

# How to add an audio file to Hearback

1 Navigate to <https://hearback.me/event-view/>

## Events View

Pro plan

Your Timezone: UTC+8

Transcribe Languages: English Malay Bengali

Enter text to search events Search

Event Name	Event Organiser	Start Date/Time	End Date/Time	Event Text	Focus Words	QRcode	Allow Photos	Allow Qns	Turn On
02 Mentoring Report <a href="#">(12 entries, 33 mins)</a>	Test	0000-00-00 00:00:00	0000-00-00 00:00:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Best Lame Joke of the Year <a href="#">(4 entries, 6 mins)</a>	Test	2025-01-09 09:46:00	2026-01-13 09:46:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 2 Click "⚙️" for Event Configuration.

### Events View

Pro plan

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Event Name	Event Organiser	Start Date/Time	End Date/Time	Event Text	Focus Words	QRcode	Allow Photos	Allow Qns	Turn On
 02 Mentoring Report (12 entries, 33 mins)	Test	0000-00-00 00:00:00	0000-00-00 00:00:00			 Personalise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 Best Lame Joke of the Year (4 entries, 6 mins)	Test	2025-01-09 09:46:00	2026-01-13 09:46:00			 Personalise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 3 Look for the option "Add Feedback" and make sure it is turn on.

### Event Settings



#### 02 Mentoring Report by Test

Option	Description	Setting
Enable Introduction	Enable Introduction page for Hearback session	<input type="checkbox"/>
Require Name & Email	Set whether required to collect name and email for feedback	Both Optional
Default Photo	User's events to enable photo by default	<input type="checkbox"/>
Add Feedback	To allow backend adding of feedback	<input checked="" type="checkbox"/>
Rerecord Audio	To allow re-recording of audio feedback	<input checked="" type="checkbox"/>
Voice Download	To allow participant to download own voice recording	<input type="checkbox"/>
Text Input	To allow text input feedback	<input type="checkbox"/>
Storify Show	To enable Storify Show for Event	Disabled
Use Prompt	To use custom prompt	<input checked="" type="checkbox"/>

4 To save any changes to the event configuration, Click "Confirm".

<b>Process Photo</b>	To AI process what is in photo	<input type="checkbox"/>
<b>Prompt for Image Processing</b>	Custom Prompt to process each entry's image input. Turn on Process Photos above to use this prompt	<div style="border: 1px solid #ccc; height: 80px;"></div>
<b>Email Report to</b>	Report will be sent to this email (Owner will receive if empty) or multiple emails with comma	<div style="border: 1px solid #ccc; height: 40px;"></div>
<b>Footnote</b>	Footnote text that appears at the bottom of the page when collecting feedback	<div style="border: 1px solid #ccc; height: 80px;"></div>

[Confirm](#)

5 Let's go back to the event.

New Event Events View Account Logout

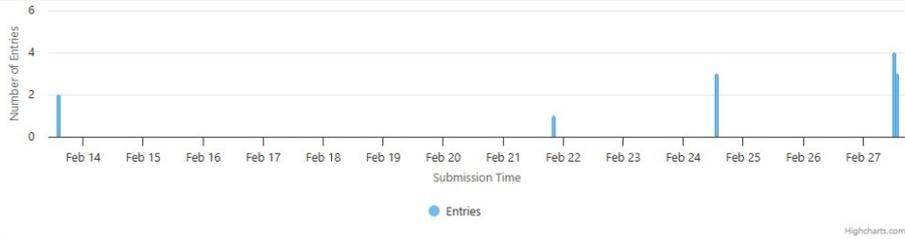
### Event Settings

 [02 Mentoring Report by Test](#)

Option	Description	Setting
Enable Introduction	Enable Introduction page for Hearback session	<input type="checkbox"/>
Require Name & Email	Set whether required to collect name and email for feedback	Both Optional
Default Photo	User's events to enable photo by default	<input type="checkbox"/>
Add Feedback	To allow backend adding of feedback	<input checked="" type="checkbox"/>
Rerecord Audio	To allow re-recording of audio feedback	<input checked="" type="checkbox"/>
Voice Download	To allow participant to download own voice recording	<input type="checkbox"/>
Text Input	To allow text input feedback	<input type="checkbox"/>

6

You will see a "+" plus sign at the corner of the table. Click the "+" to add a new feedback.



