

SPEECHREPORT 3.4



Author
Digital Dictation



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Menu/ Settings

1. Click the '**Menu**' on the top left
2. Go to the '**Appearance**' tab
3. Choose the app size & colour
4. Click the '**Recording**' tab
5. Select your SpeechMike from the drop-down list
6. Click the '**Start microphone**' button and a wizard pops up
7. Follow the instructions until you get the 'success' message
8. Click '**Input devices**' then the 'SpeechMike' tab below it
9. Select '**Press & hold**'
10. Press any button on your SpeechMike and its assigned function lights up on screen; you can personalise this from the drop-down menu options
11. Click the '**Worklist**' tab
12. Select '**Auto switch to minimised view**'; when you open a document, the app shrinks to minimised size; when you send it through the workflow, it reverts back
13. Press '**Save & close**' to keep the new settings

The screenshot shows the G2 Author - SpeechReport (Production) application window. The interface includes a top bar with a 'Save & close' button (13) and a 'MENU' button (1). A left sidebar contains tabs for 'Appearance' (2), 'Recording' (4), 'Playback', 'Notifications', 'Hotkeys', 'Input devices' (8), 'Worklist' (11), and 'Autosave'. The 'User settings' dialog is open, showing 'Button push mode' with options: Default, Toggle, and 'Press and hold' (9). The 'Button mapping' section lists various functions like 'Finish document', 'Insert/Overwrite', 'Rewind', 'Fast Forward', 'Record', 'Play', 'Command', 'F1-F4', and 'Instruction/Dictation', each with a dropdown menu (10). A 'View at launch' dialog shows options: Normal (selected), Minimised, and Remember last used (3). A 'Contrast Levels' dialog shows options: System defined, Light, Dark Grey, and Dark. A 'Start microphone calibration' button (6) is highlighted. A '6- SpeechMike III (Microphone)' window shows the 'Welcome to the microphone calibration wizard' (7) with steps: 'Step 1: please remain silent' and 'Step 2: speak freely or read the text out loud'. A 'Success!' message is displayed. An 'Auto switch to minimised view' toggle (12) is shown in the 'Enabled' state.



Clinical Worklist

1. From the 'Clinician' drop-down menu, tick your name + any clinicians you work for
2. Tap 'Apply' to display your appointments for the day
3. Select your document settings from the drop-down menus, especially the Work type
4. Appointments appear in rows, double-click any one from the list to open a dictation linked to that patient; it automatically disappears from the list, if you create the following filter:
5. Tick the box to the right of the column 'Document Linked' select 'No' & 'OK'. The yellow filter above shows it's active. Click 'Clear filter' on the right of the filter to remove it
6. For a dictation not linked to a patient, click 'New Document'
7. Select your 'Work type' from the drop-down menu
8. Search for/add the Patient ID
9. Click 'Create' to open the dictation

G2 Author - SpeechReport (Production)

6. + NEW DOCUMENT

1. Clinician: ☒ Author, G2
☐ Engelen, Glenn
☐ English, Chris
☐ Eyre, Daniel
☐ G2 Author
☒ Gallagher, Brody
☐ Laarhoven van, Jeroen
☐ O'sullivan, James
☐ Puissant, Fabien
☐ Spink, Michael
☐ Versyck, Gerrit

2. Apply

3. Document type: Digital dictation
Work type: Clinic Letter
Template: Standard Template
Workflow: D-T-S-C
Specialisation: Medical
Supervisor: [dropdown]

Document linked equals No
Items: 11

5. Clear filter

4. Document Linked filter: ☒ No ☐ Yes

Clinic date	Patient ID	Title	Given name	Family name	Gender	Date of birth	Clinician	Referral	Appointment type	Status	Lead clinician
26/04/2024 11:18:14	9820178390	Mr	Kian	Richards	Male	14/03/1964	Author, G2	Humphreys, Edward	Normal	New	Author, G2
26/04/2024 11:18:14	8662639367	Ms	Alexandra	Brooks	Female	16/03/1973	Author, G2	Cunningham, Morgan	Normal	Unknown	Author, G2
26/04/2024 11:18:14	6222459154	Mr	Max	Watkins	Male	04/02/1976	Author, G2	Howard, Josh	Normal	Cancelled	Author, G2
26/04/2024 11:18:14	9826119222	Ms	Gracie	Saunders	Female	09/01/1984	Author, G2	Atkinson, Ethan	Normal	Rescheduled	Author, G2
26/04/2024 11:18:14	4823728371	Ms	Isabelle	Weich	Female	17/03/1984	Author, G2	Lewis, Storey	Normal	NoShow	Author, G2
				Griffin	Female	10/08/1986	Author, G2	Humphreys, Edward	Normal	Deleted	Author, G2
				Thornton	Male	04/09/1988	Author, G2	Cunningham, Morgan	Normal	New	Author, G2
				Weston	Male	07/03/1990	Author, G2	Howard, Josh	Normal	Attended	Author, G2
				Greenwood	Female	24/06/1995	Author, G2	Atkinson, Ethan	Normal	New	Author, G2
				Pearson	Female	10/10/2001	Author, G2	Lewis, Storey	Normal	Checked in	Author, G2
				Hancock	Male	20/03/2007	Author, G2	Howard, Josh	Normal	New	Author, G2

