



# **eBRAM LawTech Services**

## **Artificial Intelligence Machine Translation User Guide**

November 2022

eBRAM International Online Dispute Resolution Centre Limited



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## 1. Introduction

As a one-stop shop Online Dispute Resolution and LawTech service provider, eBRAM strives to offer secure, accessible, and cost-effective dispute resolution and LawTech services to enhance efficiency for the legal and business communities.

The eBRAM Artificial Intelligence (AI) Machine Translation Service is developed for translating documents between English and the following four languages: Chinese (Traditional and Simplified forms), Spanish, Arabic, and Russian via AI Machine Learning.

## 2. Technical Support and System Requirements

### Technical support/troubleshoot:

As a system administrator, the eBRAM IT team will provide technical support for the AI Machine Translation System.

Users can contact the eBRAM IT team via email or by calling the hotlines.

Email: [lawtechservices@ebram.org](mailto:lawtechservices@ebram.org)

Customer Service Hotline: +852 3792 0567

Technical Support Hotline: +852 3792 0569

### System requirements

#	Operating System	Browser	Screen Resolution
<b>Laptop / Desktop computers</b>			
1	Windows 10 / Windows 11	Edge 12+, Firefox 27+, Chrome 30+	1280 x 1024 or above
2	macOS X (10.9 or later)	Safari 7+, Firefox 27+, Chrome 30+	1280 x 1024 or above
<b>Mobile Devices</b>			
3	iOS 12.2+	Safari	
4	Android 6.0+	Chrome	

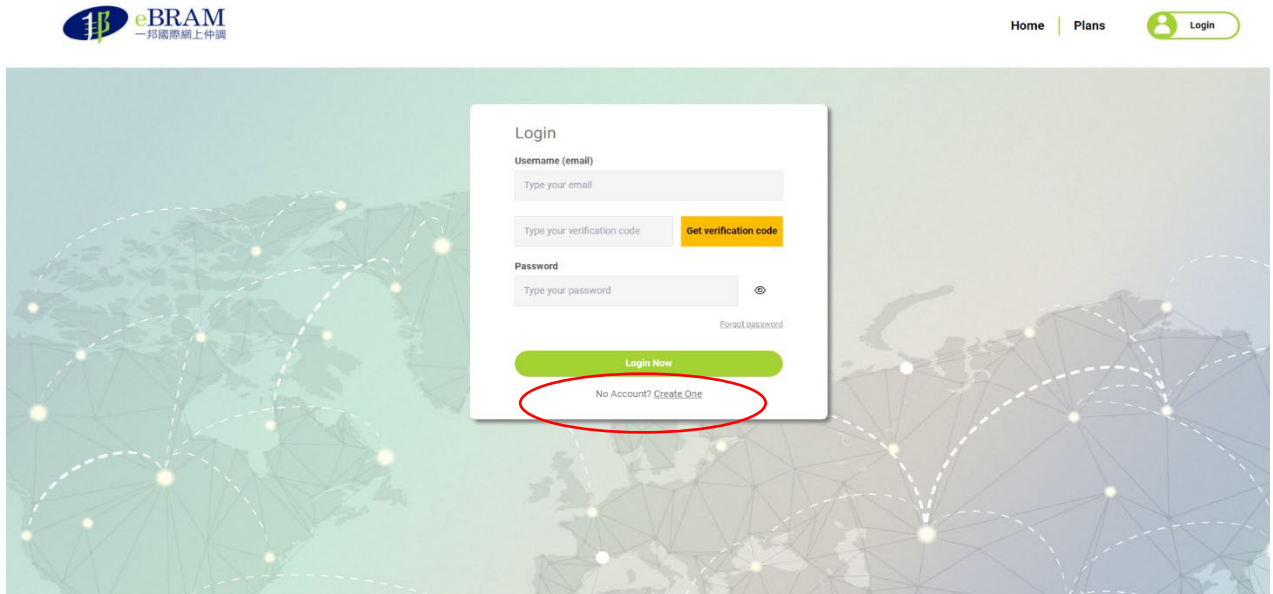
### Recommended Laptop / Desktop Computer Hardware

