eScription One InCommand SSO Maintenance for Transcriptionists
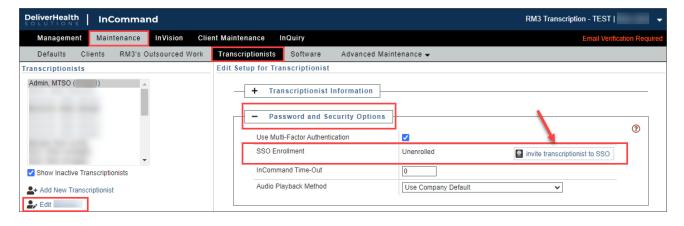## Release Notes

What's New?

DeliverHealth is pleased to announce the release of an InCommand update, allowing SSO invitations to be sent and revoked for individual transcriptionist profiles, as well as unenroll profiles from SSO. This functionality is useful when a new transcriptionist profile is added or if SSO is no longer needed.

SSO Invitation

Provided the transcription company has a valid tenant, InCommand users with the proper access can invite additional transcriptionists to use Single Sign-on (SSO) to log into InCommand and InScribe. Contact the support team for assistance with the initial SSO setup.

To invite a transcriptionist, navigate to Maintenance > Transcriptionists, select the profile from the Transcriptionists list and click **Edit <transcriptionist username>**. Expand the Password and Security Options section. Click the **invite transcriptionist to SSO** button to send an invitation to the email address of the transcriptionist profile.

Note: Invitations are valid for 3 days and need to be resent if the transcriptionist has not accepted.

Revoke SSO Invitation

If an SSO invitation has been sent and not accepted, the invitation can be revoked. Click the **revoke SSO invite** button in the transcriptionist profile. If the transcriptionist later accepts the invite from the email, SSO enrollment will no longer be valid.

If an invitation needs to be resent, the **revoke SSO invite** button will change to **invite transcriptionist to SSO**, allowing a new invitation to be sent.

Unenroll From SSO

If SSO is no longer needed, click **unenroll transcriptionist from SSO**. This will revert the profile to the traditional log in process using username, password, and company code. The transcriptionist can be invited again by following the invitation process.

SSO Enrollment Status

The SSO Enrollment section of the transcriptionist profile will display the transcriptionist's SSO status. If the transcriptionist has not been invited to use SSO, an invitation is pending acceptance, or SSO has been revoked, "Unenrolled" will be displayed. If the transcriptionist has accepted an SSO invitation, the acceptance date and time will be displayed.

Note: if the transcriptionist was bulk loaded no date/time stamp will appear; the status will be "Enrolled in SSO"

Edit Setup for Transcriptionist

+ **Transcriptionist Information**		
– **Password and Security Options**		⑦
Use Multi-Factor Authentication	☑	
SSO Enrollment	✔ SSO invite accepted: 8/10/2023 1:31:38 PM	⚡unenroll transcriptionist from SSO
InCommand Time-Out	0	
Audio Playback Method	Use Company Default ⌄	

Application Requirements

– Operating system: Windows 10 or Higher

– Web Browser: Chrome, Edge, Firefox

– RAM: 1 GB or higher

– Hard Drive Free Space: 1 GB or higher

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