

CRESCENDO

DigiScribe-XL - v5.2.156.0

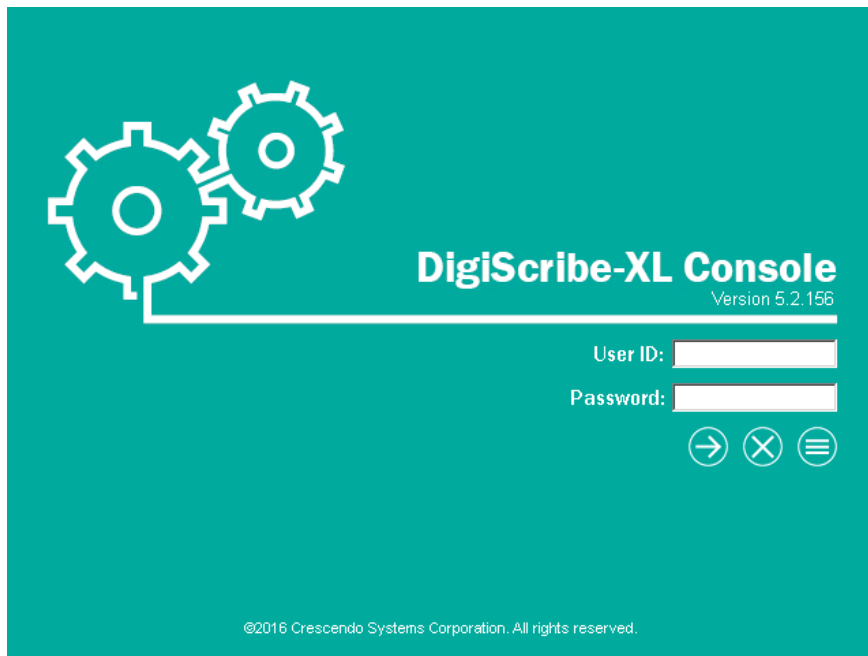
Creating New Authors and Routes in DigiScribe-XL

Overview

The following is a guide to creating new Authors for a standard routing scenario i.e. single route per Author.

Login to DigiScribe-XL Console

To login to the DigiScribe-XL Console double click the desktop icon.

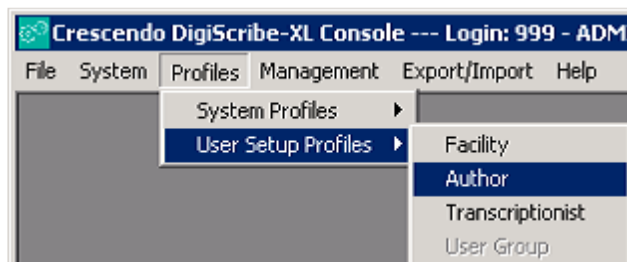


(Your Systems Administrator will know the User ID and Password to log into the DigiScribe-XL Console)

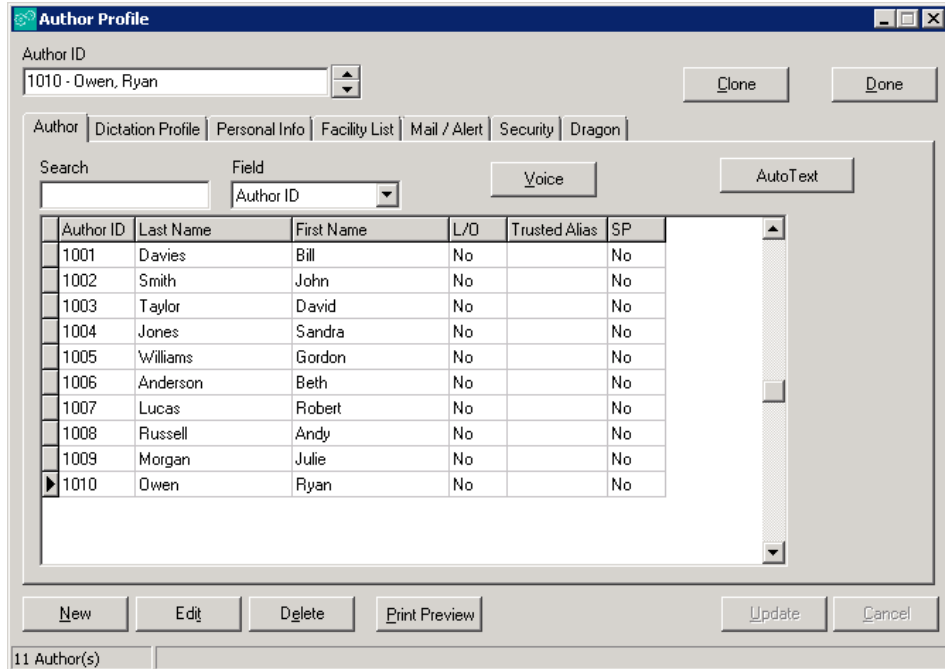
Once logged in you will be presented with the Master View of all the dictations in the system.

Step 1 - Adding a New Author

To begin go to the Profiles menu and select User Setup Profiles and Author.



Select an existing Author from the list and click on 'Clone' to copy an existing user.



Author Profile

Author ID: 1010 - Owen, Ryan [Clone] [Done]

Author | Dictation Profile | Personal Info | Facility List | Mail / Alert | Security | Dragon

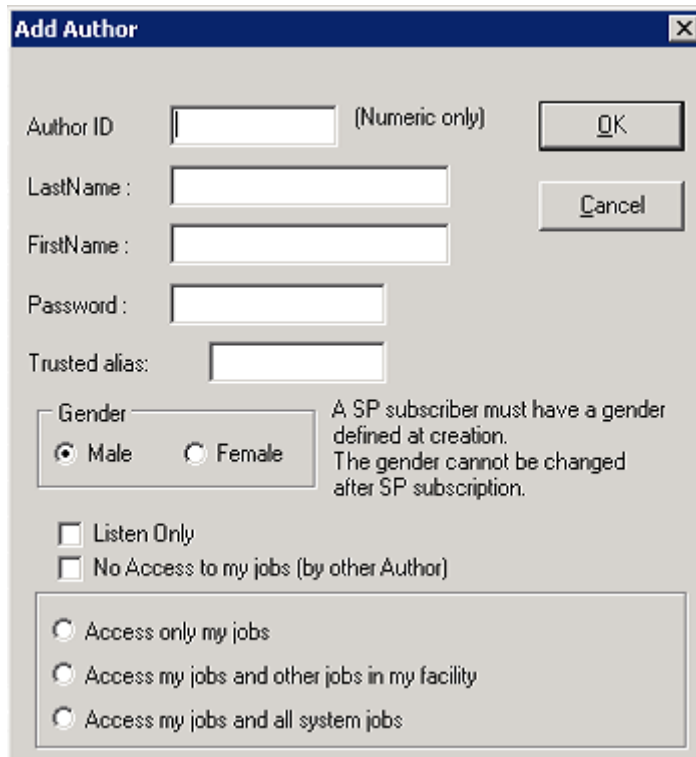
Search: [] Field: Author ID [Voice] [AutoText]

| Author ID | Last Name | First Name | L/D | Trusted Alias | SP |
|-----------|-----------|------------|-----|---------------|----|
| 1001 | Davies | Bill | No | | No |
| 1002 | Smith | John | No | | No |
| 1003 | Taylor | David | No | | No |
| 1004 | Jones | Sandra | No | | No |
| 1005 | Williams | Gordon | No | | No |
| 1006 | Anderson | Beth | No | | No |
| 1007 | Lucas | Robert | No | | No |
| 1008 | Russell | Andy | No | | No |
| 1009 | Morgan | Julie | No | | No |
| ▶ 1010 | Owen | Ryan | No | | No |

[New] [Edit] [Delete] [Print Preview] [Update] [Cancel]

11 Author(s)

Fill out the details for the user. Only the first 4 fields need to be completed.



