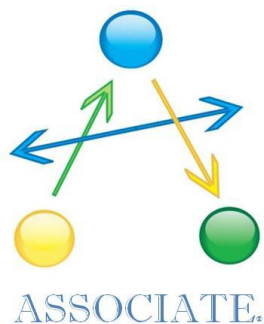


Associate[®] Dictation Desktop Author



Dictation Without Boundaries™



Associate® Author – Desktop Dictation

Starting Associate Dictation:

To start the Associate Dictation double click the Associate dictation icon on your desktop or from the preferred link set by your system administrator. You will be presented with the Associate login window.

Enter your Associate dictation *User ID* and *Password*, then click *Login*.

A screenshot of the Associate Author login window. The window has a blue border and a light gray background. At the top, there is a blue banner with the PortNexus logo and the text "PortNexus" in yellow. Below the banner, the word "Author" is displayed in a large, black, serif font. Underneath "Author", there are two input fields: "User ID" and "Password". At the bottom of the window, there are two buttons: "Login" and "Cancel", both with a blue gradient and a small icon of a grid of dots.



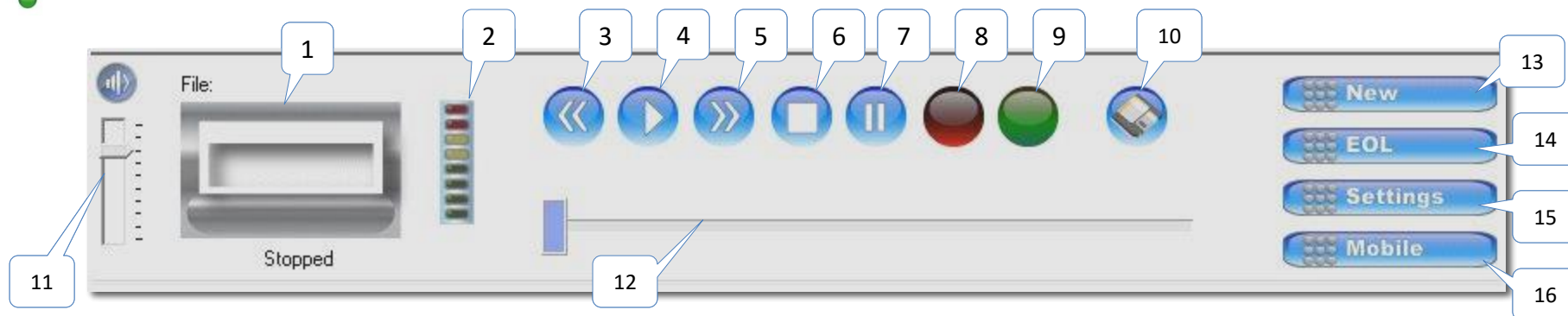
Author Screen

The Associate dictation application window is separated into 3 application areas:

- (1) The **dictation recorder area** contains all the buttons for the creation, recording & playback of an Associate dictation.
- (2) The **dictation navigation area** allows you to navigate around the various stages of a dictation job in the Associate system.
- (3) The **dictation job area** lists all the dictation jobs available based on the current navigation area selected.

The screenshot shows the PortNexus Author Screen interface. At the top left is the PortNexus logo. The top section (1) is the dictation recorder area, featuring a 'File:' field, a 'Stopped' status indicator, a volume control slider, and playback controls (play, stop, record, etc.). Below these are buttons for 'New', 'EOL', 'Settings', and 'Mobile'. The middle section (2) is the dictation navigation area, with icons for 'Out', 'Complete', and 'Deleted'. The bottom section (3) is the dictation job area, displaying a table of dictation jobs with columns for Created, Priority, Due Date, Status, Transcriber, ID Number, Description, Work Type, Length, Charge Code, and Comments. The table is filtered to show 4 dictations for transcriber 'Michaels, Gayle'.

Created	Priority	Due Date	Status	Transcriber	ID Number	Description	Work Type	Length	Charge Code	Comments
Apr 13, 2009 2:15 PM	5		Incomplete	Michaels, Gayle	Public		Account Setup	00:02		Placed On Hold on Apr 13, 2009 2:17 PM by Gayle Michaels:
Apr 14, 2009 1:32 PM	5		Incomplete	Michaels, Gayle	Public	mamma cass	Deposition	00:08		Placed On Hold on Apr 14, 2009 1:34 PM by Gayle Michaels:
Jul 02, 2009 5:01 PM	5		Incomplete	Michaels, Gayle	Public		Agenda	00:10		Placed On Hold on Sep 17, 2009 12:35 PM by Gayle Michaels
Sep 17, 2009 1:19 PM	1		Incomplete	Michaels, G			Sales Lead	00:07		Placed On Hold on Sep 30, 2009 4:08 PM by Gayle Michaels:



(1) The visual tape indicator window (the tape player) is a visual aid which lets you know when a dictation is active. When a dictation is active, the player window shows a tape inserted, when a tape function is active (play, rewind, ff) the player displays a spinning tape.

