



EEG Courier / Scribe Workflow

Last Revised: May 2023

Overview

Imagine a secure, cloud driven, workflow manager for exchanging media assets for closed captioning – complete with built-in transcoding, lightning-fast file transfers, full content protection, and automatic progress notifications that you control remotely.

NOW, couple that with a fully **integrated** caption editing tool for transcribers and editors to stream your content as a secure, non-transferable proxy – and rapidly create a complete timed transcript, uploading to you with a single click – where you can edit, inspect, and approve all from a web browser, or download automatically for faster-than-real-time stitching to a local high resolution master asset that never left your facility. Plus, full compatibility with the iCap Realtime captioning system provides a much-needed integrated solution for editing and repurposing of live captioned programming and clips.

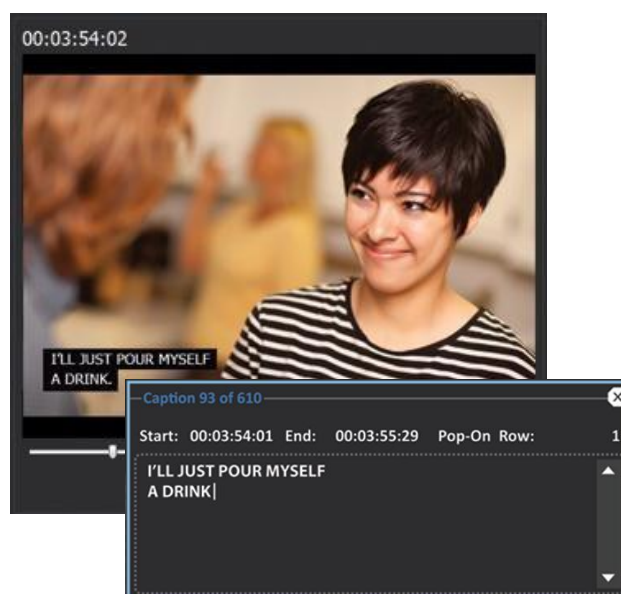
In this new workflow EEG's **Courier** transcription workflow manager and integrated **Scribe** subtitle editor pair up for the ultimate in efficient and secure post-production or near-to-air closed

caption creation.

Courier ➤

Scribe

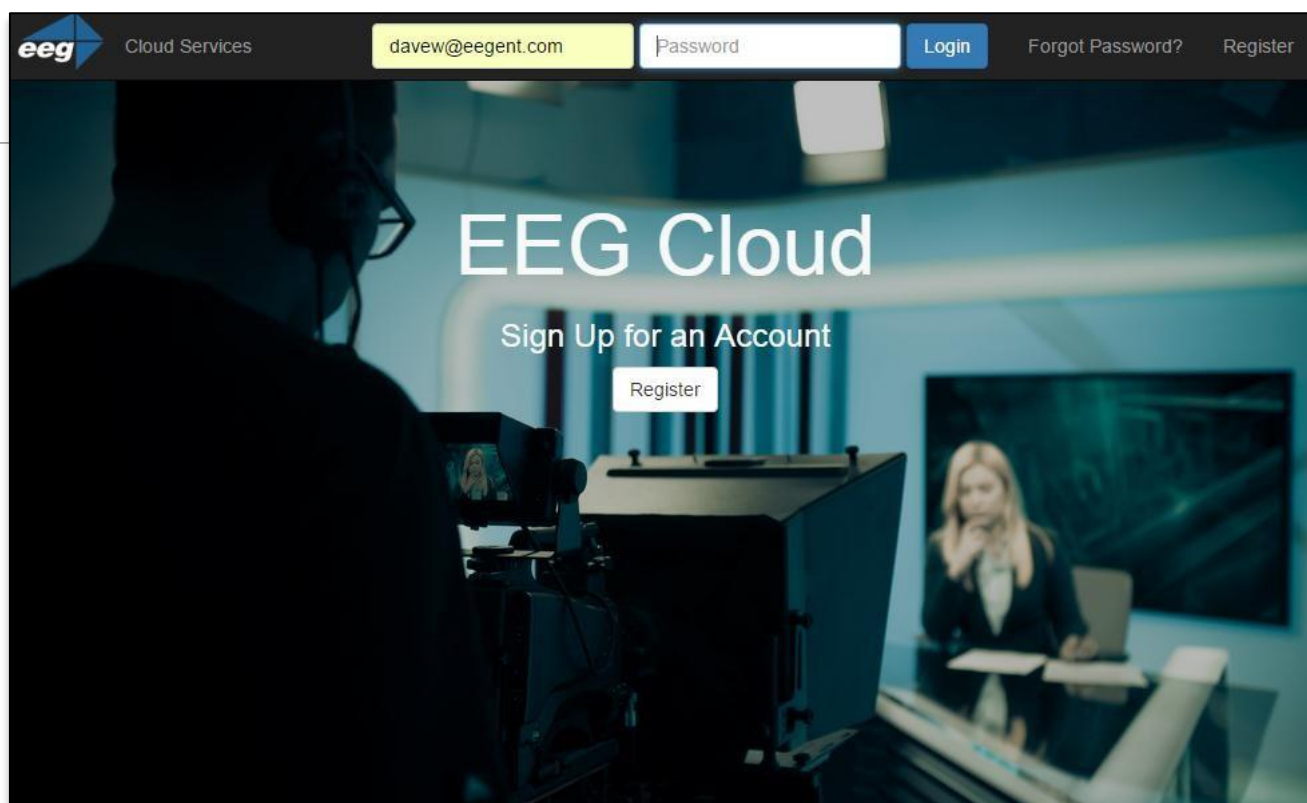
Job Status
Job Created
Video Uploaded
Claimed
Transcript Uploaded
Marked Completed ✓
Acknowledged Completed



