



Scribe Web Version 2.0 Author Manual

Document revision 1.3

Document History

Revision	Date	Changes	Author
1.3	21/07/2026	- Regenerate all documents in an encounter - Workflow Sync with T-Pro Dictate - Device Controller 1.3.6 and higher	smc
1.2	08/07/2026	Audio capturing for online consultations with headsets	smc
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

Table of Contents

Introduction.....	5
About this manual	5
Features.....	5
Workflow	5
Preliminary steps	6
Web-based application	6
Bandwidth	6
Audio	7
Accessing Scribe	8
T-Pro login	9
Single sign-on	9
Microsoft login	10
Multi-factor authentication (MFA)	11
First time login	12
Reset password	12
Mobile number	13
Contact email	14
Speciality	15
Templates.....	16
Forgot your password?	20
Home screen overview	23
Patient schedule	23
Settings.....	25
My details	25
Security	27
Password	27
Patient consent	28
Feedback sound	29
Templates	29
Default template(s)	30
Change your default template(s)	31
AI blueprints (optional)	32
Include content in your instructions	33
Edit your blueprints	37
Delete a blueprint	37
Consultation with ambient recording.....	38
Standalone version	39
Recording screen	41
Online consultation with headset	42

Active recording	44
Inactive screen	44
Notes	45
Edit patient data	46
Generate documents	48
Document options	49
Voice editing	50
Other editing options	51
Priority (optional)	51
Document approval	52
Dictation	54
Consultation & Dictation commands:	61
Upload audio	62
Encounters	66
Menu options for encounters	67
Delete an encounter from the main screen	68
MDR information, Support & Logout	69

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.

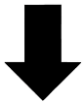
Working with the Scribe Web App

In the Scribe Home screen you can:

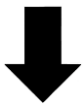
start a **Consultation**



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

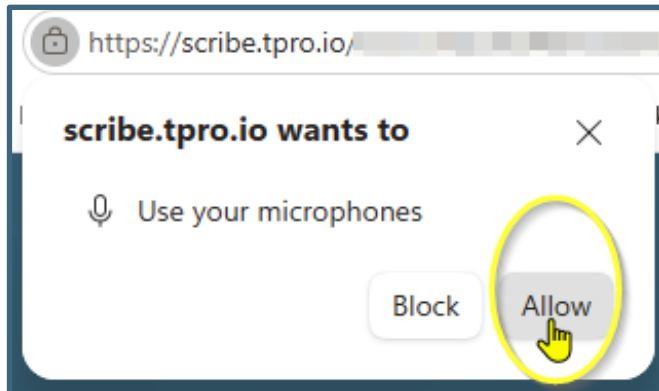
A wired internet connection will provide best quality but you can also use Wi-Fi or a mobile 3.5/4G data service.

- 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:

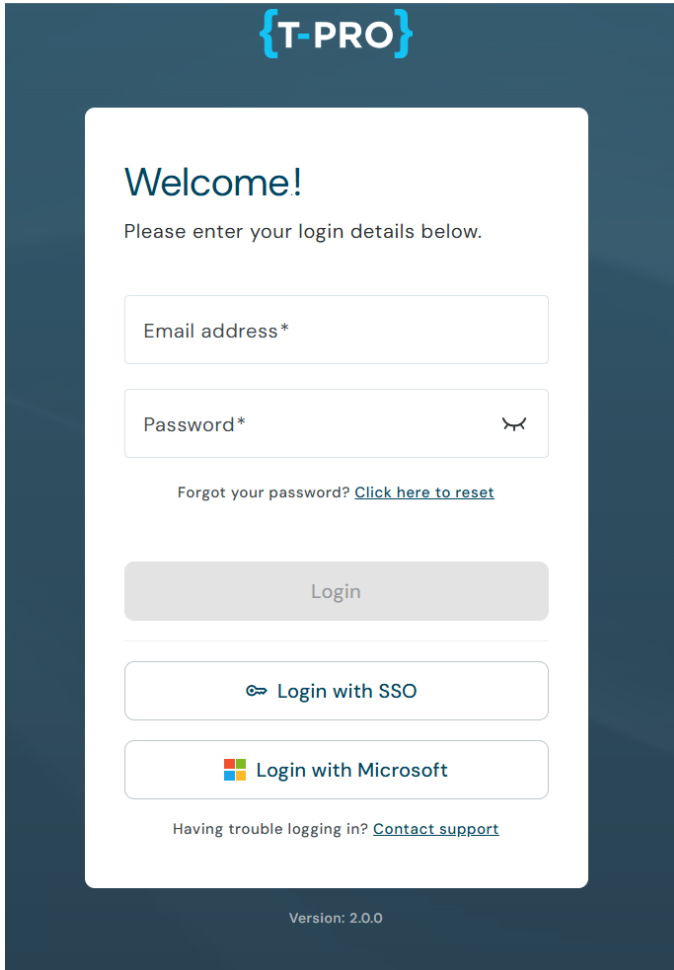


Select "Allow" or "Allow on every visit"

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

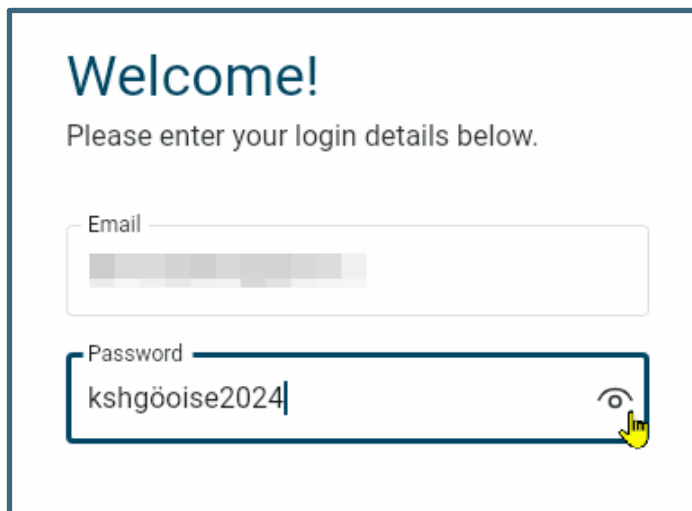
- If you are a new T-Pro user, you will be led through the entire first-time login process.
- If you have been working with other T-Pro applications already and your account setup is completed, you will be asked to only select your speciality and your templates.

Working with the Scribe Web App

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.

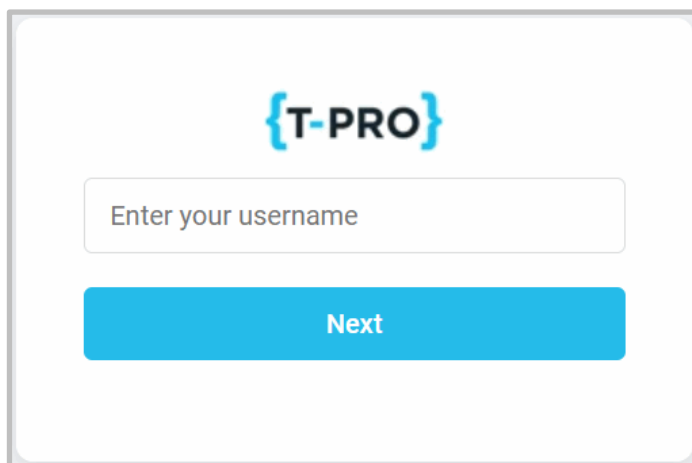


View your password input

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

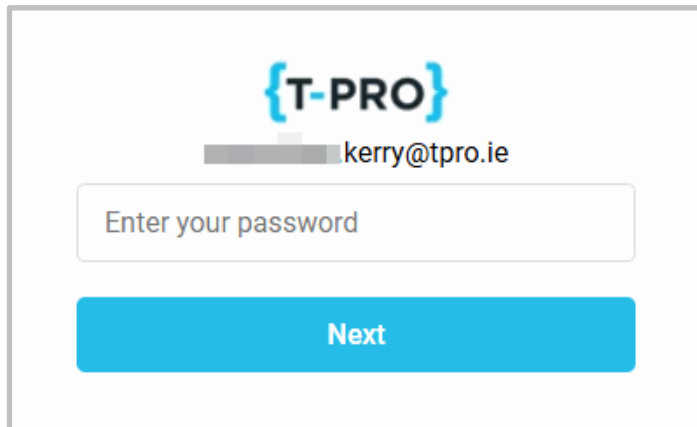
Single sign-on

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)

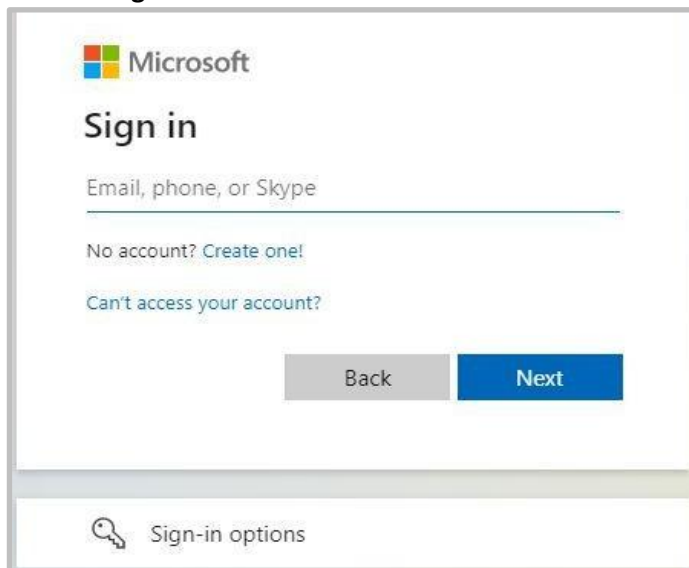
The above screen can be customised with your organisation's name and logo.

⇒ 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.

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 [further down](#)). 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="115 288 551 695"/>

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.

First time login

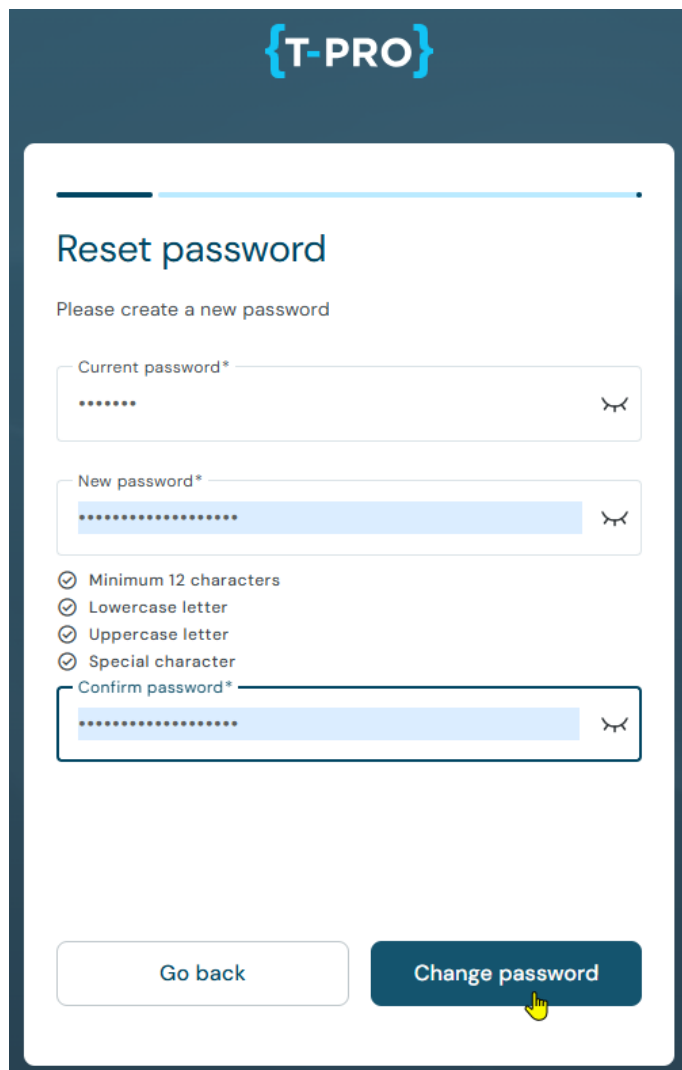
This is a one-time process when you start using T-Pro. During the process you configure your account.

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.

The screenshot shows a web form titled 'Reset password' with the T-PRO logo at the top. Below the title is a subtitle 'Please create a new password'. There are three input fields: 'Current password*', 'New password*', and 'Confirm password*'. Each field has a password strength indicator (a series of dots) and a toggle icon (an eye with a slash). Below the 'New password*' field, there are four requirements listed with checkmarks: 'Minimum 12 characters', 'Lowercase letter', 'Uppercase letter', and 'Special character'. At the bottom of the form, there are two buttons: 'Go back' and 'Change password'. A yellow hand cursor is pointing at the 'Change password' button.

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.

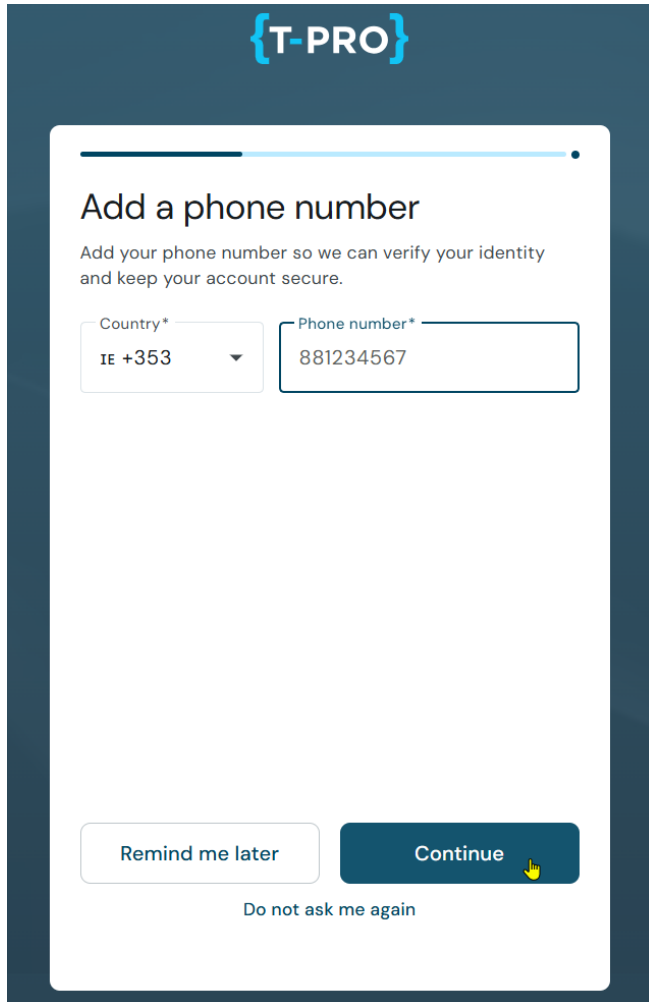
In the sample the new password must contain at least 12 characters, containing a lowercase letter, an uppercase letter, and a special character.

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.

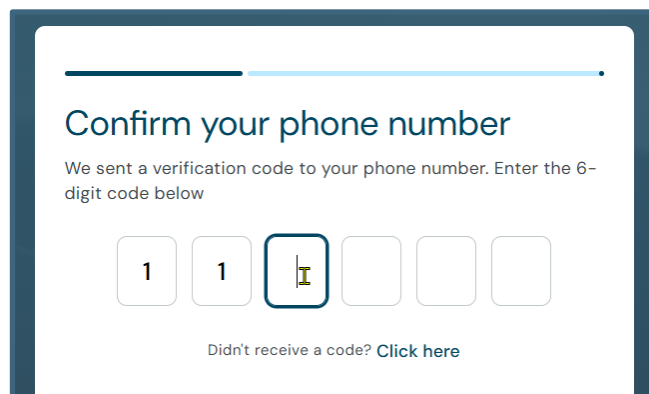
The screenshot shows a mobile app interface for adding a phone number. At the top is the {T-PRO} logo. Below it is a progress bar with one step completed. The main heading is 'Add a phone number'. Below the heading is a subtext: 'Add your phone number so we can verify your identity and keep your account secure.' There are two input fields: 'Country*' with a dropdown menu showing 'IE +353' and 'Phone number*' with the text '881234567'. At the bottom, there are two buttons: 'Remind me later' and 'Continue'. A yellow hand cursor is pointing at the 'Continue' button. Below the buttons is a link that says '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 with two steps completed. The main heading is 'Confirm your phone number'. Below the heading is a subtext: 'We sent a verification code to your phone number. Enter the 6-digit code below'. There are six input fields for the verification code. The first two fields contain the number '1'. The third field is highlighted with a yellow border and contains a cursor. The last three fields are empty. At the bottom, there is a link that says 'Didn't receive a code? Click here'.

