

Project manager tutorials

You hand out the work, track the deadlines, and account for what it costs.

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Create a project and assign it

An episode comes in. It has to exist in the console before it can be handed out.

5 minutes

01 Create the project

A name, a code, and above all the **programme duration in minutes**. That is the pay base for every role **except voice actors**, who are paid by the line: without it, no per-minute assignment can be made.

New project

Name	Code	Programme length (minutes)	Source language
FATED BRIDE EP24	FB-24	42	en

Create

Programme length is the pay basis for every role except voice actors: without it, no per-minute project can be created.

The creation form: name, code, programme duration and source language.

02 Find the project in the list

The list shows each project's state and how many **assigned projects** hang off it. **Open** unfolds the sheet: that is where everything happens.

Projects					
NAME	CODE	MINUTES	STATUS	ASSIGNED PROJECTS	
FATED BRIDE — épisode 24	FB-24	42	adapting	3	Open
FATED BRIDE — épisode 23	FB-23	41	done	3	Open
LE PRIX DU SILENCE — bande-annonce	PS-BA	3	done	2	Open

The project list: minutes, state, number of assignments.

03 Hand out the work

A contractor, a **role**, a due date, and the working folder — video, DetX, script, series bible. The amount comes from the role's rate and the programme duration; **quantity** is only entered for a line count or imposed minutes.

The contractor's usual role only **pre-fills** the field. The assignment's role is what decides the pay: an adapter lending their voice on one episode is paid by the line there, not by the minute.

Contractor	Role	Quantity (optional)	Due date
Awa Cissé	Adaptateur — 12000 XOF	lines, or fixed minutes	jj/mm/aaaa
Title of the assigned project			
Episode 3 mix — the episode name is used if left blank			
Working folder (video, DetX, script, bible)			
https://drive.google.com/...			

The assignment form: contractor, role, quantity, deadline and working folder.

04 Track what has been handed out

Each row carries its rate, quantity, amount and state. The **title** and the **instructions** stay editable until the work is approved: that is what the contractor sees on their side.

CONTRACTOR	ROLE	RATE	QUANTITY	AMOUNT	STATUS	
Awa Cissé Adaptation épisode 24	Adaptateur	12 000 XOF	auto	504 000 XOF	approved delivery	Reopen
Title of the assigned project Adaptation épisode 24		Working folder https://drive.exemple.ci/fb24		Save Open		
Instructions Bible de série jointe. Tutoiement entre Samara et Finn.						
Nadia Traoré Voix Samara — épisode 24	Comédien voix	350 XOF	214	74 900 XOF	done delivery	Approve
Title of the assigned project Voix Samara — épisode 24		Working folder https://drive.google.com/...		Save		
Instructions						
Serge Boni	Mixeur	7 500 XOF	auto	—	in progress	Approve Delete
Title of the assigned project FATED BRIDE — épisode 24		Working folder https://drive.google.com/...		Save		
Instructions						

The assignment table: three contractors, three states, and each one's instruction sheet.

Invite a contractor

A voice actor, a mixer, an adapter: they need their own access before receiving any work.

2 minutes

01 Send the invitation

A name, an address, a usual role. They get a link valid for **14 days** and **choose their own password**: you will never know it.

If e-mail sending is not configured on the server, the console **shows the link** rather than swallowing it: you pass it on yourself. An invitation that fails silently is a person left waiting.

Invite a contractor

Name

Email address

Phone

Usual role
— none —

Send the invitation

They get a link valid for 14 days and **choose their own password** : you will never know it. The usual role only pre-fills the form — the one that decides pay is still chosen **project by project**.

Email sending is not configured on this server (MAIL_API_KEY, MAIL_FROM). The link will be shown here: pass it on yourself.

The invitation form: name, address, phone and usual role.

02 Track pending invitations

Sent, to be passed on, or failed: the state is stated. **Resend** mints a **new** link, and the old one stops working at once.

Pending invitations 1					
NAME	ADDRESS	ROLE	SENT	EXPIRES	
Yao Kouassi	yao.kouassi@exemple.ci	Directeur artistique	sent 09/08/2026	23/08/2026	<button>Resend</button> <button>Cancel</button>
Resending creates a new link: the old one stops working at once.					

The pending invitations list, with their send date and expiry.

03 Set the usual role and payment terms

The **payment terms** belong to each contractor: they set the due date of their invoices, and therefore what shows up in your upcoming outgoings.

