



UNICORN A-M-P
(Advanced Management Platform)



memoq

A Unique Integration with memoQ

The continuing journey of GLTaC and memoQ (since 2009)

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What is unique about UNICORN integration with memoQ?

- Exclusive, deep, customized integration with memoQ API (no other CAT tools)
- Bidirectional functionality
- Automated Excel filters
- Automated Resource allocation
- Automated Client statistics
- Automated Assignee statistics
- Automated Question and Answer process during QC review
- Automated update of Working to Master TMs upon project archive

Bidirectional functionality

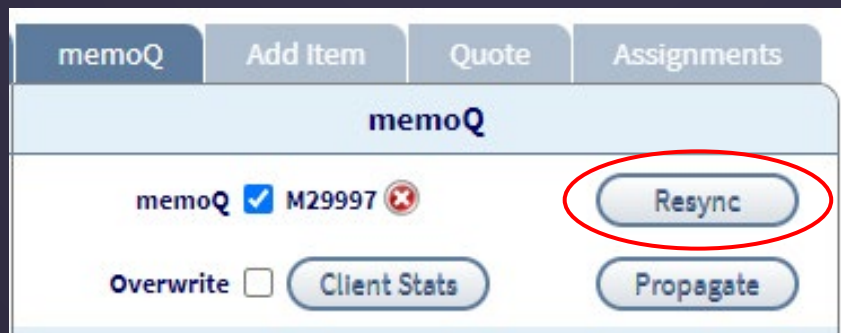
- The UNICORN A-M-P (Advanced Management Platform) TBMS can create and manage memoQ projects.



- Projects created in memoQ can synchronize with the corresponding job in UNICORN



- Job numbers and Project numbers must match (Job 23-0029997 and Project M29997) to synchronize.
- If you upload a file directly into memoQ with a custom filter, the Resync button will update the Job in UNICORN.



Automated Excel filters

- Custom Excel filters are available from the memoQ panel.
- Excel filters can be pre-defined and stored with client defaults.
- Can use different Excel filters on the same job (Alt. Config).
- The PM may filter highlighted cells by color.
- The Excel Configuration panel only displays when Excel files exist.

The screenshot displays the memoQ software interface. At the top, there are navigation tabs: 'memoQ', 'Add Item', 'Quote', and 'Assignments'. Below these, the 'memoQ' panel is active, showing a job named 'testco_M1014 - DEV' with a 'Resync' button. There is also an 'Overwrite' checkbox and buttons for 'Client Stats' and 'Propagate'. The 'Excel Configuration' panel is expanded, showing a dropdown for 'Excel Config' set to 'C-F Small Co' with an 'Edit' link. Below this are input fields for 'Source' (C) and 'Target' (F), 'Comment', and 'Context'. A checkbox for 'First row contains column names' is checked. There is a 'Cell Color' dropdown set to 'All' and an 'Alt. Config' dropdown. At the bottom, there is a 'Use if file name contains' label and an empty input field.

Automated Resource Allocation

- TMs, TBs, QA settings are automatically assigned based on project parameters

- Universal

| | Name | Path / URL | Source | Target | Last modified | Last used | Entries |
|---|-----------------------------|-------------------|---------------------|--------------------|---------------|-----------|---------|
| ✓ | AG-2021__GLTaC ENG - ALB-AL | Memoqserver.gl... | English (United ... | Albanian (Albania) | 1/13/2021 | 2/11/2021 | 14 |
| ✓ | AG-2021__GLTaC ENG - ARA | Memoqserver.gl... | English (United ... | Arabic | 4/15/2021 | 4/15/2021 | 523 |

- By Client

| | | | | | | | |
|---|--------------------------------|-------------------|---------------------|--------------------|-----|-----------|--------|
| ✓ | CG-127.134-2015__SAP ENG - DUT | Memoqserver.gl... | English (United ... | Dutch (Netherla... | N/A | 3/16/2021 | 257827 |
| ✓ | CG-127.134-2015__SAP ENG - EST | Memoqserver.gl... | English (United ... | Estonian | N/A | 3/16/2021 | 258421 |

