



## **TradHelp - User's Manual**

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# Summary

<b>Introduction .....</b>	<b>1</b>
<b>I. Main Features – Configuration Menu.....</b>	<b>1</b>
<b>Price Configuration Screen.....</b>	<b>1</b>
<b>Term Configuration Screen.....</b>	<b>2</b>
<b>General Configuration Screen.....</b>	<b>2</b>
<b>Language Menu.....</b>	<b>3</b>
<b>Help Menu.....</b>	<b>4</b>
<b>II. Main Screen – Filling out the general data .....</b>	<b>4</b>
<b>Optional adjustments – Fixed price per word.....</b>	<b>4</b>
<b>Optional adjustment of price.....</b>	<b>5</b>
<b>Optional adjustment of term.....</b>	<b>5</b>
<b>Important information.....</b>	<b>5</b>
<b>III. How to generate the budget/invoice.....</b>	<b>5</b>
<b>Reporting problems .....</b>	<b>6</b>

## Introduction

TradHelp program helps the translator in a difficult task to establish a uniform and fast price/term to all his client portfolio, which can be small, medium or big companies or physical persons. The program fits to any working volume. It is also totally customizable, meeting the expectations of each professional.

It is fast to deliver the budget through it. A client who needs a specific service does not want to wait too much time to know the price and term to get the work done. Thus, in a few minutes you can calculate the values of translations, versions or revisions, and generate a file in a “.doc” (doc) and/or “.html” (html) extension, ready to be sent by e-mail to the client, showing professionalism since the first contact.

Comments and suggestions are welcome to contribute to the improvement of the program.

Read this manual carefully, because the initial configurations are very important to make the program work properly.

**Important note:** All the values mentioned in this manual are unreal, being only an example.

Just after the program installation, you have to configure it properly, because the majority of the configuration fields will be in blank. Thus, after the installation it is necessary to type the data in the three items of the Configuration Menu, that is, Price, Term and General Data (see more details below), before making any initial calculation.

\$/Word			
To 2000	0,25	From 12001 to 14000	0,19
From 2001 to 4000	0,24	From 14001 to 16000	0,18
From 4001 to 6000	0,23	From 16001 to 18000	0,17
From 6001 to 8000	0,22	From 18001 to 20000	0,16
From 8001 to 10000	0,21	From 20001 to 22000	0,15
From 10001 to 12000	0,20	>22001	0,14

  

Urgent translation =	30,00	% more than an ordinary translation
Version =	30,00	% more than an ordinary translation
Urgent version =	35,00	% more than an ordinary translation
Revision =	30,00	% less than an ordinary translation
Urgent revision =	25,00	% less than an ordinary translation

**Figure 1** – Price Configuration Screen.

### I. Main features - Menu bars

#### 1. Configuration Menu

##### a) Price Configuration Screen

When you click in the item Price you will access a window where the prices per word are set, usually in cents, regressively, that is, from a bigger value to a smaller one (Figure 1).

When the program starts for the first time it is important to add these values till the complete fulfillment of the fields (including that of percentage), because on the contrary it will not be possible to save this screen.

The functioning of the Price Configuration screen is very logic, that is, the more is the translation, version or revision work, the lesser will be the price provided to the client. However, if you want to establish a fixed price, independently of the number of words, you will only need to fill out the same value (for example, 0,23) in all fields.

Just below the price table, there is another table that will provide the charging parameters of the service of each translator. We find, for example, the urgent translation. How much does it cost an urgent translation? 10% more than a normal translation? 15%? What about a revision? The adjustment of these tables is made by each professional, based on his daily experience. Notice that for the revision, the logic is different, because normally the price for a revision is lower than that for a translation. In the figure above, for example, it is indicated that an urgent revision will have a price 25% lower than a translation.

The advantage of such adjustment is that the professional can be always updated in relation to the translation market and with fast adjustments on the table it is possible to establish new prices.

### b) Term Configuration Screen

Every client wants to know the finishing time of the work he will request. Click in the item Term which will present the Term Configuration Screen (Figure 2), where we find the quantity of the words that we can translate per day. Each translator will know, with his experience, what is the approximate value to fill out the table. When the table is configured the translator will be able to know how much time he spends to make an urgent translation, for example, only introducing the values in the main screen.

1000	words/day	for ordinary translation
1200	words/day	for urgent translation
1000	words/day	for ordinary version
1200	words/day	for urgent version
1500	words/day	for ordinary revision
2000	words/day	for urgent revision

Figure 2 – Term Configuration Screen.

### c) General Configuration Screen

When you click in the item General Data you will see the General Configuration screen (Figure 3). This screen is divided into translator's data, client's data and data of the report. You can also register important observations for the work accomplishment, like time of delivery, name of the files that will be translated, methodology to be used by the translator, payment conditions, etc. It is interesting to notice that the fields "Client Number", "Budget Number" and "Invoice Number" compose the name of the doc and/or html file that will be generated.

According to the example of the Figure 3, the file name generated will be 12\_13.doc (and/or .html – see note below). If you wish, you can add letters to create the client or budget number like, for example, A123\_M456; Company334\_Budget13; etc. Of course this file also can be renamed according to your choice, after the budget generation (doc and/or html file).

It is important to pay attention to what we really want to generate, that is, a budget or an invoice and to use a nomination system to separate these two kinds of reports.

The button "Report Directory" indicates the place where the doc and/or html file will be saved, depending on your choice.

**Notes:** 1) If you have problems to generate a doc file because, for example, you do not have a text editor compatible with Microsoft Word® (see item III below), the program will generate only a html file, but you will have to let the selection box "Generate html report" checked.

