



BoostSolutions PreSend Translate

User Guide

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Our web site: <https://www.boostsolutions.com>

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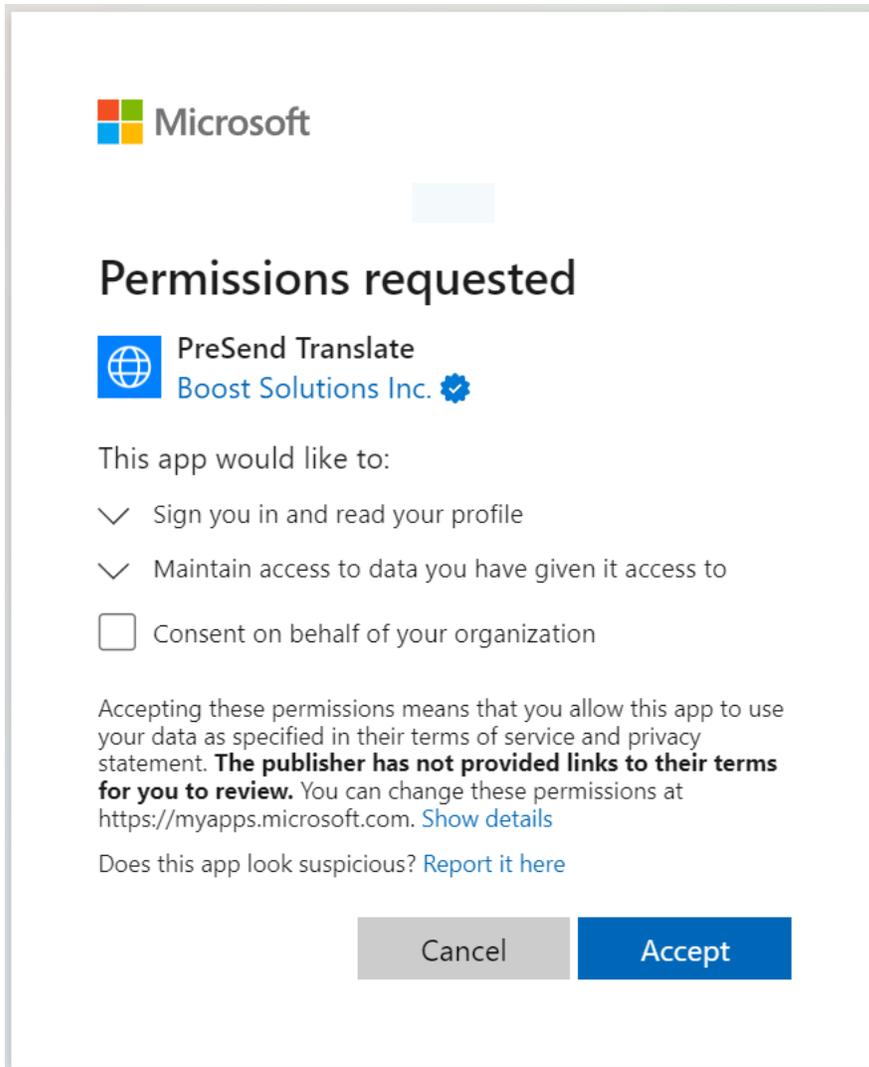
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1. Installation

1.1 Add PreSend Translate from the Store

To install an app in Teams, ensure you're a team owner or have the required permissions. If you are not able to add an app, contact your IT department or Teams administrator.

1. Open Microsoft Teams.
2. Click on the 'Apps' icon on the left side.
3. In the 'Apps' section, type 'PreSend Translate' in the search bar.
4. Select the 'PreSend Translate' by BoostSolutions from the search results.
5. Click 'Add' to install the app. You can add it to a specific team, channel or a meeting.
6. Once the app is installed, the app is accessible in the Apps section or you can pin it to the left bar.
7. The PreSend Translate is also added in the message extension in Teams conversation or post. Right-click the message to find the 'PreSend Translate'. If it's not visible, click 'More actions'.
8. On your first access to the app, you may be asked to grant permission. Please accept to proceed.



