

Adding Tokens and managing Wallets via EZTitles' Services Portal

The **Subtitling Assistant** is a brand-new subscription-based option of EZTitles for automating the process of subtitles' and captions' creation.

It works by a virtual **Wallet** which uses our virtual **Tokens** currency to cover for each minute of audio transcription used. Thanks to our in-house developed Voice Activity Detection only the parts actually having any speech will be processed thus reducing the costs. Every video will be "analyzed" and transcribed just once while all other operations that will be performed later on, like generating captions or splitting and synchronizing them to the video, will not be charged.

The basic principle can be illustrated in just three steps:

- 1) **Buy Tokens** from the [Services Portal](#) on our website.
- 2) Add Tokens to a **Wallet** from the Services Portal.
- 3) ***Add** the newly created Wallet(s) in your copy of EZTitles and start using the Subtitling Assistant with it.

When you've acquired your EZTitles license initially we will give you 100 Tokens for the Subtitling Assistant on us and will already create your first Wallet for you.

In this Guide you will find information related to:

[How to order Tokens;](#)

[How to create additional Wallet\(s\) and add Tokens to it;](#)

[How to *configure EZTitles and the Subtitling Assistant to use the Wallet;](#)

[Details about the Services Portal interface.](#)

**If you already have a Wallet with Tokens in it and you'd just wish to configure EZTitles and the Subtitling Assistant, please jump to [How to configure EZTitles and Subtitling Assistant](#) directly.*

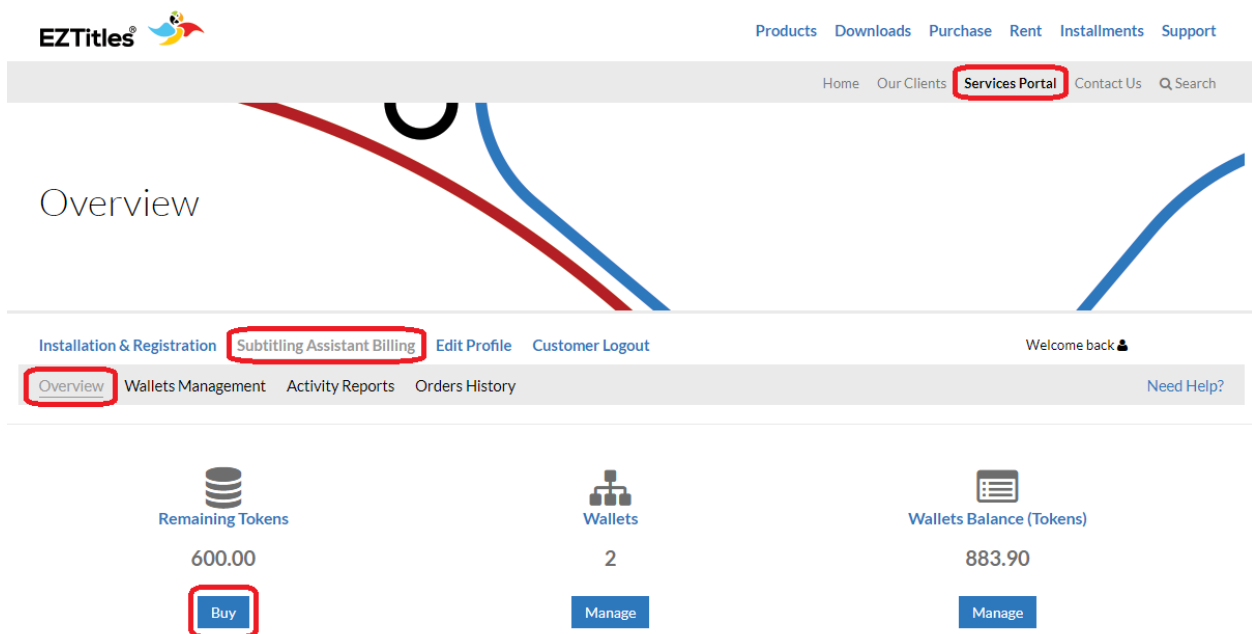
Ordering Tokens

When you've initially acquired your EZTitles license we've topped up your Wallet with 100 Tokens for free! However, when you've used all of them you should manually add the new quantity.

If you'd like to order a new amount of Tokens for your Wallet(s) and pay for them by a bank transfer you should contact us directly at sales@eztitles.com. If you'd like to order the new amount of Tokens and pay for them by PayPal you could do so through our web page entirely.

