

DIGITAL DICTATION

Partner for Windows comes with digital dictation integration allowing anytime, anywhere dictation management

The introduction of digital dictation in place of traditional cassette-tape based methods of dictation, has reformed the way in which firms operate. The process of dictation and transcription is now more efficient and promotes organisational flexibility by allowing authors to dictate anywhere, anytime. Whether on the way home, enroute to see a client or consultant, the author, using a portable dictation device, can transfer the dictation direct to the secretary, ready to be transcribed.

Partner for Windows integrates with a number of digital dictation providers allowing clients to develop the best solution to meet their needs. Users are able to benefit from the full functionality of the digital dictation system all within the Partner for Windows environment.



Partner for Windows integration with digital dictation systems allows users to:

- Time record using Partner for Windows Time Manager and attach the timesheet to each individual dictation
- Rewind and fast forward to any point in the dictation file
- Edit without affecting the other parts of the file
- Re-route dictations to cover absence or holidays
- Run reports to determine work completed or outstanding, e.g. the volume or type and/or by individual, by department or by the firm as a whole
- Securely and efficiently transfer the audio file from the author to the secretary

ABOUT PARTNER FOR WINDOWS

Partner for Windows is a comprehensive practice and case management system including accounting, case and document management, time recording and billing which together form a complete system to meet the back and front office requirements of a modern legal practice.

The extensive functionality of Partner for Windows can further be enhanced using a range of specialist third party solutions designed to address key business issues for the legal profession. Each of these solutions is seamlessly integrated into Partner for Windows to ensure that the single practice and case management database remains at the core of the system.

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- Create high quality audio files, which can improve transcription speed as well as accuracy
- Instantly share the audio file with automatic routing of dictations to secretaries on completion
- Split large dictation files between secretaries
- Store audio files and the transcription within the case flow associated with a particular matter

DIGITAL DICTATION PARTNERS WE INTEGRATE WITH:



For more information, please visit www.nflow.com



For more information please visit www.dictanet.co.uk

To view the latest fact sheet on Partner for Windows Digital Dictation integration please visit http://www.tfbplc.co.uk/assets/library/documents/Digital_Dictation.pdf

OTHER SOLUTIONS THAT CAN BE USED IN CONJUNCTION WITH PARTNER FOR WINDOWS DIGITAL DICTATION ARE:

Case Manager for case and document management
Accounting Partner for legal accounts and desktop environment
Digital Dashboard for business intelligence

ABOUT TIKITTFB

With more than 30 years of dedication to the legal profession, TikitTFB supports over 600 legal practices throughout the UK with managing risk, ensuring compliance and enhancing profitability using our award-winning Partner for Windows Practice and Case Management system.

Partner for Windows uses industry standard Microsoft technology, enabling the software to be smoothly integrated into existing infrastructures. Catering for firms of all shapes and sizes, Partner for Windows provides a flexible and comprehensive solution which can be readily tailored to meet the needs of practices now and in the future.

Part of the Tikit Group, provider of IT services and software to 90% of the UK's top 100 law firms, TikitTFB is well positioned to make magic circle technology accessible and affordable to large regional and high street firms.

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