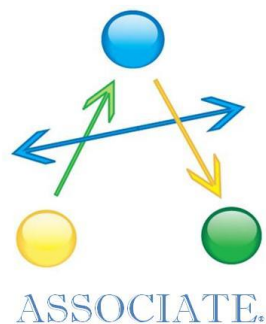
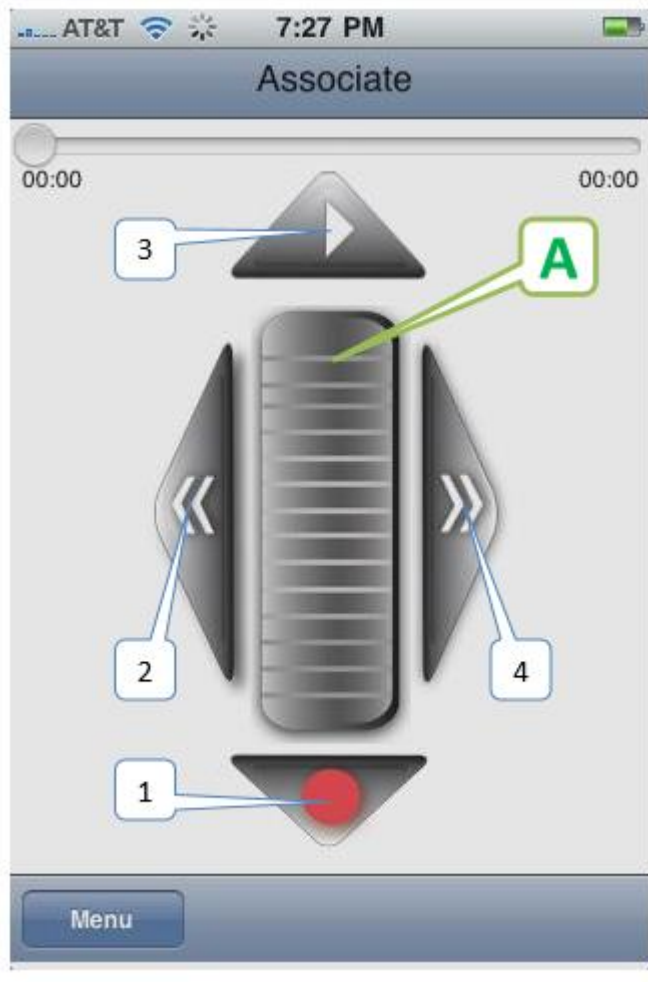


