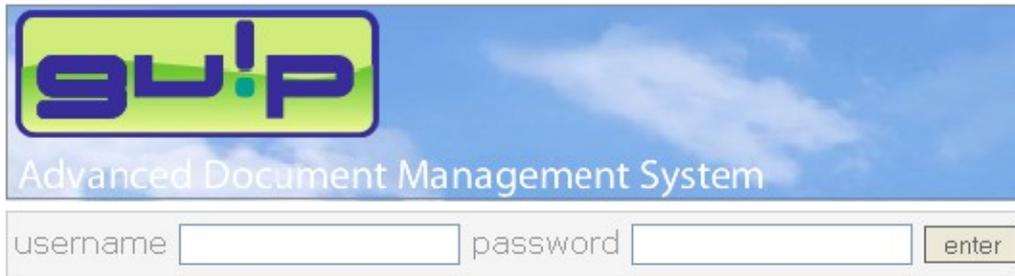**ADVANCED DOCUMENTS MANAGEMENT SYSTEM**

TUTORIAL

1. Log-In

Enter your username and password in the corresponding text fields and click on "enter to Gulp".

Warning: Gulp works with sessions(*)

If no operations are carried out for 15 minutes, repeat the log-in.

It is not possible to make several logs-in at the same time using the same access keys.
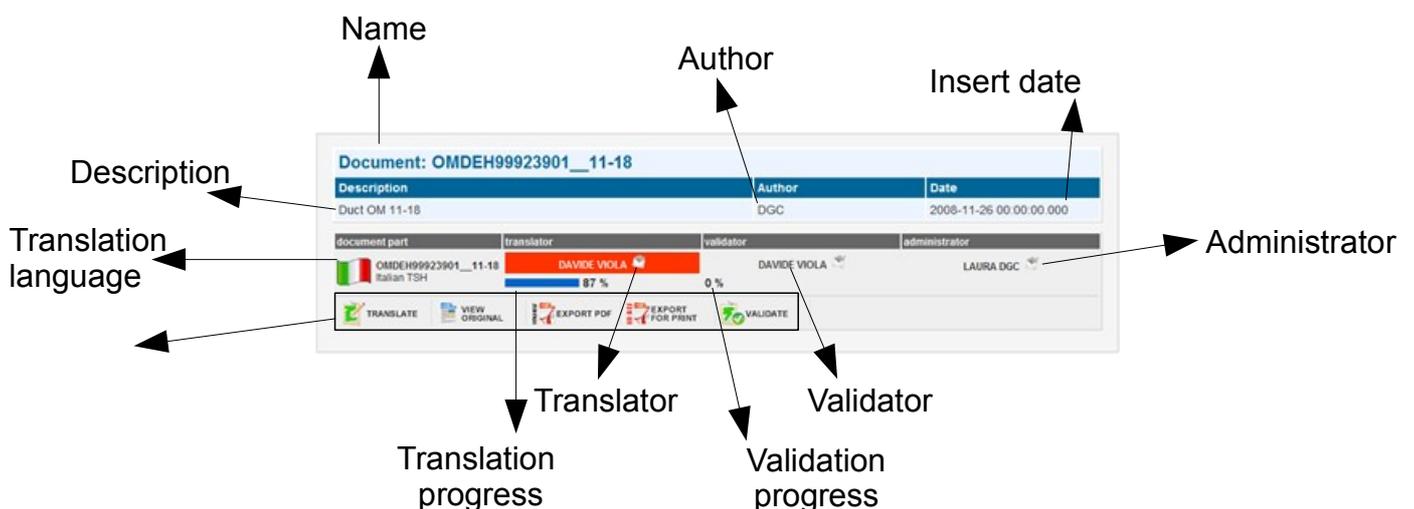
To exit the programme, you first need to log-out by clicking on push-button "LOGOUT" 🔴 or access will be denied for 6 minutes.

* Session: dialogue between two logical units (network server and application package) for long-lasting communications.

