For Administrator

T-4OO Initial Setting Manual

Revised on June 6, 2021

T-4OO offers three different levels of authorizations (“Administrator”, “Group Manager”, and “Member”) for optimal sharing of your translation assets including Translation Memories (TM) and Glossaries.

Administrator	1. Designate Group Manager / Set authorization level / provide ID 2. Designate User / Set authorization level / provide ID 3. Designate and add Administrator
Group Manager	1. Manage Glossaries and TMs registered by group members 2. Change group affiliations of members
Member	1. Use the translation system within the authorization set by Administrator 2.Register Glossaries and TMs

※ When logging in as Administrator or Group Manager using Administrator or Group Manager ID, you can only access T-4OO’s Administrator or Group Manager Menu where no translation services are available. You must use your own member (user) ID to log into the T-4OO and use its translation services.

Initial setting must be done by an Administrator (and a Group Manager as well on a certain condition) for members to use the T-4OO.

※ You do not necessarily use the terms “Group Manager” or “Member” to refer to “Level 2” and “Level 3”. You can call them as you like according to your organizations' names and staff members' titles

Procedure of Initial Setting

Initial Setting by Administrator

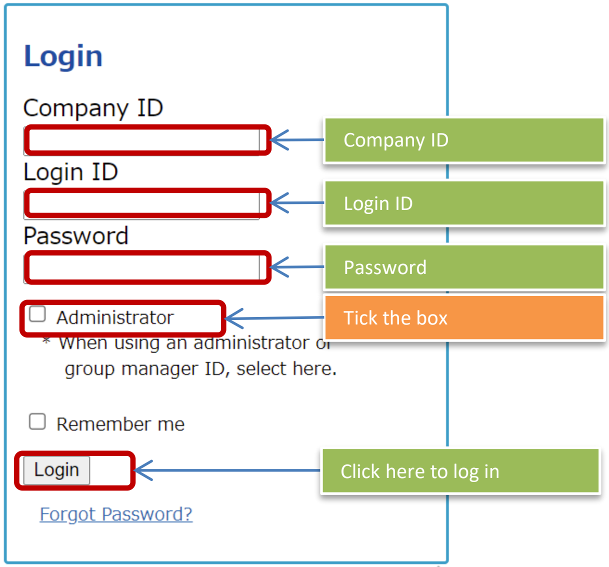
1. Log in

① Check a notification email from Rozetta for your “Company ID”, “Administrator ID”, and “Password”.

****
【Company ID】: *****
【Administrator ID】: *****
【Password】: *****
URL : https://www.jukkou.com/z/login.html
****

② Log in with the “Administrator” box ticked.

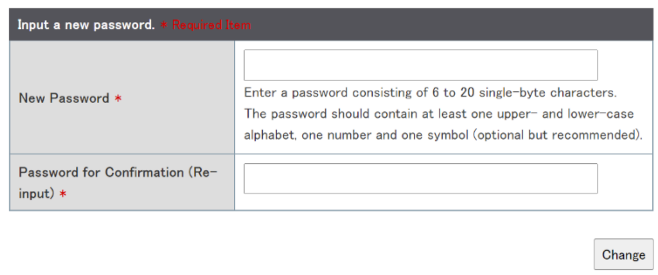
※Refer to the PDF “Logging in for the first time” for detail.



2. Change Password

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.

※ 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).
Click the［Change PW］to log into the Administrator menu.



