

InfraWare Dictation

for iOS

Quick Start Guide With eSign

Published August, 2020



InfraWare
TRANSCRIPTION
PLATFORM  **360**

Introduction

In this Quick Start Guide you will find basic instructions for installation and use of InfraWare Dictation for iOS. Please see the complete instruction manual for full details [here](#).

Sign In

- To get started with InfraWare Dictation, launch the application from the home screen after the installation process has completed.



- **eMail** - Enter the eMail address associated with your user on the platform. This will be remembered on subsequent application launches.
- **Password** - Enter your password here.
- Tap **Sign in**.

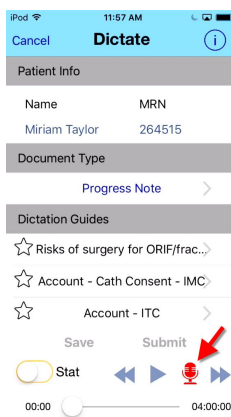


Dictate

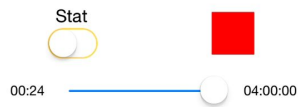
- **Dictate:** Tap the Dictate at the top of the screen to go to the Dictate screen.



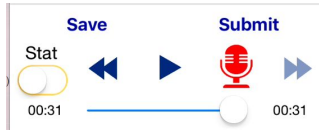
- Tap the Record icon at the bottom to begin recording.



- Tap the red **Stop** button when you are done dictating.

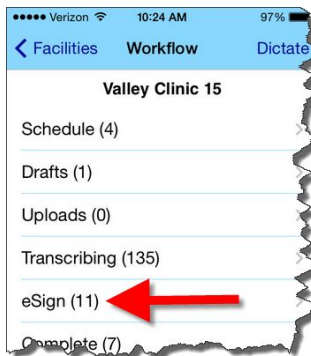


- **Submit:** Once satisfied with the dictation, tap **Submit**.



eSign

- Tap the **eSign** link on the Workflow screen to display the list of the documents waiting to be reviewed and signed (this is the "eSign list" screen).

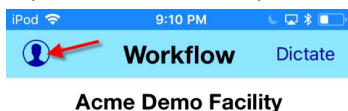


- **eSign:** Tap the **eSign** button in the middle to eSign and go back to the list of eSign jobs.
 - For jobs that have been approved or rejected during your session, you will see icons to the left of the job that denote their approval status.
 - Refreshing the eSign queue using the refresh icon in the bottom status bar will cause the approved and rejected jobs to disappear from the list, displaying only the pending jobs that might remain.

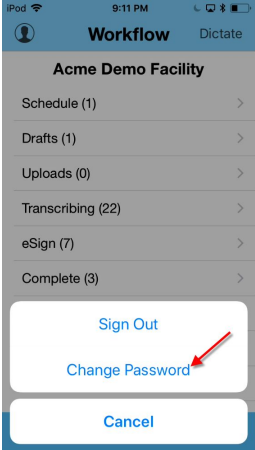
Change Password

Users of the InfraWare Dictation for iOS app may reset their own password by following the steps outlined below.

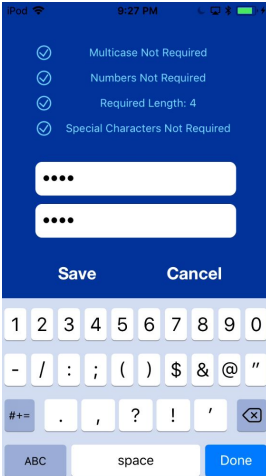
- Tap the icon in the top left corner:



- Tap **Change Password**:



- Enter and then Re-enter your new password:



- Password complexity requirements are set by your Account Admin and are displayed

- Tap **Save** and receive confirmation.

