Adding Tokens and managing Wallets
via EZTitles' Services Portal

The **Subtitling Assistant** is a pay-as-you-go-based feature 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. 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](#);
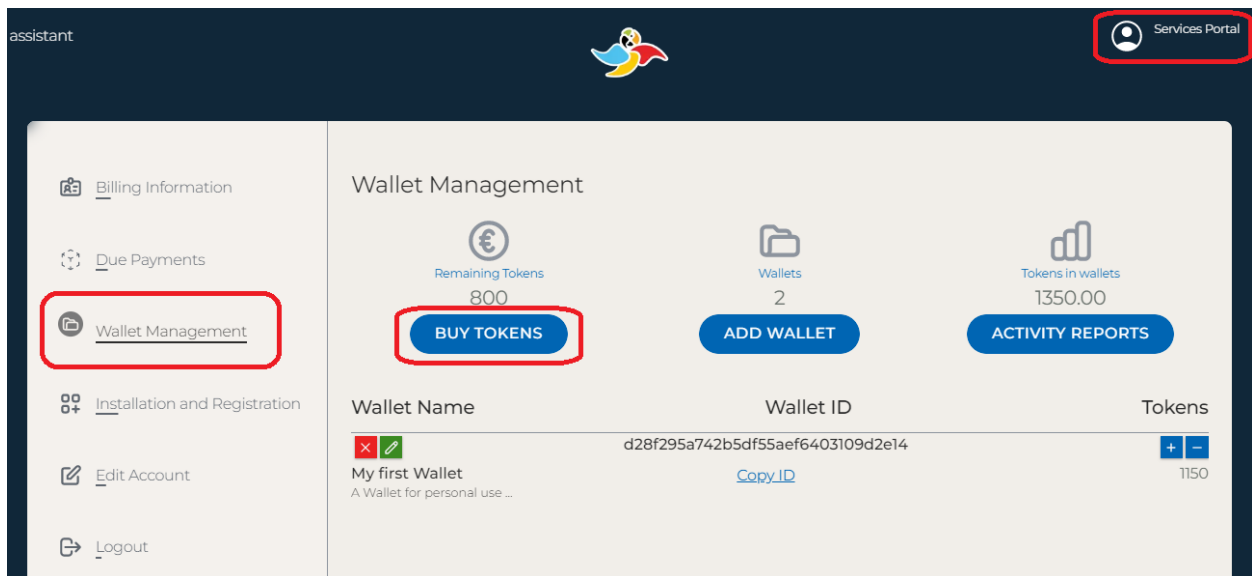[Details about the Services Portal interface](#).

*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.

To order a new amount of Tokens for your Wallet(s) you should simply navigate to the Services Portal on our website and log-in with your username and password. You could pay for the Tokens by PayPal or request a bank transfer payment.

After you've logged to the **Services Portal** navigate to the **Wallet Management** page and press the **Buy Tokens** button under **Remaining Tokens:**

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

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

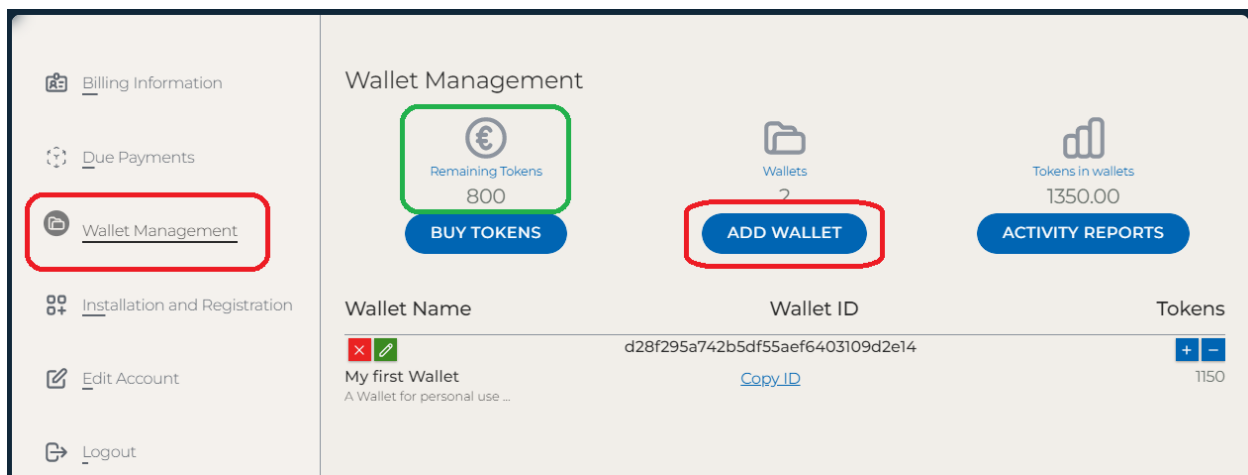*Adding Tokens and managing Wallets via EZTitles' Service Portal*