#	Components	Recommendation
1	Processor	Intel i5/i7 Dual-core 2GHz or higher
2	Memory	8GB
3	Hard disk	512 GB SSD or higher
4	Microphone	Built-in microphone or USB plug-in microphone
5	Webcam	Built-in webcam or USB plug-in webcam
6	Speaker	Built-in speaker or Plug-in speaker
7	Internet Bandwidth	10Mbps

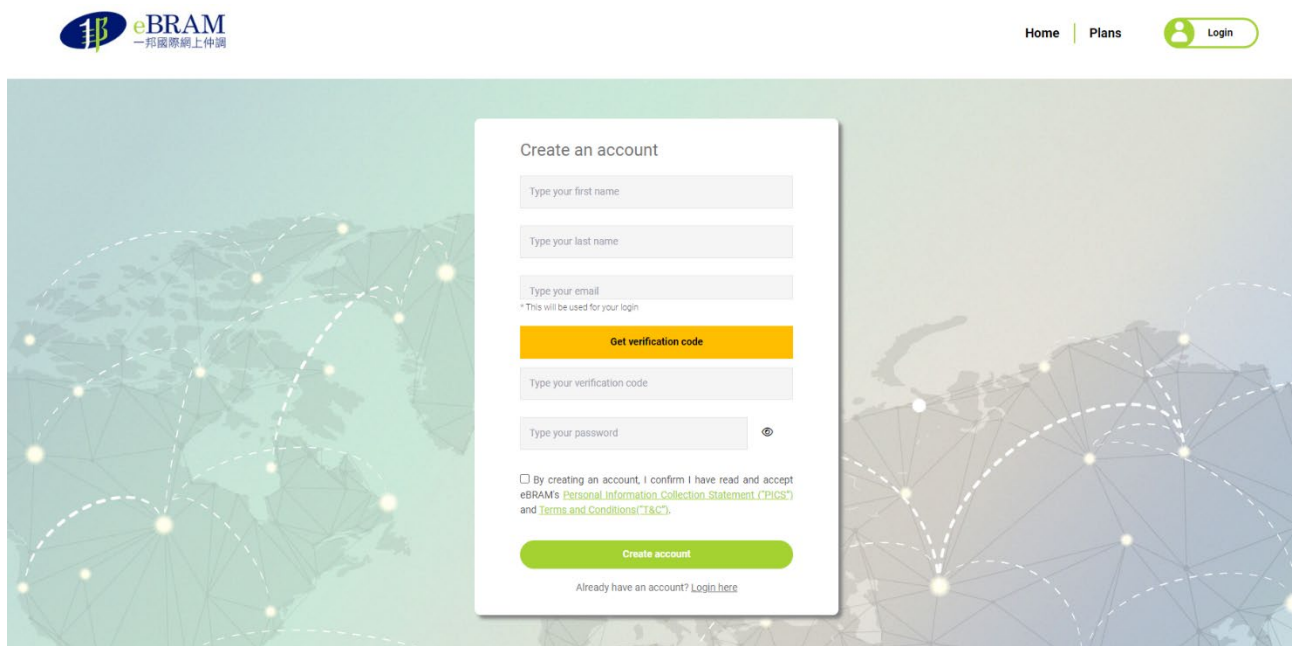
## 3. How to create an account?

### 3.1 Create an account for eBRAM LawTech Services

1. Enter this URL into the browser: <https://lawtechservice-stag.ebram.org/>
2. Click the “Login” icon, then click “Create One” to create an account.



3. The Create an account page is shown below.  
Enter the following details to create an account:



4. Enter your first name.
5. Enter your last name.
6. Enter your email address.
7. Click “**Get verification code**” to receive a verification code in your email address.
8. Enter the verification code.
9. Enter your password.
10. Click on the links to read the Terms and Conditions (T&C) and the Personal Information Collection Statement (PICS).  
Click “**Create account**” to create an account.