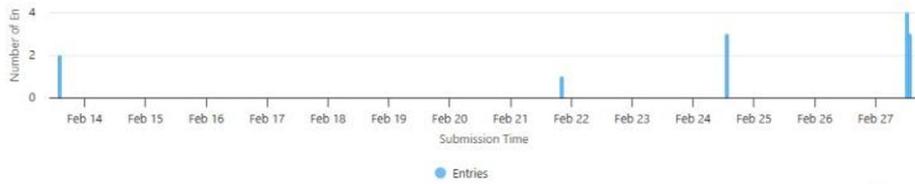
Show  
10

entries

	Submit Time (UTC+8)	Name	Email	Summary	Details
1	2025-02-27 13:46:33 <span>DEL</span>			==voice== [en] Speaker:0 Video for hearback. Today, I am going to show you how to add your audio to hearback. First, go to the event configuration, and look for the option add feedback and make sure it is turned on. For any change in configuration, click on the confirm button. Hi there. Welcome to the instructional video for HearBack. Today, I am going to show you how to add your audio to HearBack. First, go to the event configuration, and look for the option add feedback and make sure it is turned on. For any change in configuration, click on the confirm button.	<a href="#">Details</a>
2	2025-02-27 13:41:43			==voice==	<a href="#">Details</a>

7

Click on "Details" to enter the feedback details page.



Show

10

entries

	Submit Time (UTC+8)	Name	Email	Summary	Details
1	2025-02-27 14:00:18 <a href="#">DEL</a>				<a href="#">Details</a>
2	2025-02-27 13:46:33 <a href="#">DEL</a>			==voice== [en] Speaker:0 Video for hearback. Today, I am going to show you how to add your audio to hearback. First, go to the event configuration, and look for the option add feedback and make sure it is turned on. For any change in configuration, click on the confirm button. Hi there. Welcome to the instructional video for HearBack. Today, I am going to show you how to add your audio to HearBack. First, go to the event configuration, and look for the option	<a href="#">Details</a>

8

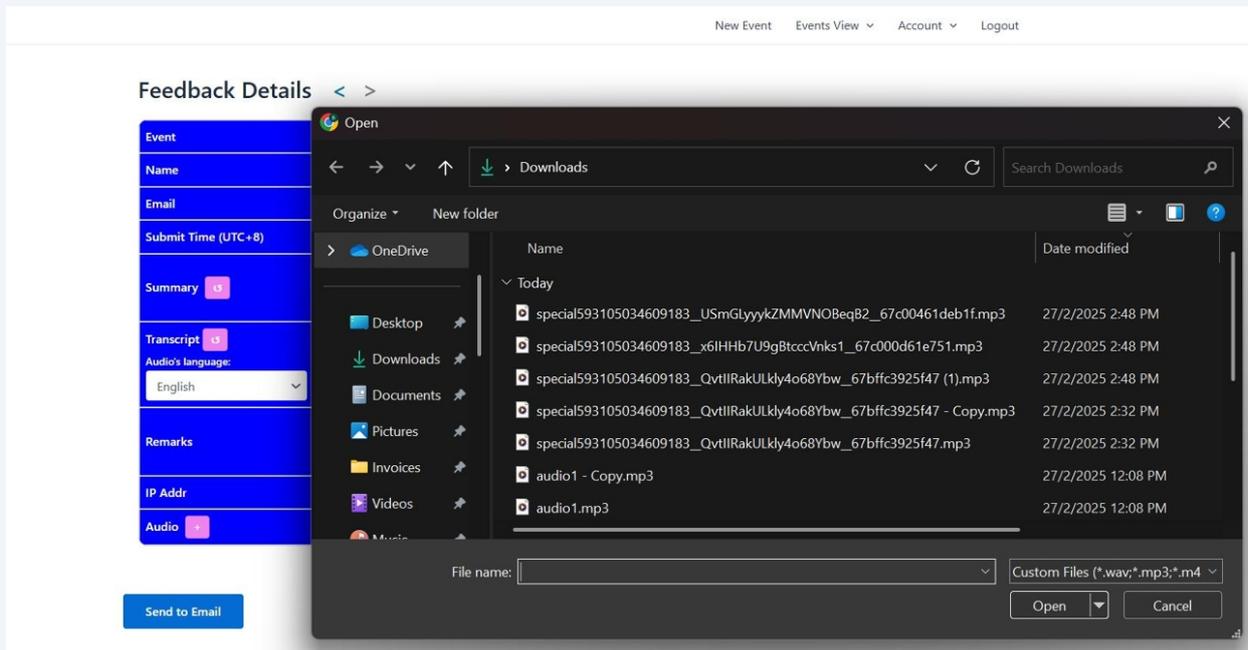
Scroll to the Audio row and Click "+" to add an audio file to the feedback.

