

# DMWM - Superuser guide - desktop



## Winscribe Voice Recognition

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### Superuser Guide - Desktop.

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**e-Learning**

Dragon Medical Workflow Manager Administrator (transcriber or secretary) and Author (clinicians) e-Learning Modules are available through the training portal of the CITS Online desktop application - <http://elearning.cornwall.nhs.uk>

## **Classroom Training**

CITS provide training via Microsoft Teams for Dragon Medical Workflow Manager.

- Authors will need a 30 minute training session
- Transcribers will need a 30 minute training session
- New Super-users will need to attend both of these teams sessions and be provided with a handover from the specialty super-user including this guidance.

Users can choose to book themselves onto training. The Book Now system is available via the CITS Online icon, Training Portal, online course booking option on the top of the screen. Or please contact [cornwall.ittraining@nhs.net](mailto:cornwall.ittraining@nhs.net)

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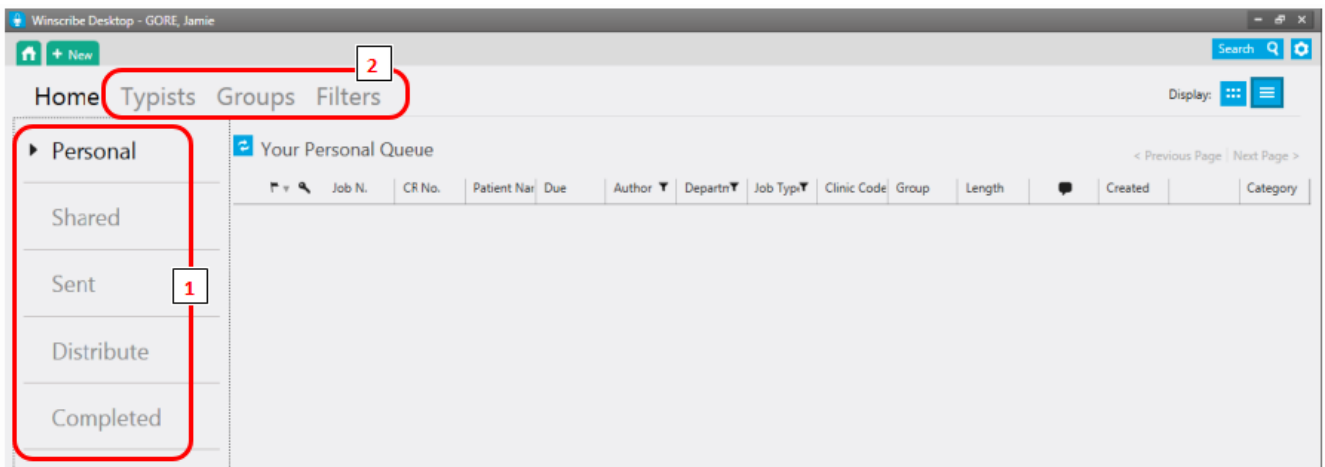
## **The Home Screen**

After logging in, you will be presented with your home screen.

From here you will be able to access the work of the specialty typing groups you have been allocated according to your job role.

1. You will not ordinarily need to make use of the workflow queues, unless you are also responsible for the transcription/distribution of correspondence.
2. The documents allocated to the specialist typist groups and individuals you

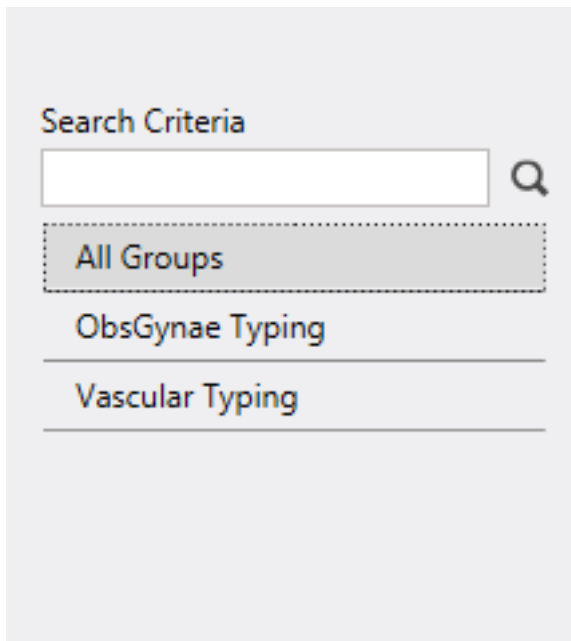
are allocated can be located and managed within the Tabs at the top of the screen.



