

Team Talk Digital Dictation

Law firms need to produce large quantities of documents and in many situations these documents need to be produced from dictation. The TeamTalk Digital Dictation system has brought huge benefits to law firms who need to produce documents quickly and efficiently.



TeamTalk, the Digital Dictation management system from DPS Software is fully integrated with Philips Speech Technology Hardware and the benefits of this integration include: speed, efficient job management, reduced job sizes, better sound quality and the ability to dictate against partly completed documents.

Using TeamTalk together with the DPS Case Management product suite allows the user to dictate against documents meaning that the dictation and document to be typed are kept together, and stored on the case file.

The system tracks all the stages of the dictation allowing electronic checking and approval, and can show at a glance the exact stage a particular job is at.

The whole system works with HOT DOCS, PC-DOCS, IMANAGE, or as a stand-alone digital dictation and workflow management system.

Features:

Firm

FEATURES	BENEFITS
No Analogue Tapes	no tapes to break, lose or clutter desks
Intelligent Routing	effective and flexible use of secretarial resources by automatic routing of jobs to the next available or appropriate secretary, regardless of their location
Full Work Flow Functionality	allocation of files managed with a contingency plan for secretarial absence, so as not to interrupt fee earners
Built-in Reports and Report Writer	provides management information on workflow systems to identify and eliminate bottlenecks and plan secretarial resources
Intelligent Pulsing System	in addition to advanced file compression, the system monitors network traffic and sends dictation data when the network load is minimised
Fully Scalable	the system can handle an increasing number of users by allowing the system to scale from 2 to an unlimited number of fee earners and secretaries

Continued Overleaf.....

Team Talk Digital Dictation cont....

Secure Access Levels	each secretary can be assigned an access level to ensure that confidential or sensitive documents are only routed to a secretary authorised to complete that work
Document Turnaround Alarms	audible and visual alarms notify the administrator when jobs are overdue, ensuring that client documents are delivered as quickly as possible

For the Fee Earner & Secretary

FEATURES	BENEFITS
Simple User Interface	no complicated screens, buttons or processes, and little change to working practices
Non-proprietary Input Devices	allows fee earners to dictate via numerous devices including hand-held, recorders, microphones and telephones
Dictation 'Call-Back'	fee earners can amend dictations after they have been sent to the workflow system, providing the job is not in transcription stages
Dictation Status Enquiry	fee earners can monitor the progress of their work at any stage
Internet Access	secretaries and fee earners can log onto the workflow system via the internet rather than dialling into the firm's network
Playback Speed Control	secretaries can slow down or speed up playback without affecting the tone of dictation, ensuring maximum clarity, speed and accuracy of transcription



To view our online demonstrations visit www.dpssoftware.co.uk or for further information of this or any other DPS application please call us on 020 8804 1022 or email info@dpssoftware.co.uk

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