(2) The dictation audio input indicator is a visual aid to help control the level of audio input. It is made up of three color input levels- green, yellow & red. An ideal audio input level is yellow.

(3) Rewind dictation button.

(4) Play dictation button.

(5) Fast Forward dictation button.

(6) Stop dictation button.

(7) Pause dictation button.

(8) Record dictation button is used for recording a dictation.

(9) Insert dictation button is used for inserting additions within an existing dictation.

(10) Quick save button: This feature is useful when you are in the middle of a long

dictation and are not yet finished but want to save and continue dictating. Press at any time within a dictation; when the quick save is complete press the record button again to continue dictating.

(11) Volume control, When playing a dictation.

you can adjust the playback volume using the volume control.

(12) Time-line slider indicator, allows positioning to an exact point of the dictation.

(13) **New** dictation button is used for loading a new dictation.

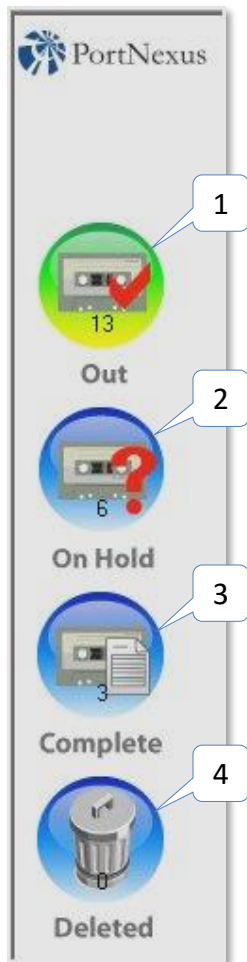
(14) **EOL (End of Letter)** is used for closing the current dictation, and navigating the job.

(15) Author custom application **Settings** button is used to set specific Associate applications for the Author.

(16) **Mobile** Upload used for uploading from select digital recording devices (DSS format).

Dictation Navigation Area

The dictation navigation area allows you to navigate through the various locations a dictation job may be. When a icon is selected in the dictation navigation area, the icon will change to a bright green-yellow to represent the current selection. The dictation job area will be displayed with the current list of dictation jobs when your preferred icon is selected, to refresh the dictation job area click the preferred icon again.



(1) The **Out** icon displays all the dictations in the dictation job area that have being submitted for typing but have not yet been completed.

Dictations in this area can be at the following stages:

(a) Pending - Pending dictations have not yet been selected for transcription by a typist

(b) Overdue - Overdue dictations have missed their expected typist turnaround time and are still pending

(b) Running - Running dictations are currently being transcribed by a typist

(c) Incomplete - Incomplete dictations have been started but are not complete by a typist

(2) The **On Hold** icon lists all your dictations that you have placed on hold and have not yet submitted for typing. Dictation jobs in this area are not available to typist. Dictations in this area will be at the following stage only.

(a) On Hold - On hold dictations have not been sent to a typist

(3) The **Complete** icon lists all your dictations that have been completed by a typist, dictations in this area have being closed by a typist and are awaiting archive. Dictations in this area will be at the following stage only.

(a) Complete - Complete dictations have been completed and closed by a typist

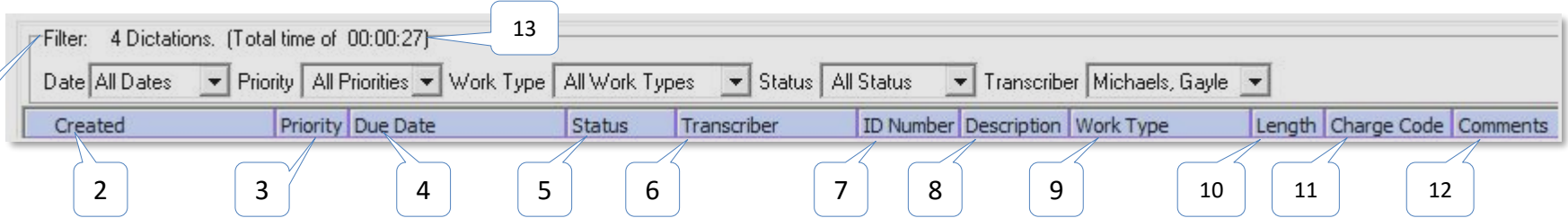
(4) The **Deleted** icon lists all your dictations that have being withdrawn and deleted. Dictations in this area will be at the following stage only.

