



# T-Pro Web Recorder for Authors Part III

Document Revision 1.6

## Working as an Author with T-Pro Recorder

### Document History

Revision	Date	Chapter & Changes	Author
1.6	22/07/2025	- Pending tasks can be moved back for editing	smc
1.5	31/10/2024	- only .pdf attachments included in print	smc
1.4	03/07/2024	- Renaming T-Pro Connect to Device Controller - Extended patient search - Task list includes tasks created in other apps - Status filter - Prevent to run in multiple instances	smc
1.3	26/06/2024	- Attachments function - Updated device list - Updated screenshots	smc
1.2	01/11/2023	Title changed to "Web Recorder" (previously "Desktop Application")	smc
1.1	11/10/2023	FTL added & reviewed	smc
1.0	04/10/2023	Published	smc
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0.3	03/10/2023	Updated screens after design change	smc
02.	28/09/2023	Draft completed & reviewed	smc
0.1	21/09/2023	Update to match new Recorder UI	smc

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# 1 Introduction

The T-Pro Web Recorder is a straight-forward application for clinicians to create tasks as a first step in the medical documentation process. It's fully integrated into T-Pro's web application where your documents will be further processed.

All of T-Pro's applications are developed to meet the internal standards of your organisation so documents are always conform to the required conventions.

This document describes the functions for the user role AUTHOR.  
As an Author your main activities in the Recorder are:

- Create tasks
- Dictate documents
- Edit / complete tasks
- Send them on to the next work step

## Workflow Overview

As an author you create tasks and dictate the content of your correspondence. These tasks are then routed based on your bespoke workflow and the defined transcription route. With the Web Recorder application you perform the following steps:

*Create a task with the patient's data and appropriate document template.*



*You dictate the content of the task.*



*You store it as a **Draft** in the Recorder if you plan to go back to the task to edit it and complete it at a later stage.*



*A completed task will be sent from the Recorder to the next work step, the task's status will change to **Pending**.*

*All tasks and their statuses are displayed in the task list.*

## Working as an Author with T-Pro Recorder

=> Your work in the Recorder is done.

=> The next steps a task goes through from here depend on your organisation's transcription route. They will be performed in T-Pro's web application.

### Preliminary Steps

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

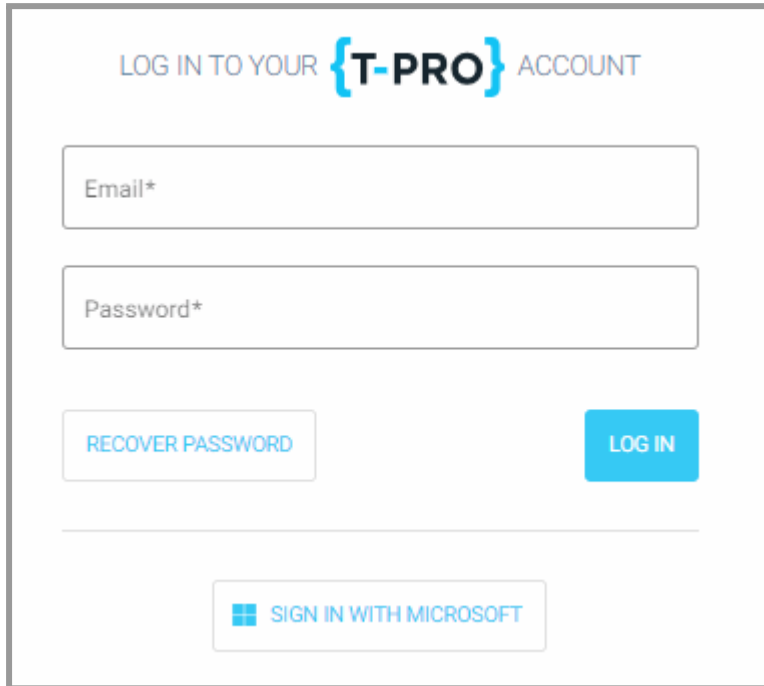
You need to have the T-Pro Device Controller installed if you work with **external devices** such as a microphone or a foot pedal.

This enables external devices to connect to the Web Recorder and ensures their functionality. Please [see our Help article](#) for more details.

## 2 Accessing the Recorder

Go to <https://app.tpro.io/authentication>.

Enter your T-Pro credentials and password.

A screenshot of the T-Pro login interface. At the top, it says "LOG IN TO YOUR {T-PRO} ACCOUNT". Below this are two input fields: "Email\*" and "Password\*". To the left of the "Password\*" field is a "RECOVER PASSWORD" link. To the right of the "Password\*" field is a blue "LOG IN" button. Below these fields is a horizontal line, and underneath that is a "SIGN IN WITH MICROSOFT" button with the Microsoft logo.

*Enter your email and password to log in*

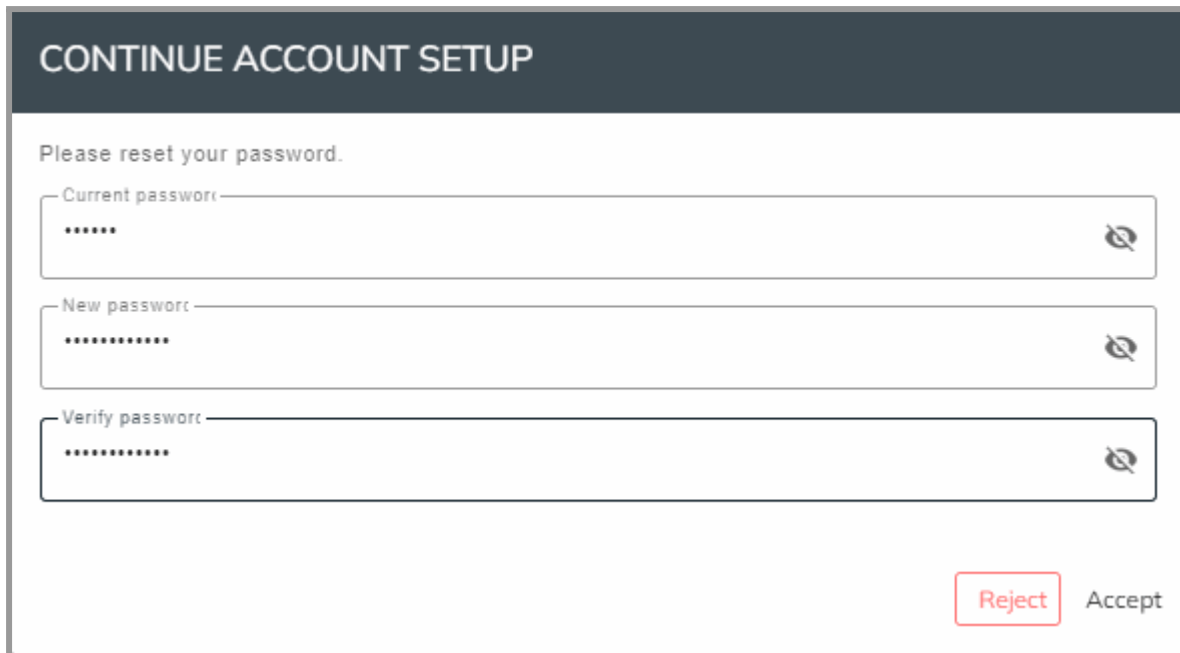
### EULA

You need to accept the T-Pro end user licence agreement to use the application. With this you'll enter the Account Setup Workflow.

### Reset Password


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


## Working as an Author with T-Pro Recorder




**CONTINUE ACCOUNT SETUP**

Please reset your password.

Current password:  

New password:  

Verify password:  

**Reject** Accept

*Reset your temporary password*

- This is compulsory, otherwise you cannot continue the login process.
- Your organisation might have set specific security requirements for new passwords.
- The new password must be different from the current password.

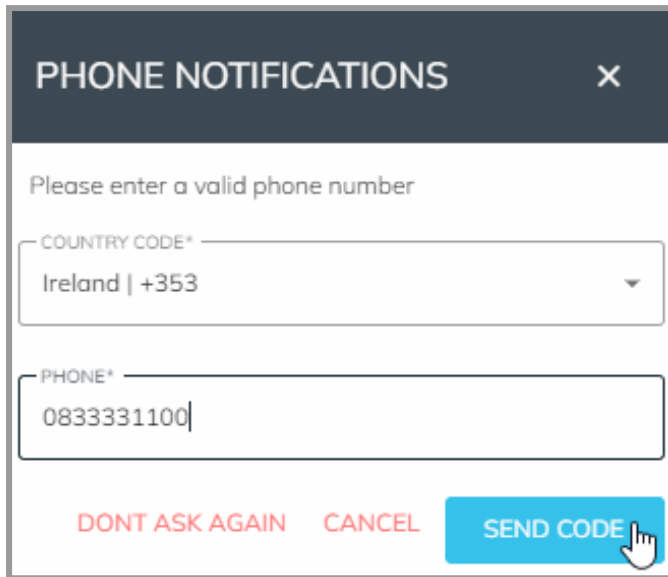
Click on **Accept** to continue.

**NOTE:** If your organisation uses Microsoft Active Directory (AD) service you will not get the reset password screen but continue straight away with the next step.

### Mobile Number

Enter a valid mobile number. This number can be used for additional security such as Multi Factor Authentication and mobile notifications.

