

Adding Minutes/Characters and Managing Wallets via EZTitles' Services Portal

The **Subtitling Assistant** is a pay-as-you-go-based feature of EZTitles for automating the process of subtitles and captions creation.

It operates using a virtual **Wallet**, which utilizes **Minutes** as currency to cover the transcription of each minute of audio and **Characters** when using the Translation feature. Each video is analyzed and transcribed only once; subsequent operations—such as generating captions, splitting, or synchronizing them with the video—are not charged.

The process can be summarized in three simple steps:

- 1) **Buy Minutes/Characters** from the [Services Portal](#) on our website.
- 2) Add Minutes/Characters to a **Wallet** from the Services Portal.
- 3) ***Add** the newly created Wallet(s) in your copy of EZTitles and start using the Subtitling Assistant with it.

When you've acquired your EZTitles license initially, we'll provide you with 100 complimentary Minutes and 50 000 Characters for the Subtitling Assistant and set up your first Wallet for you.

In this Guide you will find information related to:

[How to order Minutes/Characters.](#)

[How to create additional Wallet\(s\) and add Minutes/Characters to it.](#)

[How to *configure EZTitles and the Subtitling Assistant to use the Wallet.](#)

[Details about the Services Portal interface.](#)

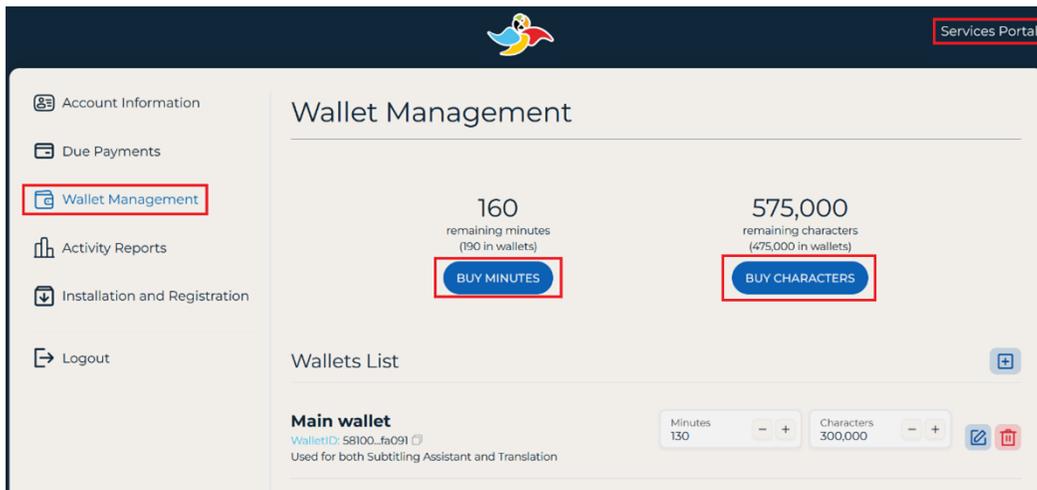
**If you already have a Wallet with Minutes/Characters in it and you'd just wish to configure EZTitles and the Subtitling Assistant, please jump to [How to configure EZTitles and Subtitling Assistant](#) directly.*

Ordering Minutes and Characters

When you first acquire your EZTitles license, we'll top up your Wallet with 100 complimentary Minutes and 50 000 Characters. Once these are used up, you'll need to manually add more Minutes/Characters to continue using the Subtitling Assistant.

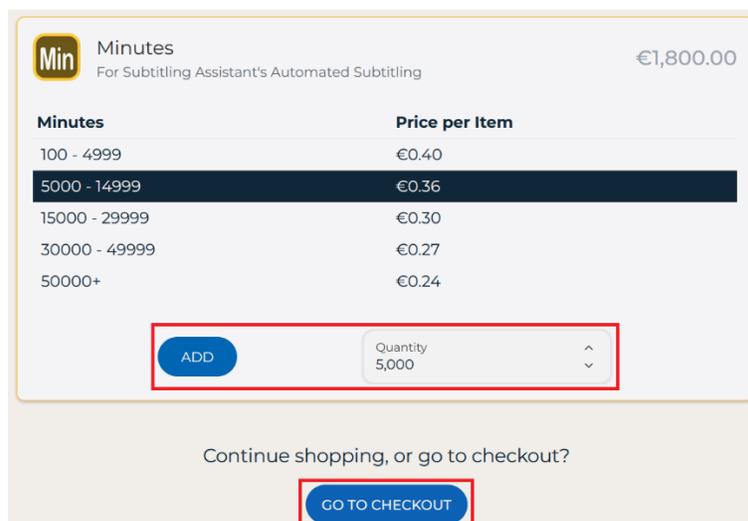
To purchase additional Minutes/Characters for your Wallet(s), simply visit the [Services Portal](#) on our website and log-in with your username and password. You can order directly via PayPal or request payment through a bank transfer.

