



Brand GUARDIAN User Guide

GETTING STARTED

Your login and password were sent to you via an automated email notification from myl@mylGlobal.com. If you haven't received it, please contact us at service@mylGlobal.com.

WELCOME TO MYL!
We're thrilled to have you onboard.

We are Mind Your Language (MYL) - a leading, language service provider. Your company has requested a Brand GUARDIAN editing account for you and has pre-paid the monthly fee for this service. Brand GUARDIAN is a real-time English editing service that enables you to submit documents to our professional editors. Our editors proofread your work in accordance with your company style guide, and return it to your inbox within 1-2 hours.

YOUR PROJECT MANAGER
N: Katy CHAN
T: +852 2528 2170
E: katychan@mylGlobal.com

FREE TRAINING WEBINAR
Not sure where to start? Don't worry, we've got you covered. Easily scheduled in at your own convenience, this 10-minute session will walk you through and answer any questions that you may have regarding the job submission process.
Email saxbvmacalister@mylGlobal.com to arrange your free training webinar today.

HOW MYL CAN HELP YOU
Read our case study on how MYL effectively assisted with the editing requirements of an international client:
[View Case Study](#)

LET'S GET STARTED
Here are your login details:
USERNAME:
saxbvmacalister@mylGlobal.com

HOW TO SUBMIT A FILE TO MYL FOR EDITING

Step 1: Log in to <https://www.mylglobal.com>

MYL
Mind Your Language™

Sign In
Enter Username and Password to login.

Username

Password

Keep Me Signed In

[Sign In](#) [Forgot Password?](#)



Consulting & Professional Services

Revolutionize the way you create, localize and distribute your digital content

Does manual or repetitive work of your translated documents take up a lot of your time?

Would you like to have high quality neural machine translation integrated into your document production?

Do you wish you had more flexibility with your document layout and distribution?

MYL's language consultants can unlock big productivity gains for companies looking to improve processes, scale distribution and drive down translation costs dramatically.



Step 2: Select **Real-time English Editing** and hit **Submit**.

You can click on **New Job** to return to this page at anytime.

MYL
Mind Your Language

Translation ▾ Editing Copywriting Consulting Careers ▾ About Contact **New Job** ▾ ▾

My Jobs: Katy Chan
Mind Your Language

18 Number of Users

9 Total Jobs - 12 Months

Katy CHAN
Project Manager

Katy CHAN
Account Manager

New Job

Which Service do you want to use today?

Already Subscribed:

Real-Time English Editing

Sign-Up For:

<input type="radio"/> Real-Time Chinese Editing	Request a free trial >
<input type="radio"/> Document Translation	Request a free test >
<input type="radio"/> Chinese Editing	Request a free test >
<input type="radio"/> Copywriting	Request a free test >
<input type="radio"/> Website Content Translation Plug-In	Request a free trial >
<input type="radio"/> AI Machine Translation	Request a free trial >

Submit

My Dashboard
Dashboard
Instant Quote

Support
[Contact Your Project Manager](#)
[Contact Your Account Manager](#)
[Contact Your Linguist](#)
[Video Demos](#)
[Case Studies](#)
[Referrals - Earn Free Gifts!](#)
[Rate us on Trust Pilot](#)

Step 3: Complete the Job Submission Form

Please take note of the time that your job will be accepted by the editor at the top.

- i. Attach the file to be edited.
- ii. Enter the correct word count.
- iii. Add/change return email address(es).
- iv. Track changes is defaulted to yes.
- v. Provide comments (optional).
- vi. Provide reference material (optional).
- vii. Click **Submit**.



Brand GUARDIAN

English Editing: Your job can be picked up immediately

Job Queue: English Editing (Online)

Attach File To Be Edited: No file chosen

Word Count:

Return Email(s)

If you would like to change the return email address, please delete the original and type in the new email address. To add more return email addresses, please type them above, separated by a comma.

Track Changes:

This option is only available for Microsoft Word documents. If you require the editor to manually mark their changes on Microsoft PowerPoint or Excel files with a different font color, please add your request in the Comments box below. Kindly note that this may cause a slight delay in the delivery of your edited file.

Leave this box checked if you wish the Editor to use Microsoft Word's 'track changes' option (located on the tools menu).

Comments:

Send Reference Materials:(optional) No file chosen

Step 4: Confirm Your Job Submission

- i. Take note of the estimated time you will receive your edited file back.
- ii. Click **Confirm**.

Please check the information below and press Confirm.

