



Interlink Network Systems, Inc.

TransZip TransViewer

User Manual



Interlink Network Systems, Inc.

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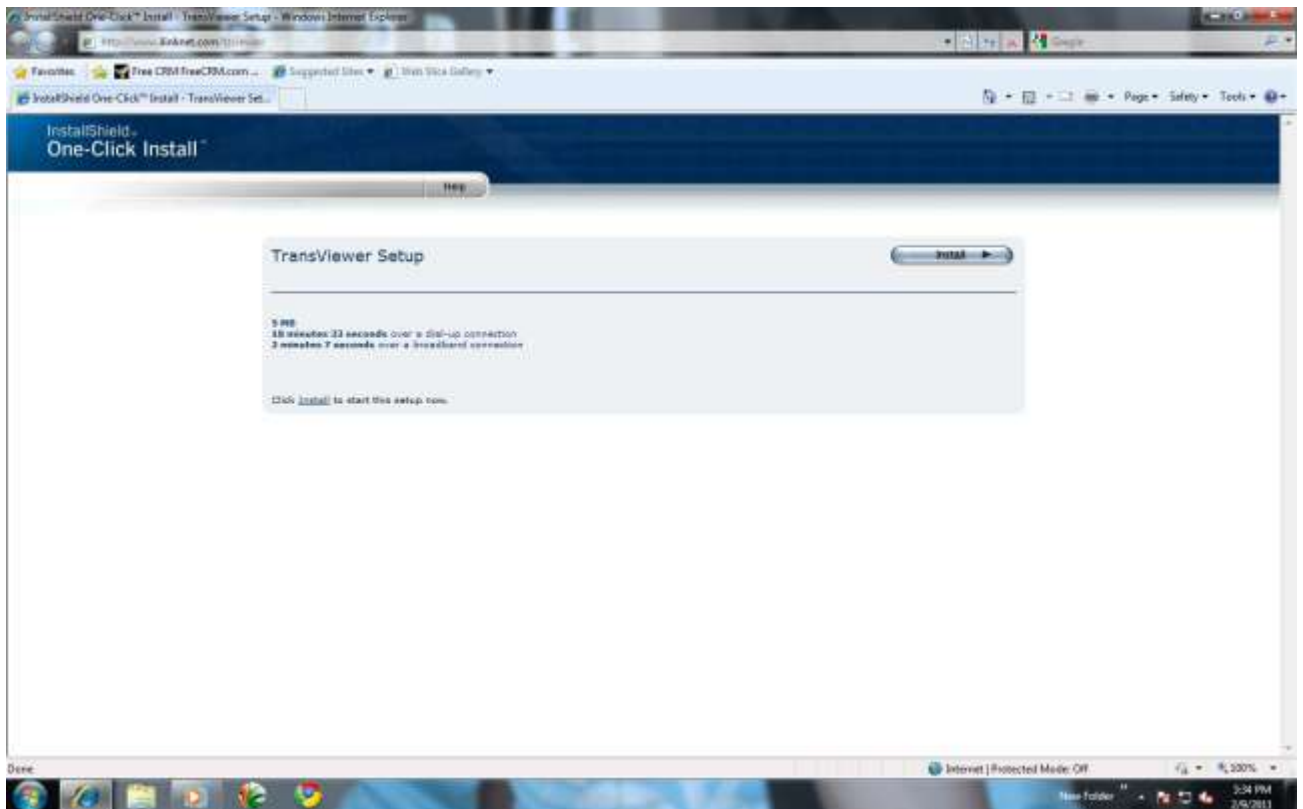
Installation Procedure

1.1. Starting the Installation process

From your XP/Vista/Windows 7 machine, start Internet Explorer and go to <http://www.ilinknet.com/tzviewer> and click on install.

While installing the TransZip TransViewer ensure that installation takes place in **Administrative mode**.

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

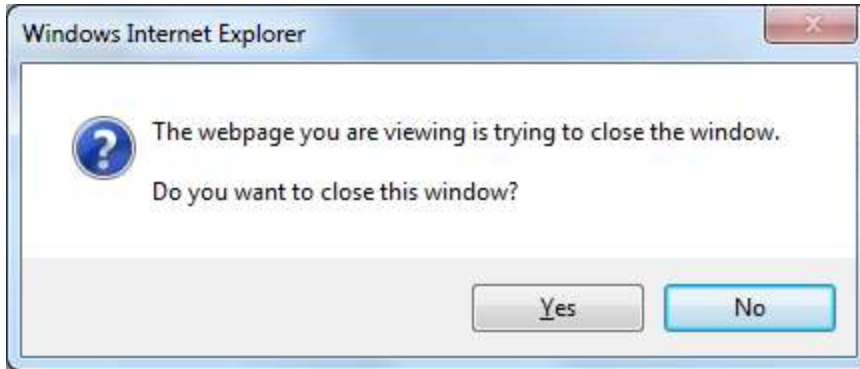


Click on Install

This will start the installation of TransZip TransViewer on your machine.

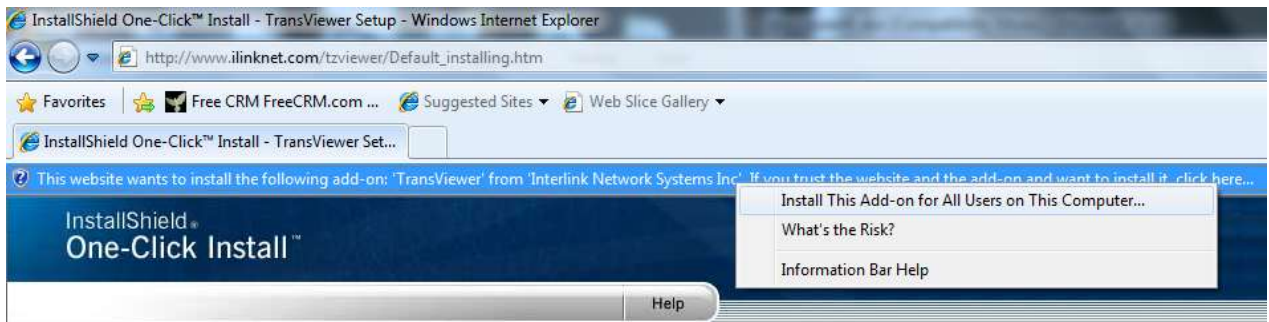
1.2. Security window

During the installation, an alert window might appear like shown below. Click on 'No' to continue with the installation.



Security Warning will appear top left corner of the Internet explorer window, just below the IE tab.

Right click on the warning message and click on 'Install This Add-on' to start installation.



This window certifies the authenticity of Interlink Network Systems Inc. Click on 'Install' to continue with the installation.

