

## **eMeet Web: File Upload and Other File-Related Operation**

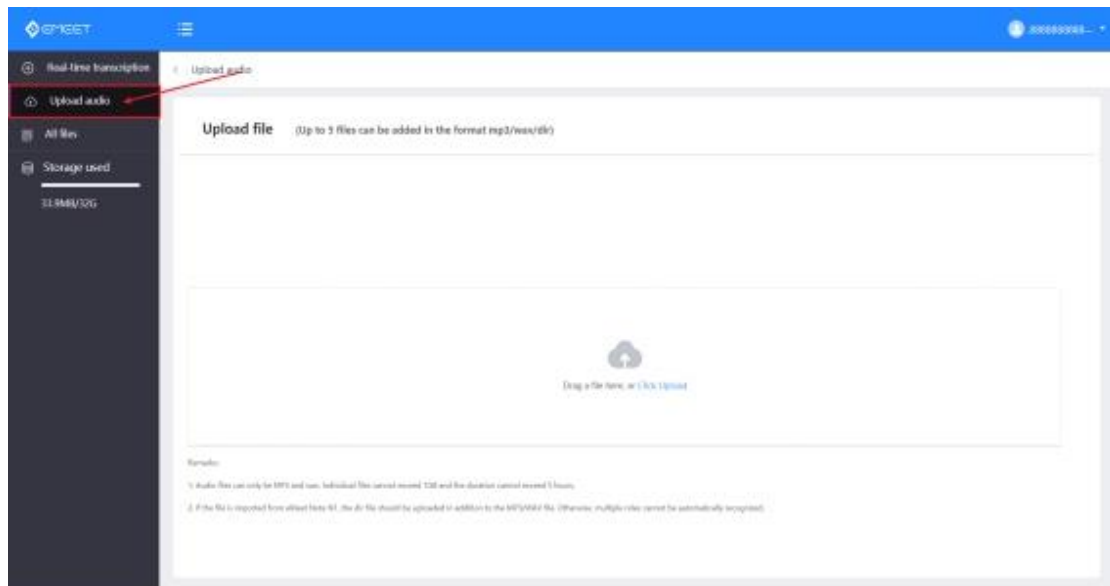
Version	Author	Date	Content
1.0	Walker	2019-10-14	Create

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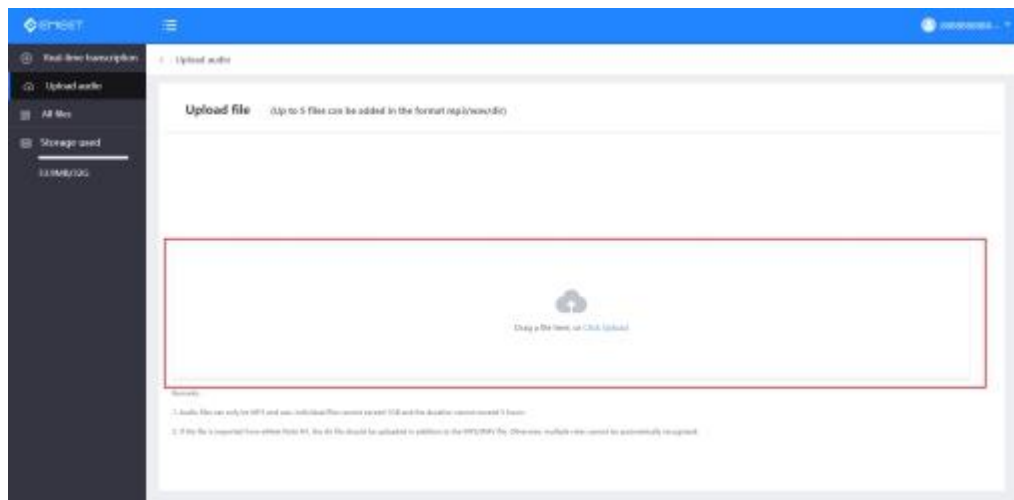
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1. Log in to the website and enter the upload file page