Add Author

Author ID: [] (Numeric only) [OK]

LastName: [] [Cancel]

FirstName: []

Password: []

Trusted alias: []

Gender: Male Female

A SP subscriber must have a gender defined at creation. The gender cannot be changed after SP subscription.

Listen Only

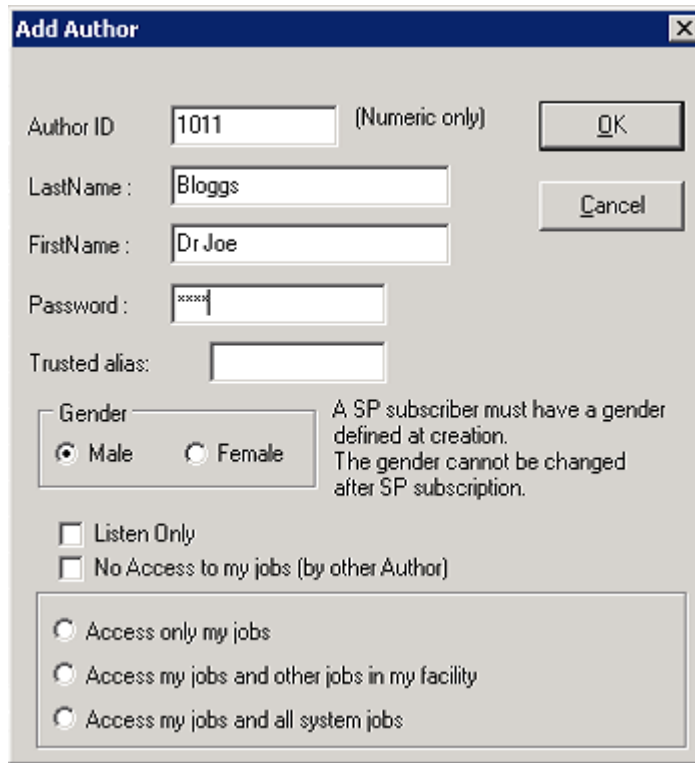
No Access to my jobs (by other Author)

Access only my jobs

Access my jobs and other jobs in my facility

Access my jobs and all system jobs

Author ID is usually the next available in sequence and the password is generally set the same as the Author ID. Click on 'OK' when done.



Add Author

Author ID: (Numeric only)

LastName:

FirstName:

Password:

Trusted alias:

Gender: Male Female

A SP subscriber must have a gender defined at creation. The gender cannot be changed after SP subscription.

Listen Only

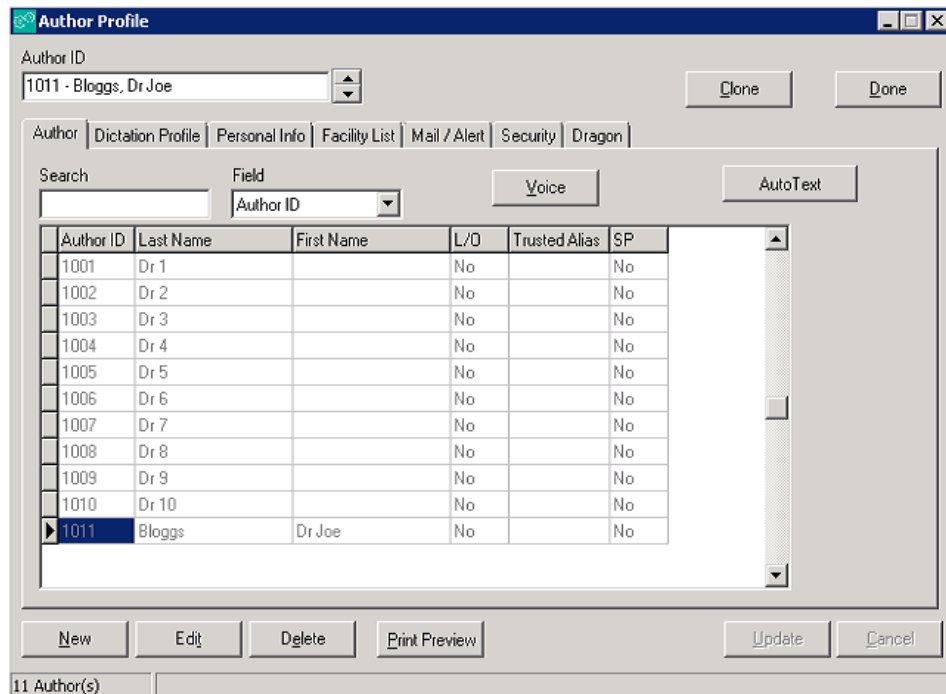
No Access to my jobs (by other Author)

Access only my jobs

Access my jobs and other jobs in my facility

Access my jobs and all system jobs

The new Author will now appear in the list.



Author Profile

Author ID:

Author | Dictation Profile | Personal Info | Facility List | Mail / Alert | Security | Dragon

Search: Field:

| Author ID | Last Name | First Name | L/D | Trusted Alias | SP |
|-----------|-----------|------------|-----|---------------|----|
| 1001 | Dr 1 | | No | | No |
| 1002 | Dr 2 | | No | | No |
| 1003 | Dr 3 | | No | | No |
| 1004 | Dr 4 | | No | | No |
| 1005 | Dr 5 | | No | | No |
| 1006 | Dr 6 | | No | | No |
| 1007 | Dr 7 | | No | | No |
| 1008 | Dr 8 | | No | | No |
| 1009 | Dr 9 | | No | | No |
| 1010 | Dr 10 | | No | | No |
| ▶ 1011 | Bloggs | Dr Joe | No | | No |

