



South Huron eScribe Training

Information Session – July 17, 2017

Ipads

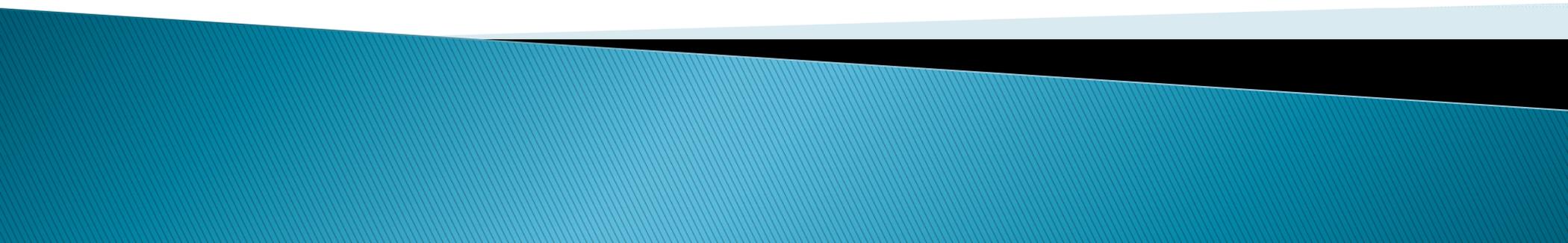
Click on eScribe Pro App



Home Computer

Open Internet Explorer

URL: <https://south-huron.escribemeetings.com>



User Login

Enter your username and password into the screen below.



The screenshot shows a login form for eSCRIBE. At the top center is the eSCRIBE logo, consisting of a green stylized 'e' followed by the word 'SCRIBE' in blue. Below the logo are two input fields: 'User name*' with the text 'username' and 'Password*' with a masked password of ten dots. To the left of the password field is a checkbox labeled 'Sign me in automatically'. To the right of the password field is a red-bordered button labeled 'Forgot Password'. Below these is a blue 'Sign In' button with a white mouse cursor icon pointing at it. At the bottom left, the support contact information is listed: 'Support: 1-855-299-0023' and 'support@escribecorporate.com'. At the bottom right, the sales contact information is listed: 'Sales: 1-888-420-9053' and 'sales@escribecorporate.com'.

eSCRIBE

User name* username

Password* ●●●●●●●●●●

Sign me in automatically

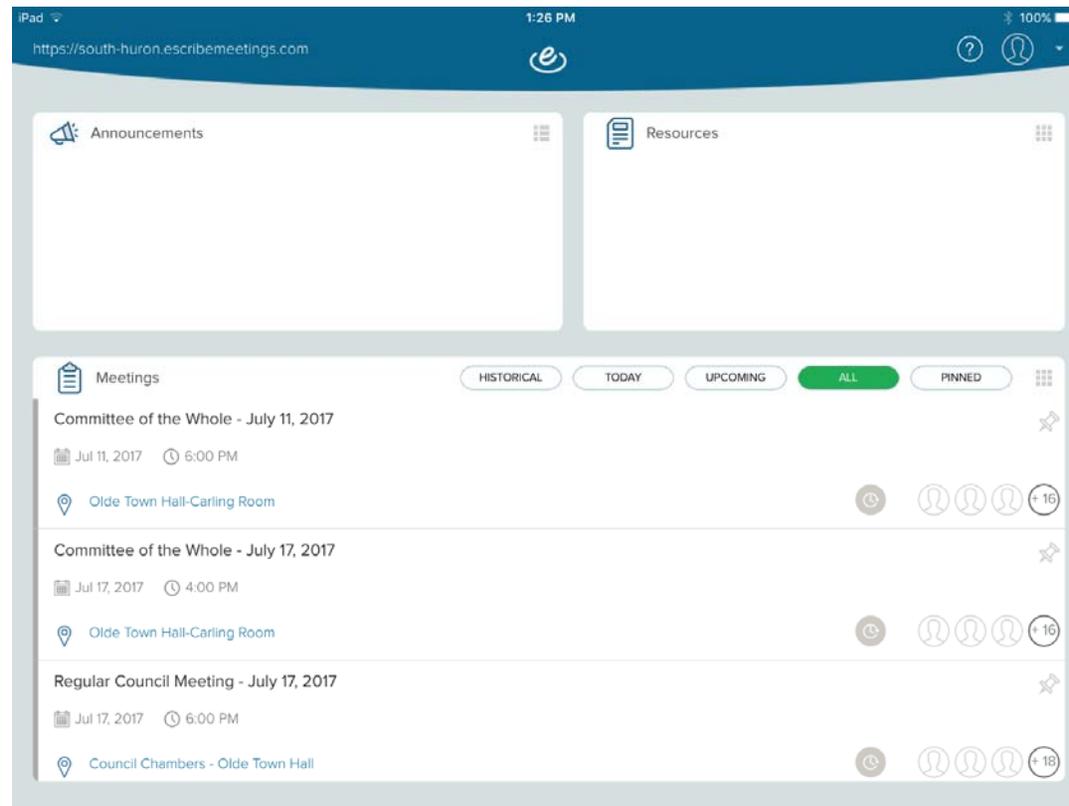
[Forgot Password](#)

