



# Scribe Web Version 2.0

## Author Manual

Document revision 1.0

## Document History

Revision	Date	Changes	Author
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
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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.

## 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:

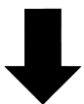
start a **Consultation**



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.

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## Preliminary steps

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

### Web-based application

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

### Bandwidth

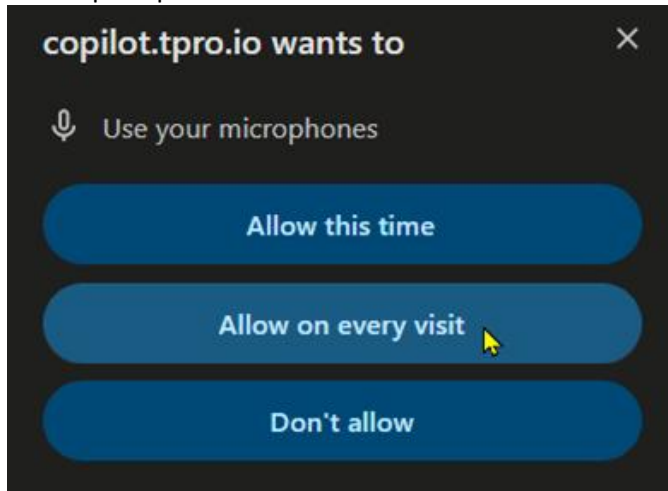
A wired internet connection will provide best quality but you can also use Wi-Fi or a mobile 3.5/4G data service.

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

### Audio

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

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



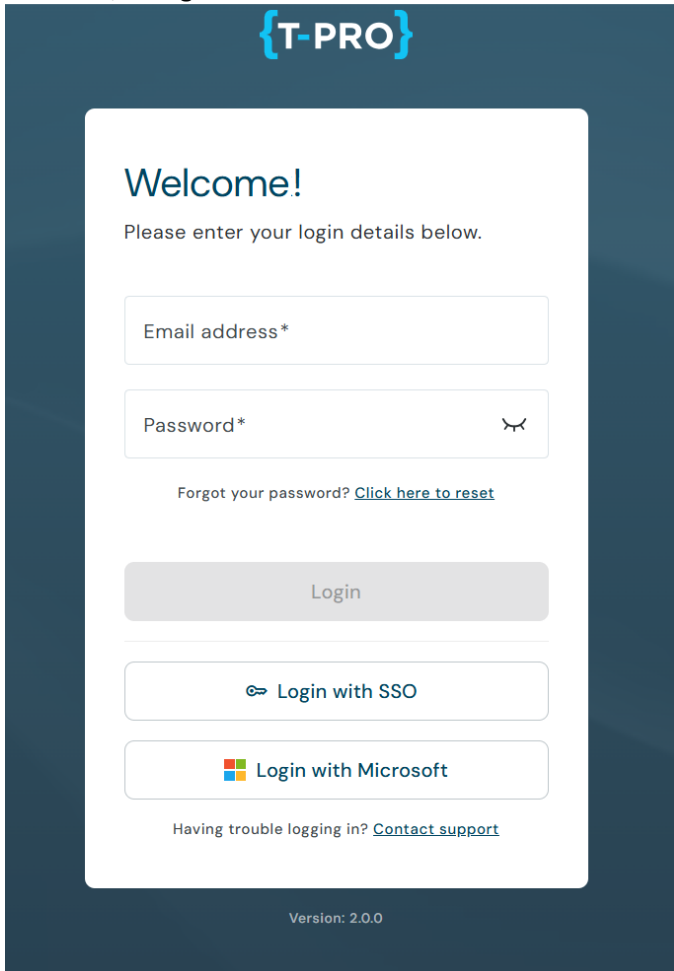
Select "Allow on every visit"

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### Accessing Scribe

Open Scribe in your web browser.

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



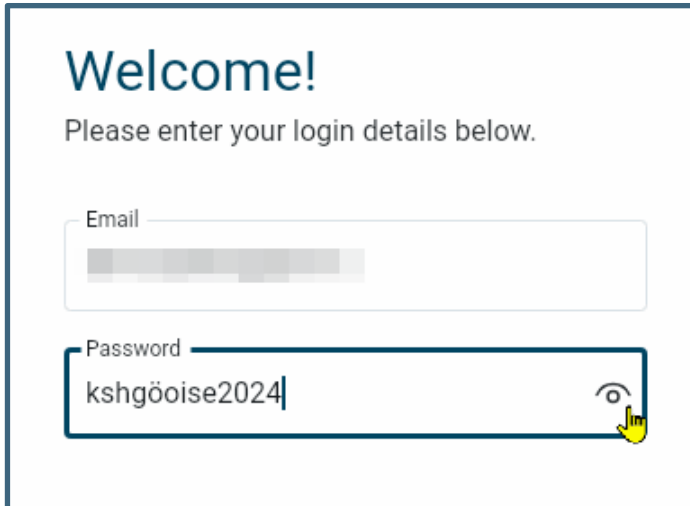
*Scribe login screen*

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

### T-Pro login

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

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

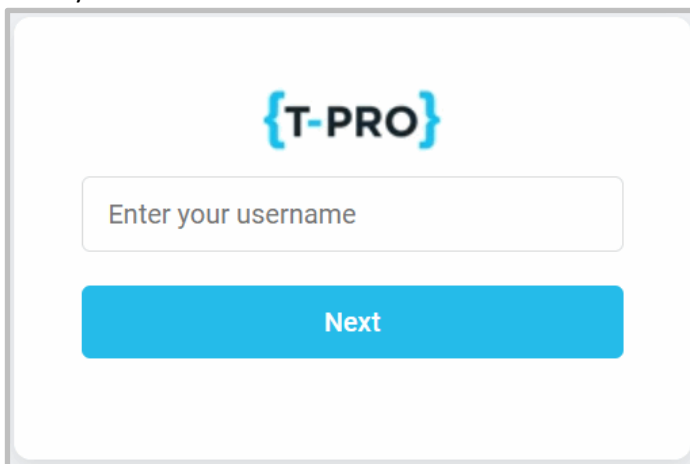


*View your password input*

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

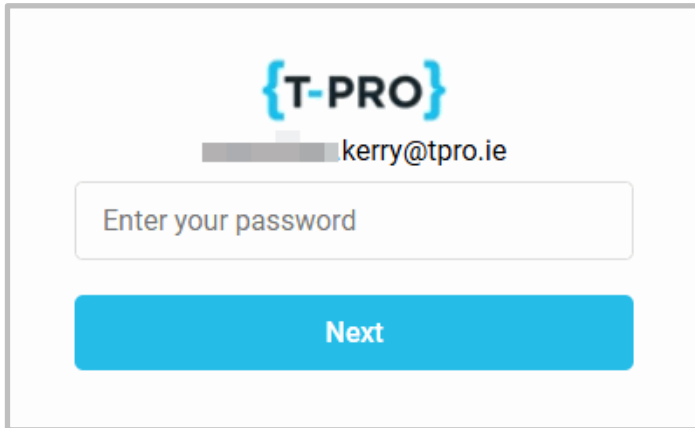
### Single sign-on

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



*Sample of SSO login screen (1)*

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



SSO login screen (2)

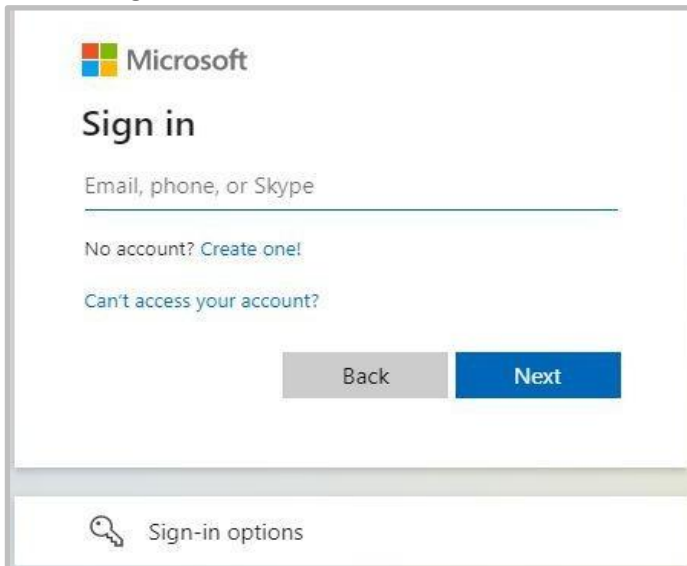
The above screen can be customised with your organisation's name and logo.

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

### Microsoft login

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

Click on **Login with Microsoft**.



Log in to T-Pro with your Microsoft account

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

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

### First time login

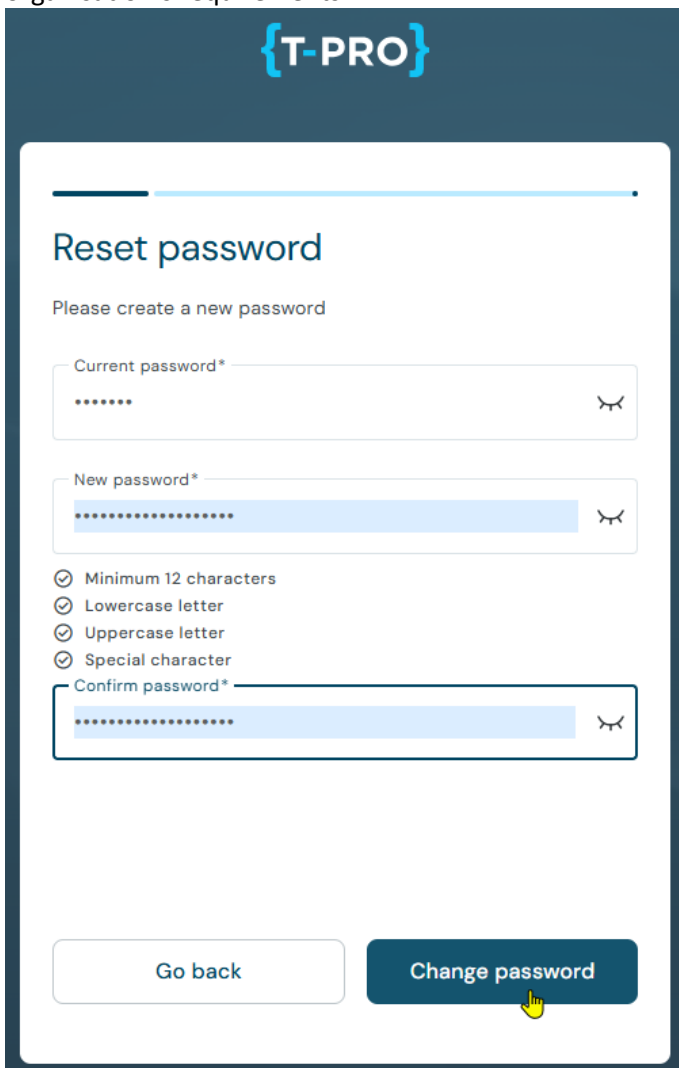
This is a one-time process when you start using T-Pro. During the process you configure your account.

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

### Reset password

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

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



*Reset your temporary password*

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

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

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

## Mobile number

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

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

**{T-PRO}**

### Add a phone number

Add your phone number so we can verify your identity and keep your account secure.

Country\*

Phone number\*

[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.

### Confirm your phone number

We sent a verification code to your phone number. Enter the 6-digit code below

Didn't receive a code? [Click here](#)

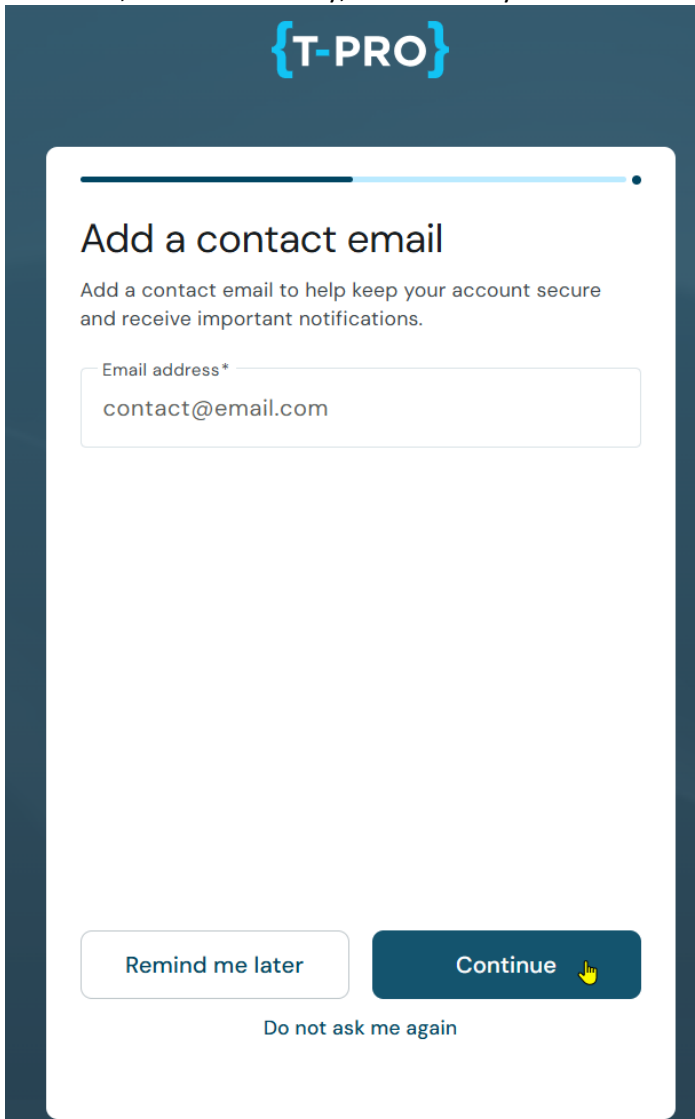
Enter the confirmation code

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

### Contact email

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

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




{T-PRO}

### Add a contact email

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

Email address\*  
contact@email.com

Remind me later    Continue 

[Do not ask me again](#)

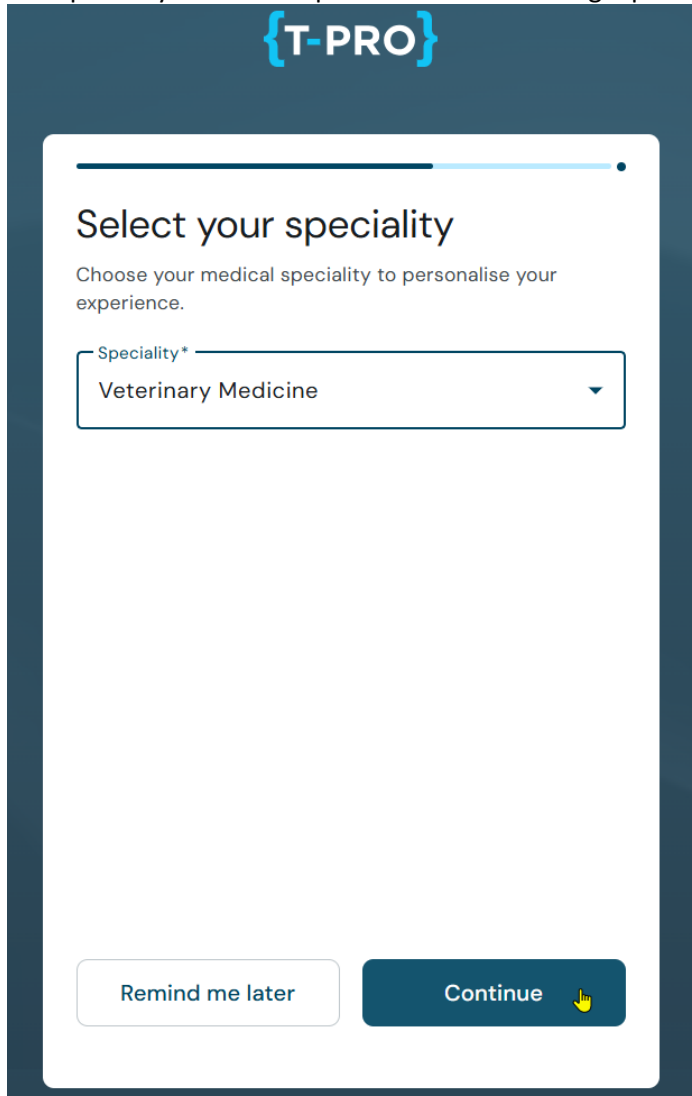
*Enter a valid contact email address*

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

⇒ Your email is now verified.

