

Translation User Guide

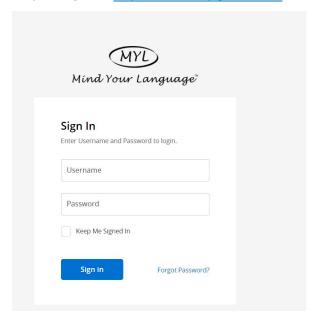
GETTING STARTED

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.



HOW TO SUBMIT A FILE TO MYL FOR TRANSLATION

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





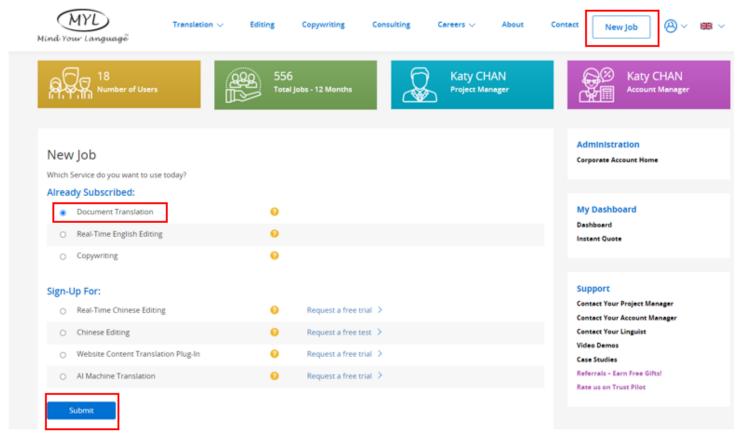
production?

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 **Document Translation** and hit **Submit**.

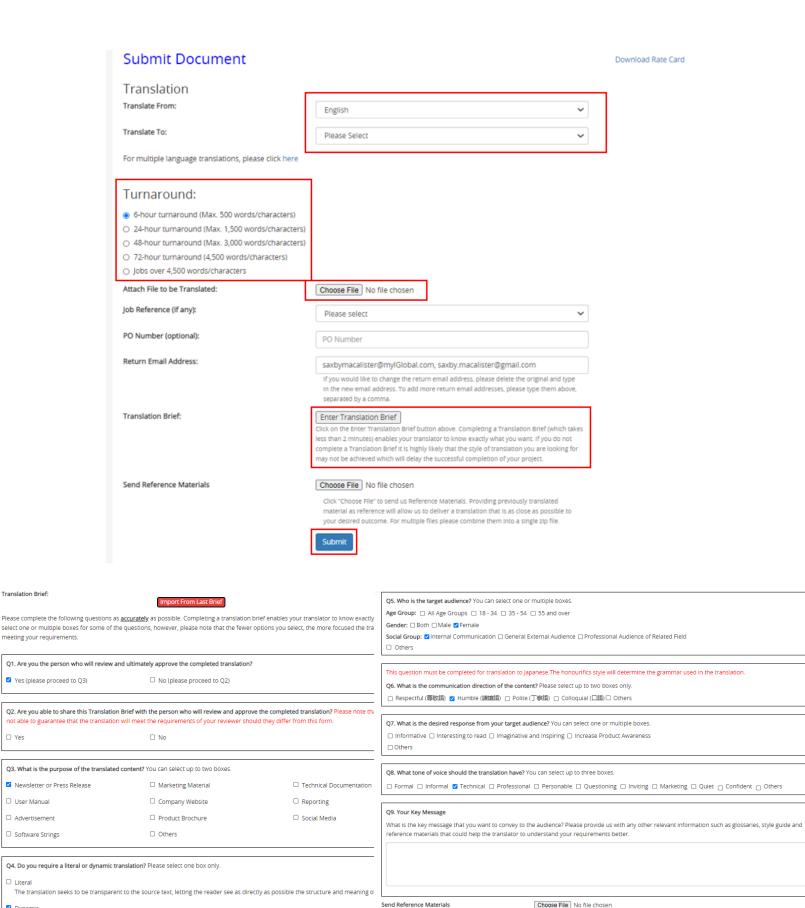


Step 3: Complete the Translation Job Submission Form

- i. Select the source and target languages.
- ii. Select the turnaround time that you require.
- iii. Upload the source file.
- iv. Insert your preferred return email address(es).
- v. Complete your **Translation Brief** (see below): You have the option to import your previous brief, if this is also applicable to this job. Fill out the following sections with your requirements for the job.
- vi. Attach **Reference Materials**, if you have any that you feel would help to assist the translator and then select **Submit**.



Click "Choose File" to send us Reference Materials. Providing previously translated material as reference will allow us to deliver a translation that is as close as possible to your desired outcome. For multiple files please combine them into a single zip file.



Translation Brief:

□ Yes

☐ User Manual

☐ Software Strings

usage where necessary.

□ Others

The translation seeks to be transparent to the source text but the meaning is communicated naturally in the target language with pa



Step 4: You have successfully uploaded your file!

- i. After pressing **Submit**, you will see a summary of your sent job.
- ii. Take note of the estimated time that you will receive your translated file back and the **Job Number** (should you have any questions about the job and need to reference it later).

Document Translation

Thank you! Your request has been sent to your Preferred Translator. An e-mail confirmation will be sent to you when your Translator has accepted your job.

