



ScanBizCards

Snap. Touch. Connect.

Human Transcription Help Guide

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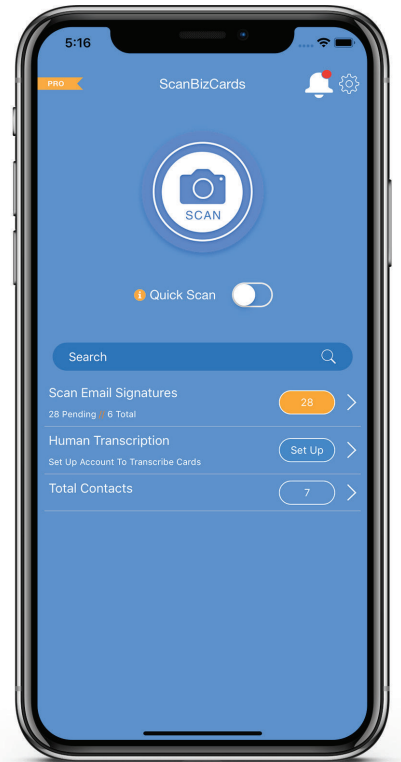
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Human Transcription: An Introduction

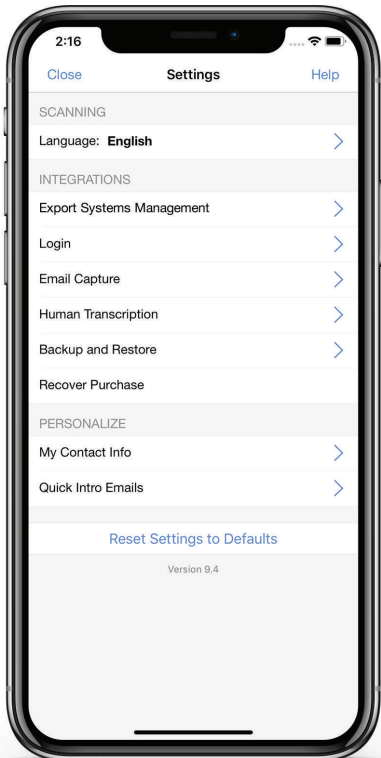
Human Transcription feature enables ScanBizCards users to submit scanned cards for transcription if the scanned info is incorrect, or the card details have not been properly scanned by our card scanner. Whenever ScanBizCards users submit cards for transcription, our transcription teams at different locations receive the submitted business cards. They manually transcribe the cards by filling in the correct info. Once these cards have been transcribed, we return them back to the respective users for review. One credit for each card submitted is subtracted from the total transcription credits of the user. It's a highly secure process and ScanBizCards ensures the confidentiality of the data.

Register a New Account

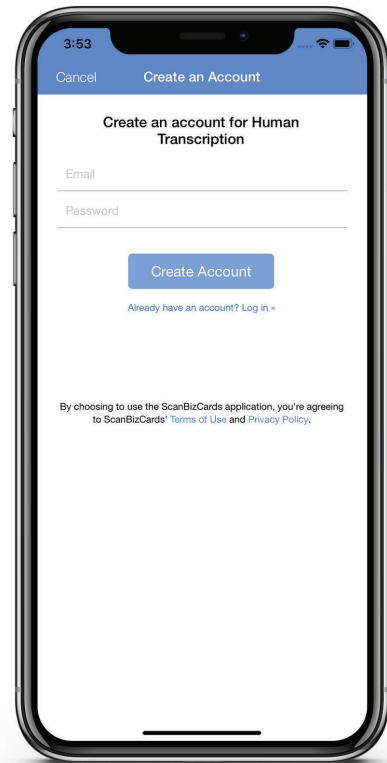
- 1 Launch the ScanBizCards mobile application.



- 2 Click on the [Settings](#) icon. A list of options will be displayed. Click the [Human Transcription](#) option.