## Working as an Author with T-Pro Recorder



A dialog box titled "PHONE NOTIFICATIONS" with a close button (X) in the top right corner. The main text says "Please enter a valid phone number". Below this is a "COUNTRY CODE\*" dropdown menu showing "Ireland | +353". Underneath is a "PHONE\*" text input field containing "0833331100". At the bottom, there are three buttons: "DONT ASK AGAIN" (red text), "CANCEL" (red text), and "SEND CODE" (blue button with a hand cursor icon).

*Select your country code and enter your mobile number*

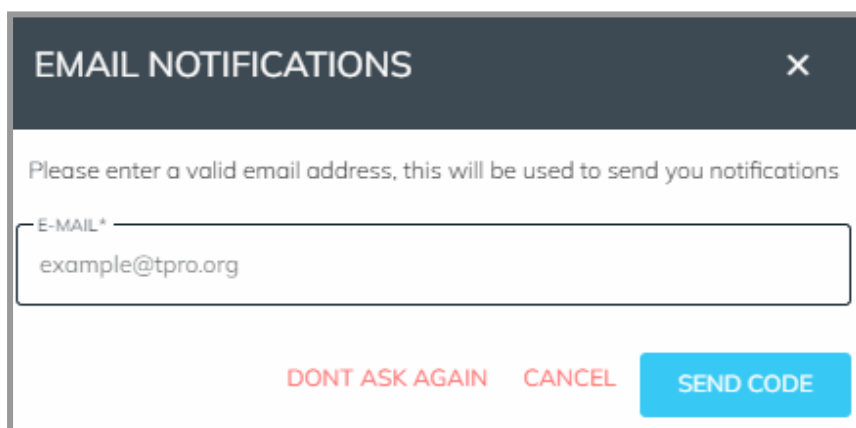
In the next step a verification code is sent to the number provided.

Enter this code in the next window and click on VERIFY.

**NOTE:** This number can also be used to recover your account if necessary without the help of an administrator.

### Contact Email

Enter a valid email address. An activation link will be sent to this address. Your verified email address can be used for security measures, account recovery, and to send you notifications.



A dialog box titled "EMAIL NOTIFICATIONS" with a close button (X) in the top right corner. The main text says "Please enter a valid email address, this will be used to send you notifications". Below this is an "E-MAIL\*" text input field containing "example@tpro.org". At the bottom, there are three buttons: "DONT ASK AGAIN" (red text), "CANCEL" (red text), and "SEND CODE" (blue button).

*Enter a valid contact email address*

**NOTE:** This should be a different email address than your user name.



## Working as an Author with T-Pro Recorder

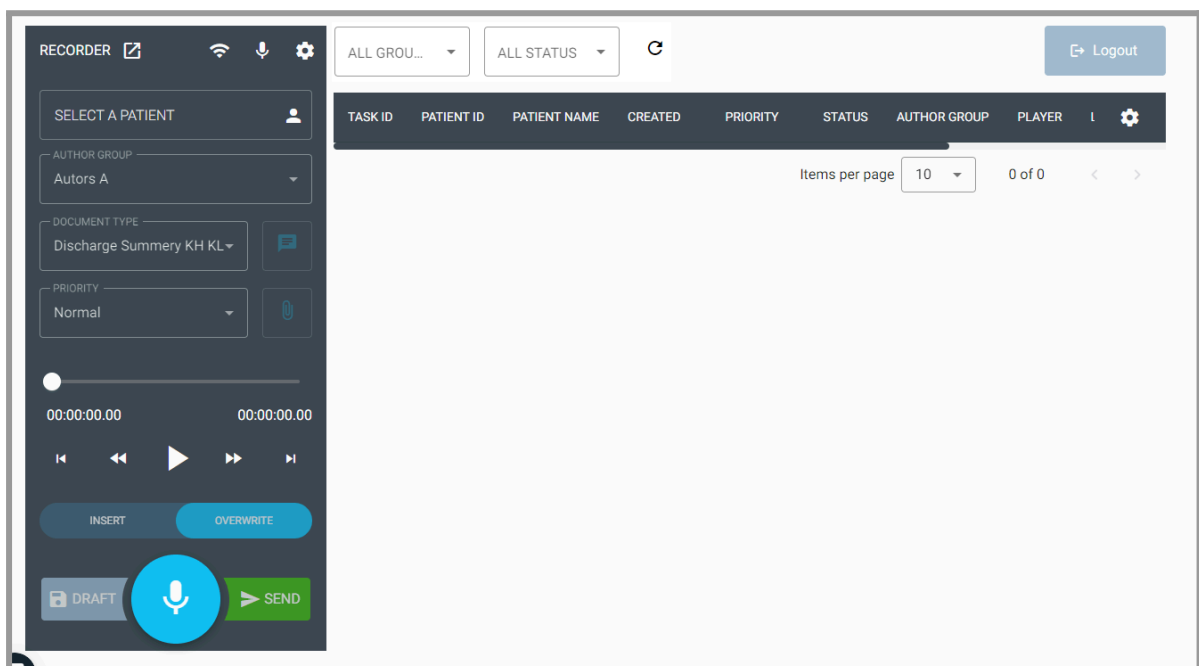
After using the button SEND CODE you need to go to your email account and click on the activation link. Your email is now verified.

The link will expire after 24 hours.

At this point you have completed your account setup.

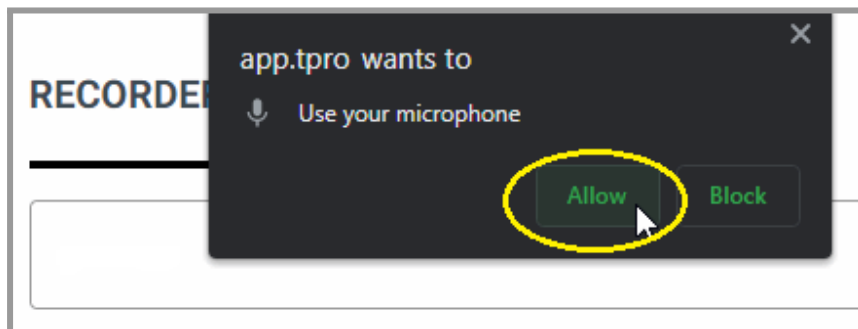
=> You access the RECORDER section.

## Recorder



Recorder user interface without current tasks

When using the Recorder for the first time you need to grant the application permission to access your microphone.

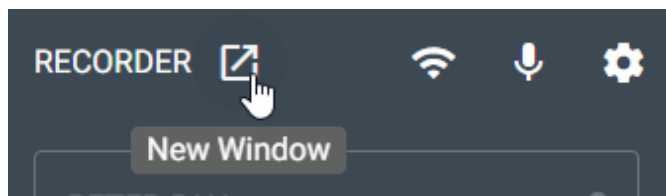


Select Allow

## Working as an Author with T-Pro Recorder

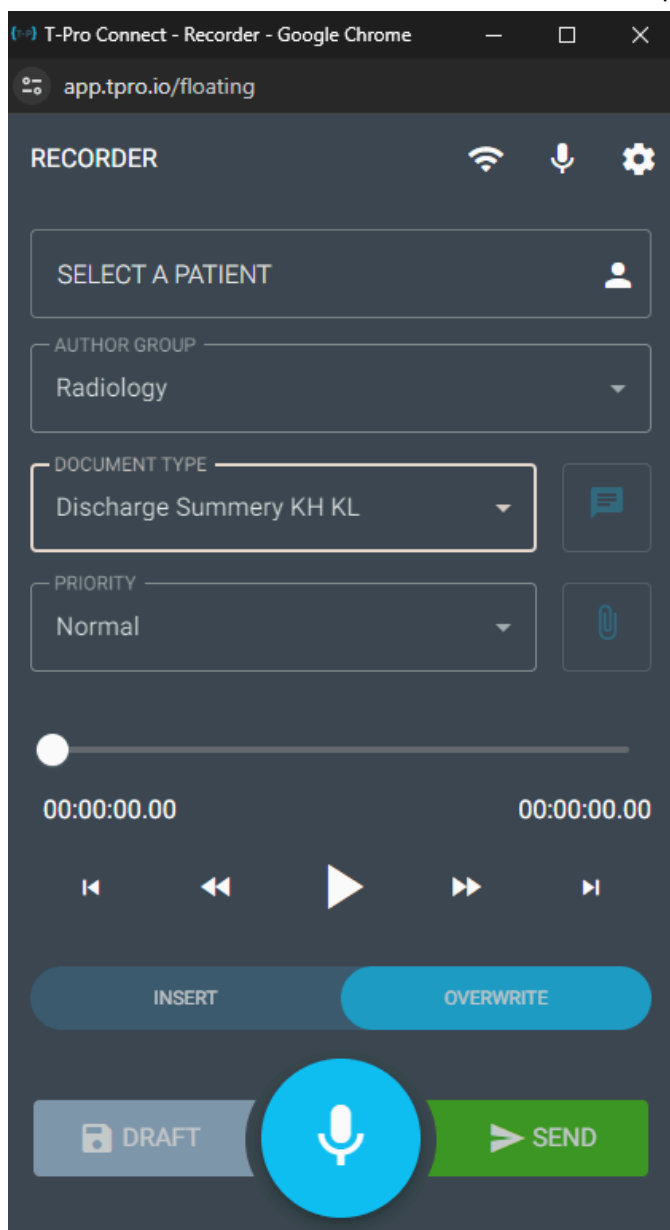
### Options

At the top of the recorder you have the following icons:



*Opens the recorder UI in a separate window*

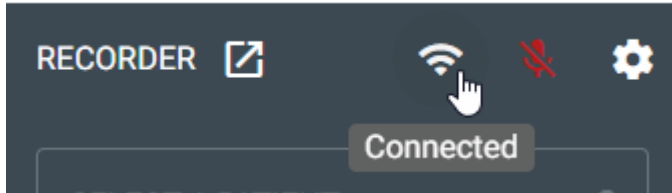
=> You can then move the recorder to a different part of your screen.