## Workload Management

As a super user, you may need to reallocate documents between secretaries to redistribute workloads or enable cover for periods of leave or sickness. All of the typing groups' workload can be viewed from within the Groups and Typists Tabs, where the resulting lists of jobs can be sorted and filtered to make them easier to manage.

Groups Tab- Clicking on the Groups Tab allows you to view a list of all of the documents currently allocated to any or all of the typing groups you take line management responsibility for. This shows all of the documents which are waiting for some action from the secretary at all stages of the workflow.



You will see a list of the groups you are permitted to access on the left of the screen, and you can search this list by typing the name of the group in the search box.

- Clicking on 'All Groups' will show a full list of all the documents from all groups.
- Clicking on one specific group will show only the documents from that group.

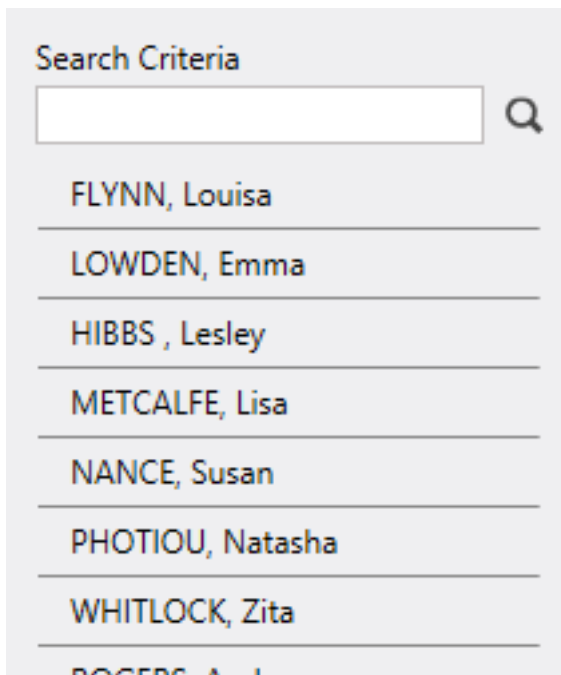
## Typists Tab

Clicking on the Typists Tab allows you to view a list of all of the documents currently allocated to a specific secretary. This shows all of the documents from all stages of their workflow.

You will see a list of all of the secretaries/typists you take responsibility for on the left, and you can search this list by typing the name of the secretary in the search box. This shows secretaries from all typing groups in one list, so if you

are responsible for more than one department, you will see all of the secretaries here.

Clicking on the name of a secretary will show a list of all jobs allocated to them for action.



To make these lists easier to use, they can be sorted by clicking on any of the column headers


Job N.	CR No.	Patient Na	Due	Author	Created	Depart	Job Typ	Clinic Code	Group	Length			Category
19	C003397	PAXTON, J		GORE, Jan	07-Jul-201	ObsGynae	GP Letter		ObsGynae	00:00:00			
23	C039887	MERGETM		GORE, Jan	07-Jul-201	ObsGynae	GP Letter	NORMB/2CT	ObsGynae	00:00:24			
50	C003426	BLEWETT, J	-3 hot	BUTLER, N	08-Jul-201	ObsGynae	GP Letter		ObsGynae	00:00:19			

It is not recommended that individual documents ordinarily be opened from these tabs as the user they are allocated to may already have them open and be working on them. If this is the case, the document will open as a read-only version. Clicking 'type' will enable you to work on the document but the original typist will find that the document closes and their changes are lost.

## Filters Tab

In order to better manage the above lists, you may also filter the list of documents by department, by job (document) type, or by author, so that you see only those documents. Filters can be saved. To use a saved filter in future, you will need to select it from the Filters Tab.

To create a filter, click on the funnel icon next to the criteria to filter by in the column header.

