



Scribe Web Version 2.0

Author Manual

Document revision 1.1

Document History

Revision	Date	Changes	Author
1.1	16/06/2026	External audio file upload Continued upload after interruption AI blueprints can be disabled by admins Active recording screen colour update	smc
1.0	04/06/2026	First published version	smc
0.3	26/05/2026	Screenshot updates, new URL added, AI blueprint section changes, Delete encounter option	smc
0.2	22/05/2026	Reviewed	aza
0.1	03/07/2026	First DRAFT version	smc

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Introduction

T-Pro Scribe is an AI-based virtual assistant designed primarily for healthcare practitioners to automatically generate medical notes during consultations.

Backed by T-Pro's Automatic Speech Recognition (ASR) capability, T-Pro Scribe greatly enhances both efficiency and effectiveness of clinician-patient interactions, leading to better patient outcomes and reducing clinicians' administrative workload.

T-Pro Scribe is integrated with leading EHR systems to ensure seamless information flow and to support correspondence workflows.

Clinicians who may not be recording consultations live with T-Pro Scribe can still benefit from AI-assisted documentation generation with the external audio file upload feature.

About this manual

We describe the usage and features of ***T-Pro Scribe by default as an integrated system***. It will be clearly stated if the standalone version will be explained or depicted in a screenshot.

- Clickable items (tabs or buttons) are written in **bold** when an action is required.
- *Italic* text is used for non-clickable sections or for the screenshot lines.

Features

- Automatically generates consultation notes, allowing clinicians to complete their documentation effortlessly and immediately
- Incorporates different templates that create customised documents
- Clinicians can use their voice to edit generated notes in real time
- Has the ability to add clinical codes to conditions

Workflow

With integration — Scribe can integrate with your ***existing EHR system***. Appointments from your clinic schedule are automatically displayed in the patient schedule. Documents created in Scribe can also be accessed through ***other T-Pro applications***.

Without integration - you can use the ***standalone version*** if you do not need integration; you have the same features but can only add your patients manually per consultation.

Working with the Scribe Web App

In the Scribe Home screen you can:

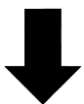
start a **Consultation**



the app records all conversations in the background

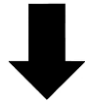


you generate your document based on the consultation transcript



you can edit and approve your documents

OR start a **Dictation**



select your document template



you actively dictate your content into the document



you can edit and approve your documents



If you work with T-Pro's main web application or the mobile solution *Dictate* your Scribe documents can be sent to those applications for further processing.

Preliminary steps

You should have been set up with a user account and provided with T-Pro login credentials by the administrator of your facility/organisation.

Web-based application

The application is primarily a web application and can be accessed on any modern Chromium-based browser. We recommend the usage of **Google Chrome**, **Microsoft Edge**, or **Safari** for macOS.

Bandwidth

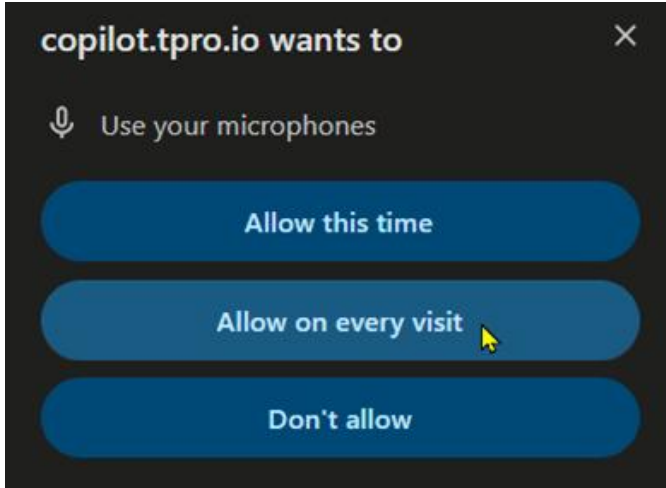
A wired internet connection will provide best quality but you can also use Wi-Fi or a mobile 3.5/4G data service.

- Recommended minimum download speed: 1100 kbps (1.1Mbps)
- Recommended minimum upload speed: 700 kbps (0.7 Mbps)
- Recommended maximum latency: 150 ms.

Audio

Your default microphone (e.g. your device's internal microphone) will be capturing the audio input. For best results we recommend an external microphone, e.g. a good quality multi-speaker conference microphone.

You only need to grant Scribe access to your microphone the first time you use the application. You will be prompted to do so:

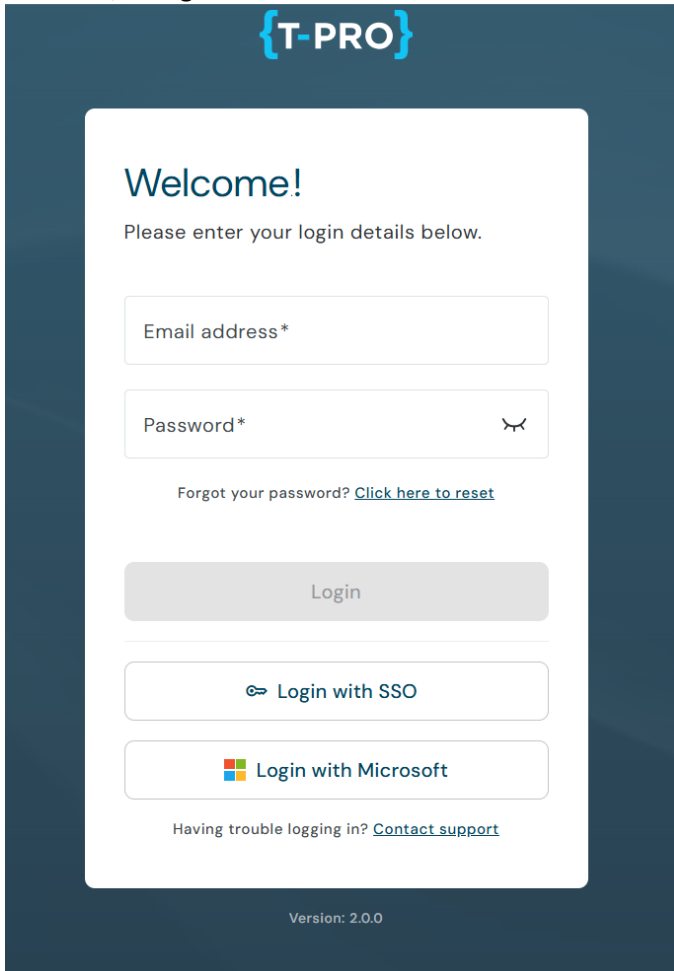


Select "Allow on every visit"

Accessing Scribe

Open Scribe in your web browser.

There are different methods to log in to the application. You can use your T-Pro credentials, log in with SSO, or log in with Microsoft.



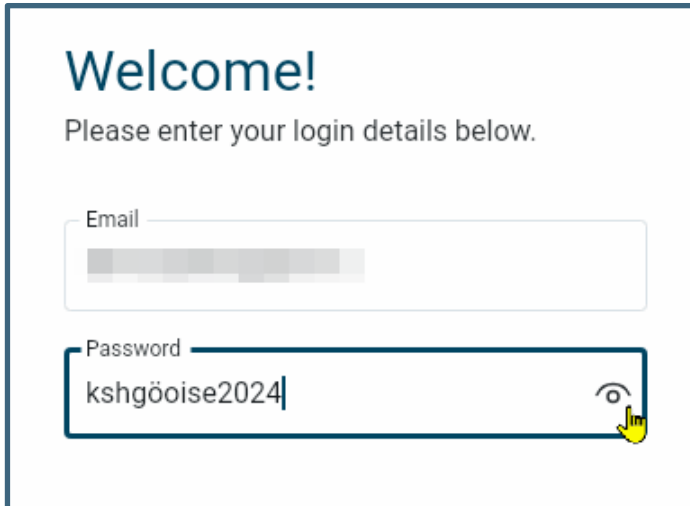
Scribe login screen

- If you are a new T-Pro user, you will be led through the entire first-time login process.
- If you have been working with other T-Pro applications already and your account setup is completed, you will be asked to only select your speciality and your templates.

T-Pro login

Use this link <https://scribe.tpro.io> to open Scribe in your web browser. Bookmark the link.

Enter the credentials you have received with your T-Pro setup.
You can view your password, just click on the closed eye icon.

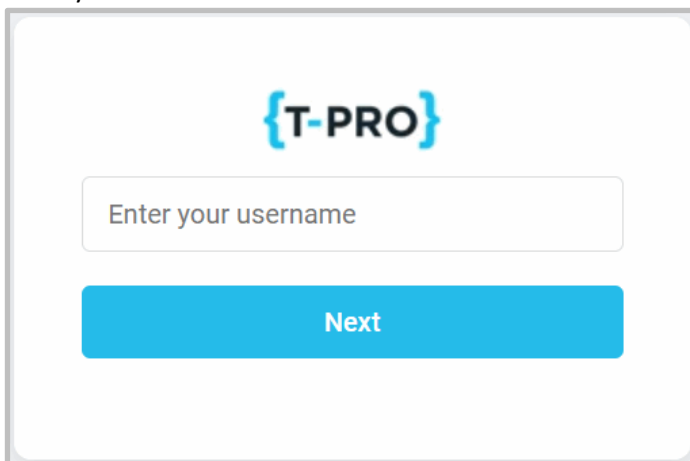


View your password input

⇒ You are logged in and need to accept T-Pro's EULA to continue.

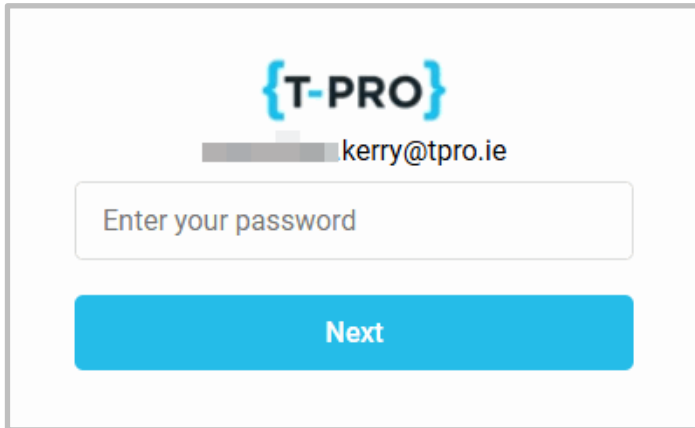
Single sign-on

If your organisation is applying a single sign-on process click on **Login with SSO**.
Enter your username.



Sample of SSO login screen (1)

Enter your password and click on **Next**.



SSO login screen (2)

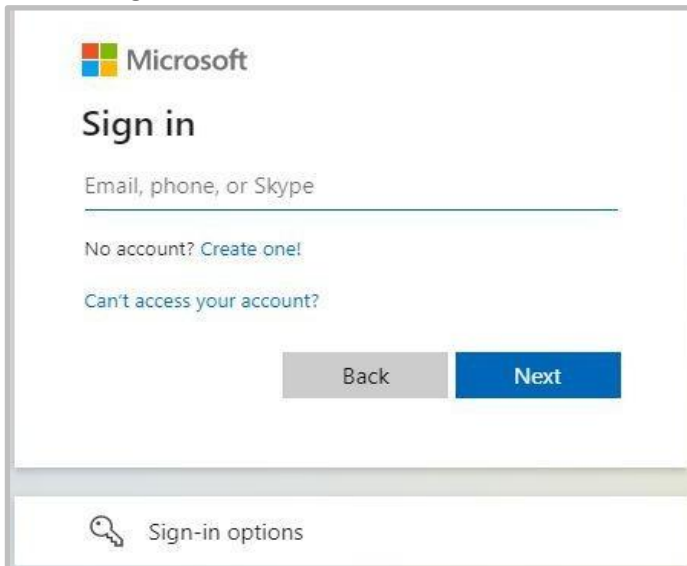
The above screen can be customised with your organisation's name and logo.

⇒ You are logged in and need to accept T-Pro's EULA to continue.

Microsoft login

If your organisation is applying a login process with Microsoft email accounts, you can optionally use this route.

Click on **Login with Microsoft**.



Log in to T-Pro with your Microsoft account

Enter your Microsoft email address and click on **Next**.
Enter your Password and sign in.

⇒ You are logged in and need to accept T-Pro's EULA to continue.

First time login

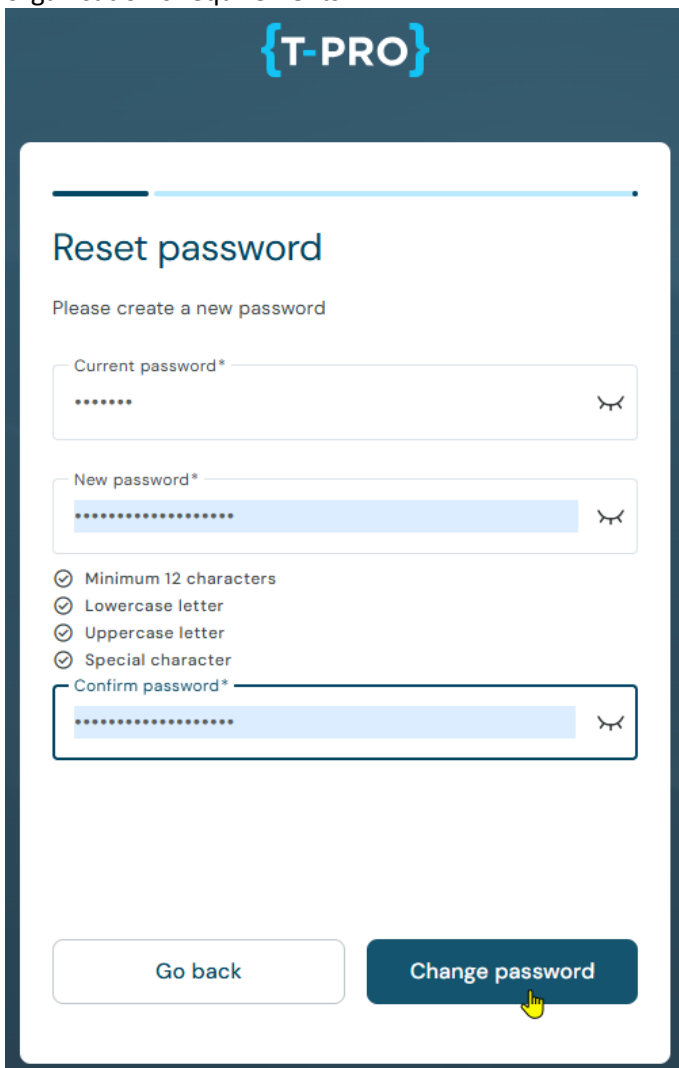
This is a one-time process when you start using T-Pro. During the process you configure your account.

Note that the following process does not apply to all users or only in parts.

Reset password

This screen only comes up when you have used the T-Pro sign-in option.

The temporary password you received must be changed to an individual password which fulfils your organisation's requirements.



Reset your temporary password

These requirements are compulsory, otherwise you cannot continue the login process. The new password must be different from the current password.

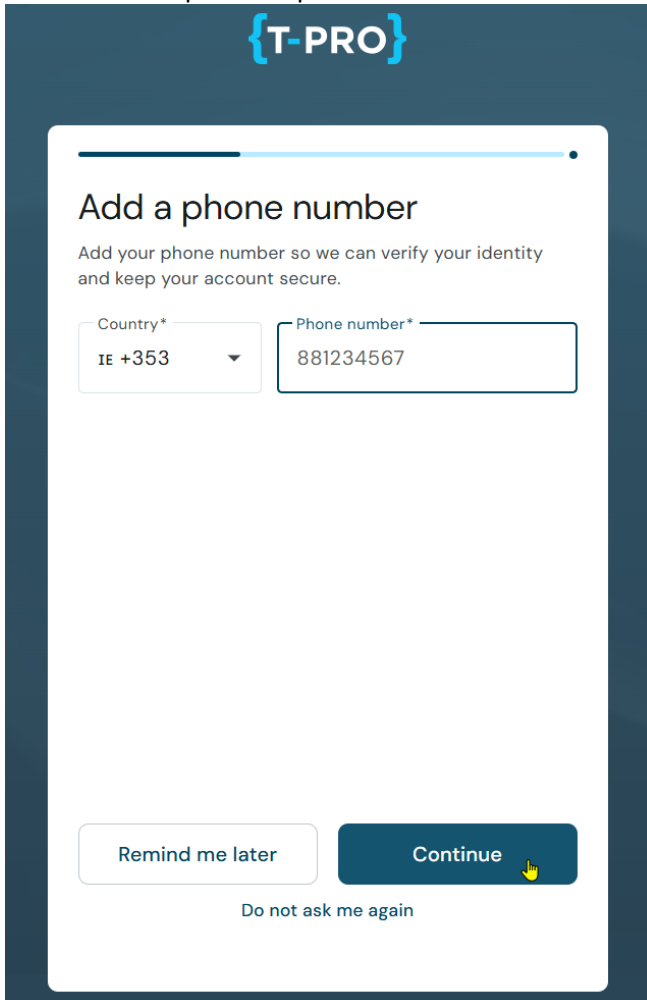
In the sample the new password must contain at least 12 characters, containing a lowercase letter, an uppercase letter, and a special character.

When all requirements are satisfied, click on **Change Password** to continue.

Mobile number

Enter a valid mobile number as part of your account setup.

This number can be used for additional security regarding your account access and notifications about other important updates.



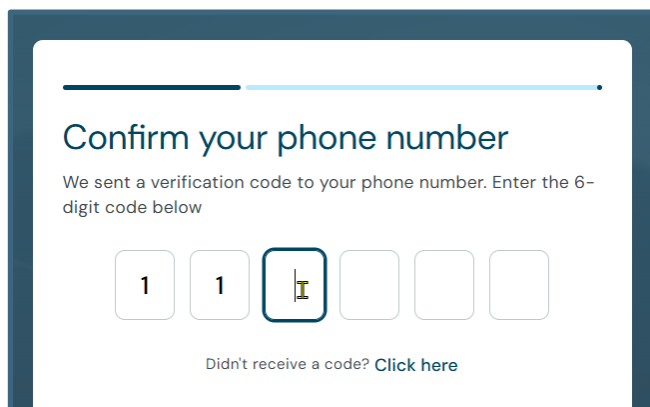
The screenshot shows a mobile app interface for adding a phone number. At the top is the {T-PRO} logo. Below it is a progress bar. The main heading is "Add a phone number". Underneath is the instruction: "Add your phone number so we can verify your identity and keep your account secure." There are two input fields: "Country*" with a dropdown menu showing "IE +353" and "Phone number*" with the value "881234567". At the bottom, there are two buttons: "Remind me later" and "Continue" (with a hand cursor icon). Below the buttons is the text "Do not ask me again".

Select your country code and enter your mobile number

Click on **Continue**.

In the next step you'll be sent a verification code to the number provided.

Enter this code into the field to continue.



The screenshot shows a mobile app interface for confirming a phone number. At the top is the {T-PRO} logo. Below it is a progress bar. The main heading is "Confirm your phone number". Underneath is the instruction: "We sent a verification code to your phone number. Enter the 6-digit code below". There are six input fields for the code. The first two fields contain the digit "1", and the third field contains a cursor. Below the input fields is the text "Didn't receive a code? Click here".

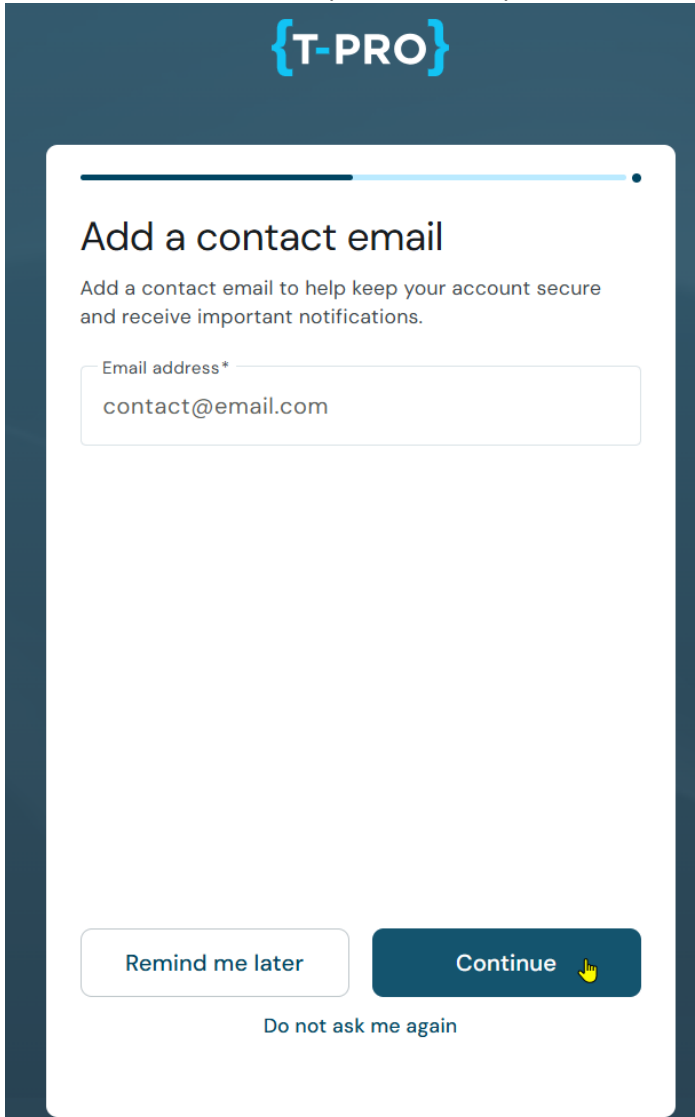
Enter the confirmation code

NOTE: Your mobile number can also be used to recover your account without the help of an administrator (see [Forgot your password?](#)).