Associate[®] Dictation Apple iPhone



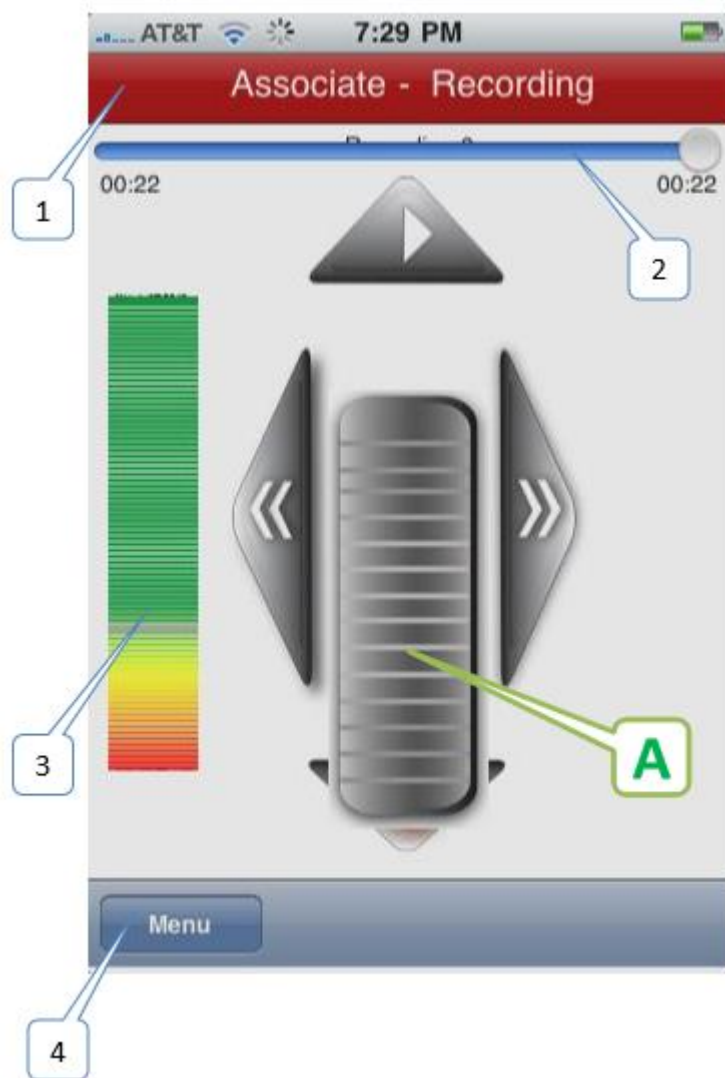
Dictation Without Boundaries



The Associate iPhone interface is simple and easy to use.

The tape functions are activated by setting the **(A)** center slider over one of these four positions:

1. Record
2. Rewind
3. Play
4. Fast Forward



To perform a dictation, set the **(A)** center slider to the record position and begin speaking. The **(1)** title bar will change from grey to red and now reads “Associate - Recording.” The **(2)** timer slide bar will move from left to right, and the time counter will indicate elapsed recording time. The **(3)** volume meter will activate; optimum recording level is from green to yellow.

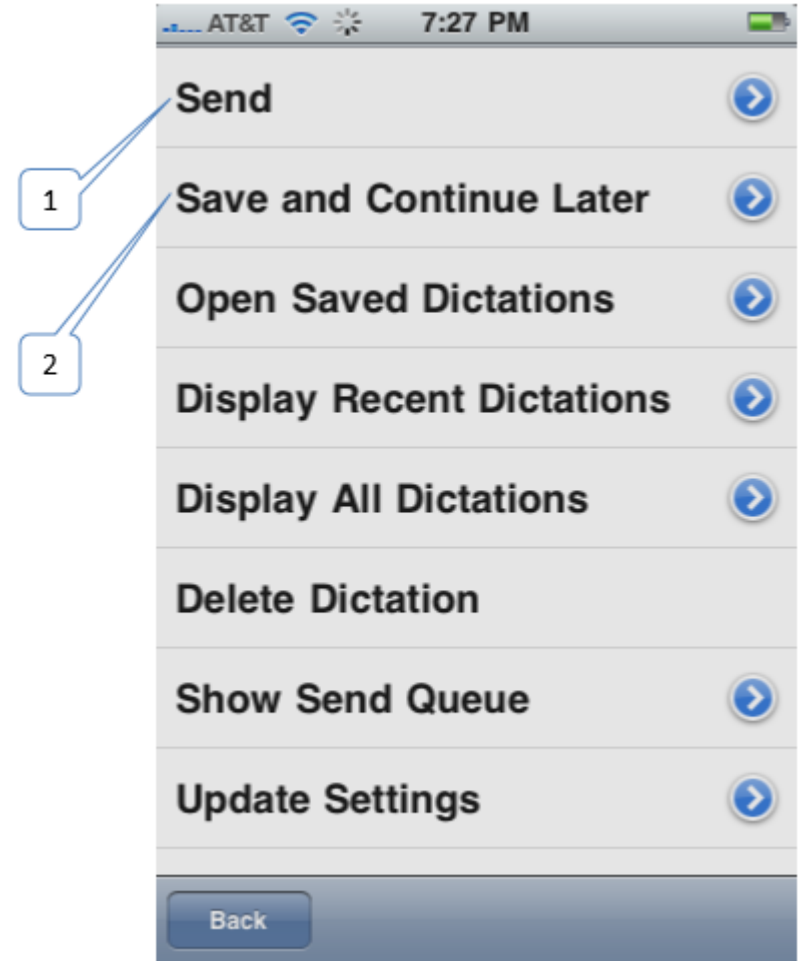
Press **(4)** Menu.

