

MEMSOURCE QUICK GUIDE FOR PROJECT MANAGERS

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View Translation Projects

Log into Memsourc (https://cloud1.memsource.com) with the provided username and password.

On the **Projects** tab you see the list of translation projects. Your level of permissions may limit which projects you see.

Search, filtering and sorting

Do basic filtering via the dropdown to the left (status, due date, owner). Do more advanced project search and filtering via the *funnel* icon to the right. You can also right-click on a column headline to sort the content alphabetically.



Create a New Translation Project

Create Basic Project

To create a new project press **Projects** > **New**.



Fill in the details, mainly:

- Name
- Client
- Source + target languages

-Due date (overall)

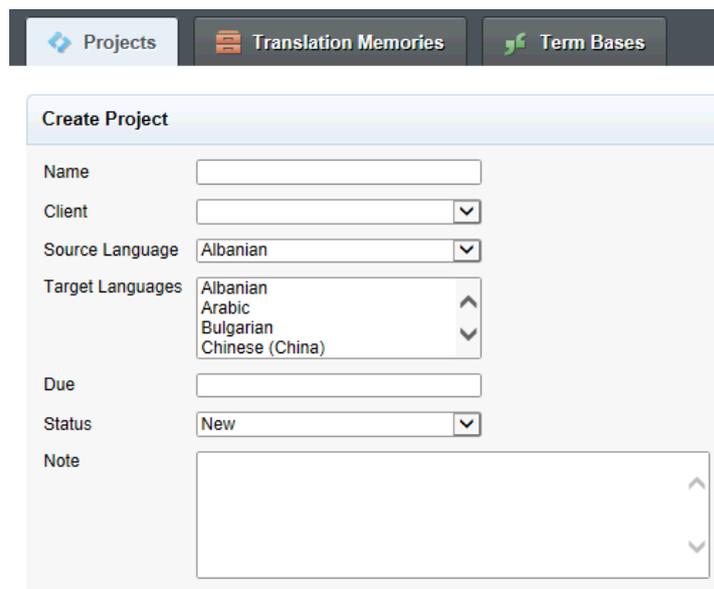
-Status: Should always be “New”

-Settings: There are several options, some important are:

>Machine Translation: Enable Machine Translation

> Access & security: Checkmark “Web Editor enabled for linguists” to allow for translation in the editor

> Workflow: Choose the workflow steps of the project



The screenshot shows the 'Create Project' form in the TextMinded application. At the top, there are three navigation tabs: 'Projects' (selected), 'Translation Memories', and 'Term Bases'. The form itself is titled 'Create Project' and contains the following fields:

- Name: A text input field.
- Client: A dropdown menu.
- Source Language: A dropdown menu with 'Albanian' selected.
- Target Languages: A list box containing 'Albanian', 'Arabic', 'Bulgarian', and 'Chinese (China)'. It has up and down arrow controls.
- Due: A text input field.
- Status: A dropdown menu with 'New' selected.
- Note: A large text area with up and down arrow controls.

Press [Create] to save the new project. You can always press [Edit] to change basic project settings.

Settings: You can specify many different settings for a project, for most projects only a few settings are required:

- Machine Translation: Default is a selected MT engine
- Quality Assurance: No changes required
- Access and Security: If you assign a translation job to someone else you must check “Web Editor enabled for linguists”
- Spellchecker: No changes required
- Workflow: Select the required workflow steps for the project in question (any steps can be used and the below default steps can be changed and renamed)
 1. Translation: TextMinded/client first translator’s first draft

2. Revision: TextMinded/client second translator's revision of first draft
3. Translator Revision: TextMinded/client first translator's finalize of translation
4. Expert Revision: Client revision (validation) of translation
5. Validation: TextMinded translator's validation of translation + Expert Revision

