

Clients are using several types of text-to-speech methodologies with ATS. We do not have a control built into our software because 8 and 10 have this technology available (and it's free).

Dragon naturally speaking offers an option.

We refer you to the Dragon instructions or phone instructions if you plan on using those options.

For the ATS Smartphone most of today's smart phones has some sort of capability as well.

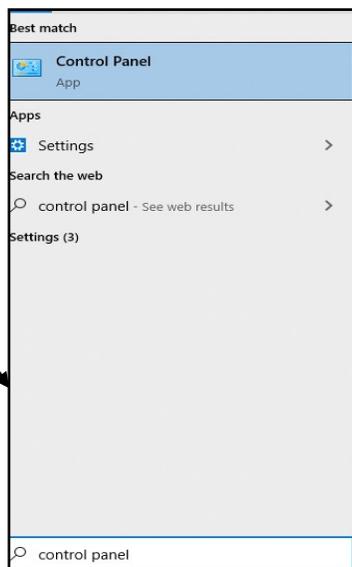
Windows 10 Users Instructions.....

Windows 8 Users Instructions.....

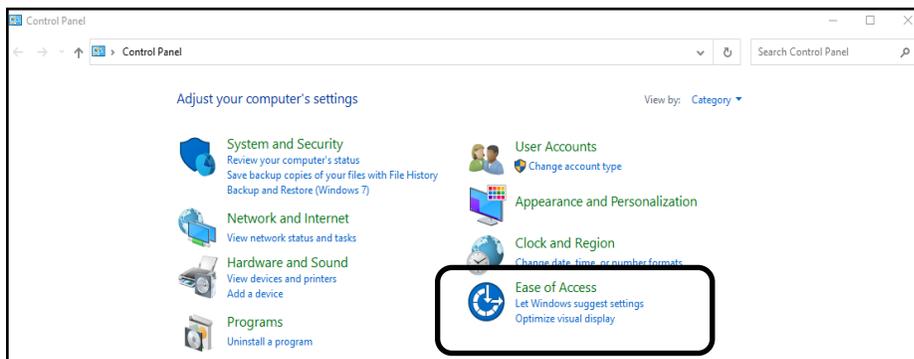
## Windows 10 speech-to-text - Using it in ATS

To ensure the ability to dictate into ATS, you must turn on the functionality within your computer. The following steps are how

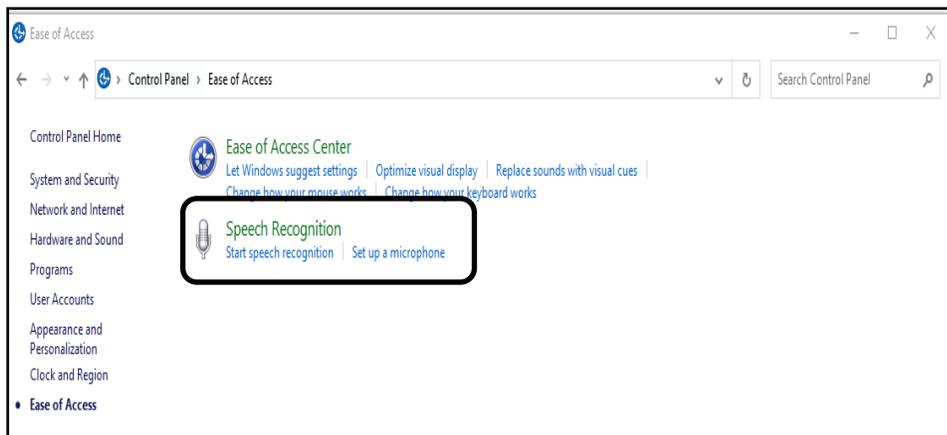
Using the Search Bar, search for control panel.



