



LEXACOM[®]

Quick start guide

Mobile

Version 1.1



Quick start guide

Mobile

This guide will help you get started using Lexacom mobile and creating your first job from your phone.

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Login to Lexacom® mobile app



First, ensure you have installed the Lexacom® app on your phone.

Launch the Lexacom app on your mobile phone.

Tap **Continue** to login.

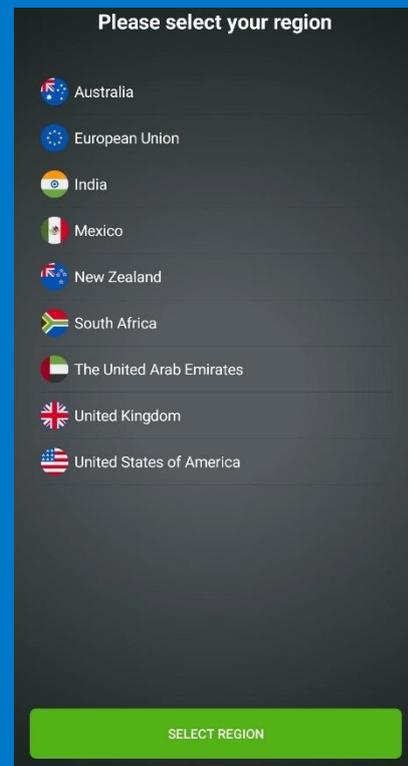


Enter your email address and password, then tap **login**.



The **FIRST** time you launch the app, you will be asked to select a region.

Please select the correct region from the list.



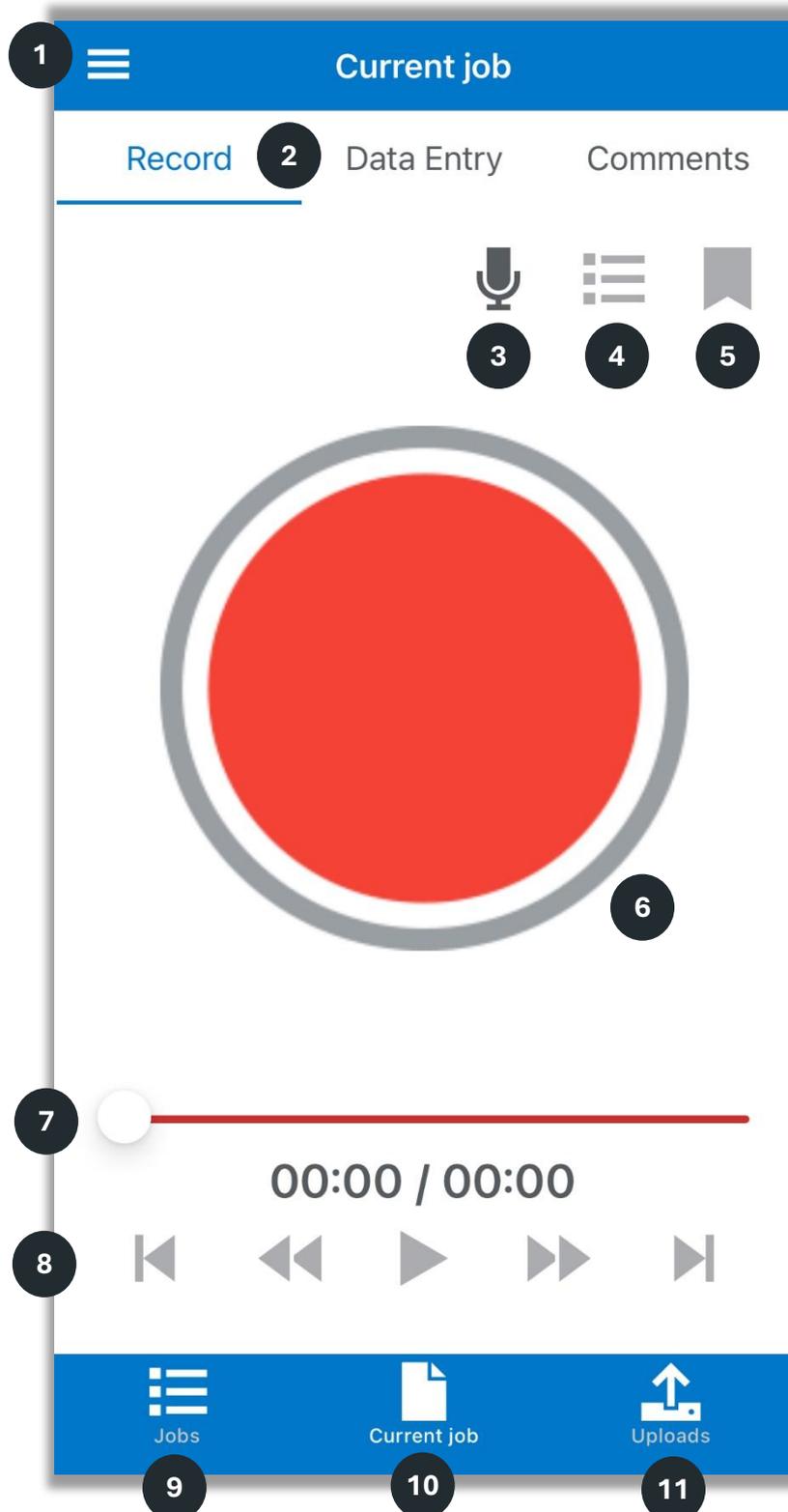
Note: if you have multiple teams, you will be asked to select the team after login.

