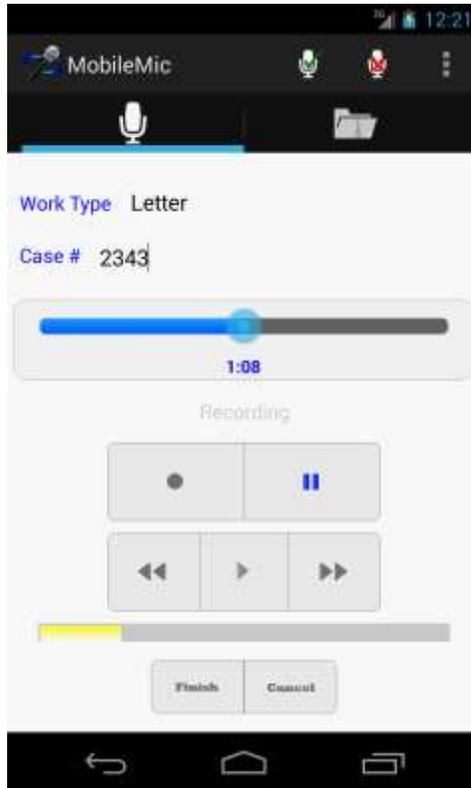




DATAWORXS SYSTEMS LIMITED



AudioWav MobileMic™ User Guide

(Version 3 for Android™ Devices)

DATAWORXS SYSTEMS LIMITED

AudioWav MobileMic™

Introduction

AUDIOWAV MOBILEMIC

AudioWav MobileMic™ provides professional dictation capability for Android™ device users. With MobileMic for Android, authors no longer need to carry both a mobile device and a recorder. Compatible with other professional audio management products from Dataworxs, MobileMic provides a powerful, but simple to use component of an overall dictation/transcription solution for any size of organization.

The contents of this manual are based on version 3.0 of AudioWav MobileMic.

The material provided in this manual is provided for informational purposes only and is subject to change without notice. Dataworxs Systems Limited assumes no responsibility for any errors that may appear in this manual. Dataworxs welcomes your comments and inquiries. Address comments to:

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Chapter 1

Installing AudioWav MobileMic

Minimum Requirements

Designed for Android devices running Android 3.2 Honeycomb (API level 13) or greater. The most recent version has been developed and tested on 4.3 Jelly Bean (API level 18).

MobileMic for Android will also run with most features on BlackBerry 10 devices running OS 10.2.1 or greater.

Installing



Purchase and install MobileMic on your Android device from the Google Play store. Search for “dictation” in the Business category.

Chapter 2

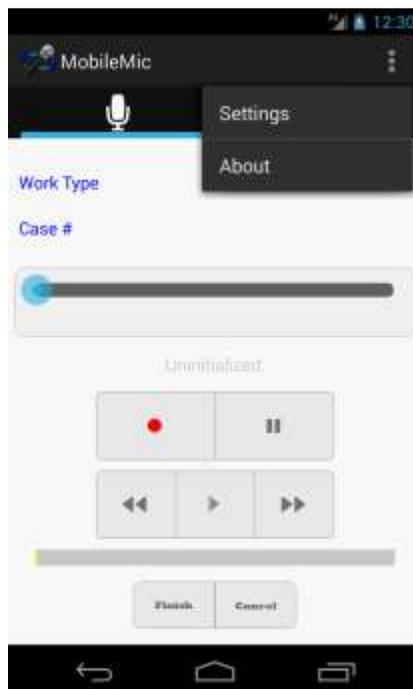
Setting Up AudioWav MobileMic

Configuration of AudioWav MobileMic is performed by accessing the Setup screen.