Contact email

Enter a valid email address as part of your account setup.

A verification code will be sent to this address. Your verified email address can be used for security measures, account recovery, and to send you notifications.




{T-PRO}

Add a contact email

Add a contact email to help keep your account secure and receive important notifications.

Email address*
contact@email.com

Remind me later Continue 

[Do not ask me again](#)

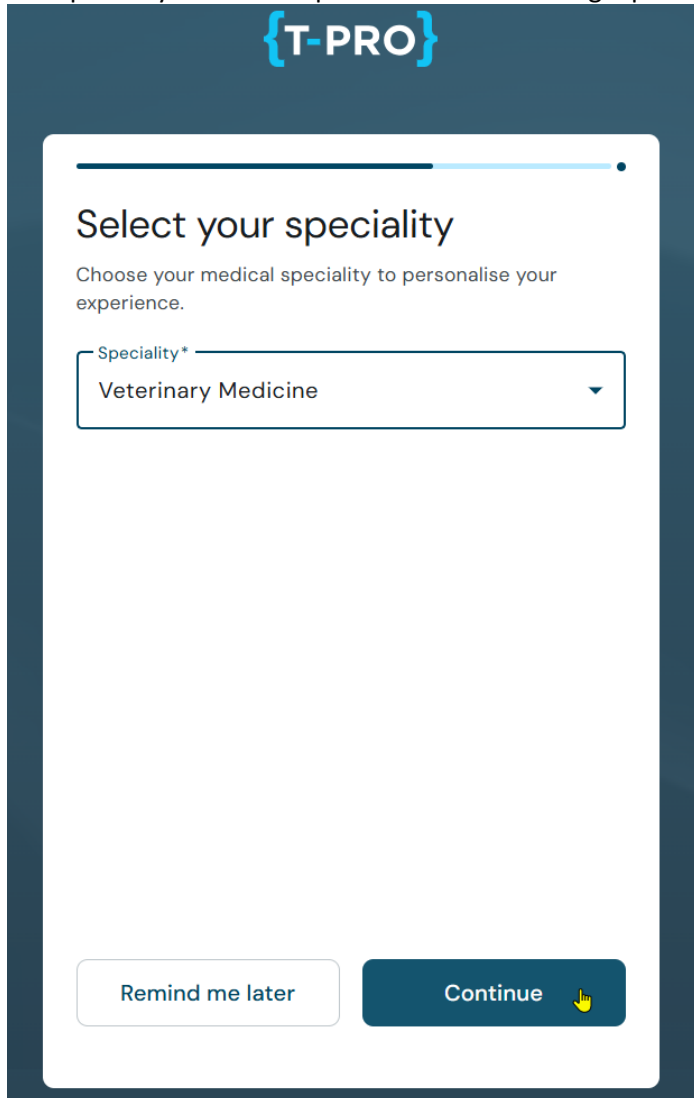
Enter a valid contact email address

Click on **Continue**. In the next step you'll be sent a verification code to the email provided. As in the previous section, enter this code into the field to continue.

⇒ Your email is now verified.

Speciality

The speciality selection is part of the first-time login process of Scribe.



The screenshot shows a mobile app interface for selecting a medical speciality. At the top, the {T-PRO} logo is displayed. Below it is a progress bar. The main heading is "Select your speciality", followed by the instruction "Choose your medical speciality to personalise your experience." A dropdown menu labeled "Speciality*" is shown with "Veterinary Medicine" selected. At the bottom, there are two buttons: "Remind me later" and "Continue" with a hand cursor icon.

Example of speciality selection from the list

Click into the field to pick your area of expertise from a broad range of medical specialities.

⇒ Your speciality sets the AI focus on information relevant for this area.

Click **Continue** to move on to the next screen.

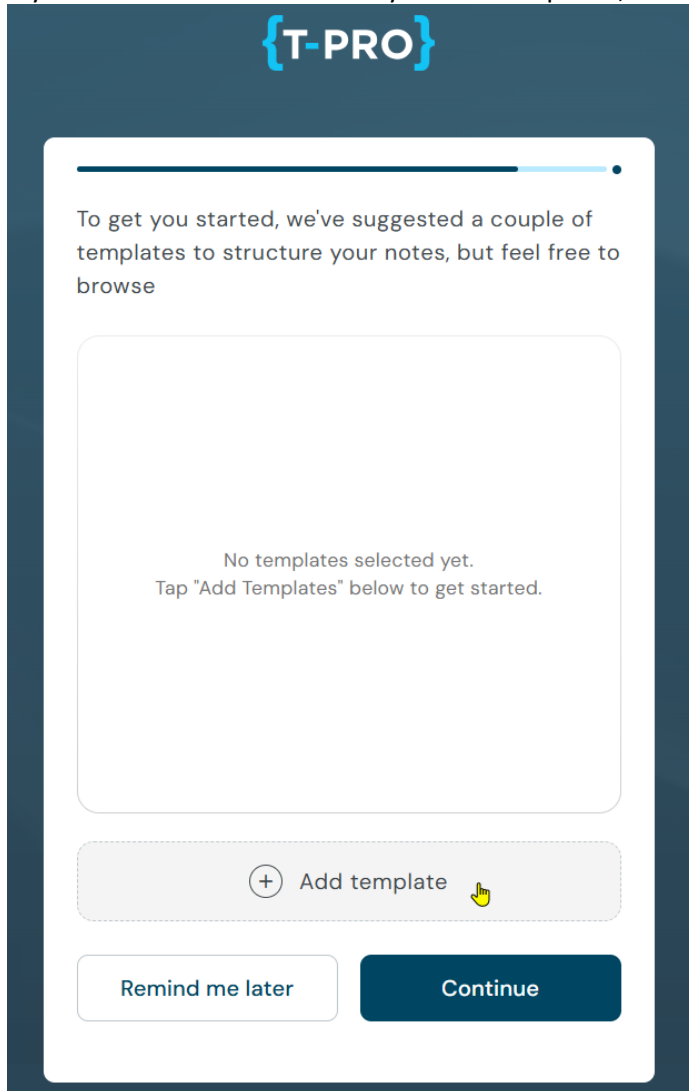
Templates

This is part of the first-time login process of Scribe.

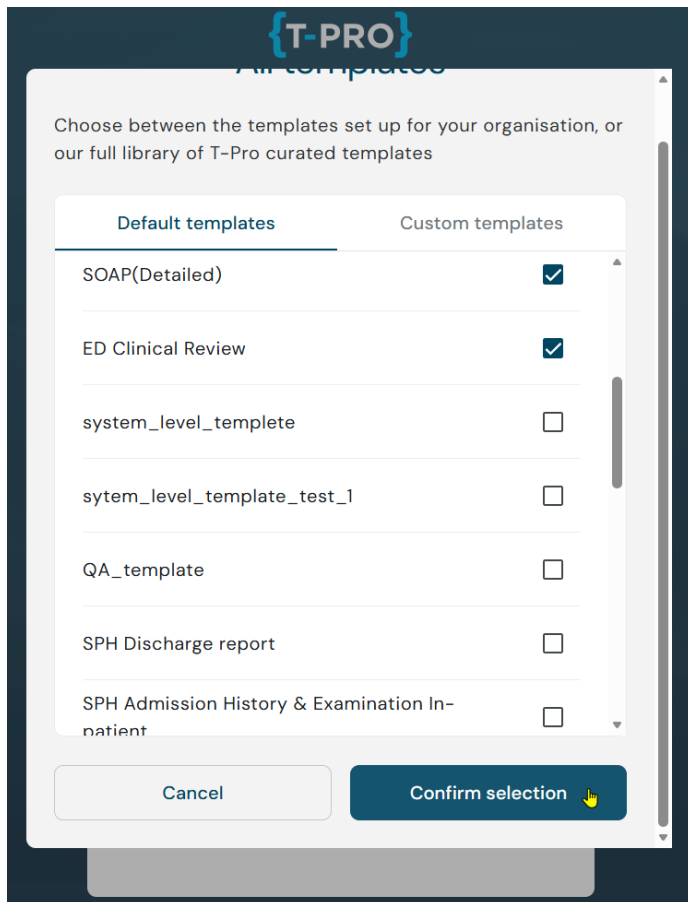
In this screen you can set up your default templates. These are the templates which will automatically be used for document creation after each consultation.

Additional templates can be selected manually at the end of each consultation.

If your screen does not show any default templates, click on **Add templates**.



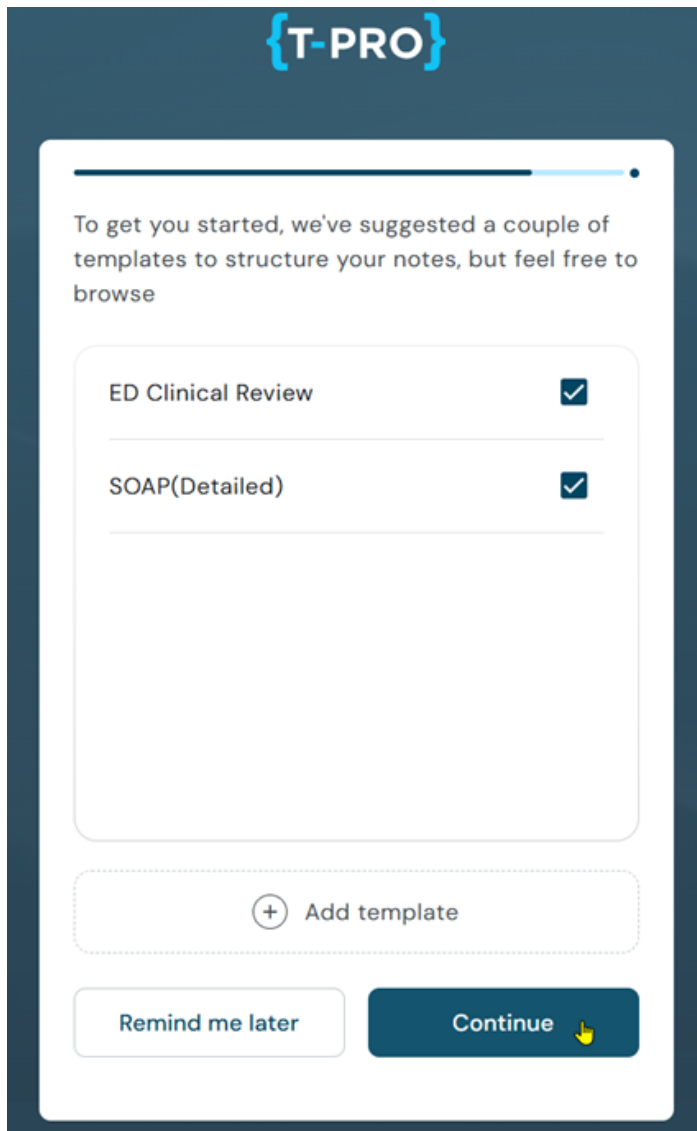
Template setup screen



Template selection screen

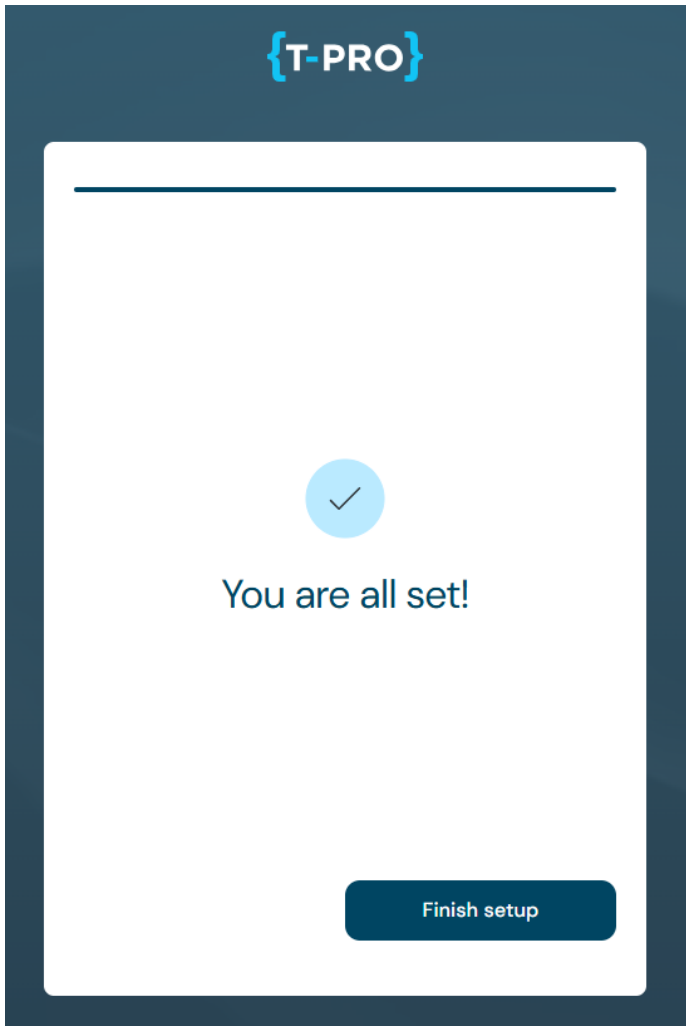
Browse through the list set up by your organisation and tick the template(s) you want to use as your default. You can select more than one template.
Click on **Confirm selection**.

⇒ Your selection will be displayed under [Settings](#). That's where you find further information on templates and you can change your default template(s) any time.



Two templates set as default

Click on **Continue**.



First time login completion screen

⇒ You're all set up and you will enter the main workspace.

Remind me later

In all of the above first-time login screens, you have the option to set up the information later. You will then be reminded at every login to complete this section.

Don't ask me again

In all of the above screens you have also the option to select that you do not want to be reminded anymore.

Multi-factor authentication (MFA)

As an additional security feature, MFA can be set up for the users.

MFA works with your verified mobile number or verified contact email (as described [above](#)). After you log in with your credentials, you'll be presented with the MFA screen. The default option is that a code is sent to your email address.

To complete the login process you need to enter the 6-digit code.

Contact support'." data-bbox="115 148 551 555"/>

MFA screen

Click on **Login**.

- If you have registered a mobile number instead, the code is sent to you via SMS.
- In case the MFA code was sent to your email address but you cannot access this code, use the option **Try another way**. This will send a new code to your mobile number.

⇒ You are logged in.

Forgot your password?

On the login page you have also the option to reset your password.

Requirements:

- T-Pro login (it does not work for SSO or Microsoft)
- Verified contact email or mobile number has been set up

Welcome back!

Please enter your login details below

Email address*
author@tpro.io

Password*
.....

Invalid credentials

Forgot your password? [Click here to reset](#)

Login

Click to reset your password

Enter your T-Pro user email address into the next screen:

Recover your account

Please enter your email address below

Email*
author@tpro.io

Go back Continue

Recover your account, step 1

Click on **Continue**.

A verification code will be sent to your contact email or mobile number.

{T-PRO}

Recover your account

If your account exists, an email and an sms were sent for account recovery

Email*
author@tpro.io

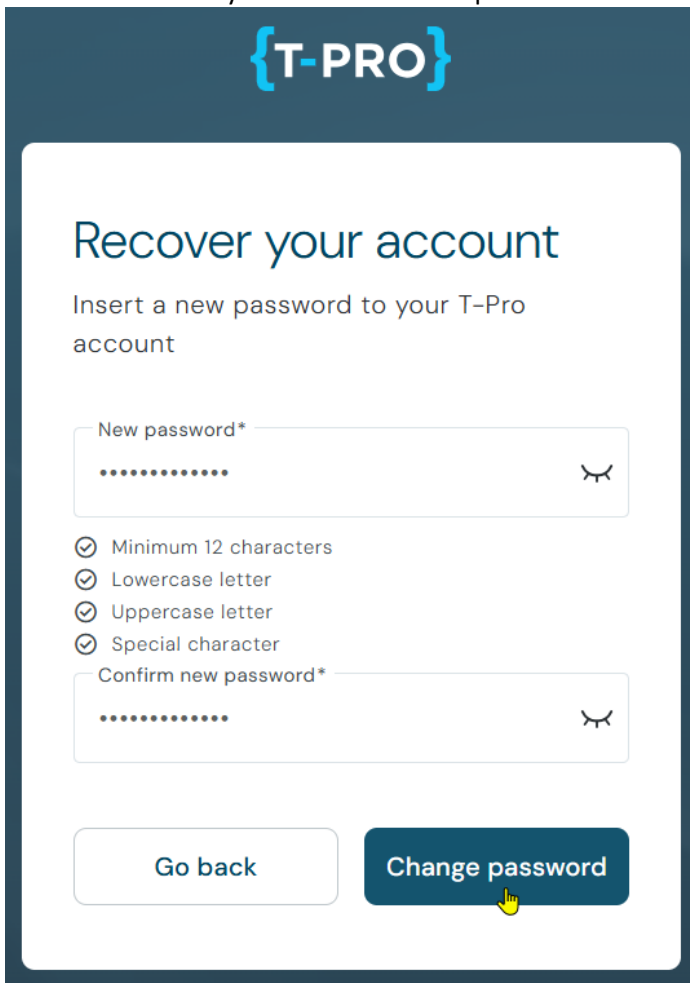
Code*
000000

Go back Verify

Recover your account, step 2

Enter the code into the field and click on **Verify**.

In the next screen you can enter a new password.



{T-PRO}

Recover your account

Insert a new password to your T-Pro account

New password*

- Minimum 12 characters
- Lowercase letter
- Uppercase letter
- Special character

Confirm new password*

[Go back](#) [Change password](#)

Recover your account, step 3

Confirm your new password in the lower field.
Pay attention to your organisation's password requirements.
Click on **Change password**.

⇒ This brings you back to the login screen where you can access your account with your user email address and the new password.

Home screen overview

The application opens on the Home screen.

On the navigation bar to the left you can access:

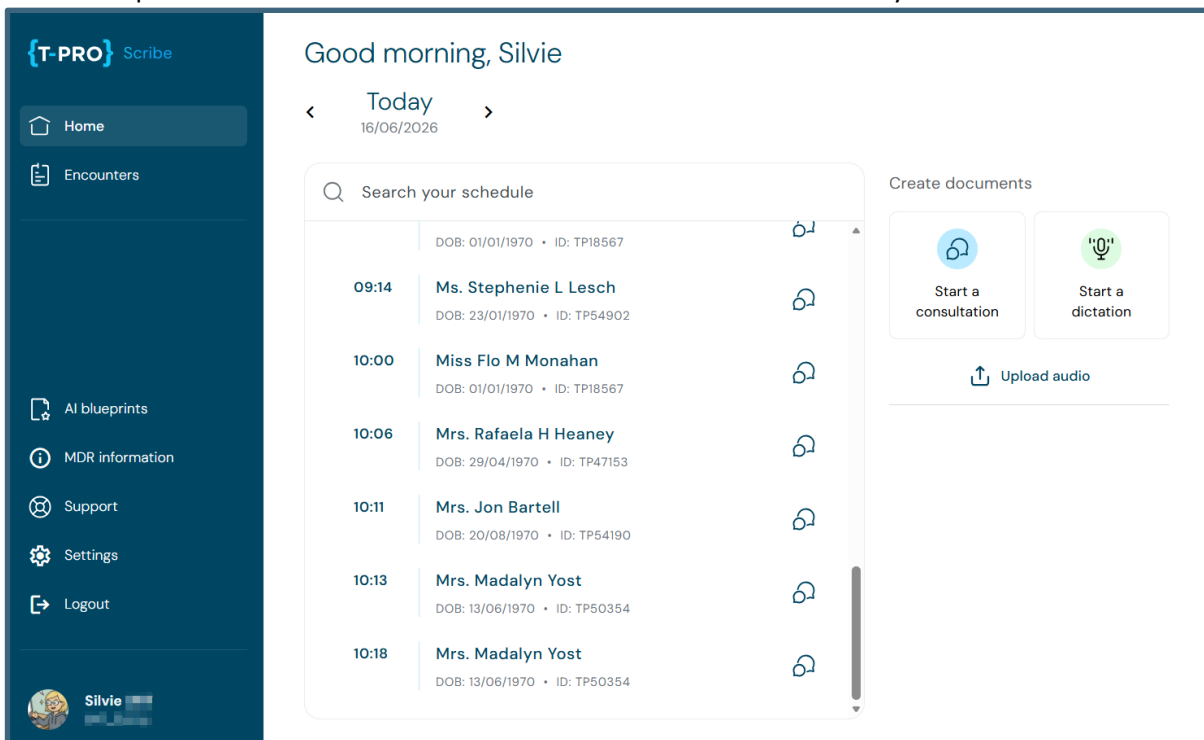
- [Encounters](#)
- [AI blueprints](#)
- [MDR information](#)
- [Support](#)
- [Settings](#)
- [Logout](#)

and go back to the Home screen

To the right you can start a Consultation, start a Dictation, or Upload an audio file to create your documents.

