

FLaT

Administrator Manual

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Introduction

About this manual

Intended audience

This manual is intended for those with a basic understanding of computers and web browsers, and how to use them.

It describes the use of the FLaT translation tool for group leaders (who manage resources) and administrator users (who manage users).

Manual conventions

- The following conventions are used for explanatory content such as handling restrictions and precautions.

Important

- A usage precaution or limitation. This should be read carefully to avoid trouble.

Note

- Information useful for operation, or additional information. It is recommended to read this.
- Numbers (such as (1)) are shown on the screen to explain how to use the screen.
- Brackets ([]) are used to indicate items displayed on the screen and items for the user to manipulate.
- Parentheses (“ ”) are used to indicate information to enter or references in manuals.
- The screens included in this manual were captured using Google Chrome. Actual screens may differ depending on the web browser being used.

Related manuals

Name	Description
FLaT User Manual	This describes how to use the translation tool. It is meant for general users.
Mirai Desktop Manual & FAQ	This describes how to use the desktop application.
Mirai Chrome Extension User Manual	This document describes how to use the extension for the Google Chrome browser.
Mirai Translator® Two-Factor Authentication User Guide	This describes how to use two-factor authentication during sign in.

Guarantee and disclaimer

- The operation guarantee is based on the manual corresponding to the product version. Operations based on an older manual shall not be covered by the operation guarantee.
- The operation of the product may differ from what is described in the manual due to product improvements or changes. Although this manual has been prepared with utmost care, please contact us if anything appears out of the ordinary.

Trademarks

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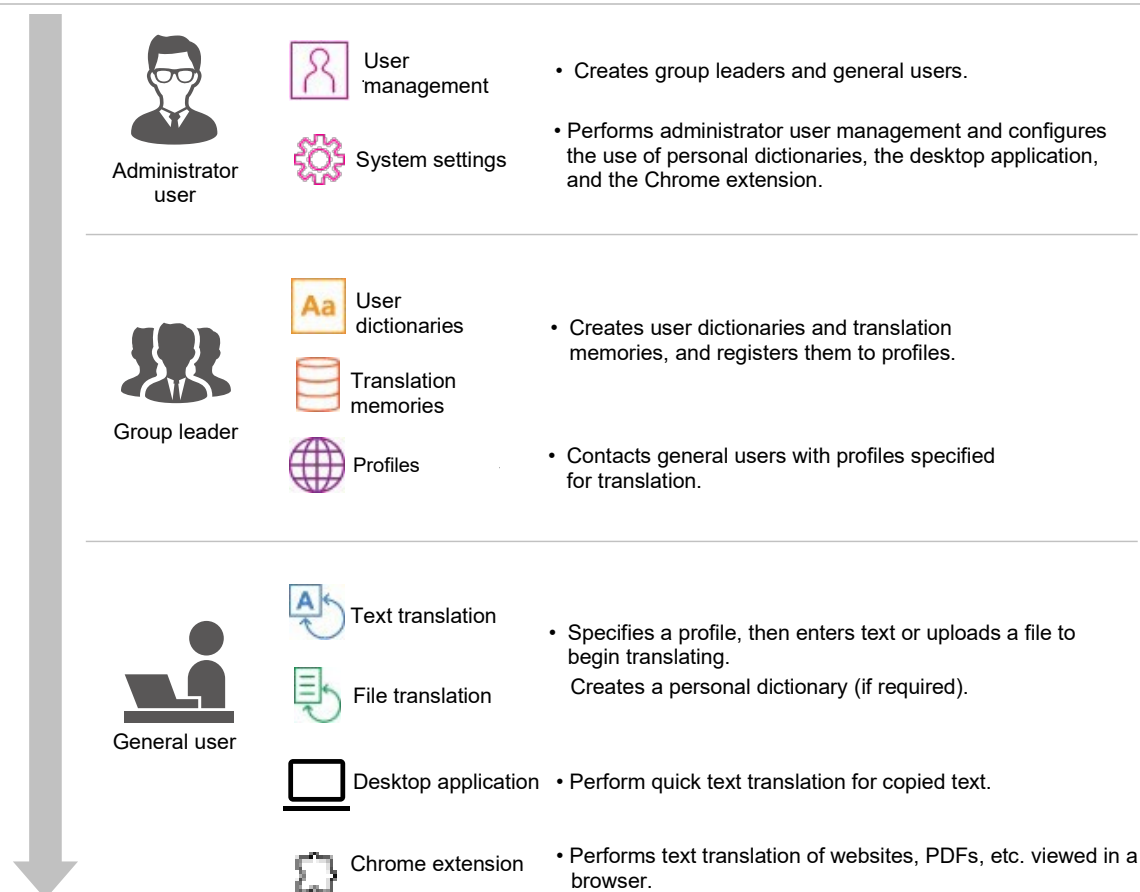
Overview

FLaT features

FLaT is a cloud service that provides access to machine translation services for text and files. It is accessed from a web browser.

User dictionaries and translation memories can be used as support functions for machine translation to improve translation accuracy. A group leader or administrator user pre-registers this data as a profile. General users can obtain highly accurate translation results by specifying a profile suitable for translation and by creating a personal dictionary.

Basic workflow and user roles



For information on functions used by group leaders, refer to the following pages.

- ➡ User Dictionaries (p. 10)
- ➡ Translation Memories (p. 19)
- ➡ Profiles (p. 28)

For information on functions used by administrator users, refer to the following pages.

➡ User Management (p. 35)

➡ System Settings (p. 49)

➡ Other Operations (P.57)

For information on functions used by general users and functions used by all users, refer to “FLaT User Manual.”

Functions and usage permissions by user

■: Available, -: N/A

Function	General user	Group leader	Administrator user
Translation tool			
Text translation	■ ^{*1}	■ ^{*1}	■ ^{*1}
File translation	■ ^{*1}	■ ^{*1}	■ ^{*1}
Resource management			
User dictionaries	-	■ ^{*2}	■ ^{*3}
Translation memories	-	■ ^{*2}	■ ^{*3}
Profiles	-	■ ^{*2}	■ ^{*3}
User management	-	-	■
System settings	-	-	■
Usage status	-	-	■
Extension			
Desktop application	■ ^{*1}	■ ^{*1}	■ ^{*1}
Chrome extension	■ ^{*1}	■ ^{*1}	■ ^{*1}

- ^{*1} The following functions are available if the administrator user has enabled them in System Settings.
 - Personal dictionaries that can be used with the translation tool
 - Desktop application and Chrome extension
- ^{*2} A group leader can view and change only data they have created.
- ^{*3} An administrator user can view and change data created by any administrator user or group leader.

Dictionary functions

There are two types of dictionaries that can be used with FLaT. User dictionaries are created by group leaders or administrator users, while personal dictionaries are created by individual users.

Personal dictionaries can be used if they are enabled by an administrator user in the system settings. Personal dictionaries can be disabled if only user dictionaries should be used.



User Dictionaries (p. 10)



Enabling and disabling personal dictionaries (p. 52)

Note

- For details, notes and usage on personal dictionaries, refer to “FLaT User Manual.”

Operating environment

The following web browsers are supported.

PC

- Google Chrome (Windows/macOS)
- Microsoft Edge (Windows)

Smartphone/tablet

- Safari(iOS/iPadOS)
- Google Chrome (Android)

Important

- Only the following functions and operations described in the User Manual are supported on smartphones and tablets.
 - Sign-in
 - Text translation
- Features may not be available depending on your smartphone or tablet device or system version. We recommend use with devices and systems still supported by the manufacturer.

Limitations

If settings are changed using the management functions described in this manual while translation is being performed, the changes may not be applied to the translation results in some situations. Settings will be applied for any translations done after the settings are saved.

If settings such as a user dictionary, translation memory, or profile are changed during translation, changes will not be applied immediately.

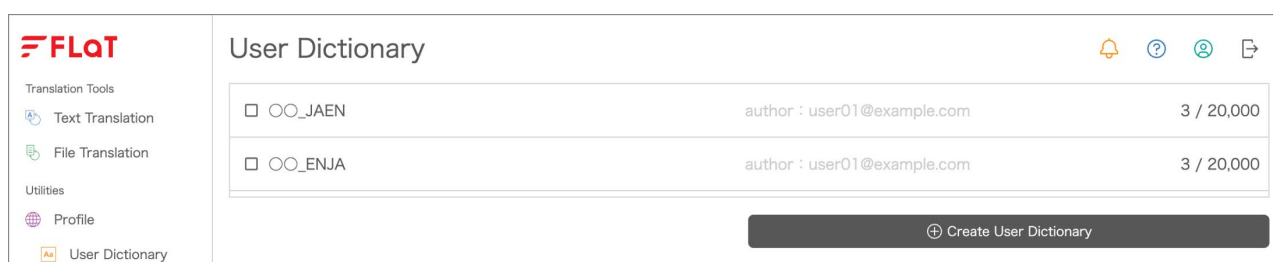
User Dictionaries

A user dictionary containing proper noun entries such as product names and technical terms can be registered in advance for use during translation.

