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Dragon[®]

Medical Practice Edition 4

Nuance Management Console Guidelines for Distributors



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Dragon Medical Practice Edition

Nuance® Management Center.

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Guide overview

The *Nuance Management Center Administrator Guide* provides information on configuring and managing the Nuance Management Center (NMC) console. The guide also provides a checklist to help you with your initial NMC console setup.



Audience

This guide is intended for Dragon System Administrators who are responsible for managing centralized Dragon Medical Practice Edition installations using the Nuance Management Center (NMC) console.

Additional resources

The following resources are available in addition to this guide to help you manage your Dragon installation.

Documentation

Document	Description	Location
<i>Dragon Release Notes</i>	New Dragon features, system requirements, client upgrade instructions, and known issues.	Dragon client Help. Do the following: <ol style="list-style-type: none"> 1. When Dragon is open, click the Help icon () on the DragonBar, and then select Help Topics. 2. Click Get started. 3. Click Dragon release notes.
Dragon Professional Group Citrix Administrator Guide	Hardware, software, and network requirements for deploying Dragon Medical Practice Edition in a network of client computers that connect to a Citrix server to access published applications.	
Dragon Client Installation Guide	Instructions for installing and configuring Dragon clients.	Dragon Support web site
Dragon client Help	Commands and instructions for dictating, correcting, and more with the Dragon client.	When Dragon is open, click the Help icon () on the DragonBar, and then select Help Topics .

Training

Nuance provides several Dragon training offerings, like webinars, demos, and Nuance University online training courses. For more information, see the Dragon Support web site.

Support

The Dragon Support web site provides many resources to assist you with your Dragon installation, like forums and a searchable knowledgebase. For more information on Support offerings, see the Dragon Support web site at:

<https://www.nuance.com/support.html>

Chapter 1: Introduction

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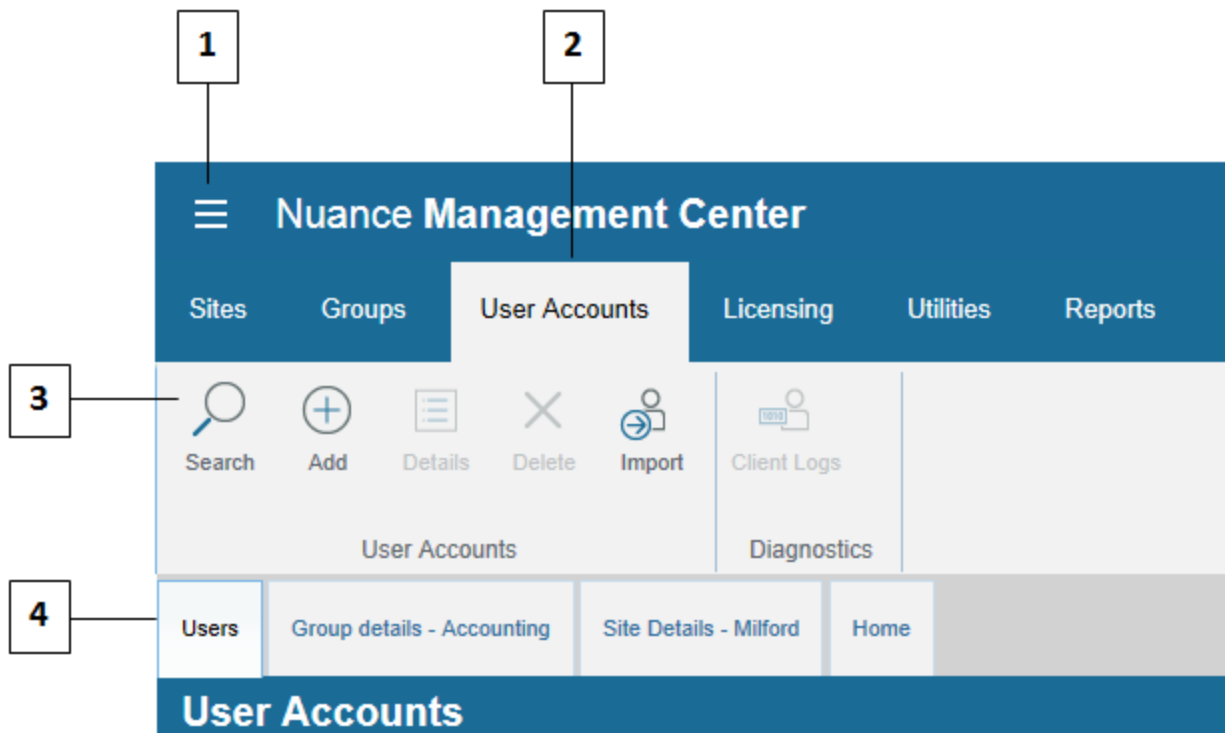
About the Nuance Management Center

Nuance Management Center allows administrators to manage all Dragon Medical Practice Edition clients from a single central console. The console, called the Nuance Management Center (NMC) console, allows you to do the following:

- Configure password settings at the Organization level.
- Centrally manage your Dragon product licensing

About the user interface

Main user interface components



1—NMC menu icon. Click to open the menu.

2—Ribbons. Top-level menu options.

3—Groups. Command groups within each ribbon.

4—Tabs. These open when you click a command in a command group, and remain open until you click **Cancel** or **Close** on each tab. You can also right-click a tab to close that tab, all tabs, or all tabs but the current selection. The **Home** tab always remains open.

The left navigation panel

The left of the NMC console screen shows a navigation panel that represents the current organization.



1—Organization. Click > to view the sites in the organization.

2—Site. Click > to view the groups in a site.

3—Group. Click a group to view the users in the group. User information (First name, Last name, Login ID, etc.) appears to the left of the navigation panel.

User interface navigation

There are different ways to navigate to pages in the NMC console. You can use any of the following navigation methods:

- **The Home tab**—Click the Home tab, and then click a link to a page from the appropriate group. The Home tab always remains open.
- **Ribbons**—Click a ribbon to expand it and select an option from a command group.
- **Right-click**—Right-click an object in a list to open a sub-menu. For example, right-click your organization on the Manage Organization page to view organization details, add a site, or add a group.
- **Navigation panel**—Select or expand an object to view object details or objects within the current object. For example, click > beside your organization on the Manage Organization page to view organization details, add a site, or add a group.

You can use whichever method is easiest for you. However, the procedures in this guide provide navigation instructions using the right-click method.

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Nuance Management Center (NMC) console overview

About your installation

Nuance-hosted

You use the Nuance-hosted NMC server in the cloud. A Nuance administrator performs your initial setup and creates the following objects for you:

- Your organization
- A default site
- The NMC Administration group
- An NMC Administrator user account and password

Nuance then sends you an email with your NMC console URL. You can rename the initial objects as appropriate for your business. You then create all remaining objects, like sites and groups, yourself.

You should also change the password for your NMC Administrator user account. For more information, see [“Changing your password” on page 9](#).

NMC console setup considerations

Consider the following before you begin creating objects and changing settings in your NMC console.

Setup item	Description	Additional information
Authentication type	<ul style="list-style-type: none"> • Native NMC—Users log in to the Dragon client using a login and password that you create when you create user accounts in the NMC console. 	
Naming conventions	<p>You'll need to determine naming conventions for the following objects and then create them in your NMC console:</p> <ul style="list-style-type: none"> • Sites • Groups • User accounts 	<p>“Working with sites” on page 18</p> <p>“Working with groups” on page 23</p> <p>“Working with user accounts” on page 30</p>

<input type="checkbox"/> Task	Reference
<input type="checkbox"/>	“Working with sites” on page 18
<input type="checkbox"/>	“Working with groups” on page 23
<input type="checkbox"/> <ul style="list-style-type: none"> • First and last name • Email address • User ID 	“Working with user accounts” on page 30

<input type="checkbox"/>	Task	Reference
	<ul style="list-style-type: none">• Initial password (user can change it later)• Groups to which the user should belong <p>You should also determine which users require administrator privileges.</p>	
<input type="checkbox"/>	Allocate user account licenses.	“Working with licenses” on page 37
<input type="checkbox"/>	Install Dragon clients on local workstations if they are not already installed.	<i>Dragon Client Installation Guide</i>
<input type="checkbox"/>	Configure clients for use with Nuance Management Center.	<i>Dragon Client Installation Guide</i>

Logging in and logging out

Nuance provides you with an initial NMC Administrator login and password. You should change the password after your initial login.

Logging in

1. Open your browser.
2. Specify the NMC console URL, and then press **Enter**.

The NMC console login page appears.

3. Provide your username and password.
4. Click **Login**.


The NMC console appears.

Logging out

Click the NMC menu icon () and then select **Log Out**.

Changing your password

You can change your NMC console user account password at any time. This topic describes changing your own user account password. To change a password for another user, see [“Changing user account passwords” on page 32](#).

1. Click the NMC menu button () and then select **Change password**.
The Change Password dialog box appears.
2. Specify your old password and new password.
3. Re-enter your new password.
4. Click **OK**.

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About Organizations

An organization represents your company in its entirety. It is the highest level in your business structure. Under your organization, you create:

- Sites
- Groups
- User accounts

Viewing Organizations

Viewing an organization

In the **Sites** ribbon, click **Organization Overview**.

The Manage Organization page opens. Your organization is at the top, with all sites underneath it.

Viewing organization details

From the Manage Organizations page, right-click an organization, and then select **Organization details**.

The Organization Details page appears.

Managing organizations

Changing organization information

To change general organization information:

1. View an organization.
The Manage Organization page appears.
For more information, see [“Viewing Organizations” on page 12](#).
2. View organization details.
The Organization Details page appears.
For more information, see [“Viewing Organizations” on page 12](#).
3. Edit the information as necessary.
For field descriptions, see [“Organization Details—General tab” on page 40](#).
4. Click **Save**.

To change the address:

1. View an organization.
The Manage Organization page appears.
For more information, see [“Viewing Organizations” on page 12](#).
2. View organization details.
The Organization Details page appears.
For more information, see [“Viewing Organizations” on page 12](#).
3. Click the Address tab.
4. Edit the information as necessary.
For field descriptions, see [“Organization Details—Address tab” on page 40](#).
5. Click **Save**.

Managing password settings

You should determine a password policy for your organization by selecting from password requirements. Establishing a password policy ensures that users create strong, secure passwords.

To change password settings:

1. View an organization.
The Manage Organization page appears.
For more information, see [“Viewing Organizations” on page 12](#).
2. View organization details.
The Organization Details page appears.
For more information, see [“Viewing Organizations” on page 12](#).
3. Click the Products tab.

4. Expand the **Password Settings** drop-down list.
5. Select the appropriate password settings.

For field descriptions, see [“Organization Details—Products tab”](#) on page 40.

6. Click **Save**.

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About sites

A site is a physical location, such as an office or data center, within your organization. Sites help you define the structure of your organization. Depending on your needs, you may require several sites, or just one.

Viewing sites

If you are using the Nuance-hosted NMC server in the cloud, Nuance creates your initial site (Default) for you. You can rename this site, and create additional sites yourself.

Viewing a site

1. View an organization.

The Manage Organization page appears. Your organization is at the top, with all sites underneath it.

For more information, see [“Viewing Organizations” on page 12](#).

2. Do one of the following:

- Click a site to view all users in it.
- Enter a specific site name in the Search bar at the top of the list, and then click **Search**.

Viewing site details

Right-click a site, and then select **Details**.

Working with sites

Adding sites

1. View an organization.

The Manage Organization page appears. Your organization is at the top, with all sites underneath it.

For more information, see [“Viewing Organizations” on page 12](#).

2. Right-click your organization, and then select **Add Site**.

The Site page appears.

3. Add information as necessary.

For field descriptions, see [“Site page” on page 43](#).

4. Click **Save**.

Deleting sites

To delete a site, you must first delete or move all groups in the site. You can delete sites only when they are empty.

1. View an organization.

The Manage Organization page appears. Your organization is at the top, with all sites underneath it.

For more information, see [“Viewing Organizations” on page 12](#).

2. Right-click a site, and then select **Delete**.

The Delete Site dialog box opens.

3. Click **Yes**.

Managing sites

Changing site information

To change general site information:

1. View an organization.

The Manage Organization page appears. Your organization is at the top, with all sites underneath it.

For more information, see [“Viewing Organizations” on page 12](#).

2. Right-click a site under your organization, and then select **Details**.

The Site page appears. The General tab is selected by default.

3. Edit the information as necessary.

For field descriptions, see [“Site—General tab” on page 43](#).

4. Click **Save**.

To change the address:

1. View an organization.

The Manage Organization page appears. Your organization is at the top, with all sites underneath it.

For more information, see [“Viewing Organizations” on page 12](#).

2. Right-click a site under your organization, and then select **Details**.

The Site page appears. The General tab is selected by default.

3. Click the Address tab.

4. Edit the information as necessary.

For field descriptions, see [“Site—Address tab” on page 43](#).

5. Click **Save**.

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About groups

A group is a set of similar users within a site. For example, a group could consist of users in one department, or users with similar roles. All users in a group share the same permissions, grants, and default Dragon client settings.

Viewing groups

If you are using the Nuance-hosted NMC server in the cloud, Nuance creates your initial group (NMC Administrators) for you. You can rename this group, and create additional groups yourself.

Viewing all groups

Use these procedures to view an alphabetical list of all groups.

1. In the Groups ribbon, click **Search**.
The Groups page appears.
2. Do one of the following:
 - Specify search criteria, and then click **Search** to find a specific group.
 - Leave search criteria blank and then click **Search** to see all groups.

Viewing groups by site

Use these procedures to view all groups in each site.

1. View an organization.
The Manage Organization page appears. Your organization is at the top, with all sites underneath it.
For more information, see [“Viewing Organizations” on page 12](#).
2. In the site list, click the triangle (▸) next to a site to view its groups.

Viewing group details

Right-click a group, and then select **Details**.

Working with groups

Adding groups

Do one of the following:

1. In the Groups ribbon, click **Add**.
The Add Group dialog box opens.
2. Select a role for the users in the group.
3. If this is an NMC Administrator group, select a group in the **Base new group on this existing group** drop-down list.
4. Click **OK**.
The Group Details page appears.
5. Specify a group name.
6. Select the site in which to create the group.
7. Add remaining information as necessary.
For field descriptions, see [“Group Details page” on page 44](#).
8. Click **Save**.

Or

1. View an organization.
The Manage Organization page appears. Your organization is at the top, with all sites underneath it.
2. Right-click a site, and then select **Add Group**.
The Add Group dialog box opens.
3. Select a role for the users in the group.
4. If this is an NMC Administrator group, select a group in the **Base new group on this existing group** drop-down list.
5. Click **OK**.
The Group Details page appears.
6. Specify a group name.
7. Select the site in which to create the group.
8. Add remaining information as necessary.
For field descriptions, see [“Group Details page” on page 44](#).
9. Click **Save**.

Copying groups

1. View a group.
For more information, see [“Viewing groups” on page 22](#).
2. Right-click a group, and then select **Copy**.
The Group Details page appears.

3. Specify a name for the new group.
4. Select the site to which you want to copy this group from the Sites drop-down list.
5. Add remaining information as necessary.
For field descriptions, see [“Group Details page” on page 44](#).
6. Click **Save**.

Deleting groups

To delete a group, you must first move or delete all user accounts from the group. You can delete groups only when they are empty.

1. View a group.
For more information, see [“Viewing groups” on page 22](#).
2. Right-click a group, and then select **Delete**.
The Delete Group dialog box opens.
3. Click **Yes**.

Managing groups

Changing group details

1. View a group.
For more information, see [“Viewing groups” on page 22](#).
2. Right-click a group, and then select **Details**.
The Group Details page appears. The Details tab is selected by default.
3. Edit the information as necessary.
For field descriptions, see [“Group Details—Details tab” on page 44](#).
4. Click **Save**.

Adding user accounts to a group

1. View a group.
For more information, see [“Viewing groups” on page 22](#).
2. Right-click a group, and then select **Details**.
The Group Details page appears. The Details tab is selected by default.
3. Click the Members tab.
4. Click the **Add/Remove** button.
The Group Members page appears.
5. Select the check box next to the user accounts that you want to include in the group.
6. Click **Save**.

Removing user accounts from a group

1. View a group.
For more information, see [“Viewing groups” on page 22](#).
2. Right-click a group, and then select **Details**.
The Group Details page appears. The Details tab is selected by default.
3. Click the Members tab.
4. Click the **Add/Remove** button.
The Group Members page appears.
5. De-select the check box next to the user accounts that you want to remove from the group.
6. Click **Save**.



Configuring group security

To add group grants:

1. View a group.
For more information, see [“Viewing groups” on page 22](#).

2. Right-click a group, and then select **Details**.
The Group Details page appears. The Details tab is selected by default.
3. Click the Grants tab.
4. Click the **Add** button.
The Add Group Grants dialog box opens.
5. Select the Object Type, Grant, and Object to which you're applying the grant.
For field descriptions, see [“Group Details—Grants tab” on page 44](#).
6. Click **Add**.

To revoke grants:

1. View a group.
For more information, see [“Viewing groups” on page 22](#).
2. Right-click a group, and then select **Details**.
The Group Details page appears. The Details tab is selected by default.
3. Click the Grants tab.
4. Locate the grant that you want to revoke, and hover over it.
An  appears in the last column.
5. Click the  to revoke the grant.

Changing PowerMic settings

1. View a group.
For more information, see [Viewing groups](#).
2. Right-click a group, and then select **Details**.
The Group Details page appears. The Details tab is selected by default.
3. Click the product tab for your product.
For example, Dragon Professional or Network Edition US.
4. Expand the PowerMic section.
5. Modify the drop-down selections as necessary.
For field descriptions, see [“Group Details page” on page 44](#).
6. Click **Save**.

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About user accounts

You create one user account for each NMC administrator and Dragon Medical Practice Edition user. You create user accounts to allow NMC administrators to log in to the NMC console, and to allow Dragon users to log in to the Dragon client.

After you create user accounts, you then assign them to groups. You must also assign one or more licenses to each user account to allow them to access different Nuance products.

Viewing user accounts

Viewing all user accounts

1. In the User Accounts ribbon, click **Search**.
The User Accounts page appears.
2. Do one of the following:
 - Specify search criteria, and then click **Search** to view specific user accounts.
 - Leave search criteria blank and then click **Search** to see all user accounts.

Viewing all user accounts in a group

1. View a group.
For more information, see [“Viewing groups” on page 22](#).
2. View group details.
For more information, see [“Viewing groups” on page 22](#).
3. Click the Members tab.
All user accounts in the group are displayed.

Viewing all user accounts in a site

1. View your organization.
The Manage Organization page appears. Your organization is at the top, with all sites underneath it.
For more information, see [“Viewing Organizations” on page 12](#).
2. Click a site.
All user accounts in all groups for that site appear.

Working with user accounts

Adding new user accounts

Do one of the following:

1. In the User Accounts ribbon, click **Add**.
The User Account Details page appears.
2. Specify the user's first name, last name, and login.
3. Add remaining information as necessary.
For field descriptions, see ["User Account Details page" on page 46](#).
4. Click **Save**.

Or

1. View a group by site.
The Manage Organization page appears.
For more information, see ["Viewing groups" on page 22](#).
2. Right-click the group, and then select **Add User Account**.
The User Account Details page appears.
3. Specify the user's first name, last name, and login.
4. Add remaining information as necessary.
For field descriptions, see ["User Account Details page" on page 46](#).
5. Click **Save**.

Deleting user accounts

When you delete user accounts, any licenses granted to those users then become available for other users.

Do one of the following:

1. View all user accounts.
The User Accounts page appears.
For more information, see ["Viewing user accounts" on page 29](#).
2. Right-click a user, and then select **Delete User Account**.
A confirmation dialog box appears.
3. Click **Yes**.

Or

1. View user accounts by site.
The Manage Organization page appears.
For more information, see ["Viewing user accounts" on page 29](#).
2. Right-click a user account in a group, and then select **Delete**.

A confirmation dialog box appears.


3. Click **Yes**.

Importing user accounts

You can also create new user accounts by importing them from a comma-delimited file or from an XML file. All users you import are then assigned the same license types and group memberships. You should create separate files for users who require different license types or group memberships.

For information on creating a comma-delimited text (.txt) file or an XML (.xml) file, see [“Creating comma-delimited files for user account import” on page 49](#) and [“Creating XML files for user account import” on page 50](#).

When you have created your import files, do the following:

1. In the User Accounts ribbon, click **Import**.
The Import Users dialog box opens.
2. Click **Browse**.
The Choose File to Upload dialog box appears.
3. Locate your import file (.txt or .xml).
4. Select the file, and then click **Open**.
5. Click **Next**.
6. Assign the imported user accounts to a group:
 1. Select a site in the **Site filter** drop-down list.
The groups within the selected site appear in the **Available Groups** list.
 2. Select a group, and then click the arrow button () to add it to the **Selected Groups** list.
The new user becomes a member of any groups in the **Selected Groups** list.
 3. Click **Next**.
7. Select one or more license types to assign to the user accounts.
8. Click **Next**.
9. Click **Next** again to begin the import.
10. Click **Next** when the import completes to view results.
11. Review the results for each user. An error may occur if:
 - The user's login already exists.
12. Click **Finish**.
The Import Users dialog closes.

Managing user accounts

Changing user account details

1. View a user account.
The User Accounts page appears.
For more information, see [“Viewing user accounts” on page 29](#).
2. Right-click a user account, and then select **User Account Details**.
The User Account Details page appears. The Details tab is selected by default.
3. Edit the information as necessary.
For field descriptions, see [“User Account Details—Details tab” on page 46](#).
4. Click **Save**.

Changing user account passwords

You can change user account passwords from the NMC console. Users can also change their own passwords when they're logged in to Dragon.


1. View a user account.
The User Accounts page appears.
For more information, see [“Viewing user accounts” on page 29](#).
2. Right-click a user account, and then select **User Account Details**.
The User Account Details page appears. The Details tab is selected by default.
3. Click **Change Password**.
The Change Password dialog box opens.
4. Specify the new password in the New password and Confirm password fields.
5. Click **OK**.

Changing user account address information


1. View a user account.
The User Accounts page appears.
For more information, see [“Viewing user accounts” on page 29](#).
2. Right-click a user account, and then select **User Account Details**.
The User Account Details page appears. The Details tab is selected by default.
3. Click the Address tab.
4. Edit the information as necessary.
For field information, see [“User Account Details—Address tab” on page 47](#).
5. Click **Save**.

Changing user account group membership

To assign user accounts to groups:

1. View a user account.
The User Accounts page appears.
For more information, see [“Viewing user accounts” on page 29](#).
2. Right-click a user account, and then select **User Account Details**.
The User Account Details page appears. The Details tab is selected by default.
3. Click the Group Memberships tab.
4. Select a site from the **Site filter** drop-down list.
5. Select a group in the Available Groups table, and then click the right arrow ().
The group moves to the Selected Groups table.
6. Click **Save**.

