



Scribe Web Version 2.0

Author Manual

Document revision 1.4

Document History

Revision	Date	Changes	Author
1.4	02/09/2026	- Context and Transcript sidebar added - Patient visit selection implemented - Edit patient data in completed encounters - Microphone selection updated - Resume a consultation implemented	smc
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

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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.

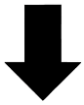
Working with the Scribe Web App

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 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

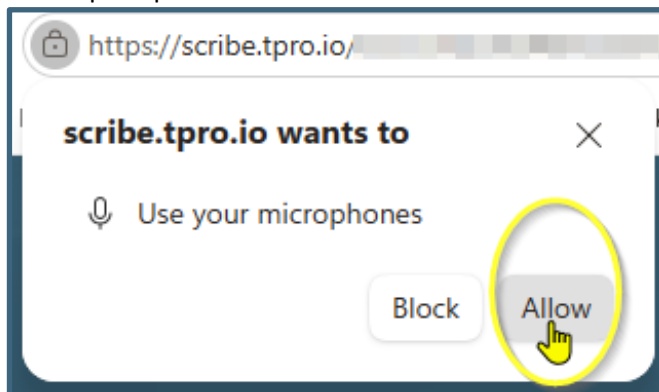
A wired internet connection will provide best quality but you can also use Wi-Fi or a mobile 3.5/4G data service.

- 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:

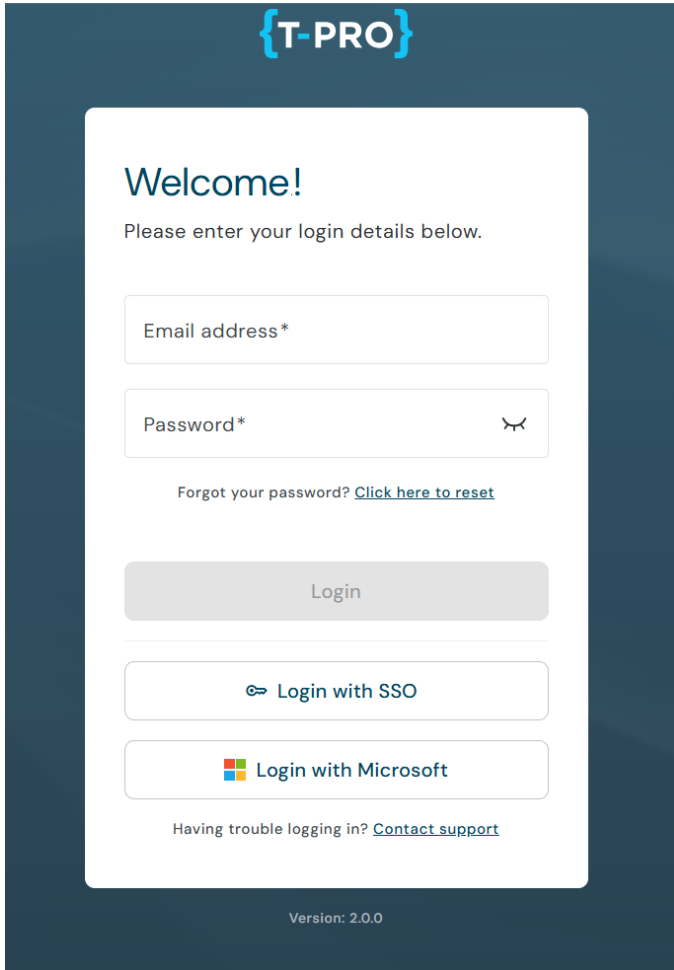


Select "Allow" or "Allow on every visit"

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

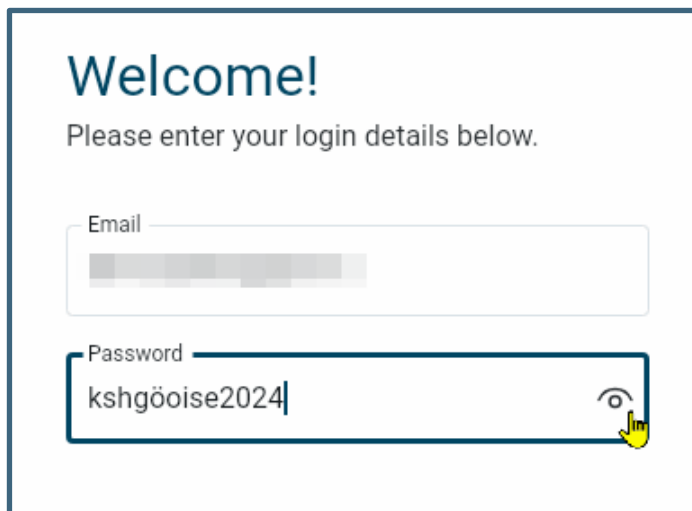
- If you are a new T-Pro user, you will be led through the entire first-time login process.
- If you have been working with other T-Pro applications already and your account setup is completed, you will be asked to only select your speciality and your templates.

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.

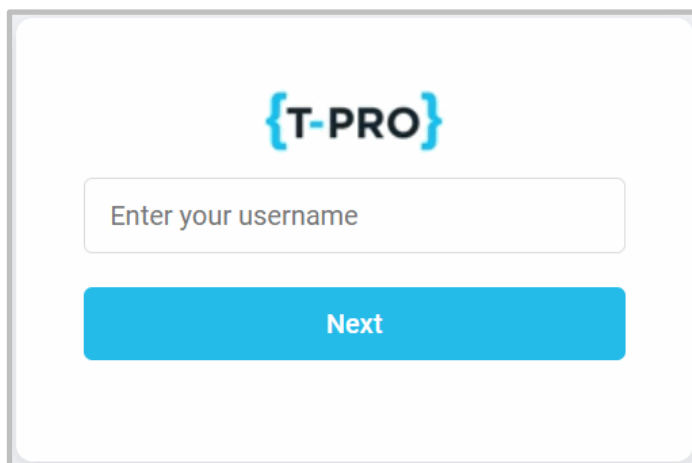


View your password input

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

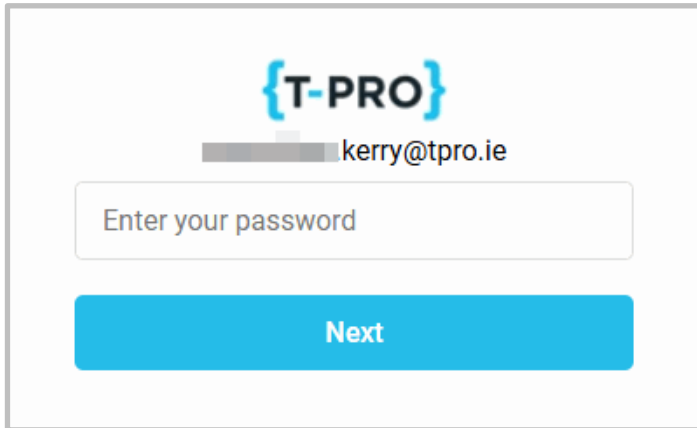
Single sign-on

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**.

A screenshot of the T-Pro SSO login screen. At the top is the {T-PRO} logo. Below it is a greyed-out email field containing 'kerry@tpro.ie'. Underneath is a white password input field with the placeholder text 'Enter your password'. At the bottom is a large blue button with the text 'Next' in white.

SSO login screen (2)

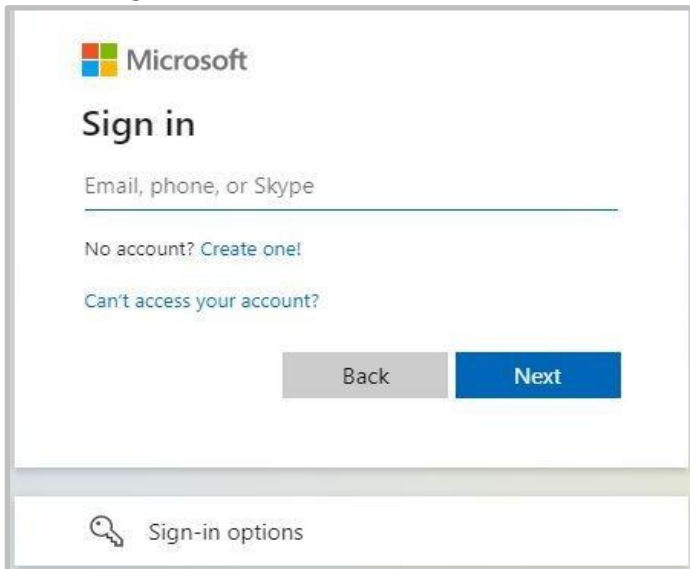
The above screen can be customised with your organisation's name and logo.

⇒ 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**.

A screenshot of the Microsoft Sign in screen. At the top left is the Microsoft logo. Below it is the text 'Sign in'. Underneath is a text input field with the placeholder 'Email, phone, or Skype'. Below the input field are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom are two buttons: a grey 'Back' button and a blue 'Next' button. At the very bottom is a section titled 'Sign-in options' with a key icon.

Log in to T-Pro with your Microsoft account

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

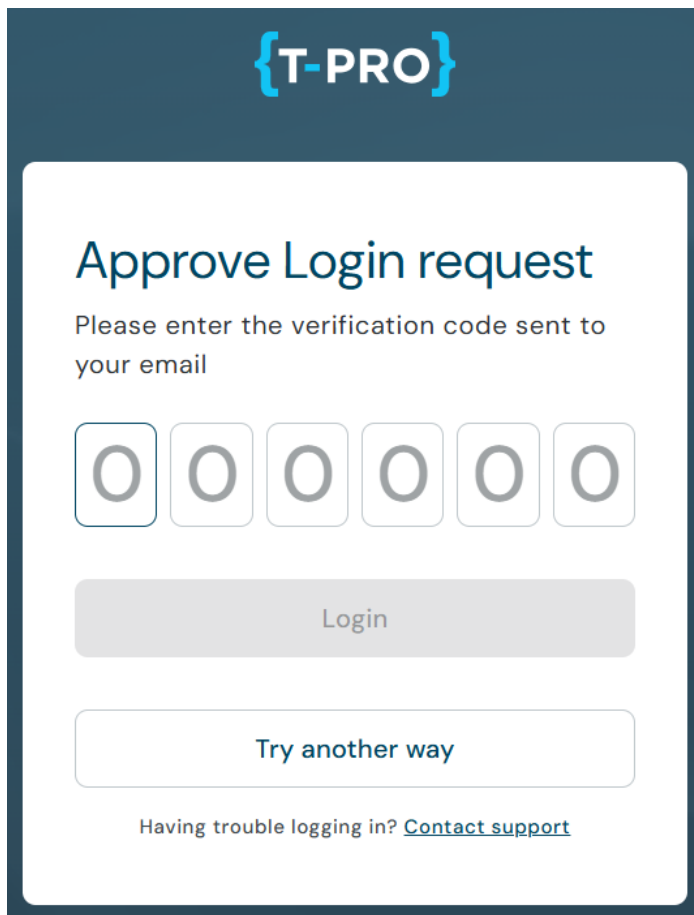
⇒ You are logged in and need to accept T-Pro's EULA to continue.

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.



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

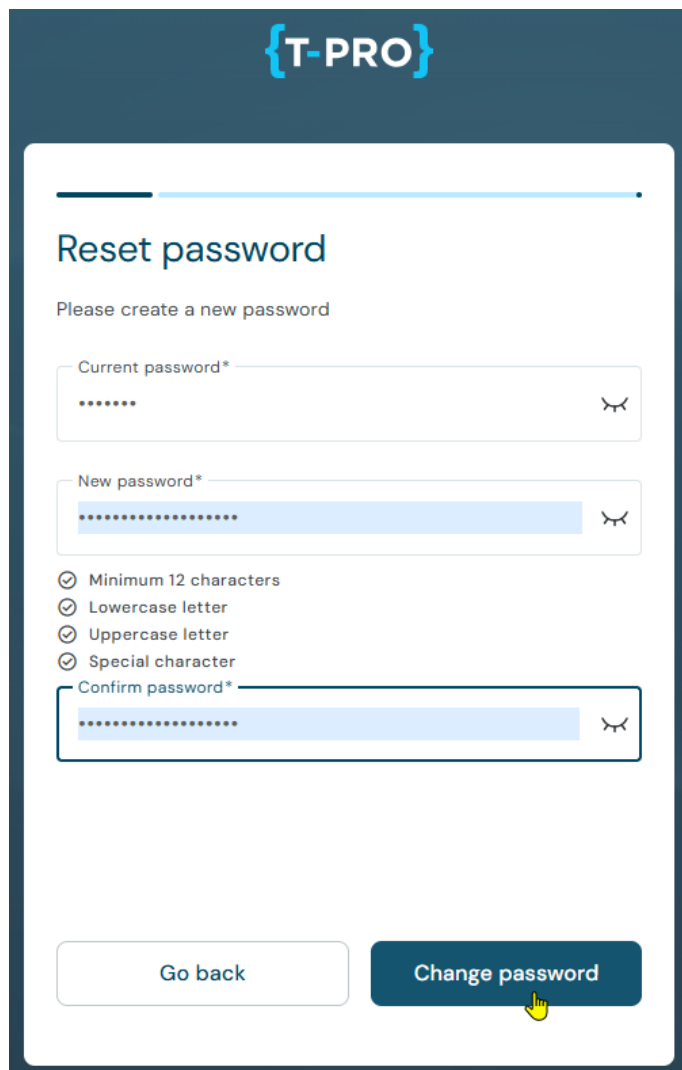
This is a one-time process when you start using T-Pro. During the process you configure your account.

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 password input fields: 'Current password*', 'New password*', and 'Confirm password*'. Each field has a blue progress bar and a toggle icon. 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, 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.

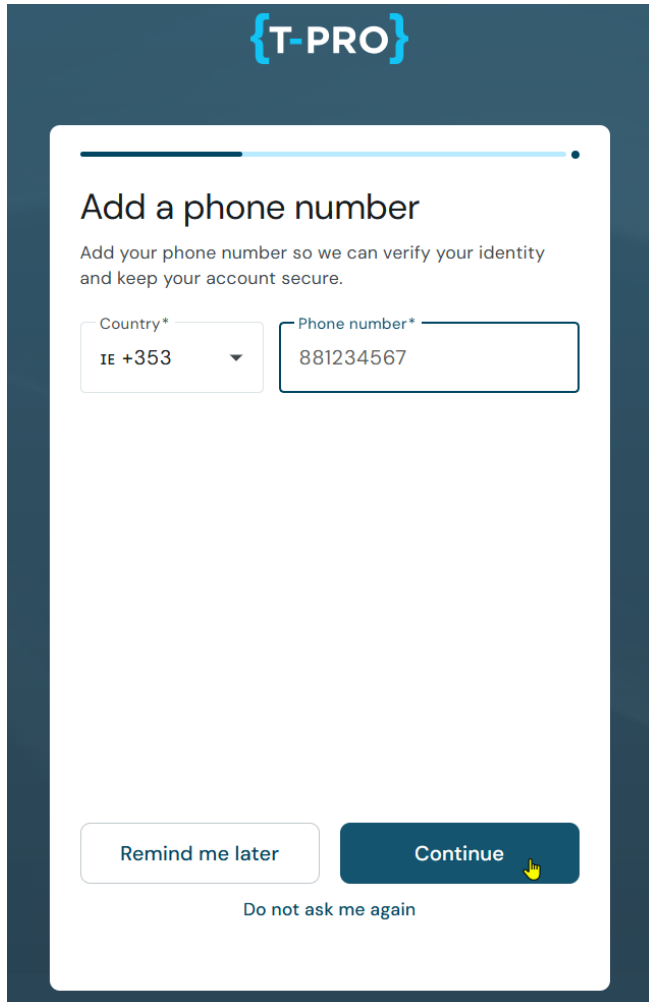
In the sample the new password must contain at least 12 characters, containing a lowercase letter, an uppercase letter, and a special character.

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.

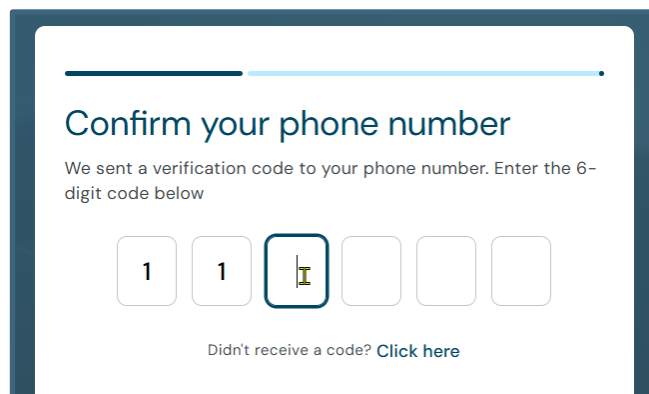
The screenshot shows a mobile app interface for adding a phone number. At the top is the {T-PRO} logo. Below it is a progress bar with one step completed. The title is 'Add a phone number'. The subtitle says 'Add your phone number so we can verify your identity and keep your account secure.' There are 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 hand cursor is over 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 title is 'Confirm your phone number'. The subtitle says 'We sent a verification code to your phone number. Enter the 6-digit code below'. There are six input boxes for the code. The first two boxes contain the number '1'. The third box has a cursor. The last three boxes are empty. At the bottom, there is a link that says 'Didn't receive a code? Click here'.

Enter the confirmation code

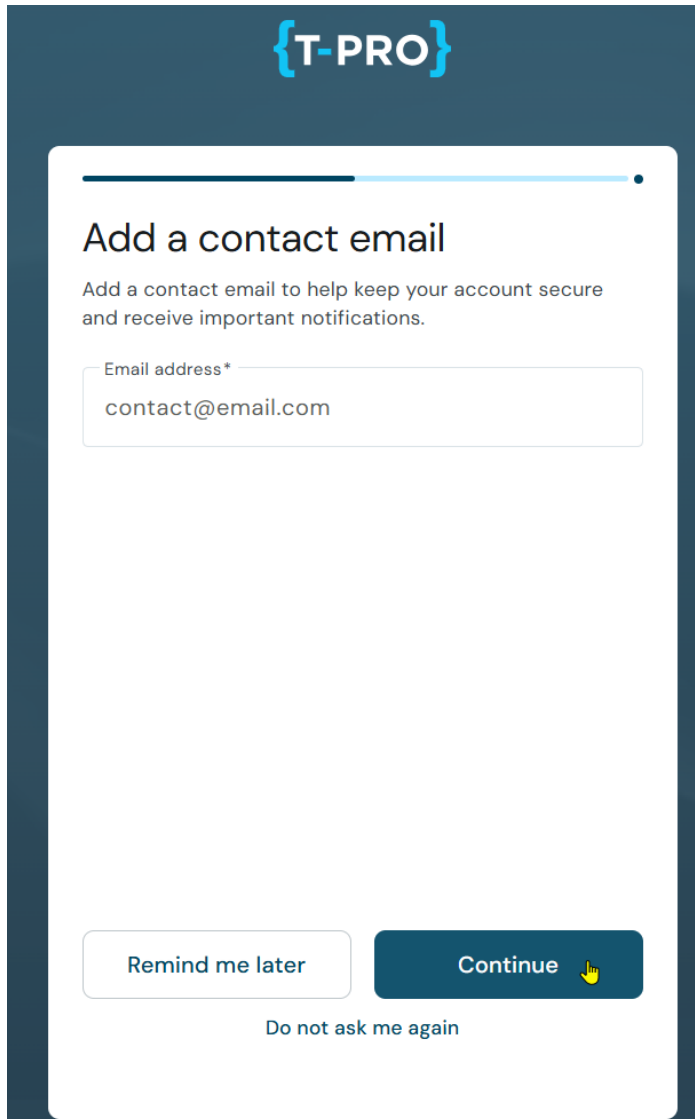
Working with the Scribe Web App

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'.