In order to use a user dictionary, it must first be registered in the profile specified for use during translation.

User dictionary screen

1. Click [User Dictionary] in the [UTILITIES] menu.



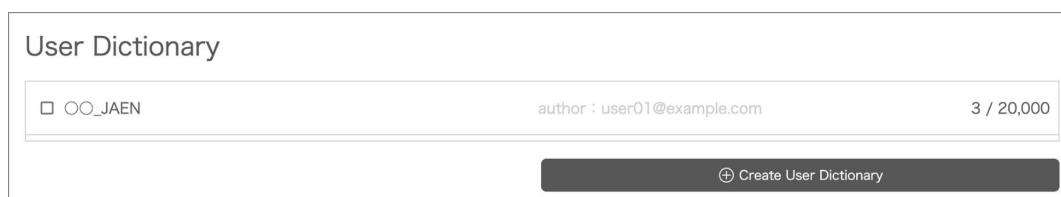
- ➡ Creating user dictionaries (p. 11)
- ➡ Editing user dictionaries (p. 12)
- ➡ Deleting user dictionaries (p. 18)

For information on exporting a user dictionary created on the user dictionary screen or importing a user dictionary created or exported on a computer, refer to the following.

- ➡ User dictionary file format (p. 15)
- ➡ Exporting user dictionary files (p. 17)
- ➡ Importing user dictionary files (p. 17)

Creating user dictionaries

1. Click [Create User Dictionary].



User Dictionary

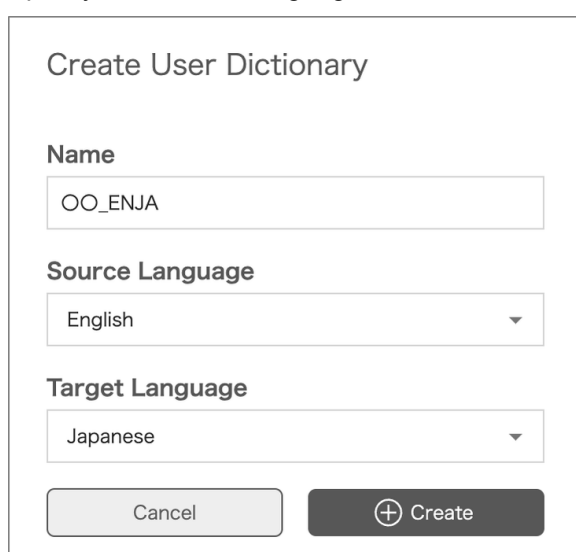
☐	OO_JAEN	author : user01@example.com	3 / 20,000
--------------------------	---------	-----------------------------	------------

 Create User Dictionary

Note

- If the checkbox for an existing user dictionary is selected, [Create User Dictionary] will not be displayed. Clear the checkbox first.

2. Specify a name and language for the user dictionary, and then click [Create].



Create User Dictionary

Name

OO_ENJA

Source Language

English ▼

Target Language

Japanese ▼

Cancel  Create

The user dictionary is added to the user dictionary list.

 [Editing user dictionaries \(p. 12\)](#)

Editing user dictionaries

1. Select the checkbox of the user dictionary to edit.

User Dictionary

☐ OO_JAEN	author : user01@example.com	3 / 20,000
☒ OO_ENJA	author : user01@example.com	0 / 20,000

[Delete User Dictionary](#)

Add Entry

Note

- Editing cannot be performed with multiple user dictionaries selected. Select only one.

- ➡ Adding entries (p. 12)
- ➡ Changing entries (p. 13)
- ➡ Enabling and disabling entries (p. 13)
- ➡ Deleting entries (p. 14)

Adding entries

1. In [Add Entry], enter the source text in (1) and the translated text in (2), and then click [Add].

OO_ENJA

英語

日本語

全ての変更を反映

エントリを追加

(1)
apple

(2)
りんご

追加

Note

- The same source text cannot be added multiple times.
- Up to 20,000 entries may be added.
- Up to 100 characters may be entered.
- Tabs, line feed characters, and other control characters cannot be entered.
- If Japanese, Korean, Thai, Vietnamese, or Indonesian is used for either source text or translated text within the language pair, single-byte characters "|" (pipe) and "/" (slash) cannot be entered.

The entry is added to the list.

The screenshot shows a user dictionary interface. At the top, there are input fields for 'OO_ENJA', 'English', and 'Japanese', followed by an 'Apply' button. Below this is a table with two columns: English and Japanese. The first row contains a checked checkbox, the word 'apple', and its Japanese translation 'りんご'.

- Click [Apply] and save the user dictionary.

Important

- Changes are not saved automatically. Make sure to save changes after editing.

Changing entries

- Click  (edit) for the entry to edit.

The screenshot shows the user dictionary interface with an additional 'edit' icon (pencil) next to the entry 'apple' in the Japanese column.

- The entry can now be edited. Edit the entry and then click  (complete).

The screenshot shows the user dictionary interface with a 'complete' icon (checkmark) next to the entry 'apple' in the Japanese column.

Note

- Click  (Cancel) to revert any changes.

- Click [Apply] and save the user dictionary.

Important

- Changes are not saved automatically. Make sure to save changes after editing

Enabling and disabling entries

- Click the checkbox for the applicable entry.

The screenshot shows the user dictionary interface with an unchecked checkbox next to the entry 'apple' in the English column.

Select checkbox	The entry will be used during translation.
Clear checkbox	The entry will not be used during translation.

- Click [Apply] and save the user dictionary.

Important

- Changes are not saved automatically. Make sure to save changes after editing.

Deleting entries

1. Click  (Delete) for the entry to delete.

OO_ENJA	English	Japanese	 Apply
☒	apple	りんご	 

2. Click [OK].
3. Click [Apply] and save the user dictionary.

Important

- Changes are not saved automatically. Make sure to save changes after editing.

User dictionary file format

Follow the instructions below to edit an exported user dictionary file or create a user dictionary file on the computer.

There are two types of user dictionary files.

- Tab delimited text format (.tsv)

```
#term:en <TAB> term:ja <TAB> use (1)
apple <TAB> りんご <TAB> true (2)
orange <TAB> みかん <TAB> false (2)
banana <TAB> バナナ <TAB> (2)
```

Character encoding: UTF-8 or Shift_JIS

Line feed code: CRLF

Note

- <TAB> and the surrounding spaces in the figure above correspond to a single actual tab character.

- Excel CSV format (.csv)

	A	B	C	D
1	#term:en	term:ja	use	(1)
2	apple	りんご	true	(2)
3	orange	みかん	false	(2)
4	banana	バナナ		(2)
5				

Note

- When saving in Microsoft Excel, specify [CSV (comma separated values) (*.csv)] as the file type.

Additional explanation

(1) Fields	The first row contains descriptions of the columns. The first character is prefixed with “#”. • Column 1: Contains “term:” followed by the source language. Japanese: ja, English: en, Chinese (Simplified): zh, Chinese (Traditional): zh-TW, Korean: ko, Thai: th, Vietnamese: vi, Indonesian: id • Column 2: Contains “term:” followed by the target language. • Column 3: Contains “use”. This column specifies whether entries will be used during translation. The third column can be omitted.
------------	--

(2) Entries	Enter entries beginning on the second row. This may contain up to 20,000 rows. • Column 1: Contains source text words. • Column 2: Contains translated text words. Note • The same source text cannot be contained on multiple rows. • A single word may contain up to 100 characters. • Tabs, line feed characters, and other control characters cannot be entered. • If Japanese, Korean, Thai, Vietnamese, or Indonesian is used for either source text or translated text within the language pair, single-byte characters " " (pipe) and "/" (slash) cannot be entered. • Column 3: Specifies whether entries will be used during translation. Used: true Not used: false Note • If this is omitted, "true" will be applied.
-------------	---

Exporting user dictionary files

1. Select the checkbox of the user dictionary to export.

User Dictionary

☐ OO_JAEN	author : user01@example.com	3 / 20,000
☒ OO_ENJA	author : user01@example.com	3 / 20,000

[Delete User Dictionary](#)

↑ Import User Dictionary

↓ Export User Dictionary

Note

- Exporting cannot be performed with multiple user dictionaries selected. Select only one.

2. Click [Export User Dictionary] and then specify the file format (text or Excel CSV)

Importing user dictionary files

Important

- Import destination user dictionary data will be overwritten with the information in the data file.
- User dictionary data containing more than 20,000 entries will not be imported.

1. Select the checkbox of the user dictionary to use as the import destination.

User Dictionary

☐ OO_JAEN	author : user01@example.com	3 / 20,000
☒ OO_ENJA	author : user01@example.com	3 / 20,000

[Delete User Dictionary](#)

↑ Import User Dictionary

↓ Export User Dictionary

Note

- Importing cannot be performed with multiple user dictionaries selected. Select only one.

2. Click [Import User Dictionary] and then specify the file format (text or Excel CSV).
3. Specify the user dictionary file.
4. Click [OK].

Deleting user dictionaries

Note

- A user dictionary that is currently assigned to a profile cannot be deleted.

