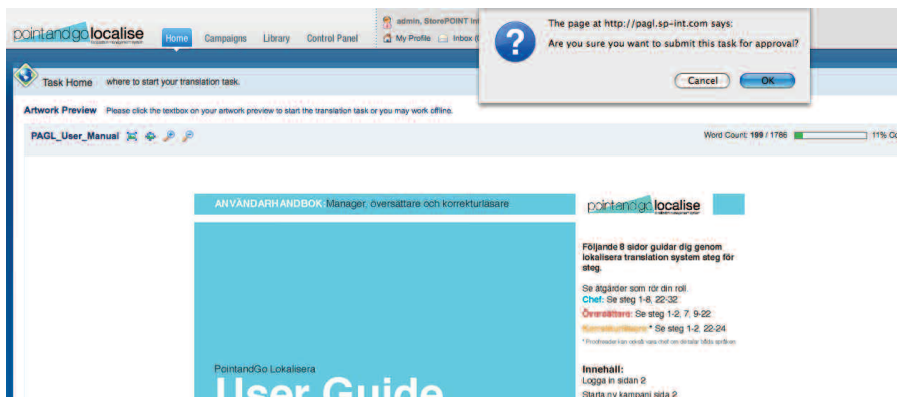
27



Translator:

A When you have finished translating, click on the 'Done' button to submit your task for approval.

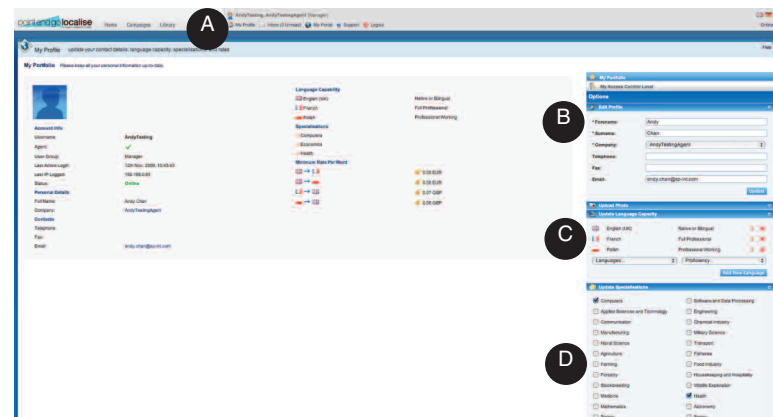
28



Translator:

Click 'OK' to submit the task for approval, or 'Cancel' to make further amendments. Once you have clicked 'OK', both the Administrator and proofreader assigned to the task will receive an email notifying them that the job is ready to proofread.

29

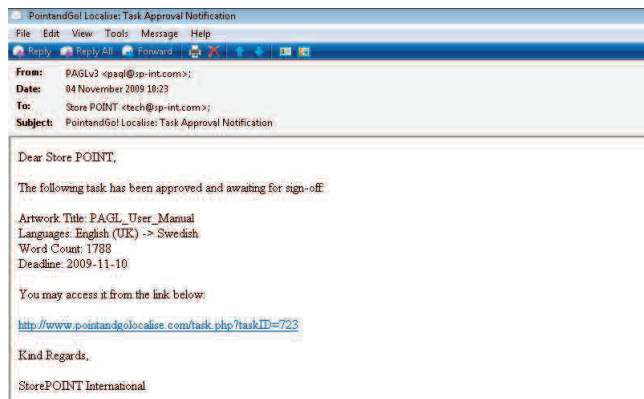


Translator:

A Translators are able to update their profile by clicking 'My Profile'

From here you can update your contact details (**B**), your language capabilities (**C**) and rates per word in each language (**D**)

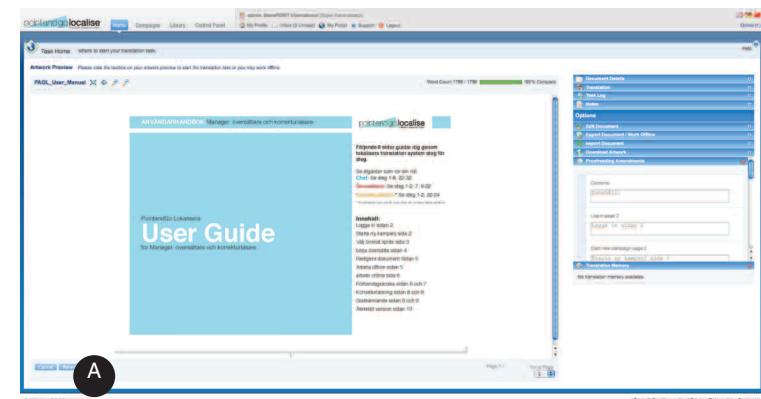
30



Administrator and Proofreader:

Both the Administrator and proofreader assigned to the task will receive this email notifying them that the job is ready to be proofread.

31



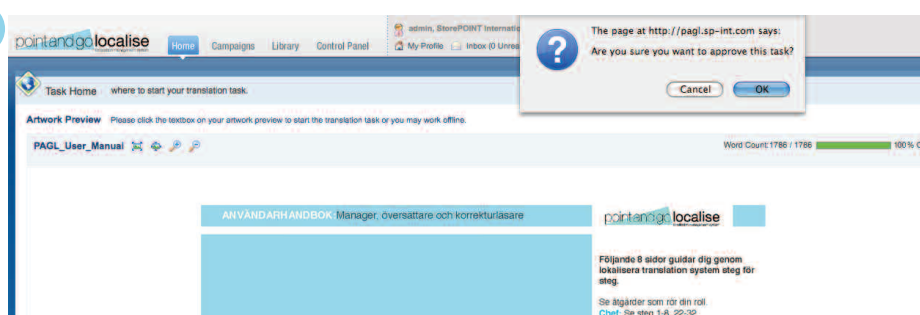
Administrator and Proofreader:

To make any changes to the translation click on the text in the preview and edit the translation on the right and then scroll down and click '**Update**'. Any textboxes which have been edited will now display a red border.

To work offline, the RTF file can be downloaded in the same way as before with the translated text in it. Simply make any changes necessary to the RTF file, re-upload and the changes will again appear instantly.

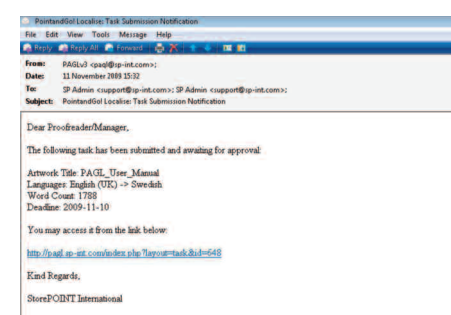
A Once you are happy with all of the amends you have made, click the 'Approve' button.

32



Click 'OK' to approve the task or 'Cancel' if you have any further amendments to make. This will send an email the administrator alerting them the job has been approved.

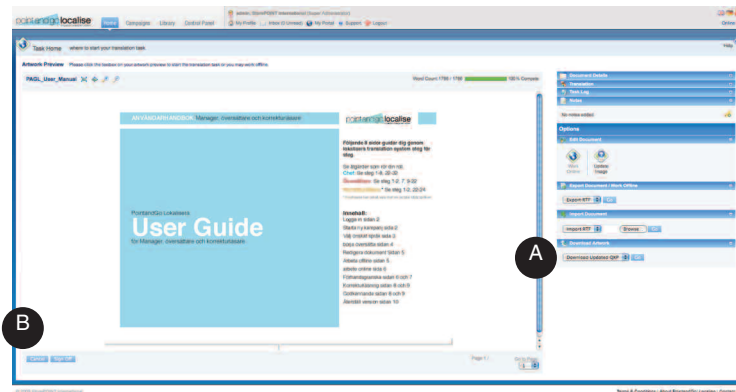
33



Administrator:

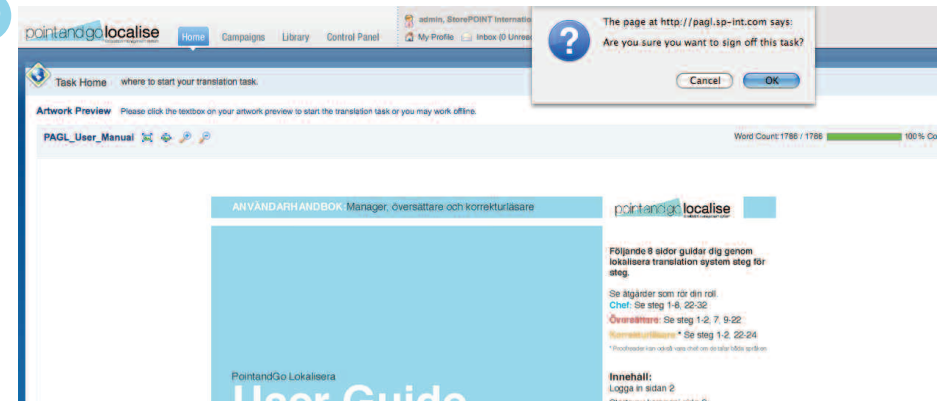
The Administrator will now receive an email once the proofreader has approved the task and can see a preview of the translated document.

34



- A** To download the translated document simply click on the desired format in the dropdown menu, then click 'Go'. You will receive a prompt to either Open or Save the file.
- B** If you are satisfied, click the 'Sign Off' button to complete the job.

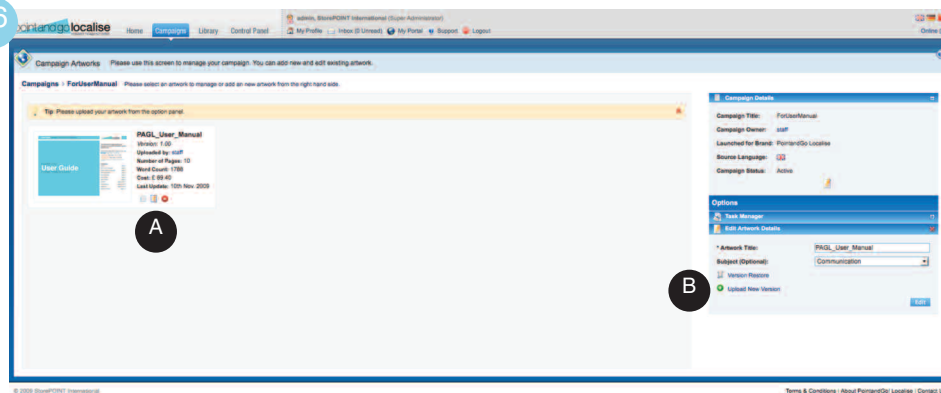
35



Administrator:

Click 'OK' to sign off the task and remove it from everyone's Intry, or 'Cancel' to return to the previous screen. The task will now be accessible via your Outtry.

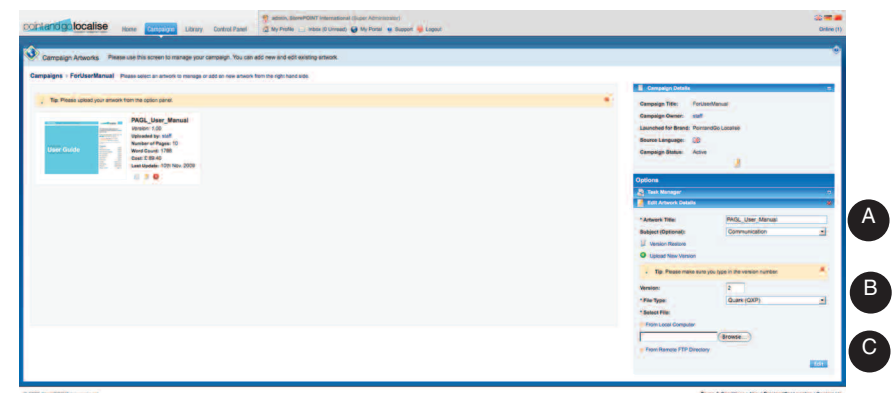
36



Version control is a very powerful feature of the system. It allows the user to upload an edited version of the document being translated without losing any translation that has already been done to the original document. Hence, it can be used retrospectively.

