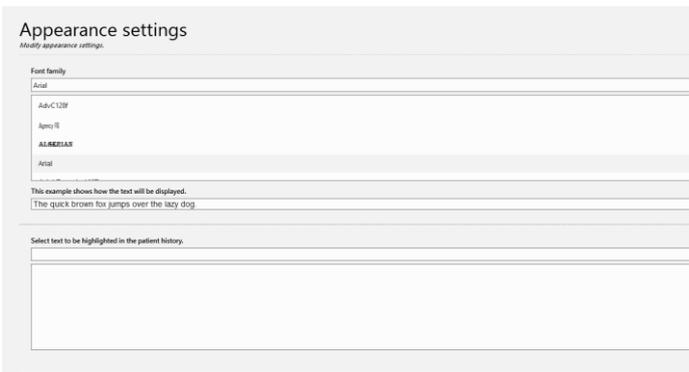


Settings	
In SpeechReport click the Settings cog in the top right of the screen	

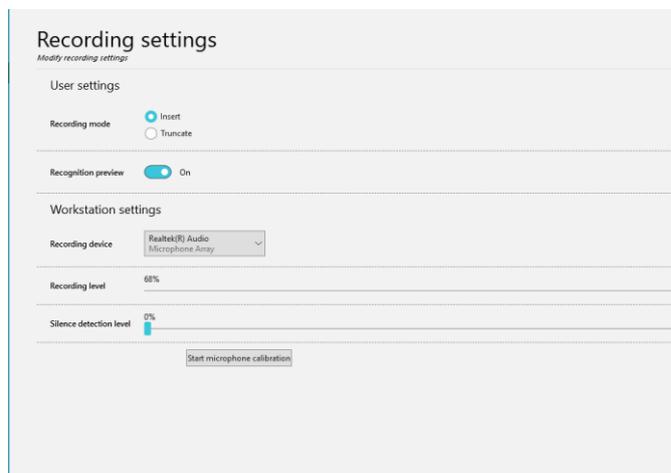
Settings - Appearance	
Click the appearance tab on the left-hand side	

These settings do not affect how letters look, only how you see the system	
---	---

Setting	Description
Font Family	Font used on screen
Font Size	Font size used on screen
Highlighted Text in Patient History	Highlights chosen words in PDF previews of previous G2 letters displayed via Patient History tab while in letter view
Check spelling	Whether G2 spellchecks automatically
Detect unrecognised words	Whether G2 automatically detects unrecognised words during speech recognition
Always on top	Whether G2 window displays in front of all other open windows
View at launch	Whether G2 opens as minimised or standard size
Contrast levels	Whether G2 used light or dark colour mode

Settings - Recording

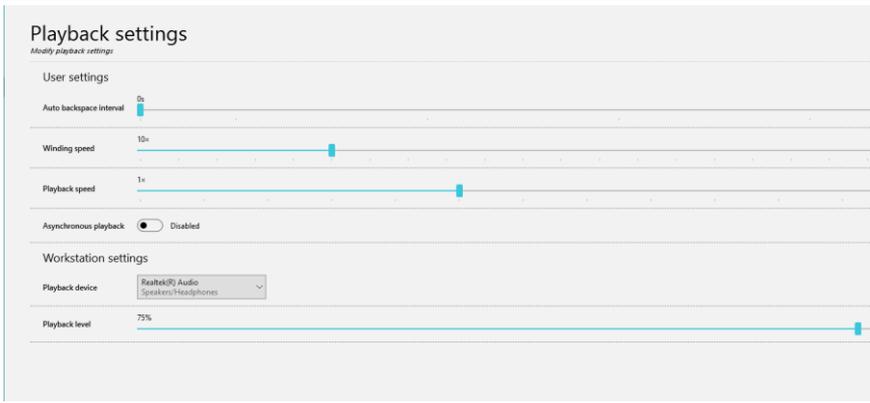
Click the Recording tab on the left-hand side



Setting	Description
Recording Mode	Whether the record button inserts or overwrites (truncate) by default
Recording Device	Recording Device This displays the possible options for audio recording devices
Recording Level	This level will be set after completing the Microphone Calibration. It is possible to set this level manually but it is not recommended
Silence Detection Level	This level will be set after completing the Microphone Calibration. It is possible to set this level manually. Usually set to 12% in normal conditions, 9% in noisy areas
Start Microphone Calibration	When you use a PC you haven't used before or plug in another microphone to a PC you have used before you can use this to automatically calibrate your device settings

