

Quick summary

Subtitling video generally involves a recurring set of steps. The chapters here walk you through a complete example workflow managed by a project manager using mainly manual tools and forms, used by both in-house resource and external freelancers. Understanding the general steps is helpful even when working on projects that rely more heavily on APIs, automation and integration.

The basics steps are:

- [Setting up the project](#)
- [Applying a joblist template to build the workflow](#)
- [Assigning work, or confirming automatic assignments](#)
- [Notifying assigned users and requesting confirmation](#)
- [Making media and files available](#)
- [Preparing a timed template](#)
- [Translating from the template into additional languages](#)
- [Proofing and QC work](#)
- [Delivery](#)

A typical subtitling project, as seen in the Tree view. After media is uploaded and verified, the time-coded template is created and reviewed. This is followed by translation into subsequent languages, based on the template, with a review/QC job for each translation.

The Interesting TV Series

New orderID: 16N/AJobs: 48PM: Workbench User

2%

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Upload Media #372 (1)

Verify media #373 (1)

Template #374 (en - 1)

Template QC #375 (en - 1)

Subtitling from template #376 (sv - 1)

Review / QC #377 (sv - 1)

Subtitling from template #378 (no - 1)

Review / QC #379 (no - 1)

Subtitling from template #380 (da - 1)

Review / QC #381 (da - 1)

Subtitling from template #382 (fr-FR - 1)

Review / QC #383 (fr-FR - 1)

Subtitling from template #384 (de-DE - 1)

Review / QC #385 (de-DE - 1)

Subtitling from template #386 (es-ES - 1)

Review / QC #387 (es-ES - 1)

Upload Media #388 (2)

Verify media #389 (2)

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