



Associate® Mobile Blackberry®

Dictation Without Boundaries™



Welcome to Associate dictation for
BlackBerry®

Associate mobility has the same look, feel,
and functionality as its desktop counterpart

Let's exam each screen element

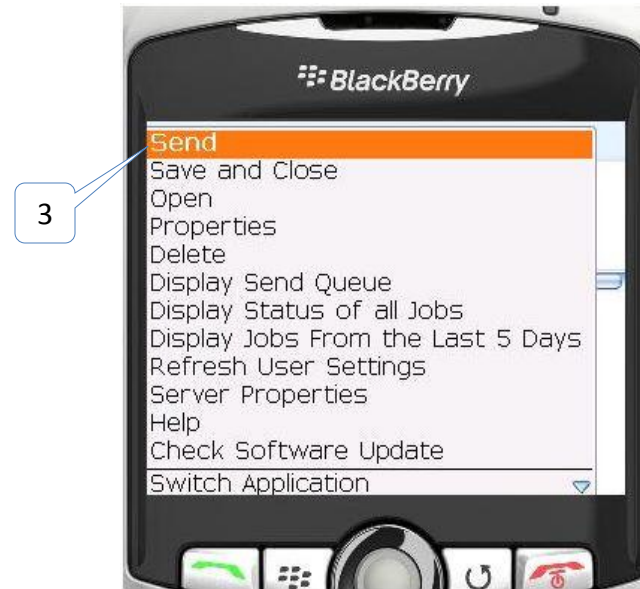


- 1) **Record** button. Used to start a dictation or pause a dictation.
- 2) **Play** button.
- 3) **Rewind** button.
- 4) **Fast forward** button.
- 5) **Insert** button. Used for inserting additions within an existing dictation.
- 6) **Record only button**. No tape functions are available in this mode (i.e. *fast forward*, *rewind*, *insert*).
- 7) **The Tape Player** window is a visual aid which indicates when the device is ready for dictation. When dictating, the tape spins, indicating the device is recording.
- 8) **Time-line slide** indicator, allows positioning to an exact point of the dictation.



To perform a dictation, use the trackball and click on the **(1)** record button; speak into the microphone. The **(2)** visual tape player spins.

When finished, again click on the **(1)** record button and a menu will appear. Use trackball to highlight and click to **(3)** *Send*.



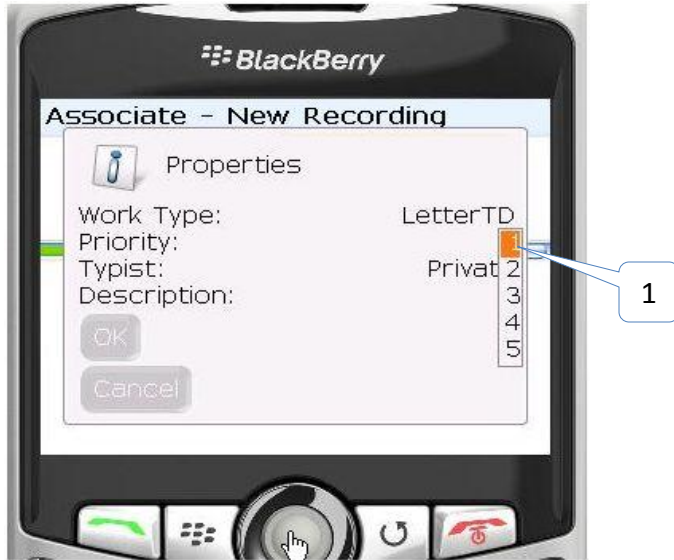


Set a Work Type:

After clicking **Send**, a window will appear prompting you to select a **(1) Work Type**. A listing of all *Work Types* will be displayed.



Choose a desired **(2) Work Type** and click the trackball.



Set a Priority:

To select the *Priority*, use the trackball to highlight the **(1)** desired priority number. Select a priority number and click.

The priority numbers are in order of urgency, where #1 is most urgent.



Selecting a Typist:

To select the *Typist*, use the trackball to highlight the **(2)** desired typist. Select the typist and click.



Set a Description:

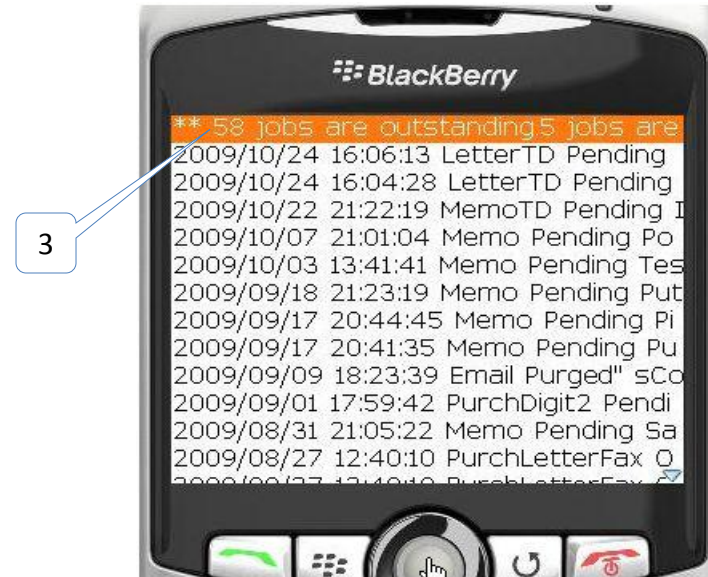
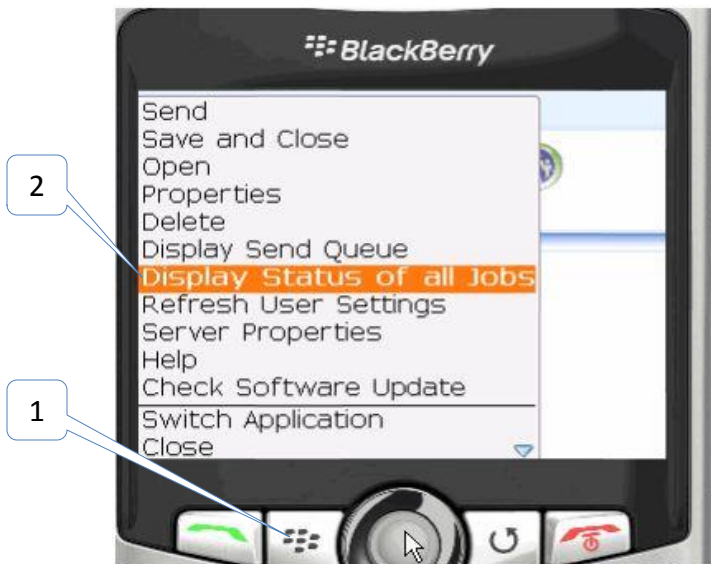
A **(1) Description** or instruction may be added to this field. Use the BlackBerry® keypad to enter Instructions.

Using the trackball, click the **(2) OK** to send. Click **(3) Cancel** if you do not wish to send this dictation.



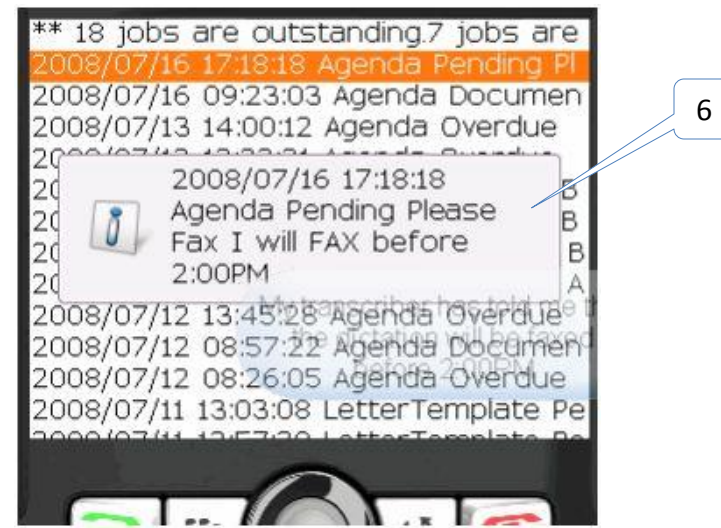
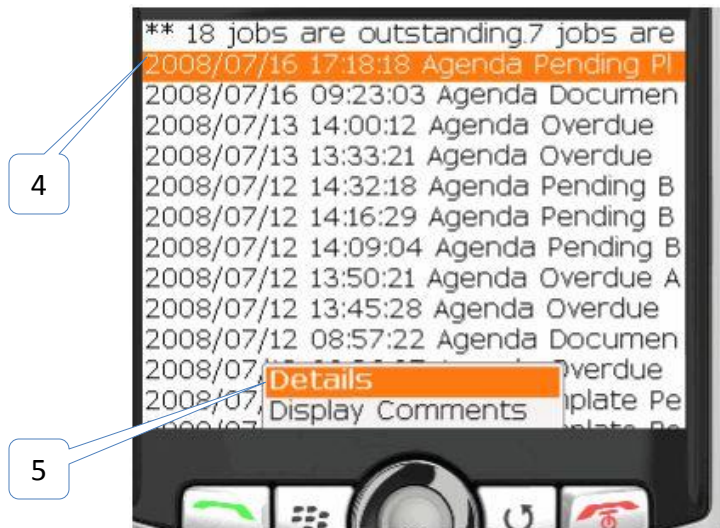
While uploading the **(4) Upload Progress** indicator appears, displaying upload progress & completion.

This job has now been sent to the a typist. A copy of this dictation will also appear on the author's desktop job area.



If you wish to check the status of previous jobs, press **(1)** menu button. Use the trackball to highlight **(2)** *Display Status of all Jobs*. A listing of **(3)** jobs in chronological order will appear.

From the listing of jobs displayed, use the trackball to highlight a **(4)** specific job. Click on **(5)** *Details* from the popup menu.



A window will appear with the **(6)** latest status of the specific job.

Associate includes this action as part of the Dynamic Reporting® feature.



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.

