Contents

Dictalogic

Author Role

The Author role is where a voice dictation can be recorded, saved, and then assigned to either a Transcriber (secretary) to pick up and manually transcribe, or assign to AI Custom speech to text service.   Th

Dictation workflow process

```
┌─────────────────────────────────────────────────────────┐
│         Author transcribes a job into Dictalogic.        │
└─────────────────────────────────────────────────────────┘
                            │
                            ▼
              ┌───────────────────────────┐
              │    Assign to Secretary     │
              └───────────────────────────┘
                            │
                            ▼
              ┌───────────────────────────┐
              │    Manual transcription    │
              └───────────────────────────┘
                            │
                            ▼
              ┌───────────────────────────┐
              │     review the document    │
              └───────────────────────────┘
                            │
                            ▼
              ┌───────────────────────────┐
              │  Completed document ready. │
              └───────────────────────────┘
```
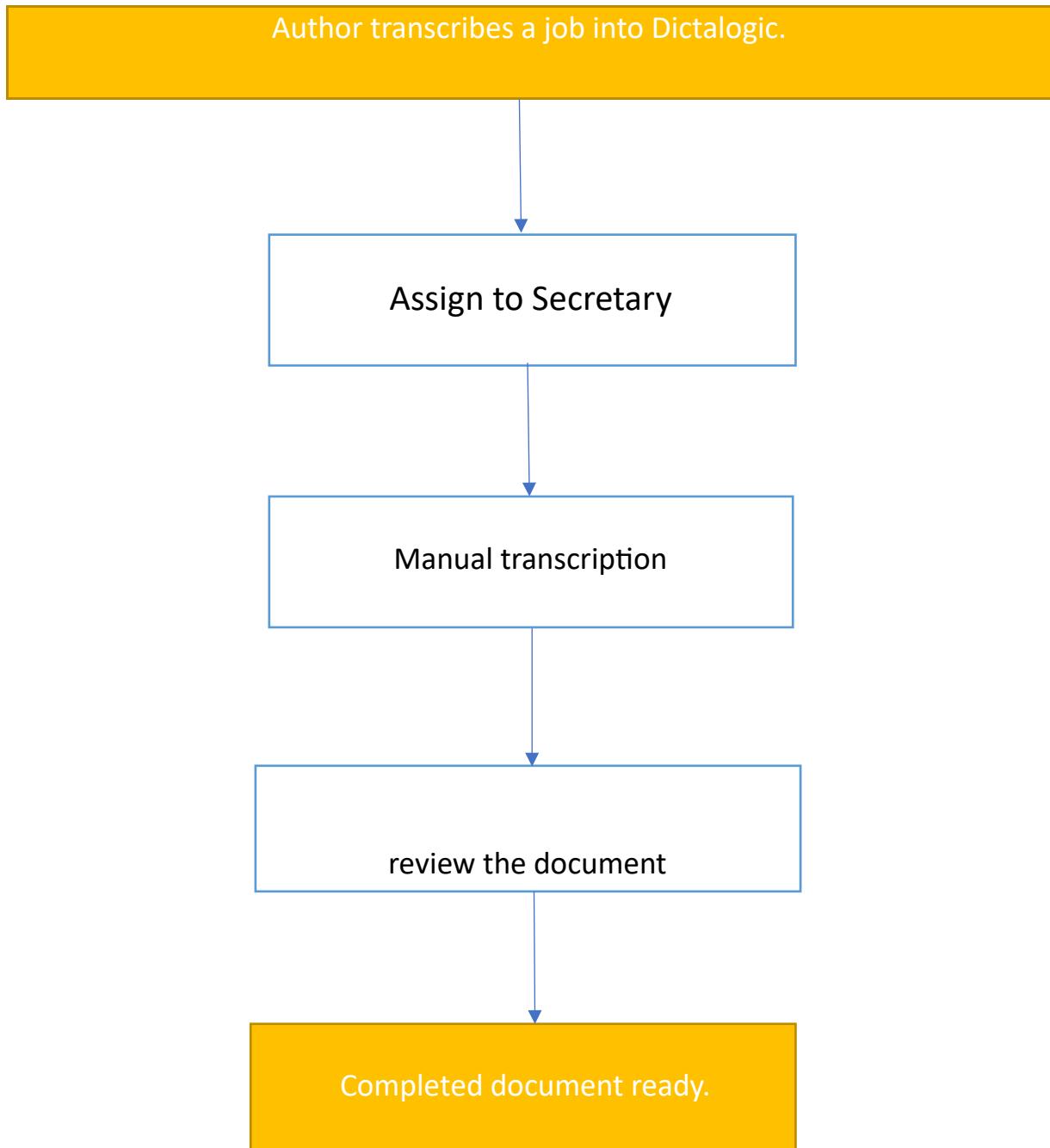
Login as non-Office365 user

1- Launch the Dictalogic App.
2- Click on the SME user "Login" button.
3- Click the dropdown menu and choose the Data Reside Server.
4- Enter username and password and press continue.

