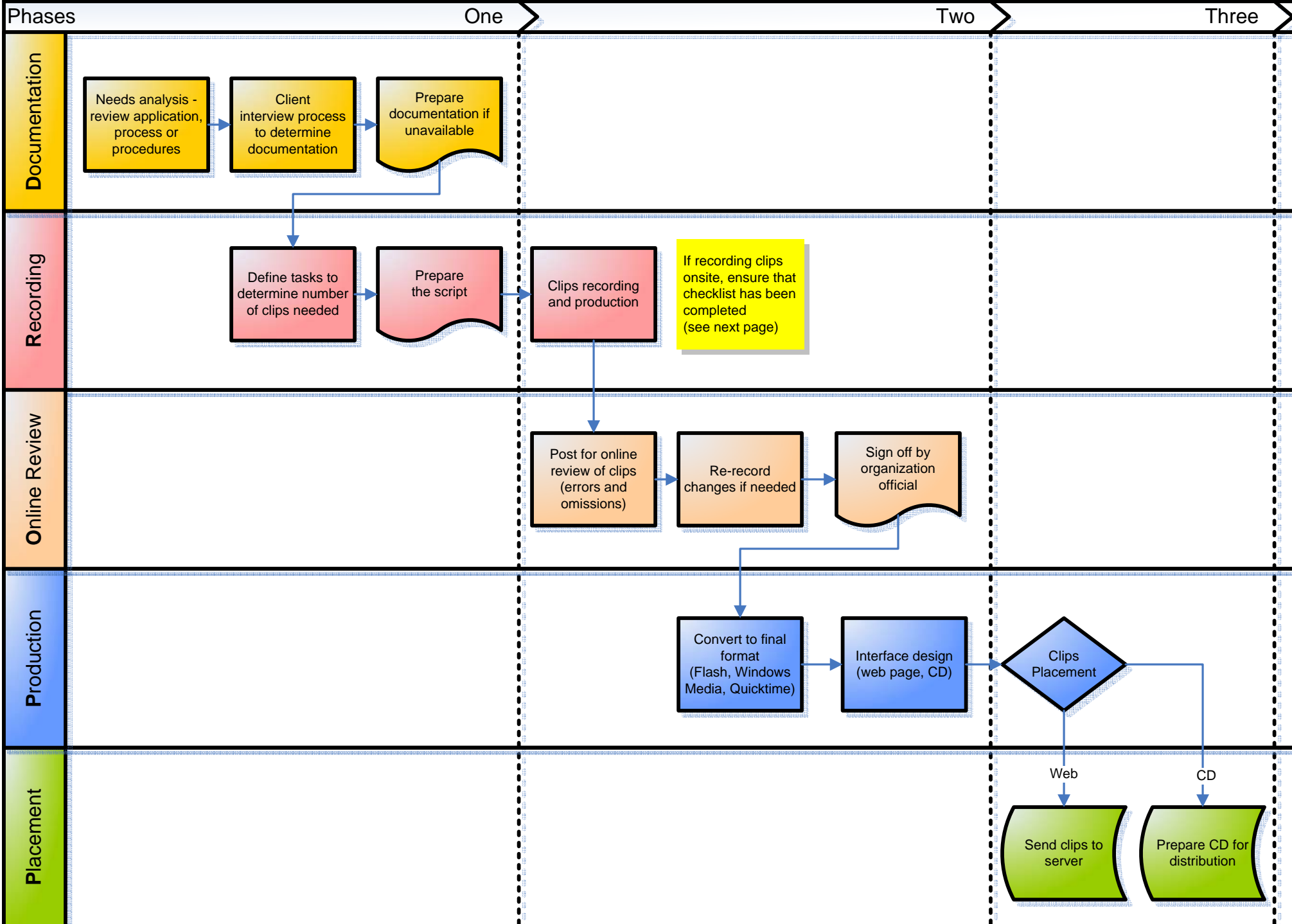


# QuickDROP Process – Five Steps to Success



## QuickClips Onsite Recording Checklist

1. Picture the process or procedure that you'd like to document for your users. Our clips may include voiceover, screen capture (live motion), static screenshots, PowerPoint slides and digital images (i.e.: picture of a printer, etc.)
2. Prepare step-by-step instructions, the type you would hand to an end-user. Your instructions will be used as a basic script for the clip.
  - *Document in Microsoft Word and include screenshots if applicable*
3. Reserve a computer for recording the clips
  - Preferably a desktop (not a laptop). Must support sound and have a USB port (all very common today)
  - Must be able to install the screen recording program (provided). May need administrator permission or assistance from the help desk.
  - Network access, log-ins and passwords – must be set-up ahead of time.
4. If this is a new application or procedure, schedule after testing and documentation are complete and application is in production.
5. Find a suitable recording area – with access to the network and to the application. It doesn't have to be an office with a door; it just has to be in a relatively quiet area with little traffic.
6. Have sample (or dummy) data ready – make sure that transactions can be recorded that represent what you'd like your users to be able to do.
7. Schedule a "pre-recording" interview with a subject-matter expert to review the steps and as a contact for questions as they arise.
8. When the clips are ready, you will be sent a link to preview the final result.
9. Obtain feedback from stakeholders. Any changes?
  - Is it an error?
  - Is it a material change, or simply a preference?
  - Can the change be done through voiceover (without re-recording)?
10. Voice over corrections can be made easily from our offices. If there are other errors, such as incorrect data, screenshots or procedures that were documented incorrectly, additional time may be needed for corrections. PLEASE CHECK carefully!