

# Review Platform Overview

Codex Global, 21 Cellini Street, London SW8 2FQ  
t +44 (0)20 7647 9555 f +44 (0)20 7900 6060 e  
info@codexglobal.net  
www.codexglobal.net

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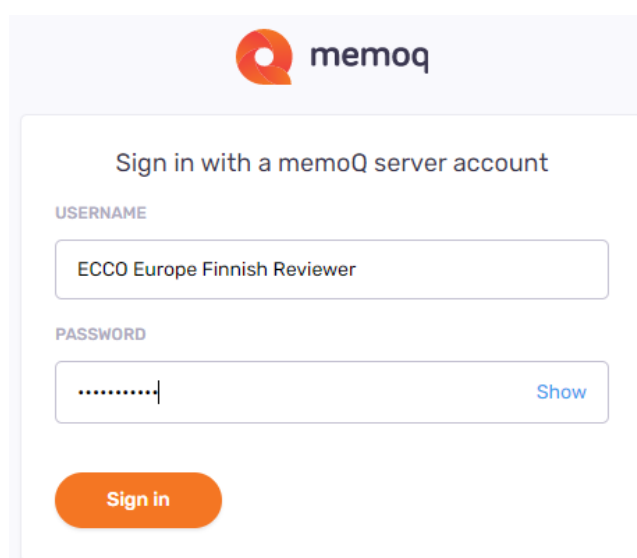
## 1. Logging in to memoQ WebTrans

memoQ WebTrans is a browser-based translation and reviewing environment.

In order to be able to access it, you need to be assigned to a project. One of our project managers will notify you whenever a project is ready for your review.

- ✓ **The web address** to access memoQ WebTrans:  
<https://memoq.codexglobal.net/memoqweb>
- ✓ **User name:**  
The convention for *User name* is as follows:  
For ECCO Europe Reviewers (former KRM): **ECCO Europe [Language] Reviewer** (e.g. **ECCO Europe Finnish Reviewer**)  
  
For ECCO Headquarters Reviewers:  
Individual reviewers: **ECCO** followed by **initials** as taken from the ECCO email address, all upper case (e.g. John Smith – **JOSM@ECCO.com** would be **ECCO JOSM**)  
Floating reviewers: **ECCO [Language] Reviewer** (e.g. **ECCO Finnish Reviewer**)
- ✓ **Password:**  
The password is always **codexglobal** (all in lower case)

- a. Enter the web address into your browser or click on the link above. Supported browsers are Internet Explorer, Firefox, Google Chrome and Safari.
- b. Enter the username and password and click the **Sign in** button – example below:



The screenshot shows the memoQ sign-in interface. At the top is the memoQ logo. Below it is a box titled "Sign in with a memoQ server account". Inside this box, there are two input fields: "USERNAME" and "PASSWORD". The "USERNAME" field contains the text "ECCO Europe Finnish Reviewer". The "PASSWORD" field contains a series of dots, and there is a "Show" link to its right. Below the input fields is an orange "Sign in" button.

If you receive the error below, it means that there are no projects currently active for that username:



This user is not a member of any groups that allow signing in.

## 2. Reviewing in memoQ WebTrans

When you sign in to memoQ WebTrans, you will land on the dashboard, listing projects/documents you are assigned to.

### My Tasks

Online Tasks

Tasks **ongoing** delivered

Search for project or document name

Show all

NAME	ROLE	STATUS	PROGRESS	DEADLINE	SIZE
▼ 0-149498 ECCO ECCO MX Flipsider ... (1 task)					
FINAL MX FLIPSIDER PRODUCT DESCRIPTIONS..._prep.xlsx English > Polish	Review 2	Not started	100 %	Due today Mar 30 10:00 AM	181 words

