



Interlink Network Systems, Inc.

TransZip TransViewer

User Manual

Table Of Contents:

1. INSTALLATION PROCEDURE	4
1.1. STARTING THE INSTALLATION PROCESS	4
1.2. SECURITY WINDOW POP-UP	5
1.3. PASSWORD SCREEN	6
1.4. INSTALLSHIELD WIZARD – CONFIGURING WINDOWS INSTALLER	7
1.5. TRANSVIEWER – INSTALLSHIELD WIZARD	8
1.6. TRANSVIEWER – INSTALLSHIELD WIZARD	9
1.7. TRANSVIEWER – INSTALLSHIELD WIZARD - DESTINATION FOLDER	10
1.8. TRANSVIEWER – INSTALLSHIELD WIZARD - INSTALLING THE PROGRAM	11
1.9. TRANSVIEWER – INSTALLSHIELD WIZARD	12
1.10. TRANSVIEWER – INSTALLSHIELD WIZARD – REGISTRY VALUES.....	13
1.11. TRANSVIEWER – INSTALLSHIELD WIZARD – COMPLETION.....	14
2. PROCEDURE TO SET-UP TRANSZIP TRANSVIEWER.....	15
2.1. STARTING THE APPLICATION.....	15
2.2. OPTIONS DIALOG SET-UP.....	16
2.2.1. User Id:.....	16
2.2.2. Password:.....	16
2.2.3. Dispatch Directory:.....	16
2.2.4. Local Directory:.....	16
2.2.5. Dictation Directory.....	17
2.2.6. Dictator Id:.....	17
2.2.7. Printer Delay (in sec).....	17
2.2.8. Use SSL Encryption:.....	17
2.2.9. Use Recorder:.....	18
2.2.10. Save a copy of audio files from the recorder:.....	18
2.2.11. Use current date for dictation directory files:.....	19
2.3. TRANSZIP TRANSVIEWER	20
2.3.1. Setup.....	20
2.3.1.1. Setup – Options	20
2.3.1.2. Setup – About TransViewer	22
2.3.2. Main Screen.....	24
2.3.2.1. Date of Dictation:	25
2.3.2.2. Search – Displays a new search window	26
2.3.2.2.1. Search	27
2.3.2.2.2. To open a document:.....	31
2.3.2.2.3. To print a document:.....	32
2.3.2.2.4. Email:.....	34
2.3.2.2.5. Close:.....	35
2.3.2.3. Open:	35
2.3.2.4. Print:	35
2.3.2.5. Receive:	35
2.3.2.6. Send:.....	35
2.3.2.7. Exit:	35
2.4. STORAGE OF FILES:.....	36

3. UPLOADING DICTATIONS USING THE OLYMPUS RECORDER:.....37

3.1. SETUP.....37

 3.1.1. *Starting the Installation:*.....37

 3.1.2. *DSS Player Installer:*.....38

 3.1.3. *Check Module:*.....38

 3.1.4. *InstallShield Wizard:*.....39

 3.1.5. *DSS Player Pro setup – License agreement:*.....39

 3.1.6. *DSS Player Pro Setup – Destination folder:*.....40

 3.1.7. *DSS Player Pro Setup – Create destination folder:*.....41

 3.1.8. *DSS Player Pro Setup – Adding icons:*.....42

 3.1.9. *DSS Player Pro Setup – Copying files:*.....43

 3.1.10. *DSS Player Pro Setup – Install Acrobat Reader:*.....44

 3.1.11. *DSS Player Pro Setup – Installation:*.....45

 3.1.12. *DSS Player Pro Setup – Finished installation:*.....46

3.2. DELETE DSS PRO FOR AUTO-DETECT:.....47

 3.2.1. *System-tray:*.....47

 3.2.2. *Auto Device detect:*.....47

3.3. INSTALLING DRIVERS:.....47

 3.3.1. *Connecting the recorder:*.....47

 3.3.2. *Installing Process:*.....48

 3.3.2.1. *Found New Hardware:*.....48

 3.3.2.2. *Found New Hardware Wizard:*.....48

 3.3.2.3. *Search for a driver:*.....49

 3.3.2.4. *Location to search:*.....50

 3.3.2.5. *Selecting the device driver:*.....51

 3.3.2.6. *Authentication:*.....52

 3.3.2.7. *Completing the installation:*.....53

 3.3.2.8. *Restart the computer:*.....53

3.4. UPLOADING FILES:.....54

 3.4.1. *Connecting the recorder:*.....54

 3.4.2. *Setup- options:*.....54

 3.4.3. *Select Recorder:*.....55

 3.4.4. *Main Screen:*.....56

 3.4.4.1. *Send:*.....56

 3.4.4.2. *Confirm Dictator:*.....57

 3.4.4.3. *Uploading to TransViewer:*.....57

3.5. SPECIAL INSTRUCTIONS FOR DS3000 RECORDER:.....58

 3.5.1. *Setting up the Author Id:*.....58

 3.5.2. *Selecting your Author Id:*.....59

4. FAQ.....60

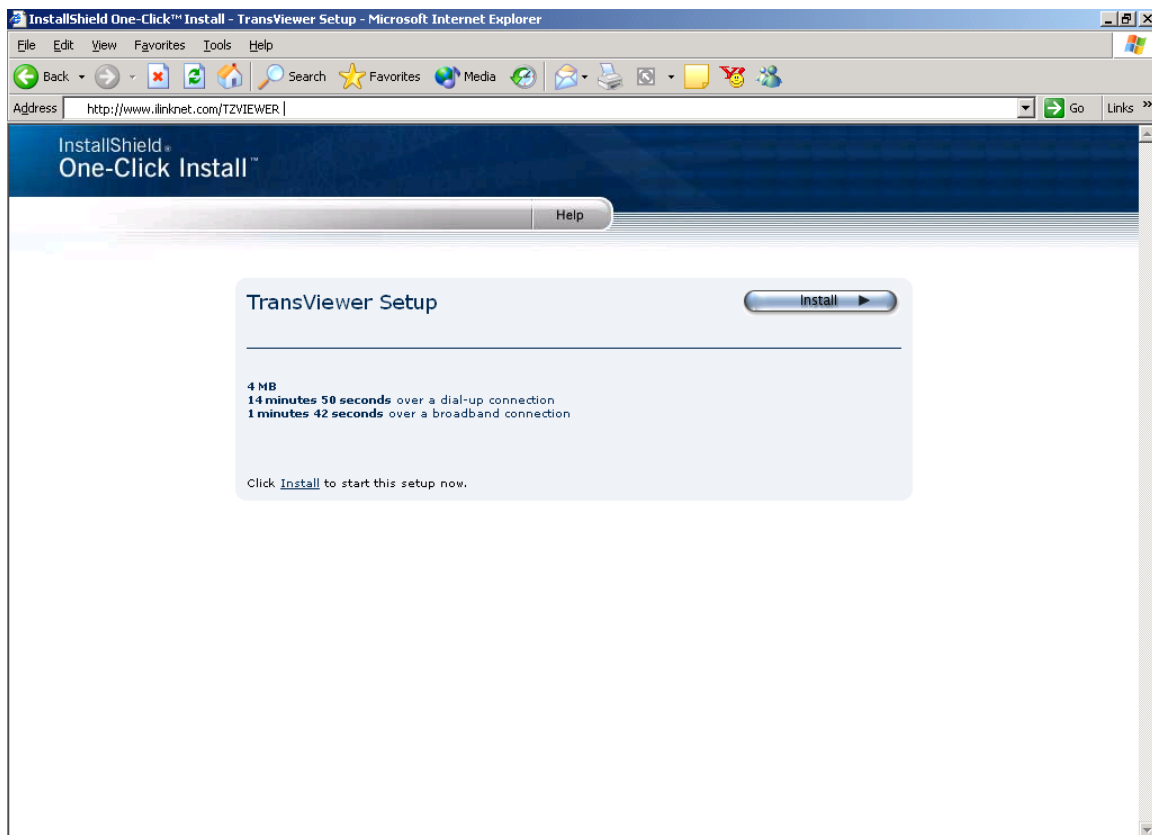
1. Installation Procedure

1.1. Starting the Installation process

From your 95/98/NT/2000/XP machine, start Internet Explorer and go to <http://www.ilinknet.com/TZVIEWER> and click on install.

To install the TransZip TransViewer on a machine using Windows 2000, NT or XP Professional editions, ensure that installation takes place in **Administrative mode**.

Without having Administrative privileges, the installation will NOT take place.



Click on Install

This will start the installation of TZVIEWER on your machine.

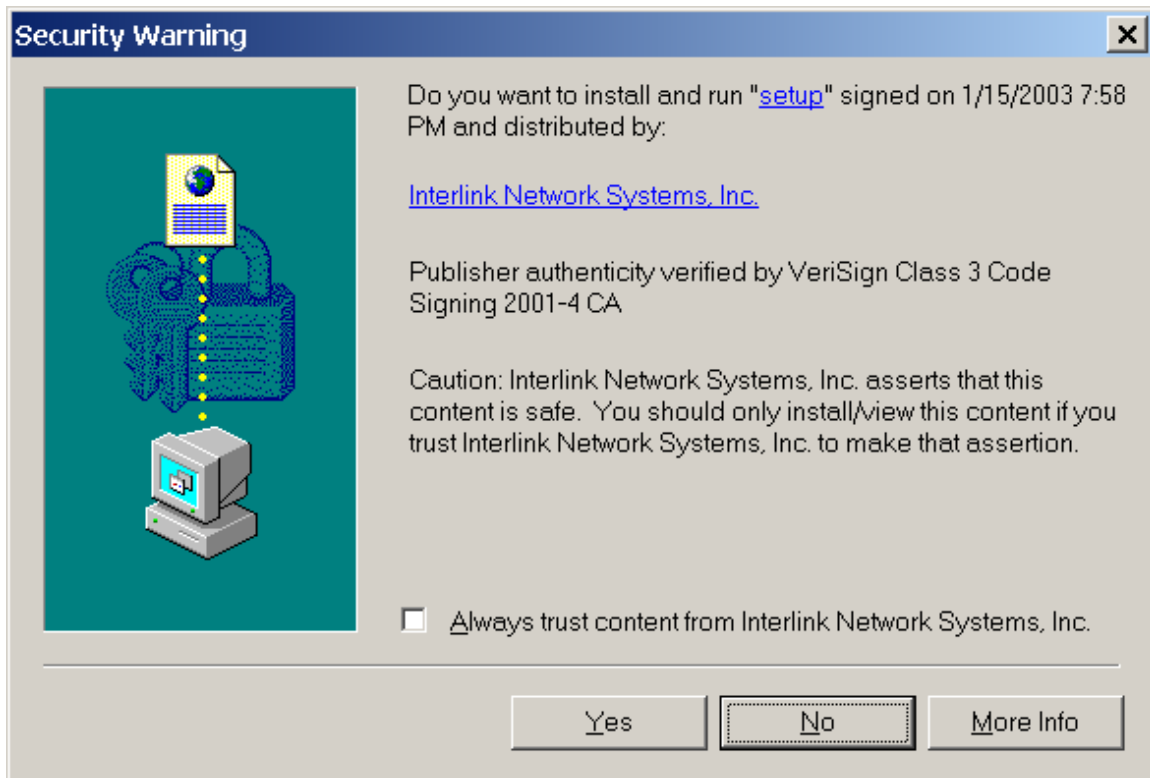
1.2. Security window pop-up

A Security Warning window will pop-up.

This window certifies the authenticity of Interlink Network Systems Inc.

Click on Yes - to continue with the Installation process

Click on No - to exit the Installation process



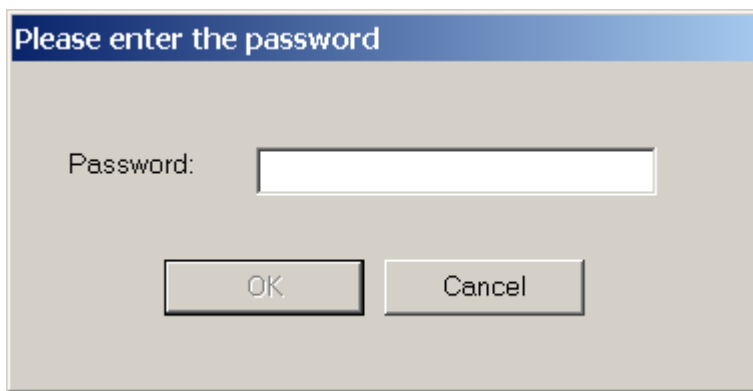
1.3. Password screen

A Password screen pops-up.

This is used to authenticate the user installing the application.

Please enter the Application Password as given to you by Interlink Network Systems Inc.

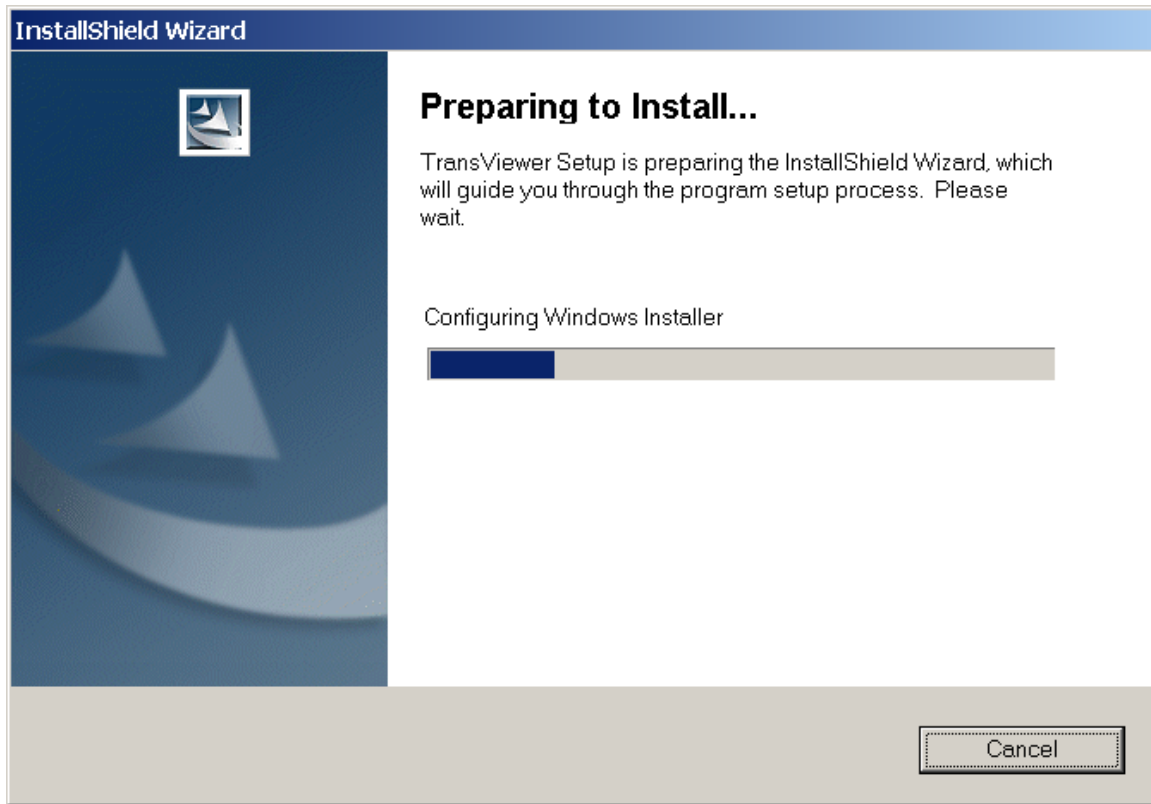
Hit Enter key after typing your Password.



On entering the correct password, the InstallShield Wizard starts the Installation.

1.4. InstallShield Wizard – Configuring Windows Installer

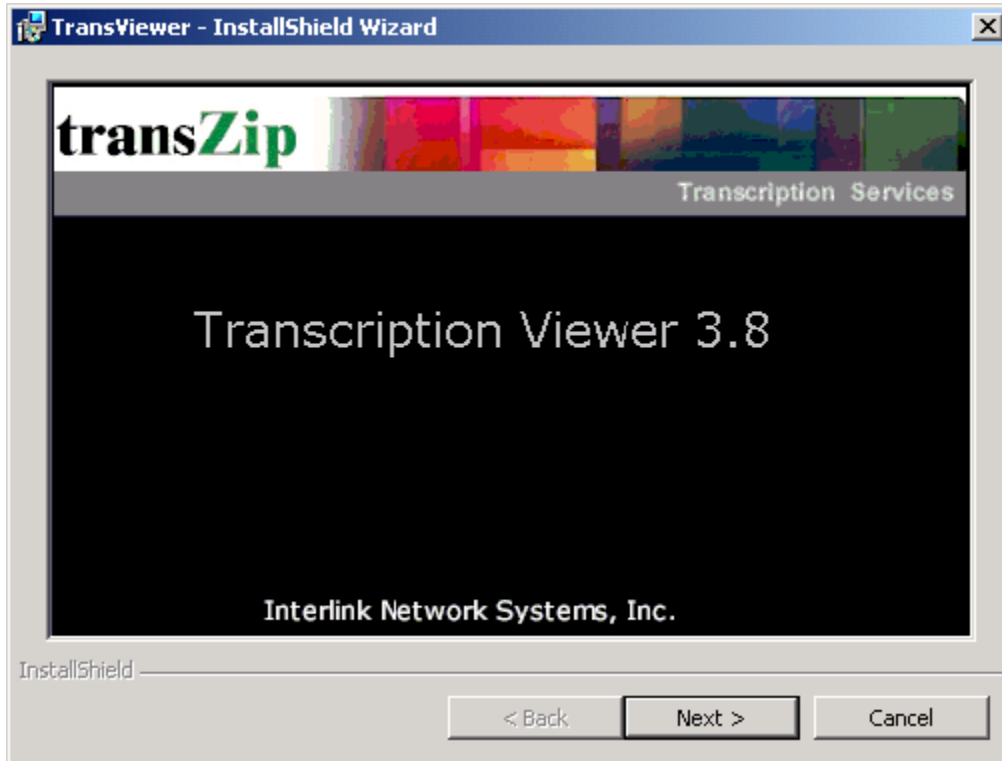
Click on Cancel - to Exit the Installation process



1.5. TransViewer – InstallShield Wizard

Click Next - to continue with the Installation process

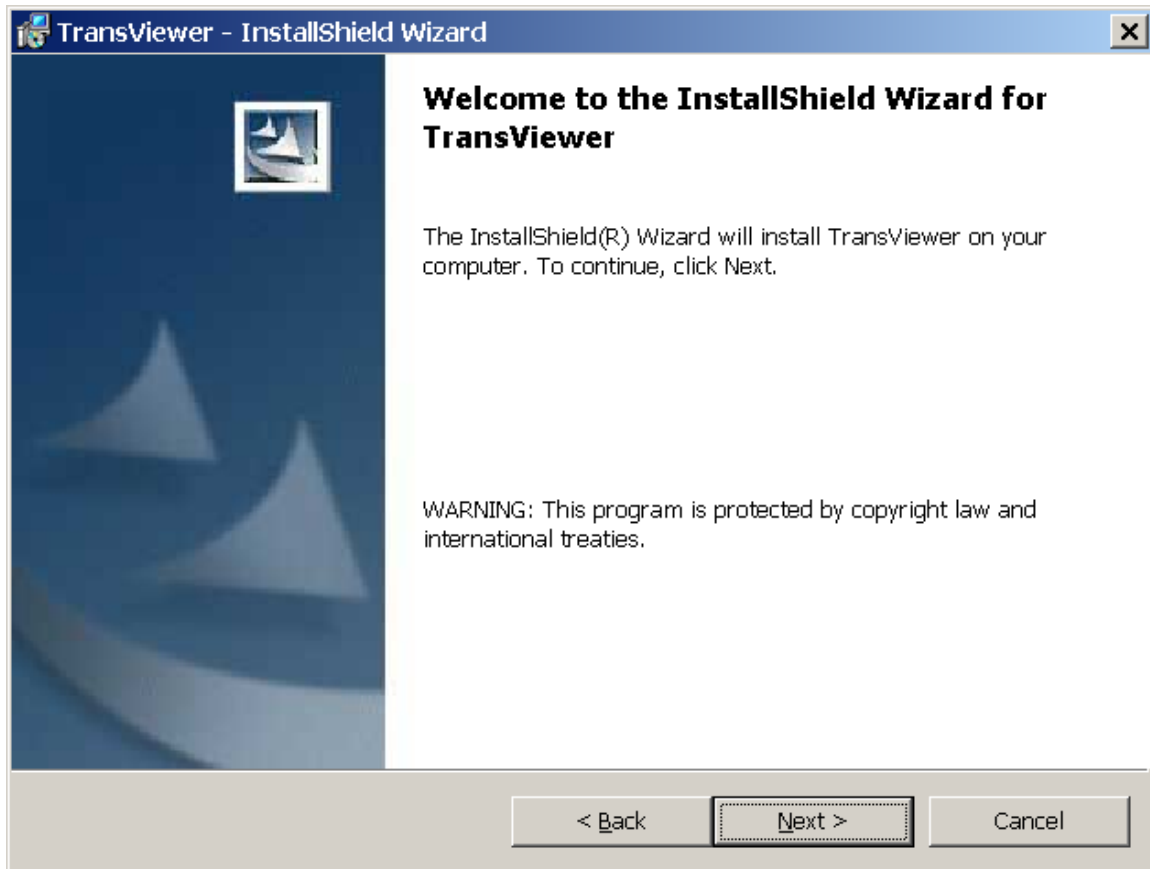
Click Cancel - to Exit the Installation process



1.6. TransViewer – InstallShield Wizard

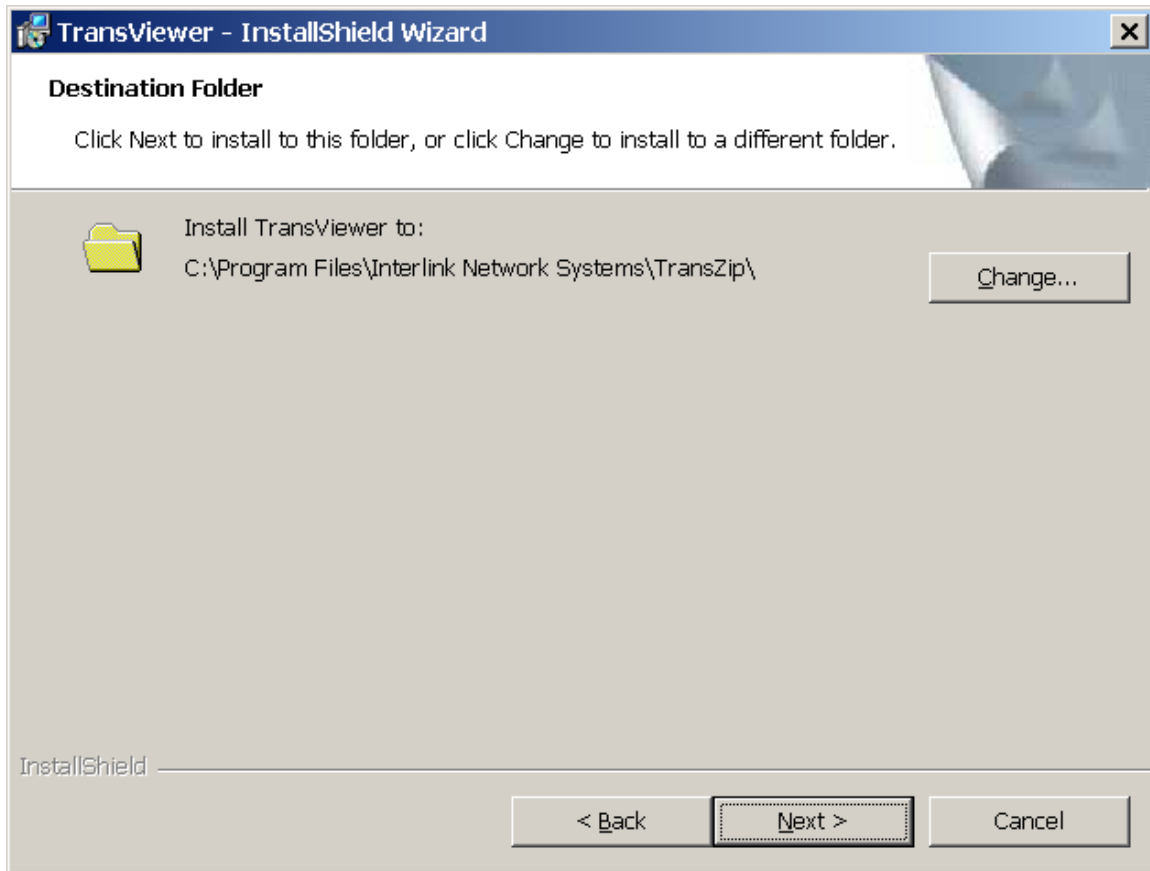
Click Next - to continue with the Installation process

Click Cancel - to Exit the Installation process



1.7. TransViewer – InstallShield Wizard - Destination Folder

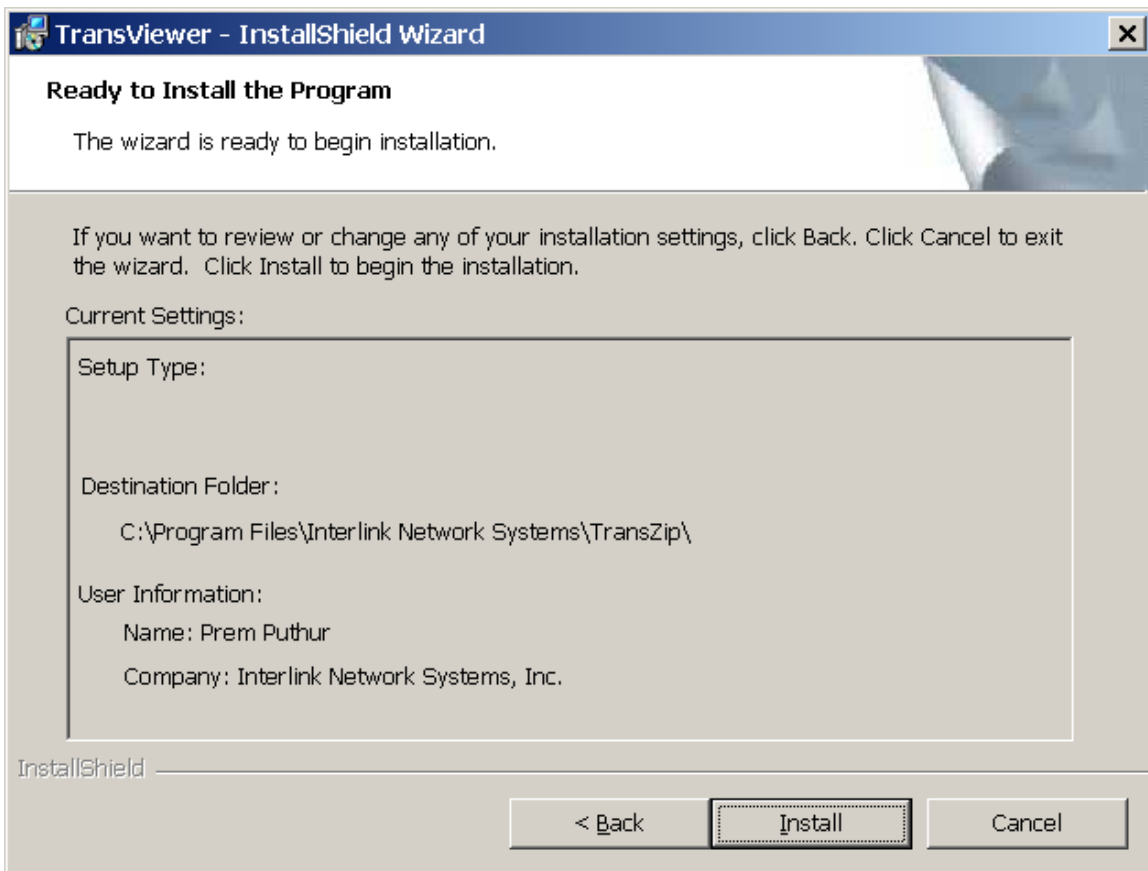
- Click Next** - to install to the default folder
- Click Change - to install to a different folder
- Click Back - to go back to the previous window



1.8. TransViewer – InstallShield Wizard - Installing the Program

Click Install - to continue with the Installation process

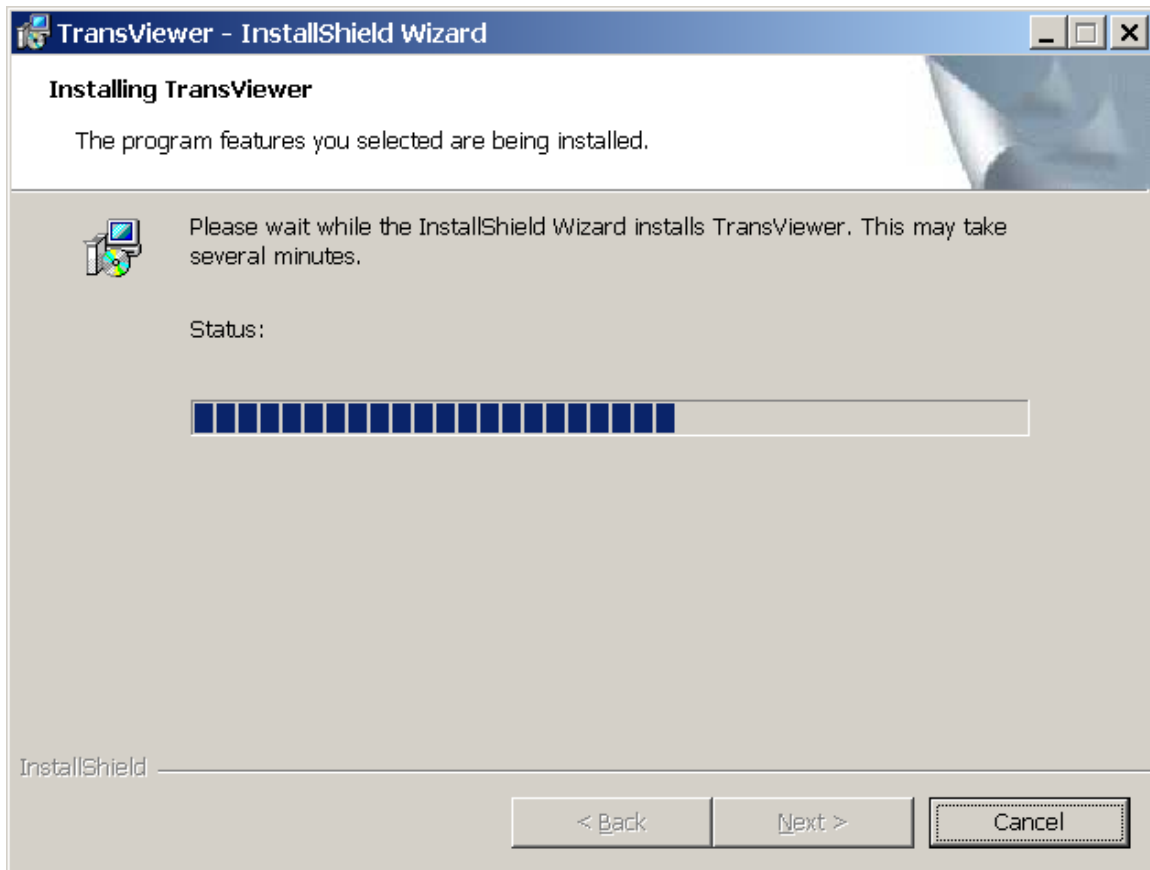
Click Cancel - to Exit the Installation process



1.9. TransViewer – InstallShield Wizard

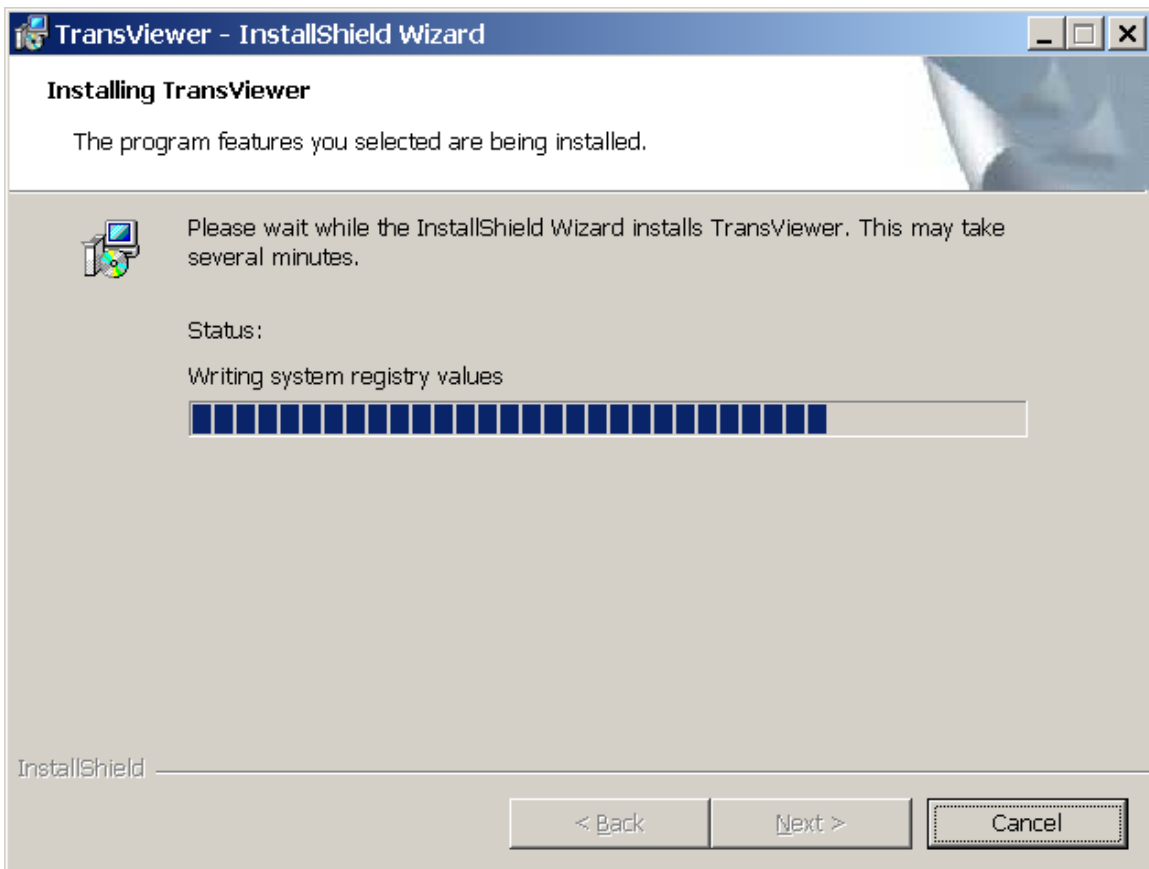
The following window will appear, indicating that the Installation process is being carried out. This may take several minutes depending on the speed of your machine.

Click **Cancel** - to Exit the Installation process



1.10. TransViewer – InstallShield Wizard – Registry Values

The following window will appear, indicating that the Installation process is being carried out. This may take several minutes depending on the speed of your machine.

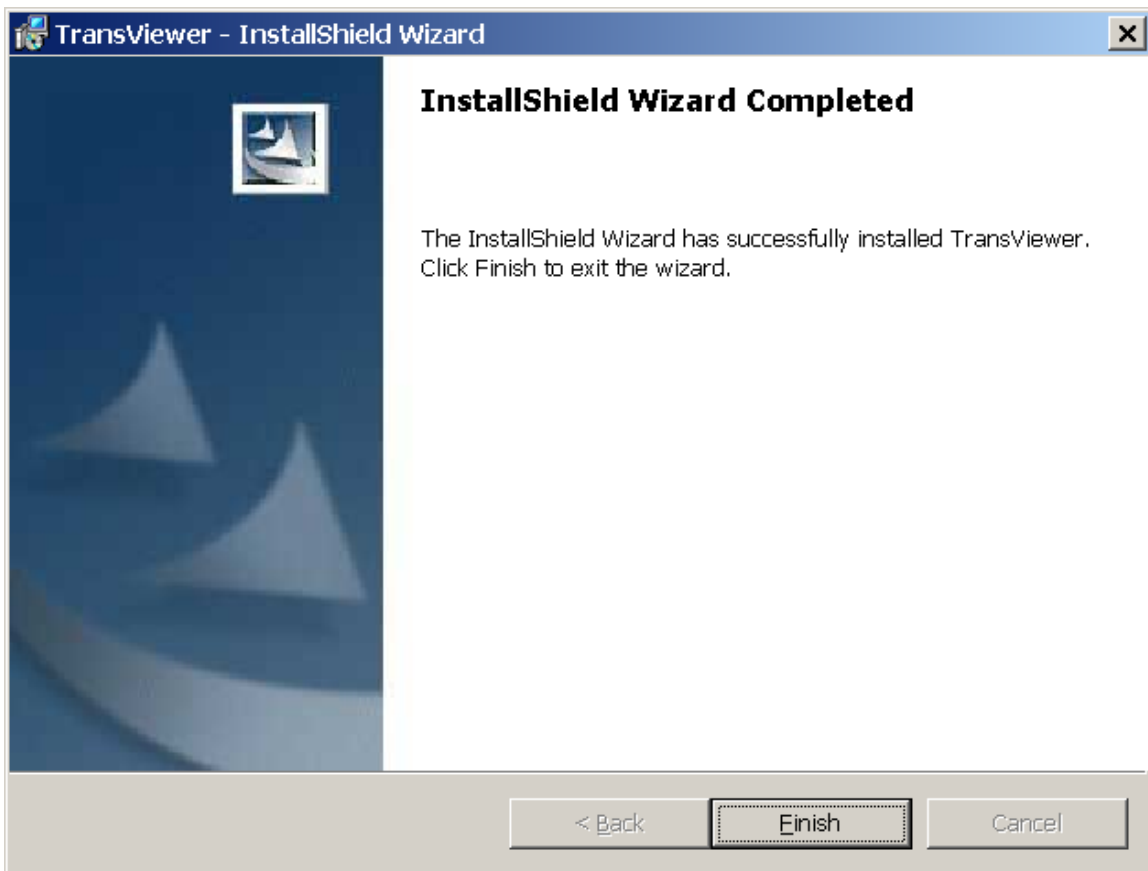


1.11. TransViewer – InstallShield Wizard – Completion

This window indicates that the Installation process has been successful.

Click Finish - to complete the Installation process

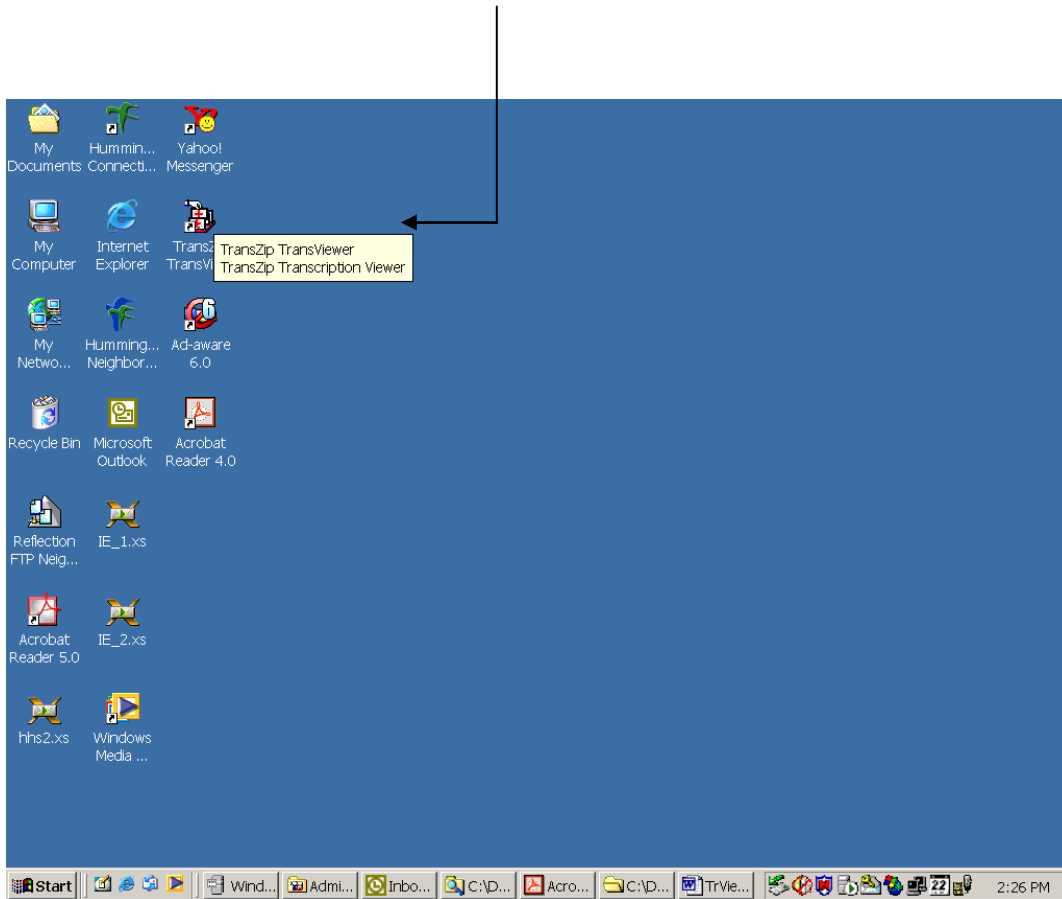
If the Browser window is still open, it is safe to close it. Once you have clicked on Finish, the Installation process has been completed.



2. Procedure to set-up TransZip TransViewer

2.1. Starting the Application

Click on the *TransZip TransViewer icon* on the desktop.



2.2. Options Dialog set-up

First time the program is activated, an option dialog will appear. Fill in the appropriate information

2.2.1. User Id:

This is a unique User Id for each user of TransViewer.

- If you have a 7-digit Id, please enter the 7-digit Id. (This includes the organization code).
Example: 0112345 where 011 is the organization code and 2345 is the member code.
- If you have a 4-digit Id, please enter the 4-digit Id.
Example: 2345

2.2.2. Password:

The password is the same as your PIN (a 4-digit number)

2.2.3. Dispatch Directory:

C:\TzDispatch (directory will be automatically created)

The dispatch directory is used for sending files to the transcription team. If you copy a file (for example, Patient list), it will be sent to the transcription team during the next send.

To change the dispatch directory – Enter the new directory name
(If a directory with the new name does not exist, it will be automatically created)

Audio files CANNOT be uploaded from this directory.

2.2.4. Local Directory:

C:\Transdoc (directory will be automatically created)

The local directory is used to save all the files downloaded by the TransViewer.

To change the local directory – Enter the new directory name
(If a directory with the new name does not exist, it will be automatically created)

To enable multiple physicians to share their files, the local directory can be mapped to the network directory.

Example: User Id 1111 can have his local directory settings to F:

User Id 2222 can also have his local directory settings to F:

All files for User Id 1111 as well as for User Id 2222 will be stored in the same directory F:

As a result of this they will be able to view each other's files.

2.2.5. Dictation Directory

Fill this entry, only if you are going to use a PC based recording system.

Ensure that this directory exists before using the TransZip TransViewer for uploading purposes.

This directory should usually contain no files.

While uploading files, there should be ONLY audio files present in this directory. TransZip TransViewer supports 4 kinds of audio files:

- Filename.wav
- Filename.dss
- Filename.msv
- Filename.dvf

To provide physicians with the flexibility to use recorders that load up as a separate drive, example a memory stick; TransViewer allows the physician to point the dictation directory to that drive.

Example: You are using a recorder that loads up as a separate drive H:

To upload all the audio files from this drive (H:), make the Dictation Directory point to this drive (H:)

2.2.6. Dictator Id:

This feature empowers office managers to upload/download files on behalf of several physicians.

To download files for a particular physician, the office manager can enter the Dictator Id = physician's Id (the 7-digit or 4-digit user Id)

Example: 5002, 0115003, etc.

2.2.7. Printer Delay (in sec)

This feature is useful while printing using a slow printer.

Example: You may want to print 20 documents, all at once, but this could bring down a slow printer. If each document takes 15 seconds to print, the Printer Delay should be made 15 seconds.

2.2.8. Use SSL Encryption:

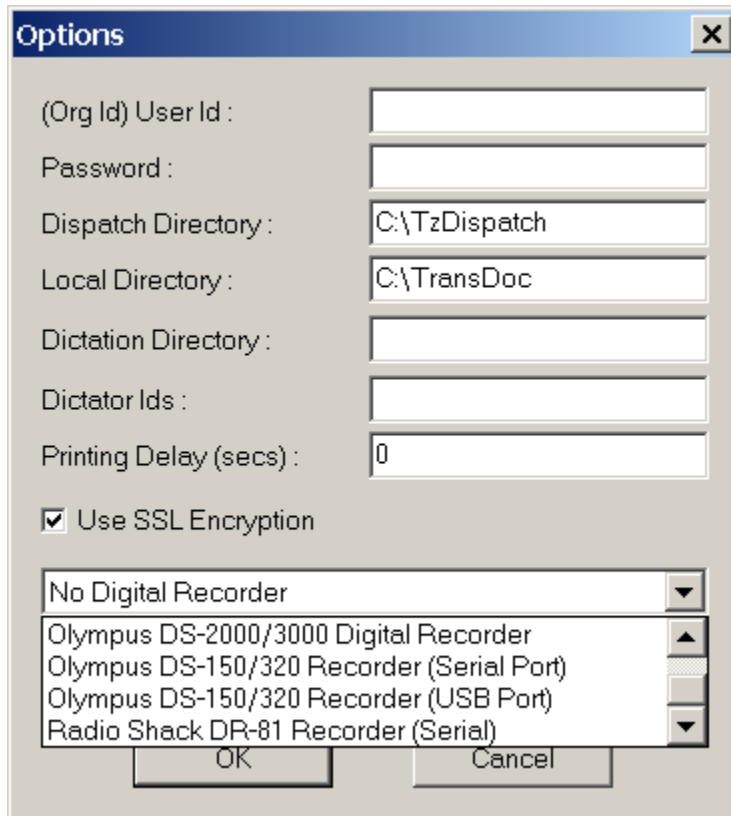
This MUST be checked to ensure the industry standard SSL security.

2.2.9. Use Recorder:

Select the recorder type if using a digital recorder by using the drop-down key.
(On extreme right hand side)

Select "No Recorder" is using a PC based recording system.

Click on OK – to save your settings



The screenshot shows a dialog box titled "Options" with a close button (X) in the top right corner. The dialog contains several input fields and a checkbox:

- (Org Id) User Id : [Empty text box]
- Password : [Empty text box]
- Dispatch Directory : C:\TzDispatch
- Local Directory : C:\TransDoc
- Dictation Directory : [Empty text box]
- Dictator Ids : [Empty text box]
- Printing Delay (secs) : 0
- Use SSL Encryption

Below these fields is a list box with a dropdown arrow on the right. The list contains the following items:

- No Digital Recorder (selected)
- Olympus DS-2000/3000 Digital Recorder
- Olympus DS-150/320 Recorder (Serial Port)
- Olympus DS-150/320 Recorder (USB Port)
- Radio Shack DR-81 Recorder (Serial)

At the bottom of the dialog are two buttons: "OK" and "Cancel".

2.2.10. Save a copy of audio files from the recorder:

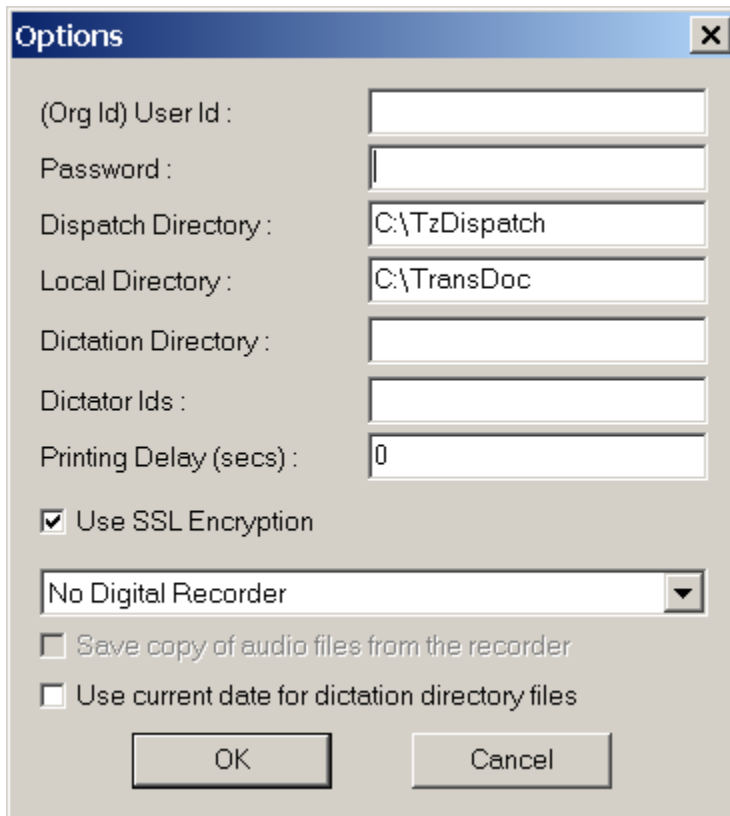
Check this – to save a copy of the audio files.

Generally NOT recommended as audio files occupy large disk space.

2.2.11. Use current date for dictation directory files:

This feature can be used when the timestamp on the file is incorrect.

Example: The recorder you are using might have the clock reset to a wrong date. In this case you could upload all the files using the current timestamp rather than the wrong date, by choosing this option.



The screenshot shows a dialog box titled "Options" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- (Org Id) User Id : [Text input field]
- Password : [Text input field]
- Dispatch Directory : C:\TzDispatch [Text input field]
- Local Directory : C:\TransDoc [Text input field]
- Dictation Directory : [Text input field]
- Dictator Ids : [Text input field]
- Printing Delay (secs) : 0 [Text input field]
- Use SSL Encryption
- [Dropdown menu] No Digital Recorder
- Save copy of audio files from the recorder
- Use current date for dictation directory files

At the bottom of the dialog are two buttons: "OK" and "Cancel".

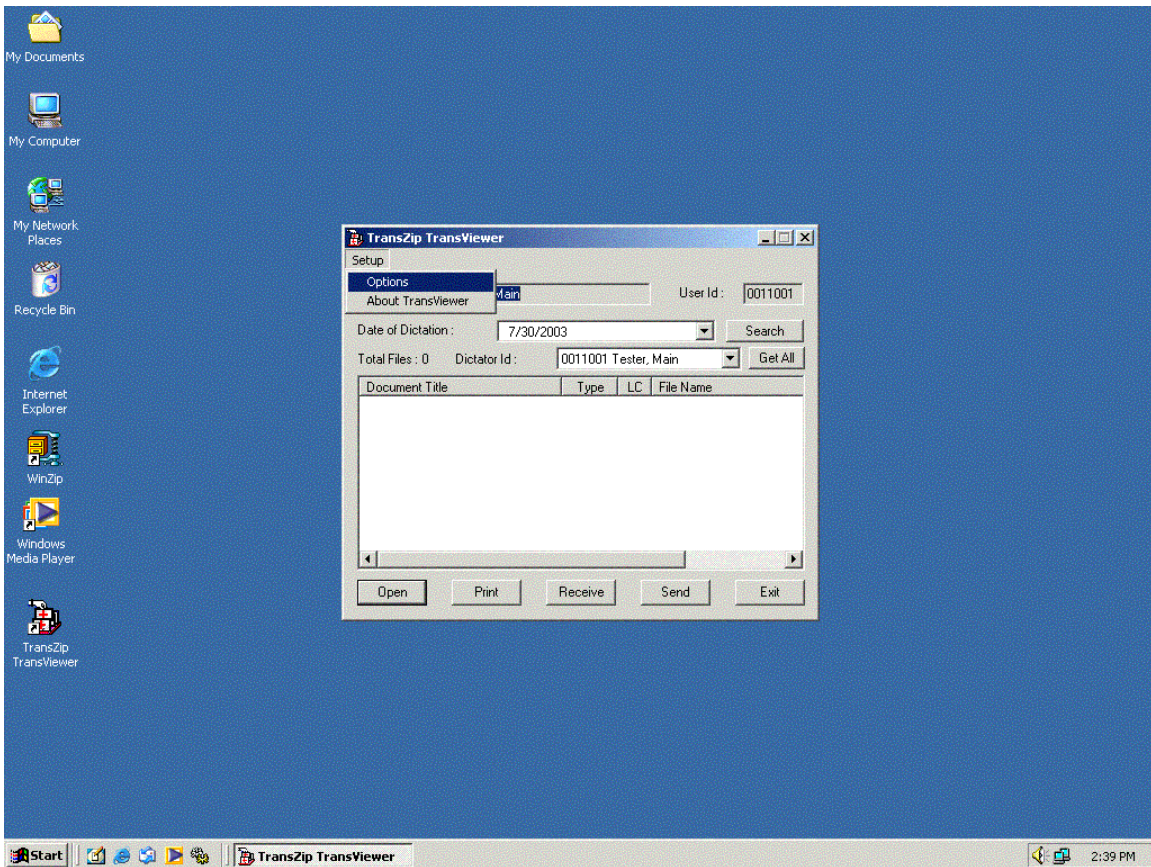
2.3. TransZip TransViewer

2.3.1. Setup

This option is used to change the user settings as mentioned above.

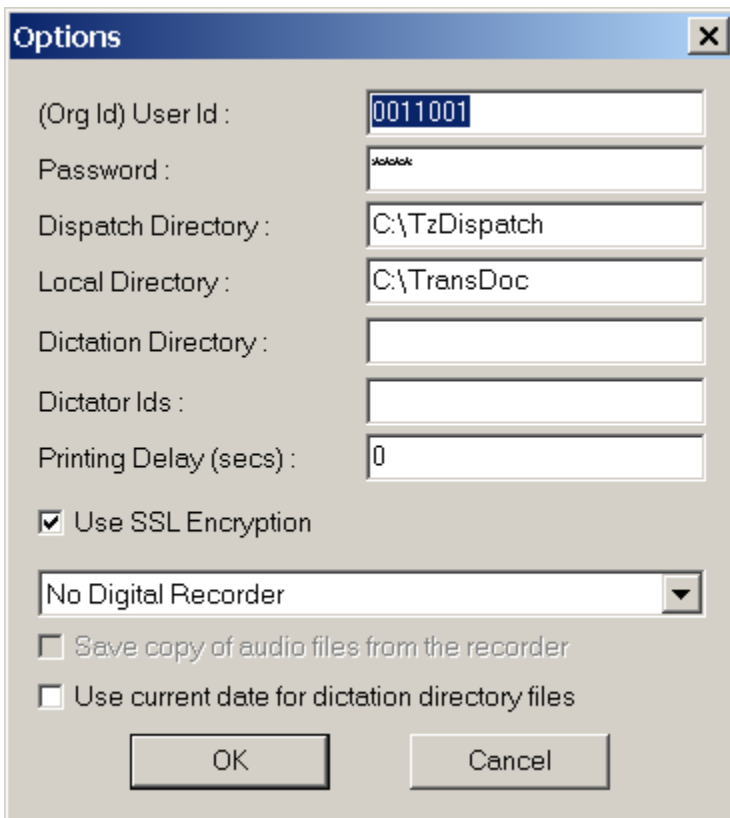
2.3.1.1. Setup – Options

Setup -> Options



This dialog provides the following options:

Click on OK – to save the changes
Click on Cancel – to keep the existing settings

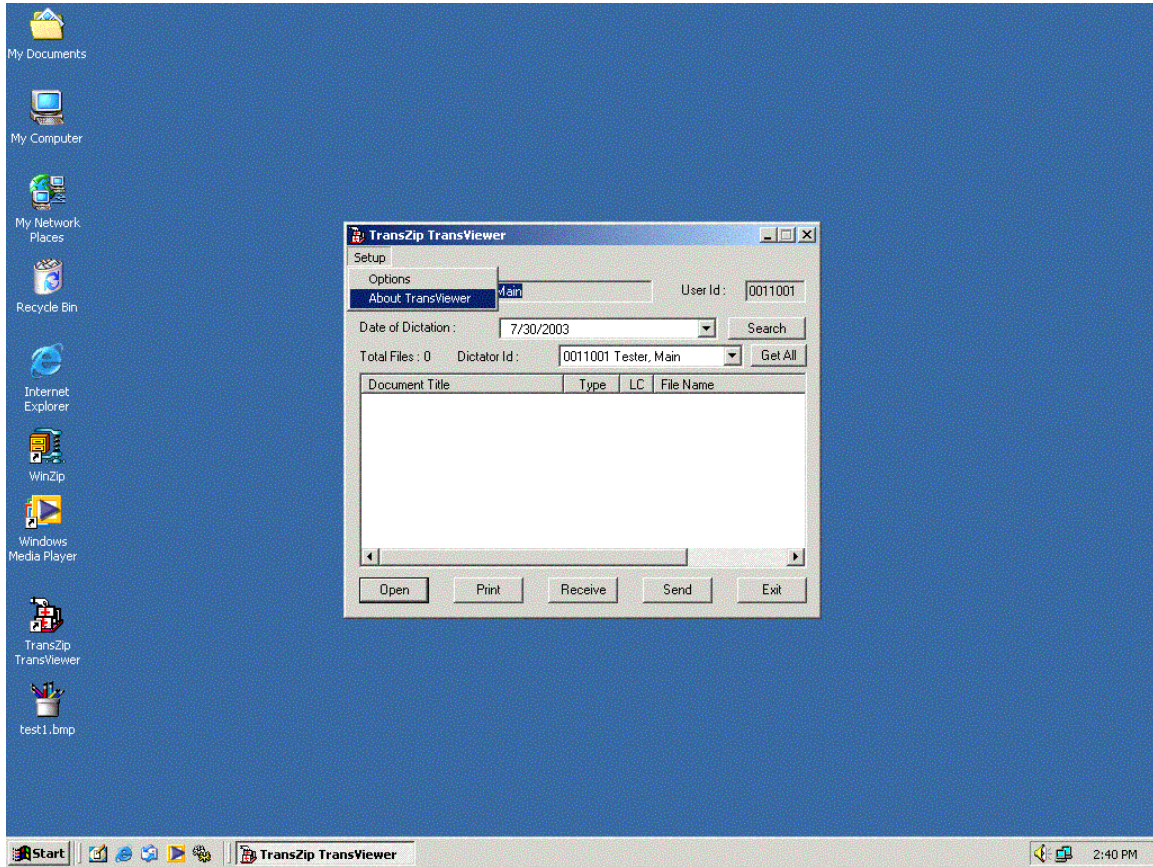


The image shows a Windows-style dialog box titled "Options" with a close button (X) in the top right corner. The dialog contains several input fields and checkboxes. The fields are: "(Org Id) User Id" with the value "0011001", "Password" with masked characters "xoxoxox", "Dispatch Directory" with "C:\TzDispatch", "Local Directory" with "C:\TransDoc", "Dictation Directory" (empty), "Dictator Ids" (empty), and "Printing Delay (secs)" with "0". There are three checkboxes: "Use SSL Encryption" (checked), "Save copy of audio files from the recorder" (unchecked), and "Use current date for dictation directory files" (unchecked). A dropdown menu is set to "No Digital Recorder". At the bottom are "OK" and "Cancel" buttons.

(Org Id) User Id :	0011001
Password :	xoxoxox
Dispatch Directory :	C:\TzDispatch
Local Directory :	C:\TransDoc
Dictation Directory :	
Dictator Ids :	
Printing Delay (secs) :	0
<input checked="" type="checkbox"/> Use SSL Encryption	
<input type="checkbox"/> Save copy of audio files from the recorder	
<input type="checkbox"/> Use current date for dictation directory files	

Buttons: OK, Cancel

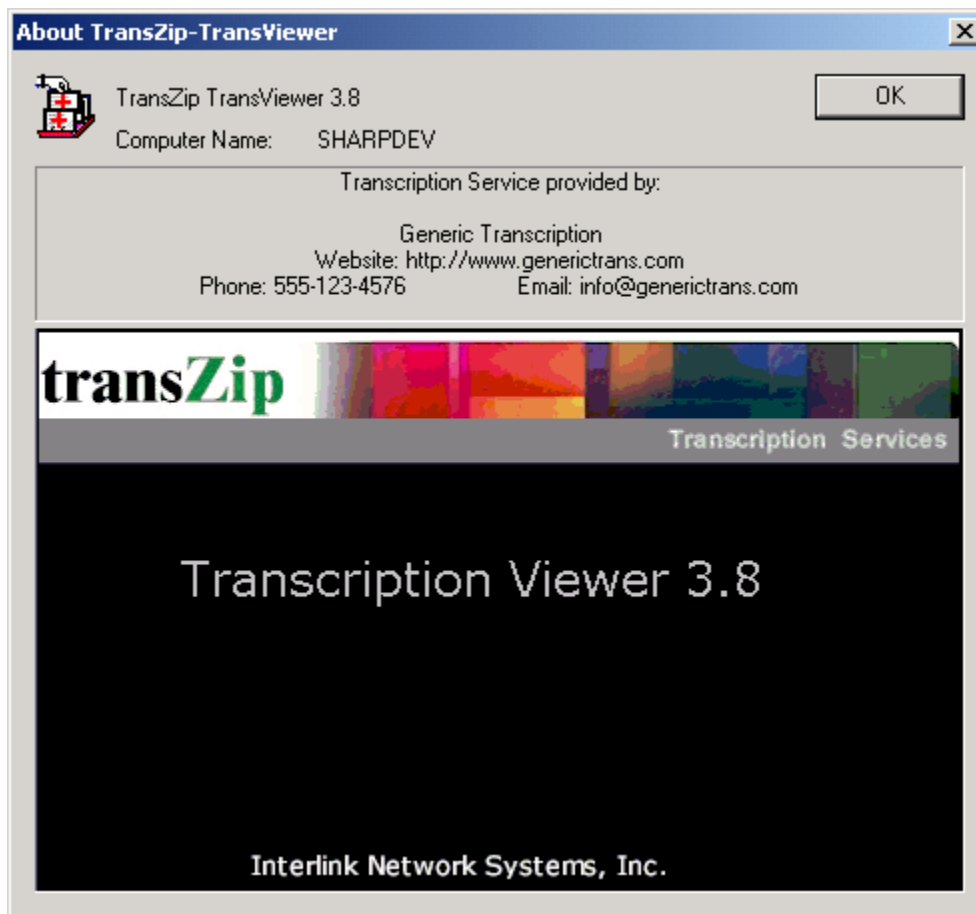
2.3.1.2. Setup – About TransViewer



Displays the following information:

- The TransZip TransViewer version number.
Example:
In this particular screenshot, the version is 3.8
- The name of your computer
Example:
SHARPDEV
- Company providing you with the Transcription Service
Example:
In this particular screenshot, the company details are:
 - Name: Generic Transcription
 - Website: www.generictrans.com
 - Phone: 555-123-4567
 - Email: info@generictrans.com

PLEASE USE THE INFORMATION ON YOUR TRANSVIEWER TO CONTACT YOUR TRANSCRIPTION SERVICE PROVIDER.



2.3.2. Main Screen

User Name: Displays the Name of the current user.

In some cases the User Name may just contain the User Id.

To display the name, click on **Receive**. This will download the details of the user from the database, displaying the name of the user.

User Id: Displays the Id of the current user.

Date of Dictation: Select the date from the drop-down menu to look-up all files for any particular day.

Total Files: Displays the total number of files for any particular day and the selected user.

Dictator Id: Each office manager could have access to dictations by several physicians. To get the files for a specific physician, select a physician using the drop-down box.

If the Dictator Id does not show the names of the physicians, click on Get All, this will get all the information regarding the physicians from the database and display their names.

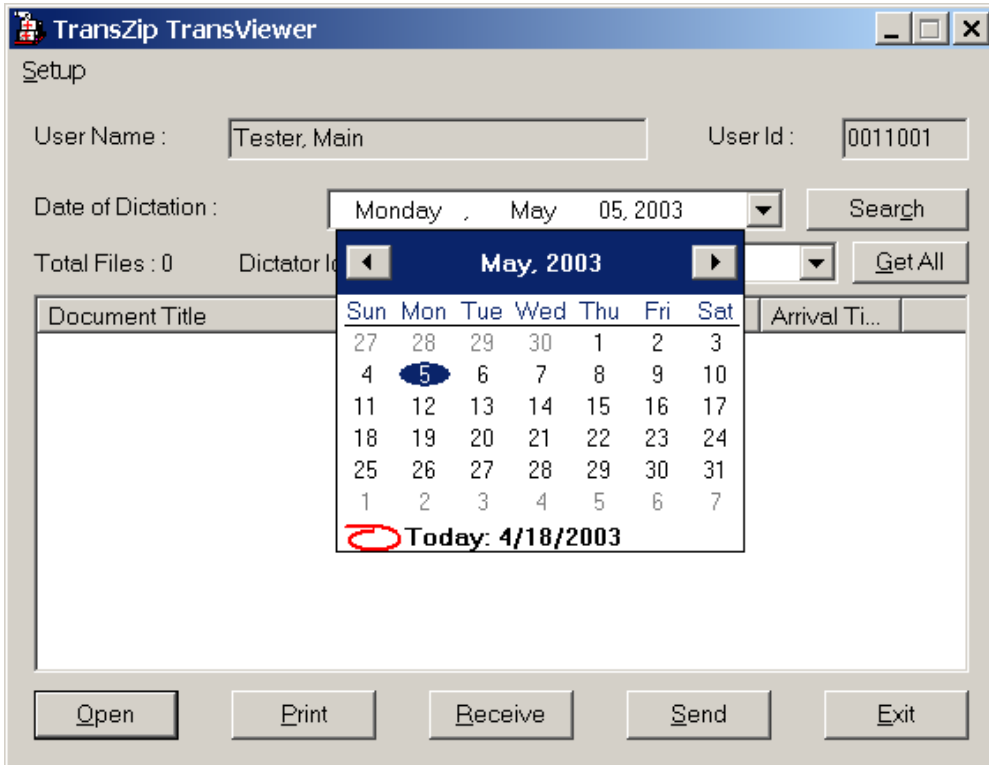
Get All: To get **All** the files belonging to **All** the physicians that an office manager has access to, click on Get All.

The screenshot shows the 'TransZip TransViewer' application window. The title bar reads 'TransZip TransViewer'. The main window is titled 'Setup'. It contains several input fields and buttons:

- User Name:** A text box containing 'Tester, Main'.
- User Id:** A text box containing '0011001'.
- Date of Dictation:** A date picker showing 'Friday, April 18, 2003' with a 'Search' button to its right.
- Total Files:** A label showing '0'.
- Dictator Id:** A dropdown menu showing '0011001 Tester, Main' with a 'Get All' button to its right.
- Table:** A table with columns: 'Document Title', 'Type', 'File Name', and 'Arrival Ti...'. The table is currently empty.
- Buttons:** At the bottom of the window are five buttons: 'Open', 'Print', 'Receive', 'Send', and 'Exit'.

2.3.2.1. Date of Dictation:

Click on the drop-down box on extreme right to get the calendar for the current month. Use the left-tab and right-tab to switch between the months.



2.3.2.2. Search – Displays a new search window

Document Title:

Enables the user to search for a document based on the document name.

Location Code:

Enables the user to search for documents based on the Location code.

Search by Date:

Procedure Date
 Download Date
 Modify Date
 Last Printed

Start Date: Specifies the starting date for the Search

End Date: Specifies the end date for the Search

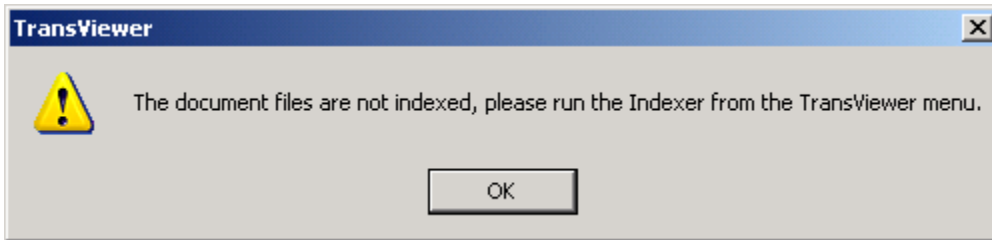
Dictator Id:

Enables the user to search for the documents of individual physicians.

2.3.2.2.1. Search

First time search:

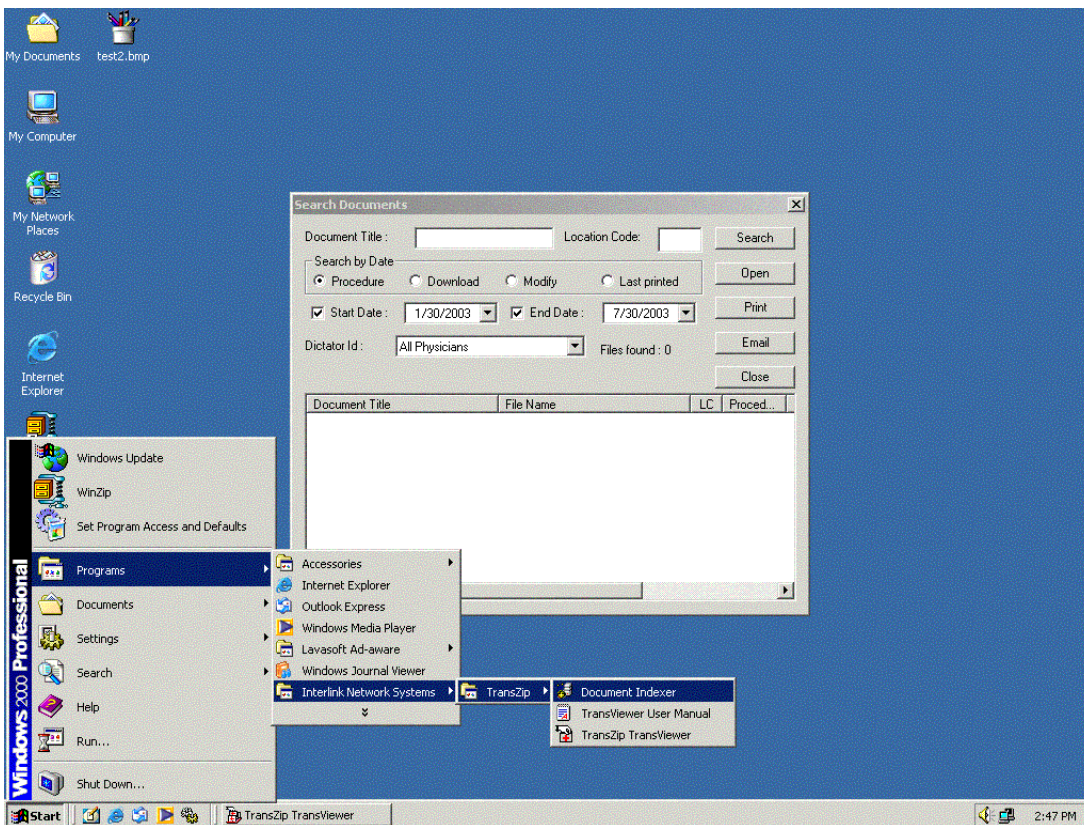
On clicking the Search button, for the first time, the following error message will be generated.



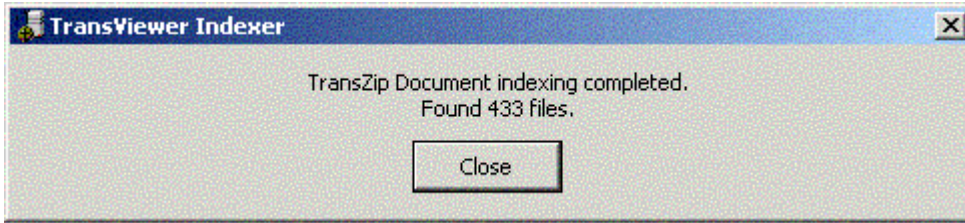
Execute the Document Indexer:

Start → Programs → Interlink Network Systems → TransZip → Document Indexer

This will index ALL the document files, thereby, facilitating the Search functionality.



Upon successfully indexing the files, the following message should be displayed on your monitor:

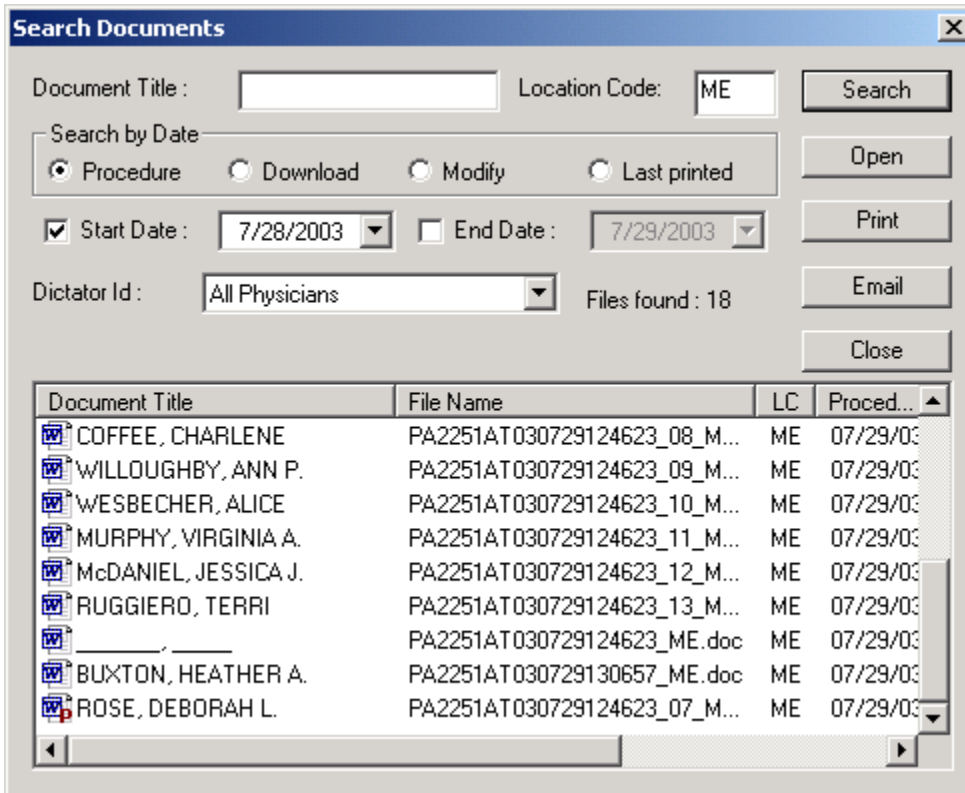


This message displays the number of files that were indexed on your computer.

This procedure has to be followed ONLY the first-time “Search” is executed from that machine. Subsequently indexing takes place automatically.

Searching for documents based on the selected search criteria

In the following example, the SEARCH criteria are to search for all documents having procedure date as 07/28/2003 and the Location code as “ME”. (The SEARCH is case-insensitive)



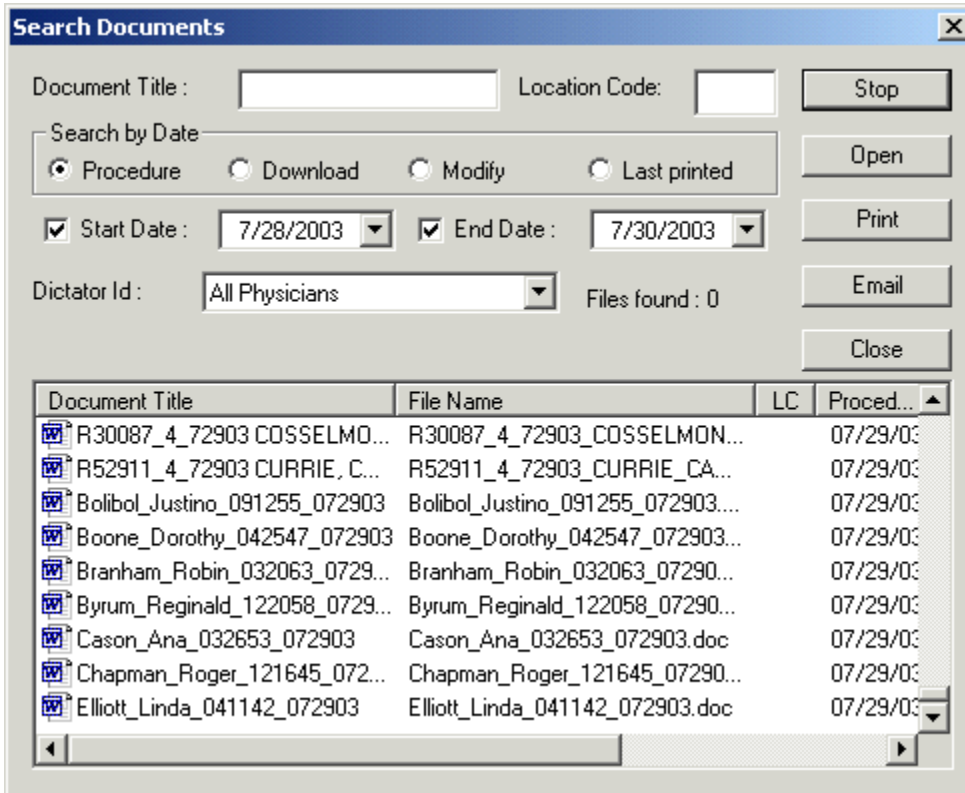
Sorting documents:

Click on any of the column headings to sort the list of documents (ascending/descending)

To Stop the Search midway:

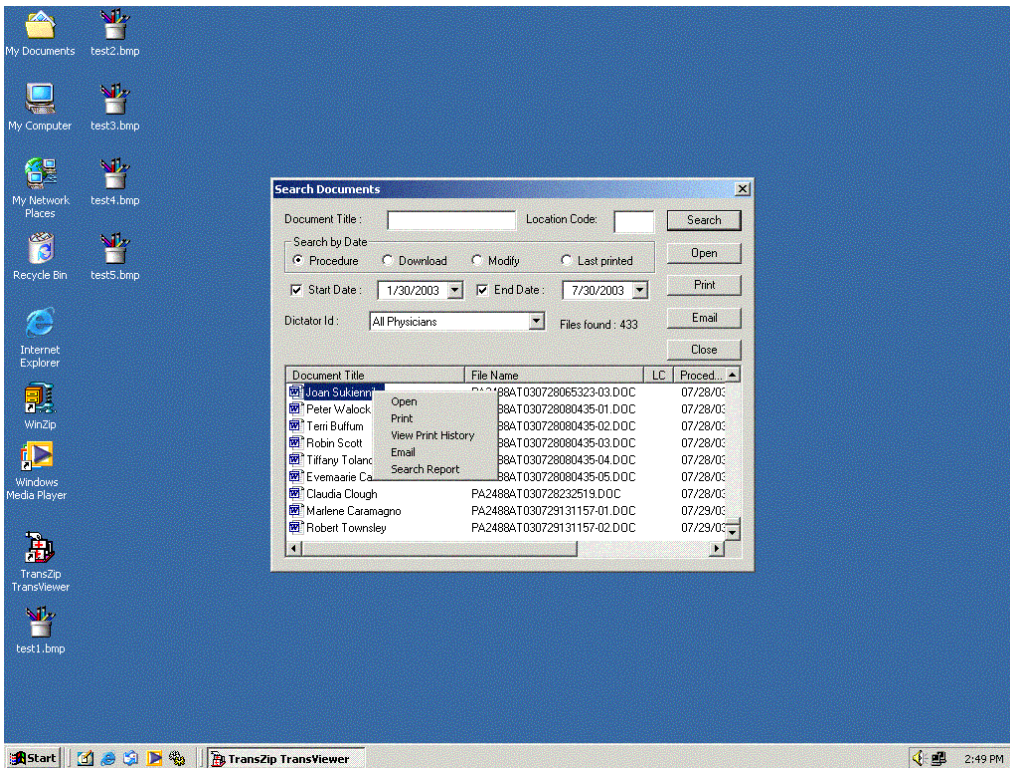
After clicking on the “Search” button, the button is transformed into “Stop”.

To cancel the search midway, click on the Stop button.

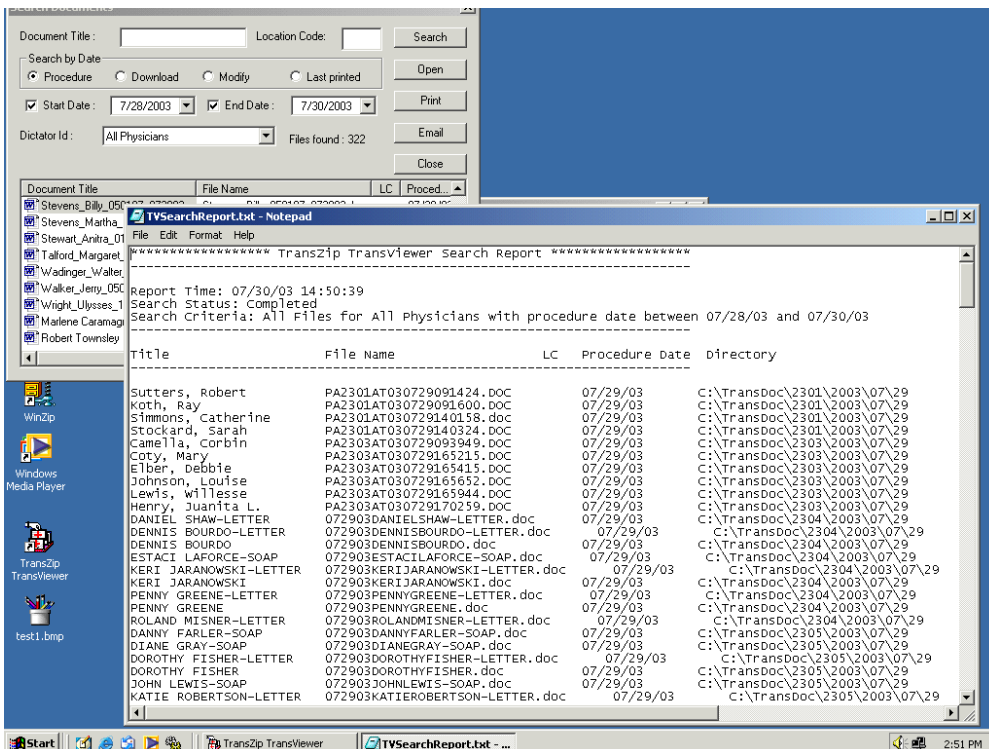


Search Report

To generate a report based on the "Search" criteria, right click in the document list pane. One of the options is "Search Report"

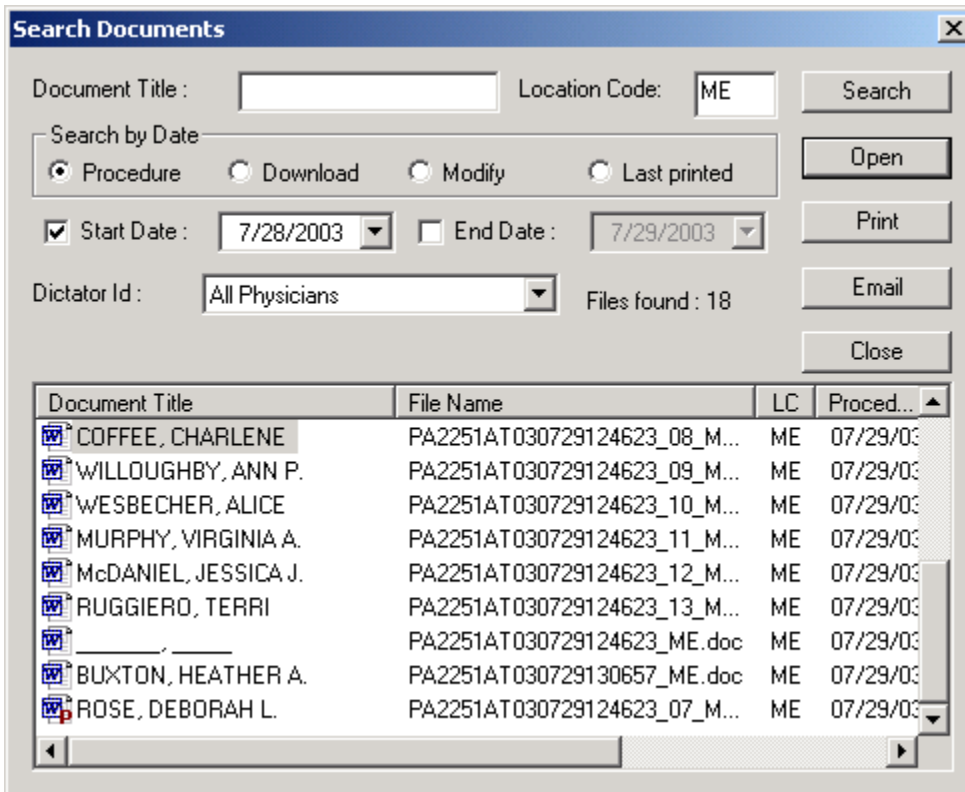


Click on the "Search Report" to generate a report based on the SEARCH criteria.



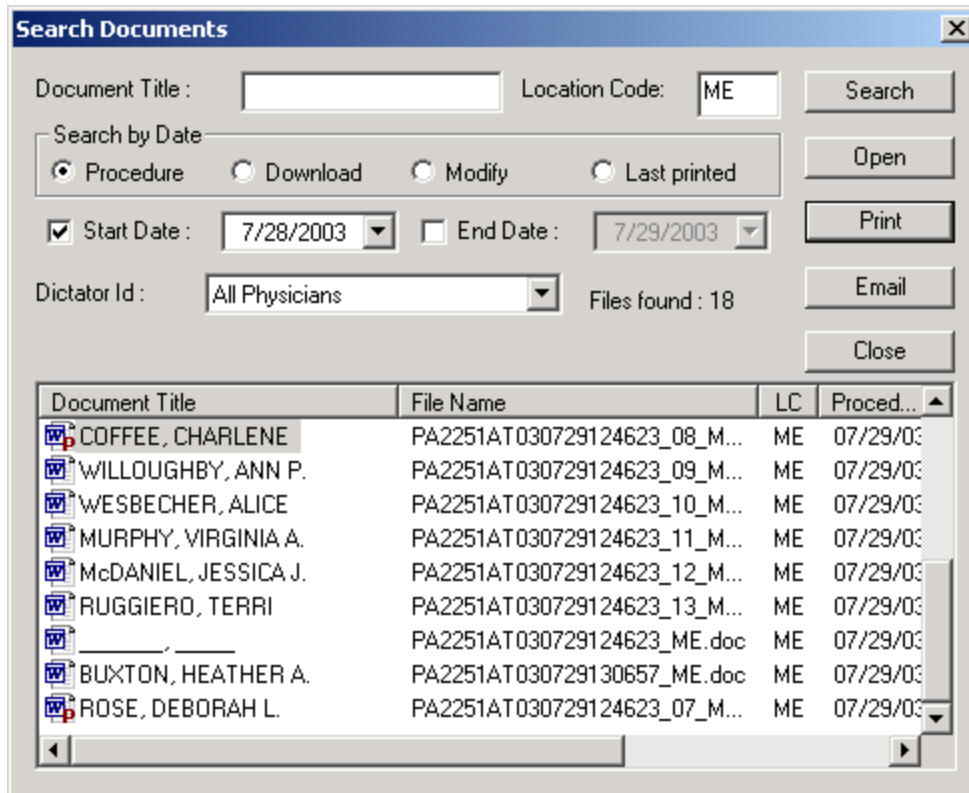
2.3.2.2.2. To open a document:

Select a document, or multiple documents by keeping the Ctrl key pressed and click on Open.



2.3.2.2.3. To print a document:

Select a document, or multiple documents by keeping the Ctrl key pressed and click on Print.



If and **ONLY** if, the document is printed from the TransViewer, a **Wp** will appear near the printed document. This indicates that this document has already been printed.

NOTE: If you use some other application like Microsoft Word, to print this document, then Wp will not appear next to the printed document.

Print – wp

Initiating a print command on a document from within the TransViewer application, i.e. if you select a document or multiple documents in the TransViewer, and right click – Print, a “p” will appear next to the printed document indicating that the documented has been printed.

However, if you open Microsoft Word or any other application to view the document and then give a Print command from that application, the “p” will not appear on the TransViewer.

Merge Print:

This feature is useful when a physician wants to print multiple dictations back to back on the same page.

Example:

A physician might have several short dictations, which can all be printed on one page. The physician can select all the documents, right-click – merge print.

Print history

This feature has been included to give users the functionality to view the print history of a particular document.

2.3.2.2.4. Email:

Enables the user to email documents within the organization.
The TransZip server has intelligence built-in to REJECT email addresses with “@”

The screenshot shows a dialog box titled "Document Mailer" with a close button (X) in the top right corner. It contains the following elements:

- An "Email Address:" label followed by a text input field with a dropdown arrow on the right.
- An "Add" button to the right of the email address field.
- A large empty rectangular area below the email address field.
- "Remove" and "Setup" buttons to the right of the large area.
- A "Subject:" label followed by a text input field containing the text "Transcriptions".
- A "Description:" label followed by a large empty rectangular text area.
- A status bar at the bottom left showing "1 files attached".
- "Send" and "Cancel" buttons at the bottom center.

Add: To add an email address

Remove: To remove an email address from the mailing list

Setup: To create a new entry in the email addresses

The screenshot shows a dialog box titled "Email Setup" with a close button (X) in the top right corner. It contains the following elements:

- "Email Address:" label followed by a text input field.
- "Account Name:" label followed by a text input field.
- "Password:" label followed by a text input field.
- "Mail Server:" label followed by a text input field.
- "Authentication:" label followed by a dropdown menu showing "Login".
- "OK" and "Cancel" buttons at the bottom.

2.3.2.2.5. Close:

**Click on Close to exit the Search Screen.
The user is taken back to the Main screen**

TransZip TransViewer

Setup

User Name : User Id :

Date of Dictation :

Total Files : 0 Dictator Id :

Document Title	Type	File Name	Arrival Ti...

2.3.2.3. Open:

Select a document, or multiple documents by keeping the Ctrl key pressed and click on Open – to view these documents

2.3.2.4. Print:

Select a document, or multiple documents by keeping the Ctrl key pressed and click on Print – to print these documents

2.3.2.5. Receive:

This will download all the documents waiting to be picked up from the TransZip server.

2.3.2.6. Send:

To upload dictations to the TransZip server.

2.3.2.7. Exit:

To close the TransViewer application

2.4. Storage of files:

Users having a 7-digit id:

Example: 0 01 1001

The first digit is 0 (by default), signifying that the next two digits are the organization code.

The last 4 digits constitute the member code.

In this particular example, the organization code is 01

And the member code is 1001

Users having a 4-digit id:

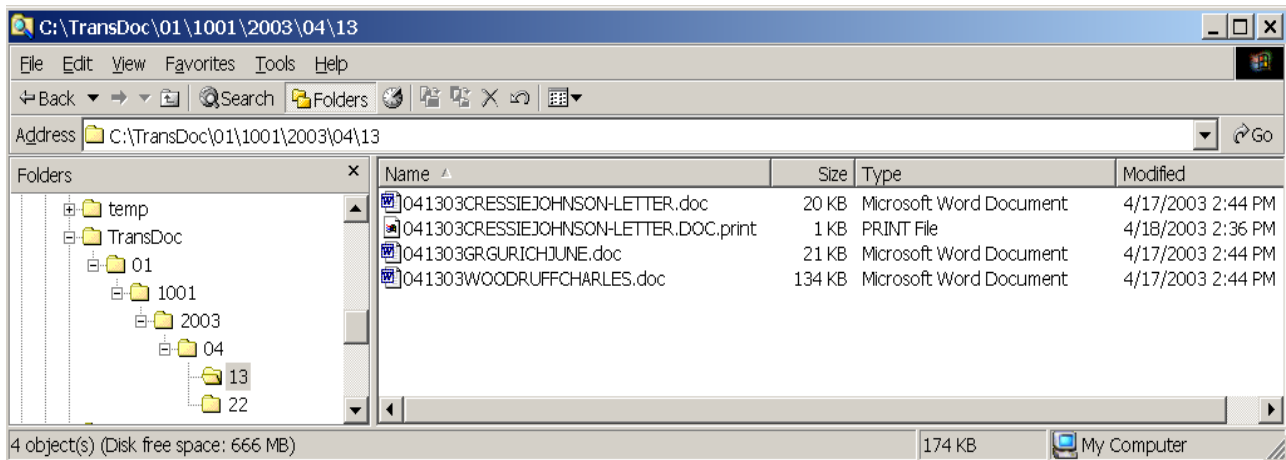
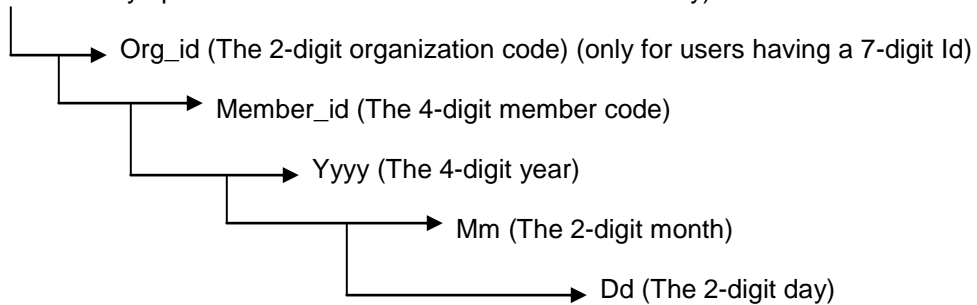
Example: 1001

The 4-digit code constitutes the member code.

In this particular example, the member code is 1001

Local dir :

D: transdoc (The directory specified in the TransViewer as Local Directory)



In this screenshot, the local directory is C:\TransDoc

The organization code is: 01

The member code is: 1001

The year is: 2003

The month is: 04

There are two days:

- 13: 4 files are stored as of 13 April, 2003 for a user with Id: 0 01 1001
- 22: Files are stored as of 22 April, 2003 for the user with Id: 0 01 1001

3. Uploading dictations using the Olympus Recorder:

3.1. Setup

3.1.1. Starting the Installation:

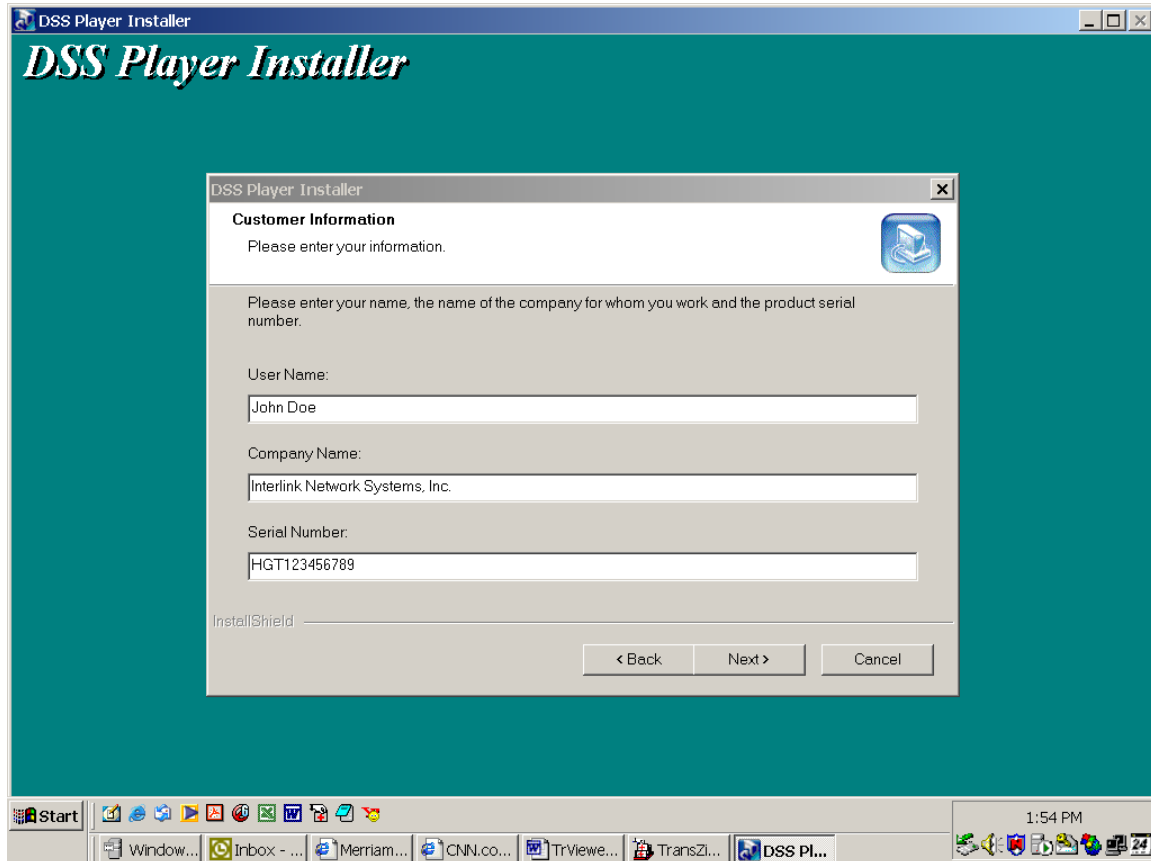
Click on "Install English (US) Version"



3.1.2. DSS Player Installer:

The DSS Player Installer displays the Name and the company of the user to whom this product is licensed. Please enter the Serial Number as indicated in the package containing the DSS Player Pro Software.

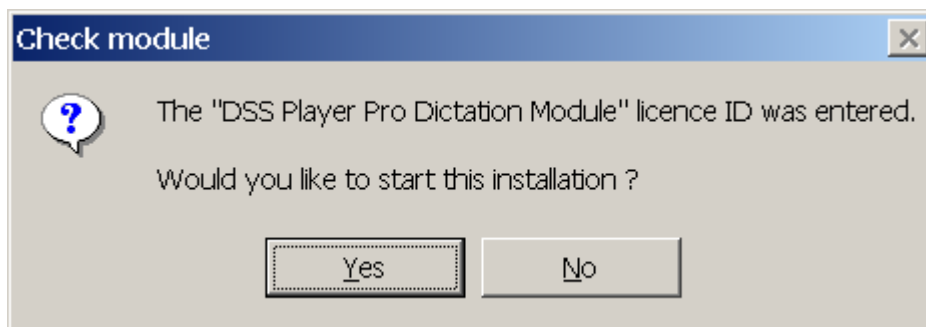
Click Next: to Continue with the installation



3.1.3. Check Module:

The Check Module window appears, asking you to confirm the installation.

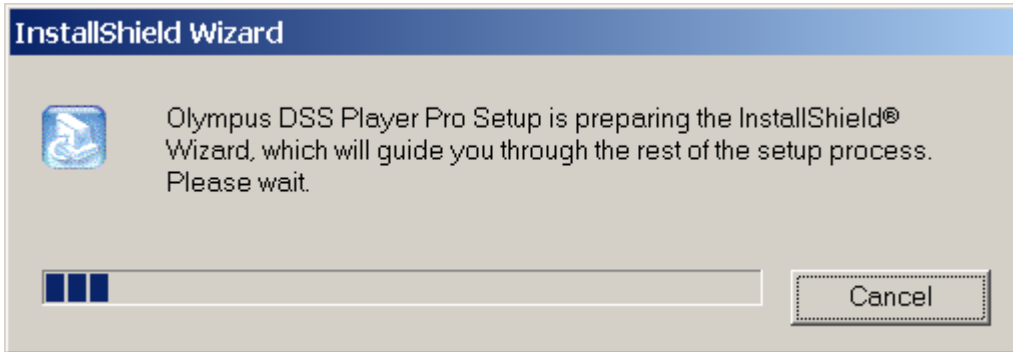
Click on Yes: to continue with the Installation process.



3.1.4. InstallShield Wizard:

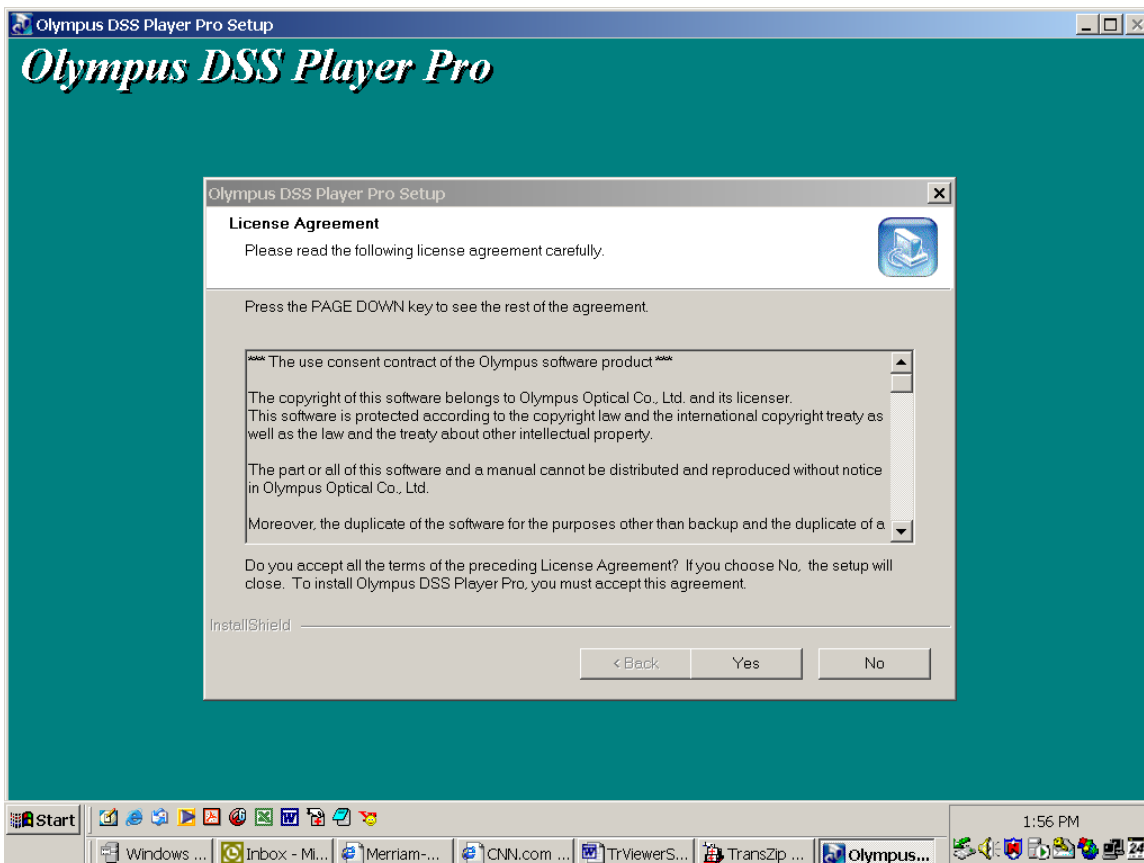
The InstallShield Wizard begins the Installation process.

Click on Cancel – to Exit the Installation process.



3.1.5. DSS Player Pro setup – License agreement:

Click on Yes – to accept the license agreement.

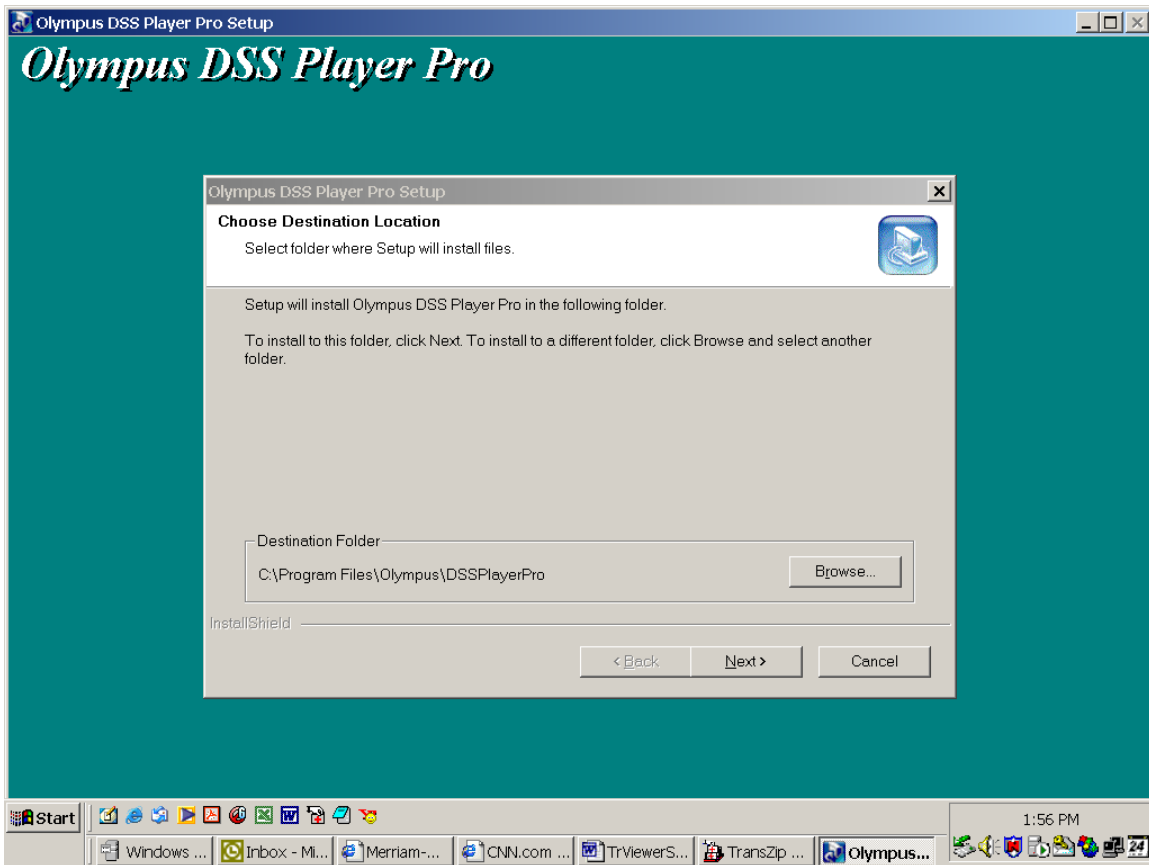


3.1.6. DSS Player Pro Setup – Destination folder:

This window displays the destination folder that will be used to install the files.

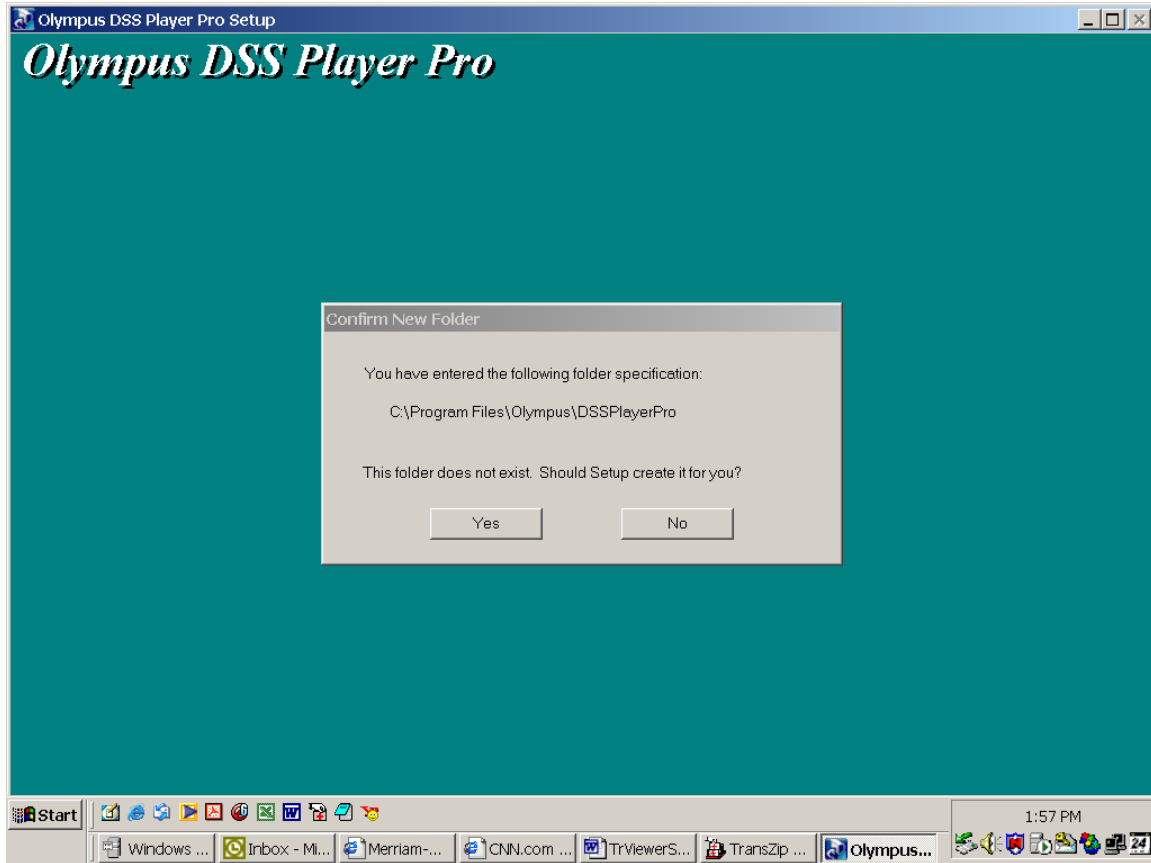
Click on Next – to continue with the Installation

Click on Cancel – to Exit the Installation process.



3.1.7. DSS Player Pro Setup – Create destination folder:

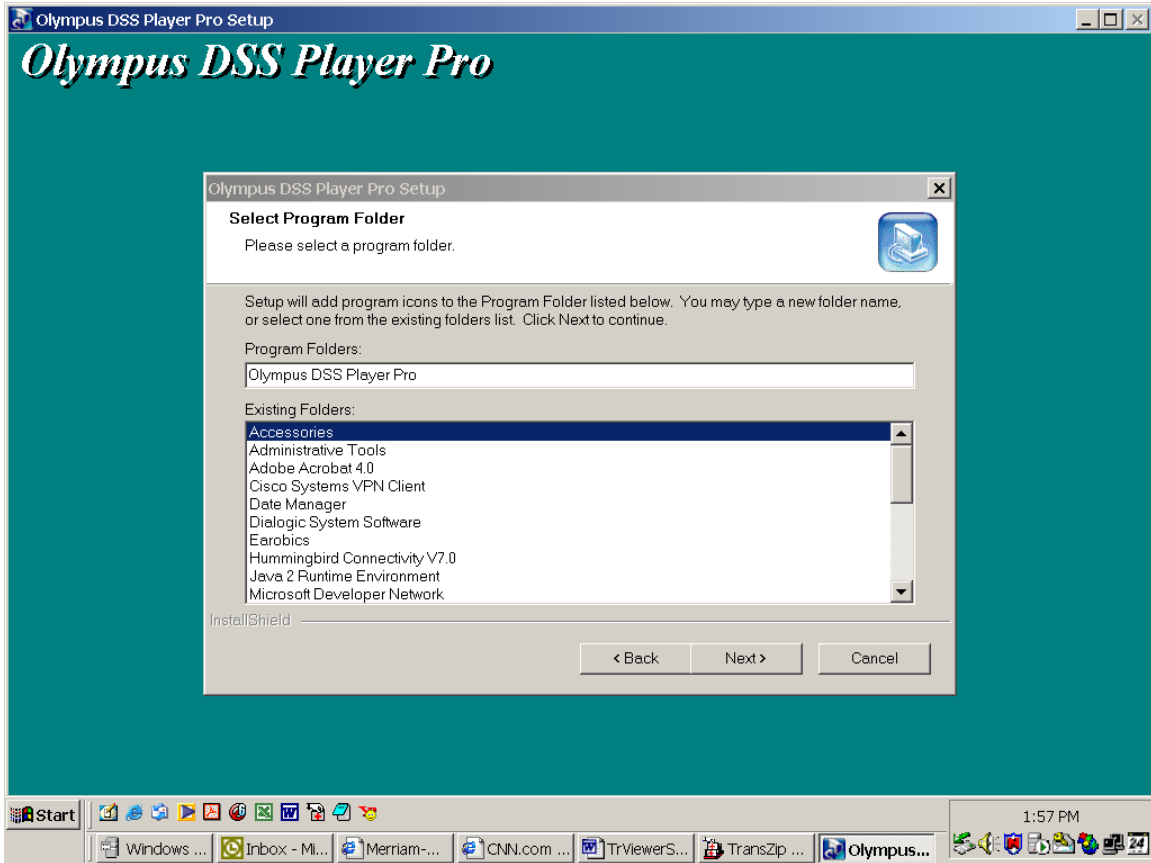
Click on Yes – to create the folder that can be used for installing the Olympus DSS Player Pro.



3.1.8. DSS Player Pro Setup – Adding icons:

Click on Next – to continue with the Installation.

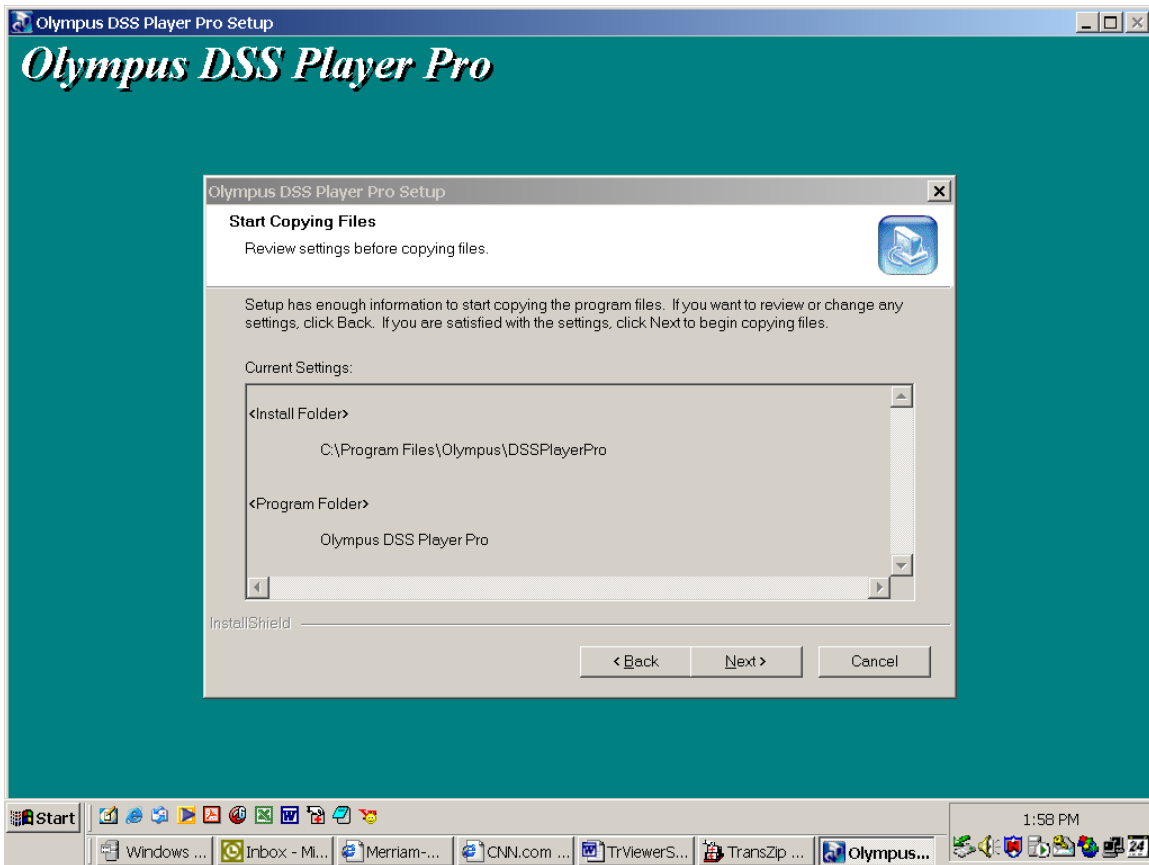
Click on Cancel – to Exit the Installation process.



3.1.9. DSS Player Pro Setup – Copying files:

Click on Next – to continue with the Installation.

Click on Cancel – to Exit the Installation process.



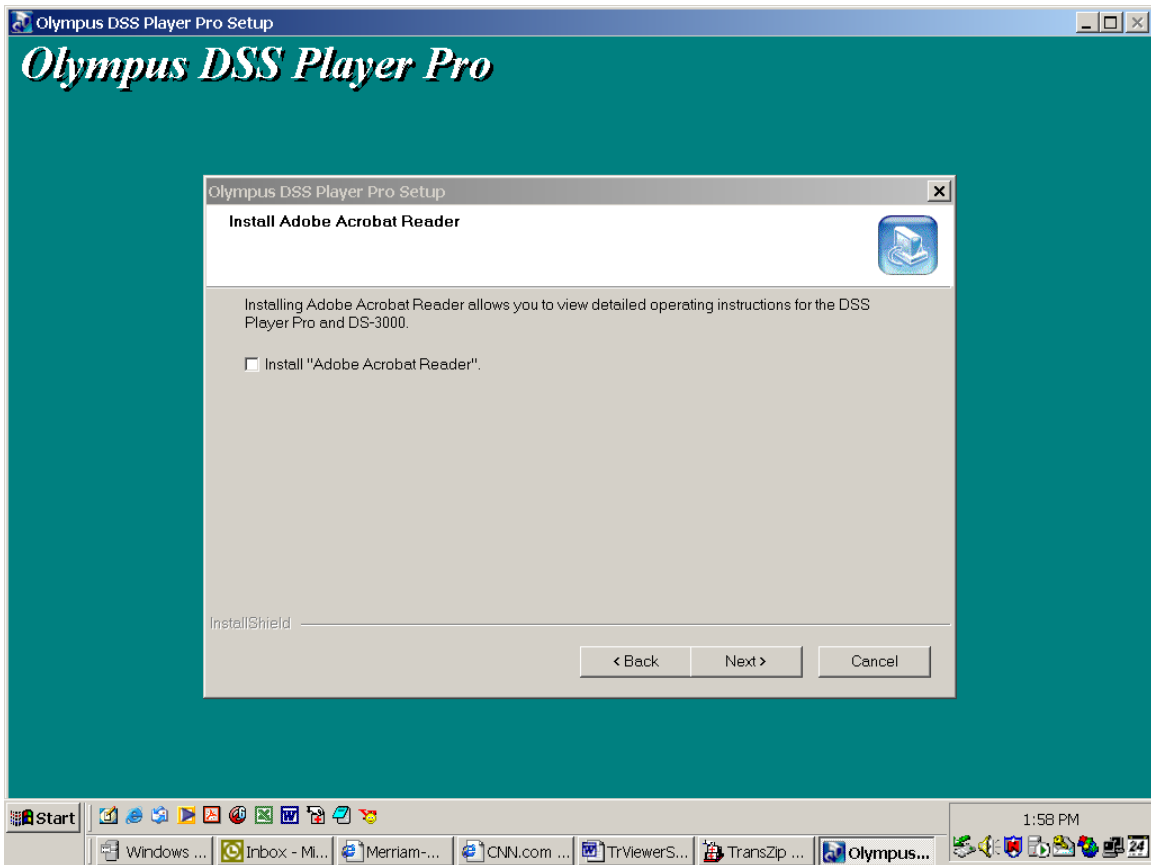
3.1.10.DSS Player Pro Setup – Install Acrobat Reader:

Acrobat Reader is NOT required for using the TransZip TransViewer.

Leave the “Install Adobe Acrobat Reader” box: unchecked

Click on Next – to continue with the Installation.

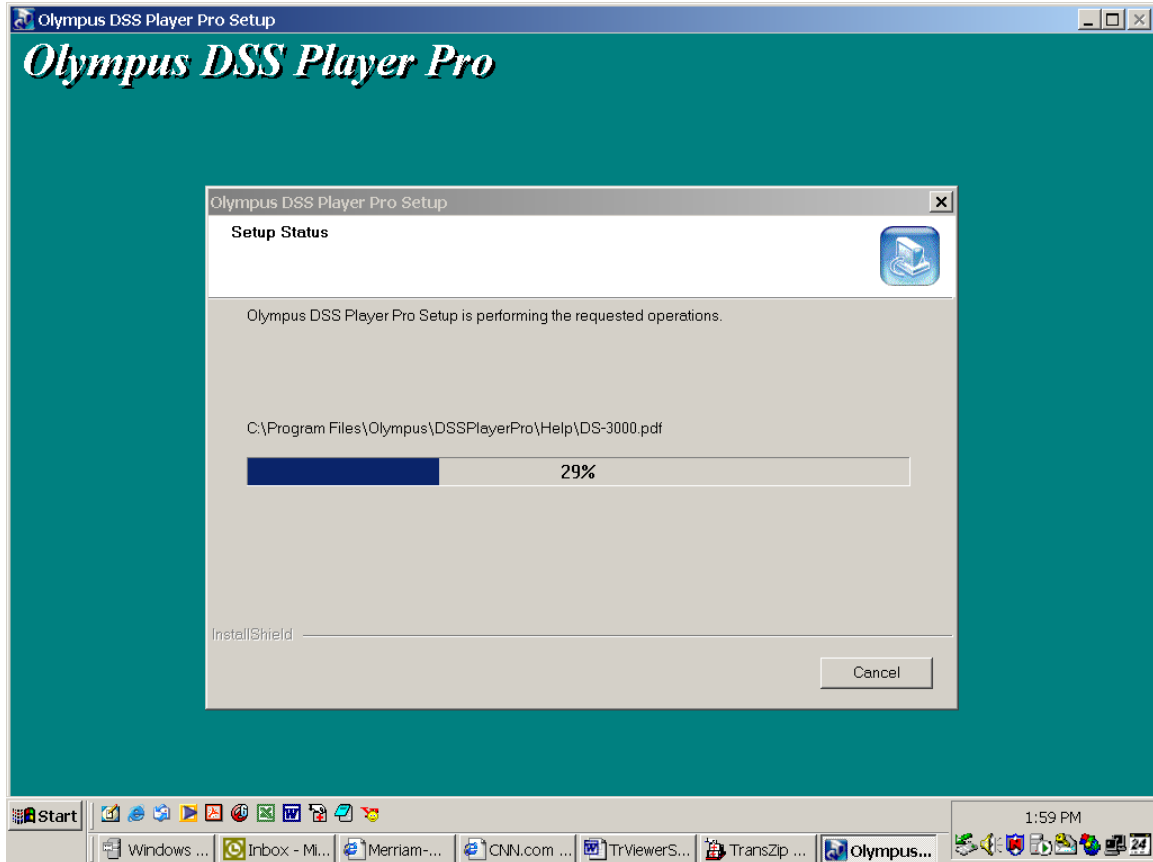
Click on Cancel – to Exit the Installation process.



3.1.11.DSS Player Pro Setup – Installation:

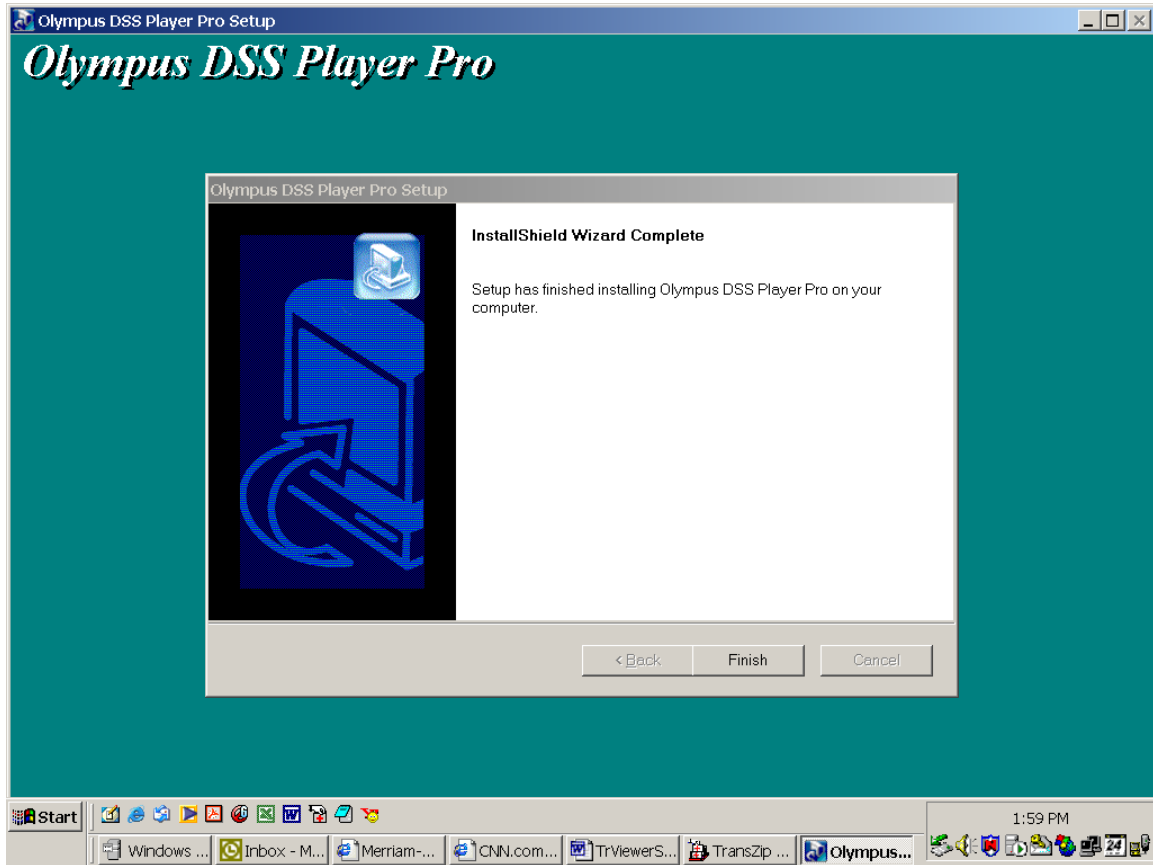
The Installation process is being completed.

Click on Cancel – to Exit the Installation process.



3.1.12.DSS Player Pro Setup – Finished installation:

Click on Finish – to complete the Installation process.



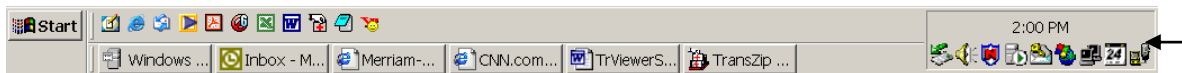
3.2. Delete DSS Pro for auto-detect:

When the recorder is connected to the PC, no other program should try to access the recorder. If any other application/program gets the control of the recorder, TransViewer will not be able to upload the dictations from the recorder.

To ensure that no other program/application automatically gets control over the recorder, the user is asked to delete the DSS System Pro entries from the system tray as well as the startup menu.

3.2.1. System-tray:

On the bottom of the screen, you will see an icon for DSS System Pro



Right-click on the icon, and select “**delete**”.

This will remove the icon from the system tray.

3.2.2. Auto Device detect:

Go to Start → Programs → Startup → Device detect → right-click

Select “**delete**”

3.3. Installing Drivers:

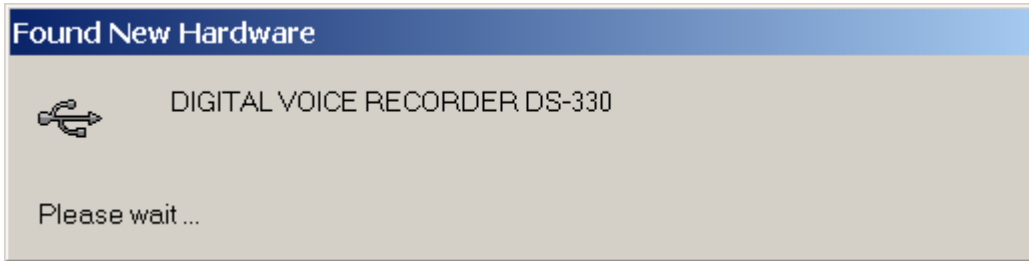
3.3.1. Connecting the recorder:

On connecting the recorder for the first time, a message window will appear stating, “installing”. This window will remain open for a few minutes.

3.3.2. Installing Process:

3.3.2.1. Found New Hardware:

There might be a “Found New Hardware” window, just like the one shown below.



3.3.2.2. Found New Hardware Wizard:

This wizard helps you install a device driver for the Recorder that you are using.

Click Next – to Continue

Click Cancel – to exit the installation process.



3.3.2.3. Search for a driver:

This window helps you in locating a suitable device driver for your recorder.

Select the option – Search for a suitable driver for my device.

Click Next – to Continue

Click Cancel – to exit the installation process.



3.3.2.4. Location to search:

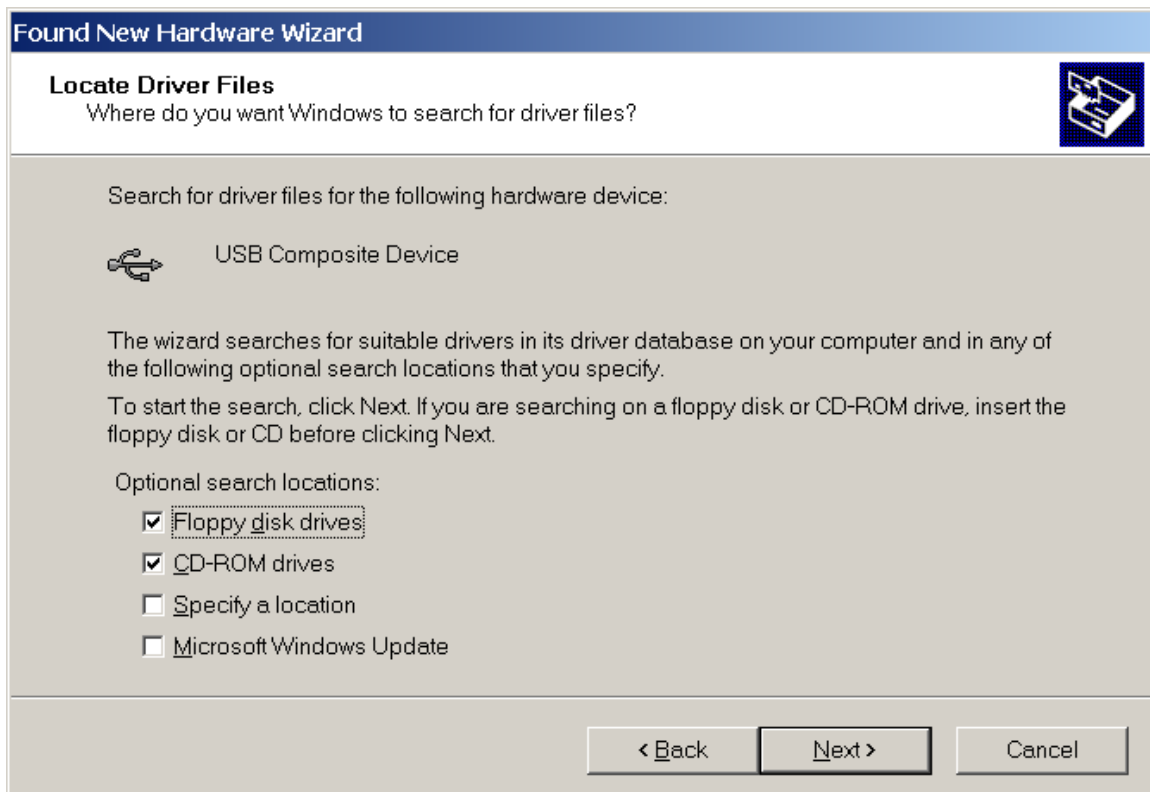
This window searches for the device driver in the search location that you choose.

Check out options for:

- Floppy disk drives
- CD-ROM drives

Click Next – to Continue

Click Cancel – to exit the installation process.

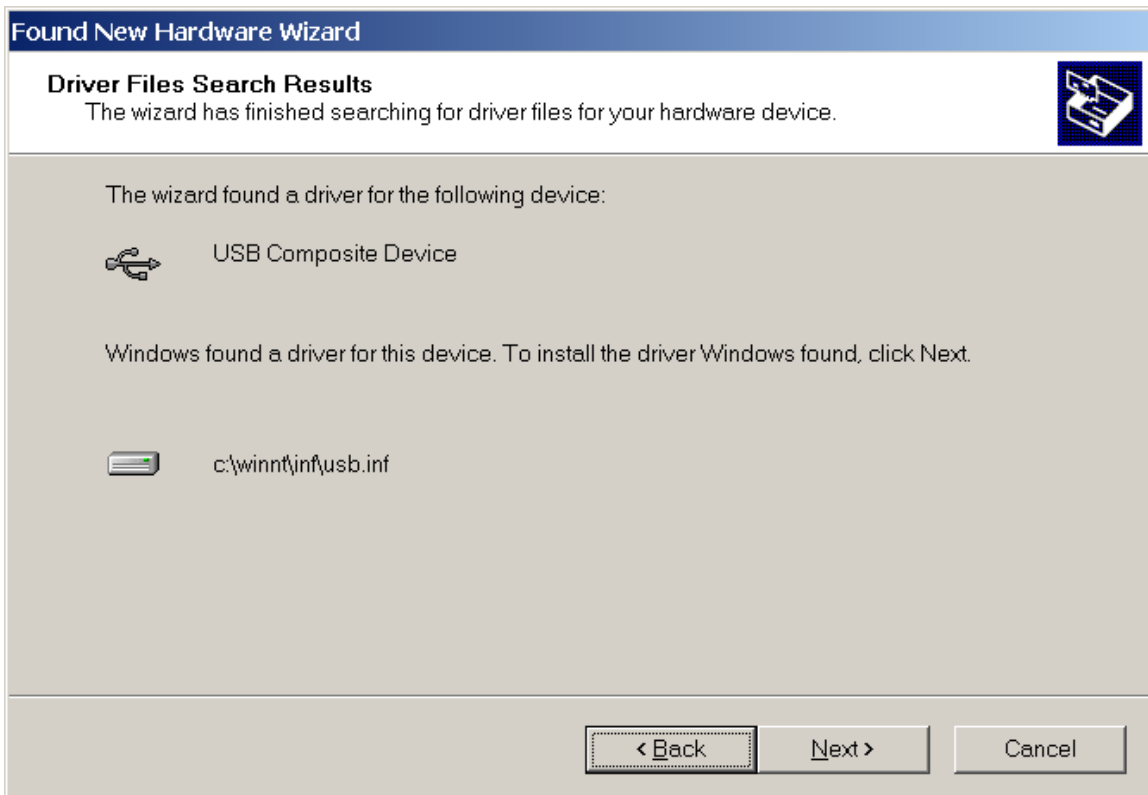


3.3.2.5. Selecting the device driver:

This window shows you the result of the search with all possible device drivers.

Click Next – to Continue

Click Cancel – to exit the installation process.



3.3.2.6. Authentication:

This window confirms that you want to install the selected device driver.

Click Yes – to Continue

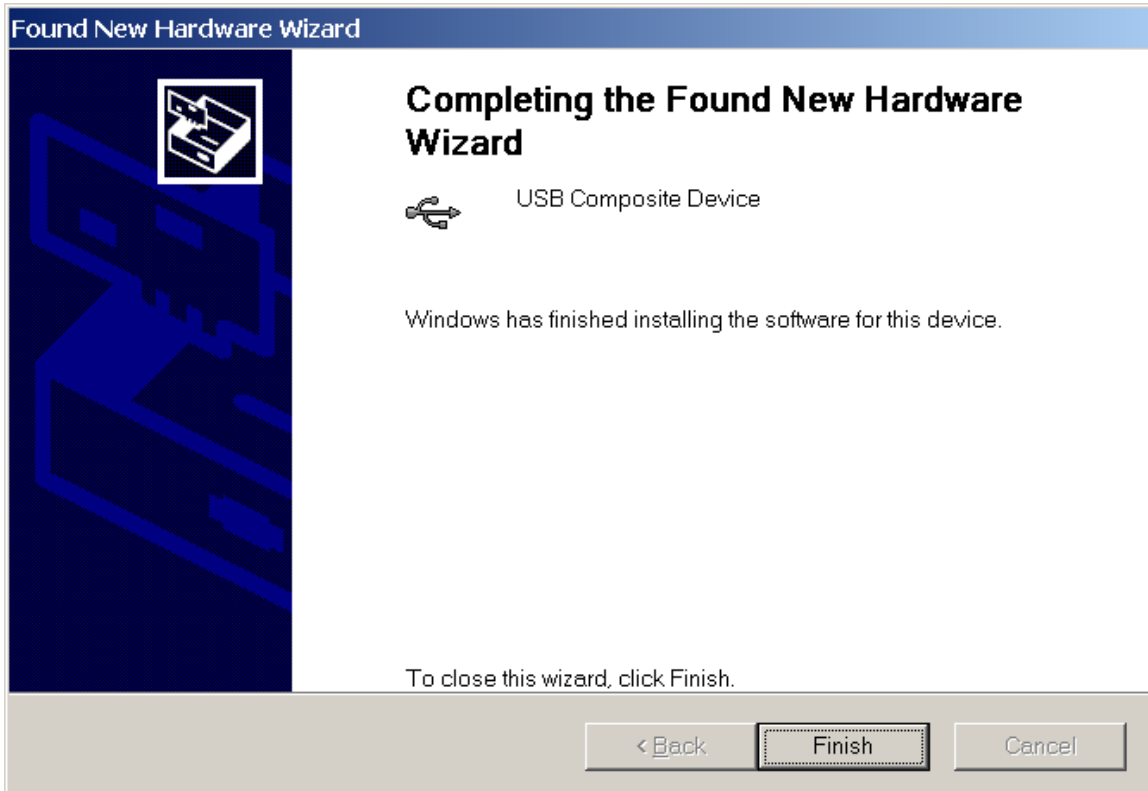
Click Cancel – to exit the installation process.