1. Select the checkbox of the user dictionary to delete and then click [Delete User Dictionary].

User Dictionary

☒ OO_JAEN	author : user01@example.com	3 / 20,000
☒ OO_ENJA	author : user01@example.com	3 / 20,000

[Delete User Dictionary](#)

2. Click [OK].

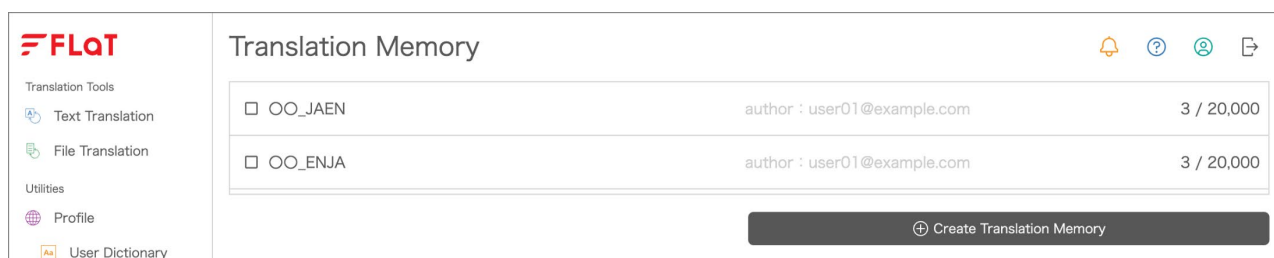
Translation Memories

A translation memory is accumulated data consisting of source text and translated text pairs.

A translation memory can be registered to a profile specified for use during translation. If source text matching an entry in the translation memory appears during translation, its translated text will be used in the translation result.

Translation memory screen

1. Click [Translation Memory] in the [UTILITIES] menu.



- ➡ Creating translation memories (p. 20)
- ➡ Editing translation memories (p. 21)
- ➡ Deleting translation memories (p. 27)

For information on exporting a translation memory created on the translation memory screen or importing a translation memory created or exported on a computer, refer to the following.

- ➡ Translation memory file format (p. 24)
- ➡ Exporting translation memory files (p. 26)
- ➡ Importing translation memory files (p. 26)

Creating translation memories

1. Click [Create Translation Memory].

Translation Memory

☐ OO_JAEN

author : user01@example.com

3 / 20,000

⊕ Create Translation Memory

Note

- If the checkbox for an existing translation memory is selected, [Create Translation Memory] will not be displayed. Clear the checkbox first.

2. Specify a name and language for the translation memory, and then click [Create].

Create Translation Memory

Name

OO_ENJA

Source Language

English

Target Language

Japanese

Cancel

⊕ Create

The translation memory is added to the translation memory list.

➡ Editing translation memories (p. 21)

Editing translation memories

1. Select the checkbox of the translation memory to edit.

Translation Memory

☐ OO_JAEN	author : user01@example.com	3 / 20,000
☒ OO_ENJA	author : user01@example.com	0 / 20,000

[Delete Translation Memory](#)

Add Entry

Note

- Editing cannot be performed with multiple translation memories selected. Select only one.

- ➡ Adding entries (p. 21)
- ➡ Changing entries (p. 22)
- ➡ Enabling and disabling entries (p. 22)
- ➡ Deleting entries (p. 23)

Adding entries

1. In [Add Entry], enter the source text in (1) and the translated text in (2), and then click [Add].

(1)

(2)

エントリを追加

Note

- The same source text cannot be added multiple times.
- Up to 20,000 entries may be added.
- Up to 1,000 characters may be entered.
- Tabs, line feed characters, and other control characters cannot be entered.

The entry is added to the list.

OO_ENJA	English	Japanese	☒ Apply
☒	Good Morning.	おはようさん。	

- Click [Apply] and save the translation memory.

Important

- Changes are not saved automatically. Make sure to save changes after editing

Changing entries

- Click  (Edit) for the entry to edit.

OO_ENJA	English	Japanese	☒ Apply
☒	Good Morning.	おはようさん。	 

- The entry can now be edited. Edit the entry and then click  (complete).

OO_ENJA	English	Japanese	☒ Apply
☒	Good Morning.	おはようさん。	 

Note

- Click  (Cancel) to revert any changes.

- Click [Apply] and save the translation memory.

Important

- Changes are not saved automatically. Make sure to save changes after editing

Enabling and disabling entries

- Click the checkbox for the applicable entry.

OO_ENJA	English	Japanese	☒ Apply
☐	Good Morning.	おはようさん。	 

Select checkbox	The entry will be used during translation.
Clear checkbox	The entry will not be used during translation.

- Click [Apply] and save the translation memory.

Important

- Changes are not saved automatically. Make sure to save changes after editing.

Deleting entries

1. Click  (Delete) for the entry to delete.

OO_ENJA	English	Japanese	 Apply
	Good Morning.	おはようさん。	 

2. Click [OK].
3. Click [Apply] and save the translation memory.

Important

- Changes are not saved automatically. Make sure to save changes after editing.

Translation memory file format

Follow the instructions below to edit an exported translation memory file or create a translation memory file on the computer.

There are two types of translation memory files.

- Tab delimited text format (.tsv)

```
#sentence:en <TAB> sentence:ja <TAB> use (1)
Good Morning. <TAB> おはようさん。 <TAB> true (2)
Good Evening. <TAB> お晩です。 <TAB> false (2)
```

Character encoding: UTF-8 or Shift_JIS

Line feed code: CRLF

Note

- <TAB> and the surrounding spaces in the figure above correspond to a single actual tab character.
- Excel CSV format (.csv)

	A	B	C	D
1	#sentence:en	sentence:ja	use	(1)
2	Good Morning.	おはようさん。	true	(2)
3	Good Evening.	お晩です。	false	(2)
4				

Note

- When saving in Microsoft Excel, specify [CSV (comma separated values) (*.csv)] as the file type.

Additional explanation

(1) Fields	The first row contains descriptions of the columns. The first character is prefixed with “#”. • Column 1: Contains “sentence:” followed by the source language. Japanese: ja, English: en, Chinese (Simplified): zh, Chinese (Traditional): zh-TW, Korean: ko, Thai: th, Vietnamese: vi, Indonesian: id • Column 2: Contains “sentence:” followed by the target language. • Column 3: Contains “use”. This column specifies whether entries will be used during translation. The third column can be omitted.
------------	--

(2) Entries	Enter entries beginning on the second row. This may contain up to 20,000 rows. • Column 1: Contains source text sentences. • Column 2: Contains translated text sentences. Note • The same source text cannot be contained on multiple rows. • A single sentence may contain up to 1,000 characters. • Tabs, line feed characters, and other control characters cannot be entered. • Column 3: Specifies whether entries will be used during translation. Used: true Not used: false Note • If this is omitted, "true" will be applied.
-------------	---

Exporting translation memory files

1. Select the checkbox of the translation memory to export.

Translation Memory

☐ OO_JAEN	author : user01@example.com	3 / 20,000
☒ OO_ENJA	author : user01@example.com	3 / 20,000

[Delete Translation Memory](#)

Note

- Exporting cannot be performed with multiple translation memories selected. Select only one.

2. Click [Export Translation Memory] and then specify the file format (text or Excel CSV).

Importing translation memory files

Important

- Import destination translation memory data will be overwritten with the information in the data file.
- Translation memory data containing more than 20,000 entries will not be imported.

1. Select the checkbox of the translation memory to use as the import destination.

Translation Memory

☐ OO_JAEN	author : user01@example.com	3 / 20,000
☒ OO_ENJA	author : user01@example.com	3 / 20,000

[Delete Translation Memory](#)

Note

- Importing cannot be performed with multiple translation memories selected. Select only one.

2. Click [Import Translation Memory] and then specify the file format (text or Excel CSV).
3. Specify the translation memory file.
4. Click [OK].

Deleting translation memories

Note

- A translation memory that is currently assigned to a profile cannot be deleted.

1. Select the checkbox of the translation memory to delete and then click [Delete Translation Memory].

Translation Memory		
☒ OO_JAEN	author : user01@example.com	3 / 20,000
☒ OO_ENJA	author : user01@example.com	3 / 20,000

[Delete Translation Memory](#)

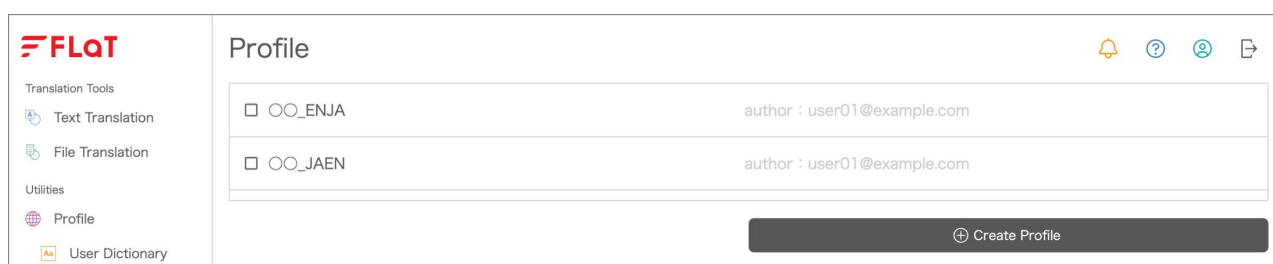
2. Click [OK].