Job N.	CR No.	Patient Na	Due	Author	Created	Depart	Job Typ	Clinic Code	Group	Length				Category
19	C003397	PAXTON, :		GORE, Jan	07-Jul-20	ObsGynae	GP Letter		ObsGynae	00:00:00				
23	C039887	MERGETW		GORE, Jan	07-Jul-20	ObsGynae	GP Letter	NORMB/2CT	ObsGynae	00:00:24				
50	C003426	BLEWETT,  -3 hou		BUTLER, M	08-Jul-20	ObsGynae	GP Letter		ObsGynae	00:00:19				


You will then be presented with a dialogue box for you to complete the conditions for your filters.

If filtering by author: Type in a combination of the First Name, any middle name, the last name or the licence number. Then click the search button.

### Clinician Search

First Name  Middle Name  Last Name

License Number

 Search

First Page < Previous Page | Next Page >

First Name	Middle Name	Last Name	License Number
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If filtering by department or job (document): From the drop lists choose a combination of the Site, the Department or the Job type. Then click the Ok button.

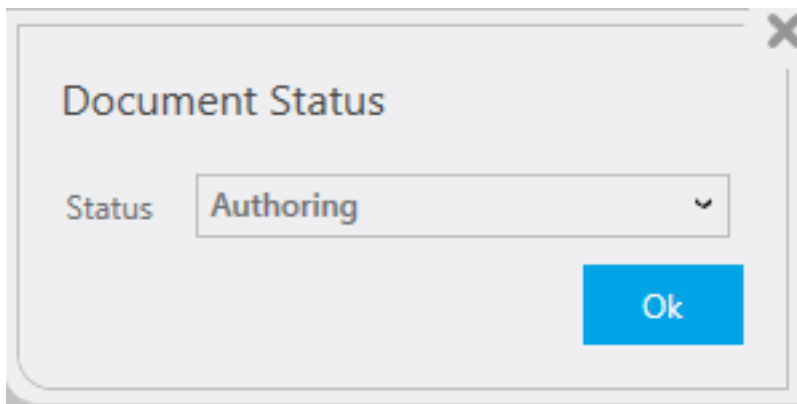
### Site, department and document type filter

Site

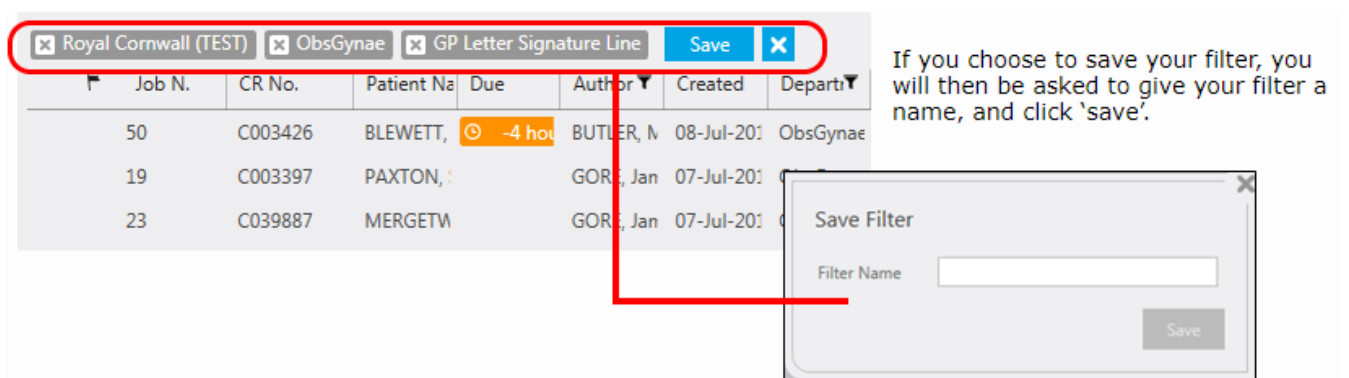
Department

Job Type

If filtering by Document Status: Choose the document status from the status drop list then click the Ok button.



The conditions of your filter will then be displayed above the list of documents and can be saved by entering a name for the custom filter then clicking the 'Save' button or removed with the 'X' button.



