

Revision with Memsorce

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Quick Guide

1. Click the link in the assignment email.
2. Click the button *Open in Memsource*.
3. Click on the file(s) under *Jobs*. The file is opened in the **Web Editor** on a new tab in your browser.
4. Go through the translation. Confirm each segment by hitting **Ctrl + Enter**.
5. Enter any changes in the target column, or use the comment function to write suggestions and comments.
6. When you're done, go back to the **Memsource** project page, hit **F5** to refresh and make sure it says "**100%**" under *Confirmed*.
7. Go to **Semantix portal** and click *I finished the job*.

Memsource

Memsource is a very easy-to-use, web based translation tool. All translation, revision and updating is done online, and the translatable files, TM and all project data is stored in the cloud. This means that no files have to be sent back and forth. Also, the risk of data loss is minimized.

Revision Assignment

When we have a revision assignment for you, you will receive an email with a link to **Semantix portal**.

Hi!

We'd like to know if you're available to [do the quality control, English \(United Kingdom\) \[en-GB\] » Swedish \[sv\], of Demoprojekt for Test Client](#).



You have until 2017-05-18 13:30 CEST to respond.

Don't hesitate to ask for additional information that you may need in order to decide if you can complete this job. If the desired deadline doesn't suit your workload, please suggest one that does.

Thank you!

Best regards,

Click the link and review the assignment details on the project page. Here you will find all the necessary information about the assignment, e.g. word count, revision files etc.



Job Offer: 42173609-01-03

[Accept](#) [Reject](#)

Total	182 word	0.00 SEK
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Please note that the Total value for this job may differ from the final calculation depending on our financial settlements.

Received Files [Download All](#)

Name	Category	Size
LegendaryChamonix.docx	Work Files (Source files)	147 KB
Quality Control Report.docx	Work Files (Source files)	24 KB
LegendaryChamonix.pdf	Reference Files (Source files)	194 KB

Overview

Job Type
Quality Control

Languages
en-GB » sv (IT and Telecom)

Start Date and Deadline
2017-05-25 13:22 CEST -
2017-05-26 12:22 CEST

Expires
2017-05-18 13:30 CEST

Accept Revision Assignment

If you accept the job, click the *Accept* button at the top right.

Accept

Reject





New

Decline Revision Job

If you are unable to take on the revision job, you should decline it by clicking the *Reject* button.

Start Revising

On the project page in **Semantix portal**, click the *Open in Memsorce* button next to the file under *Received Files*. (If there are several files, you only have to click one of the buttons.)

Received Files			 Download All	
Name	Category	Size		
 LegendaryChamonix.docx	Work Files (Source files)	12 KB	 Open in Memsorce	

This should open **Memsorce** using your credentials. If you see the login page, use your **Memsorce** credentials to log in.

After signing in, you will land on the project page in **Memsourse**, where you will find the actual files for revision.

The screenshot shows the Memsourse Cloud interface. At the top, there's a navigation bar with 'MEMSOURCE CLOUD' and links for 'setup', 'sign out', and 'QCRewriter'. Below this, a sidebar on the left contains 'RECENT ITEMS' (Project 12345, Test IsS) and 'USEFUL LINKS' (Try Memsourse Editor, Getting Started, Support, Memsourse.com). The main content area is titled 'Projekt 12345' and features a large blue double-headed arrow icon. To the right of the icon, project details are listed: # 503, Name Projekt 12345, Created by Mr Project Manager, Created 06 Oct 11:47, Source Language en, Target Languages sv_se, Machine Translation Disabled, and Owner QCRewriter. Below this, there's a 'Jobs' section with a dropdown menu set to 'Revision (Reviser)'. It includes buttons for 'Change Status', 'Pre-translate', and 'Tools'. A table lists jobs with columns: #, Confirmed, File, Status, Target, Linguist, and Due. One job is shown: # 3, 0%, Project_12345_User manual.docx, Emailed, sv_se. Below the jobs table are sections for 'Analyses', 'Translation Memories', 'Term Bases', and 'References'. The 'References' section has a 'Download' button and a table with columns: Name, Note, Created, and Created by. One reference is listed: Project_12345_User manual.docx, created on 06 Oct 11:55 by Mr Project Manager.

Mark the checkbox(es) next to the revision file(s), click *Change Status*, choose *Accepted by Linguist* and click *Save*.

The 'Change Status' dialog box is shown. It has a title bar 'Change Status'. Below it, the 'Jobs' field is set to 'LegendaryChamonix.docx'. The 'Status' dropdown menu is open, showing 'Accepted by Linguist'. A 'Save' button is at the bottom.

Open Revision File

Under *Jobs* in **Memsourse**, you will find the translated file(s). Simply click the file(s) to open it(them) in the **Web Editor**.

Jobs

Revision (Reviser)

Change Status

Pre-translate

Tools

#	Confirmed	File	Status	Target	Linguist	Due	
3	0%	Project_12345_User manual.docx	Accepted	sv_se			

Revision

In **Memsourse**, revision is done directly in the **Web Editor** and all changes are immediately saved to the file in **Memsourse Cloud**. You do *not* need to download/upload, or email any files.

In the **Editor**, the source text is presented in the left column, and the target text in the right column. On the **CAT** tab far right, you will see any **Termbase** matches, if applicable. These are marked “**TB**” and the terms are marked yellow in the source column.

The screenshot shows the Memsource Web Editor interface. The main workspace is divided into two columns: 'Filter Source Text' and 'Filter Target Text'. Below these are several rows of text segments. The right-hand pane contains a table with columns for 'Linguist', 'TB' (Termbase), and 'Linguist'. The table lists terms like 'user', 'Project Manager', and 'project manager' with their corresponding TB codes. At the bottom right, there is a 'Created/Modified' timestamp and a 'TB Name' field.