You should simply navigate to the [Services Portal](#) on our website and log-in with your username and password.

Then navigate to the **Overview** page under **Subtitling Assistant Billing** and press the **Buy** button under **Remaining Tokens**:



We'll cover what all of the buttons do or indicate in just a moment.

Pressing the **Buy** button will open a new page where you could specify the amount of Tokens you'd like to purchase at this point:

Buy Tokens *	Amount (€)	VAT (20%)	TOTAL (€)
100	60.00	12.00	72.00

x 0.60 per Token
Minimum: 50 Tokens

Show Price Table

Entering any quantity in the Buy Tokens field will automatically calculate the final price in € (EUR) according to the current rates your entitled to. For convenience, the **Show Price Table** button will display the available rates – the rate will get better for greater quantity of Tokens purchased at once. After that you can proceed with the checkout by first filling your **Billing Details** and then pressing **Purchase** to complete the payment via PayPal.

Creating a Wallet with Tokens in it

Considering that you already have certain amount of Tokens added to your account you can proceed forward and add them to a Wallet for the Subtitling Assistant.

As you already have been given a Wallet by us initially you could still use it with any new Tokens you may buy and not bother creating a new one if you don't have to.

But if you'd like you could create a new one or add any number of Wallets your workflow and corporation may require. To do so, navigate to the **Wallets Management** page on the Services Portal:

Installation & Registration Subtitling Assistant Billing Edit Profile Customer Logout Welcome back 👤

Overview **Wallets Management** Activity Reports Orders History Need Help?

Remaining Tokens: 600.00 Add Wallet

Remaining Tokens indicate the quantity of Tokens available to you at the moment that are not assigned to a Wallet.

To create a new **Wallet**, press the respective **Add Wallet** button and fill in the **Wallet Name** and **Wallet Details** fields. You'll end up with something similar to this:

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Overview Wallets Management Activity Reports Orders History

☰ Remaining Tokens: 1428.95 [Add Wallet](#)

Wallet	Wallet ID	Tokens Amount	Operations
My first Wallet Wallet for demonstration	5gw*****	0.00	+

Now press on the **Plus** button, add any **amount*** of Tokens to it and press **Update Wallet**. At the end, you'll get your first wallet and the page will look like this:

☰ Remaining Tokens: 1128.95 [Add Wallet](#)

Wallet	Wallet ID	Tokens Amount	Operations
My first Wallet Wallet for demonstration	5gw*****	300.00	+

Although you can load a wallet with any amount of Tokens please, consider that 1 Token is charged per minute of audio. So, you might want to **consider the average duration of the videos.*

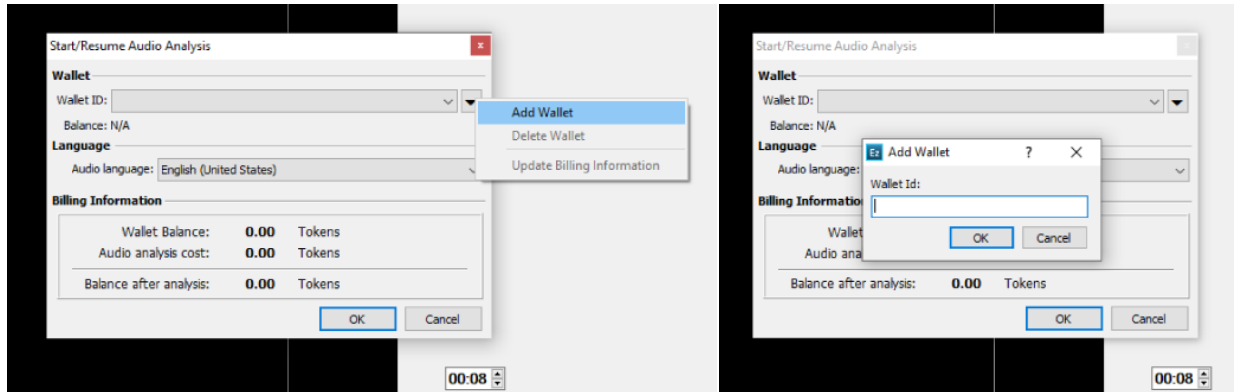
We suggest 90-120 Tokens is reasonable quantity for any Wallet at first.