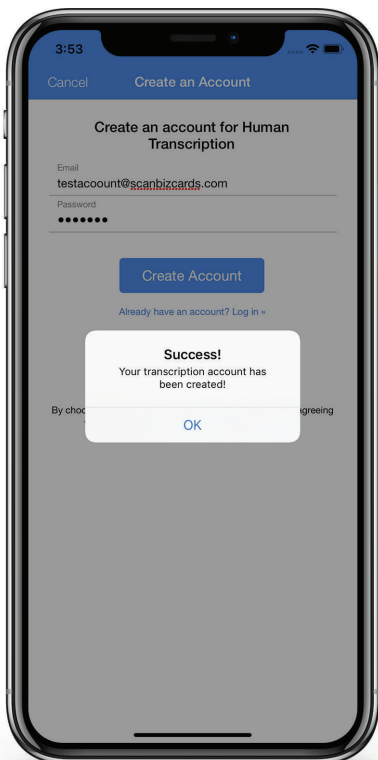


- 3 A **Create an Account** screen will be displayed. Enter your email address and password details to register your Human Transcription account.



- 4 Once your Human Transcription account is created, a success message will be displayed.

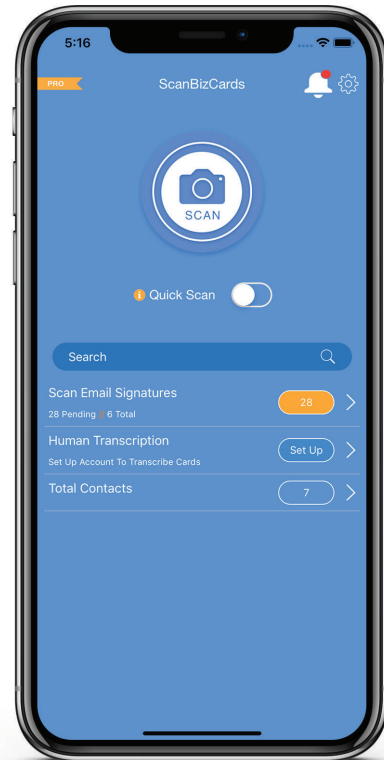
Congratulations! You have successfully created your Human Transcription account.



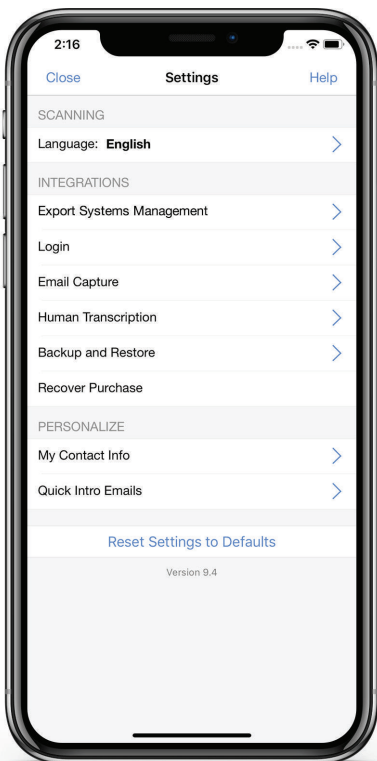
Note: You can also sign up for Human Transcription account from the home screen.

Login Using an Existing Transcription Account

- 1 Launch the ScanBizCards mobile application.

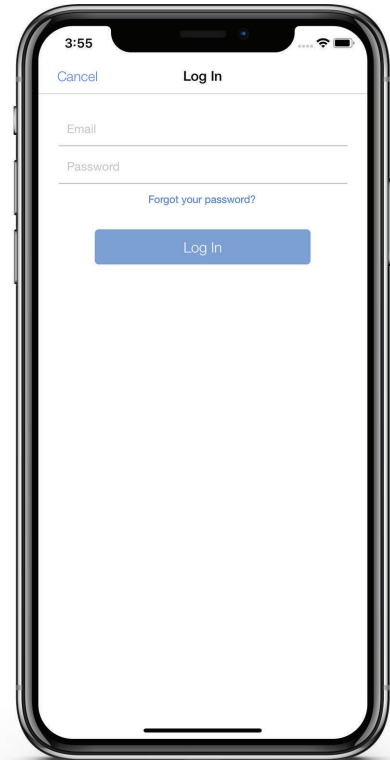


- 2 Click on the **Settings** icon. A list of options will be displayed. Click the **Human Transcription** option.