## 4. How to log in?

### 4.1 Log in to eBRAM LawTech Services

1. Enter this URL into the browser: <https://lawtechservice-stag.ebram.org/>
2. Click the “**Login**” icon to log in.

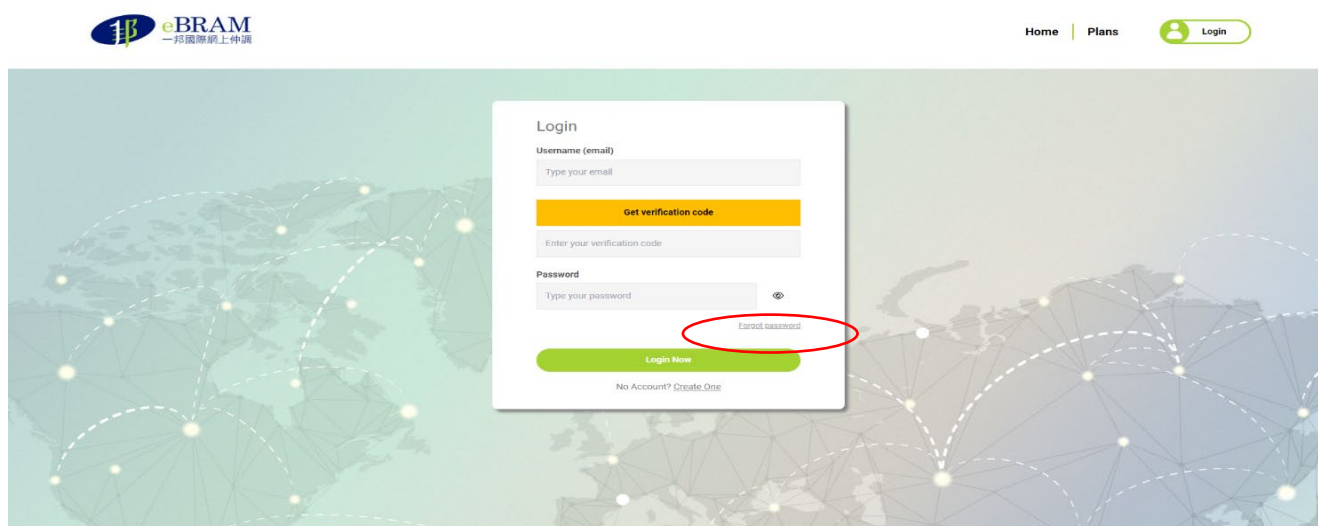
The screenshot shows the login interface of the eBRAM LawTech Services platform. At the top, there is a green navigation bar with the eBRAM logo on the left and links for 'Home', 'Plans', and 'Login' on the right. The main body of the page has a light green background with a faint world map and network-like patterns. A white login form is centered on the page. The form includes a 'Username (email)' field with a placeholder 'Type your email', a yellow 'Get verification code' button, a field for 'Enter your verification code', a 'Password' field with a placeholder 'Type your password' and an eye icon for toggling visibility, and a green 'Login Now' button. Below the login button is a link that says 'No Account? Create One'. At the bottom of the page, there is a small copyright notice: 'Copyright © 2022 eBRAM International Online Dispute Resolution Centre Limited. All rights reserved.'

3. Enter your registered email address.
4. Click the “**Get verification code**” icon to receive a verification code in your email address.
5. Enter the verification code.
6. Enter the password.
7. Click the “**Login Now**” icon to log in to the eBRAM LawTech Services Platform.