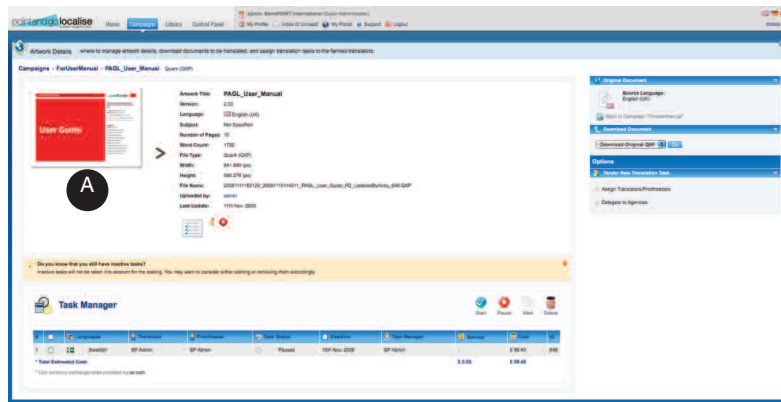
- A** Click the 'Edit' button to upload an edited version of your original document.
- B** Click on the 'Upload New Version'.

37



- A** The Artwork Title can be left as the original or changed to something new.
- B** You must give your new artwork a version number (the original version will be version 1).
- C** Browse and select your new artwork. Click 'Edit' to begin uploading.

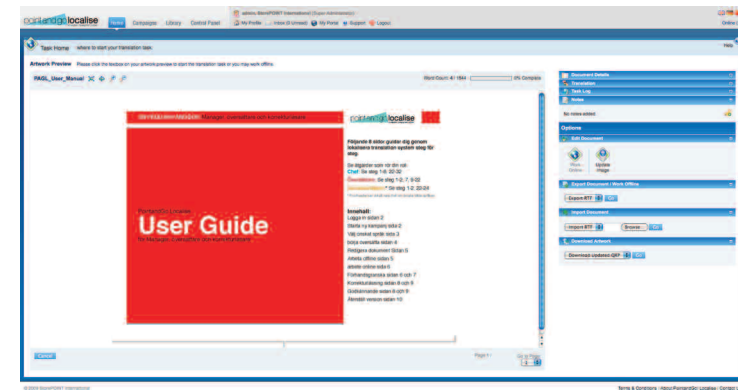
38



Please be patient while the preview is updated.

A A preview with the new artwork has been generated.

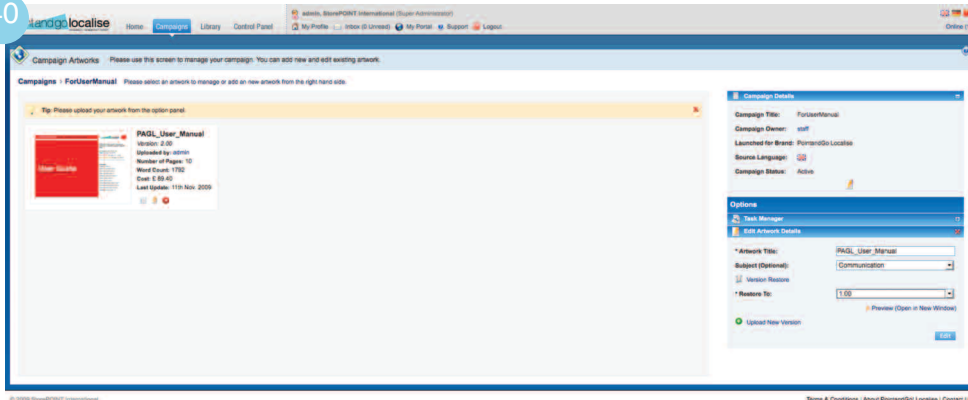
39



Administrator:

After you have uploaded the new version of the artwork, the translation (text) will be transferred over automatically.

