Ai:repoto (hereinafter referred to as Ai:repoto) is a service that enables the creation, sharing, and management of optimized meeting minutes using AI technology. It summarizes meeting content using AI-based technology and generates meeting minutes in a predefined template.

Ai:repoto SaaS User Manual

AI:repoto SaaS User Manual
Version 1.6.0
Manual Version 1.7

September 5, 2025

Revision History

Version	Date Created	Revision Details	Author
1.0.0	2024-11-01	1. Initial creation	Kim Hong-yeol
1.0.1	2024-11-13	1. Revision History - Added revision history 2. Added 5.1.2 file to generate meeting minutes - Added file extensions that can be uploaded	Kim Hong-yeol
1.1.0	2024-12-16	1. Terminology Change - Ai:repoto > Ai:repoto 2. 2.2.1 Membership Registration - Content updated due to terms and conditions addition 3. 2.2.2 Sign Up via Group Invitation - New feature added 4. Home - Image changed 5. 2.3.2 AI Report Menu - Added logo and logout 6. 3.1.1 Create meeting minutes via BOT addition, 3.2.1 Create meeting minutes via file upload - Supported file extensions, summary process content changes 7. 3.2 Start with Bot - Added group selection feature, added feature to add members to receive email alerts, changed summary process content 8. 3.3 Start Recording Immediately - Added group selection feature 9. 3.3.2 Screen + Audio Recording - Added system audio recording during screen recording 10. 3.3.3 Quick Record Floating Menu - Added preview screen content 11. 4.2.1 Meeting Recording and Audio Recording Content Verification - Added notification when video cannot be viewed 12. 4.2.3 Change Primary Speaker - Content revised 13. 4.7 Finalizing Meeting Minutes - Added confirmation screen 14. 4.7.1 View Original - Added original view functionality	Kim Hong-yeol

		15. 5.1.1 AI Report Meeting Minutes List - Added: Summarizing Meeting Minutes: Estimated Completion Time, Meeting Minutes in Progress, Finalized Meeting Minutes 16. 5.1.2 Meeting Minutes Cancellation - Added meeting minutes cancellation feature 17. 5.1.3 Move Meeting Minutes, 5.1.4 Delete Meeting Minutes - Separate content 18. 5.1.5 Meeting Minutes Details View - Added original view, registered comments, and PDF save (script) 19. 5.3.2 Meeting Minutes Approval - Added guidance on where consent can be given 20. 5.5 Send - Image change, Send functionality change 21. 6.1 Groups - Group content editing 22. 6.2.1 Group Invitation - Added joining instructions for group invitations 23. 6.1.3 Group Permission Settings - Added content, separation, and data migration details 24. 6.1.4 Group Export - Separate and add existing content 25. 6.1.5 Leaving a Group - Add new features 26. 2.3.2 AI Reporo Menu, 6.2 AI Reporo User Dictionary, 6.2.1 Alternative Words, 6.2.2 Auto-Delete Words - Term changes, content additions 27. 6.3.1 Meeting Notes Recovery, 6.3.2 Permanent Deletion of Meeting Notes - Content separation and additions 28. 7.1 Profile Information Settings - Registration Complete button added, content revised, image changed 29. 7.3 Account Deletion - Add new features 30. 3.1 Meeting Notes Generation - Google Calendar Integration Removal 31. 1.2 Recommended System Requirements - Added system requirements 32. 7.2 Security Settings - Delete content	

1.2.0	2024-12-18	1. 2.3.1 User Dashboard - Added calendar functionality 2. 5.1.1 Meeting Minutes List - Added calendar functionality, changed images 3. 1.1 What is AI Report? - Content revised 4. 5.6 Meeting Notes Slack Sharing - Content added	Kim Hong-yeol
1.3.0	2025-02-26	1. 2.3 Home - Change Image 2. 3.1 Meeting Notes Creation, 3.1.1 Create Meeting Notes by Adding Files - Google Integration - Check File Information - File Size Limit 3. 3.2 Start with a bot, 3.2.1 Invite a bot via meeting address, 3.2.2 Invite a bot via email address - Add RemoteMeeting - Change bot name - Change bot participation method - Add Email Address Invitation 4. 4.2.1 Recording Meetings, Reviewing Recorded Content - Added pip size adjustment 5. 4.2.3 Designating Primary Speaker - Automatic speaker designation 6. 4.2.6 Merge - Added new feature 7. 4.6.2. Meeting Minutes Editing Toolbar - Name Change 8. 5.1 Meeting Minutes List - Image Change - Description Change - Added feature to re-request minutes with failed summaries 9. 5.1.2 Meeting Minutes Cancellation - File deletion guidance 10. 5.1.5 Meeting Minutes Details View - Added Copy Menu 11. 6.1.3 Permission Change - Added details on sharing cancellation feature 12. 6.2.1 Replacement Words, 6.2.2 Auto-Delete Words - Content removed 13. 7. Settings	Kim Hong-yeol

		- Content modified - Change image 14. 7.2 Change Password - Content added 15. 7.3 Login Two-Step Verification - New Feature Added 16. 8 Customer Support - Added website information	
1.4.1	2025-04-16	1. 2.2.4 Email Login - Added password guidance 2. 2.2.5 Google Login - Procedure Change 3. 2.2.6 Password Recovery - Added content 4. 3.1. Meeting Minutes Creation, 3.1.1 Meeting Minutes Creation - Image Change - Add MP3 file 5. 3.2 Start with Bot, 3.3 Start Recording Immediately - Timeout notification 6. 3.2.2. Editing Meeting Content - Change image - Add multiple topic content 7. 4.2 Meeting Content, 4.2.1 Review Meeting Recording/Audio Content - Add Images - Content modification 8. 4.5. AI Re-summarization - Change image - Add content 9. 4.5.1 Generating Meeting Minutes for Multiple Topics - Add new features 10. 7. Settings - Image Change 11. 7.4 Summary Accuracy - New Feature Added	Kim Hong-yeol
1.5.0	2025-06-18	2.3. Home - Image Change 3.1. Meeting Minutes Generation - Change Image 3.1.1. Generate Meeting Minutes - Change file upload limits	Ryu Geun-won

		3.2.1. Inviting Bots via Meeting Link - Added meeting title input field - Image change 4. Editing AI-generated meeting minutes - Change image 4.2. Meeting Content - Added "Play 1 second earlier" and "Play 1 second later" options - Image Change 4.2.5. Added Selective Deletion - Add new feature 5.1.1. Meeting Notes List - Added bot meeting termination - Image Change 5.1.5. Meeting Minutes Details - Added Word download 5.2. Share - Image change 5.4. Shared Document Folder - Image Change 5.5. Send - Change Image 6.2.3. Group Permissions Settings - Add Voice Registration Request 6.4. Manage Workspace - Add New Feature 7. Settings - Change Image 7.3. User Voice Registration - Add new feature	
1.5.1	2025-06-27	1. 4.2 Meeting Content - Image Change - Content Change	Kim Hong-yeol
1.6.0	2025-09-05	1. 3.2.3 Bot Add-on App - Added Zoom bot add-on app functionality - Added Teams bot add-on app functionality 2. 4.4.1 Added alternative words - Added batch registration for alternative words 3. 4.5 AI Re-summarization - Image updated	Park Soo-mi

		4. 6.3 User Dictionary - Image changed 5. 6.3.1 Batch Registration - New Feature Added 6. 6.3.2 Delete Alternative Words - New Feature Added 7. Settings - Image Change 8. 7.2 Password Reset - Change Image 9.7.5 Script Accuracy - Add New Feature 10. 7.6 Summary Accuracy - Added experimental summary (Beta) content	

Notice

The contents of this manual are subject to change without prior notice due to future product performance enhancements or functional improvements.

Alseport Co., Ltd. makes no warranty regarding marketability or suitability for any purpose other than the specific purpose described in this manual.

Alseport Co., Ltd. assumes no liability for any damages, whether direct, indirect, special, incidental, or consequential, arising out of or in connection with errors in this manual or the supply, performance, or use of this material.

Copyright and intellectual property rights for this manual are held by Alsupport Co., Ltd. These rights are protected under the Copyright Act of the Republic of Korea and international copyright treaties. Therefore, unauthorized copying, reproduction, or redistribution of any part or the entirety of this manual without prior written consent from Alsupport Co., Ltd. violates copyright law.

Trademarks and copyrighted terms belonging to third parties expressed in this manual are used solely for the purpose of citation.

This manual may not be arbitrarily edited or modified without the consent of the document management officer.

Table of Contents

Ai:repoto

About Ai:repoto

1.1. What is Ai:repoto?

Ai:repoto (hereafter Ai:repoto) is a service that utilizes AI technology to generate, share, and manage optimized meeting minutes. It summarizes meeting content using AI-based technology and generates meeting minutes using predefined templates. There are three ways to generate meeting minutes with Ai:repoto.

1) Participate as a BOT in Microsoft Teams, ZOOM, Google Meet, or RemoteMeeting video conferences
2) Upload recorded files
3) Live (Real-time recording)

1.2. Recommended Usage Environment

Users are recommended to use the service in the following environments.

Item	Recommended Environment
Browser	Chrome 102 or later
Supported Models (PC)	Windows 8 or later, macOS 10.15 or later

2. Starting the Ai:repoto Service

2.1. Ai:repoto Usage Procedure

The Ai:repoto service follows these steps:

① Access https://www.airepoto.com/.
② Click the [Login] button.
③ Log in with your registered account.
④ Click the [**Create Meeting** Minutes] button to go to the meeting minutes creation page.

2.2. Ai:repoto Login

The Ai:repoto service is available after logging in.

2.2.1. Apply for Free Trial (Create a workspace to sign up)

If you wish to create a workspace for individual or team use, you can sign up as a workspace administrator. The method for signing up by creating a workspace is as follows.

① Access https://www.airepoto.com/.
② Click the [Sign Up for Free Trial] button.
③ Enter your email address and click the [Request Verification Email] button.
④ Enter the 6-digit verification code sent to the email address you entered into the field.
⑤ Once verification is complete, enter your name, company name, and mobile phone number.
⑥ Agree to the required Terms of Service.
⑦ Click to agree to the mandatory terms and optional terms.
⑧ You cannot register as a member if you do not agree to the essential terms and conditions.
⑨ Click the [Apply] button.

2.2.2. Signing up via Group Invitation

Even if you haven't created a workspace, you can sign up through an invitation to a group within a workspace. Here's how to sign up via a group invitation:

① Click the [Accept Invitation] button in the invitation email sent to your email address.
② Agree to the mandatory terms of service.
③ Enter your account information using the email address where the invitation was sent and the initial password attached to the email.
④ Click the [Login] button.
⑤ Set your password.

2.2.3. Creating a Workspace

If you've already joined a group via invitation but want to create your own workspace, you can create a new one using the following method.

① Access https://www.airepoto.com/.
② Click the [Login] button.
③ Log in with your registered account.
④ Click the current workspace displayed below the AI Report logo on the left.
⑤ Click the [Add Workspace] button.
⑥ Enter the workspace name.
⑦ Click the [Confirm] button.

The new workspace will be added to your workspace list. Only one workspace can be created per account.

2.2.4. Email Login

Log in using the email and password you set during registration.

If this is your first login to the Ai:repoto service, a password setup pop-up will appear to change the temporary password used during login. Set your desired password in this pop-up to log in to the Ai:repoto service.

*Password creation rules: 10-24 characters, must include letters, numbers, and special characters (@, $, #, !, %, *, ?, &)

2.2.5. Google Login

You can easily link your email-registered account to your Google account for login. To link your email-registered account to Google Login for the first time, follow these steps:

① Access https://www.airepoto.com/.
② Click the [Sign In] button.
③ Click the [Sign in with Google] button.
④ Select the account you registered with to log in.
⑤ Select all items you wish to access.

*If you do not select items to access, some features (such as Google Calendar integration) may be restricted.

⑥ Click the [Continue] button.

Login is complete. For subsequent logins, you can log in directly after signing in with Google.

Only email accounts already registered as members can be linked to Google Login. Signing up for membership via Google Login is not possible.

2.2.6. Forgot Password

If you forgot your account password or locked your account by entering an incorrect password 5 or more times, you can reset your password via the **password** recovery option on the login page.

① Access https://www.airepoto.com/.
② Click the [Login] button.
③ Click the "Forgot Password" button.
④ Enter the email address associated with the account you wish to recover.
⑤ Click the [Send Verification Email] button.
⑥ Check the password reset email received at that address.
⑦ Click the [Reset Password] button.
⑧ Enter your new password in the New Password and Confirm Password fields.

* Password creation rules: 10–24 characters, must include letters, numbers, and special characters (@, $, !, #, %, *, ?, &)

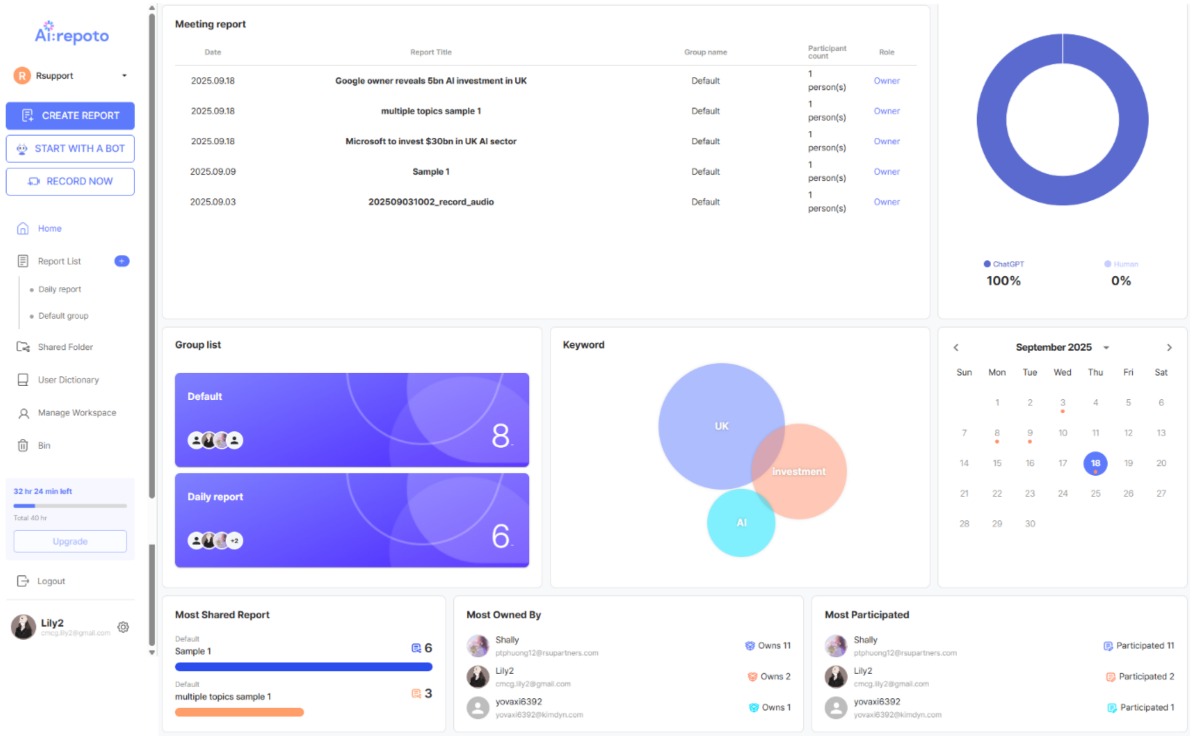
⑨ Click the [Confirm] button.

You can now log in with your changed password.

* If your account is locked, you cannot unlock it yourself.

2.3.Home

After logging into your account, you will be directed to the Ai:repoto Home. The Home displays your user dashboard. The Ai:repoto menu is shown on the left side of the screen, allowing you to navigate to each menu.



<Home Screen>

2.3.1. User Dashboard

The User Dashboard shows usage statistics for AI meeting notes, recently created meeting notes, group lists, keywords, and calendar information.

Selecting a date on the dashboard calendar allows you to view meeting minutes created on that date.