Once control panel is open;  
choose the **“Ease of Access”**  
item

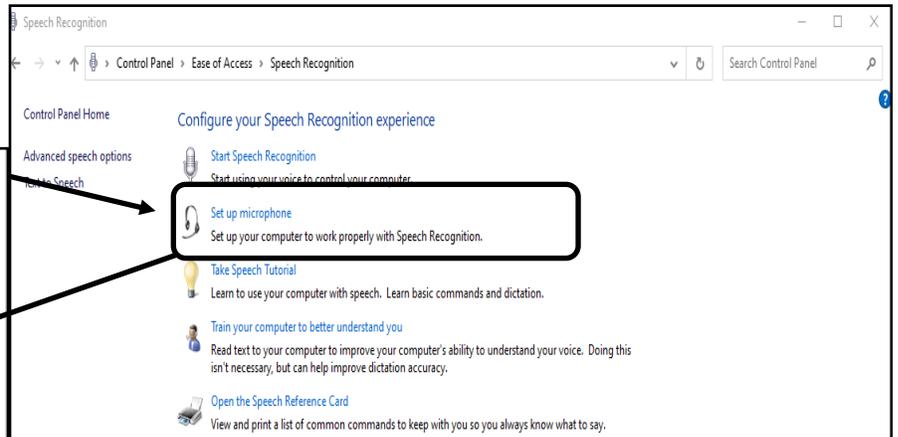
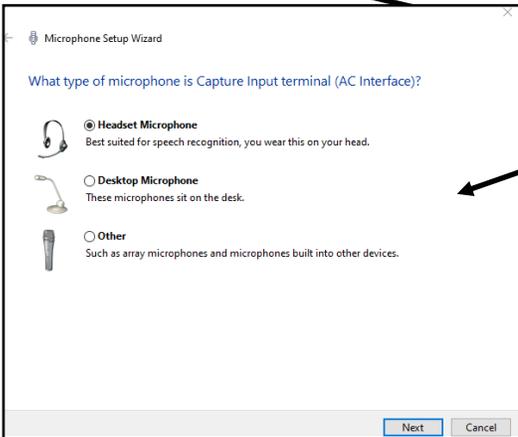


Then select  
**“Speech Recognition”**



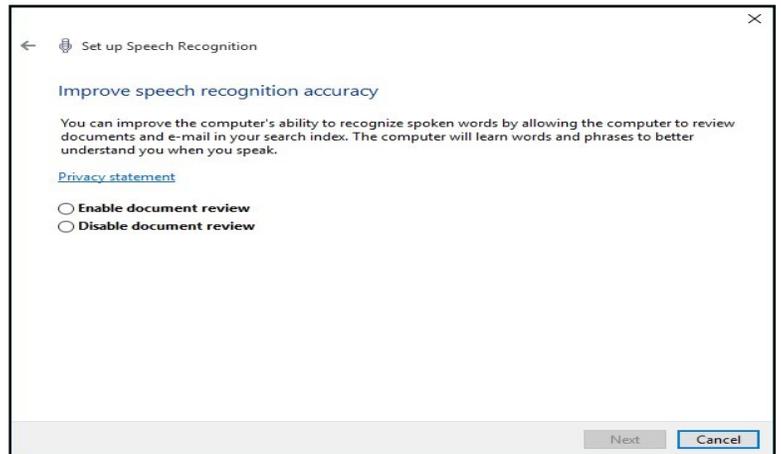
## Windows 10 speech-to-text

Before using the speech to text function, you must ensure that a microphone is set up for your computer.

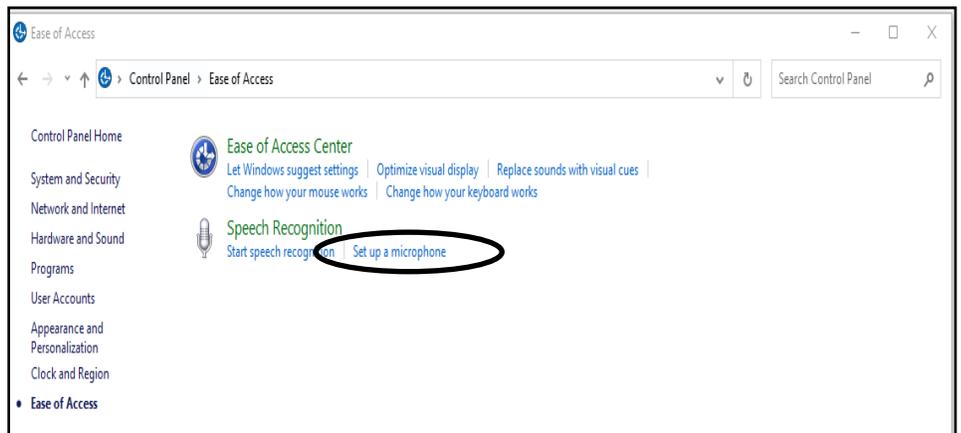


Choose the setting you have available. Follow the setup prompts for the choice.

Choose the level of “review” you wish to assist with your dictation.



If you switch microphones after your initial setup (for example plug a headset into your laptop) simply choose control panel, ease of use, speech recognition then choose the option below.