You have submitted:	Translation English to Bahasa Malaysian		
You have selected:	48-Hour Turnaround Time		
Time submitted:	11:34 AM 02 Sep 2020 (Asia/Hong_Kong) 11:34 AM 04 Sep 2020 (Asia/Hong_Kong)		
Return time:			
Job No:	164371		
The name of the submitted file:	DUMMY JOB.docx		
Account No:	58970		
Name:	Saxby Macalister		

Refer someone now and Earn Free Gifts!



Support: Contact Your Linguist

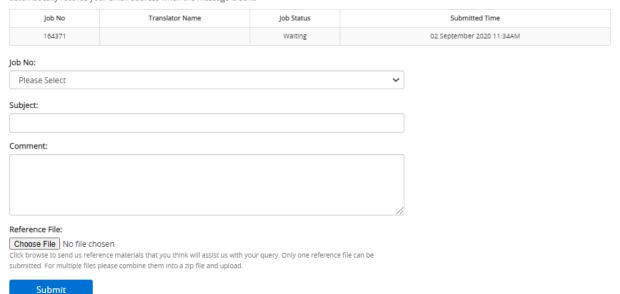
Here you may ask your translator questions directly (or you may receive a question from your translator):

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

Send a message to your Editor/Translator

If you would like to query anything with your Editor/Translator 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.

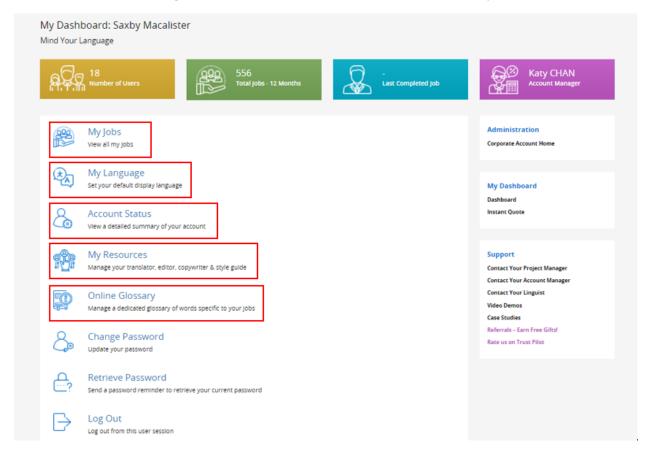


- i. Select the **Job Number** that your question is related to.
- ii. Type in your question in the **Comments** section.
- iii. Attach the **Reference File** that pertains to your query (if applicable).
- iv. Hit Submit.
- v. You will receive the response from your translator by email.
- vi. If you would like to respond to your translator, please login and go to **Contact Your Linguist** again. *Please do NOT respond to the automated email by clicking Reply.



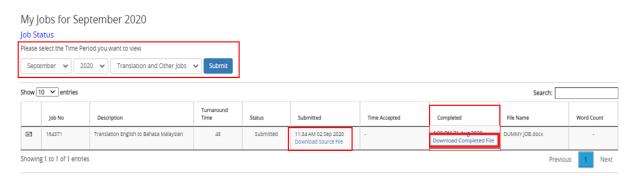
My Dashboard

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



FEATURE 1: My Jobs

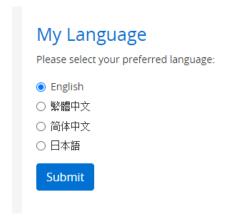
You can see a real-time snapshot of your pending jobs in the work queue. All translated files can be found under the **Completed Job(s)** section, searchable by the month that you submitted them. You may also download the original and translated versions of these completed jobs.





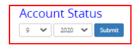
FEATURE 2: My Language

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



FEATURE 3: Account Status

View a detailed overview of your account, which is searchable by month.



Translation Transactions			Cost in HK\$		
Date	Status	Job Number	Description	Credit	Debit
			24 Hour Translation	0.00	0.00
			48 Hour Translation	0.00	0.00
			72 Hour Translation	0.00	0.00
Over 72 Hour Translation			Over 72 Hour Translation	0.00	0.00
Sub-total:		0.00	0.00		

FEATURE 4: 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)

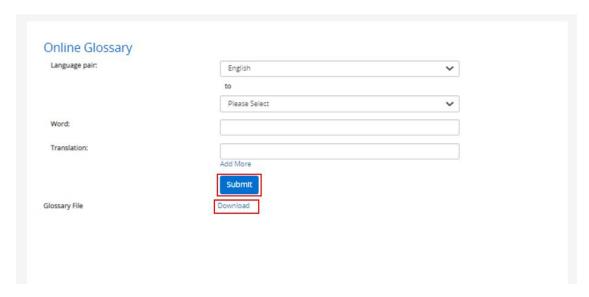
My Copywriter(s)

My Style Guide Make a Complaint



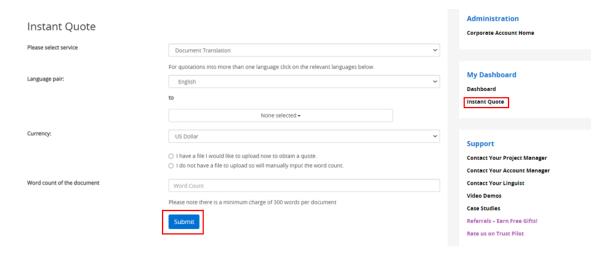
FEATURE 5: Online Glossary

Add new preferential words to your existing Glossary for your translator, and download your Glossary file to view here.



FEATURE 6: Instant Quote

Check the cost of a job before submitting it here. Select the language pair, currency and word count and then press **Submit**.



END.