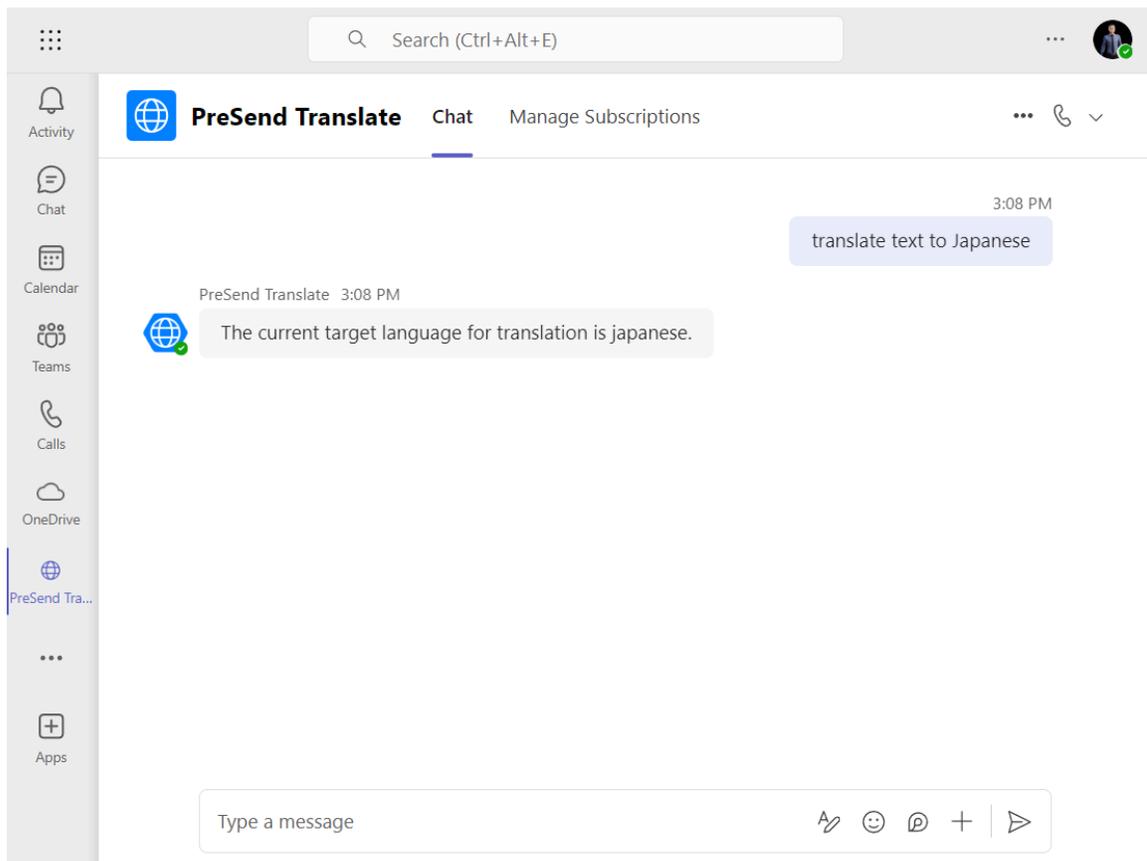
1.2 Remove Translator from Teams

1. Open Microsoft Teams.
2. Click on the 'PreSend Translate' icon on the left side.
3. Right-click on the app and choose 'Uninstall'.
4. Confirm your choice and the app will be removed.

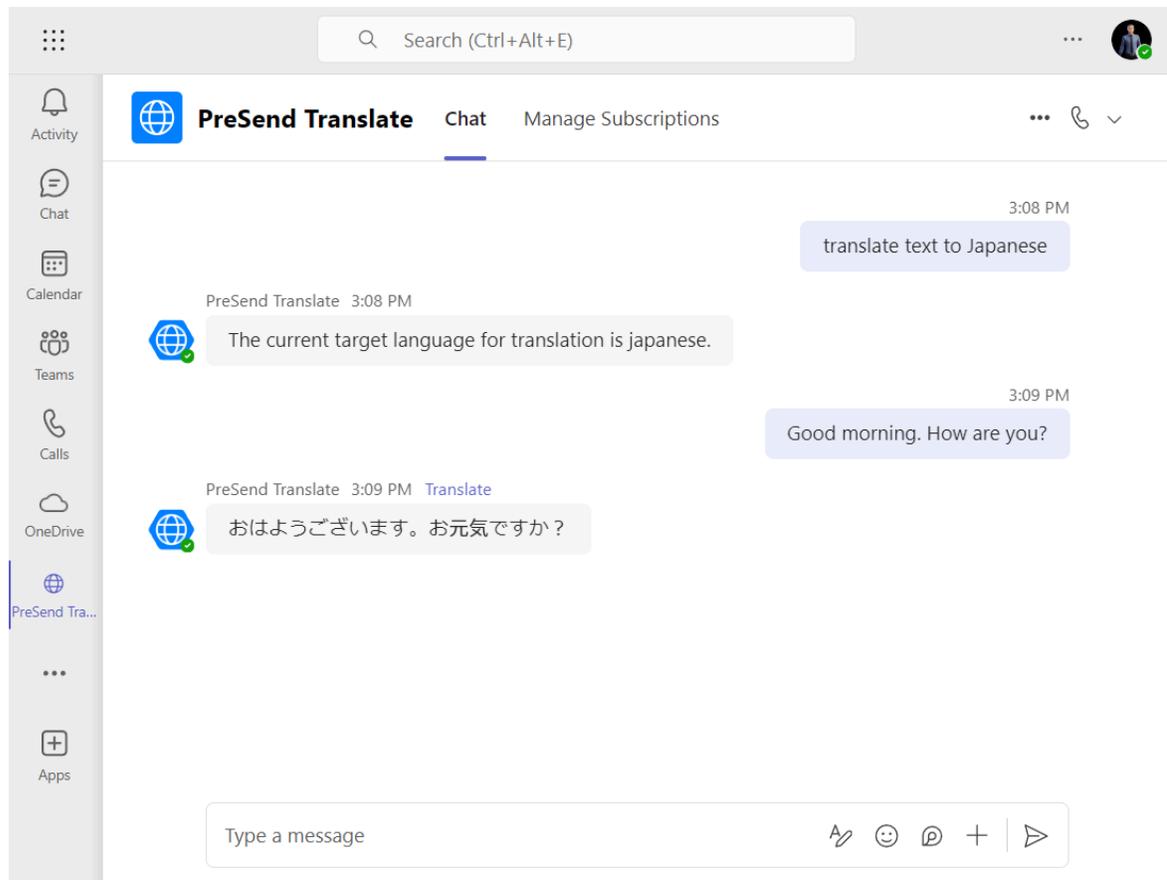
2. Translate Using PreSend Translate Bot

BoostSolutions PreSend Translate can detect the language you input and respond to the natural language. To translate text, simply type such as 'translate to xxx', replacing 'xxx' with your target language.

1. In the Teams, click on the 'Apps' icon and locate the 'PreSend Translate'.
2. Type the command message, like 'translate the text to Japanese'.



3. Input the text you wish to translate, and it will be translated into Japanese.



4. If you want to translate text into another Language, type the command message like 'translate to Spanish'.
5. Input the text, then it will be translated into Spanish.