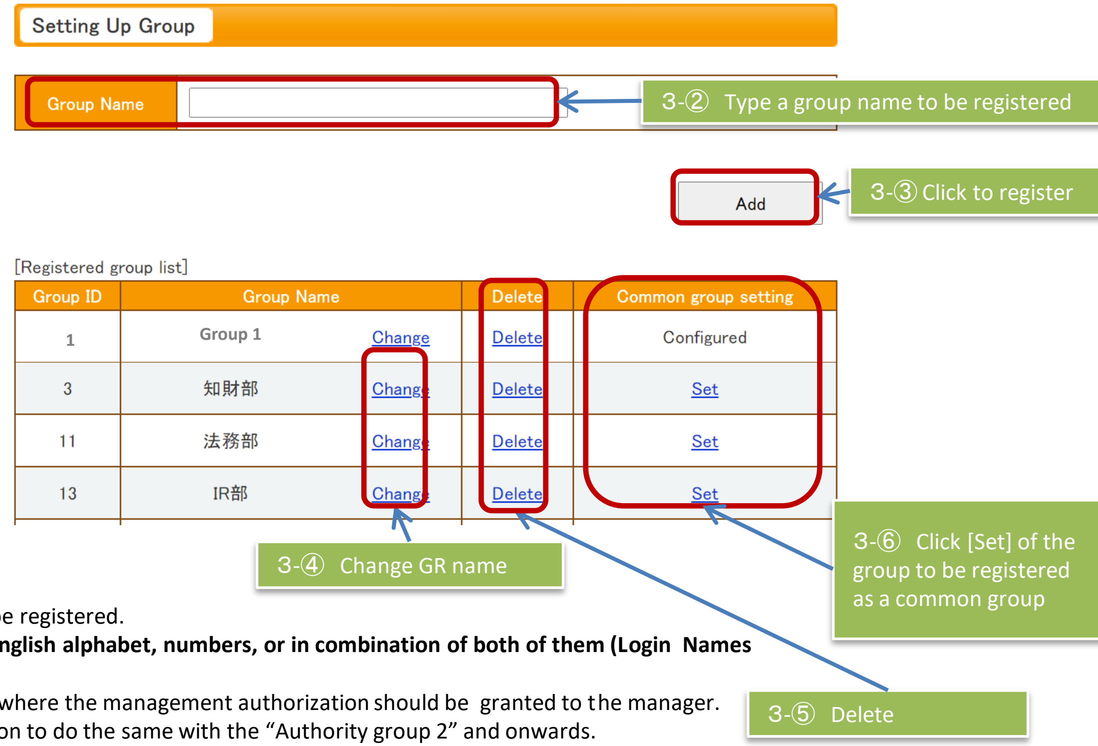
3. Register Group Name

① On the top page, click the "Setting Up Group".
② Type a group name.
 ※ The "Group 1" is a default setting.
 You may use this group of default setting to register a user(s) for whom no security or authorization setting is required.
 For registration of a group where its users need specific security or/and authorization settings, such groups must be additionally registered.
③ Click [Add] to register the setting.

※ Change Group Name
④ Any group names can be changed in this menu

※ Delete Group
⑤ Deletion of registered groups can be done in this menu

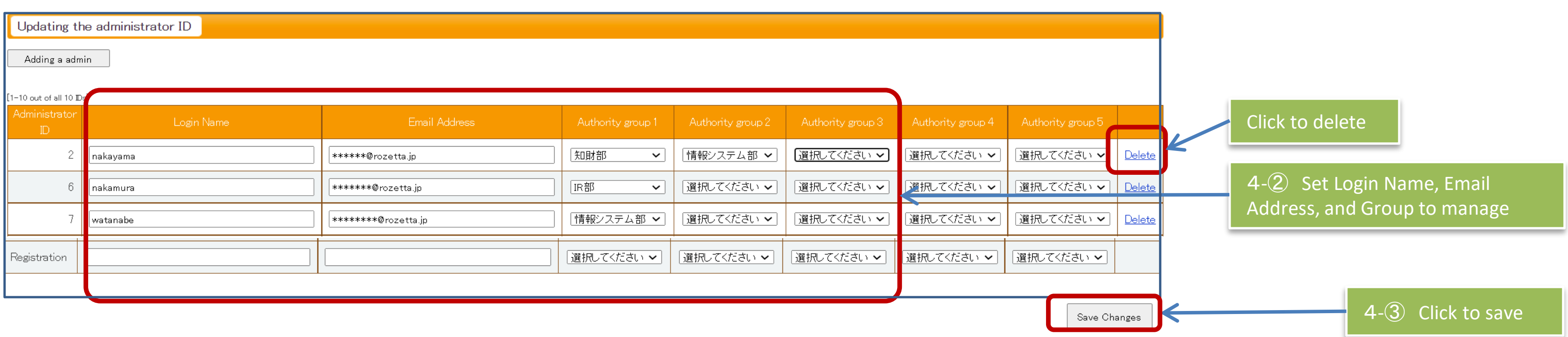
※ Common Group Setting
⑥ The "Group 1" is a common group that can be accessed and managed by all the Group Mangers. You can designate any other group as a common group.



