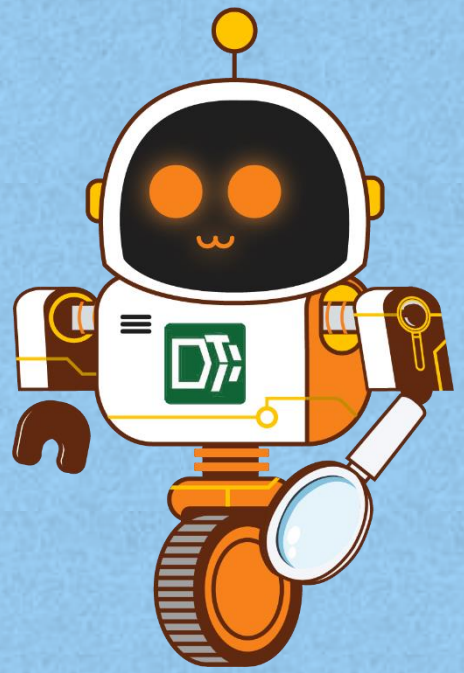
譯 DEEP
谷 TRANSLATE

DeepTranslate System

User Manual

Version date: 30 August 2021



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   - Usage Statistics
   - Company Settings
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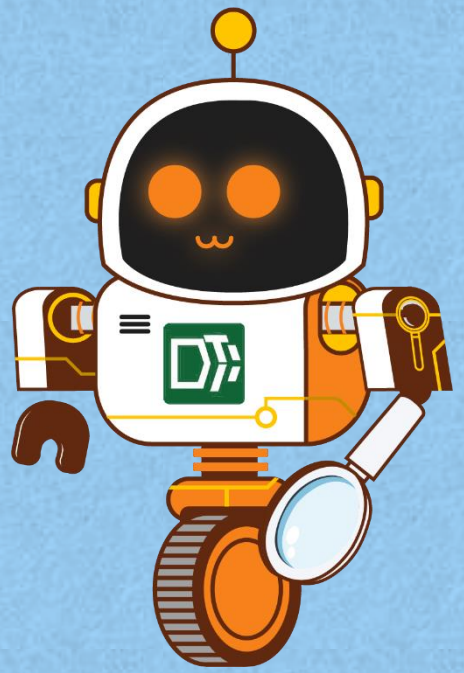
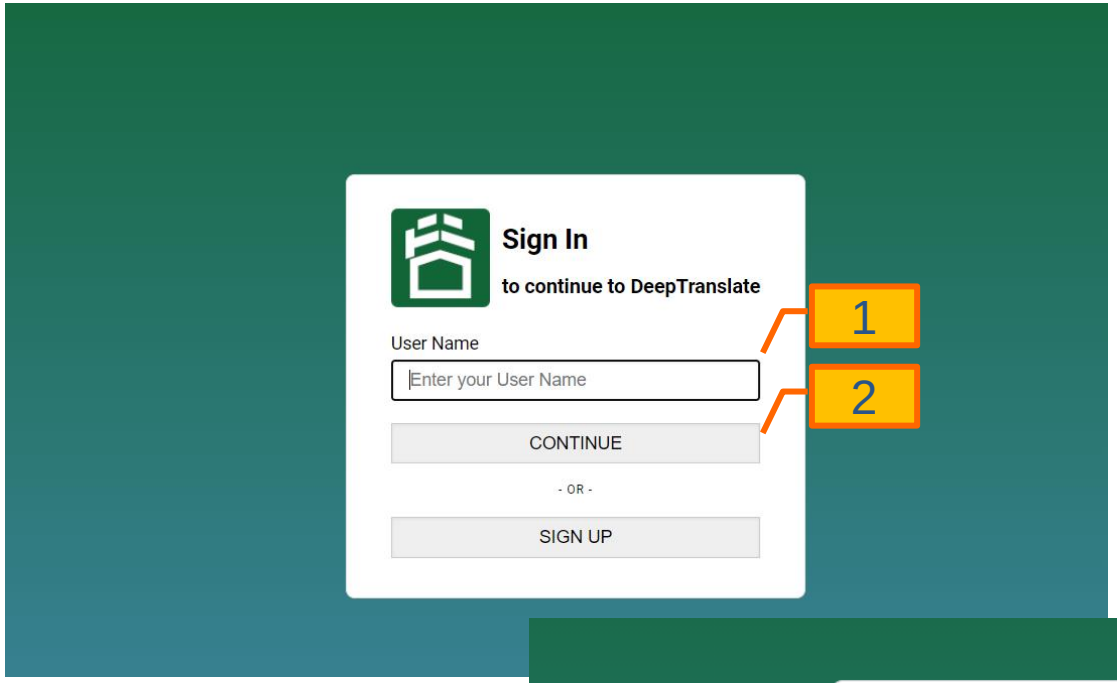
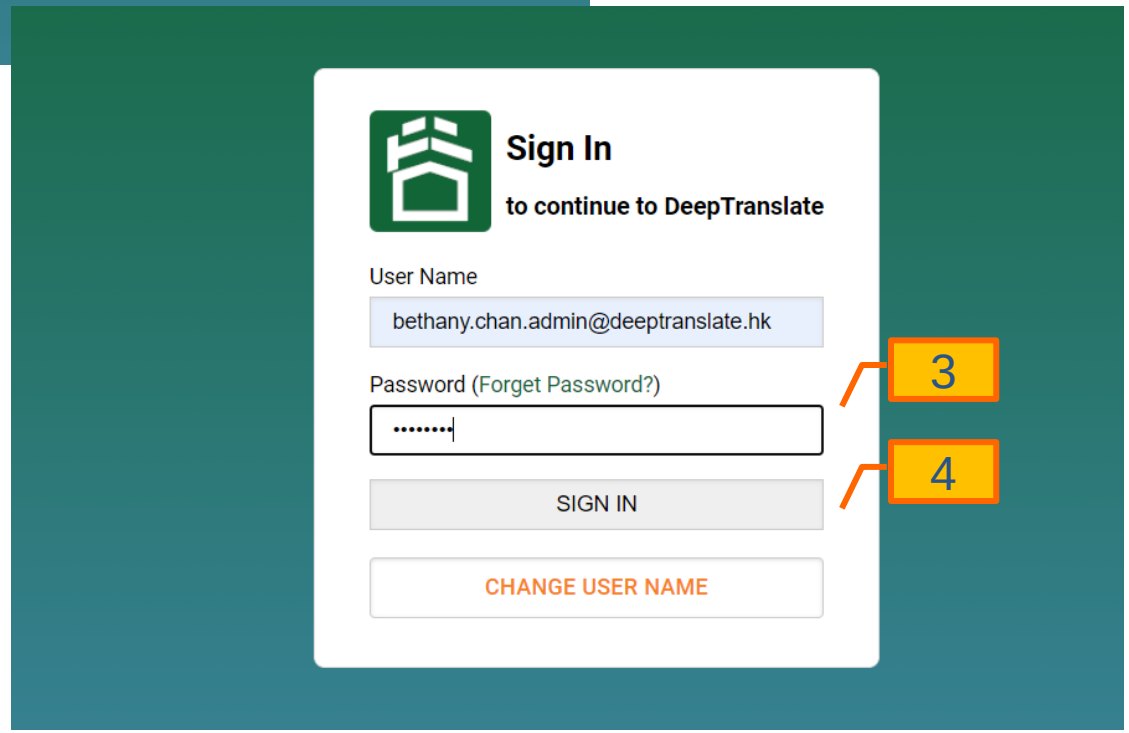
   - Logout



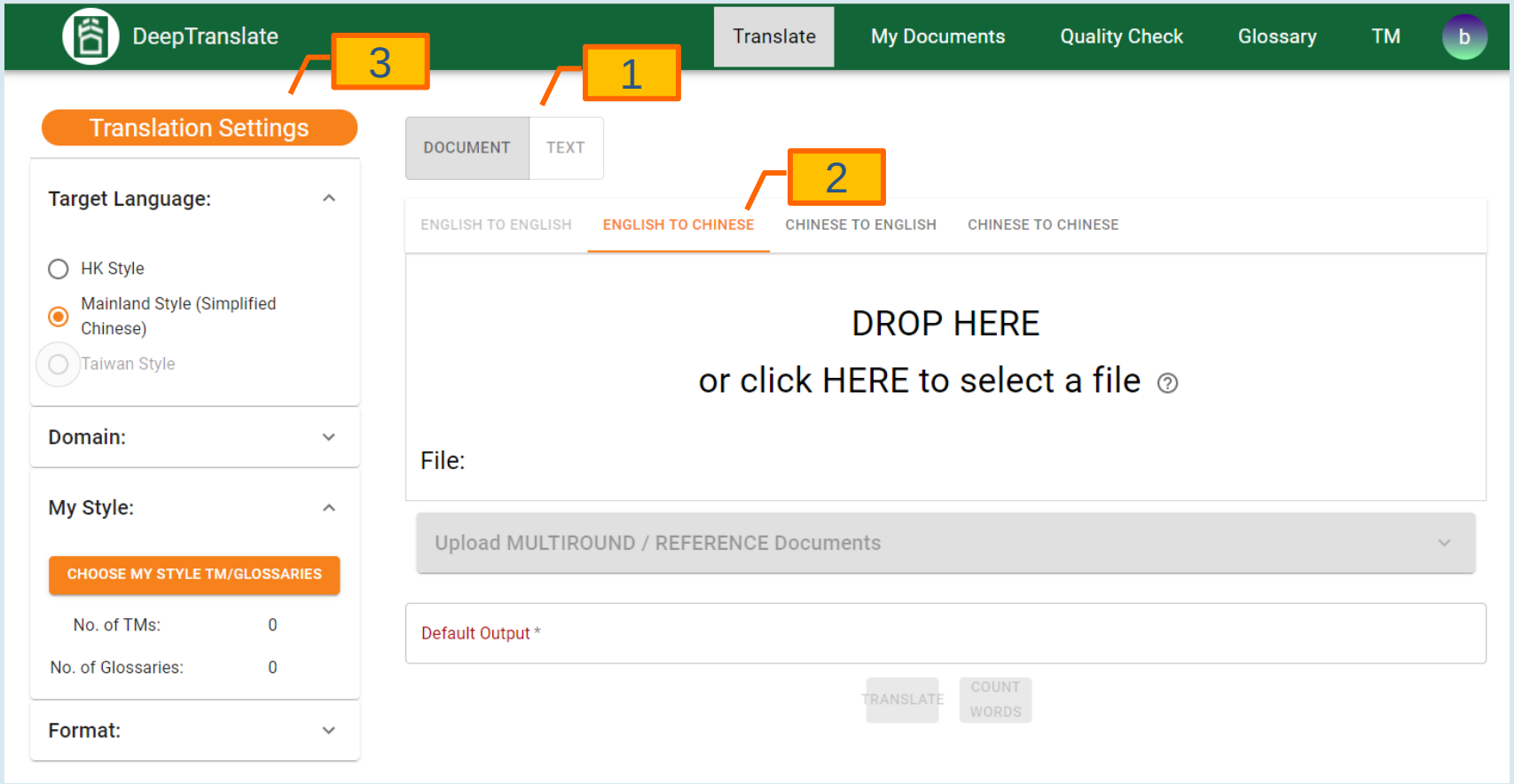
Login





On Login page (see screenshots to the left):

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



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:

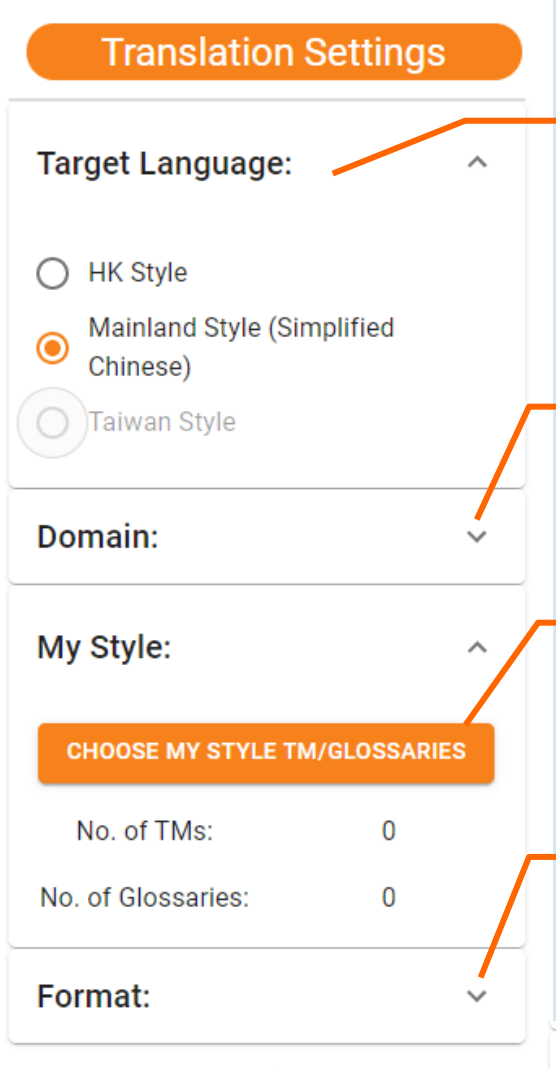
1. Document or Text

   (Document Translate is the default, click [TEXT] for Text Translate)

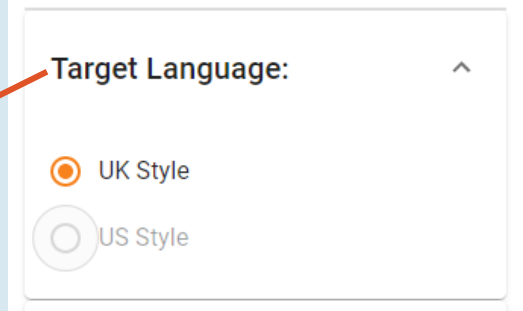
2. Languages for translation

3. Next you should make choices in the Translation Setting panel at the left (more details on next page)

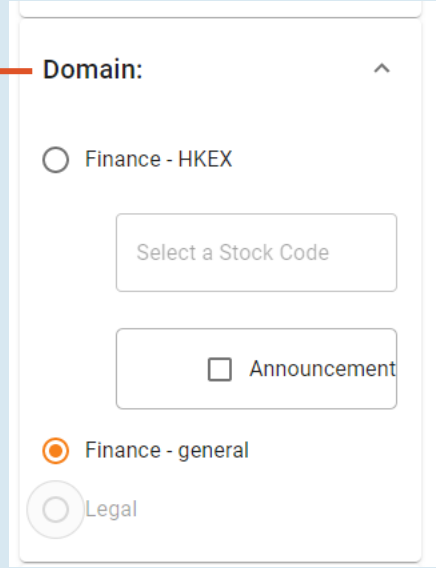
Set Translation Settings



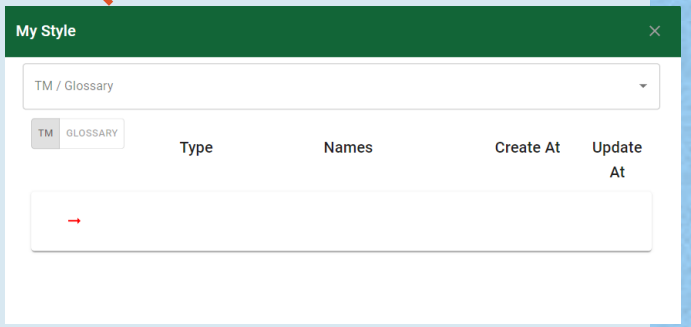
1 - Choices when Chinese is the target (left) and when English is the target (right)



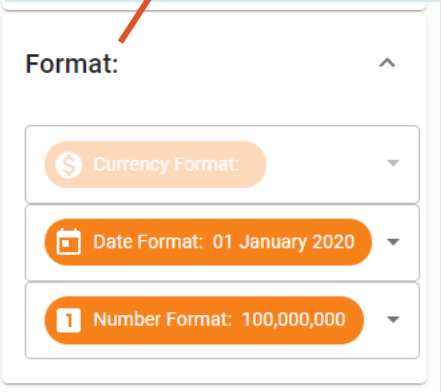
2 – Click ∨ to reveal choices (right)



3 – Click to open My Style dialog



4 – Click ∨ to reveal choices (below for English target)



This is the Translation Setting panel

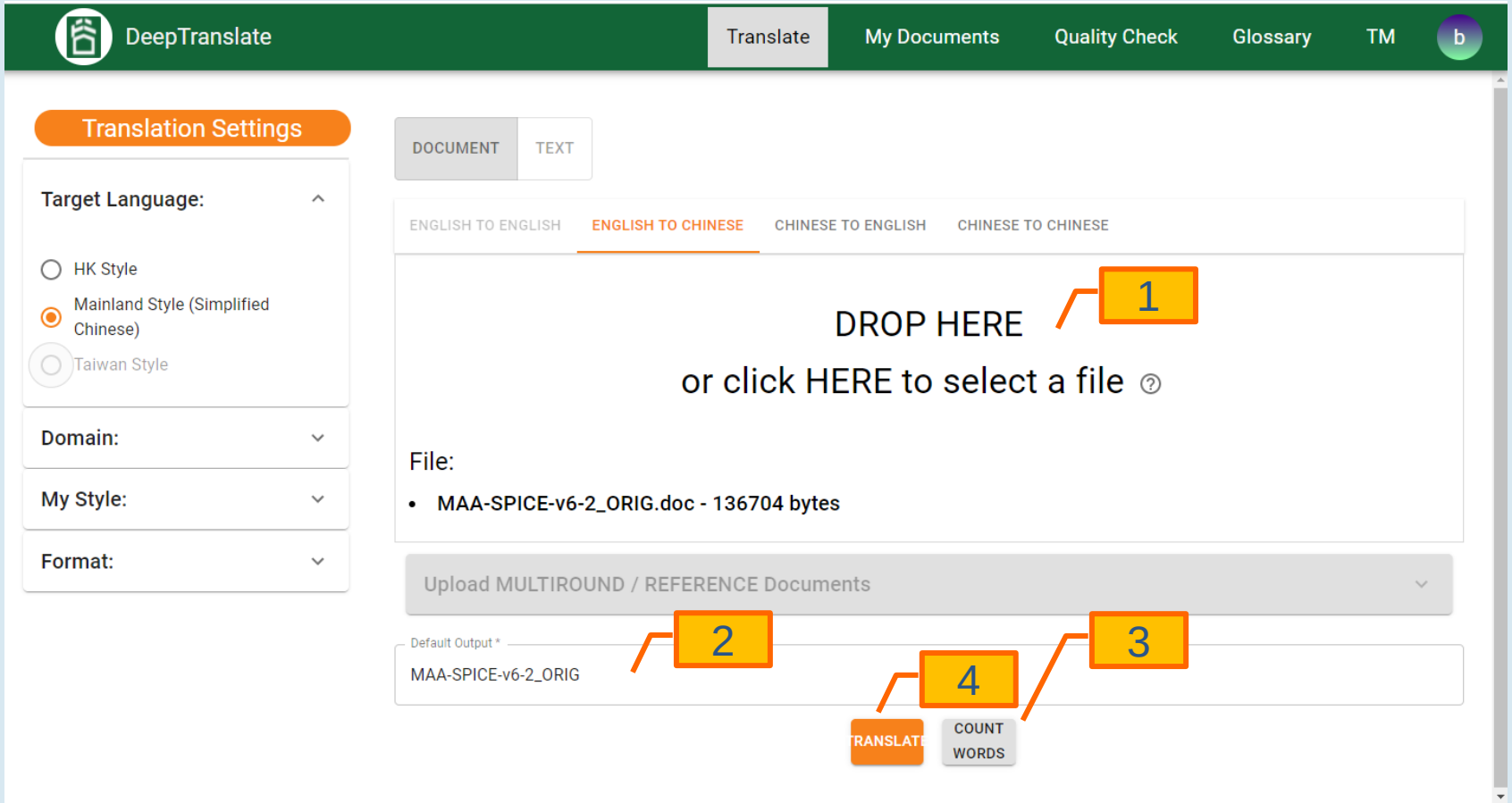
In the Translation Setting panel (see far left), you can make choices on:

1. Target Language
2. Domain
3. Style

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

4. Format

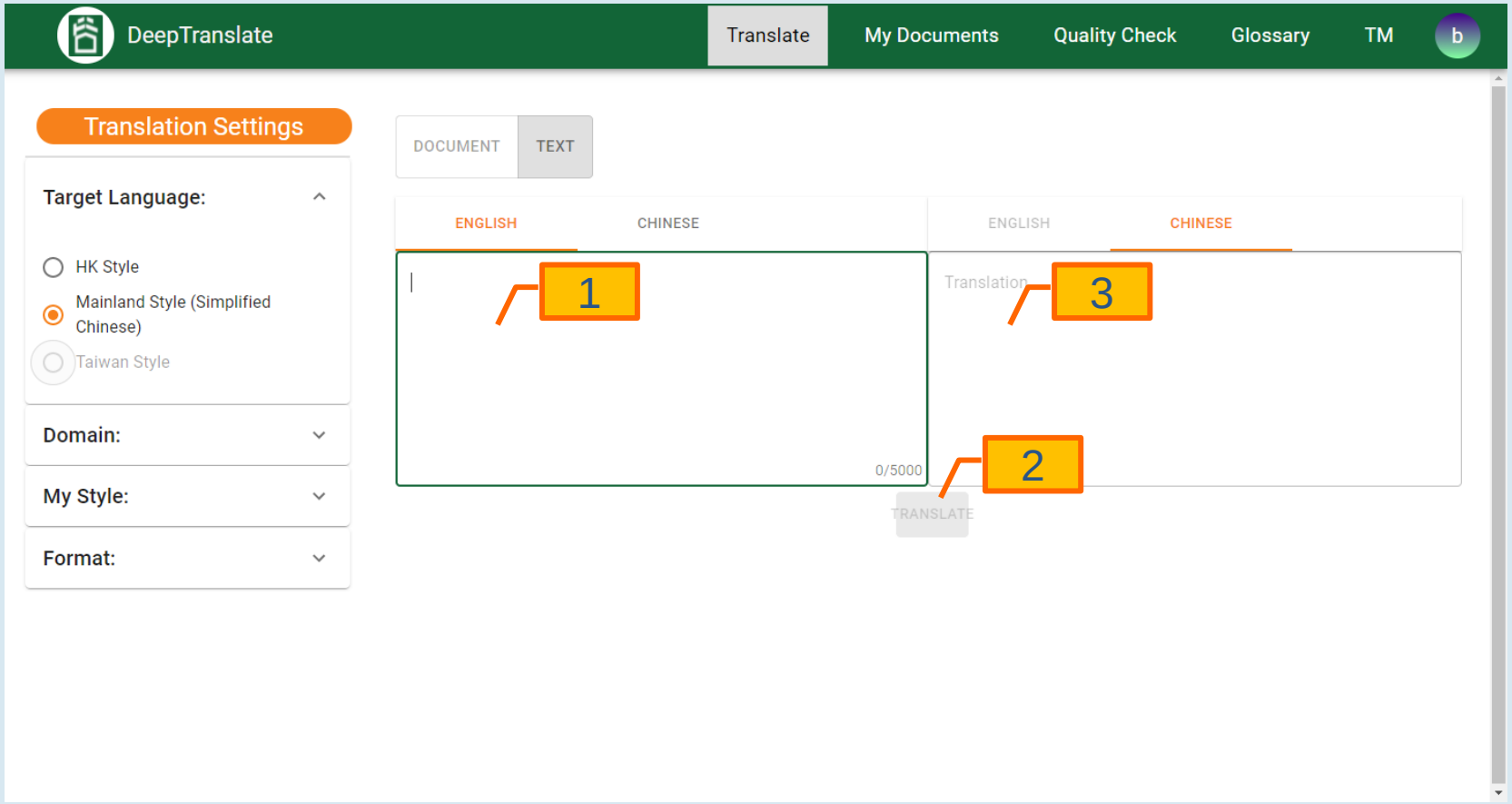
   (Shown here are the choices for English target. Similar but different choices are available for Chinese target.)



