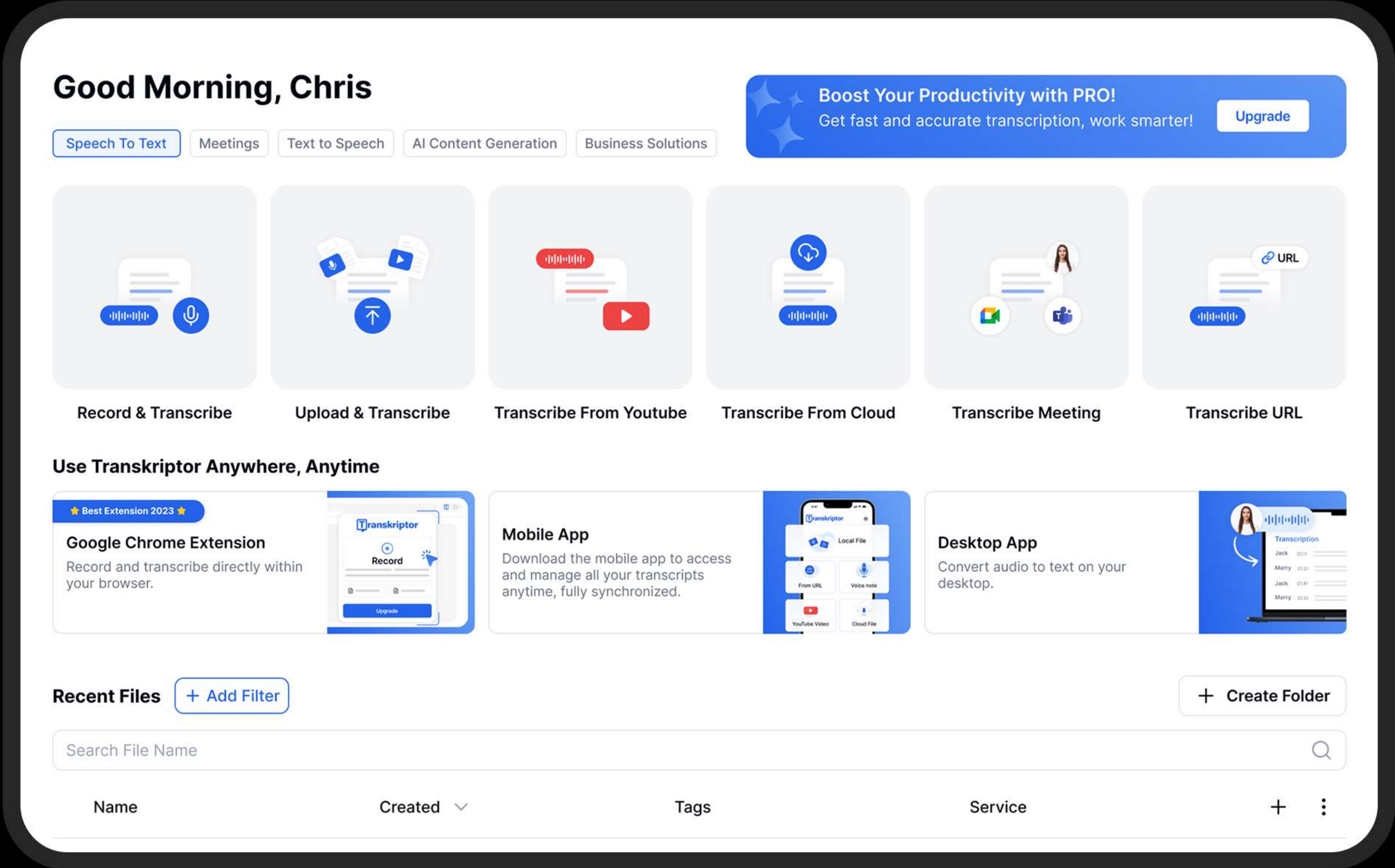




DASHBOARD OVERVIEW

Transkriptor’s Main Dashboard Provides Multiple, Flexible Ways To Transcribe Audio And Video Content. From A Single Interface, Users Can Quickly Start Transcription Using The Method That Best Fits Their Workflow.

