

## Video Accessibility Platform: End-to-End Workflow Guide

This guide provides step-by-step instructions for using the Video Access platform, from uploading a new video to downloading the final accessibility assets.

### 1. Accessing the Platform (Logging In)

1. Navigate to the Video Access platform login page.
2. Enter your assigned **Email Address** and **Password**.
  - *For demonstration purposes, the credentials `admin@example.com` and `admin` are used.*
3. Click the **Sign In** button.

### 2. Creating a New Accessibility Job

Upon logging in, you will land on the main dashboard. To begin, you need to create a new job by uploading a video file.

1. Click the **+ New Upload** button located in the top-right corner of the dashboard.
2. On the **Create New Job** screen, drag and drop your video file into the designated upload area, or click the area to open a file browser.
3. Enter a descriptive **Job Title** for your video.
4. Ensure the **Source Language** is correctly set (e.g., English).
5. Under **Requested Outputs**, select the accessibility assets you require. By default, all are selected:
  - **Closed Captions (VTT)**: A text file with time-coded captions.
  - **Audio Description Script (VTT)**: A text file with time-coded descriptions of visual elements.
  - **Audio Description Voiceover (MP3)**: An audio file of the narrated audio descriptions.
6. Click the **Create Job** button to start the upload and processing.

After the job is created, the system will begin AI processing. You can track its status on the **All Jobs** page, where it will move from "AI Processing" to "Pending QC".

### 3. The Quality Control (QC) Review Process

Once the AI processing is complete, the job moves into the Quality Control queue for human review and editing.

1. Navigate to the **QC Review** tab from the left-hand menu.
2. Click on the job you wish to review from the queue.
3. The QC Review interface will open. Here you can:
  - **Preview the Video**: Play the video to check the synchronization of the generated assets.
  - **Review the Caption Timeline**: As the video plays, the corresponding caption is highlighted in the timeline below the player.
  - **Edit Closed Captions and Audio Descriptions**: Scroll down to the "Closed Captions" and "Audio Description" sections. Hover over any text block and click **Edit text** to make corrections. Click **Save** to apply your changes, which will be reflected live in the video preview.
  - **(Optional) Adjust Timing**: If the captions are globally out of sync, use the **VTT Timing Adjustment** tool to apply a time offset (e.g., +0.5s) to all VTT cues.

- **(Optional) Add Review Notes:** Use the text box to leave notes about the review.
4. Once you are satisfied with the accuracy of the captions and descriptions, click the green **Approve English Version** button. If the job needs more work, you can **Reject** it with notes explaining what needs to be fixed.

#### 4. The Final Review Process

After a job passes QC, it moves to the Final Review stage. This is the last approval step before the assets are made available for client delivery.

1. Navigate to the **Final Review** tab from the left-hand menu.
2. Click on the job from the **Pending Final Review** queue.
3. On the review screen, you can review the final captions and listen to the generated MP3 audio description.
4. Go to the **Final Review Decision** section at the bottom of the page.
5. Select one of the two options:
  - **Approve for Client Delivery:** If the assets are correct and ready for release.
  - **Return for Quality Control:** If you find issues that need to be addressed by the QC team. This requires you to add notes explaining the necessary revisions.
6. Click the **Approve for Client Delivery** button to complete the job.

#### 5. Downloading Final Assets

Once a job is approved for client delivery, its status changes to "Completed," and the final files become available for download.

1. Navigate to the **All Jobs** tab from the left-hand menu.
2. Locate your completed job in the list. It will have a "Completed" status badge and a **Download** button.
3. Click the **Download** button.
4. You will be taken to the **Downloads** page for that job. This page provides separate download links for all generated assets:
  - **Source Video:** The original video file.
  - **Captions (VTT):** The final caption file.
  - **Audio Descriptions (VTT):** The final audio description script file.
  - **Audio Descriptions (MP3):** The final audio description voiceover file.
5. Click the **Download** button next to each asset you wish to save.