### Feedback Details < >

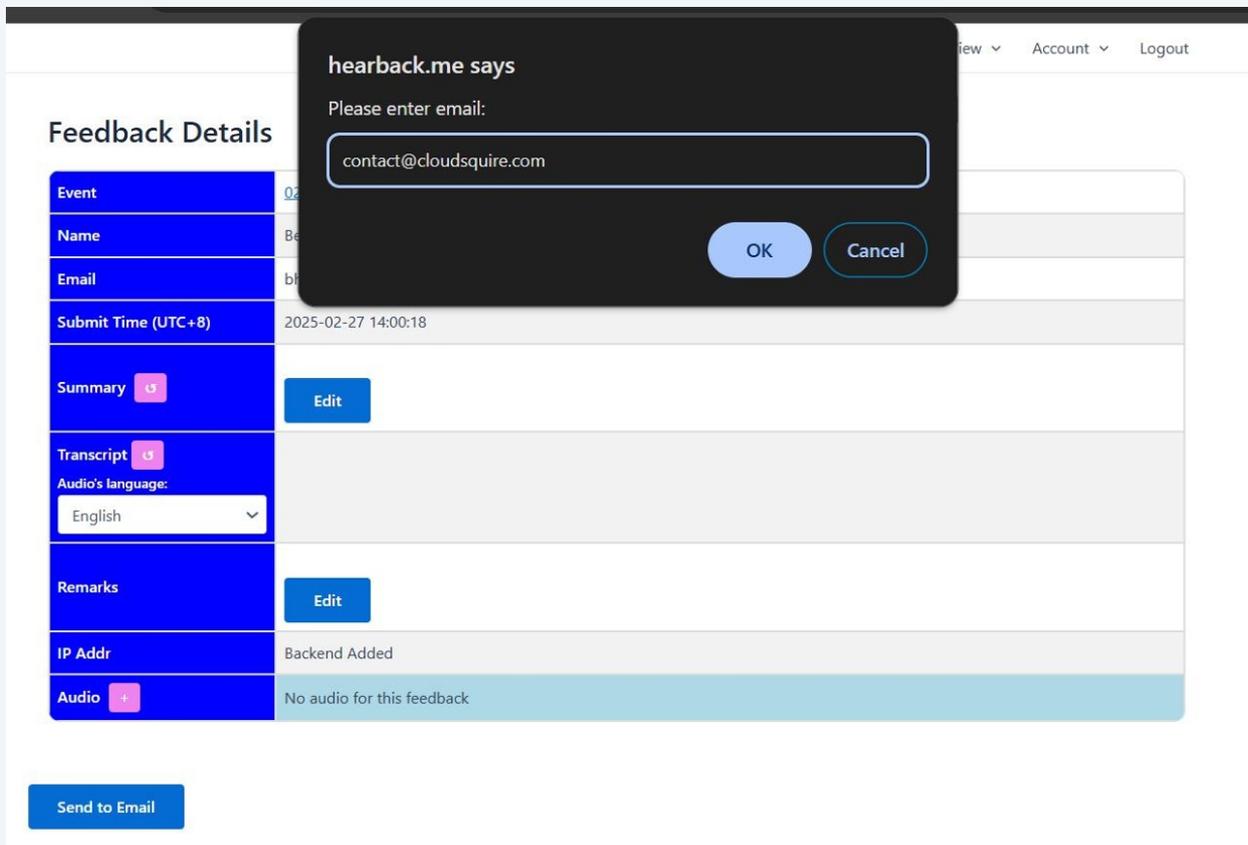
Event	02 Mentoring Report by Test
Name	
Email	
Submit Time (UTC+8)	2025-02-27 14:00:18
Summary 	<a href="#">Edit</a>
Transcript  Audio's language: <input type="text" value="English"/>	
Remarks	<a href="#">Edit</a>
IP Addr	Backend Added
Audio 	No audio for this feedback