Enter the confirmation code

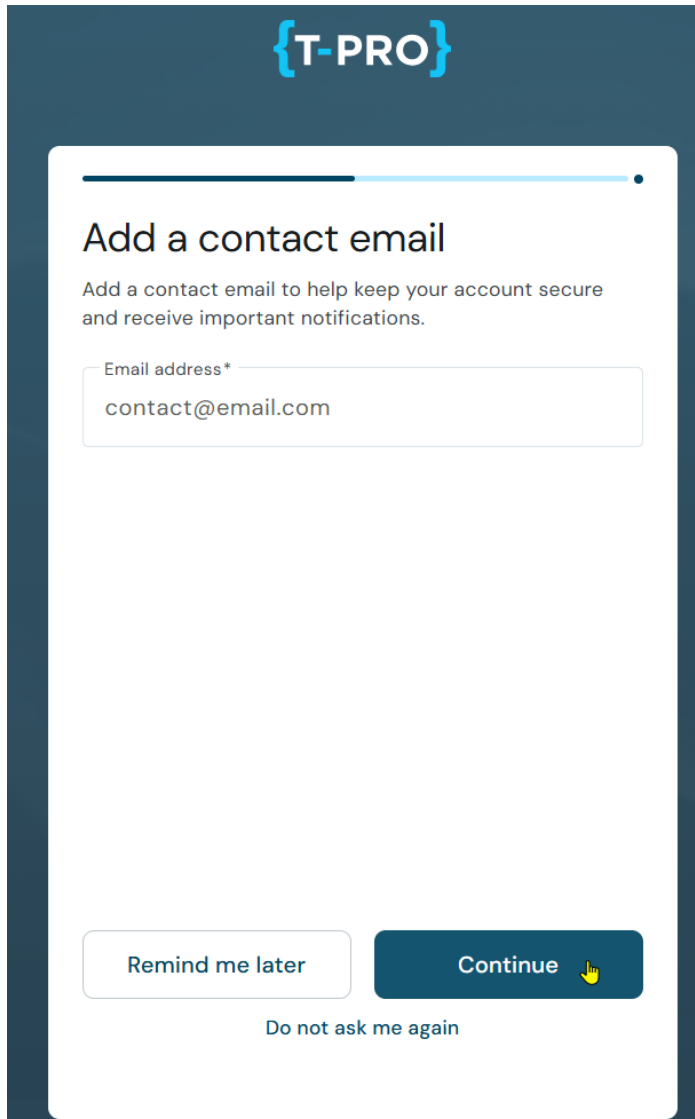
Working with the Scribe Web App

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.

The screenshot shows a mobile app interface for adding a contact email. At the top is the {T-PRO} logo. Below it is a progress bar with one step completed. The main heading is 'Add a contact email'. Below the heading is a subtext: 'Add a contact email to help keep your account secure and receive important notifications.' There is a text input field labeled 'Email address*' containing the text 'contact@email.com'. At the bottom, there are two buttons: 'Remind me later' and 'Continue'. A yellow hand cursor icon is pointing at the 'Continue' button. Below the buttons is a link that says 'Do not ask me again'.

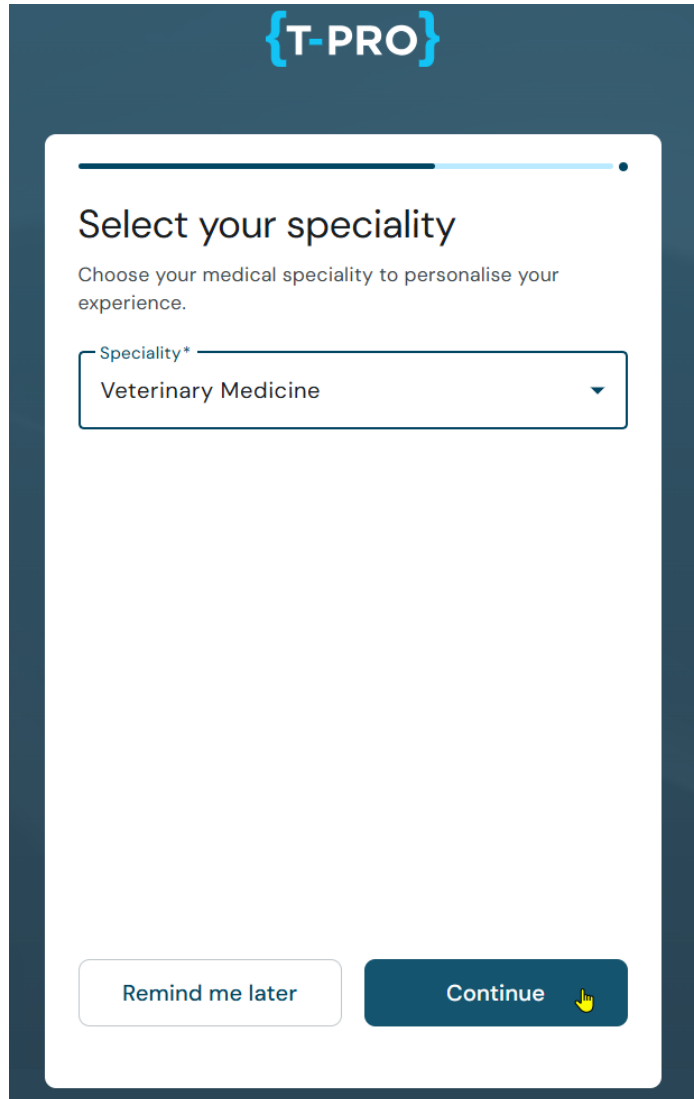
Enter a valid contact email address

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 in white on a dark blue background. Below the logo is a white card with rounded corners. Inside the card, there is a progress bar at the top, followed by the title "Select your speciality" and a subtitle "Choose your medical speciality to personalise your experience." Below this is a dropdown menu labeled "Speciality*" with "Veterinary Medicine" selected. At the bottom of the card 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.

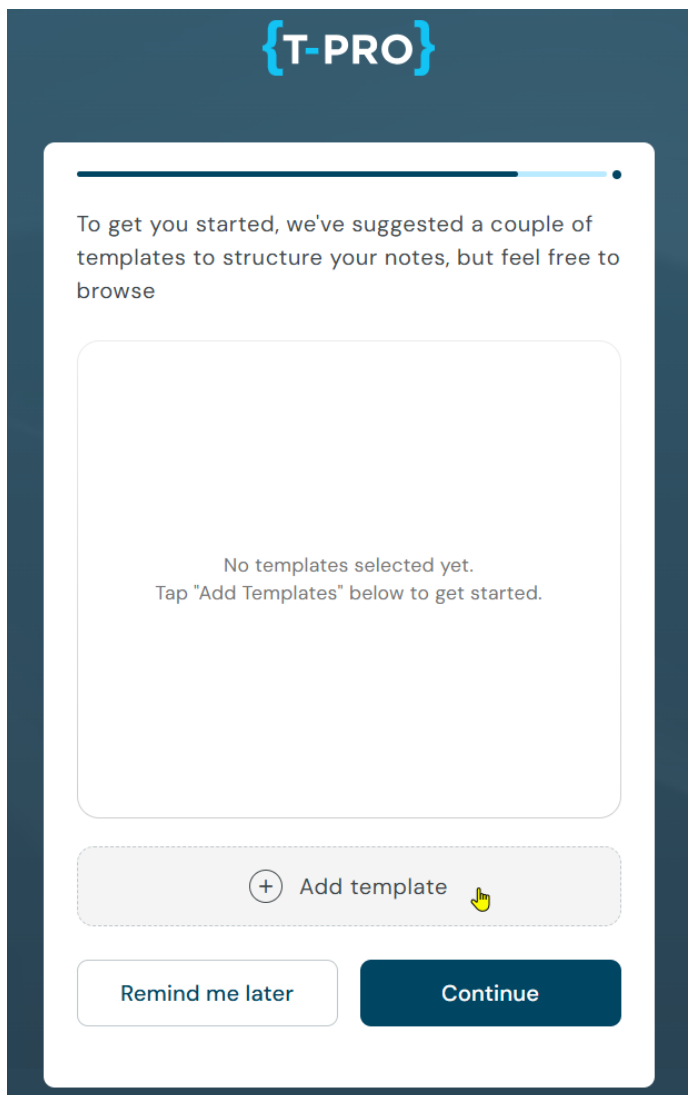
Templates

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

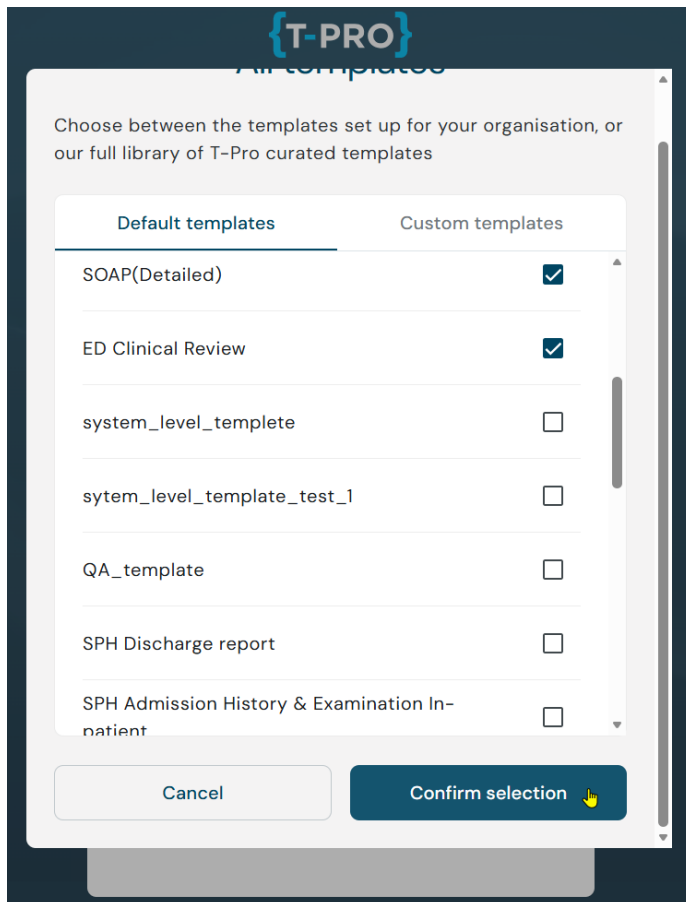
In this screen you can set up your default templates. These are the templates which will automatically be used for document creation after each consultation.

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**.



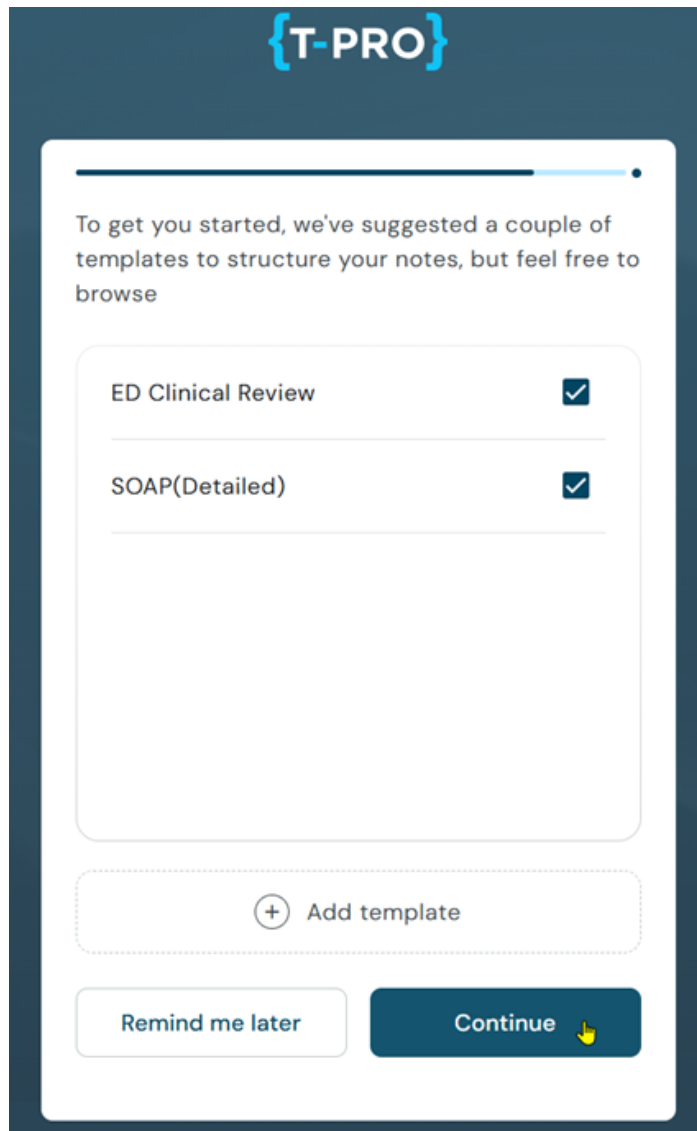
Template setup screen



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.



{T-PRO}

To get you started, we've suggested a couple of templates to structure your notes, but feel free to browse

ED Clinical Review ☒

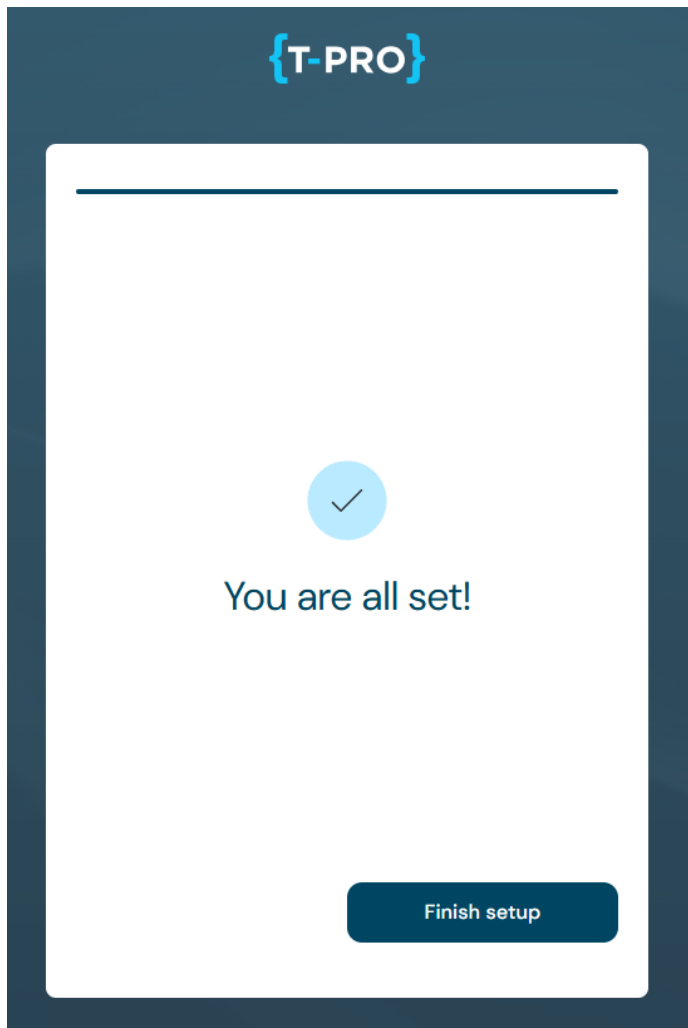
SOAP(Detailed) ☒

+ Add template

Remind me later Continue

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

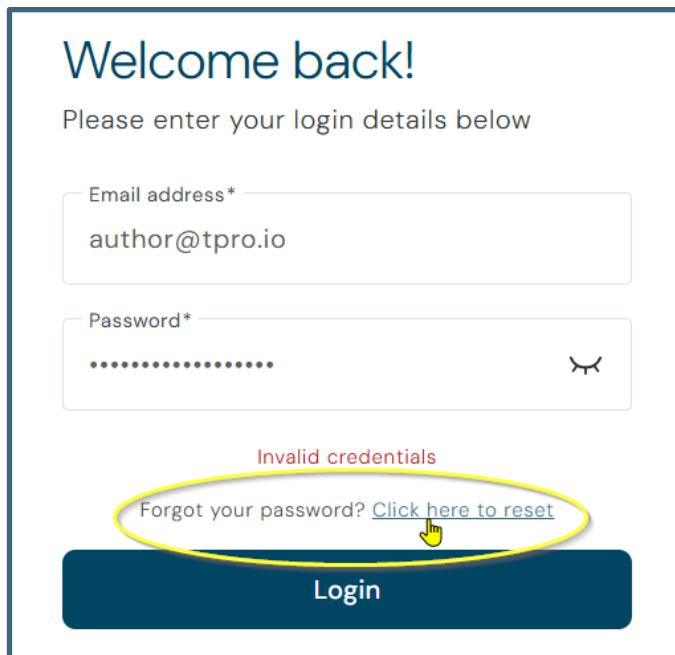
In all of the above screens you have also the option to select that you do not want to be reminded anymore.

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*
.....

