



T-Pro Web Recorder for Authors Part III

Document Revision 1.7

Working as an Author with T-Pro Recorder

Document History

Revision	Date	Chapter & Changes	Author
1.7	05/08/2026	- Confirmation prompt for patient data change - Editorial changes and screenshot updates	smc
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
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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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Working as an Author with T-Pro Recorder

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1 Introduction

The T-Pro Web Recorder is a straight-forward recording tool for clinicians to create tasks as a first step in the medical documentation process. It's fully integrated into T-Pro's web application Dictate.

All tasks created in the Recorder can also be viewed and worked on in Dictate.

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.

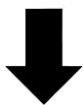
As an Author your main activities in the Recorder are:

- Create tasks
- Dictate documents
- Edit / complete tasks
- Send them on to the next work step (to be done in Dictate)

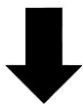
Workflow Overview

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:

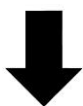
Create a task with the patient's data and appropriate document template.



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.*



Working as an Author with T-Pro Recorder

*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.

- ⇒ 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 Dictate. Task approval for instance is not done in the Recorder but in the web application.

Preliminary Steps

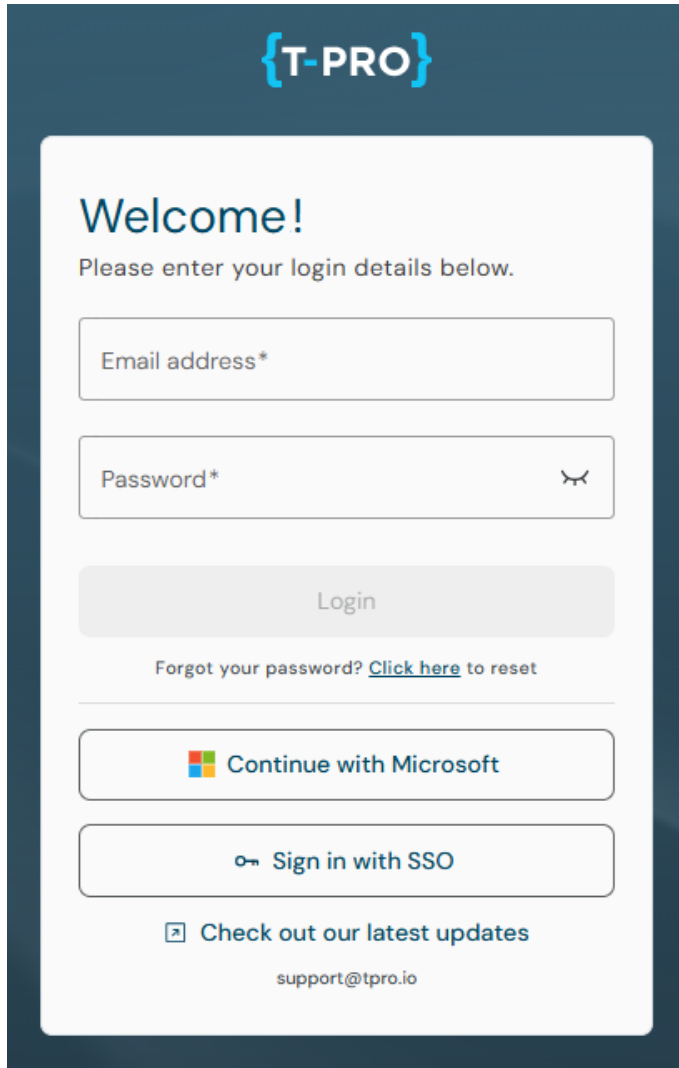
You should have been set up with a user account and provided with login credentials by T-Pro or the administrator of your facility/organisation.

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>. Bookmark the link.
There are different methods to log in to the application.



{T-PRO}

Welcome!

Please enter your login details below.

Email address*

Password* 

Login

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

 Continue with Microsoft

 Sign in with SSO

[Check out our latest updates](#)

support@tpro.io

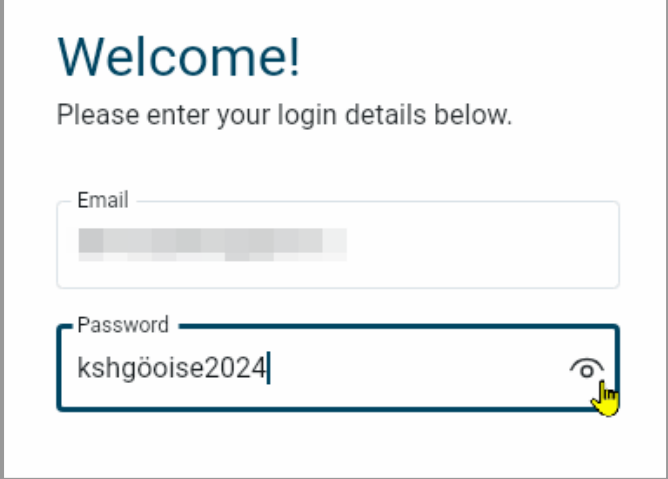
Recorder login screen

- 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 enter the main screen of the RECORDER right away.

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T-Pro login

Enter your T-Pro credentials and password and click on **Login**.
You can view your password, just click on the closed eye icon.

A screenshot of the T-Pro login interface. It features a 'Welcome!' heading followed by the instruction 'Please enter your login details below.' There are two input fields: 'Email' and 'Password'. The 'Email' field contains a blurred placeholder. The 'Password' field contains the text 'kshgöoise2024'. To the right of the password field is a small eye icon with a hand cursor pointing at it, indicating it can be toggled to show the password.

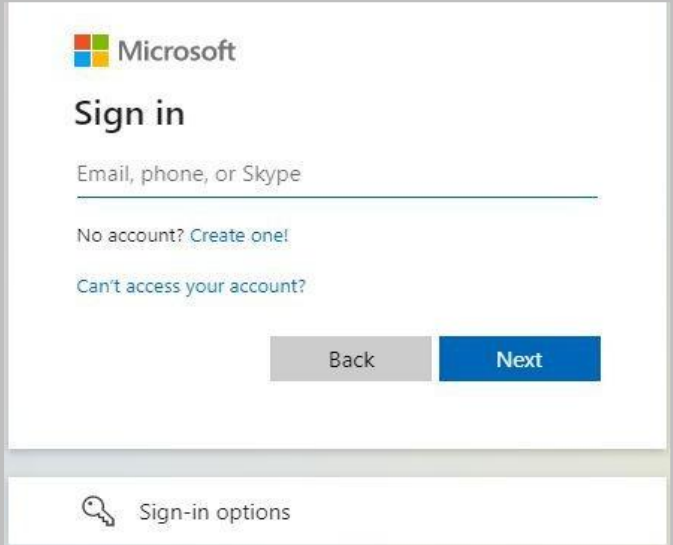
View your password input

⇒ 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 **Continue with Microsoft**.

A screenshot of the Microsoft Sign in interface. It shows the Microsoft logo at the top left, followed by the text 'Sign in'. Below this is a text input field labeled 'Email, phone, or Skype'. Underneath the input field are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom of the main section are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted in blue. At the very bottom, there 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**.

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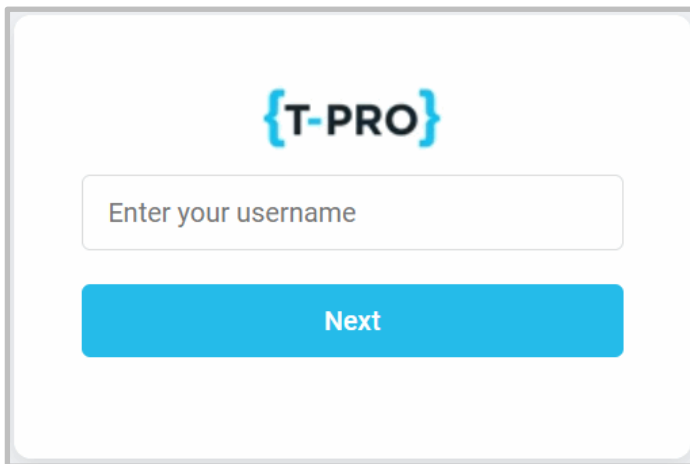
Enter your Password and sign in.

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

Single sign-on

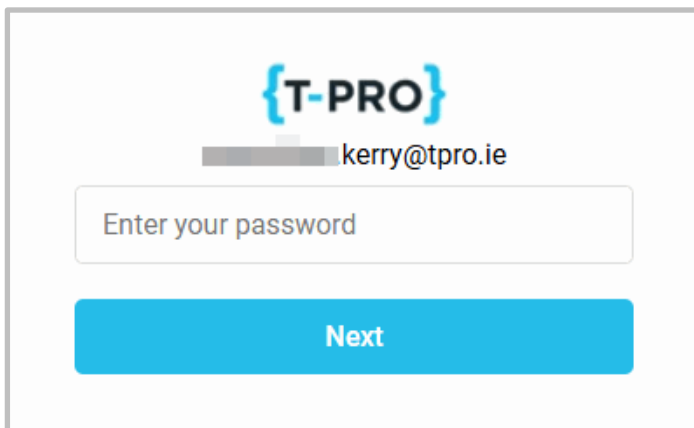
If your organisation is applying a single sign-on process click on **Login with SSO**.

