

## PROJECT BRIEF

### SUBMISSION INTERFACE FOR RECAP CONTENT

#### GENERAL DESCRIPTION

ChinesePod is currently adding specific content assets to existing lessons, which require content providers in different locations to submit their assets in form of files. Generally there are AUDIO files and IMAGES.

The assets should be stored on the local storage of the server in form of files in a specific local folder. All lessons are subfolders relative to that folder, and named according to the lesson number.

#### NATURE OF THE FILES

Instead of downloading video files, we have opted for audio that is accompanied by slides, and therefore ChinesePod is retaining a selection of different contractors that create these assets:

- (a) An audio file with a condensed “podcast” that recaps a lesson. We typically offer two or more versions in different running lengths (these running lengths are rounded and expressed in the file names)
- (b) A collection of slides that have timing information included in the file names (that timing information is embedded in the file name)

Some contractors only create the AUDIO files, others then create SLIDES, and some may provide both.

#### LESSON NUMBER

The lesson number is generally a 4 digits and numeric, but also two leading alphanumeric characters in UPPERCASE LETTERS (in addition to the number) are valid. Examples for valid numbers are: 4123, AI0005, QW1234. Any input field for lesson numbers should automatically convert any lowercase letters into uppercase ones (immediate conversion to uppercase, like on the [www.chinesepod.com/connect](http://www.chinesepod.com/connect) page).

#### THE SUBMISSION INTERFACE

The submission system should enable CONTENT CREATORS to log in and submit content using a simple “Login with Google” process, avoiding the need for the system to manage passwords. No other login mechanism needs to be supported. Authentication on the server side should be through a text file that lists email address and authorization.

The User Interface shall consist of the following

- (a) A first page consists of an input field in which the user enters the lesson number

- (b) Such lesson number will be authenticated via API call, and if it exists, a second page displays with basic information of the lesson, and a surface where files can be dropped
- (c) After all files are dropped, a SUBMIT button initiates the check of file names (see Exhibit A)

## PROCESS FLOW

Once authenticated, the user should be able to enter a LESSON NUMBER:

Lesson Number:

Logged in as:  
john.doe@gmail.com

Your assigned lessons:  
4121 Enjoyable Characters, Episode 1 - **complete**  
4123 Enjoyable Characters, Episode 2 – (not present)  
4125 Enjoyable Characters, Episode 3 - **incomplete**  
4126 Enjoyable Characters, Episode 4 - **incomplete**

Upon entry of a lesson number, the user needs to be checked if he/she is authorized. If not a corresponding message needs to be displayed:

Lesson Number:  Lesson 4153 is not assigned to you

Logged in as:  
John.doe@gmail.com

Your assigned lessons:  
4121 Enjoyable Characters, Episode 1 - **complete**  
4123 Enjoyable Characters, Episode 2 – (not present)  
4125 Enjoyable Characters, Episode 3 - **incomplete**  
4126 Enjoyable Characters, Episode 4 - **incomplete**

If the lesson number is assigned to the user, there are two scenarios: (a) it exists already, or (b) it is a brand new lesson.

The following is an example what should happen if it is a brand new lesson:

Lesson Number: **4123**  
**Enjoyable Characters with Joy, Episode 2**

Logged in as:  
john.doe@gmail.com

There are no assets for this lesson yet. Please submit your assets by dragging and dropping your files here:

Please drag and drop  
your files here

submit

The Lesson name (in this example “Enjoyable Characters with Joy, Episode 2”) should be retrieved via API call.

For simplicity sake, the visualization of the process of uploading files (as well as the style how file names and size should be displayed) should be done EXACTLY as it is in Upwork (when dragging and dropping files in a conversation)

All files dragged there should be stored in a temporary folder and checked after the user clicks the “submit” button. Then a check shall ensure the following:

- (a) All file names relate to the lesson the person has entered
- (b) All file names comply to the standards set under FILE NAMING CONVENTIONS

Warnings for inconsistencies due to interdependency are displayed if there are any (please refer to section “Warnings”). If there are NO warnings, then a summary page should be displayed, and the user can then TRANSFER the files to the REPOSITORY:

Lesson Number: 4123  
Enjoyable Characters with Joy, Episode 2

Logged in as:  
john.doe@gmail.com

The following assets have been received:

3 minute version of audio 4123.3.0000.mp3  
7 corresponding slides in 4 variants each

6 minute version of audio 4123.6.0000.mp3  
11 corresponding slides in 4 variants each

Transfer to Repository

Upon the user clicking “Transfer to Repository”, the files are to be moved from the Temporary Folder into the Repository. There needs to be a proper visualization of the ongoing process (spinning wheel) and then a confirmation page listing the directory of the FTP server (to allow for visual confirmation that files are there).

## SLIDES

Slides are provided as jpg files, and due to the existence of 2 different writing options (traditional and simplified) as well as 2 possible orientations of the slides (portrait and landscape), the content providers need to create a larger collection of assets.