Login as Microsoft office365 user

1- Launch the Dictalogic App.
2- Click on the Enterprise user "Login" button and enter Microsoft credentials.

![Dictalogic]

Audio Recorder

7. *Default – Always append audio at the end.*

*Click on **Insert and choose position** to add new audio at your desired place.*

*Click on **Override** and select position to remove audio from your desired place.*

1 *Record button to Dictate.*

8. *Recorded Audio timer.*

5. *Move slider to listen to audio dictation from a particular point or use Rewind/Forward/Play buttons.*

6. *The microphone sound intensity indicator lights up when the sound is recorded.*

10. *Click **Cancel** to return to the recorder view. If the audio is crucial, save it rather than cancel. Otherwise, the audio will be lost.*

3. ***Green Check Mark to Save audio dictation**: Once the audio recording is completed. Click on the green check mark to save dictation.*

4. ***Sync:** To upload offline dictation to the cloud and assign it to the transcriber, click the Sync checkbox and press SAVE, which will appear in the top right corner.*

2 *Dictation saved in mobile memory and yet to be saved on the cloud. They stack up here for the authors visibility.*

Phone screen content:

14:02

Dictation

Overwrite | Insert

00:00:00.0

00:00   00:00

Rewind   Play/Pause   Forward

Recording _ 30-10-23 14:01:43   ☐ Sync

Dictation | Speech | Dictations | Profile

**9.** **Quick navigation tabs at the bottom.**

Dictation – Recorder to perform Audio to text (upper half of the screen) and offline dictations or pending upload (bottom half)
Speech – Realtime speech to text ability to perform Speech to text.

Dictations - Display list of dictation uploaded to the cloud – this view identical to the web view for transcribers.
- **Audio Dictation Tab**: Display list of Manual and Custom speech dictation and real time status.
- **Speech Dictation Tab:** Display list of real time speech to text dictations meta data and rea time status.

www.dictalogic.c   **Profile – This** tab contains a backup section where audio files are backed up in a local device.

New Dictation Form

Note: Dictation form field values can be set as defaults for each user from the admin portal. Instead of selecting each time. It can be auto selected.

10 *Auto Send On: Email notification will be received by assigned to dictation person.*

Auto Send Off: Dictation will be saved as With Author state (Draft)

1 *Enter client reference as per your requirement.*

9 *Cognitive Custom Model:*

Select your desired custom speech model for your audio-to-text transcription.

2 *Description: Choose description type e.g., attendance note, letter or memo. More descriptions can be added by admin.*

3 *Manual: Secretary will get Audio Only Transcription*

Custom Speech: Secretary will get Audio + Text.

8 *Department: choose as per your requirement*

Secretary: choose as per requirement

6 *Due Date: choose as per requirement.*

4 *Priority: Choose High, Medium, or low as per your requirement*

7 *Self-Assignment: Dictation will remain With the Author state and not be assigned to the secretary or department. An author can re-assign at a later stage.*

5 *Assign to Department: Dictation will be assigned to the department, and one of the secretaries from the department will accept it.*

12 *Clicking Cancel will save audio locally visible below the green check mark on the recorder view bottom half. The user can later save audio from the offline tab.*

11 *Click save, and the dictation will be saved on the cloud – The audio dictation metadata will be saved first. Then, we will create the row on the grid and start the audio upload*

Phone screen content

14:01

‹ Dictation

New Dictation   Auto Send 🟢

Client Reference:
AD - 30-10-2023 14:01:pm

Description:
Attendance Note

Transcription Type
Custom Speech

Microsoft Cognitive Models
I'm loving Dictalogic - English

Departments   Secretary
Typing Pool   transcriber@dictalogict...

Priority   Due Date
Medium   30-October-2023

Assign to Dept ⚪   Self Assignment ⚪

Cancel   Save

![Dictalogic logo]

Local audio files

The Dictalogic IOS app supports offline mode. If there is no internet connection, the user can still record audio files, and the dictations are saved in the lower half of the recorder screen with the upload pending icon (cloud and arrow). The local audio files are synced to the cloud when the internet connection is back online.