2.3.2. Ai:repoto Menu

The names and functions of the AI Report menu are as follows.

Order	Name	Description
1	Ai:repoto	This is the Ai:repoto logo. Clicking it takes you to the home page.
2	Workspace	Displays the current workspace. Clicking it shows a list of workspaces you've joined.
3	Create Meeting Minutes	Allows you to create meeting minutes.
4	Start with a Bot	Add the BOT to Teams, Google Meet, Zoom, or RemoteMeeting video conferences to generate meeting minutes immediately after the meeting ends.
5	Instant	Record meeting content directly without needing separate recording,

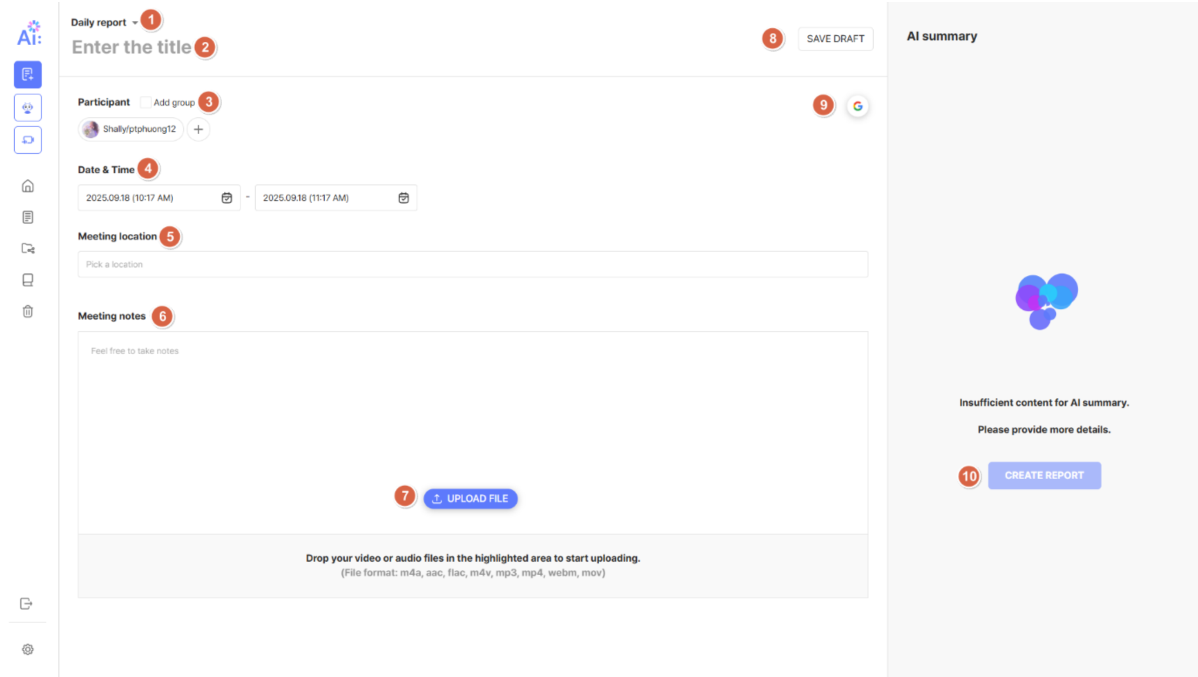
	Recording	capturing both audio and video.
6	Home	You can go to the user dashboard.
7	Full List	You can view meeting minutes created by the user and meeting minutes from all groups with permissions.
8	Group List	The list of groups created by the user or for which the user has permissions is displayed. Upon initial login, the default group created with the joined ID appears in the group list.
9	Shared Documents	You can view meeting minutes that have been shared with you.
10	User Dictionary	You can set alternative words by group.
11	Workspace Management	View information about the current workspace and its subgroups, and manage voice registrations.
12	Trash	You can view deleted meeting minutes.
13	Usage Status	You can check the available time and total time for creating meeting minutes in the current workspace.
14	Logout	Log out of the currently logged-in account.
15	User Settings	You can change settings such as profile information, security settings, and data migration.

3. AI Report Meeting Minutes Generation

AI Reporo offers various methods to generate AI-summarized meeting minutes.

3.1. Create Meeting Minutes

Click the [**Create Minutes**] button to generate minutes on the minutes creation screen.



<Meeting Minutes Creation Screen>

Number	Name	Description
1	Group Selection	You can select the group to save the meeting minutes. If not selected, it will be added to the default group.
2	Title	You can enter the title of the meeting minutes. If you upload a file without entering a title, the meeting minutes title will be automatically entered using the file name.
3	Add Participants	You can add participants who attended the meeting. The meeting creator is automatically added, and added participants can be removed. When selecting 'Add Group', all users in the selected group will be added.
4	Meeting Date and Time	You can set the meeting duration.
5	Meeting Location	You can enter the meeting location.

6	Meeting Notes	You can enter notes to be included in the meeting minutes.
7	File Upload	You can upload files for AI summarization. Select the file upload button to upload, or drag and drop files to upload. Only one file can be uploaded at a time. If you have uploaded a file, you can check the file's timestamps and size. Hover your mouse over the file to preview the video.
8	Temporary Save	You can save your meeting notes temporarily.
9	Google Calendar	You can import meeting details saved in Google Calendar into the meeting minutes. The title, participants, date/time, and location of the selected meeting will be automatically filled in. This feature is only available for accounts linked to a Google account.
10	Create Meeting Minutes	Enter the address in the file upload or BOT add section to activate the Create Meeting Minutes button and generate the minutes.

3.1.1. Create Meeting Minutes

If you have recording files, you can upload them directly to create meeting minutes.

① Click [Create Meeting Minutes].
② Click [Upload File].
③ Select the audio or video files to upload from your file explorer and click the [Open] button.
④ You can also drag and drop files to upload them.
*Uploading recording or video files in unsupported formats is not possible.
(Supported file formats: m4a, aac, flac, m4v, mp4, mp3, webm, mov)
*Only files under 4 hours and 4GB can be uploaded.
⑤ Click [Create Meeting Minutes].

The generated meeting minutes will begin summarizing immediately. Once the summary is complete, you can view the finished meeting minutes. The estimated completion time for summarizing the meeting minutes is displayed.

3.1.2. Save Draft

You can save your work temporarily while creating meeting minutes to preserve your content and resume writing later.

While creating minutes using the [**Create Minutes**] button, click the [**Save** Draft] button on the right side of the title area to temporarily save the current content. You can resume editing by double-clicking the saved draft in the list or by hovering over the minutes and selecting the **Edit** ( ) button.

* Only the user who created the temporarily saved minutes can resume editing them.

3.2.Start with a Bot

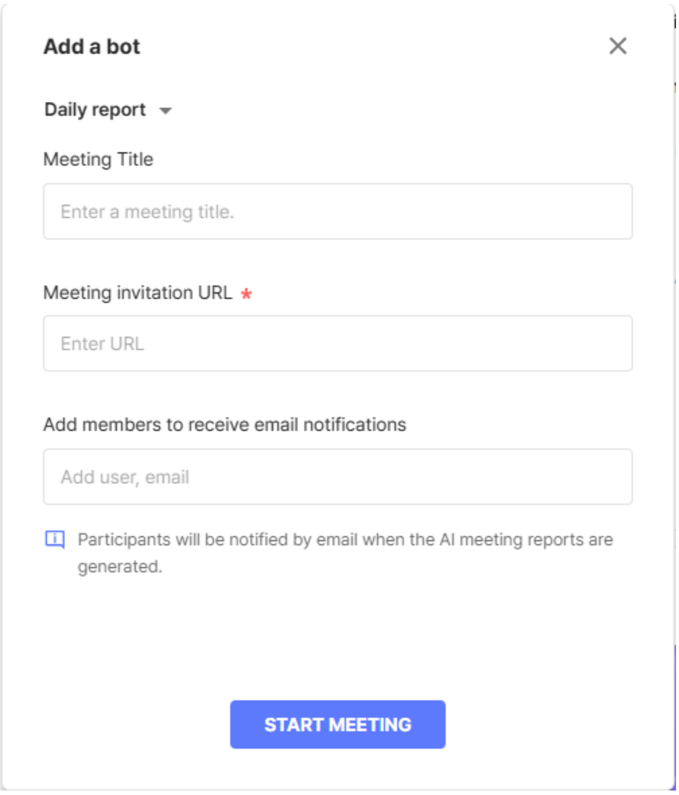
You can easily create meeting minutes by adding the BOT directly to Teams, Google Meet, Zoom, and RemoteMeeting video conferences. There are two ways to invite the bot to a meeting: add the video conference address in Start with Bot to invite it, or enter the bot's email address in the meeting to invite it as a participant.

*If a meeting where the bot participates via "Start with Bot" exceeds the current remaining usage time, meeting notes cannot be generated. The meeting recording file is saved as a temporary file. Once meeting time is replenished, meeting notes can be generated again.

- **When the bot joins by adding the meeting address**: At the end of the meeting, the meeting minutes are temporarily saved to the group selected at the start.
- **When inviting the bot via email**: At the end of the meeting, the minutes are temporarily saved to the group selected at the start.

3.2.1. Inviting the bot via the meeting address

You can invite the bot by entering the meeting invitation URL.



<Start with Bot Popup>

① Click the [**Start with Bot**] button.

② Select the group for which you want to create the meeting minutes. The default group is set by default.

③ Enter the meeting minutes title.

* If left blank, the meeting minutes will be created based on the current date. (e.g.) YYYYMMDDHHMM - Bot

④ Enter the meeting address in the video conference invitation URL field.

* Meeting minutes can only be created if the meeting is currently in progress.

⑤ Add the email addresses that need to receive the meeting minutes completion notification in the Add members to receive email alerts area.

* The creator of the minutes will receive the email notification automatically.

⑥ Click the [**Start Meeting**] button.

⑦ Depending on the platform, grant permission for the Airepoto Bot requesting to join the video conference to enter and record the meeting.

* If you deny the Airepoto Bot's request to join the meeting, meeting minutes cannot be generated.

When the meeting starts, the meeting minutes will be added to the default group list and marked as 'In Progress' during the meeting. When the meeting ends, summarization begins, and you can view the estimated summarization time. Once summarization is complete, a completion notification email will be sent to the email address added in the 'Add members to receive email alerts' section and to the meeting creator. You can then view the completed meeting minutes.

* If the estimated summary time is not displayed, refresh the screen and check again; the estimated time will then display normally.

3.2.2. Inviting the bot via email address

You can invite the bot by adding its email address in Teams meetings, Google Meet, or Zoom meetings.

① Start the meeting on the platform using the same email account as the one that will generate the minutes.

② Navigate to the user invitation menu specific to each platform.

③ Select the email send function to invite the bot to the video conference.

* Bot email address: eagle@airepoto.com

A. For Teams Meetings and Zoom Meetings:

i. Click the [Share via default email] button.

ii. Enter the bot's email address in the recipient field.

iii. Click the Send button.

- * Bot invitations are only possible using the default email sending format as the transmission method.
- * Editing the email content may prevent the bot from participating properly.

B. For Google Meet,

i. Click the Add User button.

ii. Enter the bot's email address in the name or email field.

iii. Click the Send Email button.

C. Depending on the platform, grant permission for the Airepoto Bot requesting to join the meeting to enter and record the meeting.

* If you deny the Airepoto Bot's entry request, meeting notes cannot be generated.

Once the meeting ends, the meeting minutes will be added to the default group. If you wish to move the minutes to another group, click Move to change their location. For detailed instructions, refer to Section 5.1.3 Moving Meeting Minutes.

3.2.3. Inviting the bot via video conferencing add-on apps

You can add the bot to meetings in Teams or Zoom using the bot add-on app. Here's how to start a meeting with the bot via the add-on app:

① Start the meeting on the video conferencing platform using the same email account as the one that will generate the meeting minutes.

② Click the app menu button within the meeting window.

③ Search for Ai:repoto in the search bar.

④ Click the app to add it to your apps.

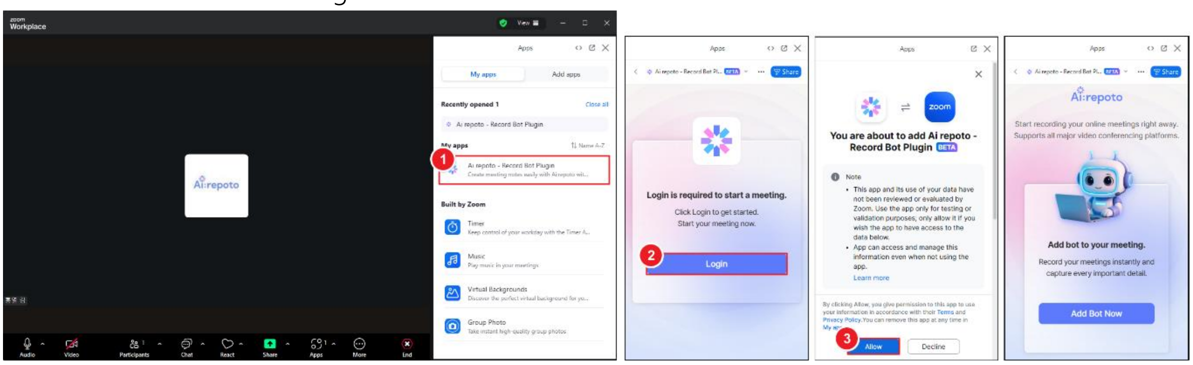
⑤ Click the added app.

⑥ Configure settings and log in according to your video conferencing platform.

A. For Zoom meetings,

i. Click the login button.

ii. Select "Agree" on the consent screen.



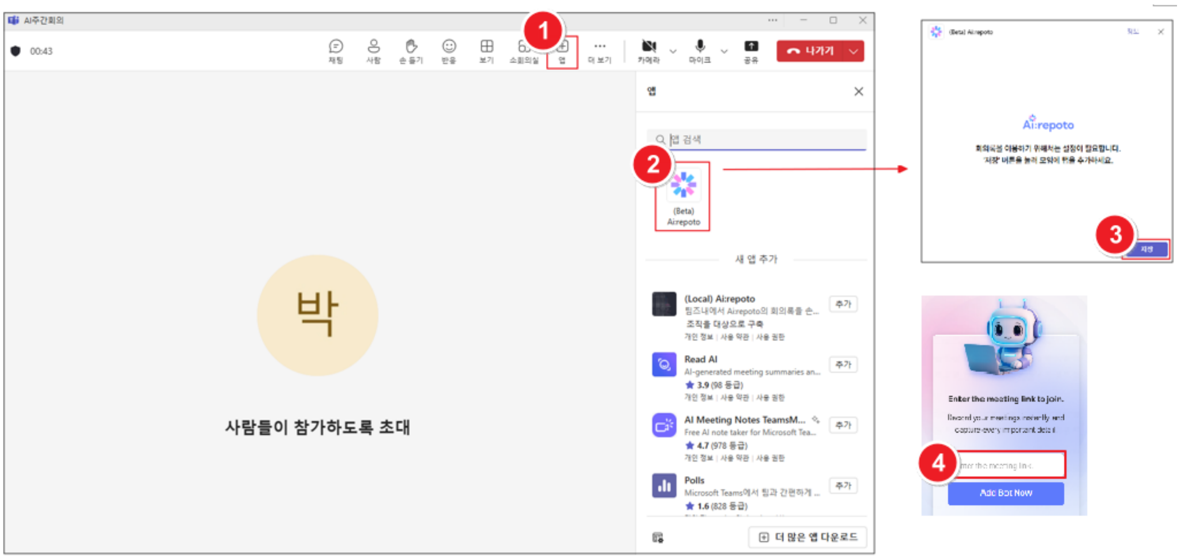
<Zoom Bot Add-on App Screen>

B. For Teams meetings:

i. Select Save in the initial usage settings pop-up.

ii. Click the Login button to log in.

iii. Enter the address of the current meeting in the address field.



<Teams Bot Add-in App Screen>

⑦ Once logged in, click the Add Bot button.