To unassign user accounts from groups:

1. View a user account.
The User Accounts page appears.
For more information, see [“Viewing user accounts” on page 29](#).
2. Right-click a user account, and then select **User Account Details**.
The User Account Details page appears. The Details tab is selected by default.
3. Click the Group Memberships tab.
4. Select a site from the **Site filter** drop-down list.
5. Select a group in the Selected Groups table, and then click the left arrow ().
The group moves to the Available Groups table.
6. Click **Save**.

Configuring user account messaging options

1. View a user account.
The User Accounts page appears.
For more information, see [“Viewing user accounts” on page 29](#).
2. Right-click a user account, and then select **User Account Details**.
The User Account Details page appears. The Details tab is selected by default.
3. Click the Messaging tab.
4. Edit the information as necessary.
For field descriptions, see [“User Account Details page” on page 46](#).
5. Click **Save**.

Chapter 7: Licenses

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About licenses

Your organization purchases a specific number of licenses for each Nuance product you use. For example, if you're using Dragon Medical Practice Edition, you purchase one license for each user who dictates with Dragon Medical Practice Edition, and one license for each administrator who requires access to the NMC console. You then assign or revoke the licenses in the NMC console.

To purchase additional licenses, contact your Nuance account representative.

Viewing licenses

Viewing licenses

1. In the **Licensing** ribbon, click **View Licenses**.
The License Summary page appears.
2. Do one of the following:
 - Select License type All and then click **Search** to view all license types.
 - Select a specific license type from the drop-down list and then click **Search**.The License Summary page appears.

Viewing licensed user accounts

1. In the **Licensing** ribbon, click **View Licenses**.
The License Summary page appears.
2. Do one of the following:
 - Select License type All and then click **Search** to view all license types.
 - Select a specific license type from the drop-down list and then click **Search**.The License Summary page appears.
3. Right-click a license, and then select **List Licensed User Accounts**.
The Licensed User Accounts page appears.

Working with licenses

Importing license keys


When you purchase licenses:

- **If you are using an on-premise NMC server (hosted by you):**
Nuance sends you an email with a license key. You must import this key to make your licenses available for allocation in the NMC console.
 - **If you are using the NMC server hosted by Nuance:**
The fulfillment team uploads the licenses to your organizational account in the NMC console.
1. In the Licensing ribbon, click **Import License Key**.
The Import License Key dialog box appears.
 2. Copy and paste the encrypted license key from your email into the License Key field.
 3. **Click Show Information.**
The server decrypts and validates your license key.
 4. Click **Import**.
Nuance Management Center imports your license key.

Allocating licenses

When you create new user accounts, you must grant a license to the user. Similarly, when a user leaves your organization, you should revoke the user's license to make it available for re-allocation.

To grant licenses:

1. In the Licensing ribbon, click **View Licenses**.
2. Do one of the following:
 - Select License type All and then click **Search** to view all license types.
 - Select a specific license type from the drop-down list and then click **Search**.The License Summary page appears.
3. Right-click a license type in the list, and then select **Grant Licenses**.
The Grant License page appears.
4. Optionally search for a specific user by specifying a last name, group name, or site name, and then clicking Search.
5. Select a user in the Available Users list, and then click the right arrow button ().
The user moves to the Selected Users list.
6. Click **OK**.

To revoke licenses:

1. In the Licensing ribbon, click **View Licenses**.
2. Do one of the following:


- Select License type All and then click **Search** to view all license types.
- Select a specific license type from the drop-down list and then click **Search**.

The License Summary page appears.

3. Right-click a license type in the list, and then select **Revoke Licenses**.

The Grant License page appears.

4. Optionally specify a user's last name, a group name, or a site name, and then click **Search**.

5. Select a user from the Selected Users list, and then click the left arrow button ().

The user moves to the Available Users list.

6. Click **OK**.

Deleting licenses

You can delete licenses to end a subscription or to remove an expired license from the NMC console.

Warning: Deleting a license permanently removes it from Nuance Management Center. You cannot undo this action.

1. In the Licensing ribbon, click **View Licenses**.
2. Do one of the following:
 - Select License type All and then click **Search** to view all license types.
 - Select a specific license type from the drop-down list and then click **Search**.

The License Summary page appears.

3. Right-click a license, and then select **Delete Licenses**.

A confirmation dialog box appears.

4. Type DELETE in the text box, and then click **OK**.

Chapter 8: Field descriptions

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Organization Details page

The following sections describe the fields on the Organization Details page tabs.

To access this page, see [“Viewing Organizations” on page 12](#).

Organization Details—General tab

The following table describes the fields on the General tab.

Field	Description
Organization name	Name of your organization. If you are using the Nuance-hosted cloud NMC server, Nuance creates this name for you.
Contact name	Name of the person in your organization who is the main contact for all Nuance communication.
Email	Email address for the contact name.
Organization ID	Number automatically generated and assigned by Nuance.
Date created	Date your organization was created.
Disable authentication for all users	If selected, disables your organization without deleting it. Users in your organization cannot log in to the Dragon Medical Practice Edition client. If deselected, users can log in to the Dragon Medical Practice Edition client.

Organization Details—Address tab

The following table describes the fields on the Address tab.

Field	Description
Street 1, Street 2, Street 3	Street address for your organization's headquarters.
City	City in which your organization's headquarters is located.
State	State in which your organization's headquarters is located.
Zip	Postal code for your organization's headquarters.
Country	Country in which your organization's headquarters is located.

Organization Details—Products tab

The following table describes the fields on the Products tab.

For information on managing your password settings, see [“Managing password settings” on page 13](#).

Field	Description
Products—General tab	
The following settings apply to users logging in to the NMC console.	
NMC inactivity timeout in <i>n</i>	Number of minutes after which the NMC console logs out inactive users automatically.

Field	Description
minutes	
Password history - remember last n passwords	The number of unique new passwords that must be associated with a user account before a user can reuse an older password. Possible values: 0-24
Maximum password age - password will expire in n days	Number of days after which user account passwords expire and must be changed. Possible values: 1-999, or 0 to indicate passwords don't expire
Minimum password age - password can be changed in n days	Number of days after which users can change their passwords. Must be less than the Maximum password age value, unless that value is 0. Possible values: 1-998, or 0 to indicate passwords can change any time
Minimum password length - n characters	Least number of characters that a user account password can contain. Possible values: 1-14, or 0 to indicate no minimum required
Reset password link expires in n hours	Number of hours after which the link sent to users to reset their password is no longer valid. Users must then click Forgot Password again on the Nuance Management Center login page to receive another email and link. Applies only to users logging in to the NMC console. Default value: 2 hours Possible values: 1-8, or 1 to indicate the link doesn't expire
User will be locked out after n number of failed login attempts	Number of failed login attempts after which users are locked out of . Users must then contact an NMC Administrator to reset their password, or attempt login again after the lockout duration has passed.
Password lockout duration - n minutes	Number of minutes for which users are locked out of Nuance Management Center when the maximum number of failed login attempts is reached.
Password must meet complexity requirements	If selected, when users change their passwords in the NMC console and in the Dragon Medical Practice Edition client, their new passwords must meet the following complexity requirements: <ul style="list-style-type: none"> • Cannot contain the username • Cannot contain more than two consecutive characters in the username. • Is at least 6 characters in length, if the minimum password length is not set. • Contains characters from at least three of the following categories: <ul style="list-style-type: none"> • Uppercase characters (A-Z) • Lowercase characters (a-z) • Numbers (0-9)

Field	Description
	<ul style="list-style-type: none"><li data-bbox="609 205 1214 237">• Non-alphabetic characters (for example, !, \$, #, %)

Site page

The following sections describe the fields on the Site page tabs.

To access this page, see [“Viewing sites” on page 17](#).

Site—General tab

The following table describes the fields on the General tab.

Field	Description
Organization	Name of the organization associated with this site. This field is read-only.
NPI	National Provider Identifier. Not applicable for Dragon Medical Practice Edition.
ID	Unique site ID that Nuance Management Center generates automatically when you create the site. You can optionally edit this value. REQUIRED
Name	Site name. REQUIRED
System site ID	Unique system site ID.
Groups	Groups assigned to this site. This field is read-only.

Site—Address tab

The following table describes the fields on the Address tab.

Field	Description
Street 1, Street 2, Street 3	Street address for this site.
City	City where this site is located.
State	State where this site is located.
Zip	Postal code for this site.
Country	Country in which this site is located.

Group Details page

The following sections describe the fields on the Group Details page tabs.

To access this page, see [“Viewing groups” on page 22](#).

Group Details—Details tab

The following table describes the fields on the Details tab.

Field	Description
Group name	Name for this group.
Organization	Prepopulated with the name of your organization. This field is read-only.
Sites	Site to which the group belongs.
Role	Role to which all users in this group are assigned.
Privileges	Privileges that all users in this group are assigned. Select and deselect the appropriate privileges, or click one of the following: <ul style="list-style-type: none"> • Select all to select all privileges • Clear all to deselect all privileges

Group Details—Members tab

The following table describes the columns on the Members tab.

For information on managing your group members, see [“Managing groups” on page 25](#).

Field	Description
Last name	User's last name.
First name	User's first name.
Location	User's location.
Department	User's department.
Add/Remove	Click to add or remove user accounts from this group.

Group Details—Security tab

The following table describes the columns on the Security tab.

For information on managing your group privileges, see [“Configuring group security” on page 25](#).

Field	Description
Grant	Grant assigned to this group.
Principle	Principle assigned to this group.