## 5. How to reset the password?

### 5.1 To reset the password

1. Click “Forgot password”.

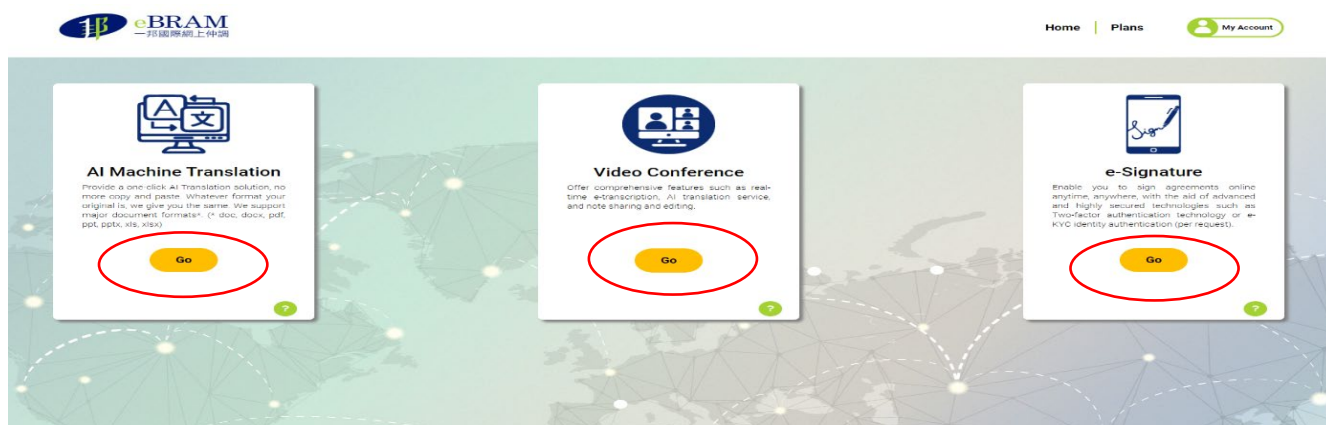


2. Enter your registered email address.
3. Click the “**Get verification code**” icon to receive a verification code in your email address.
4. Enter your new password.
5. Re-enter to confirm your new password.
6. Click the “**Reset**” icon to reset the password.

## 6. LawTech Services Home Page

### 6.1 Home

1. Click “**Home**” to open the LawTech Services Home Page.
2. Click the “**Go**” button to use a specific LawTech Services: AI Machine Translation, Video Conference, or e-Signature.