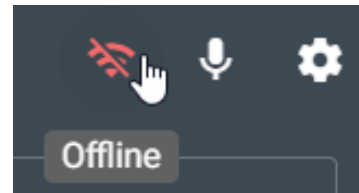
*Floating recorder*

## Working as an Author with T-Pro Recorder

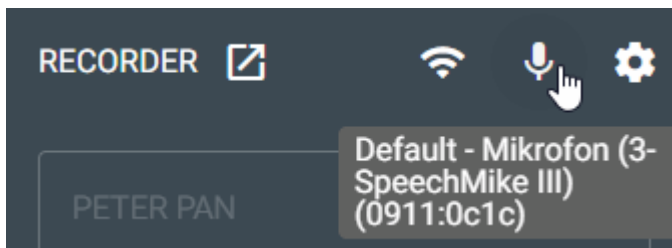
Close the separate window again via the **X** in the top corner to restore the default design.



*Connected to the internet*



If your status is **Offline** check your internet connection.

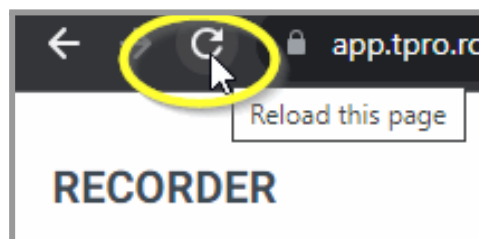


*Displays your default recording device*



**NOTE:** If this icon appears red and crossed out you need to verify the following:

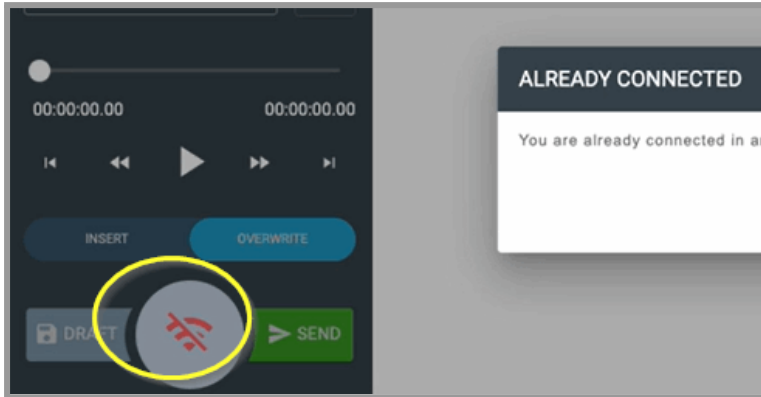
- that you have allowed the app access to use your microphone  
If you have previously selected “Block” you need to log out and log in again, then allow the app access
- refresh your browser at the top of the page



- Check your microphone settings.

## Working as an Author with T-Pro Recorder

If the microphone button appears crossed out you might be connected on another device or browser tab already.

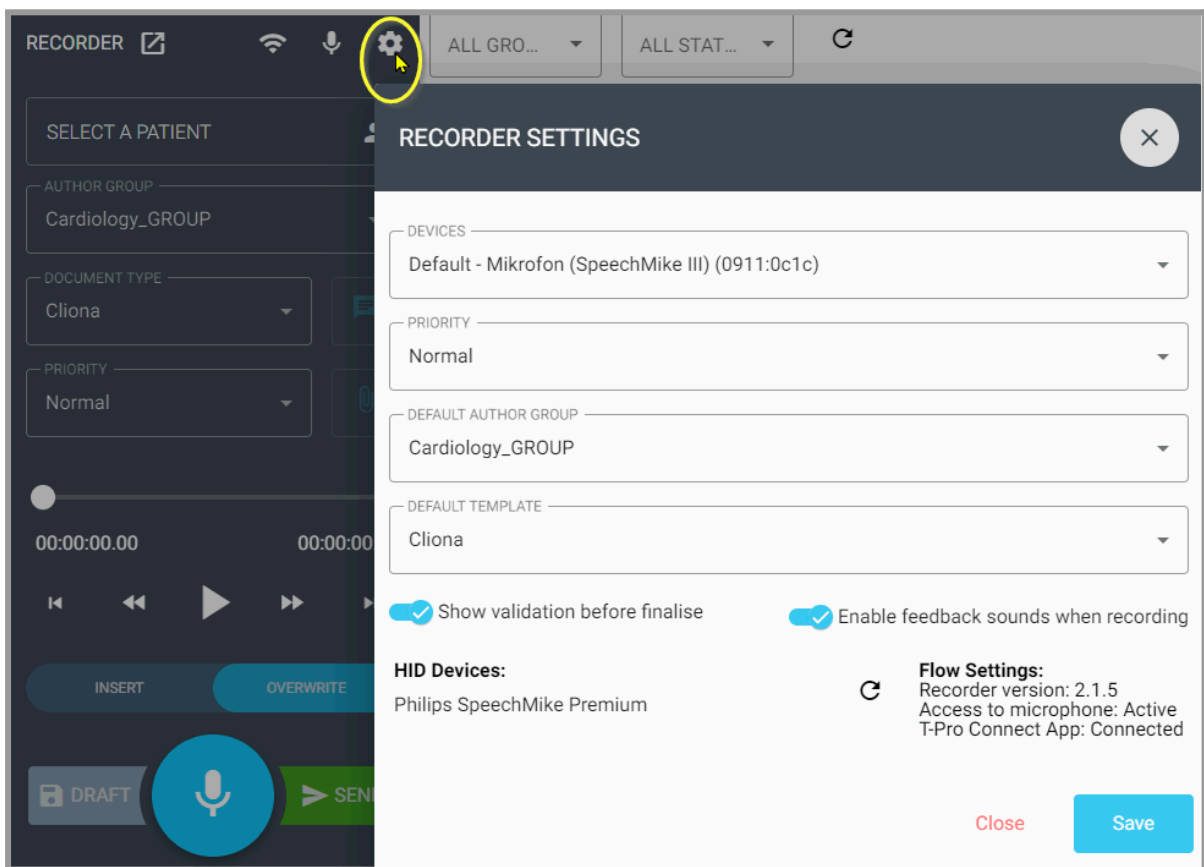


*Mic disabled with error message*

In this case check that you only have one instance of the Web Recorder running at the same time.

## Settings

Click on the cog icon.

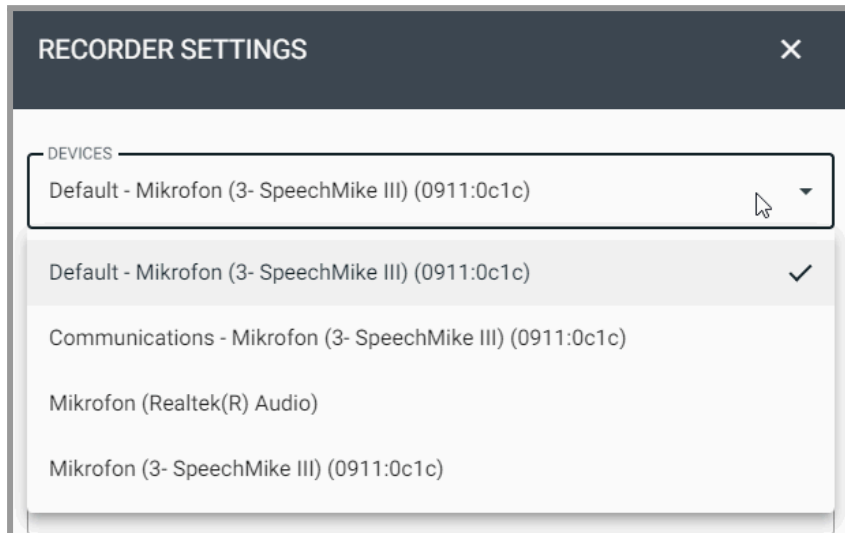


*Recorder Settings*

## Working as an Author with T-Pro Recorder

The settings you select in this window are your default settings and will be applied to every task you create in the Recorder.

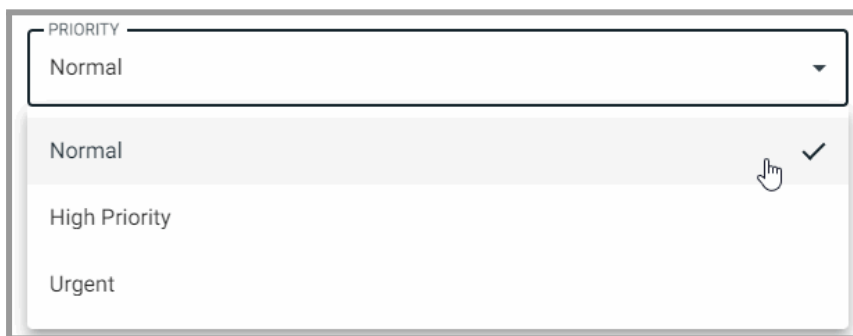
Click in the field DEVICES and select the device you want to use (and set as your default).