Document Translate

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

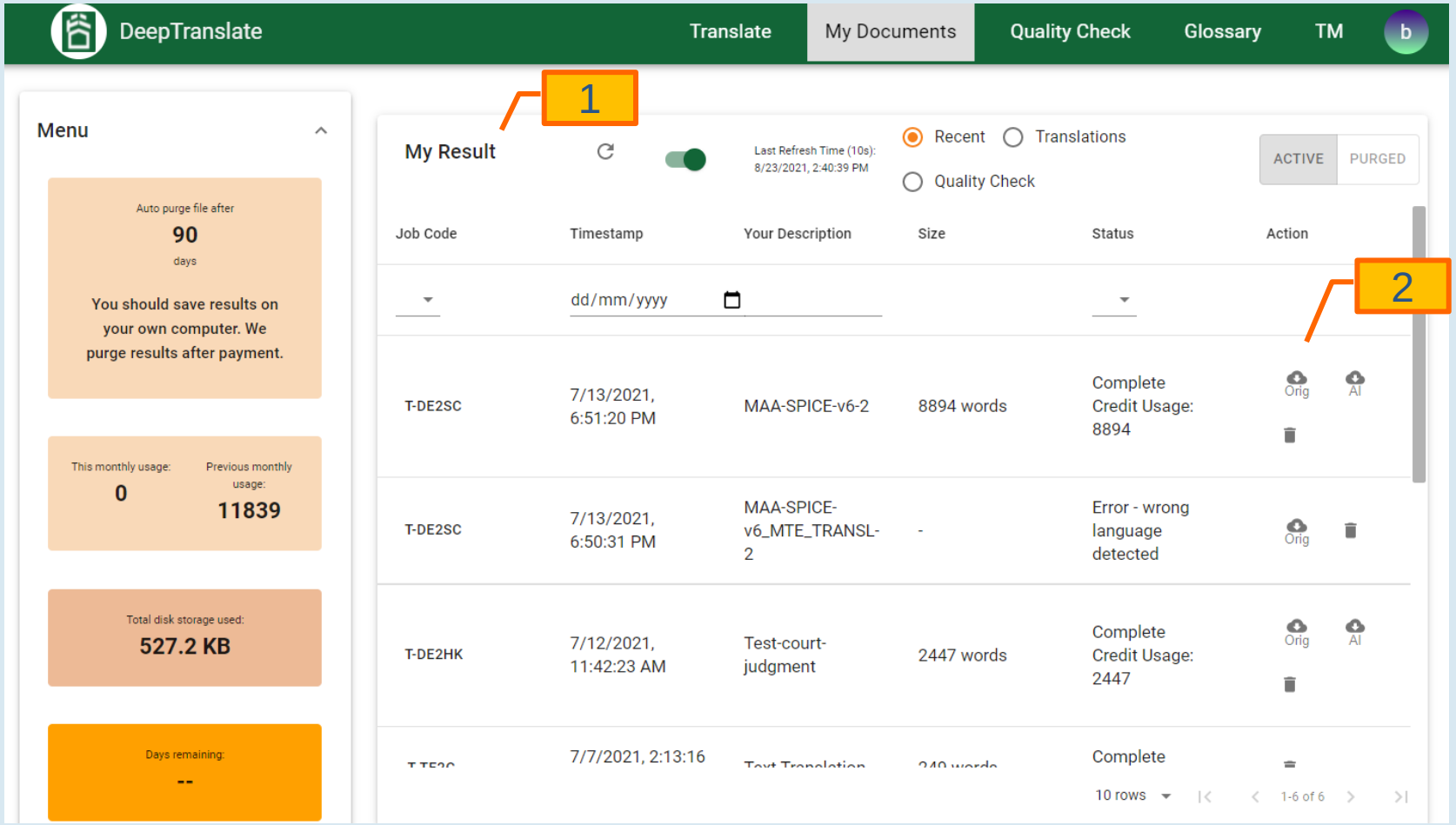
1. Drop or upload a document (in MS Word, MS PowerPoint, or MS Excel) to be translated
2. (Optional) Change Your Description
3. (Optional) Click [COUNT WORDS] to see how many words will be translated
4. Click [TRANSLATE]



Text Translate

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

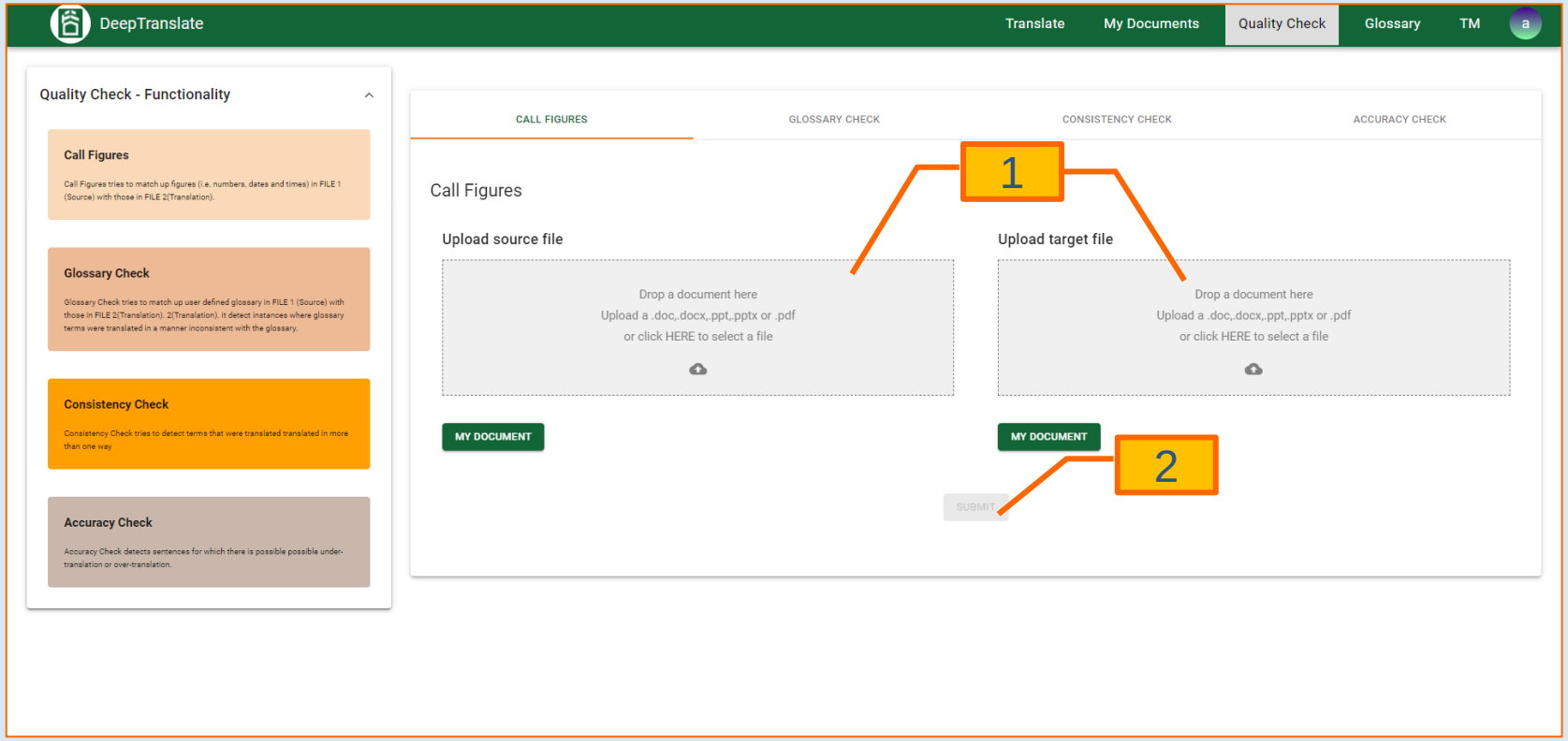
1. Input text to be translated in the source text area on the left (limit: 5000 characters)
2. Click [TRANSLATE]
3. View translated text on the right



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 Orig to download original document
   - Click AI to download AI translation document
   - Click to purge documents

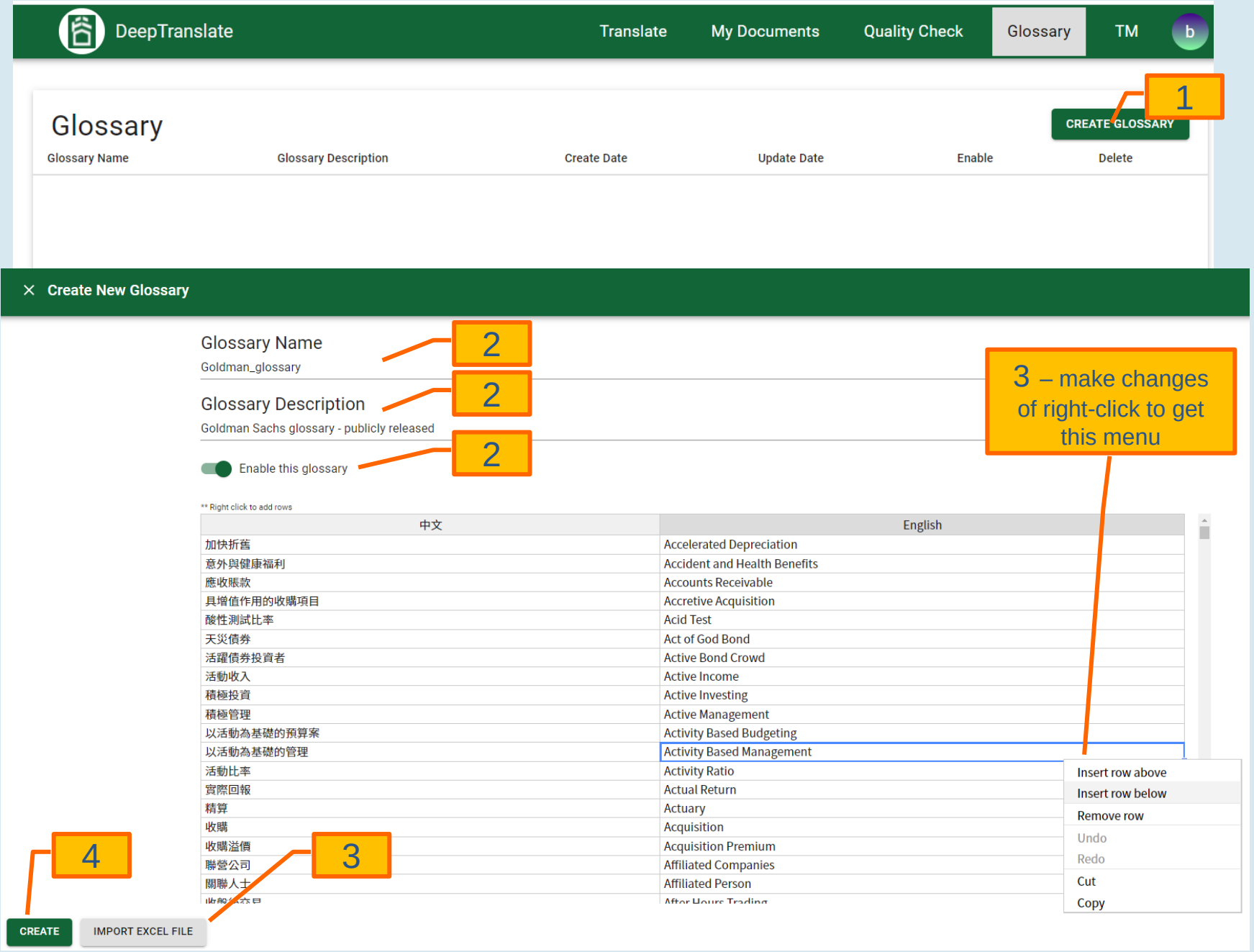


Call Figures

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]