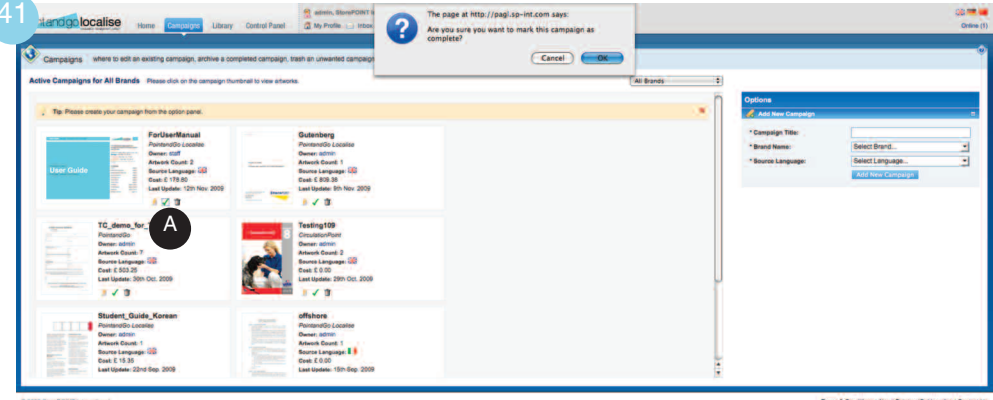
40



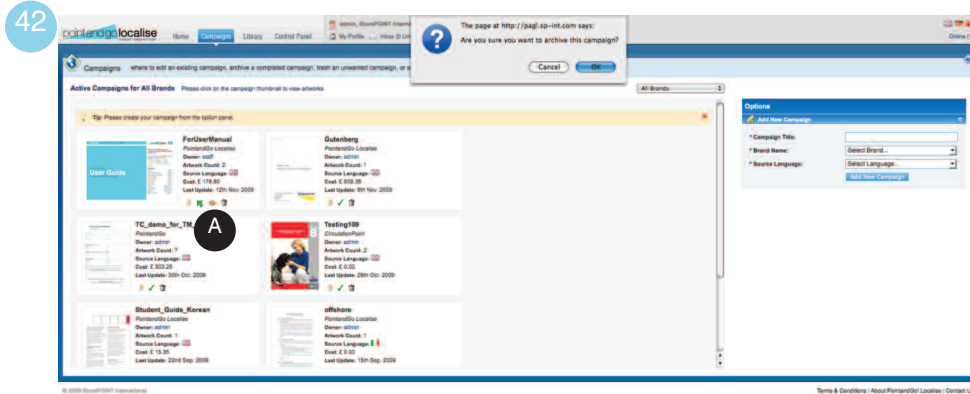
Administrator:

- To revert back to the previous artwork simply click the 'Edit' button again and click on the 'Version Restore' link.
- This allows you to restore to the previous version and can be done at any time.

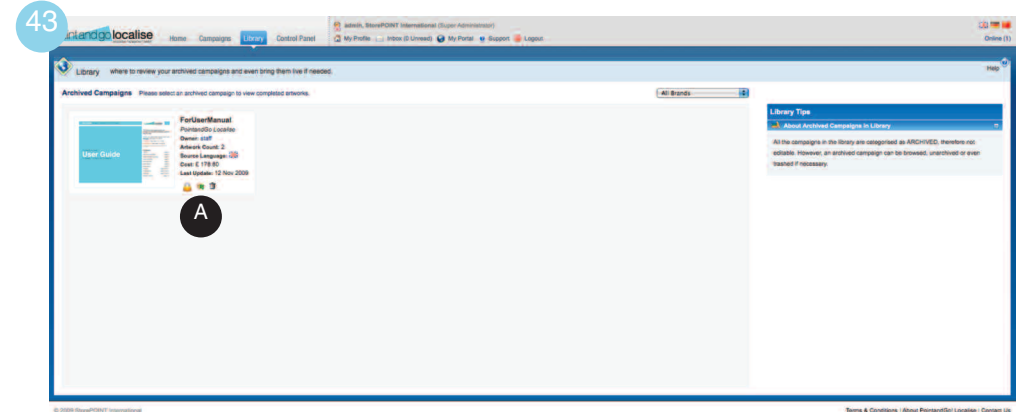
41



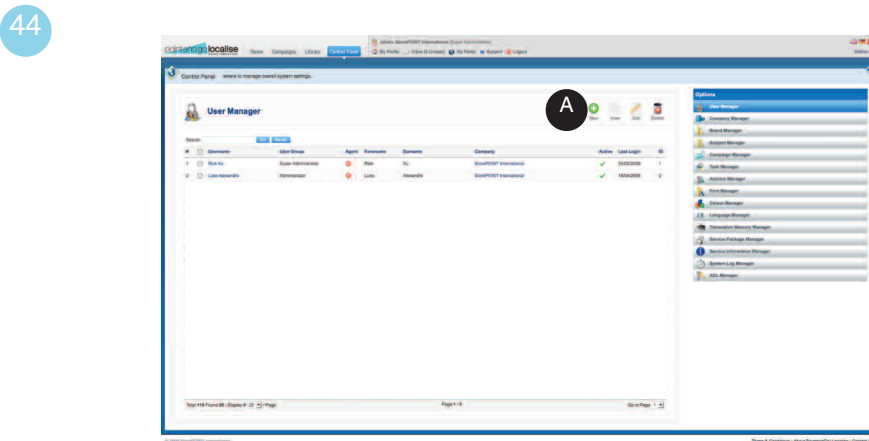
A Once you are completely satisfied with your new document and the campaign, it can be marked as complete by clicking on the green tick icon.