Enter your username.

A screenshot of a login screen. At the top center is the {T-PRO} logo. Below it is a text input field with the placeholder text "Enter your username". Underneath the input field is a blue button with the text "Next" in white.

Sample of SSO login screen (1)

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

A screenshot of a login screen. At the top center is the {T-PRO} logo. Below it is a greyed-out email address "kerry@tpro.ie". Underneath is a text input field with the placeholder text "Enter your password". At the bottom is a 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.

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Reset Password

This is part of the first-time login process for the T-Pro login only.

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

The screenshot shows the T-Pro Recorder application interface. On the left, there is a sidebar with options: 'RECORDER', 'SELECT A PATIENT', 'AUTHOR GROUP', 'DOCUMENT TYPE', 'PRIORITY' (set to 'Normal'), a timer at '00:00:00.00', and buttons for 'INSERT', 'DRAFT', and a red 'X' icon. On the right, there is a table with columns: 'Task Id', 'Patient ID', 'Patient Name', 'Created', and 'Priority'. Above the table are filters for 'ALL G...' and 'ALL S...', and a 'Rows per page' dropdown set to '10'. A modal dialog box titled 'Continue Account Setup' is overlaid on the interface. It contains the text 'Please reset your password.' and three input fields: 'Current password*', 'New password*', and 'Verify password*'. Each field has a toggle icon for password visibility. At the bottom of the dialog are 'Reject' and 'Accept' buttons.

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.

Working as an Author with T-Pro Recorder

Mobile Number

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

Task Id	Patient ID	Patient Name	Created	Priority	Status
33395245	P-000010110	Peter Pan	02/03/2026 18:30:40	Normal	Pending

Account setup step 1

Select your country code and enter your mobile number.

Click on **Send Code**.

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

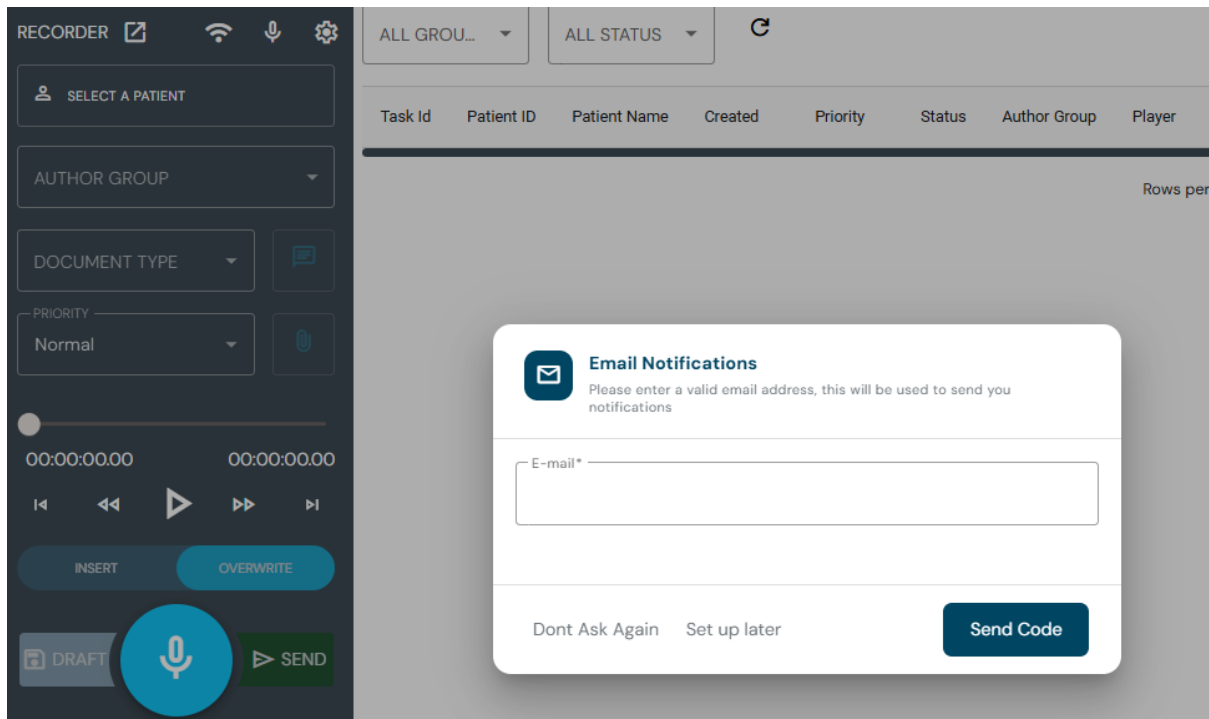
Enter this code in the next window and click on **Verify**.

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.

Working as an Author with T-Pro Recorder



Enter a valid contact email address

NOTE: This should be a different email address to your username.

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.

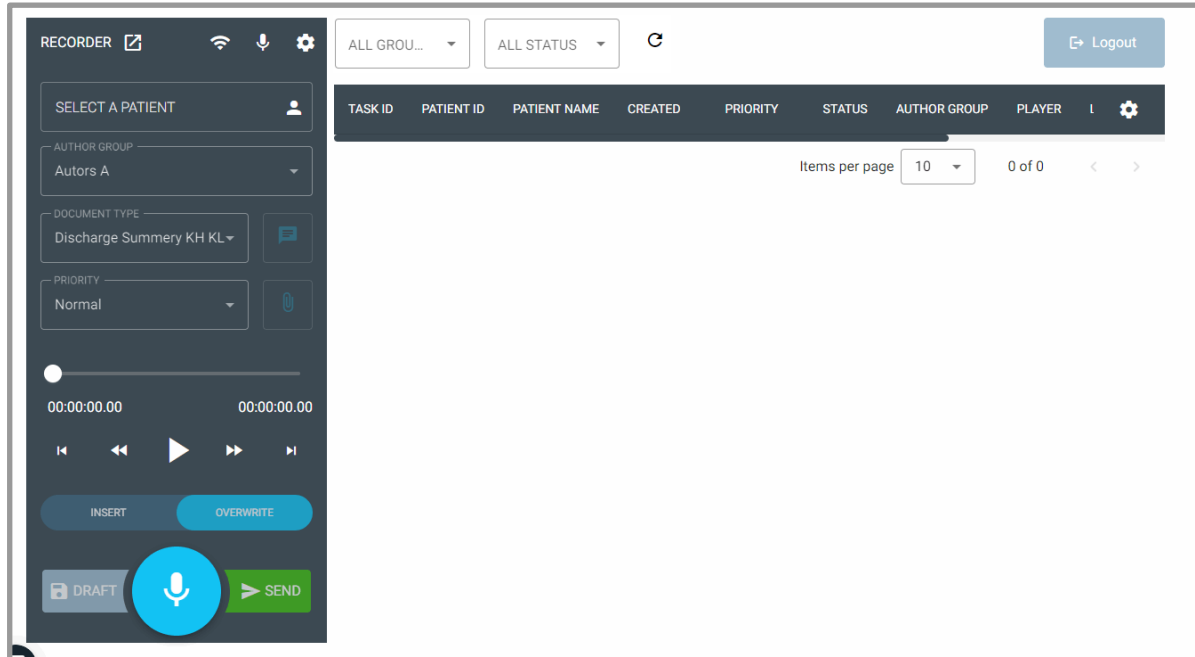
The link will expire after 24 hours.

At this point you have completed your account setup.

⇒ You access the RECORDER.

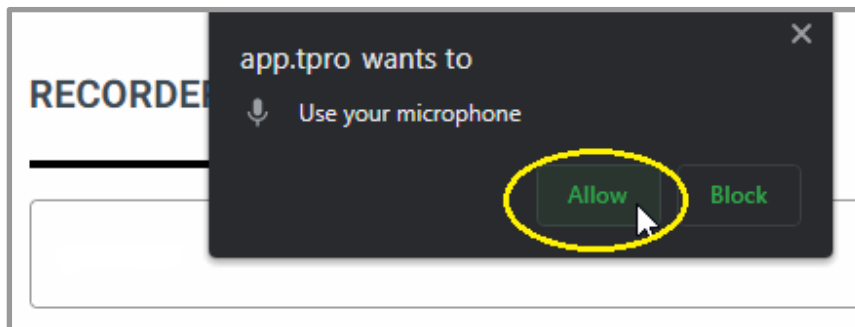
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Recorder