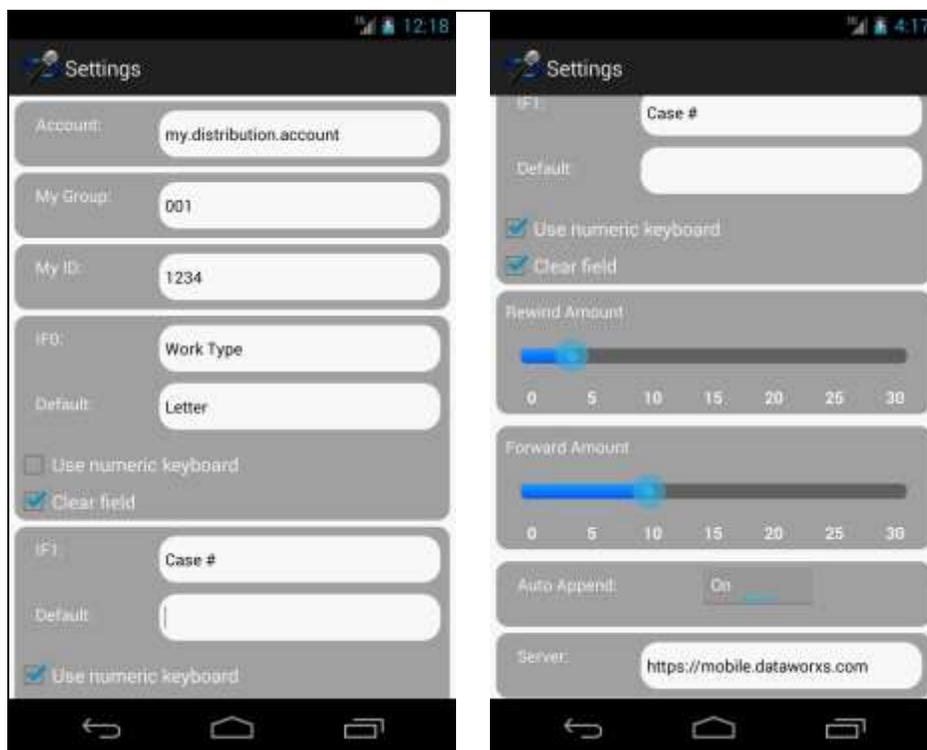
STEP 1: Start by running the Dataworxs AudioWav MobileMic application. Tap the icon labeled “MobileMic”.



STEP 2: On the audio screen tap the overflow menu icon (3 stacked dots) and then choose “Settings”.



STEP 3: In the settings screen start by specifying your Group Number and User ID.



Identification:

Account is a value that enables ways for your dictation to be distributed. When your dictation is securely delivered to the Dataworxs Distribution Server it is distributed as defined in by the account you provide in this field. There are two acceptable values for this field:

(1) Email address: Enter a valid email address in this field to have your dictation file emailed as an attachment to the address you provide. The dictation audio is emailed in its original format. There is no additional cost for this feature.

(2) Dataworxs Distribution Account name: When you subscribe to a distribution account from Dataworxs you are provided an account name. When you enter the account name in this field your dictation is delivered to you based on features enabled in your account. A Dataworxs distribution account allows for the following distribution options (additional options may be added, check with Dataworxs for the latest information):

(i) Your dictation can be sent to one or more email addresses.

(ii) Your dictation can be imported into your existing Dataworxs Audioworxs Dictation System via File Transfer Server and Import Manager. **Note:** The File Transfer Server requires WAN/Internet feature to accept the connection from the distribution server.

(iii) Your dictation can be processed by speech recognition and the resultant transcript emailed to you, your secretary, or a transcription group for correction. **Note:** This option requires that you also have a speech recognition account with Dataworxs. A speech recognition account is available on a monthly fee-based subscription.

To identify your dictation after it is distributed for transcription you must provide a group number and an ID. Together, the group and ID should uniquely identify you.

My Group is a 3-digit value that identifies which group/facility on an Audioworxs™ dictation system your User ID is assigned to. If your dictation created using MobileMic will not be imported into an Audioworxs dictation system, use the default value “001”.