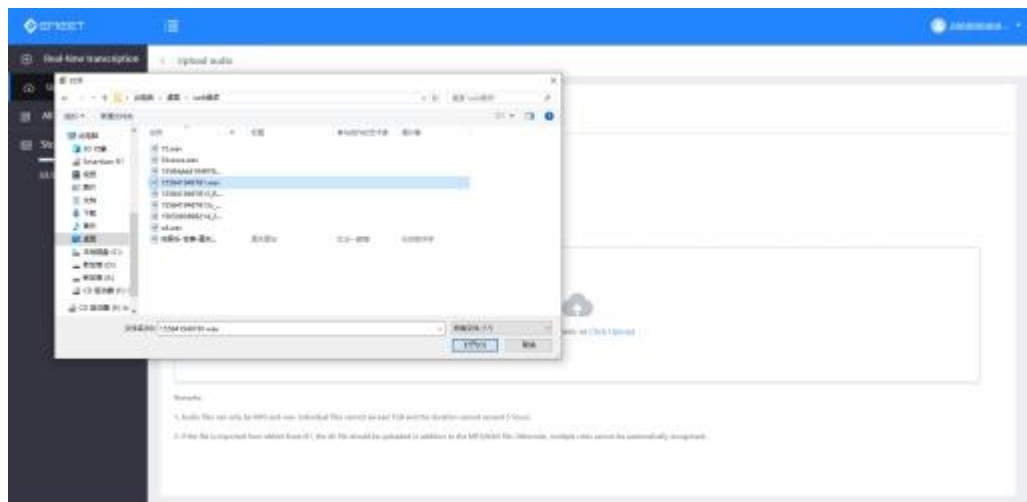
Website: <https://portal.emeeet.ai>



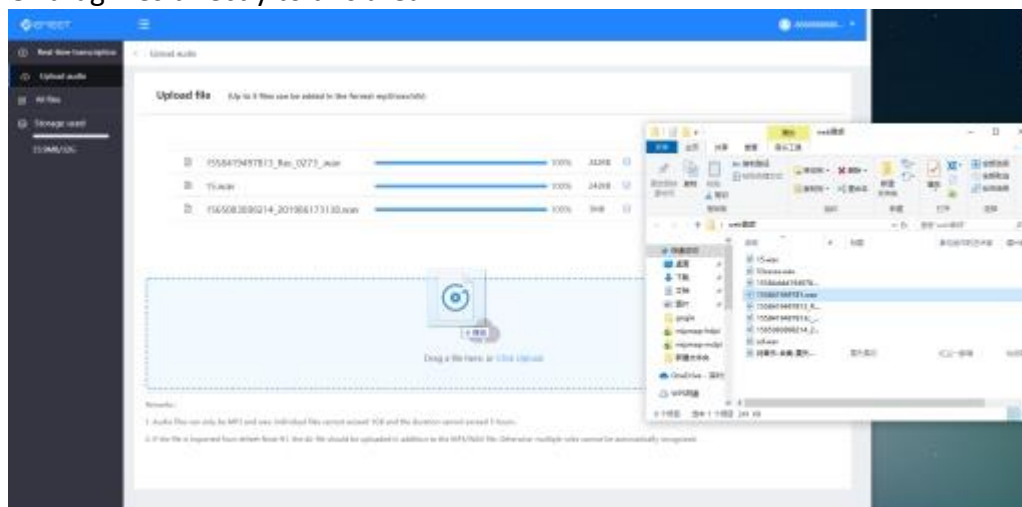
## 2.Click or drag files directly to this area



Click on the pop-up dialog box to select the file you want to upload:

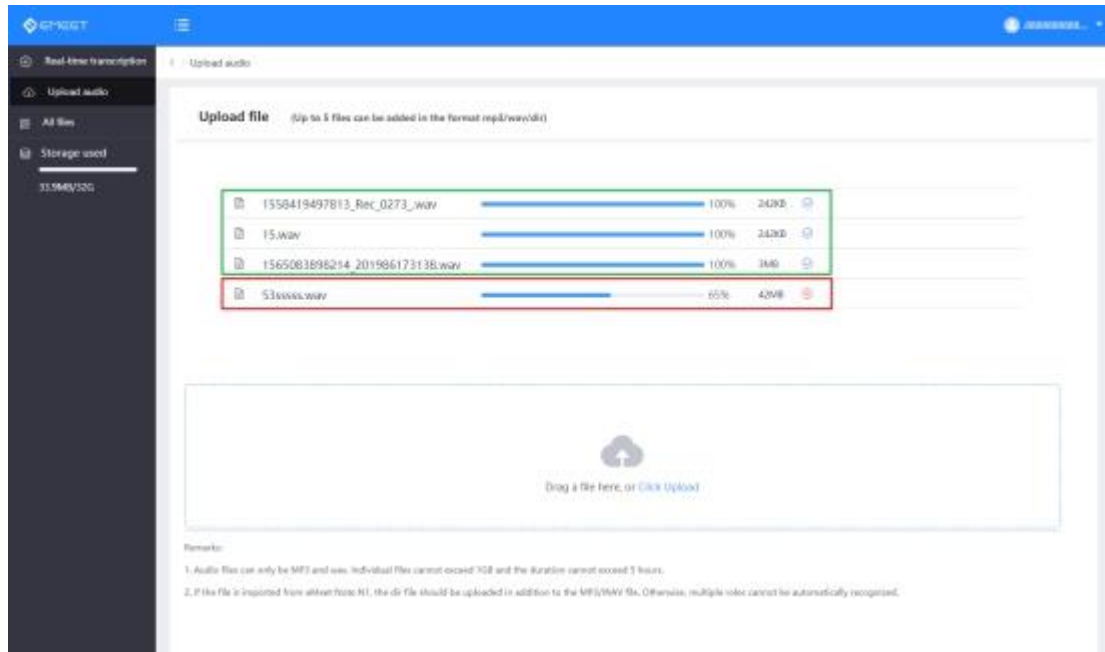


Or drag files directly to this area:



### 3. Uploading

The green area is the uploaded file, and the red area is the uploaded file:

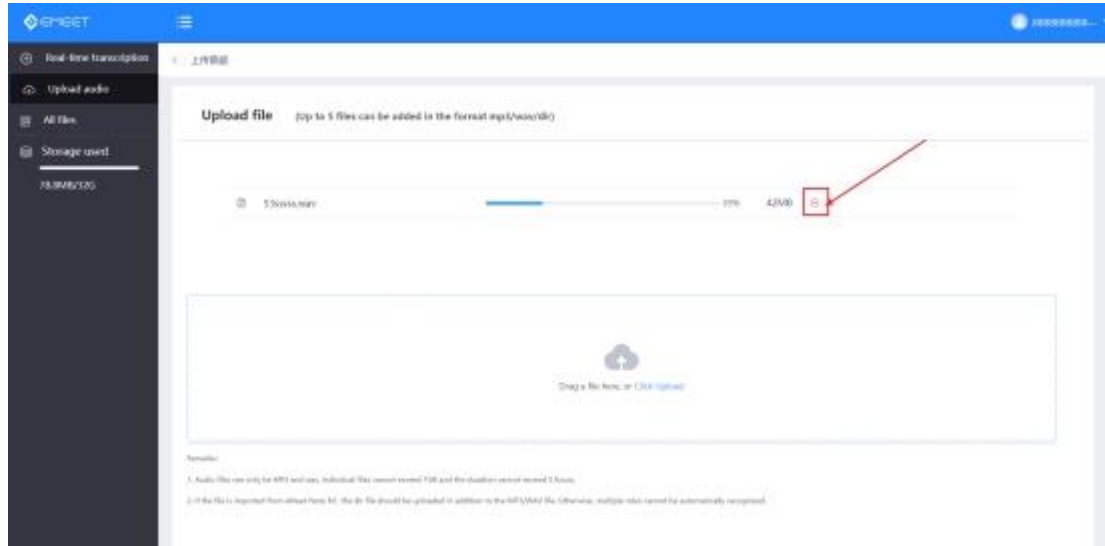


(Remarks:

1. Upload up to five files at a time
2. Audio files can only be MP3 and wav. Individual files cannot exceed 1GB and the duration cannot exceed 5 hours.
3. If the file is imported from eMeet Note N1, the dir file should be uploaded in addition to the MP3/WAV file. Otherwise, multiple roles cannot be automatically recognized )

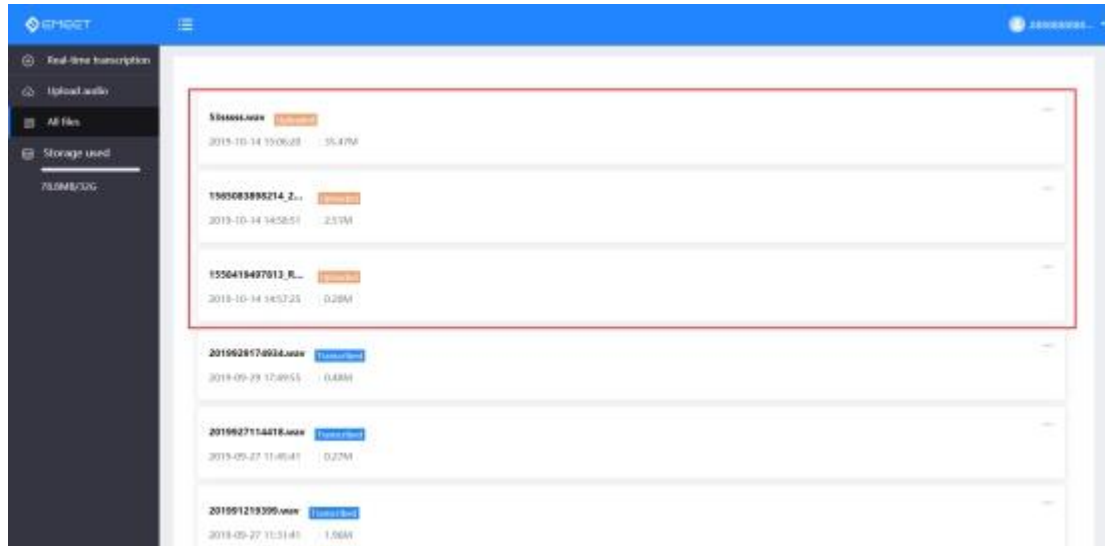
## 4. Cancel upload

Uploading files can be done by clicking  button Cancel Upload:



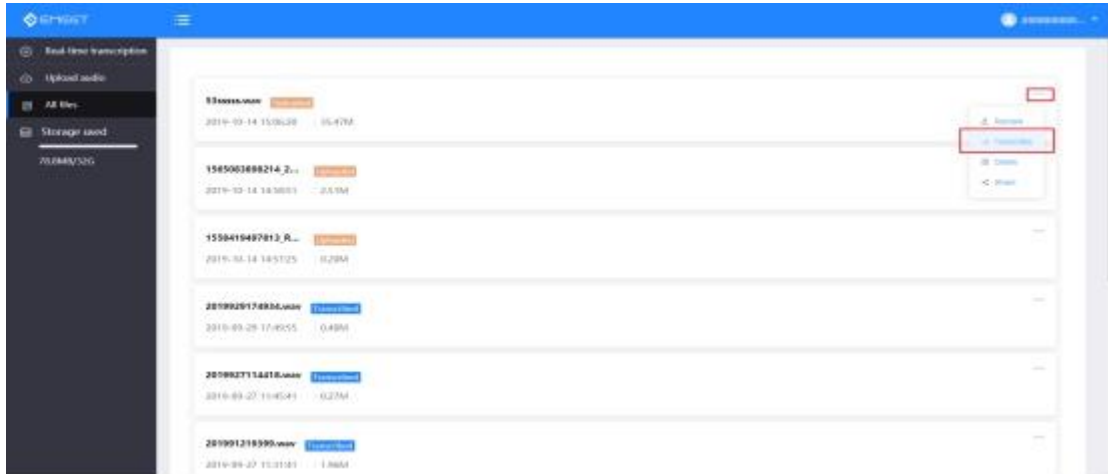
## 5.Successful file upload

When the file is uploaded successfully and returned to the All files page, we will find that the uploaded file has been successfully displayed in the All files page.

