

Simply Translate tool

the optimal translation tool for the world of e-commerce



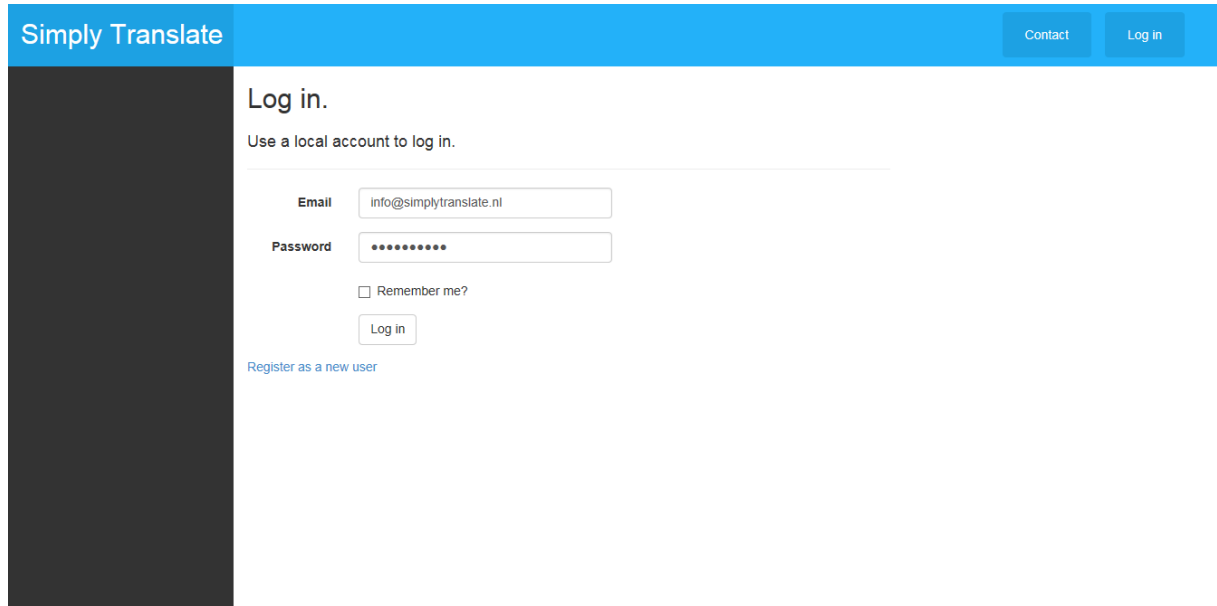
User Guide

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Getting started

Welcome to the Simply Translate – Automated Human Translations tool. We offer you a comprehensive solution for translating your webshop to any language of the world. After installation, you will be asked to log in with your email address and a self-chosen password. You will receive these login details by email afterwards.



Simply Translate

Contact Log in

Log in.

Use a local account to log in.

Email info@simplytranslate.nl

Password

Remember me?

Log in

[Register as a new user](#)

When logged in, the content of your webshop is automatically being downloaded into the tool. The content of your webshop is divided into the following categories:

- Products
- Categories
- Brands
- Specifications
- Text pages
- Blog meta info
- Manual translations

Simply Translate

 LOGGED IN WITH
 robin@wilhelminadesigns.com
 Log off
Contact

Dashboard

- 📦 Products
- 📁 Categories
- 🏷️ Brands
- 📄 Specifications
- 📄 Text pages
- 📄 Blog meta info
- 📄 Manual translations

Actions

- 🔄 Orders being translated
- 📄 Orders uploaded
- 🛒 Cart

Settings

- 👤 Customer services
- 🌐 Languages

Current orders

Order	Count	Transla...	Proofread	To approve	Approved	Uploaded
Order 1	6	0%	0%	0%	100%	100%
Order 2	1	0%	0%	100%	100%	100%
Order 3	23	0%	0%	100%	100%	100%
Order 4	4	0%	0%	100%	100%	100%

Process overview

Language	Uploaded	Approved
en	22%	78%
de	0%	100%
nl	0%	100%

Frequently asked questions

Who is translating?
The Simply Translate tool is created by the translation company Simply Translate. This company is specialized in translating commercial texts. For more information visit our website: www.simplytranslate.nl.

