

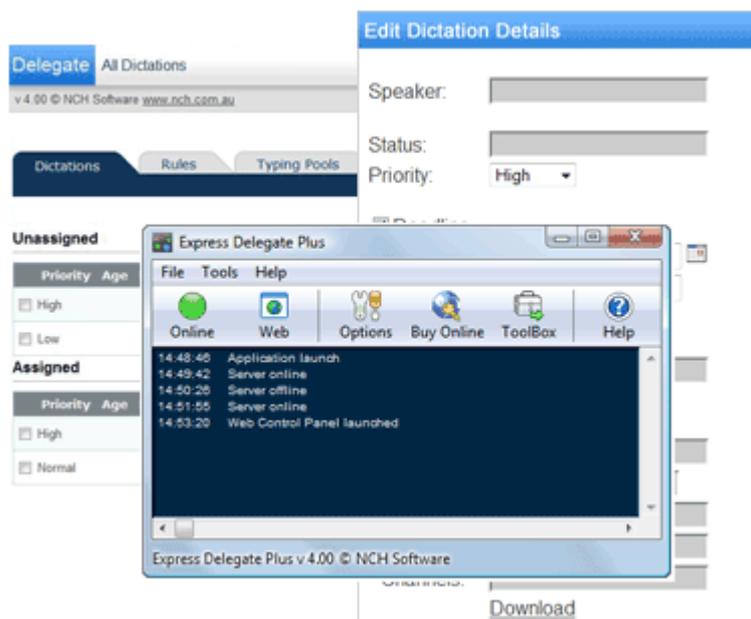
## Express Delegate Dictation Transcription System

Manage the dictation workflow from recording through transcription.

Express Delegate manages the dictation workflow of files created by multiple users of all the Lanier dictation suite of programs.

The dictation system is managed through a web control panel, making it easy for the transcription manager to control multiple dictation files.

Recordings go through the Express Delegate server where they are assigned to typing pools or individuals. Typist can automatically receive recordings through Express Scribe then send them back to the speaker when transcription is completed.



## Job Features

Control dictation jobs through a simple web interface.

Sort by priority, age, deadline, speaker, duration and more...

Status of jobs can be marked as

- unassigned
- assigned
- transcribing
- finished.

Managers can edit and view dictation details. Transcriptions can be uploaded directly to the web interface and are available for speakers to download. Typists can be emailed a dictation file directly when it is assigned or they can download the file by logging into the web console. Jobs can be re-assigned to another typing pool or given a new priority.

## Express Delegate Program Features

Three levels of web console access including:

- Manager: Manages users, typing pools and rules
- Speaker: Uploads recordings, downloads transcriptions
- Typist: Downloads recordings, uploads transcriptions

Typists can be assigned to one or multiple typing pools

- Multiple rules can be set for speakers, priority of jobs, and tags
- Dictation files can be sent directly to Express Delegate from Express Dictate
- Typists can retrieve new dictations directly from Express Scribe
- Recordings and final transcription documents can be uploaded and downloaded manually through the web console
- Reports include dictations created, transcripts finished and more
- Automatically email recurring reports to a manager\*
- Email notifications of new dictations for typists or uploaded transcripts for speakers\*