The screenshot shows a Microsoft Teams chat interface. On the left is a navigation pane with icons for Activity, Chat, Calendar, Teams, Calls, OneDrive, and PreSend Translate. The main chat area has a header for 'PreSend Translate' with 'Chat' and 'Manage Subscriptions' tabs. The chat history includes:

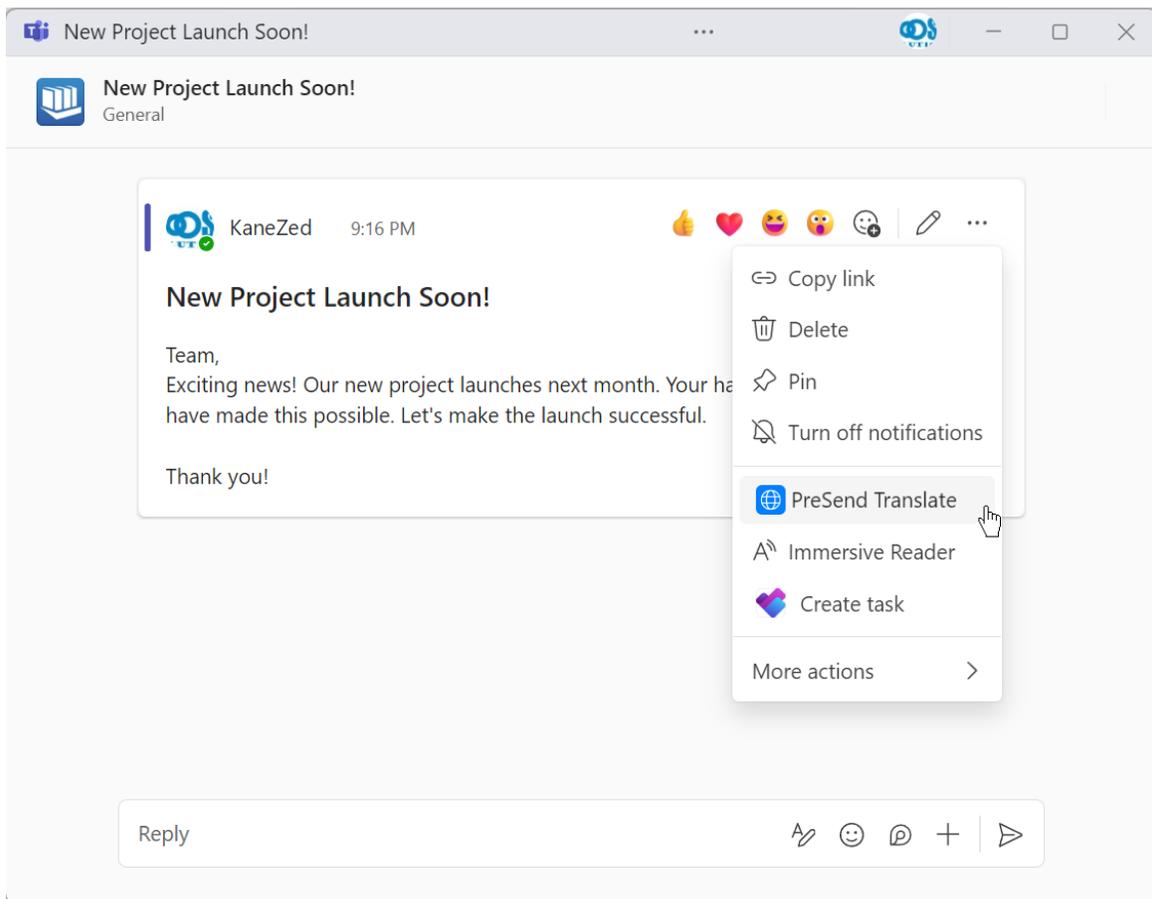
- 3:08 PM: User message: "translate text to Japanese"
- 3:08 PM: PreSend Translate message: "The current target language for translation is japanese."
- 3:09 PM: User message: "Good morning. How are you?"
- 3:09 PM: PreSend Translate message: "おはようございます。お元気ですか？" (with a 'Translate' link)
- 3:10 PM: User message: "translate to Spanish"
- 3:10 PM: PreSend Translate message: "The current target language for translation is spanish."
- 3:10 PM: User message: "Good morning. How are you?" (with a read receipt)
- 3:11 PM: PreSend Translate message: "Buenos días. ¿Cómo estás?"

At the bottom, there is a text input field with the placeholder "Type a message" and icons for attachments, emojis, mentions, and a send button.

