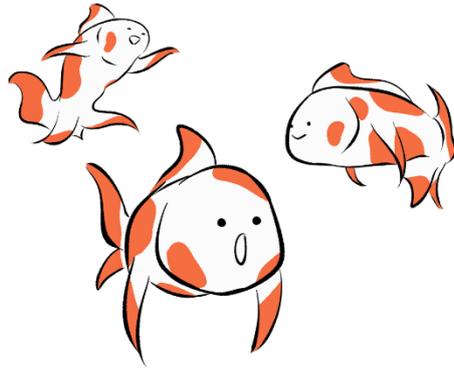


# **MTrans Team User Guide**

**For Translation Managers / Company Admins**



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# 1. Machine translation

## Machine Translation + You = Better growth of Translation

The translation process that enhance quality and speed with machine translation + post-editing

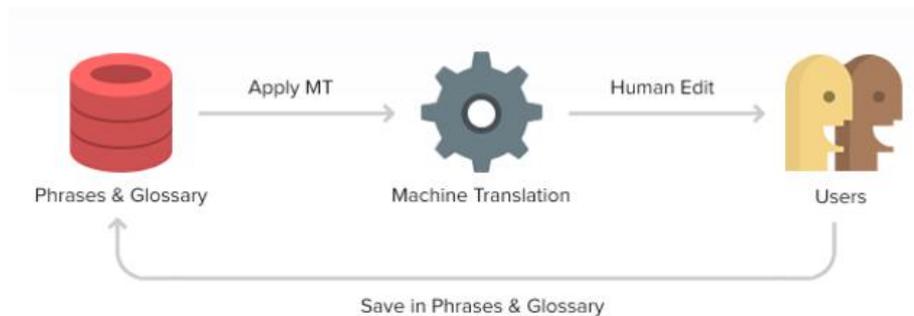
### How it works

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The document is automatically translated based on the Phrases and Glossary registered by the user.

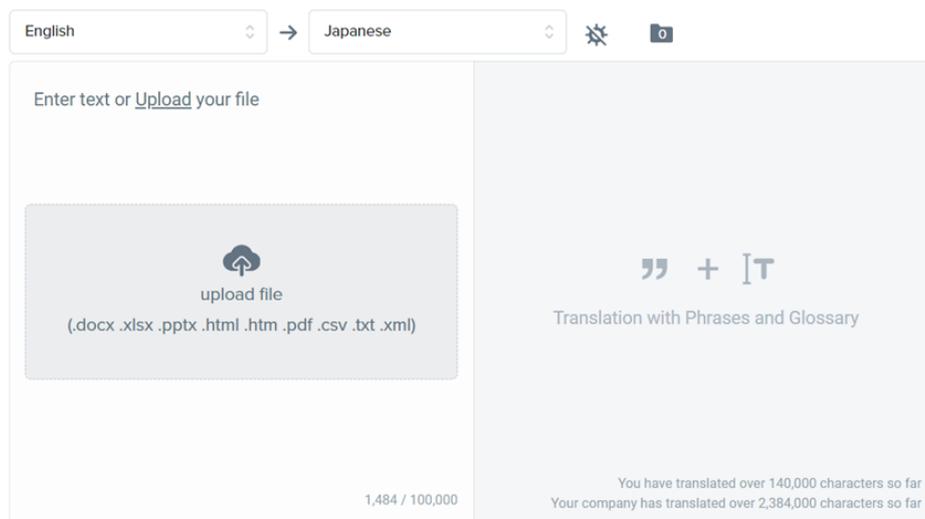
The results from machine translation are edited by the user afterwards to add more Phrases and Glossary terms, which will be utilized for the translation process next time.

The more you use it, the more it learns,  
and you can expect translation results that suit your needs and wants.



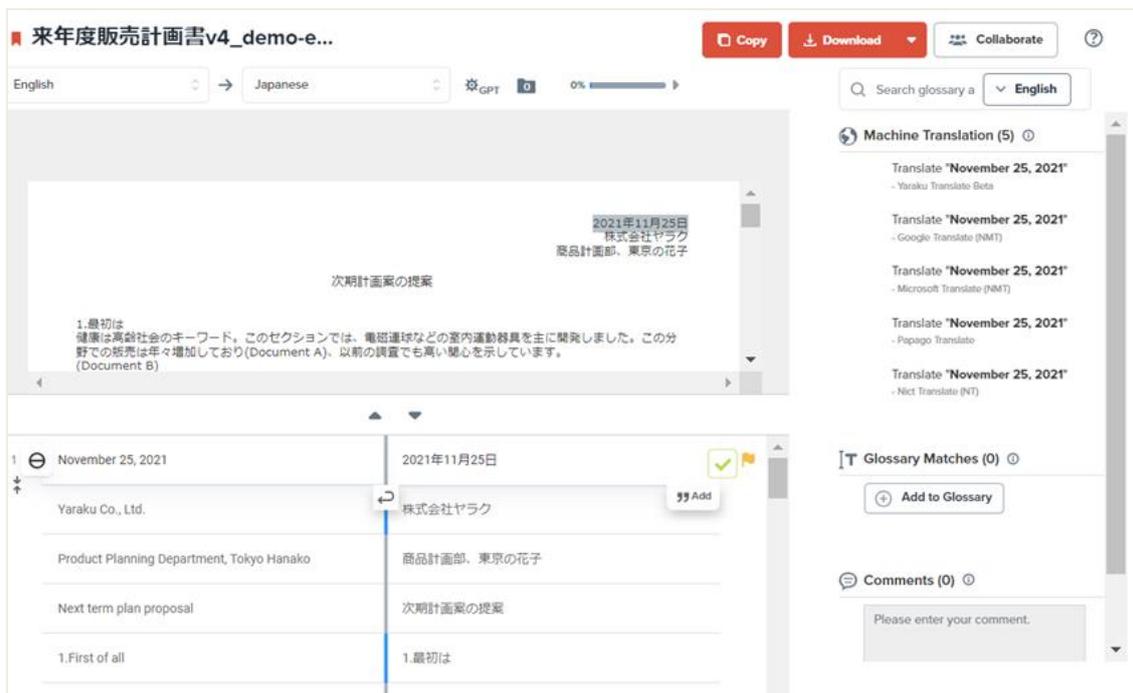
### ① Start page: Drag-and-drop the file you want to translate to start

---



Drop the file you want to translate in the gray area and select the languages to start translation.  
The app will analyze each sentence and generate the optimal translation.

② Edit page: Edit the results -> Download in the same format as original

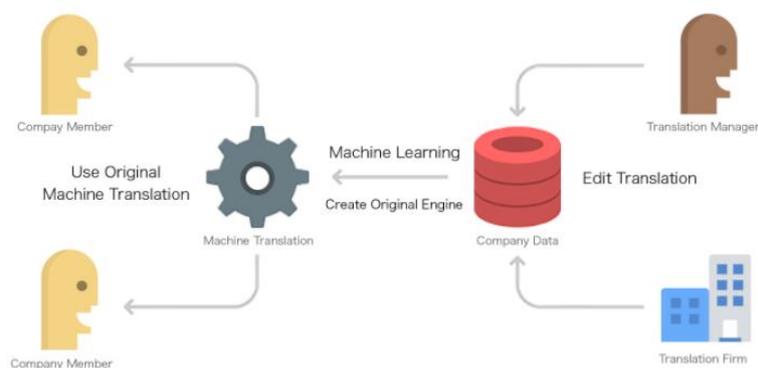


Edit the texts generated by machine translation. You can download the translated document in the original layout as it is. There are two ways to edit: edit by yourself, share to other users.

**Edit by yourself** - Edit the results from machine translation while referring to the example sentences and dictionaries that appear in the right-side panel.

**Share with someone and ask them to edit it** - You can share the translated document with someone who is good at foreign languages and have them edit it.

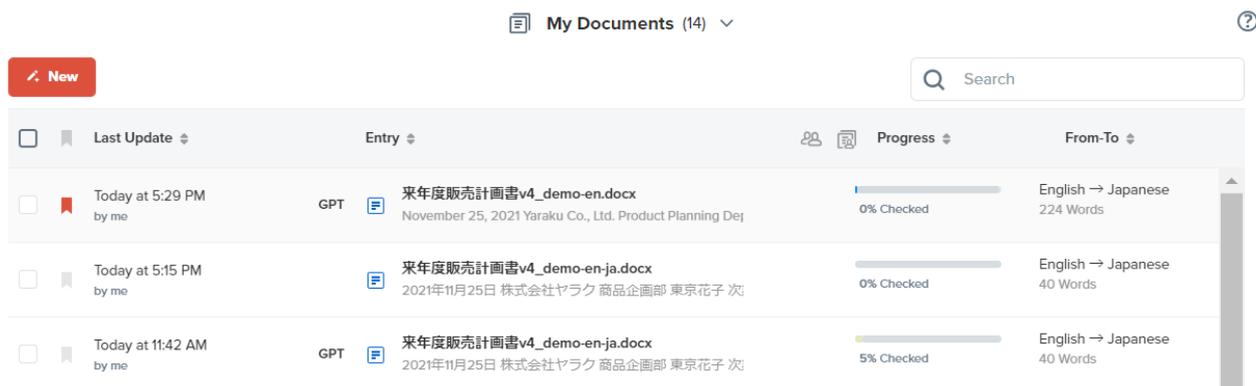
**Growth model**



The system grows with each Company Account.

When Translation Manager edits and adds a segment, the sentence is automatically added to the Company Phrases and used for machine learning of the machine translation engine. The unique engine generated by machine learning will be available to all Regular Members. Therefore, the more you use it, the more the translation engine will grow, and the productivity of the entire company will increase.

### ③ Documents list: Check the translation progress at a glance



The screenshot shows a web interface titled "My Documents (14)". It features a search bar and a table of documents. The table has columns for "Last Update", "Entry", "Progress", and "From-To".

Last Update	Entry	Progress	From-To
Today at 5:29 PM by me	GPT 来年度販売計画書v4_demo-en.docx November 25, 2021 Yaraku Co., Ltd. Product Planning Dej	0% Checked	English → Japanese 224 Words
Today at 5:15 PM by me	来年度販売計画書v4_demo-en-ja.docx 2021年11月25日 株式会社ヤラク 商品企画部 東京花子 次	0% Checked	English → Japanese 40 Words
Today at 11:42 AM by me	GPT 来年度販売計画書v4_demo-en-ja.docx 2021年11月25日 株式会社ヤラク 商品企画部 東京花子 次	5% Checked	English → Japanese 40 Words

Sentences that translated in the past can be centrally managed on the Documents Page. There are two types of Documents.

**Company Documents** allows you to create translation templates for frequently used documents and share them with everyone.