- **Record & Transcribe:** Record Audio Directly Within Transkriptor And Convert It To Text Instantly.
- **Upload & Transcribe:** Upload Audio Or Video Files From Your Device For Transcription.
- **YouTube URL Transcription:** Paste A YouTube Link To Generate A Transcript From The Video.



MEETING TRANSCRIPTION

Transkriptor Offers Two Different Approaches To Meeting Transcription, Depending On How Automated You Want The Process To Be.

2.1 Manual Meeting Transcription

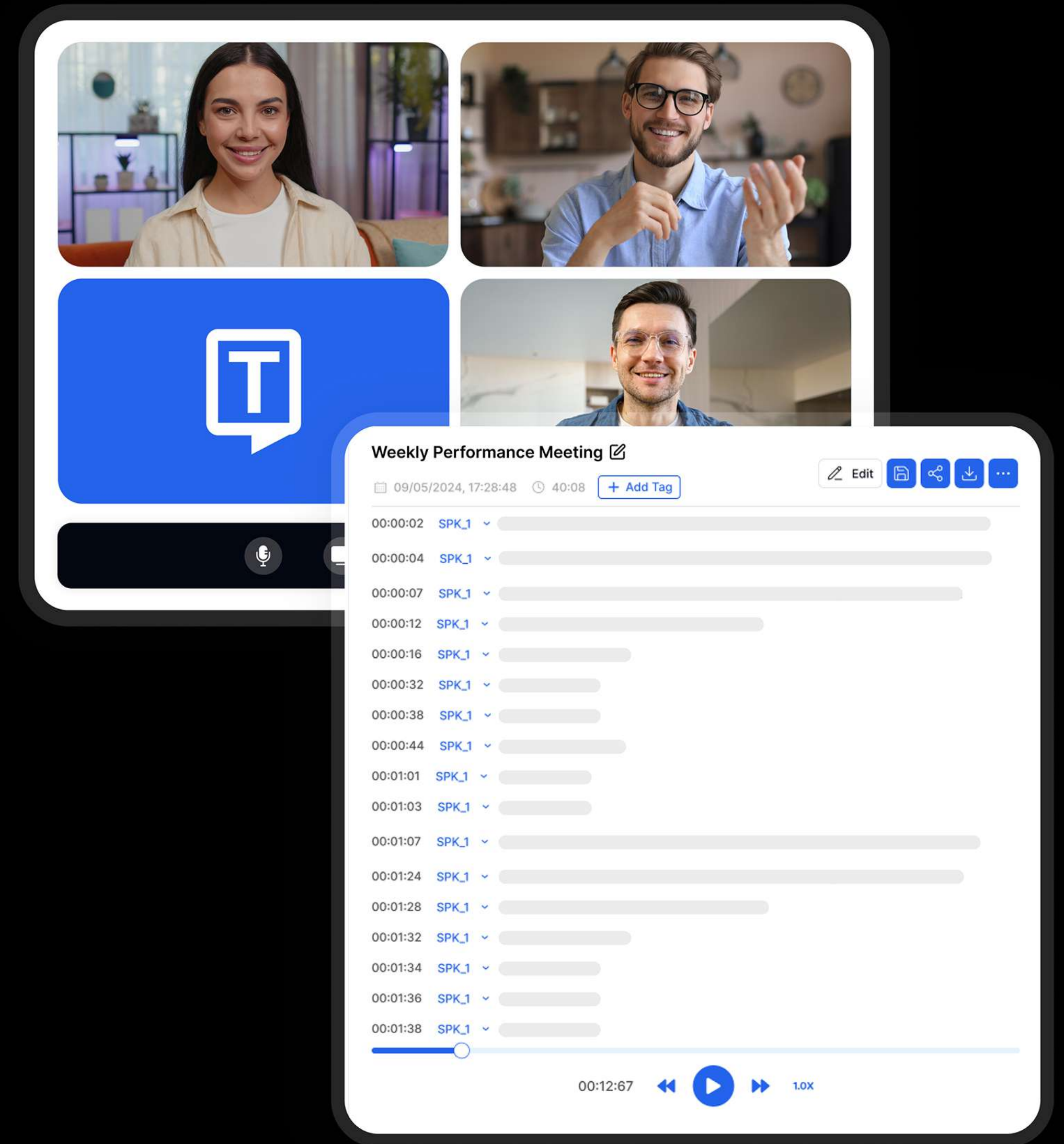
In The Manual Setup:

- You Create A Meeting Transcription Session.
- Select The **Meeting Language** (E.G. English, Turkish, Portuguese, Spanish, And More).
- Start Recording, And A **Meeting Assistant** Joins The Meeting.

2.2 Automated Meeting Transcription (Calendar Integration)

For A More Seamless Experience, Transkriptor Can Integrate Directly With Your Calendar:

- Connect **Google Calendar** Or **Microsoft Outlook**.
- Transkriptor Automatically Detects All Scheduled Meetings.
- The Meeting Assistant Joins Meetings Automatically By Default.



ACCESSING AND MANAGING MEETING TRANSCRIPTS

After A Meeting Is Transcribed, The Transcript Appears In The Files Section.

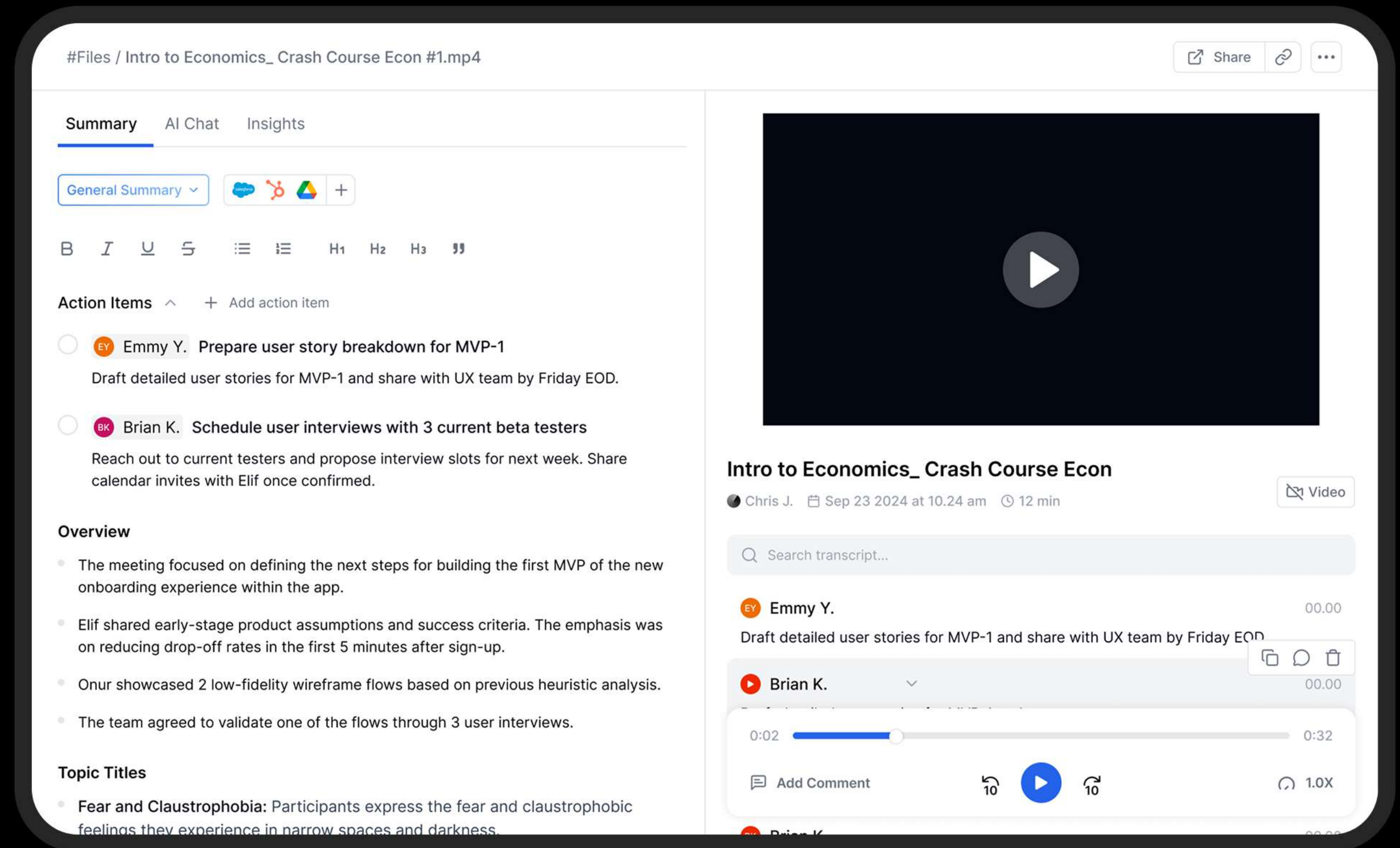
Transcript View & Playback

- Transcripts Are:
 - Separated By **Speaker**
 - Displayed With **Timestamps**
- You Can Play Back The **Full Meeting Recording** Alongside The Transcript.

Export & Sharing Options

Users Can:

- Download Transcripts In Multiple Formats.
- Translate Transcripts Into Other Languages.



AI-POWERED FEATURES

Transkriptor Includes Powerful AI Tools Designed To Help Users Extract Value From Their Transcripts Quickly.

4.1 AI Meeting Summaries

After Each Meeting:

- A **Default AI-Generated Summary** Is Created Automatically.
- The Summary:
 - Identifies Key Topics Discussed
 - Ends With **Clear Action Items** Assigned To Relevant Participants

4.2 Summary Template Library

Users Can Choose From **35+ Pre-Built Summary Templates** Tailored To Different Use Cases.