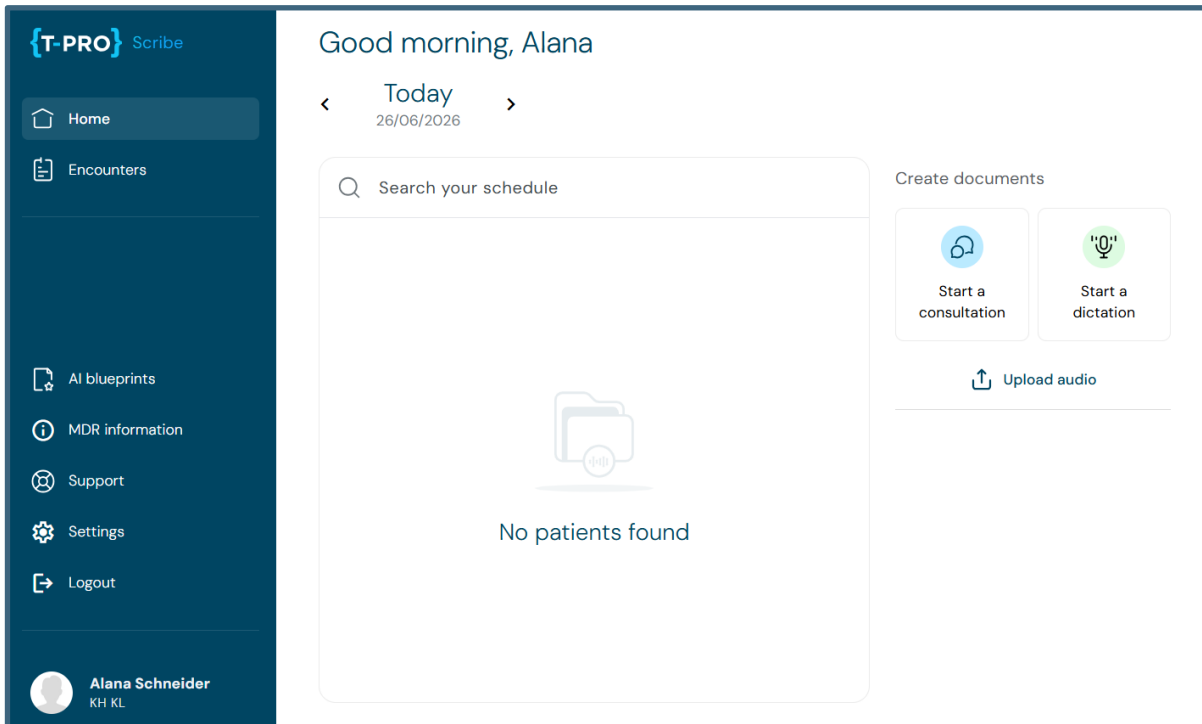
Patient schedule

You see all patients listed which are scheduled for a consultation on the day.



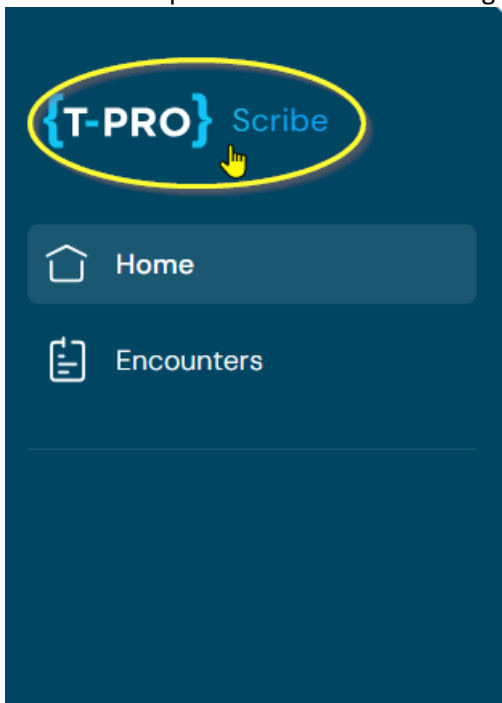
Home screen with patient integration

Working with the Scribe Web App

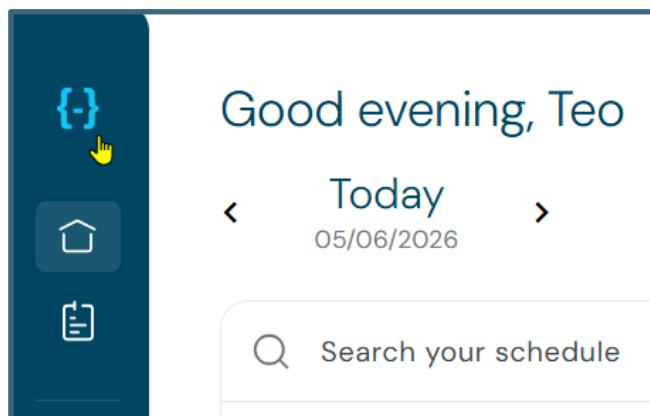


Home screen without integration (standalone version)

You have the option to minimise the navigation bar, just click on the logo.



Click to minimise

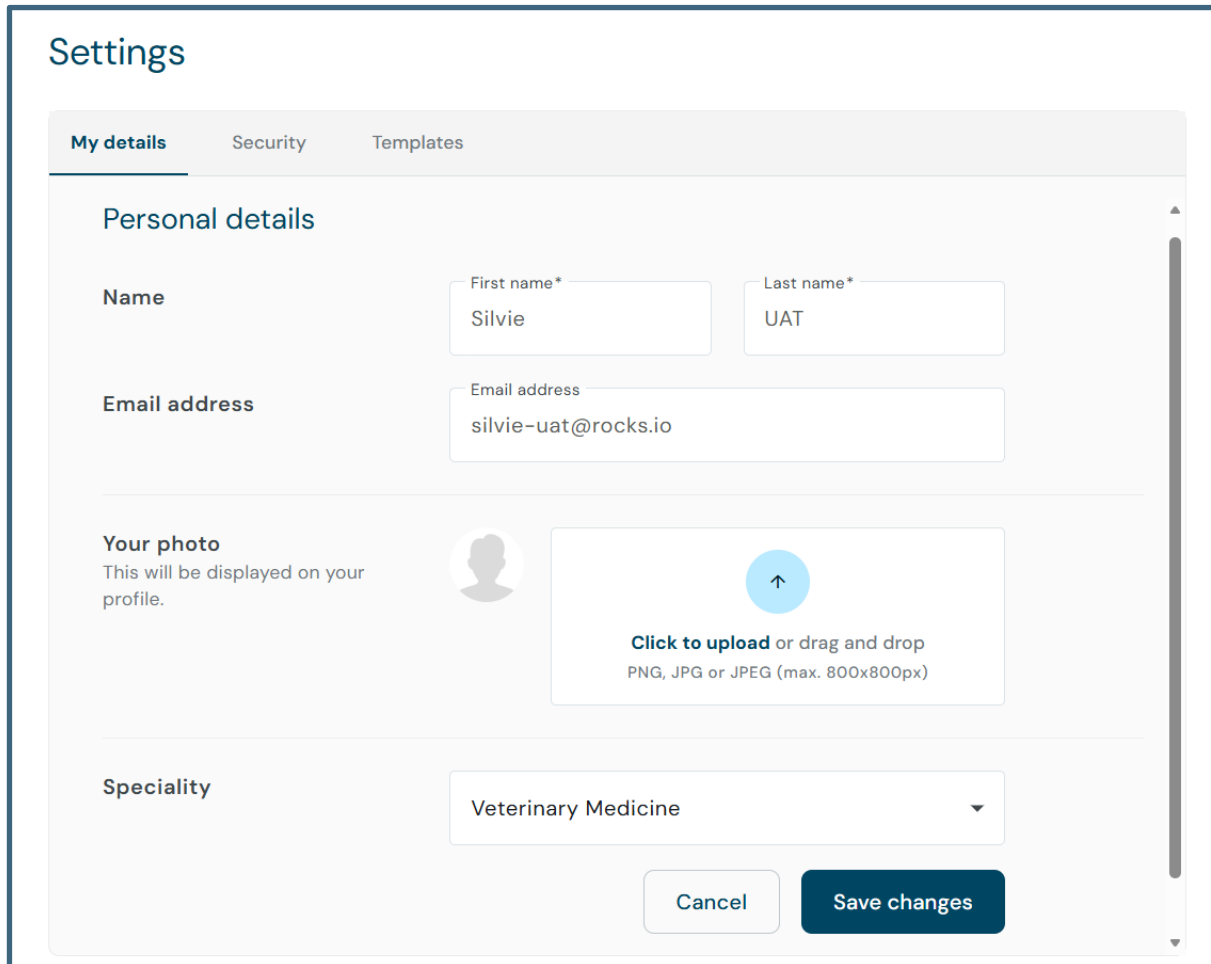


Minimised navigation bar with icons

Settings

Before starting with a consultation or dictation we look at the settings.

Select **Settings** from the navigation bar to access your details, security options, and templates.



The screenshot shows the 'Settings' page with three tabs: 'My details', 'Security', and 'Templates'. The 'My details' tab is active. Under the 'Personal details' section, there are three input fields: 'First name*' with the value 'Silvie', 'Last name*' with the value 'UAT', and 'Email address' with the value 'silvie-uat@rocks.io'. Below this is a 'Your photo' section with a placeholder icon and a blue circular button with an upward arrow. Text below the button says 'Click to upload or drag and drop PNG, JPG or JPEG (max. 800x800px)'. At the bottom, there is a 'Speciality' dropdown menu currently set to 'Veterinary Medicine'. Two buttons, 'Cancel' and 'Save changes', are located at the bottom right of the form.

My details section under Settings

My details

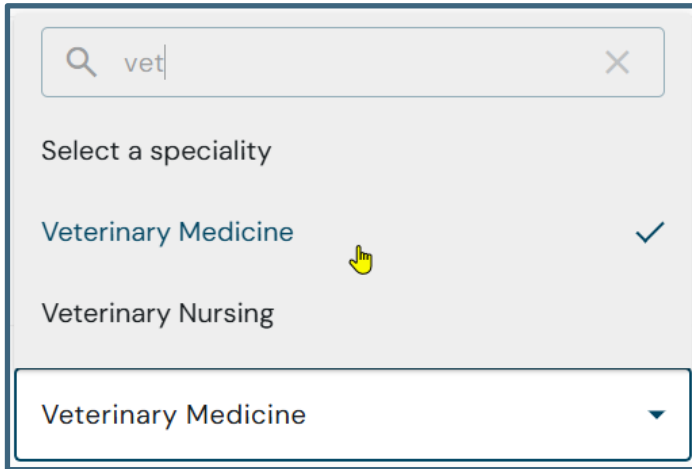
This is where your name, work email address, and speciality are set up.

You can edit your first or last name and set or change your speciality.

If you have skipped this step during the first time login process, select your speciality here.

⇒ Your speciality sets the AI focus on information relevant for this area.

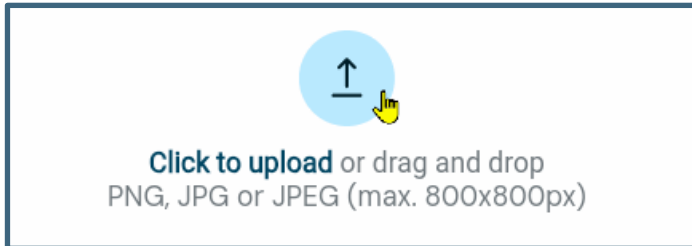
Working with the Scribe Web App



A search dropdown menu with a search bar containing the text 'vet'. Below the search bar, the text 'Select a speciality' is displayed. Two options are listed: 'Veterinary Medicine' with a checkmark and a yellow mouse cursor pointing to it, and 'Veterinary Nursing'. At the bottom of the dropdown, a white box contains the text 'Veterinary Medicine' and a downward-pointing arrow.

Select from a broad range of specialities

You can also upload an image file to use as your profile picture.



A blue circular button with a white upward-pointing arrow and a yellow mouse cursor pointing to it. Below the button, the text reads: 'Click to upload or drag and drop' and 'PNG, JPG or JPEG (max. 800x800px)'.

Upload a profile picture for your account

Click on **Save changes** at the bottom to save the new settings.

Security

Move to the **Security** tab.

Password

At the top you have the option to change your password.

NOTE: This is only visible and working for users with a T-Pro login.

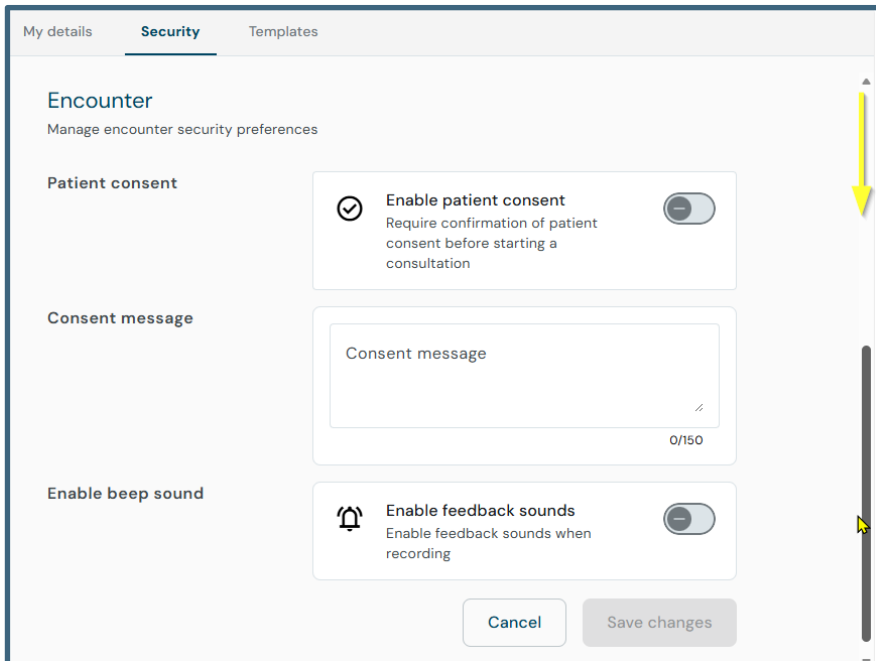
To do so you enter your current password in the first field and the new password in the next field. The new password needs to meet the requirements listed below the field. Confirm your new password.

The screenshot shows the 'Settings' page with the 'Security' tab selected. The 'Password' section is visible, containing three input fields: 'Current password', 'New password', and 'Confirm password'. Each field has an eye icon to toggle visibility. Below the 'New password' field, there are three requirements listed with radio buttons: 'Minimum 9 characters', 'Uppercase letter', and 'Special character'. At the bottom of the form are 'Cancel' and 'Save changes' buttons.

Password section

In each field you can click on the eye icon to view your input. When everything is right click on **Save changes**.

Scroll down to the Encounter section. Here you can set options for recordings.

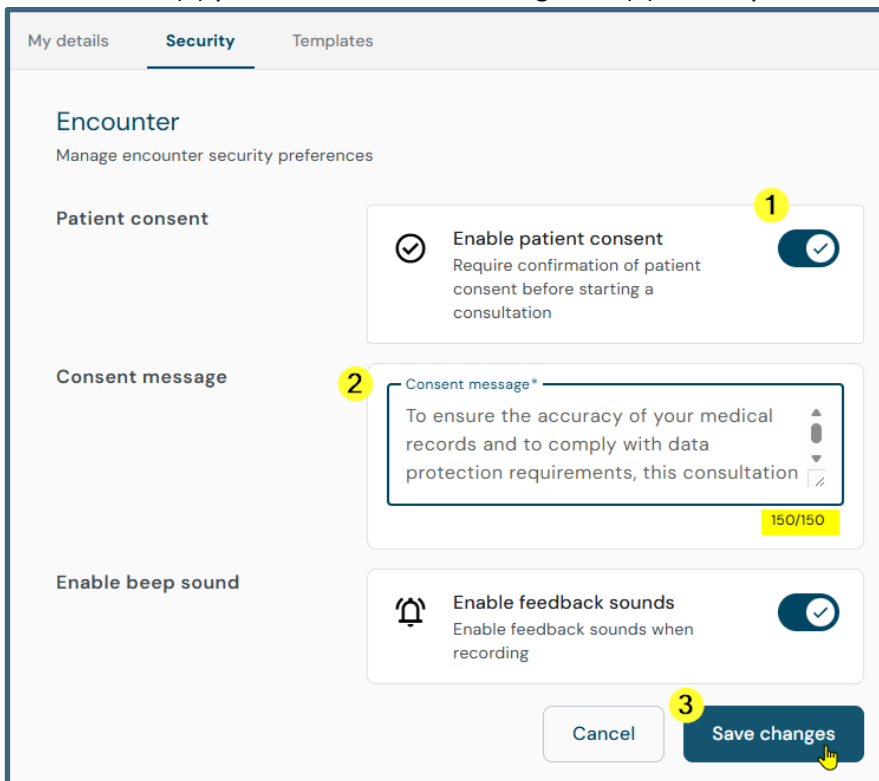


Encounter section

Patient consent

Use the slider to activate a consent message.

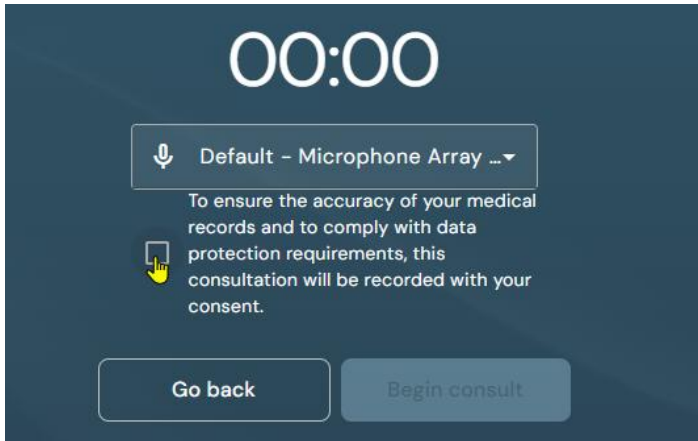
Once enabled (1) you need to add the message text (2) before you can save your changes.



Setup of a patient consent message

Working with the Scribe Web App

- The message text is restricted to a length of 150 characters.
- The message will be displayed at the start of each consultation. Display or read the consent message to the patient before starting the recording.

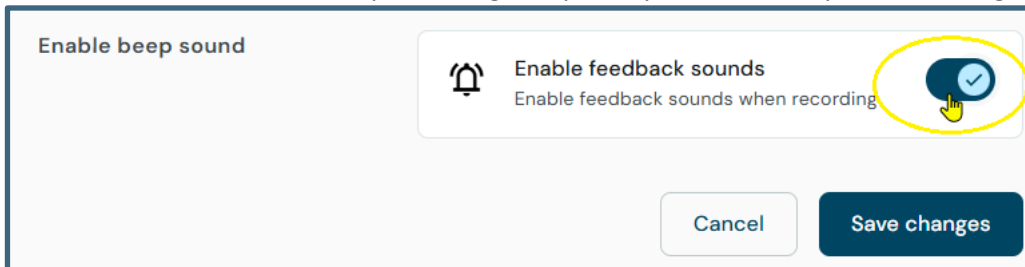


Example of a patient consent message

You can only start a Scribe consultation after getting the patient's consent and ticking the box to confirm this.

Feedback sound

Use the slider to activate a beep sounding every time you start or stop the recording.



Enable feedback sound

Templates

Move to the **Templates** tab.

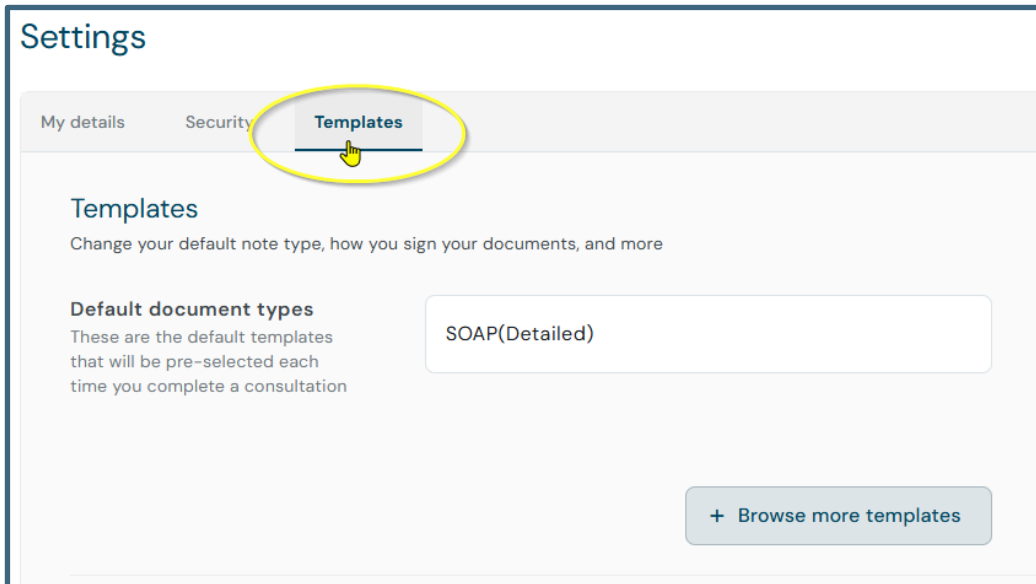
This is where you can access the various templates available to you.