1

1- Long press to rename the local audio.

2- Delete the local audio from mobile memory by sliding from right to left and pressing Delete.

3- Save as a new recording by clicking Sync and Save (on the top right of the screen).

*4- Share the audio via Email by sliding on the row from right to left and pressing Share.*
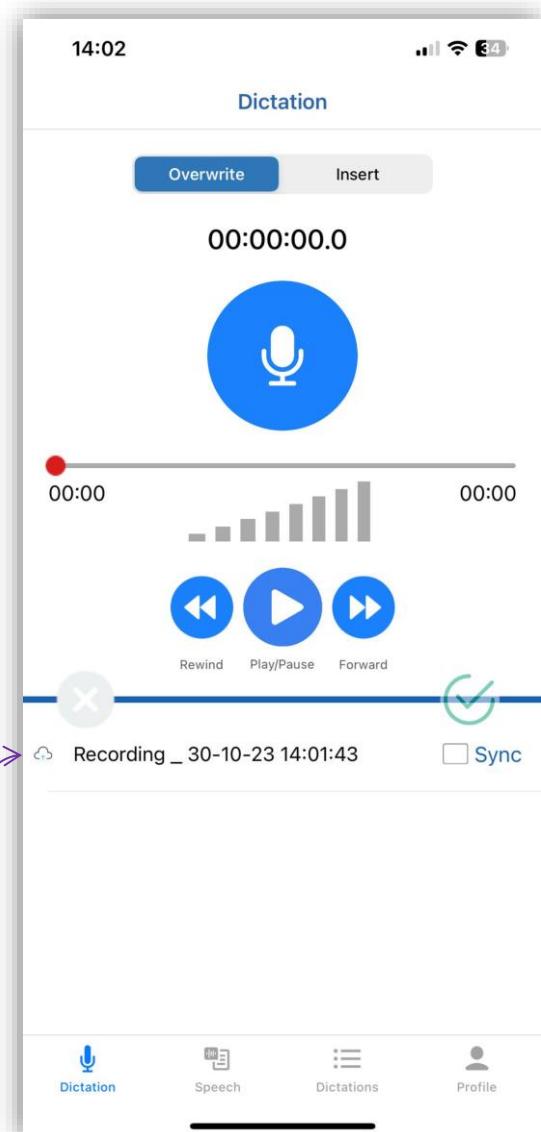
Audio files backup

The Dictalogic IOS app automatically creates a backup in the device memory in case it is needed to pull out of the backup.

Users can configure the number of audio files saved in the device's memory.

The backup files are saved in a first-in, first-out sequence – so if the no of copies value is set to 30, then the 31st audio will replace the 1st file, the 32nd file will replace the 2nd and so on.

2

Long press on the blue icon recover file.

Recover recording will load the audio in the Recorder screen bottom half so the user can re-upload to the cloud.

4

Click on + or – to increase or decrease the backup files in the local phone.