Introduction to Courier

Courier and the EEG Cloud

Courier is a workflow management tool accessed via the **EEG Cloud** with a corresponding Windows app that is used for the encryption/uploading of media assets and downloading of proxy video and completed transcript files. Through Courier and the EEG Cloud, workflow control AND media asset management are **unified** and redefined.



EEG Cloud Login found at www.eegcloud.tv

Workflow Management through Courier

User and Group Management

Courier's flexible user account management makes workflow control and assignment seamless, while making it easy to manage access to valuable media asset proxies. Create multiple profiles, add/remove users, control access, and manage workflow all from your EEG Cloud Login.



eeeg Cloud Services Profiles Preferences Notifications 7 davew@eegent.com

Courier Home / Profiles / New Profile

Create a New Profile

Profile Name
EEG Brooklyn 2

Job Type
Captioning

Select the type of jobs this profile will be used for.

Users to Share With

User	Permissions	
Spencer	<input checked="" type="checkbox"/> Can Share <input checked="" type="checkbox"/> Can Stream <input type="checkbox"/> Can Download	<input type="button" value="x"/>
Sam	<input checked="" type="checkbox"/> Can Share <input checked="" type="checkbox"/> Can Stream <input checked="" type="checkbox"/> Can Download	<input type="button" value="x"/>
<input type="button" value="+"/> +		

Courier's Profile Creation and User Management Feature in the EEG Cloud

Workflow Management through Courier

Activity and Job Tracking

Detailed logging makes it possible to track all SENT and RECEIVED jobs through the Courier workflow engine and communicate with team members and vendors regarding job progress. Access



permissions for each asset in your account are individually controlled for each user and action type, including separate settings for protected in-system media views, file downloads, and file modifications. All accesses to each file are logged and permissions can be changed at any time.

Sent Jobs 0

Received Jobs

Job Name	Job Overview
Promos	News Segment
How It's Made	Created By: samw@eegent.com - 03/24/2015 1:42:39 PM
Feature Presentation	Description: This news segment aired last night and will be re-aired tonight.
Episode 102	

Job Status
Job Created
Video Uploaded
Claimed
Marked Completed
Acknowledged Completed

Recent Activity

Date	User	Action	shared_with	video_filename
03/24/2015 1:51:43 PM	samw@eegent.com	job shared	davew@eeg...	
03/24/2015 1:42:39 PM	samw@eegent.com	video file uploaded		news_segmen...
03/24/2015 1:42:39 PM	samw@eegent.com	job created		