## Windows 10 speech-to-text - Using it in ATS

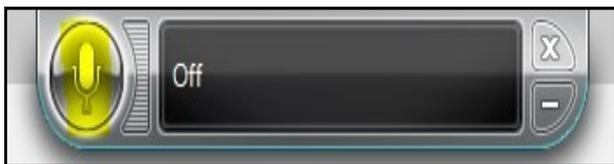
Choose the method of startup (manual or voice activation)



Continue following setup prompts, until you are completed.

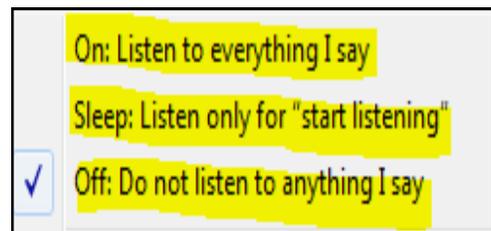
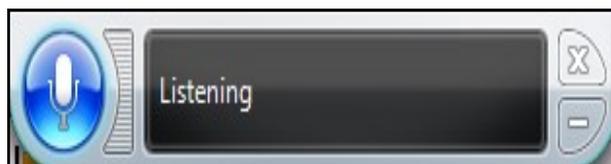
Depending on how you have the speech recognition configured you may have to turn it on before you can begin dictating notes.

Once the speech recognition is activated; you will see the speech recognition toolbar or need to access it via the windows toolbar area.



1

Clicking the microphone turns on, or off, the speech recognition process.



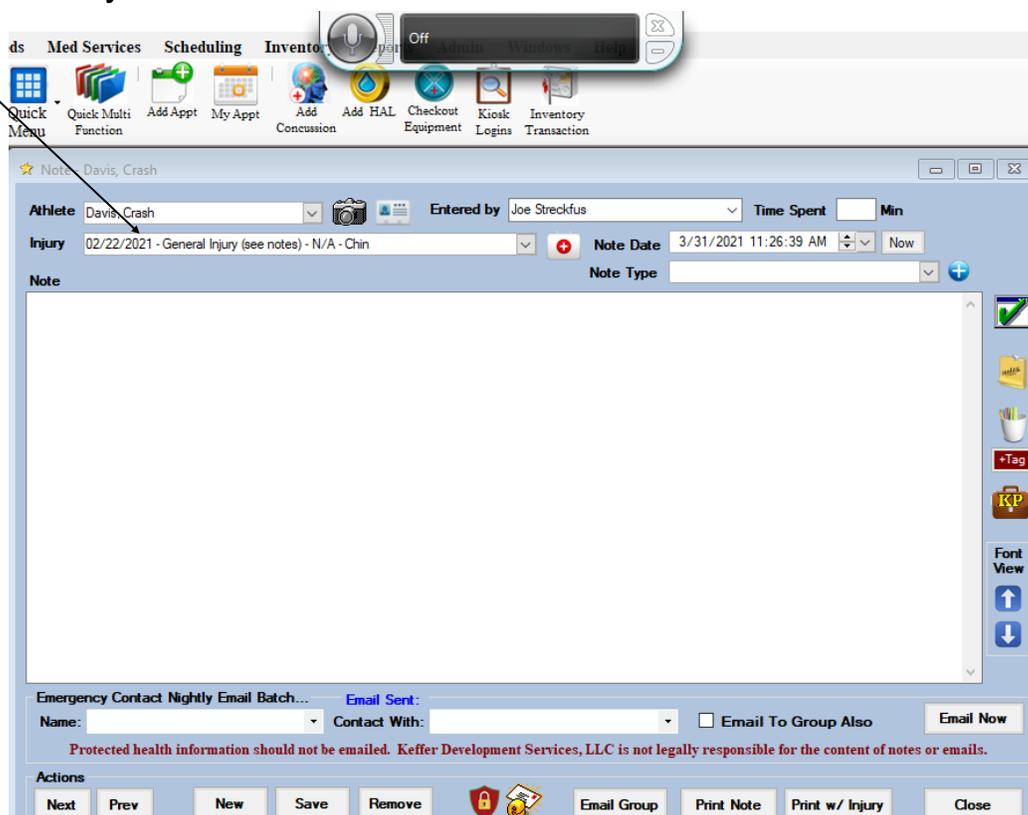
You can also use the microphone button in ATS to start the listen functionality.