### Speciality

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

A screenshot of the Scribe Web App's speciality selection screen. The screen has a dark blue header with the {T-PRO} logo. Below the header is a white card with a progress bar at the top. The card contains the title "Select your speciality" and the instruction "Choose your medical speciality to personalise your experience." Below this is a dropdown menu labeled "Speciality\*" with "Veterinary Medicine" selected. At the bottom of the card are two buttons: "Remind me later" and "Continue" with a hand cursor icon.

*Example of speciality selection from the list*

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

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

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

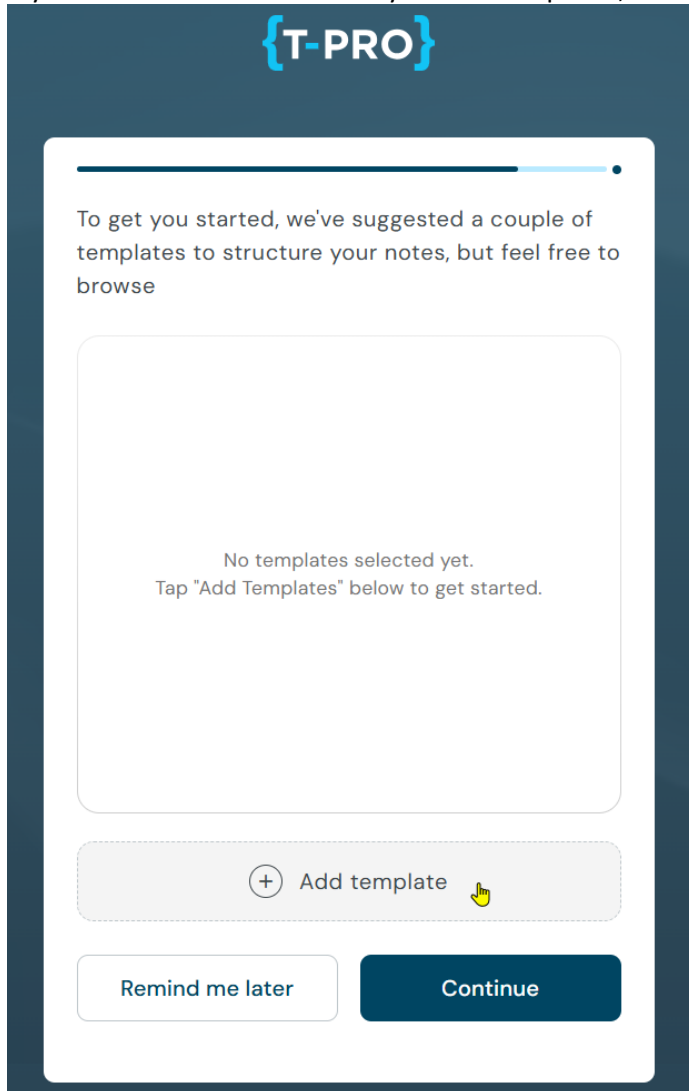
### Templates

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

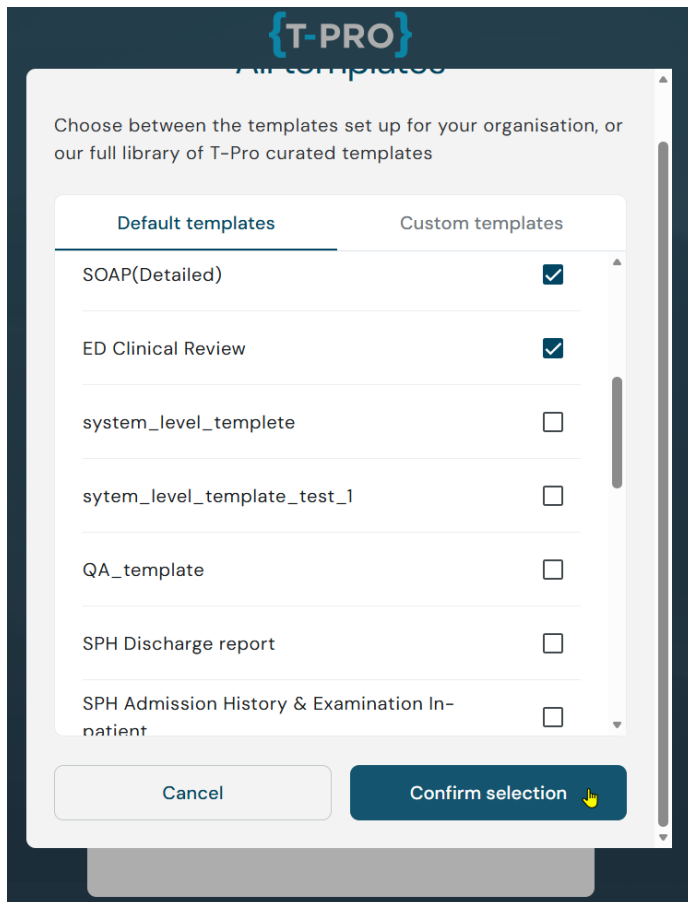
In this screen you can set up your default templates. These are the templates which will automatically be used for document creation after each consultation.

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

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



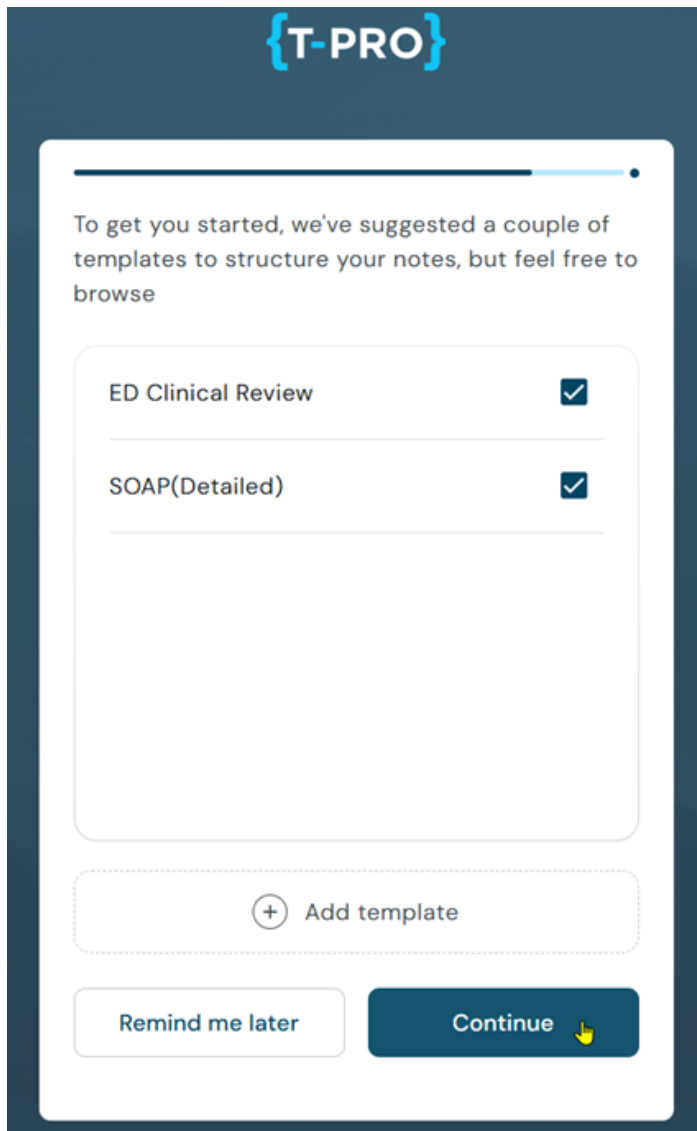
*Template setup screen*



*Template selection screen*

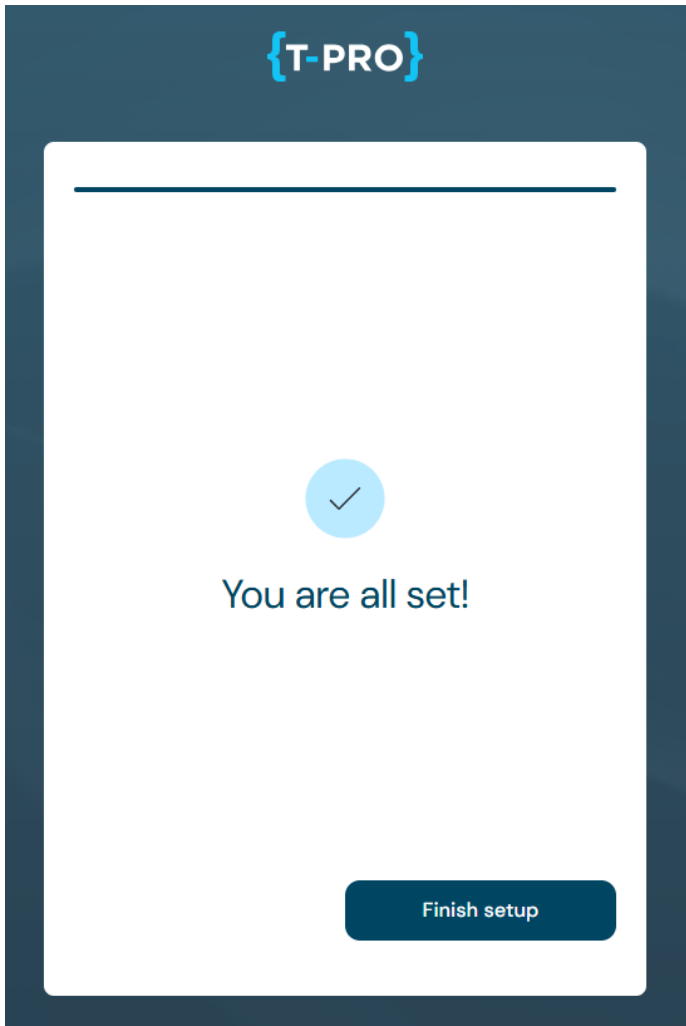
Browse through the list set up by your organisation and tick the template(s) you want to use as your default. You can select more than one template.  
Click on **Confirm selection**.

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



*Two templates set as default*

Click on **Continue**.



*First time login completion screen*

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

Remind me later

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

Don't ask me again

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

## Multi-factor authentication (MFA)

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

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

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

Contact support'."/>

{T-PRO}

### Approve Login request

Please enter the verification code sent to your email

0 0 0 0 0 0

Login

Try another way

Having trouble logging in? [Contact support](#)

*MFA screen*

Click on **Login**.

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

⇒ You are logged in.

### Forgot your password?

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

Requirements:

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

The screenshot shows a login interface with the following elements:

- Header: "Welcome back!"
- Text: "Please enter your login details below"
- Form 1: "Email address\*" with the value "author@tpro.io"
- Form 2: "Password\*" with masked characters and a visibility toggle icon.
- Message: "Invalid credentials" in red text.
- Link: "Forgot your password? [Click here to reset](#)" (circled in yellow with a hand cursor).
- Button: "Login" in a dark blue box.

*Click to reset your password*

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

The screenshot shows the first step of account recovery with the following elements:

- Header: "Recover your account"
- Text: "Please enter your email address below"
- Form: "Email\*" with the value "author@tpro.io"
- Buttons: "Go back" (light blue) and "Continue" (dark blue with a hand cursor).

*Recover your account, step 1*

Click on **Continue**.

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

**{T-PRO}**

## Recover your account

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

Email\*  
author@tpro.io

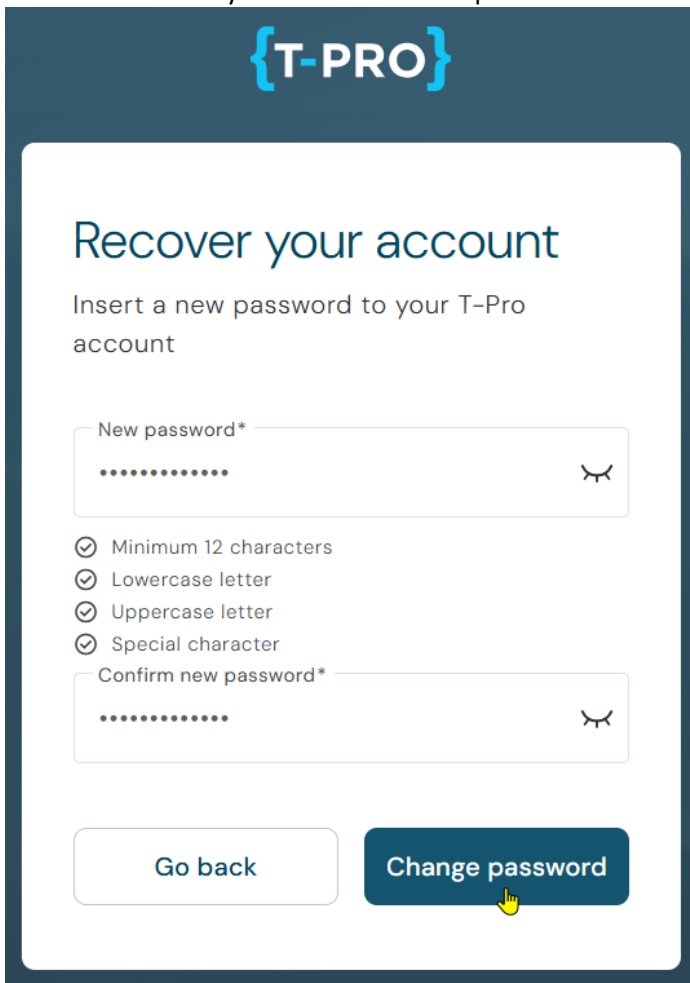
Code\*  
000000

Go back      Verify

*Recover your account, step 2*

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

In the next screen you can enter a new password.



{T-PRO}

### Recover your account

Insert a new password to your T-Pro account

New password\*

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

Confirm new password\*

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

*Recover your account, step 3*

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

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

## Home screen overview

The application opens on the Home screen.

On the navigation bar to the left you can access:

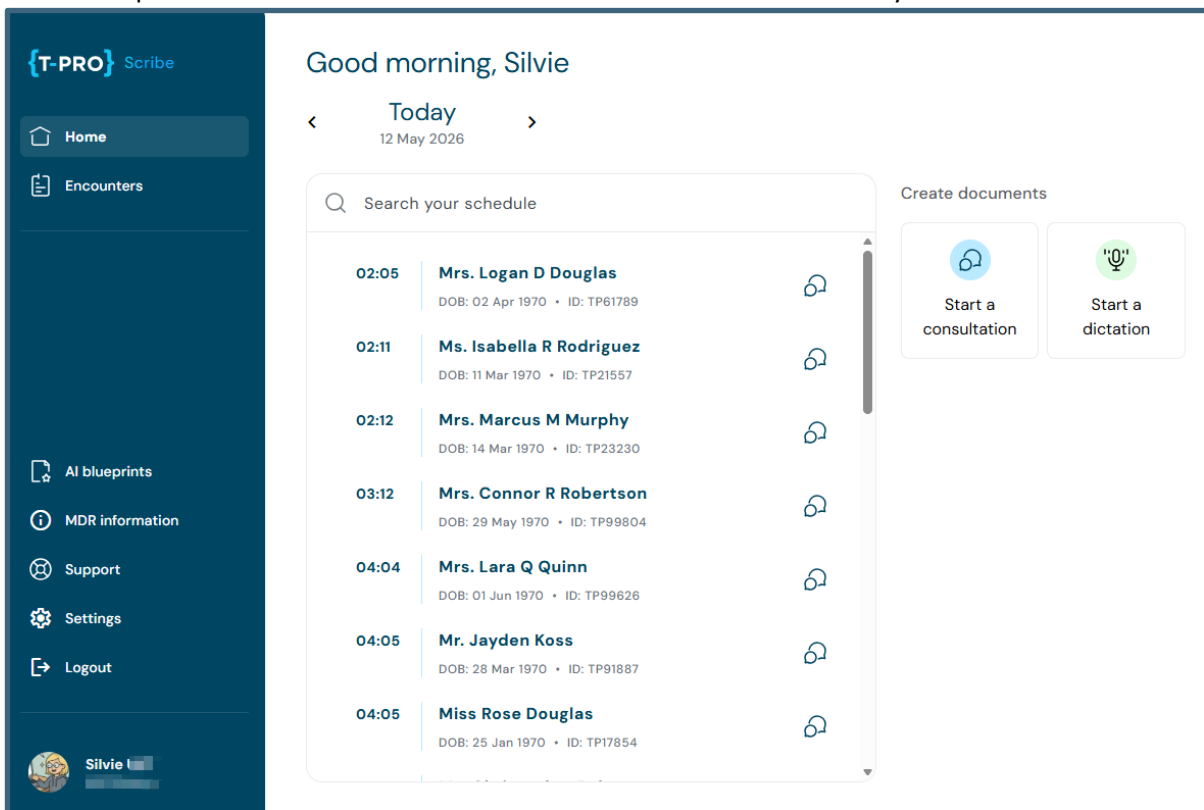
- [Encounters](#)
- [AI blueprints](#)
- [MDR information](#)
- [Support](#)
- [Settings](#)
- [Logout](#)

and go back to the Home screen

To the right you can start a Consultation or a Dictation to create your documents.

