User Manual for the Convertus BTS platform

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1 Introduction

Convertus BTS is a web-based platform for translation and post-editing of course syllabi and study programmes. You can reach it at http://bts.convertus.se.

This manual describes how to use the translation platform. It starts with an explanation of important concepts, followed by a description of the interface. The final chapter contains step-by-step instructions for working with translations.

If you have questions that are not answered in this manual, please contact support@convertus.se.

2 Explanation of concepts

2.1 User Roles

There are three user roles in the BTS portal: requester, reviser and manager. Each role comes with different available actions in the interface. A user may have one or more user roles. Your user roles are assigned when your account is created. You may change them later by contacting the site administrator.

2.1.1 Requester

A requester can order translations and see the status of their own translation requests under "My requests". They can also download completed translations.

2.1.2 Reviser

A reviser can claim and edit translated documents. The have access to the "Open jobs"-tab, where they can see all translation requests that are waiting for a reviser. Under "My jobs" they can see their current post-editing jobs.

2.1.3 Manager

A manager can approve translations and invite revisers. The can see all translation requests made by all users at the institution/university.

2.2 Translation memory

The translation memory contains all segments that have been edited and approved in the BTS platform. When you order a new translation, the system starts by checking if any of the source segments can be found in the translation memory. If so, the translation is taken directly from the memory and no automatic translation is performed. Note that for a segment to be found in the translation memory, it needs to be an exact match. New translations are saved to the memory after they have been approved by a manager.

2.3 Human revision

When you order translation of a document or URL, you can choose to translate with or without human revision. If you choose automated translation only, you will not be able to post-edit the translated text and the translated segments will not be saved to the translation memory. If the translation requires post-editing, choose translation with human revision.

2.4 Language domain

When you order a translation, you are asked to choose a domain. A language domain consists of the language used in a specific area. Translation results may differ between domains. Choose the one that best corresponds to the content of your text.

2.5 Due date and comments

When you order a translation, you can choose to add a due date and a comment. They will be displayed with the request for all users. The due date only serves as information to the revisers of when you want the post-editing of the translation to be completed. There are no technical consequences in the system if the due date is passed.

2.6 Status of translation requests

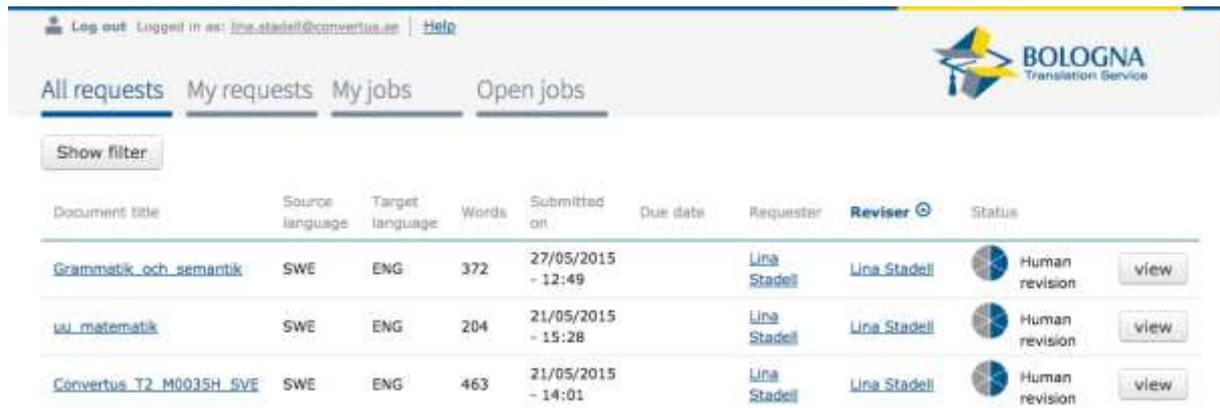|	
Received	The request has been received by the translation system, and is now waiting to be translated.
Processing	The request is currently being translated by the system.
Human revision	The request has been translated and is now ready to be post-edited by a reviser.
Awaiting approval	The request has been post-edited by a reviser and is now waiting for final approval by a manager.
Approved	The request is finalised and has been approved by a manager.
Completed	The request has been translated by the system. (only applies to automatic translation without human revision)
Archived	The request has been archived.
Failed	Processing of the request has failed.