*Internal and external devices are listed*

The next settings relate to your tasks:

### PRIORITY



*Set the default priority*

### DEFAULT AUTHOR GROUP



*Set your default author group*

## Working as an Author with T-Pro Recorder

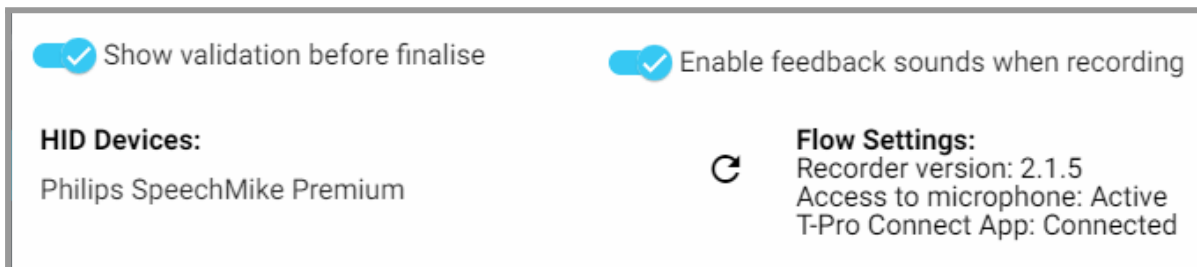
If you are part of several author groups, set the one you are currently working for. Do the same for the next field, DEFAULT TEMPLATE.

A screenshot of a dropdown menu titled "DEFAULT TEMPLATE". The menu is open, showing three options: "Discharge Summery KH KL" (selected), "Temp 1", and "Discharge Summery KH KL" (with a checkmark and a yellow hand cursor pointing to it).

*Set your default template*

### Validation before sending

By default a validation message is displayed each time before you send a task.

A screenshot of a settings panel. At the top, there are two toggle switches: "Show validation before finalise" (checked) and "Enable feedback sounds when recording" (checked). Below these, there are two sections: "HID Devices:" showing "Philips SpeechMike Premium" and "Flow Settings:" showing "Recorder version: 2.1.5", "Access to microphone: Active", and "T-Pro Connect App: Connected".

*More Settings and app information*

### Feedback sound

By default a feedback sound is enabled which is played each time the recording starts and stops.

You can deactivate these options using the sliders.

### App information

Connected **HID Devices** are listed and under **Flow Settings** you can view the

- Recorder version,
- that your microphone access is active, and
- that you are successfully connected to the T-Pro Device Controller.

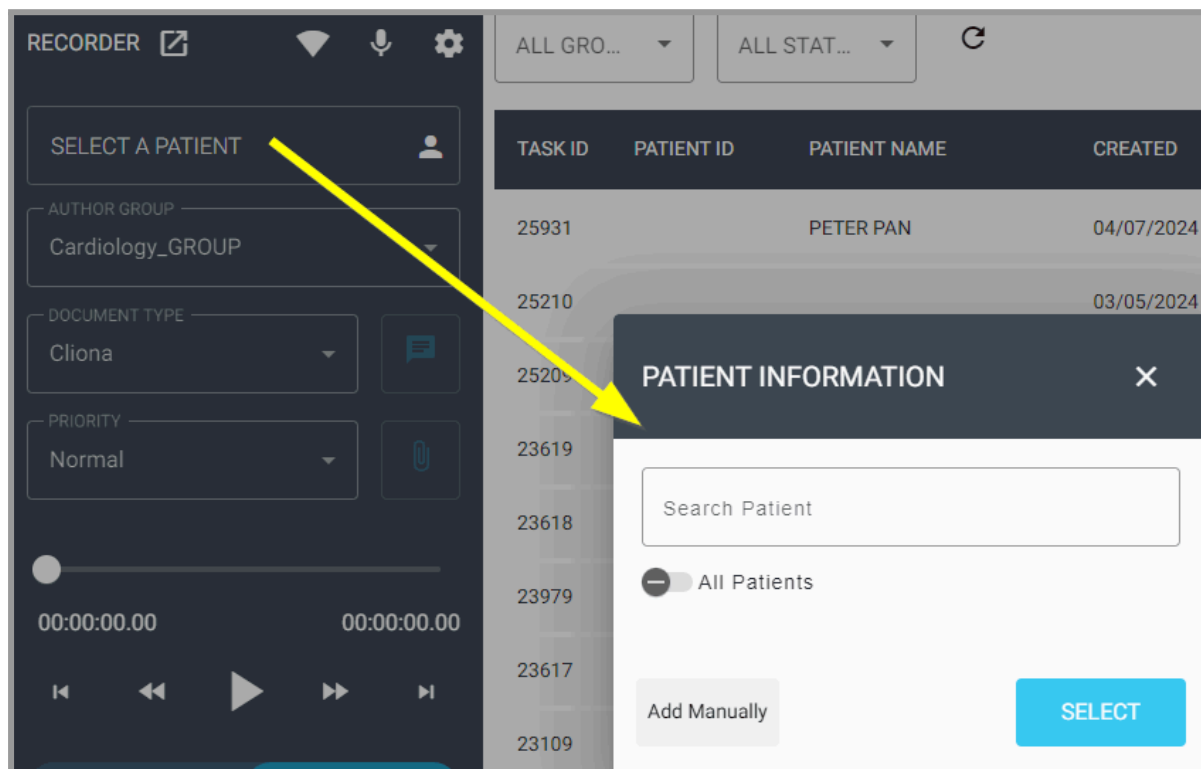
When you are done click on the  button to save your settings.

### 3 Create a new task

Creating a task always starts in the same way, no matter which application you are working with (mobile, desktop, web): You need to select or enter the correct patient data.

#### Select or Enter Patient Data

Click in the field SELECT A PATIENT.



*The patient information box opens*

There are several ways to get the required patient data:

- search today's scheduled patients (default search)
- search all patients lists
- add the patient data manually

#### **Patient list**

If T-Pro is integrated into your organisation's IT system your personalised patient list will be available. The default search works for your patients scheduled for today.

## Working as an Author with T-Pro Recorder

PATIENT INFORMATION

Tra

SEARCH BY:

(admission unavailable)  
**Bernhard, Bertram (Dr.)**  
30-Sep-1970 | TPA72403 TP19918

(admission unavailable)  
**Trantow, Maye (Mrs.)**  
24-Dec-1970 | TPA68836 TP95877

(admission unavailable)  
**Trantow, Williams T(Mrs.)**  
19-Sep-1970 | TPA89013 TP87851

*Search your daily schedule for a patient*

Type the patient's name (or at least the first three letters) in the Search field and hit the **Enter** key.

Select the relevant patient from the list.

Click on **SELECT** to apply the patient data to your task.

If you want to search among all patients activate the option first.

PATIENT INFORMATION

Search Patient

☒ All Patients (minimum 3 characters)

Add Manually SELECT

*Activate to expand your search*

Then type the patient's name (or the first three letters) and select the relevant data.

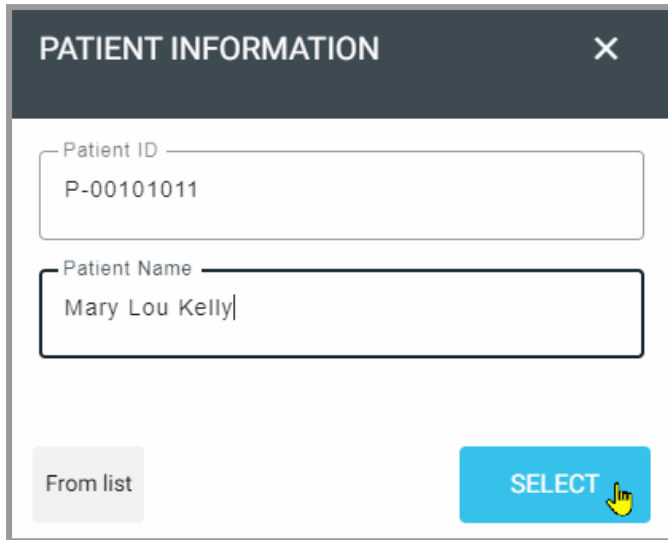
Click on **SELECT** to apply the patient data to your task.

You can also add patient information manually. Click on **Add Manually** to enable input.



## Working as an Author with T-Pro Recorder

Enter the Patient ID and/or name into the fields.



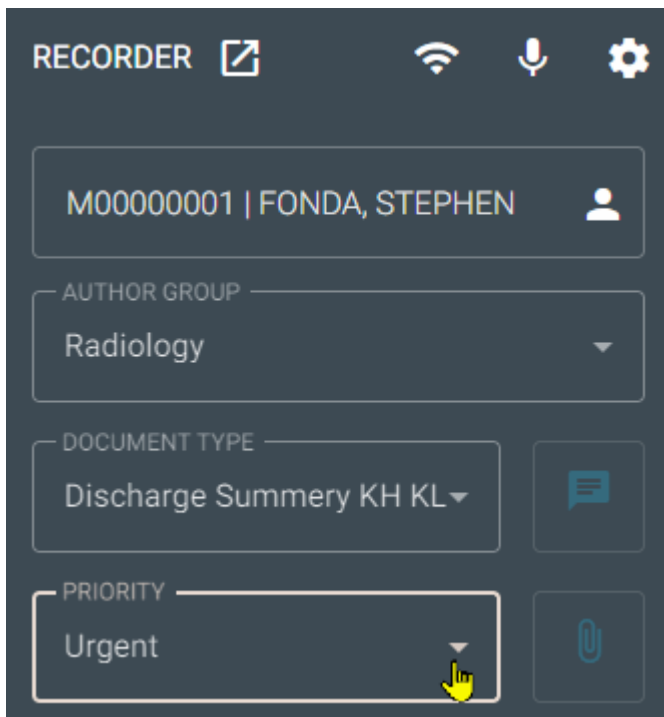
The screenshot shows a dark-themed dialog box titled "PATIENT INFORMATION" with a close button (X) in the top right corner. It contains two text input fields: "Patient ID" with the value "P-00101011" and "Patient Name" with the value "Mary Lou Kelly". At the bottom left is a button labeled "From list", and at the bottom right is a blue button labeled "SELECT" with a yellow hand cursor icon pointing at it.