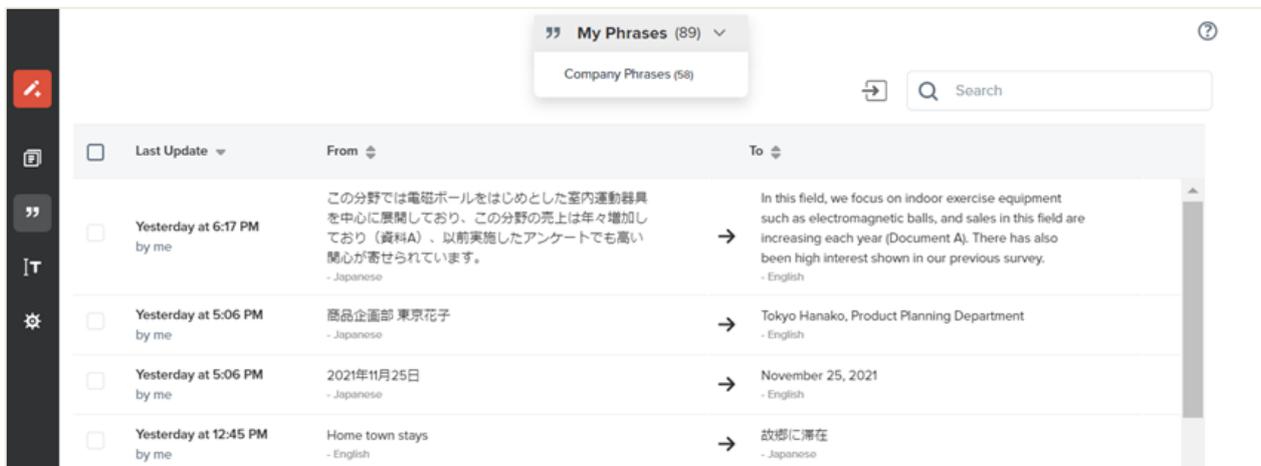
#### My Documents

The Documents you have translated so far. You can also share them with other users.

#### Company Documents

The Documents shared by the Translation Manager can be used as an in-house template for, such as contracts and IR materials.

#### ④ Phrases page: Add, store, and reuse the edited Phrases.



The edited and added text is stored in the Phrases and used for the translation process next time. There are two types of Phrases.

**My Phrases** - Translated text that you edited and added.

**Company Phrases** - Translated texts that Translation Manager edited and added. It will be shared with all the Regular Members and will be applied with priority over My Phrases.

#### ⑤ Glossary page: Keep consistency of terminology



You can register terms in Glossary. Add in-house terms, industry terms, and technical terms to keep consistency of terminology. The users no longer need to manage terminology by Excel files and it saves time searching for terms.

**My Glossary** - Terms that you added.

**Company Glossary** - Terms added by the Translation Manager. It is shared within the Company Account and always takes priority over My Glossary.

## 2. User roles

There are three user roles: Regular Members, Translation Manager, and Company Admin.  
The differences in permissions for each role are as follows.



### 1. Regular Members

A normal user of Company Account.

They can translate and edit documents by using My / Company Data.



### 2. Translation Manager

A bilingual (or multilingual) user who is fluent in foreign languages.

They add and edit Company Data.



### 3. Company Admin

A user who manages Company Accounts.

They check the usage status, set Translation Manager, and manage Company Categories, etc.

## The role of Translation Manager

---

All Regular Members can save to Company Data if they have access to the Category.  
However, only the Translation Manager role can edit and manage the Documents/Phrases/Glossary saved to Company Data.



### 3. Company Admin

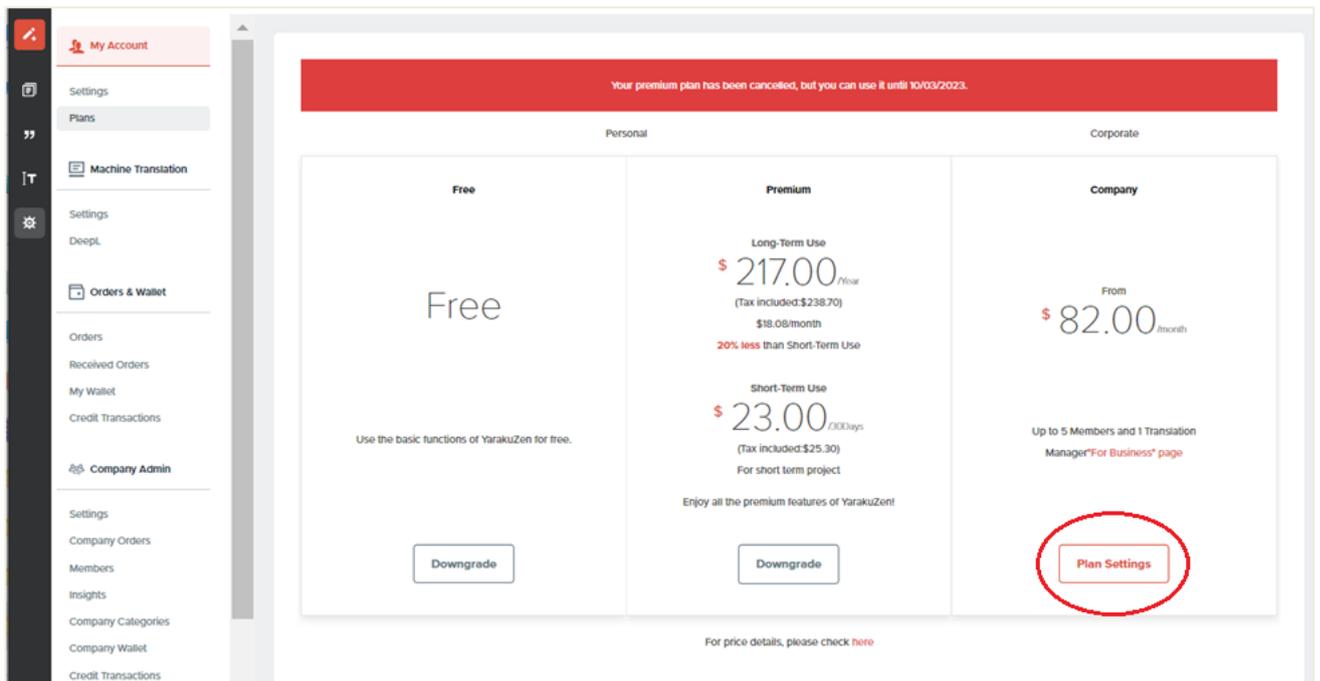
Company Admin checks contract information and usage status, as well as manages Regular Members, Company Categories, and other items in Company Accounts.

#### My Account - [Plan]

Check the contract information

To check the current plan, visit Settings page on the left menu and click [Plans] under “My Account.”

Only the Company Admin can see the details of the current contract information from [Plan Settings] under “Company.”



## Settings

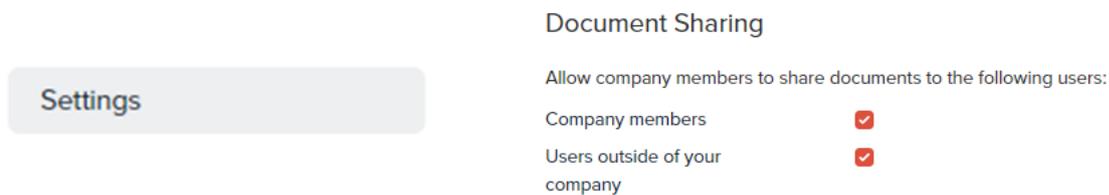
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### Document sharing

Only the Company Admin has access to the Company Admin Settings section.

From the Settings, click [Settings] under the "Company Admin" to set document sharing permissions with Regular Members and users outside of your company. (Default setting: Internal sharing is allowed, external sharing is not allowed)

\* If you do not allow sharing for both Regular Members and external users, the [Share] button will be hidden in the edit page.



### Session timeout

You can change the session timeout period on the Company Admin > [Settings] page. Enter the length of time (in days) in the box to keep logged in and click [Set] to confirm. The session is applied when "Keep me logged in" is checked on the sign in page.

"Keep me logged in" time

The "Keep me logged in" functionality is to extend the time a user stays signed in.

If the user does not check the "Keep me logged in" box from the login page, they will stay signed in for 2 hours. If they check the box they can stay signed in longer.

Currently, after  days the user will be logged out

## Company Orders

---

You can view the order history of all Members in the Company Account from the Company Admin > [Company Orders] page.

Total records: 3



- 🏠 Company Admin
- Settings
- Company Orders

Date	Entry	From - To	id	Price	User	User Email
2020-07-22 10:07:00	Recognized: 大家大家晚上好。 Recognized: 为了感谢董先生, 感谢 团结香港基金会啊, 给了我这么个机 会跟大家来交流。 Recognized: 呃, 今天呢? Recognized: 我首先要想, 是因为我讲话不会讲广东话, 我主要 是讲国语。 Recognized: 因维广东 话, 很多人说是	Simplified Chinese - English	80	¥ 11,000	<input type="text"/>	<input type="text"/>
2021-11-18 14:11:00	54% of election candidates in Japan oppose tighter restrictions on private rights: survey - The MainichiPolitics,Polls,More Japan News,Japan,Latest Ar	English - Japanese	106	¥ 18,140	<input type="text"/>	<input type="text"/>
2022-04-06 18:04:00	EIJING (Mainichi) – The International Paralympic Committee (IPC) has made an abrupt turnaround and banned athletes from Russia and Belarus from parti	English - Japanese	115	¥ 900	<input type="text"/>	<input type="text"/>

## Members

---

On Members page, the following actions can be done.

- Add / import Members
- Remove Member from the Company Account
- Change Member's permission
- Reset password

### Members

5 Members / 3 Company Admins / 3 Translation Managers

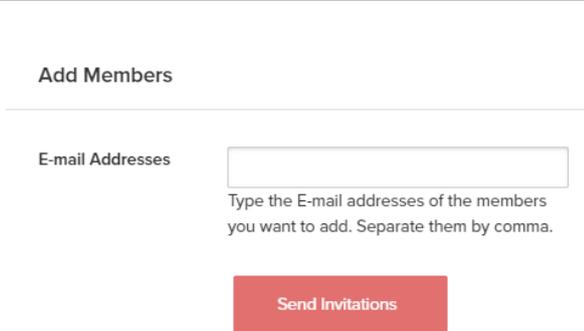
The screenshot displays the 'Members' page interface. At the top, there are buttons for 'Add Member' and 'Import Members', followed by a 'Filters' button and a search bar. Below these, a table of members is visible, with a 'Filter by' modal overlaying it. The modal contains two sections: 'Roles' with checkboxes for 'Administrator' and 'Translation Manager', and 'Account status' with a checkbox for 'Invited'. A 'Reset filters' link is also present in the modal. The background table shows three member rows, each with icons for role and account status.

Search results can be filtered by roles and account status, and a member can be specified in the Search bar.

## How to add/delete Members

You can add, import, and remove Members to/from your Company Account.

