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SPEECHLIVE

EN   **Quick start guide for administrators**

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Philips SpeechLive – Quick Start Guide for **Administrators**

Dear customer,

Thank you for choosing Philips SpeechLive as your cloud based dictation workflow solution.
This guide covers the basic configuration of your SpeechLive workflow after you have purchased SpeechLive.

Contents

Create workflow users

Basic definitions

In the dictation workflow 'Authors' are the persons who record dictations and 'Transcriptionists' are persons who create the documents from the sound file.

These users have to be added to the workflow in the SpeechLive system by creating user accounts for every user.

There are two workflow administration modes available

- Simple administration Mode
- Advanced administration mode

Simple administration Mode

This administration option is available in the small business package.

The simple administration mode provides following capabilities

- There is now workflow folder setup required.
- All dictations created by your authors are visible for any of your transcriptionist.
- All authors and all transcriptionists have their own 'Suspended' folder to which no other user has access.
- At the end of the workflow users can access the dictations in the 'Archive' folder.

Advanced administration Mode

This administration option is only available in the advanced business package.

The advanced administration mode provides following capabilities

- You can individually set up the workflow folder visibility for the users.
- Transcriptionists will only see dictations of author's workflow folders where you have defined the folder visibility with the relationship management before.
- All authors and all transcriptionists have their own 'Suspended' folder to which no other user has access.
- At the end of the workflow users can access the dictations in the 'Archive' folder.

Client applications

After adding the users to the workflow they have two options to connect to their SpeechLive user account:

- Either on their computer via the Philips SpeechExec dictation or transcription workflow software*
- Or on their smartphones via the Philips dictation recorder app for Android or iPhone (authors only).

*… For SpeechExec software you need to have a valid license key available. License keys can be ordered in the SpeechLive online shop or at your preferred SpeechLive partner.

Add workflow users

If you are not already logged in after the initial registration process, open your Internet Explorer Browser and enter:

www.speechlive.com

- Log in to your SpeechLive administration account

- When you are logged in go to **Workflow > User management**:

To create a **workflow user** you need the user's **email address** (this is the user name of the user account).

User account for Authors

Follow the steps below to create a user account for an author:

1. Enter the user's email address into the **Email** field below the 'Add new Author' headline
2. Define a **Friendly Name** (this name will later be displayed in the relationship manager* and in the folder tree of the transcriptionist)
3. Click on **Add Author**

*...Advanced business package only

📖 **Note:** The added user will receive an **invitation email** with further instructions on how to setup the software and how to activate his or her SpeechLive user account.

User account for Transcriptionists

Follow the steps below to create a user account for a transcriptionist

① Enter the user's email address into the **Email** field below the "Add new Transcriptionist" headline

② Define a **Friendly Name** (this name will later be displayed in the relationship manager*)

③ Click on **Add Transcriptionist.**

*)...Advanced business package only

📖 **Note:** The added user will receive an **invitation email** with further instructions on how to setup the software and how to activate his or her SpeechLive user account.

Monitoring the user status

In the **Existing users** table you can check if your users have been added to the workflow successfully:

Other options

In the **Existing users** table you have the following options:

- **Resend the invitation**: use this option in case the user loses the invitation email.
- **Modify**: use this option to modify the user's email address, the friendly name, or to enable the user to change his/her own SpeechLive user account password.
- **Delete**: if you want to remove a user from the workflow please click the user's 'Delete' link in the table. You will be asked to define another user with the same role (Author/Transcriptionist) to take over the dictations of the user. If there are no users of the same role you still have the option to modify the email address.

📖 **Notes:**
- If you have purchased the Philips **SpeechLive Small Business package** all transcriptionists have access to the dictations of all authors in your workflow.
- If you have purchased the Philips **SpeechLive Advanced business package** you can define the relations between transcriptionist and authors. If you would like to do that please follow the instructions in the chapter below.

Switching the workflow administration mode (optional)

1. Make sure you have switched to the advanced administration mode.
   a. Go to the **Workflow** page and click on the **Switch administration mode** tab.
   b. Click on **Switch to advanced mode** button on the right bottom of the page:
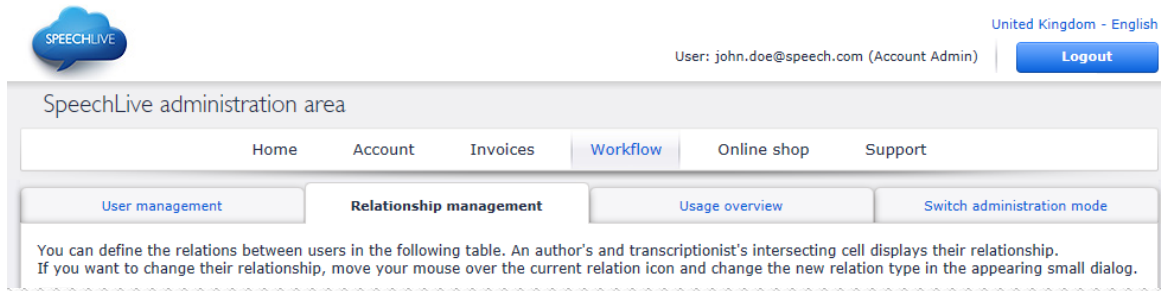