1

*Click on the **Profile** and **View backups** button.*

3

Click Logout to sign out of the Dictalogic app.
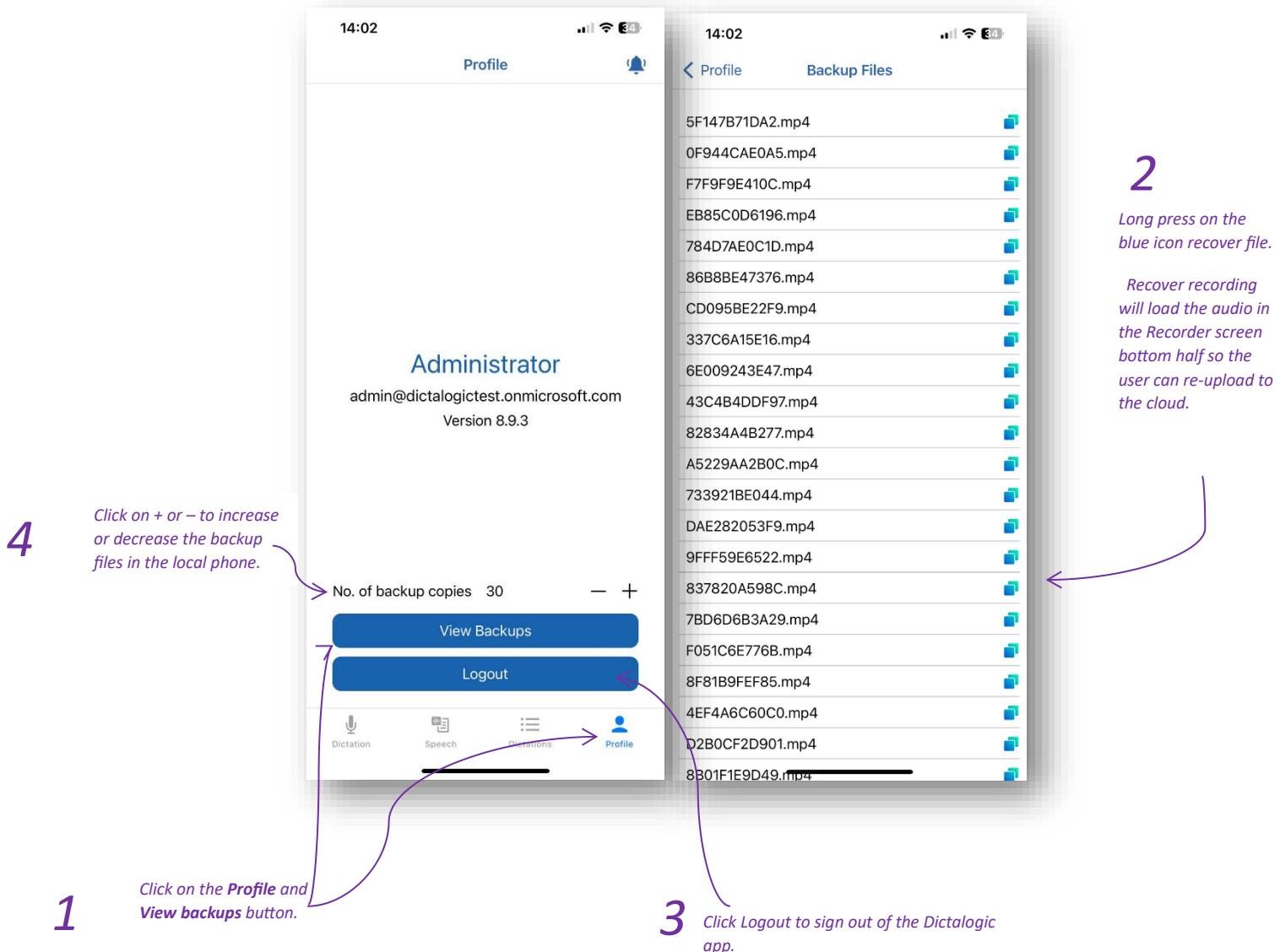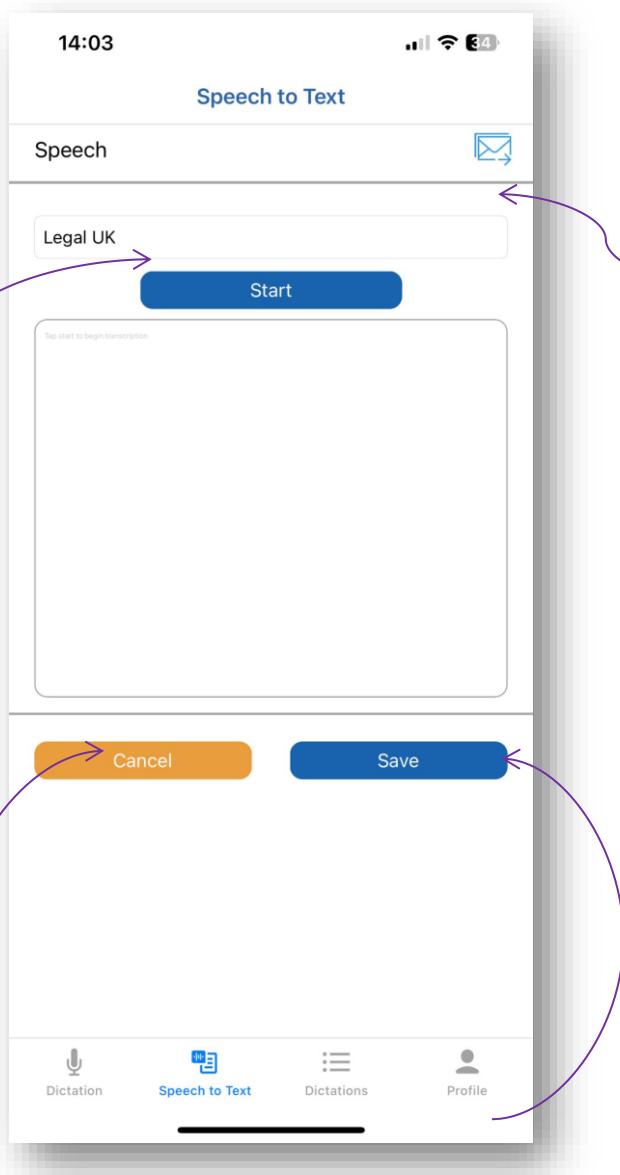
Speech

Cognitive Custom Model:

Select your desired custom speech model for your speech-to-text transcription.