2. Home

After the log-in, the "home" page appears with a list of documents to be translated.
Each document of the list is displayed as shown below:

3. Services

DOWNLOAD ORIGINAL | TRANSLATE | EXPORT PDF | EXPORT SINGLE PAGE | VALIDATE

Translate

TRANSLATE

Click on "Translate" to open the screenful with the list of pages contained in the document.

The following data are displayed for each page of the list:
Percentage of translated sentences*;
Total number of sentences*;
Number of sentences* to be translated;

(*) Each table or picture in the page is considered as a sentence.

Page 1	Page 11	Page 12	Page 13	Page 14	Page 15	Page 16	Page 17
100% complete	95% complete	83% complete	92% complete	94% complete	100% complete	70% complete	72% complete
2 sentences	39 sentences	24 sentences	26 sentences	33 sentences	18 sentences	23 sentences	18 sentences
2 translated	37 translated	20 translated	24 translated	31 translated	18 translated	16 translated	13 translated
0 to translate	2 to translate	4 to translate	2 to translate	2 to translate	0 to translate	7 to translate	5 to translate

Page 18
0% complete
3 sentences
0 translated
3 to translate

Select one page to display the list of the sentences contained in it.

| Pages Details | < | 1 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | ⬇ View all sentences |

TABLES IN THE PAGE

Table 113104
22% (4/18)
to translate

| SENTENCE 8437 | TRANSLATE SENTENCE |
| Concerning Remote Controller | Riguardanti il telecomando |

| SENTENCE 8276 | TRANSLATE SENTENCE |
| Colour: Satin Red Metallic | to translate |

| Pages Details | < | 1 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | ⬇ View all sentences |

Click on icon:

To open a text field where you can translate or change a sentence.

Click on icon:

To search for tags with similar sentences. This function must be enabled before clicking on the icon for sentence translation.

| SENTENCE 8343 | TRANSLATE SENTENCE |
| Super Silent thanks to the exclusive Dynamic Silence Technology: only 74 | **B** *I*

 Super Silent thanks <br> to the exclusive Dynamic Silence Technology:

 only 74

 save |

If the sentence contains symbols, drag them into the text field.

Gulp is set to view only the sentences to be translated.
Sometimes you may need to view all the sentences, i.e. when you need to correct a previously translated sentence.
All the sentences can be displayed by clicking on: ⬇ View all sentences

To display only the sentences to be translated click again on: ⬆ View only sentences to translate
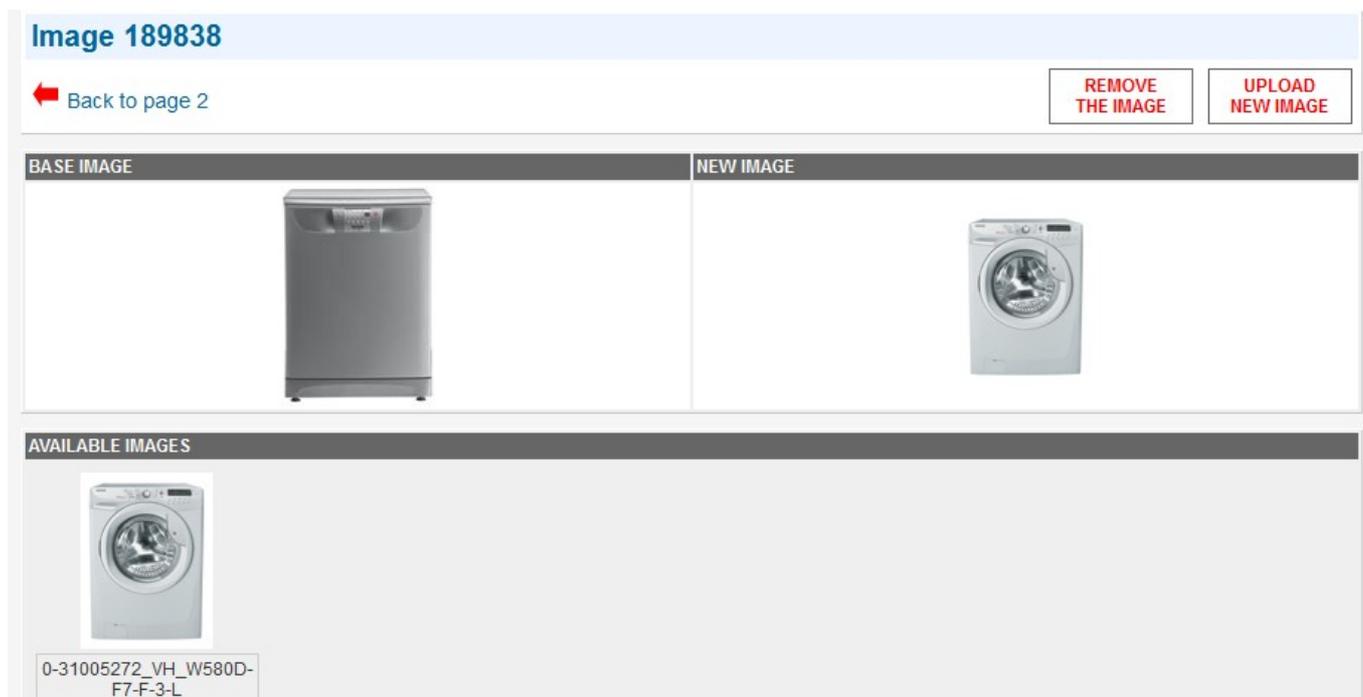
It is also possible to change images based on your needs