4. Register Group Manager

① On the top page, click the "Updating Administrator/Manger ID".
② Type "Login Name" and "Email Address" of the group manager(s) to be registered.
 ※ **Each "Login Name" must be of up to 50 single-byte letters of the English alphabet, numbers, or in combination of both of them (Login Names are used also as an initial password for the first logging in).**
 In the dropdown field of the "Authority group 1", choose the group where the management authorization should be granted to the manager.
 ※ For granting the authorization to manage more than one group, go on to do the same with the "Authority group 2" and onwards.
③ Click the "Save Changes" ※The data can be changed when overwritten and saved.

※ Group Manager registration is not mandatory – you can skip this step when the Group Manager function is not required in your T-400 operation.



5. Register Member (User)/Group Affiliation (Individual setting)

Group Manager registration is not mandatory – you can skip this step if the Group Manager function is not required in your T-4OO operation.

Member (user) registration and deletion can be done individually or in a bundled manner using a CSV file.
On the top page, click the “Registering/Updating/Referencing User Data”.

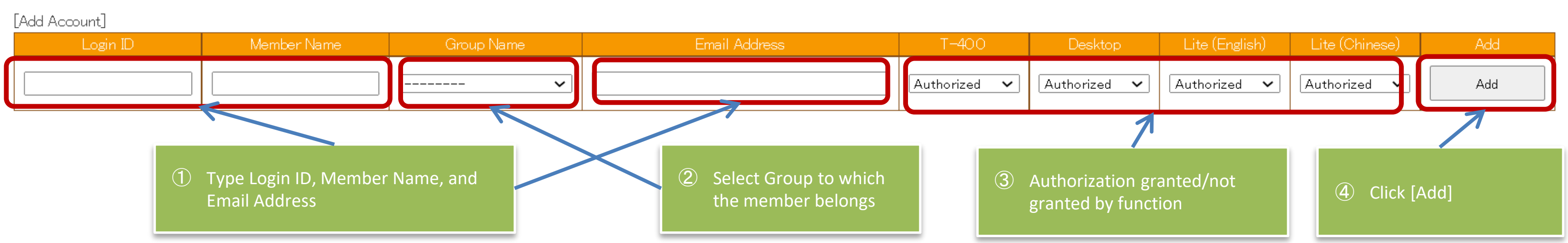
■**Register Member**

① Type 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).

② Select 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 to 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.

④ Click the “Add“.

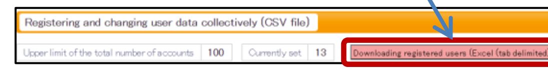


5. Register Member (User)/Group Affiliation (Batch setting)

■ **Create a user data**

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

Download a csv file



※ 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 Column 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”.

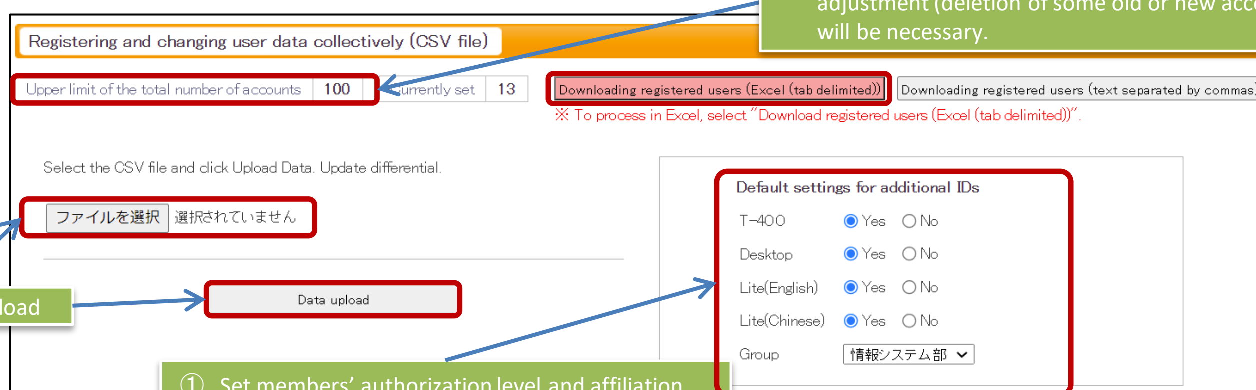
	A	B	C	D	E	F
1	Login ID	Member Name	Email Address	Group Name	T-4OO	Desktop
2	AA001	Test 001	Test 001@rozetta.jp	IR	Yes	No
3	AA002	Test 002	Test 002@rozetta.jp	IR	Yes	No
4	AA003	Test 003	Test 003@rozetta.jp	IR	Yes	No
5	BB004	Test 004	Test 004@rozetta.jp	R & D	Yes	No
6	BB005	Test 005	Test 005@rozetta.jp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

※ 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 will be asked to register it as a new group or to correct the data to one of the existing groups.