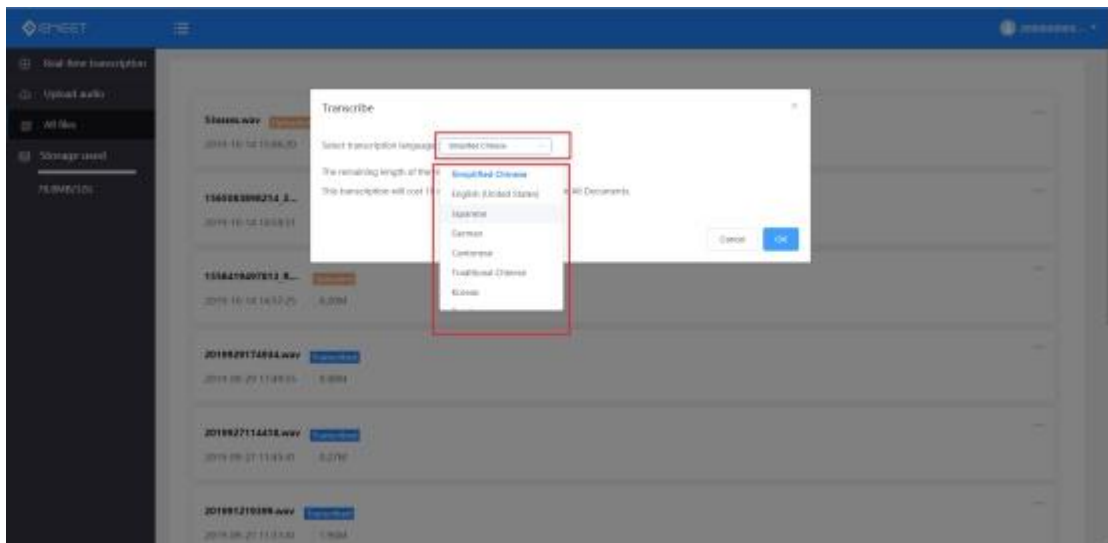


## 6. Transliteration file

After the file upload is successful, click the **\*\*\*** button on the right side of the file list, open the dialog box, and select "Transcribe":



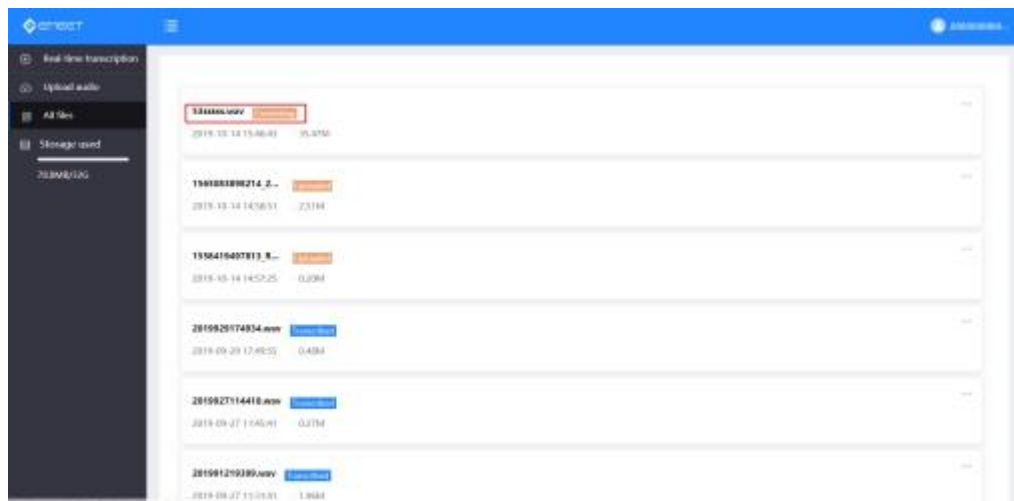
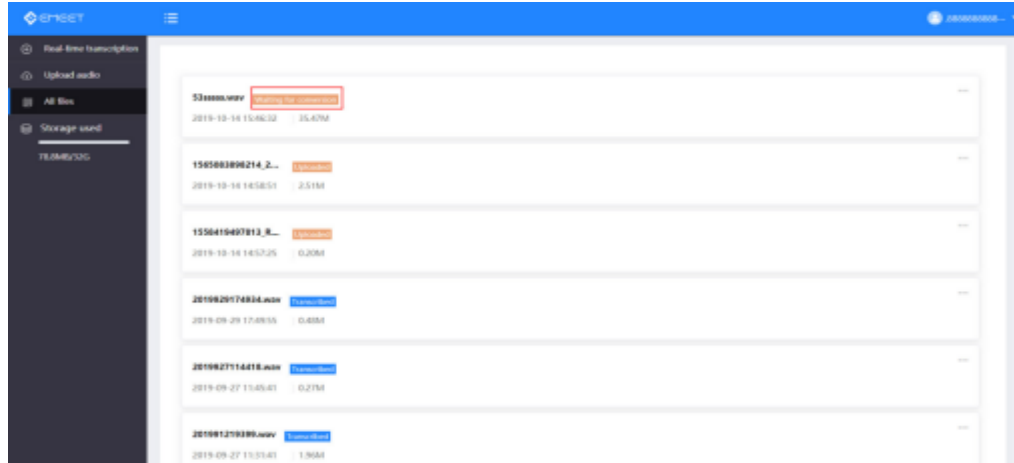
Select the language category of the audio file and click "OK" to start rewriting.