### Add Members



Add Members

E-mail Addresses

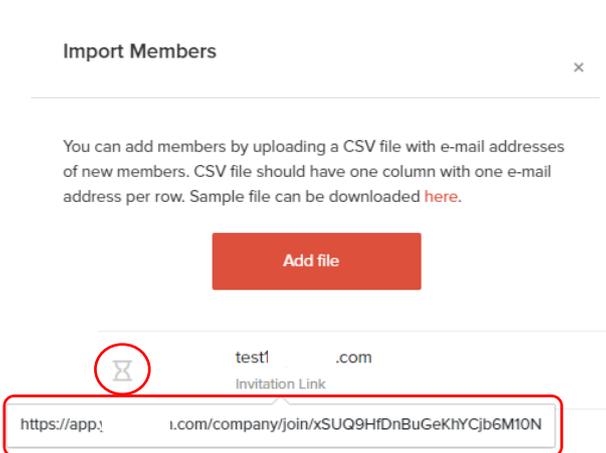
Type the E-mail addresses of the members you want to add. Separate them by comma.

Send Invitations

Enter the email addresses of the members you want to add one by one. If you have multiple members to add, enter them separated by commas.

### Import Members

Upload a CSV file containing the email addresses of multiple members you want to add.



Import Members

You can add members by uploading a CSV file with e-mail addresses of new members. CSV file should have one column with one e-mail address per row. Sample file can be downloaded [here](#).

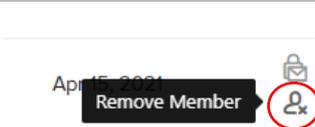
Add file

	test1	.com	Invitation Link
	https://app...	i.com/company/join/xSUQ9HfDnBuGeKhNYCjb6M10N	

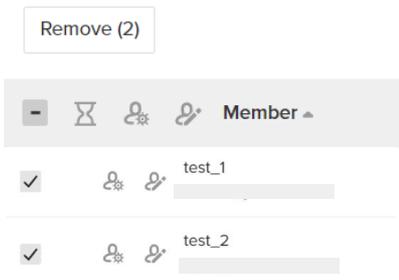
\* When you add a member, an invitation email will be sent to the email address. It will be on hold until the member allows it, and an hourglass icon will appear to the left of the username in Members list, which means "inviting."

\* If the invited member does not receive the email address, the email may have accidentally sorted as junk / spam. In Members list, you can display a URL by clicking the "invitation link" of the relevant member. Please send it directly by email.

### Remove Members from Company Account

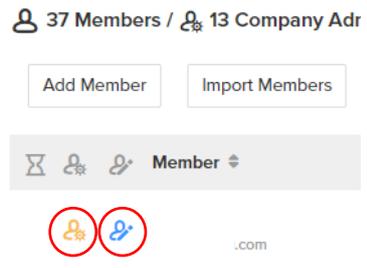


Hover the cursor over the Member's name and click the [Remove Member] icon that appears on the far right.



You can also select multiple users with checkboxes, then click [Remove] to remove them all at once.

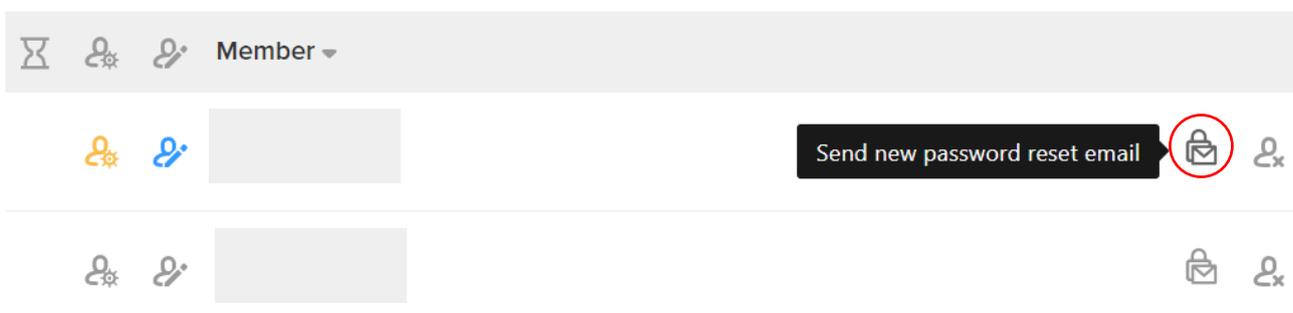
### Change the user's role



The icons next to the member names in the Members list indicate the Company Admin (left) and Translation Manager (right). You can set them by clicking the icon. Click the icon again if you want to undo the setting. If the icon is gray, it means that the setting is off. There is no limit to the number of Company Admins. The number of Translation Managers depends on the plan. Please refer to the price list for details.

### Reset password

In the Members list, hover the cursor over the member whose password you want to reset, to the password reset icon be displayed on the far right (red circle in the image below) . Click the icon to send a password reset email to the member's email address.



The Member will receive a password reset email. Please access the password reset page from the email and enter a new password twice to reset password.

Reset your password

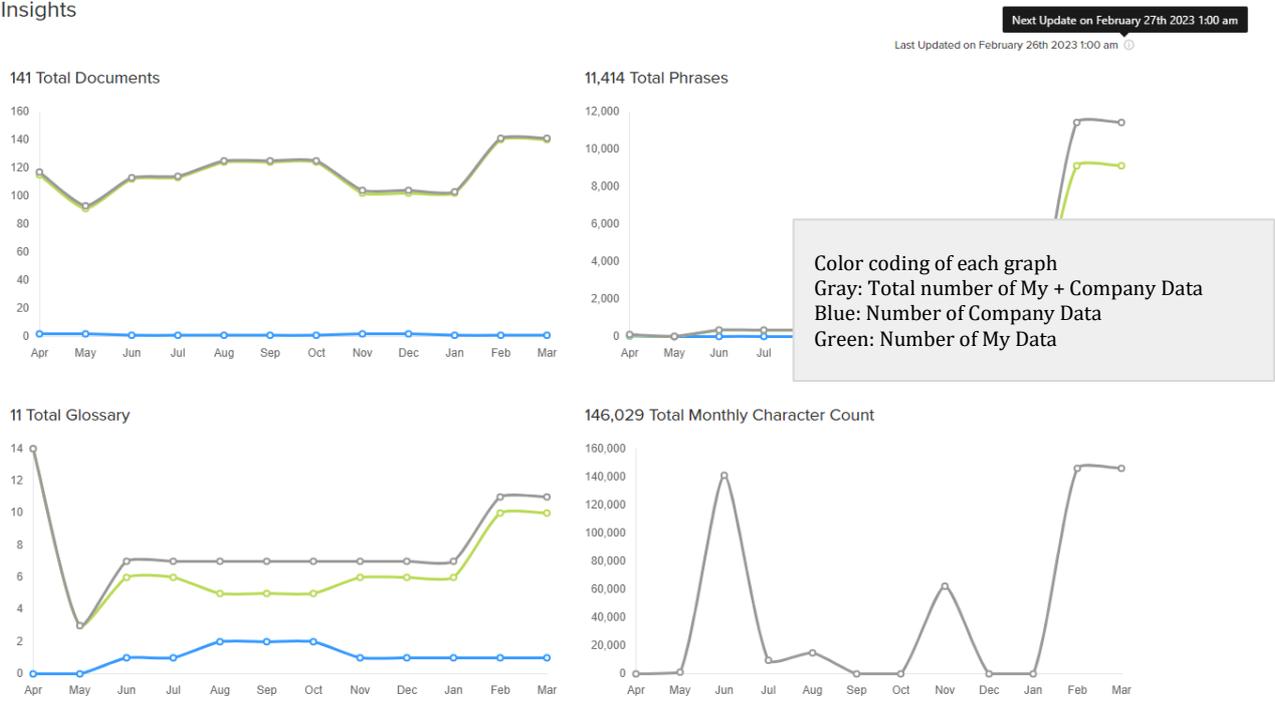
  
  
  

To return to the sign in page, click [here](#)

## Insights

The graphs on Insights page show the total data (Documents, Phrases, Glossary, and total number of characters used) for the past 12 months. The graphs will be updated daily at 1am (JST).

### Insights



Below the graph, a list of members is displayed, and you can check the usage status (number of Documents, Phrases, Glossary terms, characters used, last used date and time) for each user.

Export
Filters
test
x

Member	Documents	Phrases	Glossary	Characters	Last Used
[Redacted]	1 (0)	1 (0)	0 (0)	0 (0)	Jan 31, 2022
[Redacted]	1 (0)	1 (0)	0 (0)	0 (0)	Dec 23, 2021

Filters are available for roles and account status, and a member can be specified in the Search bar.

**Filter by** [Reset filters](#)

**Roles**

Administrator

Translation Manager

**Account status**

Invited

## Export Members

Export

×

Filter by

- Company Admin
- Translation Manager
- Active Members

Fields

- All
- Custom

Date Range

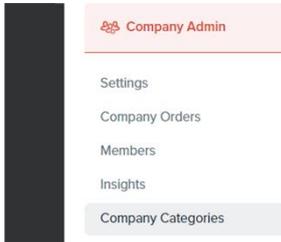
- From this Month 2023/03
- From last Year 2022/03 - 2023/03
- From custom Range

Export

Select or specify the range of date and download a CSV file.

## Company Categories

Company Categories allows you to manage data by different departments, different teams, purpose of documents, etc.



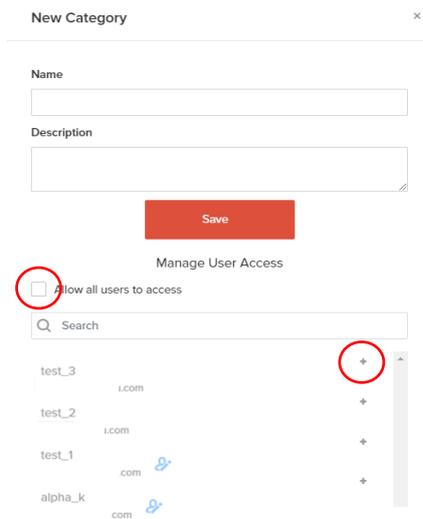
A Category "General" is created by default. If you have not created a new one, all Company Data will be added to "General".

### How to create a new Category



1. Create a new Category by clicking [New].
2. From "Manage User Access," select Members to give them access permission. Check [Allow all users to access] or give access to specific users by clicking the [+] next to their names.

\* If you do not check either, no one can access the Category.



## Access Logs

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You can get access logs for all Members of your Company Account.

The screenshot displays the 'Company Admin' interface. On the left is a dark sidebar with a list of menu items: 'Company Admin', 'Settings', 'Company Orders', 'Members', 'Insights', 'Company Categories', 'Company Wallet', 'Credit Transactions', and 'Access Logs'. The 'Access Logs' item is highlighted in a light grey box. The main content area is titled 'Company Access Logs'. Below the title, there is a 'Date Range' label followed by a text input field containing '06/24/2022 - 06/24/2022'. To the right of the input field is a red button labeled 'Export CSV'.