Profiles

In order to use user dictionaries, translation memories, and translation models during translation, a profile specifying these functions must be created.

Profile screen

1. Click [Profile] in the [UTILITIES] menu.



- ➡ Creating profiles (p. 29)
- ➡ Editing profiles (p. 32)
- ➡ Deleting profiles (p. 34)

Creating profiles

1. Click [Create Profile].

Profile

author : user01@example.com

+ Create Profile

2. Specify a name and language for the profile, and then click [Create].

Create Profile

Name

Source Language

English

Target Language

Japanese

Cancel + Create

3. Edit the profile.

OO_ENJA English Japanese Complete

(1) User (2) User Dictionary (3) Translation Memory (4) Translation Model

Available Users

☐ Enter Email Address Enter Tags all authority

☐ user01@example.com	User 01	group leader
☐ user02@example.com	User 02	general user

Selected Users

☐ Enter Email Address Enter Tags all authority

< 1 / 1 Page > 100 2 / 2 users < 1 / 0 Page > 100 0 / 0 users

+ Add User - Remove User

- ➡ (1) Users (p. 30)
- ➡ (2) (3) User dictionaries and translation memories (p. 30)
- ➡ (4) Translation models (p. 31)

4. Click [Complete] and save the profile.

Important

- Changes are not saved automatically. Make sure to save changes after editing.
- Once a profile is saved, any settings other than [User] cannot be changed. To make changes, delete the profile and recreate it.

Users

Specify the users that can use the profile.

1. Click [User].
2. Select the checkboxes of the users that will be able to use the profile from [Available Users], and then click [Add User].

The users are added to [Selected Users].

Note

- Administrator users can always use all profiles. To create a profile available only to administrator users, do not register any users in [Selected Users].
- To search for users by email address or tag name, enter the text to search in (1) or (2), and then press Enter. To search for users by permissions, specify (3).

Enter Email Address (1)	Enter Tags (2)	all authority ▾ (3)
---	--	------------------------

- To exclude a user from [Selected Users], select the checkbox of the user to exclude and then click [Remove User].
- If all users cannot be displayed on the screen, they will be displayed across multiple pages. Use the following controls to switch pages or specify a page.

<	1	/ 1 Page	>	100
---	--------------------------------	----------	---	----------------------------------

User dictionaries and translation memories

Specify the user dictionaries and translation memories to include in the profile. Up to five each can be specified.

1. Click [User Dictionary] or [Translation Memory].
2. In [Available User Dictionaries] or [Available Translation Memories], select the checkboxes of the items to include in the profile, and then click [Add User Dictionary] or [Add Translation Memory].

The item is added to [Selected User Dictionaries] or [Selected Translation Memories].

Note

- To exclude an item from [Selected User Dictionaries] or [Selected Translation Memories], select the checkbox of the item to exclude and then click [Remove User Dictionary] or [Remove Translation Memory].

Translation models

Specify a single translation model to enable in the profile.

1. Click [Translation Model].
2. In [Available Translation Models], select the translation model to enable in the profile, and then click [Add Translation Model].

The translation model is added to [Selected Translation Models].

Note

- [S] is a generic translation model suitable for translating documents such as business communications and technical documents.
- The [Legal & Financial] (for Japanese domestic accounting standards) and [Legal & Financial (IFRS)] (for international accounting standards) translation models are suitable for translating legal documents such as contracts and regulations, and financial documents such as summaries of financial results and annual reports.
- The [Patent] translation model is suitable for patent document translation.
- To exclude a translation model from [Selected Translation Models], click [Remove Translation Model].

Editing profiles

1. Select the checkbox of the profile to edit.

Profile

☒ OO_ENJA	author : user01@example.com
☐ OO_JAEN	author : user01@example.com

[Delete Profile](#) ⊕ Create Profile

OO_ENJA English Japanese ✔ Complete

User User Dictionary Translation Memory Translation Model

Available Users

☐ Enter Email Address Enter Tags all authority ▼

☐ user01@example.com	✎ User 01	group leader
☐ user02@example.com	✎ User 02	general user

< 1 / 1 Page > 100 2 / 2 users

⊕ Add User

Selected Users

☐ Enter Email Address Enter Tags all authority ▼

< 1 / 0 Page > 100 0 / 0 users

⊖ Remove User

Note

- Editing cannot be performed with multiple profiles selected. Select only one.

2. Edit the profile. Only (1) may be edited. Information other than (1) can only be displayed.

OO_ENJA English Japanese ✔ Complete

(1) User **(2) User Dictionary** **(3) Translation Memory** **(4) Translation Model**

Available Users

☐ Enter Email Address Enter Tags all authority ▼

☐ user01@example.com	✎ User 01	group leader
☐ user02@example.com	✎ User 02	general user

< 1 / 1 Page > 100 2 / 2 users

⊕ Add User

Selected Users

☐ Enter Email Address Enter Tags all authority ▼

< 1 / 0 Page > 100 0 / 0 users

⊖ Remove User

- ➡ (1) Users (p. 30)
- ➡ (2) (3) User dictionaries and translation memories (p. 30)
- ➡ (4) Translation models (p. 31)

3. Click [Complete] and save the profile.

Important

- Changes are not saved automatically. Make sure to save changes after editing.
- Once a profile is saved, any settings other than [User] cannot be changed. To make changes, delete the profile and recreate it.

Deleting profiles

1. Select the checkbox of the profile to delete and then click [Delete Profile].

Profile

☒ OO_ENJA	author : user01@example.com
☒ OO_JAEN	author : user01@example.com

[Delete Profile](#)⊕ Create Profile

2. Click [OK].

User Management

User management is used by administrator users to create general users (who can use the translation tool) and group leaders (who can create profiles).

Important

- Operation may be restricted in the following cases. Reload the page and try again after the other administrator user has completed the operation.
 - Another administrator user is performing an operation that requires administrator permissions, such as importing or deleting a user, or removing assigned administrator permissions.

User management screen

1. Click [User Management] in the [UTILITIES] menu.

The screenshot shows the 'User Management' interface. On the left is a sidebar with the 'FLOTT' logo and a menu including 'Translation Tools', 'Utilities', and 'Extension'. The 'User Management' option is highlighted under 'Utilities'. The main area has a title 'User Management' and several filters: a search bar for email, a search bar for tags, a dropdown for 'all authority', and a dropdown for 'Sign-in date and time (JST)'. Below these is a table of users:

Email	Name	Role	Sign-in Date and Time (JST)
☐ admin@example.com	Admin	administrator	2026-03-05 16:13:08
☐ user01@example.com	User 01	group leader	-
☐ user02@example.com	User 02	general user	-

At the bottom of the table, there is a pagination control showing '1 / 1 Page' and '100'. To the right of the pagination, it says '5 / 5 users'. Below the table are three buttons: 'Create User', 'Import User', and 'Export User'.

- ➔ Notes on using the SAML connection option (p. 37)
- ➔ Creating users (p. 38)
- ➔ Editing users (p. 39)
- ➔ Deleting users (p. 47)

For information on exporting a user created on the user management screen or importing user data created or exported on a computer, refer to the following.

- ➔ Exporting/importing users (p. 40)
- ➔ Exporting user data files (p. 43)
- ➔ Importing user data files (p. 44)

To resume sending email to a user for whom email transmission has stopped due to a reception error, see below.

- ➔ Resuming sending email to users(p.46)

If using two-factor authentication, refer to the following for information on resetting the two-factor authentication

settings registered in the user authentication application.

 [Resetting user two-factor authentication settings \(p. 47\)](#)

Notes on using the SAML connection option

Using the SAML connection option allows for single sign-on user authentication to be used along with standard ID/password-based user authentication (sign-in).

There are some points to keep in mind when creating a user or sending sign-in information to a user, depending on how this option is used.

(1) Creating a user that will sign in using single sign-on

An administrator user must sign in using single sign-on before creating a user.

Once a user is created, the system will send the user their sign-in information for single sign-on.

(2) Creating a user that will sign in using an ID/password

An administrator user must sign in using their ID/password before creating a user.

Once a user is created, the system will send the user their sign-in information (ID/password).

(3) Notifying a user of both sign-in methods

Create a user as described in (2) above, and then manually contact the user with the sign-in URL for single sign-on.

The user can sign in using the ID/password provided by the system, or can sign in using single sign-on information provided manually.

Note

- When manually providing sign-in information (ID/password) to a user created as described in (1) above, provide the user with the following information.
 - Sign-in URL for signing in using ID/password
 - An instruction requiring the user to perform the procedure described in “Resetting the password” in the User Manual

Creating users

1. Click [Create User].

User Management

☐

☐

all authority

▼

Sign-in date and time (JST)

▼

☐	admin@example.com	Admin	administrator	2026-03-05 16:13:08
☐	user01@example.com	User 01	group leader	-
☐	user02@example.com	User 02	general user	-

<

1

/ 1 Page >

5 / 5 users

- Note
- If the checkbox for an existing user is selected, [Create User] will not be displayed. Clear the checkbox first.

