



# eScribers Dictation Suite

User Manual  
December 2022

*eScribers Transcription Services & Court Reporting for the Legal Community*

Arizona



New York



Virginia



Maryland



London

## About the Dictation Suite

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eScribers is proud to present a custom-built dictation suite for on the ground case work.

The system is built to accommodate dictations and interviews both by telephone or by app for phones with an internet connection.

The system is accessible from all devices and is easy to navigate.

For additional questions or support, please contact [dictation@escribers.net](mailto:dictation@escribers.net)

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# I. Dictate your notes via iPhone or Android App



## Dictate your notes via iPhone or Android App

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eScribers offers a custom-built voice recorder application for both iPhone and Android. The app is free and easy to use.

Record as many dictations or interviews as you like, then easily replay and rename them per your liking.

Whenever you are ready, you can send your recordings over to eScribers with a click of a button, and eScribers will return them to you transcribed in less than 24 hours.

eScribers Dictation App captures high-quality audio recordings which can be recorded live from anywhere, regardless of your Wi-Fi or connectivity limitations. Recordings can be stored and reviewed for replay, editing, deletion, or sending. Internet connection is only needed for sending; internet connection is NOT needed for recording.



To download the  
**iPhone App**

To download the app, open the  
App Store and search for:  
*eScribers Dictation*



To download the  
**Android App**

To download the app, open the  
Google Play Store and search for:  
*eScribers Dictation*



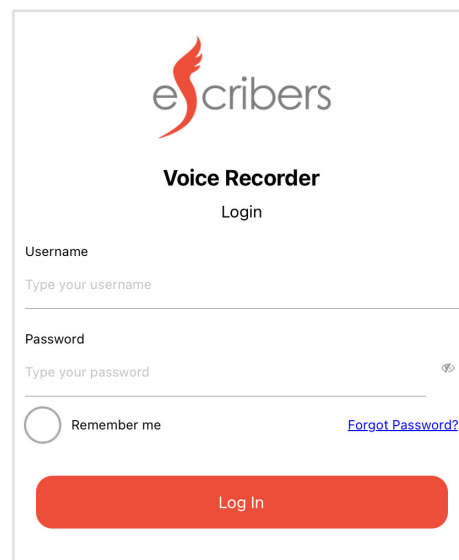
The eScribers Dictation app is completely free on both the  
App Store and the Google Play Store.

# Dictate your notes via iPhone or Android App

## Login

To begin using the Dictation App, log in using your unique eScribers username and password. Your username and password for the new system have not changed and are the same as in the prior system.

If at any point you forget your password, you can easily retrieve it by tapping Forgot Password? at the bottom right of the login screen.

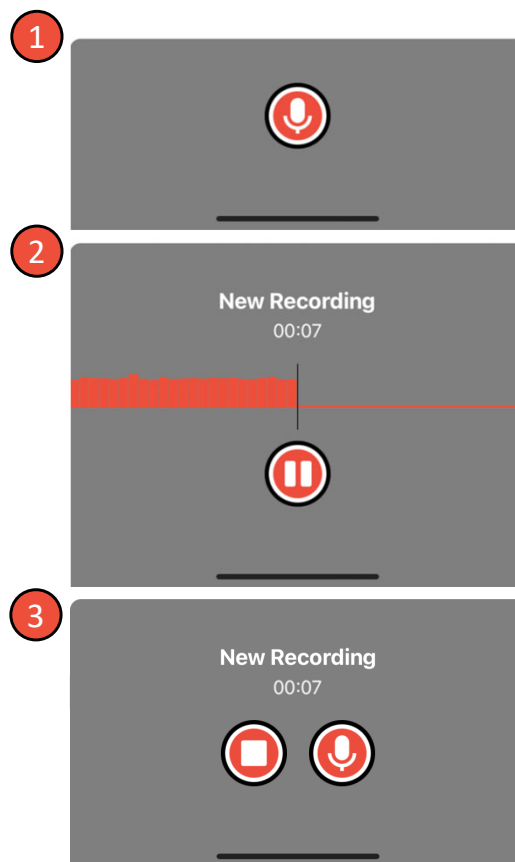


## Record

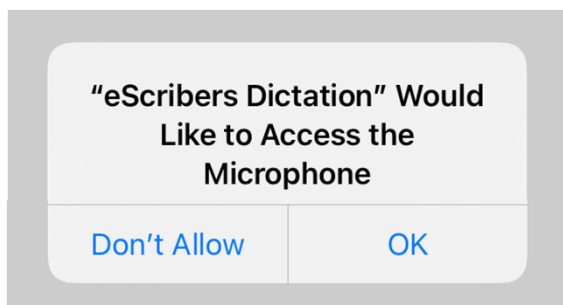
1. To begin a recording, tap the microphone icon at the bottom of the screen. There is no limit to the length of your recording.

2. As soon as recording begins, a pause icon appears in place of the microphone. The pause icon enables pausing during a recording at any point simply by tapping pause.

3. Resume a recording by tapping the microphone icon or end a recording by tapping the stop icon.



**No fear of phone calls!** With the new eScribers Dictation app, recordings are automatically paused when the user receives an incoming call.



Before beginning the first recording on the device, the user will be prompted to permit the app to access the device microphone. Note that the microphone will only be activated during the time of a recording. Please tap OK.

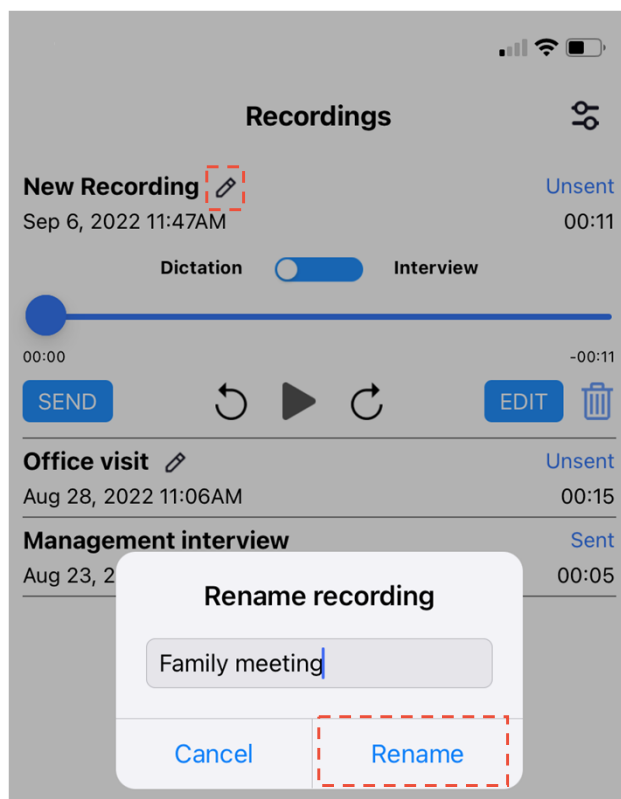
# Dictate your notes via iPhone or Android App

## Rename Recording

Recordings should be titled per the 'Case Name' of the dictation. The input recording name will appear on the transcript as the Case Name.

To rename a recording, tap the pen icon to the right of the recording name.