■ **Upload user data**

① 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 chose a Group.
※ The functions available to all members or those unavailable to all members (not covered by your contract) are NOT displayed on the screen.
② Choose a CSV file to be uploaded.
③ Click the “Data upload”.

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



② Choose File

③ Click to upload

① Set members’ authorization level and affiliation

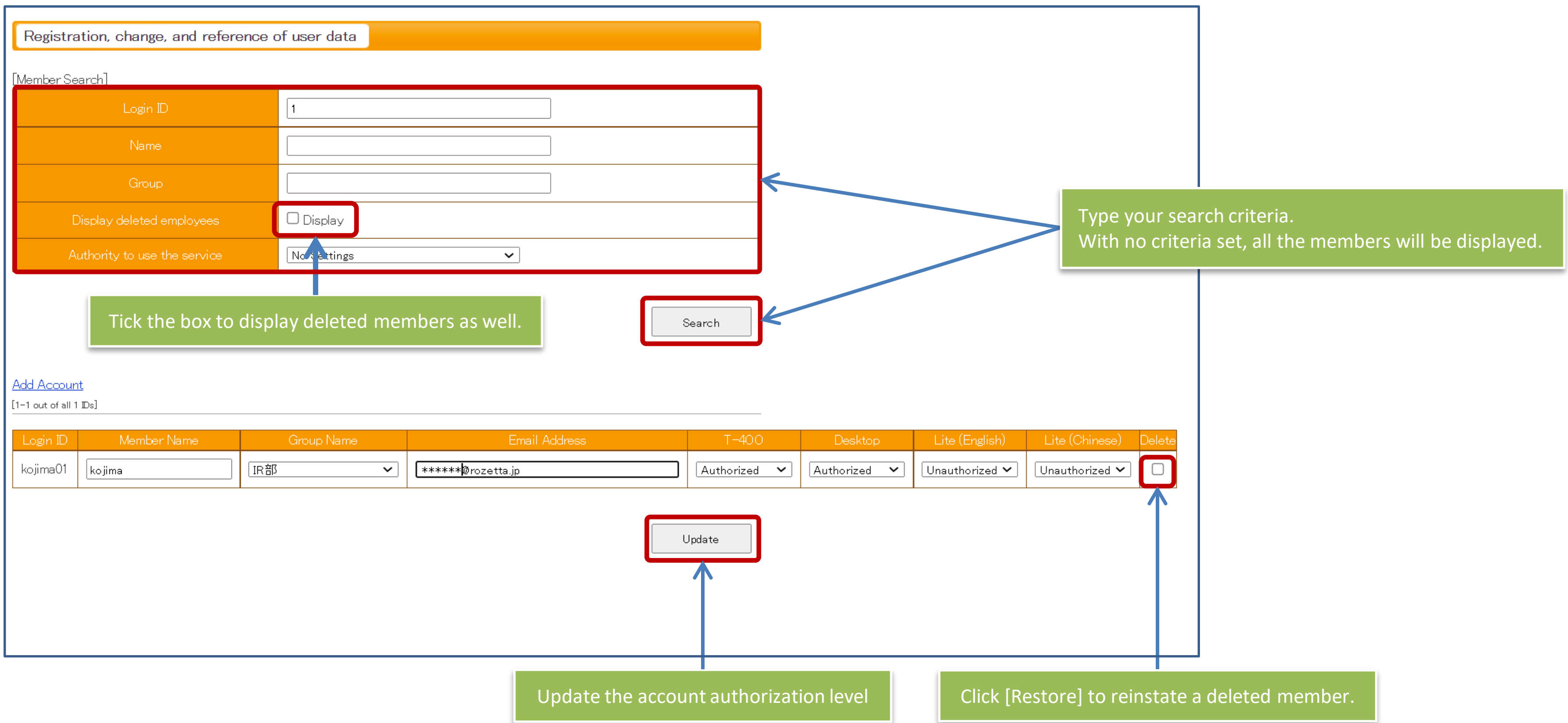
6. Member authorization setting

① On the top page, click the “Registering/Updating/Referencing User data”.