A Furthermore, the campaign can be archived. This will lock the campaign from editing although it can still be viewed for reference. To do so, click the brown box icon.

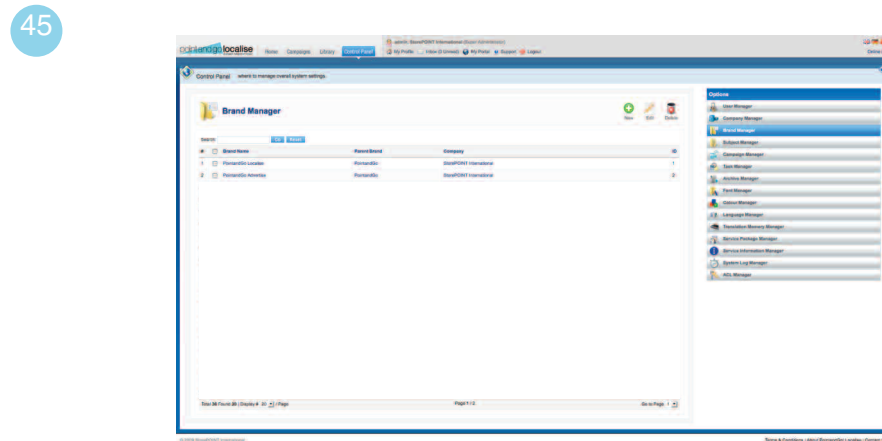


A The campaign now appears in your library. If you decide that you would like to edit it later on, you can unarchive by clicking the brown box with a green arrow.

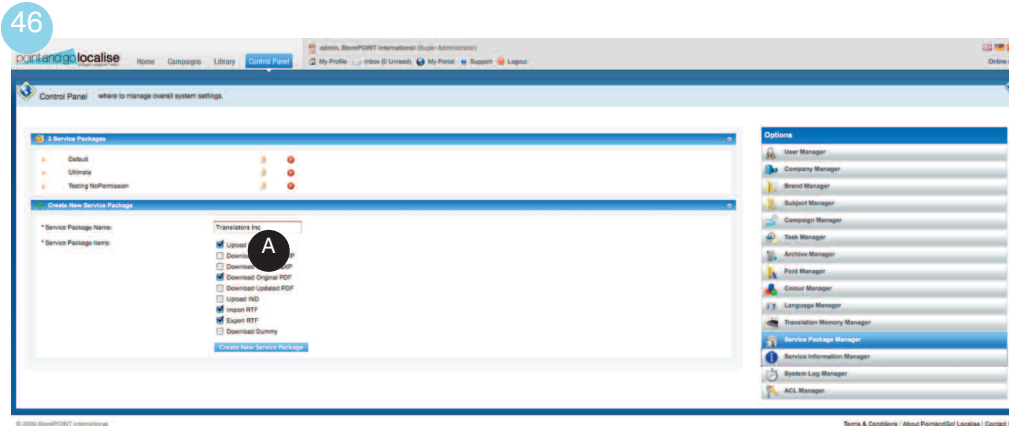


Administrator:

Administrators are able to manage all the users within their company. To perform a task select the user using the checkbox on the left (you can select multiple users), and click the corresponding icon (**A**) to carry out the action.