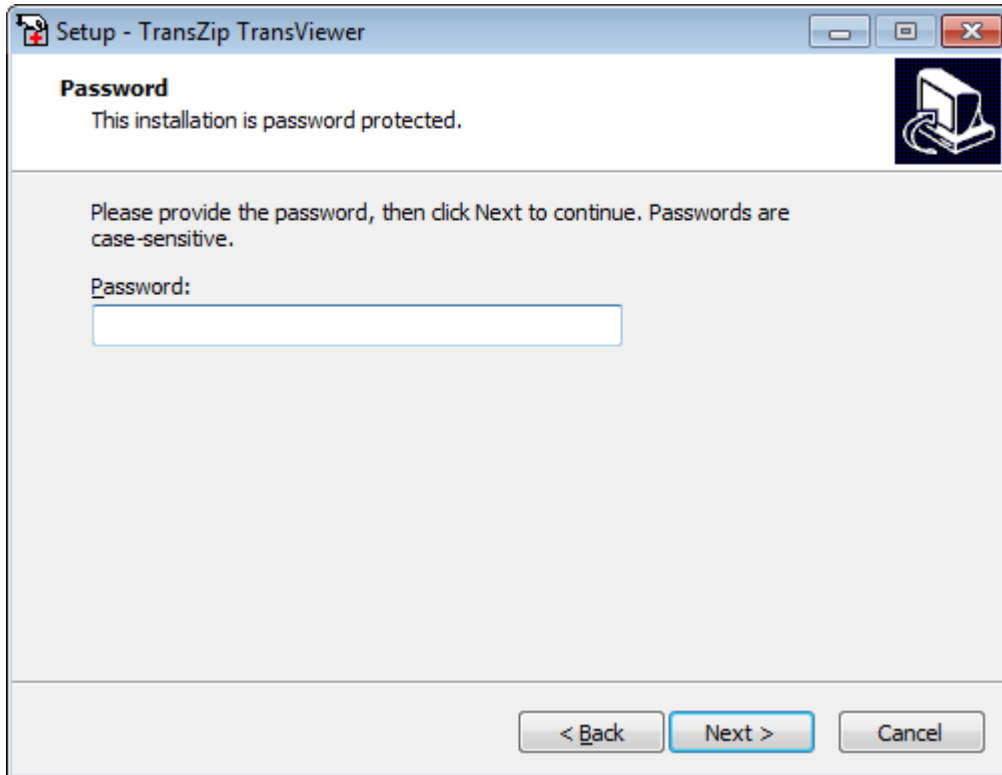


1.3. Password screen

A Password screen pops-up.

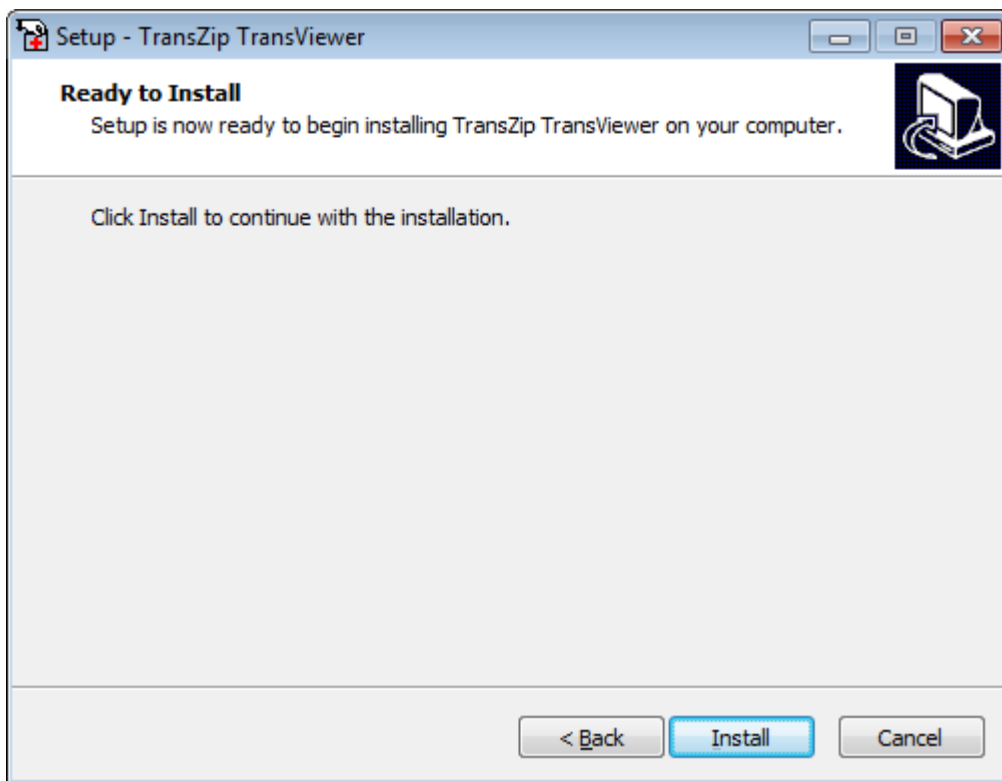
This is used to authenticate the user installing the application.

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



Click Next - to continue with the Installation process

1.4. TransViewer – Ready to Install



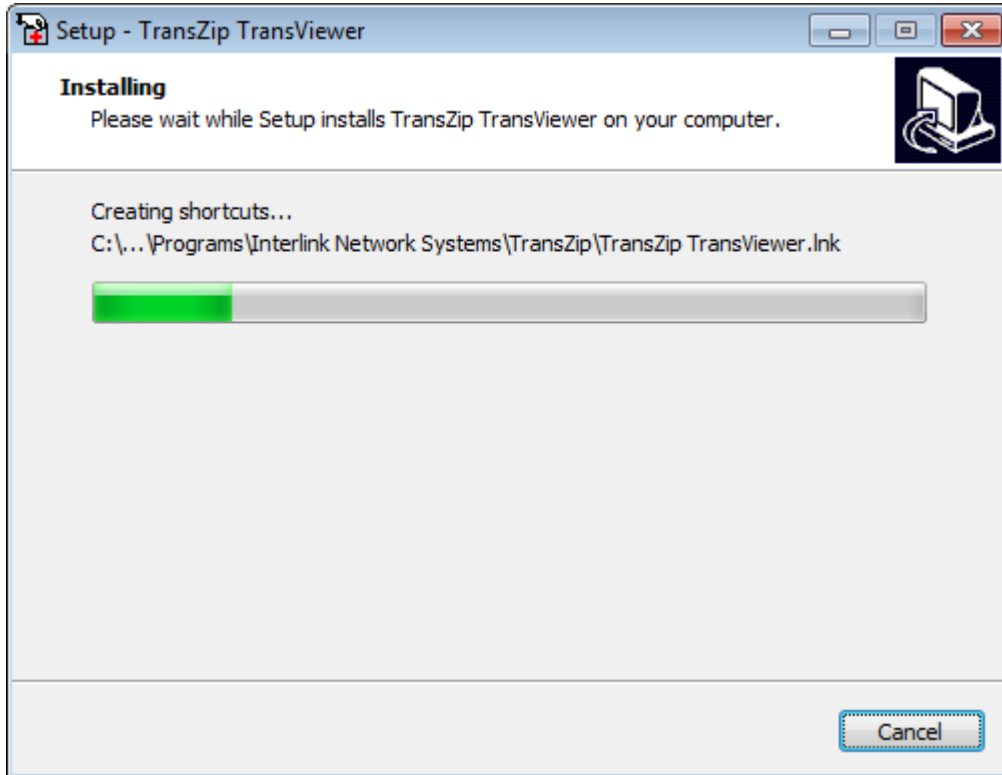
Click Install - to continue with the Installation process

Click Cancel - to Exit the Installation process

1.5. TransViewer – Installation progress

The following window will appear, indicating that the Installation process is being carried out.