When you find an image on a page in Gulp click the image, there will be listed the available images.
It is enough to click one of the images to switch to that one.

If your user is enabled there is also a special function to upload a new image in connection with your images database usually managed by your administration.

A document could also need to use icons combined with images. Gulp has a powerful feature that lets you choose your preferred icon by a set, combine it with your image and also insert a caption translation on each icon selected.
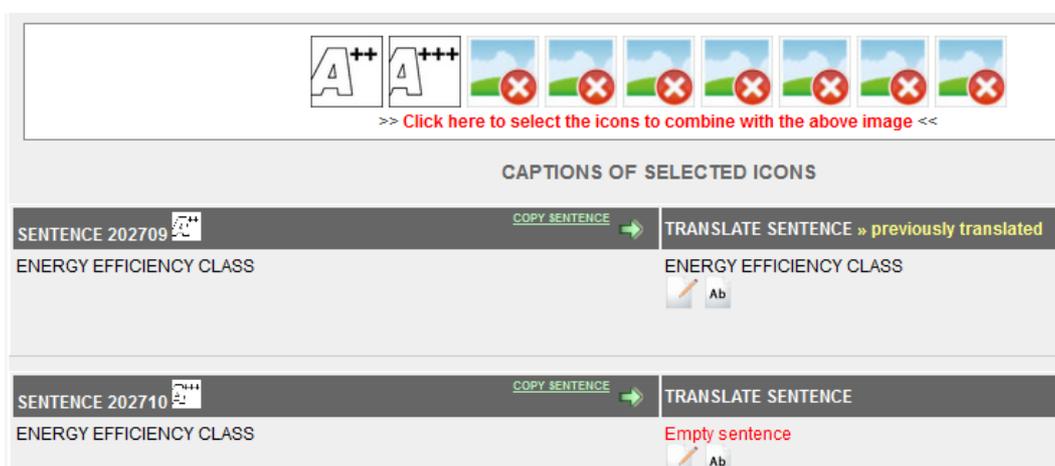

Click the set of icons, the system will show you the availables icons.