After you've logged into the **Services Portal**, navigate to the **Wallet Management** page and press the **Buy Minutes** or **Buy Characters** button under **Remaining Minutes/Characters**:



We'll cover what all the buttons do or indicate in just a moment.

Pressing the **Buy Minutes** button will open a new window where you can specify the number of Minutes you'd like to purchase at this point:



Adding Minutes and managing Wallets via EZTitles' Service Portal

Entering any quantity in the Minutes field will automatically calculate the final price in € (EUR) according to the current rates you're entitled to. The rate will get better for a greater quantity of Minutes purchased at once. After that you can **Add** the Minutes to your Cart and proceed with the checkout by pressing the **Go To Checkout** button to complete the payment.

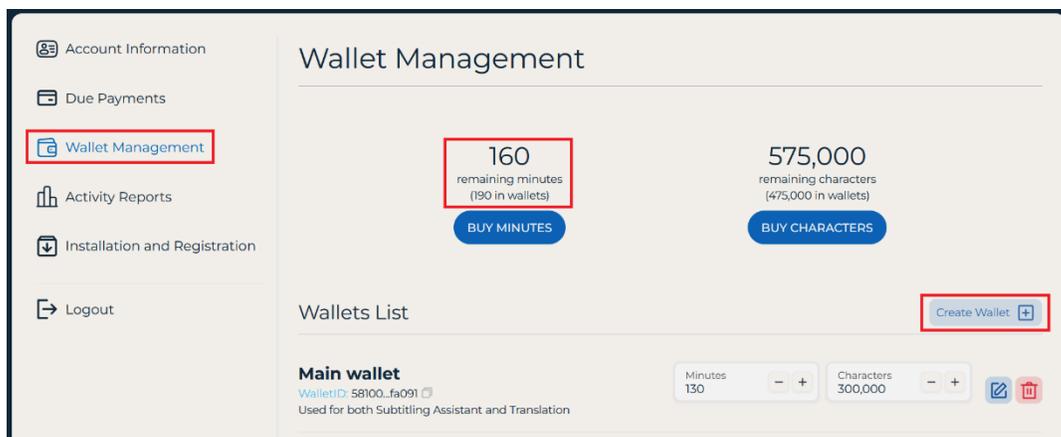
The process of ordering Characters is the same, however you can buy them in packages of 500 000 and you only need to decide how many packages you'd like to add to your purchase.

Creating a Wallet with Minutes and Characters in it

Considering that you already have a certain number of Minutes/Characters added to your account you can proceed forward and add them to a Wallet for the Subtitling Assistant.

As you already have been given a Wallet by us initially you could still use it with any new Minutes/Characters you may buy and not bother creating a new one if you don't have to.

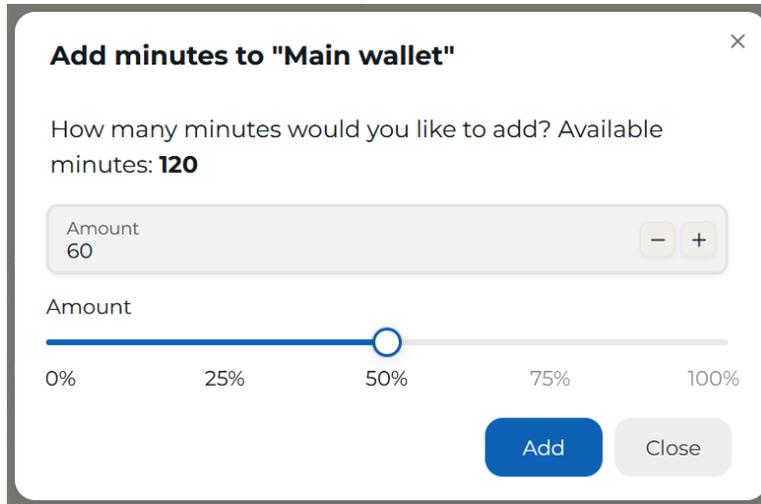
But if you'd like you could create a new one or add any number of Wallets your workflow and corporation may require. To do so, navigate to the **Wallets Management** page on the Services Portal:



To create a new Wallet, press the **Create Wallet** button and fill in the **Wallet Name** and **Wallet Description** fields.

Remaining Minutes indicate the quantity of Minutes available to you now that are not assigned to a Wallet.

To add Minutes to a Wallet press on the **Plus** button in the Minutes field. A window opens. Enter any number* of Minutes to it or use the slider and finally press the **Add** button.