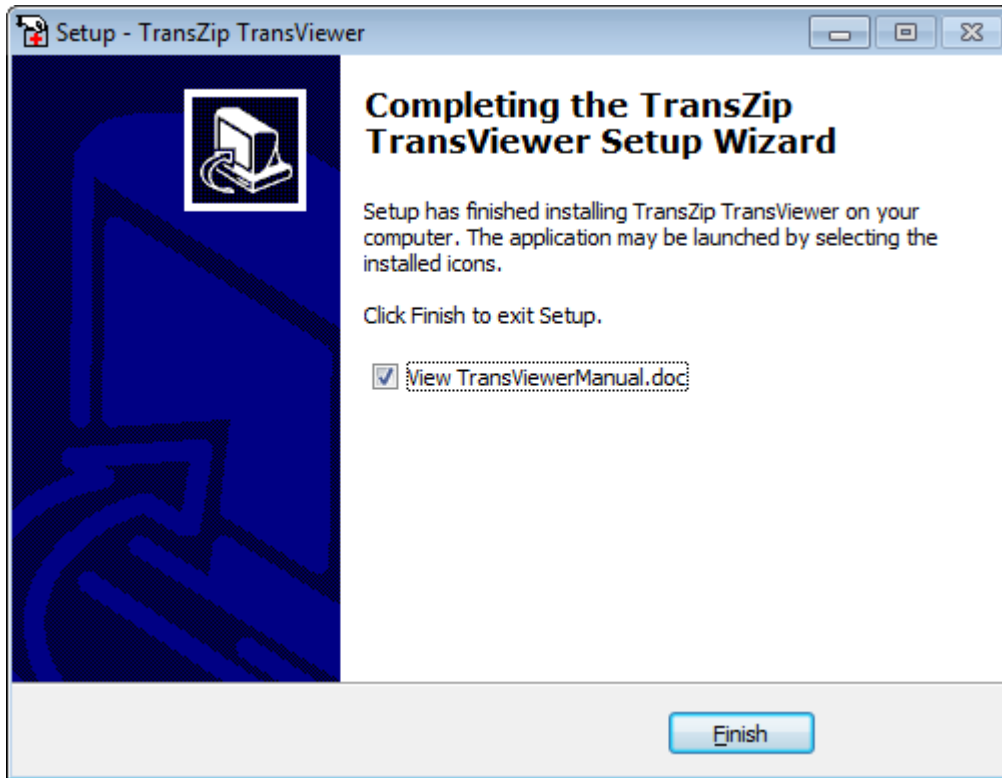
This may take several minutes depending on the speed of your machine.



Click Cancel - to Exit the Installation process

1.6. TransViewer – Installation 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.

Procedure to set-up TransZip TransViewer

1.7. Starting the Application

Click on the *TransViewer icon* on the desktop.



Alternately you can also start TransViewer by going to

Start menu -> All Programs -> Interlink Network Systems -> TransZip -> TransViewer

1.8. Configuration

Profiles let you connect to TransZip servers and start using TransViewer. With TransViewer ver 4.0.0.5 onwards, multiple TransZip user Ids may be registered with a single installation of TransViewer. This feature is particularly useful for doctors with multiple TransZip Ids registered with different locations and in situations where the secretary, admin and doctor may be using the same system to download, upload and review files.

The profile Preferences lets you get your default settings based on your User Id from the TransZip server, or you can enter you custom configuration details and submit to the TransZip server. To get the default configuration details, enter your User Id and Password and click on the 'Reset' button. To submit your custom configuration details, enter the values for the fields and click on the 'Submit' button.

The screenshot shows the 'Profiles' configuration window. On the left, under the 'Profile' section, there is an 'Add New Profile' button and a list containing 'Default Profile (Active)'. Below the list are 'Set Active', 'Rename', and 'Delete' buttons. The 'Preferences' section on the right contains the following fields and options:

- Profile Name: Default Profile
- User Name: HelpDesk, Telenetix
- (Org Id) User Id: 9999
- Password: ****
- Local Directory: C:\TransDoc
- Dispatch Directory: C:\TzDispatch
- Dictation Directory: C:\TzDispatch
- Dictator Ids: (empty field)
- Printer Delay: 0
- Recorder selection: A dropdown menu with 'No Digital Recorder' selected, and options for 'Olympus DS-330 Digital Recorder' and 'Olympus DS-2000/3000 Digital Recorder'.

On the right side of the 'Preferences' section, there are three buttons: 'Submit', 'Retrieve', and 'Reset'. Below these are three checkboxes: 'Use Secure Connection' (unchecked), 'Use Current date for Dictation directory files' (unchecked), and 'Save copy of Audio files' (checked). A 'Set Custom Recorder' button is located below the checkboxes. A 'Close' button is at the bottom right of the window.

When TransViewer is ran for the first time, a profile named "Default Profile" is automatically created for you and is set active. You may later choose to rename this profile and add new Profiles as per your requirement.

1.8.1. 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

1.8.2. Password:

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

1.8.3. Dispatch Directory:

The dispatch directory is used for sending files to the transcription team. You can put the dispatch files in this folder which will be sent to the transcription team when you click on 'Send'. (For example: Patient list).

To change the dispatch directory – Enter the new directory name or click on the (...) button next to the Dispatch Directory field to browse the file system and select the dispatch directory.

Audio files CANNOT be uploaded from this directory.

1.8.4. Local Directory:

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

To change the local directory – Enter the new directory name or click on the (...) button next to the Dispatch Directory field to browse the file system and select the local directory

1.8.5. Dictation Directory

Fill this entry, only if you are going to use a PC based recording system. TransViewer will look in this directory for audio files to be sent for transcription when you click on 'Send'.