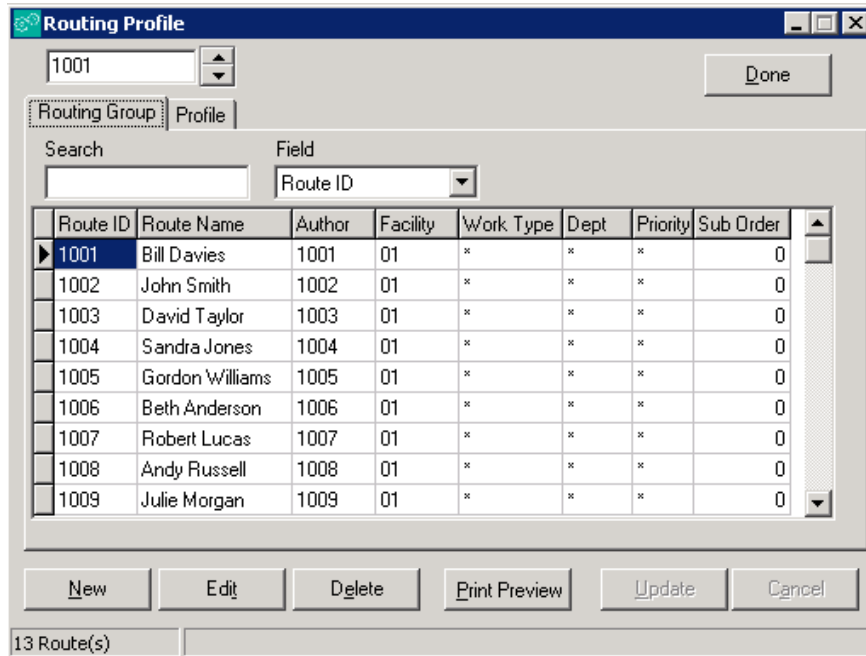
11 Author(s)

Step 2 - Creating a New Route

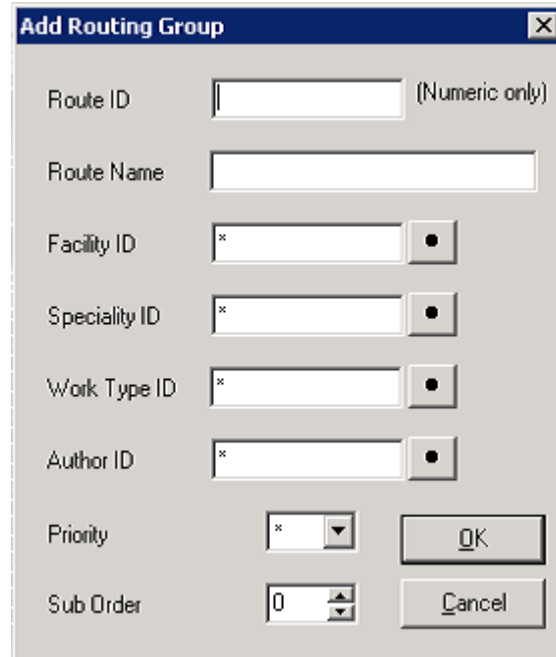
Go to the Profiles menu and select System Profiles and Routing.



Click on 'New' to create a Route for the new Author.



Ensure the Route ID, Route Name, Facility ID and Author ID are completed.

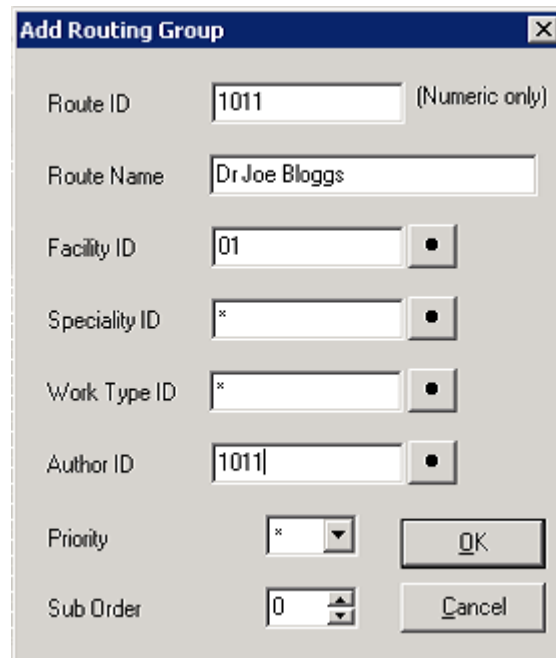


The screenshot shows the 'Add Routing Group' dialog box with the following fields:

- Route ID: (Numeric only)
- Route Name:
- Facility ID: *
- Speciality ID: *
- Work Type ID: *
- Author ID: *
- Priority: *
- Sub Order: 0

Buttons: OK, Cancel

The Route Id should match the Author ID. Typically Facility will be 01 but check if multiple facilities are set-up. Click on 'OK' when done.

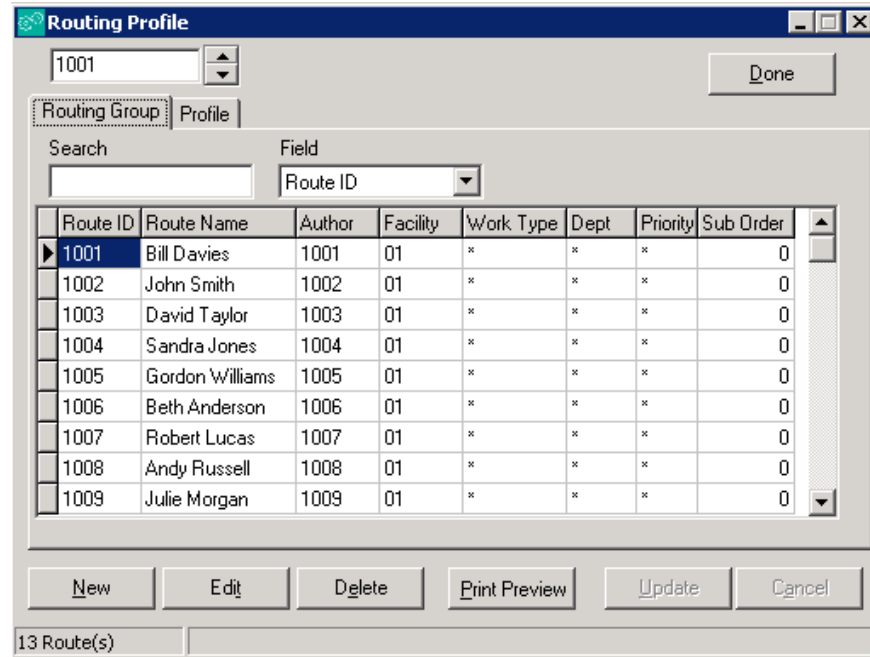


The screenshot shows the 'Add Routing Group' dialog box with the following fields filled:

- Route ID: 1011 (Numeric only)
- Route Name: Dr Joe Bloggs
- Facility ID: 01
- Speciality ID: *
- Work Type ID: *
- Author ID: 1011
- Priority: *
- Sub Order: 0

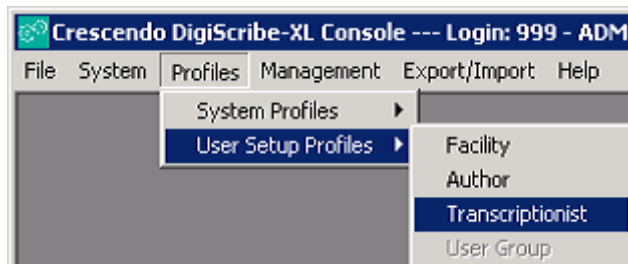
Buttons: OK, Cancel

The new Route will appear in the list. Click on Done to close the Routing Profile box.