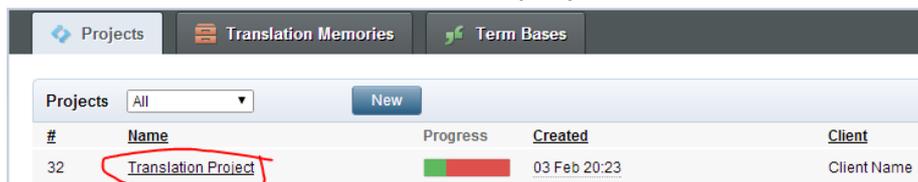
Tooltip: Project template

Any existing project can be saved as a template (open the project and select "Save As"). The next time you create a new project you can either create a new from scratch or use a template.

Tooltip: "Job" definition

A "Job" is a file in Memsourc. In the "Jobs" section you see a file per language, each file represents the bilingual translation file. The can be as many source files per project as required and in the Jobs list these will then be multiplied by the number of languages.

To specify further details (see below), click the project name from the list:

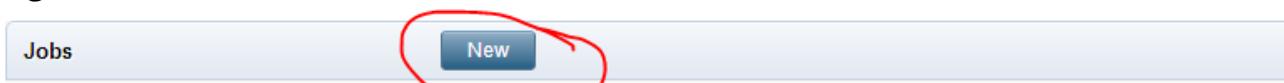


#	Name	Progress	Created	Client
32	Translation Project	<div style="width: 50%; height: 10px; background-color: #28a745;"></div>	03 Feb 20:23	Client Name

Add a Source File and Assign Translators

On the project details under Jobs press "New" to upload a translation source file (look in the Memsourc manual for supported source file types).

Important: The source files should be prepared for translation to have quality segments (phrases and sentences), e.g. remove spaces, hard returns that break a segment (often found in headlines and tables), etc.



- Press Jobs > [New]
- Press [Browse] to add your source file(s)
- Select the translators (first workflow step) including a translation deadline
- Change file specific settings if necessary
- Press [Create].

Tooltip: Any settings can be changed later.

Assign Revisers

If there are more workflow steps than translation, follow these steps to add further linguists (in further workflow steps):

	#	Confirmed	File	Status	Target	Linguist
<input checked="" type="checkbox"/>	1	0%	<input checked="" type="checkbox"/> Translation Source Master.docx	New	da	

- Select the workflow step (dropdown) you wish add/change a linguist for
- Select the source file (per language) checkbox
- Press [Edit]
- Select linguist and a deadline
- Press [Save]
- Repeat per language

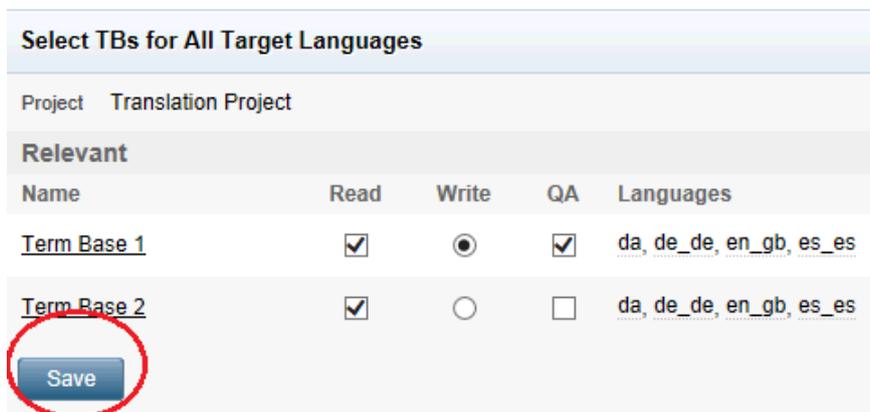
Assign Term Bases (TB)

A term base (TB) contains all the short terms (sometimes phrases) that should be translated in a certain way. They can also contain “forbidden” terms (the way it should NOT be translated).