7. Work type: Clinic Letter

8. Patient ID: [Search...]

9. Create

Always keep expanded



Search & Quickplay

1. To find all the dictations you created in SpeechReport, click the **'Search'** folder
2. Click the **'Add'** button
3. Define your criteria from the 3 drop-down boxes. To narrow down the search, click **'Add'** again & select different criteria
4. Click **'Search'**, results list in rows below the teal banner
5. Press **'Preview'** to view details
6. Drag slider from left to right to expose the document preview
7. The **'Status'** column shows where the documents are. If in 'Dictation' or 'Sign off', double-click the row to open it directly
8. Press the play icon to listen to/pause the audio file
9. Create a quick-filter to save search results. Right-click the **'Search'** folder tap 'Create quick-filter' & type your name into the field. When you next visit this folder, just click **'Search'** as per #4 above to refresh the search

The screenshot displays the G2 Author - SpeechReport (Production) application. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options: CLINICAL, DICTATION (9), SIGNOFF (86), ASSIGNED, SEARCH (1), and IMPORT. The SEARCH option is highlighted with a red circle 1. Below it is a 'Create quickfilter' button with a red circle 9.
- Search Filter Area:** Located at the top of the main content area, it includes a 'Delete' button, a 'Column' dropdown (set to 'Author'), an 'Operator' dropdown (set to 'Contains'), and a 'Value' input field (set to 'g2'). There are 'Add' (2) and 'Search' (4) buttons. A 'Preview' button (5) is also present.
- Search Results Table:** A table titled 'Author contains 'g2'' showing 245 items. The table has columns: Play, Title, Status (7), Creation date, Priority, Author, Audio length, and Work type. The 'Status' column is highlighted with a red circle 7. A play icon (8) is visible in the first row of the table.
- Document Preview:** On the right, a preview of a document is shown. It includes the G2 Speech UK Ltd. logo, contact information, and a medical note. A red circle 6 is placed over the 'Preview' button.
- Bottom Bar:** Contains a status bar with 'Online | Username: G2 | Workstation: SMC-5530-W10 | Language: English (English) | Version: 3.4.0.93217'. There is also a 'No priority' button and a 'DICTATION' section with a play/pause button and a progress bar.



Features

1. The default title is a tab on the top left of the screen.
2. Expand the NHS approved banner for more patient details
3. Click to preview previous docs
4. Type/read patient notes
5. You can edit the title & date
6. Select supervisor(s)
7. View addressees
8. Type instructions to secretary
9. Tap the recall icon
10. A pop-up window displays all the documents you sent to Transcription or Completion **that haven't been opened by your secretary**. Select one & press 'Recall' to open directly and edit the document
11. Press to minimise the application. It will remain fully functional despite its size
12. Press to maximise the application, or automate this in the settings

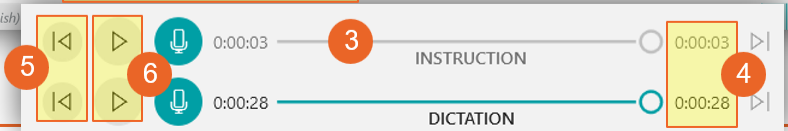
The screenshot shows the G2 Speech application interface with the following features highlighted by numbered callouts:

- 1. Default title tab: HANCOCK, Patrick (Mr)
- 2. NHS approved banner: Born 20-Mar-2007 (17y 1m) Gender Male MRN 585584
- 3. Patient history: Clinic date 23/08/2023
- 4. Patient notes: 1 note available
- 5. Document properties: Title G2A 23/08/2023 09:59:40
- 6. Supervisor: Fraser Melissa
- 7. Addressees: 1 addressee available
- 8. Document notes: 1 note available
- 9. Recall icon: Located at the bottom right of the interface
- 10. Recallable documents window: A pop-up window showing a list of documents that can be recalled.
- 11. Minimize button: Located at the top left of the interface
- 12. Maximize button: Located at the top right of the interface

Recallable documents window:

The following documents can be recalled. Click 'Recall' to put the document back into its previous state.