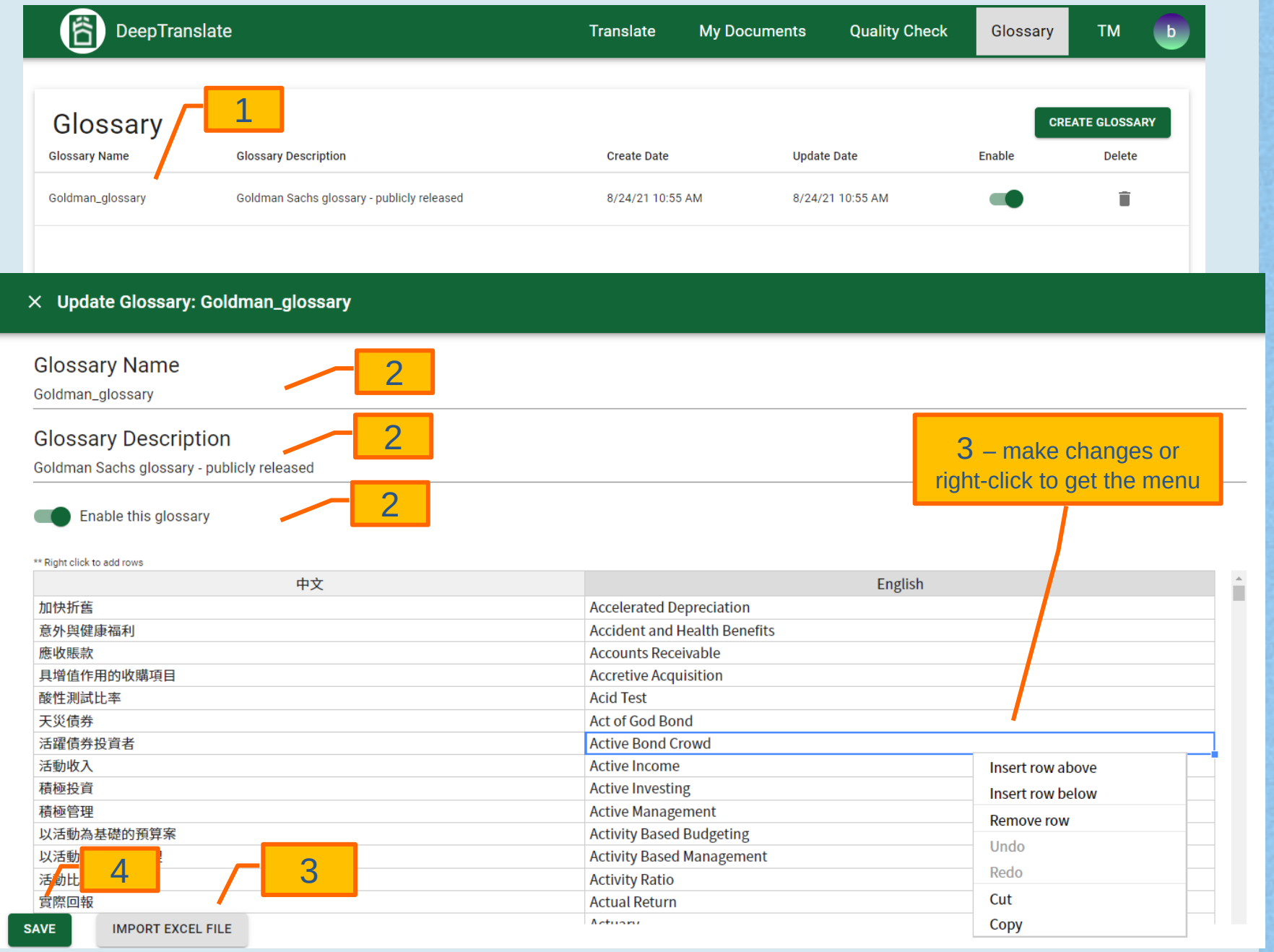
Manage Glossaries



On Glossary page, to create glossary :

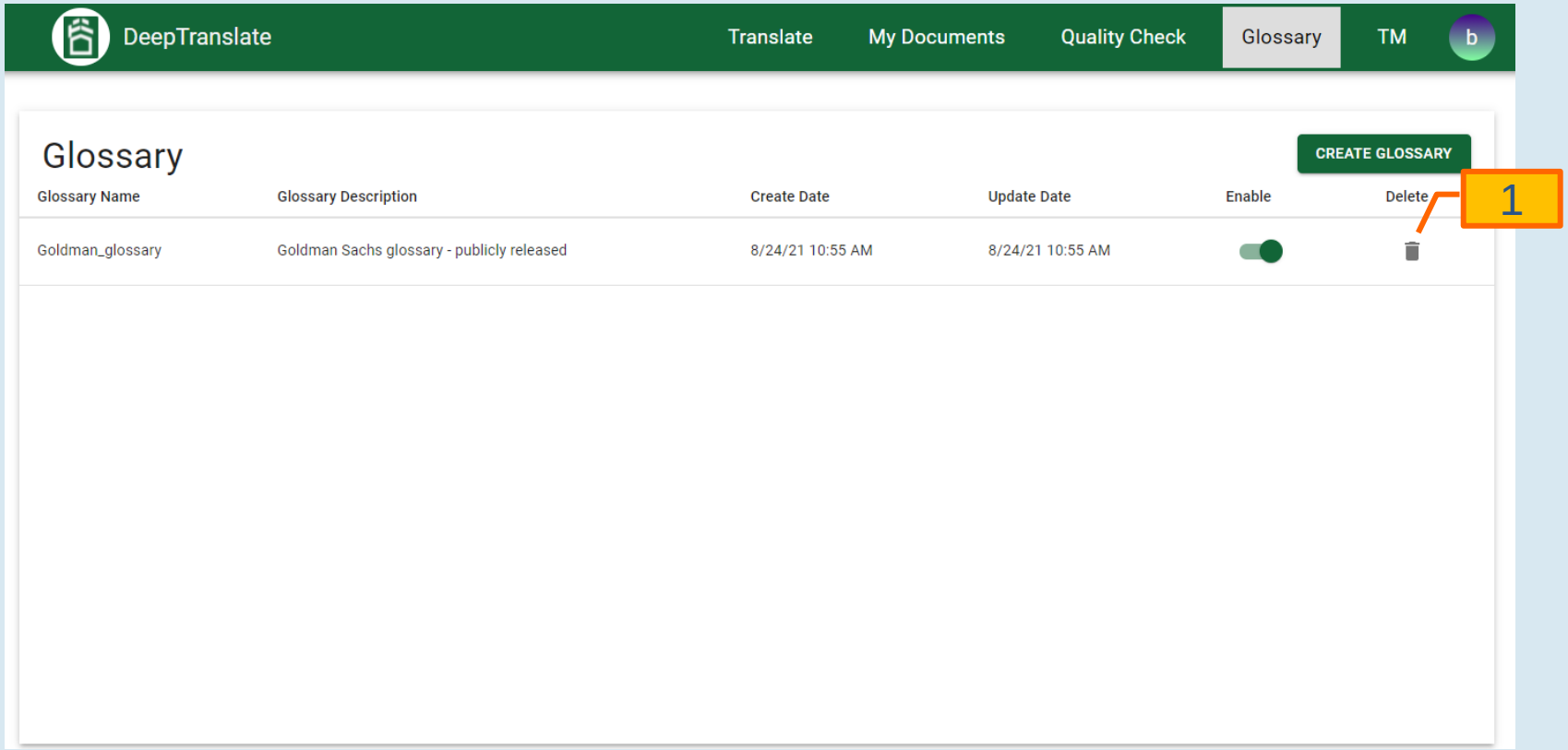
1. Click [CREATE GLOSSARY] to open the Create New Glossary dialog
2. Fill in glossary information
   - Glossary Name
   - (Optional) Glossary Description
   - (Optional) Enable or disable glossary
3. Fill in glossary table
   - (Optional) Import glossary in excel by clicking [IMPORT EXCEL FILE]
   -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

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]

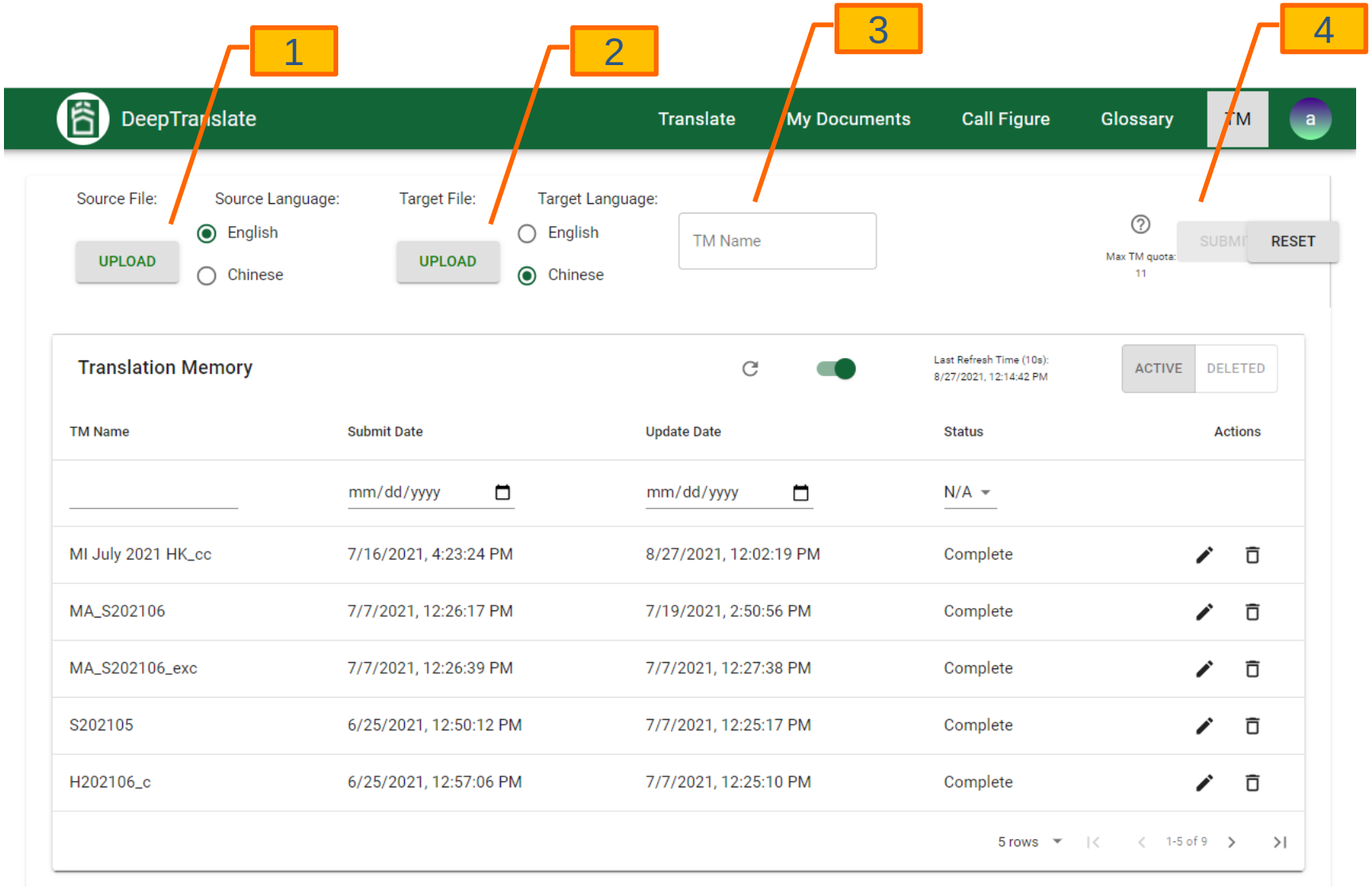


Manage Glossaries

On Glossary page, to delete glossary :