[Sign In](#)

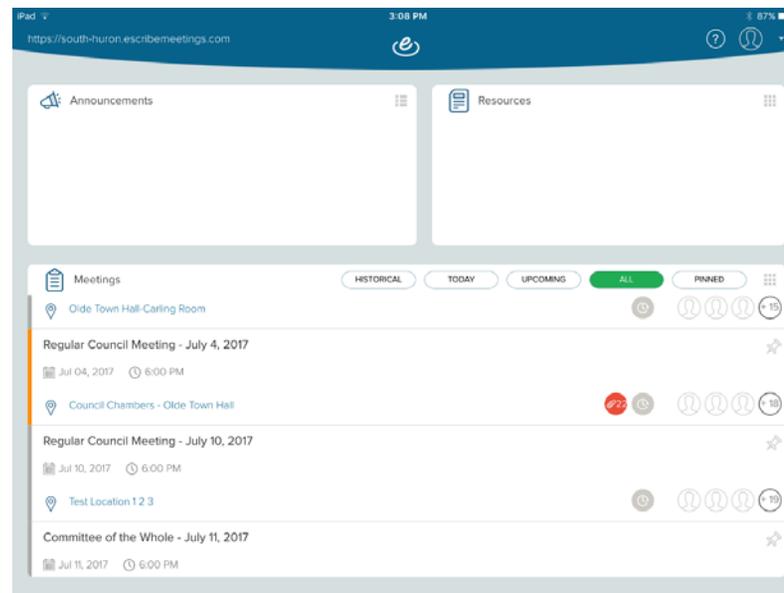
Support: 1-855-299-0023
support@escribecorporate.com