*Manually enter the patient data*

Click on SELECT to continue.

### Priority, Group and Document Type

These default settings can be changed via the drop-down menus on an individual basis.



The screenshot shows the T-Pro Recorder interface with a dark background. At the top, it says "RECORDER" followed by icons for a square with a diagonal line, Wi-Fi, a microphone, and a gear. Below this is a patient information bar showing "M00000001 | FONDA, STEPHEN" with a person icon. Underneath are three settings sections: "AUTHOR GROUP" with a dropdown menu showing "Radiology", "DOCUMENT TYPE" with a dropdown menu showing "Discharge Summery KH KL" and a speech bubble icon, and "PRIORITY" with a dropdown menu showing "Urgent" and a paperclip icon. A yellow hand cursor is pointing at the "Urgent" dropdown menu.

*Simply change the settings by clicking on the item*

## Working as an Author with T-Pro Recorder

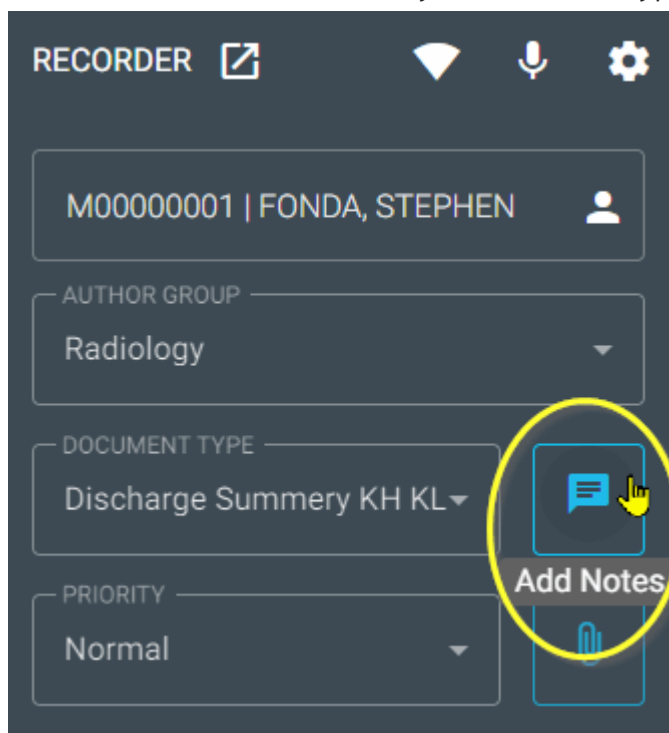
**NOTE:** If you want to send your tasks to a certain transcriber or a transcriber pool this can be selected via the Group field. The different groups are usually set up by an administrator of your facility or by T-Pro.

### Notes

During task creation you can add Notes.

The icon gets active as soon as you start recording a new task.

Click on the Notes icon next to your document type.

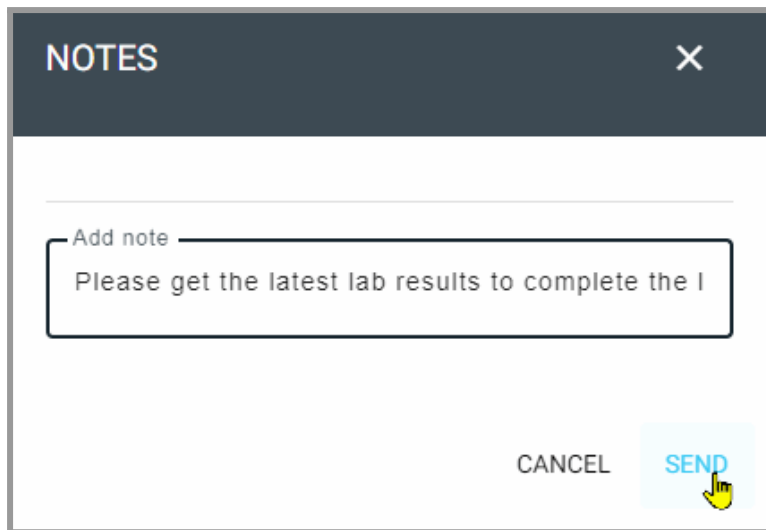


*Notes option in the Recorder*

Use this option to leave a comment which can be viewed by other users during task processing.

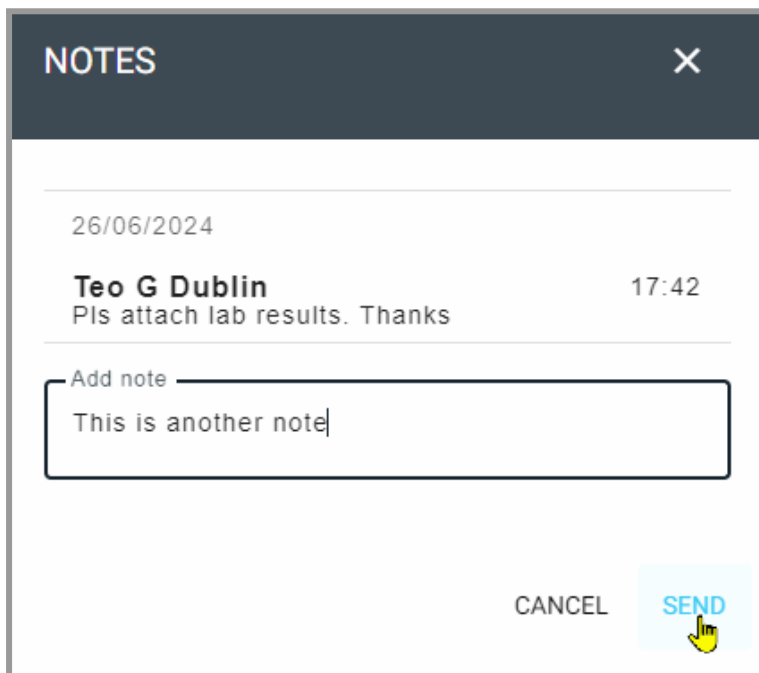
Enter your note and click on SEND.

## Working as an Author with T-Pro Recorder



*The note stays with the task*

Several notes can be added.



*Time and author of the note are recorded*

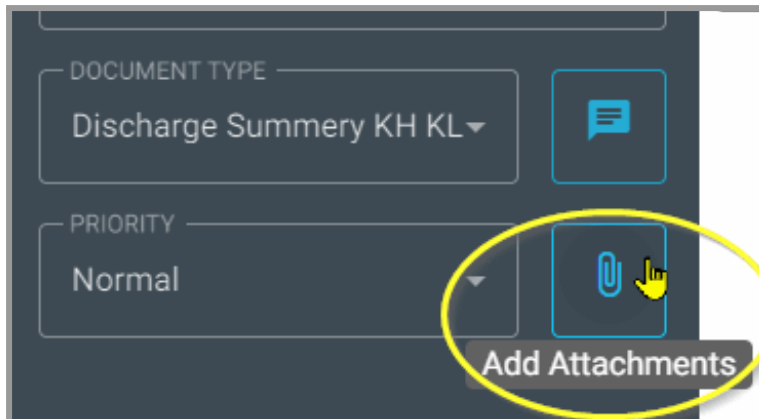
### Attachments

During task creation you can attach additional files.

The icon gets active as soon as you start recording a new task.

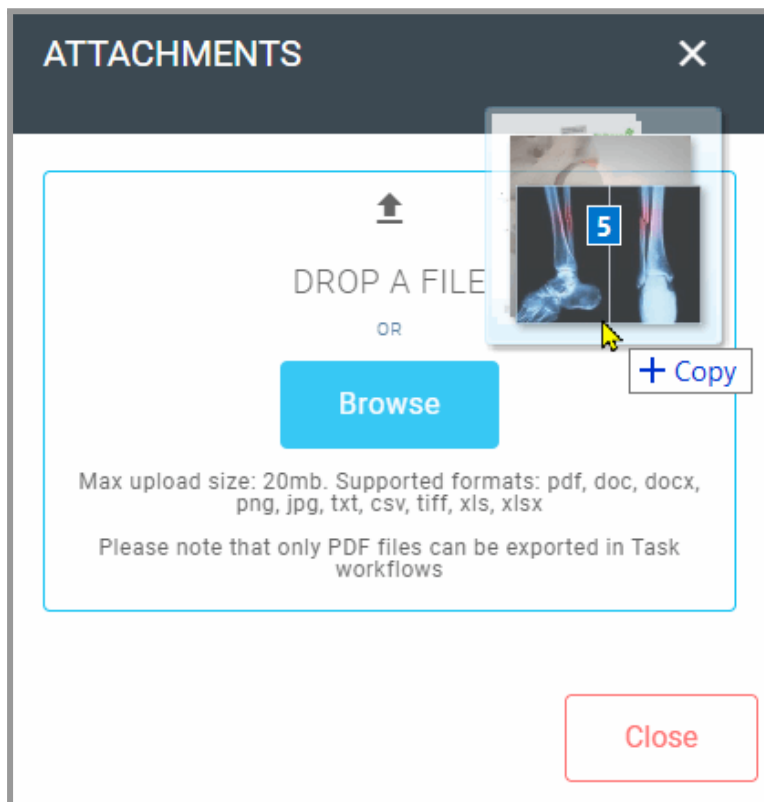
Click on the Attachment icon next to the Priority.

