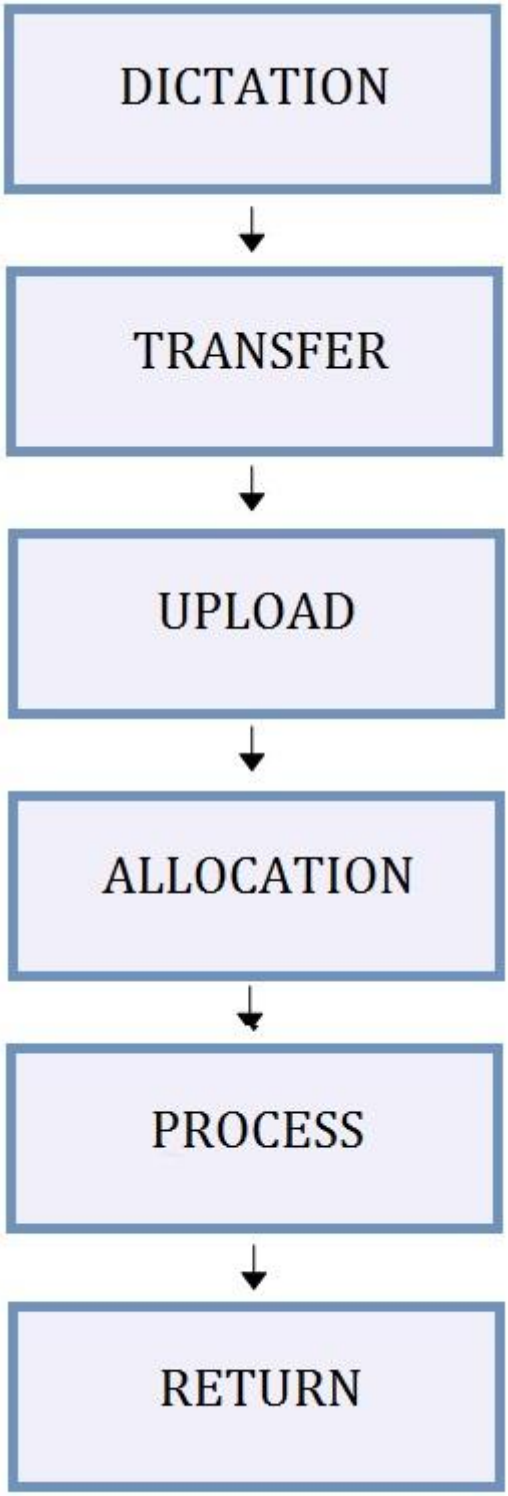
The Transcription City Dictation Process Flowchart

Taking the step to outsource you work to a transcription company can be a nerve wracking business. Here at Transcription City, we want you to have peace of mind in knowing exactly what processes your precious audio and video files are going to go through.



During this phase, you will record your audio to be transcribed, be it dictation, conference, interview or focus group, etc. If you are using Dictamus for the IPAD, you can upload the file to us and skip to the allocation stage.

So you have your audio on your Dictaphone, IPad, IPhone or other recording device. Now you will need to transfer the sound file to your PC, be it through USB, Bluetooth or a wireless internet connection.

Here the fun begins. You can upload your files to us via our website using the 'Upload' option. We use MyDocsOnline which uses Secure 256-Bit SSL Encryption so your files are safe and protected. Alternatively, if you would prefer, you can email them to us.

At this stage, we will allocate your work to a typist specialising in your industry with at least five years experience. If you are a regular client, you can have your own typist assigned.

Once the typist receives the work, they will transcribe your audio in accordance with our guidelines and within your required time frame. On completion, they will proofread it to ensure it is of a high quality with no errors.

Once completed, the typist will upload your transcription to MyDocsOnline and as a regular client, you may collect it by using your own personal login and password. Alternatively, we will send you a secure link via encrypted email to download your completed transcript securely online. If you would prefer to receive completed work directly via email, this can also be arranged.