Sales: 1-888-420-9053
sales@escribecorporate.com

Typical layout for eScribe Portal site

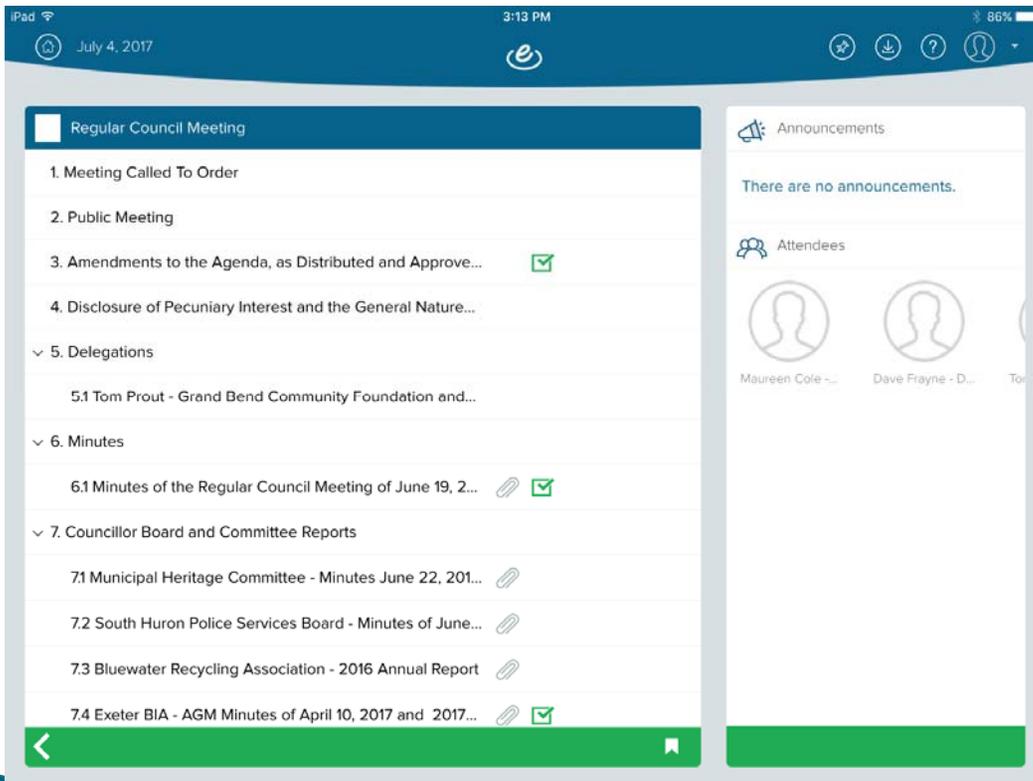


Accessing an eScribe Meeting Site



Note: participants can only access materials after the administrator has published the meeting.

Access Agenda Items



	Attachment(s)
	Minutes
	Resolution(s)
	Requests to Speak
	Group Comments
	Private Comments

Icons above indicate what additional information may be available for a particular item.