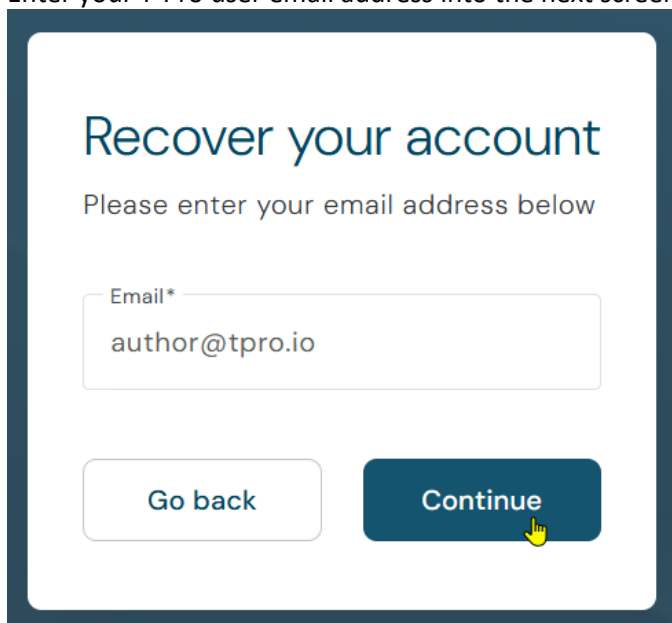
Invalid credentials

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

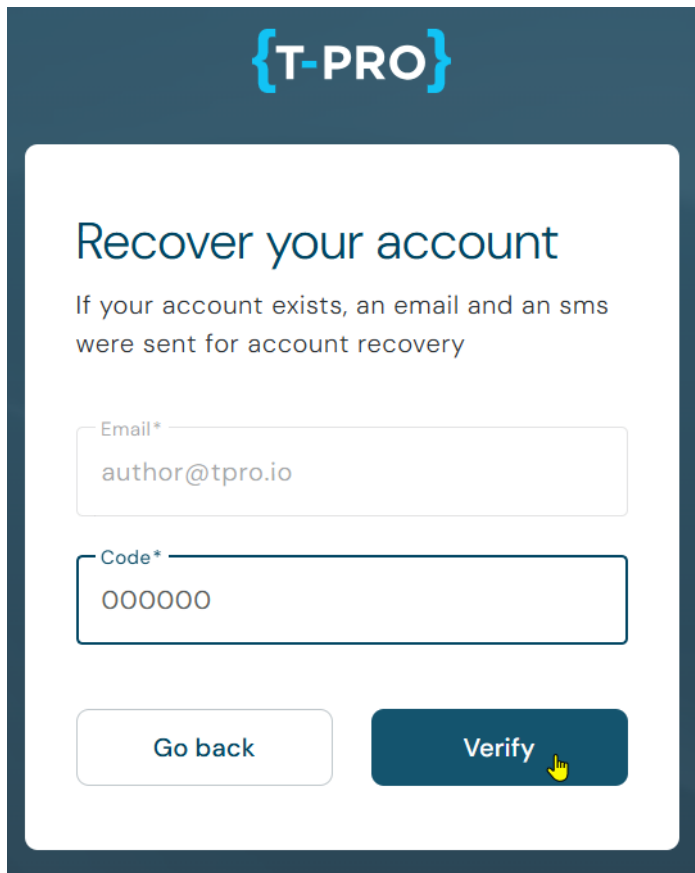
Email*
author@tpro.io

Go back Continue

Recover your account, step 1

Click on **Continue**.

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



The screenshot shows a web application interface for account recovery. At the top is the {T-PRO} logo. Below it, the heading "Recover your account" is displayed. A subtext explains that an email and SMS were sent for recovery. There are two input fields: "Email*" containing "author@tpro.io" and "Code*" containing "000000". At the bottom are two buttons: "Go back" and "Verify". A yellow hand cursor is pointing at the "Verify" button.

{T-PRO}

Recover your account

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

Email*
author@tpro.io

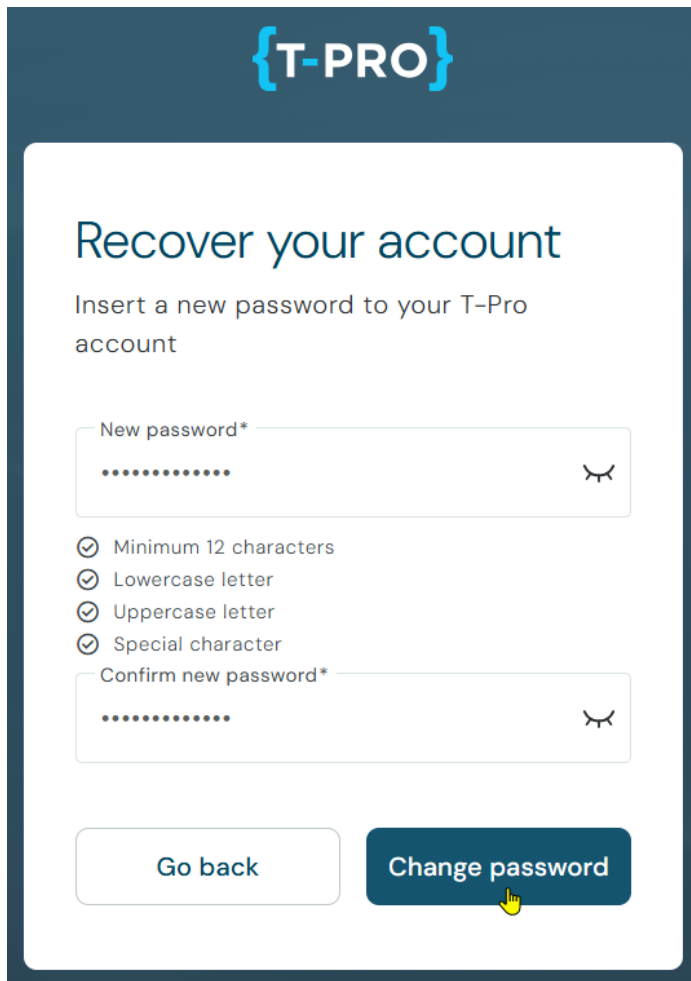
Code*
000000

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.



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

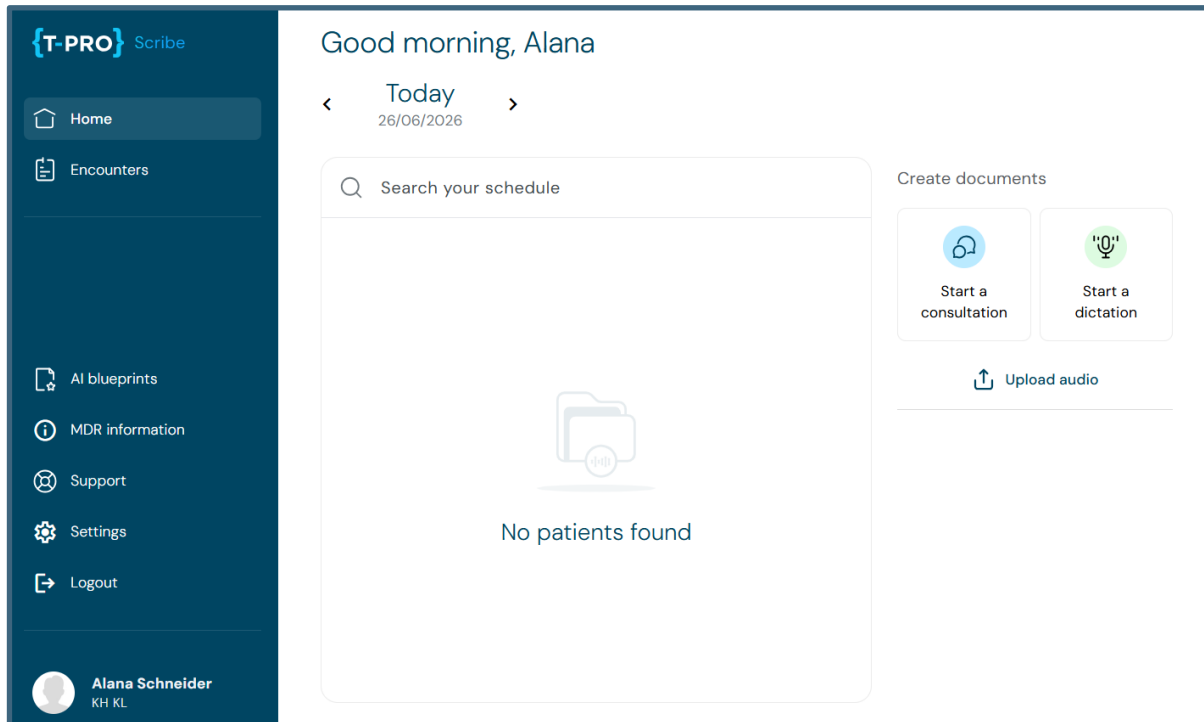
You see all patients listed which are scheduled for a consultation on the day.

The screenshot shows the T-PRO Scribe Home screen. On the left is a dark blue sidebar with the T-PRO Scribe logo at the top. Below the logo are navigation icons and labels: Home, Encounters, AI blueprints, MDR information, Support, Settings, and Logout. At the bottom of the sidebar is a user profile for 'Silvie'. The main content area is white and titled 'Good morning, Silvie'. Below the title is a date selector for 'Today' (16/06/2026). A search bar labeled 'Search your schedule' is present. Below the search bar is a list of patients scheduled for consultations. Each entry includes a time slot, the patient's name, and their DOB and ID. To the right of the patient list are three buttons: 'Start a consultation', 'Start a dictation', and 'Upload audio'.

Time	Patient Name	DOB	ID
09:14	Ms. Stephenie L Lesch	01/01/1970	TP18567
		23/01/1970	TP54902
10:00	Miss Flo M Monahan	01/01/1970	TP18567
10:06	Mrs. Rafaela H Heaney	29/04/1970	TP47153
10:11	Mrs. Jon Bartell	20/08/1970	TP54190
10:13	Mrs. Madalyn Yost	13/06/1970	TP50354
10:18	Mrs. Madalyn Yost	13/06/1970	TP50354

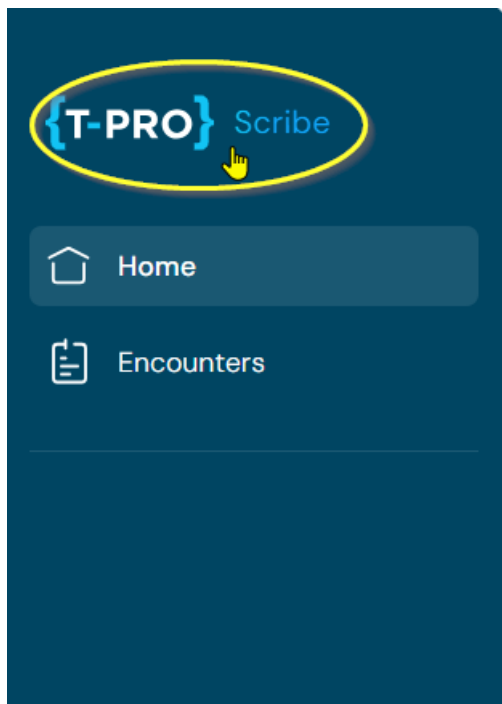
Home screen with patient integration

Working with the Scribe Web App

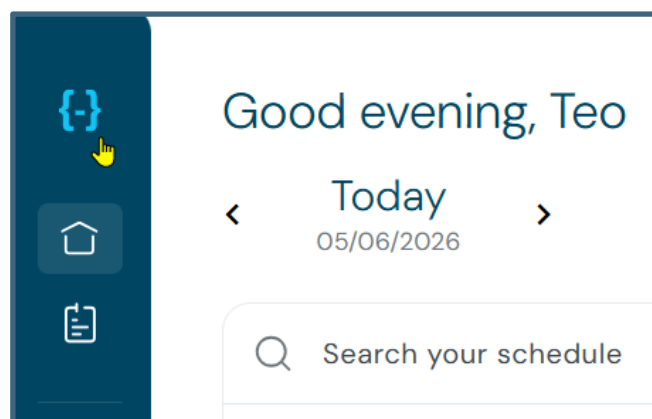


Home screen without integration (standalone version)

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 heading 'Personal details', there are three sections: 'Name' with input fields for 'First name*' (containing 'Silvie') and 'Last name*' (containing 'UAT'); 'Email address' with a single input field containing 'silvie-uat@rocks.io'; and 'Your photo' which includes a placeholder icon and a box with an upload arrow and text: 'Click to upload or drag and drop PNG, JPG or JPEG (max. 800x800px)'. Below these is a 'Speciality' dropdown menu currently set to 'Veterinary Medicine'. At the bottom right are 'Cancel' and 'Save changes' buttons.

My details section under Settings

My details

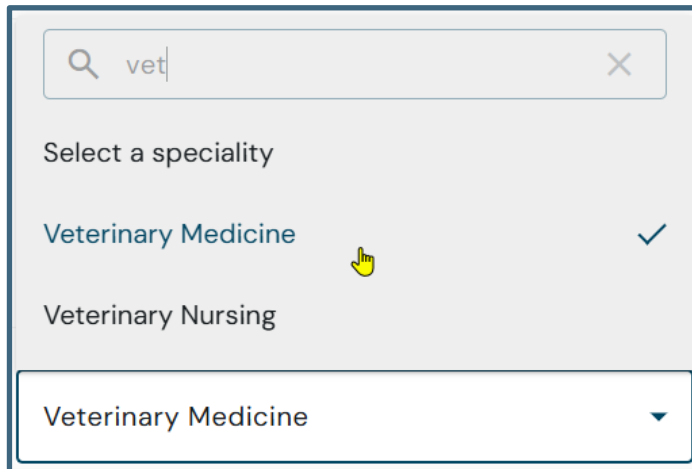
This is where your name, work email address, and speciality are set up.

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.

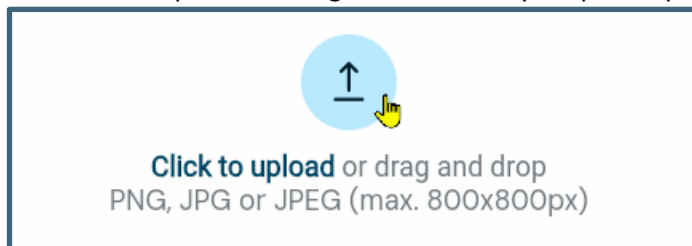
Working with the Scribe Web App



A search bar with the text 'vet' and a magnifying glass icon on the left, and a close 'X' icon on the right. Below the search bar, the text 'Select a speciality' is displayed. Two options are listed: 'Veterinary Medicine' with a blue checkmark to its right, and 'Veterinary Nursing'. A yellow hand cursor is pointing at 'Veterinary Medicine'. Below the list is a dropdown menu showing 'Veterinary Medicine' with a downward arrow icon.

Select from a broad range of specialities

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



A light blue rectangular button with a circular icon containing an upward arrow and a yellow hand cursor. Below the icon, the text reads: 'Click to upload or drag and drop' followed by '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

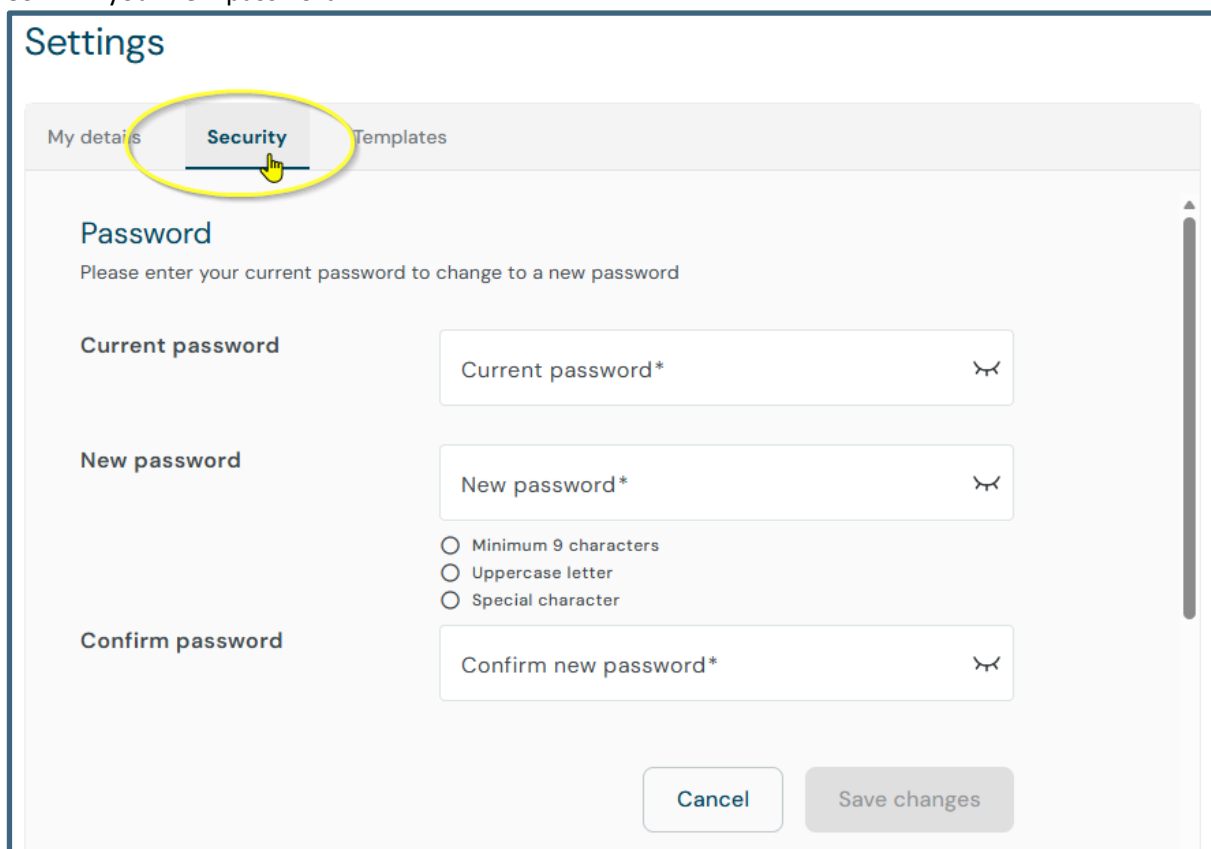
Move to the **Security** tab.