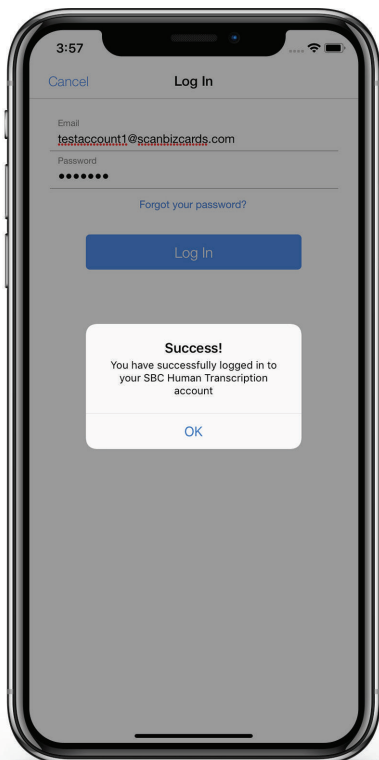


- 3 A **Create an Account** screen will be displayed. If you already have an account then click on the **'Already have an account? Log in'** link on the screen.

A login screen will appear. Provide your registered email address and password details to log in.

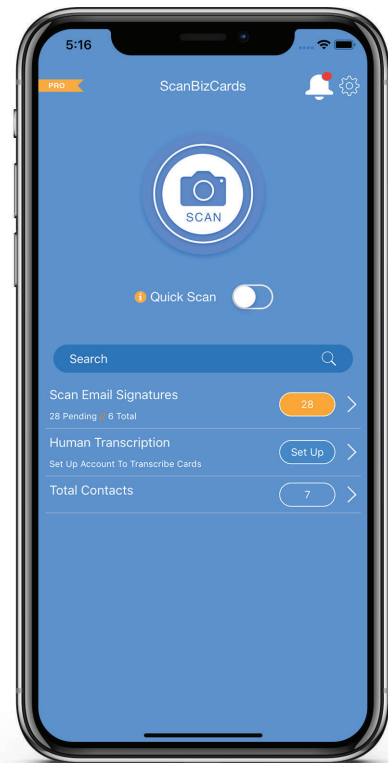


- 4 Once you're able to log in, a success message will be displayed.

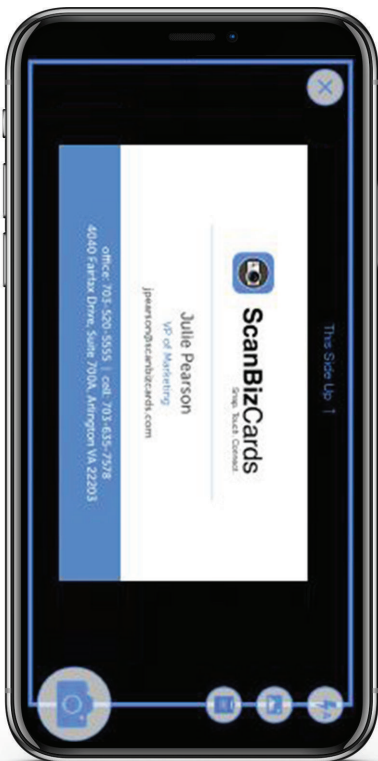


Sending a Transcription Request Immediately After the Scan

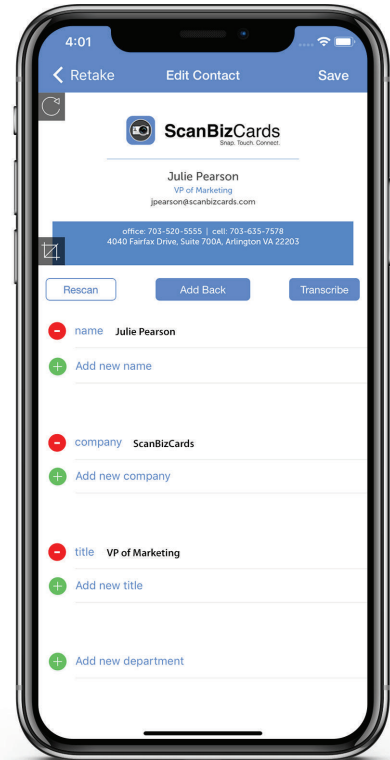
- 1 Launch the ScanBizCards mobile application.