3 Interface overview

3.1 Login page
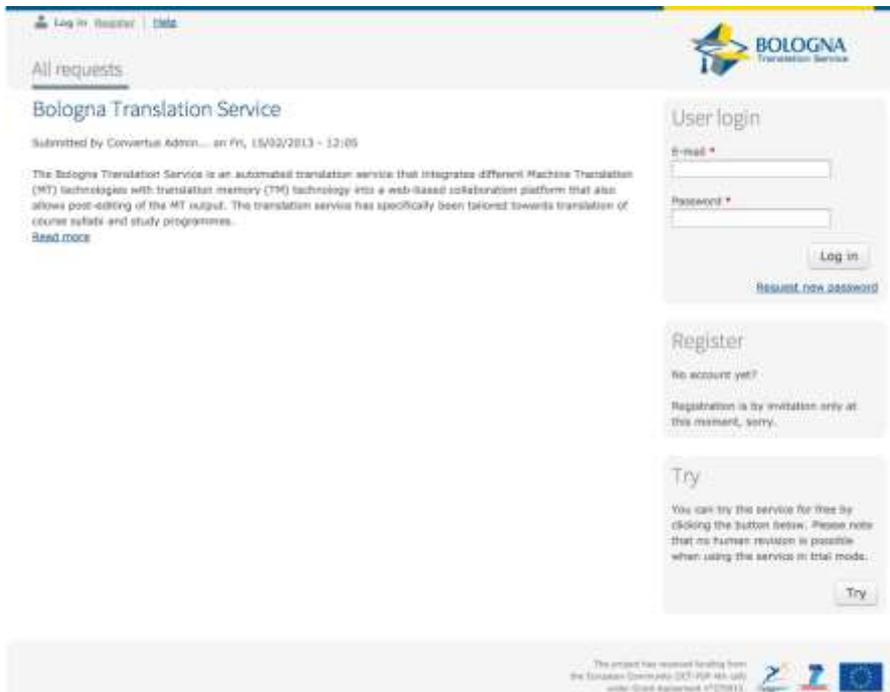
The login page for the BTS platform is reached at bts.convertus.se. From this page you can log in with your email-address and password.

3.2 Start page
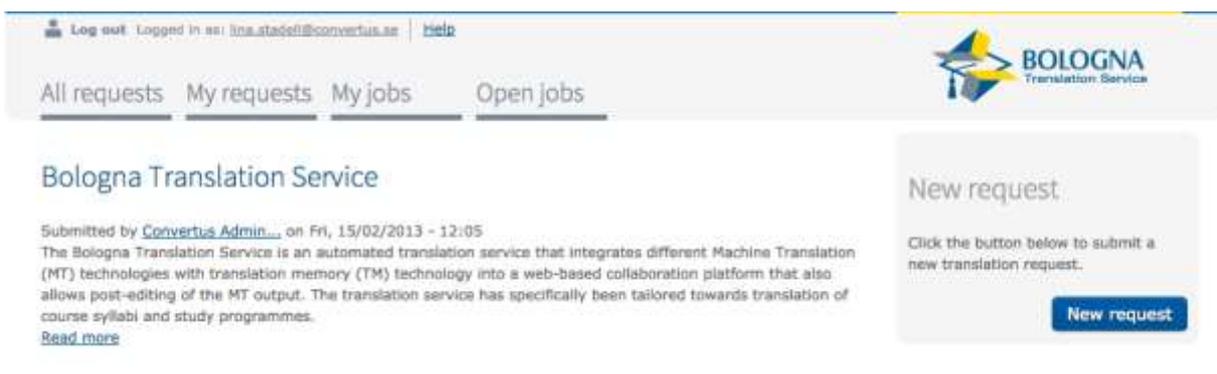
The BTS start page shows news about the platform and contains a button for submitting a new translation request. You can reach it by clicking the BTS logo in the top right corner of the screen.

3.3 Main menu

The main menu of the BTS platform consists of a number of tabs. Your user roles determine which tabs are visible in the menu.

Each tab shows a list of translation requests with their status and additional information. You may sort the list by clicking on the column titles. Click on a request to see the request processing history and any comments.

There is also a filter, which you can use to choose which requests to display in the list. Click the button **"Show filter"**, to make the filter visible. Then select the criteria you want to use for filtering, and press the button **"Apply"**. All your filter choices will be saved for the future.

3.3.1 All requests

The tab **"All requests"** is visible to managers. It shows a list of all translation requests made by all users.

3.3.2 My requests

The tab **"My requests"** is visible to requesters. It shows a list of translation requests made by you. It also contains the button **"New request"**, which is used for ordering a new translation.

3.3.3 My jobs

The tab **"My jobs"** is visible to revisers. It shows a list of the translation requests you have claimed and are currently working on. You may also see completed editing jobs by selecting the status **"closed"** in the filter.