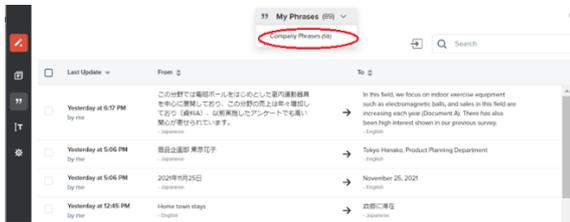
- **Timestamp**
- **User ID or IP address**
- **Storage period: 6 months**

## 4. Translation Manager

Translation Manager adds and manages

Company Documents, Phrases, and Company Glossary shared within the Company Account.

### Add Company Glossary Terms



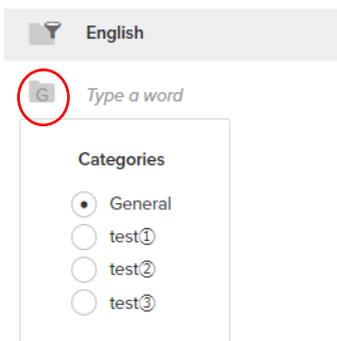
Click Glossary on the left menu and open [Company Glossary] tab. You can check the list of added Company Glossary Terms. Glossary Terms are available in any language pair.

### Select languages



Click [Languages] on the upper left to display languages and select the language pair you want to add. Japanese and English are selected by default, .

### Select Company Category you want to add to



Click the Category icon on the left and select the Company Category destination you want to add the term. If you have not created a new Category, "General" created by default is selected.

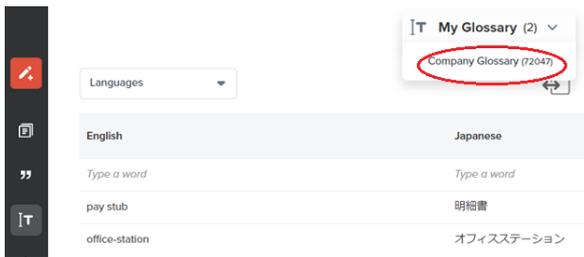
### Add a Glossary term



Enter a term for each language and press ENTER to add.

\* Glossary Terms are forcibly replaced automatically without considering the context, unlike Phrases. The Company Glossary affects the machine translations performed by all members in your Company Account.

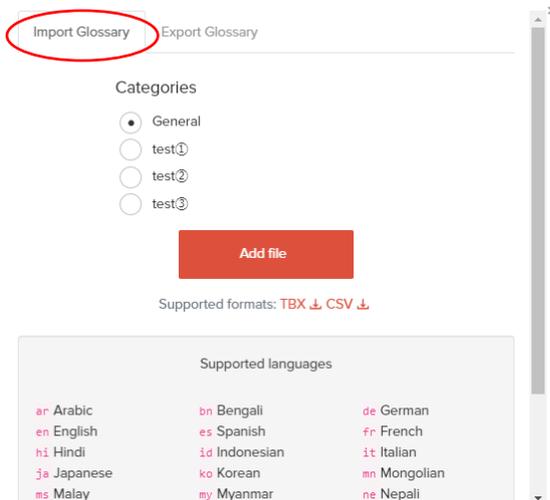
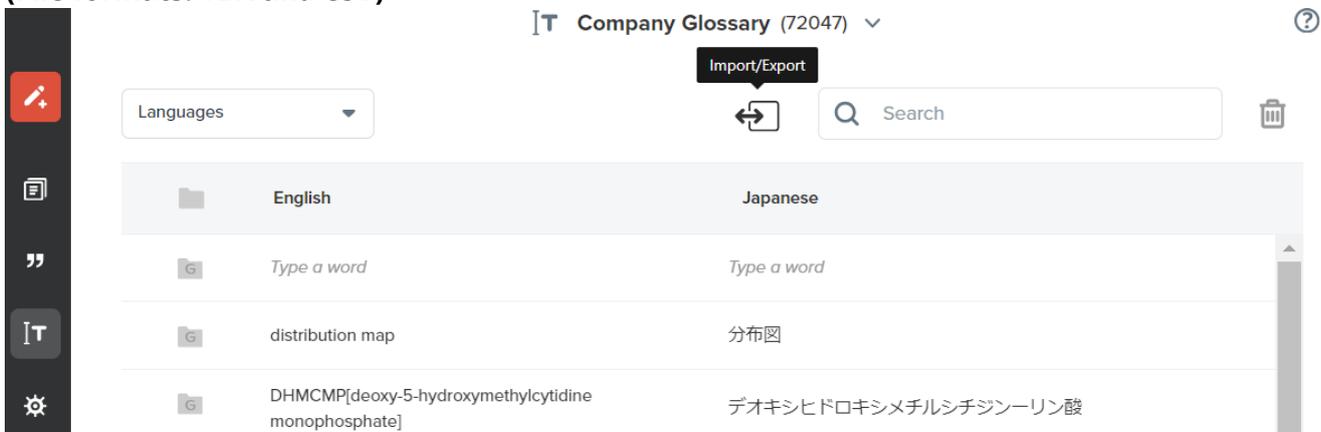
## See and edit the Company Glossary list



You can refer to the list by visiting the Glossary page from the left menu and clicking the [Company Glossary] tab. If necessary, you can also edit them by clicking on a term in each language. Company terms will be replaced with 100% matches (exact matches).

## Import Company Glossary

You can bulk import Company Glossary from the Import/Export icon at the top right. (File formats: TBX and CSV)



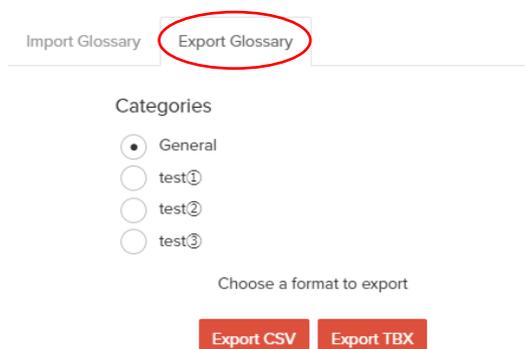
On the [Glossary Import] tab, select the Company Category you want to import and click [Add File] to upload the file.

You can download and use the sample format of the file from "[Supported formats](#)".

You can check the language code in "[Supported languages](#)".

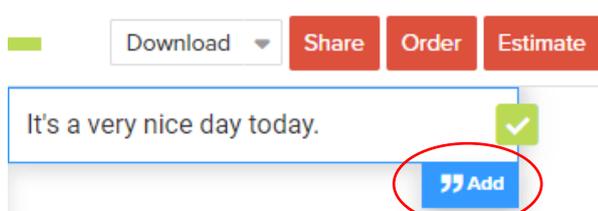
## Export Company Glossary

You can bulk import Company Glossary from the Import/Export icon at the top right. (File formats: TBX and CSV)



On the [Export Glossary] tab, select the Company Category you want to export and click the [Export CSV] (or [Export TBX]) to export.

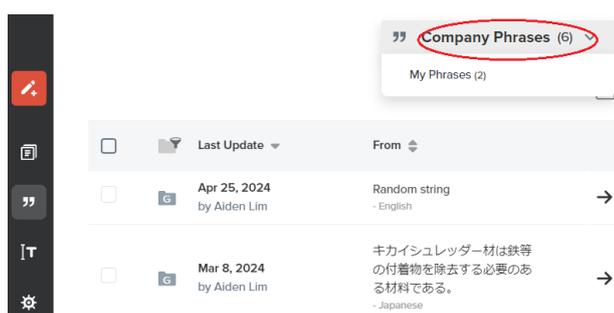
## Add Company Phrases



Company Phrases are the phrases that added by the Translation Manager while they are editing the translation.

When the Translation Manager edits a translation on the Edit page and clicks [Add] with a Company Category selected, it will be added to **both My Phrases and Company Phrases**.

## See and edit the Company Phrases list

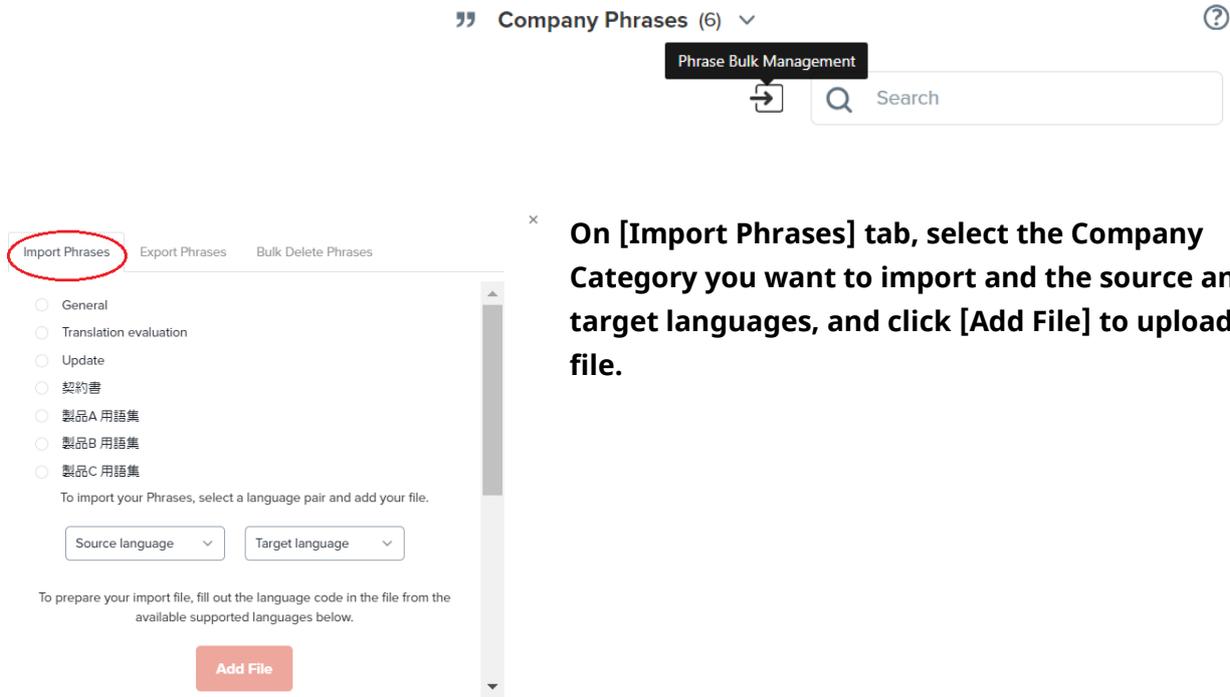


Refer to Phrases by clicking Phrases on the left menu and selecting [Company Phrases] tab. If necessary, you can edit the source / translated phrase by clicking on it.