The completion time for this job is estimated to be at **3:39 PM on 28/08/2020 (Asia/Hong_Kong)**

Return Email: saxbymacalister@myIGlobal.com, saxby.macalister@gmail.com

Track Changes: Yes

Word Count: 5

File Name: DUMMY JOB.docx

Comments:



Step 5: You have successfully uploaded your file!

Once your job has been submitted, you will return to the **Job Queue** page where you can see all the other files that are pending in the queue to be edited. If the job was not submitted by you, then you will not be able to cancel the job or see the **File Name** information.

You can cancel jobs submitted by you by clicking on **Cancel**.

English Editing

Your job MIN368021 has been submitted and it is estimated to be returned by 3:42 PM on 28/08/2020

Job No	File Name	Word Count	Submitted By	Due Time	Action
MIN368021	DUMMY JOB.docx	5	58970	3:42 PM on 28 August 2020	Cancel

Refer someone now and Earn Free Gifts!

Support: Contact Your Linguist

Here you may ask your dedicated editor questions directly (or you may receive a question from your editor to respond to):

Support

[Contact Your Project Manager](#)

[Contact Your Account Manager](#)

[Contact Your Linguist](#)

[Video Demos](#)

[Case Studies](#)

[Referrals - Earn Free Gifts!](#)

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- i. Select the **Job Number** which your question is related to.
- ii. Type in your question in the **Comments** section.
- iii. Attach your revised files (if any). For example, the edited file in question if you have made any further changes.
- iv. Hit **Submit**.
- v. You will receive the response from your editor by email.
- vi. If you would like to respond to your editor, please login and go to **Contact Your Linguist** again. **Please do NOT respond to the automated email by clicking Reply.*



Send a message to your Brand GUARDIAN Editor

If you would like to query anything with your Editor simply click on the relevant Job Number, write your comments and press Submit.

When submitting queries through this function please note that you do not need to include your email address within your text message. The MYL Webserver automatically records your email address when the message is sent.

Job No	Job Status	Submitted Time
No Brand Guardian Job Submitted.		

Job No:

Comments:


Reference File:

No file chosen

Click browse to send us reference materials that you think will assist us with your query. Only one reference file can be submitted. For multiple files please combine them into a zip file and upload.

My Dashboard


Select **Dashboard** on the right-hand side, to see the other Brand GUARDIAN related features available to you.




Translation ▾
Editing
Copywriting
Consulting
Careers ▾
About
Contact

👤 ▾
🇬🇧 ▾


My Dashboard: Katy Chan
Mind Your Language




18
Number of Users




9
Total Jobs - 12 Months




#MIN368057
Last Completed Job




Katy CHAN
Account Manager




My Jobs
View all my jobs




My Language
Set your default display language



Account Status
View a detailed summary of your account



My Resources
Manage your translator, editor, copywriter & style guide



Online Glossary
Manage a dedicated glossary of words specific to your jobs

My Dashboard

Dashboard

Instant Quote

Support

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Contact Your Account Manager

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FEATURE 1: My Jobs

You can see a real-time snapshot of your pending jobs in the work queue. All edited files can be found under the **Completed Job(s)** section, searchable by the month that you submitted them. You may also download the original and edited versions of these completed jobs.

My Jobs for August 2020

[Job Status](#)

Please select the Time Period you want to view

August | 2020 | Brand GUARDIAN | [Submit](#)

[English Editing](#)

Show 10 entries Search:

Job No	Status	File Name	Word Count	Submitted By	Time Accepted	Due Time
MIN368070	Submitted	Great Managers Grid.xlsx	571	katychan@my/global.com	-	4:52 PM on 31 August 2020

Showing 1 to 1 of 1 entries Previous **1** Next

[Completed Job\(s\)](#)

Show 10 entries Search:

Job No	Status	File Name	Word Count	Submitted	Time Accepted	Completed
MIN368057	Completed	Test.docx	12	10:31 AM 31 Aug 2020 Download Source File	3:50 PM 31 Aug 2020	1:08 PM 31 Aug 2020 Download Completed File

Showing 1 to 1 of 1 entries Previous **1** Next

FEATURE 2: My Language

Select the language preference that you would prefer your portal to be displayed in.

My Language

Please select your preferred language:

- English
- 繁體中文
- 简体中文
- 日本語

[Submit](#)

FEATURE 3: My Resources

My Style Guide- download your Company Style Guide (if available) here.

Make a Complaint- provide us with some feedback.

My Resources

[My Translator\(s\)](#)

[My Editor\(s\)](#)

[My Copywriter\(s\)](#)

[My Style Guide](#)

[Make a Complaint](#)