1

2

*Click on the **Start/Stop** and start speaking, text will appear on the text editor.*

4

*Click **Cancel**, will remove the text from the text editor.*

3

***Click save**, will open the dictation form select/enter the dictation info, and click save.*

New Dictation Form

1 *Enter client reference as per your requirement.*

2 ***Description**: Choose description type e.g., attendance note, letter or memo. More descriptions can be added by admin.*

3 ***Speech to Text**: Secretary will get the transcription Text.*

4 ***Department:** choose as per your requirement*

***Secretary**: choose as per requirement*

5 ***Priority:** Choose **High, Medium, or low** as per your requirement*

***Due Date**: choose as per requirement.*

6 ***Assign to Department**: Dictation will be assigned to the department, and one of the secretaries from the department will accept it.*

9 *Click **Cancel** to return to the speech view.*
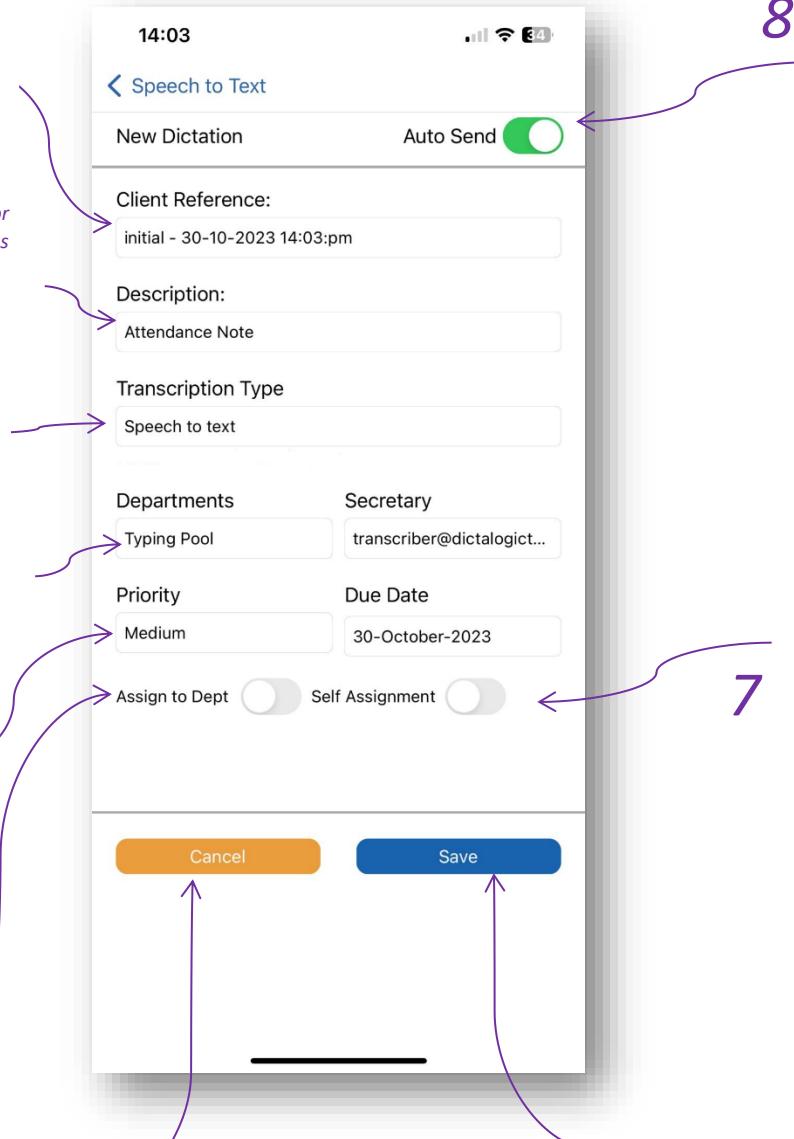
8 ***Auto Send On**: Email notification will be received by assigned to dictation person.*

***Auto Send Off**: Dictation will be saved as With Author state (Draft)*

7 ***Self-Assignment**: Dictation will remain With Author state and not be assigned to the secretary or department. An author can re-assign at a later stage.*

10 ***Click save**, will open the dictation form select/enter the dictation info, and click save.*

Phone screen content:

14:03

‹ Speech to Text

New Dictation   Auto Send 🟢

Client Reference:
initial - 30-10-2023 14:03:pm

Description:
Attendance Note

Transcription Type
Speech to text

Departments   Secretary
Typing Pool   transcriber@dictalogict...