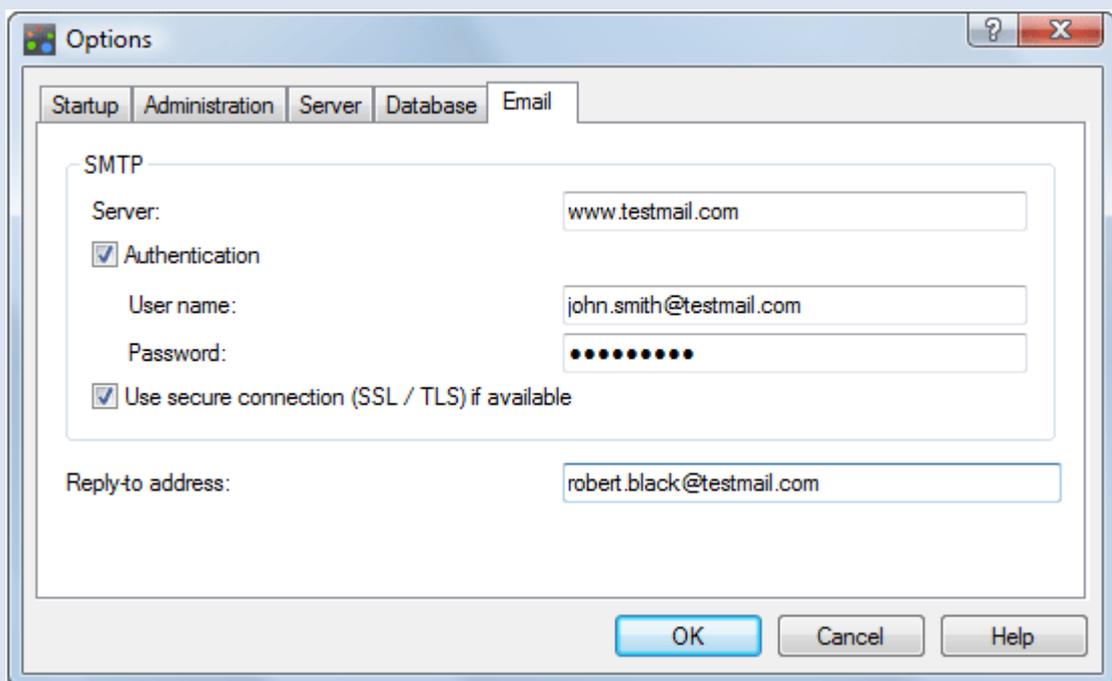
## Dictation Options

- PC Dictation via Philips Speechmike
- Digital Portables – Olympus, Philips, Grundig, Sanyo, Sony
- Telephone via standard analogue connection (standard Telstra PSTN or PABX extension)
- Smartphone – iPhone, Android (pending release)

## System Requirements

Works on **Windows 7**, XP and Windows Vista  
JavaScript enabled web browser

### Web control panel



The screenshot shows a Windows-style dialog box titled "Options" with a tabbed interface. The "Email" tab is selected. The "SMTP" section contains the following fields and options:

- Server:
- Authentication
- User name:
- Password:
- Use secure connection (SSL / TLS) if available
- Reply-to address:

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

### Add Deadlines, assign dictation

**Edit Dictation Details**

Speaker:

Status:

Priority:

Deadline

Date:  

Time:

Typing pool:

Typist:

### Admin Login Screen

**Delegate** Login [Help](#)

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**Welcome to Express Delegate**

Email:

Password:

[Forgot your password?](#)

Remember me on this computer

### Administration screen

**Delegate** All Dictations [About](#) [Change Password](#) [Logoff](#) [Help](#)

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Dictations Rules Typing Pools Users

**Unassigned**

Priority	Age	Deadline	Speaker	Duration	Tags	Pool	Typist	Recording	Transcript
<input type="checkbox"/> High								<input type="button" value="View"/>	<input type="button" value="Edit"/>
<input type="checkbox"/> Low								<input type="button" value="View"/>	<input type="button" value="Edit"/>

**Assigned**

Priority	Age	Deadline	Speaker	Duration	Tags	Pool	Typist	Recording	Transcript
<input type="checkbox"/> High								<input type="button" value="Upload"/>	<input type="button" value="View"/> <input type="button" value="Edit"/>
<input type="checkbox"/> Normal								<input type="button" value="Upload"/>	<input type="button" value="View"/> <input type="button" value="Edit"/>