1. Click [Delete] icon of the glossary record

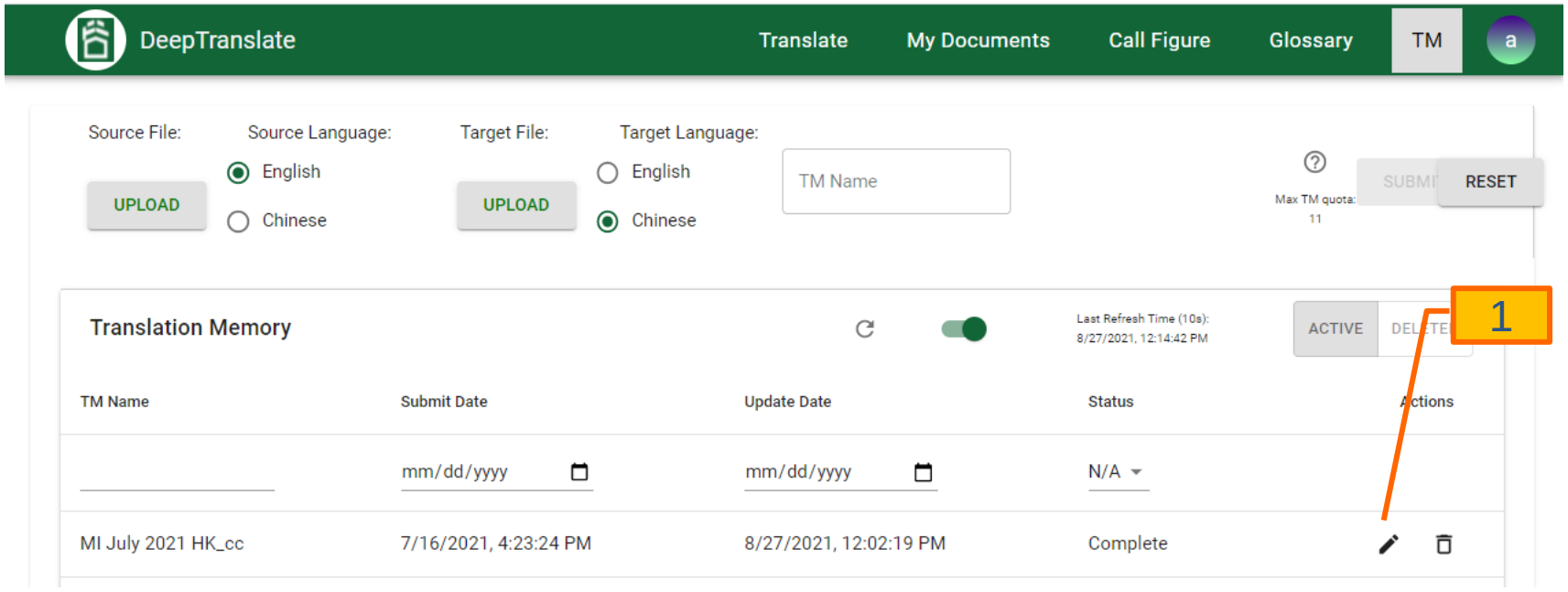
Manage TM

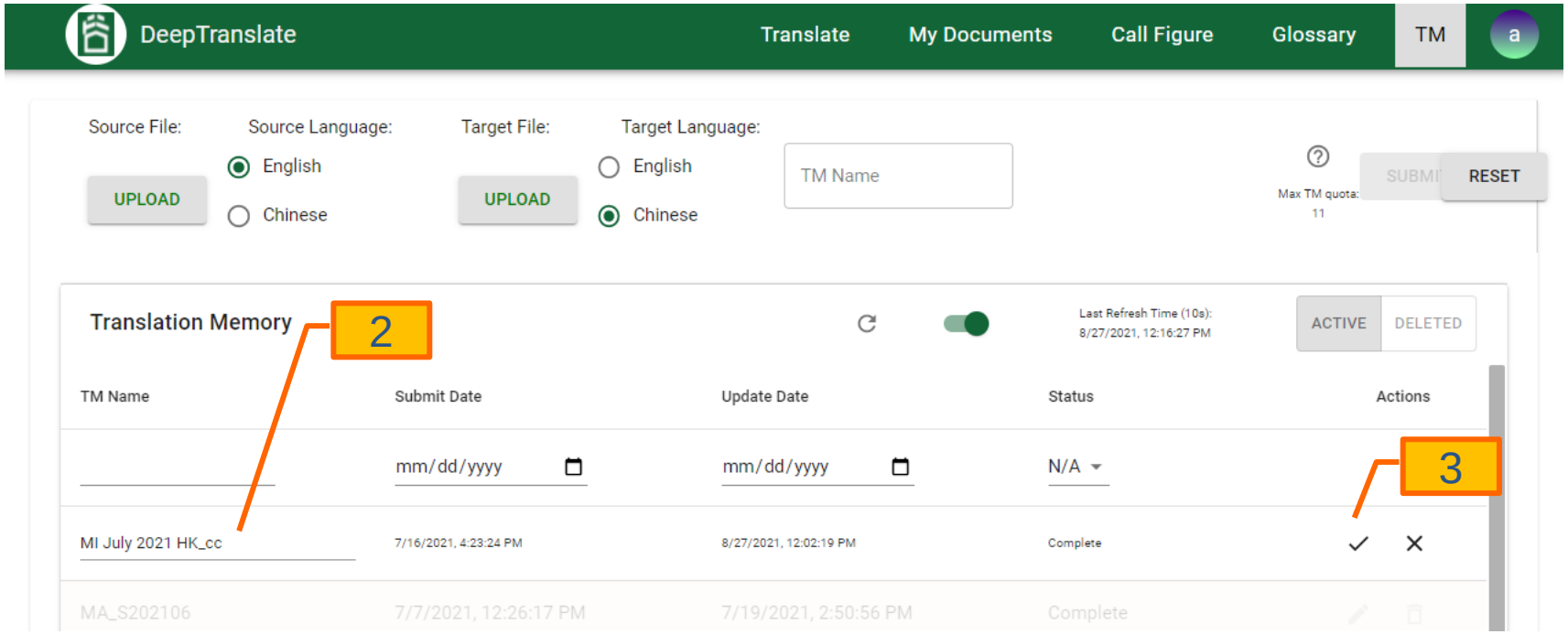


On TM page, to create TM :

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

Manage TM

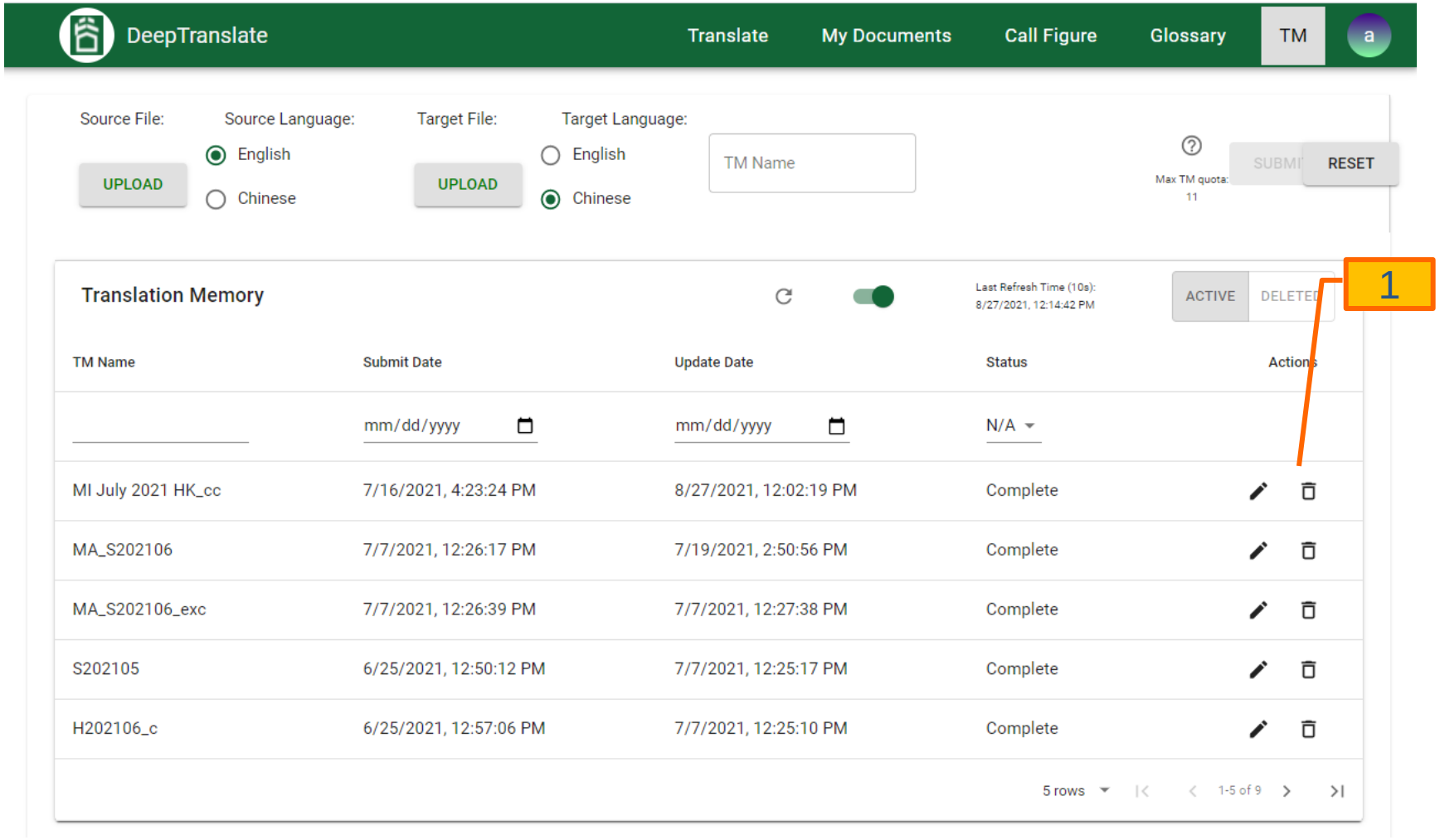




On TM page, to rename TM:

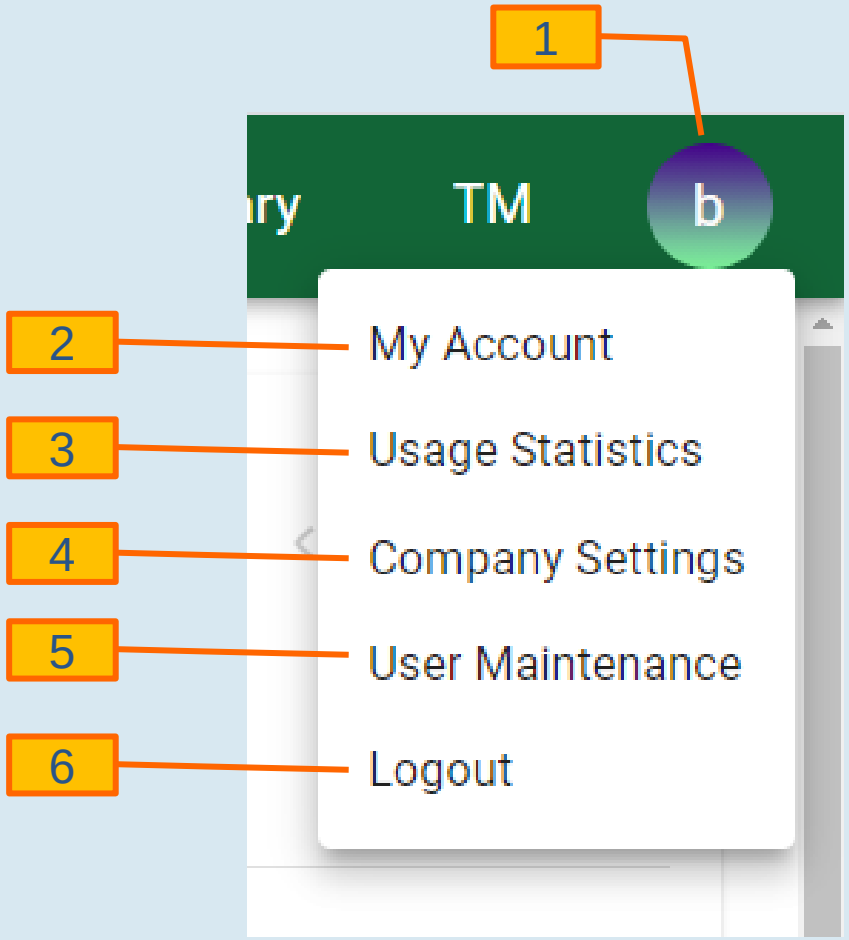
1. Click [Edit] icon on a record with status "Complete"
2. Modify TM Name of the record
3. Click [Save] or [Cancel] icon to save or cancel change

Manage TM



On TM page, to delete TM:

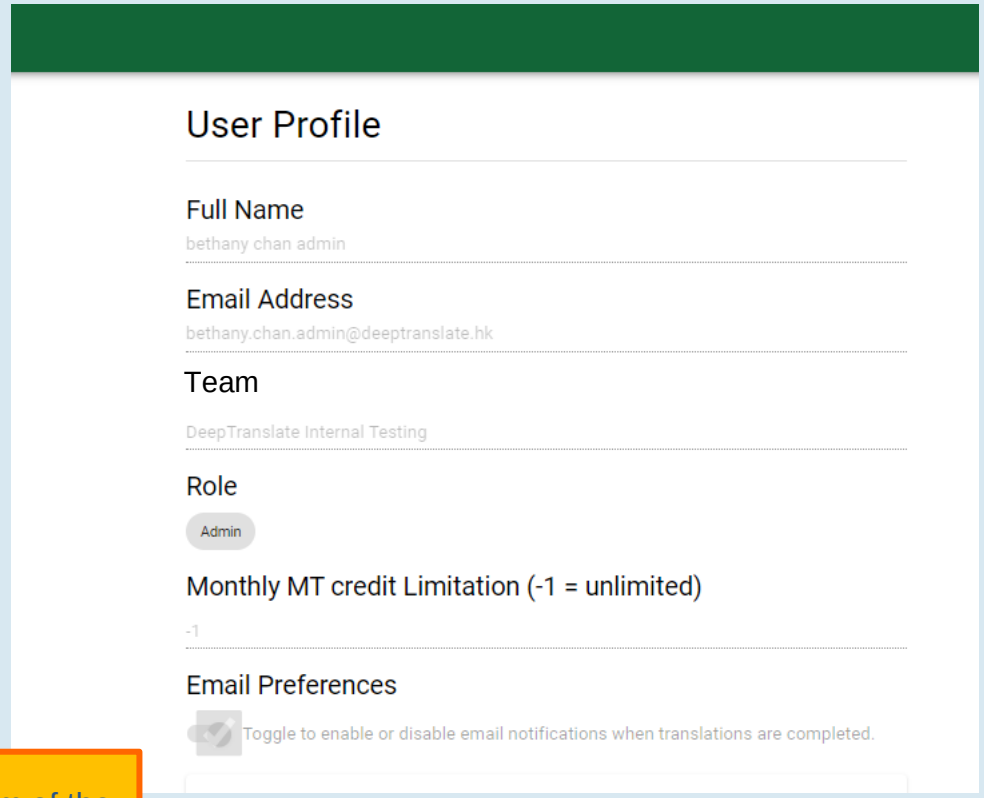
1. Click [Delete] icon on a record with status "Complete"



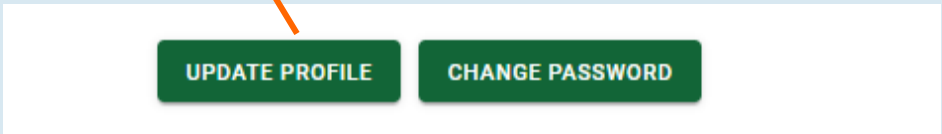
Others

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



1 – at the bottom of the User Profile page



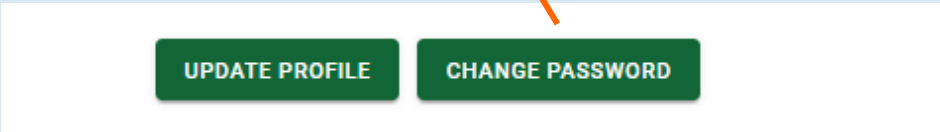
3 – at the bottom of the page

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

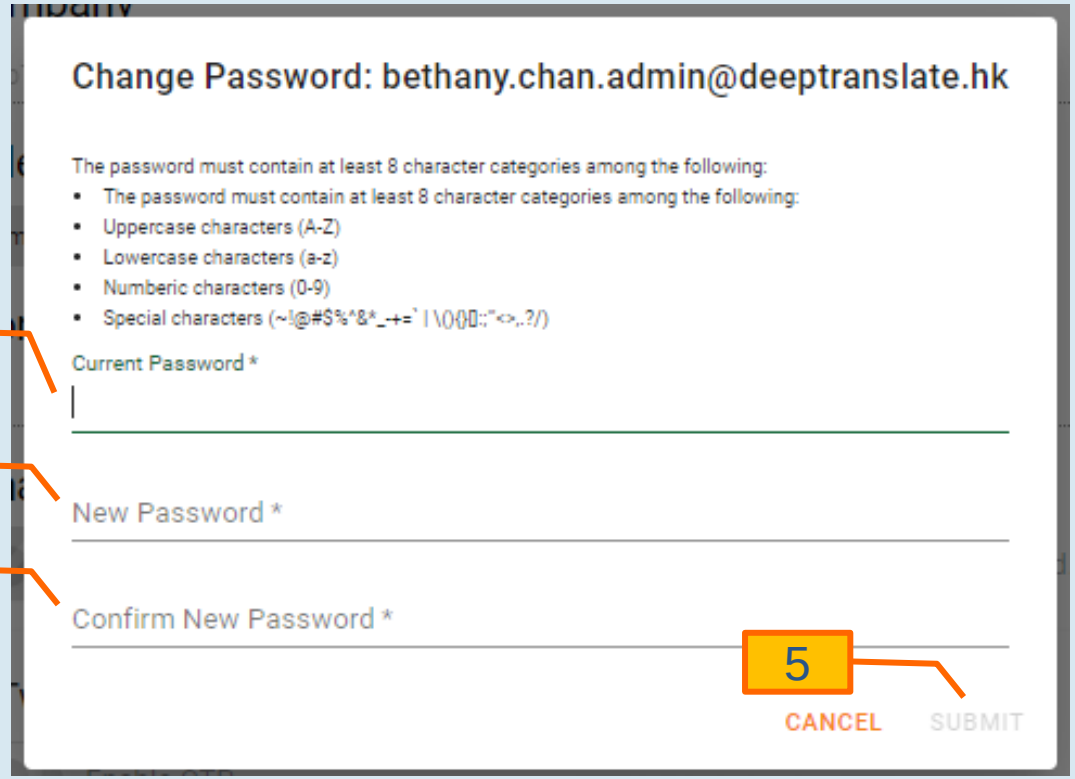
1. Click [UPDATE PROFILE] to enable editing
2. Change information if allowed (such as Full Name and Email Preferences) and as needed
3. Click [FINISH EDITING] to submit update

User Profile

1 – at the bottom of the User Profile page



This is the Change Password dialog



2

3

4

5

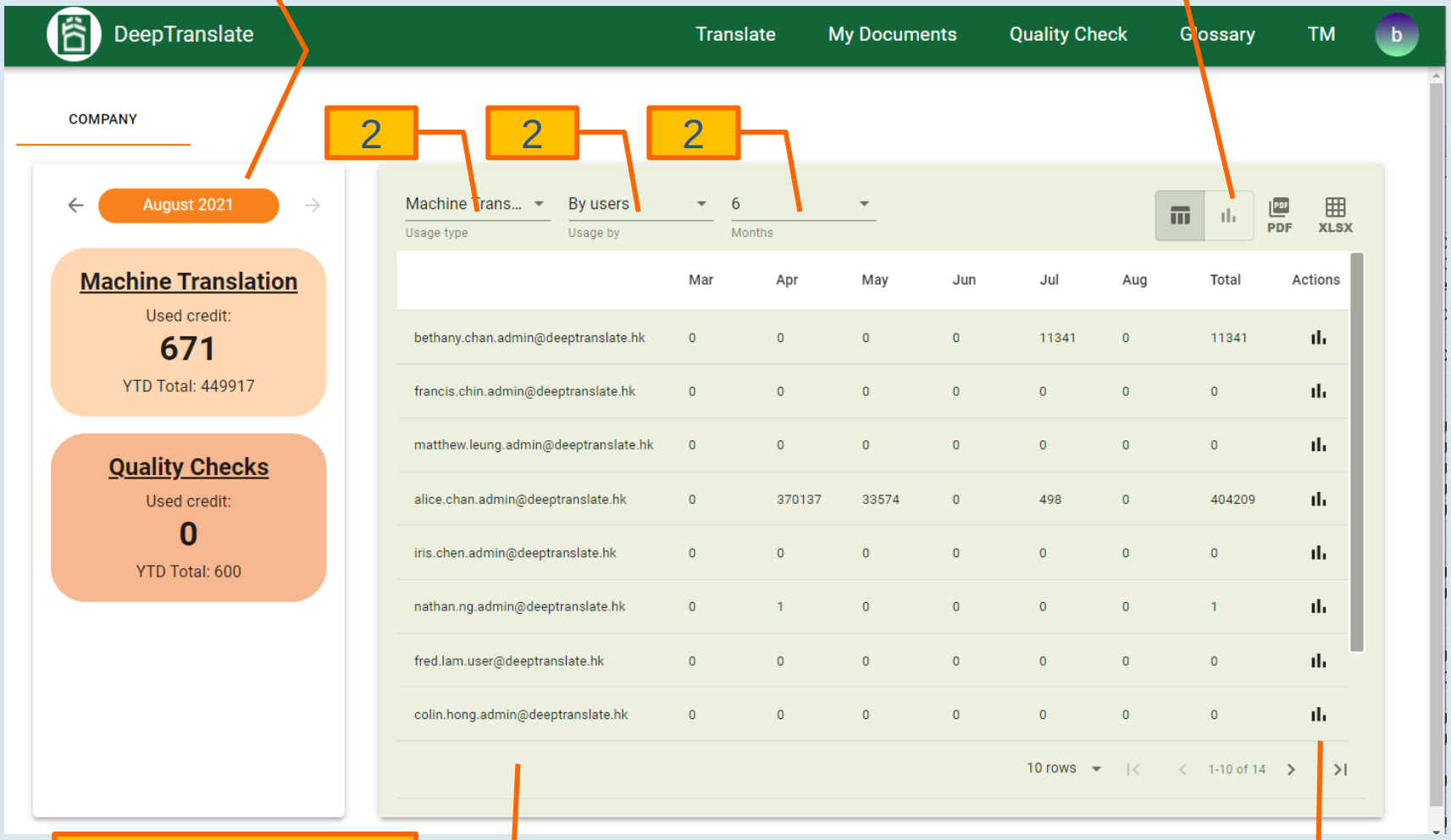
On the User Profile page, to change password:

1. Click [CHANGE PASSWORD] to open the Change Password dialog
2. Fill in Current Password
3. Fill in New Password
4. Fill in Confirm New Password
5. Click [SUBMIT] to update password (or [CANCEL] to abort)

