
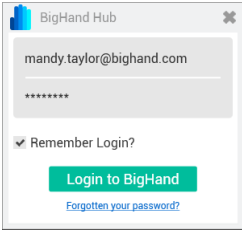
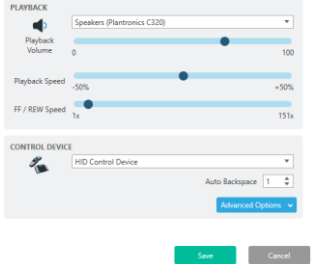
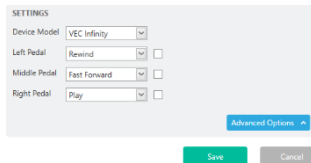


Logging in to BigHand

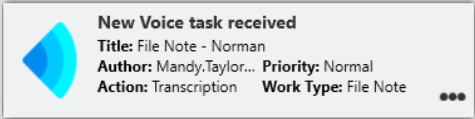
Steps	Screenshot
1. Double click the BigHand Hub icon.	
2. Enter your username and password. Remember to click the "Remember Login?" box to save the credentials for future use.	
3. Click "Login to BigHand."	
4. NB: If you have forgotten your password, click the "Forgotten your password?" link and follow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

Configuring your hardware devices

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 Playback Volume box shows the playback device being used.	
4. Drag the Playback Volume slider left or right to adjust volume.	
5. The Playback Speed and FF/REW Speed can also be changed.	
6. "HID Control Device" means a USB footpedal is plugged in.	
7. The Auto Backspace default setting is 1 second - this can be changed to any value from 0 to 10.	
8. Click Save to keep any changes.	
9. Optional: Click Advanced Options to change the footpedal mapping.	
10. The behaviour of each pedal can be changed by selecting a different function from the list.	
11. Click Save to keep the changes.	

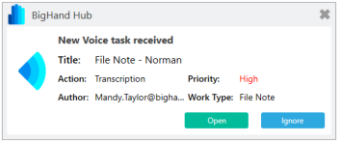
Working with dictations

When you receive a new task, it will appear in your **Work In Progress** folder. Depending on the task priority and your notification settings, a notification can display as shown below.



New Voice task received
Title: File Note - Norman
Author: Mandy.Taylor... **Priority:** Normal
Action: Transcription **Work Type:** File Note

Pop Up Notification – fades away after several seconds



New Voice task received
Title: File Note - Norman
Action: Transcription **Priority:** High
Author: Mandy.Taylor@bigha... **Work Type:** File Note

Desktop Notification – requires user to click Open or Ignore

Transcribing a task

Steps	Screenshot
<ol style="list-style-type: none"> 1. Double-click a task in Work In Progress to open the Voice window. 2. Press Play on the footpedal or use the on-screen icons to hear the audio while transcribing it into the appropriate document. 3. When the task is finished press Complete or press F7. 4. To continue working on the task later, click the "In Progress" icon and change the status to Pending, or press F5 on the keyboard (which unlocks the task and closes it). If you click Close the task stays locked to you as "In Progress". 	

Voice window icons

Function	Screenshot
CLOSE. Click this icon to close a task.	
SEC. Send a task to a different destination (e.g. Speech Recognition).	
IN PROGRESS. Change the status of the task.	
NORMAL. Click this button to change the priority of the task.	
ATTACH. Files and links to files can be attached by using this icon.	
SPLIT. This option can be used to split a lengthy task into smaller parts.	

Adding a Comment

The expandable **Comments** tab is used to add details against the recording and can be added by the Author or Transcriber. Comments are time stamped and show as triangular icons in the Voice window.

Steps	Screenshot
<ol style="list-style-type: none"> 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 the Mini Player

The Voice window can be switched to a Mini Player view, which stays on top of the application you are transcribing into. This is useful as it shows how much of the task is left to transcribe, as well as other details. The Voice window toggles between standard size and Mini Player by clicking the two arrows as shown:

<p>Switch to Mini Player by clicking the two arrows</p>	<p>Switch to the Voice window by clicking the two arrows</p>
---	--




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.
- **COMPANY FOLDER NAME** – You may have a view of the firm-wide folder. This is so you can easily access any tasks in the folder and work on them as required.

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.