



Xerox® Easy Translator Service Admin Guide



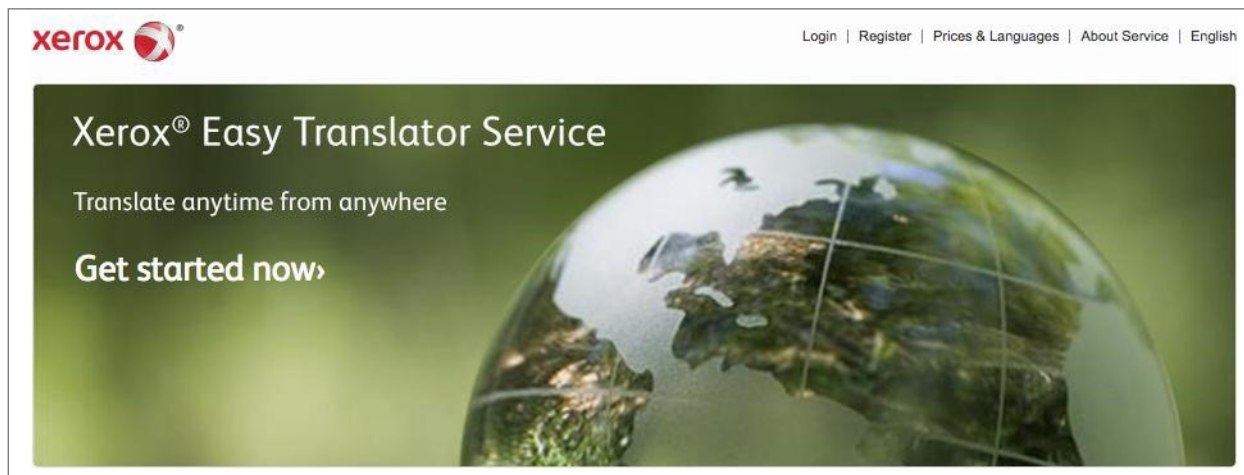
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Creating an Account via the Web Portal

To begin your translation service, go to our web portal.

At the top of the home page, select **Register**.



Provide your email address, fill out the form and click **Register** to complete.

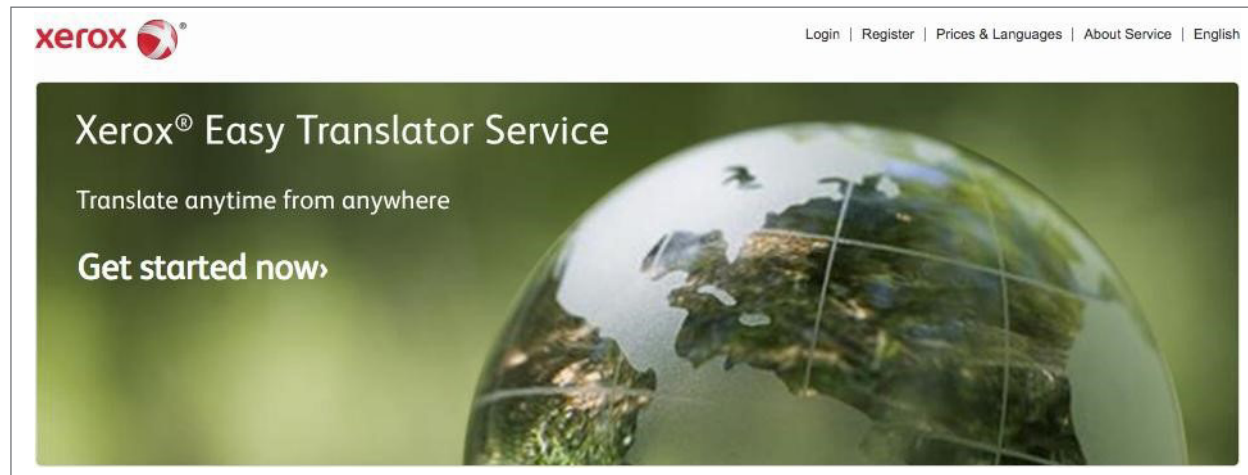
A screenshot of the "Register New Account" form. The form title is "Register New Account" with a user icon. The fields are: email address (johnsmith@example.com), first name (John), last name (Smith), password (two rows of dots), company name (SmithandCo), country (United States), and currency (USD). There is a checkbox for "I accept the Terms of Service" and two buttons at the bottom: "Cancel" and "Register".