② In the [Member Search] field, type your search criteria and click the “Search”.
※ With no criteria set, all the members will be displayed.

③ On the list of the members subject to the search criteria, you can confirm the functions(*) they are allowed to use and change the authorization level as needed.
※The functions available may vary depending upon the contract.
※・The functions available to all members or those unavailable to all members (not covered by your contract) are NOT displayed on the screen.

④ Click the “Update” button located at the bottom of the list.
※The setting will not be updated unless the [Update] is pressed.



6. Display T-400 Desktop Tool on user screen

All those using T-400 on a browser can also use the “T-400 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-400’s user screen – authorization to download the tool is set on the Administrator's screen.

① On the top page, click the “Managing T-400 Desktop”.

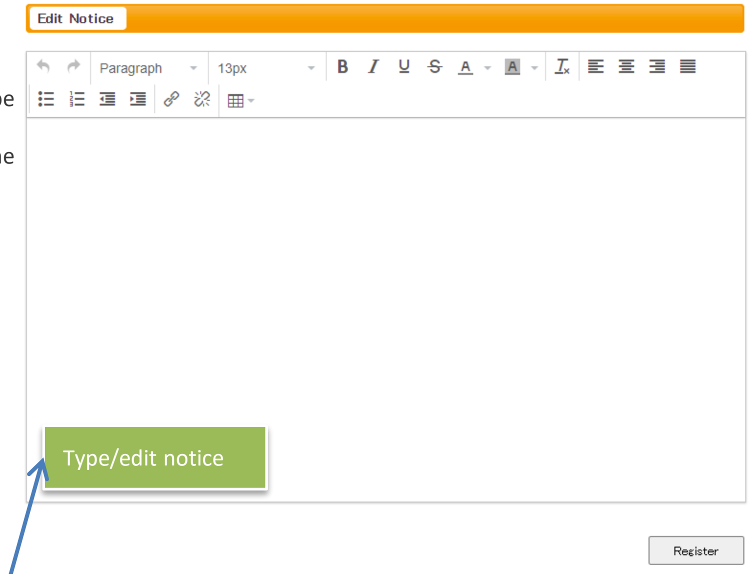
② Select “Yes” to “Display download links on user screen” to let the members with the authorization see the “Downloading T-400 Desktop Tool” field on their user screen.

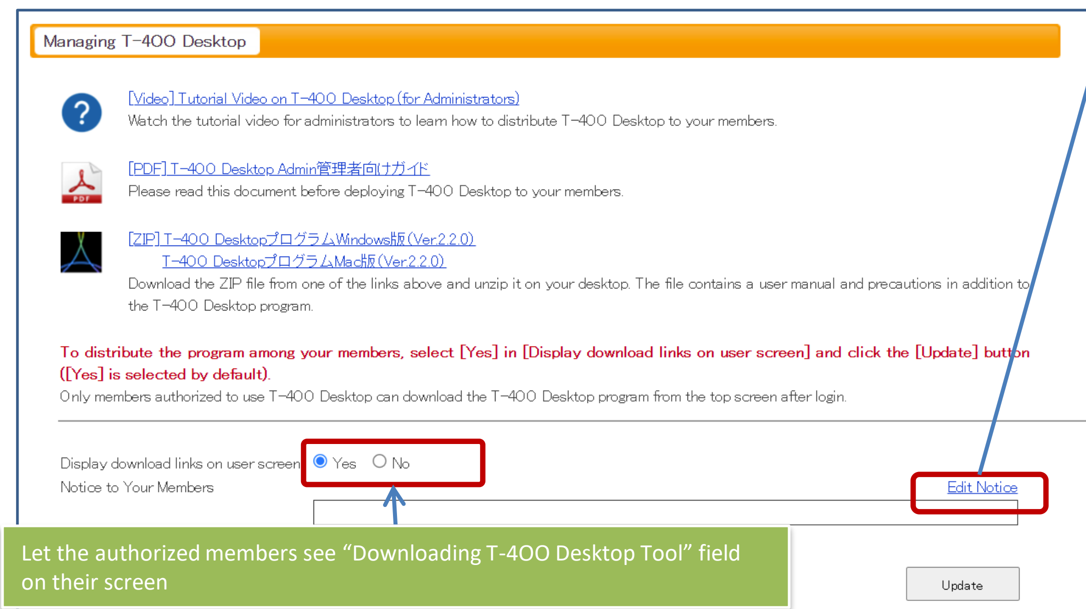
③ You may add some message to the “Downloading T-400 Desktop Tool” field seen by the authorized members by using the “Notice to Your Members” field - click the “Edit Notice”, type the message, click the [Register] and then press the “OK”.