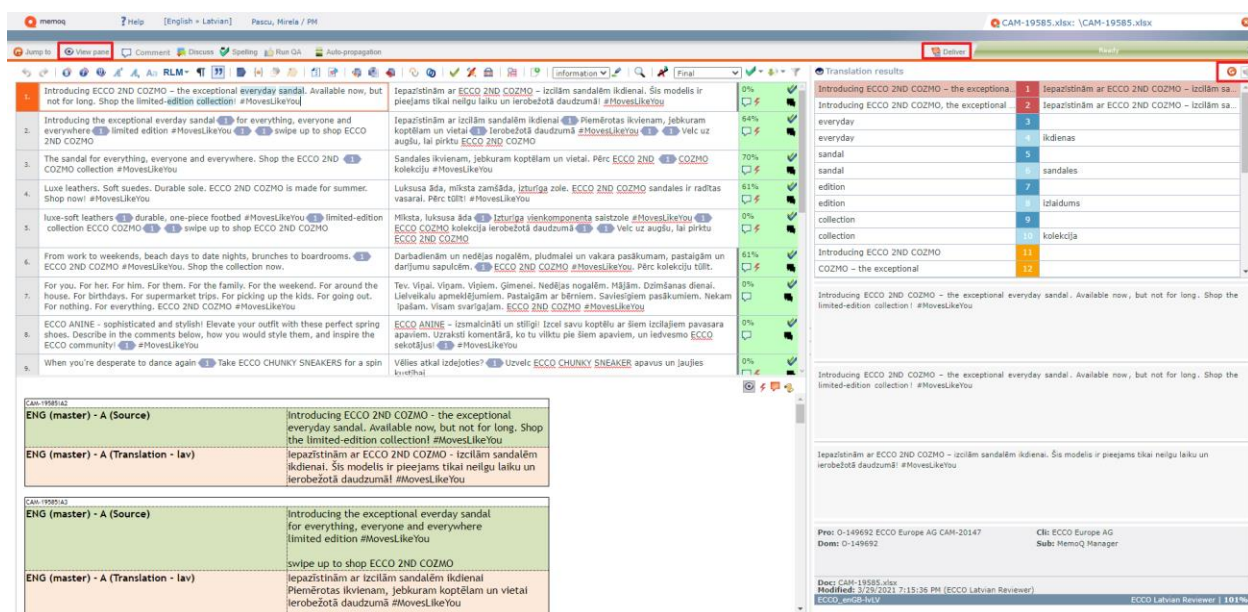
Show 10 projects per page

< Prev 1 Next >

All tasks have a deadline that will be set at the beginning of the review process. Please contact the project manager/liaison if you need adjustments to the deadline.

- Click on the file name to open the document for editing. The document opens either in another tab or a new browser window.

Please make sure the *View pane* is activated (so you can see a preview of the final file) and the *Translation results* pane, so you can see results from the translation memory (red) and from the term base/glossary (blue).



- Edit the translation in the target text cell, and once a segment is complete, press **Ctrl + Enter**. This will mark the segment as confirmed, represented by a double green check mark, and it will save the translation in the translation memory. It will also take you to the next segment.
- Click the **Deliver** button at the far right once your review is complete, so that the project managers know they can move the project to the next phase.

### 3. Further details

In the top bar, you will see the source and target language of the document as well as your login name and your user role for this document. On the far-right end, you will see the document name you are currently working on.

On the centre/left-hand side of the editor you will see a grid with the segments to be reviewed, while on the right-hand side you will see a list of results from the translation memory and term base entries.

The screenshot displays the Codex Global interface. At the top, the document name 'CAM-19585.xlsx' is visible. The main area is divided into a grid of segments on the left and a translation results panel on the right. Segment 1 is highlighted, showing the source text 'Introducing ECCO 2ND COZMO - the exceptional everyday sandal. Available now, but not for long. Shop the limited-edition collection! #MovesLikeYou' and the target text 'Iepazīstinām ar ECCO 2ND COZMO - izcilām sandaļiem ikdienai. Šis modelis ir pieejams tikai nelielu laiku un ierobežotā daudzumā! #MovesLikeYou'. The translation results panel on the right shows a list of results for segment 1, including 'everyday' and 'sandale'.

While reviewing the files, please always check if the translation results list gives you any results. This is paramount to maintain consistency with previously approved content. The translation results panel gets activated by clicking on a segment in the translation grid (such as segment 1 in the screenshot above).