3.3.2.7. Completing the installation:

This window marks the completion of the installation process.

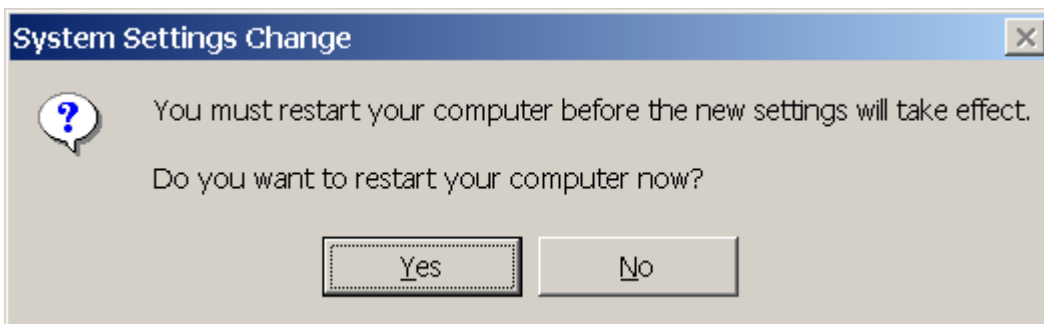
Click Finish – to complete the installation process.



3.3.2.8. Restart the computer:

This screen warns the user that the system needs to be restarted for the new settings to take effect.

Click on Yes – to restart your computer.



3.4. Uploading files:

3.4.1. Connecting the recorder:

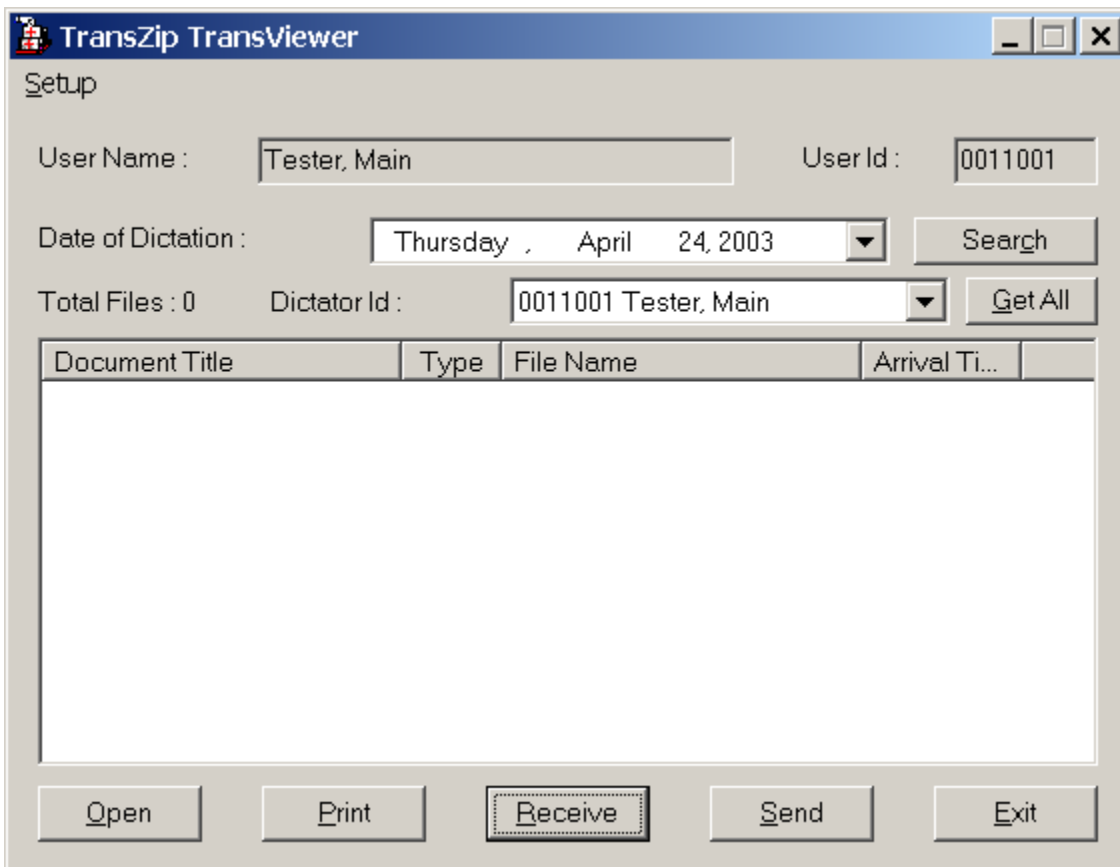
Connect the recorder to your computer's USB port.

3.4.2. Setup- options:

Start the TransZip TransViewer application.

The main screen will appear.

Click on *Setup* → *Options*



The screenshot shows the 'TransZip TransViewer' application window. The title bar reads 'TransZip TransViewer' and includes standard window controls (minimize, maximize, close). The main window is titled 'Setup' and contains the following fields and controls:

- User Name :** Text box containing 'Tester, Main'
- User Id :** Text box containing '0011001'
- Date of Dictation :** Calendar dropdown menu showing 'Thursday , April 24, 2003' and a 'Search' button.
- Total Files :** Displayed as '0'
- Dictator Id :** Dropdown menu showing '0011001 Tester, Main' and a 'Get All' button.
- Table:** A table with columns: Document Title, Type, File Name, and Arrival Ti... (truncated). The table is currently empty.
- Buttons:** A row of five buttons at the bottom: 'Open', 'Print', 'Receive' (highlighted with a dashed border), 'Send', and 'Exit'.

3.4.3. Select Recorder:

Select the type of recorder that you plan to use.

Click on OK – to continue with the uploading process.

Click on Cancel – to go back to the main screen with previous settings.

The screenshot shows a dialog box titled "Options" with a close button (X) in the top right corner. The dialog contains several input fields and a list of recorder options:

- (Org Id) User Id : 0011001
- Password :
- Dispatch Directory : C:\TzDispatch
- Local Directory : C:\TransDoc
- Dictation Directory :
- Dictator Ids :
- Printing Delay (secs) : 0
- Use SSL Encryption
- A list of recorder options with "Olympus DS-2000/3000 Digital Recorder" selected:

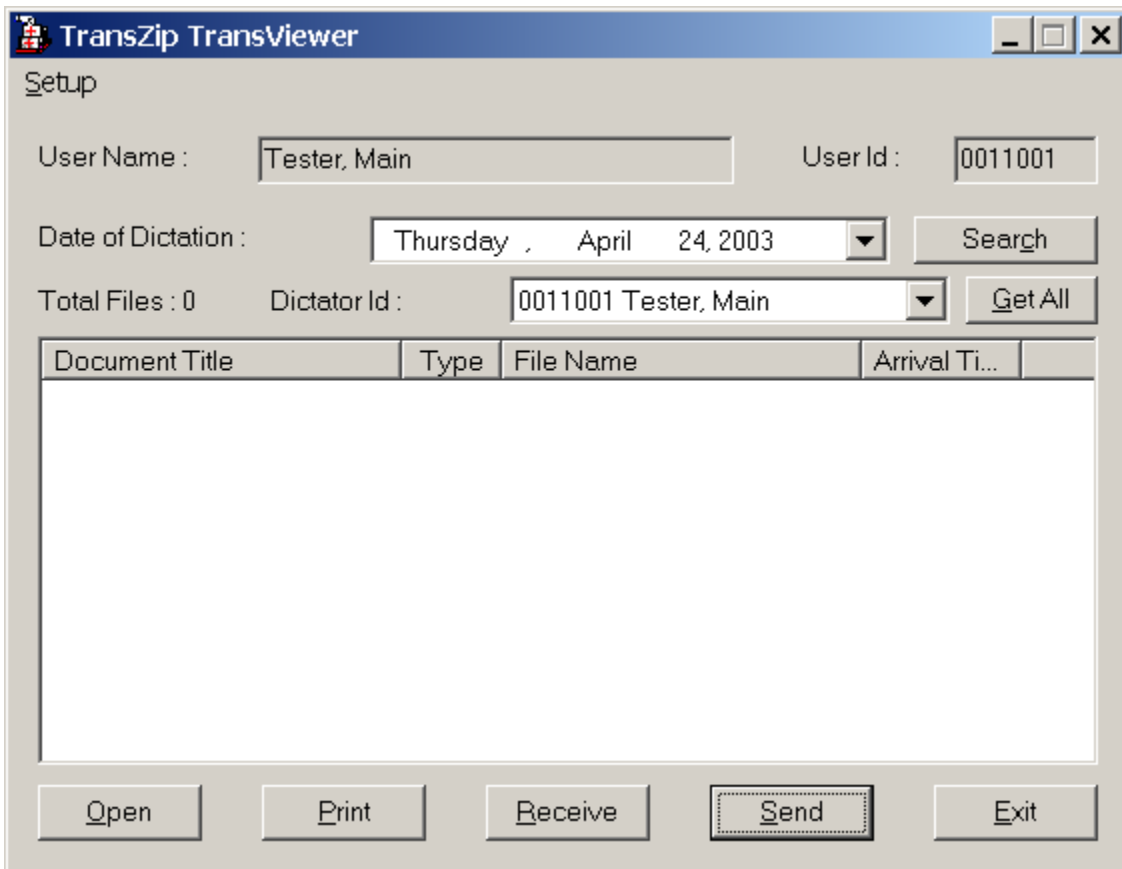
 - Olympus DS-2000/3000 Digital Recorder
 - Olympus DS-150/320 Recorder (Serial Port)
 - Olympus DS-150/320 Recorder (USB Port)
 - Radio Shack DR-81 Recorder (Serial)

- Buttons for "OK" and "Cancel" are at the bottom.

3.4.4. Main Screen

3.4.4.1. Send:

Click on Send – to copy the dictations from the Recorder to your computer.



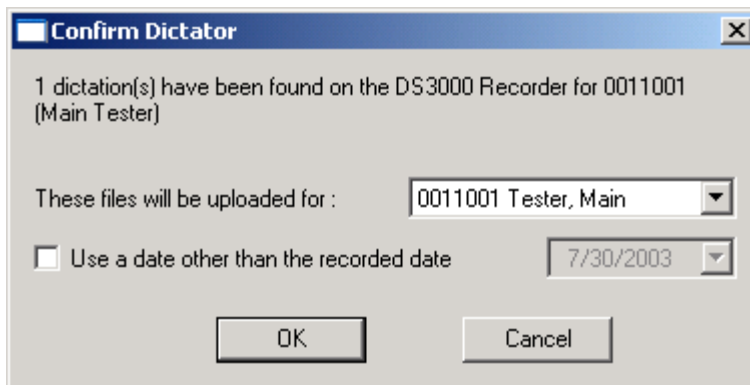
3.4.4.2. Confirm Dictator:

This window confirms that 1 dictation was found on the DS3000 Recorder for the physician with Id = 0011001 (Name = Main Tester)

It also confirms that these files will be uploaded with the date as that of “**date of dictation**”.

Default date = date of dictation (based on the time in the Digital Recorder)

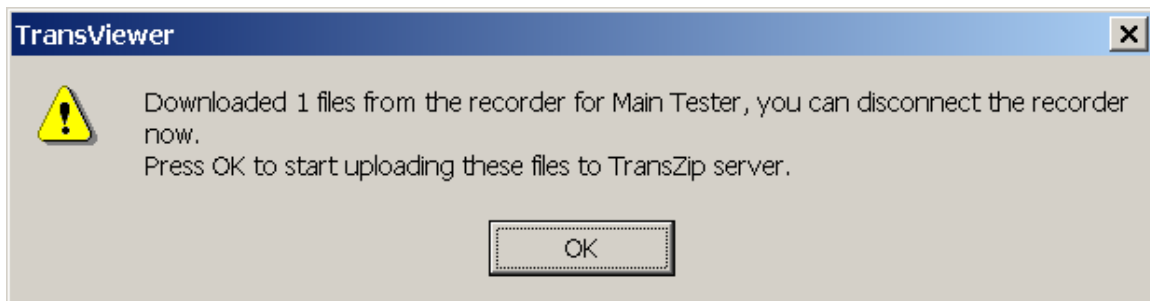
Click on OK – to copy these files from the recorder to the computer (your PC)



3.4.4.3. Uploading to TransViewer:

This window displays the number of files that were copied from the recorder to the computer. (C:\TzDispatch\Pending directory)

Click on OK – to upload these files to TransViewer server.



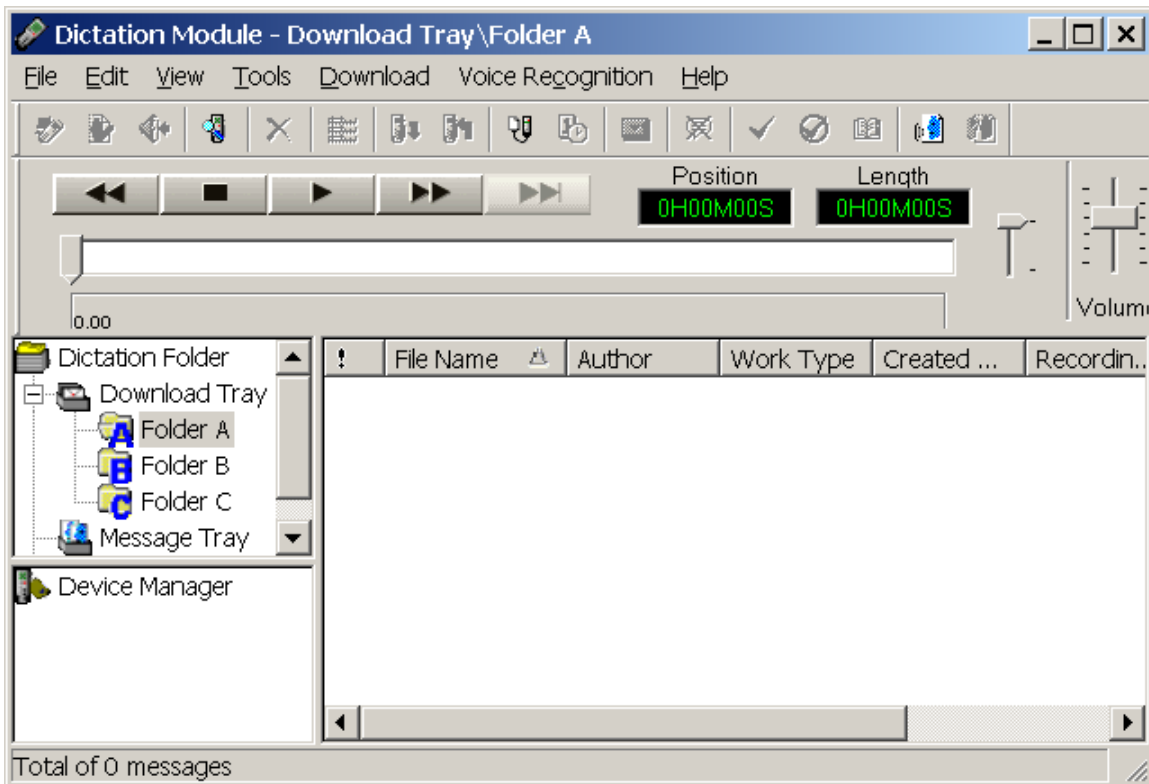
3.5. Special Instructions for DS3000 Recorder:

This Recorder has the additional functionality allowing multiple physicians to store their dictations separately. This is achieved by having an Author Id for each physician. Therefore, one recorder could be used to store dictations from several physicians.

Before recording a dictation using the DS3000, please ensure that the recording is done under your Author Id.

3.5.1. Setting up the Author Id:

Select Start → Programs → Olympus DSS Player Pro → Dictation Module



Select Download → Create and Send Job Data

Enter your Author Id.

Please note that the author id should be your Last name or the user Id that you use for TransViewer.

Click on Save – to save the settings.

Click on Transfer All – to create the new authors on the DS 3000 recorder.

The screenshot shows a software dialog box titled "Create and Send Job Data". It features a grid for entering "Author ID" and "Work Type ID" data. The "Author ID" section has five rows, each with a checkbox and two text input fields. The first row is selected, with the first input field containing "0011001". The "Work Type ID" section also has five rows with checkboxes and two input fields each. To the right, there is a "DS-3000 Priority Level" dropdown set to "0" and a "Transfer" button. At the bottom of the dialog are "Save" and "Transfer" buttons. On the right side of the dialog, there are "Transfer All" and "OK" buttons.

3.5.2. Selecting your Author Id:

While using the DS 3000 recorder, keep the FOLDER/MENU button pressed for 2 seconds.

This will flash an Author Id option on the screen.

Press RECORD to select this option.

Press FWD/REW to select through the Author Ids present on the recorder. When you come up across your author id, press RECORD again. All dictations will now be saved under your author id.

When you connect the recorder to your computer and select SEND on the TransViewer, ONLY those dictations stored under your author Id will be uploaded.

4. FAQ

1. The icon does not exist in your menu.

On windows 2000/ XP, the TransViewer was installed with admin privileges, however, when you log-in there is no TransViewer icon.

Solution: Create a shortcut for the .exe

2. Do not see patient name in first column for the filename.

Installation was not properly completed OR not in admin mode.

Particular dl was not registered.

DOS window --- program files --- INS --- transzip --- run regsvr32 dsofile.dll

Restart TransViewer

3. When you start the program ----- unknown exception.

Regedit -- H_Key Current User – Software – INS ---- Delete INS entry

Restart Setup windows ----> user_id password

4. Transient error ----- unable to access INS

If using a Dial-up connection -----> Could be an Internet problem

Solution: Retry access to Internet, retry access to our website

5. Changing to alternate_filename

If the alternate_filename is the patient name and if there are two documents for the same patient, then the second one will overwrite the first document.

Solution: The MT should be asked to enter the patient's last name as lastname_1, lastname_2

6. Dialup – Recording error

The user is unable to record multiple dictations.

The user might be pressing 9 (twice) (getting out of main menu instead of ending a recording and continuing a new one)

7. Cannot connect to transviewer

Clicking on Receive – Error

Internet issue.

8. Error – User does not have transcription privileges.

The office manager might be trying to access a dictator_id, which is not delegated to the office_manager OR might be trying to access documents with his/her id. Office_manager does NOT have transcription privileges.

9. Print History

Even though I printed a document, it does not appear in Print History

This feature keeps track of ALL documents printed using the **TransViewer application ONLY**. If you open a document and then print it, using some other application like Microsoft Word, etc then the print history feature in TransViewer would not display this information

10. Error connecting – invalid certificate

This error would occur for the following reasons:

1. Incorrect System clock
2. The Internet Explorer version uses less than 128-bit encryption

11. Two audio files – 1 document

Select the audio file that does not have a document with the corresponding name, Mark as Complete

12. TransViewer is not uploading the files.

1. Check if the recorder is properly connected to your computer
2. Check if device detect is running
3. Check to see if the DSS Olympus Player can recognize the recorder

13. The Search does not work.

Gives an error – Run the Document Indexer. This error indicates that there are files on your computer that have not yet been indexed. In order to index these files execute the Document Indexer as mentioned in Page 27.

14. The user name is incorrect.

In some cases the User Name may just contain the User Id.
To display the name, click on **Receive**. This will download the details of the user from the database, displaying the name of the user.

15. How to sort the documents that are displayed on the TransViewer?

Click on any of the column headings to sort the documents in ascending/descending order.