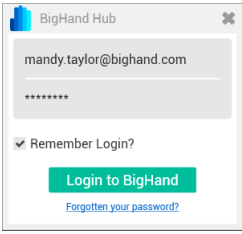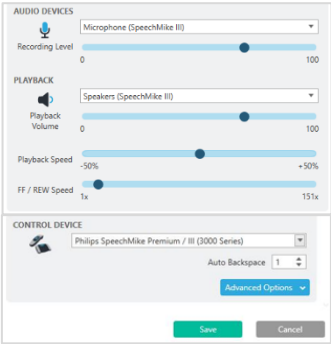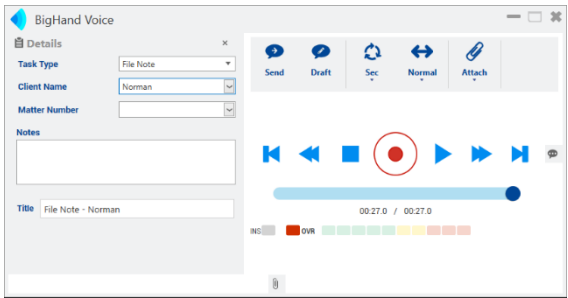## Logging in to BigHand

Steps	Screenshot
1. Double click the BigHand Hub icon.	
2. Enter your username and password. Remember to click the "Remember Login?" box to save the credentials for future use. 3. Click "Login to BigHand." 4. NB: If you have forgotten your password, click the "Forgotten your password?" link and follow the steps shown on screen to reset your password.	

Configuring your recording device

Steps	Screenshot
1. Click the Settings icon to view the Settings window. 2. The Audio and Device Settings window will be displayed. 3. Ensure that the Recording Level, Playback Volume and Control Device boxes are set to the recording device being used. 4. Adjust the Recording Level and Playback Volume by dragging the sliders to the left or right. (The Recording Level needed will depend on how loud or quiet the user's voice is when dictating.) 5. Click Save to keep the changes. 6. Do a test dictation to check the audio levels are set correctly.	

Creating a dictation
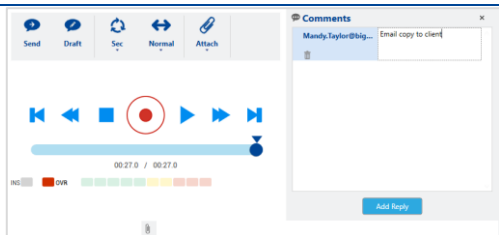
Steps	Screenshot
1. Click the Voice icon to open the BigHand Voice window. 2. Task information can be entered in the Details pane on the left. The Recorder pane on the right lets you control recording, navigate through the dictation and add more audio if required. 3. Start recording by pressing the red Record button in the Recorder pane or press record on your speechmike. 4. Dictate the content, then press the Record button again or the blue square on screen to stop recording. 5. Use the navigation buttons to rewind, fast forward and playback the audio. 6. Click Send to submit the dictation, which will be visible in your Work In Progress folder once sent.	

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Recorder window icons

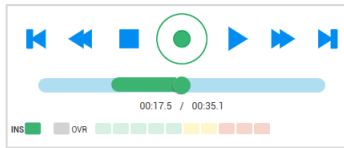| Function	Screenshot
SEND. Click this icon to submit a task.	
DRAFT. If you need complete a dictation later, click Draft to save it in the 'Drafts' folder. (BigHand also auto-saves as you dictate.)	
SEC. Send a task to a different destination (e.g. Speech Recognition).	
NORMAL. Click this button to change the priority of the task.	
ATTACH. Files and links to files can be attached by using this icon.	

Adding a Comment

The expandable **Comments** tab is used to add notes or information against the recording. The Comments are time stamped and appear as triangular icons on the dictation bar.

Steps	Screenshot
1. Click the Comment icon in the Recorder window.	
2. Click Add and type in the details in the Comment box. 3. A blue triangle shows on the dictation bar where the Comment was added. 4. To view a Comment, click the Comment icon or double click on the blue triangle.	

Using Insert

Insert mode can be used to add extra audio to the current recording, without losing what has been dictated.

Steps	Screenshot
1. Use rewind/fast forward/play to find the insertion point. 2. Click the INS box to switch from Overwrite to Insert mode. 3. Check the Record button has changed from red to green. 4. Press record and dictate the extra audio. 5. A green horizontal line will appear on the display to show the inserted audio.	

Folder views

- **DRAFTS** – Contains dictations which are unfinished or have not yet been sent.

- **OUTBOX** – In the event that network connection is unavailable, you can still dictate and send but dictations will sit in the Outbox until connectivity is restored.

- **WORK IN PROGRESS** – Contains all your tasks which are either waiting to be worked on (Pending) or currently being worked on (In Progress).

- **COMPLETED ITEMS**– Once a task has been marked as Complete it moves to this folder and is visible for up to 7 days after completion, before being removed automatically.

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Task status

The status column shows if a task is waiting to be worked on, is currently locked to someone or has been completed.

These options are as follows:

- ⋯ PENDING   The task is waiting to be worked on.
- ⧗ IN PROGRESS   The task is currently being worked on (or has been left "locked" to someone.
- ✔ COMPLETE   The task has been finished.

Recalling a task

If a task has been submitted but is no longer required, it can be removed if the status of the task is Pending.

Steps	Screenshot
1. From the Work In Progress folder, click the task to highlight it. 2. Click the Recall icon or right click on the task and select Recall. 3. The recalled task moves from Work In Progress to Drafts. 4. The task can be deleted from Drafts or resubmitted.	

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