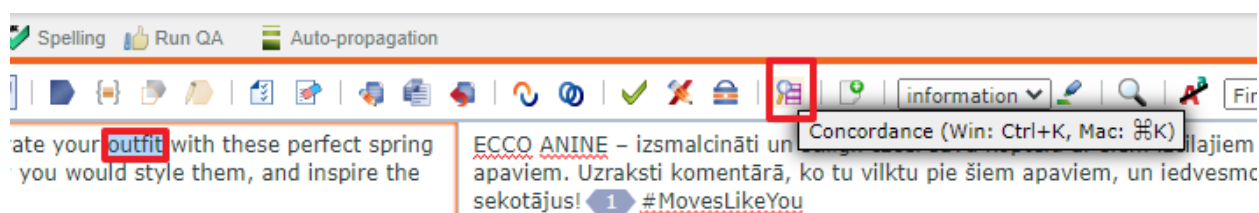
If there is a **red result**, it comes from the Translation Memory. If you click on the result, it provides further details about that segment, such as the last user who modified it.

If there is a **blue result**, it is a term coming from the ECCO term base. Whenever a term base entry (it can be a term or a string of terms, depending on how they were inserted in the glossary initially) appears in the source, it will be highlighted in blue – the translation panel will prompt the approved translation for this term, that should be used, if applicable, to ensure consistency. Clicking on the blue result will display the definition and any other details provided by the translator (or ECCO reviewer for the approved glossaries) on that particular term. Forbidden terms will be in black (number 4 in the screenshot below):

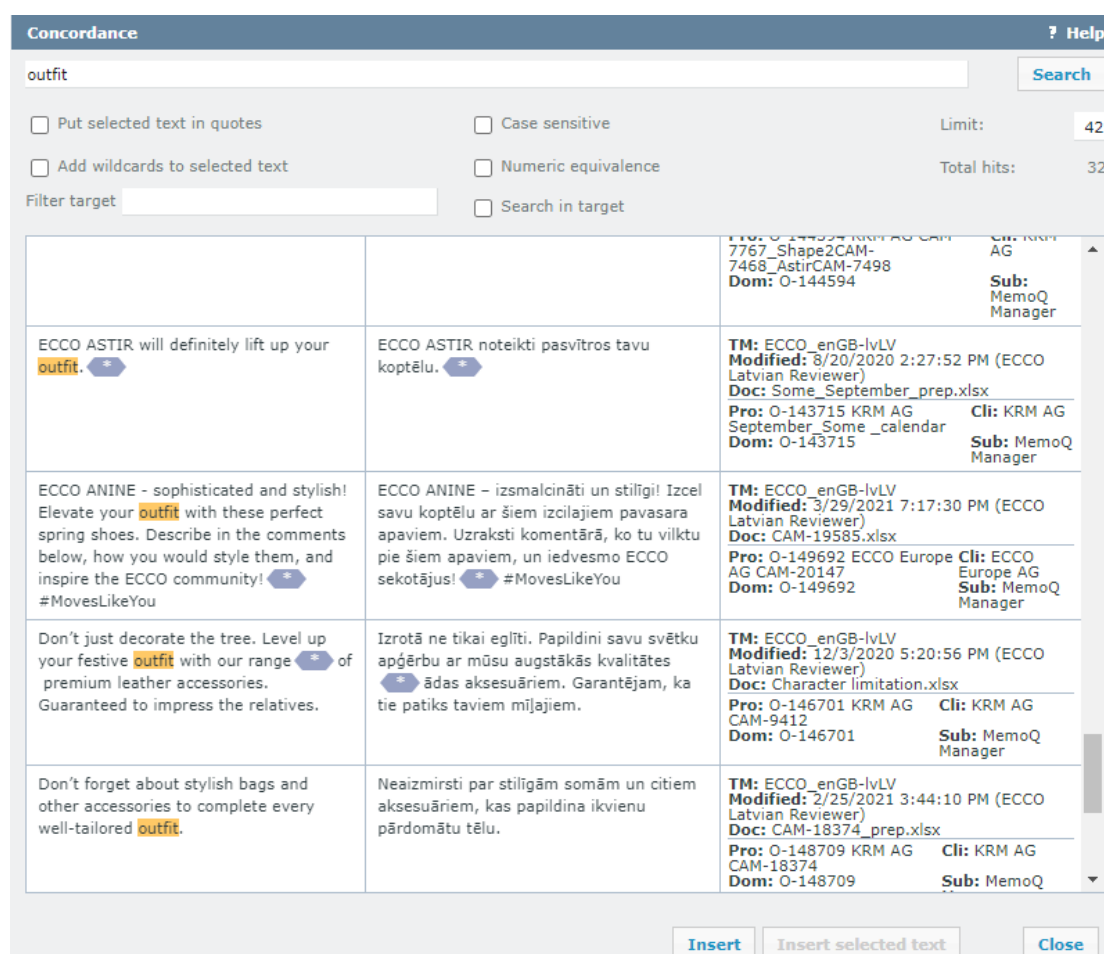
The screenshot shows a detailed view of a translation result for the term 'leathers'. The result is highlighted in blue, indicating it is a term from the ECCO term base. The definition and usage notes are displayed below the term. The definition states: 'Definition: Animal skin treated in order to preserve it, and used to make shoes, bags, clothes, equipment, etc.' The usage notes state: 'Note about leather in general: kůže can be used in case of adjective - kožený (kožená taška is better than ušovaná taška). To understand: kůže is the raw material, material in tanneries, material from the'.



