



**Stony Brook**  
**Medicine**



# CREATING A 'STEP BY STEP' COMMAND



**Before getting started:**



It is recommended to utilize the **'Step-by-Step Commands'** process in this PowerPoint if you already have auto texts in PowerChart and you want to transfer them over to DMO instead of having to re-type the auto text.

If you do NOT have any auto texts in PowerChart & don't plan on creating them, then use the DMO **'Make that an Auto Text'** feature to make new auto-texts (see Auto-text PowerPoint)

This process is the same whether you are using the DragonMic or Dragon Mobile (in the future)

- Click **'Manage Step by Step' Commands** in the DragonBar Menu
- Click the **'+'** at the bottom left to create a new Step by Step Command
- Fill out all red required fields indicated by the **\*** asterisk

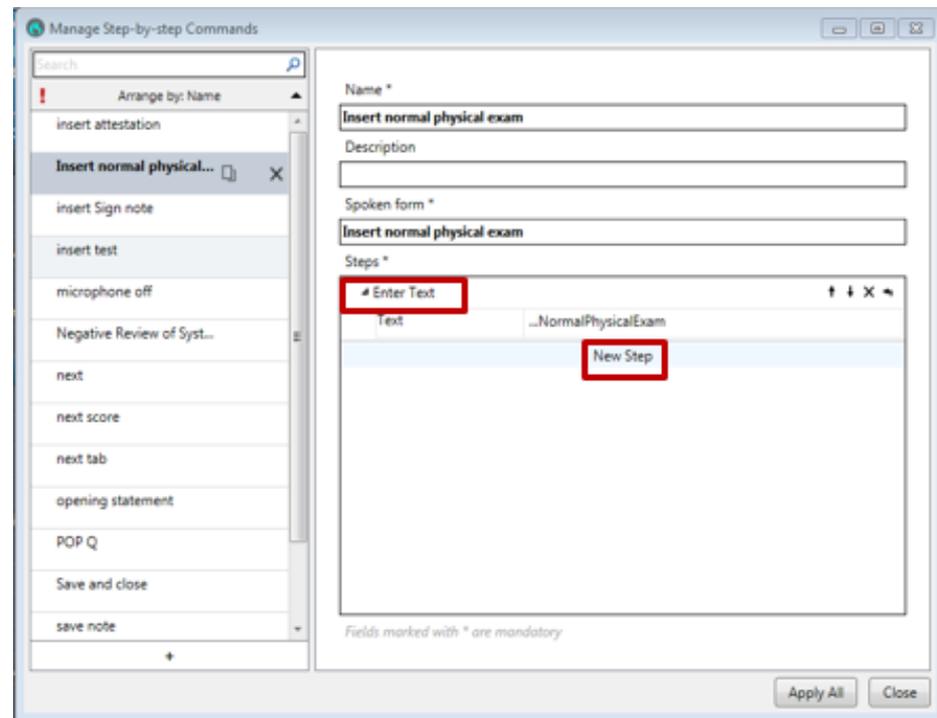


- Click in the **Name\*** field
- **Speak** or type (speaking recommended) the Command Name
- Remember to start the command with one of the trigger words ('My', 'Insert' etc. as discussed in **Command Tips**)
- Once you speak or type you will see the '**Spoken form\***' field begin to populate as well
- Fill in the **Description** field for further identification of the specific command
- Click '**New Step**'

The screenshot shows a software interface titled "Manage Step-by-step Commands". On the left is a list of commands, with "Insert normal physical..." selected. On the right is a form for editing a command. The "Name \*" field contains "Insert normal physical exam". The "Spoken form \*" field also contains "Insert normal physical exam". Below these is a "Steps \*" section with a "New Step" button. At the bottom right are "Apply All" and "Close" buttons. A note at the bottom of the form states "Fields marked with \* are mandatory".

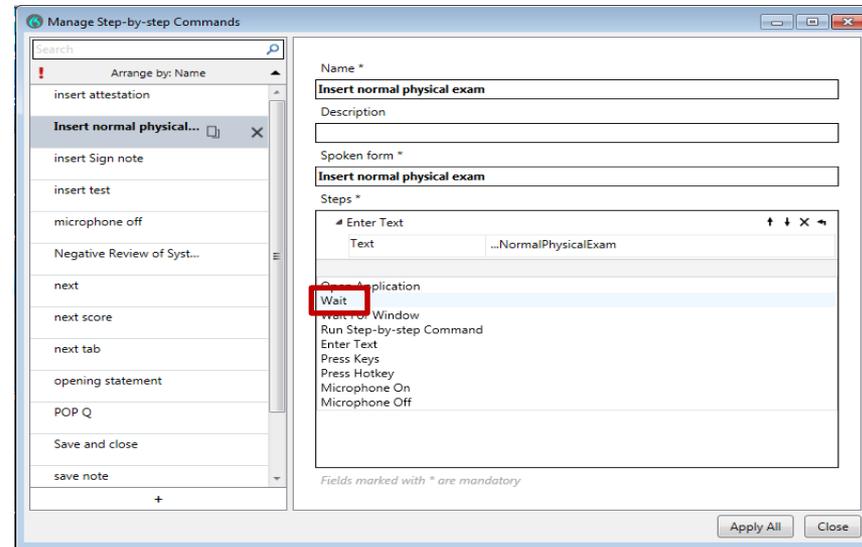


- Click **'Enter Text'**
- Type in your auto text exactly as it appears in PowerChart, ie, '...title' in the box to the right of the word 'Text' - ex. states '...NormalPhysicalExam'
- *\*NOTE: It is recommended to 'Copy & Paste' the auto text ' ... phrase' in the text field from PowerChart. If you are off by a letter, symbol or capital letter, it will **not work**.*
- Then, click **'New Step'**

