



“FWMS”

(Full Workflow Management Software)

from
WORDSCRIBE®/Dataworxs
“Just Say the Word!”

Points to consider

1. **No manual logging of dictation:** “FWMS” automatically “routes” and logs everything; by author, by transcriptionist, by client, by date and time dictated, date and time transcribed, what means the work came in by, etc.
2. **Tracks all production:** for each transcriptionist, author, work type (e.g. billings), etc. Shows peak periods of the day. Peak periods of months. Peak periods of the week.
3. **No lost dictation!** “FWMS” tracks and logs all dictation per author, per client and per work type.
4. **Tracks Speech Recognition Jobs: Rapid sign-off !**
5. **Supervisors and transcriptionists** know the length of each piece of dictation; making it easier to schedule and **meet deadlines**;

As well as, the total amount of minutes in the system, and, **turnaround time** based on who is transcribing at that moment.

6. Supervisors and transcriptionists have **instant access to dictation**.
7. “FWMS” is a “**fair**” system; in that, whoever dictates first, is transcribed first.
8. Work is “**routed**” to W.P. “pools” or “puddles” of confidential admin. assistant/secretaries. “**Priorities**” can be immediately handled: designated by authors when dictating; or, routine jobs later changed to **priority** by a supervisor.
9. **Automatically prints reports** on transcriptionists, authors, work types, etc.
10. With “**dual control**” supervisor/lead secretary has immediate access to the same difficult dictation being transcribed by a remote secretary having difficulties; providing “same desk” support!

***Priorities** can be designated by the author at: beginning, during and/or at end of dictation. And, dictation “pulled back”, allowing “on second thoughts” prioritisation.

“**Real Time**” viewing: watch “live” authors and secretaries accessing WORDSCRIBE® as they are working: who’s flat out, idling; or, “is free”.

Important Note: Our “FWMS” works equally well with the Philips Speech Mike; Olympus D2000 PC mike; and, the very excellent “no carpal tunnel” effects: VIS Terminal - compared to many of the other “wide bodied” microphones. Thus, our input abilities of several different PC microphones; eleven different digital portables; vast internet access; unlimited 24/7 any telephone (with “no cost” in-house dictation) access; “non- proprietary” transfer (with no costs!) of voice files from other brand digital systems; and, our ELPedium “auto updating” speech recognition integration tops of the list of all available databased digital dictation systems!

WORDSCRIBE®

“Just say the Word!”



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