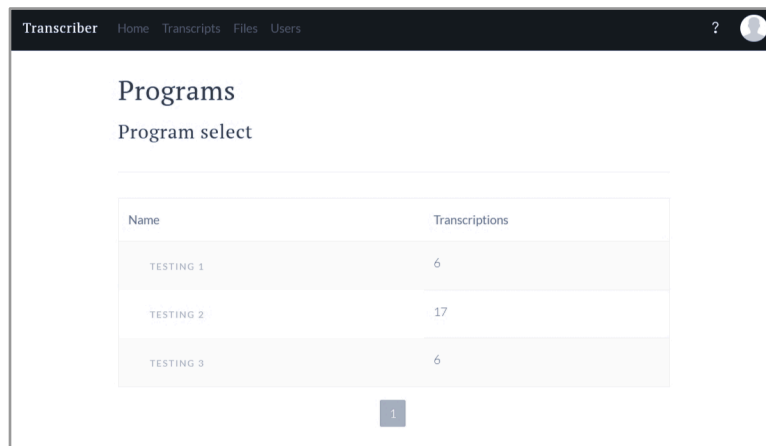
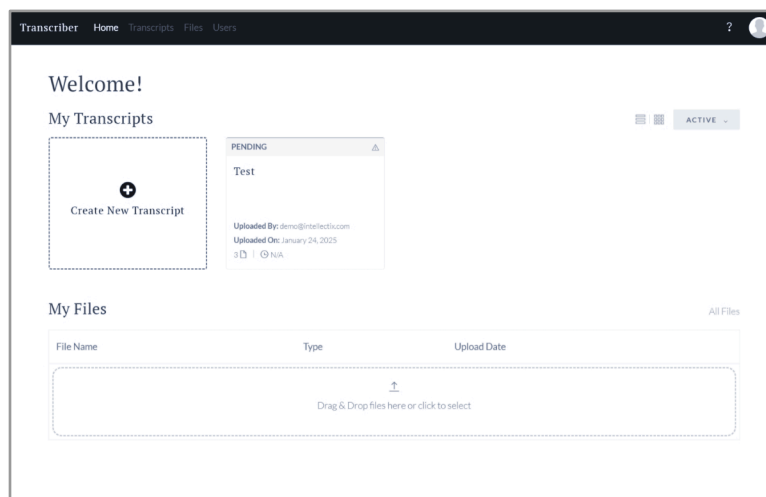


Transcriber for Government

Requesting a Multi-File Transcript

Create the Transcript

The first step to create a new multi-file transcript is to upload your audio or video files. 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.

Choose which program your upload is a part of.

Home > New Transcript

General Info Files Speakers Summary

Grouping (required)

Demo

Title (required)

Description

Requested Accuracy (required)

-Select-

☐ Include TimeStamps ☐ Rush this Order

Date (required)

☐ Date Unknown

Start Time

Notes

NEXT

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

Transcriber Home Transcripts Files Users ?

Home > New Transcript

General Info Files Speakers Summary

Files SELECT FROM MY FILES

Click + to include in this transcript

File Name	Type	Upload Date	
Small Talk Everyday English_2.mp3	.mp3	February 12 2025	+
Small Talk Everyday English_3.mp3	.mp3	February 13 2025	+
Small Talk Everyday English_4.mp3	.mp3	February 21 2025	+
Small Talk Everyday English_5.mp3	.mp3	February 21 2025	+

Small Talk Everyday English.mp3 +

Small Talk Everyday English_1.mp3 +

☐ Each file is a different speaker (ie multi-channel audio)
☒ Each file is part of a single recording

Drag & Drop files here or click to select

BACK NEXT

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. You can rearrange the files, and you can also choose whether or not each file is part of a single recording or a separate speaker.

Click **NEXT** to move to the **Speakers** step.

Transcriber Home Transcripts Files Users ?

Home > New Transcript

General Info Files Speakers Summary

Assign a speaker to each channel

Speaker Name	Example.mp3
Speaker Name	Demo.mp3

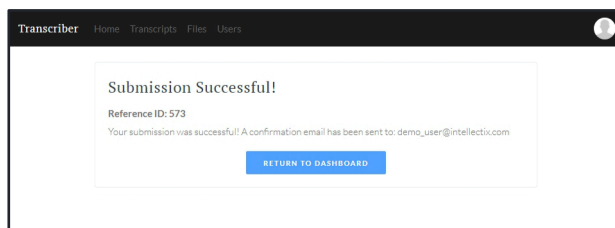
BACK NEXT

If you choose to make each file a different speaker, you will give each file a speaker name. If you've chosen multiple files for a single recording, you will select speakers the same way you do a single-file transcript.

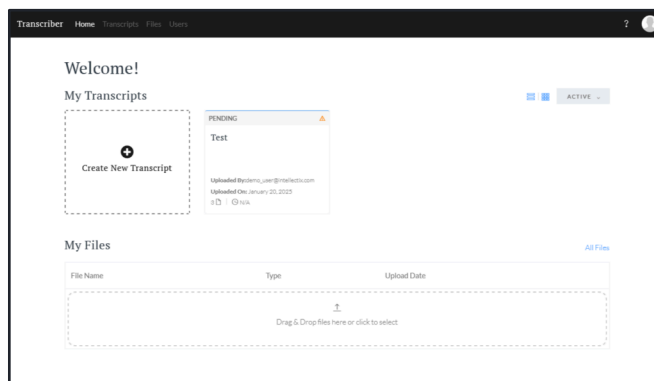
Click NEXT to move to the Summary step.

The screenshot shows the 'Transcriber' application interface. At the top, there's a navigation bar with 'Home', 'Transcripts', 'Files', and 'Users'. Below it, a breadcrumb trail reads 'Home > New Transcript'. A progress bar at the top indicates four steps: 'General Info', 'Files', 'Speakers', and 'Summary', with 'Summary' being the current step. The form contains several sections: 'General Information' with fields for Name (Test), Description, Catalog Item (Test), Date of Recording (01/23/2025), and Start Time; 'Files' with a list containing 'test.mp3'; 'Speakers' (empty); and 'Notes' (empty). At the bottom are 'BACK' and 'SUBMIT' buttons.

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 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