## Working as an Author with T-Pro Recorder



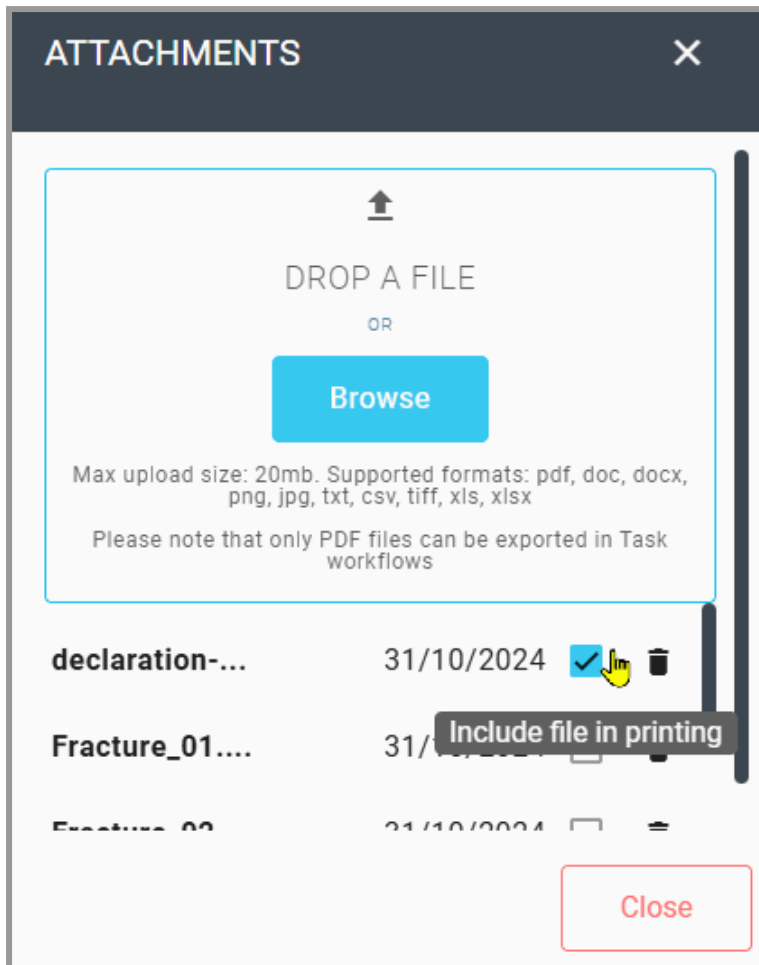
*Attachment option in the Recorder*

Add attachments via drag and drop or click to browse; supported file formats are pdf, doc, docx, png, jpg, txt, cvs, tiff, xls, xlsx.



*Attaching 5 files to the task via drag and drop*

## Working as an Author with T-Pro Recorder



*Files are attached*

The attached files will be listed. If a wrong file has been selected use the trash can icon to remove the file again.

If the blue checkbox is active your attachment will be included for printing at the end of the task's workflow.

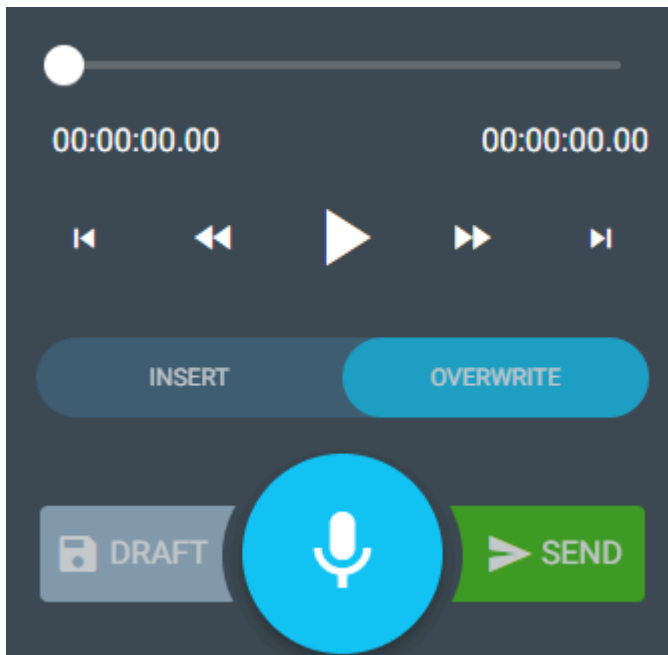
**NOTE:** Only .pdf files can be included for printing. This option is automatically active. You cannot activate the checkbox for other file types; they still can be looked up for information only.

Notes and attachments can still be added at a later stage after you have sent the recording (see [List options](#)).

## 4 Recording

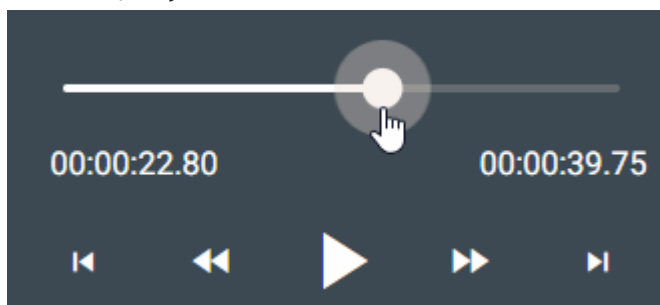
The recorder offers standard features and works in a similar way to the T-Pro Dictate recorder (if you are familiar with the mobile application).

## Working as an Author with T-Pro Recorder



*Standard recorder functions*

- Click on the microphone icon to **start** and **pause** your recording.
- If you work with an **external recording device**, use the recording button on this device to start and stop recording.
- You have an INSERT and OVERWRITE function.
- You can **playback** the recording and **rewind** or **fast forward** (in 50 second intervals) in your dictation with the white arrow buttons.

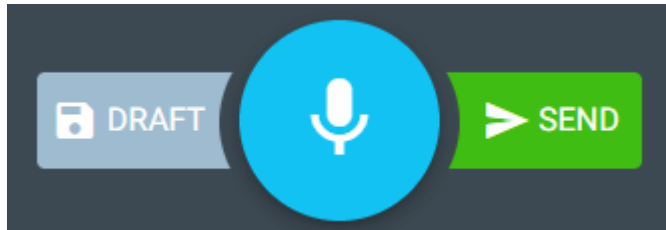


- You can also use the **slider** to move to a certain point in your dictation.
- With the outer arrow buttons you can jump right to the **start** or the **end** of your recording.

## Working as an Author with T-Pro Recorder



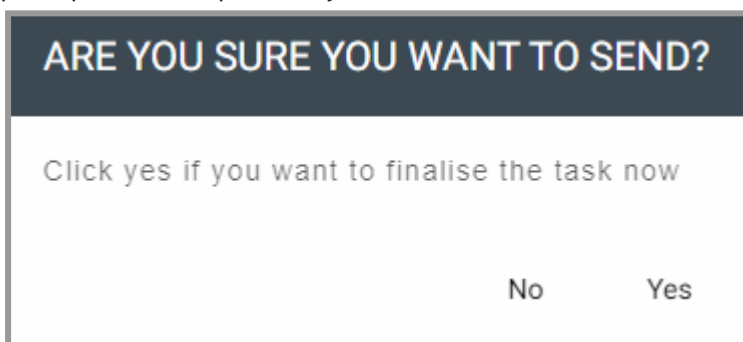
- You can save the recording as a DRAFT.



The status **Draft** will be displayed in the task list. They are editable; you can go back to these tasks any time to continue your work.

- SEND the recording to the next work step if it is finalised.

If you have enabled the confirmation before sending in your [Settings](#), the following prompt comes up when you send a task:



Confirm that you want to send the task to the next workstep  
Confirm your choice.

=> The task will then be sent and will be displayed in your task list.

### Task List

The task list displays all tasks with the status **Draft** or **Pending** you have created in either the Recorder or in another T-Pro app such as T-Pro Dictate.

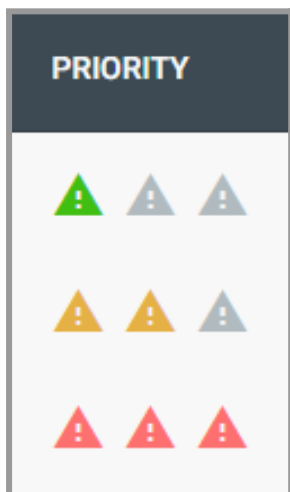
## Working as an Author with T-Pro Recorder

The screenshot displays the T-Pro Recorder interface. On the left is a sidebar with controls for patient selection, priority (Normal), default author group (Radiology), document type (SOAP Note), and a recording timer. The main area features a table of recent tasks. The table has columns for Task ID, Patient ID, Patient Name, Created, Priority, Status, and Author Group. The Priority column uses traffic light icons: green for Normal, yellow for High, and red for Urgent. The Status column shows Draft or Pending. The Author Group column lists Radiology or Cardiology\_GI. At the bottom right, there are pagination controls showing 'Items per page' set to 10 and '1 - 10 of 13'.