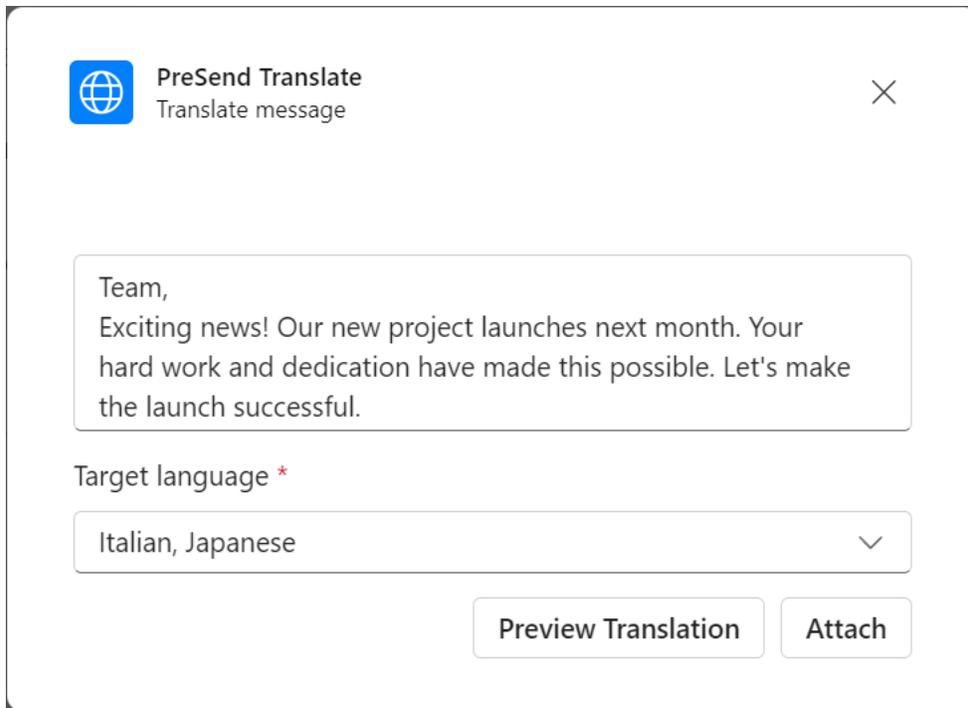
3. Translate an Existing Message/Post

BoostSolutions PreSend Translate allows users to translate an existing message or post into one or more target languages within a chat or channel. The steps for translating an existing message or post are similar.

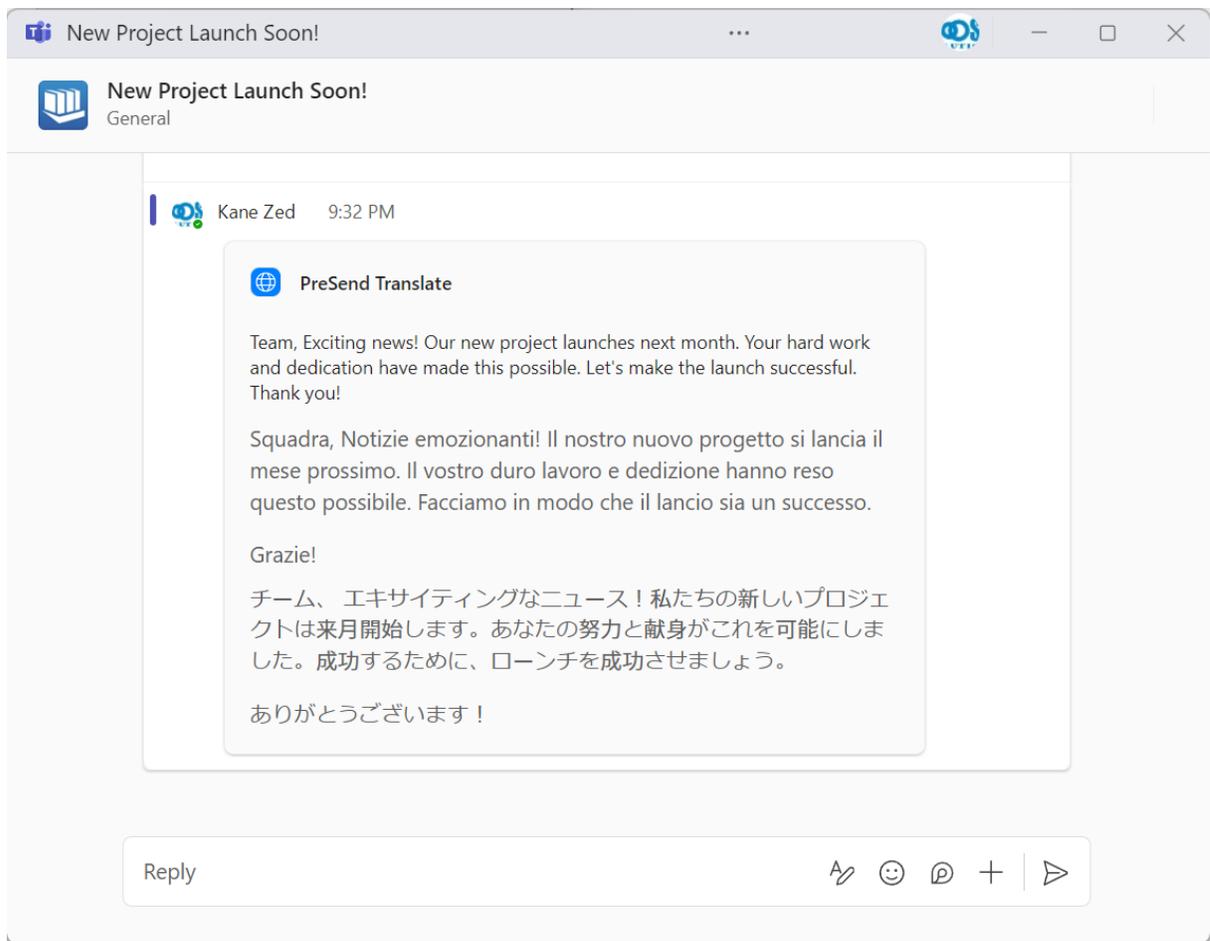
1. Go to the chat or channel and find the message or post you want to translate.
2. Click on the three dots in the top right corner of the message.



3. From the drop-down menu, select 'PreSend Translate'. If it's not visible, click on 'More actions'.
4. In the 'PreSend Translate' pop-up, choose the one or more target language(s).