- Go here if you have skipped setting up your templates during the first time login process to select your default document templates.
- You can go here any time if you want to change your default template(s).
- Templates are typically already set up and provided by our organisation or through T-Pro. All your existing letter templates can be used.
- All templates can use various features, including quick text and merge fields which will be populated with data from the EHR, e.g. medical history, medications etc.

Default template(s)

Your default document types are listed in this section.

Default templates will automatically be used for document creation after each consultation. E.g. if you typically use a detailed SOAP note to document each consultation, you would add this template to your default document types.

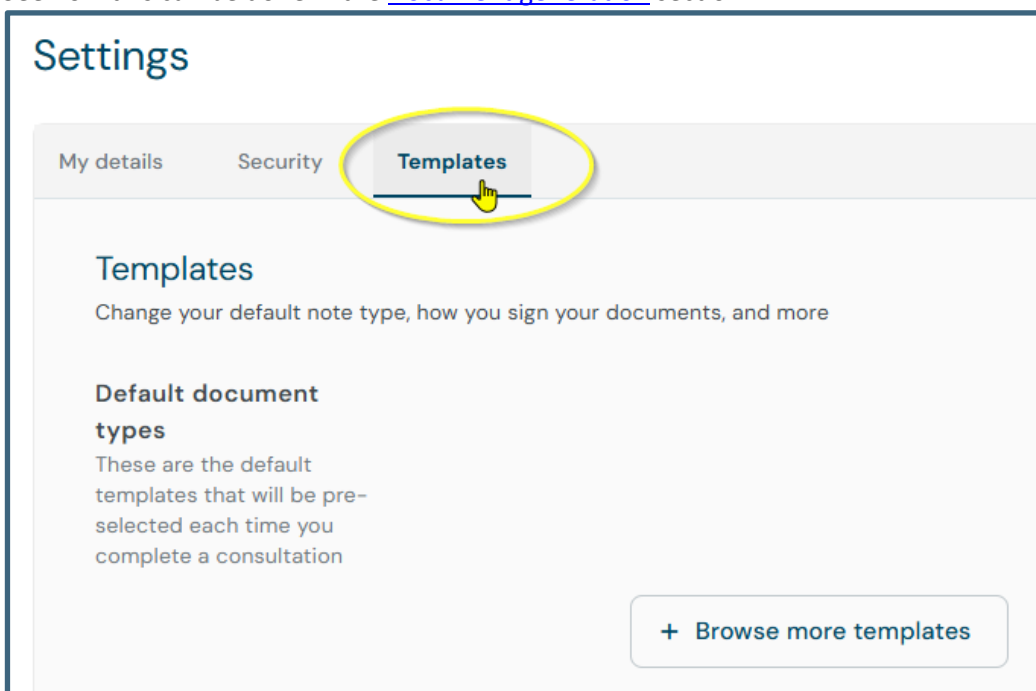


One default document type set up in this example

- You can have more than one default template.

If you do not select any default template you will need to select each template manually after every consultation.

See how this can be done in the [Document generation](#) section.



No default template set

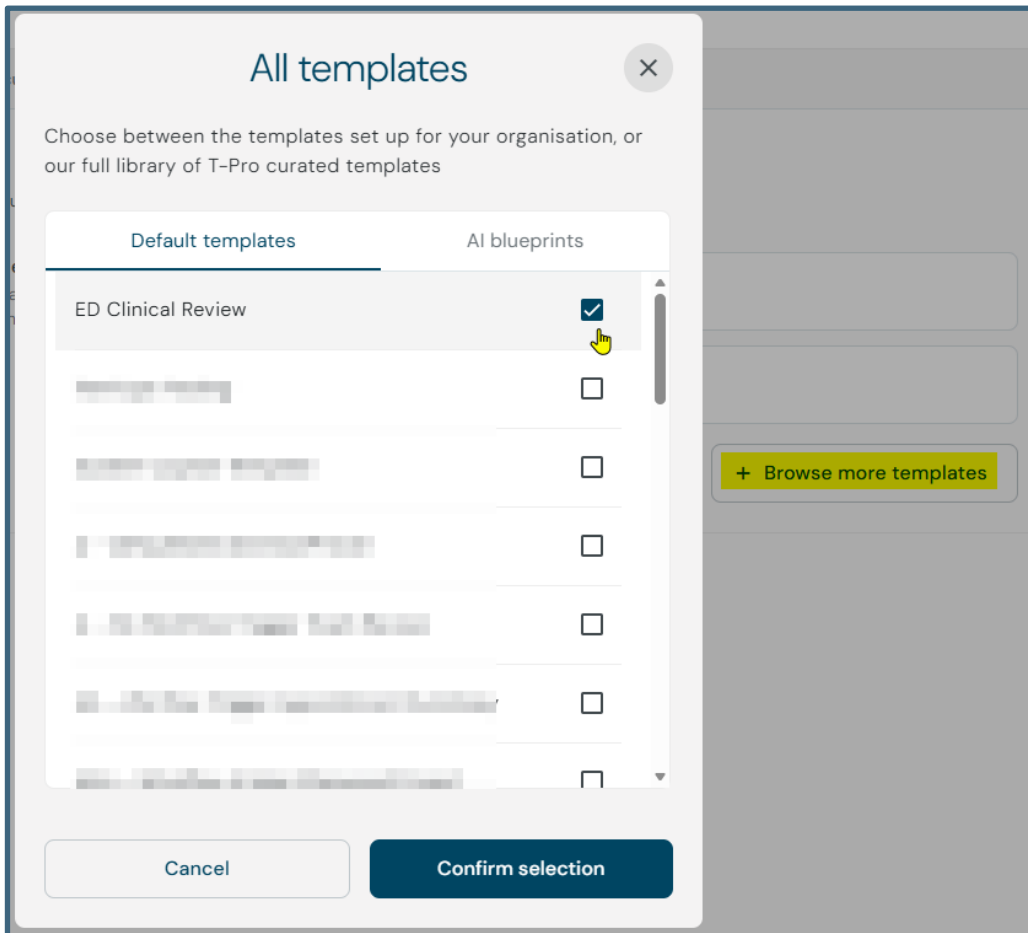
Change your default template(s)

Use the button **+ Browse more templates** to open the template selection screen.

The first tab **Default templates** displays all available organisation templates.

Your default template(s) show a tick mark.

- To remove a default template you untick its selection box.
- You can select different or additional templates as your default, just tick the relevant box.



Add more templates to your defaults

Click on **Confirm selection** to save your choice.

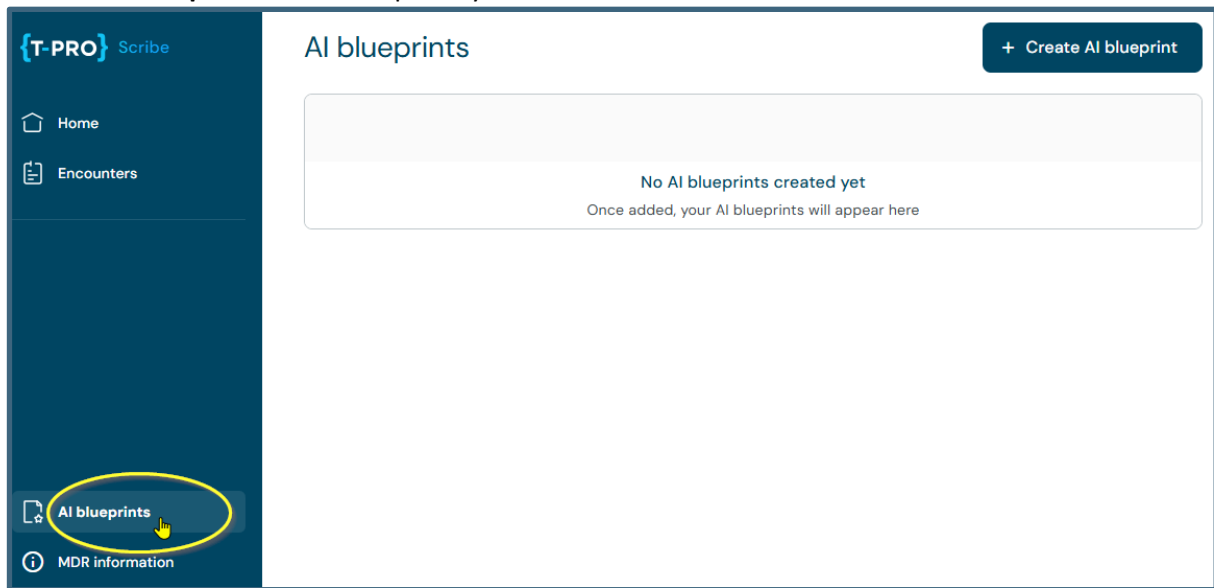
- Templates can also be created by the user via the **AI blueprints** section. Those templates are listed separately on the *AI blueprints* tab. Set them as your default in the same way as described above.
- See below for how AI blueprints work.
- If you are an advanced user and you have previously created your own customised templates, you can find them now listed under AI blueprints.

AI blueprints (optional)

An AI Blueprint is a customised medical note template that guides the clinical documentation generated by Scribe to match your preferred structure and style.

NOTE: By default this option is available but it can be disabled by your organisation. You then do not see **AI blueprints** on the navigation bar.

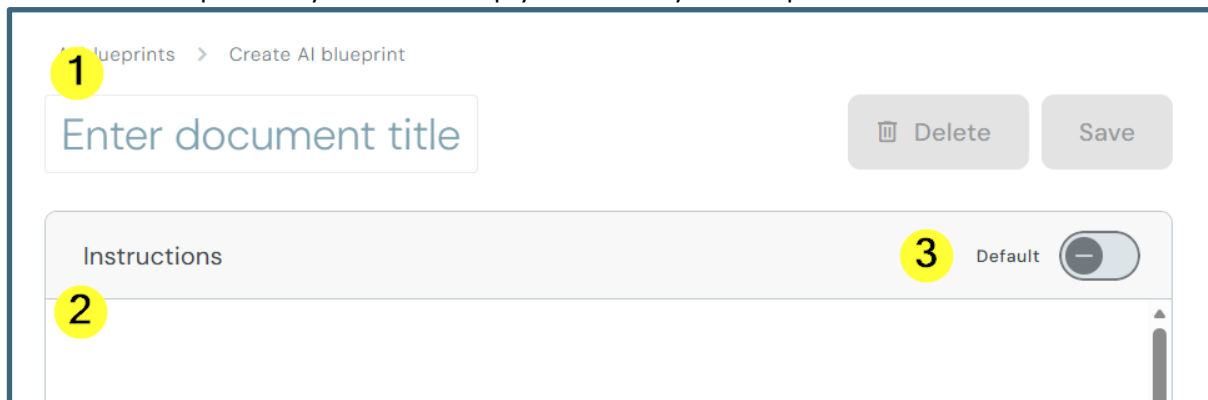
Click on **AI blueprints**. All AI blueprints you create will be listed in this area.



Select **AI blueprints** from the navigation bar

Click on **+ Create AI blueprint** to get started.

The next screen provides you with an empty section for your blueprint instructions.



Empty blueprint

1. Give your document a unique title; a minimum of 3 characters is required.
2. Write or paste your entire prompt in the Instructions section.
3. Use the slider to set the blueprint as a default for document creation. (You can do so any time later too.)

Your instructions should include the following:

- your **preferred writing style**- concise, detailed, formal, bullet points, narrative, etc;

- **Formatting rules** - headings, capitalisation, dates, measurements, medication format;
- **Content exclusions** - avoid assumptions, avoid sensitive details, exclude small talk/non-clinical content.
- **Specialty-specific requirements** - GP, radiology, mental health, physiotherapy, surgery, etc.
- **Output preferences** - structured paragraphs, bullet lists, EMR-ready format, referral-ready wording.

Include content in your instructions

Your instructions can contain content such as verbatim text or placeholders.

Verbatim text - pre-set text that remains unchanged when the template is applied. It will be included word-for-word in the output and is ideal for content that should stay consistent across all documents. Verbatim text should be wrapped in "quotation marks" (e.g. "Please assess and manage this patient as clinically appropriate.").

Placeholders - a placeholder denotes the location of medical information that should be displayed. This information might be from the transcript, from the EHR context, or can be added after the document is generated. Placeholders should be wrapped in [square brackets] (e.g. [Patient Name], [Insert current medications]).

Example of a SOAP note blueprint:

```
[Patient Name]  
"Patient reviewed today in clinic for evaluation and ongoing care."
```

Subjective:

- [Mention reasons for visit, chief complaints such as requests, symptoms etc] (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)
- [Mention Duration/timing/location/quality/severity/context of complaint] (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)
- [Mention List anything that worsens or alleviates the symptoms, including self-treatment attempts and their effectiveness] (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)
- [Progression: Mention describe how the symptoms have changed or evolved over time] (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)
- [Previous episodes: Mention detail any past occurrences of similar symptoms, including when they occurred, how they were managed, and the outcomes] (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)
- [Mention Impact on daily activities: explain how the symptoms affect the patient's daily life, work, and activities.] (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)
- [Associated symptoms: Mention any other symptoms (focal and systemic) that accompany the reasons for visit & chief complaints]

Working with the Scribe Web App

(only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)

Past Medical History:

- [Mention Contributing factors including past medical and surgical history, investigations, treatments, relevant to the reasons for visit and chief complaints]
- [Mention Social history that may be relevant to the reasons for visit and chief complaints.] (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)
- [Mention Family history that may be relevant to the reasons for visit and chief complaints.] (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)

Objective:

- [Vitals signs (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)]
- [Physical or mental state examination findings, including system specific examination(s) (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)]
- [Investigations with results] (you must only include completed investigations and the results of these investigations have been explicitly mentioned in the transcript, contextual notes or clinical note, otherwise you must leave investigations with results blank. All planned or ordered investigations must not be included under Objective; instead all planned or ordered investigations must be included under Plan.)

Assessment:

- [Likely diagnosis (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)]
- [Differential diagnosis (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)]

Plan:

- => [Investigations planned (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)]
- => [Treatment planned (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)]
- => [Relevant other actions such as counselling, referrals etc (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)]

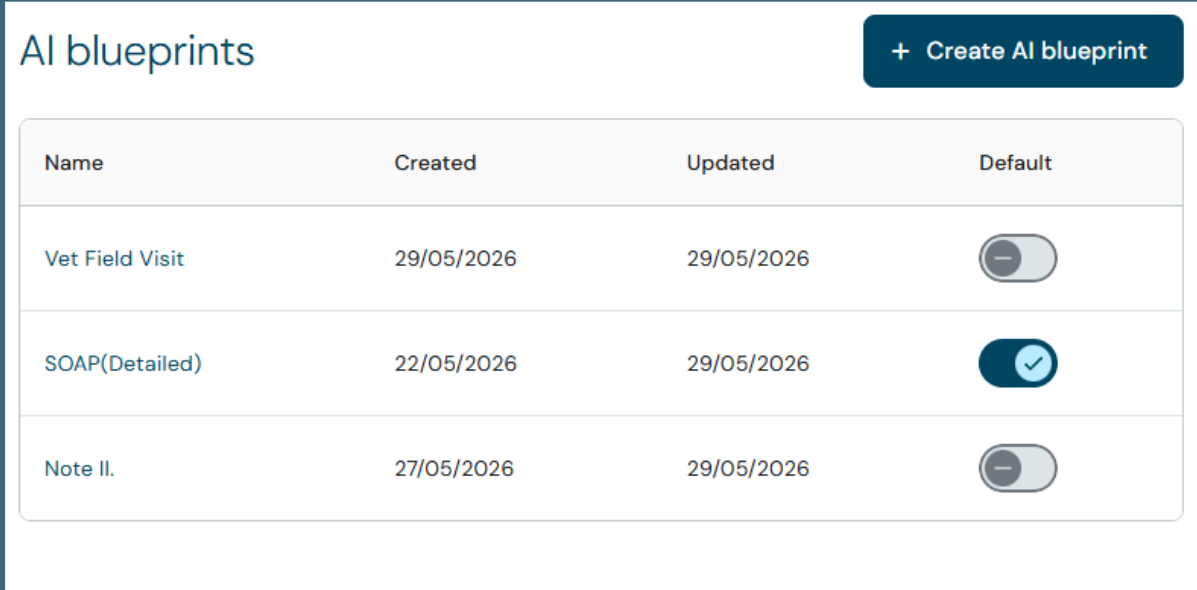
(Never come up with your own patient details, assessment, plan, interventions, evaluation, and plan for continuing care - use only

Working with the Scribe Web App

the transcript, contextual notes or clinical note as a reference for the information included in your note.)

Once all details are included in your instructions **Save** the blueprint.

⇒ It will be listed on the AI blueprints starting page with the newest blueprint showing at the top.

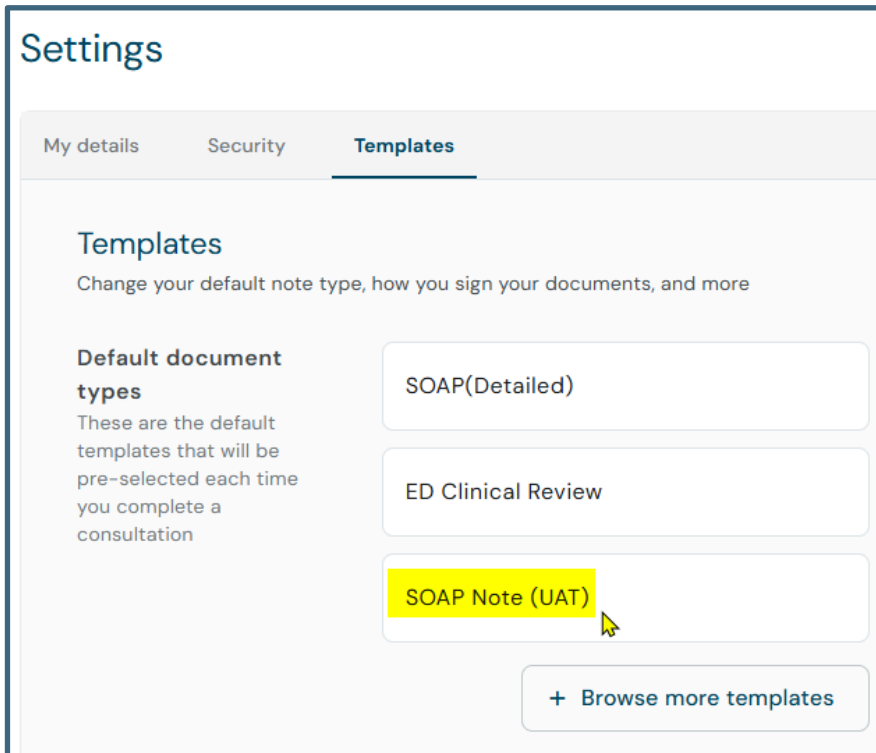


Name	Created	Updated	Default
Vet Field Visit	29/05/2026	29/05/2026	<input type="checkbox"/>
SOAP(Detailed)	22/05/2026	29/05/2026	<input checked="" type="checkbox"/>
Note II.	27/05/2026	29/05/2026	<input type="checkbox"/>

Example displaying three blueprints

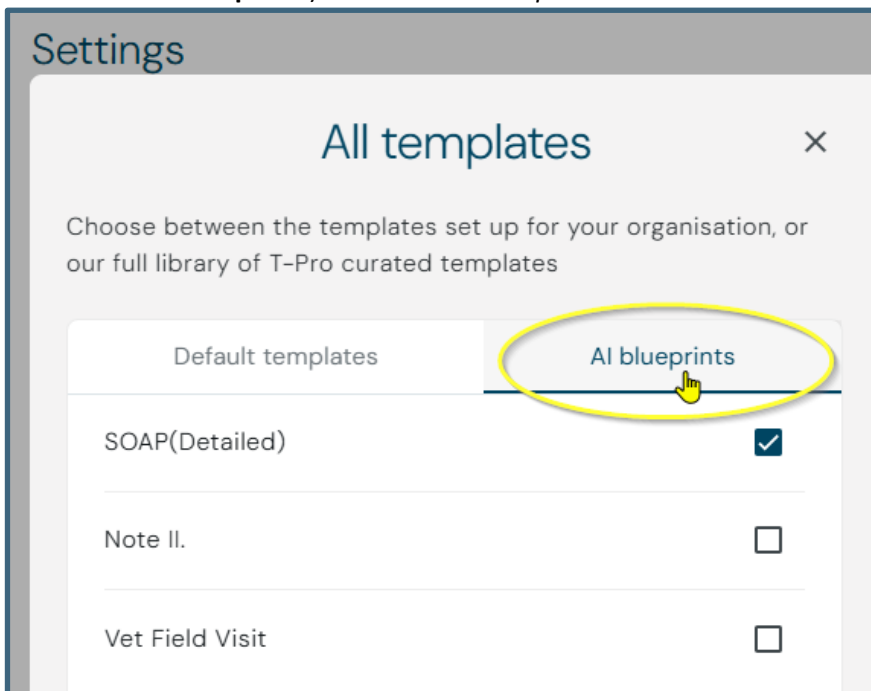
Use the slider to set your blueprint as a default document.