Priority   Due Date
Medium   30-October-2023

Assign to Dept ⚪   Self Assignment ⚪

Cancel   Save

Dictations View – Audio Dictations

8 Click on wheel icon to change dictation grid to a list view.
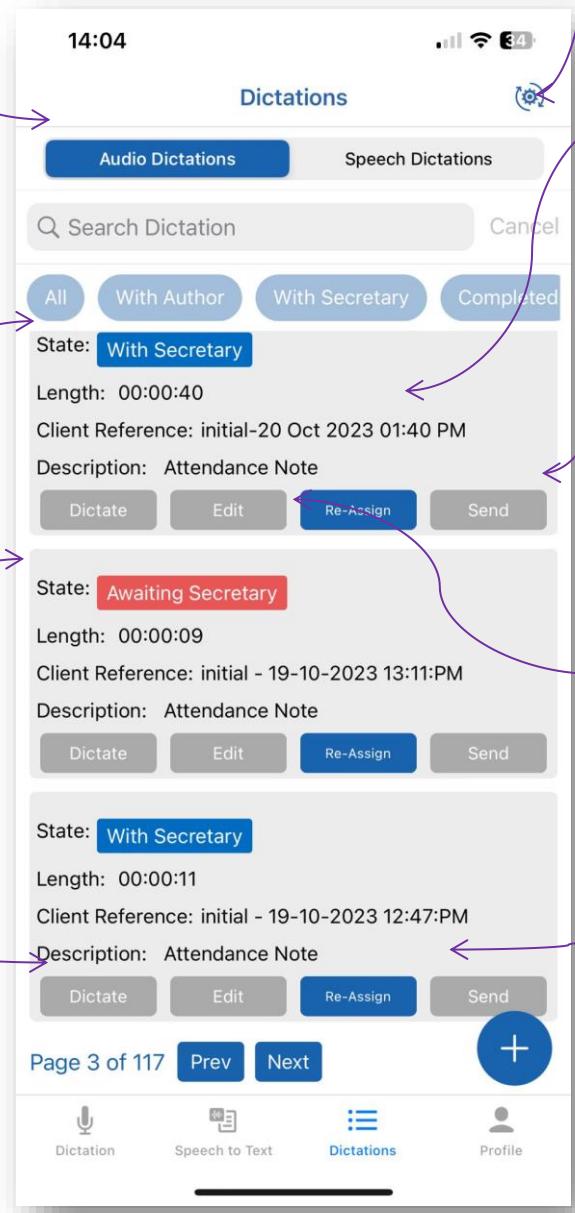
1 By Default, **Audios Dictations** tab is selected. Click on Speech Dictations tab to see the dictation view.

2 Click on dictation row to go to the dictation detail view.

3 **Audio Dictation States**

Self-Assignment: Dictation assigned as himself.

With Author: Dictation saved as Draft (Audio Only)

Awaiting Secretary: Dictation assigned to Department.

With Secretary: Dictation assigned to Secretary.

Completed: Will show the dictation marked as completed

7 Click send to assign dictation. If was upload with AUTO Send OFF.

5 Click on **edit** to update the dictation information or assign it to the secretary or department.

6 Click on **Re-assign** to pull back the dictation from the secretary or department state to dictate, edit, or assign dictation to someone else.

4 Click **Dictate** to add a new audio chunk.

Screen content:

14:04

Dictations ⚙

| Audio Dictations | Speech Dictations |

🔍 Search Dictation   Cancel

(All) (With Author) (With Secretary) (Completed)

State: **With Secretary**
Length: 00:00:40
Client Reference: initial-20 Oct 2023 01:40 PM
Description: Attendance Note
[Dictate] [Edit] [Re-Assign] [Send]

State: **Awaiting Secretary**
Length: 00:00:09
Client Reference: initial - 19-10-2023 13:11:PM
Description: Attendance Note
[Dictate] [Edit] [Re-Assign] [Send]

State: **With Secretary**
Length: 00:00:11
Client Reference: initial - 19-10-2023 12:47:PM
Description: Attendance Note
[Dictate] [Edit] [Re-Assign] [Send]