Contractors					
NAME	ADDRESS	PHONE	USUAL ROLE	PAYMENT TERMS (DAYS)	SINCE
Awa Cissé	awa.cisse@exemple.ci	+225 07 00 00 01	Adaptateur	30	13/01/2026
Kofi Mensah	kofi.mensah@exemple.ci	+225 07 00 00 02	Directeur artistique	30	12/02/2026
Nadia Traoré	nadia.traore@exemple.ci	—	Comédien voix	15	07/05/2026
Serge Boni	serge.boni@exemple.ci	+225 07 00 00 04	Mixeur	45	02/07/2026

The contractor list: usual role and payment terms, editable in place.

Approve the work, then invoice

The work has been delivered. It has to be frozen, then paid.

3 minutes

01 Approve what came back

Approving freezes the amount. Changing it afterwards requires **reopening** the assignment — a sum owed is never corrected quietly, and that is what makes the console hold up between you and your contractor.

CONTRACTOR	ROLE	RATE	QUANTITY	AMOUNT	STATUS	
Awa Cissé Adaptation épisode 24	Adaptateur	12 000 XOF	auto	504 000 XOF	approved delivery	Reopen
Title of the assigned project		Working folder				
Adaptation épisode 24		https://drive.example.ci/fb24			Save	Open
Instructions Bible de série jointe. Tutoiement entre Samara et Finn.						
Nadia Traoré Voix Samara — épisode 24	Comédien voix	350 XOF	214	74 900 XOF	done delivery	Approve
Title of the assigned project		Working folder				
Voix Samara — épisode 24		https://drive.google.com/...			Save	
Instructions						
Serge Boni	Mixeur	7 500 XOF	auto	—	in progress	Approve Delete
Title of the assigned project		Working folder				
FATED BRIDE — épisode 24		https://drive.google.com/...			Save	
Instructions						

The assignment table: approved, completed, in progress — with the Approve and Reopen buttons.

02 Generate the contractor's invoice

The invoice is built **from the approved work**: nothing to retype, nothing to recount. Each line points back to the assignment that justifies it.

Generate an invoice

Contractor

Awa Cissé

Pull in approved work

Only approved projects that are not already invoiced are pulled in.

The form that generates an invoice from a contractor's approved work.

03 Track the invoices

Submitted, paid, rejected — and the **reason** for a rejection stays attached to the invoice. A rejection with no written reason gets re-argued by phone, and nobody remembers the same thing.

Invoices					
NUMBER	CONTRACTOR	AMOUNT	STATUS	ISSUED	DUE DATE
F-2026-041	Awa Cissé	504 000 XOF	paid	—	—
F-2026-046	Nadia Traoré	611 600 XOF	submitted	—	—
F-2026-047	Serge Boni	450 000 XOF	rejected reason	—	—

The number is assigned on submission, and kept if the invoice is rejected then resent: an accounting sequence must have no gaps. The **due date** runs from submission, using the terms agreed with the contractor (30 days by default, editable in the Contractors tab). An invoice rejected then corrected starts a fresh period.

The contractor invoice list, with each state and the reason for a rejection.

Read the dashboard

Knowing what the studio earned, what it owes, and which project actually pays.

5 minutes

01 Choose the period

Week, month, year, or since the beginning. Revenue, costs and contractor accounts follow this choice; **deadlines do not** — they look ahead.

An all-time figure says nothing about the current financial year, and still passes for a result.

Period

since the start

Revenue, costs and contractor accounts follow this choice. Due dates do not: they look ahead.

The dashboard period selector.

02 Read the overview

Billed and **collected** are deliberately separate: an issued invoice is not cash. On the right, what you still owe contractors, and what you have already paid them.

Overview				
BILLED TO CLIENTS 4 260 000 XOF collected 2 960 000 XOF	STILL TO COLLECT 1 300 000 XOF	TOTAL COSTS 2 874 500 XOF of which fixed 480 000 XOF	PROFIT 1 385 500 XOF	OWED TO CONTRACTORS 578 900 XOF already paid 1 815 600 XOF

"Billed" and "collected" are deliberately kept apart: an issued invoice is not cash.

The five indicators: invoiced, still to collect, costs, result, owed to contractors.

03 Watch the deadlines

Thirty days ahead, plus what has already gone by. **Lateness is measured on delivery**, not on your approval: work delivered on time that you have not yet approved accuses nobody.

Due within 30 days 3 1 en retard

What is coming, and what is already past. **Lateness is measured on delivery**, not on your approval: a project handed in on time that you have not yet approved blames nobody.