My ID is a value that uniquely identifies you. If integrating with an Audioworxs dictation system, your User ID should be the same ID assigned to you by the Audioworxs system administrator. If not integrating with an Audioworxs system, the User ID can be any alpha-numeric value up to 32 characters long.

Demographic Fields:

MobileMic supports two demographic input fields. By entering data into the input fields when you are recording a dictation, you provide a means for later identifying and searching for the dictation.

For the two supported input fields, **IFO** and **IF1**, provide a label and, optionally, a default value. The labels can be any alpha-numeric text. Usually, the input field labels will identify

industry-specific demographics required to help track a dictation. In a legal environment, labels such as “Case #” and “Report Type” might be used, whereas in a medical environment you might use labels such as “Work Type” and “MRN”.

Also for each input field indicate if the field is intended to contain a numeric value. Check **Use numeric keyboard** when you want the default keyboard associated with that field to show just only numeric values. If unchecked, the standard keyboard that displays letters and has the option to show numbers and special characters will pop-up when the field is selected.

Check the **Clear field** option to have the input field value cleared whenever a dictation is finished or cancelled. If not checked, the last entered value will remain when a new dictation is started. This feature is overridden if a default value has been provided. A default value will always populate the input field when a new dictation is started regardless of whether Clear Field is enabled or not.

Note: The value entered into demographic fields cannot contain characters that are invalid filename characters in Windows. Do not use the following: \ / : * ? “ < > |

Audio Position Controls:

Rewind Amount and **Forward Amount:** The amount that the position in the recorded dictation is adjusted forward or backwards for each tap of the forward/rewind button. The value is specified in seconds.

Record Mode:

To enable **Auto Append** record mode, press the switch so that it shows On. When Auto Append is enabled, regardless of where the current audio playback position is, when recording is initiated, the position is automatically moved to the end and new audio that is recorded is appended at the end. When not enabled, recording is defaulted to an **Overwrite** mode. In this mode, when recording is initiated and the current playback position is not at the end, existing audio is overwritten with new audio until recording is stopped.

Server:

The URL of the distribution server where your dictations will be sent for distribution. In most cases the default (<https://mobile.dataworxs.com>) should not be changed. Only provide an alternative URL if your organization has a self-hosted Dataworxs distribution server.

All Done:

Tap the **Back** button to save the changes you have made to the setup parameters. Changes to setup parameters will take affect when the app is restarted or after the current dictation is finished or cancelled.

