T-4OO Administrator Manual

Revised on June 6, 2021

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Administrator Manual

Tick the “Administrator” box

Log into the “T-4OO” - Change the default password when logging in for the first time.

■Log into the T-4OO

① Open the Login screen by accessing https://www.jukkou.com/z/login.html

② Type your Company ID, Login ID, and Password.

(Your Login ID is used as a default password as well. Refer to the following points to note for the first logging in)

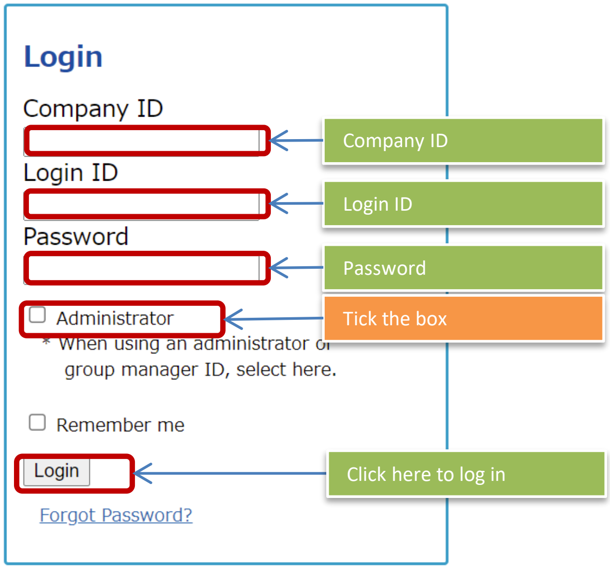
③ Tick the “Administrator” box.

※If the “Remember me” function does not work, change the setting to accept your browser’s Cookie setting.
If the PC is used in common, do not tick the “Remember me” box.

④ Click the “Login”.

⑤ When you log in for the first time, a new password setting field will be shown.
Make sure you change the default password into your own one.

※Your new password must be between 6 and 20 characters including at least one single-byte alphabetical uppercase, lower case, and numerical letter respectively - symbol(s) can be used as well (recommended).

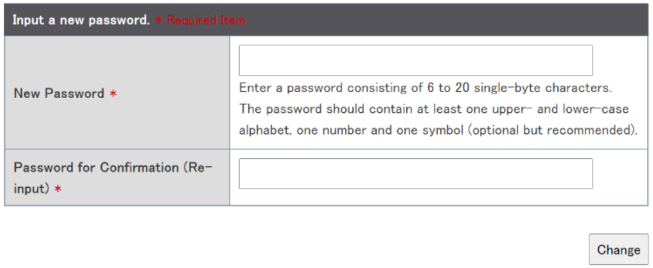


■ How to change password

In need of changing your own password after the first logging in, follow the steps below.

・Log in and go onto the “Want to change your password?” field in the upper right corner of the top page. Type your new password and click the “Change” (P.13).

・ If you forgot your password, click the “Forgot Password?” to display the “Password Reset Form”.
Type the requested information and click [Send].
When you receive an email for password resetting at your registered email account, access the URL shown on the email for changing the password.



Caution!

If you use the T-4OO on a computer used in common, be sure to log out each time you are done with your work.

Administrator Menu

You can do settings of groups, users (members), and accounts here as an administrator.

■Setting Up Group
① You can register new group names and delete existing groups – your Glossaries, Translation Memories, and T-4OO account allocation upper limits can also be managed by group.

■Registering/Updating User Data in a Batch（using a csv. file)
② You can download any member data – bundled registration/deletion of any member data possible using a csv file.

■Registering/Updating/Referencing User Data
③ You can register/delete/search member data and change authorization levels by member.

■Setting Post-login Notification
④ You can display a notification to the members on the first user screen of the T-4OO.

■Updating Manager/Administrator ID
⑤ You can register/delete managers and do the setting of authorization levels by group. New and additional Administrator can be registered using this menu as well.

■Allocating Accounts to Groups
⑥ You can check the usage status by group account and allocate concurrent translation upper limits by group.

■Usage/Order History
⑦ You can download automatic translation history and translation service purchase order history in a bundled manner.

■Selecting Translation Engines
⑧ You can choose specific automatic translation engines to be used or NOT to be used. ※Some engines may not be displayed here if they are not covered in your contract (See P17).

■Managing T-4OO Desktop
⑨ T-4OO Desktop Tool instruction for Administrator and the tool's program file can be downloaded.

Roles of Administrator and Group Manager

The following charts show roles of Administrator and Group Manager to be played respectively.

Administrator/Group Manger IDs are set independently from ordinary user IDs.
When logging in using an ID issued for Administrator/Group Manager, the Administrator menu screen or the Group Manager screen will be displayed.
The respective roles of the two are as shown below.

【Administrator】does the following management tasks on a whole company basis.

- Add/delete groups
- Register group managers
- Update user (member) data
- Allocate T-400 account upper limits and the number of translations to be done concurrently by group and by member.

【Group Manager】does the following management tasks for specific groups for which management authorization is granted to the Group Manager.

- Set group members
- Pick and approve Glossaries and TMs to be shared among all the users throughout the company.

Add/Change/Delete Groups – Set up Common Groups

The group names are used for authorization grouping

On the top page, click the “Setting Up Group”.

■ **Add Group Name**

① Type a group name.

② Click [Add] to register the setting.

■**Change Group Name**

③ Any group names can be changed in this menu.