DUE DATE	PROJECT	CONTRACTOR	ROLE	STATUS	DELIVERY
09/08/2026 2 j de retard	FATED BRIDE — épisode 24	Serge Boni	Mixeur	in progress	nothing delivered
12/08/2026 1 j	FATED BRIDE — épisode 24	Nadia Traoré	Comédien voix	done	open
17/08/2026 6 j	FATED BRIDE — épisode 23	Awa Cissé	Adaptateur	in progress	nothing delivered

The thirty-day deadlines, one of them late, with each state and delivery.

04 See what each project earned

Revenue, direct costs, gross margin, then fixed costs allocated — **pro rata by minutes**, pro rata by cost, or not at all. That choice is not neutral: the same project swings from profitable to loss-making depending on the method.

By project

Allocation of fixed costs

pro rata by programme minutes

This choice is not neutral: the same project can go from profitable to loss-making depending on the method.

PROJECT	MINUTES	REVENUE	DIRECT COSTS	GROSS MARGIN	ALLOCATED COSTS	NET MARGIN
FATED BRIDE — épisode 24 FB-24	42	1 420 000 XOF	893 900 XOF	526 100 XOF	168 000 XOF	358 100 XOF
FATED BRIDE — épisode 23 FB-23	41	1 420 000 XOF	861 000 XOF	559 000 XOF	164 000 XOF	395 000 XOF
LE PRIX DU SILENCE — bande-annonce PS-BA	3	1 420 000 XOF	639 600 XOF	780 400 XOF	12 000 XOF	768 400 XOF

The per-project table: minutes, revenue, direct costs, gross margin, allocated costs, net margin.

Record revenue and costs

What the client pays, what the studio spends. Without both, the dashboard says nothing.

5 minutes

01 Invoice a client

A project, a client, an amount, an issue date. The invoice stays **issued** until you mark it **collected**: that is what separates, on the dashboard, what is billed from what is in the bank.

Bill a client

Project

Client

Amount

Issue date

FATED BRIDE — épisode 24

Nollywood TV

jj/mm/aaaa

Save

PROJECT	CLIENT	AMOUNT	STATUS	
FATED BRIDE — épisode 23	Nollywood Global	1 420 000 XOF	paid	09/08/2026
FATED BRIDE — épisode 24	Nollywood Global	1 420 000 XOF	submitted	Collected

The client invoicing form and the list of issued invoices.

02 Enter an expense

Supplier, label, amount, category — and **the project, if the expense belongs to one**. An expense attached to a project counts in its direct costs; with no project, it stays a studio overhead.

Project expense

Supplier

Label

Amount

Date

Category

Project

jj/mm/aaaa

SALAIRE

— none —

Save

DATE	SUPPLIER	LABEL	PROJECT	AMOUNT	
30/07/2026	Studio Sonor	Location cabine — 2 jours	FATED BRIDE — épisode 24	180 000 XOF	approved
07/08/2026	Transport comédiens	Navettes plateau	FATED BRIDE — épisode 24	96 000 XOF	To review

Entering an expense, and the expense list with one awaiting review.

03 Import a supplier invoice

Drop in the PDF or the photo: the document is read and the expense created **pending review**. It **counts in no total** until you have approved it.

That is deliberate: automatic reading sometimes misreads a digit, and a wrong cost travels all the way to the project's margin. A visible queue beats a silently wrong total.

Import a supplier invoice

Attach the PDF or photo: the document is read automatically and the expense is created **awaiting review**. It counts towards no total until you have approved it.

Document

Project

Choisir un fichier

Aucun fichier choisi

— none —

Read the invoice

Importing a supplier invoice: the document, the project, and the read button.

04 Set the fixed costs

Rent, subscriptions, salaries: what runs over a **period**, not over a project. These are the amounts the dashboard then allocates across projects — pro rata by minutes, by cost, or not at all.

Fixed costs

Label

Category

Amount

Start

End

Loyer juillet

SALAIRE

jj/mm/aaaa

jj/mm/aaaa

Save

PERIOD	LABEL	CATEGORY	AMOUNT
01/07/2026 → 31/07/2026	Loyer du studio	LOYER	350 000 XOF
01/07/2026 → 31/07/2026	Abonnements logiciels	LICENCE	130 000 XOF

These costs belong to no project; the dashboard allocates them, using the method you choose there.

Entering fixed costs, and their list, period by period.

