

# WinScribe Digital Dictation

## For the Legal Profession

Keeping ahead in the legal industry with focus on your clients, requires tools for maximizing lawyer efficiency and office productivity.

Whether your lawyers and staff need to work in the office, at home or on the move, WinScribe's digital dictation solution will assist with major wins...

- **Dictate anywhere**  
- in the office at home or on the move – minimize lost time and productivity when out of the office and achieve a more proactive response to clients.
- **Transcribe anywhere**  
- in the office, from home or another office and still be part of the team contributing fully to the workload.
- **Track productivity**  
- have the metrics available to understand where transcription resource is needed or if cover is required.
- **Spread the workload**  
- smooth out the daily peaks and troughs that hamper productivity to better manage the workload and contribute to productivity gains.
- **Integrate with existing applications**  
- access your office database and document management systems, streamlining the data flow into your dictation to assist document production.
- **Optional speech recognition**  
- dictate as normal yet deliver text to the typist ready for simple editing and maximize the impact on transcription time.
- **Maintain client confidentiality**  
- send dictation to the office or transcribe at home with high level encryption.

With WinScribe's workflow solution, your practice will gain greater control of dictation and transcription process - a key element in making better use of lawyer and support staff time.

*"The return on investment is in being more efficient and achieving quicker turnaround. And that's not just good for the firm, it's good for our clients as well."*

**Sharline Fitzgerald**  
Practice Manager,  
Gawith Burridge



### BENEFITS

- Increased productivity
- Greater efficiency
- Flexible working practices
- Remote working
- Improved client confidentiality
- Management and reporting capabilities

dictate  
**EASIER**

transcribe  
**FASTER**

bottom line  
**RESULTS**

## The WinScribe Solution

### Dictate anywhere

Wide range of non-proprietary industry standard input options supported including:

- Touchtone telephones
  - PC's or notebooks
  - Digital handheld devices
  - PDAs
- and more...

### Transcribe anywhere

- Network based transcription or internet transcription for remote working
- Unique login and password access for security
- Work online or offline
- Permissions settings - see only certain dictation jobs

### Integrate with existing applications

- Low risk implementation into existing practice and document management environments
- Built in software development toolkit
- Integration with all word processing applications
- Built in macro support

### Maintain client confidentiality

- Voice file encryption
- Secure and encrypted transmission
- No requirement for a VPN
- Full job tracking
- Configurable application timeout

### Spread the workload

- Custom reporting for a complete picture of system status - get immediate data about dictations, whether in progress or complete
- Identify bottlenecks - interact with the workflow - quickly allocate work/resources where required - eliminate work peaks and troughs
- Create typing pools for workload sharing and distribution
- Web-based management system - control transcription output in real time from anywhere

### Optional speech recognition

- Seamless integration with industry recognized speech recognition providers
- Front end (client) and back end (server) speech recognition
- Auto-formatting and ability to auto-populate 3rd party systems

### Meet your IT requirements

- Open standards architecture
- Built on Microsoft technologies
- Built in Software Development Kit (SDK) allowing customization
- Full Application Program Interface (API) support
- SQL performance and reliability
- Cost effective Software Assurance solutions
- Web based software installation and maintenance
- True multiple facility application

## Bottom Line Results

### Lower costs, raise efficiency

Identify bottlenecks, streamline your transcription effort and control your expenditure.

### Better workflow management

Monitor workflow and make better use of your resources - from within a branch, from other branches, from home, from any location around the globe.

### Improve service levels

Improve the accuracy of your jobs, dramatically reduce turnaround time and increase your output.

### Reduce stress

Improve the workflow of your organization, provide flexible working practices and be an organization which considers quality of life to be important.

### Return on investment, fast

Attribute cost savings to increased transcription productivity, improved document turnaround time, shared hardware across multiple offices, decreased courier costs, enhanced customer and employee satisfaction levels.

*"Our key objectives when deciding to introduce digital dictation were to make significant improvements to client service levels, whilst gaining access to far more detailed management information, thus enabling improvements in resource planning. WinScribe has quickly delivered on these objectives."*

**Kevin Emsley**  
Managing Partner,  
Lupton Fawcett

*"I wanted a solution that would move us forward into the 21st century without becoming an IT management or support issue"*

**Debra Himsel**  
Director of  
Technology,  
Locke Reynolds

For more information, visit

[www.winscribe.com](http://www.winscribe.com)

Alternatively contact us via email: [sales@winscribe.com](mailto:sales@winscribe.com)

 **WinScribe**  
Smarter Dictation

dictate EASIER, transcribe FASTER, bottom line RESULTS