



譯 DEEP
谷 TRANSLATE

DeepTranslate System

User Manual

Version date: 30 August 2021

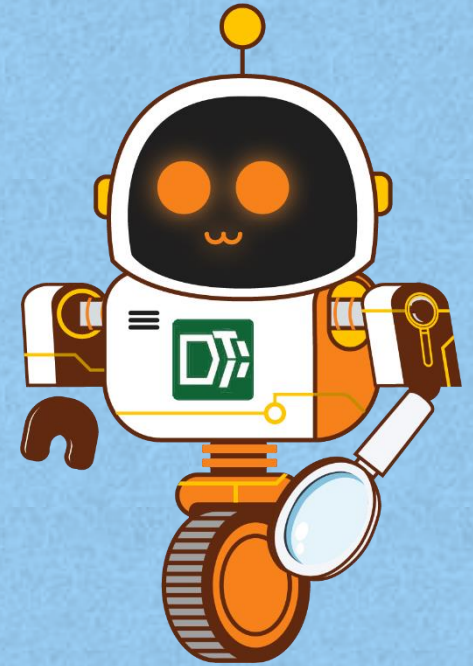
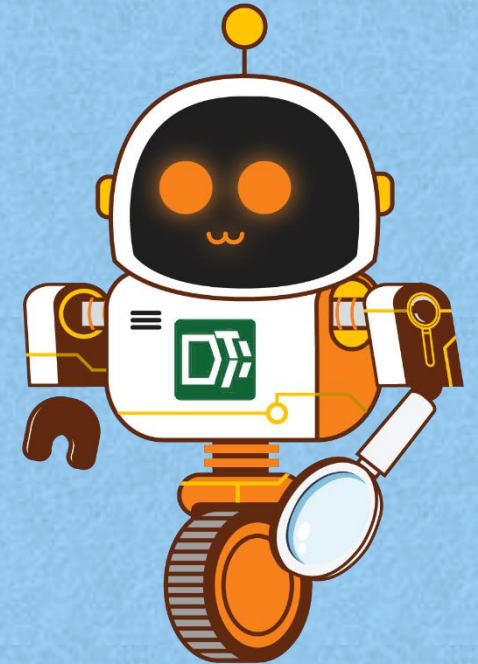


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 - Logout



Login

On **Login page** (see screenshots to the left):

1. Input correct User Name
2. Click [CONTINUE]
3. Input correct Password
4. Click [SIGN IN]

Sign In
to continue to DeepTranslate

User Name

CONTINUE

- OR -

SIGN UP

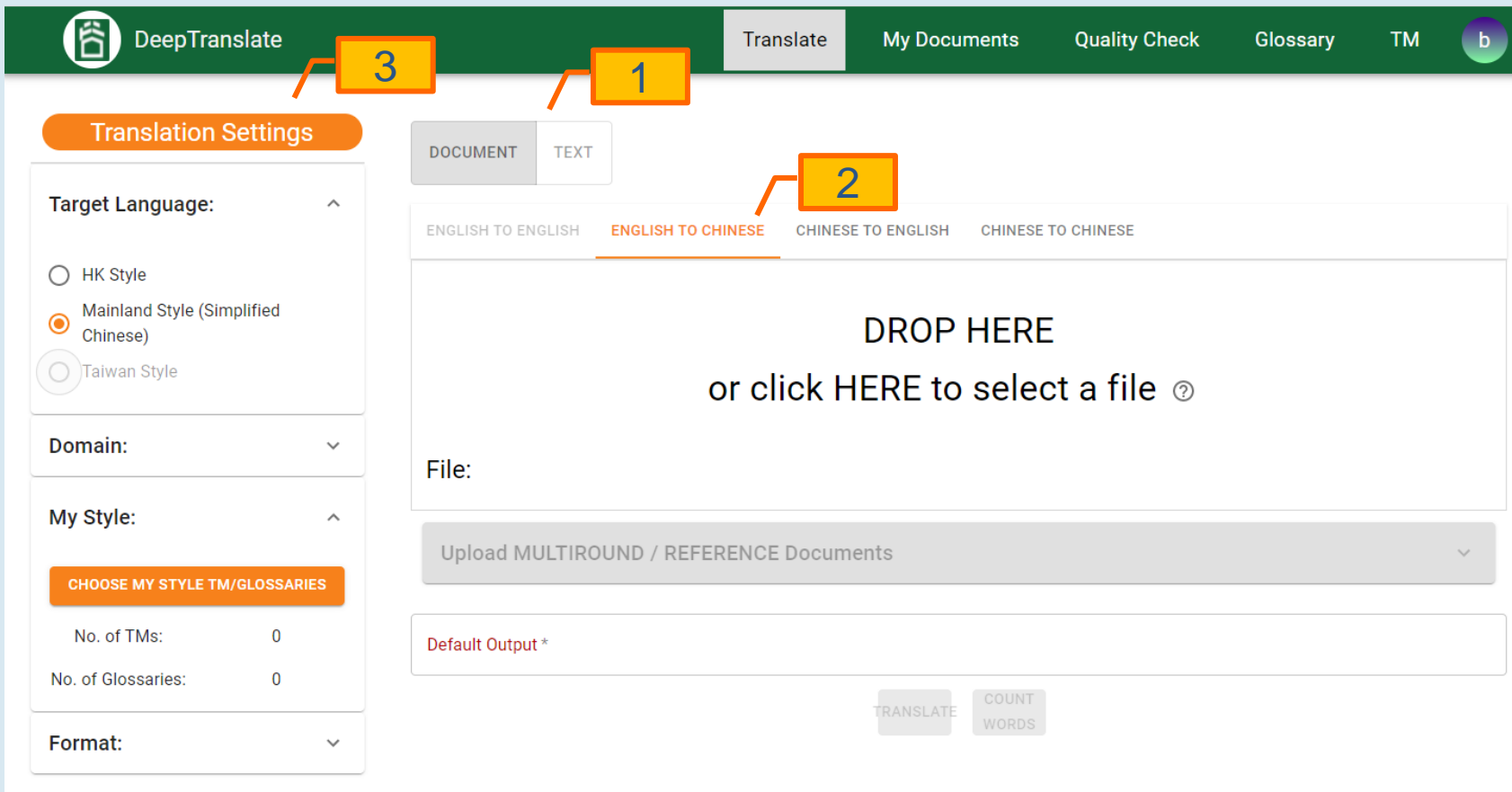
Sign In
to continue to DeepTranslate

User Name

Password (Forget Password?)