Company Phrases are automatically applied for machine translation. Those with 100% match (complete match) are used as they are, and those with 50% or more match (partial match) are displayed as references in the right-side panel of the edit page.

## Import Company Phrases

You can import, export, and bulk delete Company Phrases from "Phrase Bulk Management" icon at the top right of Company Phrases page. (File formats: TMX and CSV)



Company Phrases (6) ?

Phrase Bulk Management

Search

Import Phrases Export Phrases Bulk Delete Phrases

General  
 Translation evaluation  
 Update  
 契約書  
 製品A用語集  
 製品B用語集  
 製品C用語集

To import your Phrases, select a language pair and add your file.

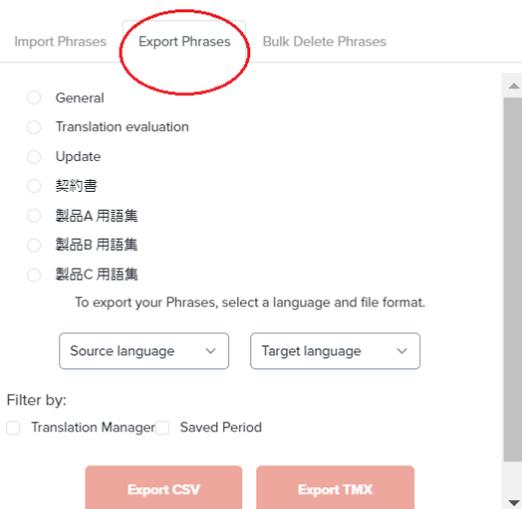
Source language Target language

To prepare your import file, fill out the language code in the file from the available supported languages below.

Add File

On [Import Phrases] tab, select the Company Category you want to import and the source and target languages, and click [Add File] to upload the file.

## Export Company Phrases



Import Phrases Export Phrases Bulk Delete Phrases

General  
 Translation evaluation  
 Update  
 契約書  
 製品A用語集  
 製品B用語集  
 製品C用語集

To export your Phrases, select a language and file format.

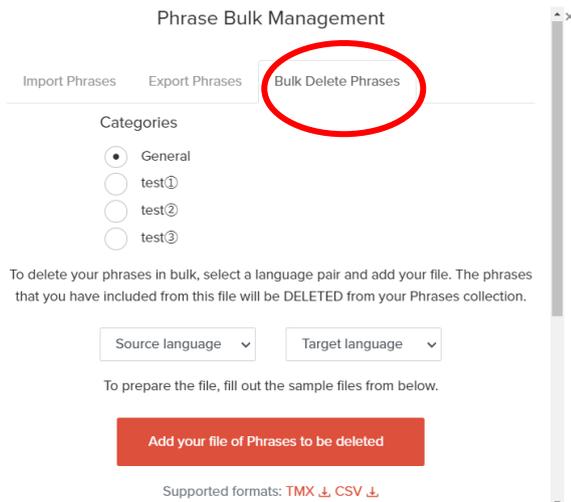
Source language Target language

Filter by:  
 Translation Manager  Saved Period

Export CSV Export TMX

On [Export Phrases] tab, select the Company Category you want to export and the source and target languages. If necessary, select Filter items and click [Export CSV] or [Export TMX] to export.

## Bulk delete Company Phrases

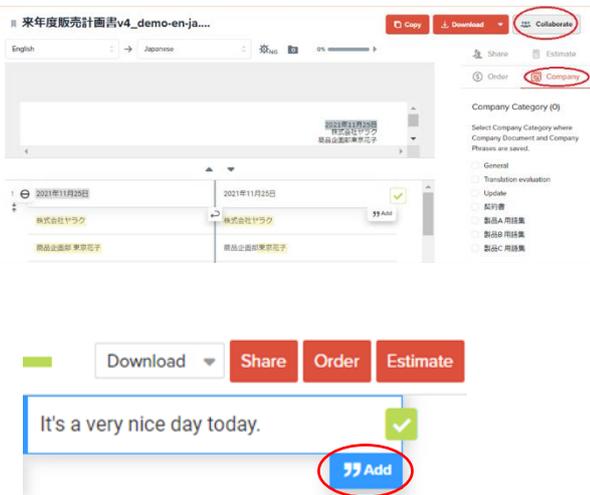


From the [Bulk Delete Phrases] tab, select the category in which the phrase you want to delete is registered (if applicable), the [Source language], and the [Target language]. Upload a CSV file with the Phrases to be deleted, using the [Add your file of Phrases to be deleted] button. If you need help making the CSV file, you can download the sample files (TMX/CSV) from "Supported formats" and use it as a template.

## How to select the Category to add Company Phrases

Company Phrases can be categorized and managed.

For example, if you create a Categories optimized for different purposes and add Phrases in the appropriate Category, you can select, apply, and use only the Categories required for that specific translation. By default, the "General" Category is already created, and all Company Phrases will be added to "General". If you want to add Company Phrases in a Category other than "General", you need to change the destination category before adding the Phrases.



## How to select Categories

1. After selecting a Collaborate folder, Select the Company Category to add Phrases from the person and folder icon at the top of the edit page.

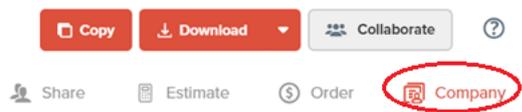
2. After selecting, click [Add] or press ENTER to add the translation of each segment.

**Tips:** If Translation Manager does not want to add the Phrases to Company Phrases, uncheck all Company Categories according to the process of selecting Category above. Then the Phrases will not be added automatically to Company Categories and will be added only to the Translation Manager's My Phrases.

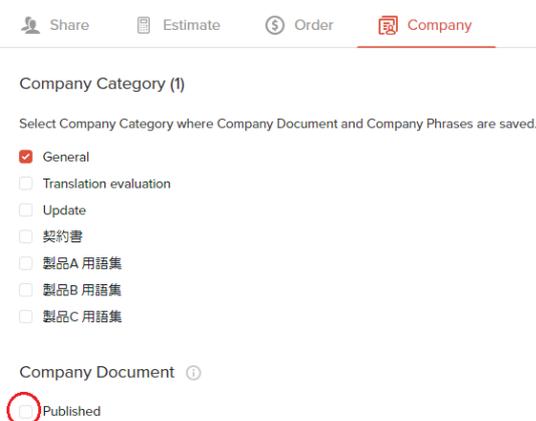
## Add Company Documents

If you publish My Documents as Company Documents, other Regular Members can use them as templates.

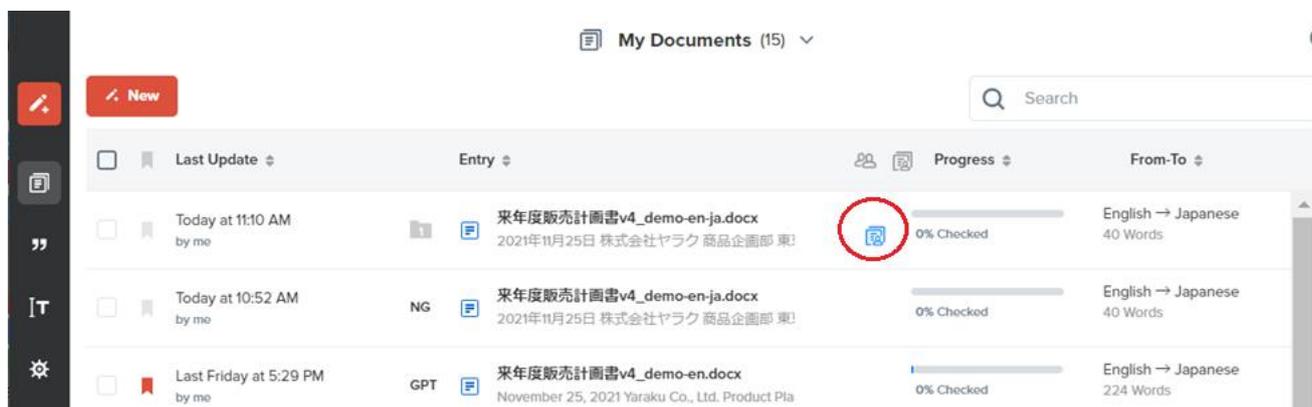
(Example of use: Various in-house templates such as minutes, contracts, procedure manuals, emails, etc.)



Select the Document you want to publish as Company Document and open it in one of the views (Source view, parallel view, preview). Click the person and folder icon.



After selecting a company category, check "Published" to display a pop-up for publishing the document as Company Document. If you select the Company Category to add and check "Published", it will be published as a Company Document.



After publishing, the icon indicating "published" will be displayed on the right side of the title on the My Documents list.

## 5. Sign in / sign out

### Sign out

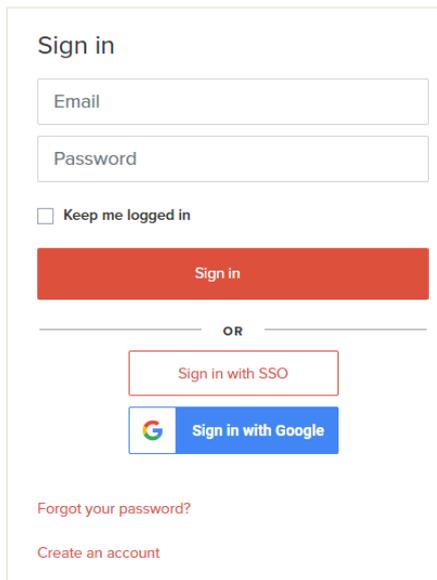
---

Click the power  icon displayed in the bottom left-hand corner of the page.

### Sign in

---

Enter your email address and password and click [Sign in]. (If "Keep me logged in" is not checked, you will be automatically logged out when you do not use the application for 2 hours. If checked, the 2 hours will be extended to 1 month).

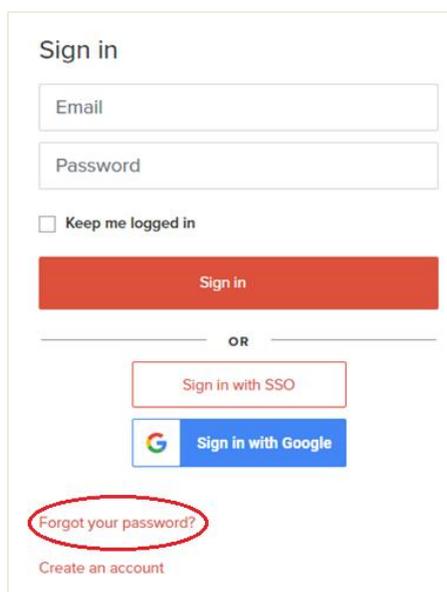


The image shows a sign-in form with the following elements: a title "Sign in", an "Email" input field, a "Password" input field, a checkbox labeled "Keep me logged in", a red "Sign in" button, a horizontal separator with "OR" in the center, a "Sign in with SSO" button, a "Sign in with Google" button with the Google logo, a link "Forgot your password?", and a link "Create an account".