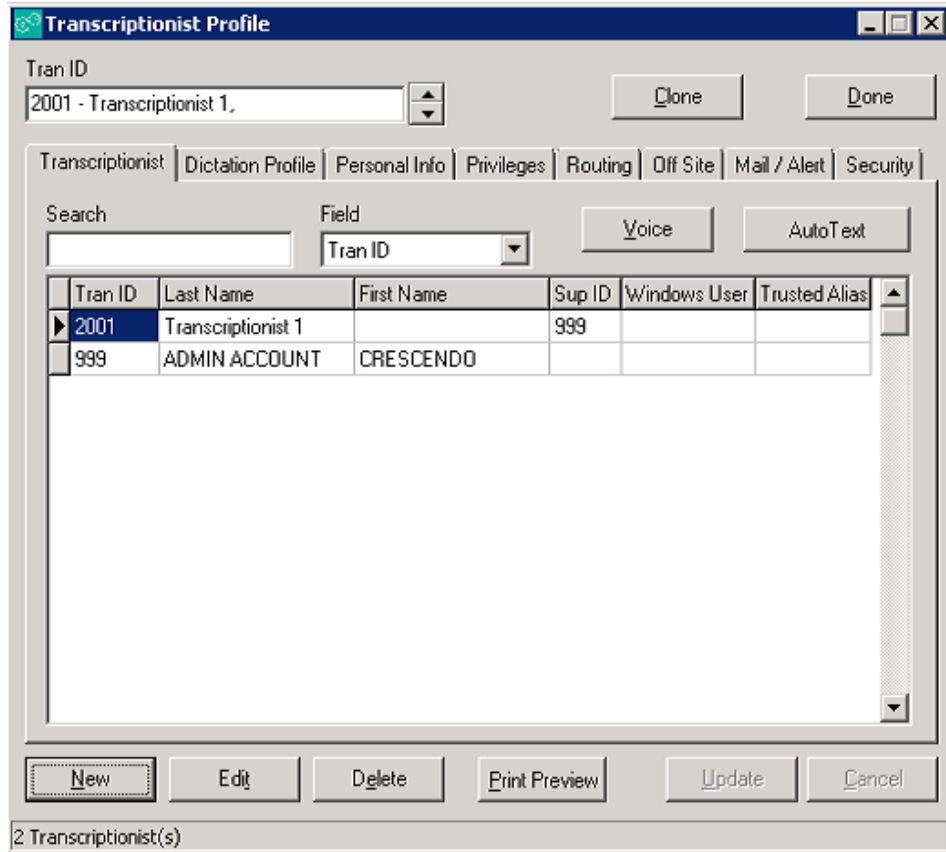


Step 3 - Assigning a new Route to Transcriptionist(s)

Go to the Profiles menu and select User Setup Profiles and Transcriptionist.

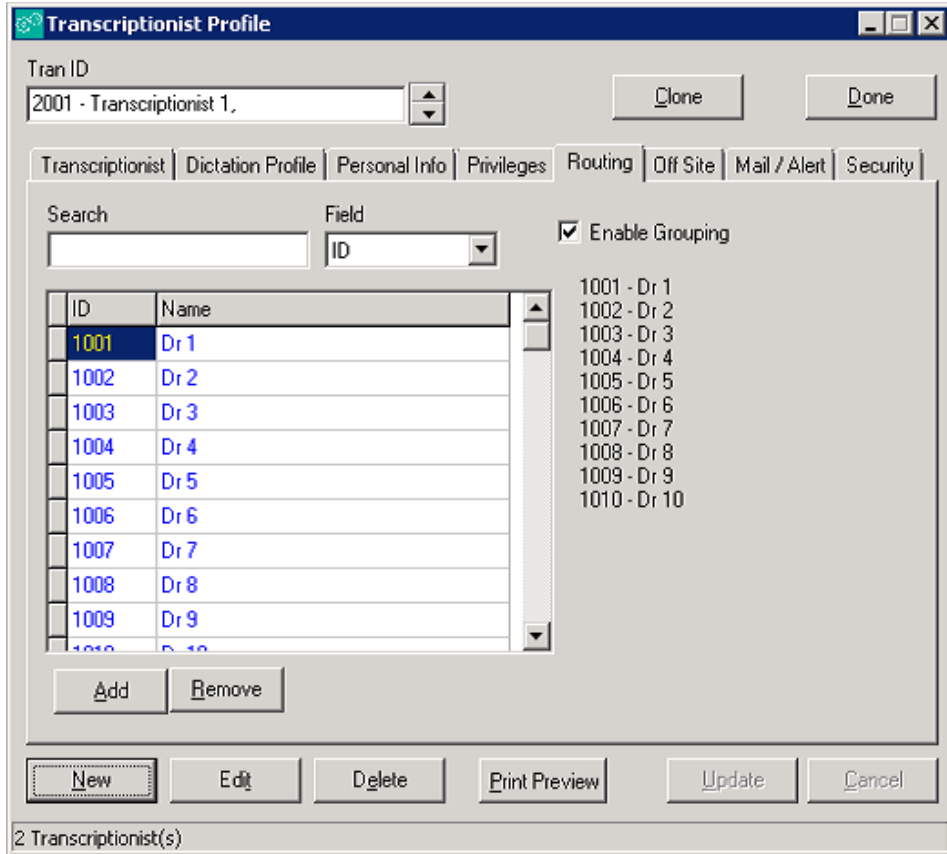


Select the
required
Transcriptionist.



| Tran ID | Last Name | First Name | Sup ID | Windows User | Trusted Alias |
|---------|--------------------|------------|--------|--------------|---------------|
| 2001 | Transcriptionist 1 | | 999 | | |
| 999 | ADMIN ACCOUNT | CRESCENDO | | | |

Go to the Routing tab and click on 'Add'.