2. Enter the user information and then click [Complete].

User Name

Tag Name

☐ group leader

- [Tag Name] is a useful option that can be used to enter text to make it easier to identify a user when searching. Up to 50,000 unique tag names can be registered.
- To create a group leader, select the [This user is a group leader] checkbox. Clear the checkbox to create a general user.

An email with sign-in information is sent to the email address of the created user.

Editing users

1. Select the checkbox of the user to edit.

☐

all authority ▼

Sign-in date and time (JST) ▼

☐	admin@example.com	Admin	administrator	2026-03-05 16:13:08
☐	user01@example.com	User 01	group leader	-
☒	user02@example.com	User 02	general user	-

1 / 1 Page

100

5 / 5 users

[Delete User](#)
[Reset of 2-Step Verification](#)

User Name

Tag Name

☐ group leader

Note

- Editing cannot be performed with multiple users selected. Select only one.
- To search for users by email address or tag name, enter the text to search in (1) or (2), and then press Enter. To search for users by permissions, specify (3). To search for users by whether or not they signed in at a certain date/time, specify (4).

all authority ▼

Sign-in date and time (JST) ▼

(1)
(2)
(3)
(4)

- If all users cannot be displayed on the screen, they will be displayed across multiple pages. Use the following controls to switch pages or specify a page.

1 / 1 Page

100

2. Change user information and then click [Complete].

User Name

Tag Name

☐ group leader

- To change the user to a group leader, select the [This user is a group leader] checkbox. Clear the checkbox to change the user to a general user.
- Users with administrative permissions can edit administrator users. However, only [Tag Name] can be changed.

Exporting/importing users

Users can be exported on the user management screen, in order to save any already existing users to a user data file on a computer. Users can be added, changed, or deleted by editing the user data file and importing it on the user management screen.

23)

-  Import method types (differential import, total import) (p. 40)
-  User data file format (p. 41)

Import method types (differential import, total import)

There are two ways to import.

- Differential import

Specify whether to add/change or delete the users contained in the user data file during import. Users not contained in the user data file will not be changed or deleted. Specifying to "add/change" will overwrite that user with the information in the user data file.

- Total import

Data will be overwritten with the information in the user data file. Note that any users not contained in the user data file will be deleted.

Note

- Neither method can be used to add, modify, or delete administrator users.

User data file format

Follow the instructions below to edit an exported user data file or create a user data file on the computer.

There are two types of user data files.

- Tab delimited text format (.tsv)

```
#差分インポート用フォーマット/format for differential import (1)
#email          <TAB> tag          <TAB> permission (2)
testuser1@example.com <TAB> Technical division <TAB> 1 (3)
testuser2@example.com <TAB> Technical division <TAB> (3)
testuser3@example.com <TAB> Sales division <TAB> 1 (3)
```

Character encoding: UTF-8 or Shift_JIS

Line feed code: CRLF

Note

- <TAB> and the surrounding spaces in the figure above correspond to a single actual tab character.
- Excel CSV format (.csv)

	A	B	C	D
1	#差分インポート用フォーマット/format for differential import			(1)
2	#email	tag	permission	(2)
3	testuser1@example.com	Technical division	1	(3)
4	testuser2@example.com	Technical division		(3)
5	testuser3@example.com	Sales division	1	(3)
6				

Note

- When saving in Microsoft Excel, specify [CSV (comma separated values) (*.csv)] as the file type.

Additional explanation

(1) Identification information	When using differential import, enter following identification information on the first line. Do not enter any information if using total import. • #Format for differential import
(2) Fields	Enter column definitions. The first character is prefixed with “#”. When using differential import, enter this on the second line. When using total import, enter this on the first line. • Column 1: Contains “email”. • Column 2: Contains “tag”. • Column 3: Contains “permission”.
(3) User data	Enter user data. This can contain a number of rows equal to the number of administrator users subtracted from the contracted number of users. When using differential import, enter this beginning on the third line. When using total import, enter

	this beginning on the second line. • Column 1: Contains email addresses. • Column 2: Enter tag names. Note • This may contain up to 200 characters. Up to 50,000 unique tag names may be registered. • Tabs, line feed characters, and other control characters cannot be entered. • Column 3: "1" if set as a group leader. Blank if set as a general user. Note • A user cannot be set as an administrator user. Important • If "Delete" is specified during differential import, the information in columns 1 through 3 for all user data must match the information on the user management screen. Import cannot be performed if even a single item does not match.
--	--

Exporting user data files

1. User search conditions can be specified in order to filter which users to export during differential import.

To specify by email address or tag name, enter the text to search in (1) or (2), and then press Enter. The permission level is specified in (3). Whether a user signed in at a certain date/time is specified in (4).

User Management

(1)

(2)

(3)

(4)

☐	Enter Email Address	Enter Tags	all authority ▼	Sign-in date and time (JST) ▼
☐	admin@example.com	Admin	administrator	2026-03-05 16:13:08
☐	user01@example.com	User 01	group leader	-

2. Click [Export User].

User Management

☐

all authority ▼

Sign-in date and time (JST) ▼

☐	admin@example.com	Admin	administrator	2026-03-05 16:13:08
☐	user01@example.com	User 01	group leader	-
☐	user02@example.com	User 02	general user	-

<

1

/ 1 Page >

100

5 / 5 users

Create User

Import User

Export User

Note

- If the checkbox for an existing user is selected, [Export User] will not be displayed. Clear the checkbox first.

3. Specify the type of export, and then click [Export].

Export User Data

Export Type ?

Data will be exported in Excel CSV (Comma delimited) (.csv) file format.

☒ For differential import (filtered user data)
 ☐ For total import (all user data)

Cancel

Export

- [For differential import]

User data listed in the user management screen will be exported (except for administrator users).
- [For total import]

All user data will be exported (except for administrator users).

Importing user data files

Important

- If using total import, any users listed on the user management screen but not listed in the user data file will be deleted during the import process.
- User data exceeding the number of administrator users subtracted from the contracted number of users will not be imported.
- If many users are added at once, it may take some time for sign-in information to be sent via email. It is recommended to import 50 additional users at a time.
- The import function cannot be used to change only differences between upper case and lower case in email addresses.

For general users and group leaders, this can be changed using the procedure described in “Editing users (p. 39).”

For administrator users, this can be changed using the procedure described in “Confirming or changing sign-in email addresses” in the User Manual.

1. Click [Import User].

The screenshot shows the 'User Management' interface. At the top, there are search filters for 'Enter Email Address', 'Enter Tags', 'all authority', and 'Sign-in date and time (JST)'. Below these is a table with three rows of user data:

Checkbox	Email Address	Role	Authority	Last Sign-in
☐	admin@example.com	Admin	administrator	2026-03-05 16:13:08
☐	user01@example.com	User 01	group leader	-
☐	user02@example.com	User 02	general user	-

Below the table, there is a pagination bar showing '1 / 1 Page' and '100' items. At the bottom, there are three buttons: 'Create User', 'Import User', and 'Export User'. The 'Import User' button is highlighted.

Note

- If the checkbox for an existing user is selected, [Import User] will not be displayed. Clear the checkbox first.

2. Specify the import and file types based on the contents of the user data file, and then click [Select File].

The screenshot shows the 'Import User Data' dialog box. It contains the following options:

Import Type ⓘ

Data will be imported in a file format compatible with the import type.

- ☒ Differential import (add/modify)
- ☐ Differential import (delete)
- ☐ Total import

File Type

- ☐ Text (Tab delimited) (.tsv)
- ☒ Excel CSV (Comma delimited) (.csv)

At the bottom, there are two buttons: 'Cancel' and 'Select File'.

- 3. Specify the user data file.
- 4. Review the information for the users to delete, add, or change, and then click [Import User].

Note

- [User to add] displays information on users with email addresses specified in the import file but not registered on the system.
- [User to change] displays users with email addresses specified in the import file and registered on the system, but whose information on the system and tag and permission information in the import file have changed.

User Import Difference List

Display the difference list after user data import.
Please confirm that the result is correct and import user.

Cancel

Import User

(1)

User to delete

User to add

User to change

(2)

User to delete0 users

User to add1 users

User to change0 users

- Click (1) to scroll the screen to the list of applicable users. Click (2) to open or close the list of applicable users.

Important

- To cancel an operation (for example, in order to select another file), click [Cancel] to close the [User Import Difference List] screen. If the page is reloaded without completing the [Cancel] operation, it may temporarily prevent the use of operations related to user data.

- 5. Click [OK].
- 6. Click [Close].

