



## Better Translation Technology

# Getting Started for XTM Cloud Enterprise

Getting Started for XTM Cloud Enterprise.

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#### Introduction

This introduction to XTM Cloud explains how to quickly get started with your work. XTM Cloud is a translation platform accessible through the Internet and does not require download nor installation on your PC. Getting started takes only a few minutes. You can use the platform immediately after you create an account with it. Create your account at <a href="http://xtm-intl.com/">http://xtm-intl.com/</a> and follow the steps below.

XTM Cloud supports the latest versions of the following browsers:

Windows:

- Edge 12+
- Internet Explorer 11+
- Firefox 4+
- Chrome 24+

Mac OS:

- Safari 6+
- Firefox 4+
- Chrome 24+

Linux:

- Firefox 4+
- Chrome 24+

Tablets:

- Safari for iPad
- Android 6+

## Step 1 - Logging in for the first time

Create an XTM account at <u>https://xtm-intl.com/trial/#form</u>. You will receive an email with the log-in details. Click the red link <u>XTM Cloud</u> in the received message to go to the login page.

ХТ	'n
Interr	national
2 <del>7</del>	
Dear ,	
Thank you for requesting a 30 day XTM Cloud demonstration account.	
You can start translating online immediately by following this link XTM Cloud and the below details:	n entering the
Company Username Password	
To make sure that your data is secure, when you log in for the first time, you will be a activate your browser and then change your password.	isked to
To help you get up and running as quickly as possible we suggest you read the short Started Guide which you can download here. We also run regular live webinars. Plea signing up here. Or alternatively on the same page, there are recordings of the webir tutorial videos. You can access the full XTM manual here.	ase join us by
For further help and advice please contact support@xtm-intl.com and we will be hap you.	py to assist
Kind regards	
The XTM International Team	
XTM International Ltd Ponders, Hedgerley Lane, Gerrards Cross, Bucks SL9 8SY, UK. T +44 1753 480 479 - email: sales@xtm-intl.com	in L
Better Translation Technology visit: www.xtm-intl.com	oud

Registration email with the user credentials

Log in to the website. You will be asked to activate your computer for security reasons. Click the "activate computer" link in the prompt.

#### XTM Cloud - Getting Started



#### The Activate computer prompt

You will receive another e-mail with an activation link. Click the activation link in the e-mail. From now on you will be able to log in to XTM Cloud from your computer.

-			
D	ρ	а	r
-	~	-	

In order to activate your XTM account on this computer please ensure that cookies are enabled and then click the following link: https://www.xtm-cloud.com/project-manager-gui/activate-computer-link.action?uid=5786e2572f7f4101bc981260b1a3d842&c=testingaccount&l=en\_GB

This message was automatically generated by XTM.

Please ignore this message, if you are not the intended recipient.

For more information on XTM, please refer to: www.xtm-intl.com

#### Email with the computer activation link

When you log in for the first time you will be presented with a welcome screen where you can find the basic information about XTM Cloud. You can check the box in the upper right corner of the screen to prevent the window from showing again.

	×
129240 27	Do not show this startup page next time 🔲 🔒
Welcome to	XTM Manual   Support   Sales   XTM Intl
XTMCloud	The state of the s
Better Translation Technology	
	0
XTM	Cloud
	Cloud v10
	VIU
04:47	🔤 🗢 💥 vimeo
View the tutorials below to see how to:	
Cature and manifest purchast workflows	
Set up and monitor project workflows Translate in XTM Editor	
Edit translation memory in TM Manager	Set up and monitor project workflows

Welcome screen to XTM Cloud

Then you will be asked to change the password received in the e-mail.

Bezpieczna   https://www.xtm-cloud.com/project-manager-gui/configuration-pages.action			
XTM Projects Customers Users TM Terminology Xchange	ୟୁ	۰	•
Help and information User details My account Data Settings			
Change password			
Old password ······			
New password ····			
Re-enter new password ****			
Sav			
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Changing the password for the first time

Change your password and continue to Step 2.

## Step 2 - Configuring XTM

Configure your account on the Configuration tab. Fill in User Details, pick your default source and target languages on the Data tab, then go to the Settings tab. There you can choose your TM and terminology options, enable Machine Translation, define privacy and security settings, customize segmentations rules, manage TM tags, penalty profiles and more.