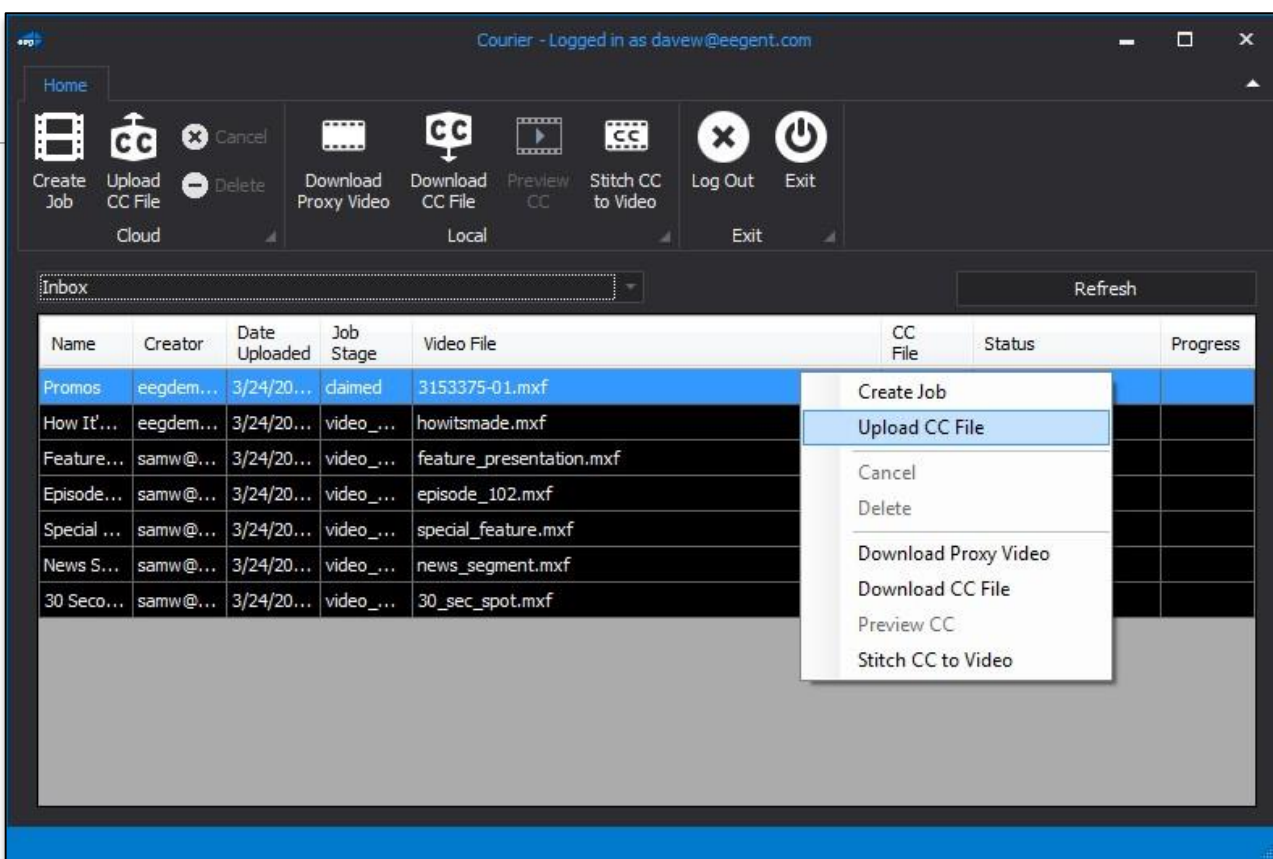
[More](#)

Courier's Job Log, Activity and Status Features in the EEG Cloud

Workflow Management through Courier

Courier Windows App

Courier includes a native Microsoft Windows application used for transcoding and encrypting your media assets, uploading them to cloud storage across multiple access Profiles, and automatically downloading transcription files and stitching to the master asset once jobs have been completed.



Courier Windows Application

Workflow Management through Courier

Courier Windows App (cont.)

Courier transcodes uploaded files from high-resolution MPEG and MXF formats to smaller MP4 transcription proxies which are then encrypted and delivered to collaborators and service providers over secure SSL delivery links. These proxy files are sufficient resolution for creating high quality captions, but take much less time to transfer and pose less of a security risk than archive or mezzanine-quality masters.



Creator	Date Upload	Job Stage	Video File	CC File	Status	Progress
DaveW			TVNEEGtest_S4ep18_VOD_30ROCK_04222010_930pm.mpg		Transcoding	41%
DaveW			TVNEEGtest_S4ep18_VOD_30ROCK_04222010_930pm.mpg		Transcoding	0%

Create Job

Video File

C:\Users\kated\Desktop\Test Files\EEG TEST.mpg

Job Name

EEG Promo

Job Description

This must be captioned by next Thursday.