⑧ The right panel changes to show the bot is recording the meeting, and the bot will join the meeting shortly.

⑨ Depending on the platform, grant access to the bot (name: Aot) requesting to join the video conference so it can record the meeting.

When the meeting ends, summarization begins, and the meeting notes are created in the most recent folder of the AI Reporter account associated with the same email address. If you wish to move the meeting notes to another group, click Move to change their location. For detailed instructions, refer to Section 5.1.3 Moving Meeting Notes.

3.3.Instant Recording

Without needing to upload separate recording files, you can record meeting audio directly with Instant Recording, or record both screen and audio together to generate meeting minutes lasting up to 2 hours. Select your recording method on the Instant Recording screen to begin.

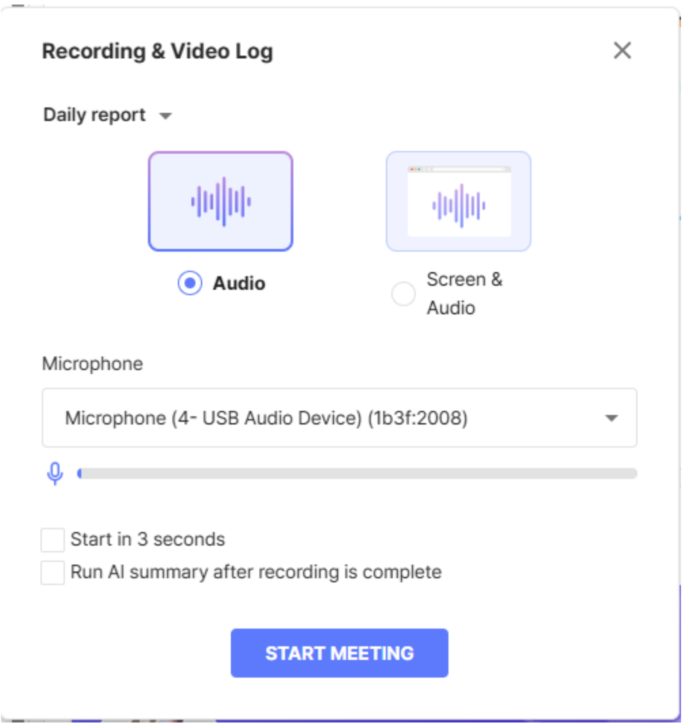
* If a meeting conducted using Instant Recording exceeds the current remaining usage time, the meeting minutes cannot be generated. The recorded meeting file will be saved as a temporary file. Once meeting time is replenished, you can generate the meeting minutes again.

* Instant Recording allows recording and screen capture for up to 4 hours to generate meeting minutes.

- If you selected Quick Summary: When Quick Recording ends, the meeting minutes are temporarily saved to the group you selected at the start.

- **If you did not select Instant Summary:** When Instant Recording ends, select the Temporary Save button on the meeting minutes creation screen to temporarily save the minutes to a group.

* Files may be deleted if the screen is refreshed during recording or video capture with Instant Recording.



<Instant Recording Popup>

- **Group Selection:** Select the group where the meeting minutes will be created. The default group is set by default.
- **Microphone:** Displays the currently set voice input device. Click the set device to change the device for voice input.
- **Start in 3 seconds:** A 3-second countdown begins when recording starts. Recording begins once the countdown ends.
- **Summarize with AI immediately upon recording completion:** The file is added to the meeting notes, and the AI summary begins immediately without redirecting to the meeting notes creation page.

3.3.1. Voice Recording

Record audio to generate meeting minutes.

① Click the [**Start Recording**] button.

② Click the [Voice] button.

③ Click the [**Start Meeting**] button.

Voice recording begins.

3.3.2. Screen + Audio Recording

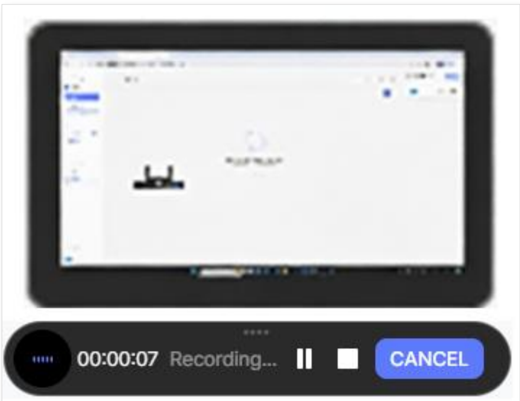
You can create meeting minutes by recording both the screen and audio together.

① Click the [**Record Now**] button.
② Click the [**Screen + Audio**] button.
③ Click the [**Start Meeting**] button.
④ In the screen selection pop-up, choose the desired screen and click [**Share**].
 * If you also select to share **the tab** or **system audio** in the screen selection pop-up, system sounds will be recorded along with the screen.

Screen + Audio recording begins.

3.3.3. Instant Recording Floating Menu

Once instant recording starts, it continues even when navigating to other Ai:repoto menus. To confirm recording status or stop recording, use the floating menu displayed upon starting recording.



<Quick Record Floating Menu>

- Pause: Pauses recording. The button changes to a play state when paused. Selecting the play button resumes recording from where it was paused.
- Stop: Ends recording and moves to the meeting notes creation screen with the recording file added to the notes. If you started recording by selecting "Summarize with AI Now," the meeting notes will be created in a summarizing state upon completion.
- Cancel: Deletes the recording content and cancels meeting minutes generation.
- Preview Screen: If recording with Screen + Audio selected, hovering over the floating menu allows you to preview the screen being recorded.

Ai:repoto

4. Edit AI Report Meeting Minutes

You can modify the meeting content and meeting script of minutes recorded with Ai:repoto. You can edit Ai:repoto minutes on the Edit screen.

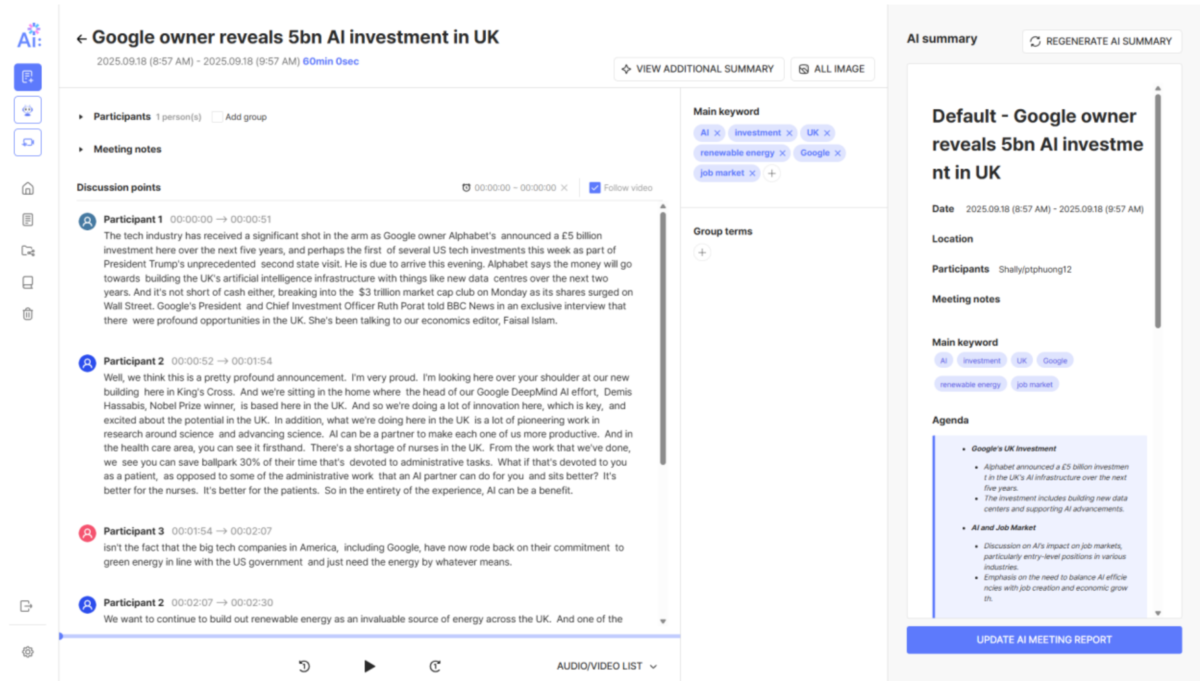
The path to access the Edit Meeting Minutes screen is as follows:

① Click the Full List or the group list containing the minutes you wish to edit.

② Hover over the meeting minutes you want to edit and click the **Edit** ( ) button, or double-click the minutes.

③ You will be taken to the meeting minutes detail view screen.

④ Click the [**Edit**] button in the upper-right corner of the meeting minutes detail screen.



<Meeting Minutes Edit Screen>

4.1. Meeting Attendees

To modify meeting attendees, you can add or remove attendees in the edit screen.

① Click the [+] button.

② The Add Participant pop-up appears.

③ In the Add Participant pop-up, enter the name, position, and email of the participant you wish to add.

* When you select a user found by entering their name or email, the remaining fields will be filled in automatically.

④ Click the [**Confirm**] button.

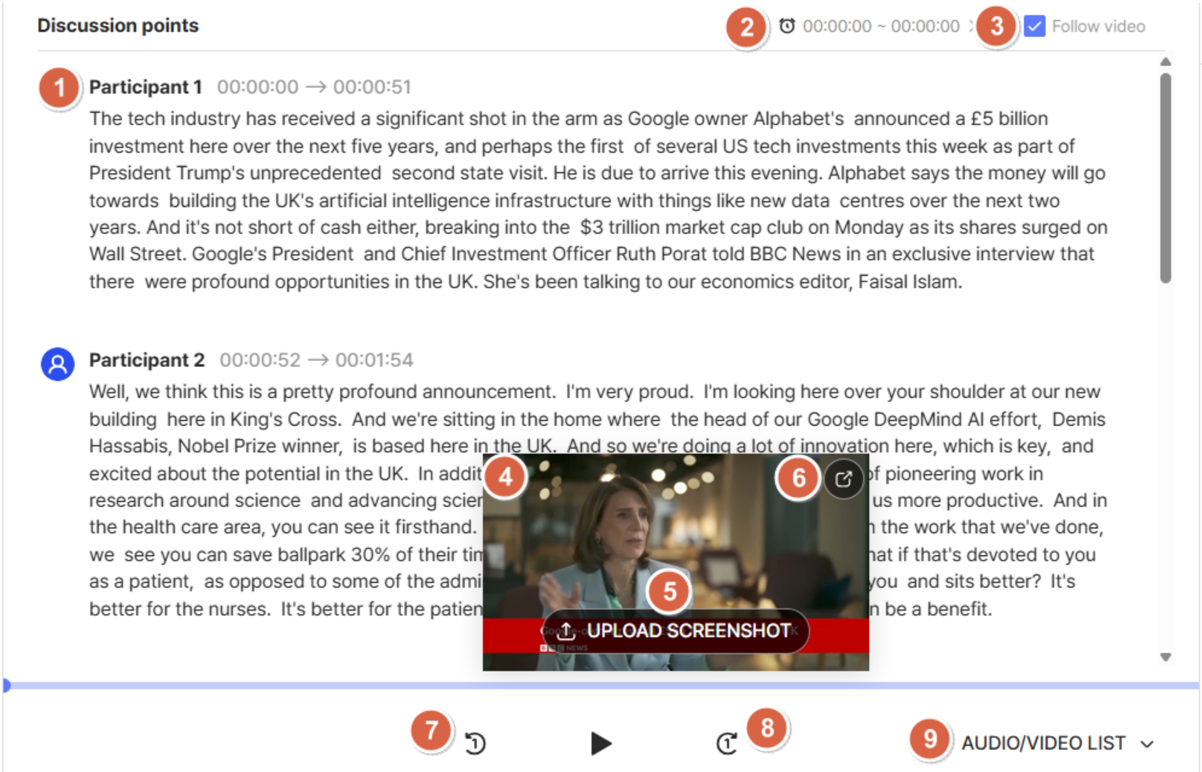
Added attendees will appear in the meeting attendees section. You can delete added attendees by clicking the **x** button.

* The meeting minutes creator is automatically added when creating minutes and cannot be deleted.

4.2.Meeting Content

You can view the audio recording transcribed into text in the Meeting Content section.

* Immediately after meeting minutes generation completes, video and audio files may be uploading and may not be viewable right away.



<Meeting Content>

Number	Name	Description
1	Script	Speaker's dialogue is separated by order and displayed in the meeting content. You can view the participant's profile, name, speaking time, and the sentence spoken. Click each script to jump to that playback point, edit it, and add summaries.
2	Time Range Search	You can search by specifying the desired time period.
3	Follow Data	When Data Tracking is selected, the scroll automatically moves to the relevant script whenever the currently playing script changes. When

		disabled, the scroll does not move even if the currently playing script changes.
4	Video Viewing	If the uploaded file is a video, hovering over the playback area displays a thumbnail, allowing you to preview the video and take screenshots.
5	Upload Screenshot	The screenshot will be added to the image list. Screenshots added to the image list can be inserted into meeting minutes via the AI meeting minutes editing screen.
6	PIP View	Clicking the PIP View button ( ) in the upper right corner of the thumbnail switches to a Picture-in-Picture view where you can watch the video. The video can be controlled using the playback buttons at the bottom of the meeting content. In PIP mode, you can resize the window by clicking and dragging the corners of the screen.
7	Playback Area	You can play uploaded recorded or audio files. Click the play button to start or stop the file. Clicking the 1 second back or 1 second forward buttons moves the playback to 1 second before or after the current point.
9	Bookmarks/Multiple Topic Display	You can view bookmarks or multiple topic markers specified in the script. Hovering over a marked position displays the script's timestamp, and clicking it navigates to the selected script.
10	Audio/Video List	You can view uploaded recordings and audio files.

4.2.1. Meeting Content Editing

Hovering over meeting content requiring modification displays the sentence editing menu. Descriptions for each function are as follows.

Icon	Name	Description
	Select Mode	Switches to a selection mode that allows multiple selections.
	Change Speaker	You can change the speaker who uttered the selected sentence. Select the utterance of the speaker you wish to change, then choose to apply the change to all instances or only to the selected sentence.
	Note	You can insert notes into selected sentences.
	Bookmark, Multiple Topics	Bookmark: You can assign a bookmark to the selected sentence. You can check the location of the bookmarked sentence in the playback area. Multiple Topics: You can assign multiple topics to the selected sentence. You can check the assigned sentence location in the playback area. When using AI Re-summarize and selecting the highest summary accuracy, the selected content will be included in the meeting minutes summary.
	Copy	Copies the selected sentence.

	Edit	You can directly edit the text.
	Delete	Delete the entire selected script.

4.2.2. Change Speaker

Speakers who utter sentences in meeting content are displayed by default as numbered participants (e.g., Participant 1, 2, 3). You can change the default speaker to a meeting participant via the Change Speaker option in the sentence editing menu. To change or assign a speaker:

① Hover your mouse over the sentence whose **speaker** you want to change and select the **Change Speaker** button ( ).

② In the Change Speaker pop-up, click the attendee **you wish to set as the speaker**.

③ If there is no speaker, select the [+] button to add a participant to set as the speaker.

④ Click the range where you want to change the speaker: **All Changes** or **Change Only This Item**.

⑤ Click the [**Confirm**] button.

Once a speaker is assigned to a voice, that user will automatically be designated as the speaker with the same name when generating meeting minutes from other voice files in the future.

4.2.3. Searching Meeting Content

There are two ways to search the script: searching by speaker or searching by time range.

- **Search by speaker:** Clicking a participant in the meeting attendees list will display only that participant's remarks in the meeting transcript.

- **Search by time zone:** Select the **time zone settings** button (00:00:00 ~ 00:00:00) and enter the desired time to view meeting content for that time zone.

4.2.4. Merge

You can merge separate scripts from one speaker within the meeting content into one to edit the meeting minutes.

① Hover over the script and click the Select Mode button ( ).

② In selection mode, click all sentences to merge.

* When merging sentences using Merge, only **consecutive** sentences **from the same speaker** can be summarized.