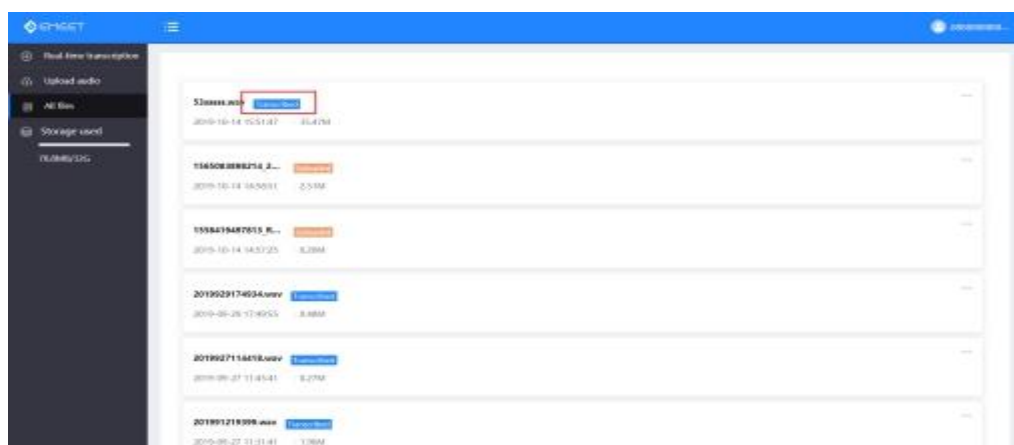


## 7.Successful transcribing

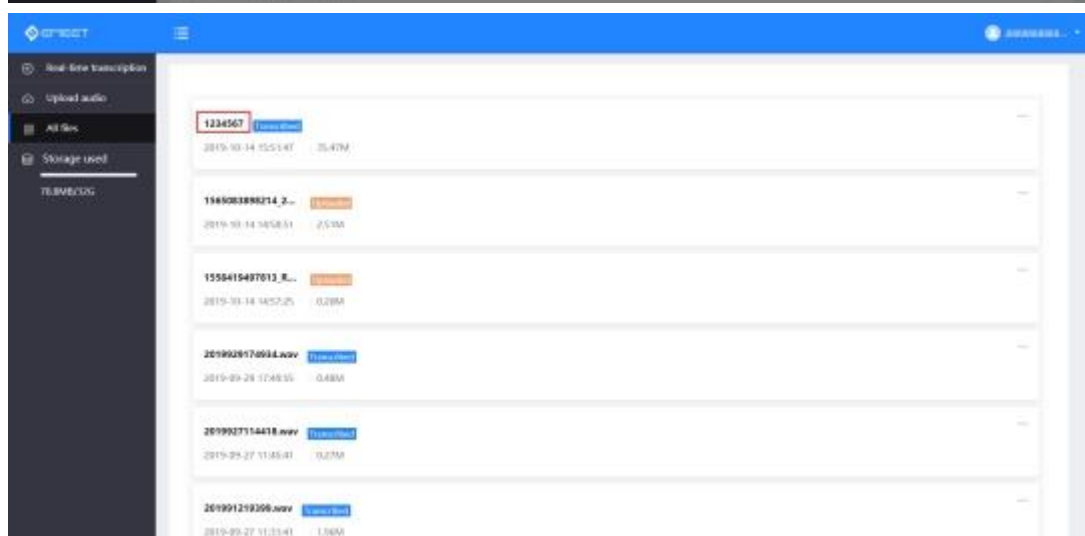
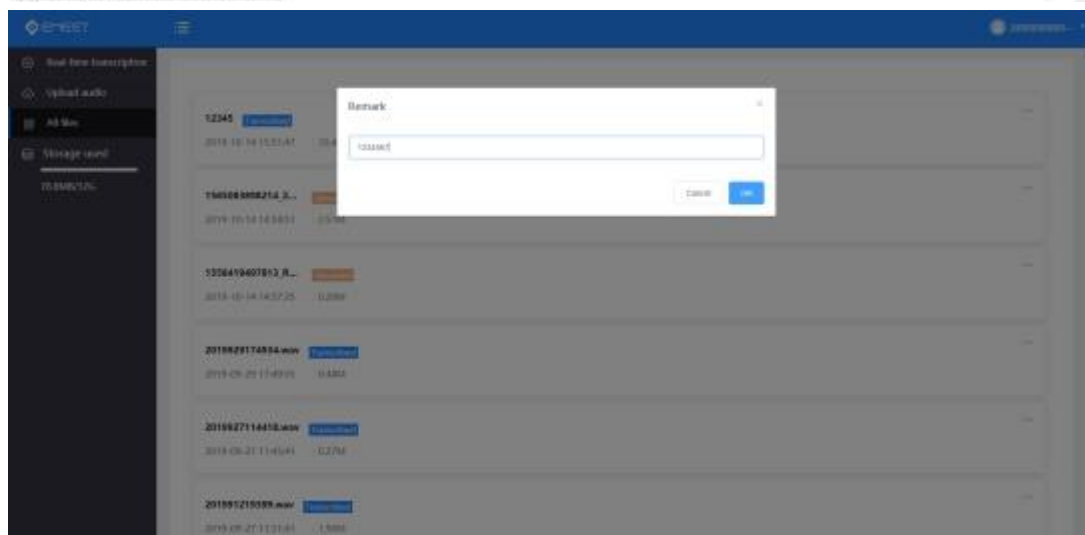
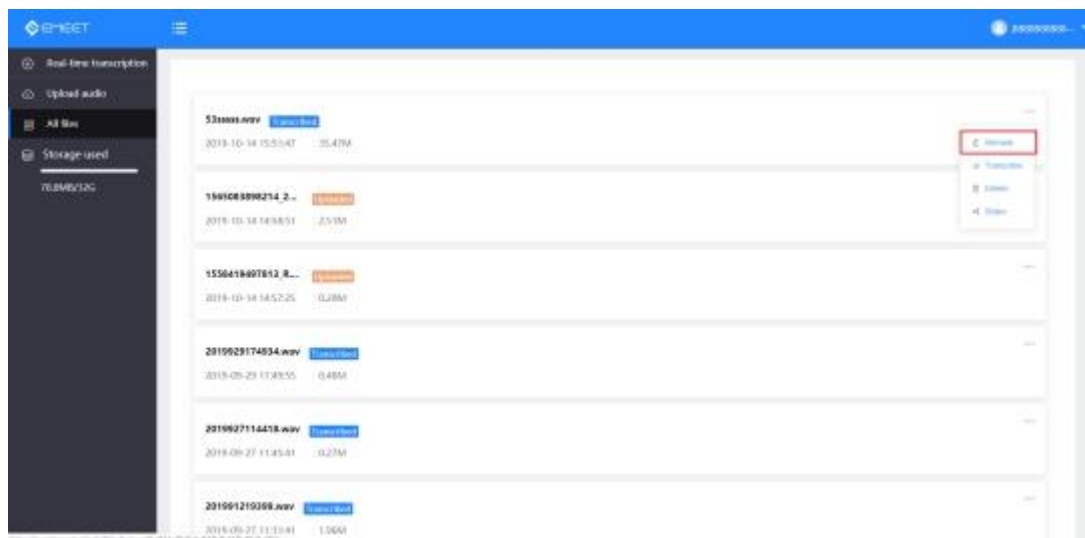
When the transcript starts, the page refreshes the transcript status in real time.