Profile

Default Profile

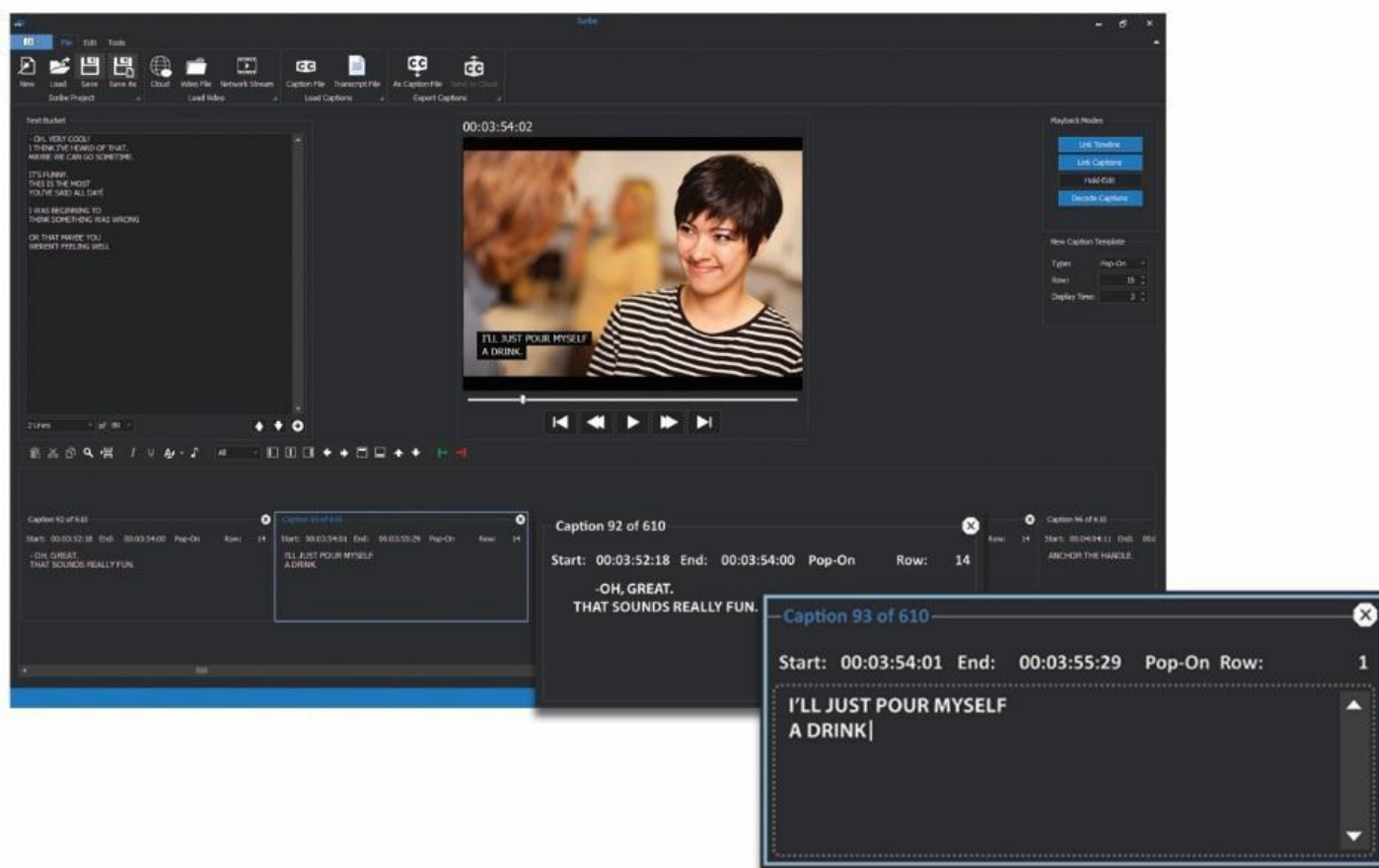
Create Job

Courier Windows App - Upload Progress and "Create Job" Function Detail

Introduction to Scribe

Caption Editing with Scribe

Scribe is a fully integrated, intuitive, caption editing tool accessed through a locally installed Windows application at the captioner site. Media assets may be streamed or loaded directly to create or edit captions and upload completed transcription files to the EEG Cloud.