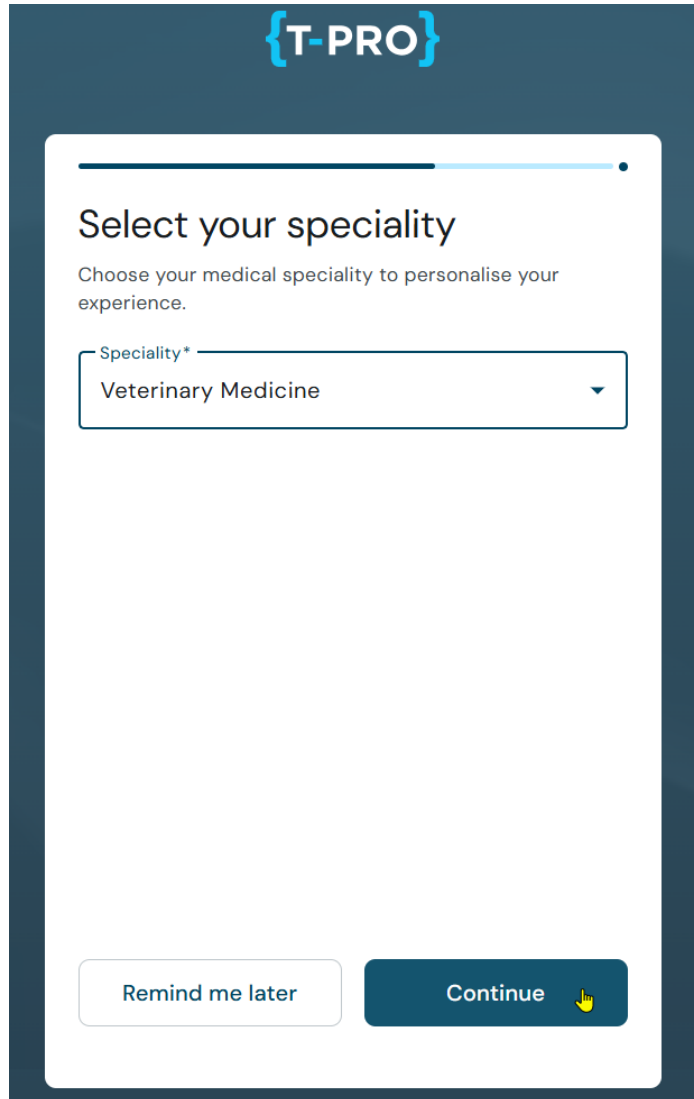
Enter a valid contact email address

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 progress bar with a single dot. The main heading is "Select your speciality" in a bold, dark font. Underneath, a subtitle reads "Choose your medical speciality to personalise your experience." A dropdown menu is labeled "Speciality*" and currently shows "Veterinary Medicine" with a downward arrow. At the bottom of the screen, there are two buttons: "Remind me later" in a light blue box and "Continue" in a dark blue box with a yellow hand cursor icon pointing at it.

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.

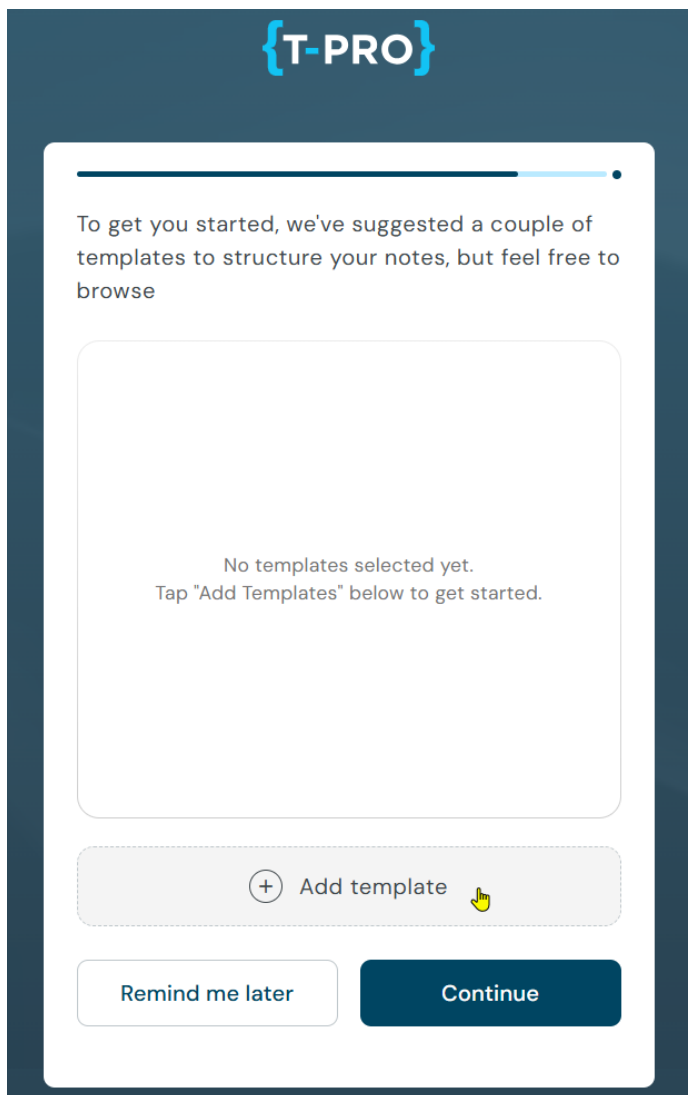
Templates

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

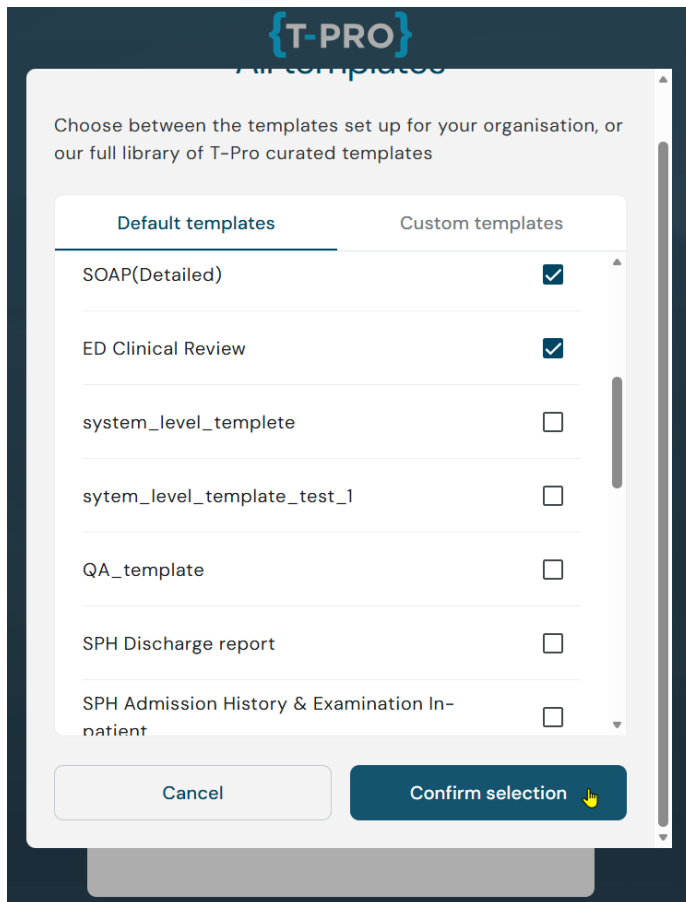
In this screen you can set up your default templates. These are the templates which will automatically be used for document creation after each consultation.

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**.



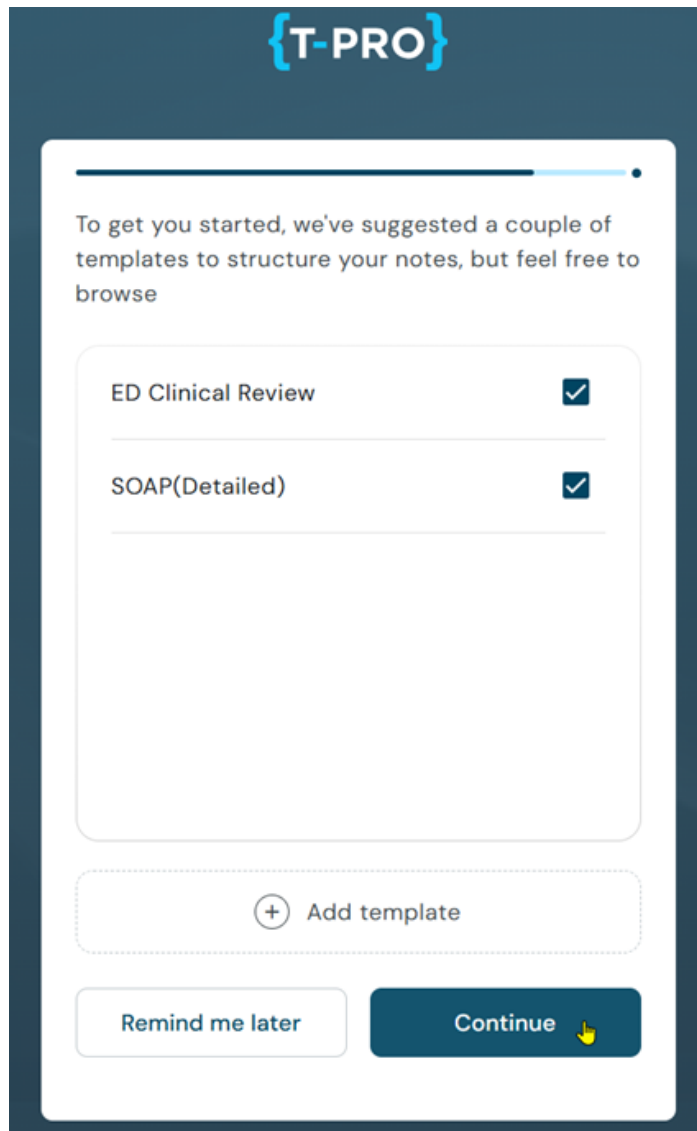
Template setup screen



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 ☒

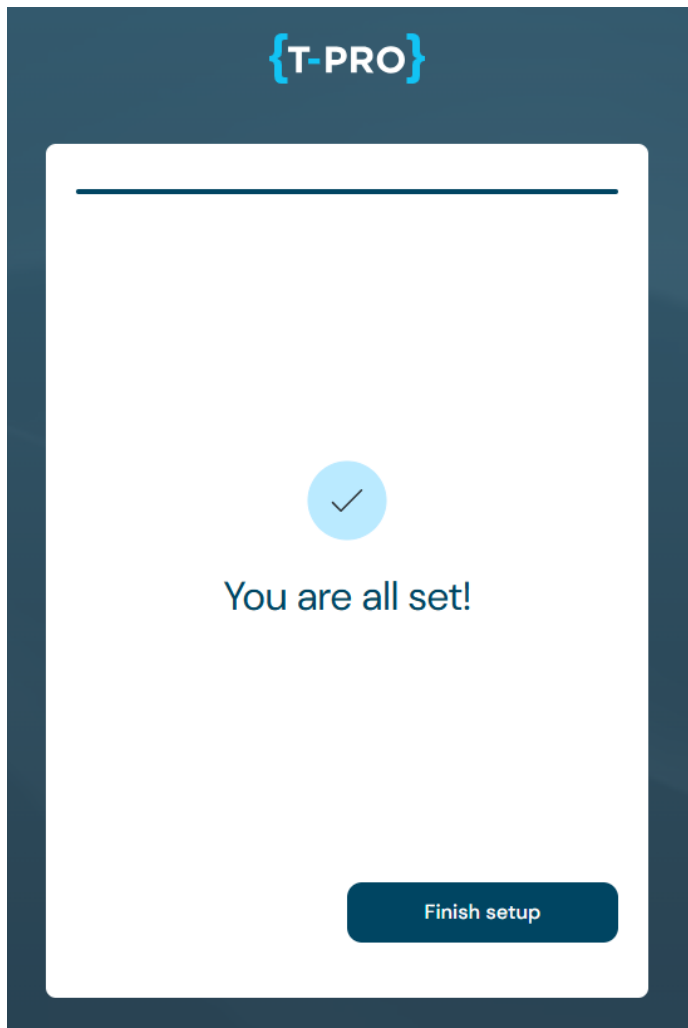
SOAP(Detailed) ☒

+ 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

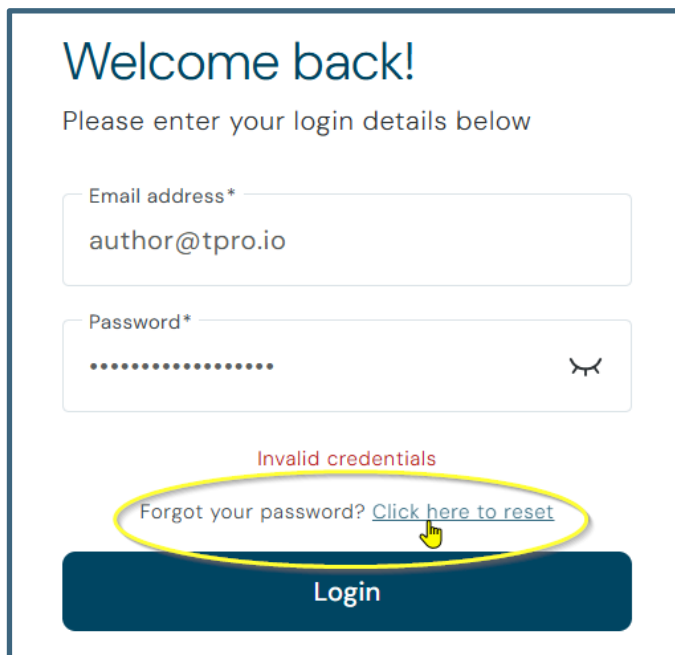
In all of the above screens you have also the option to select that you do not want to be reminded anymore.

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*
.....

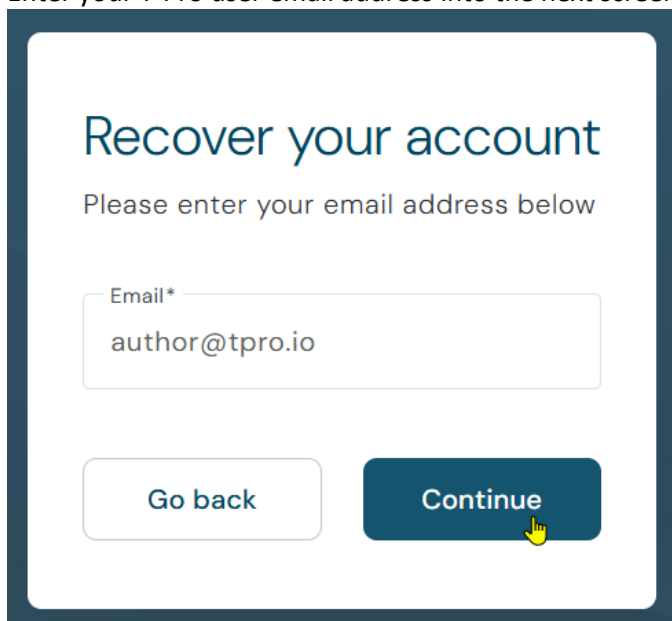
Invalid credentials

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

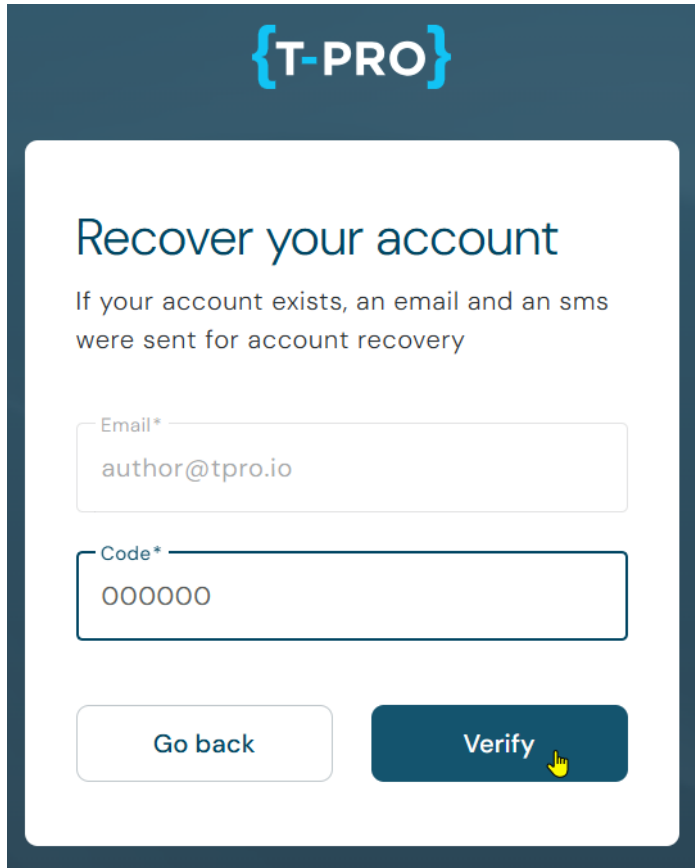
Email*
author@tpro.io

Go back Continue

Recover your account, step 1

Click on **Continue**.

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

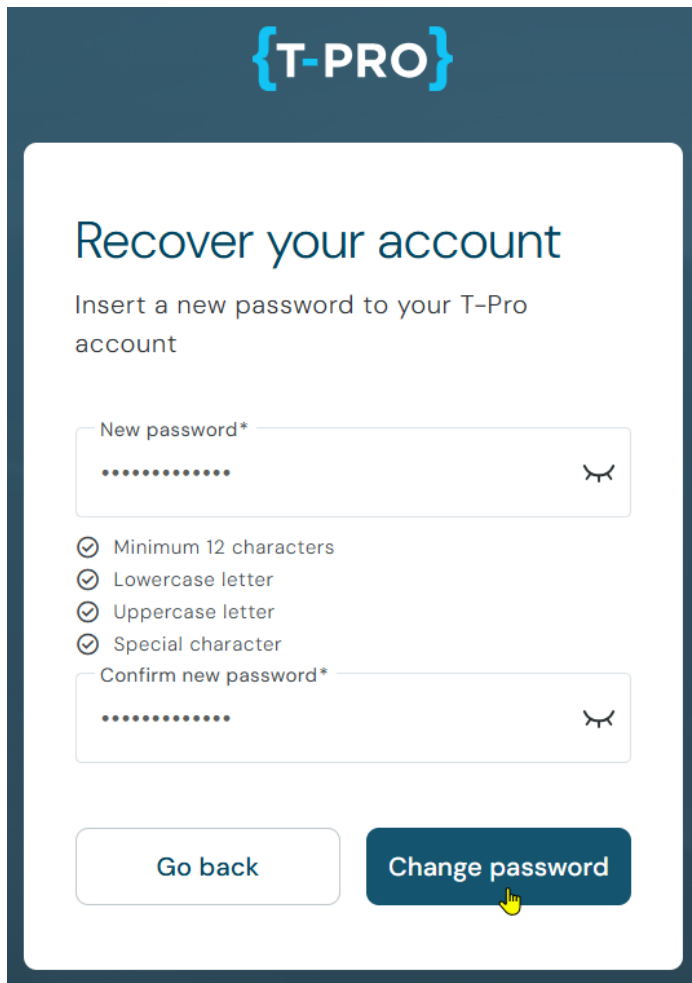


The screenshot shows a web application interface for account recovery. At the top, the {T-PRO} logo is displayed. Below it, the heading "Recover your account" is followed by the text "If your account exists, an email and an sms were sent for account recovery". There are two input fields: "Email*" containing "author@tpro.io" and "Code*" containing "000000". At the bottom, there are two buttons: "Go back" and "Verify" with a yellow hand cursor icon pointing at it.