Adding Wallets in EZTitles

Now, that you have at least one Wallet with Tokens in it you can start EZTitles and open a video in it. Wait for the shot changes and audio graph to build up and navigate to:

Subtitling Assistant->Start/Resume Audio Analysis

Then, to add your Wallet click the **triangular looking button** next to **Wallet ID** and select **Add Wallet**:



After that you simply need to paste the unique ID of your Wallet.

It can be copied from the **Wallets Management** page on the [Services Portal](#):

Remaining Tokens: 1128.95 Add Wallet

Wallet	Wallet ID	Tokens Amount	Operations
My first Wallet Wallet for demonstration	5gw*****	300.00	

Once the Wallet has been added, the EZTitles' Subtitling Assistant is ready to go. For more details how to configure the Subtitling Assistant, please refer to [Subtitling Assistant - Quick Start Guide](#).

Services Portal interface in details

The options available from the Services Portal are divided into sub-pages each providing different functionality.

Overview

The **Overview** sub-page displays general information about your account's current balance:

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Overview Wallets Management Activity Reports Orders History Need Help?

 Remaining Tokens 600.00 Buy	 Wallets 2 Manage	 Wallets Balance (Tokens) 883.90 Manage
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Remaining Tokens – Total quantity of Tokens available that are not added to a Wallet. Please, mind if you only have one Wallet any new amount of Tokens you buy will automatically be added to it.

Pressing the **Buy** button below it redirects you to the page for ordering Tokens.

Wallets – The number Wallets you have under your account. Pressing the **Manage** button redirects you to the **Wallets Management** sub-page.

Wallets Balance – The combined sum of all Tokens currently distributed and assigned to a Wallet in your account. Pressing the **Manage** button redirects you to the **Wallets Management** sub-page.

Wallets Management

The Wallets Management sub-page shows details about each of the Wallets currently configured with your account:

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Overview **Wallets Management** Activity Reports Orders History

Remaining Tokens: 1428.95 [Add Wallet](#)

Wallet	Wallet ID	Tokens Amount	Operations
My first Wallet Wallet for demonstration	5gw*****	0.00	+ -

Add Wallet button – by pressing it you can create a new Wallet for your account. Organizing and managing larger projects may require different Wallets to be issued for different colleagues and co-workers. There is no limit on the number of Wallets an account could have.

Adding Tokens and managing Wallets via EZTitles' Service Portal

The section below the **Add Wallet** button displays the details of each existing Wallet.

Wallet – Shows the name and descriptive information added while creating the Wallet.

Wallet ID – This is the unique ID that needs to be pasted in EZTitles when configuring the Subtitling Assistant.

Avoid sharing it with anyone unless you specifically intend to allow and approve someone else spending the Tokens available in this Wallet.

Tokens Amount – Displays the current balance of Tokens available in the Wallet.

Operations – The **Plus** button lets you add Tokens to the selected Wallet while the **Minus** button allows Tokens to be subtracted from it. Last but not least, pressing the **Delete** button will remove the Wallet from your account.

Activity Reports

The Activity Reports sub-page enables you to check how Tokens have been used for a period of time, per individual Wallet or for all Wallets combined.

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Overview Wallets Management **Activity Reports** Orders History

Report Type: Period: From To Wallet:

Wallet Name	Tokens Spent	Tokens Remaining
My first Wallet	0.00	300.00

We currently provide three type of Reports:

Current Status - provides details about the balance of the Wallet like the amount of Tokens spent for audio transcriptions as well as the amount of remaining Tokens in it.

Projects - displays detailed information for each video transcribed by the Subtitling Assistant including:

- The name of the particular video;
- The exact date and time it's been transcribed;
- The Wallet that has been used;
- The total amount of Tokens spent;

Wallets Transactions - shows the amount of Tokens and date they have been added or removed from a Wallet.

Adding Tokens and managing Wallets via EZTitles' Service Portal

You can press the **Export** button to save the selected report as an MS Excel file on your computer.

Orders History

The Orders History sub-page shows the transactions history – the date of purchase, payment method (PayPal or Bank transfer), Tokens purchased and the corresponding sum paid.

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Overview Wallets Management Activity Reports **Orders History**

Start Date: End Date: [Show](#)

Date/Time	Payment Method	Amount(€)	Tokens Amount
2020-05-13 17:46:04	PayPal	30.00	50.00
2020-05-13 11:51:06	Bank Transfer	500.00	833.33
2020-05-05 11:53:06	PayPal	60.00	100.00
2020-02-17 09:31:35	Initial Credit	0.00	500.00