Transcriptionist Profile

Tran ID: 2001 - Transcriptionist 1, [Clone] [Done]

Transcriptionist | Dictation Profile | Personal Info | Privileges | **Routing** | Off Site | Mail / Alert | Security

Search: [] Field: ID [v] Enable Grouping

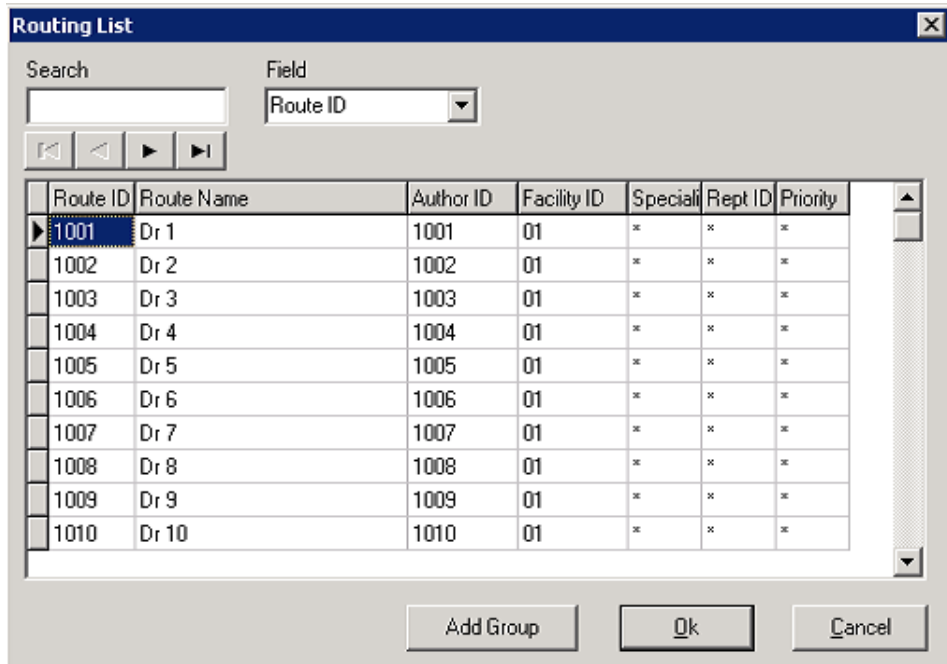
| ID | Name |
|------|-------|
| 1001 | Dr 1 |
| 1002 | Dr 2 |
| 1003 | Dr 3 |
| 1004 | Dr 4 |
| 1005 | Dr 5 |
| 1006 | Dr 6 |
| 1007 | Dr 7 |
| 1008 | Dr 8 |
| 1009 | Dr 9 |
| 1010 | Dr 10 |

[Add] [Remove]

[New] [Edit] [Delete] [Print Preview] [Update] [Cancel]

2 Transcriptionist(s)

The Routing List will appear.



Routing List

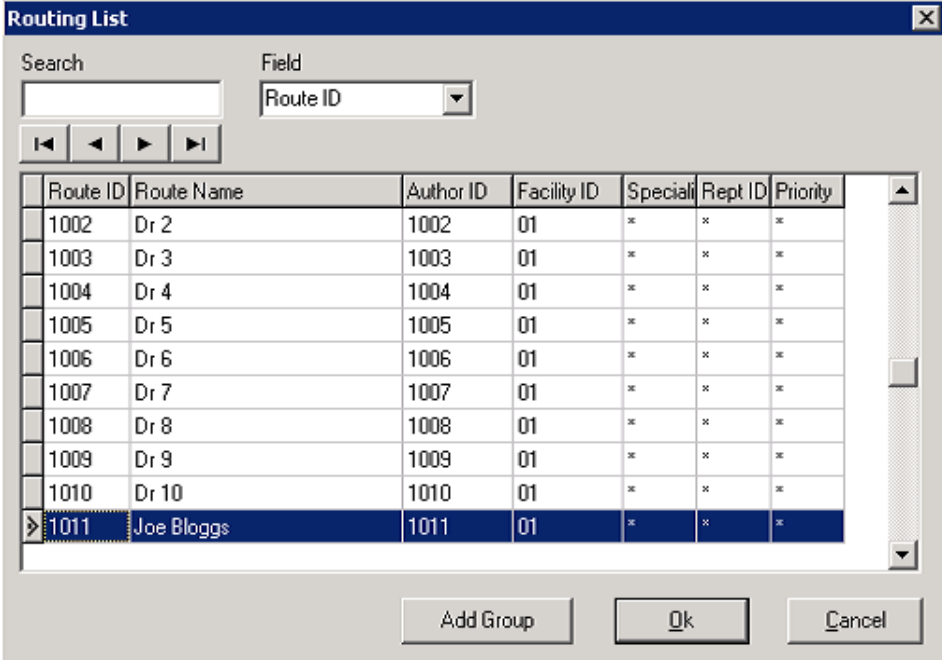
Search: [] Field: Route ID [v]

[<] [>] [Home] [End]

| Route ID | Route Name | Author ID | Facility ID | Special | Rept ID | Priority |
|----------|------------|-----------|-------------|---------|---------|----------|
| 1001 | Dr 1 | 1001 | 01 | * | * | * |
| 1002 | Dr 2 | 1002 | 01 | * | * | * |
| 1003 | Dr 3 | 1003 | 01 | * | * | * |
| 1004 | Dr 4 | 1004 | 01 | * | * | * |
| 1005 | Dr 5 | 1005 | 01 | * | * | * |
| 1006 | Dr 6 | 1006 | 01 | * | * | * |
| 1007 | Dr 7 | 1007 | 01 | * | * | * |
| 1008 | Dr 8 | 1008 | 01 | * | * | * |
| 1009 | Dr 9 | 1009 | 01 | * | * | * |
| 1010 | Dr 10 | 1010 | 01 | * | * | * |

[Add Group] [Ok] [Cancel]

Select the new Route and click on 'OK'.



