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Pass to QA (Quality Assurance)

Once you have exported a title a new option will appear on the main project page under What would you like to do?. It is the 6th option in the list. We pass all finished titles to QA for the title to go through Quality Assurance to ensure everything is properly renamed in the tracks, and that the metadata is correct.

To pass to QA:

- Select option Send to QA on the main project page. This will be below the option to Download the Accessible Edition
- Once you select this option you will be taken to a page that reads Title has been moved to QA.
- You can select Return Home to go back to the project page and continue working



After you send a title to QA it will be removed from your project list and moved to the QA account project list. Do not re-upload the book, because it still exists on the server. It is simply in another account. If you re-upload a book that is already on the server it will cause an error in Converter Plus. If you remember you forgot to do something for the title, just email the Production Coordinator.

Revision Requests from QA, Emails, and Feedback Log

If the book does not pass Quality Assurance, it will be passed back to you with a note on revisions. You will receive an email with the subject heading: Corrected TitleOfProject. The email will be addressed to you and include a note on the requested revisions. You can also find this note in the Feedback Log

To access the feedback log:

- Navigate to Pass to QA

Here is a video tutorial on How to Access the Feedback Log

When a book is passed back to you from QA:

- Apply all requested revisions
- Re-export the title
- Pass back to QA

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