To combine an icon just click the position where you would like to set the icon, then click the icon you prefer.
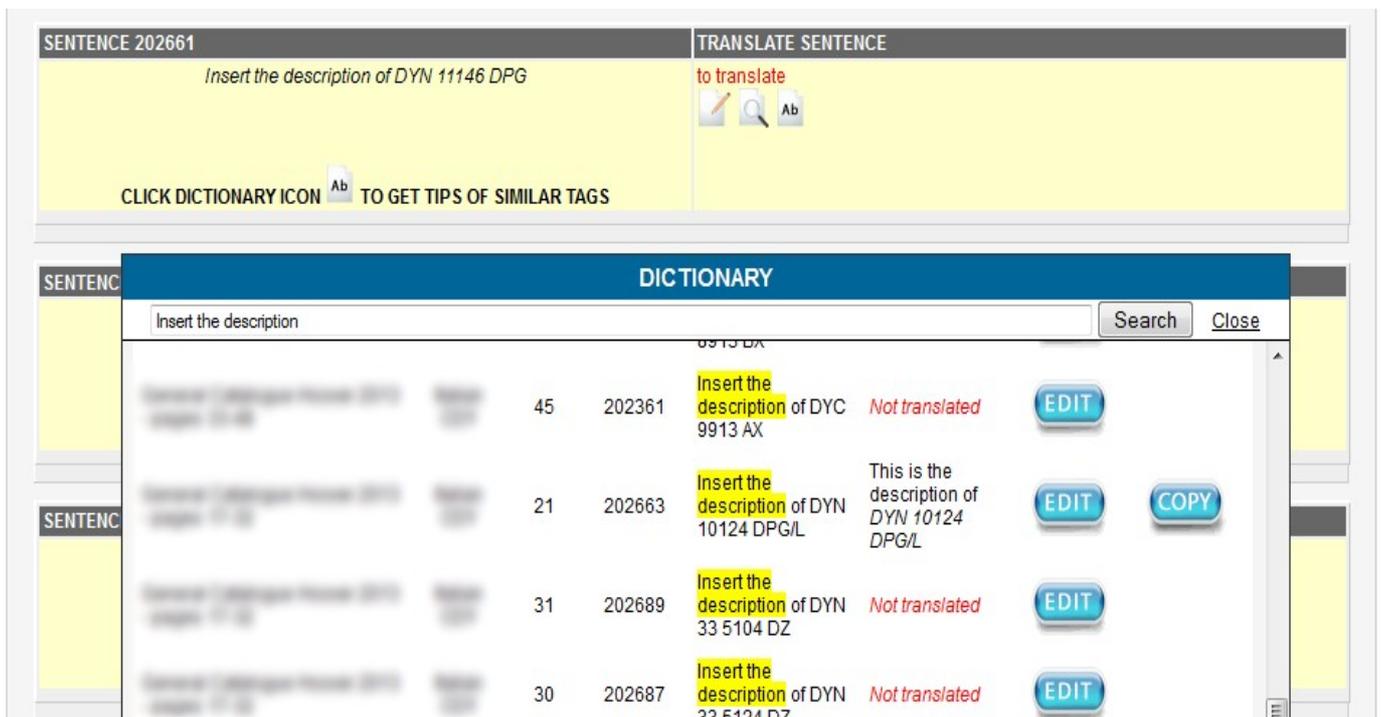
When you are back to the Gulp page you see the preview of the icons you've just selected and the sentences of the captions to translate.

Some documents should be created partially "empty" as masters.

It could be helpful to let each country manage descriptions and also bullet-point lists of, as an example key features of a product.

Gulp let the users enter their text descriptions but also helps the user retrieving similar sentences by the use of the **dictionary**

When you see one of these kind of sentences this will be with yellow background as in picture.

Just insert your "description" as suggested or click the "Ab" button to get some suggestions.

If a similar translation is already translated a click the "COPY" button to quote that translation to your actual sentence

Gulp starts new paragraphs automatically but sometimes you need to make it manually by pressing the key "Enter" on the keyboard.
This should be done ONLY when the source language on the left contains "new paragraphs".

When translation is completed or modified, click on "save" under the text area.

If the tag is not saved or wrong images or sentences are displayed, we suggest that you reload the browser page.

Access to this function is only possible to translators.
When all tags are translated, a red band appears in the upper part of the document asking for confirmation.
Before you confirm, make sure that all tags are correct because after confirmation the tags can only be displayed and changes are no more possible.

TAV1625011__1-2 TESTTRANSLATION IS COMPLETE!