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 of the Scribe Web App. At the top, there are three tabs: 'My details', 'Security', and 'Templates'. The 'Security' tab is selected and highlighted with a yellow circle and a hand cursor. Below the tabs, the 'Password' section is visible. It contains a heading 'Password' and a subtext 'Please enter your current password to change to a new password'. There are three input fields: 'Current password', 'New password', and 'Confirm password'. Each field has an eye icon on the right side. Below the 'New password' field, there are three radio button options: 'Minimum 9 characters', 'Uppercase letter', and 'Special character'. At the bottom right, there are two buttons: 'Cancel' and 'Save changes'.

Password section

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

Working with the Scribe Web App

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

The screenshot shows the 'Encounter' section of the Scribe Web App. The page has three tabs: 'My details', 'Security' (selected), and 'Templates'. Under the 'Security' tab, the 'Encounter' section is titled 'Manage encounter security preferences'. It contains three main sections: 'Patient consent', 'Consent message', and 'Enable beep sound'. The 'Patient consent' section has a checked checkbox and a toggle switch. The 'Consent message' section has a text input field. The 'Enable beep sound' section has a bell icon and a toggle switch. At the bottom, there are 'Cancel' and 'Save changes' buttons. A yellow arrow points to the right side of the page, indicating the scroll direction.

Encounter section

Patient consent

Use the slider to activate a consent message.

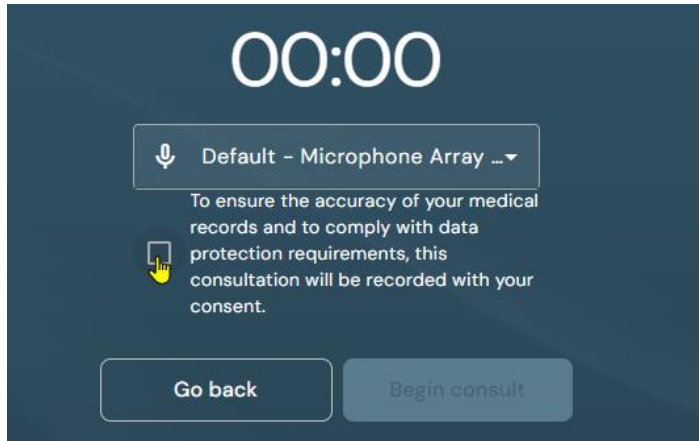
Once enabled (1) you need to add the message text (2) before you can save your changes.

The screenshot shows the 'Encounter' section of the Scribe Web App with the 'Patient consent' toggle switch (1) turned on. The 'Consent message' section (2) now has a text input field with the text 'To ensure the accuracy of your medical records and to comply with data protection requirements, this consultation'. The 'Enable beep sound' section has a checked checkbox. At the bottom, the 'Save changes' button (3) is highlighted with a yellow circle and a hand cursor. The 'Cancel' button is also visible.

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.

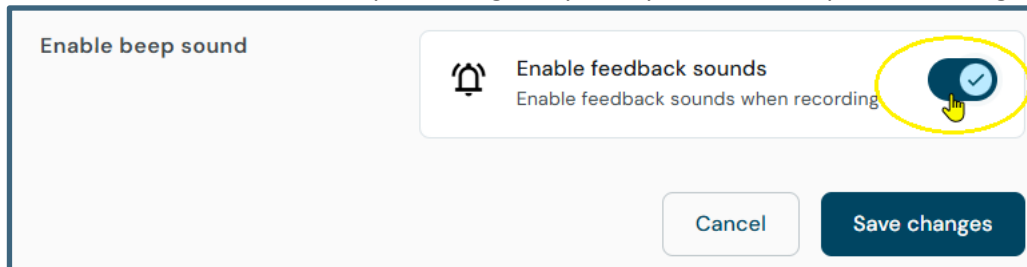


Example of a patient consent message

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.

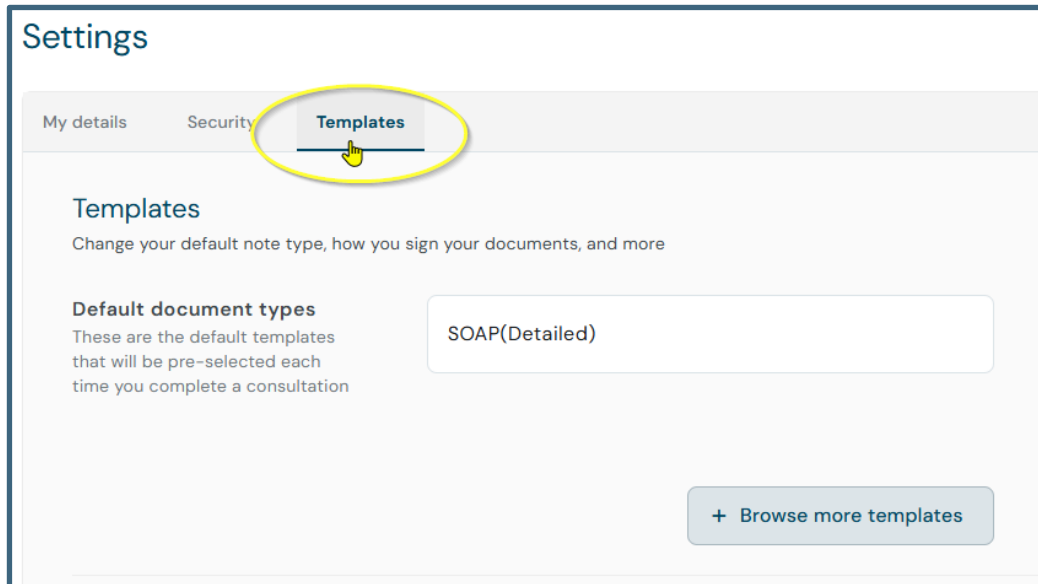
This is where you can access the various templates available to you.

- 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.

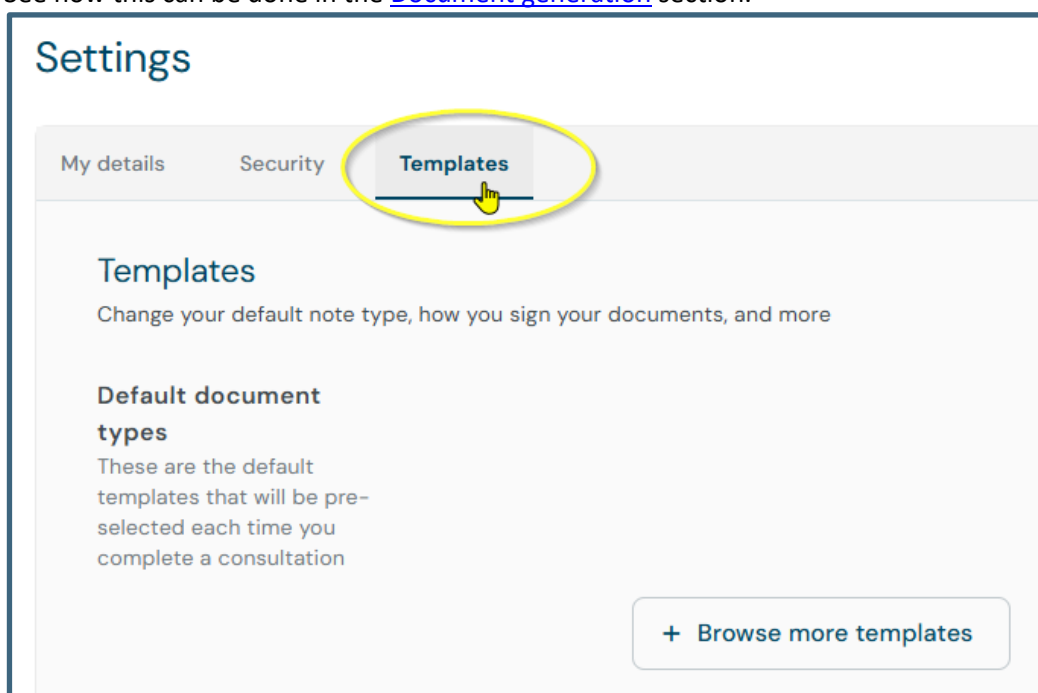


One default document type set up in this example

- 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

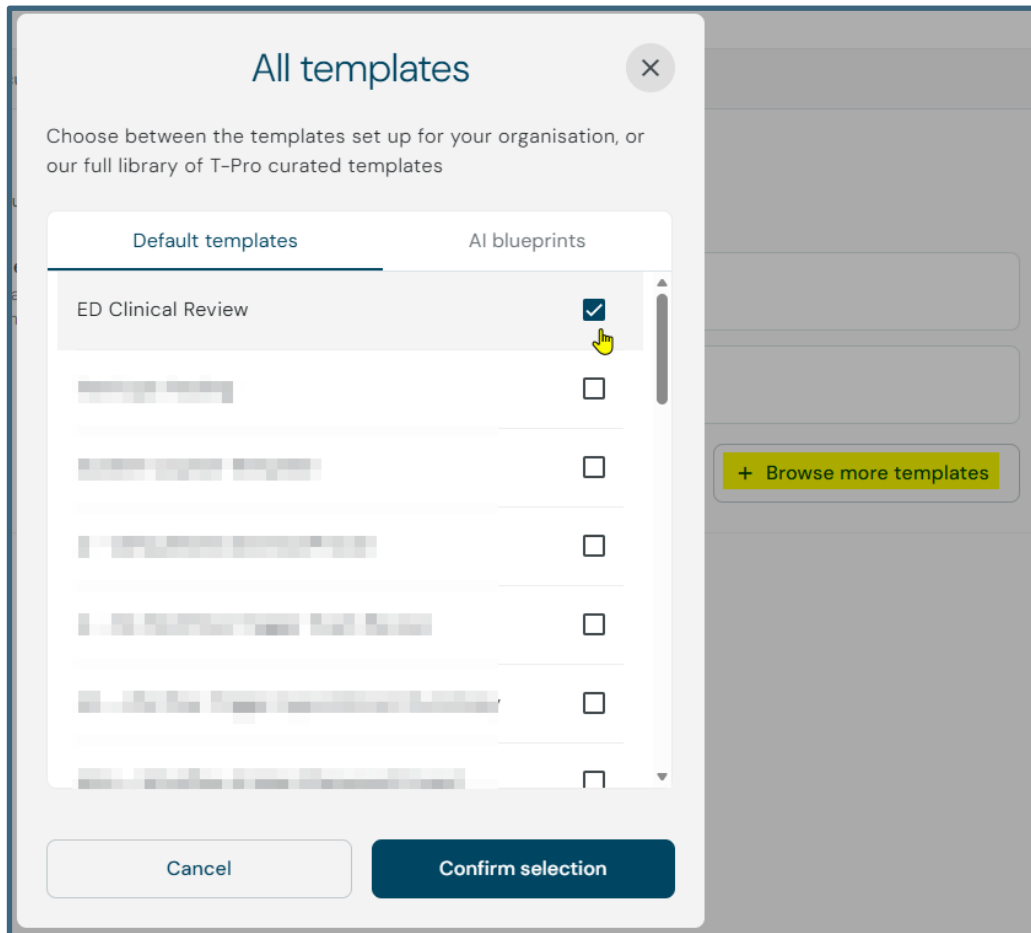
Change your default template(s)

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.

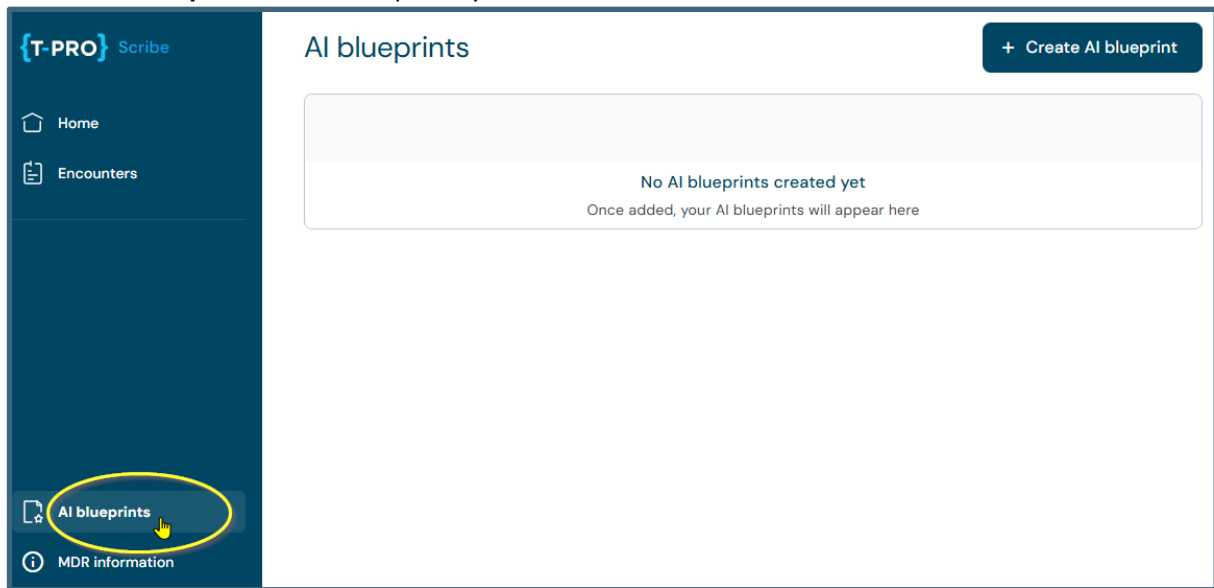
- Templates can also be created by the user via the **AI blueprints** section. Those templates are listed separately on the *AI blueprints* tab. Set them as your default in the same way as described above.
- See below for how AI blueprints work.
- If you are an advanced user and you have previously created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

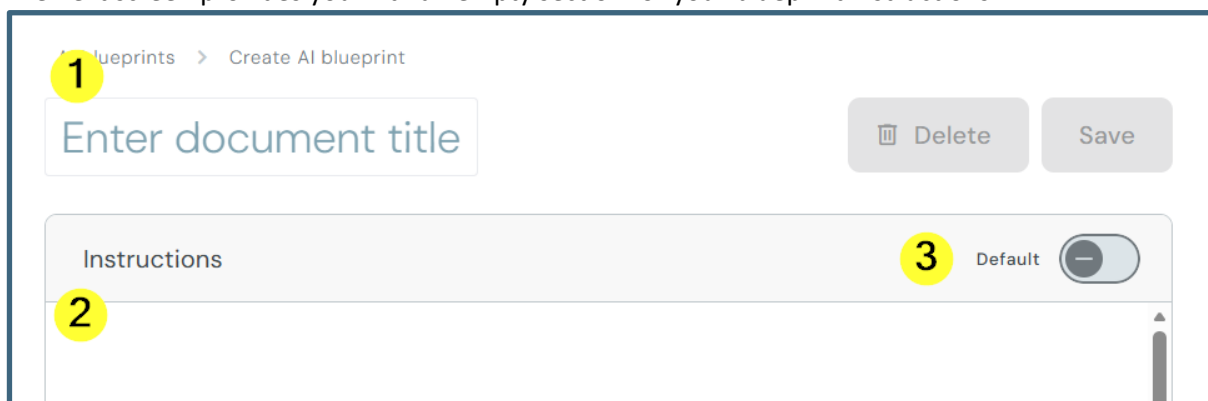
Click on **AI blueprints**. All AI blueprints you create will be listed in this area.



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.