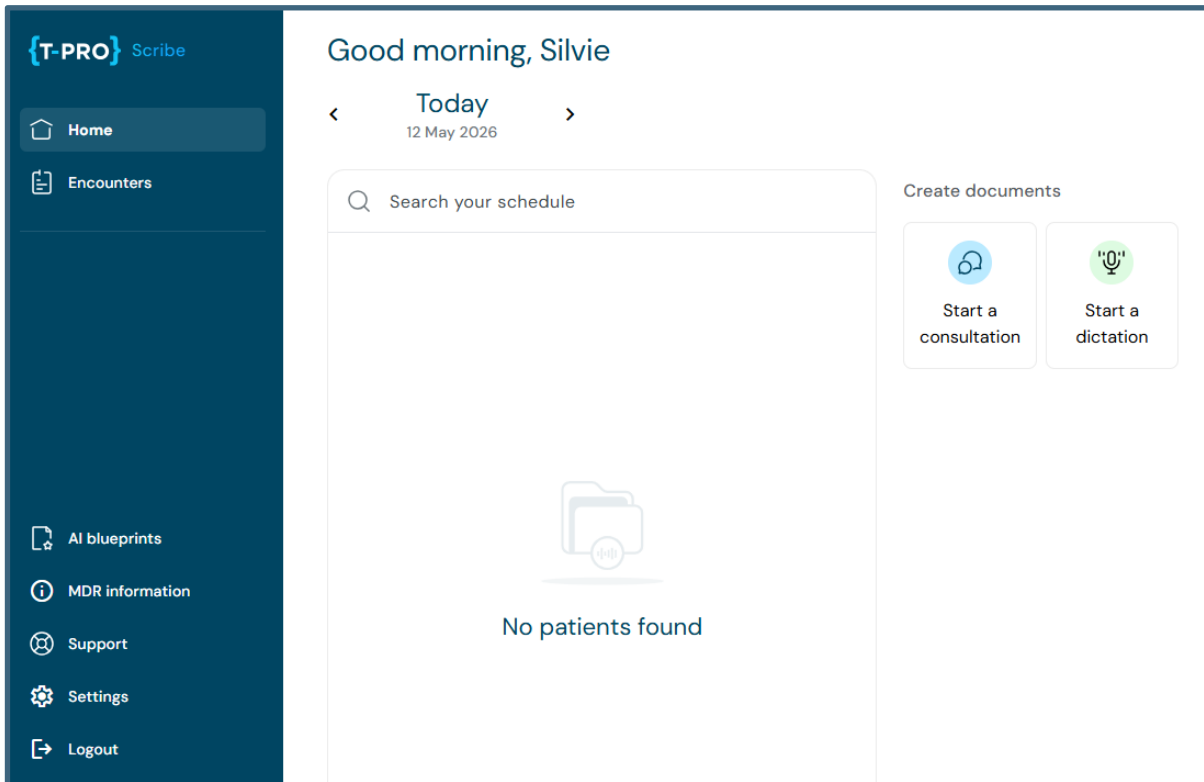
### Patient schedule

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



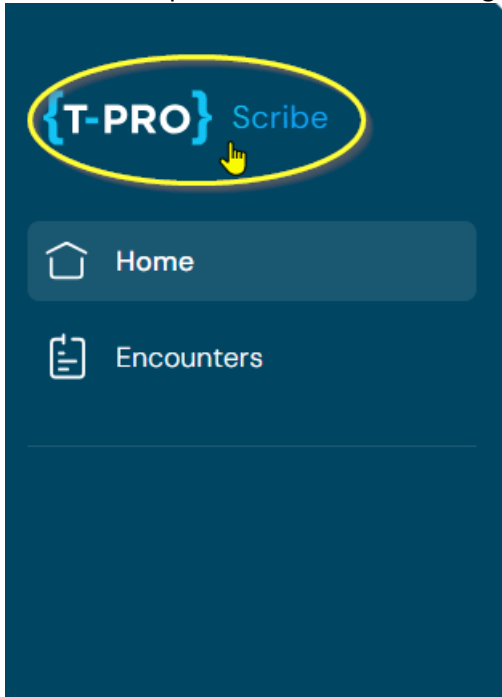
Home screen with patient integration

## Working with the Scribe Web App

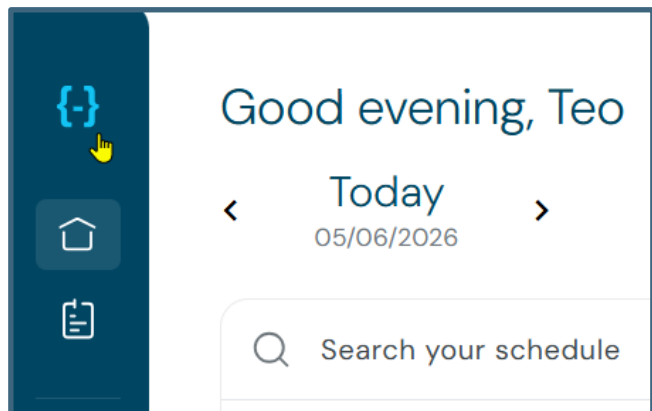


Home screen without integration (standalone version)

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



Click to minimise

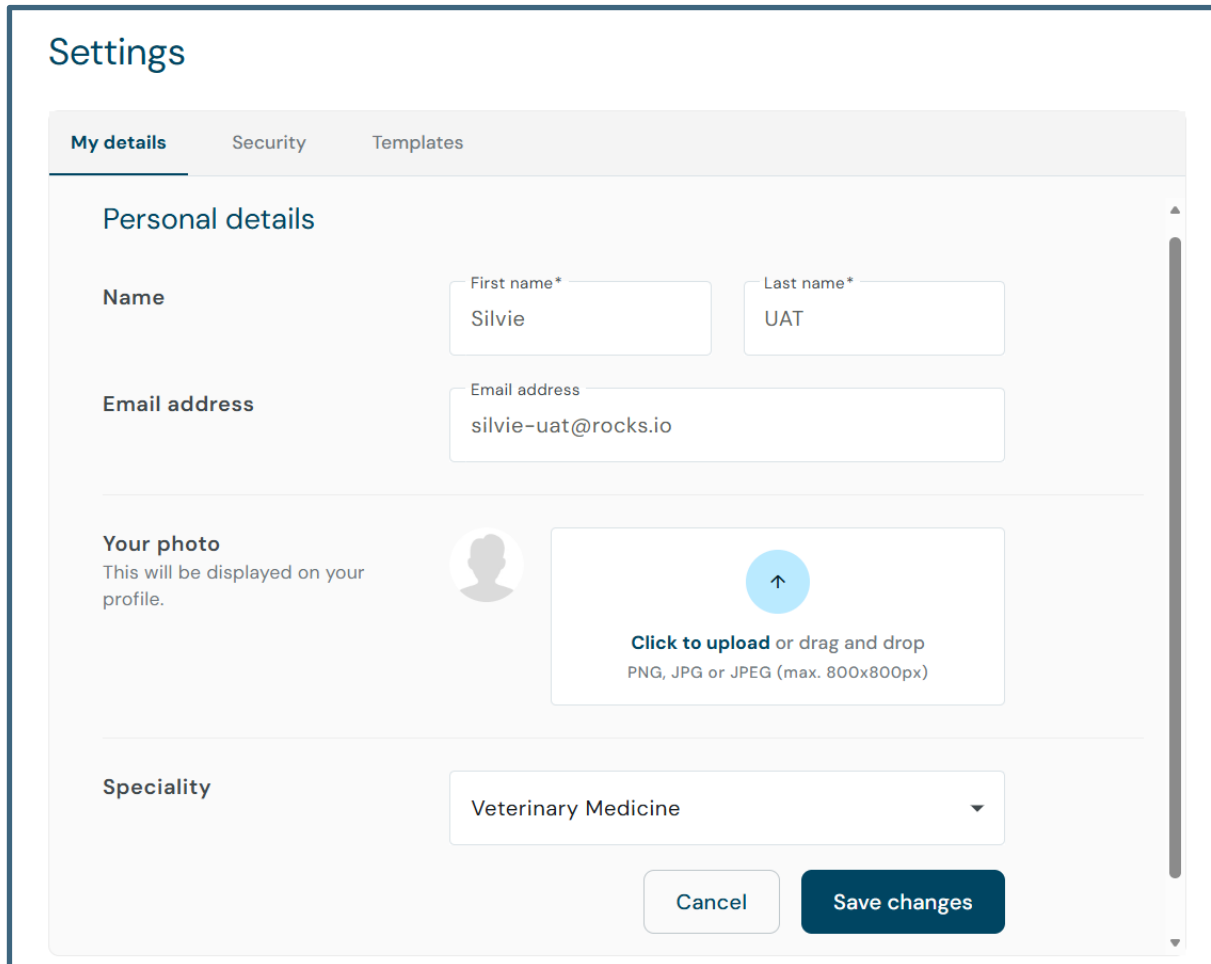


Minimised navigation bar with icons

## Settings

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

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



The screenshot shows the 'Settings' page with three tabs: 'My details', 'Security', and 'Templates'. The 'My details' tab is active. Under 'Personal details', there are three sections: 'Name' with 'First name\*' (Silvie) and 'Last name\*' (UAT) input fields; 'Email address' with 'silvie-uat@rocks.io' in the input field; and 'Your photo' with a profile picture placeholder and an upload button. Below this is a 'Speciality' dropdown menu set to 'Veterinary Medicine'. At the bottom are 'Cancel' and 'Save changes' buttons.

*My details section under Settings*

## My details

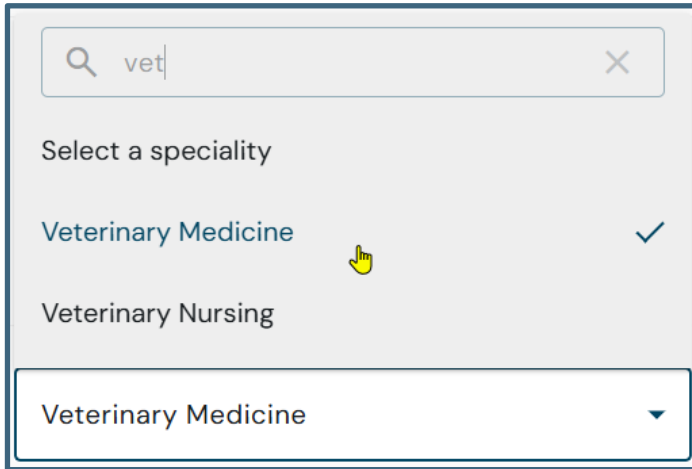
This is where your name, work email address, and speciality are set up.

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.

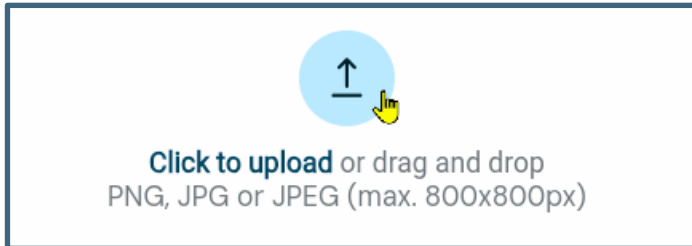
## Working with the Scribe Web App



A search dropdown menu with a search bar containing the text 'vet'. Below the search bar, the text 'Select a speciality' is displayed. Two options are listed: 'Veterinary Medicine' with a checkmark and a yellow mouse cursor pointing to it, and 'Veterinary Nursing'. Below the list, a dropdown menu shows 'Veterinary Medicine' as the selected option with a downward arrow.

*Select from a broad range of specialities*

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



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

*Upload a profile picture for your account*

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

### Security

Move to the **Security** tab.

#### Password

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

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

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

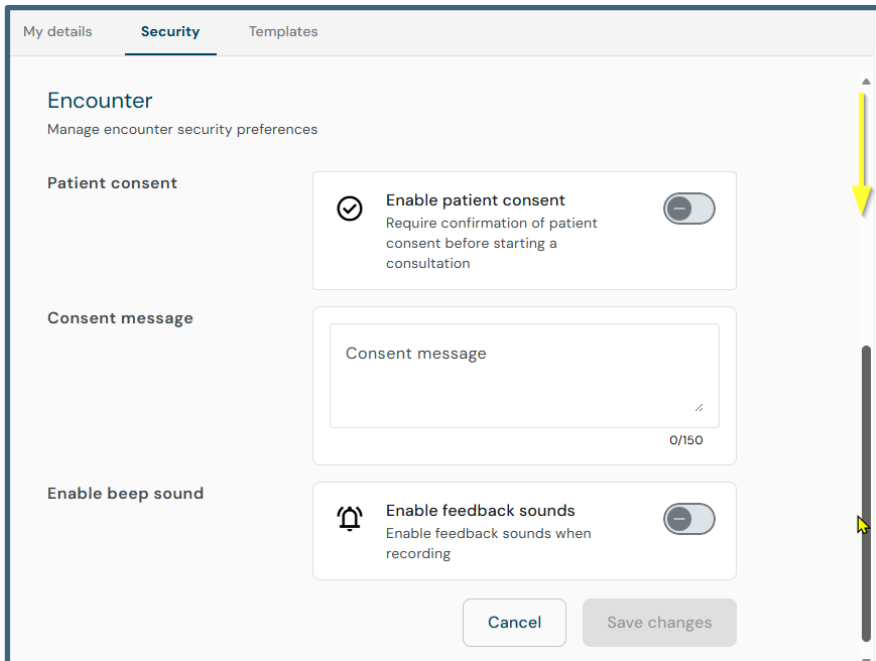
The screenshot shows the 'Settings' page with the 'Security' tab selected. The 'Password' section is active, displaying three input fields: 'Current password', 'New password', and 'Confirm password'. Each field has an eye icon to toggle visibility. Below the 'New password' field, there are three requirements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

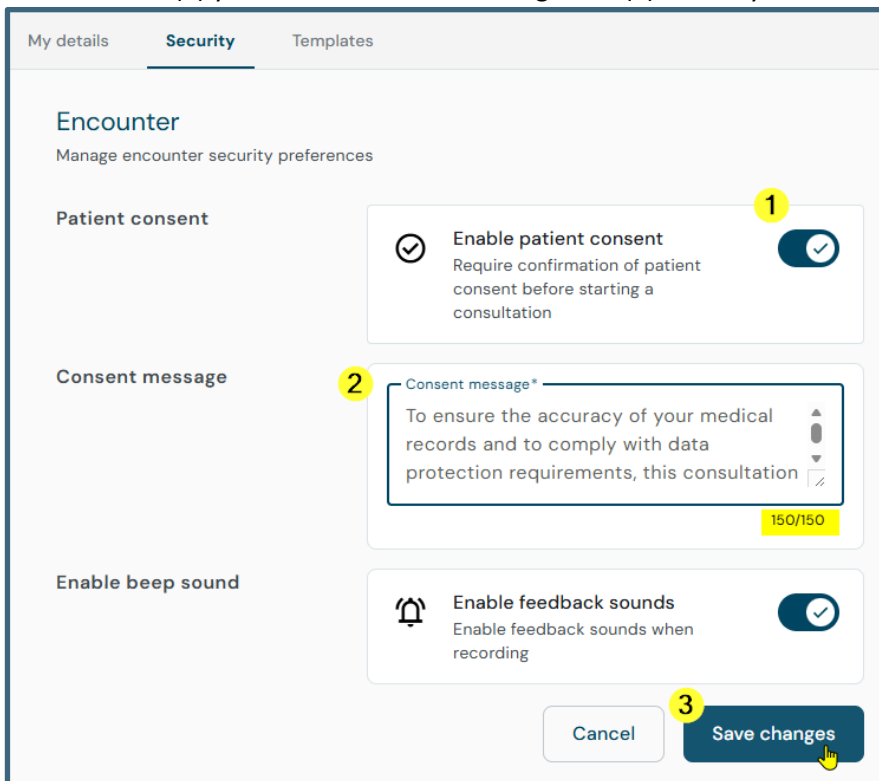


Encounter section

### Patient consent

Use the slider to activate a consent message.