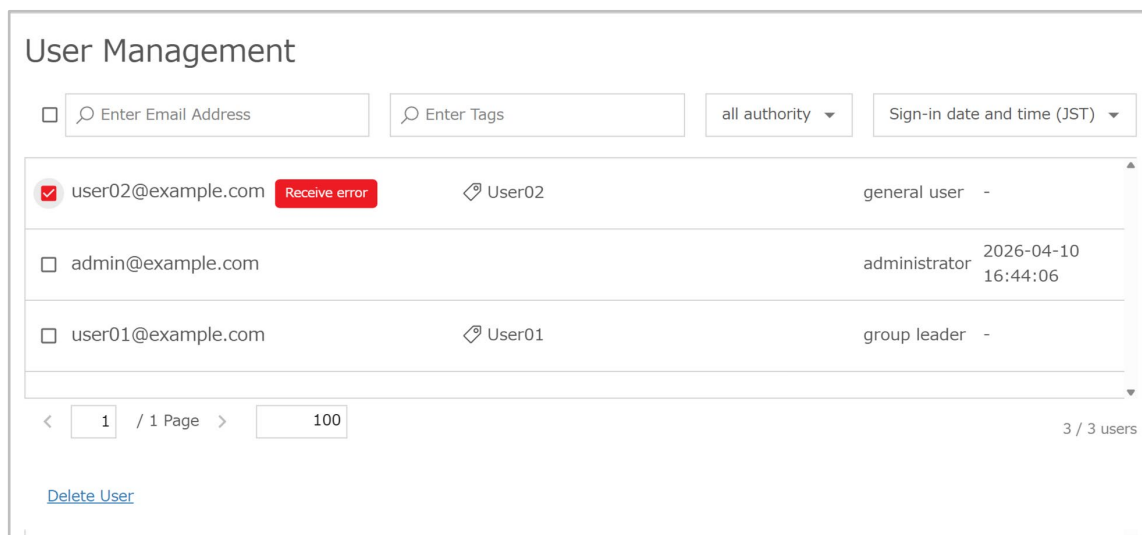
An email with sign-in information is sent to the email addresses of the users added during importing.

Resuming sending email to users

Note

- If there are any users to whom the system is no longer sending email,  will appear next to [User Management] in the [Resource Management] menu.
- Users to whom the system is no longer sending email are displayed at the top of the list, with **受信エラー** displayed next to the email address.

- Select the checkbox for the user to resume sending email.



User Management

☐ Enter Email Address Enter Tags all authority ▼ Sign-in date and time (JST) ▼

☒	user02@example.com	Receive error	✎ User02	general user	-
☐	admin@example.com			administrator	2026-04-10 16:44:06
☐	user01@example.com		✎ User01	group leader	-

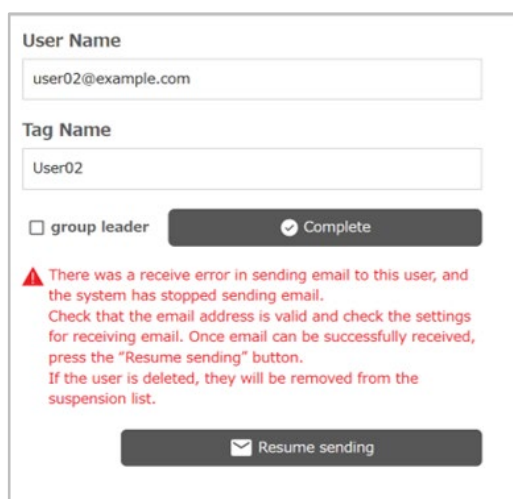
< 1 / 1 Page > 100 3 / 3 users

[Delete User](#)

Note

- Resetting cannot be performed with multiple users selected. Select only one.

- Click [Resume Sending].



User Name
user02@example.com

Tag Name
User02

☐ group leader

 There was a receive error in sending email to this user, and the system has stopped sending email.
Check that the email address is valid and check the settings for receiving email. Once email can be successfully received, press the "Resume sending" button.
If the user is deleted, they will be removed from the suspension list.

Resetting user two-factor authentication settings

1. Select the checkbox of the user to reset and then click [Reset of 2-Step Verification].

User Management

☐ Enter Email Address
 Enter Tags

all authority ▼

Sign-in date and time (JST) ▼

☐	admin@example.com	Admin	administrator	2026-03-05 16:13:08
☐	user01@example.com	User 01	group leader	-
☒	user02@example.com	User 02	general user	-

< 1 / 1 Page >

100

5 / 5 users

[Delete User](#)
[Reset of 2-Step Verification](#)

Note

- Resetting cannot be performed with multiple users selected. Select only one.
- If two-factor authentication is not being used, [Reset of 2-Step Verification] will not be displayed.

2. Select the checkbox of the confirmation item to use, and then click [Execute].
3. Click [OK].

Deleting users

1. Select the checkbox of the user to delete and then click [Delete User].

User Management

☐ Enter Email Address
 Enter Tags

all authority ▼

Sign-in date and time (JST) ▼

☐	admin@example.com	Admin	administrator	2026-03-05 16:13:08
☐	user01@example.com	User 01	group leader	-
☒	user02@example.com	User 02	general user	-

< 1 / 1 Page >

100

5 / 5 users

[Delete User](#)
[Reset of 2-Step Verification](#)

Note

- To filter users by search condition, enter an email address or tag name, and then press Enter or select a permission. You can select the checkbox to the left of [Enter Email Address] to select the checkboxes for all displayed users and delete multiple users at once.
- Users cannot be deleted if an administrator user is selected. The administrator user must first have their administrative permissions removed by following the procedure described in “Removing administrator permissions (p. 51).”

2. Click [OK].

System Settings

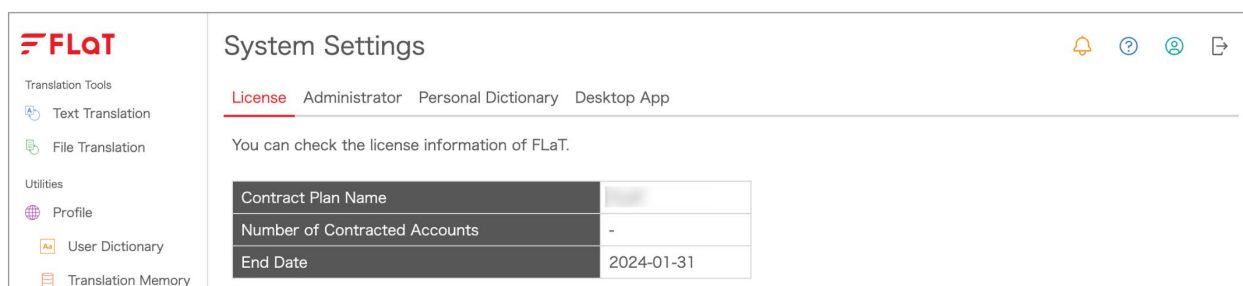
System Settings are used by administrator users to confirm license information, perform administrator user management, and to configure the use of personal dictionaries, the desktop application, the Chrome extension, English text creation, and generative AI checking.

Important

- Operation may be restricted in the following cases. Reload the page and try again after the other administrator user has completed the operation.
 - Another administrator user is performing an operation that requires administrator permissions, such as importing or deleting a user, or removing assigned administrator permissions.

System settings screen

1. Click [System Settings] in the [UTILITIES] menu.



- ➡ Checking license information (P. 50)
- ➡ Assigning or removing administrator users (P. 50)
- ➡ Enabling and disabling personal dictionaries (P. 52)
- ➡ Enabling or disabling the desktop application (P. 53)
- ➡ Enabling or disabling the Chrome extension(P.54)
- ➡ Enabling and disabling English text creation(P.55)
- ➡ Enabling and disabling generative AI checking(P.56)

Checking license information

1. Click [License].

System Settings

License Administrator Personal Dictionary Desktop App

You can check the license information of FLAT.

Contract Plan Name	
Number of Contracted Accounts	-
End Date	2024-01-31

Assigning or removing administrator users

Note

- In order to assign administrator permissions to a user, the user must be created ahead of time. “ (P.35)”

1. Click [Administrator].

System Settings

License Administrator Personal Dictionary Desktop App

You can assign administrators for FLAT from registered users.

Assign

Administrator	
admin02@example.com	🗑
admin01@example.com	🗑

2/10users

➡ Assigning administrator permissions to users (P. 51)

➡ Removing administrator permissions (P.51)

Assigning administrator permissions to users

1. Click [Assign].

Administrator	
admin02@example.com	
admin01@example.com	

2 / 10 users

Assign

Important

- There may be up to 50 administrator users. If the upper limit is exceeded, no more users may be assigned.

2. Enter the email address of the group leader or general user to whom to assign administrator permissions, and then click [Assign].

Enter the email address of the user you want to assign as an administrator.

Email

admin03@example.com

Cancel Assign

3. Click [OK].

Note

- No notification email will be sent from the system. If necessary, contact the newly assigned administrator user.
- If a user is assigned as an administrator while they are currently signed in, that user will need to sign out and then sign in again in order to perform operations requiring administrator permissions.

Removing administrator permissions

Important

- A user cannot remove their own assigned permissions.