Tap Rename to save the new recording name.

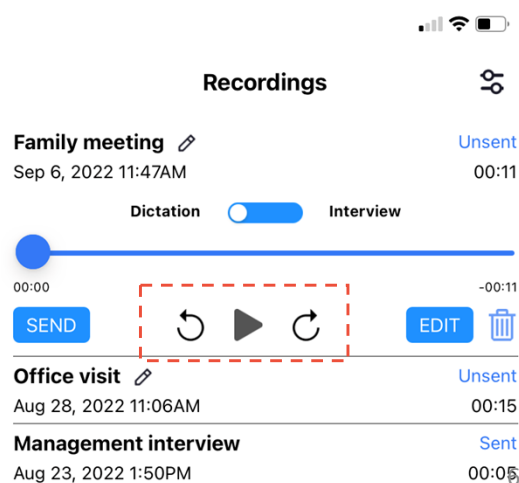
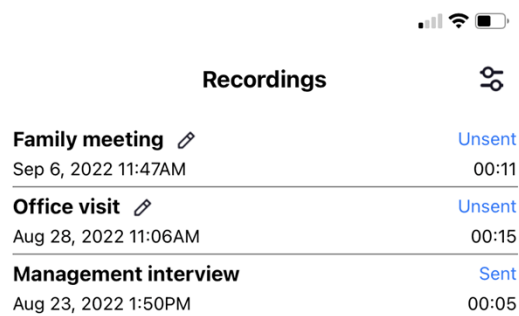


## Play Recording

Tap the row of your desired recording to open the recording details.

Tap the play icon to begin the recorded audio.

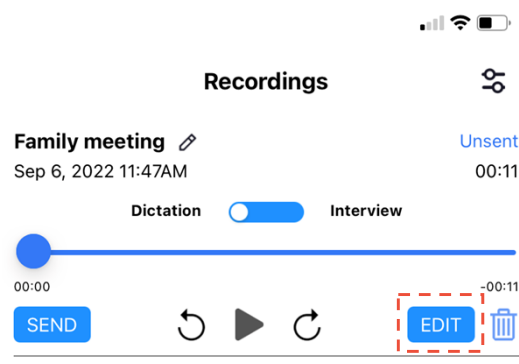
Tap the left-facing rounded arrow to rewind the audio 15 seconds prior and tap the right-facing rounded arrow to fast-forward the audio 15 seconds ahead.



# Edit your recordings via iPhone or Android App

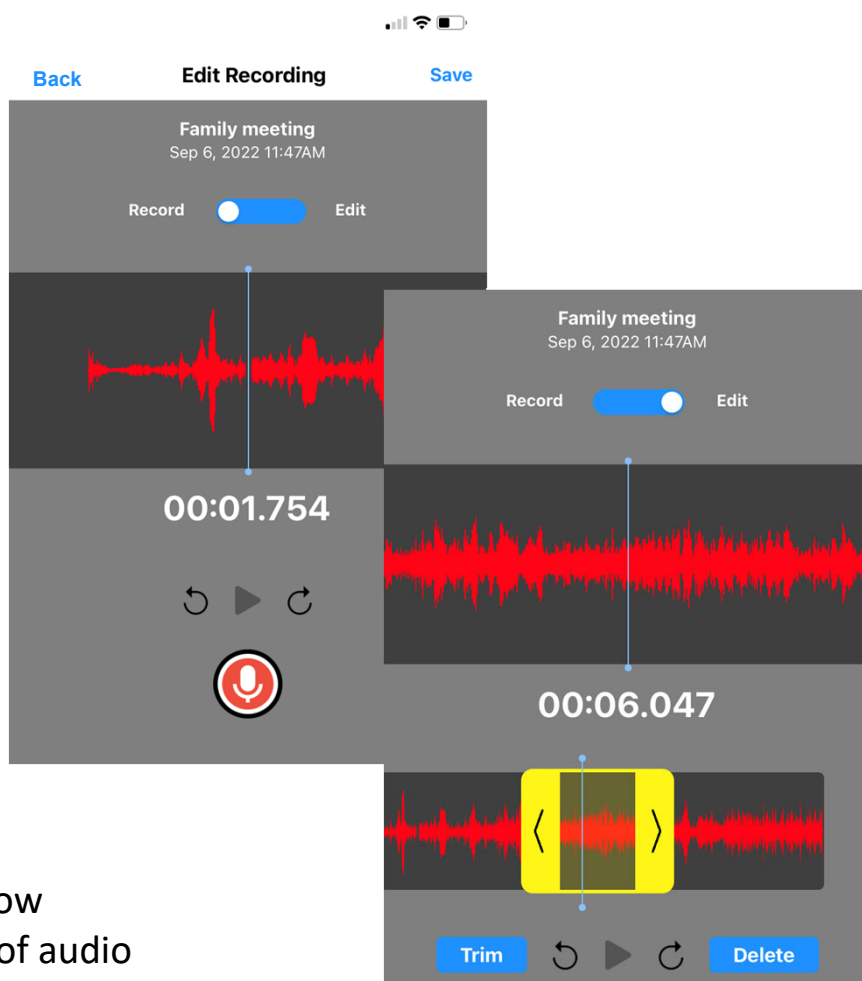
## Edit Recording

Go back to any of your Unsent Recordings and edit them by tapping the EDIT button. You will then have the option to pull the blue toggle either Record or Edit.



## RECORD

Drag the vertical blue line anywhere along the existing recorded audio to select a location to add new recorded audio. Tap the red record button to begin recording.



## EDIT

When the blue toggle is set to 'Edit', you will be able to:

### Trim

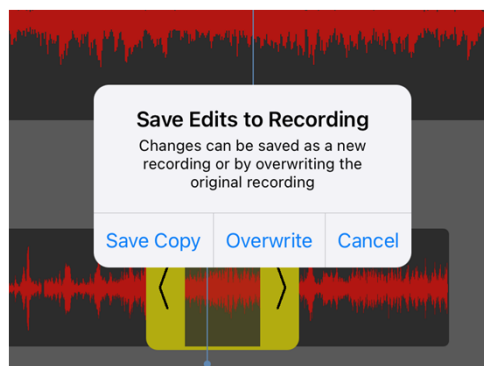
Tap 'Trim' and drag the yellow section to highlight a section of audio you wish to keep, while the non-highlighted audio will be trimmed off.

### Delete

Tap 'Delete' and drag the yellow section to highlight a section of audio you wish to delete, while the non-highlighted audio will be kept.

## Saving Your Edits

Save your edited recording by tapping 'Save' in the top right corner and saving as a new copy (Save Copy) or overwriting the existing file (Overwrite).



# Dictate your notes via iPhone or Android App

## Denoting the recording type

All recordings – both Dictations and Interviews – are recorded in the same manner.

Once the audio is recorded the user can change the settings and inputs to denote whether the recording was a Dictation or an Interview.

Please note: Only select users have permission to conduct interviews.

