User Interface Evaluation Specification

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Introduction

The user interface evaluation specification document contains a functionality breakdown of the various user interfaces and provides a description for the external evaluators on how to evaluate the defined functionality. Furthermore, this document describes the functionality, how to utilise the functionality, and the expected results and deviations.
The overall user interface is partitioned into home page, administration, project manager, tasks, jobs and editor interfaces. Similarly, the document follows the same structure. All major sections are split into the following subsections: header, navigation, main and status bar which reflects the interface graphical layout. Most sections will only detail the navigation and main panels as the bulk of the functionality lies within these interface areas. An exception is the Editor Interface since it has a different layout.

Home Page Interface

The home page interface directs the user to the administration, project management and editing interfaces via the login interface. A user selects the interface by clicking on the appropriate button.

Navigation Panel

Help:

- Click on **Help** to display a dialog box overlay containing help information. The help information will depend on the specific interface context.
- Click on **OK** to close the help overlay.

Main Panel

Administration:

- Click on the **Administration** button.
- This will transfer the user to the administration login page.
- Click on **Home** on the navigation panel to return to the main panel. A dialog will display “Redirecting to the Home page. Leave anyway?”
- Click on **OK**. You should now return to the home page.

Project manager:

- Click on the **Project manager** button.
- This will transfer the user to the project manager login page.
- Click on **Home** on the navigation panel to return to the main panel. A dialog will display “Redirecting to the Home page. Leave anyway?”

- Click on **OK**. You should now return to the home page.

Editor:

- Click on the **Editor** button.
- This will transfer the user to the editor login page.
- Click on **Home** on the navigation panel to return to the main panel. A dialog will display "Redirecting to the Home page. Leave anyway?"
- Click on **OK**. You should now return to the home page.

Login Interface

The Login Interface requests a user's username and password, verifies the credentials, and, if successful, transfers the user to the interface or if unsuccessful, displays an error message.
To access to Login Interface, from the Home Page Interface click on either the Administration, Project Manager or Editor buttons.

Navigation Panel

Help:

- Click on **Help** to display an overlay containing help information. The help information will depend on the specific interface context.
- Click on **OK** to close the help overlay.

Home:

- Click on **Home**. A dialog will display "Redirecting to the Home page. Leave anyway?"
- Click on **Cancel**. The dialog closes and you are back at the Administration Login page.
- Click on **Home**. A dialog will display "Redirecting to the Home page. Leave anyway?"
- Click on **OK**. You should now return to the Platform home page.

Main Panel

Log On:

- Enter the the username and password using the input boxes.
- Click on **Log On**.
- If unsuccessful, with wrong username, an error dialog will be display "LOGIN ERROR: NotAuthorizedError(u'User not registered',) (Status: 401)"
- If successful, the user will be transferred to the chosen interface.
- If the user has already logged in previously and did not log out and tries to log in again, the following error dialog will be displayed: "LOGIN ERROR: ConflictError(u'User already logged in',) (Status: 409)"

Log Out (clear previous session):

- If a user is already logged on and clicks on **Log On**, the following error dialog is displayed: "LOGIN ERROR: ConflictError(u'User already logged in',) (Status: 409)".
- Click on the **OK** button to close the error dialog.
- Click on the **Log Out (clear previous session)** button to clear the previous session. A green status message will be displayed: "User token has been removed from application server"

Log In rights for other accounts

- After having created additional accounts, the above **Log On** and **Log Out** steps can be repeated for **Project Manager** and **Editor**.
- Also verify that an editor with no project manager rights cannot log on as project manager, and that a project manager with no editor rights cannot log on as editor. Attempting this should result in the following error dialog: “LOGIN ERROR: NotAuthorizedError(u'User not registered',) (Status: 401)”.

