

VoiceFLO®

The power of workflow based digital dictation



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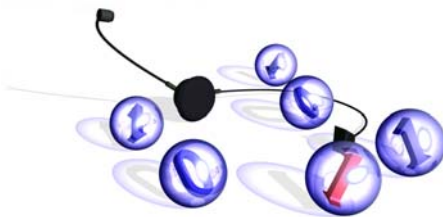
VoiceFLO® from
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VoiceFLO®



combining the power
of **digital dictation**
& **workflow technologies**
for the **benefit** of your **business**



Document generation and management is resource intensive and costly. VoiceFLO® provides total control of the entire document production process from dictation and transcription through to quality assurance, to enable your business to achieve efficiency and productivity gains for improved service delivery and profitability.

Improved Efficiency

Eliminate bottlenecks and increase productivity by maximising the use of available resource. VoiceFLO®'s workflow capabilities enable the routing of document production to manage the workload of secretaries effectively, accommodating fluctuations in workloads and resource levels. Utilising templates for the dictation and transcription of regularly used documents saves time by minimising replication and minimising the risk of user error.

Heightened Client Confidentiality

VoiceFLO®'s versatile user permissions ensure utmost security and client confidentiality. Confidentiality Rating is allocated to specific types of documents or individual documents and user permissions. This controls the access to dictations and transcriptions solely by users with a suitable Confidentiality Rating. In addition, for greater flexibility individual users can be given permission to access a specific dictation or transcription by the user when generating it.

Prioritisation Of Work

By allocating a priority rating to different types of documents or individual documents, VoiceFLO® ensures that users work through jobs in order of priority. Precedence is given to urgent documents without the risk of oversight or individual preference prevailing. Furthermore a Priority Notice can be implemented within the workflow to appear immediately on screen to inform the user that a particular job requires urgent attention.

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Easy To Use

VoiceFLO® is designed to Microsoft Windows standards, making it a familiar working environment for most users. A consistent user interface greatly reduces user training and support. During dictation and transcription the user can opt to use the controls on the microphone handset and foot pedal, the on screen tool bar or interchange between the two to accommodate individual preferences.

Flexibility Without Compromise

Powerful customisation tools will ensure that VoiceFLO® will support your long-term business requirements. The System Administrator (generally a non-technical employee) can add or amend workflow, document templates and design new screen layouts by using a mouse to point and click. This realises ongoing savings in costs and time by enabling system changes to be implemented immediately by a business orientated in-house professional who understands your operations.

Immediate Access To Information

Users have instant access to documents, dictations and supporting information at the click of the mouse. Inserting attachments to accompany a given job provides accurate supporting information at the click of a button. VoiceFLO® supports all document formats including PDF, scanned images and emails to save time and effort with document production.

Enhancing Working Relationships

VoiceFLO® will encapsulate all of the best working practices within your business and to enhance and support them. For example in instances where a good working relationship exists between the dictation author and transcriber, the transcriber can be given permissions to view the author's desktop in addition to his or her own.

Empowerment Through Workflow

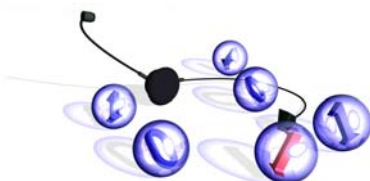
The powerful workflow functionality of VoiceFLO® will work to enhance and add value to your business. The distribution of tasks across the organisation can be automated, manual or a combination of the two. Distribution rules can be applied to departments and sections down to specific types of documents or individual users to accommodate different work practices throughout your business.

Multi-Site Versatility

Multi-site capabilities enable the distribution of tasks across any number of sites seamlessly (even worldwide) to maximise the sharing of resource across your entire business. This goes to make VoiceFLO® the solution for supporting remote working.

Speech Recognition

Speech recognition delivers an effective solution for providing transcription fulfilment to fee earners outside of secretarial office hours. This server- based software automatically transcribes a recorded dictation into text ready for formatting. It is fully integrated with VoiceFLO® to maximise the benefit from the workflow and management functionality and includes the ability to attach supporting documents and verbal instructions. It comes with a full legal dictionary to minimise the risk of spelling and interpretation errors.



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