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

To provide physicians with the flexibility to use recorders that show 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:)

If the recorder has a name then TransViewer will let you use the name instead of the drive letter (H :) in the dictation directory field, so that the next time you connect the recorder you don't have to change the dictation directory if the recorder shows up with a different drive letter.

1.8.6. 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.

1.8.7. 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.

1.8.8. Use SSL Encryption:

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

To comply with the HIPAA regulations, communication with the TransZip server should be encrypted to prevent any attempt of eavesdropping.

Upon selecting this check box, the latest security standards are utilized to ensure data confidentiality, files are sent in an encrypted format and every stage of the work process is protected to ensure maximum security and confidentiality

1.8.9. Use Current date for Dictation directory files:

Check this setting if you want to name the dictations using current date. If not the dictations will be named using the modified date.

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.

1.8.10. Save copy of Audio files:

Check this setting if you want to save a copy of the dictations to the local directory.

Generally NOT recommended as audio files occupy large disk space.

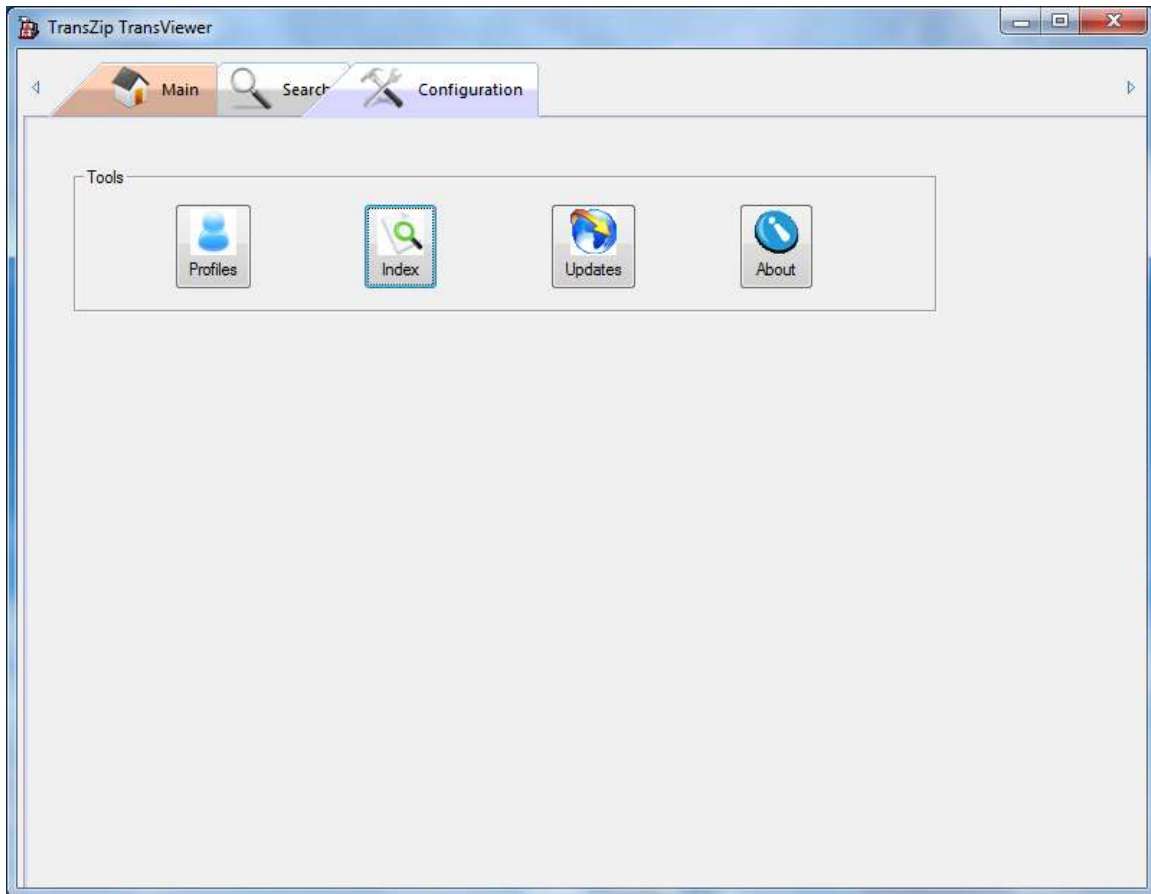
1.8.11. Use Recorder:

Select the recorder type if using a digital recorder by using the drop-down selection menu at the bottom of the page.

Select “No Digital Recorder” if you are using a PC based recording system.

Click on ‘Submit’ – to submit your settings to the TransZip server.

Clicking on the ‘Retrieve’ button will retrieve the configuration you had previously submitted to the server.



1.9. TransZip TransViewer

1.9.1. Configuration

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

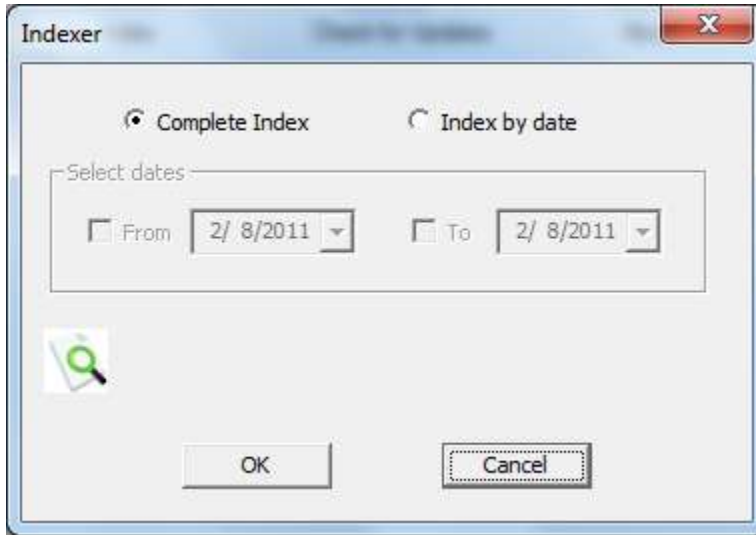
The configuration tab also provides the user with different tools like discussed below.

1.9.1.1. Profiles

Clicking on the 'Profiles' button on the configuration tab will bring up the profiles window. From the profiles window, you can set and review all the configuration parameters for a profile and submit, reset or retrieve it as required. You may also add, rename and delete a profile from here.

To set a profile as active just select that particular profile and click the “Set Active” button below the list of profiles. You may also seamlessly switch between profiles from the main tab by selecting the required profile from the drop-down list under the “Profiles” category.

1.9.1.2. Index



Clicking on the ‘Index’ button on the configuration tab brings up the Indexer dialog which lets you index your document files for easy search. You can choose to perform a ‘Complete Index’, in which case all the files present under your local directory will be indexed. Or you can choose to index files based on dates, by selecting the ‘Index by date’ option and specifying a ‘From’ and ‘To’ date.

