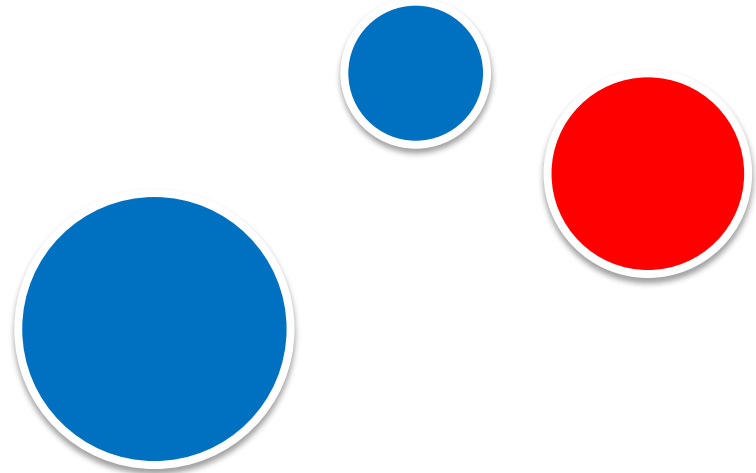


Jukkou Z Group Manager Manual



Revised on October
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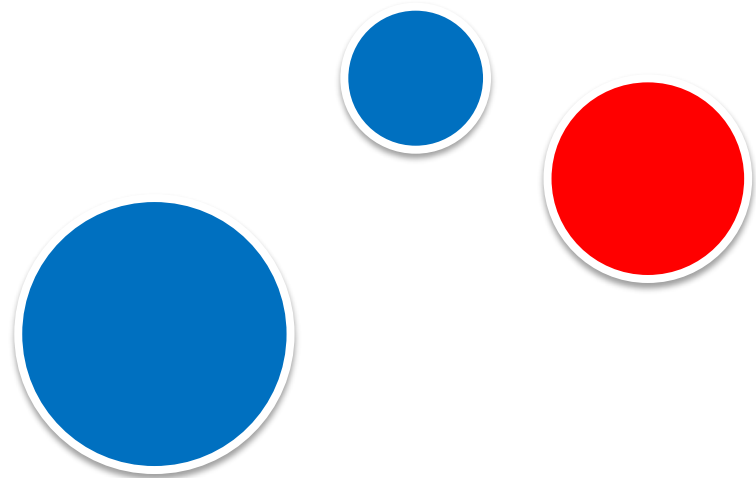
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About the group manager



Group manager menu

■ Add/delete member

You can change the affiliation of members in the authorized group.

■ Managing the group

You can change name(s) of authorized group(s)Also, you can review the remaining points for rewrite/edit options of the authorized group.

■ Submit Company Glossary

A list of glossaries is displayed which have not yet been authorized by the group manager to be shared. These glossaries are comprised of all glossaries uploaded by the group.

Correct the glossary as necessary, and decide whether to share or not.

■ Granting approval to a corrected term

An edit history of terms is displayed whose changes have not yet been authorized by the group manager. These terms are contained in all glossaries updated by the specific group. You can decide whether the translated word after editing is applied or not. If not applied, it may be reverted to its state before editing.

■ Search/List/Edit of Glossary

The list of terms uploaded by members belonging to the authorized group is displayed. You can search/filter and edit/delete terms.

■ Submit Company TM

A list is displayed for TM files which the group manager has not yet decided to share. The data for this list comes from all TM data uploaded by a group.

Correct the TM data as necessary, and decide whether to share or not.