Page 3 of 117 [Prev] [Next]   ⊕

🎙 Dictation | 📄 Speech to Text | ☰ Dictations | 👤 Profile

Dictation Detail – Audio Dictations

1

Info Tab: *display dictation metadata and list of audios.*

Text Editor: *Show the transcription Text updated by secretary or generated by using custom speech model.*

**2** *Can see the **list of audios** and click to play it.*

3. ***Click on the Audio**: User can **Play/Pause**, **Forward/Rewind**, and listen the audio.*

4 ***Text Editor**: User can type or update the transcription format or see the transcription typed by a secretary or generated by using custom speech model.*

5 *Click save will update the transcription on the cloud.*
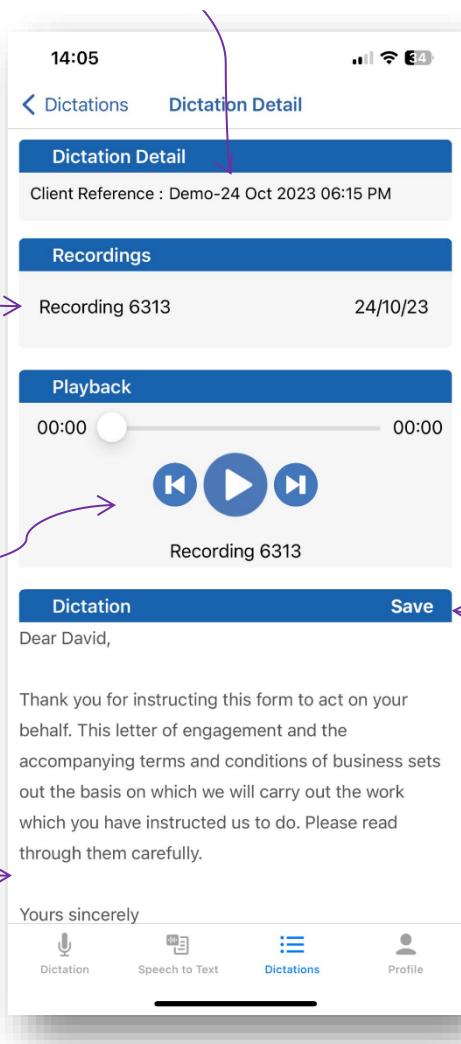
Dictations View – Speech Dictations

1 *Click on the **Speech Dictations** tab to see the list of speech dictations on cloud.*

3 **Speech Dictation States**

Speech to Text: *Dictation assigned as self-assignment.*

Speech to Text: *Dictation not saved automatically preserves as Draft (Text Only)*

Awaiting Secretary: *Dictation assigned to Department.*

With Secretary: *Dictation assigned to Secretary.*

Completed: *the dictation is marked as completed.*

2 *Click on dictation row to go to the dictation detail view.*

6 *Click on **Re-assign** to pull back the dictation from the secretary or department state to dictate, edit, or assign dictation to someone else.*

5 *Click on **edit** to update the dictation information or assign it to the secretary or department.*