Routing List

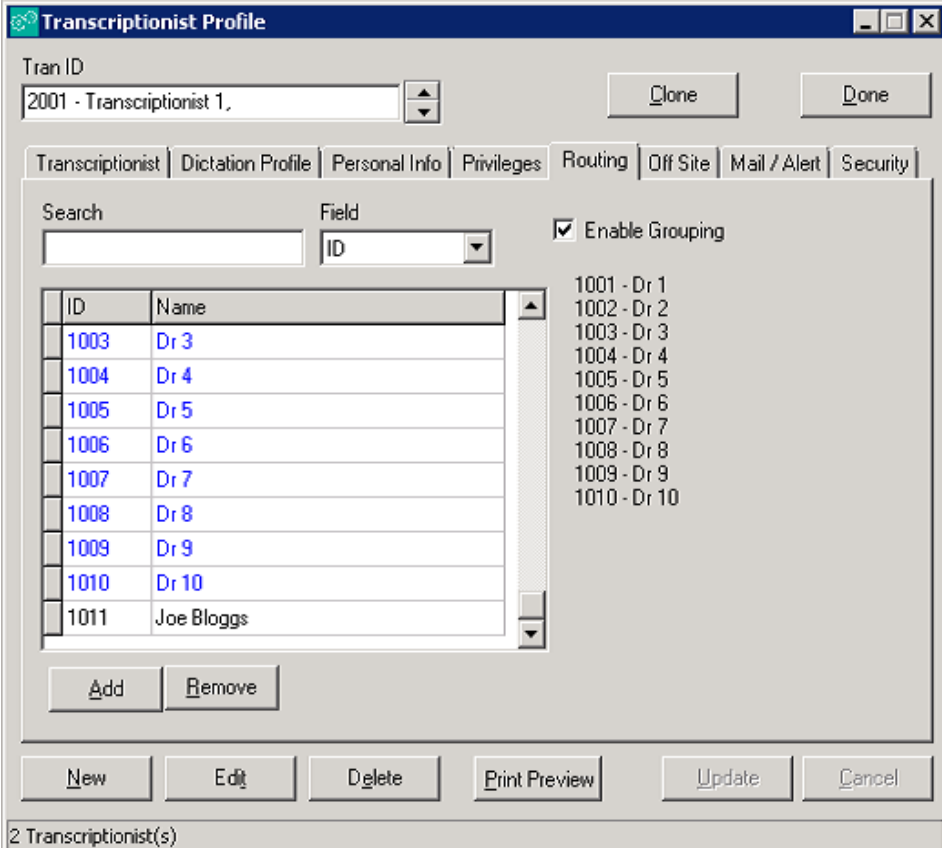
Search: Field: **Route ID**

Navigation: << < > >>

| Route ID | Route Name | Author ID | Facility ID | Special | Rept ID | Priority |
|----------|------------|-----------|-------------|---------|---------|----------|
| 1002 | Dr 2 | 1002 | 01 | * | * | * |
| 1003 | Dr 3 | 1003 | 01 | * | * | * |
| 1004 | Dr 4 | 1004 | 01 | * | * | * |
| 1005 | Dr 5 | 1005 | 01 | * | * | * |
| 1006 | Dr 6 | 1006 | 01 | * | * | * |
| 1007 | Dr 7 | 1007 | 01 | * | * | * |
| 1008 | Dr 8 | 1008 | 01 | * | * | * |
| 1009 | Dr 9 | 1009 | 01 | * | * | * |
| 1010 | Dr 10 | 1010 | 01 | * | * | * |
| 1011 | Joe Bloggs | 1011 | 01 | * | * | * |

Buttons: Add Group, Ok, Cancel

The new Route will now appear in the Routing table for the selected Transcriptionist.



Transcriptionist Profile

Tran ID: 2001 - Transcriptionist 1, [Clone] [Done]

Tabs: Transcriptionist | Dictation Profile | Personal Info | Privileges | **Routing** | Off Site | Mail / Alert | Security

Search: Field: **ID** Enable Grouping

| ID | Name |
|------|------------|
| 1003 | Dr 3 |
| 1004 | Dr 4 |
| 1005 | Dr 5 |
| 1006 | Dr 6 |
| 1007 | Dr 7 |
| 1008 | Dr 8 |
| 1009 | Dr 9 |
| 1010 | Dr 10 |
| 1011 | Joe Bloggs |

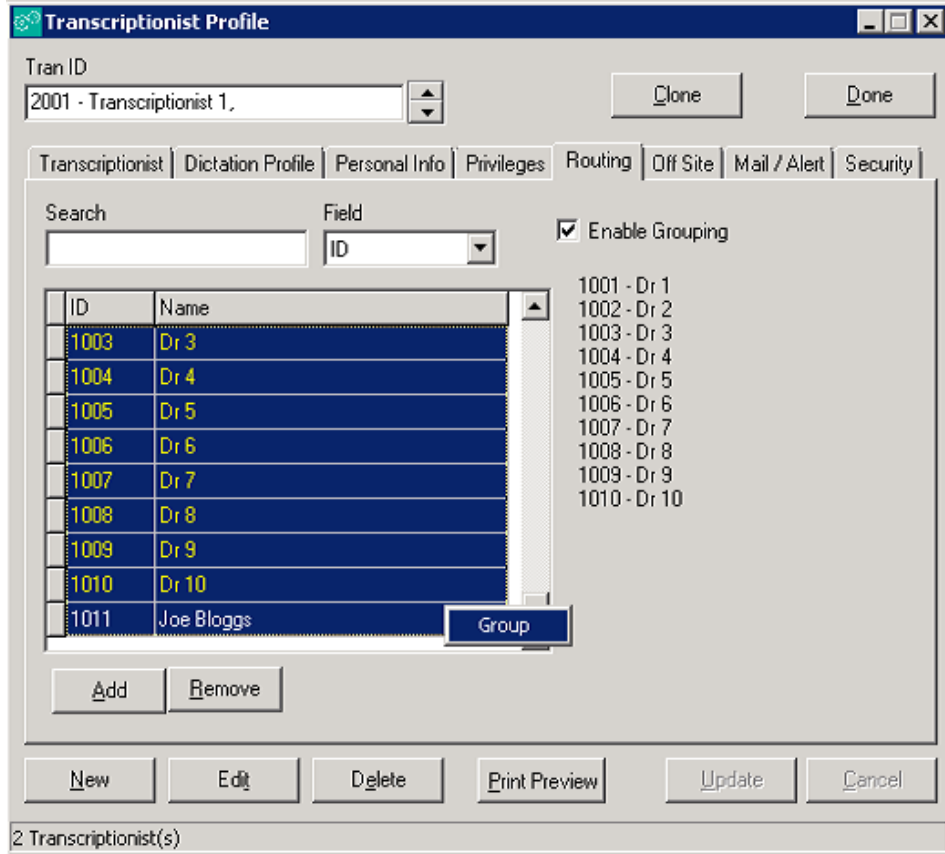
Buttons: Add, Remove

Buttons: New, Edit, Delete, Print Preview, Update, Cancel

2 Transcriptionist(s)

Select all the Author ID Routes by selecting the first and holding down the <SHIFT> key and selecting the last and right-click with mouse and select Group.

This will re-group the Routes including the new Route. Click on 'Update' to save changes.



