

## Order captions in Rich Media CMS

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 This article is designated for administrators.

### About

**Captions** primarily convey dialogue and other relevant audio information, making videos accessible to individuals who are deaf or hard of hearing, or for viewers who prefer to watch videos without sound.

They're typically in the same language as the video, and are important for viewers who are deaf, hard of hearing, or prefer watching without sound.

It's important not to confuse captions with **subtitles**, which are a translation of the video's dialogue into another language. For information on ordering subtitles, check out our article [Ordering Translations](#).



To order services like captions, OCR, chaptering, or dubbing for an entire category, you can create a rule which automatically triggers requests for new entries that match your criteria. Learn more in our article [Create captioning & enrichment rules in Rich Media CMS](#).

### Captioning options

Kaltura provides two options for captioning:

**Machine:** Also known as ASR, this service achieves an average accuracy of 85%. It enables searchable video content, transcript editing, and resubmission for alignment. The machine engine improves over time and supports custom vocabularies for enhanced accuracy, along with dictionary use. For more information about the dictionary, check out our article [Captioning & enrichment profiles & services in Rich Media CMS](#).

**Professional:** This service uses human transcribers to provide full-service captioning with 99% accuracy, meeting Closed Captions laws and media standards. Turnaround time varies based on your [Reach plan](#). Ideal for public-facing content like marketing, learning, and training videos.

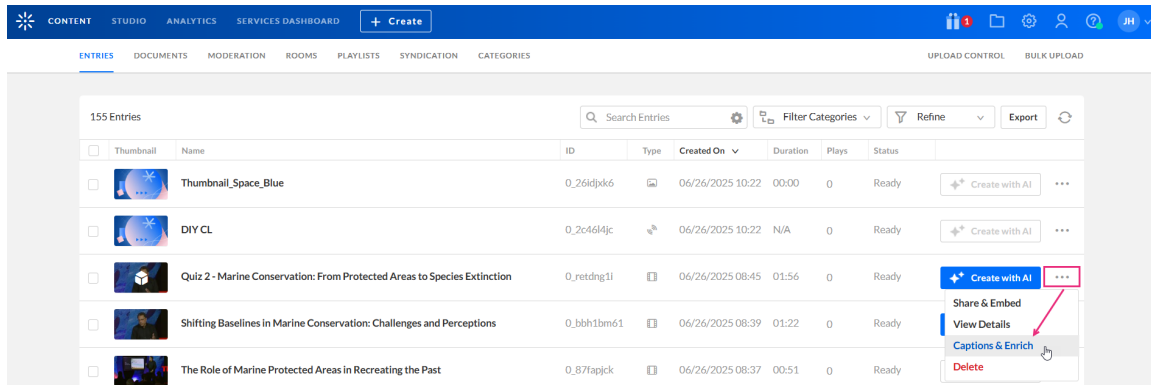


Media must be at least **10 seconds** long for caption processing.

