PACIFIC
Transcription

On-line, on-time and on-call

Guide to Using Dictate+

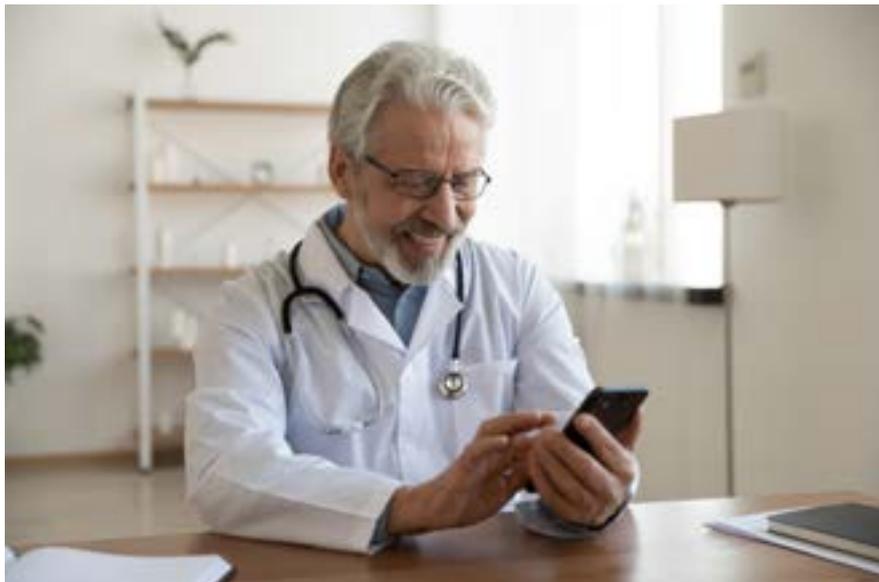## Dictating, editing and managing your files

Learn how to make the most of your Dictate+ app. This guide will cover the basic usage functions such as recording audio and playback, as well as file management options.

If you have yet to connect your Dictate+ app with Pacific Transcription, contact our enquiries team to get a copy of the **set up guide**.

Contents
Click to jump to section

📞 1300 662 173 or 07 3378 2668
✉ enquiries@pacifictranscription.com.au
📍 37 Gordon St, Milton 4064
🌐 www.pacifictranscription.com.au

1 Recording a dictation

To record a dictation, navigate to the Dictate page (the tape icon on the bottom left) and press the red circle to start your recording - the bar at the top will turn red. Press it again to pause you recording.

Before recording   Recording   Paused

2 Playback and editing

To review what you have already dictated, simply press the record button to pause the recording and drag the slider back.
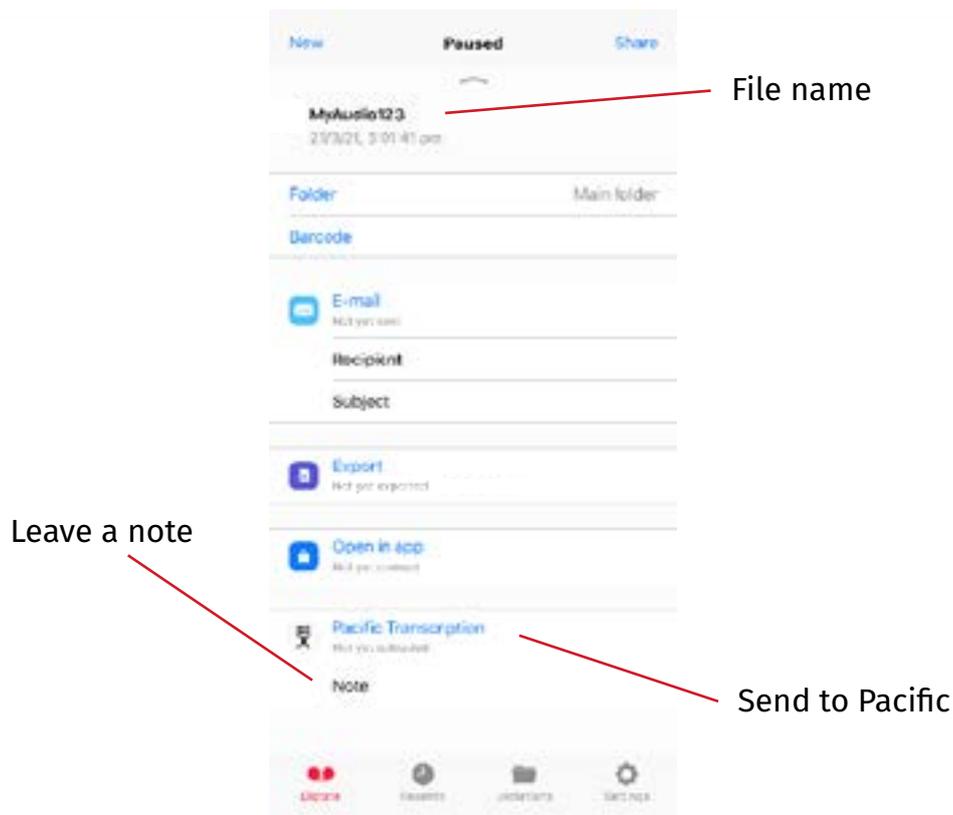