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

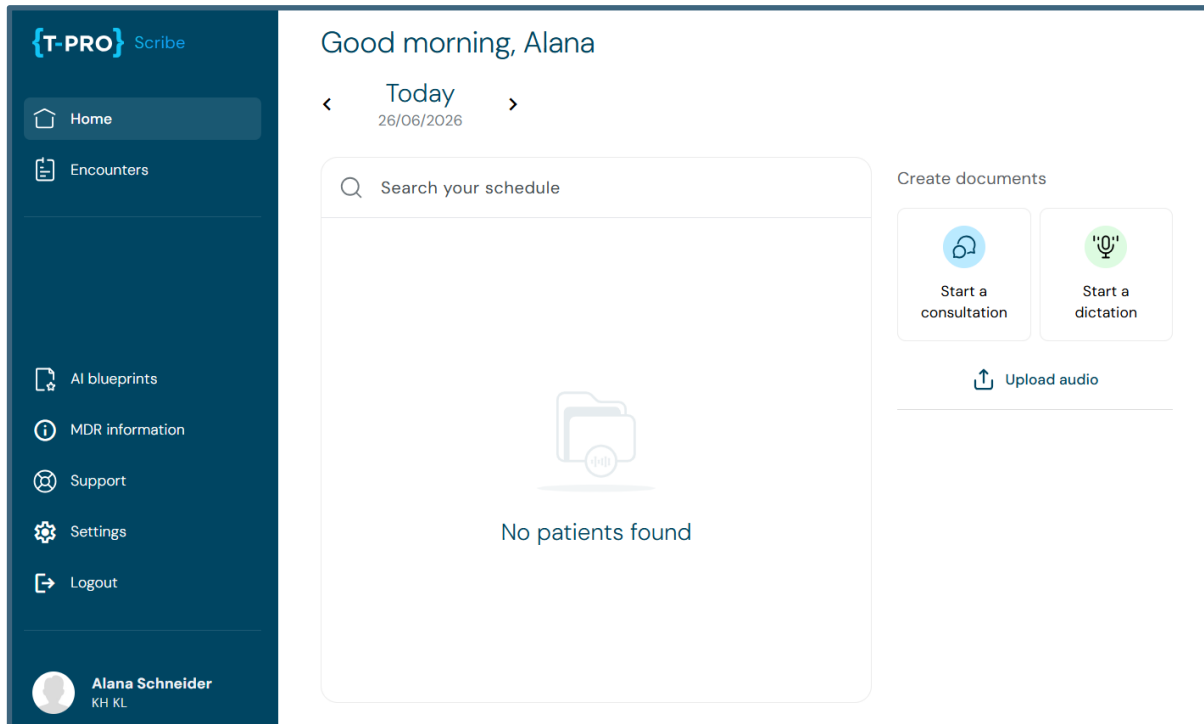
You see all patients listed which are scheduled for a consultation on the day.

The screenshot shows the T-PRO Scribe Home screen. On the left is a dark blue navigation bar with the T-PRO Scribe logo at the top. Below the logo are icons and labels for 'Home', 'Encounters', 'AI blueprints', 'MDR information', 'Support', 'Settings', and 'Logout'. At the bottom of the bar is a user profile for 'Silvie'. The main content area has a header 'Good morning, Silvie' and a date selector for 'Today 16/06/2026'. Below this is a search bar labeled 'Search your schedule'. A list of patients is displayed with their names, DOB, ID, and scheduled times. To the right of the list are icons for each patient. On the far right, there is a section titled 'Create documents' with buttons for '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

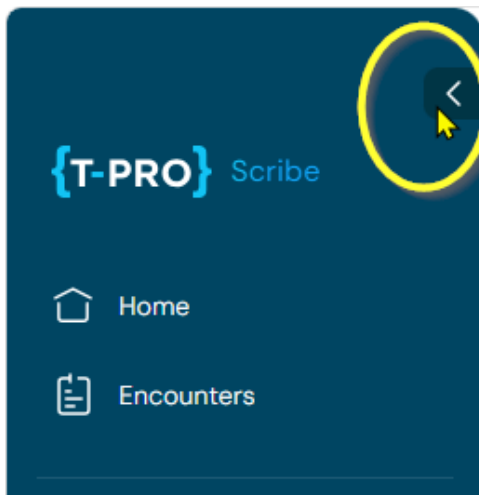
Home screen with patient integration

Working with the Scribe Web App

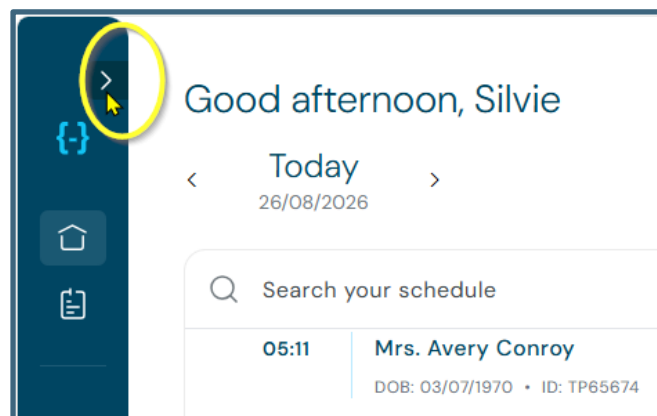


Home screen without integration (standalone version)

You have the option to minimise the navigation bar, just click on the small arrow to collapse and to expand the full menu again.



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

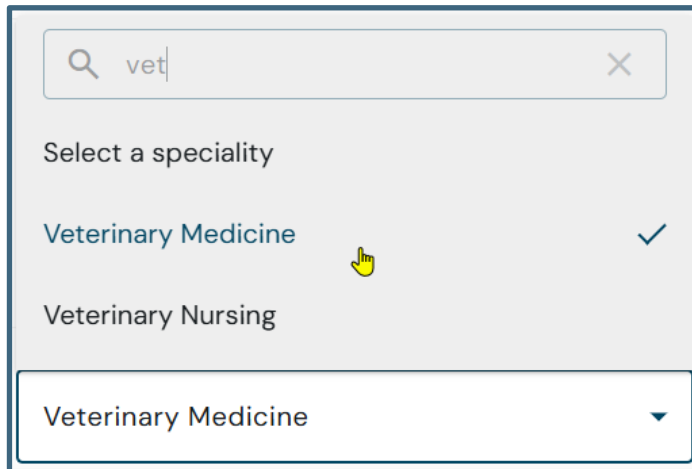
This is where your name, work email address, and speciality are set up.

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.

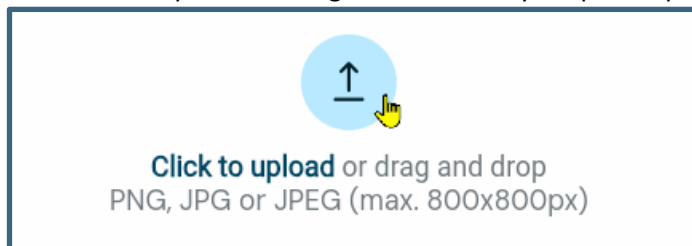
Working with the Scribe Web App



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

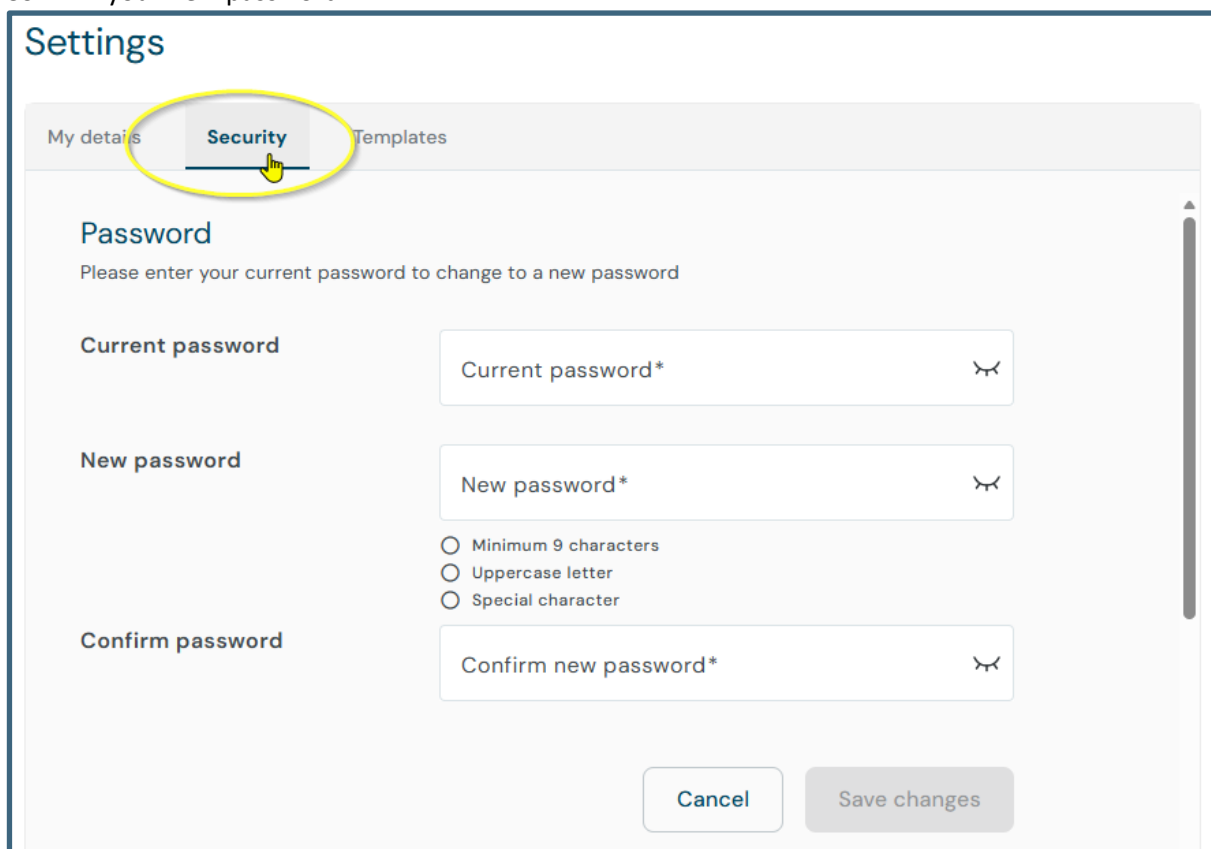
Move to the **Security** tab.

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. The 'Security' tab is selected and highlighted with a yellow circle and a hand cursor. The 'Password' section is visible, with the instruction 'Please enter your current password to change to a new password'. There are three input fields: 'Current password*', 'New password*', and 'Confirm new 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 right, there 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**.

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 'Security' tab is selected. Under 'Patient consent', the 'Enable patient consent' toggle is currently off. The 'Consent message' field is empty. Under 'Enable beep sound', the 'Enable feedback sounds' toggle is also off. A yellow arrow on the right side of the form indicates the scroll direction to reach this section.

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.

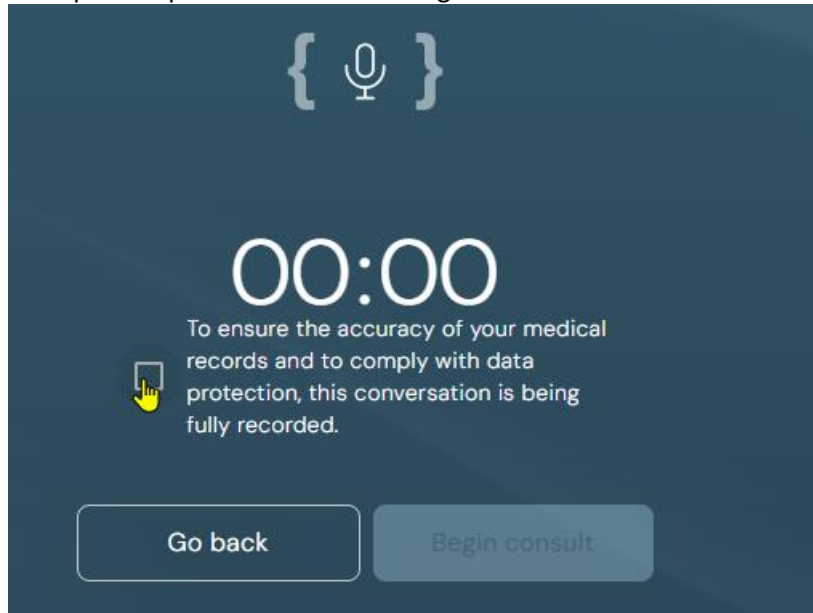
This screenshot shows the 'Encounter' section with the 'Patient consent' settings updated. (1) The 'Enable patient consent' toggle is now turned on. (2) The 'Consent message' field contains the text: 'To ensure the accuracy of your medical records and to comply with data protection requirements, this consultation'. (3) The 'Save changes' button is highlighted with a hand cursor, indicating it should be clicked to save the updates.

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.

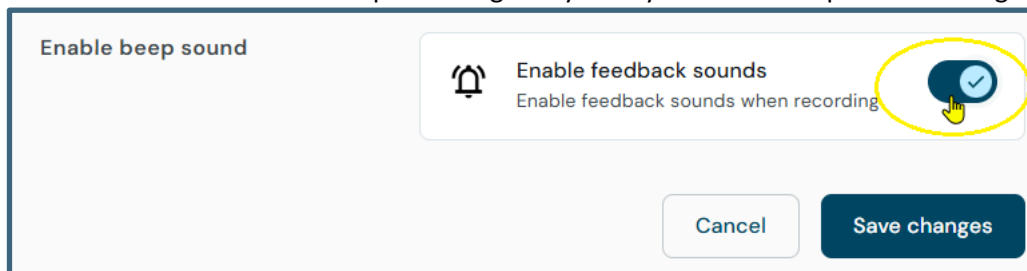
Example of a patient consent message:



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.

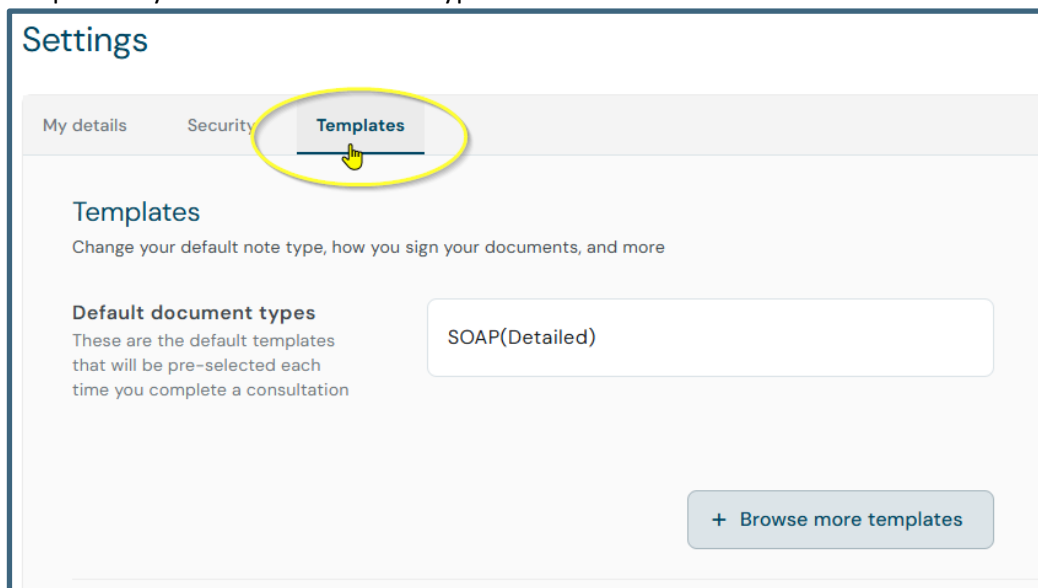
- Go here if you have skipped setting up your templates during the first time login process to select your default document templates.
- You can go here any time if you want to change your default template(s).
- Templates are typically already set up and provided by our organisation or through T-Pro. 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.

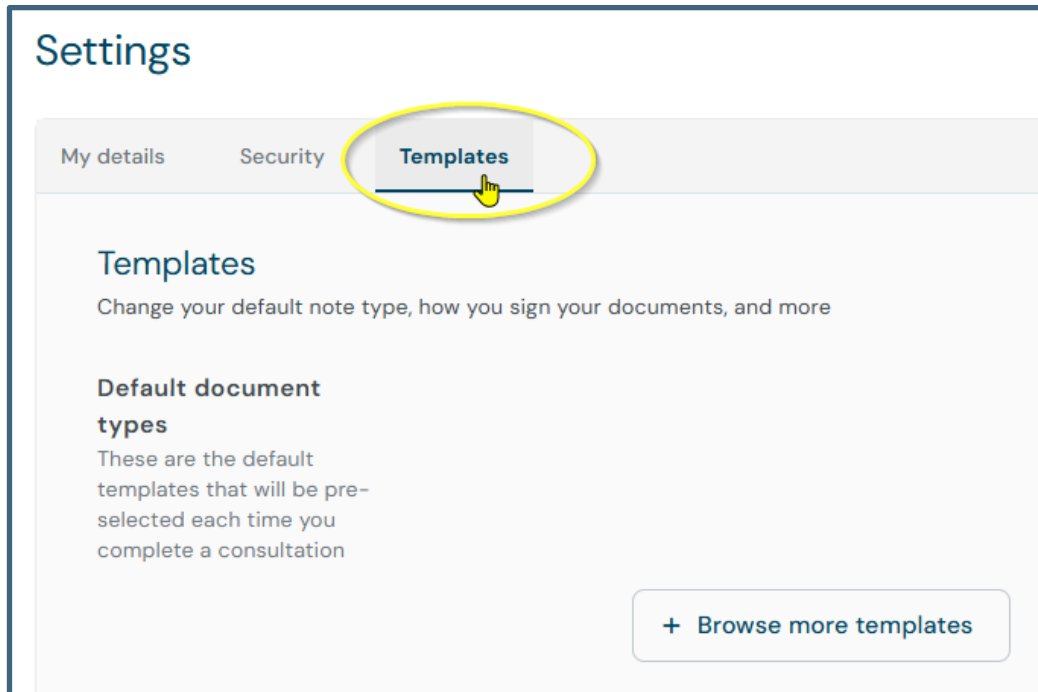


One default document type set up in this example

- 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.