(a) Withdrawn - Withdrawn dictations have not been transcribed and have been withdrawn by the Author



Dictation Job Area

The dictation job area lists all the jobs based on the icon selected in the dictation navigation area.



(1) Filter - The filter is used when trying to locate a specific dictation or group of dictations. Job area lists can be filtered by dictation date, priority, work type, status, transcriber or a combination of each. To select a filter click the drop down box beside the specific filter, the job area list will be automatically refreshed.

(2) Created - Lists the date and time a dictation was received into the Associate system

(3) Priority - Lists the priority of the dictations set by the Author

(4) Due date - Displays the calculated latest date a dictation should be transcribed by a typist based on the priority

(5) Status - Lists the active status of each dictation:
(a) Pending - waiting for a typist
(b) Overdue - job missed expected typist turnaround time
(c) Running - currently being transcribed by a typist
(d) Incomplete - started but not complete by a typist
(e) Complete - completed by a typist
(f) On Hold - On Hold by a Author

(6) Transcriber - Displays the typist that is assigned to transcribe the dictation..

(7) ID Number – Displays author’s assigned typist, (public or private); or, displays the ID number generated by the author during a mobile or telephony dictation.

(8) Description – Displays the description of a dictation entered by the Author.

(9) Work type - Displays the work type of a dictation selected by the Author

(10) Length - Displays the length in hours, minutes, seconds of a dictation

(11) Charge code - Displays the charge code for the dictation job selected by the Author

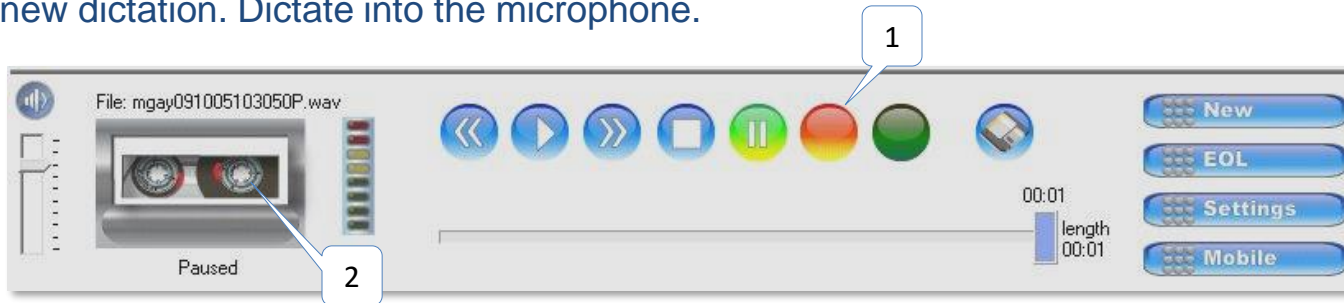
(12) Comments – Displays the latest comment that has been entered against the dictation by the author, typist or system.

(13) Displays total number of dictations & total accumulative time of those dictations for that user.

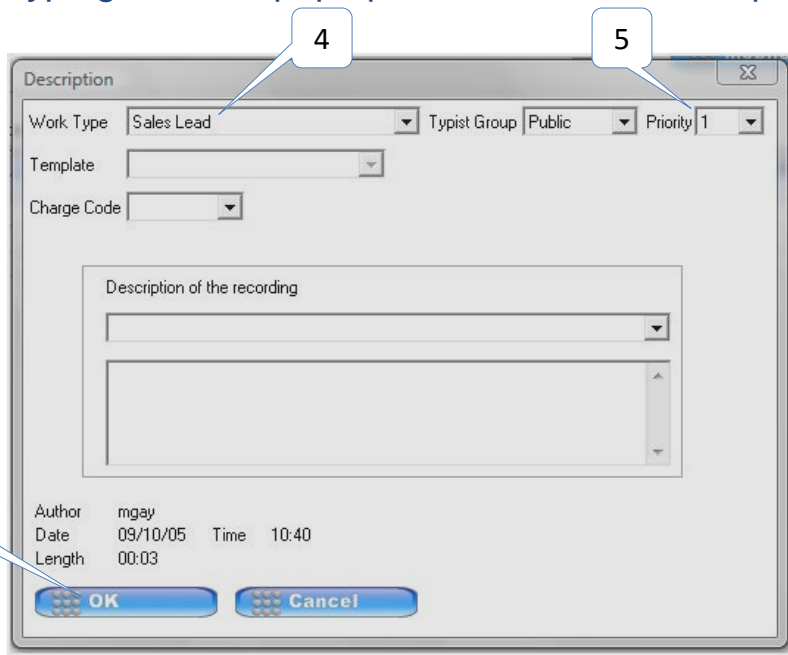
Quick Dictation Mode

Associate quick dictation mode allows you to send a dictation to your typist team with the minimum of effort.