3.3.4 Open jobs

The tab **"Open jobs"** is visible to revisers. It shows a list of all translation requests waiting to be claimed by a reviser.

3.4 Ordering page

Upload a document | Submit a URL | Translate text

Upload a document

Document
Välj fil | Ingen fil har valts
Browse to select your document.

Translate from *	Translate to *	Domain *
Swedish ⇕	English ⇕	Biology ⇕
Select a source language.	Select a target language.	Select a domain.

Types of files

Files of the following types can be uploaded:

- HTML (.html, .htm)
- Microsoft Word (.docx) *
- Microsoft Excel (.xlsx) *
- Microsoft Powerpoint (.pptx) *
- Plain Text (.txt)

* Microsoft-format files have to be created by Microsoft Office.

Notification
☐ Receive e-mail notification when translation is ready

Translation type *
⦿ Automated translation with human revision
◯ Automated translation only

Due date
Date

E.g., 21-09-2015

Comments

Submit

When you press **"New request"**, you reach the page for ordering new translations. Use the tabs at the top of the page to choose which type of translation you want. You can find more information about the different alternatives in chapter 4.1.

3.5 Document view

👤 Log out Logged in as: lina.stadell@convertus.se Help

📄 **Klinisk_farmakokinetik_och_farmakodynamik**

SWE > ENG (532words)
Submitted: 23/09/2015

[23/09/2015 – 13:23] Human revision
More entries

Comments

◉ View original | ◉ View translation | 🗎 56 📗 3 📋 0

Close | Claim | Claim & Edit | Invite reviser | Download translation

Source text | **Translation**

Kursplan för Klinisk farmakokinetik och farmakodynamik	Course syllabus of Clinical pharmacokinetics and pharmacodynamics
7.5 högskolepoäng	7.5 credits
Kurskod:	Course code:

The document view is reached by clicking the "View"-button to the right in the list of requests or by clicking the document title.

The document view displays the text of the translated document, divided into segments. The segments are shown side by side, with the source text to the left and the translation to the right. Segments marked in orange on the left have been automatically translated by the machine translation system, while segments in green are taken from the translation memory. Some segments from the translation memory may be *locked* (protected against change), in which case they will be further marked with a darker-grey background on the right.

The top of the page shows some information about the request. Click "View original" to see the original text sent to the system. Click "View translation" to see the translated segments in their context, in their latest form.

You can use the looking-glass symbols to adjust the font size of the text. Which other buttons are shown depends on your user role and the status of the translation request.

Press "Close" to exit the document view and return to the main menu.

3.6   Editing view
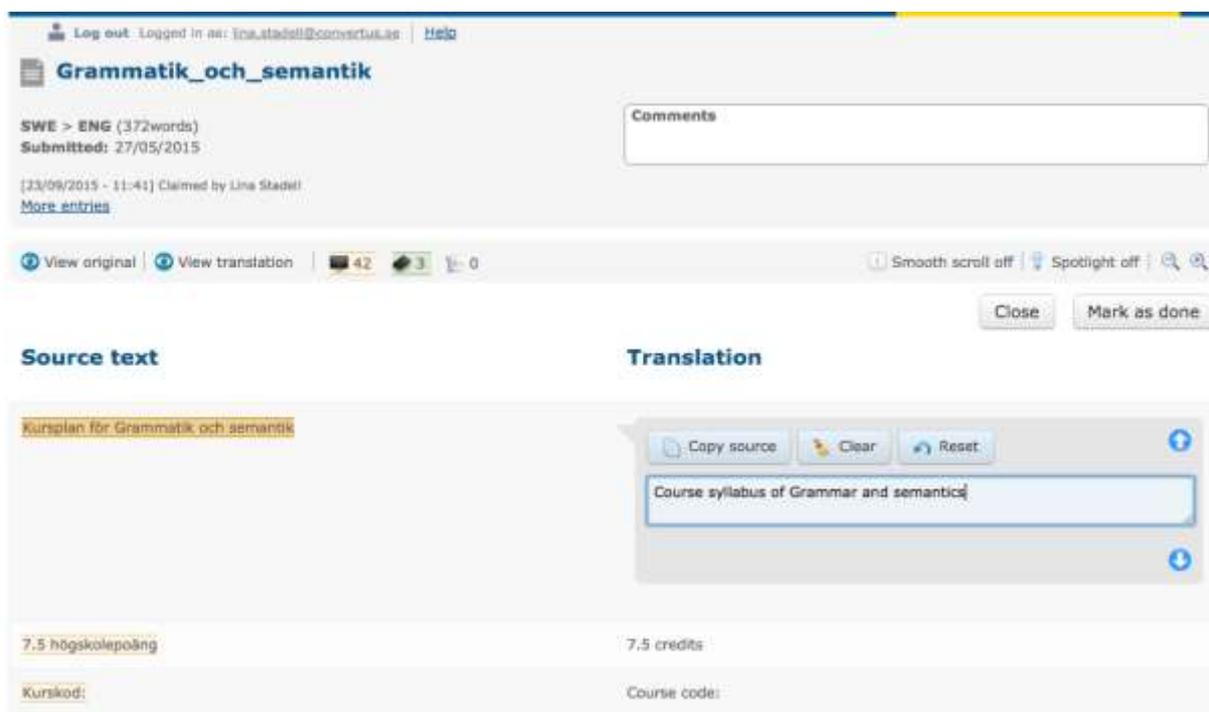
The editing view is reached by clicking **"Edit"** from the tab **"My jobs"**, or **"Claim & Edit"** in the Editing view. It contains the same information as the document view, but here you have the possibility to edit the translated text.