### Edit Rule Details

**Rule**

Label

Rank

**Conditions**

Speaker

Priority

Tag

Label

Value

**Target**

None

Typing pool

Typist

## Create dictation routing rules for individuals or typing pools

### Route by:

- Speaker
- Priority
- Custom tags

## Create Users

- Managers
- Speakers
- Typists

Dictations	Rules	Typing pools	Users	Auto-Import	Log
<b>Managers</b>					
Email	Name	Pools	Dictations		
<input type="checkbox"/> dburnett@laniervice.com	Duncan			<input type="button" value="View"/>	<input type="button" value="Edit"/>
<b>Speakers</b>					
Email	Name	Pools	Dictations		
<input type="checkbox"/> author1@laniervice.com	Author1		8	<input type="button" value="View"/>	<input type="button" value="Edit"/>
<input type="checkbox"/> author2@laniervice.com	Author2		1	<input type="button" value="View"/>	<input type="button" value="Edit"/>
<input type="checkbox"/> lvdemo2@laniervice.com	Dictate2		6	<input type="button" value="View"/>	<input type="button" value="Edit"/>
<b>Typists</b>					
Email	Name	Pools	Dictations		
<input type="checkbox"/> trans1@laniervice.com	Karen	1	13	<input type="button" value="View"/>	<input type="button" value="Edit"/>
<input type="checkbox"/> trans2@laniervice.com	Sandra	1	2	<input type="button" value="View"/>	<input type="button" value="Edit"/>
<input type="button" value="Create new"/>	<input type="button" value="Delete"/>				

## Transcriptionist Management Screen.

Transcriptionists can be configured to view both, their own work, or all work.

Transcriptionist in 'MINE' jobs view

Dictations Mine | All

Rules Typing pools Users Auto-Import Options Log

**Assigned**

Priority	Age	Deadline	Speaker	Duration	Tags	Pool	Typist	Recording	Transcript
<input type="checkbox"/> Normal	577 days		Author1	0:00:17.6		Typing Pool	Sandra	2012-04-24 15-16-19.dct	<a href="#">Upload</a> <a href="#">View</a> <a href="#">Edit</a>

**Finished**

Priority	Age	Deadline	Speaker	Duration	Tags	Pool	Typist	Recording	Transcript
<input type="checkbox"/> Normal	577 days		Author1	0:00:27.7		Typing Pool	Sandra	2012-04-24 15-17-35.dct	<a href="#">Transcript.txt</a> <a href="#">View</a>

[Change priority](#) [Reassign](#)

Transcriptionist in 'ALL' jobs view

Dictations Mine | All

Rules Typing pools Users Auto-Import Options Log

**Unassigned**

Priority Age Deadline Speaker Duration Tags Pool Typist Recording Transcript

There are no items in this list

**Assigned**

Priority	Age	Deadline	Speaker	Duration	Tags	Pool	Typist	Recording	Transcript
<input type="checkbox"/> Normal	252 days		Dictate2	0:00:08.0	ref, type		Karen	dd.dct	<a href="#">Upload</a> <a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/> Normal	252 days		Dictate2	0:00:06.0	ref, type		Karen	dd.dct	<a href="#">Upload</a> <a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/> Normal	252 days		Dictate2	0:00:05.2	ref, type		Karen	dd.dct	<a href="#">Upload</a> <a href="#">View</a> <a href="#">Edit</a>

**Transcribing**

Priority	Age	Deadline	Speaker	Duration	Tags	Pool	Typist	Recording	Transcript
<input type="checkbox"/> Normal	577 days		Author1	0:00:17.6		Typing Pool	Sandra	2012-04-24 15-16-19.dct	<a href="#">Upload</a> <a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/> Normal	402 days		Author1	0:00:02.0		Typing Pool	Karen	707069-29.dct	<a href="#">Upload</a> <a href="#">View</a> <a href="#">Edit</a>

**Finished**

Priority	Age	Deadline	Speaker	Duration	Tags	Pool	Typist	Recording	Transcript
<input type="checkbox"/> Normal	757 days		Author2	0:00:07.6	matter	Typing Pool	Karen	Dictation 48.dct	<a href="#">Transcript.txt</a> <a href="#">View</a>