X٦		Customers Users TM Terminolo	gy Xchange	Q - 🌣	•
Help a	and information Us	er details My account Data Settings			
	System	TM Workflow and access Metrics Machine to			<u>^</u>
	Analysis Manager	Matches - general	$\bigcirc$		
	Email		mit Default setting		
		Reverse memory matching			
	Files	Save TM segment history			
	Projects	Set matches with inline differences as fuzzy			
	QA	Use not approved memory Match against all language variants			
		Match against all language variants			
	Security	-	Leave as non-translatables   Match against TM		
	Translation		Source Inlines Context Tags		
	Workflow	has the same			
	WORKIOW	ICE matches			
		Populate target with match 0	ily if inlines are the same		
		Number of matches to display 3	· · · · · · · · · · · · · · · · · · ·		
		Perr	it Default setting		
		Allow editing of ICE matched segments			
		Set ICE matches from not approved TM to done	All steps     First step only     All except last step		
		Leveraged matches	0		
		Search only if there are no ICE matches			
		Show leveraged matches	S T		
		Populate target with match	ily if inlines are the same		
		Number of matches to display 3	Ŧ		

Configuration > Settings

#### Step 3 - Creating users

In XTM, users can have one of the following roles: Administrator, Project Manager, Linguist, PM – projects & customers, PM – project creator & viewer, Terminologist and TM Expert. Administrators and Project Managers can create new users and choose their roles but only Administrators can create new Administrators. On the other hand, only Linguists can be involved in Workflow steps such as Correct, LQA, Review and Translate.

>	CTM Project	s Customers U	lsers Tasks Concordar	nce TM Terminol	ogy			Q	- 🌣	• 🌒
Im	port users User list	User groups LSI	Ps View login history						Add	Jser
W	at are you looking for?	Search	Active Inactive All	Available Un	available All					<u>^</u>
	Username	First name	Last name 🔺	Email	Roles	Workflow steps	Language combinations	Quality	ounctuality	
=	Admin	Wojciech	Administrator	wtomaszewski@xtm- intl.com	Administrator Linguist Project Manager TM Expert Terminologist	Correct LQA Localization engineering	Arabic English (UK) English (UK) Spanish $\Rightarrow$ (Spain) English (UK) Slovak 	96%	100%	0
=	dbrack	Dean	Brack	wtomaszewski@xtm- intl.com	Linguist TM Expert Terminologist	Correct LQA Review 	English (UK) Irish (Gaelic) English (UK) German (Germany) German Spanish (Germany) (Spain)		100%	0
=	jcave	John	Cave	wtomaszewski@xtm- intl.com	Linguist	Correct LQA Review	English (UK) Spanish (Spain) English (UK)⇒Irish (Gaelic) English (UK) Japanese 			0
=	DeFount	Jacqueline	DeFount	wtomaszewski@xtm- intl.com	Linguist	Correct Review Translate	English (UK) German (Germany) English (UK) French (France)			0
=	jdoe	John	Doe	wtomaszewski@xtm- intl.com	Linguist	Correct LQA Review 	English (UK) Spanish (Spain) English (UK) Japanese English (UK) French (France) 			0

Users > User list

Click the Add user button to create a new user. Fill in the required fields. Depending on the role assigned to the user, different tabs will be added when you click the Save button. Navigate through the tabs and adjust the settings you need.

		Add user	×
i General	General info		*
	Title	Choose	
	* First name		
	* Last name		
	Job title		
	* Workflow steps	Administrator Project Manager PM - projects & customers PM - project creator & viewer Terminologist TM Expert Linguist Correct Localization engineering LQA Review Translate	
	Automatically add all new steps of type		
	* Username		
	* Nickname		•
	4		•

Users > Add user

## Step 4 - Adding customers

Add customers on the Customers tab. Go to the Customer tab, click Add Customer, fill in the fields and click the Add button at the bottom of the screen.