The editing box is shown for the selected segment. Use the blue arrows at the top and bottom to move through the text or the keyboard shortcuts **Alt+Up** and **Alt+Down**. You can also click directly on a segment to move there. If a segment is locked in the translation memory (grey background on the right), it cannot be selected for editing. A toooltip will remind you of this if you hover the mouse cursor over such a segment.

Click **"Copy source"** (or **Alt+Insert**) to copy the text from the source side to the translation. Click **"Clear"** (or **Alt+Del**) to remove all text from the editing box. Use **"Reset"** (or **Ctrl+R**) to undo your changes and return to the original translation.

Your changes are saved automatically when you leave the segment, either by clicking on another segment or by exiting the editing view. If your changes have been saved, you can no longer undo them by clicking **"Reset"**.

Press **"Close"** to exit the editing view and return to the main menu. When you are finished editing, click **"Mark as done"** to send the translation to a manager for approval.

3.6.1   Spotlight
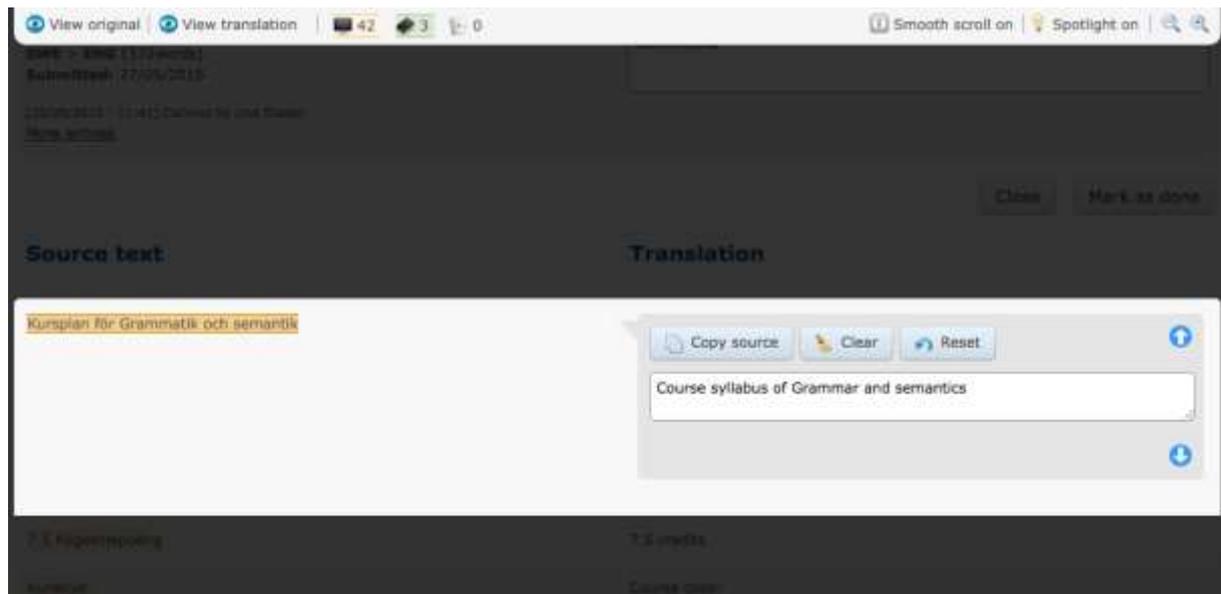
There is a spotlight mode that you can use when editing, if you want to focus on one segment at a time without being distracted. Start it by clicking on the lightbulb symbol at the top right. The spotlight mode highlights one segment at a time and hides unnecessary information. To exit, click the lightbulb symbol again or press the **Escape** key.