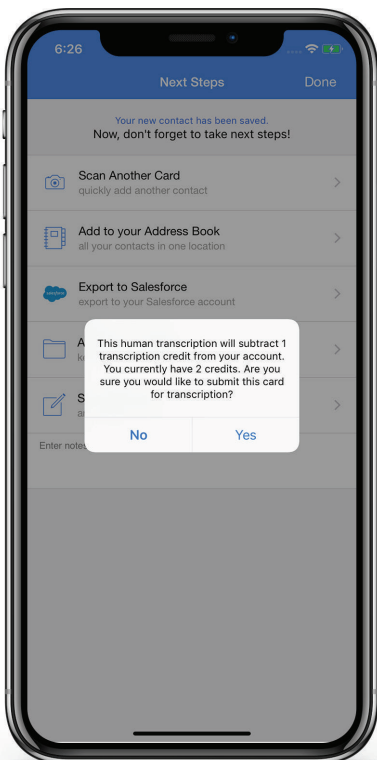
- 2 Scan a business card by tapping on [Scan](#) button on the home screen. Place the business card in the frame to initiate the scanning process.



3 A screen displaying the scan results will appear. If you are not happy with the scan results or some information has not been properly scanned by our card scanner, you may submit the business card for transcription. For this, click on the **Transcribe** button on the screen.



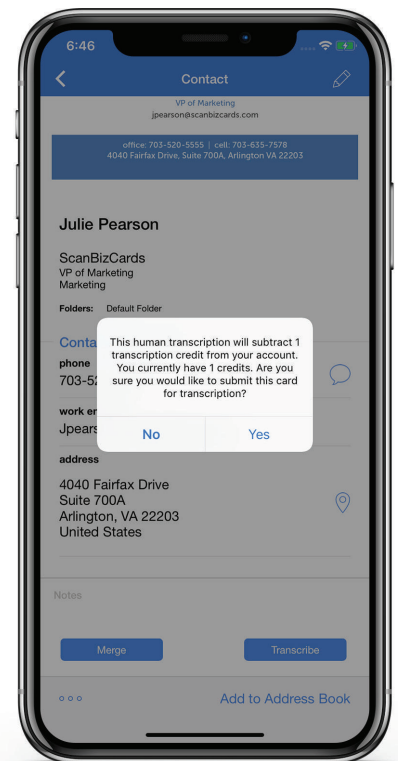
4 Once you click the transcribe button, tap on **Yes** to submit the card for transcription. One transcription credit per card will be deducted from your account.



Sending a Transcription Request for the Previously Scanned Cards

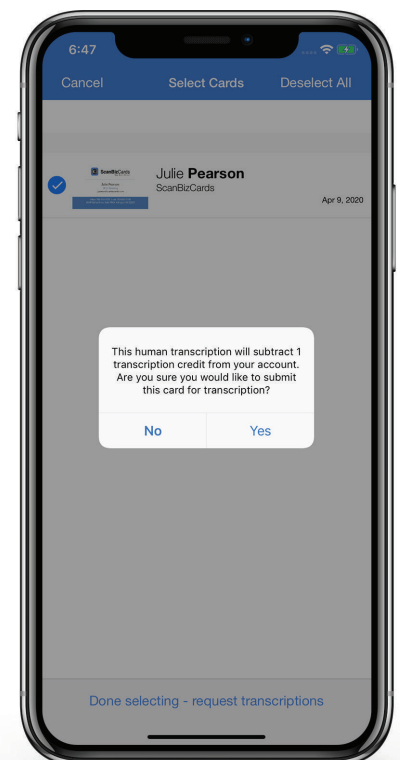
If you want to send a single card for transcription

- 1 Launch the ScanBizCards mobile application
- 2 Tap on **Total Contacts**
- 3 Go to the **All Cards** screen
- 4 Tap on the **three dots icon** appearing at the bottom left corner of the screen, or open the card details
- 5 Tap on the **Request Transcription/Transcribe** button



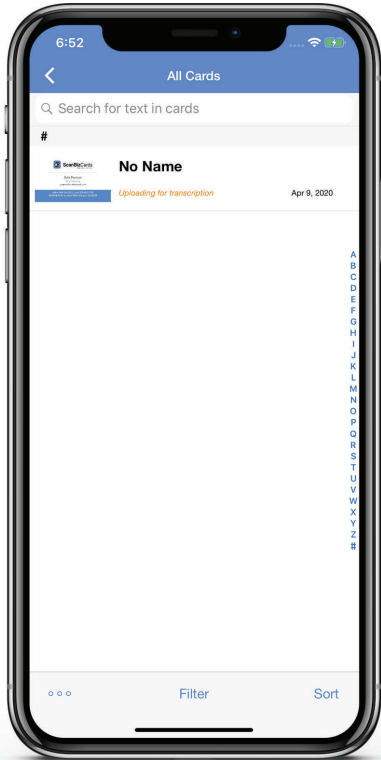
If you want to send multiple cards for transcription

