

Florida Atlantic University & TranscribeMe SFTP Walkthrough

TranscribeMe SFTP Walkthrough

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TranscribeMe is pleased to be able to provide a simple and convenient way to upload your files for transcription on our Secure File Transfer Protocol (SFTP) system. The SFTP allows you to safely and securely share your audio content with TranscribeMe in a method that is compliant with HIPAA required processes. Below is a guide that will show you a step-by-step process to successfully upload your content and download completed transcripts.

Speak with your IT administrator or TranscribeMe directly and we will be able to assist you in setting up an SFTP account for you. Once a TranscribeMe representative informs you that the SFTP account has been created, follow these simple steps to take advantage of this quick and efficient method of seamlessly uploading your audio files for transcription.

Users who wish to request transcription services must pay TranscribeMe directly for the services. For any question related to payments, please contact nathan@transcribeme.com

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Key Points of Contact

FAU IT: Divyang Purohit - dpurohit2015@health.fau.edu

TranscribeMe Technical Questions: Joshua Rumsey - joshua@transcribeme.com

TranscribeMe Transcription Questions: support@transcribeme.com

Payment related Question: nathan@transcribeme.com

1. Logging in

Go to the SFTP TranscribeMe login page at <https://sftp.transcribeme.com/login>.



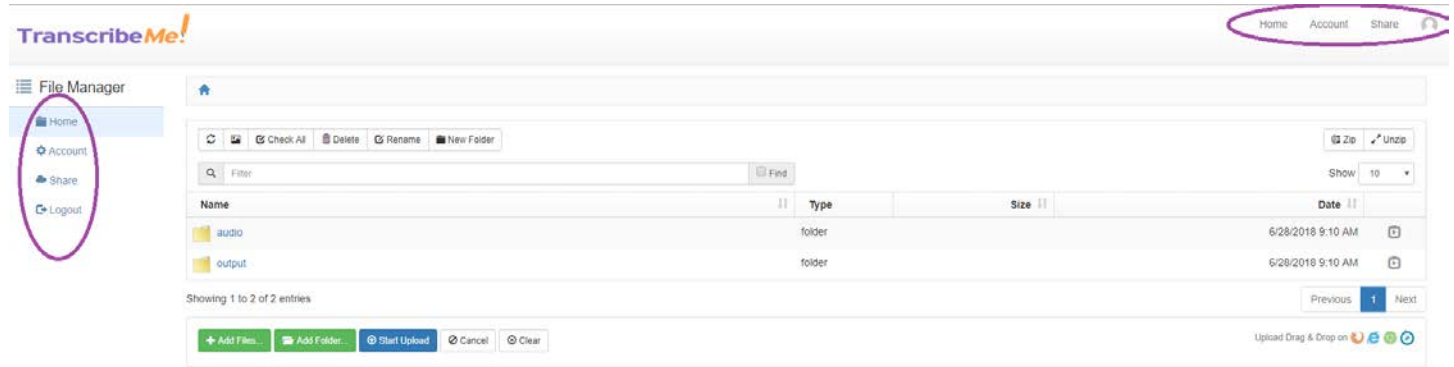
If you have an account setup, enter your username and password to log in.
If you do not have an account setup, skip ahead to **Step 5 - Request an account.**

A screenshot of the 'Client Login' form. At the top left is a blue circular icon with a white padlock. To its right is the text 'Client Login'. Below this are two input fields: the first is for the username, containing 'test_account', and the second is for the password, masked with dots. To the right of the password field is a blue 'Sign in' button, which is highlighted with a red rectangular border. At the bottom of the form is a light gray bar containing the text 'Request an Account' in blue.

2. Navigating the website

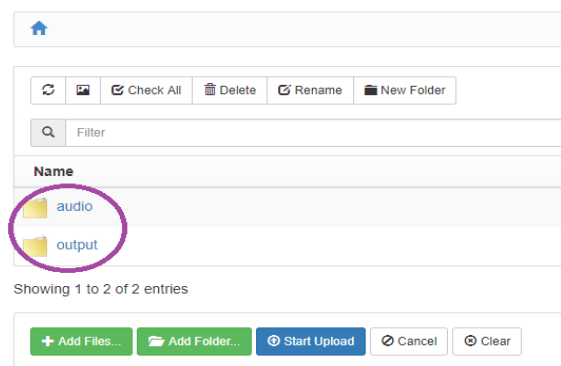
Once your account is active and you have signed in to your account, you will see several options on your home page. The menu options can be seen listed under the File Manager heading on the left side of your screen, or in the top right-hand corner. For information on

updating your “Account” information, please go to step 6.