How does the app work?
We created a manual. The manual takes you through all the features of the app. You can download the manual [here](#).

How much does the app cost?
The Simply Translate app does not cost anything when the translations are done by Simply Translate. If you decide to translate yourself (or another third-party) there will be a

Questions? Answers

Name

E-mail

Message

These sections are corresponding with the categories you normally use in the SEOshop environment. Therefore, it is simple to navigate through your content since you are already familiar with the terms being used.

Selecting webcontent

To select the content which you want to have translated, navigate to one of the categories displayed in the menu on the left. For some of the categories the automatic download is not operable, you can request a translation by navigating to the *Manual translating* section and manually uploading the document(s). For this manual, we navigated to *Products*.

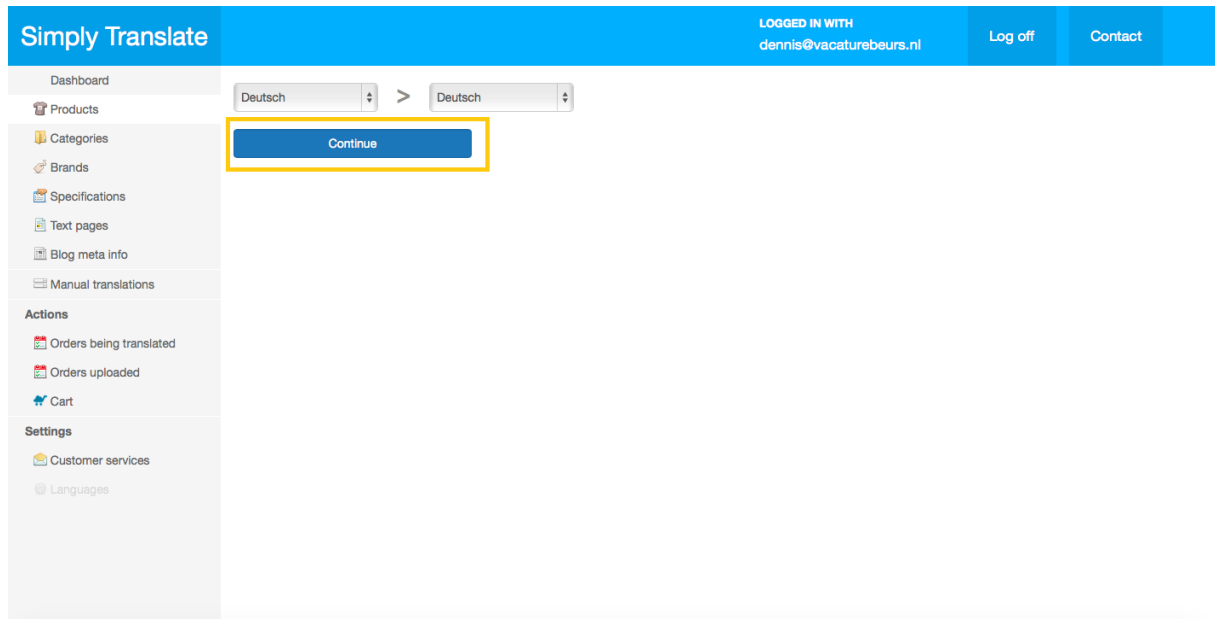
The screenshot shows the Simply Translate dashboard. The top navigation bar includes the logo, user information (LOGGED IN WITH robin@wilhelminadesigns.com), and links for Log off and Contact. The left sidebar contains a menu with categories like Products, Categories, Brands, Specifications, Text pages, Blog meta info, Manual translations, and Actions. The main content area is divided into three sections: 'Current orders' with a progress bar chart for four orders, 'Process overview' with a stacked bar chart for three languages (en, de, nl), and 'Frequently asked questions' with three questions and answers. A 'Questions? Answers' form is also visible on the right.

Selecting source language and target language

When you have selected a category, you then are being requested to fill in the source language and the target language. Select the language combination by choosing one of the languages displayed in the *source language* and *target language* dropdown menus.

