Get started with CueSheet

# Get Started: Login/Register

To get started with the web application, users need to register or log in using their email address. This process includes receiving a One-Time Password (OTP) for verification. Below are the steps to follow:

## Sign-Up

1. Visit the sign-up page. 2. Enter your email address and create a password. 3. A One-Time Password (OTP) will be sent to your registered email. 4. Enter the OTP on the verification page to complete the registration. 5. After successful OTP verification, you will be redirected to the login page.

## Log In

1. Visit the login page. 2. Enter your registered email and password. 3. After successful login, you will be directed to the dashboard.

# Post-Login/Registration: Dashboard Overview

Once logged in, the user is directed to the main dashboard of the web application. This is where the user can access all the functionalities of the system, such as managing their Cue Sheets, Projects, and more.

## Navigating to the Dashboard

The dashboard includes:  
- Workspaces: Manage your existing workspaces or create new ones.  
- Cue Sheets: Create and view saved cue sheets.  
- Account: Update user information and preferences.  
- Saved sheets : The created sheet will be saved only if the user wants to save it.

## Accessing and Managing Workspaces

After login, users can create or manage Workspaces. Each workspace represents a collection of projects or cue sheets the user is working on.  
- To create a workspace: Click 'Create Workspace', fill in the workspace name, and save it.  
- To manage existing workspaces: Click on the three dots next to each workspace to rename or delete it.

## Creating and Managing Cue Sheets

**Step 3: Creating and Managing Cue Sheets**

The Cue Sheet section provides users with a robust system for uploading audio files (.mp3), generating cue sheets, and saving them to the workspace for future reference. Follow the steps below for each operation:

**1. Uploading Audio Files**

* **Step 1:** Navigate to the **Cue Sheet** section within the dashboard.
* **Step 2:** Click on the **Upload** button to select an audio file from your local machine. The supported file format is **MP3**.
* **Step 3:** Once you select the file, it will be uploaded to the server for processing. The system will analyze the content of the audio file and extract the necessary information (timestamps, content descriptions, etc.) to generate the cue sheet.

**2. Creating a Cue Sheet**

* **Step 1:** After the file is uploaded, the system will begin processing the audio to generate the cue sheet. This step might take a few moments, depending on the file size and content.
* **Step 2:** Once processed, the cue sheet will be displayed on your screen. The cue sheet contains important information, such as timestamps, the corresponding content of the audio, speaker identification (if applicable), and other details.

**3. Saving Cue Sheets**

* **Step 1:** After reviewing and editing the cue sheet, click the **Save** button to store the cue sheet in your saved sheets space.
* **Step 2:** You will be prompted to provide a name for the cue sheet and optionally assign it to a project or workspace folder.
* **Step 3:** Once saved, the cue sheet will be accessible from the **Workspace** or **Cue Sheet Management** sections. It will be listed alongside other cue sheets with the option to view or download them at any time.

**4. Assigning Cue Sheets**

* **Step 1:** Navigate to the **Workspace** section of your dashboard.
* **Step 2:** Select the cue sheet you want to assign by clicking on it.
* **Step 3:** Click the **Assign** button, which will allow you to assign the cue sheet to a specific workspace and/or in a nested folder inside that workspace.

**5. Downloading Cue Sheets**

* **Step 1:** Once you are satisfied with the cue sheet, you can download it by clicking the **Download as CSV** button.
* **Step 2:** This will generate a CSV file containing all the information in the cue sheet, which you can store locally, share with team members, or upload to other systems for integration.

**6. Managing Cue Sheets**

* **Viewing and Editing Saved Cue Sheets:**
  + Access your saved cue sheets from the **Cue Sheet Management** section within the workspace.
  + You can view or download cue sheets by clicking on the **respective** button next to each saved sheet.

## Settings and Profile Management

- Changing Password: Click 'Change Password' to update your login password.