

# ENHANCING THE EFFICIENCY OF YOUR ORGANIZATION WITH DIGITAL DICTATION



## Winscribe Dictation for the Legal Profession

In the modern organization it is vital to address client issues promptly if you desire to stay ahead of the competition. Winscribe provides you with the tools that make your firm more efficient and more productive. The Winscribe Dictation solution enables employees to organize their time more effectively and to work in more flexible and productive ways.

**Mobile digital dictation – Productivity on the Go.** Modern work practices have widened the work environment out from your desk to wherever you need to be. Hardware manufacturers and mobile carriers have combined efforts to produce a range of smartphones that now allow you to take much of your desktop with you. With the Winscribe Mobility Suite it doesn't matter whether you prefer the BlackBerry, the iPhone or a Windows Phone, you can dictate your work on the move, anywhere anytime, with all the capability of desktop digital dictation in your hand.

**Optimize your dictation workflow.** Being able to see the workloads of individual transcriptionists and to reallocate workflows according to your administrative decisions means an optimum use of resources which allows you to proactively identify and address bottlenecks. The reporting features available within the digital dictation system deliver close analysis of individual and group workloads in real time. Based on this information jobs can be reallocated easily in order to use available typists across your IT networks or the internet to get the job done. If you wish to outsource document creation, work can be exported from your system and sent to offshore or external transcription resources.

**Speech Recognition for faster transcription at lower cost.** Speech recognition technology can recognise the words you are dictating and 'type' them for you. A 'client-side' solution allows you to see and edit the words as they appear on your computer



"The ability to dictate off site has had a huge impact, not only to improving service to our clients but also allowing flexible work practices for our staff."

Stuart Windybank  
Insurance Principal  
McCabe Terrill

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whilst you are dictating your job. With a 'server-side' set-up your job is sent to a server for recognition before being routed to a transcriptionist or other destination in the flow of work. Both optional methods can be used independently or combined to make document creation more efficient for you.

**Winscribe Telephony Server – Flexible work practices for your staff.** With the Winscribe solution, documents can be created using any type of mobile or fixed line phone to dictate. Staff can dictate their work in the one format or combinations of formats that work best for them. For maximum efficiency, custom prompts can be created to provide voice forms that deliver a series of automated verbal cues so a pre-structured document can be completed with the answers supplied.

**Maintain client confidentiality.** Winscribe Dictation offers state-of-the-art voice file encryption and secure data transmission to assure that processing of client data throughout dictation and transcription happens without sacrificing client confidentiality.

**Integrate to make the most of your technology investments.** As documents are created they also need to be managed. This can be as simple as ensuring they are correctly filed within your organization or it can be a more complex requirement to ensure the document creation process is dynamically linked to your live document management system. Either way, Winscribe makes it easy by using existing document management integrations or by providing the ability to quickly and easily create a custom integration.

**Fast Return on Investment.** By automating the flow of dictation and document creation using Winscribe Dictation, you can provide exceptional service to your clients whilst at the same time lifting productivity in a way that generates a fast Return on Investment (ROI). Cost savings are attributed to increased transcription productivity and improved turnaround time, the ability to share hardware across multiple offices, decreased courier costs and indirectly to enhanced customer and employee satisfaction levels.

You can choose to purchase software as an in-house package or gain access to the software on an on-demand basis (SaaS) over the web where all software and servers are managed by Winscribe saving you the need to buy, install, maintain or upgrade any software or servers.

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

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Offer more flexible work practices to staff

Flexible dictation device options

Ability to monitor status of your work

Secure dictation from anywhere with instant transmittal to the transcriptionist

Speech recognition option to reduce transcription workload

Ability to integrate dictation with existing technologies

Streamline document management process and eliminate bottlenecks



UK AND REST OF EUROPE

Tel: +44 (0)118 984 2133

AUSTRALIA

Tel: +61 (0)2 9045 7500

NEW ZEALAND AND

REST OF WORLD

Tel: +64 (0)9 486 9010

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