Follow these steps to assign term bases:

- On the project, under Term Bases, press [Select]
- Select relevant term bases: Indicate which the linguist can look in, write back in (new draft source/target terms), and which can be used for QA (quality assurance)
- Press [Save]

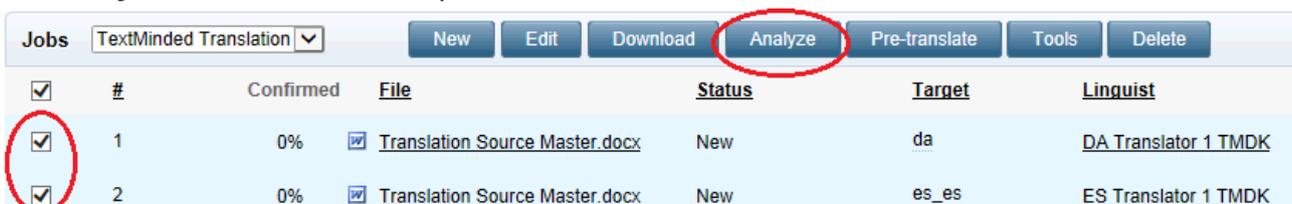


Online help:

[wiki.memsource.com/wiki/Memsource Cloud User Manual#Selecting Term Bases for Projects](http://wiki.memsource.com/wiki/Memsource_Cloud_User_Manual#Selecting_Term_Bases_for_Projects)

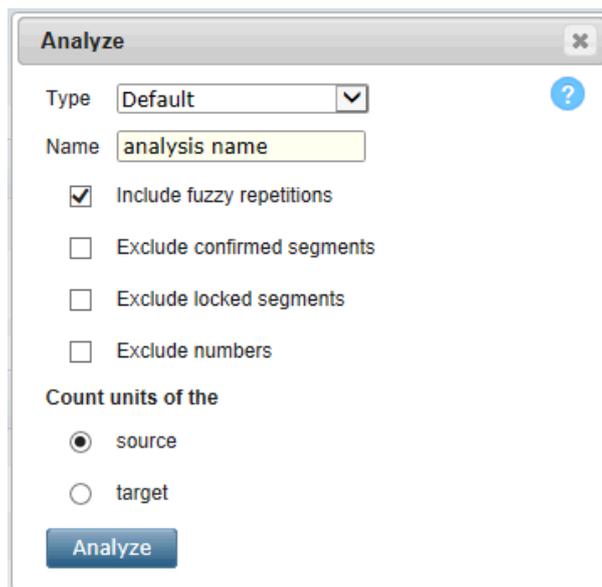
Analyse a Source File

Via the **Analyze** feature it is possible to calculate the number of characters in a source file, and, per language, to calculate how much can be reused from the **Translation Memory** and how much is repetitions within the same source file.



Follow these steps to analyse a source file:

- Select the files (languages) you wish to analyse
- Press [Analyze]
- Specify name (other than default), change other settings
- Press [Analyze]
- When the analysis is complete, select the name of the analysis to see the detailed report

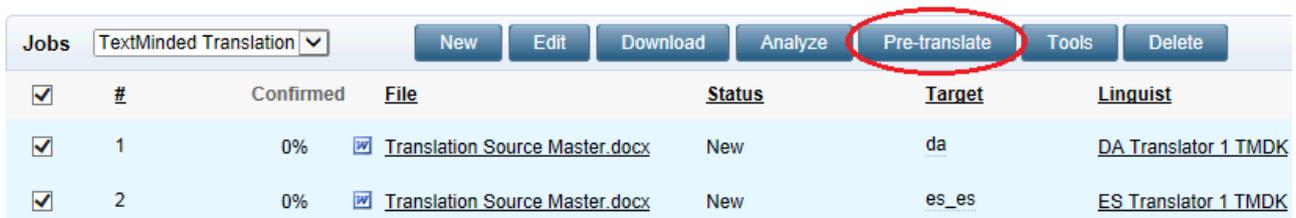


Analyses						
#	Name	Linguist	Type	Created	Languages	
2	analysis name		Default	04 Feb 18:05	en_gb => da	en_gb => es_e s