■**Delete Group**

④ Deletion of registered groups can be done in this menu

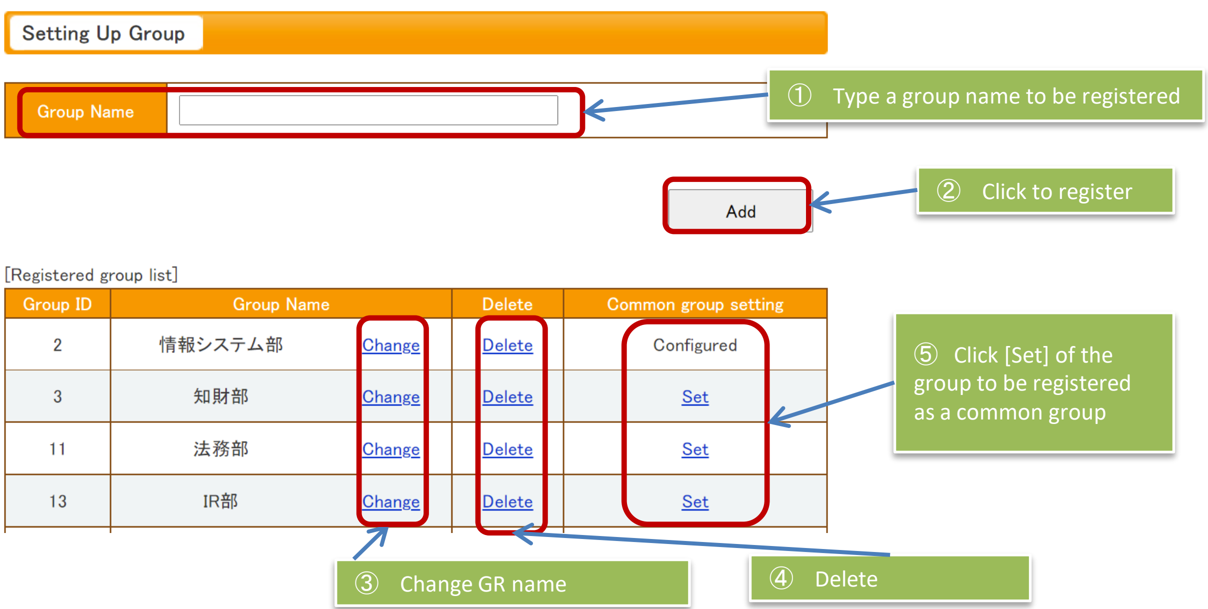
※You cannot delete the name of a group to which a member still belongs.

※You cannot reinstate a group that had been deleted.

■**Common Group Setting**

⑤ Click [Set] of the group to be registered as a common group.

※The “Group 1” is a common group that can be accessed and managed by all the Group Mangers. You can designate any other groups as a common group.



Register/Change/Delete Member (User) Data

On the top page, click the "Registering/Updating/Referencing User Data".

■Member Registration

①Type the "Login ID", "Member Name", and "Email Address" of the member (user) to be registered.。

・Each "Login ID" must be of up to 50 single-byte letters of the English alphabet, numbers, or in combination of both of them (the Login IDs are used also as an initial password for the first logging in).
Applicable characters are letters of the alphabet, numbers, "-" (dash), "." (period), and "_" (underscore).

・Entry of a Login ID and Member Name is mandatory – an email address can be added on a later date (a member can add its email address by themselves as needed).

・Duplicated ID registration is impossible. The IDs once used for deleted members cannot be registered unless such IDs are restored first (see the steps below) and then registered with a new name and email account.

②Select the Group Name to which the member belongs.

・This setting is mandatory.

③ Grant or deny the authorization for the member to use "T-4OO", "Desktop", and Lite (English/Chinese) respectively.

・The functions available to all members or those unavailable to all members (not covered by your contract) are NOT displayed on the screen.

・When set to "Unauthorized", that function is unavailable to the member.

・If your contract limits the number of users of a certain function, its authorization can be granted up to the set limit accordingly.

・Go to the "Allocating Accounts to Groups" on the top page to check the number of authorizations available per function and group.

④Click the "Add".

① Type Login ID, Member Name, and Email Address

② Select Group to which the member belongs

③ Authorization granted/not granted by function

[Add Account]

Login ID	Member Name	Group Name	Email Address	T-400	Desktop	Lite (English)	Lite (Chinese)	Add
		---------		Authorized	Authorized	Authorized	Authorized	Add

④ Click [Add]

■Member Change/Deletion

①In the [Member Search] field, type your search criteria and click the "Search". ※ With no criteria set, all the members will be displayed.

②Change the member information data and then click the "Update".

③Click the "Delete" and "Update" to delete the member data.

Login ID	Member Name	Group Name	Email Address	T-400	Desktop	Lite (English)	Lite (Chinese)	Delete
nishiyama	nishiyama	IR部	**********@rozetta.jp	Authorized	Authorized	Unauthorized	Unauthorized	☐

Update

③ Tick the [Delete] box, and then click [Update]

② Change the data and click [Update]

■ Restore deleted member

①In the [Member Search] field, type your search criteria, tick the "Display deleted employees" box and, click the "Search".

②Click the [Restore].

③Click [OK] in the "Restore the account. Is it OK?" dialogue box

② Click [Restore]

Login ID	Member Name	Group Name	Email Address	T-400	Desktop	Lite (English)	Lite (Chinese)	Delete
kojima	kojima	IR部	**********@rozetta.jp	Authorized	Authorized	Unauthorized	Unauthorized	Restore

Register/Change/Delete Member (User) Data in a Batch

■ **Register New User Data (Initial Setting)**

On the top page, click the “Registering/Updating User Data in a Batch (CSV file)”.