Group Details—Grants tab

The following table describes the columns on the Grants tab.

For information on managing your group grants, see [“Configuring group security” on page 25](#)

Field	Description
Action	The status when a grant is added or deleted.
Add	Opens a page where you can add a grant.

User Account Details page

The following sections describe the fields on the User Account Details page tabs.

To access this page, see [“Viewing user accounts” on page 29](#).

User Account Details—Details tab

The following table describes the fields on the Details tab.

Field	Description
Organization	Organization to which the user belongs. This field is read-only.
NPI	National Provider Identifier. This field is not applicable for Dragon Medical Practice Edition.
First name, Last name, Middle name	User's first, middle, and last name.
Title	User's title.
Login	User's unique login.
Change Password	Click to change the user's password.
Primary email address	User's primary email address.
User must change password on next login	If selected, Nuance Management Center prompts this user to change his or her password when he or she next logs in. If deselected, this user can continue using his or her password. Default value: Deselected
Department	Department to which this user belongs.
Disable authentication	If selected, prevents this user from logging in to the Dragon client. This is helpful when users leave your organization. If deselected, this user can continue logging in to the Dragon client. Default value: Deselected
Location	User's location.

User Account Details—Specialty tab

The following table describes the fields on the Specialty tab.

Field	Description
Primary specialty	Not applicable to Dragon Medical Practice Edition.
Secondary specialty	Not applicable to Dragon Medical Practice Edition.
Primary sub-specialty	Not applicable to Dragon Medical Practice Edition.
Secondary sub-specialty	Not applicable to Dragon Medical Practice Edition.

Field	Description
User type	Select only from the following options to indicate this user's type: <ul style="list-style-type: none"> • User • NMC Administrator
System specialty	Not applicable to Dragon Medical Practice Edition.

User Account Details—Address tab

The following table describes the fields on the Address tab.

Field	Description
Address 1, Address 2, Address 3	User's address.
City	User's city of residence.
State	User's state of residence.
Zip	User's postal code.
Country	User's country of residence.

User Account Details—Group Memberships tab

The following table describes the fields on the Group Memberships tab.

For information on managing group memberships, see [“Managing user accounts” on page 32](#).

Field	Description
Site filter	Site to which this user's group is assigned.

Appendix A:

Creating comma-delimited files for user account import

To import users using a comma-delimited text file (.txt), include the following fields in a .txt document, each separated by a comma.

Field	Required?	Maximum character length
First name	Yes	50
Last name	Yes	50
Login ID	Yes	30
Password	No	30

Note: If you do not include a password, you must include a comma after the login ID. This tells the NMC console to expect a blank field.

Example:

```
Ana, Moreno, amoreno, pwd124  
Kayla, Reilly, kreilly, kbr875  
Tim, Chan, tchan, tsc819
```

Creating XML files for user account import

To import more data with your users, create an xml file. Format your XML file as follows:

```
<?xml version="1.0" ...?>
<Users xmlns="http://nuance.com/NAS/UserImport">
  <User
    FirstName="First"
    LastName="Last"
    LoginId="login"
    Password="">
  </User>
</Users>
```

You can include the fields in the table below for each user. If the field is not required, you can omit it from your file.

Field	Required?	Syntax	Character length
First name	Yes	FirstName="First name"	1-50
Last name	Yes	LastName="Last name"	1-50
Middle name	No	MiddleName="Middle name"	50 maximum
Prefix	No	Prefix="Prefix"	10 maximum
Login ID	Yes	LoginId="Login"	3-30
Password	Yes	Password="Password"	30 maximum
Location	No	Location="User Location"	50 maximum
Department	No	Department="Department"	50 maximum
Email address	No	EmailAddress="user@example.com"	50 maximum
Street address 1	No	Street1="Street address"	60 maximum
Street address 2	No	Street2="Street address continued"	60 maximum
Street address 3	No	Street3="Street address continued"	60 maximum
City	No	City="City"	40 maximum
State	No	State="State"	5 maximum
Zip code	No	ZipCode="12345"	20 maximum

Note: While the Password field is required, you can choose not to assign a password to a user by leaving the field blank (Password="")

Example:

```
<?xml version="1.0" encoding="utf-8"?>
<Users xmlns="http://nuance.com/NAS/UserImport">
```

```
<User
  FirstName="Laura"
  MiddleName="K"
  LastName="Herrera"
  LoginId="lherrera"
  Password="">
<User
  FirstName="Arthur"
  LastName="Li"
  LoginId="ali"
  Password="li135"
  State="CA"
  Department="Finance">
<User
  FirstName="Sophia"
  LastName="Huber"
  LoginId="shuber"
  Password="pwd1"
  Street1="500 Oak Ave."
  City="Boston"
  State="MA"
  ZipCode="02108">
</Users>
```