

WINSCRIBE ANYWHERE QUICK GUIDE



COLLECT YOUR WORK FROM ANYWHERE!

Go to <http://dictation.documentdirect.co.uk/winscribeanywhere>

Type in your User ID and Password and the following screen appears.

Click on **Jobs**

Job	Created	Department	Job Type	Key Status	Complete	Typist	PDF	Doc	Voice
88	19/01/06 12:44	Broadleaf	12 hour turnaround	Completed	19/01/06 12:47	Sample Typist			
87	19/01/06 11:33	Broadleaf	12 hour turnaround	Completed	19/01/06 11:34	Sample Typist			
86	19/01/06 11:24	Broadleaf	12 hour turnaround	Completed	19/01/06 11:26	Sample Typist			

If you are working from a PC that does not have Word installed then download a PDF version.

To download your Word document click here. Save it in your usual way.

You can check your dictation sound file here.

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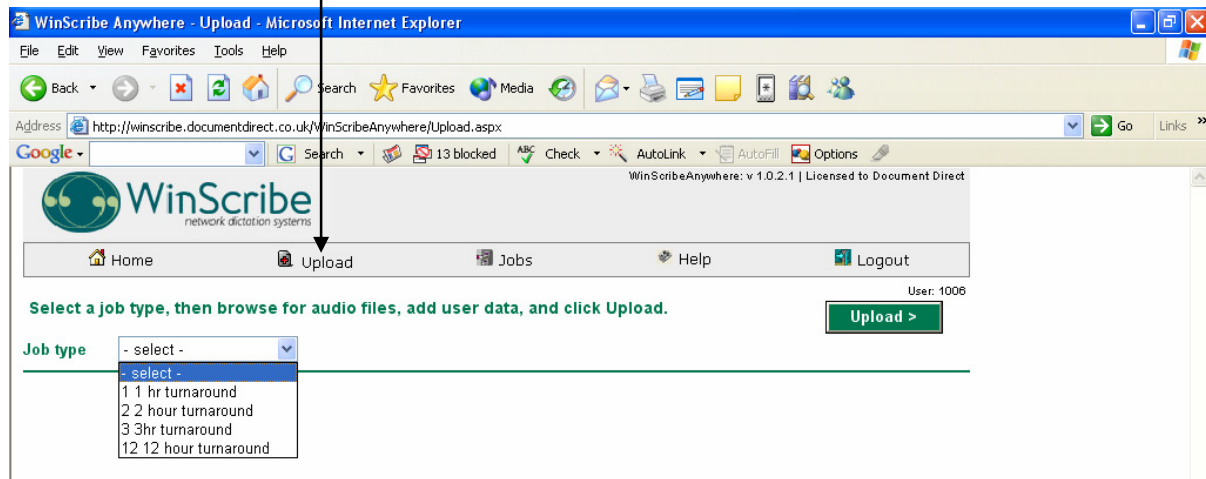


SEND YOUR DICTATION FROM ANYWHERE

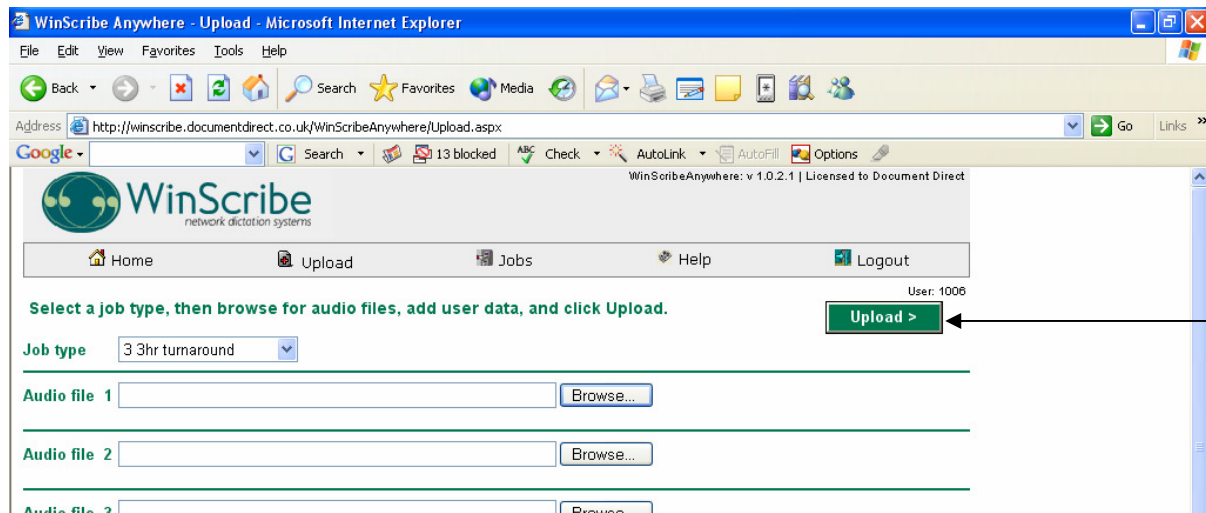
You have finished your dictation and now you need to send it to your typist, but you don't have access to your usual method of sending. From any internet connected PC:

[Go to http://dictation.documentdirect.co.uk/WinscribeAnywhere](http://dictation.documentdirect.co.uk/WinscribeAnywhere)

Connect your device to the PC via USB. Type in your User ID and Password and the following screen appears. Click on **Upload**



Choose your Job Type from the drop down list (this communicates your deadline to your typist). The following screen appears.



Click the **Browse** button to browse for your sound file.

If you have more than one sound file then repeat the same procedure for Audio file 2, etc.

Once you have finished browsing for your sound files click the **Upload** button.

Do not disconnect your device from the PC until you are sure the sound files have been uploaded.

Your dictation is now sent to your typist and will appear on your Jobs list.