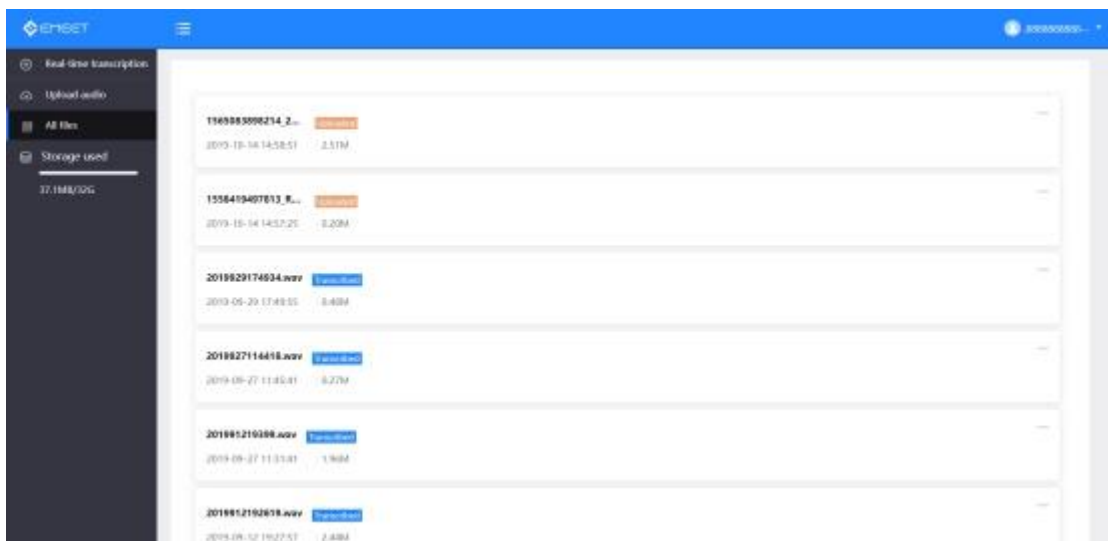
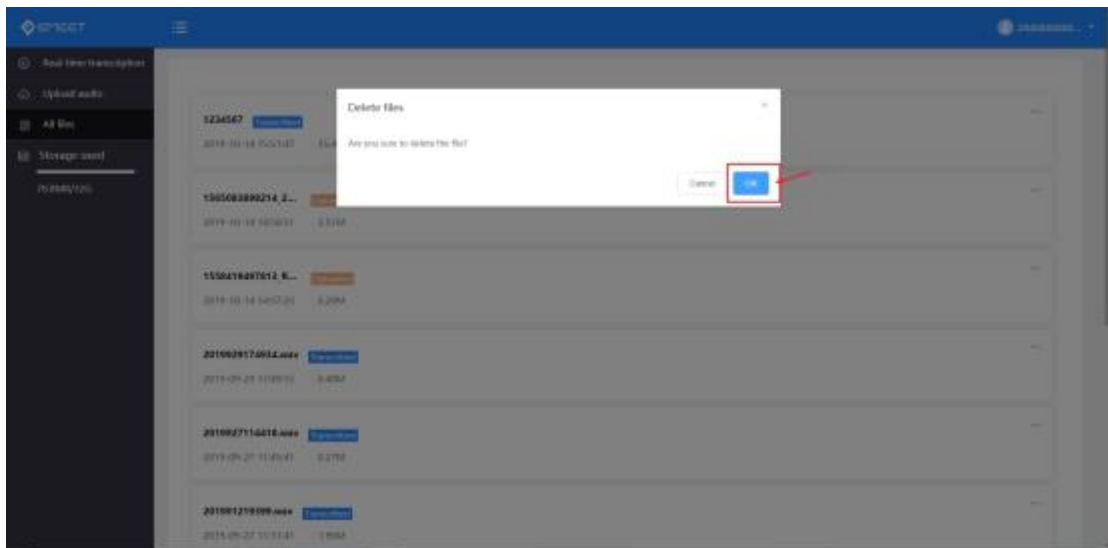
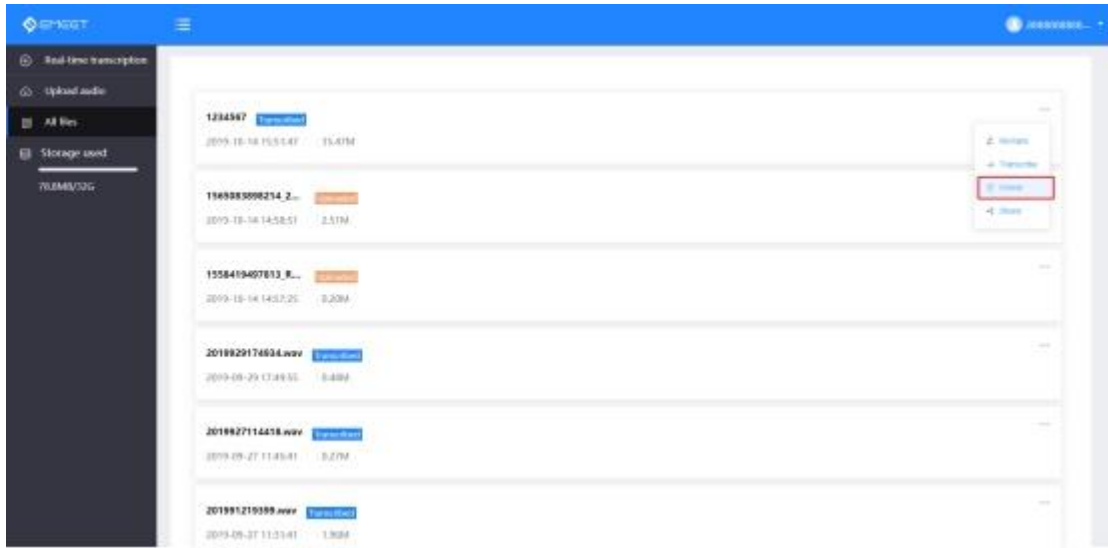
At this time, the file transfer is completed. Click the list to enter the view:



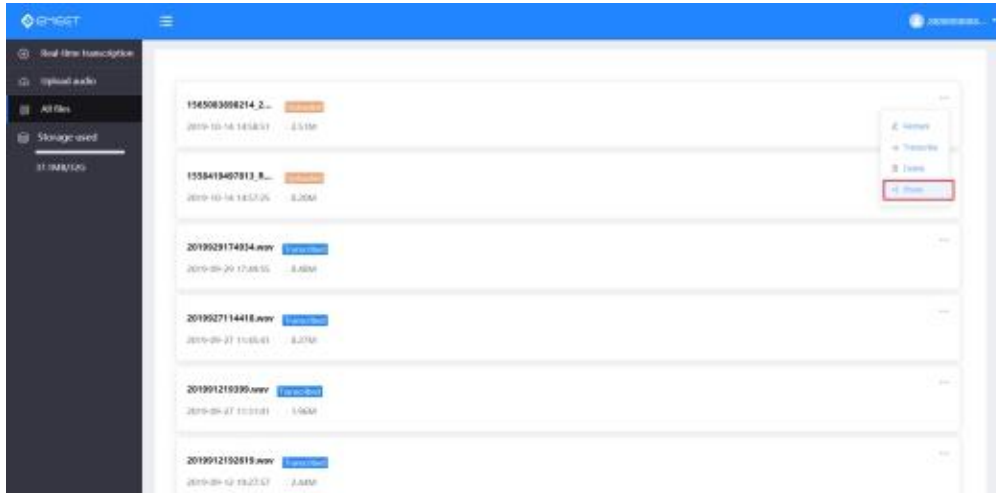
## 8.File name remark



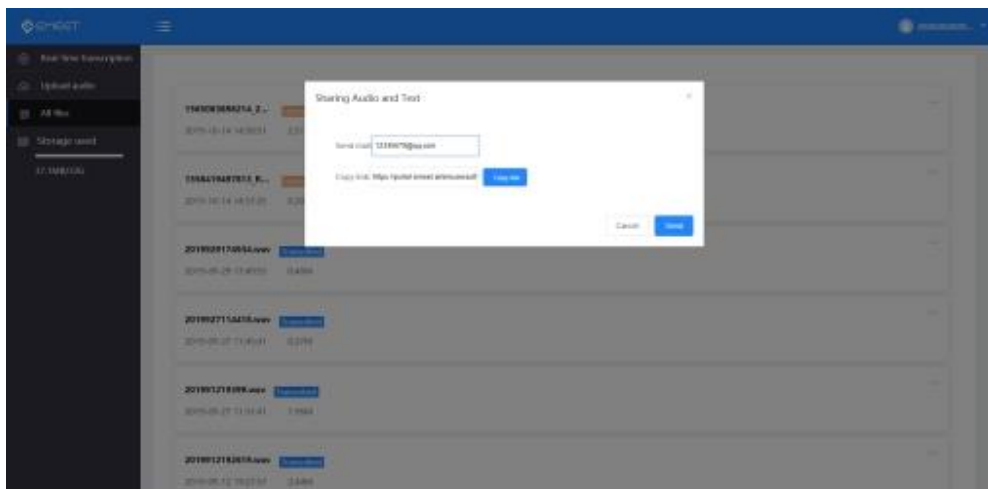
## 9.Deletion of files



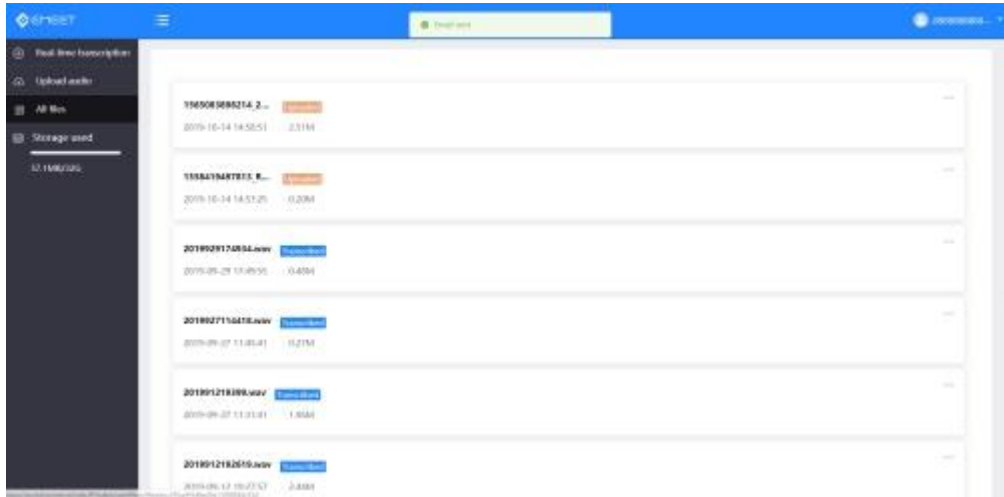
## 10. Sharing files



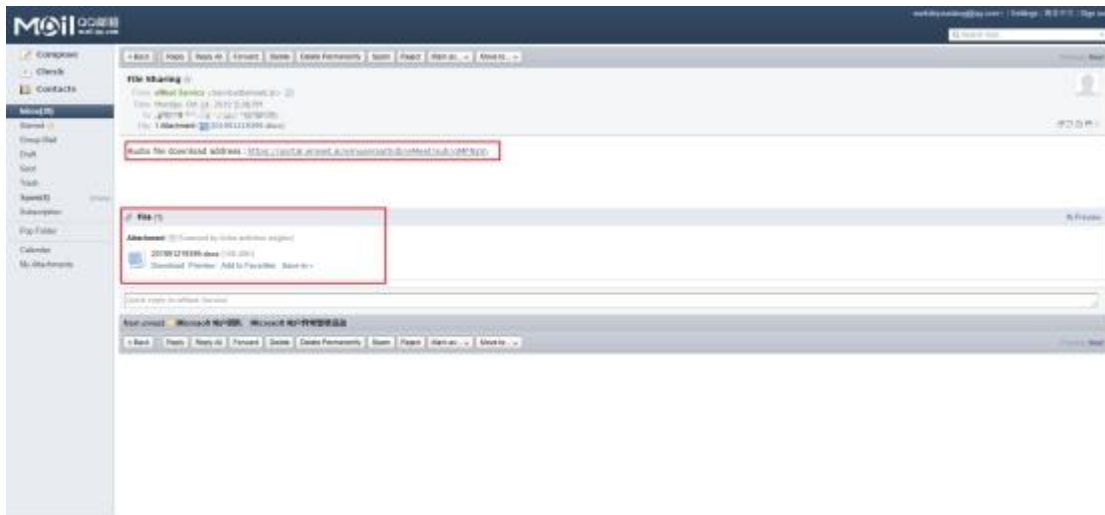
**10.1 Send mail:** Enter the email address in the input box and click the "send" button



You will be prompted to send your mail successfully after sending the mail successfully