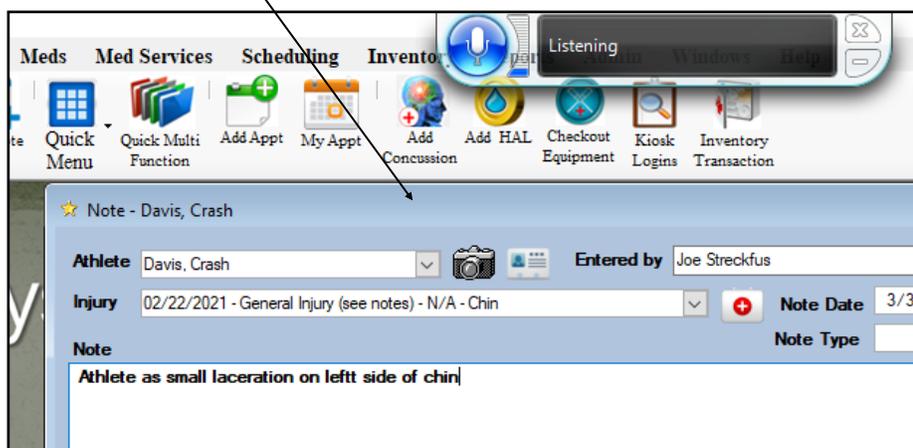
Use one of the top 2 methods to turn on/off recognition... and use either voice-activated "Start Listening" and "Stop Listening"

## Windows 10 speech-to-text - Using it in ATS

1. Open any screen with a note field.
2. Click in the note area.
3. Turn on “listen” functionality



4. Dictate your note and make any corrections if needed.

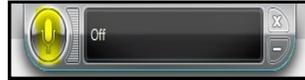


5. Turn off “listen” functionality
6. Save your note as normal.

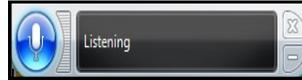
## Speech to text on the Staff Portal

After following the above steps for turning on the speech recognition, entry into the staff portal is relative the same process.

1. Ensure speech recognition is turned configured for your computer.



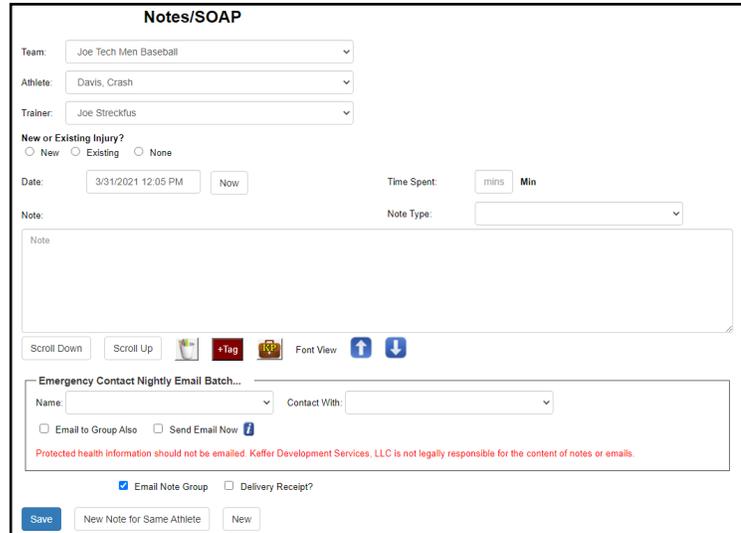
2. Activate speech to text.



3. Enter your staff portal, and open the note/screen you wish to enter documentation on.

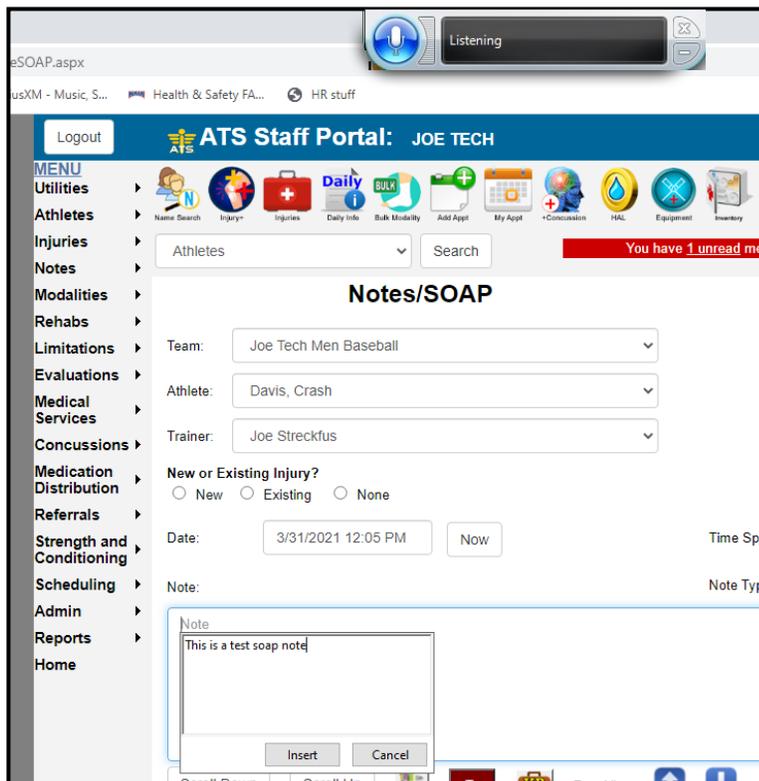
4. Click in the note field, and click the microphone to active voice recognition. Dictate your note.