Administration Interface

The Administration Interface is for creating different users and assigning rights to them. To access the Administration Interface, from the Home Page Interface click on the administration button. After successful login, you will transferred to the Administration Interface.The administrator account is created during the system installation. After implementing the master installation documentation instructions, the following credentials would be used:

- Username: root
- Password: root123

Navigation Panel

Click on **Administration** to log on to the Administration Interface.
Home:

- Click on **Home**. A dialog will display “Redirecting to the Home page. Leave anyway?”
- Click on **Cancel**. The dialog closes and you are back at the Administration Login page.
- Click on **Home**. A dialog will display “Redirecting to the Home page. Leave anyway?”
- Click on **OK**. You should now return to the Platform home page.

When re-entering the Administration Interface, you will have to first log out, otherwise an error message will indicate that you are already logged on. Log out and then log on.

Refresh Users:

- Click on **Refresh Users**. Refreshing may take a few seconds, and when completed a green status message should appear temporarily, reading “Users loaded”.

Add User:

- Click on **Add User**.
- Fill in the form to add a new user.
- Click on **Cancel**. You should be returned to the Administration Interface.
- Click on **Add User**.
- Fill in the form to add a new user. (Remember your password!)
- The provided username and email should be unique.
- Tick **Project Manager** and **Editor** (depending on user’s role).
- Click on **Add User**.
- Two green status message should appear temporarily, reading “New user added” and “Users loaded” respectively.
- Repeat the steps above to create an account for a project manager with no editing rights, and an editor with no project manager rights.

Note that an e-mail address can only be associated with one user. An attempt to create an additional user with the same e-mail address will result in the following error dialog: “ADDUSER ERROR: ConflictError(IntegrityError('UNIQUE constraint failed: users.email',),)”.

Logout:
- Click on **Logout**. You should be returned to the Home page.
- Click on Administration and log on.

Help:
- Click on **Help**. A help dialog box should appear.
- On the help dialog, click on **OK**. The help dialog should close.

Main Panel

Search:
- To filter the listed users, the administrator can type any text associated with a user to filter based on the search criteria.
- In the Search window, start typing and see whether the filtering function works on the fly.

User’s details:
- Click on the user that you have created.
- Check that the properties are correct: name, e-mail, and that the user is registered as a project manager and editor.

Reset Password:
- Click on **Reset Password**. A dialog should display “Are you sure you want to reset this user’s password?
- Click on **CANCEL**. The dialog should close.
- Click on **Reset Password**. A dialog should display “Are you sure you want to reset this user’s password?
- Click on **OK**. the dialog should close. After a few moments a green status message will appear temporarily reading “User’s password reset”.
- Click on **Logout**. You should be returned to the Home page.
- Click on **Project Manager**.
- Consult the e-mail account that was used in the setup of the user. There should be an e-mail confirming the resetting of the password, and a temporary password. Copy this password.
- Return to the STP, which should still be on the Login page. Enter the temporary password. You should be directed to the Projects page.
- Click on **Update Password**. Type in your preferred password in the **PASSWORD** and **RE-TYPE PASSWORD** windows, and click on **Update Password**. A dialog should appear, reading “Password updated!”.
- Click on **OK**. The dialog should close.
- Click on **Logout**.
- Click on **Administration** and log in with the root username and password.

Deletingauser:
- Click on the user that you have created.
- Click on **Delete User**. A dialog should appear, reading “Are you sure you want to delete this user?”
- Click on **OK**. The window should close and a green status message will appear, reading “User has been deleted”.
- Click on **Go Back**. You should be returned to the Administration page with the list of users.
- Click on **Add User** and create a new user for further testing.

Project Manager Interface

The Project Manager Interface provides the following functionality:

- Project display.
- Step-by-step project creation process.
- Project deletion.
- Project tasks creation.
- Project navigation mechanism provided by filtering of project details or project creation date.
- User password updating.

To access the Project Manager Interface, from the Home Page Interface click on the Project Manager button. After successful login, you will be transferred to the Project Manager Interface.

Navigation Panel

Home:

- Click on **Home**. A window appears “Redirecting to the Home page. Leave anyway?” Clicking **OK** will proceed or clicking on **Cancel** will halt the transfer.

Refresh Projects:

- Click on **Refresh Projects** to refresh the project list. The project list automatically refreshes every minute.