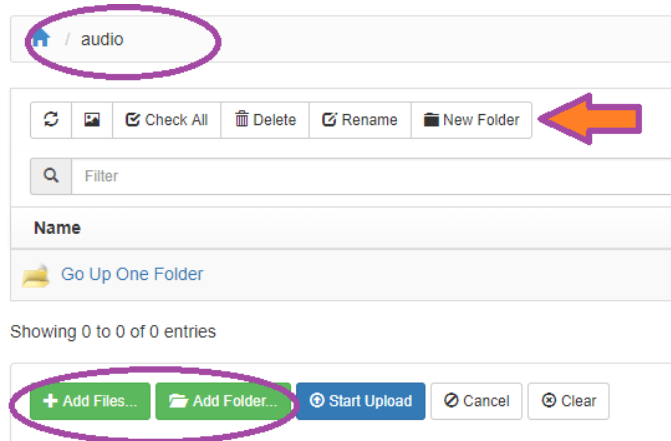
3. Upload content

To Upload your audio files for transcription, from your Home page you will see 2 folders. One is



labeled 'audio' and one is labeled 'output'. **Digital audio files should be uploaded to the 'audio' folder.**

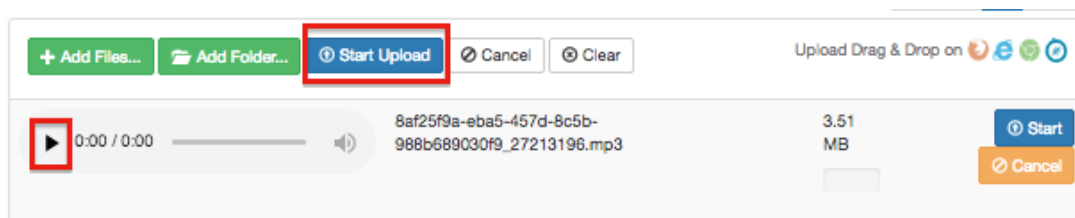
Click on the audio folder, and then choose how you would like to upload your audio files. You can drag and drop your files into the folder, or you select 'Add Files' to use the navigation window on your computer to select the files you wish to upload. If you have multiple files in



folders on your device, you can select 'Add folder' to upload the entire folder at one time.

If you wish to divide your uploads into multiple folders, you can add sub-folders to your 'audio' folder, and then upload your audio files into your subfolders.

When you have selected your files to upload, you have the ability to preview the audio by clicking the **Play** arrow. Once you are ready to upload, **click the 'Start Upload' button**. This button must be clicked to complete the upload process. After the files have been uploaded, a notification will be sent to the TranscribeMe team to let them know there are files ready to be transcribed.