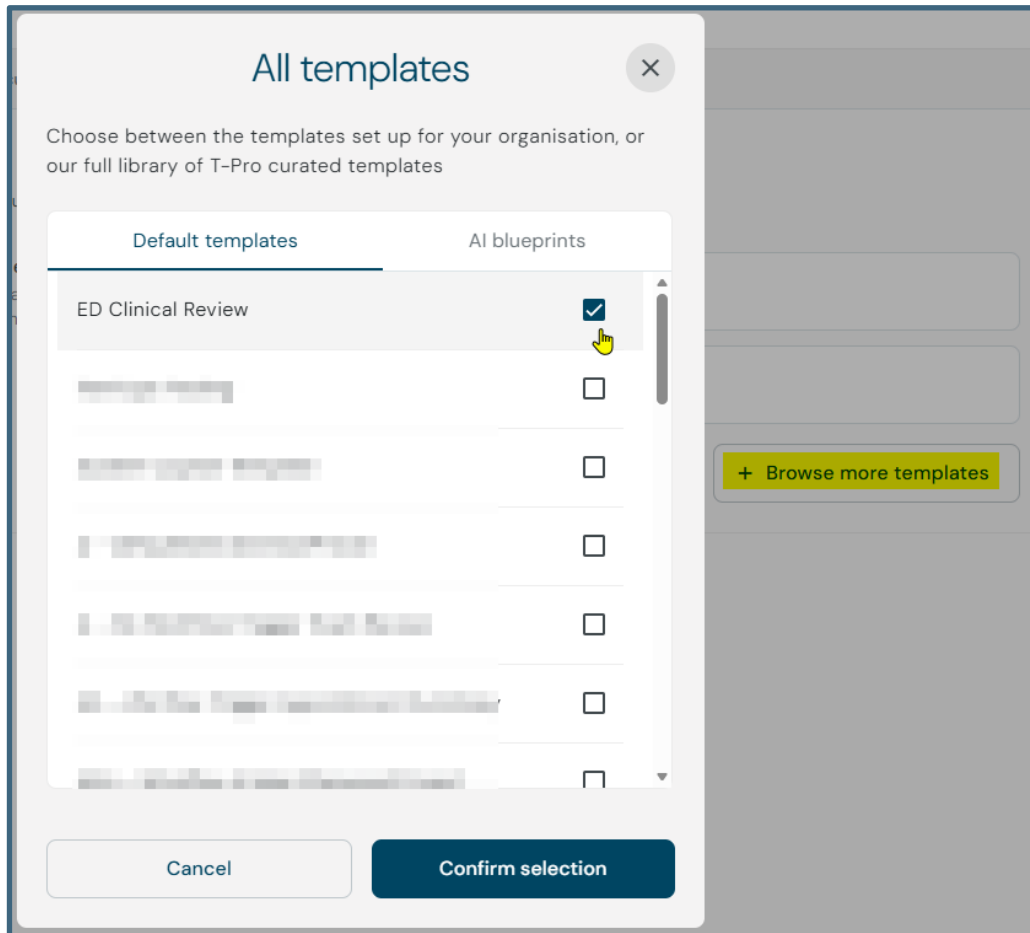
No default template set

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.

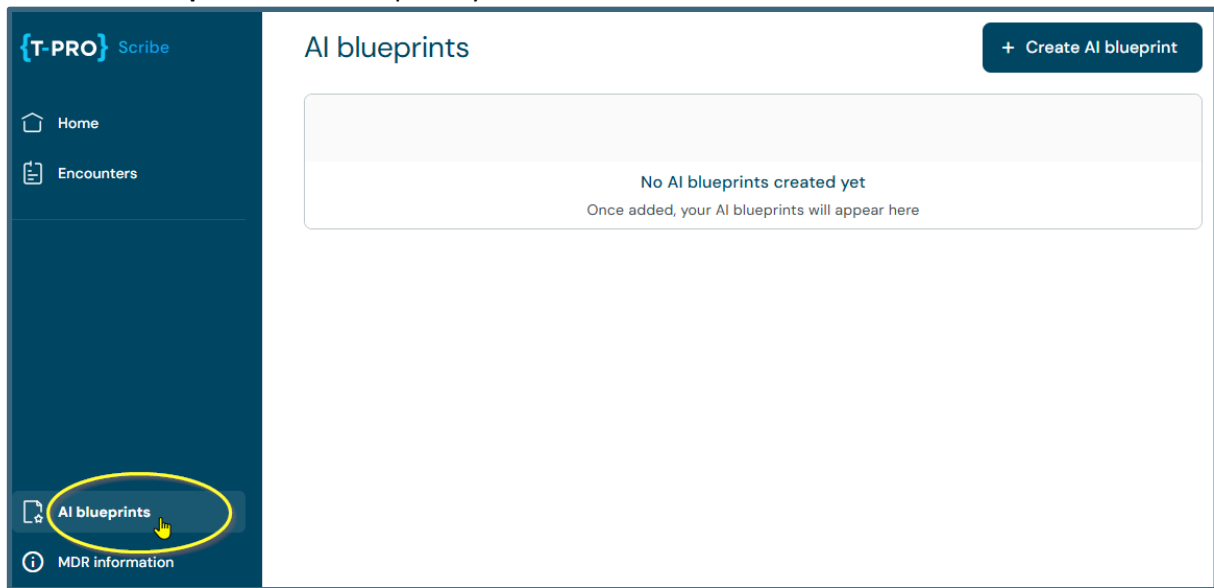
- Templates can also be created by the user via the **AI blueprints** section. Those templates are listed separately on the *AI blueprints* tab. Set them as your default in the same way as described above.
- See below for how AI blueprints work.
- If you are an advanced user and you have previously created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

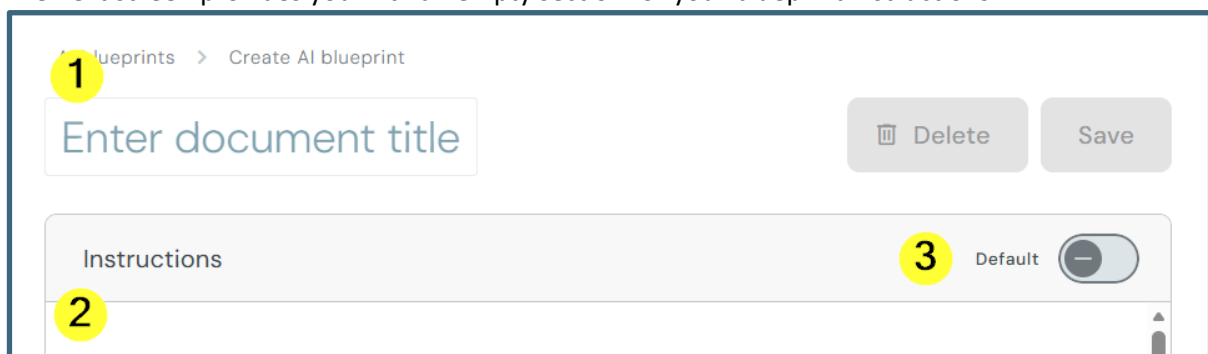
Click on **AI blueprints**. All AI blueprints you create will be listed in this area.



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;

Working with the Scribe Web App

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

Past Medical History:

Working with the Scribe Web App

- [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 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.

Working with the Scribe Web App

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*.

Settings

My detailsSecurity**Templates**

Templates

Change your default note type, how you sign your documents, and more

Default document types

These are the default templates that will be pre-selected each time you complete a consultation

SOAP(Detailed)

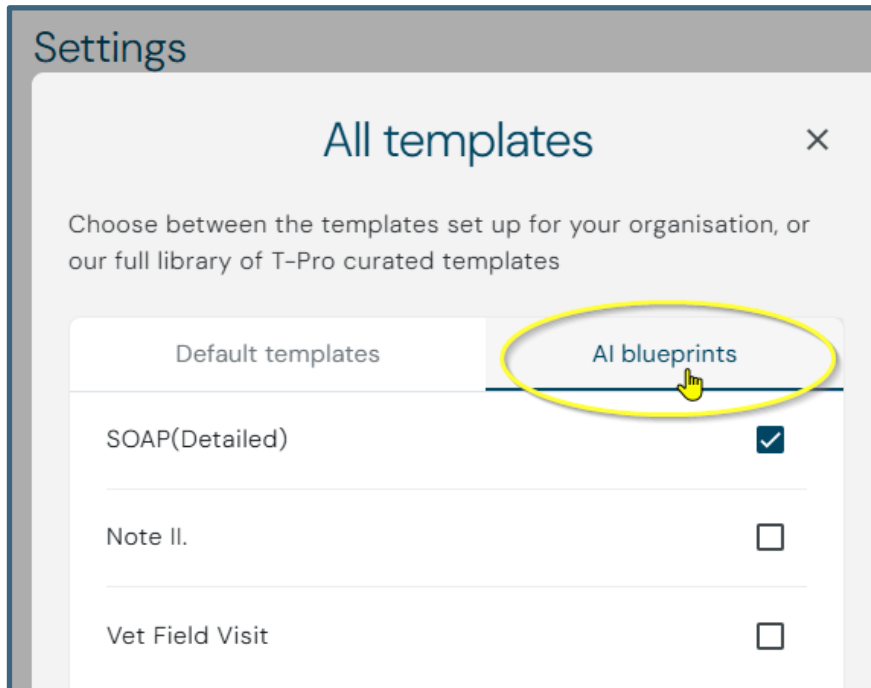
ED Clinical Review

SOAP Note (UAT)

+ Browse more templates

Blueprint has been added to your default document types

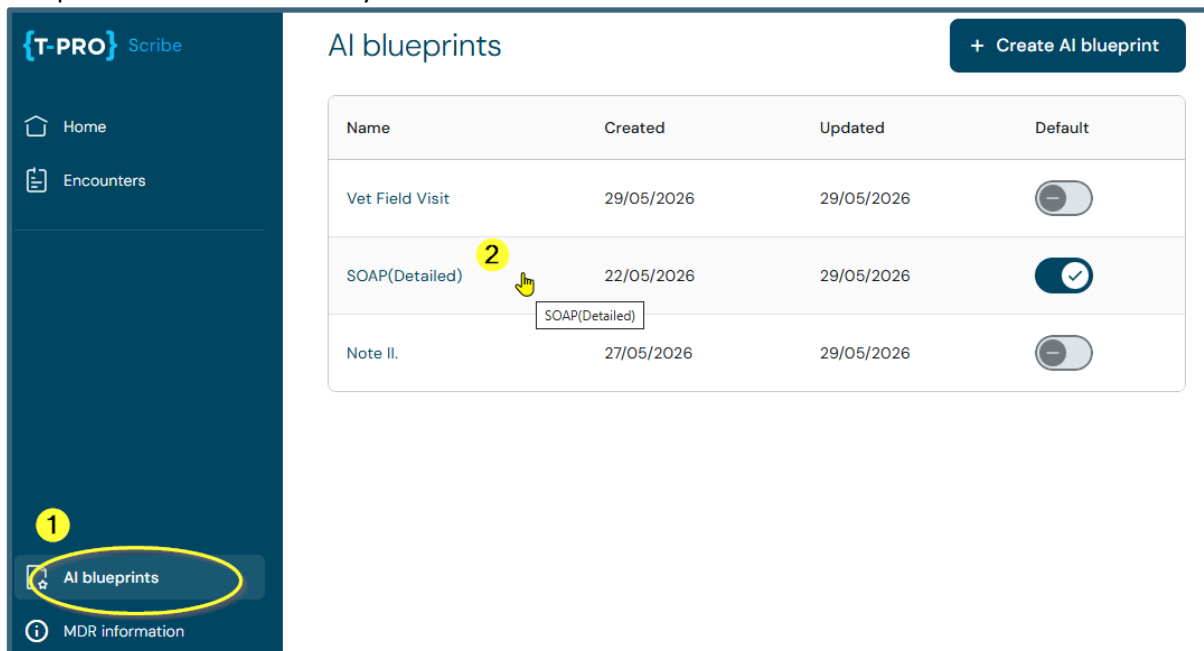
All blueprints you create will be listed in the template selection screen (click on **+Browse more templates**) on the tab *AI blueprints*.



Access your blueprints for selection

Edit your blueprints

Blueprints can be edited at any time.



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**.

Working with the Scribe Web App

AI blueprints > Edit AI blueprint

SOAP Note (UAT)

Delete Save

Instructions

Default ☒

[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

Edit an existing blueprint

Delete a blueprint

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

Consultation with ambient recording

From the **Home** screen you have various options to start a consultation:

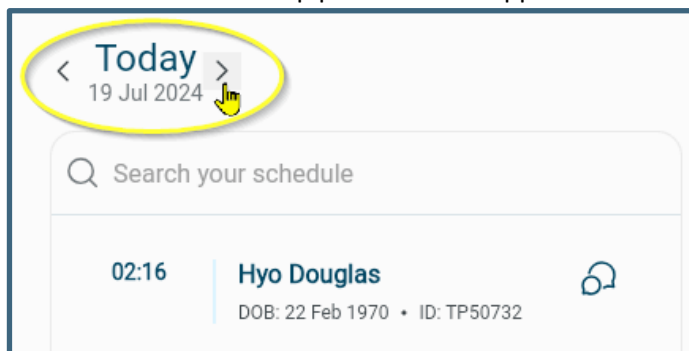
- [Via the clinic schedule](#)
- [Via the consultation button](#)
- [Including a visit](#)
- [Adding patient data manually](#)
- [Without patient data](#)

Schedule overview

The schedule consists of the planned visits of the day displaying the patients' data. It derives from your organisation's EPR system.

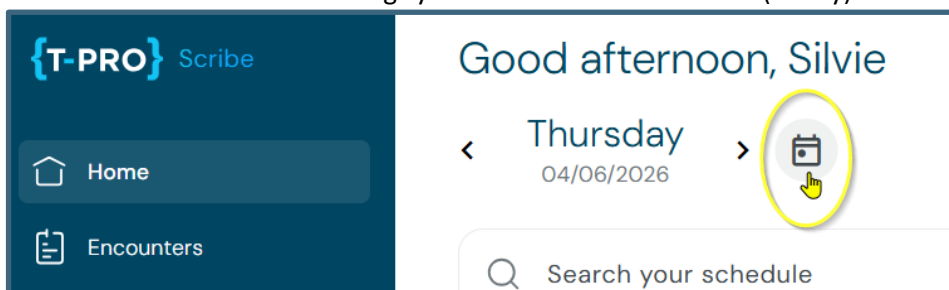
- By default your schedule displays the visits of the current day and time.

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).

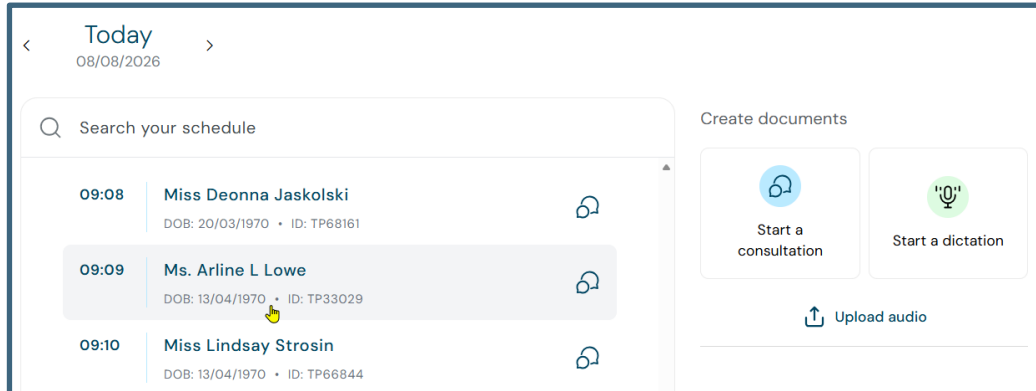


- You can also search the schedule for a patient by name, ID, or date of birth

Working with the Scribe Web App

Start with the schedule

Click on the scheduled patient visit to begin the consultation.

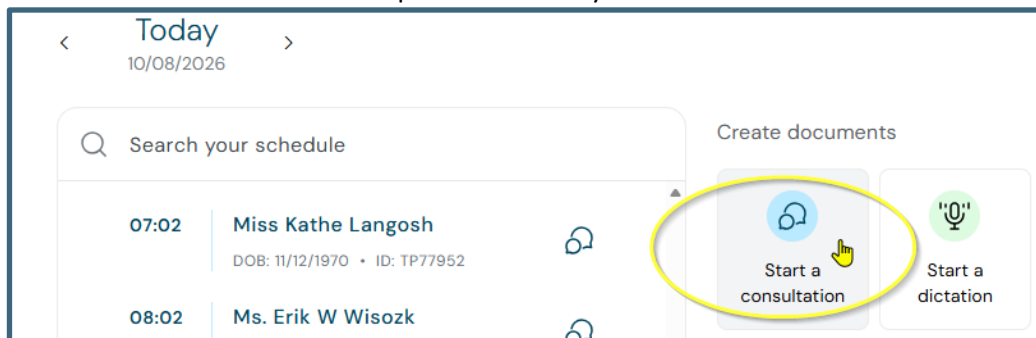


Click on the patient entry

⇒ The recording screen opens right away. This is the fastest way to begin a consultation.

Start with the consultation button

Select **Start a consultation** if the patient is not in your schedule.



Click on Start a consultation

Working with the Scribe Web App

Visit selection

The patient schedule is displayed again but you have additional options in this screen:

Start a consultation

Scheduled patients **2** All patients

Search patient (by name or ID or DOB)

Today Patient list **1**

Your scheduled p

09:05 Mr. QA (23)
MRN
DOB: T-ID: TPA81518

09:08 Miss Liberty Mohr
MRN TP68814
DOB: 11/11/1970 • ALT-ID: TPA20509

09:09 Dr. Leigha Trantow
MRN TP58763
DOB: 02/04/1970 • ALT-ID: TPA60461

Add patient manually Start without patient Continue

Extended patient selection

- 1 – Select a different patient list
- 2 – Change to the **All patients** search tab

Working with the Scribe Web App

The screenshot shows the 'Start a consultation' interface. At the top, there are two tabs: 'Scheduled patients' and 'All patients'. Below the tabs is a search bar with the text 'Search patient (by name or ID)'. The search bar contains the text 'Bruce'. Below the search bar, the search results are displayed. The first result is 'Ms. Bruce Lowe' with MRN TP25729 and DOB: 10/03/1970. The second result is 'Mr. Bruce Lowe' with MRN TP25729 and DOB: 10/03/1970. The third result is 'Ms. Bruce Lowe' with MRN TP25729 and DOB: 10/03/1970. The 'Continue' button is highlighted.

Start a consultation

Scheduled patients All patients

Search patient (by name or ID)

Bruce

Search results

Ms. Bruce Lowe
MRN TP25729
DOB: 10/03/1970 - ALT-ID: TPA49587

Mr. Bruce Lowe
MRN TP25729
DOB: 10/03/1970 - ALT-ID: TPA49587

Ms. Bruce Lowe
MRN TP25729
DOB: 10/03/1970 - ALT-ID: TPA49587

Add patient manually Start without patient Continue

Patient search from all patients

- 3 – Search by patient *name or ID*
- 4 – Select the patient by clicking on the entry
- 5 – Click the button to **Continue**

⇒ The *Select a visit* screen opens.

The screenshot shows the 'Select a visit' interface. At the top, there are two tabs: 'Scheduled patients' and 'All patients'. Below the tabs is a search bar with the text 'Search patient (by name or ID)'. The search bar contains the text 'Bruce'. Below the search bar, the search results are displayed. The first result is 'Ms. Bruce Lowe' with MRN TP25729 and DOB: 10/03/1970. The second result is 'Mr. Bruce Lowe' with MRN TP25729 and DOB: 10/03/1970. The third result is 'Ms. Bruce Lowe' with MRN TP25729 and DOB: 10/03/1970. The 'Continue' button is highlighted.