1.9.1.3. Check for Updates

On clicking the 'Check for Updates' button, TransViewer will look up the TransZip server to see if a new version of TransViewer is available for download.

If a new version of 'TransViewer' is available for download, it shows up a dialog asking if you want to download and install the new version. You can download the new version by clicking on 'Yes' or cancel by clicking on 'No'.

1.9.1.4. About TransViewer

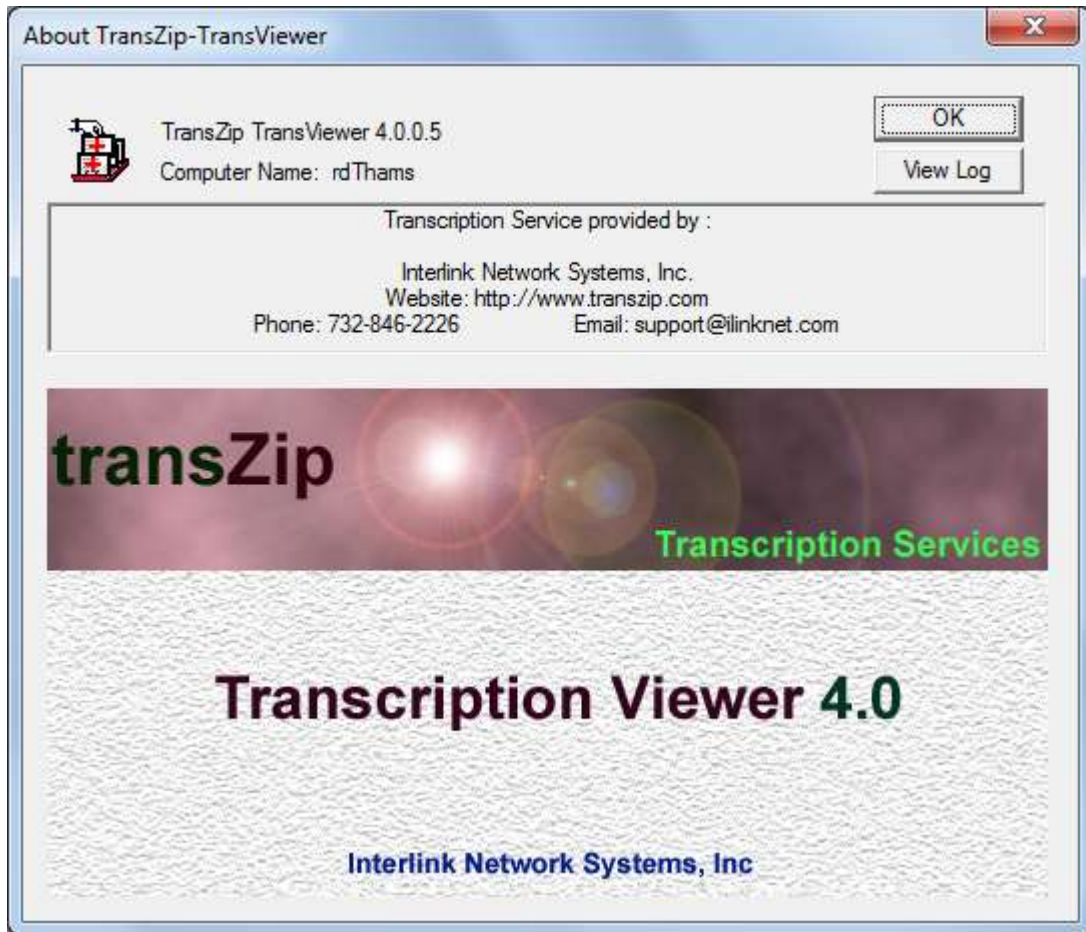
Clicking on the 'About' button on the configuration tab displays the following information:

- The TransZip TransViewer version number.
- The name of your computer
- Company providing you with the Transcription Service

Example: In this particular screenshot, the company details are:

- Name: Generic Transcription.
- Website: www.generictrans.com
- Phone: 555-123-4576
- Email: info@generictrans.com

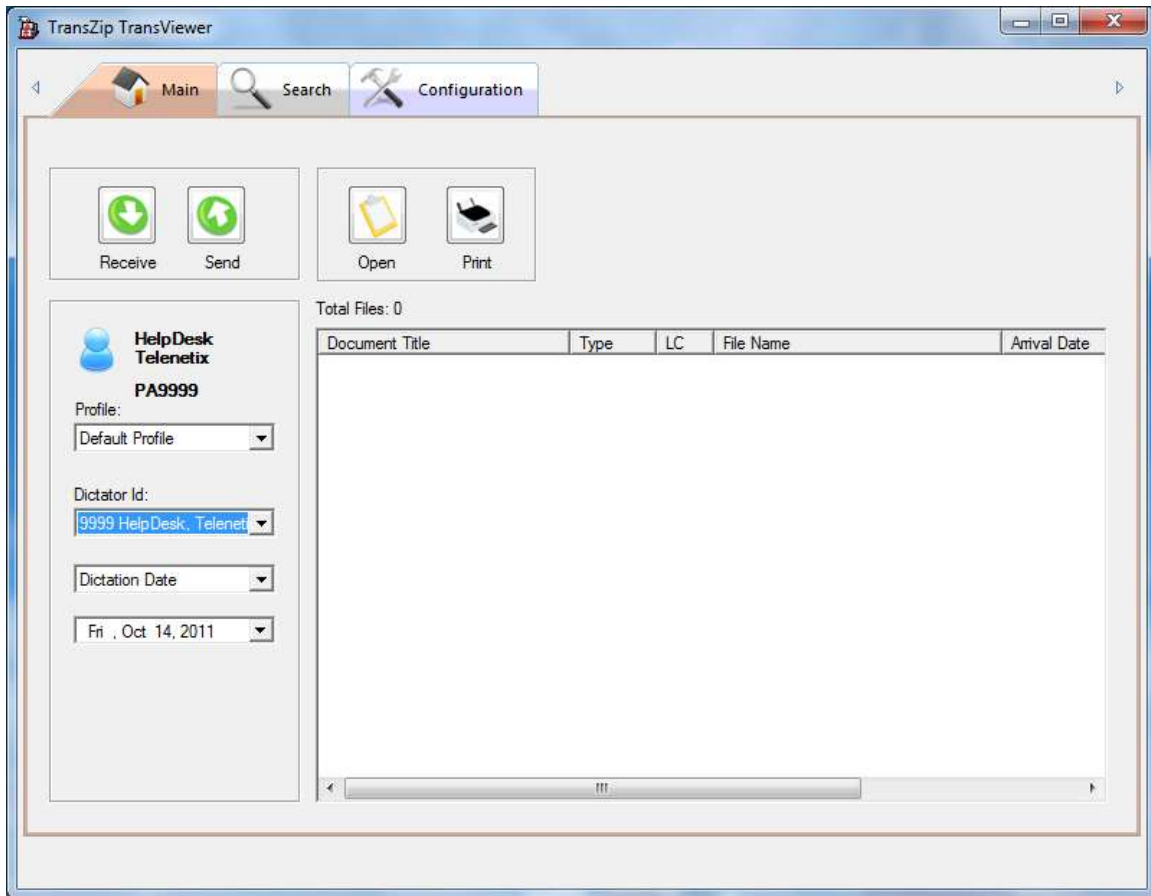
PLEASE USE THE INFORMATION ON YOUR TRANSVIEWER TO CONTACT YOUR TRANSCRIPTION SERVICE PROVIDER.