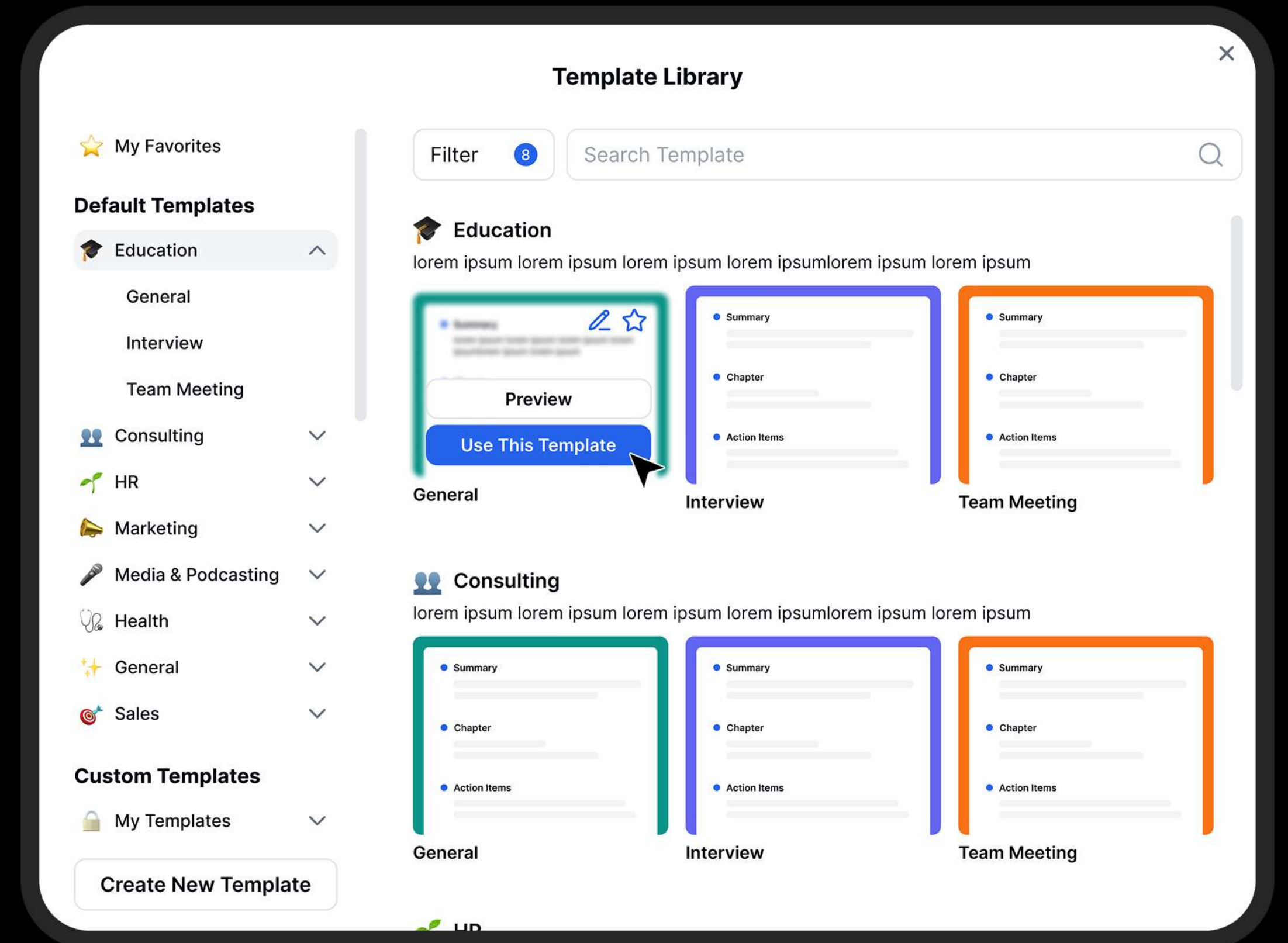
Examples Include:

- HR Interviews
- Sales Calls

4.3 AI Chat (Transcript-Based Q&A)

The AI Chat Feature Allows Users To:

- Ask Questions About A Transcript
- Receive Answers Generated **Only From The Transcript Content**