TASK ID	PATIENT ID	PATIENT NAME	CREATED	PRIORITY	STATUS	AUTHOR GRO
22564	TP52524	Paucek, Bud P(Ms.)	28/09/2023 19:37:24	Urgent	Draft	Radiology
22563	TP17515	Bode, Victorina B(Dr.)	28/09/2023 19:35:54	Urgent	Draft	Radiology
22562		Mr Three	28/09/2023 17:41:22	Normal	Pending	Cardiology_GI
22561		Mary Lou	28/09/2023 17:40:42	Normal	Draft	Cardiology_GI
22560		Nils Holgersson	28/09/2023 17:40:02	Normal	Pending	Cardiology_GI
22559		Mr Draft	28/09/2023 17:12:09	Normal	Draft	Radiology
22553	TP8203	Dr. Alex Considine	27/09/2023 17:13:28	High	Pending	Radiology
22547	TP99249	Ms. Marisha Quitzon	27/09/2023 13:46:11	Urgent	Pending	Radiology
22545	TP24738	Armstrong, Latricia A(Mrs.)	27/09/2023 13:44:21	Urgent	Draft	Radiology
22543		Peter Pan	27/09/2023 11:58:38	Urgent	Draft	Radiology

Task list displaying your recent tasks

The PRIORITY is emphasised in traffic light colours.




Normal, High, Urgent

You can playback a dictation from the table list; just click on the PLAY button.



## Working as an Author with T-Pro Recorder













STATUS	AUTHOR GROUP	PLAY	LENGTH	DOCUMENT TYPE	
Pending	Radiology		00:00:19	SOAP Note	⋮
Draft	Radiology		00:00:39	SOAP Note	⋮
Draft	Radiology		00:00:44	SOAP Note	⋮

*Playback pending tasks*

This only works for tasks which have been sent already (Status *Pending*).

### Task status

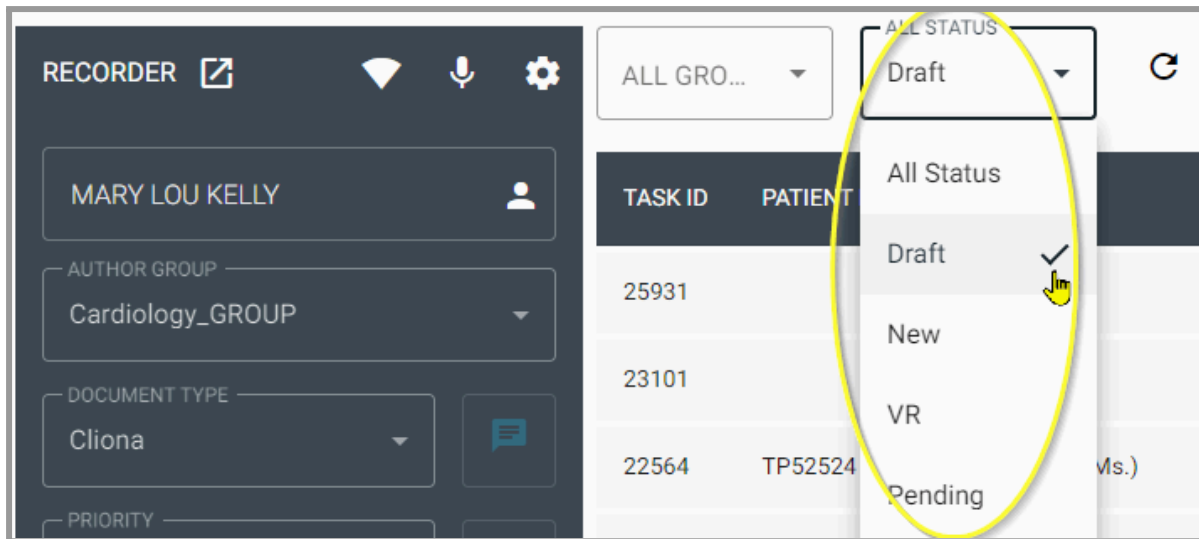
You can see different statuses in the task list:

PRIORITY	STATUS	AUTHOR GRO	
  	New	Radiology	⋮
  	Draft	Radiology	⋮
  	Draft	Radiology	⋮
  	Pending	Cardiology_GI	⋮

*Tasks with different statuses*

Use the filter at the top to only display tasks with a certain status:

## Working as an Author with T-Pro Recorder



Status filter

**Draft** - these are tasks you have not sent yet; they are editable

- only drafts from this Web Recorder will be displayed

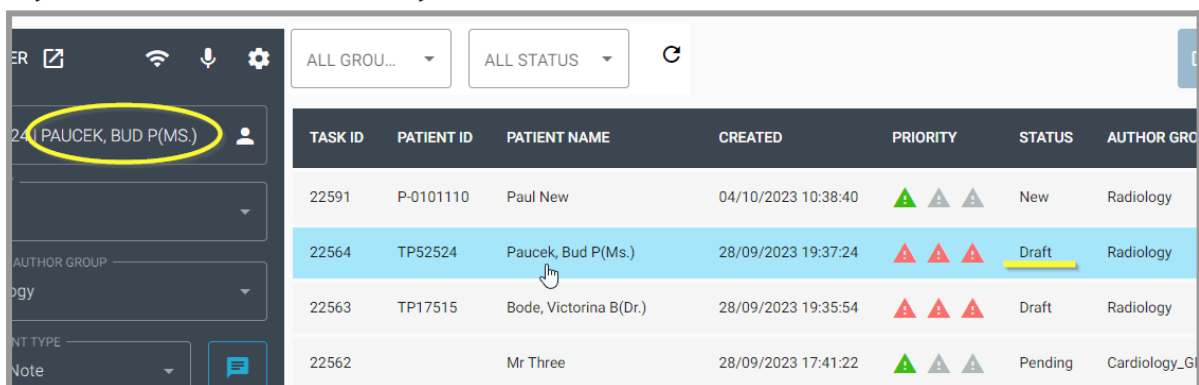
**New** - the task you have just sent; its upload is still ongoing; New will change to Pending

**VR** - Web Recorder displays VR from all devices; VR will change to Pending after approx 2 minutes)

**Pending** - tasks which have been sent for further processing

### Edit or complete a draft

In your task list click on an entry with the status **Draft**.



Select a draft task for editing

Selected tasks appear with a blue background.

The task will be loaded to the recorder and you can edit and finalise it.

## Working as an Author with T-Pro Recorder

Click again on a selected task to unselect it or click on DRAFT.

The screenshot shows the T-Pro Recorder interface. On the left is a sidebar with controls: a patient selection field (TP52524 | PAUCEK, BUD P(MS.)), an author group dropdown (Radiology), a document type dropdown (SOAP Note), a priority dropdown (Urgent), a timer (00:02:31.75), and buttons for INSERT, OVERWRITE, DRAFT (highlighted with a yellow circle), and SEND. On the right is a task list table.

TASK ID	PATIENT ID	PATIENT NAME	CREATED	PRIORITY	STATUS
25931		PETER PAN	04/07/2024 13:29:02	⚠️ ⚠️ ⚠️	Draft
23101		Tommy Lee	03/11/2023 12:55:35	✅ ⚠️ ⚠️	Draft
22564	TP52524	Paucek, Bud P(Ms.)	28/09/2023 19:37:24	⚠️ ⚠️ ⚠️	Draft
22561		Mary Lou	28/09/2023 17:40:42	✅ ⚠️ ⚠️	Draft
22559		Mr Draft	28/09/2023 17:12:09	✅ ⚠️ ⚠️	Draft
22545	TP24738	Armstrong, Latricia A(Mrs.)	27/09/2023 13:44:21	⚠️ ⚠️ ⚠️	Draft
22543		Peter Pan	27/09/2023 11:58:38	⚠️ ⚠️ ⚠️	Draft
22538	TP20413	Abernathy, Jorge A(Dr.)	27/09/2023 10:40:38	✅ ⚠️ ⚠️	Draft
22537	TP19918	Bernhard, Bertram (Dr.)	27/09/2023 10:38:53	✅ ⚠️ ⚠️	Draft

At the bottom right of the table, it says "Items per page 10" and "1 - 9".

Unselect a draft to start a new task

=> The recorder is now ready for a new task.

### ALL GROUPS

By default the task list displays entries of ALL GROUPS

You can filter to show only tasks belonging to a certain author group.