The Company Admin can change the period of time of "keep me logged in" from the Company Settings. See the Company Admin section for more details.

### Forgot password

---



This image is identical to the sign-in form above, but the "Forgot your password?" link is circled in red to highlight it.

If you forgot your password, click [Forgot your password?] on the sign in page to reissue your password. You can also contact the Company Admin and ask them to send you a password reset email.

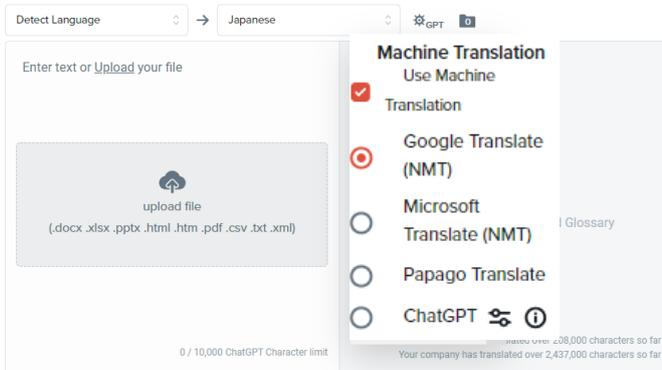
## 6. Start translation

### Machine Translation (text translation)

---

Select source/target languages and machine translation engine

It automatically detects source language.



Enter text to get translation instantly

After you enter the source text in the left area, the translated text is automatically displayed on the right side. You can copy the translated text from the [Copy] button that appears after the translation.



\*To start over, click on the pencil icon in the upper left corner of the page.

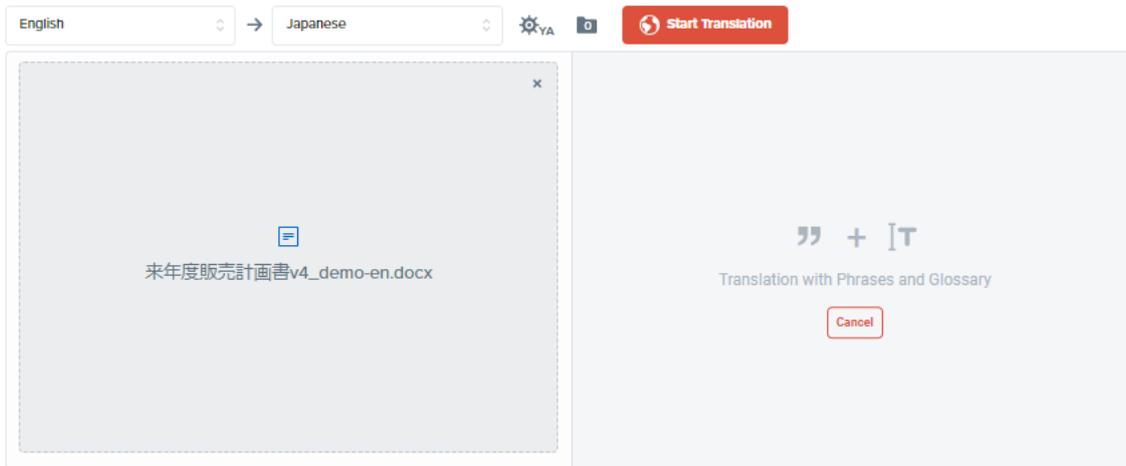


## Machine Translation (file translation)

---

### Upload

Drag and drop a file in the left area or select one from "Upload". You can enter / upload up to 100,000 characters (45MB) at a time. If you exceed the limit, please split the file, and upload them separately (the number of machine translations is unlimited).

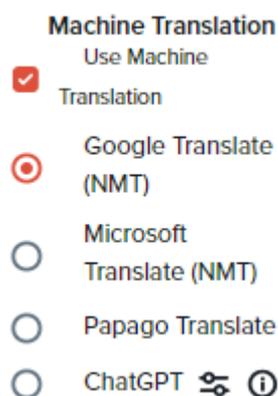


Available file formats are as follows.

.docx/.xlsx/.pptx/.html/.htm/.pdf (\*)/.csv/.txt/.xml

\* For PDF, only the files with text information is available. When downloading, it will be in a .docx format.

### Select machine translation engine



You can choose from Google / Microsoft / Papago / ChatGPT. You can also turn on/off the machine translation process.

The gear icon shows the alphabetical display of the currently selected engine.

- Google: GO
- Microsoft : MS
- Papago : PA
- ChatGPT : GPT

## Select the source and target languages

Click a language and select the source language and the target language. You can switch between the two languages by clicking the arrow in the middle.

\* Supported languages differ depending on the engines.

## Select Company Category

Select the Company Category to be used and applied to machine translation.

Automatically created "General" is selected in default.

## Start Translation

Click the red button in the middle to start translation. When the translation process is completed, the edit page appears. Edit page will be displayed after the translation process.



Upper left: Preview after translation/lower left: Parallel view divided into sentences/right: side panel

Source Text	Target Text
November 25, 2021	2021年11月25日
Yaraku Co., Ltd.	株式会社ヤラク
Product Planning Department, Tokyo Hanako	商品計画部門、東京花子
Next term plan proposal	次期計画案

## 7. Edit by yourself

Editing the translated texts faster, better, and with more fun - equipped with various support functions for translation.

### Post-editing

---

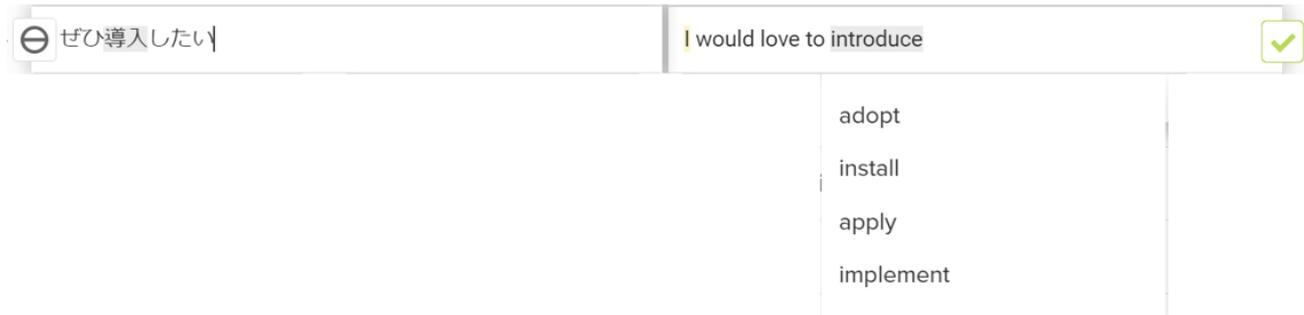
#### Word-to-word Highlighting / Smart Suggestions

- **Word-to-word Highlighting (for all languages)**

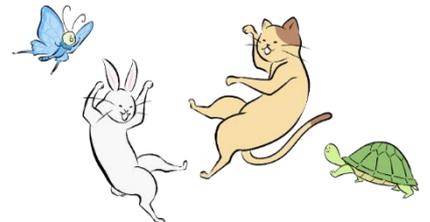
Highlights the corresponding word when mousing over the source or translated text (highlighted in gray).

- **Smart Suggestions (for Japanese English only)**

Click a word to display synonyms directly below.



Users can visually determine which words are paired and check for synonyms. These new functions will improve post-editing efficiency and help users to learn a foreign language while translating!



## Quality Assistant

If you don't know where to edit when post-editing, it is more likely to just download the machine translated results. Quality Assistant will give you hints for post-editing. Mistakes in numbers and pronouns, where machine translation engines are likely to make mistakes, are recognized and highlighted by AI, making it easier for anyone to correct the errors.

The screenshot displays the Quality Assistant interface for a Japanese-to-English translation. At the top, it shows the source language (Japanese) and target language (English) with a 3% progress bar. Below this are buttons for 'Copy' and 'Download'. A navigation bar includes 'Translation Status', 'Quality Assistant', and 'Search & Replace'. The main area features a table with 'Check Status' and 'Phrase Match Status' columns, each with sub-columns for 'Segments' and 'Characters'. Below the table, a list of 14 segments is shown, each with a Japanese source text and an English target text. Various AI highlights are present: 'Unique Noun' (yellow), 'Phrase Match' (blue), 'Check for missing numbers' (red), 'Check for pronoun usage' (yellow), 'Misspelling' (red), and 'Check for omission' (red).

<b>Phrase Match</b>	<b>Highlight text that matches with Phrases in blue (all languages)</b>
<b>Unique Nouns</b>	<b>Highlight unique nouns that might be mistranslated by MT in yellow (Japanese and English only)</b>
<b>Pronoun</b>	<b>Highlight pronouns that might be mistranslated by MT in yellow (Japanese to English only)</b>
<b>Number Error</b>	<b>Highlight possibly mistranslated numbers in red (all languages)</b>
<b>Omission Error</b>	<b>Highlight input/source text omitted by MT in red (all languages)</b>
<b>Misspelling</b>	<b>Highlight misspellings in red (English only)</b>

## Edit features

Edit the translation while comparing the preview and parallel view. For example, when you click a sentence in the preview, the parallel view shows the segment corresponding to that sentence, so you can proceed with editing while referring to the overall layout. (It is also possible to display only one of the views by pressing ▲ ▼ between the two views.)

**Title:** You can edit the document title.

**Bookmark:** You can click to bookmark important documents or to filter them

**Copy/Download:** You can download the source/translated text and bilingual file. (Copy button is for text translation.)

(改) 来年度販売計画書\_v4.docx

Japanese → English 3% Copy Download

**Translation Status/Quality Assistant/Search & Replace**

Product Planning Department Hanako Tokyo

Next term plan proposal

2. Introduction

Health is a keyword in an aging society. In this section, we have mainly developed indoor sports equipment such as "electromagnetic balls". Sales in this field are increasing year by year (Document A). A high level of interest was also shown in the survey conducted earlier. (Material B)

HEALTH is the "keyword" of an aging society. Our company is widely recognized as a medical device manufacturer. Based on this, I would like to propose the development of a new exercise equipment that applies the specialized microcurrent.

**Preview will be updated on time as the source text is edited. Press Enter or click on the update icon between the source and target segments to update the translation.**

**Switch Views:** Display only one of the views between Preview and Parallel view.

**Check/Flag the segment**  
You can check edited segments or flag segments you want to review later.

**Non-translate**  
Click on the icon to lock the segment, and to copy the source text to target segment.

**Segment number:** Click to show / hide

**Back Translation:** Back-translate the edited translation.

**Add**

**Split:** Source text is split at the position where the cursor is placed.  
**Merge:** Selected source text and the source text below are merged.

**Highlight search/Glossary registration**  
Highlight a word to search for it in Google/Wikipedia or add it to the Glossary.