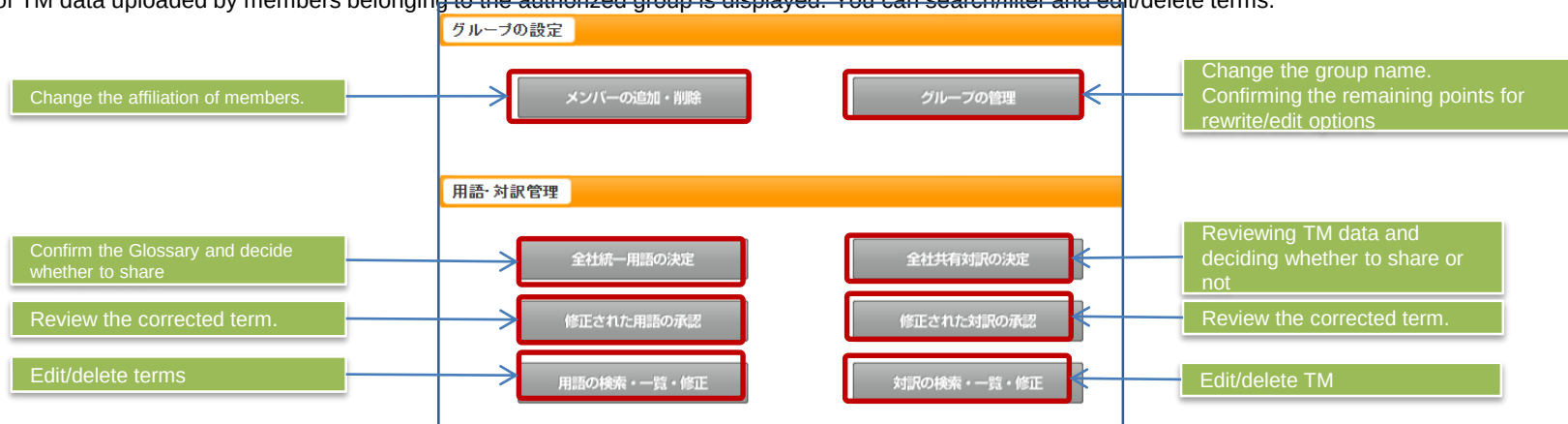
■ Approving changed TM data

A list is displayed showing TM data edits which have not yet been approved by the group manager. The data for this list comes from all TM data uploaded by a group.

You can decide whether the translated word after editing is applied or not. If not applied, it may be reverted to its state before editing.

■ Search/List/Edit TM

The list of TM data uploaded by members belonging to the authorized group is displayed. You can search/filter and edit/delete terms.



Change Group Affiliations

You can change the affiliation of members in the authorized group.

■ Change the Group Affiliations

You can search members and change affiliations of displayed members.

You can change only the group for which authority is granted to you and the default setup (Group 1).

All members are displayed by pressing [Search] when no data is entered.

Member ID: Perfect matching

Name: Partial matching

Group: Partial matching

メンバーの追加・削除

【社員の検索】

社員ID	
名前	
グループ	

検索

社員データダウンロード

社員ID	社員名	現在のグループ	変更後のグループ	
jaco	AAA	安全管理	安全管理▼	更新
jaco1	BBB	安全管理	安全管理▼	更新

You can download a CSV file containing the member data that was narrowed down with your search filters.

You can search for a member by adding search filters.

Search filters can be added for member searching. All members are displayed when blank data is input.

Select the group affiliation from the pull-down menu.

Submit with [Update] after changing the affiliation.

Change the group name.

You can change name(s) of authorized group(s)

■ Click [Group Management] from the group manager menu.

(1) [Update] is displayed for only the group with edit permissions enabled.

Therefore, you may click it.

(2) Overwrite the group name that you intend to change. Confirm changes with [Save Settings].

グループの管理			
グループID	グループ名	グループ名変更	リライト・編集オプション残ポイント
1	部署1		
2	安全管理	更新	残ポイント確認
3	臨床開発	更新	残ポイント確認
4	営業部	更新	残ポイント確認
5	経理課	更新	残ポイント確認
6	サポート		

(1)

[Update] is displayed only for the authorized group.