③ Click the [Merge] button in the menu displayed at the top of the meeting content.

If the same speaker is split between two different participants and sentences cannot be merged, use the Change Primary Speaker feature to change them to the same speaker. You can merge sentences afterward. For detailed instructions on setting the primary speaker, see 4.2.3. Changing the Primary Speaker.

4.2.5. Selective Deletion

You can delete only the sentences you want to remove from the meeting content.

① Hover your mouse over the script and click the **Select Mode** button ( ).
② In selection mode, click one or all sentences to delete.
③ Click [Select Delete] from the menu displayed at the top of the meeting content.

4.2.6. Additional Summary

You can select only the sentences you want to summarize from the meeting content for additional summarization.

① Hover over the script and click the **Select Mode** button ( ).
② In selection mode, click all sentences you want to summarize further.
③ Click [**AI Summarize**] from the menu displayed at the top of the meeting content.

Once the summary is complete, the summarized content will appear in the [**View Additional Summary**] panel. You can edit or delete the additional summary content by clicking the **More** ( ) button that appears when you hover over the summarized content.

4.3. Keyword

Key keywords for the meeting minutes are generated and displayed based on the content recorded in the meeting notes.

Selecting a keyword allows you to search for it within the meeting content and view its locations. You can also add keywords directly by clicking the [**+**] button. To delete a keyword, click the **x** button.

4.4. Alternative Word List

Since words recorded in the meeting content may not be accurate, frequently misspelled words can be added to the alternative word list for correction.

4.4.1. Adding Alternative Words

The alternative word list displays the list added to the User Dictionary menu, tailored to the group where the meeting minutes are located. You can also set additional alternative words within the meeting minutes editing screen.

Here's how to add alternative words directly from the meeting minutes edit screen:

① Click the [**+**] button in the alternative word list.

② Enter **the word to replace** and the **replacement** word in the input fields.
③ Press the **Enter** key.

The replacement word is added to the list. You can select the added replacement word to edit the script.

* Replacement words added in meeting minutes are applied to the corresponding group in the **User Dictionary** menu.

To set multiple words at once, you can register them in bulk via an xlsx file in the User Dictionary menu. For details, see **6.3.1 Bulk** Registration of **Alternative Words**.

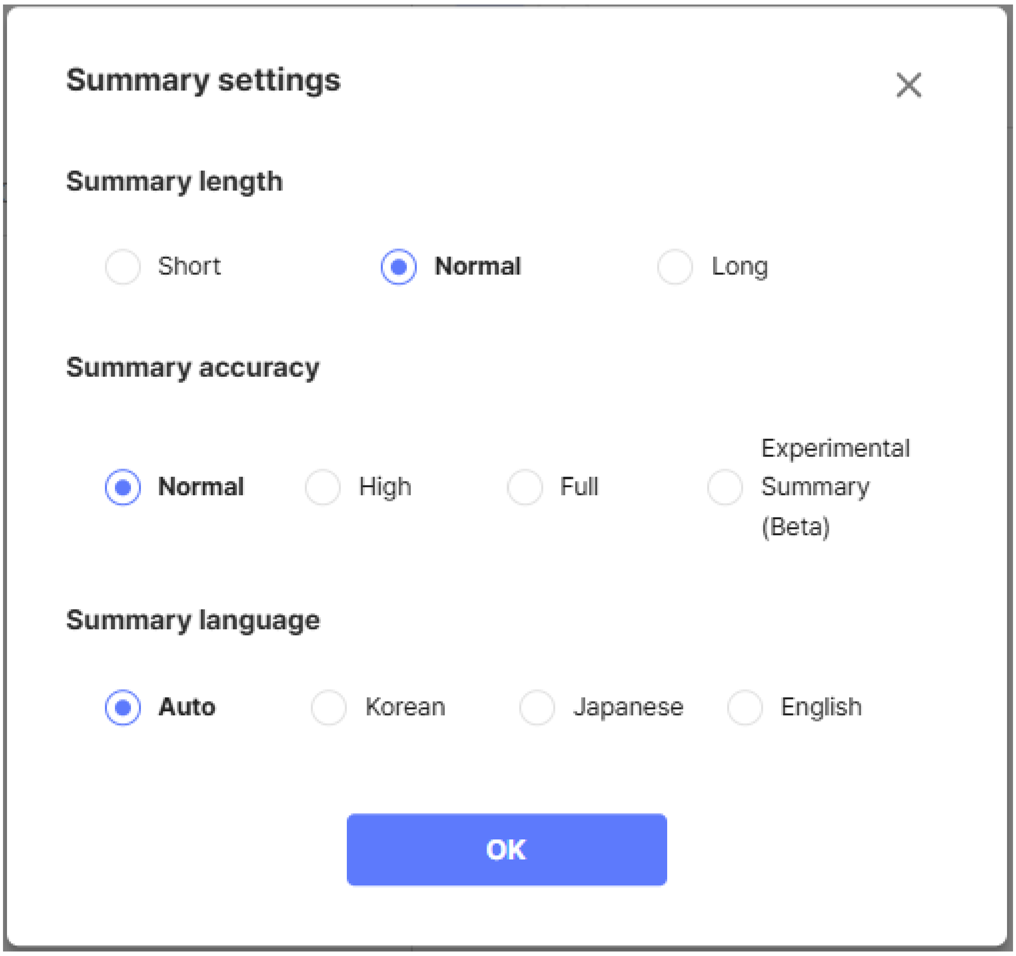
4.4.2. Applying Alternative Words

To change a script word to a word from the alternative word list, follow these steps:

① Click the word **you want to replace** in the alternative word list.
② Click the **Move** (**<**, **>**) button to navigate to the word you want to change.
③ Click the [**Change**] button to modify only the selected word, or click the [**Change All**] button to modify all instances.

4.5. AI Re-summarize

To modify meeting content or re-summarize AI meeting notes generated in another language, click the [**AI Re-summarize**] button to summarize again.



<Summary Settings Popup>

Selecting the [AI Re-summarize] button displays a summary settings popup where you can configure the meeting notes' summary length, accuracy level, and target language. Select your desired options and click [Confirm] to start re-summarization.

* Selecting the highest summary accuracy may take more than twice as long to complete compared to medium or high accuracy.

4.5.1. Creating Multi-Topic Meeting Minutes

When multiple topics arise in a single meeting, you can create detailed minutes by manually or automatically designating key topics.

Set the summary accuracy to Highest in Settings, or choose Highest Accuracy for Re-summarization, and the AI will automatically identify key topics and re-summarize them in detail.

Here's how to generate multi-topic meeting minutes using topics you specify manually:

① Click the script where the main topic you want to summarize begins in the meeting content.

② Click the Bookmark button ( ).

③ Click "**Multiple** Topics".

④ Click the [**AI Re-summarize**] button.

⑤ Select Summary Accuracy: Highest.

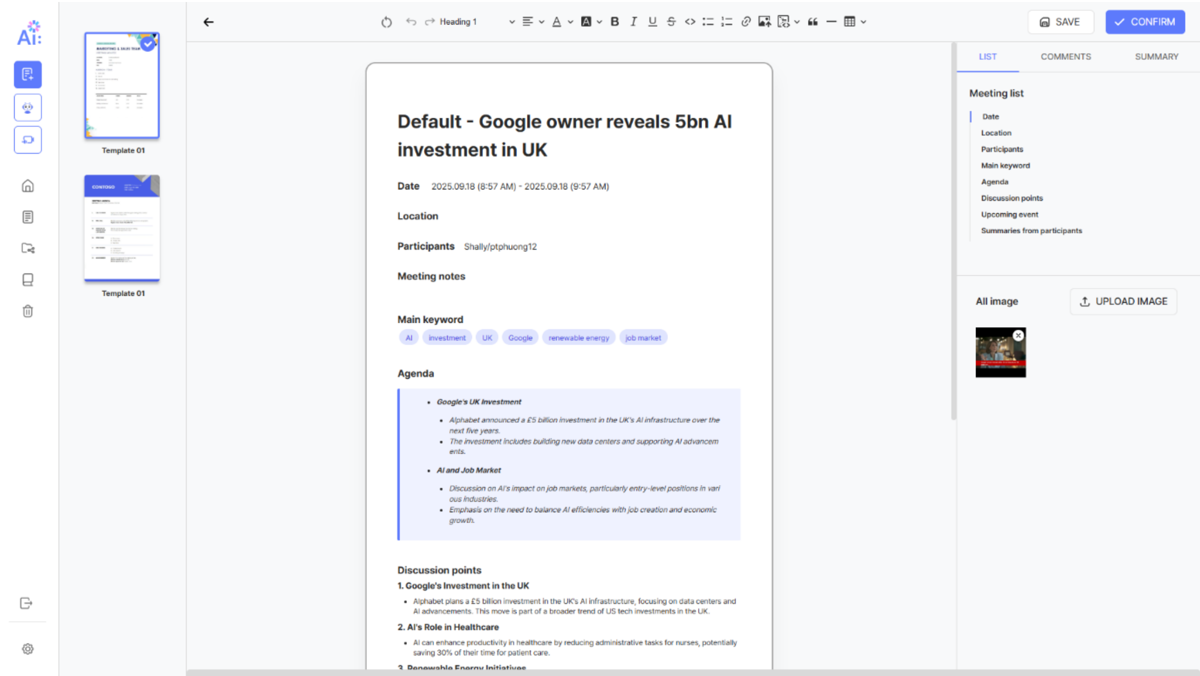
⑥ Click the [**Confirm**] button.

Once the re-summary is complete, the topics you manually selected and the key points identified by AI will appear in the meeting minutes, summarized in detail.

Scripts designated as multiple topics are displayed to the right of each participant's name and in the playback area, allowing you to see them at a glance without scrolling.

4.6. Editing AI Meeting Minutes

You can directly edit the content of AI-summarized meeting minutes. Click the [Edit AI Minutes] button at the bottom of the AI minutes area on the right side of the edit screen to proceed to the editing screen.



<AI Meeting Minutes Editing Screen>

4.6.1. Template

You can change the template for the AI meeting minutes by selecting the desired template from the list displayed in the left area.

4.6.2. Meeting Minutes Editing Toolbar

This toolbar provides tools for editing AI meeting minutes. Each menu and function is described below.

<AI Meeting Minutes Editing Screen Toolbar>

Icon	Name	Description
	Template Reset	Undo all modifications and reset the document. Reset restores the meeting minutes generated by the AI summary.
	Undo, Redo	Undo and redo executed actions.
Heading 1	Title	You can specify a header.
	Sort	You can select the alignment method.
A	Text Color	You can set the font color.
A	Text Background Color	You can set the font background color.
B I U S	Bold, Italic, Underline, Strikethrough	You can select font effects.
<>	Code	Changes to code input.
	Bulleted lists, numbered lists	You can input using bullet points and numbering.
	Link	You can set hyperlinks.
	Upload images from your computer	You can add images directly to meeting minutes.
	Insert code block	You can configure code block settings.
	Quotation	A quotation mark is inserted.
	Horizontal line	A horizontal line indicator is inserted.
	Insert Table	You can add a table.

4.6.3. Tab Menu List

The tab menu is displayed on the right side of the AI Meeting Minutes editing screen. The list displays the Meeting Minutes List and Image List, which allow you to navigate to the location of the meeting minutes.

- **Meeting Notes List:** Selecting a list from the meeting notes list scrolls the AI meeting notes to the content located at the selected section, allowing you to view the chosen content.

- **Image List:** Images uploaded as screenshots from the meeting video are displayed. You can also add images directly from File Explorer by clicking the image upload button. Images uploaded to the list can be added to the desired location via drag & drop.

4.6.4. Opinion Tab Menu

When you select Comments, registered comments will be displayed. You can view comments or register your own directly.

Entering comments in the input field at the bottom registers them. To view only comments you registered, click the [View Only My Comments] button.

4.6.5. Summary Tab Menu

Selecting Summary allows you to view additional summarized content. You can review partially summarized content and easily copy it to add to the AI meeting minutes.

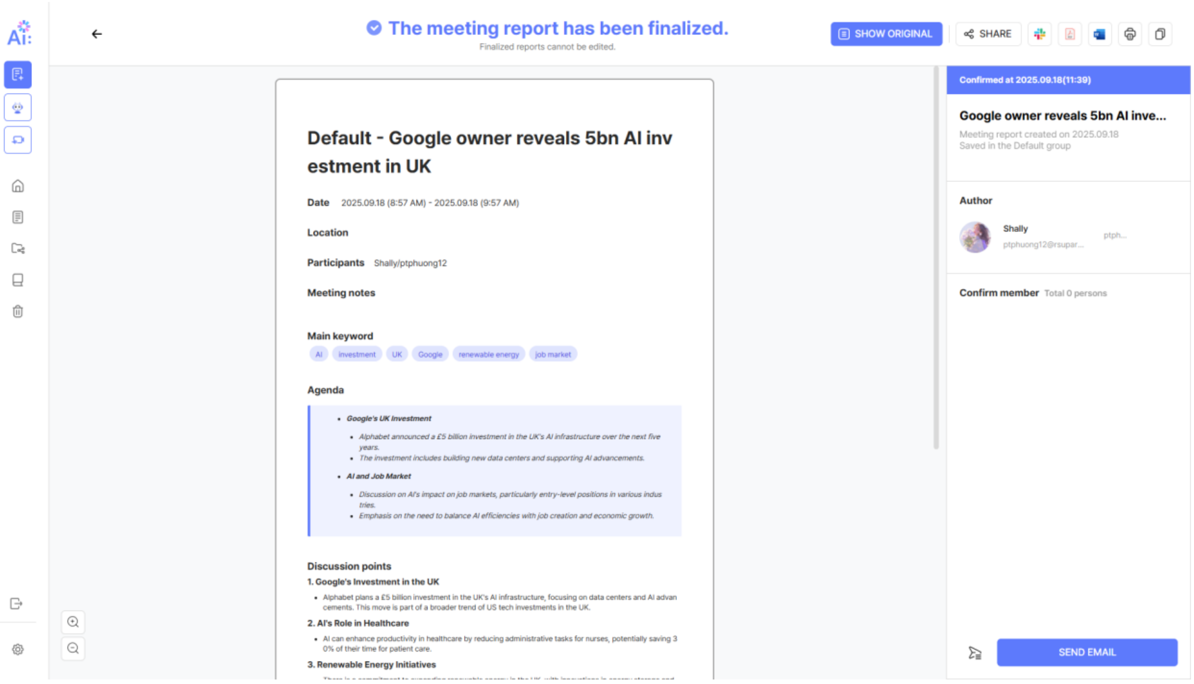
4.6.6. Confirm

You can finalize the meeting minutes by selecting Finalize to prevent further editing. Once Finalize is selected, neither the script nor the AI meeting minutes can be edited.

Click the [Confirm and Share] button in the guidance message displayed when clicking [Confirm] to finalize the minutes. Once finalized, you will be redirected to the final confirmation page. On the final confirmation page, you can select options to share the minutes.

4.7. Finalizing Meeting Minutes

Clicking the [Finalize] button on the AI meeting notes editing screen finalizes the meeting notes, changing them to a state where further editing is no longer possible. The final confirmation page is displayed only when finalizing the meeting notes.