XTM	Projects	Customers	Users	Tasks	Concordance	тм	Terminology			Q -	۵	- 🌍
Customer list	Inactive custo	mers Cust	omer PMs									
			1 De	tails:					?			
				Customer								
				Customer n	ickname							
				TM and terr	m only							
				Vat number								
				Project Man	nager	Choose		Ŧ				
				Project wat	chers	Administra Experienc Lee Bruce Owen Lar Press Wo XTM Porta	ry 💙	~				
			2) Ad	ldress					(?)			
				Address 1								
				Address 2								
				City								
				State / Cou	nty							
				Postcode / 2	ZIP							
				Country		Choose		٣				
				Phone 1 Phone 2								
				Mobile phor	ne							
				Fax								
				Website								
				Skype								
				Msn								
						Add & r	new Add					
					Copyright	2005 - 2017 )	KTM International Ltd. All Rights Reserved					

Customers > Add customer

#### Step 5 - Importing a Translation Memory

Translation Memory (TM) is a database that stores completed translations. It helps you to reuse texts translated before to cut down translation costs, shorten the turnaround time and build a trustworthy & reliable brand image.

Import your translation memory. XTM can import translation memories in the following formats: TMX, XLIFF and MS Excel.

You can import your translation memory on the TM tab > TM import. To import a TM:

- Select a customer name from the dropdown list
- Enter a name for the import project
- Choose the source and target languages
- Select other options if necessary
- Choose a TMX, XLIFF or MS Excel file to import
- Click the Import button

The Import history section will show a new record with the status of the import. The status changes from "In progress" to "Done" when the import is complete.

×	Projects Customers	Users Tasks Concordance	ТМ	Terminology				ç	≩ -	۵	• 🌒
Mana	ge TM import TM export Alig	าก									
	Import TM									?	)
	Customer	Alpha 🔻									
	Import project name										
	Source language	Choose 🔻									
	Target language	Choose									
	Import or set approved/not approved status	Set as approved									5
	Import alt-trans elements from XLIFF file										Ů
	Import segments with same source and target										
	Set tags for imported TM										
	Import file	Wybierz plik Nie wybrano pliku									
		Import									
		ow more history Clear history		Source	Target					)elete	
	File	Import project nan	e	language	language	Start time	Total time	Status	h	istory	
	TM.xls	Import Project		English (UK)	Polish	09-11-2016 01:44:20 PM	0:02	Done		Delete	
	aligned.90+.xlsx	de		English (UK)	German (Germany)	10-06-2016 02:54:29 PM	0:00	Done	1	Delete	
	TM.xlsx	ta2		English (UK)	Dutch	10-06-2016 02:23:38 PM	0:00	Done		Delete	
	TM.xlsx	tae		English (UK)	Dutch	10-06-2016 02:22:08 PM	0:00	Done		Delete	
	aligned.90+.xlsx	Tablets		English (UK)	Dutch	10-06-2016 02:21:49 PM	0:00	Done		Delete	
	aligned.90+.xlsx	Tablets		English (UK)	Dutch	10-06-2016 01:49:52 PM	0:00	Done		Delete	
	aligned.90+.xlsx	Tablet3		English (UK)	German (Germany)	10-06-2016 01:20:08 PM	0:00	Done	1	Delete	
	aligned.90+.xlsx	Tablets		English (UK)	German (Germany)	10-06-2016 01:12:53 PM	0:00	Done	1	Delete	

Importing a TM

## Step 6 - Terminology

Terminology is not obligatory to start translation but it is good practice to use it. Terminology is a database dedicated for terms. Term candidates can be extracted from the source text and translated before the actual translation begins. Using terminology simplifies the translation work, adds accuracy, and increases the quality of translations. Terms are customer specific. They can be imported to XTM in an Excel file or added directly on the Terminology tab > Manage.

	s Users Tasks Concordance TM Term	inology	ୟ 🗱 🌒 -
Manage Import Export			
Customer Langu	lage Status	Translation language	Advanced search
Alpha 🗙 😽 Engl	lish (UK) 🗸 All	V Choose V	Tags ≔ Other fields ≔ 🔅 🥐
Phrase			0.0
I'm looking for	earch Reset		
nitrogen oxides			
November	Concept		× (*)
NOx	Definition	Domain My own terminology custom field	Reference
number II	Demilitori	bornam wy own terminology custom nero	Reference
objectives		Choose 😵 Choose	✓
obligation			
October			
Official Journal Oil pan	00		
	00		
operating hours operation			
OPERATOR	Customer: Alpha / Created by: Admin (08-11-2016 01:03:22 PM) / Modifie	d by: Admin (08-11-2016 01:03:22 PM) / ID: 42714	
opinion			
order			
paragraph	Term		
Part			
Penalties	English (UK) 😵 Pollutant	Valid	<ul><li>✓ (▲) (■)</li></ul>
period	· · · · · · · · · · · · · · · · · · ·	1.010	
periodic measurements	Context	Part of Speech	
permit	Context		
plant		Choose	~
point			
Pollutant	Remarks		
potential risks			
power			
prejudice			
principle	Created by: Admin (08-11-2016 01:03:22 PM) / Modified by: Admin (08-11-201	6 01:03:22 PM) / ID: 42715	

Terminology > Manage

## Step 7 - Creating projects

Create a project in Projects > Create Project.

Projects Customers Users	TM Terminology Xchange	Q - 🌞 🌖 -
Project list Templates Company dashboard		Add project
Translation	٥	<b>^</b>
* Source language	Choose	
* Target languages	Abkhazlan Afar Afrikaans (South Africa) Akan	
Subject matter	Other •	
For translation	Wybierz pliki Nie wybrano pliku	
Joining files		
Additional files	0	
Settings	٥	
Workflow	Translate 🔹	
Workflow for non-analysable files		
Use the selected customer's	O Terminology O TM 💿 Terminology and TM	
Select customers	TestCustomer	
Use not approved memory		
Allow editing of ICE segments		
Monitor target length		
Run Terminology extraction		

Projects > Add project

- 1. Fill in the General information section. It is obligatory to choose a customer from the dropdown list and enter a name for the project. You can add a description, reference ID, due date, choose a template created before or decide to use the previous setting (from the last created project).
- 2. In the Translation section choose a source language of the document and one or more target languages. Choose a file for upload and click the plus (+) symbol to add more or the minus (-) symbol to remove files. Files can be uploaded in batches using .zip archives. They can be joined during project creation. In such case they are displayed in the Editor as one (this option is only available during project creation). You can also add Reference material files such as PDF files the same way as files for translation. XTM supports the following file formats for translation:

<ul> <li>Microsoft Office (doc, docx, xls, xlsx, ppt, pptx, xlsm)</li> </ul>	Microsoft Visio (vdx)
Open Office (sxw, odt, ods, odp)	Java property files
Adobe FrameMaker (mif)	JSON
Adobe InDesign (idml, indd, indb)	DITA
Adobe Photoshop (psd)	• po, pot
Adobe Illustrator (fxg, svg)	• yml, yaml
PDF (converts file to Word)	• asp, aspx, ascx
• txt	• resx, resw
• rtf	• rc
• ini	iOS apps (strings)
• xlf, xliff	Android apps (xml)
MemoQ (mqxliff)	• sdf
Trados Studio (sdlxliff)	Document template (tpl)
Trados (ttx)	• svg
Wordfast (txml)	SubRip text (srt)
• xml	SalesForce (stf)
• php	Digia QT (ts)
html, htm xhtml, xht, shtml, shtm	

3. In the Settings section define a workflow for the project. XTM provides a number of predefined workflows.

Select terminology and TM for a project: XTM automatically tags TMs and terminology with the customer name. The selected terminology and TM will be compared against the source file and matches will be provided for leverage. It is also possible to use other TMs and terminology. You can specify it below the "Use the selected customer's option" by choosing more customers from the "Select customers" box.

Also, consider using the Run Terminology extraction option. It extracts term candidates from source texts before the translation phase begins. Term candidates can be downloaded for offline translation and uploaded back to XTM after the translation.

If you want to apply length limits, check the Monitor target length box to instantly find out when the specified length restrictions are violated.

Select other options that should be used with the project, then click the Create button. You can also save the selected settings as a template that you can reuse in the future. The created project will be displayed under Projects > Project list.

## Step 8 - Checking metrics and progress of translation

Information about the progress of translation is available in the Projects editor.

<	TM Pr	ojects Custo	mers Users	Tasks Conce	ordance TM Ter	minology Xchar	nge			Q,-	ې پ
nple	search Advan	tes Company ced search <del>•</del> Search	y dashboard Actions My proje	cts All	Current Archived	All				Filters •	Add project
¢	Name XTM Branch v10.6 Show metrics	Japanese Polish	Customer YTM Internat nal	Source language English (UK)	Target languages Japanese, Polish, Portuguese, Russian,	Time created <ul> <li>08-11-2017 08:11</li> </ul>	Time due	Min status Finished	Max status Finished	Project Manager Wojciech Tomaszewski	<b>*</b> 0
≣ ବିଜ୍ୟାଳି≣	Show statistics Manage workflow Manage files Open Editor Open Messenger Show Estimates Show general (default)	Portuguese Russian Turkish	TM Internat nal	English (UK)	Turkish Chinese (Simplified), French (France), German (Germany), Japanese, Polish, Portuguese, Russian, Spanish (Spain), Turkish	27-09-2017 11:28		Not started	Finished	Wojciech Tomaszewski	Ø
-	Actions Download	<b>&gt;</b>	XTM Internat ional	English (UK)	German (Germany)	25-07-2017 14:34		Not started	Not started	Wojciech Tomaszewski	0

#### Showing metrics

	ch v10.6							
<ol> <li>General info</li> </ol>	Target language All 🔻	Metrics histor	y Sav	e all as: Cho	ose 🔻			
Metrics	Data Progress Ch	arts						
<u>II</u> Statistics								
별 Workflow 김 Files	☆ General - All languages	Segments	Words	Word %	Characters	Characters %	Characters excluding spaces	
Groups	Total count	111,345	394,141	100%	2,415,673	100%	2,128,798	
D Estimates	Non-translatable	<b>1</b> 8	5	0%	88	0%	64	
LQA	Translation memory matching	-						
	ICE match	94,725	358,678	91%	2,189,534	91%	1,922,152	
	Leveraged match	15,015	28,567	7%	184,957	8%	170,828	
	95-99% Fuzzy match	295	1,158	0%	7,180	0%	6,246	
	85-94% Fuzzy match	142	1,110	0%	6,129	0%	5,173	
	75-84% Fuzzy match	543	2,068	1%	12,667	1%	11,166	
	Machine translation	0	0	0%	0	0%	0	
	Internal matching							
	Repeat	196	630	0%	4,022	0%	3,588	
	95-99% Fuzzy repeat	0	0	0%	0	0%	0	

#### **Project Metrics**

The Metrics tab contains the project word counts and the progress of translation.

#### Step 9 - Downloading the target file

Go to the Projects tab > Projects. Open Project editor, go to the Files tab, then click the icon in the Target column to generate your translated file. When it is ready, the status will change successful. Now you can download the target file by clicking the download icon.

Source	Target	Preview	тмх	Offline translation
All files	Generate target	*	¢	¢
Finished files	Generate target after ste	ep 🗳	¢	¢

#### Generating a target file

Source	Target	Preview	тмх	Offline translation
All files	11-12-2017 14:10 Tomaszewski Wojciech			
*		\$	¢	¢
Finished files				
	\$	\$	¢	٥

#### Downloading a generated target file

Alternatively, you can generate and download other types of files, including: PDF, HTML, Excel previews or extended tables, TMX files or Unclean Word.

Click the download size icon next to the source file name to download the source or a reference file. You can also manage the source files (add, update or delete them) using the "manage files" button or download reference materials by clicking the "reference materials" button.

4	dd, delete or update source files
Add or update files	
Select files to upload Wyb	ierz plik Nie wybrano pliku 🗶
Delete existing files	Upload
Select existing files to delete	<ul> <li>xmlintl-analysis-manager/en_GB.xml</li> <li>xmlintl-editor/en_GB.xml</li> <li>xmlintl-editor/help-en_GB.xml</li> <li>xmlintl-project-manager-gui/en_GB_form_configuration.xml</li> <li>xmlintl-project-manager-gui/en_GB_form_configuration.xml</li> <li>xmlintl-repo-connector/en_GB_form_configuration.xml</li> <li>xmlintl-repo-connector/en_GB_xml</li> </ul>
Delete selected files in	xmlintl-repo-connector-ui/en_GB.xml     All languages O Selected languages
	Delete Cancel

The Manage source files Window



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