グループ名の変更

グループID

2

グループ名

安全管理

内容を保存

(2)

Overwrite the group name that you intend to change.

Decide with [Save Settings].

Reviewing usage history and remaining points for rewrite/edit options of your group

*See Jukkou Z User Manual for rewrite/edit option details.

■ Click [Group Management] from the group manager menu.

- (1) [Remaining Point Confirmation] is displayed for only the authorized group. Please click.
- (2) You can review the usage history and remaining points.

グループの管理

グループID	グループ名	グループ名変更	リライト・編集オプション残ポイント
1	部署1		
2	安全管理	更新	残ポイント確認
3	臨床開発	更新	残ポイント確認
4	営業部	更新	残ポイント確認
5	経理課	更新	残ポイント確認
6	サポート		

(1)

[Remaining Point Confirmation] is displayed for the authorized group only.

(2)

You can review the remaining points that the group can use.

You can set the group usage history.

残ポイント確認【安全管理】

- 2013-07-10 まで有効な使用可能ポイントの残は17,478Pです。(安全管理)
- 2013-07-11 まで有効な使用可能ポイントの残は99,800,000Pです。(全社共通)

[戻る](#)

[履歴CSVダウンロード](#)

■ Points that the group can use

The points of the rewrite/edit options are issued to the entire company and assigned to 各 each division with administrator permissions. Each group can use the points assigned to the group or among the entire company. A group's usable points are the sum of all points that can be used by each group member.

■ Member who can use points

Individual members' permission to use points can be set to [Yes] or [No] by someone with administrator permission. Contact and check with the administrator.

■ If there are inquiries from members

The remaining points are zero or insufficient: Contact the administrator and determine whether assignment among groups in the company should be adjusted or additional points should be purchased.

Use the contact information on the right to purchase points. Apply to: Sales Planning Division, Rozetta Corporation (info@jukkou.com)

There are remaining points but they cannot be used: Contact the administrator to confirm whether rewrite point permissions are sufficient.

Submit Company Glossary

The Glossary uploaded by each member or group is checked by the group manager. The group manager corrects it if necessary and determines whether the Glossary should be shared or not.

■ Submit Company Glossary

Of the glossaries uploaded by a member belonging to an authorized group, a list of glossaries that the group manager has not decided whether to share them with all members or not is displayed.

(1) Review the contents of the uploaded glossary. [Confirmation of Details] → [Display/Editing]

(2) Edit the contents of the source word/translated word or select [Delete] and submit changes with the [Save Changes]. * You can search and filter by source word/translated word.

(3) Press “Back” to return to the glossary list.

(4) Decide whether each glossary should be shared by all members (users) or not. For the company share item, select [Share] or [Don't Share].

* Once the glossary is selected as [Share] or [Don't Share], it is not displayed in the list. * It is displayed on the [Glossary Search] page.

* Also, once submitted, changes cannot be undone. To make a change to a glossary, delete that glossary once and upload it again under the member ID.

全社統一用語の決定								
1センテンス単位で登録された用語一覧								
前の100件 次の100件 (全1ページ)								
統一用語集ID	登録日時	言語	グループ名	アップロード者	統一用語集名	ファイル名	内容確認	全社共有
4	2012-11-09	英語	安全管理	AAA	グループ統一用語	msds用語集.csv	表示・編集	共有する 共有しない
4	2012-11-09	英語	安全管理	AAA	グループ統一用語	msds対訳.csv	表示・編集	共有する 共有しない
4	2012-11-08	英語	安全管理	AAA	グループ統一用語	msds用語集.csv	表示・編集	共有する 共有しない
16	2012-11-08	英語	安全管理	AAA	個人統一用語	社内MSDS用語集	表示・編集	共有する 共有しない

用語の検索

検索対象 - 検索条件の絞り込み

検索: 絞り込み

前の100件 | | 次の100件 (全1ページ)

表示: 未選択

修正: 未選択

ID	統一用語集名	ファイル名	操作
20080	extended board, extended card	拡張ボード	表示・編集

戻る

Contents may be edited

Submit after editing.