The app will automatically launch to your 'Current job' screen with a new job ready to go.

App Layout overview

When you first login to the app, and whenever you send/close a job, you will see the 'Current job' screen, as shown below.

Current job screen



- 1 Menu
- 2 Tabs: Record – for recording audio.
Data Entry – for completing job details such as Reference and Priority
Comments – for adding and viewing comments attached to a job
- 3 Recording mode
- 4 View markers
- 5 Add marker
- 6 Record (animates when recording is in progress)
- 7 Audio progress bar
- 8 Playback controls
- 9 Review and track existing jobs
- 10 Current job (returns to this screen)
- 11 Uploads

Creating, editing, and sending a job

Creating a new dictation

Most new jobs will start with an audio dictation (though this does depend on your workflow choices and customisation). Here's how to create a new audio dictation.

From the 'Current job' screen, press on the record button. **6**

The button will then animate to indicate that recording is in progress. 

Record your dictation and, when you are done, press the button again to end the recording.

You can stop and restart the recording as required and it will pick up where you leave off.

If you are happy with the recording, you can move to the Data Entry tab (see below), else you can edit or add to the recording.

You can review the audio using the playback controls. **8**

Editing a dictation

You can listen back to your dictation, add audio markers, and edit your audio before sending it.

Use the playback controls to listen back and move to the location you wish to edit. **3**

There are different audio editing modes which you can select by tapping the icon.



Automatic mode

Automatic mode works like Truncate mode, within the last 10 seconds of a dictation but like Insert mode elsewhere in the dictation.



Insert mode

Insert mode will record additional audio in the current location of the dictation, without deleting anything. The bar will be green.



Truncate mode

Truncate mode will delete any audio after the current location and begin recording new audio. The bar will be red.



Overwrite mode

Overwrite mode will record over the existing audio in real-time as you speak (similar to an analogue cassette). The bar will be orange.

Adding audio markers



You can add typed notes to specific timestamps in your dictations. These notes can be viewed at other stages of the workflow (e.g. by secretaries when typing).

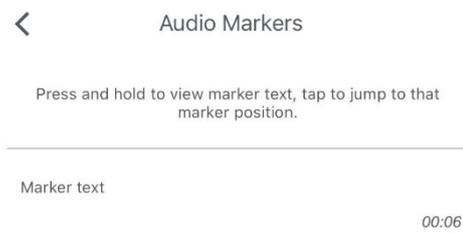
To add a marker, tap on the marker icon.

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Add text in the box and when you are done, press Ok.

You can view a list of existing markers using the marker list icon.

