MOTOROLA SOLUTIONS

VIDEOMANAGER: TRANSCRIPTION

CREATING, IMPORTING AND EXPORTING TRANSCRIPTS WITHIN THE INCIDENT EDITOR

CONTENTS

WHAT IS TRANSCRIPTION?

Since VideoManager 15.0, it has been possible to import and export video captions via an externally-created .VTT file. VideoManager 15.2 introduces **transcription**, which is the ability to create these captions within the incident editor itself for ease of editing and review. A **transcript** is the combination of video captions and associated metadata.

You can still import an existing .VTT file into VideoManager and edit it within the incident editor; you can also export a transcript from VideoManager as a .VTT file, or a PDF.

TRANSCRIPTION PREREQUISITES

To use transcription, you must first ensure that:
- You have upgraded your instance of VideoManager to version 15.2.
- You have added the video you want to transcribe to an incident (i.e. making it an incident clip).
- You are in a role which has the *View transcription*, *Edit transcription*, *Import transcription* and *Export transcription* permissions enabled.

ADD CUSTOM FIELDS TO THE TRANSCRIPTION EDITOR

You can optionally add previously-created incident custom fields to the transcription editor. This enables you to view the values associated with these fields while you edit a transcript, which may provide helpful context. It also means that, if you choose to export the transcript as part of an incident, the values in these fields will be exported to the same PDF as the transcript itself. To add fields to the editor:

1. Navigate to the *Admin* tab.
2. Select the *Policies* pane.
3. Click the *User-defined Incident Fields* section.
4. Click *Edit field* next to the custom field which should be added to the transcription editor.
5. Set *Show in transcription editor* to *Yes*.
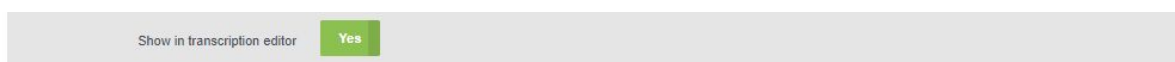
6. Click *Save settings*.

CREATE A TRANSCRIPT IN VIDEOMANAGER

To create a new transcript in VideoManager:

1. Navigate to the **Incidents** tab.

2. Click **Edit incident** next to the relevant incident.

3. Scroll down to the incident clip which will be transcribed.

4. Click **Transcription**.

5. In the left-hand **Speaker** window, enter a name or identifier for each individual who is speaking in the incident clip.

6. Step forward in the incident clip to the point where the transcription should begin.

7. In the left-hand menu pane, **Add caption** next to the speaker who is currently speaking in the video.

Alternatively, you can hit *Alt + F8* to enter a caption with multiple speakers, or *Alt + F9* to enter a blank speaker (if no one is speaking).
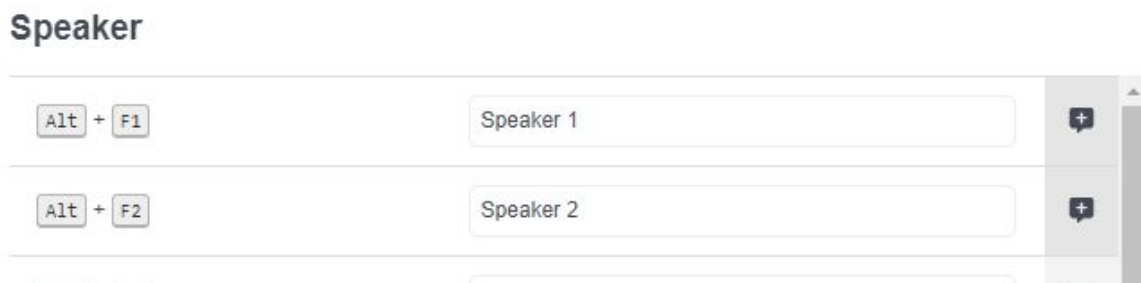
8. A new row will appear automatically in the **Transcription** window. Enter the relevant text.

9. Use the **Step forward** and **Step backward** buttons to navigate to the point in the incident clip where a new caption is needed.

10. Click **Add caption** next to the speaker who is currently speaking.

11. Repeat as many times as necessary.

12. Once the transcript is complete, click **Confirm**. The transcript will be saved.

> If you need to leave the editor and return, you can use the *Bookmark* function to keep your place in the transcript by clicking ALT + b. This enables you to skip straight to the relevant row once you re-open the *Transcription* window.

IMPORT A TRANSCRIPT INTO VIDEOMANAGER

If you have already created a .VTT file for an incident clip, you can import it into VideoManager instead of creating a new transcription from scratch. To do so:

1. Navigate to the **Incidents** tab.
2. Click **Edit incident** next to the relevant incident.
3. Scroll down to the incident clip which will be transcribed.
4. Click **Transcription**.
5. In the right-hand **Actions** pane, click **Import**.
6. Select the .VTT file from your PC.

The transcript will appear in the **Transcription Editor** window automatically. You can edit individual lines of speech and the speakers' names.

EXPORT A TRANSCRIPT AS A .VTT FILE

Once you have created a transcript in VideoManager, you can export it as a .VTT file. To do so:

1. Navigate to the **Incidents** tab.
2. Click **Edit incident** next to the relevant incident.
3. Scroll down to the incident clip which has been transcribed.
4. Click **Transcription**.
5. In the right-hand **Actions** pane, click **Export**.

The transcript will be downloaded to your PC as a .VTT file.
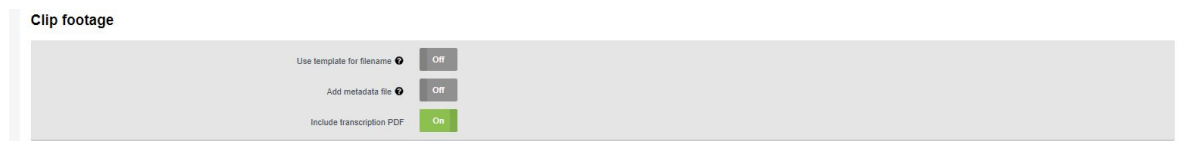
EXPORT A TRANSCRIPT AS A PDF

Once you have created a transcript, you can configure VideoManager so incident clip transcripts will be exported as PDFs alongside incidents, for review purposes. To do so, you must create or edit an Evidence Export profile to include this configuration:

1. Navigate to the **Admin** tab.
2. Select the **Policies** pane.
3. Click the **Incident Exports** section.
4. Click **Create new export profile**, or **Edit export profile**.

> 💡 **PLEASE NOTE: You can only export a transcript as a PDF using Evidence Export profiles.**

5. Scroll down to the **Clip footage** section, and set **Include transcription PDF** to **On**.

6. Click **Save settings**.

Now, when you export an incident which includes transcription, the transcript will be exported as a PDF if this Evidence Export profile is selected.