SIGN IN

CHANGE USER NAME



Set Translation Settings

When you sign in or click [Translate] on the top menu bar, you will be on the **Document Translate page** (see screenshot to the left). You should first choose:

1. Document or Text
(Document Translate is the default, click [TEXT] for Text Translate)
2. Languages for translation
3. Next you should make choices in the **Translation Setting panel** at the left (more details on next page)

Translation Settings

Target Language: ^

- ☐ HK Style
- ☒ Mainland Style (Simplified Chinese)
- ☐ Taiwan Style

Domain: v

My Style: ^

CHOOSE MY STYLE TM/GLOSSARIES

No. of TMs: 0

No. of Glossaries: 0

Format: v

1 - Choices when Chinese is the target (left) and when English is the target (right)

Target Language: ^

- ☒ UK Style
- ☐ US Style

2 - Click v to reveal choices (right)

Domain: ^

☐ Finance - HKEX

Select a Stock Code

☐ Announcement

☒ Finance - general

☐ Legal

3 - Click to open My Style dialog

4 - Click v to reveal choices (below for English target)

Format: ^

Currency Format: v

Date Format: 01 January 2020 v

Number Format: 100,000,000 v

My Style x

TM / Glossary v

TM GLOSSARY

Type

Names

Create At

Update At

This is the Translation Setting panel

Set Translation Settings

In the **Translation Setting panel** (see far left), you can make choices on:

1. Target Language
2. Domain
3. Style

(For Finance – HXEX domain, you can enter stock code and tick Announcement if appropriate)

4. Format

(Shown here are the choices for English target. Similar but different choices are available for Chinese target.)



DeepTranslate

Translate

My Documents

Quality Check

Glossary

TM



Translation Settings

Target Language: ^

- ☐ HK Style
- ☒ Mainland Style (Simplified Chinese)
- ☐ Taiwan Style

Domain: v

My Style: v

Format: v

DOCUMENT

TEXT

ENGLISH TO ENGLISH

ENGLISH TO CHINESE

CHINESE TO ENGLISH

CHINESE TO CHINESE

DROP HERE

or click HERE to select a file ?

File:

- MAA-SPICE-v6-2_ORIG.doc - 136704 bytes

Upload MULTIROUND / REFERENCE Documents v

Default Output *

MAA-SPICE-v6-2_ORIG

TRANSLATE

COUNT
WORDS

Document Translate

After setting the Translation Settings, on **Document Translate page** (see screenshot to the left):

1. Drop or upload a document (in MS Word, MS PowerPoint, or MS Excel) to be translated
2. (Optional) Change Your Description
3. (Optional) Click [COUNT WORDS] to see how many words will be translated
4. Click [TRANSLATE]

Text Translate

After setting the Translation Settings, on **Text Translate page** (see screenshot to the left):

1. Input text to be translated in the source text area on the left (limit: 5000 characters)
2. Click [TRANSLATE]
3. View translated text on the right

The screenshot shows the DeepTranslate web interface. At the top is a dark green navigation bar with the DeepTranslate logo and menu items: Translate, My Documents, Quality Check, Glossary, and TM. On the left is a 'Translation Settings' sidebar with options for Target Language (HK Style, Mainland Style (Simplified Chinese), Taiwan Style), Domain, My Style, and Format. The main area has 'DOCUMENT' and 'TEXT' tabs, with 'TEXT' selected. Below the tabs are two side-by-side text areas. The left area is labeled 'ENGLISH' and 'CHINESE' at the top, with a large text input field containing a cursor and a '0/5000' character count. The right area is labeled 'ENGLISH' and 'CHINESE' at the top, with a 'Translation' label and a text output field. A 'TRANSLATE' button is centered below the text areas. Three orange callout boxes with numbers 1, 2, and 3 point to the input field, the TRANSLATE button, and the output field respectively.



Menu

Auto purge file after

90

days

You should save results on
your own computer. We
purge results after payment.

This monthly usage:

0

Previous monthly usage:

11839

Total disk storage used:

527.2 KB

Days remaining:

--

My Result



Last Refresh Time (10s):
8/23/2021, 2:40:39 PM



Recent



Translations



Quality Check

ACTIVE

PURGED

Job Code	Timestamp	Your Description	Size	Status	Action
	dd/mm/yyyy				
T-DE2SC	7/13/2021, 6:51:20 PM	MAA-SPICE-v6-2	8894 words	Complete Credit Usage: 8894	
T-DE2SC	7/13/2021, 6:50:31 PM	MAA-SPICE- v6_MTE_TRANSL- 2	-	Error - wrong language detected	
T-DE2HK	7/12/2021, 11:42:23 AM	Test-court- judgment	2447 words	Complete Credit Usage: 2447	
T-DE2SC	7/7/2021, 2:13:16	Text Translation	240 words	Complete	