## Access the captions & enrich service

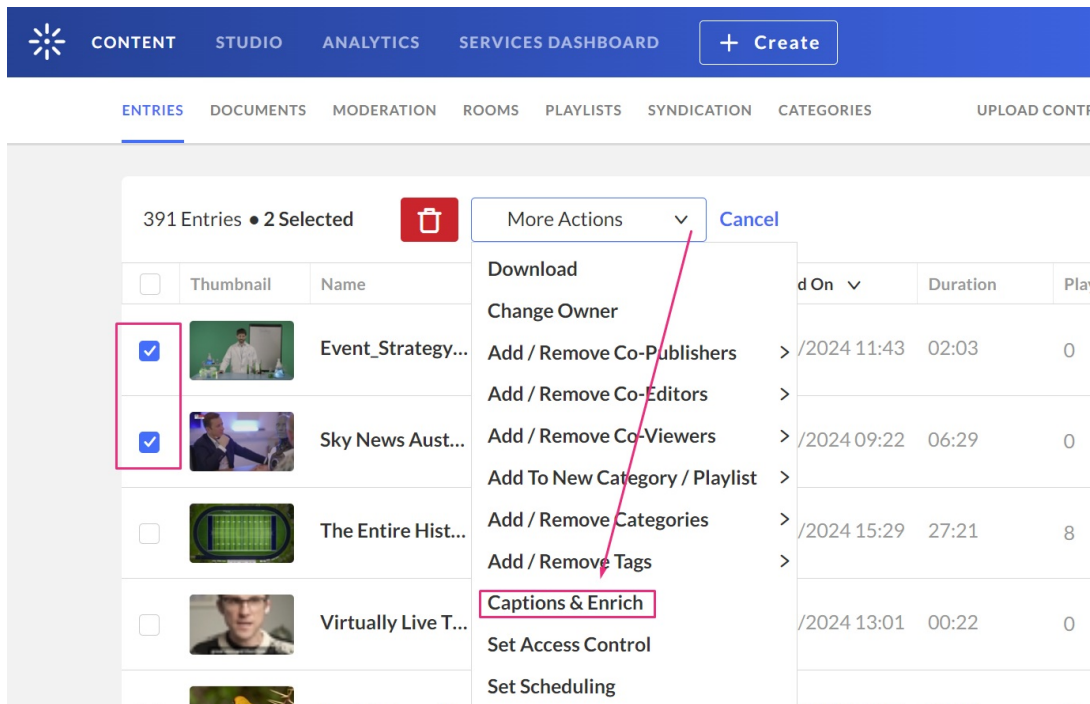
### Single video

1. Log into your Rich Media CMS.  
The **Entries** page displays by default.
2. Locate the desired entry and click the **three-dot menu** to the right, and select **Captions & Enrich**.



### Multiple videos

1. On the **Entries** page, click the boxes next to the desired videos.  
The **More Actions** menu at the top of the page is activated.
2. Select **Captions & Enrich**.



The **Captions & Enrich** page displays.

× Captions & Enrich

Order Captions & Enrichment Services - 2 Selected Media

Unit:

Service: <input type="text" value="Machine"/>	Source Media Language: <input type="text" value="English"/>
Feature: <input type="text" value="Captions"/>	Turnaround Time: <input type="text" value="Best Effort"/>

## Order machine captions

1. Complete the following fields:

- **Unit** - This option only appears in the event that different [Reach profiles](#) (budgets) are configured for each unit in your account. The selected unit will be charged for the captions request.
- **Service** - Select Machine.
- **Source Media Language** - Select the source media language from the drop-down menu. The options in the menu are dependent on your Reach plan.
- **Feature** - Select Captions.
- **Turnaround time** - Select the turnaround time from the drop-down menu. The turnaround time options available in the menu are dependent on your Reach plan.

Order Captions & Enrichment Services - 2 Selected Media

Unit:

Service: <input type="text" value="Machine"/>	Source Media Language: <input type="text" value="English"/>
Feature: <input type="text" value="Captions"/>	Turnaround Time: <input type="text" value="Best Effort"/>

2. Click **Submit**.

A confirmation message displays: *Your request has been received. Your video will automatically be updated upon completion.*

Click the **X** at the top left to exit the screen.

When the captions are ready, they are automatically added to the video.



You can set up an automatic email notification to be alerted when the professional captions are ready. This is configured by your administrator in the [Reach module's notifiedUsers](#) field.

## Order professional captions

1. Complete the following fields:

- **Service** - Select Professional.
- **Source Media Language** - Select the source media language from the drop down menu (this is the language the video is currently in). The options in the drop-down menu are dependent on your Reach plan.
- **Feature** - Select Captions.
- **Turnaround time** - Select the turnaround time from the drop-down menu. The turnaround time options available in the menu are dependent on your Reach plan.
- **Speaker Names** - (Optional) Check to add the speaker's name(s) at the beginning of the captions. This feature must be enabled by your system administrator.
- **Instructions & Notes** - (Optional) This box is relevant for professional captions only, and is used for adding notes for the attention of human editors and reviewers.