① Click the “Downloading registered users” to download a CSV file, and feed new user data accordingly in the second line and beyond. The data should include [Login ID], [Member Name], [Email Address], and [Group Name] of each member with their authorization levels adequately sorted.

※ Each “Login ID” must be of up to 50 single-byte letters of the English alphabet, numbers, or in combination of both of them （the Login IDs are used also as an initial password for the first logging in）.

※ Applicable characters are letters of the alphabet, numbers, ”-” (dash), ”.” (period), and “_” (underscore).

※ Entry of a Login ID and Member Name is mandatory – an email address can be added on a later date (a member can add its email address by themselves as needed).

It is recommended that the email address not be left out blank as the address is used when sending a password resetting notification email.

※ Each column must be fed with the following items respectively.

Column A : Login ID / Column B : Name / Column C : Email Address / Column D : Group name /

Columns E thru J : Authorization Level (Authorized or Unauthorized) by service.

※The contents displayed in Columns E thru J may vary depending upon the contract and setting.

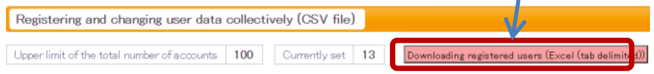
※ If the data is fed into an Excel file, name it before saving with an extension “csv”.

※ Data entry in Column D (Group name) and Columns E thru J (Authorization Level) is optional.

If those columns are left blank, they will be automatically set according to the setting done in the “Default settings for additional IDs”.

If a new group name is used, you can register it as a new group or use existing group data with some correction as needed.

① Download a csv file



	A	B	C	D	E	F
1	Login ID	Member Name	Email Address	Group Name	T-400	Desktop
2	AA001	Test 001	Test 001@rozetta.jp	IR	Yes	No
3	AA002	Test 002	Test 002@rozetta.jp	IR	Yes	No
4	AA003	Test 003	Test 003@rozetta.jp	IR	Yes	No
5	BB004	Test 004	Test 004@rozetta.jp	R & D	Yes	No
6	BB005	Test 005	Test 005@rozetta.jp	R & D	Yes	No
7	BB006	Test 006	Test 006@rozetta.jp	General Affairs	Yes	No

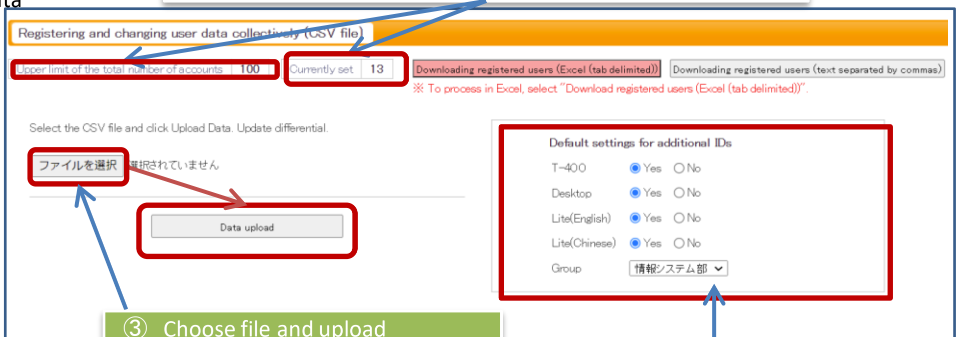
※Be aware of the upper limit. If exceeding it, an adjustment (deletion of some old or new accounts) will be necessary.

② If there is an item(s) left blank in Columns D thru J in the csv. File…

In the “Default settings for additional IDs” field, tick “Yes” or “No” to authorizations granted to “T-4OO”, “Desktop”, and “Lite（English/Chinese）, and then choose a Group.

③ Choose a CSV file to be uploaded and click the “Data upload”.

※ The functions available to all members or those unavailable to all members (not covered by your contract) are NOT displayed on the screen.



③ Choose file and upload

② Set members’ authorization level and affiliation

■ **Add/Change/Delete User**

① Revise the csv file downloaded through the “Downloading registered users”.

Add new users to the list and delete the lines of the members who are to go away.

You cannot add new users exceeding the upper limit to the number of accounts.

※ You cannot change Login IDs of registered users – make sure that the same ID is used for change and updating.

② If there is an item(s) left blank in Columns D thru J in the csv. File…

In the “Default settings for additional IDs” field, tick “Yes” or “No” to authorizations granted to “T-4OO”, “Desktop”, and “Lite（English/Chinese）, and then choose a Group.

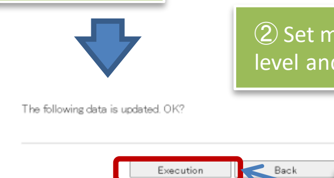
③ Choose a CSV file to be uploaded and click the “Data upload”.

※The uploaded data will entirely overwrite the old data.

If the file lists new members only, all the existing members not listed there will be deleted.

④ Confirm the changed contents and click the [Execution] .

※When a CSV file is uploaded, the difference (Add, Delete, and any other changes made) between the file and the one uploaded last time is displayed. Confirm the contents and execute the data update.



④ Execute

Process	User ID	User name
Add	Koji test2	Koji test2

Search User (Member) / Change Authorization Level

Search for specific members and change their authorization granted to use T-4OO, Desktop, and Lite（EN/CH）

On the top page, click the “Registering/Updating/Referencing User Data”.