- By Subject Domain

| | | | | | | | |
|---|-----------------------------|-------------------|---------------------|-----------|-----|-----------|-----|
| ✓ | DG-MSDS__EC878-2020-ENG-GRE | Memoqserver.gl... | English (United ... | Greek | N/A | 4/26/2023 | 165 |
| ✓ | DG-MSDS__EC878-2020-ENG-HUN | Memoqserver.gl... | English (United ... | Hungarian | N/A | 4/27/2023 | 165 |

- By Linguist

| | | | | | | | |
|---|------------------------------------|-------------------|---------------------|--------|------------|-----------|-------|
| ✓ | TG-469__Susan [redacted] ENG - HEB | Memoqserver.gl... | English (United ... | Hebrew | N/A | 4/27/2023 | 999 |
| ✓ | TG-478__Bala ENG - HIN | Memoqserver.gl... | English (United ... | Hindi | 10/22/2020 | 4/27/2023 | 22028 |

- Working and Master TMs are managed by UNICORN
- Client data segregation is maintained by UNICORN

Job Details Screen

Testco Operations Tools Sales Users Accounting Reports Admin My Account Job Number

Last Updated: 31-May-2023 12:06 PM
Job Saved
Job moved to 'In Review'. Status changed and review ready checked.

Job Number 23-0001014

Job & Client Data

Status: In Review | Contact: Cinder Cat - SmallCo (New)

Type: Human Translation | CC Email: | Qualifications:

Expertise: SDS | Doc: | Ref No.: | Restrictions:

Primary: Anna Breitenborn | PO Number: | General Comments:

Backup:

Rates & Discounts

Base Rate: Default | Rush: | Discount: 10 % | Doc:

Revision: (Client Not Set)

| | Translation | Revision | Margin | Fees | Billable |
|-----------|-------------|----------|--------|--------|----------|
| Estimated | \$50.00 | \$0.00 | 85.71% | \$0.00 | \$350.00 |
| Actual | \$50.00 | \$0.00 | 85.71% | \$0.00 | \$350.00 |

Tracking & Reviews

Created: 17-Apr-2023 5:20 PM | Review Due: 25-Apr-2023 | Reviews: 1 2 | Urgent Review:

Approved: 31-May-2023 12:06 PM | Job Due: 26-Apr-2023 | Review Instructions:

Pre-Approved: | Early Delivery: | Job Delivered: ext:

memoQ

memoQ testco_M1014 - DEV | Resync

Overwrite: | Client Stats | Propagate

Excel Configuration

Excel Config: C-F Small Co | Edit

Source: | Target:

Comment: | Context:

First row contains column names:

Cell Color: All |

Alt. Config:

Use if file name contains:

Save Delete

Accordion Documents Languages Assignments [Related Files](#) [Questions](#) [Knowledge Base](#)
Reset Document Language Assignment Apply

| File Name | Instructions | Word | Review | Page | Status | | | | | | | | | | | | | | | | |
|--|----------------------|-----------------------|-----------------|-----------------------------|-------------|-----------------------|-------------|-----------|-----------------------------|--------------------------|----------------------|--|-------------|--|-------|-------|-------|--|--|--|--|
| Sample_File_Chinese_Simplified.xlsx | | 25 | 0 | 0 Submitted | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Source Language</th> <th>Target Language</th> <th>Language Instructions</th> <th>Due Date</th> <th>Translation Delivered</th> <th>MemoQ</th> <th>Est. Cost</th> <th>Actual Cost</th> </tr> </thead> <tbody> <tr> <td>English (U.S.)</td> <td>Chinese (Simplified)</td> <td></td> <td>26-Apr-2023</td> <td></td> <td>Stats</td> <td>87.50</td> <td>87.50</td> </tr> </tbody> </table> | | Source Language | Target Language | Language Instructions | Due Date | Translation Delivered | MemoQ | Est. Cost | Actual Cost | English (U.S.) | Chinese (Simplified) | | 26-Apr-2023 | | Stats | 87.50 | 87.50 | | | | |
| Source Language | Target Language | Language Instructions | Due Date | Translation Delivered | MemoQ | Est. Cost | Actual Cost | | | | | | | | | | | | | | |
| English (U.S.) | Chinese (Simplified) | | 26-Apr-2023 | | Stats | 87.50 | 87.50 | | | | | | | | | | | | | | |
| Task | Unit | Word | Review | Vendor | Start Date | Due Date | Status | Response | memoQ | Purchase Order | | | | | | | | | | | |
| <input type="checkbox"/> Translate | Word | 25 | 0 | Elaine Chao | 24-Apr-2023 | Assigned | Accepted | Stats | 23-1014-001 | <input type="checkbox"/> | | | | | | | | | | | |