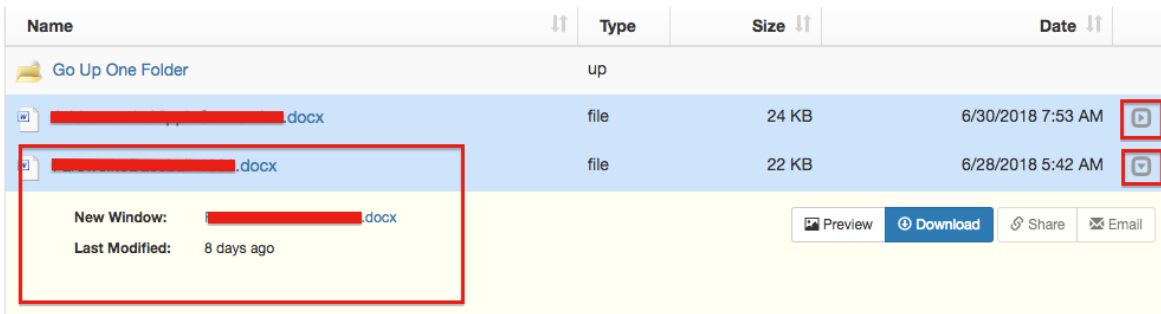


4. Download files

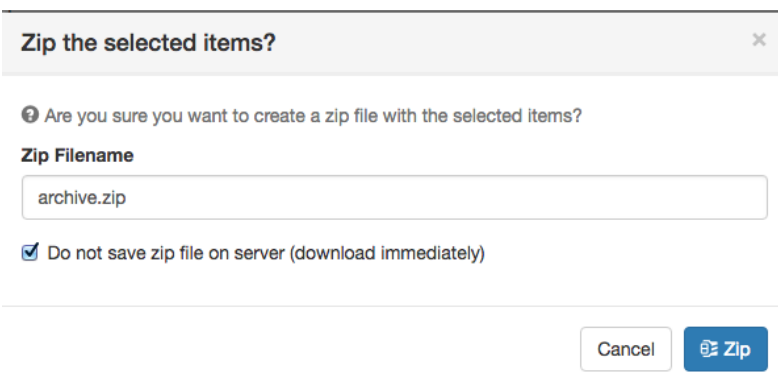
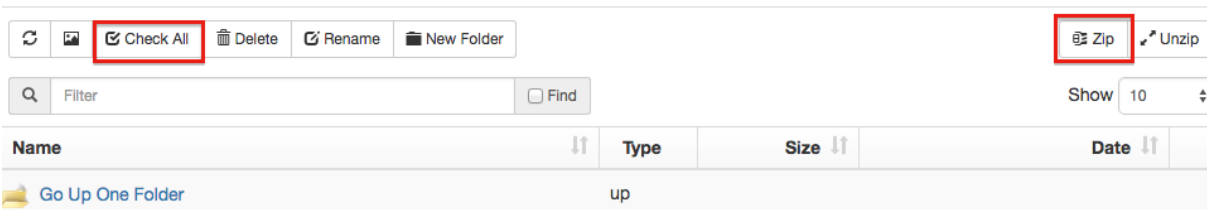
Once your files have been transcribed, TranscribeMe will place the completed transcripts to your '**Output**' folder. You will receive an email notification that new transcripts have been

placed to your account. You can then click on your output folder and see the transcripts available to download. From this interface, you can also rename your files, delete them or create new folders to organize the transcript files as you wish.

To view the information for each file, click on the right-pointing arrow on the row of the file. It will open a tab with the file details. To download one file, either click the Download button in the details tab or else simply click on the individual file name.

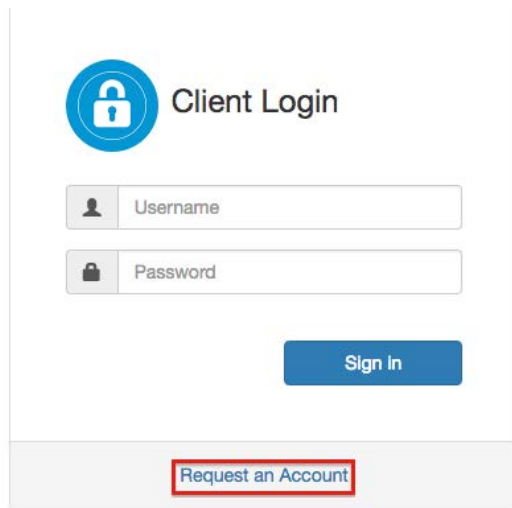


To download multiple files, select the transcripts you wish to download either by clicking on the individual rows or the **'Check All'** button. Then click on the Zip button on the right side. This will pop-up a new window where you can edit the name of the zip file. Check the box if you wish to only save the zip file on your device. Click **"Zip"** when ready.



5. Request an account

If you do not already have an account **or** if you wish to have multiple users for your SFTP account, these can be obtained separately by clicking on the 'Request an Account' link on the login page.