Click the **(1)** record button on the dictation recorder. The **(2)** tape player will illustrate a moving tape to represent a new dictation. Dictate into the microphone.



When you have finished dictating, right click the tape player and select option **(3)** *Send for Typing* from the pop up menu, and the Description window will appear:



In the dictation description box, select a **(4)** *Work Type* from the work type drop down list that best represents the current dictation job. The **(5)** *Priority* will automatically be selected based on the chosen work type.

(6) select *OK* to send this dictation to the typist.

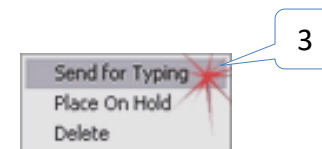
Extended Dictation Mode

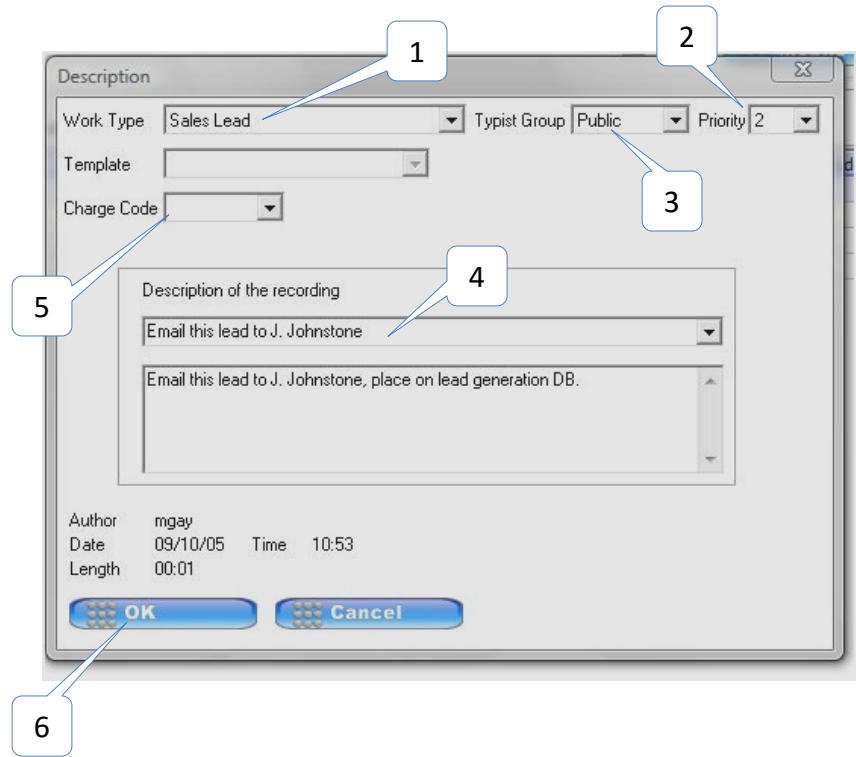
Associate extended dictation mode allows you to send a dictation to your typist team with the ability to give your typist further instructions regarding the dictation job.



Click the **(1)** record button on the dictation recorder. The **(2)** tape player will illustrate a moving tape to represent a new dictation. Now just dictate.

When you have finished dictating right click the tape player and select the option **(3)** Send for Typing from the pop up menu. Alternatively, left click the mouse on the **(4)** EOL button and select a type of navigation, then proceed to **Description** window:





In the dictation description box, select a **(1) Work Type** from the work type drop down list that best represents the current dictation job. The dictation **(2) Priority** will automatically be selected based on the chosen work type. Alternatively you can raise or lower the priority depending on the urgency of the dictation job. To raise or lower the priority select the arrow on the right hand side of the priority box. Then choose the required priority which represents the dictation job.

When a dictation job is sent to your typists, the dictation is marked **(3) Public** by default. Public dictations are made available to all typists in your department. Any dictation may be sent job to a individual typist by selecting the arrow on the right hand side of the typist group box. A list of typists will be displayed for private typing.

Additional instructions may be provided to the typist by selecting the **(4) Description** tab. Click to add comments or descriptions.

Should your organization use charge codes, available codes may be selected from **(5) Charge** code drop down list:

(6) select *OK* to send this dictation to the typist.

Your dictation job has now being sent to your typist team

Contact & Support

Associate Dictate help desk:

Phone 877 885-4619 Ext. 0