TAV1625011__1-2 TESTtranslation is complete. Now you must send the document to a validator.
Check your translations and then send document to validator.
Click on "send to validor" to send the document to the validator or "remind later" if you want to make it later.

SEND DOCUMENT TO VALIDATOR   REMEMBER ME LATER

Warning - Plese read carefully!

The translation is complete!

All the sentences and tables have been translated.
Before sending the document to the validator you check your translation.
After sending you you can not edit the translations.
If you are unsure of having checked everything and you're done translations press the "send to validator".

Thank you!

Send document to validator

tw?ns

View original

To download the original file of the document to be translated.
The file is available in PDF format and is saved as a file .zip
Save the file on your desktop to avoid too many downloads from the server.

Export PDF / Export Single Page

To create a PDF file of the translated document.
The PDF file should be created only when all tags contained in the page have been translated to avoid too many downloads from the server and long waits for the other users.
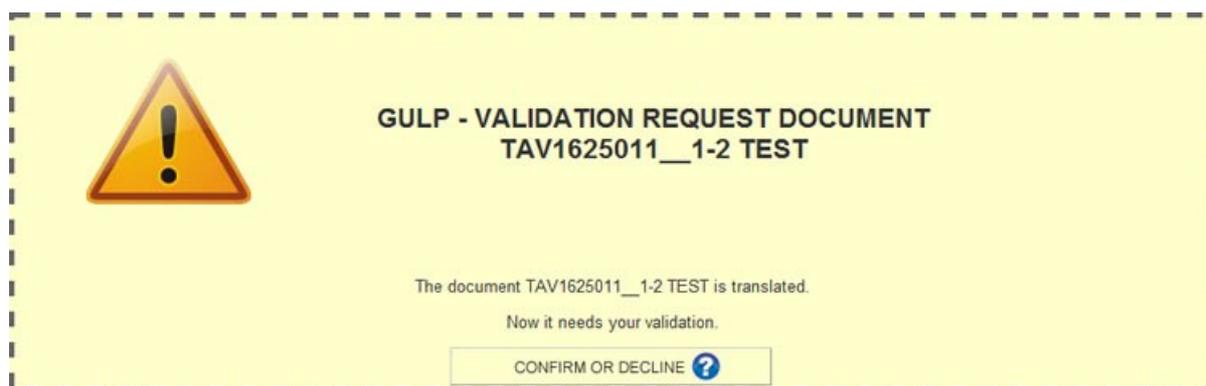
Export for print

To create a high-resolution PDF file suitable for printing.
This function is restricted to administrators and can be enabled only upon request by validators.

Validate

When the translator sends the document to validate the validator will receive a notice where you are prompted to accept the document.

GULP - VALIDATION REQUEST DOCUMENT
TAV1625011__1-2 TEST

The document TAV1625011__1-2 TEST is translated.

Now it needs your validation.

CONFIRM OR DECLINE

The validator can:
- Access clicking on "Click here to validate";
- Refuse the document that will be sent to the administrator or to the 2nd validator.

Warning - Plese read carefully!

The document is translated.
Now it needs your validation.

If you can not validate this request will be sent to GULP HOOVER.

Click here to validate or click here to send this request to GULP HOOVER.

Access to this function is only allowed to validators.
Click on "Validate" to open a screenful with the list of translated pages in the document.
Select one page to display the list of sentences contained in it.
The validator checks that all translated sentences are correct and clicks on "Validate page".

| Pages Details | < | 1 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |

TABLES IN THE PAGE

Table 113104
22% (4/18)
to translate

SENTENCE 8437	TRANSLATE SENTENCE
Concerning Remote Controller	Riguardanti il telecomando

SENTENCE 8438	TRANSLATE SENTENCE
Before you ask for servicing or repairs, check the following points:	Prima di richiedere assistenza o riparazioni, controllare i punti seguenti:

Validate page

| Pages Details | < | 1 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |

When all tags are validated, a red band appears in the upper part of the document asking for confirmation. When this operation is completed, the validator can only display the document (but not make changes) which is available only to the administrator.