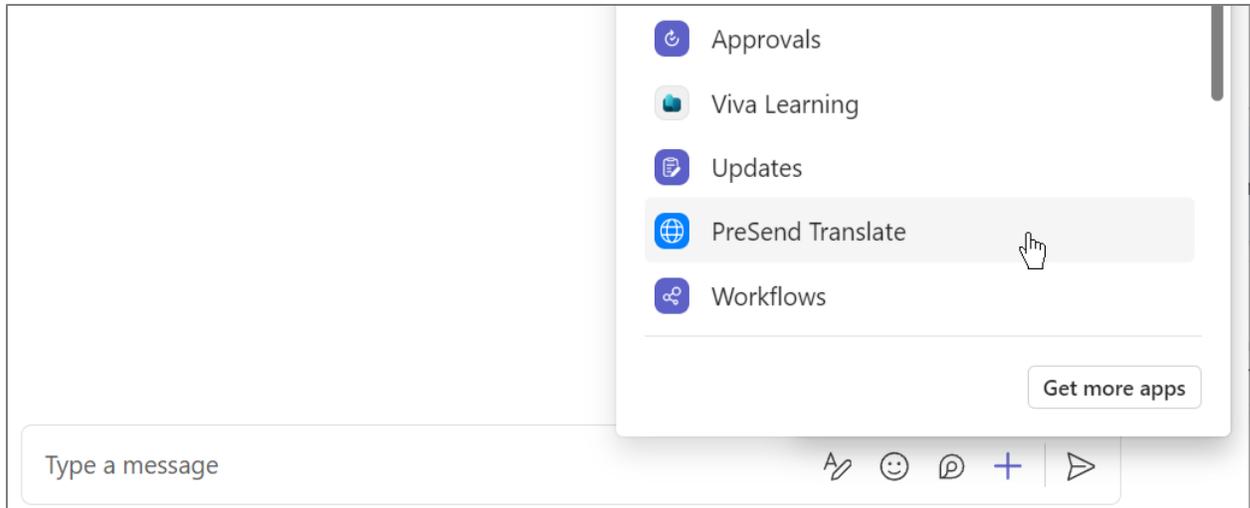
5. If you wish to review the translation before sending it, click on 'Preview Translation'.
6. Finally, click 'Attach'. The original message and its translated version will both be sent in the chat or channel. This feature ensures everyone in the chat or channel can understand the conversation, regardless of their primary language.



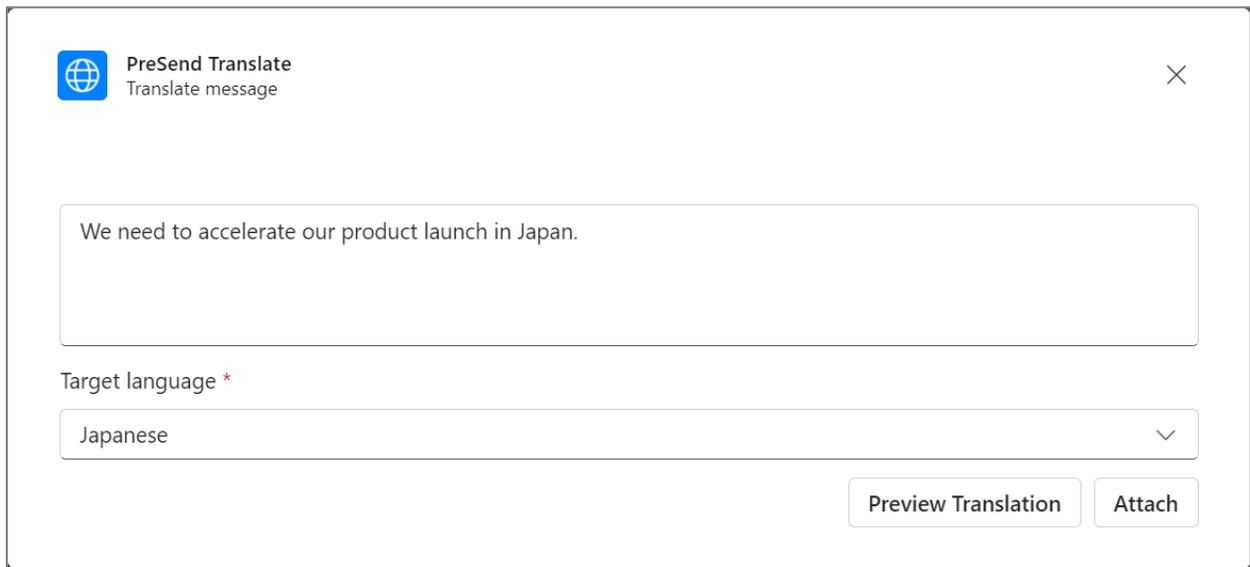
4. Send Translated Message in Teams Chat

In a Teams chat, you can send the translated message along with the original message to the members, this will save the time for members to translate the message individually.