Back in *Settings*, a blueprint set as default will be added to your default document types under *Templates*.



Blueprint has been added to your default document types

All blueprints you create will be listed in the template selection screen (click on **+Browse more templates**) on the tab *AI blueprints*.

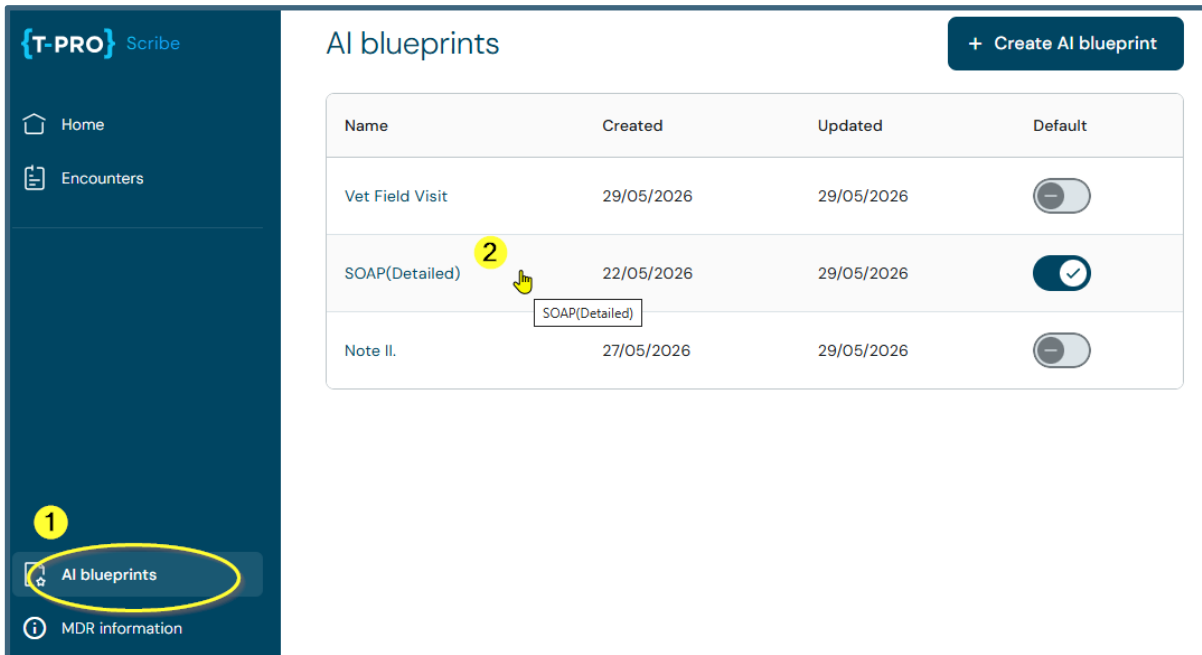


Access your blueprints for selection

Edit your blueprints

Blueprints can be edited at any time.

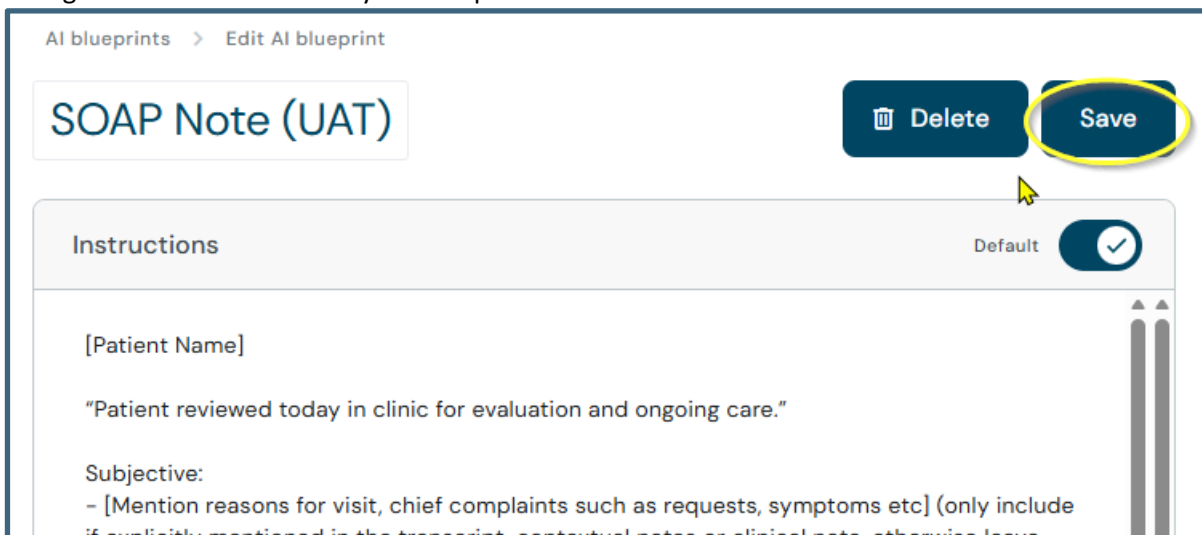
Working with the Scribe Web App



Open a blueprint for editing

1. Go back to the *AI blueprints* section
2. Click on the relevant blueprint to open it

Change or add instructions to your blueprint and **Save**.



Edit an existing blueprint

Delete a blueprint

You can also **Delete** the entire blueprint.
You need to confirm deletion.

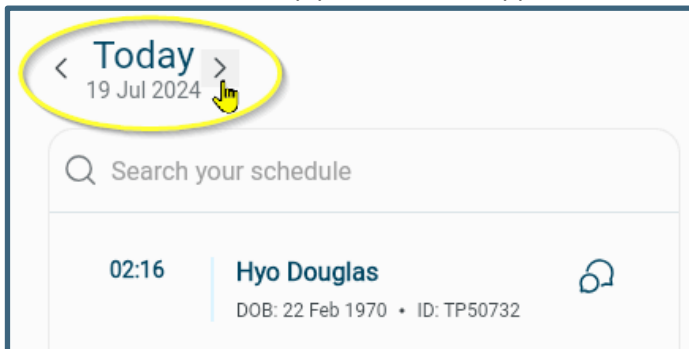
Consultation with ambient recording

Back on the **Home** screen you start a patient consultation.

The schedule and patient data derive from your organisation's EPR system.

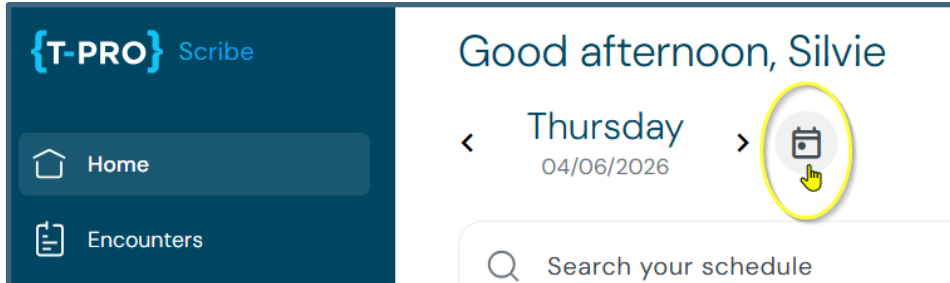
- By default your schedule will display the appointments of the current day and time.

Use the arrows to look up past or future appointments.

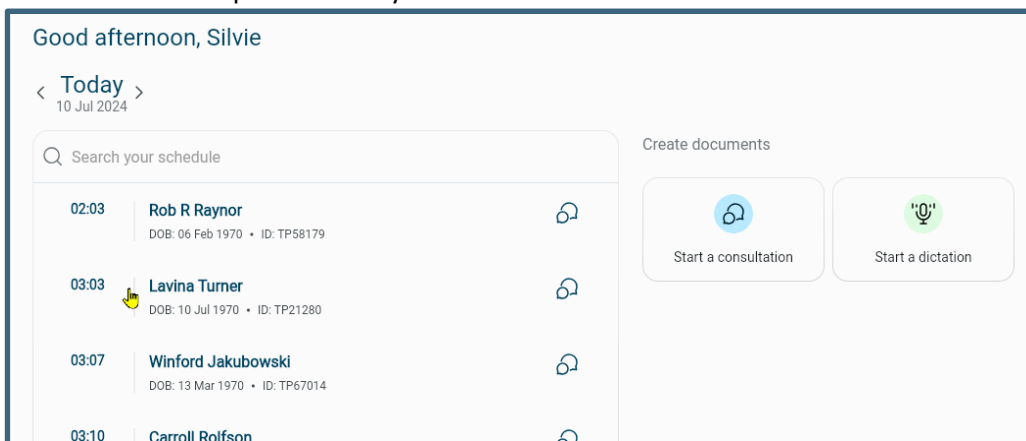


Navigate the clinic schedule

- If you move to a different day, you will see a calendar icon.
- A click on the calendar icon brings you back to the current date (Today).



Select the relevant patient from your schedule.

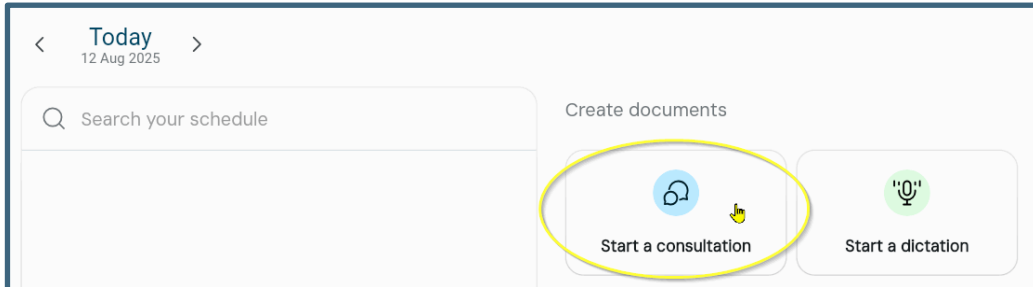


Click on the patient entry

⇒ The recording screen opens.

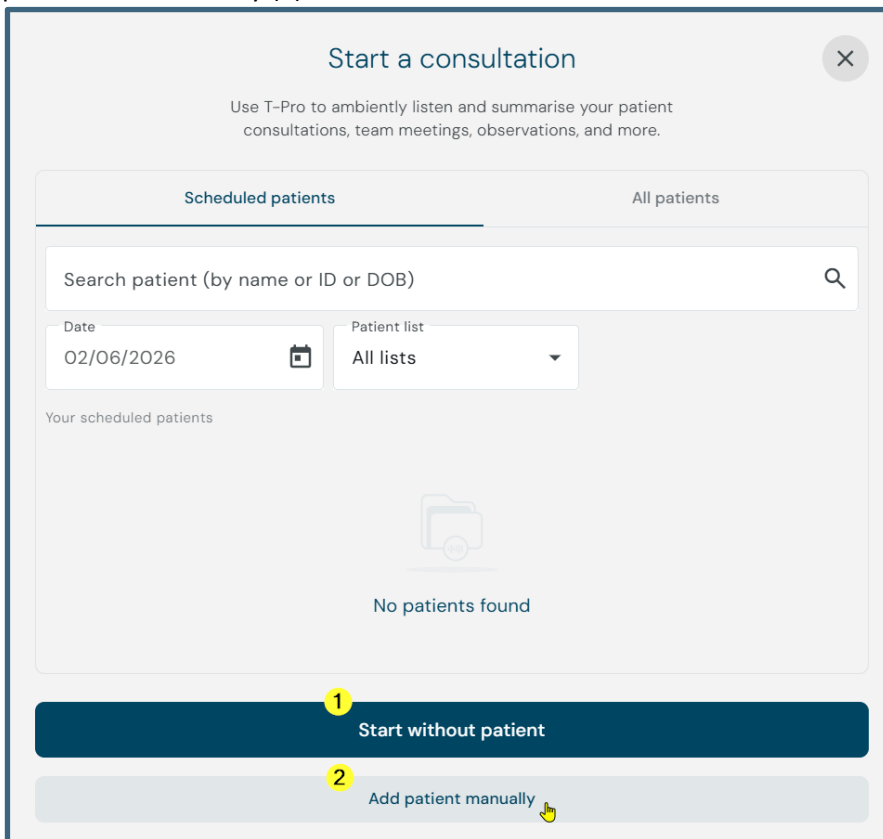
Standalone version

If you work without integration, you won't see a patient list.



Click on *Start a consultation*

In this case you start the consultation on the right and work without patient data (1) or enter the patient data manually (2).



Patient options in the standalone version

You have the options to enter the patient's name, ID, and date of birth or use the calendar function to do so.

Working with the Scribe Web App

patients

Start dictati

< Add patient manually X

Patient name
Peter Pan

Patient ID
G-0000101101

Date of birth

1979 – 2002 ▲

1979	1980	1981	1982
1983	1984	1985	1986
1987	1988	1989	1990
1991	1992	1993	1994
1995	1996	1997	1998
1999	2000	2001	2002

Start consultation

Start without patient

Add patient manually

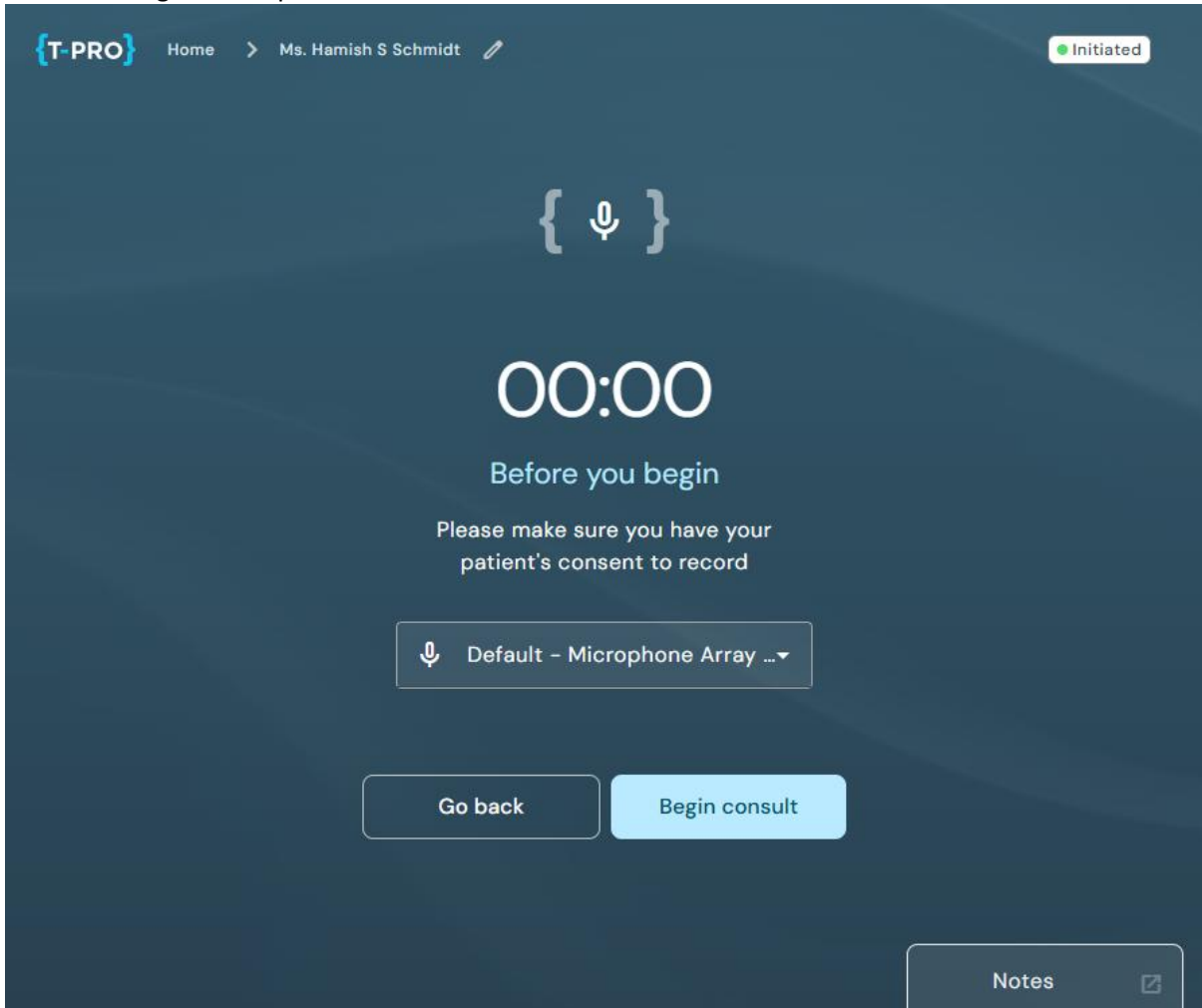
Manually added patient data

Then click on **Start consultation**.

⇒ The recording works in the same way as an integrated version.

Recording screen

The recording screen opens.



Consultation start screen in blue

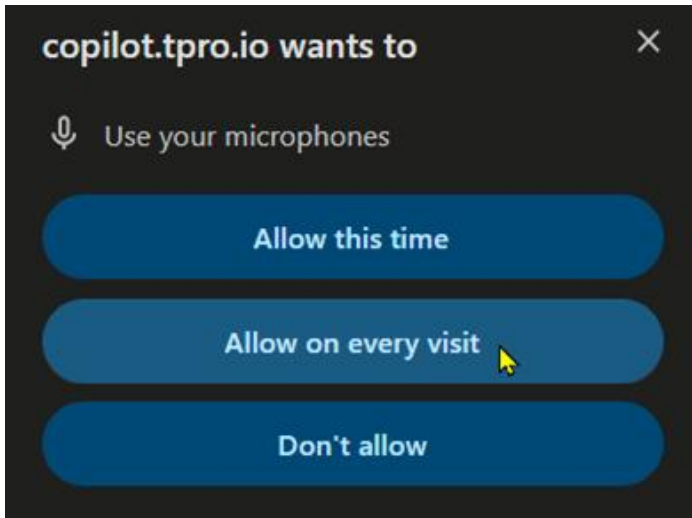
In the recording screen you can:

- view and change your microphone settings (before you begin the consultation);
- see the patient's name displayed at the top;
- change the patient data via the pencil icon;
- open a section for additional notes (bottom left);
- view the active screen status
 - Initiated
 - Recording
 - Paused
- view different screen colours which indicate the current status (recording or pausing);
- start and pause the recording of the consultation as needed.

Make sure that you have the consent of all people in your consultation to use AI / Scribe.

Working with the Scribe Web App

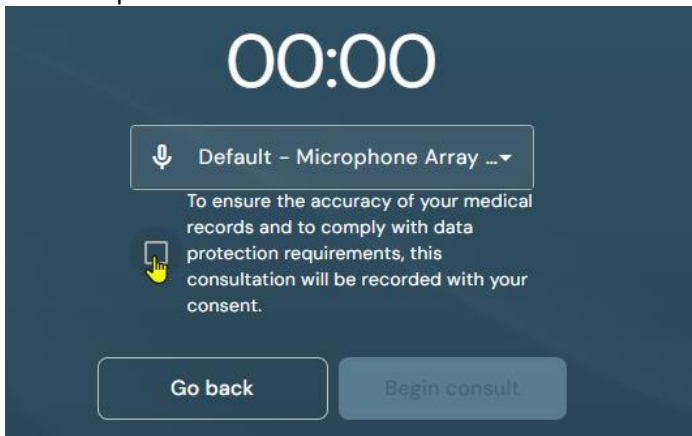
NOTE: At this stage you need to allow access to your computer's microphone if you use Scribe for the first time.



Select "Allow on every visit"

If you have set up an individual consent message under Settings it will be displayed before you can begin the consultation.