1.9.2. Main Screen

Once you are done with submitting your configuration settings and successfully established a connection with the TransZip server, you are ready to start uploading and downloading your files. The main tab provides you with these features apart from displaying the files along with their common attributes based on the dates you select.

It also displays the details for the current user who is logged in to TransViewer.



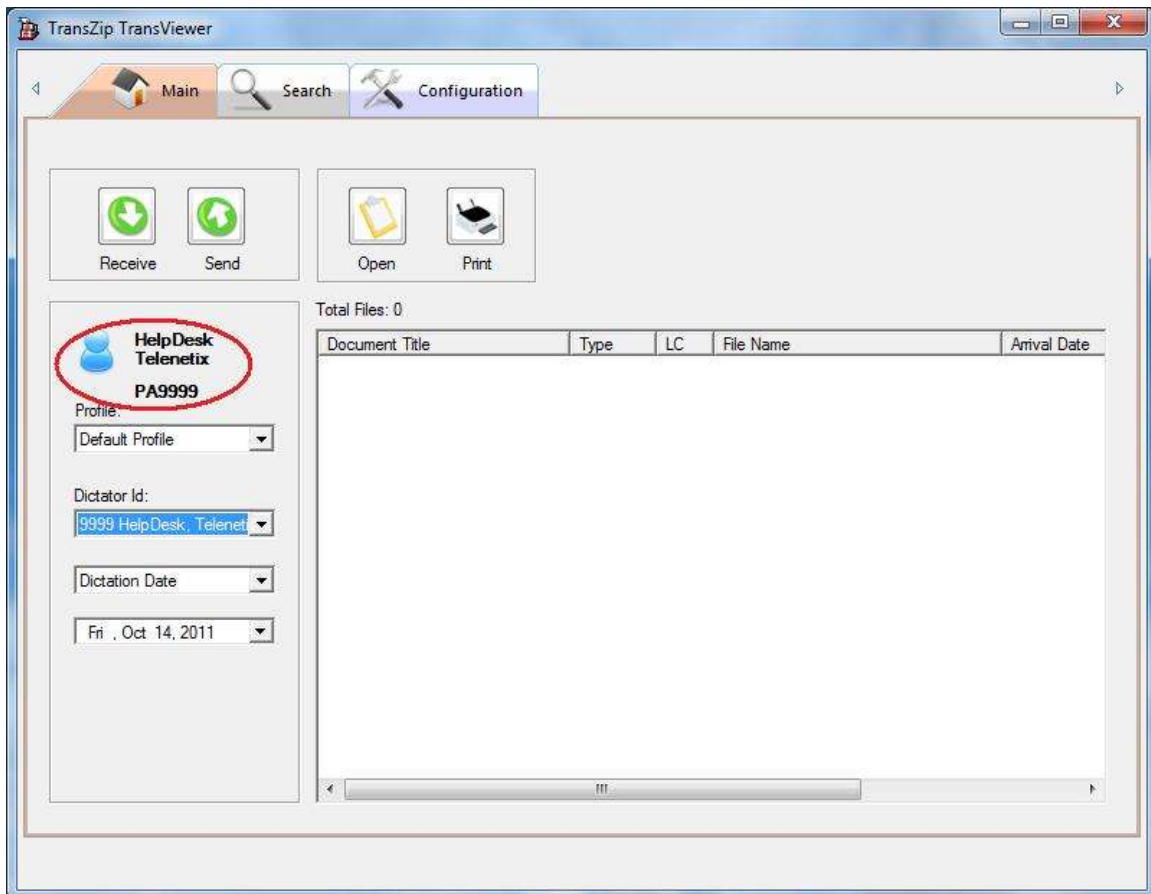
You may double click on a file to directly open it or right-click a file to get the context menu from where you may do the following operations with a file:

1. **Open** : opens the selected file(s)
2. **Open file location**: opens the folder where the file is stored.
3. **Print**: prints the selected document file(s)
4. **Merge View**: This feature is useful when a physician wants to view multiple documents back to back on the same page.
5. **Merge Print**: This feature is useful when a physician wants to print multiple documents back to back as a single document.

6. **Sign:** This feature is only available for doctors (and not secretary/admin). Using this feature they can verify and sign the document and send it back to TransZip server after which the secretary will be able to download the signed document.
7. **View Print History:** This feature enables the physician to view the print history of a particular document.

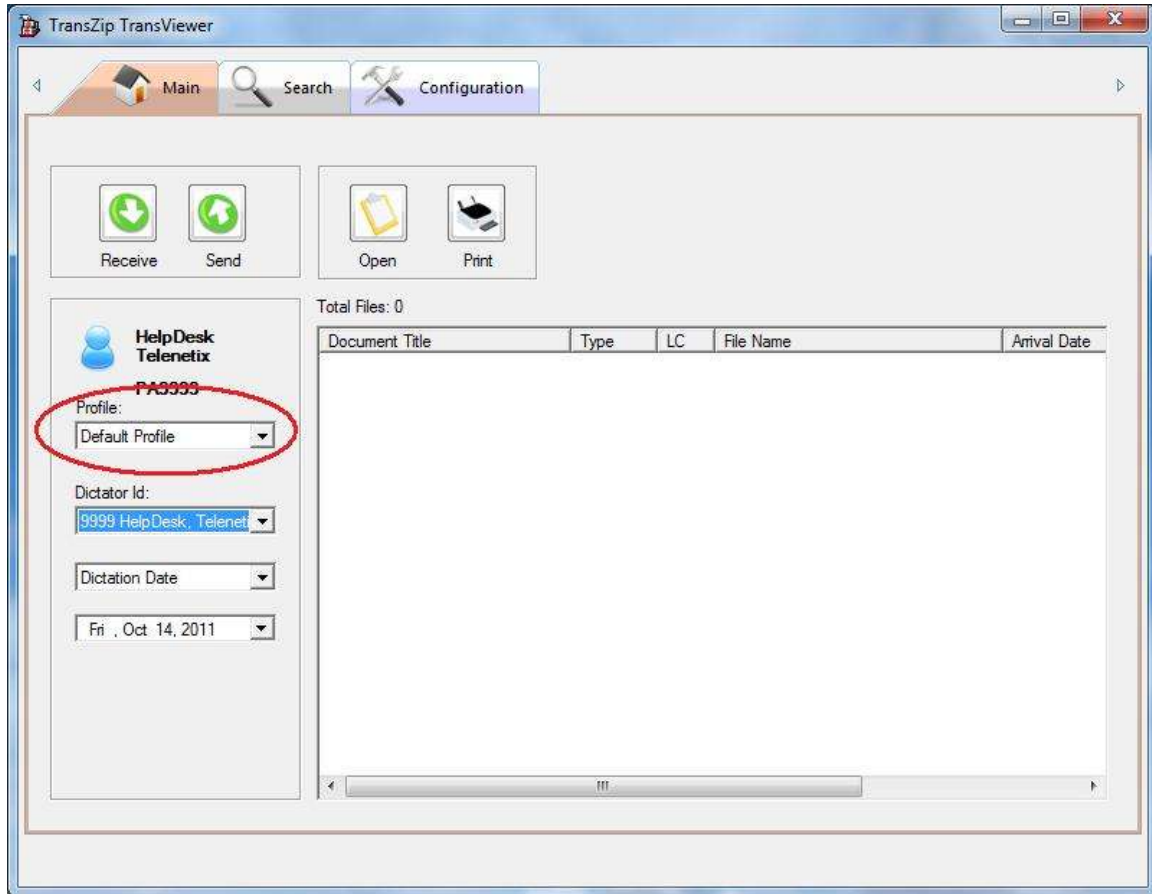
1.9.2.1. User Information:

In the upper left corner of the main tab, you may find your name and user Id as registered with the TransZip server.



1.9.2.2. Selected Profile:

The drop-down menu under the profile section shows the list of profiles registered with TransViewer. You can select the profile you want to use from here.

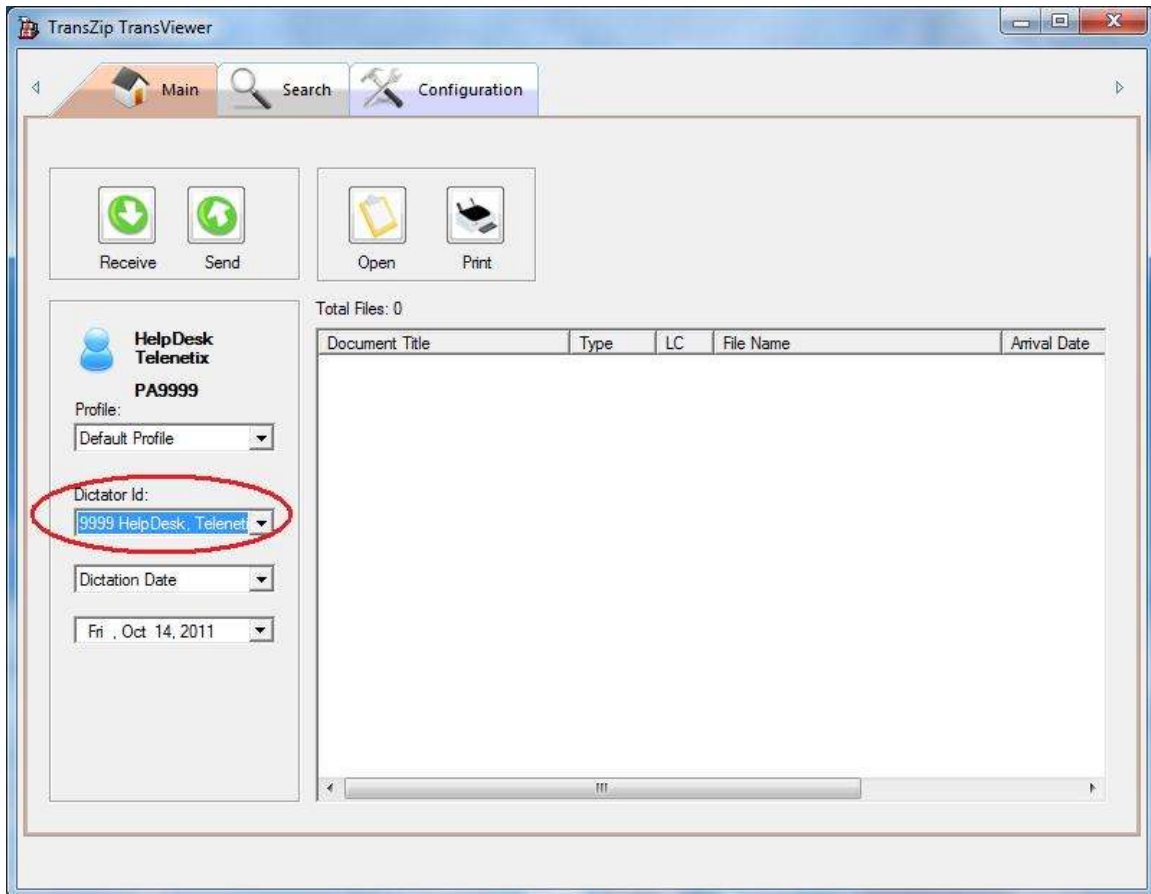
**1.9.2.3. Selected Physician**

On the left side pane, the drop down box shows the Id and name of the physician who is currently connected with the server. If you are logged in with a Physician Id, you will find only one item in the drop down list.

For secretaries who login on behalf of multiple physicians, the list displays all the physician names and Ids.

The secretary may select one physician at time, on whose behalf she/he would like to upload the files. The secretary can download files together for all physicians, by selecting 'All Physicians'

from the 'Dictator Id' drop down menu, or download for individual physician by selecting the particular physician from the drop down menu.