10 rows



1-6 of 6



Review Results

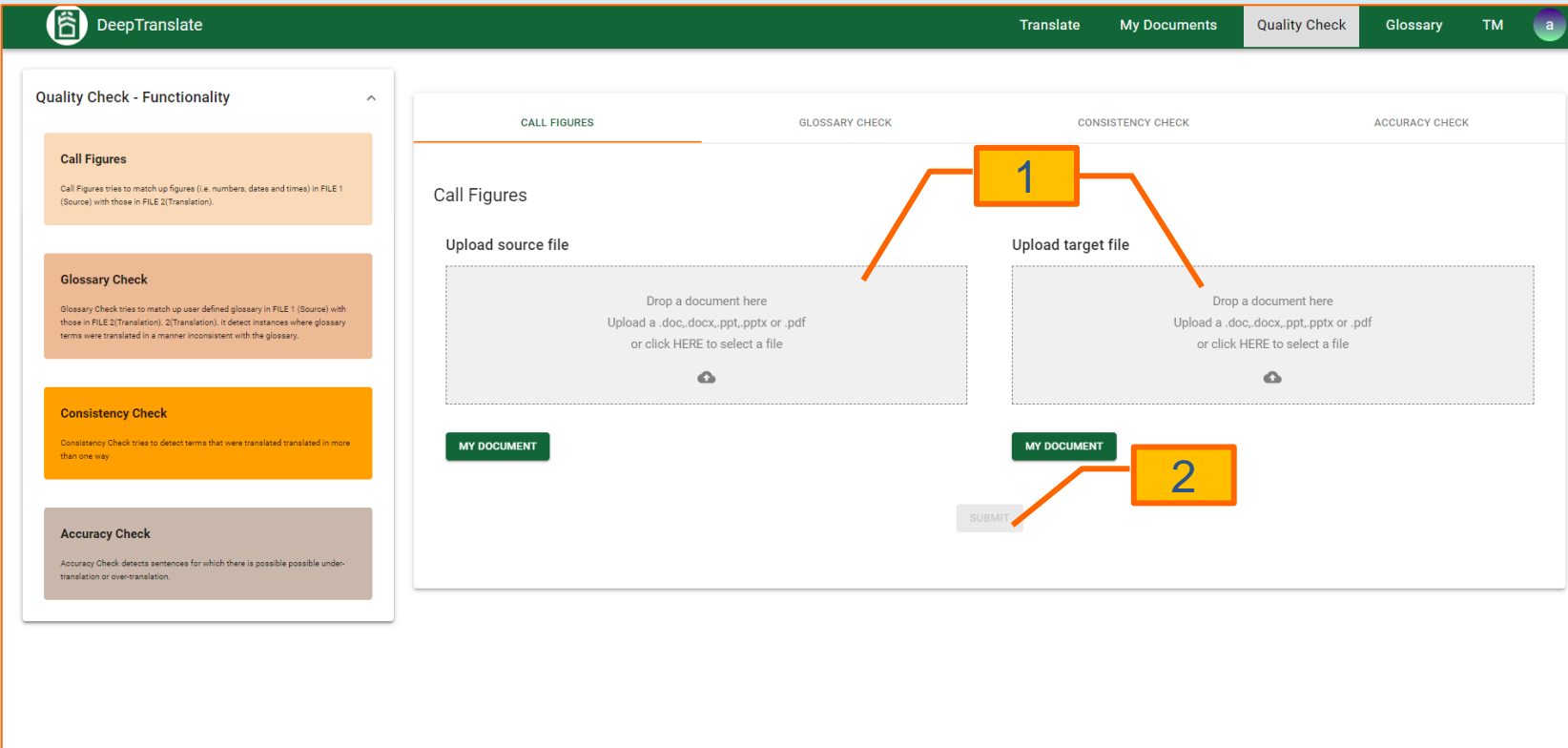
On **My Documents** page
(see screenshot to the left):

1. View the list of translating or translated documents
2. Take other actions such as :
 - Click to download original document
 - Click to download AI translation document
 - Click to purge documents

Call Figures

On **Quality Check page**
(see screenshot to the left):

1. Drop or upload a pair of documents (in MS Word, MS PowerPoint, MS Excel or PDF) to be checked
2. Click [SUBMIT]





Glossary

Glossary Name	Glossary Description	Create Date	Update Date	Enable	Delete
---------------	----------------------	-------------	-------------	--------	--------

CREATE GLOSSARY

1

× Create New Glossary

Glossary Name

Goldman_glossary

2

Glossary Description

Goldman Sachs glossary - publicly released

2

☒ Enable this glossary

2

** Right click to add rows

中文	English
加快折舊	Accelerated Depreciation
意外與健康福利	Accident and Health Benefits
應收賬款	Accounts Receivable
具增值作用的收購項目	Accretive Acquisition
酸性測試比率	Acid Test
天災債券	Act of God Bond
活躍債券投資者	Active Bond Crowd
活動收入	Active Income
積極投資	Active Investing
積極管理	Active Management
以活動為基礎的預算案	Activity Based Budgeting
以活動為基礎的管理	Activity Based Management
活動比率	Activity Ratio
實際回報	Actual Return
精算	Actuary
收購	Acquisition
收購溢價	Acquisition Premium
聯營公司	Affiliated Companies
關聯人士	Affiliated Person
非營利公司	After Hours Trading

3 – make changes
of right-click to get
this menu

Insert row above

Insert row below

Remove row

Undo

Redo

Cut

Copy

4

3

CREATE

IMPORT EXCEL FILE

Manage Glossaries

On **Glossary page**, to create glossary :

1. Click [CREATE GLOSSARY] to open the Create New Glossary dialog
2. Fill in glossary information
 - Glossary Name
 - (Optional) Glossary Description
 - (Optional) Enable or disable glossary
3. Fill in glossary table
 - (Optional) Import glossary in excel by clicking [IMPORT EXCEL FILE]
 - Add or modify glossary row entry
4. Click [CREATE]



Glossary

1

CREATE GLOSSARY

Glossary Name	Glossary Description	Create Date	Update Date	Enable	Delete
Goldman_glossary	Goldman Sachs glossary - publicly released	8/24/21 10:55 AM	8/24/21 10:55 AM	<input checked="" type="checkbox"/>	

× Update Glossary: Goldman_glossary

Glossary Name

Goldman_glossary

2

Glossary Description

Goldman Sachs glossary - publicly released

2

☒ Enable this glossary

2

3 – make changes or right-click to get the menu

** Right click to add rows

中文	English
加快折舊	Accelerated Depreciation
意外與健康福利	Accident and Health Benefits
應收賬款	Accounts Receivable
具增值作用的收購項目	Accretive Acquisition
酸性測試比率	Acid Test
天災債券	Act of God Bond
活躍債券投資者	Active Bond Crowd
活動收入	Active Income
積極投資	Active Investing
積極管理	Active Management
以活動為基礎的預算案	Activity Based Budgeting
以活動為基礎的管理	Activity Based Management
活動比率	Activity Ratio
實際回報	Actual Return
實際回報	Actual Return