Recorder user interface without tasks

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



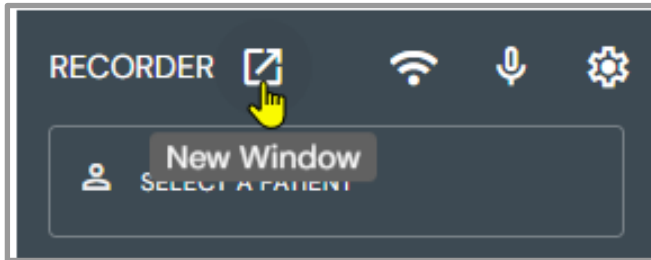
Select Allow

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Options

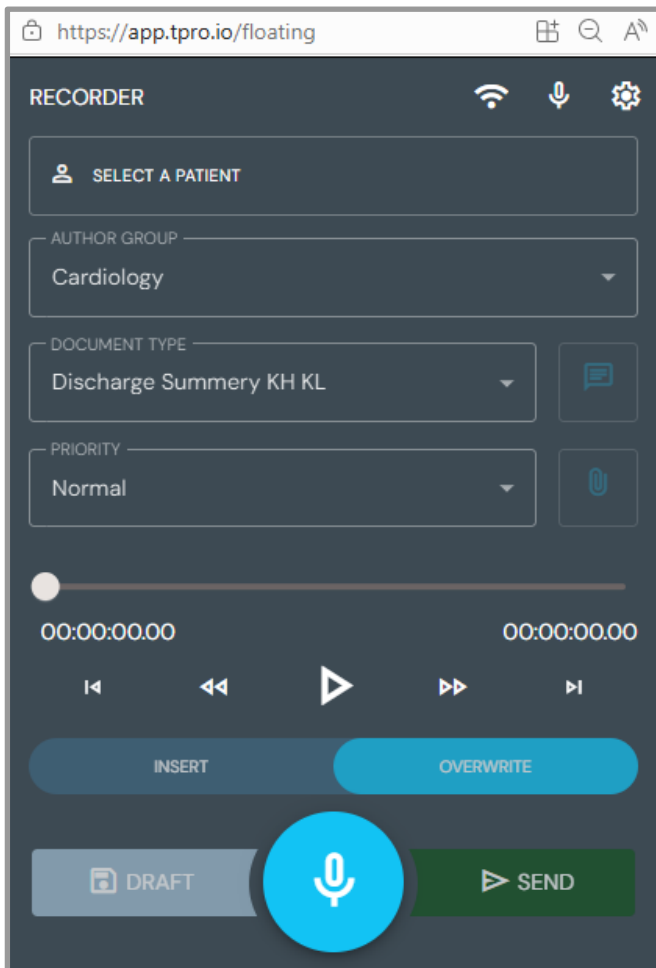
At the top of the recorder you have four icons:

Floating Recorder



Opens the recorder UI in a separate window

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

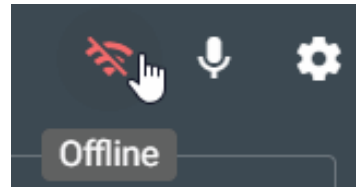
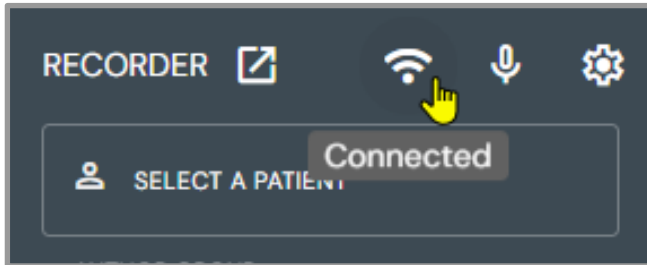


Floating recorder

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

Working as an Author with T-Pro Recorder

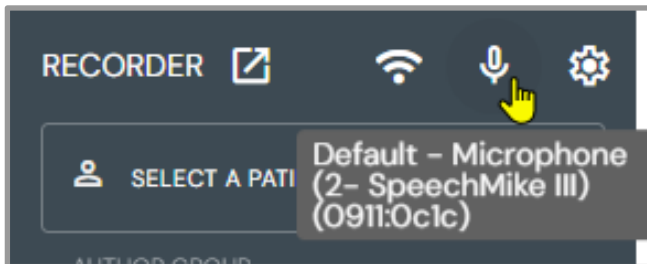
Internet connection



Connected to the internet

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

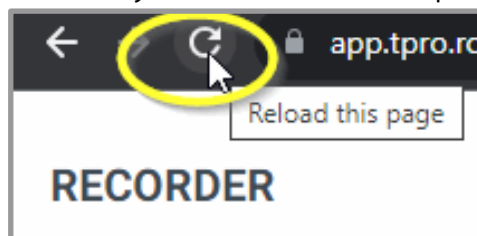
Microphone



Displays your default recording device

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

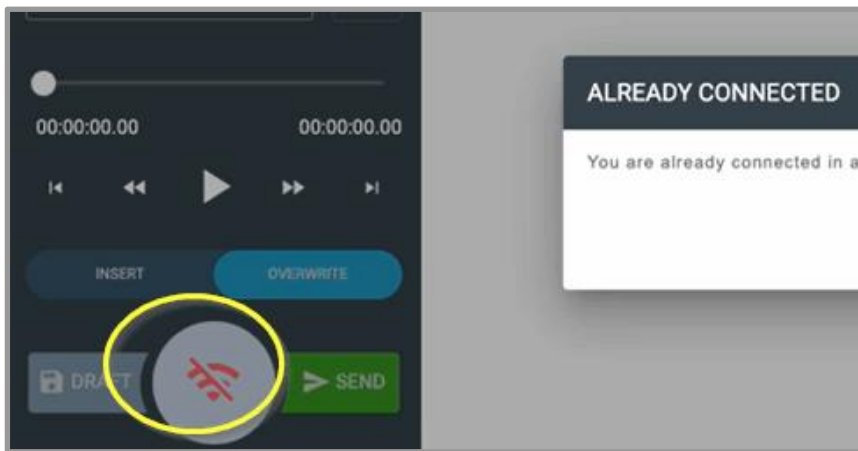
- that you have allowed the app access to use your microphone
If you have previously selected "Block" you need to log out and log in again, then allow the app access
- refresh your browser at the top of the page



- Check your microphone settings.

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

Working as an Author with T-Pro Recorder

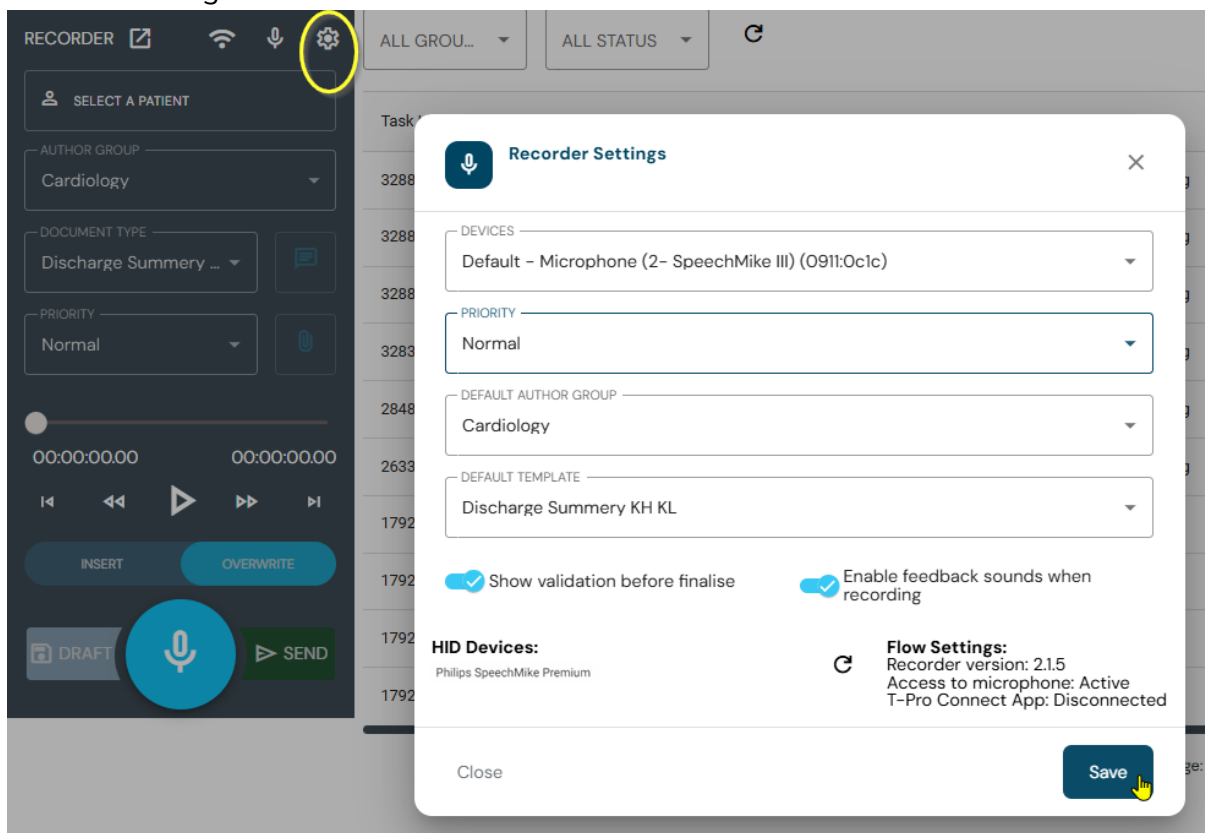


Mic disabled with error message

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.