You can load a wallet with any number of Minutes not exceeding the Remaining Minutes. Also please, consider that 1 Minute is charged per minute of audio. So, you might want to **consider the average duration of the videos. We suggest 90-120 Minutes is a reasonable quantity for any Wallet at first.*

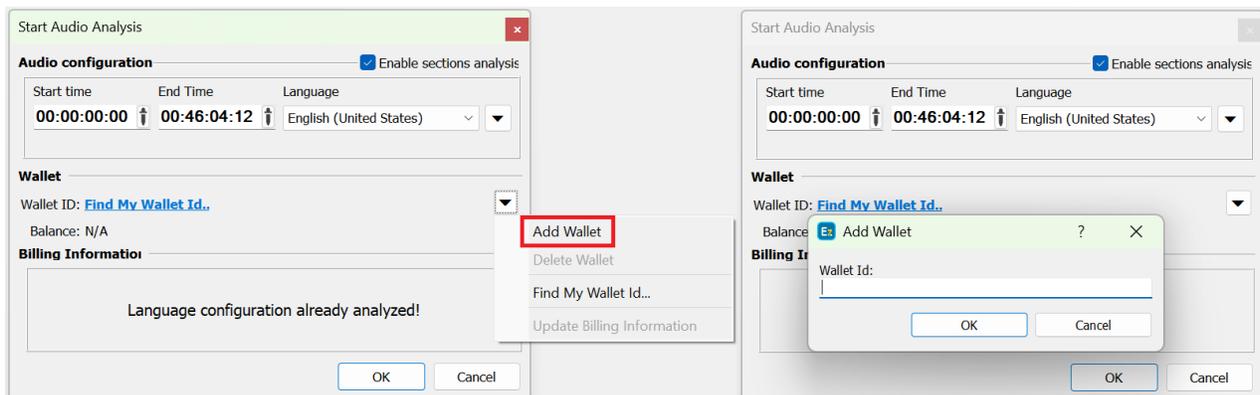
You can add your remaining Characters to a Wallet in the same fashion. Just use the Plus button in the Characters field instead.

Adding Wallets in EZTitles

Now, that you have at least one Wallet with Minutes in it you can start EZTitles and open a video in it. Wait for the shot changes and audio graph to build up and navigate to:

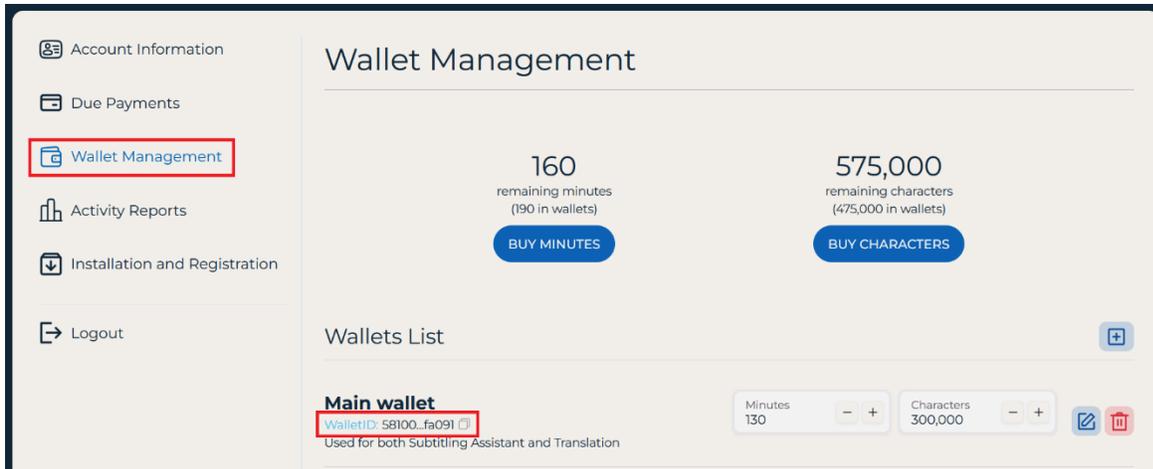
Subtitling Assistant->Start Audio Analysis

Then, to add your Wallet click the **triangular looking button** next to **Wallet ID** and select **Add Wallet**:



After that you simply need to paste the unique ID of your Wallet.

It can be copied from the **Wallets Management** page on the [Services Portal](#):