The general best practice for **Instructions & Notes** is to use them for unique terminology and names that are relevant for that file, and not, for example, a 1,000-word glossary. In addition, comments like "Please pay extra attention to the following X, Y, Z in the first five minutes of the video..." aren't effective because transcribers typically receive only portions of the file.

### Order Captions & Enrichment Services

Service:

Professional ▼

Source Media Language:

Spanish ▼

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Feature:

Captions ▼

Turnaround Time:

48 hours ▼

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Instructions & Notes:

Submit

## 2. Click **Submit**.

A confirmation message displays: *Your request has been received. Your video will automatically be updated upon completion.*

The order displays at the top of the screen.

### Existing Requests

+ Order

REQUEST DATE ▼	SERVICE	FEATURE	LANGUAGE	STATUS		
March 05, 2024	Professional	Captions	Spanish	● Pending		>
March 05, 2024	Machine	Captions	Spanish	● Processing		>

The captions' request will be shown on the captions request list on the top of the page. You can follow the caption status by viewing the status.

When the captions are ready, they are automatically added to the video.



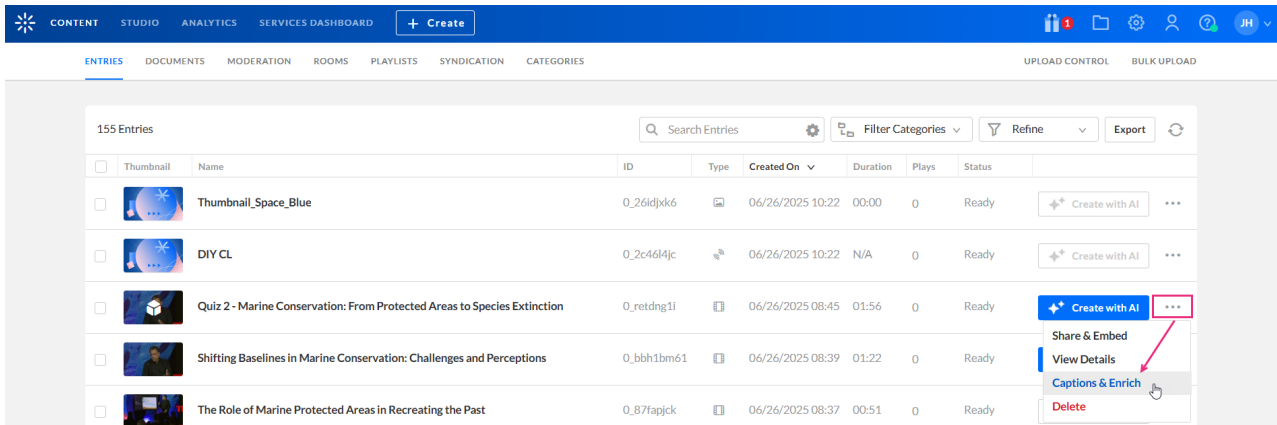
You can set up an automatic email notification to be alerted when the professional captions are ready. This is configured by your administrator in the [Reach module's notifiedUsers](#) field.