Note

- Removing administrator permissions from a user will revert that user's permissions to the state prior to assigning administrator permissions. Removing the first administrator user assigned immediately after subscribing to the service will change that user to a general user.

1. Click (Remove) for the administrator user for whom to remove their assigned permissions.

Administrator	
admin02@example.com	
admin01@example.com	

2 / 10 users

Assign

2. Click [Remove].
3. Click [OK].

Important

- If administrator permissions are removed from a user, and that user has created a user dictionary, translation memory, or profile with administrator permissions, the user can continue to edit these by satisfying the following conditions. Confirm with the user and perform additional actions as needed.
 - The user has group leader permissions
 - The user or administrator user registers the user to a user who can use the profile

Enabling and disabling personal dictionaries

1. Click [Personal Dictionary].

System Settings

License Administrator **Personal Dictionary** Desktop App

Enables/disables Personal Dictionaries for all users.

☒ **Enable Personal Dictionary**
Number of registered users: 0

Save Change

2. Use the [Enable Personal Dictionary] checkbox.

Select checkbox	Enable personal dictionaries.
Clear checkbox	Disable personal dictionaries.

3. Click [Save Change].
4. If disabling, select the checkbox if required and then click [Disable].

Are you sure you want to delete the stored data and disable Personal Dictionary?
If you select Delete Data, you cannot restore the data.

☒ Delete Data

Cancel Disable

Important

- Selecting the [Delete Data] checkbox will delete personal dictionary data for all users. Personal dictionaries can be disabled without deleting data by clearing the checkbox.

5. Click [OK].

Enabling or disabling the desktop application

1. Click [Desktop App].

System Settings

License Administrator Personal Dictionary **Desktop App**

Enables/disables desktop app for all users.

☒ **Enable Desktop App**

Save Change

2. Use the [Enable Desktop App] checkbox.

Select checkbox	Enable the desktop application.
Clear checkbox	Disable the desktop application.

3. Click [Save Change].
4. Click [OK].

Enabling or disabling the Chrome extension

1. Click [Extension].

System Settings

License

Administrator

Personal Dictionary

Extension

Enable or disable the extension for all users.

☐ Enable Desktop App

☒ Enable Chrome Extension

☐ Enable Create English Text
*This feature uses GenAI

☐ Enable GenAI Edit
*This feature uses GenAI

Save Change

2. Select the [Enable Chrome Extension] checkbox.

Select checkbox	Enable the Chrome extension.
Clear checkbox	Disable the Chrome extension.

3. Click [Save Change].

4. Click [OK].

Enabling and disabling English text creation

1. Click [Extension].

System Settings

License Administrator Personal Dictionary **Extension**

Enable or disable the extension for all users.

☐ Enable Desktop App

☐ Enable Chrome Extension

☒ Enable Create English Text
*This feature uses GenAI

☐ Enable GenAI Edit
*This feature uses GenAI

Save Change

2. Select the [Enable English Text Creation] checkbox.

Select checkbox	Enable English text creation.
Clear checkbox	Disable English text creation.

3. Click [Save Change].
4. Click [OK].

Important

- English text creation is not subject to traffic control.
- English text creation will not be reflected in the translation history.
- The languages supported for English text creation are Japanese and English (as the source text) and English (as the created text).

Enabling and disabling generative AI checking

1. Click [Extension].

System Settings

License Administrator Personal Dictionary **Extension**

Enable or disable the extension for all users.

☒ Enable Desktop App

☒ Enable Chrome Extension

☒ Enable Create English Text
*This feature uses GenAI

☒ Enable GenAI Edit
*This feature uses GenAI

Save Change

2. Select the [Enable Generative AI Checking] checkbox.

Select checkbox	Enable generative AI checking.
Clear checkbox	Disable generative AI checking.

3. Click [Save Change].
4. Click [OK].

Important

- Generative AI checking is available for Japanese, English, and Chinese languages only.
- Only the generic translation profile is supported for generative AI checking.

Other Operations

- ➡ Checking traffic utilization (p.57)
- ➡ Checking translation history (p.60)
- ➡ Changing administrator user email addresses (p. 61)

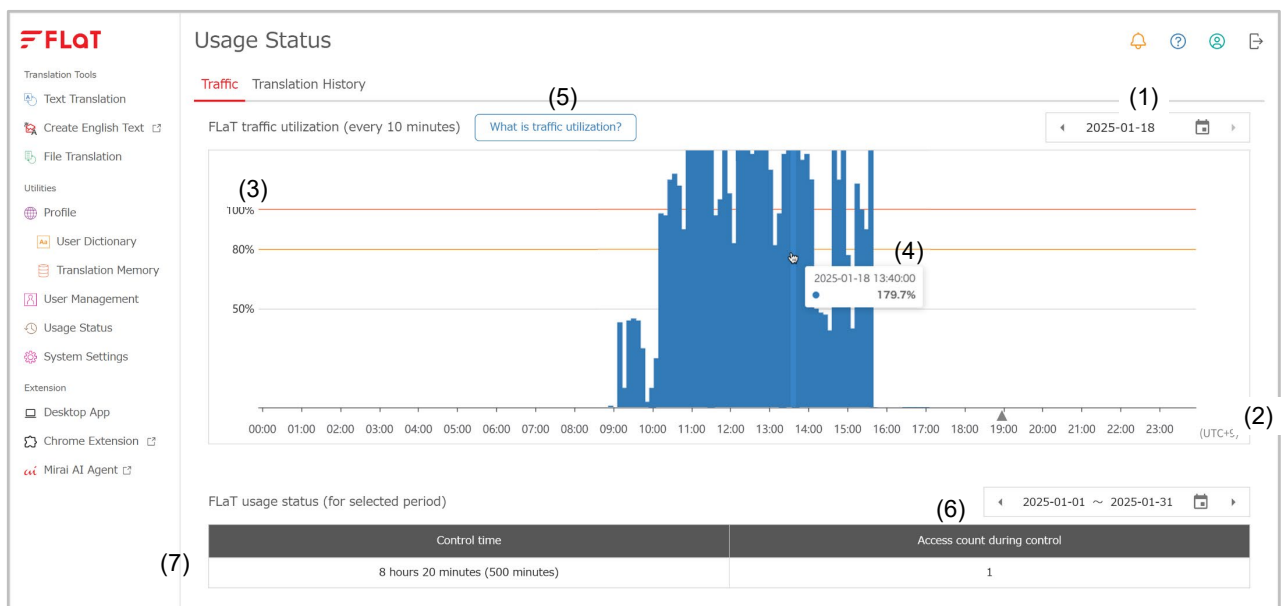
Checking traffic utilization

Translation utilization (traffic report) can be checked for each timeslot. Utilization is calculated in 10-minute intervals, with the threshold for words translated per 10 minutes set for your plan at 100%.

If the translation volume per 10 minutes exceeds the threshold, usage of file translation will be temporarily restricted. Refer to "Main Specifications" > "Translation usage restriction" for more information.

You can also check the current usage restrictions. You can specify a range of time periods to check, and can then view times when usage was restricted and the total number of times the service was accessed.

1. Click [Usage Status] in the [UTILITIES] menu.



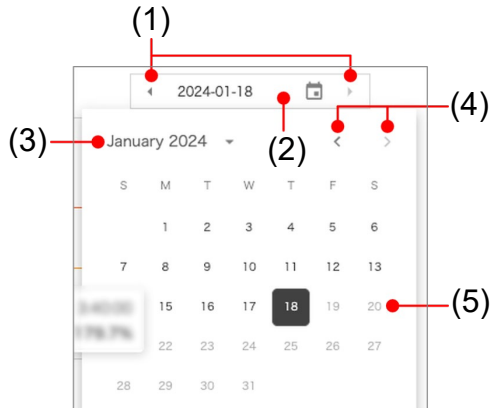
- ➡ Checking traffic utilization by timeslot(P.58)
- ➡ Checking times when usage was restricted and the total number of times the system was accessed(P.59)

Checking traffic utilization by timeslot

(1) Traffic report date

Shows the date of the traffic report.

Use the following procedure to specify dates for past traffic reports over a two-year period.



- (1): Change to previous day/next day
- (2): Display the date specification screen
- (3): Change the year
- (4): Change the month
- (5): Change the day

(2) Usage timeslots (horizontal axis)

Shows 24 hours of data for the day of the traffic report. Data is displayed in 10-minute intervals. The scale will show either one- or two-hour intervals, depending on the width of the browser screen.

(3) Translation utilization (vertical axis)

Translation utilization is displayed with the threshold for words translated per 10 minutes set for your plan at 100%. It is truncated to two decimal places. Although the graph display limit is 130%, utilization can be checked even if it exceeds 130% in the "(4) Translation utilization details" area.

A single word is calculated based on a delimiter (space or line feed). For Japanese, Chinese (Simplified/Traditional), Korean, and Thai, two characters are counted as one word, rounded up to the first decimal place.

Note

- If you change your plan, the translation word threshold for the new plan start date will always be graphed as the new plan threshold from 00:00.