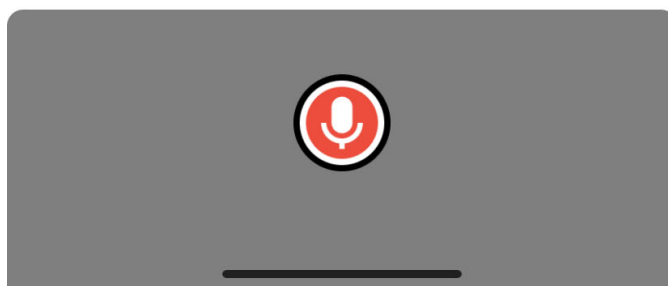
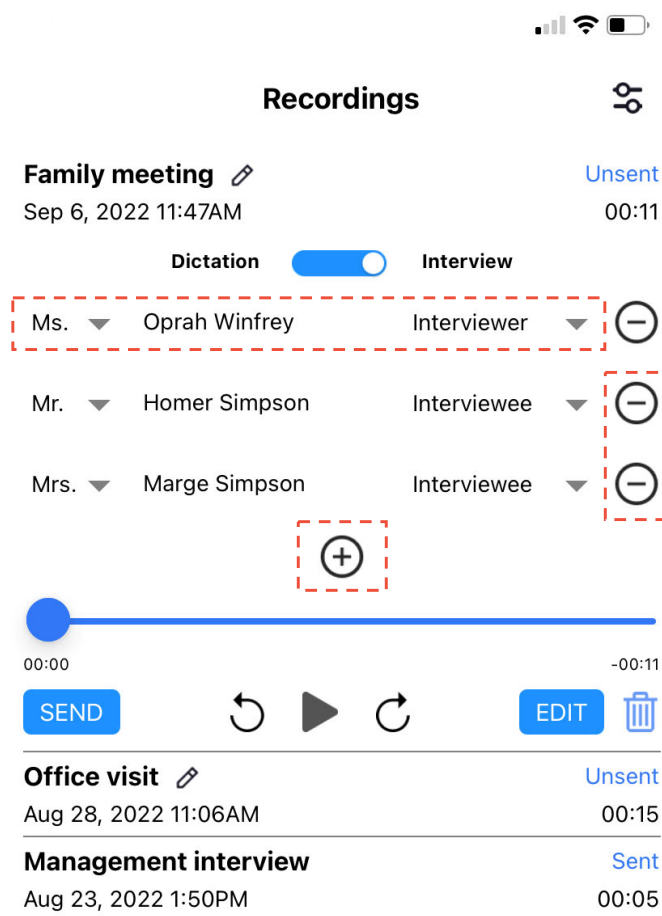
## Interviews

Recordings that are conducted as interviews of multiple speakers can be easily customized to reflect the number of speakers and their respective titles and roles.

1. To indicate that a recording is an Interview, tap the horizontal toggle. When the toggle is set to 'Interview', speakers will appear below.
2. Each speaker requires a title, a full name, and a role. These exact credentials will appear in the transcript, so ensure the spelling is correct before submitting.
3. Additional speakers can be added by tapping the plus icon, and speakers can be removed by tapping the minus icons.

### Note:

- There is no limit to the number of speakers that may be listed.
- Multiple speakers may be listed under the same role.





# Dictate your notes via iPhone or Android App

## Send Recording

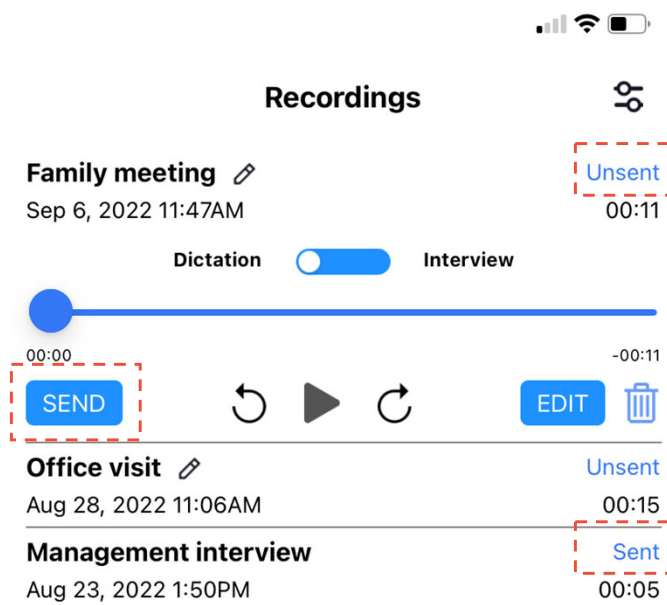
Recordings can be easily and quickly sent to eScribers for transcription with the tap of a button.

Tap SEND to send the recording

The recording status at the top right of each recording row reflects if the recording has been Sent or if it is still Unsent.

Once a recording is sent, renaming the recording is disabled.

Sent recordings will appear in your Client Portal. See section III. for more detail.



## Delete Recording

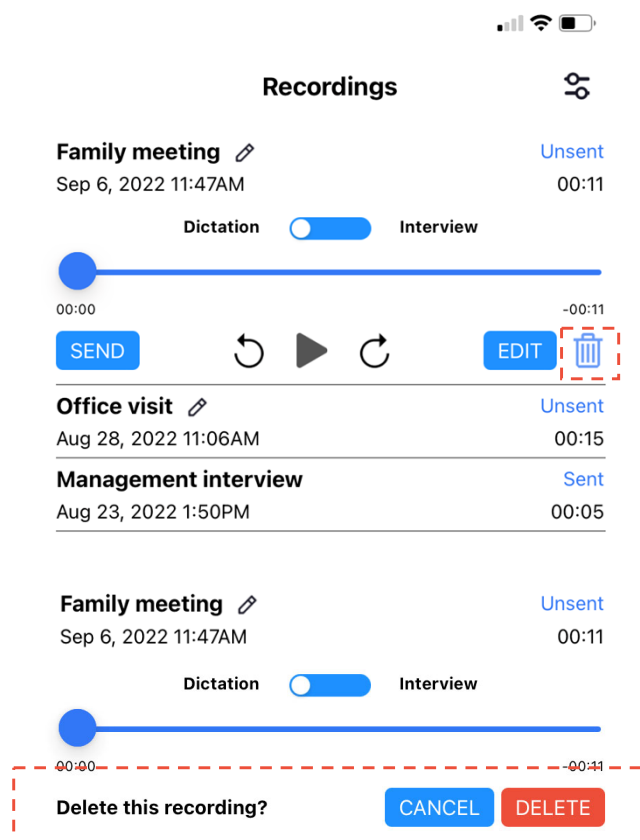
Recordings are stored locally on the user's personal device and can be deleted at any time.

Recordings can be deleted before or after they are sent.

To delete a recording, tap the trash icon at the bottom right of the recording row.

The app will prompt the user to confirm the request to delete a recording.

Once a recording is deleted, there is no way to recover the deleted recording.



# Dictate your notes via iPhone or Android App

## Adjust the Dictation App settings

Users can adjust their personal system settings by tapping the Settings icon at the right, topmost part of the screen.

To return to the main screen, tap the arrow at the top left corner.

## System Settings

### *Cellular Data*

Elect to enable or disable use of cellular data for executing recording sending. If Cellular Data is disabled, recordings will only send when device is connected to Wifi.

