

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 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.

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Table of Contents

Introduction	2
About this manual	2
Related manuals	2
Guarantee and disclaimer	3
Trademarks	3
Table of Contents.....	4
Overview	6
FLaT features.....	6
Functions and usage permissions by user	8
Dictionary functions.....	8
Operating environment	9
Limitations	9
User Dictionaries	10
User dictionary screen	10
Creating user dictionaries	11
Editing user dictionaries	12
User dictionary file format	15
Exporting user dictionary files	17
Importing user dictionary files	17
Deleting user dictionaries.....	18
Translation Memories	19
Translation memory screen	19
Creating translation memories	20
Editing translation memories.....	21
Translation memory file format	24
Exporting translation memory files.....	26
Importing translation memory files	26
Deleting translation memories	27

Profiles	28
Profile screen	28
Creating profiles	29
Editing profiles	32
Deleting profiles	34
User Management	35
User management screen.....	35
Notes on using the SAML connection option.....	36
Creating users.....	37
Editing users	38
Exporting/importing users	39
Exporting user data files	42
Importing user data files.....	43
Resetting user two-factor authentication settings.....	45
Deleting users	45
System Settings	46
System settings screen.....	46
Checking license information	47
Assigning or removing administrator users.....	47
Enabling and disabling personal dictionaries.....	49
Enabling or disabling the desktop application.....	50
Other Operations	51
Checking traffic utilization	51
Checking translation history.....	53
Changing administrator user email addresses	54
Appendix	55
Glossary	55

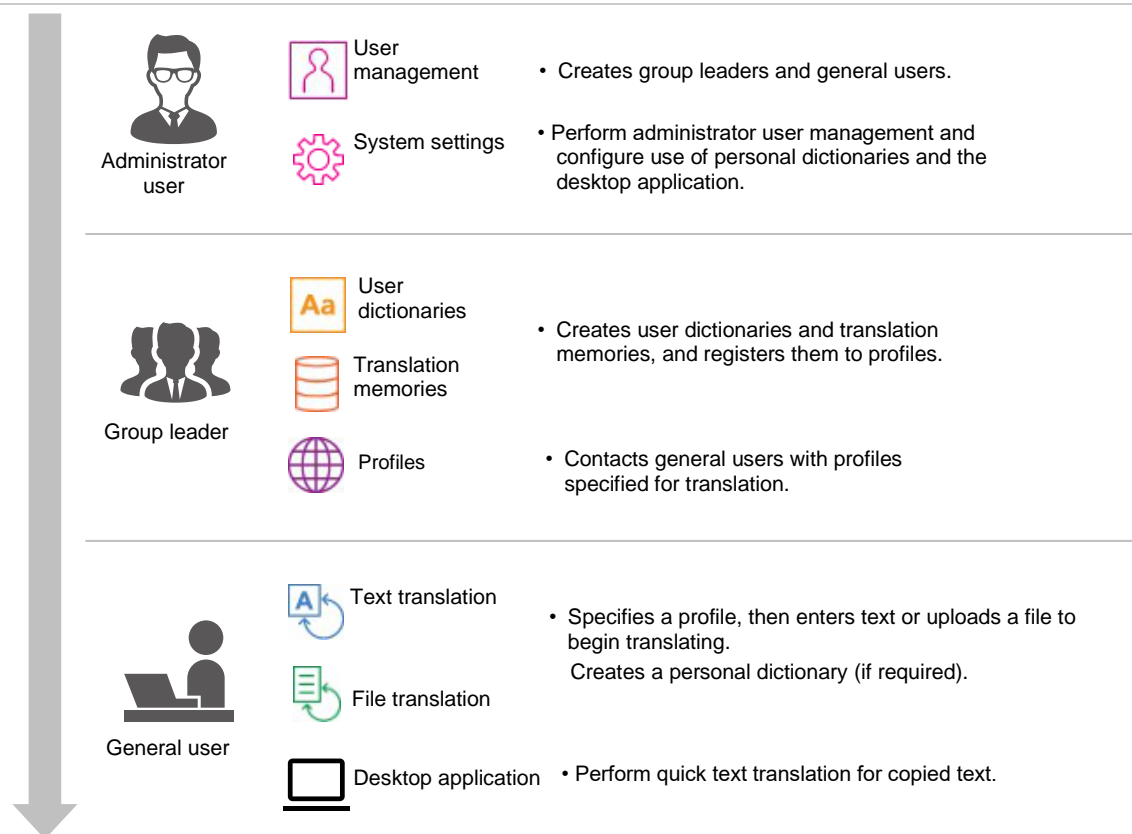
Overview

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 \(p. 46\)](#)
-  [Other Operations \(p. 51\)](#)

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	-	-	■
Application			
Desktop application	■*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
- *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. 49)

Note

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

Operating environment

The following web browsers are supported.

