

*DocShuttle is a simple and affordable solution for managing dictation and transcription over the Internet.*

### Easy to Use

The DocShuttle Software System allows transcription companies to easily manage workflow for unlimited remote dictators and transcriptionists. DocShuttle consists of three modules, each with an easy-to-use interface specifically designed for the functions of that user. Whether you are uploading, downloading, managing workflow or organizing files, DocShuttle puts it all at your fingertips, easily and efficiently.

### Automated and Reliable

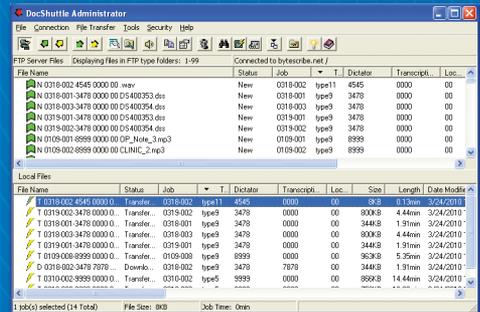
DocShuttle was designed specifically for transcriptionists, dictators and workflow administrators. Everything is automatically uploaded, downloaded, marked and organized for optimum efficiency and reliability.

### Fully Integrated

Each module works seamlessly within the DocShuttle system. Handheld devices and dictation systems are fully integrated with DocShuttle Dictator. Any type of transcription document (like Microsoft® Word or WordPerfect) can be used with DocShuttle Transcriptionist. And DocShuttle Administrator gives the administrator or transcription company complete control, management and visibility of job status.

### Completely Secure

Security is built into the DocShuttle technology. Each and every transaction is completely secure with 256-bit encryption. You never have to worry about the possibility of files being intercepted during transmission. This encryption is the Internet standard and used by banks and corporations world-wide.



## DocShuttle Dictator

The transcription process begins when dictators record voice files using handheld recorders or a call-in dictation system. Dictation files are automatically imported into DocShuttle Dictator and uploaded to the FTP site. Transcribed documents appear for the dictator as the transcriptionist completes them. Completed documents can be automatically downloaded and printed. The process for the dictator is fully automated. There is even an option for electronic signature. Signed documents are protected and electronically marked with a signature line.

An unlimited number of Dictator Modules can be integrated into a workflow system.

## DocShuttle Transcriptionist

The Transcriptionist module is used to download voice files then upload completed documents. DocShuttle Transcriptionist integrates Bytescribe WavPlayer to allow the transcriptionist to play standard sound files such as WAV, VOX, MP3 or Olympus DSS/DS2.

Any type of transcription document such as Microsoft Word or WordPerfect can be used. Once a dictation job has been completed, DocShuttle Transcriptionist uploads the file and automatically marks the status of each file on both the local computer and FTP site. Microsoft Word templates automatically appear for the transcriptionists. As files are transcribed, the completed documents are sent back to the FTP server. Documents needing review can be directed to a QA person for editing. The process is very easy and efficient.

The workflow system can integrate an unlimited number of Transcriptionist Modules.

## DocShuttle Administrator

Using DocShuttle Administrator, the administrator oversees the status of each job in the transcription process. The administrator sets permissions for each user and directs users to the proper work pool. Copies of each completed document are automatically received by the administrator. DocShuttle Administrator automates tasks such as file printing, purging and archiving data. Detailed status and billing reports including line counts and turn around times can easily be created. Preferences can be set to automatically import voice files from dictation systems and handheld recorders, upload voice files to an FTP site, download completed text documents from the FTP site and purge files after so many days.