7 *Click send to assign dictation.*

4 *Click **Dictate** to add a new text at the end of the existing transcription.*
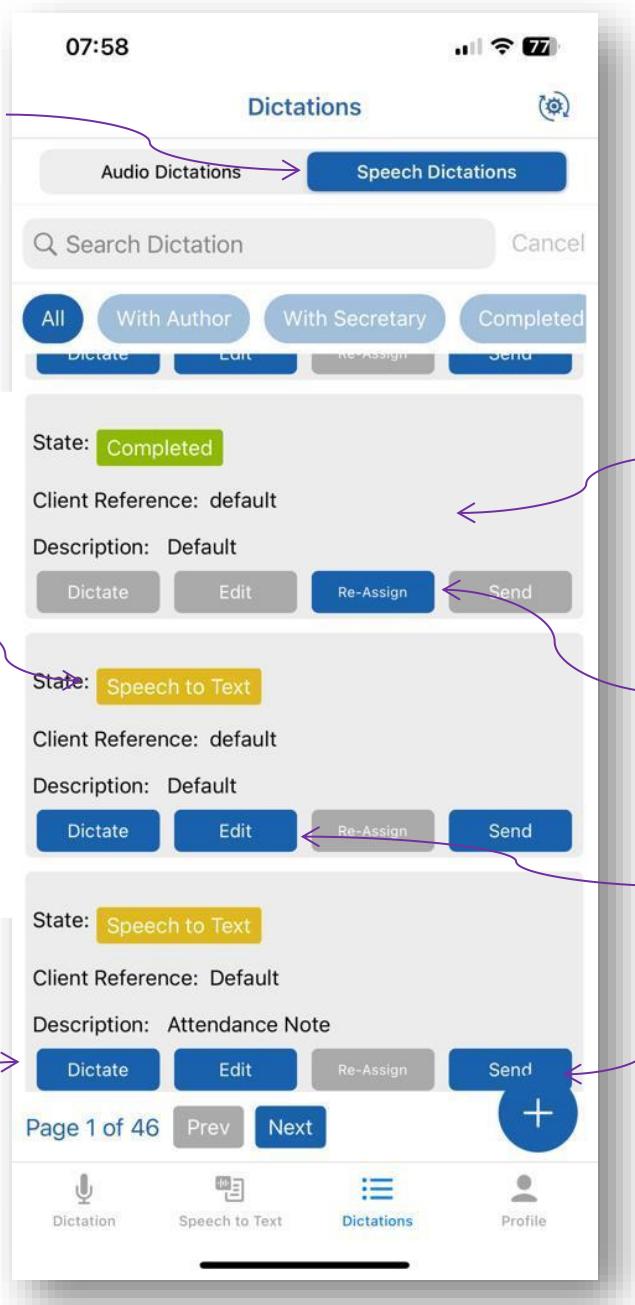
Dictation Detail – Speech Transcription
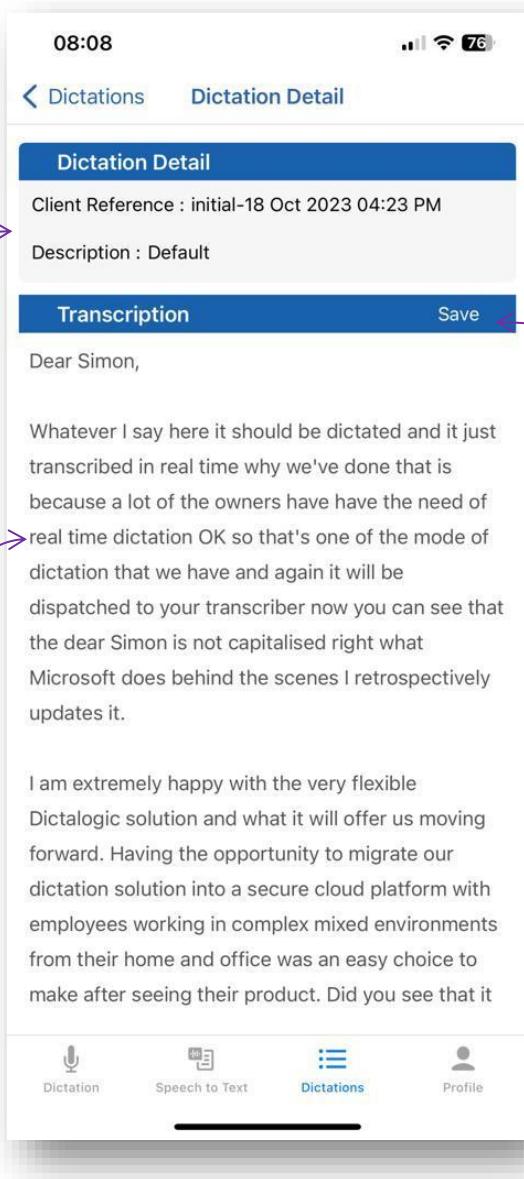
1. *Dictation detail containing metadata.*

2. **Text Editor**: *Users can type or update the transcription format or see the transcription typed by a secretary or generated using a custom speech model.*

3. *Click save will update the transcription on the cloud.*

08:08

‹ Dictations   **Dictation Detail**

Dictation Detail

Client Reference : initial-18 Oct 2023 04:23 PM

Description : Default

Transcription   Save

Dear Simon,

Whatever I say here it should be dictated and it just transcribed in real time why we've done that is because a lot of the owners have have the need of real time dictation OK so that's one of the mode of dictation that we have and again it will be dispatched to your transcriber now you can see that the dear Simon is not capitalised right what Microsoft does behind the scenes I retrospectively updates it.

I am extremely happy with the very flexible Dictalogic solution and what it will offer us moving forward. Having the opportunity to migrate our dictation solution into a secure cloud platform with employees working in complex mixed environments from their home and office was an easy choice to make after seeing their product. Did you see that it

Dictation   Speech to Text   **Dictations**   Profile