The screenshot shows the language selection interface. The top navigation bar includes the logo, user information (LOGGED IN WITH dennis@vacaturebeurs.nl), and links for Log off and Contact. The left sidebar contains a menu with categories like Products, Categories, Brands, Specifications, Text pages, Blog meta info, Manual translations, and Actions. The main content area shows two dropdown menus for source and target language, both set to 'Deutsch', with a 'Continue' button below them.

Once you have selected the source language and target language, click on the *continue* button.



Selecting products

You will now see a new screen which asks you to select the products you want to have translated. In the first column you can see the product name; the second column shows a short description of the product so you know which product is referred to. The third column shows the amount of words of this product. This includes the:

- Product title
- Full product title
- Product description
- Product text content

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Dashboard Nederlands (nl) > Deutsch (de) Translate SEO Fields No

Products

Categories

Brands

Specifications

Text pages

Blog meta info

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Overview All Content

ALL	PRODUCT NAME	SHORT DESCRIPTION	WORDS	
<input type="checkbox"/>	Test product 1	Dit is een product, deze bestaat uit een aantal karakters en is groen v...	28	Add
<input type="checkbox"/>	Test product 2	Test product 2 is voorzien van lange mouwen	33	Add
<input type="checkbox"/>	C Ply Lounge Werkplek	C-ply lounge werkplek Design by Drisag Ronde lounge werkplek, coc...	73	Add

[Add to cart](#)

Search

If you want to search a particular product, you can use the *Search* feature. When you start typing the name of the product in, all products with this word will appear. Note: the products which you already have selected before typing in a name will still be selected when using this feature.

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Dashboard Nederlands (nl) > Deutsch (de) Translate SEO Fields No

Products

Categories

Brands

Specifications

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Overview All Content

ALL	PRODUCT NAME	SHORT DESCRIPTION	WORDS	
<input type="checkbox"/>	Test product 1	Dit is een product, deze bestaat uit een aantal karakters en is groen v...	28	Add
<input type="checkbox"/>	Test product 2	Test product 2 is voorzien van lange mouwen	33	Add
<input type="checkbox"/>	C Ply Lounge Werkplek	C-ply lounge werkplek Design by Drisag Ronde lounge werkplek, coc...	73	Add

[Add to cart](#)

Include SEO keyword translation

Just above the table you see a box which enables you to include SEO fields. Including SEO in your translation means we will translate your SEO keywords, title and description and also implement these keywords in the translations. If you switch to Yes, the total amount of SEO keywords will be added to your total word count, which will be visible in the *Cart*.

Simply Translate

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dennis@vacaturebeurs.nl

Log off Contact

Dashboard

Nederlands (nl) > Deutsch (de) Search on word

Translate SEO Fields No

Products

Categories

Brands

Specifications

Text pages

Blog meta info

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Overview All Content

ALL	PRODUCT NAME	SHORT DESCRIPTION	WORDS	
<input type="checkbox"/>	Test product 1	Dit is een product, deze bestaat uit een aantal karakters en is groen v...	28	Add
<input type="checkbox"/>	Test product 2	Test product 2 is voorzien van lange mouwen	33	Add
<input type="checkbox"/>	C Ply Lounge Werkplek	C-ply lounge werkplek Design by Drisag Ronde lounge werkplek, coc...	73	Add

Add to cart

Adding products to your cart

You can either add individual products to your cart with the *Add* button, by checking the box. If you have selected all the products you want to have translated, click on the *Add to cart* button. You will now automatically be forwarded to your Cart.

Cart

In the cart you can see an overview of the web content you have just selected and added to your cart. The left columns show the type of items you have selected, the name of the content, the source language and target language. The right side of the table shows the amount of words, the price per word and the total price per item.

Type	Name	Source language	Target language	Incl. SEO	SEO word count	Text word count
product	Test product 1	nl	de	No	0	28
product	Test product 2	nl	de	No	0	33
product	C Ply Lounge Werkplek	nl	de	No	0	73
						+ Total 134 words
						7 cents per word
						€ 9.38

This order will cost you € 9.38.