Please read through each segment and enter any necessary corrections and/or suggestions according to Semantix’ guidelines.

Comments & Corrections

Suggestions (which are *optional* for the translator to implement) should be entered as **Comments**:

1. Click the grey “callout” to the right of the segment in question
2. Enter your suggestion/comment in the pop-up window
3. Click **OK**

This screenshot shows a comment box overlaid on a segment in the Memsource Web Editor. The comment box contains the text: 'Suggestion: "utgåvor" instead of "versioner"'. The segment it is applied to is segment 12, which discusses 'linguist accounts' and 'project manager'. The comment box has 'Created' and 'Modified' fields, a 'Resolved' checkbox, and 'OK' and 'Cancel' buttons.

Your comment is saved and will appear as a blue “callout” with a red/white “X”. When the translator returns to the translation for post-quality control updating, he/she will be able to see the comment and will update the translation as he/she sees fit.

Ultimate onton per	✓	101	✗
	✓	101	

Corrections (which the translator *must* implement) should be entered directly into the target column. *Your changes are immediately saved and will overwrite the previous translation.* Don't forget to delete any text/characters that should not be included in the final translation!

IMPORTANT! Don't forget to fill out the [Revision Report](#) file.

Note! The changes are *NOT* shown as Tracked Changes in the target column. However, in the next workflow step (**Post-Revision Update**), the translator will be able to filter out all segments containing changes, and Tracked Changes will be shown on the [Changes](#) pane to the right.

Before correction:

	member account at any given time.			
17	For example, if an organization subscribes to 5 project manager accounts, they can create any number of PM accounts but only 5 PM users can be active at any given time.	Om ett företag t.ex. registrerar 5 projektledarkonton kan de skapa hur många PM-konton som helst, men endast 5 PM-användare kan vara aktiva samtidigt.	✓	101
18	The same applies to linguist users.	Detsamma gäller Linguist-användare.	✓	101

After correction:

17	For example, if an organization subscribes to 5 project manager accounts, they can create any number of PM accounts but only 5 PM users can be active at any given time.	Om ett företag t.ex. registrerar 5 projektledarkonton kan de skapa hur många PM-konton som helst, men endast 5 PM-användare kan vara aktiva samtidigt.	✓	101	✗
18	The same applies to linguist users.	(2) Spelling	✓	101	
19	Administrator and project manager users control which users are active and which are inactive in Setup - Users.		✓	101	

Origin: word/document.xml

Created: QCReviser 15.10.2014 15:10

Modified:

☐ Resolved

OK Cancel

Confirm Segments

As you go through the file, each segment should be *confirmed*. Immediately to the right of the target column, there is a column with grey checkmarks implying that the *Revision* has not yet been confirmed. With the cursor in the active segment, please confirm each segment by pressing **Ctrl + Enter**. Once you confirm a segment, the grey checkmark will turn green, and the cursor will automatically jump to the next unconfirmed segment. *All changes are immediately saved.*

Repetitions

By default, repetitions are *automatically propagated* downwards in Memsource. The same applies to changes made in repetitions, i.e. if you enter a correction in a segment which is repeated further down in the file, your correction will be entered in the repeated segment as well, and the segment will be confirmed. The **blue double-arrow** next to a segment indicates that it is a repetition segment. **Note!** Repetitions are only propagated *downwards*.

Corrections that should *NOT* be auto-propagated to all repetitions must be marked as “*repetition exceptions*”. Click the **blue double-arrow** next to the segment to cross it out. This way, your corrections are not auto-propagated to downward repetitions.

4	Keep in mind that there are two components:	Tänk på att det finns två olika komponenter:	✓	101	↕	
5	MemSource Cloud, the web-based environment in which project managers can create and maintain projects, translation memories and term bases;	MemSource Cloud, den webbaserade miljö där projektledare skapar och uppdaterar projekt, översättningsminnen och <u>termdatabaser</u>	✓	101		
6	MemSource Editor (available as a free download), in which the actual translation takes place;	MemSource Editor (laddas ner utan kostnad), där det faktiska översättningsarbetet sker	✓	101		
7	Keep in mind that there are two components:	Tänk på att det finns två komponenter:	✓		↕	

Segment 4 is marked as a repetition exception, which is why segment 7 is not automatically updated.

Finish Revision

Since your revision assignment is saved to the cloud in real time as you confirm each segment in the editor, you don't have to upload or email any revision files.

However, before you close the file, please make sure all segments are set as *confirmed* (see **Confirm Segments**). Go back to the project page in **Memsource** and press **F5** on your keyboard to update. If all segments are confirmed, it should now say “**100%**” under **Confirmed**.

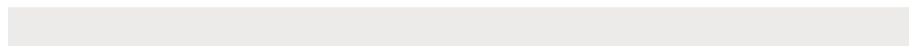
Jobs	Revision (Reviser)	Change Status	P
<input type="checkbox"/>	#	Confirmed	File
<input type="checkbox"/>	3	100%	<input checked="" type="checkbox"/> Project_12345_User_manual.docx

When your revision is finished and all files are marked as 100% confirmed, go back to the project page in **Semantix portal** and **upload the [Revision Report file](#)**. Once you've done that, click on the ***I Finished the Job*** button at the top right corner.



I Finished The Job

I Completed Part of the Job



Done!

User instructions

Complete user instructions for **Memsources Cloud** and **Editor** can be found here:
http://wiki.memsources.com/wiki/MemSource_Editor_User_Manual

Questions

If you have any questions, please do not hesitate to contact us!