CRESCENDO

Voice Playback
DigiPlayer-*IP*

QUICKSTART

1 **Start** the **DigiPlayer-*IP*** application by double-clicking on the icon on your desktop.
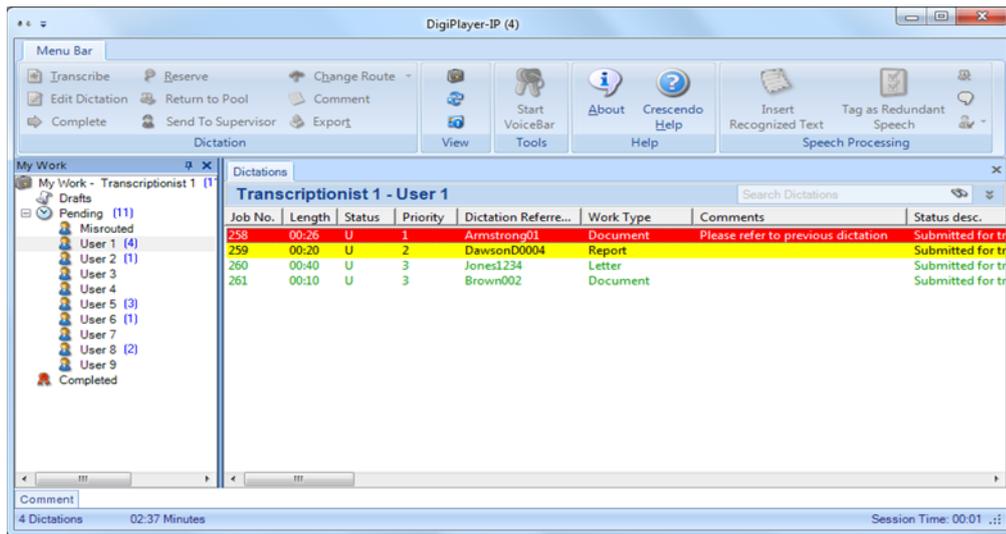
Enter your unique User ID and tab to the next field.

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

User ID:

Password:

DigiPlayer-IP

2 **Main Window.** Once logged into **Digi**Player-*IP* you are presented with a listing of work available to you.

3 **Dictation.** To transcribe a dictation, highlight the required job and click the **Transcribe** button, or double click on the job. This will lock the file, making it unavailable to other transcriptionists, and change it to a "B" status. Once you have locked on to a job, your work list will minimise allowing you to open your Word Processor.
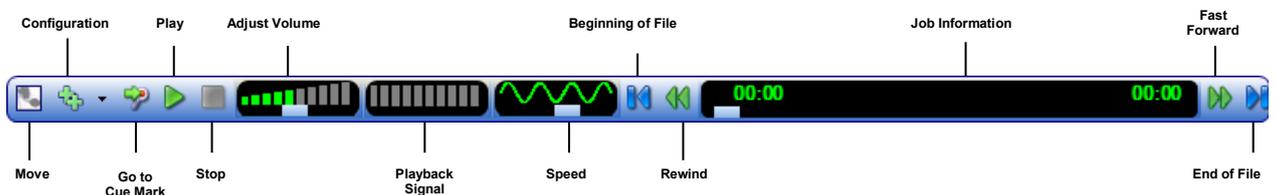
Using the foot pedal you can RW, PLAY & FF the dictation as you would with a tape based system.

4 **Complete Dictation.** At the end of playback you will hear a "Double Beep" indicating the end of file has been reached, at this point the dictation can be signed off using the prompt message that has appeared on screen. Select **Yes** to complete the job or **No** to review the dictation.

If you choose **No** you will be prompted to sign the job off again upon reaching the end of file.

If you choose **Yes** the status of the job will change to **F** and it will be moved into your "Completed" folder, you can then save your typed document as you normally would and move onto the next piece of dictation in your list. If you need to recall a signed off dictation this can be done from your "Completed" folder under the "My Work" pane.

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

Configuration | Play | Adjust Volume | Beginning of File | Job Information | Fast Forward

Move | Go to Cue Mark | Stop | Playback Signal | Speed | Rewind | End of File

5 **Dictation Status.** Each dictation will have a status assigned to it which will determine who has access and control over the dictation. Also a priority assignment will ensure that the dictations are presented to you in order of importance.

STATUS	JOB AVAILABILITY
U: Untyped (Ready for transcription)	Transcriptionist and Author
B: Busy (Transcription in progress)	Transcriptionist only
R: Reserved (Draft)	Transcriptionist only
F: Finished (Transcription complete)	Transcriptionist and Author

■ 1 High Priority   ■ 2 Medium Priority   □ 3 Low Priority

ADDITIONAL FUNCTIONS

Send to Supervisor. If a workflow supervisor is appointed to deal with dictation errors, work can be returned for review or clarification.

Reserve. This allows you to reserve a job you may not have finished transcribing, or a job that you specifically wish to transcribe. **Note:** Reserved jobs will not be available to other Transcriptionist's.

Return to pool. This will return the job to a **U** status making it available to other transcribers to access, or for the author to edit.

Change Route. This will allow you to move work from one routing group to another. You can also drag and drop the desired job onto any other routing group you have access to. **Note:** You will need system privileges to do this.

Comments. Comments may be added to the dictation, i.e. notes. 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.

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

To clear a search, remove the typed information and click the **Binoculars** icon

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 gives you a tree-view of all untyped work available to you. From here you can access **Drafts** (R) **Completed** (F) and **Pending** (U) Dictations.
Note: Whilst a job is in **B** status, your "My Work" pane will be greyed out and inaccessible to you.

Any Questions?

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or call the helpdesk on 01932 789433