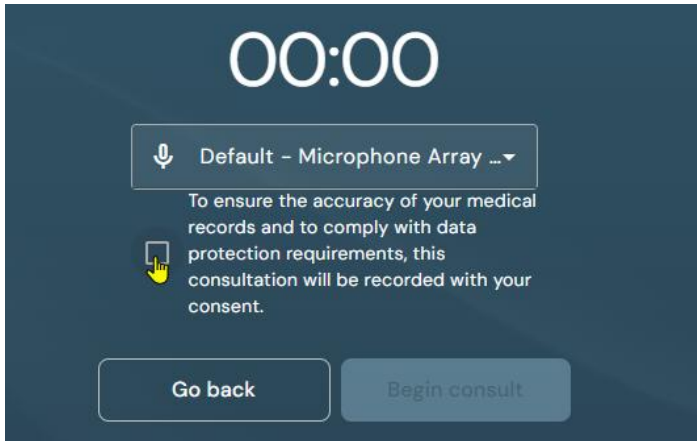
Once enabled (1) you need to add the message text (2) before you can save your changes.



Setup of a patient consent message

## Working with the Scribe Web App

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

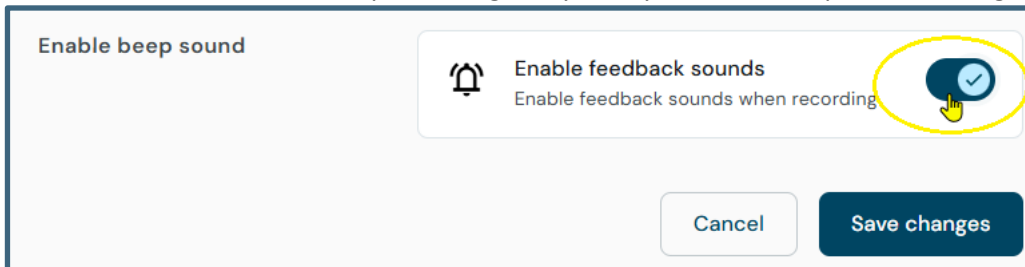


*Example of a patient consent message*

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

### Feedback sound

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



*Enable feedback sound*

### Templates

Move to the **Templates** tab.

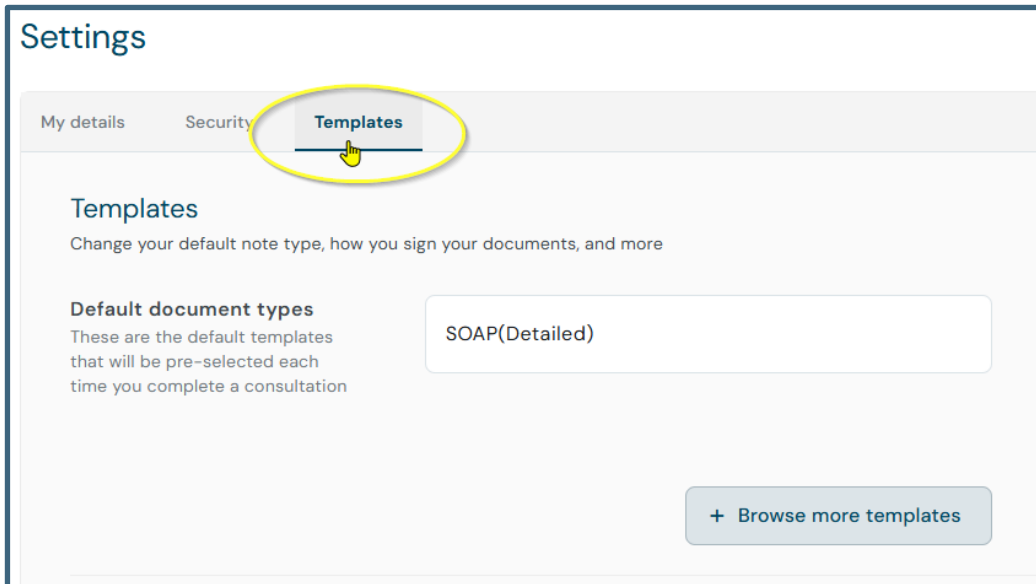
This is where you can access the various templates available to you.

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

## Default template(s)

Your default document types are listed in this section.

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

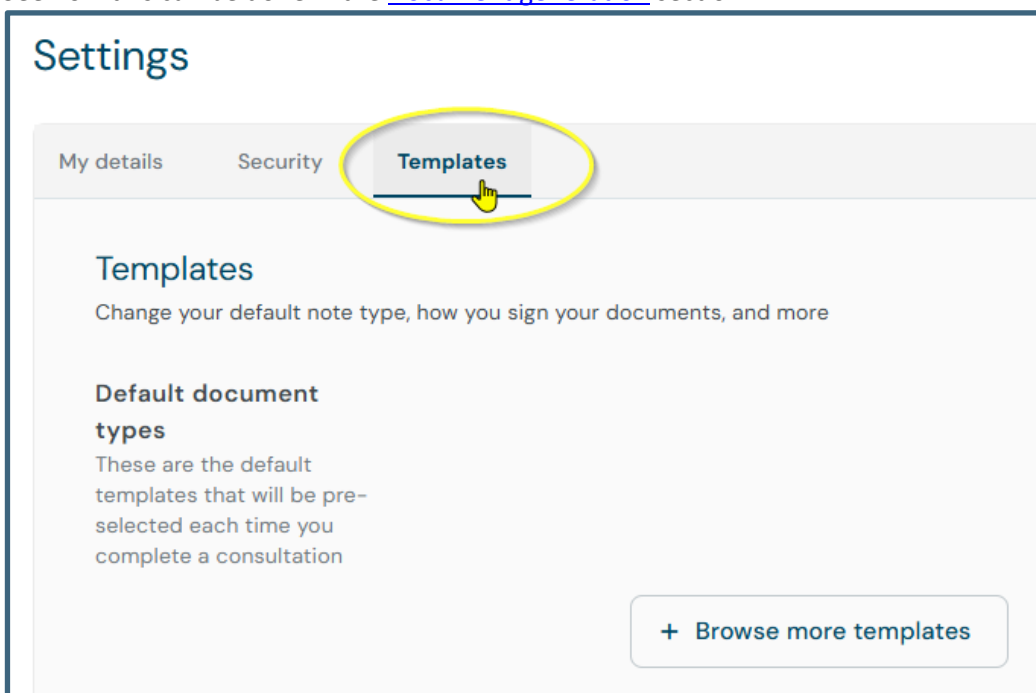


*One default document type set up in this example*

- You can have more than one default template.

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

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



*No default template set*

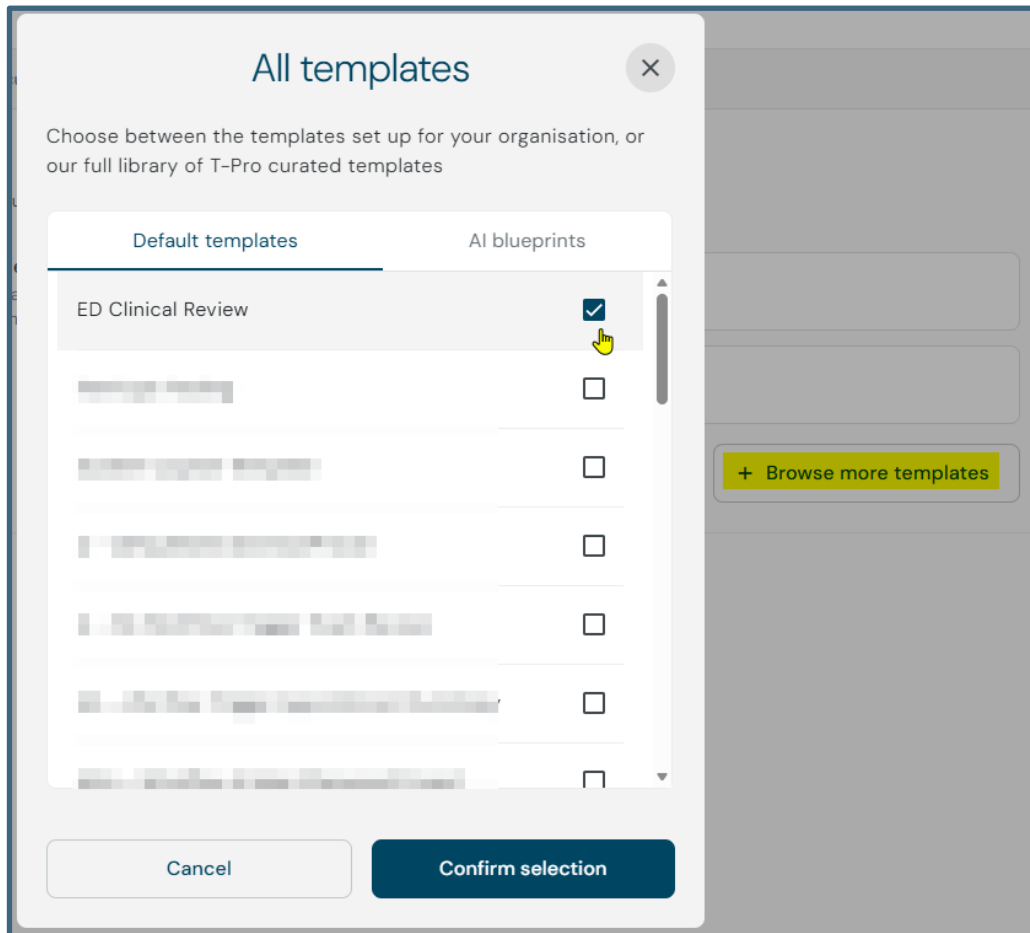
## Change your default template(s)

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

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

Your default template(s) show a tick mark.

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



*Add more templates to your defaults*

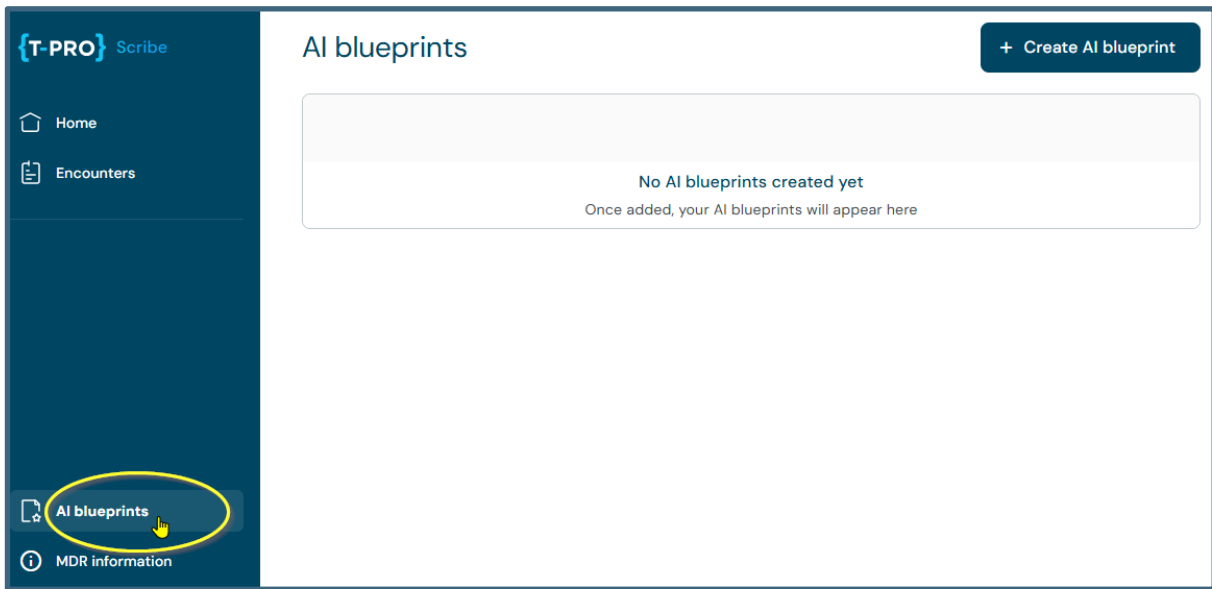
Click on **Confirm selection** to save your choice.

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

## AI blueprints

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

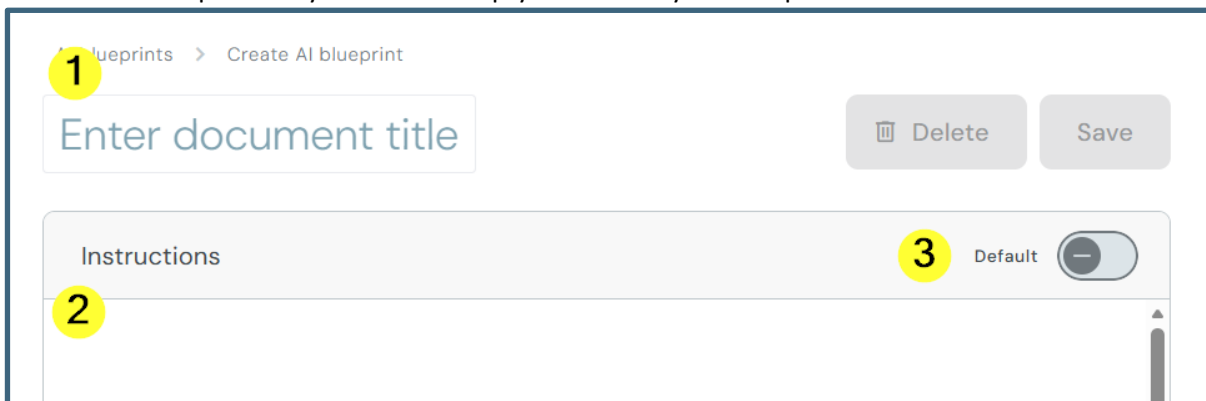
All AI blueprints you create will be listed in this area.



Select AI blueprints from the navigation bar

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

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



Empty blueprint

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

Your instructions should include the following:

- your **preferred writing style**- concise, detailed, formal, bullet points, narrative, etc;
- **Formatting rules** - headings, capitalisation, dates, measurements, medication format;
- **Content exclusions** - avoid assumptions, avoid sensitive details, exclude small talk/non-clinical content.

- **Specialty-specific requirements** - GP, radiology, mental health, physiotherapy, surgery, etc.
- **Output preferences** - structured paragraphs, bullet lists, EMR-ready format, referral-ready wording.