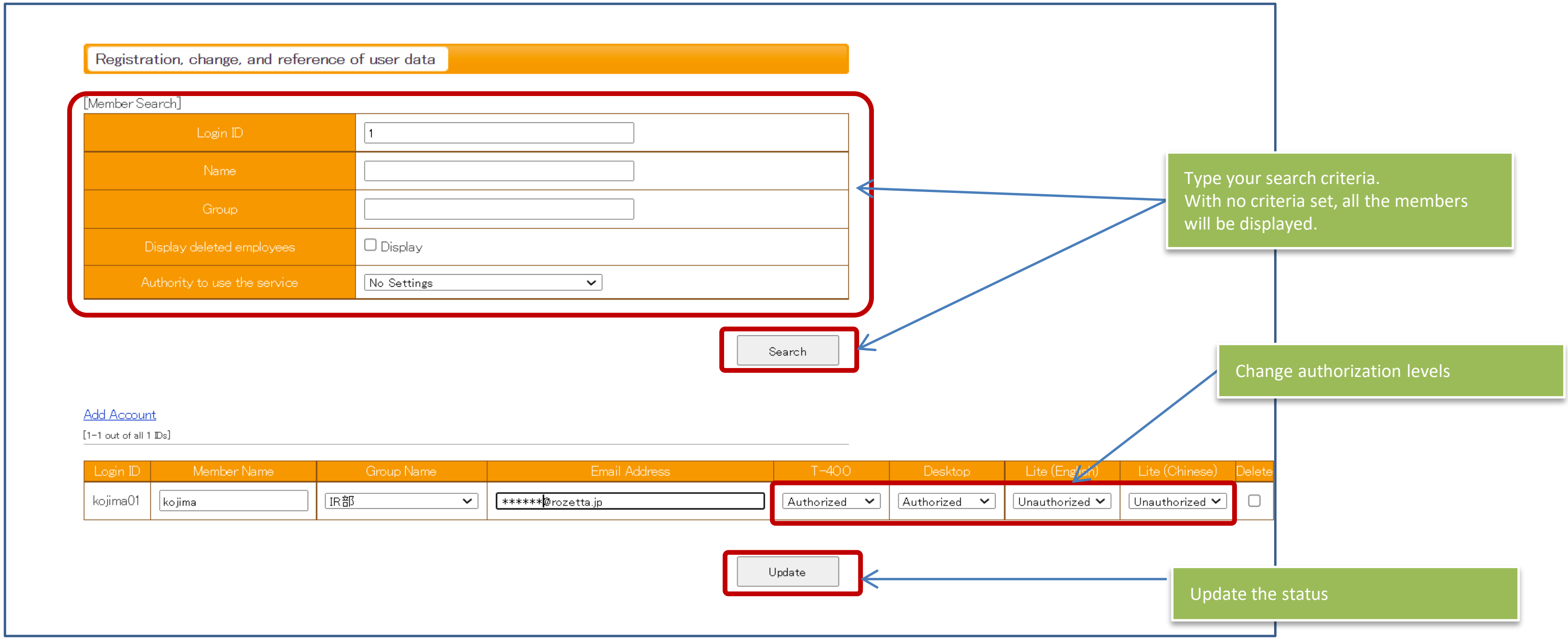
■Member Search Criteria

Login ID : Search for perfectly matched one
Name : Search for partially matched ones
Group : Search for partially matched ones
Tick the “Display deleted employees” box as needed - deleted member IDs can be displayed for restoration or reuse as needed.
Authority use the service : Narrows down the candidates by authorization to use T-4OO, Desktop, or Lite（EN/CN).
※With no criteria set, all the members will be displayed.

■Change Member Authorization Level

You can set “Yes” or “NO” (from the dropdown field) to the authorization to use T-4OO, Desktop, Lite（EN/CH）- after the setting change, click [Update] to execute the change.

- The functions available to all members or those unavailable to all members (not covered by your contract) are NOT displayed on the screen.
- You cannot grant authorization to use certain functions when the number of the users exceeds the upper limit allocated for such functions.
- Go to the “Allocating Accounts to Groups” on the top page to check the number of authorizations available per function and group.



Let users see your message when logging in

Post a notice on T-4OO's user screen as needed.