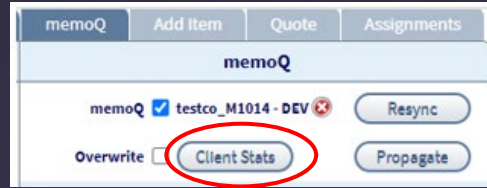
Document Level

Language Pair Level

Assignment Level

Automated Client Statistics

The Client Stats button:



- Resynchronizes the project
- Assigns the TMs, TBs, and QA settings
- Performs the file analysis and fills the wordcounts at the document level
- Populates the Stats data at the Language Pair level
- UNICORN calculates the discount for repetitions and matches

| File Name | Word | Status |
|---|-------|-------------|
| MIVD-CAVP-005 Rev. D - CCofM-Final - Native File.docx | 12091 | In-Progress |

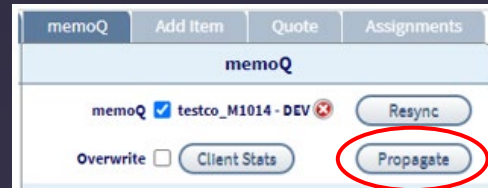
| Source Language | Target Language | Due Date | Translation Delivered | MemoQ |
|-----------------|-----------------|-------------|-----------------------|-------|
| English (U.S.) | Spanish (Spain) | 18-May-2023 | | Stats |

(Hover)

| Analysis | | | | | |
|-------------------------------|----------------------------------|--------------|--------------|-------------|---------|
| Scope | | | | | |
| Resources | Every TM and corpus, Homogeneity | | | | |
| Type | Segments | Source words | Source chars | Source tags | Percent |
| All | 1083 | 12091 | 68590 | 160 | 100.00 |
| X-translated / double context | 0 | 0 | 0 | 0 | 0.00 |
| Repetition | 109 | 740 | 4536 | 17 | 6.12 |
| 101% | 19 | 192 | 1113 | 1 | 1.59 |
| 100% | 0 | 0 | 0 | 0 | 0.00 |
| 95%-99% | 95 | 457 | 2469 | 6 | 3.78 |
| 85%-94% | 8 | 200 | 1121 | 0 | 1.65 |
| 75%-84% | 37 | 462 | 2577 | 4 | 3.82 |
| 50%-74% | 206 | 1760 | 9913 | 24 | 14.56 |

Automated Assignee Statistics

The Propagate button:



- Resynchronizes the project
- Assigns memoQ users based on UNICORN assignments
- Assigns the TMs, TBs, and QA settings
- Performs the file analysis and fills Assignment level wordcounts
- Populates the Stats data at the Assignment level
- Generates the Purchase Order(s)
- Pre-translates the files
- Exports the bilingual RTF files

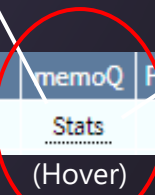
Analysis

Scope

Resources Every TM and corpus, Homogeneity

| Type | Segments | Source words | Source chars | Source tags | Percent |
|-------------------------------|----------|--------------|--------------|-------------|---------|
| All | 609 | 4294 | 25230 | 1296 | 100.00 |
| X-translated / double context | 0 | 0 | 0 | 0 | 0.00 |
| Repetition | 99 | 462 | 2828 | 5 | 10.76 |
| 101% | 6 | 6 | 66 | 16 | 0.14 |
| 100% | 66 | 146 | 716 | 312 | 3.40 |
| 95%-99% | 71 | 137 | 777 | 197 | 3.19 |
| 85%-94% | 25 | 795 | 5113 | 28 | 18.51 |
| 75%-84% | 32 | 424 | 2647 | 45 | 9.87 |
| 50%-74% | 144 | 783 | 4455 | 298 | 18.23 |

| Task | Order | Unit | Word | Review | Vendor | Start Date | Due Date | Status | Response | memoQ | Purchase Order |
|------------------------------------|-------|------|------|--------|--------|-------------|-------------|-----------|----------|-------|----------------|
| <input type="checkbox"/> Translate | 1 | Word | 4294 | 0 | | 20-Apr-2023 | 25-Apr-2023 | Step Done | Accepted | Stats | 23-29956-001 |