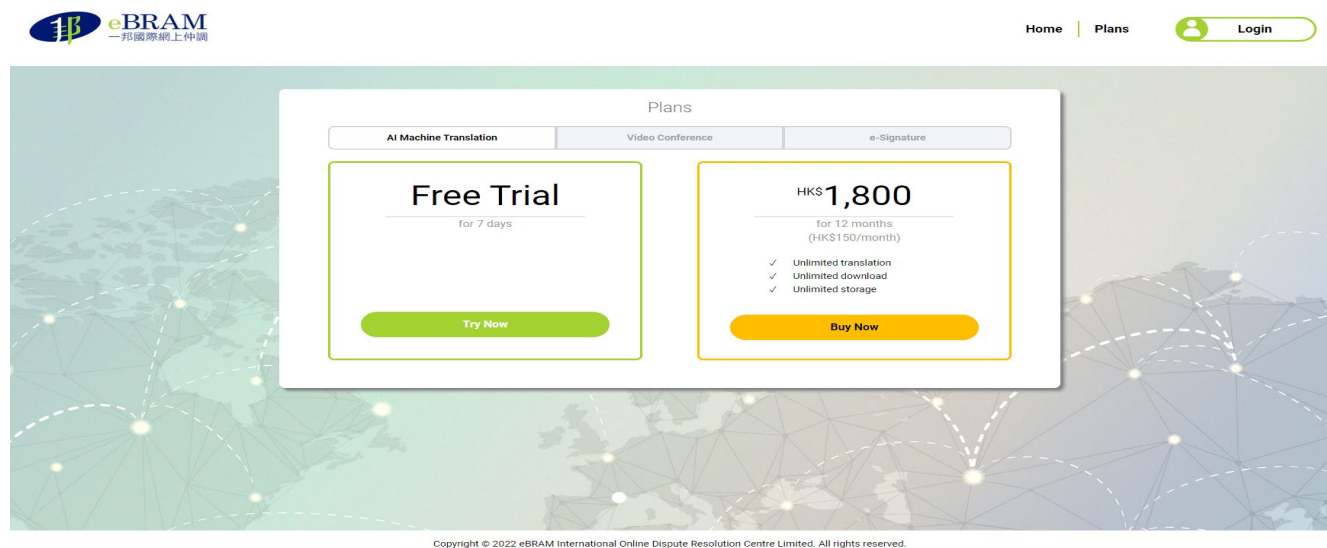




## 7. AI Machine Translation Service Plans

### 7.1 AI Machine Translation Service Plans

1. Click “Plans”.
2. Then click “AI Machine Translation”.



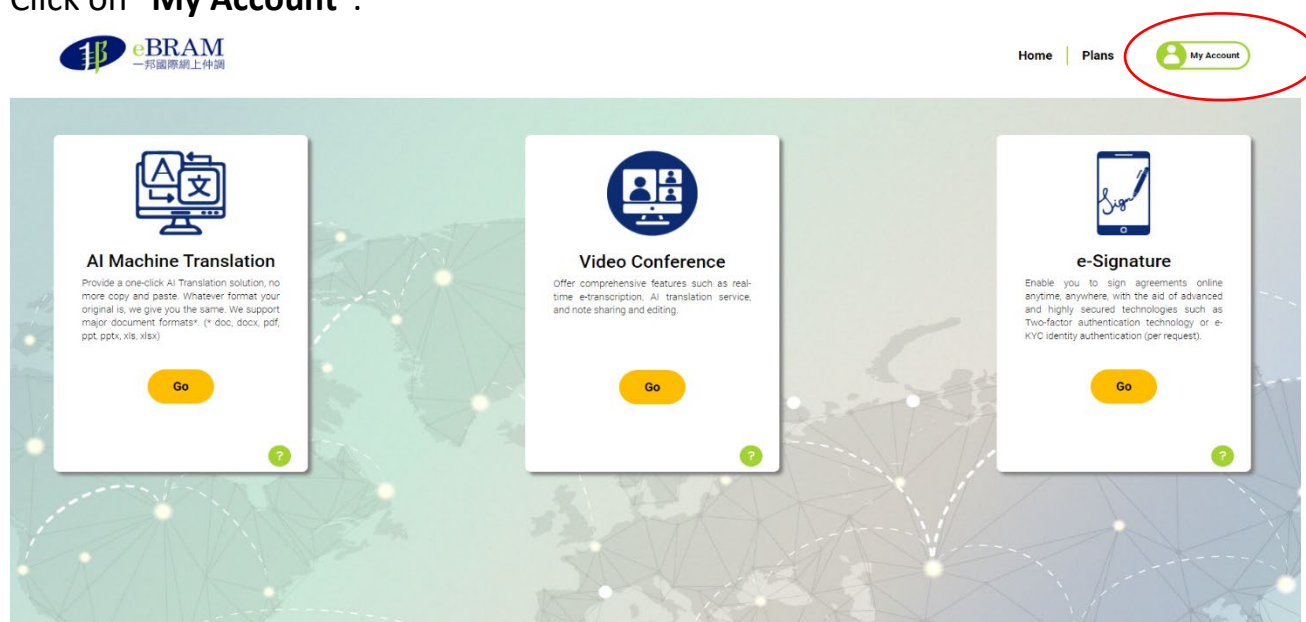
3. Click the “Try Now” icon for a free 7-day trial or click the “Buy Now” icon to pay for the AI Machine Translation annual subscription.
4. After selecting “Buy Now”, you will be directed to the login page. Please follow the steps in Section 4 to log in to your account.
5. After logging in, click again on “Plans” and then the “Buy Now” icon to purchase the annual subscription. You will then be directed to the payment page.

Accepted forms of payment are VISA, MasterCard, American Express, and UnionPay. Enter the required payment fields and click the “Subscribe” icon to process the payment.

## 8. How to view and edit your Account Status?

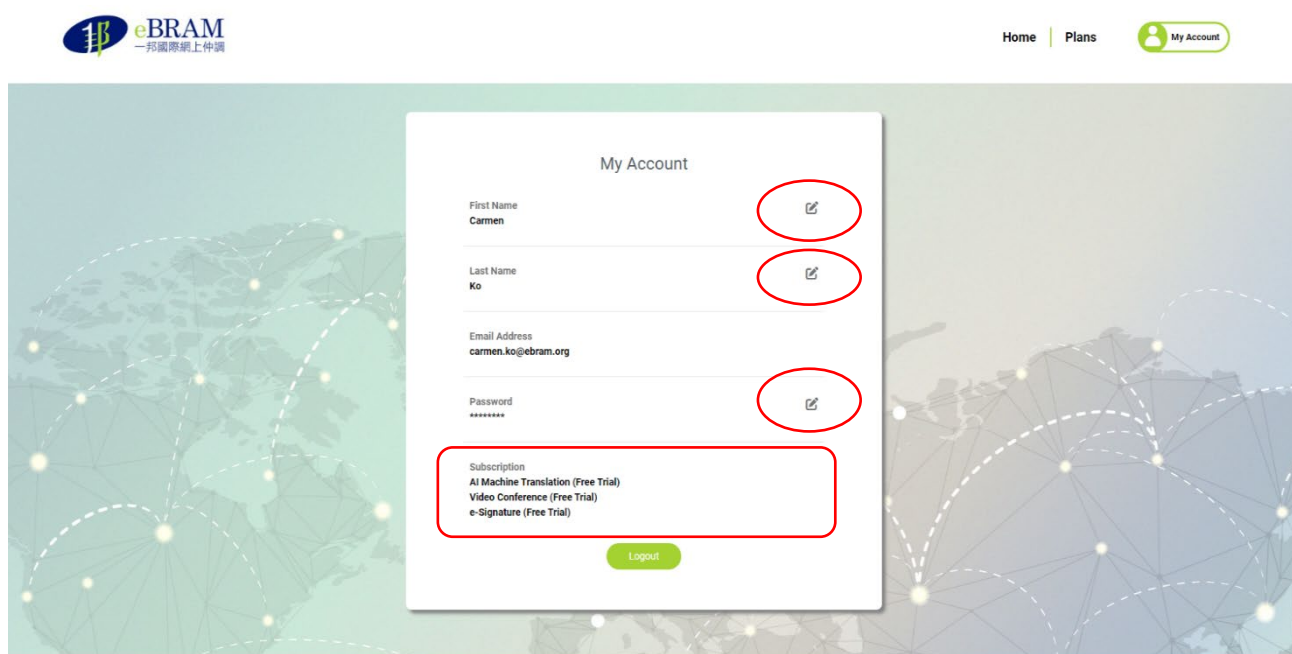
### 8.1 To view and edit your Account Status