Slider

Use the play button to listen to the recording. If you would like to record over a section, drag the slider to the point you want to re-record and press record. To continue from where you left off, drag the slider all the way to the right.

3 Sending dictations to Pacific

Tap the share button in the top right corner of the screen. If you need to go back to your dictation, press "Dictation" in the same spot.

Rename the file according to your own conventions by tapping the file name at the top.

File name

Leave a note

Send to Pacific

You can leave a message about transcription in the note section. For example if you require faster turnaround, or would like to provide correct spelling of names or specialist terms.

When you are ready to send your file simply tap Pacific Transcription and you will see the screen below if it has been successfully sent.

It's as simple as that! Your audio files will now be visible in your Pacific client account, ready for transcription.

4 File storage and organisation

Using the Recents tab in the bottom navigation bar (the clock icon), you can quickly view your recent dictations. Note the grey arrow next to the some of the dictations - this signifies they have been shared.
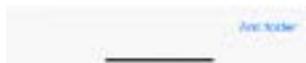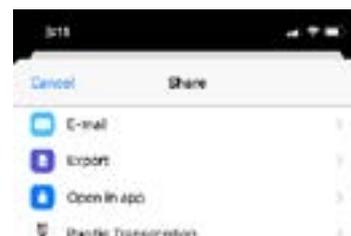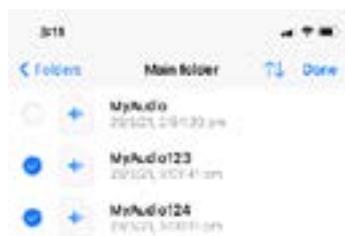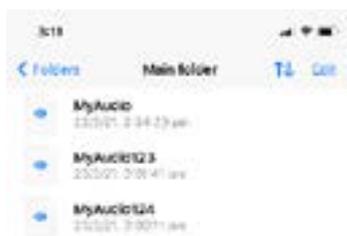
Under the Folders tab on the bottom right of the navigation bar (the folder icon), you can view all your recorded dictations.

The top section shows which files have been shared or deleted.

By default, all files are saved in the Main Folder. You can add new folders and organise your files to suit your needs with the 'Add folder' button.

Inside the folders you should see a list of dictations. By clicking 'Edit' in the top right corner you can select multiple files at once and then using the buttons in the bottom right, either delete, move or send them. This allows users to record throughout the day and send dictations in one batch when you're ready.
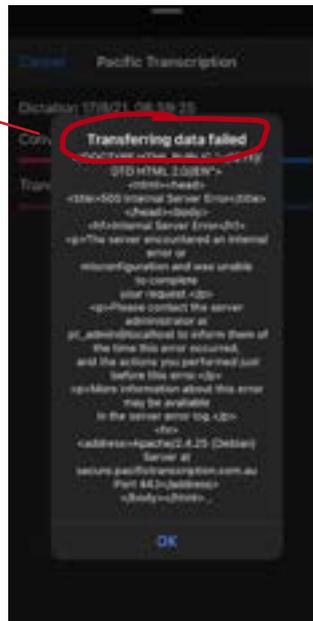
5 Troubleshooting

For security purposes, Pacific Transcription clients are required to change their password every three months. This means updating your credentials in the Dictate+ app as well.

If you come across the error below, it will likely be due to a recent password change and can be solved by changing your Pacific client account details in-app.

ERROR: Transferring data failure

To update your Pacific client account password in your Dictate+ app, simply follow these steps:

1. Open the Dictate+ app.

2. Navigate to the Settings section (the cog icon down the bottom right).

3. Click "Sharing".

4. Select Pacific Transcription.

5. Click into the password field to update your Pacific client account password, and press save in the top right. Remember that your password will contain at least 1 capital letter and this field is case sensitive.

Contact Us

To find out more about
Dictate+ and Pacific Transcription
contact our friendly enquiries team:

1300 662 173
enquiries@pacifictranscription.com.au

PTB029 Last Updated: 12/10/21