## Include content in your instructions

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

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

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

Example of a SOAP note blueprint:

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

Subjective:

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

**Past Medical History:**

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

**Objective:**

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

**Assessment:**

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

**Plan:**

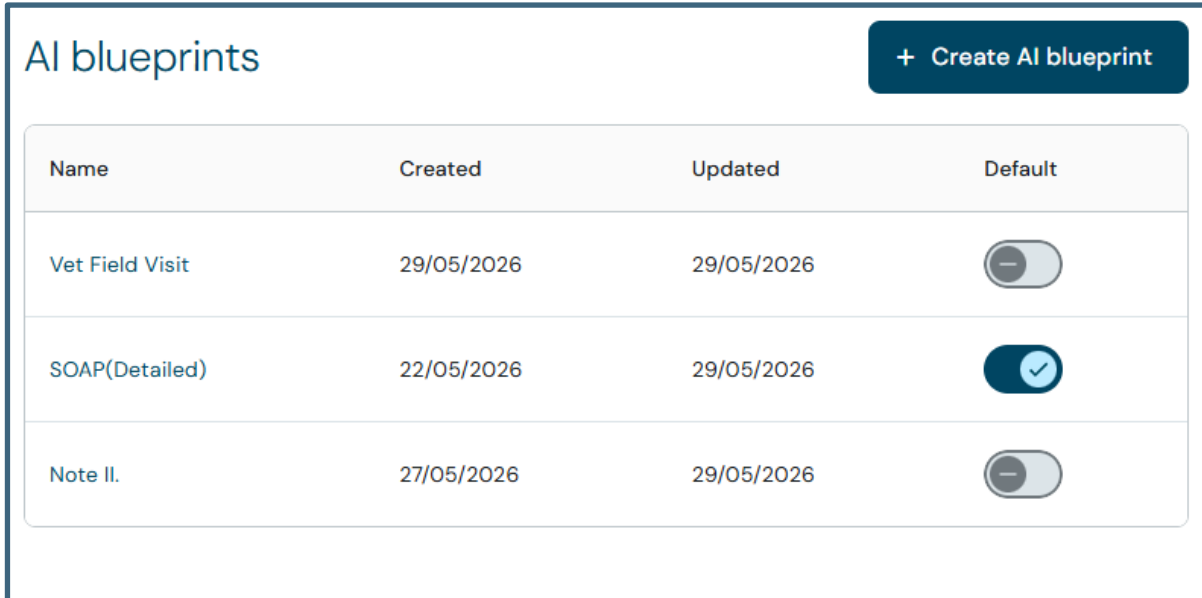
- => [Investigations planned (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)]
- => [Treatment planned (only include if explicitly mentioned in the transcript, contextual notes or clinical note, otherwise leave blank)]
- => [Relevant other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

(Never come up with your own patient details, assessment, plan, interventions, evaluation, and plan for continuing care - use only the transcript, contextual notes or clinical note as a reference for the information included in your note.)

## Working with the Scribe Web App

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

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

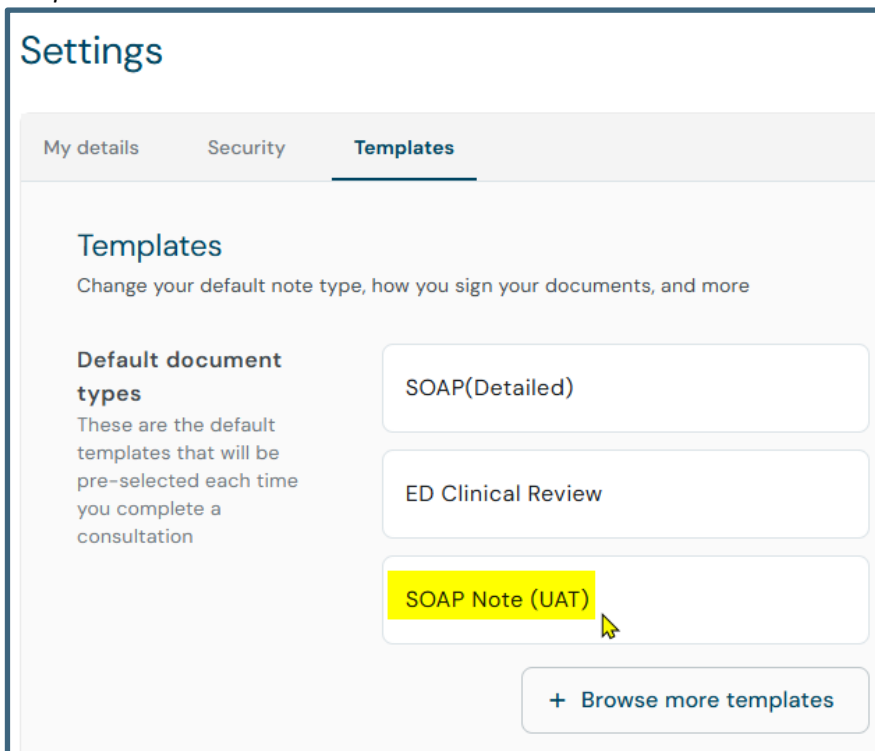


Name	Created	Updated	Default
Vet Field Visit	29/05/2026	29/05/2026	<input type="checkbox"/>
SOAP(Detailed)	22/05/2026	29/05/2026	<input checked="" type="checkbox"/>
Note II.	27/05/2026	29/05/2026	<input type="checkbox"/>

*Example displaying three blueprints*

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

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



**Settings**

My details   Security   **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

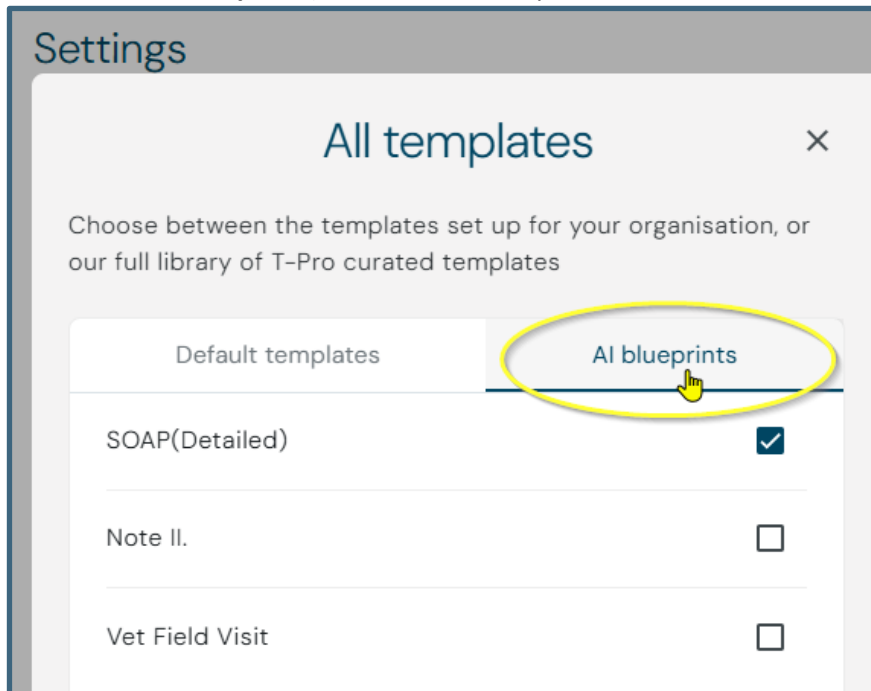
- SOAP(Detailed)
- ED Clinical Review
- SOAP Note (UAT)**

[+ Browse more templates](#)

*Blueprint has been added to your default document types*

## Working with the Scribe Web App

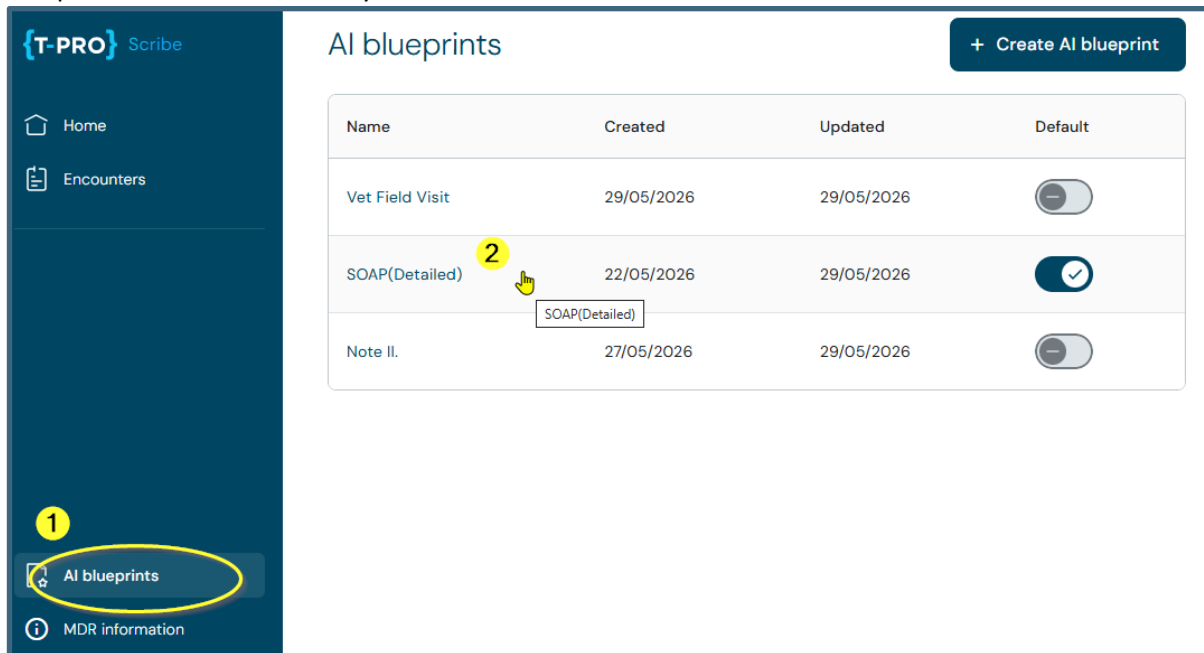
All blueprints you create will be listed in the template selection screen (click on **+Browse more templates**) on the tab *AI blueprints*.



Access your blueprints for selection

## Edit your blueprints

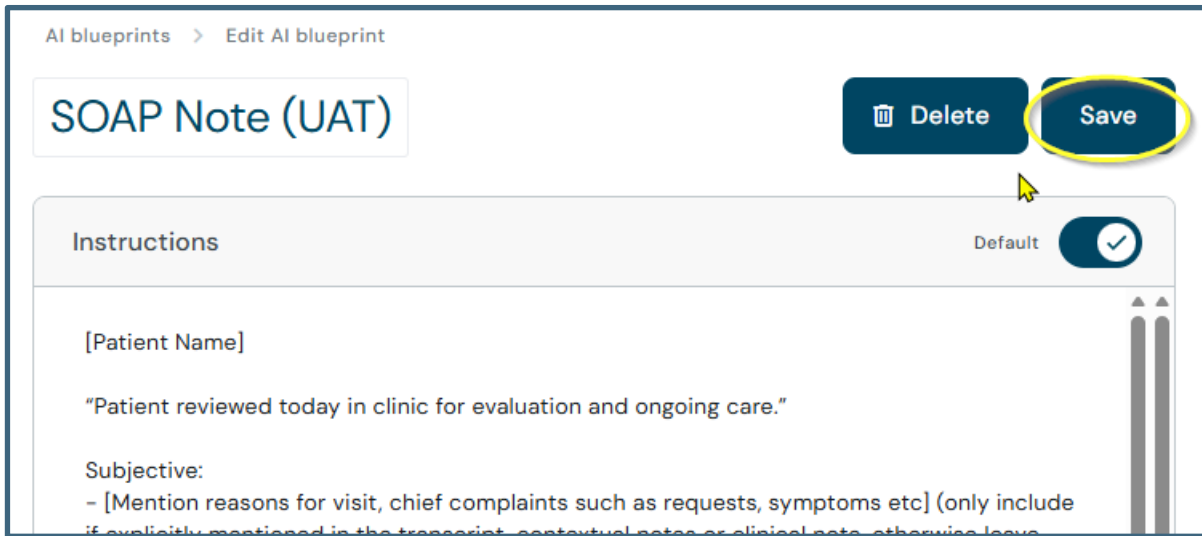
Blueprints can be edited at any time.



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**.



*Edit an existing blueprint*

### Delete a blueprint

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

---

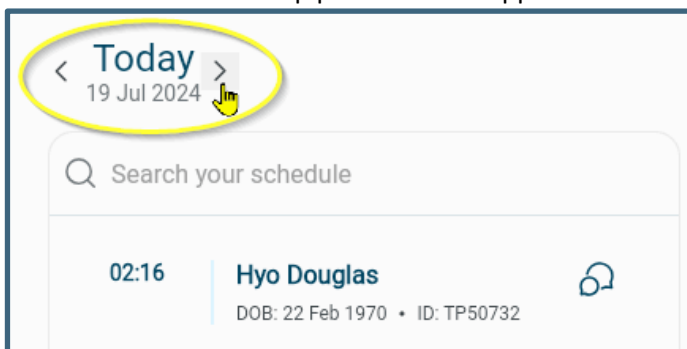
## Consultation with ambient recording

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

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

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

Use the arrows to look up past or future appointments.

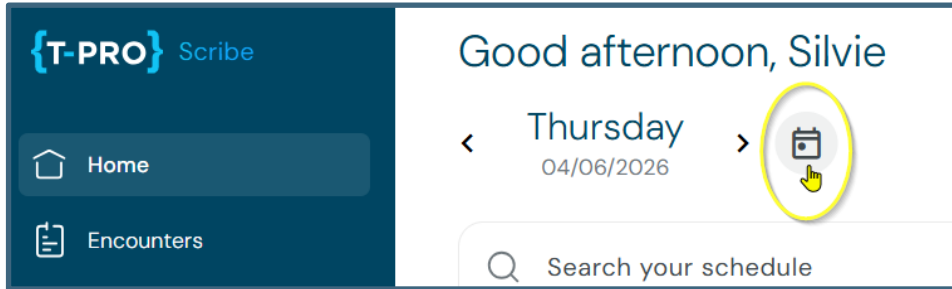


*Navigate the clinic schedule*

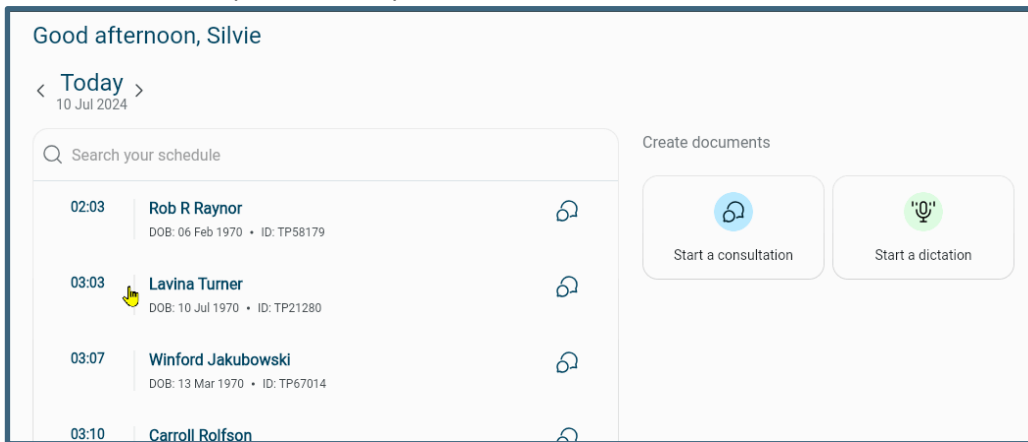
- If you move to a different day, you will see a calendar icon.

## Working with the Scribe Web App

- A click on the calendar icon brings you back to the current date (Today).



Select the relevant patient from your schedule.

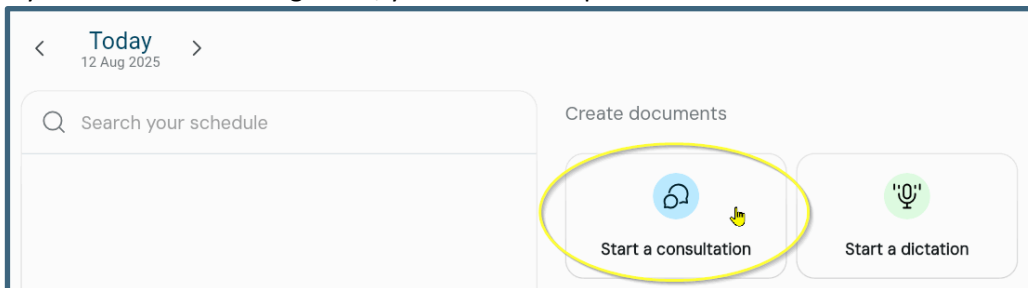


Click on the patient entry

⇒ The recording screen opens.