1. Follow the steps in Section 4 to log in to account.
2. Click on **“My Account”**.



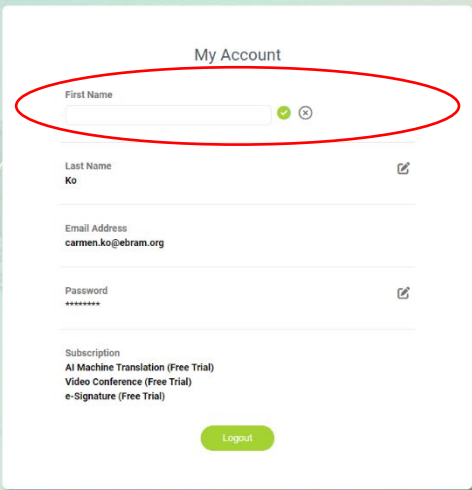
3. In the Subscription section, the services you have subscribed to (whether a free trial or premium service) are indicated.

Click the **“Edit”** icon to update editable fields in your Account.





4. Enter the new value, then click the “**green checkmark**” icon to save the changes.



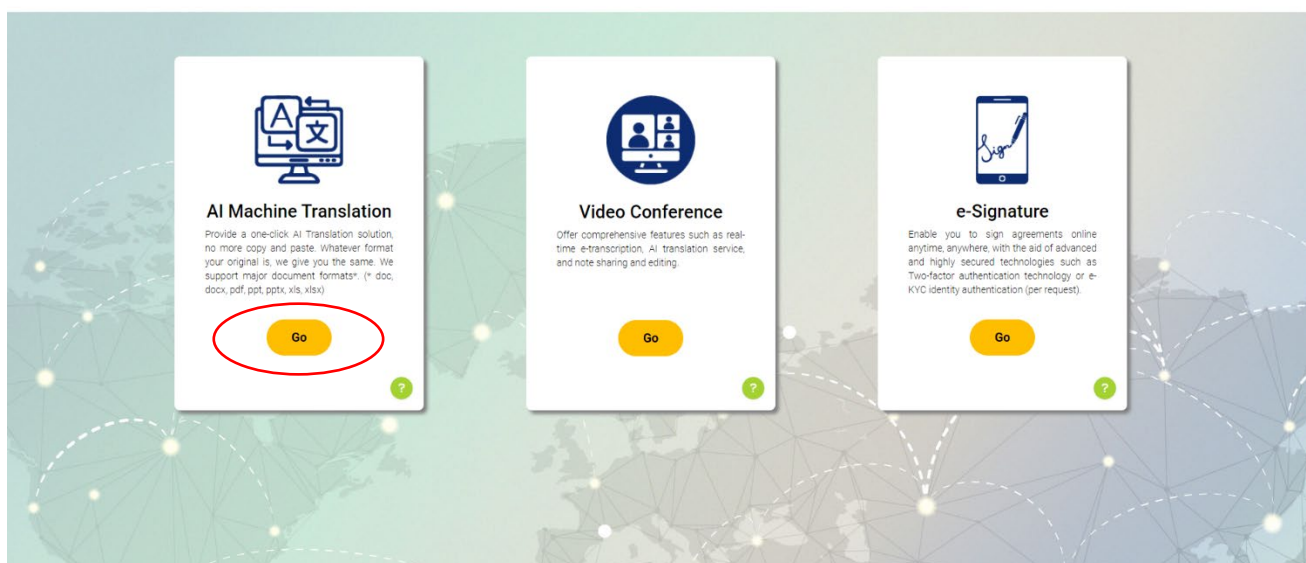
The image shows a 'My Account' form with the following fields: First Name (circled in red with a green checkmark icon), Last Name (Ko), Email Address (carmen.ko@ebram.org), Password (masked with asterisks), and Subscription (AI Machine Translation (Free Trial), Video Conference (Free Trial), e-Signature (Free Trial)). A green 'Logout' button is at the bottom.