### *Purge sent recordings*

Elect to automatically erase recordings from the app upon sending.

### *Default Recording name*

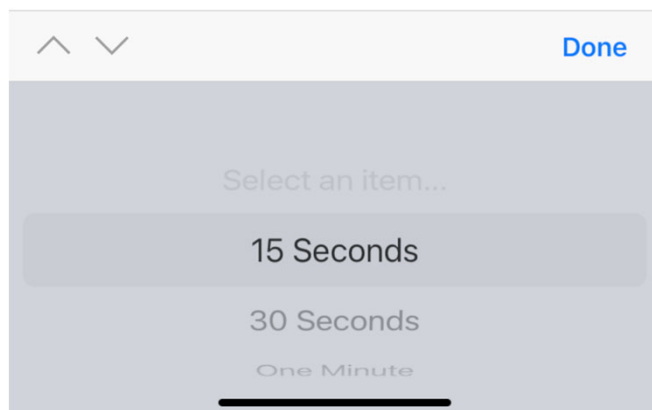
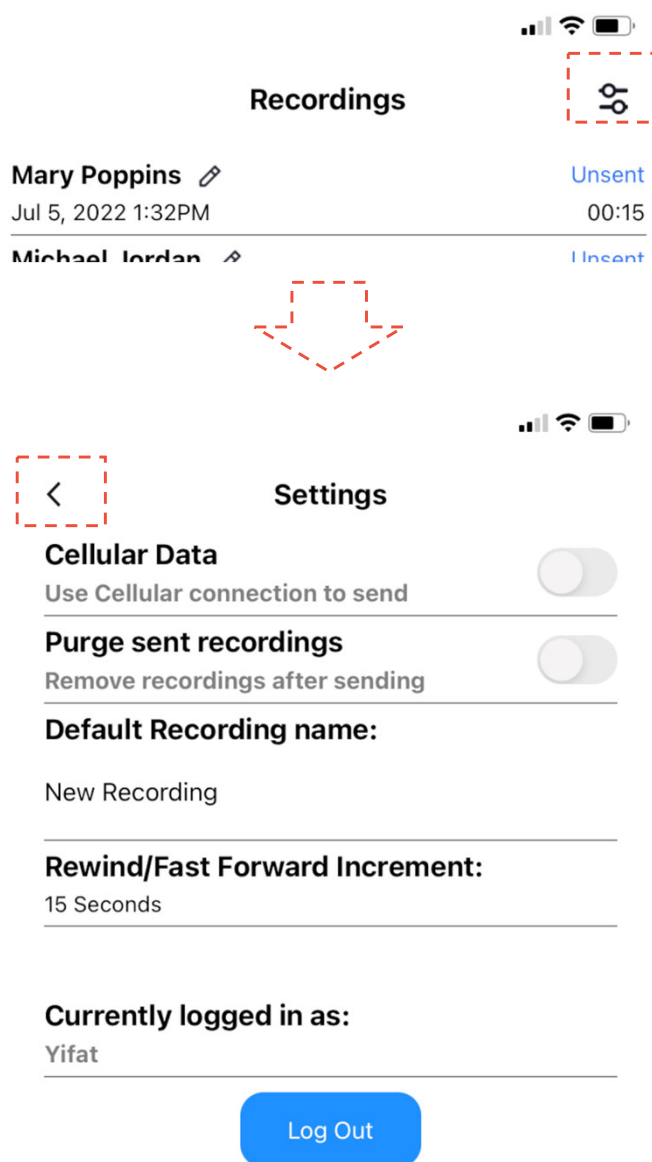
Select a default recording name for all newly recorded audio files.

### *Rewind/Fast Forward Increment*

Set the rewind and fast forward increment to 15 seconds, 30 seconds, or one minute.

### *Log Out*

Log out on the app to ensure account recordings are private and cannot be accessed by others using the respective device.



## II. Dictate your notes via telephone dial-in



# Dictate your notes via telephone dial-in

## Dial +1 828 373 3332

Find your telephonic access code on your online portal

### Phone Prompts:

1. Enter your telephonic access code, followed by #
2. Speak/Say Case Name
3. Proceed with your Dictation
4. When finished, hang up to submit your Dictation
5. You will see the completed recording in your Client Portal



### Phone Options (while dictating):

Press #8 - Help Menu

- 1 - Playback recording (from beginning)
- 2 - Start recording and overwrite at current position
- 3 - Start recording and insert at current position
- 4 - Go to the end of the recording and start recording
- 5 - Go to beginning of recording and stop (no playback)
- 6 - Go to end of recording and stop (no playback)
- 7 - Rewind
- 8 - Pause Recording
- 9 - Fast Forward

### III. Review your dictations and transcripts online



# Review your dictations and transcripts online

## eScribers secure client portal

All pending and transcribed dictations can be securely viewed online in your personal Client Portal on TABula.

Login to your personal Client Portal in TABula using your unique eScribers username and password. Your username and password for the new system have not changed and are the same as in the prior system.

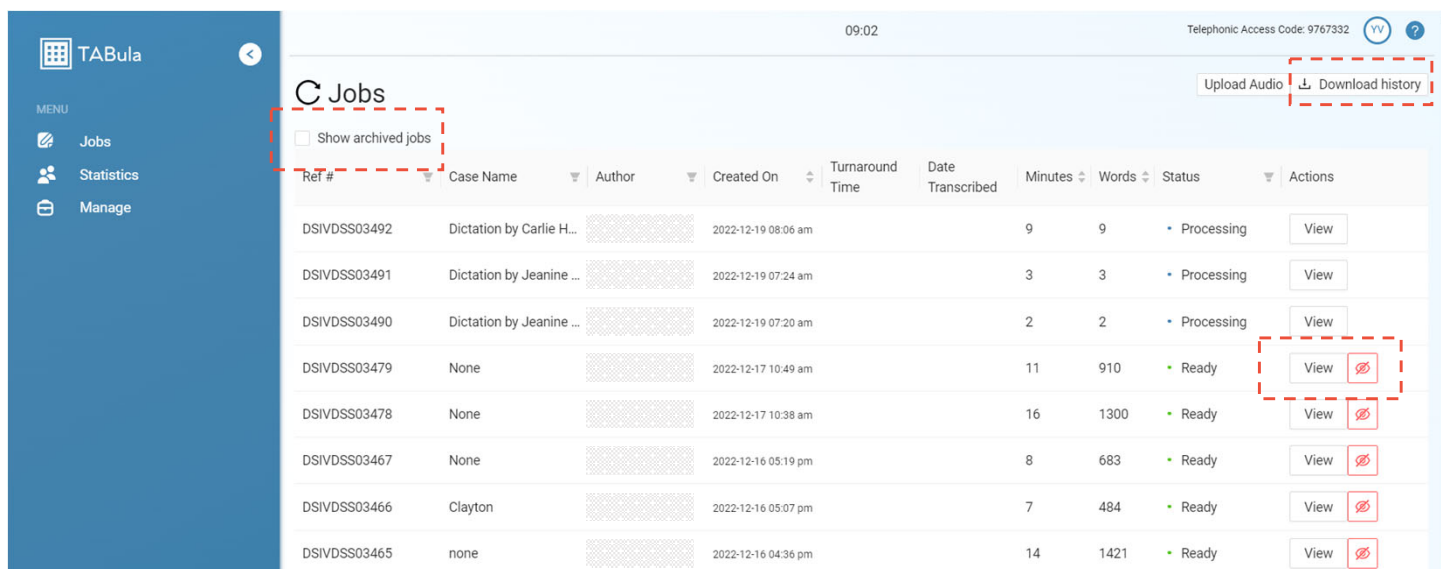
Note: This is the same username and password used to connect to the eScribers Dictation App.