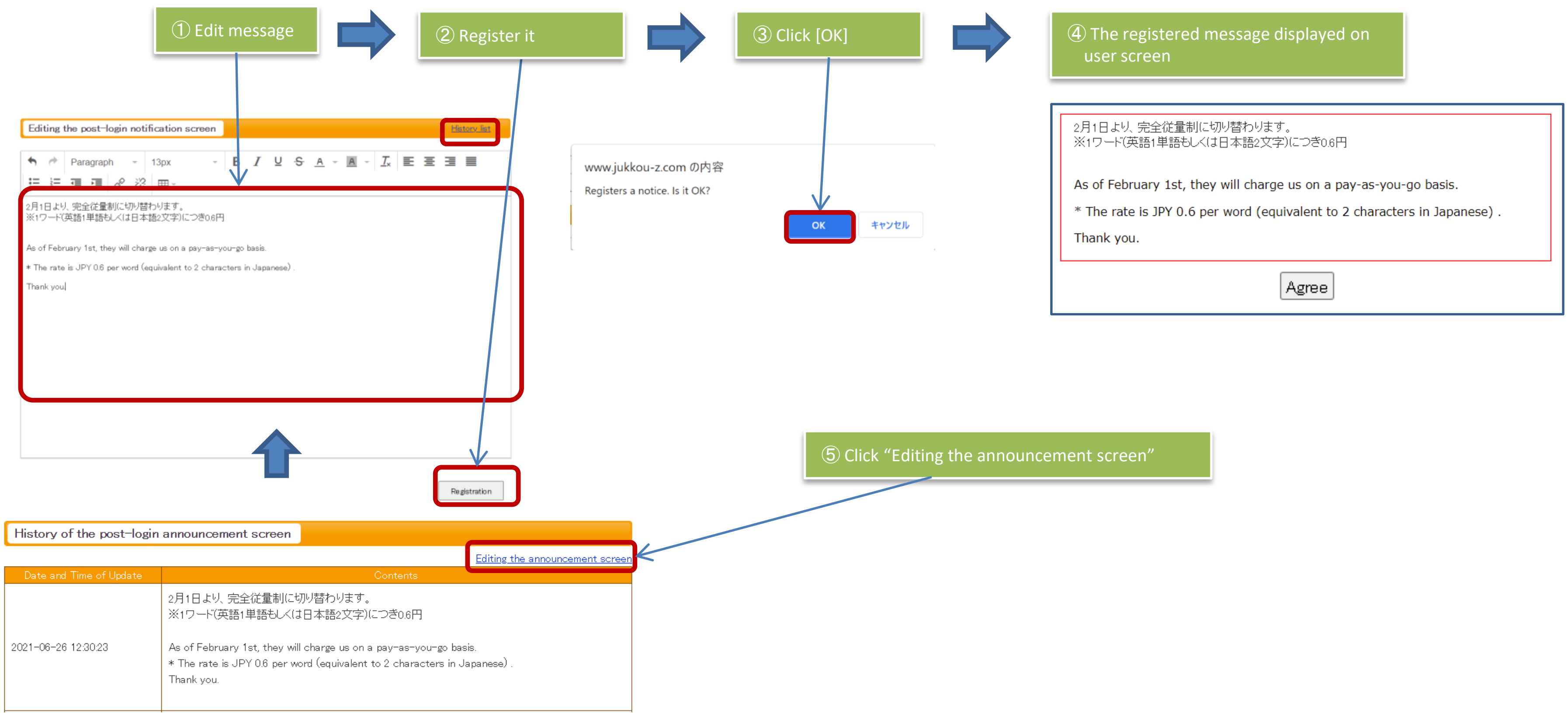
On the top page, click the "Setting Post-login Notification".

■For the first time

① The "Editing the post-login notification screen" is displayed.
Type your message here – you can change fonts or insert a chart or link.
② Click the [Registration].
③ Click [OK] in a popup form.
④ The registered message will show up on the user screen when they log in.

■How to edit or delete the message on display.

⑤ On the "History of the post-login announcement screen", click the "Edit the announcement screen" in the upper right corner.
⑥ For deleting the message, delete everything shown on the edit screen and click [Registration].
※ The notifications used in the past are saved in the "History List" (at the upper right corner of the edit screen).



Update Administrator ID/Group Manager ID

Add Administrator/Group Manager and change group authority affiliation.

On the top page, click the [Updating Administrator/Manager ID].

■Add Administrator

Click the [Adding an admin] to add an Administrator, change email addresses, or delete an account.

※You cannot delete the first Administrator account issued by Rozetta.

※The email address of the first Administrator can be changed only by the first Administrator.

■Change Group Manager Data

① You can change their login names, email addresses, and authority groups 1 thru 5.

※A login name must be up to 50 single-byte letters of the English alphabet, numbers, or in combination of both of them.

② After changing the data, click the [Save changes].

■Delete Group Manager

③ Click the [Delete] button of the line of the subjected manager.

※Be aware that the deletion is completed instantly before clicking the [Save Changes].

■Add Group Manager

④ You can add a group manger by granting authorization to mange at least one group.

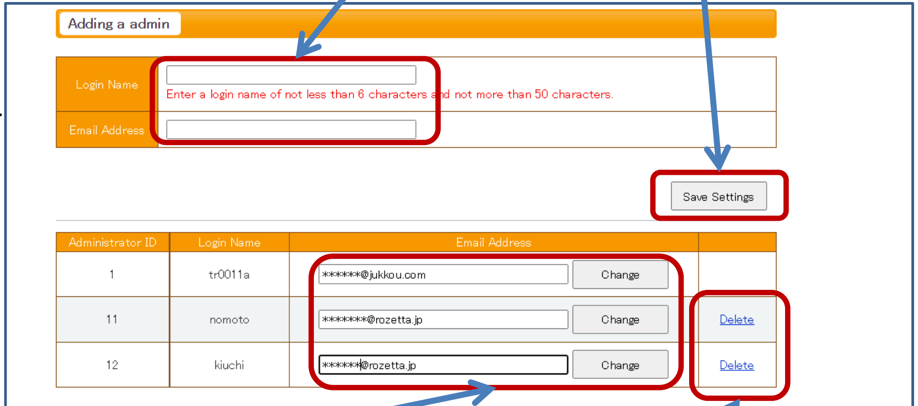
※A login name must be up to 50 single-byte letters of the English alphabet, numbers, or in combination of both of them.

The login ID of a Group Manager is used as a default password for the first logging in.

⑤ Feed the necessary information, and then click the [Save Changes].

Add Administrator authorization

Click to update the status



Change Administrator's email address
※The 1st Administrator's email address cannot be changed by anybody but the first Administrator.