Set the rates for each role

Set once what each role costs, so it never has to be retyped per project.

3 minutes

01 Create a role

The **name is yours** — “Sound engineer” if that is what you call it. The **category**, however, is picked from six: it is what lets the dashboard state what adaptation costs, whatever name you gave it.

Paid by decides the maths: the *programme minute* for almost every role, the *line* for voice actors, the *flat fee* when the work counts in neither.

Add a role

Role name: Ingénieur du son

Mapped to: adaptation

Paid per: programme minute

Default rate: —

+ Create the role

The name is yours. The mapping, however, is chosen from six categories: it is what lets the dashboard compare what each post costs, whatever name you give it.

Creating a role: name, category, pay basis and default rate.

02 Adjust the rates

These rates are the **defaults** for every assignment: they can still be changed project by project without touching the role. Renaming a role does not change its category, so it does not disturb the dashboard’s comparisons.

Studio roles

Rename them to match your practice and set your rates. They serve as defaults for every project.

ROLE	MAPPED TO	PAID PER	DEFAULT RATE	
Adaptateur	ADAPTATION	programme minute	12000	Save
Directeur artistique	DIRECTION	programme minute	9000	Save
Comédien voix	VOICE	programme minute	350	Save
Mixeur	MIX	programme minute	7500	Save

The studio's role list: editable name, category, basis and rate.

Connect the studio and track licences

Stop retyping episodes, and know where the licence pool stands.

4 minutes

01 Connect the production studio

Episodes are created in the studio; they are **pulled in here** instead of being retyped. A **read-only** account is enough: this link never changes anything on the production side.

The password is **encrypted and never shown again**, not even here. If the application key changes, the console says so and asks for it again rather than failing silently on every read.

Studio connected
Episodes are created in the studio; they are pulled in here instead of being retyped. A **read-only** account is enough — this link never changes anything on the production side.

Studio address

https://dub.exemple.ci

Account

lecture

Password

inchangé si laissé vide

The password is encrypted and never shown again, not even here.

Replace the link

Check

Disconnect

· dernière lecture 10/08/2026

The connector form: studio address, read-only account and password.

02 Read the licence pool

How many licences are sold, which are nearing expiry, which are saturated. **Nothing is copied here**: the pool is read on demand from the licence server, which stays the only source.

“Saturated” is not a fault: it is a client who needs more seats. “No activity” announces a non-renewal. Better learned before the expiry date than after.

Licence estate 2

2
ACTIVES

1
À RENOUELER SOUS 60 J

0
EXPIRÉES

1
SIÈGES SATURÉS

4 / 5
SIÈGES UTILISÉS

0
SANS ACTIVITÉ 90 J

“Full” is not a fault: it is a client who needs more seats. “Inactive” announces a non-renewal — better learned before the renewal date than after.

LICENCE	CLIENT	PLAN	SEATS	DUE DATE	LAST ACTIVITY
AXH-2026-0041	contact@bakoupost.ci	Studio	3 / 3 full active (96 j)		2 j
AXH-2026-0052	studio@kalao.ci	Solo	1 / 2 up for renewal (12 j)		41 j

The licence pool: active, to renew, saturated seats, and the per-licence detail.

Keep a bible across a whole series

Whoever runs a long series, where the same names and choices must come back identical.

15 minutes to set up, then a few minutes per episode

01 Load the episodes

Choose the .srt files takes several episodes at once. The dashboard then shows the **status of each episode**: what is adapted and what is not.

1. Import the SRTs

Choose the .srt files

Picking the series' .srt files, all in one go.

02 Have the story analysed

Analyse the story collects proper nouns, recurring terms and adaptation choices, and files them in the series bible.

This step calls the AI, so it uses your own access and budget.

2. Character bible

🔮 Analyser l'histoire

sample: 3 first episodes

The Analyse the story button and the number of episodes used as a sample.

03 Propagate across the series

Assign all episodes applies the bible to the whole run. That is what stops a character being addressed informally in episode 12 and formally in episode 40.

3. Attribution & export

📁 Assign every episode

📦 Export everything (DetX + TXT .zip)

📄 SRT VOIX (.zip)

👉 split

The Assign all episodes button, next to the series exports.

04 Export the batch

Export everything produces a .zip with the series' DetX and TXT files. **SRT VOIX** exports the batch meant for recording.

📦 Export everything (DetX + TXT .zip)

📄 SRT VOIX (.zip)

The batch exports: DetX and TXT as a .zip, and the VOICE SRTs.