<https://tabula.escribers.net/>



Upon logging in, you arrive at the Jobs page where you can see all sent recordings.

- Filter, sort, or search for jobs by using the columns listed on the dashboard
- Job status will appear as 'Processing' until the audio recording has been transcribed.
- Click 'View' to play the audio recording at any time and to review the transcript once it is status 'Ready'.
- Archive transcribed jobs by clicking the red eye icon beside the job's 'View' button; view archived jobs by clicking 'Show archived jobs' at the top left of the jobs list
- Download a csv export of the data listed on this page by clicking 'Download history'

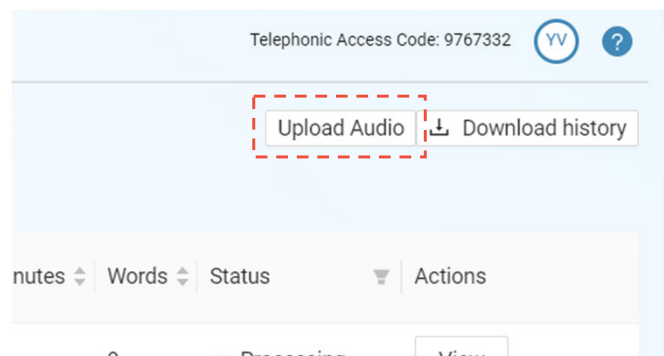


Ref #	Case Name	Author	Created On	Turnaround Time	Date Transcribed	Minutes	Words	Status	Actions
DSIVDSS03492	Dictation by Carlie H...		2022-12-19 08:06 am			9	9	Processing	View
DSIVDSS03491	Dictation by Jeanine ...		2022-12-19 07:24 am			3	3	Processing	View
DSIVDSS03490	Dictation by Jeanine ...		2022-12-19 07:20 am			2	2	Processing	View
DSIVDSS03479	None		2022-12-17 10:49 am			11	910	Ready	View 
DSIVDSS03478	None		2022-12-17 10:38 am			16	1300	Ready	View 
DSIVDSS03467	None		2022-12-16 05:19 pm			8	683	Ready	View 
DSIVDSS03466	Clayton		2022-12-16 05:07 pm			7	484	Ready	View 
DSIVDSS03465	none		2022-12-16 04:36 pm			14	1421	Ready	View 

# Review your dictations and transcripts online

## Upload audio through the secure online client portal

Upload an audio recording online by logging into your secure client portal and clicking 'Upload Audio' at the top right corner of the screen.



Upload Audio ✕

Fill in the details for the audio file

Case ref:

Notes:

Audio Type:  Dictation  Interview

### Upload a Dictation

- Add Case Reference name
- Add Notes, such as hard to spell names

Upload Audio ✕

Fill in the details for the audio file

Case ref:

Notes:

Audio Type:  Dictation  Interview

Speaker 1:


### Upload an Interview

- Under Audio Type, click INTERVIEW
- Add Case Reference name
- Add Notes, such as hard to spell names
- Add Speakers present in the interview, including Title, Full Name, and Role.

## Click or drag audio file

Click or drag audio file to create your Dictation or Interview job in your Client Portal.  
The Client Portal accepts all file types.

Upload Audio ✕



Click or drag file to this area to upload  
Select an audio file to upload

## IV. Administrator features





# Administrator features

## eScribers secure admin portal

In addition to creating your own dictations, department administrators, regional administrators, and local administrators can securely view and manage all dictations and reporting users, respectively.

Login to your personal Client Portal in TABula using your unique eScribers username and password. Your username and password for the new system have not changed and are the same as in the prior system.

Note: This is the same username and password used to connect to the eScribers Dictation App.

<https://tabula.escribers.net/>

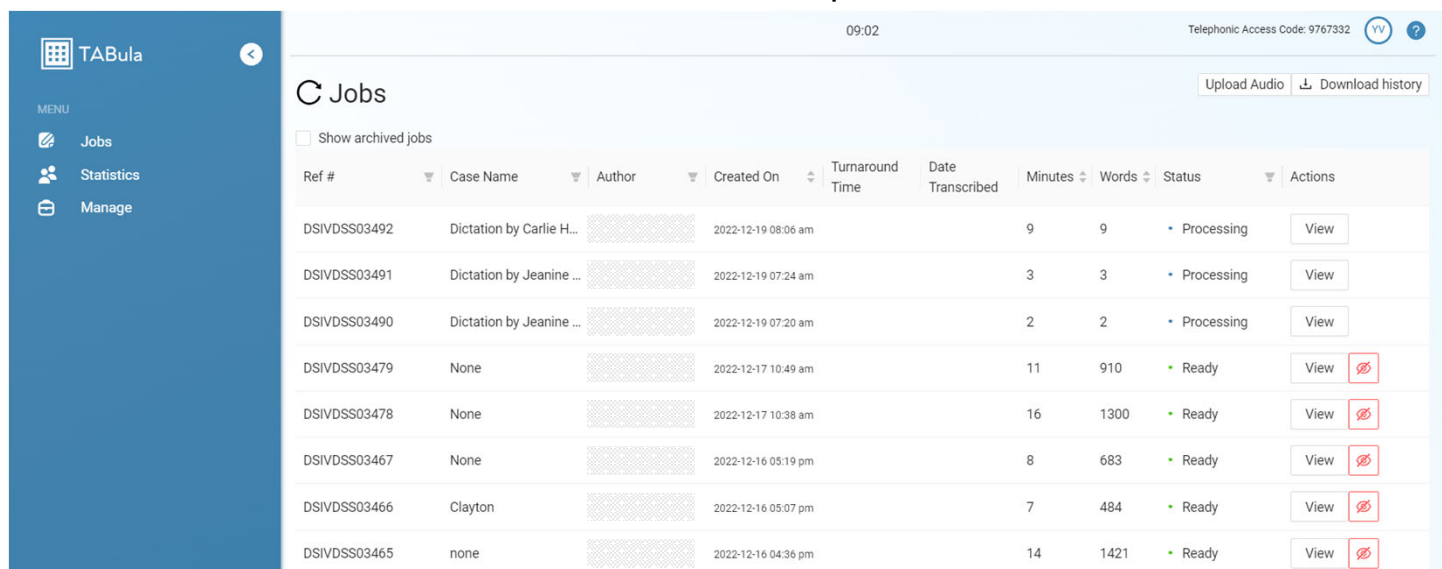







## View dictations of your reporting users

Upon logging into your Client Portal, click 'Jobs' from the Menu:

- View your own dictations sent to eScribers for transcription
- View reporting users' dictations sent to eScribers for transcription
- Click View to play audio or to view completed transcripts

Note: Jobs are viewable both to author and to respective administrators.