Please enter a name for this order:

I agree on the terms and conditions

Purchase translation for 7 cents per word, € 9.38 in total

The total of all selected items and (various) prices is added to your grand total, which is displayed in green. Then, please name your order by typing in a name in the *Please enter a name for this order* field.

Type	Name	Source language	Target language	Incl. SEO	SEO word count	Text word count
product	Test product 1	nl	de	No	0	28
product	Test product 2	nl	de	No	0	33
product	C Ply Lounge Werkplek	nl	de	No	0	73
						+ Total 134 words
						7 cents per word
						€ 9.38

This order will cost you € 9.38.

Please enter a name for this order:

I agree on the terms and conditions

Purchase translation for 7 cents per word, € 9.38 in total

If the content of your cart seems correct, proceed to the Terms & Conditions box. Please read the license agreement carefully. If you wish to proceed, check the *I accept the terms in the license agreement* button.

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product	Test product 2	nl	de	No	0	33
product	C Ply Lounge Werkplek	nl	de	No	0	73
						+ Total 134 words
						7 cents per word
						€ 9.38

This order will cost you € 9.38.

Please enter a name for this order:

I agree on the terms and conditions

Purchase translation for 7 cents per word, € 9.38 in total

After checking the Terms & Conditions box, continue by clicking on the *Buy order* button. Your order will then be sent to us and we will process it.

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Dashboard

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- Manual translations

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Type	Name	Source language	Target language	Incl. SEO	SEO word count	Text word count
product	Test product 1	nl	de	No	0	28
product	Test product 2	nl	de	No	0	33
product	C Ply Lounge Werkplek	nl	de	No	0	73
						+ Total 134 words
						7 cents per word
						€ 9.38

This order will cost you € 9.38.

Please enter a name for this order:

I agree on the terms and conditions

Purchase translation for 7 cents per word, € 9.38 in total

Invoice

After confirming your order you will receive an invoice for the order you have purchased. We work with a prepayment system in order to be able to offer you our most competitive price. Since we do not have a debit department, we save costs on our overhead. The result is a lower price, with the same great quality we always deliver.

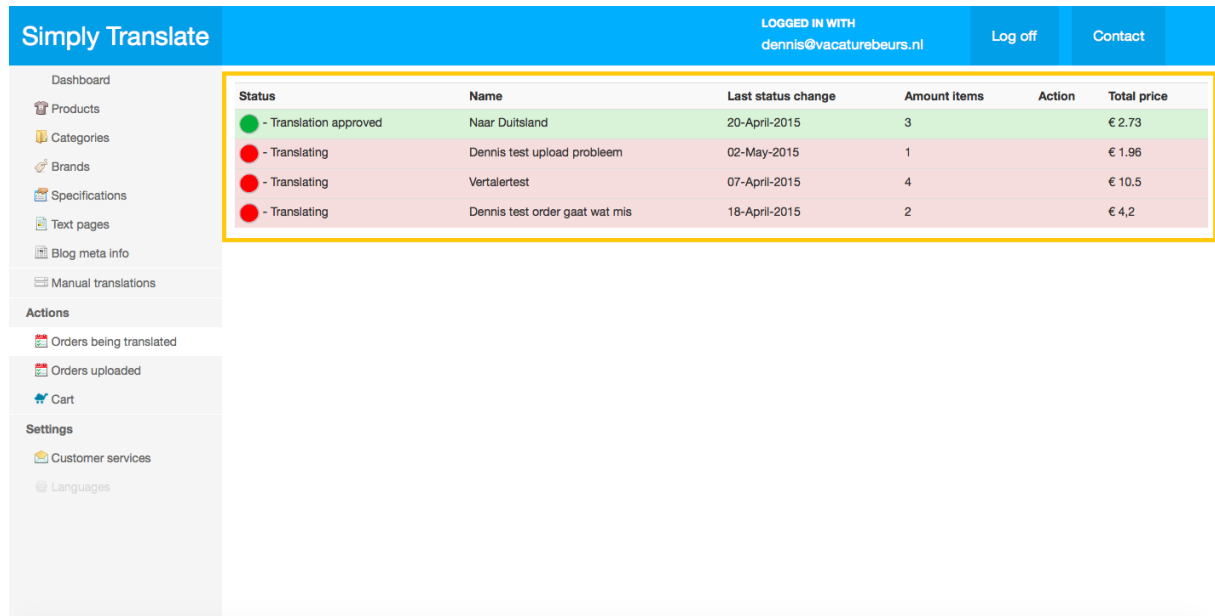


After we have received your payment, we will start the translation process. You can now follow your order via the Order overview.