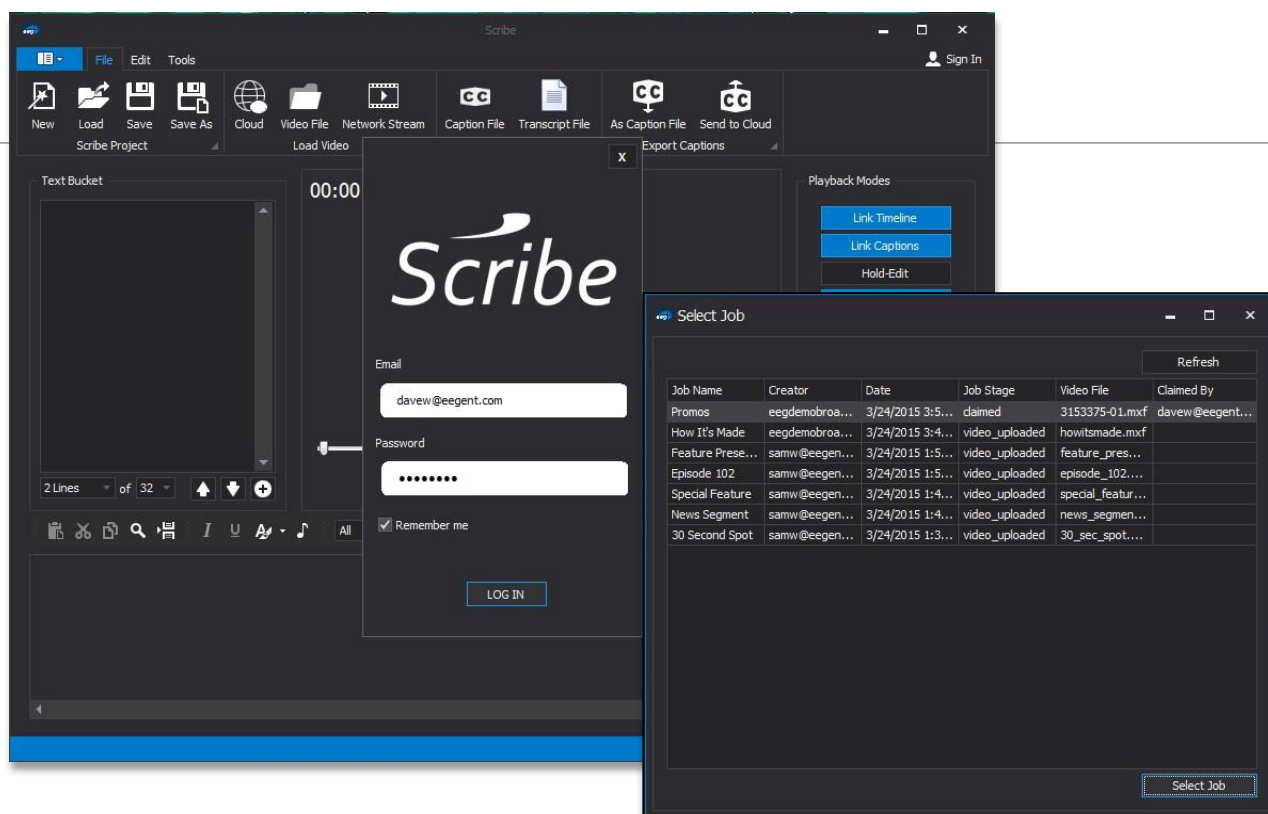


Scribe Caption Editing Software

Scribe Integration with Courier

Scribe's "Cloud" Feature

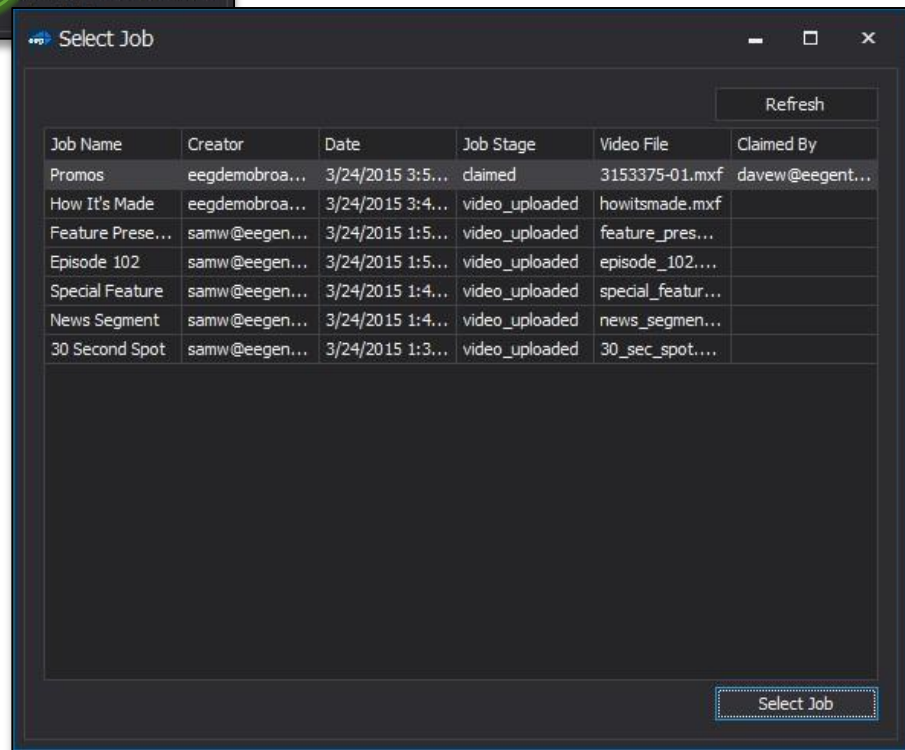
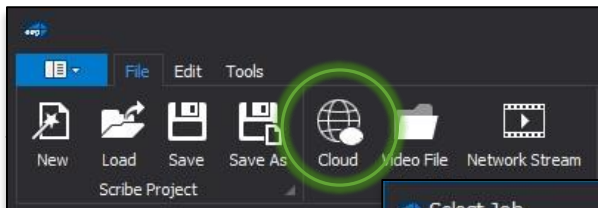
Scribes integration with Courier via the **Cloud** feature allows the secure streaming of media proxies for captioning (credentials required) - alternatively, local media files may also be loaded into Scribe directly. When a captioning job is completed, simply upload the transcription file to the cloud for final review and stitching to the master asset by the content owner (*steps detailed on pages 9 - 10*).



"Cloud" Feature Credentials and Job Selection Screen Detail