(2)

To the page for confirming
glossary details

Select whether the glossary is
shared or not.

(4)

Permit Corrected Glossary

You can check the TM data corrected by the user and restore it to its previous state if necessary.

An edit history of terms is displayed whose changes have not yet been authorized by the group manager. These terms are contained in all glossaries updated by the specific group.

■ Approving the corrected term

(1) [OK] is displayed in the process column for the most recently edited term. Click [OK] to approve the changes. The TM is no longer displayed in the list.

■ Restoring the edited term

(2) [Undo] is displayed in the process column for previously edited terms. Click [Undo] to return the contents to the term. The term is no longer displayed in the list.

* If there are multiple revision histories, click [Undo] to display [OK] with the term. The term selected most recently is no longer displayed in the list. Click [OK] again to determine. The TM is no longer displayed in the list.

■ Make additional modifications at this point.

(3) Click the glossary ID.

(4) Edit the source word or translated word, and click [Save Correction] to submit.

(5) The process status becomes [OK]. Click it to submit the edited term.

(3) Click here to edit the TM.

修正された用語の承認

前の10件 | 次の10件 (全1ページ)

用語ID	統一用語集名	外国語	日本語	更新者	更新日時	処理
336	部署統一用語(安全管理)	biodegradability	生分解性	Aaa	2012-09-27 09:03:08	戻す
		biodegradability	生物分解性	Bbb	2012-09-27 09:03:47	戻す
		biodegradability	生物的分解性		2012-09-27 09:05:37	戻す
		biodegradability	生分解性		2012-09-27 09:05:37	OK

(2) The past edit history is displayed.

用語の検索

検索対象: 原語 訳語 前の100件 | 次の100件 選択 未選択 検索: 絞り込み 修正を保存

ID	原語	訳語	処理
757371	airway symptom	気道症状	

戻る 修正を保存

(4) Contents may be edited

(5) Submit after editing.

[OK] is displayed with the term currently selected. To return it to its previous state, click [Undo].

Search/List/Edit of Glossary

You can review, search, correct or delete all glossary terms registered by the authorized groups.

The glossary uploaded with the member ID belonging to the authorized group (if there are multiple groups, all the groups) is displayed in a list.

The "company glossary" uploaded with the member ID of the unauthorized group is not displayed.

When the Glossary is uploaded by a member belonging to the currently authorized group, but the member used to belong to another unauthorized group at the upload, the Glossary is not displayed.

■ **Term search/filter:** You can search and filter by: source word, translated word and file name.

■ **Edit/delete terms:** Overwrite in the [Foreign Language] or [Japanese] column to correct. Select the check box under the [Delete] column to delete. When finished press the [Save Changes] button.

* 1 The range for which the corrected results are reflected

When editing "personal glossary" ... [Personal Glossary] belonging to the member ID who registered the glossary

When the "group glossary" is edited ... [Group Glossary] belonging to member IDs who are part of the group that originally registered the glossary.

When "company glossary" is edited ... In addition to the above mentioned ([Personal Glossary] or [Group Glossary]), [Company Glossary] includes all member IDs"

You can download data in CSV format.
* Chinese and Korean characters often become corrupted; therefore they cannot be downloaded.

You can search by: source word, translated word or file name.

Submit changes

用語の検索・一覧・修正

検索対象 - ☒ 外国語 ☐ 日本語 ☐ ファイル名

検索・絞り込み

You can select or deselect all items.