## View orders

### Exiting requests

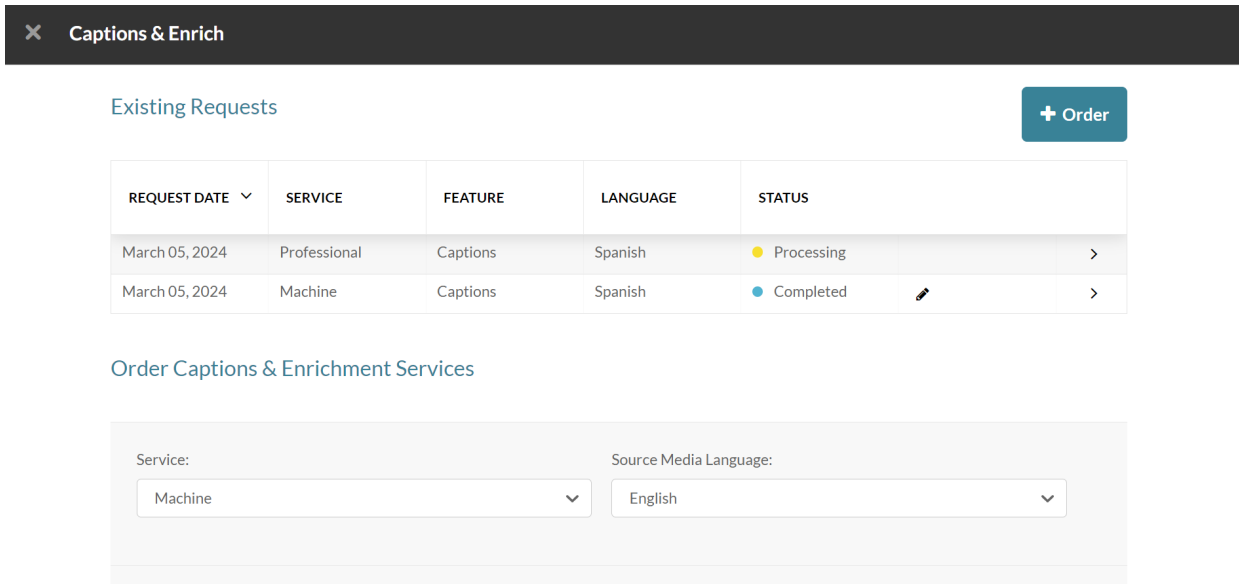
To view the order status, navigate to the **three-dot menu** on the entry line and select

## Captions & Enrich.



The screenshot shows the Kaltura interface with a list of 155 entries. The table columns are: Thumbnail, Name, ID, Type, Created On, Duration, Plays, and Status. The entry 'Quiz 2 - Marine Conservation: From Protected Areas to Species Extinction' is highlighted, and its actions menu is open, showing options like '+ Create with AI', 'Share & Embed', 'View Details', 'Captions & Enrich', and 'Delete'. A red box highlights the 'Captions & Enrich' option, with a red arrow pointing to it.

If there are existing requests, they are displayed in the **Existing Requests** section. (Clicking **+Order** will take you to the Order Captions & Enrichment Services section to create another order.)



The screenshot shows the 'Captions & Enrich' section. It features a header with a close button and the title 'Captions & Enrich'. Below the header, there is a section for 'Existing Requests' with a '+ Order' button. The 'Existing Requests' section contains a table with the following data:

REQUEST DATE	SERVICE	FEATURE	LANGUAGE	STATUS
March 05, 2024	Professional	Captions	Spanish	Processing
March 05, 2024	Machine	Captions	Spanish	Completed

Below the table, there is a section for 'Order Captions & Enrichment Services' with a form containing two dropdown menus: 'Service' (set to 'Machine') and 'Source Media Language' (set to 'English').

### Status types

The following statuses are available for captions requests:

- **Pending** - when generating new request
- **Pending for Moderation** - requests in approval queue
- **Rejected** - requests that were rejected on moderation. This status must include reject reason.
- **Processing** - sent to the vendor and vendor received request (you cannot cancel a request when the status is Processing)
- **Completed** - when captions were received from the vendor
- **Error** - an error was sent from the vendor

- **Aborted**

Use the arrow at the side of the request to display the order details.


Existing Requests + Order

REQUEST DATE ▾	SERVICE	FEATURE	LANGUAGE	STATUS		
March 05, 2024	Professional	Captions	Spanish	<span style="color: red;">●</span> Error		▾
Requester: louise.szmoisz@kaltura.com Feature: Captions <span style="color: red; font-size: 20px; margin-left: 10px;">←</span> Turnaround Time: 48 Hours						
March 05, 2024	Machine	Captions	Spanish	<span style="color: blue;">●</span> Completed	✎	>

## Duplicated requests

If you submit and identical order to one that exists, the following message is displayed: *Service was already done for this video. Are you sure you want to resubmit?*

## Cancel request

 Canceling professional captions is not possible if they have been requested already and are in the status Processing.

