**RISK Standard Operating Procedure (SOP)**

**Audio Transcript Check**

Last Edited: 1/17/2019 11:36 AM

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# File Locations

Audio Transcript (last month’s file)- exact file name will be different

* P:\StudyData\RISK\Administration\Datagain\Audio – August 30

Audio Transcript Check Spreadsheet

* P:\StudyData\RISK\Administration\Participants\Compliance\Audio Transcript Check

Audio Transcript

* P:\StudyData\RISK\RawData\Audio

# Checking Audio Files

# Begin by opening up the Audio Transcript Check spreadsheet as well as the latest Audio transcript spreadsheet

1. In the Audio Transcript Check spreadsheet go to the first SubID sheet that shows files have been sent, but not yet received
2. You can then go to the Audio file and scroll to find the earliest audio file that has not been received yet
3. Read the audio file while looking for any sections that are designated as inaudible
   1. If there is an inaudible section, open up that audio file in the participants Audio folder
   2. If you are able to distinguish what the individual is saying, change the text in the Audio spreadsheet
      1. If you are not able to distinguish what they are saying, make a note of it in the Audio Transcript Check spreadsheet
4. After reviewing each file, enter today’s date as the date that the file was received in the Audio Transcript Check file
5. Go through all of the SubIDs until all the files have been accounted for or at least searched for
   1. If you cannot initially find a file in the Audio spreadsheet do a ctrl + f and type in the audio file name
      1. Most of the files are in order of when they were sent, but sometimes they do get saved out of order.
   2. If you still cannot find the file send an email to Candace Johnson-Hurwitz letting her know which files have still not been received.
6. Make sure any files that have been viewed have been recorded in the date received column of the Transcript Check spreadsheet
7. Once all files have been reviewed, copy all the new files and paste them into the Audio spreadsheet in the RawData folder