(4) Translation utilization details

Place the mouse cursor over the graph to see utilization for that timeslot. For 12:00:00, utilization between 12:00:00 and 12:10:00 is displayed.

(5) "What is traffic utilization?"

Click to view a description of traffic utilization.

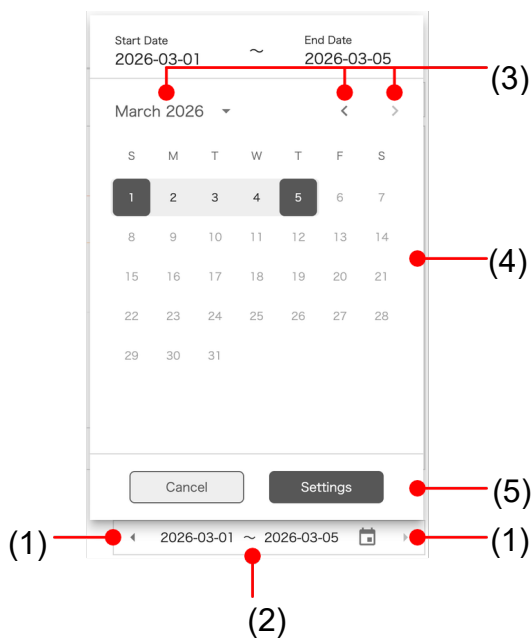
Checking times when usage was restricted and the total number of times the system was accessed

(6) Display period of usage restriction status

The date range for which use was restricted is shown.

The following operation allows you to specify a display period going back two years from the current date.

However, dates prior to November 15, 2024 cannot be specified.



Specify the display start and end dates. If you choose an older date, that date will be the start date. If you choose a newer date, that date will be the end date.

(1): Shift the display period one month backward or forward

(2): Display the start/end date selection window

(3): Change the month

(4): Change the day

(5): [Set]: Set the display period

(7) Detailed view of usage restriction status

The times when usage was restricted and the total number of times the service was accessed within the display period are displayed.

Checking translation history

The translation history allows you to confirm the text translation and file translation usage history for all users. You can also download a translation history file covering a certain period of time. This can only be performed by an administrator user.

1. Click [Usage Status] > [Translation History] in the [UTILITIES] menu.

Usage Status

Traffic **Translation History**

You can check the translation history of FLAT.

(1) Select translation month

(2) (3)

Text Translate Total	5 words
File Translate Total	5,177 words
Total	5,182 words

Translation Date and Time (UTC+9)	User ID	Tag Name	Translation system	Translation Type	File Format	Translation Language Direction	Translation Profile	Number of Words in the Original Text
2026-03-06 15:49:39			Browser	File Translate	PDF	English → Japanese	Default Profile EN → JA	5173 words
2026-03-06 15:48:10			Browser	File Translate	Text File	English → Japanese	Default Profile EN → JA	4 words
2026-03-06 13:55:23			Browser	Text Translate	-	English → Japanese	Default Profile EN → JA	1 words

(1) [Select translation month]

Select translation month

2023-01 (1) Translation Hist

January 2023 (2)

(3) Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

Select the translation history month to display on the screen.

- (1): Display the window for switching the year/month.
- (2): Change the year
- (3): Change the month

(2) [Download usage history]

Download the translation history for the selected period

(1) 2023-10-01 ~ 2023-10-18 (1)

October 2023 (2) (3) < > (5)

(4) 1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

Specify a period to download the translation history file.

- (1): Display the start/end date selection window
- (2): Change the year
- (3): Change the month
- (4): Change the day
- (5) [OK] : Download in CSV format

Note

- The translation history items displayed on the screen will be listed in the file. The items that are displayed can be changed in [Item display settings].

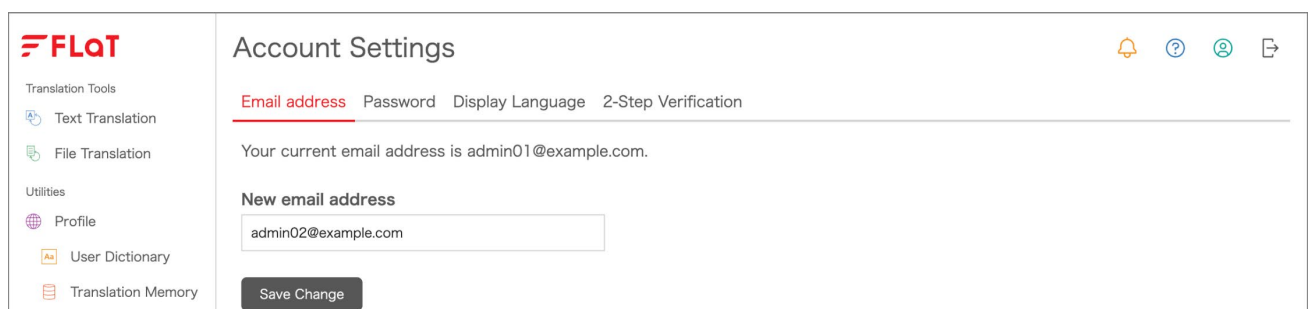
3 [Item display settings]	Set items displayed in the translation history ☒ Tag Name ☒ Translation system ☒ Translation Type ☒ File Format ☒ Translation Language Direction ☒ Translation Profile (1) * Translation Date and Time, User ID, and Number of Words in the Original Text cannot be hidden * Displayed items can be downloaded as the translation history (2) Cancel OK Switch items displayed in the translation history. (1): Select the checkboxes of the items to display (2) [OK]: Apply settings
(4) Words translated for month	The total number of words translated (source text) for the month specified in [Select translation month] is displayed.
(5) Translation history	The usage history of the translation tool is displayed in most recent order. Note If all users cannot be displayed on the screen, they will be displayed across multiple pages. Use the following controls to switch pages. Previous 1 / 1 Page Next

Changing administrator user email addresses

1. Sign in using an administrator user account.
2. Click  (Account Settings).



3. Enter the new email address in [New email address] and then click [Save Change].



4. Click [OK].

Note

- An email containing sign-in information will not be sent to the new email address. If this information is required, it will need to be sent manually.

Appendix

Glossary

Term	Description
Source text	The source language text or sentences contained in a file.
Translated text	The target language text or sentences contained in a file.
Two-factor authentication	A feature that allows the service to be used more safely, by requiring the use of a one-time password (authentication code) for authentication in addition to authentication using an email address and password.
Authentication application	The application used to issue an authentication code for two-factor authentication.
Authentication code	The one-time password entered during two-factor authentication. A six-digit number that changes over time is issued by the authentication application.
User dictionary	A function used to register proper nouns and technical terms as dictionary data applied when translating. General users cannot create dictionary data.
Translation memory	Accumulated data consisting of source text and translated text pairs. If source text matching an entry in the translation memory appears during translation, its translated text is used in the translation result. General users cannot create translation memories.
Personal dictionary	A function used to register proper nouns and technical terms as dictionary data for personal use applied when translating. An administrator sets availability for all users.
Profile	A function used to register a user dictionary and translation memory for use during translation. General users cannot create profiles.
Traffic report	Used to display a graph for confirming the most recent usage status (traffic utilization at a threshold of 100%).
Threshold	The translation volume per 10 minutes specified for each FLAT plan.

Change History

Version	Date	Location	Changes
1	2023/5/17	-	First PDF version of FLaT Administrator Manual
2	2023/11/14	p. 2: Related manuals p. 52, 53: Checking translation history Overall	- Removed "Mirai Translator® Translation Tips and FAQs" from list - Revised text due to screen modifications - Revised other descriptions
3	2024/2/1	p. 51, 52: Checking traffic utilization	Revised text due to addition of past traffic reports
4	2024/5/13	P. 8: Operating environment	Added system requirements for smartphones and tablets
5	2024/6/7	P. 40: User data file format	Added note on maximum characters for tag names
6	2024/7/31	P. 29: Creating profiles P. 53: Checking translation history	- Added information on the specialized patent translation model - Added description of [Item display settings]
7	2024/10/3	p. 38: Editing users p. 45: Resetting user two-factor authentication settings p. 46: Deleting users	Added text, as administrator users can now be edited
8	2024/10/17	p. 54: Checking translation history	Replaced screen images due to the addition of the translation source system to the translation history
9	2025/1/16	p. 53, 55: Checking traffic utilization	Added description regarding displaying the usage restriction status
10	2025/1/30	p. 2: Related manuals p. 6-7: Overview p. 47: System Settings p. 48: Assigning or removing administrator users p. 52: Enabling or disabling the desktop application p. 53: Enabling or disabling the Chrome extension	- Added description of the Chrome extension - Revised text describing the number of administrator users - Added description of the Chrome extension
11	2025/5/9	p. 54: Enabling and disabling English text creation	Added description of the English text creation function

Version	Date	Location	Changes
12	2026/1/13	p. 35: Editing users p. 47: Resuming sending email to users	• Replaced screen images due to the addition of functions to resume sending email and to display the sign-in date/time • Added description of resuming sending email
13	2026/2/3	p. 58: Enabling and disabling generative AI checking	• New