

Maximizing
efficiency &
office productivity

- Legal
- Medical
- Corporate
- Government
- Insurance



"We were able to see immediate benefits by using digital dictation. The document turnaround time of all dictated documents has been greatly reduced."

Gregory Shields
Managing Director
Forster Dean

Winscribe Overview



Winscribe Digital Dictation is an easy to use, secure, professional dictation software solution for Legal, Healthcare, Financial, Government and other industries. Winscribe Digital Dictation is used by over 350,000 professionals worldwide and helps thousands of organizations streamline and automate their document creation process.

Dictation Workflow Solutions for Law Firms

In order to address client issues promptly and to stay ahead of the competition, you need tools that make your firm more efficient and more productive. Winscribe Dictation enables your fee earners and support staff to organise their time more effectively and work in more flexible and productive ways.

Winscribe's Advanced Workflow vs "Simple Workflow"

Simple workflow usually means that a document makes the journey from fee earner, to secretary, possibly back to fee earner, and then perhaps onto some document production. It may even follow a specific workflow depending on its job type. It's when jobs start to stack up – think of abnormal volumes of work, other jobs taking priority, staff sickness, staff holidays or jobs taking longer than expected – that problems and typing backlogs begins to occur.

Typing backlog is the workflow equivalent of thrombosis, which needs specialist treatment. With simple workflow systems, the 'treatment' is to go to a computer screen and manually balance the workload across different secretaries/ departments. This is inefficient and costly.

Winscribe's Advanced Workflow is already built into our digital dictation solutions, allowing our legal customers to build intelligent workflow processes that keep documents on the move ensuring they meet their turnaround times. All of this is achieved automatically, without intervention from admin staff.

The first step towards prevention of typist backlog is to specify when a document is required – the document turnaround time. Step two is to configure the systems to the working hours of the secretaries.

As part of implementing true workflow, we configure each firm's digital dictation solution to automatically move work based on escalation rules linked to document turnaround times and working availability. This means the system automatically moves work and can even escalate to a supervisor if it detects that a job is likely to fall behind.

This is a core differentiator of Winscribe to other system and means important documents are turned around swiftly and consistently, while reducing overall cost and improving client responsiveness.

Advantages of Winscribe Dictation Workflow Solutions for Legal Firms

Secure dictation from anywhere with instant transmittal to the transcriptionist

Flexible dictation device options (i.e. digital handheld recorder, PC Workstation , BlackBerry, iPhone, iPad, Android smartphone)

Ability to monitor the status of your work

Ability to retrieve jobs for review and editing

Speech recognition option to reduce transcription workload

Ability to integrate dictation with existing systems in your legal firms such as document management or case management systems

Automatic routing of work based on document turnaround times and escalation rules

Streamline your document management process and eliminate bottlenecks

Promote work sharing and transcription outsourcing


Automatic re-direction of work based on secretaries' working hours



ANDROID DICTATION
The world's most powerful dictation app



IPHONE DICTATION
iPhone app for healthcare and legal



BLACKBERRY DICTATION
Secure dictation from anywhere



Enhancing the efficiency of your organisation with Winscribe


SECURITY
Keep your important data safe



REPORTING
Monitor your outputs



VISIBILITY
Enhanced workflow visibility



Fast Return on Investment.

By automating the flow of dictation and document creation using Winscribe Dictation, you can provide exceptional service to your clients while, at the same time, lifting productivity in a way that generates a fast Return on Investment (ROI). Cost savings are attributed to increased transcription productivity and improved turnaround time, the ability to share hardware across multiple offices, decreased courier costs and, indirectly, to enhanced customer and employee

Reporting

Create powerful reports and billing summaries straight from within Winscribe Digital Dictation and take control of your transcription outputs.

Our graphical reporting engine makes complex data easy to understand

Winscribe supports graphical reporting tools, allowing you to create powerful, detailed reports with the click of a button.

Get a quick overview of your transcriptionists' outputs, identify and remedy bottlenecks and evaluate individual typists' performance.

Evaluate your dictation throughput and compare performance between individual typist groups or departments.