Transcribe an episode with no script

A programme arrives with no text, or with a script that no longer matches the cut.

5 minutes of setup, then the wait

01 Point at the source

Transcription works on the **audio**, not the picture. Paste the media address, or pick it under **Médias**. An audio-only file is enough, and faster than a whole video.

AUDIO URL TO TRANSCRIBE (MP3 RECOMMENDED — LIGHT)

<https://exemple.com/episode-44.mp3>

ou 📁 FICHIER LOCAL

The address field for the audio to transcribe, and the local file button.

02 Pick the language, or don't

Auto-detect is the recommended setting, and genuinely so: on audio mixing two languages (Wolof and French in the same scene) it often beats forcing one.

Forcing a language only helps when detection gets it wrong, which happens on very short programmes.

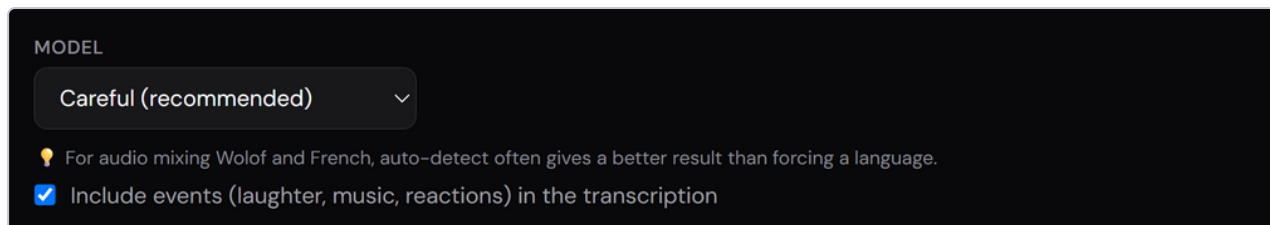
LANGUAGE

🔊 Auto-detect (recommended)

The Language menu, on automatic detection.

03 Set the level and the events

Careful is slower and more accurate; **Standard** is enough for a first pass. The **Include events** box adds laughter, music and reactions, useful in dubbing, where they take real space on the band.