🖂 Note:

This option is only available for customers who have purchased the Philips **SpeechLive Advanced business package.**
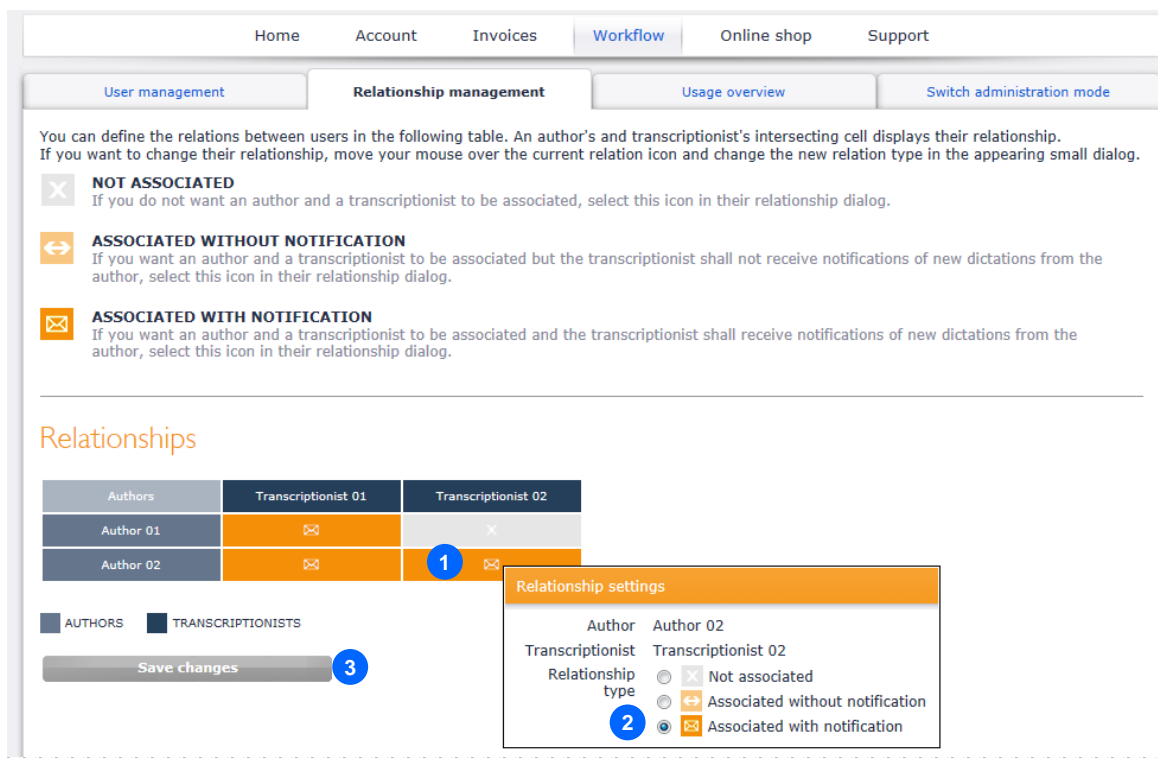
Defining workflow relationships

In the **advanced administration** mode, go to **Workflow** and select the **Relationship management** tab:

SpeechLive administration area

| Home | Account | Invoices | Workflow | Online shop | Support |

| User management | **Relationship management** | Usage overview | Switch administration mode |

You can define the relations between users in the following table. An author's and transcriptionist's intersecting cell displays their relationship.
If you want to change their relationship, move your mouse over the current relation icon and change the new relation type in the appearing small dialog.

Here you can define the workflow relation between users.

1 Simply **move the mouse** to the **crossing point** of the corresponding author and transcriptionist

2 Select the **Relation type***

3 Click on '**Save changes**'

*…an explanation of the relationship type can be found on the top of the 'Relationship management' page.

| Home | Account | Invoices | Workflow | Online shop | Support |

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You can define the relations between users in the following table. An author's and transcriptionist's intersecting cell displays their relationship.
If you want to change their relationship, move your mouse over the current relation icon and change the new relation type in the appearing small dialog.

NOT ASSOCIATED
If you do not want an author and a transcriptionist to be associated, select this icon in their relationship dialog.

ASSOCIATED WITHOUT NOTIFICATION
If you want an author and a transcriptionist to be associated but the transcriptionist shall not receive notifications of new dictations from the author, select this icon in their relationship dialog.

ASSOCIATED WITH NOTIFICATION
If you want an author and a transcriptionist to be associated and the transcriptionist shall receive notifications of new dictations from the author, select this icon in their relationship dialog.