Create Project:

- Click on **Create Project**.
- The project creation form should appear in the main panel.
- Enter a new project name in the input box “Enter a project name”. Click **Next** when done. If no project name is entered, an error dialog will display: “Please enter a project name!”
- Select a project manager from the drop down list. Click **Next** when done. If a project manager is not selected, an error dialog will display: “Please select a project manager!”.
- Select a project category from the drop down list. Click on **Next** when done. If a project category is not selected, an error dialog will display: “Please select a project category!”.
- At this point the project must be created. A message will be displayed with the following instruction: “At this point we are going to create the project, refresh the projects, and return you to the project list after! Is all the project information correct?”. Clicking on **OK** will continue and return the user to the project list view. The user must click on the newly created project to complete the project creation process. Clicking on **Cancel** will return you to the project creation form.
- Select the newly created project to continue the project creation process.

- Select an audio file for the project. The audio file should be 16kHz sampled, single channel and in OGG Vorbis format. *Audacity* (http://www.audacityteam.org/) can be used to convert most audio formats to OGG Vorbis. Click on the **Choose file** button to bring up the file browser dialog. Select an audio file and click **Open**. Click on the **Upload** button to upload the file to the server. This may take a while and is dependent on the audio file size and network bandwidth. This action will again close the project and display a message: "Your audio file is going to be uploaded shortly. You will be returned to the project list after the upload has completed." The user should again select the project to complete the project creation process.
- Select the project again to create tasks for the editors.
- Click on the Create/Edit tasks button to create tasks for the editors. Clicking on this button will transfer you to Tasks Interface. For a description, please see the Tasks section.
- After creating tasks, the user must select a collator from the collator drop down menu. If a collator is not selected before pressing the **Assign Tasks** button then the following message will be displayed: "Please select a collator before assigning the tasks!"
- Click on the **Assign Tasks** button to assign the tasks to the editors. This will return the user to the project list view and a "Tasks assigned to editors" status message will appear.
- To delete the project, click on a project from the project list, which will transfer you to the project details view. Click on the **Delete Project** button. A project deletion confirmation dialog will confirm the project deletion with a message: "Are you sure you want to delete this project?" Clicking on **OK** will delete the project and clicking on **Cancel** will halt the project deletion.
- The user can click on the **Go Back** button to return to the project list whenever this button is visible.

Update Password:
- Click on **Update Password**.
- The main pane should display the update password form.
- Enter a new user password.
- Re-type the new password.
- Click **Cancel** to return the the project list view.
- If the password is not re-typed, an error dialog will display a message: "Please re-type password!"
- If the passwords do not match, an error dialog will display a message: "The passwords do not match!". Click on **OK** to clear the error message.
- If successful, a dialog will display "Password updated!". Click **OK** to clear the dialog message.

Logout:
- Click on **Logout**. You should be returned to the Home page.

Help:

- Click on **Help**. A help dialog box should appear.
- On the help dialog, click on **OK**. The help dialog should close.

Main Panel

Project List View:

- This is default view that displays created and owned projects as well as filtering mechanisms to reduce the number of displayed projects.
- Owned projects are displayed in a table format on login. Each line contains a specific project. Listed project details are the Project manager, collator, project category and date created. Clicking on **Owned Projects** will display the projects owned by the user.
- Similarly, clicking on **Created Projects** will display projects created by the user. The same project information is displayed: project manager, collator, category and creation.
- To filter the displayed projects, type text in the input box that says “Filter projects by any displayed project text…”. Any text string that is displayed for a project can be used to filter the project.
- **Filter by Date:** is used to filter the projects by creation date. The input box is a calendar selection dialog and can be used to set the filter date.
- Clicking on a project row displayed on the Owned Projects view, will change the panel view to either display an assigned project’s details or take the user to the project creation point where the user left off (see **Create Project** above).

Tasks Interface

Create editor tasks by splitting audio into segments and assigning the segments to editors. To access the Tasks Interface, from the Home Page Interface click on the Project Manager button. After successful login, you will be transferred to the Project Manager Interface. Next, create a new project up and till the Create/Edit Tasks step (see Project Manager Interface section for details) or click on a project that is at this step. Click on the Create/Edit Tasks button to transfer to the Tasks Interface.