Entering any quantity in the Tokens field will automatically calculate the final price in € (EUR) according to the current rates you're entitled to. The rate will get better for greater quantity of Tokens purchased at once. After that you can proceed with the checkout by pressing the **To Checkout** button to complete the payment.

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:

To create a new Wallet**,** press the **Add Wallet** button and fill in the **Wallet Name** and **Wallet Description** fields.

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

To add Tokens to a Wallet press on the **Plus** button in the right. A window opens. Enter any amount* of Tokens to it and press the **Add** button.

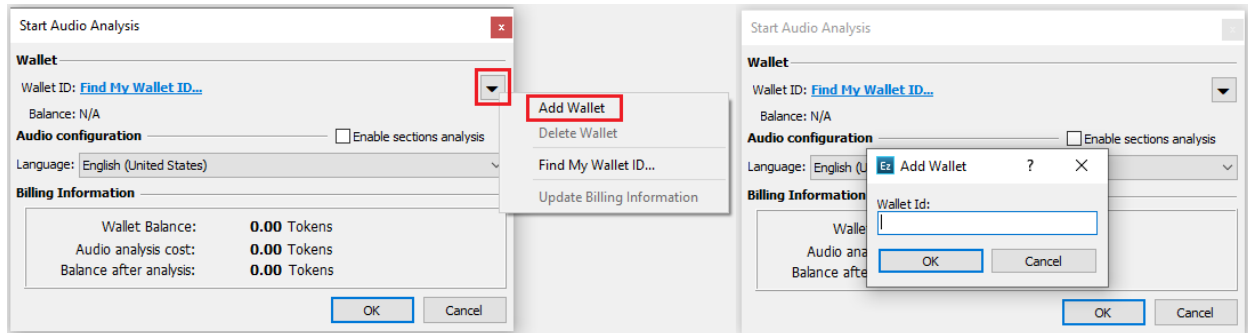*Adding Tokens and managing Wallets via EZTitles' Service Portal*

*You can load a wallet with any amount of Tokens not exceeding the Remaining Tokens. Also 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.*

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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:
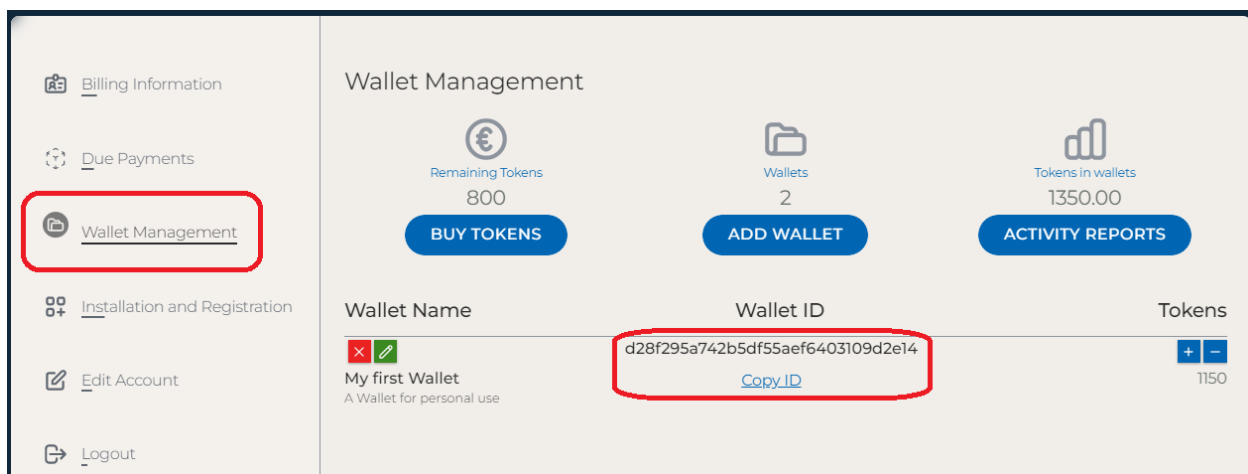**Subtitling Assistant->Start Audio Analysis**