Delete Administrator
※The 1st Administrator cannot be deleted

①

Change Group Manager data

③

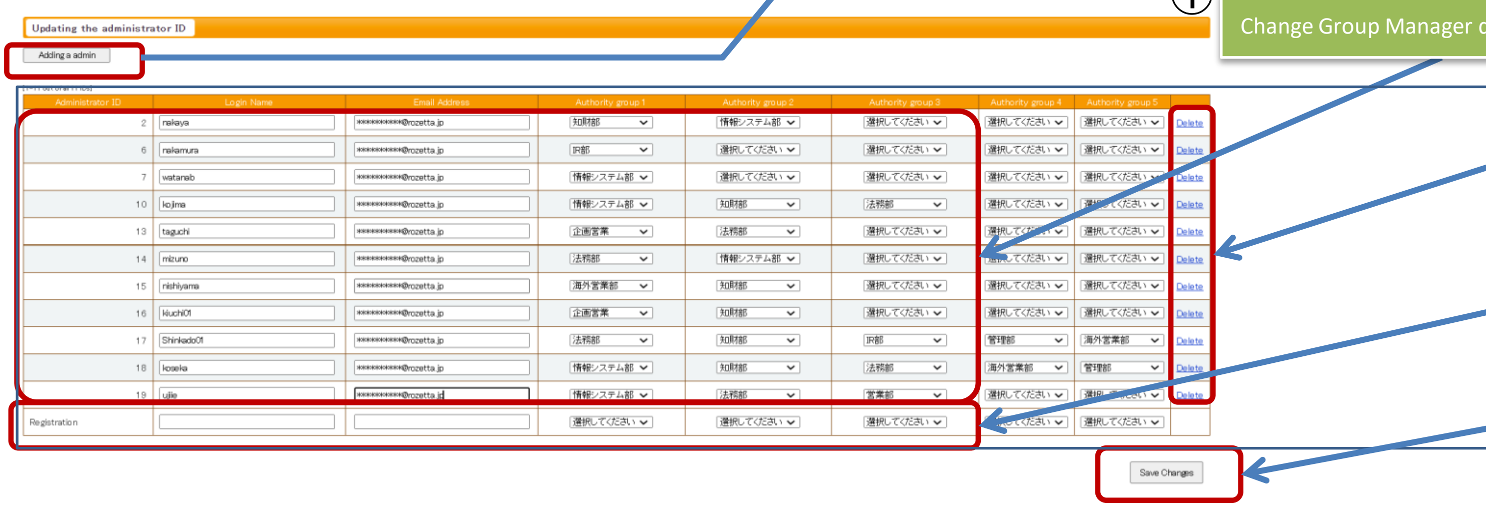
Delete Group Manager

④

Add Group Manager

② ⑤

Click to update the status



Change Password

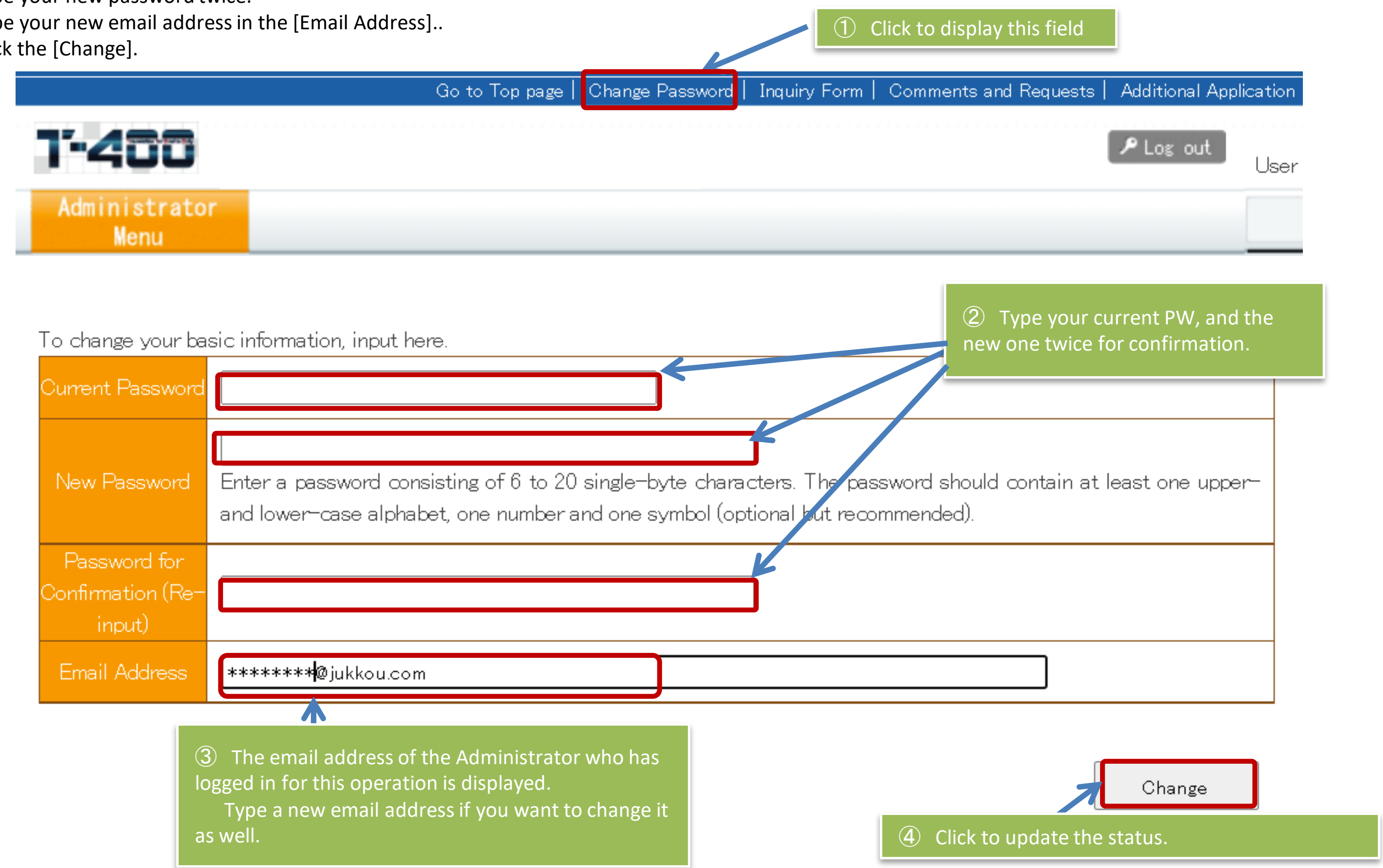
This menu is for changing Password or/and email address of Administrator.