For example:



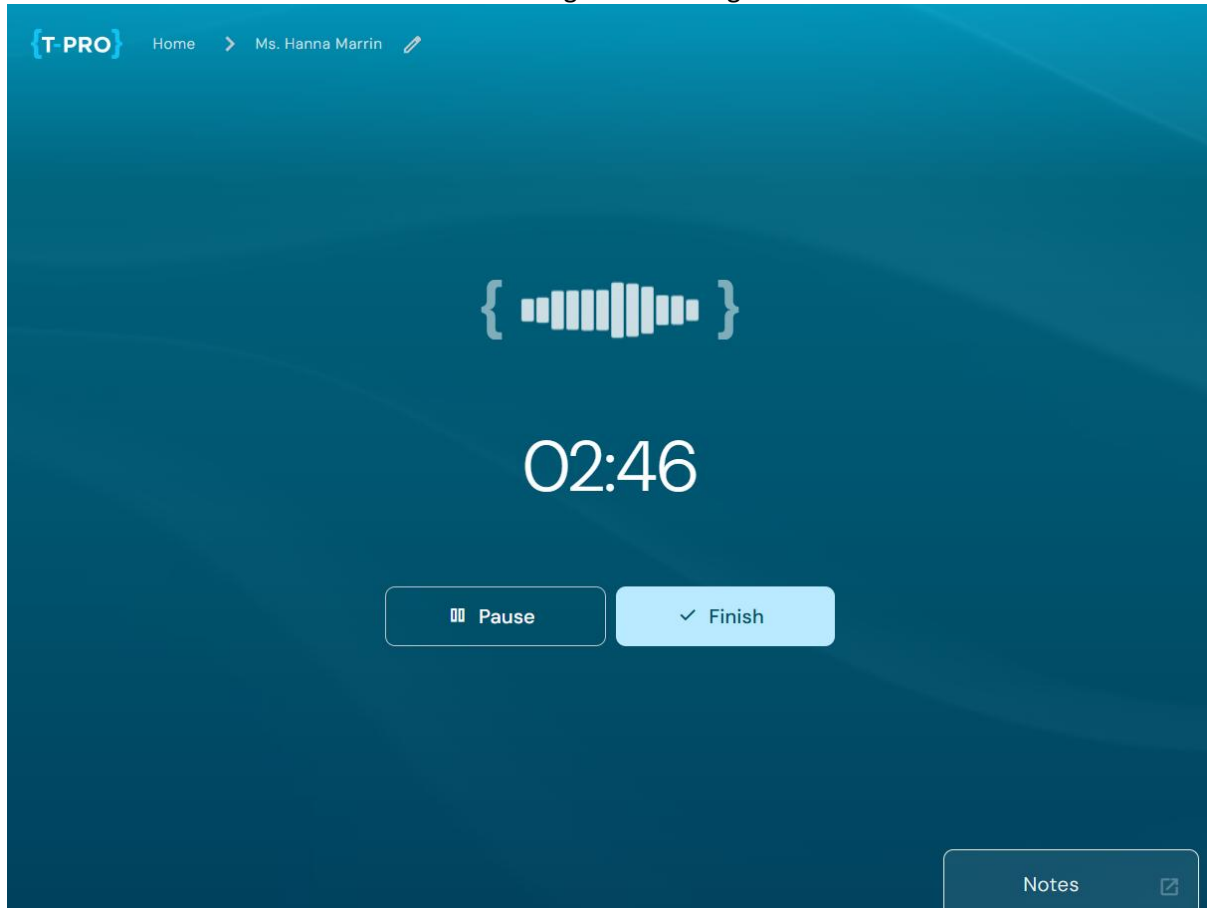
Example of a patient consent message

Click on **Begin consult**.

⇒ Scribe starts recording your conversation with the patient(s) in the background.

Active recording

Once the consultation has started the recording screen changes colour.

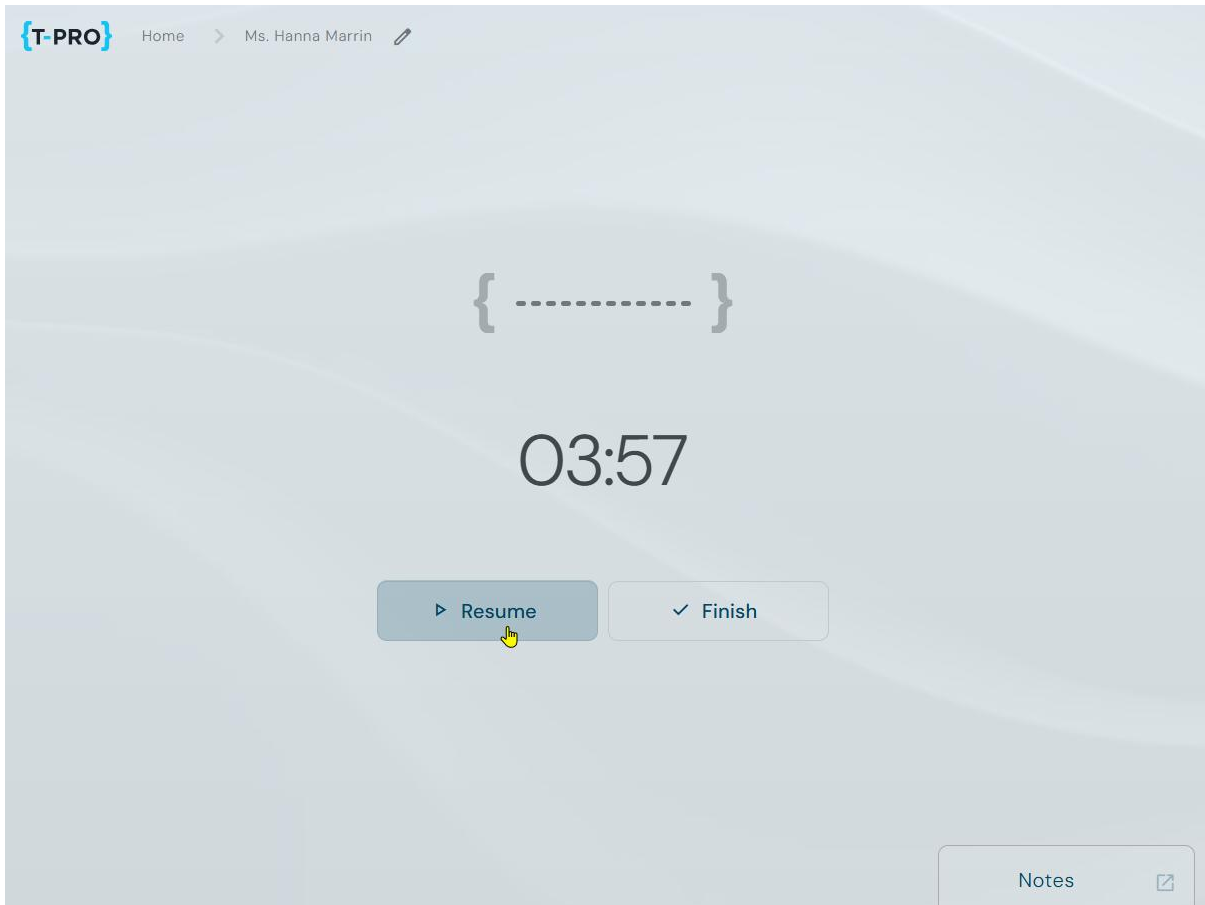


Ambient recording screen during a consultation

The audio input is visible during the consultation.
The recording limit per consultation is currently 2.5 hours.

Inactive screen

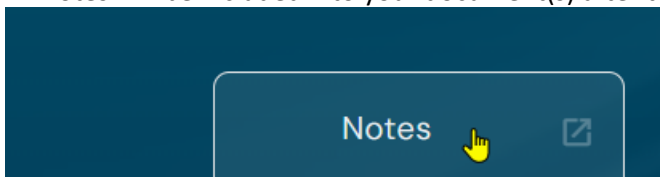
Click on **Pause** to pause the recording. The screen turns grey indicating that it is not recording.
If you have a feedback sound enabled in your Settings you will hear a beep.



Pause screen during a consultation in grey

Notes

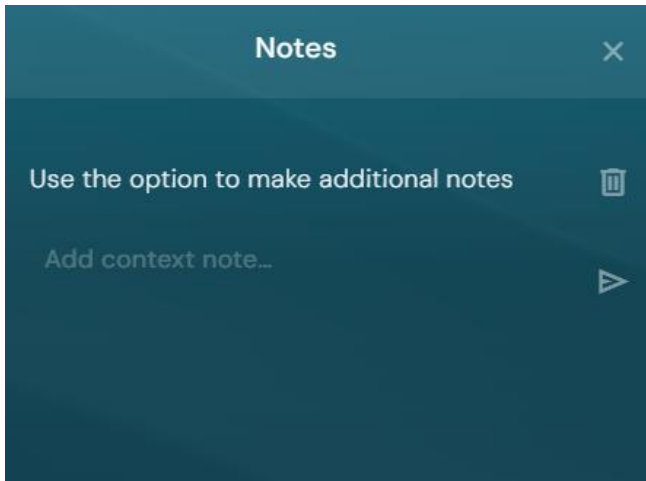
Use the Notes section for personal notes, e.g. all thoughts you do not want to share with the patient. All notes will be included into your document(s) after the consultation.



Access the Notes section

Click on **Notes**.

This option is available on all recording screens.



Type a note

Type your note and click on the arrow to save the note. It appears at the top of the Notes section.

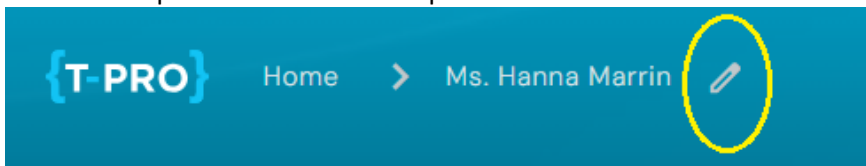
- The notes are saved and appear in the relevant place and context when generating the document.
- Click on the trash can to delete the note.
- Click on the small x in the upper right corner to minimise the Notes section.

At the end of the consultation click on **Finish**.

⇒ The recording stops and the template selection screen opens.

Edit patient data

If the wrong patient data has been selected it can be changed any time before document approval. Look for the pencil icon next to the patient name.



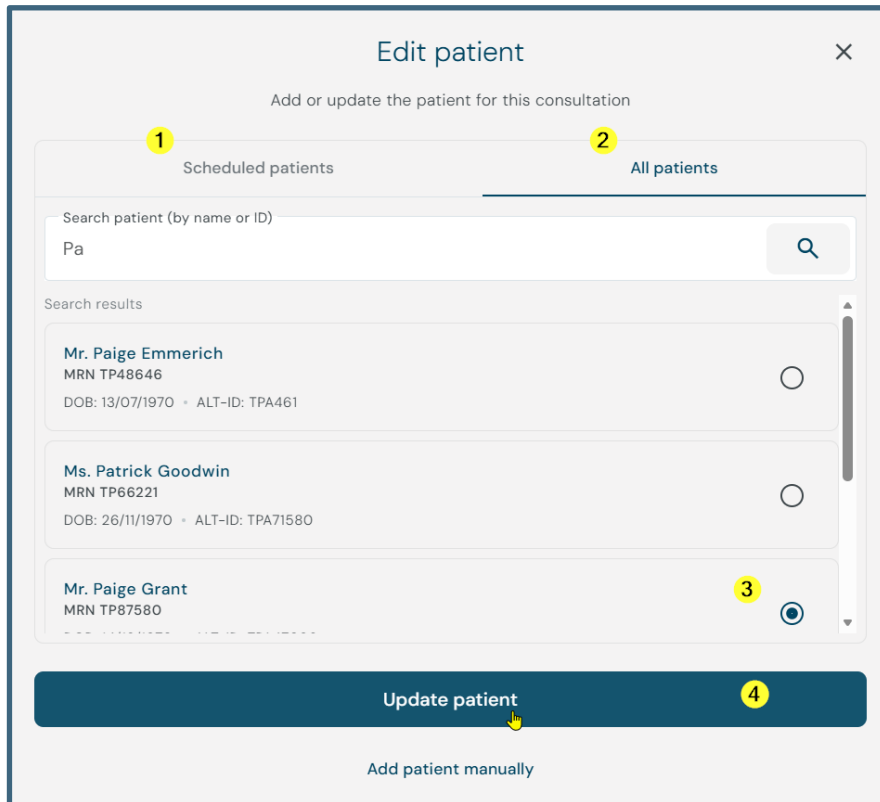
In the recording screen



Unapproved document in the Encounters section

Click on the pencil.

The *Edit patient* screen opens where you can find the correct patient.



Available options to change patient data

Search under

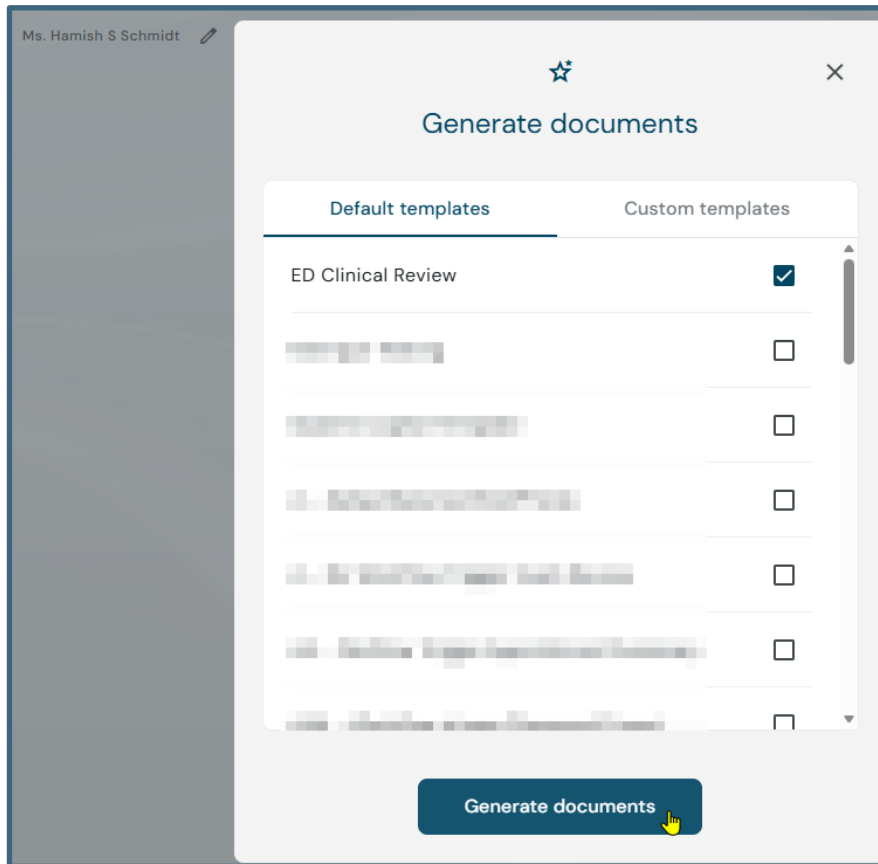
1. Scheduled patients
2. All patients

3. Select the right patient
4. Update the patient data

You always have the option to add patient data manually as well.

Generate documents

In this screen, you select the documents you need to create from this consultation.



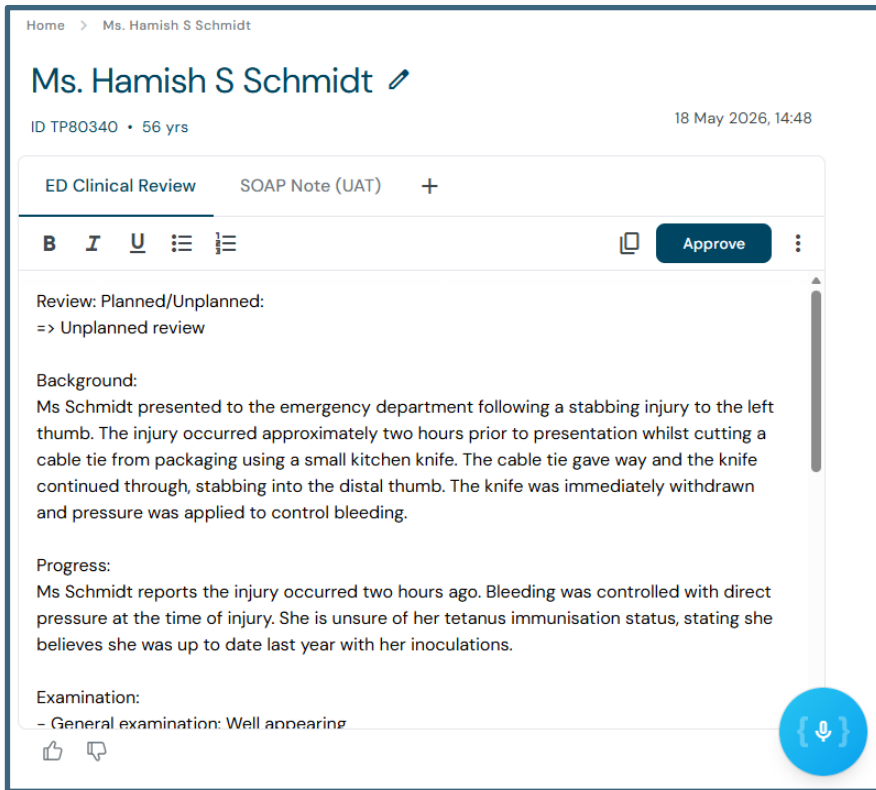
Select additional documents if needed

- The template(s) you have set as your default (under Settings) are pre-selected.
- You can generate more than one document from a consultation.
- You can deselect the defaults and select other or additional templates if needed. Just click the appropriate check box.

Click on **Create documents**.

- ⇒ The ambient recording - including your notes - will be processed to fit the selected template. If you have selected more than one template, they will be processed all at once.

Example of a generated document:

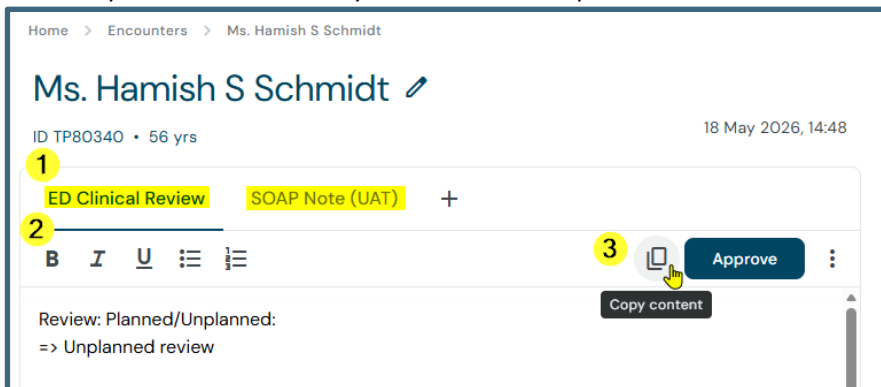


Clinical review note

The inserted text originates from the recording and has been fitted into the appropriate sections applying the template or blueprint instructions.

Document options

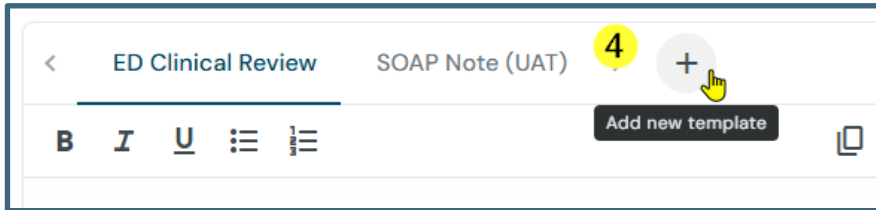
At the top of each document you have various options.



Document overview

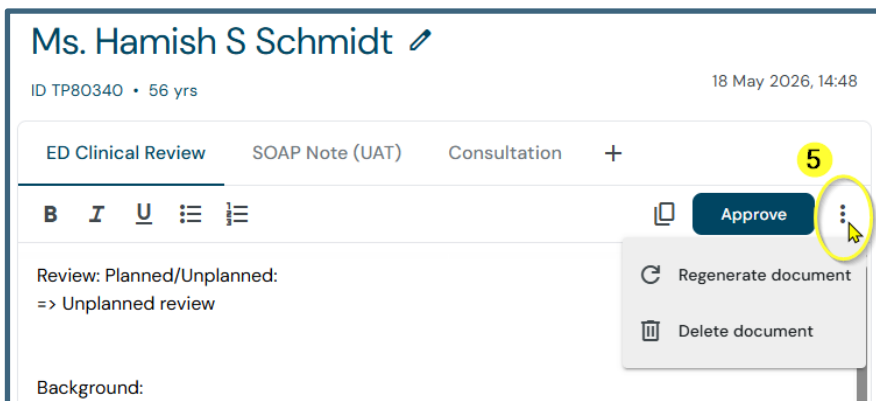
1. All generated documents are accessible at the top via separate tabs.
2. You can use formatting options to edit the document.
3. Use the copy icon to copy the entire content with one click.

Working with the Scribe Web App



Click to select an additional template

4. Click on the plus icon to generate another document for the same consultation. The template selection screen opens again (as described further up) for you to select another template.
- ⇒ The newly selected template will be automatically populated with the content of the consultation recording. The new document appears at the top on a new tab.



Menu options for the document

5. Use the three dots menu on the right to view more options.
- **Regenerate document** - with this option you can restore a document to its original Transcript; all content changes will be overwritten. You need to confirm this action.
 - **Delete document** - and confirm your action

Voice editing

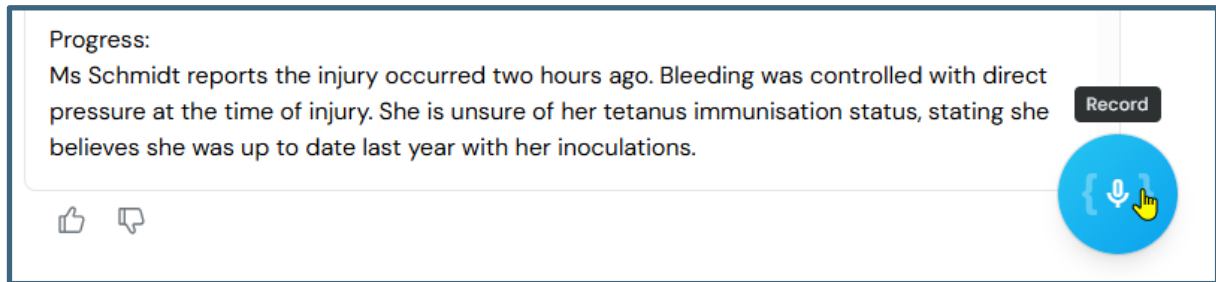
You can add further information using your voice.