Usage Statistics

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

2 - for bar chart of total across multiple users



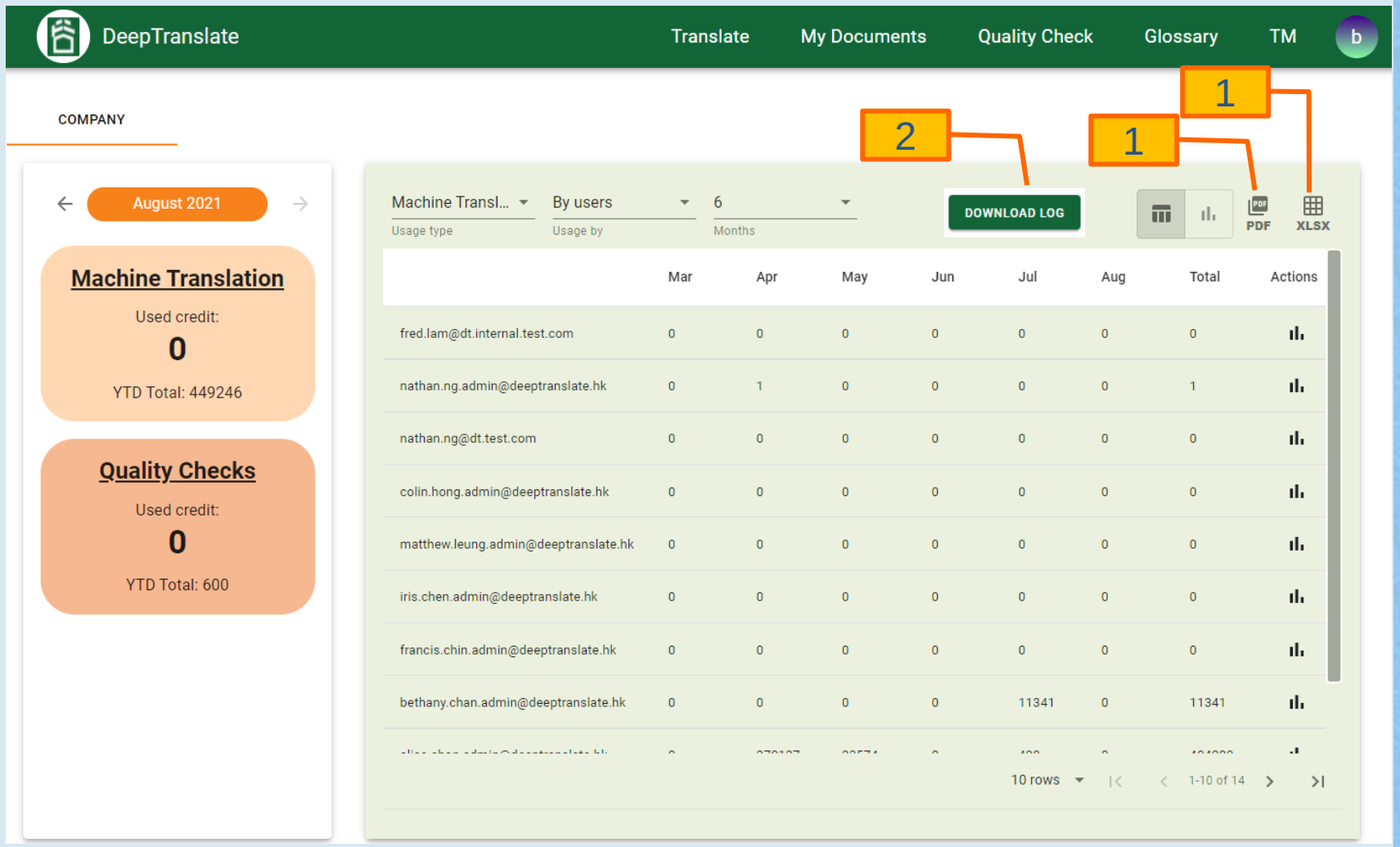
1 – statistics on which users are shown depends on user's role (authority)

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

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

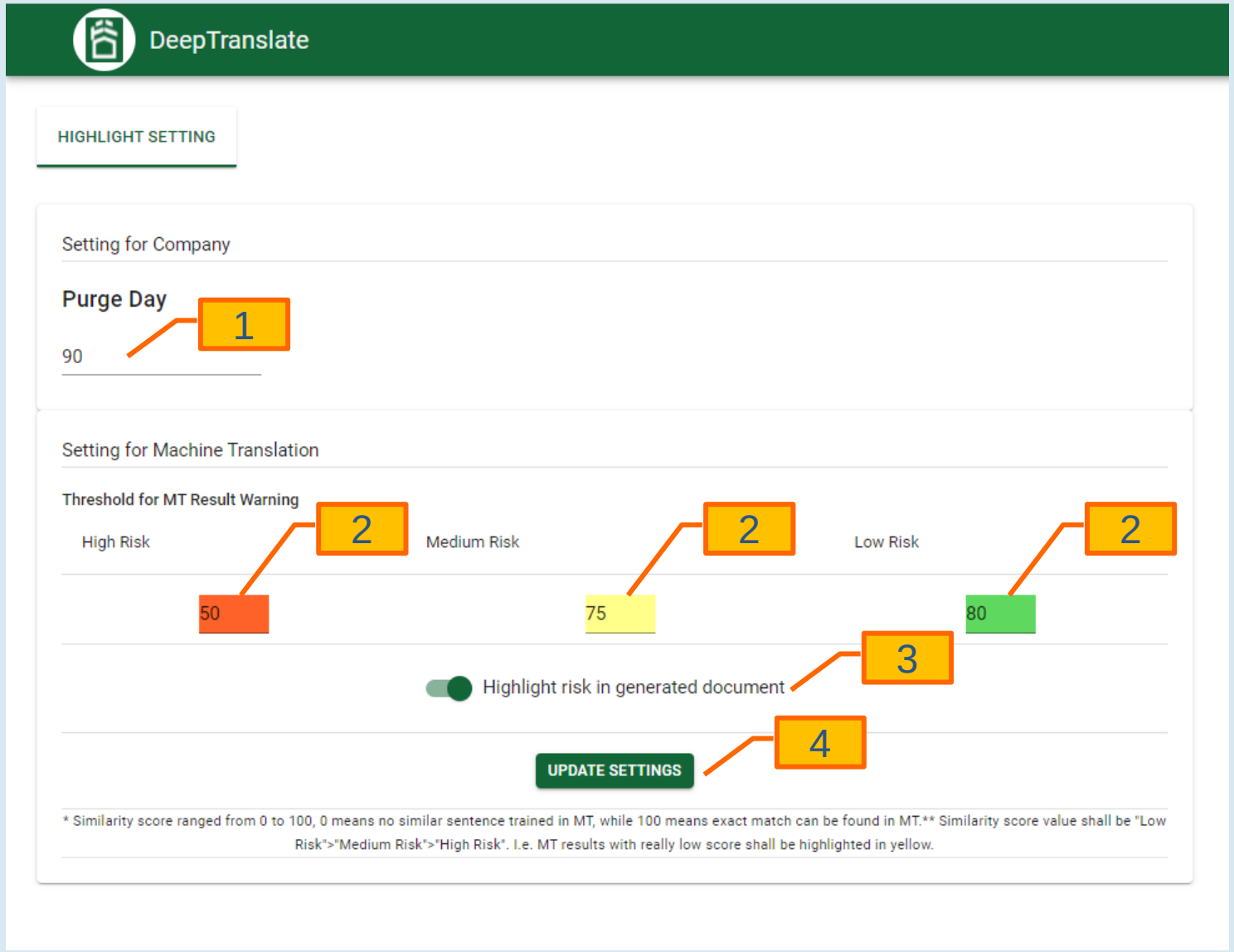
1. View the (default) monthly usage statistics available depending on user's role
2. (Optional) Change what is displayed by selecting different parameters (usage type, usage by, months, bar chart, etc.)

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

On the Highlight Setting page:

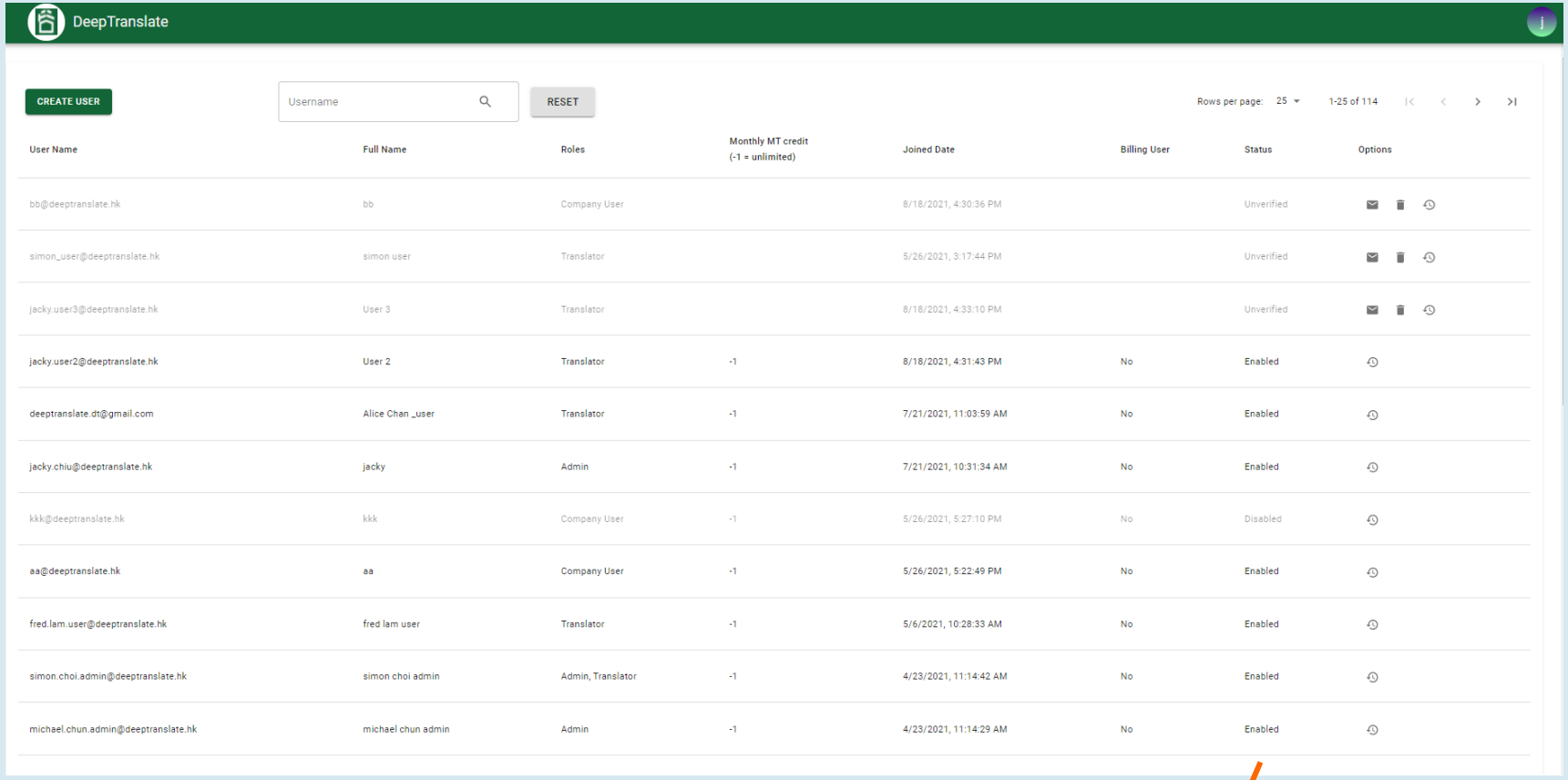
1. Fill in Purge Day
2. Fill in the high, medium and low risk levels of Threshold for MT Result Warning
3. Enable or disable highlight risk in generated document
4. Click [UPDATE SETTINGS]

User Maintenance

(for Administrators only)

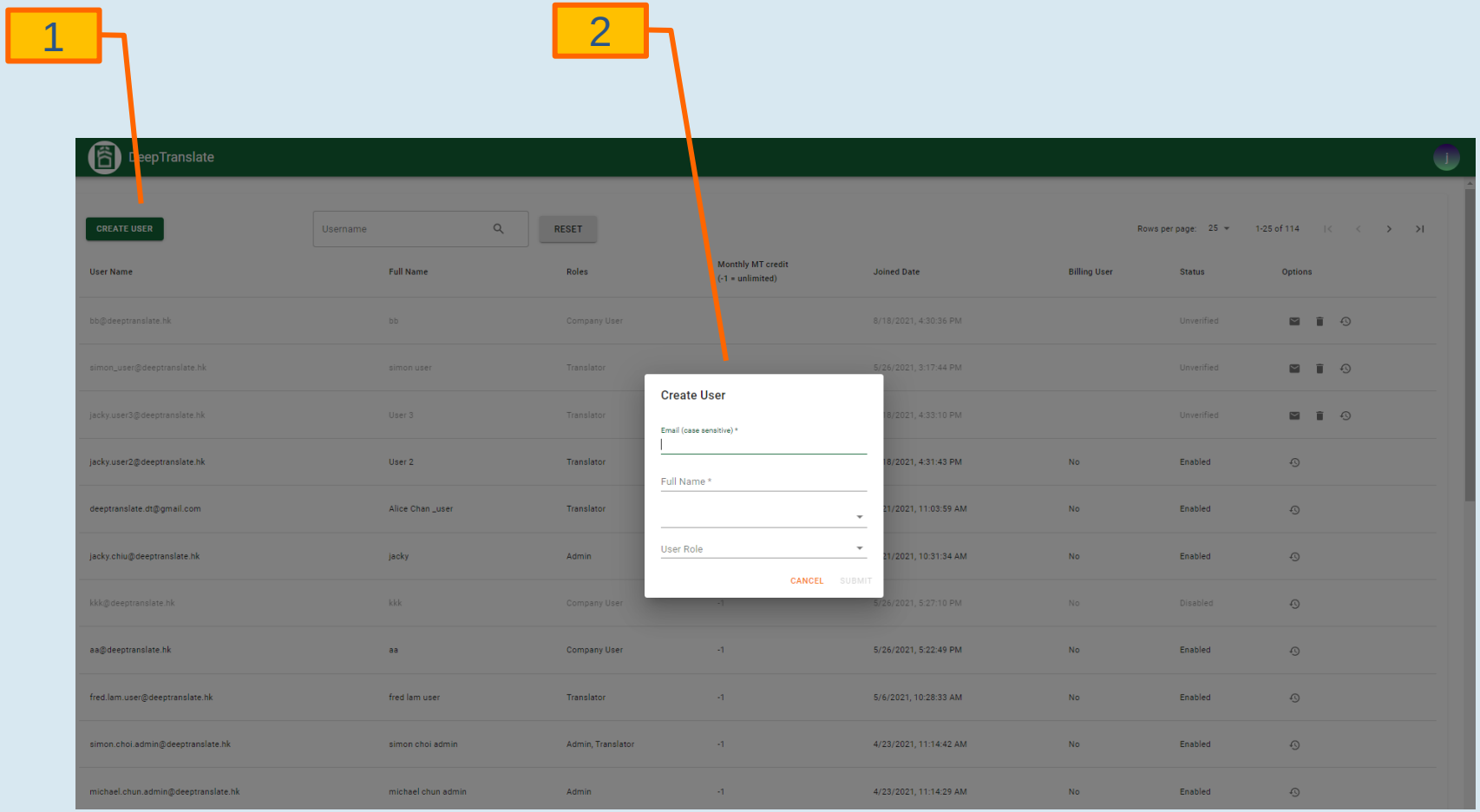
On User Maintenance page:

1. View users and pending users



User Name	Full Name	Roles	Monthly MT credit (-1 = unlimited)	Joined Date	Billing User	Status	Options
bb@deeptranslate.hk	bb	Company User		8/18/2021, 4:30:36 PM		Unverified	
simon_user@deeptranslate.hk	simon user	Translator		5/26/2021, 3:17:44 PM		Unverified	
jacky.user3@deeptranslate.hk	User 3	Translator		8/18/2021, 4:33:10 PM		Unverified	
jacky.user2@deeptranslate.hk	User 2	Translator	-1	8/18/2021, 4:31:43 PM	No	Enabled	
deeptranslate.dt@gmail.com	Alice Chan _user	Translator	-1	7/21/2021, 11:03:59 AM	No	Enabled	
jacky.chiu@deeptranslate.hk	jacky	Admin	-1	7/21/2021, 10:31:34 AM	No	Enabled	
kkk@deeptranslate.hk	kkk	Company User	-1	5/26/2021, 5:27:10 PM	No	Disabled	
aa@deeptranslate.hk	aa	Company User	-1	5/26/2021, 5:22:49 PM	No	Enabled	
fred.lam.user@deeptranslate.hk	fred lam user	Translator	-1	5/6/2021, 10:28:33 AM	No	Enabled	
simon.choi.admin@deeptranslate.hk	simon choi admin	Admin, Translator	-1	4/23/2021, 11:14:42 AM	No	Enabled	
michael.chun.admin@deeptranslate.hk	michael chun admin	Admin	-1	4/23/2021, 11:14:29 AM	No	Enabled	

"Enabled users" are "users".
"Unverified users" are "pending users".
"Disabled users" are users who have been deleted.

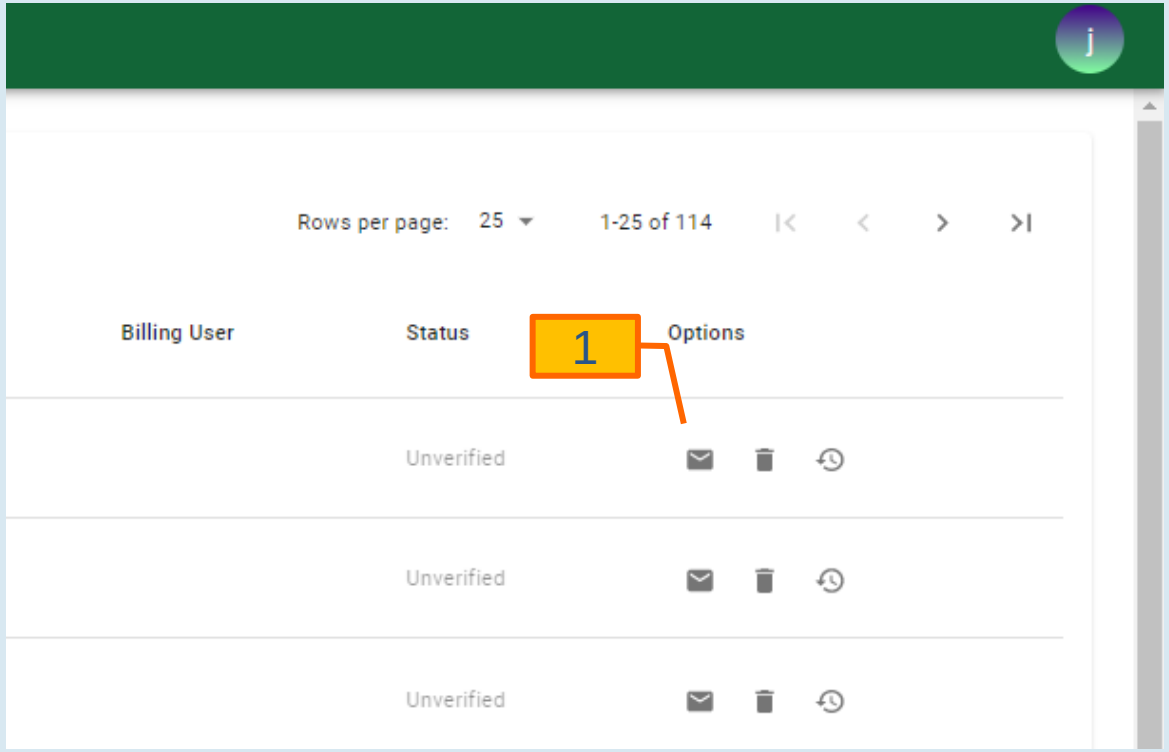


User Maintenance

(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



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:

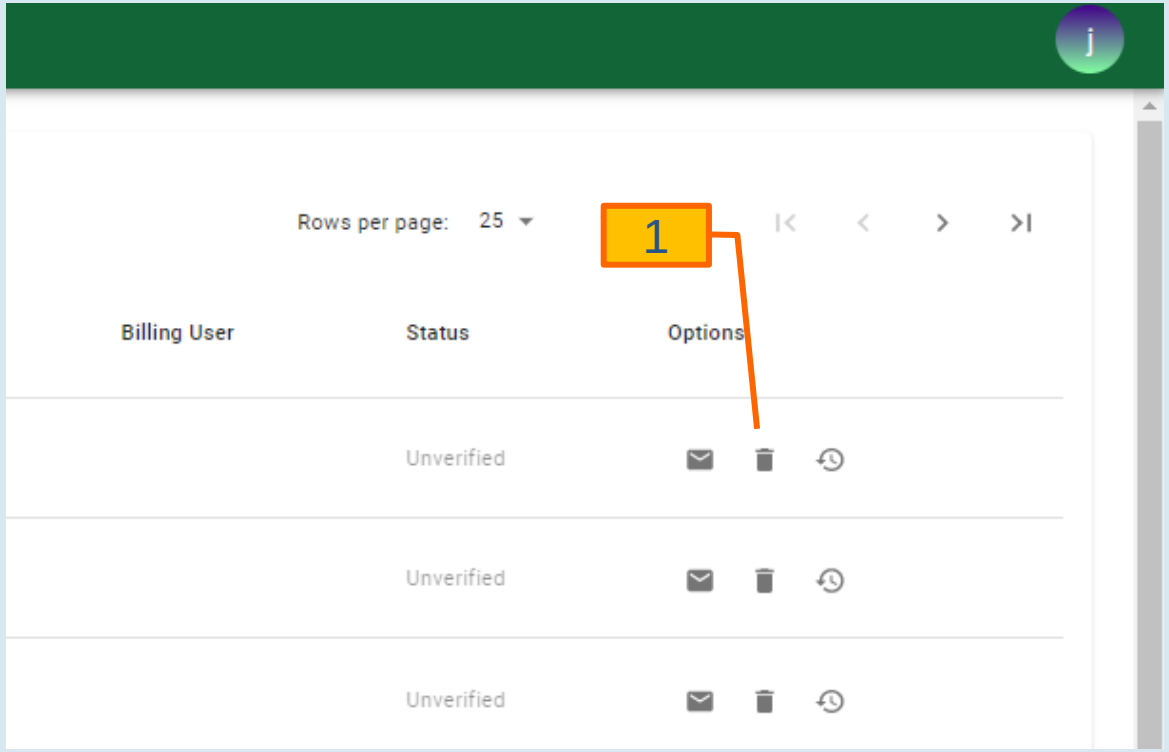
1. Click [Email] icon for the pending user record

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

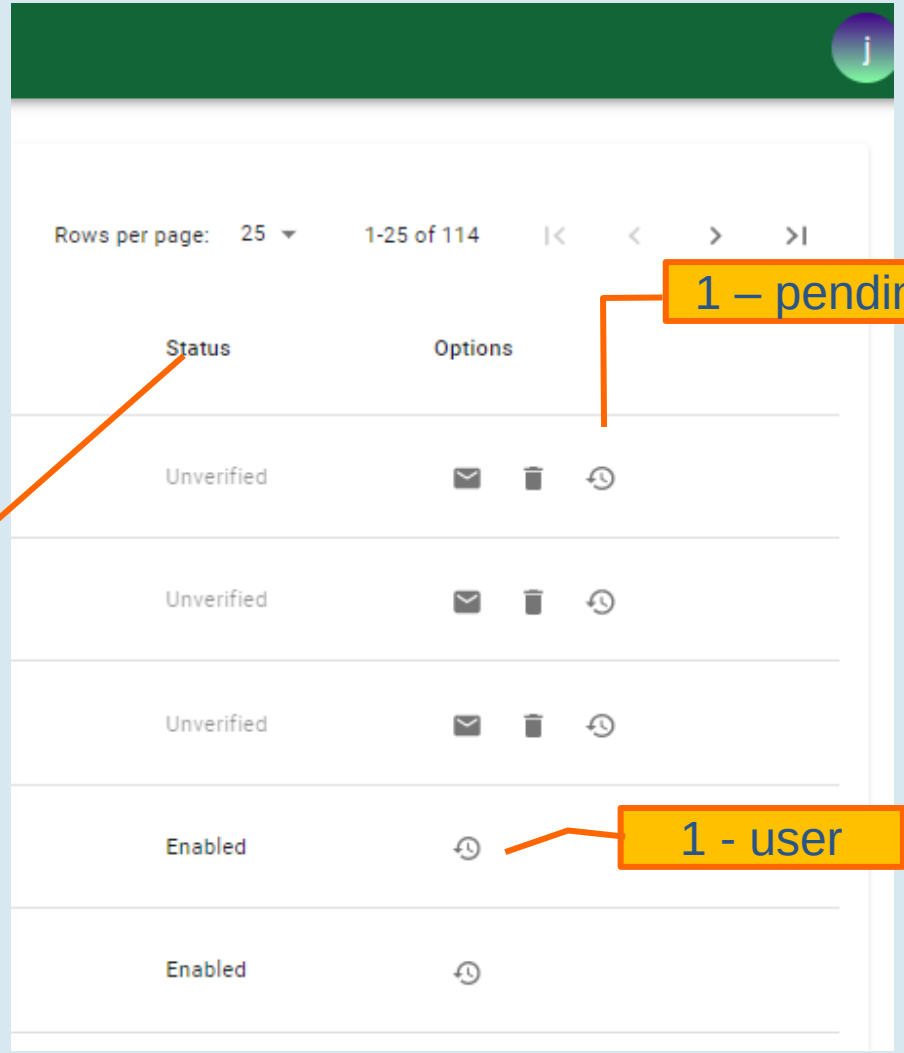
User Maintenance

(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.



1 – pending user

1 - user

"Enabled users" are "users".
"Unverified users" are "pending users".

Upper right corner of the User Maintenance page