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

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].

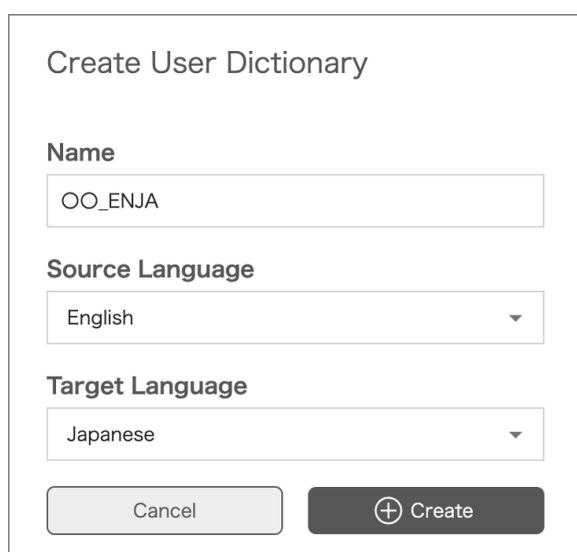


The screenshot shows a table titled "User Dictionary". The table has one row with the following data: a checkbox (unchecked), the name "OO_JAEN", the author "author : user01@example.com", and the count "3 / 20,000". Below the table is a dark button with a plus icon and the text "Create User Dictionary".

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].



The screenshot shows a dialog box titled "Create User Dictionary". It contains three input fields: "Name" with the value "OO_ENJA", "Source Language" with a dropdown menu set to "English", and "Target Language" with a dropdown menu set to "Japanese". At the bottom, there are two buttons: "Cancel" and "Create" (with a plus icon).

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

<input type="checkbox"/> OO_JAEN	author : user01@example.com	3 / 20,000
<input checked="" type="checkbox"/> OO_ENJA	author : user01@example.com	0 / 20,000

[Delete User Dictionary](#)

OO_ENJA English Japanese

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

エントリを追加 (1) (2)

apple りんご

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 three input fields: 'OO_ENJA', 'English', and 'Japanese'. To the right of these fields is a dark button with a checkmark and the text 'Apply'. Below these fields is a table with two columns. The first column contains a red checkmark and the word 'apple'. The second column contains the Japanese word 'りんご'.

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


Important

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

Changing entries


1. Click  (edit) for the entry to edit.

The screenshot shows the user dictionary interface with the 'apple' entry selected. The 'OO_ENJA' field is empty, and the 'English' and 'Japanese' fields contain '英語' and '日本語' respectively. A dark button with a checkmark and the text '全ての変更を反映' (Reflect all changes) is visible. The 'apple' entry is highlighted, and there are edit and delete icons to its right.

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

The screenshot shows the user dictionary interface with the 'apple' entry being edited. The 'OO_ENJA' field is empty, and the 'English' and 'Japanese' fields contain 'English' and 'Japanese' respectively. A dark button with a checkmark and the text 'Apply' is visible. The 'apple' entry is highlighted, and there are cancel and complete icons to its right.

Note

- Click  (Cancel) to revert any changes.

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

Important

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

Enabling and disabling entries

1. Click the checkbox for the applicable entry.

The screenshot shows the user dictionary interface with the 'apple' entry's checkbox selected. The 'OO_ENJA' field is empty, and the 'English' and 'Japanese' fields contain 'English' and 'Japanese' respectively. A dark button with a checkmark and the text 'Apply' is visible. The 'apple' entry is highlighted, and there are edit and delete icons to its right.