AI blueprints

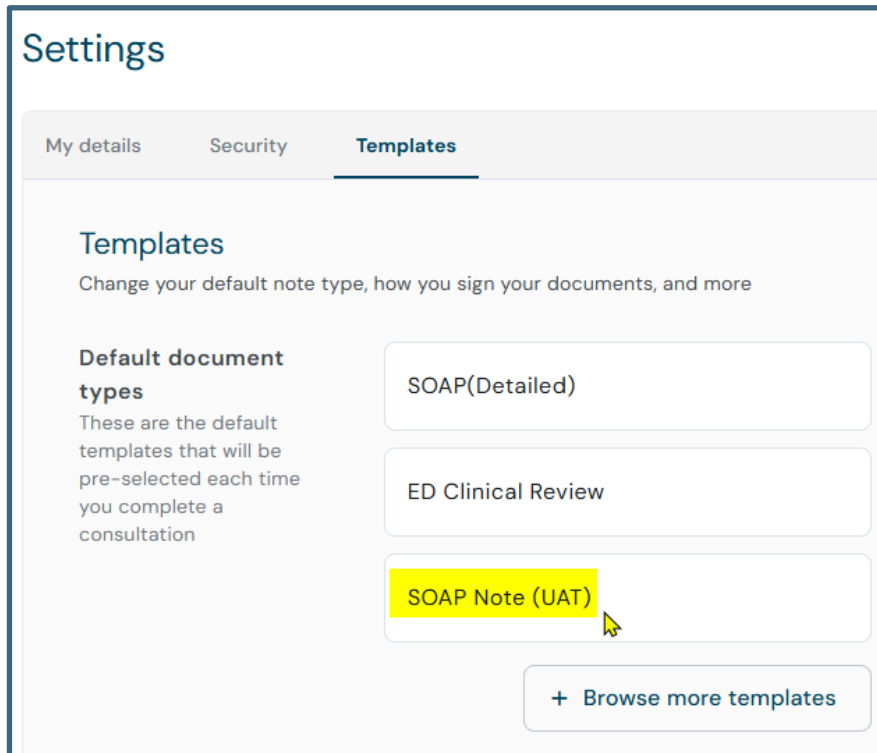
+ Create AI blueprint

Name	Created	Updated	Default
Vet Field Visit	29/05/2026	29/05/2026	☐
SOAP(Detailed)	22/05/2026	29/05/2026	☒
Note II.	27/05/2026	29/05/2026	☐

Example displaying three blueprints

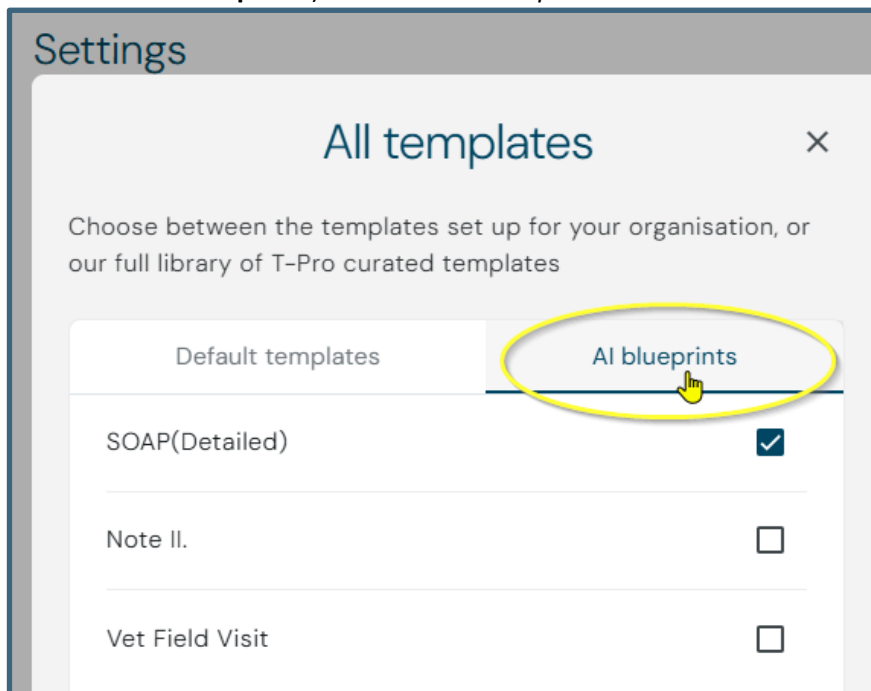
Use the slider to set your blueprint as a default document.

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.

The screenshot shows the 'AI blueprints' section of the T-PRO Scribe web app. On the left is a dark blue sidebar with navigation links: 'Home', 'Encounters', 'AI blueprints' (highlighted with a yellow circle and a '1'), and 'MDR information'. The main area is titled 'AI blueprints' and contains a table with columns: 'Name', 'Created', 'Updated', and 'Default'. A '+ Create AI blueprint' button is in the top right. The table lists three blueprints: 'Vet Field Visit', 'SOAP(Detailed)' (highlighted with a yellow circle and a '2'), and 'Note II.'. A tooltip 'SOAP(Detailed)' appears over the second row. The 'Default' column has toggle switches, with 'SOAP(Detailed)' being the active (checked) one.

Name	Created	Updated	Default
Vet Field Visit	29/05/2026	29/05/2026	☐
SOAP(Detailed)	22/05/2026	29/05/2026	☒
Note II.	27/05/2026	29/05/2026	☐

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**.

The screenshot shows the 'Edit AI blueprint' interface for a blueprint named 'SOAP Note (UAT)'. At the top, there are 'Delete' and 'Save' buttons; the 'Save' button is highlighted with a yellow circle. Below the title is an 'Instructions' section with a 'Default' toggle switch (checked). The instructions text area contains: '[Patient Name]', '"Patient reviewed today in clinic for evaluation and ongoing care."', and 'Subjective: - [Mention reasons for visit, chief complaints such as requests, symptoms etc] (only include if explicitly mentioned in the transcript, contextual notes or clinical notes, otherwise leave'.

Edit an existing blueprint

Delete a blueprint

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

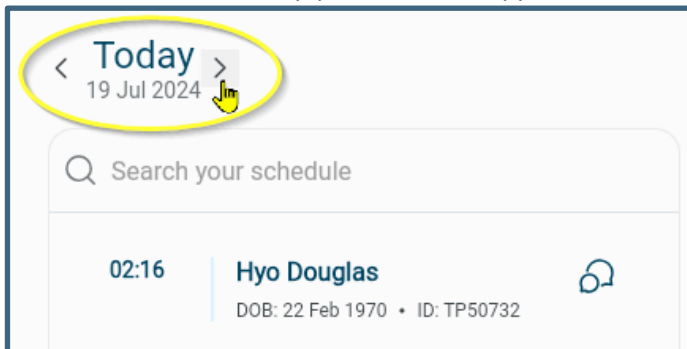
Consultation with ambient recording

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

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

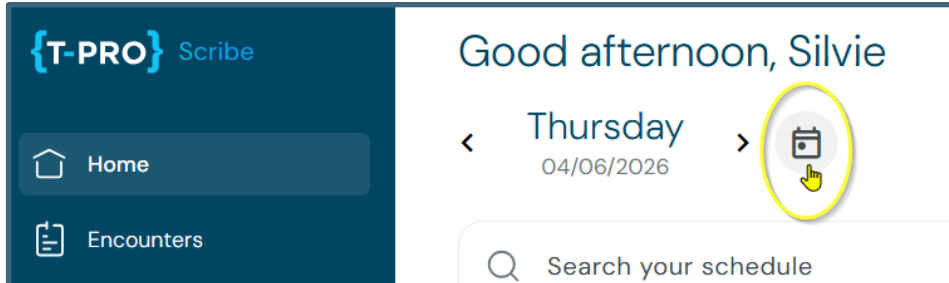
- By default your schedule will display the appointments of the current day and time.

Use the arrows to look up past or future appointments.

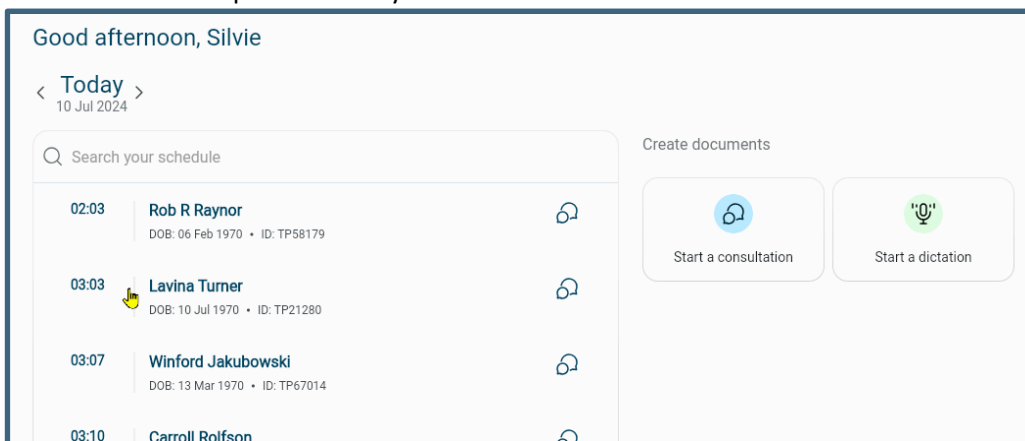


Navigate the clinic schedule

- 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.

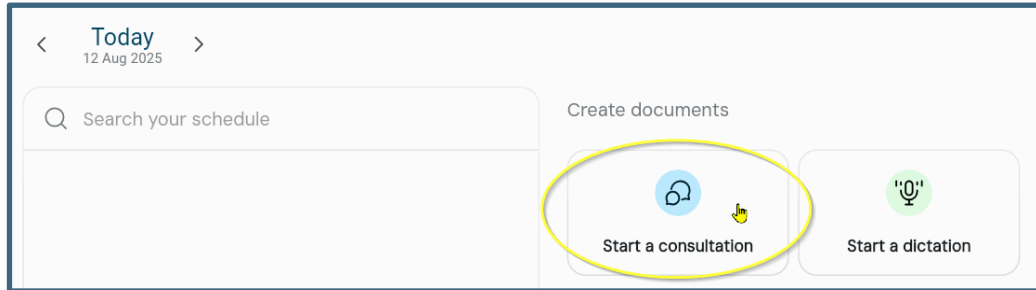


Click on the patient entry

⇒ The recording screen opens.

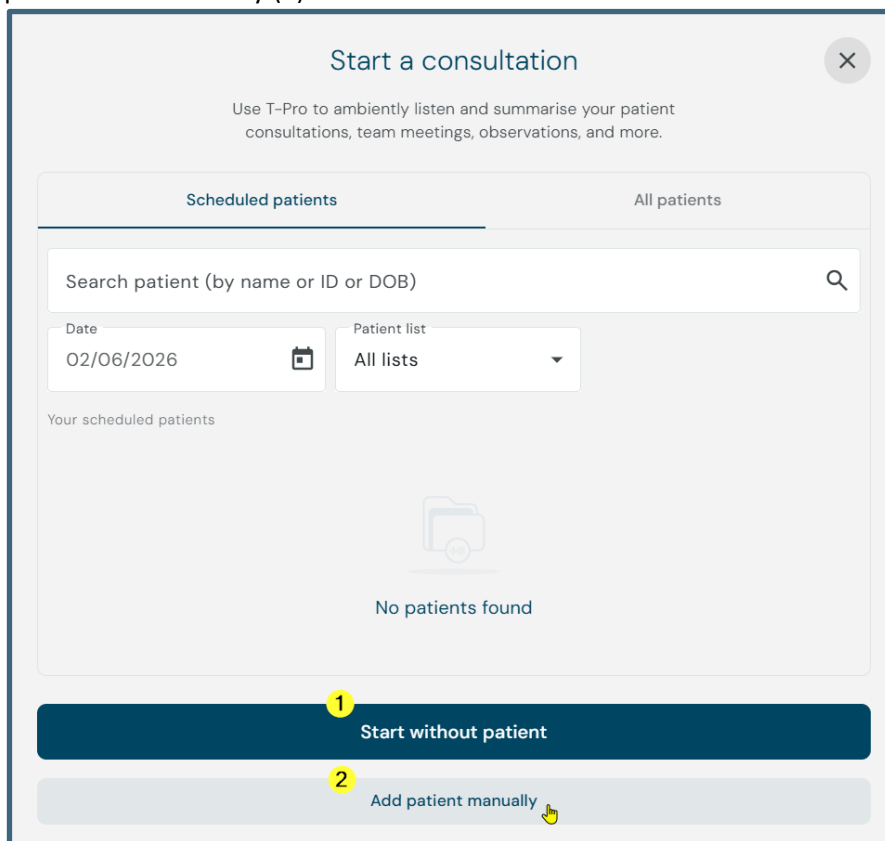
Standalone version

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

Add patient manually

Patient name
Peter Pan

Patient ID
G-0000101101

Date of birth

Start consultation

Start without patient

Add patient manually

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

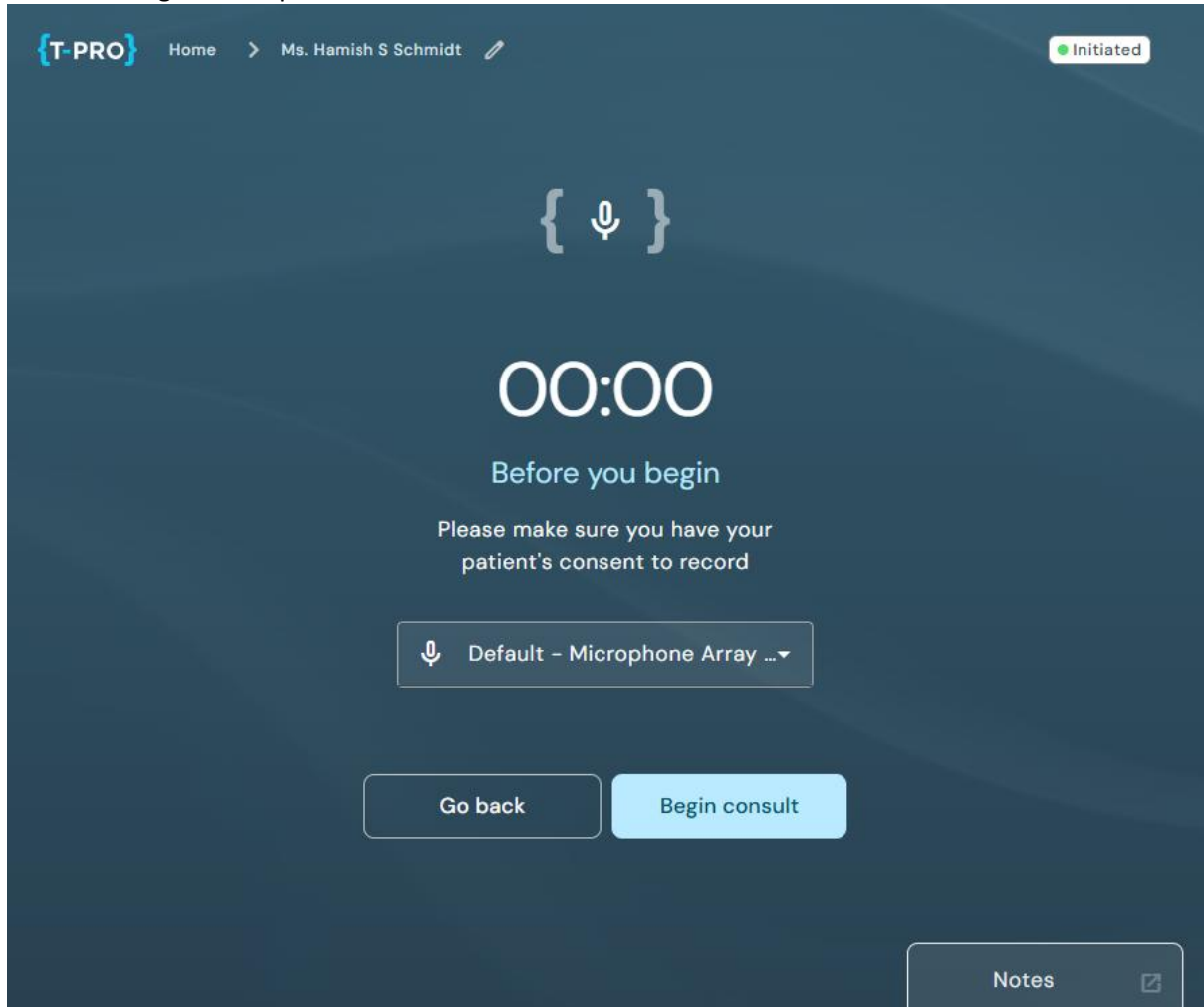
Manually added patient data

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

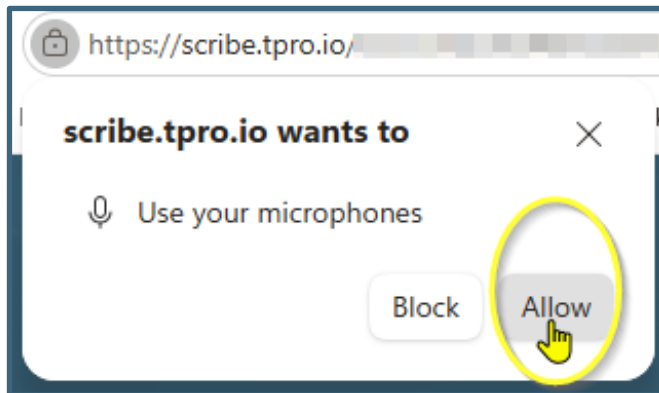
In the recording screen you can:

- 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

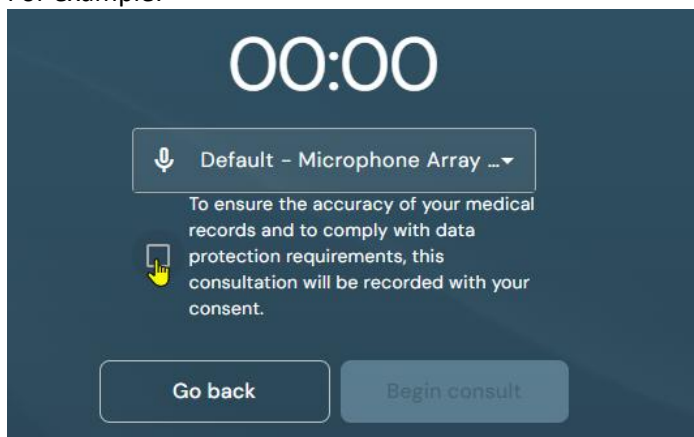
NOTE: At this stage you need to allow access to your computer's microphone if you use Scribe for the first time.