Please remember that your registration qualifies you as the administrator of the account. As the account administrator, you can add users and manage subscriptions. There can be only one account administrator for your organization and the administrator cannot be changed.

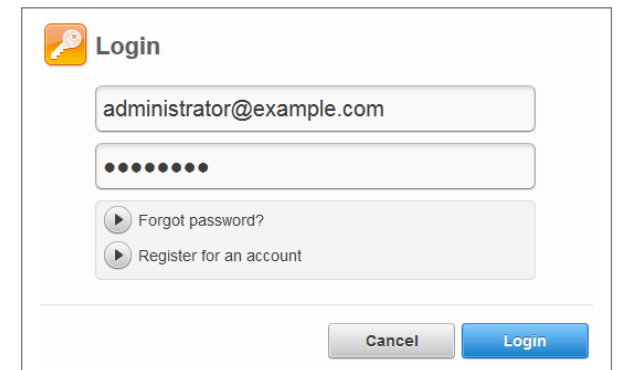
After you select **Register**, a confirmation request will be emailed to you. After confirmation you can log in on the web portal.

Logging In to the Web Portal

To log in to your account, click the **Login** link on the web portal homepage.

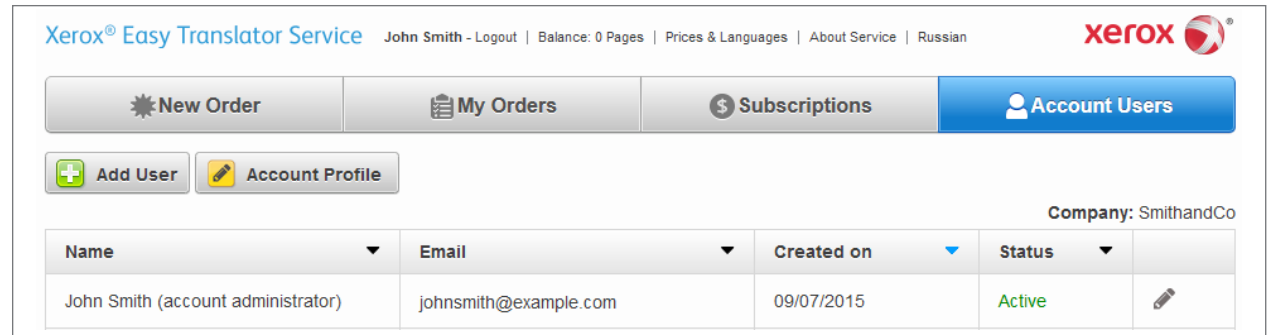


Enter your email and password and click Login.

A screenshot of the Xerox login form. The form is titled 'Login' and features a key icon. It contains three input fields: the first for the email address 'administrator@example.com', the second for the password (represented by seven dots), and a third for additional options. Below the password field are two links: 'Forgot password?' and 'Register for an account'. At the bottom of the form are two buttons: a grey 'Cancel' button and a blue 'Login' button.

Xerox® Easy Translator Service – User Administration

The administrator can add, view, edit, and remove users on the **Account Users** tab in Xerox® Easy Translator Service.



Xerox® Easy Translator Service John Smith - Logout | Balance: 0 Pages | Prices & Languages | About Service | Russian