Start a consultation

Scheduled patients All patients

Search patient (by name or ID)

Bruce

Search results

Ms. Bruce Lowe
MRN TP25729
DOB: 10/03/1970 - ALT-ID: TPA49587

Mr. Bruce Lowe
MRN TP25729
DOB: 10/03/1970 - ALT-ID: TPA49587

Ms. Bruce Lowe
MRN TP25729
DOB: 10/03/1970 - ALT-ID: TPA49587

Add patient manually Start without patient Continue

Visit information deriving from your clinic system

Working with the Scribe Web App

All visits associated with the selected patient are displayed.

Use the search on the **All patients** tab as described above if you want to select a different visit to the one displayed on your current schedule. Or if you want to start a consultation with a patient who is not in your schedule.

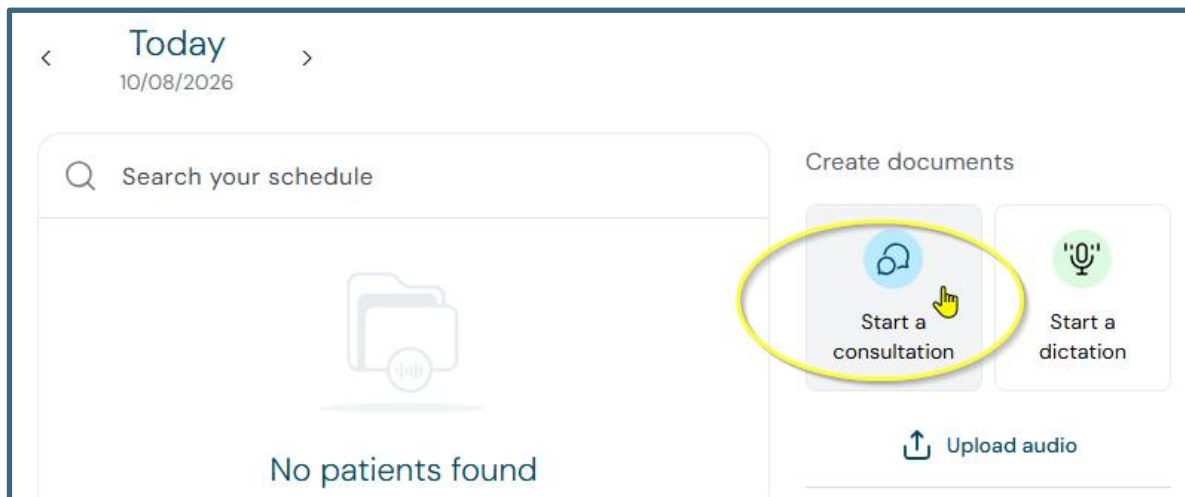
Select the relevant visit.

In case no visits are available, you can start the consultation without linking a visit.

Click on **Start consultation** to begin.

Standalone version

If you work without integration, you won't see a patient list and need to start a consultation via the button:



Click on *Start a consultation*

In the next screen you have the options to enter the patient data manually (1) or work without patient data (2).

- Users with integrated systems also have these options.

Working with the Scribe Web App

Start a consultation

Scheduled patients All patients

Search patient (by name or ID or DOB)

Today Patient list

Your scheduled patients

No patients found

1 Add patient manually

2 Start without patient

Continue

Patient options in the standalone version

1 – Add patient manually

Enter the patient's name, ID, and date of birth. Use the calendar function to do so.

ed patients

Add patient manually

Patient name
Peter Pan

Patient ID
G-0000101011

Date of birth

Start consultation

1955 – 1978

1955	1956	1957	1958
1959	1960	1961	1962
1963	1964	1965	1966
1967	1968	1969	1970
1971	1972	1973	1974
1975	1976	1977	1978

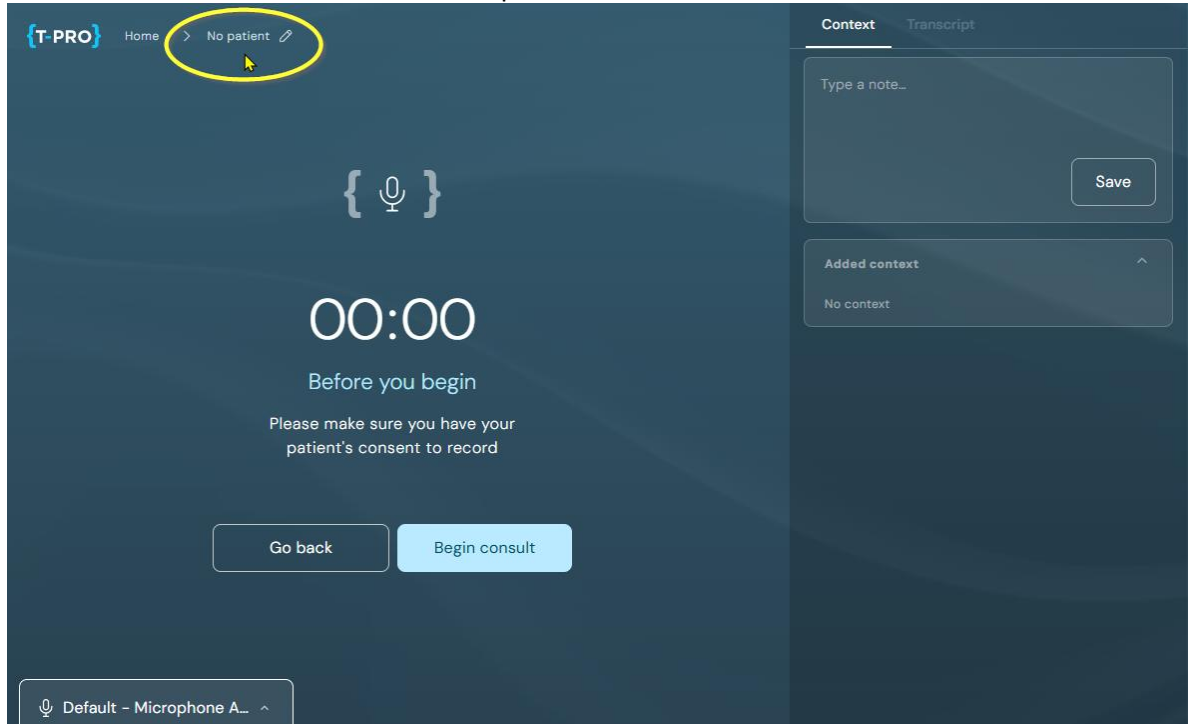
Manually added patient data

Then click on **Start consultation**.

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

2 – Without patient data

All users can start a consultation without patient data:



Consultation can be started without patient data

Patient data can be added at a later stage.

Edit patient data

Patient data can be edited – or added if you have started without a patient – at any later stage during the consultation or afterwards in the Encounters section (see below for [completed consultations](#)).

Click onto the pencil icon next to the patient's name.

The patient selection screen opens again.

Here, you have the same options that were available to you before the consultation began.

- Search for a patient from the schedule
- Change the patient list
- Search for a patient under All patients
- Add patient data manually

Working with the Scribe Web App

Edit patient

Add or update the patient for this consultation

Scheduled patients

All patients

Today

Patient list

Your scheduled patients

09:05

Mr. Basil G Gaylord
MRN TP3944
DOB: 20/08/1970 • ALT-ID: TPA81518

09:08

Miss Liberty Mohr
MRN TP68814
DOB: 11/11/1970 • ALT-ID: TPA20509

09:09

Dr. Leigha Trantow
MRN TP58763
DOB: 02/04/1970 • ALT-ID: TPA60461

Add patient manually

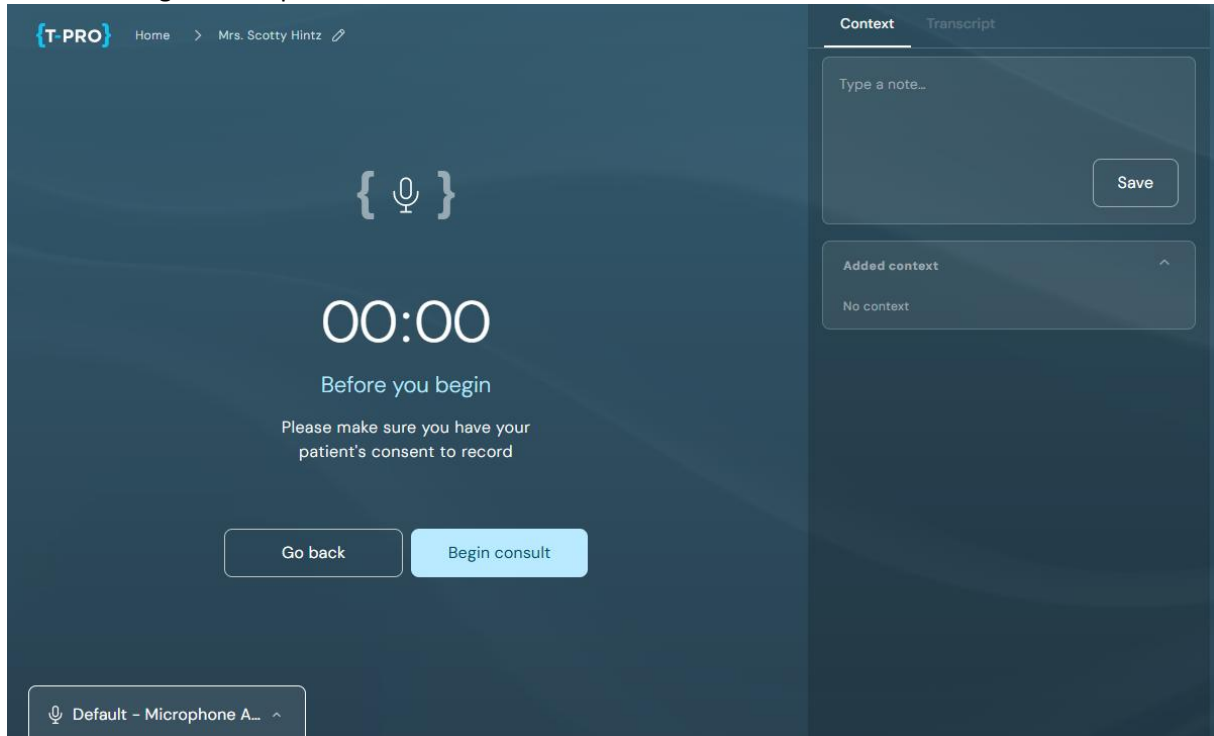
Continue

Edit the patient data

After selecting the right patient or adding the data manually click on **Continue** or **Save changes** respectively to update the patient data.

Recording screen

The recording screen opens.



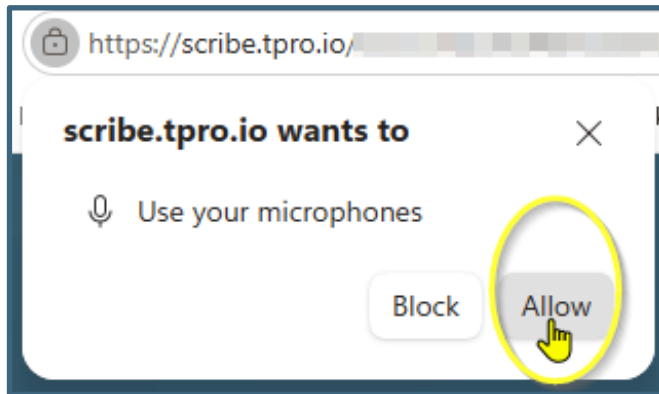
Consultation start screen in blue

In the recording screen you can:

- view and change your microphone settings in all stages of the recording (before starting, during recording or pausing);
- see the patient's name displayed at the top;
- change the patient data via the pencil icon;
- Type context notes;
- View the transcript once the consultation has started;
- view different screen colours which indicate the current status (before starting, 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.

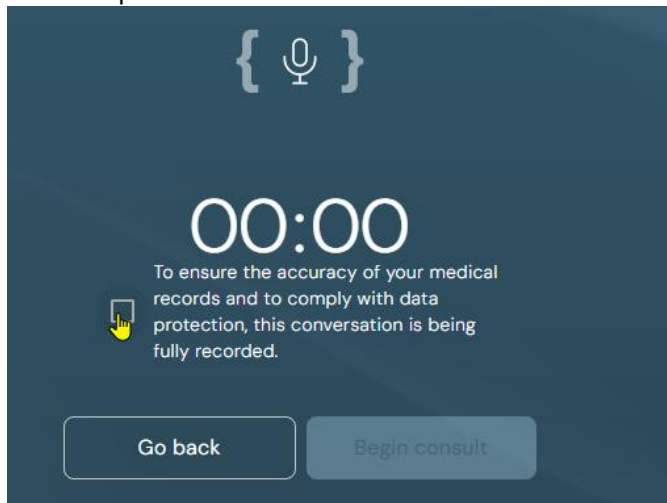
NOTE: At this stage you need to allow access to your computer's microphone if you use Scribe for the first time.



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.

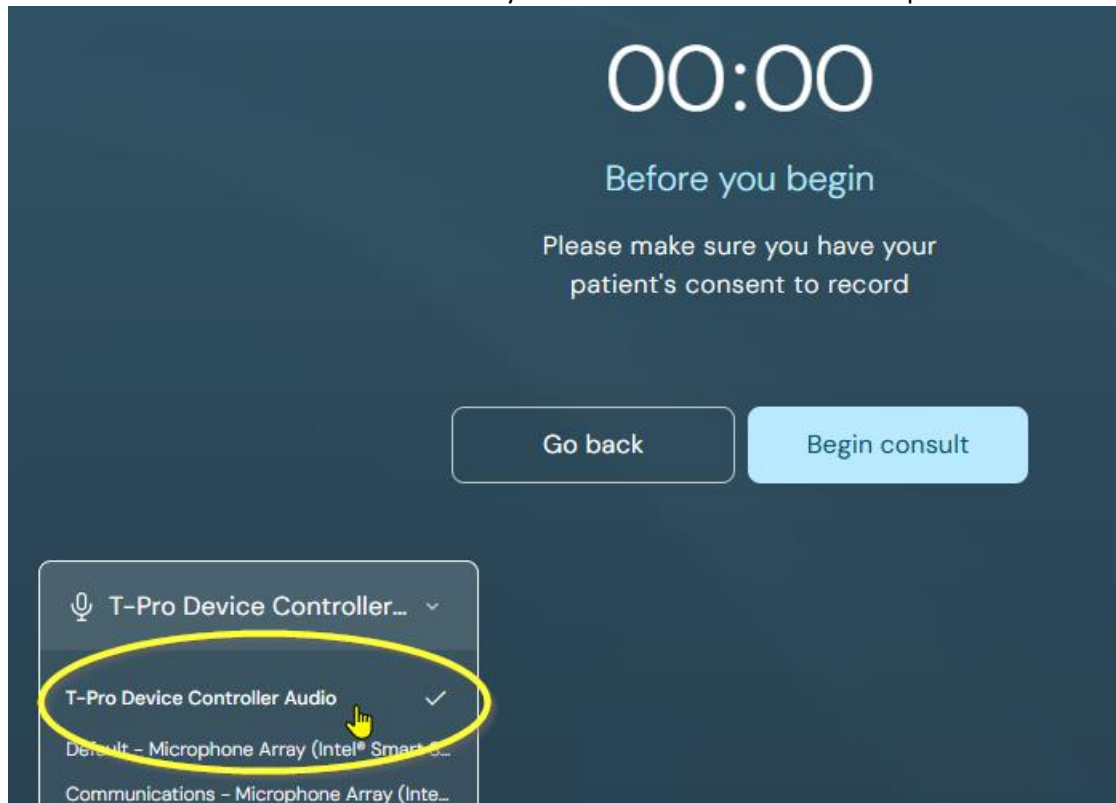
NOTE: This is only supported for MS Windows pc.

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

=> The Device Controller will automatically be selected as the default microphone.



No further action is needed.

3. Start your video meeting.

Supported meeting platforms are:

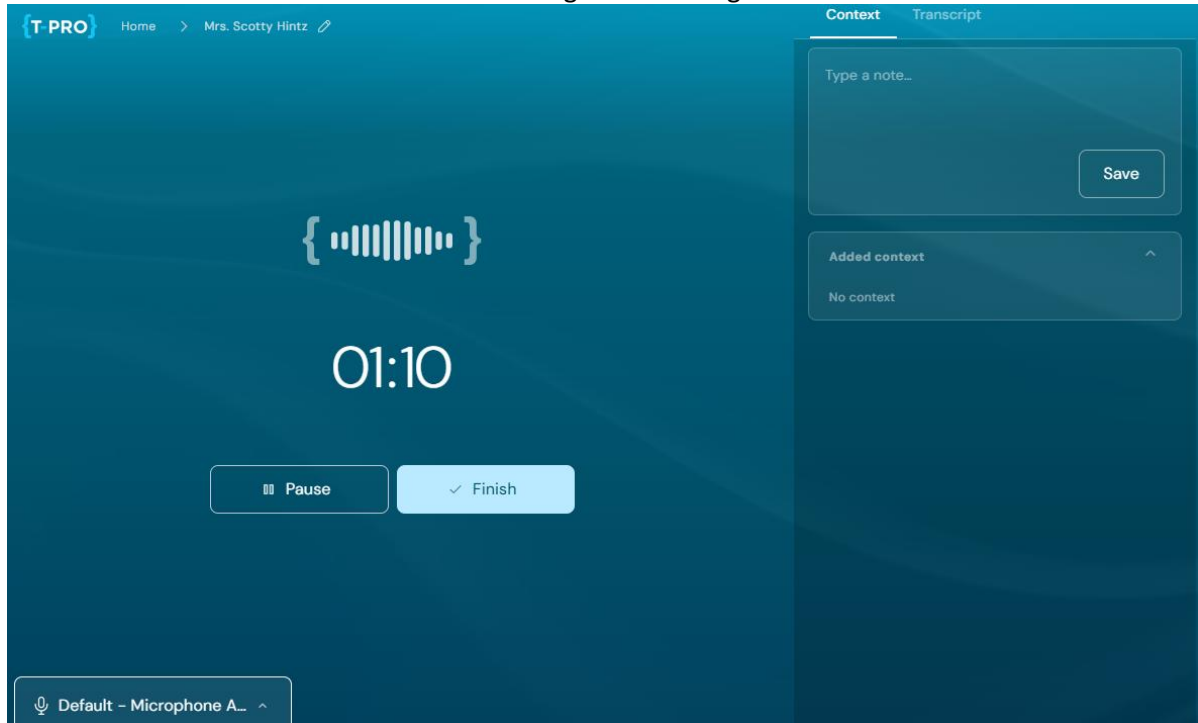
- MS Teams
- Zoom
- Slack
- Google Meet
- WhatsApp Web
- OneConsultation
- Webex
- eCM and more...

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.

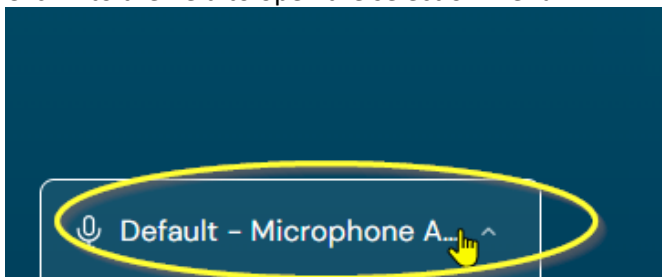


Ambient recording screen during a consultation

The audio input is visible during the consultation.
The recording limit per consultation is currently 3.5 hours.