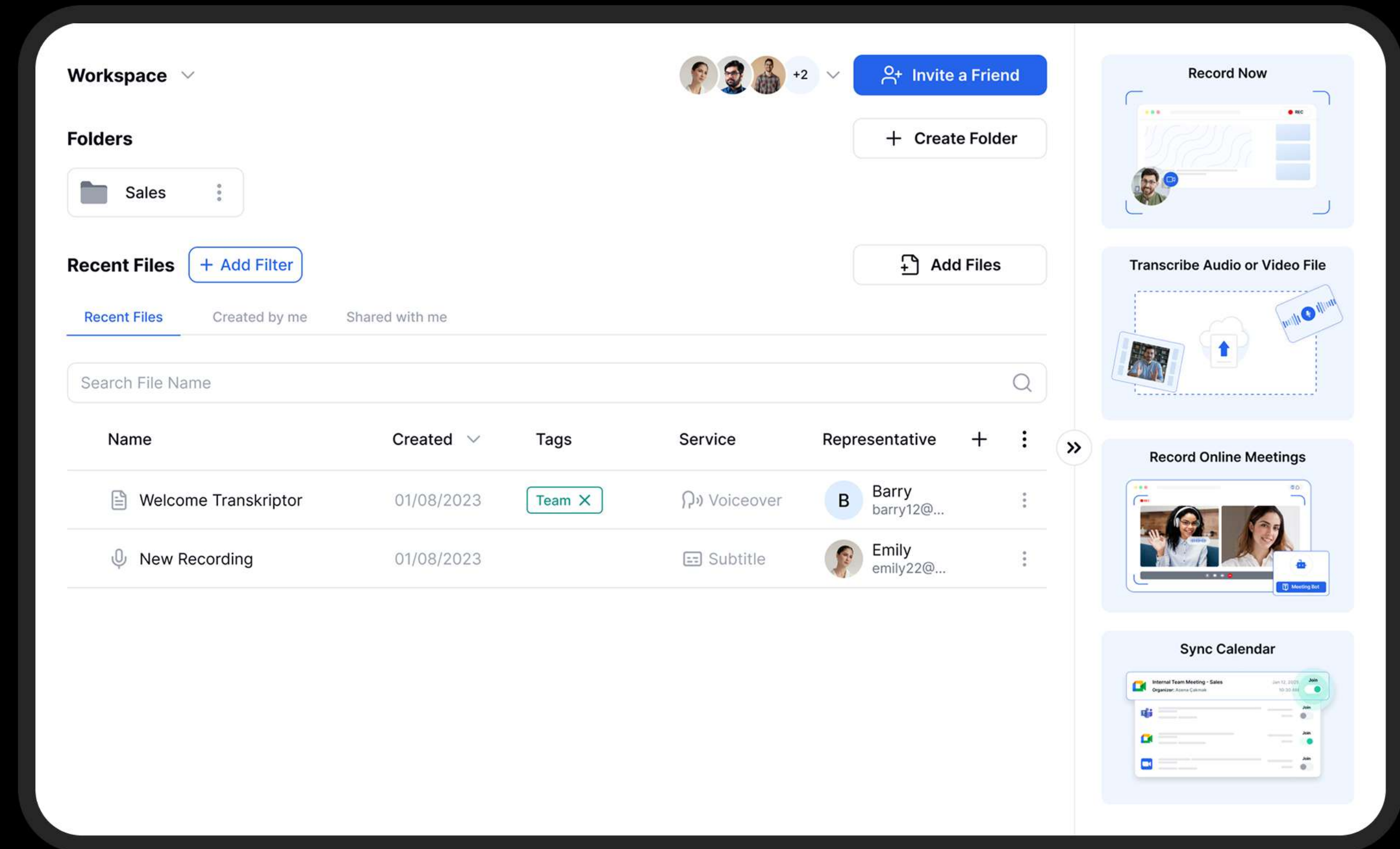
WORKSPACES (TEAM COLLABORATION)

Workspaces Enable Collaboration By Allowing Multiple Users To Share And Access Transcripts.

How Workspaces Work

- Create A Workspace And Invite Team Members.
- All Members Can See Transcripts Added To That Workspace.

This Ensures Shared Visibility And Centralized Access To Important Conversations.