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

2. 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	
<input checked="" type="checkbox"/>	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	<p>The first row contains descriptions of the columns. The first character is prefixed with “#”.</p> <ul style="list-style-type: none"> • 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”. <p>This column specifies whether entries will be used during translation. The third column can be omitted.</p>
------------	---

(2) Entries	<p>Enter entries beginning on the second row. This may contain up to 20,000 rows.</p> <ul style="list-style-type: none">• Column 1: Contains source text words.• Column 2: Contains translated text words. <p>Note</p> <ul style="list-style-type: none">• 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. <ul style="list-style-type: none">• Column 3: Specifies whether entries will be used during translation. <p>Used: true Not used: false</p> <p>Note</p> <ul style="list-style-type: none">• If this is omitted, "true" will be applied.
-------------	---

Exporting user dictionary files

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

User Dictionary

<input type="checkbox"/> OO_JAEN	author : user01@example.com	3 / 20,000
<input checked="" type="checkbox"/> OO_ENJA	author : user01@example.com	3 / 20,000

[Delete 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

<input type="checkbox"/> OO_JAEN	author : user01@example.com	3 / 20,000
<input checked="" type="checkbox"/> OO_ENJA	author : user01@example.com	3 / 20,000

[Delete 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

<input checked="" type="checkbox"/> OO_JAEN	author : user01@example.com	3 / 20,000
<input checked="" type="checkbox"/> OO_ENJA	author : user01@example.com	3 / 20,000

[Delete User Dictionary](#)

2. Click [OK].

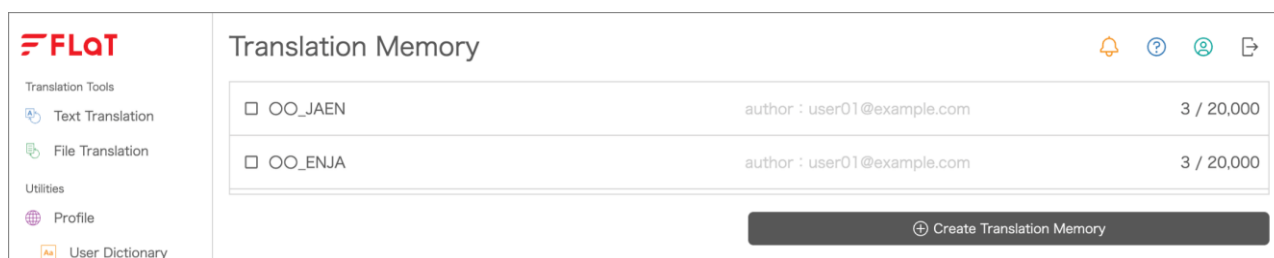
Translation Memories

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.



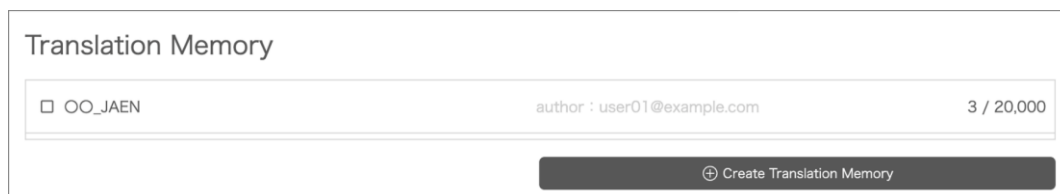
- ➔ Creating translation memories (p. 20)
- ➔ Editing translation memories (p. 21)
- ➔ Deleting translation memories (p. 27)

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].

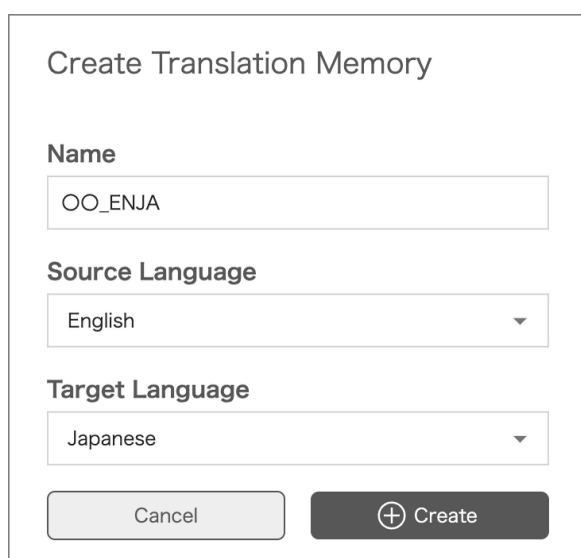


The screenshot shows a table titled "Translation Memory". The table has one row with the following data: a checkbox (unchecked), the name "OO_JAEN", the author "author : user01@example.com", and the count "3 / 20,000". Below the table is a dark button with a plus icon and the text "Create Translation 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].