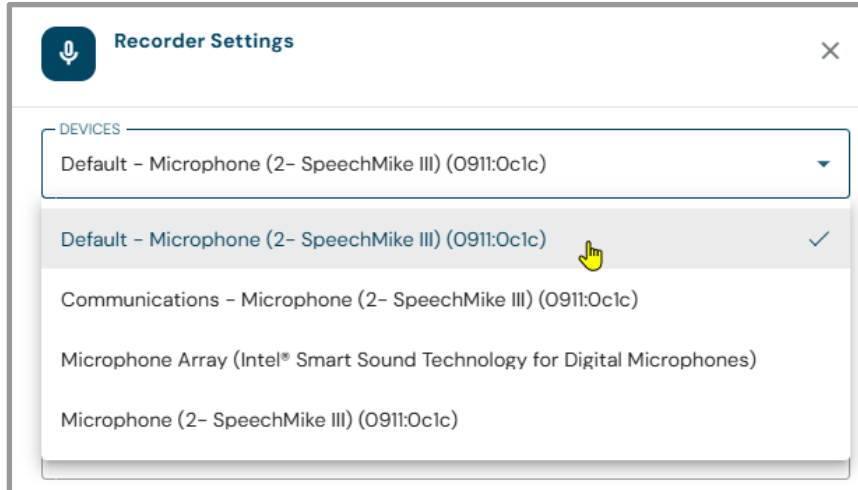


Recorder Settings

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

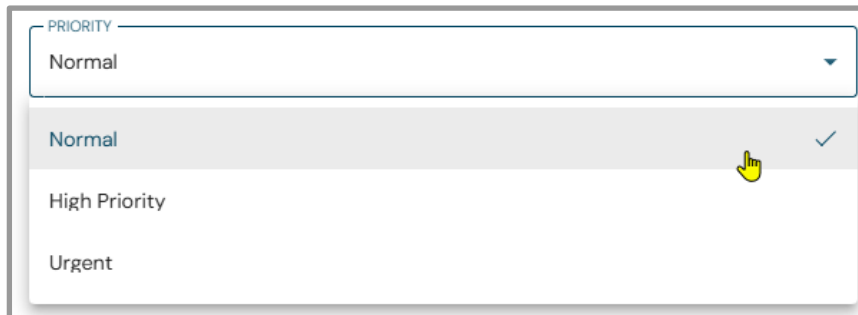
Click in the field DEVICES and select the device you want to use (and set as your default).



Internal and external devices are listed

The next settings relate to your tasks:

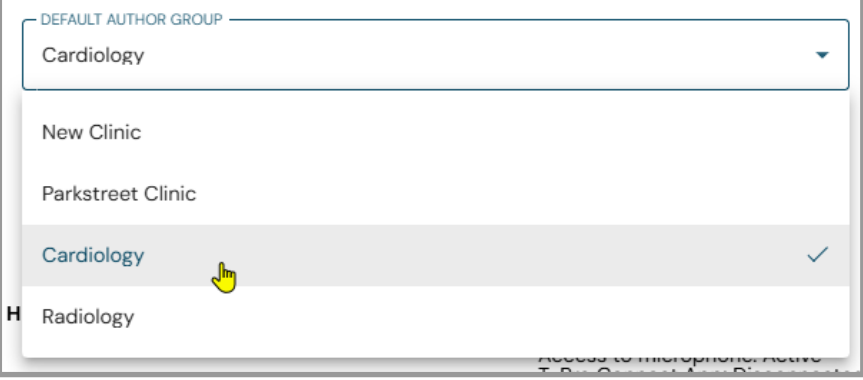
PRIORITY



Set the default priority

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DEFAULT AUTHOR GROUP



DEFAULT AUTHOR GROUP

Cardiology

New Clinic

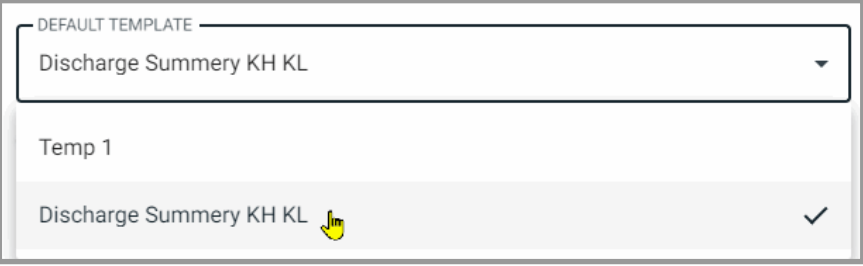
Parkstreet Clinic

Cardiology ✓

H Radiology

Set your default author group

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.



DEFAULT TEMPLATE

Discharge Summery KH KL

Temp 1

Discharge Summery KH KL ✓

Set your default template

Use the sliders to activate or deactivate further features:



☒ Show validation before finalise ☒ Enable feedback sounds when recording

HID Devices:
Philips SpeechMike Premium

Flow Settings:
Recorder version: 2.1.5
Access to microphone: Active
T-Pro Connect App: Connected

More Settings and app information

Validation before sending

This displays a validation message each time before you send a task.

Feedback sound

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

App information

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

Working as an Author with T-Pro Recorder

- 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.

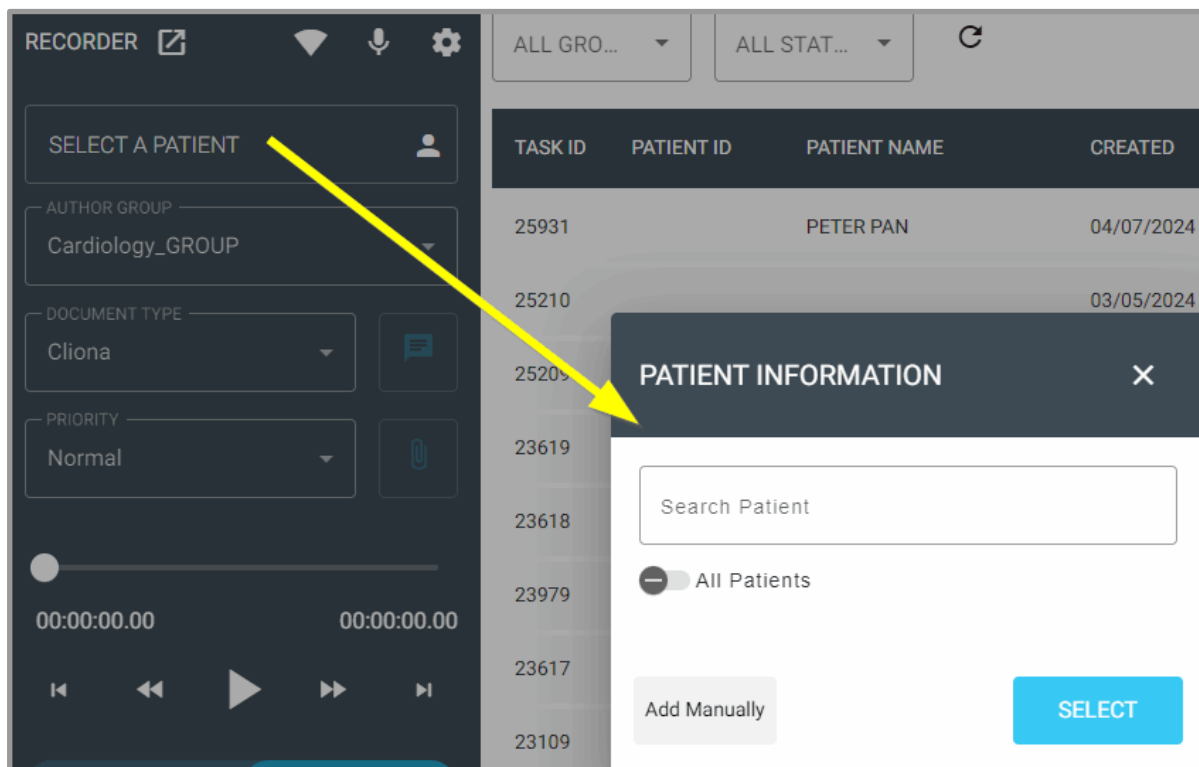


3 Create a new task

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

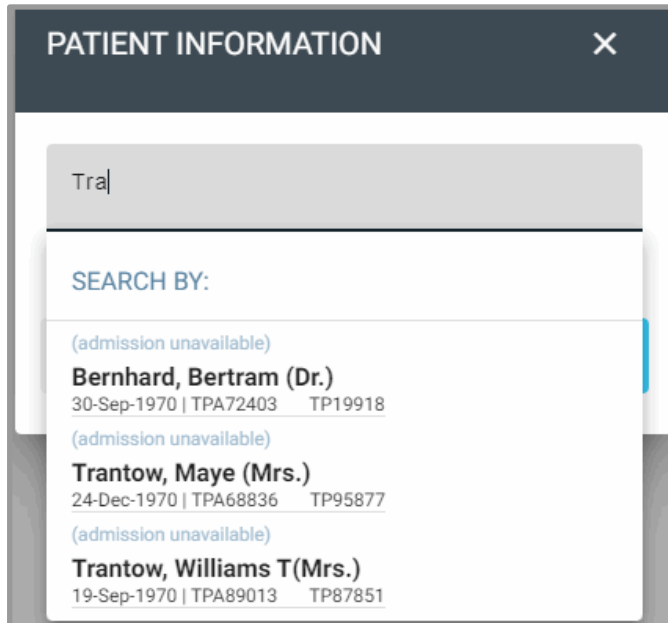
There are several ways to get the required patient data:

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

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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.