Chapter 3

Using AudioWav MobileMic

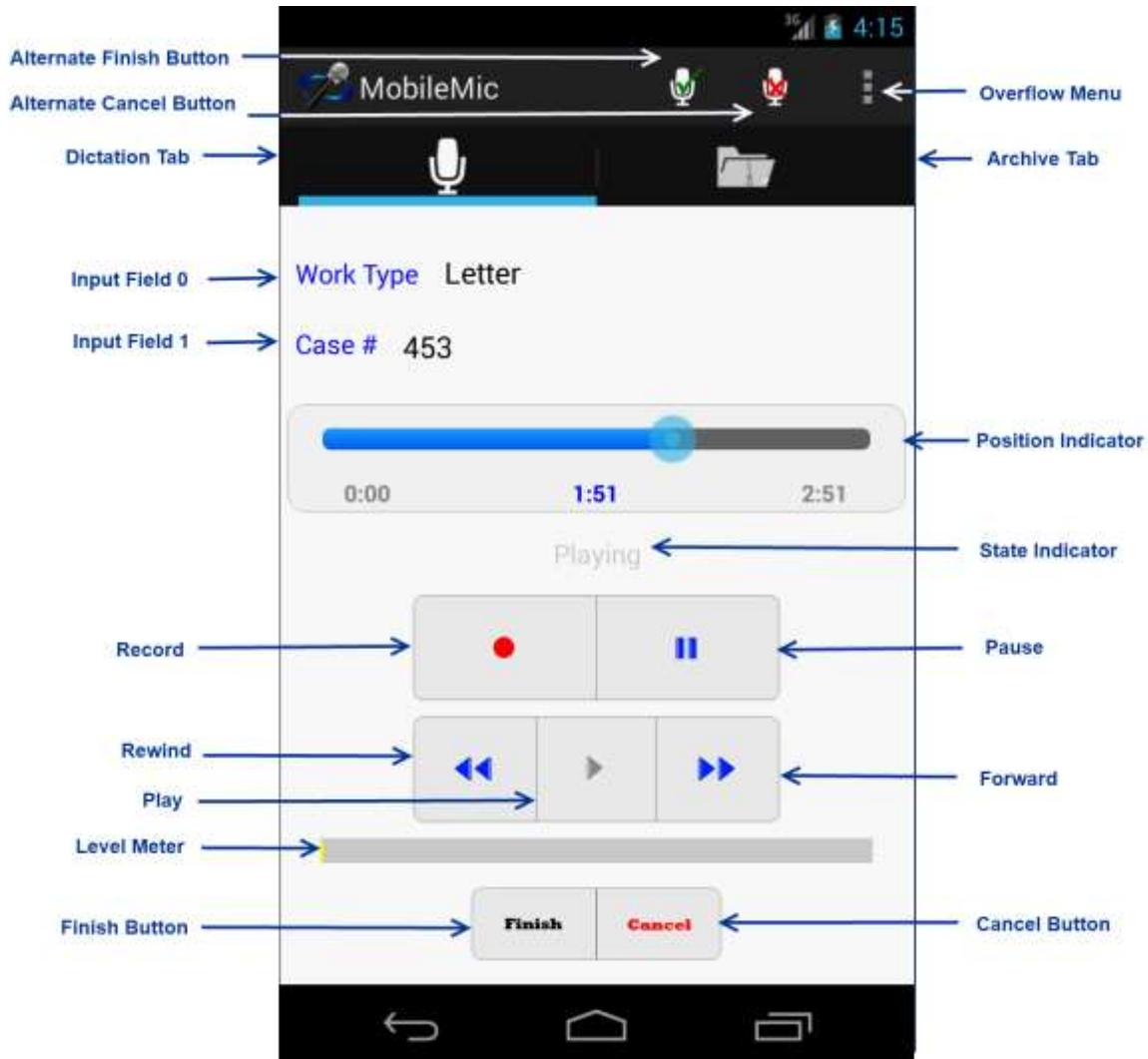
Running MobileMic

Run MobileMic by tapping the “MobileMic” icon.



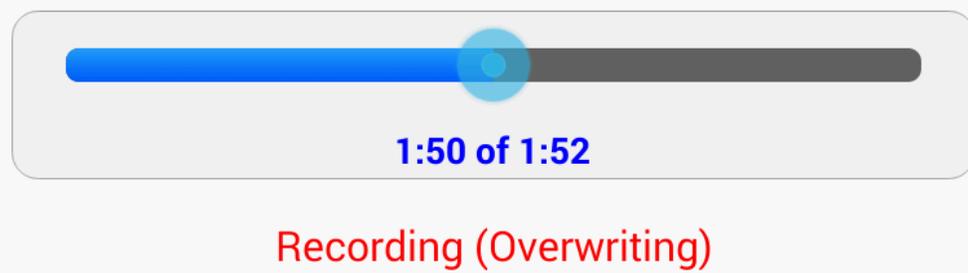
Audio/Dictation Screen - Basics

The Audio screen is where you create and review your dictation. Use the Audio Control buttons to start recording and to switch between review/playback and recording modes. The status line along the bottom of the Audio screen and the position indicator keeps you informed of your current state and position within the audio file.



To start recording, tap the **Record** button.

While recording the position indicator displays tracks the recording length. If you are currently overwriting recorded audio, the position indicator will indicate your position within the previously recorded audio and include the word "overwriting".