Job N.	CR No.	Patient Na	Due	Author	Created	Depart
50	C003426	BLEWETT,	-4 hou	BUTLER, M	08-Jul-201	ObsGynae
19	C003397	PAXTON, :		GOR, Jan	07-Jul-201	
23	C039887	MERGETM		GOR, Jan	07-Jul-201	

To use a saved filter in future, click the Filters Tab. Saved filters will be listed on the left of the screen.

Select your chosen filter from the list and then click the Typists or Groups tab to return to view the filtered lists of documents. Your filter will be applied to all of these lists until you remove it by clicking the 'X' button. This will remove your filter but it will remain saved for future use. You can remove parts of each filter without deleting it or saving your changes by clicking the 'x' against the individual filter criteria.

To delete a saved filter, click the 'trash can' icon next to the filter name under



the Filters Tab.

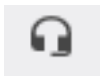
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## Reallocating Documents Between Transcribers

In order to assess the distribution of workload, the Groups Tab view is most useful as this enables an overview of the work in progress and which typist each of the documents is currently allocated to.

In order to reallocate jobs from one secretary to another, however, best practice is to use the Typist Tab view.

The status of each of the documents is denoted by a symbol in the status column:



Documents awaiting typing, - can be allocated to another typist (moves it to her personal queue), or reallocated to the typing group (moves it to the shared queue)



Documents awaiting distribution, - while documents can be allocated to the group, this will show them in the distribute queue of all of the secretaries in the typing group. To prevent more than one secretary attempting to open this

document at the same time, it may be more appropriate to reallocate documents awaiting distribution to a specific secretary.

In order to reallocate jobs from the Typist Tab:

Highlight each of the documents to be reallocated and right click.

Job N.	CR No.	Patient Name	Author	Created	Department	Job Type
19	C003397	PAXTON, Stephen	GORE, Jamie	07-Jul-20	ObsGynae	GP Letter
23			GORE, Jamie	07-Jul-20	ObsGynae	GP Letter
56			BUTLER, Mike	08-Jul-20	ObsGynae	Patient Le
67	C003423	ABBEY, Sonia	GORE, Jamie	08-Jul-20	ObsGynae	GP Letter

Select 'Allocate to Typist' to reallocate the work to another specific typist.

Select 'Allocate to Group' if you wish to return the work to the typing group.

The search dialogue box will then open for you to select the typist or group you wish to allocate the documents to.

## Typist Group Search

Group Id

Group Name

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Group Id	Group Name
12	ObsGynae Typing
15	Vascular Typing