1. To cancel a **Pending** request, click on the trash can icon in the request line. Note, any action items associated with the request will be canceled.

Existing Requests + Order

REQUEST DATE ▾	SERVICE	FEATURE	LANGUAGE	STATUS		
March 04, 2024	Machine	Captions	German	<span style="color: gray;">●</span> Pending	🗑️	>
March 03, 2024	Professional	Captions	Spanish	<span style="color: blue;">●</span> Ready	✎	>
March 03, 2024	Machine	Captions	Spanish	<span style="color: blue;">●</span> Ready	✎	>

A confirmation message displays: *Are you sure you want to cancel this request?*

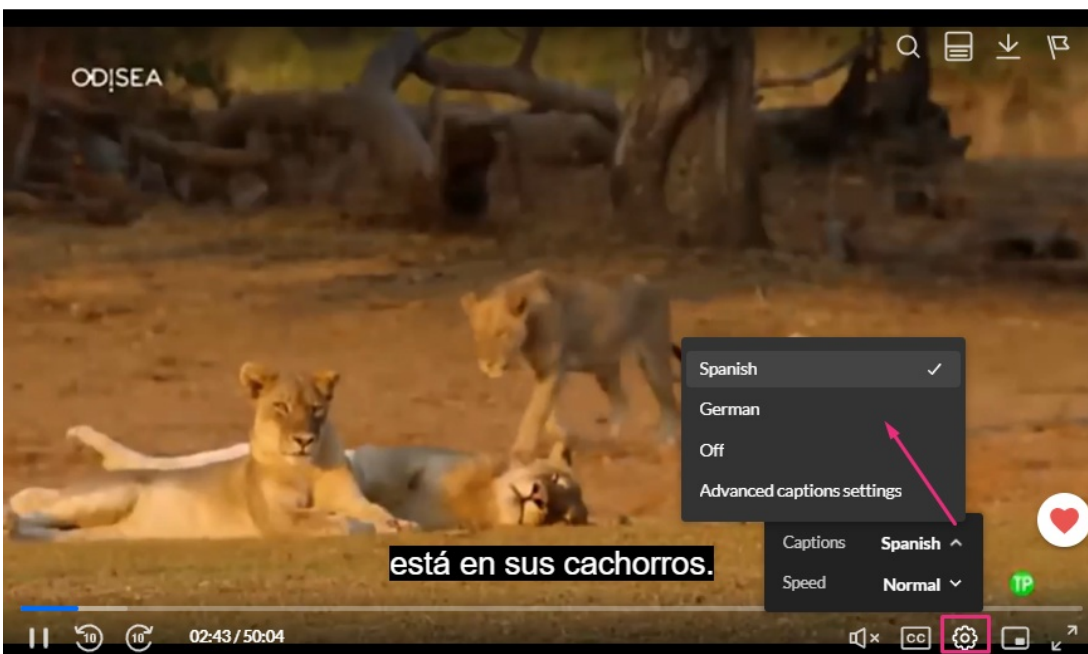
2. Click **Yes**.

If you try to delete a request that's already in progress, a message displays: *The request is already in progress, therefore cannot be canceled.*

## User experience

Once captions are ready, they're automatically added to the media. Depending on admin settings, a CC button may appear, letting users toggle captions on or off. Admins can also set captions to display by default when playback starts.

If multiple caption languages are available, users can select them from the captions sub-menu in the settings.



To learn more about how captions display on the player, visit our articles [Captions](#) and [Audio Tracks](#) and [Accessibility](#).



You can resubmit REACH orders in certain cases, such as for updated media content or new profile settings. For details on how and when to use the resubmissions feature, see our article [Resubmissions for Kaltura's captioning & enrichment services](#).