To stop recording and review what was just dictated, tap the **Pause** button and then tap the **Play** button. Immediately after recording, playback will begin one or two seconds from the end. To review more of what you dictated, use the **Rewind** and **Forward** buttons to position the playback indicator. Pressing **Play** after adjusting the playback indicator will start playback from the position selected.

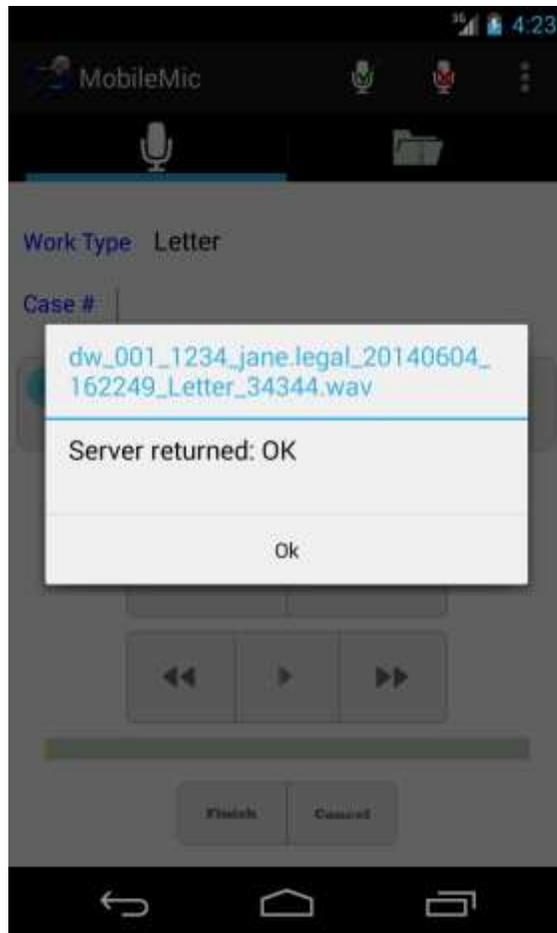
You may add or edit an input field value at any time by tapping in the field edit area.

Note: The value entered into demographic input fields cannot contain characters that are invalid filename characters in Windows. Do not use the following: \ / : * ? " < > |

Click the **Record** button at any time to begin recording again.

Important: If you have not selected the "Auto Append" record mode in the setup screen, make sure that you have repositioned the audio playback to the end of the dictation to avoid overwriting words you have already dictated.

When finished your dictation tap the **Finish** button to have it distributed via the Dataworxs Distribution Server. The following confirmation message will let you know that the dictation has been successfully distributed.



You will only be able to **Finish** your dictation if your Android device has network connectivity via a mobile data network or a Wi-Fi connection. If your device is not connected to a network and you wish to finish and distribute your dictation, you will need to first change your location until the device is able to connect to a network.

A long dictation (15+ minutes) may take several tens of seconds to send.

If you instead want to abort the current dictation tap the **Cancel** button. You will be asked to choose between discarding the dictation or cancelling and keeping the dictation.

Warning: If you choose to cancel a dictation, your recording will be deleted and you will not be able to recover it.

Audio/Dictation Screen – Swipe Area

The main audio screen will respond to finger swipes to provide a quick way to rewind the audio position to the beginning of dictation or the end of the dictation. Swipe left to move the playback position to the very beginning of the dictation, and swipe right to reposition to the end of the dictation.

The left and right swipes are only recognized while playing audio.



Archive

To access a list of previously recorded dictations, switch to the “Archive” tab by tapping the folder icon.