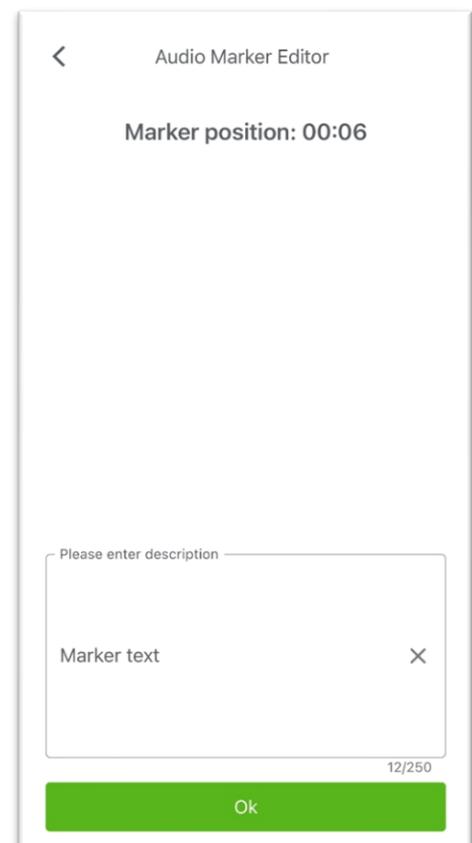
4



Tap on a marker to skip to that time.

Press and hold on a marker to view the text.

Slide to the right to View, Edit and Delete markers.

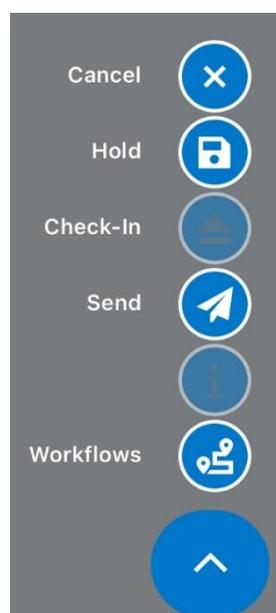


Data entry

Once you have completed your dictation, tap on the Data Entry tab to complete the details and send the job to the next step.

On the Data Entry screen, you can enter the required (or optional) information about the job. These fields will differ based on the specific workflow, but the defaults include the Reference (commonly patient name and/or medical reference number), Priority level, Letter type and Specialty.

Once you have completed the required fields tap on the blue arrow in the bottom right for more options.



Cancel will delete any changes you have made since opening this job. If this is a new job, it will delete the entire job.

Hold will save the job and keep it locked to yourself.

Check-In will save the job but make it editable by others (where the workflow stage allows)

Send will send the job to the next step (typically to the typist)

Workflows will allow you to set the workflow for this job. For example, you may wish to change it from 'Dictate and Transcribe' to 'Author Review' – depending on the workflows that you have available.

Once you Send the workflow, you will be taken back to the 'Current job' screen ready to begin a new dictation.

Reviewing jobs

Tapping the Jobs icon **9** will display your Jobs page.

From here you can see two tabs.

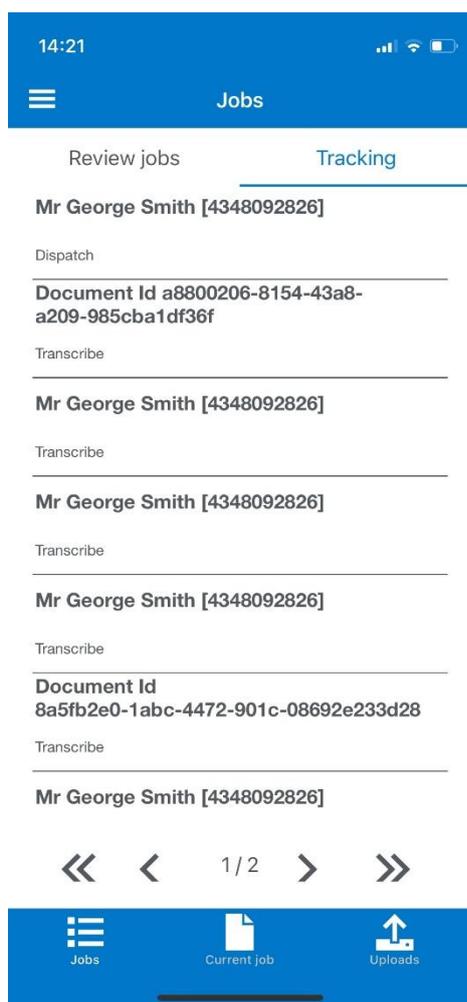
Review jobs

The Review jobs tab will show you any jobs that you have placed on hold or that have been sent back to you for review.