- 1 Launch the ScanBizCards mobile application
- 2 Tap on **Total Contacts**
- 3 Go to the **All Cards** screen
- 4 Tap on the **three dots icon** appearing at the bottom left corner of the screen
- 5 Tap on **Request Transcription**
- 6 Select the cards which you want to **transcribe**
- 7 Tap on **Done selecting - request transcriptions**
- 8 Click **Yes** for submitting the cards. One transcription credit per card will be deducted from your account



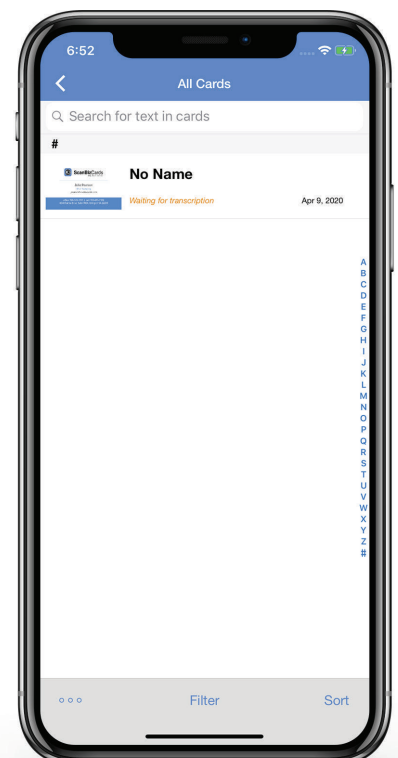
Managing Your Human Transcription Account

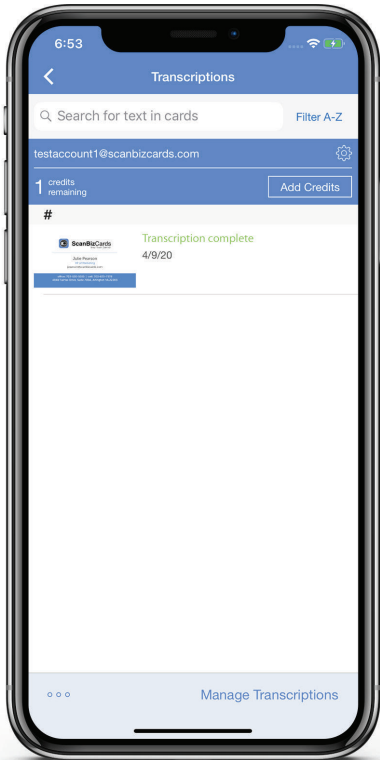
- 1 Once you successfully signup/login, tap the Human Transcriptions option from the home screen. The page will display your remaining credits and the cards which have submitted for transcription along with their current status.



- 2 Current Status can be:
 - **Uploading for Transcription:** Cards that have been sent for transcription but didn't receive the success response from server/backend.

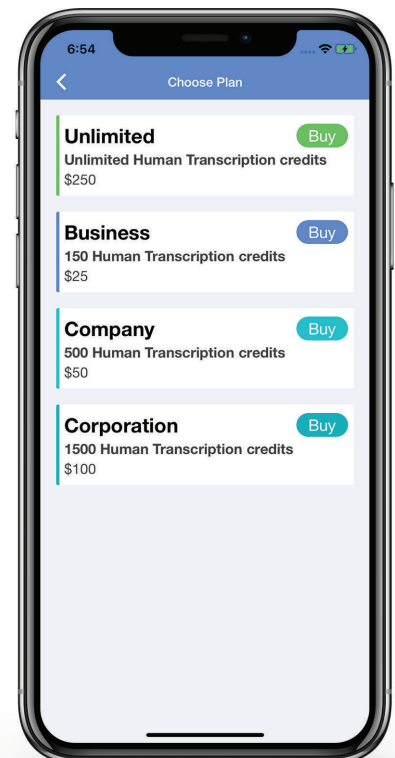
- **Waiting for Transcription:** Cards that have been sent for transcription.





- **Transcription Complete:** Once our transcription team has completed the transcription process, it returns back the transcribed card with the all the card details accurately filled in.

3 If you have exhausted your credits, or want to add more credits to your account, you can click on the **Buy** button. This will open the package details from where you can buy more credits.



Help and Support

If you have any questions, please email: support@scanbizcards.com