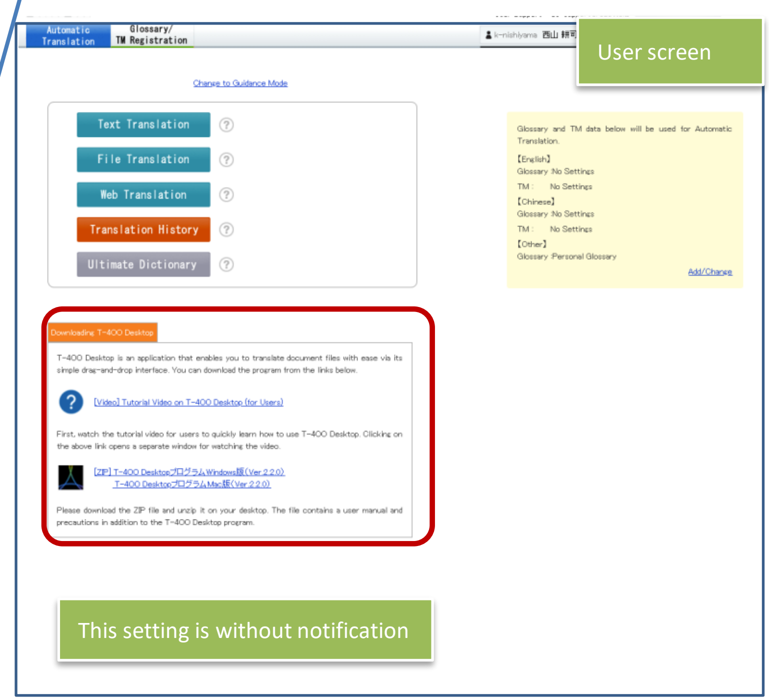
④ Delete the message and leave the [Edit Notice] notepad blank, and the click the [Register] for cancelling it.

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

※ Download the “[PDF] T-400 Desktop Guide for Administrator” for clarification about its features and usability and differences between the T-400 Desktop Tool and the T-400 used on a browser.







6. FAQs about T-4OO Desktop

Q : I am not a T-4OO (the one to be used on a browser) user. Can I use its Desktop Tool?
A : Sorry, that's impossible. You have to have a T-4OO (for use on a browser) account with its authorization set to use the T-4OO Desktop Tool as well.

Q : Can I use T-4OO Desktop Tool on other PCs than those registered for using T-4OO on a browser?
A : Sorry, that's impossible. You have to use T-4OO Desktop Tool on the same PC registered for using T-4OO on a browser.

Q : Does it work on my MAC PC?
A : Yes, it works on a MAC PC. T-4OO Desktop Tool version 2.2.0 or later is compatible with MAC – The OS must be Windows 10 or MAC（Win7 or earlier not supported）.

Q : I do not seem to have authorization to install applications on my PC.
A : No installation is required for using T-4OO Desktop Tool.

Q : I got an "error" message in the network test.
A : Ask your system manager to add the domain displayed in the error message to your company's whitelist.

Q : When I clicked the "exe file", I got a message that read "Windows Protected Your PC".
A : Your PC will not be affected in any way. Go on to click the "Run" button.

Q : Are the machine translations done with T-4OO Desktop subject to the word counting in the same manner?
A : Yes, they are. Be aware as well that you cannot cancel a translation on the Desktop Tool once you start it.

Q : How can I know the number of words consumed for translations done with T-4OO Desktop?
A : If you are a user, you can check the word count status by file in the "Translation History" menu of your T-4OO Desktop Tool.
If you are a T-4OO Administrator, check the "Usage/Order History" menu – Download a record with some search criteria as needed - the word counts identified as "T-4OO text (API)" in the "Service Type" category are the ones consumed for translations with the Desktop Tool.