Navigation Panel

After following the steps for each of the first three buttons below, remember to click on **Project Manager**, **Log Out (clear previous session)**, and **Log On**, and then to navigate to the Tasks Interface, before continuing with the next item on the navigation panel.

Home:

- Click on **Home**. If there are unsaved changes then a dialog appears “There are unsaved changes to the current tasks. Leave anyway?” Clicking **OK** will transfer the user to the Home Page Interface or clicking **Cancel** will halt the transfer.

Back to Projects:

- Click on **Back to Projects**. If there are unsaved changes a dialog message will appear displaying “There are unsaved changes to the current tasks. Leave anyway?” Clicking **OK** will transfer the user to the Project Manager Interface or clicking **Cancel** will halt the transfer. If no changes were made, the user will be transferred to the Project Manager Interface automatically.

Logout:

- Click on **Logout**. You should be returned to the Home page.

Help:

- Click on **Help**. A help dialog box should appear.
- On the help dialog, click on **OK**. The help dialog should close.

Main Panel

Audio Waveform:

- This displays the audio waveform. To create tasks, hold down the **SHIFT key** and click on the audio waveform which will create a boundary. To remove a boundary, hold down the **CTRL key** and click near the boundary you want to remove.
- To play the audio, press the **TAB key**.

- To stop the audio playing, press the **ESC key**.
- If the interface goes into an error start, press the browser refresh button to reload. Unfortunately, you will have to begin from scratch.

Audio Controls:
- Click on the **PLAY** button to start the audio playback.
- Click on the **PAUSE** button to pause the audio playback.
- Click on the **STOP** button to stop audio playback.
- Click and drag on the **VOLUME** slider to either increase or decrease the volume.
- Click and drag **PLAYBACK SPEED** slider to either increase or decrease the audio playback.

Zoom:
- Click on the **ZOOM IN** button to zoom into a section of the audio waveform.
- Click on the **ZOOM OUT** button to zoom into a section of the audio waveform.
- Click and drag on the **ZOOM FACTOR** slider to either increase or decrease the amount of zoom.
- Click and drag on the **VERTICAL ZOOM** slider to either increase or decrease the vertical audio waveform.

Remove all regions:
- Remove all created regions by clicking on the Remove All Regions button. A dialog message will be displayed to confirm the removal: "Are you sure you want to remove all defined regions?". Clicking on **OK** will remove the regions and clicking on **Cancel** will halt the deletion.

Automatically Create Segments:
- Click on the **Automatically Create Segments** button to request a speech service to automatically create tasks for the editors.
- This will bring up an input dialog that request the number of segments: "How many segments would you like to create? Please enter an integer:" The user must enter an integer. If the user enters an incorrect entry an error message will be displayed: "You must provide an integer for the number of segments!".
- Clicking on **Cancel** will transfer the user back to the Tasks Interface.
- After entering an integer, clicking on **OK** will continue submitting a speech job. This will transfer the user to the Project Manager Interface and lock the project until the speech service has finished running. A message will be displayed before the user is transferred: "This project will be locked! Returning you to the Project Page."
- You may receive an error message "Diarization process not successful (no CTM)". This means the diarization speech service ran but could not produce a result. In the case, the user must manually create the tasks.

Segment Information:

- When a new task is created a task information row will be added below the buttons.
- Before tasks can be assigned all the details must be completed.
- Click on **Editor** drop down list to select an editor for the task.
- Click on the **Language** drop down list and select a language for the task.
- Click on the **Speaker** input box and enter a speaker name.

Save Project Tasks:

- Click on the **Save Project Tasks** button to save the current task allocation.
- A status message will be displayed: “Editor Tasks Saved!”.

Jobs Interface

Shows a list of editing and collating jobs the editor has to transcribe or collate. To access the Jobs Interface, from the Home Page Interface click on the Editor button. After successful login, you will transferred to the Jobs Interface.

Navigation Panel

After following the steps for each of the first four buttons below, remember to click on **Editor**, **Log Out (clear previous session)**, and **Log On**.