[Send to Email](#)

9 Upload an audio file in wave or mp3 format.

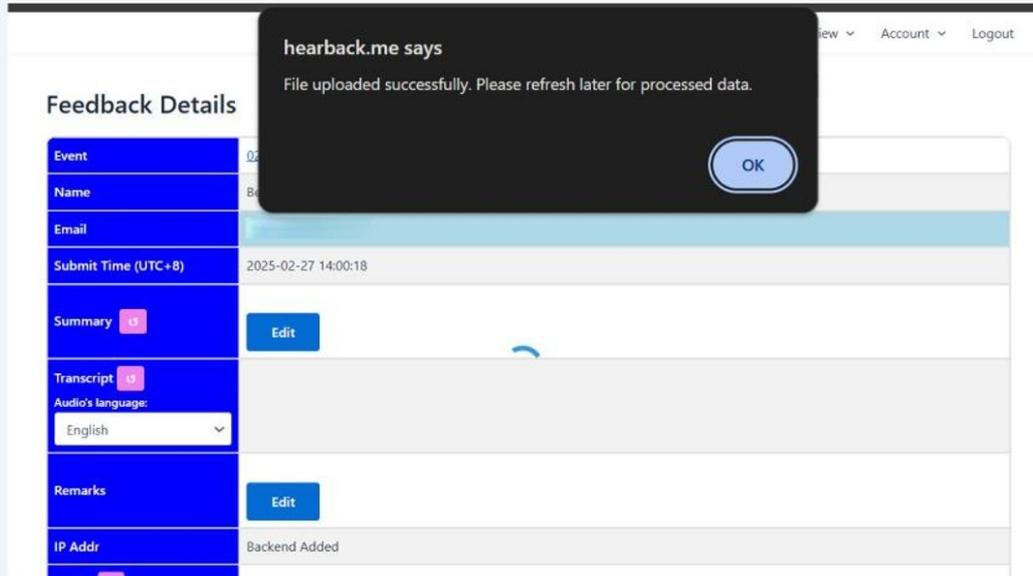


10 The system will ask you to enter the name and email for this feedback.



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Once the audio is uploaded, you will receive a message when the transcription is done.



## 12

### It will be processed according to the AI prompt set in the configuration

<b>Summary</b> 	==voice== [en] Speaker:0 Hi there. Welcome to the instructional video for HearBack. Today, I am going to show you how to add your audio to HearBack. First, go to the event configuration, and look for the option add feedback and make sure it is turned on. For any change in configuration, click on the confirm button. Let's go back to the event, and you will see a plus sign at the corner of the table. Click to add a feedback. Click on the detail to go into the feedback detail page. Scroll down to click the plus sign next to the audio to upload an audio file in WAV or m p three format. The system will prompt you to enter the name and the email address for this feedback. Once the audio is uploaded, you will receive a message. When the transcription is done, it will be processed according to the AI prompt set in the configuration, and the transcript will appear in the transcript box. That's all for adding your own audio to HearBack. I hope you find this useful, and thank you for your attention. Hi there. Welcome to the instructional video for Hearback. 
<b>Transcript</b>  Audio's language: <input type="text" value="English"/>	==voice== [en] Speaker:0 Hi there. Welcome to the instructional video for HearBack. Today, I am going to show you how to add your audio to HearBack. First, go to the event configuration, and look for the option add feedback and make sure it is turned on. For any change in configuration, click on the confirm button. Let's go back to the event, and you will see a plus sign at the corner of the table. Click to add a feedback. Click on the detail to go into the feedback detail page. Scroll down to click the plus sign next to the audio to upload an audio file in WAV or m p three format. The system will prompt you to enter the name and the email address for this feedback. Once the audio is uploaded, you will receive a message. When the transcription is done, it will be processed according to the AI prompt set in the configuration, and the transcript will appear in the transcript box. That's all for adding your own audio to HearBack. I hope you find this useful, and thank you for your attention. Hi there. Welcome to the instructional video for Hearback.
<b>Remarks</b>	
<b>IP Addr</b>	Backend Added
<b>Audio</b>	