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## 9. How to get started?

### 9.1 Getting started in AI Machine Translation

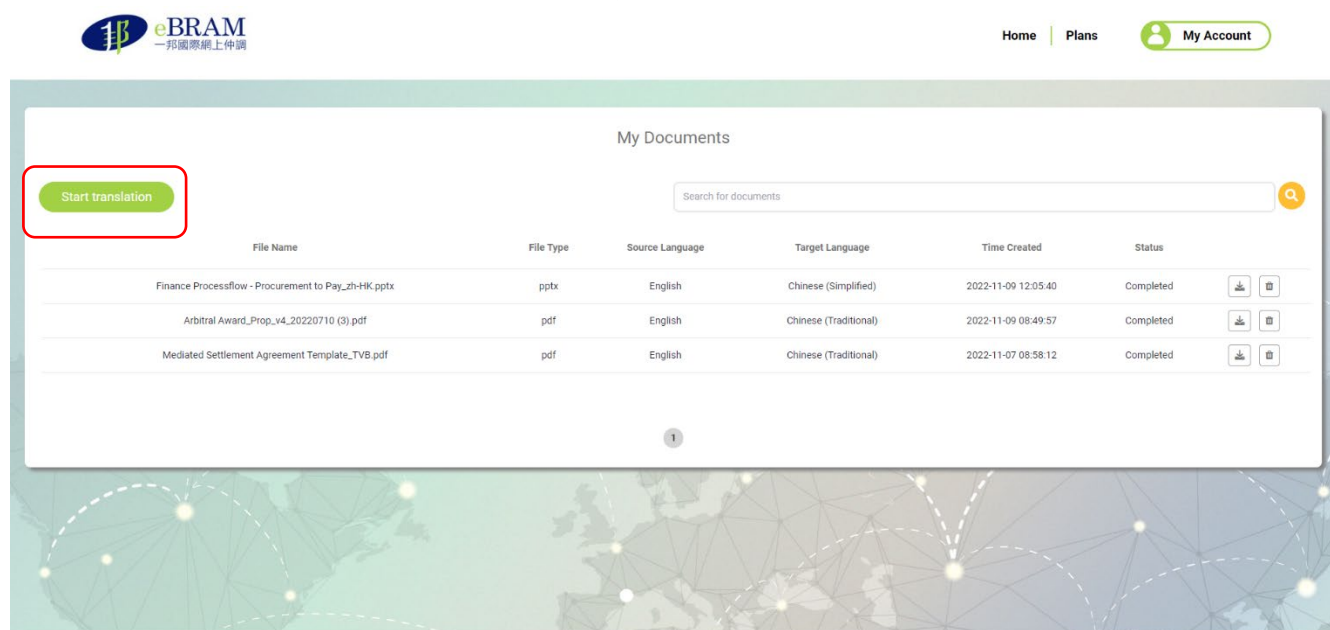
1. On the Home page, click the “**Go**” button to use the AI Machine Translation.



The image shows three cards on the Home page: AI Machine Translation (with a 'Go' button circled in red), Video Conference, and e-Signature. Each card has a description of the service and a green question mark icon in the bottom right corner.

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2. Click the “Start translation” icon to upload a document for translation.

