

# TransZip Transcription FTP service

## Installation Procedure

Login to your NT workstation/server as administrator. If you have a previous version of TransFTP on your machine, uninstall it and reboot the machine. Install TransFtp from <http://www.ilinknet.com/TrFtp> website.

Run “Open command Window” from the TransFtp menu. Open createTrFTP.cmd file using notepad, verify the directory names. If you want the TransFTP directory on a different drive, only change TZ\_DIR field.

Run createTrFtp.cmd <user/password>

This user/password information would have been sent to you through email.

The above command will create a NT service on your NT workstation, namely “TransZip FTP (TransFtp)”. You can start this service from control panel | services menu. If this NT workstation is connected to Internet using leased line, then you can leave it on all the time. However, if you connect using dialup, set the service startup mode as manual and start /stop only when you are connected to your ISP. Check out the C:\TransFTP\log directory for the log file.

## Usage

After Physicians finish dictation, the TransFtp will download the wave file and dump it into C:\TransFTP\InComingWaveFiles directory. You can pick it up from there for doing the transcriptions. After the transcription is done, copy the doc files to C:\TransFTP\OutGoingDocFiles directory. Once the doc files are ready for uploading, schedule the files from the menu. This will create the .end file for each doc file.

The wav/doc have a very fixed naming convention. Any departure from this naming standard will result in rejection of the file.

A typical wave file would be named PA1001AT000423113456.wav, the corresponding doc should be named PA1001AT000423113456.doc. Sometimes, some doctors mistakenly dictate multiple patients into a single wave file. In such cases the doc file should be named as PA1001AT000423113456\_001.doc, PA1001AT000423113456\_002.doc, etc. Additional to transcriptions, you can add a daily report for each doctor, which should be named as PA1001AT000423REPORT.doc

The composition of filename is as follows:

- The first two characters represent the organization. PA is the id used for individual doctor accounts. In case of organizational accounts, this id could be different.
- The next four characters represent the physician id for the doctor. It will be used by the doctor to dictate, and also to download the doc files.
- The next two characters represent the transcription types. The default type is AT, which is used by all individual doctors. The organizational users can specify different types of transcriptions.
- The remaining twelve characters represent 2 digit century, month, day, hour, minute and seconds.

In every transcription word document, the word property field “Title” should be set to the patient name. This will help the TransViewer program to retrieve the patient name and show it in the transcription list instead of the not so obvious file name.