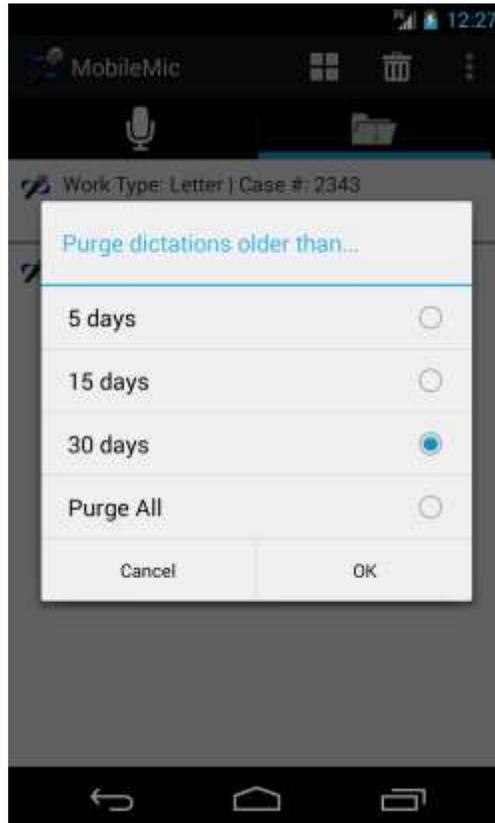


First, tap a dictation in the list to select it. Then choose on of the following menu options:

	To bulk delete dictations based on their age use the Purge feature. Tap the “Purge” icon and choose to purge dictations older than 5, 15, 30 days or choose to purge all archived dictations. Note: Once a dictation is deleted from the archive it is not recoverable.
	To delete a dictation in the archive, first tap the dictation to select it. Then tap the “Delete” icon. You will be prompted to confirm the delete request before the dictation is actually deleted. Note: Once a dictation is deleted from the archive it is not recoverable.
	Press the Resend icon (or choose “Resend” in the overflow menu) to re-distribute it. The dictation will be distributed based on the current settings – not the settings in place when the dictation was recorded and first distributed.



Tap the Overflow menu icon to see additional options. Depending on your screen size, one or more of the above icons may not be visible and can instead be accessed from the Overflow menu.

