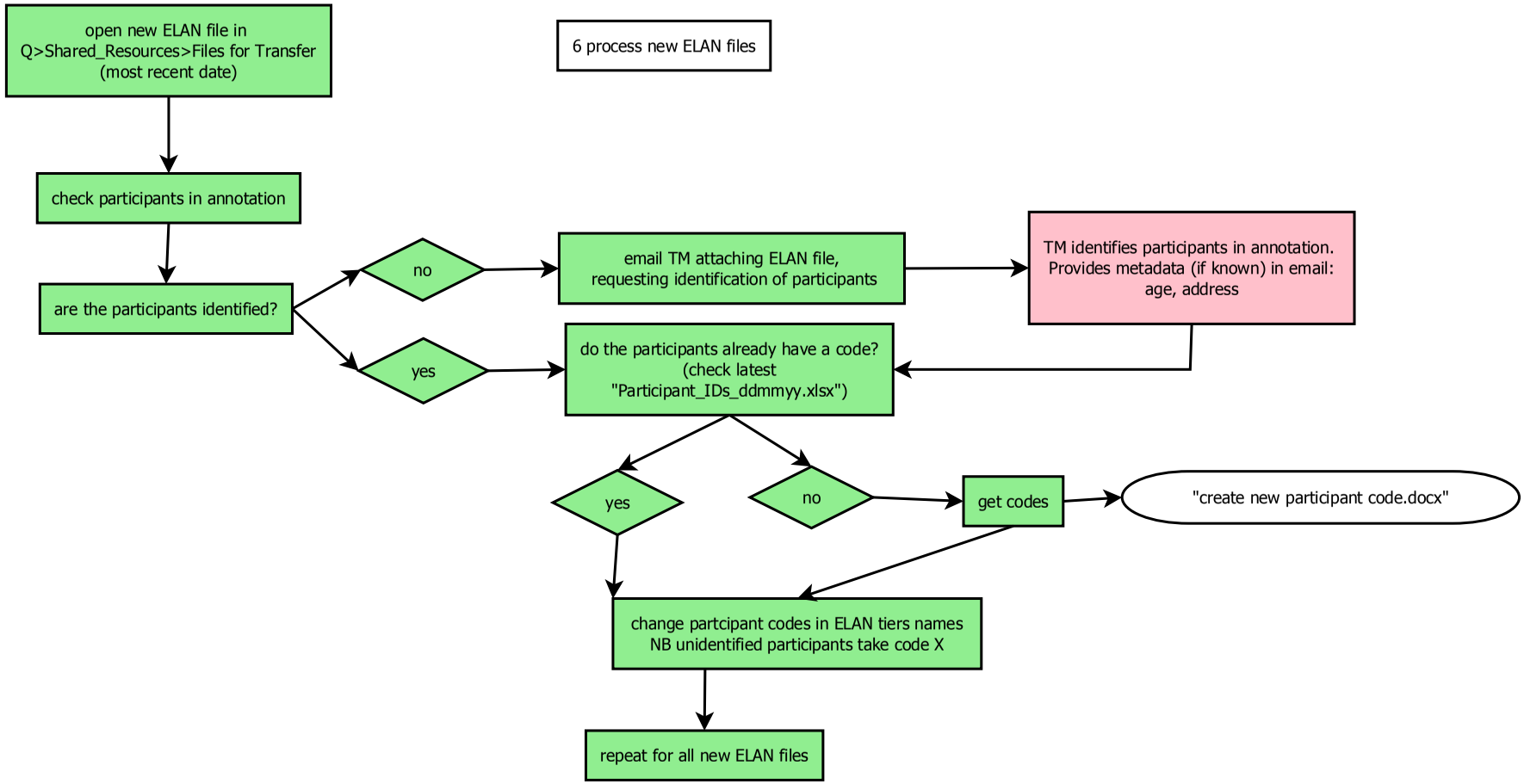
6 process new ELAN files
open new ELAN file in Q>Shared_Resources>Files for Transfer (most recent date)
check participants in annotation
are the participants identified?
no
yes
email TM attaching ELAN file, requesting identification of participants
TM identifies participants in annotation. Provides metadata (if known) in email: age, address
do the participants already have a code? (check latest "Participant_IDs_ddmmyy.xlsx")
yes
no
get codes
"create new participant code.docx"
change partcipant codes in ELAN tiers names NB unidentified participants take code X
repeat for all new ELAN files