■Change Password

① Click the [Change Password].
② Type your new password twice.
③ Confirm that the email address of the Administrator who has logged in for this operation is displayed in the [Email Address].
④ Click the [Change].
※ Entry of “Email Address” is mandatory.

■ Change Password and Email Address

①Click the [Change Password].
② Type your new password twice.
③ Type your new email address in the [Email Address]..
④ Click the [Change].



Allocating accounts by group

You can check authorization setting status by group and allocate concurrent translation upper limit by group.

On the top page, click the “Allocating Accounts to Groups”.

■Check authorization setting status by group

Upon confirmation of user registration in the “Registering/Updating/Referencing User Data” menu（See P8）, you can check the total number of accounts with authorizations set to use T-4OO, Lite (English), and/or Lite (Chinese) by group.

※The functions available to all members or those unavailable to all members (not covered by your contract) are NOT displayed on the screen.

■Change “Number of Simultaneous Translations”

The “Number of Simultaneous Translations” is the upper limit of the number of translations that can be processed at the same time within the company.

You can allocate different upper limits by group if necessary.

If the figure for the “Number of Simultaneous Translations” is set to “0, the upper limit to the number of translations processed concurrently is applicable to use of the translation services within the whole company.

The upper limit of translation process reservations for each group is 3 times greater than the upper limit of translations processed concurrently set here.

Set the upper limit of the translations concurrently processed

Account Assigned by Group

Upper limit of the total number of accounts	100	Currently set	13

Group ID	Group Name	T-4OO accounts	Number of simultaneous translations	Lite (English)	Lite (Chinese)
2	情報システム部	2	2	1	0
3	知財部	2	2	0	1
11	法務部	1	0	0	0
13	IR部	1	0	0	0
15	海外営業部	1	0	0	0
23	企画営業	1	0	0	0
29	管理部	0	0	0	0
30	リニューアル	0	0	0	0
31	総務部	0	0	0	0
32	営業部	2	0	0	0
Number of use available		100	1	1	1
Configured		10	–	1	1

※ A group with a concurrent translation count of “0” is “share the remaining number of translations” use by subtracting “the total number of concurrent translations set for each group” from “Available number”.
Note that if the remaining number of translations is 0, translations will not be possible even if T-4OO or Lite accounts are assigned.

Save Changes

Use [Registering/Updating/Referencing User data] menu to change the number of the accounts and/or their authorization levels (for T-400, Lite (English), and Lite (Chinese)) .

Click to update the status

Tracing T-4OO operation and data downloading

You can check the translation history record exceeding the upper limit and download machine translation/translation agency service purchase history.

On the top page, click the “Usage/Order History” menu button.

■ Details of the translation history exceeding the upper limit

① You can check the number of words consumed exceeding the annual upper limit and their surcharge amount by month.

② The annual upper limit and the number of words consumed to the date can be confirmed on this menu screen as well.

■Downloading various data

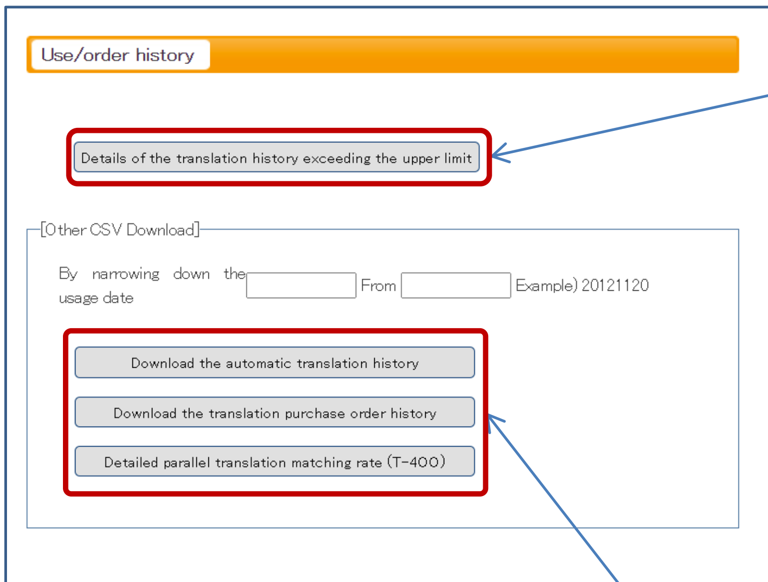
③ The following records are downloadable to a csv file in a bundled manner.