The screenshot shows a 'PATIENT INFORMATION' window with a search bar containing 'Tra'. Below the search bar, a list of search results is displayed under the heading 'SEARCH BY:'. The results are as follows:

Search Result	Date	TPA	TP
(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

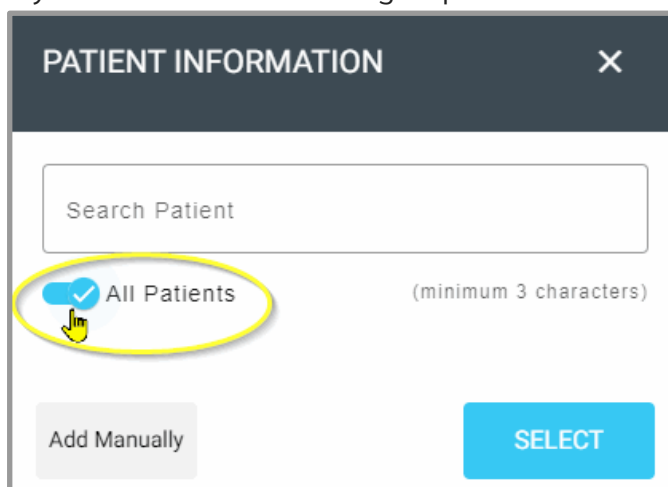
Search your daily schedule for a patient

Type the patient's name (or at least the first three letters) into the Search field; any matches will be displayed.

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 this option.



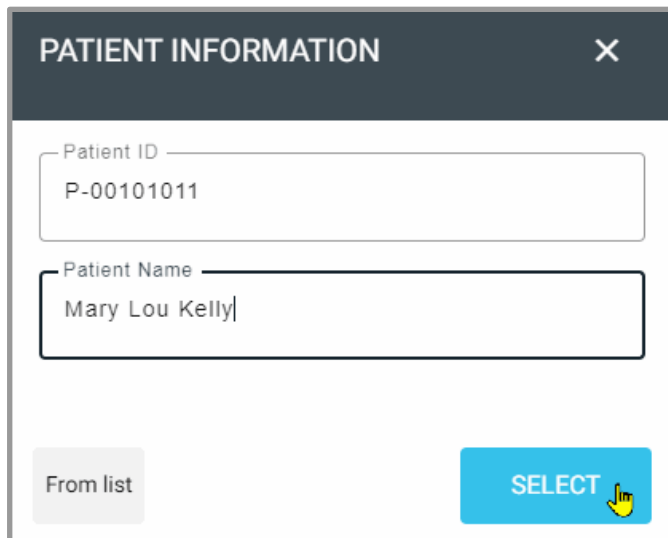
The screenshot shows the 'PATIENT INFORMATION' window. The search bar is labeled 'Search Patient' and has a note '(minimum 3 characters)'. Below the search bar, there is a toggle switch labeled 'All Patients' which is currently turned on (indicated by a blue checkmark and a yellow circle around it). At the bottom of the window, there are two buttons: 'Add Manually' and 'SELECT'.

Activate to expand your search

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



PATIENT INFORMATION

Patient ID
P-00101011

Patient Name
Mary Lou Kelly

From list

SELECT

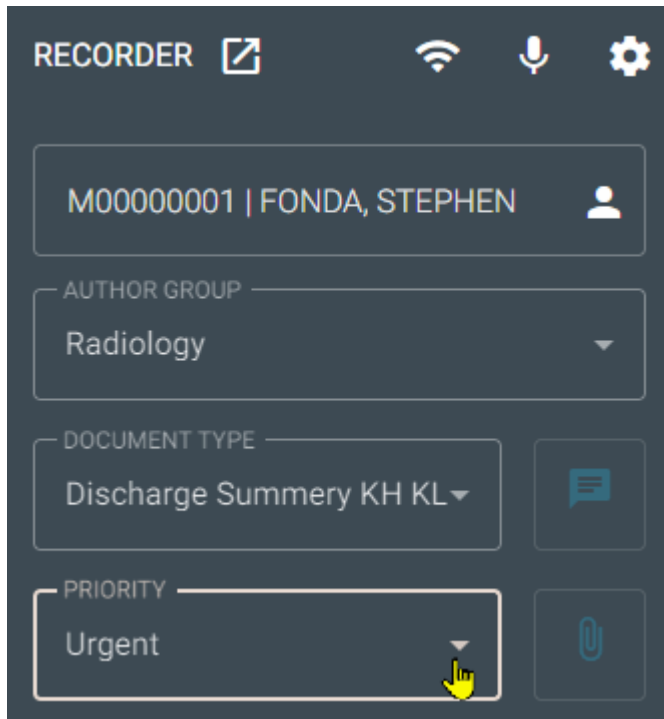
Manually enter the patient data

Click on SELECT to continue.

Working as an Author with T-Pro Recorder

Priority, Group and Document Type

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



Simply change the settings by clicking on the item

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.

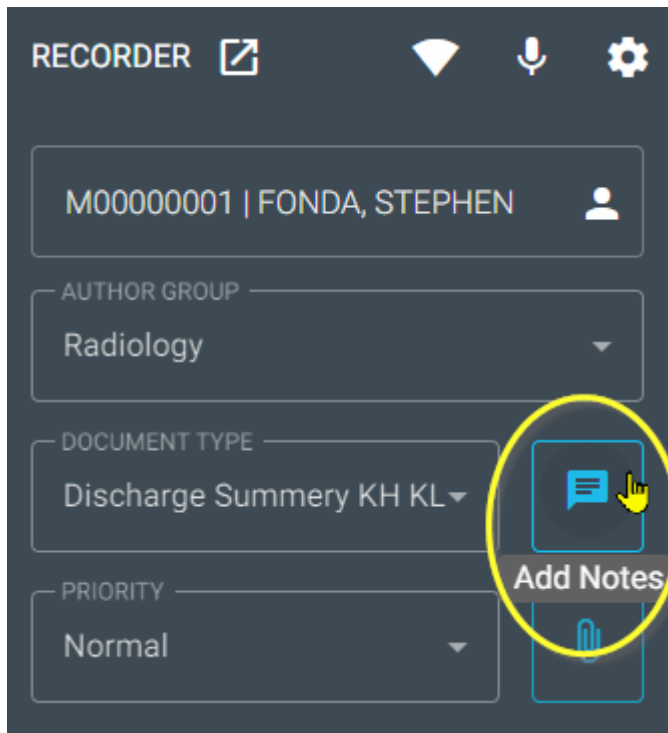
Notes

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.

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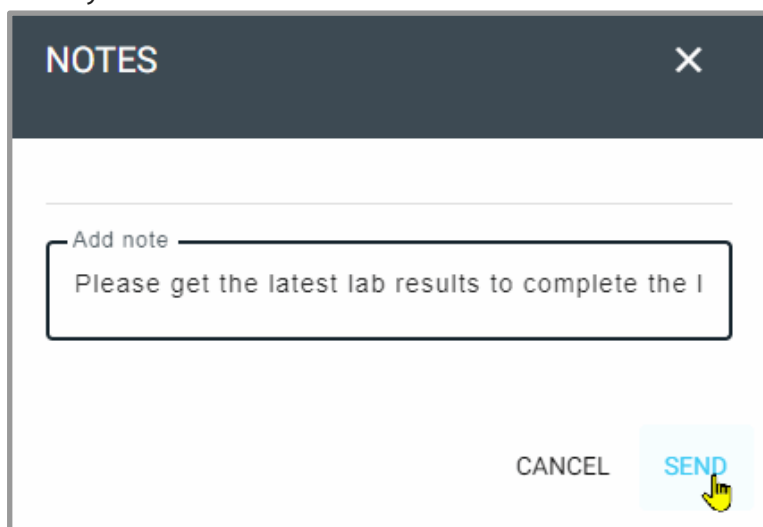


The screenshot shows the T-Pro Recorder interface. At the top, there's a header with 'RECORDER' and a share icon, followed by status icons for Wi-Fi, microphone, and settings. Below this is a user identification bar showing 'M00000001 | FONDA, STEPHEN' with a user icon. The main form has four sections: 'AUTHOR GROUP' with a dropdown menu set to 'Radiology'; 'DOCUMENT TYPE' with a dropdown menu set to 'Discharge Summery KH KL'; 'PRIORITY' with a dropdown menu set to 'Normal'; and a right-hand column with two buttons: 'Add Notes' (with a speech bubble icon) and a button with a fingerprint icon. The 'Add Notes' button is circled in yellow, and a hand cursor is pointing at it.