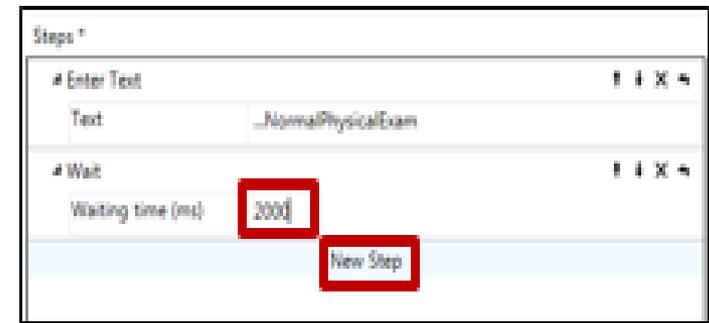




- Next, Click **Wait**  
(This is to set 'loading time' for your auto-text to appear)

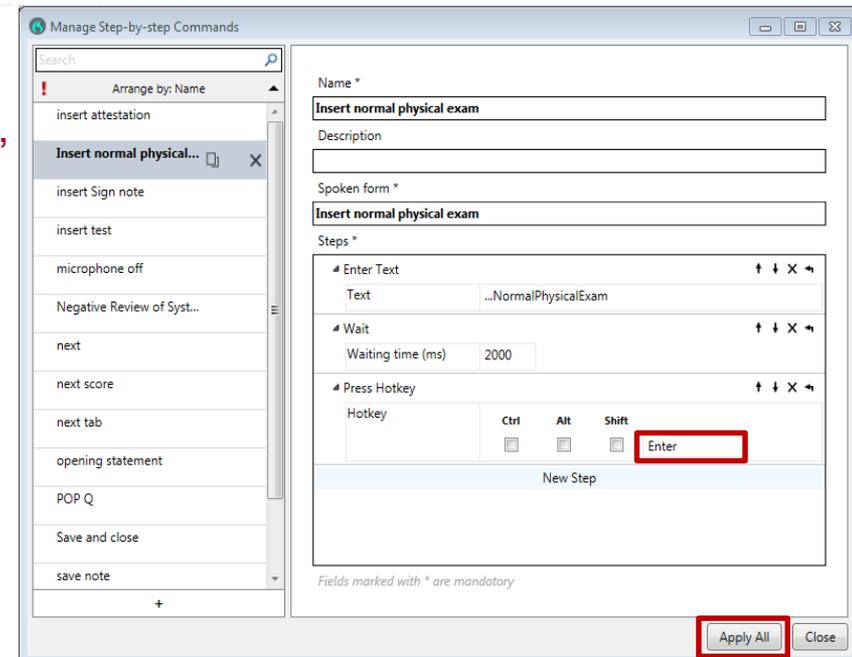
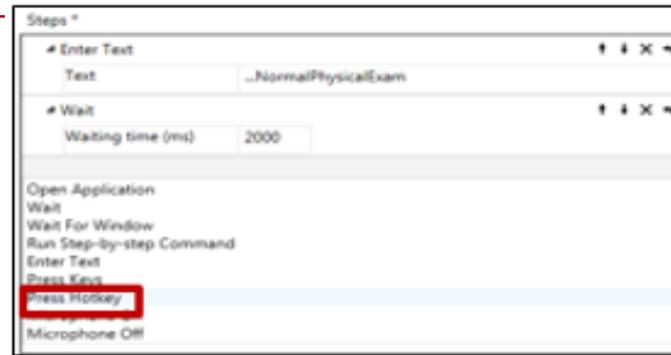


- Enter **2000** in '**Waiting time (ms)**' (milliseconds)
- If your '...phrase' is longer, ie, (...NormalPhysicalExamfornewpatients) a longer **Wait** time is required. You may want to use 3000ms or 4000ms for this type to allow the system time to type it all out.





- Then, Click **New Step**
- Click **Press Hotkey** from list
- Click in the blank text box next to 'Ctrl, Alt, Shift', and press the **Enter** key on keyboard. 'Enter' will display as seen on right
- Click **Apply All** to finish creating the Command





To make the rest of your auto-texts into commands, repeat the above process for 'Manage Step-by-Step Commands'

**\*NOTE:**

Benefits to converting auto-texts you created in PowerChart to 'Step by Step Commands' in DMO:

- These Auto-texts can be edited/updated in PowerChart & then will automatically be updated in Dragon DMO as your Step by Step Commands



## Command TIPS

Command names should be preceded by a **trigger or buzz word** to ensure the Command will execute particularly if a commonly dictated medical word or phrase is dictated in the name of the command.

### Trigger/ Buzz words:

- Insert
- My
- Launch
- Open

For example: instead of naming it 'Physical Exam', name it '**Insert Physical Exam**'

To execute the Command into a note, you will only say the 'Spoken Form' you have created

If you forget the name of the command, say '**Manage Commands**' to view the list of Commands you have created and what they all are called