Microphone selection

The microphone selection menu is available on all recording screens in the lower left side.
The current default microphone is displayed.
Click into the field to open the selection menu.

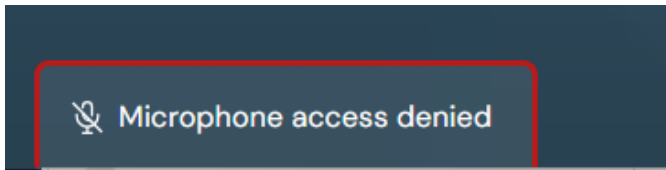


Open the microphone selection menu

- If you select a different microphone during a recording the consultation continues without any interruptions.
- If you connect a headset to your pc, it will be detected automatically and set as a default for online consultations.

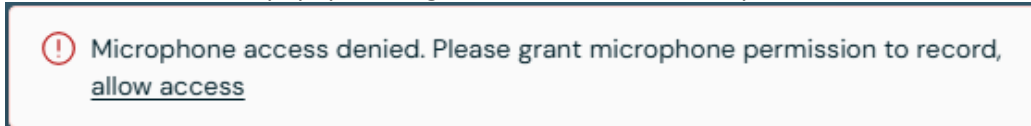
If you have not granted access your pc's microphone at some stage this is indicated in the microphone selection field.

Working with the Scribe Web App



Access denied, recording not possible

You also should see a popup message about the denied microphone access:

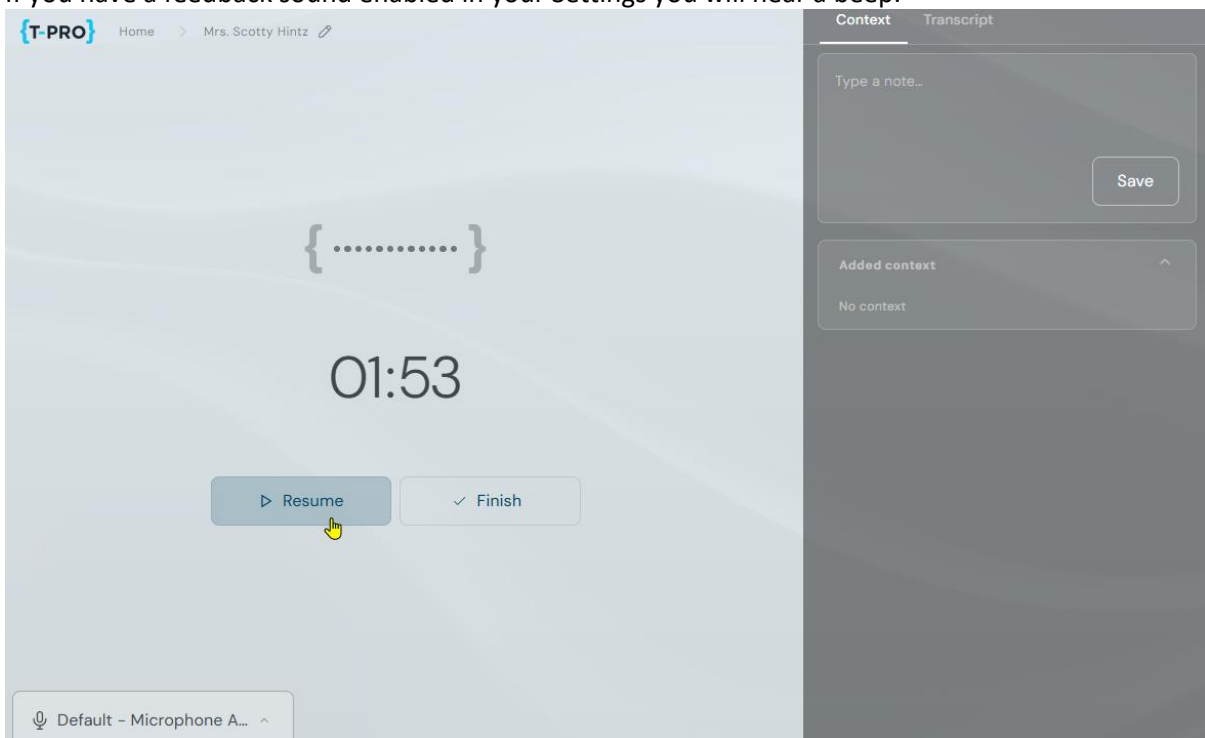


Warning about microphone access

In this case microphone access must be re-enabled manually through the browser's settings.

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 light colour mode

Context notes

Use the Context section for personal notes, e.g. all thoughts you do not want to share with the patient.

- The notes are saved and appear in the relevant place and context when generating the document(s).
- The sidebar is available on all recording screens.

Working with the Scribe Web App

- The sidebar is also visible in the document section (in read only mode)
- Collapse or expand the saved notes with the small arrow
- The most recent note is at the bottom
- Click on the **x** next to the note to remove it; it will be deleted

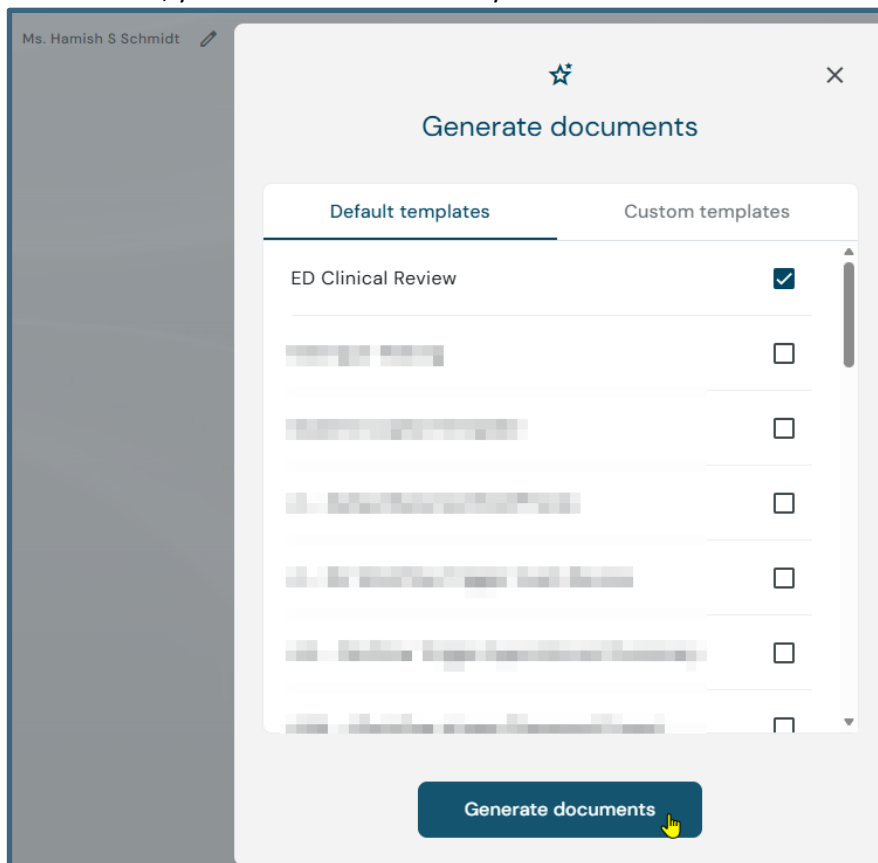
Transcript tab

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

- The recording stops and the template selection screen opens.

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.

Working with the Scribe Web App

Click on **Create documents**.

- The ambient recording - including the context 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 displays the Scribe Web App interface for a patient named Ms. Hamish S Schmidt. At the top, the patient's name is shown with an edit icon, followed by their ID (TP80340), age (56 yrs), and date of birth (13/04/1970). To the right, the location (QA Clinic) and date/time (18/05/2026, 10:13) are displayed. A 'Resume' button is in the top right corner. The main content area is divided into two panels. The left panel, titled 'ED Clinical Review', contains a text editor with a toolbar (Bold, Italic, Underline, Bulleted List, Numbered List) and an 'Approve' button. The text in the editor is structured into sections: 'Unplanned review.', 'Background:', 'Progress:', and 'Examination:'. The 'Background' section describes the patient's medical history and current medications. The 'Progress' section describes the patient's presentation and the injury. The 'Examination' section is currently empty. The right panel, titled 'Context', shows 'Added context' notes: 'patient very pale' and 'bpr 74/48 mmHg'. A 'Transcript' tab is also visible. A blue circular microphone icon is located at the bottom right of the interface.

Home > Ms. Hamish S Schmidt

Ms. Hamish S Schmidt

ID TP80340 • 56 yrs • 13/04/1970

QA Clinic • 18/05/2026, 10:13

Resume

ED Clinical Review SOAP Note (UAT) +

B I U Approve

Unplanned review.

Background:

No previous emergency department presentation documented. Ms. Hamish S Schmidt is a network technician in the air force. Relevant past medical history includes hypertension. Current regular medications:

- Perindopril 8mg every morning
- Felodipine 5mg every morning
- Celebrex (celecoxib) as needed

Allergies: dairy products (reaction noted), nuts, and yeast-based products. Tetanus inoculation was reviewed last year and deemed up to date.

Progress:

Ms. Schmidt presented following a laceration to the left thumb sustained while cutting a cable tie with a kitchen knife. The knife slipped and stabbed into the distal left thumb. The wound was self-managed initially with applied pressure. No prior issues with the left thumb reported.

Examination:

Added context

patient very pale

bpr 74/48 mmHg

Transcript

Clinical review note in document view

- The inserted text originates from the recording and has been fitted into the appropriate sections applying the template or blueprint instructions.
- To the right you can view your context notes and the consultation transcript.
- You see the patient data at the top and the location and date and time of the visit to the right.
- If no visit was linked to the consultation, you only see the date and time.

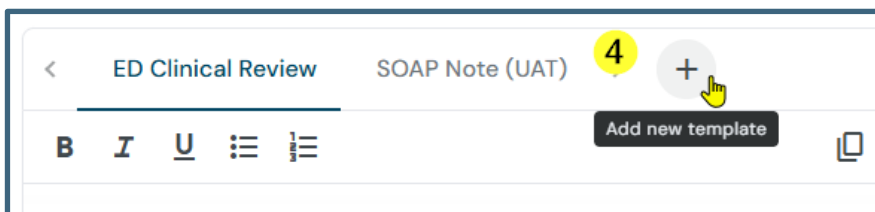
Document options

At the top of each document you have various options.



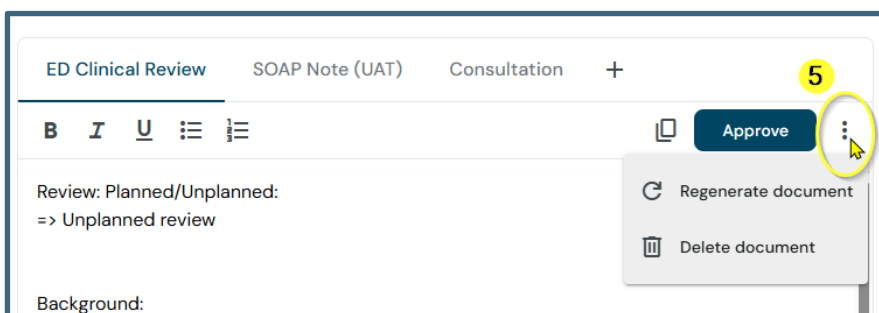
Document overview

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.



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.

Working with the Scribe Web App

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

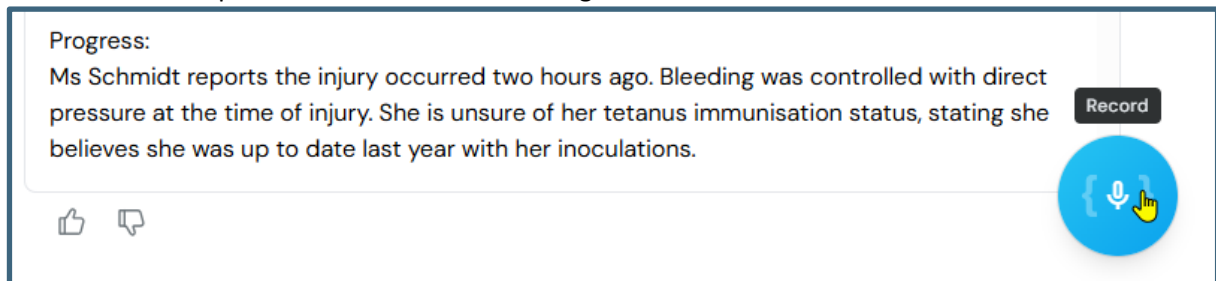
Voice editing

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.



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.

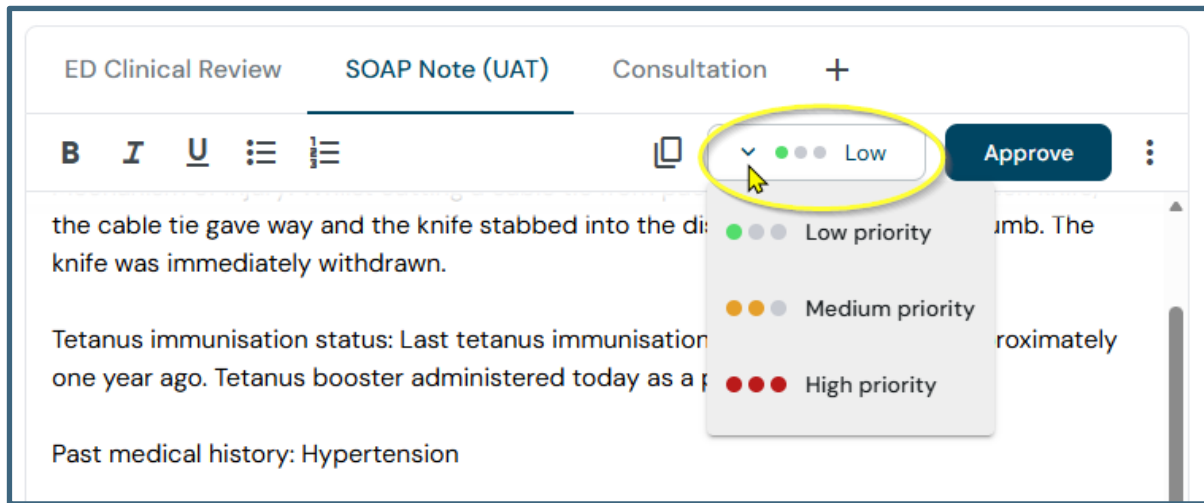
Priority (optional)

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.

Working with the Scribe Web App

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

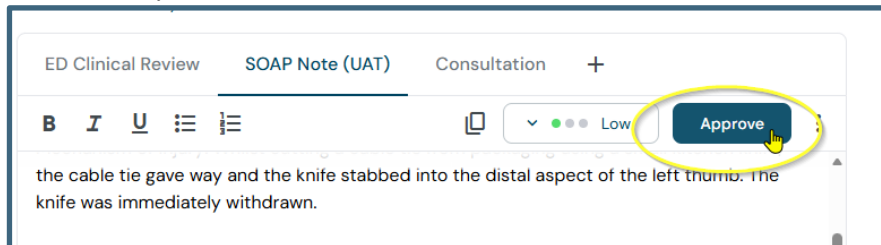


Select a different priority

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.

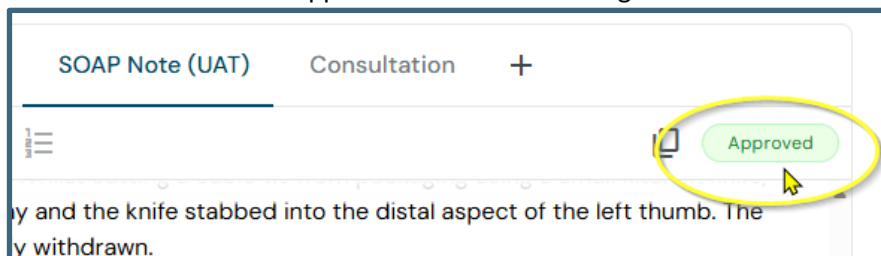
Document approval

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

Approve document?

Select author group and template to approve or send for review

Author group

Scribe

Document type

UAT Clinic Letter Template

Your generated content will be inserted into this template

Send to editor

Approve

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

Total length: 00:07:55

Search

OK

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

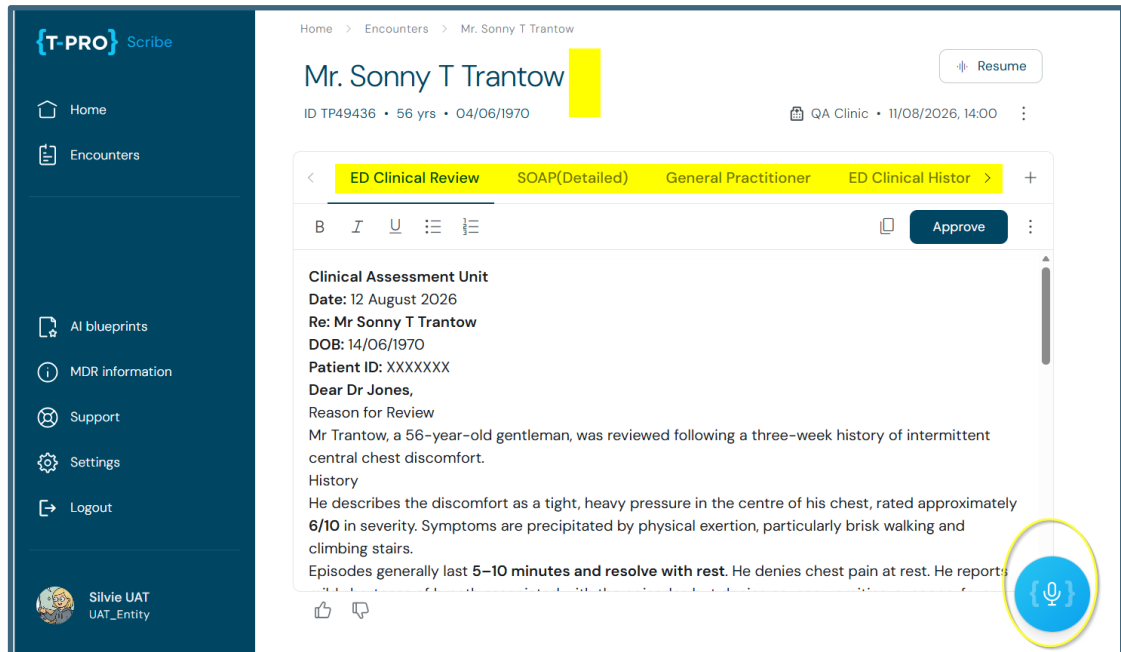
1 - 6 of 6

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

Working with the Scribe Web App

Remember that approved documents

- cannot be edited
- cannot be updated or regenerated
- the patient data cannot be changed anymore



In the above screenshot you look at an editable document – the recorder icon is active for use but the pencil icon next to the patient data is not displayed.

The reason for this is that you have already approved at least one of your documents. So the patient cannot be changed at this stage.

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
- Add patient data manually (standalone version)
- Start without patient data (standalone version)

Working with the Scribe Web App

Start a dictation

Scheduled patients

All patients

Search patient (by name or ID or DOB)

Dan

Today Patient list

Your scheduled patients

02:06	Ms. Timothy Daniel MRN TP10116 DOB: 05/04/1970 T-ID: TPA3307	☒
03:11	Ms. Timothy Daniel MRN TP10116 DOB: 05/04/1970 ALT-ID: TPA3307	☐

Add patient manually

Start without patient

Continue

Search for a scheduled patient

On this screen you also have the option to change the date or your patient list.