Select "Allow"

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.

Online consultation with headset

If you are in an online video consultation and you are not using the loudspeaker but a headset or earphones, the audio of the other party cannot get captured by the ambient recording.

You need to have T-Pro's Device Controller installed, so the system audio of your pc can be recorded. The installation is usually done centralised by the IT department, the required version of the Device Controller is 1.3.6 and higher.

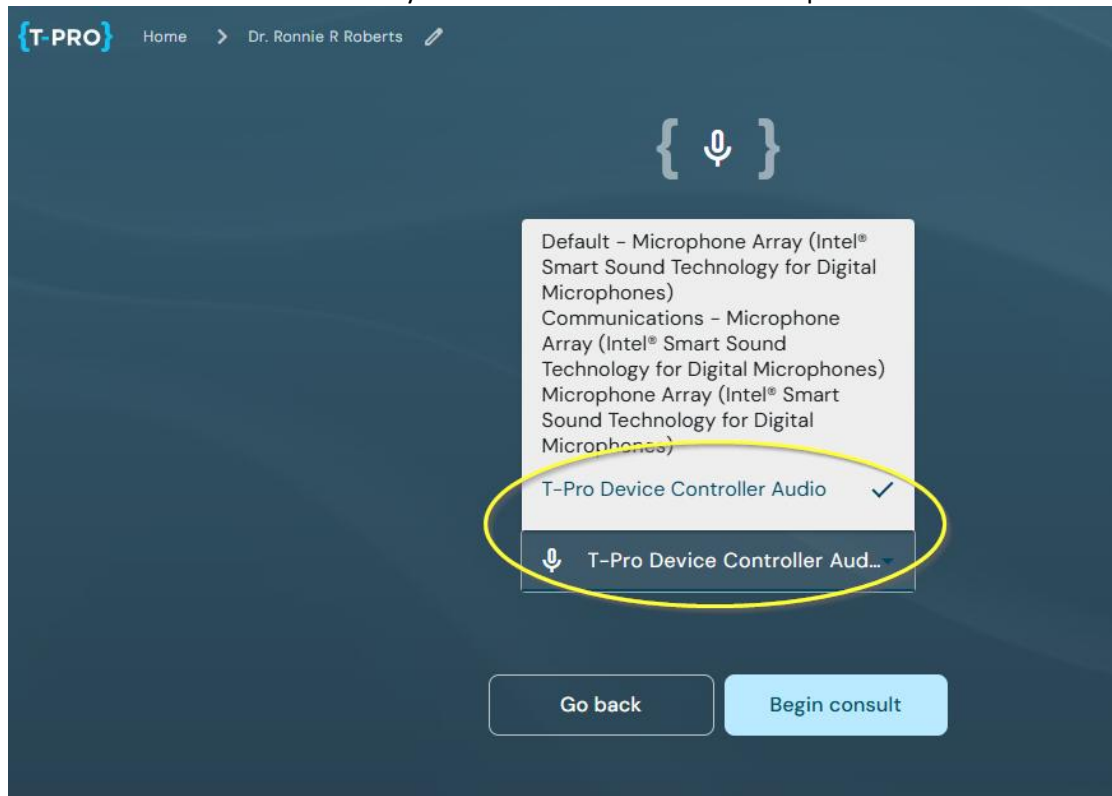
NOTE: This is only supported for MS Windows pc.

Working with the Scribe Web App

Once this small piece of software is installed it works as follows:

1. You connect your headset
2. You start a consultation in Scribe

=> Your headset will automatically be selected as the default microphone.



No further action is needed.

3. Start your video meeting.

Supported meeting platforms are:

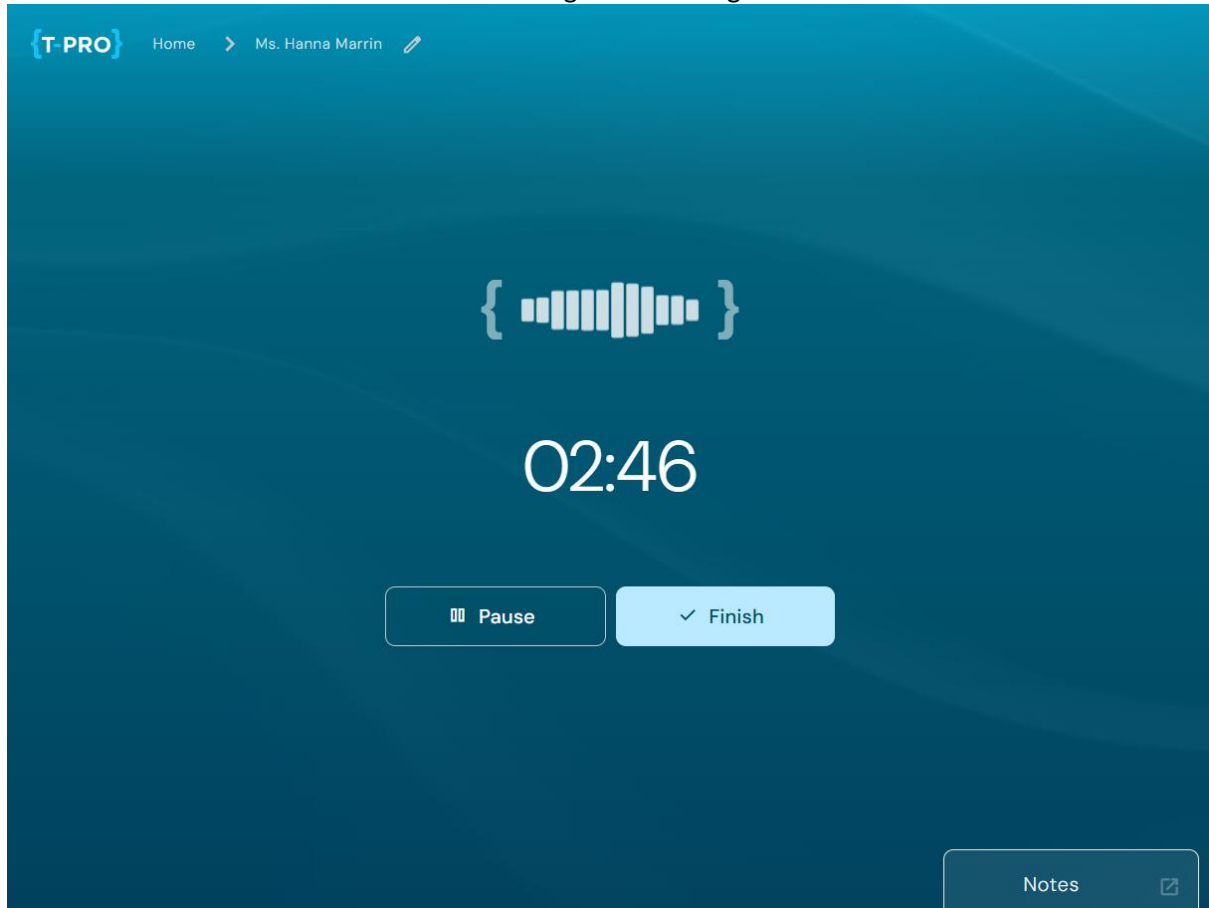
- MS Teams
- Zoom
- Slack
- Google Meet
- WhatsApp Web
- OneConsultation
- Webex
- eCM and more...

Supported connections for your headset (earphones or ear buds):

- USB+
- Bluetooth+
- Audio 3.5+

Active recording

Once the consultation has started the recording screen changes colour.

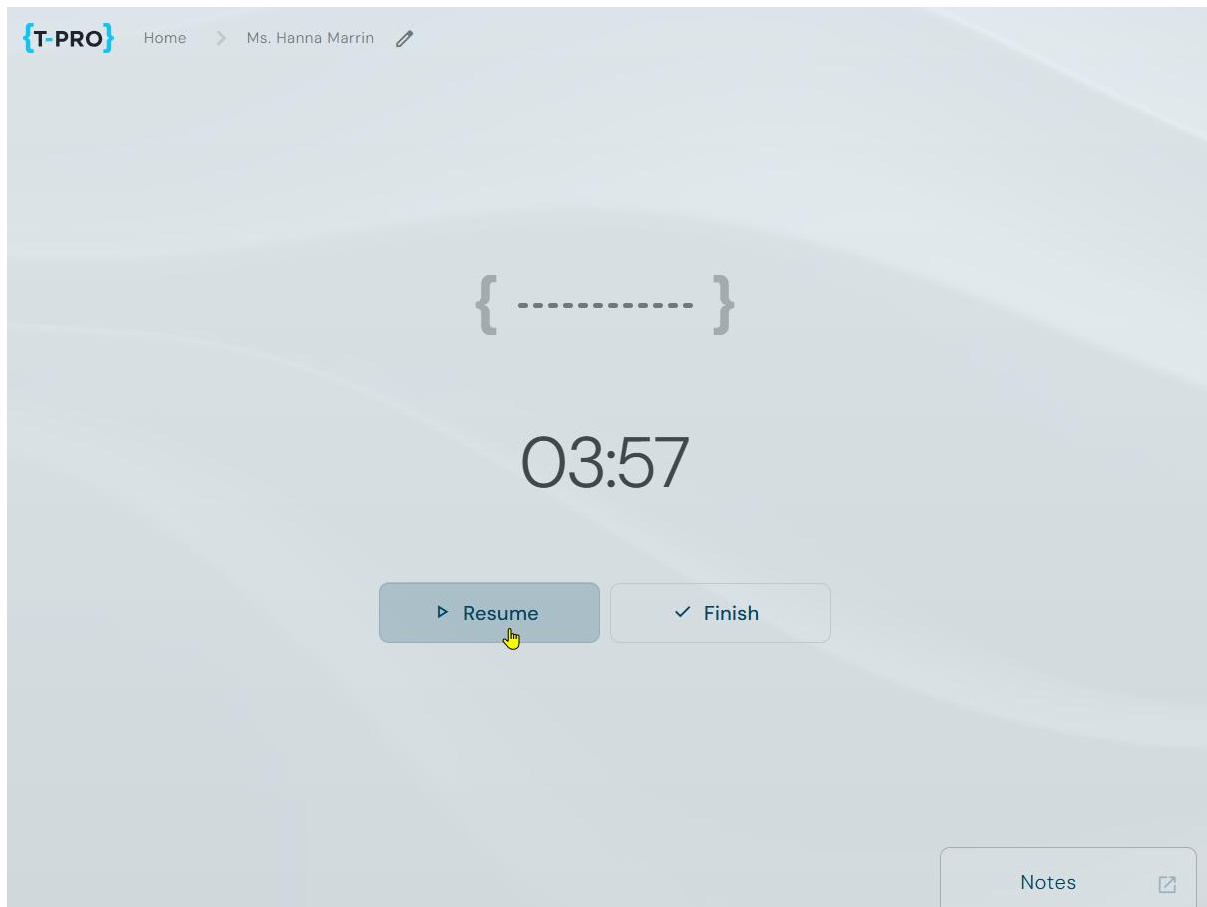


Ambient recording screen during a consultation

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

Inactive screen

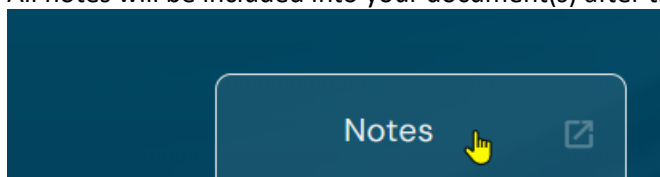
Click on **Pause** to pause the recording. The screen turns grey indicating that it is not recording.
If you have a feedback sound enabled in your Settings you will hear a beep.



Pause screen during a consultation in grey

Notes

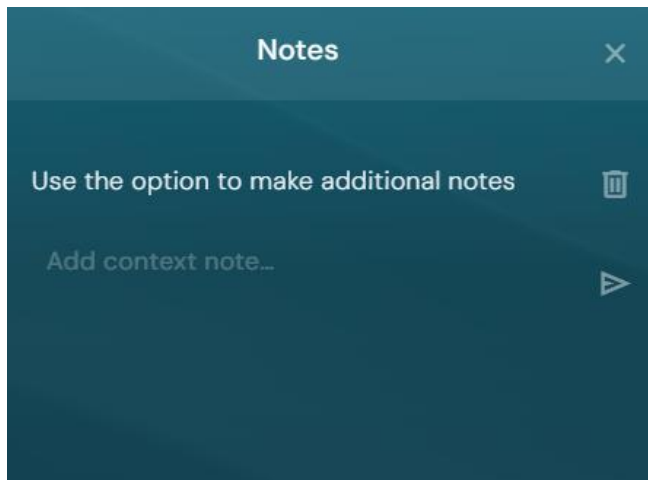
Use the Notes section for personal notes, e.g. all thoughts you do not want to share with the patient. All notes will be included into your document(s) after the consultation.



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.

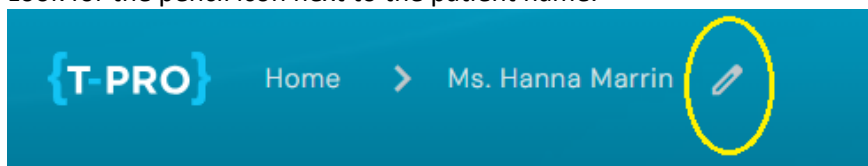
- The notes are saved and appear in the relevant place and context when generating the document.
- Click on the trash can to delete the note.
- Click on the small x in the upper right corner to minimise the Notes section.

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.

Working with the Scribe Web App

The screenshot shows the 'Edit patient' interface. At the top, it says 'Edit patient' with a close button. Below that is the instruction 'Add or update the patient for this consultation'. There are two tabs: 'Scheduled patients' (marked with a yellow circle 1) and 'All patients' (marked with a yellow circle 2). A search bar is present with the text 'Search patient (by name or ID)' and a search icon. The search results show three patients: 'Mr. Paige Emmerich' (MRN TP48646, DOB: 13/07/1970, ALT-ID: TPA461), 'Ms. Patrick Goodwin' (MRN TP66221, DOB: 26/11/1970, ALT-ID: TPA71580), and 'Mr. Paige Grant' (MRN TP87580). The third patient is selected, indicated by a blue circle and a yellow circle 3. At the bottom, there is a large blue button labeled 'Update patient' (marked with a yellow circle 4) and a link labeled 'Add patient manually'.

Available options to change patient data

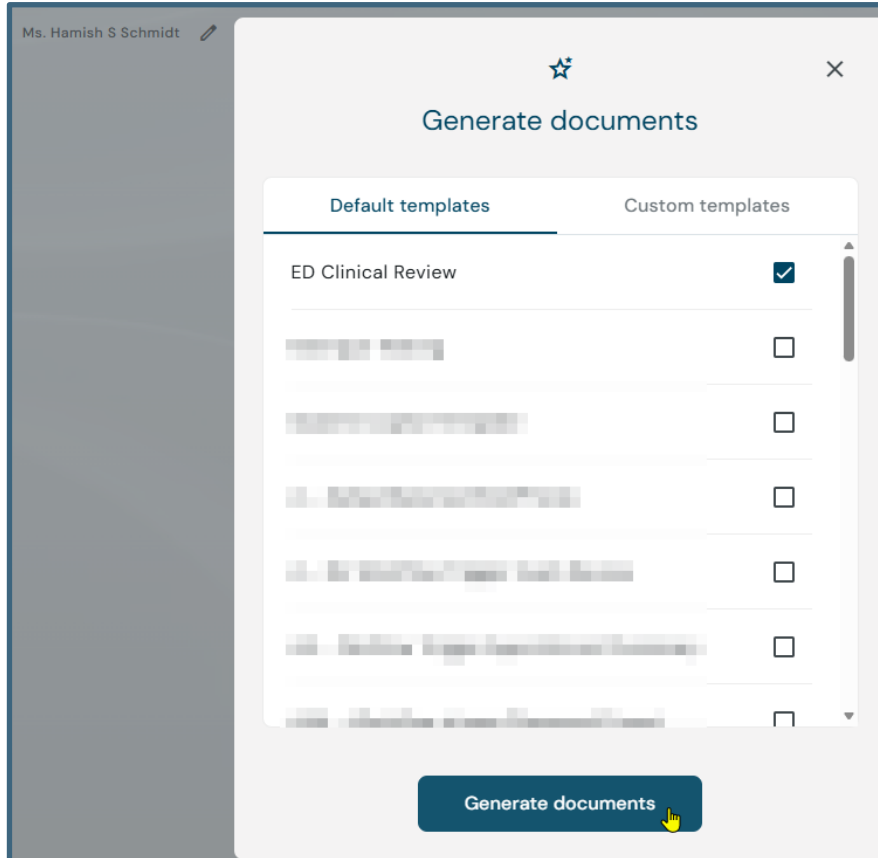
Search under

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:

The screenshot shows a web application interface for a patient named Ms. Hamish S Schmidt. At the top, there's a breadcrumb trail: Home > Ms. Hamish S Schmidt. Below this, the patient's name is displayed with an edit icon. Underneath the name, the patient ID (TP80340) and age (56 yrs) are shown on the left, and the date and time (18 May 2026, 14:48) are on the right. A tabbed interface is present, with 'ED Clinical Review' selected and 'SOAP Note (UAT)' as an alternative. Below the tabs is a rich text editor with formatting options (bold, italic, underline, bulleted list, numbered list) and an 'Approve' button. The document content is organized into sections: 'Review: Planned/Unplanned:' followed by '=> Unplanned review'; 'Background:' followed by a paragraph describing a stabbing injury; 'Progress:' followed by a paragraph about the injury's details and treatment; and 'Examination:' followed by a paragraph stating 'General examination: Well appearing'. At the bottom right, there is a blue circular button with a microphone icon.