Home:

- Click on **Home**. A window appears “Going to redirect to the Home page. Leave anyway?” Clicking **OK** will proceed or clicking on **Cancel** will halt the transfer.

Refresh Jobs:

- Click on **Refresh Jobs** to refresh the project list. The jobs list automatically refreshes every minute.

Update Password:

- Click on **Update Password**.
- The main panel should display the update password form.
- Enter a new user password.
- Re-type the new password.
- Click **Cancel** to return the the project list view.
- If the password is not re-typed, an error dialog will display a message: “Please re-type password!”
- If the passwords do not match, an error dialog will display a message: “The passwords do not match!”. Click on **OK** to clear error message.
- If successful, a dialog will display “Password updated!”. Click **OK** to clear the dialog message.

Logout:

- Click on **Logout**. You should be returned to the Home page.

Help:

- Click on **Help**. A help dialog box should appear.
- On the help dialog, click on **OK**. The help dialog should close.

Main Panel

Jobs view list:

- This is the default view of the jobs that an editor needs to complete. There is a break of editing and collating jobs, including partial jobs details. In addition, there are job filtering mechanisms which can be used to reduce the listed jobs.
- The **Editing Jobs** are jobs that have been assigned to the editor by the project manager. Each job is displayed in the row fashion. The brief job details are: job id, project category, editing (who the editor is), when the job was created and when the job was completed by the editor.
- Clicking on **Collator Jobs** will show the jobs where the current editor has been assigned as the collator. For the collating jobs, the same job information is displayed, plus a button for downloading a master document. A master document is a collation of all the separate jobs that have been transcribed by the editors of a project.
- Clicking on a job in either the **Editing Jobs** or **Collator Jobs** view, will display more information related to the job.
  - **Audio details** will show: project category, language and the speaker.
  - **Job details** will display: who is editing, job ID, creation date, last date modified and completion date.
- Clicking on an editing job will display three buttons:
  - **Edit Job**: Clicking on the Edit Job button will transfer the editor to the transcription editing interface.
  - **Set Job Done**: Clicking on the Set Job Done button will mark the job as done and transfer the job's ownership to the collator. The editor can still access the job by clicking on the Edit Job button but the transcription editor will be in READ-ONLY mode.
  - **Go Back**: Clicking on the Go Back button will transfer the editor back to the job list view.
- Clicking on a Collator job will display three buttons:
  - **Edit Job**: Clicking on the Edit Job button will transfer the collator to the transcription editing interface.
  - **Re-assign Job**: Clicking on this button will transfer the job's ownership back to the job's editor. After pressing this button the collator can view the transcription by clicking on the Edit Job button but the the transcription editor will be in READ-ONLY mode.
  - **Go Back**: Clicking on the Go Back button will transfer the editor back to the job list view.
- Clicking on the **Collator Jobs** tab will display the collating jobs. Clicking on the **Download Master Document** button will download a master document that is a collation of all the separate editing jobs.

Editor Interface

The Editor Interface is where the actual transcription work takes place. The standard editor's functionality has been augmented by adding audio and speech-related features. To access the Editor Interface, from the Home Page Interface click on the Editor button. After successful login, you will transferred to the Jobs Interface. Next, click on a listed job, from either the Editing Jobs or Collator Jobs tabs. This will display the jobs details and a **Edit Job** button. Click on the **Edit Job** button to access the Editor Interface.

Layout

The transcription editor is designed with the following layout:

Waveform:

- Displays the audio associated with the editor's job that has to be transcribed.
- Clicking on the audio waveform will advance the current playing position.

Controls:

- The controls are split into custom editor action icons and basic editing icons.
- The custom action icons can be grouped further into: audio controls, text editing, speech services and job control. A description of the associated icons are shown in Table 1 below.

Editor:

- A text editor supporting basic editing functionality for transcription generation which has been enhanced by custom features that include: audio control, speech services and audio linking.

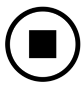
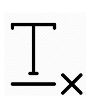
Status Bar:

- The status bar displays job information such as: project name, job ID, project category, language, speaker name and the audio file's starting time in the original project.
- A **Go Back** button is provided to return to the Jobs Interface.