The screenshot shows a dialog box titled "Create Translation Memory". It contains the following fields and controls:

- Name:** A text input field containing "OO_ENJA".
- Source Language:** A dropdown menu with "English" selected.
- Target Language:** A dropdown menu with "Japanese" selected.
- Buttons:** A "Cancel" button and a "Create" button with a plus icon.

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

<input type="checkbox"/> OO_JAEN	author : user01@example.com	3 / 20,000
<input checked="" type="checkbox"/> OO_ENJA	author : user01@example.com	0 / 20,000

[Delete Translation Memory](#) ↑ Import Translation Memory ↓ Export Translation Memory

OO_ENJA English Japanese Apply

Add Entry Add

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. 23)
- ➡ 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].

OO_ENJA 英語 日本語 全ての変更を反映

(1) (2)

エントリを追加 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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	<input type="text" value="Good Morning."/>	<input type="text" value="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

1. Click the checkbox for the applicable entry.

OO_ENJA	English	Japanese	Apply
<input type="checkbox"/>	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.

2. 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
<input checked="" type="checkbox"/>	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:ja	sentence:en	use	(1)
2	おはようさん。	Good morning.	true	(2)
3	お晩です。	Good Evening.	false	(2)
4				

Note

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

Additional explanation

(1) Fields	<p>The first row contains descriptions of the columns. The first character is prefixed with “#”.</p> <ul style="list-style-type: none"> • 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	<p>Enter entries beginning on the second row. This may contain up to 20,000 rows.</p> <ul style="list-style-type: none">• Column 1: Contains source text sentences.• Column 2: Contains translated text sentences. <p>Note</p> <ul style="list-style-type: none">• 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. <ul style="list-style-type: none">• Column 3: Specifies whether entries will be used during translation. <p>Used: true Not used: false</p> <p>Note</p> <ul style="list-style-type: none">• If this is omitted, “true” will be applied.
--------------------	---

Exporting translation memory files

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

Translation Memory

<input type="checkbox"/> OO_JAEN	author : user01@example.com	3 / 20,000
<input checked="" type="checkbox"/> 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

<input type="checkbox"/> OO_JAEN	author : user01@example.com	3 / 20,000
<input checked="" type="checkbox"/> 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		
<input checked="" type="checkbox"/> OO_JAEN	author : user01@example.com	3 / 20,000
<input checked="" type="checkbox"/> OO_ENJA	author : user01@example.com	3 / 20,000

[Delete Translation Memory](#)

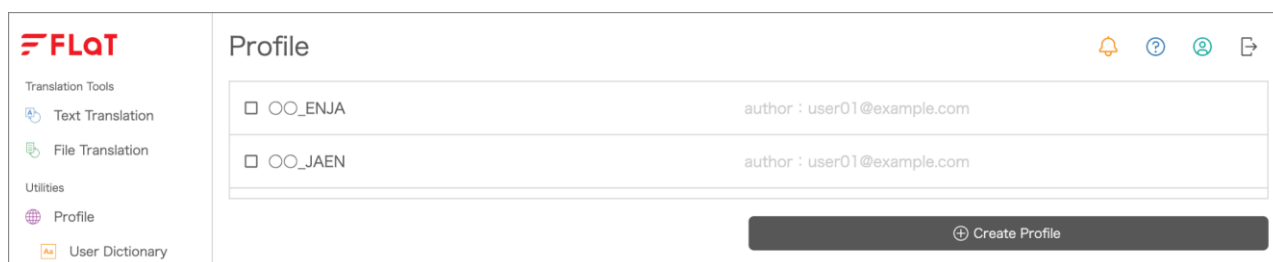
2. Click [OK].

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].

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

3. Edit the profile.

- ➡ (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).