5. After finished entering your note, turn off the microphone, edit your note as necessary, from a windows computer, it will ask you to insert the note. Choose to insert or cancel and then save your note.



The screenshot shows the 'Notes/SOAP' form with the following fields and options:

- Team: Joe Tech Men Baseball
- Athlete: Davis, Crash
- Trainer: Joe Streckfus
- New or Existing Injury?  New  Existing  None
- Date: 3/31/2021 12:05 PM
- Time Spent: mins Min
- Note: (Empty text area)
- Note Type: (Dropdown menu)
- Emergency Contact Nightly Email Batch... Name: (Dropdown menu) Contact With: (Dropdown menu)
- Email to Group Also  Send Email Now
- Protected health information should not be emailed. Keffer Development Services, LLC is not legally responsible for the content of notes or emails.
- Email Note Group  Delivery Receipt?
- Buttons: Save, New Note for Same Athlete, New



The screenshot shows the ATS Staff Portal interface with the 'Notes/SOAP' form. A microphone overlay is present over the 'Note' field, indicating speech recognition is active. The form contains the following information:

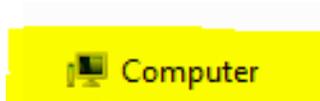
- Team: Joe Tech Men Baseball
- Athlete: Davis, Crash
- Trainer: Joe Streckfus
- New or Existing Injury?  New  Existing  None
- Date: 3/31/2021 12:05 PM
- Note: This is a test soap note
- Buttons: Insert, Cancel

## Windows 8 speech-to-text - Using it in ATS

We do not have Windows 8 computers, but will try to assist you as we are able to get this configured, if you are running on that version.

Click the “**Windows Explorer**”  icon on your toolbar

Click the “**Computer**” option on the list shown on the left side of the screen...



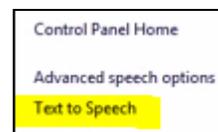
Click the “**Computer**” menu item at the top of the screen & click the “Open Control Panel” item



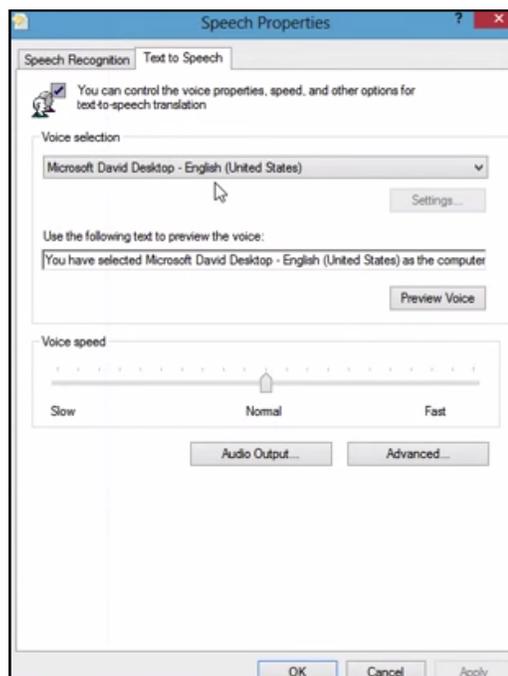
Once control panel is open; choose the “Ease of Access” item



Select “Text to Speech” from the panel on the left...



Change the language choice if needed; and then click the “OK” button to continue



## Windows 8 speech-to-text - Using it in ATS

Click on the “red X”  in the top-right corner to close Windows Explorer

To test; open a document/file that allows text to be entered

To activate the text-to-speech; press the “Windows Key” plus the “Enter Key”

When the menu pops up; choose “Commands”



In the Commands window; scroll down the list and choose “”

Click the “**Computer**” option on the list shown on the left side of the screen...