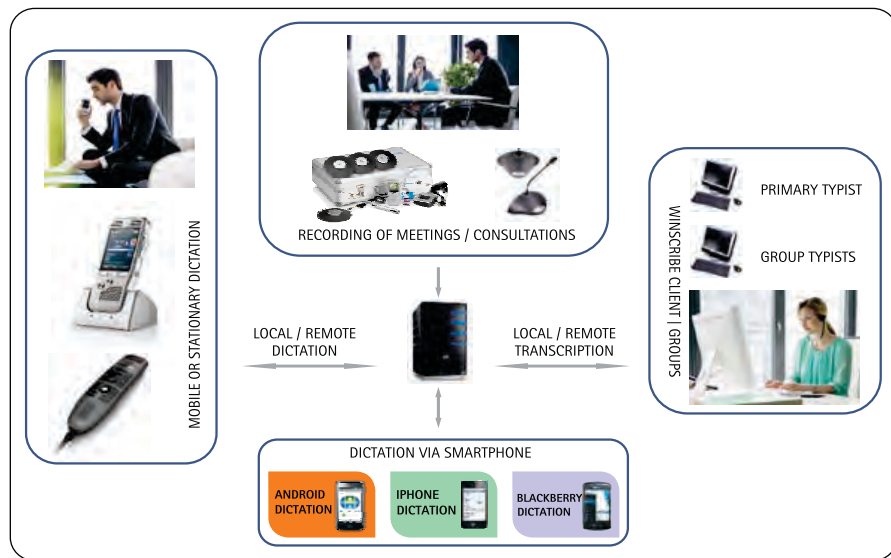
Create billing reports and assess revenue generated by individual typists. Find out who your star performers are and reward them accordingly.

View all dictation jobs in the system at a glance from Winscribe's intuitive Web Manager interface.

Create your own reports based on your specific business requirements

Every business is different. Winscribe Dictation allows you to design your own custom reports or choose from the convenient collection of reporting options included straight out of the box.

Easily build your own reports on metrics you and your business care about most. Choose from advanced visualization options, including maps, sparklines and databars. These can help produce new insights well beyond what can be achieved with standard tables and charts.



In today's business environment it is vital to address client issues promptly if you desire to stay ahead of the competition. Winscribe Dictation has been developed with the requirements of the legal profession in mind. Using a PC, a handheld digital dictation recorder or Smartphone, the system enables legal professionals to record their dictation when required using the device that suits them best. Within seconds of completing the dictation, the file is automatically delivered for transcription.

Smartphone Dictation – Productivity on the Go

Modern work practices have widened the work environment out from your desk to wherever you need to be. Hardware manufacturers and mobile carriers have combined efforts to produce a range of smart phones that now allow you to take much of your desktop with you. With the Winscribe Mobility Suite it doesn't matter whether you prefer iPhone, iPad, BlackBerry, or Android mobile devices, you can dictate on the move, anywhere, anytime, with all the capability of desktop digital dictation.



With Winscribe in the Cloud, you can rapidly improve business performance through a Software as a Service (SaaS) model that eliminates capital expenditure for software and servers, reduces IT resource needs, and accelerates deployment.

- Start Immediately – faster implementation and deployment
- Reduced Cost of Ownership – fewer resources, no software updates or server maintenance
- Better Service Delivery – pay as you grow with a predictable annual fee
- Reduced Upfront and On-going Costs – no servers or software to buy

Winscribe fast facts

HISTORY.

For years Winscribe has worked together with thousands of organisations like yours to optimize the processes your employees use and to increase their productivity. We are well known for our history in digital dictation workflow management – especially within the legal, law enforcement, healthcare, transcription and insurance sectors around the world.

How well things get done in any business depends a lot upon the processes that people follow as they work together and how they manage tasks to complete outcomes. This is true in the process of using Digital Dictation to create documents and it is also true when you use Business Process Management software to automate your tasks and organize the flow of work through your business.

Daily, around the world Winscribe customers are applying our technology and our services to get things done; more simply, more efficiently, and with consistently better quality outputs to offer their customers.

VITAL STATISTICS.

Winscribe has over 3,500 customer organisations and a user base of more than 350,000 individuals across 25 different countries around the world.

SERVICES.

Customers in every major market have access to a full range of preparation, installation and after sales support services.

MAIN INDUSTRIES.

Legal, Healthcare, Law Enforcement, Insurance & Finance, Government, Transcription, Surveying & Property

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All other trademarks are the property of their respective owners.

www.winscribe.co.za



Advantages with Winscribe

Offer more flexible work practices to staff

Flexible dictation device options

Ability to monitor status of your work

Secure dictation from anywhere with instant transmittal to the transcriptionist

Ability to integrate dictation with existing technologies

Streamline document management process

Winscribe offices

SOUTHERN AFRICA

Tel: +27(0)11 887 1056

Fax: +27(0)86 508 4063

Email: info@winscribe.co.za

Web: www.winscribe.co.za

1st Floor Autoparks House

13 Park Crescent

Glenhazel

Johannesburg

2192

Nationwide support