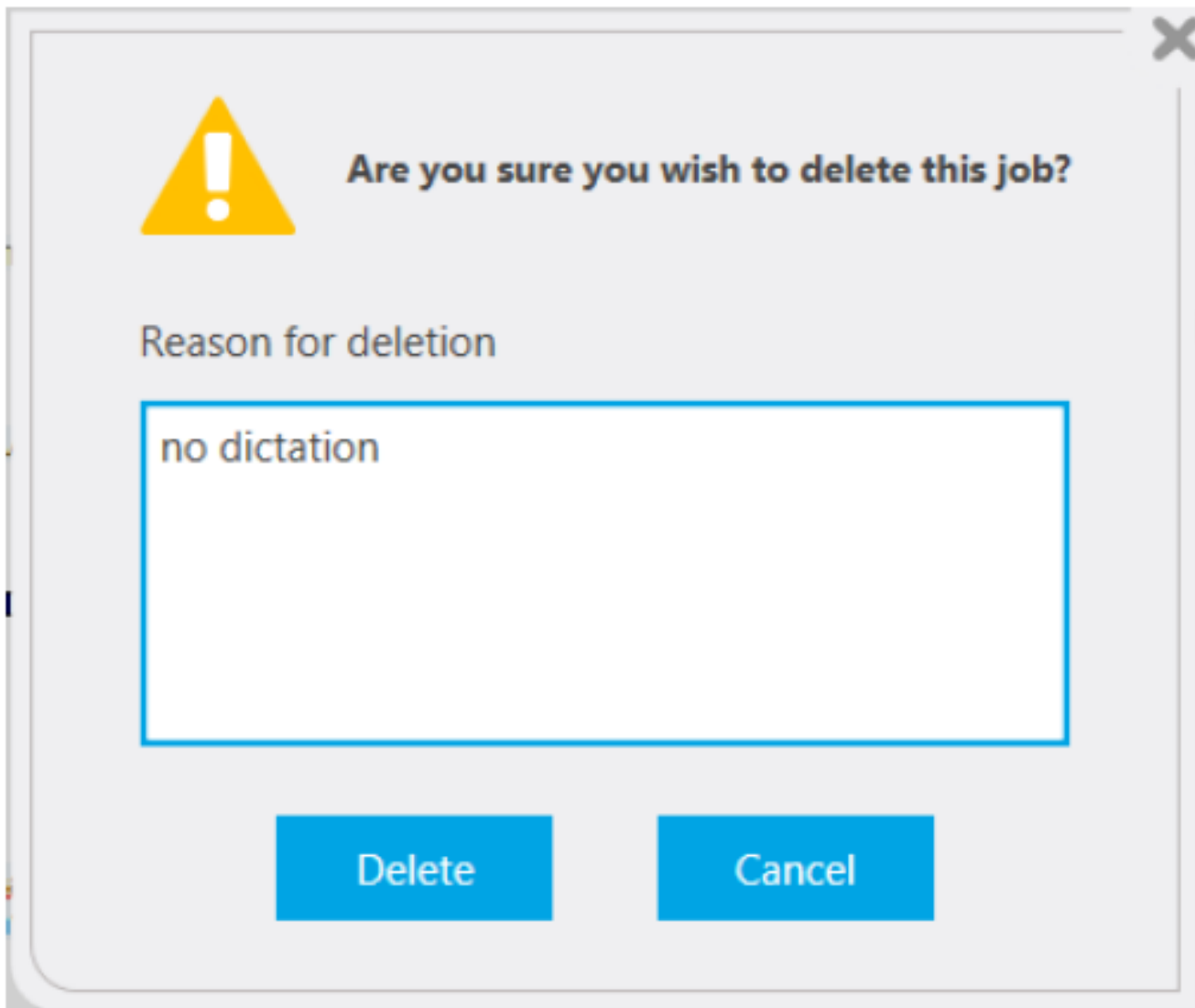
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## Deleting Jobs

Carefully select and open the job for deletion



Once you are happy that this is correct document to delete, Click on the bin icon



Enter a reason for the deletion in the text box (in this case I have entered ‘ no dictation’) – *if the deletion ever needs to be retrieved this information will be helpful to reinstate the job. This cannot be done locally however, Winscribe will need to be contacted through CITS to reinstate any deleted jobs, so please be careful.*

Then select ‘Delete’.

## Reporting

Dragon Medical Workflow Manager Reports are available using the following link: [http://db-ssrs-1/Reports\\_WINSCRIBE\\_RS/report/Winscribe%20Text%20Reports%20-%2010.5/Performance\\_Dashboard\\_Index](http://db-ssrs-1/Reports_WINSCRIBE_RS/report/Winscribe%20Text%20Reports%20-%2010.5/Performance_Dashboard_Index)

## **Service Manager Report**

This form will allow you to review your turnaround days across any given date range and your current backlog – in terms of numbers of documents.

## **Department**

This form will provide you with a snapshot performance dashboard of:

- Total documents in backlog (jobs)
- Average Transcribed documents per day (jobs)
- Average typing duration (days)
- Total backlog audio length (hours)

You can also drill down into author and typist turnaround breakdowns from [here](#).

## **Typists Overview**

This form will allow you to check the productivity of your typists within a specialty. Caution - please bear in mind, that if a typist leaves a job open whilst on a break, this will not be reflected accurately within these stats. (In the next version of Winscribe there is a coffee break facility for transcribers to use to balance this out).

## **Exceptions**

Documents waiting for typing, with no audio is valuable to for housekeeping. You can drill down into these jobs to find the job numbers to investigate further using Winscribe desktop. It may be necessary to delete these jobs in desktop, but you may need to ask the author first.

NB If the report you are running crashes, it is likely that the search criteria is too extensive (eg too large a date range). It may be necessary to break down

one search into several.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=49>