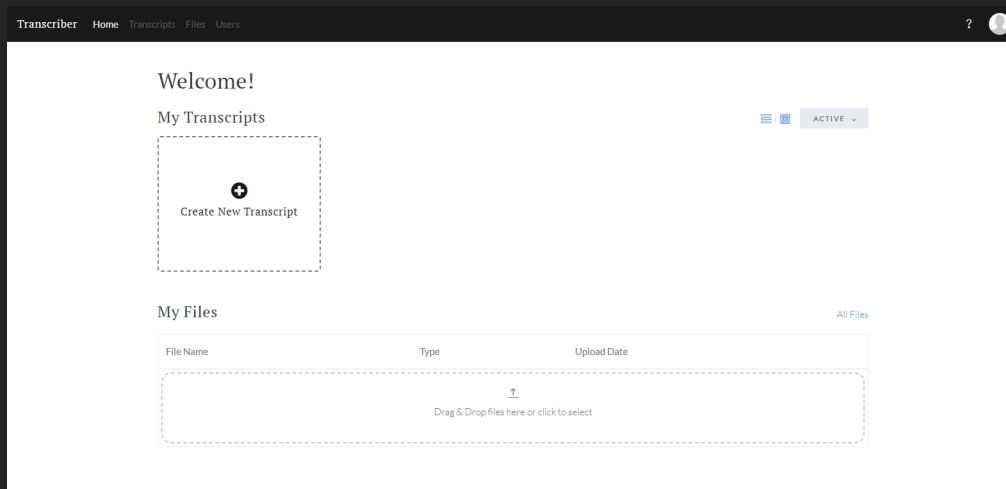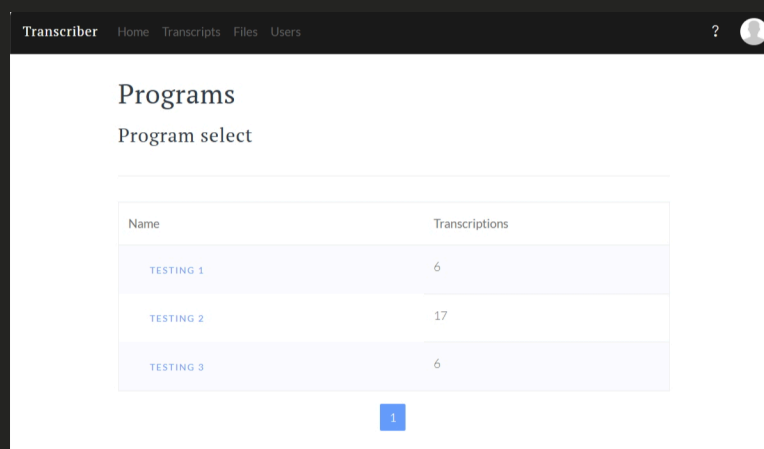# Transcriber for Government
Creating a Transcript

The first step to create a new transcript is to upload your audio or video file. After logging in, you will see the Dashboard. On the Dashboard, select Create New Transcript to begin the request process.

Choose which program your upload is a part of.

On the Upload information page, fill out the Title, Description, Requested Accuracy, Date of Recording, Start Time, and Notes fields.

Field Definitions:

- **Title**: Friendly name of recording

- **Description**: Optional details of recording

- **Requested Accuracy**: Option 1 – Clean Verbatim Option 2 – True Verbatim

- **Date of Recording**: Select date of the event.

- **Start Time**: Select the time of day the recording started.

- **Notes**: Provide any other relevant information (e.g., Speaker names)

To Upload your file, select SELECT FROM MY FILES on the far right of the Files field or drag and drop your file from your computer into the dotted line area. Following successful upload, you will receive the following prompt:
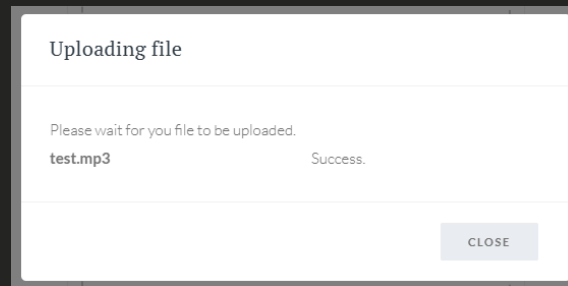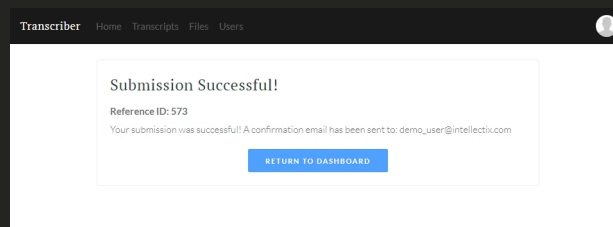

After closing the modal, click NEXT to move to the Speakers step.
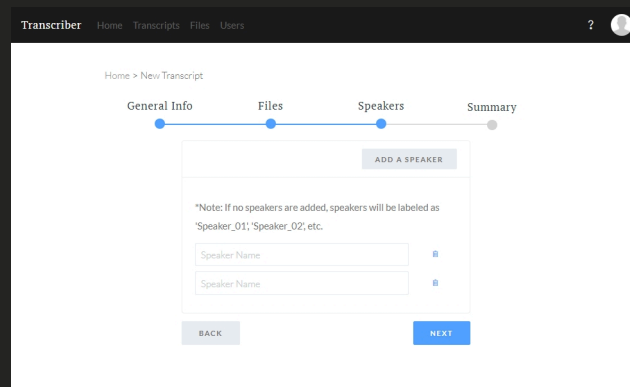
Fill out the speakers' names and click on ADD A SPEAKER as needed. Click NEXT to move to the Summary step.
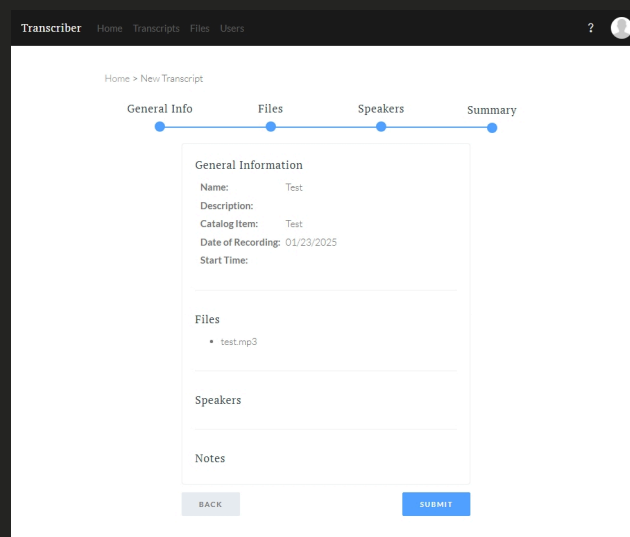
Review the summary of your new Transcript and click Submit. After submitting you should see a screen like the following:

After your audio or video has been uploaded to Transcriber for Government, the file will be processed by our Machine Learning models and reviewed by our transcription team. Once they have completed their review, the transcript will be made available for you to make any additional edits. You can track the progress of your transcript via the Status column on the dashboard:
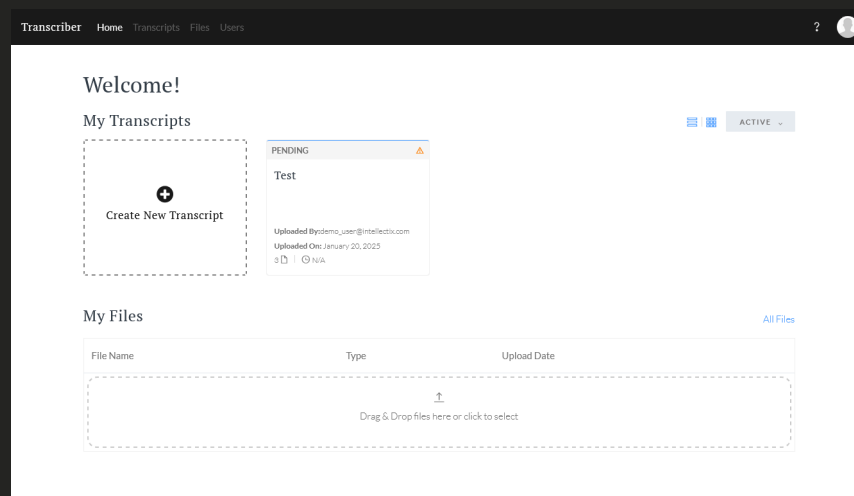
You will see the following statuses in the Dashboard:

• Scheduled: The upload has been scheduled for initial processing

• Pending: The upload is being transcribed by the machine learning models

• Manual QC: The upload is being reviewed by the Transcriber for Government transcriptionists

• Ready for Review: The upload is ready for you to review and make any final edits

• Complete: The transcript is ready for download

Still need help? Contact us at transcriber@intellectix.com