Order process

From the moment you order you can follow the progress of your translations in the order overview section. The status of an order can be divided in six different stages:

1. Translating
2. Proofreading
3. Ready for approval
4. Approved
5. Uploaded



The screenshot shows the 'Simply Translate' dashboard. The top navigation bar includes the logo, the user's login information ('LOGGED IN WITH dennis@vacaturebeurs.nl'), and links for 'Log off' and 'Contact'. The left sidebar contains a menu with categories like 'Dashboard', 'Products', 'Categories', 'Brands', 'Specifications', 'Text pages', 'Blog meta info', 'Manual translations', 'Actions', and 'Settings'. The main content area displays a table of orders with the following data:

Status	Name	Last status change	Amount items	Action	Total price
● - Translation approved	Naar Duitsland	20-April-2015	3		€ 2.73
● - Translating	Dennis test upload probleem	02-May-2015	1		€ 1.96
● - Translating	Vertalertest	07-April-2015	4		€ 10.5
● - Translating	Dennis test order gaat wat mis	18-April-2015	2		€ 4,2

Translating

The first stage is a passive stage. This means in this stage we do not require any action from you. Experienced, human translators will now work on the translation of your web content. As soon as they finish their work, their work gets send to the proofreader.

Proofreading

After completion of the translation, every bit of translated text gets checked on terminological consistency, language errors and omissions. If necessary, the proofreader will improve the translation. After the proofreader's approval, the text gets send back to you.

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Dashboard

- Products
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Actions

- Orders being translated
- Orders uploaded
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Status	Type	Name	Language from	Language to	Action
- Proofreading		Test product 2	nl	en	
- Proofreading		Test product 1	nl	en	
- Proofreading		C Ply Lounge Werkplek	nl	en	
- Proofreading		categorie	nl	de	

[Approve all translated products](#)

Ready for approval

The order now moves forward to the third stage. This stage is an active stage. By clicking on the project name a new screen pops up. You can now read and check the translated text. If you are happy with the content, you can approve the text by clicking on the *Approve* button. If you feel like the content is translated incorrectly or contains a mistake, you can ask for a revision of the text by clicking on the *Reject* button. We will then contact you as soon as possible in order to work out a solution.

Approved

After you have checked the translations and approved them, the order will move to the fourth stage. We will now proceed to upload the text to your website. We will contact you with the precise details on when you can expect your text.

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Dashboard

- Products
- Categories
- Brands
- Specifications
- Text pages
- Blog meta info
- Manual translations

Actions

- Orders being translated
- Orders uploaded
- Cart

Settings

- Customer services
- Languages

Status	Type	Name	Language from	Language to	Action
- Translation approved		Jens product	de	nl	View translation
- Translation approved		Kussencombinatie Mint & Taupe	nl	en	View translation
- Translation approved		Payment information	en	de	View translation

[Approve all translated products](#)

Done

All done! When your order moves on to the fifth stage you are all set. The translated text will now be uploaded to your webshop.