- 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.

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.
- 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

<input checked="" type="checkbox"/> OO_ENJA	author : user01@example.com
<input type="checkbox"/> 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 ▼

<input type="checkbox"/> user01@example.com	User 01	group leader
<input type="checkbox"/> 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 ▼

<input type="checkbox"/> user01@example.com	User 01	group leader
<input type="checkbox"/> 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

<input checked="" type="checkbox"/> OO_ENJA	author : user01@example.com
<input checked="" type="checkbox"/> OO_JAEN	author : user01@example.com

[Delete Profile](#) ⊕ Create Profile

2. Click [OK].

User Management

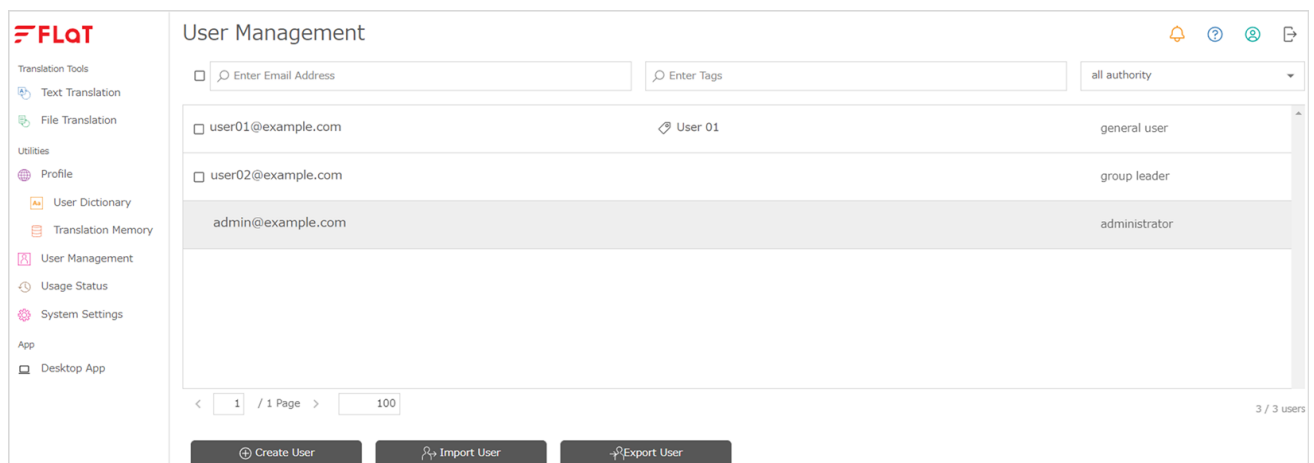
User management is used by administrator users to create general users (who can use the translation tool) and group leaders (who can create profiles).

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.



- ➔ Notes on using the SAML connection option (p. 36)
- ➔ Creating users (p. 37)
- ➔ Editing users (p. 38)
- ➔ Deleting users (p. 45)

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. 39)
- ➔ Exporting user data files (p. 42)
- ➔ Importing user data files (p. 43)

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. 45)

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].

The screenshot shows the 'User Management' interface. At the top, there are search filters for 'Enter Email Address', 'Enter Tags', and a dropdown menu set to 'all authority'. Below this is a table of users:

<input type="checkbox"/>	admin@example.com		administrator
<input type="checkbox"/>	user01@example.com	🔗 User 01	group leader
<input type="checkbox"/>	user02@example.com	🔗 User 02	general user

At the bottom of the table, there is a pagination control showing '1 / 1 Page' and '100' items per page, with a total of '3 / 3 users'. Below the table are three buttons: 'Create User', 'Import User', and 'Export User'.

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].

The screenshot shows the user creation form. It has two input fields: 'User Name' with a placeholder 'Enter Email Address' and 'Tag Name' with a placeholder 'Enter up to 200 characters'. Below the 'Tag Name' field is a checkbox labeled 'group leader' and a 'Complete' button with a checkmark icon.

- [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.

User Management

all authority ▾

admin@example.com		administrator
<input type="checkbox"/> user01@example.com	📍 User 01	group leader
<input checked="" type="checkbox"/> user02@example.com	📍 User 02	general user

< 1 / 1 Page >
100

3 / 3 users

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

User Name

Tag Name

group leader ✔ Complete

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).

all authority ▾

(1)
(2)
(3)

- 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 ✔ Complete


- 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.