Insert row above

Insert row below

Remove row

Undo

Redo

Cut

Copy

4

3

SAVE

IMPORT EXCEL FILE

Manage Glossaries


On **Glossary page**, to update glossary :

1. Click on an existing glossary record to open the Update Glossary dialog
2. Update glossary information
 - Glossary Name
 - Glossary Description
 - Enable or disable glossary
3. Update glossary table
 - (Optional) Import glossary in excel by clicking [IMPORT EXCEL FILE]
 - (Optional) Add or modify glossary rows
4. Click [SAVE]



Glossary

CREATE GLOSSARY

Glossary Name	Glossary Description	Create Date	Update Date	Enable	Delete
Goldman_glossary	Goldman Sachs glossary - publicly released	8/24/21 10:55 AM	8/24/21 10:55 AM	<input checked="" type="checkbox"/>	

1

Manage Glossaries

On **Glossary page**, to delete glossary :

1. Click [Delete] icon of the glossary record

Manage TM

DeepTranslate Translate My Documents Call Figure Glossary TM a

Source File: **1** Source Language: ☒ English ☐ Chinese

Target File: **2** Target Language: ☐ English ☒ Chinese

3

Max TM quota: 11 **4**

Translation Memory

⌂ ☒ Last Refresh Time (10s): 8/27/2021, 12:14:42 PM

TM Name	Submit Date	Update Date	Status	Actions
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> <input type="button" value="📅"/>	<input type="text" value="mm/dd/yyyy"/> <input type="button" value="📅"/>	<input type="text" value="N/A"/> <input type="button" value="▼"/>	
MI July 2021 HK_cc	7/16/2021, 4:23:24 PM	8/27/2021, 12:02:19 PM	Complete	<input type="button" value="✎"/> <input type="button" value="🗑"/>
MA_S202106	7/7/2021, 12:26:17 PM	7/19/2021, 2:50:56 PM	Complete	<input type="button" value="✎"/> <input type="button" value="🗑"/>
MA_S202106_exc	7/7/2021, 12:26:39 PM	7/7/2021, 12:27:38 PM	Complete	<input type="button" value="✎"/> <input type="button" value="🗑"/>
S202105	6/25/2021, 12:50:12 PM	7/7/2021, 12:25:17 PM	Complete	<input type="button" value="✎"/> <input type="button" value="🗑"/>
H202106_c	6/25/2021, 12:57:06 PM	7/7/2021, 12:25:10 PM	Complete	<input type="button" value="✎"/> <input type="button" value="🗑"/>

5 rows 1-5 of 9

On **TM page**, to create TM :

1. Upload source file and select its language
2. Upload target file and select its language
3. (Optional) Input TM Name
4. Click [SUBMIT]



Source File:

Source Language:

Target File:

Target Language:

UPLOAD

☒ English☐ Chinese

UPLOAD

☐ English☒ Chinese

TM Name

Max TM quota:
11

SUBMIT

RESET

Translation Memory

Last Refresh Time (10s):
8/27/2021, 12:14:42 PM

ACTIVE

DELETED

1

TM Name

Submit Date

Update Date

Status

Actions

mm/dd/yyyy



mm/dd/yyyy



N/A

MI July 2021 HK_cc

7/16/2021, 4:23:24 PM

8/27/2021, 12:02:19 PM

Complete



Source File:

Source Language:

Target File:

Target Language:

UPLOAD

☒ English☐ Chinese

UPLOAD

☐ English☒ Chinese

TM Name

Max TM quota:
11

SUBMIT

RESET

Translation Memory

Last Refresh Time (10s):
8/27/2021, 12:16:27 PM

ACTIVE

DELETED

2

TM Name

Submit Date

Update Date

Status

Actions

mm/dd/yyyy



mm/dd/yyyy



N/A

MI July 2021 HK_cc

7/16/2021, 4:23:24 PM

8/27/2021, 12:02:19 PM

Complete



3

MA_S202106

7/7/2021, 12:26:17 PM

7/19/2021, 2:50:56 PM

Complete



Manage TM

On **TM page**, to rename TM:

1. Click [Edit] icon on a record with status "Complete"
2. Modify TM Name of the record
3. Click [Save] or [Cancel] icon to save or cancel change



Source File:

Source Language:

Target File:

Target Language:

UPLOAD

☒ English☐ Chinese

UPLOAD

☐ English☒ Chinese

TM Name

Max TM quota:
11

SUBMIT

RESET

Translation Memory

Last Refresh Time (10s):
8/27/2021, 12:14:42 PM

ACTIVE

DELETED

1

TM Name	Submit Date mm/dd/yyyy	Update Date mm/dd/yyyy	Status N/A ▾	Actions
MI July 2021 HK_cc	7/16/2021, 4:23:24 PM	8/27/2021, 12:02:19 PM	Complete	
MA_S202106	7/7/2021, 12:26:17 PM	7/19/2021, 2:50:56 PM	Complete	
MA_S202106_exc	7/7/2021, 12:26:39 PM	7/7/2021, 12:27:38 PM	Complete	
S202105	6/25/2021, 12:50:12 PM	7/7/2021, 12:25:17 PM	Complete	
H202106_c	6/25/2021, 12:57:06 PM	7/7/2021, 12:25:10 PM	Complete	