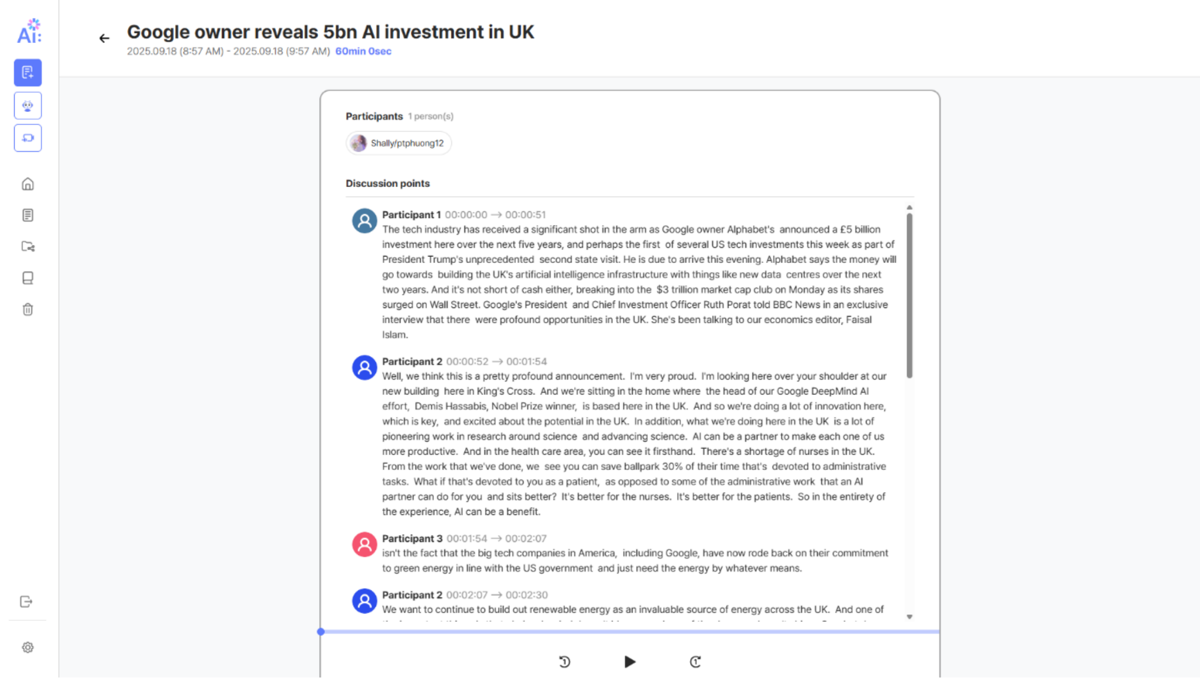


<Final Confirmation Screen for Meeting Minutes>

- View Original: Play the original video or audio file and review the script. After confirmation, users with viewer permissions can also play the original video or audio file.
- Confirmation Request Members: Users who were asked for feedback when sharing the minutes are displayed. Users who agreed to the minutes are marked as Agreed, and those who did not agree are marked as Disagree.
- Send Email: Shares the minutes for distribution.

4.7.1. View Original

Once the minutes are confirmed, you can view the original from the minutes detail screen or the final confirmation page. You can play and review the minutes script along with the video or audio recording file.



<Original View Screen>

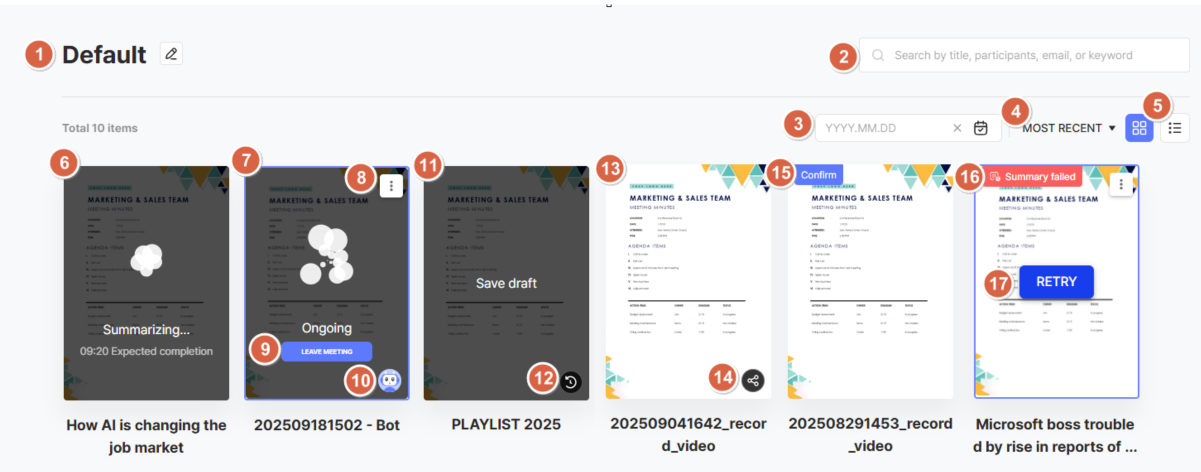
5. Sharing Ai:repoto Meeting Minutes

Meeting minutes generated by Ai:repoto can be shared via email not only with users registered on Ai:repoto but also with unregistered individuals. Share the minutes and review the content together with everyone.

5.1. Reviewing Meeting Minutes

5.1.1. Meeting Minutes List

Click a group in the group list or click the full list to view meeting minutes that are being generated or have been completed.



<Meeting Notes List Screen>

Number	Name	Description
1	Group Name	The group name is displayed.
2	Search Bar	You can search for meeting minutes in the search bar. Search by title, participant, email, or keyword.
3	Search by date	You can search for meeting minutes by the date they were created. You can also search for meeting minutes by selecting a date on the dashboard calendar.
4	Sort	You can sort meeting minutes by latest first or oldest first. The default is sorted by latest first.
5	Display Change	You can display meeting minutes as thumbnails or as a list. The default is thumbnail view.
6	Summary in progress	Meeting minutes currently being summarized display a thumbnail labeled "Summarizing." The estimated time remaining for summarization is shown

	Meeting Minutes	on these minutes, and once the summary is complete, the thumbnail reverts to the standard view.
7	Meeting in progress Minutes	Meeting minutes currently in progress will display a thumbnail labeled "In progress." Once the meeting ends, the thumbnail will change to one indicating summarization is in progress.
8	More	You can edit, move, or delete meeting minutes based on their status.
9	Ending a Bot Meeting	Remove the bot from a meeting it participated in to automatically generate meeting minutes up to that point.
10	BOT-Participated Meetings	Meeting minutes where the bot participated will display a bot icon.
11	Meeting Minutes Being Written Meeting Minutes	Meeting minutes that I have not written but have saved as drafts will be marked as "in progress," allowing me to distinguish them from the minutes I am currently writing.
12	Temporarily saved meeting minutes	Temporarily saved meeting notes display a temporary save icon, indicating they are in progress.
13	Completed Meeting Minutes	You can view the thumbnail and title of completed meeting minutes in the list. The thumbnail image displays a preview of the summarized content.
14	Shared meeting minutes	Meeting minutes that have been shared display a share icon.
15	Finalized Meeting Minutes	Meeting minutes that have been finalized and cannot be edited are marked as finalized.
16	Failed Minutes	Meeting minutes that did not complete successfully are marked as failed. You can view the reason for failure for each set of minutes.
17	Re-request	For meeting minutes that failed to complete due to "Summary Failure," you can click the Re-request button to request the generation of the minutes again.

5.1.2. Cancel Meeting Minutes

To cancel a meeting record currently being generated, hover your mouse over the record to reveal the More options (⁝) button, then click the [Cancel] button. The meeting record generation will be canceled immediately and changed to a temporarily saved state.

* Canceling the summary is not possible for minutes currently being re-summarized.

* Canceling a meeting record during creation may delete uploaded files. Additionally, time already deducted cannot be recovered even if the meeting record creation is canceled.

5.1.3. Moving Meeting Minutes

If you wish to change the group containing a created meeting record, you can move the record's location using the Move option.

Hover your mouse over the minutes and click the **More** (⋮) button to display the Move to Next pop-up. Select the desired group from this pop-up to move the minutes.

5.1.4. Deleting Meeting Minutes

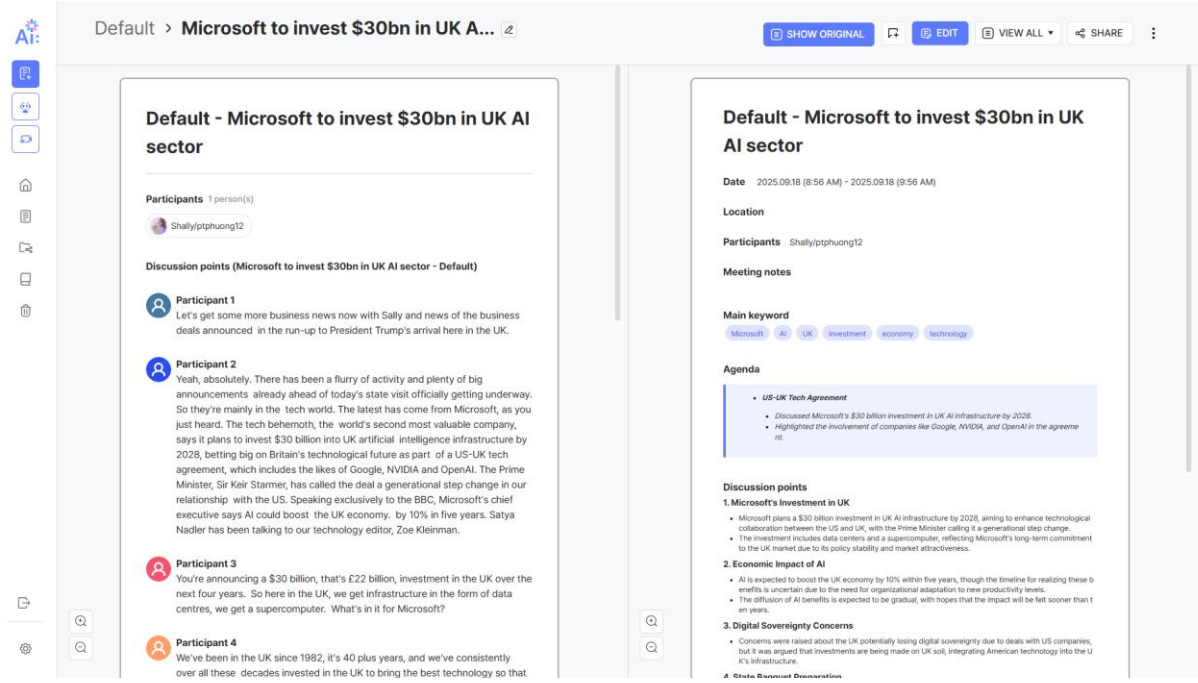
To delete a meeting record, hover over it to reveal **the More options** (⋮) button, then click the [**Delete**] button. The meeting record is immediately moved to the trash.

* If you delete meeting minutes from a group you do not own, the minutes are immediately moved to the owner's trash and cannot be recovered directly.

5.1.5. Meeting Minutes Details

The script and AI summary of a created meeting record can be viewed on the meeting record details screen.

Double-click the thumbnail of the meeting minutes you want to view, or hover your mouse over the minutes and click the **Edit** button (✎) that appears to go to the detail view screen.



<Meeting Minutes Detail View Screen>

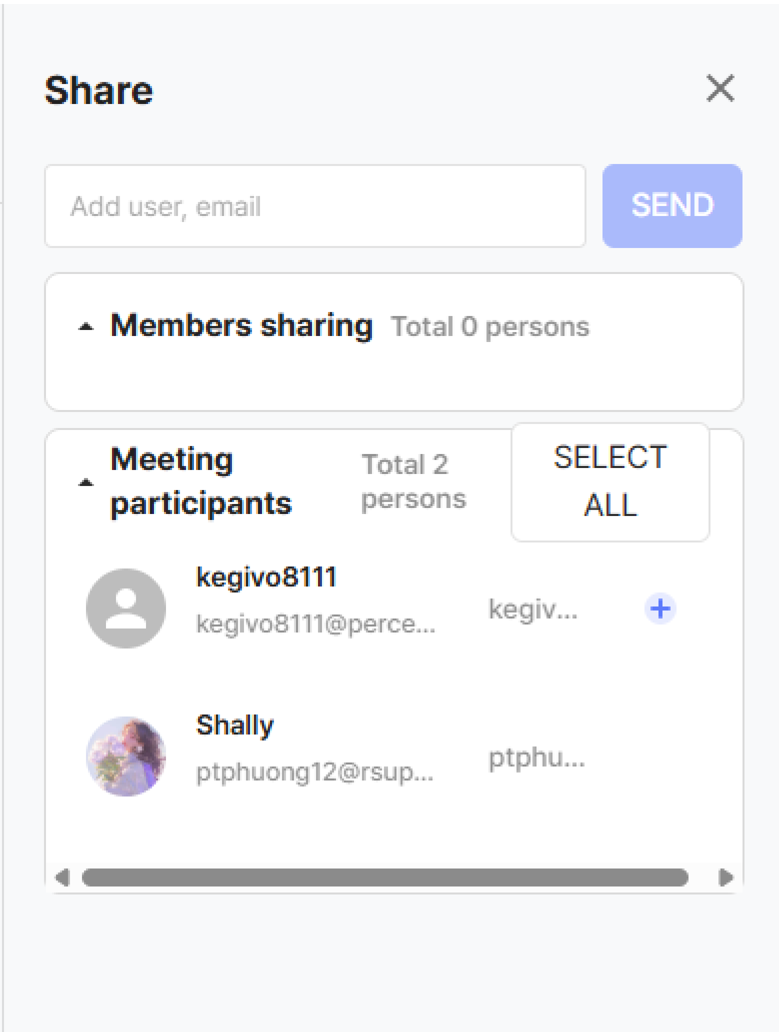
- **Original View:** Only displayed for finalized meeting minutes. You can play the original video or audio recording and review the script.
- **Registered Comments:** View registered comments and add new ones.

- **Edit:** Navigates to the meeting minutes editing screen. You can edit meeting minutes, including attendees, scripts, and AI-generated minutes.
- **Full View:** Select the screen you wish to view. When selecting a button, you can choose [View AI Summary Only] or [View Script Only] to display only that specific screen. Full View is the default, allowing you to see both the script and AI summary.
- **Share:** A panel for sharing meeting minutes appears. Meeting participants and shared members are displayed on the right.
- **More menu (⋮):** Select other sharing options. Available menus include Send, View Send History, Share to Slack, Save as PDF, Save as PDF (script), Save as Word, Save as Word (script), Print, Copy, and Delete Meeting Notes.

5.2.Share Meeting Minutes

Share meeting minutes via email to review them together.

Clicking Share displays the Share panel on the right side of the screen. In the Share panel, you can view meeting participants and members currently sharing the meeting.



<Share Panel>

① Enter the name or email address of the person you want to share with in the Add User, Group, or Email field.
* Click the [+] button on the right side of the Meeting Participants area or click the [**Select All**] button to add users who participated in the meeting directly to the user input area.

② Click [**Send**].

③ The Send Email pop-up appears.

④ Enter the subject and content of the email to share the meeting minutes.
* If feedback is required, select Request Feedback.

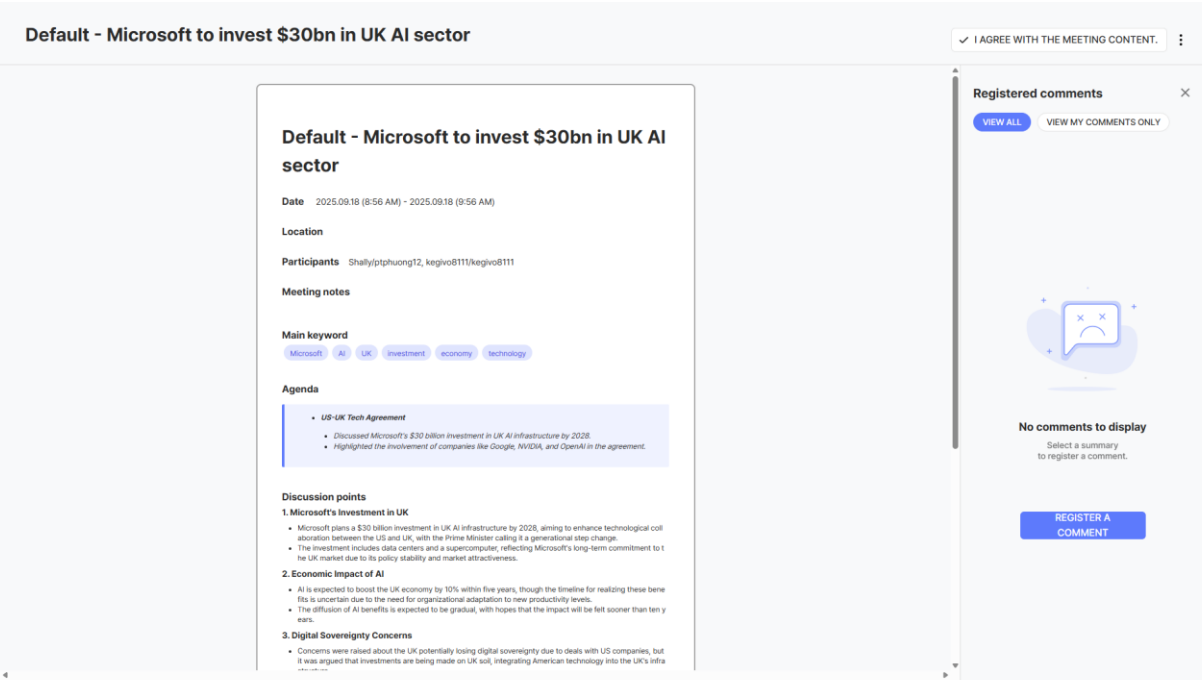
⑤ Click [**Send**].