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.

)

 Import method types (differential import, total import) (P.39)

 エラー! 参照元が見つかりません。 (P.40)

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. <ul style="list-style-type: none"> • #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. <ul style="list-style-type: none"> • 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 30 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).

The screenshot shows the 'User Management' interface with three search filters labeled (1), (2), and (3). Filter (1) is 'Enter Email Address', filter (2) is 'Enter Tags', and filter (3) is 'all authority'. Below the filters, a table lists users with their email addresses and roles. The first row shows 'admin@example.com' with the role 'administrator'. The second row shows 'user01@example.com' with the role 'group leader' and a tag 'User 01'.

2. Click [Export User].

The screenshot shows the 'User Management' interface with three search filters labeled (1), (2), and (3). Filter (1) is 'Enter Email Address', filter (2) is 'Enter Tags', and filter (3) is 'all authority'. Below the filters, a table lists users with their email addresses and roles. The first row shows 'admin@example.com' with the role 'administrator'. The second row shows 'user01@example.com' with the role 'group leader' and a tag 'User 01'. The third row shows 'user02@example.com' with the role 'general user' and a tag 'User 02'. At the bottom, there are three buttons: 'Create User', 'Import User', and '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].

The screenshot shows the 'Export User Data' dialog box. It has a title 'Export User Data' and a section 'Export Type' with a help icon. Below this, it says 'Data will be exported in Excel CSV (Comma delimited) (.csv) file format.' There are two radio buttons: 'For differential import (filtered user data)' which is selected, and 'For total import (all user data)'. At the bottom, there are two buttons: 'Cancel' and '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. 38).”

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 'ユーザ管理' (User Management) interface. At the top, there are search filters for email addresses and tags, and a dropdown for permissions. Below this is a table of users:

メールアドレス	ユーザー名	権限
admin@example.com		管理者
<input type="checkbox"/> user01@example.com	User 01	グループリーダー
<input type="checkbox"/> user02@example.com	User 02	グループリーダー

At the bottom of the table, there are pagination controls showing '1 / 1 Page' and '100' out of '11 / 11 users'. Below the table are three buttons: '+ ユーザ作成', 'ユーザインポート', and 'ユーザエクスポート'.

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 has the following options:

- Import Type** (with a help icon):
 - 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.

(1) [User to delete](#) [User to add](#) [User to change](#)

(2)

User to delete 0 users	▼
User to add 1 users	▼
User to change 0 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.

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

all authority ▼

admin@example.com		administrator
<input type="checkbox"/> user01@example.com	🔍 User 01	group leader
<input checked="" type="checkbox"/> user02@example.com	🔍 User 02	general user

< 1 / 1 Page > 100
3 / 3 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

all authority ▼

admin@example.com		administrator
<input checked="" type="checkbox"/> user01@example.com	🔍 User 01	group leader
<input checked="" type="checkbox"/> user02@example.com	🔍 User 02	general user

< 1 / 1 Page > 100
3 / 3 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.

2. Click [OK].

System Settings

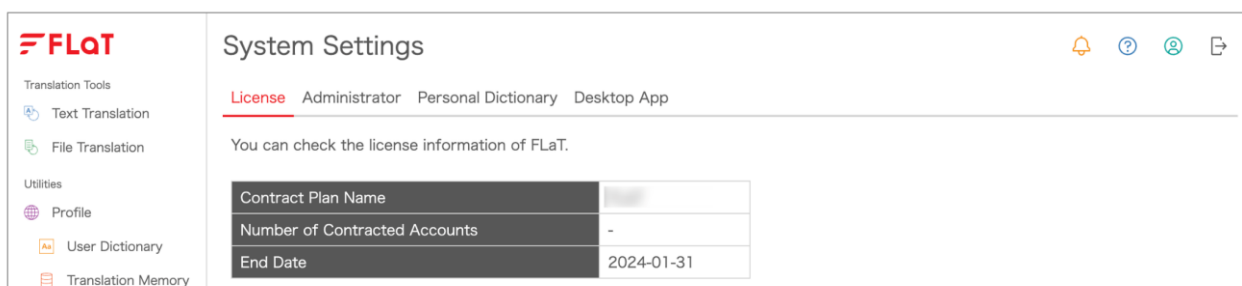
System Settings are used by administrator users to confirm license information, perform administrator user management, and configure personal dictionary and desktop application usage.