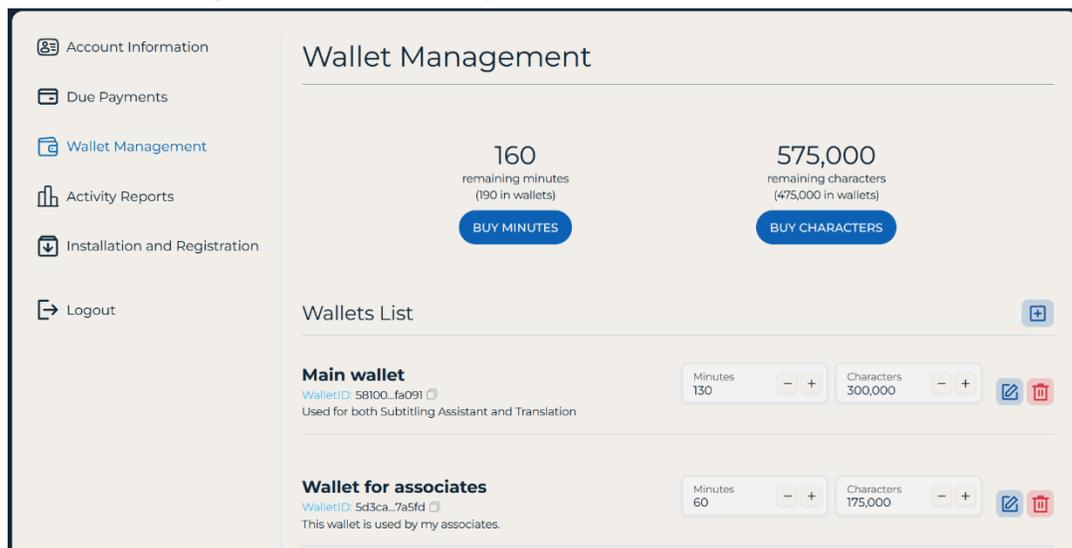
Alternatively, you could use the **Find My Wallet ID...** option to retrieve your Wallet ID(s) after entering your username and password for the Services Portal.

Once the Wallet has been added, the EZTitles' Subtitling Assistant is ready to go. For more details on how to configure the Subtitling Assistant, please refer to [Subtitling Assistant - Quick Start Guide](#).

Adding a Wallet for the Translation feature is pretty much the same, you just need to navigate to: **Subtitling Assistant->Translate**.

Then, to add your Wallet follow the same procedure described above.

Wallet Management interface in details



Remaining Minutes – Total quantity of Minutes available that are not added to a Wallet and sum of all Minutes currently distributed and assigned to a Wallet in your account. Please, mind if you only have one Wallet any new Minutes you buy will automatically be added to it. Pressing the **Buy Minutes** button below allows you to buy new Minutes.

Adding Minutes and managing Wallets via EZTitles' Service Portal

Remaining Characters – Total quantity of Characters available that are not added to a Wallet and sum of all Characters currently distributed and assigned to a Wallet in your account. Please, mind if you only have one Wallet any new Characters you buy will automatically be added to it.

Pressing the **Buy Characters** button below allows you to buy more Characters.

Wallets – The number Wallets you have under your account. Pressing the **Create Wallet** button () allows you to create a new Wallet. Organizing and managing larger projects may require different Wallets to be issued for different colleagues and co-workers. There is no limit on the number of Wallets an account could have.

The section below displays the list of all existing Wallet.

Wallet Name – Shows the name and descriptive information added while creating the Wallet.

Wallet ID – This is the unique ID that needs to be pasted in EZTitles when configuring the Subtitling Assistant. It could be easily copied using the **Copy** button ().

Avoid sharing the Wallet ID with anyone unless you specifically intend to allow and approve someone else spending the Minutes available in this Wallet.

Minutes – Displays the current balance of Minutes available in the Wallet. The **Plus** button lets you add Minutes to the selected Wallet while the **Minus** button allows Minutes to be subtracted from it.

Characters – Displays the current balance of Characters available in the Wallet. The **Plus** button lets you add Characters to the selected Wallet while the **Minus** button allows Characters to be subtracted from it.

Operations – Pressing the **Delete** button () will remove the Wallet from your account, while the **Edit** button () allows you to edit the name and the description of any Wallet.

Activity Reports

The Activity Reports page enables you to check the history of some operations for a period of time.

The screenshot shows the 'Activity Reports' interface. On the left is a sidebar with menu items: Account Information, Due Payments, Wallet Management, Activity Reports (selected), Installation and Registration, and Logout. The main area is titled 'Activity Reports' and contains a form with the following elements: a 'Report For' dropdown menu set to 'Minutes', a 'Start Date*' field with the value '07.04.2025', an 'End Date*' field with the value '07.05.2025', and a 'Report Type' dropdown menu set to 'Wallet Transactions'. A blue 'DOWNLOAD REPORT' button is positioned below the form fields.

We currently provide three types of Reports:

Wallet Transactions – shows the number of Minutes and date they have been added or removed from a Wallet.

Projects – displays detailed information for each video transcribed by the Subtitling Assistant including:

- The Wallet that has been used.
- The name of the video.
- The language of the audio analysis.
- The exact date and time it was transcribed.
- The total amount of Minutes spent.

Payments – shows the transactions history – the date of purchase, payment method (PayPal or Bank transfer), Minutes purchased, and the corresponding sum paid.

The **Download Report** button will save the selected report as an MS Excel file on your computer.