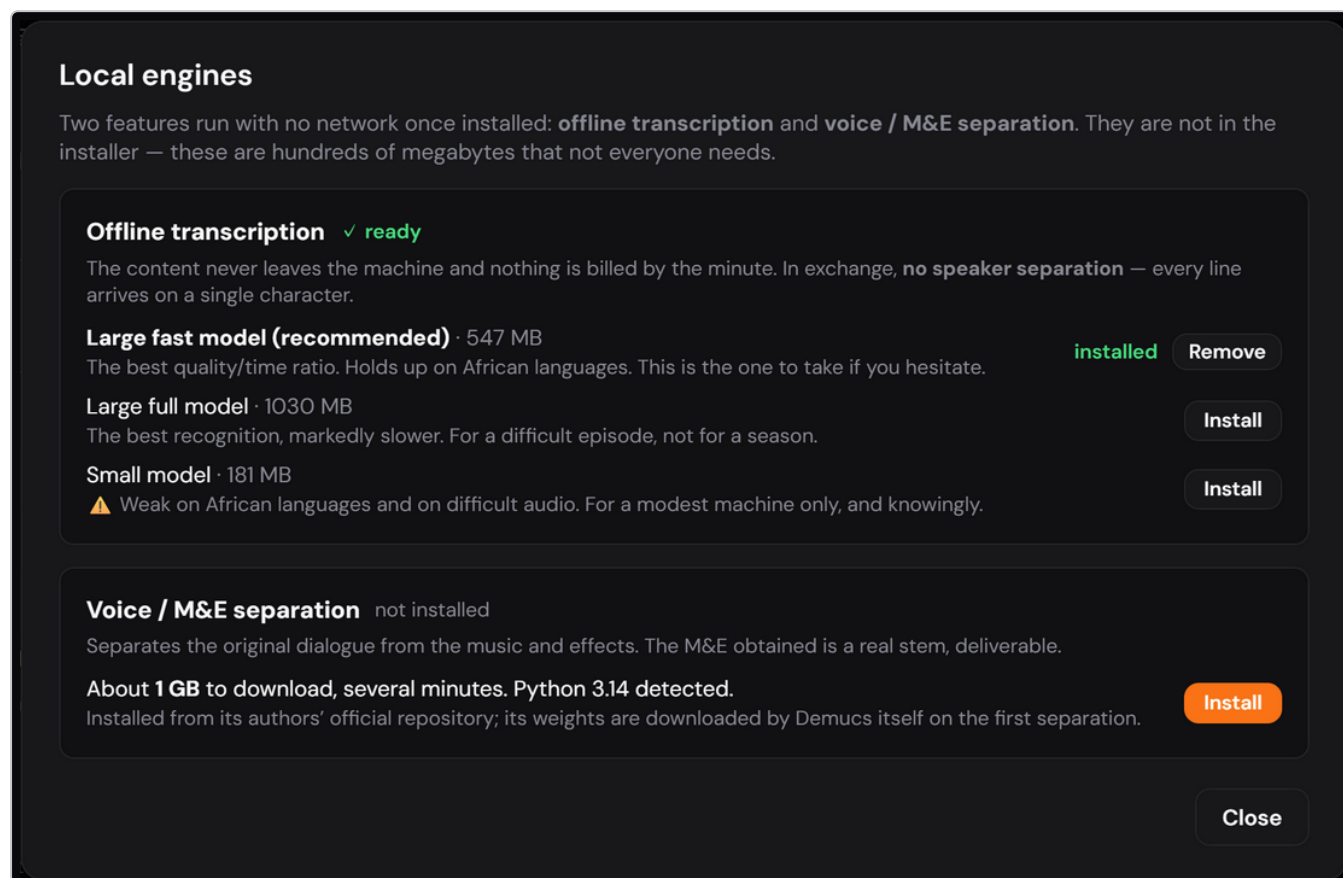


The model choice, Careful or Standard, and the events checkbox.

04 Work with no network

An **offline engine** installs from **Moteurs locaux**, in one click. The content no longer leaves the machine and nothing is billed by the minute: that is what an embargoed programme, a confidentiality clause, or a booth with no connection calls for.

In exchange, **no speaker separation**: every line arrives on a single character, to be split afterwards. And it is the machine's processor doing the work — expect longer than the programme's own duration.



The Moteurs locaux window: offline transcription and voice / M&E separation, to install on the machine.

05 Start it, and let it run

The screen names the current phase and the elapsed time, and estimates what remains from your previous runs. You can interrupt at any point.

Transcription
Transcribe from a URL, a hosted file, or a fichier local (audio of any kind — mp3, wav, m4a, aac, ogg, flac, opus... — or video). Watch the video (MP4) to make corrections.

Where does the text come from?

I have no text
Have it written from the audio or video

I have a script
SRT, VTT, DetX, TTAL, TTML, TXT, Excel

I already have a transcription
Paste a result in JSON format

AUDIO URL TO TRANSCRIBE (MP3 RECOMMENDED — LIGHT)
https://example.com/episode-44.mp3 ou FICHIER LOCAL

VIDEO URL FOR THE PLAYER (MP4 — OPTIONAL)
https://example.com/episode-44.mp4 Charger Local video Waves

⚡ Slow connection? Download the video once, then open it as a Local video: instant playback and scrubbing, with no network.

💡 Put the MP3 in the Audio field (fast transcription) and the MP4 in the Video field (to see who is speaking). The two are synchronised by timestamp. If you only have a video, put it in the Audio field.

MODEL
Careful (recommended)

LANGUAGE
Auto-detect (recommended)

⚡ For audio mixing Wolof and French, auto-detect often gives a better result than forcing a language.

☒ Include events (laughter, music, reactions) in the transcription

Transcribe Diagnostic

• Diagnostics and raw response

The transcription screen: source, language and fidelity before starting the job.

06 Collect the text

The lines arrive **timecoded** in the script, ready to adapt. That is the starting point for everything else: detection, the band, the voices.

TC	CHARACTER	TEXTE	ACTIONS
▶ 0:00.40 0:05.40 5.00s	SAMARA	The night before my mating ceremony, my twin sister took my partner's bed.	↑ ↓ ↺ ↻ 🔍 🗑
+ Insérer ici			
▶ 0:06.10 0:08.20 2.10s	FINN	You knew. You always knew.	↑ ↓ ↺ ↻ 🔍 🗑
+ Insérer ici			
▶ 0:08.90 0:12.40 3.50s	SAMARA	Now she can marry that monster in my place.	↑ ↓ ↺ ↻ 🔍 🗑
+ Insérer ici			
▶ 0:13.20 0:16.00 2.80s	ALARIC	Nobody asked you anything.	↑ ↓ ↺ ↻ 🔍 🗑
+ Insérer ici			
▶ 0:17.00 0:20.60 3.60s	SIENNA	He looked broken, as if he had not slept.	↑ ↓ ↺ ↻ 🔍 🗑
+ Insérer ici			
▶ 0:21.40 0:24.00 2.60s	SAMARA	Maybe. I do not know any more.	↑ ↓ ↺ ↻ 🔍 🗑
+ Insérer ici			

The transcribed lines, timecoded and assigned to their character, in the script editor.