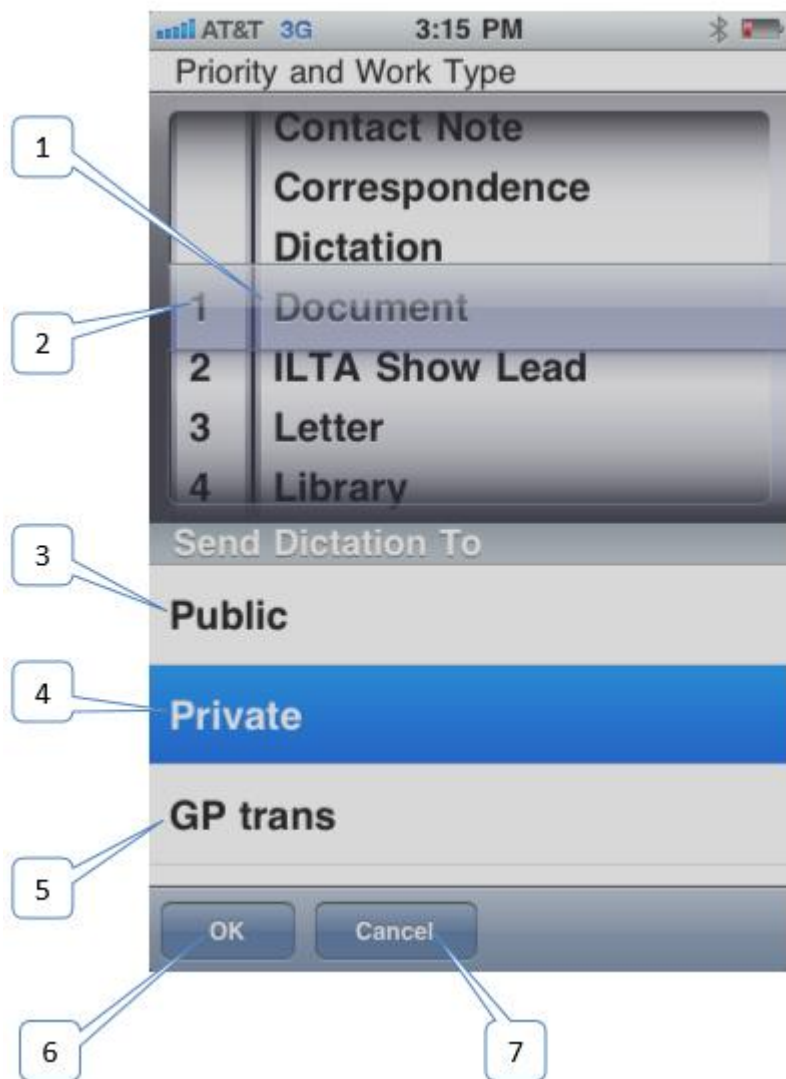
The center slider will automatically reset to the neutral position.

After pressing the Menu button the following screen shall appear.

To send the dictation, press **(1)** Send.

Or, optionally, press **(2)** Save and Continue Later if the dictation is to be completed in the future.





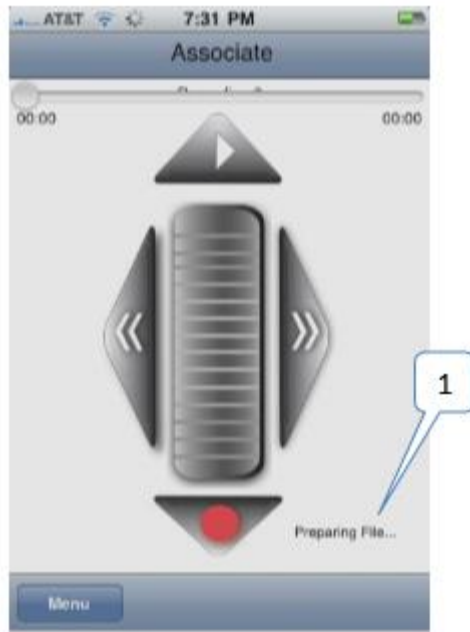
After pushing the Send button this screen appears.

Setting Work Type & Priority: Select the work type by rotating the **(1)** work type cylinder. The job priority may be changed by rotating the **(2)** priority cylinder.