Click into the field to change the group you want to filter for:

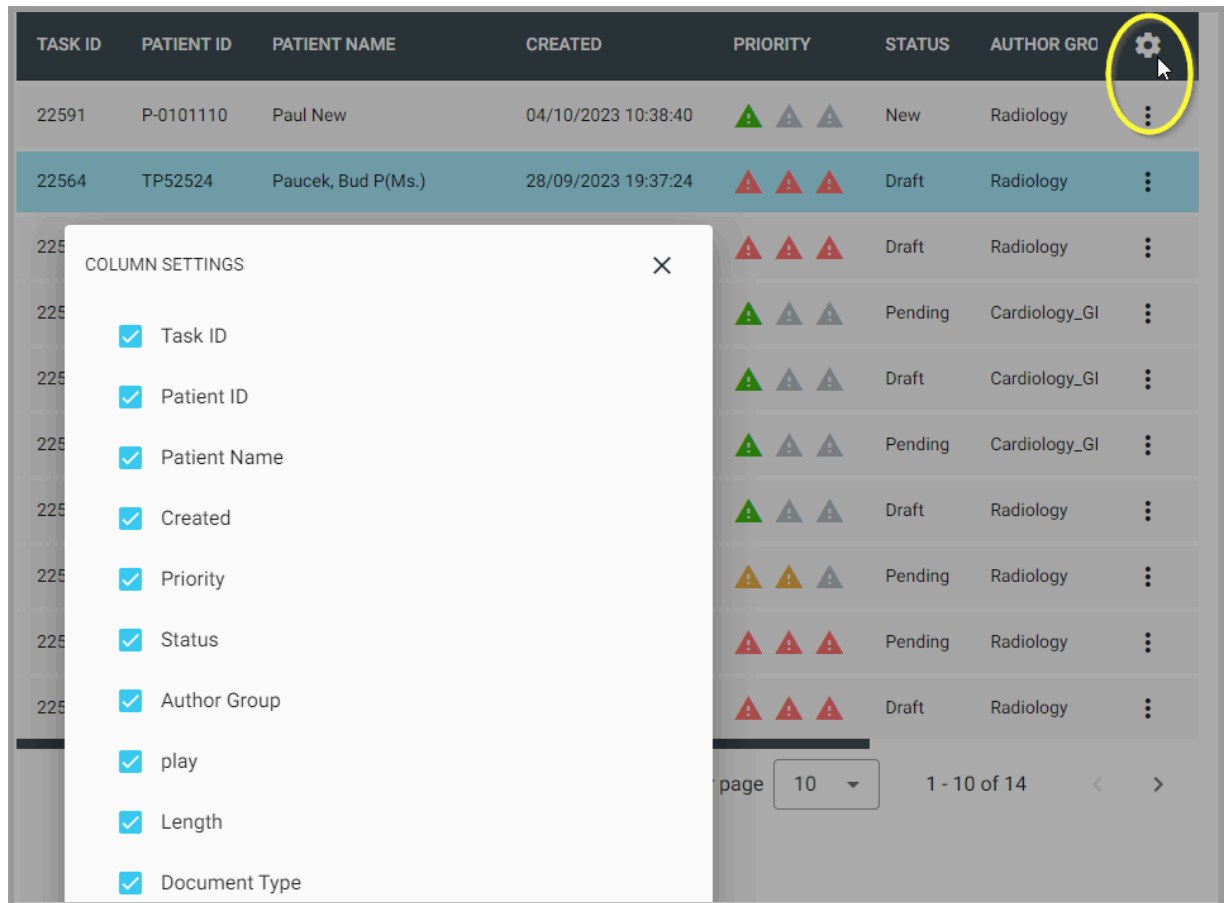
The screenshot shows the T-Pro Recorder interface with the 'ALL GROUPS' dropdown menu open. The menu has three options: 'ALL GROUPS' (selected with a checkmark), 'Cardiology\_GROUP', and 'Radiology' (with a hand cursor pointing to it). The sidebar on the left shows the patient selection field (TP52524 | PAUCEK, BUD P(MS.)) and the priority dropdown (Urgent).

Display only tasks of a selected group

### List settings

By default the task list displays 10 columns. Click on the cog icon in the header to customise the task list view:

## Working as an Author with T-Pro Recorder



*All columns are activated and displayed*

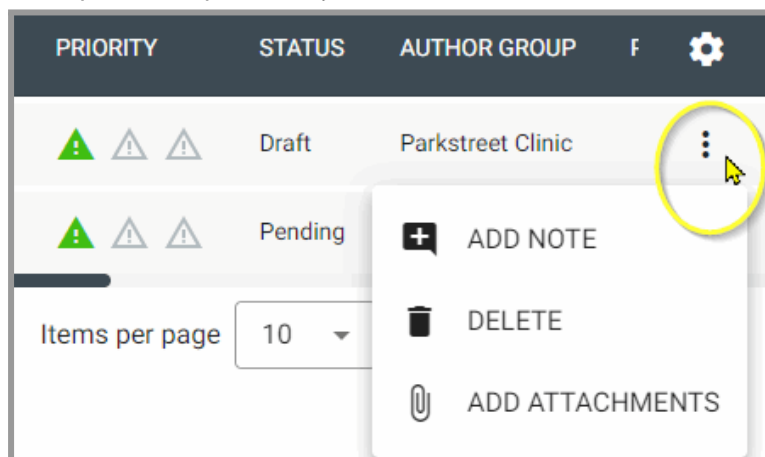
Tick in the box before a setting to deactivate a column.

Click on the X in the top right corner and your new settings will be applied automatically.

### List options

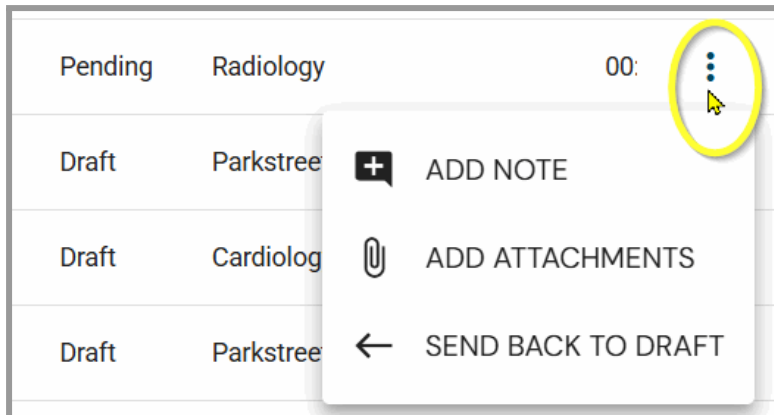
At the end of each task you can click on the **three dots** to access further options.

The options depend on your task's status:



*Task options for Draft tasks*

## Working as an Author with T-Pro Recorder



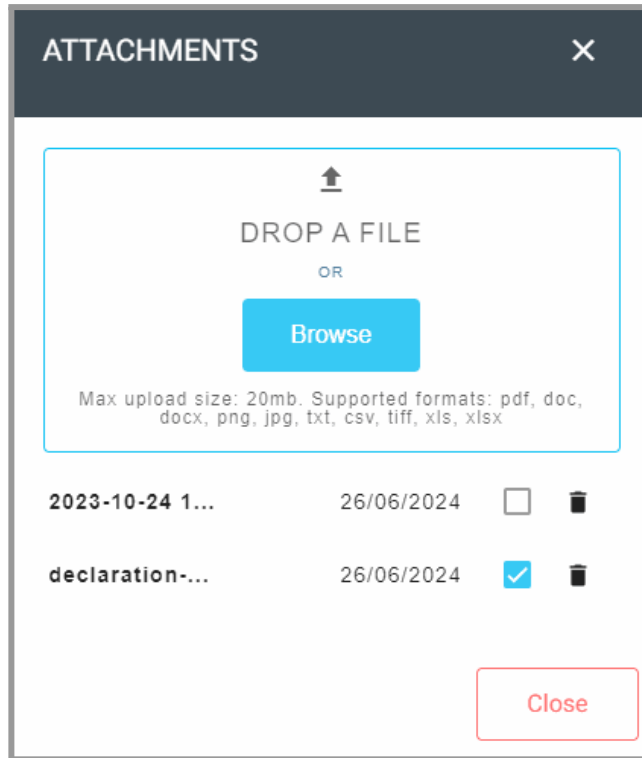
Task options for Pending tasks

ADD NOTE - add a note to a task which has already been sent (e.g. status Pending). Leave a comment and click on SEND to attach it to the task.

DELETE - you can only delete draft tasks with the status *Draft* (which have not been sent to the next work step)  
You will be prompted to confirm this action.

## Working as an Author with T-Pro Recorder

ADD ATTACHMENTS - use this option to add attachments via drag and drop to a task which has already been sent (e.g. status Pending).



SEND BACK TO DRAFT - a pending task can be moved back by the author to Drafts for further editing

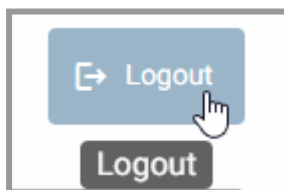
**NOTE:** If you return a dictation to Draft, we recommend adding a note to the dictation to mention this, in case a transcriber has already started listening and misses the update.

## Upgrades

There is an upgrade interaction which automatically offers you to upgrade to the latest version.

## Logout

Click on the button in the upper right corner of the application to log out.



## 5 Supported Devices

This table lists the tested foot pedals and microphones with mapped buttons which are supported by T-Pro's Web Recorder:

Device	Type	Model Number
Olympus RS28H	foot pedal	
Philips Foot Control ACC2310 3 Pedals	foot pedal	
Infinity Foot Pedal	foot pedal	
Dictaphone Foot Pedal	foot pedal	
Grundig Digta Foot Control	foot pedal	
Philips Foot Control	foot pedal	LFH5220
Philips Speech Air	microphone	
Olympus DR-1200	microphone	
Olympus RecMic II	microphone	RM-4100S / 4110S / 4010P
Olympus Direct Rec DR2000	microphone	
Philips SpeechMike Premium	microphone	LFH3500/00
Philips SpeechMike Premium Air	microphone	SMP4000
SpeechMike III Classic / Pro	microphone	LFH3200 / 3300 / 3310
Philips SpeechMike Pro II	microphone	LFH5274 / 5260
Philips SpeechMike Pro I	microphone	
Grundig Digta SonicMic 3	microphone	
Philips Foot Control ACC2330 4 Pedals	microphone	
Speech Mic	microphone	
Generic HID Device	microphone	