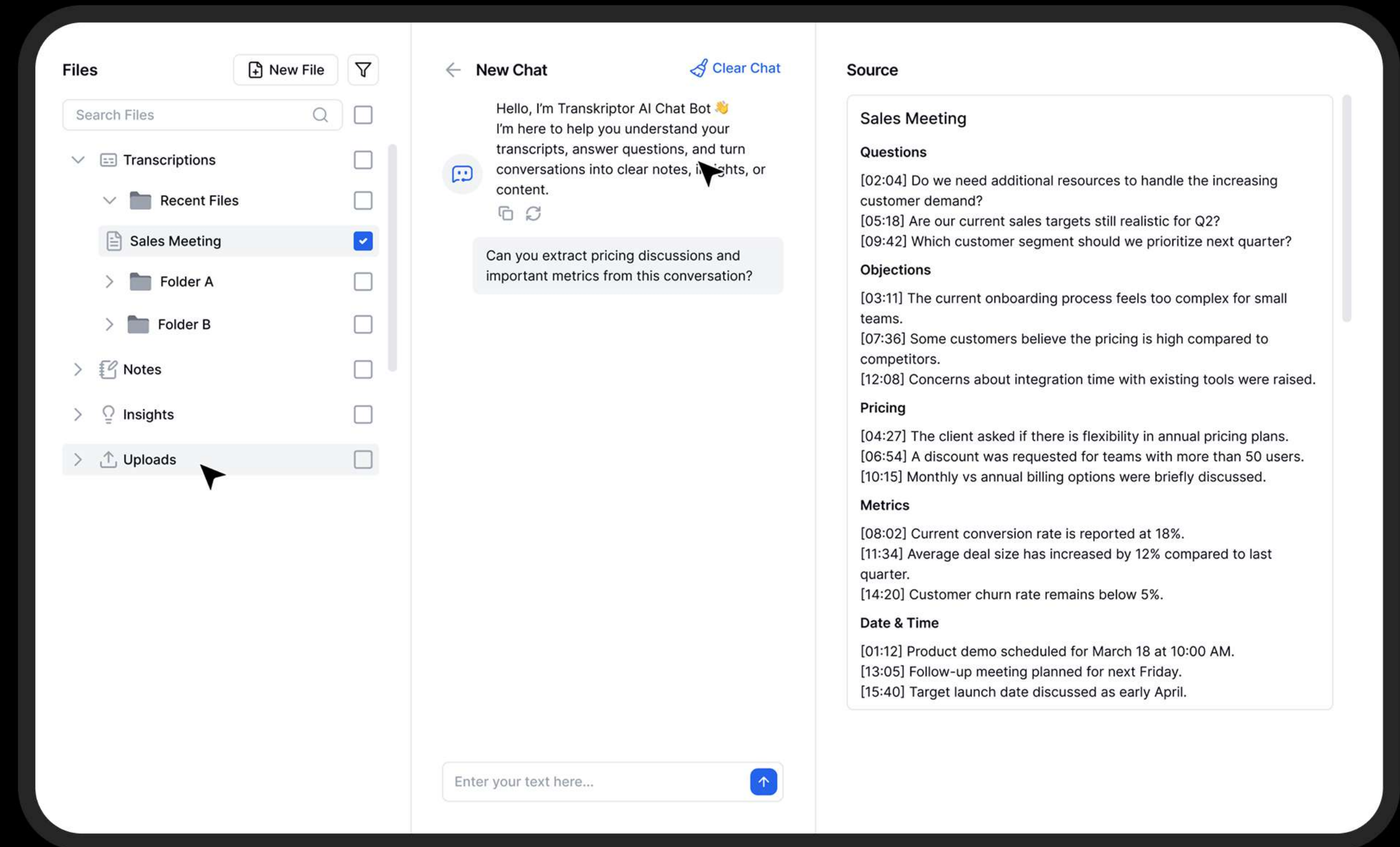


KNOWLEDGE BASE (MULTI-FILE AI CHAT)

The Knowledge Base Feature Extends AI Chat Functionality Across Multiple Transcripts.

Key Capabilities

- Select Multiple Transcripts Or Files.
- Create A Single AI Chat That References All Selected Files At Once.
- Ask Questions Across Several Meetings Simultaneously.



DATA RETENTION & PRIVACY PREFERENCES

Transkriptor Provides Full Control Over Transcription Storage And Data Retention.

Retention Settings

- By Default, Transcripts And Recordings Are Stored For **Two Years**.
- Users Can Customize Deletion Rules:
 - Automatically Delete Transcripts After A Specific Time (E.G. 2 Hours)
 - Set Separate Deletion Rules For Audio And Video Files

This Ensures Compliance With Internal Policies And Privacy Requirements.