### Standalone version

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



Click on Start a consultation

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

## Working with the Scribe Web App

**Start a consultation** ✕


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

**Scheduled patients** All patients

Search patient (by name or ID or DOB) 🔍

Date: 02/06/2026 📅 Patient list: All lists ▼

Your scheduled patients



No patients found

**1** Start without patient

**2** Add patient manually 👉

### *Patient options in the standalone version*

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

## Working with the Scribe Web App

patients

Start dictati

### Add patient manually

Patient name  
Peter Pan

Patient ID  
G-0000101101

Date of birth

1979 – 2002 ▲

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

Start consultation

Start without patient

Add patient manually

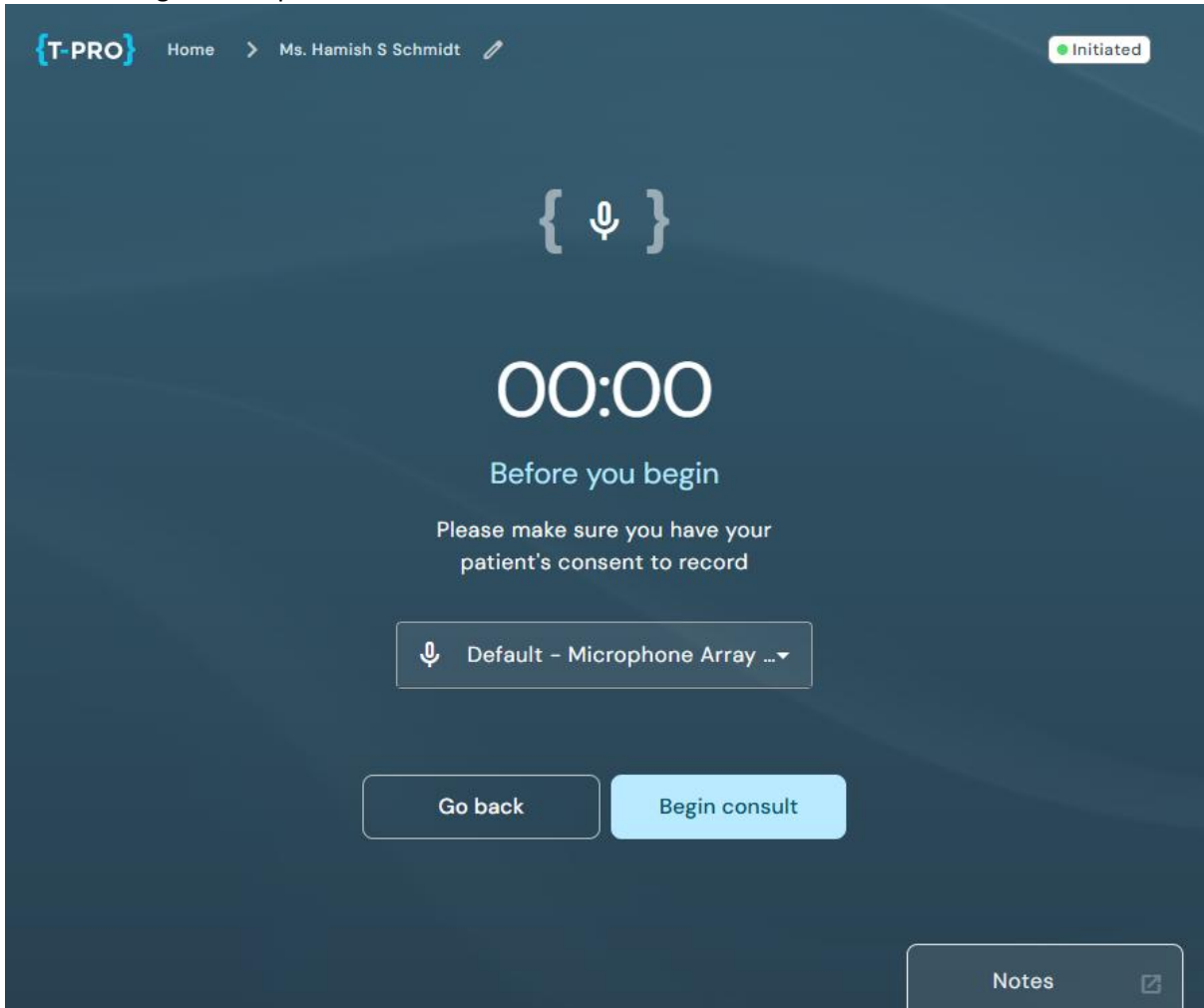
*Manually added patient data*

Then click on **Start consultation**.

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

### Recording screen

The recording screen opens.



Consultation start screen in blue

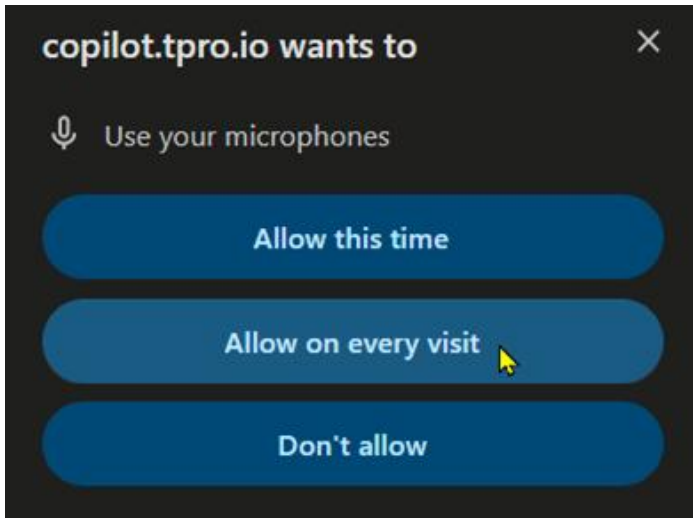
In the recording screen you can:

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

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

## Working with the Scribe Web App

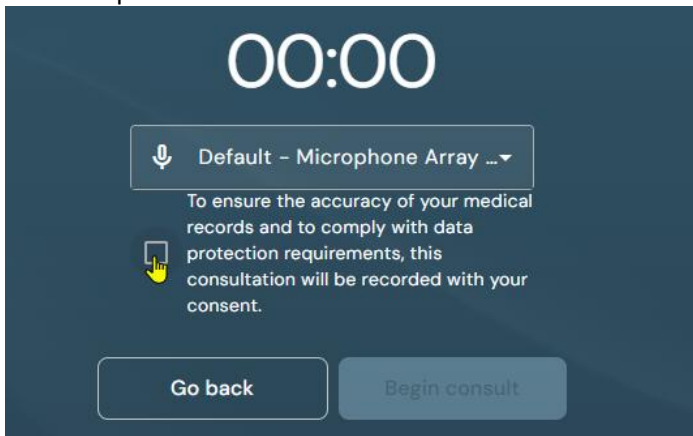
**NOTE:** At this stage you need to allow access to your computer's microphone if you use Scribe for the first time.



Select "Allow on every visit"

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

For example:



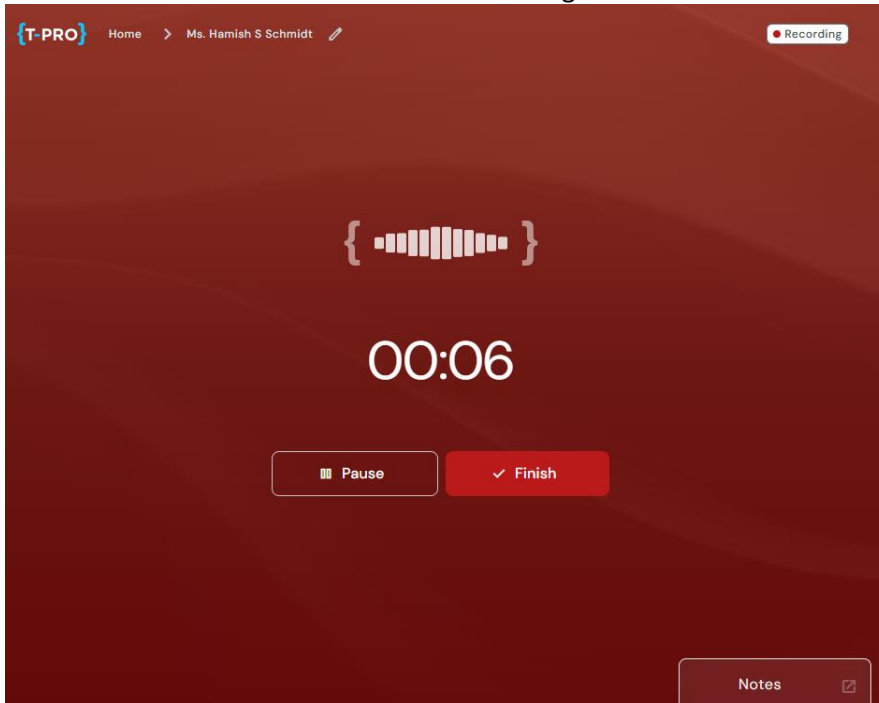
Example of a patient consent message

Click on **Begin consult**.

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

### Active recording

Once the consultation has started the recording screen turns red.



*Ambient recording screen during a consultation in red*

The audio input is visible during the consultation.

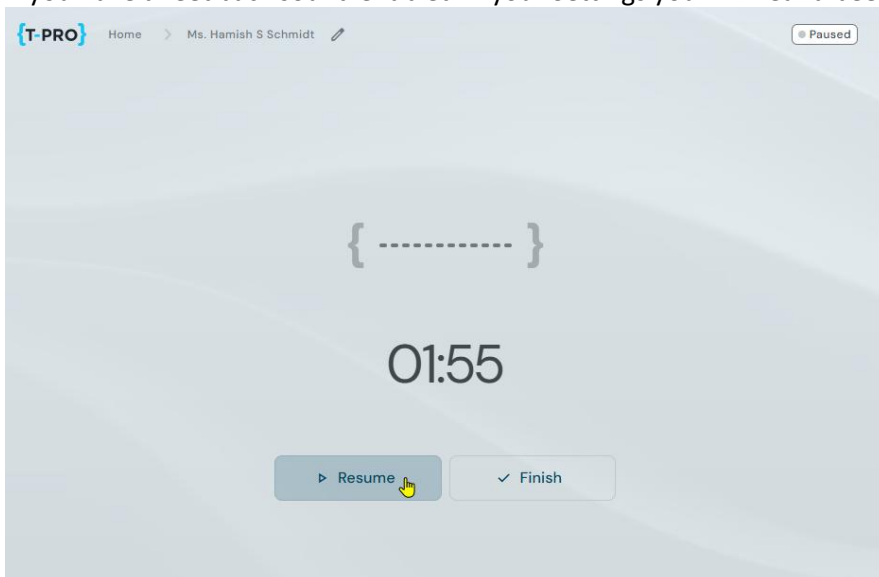
The status indicator shows Recording.

The recording limit per consultation is currently 2.5 hours.

### Inactive screen

Click on **Pause** to pause the recording. The screen turns grey indicating that it is not recording.

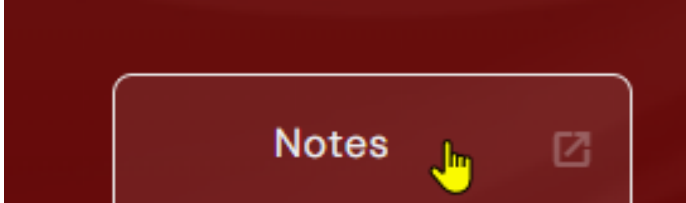
If you have a feedback sound enabled in your Settings you will hear a beep.



*Pause screen during a consultation in grey*

## Notes

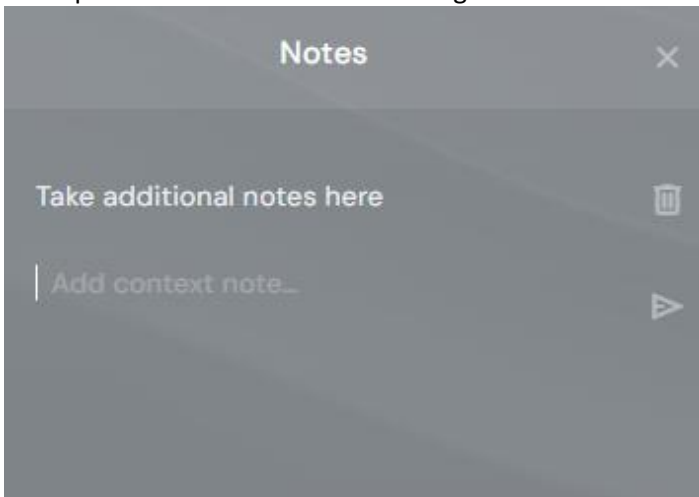
Use the Notes section for personal notes, e.g. all thoughts you do not want to share with the patient. All notes will be included into your document(s) after the consultation.



*Access the Notes section*

Click on **Notes**.

This option is available on all recording screens.



*Type a note*

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

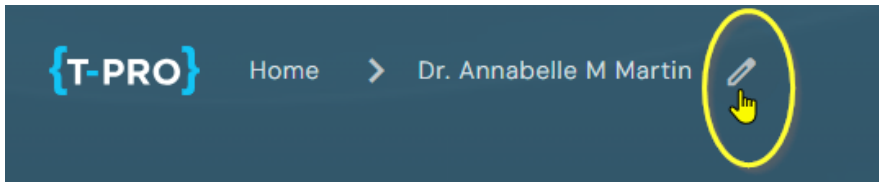
- The notes are saved and appear in the relevant place and context when generating the document.
- Click on the trash can to delete the note.
- Click on the small x in the upper right corner to minimise the Notes section.

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

⇒ The recording stops and the template selection screen opens.

## Edit patient data

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



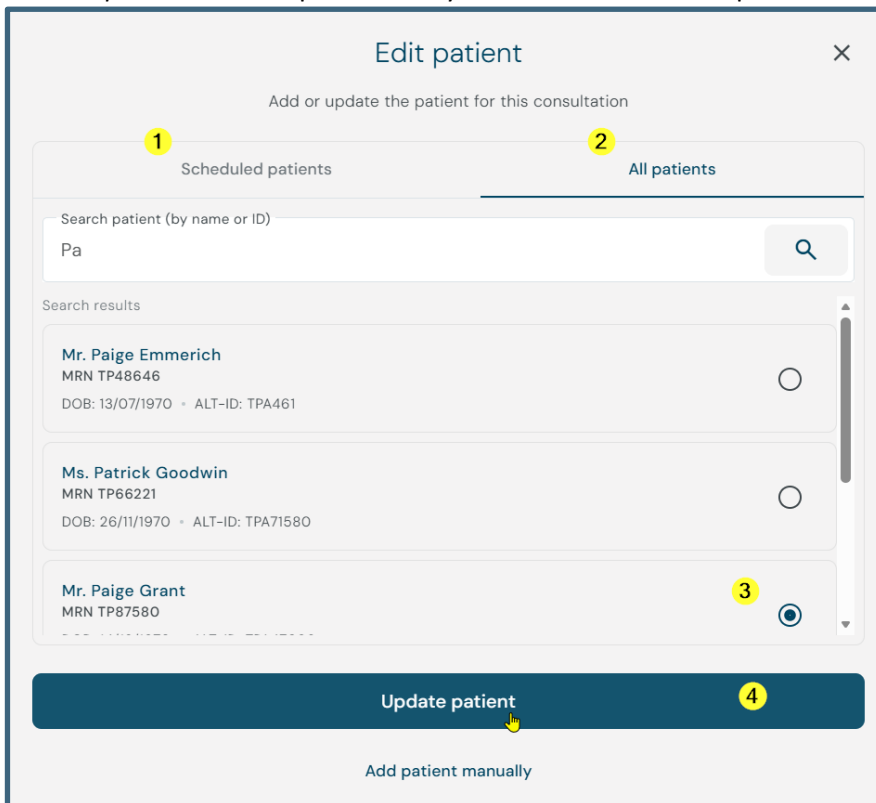
*In the recording screen*



*Unapproved document in the Encounters section*

Click on the pencil.