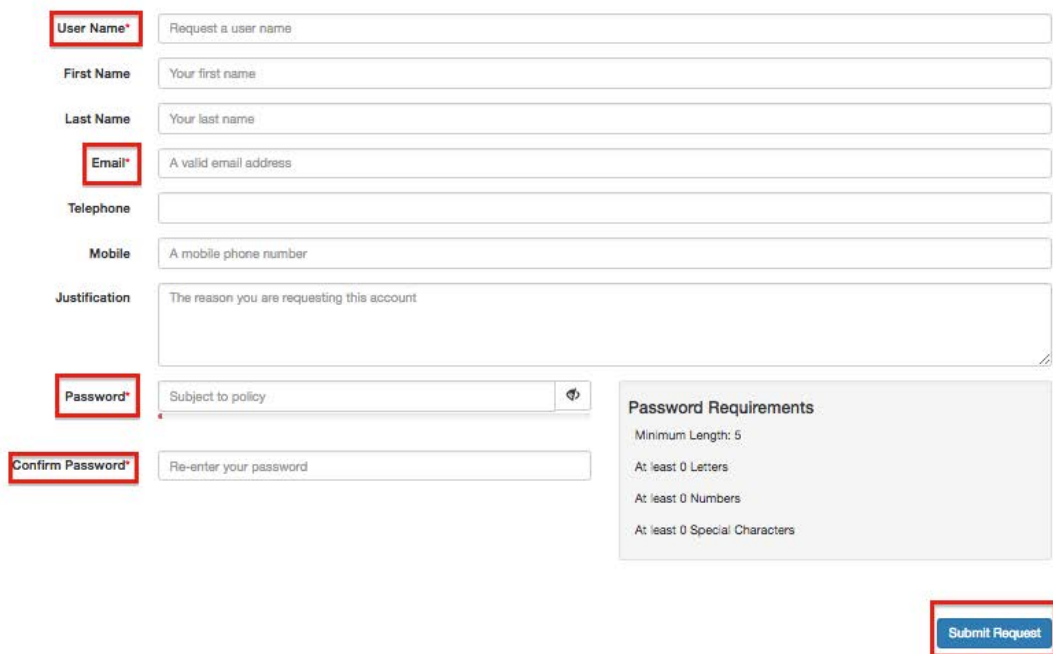


The Client Login form features a blue circular icon with a white padlock and the text "Client Login". Below this are two input fields: "Username" with a person icon and "Password" with a padlock icon. A blue "Sign In" button is positioned below the password field. At the bottom, a red box highlights the "Request an Account" link.

This will open an Account Request form that needs to be completed.

Account Request Sign-up Form

You can request a new account using this form. All account requests will be reviewed by an administrator before approval.



The Account Request Sign-up Form contains several input fields, each with a red box highlighting its label: "User Name*", "First Name", "Last Name", "Email*", "Telephone", "Mobile", "Justification", "Password*", and "Confirm Password*". The "User Name*" field has a placeholder "Request a user name". The "First Name" field has a placeholder "Your first name". The "Last Name" field has a placeholder "Your last name". The "Email*" field has a placeholder "A valid email address". The "Telephone" field is empty. The "Mobile" field has a placeholder "A mobile phone number". The "Justification" field has a placeholder "The reason you are requesting this account". The "Password*" field has a placeholder "Subject to policy" and a toggle icon. The "Confirm Password*" field has a placeholder "Re-enter your password". To the right of the form is a "Password Requirements" box with the following text: "Minimum Length: 5", "At least 0 Letters", "At least 0 Numbers", and "At least 0 Special Characters". A red box highlights the "Submit Request" button in the bottom right corner.

Once the required information has been filled in, click the Submit Request button in the bottom right-hand corner. The request will be sent to a TranscribeMe administrator for approval. Once approval is granted, the user will receive an email notification that their SFTP account is now active and ready to use.

6. Account settings

By clicking on the 'Account' option, you can change several options on your account. This screen allows you to change your name, the way the date and time is displayed, the format of

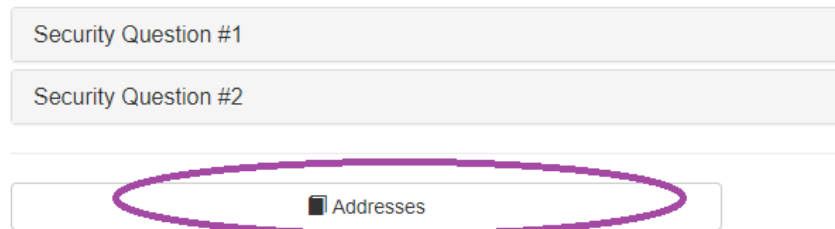
your files, the theme of your account, and the type of authentication required for your account.

You can also change your password:

Add security questions to your account to increase the security of your account:

And add contact emails to your address book to allow for easier sharing of files and transcripts

by clicking on the **'Addresses'** option:



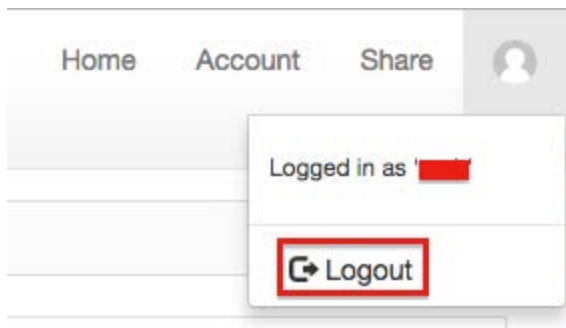
And entering your contacts:

A window titled 'Address Book' with a close button in the top right. Inside, there's a message: 'You can save frequently used names and email addresses in your address book for use in public file sharing.' Below this are two input fields: 'Full Name:' with the text 'Nathan Pikover' and 'Email:' with the text 'Nathan@transcribeme.com'. Under the email field are three buttons: a blue '+ Add' button, a red 'Delete' button with a trash icon, and a blue 'CSV Import' button with a file icon. At the bottom, there's a section header 'Addresses' followed by a list area and a small dropdown menu.

Just remember to hit the blue 'Update' button in the bottom right-hand corner of the screen when you are done.

7. Logging out

When you are done, you can log out of your SFTP account by clicking on the small person icon in the upper right-hand corner of the screen or by selecting the logout option below the File Manager on the left-hand side of the screen.



And that's it for SFTP Accounts! Thank you for choosing TranscribeMe to meet your transcription needs.

For any additional questions, please contact one of the Key Contacts listed on page 2.