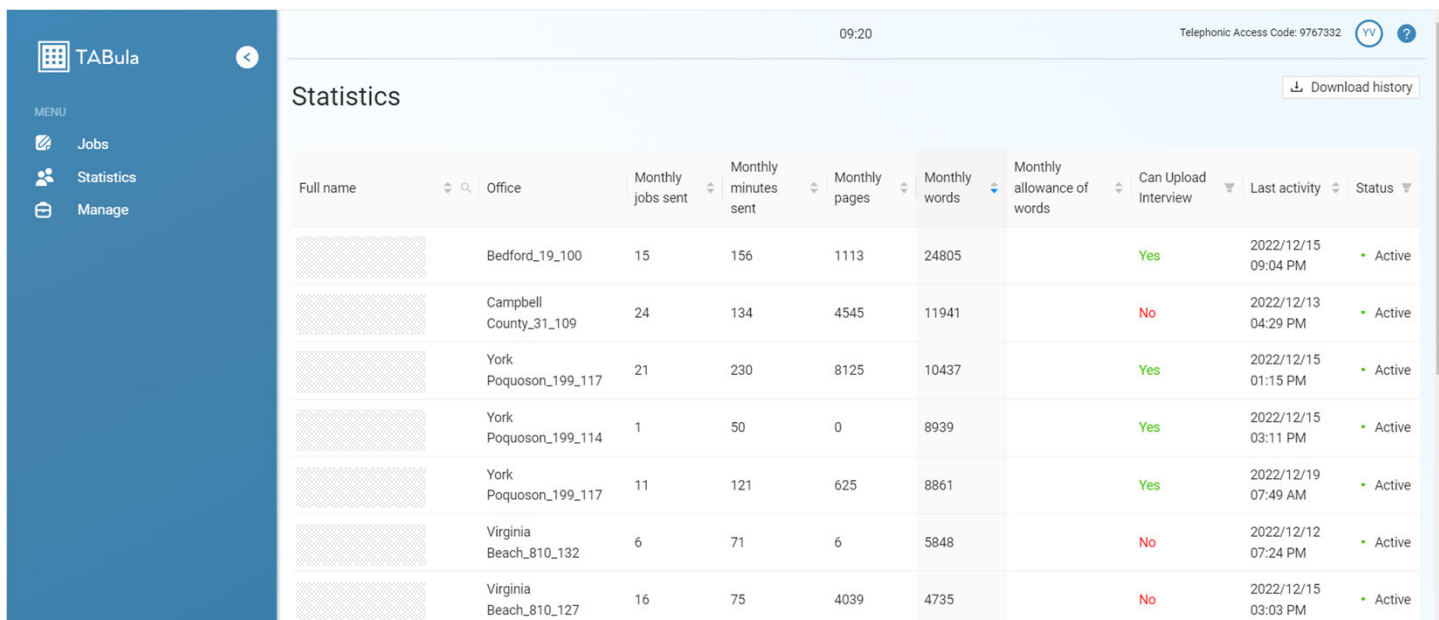
Ref #	Case Name	Author	Created On	Turnaround Time	Date Transcribed	Minutes	Words	Status	Actions
DSIVDSS03492	Dictation by Carlie H...	[Redacted]	2022-12-19 08:06 am			9	9	Processing	View
DSIVDSS03491	Dictation by Jeanine ...	[Redacted]	2022-12-19 07:24 am			3	3	Processing	View
DSIVDSS03490	Dictation by Jeanine ...	[Redacted]	2022-12-19 07:20 am			2	2	Processing	View
DSIVDSS03479	None	[Redacted]	2022-12-17 10:49 am			11	910	Ready	View 
DSIVDSS03478	None	[Redacted]	2022-12-17 10:38 am			16	1300	Ready	View 
DSIVDSS03467	None	[Redacted]	2022-12-16 05:19 pm			8	683	Ready	View 
DSIVDSS03466	Clayton	[Redacted]	2022-12-16 05:07 pm			7	484	Ready	View 
DSIVDSS03465	none	[Redacted]	2022-12-16 04:36 pm			14	1421	Ready	View 

# Administrator features

## View your reporting users' activity

In your Client Portal menu on the left of the screen, click 'Statistics':

- Sort and filter columns
- Export user activity data by clicking 'download history' in top right corner



Full name	Office	Monthly jobs sent	Monthly minutes sent	Monthly pages	Monthly words	Monthly allowance of words	Can Upload Interview	Last activity	Status
	Bedford_19_100	15	156	1113	24805		Yes	2022/12/15 09:04 PM	Active
	Campbell County_31_109	24	134	4545	11941		No	2022/12/13 04:29 PM	Active
	York Poquoson_199_117	21	230	8125	10437		Yes	2022/12/15 01:15 PM	Active
	York Poquoson_199_114	1	50	0	8939		Yes	2022/12/15 03:11 PM	Active
	York Poquoson_199_117	11	121	625	8861		Yes	2022/12/19 07:49 AM	Active
	Virginia Beach_810_132	6	71	6	5848		No	2022/12/12 07:24 PM	Active
	Virginia Beach_810_127	16	75	4039	4735		No	2022/12/15 03:03 PM	Active