Then log in to your corresponding mailbox, you will see a web page connection and a docx document, docx document as a text template, can be downloaded:

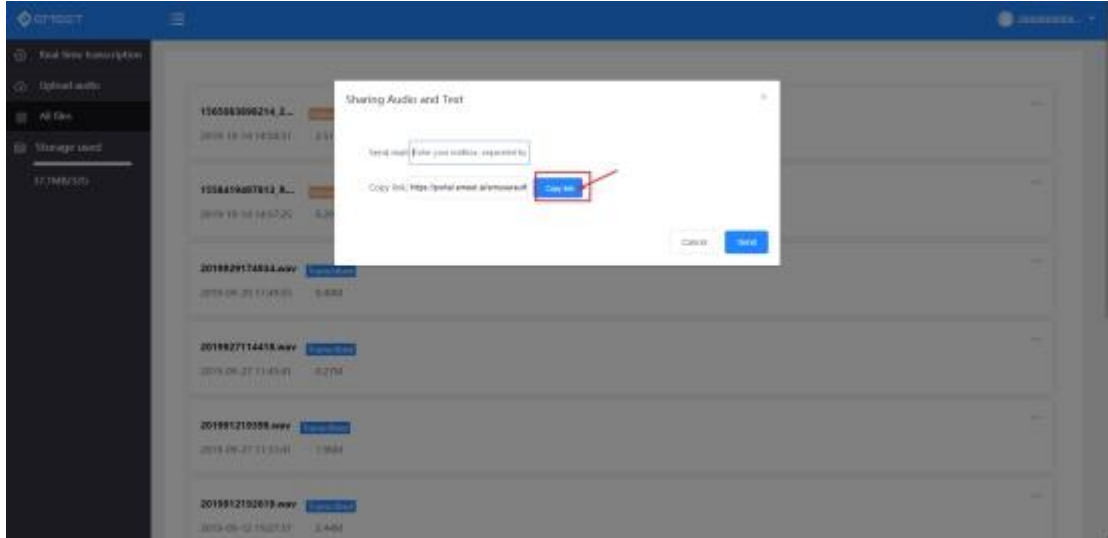


Click on this link, it will jump, and help you automatically download audio files:



## 10.2 Replication link:

Click on the "Copy link" button and it will copy the address for you.



You just need to copy it in the browser's address and jump, and it will start downloading audio files:

