NCH Software
Web Dictate

This user guide has been created for use with

Web Dictate Version 2.xx

Technical Support

If you have difficulties using Web Dictate please read the applicable topic before requesting support. If your problem is not covered in this user guide please view the up-to-date Web Dictate Online Technical Support at www.nch.com.au/webdictate/support.html .
If that does not solve your problem, you can contact us using the technical support contacts listed on that page.

Software Suggestions

If you have any suggestions for improvements to Web Dictate, or suggestions for other related software that you might need, please post it on our Suggestions page at www.nch.com.au/suggestions/index.html .
Many of our software projects have been undertaken after suggestions from users like you. You get a free upgrade if we follow your suggestion.

Web Dictate

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Screen References

Other Links

Options ~ Web Routing - URL http://www.nch.com.au/kb/10233.html
Home Page More Dictation Software

NCH Software Suite

This is a useful way to browse all the software available from NCH Software

You can see a set of products by type like Audio, Video and so on and view the product. From there you can try out the product and it will download and install it for you to trial. If you already have the product installed then you can click "Run It Now" and the program will be launched for you.

There is also a list of features for products in the category, in case you just wish to know how to say "Edit a Video File", and here it will offer you a product with that ability.

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Overview: What Web Dictate Does

Web Dictate is web-based dictation software that lets you create, edit and manage recordings from a convenient browser-based interface.

The advantage of Web Dictate is that you can install it on just one computer and let anyone access it from any Windows, Mac OS or Linux PC as long as it has Java installed and has a web browser supporting Java applets.

Using Web Dictate, you are no longer stuck having to install software on your machine in order to create your dictations.

You can travel to conferences overseas, make dictations on any computer, and then send them to your secretary for transcription.

This software is designed to be very easy and intuitive to use.

Within minutes you will be able to set up the software and start recording dictations.

Features

- Install on one computer and record dictations from any computer in the world using a web browser.
- Send dictations via email, FTP, LAN, or via Express Delegate.
- Allow an unlimited number of users to use the software (licenses must be purchased for every user).

System Requirements
   Server Machine

- Windows XP / 2003 / Vista / 2008 / 7.
- LAN or broadband internet connection.

   Client Machines

- Windows, Mac OS X, or Linux.
- Java version 6.0 or later.
- Web Browser supporting Java applets (e.g. Mozilla Firefox, Microsoft Internet Explorer, Apple Safari).
- LAN or internet connection.
- Sound card, microphone (for recording), speakers (for play-back).

Installation and Setup

The Administrator can set up Web Control Panel access and User licenses so regular users can access the software and record dictations.

After Web Dictate is installed, go to Options -> "Administration" tab. Set the Administrator User Name, Email Address and Password as appropriate.

Next, click on the Web Access tab of the Options dialog.

- Next, specify a port on which you want to run the Web Control Panel.
- Please ensure you do not choose port 80 to avoid conflicts with other programs, as well as to avoid security problems.

Now click on the "Web" button in the main window.

- When your browser opens, try to log in using your Administrator login details.
- After successful login, the Main Menu page of the Web Dictate Control Panel will be displayed <u>Web Control Panel</u>.

The final task to complete initial setup is to add users.

- Click on the "Users" link in the Web Control Panel main menu.
- Add each user for whom User licenses have been purchased: (
  <u>click here to purchase licenses</u>
). Select Add User and enter the user details exactly as they appear on the registration.

  New users can also be added from the application's main window, under File -> "Register New User...". In this case, the default password for that user will be blank.

  Note that only the Web Dictate Administrator will have the access to Add New User feature. For more information, please refer to <u>Web Control Panel</u>.

That's all the setup required - your users will now be able to have access to Web Dictate.

Purchasing and Registering

Web Dictate is free for evaluation use only.

There are 2 alternative licensing options for Web Dictate.

- Purchase Individual User Licenses   You may purchase a Web Dictate user license for each individual software user.

    - The Web Dictate User license includes free use of the related software Express Dictate. You can download Express Dictate from http://www.nch.com.au/express/index.html
      .
    - The same registration code can be used to register Express Dictate.
    - Note that with this option, if you want to change email address, you will need to purchase another registration.

    This option is suitable for smaller transcription services with less than 20 users.

    To view pricing or purchase a user license online, please click here.

- Purchase a Web Dictate Site Installation License
  A site license licenses a single installation of Web Dictate for unlimited use. As many users as required may be added per site without any further charge.

    This option is suitable to larger transcription services with more than 10 users (or anticipated users).

    To view pricing or purchase a Web Dictate site license online, please click here.

WARNING: Please be honest. It is both fraud and breach of copyright (piracy) to use another person's user license. Piracy will be reported to the police and unprofessional conduct will be reported to any appropriate medical or legal professional ethical organization.

General Usage

At the heart of Web Dictate is its web-based interface where user access is set up and where all your users will create and manage their dictations.

The only difference in the Web Control Panel for the Administrator and for the User is that users do not have privileges to manage user licenses. Administrators are free to log in and go about testing the software prior to allowing user access.

NOTE: It is an expectation that the Administrator account is not to be abused. It is ONLY meant for setting up Web Dictate, managing User licenses and for generally testing the software. It is not intended to be used in an everyday situation for recording and managing dictations. For that you must purchase User licenses, here.

Web Dictate's feature base is at once very simple and yet powerful. You can:

- Record dictations
- Edit dictations
- Delete dictations
- Send dictations via email, FTP, LAN, or Express Delegate. See Express Delegate details here
- Manage User Licenses (Administrator Only)
- Non-administrative users do not have access to other users' recordings.

Shortcut Key Reference

- Ctrl+W Open Web Control Panel
- Ctrl+O Open Options dialog
- F1 Open Help documentation
- Alt+F4 Exit Web Dictate

The following shortcut keys apply to the web interface whenever the recording window is displayed.

- F9 Play
- R Record
- Esc Stop
- Home Jump to start
- F7 Rewind
- F8 Fast Forward
- End Jump to end

Options

Open the Options dialog by clicking on "Options" in the Web Dictate main window, or going to File -> Options.

Options -> General

- Run Web Dictate automatically on system startup - choose the desired startup option for Web Dictate.
- Service Settings - for details, please refer to this page <u>Service Settings</u>
- Email Settings   This dialog specifies how dictations should be sent via email. Note that the sending of email happens on the Web Dictate server computer, not on the client's computer.

  For more information, please refer to this page <u>Sending Emails using SMTP</u>

Options -> Administration
   Administrator Access

   Here you can set the administrator's user name, email address, and password.

   Note that you can only have one administrator account, and that the user ID for the administrator is 0.

Options -> Web Access
   Web Access Server

   Here you can specify the port on which the Web Dictate server runs, start or stop the server, and run a routing test. See <u>Routing Options Page</u> for more details.

Problems With Login?

If you are an Administrator, your user name and password can be set using the Options button on the toolbar of the program itself.

By default, the user name for the Administrator is Admin and password is blank.

If you are a normal user, you need to ask your Administrator to set up the Web Dictate account for you.

Once you are added to the Web Dictate users list, you will receive an email with your login details.

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8. The contract arising out of this agreement is governed by the laws and courts of the Australian Capital Territory.

Web Control Panel - Web Interface

Web Interface

Web Control Panel - New Dictation

Click the New Dictation link in the control panel to record a new dictation. You will first receive a prompt requesting a name for the file you are about to record (a generic file name is given by default). You will then be taken to the <u>Recording page</u> where you can commence recording.

Web Control Panel - Existing Dictations

Click the Existing Dictations link in the control panel to view all your previously recorded dictations. All recorded dictations are listed here, even those that you have sent via email.

In the Existing Dictations list, the status of each dictation is displayed. If you have not recorded audio for a particular dictation, you will see "No content recorded" in its status column. The duration of recorded dictations is also displayed.

For any individual file in the list, you can perform the following actions by clicking the associated icon to the right of the dictation listing:

- Edit the dictation - Clicking the edit icon will open the dictation in the recording page, where you can add to the dictation, or record over parts of the dictation. See the Recording Page
     topic for more information about making and editing recordings.
- Send the dictation - Clicking the send icon will prompt you to select the recipient of the dictation. You can send to the default recipient, or select another recipient from the list. See the Recipients topic in this manual for more information about setting up recipients in Web Dictate.
- Delete the dictation - Click the delete icon to delete the dictation from the list. You will be asked to confirm the deletion before the action is carried out.

Create New Dictation

To create a new dictation from the Existing Dictations list, click the Create New Dictation link found near the top of the tab. You will be prompted to enter a file name for the recording you are about to make, then will be directed to the recording page. See the Recording Page topic in this manual for more information about recording.

Load Existing Dictation

To add dictation files from your computer to the Web Dictate web interface, click the Load Existing Dictation link found near the top of the Existing Dictation tab. Browse to the dictation file and click Load Now to upload the dictation and add it to the list.

Web Control Panel - Sent Dictations

Click the Sent Dictations link in the control panel to view dictations you have sent from Web Dictate. For any individual file in the list, you can perform the following actions by clicking the associated icon to the right of the dictation listing:

- Edit the dictation - Clicking the edit icon will open the dictation in the recording page, where you can add to the dictation, or record over parts of the dictation. See the Recording Page
  topic for more information about making and editing recordings.
- Resend the dictation - Clicking the send icon will prompt you to select the recipient of the dictation. You can send to the default recipient, or select another recipient from the list. See the Recipients topic in this manual for more information about setting up recipients in Web Dictate.
- Delete the dictation - Click the delete icon to delete the dictation from the list. You will be asked to confirm the deletion before the action is carried out.

Sending Dictations

Dictations can be sent either from the Existing Dictations section by clicking the email icon to the right of any dictation listing, or directly from the recording page by clicking the Send button. Before dictations can be sent successfully, at least one recipient must be set up. See the recipient
  topic in this manual for more information about setting up recipients and the sending methods available with Web Dictate.

Web Control Panel - Recipients

Click the Recipients link in the control panel to add recipients you send dictations to from Web Dictate. Dictations can be sent via <u>Express Delegate dictation workflow management software</u>, email, a local area network (LAN), or an FTP server.

To add a new recipient:

- Click the link Add New Recipient link, found near the top of the tab
- In the page that appears, enter the recipient's name and select the send method, the file format, and an encryption key if required.

Select and configure a send method:

- Express Delegate: Dictation Workflow Management Software

  Learn more about this program at <u>www.nch.com.au/delegate/</u>

  Express Delegate manages dictation files and tasks by assigning transcription tasks to typists based on manager-created rules and tracking the status of all tasks.

  Many of the features of Express Delegate are available remotely, via your web browser.

  To use this method to upload dictations, you must have an account on an Express Delegate server. If you are unsure of the Express Delegate server address, server port number, login email address, or login password, please contact your Express Delegate server administrator.

- Email

  If you select this option, the recipient will recieve the dictation as a file attached to an email. Enter the email address of the typist in the Email Address field.

- Local Area Network (LAN)

  The fastest way to send typing to the typists is over your local computer network. To do this, your typist must have a shared folder on the network. If necessary, ask your systems administrator to create a suitable folder.

  Enter the full path of the shared folder in the "Folder or Drive" field. Please note that your typist's software (e.g., Express Scribe) must also be set up accordingly to recieve dictations using this method.

- File Transfer Protocol (FTP) Server

  Web Dictate can upload dictations directly to an FTP server. This is faster than the email option, but requires that your typist have access to an FTP server to store the files.

  Enter the Server, Username, Password and Directory as set up for your typist's FTP server.

Send File Format

After selecting the send method, select which file format you want to send the files in. The DCT format allows for extra sender information to be embedded into the file, the WAV format does not.

Security

Finally, determine whether or not you need to send the recordings with encryption. For dictations containing sensitive or privileged information, this option should be enabled. Note that the encryption feature is only available to licensed users.

Web Control Panel - Users

Click the Users link in the control panel to add users who can create and send dictations from Web Dictate. Note that only a Web Dictate Administrator can add users. Administrators can add licensed Users to grant access to your Web Dictate installation. Click here to purchase licenses.

To add a new user license:

- Click the Register New User link, located near the top left of the tab.
- In the page that appears, type in your registration details exactly as provided to you.

    Additionally, you need to create an access password for the user's Web Dictate account.

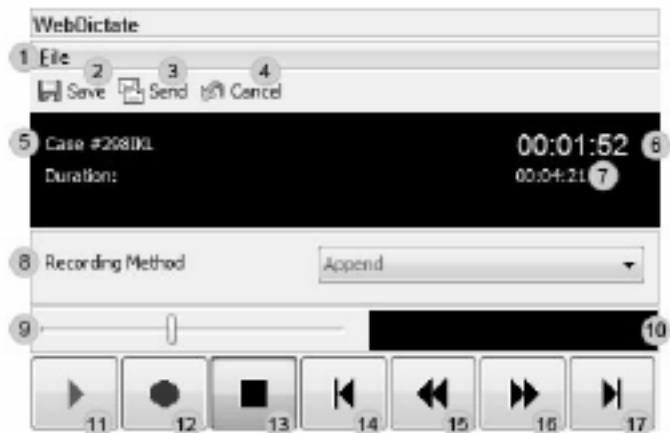The user will need the User Name and Web Dictate Access Password in order to log into the account.

To add a new site license:

- Click the Register Site License link, located near the top left of the tab.
- In the page that appears, type in your registration details exactly as provided to you.

The user will need the User Name and Web Dictate Access Password in order to log into the account.

Web Control Panel - Recording Page

The recording page is where you create your Web Dictate recordings or edit existing recordings. A screenshot of the recording window is shown below.

The different parts of the recording window are as follows:

1. File menu - access all the main options such as Play, Record, Stop, Rewind and Fast Forward.
2. Save - saves the current dictation and puts it in the "Existing Dictations" folder.
3. Send - sends the current dictation to the specified recipient in the "Recipients" section. If the send was successful, the file will be put in the "Sent Dictations" list, otherwise it will go in the "Existing Dictations" folder.
4. Cancel - cancel out of the recording page and discard the current dictation.
5. The filename of the current dictation.
6. The current position in the dictation.
7. Total duration of the current dictation.
8. Recording Method - when you click the pull-down menu to the right of this label, you can select where the audio will be inserted when you click Record.

   - Append - the new recording is added to the end of the dictation.
   - Overwrite - the new recording commences from the very start of the dictation.
   - Insert - the new recording starts at the current position in the dictation.

9. This is the seeker/slider bar. It lets you navigate through to any point in your recording.
10. The volume display lets you see the changing volume levels of your voice as you are making the recording. If this display is not moving, it means that nothing is being recorded.
11. Play - play your current dictation.
12. Record - start recording to the dictation file.
13. Stop - stop recording.
14. Go to Start - jumps back to the beginning of the dictation.
15. Rewind - rewinds the dictation three seconds for every click of the button.
16. Fast Forward - fast forwards the dictation three seconds for every click of the button.
17. Go to End - jumps to the end of the dictation.

Screen References - Options ~ Web Access

Browser Access

For more information on setting up Browser Access, see this Knowledge Base article: www.nch.com.au/kb/10233.html
.