The new menu in the lower part of the page.

When you open a page, a menu is displayed in the lower part which makes surfing much easier.

BACK TO HOME   To return to the home page

BACK TO THE TOP   To return to the beginning of the page

BACK TO THE DOWN   To return to the end of page

VIEW ORIGINAL   To open a box with the original document.

DOWNLOAD ORIGINAL   To download the original document

A new banner in the upper part of the page indicates you the section you are working in and the user name with which you logged in.

The PDF icon is an active icon:
- by clicking it you will find the pdfs available for download or generation of all yours docs
- when you start generating a pdf in hi or low quality this icon starts animating and indicates the state of you requested job.

Gulp answers and notices you for each action you request or any information Gulp need to inform you. Here follow a notice example by Gulp

Gulp - Validation request document "Your Document" "Your Language"

The document   "Your Document - Language"   is translated.

Now it needs your validation.

CONFIRM OR DECLINE ?

When you receive a new notice Gulp appears and tells you which is the actions requested, you can postpone the execution of the actions and these remain collected until you don't proceed.

You can access your notices archive by clicking the yellow banner on the upper part of the Gulp documents page. The absence of the yellow banner means that you don't have any open notice

You have still 4 action(s) to perform.

Gulp - Validation request document "Your Document 4 - Language"

"Your Document 3 - Language"   validation is complete!

"Your Document 2 - Language"   validation is complete!

Gulp - Validation request document   "Your Document 1 - Language"

Overtext

When the letters in the translation box exceed the available space, a yellow box (´Overtext´) shows that.
In this case the translator should try to reduce the number of letters.

When there is an over-text Gulp makes attempts to adapt it.
When you export the PDF you´ll see **yellow text if the adaptation succeeds**.If you export the high resolution PDF you won´t see yellow text.

	Code	Naam	Beschrijving	Mogelijkheid	Min	Max	Fabriek	Unit
Installateur	68	INSTP LIMIET	De gewenste watertemperatuurwaarde is beperkt om de efficiëntie van de CDU te optimaliseren	JA/nee			LEZEN	
	69	AUX1 RUNTIME	Aantal uren dat elektrische verwarmer 1 AAN is geweest				LEZEN	uren
	70	AUX2 RUNTIME	Aantal uren dat elektrische verwarmer 2 AAN is geweest				LEZEN	uren
	71	AFPOMPEN	Zet deze parameter op JA om het afpompen uit te voeren	JA/nee			nee	

Opm.: de gemarkeerde codes zijn alleen beschikbaar voor 80AW2-modules

Verwarmingsmodus

De verwarmingsstand wordt geselecteerd door code 0 op AAN te zetten en code 1 op VERWARMEN.
De watertemperatuur voor verwarming wordt bepaald door de buitenluchttemperatuur, via een klimaatcurve die de installateur zelf kan instellen.
Het instelpunt van de kamertemperatuur wordt ingesteld door de gebruiker.
Als de CDU niet voldoende kan verwarmen (bijv. bij zeer lage temperaturen in de winter), kunnen de hulpverwarmers worden ingeschakeld, afhankelijk van de besturingsinstellingen.
Als de CDU een storing heeft, werken alleen de hulpverwarmers om de gewenste temperatuur te bereiken (als code 13 in de gebruikersinterface op "ja" staat).

De klimaatcurve wordt ingesteld door de installateur; de gebruiker kan de waarde van code 24 veranderen door code 9 in te stellen en de waarde van code 25 door code 12 in te stellen. De maximale correctie voor beide is +/-5°C.
Voor 80AW2-modules wordt het waterinstelpunt voor zone 1 en 2 weergegeven in de codes 45 en 46, terwijl het hoofdinstelpunt van het water, dat verbonden is met het maximum tussen de codes 45 en 46, wordt weergegeven in code 44.
Voor 80AW1-modules wordt het waterinstelpunt weergegeven in code 44.
De CDU werkt om het water-hoofdinstelpunt te bereiken.