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

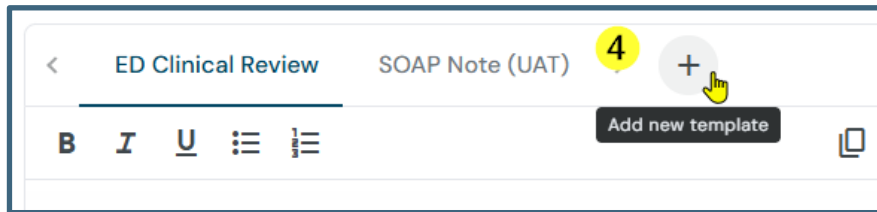
At the top of each document you have various options.

This screenshot highlights the top section of the document interface with three numbered callouts. Callout 1 points to the 'ED Clinical Review' tab. Callout 2 points to the rich text editor toolbar. Callout 3 points to the 'Copy content' button, which is located below the 'Approve' button. The document content below shows the 'Review' section with the text '=> Unplanned review'.

Document overview

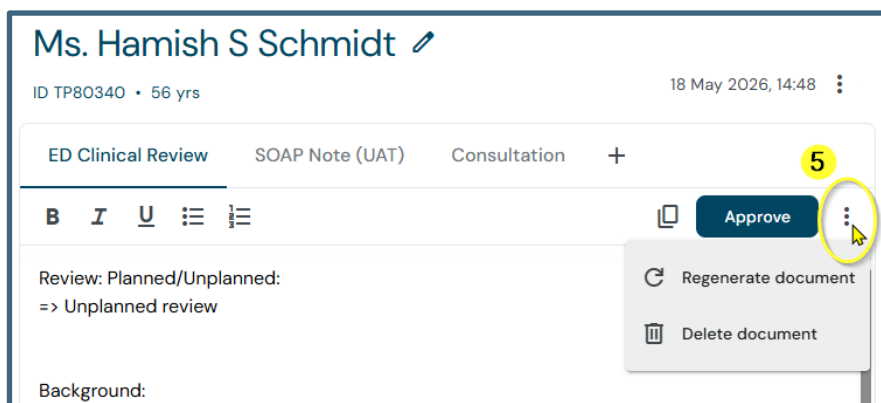
1. All generated documents are accessible at the top via separate tabs.
2. You can use formatting options to edit the document.
3. Use the copy icon to copy the entire content with one click.

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 regenerate a single document based on the same audio using the same template; all current content changes will be overwritten. You need to confirm this action.
NOTE: You can also regenerate all your documents with one click, see [further down](#).
 - **Delete document** - and confirm your action

Voice editing

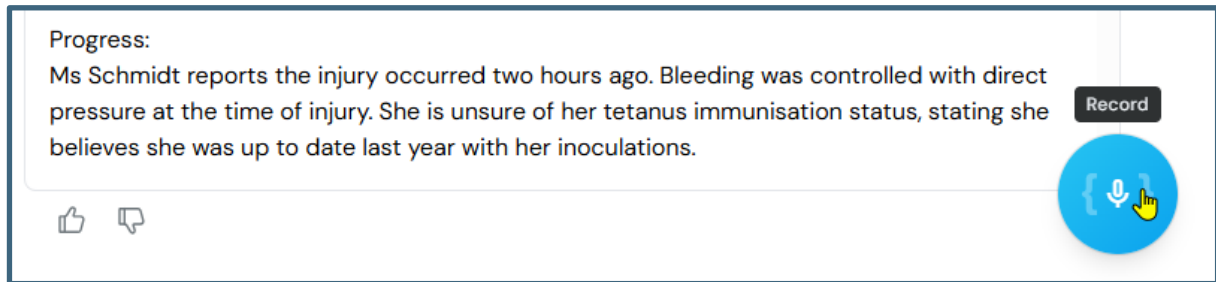
You can add further information using your voice.

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.

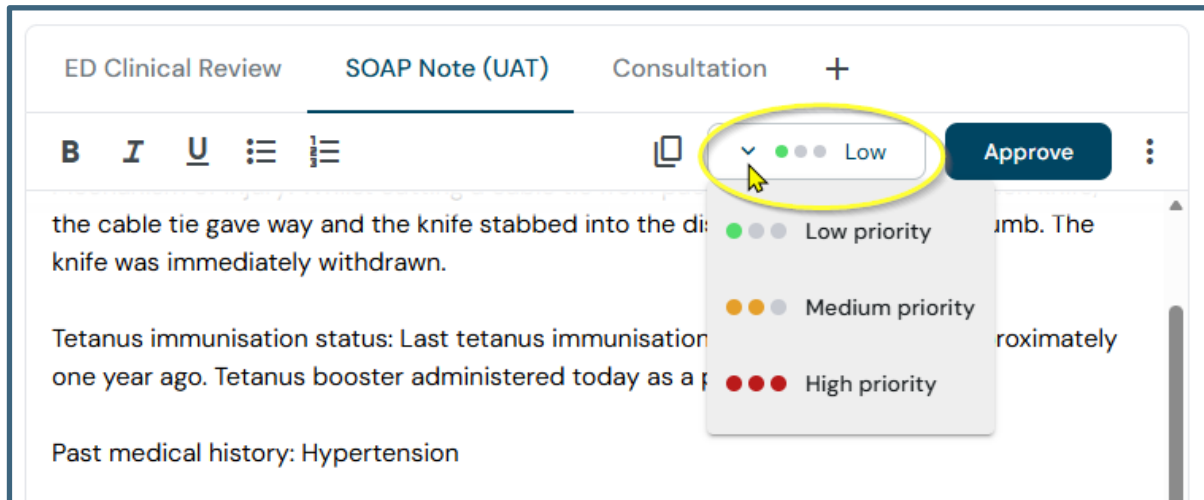
Priority (optional)

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

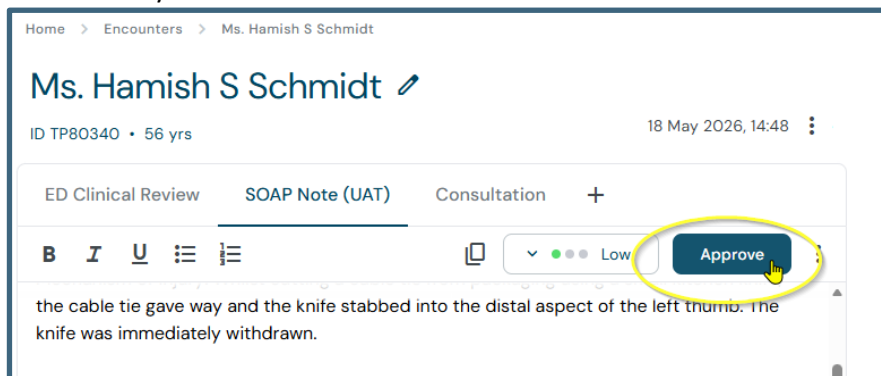


Select a different priority

Scribe dynamically reflects the latest workflow configuration of the Dictate web application each time the user opens a document. Workflows enabled or disabled after a document was created are visible without needing to regenerate the document.

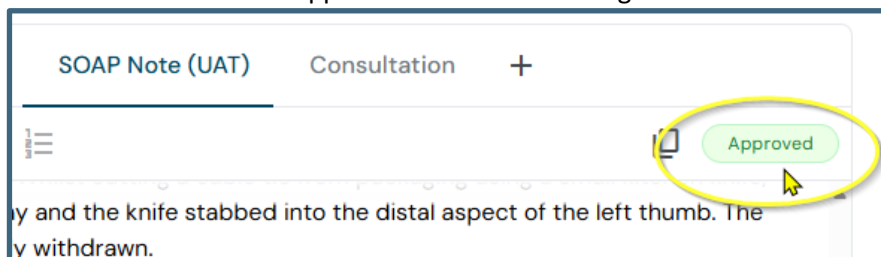
Document approval

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.

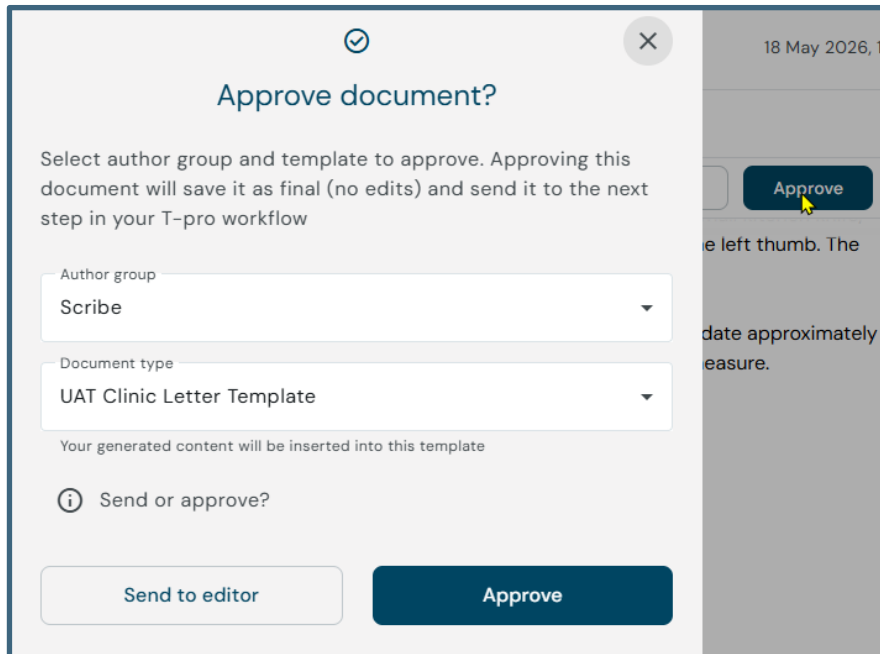


An approved document

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.

T-PRO

LIVE TASKS

ALL TASKS

CLINIC MANAGER

Tasks 7

Total length: 00:07:55

DRAFTS (1)

PENDING (6)

WORK IN PROGRESS (0)

All Groups

TABLE SETTINGS

Task ID	Patient Name	Patient ID	Patient Alternative ID	Patient External ID	Status	Priority	Author Group	Report Type	Point of Care	Admitted At	Record Time	Dictated
121009	Dr. Lola Little	TP47763	TPA69488	TP47763	Pending	ⓘ Ⓢ	Scribe	UAT Clinic Letter Template		24/03/2026 09:31:28	24/03/2026 09:31:28	
121010	Dr. Lola Little	TP47763	TPA69488	TP47763	Pending	ⓘ Ⓢ	Scribe	UAT Clinic Letter Template		24/03/2026 09:32:39	24/03/2026 09:32:39	
121011	Dr. Lola Little	TP47763	TPA69488	TP47763	Pending	ⓘ Ⓢ	Scribe	UAT Clinic Letter Template		24/03/2026 09:33:28	24/03/2026 09:33:28	
121012	Mrs. Aaron Fahey	TP27769	TPA27694	TP27769	Pending	ⓘ Ⓢ	Scribe	UAT Clinic Letter Template		24/03/2026 09:38:07	24/03/2026 09:38:07	
121081	Ms. Alyssa Oneill	TP29598	TPA80010	TP29598	Pending	ⓘ Ⓢ	Scribe	UAT Clinic Letter Template		27/03/2026 12:09:30	27/03/2026 12:09:30	
121962	Ms. Hamish S Schmidt	TP80340			Pending	ⓘ Ⓢ	Scribe	UAT Clinic Letter Template		18/05/2026 21:31:20	18/05/2026 21:31:20	

Page 1

Rows Per Page 10

1 - 6 of 6

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

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

Working with the Scribe Web App

Start a dictation

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

Scheduled patients

All patients

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 X

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

Add patient manually

Patient name

Patient ID

Date of birth

Start dictation

Start without patient

Add patient manually

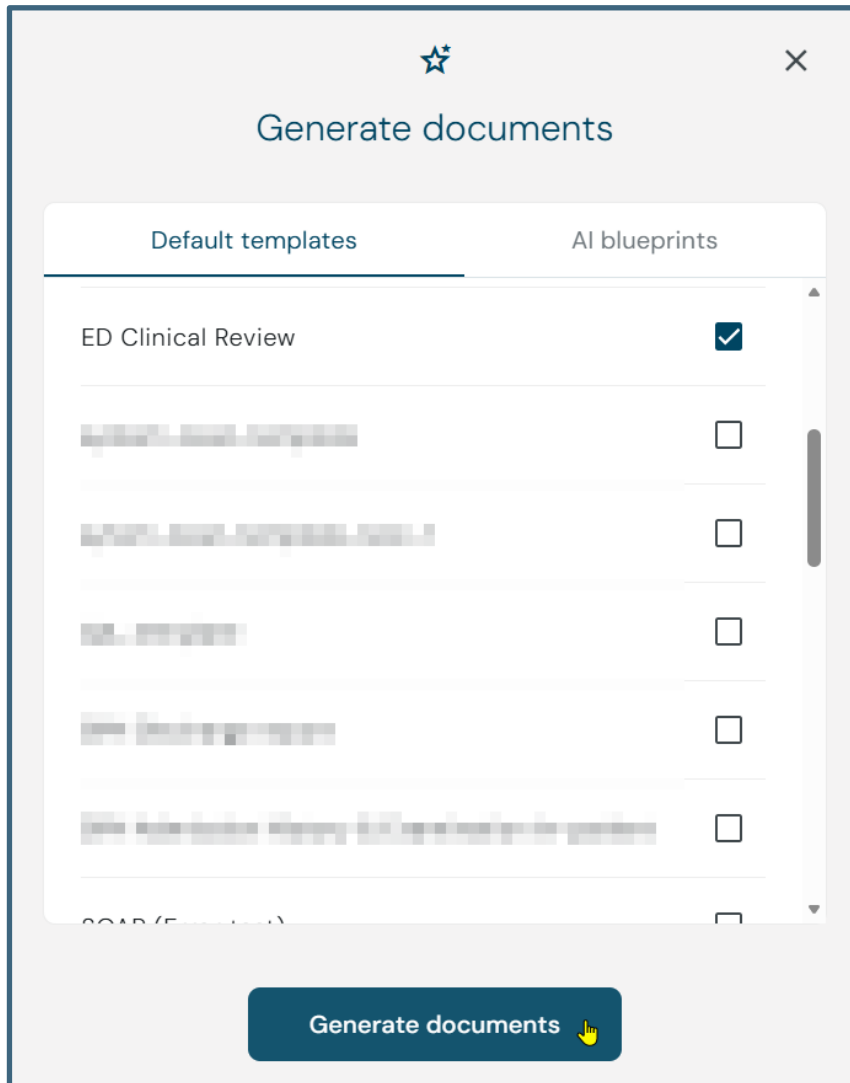
Enter patient data manually

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.

Working with the Scribe Web App



Only one template selected for dictation

Click on **Create documents**.

⇒ Your document template will open.