**Add a phrase to Phrases**  
By clicking the [Add] after editing the translated text, the pair of the source and edited text is automatically added in the Phrases.

## Shortcut keys

New	Description
Enter	Move to the segment below
Shift + Enter	Move to the previous segment above
Arrows (↑/↓/←/→)	Cursor movement within a segment (up, down, left, right)
Tab	Move to the segment on the right
Shift + Tab	Move to the segment on the left
Ctrl + Enter	Add to Phrases + Move to the segment below
Alt + Enter	Confirm + Move to the segment below
Ctrl + Alt + Enter	Add to Phrase + Confirm + Move to the segment below
Ctrl + Z	Undo
Ctrl + Z + Shift	Redo
Ctrl + I	Split
Ctrl + M	Merge
Ctrl + F	Search

※Ctrl (Windows) = Command (Mac) / Alt (Windows) = Option (Mac)

## Right-side panel

Click the segment you want to edit to see a list of various reference in the right-side panel.

Search glossary and phrases in Japanese

**Search query**  
Search the built-in dictionary (Dictionary Matches) and previously translated texts (Text Matches).

**Machine Translation (11)**

**Machine Translation**  
Translation from multiple machine engines are displayed.

**Insert to segment**

1. First of all ↻  
← - Google Translate (NMT)

1. Introduction ↻ **Back translation**  
← - Microsoft Translate (NMT)

**Phrase Matches (2)**

1. はじめに  
← 1. Introduction  
- Complete Match with Company Phrases: General

**Phrase Matches**  
Displays Phrases that are completely / partially matched with those registered in Phrases, as well as machine translation results.

**Glossary Matches (0)**

**Glossary Matches**  
If a word matches with something in Glossary, you can refer to the registered term.

**Text Matches (2)**

健康に関する市場調査  
← - From Untitled Document (Aug 16, 2023)

健康・安全の必要性を再考する。  
← - From Untitled Document (Aug 16, 2023)

**Text Matches**  
Displays reference sentences from previously translated documents containing matching words.

### Dictionary Matches (4) ⓘ

- 🔍 売上高 NGCHEM sale
- 🔍 おり NGBIO cage precipitate sediment
- 🔍 分野 NGBIO area field field category division field front niche sector
- 🔍 資料 NGBIO data document materials datum material data data

**Dictionary Matches**  
Displays dictionary definitions and example sentences for related words.

### Comments (0) ⓘ

Please enter your comment.

Add comment

**Comments**  
Add your comment to each segment.

### Revision History (1) ⓘ

- ← 同分野の市場における売上高は年々増加しており（資料A）、  
Sales in this field are increasing year by year (Document A),  
- Jan 21, 2022 Edited by [redacted]

**Revision History**  
You can refer to the history of editing and adding.

 Collaborate ⓘ

 Share  Estimate  Order  **Company**

#### [Collaboration] "Company" tab (upper right on the edit page)

- Company Category

The category selected at the time of machine translation is checked. Add Company Phrases to the selected categories.

- Company Document  
Check the box if you want to publish the document as a Company Document.

#### Company Category (1)

Select Company Category where Company Document and Company Phrases are saved.

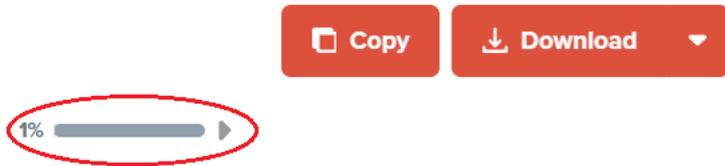
- General
- HR
- Sales\_Marketing

#### Company Document ⓘ

- Published

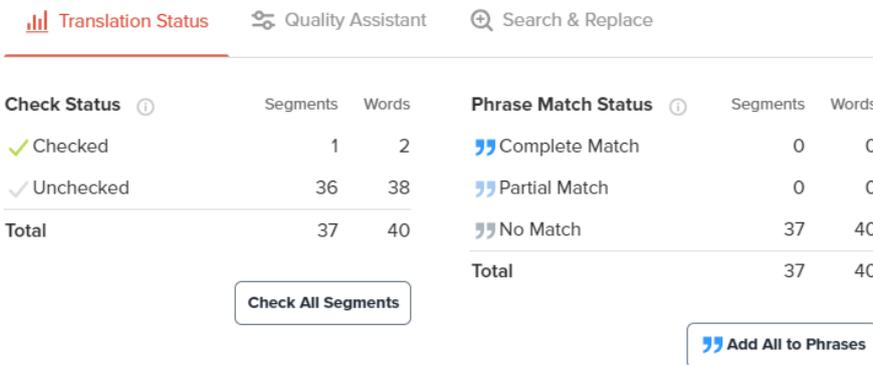
## 8. Translation Status bar

Click the Translation Status Bar at the top center of the edit page to display the [Translation Status]. [Quality Assistant] and [Search & Replace] tabs are also displayed.



### Translation Status

Translation status bar displays “Check Status and “Phrase Match Status.”



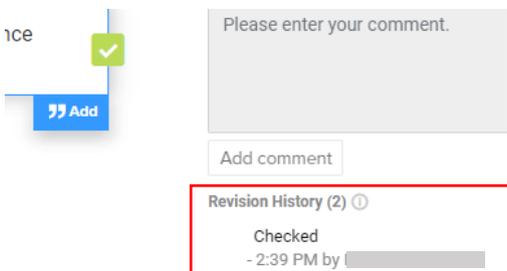
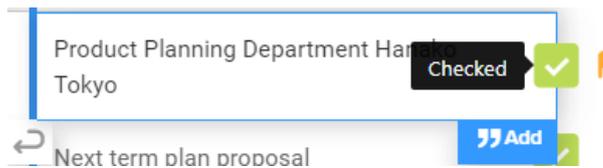
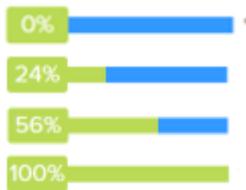
The screenshot shows the Translation Status bar with three tabs: 'Translation Status' (active), 'Quality Assistant', and 'Search & Replace'. Below the tabs are two tables. The first table, 'Check Status', shows 1 checked segment (2 words) and 36 unchecked segments (38 words), with a total of 37 segments and 40 words. A 'Check All Segments' button is below it. The second table, 'Phrase Match Status', shows 0 complete matches, 0 partial matches, and 37 no matches (40 words), with a total of 37 segments and 40 words. An 'Add All to Phrases' button is below it.

Check Status	Segments	Words
✓ Checked	1	2
✓ Unchecked	36	38
<b>Total</b>	<b>37</b>	<b>40</b>

Phrase Match Status	Segments	Words
☞ Complete Match	0	0
☞ Partial Match	0	0
☞ No Match	37	40
<b>Total</b>	<b>37</b>	<b>40</b>

### Check Status

The percentage shows the number of checked segments. As the segment is marked as “checked,” the percentage increases and the color of the bar changes from blue to green. You can check all the segments at once by clicking [Check All Segments] in the Translation Status bar.



The check function can be used as a mark to indicate that the added segment has been double-checked to avoid mistakes, or as a check button on a shared document to see if the other party has done checking.

## Phrase Match Status

The bar will be showed in blue when the segment is added to Phrases.

You can add all the segments to Phrases at once by clicking [Add All to Phrases].



### Blue: Exact match

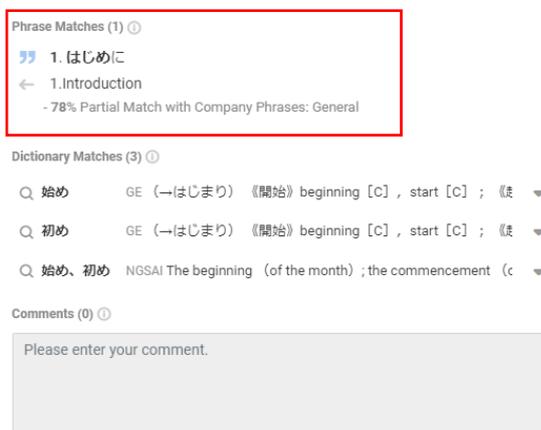
Segment with an exact match between the source text and the Phrases; the matched phrase from the Phrases is applied as is.

### Light blue: Partial match

A segment with partial match between the source text and the Phrase by 50% or more (less than 100%). Personalized translations and machine translations are applied. partially matched Phrases are displayed in the right-side panel for reference .

### Gray: No match

The source text matches the segment by less than 50 %. Personalized translations and machine translations are applied.



For partially matched phrases, you can check which / how much the Phrase matches in the "Phrase Matches" section in the right-side panel. You can post-edit while referring to similar sentences.

💡 The translated segment can either be the machine translation results from the selected engine,  
or a machine-learned "personalized translation" from a saved Phrases.

## Quality Assistant

The **Quality Assistant** tab allows you to see which highlighters are currently turned on in the edit page (Parallel View). All the items are checked by default. They can be manually turned on/off.

The screenshot shows the Quality Assistant interface with the following settings:

- Translation Status
- Quality Assistant** (Active)
- Search & Replace

**Highlights**

- Phrase Match
- Unique Nouns
- Pronoun
- Number Error
- Omission Error
- Misspelling
- Word-to-Word

**Smart Suggestions**

- Enable

2021年11月25日	November 25, 2021
2 株式会社ヤラク	Yaraku Co., Ltd. <input checked="" type="checkbox"/>
商品企画部 東京花子	Tokyo Hanako, Product Planning Department <input type="checkbox"/>
次期計画案	Draft of the next Proposal
1.まず	2 First of all

## Search & Replace

The **Search & Replace** bar can be found in the Search & Replace tab. This function can be used to batch replace specific words in a document, for example. The bar can also be displayed with the shortcut keys (Ctrl+F, ⌘+F).

The screenshot shows the Search & Replace interface with the following elements:

- Translation Status
- Quality Assistant
- Search & Replace** (Active)

Search segments:

Replace:

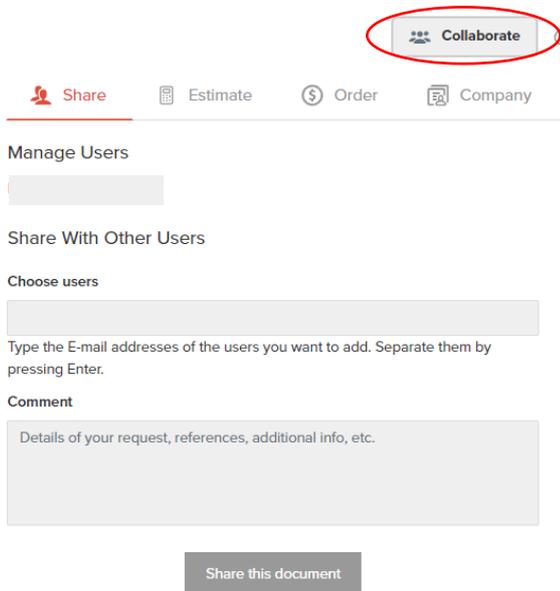
Buttons: Replace, Replace all, ← →

## 9. Document sharing

Users can share the document with anyone.

