



# PC Dictation DigiDictate-IP

1 Start the **DigiDictate-IP** application by double-clicking the icon on your desktop.

Enter your unique User ID and tab to the next field.

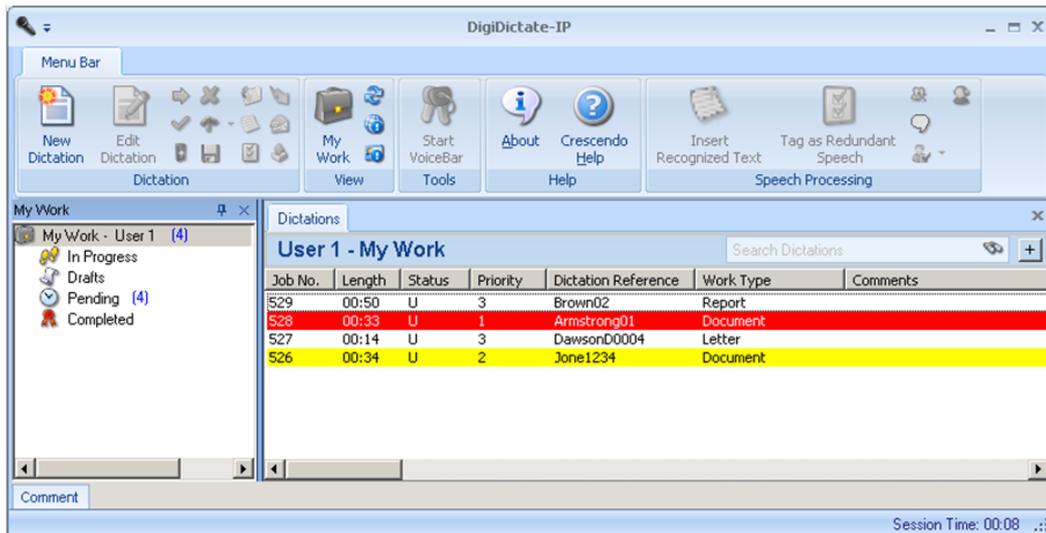
User ID:

Type in your password and press **Enter** or click **OK**.

Password:



2 **Main Window.** Once logged into **DigiDictate-IP** you are presented with a listing of your work.



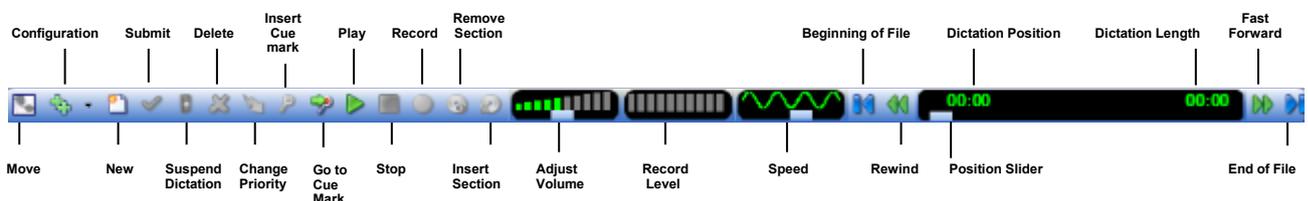
To start a new dictation click the **New Dictation** button on the tool bar or press **EOL/NEW** on your recording device.

A new dictation dialogue box will appear on screen. Enter the required information, press **OK** to create the dictation on your screen and choose one of the following actions;

- a Record the dictation straight away by pressing and holding the record button whilst dictating clearly. If you want to stop at any time release the record button, to correct a mistake rewind, press play until you reach the mistake and **overwrite** it by pressing and holding the record button.
- b Press the suspend button and store it in your **In Progress** folder to return to at a more convenient time.

3 **Dictation Sign Off.** Once you are happy with your dictation, you can sign it off by clicking the **Submit** button on the screen or by pressing the **EOL/NEW** button on your recording device. The dictation will now be sent to the relevant transcriptionist(s).

4 **Voice Band.** All dictation functions can also be actioned using the Voice Band (*see below*).



**Dictation Status.** Each dictation will have a status assigned to it to help you identify the progress in the system. The status determines who has access and control over the dictation to ensure that nothing can be missed or duplicated.

STATUS	JOB AVAILABILITY
D: Dictation in progress (Current dictation)	Author only
U: Untyped (Submitted for transcription)	Author and Transcriptionist
I: Incomplete (Not sent for transcription)	Author (and Transcriptionist with privileges)
B: Busy (Transcription in progress)	Transcriptionist only
R: Reserved (Transcription paused)	Transcriptionist only
F: Finished (Transcription complete)	Author and Transcriptionist (Listen Only)

### ADDITIONAL FUNCTIONS



**Suspend.** Click the **Suspend** button if you are not in a position to finish your current dictation. Suspending a dictation assigns the status **I** and allows you to return to it at any time to edit and complete.



**Edit Dictation.** **U** and **I** status dictations can be edited at any time, by highlighting the dictation and pressing the **Edit Dictation** button or by double clicking on the dictation.



**Delete.** To delete an unwanted dictation, highlight the dictation, press the **Delete Dictation** button and confirm your action. (Note: **B, R & F** status dictations cannot be deleted).



**Change Route.** Highlight the dictation and press the **Change Route** button. Select the required route from the drop down list that appears. You can also drag and drop dictations to different locations using the "My Work" pane (see below).



**Comments.** Comments can be added to a **D** status dictation to provide additional on-screen information. Select **Comments** from the Dictation menu or click the icon on the toolbar. Once you have entered your comments, click the **Save** icon to return to the main window.



**Prioritise.** By default all dictations enter the system as low priority (3). Click the **Priority** button to toggle the priority to 1, 2, & 3 as required.



**E-mail.** Select the dictation and press the **Envelope** icon. Your default e-mail application will open with a copy of the dictation attached. Select the recipient and send the e-mail.



**Locate.** To locate a dictation, enter all or part of the information you know about the dictation in the **Search Dictations** text box and click on the **Binoculars** icon.

Likewise, you can use advanced search options by clicking the   **double down-arrow** button located next to the **Binoculars** icon.

This will open the Advanced Search window. This window allows you to use multiple filters to help you locate specific dictations. Once you have entered the required search criteria, click the **Binoculars** icon to perform the search.



**My Work.** To have a tree-view of your work press the **My Work** button. A "My Work" pane will appear on the left hand side of the screen, which shows you a tree-view of your work (comprised of **In Progress**, **Drafts** and **Completed** folders), and a tree-view of the **Pending** (untyped) dictations available in the routing groups to which you have access.

To organise your work, click on a dictation from the main window and drag into the desired folder under the "My Work" pane, furthermore, you can customise the appearance of the main window by clicking on toolbars and columns and dragging them to their desired location.

## Any Questions?

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or call the helpdesk on 01932 789433