

# Track Workflow

The "Workflow" section of the editor lets you track progress on editing records. This lets you fill out the status of media quality, transcription, and metadata. Once you've added workflow information to a video entry, you can see progress on all video entries with the "My Workflow" Audio-Video feature. This overview helps you decide what to work on next.

This brief [screencast](#) provides a walkthrough of workflow tracking.

## Add Progress to a Video File

1. Log in to Audio-Video
  - See [Log in to Audio-Video](#) for help
2. Click the **Main Menu** icon
  - [This icon](#) looks like four stacked lines in the top right corner of the page
  - A drop-down menu will unfold
3. Click **My Content**
  - A drop-down menu will unfold
4. Click **My Media**
  - A list of your uploaded media will open
5. Open the file where you want to add workflow information
6. Click the **Edit** tab
  - The "Edit" page will open
7. Click the **Workflow** section at the bottom of the editor
  - Different aspects of your workflow will unfold
8. Click **Media Workflow**
  - The "Media Workflow" section will unfold, showing different tasks related to the media's quality to track
9. For each of the section items, track your progress by changing the status:
  - "None" shows no status
  - "Not Reviewed" shows that progress hasn't started
  - "Yes" shows that a task is finished
  - "No" shows that a task is unfinished
10. Click **Catalog Record Workflow**
  - The "Catalog Record Workflow" section will unfold
11. Track your progress on cataloging the file by changing the status:
  - "None" shows no status
  - "Not Reviewed" shows that progress hasn't started
  - "Yes" shows that a task is finished
  - "Problem" shows that a task has an issue
  - "No" shows that a task is unfinished
12. Click **Transcript Workflow**
  - The "Transcript Workflow" section will unfold
13. Track your progress on transcripts by changing the status:
  - "None" shows no status
  - "No" show that a tasks is unfinished

- "Problem" shows that a task has an issue
- "Yes" show that a tasks is finished

14. When you are finished editing, click **Save**

- You will see task status under the media entry

## See Progress on All Video Files

Currently, you can only see workflow overviews for videos. In the future, you will be able to see workflow overviews for sound files. Check back here for updates.

1. Log in to Audio-Video
  - See [Log in to Audio-Video](#) for help
2. Click the **Main Menu** icon
  - [This icon](#) looks like four stacked lines in the top right corner of the page
  - A drop-down menu will unfold
3. Click **My Content**, then **My Workflow**
  - A list of all your videos with workflow information will open
  - By default, this list is restricted to videos you can edit; click "**Workflow (All Videos)**" to see all videos
4. Filter the list by changing the fields in the dark gray area
5. Click **Edit** on any row to edit a file quickly
  - The editor for that file will open