You can do more in-depth searches in the translation memory by using **Concordance** search. If you want to look for a specific expression, highlight the relevant text and press **Ctrl + K** or the concordance icon:



This opens up the concordance window, which allows you to search in the translation memory.



The **Concordance** dialog allows you to find entries in the translation memory that contain specific words or sequences of words directly from the translation document. Using this feature, you can easily look for the context of source-language or target-language words. Concordance involves finding all entries which contain the expression you are looking for and presenting them in a way that you can easily see the context in which they appear. Besides the sequence of words, you can also search for parts of words, or segments that contain all the words you specified.

If you invoke the dialog with text selected in the source segment, the **Text** field will automatically be filled in with the selected text, and the results with the default settings will automatically appear.

You can also look for results in the target language, by ticking the relevant box as in the screenshot above. The results include the source and target text fields for displaying the segments found and a section for displaying the meta-information, such as which project the segment came from, if it came from ECCO or from ECCO Europe, who was the last user who modified it, etc.

The **View pane** option will enable an HTML preview of what the final document looks like. The current segment will be encased in a red rectangle.

Please note that this option might not be available for all documents, depending on the type of file and how it is being processed.

The **Comment** button will allow you to leave a general comment for the file, but you can also leave individual comments on each segment, by clicking on the little bubble icon.

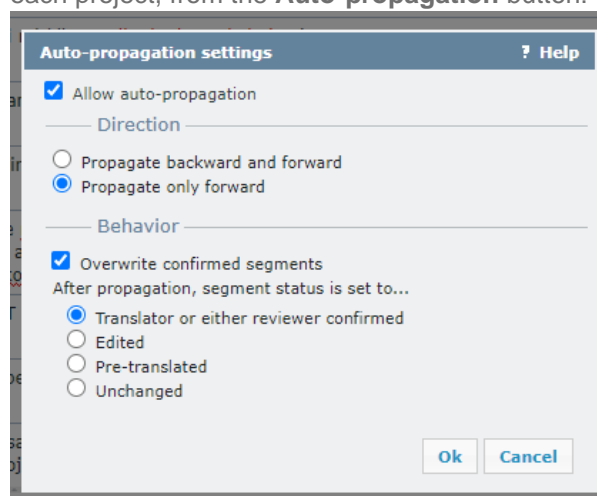
The **Spelling** button will toggle the spell-check option. This will enable/disable the red wiggly underlines to flag possible typos and spelling errors. You can then right-click on individual flagged words to edit or simply type the current spelling.

The **Auto-propagation** feature enables the user to only change a repeated segment once – when confirmed, that segment will auto-propagate to all other instances in the file where the source is exactly the same:

#MovesLikeYou	100%	
ECCO 2nd COZMO.	0%	
Izcilas sandales ikdienai.	0%	
#MovesLikeYou	100%	
ECCO 2nd COZMO.	0%	
Piemērotas ikvienam, jebkuram apģērbam un vietai.	0%	

In the screenshot above, *#MovesLikeYou* and *ECCO 2nd COZMO.* are repeated several times throughout the document – the green arrow highlighted above indicates that those segments have been auto-propagated by having confirmed the first instance of their occurrence.

Auto-propagation settings can be changed at any point, depending on the preferences or requirements of each project, from the **Auto-propagation** button:

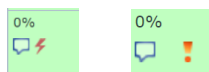


If different translations are needed for the same source segment, the *Allow auto-propagation* setting can be disabled by unticking it in the menu above.

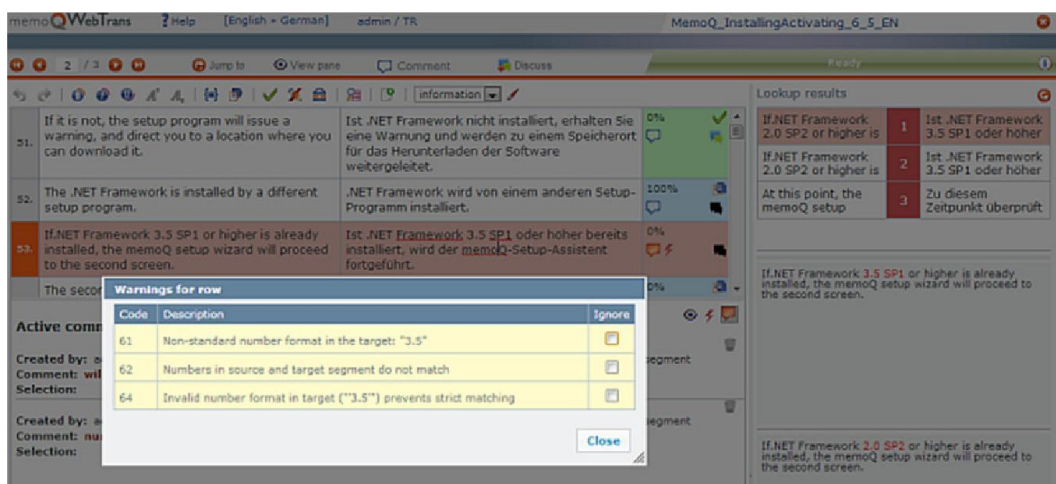
We would recommend the *Propagate only forward* setting as default. If however you may need to change a segment after you had previously confirmed it, you could enable *Propagate backward and forward* in order to make the change, and then change the setting back to *Propagate only forward*.

**Quality Assurance (QA)** is the process of checking your review for correct terminology use, consistency, punctuation, typography, numbers, character limitations and certain tag checks. The QA module in memoQWebTrans shows errors and warnings for each segment: missing tags, wrong numbers, punctuation, etc.

When a document contains a QA error or warning, a QA error icon is shown next to the status info of the row (a flash for a warning, an exclamation mark for an error):



Double click on either symbol to open a dialog and resolve the errors and warnings. Unresolved errors may prevent successful delivery of the document.



The screenshot shows the memoQWebTrans interface with a translation project titled 'MemoQ\_InstallingActivating\_6\_5\_EN'. The interface displays a list of segments with their source and target text, along with a progress bar and a QA status icon. A 'Warnings for row' dialog is open, showing the following warnings:

Code	Description	Ignore
61	Non-standard number format in the target: "3.5"	<input type="checkbox"/>
62	Numbers in source and target segment do not match	<input type="checkbox"/>
64	Invalid number format in target ("3.5") prevents strict matching	<input type="checkbox"/>

The dialog also includes a 'Close' button. The background interface shows a list of segments with their source and target text, along with a progress bar and a QA status icon. The 'Warnings for row' dialog is open, showing the following warnings: