## 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.

er Home Transcripts Files Users			?
Welcome!			
My Transcripts			ACTIVE -
Create New Transcript			
My Files			All Files
File Name	Туре	Upload Date	
	2 Drag & Drop files h	↑ ere or click to select	

Choose which program your upload is a part of.

Transcriber	Home Transcripts Files Users		?
	Programs Program select		
	Name	Transcriptions	
	TESTING 1	6	
	TESTING 2	17	
	TESTING 3	6	
	1		

General Info	Files	Speakers	Summary
Grouping (require	d)		
Test			
Title (required)			
Description			
-Select-	ured)		\$
Date (required)			
Date Unknow	m		
Start Time			
	()		
Notes			

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)

General Info	Files	Speakers	Summary
•	•		•
Files			
	Dava & Dava film	<u>↑</u>	
	Drag & Drop mes	here or click to select	

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:

Uploading file		
Please wait for you file to be uploaded. test.mp3	Success.	
		CLOSE

After closing the modal, click NEXT to move to the Speakers step.

Home > New Transcript			
General Info	Files	Speakers	Summary
		ADD A SPEAKER	
"Note 'Spea	e: If no speakers are adde ker_01', 'Speaker_02', etc	ed, speakers will be labeled as C.	
	aker Name	8	
	iker Name	8	
BAC	ĸ	NEX	T
	Home > New Transcript General Info "Note "Spea Spea Spea Spea Spea Spea Spea Spea	Hone > New Transcript General Info Files Note: If no speakers are add Speaker_01: Speaker_02; et Speaker_01: Speaker_02; et Speaker_Name Exack	Hone > New Transcript  General Info Files Speakers  ADD A SPEAKER  *Note: If no speakers are added, speakers will be labeled as 'Speaker_01', Speaker_02', etc.  Speaker_Name  EACK NIX

Fill out the speakers' names and click on ADD A SPEAKER as needed. Click NEXT to move to the Summary step.

Transcriber Home Transcripts	Files Users ?	۲
Home > New Trans	script	
General In	afo Files Speakers Summary	
	General Information	
	Name: Test Description:	
	CatalogItem: Test Date of Recording: 01/23/2025 Start Time:	
	Files • test.mp3	
	Speakers	
	Notes	
	BACK	

Review the summary of your new Transcript and click Submit. After submitting you should see a screen like the following:

Submission Successful!
Reference ID: 573
Your submission was successful! A confirmation email has been sent to: demo_user@intellectix.com
RETURN TO DASHBOARD

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:

weicome:				
My Transcripts				ACTIVE 🗸
	PENDING	۸		
•	Test			
Create New Transcript	Uploaded Bysdemo_user@intellect Uploaded On: January 20, 2025 S []   ⊙ NA	b.com		
My Files				All File
File Name	Туре		Upload Date	
		·····		

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