You can greatly improve your productivity by requesting translations and double checks to others or working on translations in collaboration with multiple people.

### Users who shares a document



Collaborate

Share Estimate Order Company

Manage Users

Share With Other Users

Choose users

Type the E-mail addresses of the users you want to add. Separate them by pressing Enter.

Comment

Details of your request, references, additional info, etc.

Share this document

Click [Collaborate] on the right top of the edit page to display the [Share] tab.

Enter the email address of the person you want to share, enter the request details in the comment field, and click [Share this document] to send an email.

\* When you share a document with someone who does not have an account, the recipient can open the shared document by creating an account for free. Shared documents are stored in My Documents for both the user who shared and received the document.

### Users who received the shared document



Hi

has invited you to edit the following document:

[\(改\) 来年度販売計画書\\_v4.docx](#)

test

Please delete this email if you are not the intended addressee.

The recipient of the document will receive a notification email. The notification email will include the sharer's username, comments provided, and a link to the document. Click the link to access the same edit page as the original owner.

### Check the shared document



Entry

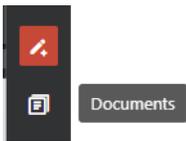
(改) 来年度販売計画書\_v4.docx

令和3年11月25日商品企画部 東京花子来期計

Shared documents are saved in My Documents. An icon appears next to the document title to indicate that it is a shared document.

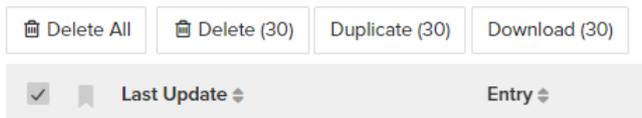
## 10. Documents page

Visit Documents page from the left menu to display My Documents list.



### My Documents

Your own documents will be created automatically when you upload a file or enter text for translation.



If you check the box below the [New] button, the [Delete All], [Delete], [Duplicate], and [Download] buttons will appear.

- [Delete All]: Deletes all saved documents at once.
- [Delete (number)]: Deletes the number of documents currently loaded on the screen.
- [Duplicate]: Duplicates the checked document.
- [Download]: Downloads the checked documents.

Once deleted, the document will be saved in the Trash (upper right) for 30 days.

### Company Documents

Documents edited and published by the Translation Manager. They can be used as an in-house template for things like contracts and IR materials. Click ▼ on the right of “My Documents” to open the pull-down menu, click “Company Documents” to see the list. Open the document you want to use and click [Use Document] to download it to My Documents and make it available.



## Trash

---

Deleted documents are kept in the trash for 30 days and they will be automatically deleted after 30 days.

Trash (5) ?

Search

Last Update	Entry	From-To
Jun 03 2022 by me	GO <input type="checkbox"/> <i>Untitled Document</i> plan proposal	English → Japanese 2 Words

You can [Delete Forever] or [Restore] the documents.

Delete Forever (1)  Restore (1)

Last Update
<input checked="" type="checkbox"/> Jun 03 2022 by me

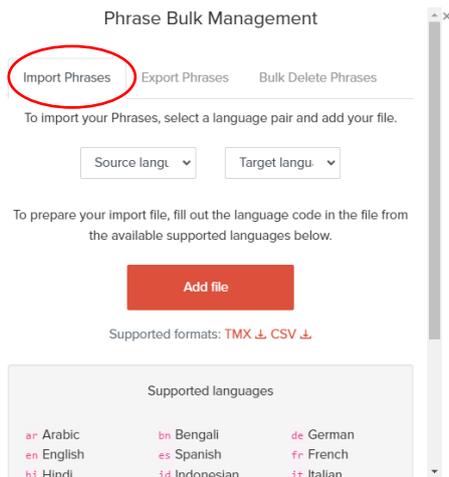
# 11. My Phrases and My Glossary

## Refer to My Phrases

The sentences you edit and add to Phrases will be saved in My Phrases. Check My Phrases from the Phrases icon on the left menu. Phrases are used for machine translation, and you cannot see My phrases of other users. Completely matched phrases are applied as they are, and partially matched (50% - 100%) Phrases are displayed in the right-side panel.

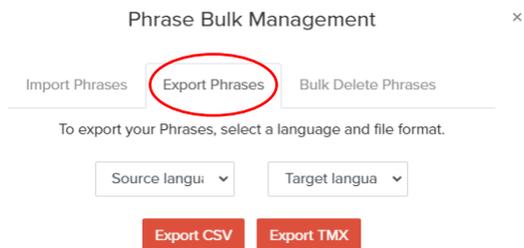


## Import My Phrases



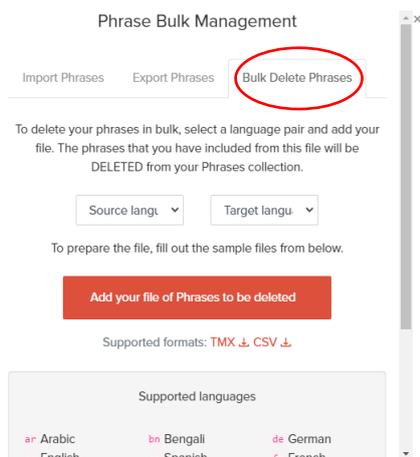
You can add multiple phrases at once to My Phrases using [Phrase Bulk Management]. (File formats: TMX and CSV)  
Select the source and target language in [Import Phrases] tab and import the file from [Add file].  
\* You can refer to the sample format of the file from "Supported formats". You can check the language codes in "Supported languages" section.

## Export My Phrases



You can download all your My Phrases at once. (File formats: TMX and CSV)  
From the [Export Phrases] tab, select the source and target language, filter items if necessary, and click [Export CSV] or [Export TMX] to export.

## Bulk delete My Phrases



You can delete multiple Phrases at once by file import.

From the [Bulk Delete Phrases] tab, select the [Source language] and the [Target language]. Upload a CSV (or TMX) file with the Phrases to be deleted, using the [Add your file of Phrases to be deleted] button. If you need help making the file, you can download the sample files (TMX/CSV) from "Supported formats" and use it as a template.

## Refer to / add My Glossary

You can check the list of My Glossary from the Glossary icon in the left menu. Languages can be set with the [Languages] button. You can add terms in any language pair. Bulk import is also available (File formats: TBX and CSV).

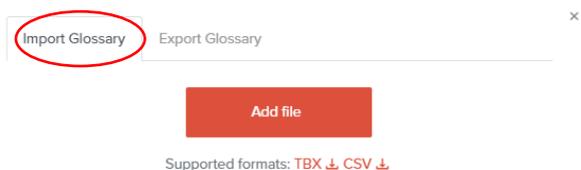
\*Unlike Phrases, Glossary is forcibly applied automatically without considering the context.

\*My Glossary only affects the machine translations you do in your account.



## Import My Glossary

---

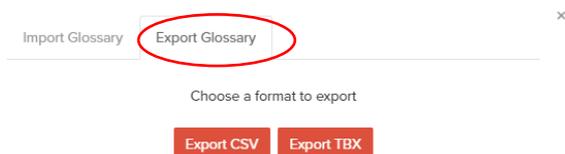


From [Import/Export] icon at the right top, you can add My Phrases all at once (File formats: TBX and CSV). Upload the file from [Add file].

\* You can refer to the sample format of the file from "Supported formats". You can check the language codes in "Supported languages" section.

## Export My Glossary

---



Click [Import/Export] icon at the top right, open [Export Glossary] tab and export CSV or TBX file.

## 12. Settings

You can customize settings as needed.

<b>My Account</b> <hr/> <u>Settings</u>	<b>Full name</b> <b>Email</b>	If you want to change the name or email address, click [Update] at the end to save.
	<b>Password</b>	Change the password with [Change] button. If your company has set passwords to be regularly changed (paid option), the next expiration date for your password will be shown. <div style="text-align: right; margin-top: 10px;"> <span>Change...</span>  <small>Due to company rules, your password will expire on Jul 30, 2024</small> </div>
	<b>Language</b>	You can choose the interface language from English and Japanese.
	<b>Text Size</b>	By default, the text size is set to Medium.
	<b>Receive document comment notification emails</b>	Check if you want an email notification that a comment has been added to the shared document (checked by default). Email notifications are sent in batches every 5 minutes.
	<b>Last sign in date</b>	The day you last signed in
	<b>Member since</b>	The date you created your account
	<b>Account - Deactivate</b>	Disable your account. Please note that you cannot re-enable the account by yourself.

## Machine translation

### Settings

#### Turn on/off machine translation process

If you want to translate from scratch on the edit page without using machine translation, uncheck "Use Machine Translation" (You can also select whether to use it from the gear icon on the start page).

#### Setting of the category priority

You can set the priority of the categories to be applied during machine translation process. Visit Settings page and click [Settings] under "Machine Translation." Drag in order of priority (the first is applied with the highest priority).

##### Machine Translation Settings

Use Machine Translation

##### Category Priority

You can set the priority of Categories for translation results. Drag to sort the categories in order.

Category	Description
Category A	
Category B	
Category C	
General	

**If you have multiple translation options for a single term, you can deal with them using the category function. Normally, multiple translations cannot be saved for a single term, but if you use a different Company Category, you can save the different translation for the already added term.**

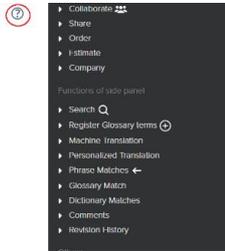
**(Glossary terms are saved in both direction of source-to-original and original-to-source. Phrases are saved in only one direction.)**

## 13. If you are in trouble

### Help

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Help (?) is in the upper right corner of each page. Please refer to it when you want more information about each function.



#### News page

You can visit our Help page from the News Page on the start page. User guide and update information can be accessed.

#### News

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Update Notice  
2024/4/18

[Read More](#)

MTrans User Guide  
2023/12/15

[Read More](#)

### FAQ

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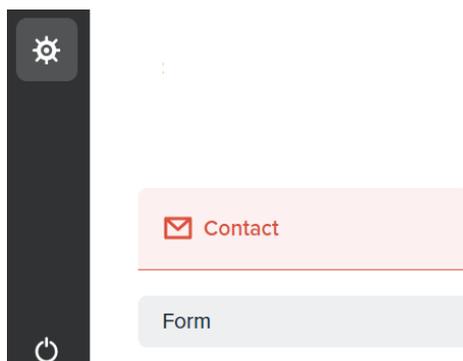


Frequently asked questions can be found in the FAQ section on the website (Japanese only).

<https://humansciences-mtrans-team.webflow.io/faq-index>

### Contact page

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You can contact Account Support from Settings page > Contact > [Form].