Export what the client expects

The end of the chain: every recipient expects a different format.

2 minutes

01 Pick the right format

DetX goes to the booth. **SRT** and **VTT** go to subtitling. **TXT** is for proofreading on paper, still the fastest medium for client sign-off.

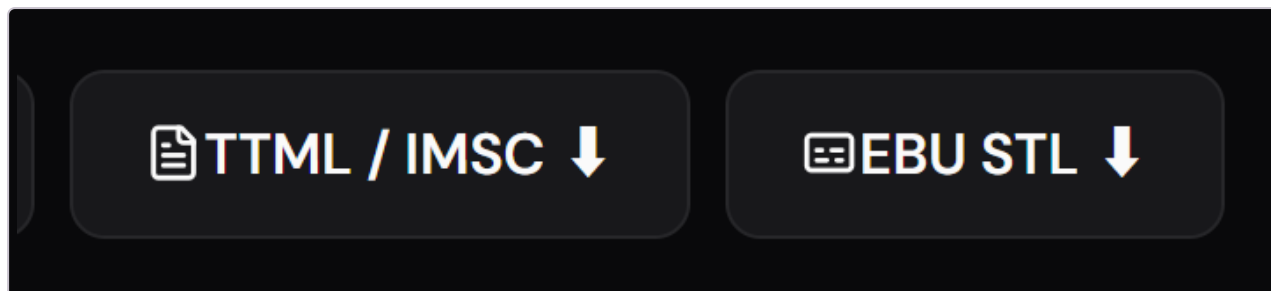
DetX (traduit) DetX (original) SRT (traduit) SRT (original) VTT TXT TTML / IMSC ↓ EBU STL ↓

The export formats: DetX, SRT, VTT, TXT, TTML and EBU STL.

02 Export in the broadcasters' formats

EBU STL for European channels, with the French teletext conventions — an export that went through CANAL+'s own check. **TTML** for the platforms, switching to **IMSC** when the language requires it.

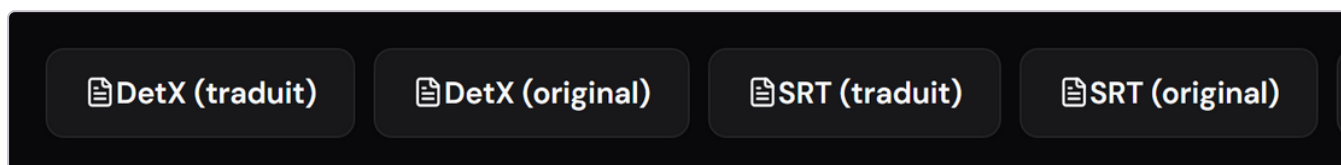
Duration and reading-rate constraints are **checked and reported**, never silently fixed: a subtitle that runs too fast shows up in the report, and you decide what gets cut.



The TTML / IMSC and EBU STL exports, next to the everyday formats.

03 Original or adapted

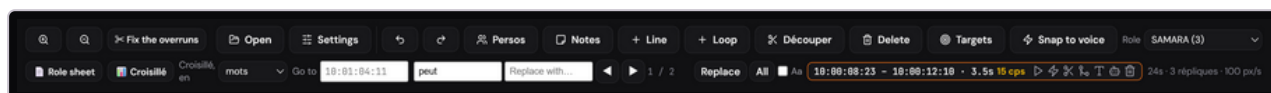
DetX and SRT export in **both versions**. Clients often ask for both: one to check against, one to work from.



DetX and SRT, each in an adapted and an original version.

04 Export a single role's band

For an actor in a home studio, the **role sheet** gives their lines in film order, timecoded, with the word count, useful when they are paid by the line.



The Role menu and the Role sheet button, in the rythmo band.