Simply Translate							LOGGED IN WITH dennis@vacaturebeurs.nl	Log off	Contact
Status	Name	Last status change	Amount products	Action	Total price				
● - Done	Christmas	18-January-2015	1		€ 0,3				
● - Done		26-November-2014	16		€ 39,48				
● - Done		01-November-2014	3		€ 1,08				
● - Done		26-November-2014	9		€ 37,5				
● - Done	Uitme test	20-January-2015	8		€ 6,23				
● - Done	Brand testing	04-January-2015	1		€ 0,84				
● - Done	Testing brands 2	24-January-2015	1		€ 0,14				
● - Done	test dennis	05-January-2015	5		€ 0,7				
● - Done	Order x	04-January-2015	3		€ 0,98				
● - Done	Testorder Dennis	04-January-2015	2		€ 1,05				
● - Done		19-October-2014	2						
● - Done	First order	19-October-2014	2		€ 6,48				
● - Done	Dennis test brand	04-March-2015	1		€ 0,7				
● - Done	Dennis test nogmaals	02-May-2015	1		€ 3,15				
● - Done	Dennis test upload probleem met SEO	02-May-2015	1		€ 3,15				
● - Done	Product and Brands Dennis	04-January-2015	4		€ 3,85				
● - Done	Dennis Test	17-January-2015	3		€ 1,05				

Of course, you can always look into your translated text by clicking on the *View translation* button.

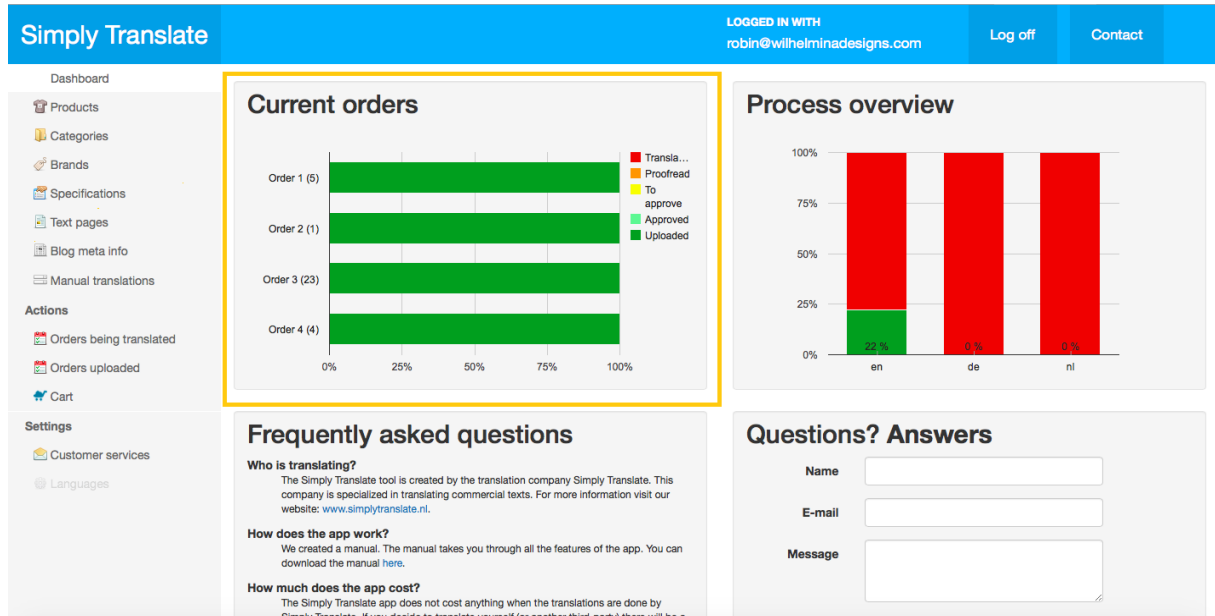
Simply Translate							LOGGED IN WITH dennis@vacaturebeurs.nl	Log off	Contact
Status	Type	Name	Language from	Language to	Action				
● - Translation approved	📄	Jens product	de	nl	View translation				
● - Translation approved	📄	Kussencombinatie Mint & Taupe	nl	en	View translation				
● - Translation approved	📄	Payment information	en	de	View translation				

Dashboard

In addition to the order overview where you can see the current status of the order, we also created several progress charts to show you how much of your translation has been completed.