- Automatic translation history（by T-4OO or Lite）
- Translation service purchase history
  ※ Record of invoices from Rosetta’s Translation Agency.
- TM data matching rate（T-4OO）
  ※ The rate of matching of original texts uploaded thru T-4OO and TM data used for the translation.

※ Wordcount rules

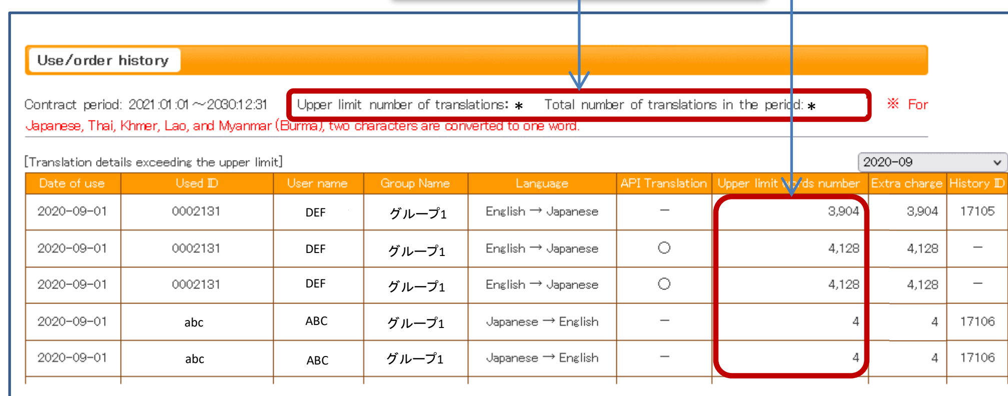
They vary depending upon the language and translation direction.

The wordcount results by translation can be confirmed in the “Translation History” tab menu.



① Details of the translation history exceeding the upper limit

② Annual upper limit and the number of the words consumed are displayed.



Date of use	Used ID	User name	Group Name	Language	API Translation	Upper limit words number	Extra charge	History ID
2020-09-01	0002131	DEF	グループ1	English → Japanese	－	3,904	3,904	17105
2020-09-01	0002131	DEF	グループ1	English → Japanese	○	4,128	4,128	－
2020-09-01	0002131	DEF	グループ1	English → Japanese	○	4,128	4,128	－
2020-09-01	abc	ABC	グループ1	Japanese → English	－	4	4	17106
2020-09-01	abc	ABC	グループ1	Japanese → English	－	4	4	17106

③ History data download

Select Translation Engines

Set “use” or “don’t use” to specific engines for your translation.

On the top page, click the “Selecting Translation Engines” menu button.

※Selections of the engines (use or not, fixed or optional on a case-by-case basis) are clarified in your contract.
Usually “all to be used” is chosen.

The “Selection of translation engines” menu is displayed in case you have chosen “optional on a case-by-case basis” .

If you are not sure about the contents of your contract, please contact the T-4OO User Support by email at cs-support@rozetta.jp

■Enterprise-wide set

① Tick the box of the engine you want to use.
② Click the [Update].

■Set by Group

① Tick the box of the engine you want to use.
② Click the [Update].

“Enterprise-wide set” screen

Selection of translation engines

Set by Group

Engine name	Privacy policy	Propriety of use
SOGOU	Privacy policy	☑
Google	Privacy policy	☑
Microsoft	Privacy policy	☑
ロゼッタ内製		☑
NICT (内部AWS)		☑
NiuTrans (内部AWS)		☑

Update

Click to change display

“Set by Group” screen

Selection of translation engines

Enterprise-wide set

Group ID	Group Name	SOGOU Privacy policy ☐	Google Privacy policy ☐	Microsoft Privacy policy ☐	ロゼッタ内製	NICT (内部AWS) ☐	NiuTrans (内部AWS) ☐
2	情報システム部	☑	☑	☑	☑	☑	☑
3	知財部	☑	☑	☑	☑	☑	☑
11	法務部	☑	☑	☑	☑	☑	☑
13	IR部	☑	☑	☑	☑	☑	☑
15	海外営業部	☑	☑	☑	☑	☑	☑
23	企画営業	☑	☑	☑	☑	☑	☑
29	管理部	☑	☑	☑	☑	☑	☑
30	リニューアル	☑	☑	☑	☑	☑	☑
31	総務部	☐	☐	☐	☑	☐	☐
32	営業部	☐	☐	☐	☑	☐	☐

Update

Display T-4OO Desktop Tool on user screen

All those using T-4OO on a browser can also use the “T-4OO Desktop Tool”, a simplified application, just by adding its shortcut icon on their desktop screen（※Internet access required）.
With this tool, all you have to do for using the machine translation service is to drag and drop the files to be translated into the application on your desktop.
This Tool can be downloaded from the T-4OO’s user screen – authorization to download the tool is set on the Administrator's screen.

① On the top page, click the “Managing T-4OO Desktop”.
② Select “Yes” to “Display download links on user screen” to let the members with the authorization see the “Downloading T-4OO Desktop Tool” field on their user screen.
③ You may add some message to the “Downloading T-4OO Desktop Tool” field seen by the authorized members by using the “Notice to Your Members” field - click the “Edit Notice”, type the message, click the [Register] and then press the “OK”.
④ Delete the message and leave the [Edit Notice] notepad blank, and the click the [Register] for cancelling it.

※For authorization level setting by user, refer to “5. Register Member (User)/Group Affiliation (Individual setting)” on page 7.

※ Download the “[PDF] T-4OO Desktop Guide for Administrator” for clarification about its features and usability and differences between the T-4OO Desktop Tool and the T-4OO used on a browser.