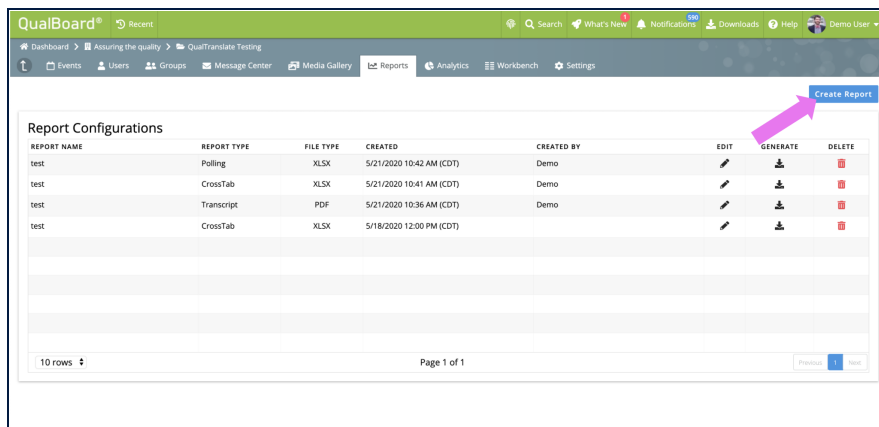


Generating a Translated Transcript

Last Modified on 08/04/2020 2:14 pm EDT

1 of 8

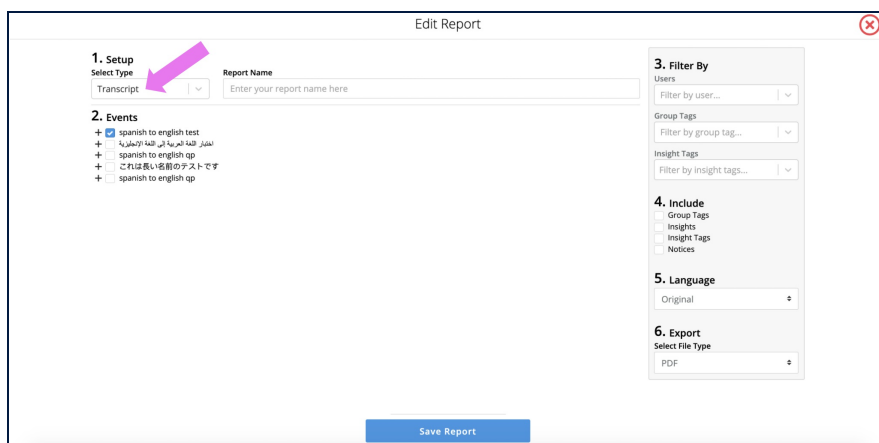
If QualTranslate is enabled on your project, you'll be able to easily pull your transcript in the original language and the translated language. From the Reports tab, click the **Create Report** button to set up your configuration.



You're well on your way! Click **Next** for the next step.

2 of 8

First select your report type as Transcript. Then you can select which events you want included in the report.



3 of 8

Make sure when selecting events that you only select events that are either all right to left languages or all left to right languages.

Edit Report

You have events with languages that are both right to left and left to right. For proper PDF formatting, generate these reports separately.

1. Setup

Select Type
Transcript ▼

Report Name
Enter your report name here

2. Events

+ spanish to english test

☒ spanish to english test

تحويل اللغة العربية إلى اللغة الإنجليزية

+ spanish to english qp

☐ spanish to english qp

これは長い佐藤のテストです

+ spanish to english qp

☐ spanish to english qp

3. Filter By

Users
Filter by user... ▼

Group Tags
Filter by group tag... ▼

Insight Tags
Filter by insight tags... ▼

4. Include

Group Tags
☐ Insights
☐ Insight Tags
☐ Notices

5. Language

Original ▾

6. Export

Select File Type
XLSX ▾

Save Report

4 of 8

You can also add filters for users, group tags, insight tags, and date. **Note** that all of these are additive (example, the user is John AND the date must be in a certain range). Then you can select whether you want the Transcript in the Original or Translated language.

1. Setup

Select Type
Transcript

Report Name
Example Transcript

2. Events

☒ spanish to english test

☐ انقل اللغة العربية الى اللغة الانجليزية

☐ spanish to english app

☐ これは長い名前のテストです

☐ spanish to english ap

3. Filter By

Users
Filter by user...

Group Tags
Filter by group tag...

Insights Tags
Filter by insight tags...

4. Include

☐ Group Tags
☐ Insights
☐ Insight Tags
☐ Notices

5. Language

☒ Original
☐ Translated

6. Export

Select File Type
PDF

Save Report

5 of 8

Click Save Report at the bottom to create your report configuration.

1. Setup

Select Type

Transcript

Report Name

Example Transcript

2. Events

+ ☒ spanish to english test

+ ☐ انجز الفحص في اللغة الإنجليزية

+ ☐ spanish to english qp

+ ☐ これは長い名前のレストランです

+ ☐ spanish to english qp

3. Filter By

Users

Filter by user...

Group Tags

Filter by group tag...

Insight Tags

Filter by insight tags...

4. Include

☐ Group Tags

☐ Insights

☐ Insight Tags

☐ Notices

5. Language

Translated

6. Export

Select File Type

PDF

Save Report

7 of 8

QualBoard® Recent

What's New Notifications Downloads Help Demo User

Dashboard > Help Docs

Events Users Groups Message Center Media Gallery Reports Analytics Settings

Create Report

Report Configurations

REPORT NAME	REPORT TYPE	FILE TYPE	CREATED	CREATED BY	EDIT	GENERATE	DELETE
Example	Transcript	PDF	1/21/2020 4:20 PM (CST)	Demo User			

10 rows ↓

Page 1 of 1

Print View

8 of 8

Your report will be available for download from the downloads icon at the top of the screen.

The screenshot shows the QualBoard web application interface. At the top, there is a green navigation bar with the QualBoard logo and a 'Recent' dropdown. Below this is a dark grey navigation bar containing various icons and labels: Dashboard, Help Docs, Events, Users, Groups, Message Center, Media Gallery, Reports, Analytics, and Settings. On the right side of this bar, there are links for 'What's New', 'Notifications', 'Downloads', 'Help', and a user profile for 'Demo User'. A pink arrow points to the 'Downloads' link. Below the navigation bar, the main content area is titled 'Report Configurations'. It contains a table with columns: REPORT NAME, REPORT TYPE, FILE TYPE, CREATED, CREATED BY, EDIT, GENERATE, and DELETE. The first row is an example with values: Example, Transcript, PDF, 1/21/2020 4:20 PM (CST), Demo User, and icons for edit, generate, and delete. The table is empty for the rest of the rows. At the bottom left, it says '10 rows', and at the bottom center, 'Page 1 of 1'. There are also 'Previous' and 'Next' buttons at the bottom right.