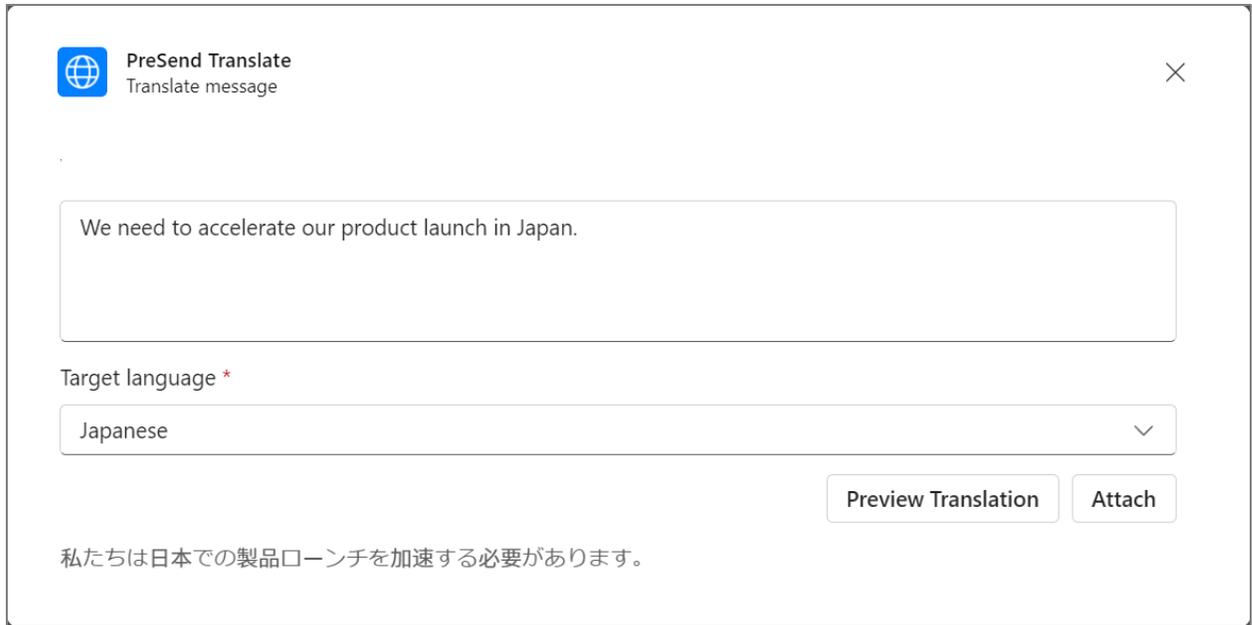
1. Open the chat and click on the '+' symbol to locate the 'PreSend Translate' option.



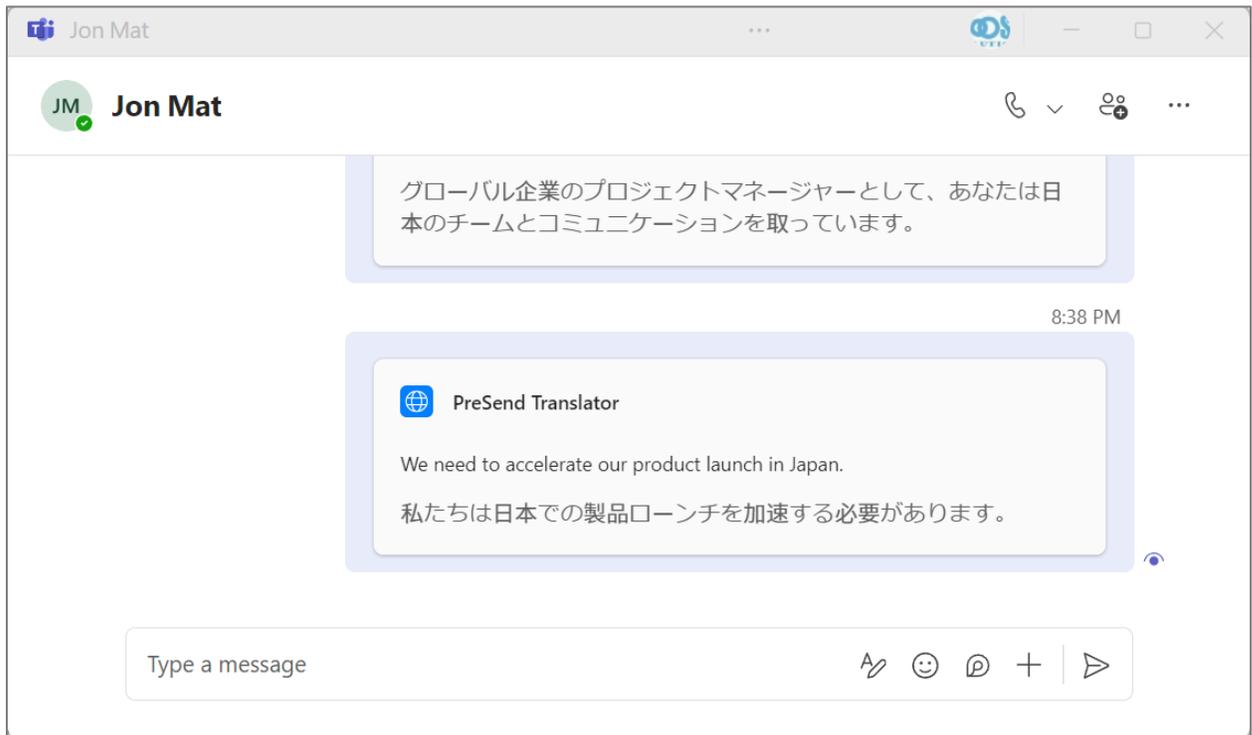
2. Click on 'PreSend Translate' to open its dialog.
3. Type in your message and select one or more target languages for translation.



4. You can choose to click on 'Preview Translation' to see how the translated message will appear. This step is optional.



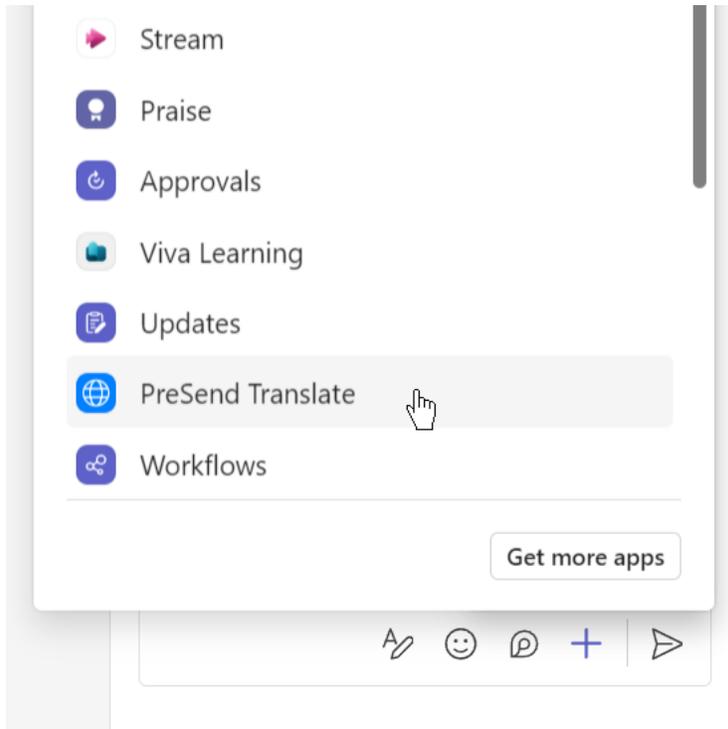
5. Click 'Attach' to finalize the process.
6. The translated message, along with the original one, will then be sent in the chat as following.