The meeting minutes will be sent to the email address of the user you wish to share them with. Once sharing is complete, the recipient will appear in the 'Shared With' section. The recipient can view the shared meeting minutes in their email and in the Shared Documents folder.

5.3.Registering Comments

If the shared meeting minutes contain content requiring confirmation, you can directly register comments on the minutes using the comment registration feature.

When sharing the minutes, click the [**Request Feedback**] button in the email sending pop-up to share. This allows the recipient to register feedback.



<Screen for registering comments on shared meeting minutes>

5.3.1. Registering Comments

To register comments on a shared meeting record, follow these steps:

① Click the [Register Comment] button in the Registered Comments area on the right panel. Alternatively, click the section of the meeting minutes where you want to register a comment.
② Click the activated input area.
③ Enter the comment you wish to register.
④ Press Enter or click the Send button ( ).

When you register a comment, an email is sent to the user who owns the meeting minutes. You can also reply to a registered comment by selecting it.

5.3.2. Meeting Minutes Approval

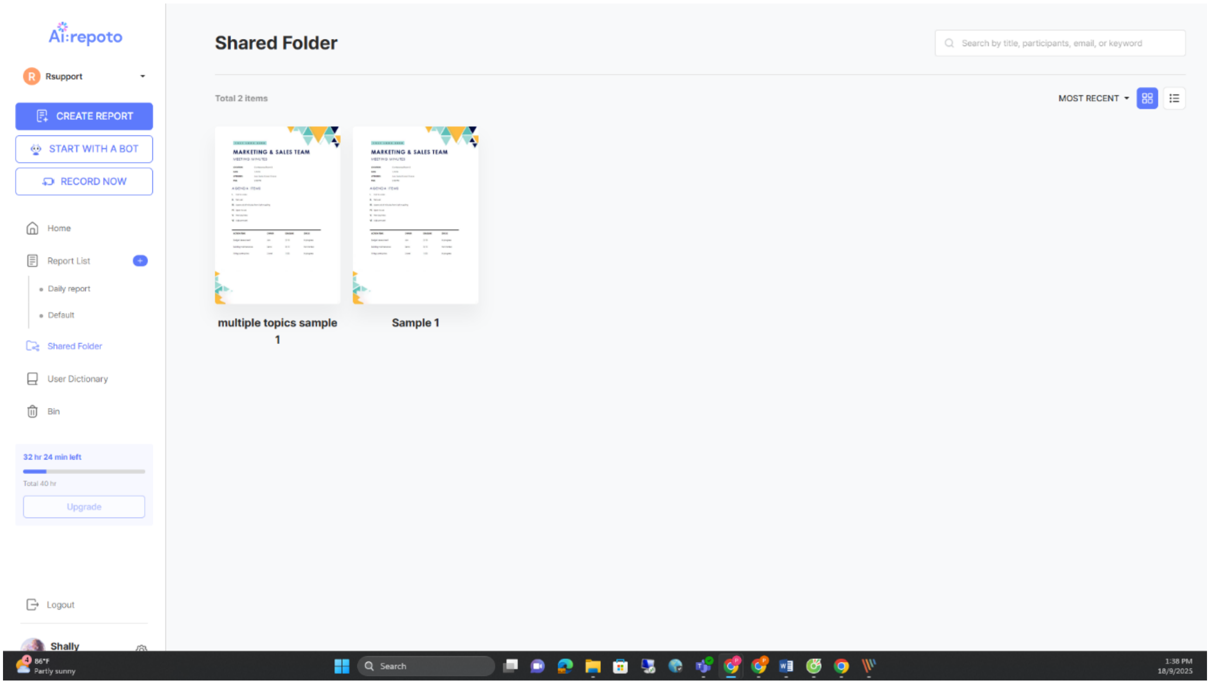
When you share meeting minutes by requesting comment registration, the shared user can choose whether to agree with the meeting minute content.

Clicking the [**I agree with the meeting minutes content.**] button to agree to the minutes indicates to the owner that the shared user has reviewed the minutes.

* Meeting minutes consent is only possible when reviewing the minutes from the shared email.

5.4. Shared Documents Folder

Shared meeting minutes can be viewed either in the email where they were shared or in the Shared Documents folder.



<Shared Documents Folder Screen>

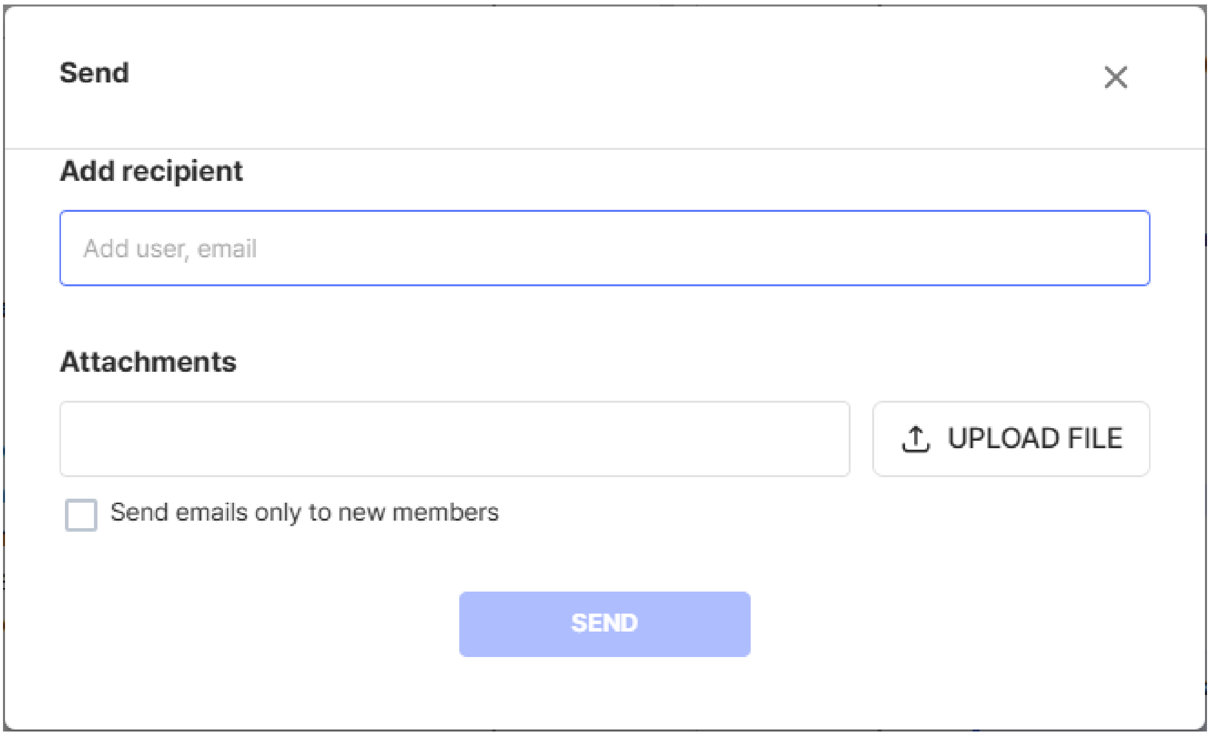
Since the meeting minutes in the Shared Documents folder do not have the permissions of the group containing the minutes, you cannot use the Edit or Share functions. To use the functions in the Edit

Meeting Minutes screen or to share the minutes, select the minutes within the group containing them and use the Edit or Share functions there. Request permissions from the group administrator for that meeting minute.

* Only meeting minutes created within the same workspace can be viewed in the Shared Documents folder. Meeting minutes created in other workspaces can be viewed by navigating to the respective workspace.

5.5. Send Meeting Minutes

When you share meeting minutes using the Send Meeting Minutes feature, you can share them as an HTML file attachment.



<Send Popup>

- **Attach File:** You can add attachments. The maximum file size is 10MB.
- **Send only to newly added users:** The meeting minutes will be sent only to those who have not yet received the email.

Here's how to share meeting minutes using the Send Meeting Minutes feature:

① On the meeting minutes details screen, click the **More** (⋮) button.
② Click the [**Send**] button.
③ The Send pop-up appears.
④ Enter the email addresses of recipients in the Add Recipients field.
⑤ Click the [**Send**] button.

After sharing the minutes via Send Minutes, you can click the [**View** Send History] button in More (⋮) to review the send history. You can view the list of email addresses sent to and the first confirmation date.

5.6.Share Meeting Minutes to Slack

You can share meeting minutes directly to a Slack channel.

* This feature is not supported in the current version but will be available in future updates.

From the meeting minutes detail screen, click the **More** button (⋮) and then click the [**Share to Slack**] button to share the minutes to your connected Slack channel.

Slack sharing requires the group containing the meeting minutes to be linked to a Slack channel. Request the group's Slack channel link from the Space administrator.

6. Managing AI Reporo Meeting Minutes

The Ai:repoto service uses a dedicated single space called a workspace. All meeting minutes can be managed within groups created within the workspace.

6.1. Workspace

When you create an Ai:repoto workspace, usage time is granted for all users within groups that have meeting note creation permissions.

6.2. Group

You can create new groups and invite users to them. Each group can be managed and created independently.

6.2.1. Group Creation

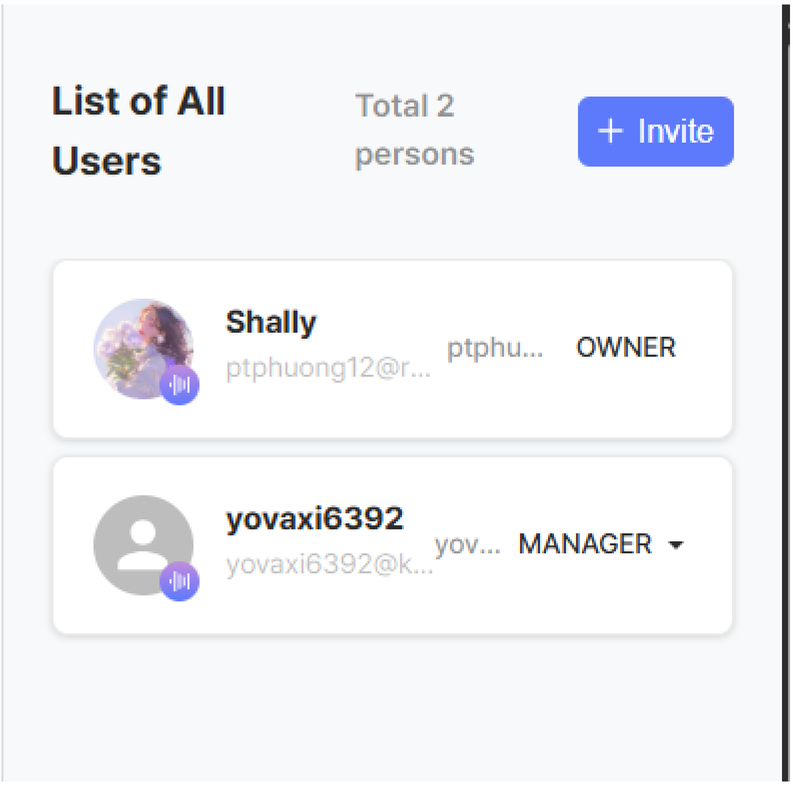
All users except those with Group Viewer permissions can create, modify, or delete groups. If you lack group creation permissions, request them from an administrator.

* A default group is created for the workspace administrator using their registered ID.

① Click the [+] button on the right side of the full list.
② In the Create New Group window, enter the group name.
③ Press Enter or click the [**Confirm**] button.

6.2.2. Group Invitation

Invite other users to the AI Report Group to review and manage added meeting minutes together.



<Group User List Panel>

① Click the group you want to invite users to at the bottom of the full list.
② Click the [+Invite] button in the full user list on the right side of the screen.
③ The Invite pop-up window appears.
④ Click the input field to enter the user you wish to invite.
⑤ Press the Enter key.
⑥ Click the [Invite] button.

An invitation email will be sent to the email address entered during the invitation process. Invited users will be granted viewer permissions by default, allowing them to view meeting minutes created within the group.

When inviting a non-member, an email requesting membership registration will be sent to the email address entered in the invitation. Detailed instructions on how invited users can register as members can be found in Section 2.2.2: Registering as a Member via Group Invitation.

6.2.3. Group Permission Settings

You can assign Administrator, Editor, or Viewer permissions to users invited to the group. To change permissions:

① Click the group whose permissions you wish to change in the group list.
② In the full user list, click the current permission of the user whose permission you want to change.

③ Click the permission you wish to change.

When you change permissions, the user's permissions are immediately updated to the selected role.

The features available to each user based on their permissions within the group are as follows.

Action		Availability by Permission			
Classification	Detailed Action	Owner	Administrator	Editor	Viewer
Group Management	Create Group	O	O	O	X (If you only have viewer permissions for all groups)
	Delete group	O	X	X	X
	Change Group Name	O	O	X	X
User Management	Inviting Group Users	O	O	O	O
	Change Group User Permissions	O	O	X	X
	Export Group Users	O	O	X	X
	Request Voice Registration	O	O	X	X
Meeting Minutes Management	Meeting Minutes Verification	O	O	O	O
	Generate Meeting Minutes	O	O	O	X
	Meeting Minutes Revision	O	O	O	X
	Share Meeting Minutes	O	O	O	X
	Cancel Meeting Minutes Sharing	O	O	X	X
	Delete Meeting Minutes	O	O	O	X

<Available Actions by Group User Permissions>

* To change group owner permissions to another user, you can modify permissions via the data migration settings in the settings menu. For details, refer to Section 7.2 Data Migration Settings.

6.2.4. Group Export

You can export users from a group. To export users from a group, follow these steps:

① Click the group in the group list.
② In the full user list, click the current permission of the user whose permission you wish to change.
③ Click Export.

The user will immediately leave the group.

6.2.5. Leaving a Group

If you wish to leave an invited group, you can leave the group directly.

① Click the Edit Group Name button ( ) at the top of the group screen.
② Click the [Leave Group] button.
③ Click the [Confirm] button.

* When leaving a group via "Leave Group" or "Expel," all permissions for meeting notes created by the departing user in that group are transferred to the group owner.

6.2.6. Group Editing

Group owners and administrators can change the group name.

① Click the [ ] button at the top of the group screen.
② Click the [Rename] button.
③ Enter the new group name.
④ Press Enter or click the [Confirm] button.