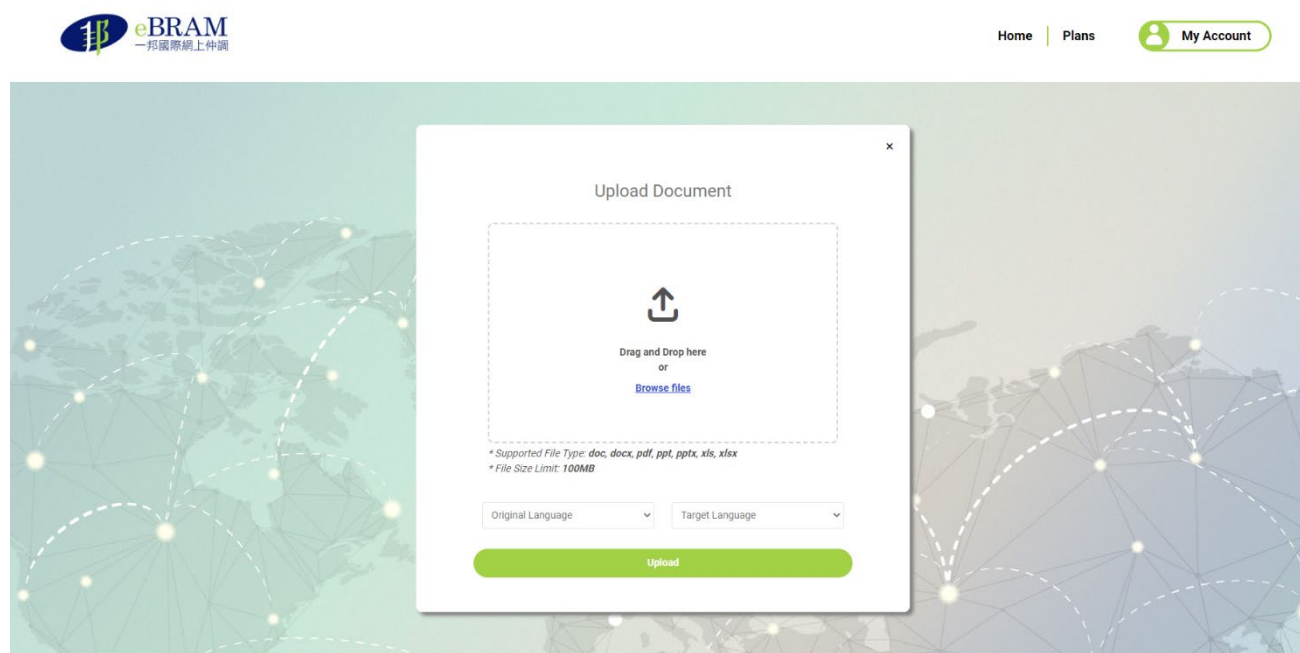


3. Drag and drop a file or click “**Browse files**” to upload a document for translation.

Supported translation file types are doc, docx, pdf, ppt, pptx, xls, and xlsx with a file size limit of 100 MB.

From the dropdown menu, select the original language of the document and the target language. The available language pairs are Arabic, Chinese in Traditional and Simplified forms, English, Russian, and Spanish.

Click “**Upload**” to upload the document to be translated.



4. A status bar shows the translation progress of the document. The document will be downloadable when the translation has been completed.


To download the translated document, click the “**download**” button.




To delete the translated document, click the “**delete**” button.




To search for a translated document, enter the search criteria in the search box and click the “**search**” icon.











eBRAM  
— 邦際網上仲調 —

Home | Plans  My Account

My Documents

Start translation



File Name	File Type	Source Language	Target Language	Time Created	Status	
Smart-Space - House Rules (wef. 28 Jun 2021).pdf	pdf	English	Chinese (Traditional)	2022-11-10 09:30:39	<div>61%</div>	 
Arbitral Award_Prop_v4_20220710 (3).pdf	pdf	English	Chinese (Traditional)	2022-11-10 09:24:59	Completed	 
Finance Processflow - Procurement to Pay_zh-HK.pptx	pptx	English	Chinese (Simplified)	2022-11-09 12:05:40	Completed	 
Arbitral Award_Prop_v4_20220710 (3).pdf	pdf	English	Chinese (Traditional)	2022-11-09 08:49:57	Completed	 
Mediated Settlement Agreement Template_TV8.pdf	pdf	English	Chinese (Traditional)	2022-11-07 08:58:12	Completed	 

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