Settings - Playback

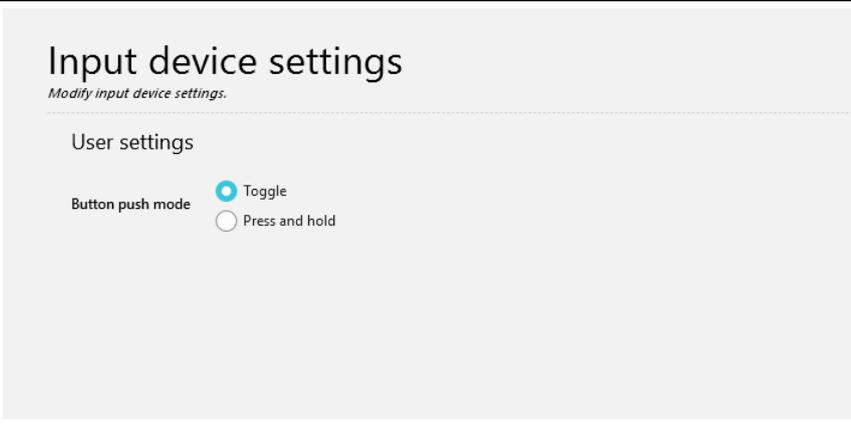
Click the Playback tab on the left-hand side

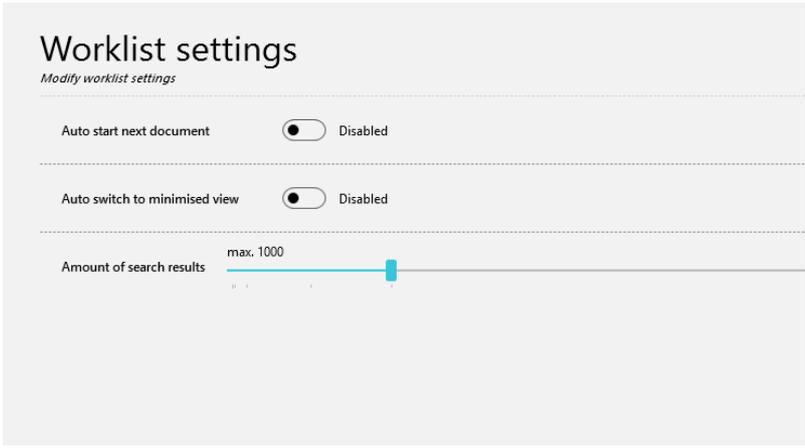


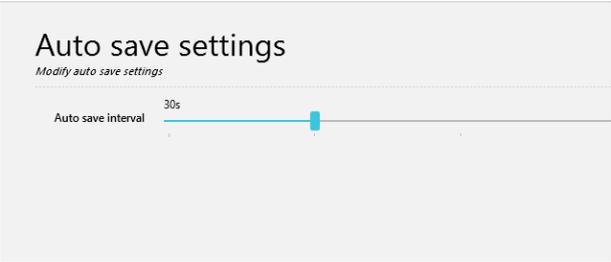
Setting	Description
Auto Backspace Interval	Determines how many seconds back from your current position in the playbar the audio will start from if you move position using the transcriber pedal.
Winding Speed	How fast-forward and rewind speeds when using those buttons
Playback Speed	How fast the audio/voice file will play
Asynchronous Playback	ALWAYS LEAVE THIS DISABLED!
Playback Device	Determines device used for listening to audio files
Playback Level	Determines volume of the audio file

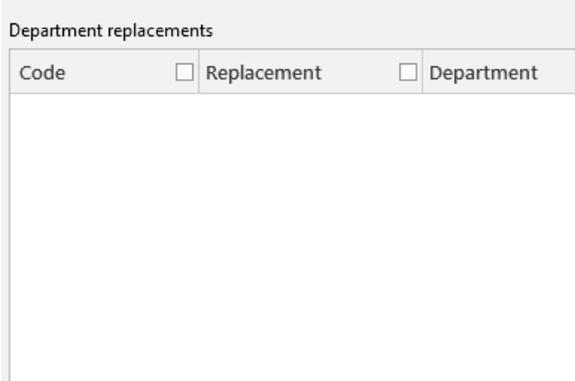
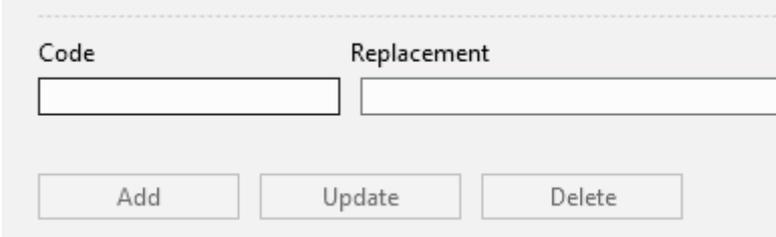
Settings - Notifications	
Click the Notifications tab on the left-hand side	<div style="border: 1px solid #ccc; padding: 10px;"><h3>Notification settings</h3><p><small>Modify notification settings.</small></p><hr/><p>Workstation sounds</p><p>On open: <input type="checkbox"/> Off</p><hr/><p>On record: <input type="checkbox"/> Off</p><hr/><p>On finish: <input type="checkbox"/> Off</p><hr/><p>On failure to finish: <input checked="" type="checkbox"/> On (G2FinishFailed.wav)</p><hr/><p>On new: <input type="checkbox"/> Off</p></div>
<p>Toggle each notification to on or off as per your personal preference. You can get a warning sound to play when:</p> <ul style="list-style-type: none">• Opening a letter• Starting to record a dictation• Finishing a letter• When a letter fails to pass to the next stage in the workflow• Starting a new document	

