

CRESCENDO

DigiScribe-XL - v5.2.156.0

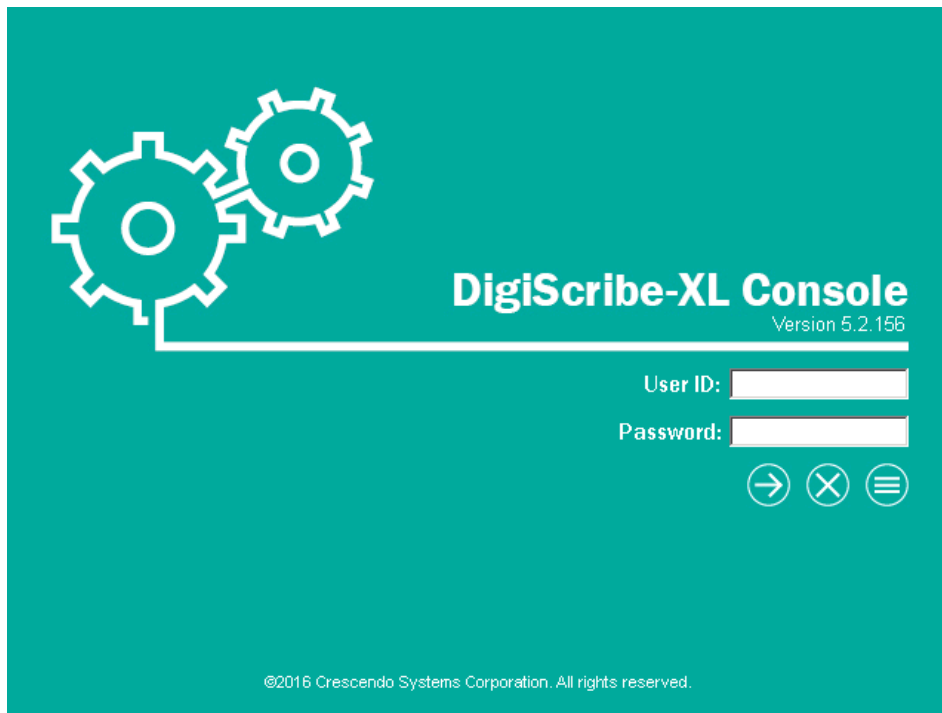
Amending Authors and Routes in DigiScribe-XL

Overview

This is a guide to creating new Authors for a standard routing scenario i.e. single route per Author.

Login to DigiScribe-XL Console

To login to the DigiScribe-XL Console double click the desktop icon.

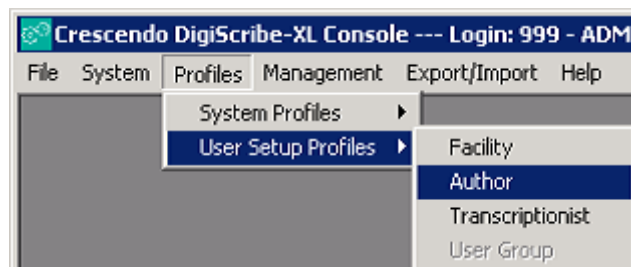


(Your Systems Administrator will know the User ID and Password to log into the DigiScribe-XL Console)

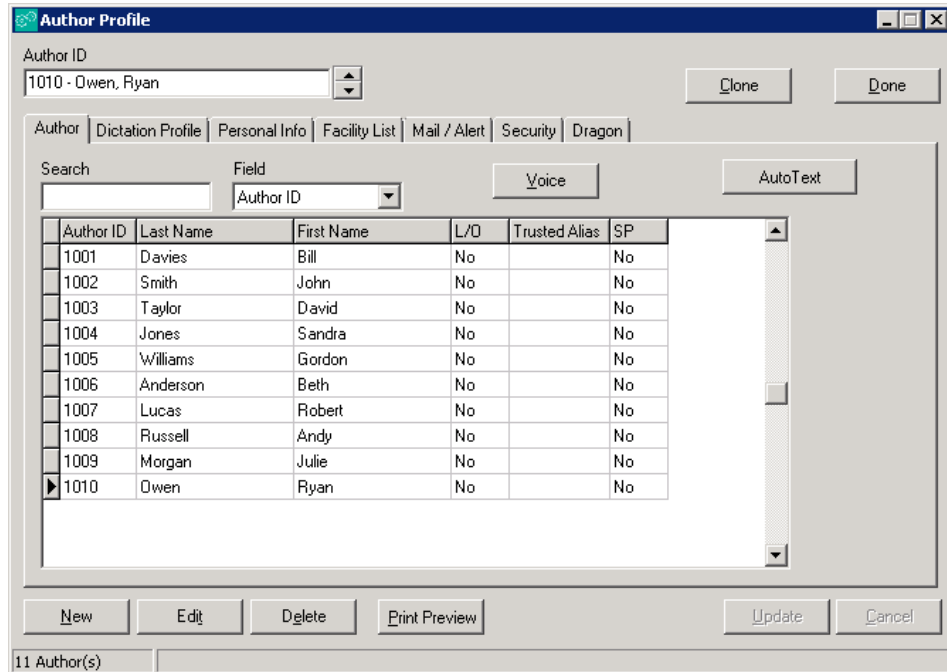
Once logged in you will be presented with the Master View of all the dictations in the system.

Amending an Author

To begin go to the Profiles menu and select User Setup Profiles and Author.



Select an existing Author from the list and click on 'Edit'.



Author Profile

Author ID: 1010 - Owen, Ryan

Author | Dictation Profile | Personal Info | Facility List | Mail / Alert | Security | Dragon

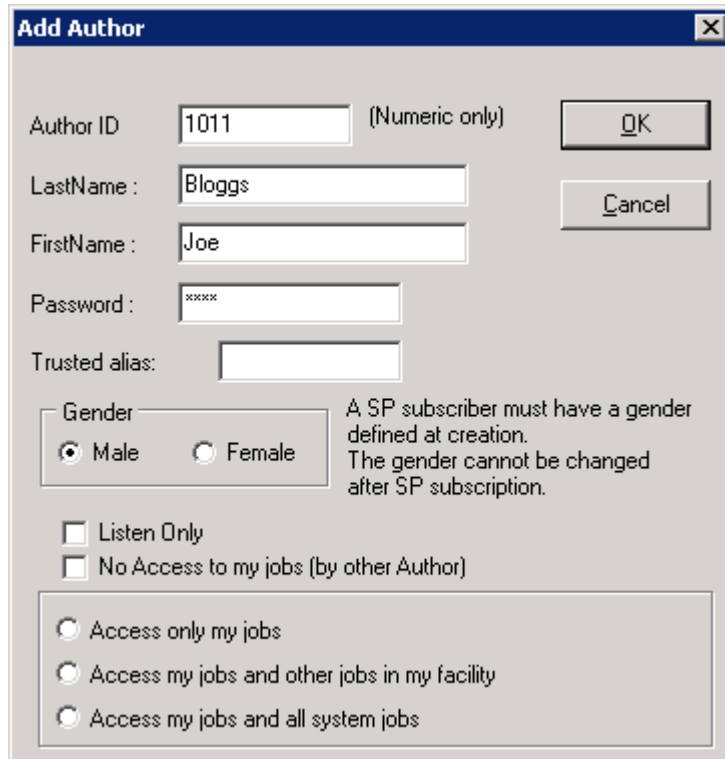
Search: [] Field: Author ID

Author ID	Last Name	First Name	L/O	Trusted Alias	SP
1001	Davies	Bill	No		No
1002	Smith	John	No		No
1003	Taylor	David	No		No
1004	Jones	Sandra	No		No
1005	Williams	Gordon	No		No
1006	Anderson	Beth	No		No
1007	Lucas	Robert	No		No
1008	Russell	Andy	No		No
1009	Morgan	Julie	No		No
1010	Owen	Ryan	No		No

New Edit Delete Print Preview Update Cancel

11 Author(s)

Change the name fields for the new user. Click on 'OK' when done.



Add Author

Author ID: 1011 (Numeric only)

LastName: Bloggs

FirstName: Joe

Password: xxxxx

Trusted alias: []

Gender: Male Female

A SP subscriber must have a gender defined at creation. The gender cannot be changed after SP subscription.

Listen Only

No Access to my jobs (by other Author)

Access only my jobs

Access my jobs and other jobs in my facility

Access my jobs and all system jobs

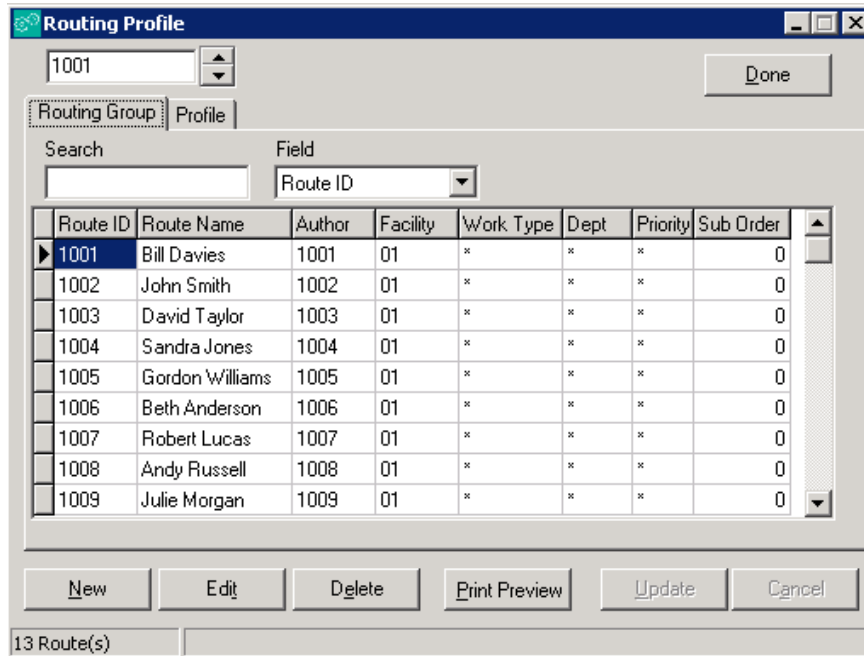
OK Cancel

Amending the Route

Go to the Profiles menu and select System Profiles and Routing.



Click on 'Edit'.



Change the name fields for the new user. Click on 'OK' when done.