## EVALUATION OF FILES

- Every file needs to comply with file naming specifications (files submitted that do not comply need to be rejected)

- For every audio file, there need to be slides, and vice versa
- Every slide needs to exist in a variety of versions:
  - simplified characters, portrait orientation
  - simplified characters, landscape orientation
  - traditional characters, portrait orientation
  - traditional characters, landscape orientation

#### SIMPLE DROP OFF INTERFACE

The User Interface shall consist of the following

- (d) A first page consists of an input field in which the user enters the lesson number
- (e) Such lesson number will be authenticated via API call, and if it exists, a second page displays with basic information of the lesson, and a surface where files can be dropped
- (f) After all files are dropped, a SUBMIT button initiates the check of file names (see Exhibit A)

Upon the user clicking the SUBMIT BUTTON, the system shall connect to S3 storage and upload all files in the corresponding directory.

#### AUTHENTICATION AND RESTRICTIONS

An extremely simple authentication page should allow the “assignment”:

User Management		
Email	Active	Assigned
john.doe@gmail.com	Y	4121,4123,4125,4126
frank.wang	Y	4080, 4081, 4092

## Validity Check for File Names

Exhibit

**A**

All filenames consist of groups of 3 or 4 (before the file type), separated by “.”

Examples:

```
Filename 4123.3.0000.wav
Group_Count = 3
Group[1] = "4123"
Group[2] = "3"
Group[3] = "0000"
```

```
Filename 4123.3.0103.sp.jpg
Group_Count = 4
Group[1] = "4123"
Group[2] = "3"
Group[3] = "0103"
Group[4] = "sp"
```

```
Filename 4123.0000.bg.jpg
Group_Count = 3
Group[1] = "4123"
Group[2] = "0000"
Group[3] = "bg"
```

### RULES FOR REJECTION

Group[1] must be identical with the lesson number entered. If not, file must be rejected “Lesson Number does not correspond with Lesson Entered”

Group[2] must be either ONE numeric digit (from ‘0’ to ‘9’), or the string “0000” if Group\_Count equals 3 (i.e. 4123.0000.bg.jpg is a valid file name).

If Group\_Count equals 4 then Group[4] must be one of the following:  
“sp”, “tp”, “sl”, “tl”,

### CONSISTENCY CHECK

If any INCONSISTENCIES exist, a page “Inconsistencies in Present Submission: is displayed”. If NO INCONSISTENCIES are detected, the system immediately moves to the submission page

First, every JPG slide file must exist in at least the 2 portrait versions (“sp” and “tp”):

```
<LLLL>.<T>.<MMSS>.sp.jpg
<LLLL>.<T>.<MMSS>.tp.jpg
```

Upon submission of the files, for any <T>+<MMSS>, the entries for “sp”, “tp” must exist. If they don’t, a detailed error message should be generated, as follows:

IF ONLY “sp” exists, but no “tp”:

“Error: Slide <name> only exists in version “sp”.  
Please also transmit the file <LLLL>.<T>.<MMSS>.tp.jpg

IF ONLY “tp” exists, but no “sp”:

“Error: Slide <name> only exists in version “tp”.  
Please also transmit the file <LLLL>.<T>.<MMSS>.sp.jpg

## Proposed Screen (schematics)

Exhibit

**B**

### User Management

Email	Active	Assigned
john.doe@gmail.com	Y	4121,4123,4125,4126
frank.wang	Y	4080, 4081, 4092

Welcome Back, submitter@chinesepod.com

Assigned Lessons:

4123 4124 4162 4166

Please enter lesson to submit: [      ]

Welcome Back, submitter@chinesepod.com

Assigned Lessons:

4123 4124 4162 4166

Please enter lesson to submit: [      ]

Color schemes indicate:

Green (4123) means: Consistent Assets submitted already

Red (4124) means: Files present but failed consistency check

Grey (4162, 4166) means: No files submitted yet

Submission for Lesson  
4123 “66 Enjoyable Characters – Part 2”

Please drop your Files here

Submit

Examples for Confirmation Page (after submission):

Submission Received for 4123

Two Audio files:

2 minutes – 4123.2.0000.mp3

4 minutes – 4123.4.0000.mp3

For 2 mins. version:

24 Slides received, complete in 4 versions

For 4 mins. version:

32 Slides received, complete in 4 versions

No consistency errors detected

Confirmation after submission with no problem  
-> Lesson will be marked as GREEN

## PROBLEMATIC SUBMISSION

Submission Received for 4123

Two Audio files:

3 minutes - 4123.3.0000.mp3

4 minutes - 4123.4.0000.mp3

For 2 mins. version:

24 Slides received, INCOMPLETE:

4123.4.0024 received as sp - but tp missing!

For 4 mins. version:

32 Slides received, complete in 4 versions

Wrong file names:

4123.4.0064.jpg is not a valid name

4123.4.0123.sp.png is not a valid file extension

4123.4.0123.sl.png is not a valid file extension

4123.4.0123.tp.png is not a valid file extension

4123.4.0123.tl.png is not a valid file extension

Lesson cannot be marked complete

Please correct errors and submit again

Confirmation after submission with issue

-> Lesson will be marked as RED