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Quick start guide

Job authors

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Quick start guide
Job authors

This guide will help you get started using Lexacom and creating your first job.

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Login to Lexacom

Start Lexacom by double-clicking on the Lexacom desktop icon.

Enter your email address and password, then click **login**.

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Your tabs

As a job author, you will initially see three tabs:

Review jobs

The **review jobs** tab shows you jobs that require your attention, including both jobs that you have saved without sending to the next workflow step, and jobs that have reached workflow steps that require your input.

Tracking

The **tracking** tab shows you jobs that you have created that haven't yet been completed (you can view your completed jobs in Search). You can use this list to check on the current status of your jobs.

Search

The **search** tab allows you to search for jobs.

When you load a job, you will see an additional tab:

Current job

The **current job** tab shows you the job that you are currently working on – either a new job, or an existing job that you have loaded from your **review** tab.

Creating a new job

Start new job

Depending on your settings, when you start Lexacom (or after you've finished working on a previous job) you may have a new blank job in your **current job** tab.

To start a new job manually, click the *new job* button from the **review jobs** tab. This will open a new job in your **current job** tab.

New job

Choose workflow

Choose the correct workflow for the job from your available workflows in the **current workflow** dropdown.

> **Workflows**
>
> A workflow is the steps through which a job passes.
>
> A workflow defines what media (such as audio dictation, reference text, attachments, etc.) can be added to a job, and describes the progression of work through the system, from creation to completion.
>
> Your team will have at least one workflow, though may have any number of workflows according to your Team's needs.

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Add media

Your job will require media to be added before it may be progressed to the next workflow step.

This may include audio dictation, selecting a priority, or choosing from a drop-down list.

Mandatory media is marked with a red asterisk(*****). Your job cannot be progressed without mandatory media.

Audio recording

Many workflows will require an audio recording.

Onscreen controls

●   Click the *record* button to start recording

❚❚   Click the *pause* recording button to stop recording

▶   Click the *play* button to start playback

❚❚   Click the *pause* playback button to stop playback

Recording modes

The recording mode controls what Lexacom does when you record but are not at the end of the audio:

⤓   *Insert* - your new recording will be inserted at the current position. The recording before and after this position will be unaffected.

⌫   *Truncate* - your new recording will be added at the current position. Any recording after the current position will be removed. The recording before this position will be unaffected.

🔁   *Overwrite* - your new recording will be added at the current position. Recording after the current position will be overwritten (like a cassette tape recording).

🎤   *Automatic* - Lexacom will use Truncate mode in the last 10s of recording. Lexacom will use Insert mode when more than 10s from the end of the recording.

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Action buttons

When you want to stop working on a job, click one of the Action buttons to finish working on the job.

✕   *Cancel* - for a saved job, this unloads the job, and reverts any changes that you have made to the job. For a new job, this will delete your work without saving the job.

💾   *Save & lock* - this saves the job, and leaves it locked to you.

⏏   *Save & unlock* - this saves the job, and leaves it unlocked so other users can work on it.

✈   *Send to next step* - this sends the job to the next workflow step. The job will become available to the users in the pools that have access to that step.

Locks

When you load a job, it will be locked to you, and the device you're using.

Other users will not be able to load a job locked to you, and you will not be able to load the job on a different device whilst you have it loaded.

When you save the job, you may choose to keep it locked to you, or unlock this to allow other users to work on this job. You will not be able to load jobs that other users have locked to themselves.

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Lexacom is a UK based company delivering a comprehensive range of speech-powered products around the world to help organisations work more efficiently.

Find out more about how Lexacom can help you save time and increase productivity. Call 01295 236910, email sales@lexacom.co.uk, or visit lexacom.co.uk.