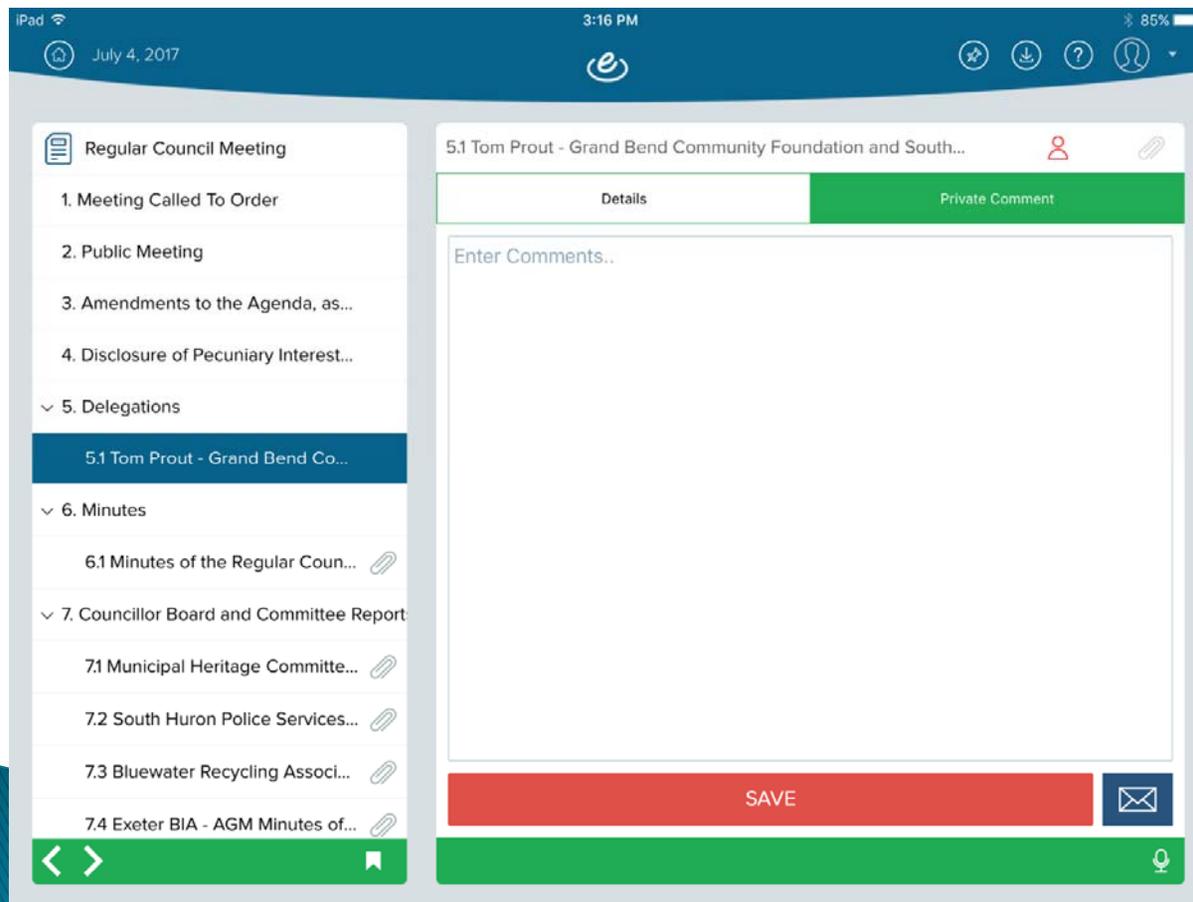
Working with documents

	Full-Screen Reading Mode	View the document in full-screen mode. To exit full-screen mode, click the "X" in the top left corner.
	Select	Toggle "select" mode on or off, so that text from the document can be selected and copied to the clipboard.
	Sticky Note	Use this tool to add a sticky note comment anywhere in the document
	Highlighter	Use this tool to highlight text within the document.

Working with documents

	Pencil Tool	Use this tool to draw on the document freehand, with your fingertip.
	Underline Tool	Use this tool to underline text within the document.
	Toggle Annotations	This option will show or hide all annotations on the document
	Annotations List	Shows a list of all annotations made within the document. Tap on an annotation to view.
	Outline and Bookmarks	View any section bookmarks, if they exist within the document.
	Fit to Screen	Reset a zoomed document to fit the width of the available screen.
	Search	Search for text within the document
	Go To Page	Jump to a particular page of the document
	Save	Saves the annotations to the eSCRIBE server. See section below for more information.
	Rotate	Rotate the document. Note, annotations will not rotate with the document.
	External Apps	Contains options to email document (with or without annotations), and to print document without annotations.

Comments

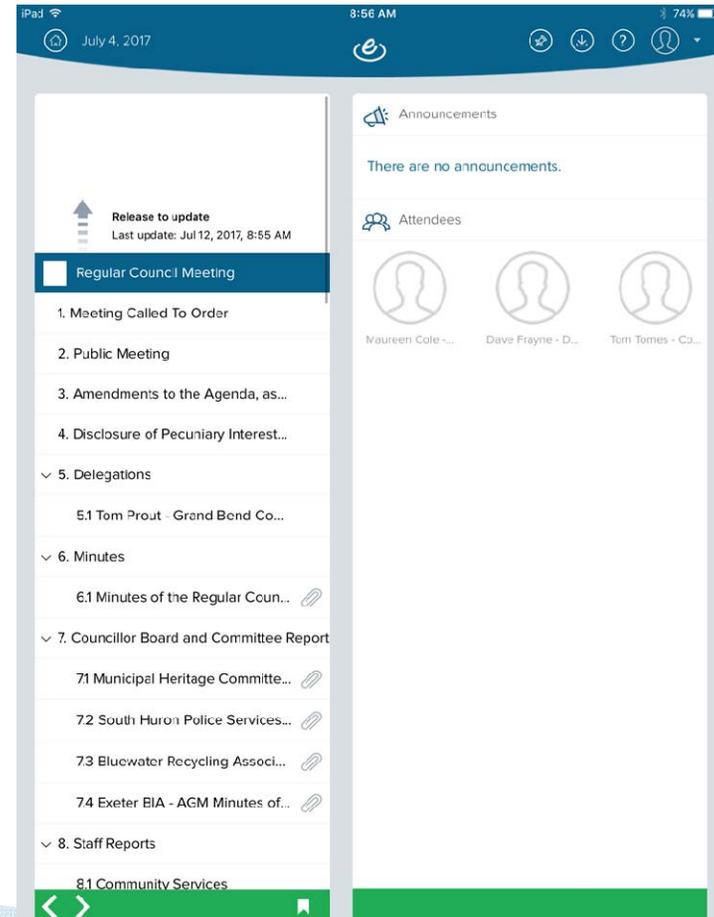


To enter comments click on the red outline of a person and “save”

Private – only you see your private comments however they are subject to MFIPPA.