Tapping on a job from the list will launch that job in the Current job view for you to edit, amend and send.

You can also slide right on a job to view and add comments.

Tracking



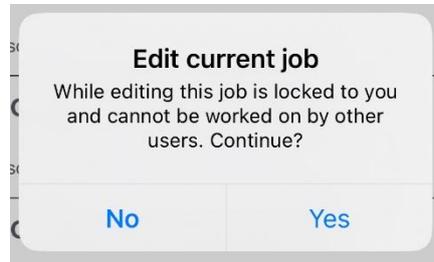
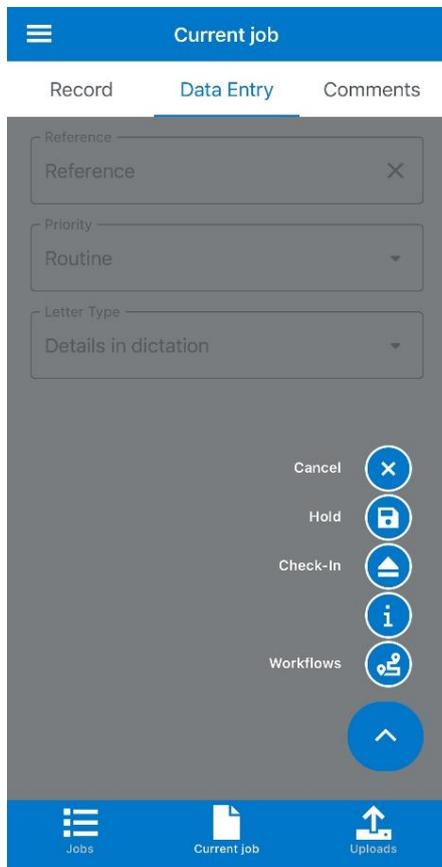
The tracking tab will list jobs that you have sent on to the next step but are not yet complete.

You can open any job that is available to you (ie: not locked at a different workflow step) and edit the dictation as above.

You can slide right on a job to view and add comments, or to open the job.



IMPORTANT NOTE



If you tap open or tap on a job in the tracking list, it will open that job – retrieving it from the typing pool and **locking it from being edited** until you the release the job.

You can edit the details, add comments and edit the recorded dictation as with any current job.

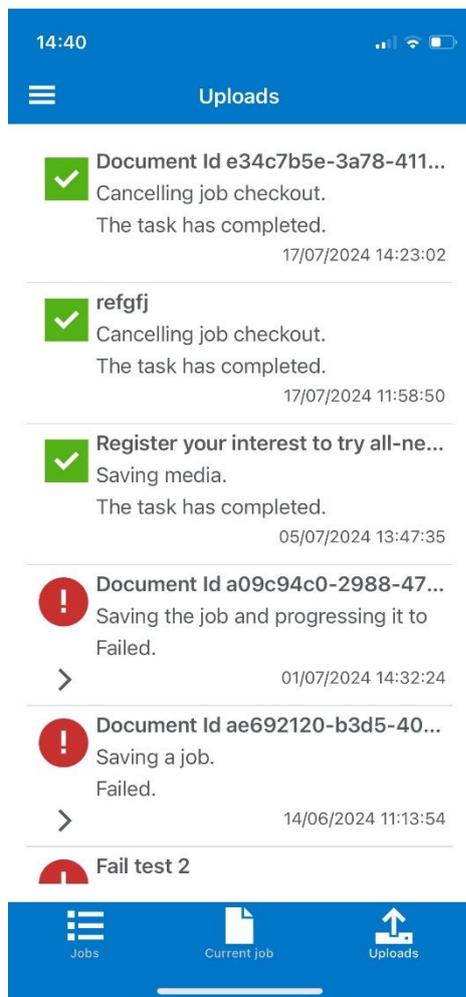
To release this back to the typists, please go to the Data Entry screen, press on the blue arrow (bottom right) and press ‘Check-in’

You can’t load an existing job once a typist has begun working on it.

Uploads

Tapping on the Uploads icon **11** will display a list of the jobs you have uploaded.

In the unlikely event that a job fails to upload for any reason, you can resend it from this list.



Tap on the job and select Retry



The job will then attempt to upload again.



Once successfully upload the job will display green tick box.



If you require any further support, please contact Helpdesk@lexacom.co.uk