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



*Available options to change patient data*

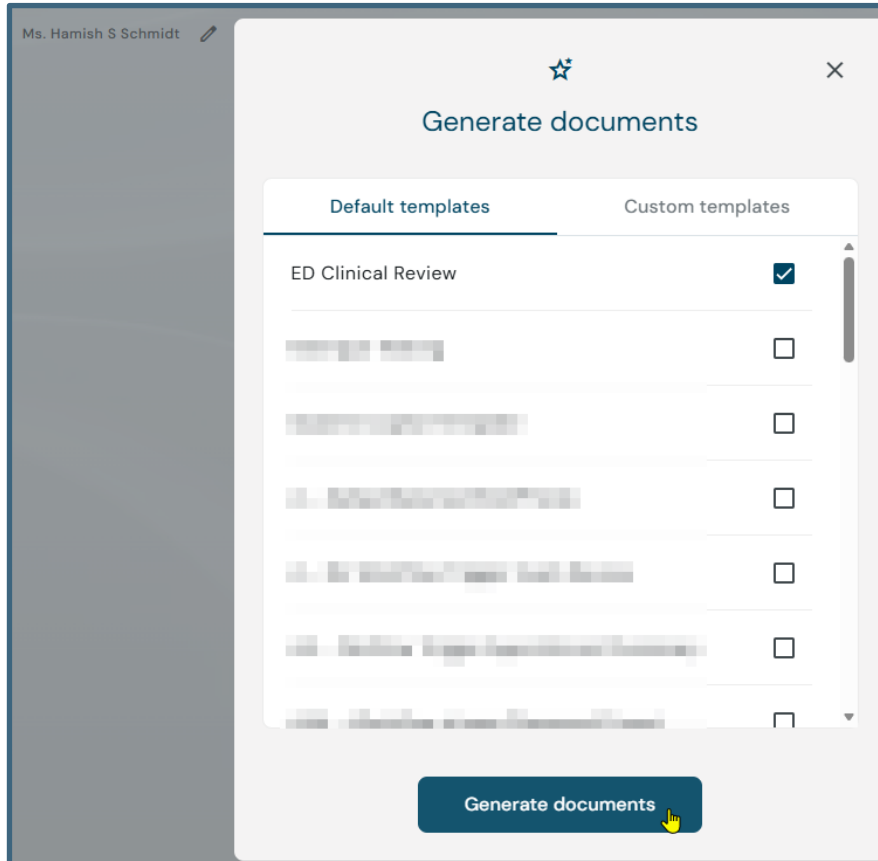
Search under

1. Scheduled patients
2. All patients
  
3. Select the right patient
4. Update the patient data

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

## Generate documents

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



*Select additional documents if needed*

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

Click on **Create documents**.

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

Example of a generated document:

The screenshot shows a document for 'Ms. Hamish S Schmidt' (ID TP80340, 56 yrs) dated 18 May 2026, 14:48. The document is titled 'ED Clinical Review' and 'SOAP Note (UAT)'. It features a rich text editor with formatting options (bold, italic, underline, list, indent) and an 'Approve' button. The content is organized into sections: 'Review: Planned/Unplanned: => Unplanned review', 'Background: Ms Schmidt presented to the emergency department following a stabbing injury to the left thumb. The injury occurred approximately two hours prior to presentation whilst cutting a cable tie from packaging using a small kitchen knife. The cable tie gave way and the knife continued through, stabbing into the distal thumb. The knife was immediately withdrawn and pressure was applied to control bleeding.', 'Progress: Ms Schmidt reports the injury occurred two hours ago. Bleeding was controlled with direct pressure at the time of injury. She is unsure of her tetanus immunisation status, stating she believes she was up to date last year with her inoculations.', and 'Examination: - General examination: Well appearing'. A blue microphone icon is visible in the bottom right corner.

### Clinical review note

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

## Document options

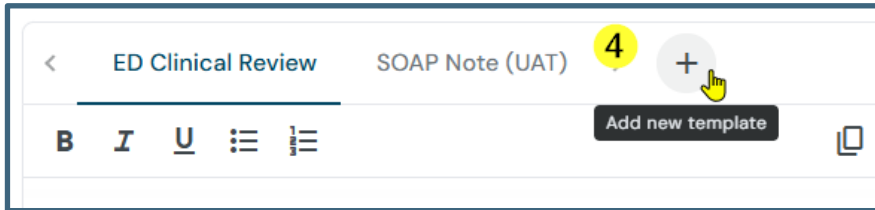
At the top of each document you have various options.

The screenshot shows the document overview for 'Ms. Hamish S Schmidt' (ID TP80340, 56 yrs) dated 18 May 2026, 14:48. It highlights three key features: 1. The document title 'ED Clinical Review' and 'SOAP Note (UAT)' are highlighted in yellow. 2. The rich text editor formatting options (bold, italic, underline, list, indent) are highlighted in yellow. 3. The 'Copy content' button is highlighted in yellow, with a tooltip 'Copy content' appearing below it. The 'Approve' button is also visible.

### Document overview

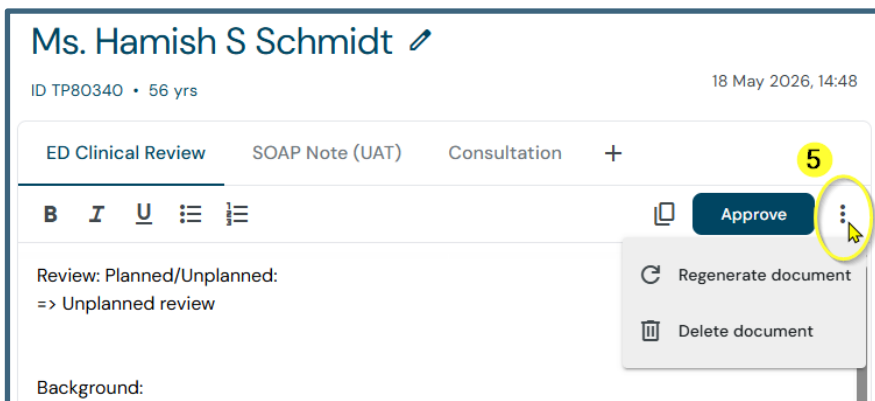
1. All generated documents are accessible at the top via separate tabs.
2. You can use formatting options to edit the document.
3. Use the copy icon to copy the entire content with one click.

## Working with the Scribe Web App



Click to select an additional template

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



Menu options for the document

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

### Voice editing

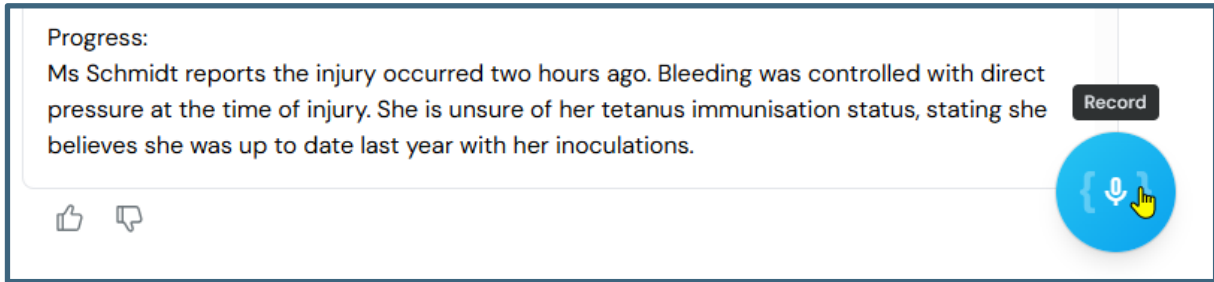
You can add further information using your voice.

**NOTE:** Documents are fully editable only before approval.

Place the cursor in the right position.

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

## Working with the Scribe Web App



*Click to start the voice recording*

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



*Button active for recording*

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

### Other editing options

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

Use the formatting options mentioned before to **bold**, *italicise*, or underline your text. Furthermore you have the option to use numbered and bulleted lists.

⇒ All content is saved automatically in Scribe.

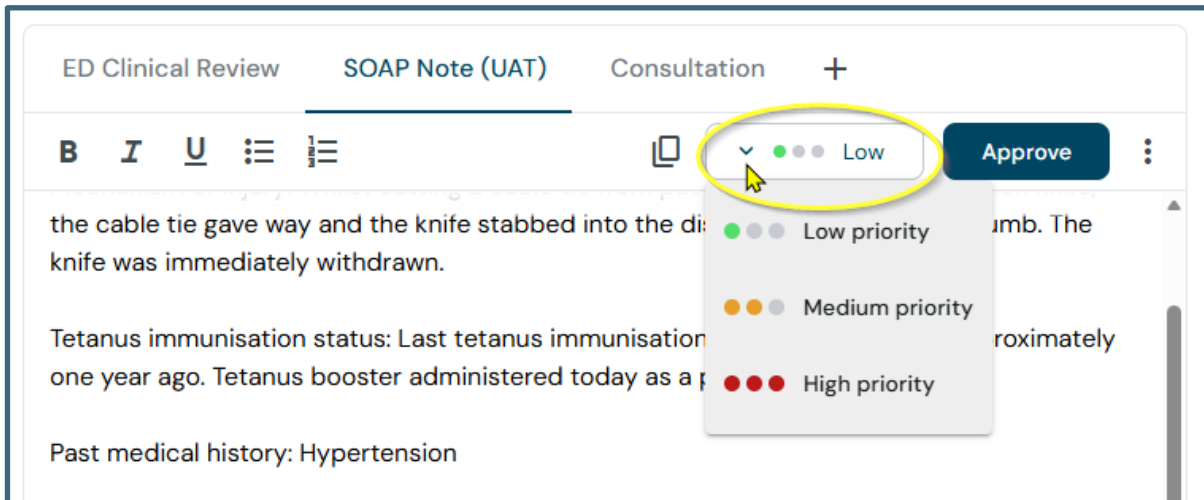
### Priority (optional)

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

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

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

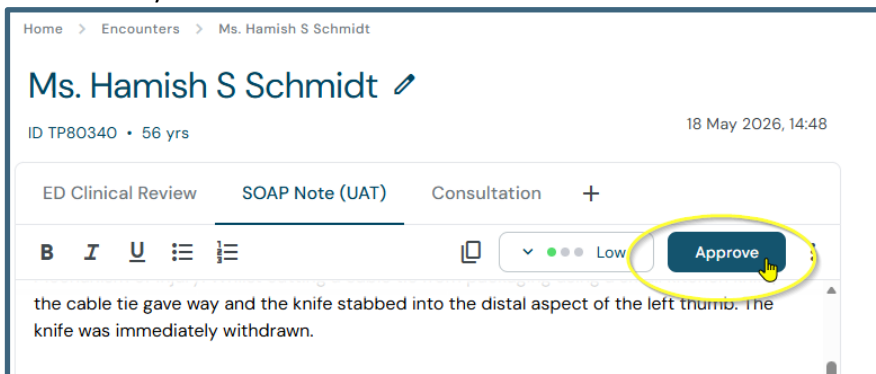
## Working with the Scribe Web App



Select a different priority

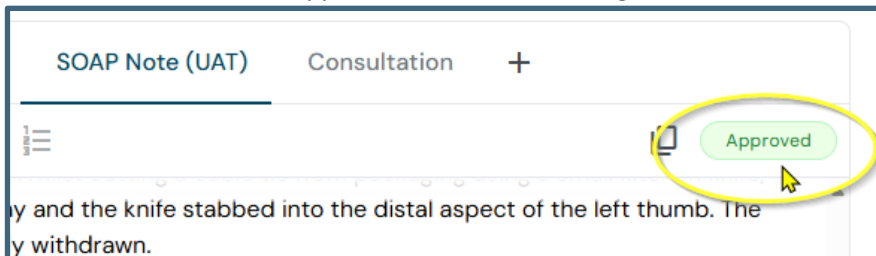
### Document approval

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



Approve the generated documents one by one

If a document has been Approved the button turns green.