The Review Status Screen

When the translation step is T:100% and Status is Work Completed, the Reviewer can click on "Assign Me" which will:

- Assign the logged in user to the appropriate Review level
- Set the memoQ Workflow Status to the correct level, R1 or R2 (not started)


Deleting the current Reviewer brings back the Assign Me button for someone else to step in.

Manual assignments in memoQ reflect on the Review Status screen (2-minute refresh rate).

| Job Number | Job Due | Status | Corporate | Contact | Primary | Approved Date | Review Due | Translator Instructions | Review Instructions | Remaining | Workload/Day |
|--------------------------|------------|---|------------|----------------------------------|----------------|---------------|------------------|-------------------------|---------------------|--|------------------|
| M29932 | 5-Jun-2023 | In Review | | | | 18-Apr-2023 | 2-Jun-2023 | | | 33422 | ⚠ 10 hrs, 41 min |
| CK | R | Document Name | Word Count | Progress | Status | Language Pair | Translation Date | Translator | Review 1 | Review 2 | Comments |
| <input type="checkbox"/> | R | MIVD-CPSP-001 Rev. A - CCofM-Final ... | 28326 | <div style="width: 100%;"></div> | Work Completed | ENG - SPA-ES | 16-May-2023 | (A) | ⊗ | <input type="button" value="Assign Me"/> | |
| <input type="checkbox"/> | R | MIVD-IB-002 Rev. A - CCofM - Final&n... | 24940 | <div style="width: 100%;"></div> | Work Completed | ENG - SPA-ES | 16-May-2023 | (A) | ⊗ | <input type="button" value="Assign Me"/> | |
| <input type="checkbox"/> | R | MIVD-PI-005 Rev. A - CCofM - F... | 13578 | <div style="width: 100%;"></div> | Work Completed | ENG - SPA-ES | 16-May-2023 | (A) | ⊗ | Lucas Maiorov ⊗ | |

Automated Question and Answer process in QC





When the in-house reviewer/editor finds a potential issue with a segment, they do the following:

- Create a comment with the question or issue description.
- Reject the segment(s) in question.
- Click the  in the Review Status screen for that project within UNICORN.

The row changes to yellow and the linguist receives an RTF file of the rejected segments with a link to respond.

When the linguist responds the row changes to orange and the system emails a notification to the editor.

The editor updates the file according to the response and delivers the file, which changes the status to “PM Check” for a final review by the PM.

| CK |  Document Name | Word Count | Progress | Status | Language Pair | Translation Date |
|-------------------------------------|---|------------|---|----------------|---------------|------------------|
| <input checked="" type="checkbox"/> |  Thai 2023-04-25_tha.rtf | 87 | <div style="width: 100%; height: 10px; background-color: green;"></div> | Work Completed | ENG - THA | 01-May-2023 |
| <input checked="" type="checkbox"/> |  23Q2_010123-041923_New_2_ice_LW.rtf | 510 | <div style="width: 100%; height: 10px; background-color: green;"></div> | Work Completed | ENG - ICE | 24-Apr-2023 |
| <input type="checkbox"/> |  23Q2_010123-041923_New_2_hun_DS.rtf | 510 | <div style="width: 100%; height: 10px; background-color: green;"></div> | PMCheck | ENG - HUN | 24-Apr-2023 |

Automated Update of Working to Master TMs

When the job is finished, the PM presses the Archive button, which:

- Updates the Master TMs on the project in memoQ with the Working TMs.
- Moves the memoQ project to the Recycle bin.
- Moves all the job files/folders to the Archive location.
- Archives the related job emails with the Job Archive project content.
- Unarchiving a job restores all relevant job files, emails, and memoQ project data.





Thank you!

Any questions?

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