Working with the Scribe Web App

Change to **All patients**.

Start a dictation

Scheduled patients

All patients

Search patient (by name or ID)

Mc

Search results

Miss Cleora M McClure

MRN TP77682

DOB: 30/05/1970 • ALT-ID: TPA91528

☐

Mrs. Fernande McClure

MRN TP90176

DOB: 02/02/1970 • ALT-ID: TPA79709

☒

Mrs. Luz M McClure

MRN TP92956

DOB: 17/12/1970 • ALT-ID: TPA92262

☐

Dr. Towanda McClure

☐

Add patient manually

Start without patient

Continue

Search your general patient list

Working with the Scribe Web App

Start a dictation

Scheduled patients

All patients

Search patient (by name or ID or DOB)

Q

Today

Patient list

Your scheduled patients

No patients found

1
Add patient manually

2
Start without patient

Continue

Options for dictations without patient data

Select option 1 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.

The screenshot shows the 'Start a dictation' interface of the Scribe Web App. A modal window titled 'Add patient manually' is open, allowing the user to enter patient information. The modal contains three input fields: 'Patient name', 'Patient ID', and 'Date of birth' (with a calendar icon). Below these fields is a dark blue button labeled 'Start dictation'. In the background, the main interface shows tabs for 'Scheduled patients' and 'All patients', a search bar, and buttons for 'Add patient manually', 'Start without patient', and 'Continue'. A mouse cursor is pointing at the 'Add patient manually' button.

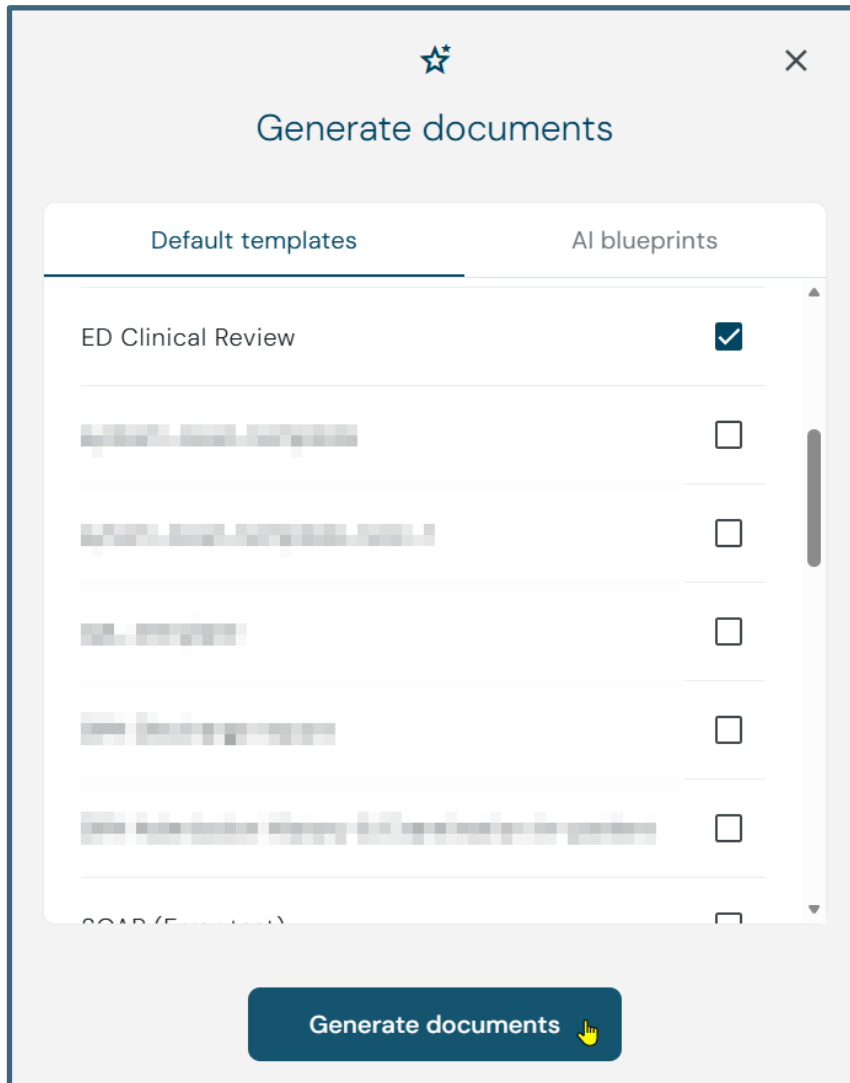
Enter patient data manually

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 ☰ ☷

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 ☰ ☷

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

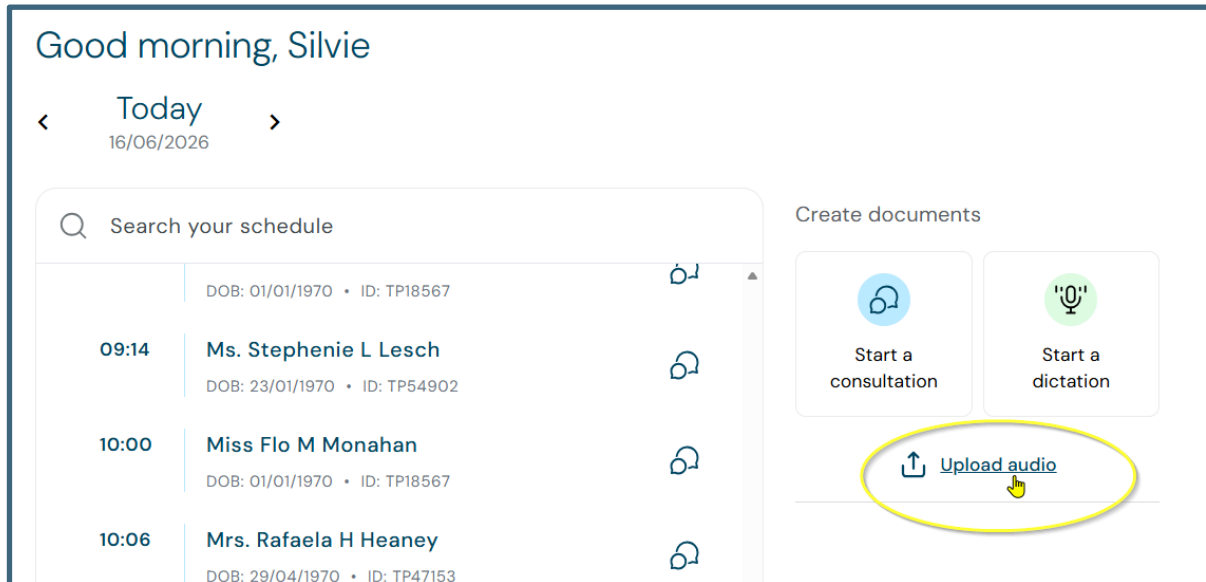
Punctuation

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

Upload audio

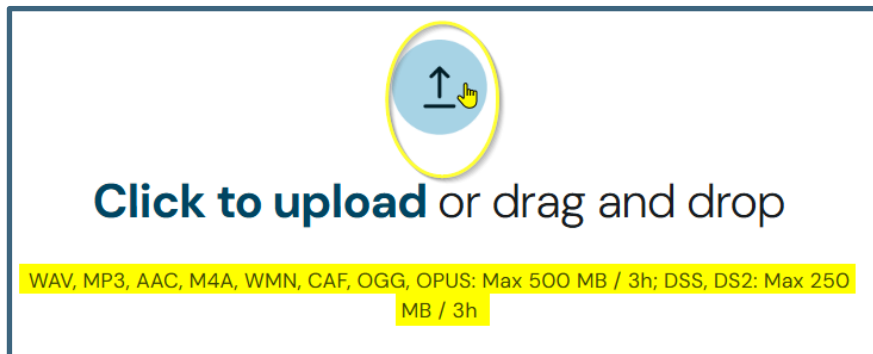
This option allows you to use existing audio files – files that you have recorded outside of T-Pro Scribe – for AI-assisted document generation.

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.



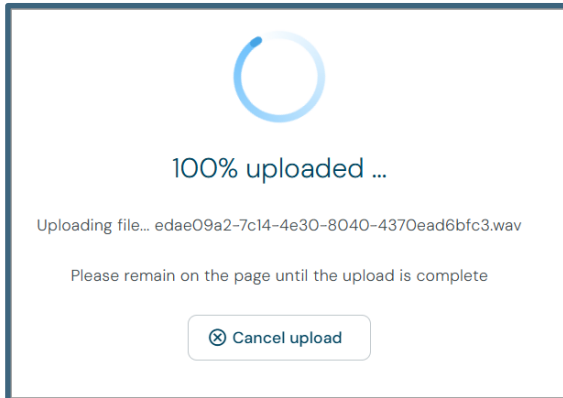
Click to browse

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

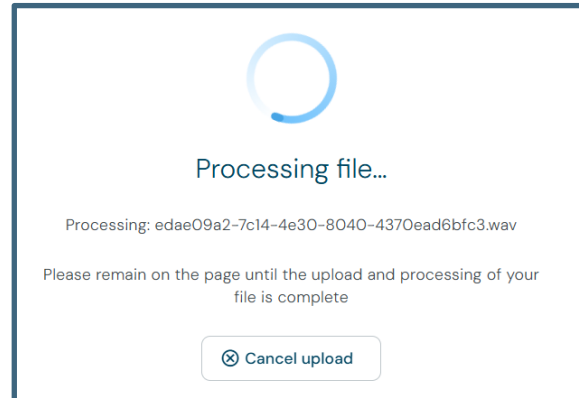
- You can only select and upload one file at the time
- Only select compatible audio file formats as stated in the app
- Note that there is a three-hour recording limit for the upload

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)

Date

16/06/2026

Patient list

All lists

Your scheduled patients

10:11

Mrs. Jon Bartell

MRN TP54190

DOB: 20/08/1970 • ALT-ID: TPA16464

10:13

Mrs. Madalyn Yost

MRN TP50354

DOB: 13/06/1970 • ALT-ID: TPA64639

Continue without patient

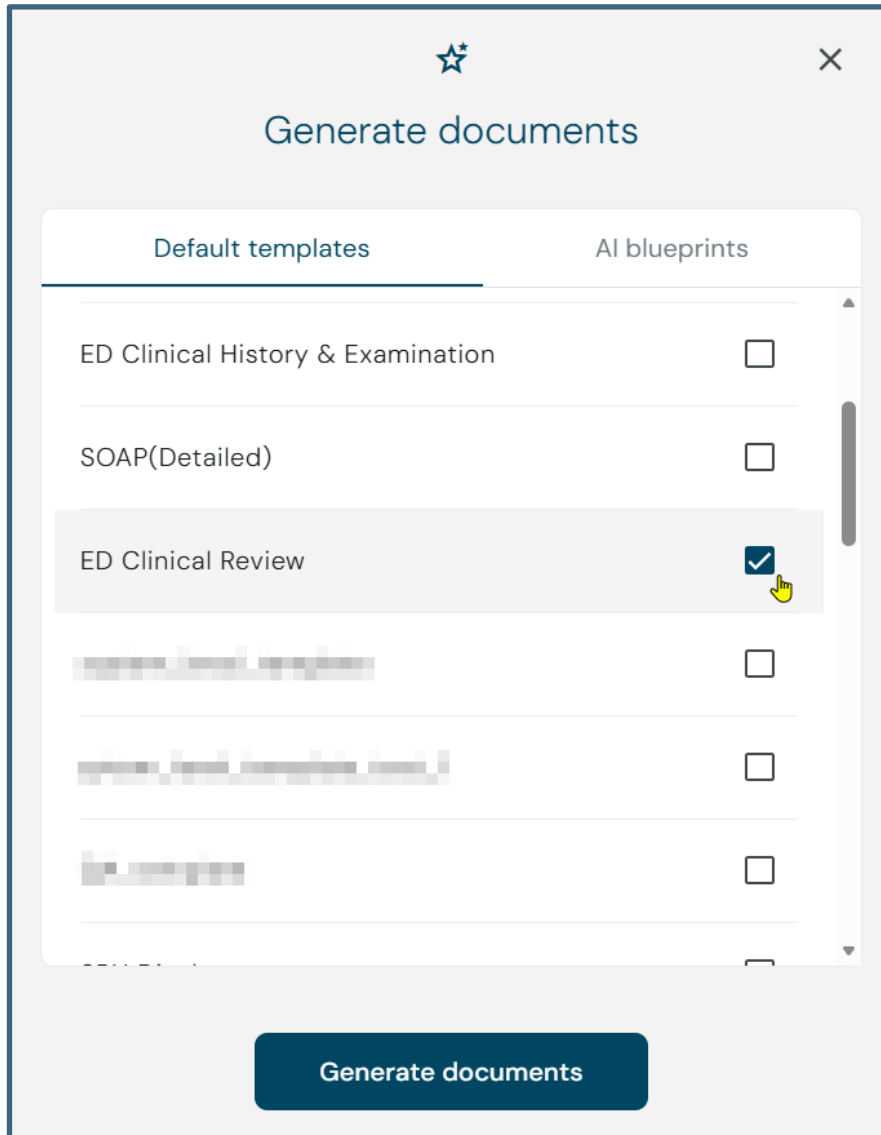
Add patient manually

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.



The screenshot shows a modal window titled "Generate documents" with a star icon and a close button (X) in the top right corner. Inside the modal, there are two tabs: "Default templates" (which is selected) and "AI blueprints". Below the tabs is a list of templates with checkboxes to the right of each item. The templates listed are:

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

A yellow hand cursor is pointing at the checked checkbox for "ED Clinical Review". At the bottom of the modal is a dark blue button labeled "Generate documents".

Select the templates for document generation

- Your document(s) will be created.

Working with the Scribe Web App



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 table you can:

- Get an overview of previous encounters
- Open an encounter
- Delete an encounter

Select the encounter you want to view. The document section opens where you can view all generated documents.

Working with the Scribe Web App

Home > Ms. Hamish S Schmidt

Ms. Hamish S Schmidt

ID TP80340 • 56 yrs • 13/04/1970

QA Clinic • 18/05/2026, 10:13

Resume

ED Clinical Review

SOAP Note (UAT)

+

B I U

Unplanned review.

Background:
No previous emergency department presentation documented. Ms. Hamish S Schmidt is a network technician in the air force. Relevant past medical history includes hypertension. Current regular medications:
- Perindopril 8mg every morning
- Felodipine 5mg every morning
- Celebrex (celecoxib) as needed
Allergies: dairy products (reaction noted), nuts, and yeast-based products. Tetanus inoculation was reviewed last year and deemed up to date.
Progress:
Ms. Schmidt presented following a laceration to the left thumb sustained while cutting a cable tie with a kitchen knife. The knife slipped and stabbed into the distal left thumb. The wound was self-managed initially with applied pressure. No prior issues with the left thumb reported.
Examination:

Approve

Context

Transcript

Added context
patient very pale
bpr 74/48 mmHg

Microphone icon

Documents have already been generated for this encounter

Home > Encounters > Ms. Hamish S Schmidt

Ms. Hamish S Schmidt

ID TP80340 • 56 yrs • 13/04/1970

QA Clinic • 18/05/2026, 10:28

Resume

No documents remaining

There are no generated documents left, do you want to create a new one?

Leave empty

+ New document

Delete entire session

Context

Transcript

Added context
No context

Encounter without documents

In the document section you can:

- Resume a consultation
- Continue working on the content of unapproved documents
- Change the patient or visit data
- Approve documents
- Generate additional documents
- Regenerate documents
- Sync documents
- Delete documents

These actions have been explained under [Generate documents](#).

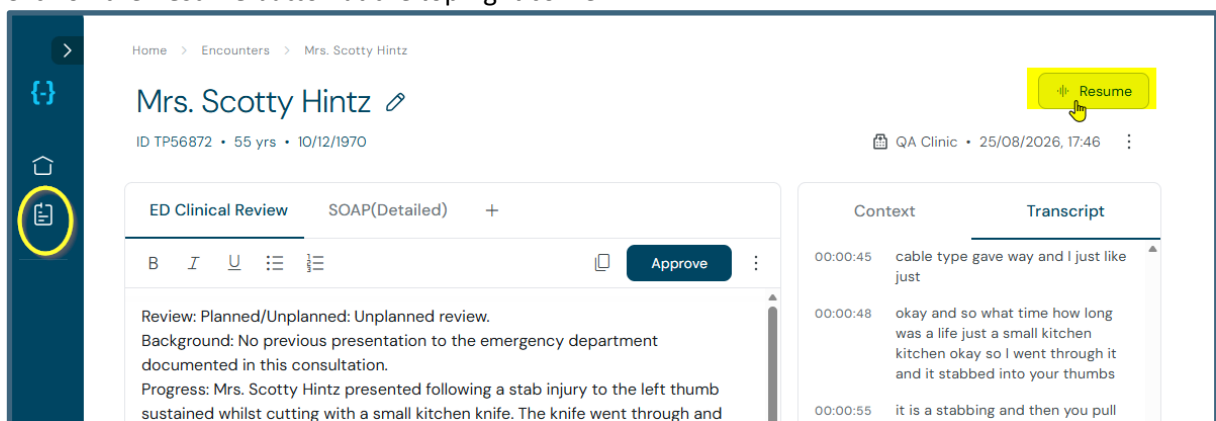
Resume a consultation

If you resume a consultation with the patient at a later stage you can complete existing documents with the new content.

- Add new recorded content
- Add more context notes
- Update existing documents including the new information
- Create additional documents

Open the relevant encounter.

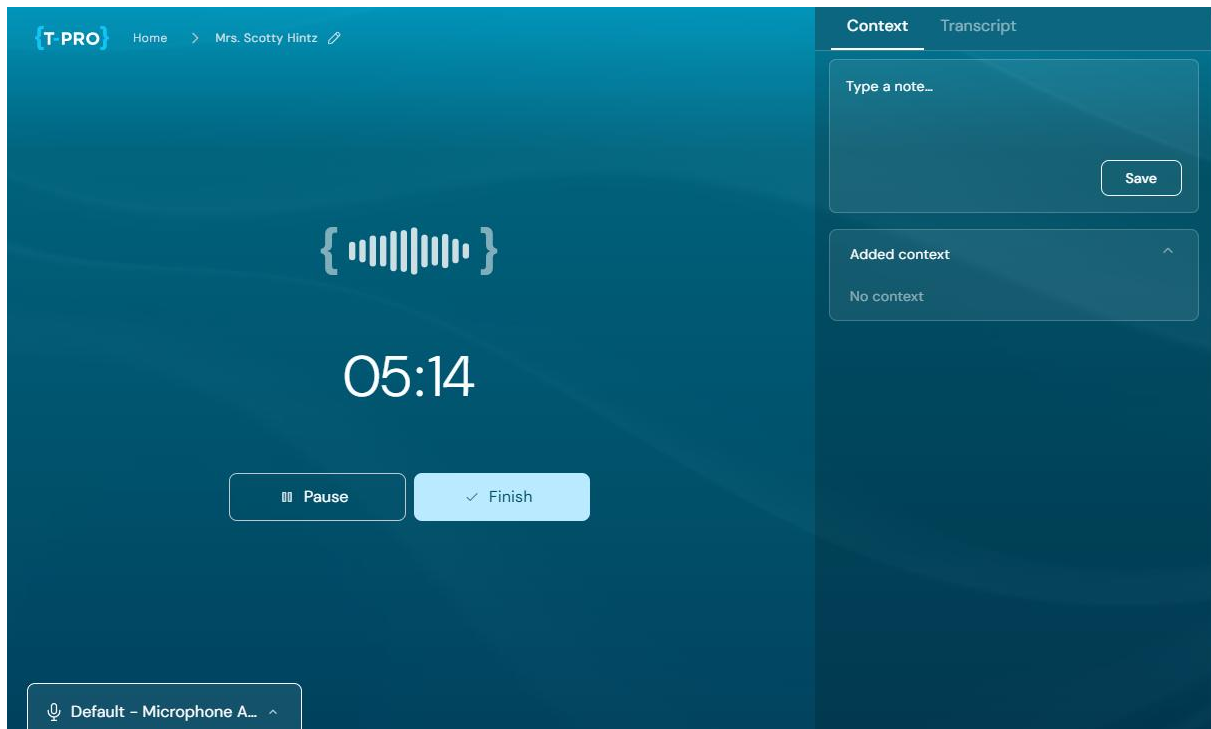
Click on the **Resume** button at the top right corner.