6.2.7. Deleting a Group

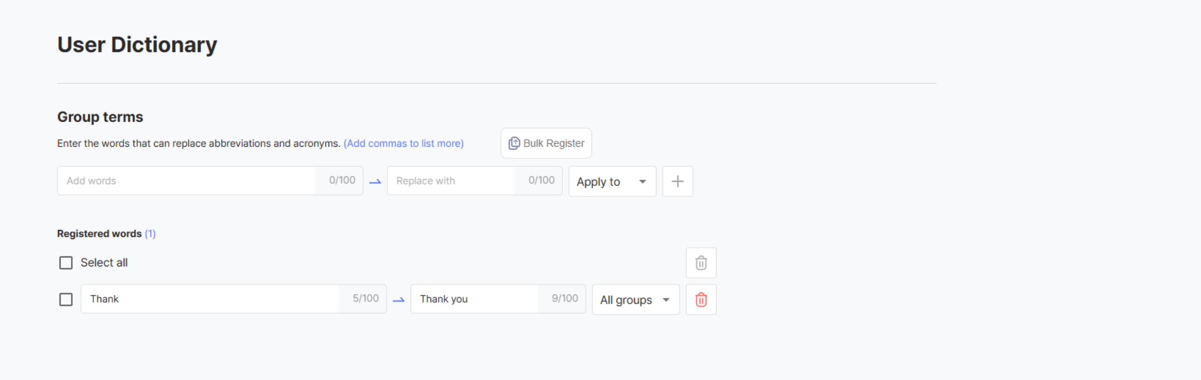
Only the group owner can delete a group.

① Click the [Edit Group Name] button ( ) at the top of the group screen.
② Click the [Delete] button.
③ A deletion confirmation pop-up appears.
④ Click the [Confirm] button.

Deleting a group will remove all meeting notes contained within it and move them to the trash.

6.3. AI Report User Dictionary

Users can save frequently used words for each group in the User Dictionary for replacement. Additionally, alternative words registered in Edit Meeting Minutes will also appear in the alternative word list. For details, refer to 4.4.1 Adding Alternative Words.



<User Dictionary - Alternative Word Settings Screen>

6.3.1. Individual Registration

Register replacement words directly in the User Dictionary.

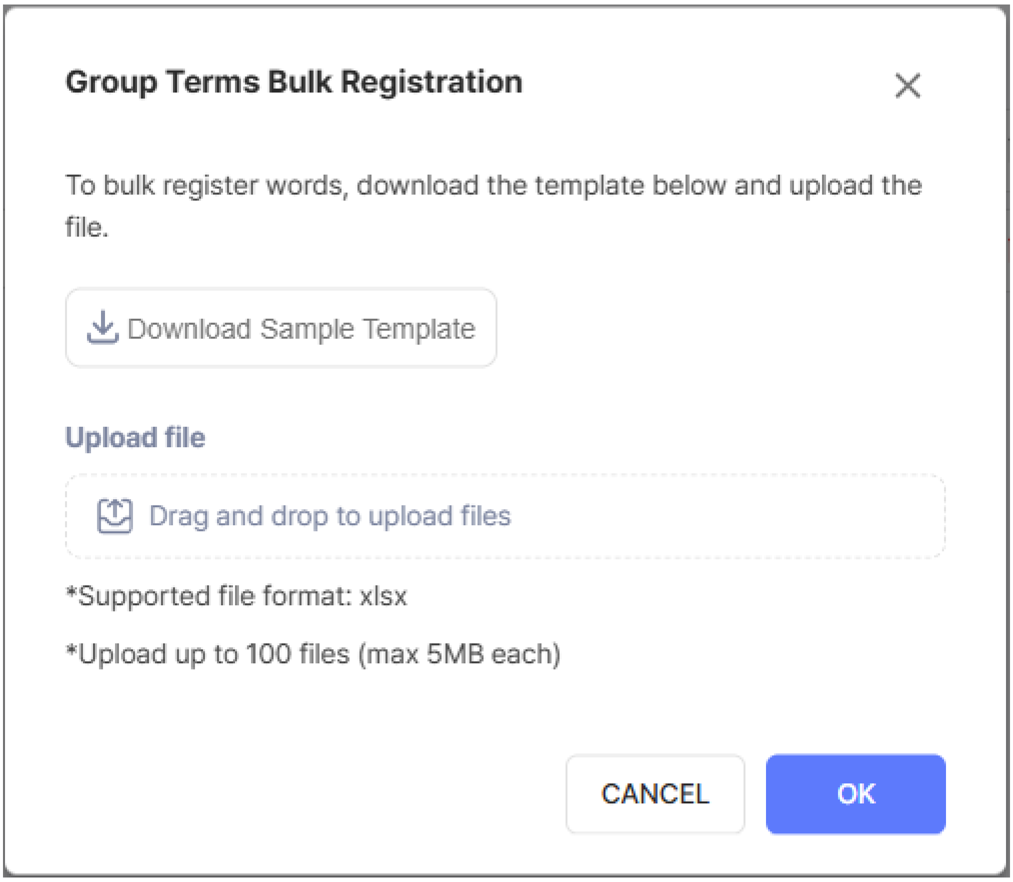
① Enter the word to be replaced and the replacement word.
② Click the [**Apply Group**] button.
③ Select the group or all groups to which you want to apply the alternative words.
*Only groups for which the user has meeting note creation permissions will be displayed in the Apply Group section.

④ Click the [+] button to save.

The alternative word list is shared with members of the group you selected. You can view the shared or configured alternative word list in the meeting minutes editing screen and click on a word to convert it to the alternative term.

6.3.2. Batch Registration

If you have many words to register, use the bulk registration feature to register up to 100 words at once as alternative words via an Excel file.



<Batch Registration Popup>

① Click the [Batch Registration] button.

② In the batch registration pop-up, select [Download Sample Form] to download the template.

③ Fill in the alternative words according to the template.

* How to fill out the Bulk Alternative Word Registration Form

- Column A: Enter the words to be replaced. (You can register multiple words at once by separating them with commas.)
- Column B: Enter the words to be replaced.
- Column C: Copy and paste the formula from the sample form in the top C1 and C2 columns.
- Column D: Enter the group name to apply. (You can register multiple groups at once by entering commas.) Leave blank if you want to apply to all groups.

④ Upload the completed xlsx file and click the [Confirm] button.

*Up to 100 entries can be registered at once.

You can view the alternative words registered in bulk via xlsx in the registered word list.

6.3.3. Deleting Alternative Words

You can delete words from the list of alternative words registered in the user dictionary.

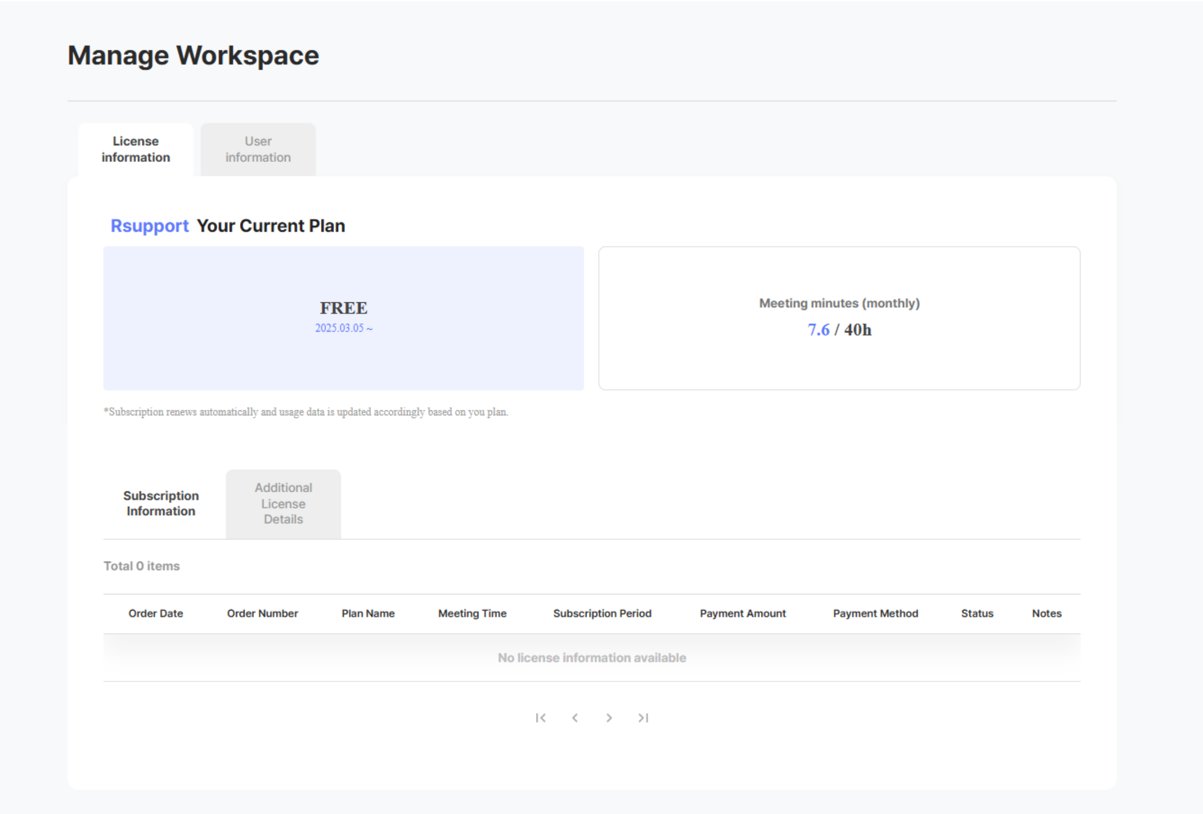
Click the delete icon to the right of the word you want to remove from the alternative word list, or select the checkbox to the left of the words you want to delete and click the [ ] icon at the top of the alternative word list to delete multiple words at once.

6.4.Workspace Management

You can manage the license information for the currently used workspace and search for and manage voice registrations for users within the workspace.

6.4.1. License Information

Information about your current subscription license is displayed, and you can view payment history.

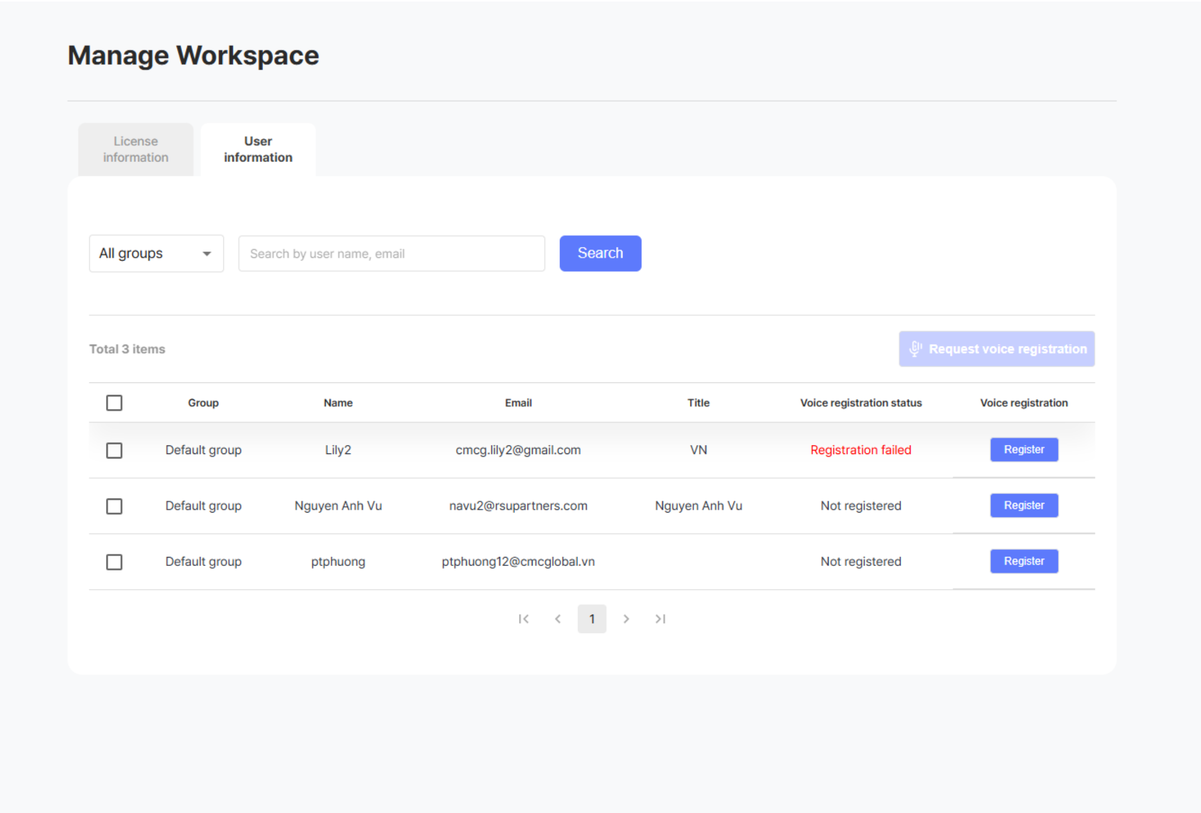


<License Information Screen>

- **Current Plan**: View the currently applied plan, usage period, and monthly meeting time allowance.
- **License Information:** Displays details of licenses used to date. You can view the order date, order number, plan name, meeting time, subscription period, payment amount, payment method, status, and remarks.

6.4.2. User Information

Displays a list of users participating in groups you own or have administrative privileges for within the workspace. You can check each user's voice registration status, request voice registration, or register them directly.



<User Information Screen>

Request Voice Registration

You can set up automatic voice recognition by pre-registering the voices of users participating in a meeting, eliminating the need to manually designate a speaker. You can send an email requesting voice registration to members participating in the group.

① Select one or more accounts for which you wish to request voice registration.
② Click the [Request Voice Registration] button.
③ When the User Voice Registration Request pop-up appears, click the [Confirm] button.

An email requesting voice registration will be sent to the selected accounts' email addresses. You can register the user's voice using real-time recording. For detailed instructions on registering voice via real-time recording, refer to 7.3.1 Voice Recording.

Register Directly

You can register a voice by directly uploading another user's voice file without requesting voice registration.

① Click the [Register] or [Re-register] button for the user whose voice you wish to register.

② Click the file upload area to locate the file in File Explorer or upload the voice file via drag & drop.

* Voices may not be recognized if the audio is too quiet, the file is too short, contains significant background noise, or features two or more speakers.

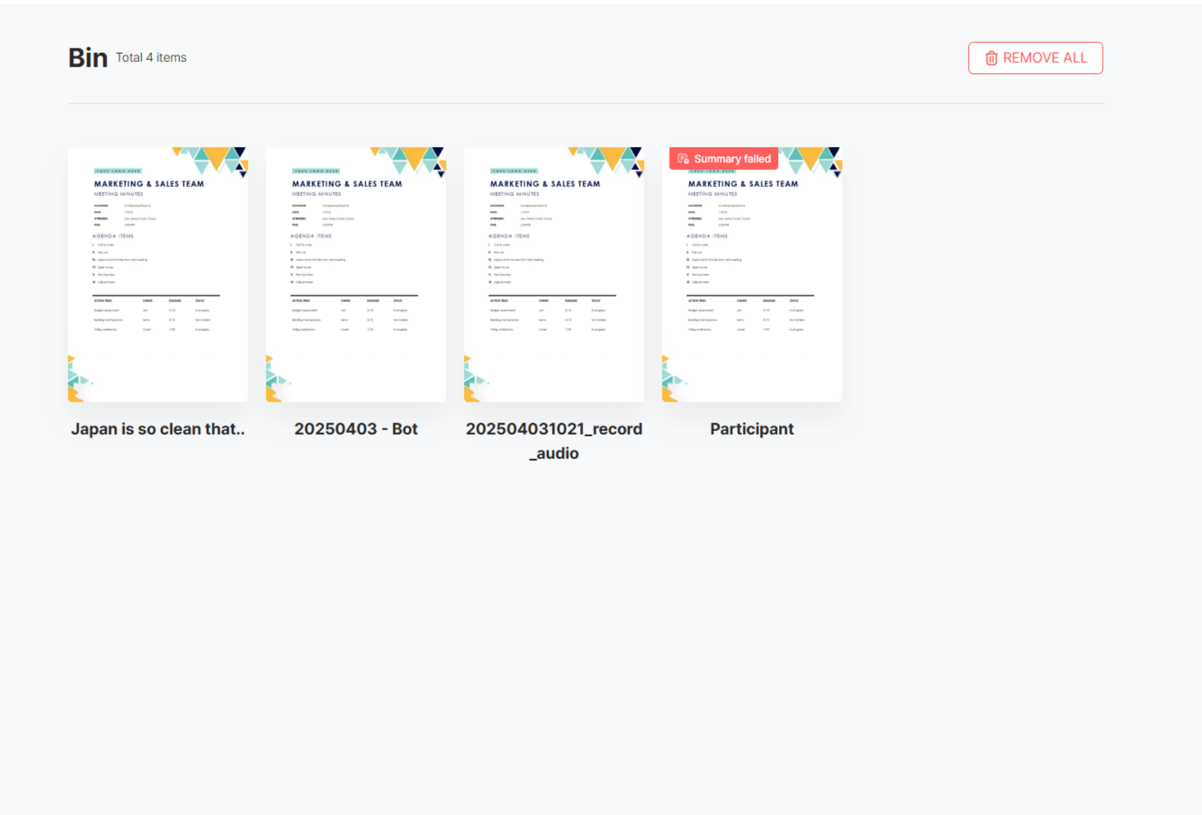
③ Click the [Register] button.