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

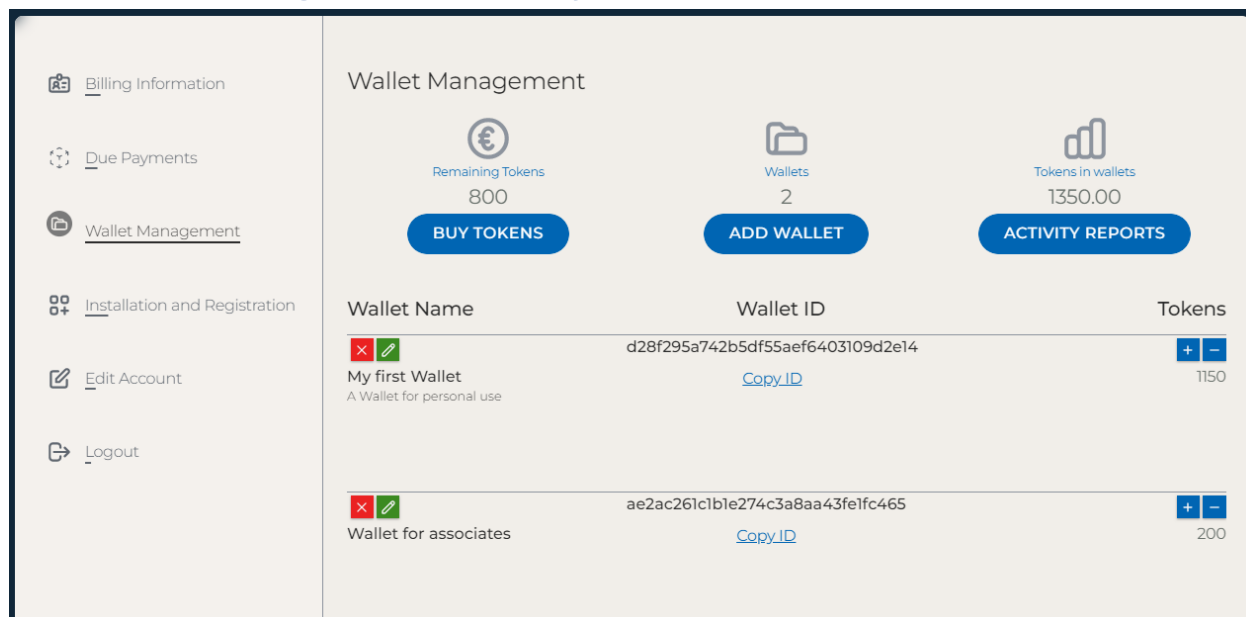After that you simply need to paste the unique ID of your Wallet.

It can be copied from the **Wallets Management** page on the Services Portal:

Alternatively, you could use the **Find My Wallet ID…** option to retrieve your Wallet ID(s) after entering your username and password for the Services Portal.

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.

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Wallet Management interface in details

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 Tokens** button below allows you to buy new Tokens.

Wallets – The number Wallets you have under your account. Pressing the **Add Wallet** button allows you to create a new Wallet. 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.

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

The section below displays the list of all existing Wallet.

Wallet Name – 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. It could be easily copied using the **Copy ID** link.
Avoid sharing the Wallet ID with anyone unless you specifically intend to allow and approve someone else spending the Tokens available in this Wallet.

Tokens – 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. Pressing the **Delete** button (the red button) will remove the Wallet from your account, while the **Edit** button (the green button) allows you to edit the name and the description of any Wallet.

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Activity Reports

The Activity Reports sub-page enables you to check the history of some operations for a period of time, per individual Wallet or for all Wallets combined.

We currently provide three types of Reports:

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

Projects – displays detailed information for each video transcribed by the Subtitling Assistant including:
- The Wallet that has been used;
- The name of the particular video;
- The language of the audio analysis;
- The exact date and time it's been transcribed;
- The total amount of Tokens spent;

Payments – shows the transactions history – the date of purchase, payment method (PayPal or Bank transfer), Tokens purchased and the corresponding sum paid.

The **Show Report** button will display the requested data for your activity. Then you can press the **Download Report** button to save the selected report as an MS Excel file on your computer.

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