



# All-Write

Court Reporting-Transcription-Document Management

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## Welcome to All-Write

*'Putting Your Words to Work'*

## Tutorial – Transcription



We offer our customers the ability to dictate anytime from anywhere. Our system is available 24/7. Toll free number to call in your dictation; our system will record your dictation in clear digital quality with controls to stop, rewind and playback your dictation. We also allow you to embed important record numbers such as Medical Record numbers or Case numbers; these numbers allow you to track your report as they are transcribed for efficient record keeping.



Large facilities are able to create individual departments, levels or groups. This allows for precise document management and accountability. You are able to track each and every report dictated from start to finish, no guesswork as to when or if a report has been dictated, transcribed or received. All dictation is date and time stamped. You are in control. Using a digital recorder? We accept any type of digital recording (.vox .dss .wav .mp3) which can be directly uploaded to our secure web site for immediate transcribing.

**Still recording on tapes?** Send us your tapes and we will transcribe your recordings. Your documents can be transmitted electronically or delivered back to you with your cassette. Web Distribution allows our customers the ability to view, edit, and print a report once it has been transcribed. We archive all reports for your convenience.

### Instructions

Press the gray Sign Up button to open the Medical or Corporate Transcription input form. These forms include all the information we will need to set up your transcription service. We use a third party transcription database manager, which captures your dictation file, sends it to All Write for transcription and adds the finished document to your own private document manager. You can access your documents remotely at anytime from any location and you can dictate from any location using a toll free number. We also accept audio tapes.