




Digital dictation systems

sys·tem (sīs'təm) 

n.

A group of interacting, interrelated, or interdependent elements forming a complex whole

One secretary and one author using digital dictation may well be able to take advantage of the benefits of digital recording, but they may not be using a 'system'.



A digital dictation system integrates a number of typists, authors and allows the flow of work to be shared, managed and reported upon. The typists and authors don't need to be in the same building or location. They can even be in different continents, taking advantage of time zone differences to produce work 'overnight' ready for the start of the next working day.

Business Benefits

Efficiency

Digital dictation allows you to maximise your resources. Typists can share work more easily, and this 'load sharing' often means that temporary staff costs can be significantly reduced or even eliminated altogether

Speed and quality

Authors can get their work onto the system much more quickly than with tapes. They are able to prioritise their work for rapid turnaround. Better quality sound means reducing the cost of error correction. So your clients will get a better quality product in a faster time.

Planning

Typists can plan their work according to the priorities placed upon them. Managers can see the workload and its status at all times and can make decisions according to the needs of the clients and your business.

Reporting

A digital system allows the recording of activity. So files can be 'tagged' with data that enhances their value. So the details of the author; client; typist; time taken; time to complete; and so on can provide valuable reports to the managers of the enterprise.