Settings - Hotkeys															
<p>Click the Hotkeys tab on the left-hand side</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <h3 style="margin: 0;">Keyboard hotkey settings</h3> <p style="font-size: 0.8em; margin: 0;"><i>Modify keyboard hotkeys settings.</i></p> <hr style="border: 0.5px dashed #ccc;"/> <p>Finish current document <input style="width: 80px;" type="text" value="F3"/></p> <p>Activate instruction <input style="width: 80px;" type="text" value="F7"/></p> <p>Activate document <input style="width: 80px;" type="text" value="F8"/></p> <p>Toggle to/from minimised view <input style="width: 80px;" type="text" value="F2"/></p> <p>Show help instructions <input style="width: 80px;" type="text" value="F1"/></p> <p>Activate text replacement <input style="width: 80px;" type="text" value="F9"/></p> </div>														
<p>Change Keyboard shortcuts using function keys for certain actions in G2</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%; padding: 5px;">Setting</th> <th style="padding: 5px;">Description</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Finish Current Document</td> <td style="padding: 5px;">Finishes current document, same function as the author's EOL button on the speechmike</td> </tr> <tr> <td style="padding: 5px;">Activate Instruction</td> <td style="padding: 5px;">Activates the instruction voice file while in dictation mode</td> </tr> <tr> <td style="padding: 5px;">Activate Dictation</td> <td style="padding: 5px;">Activates the dictation voice file while in dictation mode</td> </tr> <tr> <td style="padding: 5px;">Toggle to/from minimised view</td> <td style="padding: 5px;">Hides everything but the priority button, voice file buttons and action buttons</td> </tr> <tr> <td style="padding: 5px;">Show help instructions</td> <td style="padding: 5px;">Opens a help file for authors and transcribers</td> </tr> <tr> <td style="padding: 5px;">Activate Text Replacement</td> <td style="padding: 5px;">Opens the option for any related text replacements that you have set up in the Text Replacements settings</td> </tr> </tbody> </table>	Setting	Description	Finish Current Document	Finishes current document, same function as the author's EOL button on the speechmike	Activate Instruction	Activates the instruction voice file while in dictation mode	Activate Dictation	Activates the dictation voice file while in dictation mode	Toggle to/from minimised view	Hides everything but the priority button, voice file buttons and action buttons	Show help instructions	Opens a help file for authors and transcribers	Activate Text Replacement	Opens the option for any related text replacements that you have set up in the Text Replacements settings
Setting	Description														
Finish Current Document	Finishes current document, same function as the author's EOL button on the speechmike														
Activate Instruction	Activates the instruction voice file while in dictation mode														
Activate Dictation	Activates the dictation voice file while in dictation mode														
Toggle to/from minimised view	Hides everything but the priority button, voice file buttons and action buttons														
Show help instructions	Opens a help file for authors and transcribers														
Activate Text Replacement	Opens the option for any related text replacements that you have set up in the Text Replacements settings														

Settings – Input Devices	
<p>Click the Input Devices tab on the left-hand side</p>	
<p>Set whether your selected device requires a single click to start/stop recording/playing or if you want to hold the button to do this.</p>	

Settings – Worklists									
<p>Click the Worklists tab on the left-hand side</p>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Setting</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Auto Start Next Document</td> <td>If enabled then when you pass a letter to the next stage of the workflow, another/the next document in the list will open</td> </tr> <tr> <td>Auto Switch to Minimised View</td> <td>Enabling this displays only the recording bar while in recording mode, while disabled you'll be able to see the patient/letter details while dictating</td> </tr> <tr> <td>Amount of Search Results</td> <td>Change the maximum amount of search results. Be aware higher values may effect performance</td> </tr> </tbody> </table>		Setting	Description	Auto Start Next Document	If enabled then when you pass a letter to the next stage of the workflow, another/the next document in the list will open	Auto Switch to Minimised View	Enabling this displays only the recording bar while in recording mode, while disabled you'll be able to see the patient/letter details while dictating	Amount of Search Results	Change the maximum amount of search results. Be aware higher values may effect performance
Setting	Description								
Auto Start Next Document	If enabled then when you pass a letter to the next stage of the workflow, another/the next document in the list will open								
Auto Switch to Minimised View	Enabling this displays only the recording bar while in recording mode, while disabled you'll be able to see the patient/letter details while dictating								
Amount of Search Results	Change the maximum amount of search results. Be aware higher values may effect performance								

Settings – Autosave	
Click the Auto Save tab on the left-hand side	 <p>The screenshot shows a settings panel titled 'Auto save settings' with a subtitle 'Modify auto save settings'. Below this is a slider control for 'Auto save interval' with a value of '30s' displayed above the slider handle.</p>
Changes how frequently data will auto save after any state change	

Settings – Text Replacements	
<p>Click the Text Replacements tab on the left-hand side</p>	
<p>View Department set text replacements here on the right-hand side</p>	
<p>You can set your own short-hand code and the relevant replacement at the top and then click add</p>	
<p>To update or Delete a Text replacement, select it in the user replacements table and then either update the replacement or code fields and click update or click delete</p>	