Working with the Scribe Web App

Home > Miss Leah A Alexander

Miss Leah A Alexander ✎

ID TP33871 • 55 yrs • 29/07/1970 03/06/2026, 10:32

ED Clinical Review +

B *I* U ☰ ☷

☰ Approve ⋮

Review: Planned/Unplanned

Background

Progress

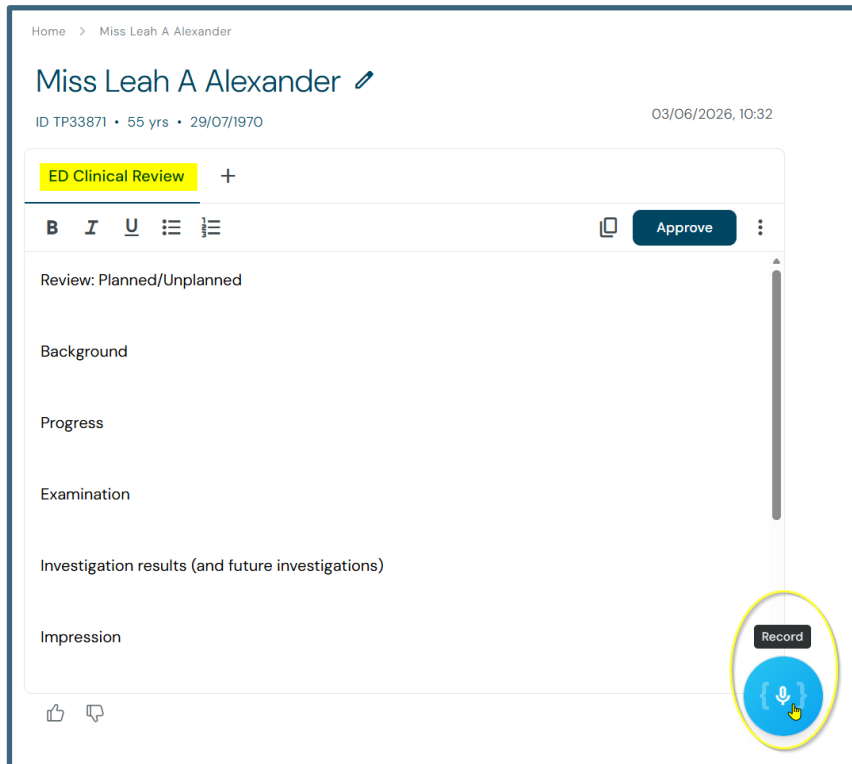
Examination

Investigation results (and future investigations)

Impression

👍 👎

Record



Clinical Review note is ready for dictation

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

Home > Miss Leah A Alexander

Miss Leah A Alexander ✎

ID TP33871 • 55 yrs • 29/07/1970 03/06/2026, 10:32

ED Clinical Review +

B *I* U ☰ ☷

☰ Approve ⋮

Review: Planned/Unplanned
Miss Alexander's appointment was scheduled.
Clinical review currently due on a 2 weekly basis.

Background
Severe restriction of movement in the right thumb following a cut

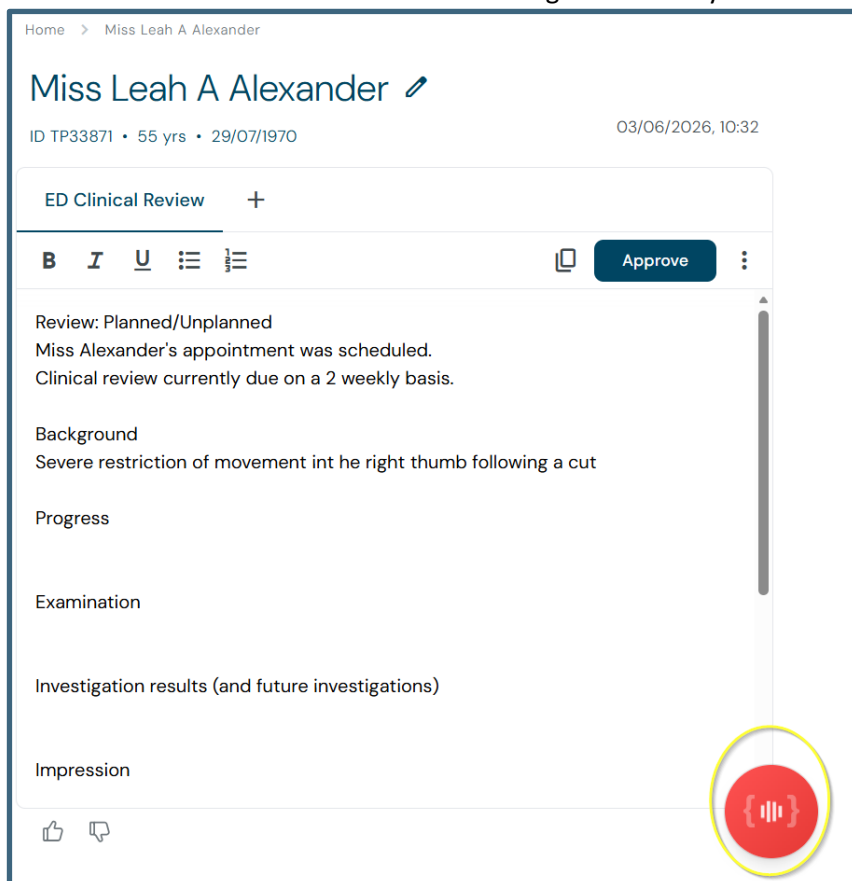
Progress

Examination

Investigation results (and future investigations)

Impression

👍 👎



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

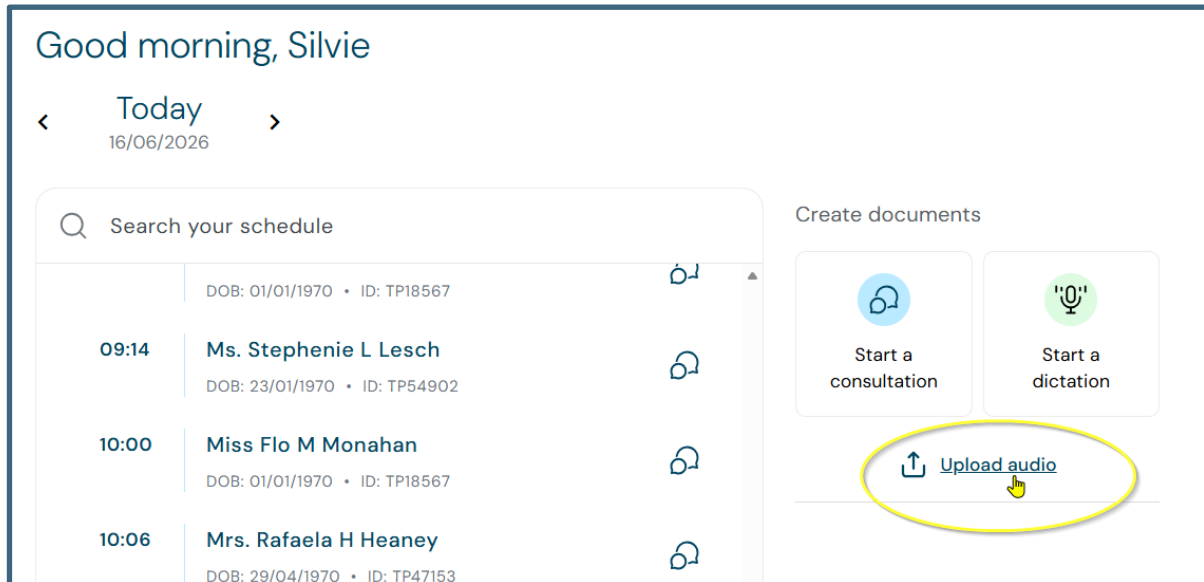
Punctuation

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

Upload audio

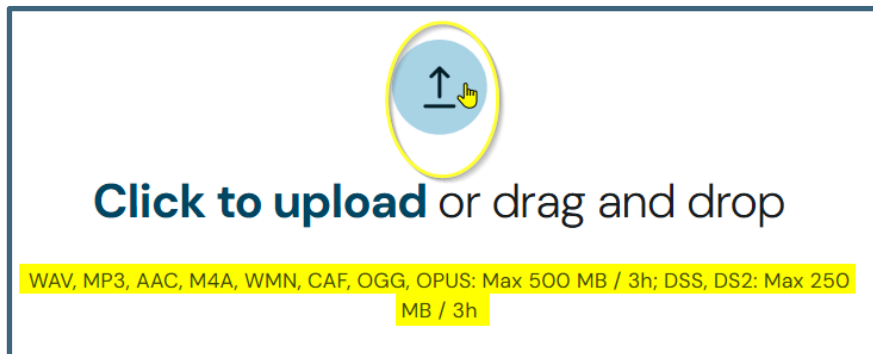
This option allows you to use existing audio files – files that you have recorded outside of T-Pro Scribe – for AI-assisted document generation.

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.



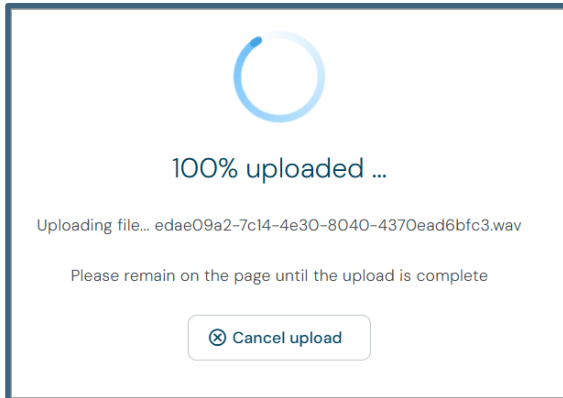
Click to browse

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

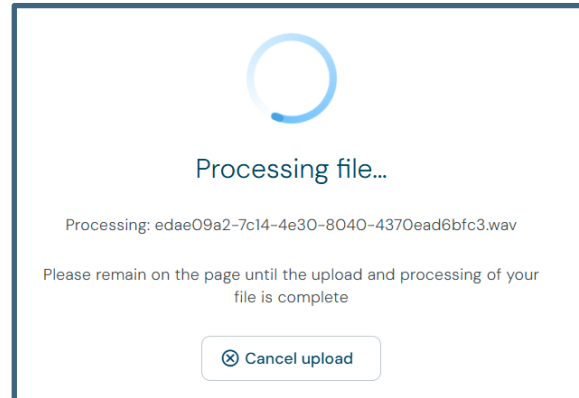
- You can only select and upload one file at the time
- Only select compatible audio file formats as stated in the app
- Note that there is a three-hour recording limit for the upload

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 patient

File bf40c270-8c2e-11ed-bcc0-e7424b6dfa51.opus uploaded. Which patient would you like to assign it to?

Scheduled patients

All patients

Search patient (by name or ID or DOB)

Date16/06/2026

Patient listAll lists

Your scheduled patients

10:11Mrs. Jon Bartell
MRN TP54190
DOB: 20/08/1970 • ALT-ID: TPA16464

10:13Mrs. Madalyn Yost
MRN TP50354
DOB: 13/06/1970 • ALT-ID: TPA64639

Continue without patient

Add patient manually

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.

Generate documents

Default templates AI blueprints

ED Clinical History & Examination	☐
SOAP(Detailed)	☐
ED Clinical Review	☒
[Blurred Template]	☐
[Blurred Template]	☐
[Blurred Template]	☐

Generate documents

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:

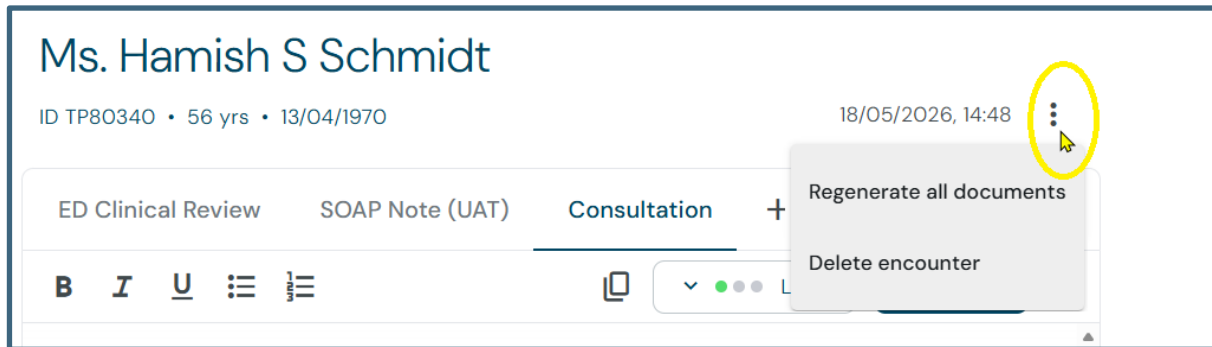
- continue working on unapproved documents
- approve documents
- generate additional documents
- regenerate documents
- delete documents
- look up previous encounters

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

Working with the Scribe Web App

Menu options for encounters

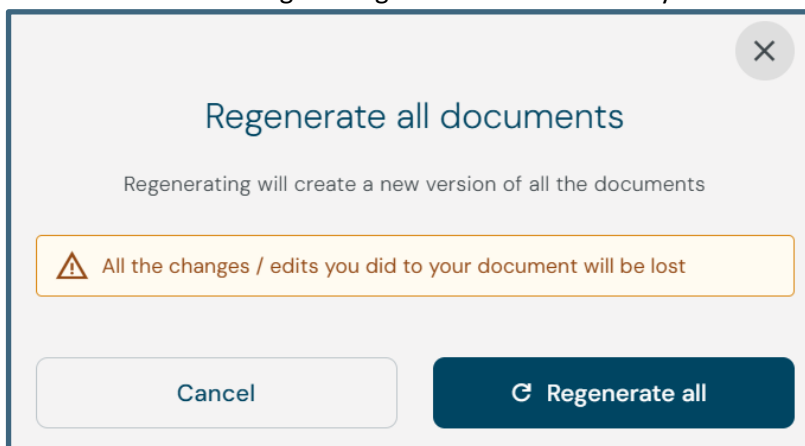
There are some more options for the entire encounter. Click on the three dots next to the encounter date:



Options on encounter level

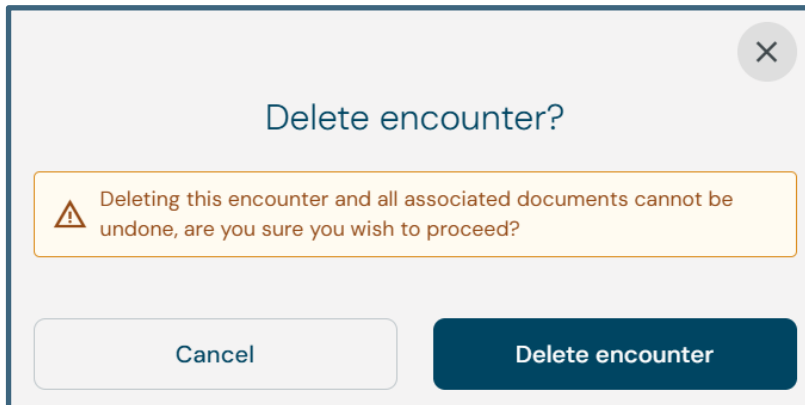
You have the options to:

- **Regenerate all documents**- use this option if you want to regenerate all documents based on that same audio using the same templates. This creates a different version of the documents. You will see the warning message and need to confirm your action.



NOTE: An *Approved* document cannot be regenerated. It remains unchanged while the unapproved documents will be regenerated.

- **Delete encounter** – delete the entire encounter including all created documents. You will see the warning message and need to confirm your action.



Delete an encounter from the main screen

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.

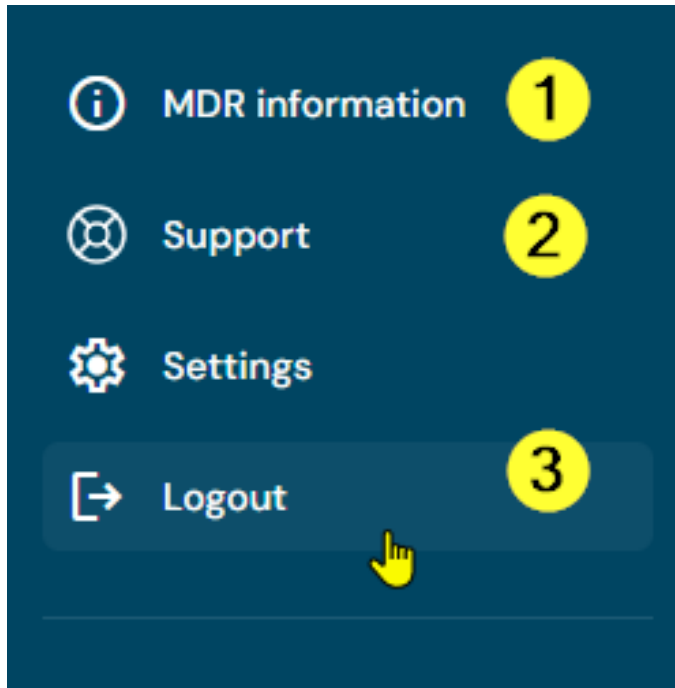
NOTE: An *Approved* encounter cannot be deleted.

⇒ 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.

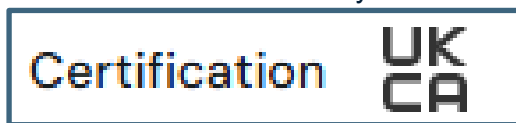
NOTE: The MDR information is only visible to you when you work within the EMEA region.



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.

T-Pro Scribe is UK Conformity Assessed.



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.