Transcriptionist Profile

Tran ID: 2001 - Transcriptionist 1

Clone Done

Transcriptionist | Dictation Profile | Personal Info | Privileges | **Routing** | Off Site | Mail / Alert | Security

Search: [] Field: ID [v] Enable Grouping

| ID | Name |
|------|------------|
| 1003 | Dr 3 |
| 1004 | Dr 4 |
| 1005 | Dr 5 |
| 1006 | Dr 6 |
| 1007 | Dr 7 |
| 1008 | Dr 8 |
| 1009 | Dr 9 |
| 1010 | Dr 10 |
| 1011 | Joe Bloggs |

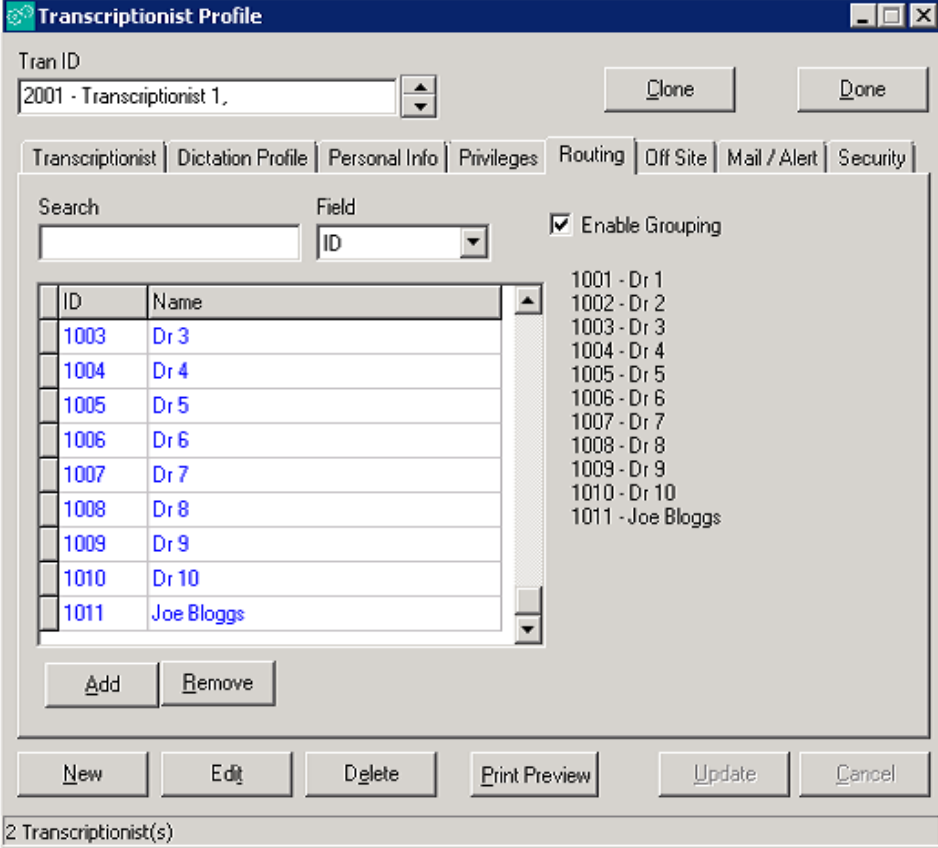
1001 - Dr 1
1002 - Dr 2
1003 - Dr 3
1004 - Dr 4
1005 - Dr 5
1006 - Dr 6
1007 - Dr 7
1008 - Dr 8
1009 - Dr 9
1010 - Dr 10

Add Remove

New Edit Delete Print Preview Update Cancel

2 Transcriptionist(s)

The Routing table is now updated. Click on 'Done' to close the Transcriptionist Profile box.



Transcriptionist Profile

Tran ID: 2001 - Transcriptionist 1

Buttons: Done, Done

Tabs: Transcriptionist | Dictation Profile | Personal Info | Privileges | **Routing** | Off Site | Mail / Alert | Security

Search: [] Field: ID

Enable Grouping

| ID | Name |
|------|------------|
| 1003 | Dr 3 |
| 1004 | Dr 4 |
| 1005 | Dr 5 |
| 1006 | Dr 6 |
| 1007 | Dr 7 |
| 1008 | Dr 8 |
| 1009 | Dr 9 |
| 1010 | Dr 10 |
| 1011 | Joe Bloggs |

Buttons: Add, Remove

Buttons: New, Edit, Delete, Print Preview, Update, Cancel

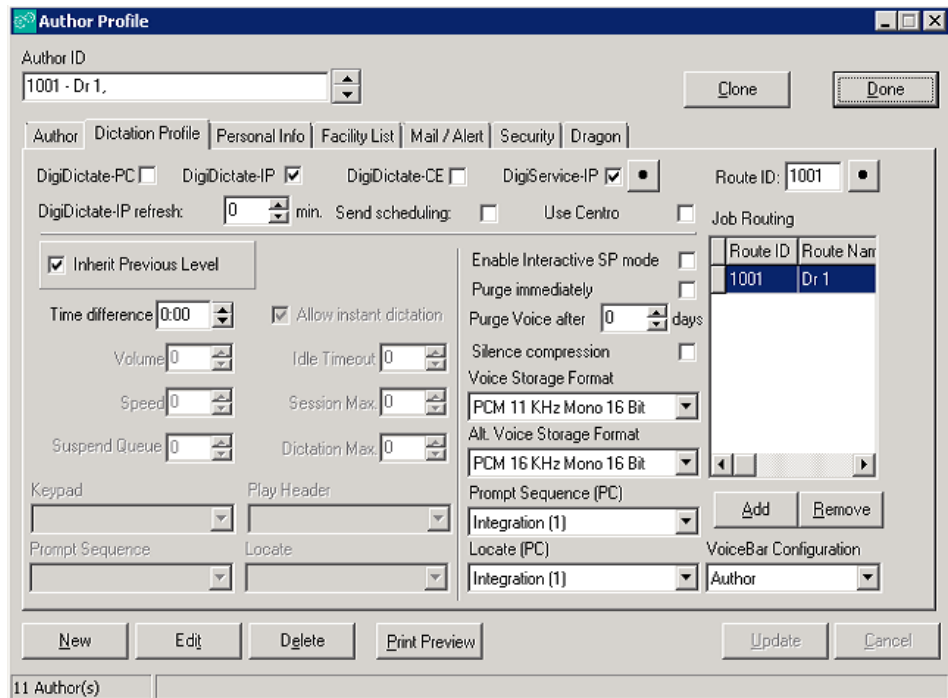
2 Transcriptionist(s)

Repeat the steps in this section for any other Transcriptionist(s).

Step 4 - Amending Route(s) for an Author

Go back to the Author Profile and select the 'Dictation Profile' tab.

The new Author will have an incorrect Route assigned, click on 'Remove' to delete the existing Route.