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.



The screenshot shows the FLAT System Settings interface. The left sidebar contains a menu with 'Translation Tools' (Text Translation, File Translation) and 'Utilities' (Profile, User Dictionary, Translation Memory). The main content area is titled 'System Settings' and has tabs for 'License', 'Administrator', 'Personal Dictionary', and 'Desktop App'. The 'License' tab is active, displaying the text 'You can check the license information of FLAT.' Below this is a table with license details:

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

- ➔ Checking license information (P. 47)
- ➔ Assigning or removing administrator users (P. 47)
- ➔ Enabling and disabling personal dictionaries (P. 49)
- ➔ Enabling or disabling the desktop application (P. 50)

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	[blurred]
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.

Administrator	
admin02@example.com	
admin01@example.com	

Assign

2/10users

Assigning administrator permissions to users (P. 47)

Removing administrator permissions (P.48)

Assigning administrator permissions to users

1. Click [Assign].

Administrator	
admin02@example.com	
admin01@example.com	

Assign

2 / 10 users

Important

- There may be up to 10 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	Assign
admin02@example.com	
admin01@example.com	

2 / 10 users

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

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].

Other Operations

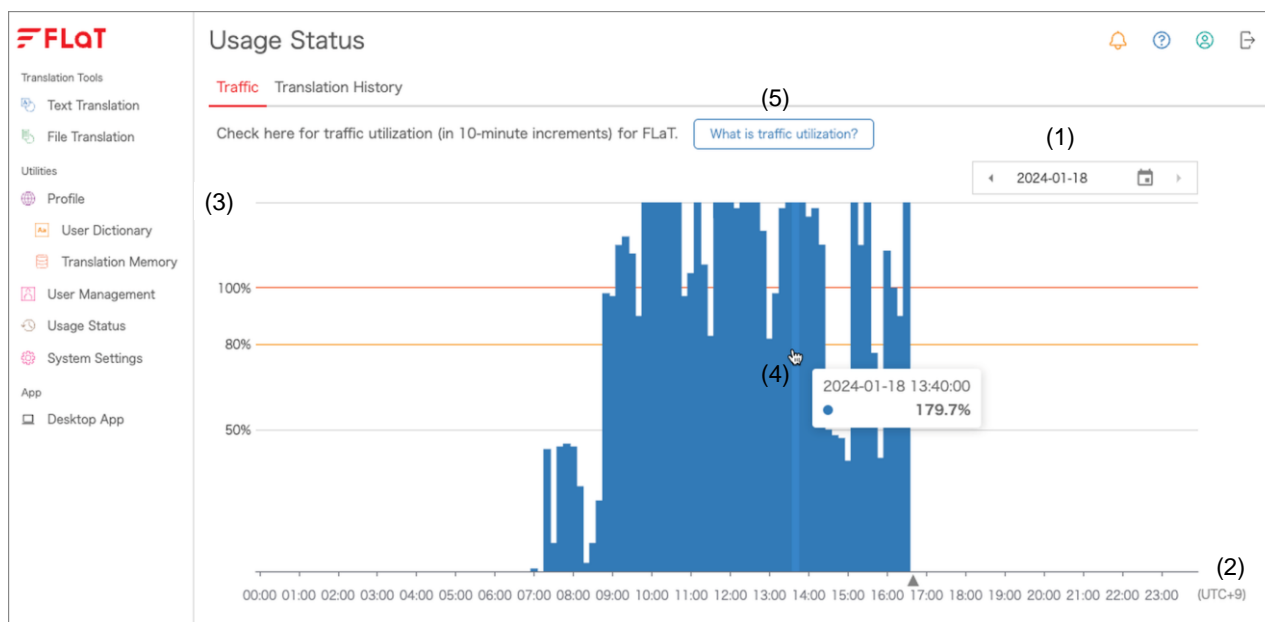
- ➔ Checking traffic utilization (P.51)
- ➔ Checking translation history (p.53)
- ➔ Changing administrator user email addresses (p. 54)

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.