Online help: [wiki.memsource.com/wiki/Memsource Cloud User Manual#Analyze](http://wiki.memsource.com/wiki/Memsource_Cloud_User_Manual#Analyze)

Pre-translate a Source File

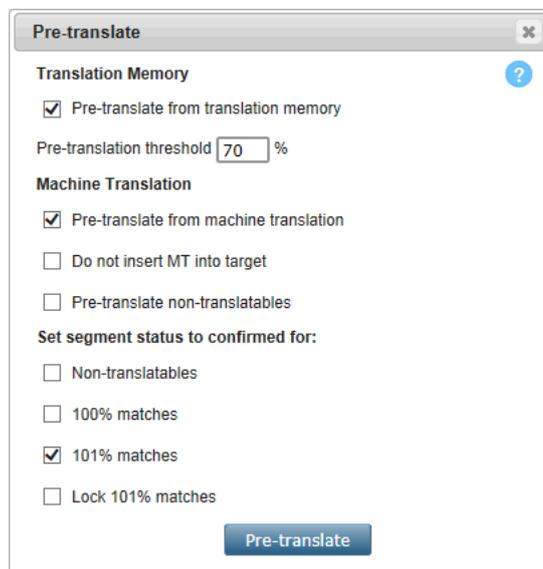
By using **Pre-translate** it is possible to pre-insert text into the target segments before the actual translation beings.



#	Confirmed	File	Status	Target	Linguist
1	0%	Translation Source Master.docx	New	da	DA Translator 1 TMDK
2	0%	Translation Source Master.docx	New	es_es	ES Translator 1 TMDK

Follow these steps to pre-translate:

- a) From Jobs, select the files you wish to pre-translate
- b) Select [Pre-translate] > “Pre-translate where Empty...”
- c) Options:
 - a. “Pre-translate from translation memory”: will insert matches from the memory into the target segments. Define the limit in % for how good the matches must be.
 - b. “Pre-translate from machine translation”: Inserts a Machine Translation suggestion into empty target segments
- d) Press [Pre-translate]



Online help:

[wiki.memsource.com/wiki/Memsource Cloud User Manual#Pre-translate](http://wiki.memsource.com/wiki/Memsource_Cloud_User_Manual#Pre-translate)

Monitoring Open Projects

There are different ways and levels of monitoring your project. The Project Manager can monitor the continuous progress of the order both as **a)** a simple overview on the project list, and as **b)** a detailed overview when opening the project:

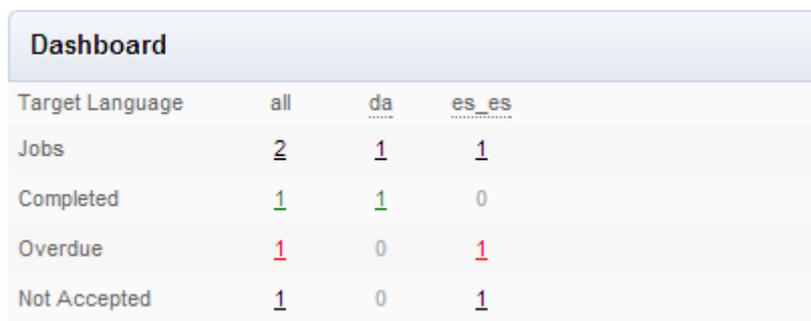
a) From project list view:



#	Name	Progress	Created	Client
32	Translation Project	<div style="width: 20%; background-color: green;"></div>	03 Feb 20:23	Client Name

b) From project details view:

Press the “Dashboard” tab and a report opens:



Target Language	all	da	es_es
Jobs	2	1	1
Completed	1	1	0
Overdue	1	0	1
Not Accepted	1	0	1