Author Profile

Author ID: 1001 - Dr 1

Author | Dictation Profile | Personal Info | Facility List | Mail / Alert | Security | Dragon

DigiDictate-PC DigiDictate-IP DigiDictate-CE DigiService-IP Route ID: 1001

DigiDictate-IP refresh: 0 min. Send scheduling: Use Centro Job Routing

Inherit Previous Level

Time difference: 0:00 Allow instant dictation

Volume: 0 Idle Timeout: 0

Speed: 0 Session Max.: 0

Suspend Queue: 0 Dictation Max.: 0

Keypad: [] Play Header: []

Prompt Sequence: [] Locate: []

Enable Interactive SP mode Purge immediately Purge Voice after: 0 days

Silence compression Voice Storage Format: PCM 11 KHz Mono 16 Bit

Alt. Voice Storage Format: PCM 16 KHz Mono 16 Bit

Prompt Sequence (PC): Integration (1)

Locate (PC): Integration (1)

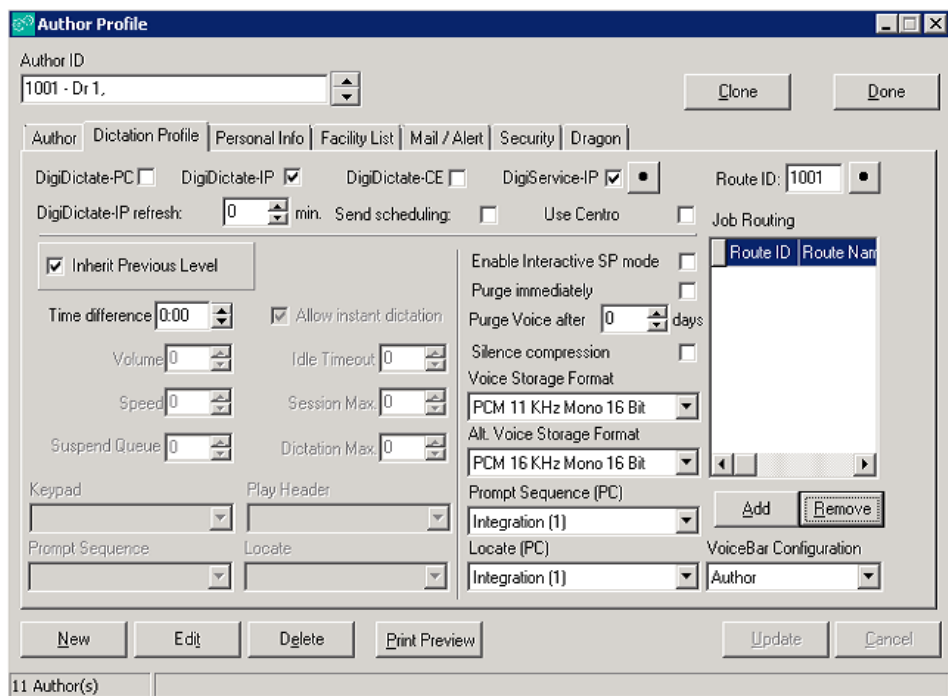
Job Routing Table:

| Route ID | Route Name |
|----------|------------|
| 1001 | Dr 1 |

Buttons: Add, Remove, Update, Cancel

11 Author(s)

Click on 'Add' to add the New Route.



Author Profile

Author ID: 1001 - Dr 1

Author | Dictation Profile | Personal Info | Facility List | Mail / Alert | Security | Dragon

DigiDictate-PC DigiDictate-IP DigiDictate-CE DigiService-IP Route ID: 1001

DigiDictate-IP refresh: 0 min. Send scheduling: Use Centro Job Routing

Inherit Previous Level

Time difference: 0:00 Allow instant dictation

Volume: 0 Idle Timeout: 0

Speed: 0 Session Max.: 0

Suspend Queue: 0 Dictation Max.: 0

Keypad: [] Play Header: []

Prompt Sequence: [] Locate: []

Enable Interactive SP mode Purge immediately Purge Voice after: 0 days

Silence compression Voice Storage Format: PCM 11 KHz Mono 16 Bit

Alt. Voice Storage Format: PCM 16 KHz Mono 16 Bit

Prompt Sequence (PC): Integration (1)

Locate (PC): Integration (1)

Job Routing Table:

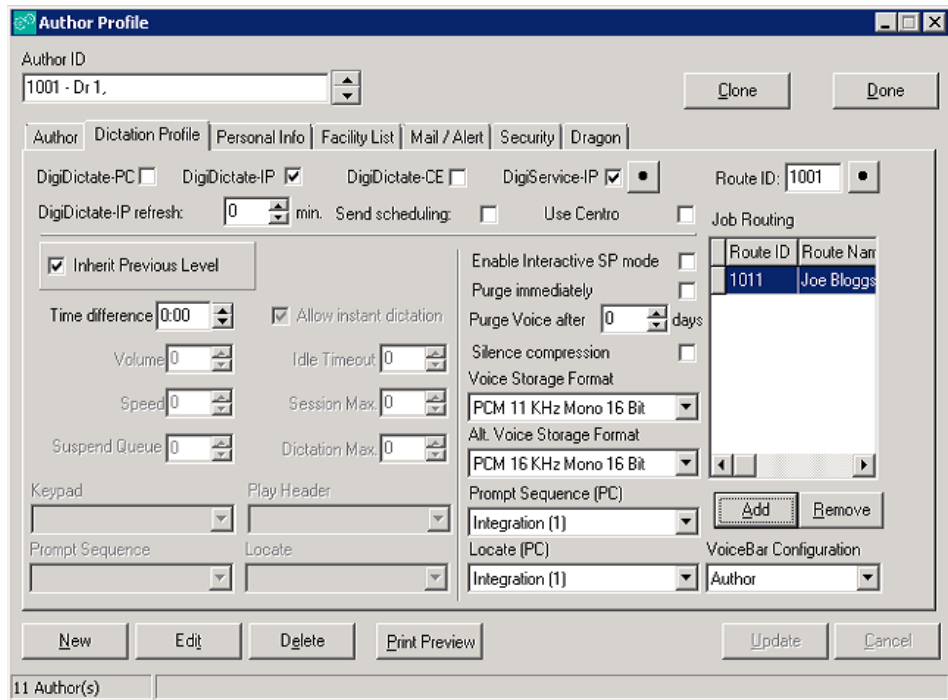
| Route ID | Route Name |
|----------|------------|
|----------|------------|

Buttons: Add, Remove, Update, Cancel

11 Author(s)

Repeat the steps for adding a Route using the Routing List (see: Adding New route to Transcriptionist).

The new Route will now appear in the Job Routing table. Click on 'Done' to finish.



Author Profile

Author ID: 1001 - Dr 1. [Clone] [Done]

Author | Dictation Profile | Personal Info | Facility List | Mail / Alert | Security | Dragon

DigiDictate-PC DigiDictate-IP DigiDictate-CE DigiService-IP Route ID: 1001

DigiDictate-IP refresh: 0 min. Send scheduling: Use Centro Job Routing

Inherit Previous Level

Time difference: 0:00 Allow instant dictation

Volume: 0 Idle Timeout: 0

Speed: 0 Session Max: 0

Suspend Queue: 0 Dictation Max: 0

Keypad: [] Play Header: []

Prompt Sequence: [] Locate: []

Enable Interactive SP mode Purge immediately Purge Voice after: 0 days

Silence compression Voice Storage Format: PCM 11 KHz Mono 16 Bit

Alt. Voice Storage Format: PCM 16 KHz Mono 16 Bit

Prompt Sequence (PC): Integration (1) [Add] [Remove]

Locate (PC): Integration (1) VoiceBar Configuration: Author

| Route ID | Route Name |
|----------|------------|
| 1011 | Joe Bloggs |

[New] [Edit] [Delete] [Print Preview] [Update] [Cancel]

11 Author(s)