CSVダウンロード

CSVは中国語、韓国語などの文字コードには対応しておりませんので、ご注意ください。

前の100件 || 次の100件 (全1ページ)

修正を保存

削除チェックを全てON 削除チェックを全てOFF

ID	外国語	日本語	言語	登録日時	アップロード者	統一用語集名	アップロードファイル名	全社共有	削除
335	REPRODUCTIVE EFFECTS DATA	生殖細胞変異原性	英語	2012-09-19	Aaa	個人統一用語	AAA個人_用語集-2.csv	非共有	☐
333	BIODEGRADABILITY	分解性	英語	2012-09-19		部署統一用語	ロゼッタAAA部署用語集	非共有	☐
299	Oxidizers	ガラス	英語	2012-09-19	Bbb	*1 Reference	BBB個人用語集	非共有	☐
294	EXTINGUISHING MEDIA	消火剤	英語	2012-09-19	Aaa	部署統一用語			

You can edit the TM contents.

[Name] of the person who originally uploaded the glossary is displayed. * Editor's names are not listed.
* If the professional translator uploaded the glossary because a professional translation was requested, this column is left blank.

When the file name is input while uploading the Glossary, that name is displayed.
If no name is input, the uploaded file's name is displayed.
If terms are input word by word directly from the browser, the column is left blank.

To delete, add a check to the item.

Submit Company TM

The TM data uploaded by each member or group is checked by the group manager. The group manager corrects it if necessary and determines whether the TM data should be shared or not.

■ Submit Company TM

A list is displayed for TM files which the group manager has not yet decided to share. The data for this list comes from all TM data uploaded by a group.

(1) Confirm the contents of the uploaded TM. [Confirmation of Details] → [Display/Editing]

(2) Edit the contents of the source word/translated word or select [Delete] and submit changes with the [Save Changes]. * You can search and filter by source word/translated word.

(3) Press [Back] to return to the TM list.

(4) Decide whether the confirmed TM is shared by the members (users) or not. For the company share item, select [Share] or [Don't Share].

* Once the TM is selected as [Share] or [Don't Share], it is no longer displayed in the list. * It is displayed on the [TM Search] page.

* Also, once submitted, changes cannot be undone. If you intend to change, delete the TM once and then upload it again with the member ID.

全社共有対訳の決定								
1センテンス単位で登録された対訳一覧								
前の100件 次の100件 (全1ページ)								
対訳カテゴリID	登録日時	言語	グループ名	アップロード者	カテゴリ名	ファイル名	内容確認	全社共有
13	2012-11-10	英語	安全管理	AAA	社内MSDS対訳	開発共有対訳	表示・編集	共有する 共有しない
13	2012-11-10	英語	安全管理	BBB	社内MSDS対訳	9月追加対訳	表示・編集	共有する 共有しない
13	2012-11-10	英語	安全管理	BBB	社内MSDS対訳	安全管理共有ファイル	表示・編集	共有する 共有しない
13	2012-11-09	英語	安全管理	AAA	社内MSDS対訳	msds対訳.csv	表示・編集	共有する 共有しない

(4)

To the page for confirming details of the TM.

Select whether the TM is shared or not.

対訳の検索

検索対象: 単語対訳 | 検索: 絞り込み

前の100件 | 次の100件 | 選択 | 未選択 | 修正を保存

ID	Source	Target	削除
44043	N, N-dimethylacetamide	N,N-ジメチルホルムアミド	☐
44141	sample solution	試料溶液	☐
44142	two spots from the sample solution	試料溶液から得た2箇のスポット	☐

戻る

修正を保存

Contents may be edited

Submit after editing.

Approving changed TM data

You can check the TM data corrected by the user and restore it to its previous state if necessary.

A list is displayed showing TM data edits which have not yet been approved by the group manager.
The data for this list comes from all TM data uploaded by a group.

■ Approving the corrected TM

(1) [OK] is displayed in the process column for the most recently edited TM data. Click [OK] to approve the changes. The TM is no longer displayed in the list.

■ Restoring the corrected TM

(2) [Undo] is displayed on the process column for previously edited TM data. Click [Undo] to return the contents to the term. The term is no longer displayed in the list.