5 rows ▾



1-5 of 9

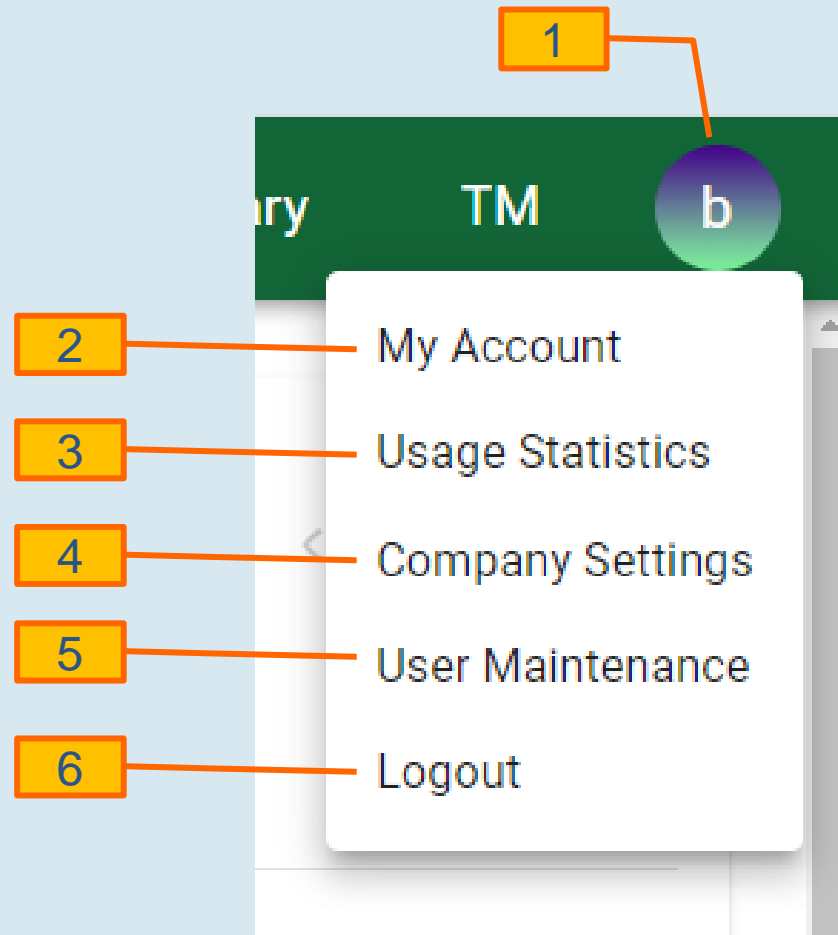


Manage TM

On **TM page**, to delete TM:

1. Click [Delete] icon on a record with status "Complete"

Others



1. Click [user] icon
2. Select [My Account] to get to **User Profile page**
3. Select [Usage Statistics] to get to the **Usage Statistics page**
4. Select [Company Settings] to get to the **Highlight Setting page**
5. Select [User Maintenance] to get to the **User Maintenance page**
6. Select [Logout] to logout

User Profile

On the **User Profile page**, to update the User Profile:

1. Click [UPDATE PROFILE] to enable editing
2. Change information if allowed (such as Full Name and Email Preferences) and as needed
3. Click [FINISH EDITING] to submit update

User Profile

Full Name

bethany chan admin

Email Address

bethany.chan.admin@deeptranslate.hk

Team

DeepTranslate Internal Testing

Role

Admin

Monthly MT credit Limitation (-1 = unlimited)

-1

Email Preferences



Toggle to enable or disable email notifications when translations are completed.

1 — at the bottom of the
User Profile page

UPDATE PROFILE

CHANGE PASSWORD

3 — at the bottom of the page

CANCEL

FINISH EDITING

4. OIL EQUATION

1 — at the bottom of the User Profile page

[UPDATE PROFILE](#)

CHANGE PASSWORD

This is the Change Password dialog

2

3

4

5

CANCEL SUBMIT

Usage Statistics

On **Usage Statistics** page (see screenshot to the left):

1. View the (default) monthly usage statistics available depending on user's role
2. (Optional) Change what is displayed by selecting different parameters (usage type, usage by, months, bar chart, etc.)

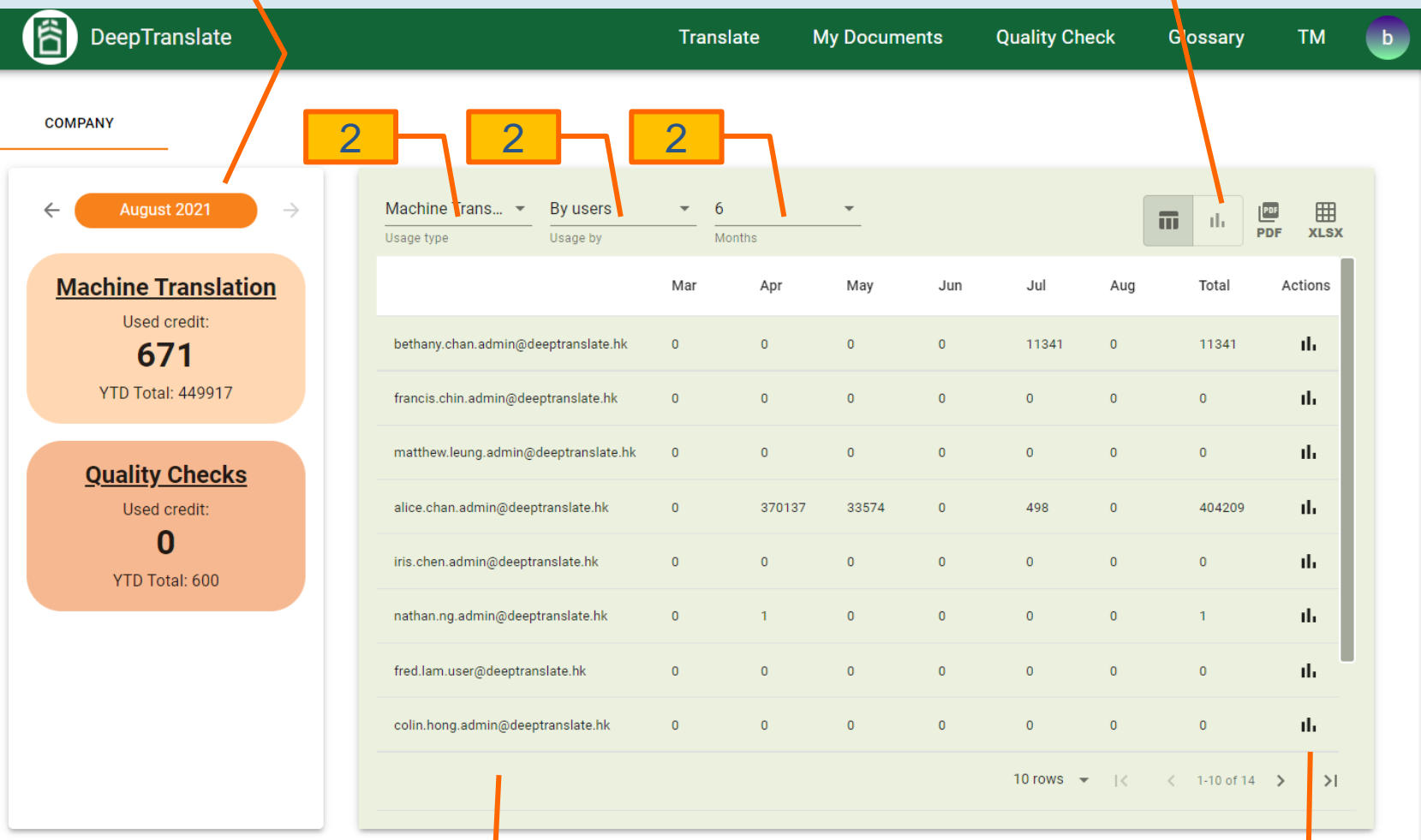
1 — The statistics in the left panel are for the month shown, which can be changed using ← and →