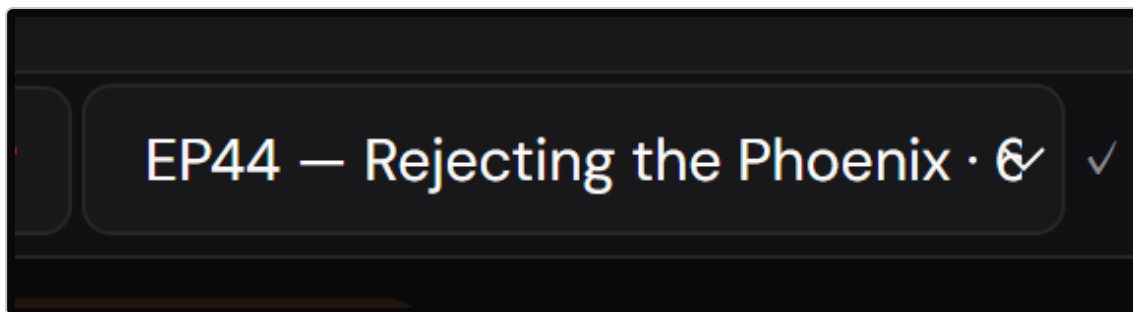
Check an episode before sending it

The file is ready. You want to know what the client's QC will find, before they do.

2 minutes per episode

01 Open the episode's project

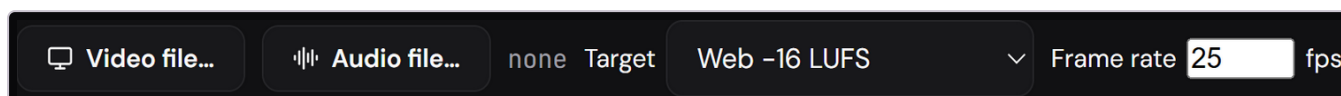
The script is the reference: without it you can measure levels, but neither completeness nor synchronisation. AxeHo says so rather than silently skipping the checks.



The menu that opens an already saved project.

02 Point at the deliverable

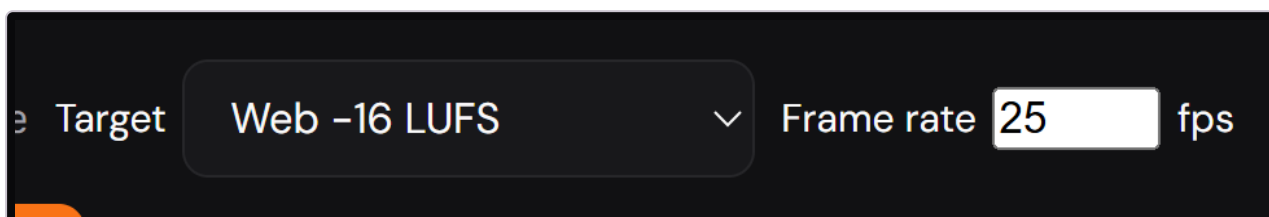
The video render, the mix, or a disputed stem. The check accepts picture as readily as audio, the video file is precisely what nothing used to verify.



Choosing the file to check, video or audio.

03 Choose the target and the frame rate

The loudness target depends on the broadcaster. The frame rate expresses the sync tolerance in **frames**: that is the unit of the trade, a millisecond means nothing to anyone.



The loudness target and the reference frame rate.

04 Run everything

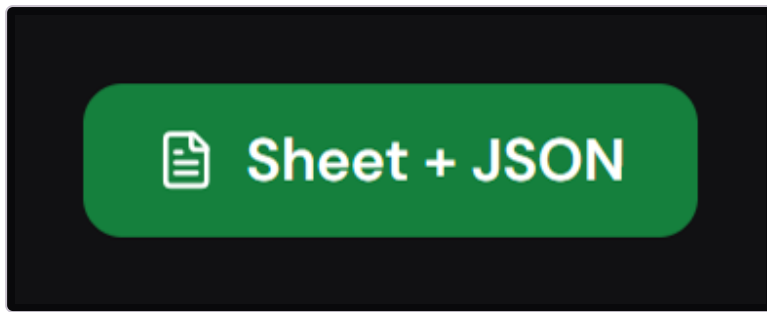
One button chains the three checks then issues the sheet. Missing lines and the most-offset lines are clickable: you go and listen to them without hunting.



The button that chains the three checks and produces the report.

05 Attach the sheet

The sheet ships with the delivery. It depends on no software: it is a document that opens anywhere and prints to PDF.



The Sheet + JSON button, which produces the document shipped with the delivery.

This tutorial online : <https://axeho.studio/en/tutorials-project-manager.html>