Main Panel

Table 1 shows the customised icons that are accessible via the Editor Interface. In addition, the standard text editing icons are also available and are related to the standard editing actions.

Custom Editor Icons	Description

	Skip backwards. This lets the cursor jump five seconds back in the audio file. It should work while playing or paused.
	Start audio playback. This lets the audio play from wherever the cursor is at that moment.
	Pause audio playback. This pauses the playback of the audio.
	Stop audio playback. This stops the playback of the audio and lets the cursor return to the start of the audio file.
	Skip forward. This lets the cursor jump five seconds ahead in the audio file. It should work while playing or paused.
	Audio Zoom. Click on it to have a window open, asking how many seconds to display. E.g. if you insert a 5 and click OK, the audio will zoom in to display only five seconds of audio. To zoom out, insert a larger number.
	Audio Playback Rate Change. This enables the editor to slow down or increase the playback speed. Click on it to have a window open, asking for the preferred playback speed. Entering something lower than 1.0 will lead to a slower playback rate.
	Add time mark. This inserts a time mark to manually segment the text. Click on the audio waveform at a location then click on the icon to insert a time mark in the editor's text window. The editor can then single-click on the time mark to navigate to the audio position.
	Remove Format. Remove speech services text formatting -- colour of words shows confidence. Select the text and click on this icon to remove formatting.
	Language. Select language for speech services. Editors can currently choose between English, Setswana, isiZulu and Afrikaans.
	Automatically create time marks that are inserted into the text. This helps to navigate the audio (see time marks above). A user can only use this feature on a blank document (no text inserted by editor) and should be used first.

	Automatically generate a transcription that an editor can edit. The current limit is 5 minutes per audio segment. If the audio is longer than 5 minutes, the user should insert time marks to segment the audio. This feature will generate a transcription for each audio portion between the time marks. If there is text between two time marks, then this feature will ignore this audio portion. After the editor has generated and loaded a transcription, they can double-click on a work to navigate to the audio position where the word is located.
	Automatically align a given piece of text with the audio. This is useful when a prepared speech is available. For long audio, time marks should be used to segment the audio into smaller portions. This will help with alignment accuracy. Ideally, the audio portions should be less than 5 minutes in duration. After a transcription has been generated and loaded by the editor, the user can double-click on a word to navigate to the audio position where the word is located.
	Save. This saves all changes made since opening or last saving the job.
	Use this feature to load text from the server. The job's text should automatically load when you first open the editor. But if this does not happen, due to a network error for instance, the user can load the text by clicking on the icon.
	Close editor. This returns the editor to the Jobs page. If there are unsaved changes, a message will be displayed to warn the editor before proceeding.
	Use this feature to clear a job error. A user will not be able to modify a job until the error has been cleared.

Table 1 - custom icons added to the Editing Interface.

Open editor:

- Click on an editing job (one which is not locked by a speech service or in error) from the Jobs Interface. This action will transfer you to the Editor Interface.
- The audio associated should be loaded in the waveform display.
- If there is text, the text should be automatically loaded and displayed in the editor.
- If you do not own the job, for instance if you have marked the job as done, then the editor will be in READ-ONLY mode. In read-only mode, the user will not be able to edit the text or request any speech jobs.

Audio controls:

- To skip the audio playback backward by 5 seconds press the icon.
- To skip the audio playback forward by 5 seconds press the icon.
- To begin audio playback press the icon.
- To pause audio playback press the icon.
- To stop audio playback press the icon.
- To zoom into the audio press the icon. A input dialog will appear where the user needs to enter time range in seconds. After entering an integer and pressing **OK** the audio waveform should zoom to the specified range.
- To change the audio playback rate press the icon. An input dialog will appear where the user can enter a floating point number between 0.5 and 2.0. Here 1.0 is normal playback, < 1.0 results in slower playback and > 1.0 results in faster playback.