Scribe Integration with Courier

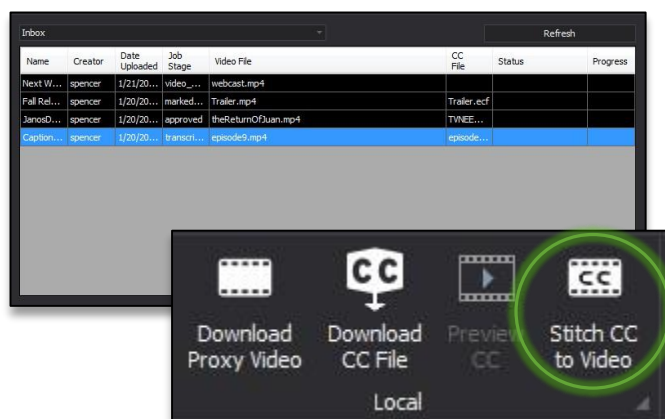
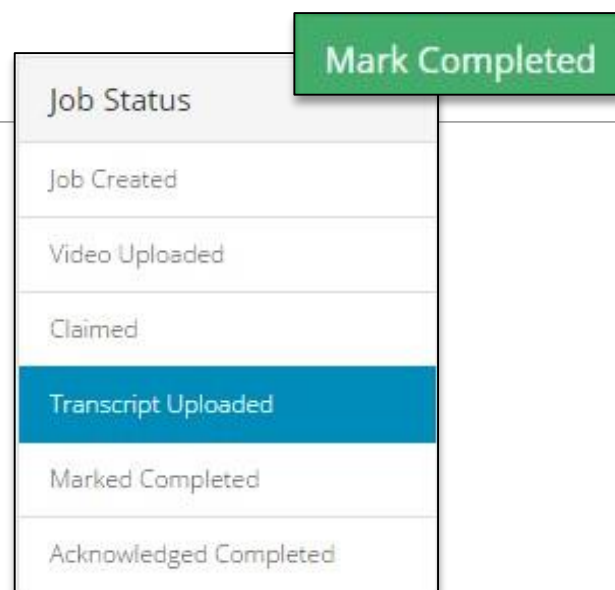
1. The captioner uses their Scribe software to connect to Courier via the **Cloud** feature located in Scribe's toolbar. Once logged in, captioners may stream proxy video, create transcripts, and upload completed caption files back to the Courier cloud for all assigned jobs.



Scribe Integration with Courier



2. Once the transcript has been uploaded by the captioner, the job will show as **Completed** in Courier.



3. The completed caption file becomes available to you in Courier for **final review and stitching** to the master asset with a single click!