2 - for bar chart of total across multiple users

2

2

2



1 — statistics on which users are shown depends on user's role (authority)

2 — for bar chart of individual user (instead of total across multiple users)



COMPANY

← August 2021 →

Machine Translation

Used credit:

0

YTD Total: 449246

Quality Checks

Used credit:

0

YTD Total: 600

Machine Transl...

By users

6

Usage type

Usage by

Months

DOWNLOAD LOG



PDF



XLSX

	Mar	Apr	May	Jun	Jul	Aug	Total	Actions
fred.lam@dt.internal.test.com	0	0	0	0	0	0	0	
nathan.ng.admin@deepttranslate.hk	0	1	0	0	0	0	1	
nathan.ng@dt.test.com	0	0	0	0	0	0	0	
colin.hong.admin@deepttranslate.hk	0	0	0	0	0	0	0	
matthew.leung.admin@deepttranslate.hk	0	0	0	0	0	0	0	
iris.chen.admin@deepttranslate.hk	0	0	0	0	0	0	0	
francis.chin.admin@deepttranslate.hk	0	0	0	0	0	0	0	
bethany.chan.admin@deepttranslate.hk	0	0	0	0	11341	0	11341	
clive.chen.admin@deepttranslate.hk	0	276127	28774	0	422	0	484892	

10 rows | 1-10 of 14

Usage Statistics

On the **Usage Statistics** page:

1. Click [PDF] or [XLSX] to download the monthly usage report in .pdf or .xlsx format, as needed
2. Click [DOWNLOAD LOG] to download log files.



HIGHLIGHT SETTING

Setting for Company

Purge Day

90

1

Setting for Machine Translation

Threshold for MT Result Warning

High Risk

Medium Risk

Low Risk

50

2

75

2

80

2



Highlight risk in generated document

3

4


UPDATE SETTINGS

* Similarity score ranged from 0 to 100, 0 means no similar sentence trained in MT, while 100 means exact match can be found in MT.** Similarity score value shall be "Low Risk">"Medium Risk">"High Risk". I.e. MT results with really low score shall be highlighted in yellow.

Highlight Setting

On the **Highlight Setting** page:

1. Fill in Purge Day
2. Fill in the high, medium and low risk levels of Threshold for MT Result Warning
3. Enable or disable highlight risk in generated document
4. Click [UPDATE SETTINGS]

<div>  DeepTranslate </div>							
<div> <div>CREATE USER</div> <div> <input type="text" value="Username"/> <input type="button" value="RESET"/> </div> <div> <div>Rows per page: 25</div> <div>1-25 of 114</div> <div> <input type="button" value="Previous"/> <input type="button" value="Next"/> </div> </div> </div>							
User Name	Full Name	Roles	Monthly MT credit (-1 = unlimited)	Joined Date	Billing User	Status	Options
bb@deepttranslate.hk	bb	Company User		8/18/2021, 4:30:36 PM		Unverified	✉️ 🗑️ ↺️
simon_user@deepttranslate.hk	simon user	Translator		5/26/2021, 3:17:44 PM		Unverified	✉️ 🗑️ ↺️
jacky.user3@deepttranslate.hk	User 3	Translator		8/18/2021, 4:33:10 PM		Unverified	✉️ 🗑️ ↺️
jacky.user2@deepttranslate.hk	User 2	Translator	-1	8/18/2021, 4:31:43 PM	No	Enabled	↺️
deepttranslate.dt@gmail.com	Alice Chan_user	Translator	-1	7/21/2021, 11:03:59 AM	No	Enabled	↺️
jacky.chiu@deepttranslate.hk	jacky	Admin	-1	7/21/2021, 10:31:34 AM	No	Enabled	↺️
kkk@deepttranslate.hk	kkk	Company User	-1	5/26/2021, 5:27:10 PM	No	Disabled	↺️
aa@deepttranslate.hk	aa	Company User	-1	5/26/2021, 5:22:49 PM	No	Enabled	↺️
fred.lam.user@deepttranslate.hk	fred lam user	Translator	-1	5/6/2021, 10:28:33 AM	No	Enabled	↺️
simon.choi.admin@deepttranslate.hk	simon choi admin	Admin, Translator	-1	4/23/2021, 11:14:42 AM	No	Enabled	↺️
michael.chun.admin@deepttranslate.hk	michael chun admin	Admin	-1	4/23/2021, 11:14:29 AM	No	Enabled	↺️

User Maintenance

(for Administrators only)

On User Maintenance page:

- 1. View users and pending users

“Enabled users” are “users”.