* If there are multiple revision histories, click [Undo] to display [OK] with the TM.
The TM selected most recently is no longer displayed in the list.
Click [OK] again to determine. The TM is no longer displayed in the list.

■ Additional changes to TM data can be made at this point.

- (3) Click the TM ID.
(4) Edit the source word or translated word, and click [Save Correction] to submit.
(5) The process status becomes [OK]. Click to submit.

(3)

修正された対訳の承認

前の10件 | 次の10件 (全1ページ)

対訳ID	カテゴリ名	外国語	日本語	更新者	更新日時	処理
94	MSDS関連対訳	SKIN CONTACT	皮膚との接触	Aaa	2012-09-27 14:23:11	戻す
		SKIN CONTACT	皮膚付着	Bbb	2012-09-27 14:23:31	戻す
		SKIN CONTACT	皮膚に付着した場合	Bbb	2012-09-27 14:23:00	OK

Click here to edit the TM.

(2) The past edit history is displayed.

[OK] is displayed with the TM currently selected. To return to the past TM, click [Undo].

対訳の検索

検索対象: 原語 訳語 検索: 絞り込み

前の100件 | 次の100件 [選択] [未選択]

修正を保存

ID	原文	訳文	削除
89153	bbbb	プロテアゼ	☐

戻る

修正を保存

Contents may be edited

Submit after editing.

(4)

(5)

Search/List/Edit TM

You can review, search, correct or delete all TM data uploaded by the authorized groups.

The TM uploaded with the member ID belonging to an unauthorized group (if there are multiple groups, then all groups) are displayed in a list. The "Company TM" uploaded with the member ID of an unauthorized group is not displayed.

When the TM is uploaded by a member belonging to the currently authorized group, but the member used to belong to another unauthorized group at the upload, the TM is not displayed.

■ **TM search/filter:** You can search and filter by: source word, translated word and file name.

■ **Edit/delete TM :** Overwrite in the [Foreign Language] or [Japanese] column to correct. Select the check box under the [Delete] column to delete. When finished press the [Save Changes] button.

* 1 The range for which the corrected results are reflected

[Group TM] of the member IDs currently belonging to the group that a member ID who registered the TM used to belong to at the registration. In case of the TM "shared in company," in addition to the above, [Company TM] of all member IDs.

You can search by: source word, translated word or file name.

Submit changes

You can download data in CSV format.
* Chinese and Korean characters often become corrupted; therefore they cannot be downloaded.

対訳の検索・一覧・修正

検索対象 - ☒ 外国語 ☐ 日本語 ☐ ファイル名 検索・絞り込み

You can select or deselect all items.

前の100件 | 次の100件 (全1ページ)

修正を保存

削除チェックを全てON | 削除チェックを全てOFF

ID	外国語	日本語	言語	登録日時	アップロード者	カテゴリ名	アップロードファイル名	全社共有	削除
98	Flush eyes well with a large amount	直ちに多量の水で15分以上洗い流す	英語	2012-09-21		開発関連対訳	ロゼッタ登録対訳	非共有	☐
97	If irritation persists, transport to a	炎症を生じた時は医師の手当を受け	英語	2012-09-21	Bbb	開発関連対訳	開発共有0921	非共有	☐
94	SKIN CONTACT	皮膚に付着した場合	英語	2012-09-21	Aaa	対訳		非共有	☐
93	Use soap to help assure removal.	多量の水で石鹸を用いて洗う。	英語	2012-09-21	Aaa	開発関連対訳	AAA対訳.csv	非共有	☐

To delete, add a check to the item.

You can edit the TM contents.

[Name] of the person who originally uploaded the TM data is displayed. * Editor's names are not listed.
* If the professional translator uploaded the glossary because a professional translation was requested, this column is left blank.

When the file name is input while uploading TM data, that name is displayed.
If no name is input, the uploaded file's name is displayed.
If TM are input sentence by sentence on the page, the column is left blank.