

# BigHand Mobility

## Why use BigHand Mobility?

With the BigHand mobile application available on your smartphone or iPad, you can dictate wherever you are and instantly submit work to your support teams. The application provides a live status update of all of your dictations, enabling you to see that your work has been received, who is working on it and when it has been completed.

With the ability to send photographs as attachments to dictations, you can send handwritten notes with instructions, photograph receipts for support teams to input into the expense system, quickly capture meeting notes and actions and send them off to be completed by the appropriate teams. This powerful application is available to you on your mobile device, to use whenever and wherever you need it.

## Features of BigHand Mobility:

- Replace voicemails to support staff with dictations, ability to see when they have been received and actioned
- Check live status of work
- Dictate tasks – meeting bookings; travel arrangements
- Photograph handwritten notes and submit to support team, wherever you are
- Prioritise work and set due-by date and time
- Instantly submit dictations when out of the office
- Work from home
- No need to carry another dictation device
- Disaster recovery solution
- BigHand Go – review documents whilst out and about
- Dictate amendments whilst viewing the document on the iPad
- Approval workflow – the ability to electronically approve or reject documents from your iPad