Users whose voice is successfully registered will be recognized as speakers in future meeting minutes, and their names will automatically display as the registered voice user.

If you lack Workspace Management access rights or wish to register only your own voice, refer to Section 7.3: User Voice Registration.

6.5.Trash

Meeting minutes deleted by a user from a group are moved to the Trash.



<Trash Screen>

6.5.1. Recover Meeting Minutes

Hover over the meeting minutes you wish to restore and click the [Restore] button to recover deleted meeting minutes.

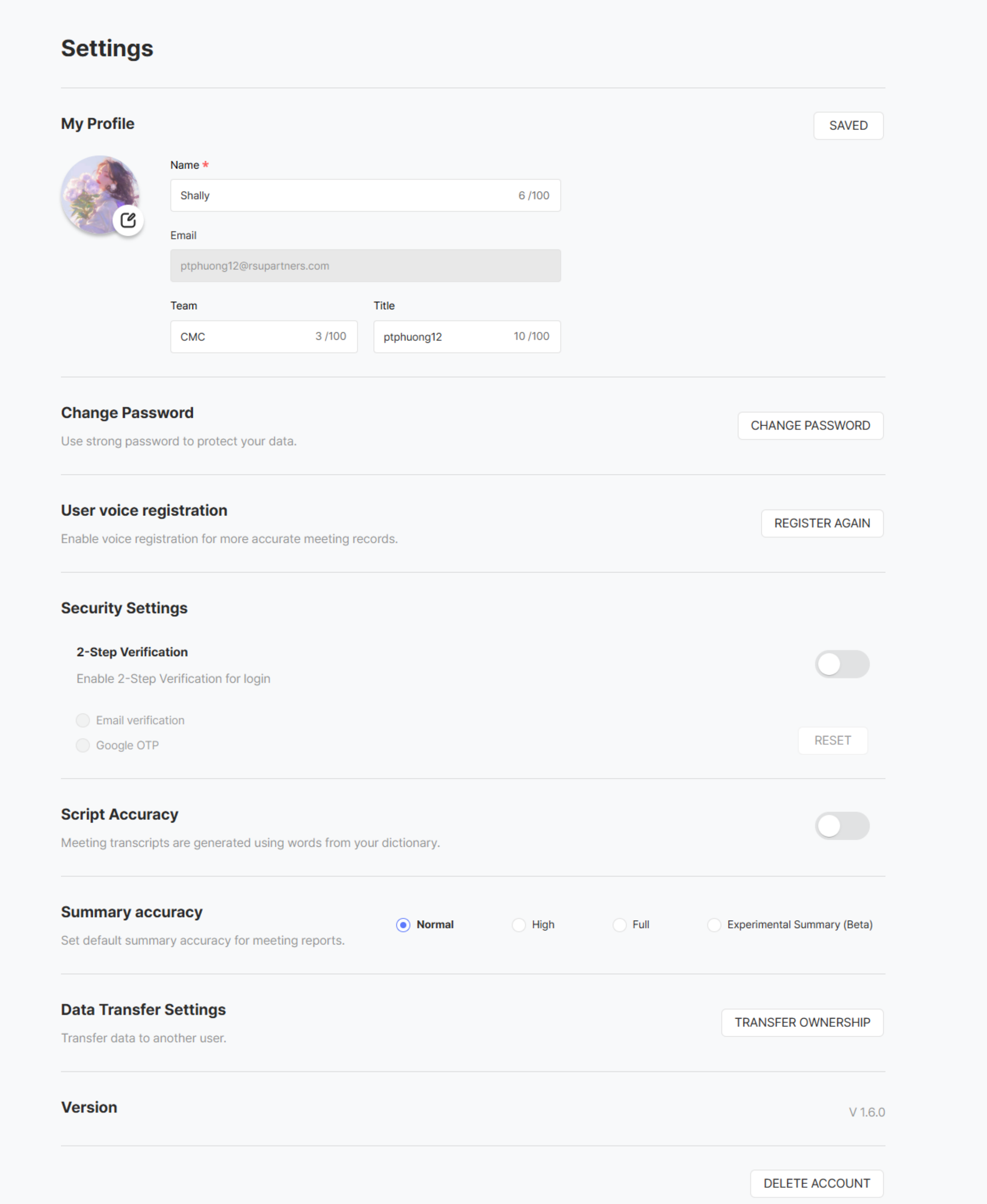
6.5.2. Permanently Delete Meeting Minutes

To permanently delete meeting minutes, hover over the minutes and click the [Delete from Trash] button.

Clicking the [Empty All] button will permanently delete all meeting minutes in the trash.

7. Settings

Users can change settings such as profile basic information and two-step verification in Settings.



<Settings Screen>

7.1. Profile Information Settings

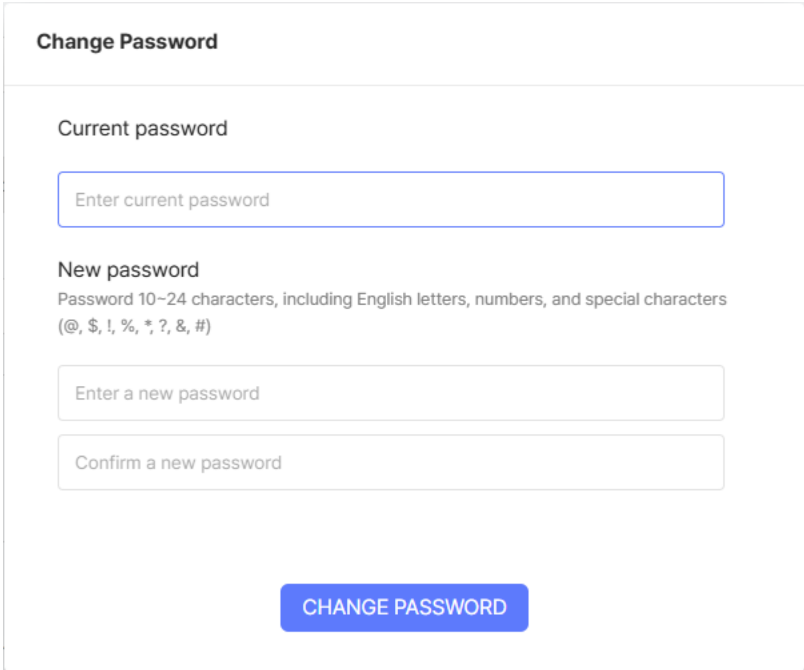
For users who signed up with a Google account, the profile image used on SNS will be applied. For users who signed up as regular members, a randomly assigned default image is applied.

You can replace your profile with your desired image by uploading a profile picture.

Users can change their name, affiliated team, and job title. Select the Complete Registration button to save the profile image and changes.

7.2. Change Password

You can change the password currently used for login.



<Change Password>

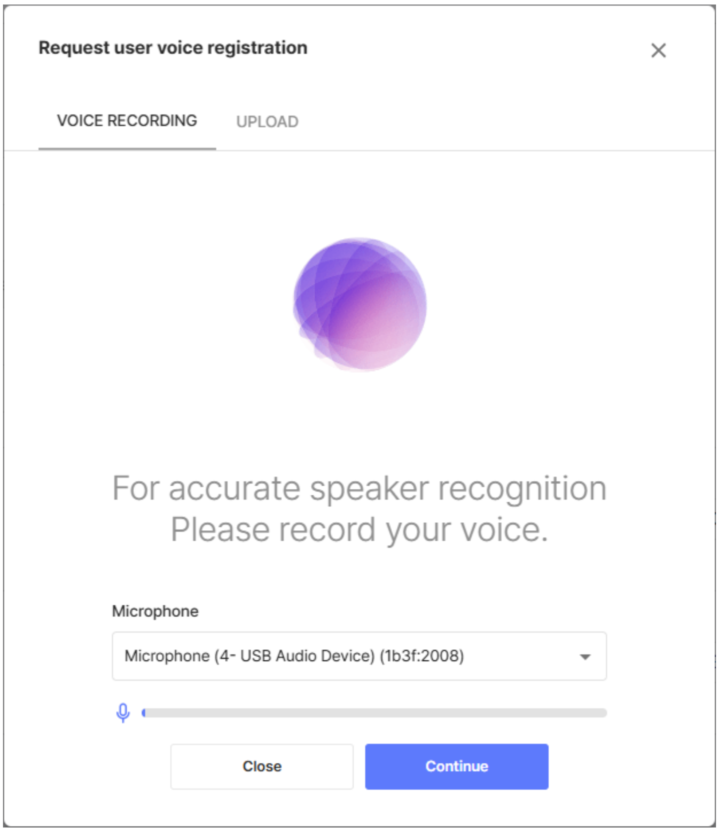
① Click the [Change Password] button.
② Enter your current password.
③ Enter a new password that meets the password requirements.
④ Re-enter the new password.
⑤ Click the [Change Password] button to complete.

7.3. User Voice Registration

Pre-register your voice to automatically identify yourself as the speaker in meeting minutes for your remarks.

7.3.1. Voice Recording

You can register your voice by reading the provided sample sentences through the microphone.



<Voice Recording Screen>

① Click the [Register] button.

② Select the microphone currently in use from the microphone list.

③ Click the [Continue] button.

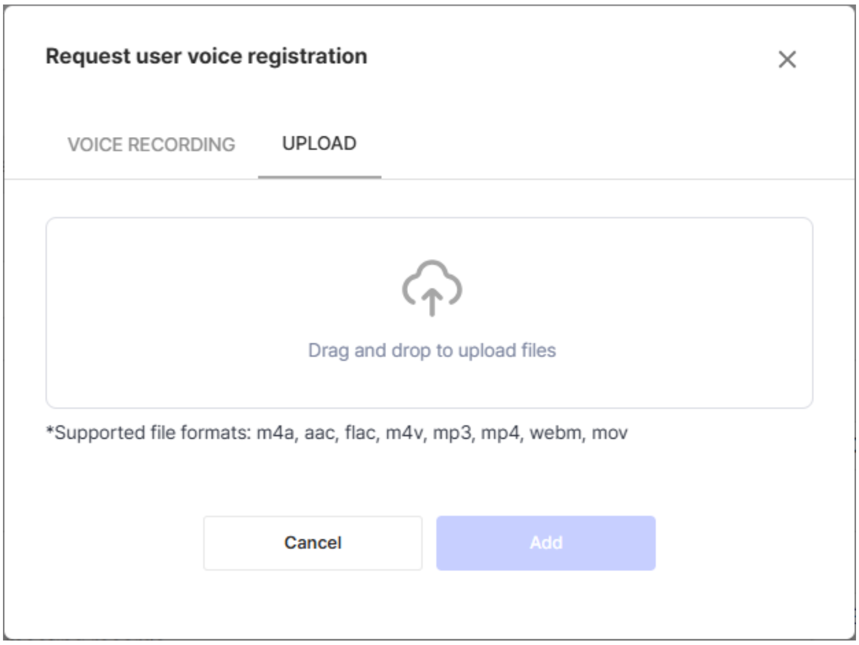
④ Read the four example sentences displayed on the screen and click the [Continue] button.

⑤ Upon completing the final step, the screen will display that voice registration is complete.

⑥ To re-register your voice, click the [Re-register] button and repeat steps 1 through 4.

7.3.2. File Upload

You can register your voice by uploading your voice file.



<File Upload Screen>

① Click the [Register] button.
② Click the [File Upload] tab.
③ Click the file upload area to select a voice file from the file explorer or drag and drop the voice file directly to upload it.
④ Click the [Register] button.

7.4. Two-Step Verification for Login

You can set up two-step verification for login using the email address or Google OTP you used during registration. Two-step verification is not applied when logging in with Google.

7.4.1. Secondary Email Authentication

① Click the toggle button next to Login Two-Step Verification to activate it.
② Select by clicking "Email-based two-step verification."
③ When the two-step verification pop-up appears during future logins, check the verification code sent to your registered email.
④ Enter the verification code.
⑤ Click the [Confirm] button.

7.4.2. Google OTP Authentication

① Click the toggle button next to Login Two-Step Verification to activate it.
② Select Google OTP by clicking it.
③ Select the [View QR] button to register the displayed QR code with Google OTP.

* How to register the QR code in Google OTP

A. Search for and install the 'Google Authenticator' app from the Google Play Store or App Store on your smartphone.

B. Scan the barcode with your smartphone camera to register the authentication key.

④ When a two-step verification pop-up appears during future logins, verify the registered authentication key number.

⑤ Enter the authentication number.

⑥ Click the [**Confirm**] button.

* If Google OTP authentication fails, click the **'Try another method'** button to receive an authentication code via email to the registered email address for email verification.

7.5. Script Accuracy

Click the toggle button for Script Accuracy and set it to On. When generating meeting minutes, the script content will be created by automatically replacing words with alternatives based on words registered in the user dictionary.

7.6. Summary Accuracy

You can set the default summary accuracy for meeting notes generation. If not set, it defaults to Normal.

Selecting 'Highest' applies multiple topics ( ) for detailed summarization. Selecting 'Experimental Summary (Beta)' generates detailed meeting minutes proportional to the file length.

* Selecting "Highest" may take more than twice as long to complete the summary compared to "Normal" or "High".

7.7. Data Migration Settings

Users can transfer groups with owner permissions to other users.

① Click the [**Transfer Permissions**] button.

② Check the group(s) you wish to transfer permissions for in the group list.

③ From the full user list displayed on the right, either click directly on the user you wish to transfer permissions to, or search for the user directly in the input field at the top and click on the displayed user.

④ Click [**Transfer My Permissions**] to transfer ownership.

Upon transferring permissions, your role changes to Editor for the transferred group, and ownership of that group is transferred to the recipient user.

7.8. Account Deletion

If you wish to withdraw from Ai:repoto membership, you can do so directly after logging in.

① Click the [Withdraw Membership] button.
② Click the [Confirm] button in the confirmation pop-up.

After withdrawal, re-registration with the same email address is not possible.

8. Customer Support

This manual aims to help beginners fully understand and easily use Ai:repoto. However, if you find the information insufficient or unclear after reading this manual, please refer to the following:

8.1. Ai:repoto Homepage (https://www.airepoto.com)

You can find usage instructions and manual information on the Ai:repoto website.

Korea

12, Godeok Biz Valley-ro 2-ga-gil, Gangdong-gu, Seoul 05203 (Godeok-dong)

Phone +82-70-7011-3900

Fax +82-2-479-4429

Technical Inquiries: support.kr@rsupport.com

Purchase inquiries: sales.kr@rsupport.com

Other Inquiries: info.kr@rsupport.com

Japan

1-2-20 Toranomon, Minato-ku, Tokyo 105-0001

7F, 3rd Toranomon Denki Building

Pre-Purchase Consultation: 03-6273-3871

テクニカルサポート：03-6273-3872

Purchase inquiries: sales.jp@rsupport.com

China

Room 2708, Tower A, Fangheng International, 6 Futong East Street, Chaoyang District, Beijing

Inquiry Phone: +86-10-8256-1810

Contact Email: co-china@rsupport.com