Title	Creation date	Last modified	Patient ID	Family name	Given name	Gender	CLI
G2 15/04/2021 10:52:53	15/04/2021 10:52:53	18/05/2021 11:18:11	8662639367	Brooks	Alexandra	Female	15
G2 24/05/2021 09:40:31	24/05/2021 09:40:31	24/05/2021 11:37:02	9820178390	Richards	Kian	Male	24
Test	15/07/2021 11:11:41	15/07/2021 11:39:24	6082609524	Pearson	Kate	Female	15



1. Your microphone & speaker volume are visible
2. Press the **'microphone'** icon & it turns orange and displays: 'Recording'. Dictate naturally
3. Click the **'Instruction'** bar and dictate any instructions
4. The length of your instruction/ dictation audio is displayed
5. Rewind your audio
6. Play your audio
7. To insert additional audio press **'Insert'** & **'Truncate'** displays. Rewind and pause before any audio you want to replace and dictate. All audio prior to that point will remain. Rewind to the start, dictate & the whole file will be replaced.
8. Press **'No priority'** and it'll display **'High priority'** for urgent documents
9. Press **'Delete'** to erase
10. Press **'Suspend'** to save as a draft in the 'Dictation' folder
11. Press **'Transcribe'** to send to your secretary to type up



Sign off

1. Right-click the 'Signoff' folder and tap 'Create quickfilter'. A folder 'NEW_2' appears under it. Type your name in over the text, in the new folder
2. Tick the box to the right of the Author column, find & tick your name, then click **OK**
3. A yellow banner confirms the filter is active
4. All your documents needing approval will automatically drop into this new folder
5. Double-click to open any document from the list
6. Drag slider from left to right to expose the entire document
7. Check for any secretary notes
8. Click any highlighted text and press play. To correct text, type directly over it
9. Highlight & click 'No colour' to remove any highlighted text
10. Press '**Suspend**' to return to the 'Signoff' folder
11. Press '**Complete**' to send to your secretary to finalise

GREENWOOD

Address: 86 Temple Way, Withernsea, HU19 4HR

CLINICAL

DICTATION

SIGNOFF

Create quickfilter

NEW_2

Author equals G3 - G3 Author
Items: 2

G2 - G2 Author

G3 - G3 Author

OK

Cancel

Clear

test

Home

Clipboard

Edit

Paragraph

Print

Link...

Unlink patient

Correction...

Link

2 SPEECH

GOING MORE WITH SPEECH

REF G2A/G2S/ 14/8/2023

Atkinson
95 Whatlington Road
GALMPTON

Dear Atkinson,
RE: Bailey Greenwood
86 Temple Way, , Withernsea,
Patient MRN:298677 Patient DOB:24-Jun-1995

Thank you for referring this 36-year-old woman to the Gynae clinic. She has been referred today because of the finding of an ovarian cyst on ultrasound scan. Thank you for enclosing the ultrasound scan report which shows a 3cm cyst adjacent to the left ovary.

Yours sincerely,

AUTHOR: G2 Author

Complete

Complete ...

Suspend for Dept.

Online | Username: G2 | Workstation: SMC-5530-W10 | Language: English (English) | Version: 3.4.0.93217



DPMs

G2 Author - SpeechReport (Production)

MENU + NEW DOCUMENT

CLINICAL

CLINICIAN Author, G2

Patient ID

Document type Recognition

Work type Clinic Letter

Template

Workflow D-T-S-C

Specialisation Medical

Supervisor

Filter

Apply

Clear

Filter

Apply

Document creation settings

Import documents

Action	File name	Play	Title	Author	Work type	Template	Specialis...	Workflow	Transition	Priority	Identifier	Instruction	Audio length	Delete...	Status
Skip	RMO0194	▶	RMO0194	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:00:28	Use	
Skip	RMO0196	▶	RMO0196	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:00:05	Use	
Skip	RMO0197	▶	RMO0197	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:00:08	Use	
Skip	RMO0198	▶	RMO0198	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:00:07	Use	
Skip	RMO0199	▶	RMO0199	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:00:02	Use	
Skip	RMO0200	▶	RMO0200	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:00:05	Use	
Skip	RMO0201	▶	RMO0201	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:00:31	Use	
Skip	RMO0202	▶	RMO0202	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:37:54	Use	
Skip	RMO0203	▶	RMO0203	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:48:03	Use	
Skip	RMO0204	▶	RMO0204	Use default	Use default	Use default	Use default	Use default	Use default	Normal			01:00:14	Use	

Online | User

IMPORT

DPM8500

Import

Close

1. Plug in your DPM and a button appears identifying it. Click it
2. The pop-up window displays all your dictations in rows. Whenever a row is outlined in red, documents can't be uploaded until the column options are selected
3. Tap to **'Skip'** any audio file you don't want uploading into Speech Report
4. Press the play icon to listen to any audio file
5. Select your name from the author list
6. Select the right Worktype from the drop-down list
7. Click **'Import'** and you'll see each file disappear one by one
8. The final **'Status'** column will display 'Imported' for each file as it appears in the secretaries Worklist.
9. Press **'Close'** to finish and unplug your DPM