Sync meeting – refresh to current

Within a meeting hold and pull down the blue navigation bar on the top left and release to update

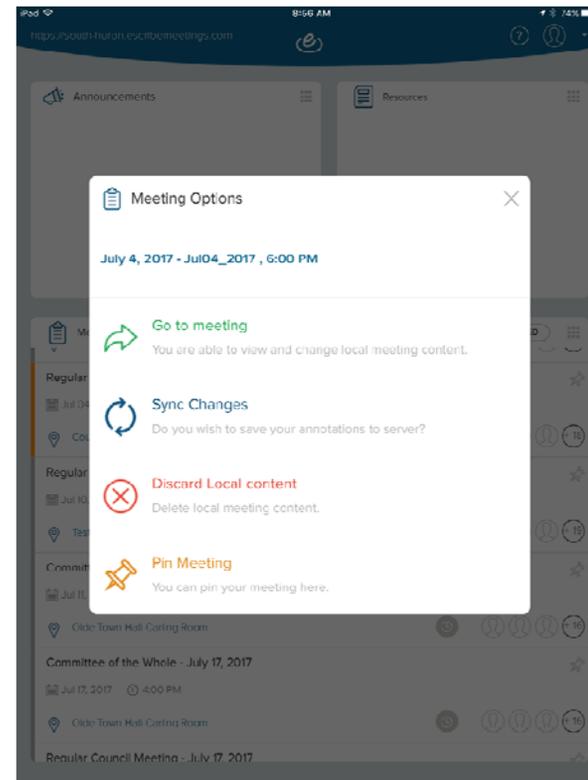


Sync Meeting from home page

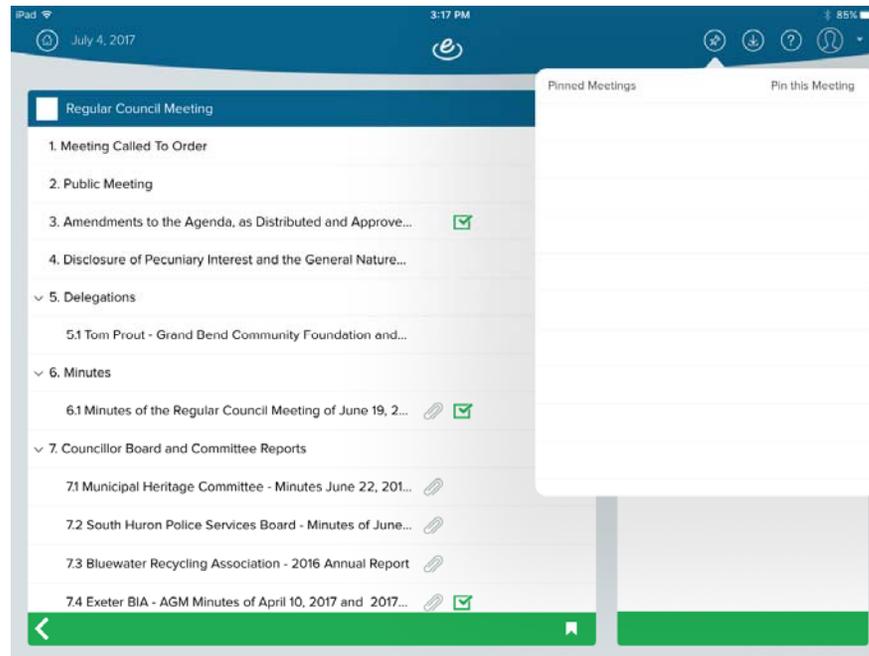
The orange stripe on the left indicates that the meeting has been downloaded.

Press Down on that meeting for a few seconds and release.

Meeting options will appear.



Pinning Meeting Sites



“Pin” items so they can be quickly accessed

Questions?