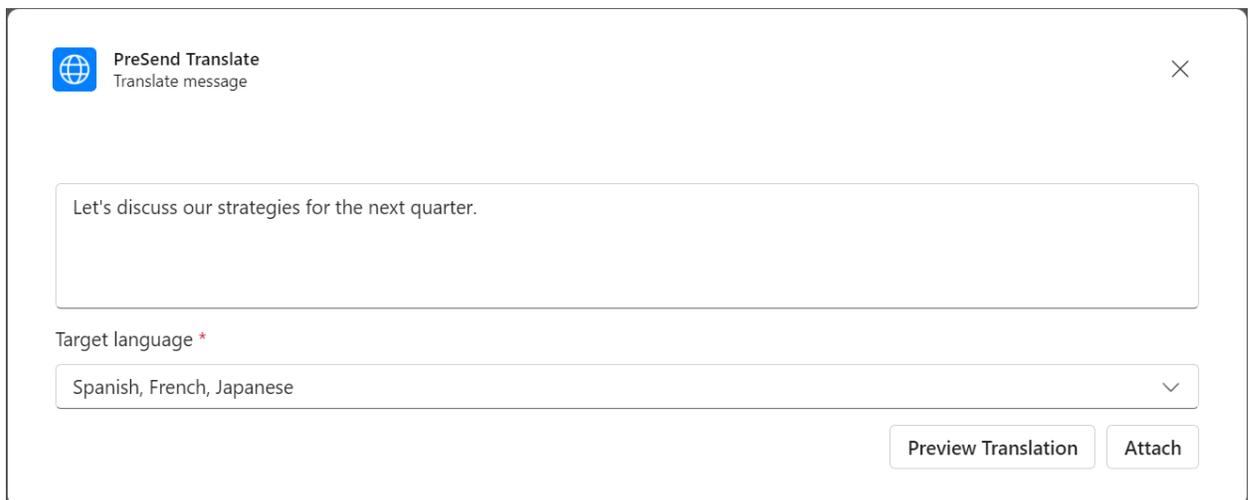
5. Send Translated Message in Teams Meeting

In a Teams meeting, you can send the translated message along with the original message to the attends, this will save the time for them to translate the message individually.

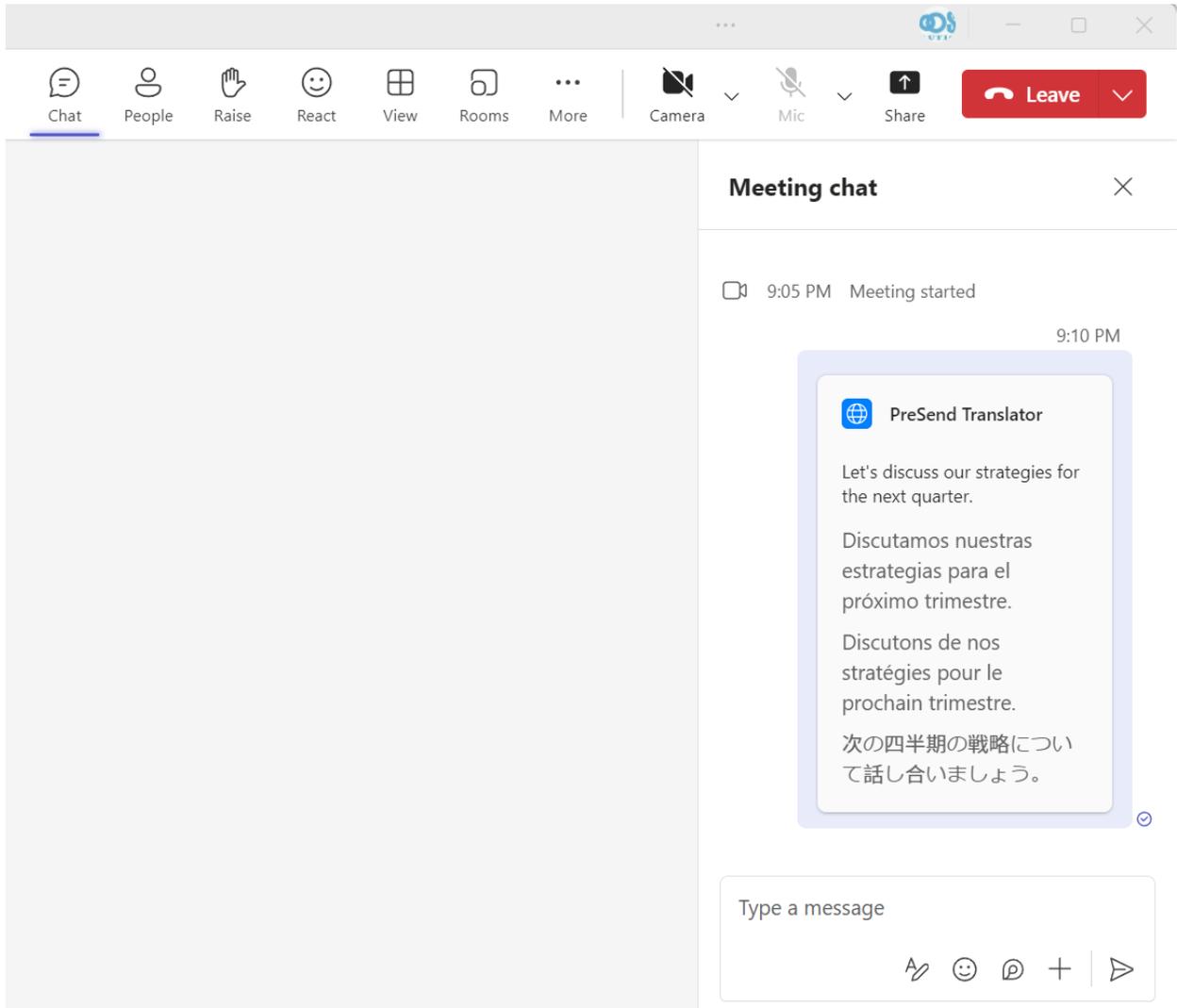
1. In a meeting chat, click on the '+' symbol to locate the 'PreSend Translate' option.