# Administrator features

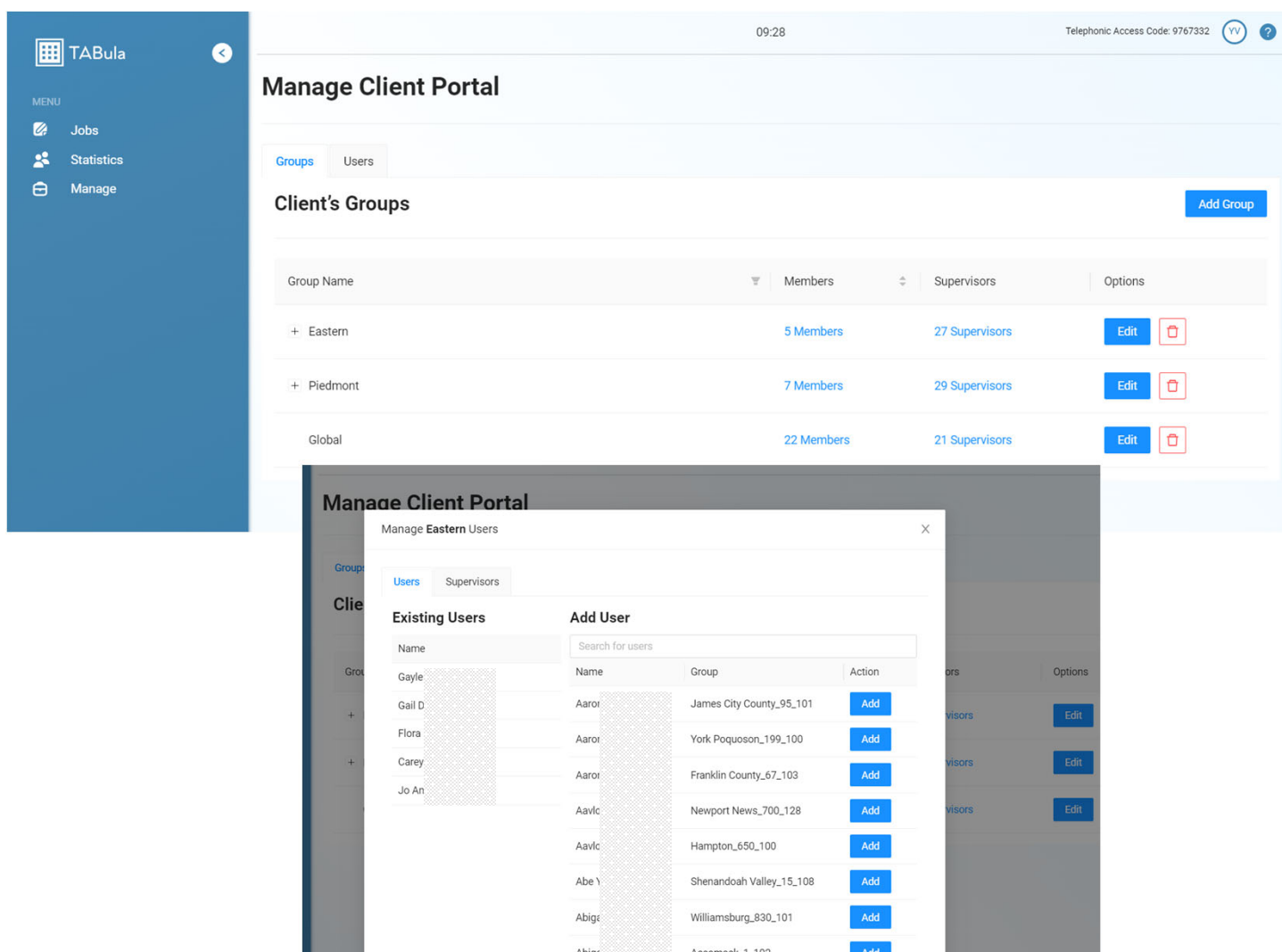
## Manage your organization:

In your Client Portal menu on the left of the screen, click 'Manage':

### Client Groups

For organizations operating with teams of many users and supervisors across multiple offices, the Groups tab on the Manage page is an especially useful one.

- Add members and supervisors to a team by clicking the blue text 'Members' or 'Supervisors'
- Edit each groups' permissions by clicking 'Edit'
- Delete a group by clicking the trash icon beside 'Edit' on the group row
- Create a new team by clicking 'Add Group' in the top right



The screenshot displays the 'Manage Client Portal' interface. On the left is a blue sidebar with the 'TABula' logo and a 'MENU' containing 'Jobs', 'Statistics', and 'Manage'. The main content area is titled 'Manage Client Portal' and has tabs for 'Groups' and 'Users'. Below the tabs is a section for 'Client's Groups' with an 'Add Group' button. A table lists three groups: 'Eastern', 'Piedmont', and 'Global'. Each row shows the number of members and supervisors, along with 'Edit' and trash icons. A modal window titled 'Manage Eastern Users' is open, showing 'Existing Users' and an 'Add User' section with a search bar and a list of users from various groups, each with an 'Add' button.

Group Name	Members	Supervisors	Options
+ Eastern	5 Members	27 Supervisors	Edit [trash icon]
+ Piedmont	7 Members	29 Supervisors	Edit [trash icon]
Global	22 Members	21 Supervisors	Edit [trash icon]

Add User			
Name	Group	Action	
Aarol	James City County_95_101	Add	
Aarol	York Poquoson_199_100	Add	
Aarol	Franklin County_67_103	Add	
Aavlc	Newport News_700_128	Add	
Aavlc	Hampton_650_100	Add	
Abe Y	Shenandoah Valley_15_108	Add	
Abige	Williamsburg_830_101	Add	
Abige	Accomack_1_102	Add	

# Administrator features

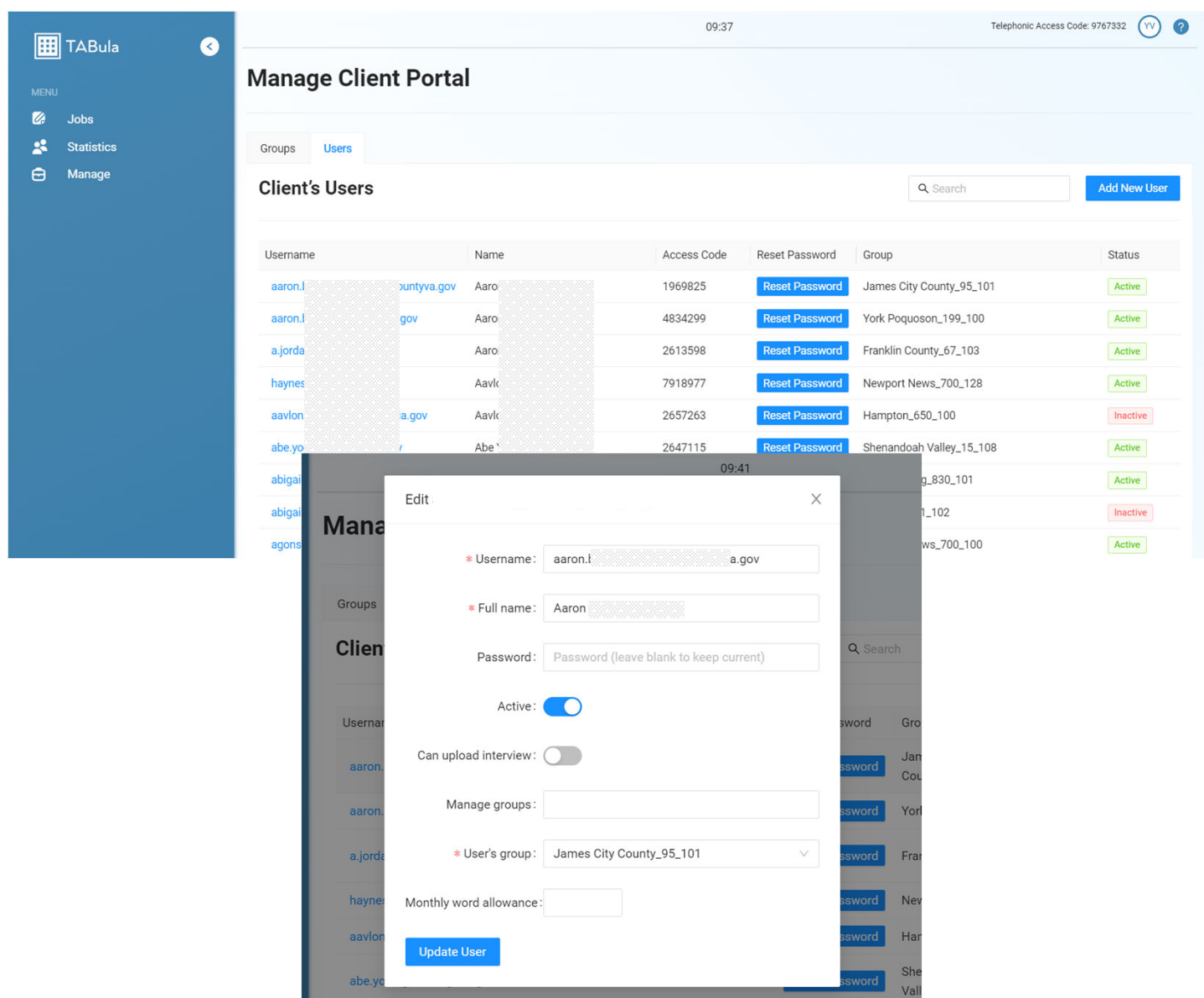
## Manage your organization:

In your Client Portal menu on the left of the screen, click 'Manage':

### Client Users

For organizations operating with teams of many users and supervisors across multiple offices, the Users tab on the Manage page lends critical control over your users' access and information.

