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Pass to QA (Quality Assurance)



If you have applied any changes to the title since the first time you exported, you will have to re-export the title. See [How to Re-Export a Project in Converter Plus After Applying Changes from QA](#) for instructions.

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: You're about to send TitleOfProject to QA.
- Below is a text box with the default text that reads: Revisions have been completed on this title, ready for another review. Note: This text box may not appear the first time a book is sent to QA.
- There is no need to edit or add to this default text
- Select Submit
- The page will update and let you know it has been passed to QA. Plain text will read: Title of Project has been moved, along with your feedback. The following report has been sent to QA.
- Select Return Home to go back the welcome page and start your next project!

Here is a video tutorial about [How to Pass to QA](#)

See below for how to handle Revision Requests from QA when a book is returned to you, and where to find the feedback log.



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.

When a book is passed back to you from QA:

- Apply all requested revisions

- [Re-export the title after changes from QA](#)
- Pass back to QA

You can find the revision notes in two places.

1. You will receive an email with the subject heading: Corrected TitleOfProject
2. In the Feedback Log

To access the feedback log:

- Navigate to Send to QA
- Near the top of the page is a collapsible menu labeled: Feedback Log
- Open this menu to see all the correspondence
- The top is the first correspondence, followed by the older ones below

Here is a video tutorial on [How to Access the Feedback Log](#)

Navigate back to [Exporting a Book and Passing to QA](#)

Navigate back to [Main MP3 to DAISY Page](#)

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