## Windows 8 speech-to-text - Using it in ATS

Depending on how you have the speech recognition configured you may have to turn it on before you can begin dictating notes.

This can be done in ATS by clicking on the microphone on the status bar  \*

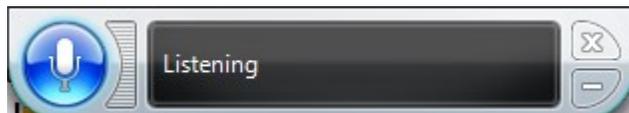
\* Available April 2014

Once the speech recognition is activated; you will see the speech recognition toolbar  or will need to access it via the windows toolbar active items area.  **2**



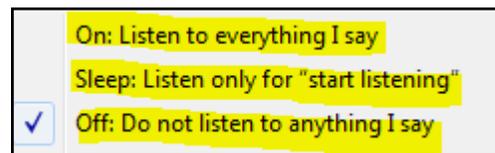
**1**

Clicking the microphone turns on, or off, the speech recognition process.



**2**

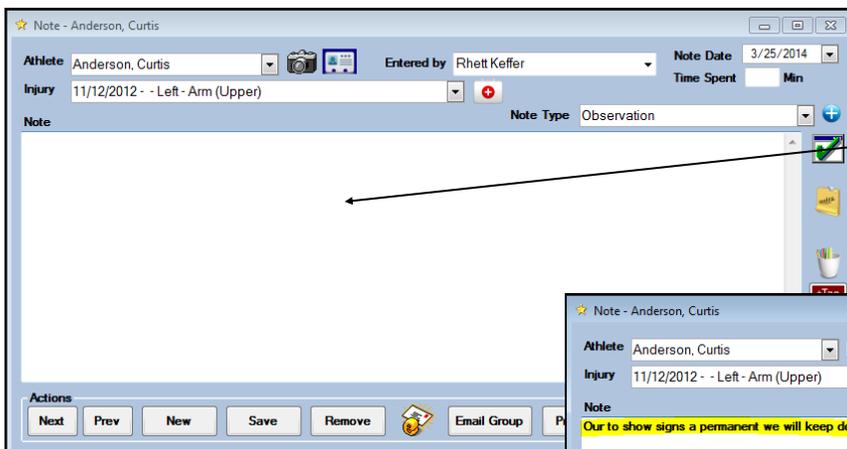
\* Recommended



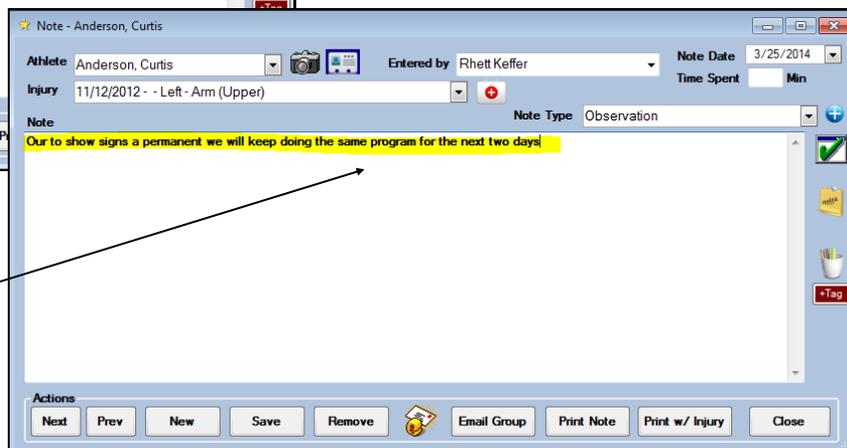
Use one of the top 3 methods to turn on/off recognition...and use either voice-activated

**Once the speech recognition is activated is it very easy to use in in any note field in ATS. Here are the basic steps:**

1. Open any screen with a note field...



2. Click in the note area.



4. Dictate your note and make any corrections if needed.

5. Turn off "listen" functionality

### Using speech to text on your phone.

While you are on the Staff Phone log in, you have the ability to dictate through your phone.

All you need to do, is select the patient/athlete you are working with. Instead of typing the note from your keyboard, hit the microphone button associated with your keyboard and dictate.

Select the note box, select the microphone, and begin speaking. When finished with your note, end the microphone activation, edit note as necessary and save.

This should be the same process for all devices regardless of manufacturer.