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# Exporting Book and Passing to QA

When you finish a book you need to export the project and then pass it to QA for Quality Assurance.

After this is completed, remember to also pass the **RT ticket back to the Production Coordinator**.

This page walks you through each step in order.

Make sure that you have gone through all the steps above carefully, and you have double-checked your work before you export. It is very important that we are naming the sections correctly, and this is the time to just take a moment to go over your work before exporting. See [QA Checklist](#) help you ensure you finished all the steps

## Export Project

After you select Export the Project you will be on the export page. Here you will see some information about the file including:

- Size
- Runtime
- Encoding

If the file is large, you will be presented with a button Compress to Standard Talking Book Quality or Compress to Production Quality. You only need the Production Quality if there are special effects in the audiobook. Most audiobooks need only the Standard Talking Book Quality. If you can't remember, then just go back to the book and listen to it. Is there music? If there is then choose Production Quality. If in doubt, ask.

If something seems off in the information on this page, stop what you are doing and do not Export it. You will need to [Hand to Rachel](#) for her to look at the file. An example of something wrong includes a very short run time. If everything looks good then continue to export.

Select Export to create an accessible edition of your book!

Once it is exported, you can go back to the main project page and pass the book to Quality Assurance.

You can also use Batch Mode to import and export multiple projects. Please see [Batch Mode](#) for more information.

## Pass to QA (Quality Assurance)

To pass to QA:

- Select option Send to QA on project page. This will be below the option to Download the Accessible Edition
- Once you select this option you will be taken to a page that reads Title has been moved to QA.

- You can select **Return Home** to go back to the project page and continue working

After you send a title to QA it will be removed from your project list. Do not reupload the book. This will cause an error in Converter Plus. If you remember you forgot to do something for the title, just email the Production Coordinator. The title will be passed back to you if there needs to be any fixes. If the title passes QA it will not be passed back to you and you can continue working on other titles.

## Passing RT Ticket Back to Production Coordinator

After you have exported your project and passed it to QA, you now need to pass the RT ticket to the Production Coordinator.

To pass a ticket back in RT:

- Enter the time (in minutes) you worked on the book in the **Time Worked** field in RT. You will find this in the ticket's **Basics** tab. The default should already be **Minutes**.
- Transfer your RT ticket to Rachel (rachel.osolen) who can then be notified to take a look.
- You can transfer your ticket by changing the owner of the ticket. Go to the **Basics** tab and then the **Owner** field. Type in the name of the person you want to assign the ticket to.

To add a comment and pass ticket in RT:

- Go to **Actions** drop down menu on the top left navigational menu for the ticket.
- Select **Comment**
- Enter the comment into the comment field, and cc the person you want the comment to go to (this is not needed, but will ensure the comment goes into their inbox and can help ensure they see it.)
- Change the owner to **Production Coordinator**

[Return to Renaming and Reordering Tracks](#)

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