2. Click on 'PreSend Translate' to open its dialog.
3. Type in your message and select one or more target languages for translation.



4. You can choose to click on 'Preview Translation' to see how the translated message will appear. This step is optional.
5. Click 'Attach' to finalize the process.
6. The translated message, along with the original one, will then be sent in the meeting chat as following.



6. Manage Subscription

You can use the BoostSolutions PreSend Translate service with a trial subscription for 15 days from the date you first activate it. During the trial period, all features are available without limitations. After the trial ends, you will need to purchase a subscription to continue using the service.

To manage your subscription, follow these steps:

1. Open **PreSend Translate**.
2. Click on the **'Help'** option.
3. Select the link labeled **'Click here to manage your subscriptions'** to be redirected to the subscription center.

Please note that only **tenant administrators** have the ability to manage subscriptions.

View my License

To view the status of your personal subscription, click the 'My License' tab.

Here, you can see important details such as:

- Subscription Plan
- Expiration Date
- Validity Status
- Input Usage (including both total and costed usage)

The "Input" section will show the total input usage as well as the costed input usage associated with your subscription.

BoostSolutions Subscription Center

Overview

My License

Subscriptions

My License - PreSend Translate

View your current subscriptions

PreSend Translate - Premium

Expiration Date: 11/15/2024

Valid: No

Trial: Yes

Per-user seat: Yes

Input: 218/100000 characters

Manage Subscription

To manage the subscription status, click the 'Subscriptions' tab.

Here, you can view key details including:

- Subscription Plan
- Status
- Total Seats
- Start Date
- Expiration Date

BoostSolutions Subscription Center

Overview

My License

Subscriptions

Manage Subscriptions - PreSend Translate

Only Global Administrators or users with the BoostSolutions Subscription Entra app Subscriptions Administrator role can manage subscriptions.

Subscription	Expired	Total Seats	Start Date	Expiration Date	Actions
PreSend Translate - Premium	Yes	5	9/30/2024	11/15/2024	Manage

PreSend Translate offers two subscription plans: Standard and Premium. Your current plan will be displayed based on your purchase.

- The Standard plan allows a total usage of 25K characters per user per month. If usage exceeds 25K, the user will not be able to access the product.

- The Premium plan allows a total usage of 100K characters per user per month. If usage exceeds 100K, the user will not be able to access the product.

Assign a License

There are two methods to assign a license: automatic assignment and manual assignment.

Please note that that the process of license assignment should only take a few minutes.

Automatic Assignment

To enable this feature, select the checkbox for 'Automatically assign licenses when users access the product'. Licenses are assigned on a first-come, first-served basis.

Once all licenses are assigned, subsequent users will not be able to acquire a license unless one is removed from an existing user.

Manual Assignment

To manually assign a license, follow these steps:

1. Navigate to the 'Manage Subscriptions' tab, and click on 'Manage' for the plan you wish to assign licenses for.
2. Click on 'Assign License'.

PreSend Translate - Premium ×

i The license assignment process should only take a few minutes.

Licenses	Subscription Status
Licenses Assigned : <div style="width: 100%; height: 10px; background-color: #0056b3; margin-top: 5px;"></div>	Expiration Date: 11/15/2024 Trial: Yes

Automatic Licensing

Automatically assign the licenses when the users access the product

Manage Licenses

+ Assign License

User Name	Seat Number	Usage	Actions
Hana Sasaki	Seat 5	Input:0/100000 characters	🗑 Remove
<div style="width: 100%; height: 10px; background-color: #ccc; margin-top: 5px;"></div>	Seat 4	Input:218/100000 characters	🗑 Remove
kelly chen	Seat 2	Input:0/100000 characters	🗑 Remove
<div style="width: 100%; height: 10px; background-color: #ccc; margin-top: 5px;"></div>	Seat 3	Input:0/100000 characters	🗑 Remove

3. Select a user and a seat number, and click the 'Assign' button.

Assign License

User *

Hiroshi Tanaka

Seat Number *

Seat 5

4. The selected user will then have access to the product.

Remove a License

1. Navigate to the 'Manage Subscriptions' tab, and click 'Manage' on the plan from which you want to remove a license.
2. Click on 'Remove' for a user.
3. Confirm your action. After this, the selected user will no longer have access to the product.

Remove License

Are you sure you want to remove the license from this user?

Please note that there may occasionally be a delay in subscription management due to caching. For instance, if you revoke a user's license, it may take a few minutes before the user is actually prevented from accessing the app.