Time Marks:

- For a blank document, select an audio position by clicking on the audio at a desired location. Next, click on the icon. This should insert a time mark in the editor. To test the time mark, click somewhere else on the audio waveform (change playing position) and then single-click on the time mark to move the audio position back to the time mark.

Save text:

- For a blank document, enter some text and press the icon to save the text to the application server.
- Close the editor.
- Open the same job, which should display the text you saved previously.

Load text:

- For a blank document, enter some text and press the icon to save the text.
- Select all the text and delete it.
- Press the icon to load the previously saved text. This text should be displayed in the editor.

Close editor:

- Once a job has been opened and the editor has loaded, press the icon to close the editor.
- Alternatively, press the **Go Back** button on the status bar to close the editor.
- If there are unsaved changes, then a message will be displayed warning the user that their changes have not been saved: “There are unsaved changes. Leave anyway?”

Clear job error:

- If the an error occurred, the user will not be able to use the editor's functionality until the error has been cleared.
- To clear an error press the icon.

Create time-based paragraphs:

- **THIS FEATURE ONLY WORKS WHEN THE DOCUMENT HAS NO TEXT!!**
- If you try to perform this action with text in the editor, then the following error message will be displayed: SPEECHSERVICE ERROR: BadRequestError(u'Cannot run diarize since the document is not empty!',). To clear this error, click on the icon
- To automatically create time based paragraphs, click on the icon.
- This action closes down the editor, locks the editing job and transfers the user back to the Jobs Interface. The following message will be displayed if the speech service request is successful: "Speech service request successful. Closing down editor and locking the job."

Generate a transcription:

- To generate a first pass transcription of the audio, press the icon.
- This will close the editor and transfer the user to the Jobs Interface. The following message will be displayed: "Speech service request successful. Closing down editor and locking the job."
- The Job will be locked until the speech service has completed.
- If the user would like to unlock the job, the user must click on the job and press the **Unlock Job** button. The user will now be able to access the editing job. Note that this cancels the speech job. This may take a while and is dependent on the audio file size and network bandwidth.
- The user can run this on a blank document or a document with text.
- The audio duration should be limited to less than 5 minutes.
- To limit the audio duration, the user can insert time marks to logically break up the audio.
- If time marks are inserted, the speech service will generate a transcription for each of these paragraphs.
- If text appears in a paragraph, then the speech service will ignore the paragraph and leave the user's text unchanged.
- The user can remove words indicated in colour using the "remove speech service formatting" functionality -- see below.

Align text to the audio:

- If an editor has a text transcription of the audio, then the editor can request an alignment speech service to align the text to the audio by first copying the text into the editor and then by pressing the icon.
- This will close the editor and transfer the user to the Jobs Interface. The following message will be displayed: "Speech service request successful. Closing down editor and locking the job."
- The Job will be locked until the speech service has completed.
- If the user would like to unlock the job, the user must click on the job and press the **Unlock Job** button. The user will now be able to access the editing job. Note that this cancels the speech job.
- As with the transcription generation speech service, the audio duration should be limited to less than 5 minutes. Longer durations will affect the alignment accuracy and could result in the alignment service not working or not producing a result.
- The user can remove words indicated in colour using the "remove speech service formatting" functionality -- see below.

Remove speech service formatting:

- After requesting a transcription generation speech service and loading the job again, some words may be highlighted in orange or red. These colours represent medium and low confidence respectively.
- To remove the confidence colours, highlight the word(s) with the mouse.
- Click on the icon to remove the speech service formatting.

Speech service language:

- To change the speech service language, for the transcription generation and alignment services, the user can click on the Language icon.
- The speech service language is set by the project manager, but can be overruled by the editor.
- The editor can select the new language by clicking on the icon and selecting either Afrikaans, English, isiZulu or Setswana.
- This language change is temporary and does not override the project manager's choice.

Status Bar

Go Back:

- Clicking on the **Go Back** button will transfer the editor back to the Jobs Interface.

- If there are unsaved changes, the following prompt will be displayed “Redirecting you back to the Jobs page. Leave anyway?”
- Clicking on **OK** will proceed with the transfer while clicking on **Cancel** will halt the transfer.