2) If you do not want the program generates “.html” files let the selection box “Generate html report” unchecked.

There is also a field where you can indicate the logo path of your company. You only need to indicate the logo path (example: C:\My documents\my\_logo.png) to see it in the budget. If you do not have a logo, let this field in blank. Some acceptable extensions are: png, jpg, jpeg and bmp.

If you want to charge a tax for urgency or for a type of service you need to put a value in percentage in the “tax” field (ex: 10, 15, 35, etc) to be added when the budget/invoice is generated.

Fill out this data table properly, because these data will appear in the final report (doc and/or html file) that will be sent to the client. When the client receives the budget in that way he has access to the main data of the business, making it clearer in relation to what was agreed previously between the parts.

**Figure 3** – General Configuration Screen.

## 2. Menu Language

In this menu you can change the working languages of the TradHelp program. In the actual version, three languages are available: Portuguese, English and Spanish. The choice for a specific language changes all the screens and the final report for that chosen language. This helps the sending of the budget to the client who is native in that language, helping the translator's work, because he will not need to translate each budget that he sends to each different client.

## 3. Help Menu

This menu, besides having this manual, brings important information, like the user's license, donation and actual program version.

Consider the possibility to contribute to this project. With your contribution it will be possible to keep it as a free program and updated constantly.

## II. Main Screen

### a) Filling out the general data

After making the price, term and general adjustments, it is possible to put the values in the main screen. It works as a very useful calculator and we will see its use in details.

When the client requests a budget, we need to know which is the total number of words and the urgency of that work. If the client provides the total number of pages, you need to convert these data in number of words. As soon as you get these data, you only need to put the total number of words in the field "Number of words" (Figure 4), select the type of work (translation, version or revision) and its urgency.

It is also possible to adjust the initial date of the work.

When you click in the "Calculate" button or press the Enter key, the results are seen, that is, the price and term of the work.

Figure 4 – Main Screen.

### b) Optional adjustments

#### b.1. Fixed price per word

Sometimes, we already know previously that we will charge a specific value per word and we want to keep it in all work. If, for example, we want to charge 0.256 per word, the program will make the calculation based in this value, not considering the total number of the words of the work (2000, 5000, 105000, for example). This means that the Price Configuration Screen will not be used for the program.

The program considers only three digits after the comma. If you type more digits, there is an approximation.

It is also important to notice that when you type a fixed price, the program will not consider the reductions or increases of the values for a revision or a version, that is, the price per word will be considered, independently of the translation type. See the example of the Figure 5.

If you do not put any value in this field, the program calculates the total price based in the Price Configuration table (item Price) made previously by you; respecting the limit for each range of words (till 2000; from 2001 – 4000, etc).



**Figure 5** – Establishing a fixed price per word.

#### b.2. Optional adjustment of the price

Sometimes, we need to charge a fixed price for the work or to make a final approximation (for example, from 856,22 to 856,00). It also can be a discount given to the client, for example. In this case, we fill out the total value of the work in this field. The program will respect this valor, presenting the budget to the client without considering the price per word. Pay attention to the value you will put in the field of optional adjustment of the price, because this will be the value that will appear in the budget. The program, thus, will not make any calculation based in the Configuration Price table.

#### b.3. Optional adjustment of the term

Through this resource, you can raise or reduce the budget term. You (or the client) could not be satisfied with the obtained result, which is based on the value put in the Term Configuration table. In this way, you only need to put the desired term in the correspondent field and the program will respect this term and will not take the values in the Term Configuration table as a reference.

### **Important information**

- Remember that the optional fields must be erased before making a new calculation. On the contrary, the program will consider the optional values, independently of the size of the work, to provide the budget.
- Notice that in the main screen we have the dates in calendar days and business days. The result that will appear in the budget will always be that of the number of the execution days of the work. Thus, there will never be a specific date in the budget. These dates are there only to inform you the days of the month (business or calendar days) that the work will finish. Notice that the business days do not consider the holidays of your country.

Once we never know when the client will really hire our services, it is not worthwhile to inform the exact ending date of the work in the budget.

### **III. How to generate the budget/invoice**

#### Budget/invoice in the doc and html extension

To facilitate the translator's work there is an option to generate a file in the doc extension and, optionally, in the html one. You can choose which is the extension that will be sent to the client, because both files will be available in the folder which you chose to save them. You only need to click in "Generate" and your text editor will be opened. It is important to point out that to generate the doc extension the text editor installed in your computer must be compatible with Microsoft Word®; on the contrary, the program only generates the html extension. Both extensions are saved in the chosen folder (see also page 2, item c). It is important to notice that in the html extension it is not possible to send a logo, because this kind of extension does not accept inclusion of images to be sent to another computer. If you do not want to save the budget/invoice in the html extension you only need to let the selection box "generate html report" unchecked in the General Configuration screen.

In this file (doc and/or html) there is the main information of the budget/invoice, and it can be sent via e-mail, without any complication.

If you want to include any additional data, the document is easily editable.

### **Reporting problems**

If you find any problem with the program, please mention it by sending the error details to the address [tradhhelp@tradhhelp.com](mailto:tradhhelp@tradhhelp.com). In this way, it will always be improved and working correctly.

The program was tested in operational systems Windows XP Home, XP Professional and Vista.

### **Known bugs**

In operational systems where there is not a text editor compatible with Microsoft Word® it is possible to see the error message “run-time error ‘429’:Active X component can’t create object”. There is a forum in Internet (in Portuguese) which explains a possible solution for such problem (See <http://www.guiadohardware.net/comunidade/runtime-error/114429/>). If you do not find the solution, you can still generate the html document, which will be saved in the chosen folder, but it will not be possible to include a logo in the document (see item III).