NOTE: Documents are fully editable only before approval.

Place the cursor in the right position.

Click on the microphone button at the bottom right of the document.

Working with the Scribe Web App



Click to start the voice recording

The icon turns red and you can dictate additional content into your document.



Button active for recording

Click again when you're done to stop the recording.

Other editing options

You can also manually correct the content and type or paste additional information; just place the cursor in the right area and make your changes.

Use the formatting options mentioned before to **bold**, *italicise*, or underline your text.

Furthermore you have the option to use numbered and bulleted lists.

⇒ All content is saved automatically in Scribe.

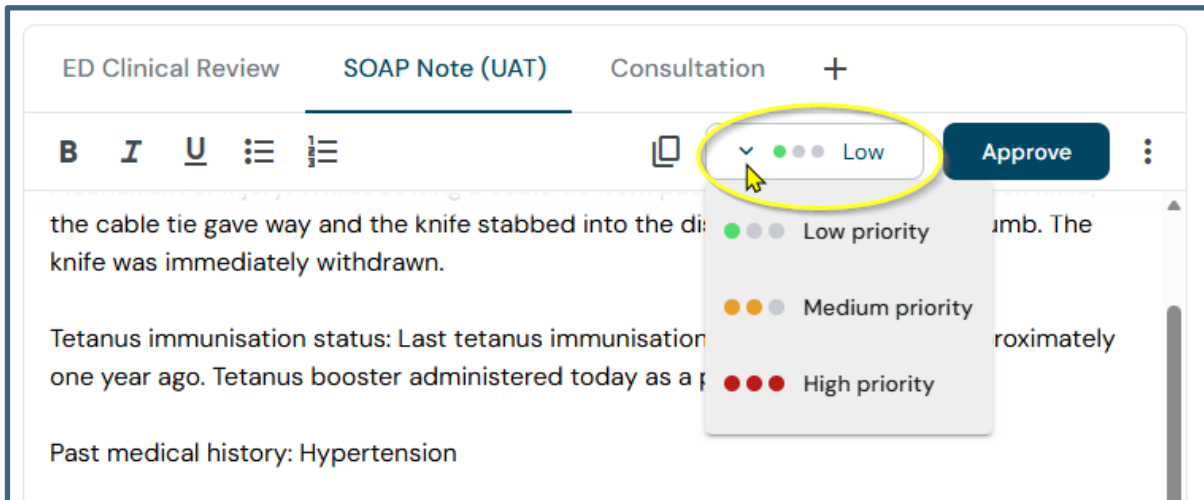
Priority (optional)

If your organisation also works with T-Pro's web application (Dictate) and your Scribe templates derive from there, you will be able to set priorities for your documents.

NOTE: This option can only be enabled on template level in the Dictate web app.

In Scribe you see the priorities in the document's toolbar. Click on the default **Low Priority** to expand the menu:

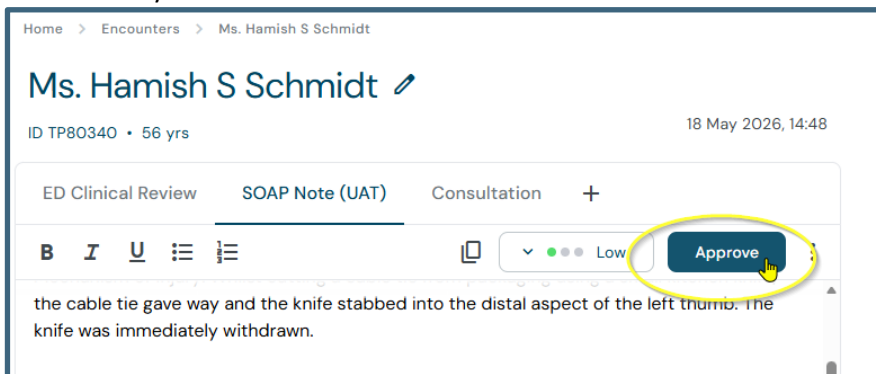
Working with the Scribe Web App



Select a different priority

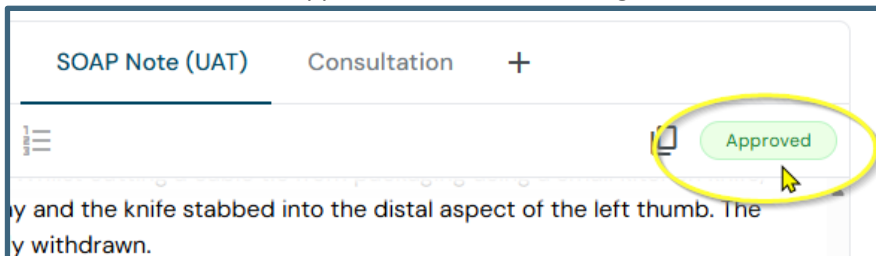
Document approval

Use the button at the top right of the document to **Approve** it. After approval, the document cannot be edited anymore.



Approve the generated documents one by one

If a document has been Approved the button turns green.

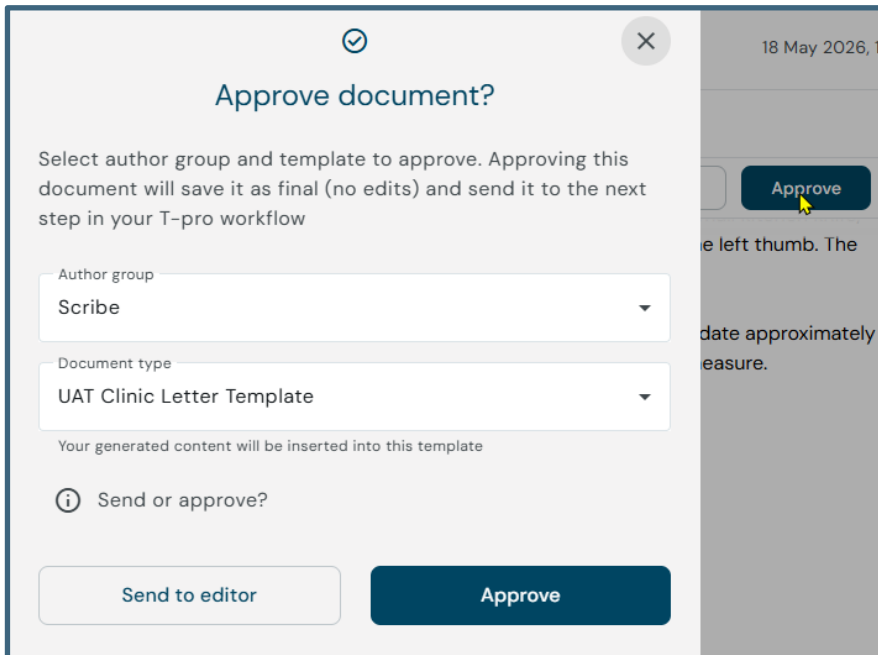


An approved document

If you work with an integrated setup your documents will be sent to T-Pro's web platform where they can be further processed.

In this case you see a different confirmation message at approval.

Working with the Scribe Web App

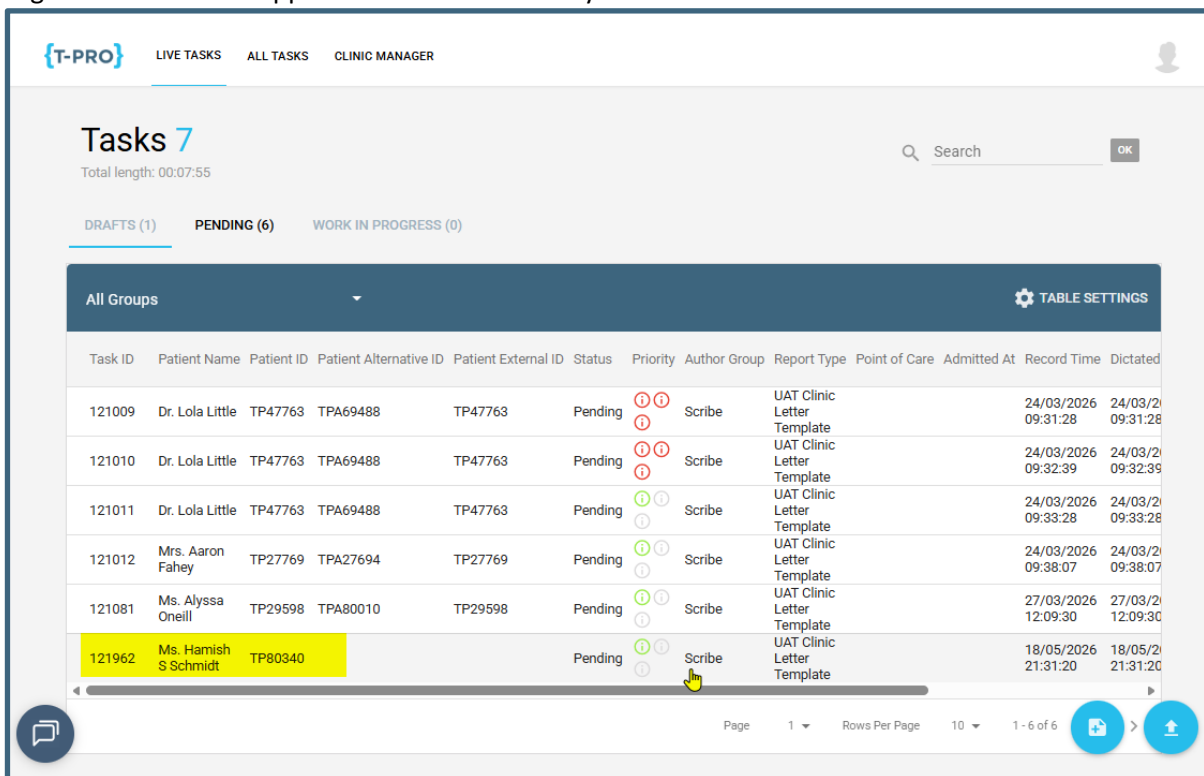


Send the document to an integrated T-Pro environment

Your author group and document type could be changed at that stage if needed.

Examples:

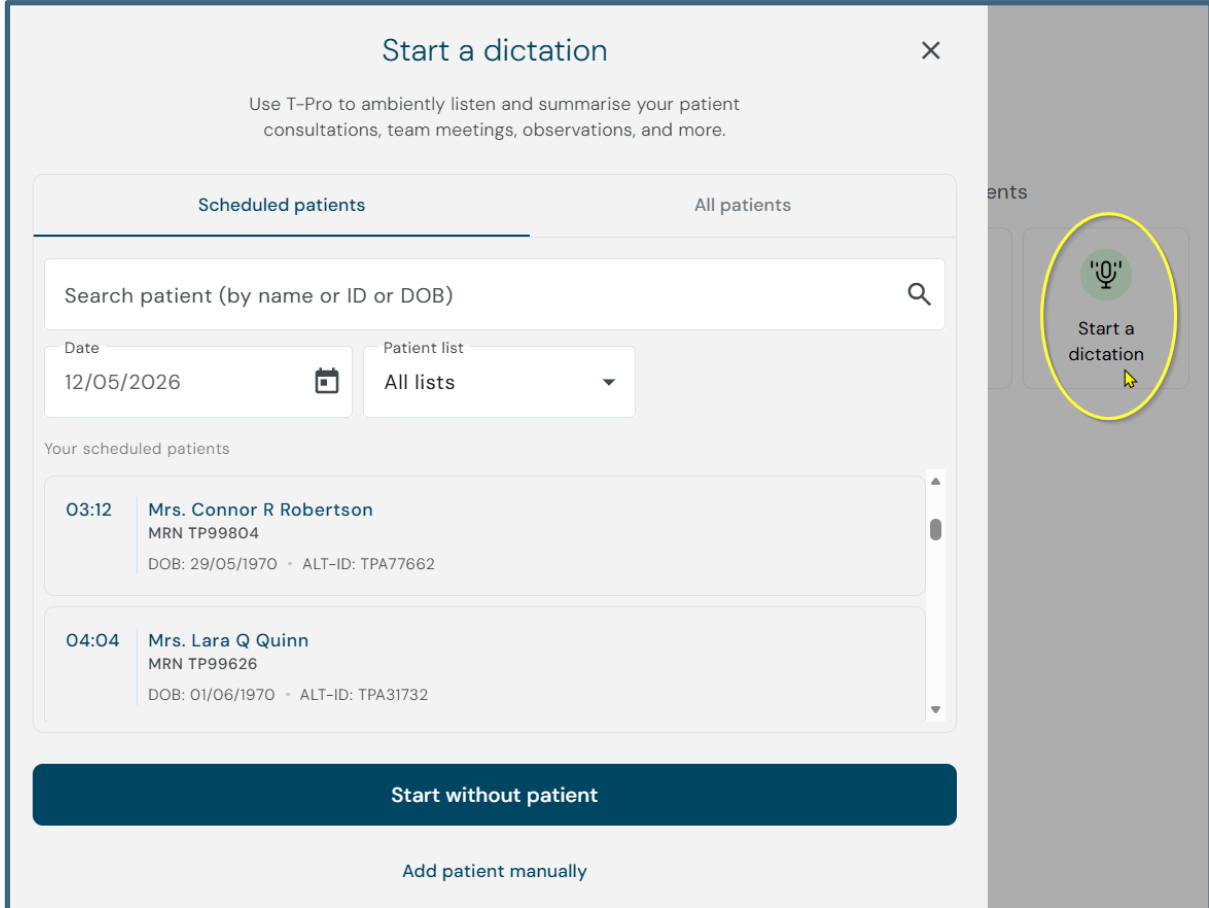
Log in to T-Pro's web application Dictate to view your document under PENDING.



Document appears as a task in T-Pro's web application

Dictation

From the Home screen click on **Start a dictation**. The below screen comes up.



Screen to start a dictation (with patient integration)

Use this option if you want to create a clinical note about the patient without a consultation.

You get the same options as if starting a consultation:

- Search your schedule
- Search for any patient
- Start without patient data (standalone version)
- Add patient data manually (standalone version)

Start a dictation

Use T-Pro to ambiently listen and summarise your patient consultations, team meetings, observations, and more.

Scheduled patients All patients

Search patient (by name or ID or DOB) 🔍

Date: 12/05/2026 📅 Patient list: All lists ▼

Your scheduled patients

- 02:12 Mrs. Marcus M Murphy
MRN TP23230
DOB: 14/03/1970 - ALT-ID: TPA85883
- 03:12 Mrs. Connor R Robertson
MRN TP99804
DOB: 29/05/1970 - ALT-ID: TPA77662

Start without patient

Add patient manually

Search for a scheduled patient

Start a dictation

Use T-Pro to ambiently listen and summarise your patient consultations, team meetings, observations, and more.

Scheduled patients **All patients**

Search patient (by name or ID)

Mc

Miss Chelsea M Mccullough
MRN TP99782
DOB: 27 Aug 1970 · ALT-ID: TPA42984

Dr. Eve M Mccullough
MRN TP65556
DOB: 26 Jul 1970 · ALT-ID: TPA5683

Ms. Leo M Mccullough
MRN TP48954
DOB: 16 Jun 1970 · ALT-ID: TPA33199

Start without patient

Add patient manually

Search your general patient list

Start a dictation

Use T-Pro to ambiently listen and summarise your patient consultations, team meetings, observations, and more.

Scheduled patients All patients


Search patient (by name or ID or DOB)

Date: 03/06/2026 Patient list: All lists

Your scheduled patients

No patients found

1 Start without patient

2 Add patient manually 

Options for dictations without patient data

Select option 2 to manually enter the patient information. If you work with a standalone system this would be your first step.

Enter the patient's name and/or ID in the respective fields.

Start a dictation ×

Use T-Pro to ambiently listen and summarise your patient consultations, team meetings, observations, and more.

Schedule patients

Search patient (by name) 🔍

Date
18/05/2026

Your scheduled patients

Add patient manually 🔍

Patient name

Patient ID

Date of birth 📅

Start dictation

Start without patient

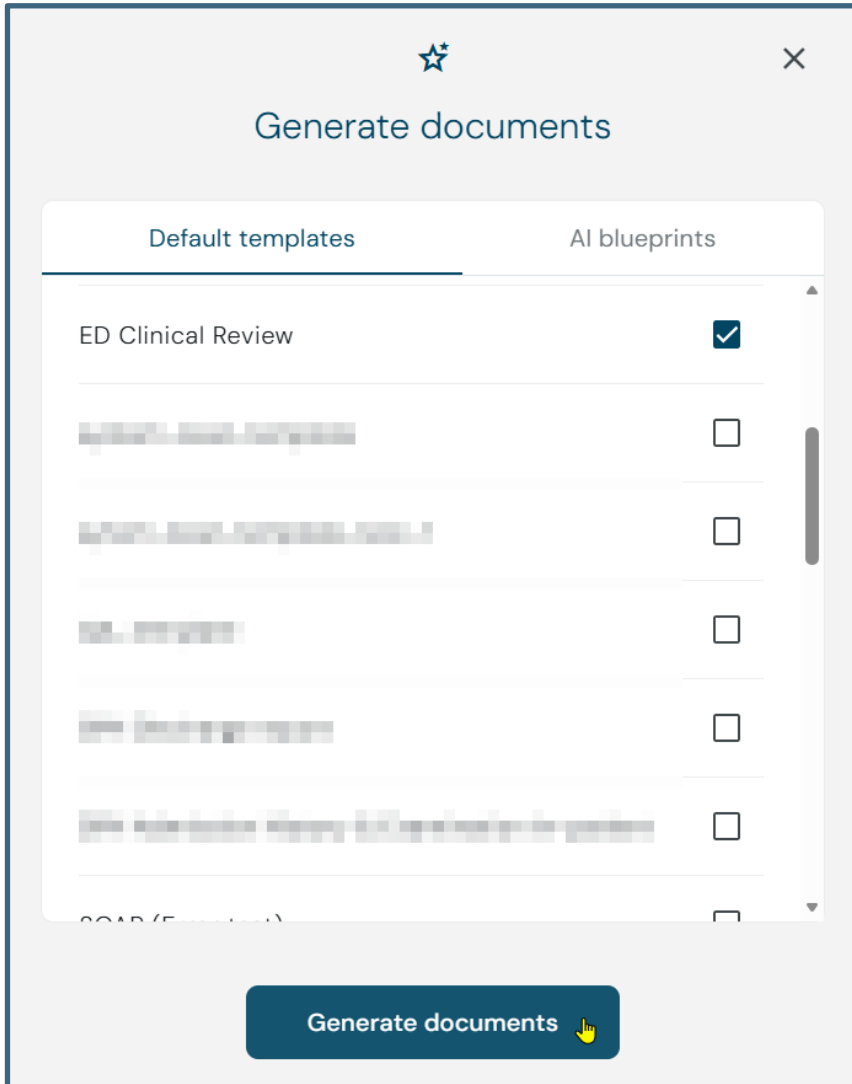
Add patient manually 👉

Enter patient data manually

Click on **Start dictation** to continue.

The next step is the same for all the above options.

- Select the document(s) you want to use for your dictation.
- Your default documents (as set up under Settings) are always pre-selected.
- If you have more than one default document type set up but you only want to dictate a single document, you'll need to deselect all other document types.

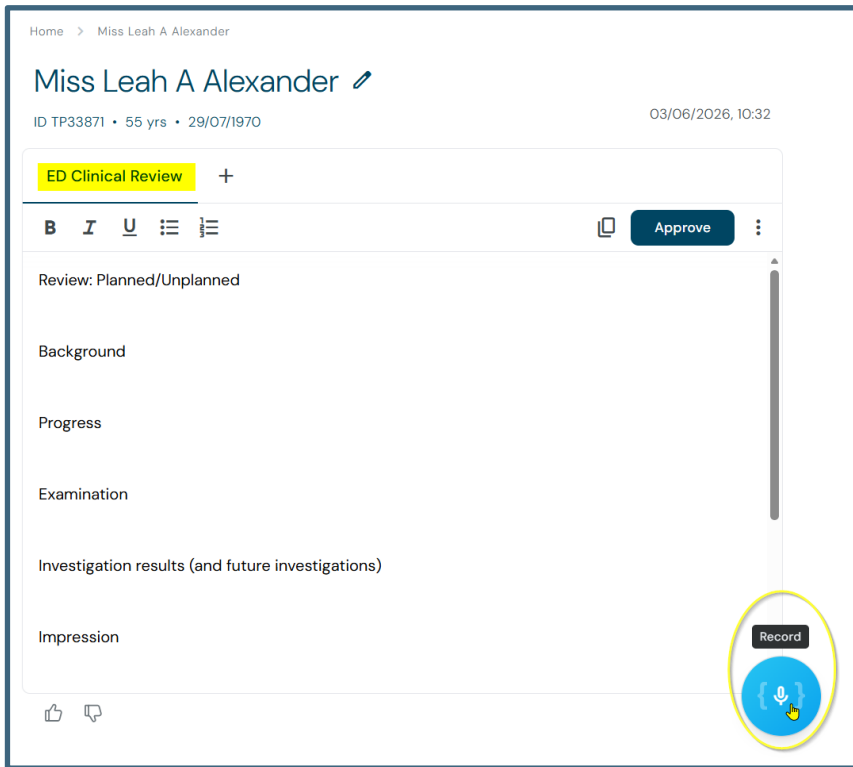


Only one template selected for dictation

Click on **Create documents**.