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.

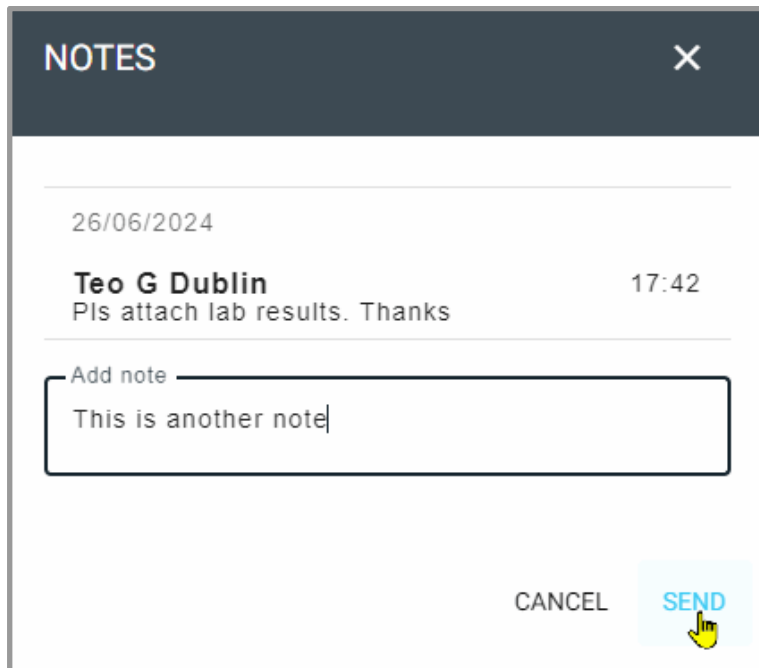


The screenshot shows the 'NOTES' dialog box. It has a title bar with 'NOTES' and a close button (X). Inside, there's a text input field with the placeholder 'Add note'. The field contains the text 'Please get the latest lab results to complete the I'. At the bottom right, there are two buttons: 'CANCEL' and 'SEND'. A hand cursor is pointing at the 'SEND' button.

The note stays with the task

Several notes can be added.

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The screenshot shows a 'NOTES' dialog box with a dark header bar containing the title 'NOTES' and a close button 'X'. The main area is white and contains the following information: the date '26/06/2024', the author 'Teo G Dublin', and the time '17:42'. Below this, the text 'Pls attach lab results. Thanks' is displayed. A text input field with the placeholder 'Add note' contains the text 'This is another note'. At the bottom right, there are two buttons: 'CANCEL' and 'SEND'. A yellow hand cursor is pointing at the 'SEND' button.

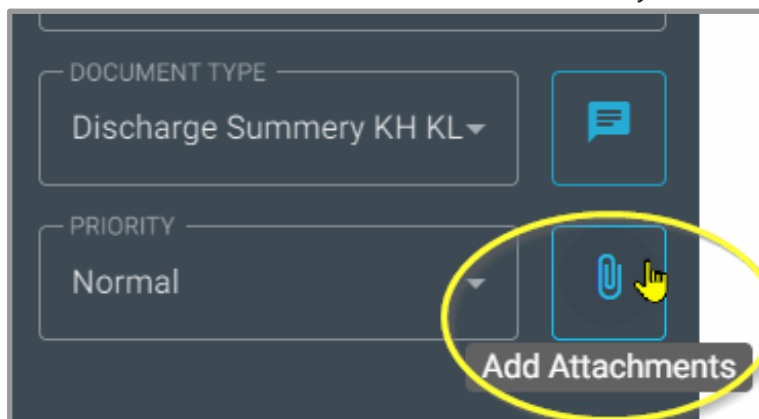
Time and author of the note are recorded

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.

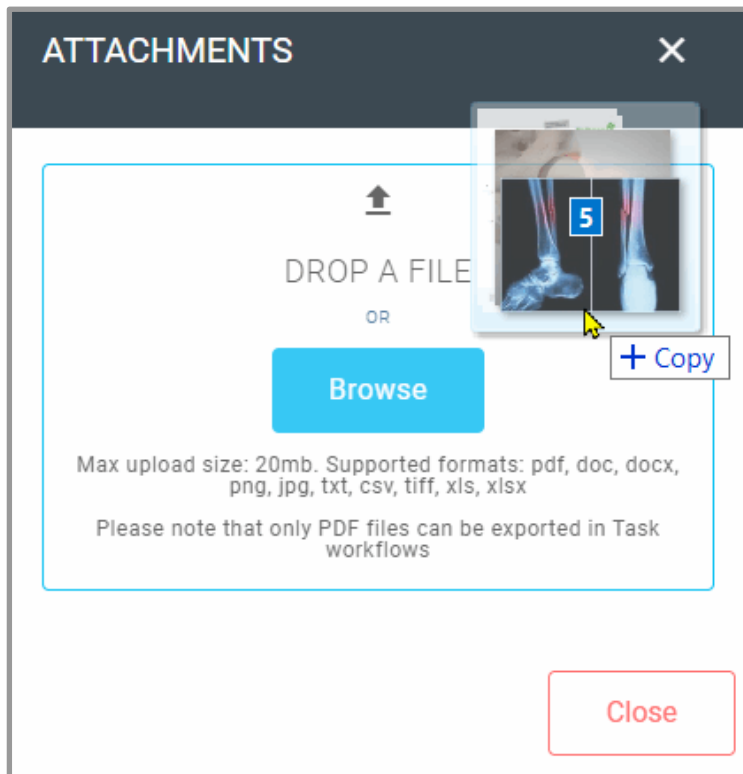


The screenshot shows a task creation form with two dropdown menus: 'DOCUMENT TYPE' (set to 'Discharge Summery KH KL') and 'PRIORITY' (set to 'Normal'). To the right of the 'PRIORITY' dropdown is a blue paperclip icon, which is circled in yellow. A yellow hand cursor is pointing at the paperclip icon. Below the paperclip icon, the text 'Add Attachments' is visible.

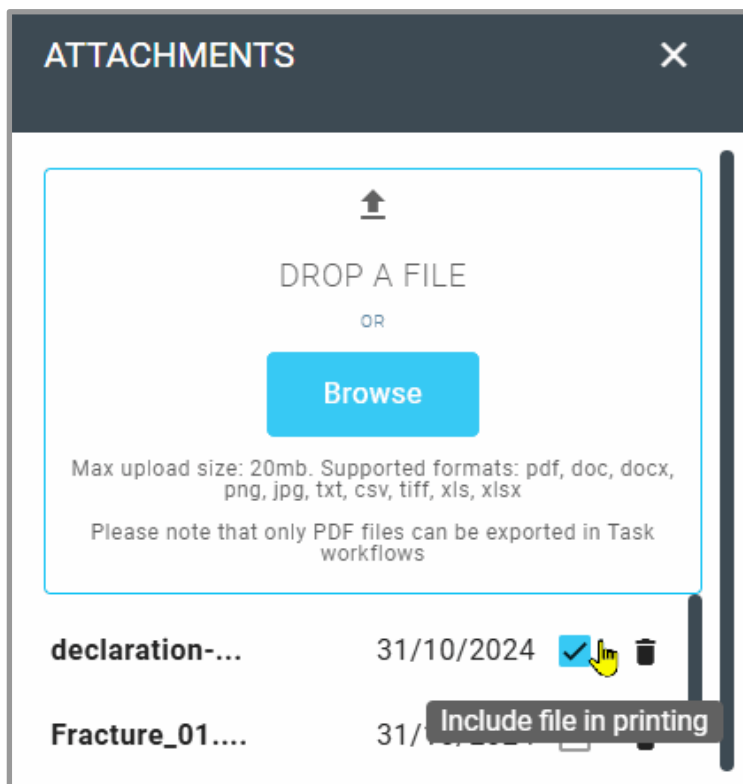
Attachment option in the Recorder

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

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Attaching 5 files to the task via drag and drop



Files are attached

Working as an Author with T-Pro Recorder

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

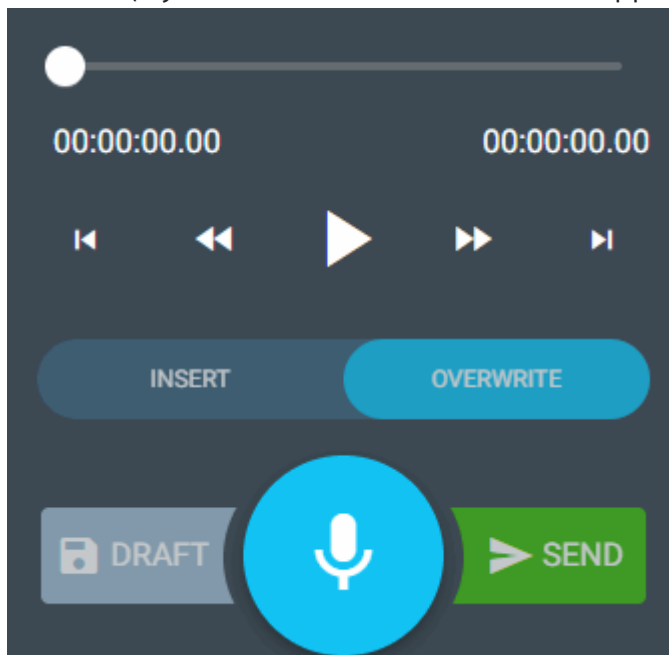
If the blue checkbox is active your attachment will be included for printing at the end of the task's workflow.