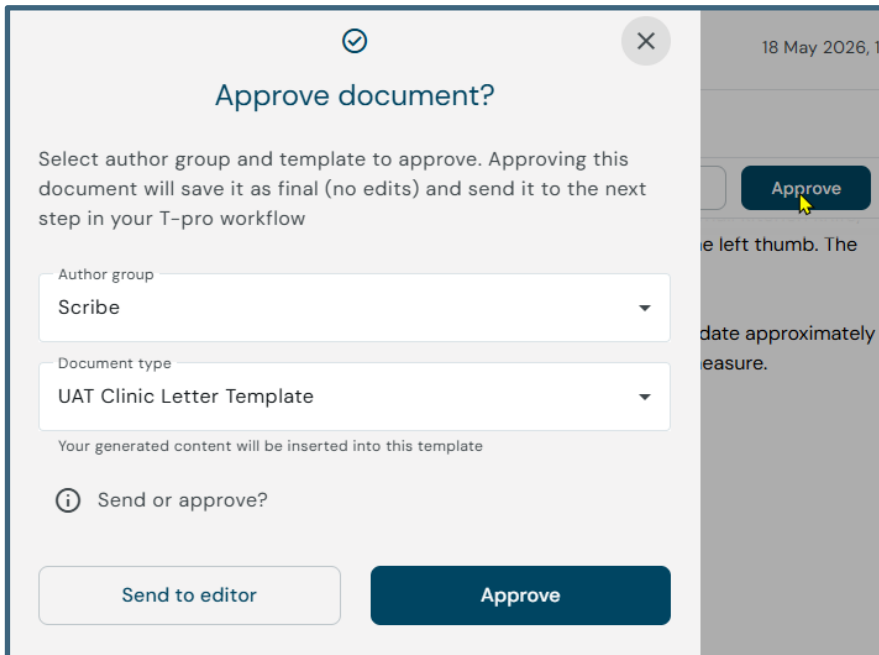


An approved document

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

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

## Working with the Scribe Web App

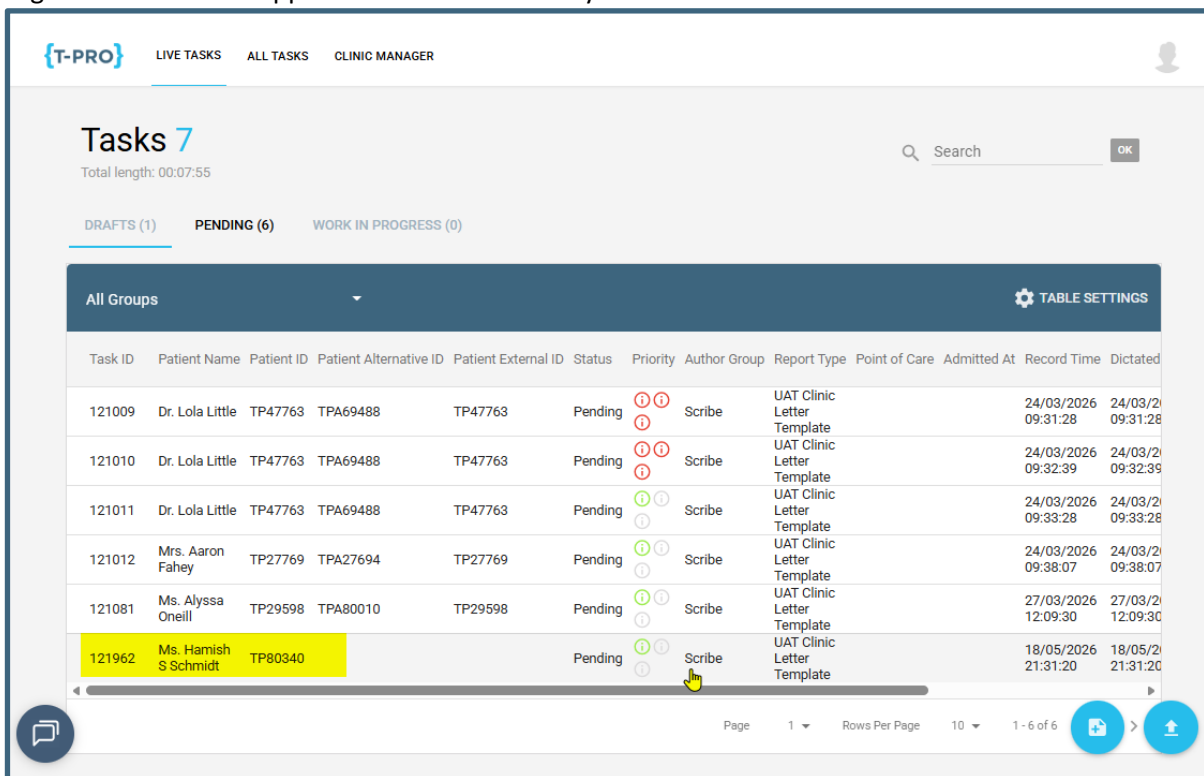


Send the document to an integrated T-Pro environment

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

### Examples:

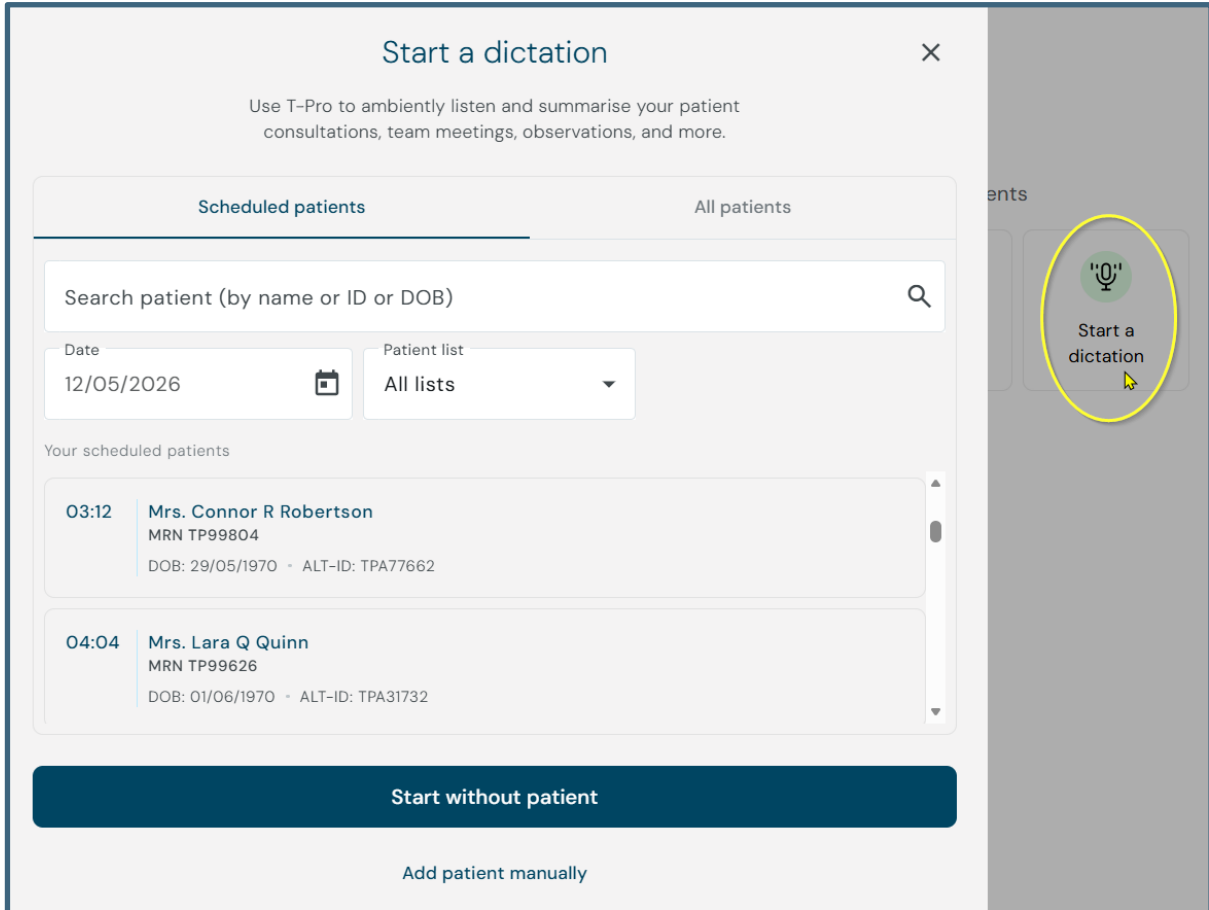
Log in to T-Pro's web application Dictate to view your document under PENDING.



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

## Dictation

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



*Screen to start a dictation (with patient integration)*

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

You get the same options as if starting a consultation:

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

### Start a dictation

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

**Scheduled patients** All patients

Search patient (by name or ID or DOB)

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

Your scheduled patients

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

**Start without patient**

Add patient manually

*Search for a scheduled patient*

### Start a dictation

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

Scheduled patients      **All patients**

Search patient (by name or ID)

Mc

- Miss Chelsea M Mccullough**  
MRN TP99782  
DOB: 27 Aug 1970 · ALT-ID: TPA42984
- Dr. Eve M Mccullough**  
MRN TP65556  
DOB: 26 Jul 1970 · ALT-ID: TPA5683
- Ms. Leo M Mccullough**  
MRN TP48954  
DOB: 16 Jun 1970 · ALT-ID: TPA33199

**Start without patient**

Add patient manually

*Search your general patient list*

**Start a dictation** ×


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

**Scheduled patients** All patients

Search patient (by name or ID or DOB) 🔍


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

Your scheduled patients



No patients found

**1** Start without patient

**2** Add patient manually 

*Options for dictations without patient data*

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

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

**Start a dictation** ×

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

**Schedule** patients

Search patient (by name) 🔍

Date  
18/05/2026

Your scheduled patients

**Add patient manually** 🔍

Patient name

Patient ID

Date of birth 📅

**Start dictation**

**Start without patient**

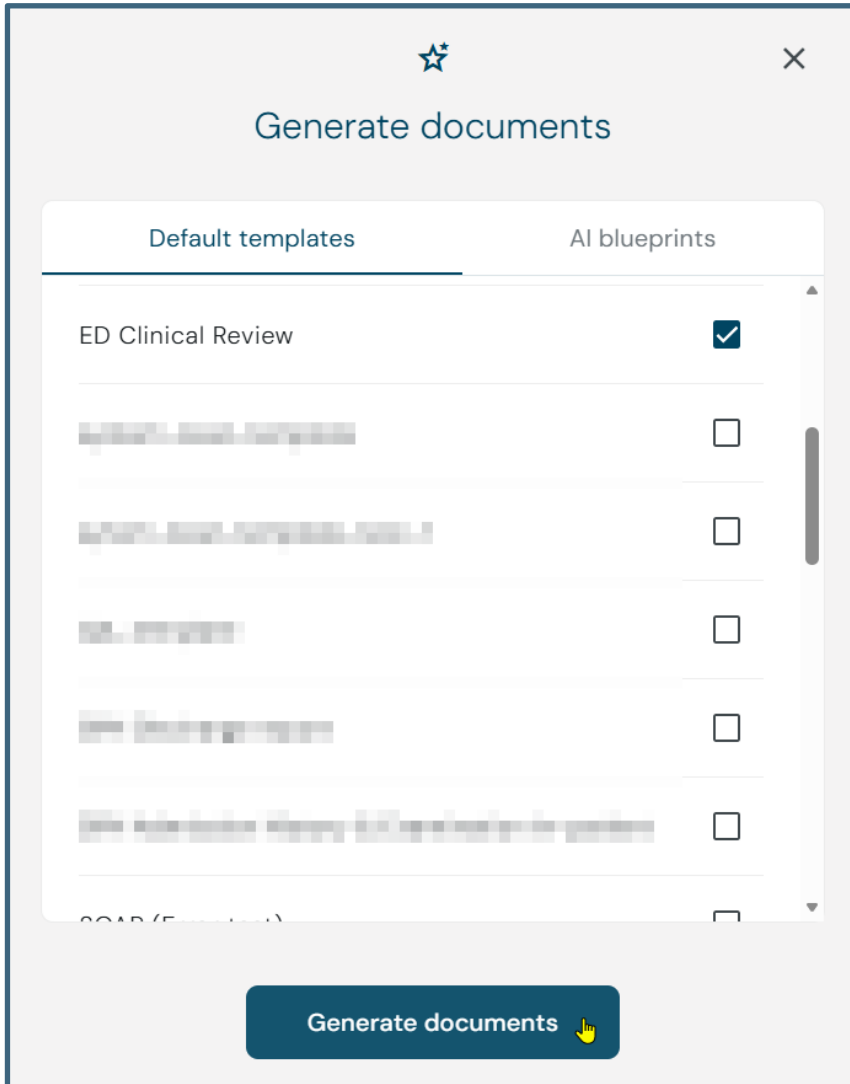
Add patient manually 👁️

*Enter patient data manually*

Click on **Start dictation** to continue.

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

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

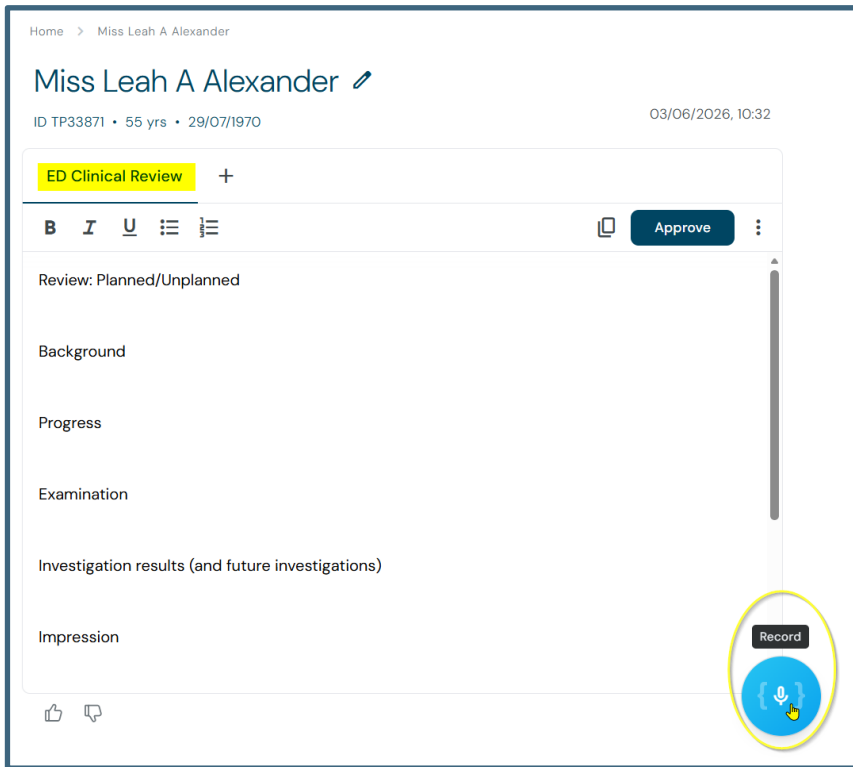


*Only one template selected for dictation*

Click on **Create documents**.

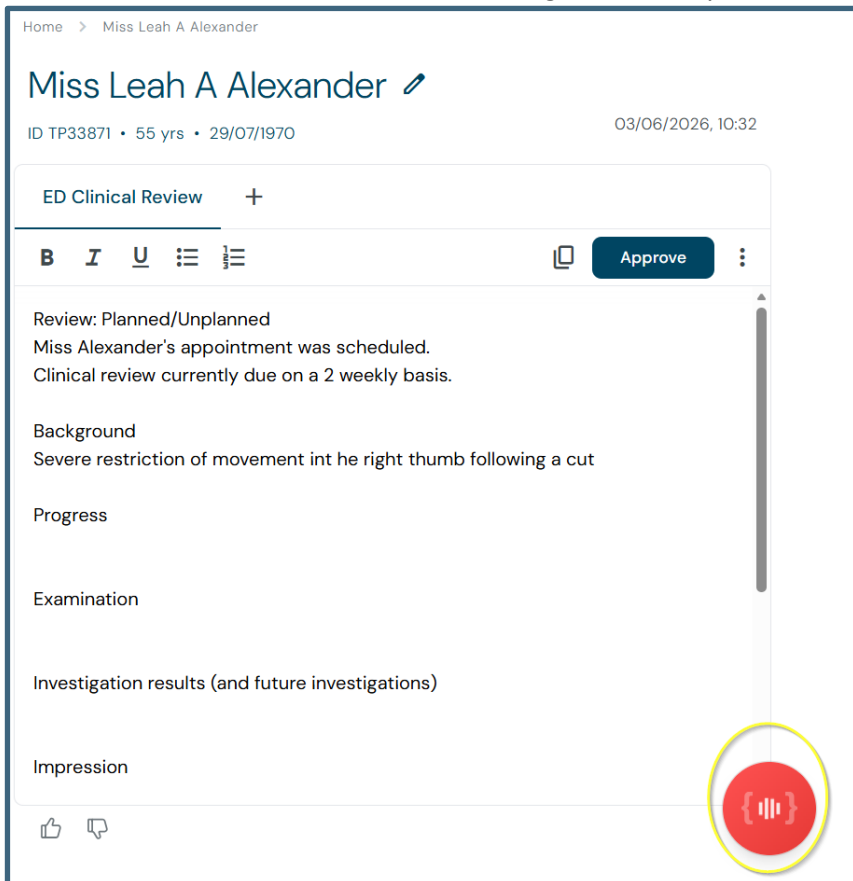
⇒ Your document template will open.

## Working with the Scribe Web App



*Clinical Review note is ready for dictation*

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



*Example of a dictation*

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

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

### **Consultation & Dictation commands:**

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

### **Selecting and Choosing**

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

### **Formatting**

Bold that  
Italicise that  
Underline that  
Uppercase that  
Lowercase that

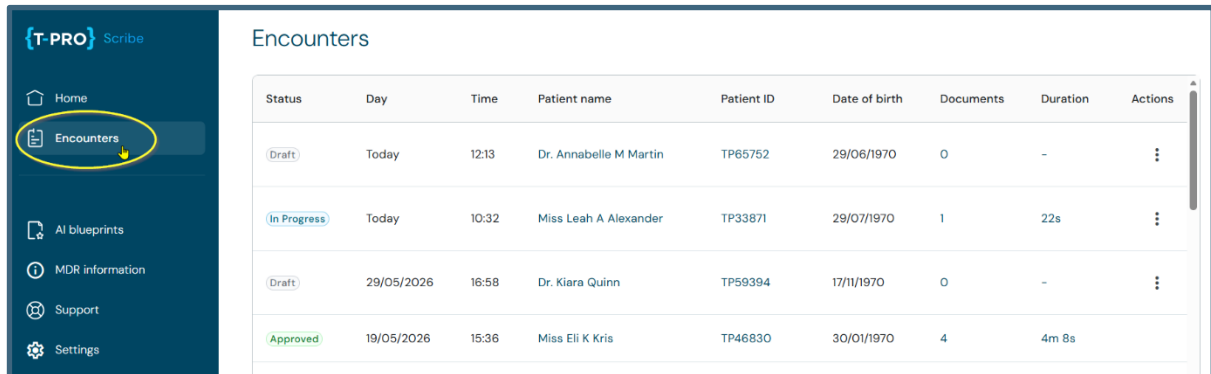
### **Punctuation**

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

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## Encounters

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



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

*Encounters main screen*

The table provides the following overview:

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

In this area you can:

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


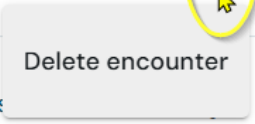
Select the encounter you want to view and click on the entry to open it.

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

### Delete an encounter

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

## Working with the Scribe Web App

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

Use the actions menu

Select **Delete encounter** and confirm.

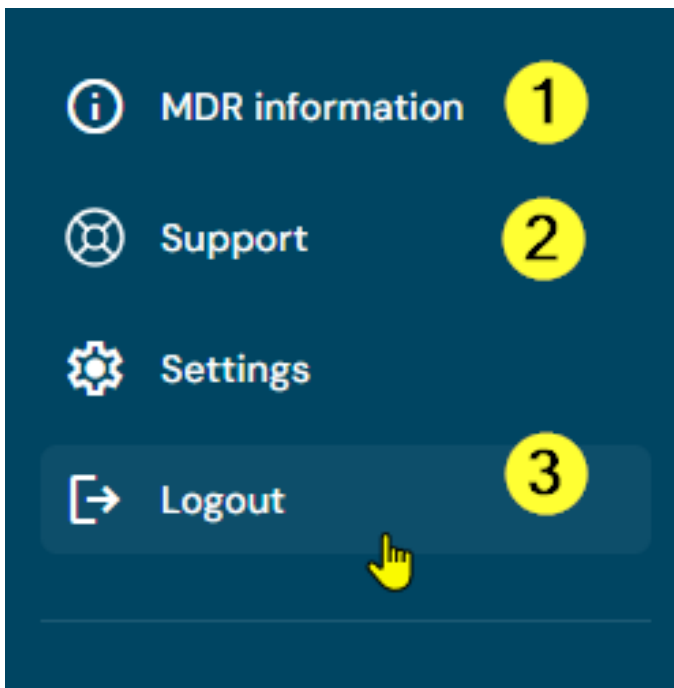
**NOTE:** An *Approved* encounter cannot be deleted.

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

## MDR information, Support & Logout

These are the remaining options on the navigation bar.

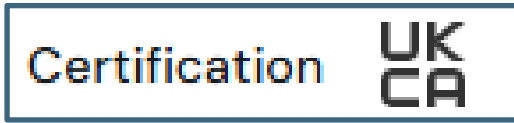
**NOTE:** The MDR information is only visible to you when you work within the EMEA region.



Further options of the navigation bar

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

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