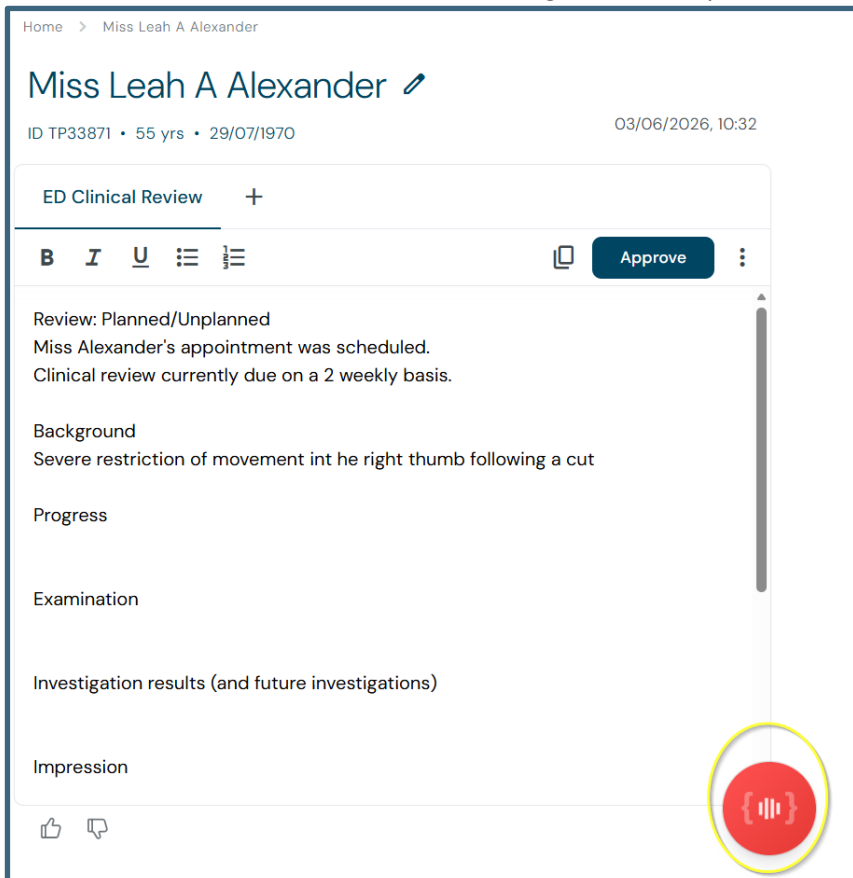
⇒ Your document template will open.

Working with the Scribe Web App



Clinical Review note is ready for dictation

Click on the blue icon to activate the recording and dictate your content.



Example of a dictation

- ⇒ All documents and their contents are automatically saved.
They can be accessed again in the Encounters section.

Editing or approving dictations works in the same way as for consultations. Please see under [Document options](#).

Consultation & Dictation commands:

Start consultation
Stop consultation
Pause consultation
Restart consultation
Generate document
Generate report
T-Pro Generate

Selecting and Choosing

Select<Text>
Choose<Number>
Next field
Previous field

Formatting

Bold that
Italicise that
Underline that
Uppercase that
Lowercase that

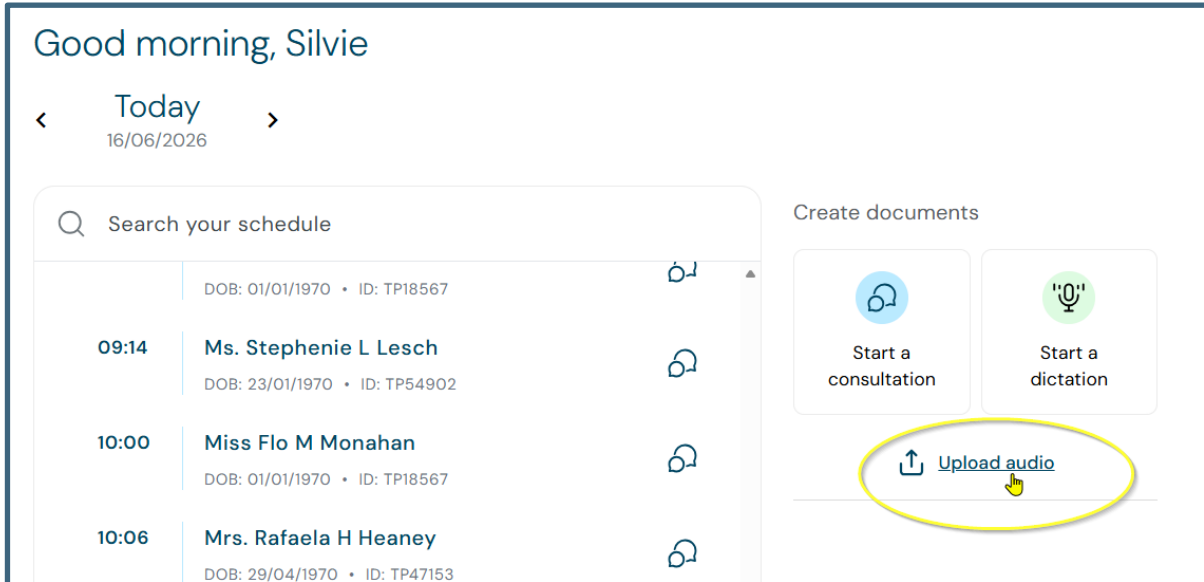
Punctuation

New line
New paragraph
Open quote / Close quote
Open single quote / Close single quote

Upload audio

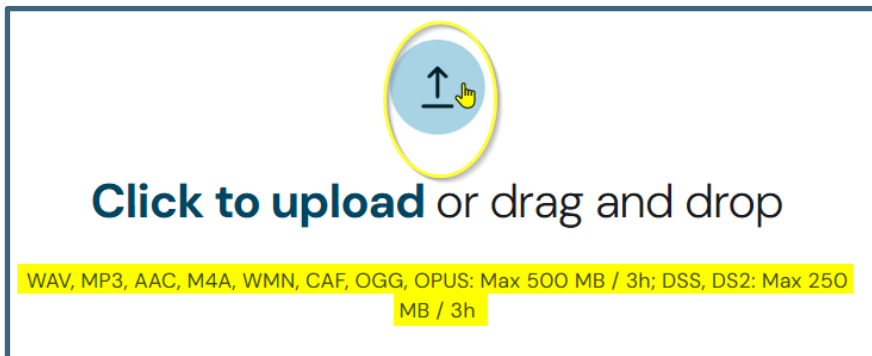
This option allows you to use existing audio files – files that you have recorded outside of T-Pro Scribe – for AI-assisted document generation.

On the Home screen click on **Upload audio**.



Option for external audio file upload

On the next screen you can use the arrow icon to open the file explorer of your device and browse to the relevant audio file location.



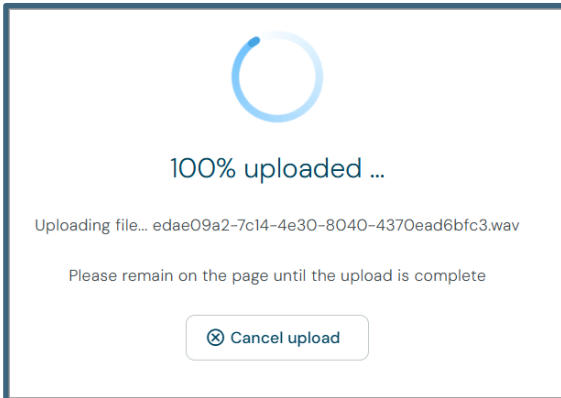
Click to browse

Alternatively, you can drag and drop an audio file into the field for document creation.

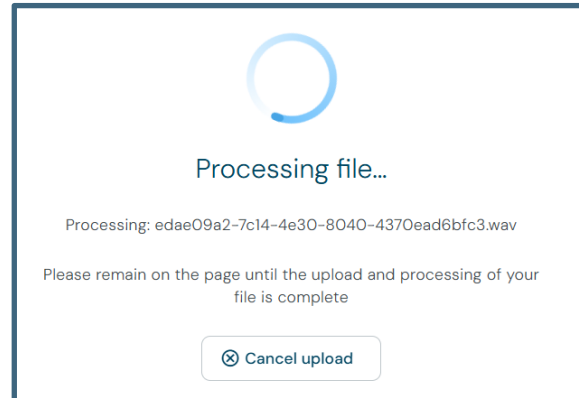
- You can only select and upload one file at the time
- Only select compatible audio file formats as stated in the app
- Note that there is a three-hour recording limit for the upload

Working with the Scribe Web App

You see the file name and it being uploaded and processed. Do not leave the page.



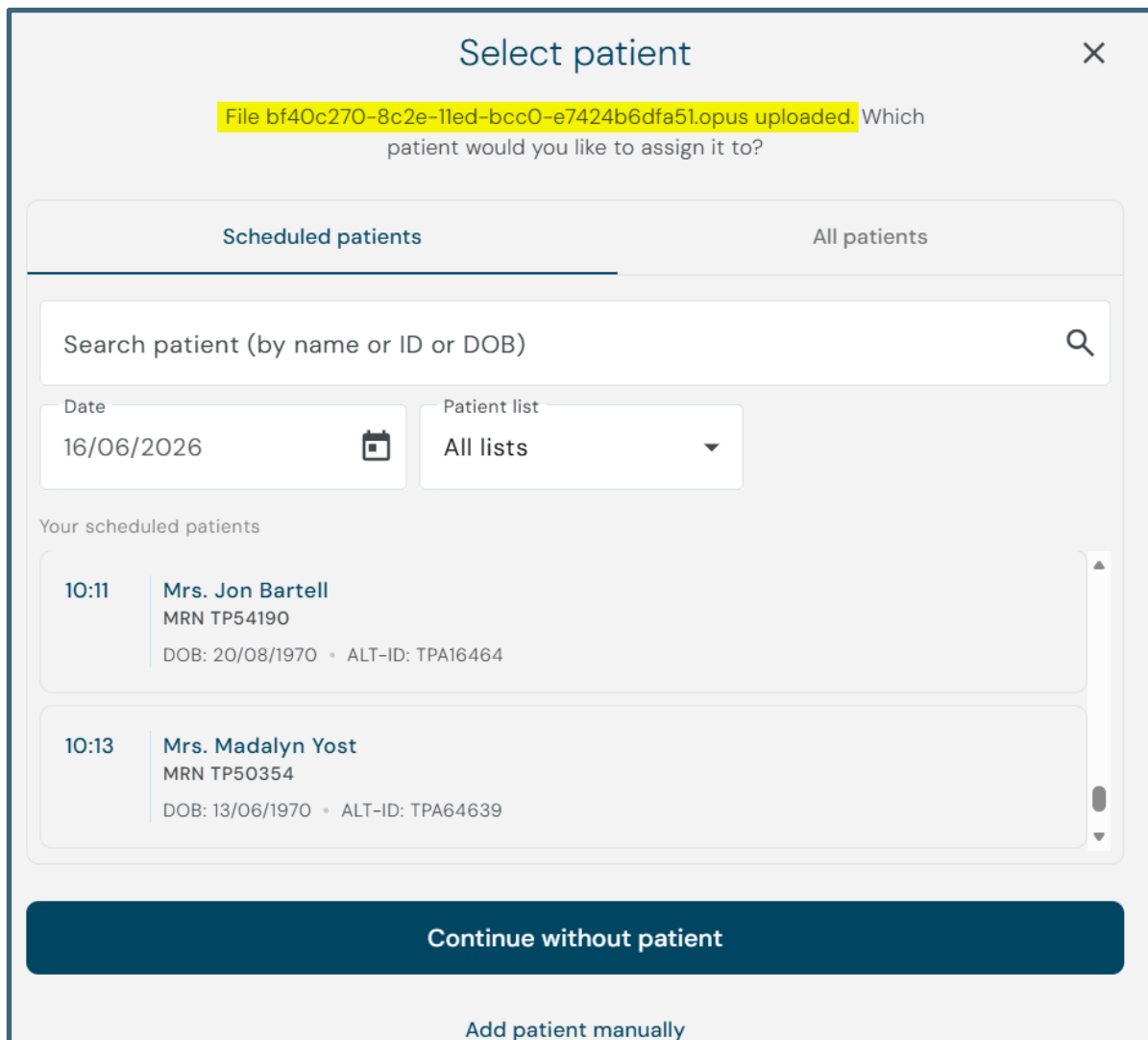
Upload percentage



File processing

NOTE: If connectivity is lost during file processing, it will resume once the connection is restored.

⇒ When this process is completed the patient selection screen opens automatically.

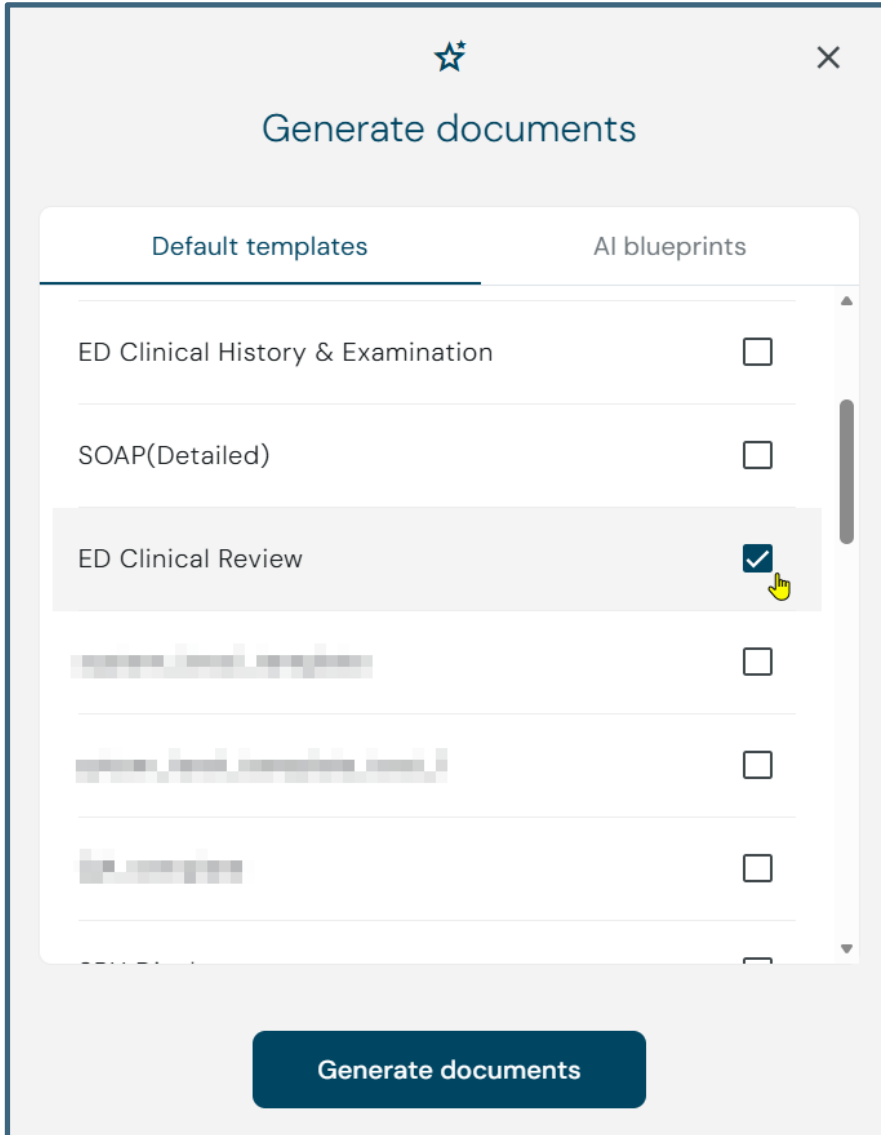


Select the relevant patient

Working with the Scribe Web App

If the external audio file is not related to your current schedule, search for your patient in the **All patients** section.

The next screen is the *Generate documents* screen. Here, you select all templates you want to use for document creation.



Select the templates for document generation

⇒ Your document(s) will be created.

Home > Andy Zaidan

Andy Zaidan

26/06/2026, 12:28

ED Clinical Review QA_template +

B *I* U **Approve**

Review: Planned/Unplanned:
Planned review

Background:
Andy Zaidan was diagnosed with prostate cancer and underwent radiotherapy in 2007. He has recently been diagnosed with recurrence in the setting of a PSA of 13. CT chest, abdomen, pelvis and bone scan revealed widespread bony metastases involving his vertebral column, ribs and pelvis. He has commenced androgen deprivation therapy with radiation oncology colleagues. Incidentally, CT imaging demonstrated cystic duct dilatation in the setting of gallstones, and he has an appointment with general surgical colleagues in one to two weeks. He has been experiencing difficulty tolerating his long-term urethral catheter and requested a trial with it removed.

Generated documents after audio upload

Here you can manually edit the document, copy its content, regenerate, approve, or delete the document. You can use the add new templates function to create additional documents. The workflow with the Dictate web application works as usual (if you have set this up). You can also delete the entire encounter.

NOTE: Documents generated from external audio files cannot be edited via speech recognition. The microphone button is not available.

Encounters

Move to Encounters. This is the section where you can access all your encounters and related documents. It is your archive.



Status	Day	Time	Patient name	Patient ID	Date of birth	Documents	Duration	Actions
Draft	Today	12:13	Dr. Annabelle M Martin	TP65752	29/06/1970	0	-	⋮
In Progress	Today	10:32	Miss Leah A Alexander	TP33871	29/07/1970	1	22s	⋮
Draft	29/05/2026	16:58	Dr. Kiara Quinn	TP59394	17/11/1970	0	-	⋮
Approved	19/05/2026	15:36	Miss Eli K Kris	TP46830	30/01/1970	4	4m 8s	⋮

Encounters main screen

The table provides the following overview:

- Status of the encounter
 - **Draft** - Encounter with recording but no generated document(s)
 - **In Progress** - Encounter with recording & generated document(s) but not yet approved
 - **Approved** - Encounter with recording, generated document(s) & at least one approved
- Day
- Time
- Patient name
- Patient ID
- Date of birth
- Number of documents
- Duration of the recording
- Actions menu

In this area you can:


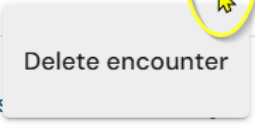
- continue working on unapproved documents
- approve documents
- generate additional documents
- regenerate documents
- delete documents
- look up previous encounters

Select the encounter you want to view and click on the entry to open it.

⇒ You get the same screens / documents you worked with when generating your documents after you finished a consultation or a dictation.

Delete an encounter

On the Encounters screen click on the three dots to open the Actions menu. You might need to scroll the table to the right.

Date of birth	Documents	Duration	Actions
29/06/1970	0	-	
29/07/1970	1	22s	

Use the actions menu

Select **Delete encounter** and confirm.

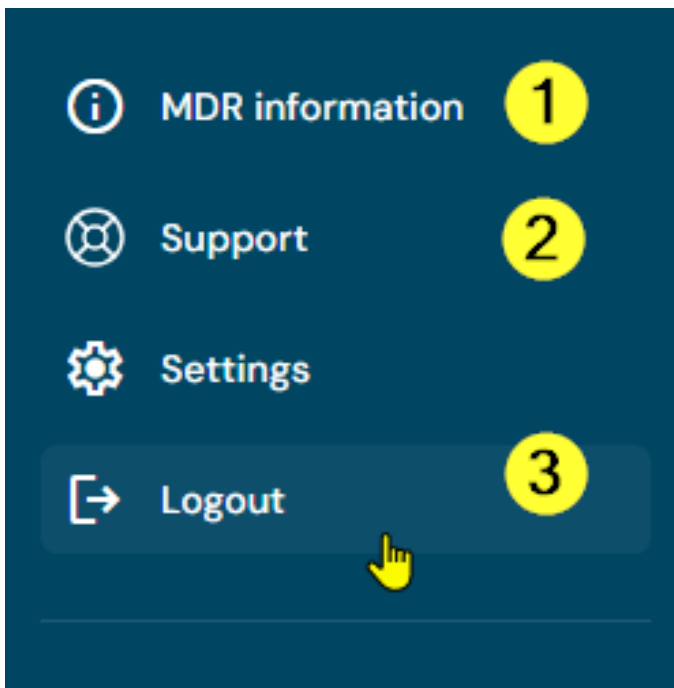
NOTE: An *Approved* encounter cannot be deleted.

⇒ The selected encounter with all associated documents will be deleted and cannot be recovered anymore.

MDR information, Support & Logout

These are the remaining options on the navigation bar.

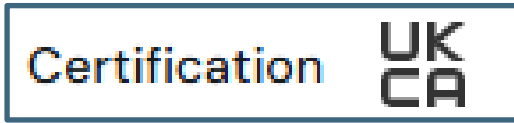
NOTE: The MDR information is only visible to you when you work within the EMEA region.



Further options of the navigation bar

1. Click on **MDR information** to view details required for medical device regulatory compliance, including device and manufacturer identification, intended use, and warnings.

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2. Use the **Support** option on the navigation bar to access the T-Pro Help section with numerous help articles.
3. Click further down on **Logout** to leave the application.