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 [Task menu](#)).

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).

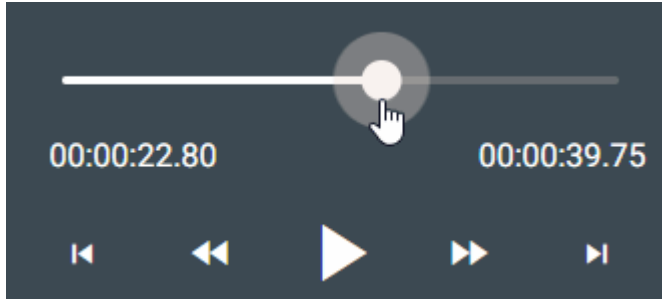


Standard recorder functions

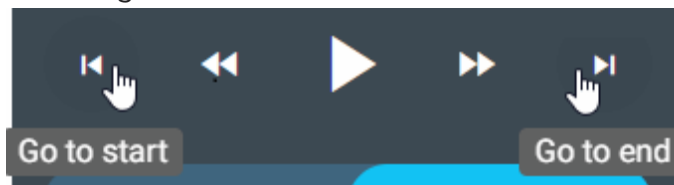
- Click on the microphone icon to **start** and **pause** your recording.
- If you work with an **external recording device**, use the recording button on this device to start and stop recording.
- You have an INSERT and OVERWRITE function.

Working as an Author with T-Pro Recorder

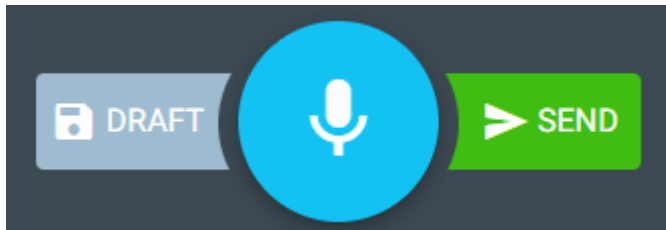
- You can **playback** the recording and **rewind** or **fast forward** (in 50 second intervals) in your dictation with the white arrow buttons.



- 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.



- You can save the recording as a DRAFT.

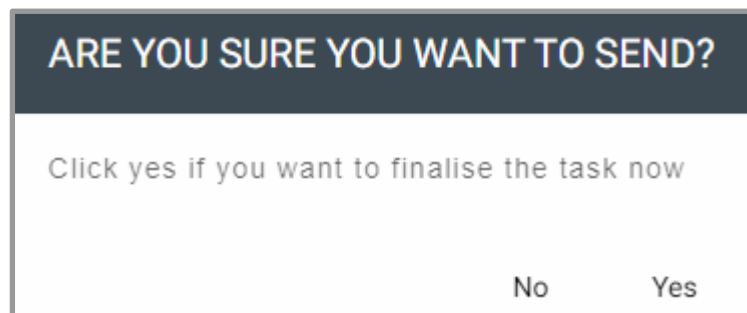


The status **Draft** will be displayed in the task list. Drafts are editable; you can go back to these tasks any time to continue your work.

- 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:

Working as an Author with T-Pro Recorder



Confirm that you want to send the task to the next work step

Confirm your choice.

⇒ The task will then be sent and 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.

The screenshot shows the T-Pro Recorder interface. On the left is a sidebar with controls for recording, including a timer, play/pause buttons, and 'INSERT' and 'OVERWRITE' buttons. The main area displays a table of tasks. The table has columns for Task ID, Patient ID, Patient Name, Created, Priority, Status, and Author. The tasks are listed with their respective details, including priority levels (Normal, High, Urgent) and status (Draft, Pending, New). A 'Logout' button is visible in the top right corner.

Task Id	Patient ID	Patient Name	Created	Priority	Status	Author	
38830630	TP736598	Dickens, Louise (Mr.)	05/08/2026 10:28:08	Normal	Draft	Radiolo	
38814908	TP52317	Breitenberg, Marva (Mrs.)	04/08/2026 16:52:20	Normal	Draft	Radiolo	
38795063	TP52317	Mrs. Marva Breitenberg	04/08/2026 13:15:58	Normal	Pending	Radiolo	
34038188			20/03/2026 10:39:44	Normal	Draft	Radiolo	
34037308	TP833419	Miss Tracey Gerhold	20/03/2026 10:27:44	High	New	Radiolo	
27251276		Mr Frey	07/08/2025 15:52:10	Normal	Pending	Radiolo	
26567524		Patient 0	11/07/2025 16:03:12	Normal	Pending	Radiolo	
12767547		Mary Lou	30/08/2023 12:50:31	Urgent	Pending	Radiolo	
1472506	22334456	Adam Cooper	05/07/2019 14:39:46	Urgent	Pending	Autors	

Rows per page: 10 1 - 9 of 9

Task list displaying your recent tasks

- The priorities are emphasised with colours.
- You can playback a dictation from the table list if the task status is *Pending*; just click on the PLAY button.

Depending on your window size you need to move with the scroll bar at the bottom over to the right.

Working as an Author with T-Pro Recorder

Priority	Status	Author Group	Player	Length	Document Type	
Normal	Draft	Radiology		00:00:15	Sample Letter	
High	Pending	Radiology		00:00:43	Sample Letter	
Urgent	Pending	Radiology		00:00:32	E&A Referral K	
Normal	Draft	Radiology		00:00:04	E&A Referral K	
Normal	Pending	Radiology		00:02:24	Sample Letter	
Normal	Pending	Radiology		00:00:18	Sample Letter	
Normal	Pending	Radiology		00:00:13	Sample Letter	
Normal	Pending	Radiology		00:02:24	Sample Letter	

Rows per page: 10 1 - 10 of 12

Priority and Player columns

Task status

By default all statuses are displayed in the task list:

Created	Status	Author Group	Player	Length	Document Type	Latest note	
05/08/2021	Normal	New	Radiology	00:00:22	Sample Letter - KH KL		
05/08/2021	Normal	Draft	Radiology	00:00:15	Sample Letter - KH KL		
05/08/2021	High	Pending	Radiology	00:00:43	Sample Letter - KH KL		
05/08/2021	Urgent	Pending	Radiology	00:00:32	E&A Referral KH KL		

The status filter and status column

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

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

Working as an Author with T-Pro Recorder

Edit or complete a draft

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

The screenshot shows the T-Pro Recorder interface. On the left, there's a sidebar with controls for recording, including a microphone icon, a 'DRAFT' button (highlighted with a yellow circle and '2'), and a 'SEND' button. The main area displays a task list. The task with ID 38835129, Patient ID TP72600, and Patient Name 'Satterfield, Alonzo (Mr.)' is highlighted with a blue background (marked with a yellow circle and '1'). The status of this task is 'Draft'. Other tasks in the list include Newman, P., Mr. Louis M Mayert, Mr. Pete Leannon, Dickens, Louise (Mr.), Mrs. Marva Breitenberg, and Miss Tracey Gerhold.

Task Id	Patient ID	Patient Name	Created	Priority	Status	Author Group
38836714		Newman, P.	05/08/2026 11:31:11	Normal	New	Radiology
38835129	TP72600	Satterfield, Alonzo (Mr.)	05/08/2026 11:15:03	Normal	Draft	Radiology
38835011	TP39461	Mr. Louis M Mayert	05/08/2026 11:13:58	High	Pending	Radiology
38834852	TP868778	Mr. Pete Leannon	05/08/2026 11:12:11	Urgent	Pending	Radiology
38830630	TP736598	Dickens, Louise (Mr.)	05/08/2026 10:28:08	Normal	Draft	Radiology
38814908	TP52317	Mrs. Marva Breitenberg	04/08/2026 16:52:20	Normal	Pending	Radiology
38795063	TP52317	Mrs. Marva Breitenberg	04/08/2026 13:15:58	Normal	Pending	Radiology
34038188			20/03/2026 10:39:44	Normal	Pending	Radiology
34037308	TP833419	Miss Tracey Gerhold	20/03/2026 10:27:44	High	New	Radiology
27251276		Mr Frey	07/08/2025 15:52:10	Normal	Pending	Radiology

Work on a draft task

- The selected task appears with a blue background.
- It will be available in the recorder where you can edit and finalise it.

2 - Click on DRAFT to unselect it.

⇒ 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:

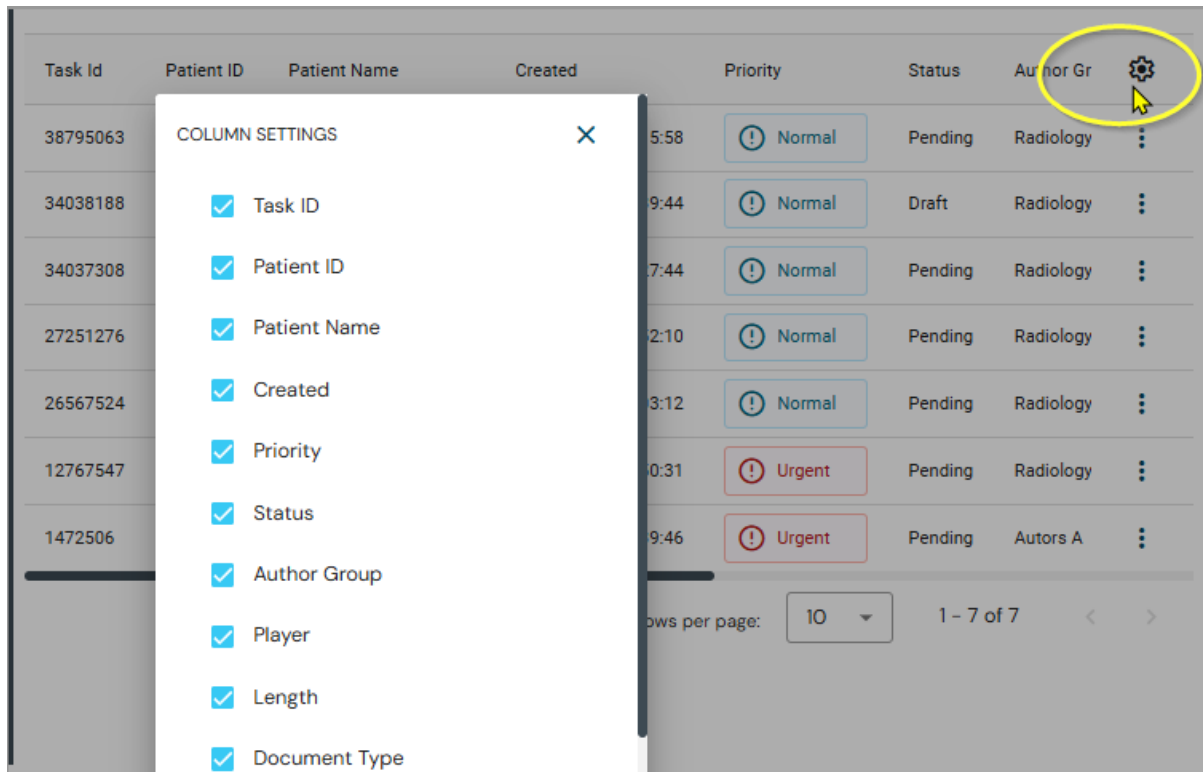
The screenshot shows the T-Pro Recorder interface with the 'ALL GROUPS' dropdown menu open. The dropdown menu lists 'ALL GROUPS' (which is checked), 'Cardiology_GROUP', and 'Radiology'. A hand icon is pointing at the 'Radiology' option, indicating it is being selected. The background shows the recorder interface with a task ID 'TP52524 | PAUCEK, BUD P(MS.)' and a priority of 'Urgent'.

Display only tasks of a selected group

Working as an Author with T-Pro Recorder

List settings

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



All columns are activated and displayed

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

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

Working as an Author with T-Pro Recorder

Task menu

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:

Priority	Status	Author Group	Player	Length	
Normal	New	Radiology		00:00:22	
Normal	Draft	Radiology		00:00:15	
High	Pending	Radiology			ADD NOTE DELETE ADD ATTACHMENTS
Urgent	Pending	Radiology			
Normal	Draft	Radiology			
Normal	Pending	Radiology		00:02:24	

Task options for draft tasks

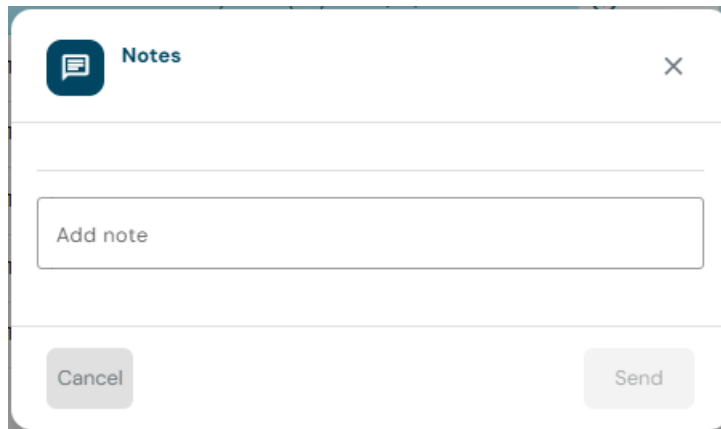
Created	Priority	Status	Author	
04/08/2026 16:52:20	Normal	Draft	Radiolo	
04/08/2026 13:15:58	Normal	Pending	Radiolo	
20/03/2026 10:39:44	Normal			ADD NOTE ADD ATTACHMENTS SEND BACK TO DRAFT
20/03/2026 10:27:44	High			
07/08/2025 15:52:10	Normal			
11/07/2025 16:03:12	Normal	Pending	Radiolo	

Task options for pending tasks

ADD NOTE – this option is available for all statuses; if you forgot to add a note during dictation, you could still add one this way.

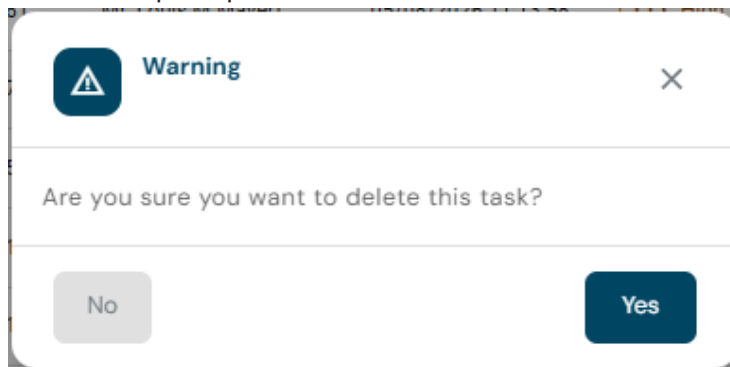
Working as an Author with T-Pro Recorder

Leave a comment and click on SEND to attach it to the task.



A dialog box titled "Notes" with a close button (X) in the top right corner. It features a text input field with the placeholder text "Add note". At the bottom, there are two buttons: "Cancel" on the left and "Send" on the right.

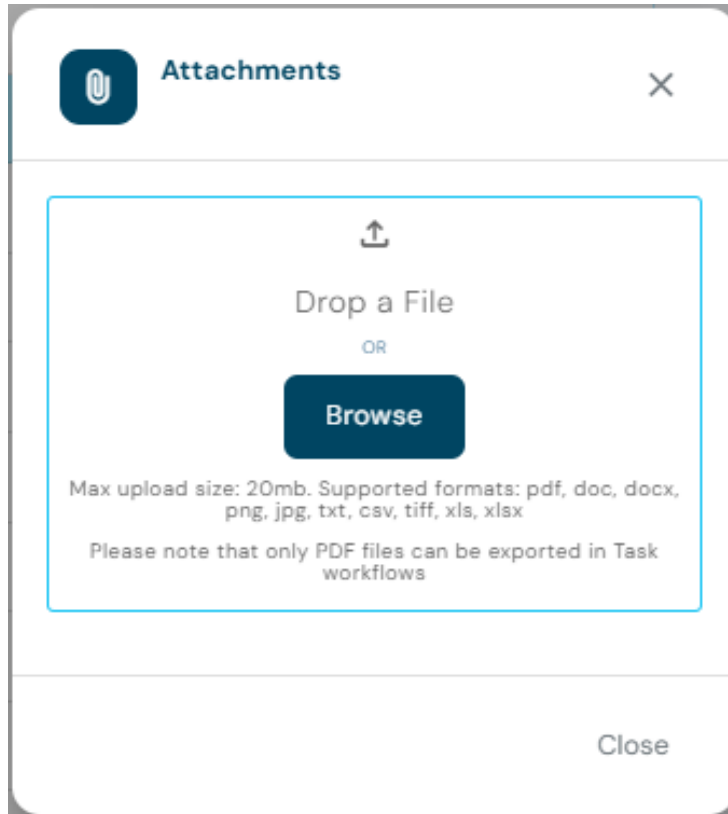
DELETE - you can only delete draft tasks with the status *Draft* (which have not been sent to the next work step)
You will be prompted to confirm this action.



A warning dialog box with a title bar containing a warning icon (triangle in a circle) and the word "Warning", followed by a close button (X). The main text area contains the question "Are you sure you want to delete this task?". At the bottom, there are two buttons: "No" on the left and "Yes" on the right.

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

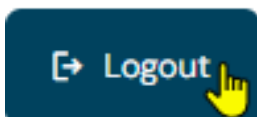
NOTE: If you return a dictation to Draft, we recommend adding a note to the dictation to mention this, in case a transcriber has already started listening and misses the update.

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 to log out of the application.



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	