4   The translation process

4.1   Ordering a translation

To order a translation, click the button **"New request"**, from the main menu tab **"My requests"** or the start page. You are then sent to the ordering page. Use the tabs at the top to choose which type of translation you want.

4.1.1   Upload a document

From this tab, you can upload and translate documents in the formats html, docx, xlsx, pptx and txt.

1. Choose the document you want to translate under the heading **"Document"**, at the top of the page.
2. Use the drop-down menus below to choose the languages you want to translate between and the language domain to use. Your choice will be saved for the future.

3. Check the box under **"Notification"**, if you wish to receive an email notification when the translation is completed.
4. Choose whether you want to translate with or without human revision.
5. If you wish, set a due date for the translation. (for translation with human revision only)
6. If you wish, leave a comment. (for translation with human revision only)
7. Press the button **"Submit"**.

4.1.2 Submit a URL

From this tab, you can translate a web page.

1. Type or paste the address of the web page you wish to translate under the heading **"URL"**, at the top of the page.
2. Use the drop-down menus below to choose the languages you want to translate between and the language domain to use. Your choice will be saved for the future.
3. Check the box under **"Notification"**, if you wish to receive an email notification when the translation is completed.
4. Choose if you want to translate with or without human revision.
5. If you wish, set a due date for the translation. (for translation with human revision only)
6. If you wish, leave a comment about the job. (for translation with human revision only)
7. Press the button **"Submit"**.

4.1.3 Translate text

From this tab, you can translate plain text. Post-editing of the completed translation is not possible. The translation memory is used for producing the translation, but no new translations will be saved in the memory.

1. Choose the languages you want to translate between and the language domain to use. Your choice will be saved for the future.
2. Type or paste in the text you want to translate in the box **"Source text"**.
3. Click the button **"Translate"**.
4. When the translation is complete, it will appear in the box **"Target text"**.

The translation will not be saved when you leave the page. If you want to keep it, copy and paste it into the document where you want to use it.

4.2 Editing a translation

All translation requests that require post-editing are displayed under the tab **"Open jobs"** in the main menu. Choose a request by clicking on **"View"** or the document title. You will now see the job in the document view. To start post-editing the translation, click on **"Claim"**, which sends you to the editing view.

Once you have claimed a job, no one else can edit it. It will be moved from **"Open jobs"** to **"My jobs"**. From **"My jobs"**, you can access all the editing jobs you are currently working on. Click the button **"Edit"** to start editing. In the editing view, click through the text and correct the translation when needed. Your changes are saved as soon as you click on the next sentence.

When you have reviewed all segments and are happy with the translation, click the button **"Mark as done"**. The translation job is removed from **"My jobs"** and given the status **"Awaiting approval"**. You may now find it under **"All requests"**, if you have the role manager, or under

"My requests", if you have the role requester. You can also access completed editing jobs from **"My jobs"**, by using the filter to search for the status **"closed"**.

4.3   Approving a translation

In the tab **"All requests"**, managers can see all translation requests and their status. Requests with the status **"Awaiting approval"** have been translated and edited and now needs to be approved by a manager to complete the translation process. Use the filter to get an overview of all translations waiting for approval.

Enter the document view by clicking on **"View"** or the document title. Go through the translation and make sure it is correct. If you are satisfied, click **"Approve"** to accept it. The translation is now complete and you can download it by clicking **"Download translation"**. When you download a translation, the document will be restored to its original format.

If you are not satisfied with the translation, you may restart the editing process by inviting a new reviser. Click **"Invite reviser"** and choose who you want to edit the text. You can invite multiple revisers, but only the first person to claim the job can edit the translation. When you press **"Send"**, an email will be sent to the persons you have chosen with an invitation to revise the text. The mail contains a link leading to a page where a reviser can claim the job.

When you invite a new reviser to a translation awaiting approval, its status will change to **"Human revision"**, but it will not be shown in the tab **"Open jobs"**. Only the persons you have invited may edit it.

4.4   Archiving a translation

Translation requests with the status **"Approved"** or **"Completed"** are finalised and may be archived. To archive a translation request, enter the document view and press the button **"Archive"**. Archived requests will be greyed out in the list of requests, but you can still access them in read-only mode. If you do not want to see archived requests in your list of requests, you can use the filter to remove them.