Selecting the Typist: Choose the type of typist; either a **(3)** *Public*, or, **(4)** *Private* pool, or, **(5)** a private typist.

Select **(6)** *OK* to send or **(7)** *Cancel* to reset.

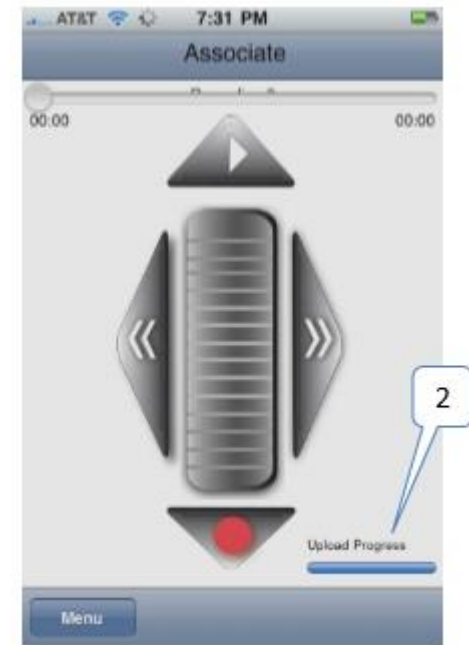
Sending Job File



When the Work Type, Priority, and Typist have been selected press OK button. Associate will **(1)** *prepare* the job for transmission.

Once the job is ready, the **(2)** *Upload Progress* bar appears in the lower right of the screen. When the bar is filled, transmission is complete.

The typist will be notified that the job is ready for transcription. A copy of the job will also have been sent to the author's Associate desktop portal.



Editing a Dictation



An author may, if desired, edit the dictation prior to transmitting.

Set the center slider to the **(1)** Rewind or **(2)** Fast Forward position to review any point of the dictation. When placing the center slider in either of these positions the iPhone will briefly vibrate. When rewind or fast forward has reached the end of the recording, the center slider will automatically reset to the neutral position. Place the center slider to the **(3)** Play position to review the recording. Alternatively, the **(4)** time line slider can be pushed left and right to reach a desired position.

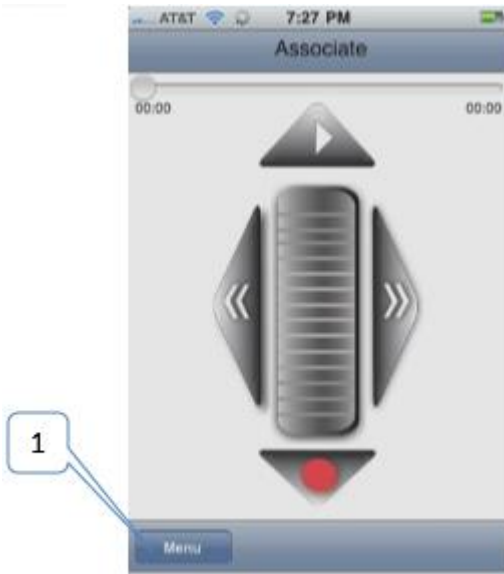
When using any of the editing functions, the slider must be set to the neutral position before selecting the next function.

When reaching the desired position of a dictation, the author may overwrite the original dictation from that position.

Checking Job Status

To check the status of any job click on **(1) Menu**. The screen on the lower left will appear. Press either **(2) Display Recent Dictations** or **(3) Display All Dictations**.

A listing of dictation summaries will appear in chronological order. Choose the desired dictation to review **(4)**. The details will appear in a separate window **(5)**.



Alternatively, there is an quicker option to send the file. After completing the dictation, press the **(1)** *Send Now* button. By doing this, the file will be immediately sent, with the Priority, Work Type, & Typist of the previous file. The first time this feature is used, you will be prompted to set the defaults.



1



Associate provides an integrated communication and work flow reporting system called Dynamic Reporting®. It is a detailed audit trail of all comments and reasons sent between the staff and author. A continuous, relevant-to-task communication for each individual dictation avoids unnecessary and irrelevant dialogue.

Dynamic Reporting® provides transparency, audit trail, and accountability.

Contact & Support

Associate Dictate help desk

Phone 877 885-4619 Ext. 0