Q : Can the Tool translate a PDF file?
A : Yes, PDF files can be translated, too. Note, however, that unlike the T-400 used on a browser, the Desktop Tool does not have the "Modify the source text" function.
Refer to the relevant materials prepared for Administrators and the information attached to the T-4OO Desktop Tool for comparison of the different functions and capabilities between the two.

Q : Can I edit translation results of T-4OO Desktop on my T-4OO for use on a browser?
A : Sorry, that's impossible - the T-4OO Desktop is of a simplified version.

Refer to its manuals for detail and contact the User Support without hesitation if you are still not sure.

7. Group authorization setting (Account allocation)

■ Account Status Check/Allocation

① On the top page, click the "Allocating Accounts to Groups".
② You can confirm 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.
※Go to the "Registering/Updating/Referencing User data" menu to change the number of the accounts and/or their authorization levels.

■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.
For a group where no account is set for T-4OO, Lite (English), or Lite (Chinese), you cannot allocate any simultaneous translation limit - a number could be set, but no translation service is available.
If the figure for the "Number of Simultaneous Translations" is set to "0" to all groups and there is existing T4OO or Lite (EN/CH) account(s), the upper limit to the number of translations processed concurrently is applicable to use of the translation services within the whole company.

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-400 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

8. Distribution of member ID / PW

■ **Notification to Group Manger**

① On the top page, click the “Updating Administrator/Manager ID”, and confirm the following information items about the subjected Group Manager.
Group MG Login ID (Group MG Login Name)
Password (Group MG Login Name – same as Group MG Login ID for initial logging in)
* Note: Administrator ID(s) displayed in the leftmost column are NOT Login ID(s).

② Create a notification to inform the subjected Group MG of its ID and password using the template shown here on the right with any additional information as needed.

③ Send the notification via email to each Group Manager – no email can be directly sent from T-4OO.

(Notification to Group Manager – Template)

This is to inform you of your Login ID and initial password which are to be used when you log into the T-4OO as Group Manager.

■Login
****
【Company ID】:　*****
【Log in ID (Group MG ID)】: *****
【Password】: *****
URL : https://www.jukkou.com/z/login.html
****
① Access the URL, type your ID and password, tick the “Administrator” box, and then click the “Login” button - the default password used for the first-time logging in is identical to your ID.
② When you log in for the first time a new password setting field will be shown.
③ A 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).
Click the［Change PW］to log into the Group Manger menu.

※Refer to the PDF “Logging in for the first time” on the Login screen for detail.

■ How to confirm the group members
On the top page, click the “Add/Delete Member”, and press [Search] to see your member list.

■ Manuals
After logging in, click the [Help (Manual)] in the upper right corner

■ **Notification to Member**

① Confirm the Member IDs in your member information CSV file (See P8).
Login ID（Member’s Login ID shown in Column A）
Password is the same as the Login ID in Column A.

② Create a notification to inform the subjected member of its ID and password using the template shown here on the right with any additional information as needed.

③ Send the notification via email to each member.

（Notification to Member – Template）

This is to inform you of your Login ID and initial password which are to be used when you log into the T-4OO

■Login
****
【Company ID】 :　*****
【Login ID（Member ID）】 : *****
【Password】 : *****
URL：https://www.jukkou.com/z/login.html
****
① Access the URL, type your ID and password, and then click the “Login” button with the “Administrator” box NOT ticked - the default password used for the first-time logging in is identical to your ID.
② When you log in for the first time a new password setting field will be shown.
③ A 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).
Click the［Change PW］to log into the Group Manger menu.
※Refer to the PDF “Logging in for the first time” on the Login screen for detail.

■ Manuals
After logging in, click the [Help (Manual)] in the upper right corner.

Thank you very much for completing the initial setting for your members to log into the T-4OO.
T-4OO's basic functions, such as machine translation and the Ultimate Dictionary,
have become available for the members.
At some point in the near future, you may also want to use its advanced features for sharing Translation Memories and Glossaries among all the members in the company in order to further enhance the efficiency of your translation-related business operation.
Click the [Help (Manual)] in the upper right corner on your T-4OO for detail.

We hope you make the most of the **T-4OO**.

Thank you.