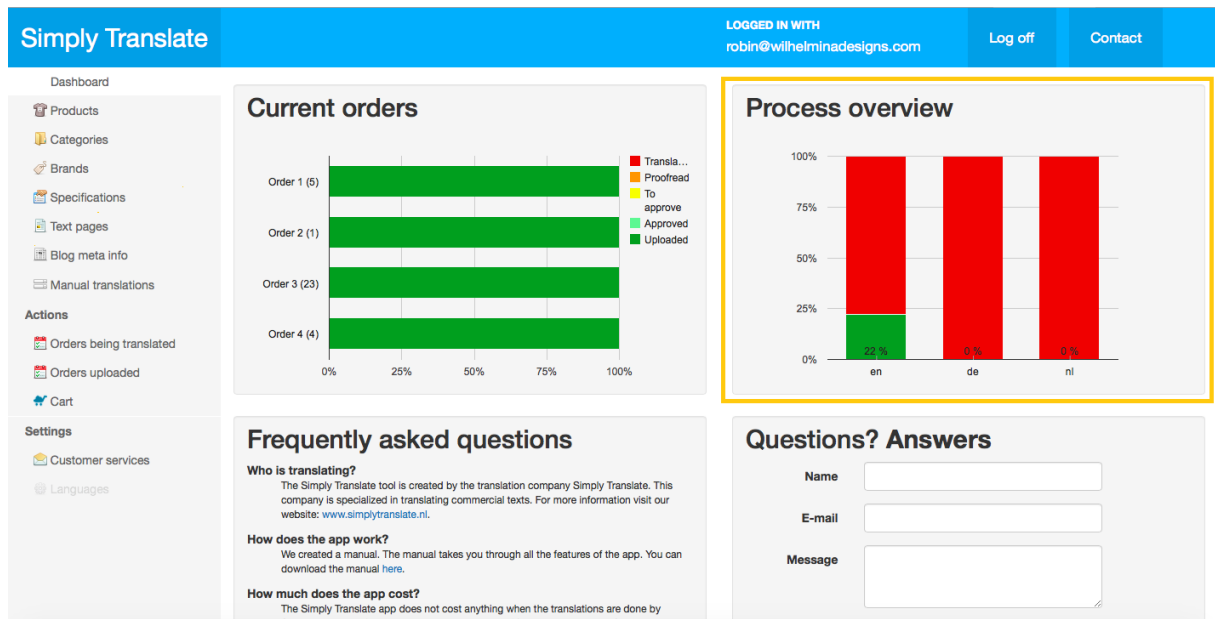
Current orders

In the left diagram you can see the current status of your orders. The five stages correspond with the stages presented earlier in this manual. You can see exactly in which stage your order(s) are.



Process overview

In the right diagram the percentage of completed translation and the current languages are being displayed. The red part of the bar shows you the percentage of text that still has to be translated. The green section shows you how many percent already has been translated.



Frequently Asked Questions

What is more in the dashboard is the Frequently Asked Questions section. If you have any questions left after reading this user guide, you can find all the answers to commonly asked questions here.

The screenshot shows the Simply Translate dashboard. The top navigation bar includes the logo, user information (LOGGED IN WITH dennis@vacaturebeurs.nl), and links for Log off and Contact. The left sidebar contains navigation options: Dashboard, Products, Categories, Brands, Specifications, Text pages, Blog meta info, Manual translations, Actions (Orders being translated, Orders uploaded, Cart), and Settings (Customer services, Languages). The main content area features a horizontal bar chart showing progress for four orders: Order 30 (9), Order 31 (4), Order 32 (3), and Order 33 (8). The 'Frequently asked questions' section is highlighted with a yellow border. It contains three questions: 'Who is translating?', 'How does the app work?', and 'How much does the app cost?'. To the right, the 'Questions? Answers' form is visible, with fields for Name, E-mail, and Message, and a 'Send e-mail' button.

Any questions?

If you cannot find the question or answer you are looking for, feel free to contact us anytime. Simply use the contact form on the dashboard page. Your question will be send to us automatically and we will try our best to respond as soon as possible.

This screenshot is identical to the one above, showing the Simply Translate dashboard. In this version, the 'Questions? Answers' form is highlighted with a yellow border. The form includes input fields for Name, E-mail, and Message, and a 'Send e-mail' button. The 'Frequently asked questions' section remains visible but is not highlighted.