Relationships

Authors	Transcriptionist 01	Transcriptionist 02
Author 01	✉	✕
Author 02	✉	**1** ✉

AUTHORS   TRANSCRIPTIONISTS

Save changes **3**

Relationship settings

Author   Author 02
Transcriptionist   Transcriptionist 02
Relationship type
○ ✕ Not associated
○ ↔ Associated without notification
2 ◉ ✉ Associated with notification

In the example above Author 01 is connected to Transcriptionist 01

As a result only Transcriptionist 01 can access the dictations of Author 01

Author 02 is connected to Transcriptionist 01 and Transcriptionist 02

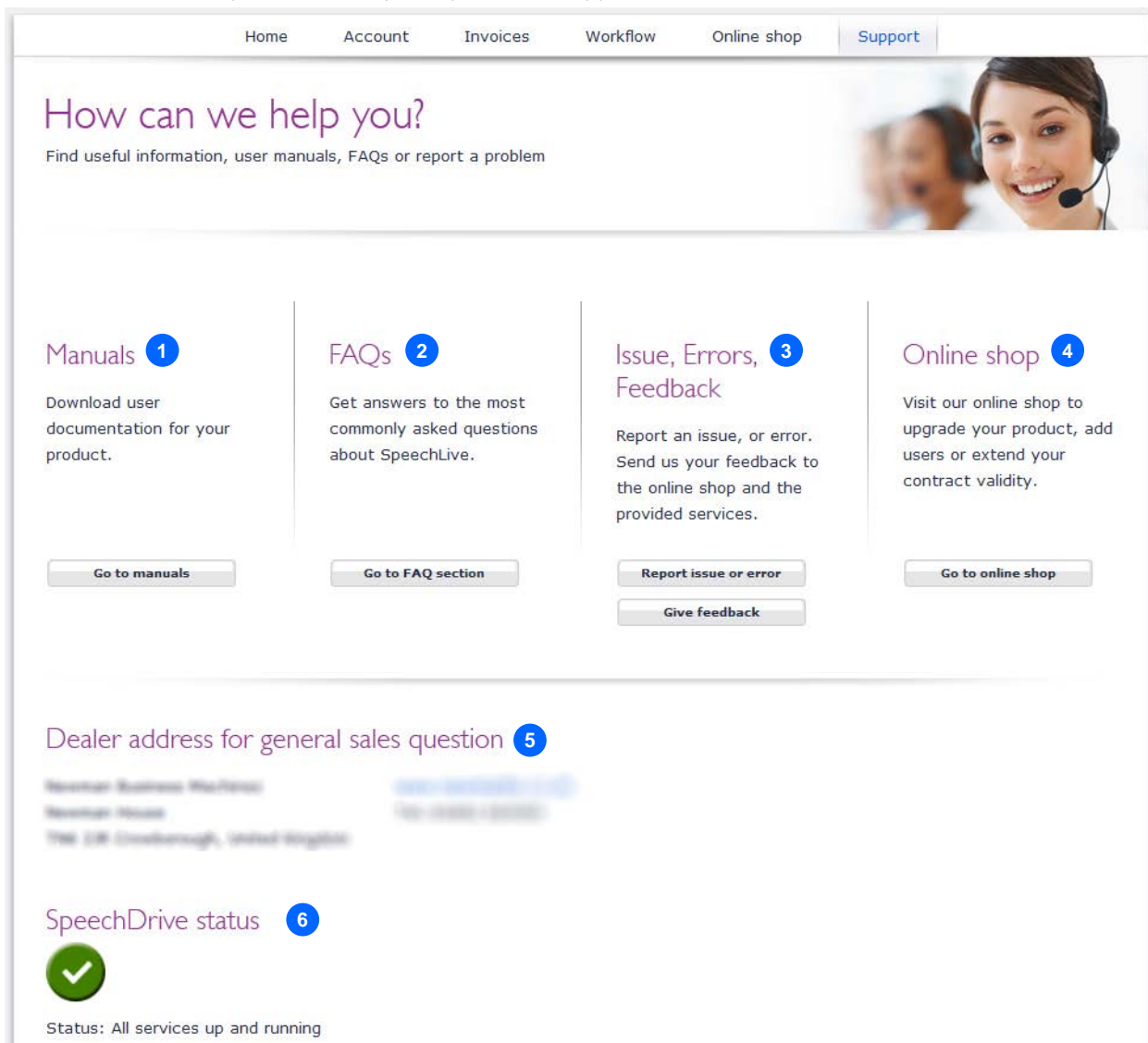As a result Transcriptionist 01 and Transcriptionist 02 can access the dictations of Author 02

Support Information

If you have any question please visit the **Support** page of your SpeechLive account.

Here you have following options:

1. Download Manuals
2. View Frequently Asked Questions
3. Report issues to your support partner
4. Go to the online shop to change number of users or the business package
5. Show the contact details of your SpeechLive Support Partner
6. View the health status of the SpeechLive service.

For more information please contact your SpeechLive Support Partner.

Related information

More information for client applications can be found in following quick start guides

[Philips SpeechLive – Quick Start Guide for authors](#)
[Philips SpeechLive – Quick Start Guide for transcriptionists](#)

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