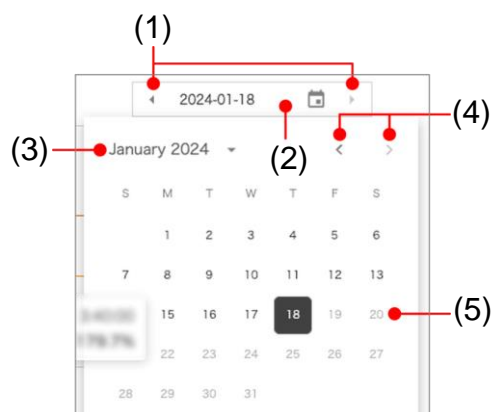
1. Click [Usage Status] in the [UTILITIES] menu.



- (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 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: 2023-05

(2) Translation History Download

(3) Summary Table:


Text Translate Total	3,446 words
File Translate Total	148 words
Total	3,594 words

(4) Translation History Table:

Date and time of obtaining translation results	Execution ID	User ID	Translation Type	Translation Language Direction	Translation Profile	Original Text Information	Number of Words in the Original Text
2023-05-16T11:12:33+09:00	33d7c397-43b6-4672-9015-2ab95d8ddccb	[blurred]	File Translate	English → Japanese	Default Profile EN -> JA	-	148 words
2023-05-15T14:33:23+09:00	8d6734e9-1207-469a-9e7f-e87fdad6621a	[blurred]	Text Translate	Japanese → English	Default Profile JA -> EN	-	31 words
2023-05-15T14:32:45+09:00	aa0912b7-024c-4e1e-b617-c2642c2bc1a3	[blurred]	Text Translate	Japanese → English	Default Profile JA -> EN	-	20 words

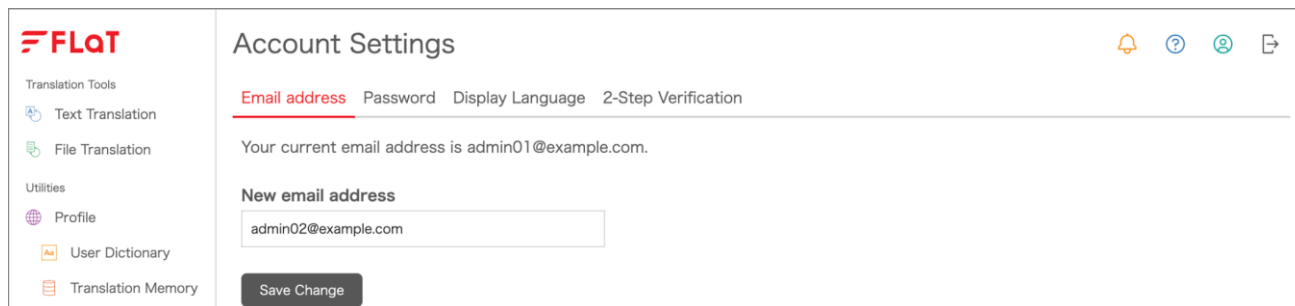
<p>(1) [Select translation month]</p>		<p>Select the translation history month to display on the screen.</p> <p>(1): Display the window for switching the year/month.</p> <p>(2): Change the year</p> <p>(3): Change the month</p>
<p>(2) [Download usage history]</p>		<p>Specify a period to download the translation history file.</p> <p>(1): Display the start/end date selection window</p> <p>(2): Change the year</p> <p>(3): Change the month</p> <p>(4): Change the day</p> <p>(5) [OK] : Download in CSV format</p>
<p>(3) Words translated for month</p>	<p>The total number of words translated (source text) for the month specified in [Select translation month] is displayed.</p>	
<p>(4) Translation history</p>	<p>The usage history of the translation tool is displayed in most recent order.</p> <p>Note</p> <ul style="list-style-type: none"> • If all users cannot be displayed on the screen, they will be displayed across multiple pages. Use the following controls to switch pages. 	

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	-	<ul style="list-style-type: none">• First PDF version of FLaT Administrator Manual
2	2023/11/14	p. 2: Related manuals p. 52, 53: Checking translation history Overall	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Revised text due to addition of past traffic reports