“Unverified users” are “pending users”.

“Disabled users” are users who have been deleted.

1

2

DeepTranslate

CREATE USER

Username RESET

Rows per page: 25 1:25 of 114

User Name	Full Name	Roles	Monthly MT credit (-1 = unlimited)	Joined Date	Billing User	Status	Options
bb@deepttranslate.hk	bb	Company User		8/18/2021, 4:30:36 PM		Unverified	
simon_user@deepttranslate.hk	simon user	Translator		8/26/2021, 3:17:44 PM		Unverified	
jacky.user3@deepttranslate.hk	User 3	Translator		8/26/2021, 4:33:10 PM		Unverified	
jacky.user2@deepttranslate.hk	User 2	Translator		8/26/2021, 4:31:43 PM	No	Enabled	
deepttranslate.dt@gmail.com	Alice Chan_user	Translator		8/26/2021, 11:03:59 AM	No	Enabled	
jacky.chiu@deepttranslate.hk	jacky	Admin		8/26/2021, 10:31:34 AM	No	Enabled	
kkk@deepttranslate.hk	kkk	Company User	-1	5/26/2021, 5:27:10 PM	No	Disabled	
aa@deepttranslate.hk	aa	Company User	-1	5/26/2021, 5:22:49 PM	No	Enabled	
fred.lam.user@deepttranslate.hk	fred lam user	Translator	-1	5/6/2021, 10:28:33 AM	No	Enabled	
simon.choi.admin@deepttranslate.hk	simon choi admin	Admin, Translator	-1	4/23/2021, 11:14:42 AM	No	Enabled	
michael.chun.admin@deepttranslate.hk	michael chun admin	Admin	-1	4/23/2021, 11:14:29 AM	No	Enabled	

Create User

Email (case sensitive) *

Full Name *

User Role

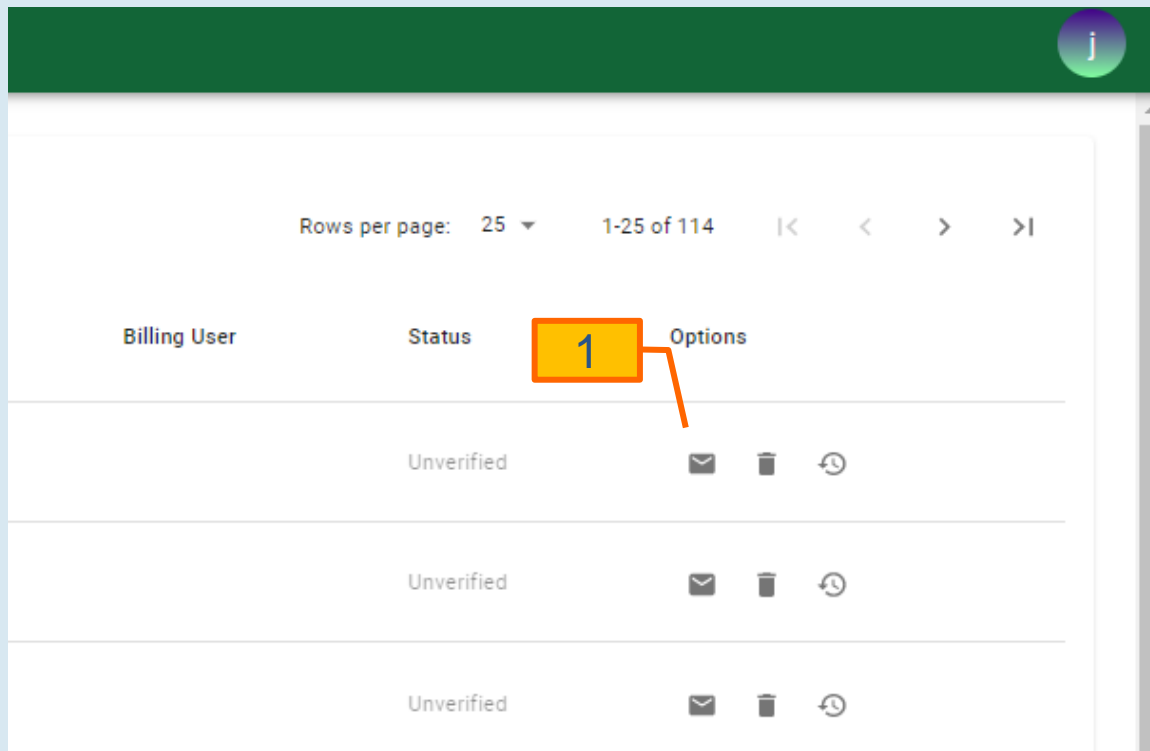
CANCEL SUBMIT

User Maintenance










(for Administrators only)

On the **User Maintenance** page, to create a pending user:

1. Click [CREATE USER]
2. Input information in Create User dialog:
 - Email
 - Full Name
 - Company Name
 - User Role



Rows per page: 25 1-25 of 114

Billing User	Status	Options
	Unverified	  
	Unverified	  
	Unverified	  

Upper right corner of the **User Maintenance** page

User Maintenance

(for Administrators only)

On the **User Maintenance** page, to resend confirmation email to a pending user:

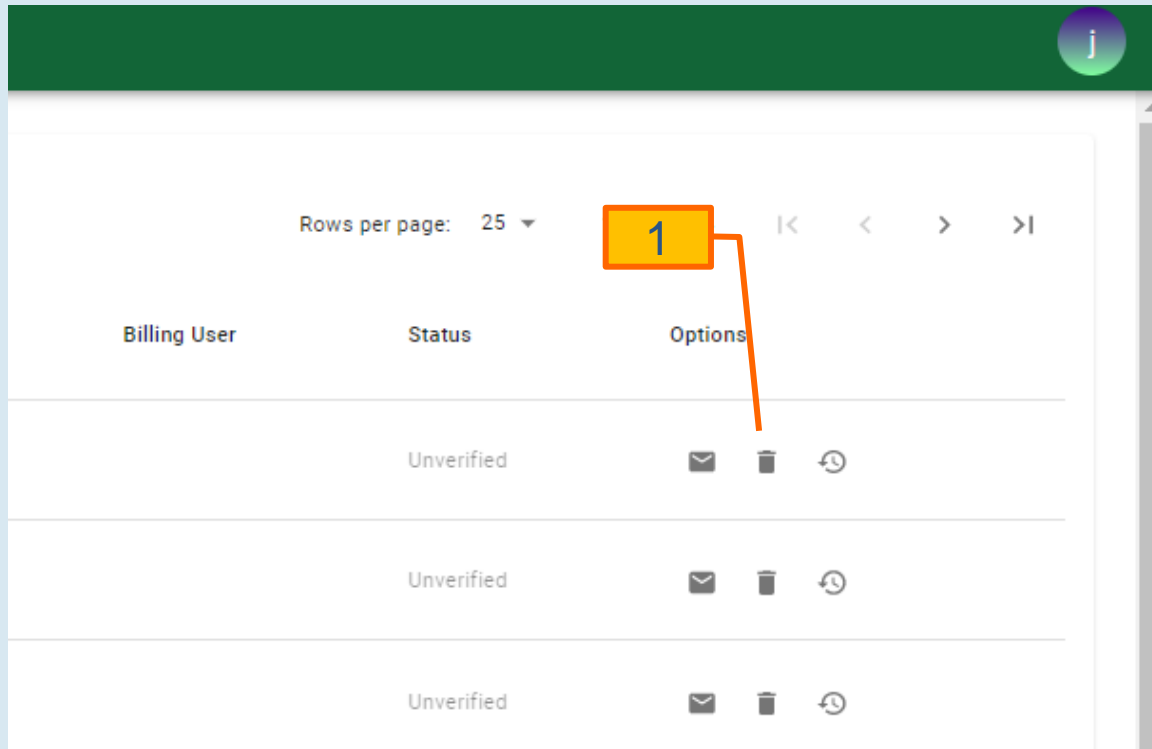
1. Click [Email] icon for the pending user record

User Maintenance

(for Administrators only)

On the **User Maintenance** page, to delete a pending user:

1. Click [Delete] icon for the pending user record



Upper right corner of the **User Maintenance** page

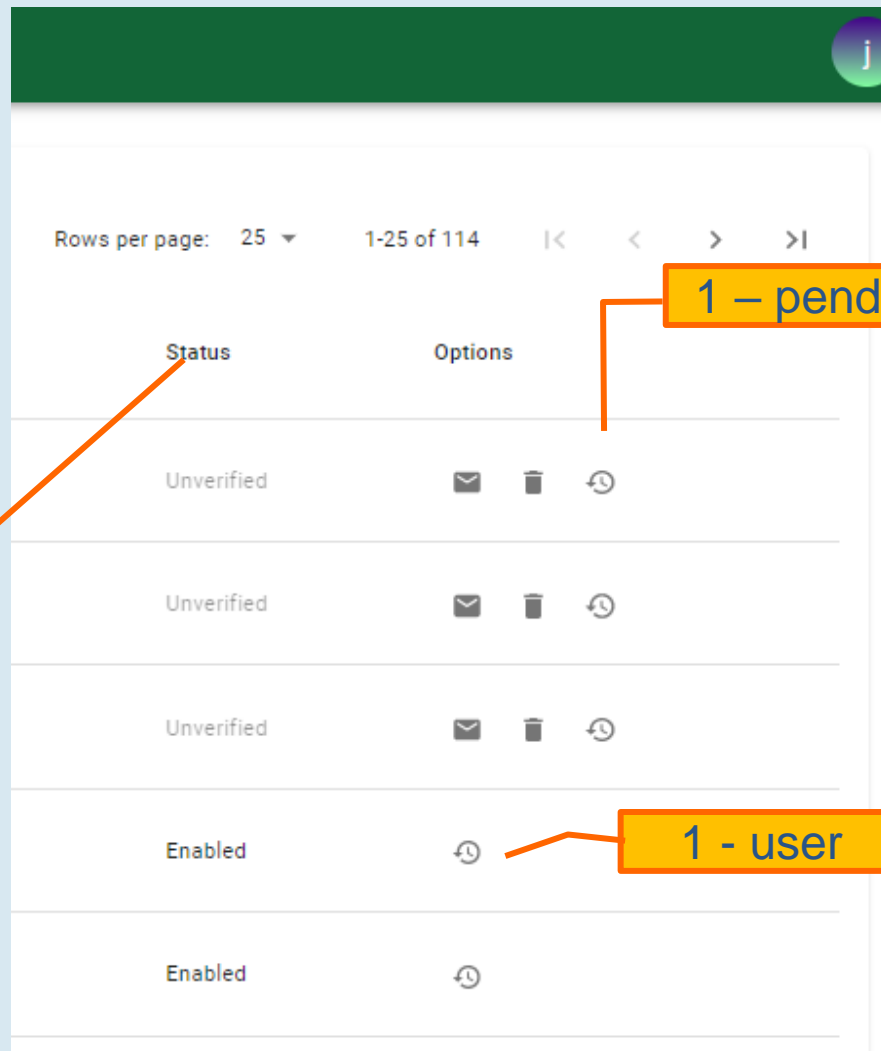
User Maintenance

(for Administrators only)

On the **User Maintenance page**, to reset password for a user or pending user:

1. Click [Reset] icon for the user or pending user record

Note: This function can only be done by Administrators.



Rows per page: 25 1-25 of 114

Status	Options
Unverified	[Email] [Delete] [Reset]
Unverified	[Email] [Delete] [Reset]
Unverified	[Email] [Delete] [Reset]
Enabled	[Reset]
Enabled	[Reset]

Annotations:

- “Enabled users” are “users”. “Unverified users” are “pending users”.
- 1 – pending user
- 1 - user
- Upper right corner of the User Maintenance page