Continue a consultation with the resume button

⇒ The recording screen opens in recording state, so you can continue the consultation without any further action.

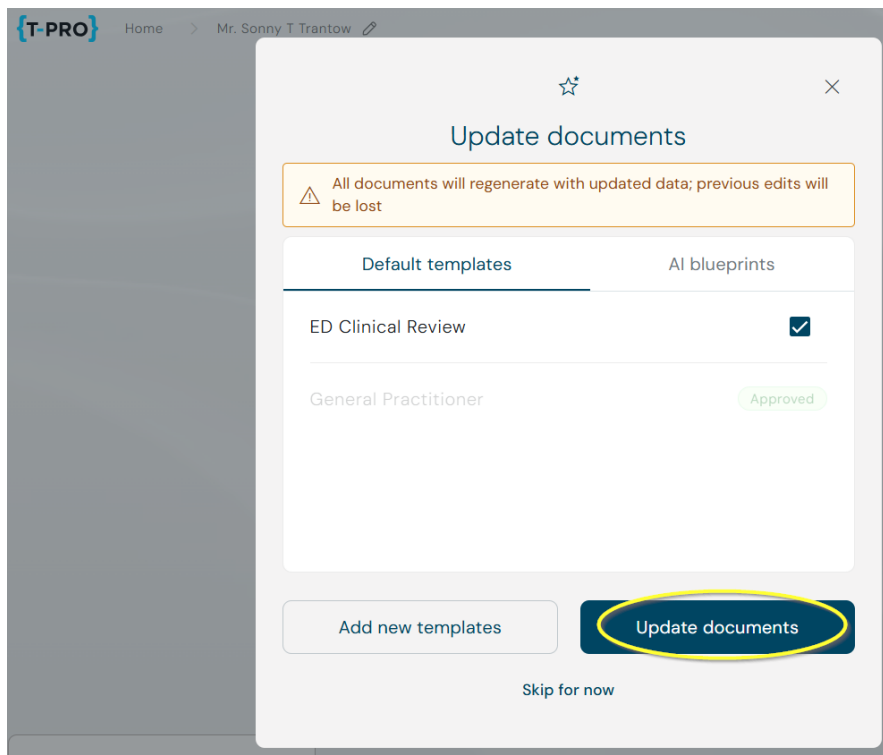
Working with the Scribe Web App



Resume a consultation

Click on **Finish** when the resumed consultation has ended.

⇒ You'll be brought to the *Update documents* screen.



Existing documents are pre-selected to be updated

Working with the Scribe Web App

In this screen you have three options:

Update documents

- This regenerates the documents you had previously created, so they include the existing and the new content (see the warning on the screen).
- If the encounter you have resumed contains an approved document, it will be listed but greyed out. Approved documents cannot be selected for regeneration; they remain unchanged.
- You can also deselect documents if you want to exclude them from the updates.

Add new templates

Go this route if you want to select other templates and AI blueprints to create additional documents.

Update documents

⚠ All documents will regenerate with updated data; previous edits will be lost

Default templates AI blueprints

ED Clinical Review ☒

General Practitioner Approved

Add new templates Update documents

Skip for now

Click to select additional templates

General template selection screen:

Default templates	AI blueprints
ED Clinical History & Examination	☐
SOAP(Detailed)	☐
SPH Discharge report	☐
SPH Admission History & Examination In-patient	☐
SOAP (Error test)	☐

Back

Select more templates or AI blueprints for document generation

Once you have selected additional templates click on **Back**.

⇒ The new template is now included for updates and will be generated with the previous consultation content and the new part.

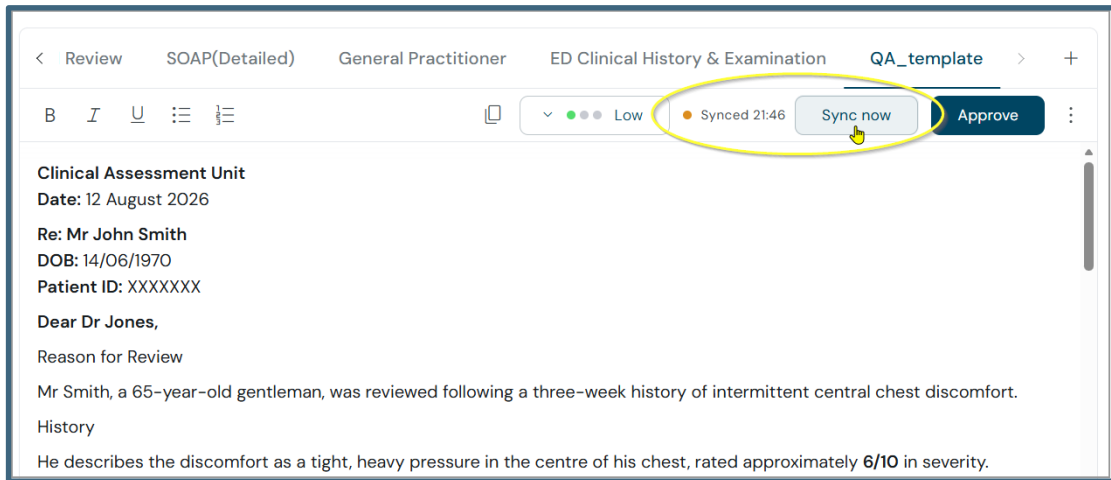
- The maximal length for consultations is 3.5 hours
- You can resume a consultation several times. In this case you don't need to update the documents each time. The recording is saved and you can skip the update.

Skip for now

If you use this option none of your existing documents is updated.

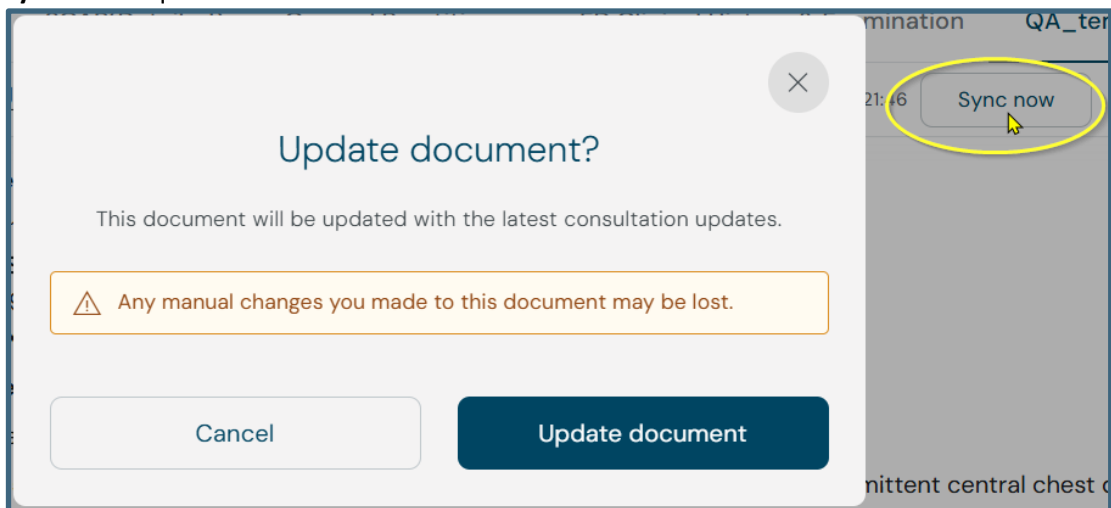
- The resumed consultation audio is saved along with your context notes.
- In the documents section a **Sync now** button indicates that this document has not been included in the latest update. The time it was last synced is displayed.

Working with the Scribe Web App



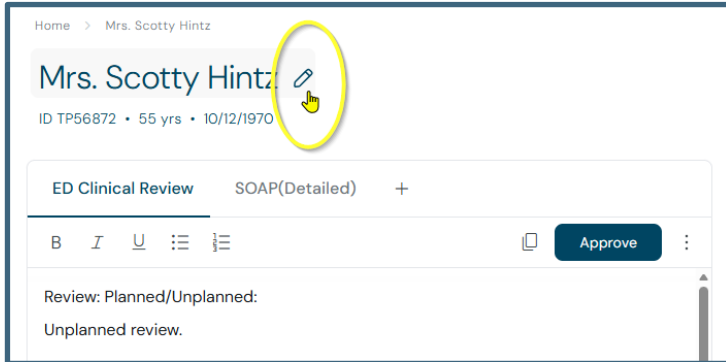
You can choose to sync the document at any later stage, or you can approve it without the latest content.

Sync now requires a confirmation:

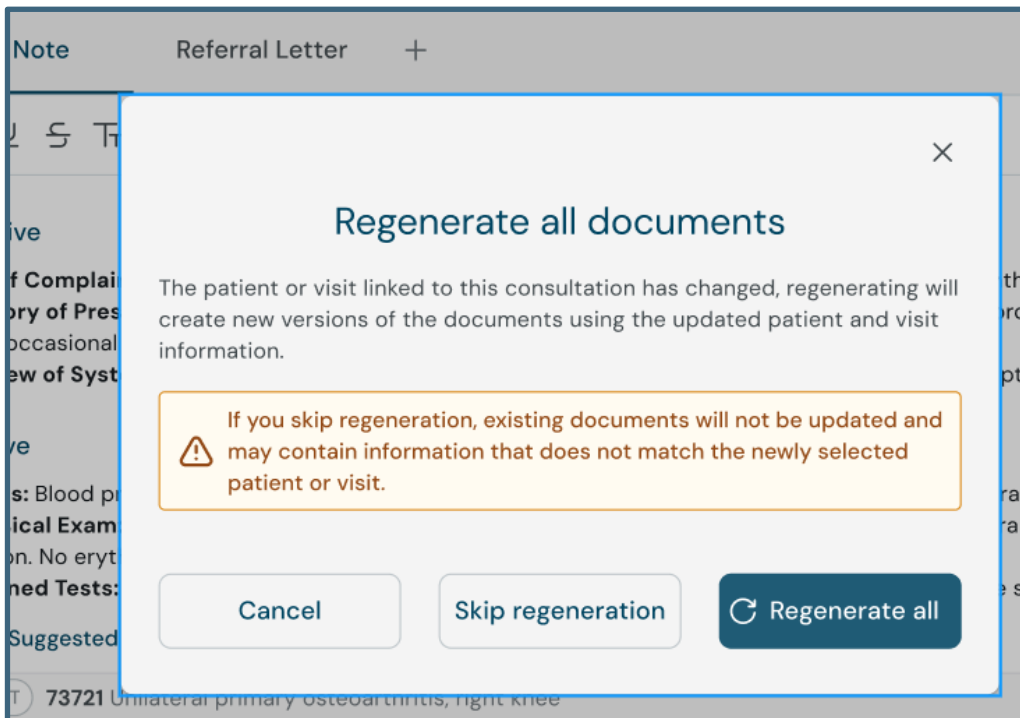


Changing a completed encounter

If you change the patient or visit data linked to a completed consultation (1), you will be prompted to regenerate the existing documents (2).



Icon to edit patient or visit data



Options after patient or visit data change

You have the options to:

Cancel – no change will be applied and the previously selected patient/visit will be kept

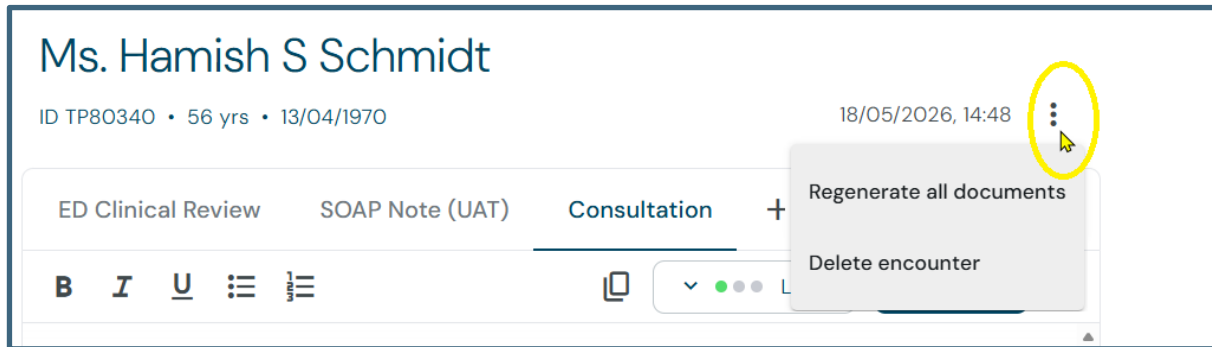
Skip regeneration – this keeps the newly selected patient data but leaves the existing documents unchanged (in the name of the previous patient)

NOTE: Therefore, existing documents may contain patient details that no longer match the patient/visit linked to the encounter.

Regenerate all documents – which applies the newly selected patient/visit data to all of them

More options for encounters

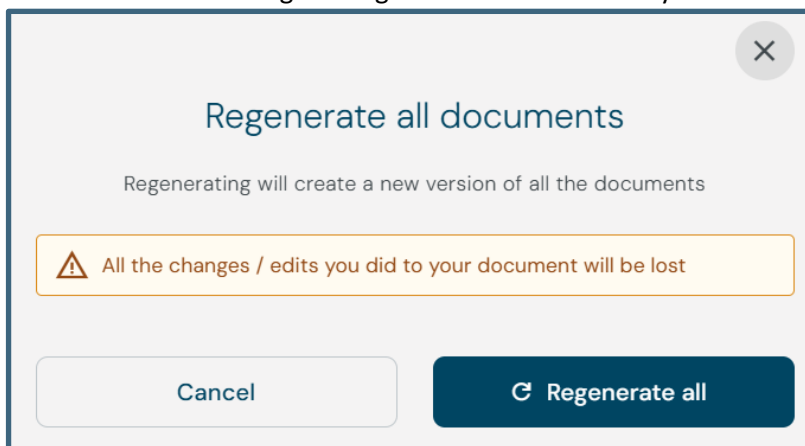
There are some more options for the entire encounter. Click on the three dots next to the encounter date:



Options on encounter level

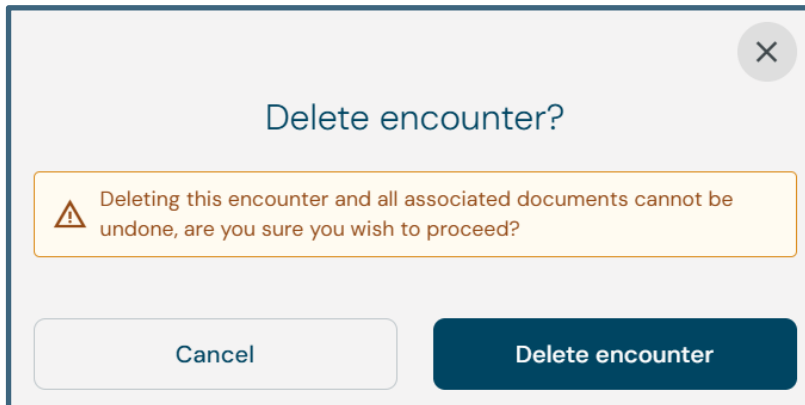
You have the options to:

- **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.



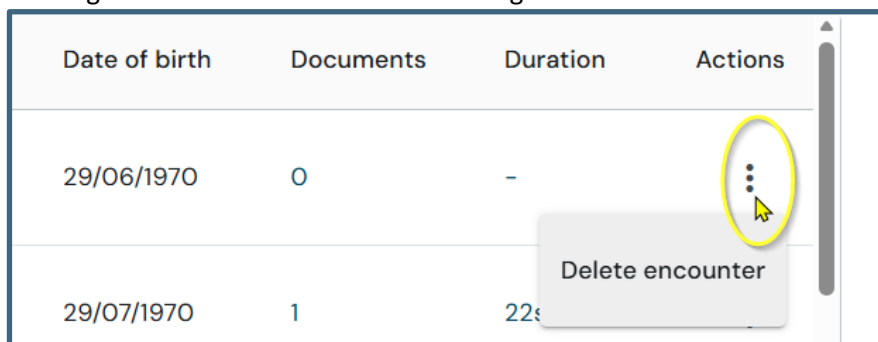
NOTE: An *Approved* document cannot be regenerated. It remains unchanged while the unapproved documents will be regenerated.

- **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.

A screenshot of a table with four columns: "Date of birth", "Documents", "Duration", and "Actions". The first row has values "29/06/1970", "0", and "-". The second row has values "29/07/1970", "1", and "22s". The "Actions" column for the first row is highlighted with a yellow circle, and a dropdown menu is open showing the option "Delete encounter".

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

Use the actions menu

Select **Delete encounter** and confirm.

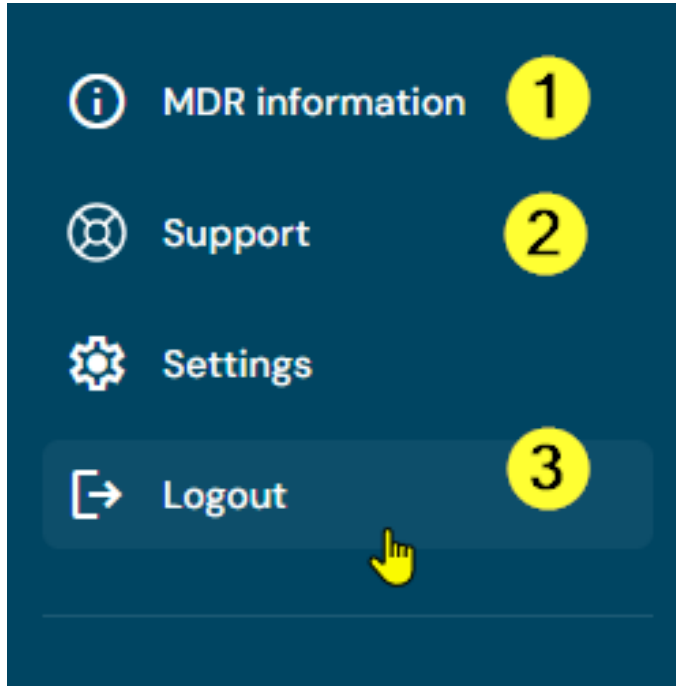
NOTE: An *Approved* encounter cannot be deleted.

⇒ 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.

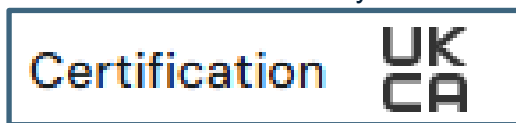
NOTE: The MDR information is only visible to you when you work within the EMEA region.



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.