- View your users' login information and assist them in resetting their password
- Edit user's access and features by clicking the blue text of their username
- Create new user accounts by clicking 'Add New User' in the top right



The screenshot displays the 'Manage Client Portal' interface. On the left is a blue sidebar menu with 'TABula' at the top and 'Manage' selected. The main content area shows a 'Client's Users' table with columns for Username, Name, Access Code, Reset Password, Group, and Status. An 'Add New User' button is in the top right. An 'Edit' modal window is open over the table, showing fields for Username, Full name, Password, Active status (toggle), Can upload interview (toggle), Manage groups, User's group (dropdown), and Monthly word allowance. An 'Update User' button is at the bottom of the modal.

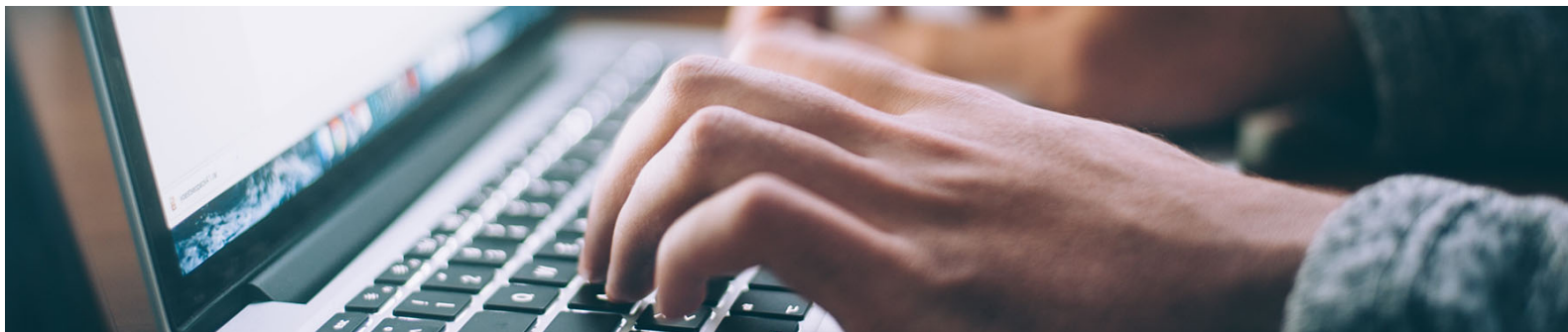
Username	Name	Access Code	Reset Password	Group	Status	
aaron.l	ountyva.gov	Aaro	1969825	Reset Password	James City County_95_101	Active
aaron.l	gov	Aaro	4834299	Reset Password	York Poquoson_199_100	Active
a.jorda		Aaro	2613598	Reset Password	Franklin County_67_103	Active
haynes		Aavlc	7918977	Reset Password	Newport News_700_128	Active
aavlon	a.gov	Aavlc	2657263	Reset Password	Hampton_650_100	Inactive
abe.yo		Abe	2647115	Reset Password	Shenandoah Valley_15_108	Active
abigail					g_830_101	Active
abigail					l_102	Inactive
agons					ws_700_100	Active

## V. Appendix



## Frequently Asked Questions

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### Where do I find my username and password for the Client Portal?

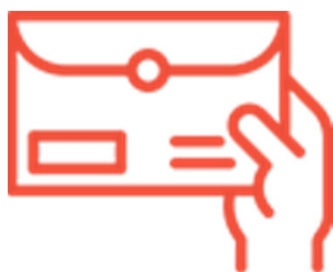
Your username and password for the new system have not changed and are the same as in the prior system. Note that your username and password are used to connect to the eScribers online Client Portal and the eScribers Dictation App.

### Can I upload interviews from the telephone dial-in?

Recordings sent from the telephone dial-in will automatically process into the Client Portal as dictations. Interviews can be created for permitted users via the Dictation App or the Client Portal Upload utility.

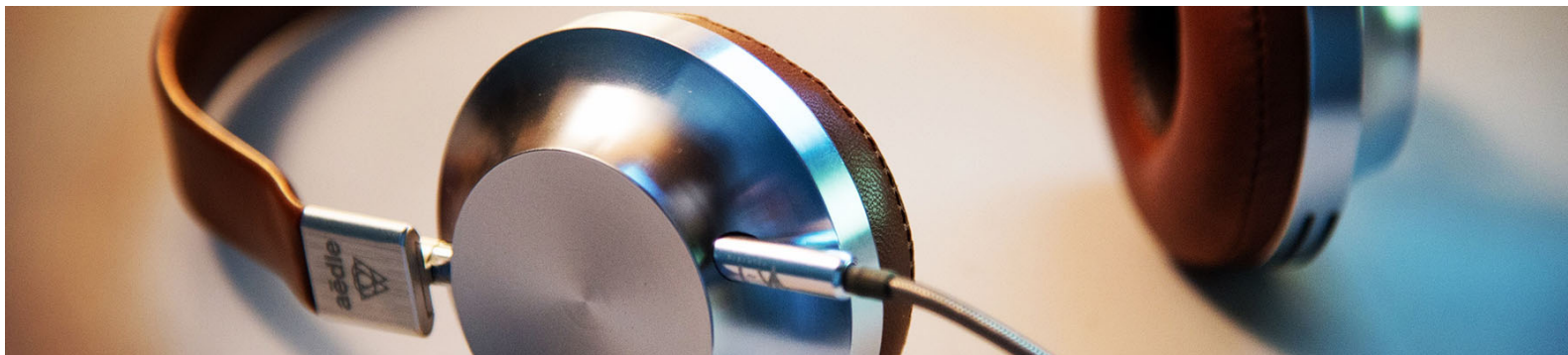
### How long will my transcript remain in the Client Portal?

User transcripts are accessible in the Client Portal for 30 days.



## Best Practices when Dictating

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### Make the audio sound better by:

- Avoiding background noise
- Dictating in a quiet place
- Holding the phone headset to your ear/mouth

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### Ensure every word is captured by:

1. Speak slowly and enunciate your words.
2. Feel free to take a pause (2, 5, or 10 seconds is okay!)
3. Consider making or following a pre-made outline of what to say.
4. If you forgot to mention something earlier, say “time out”.
5. It’s okay to start over. Press 8 to pause, 5 to go to the beginning of the recording, and 2 to restart recording.
6. As you edit your final transcripts, think about the edits you are making - consider changing the way you dictate!

