



nFlow digital dictation software....

nFlow digital dictation software comprises of intuitive interfaces for the fee earner, secretary and secretarial administrator. Add to this some innovative plug in modules that extend the functionality for those that want it, and you get a highly flexible package that meets the needs of every user.

Unlike many other systems, every function of the system is designed with the legal office in mind. Every feature in the product can be traced back to a suggestion from one of the large and growing number of legal professionals already using nFlow.

Benefits

- ⦿ Reduced turnaround for documents
- ⦿ Higher fee earner to secretary ratios
- ⦿ Reduced temporary staff costs
- ⦿ Geographical flexibility for fee earners
- ⦿ Faster response to client
- ⦿ Improved family friendly working
- ⦿ Better management reporting & control
- ⦿ Increased client confidentiality
- ⦿ Reduced reworking of documents
- ⦿ Better dictation tracking
- ⦿ No more tapes & tape machines
- ⦿ Better disaster recovery



Fee Earner...

With truly liberating flexibility and control, dictate wherever you might be, safe in the knowledge that dictation is available for transcription as soon as it is sent



Secretary...

The familiarity of traditional transcription equipment is wrapped up in a package that gives a level of control and the ability to share workload that is just not possible with tapes



Law firm manager...

At last, a clear and simple solution for the administrator, giving them the information and control they need to get the typing done

nFlow® Advanced Digital Dictation - Features

Fee Earner Client

- Commended by legal professionals as simple and user friendly.
- Windows® XP look and feel.
- Optional Outlook® style interface.
- Pioneering autosave and recovery feature for maximum protection of dictations.
- With innovative integration of the Philips SpeechMike or Olympus DS330/660, dictations can be recorded & sent with just two buttons – no interaction with keyboard required.
- Client centric prioritisation system that closely follows existing legal office practices.
- Confidential mode means client confidentiality protected at all times.
- Automatic capture of dictation detail means secretary now has better information.
- Optional written data such as instruction notes can be added.
- Offline mode for out of office.
- Failure support means fee earner keeps working even if system is down.
- Powerful dictation editing features means dictation can be edited just like text in a word processor.
- Full view of fee earner's job list available at all times.
- Tell me when ready feature.
- Secretary workload and presence overview.
- Easy redirect from default secretary to another secretary or typing group.
- Bookmarks allow fee earner to jump from place to place effortlessly.
- System tray status icon means fee earner can see what they are doing even with interface hidden.
- PMS/DMS/Case Management integration component means quick and easy streamlining with other office systems.
- Option to have integrated desktop speech recognition.

Secretarial Client

- Secretaries have remarked how simple user interface is to use.
- Dictations broken into individual jobs in sorted job list means secretary can better organise workload.
- Detailed information about dictation provided in two views aids more productive working.
- Department & Workgroup job list views allow secretary to cover for other secretaries without leaving their desk.
- Screened job list means client confidentiality is always respected. Only the target secretary will see a confidential job.
- Unique secretarial notes system lets secretary add comments on how jobs are being handled.
- All the typical features of a tape machine i.e. speed control
- Fully integrated with traditional footpedal and headset.
- Alerter ticker warns audibly and visually of new and overdue jobs even if user interface is not running.
- Remote working option to support home workers or remote offices.
- DMS/Case Management integration component means quick and easy streamlining with other office systems.
- System failure support means secretary can transcribe offline.

Workflow Manager Client

- Quick and simple work reassignment and workload balancing from powerful job list interface.
- Overview of workload statistics for assigned workgroup.
- Management of user defaults for assigned workgroup.
- Management of job archiving.

System Administration Client

- Allows central control and configuration of the DictaFlow core system and user defaults.
- Provides database maintenance and client configuration utilities.

Server

- Automatic archiving & housekeeping ensures all jobs are protected whilst optimum storage space is maintained
- Configurable in an advanced distributed server/storage model for maximum resilience/minimum network traffic.
- Microsoft® SQL Server security ensures full integrity.
- Storage of user demographics allows data to flow to other applications.
- Capture of process data that is easily accessed from leading reporting packages for unlimited flexibility.
- User grouping allows fully flexible group structuring to match virtually any organisations existing set-up.
- Integrated with Microsoft and Novell Directory Services security.
- Distributed server/storage option provides optimised network traffic for multiple offices.

Options

- Dictate from any telephone with the Telephony Dictation Interface (TDI). Uniquely optimised for mobile telephones.
- Full integration with portable dictation devices from various manufacturers.
- Outsourcing ready with fully automatic export function.
- Integration modules for popular practice management, case management and document management systems.

Technical Specifications

Hardware	
Server	Pentium II 233Mhz, 256MB RAM, CD ROM, 500MB + 180MB per user HD space, Raid or mirroring recommended.
Dictation Workstation	Pentium II 233Mhz, 64MB RAM, CD ROM, 400MB HD Space, Sound Blaster compatible sound card (subject to prior approval of soundcard by nFlow)
Transcription Workstation	Pentium II 233Mhz, 64MB RAM, CD ROM, 400MB HD Space, Sound Blaster compatible sound card (subject to prior approval of soundcard by nFlow)
Software	
Server	Windows NT, 2000 or 2003 Server, Microsoft® SQL Server v7, 2000 or MSDE2000*, Internet Explorer 5.5 or above, Appropriate client access licenses
Dictation Workstation	Windows 98se/NT/2000/XP with all standard windows multimedia components installed. Internet Explorer 5.5 or above.
Transcription Workstation	Windows 98se/NT/2000/XP with all standard windows multimedia components installed. Internet Explorer 5.5 or above.



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*subject to limited number of users.