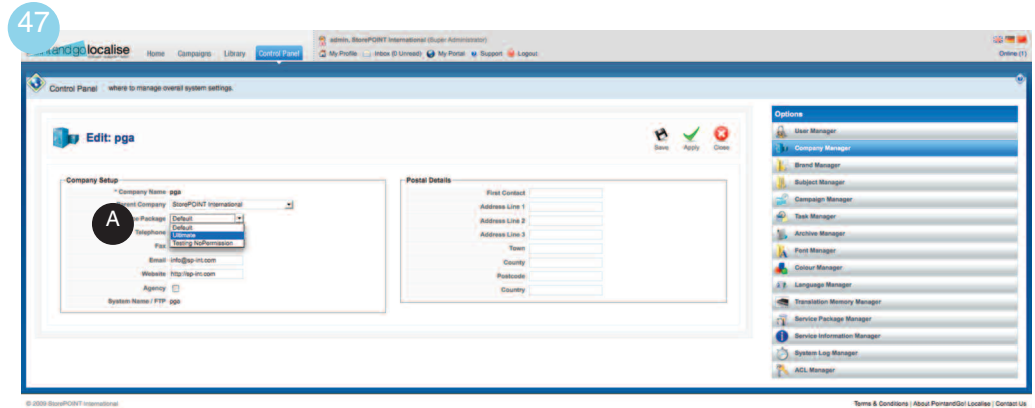


There are also similar options for managing your brands, campaigns, tasks and archives.

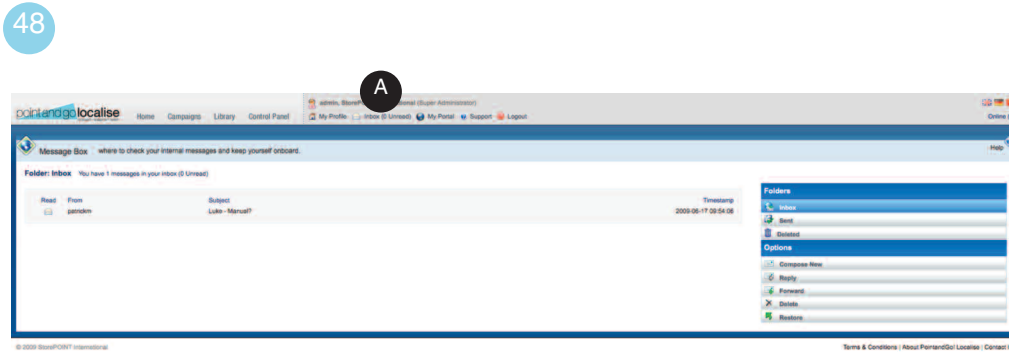


Administrator:

A Service packages are a new feature allowing Administrators to easily modify access privileges within a company. Custom packages can be created and applied to suit your specific needs.

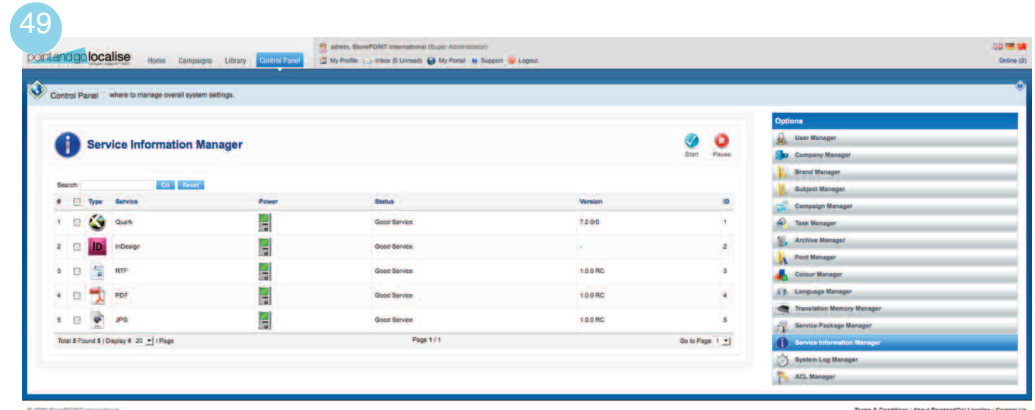


A The service package can be assigned by selecting the company in the Company Manager section in the Control Panel.



All Users:

A PointandGo Localise offers a private messaging function enabling quick contact with other users of the system. To access it, click on 'Inbox' at the top.



Administrator

Information about the system status of PointandGo Localise can be accessed from the Control Panel in the Service Information Manager section.