New Order My Orders Subscriptions Account Users

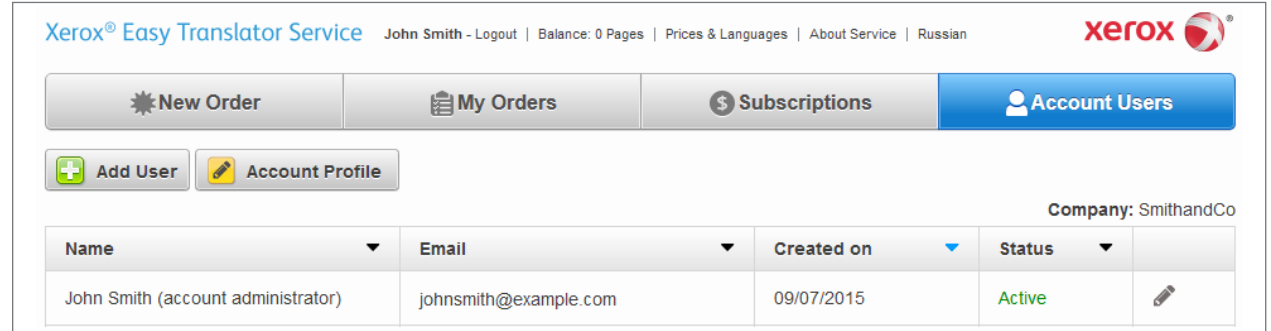
Add User Account Profile

Company: SmithandCo

Name	Email	Created on	Status	
John Smith (account administrator)	johnsmith@example.com	09/07/2015	Active	

Adding Users

To add a user to your account, click the **Add User** button.



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New Order My Orders Subscriptions Account Users

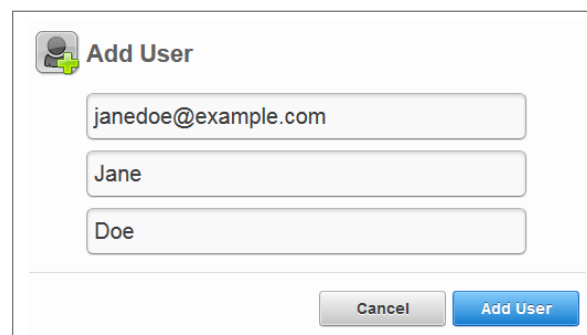
Add User Account Profile

Company: SmithandCo

Name	Email	Created on	Status	
John Smith (account administrator)	johnsmith@example.com	09/07/2015	Active	

Enter the user's email address, the first and last name and click **Add User**.

The new user will appear in the list and an invitation will be emailed to the address you specified.



Add User

janedoe@example.com

Jane

Doe

Cancel Add User

Editing Users

To edit an existing user, select the pencil icon at the end of the line containing the user's name.

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New Order My Orders Subscriptions Account Users

Add User Account Profile

Company: SmithandCo

Name	Email	Created on	Status	
John Smith (account administrator)	johnsmith@example.com	09/07/2015	Active	
Jane Doe	janedoe@example.com	09/08/2015	Invited	

In the window that opens, change the user's first and last name and click **Save**.

Edit User

janedoe@example.com

Jane

Doe

Cancel Save

Removing Users

To remove a user from the account permanently, click the bin icon at the end of the line containing the user's name and confirm the deletion.

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New Order My Orders Subscriptions Account Users

Add User Account Profile

Company: SmithandCo

Name	Email	Created on	Status	
John Smith (account administrator)	johnsmith@example.com	09/07/2015	Active	
Jane Doe	janedoe@example.com	09/08/2015	Invited	

Managing Subscriptions

The administrator can manage machine translation subscriptions on the **Subscriptions** tab.

A subscription is required for machine translation. If the account balance is zero, users will not be able to launch machine translation orders. For orders requiring human translation (express, professional or expert translation), users are required to pay separately.

To enable the users of your account to use machine translation, click **Subscribe**. You will be redirected to the payment page to provide payment details and complete the transaction using any of the available payment methods: Visa, MasterCard, Wire transfer, American Express, Diners Club, PayPal and more.

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New Order My Orders **Subscriptions** Account Users

Balance: 29 pages exp. 12/16/2015

per 1 Month

10 pages active
Subscribe for 10 pages if there is a need for intermittent low-volume translations

Auto-Renew

Renew for \$10.00

100 pages
100 pages is a good choice for individual translation of documents with medium volumes

Subscribe for \$50.00

per 3 Months

1,000 pages
Best for one or more users (e.g. in your SOHO) for easy translations over a longer period of time

Subscribe for \$200.00

10,000 pages
Recommended for small and medium-sized enterprises or large company departments

Subscribe for \$1,000.00

per 12 Months

100,000 pages
Best for large enterprises with regular tasks related to high-volume multilingual content processing

Subscribe for \$5,000.00

Payments History

Pages	Price	Purchase Date	Expiration Date	Total Balance
10	\$10.00	11/16/2015	12/16/2015	184
200	Trial	11/05/2015	01/04/2016	200

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