ALL
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Quick start guide

Typists

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This guide will help you get started using Lexacom and typing 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 typist, you will initially see two tabs:

Review jobs

The **review jobs** tab shows you jobs that require your attention; these jobs have reached workflow steps that require your input. The jobs you see will depend on which pool you are a member of.

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. This will be a job that you have loaded from your **review** tab. **Current job** won't be visible unless you have a job open.

Working on a job

Load the job

To load a job from your **review** tab, either double-click on the job, or select the job and click the *load selected job* button from the **review jobs** tab. This will open the job in your **current job** tab.

📄 Load selected job

> **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.

Add media

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

This may include a typed document.

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

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Audio playback

Many workflows will have an audio recording.

Onscreen controls

▶ Click the *play* button to start playback

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

Device controls

You can use supported devices (such as a foot switch) to control playback. You can configure the actions assigned to your pedals through your *Settings > Buttons*.

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.

▦ *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.