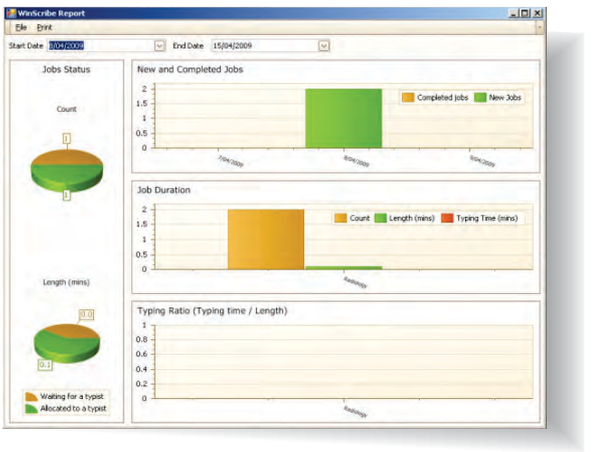
Management Reporting

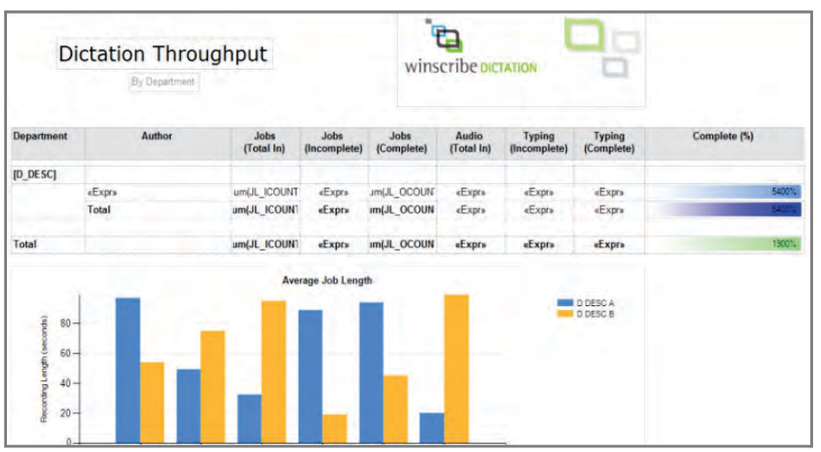
See, measure and manage your dictation workflow

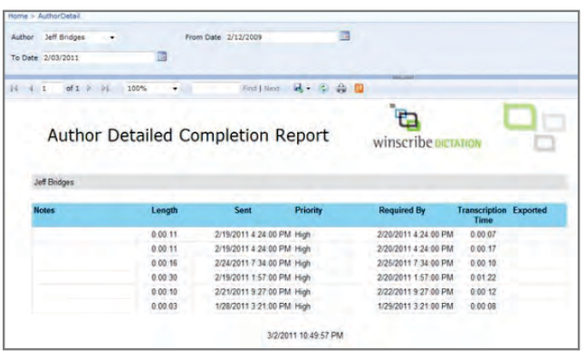
Winscribe reports are designed to provide a wide range of useful information that will assist you to manage your workflow and offer you an historical perspective to the throughput of dictation in your organization. In all there are over 70 standard reports to choose from. Some examples include;

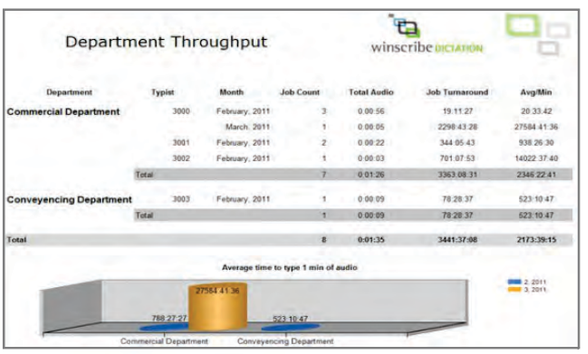
- **Log file report.** This provides information on changes made to your facility by your system managers, for example, whether a manager made a change to typists' properties.
- **Input/output report.** This report displays the number of jobs that are dictated and the number of jobs that are typed in a given time period at your facility.
- **Typist Productivity report.** This displays how much time typists are spending typing jobs, as opposed to time inactive or on breaks. It also shows details of the jobs that have been typed, included how long it took to type them and the size of the audio file.
- **Disk Usage report.** Which shows you the amount of free and used storage space on your Winscribe Server.
- **Calls report.** This displays telephone line utilization for your facility. Use this report to determine if you have sufficient telephone ports during peak periods



The Winscribe Client application, which is utilised by typists, also includes in-built reporting. Productivity reports show data from the Winscribe Client application in a graphical way, including the number of jobs completed within a selected timeframe, typing time and other data. Typists with management permissions are able to report on other people within their group(s).







The Winscribe Web Management application provides excellent inbuilt reporting capability and a wide range of report data, examples of reports available are documented below. Additionally the Winscribe database (SQL Server) is an open database allowing user defined custom reports to be generated and produced in third party applications such as Crystal Reporting ™.

All reports can be previewed on screen, printed or output to a file format; file formats include Microsoft Word (doc), Adobe Acrobat (pdf), Microsoft Excel (xls) and Rich Text Format (rtf). Outputting information to another file format allows for easy manipulation of the data including producing charts, graphs, etc.

- Efficient Time Management
- Export Reports to Excel
- Reduce Overtime Costs
- Monitor Productivity

Typist Daily Productivity Report

Printed On 2010/08/12

From 2010/07/01 To 2010/07/31 for Typists from 9021 To 9203

Date	Time			Jobs Completed Today				
	Typing	On Breaks	Inactive	Length	Count	Typing Time	Revenue	Avg Difficulty
9021	Alice C							
2010/07/01	0:46:16	0:00:00	1:00:18	0:43:14	25	6:13:34	R 0.00	1.0
2010/07/02	1:47:33	0:00:00	1:30:51	0:27:21	15	3:57:24	R 0.00	1.0
2010/07/03	0:00:00	0:00:00	0:00:00	0:00:00	0	0:00:00	R 0.00	0.0
2010/07/05	0:00:00	0:00:00	0:00:00	0:00:00	0	0:00:00	R 0.00	0.0
2010/07/06	0:00:00	0:00:00	0:00:00	0:00:00	0	0:00:00	R 0.00	0.0
2010/07/07	1:42:10	0:00:00	2:14:52	0:15:14	6	2:10:03	R 0.00	1.0
2010/07/08	0:37:46	0:00:00	1:20:09	0:12:54	8	2:52:09	R 0.00	1.0
2010/07/09	1:14:49	0:00:00	2:31:40	0:27:51	16	3:25:07	R 0.00	1.0
2010/07/11	0:00:36	0:00:00	0:01:01	0:00:00	0	0:00:00	R 0.00	0.0
2010/07/12	2:33:28	0:00:00	3:36:56	0:39:06	15	4:35:36	R 0.00	1.0
2010/07/13	2:44:17	0:00:00	3:50:08	0:37:04	22	6:20:29	R 0.00	1.0
2010/07/14	2:20:44	1:04:34	2:33:33	0:28:26	14	3:53:23	R 0.00	1.0
2010/07/15	0:00:00	0:00:00	0:00:00	0:00:00	0	0:00:00	R 0.00	0.0
2010/07/16	2:10:20	0:00:00	2:08:28	0:26:27	13	4:01:53	R 0.00	1.0
2010/07/17	0:00:00	0:00:00	0:00:00	0:00:00	0	0:00:00	R 0.00	0.0
2010/07/19	1:41:30	0:00:00	2:06:09	0:18:17	11	2:32:46	R 0.00	1.0
2010/07/20	2:23:52	0:00:00	1:18:42	0:33:22	16	3:56:24	R 0.00	1.0
2010/07/21	0:00:00	0:00:08	0:01:49	0:00:00	0	0:00:00	R 0.00	0.0
2010/07/22	1:25:38	0:00:00	0:02:48	0:18:22	2	1:25:39	R 0.00	1.0
2010/07/23	0:00:00	0:00:00	0:00:00	0:00:00	0	0:00:00	R 0.00	0.0
2010/07/24	0:00:00	0:00:00	0:00:00	0:00:00	0	0:00:00	R 0.00	0.0
2010/07/25	5:37:53	0:50:29	0:33:53	1:09:17	20	8:20:17	R 0.00	1.0
2010/07/26	1:17:18	0:00:00	3:59:56	0:54:27	13	5:40:50	R 0.00	1.0
2010/07/27	2:13:27	0:00:00	3:05:27	0:34:03	18	4:25:02	R 0.00	1.0
2010/07/28	0:54:02	0:28:50	2:05:33	0:16:45	9	2:14:26	R 0.00	1.0
2010/07/29	1:14:27	0:00:00	1:48:09	0:16:01	11	2:04:08	R 0.00	1.0
2010/07/30	1:34:10	0:33:58	2:15:30	0:25:12	14	2:53:55	R 0.00	1.0
2010/07/31	0:00:00	0:00:00	0:00:00	0:00:00	0	0:00:00	R 0.00	0.0

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WinScribe Dictation

"The system has increased the manageability of overall workflow for both authors and typists."

Sheila Joiner
Project Leader
Aberdeen County Council

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Winscribe