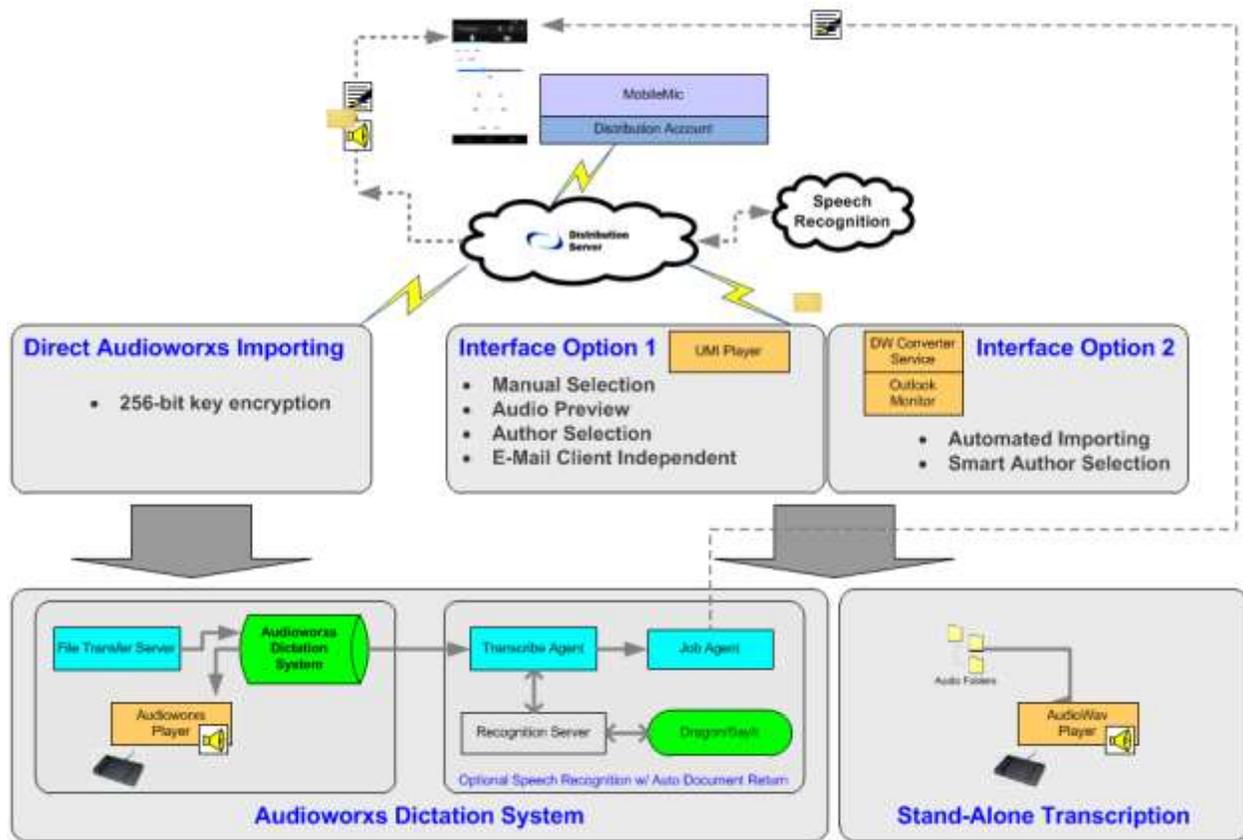


1: Purge Options

Transcription

You've created a dictation and it's been distributed to your office computer, transcription service, and/or secretary's computer. Now what?

In most cases you'll want your dictation to be transcribed. Dataworxs provides a few options that you might consider for providing a means of importing and transcribing your dictation audio.



As illustrated in the above diagram, there are a number of interface options available to import your dictation into a transcription environment.

- a) **Unified Messaging Interface (UMI) Player:** This application provides a simple interface that allows your MobileMic dictation file or other supported audio file to be listened to and then imported. The audio can be imported into a stand-alone transcription solution such as Dataworx's AudioWav Player or into a more sophisticated digital dictation such as Dataworx's Audioworxs Dictation System.
- b) **Dataworx's Converter Service:** This interface available from Dataworx's provides an automated, unattended method of having received dictation audio imported into either a stand-alone or system-based transcription environment.
- c) **Outlook Monitor:** This interface method automates the importing of dictation audio received in an email. This utility can monitor an Outlook client for new emails containing dictations and automatically copy the dictation attachment to a folder on your computer or a network drive.

- d) **File Transfer Server (FTS):** A distribution option is available to allow your dictation file to be securely transferred directly into an Audioworxs dictation system via File Transfer Server and Import Manager.
- e) **Speech Recognition:** With an optional Dataworxs speech recognition account (available on a monthly paid subscription) your dictation audio and un-edited transcript can be emailed to whatever email address or addresses your distribution server account is configured for.

Go to www.dataworxs.com for additional information on dictation and transcription solutions available from Dataworxs Systems Limited. Contact sales@dataworxs.com to learn more about Dataworxs distribution and speech recognition accounts.

Appendix

FAQ

Is my dictation distributed securely?

Yes, in most cases, your dictation data is securely distributed.

Dataworxs Distribution Server: Your dictation file is distributed to the Dataworxs Distribution Server using Secure Sockets Layer (SSL). From the Distribution Server the level of security depends on the selected distribution method. If your dictation is being distributed to an Audioworxs system via File Transfer Server (FTS), the audio file is encrypted with an industry-standard AES 256-bit key encryption during the transfer process (requires FTS v4.0.5 or greater). If your dictation and/or transcript is distributed in an email the data is generally considered to not be secure.

What audio format is my dictation recorded in?

Using MobileMic for Android, your dictation is recorded in 8 KHz, 16-bit mono PCM. Each minute of dictation creates approximately 938 kilobytes of data.

Who do I contact to find out more about a Dataworxs distribution account, what distribution options are available, and about a speech recognition subscription?

To find out more about distribution accounts and the distribution options available contact Dataworxs at sales@dataworxs.com .