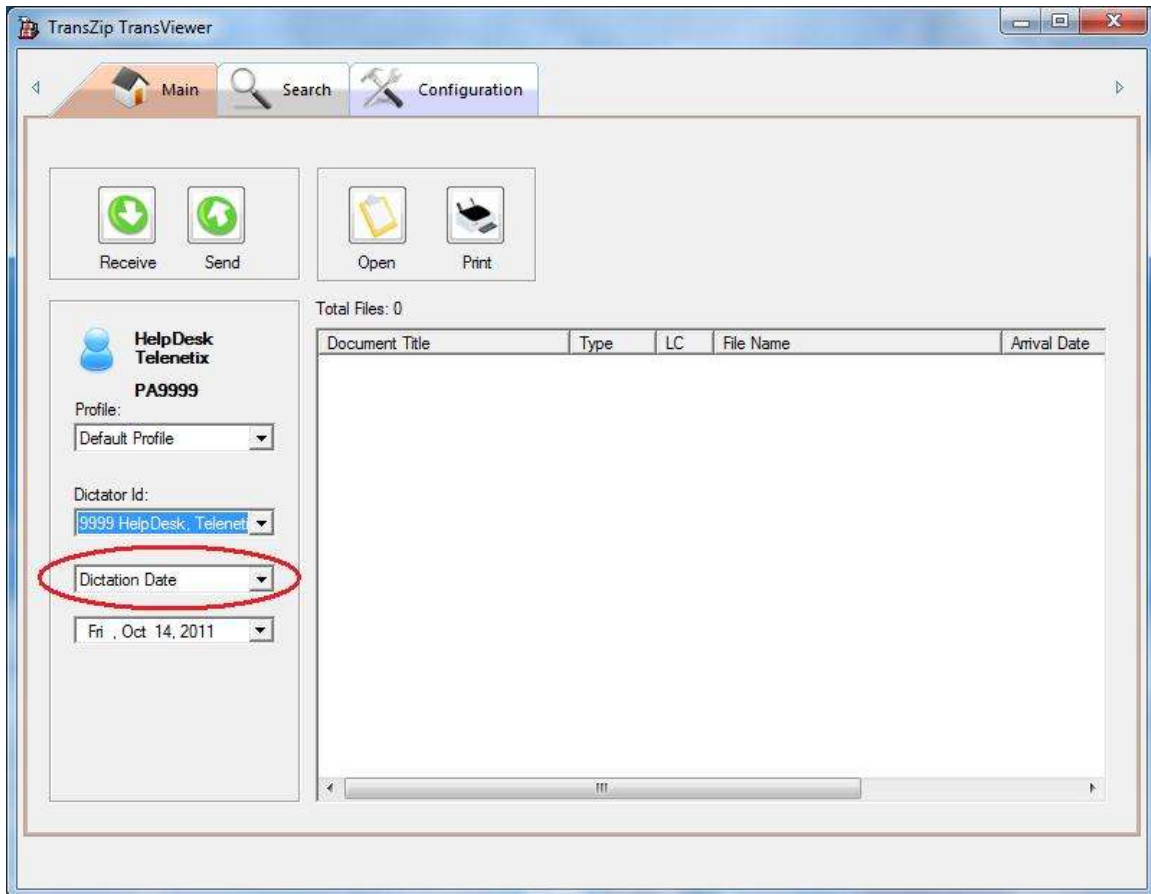


1.9.2.4. Date Type

On the left side pane, the drop down box below the selected physician menu, allows you to select one of the two dates:

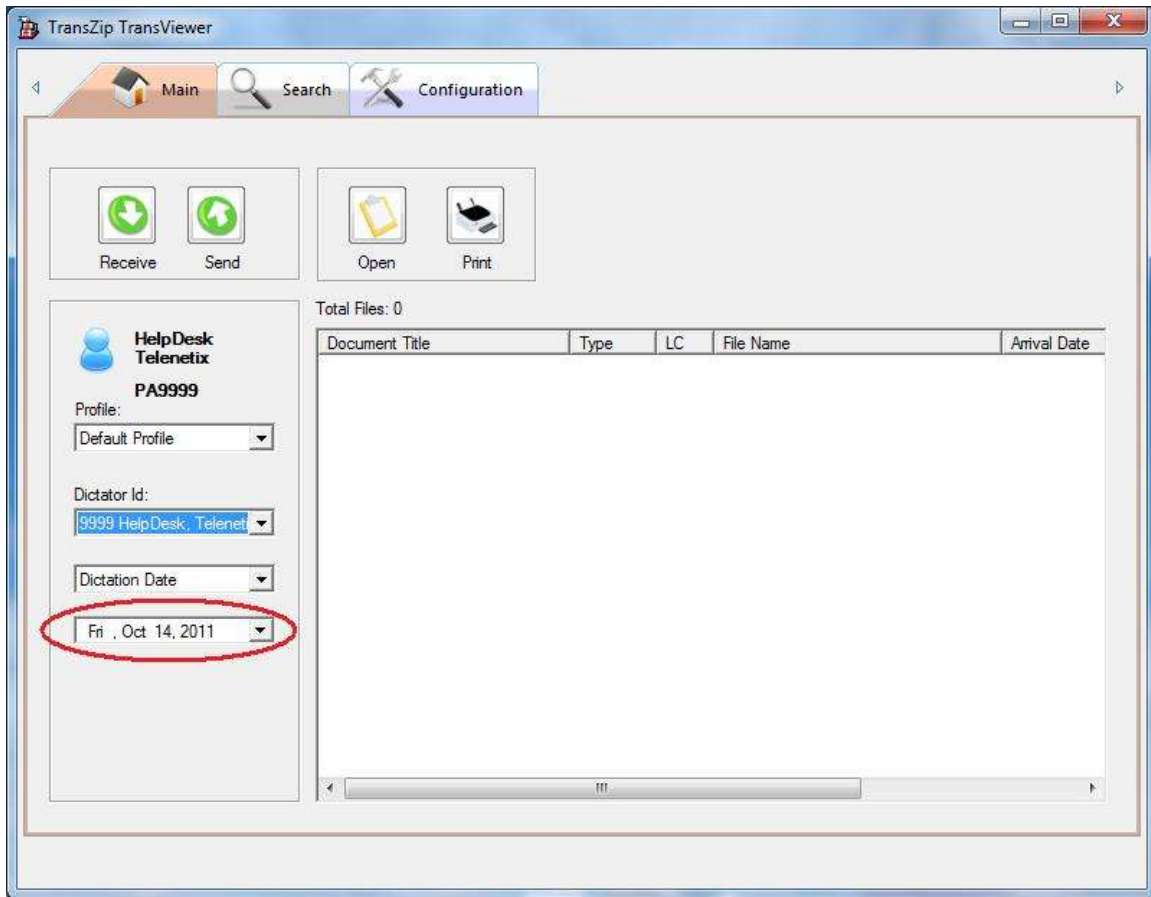
1. Dictation date
2. Procedure date
3. Download date
4. Modify date
5. Last Printed date

On selecting the date type, the files list table will display files whose **dictation/ procedure/ download/ modify/ last printed** date match the date selected in the date picker.



1.9.2.5. Date Picker

The graphical date picker allows you to select a date based on which files will be displayed in the file list table. The current date is highlighted by a red circle around the date. The selected date will be highlighted by a blue background.



1.9.2.6. File List

The file list table displays a list of files matching the date and date type criteria selected from the left side pane. It also shows the basic attributes associated with the file.

1.9.2.7. Receive

When you click on the receive button, TransViewer checks if the selected physician(s) has files waiting to be received and then downloads them one by one from the TransZip server.

1.9.2.8. Send

When you click on the send button, TransViewer checks if you have files waiting to be sent to the TransZip server and then starts uploading them one by one.

1.9.2.9. Open

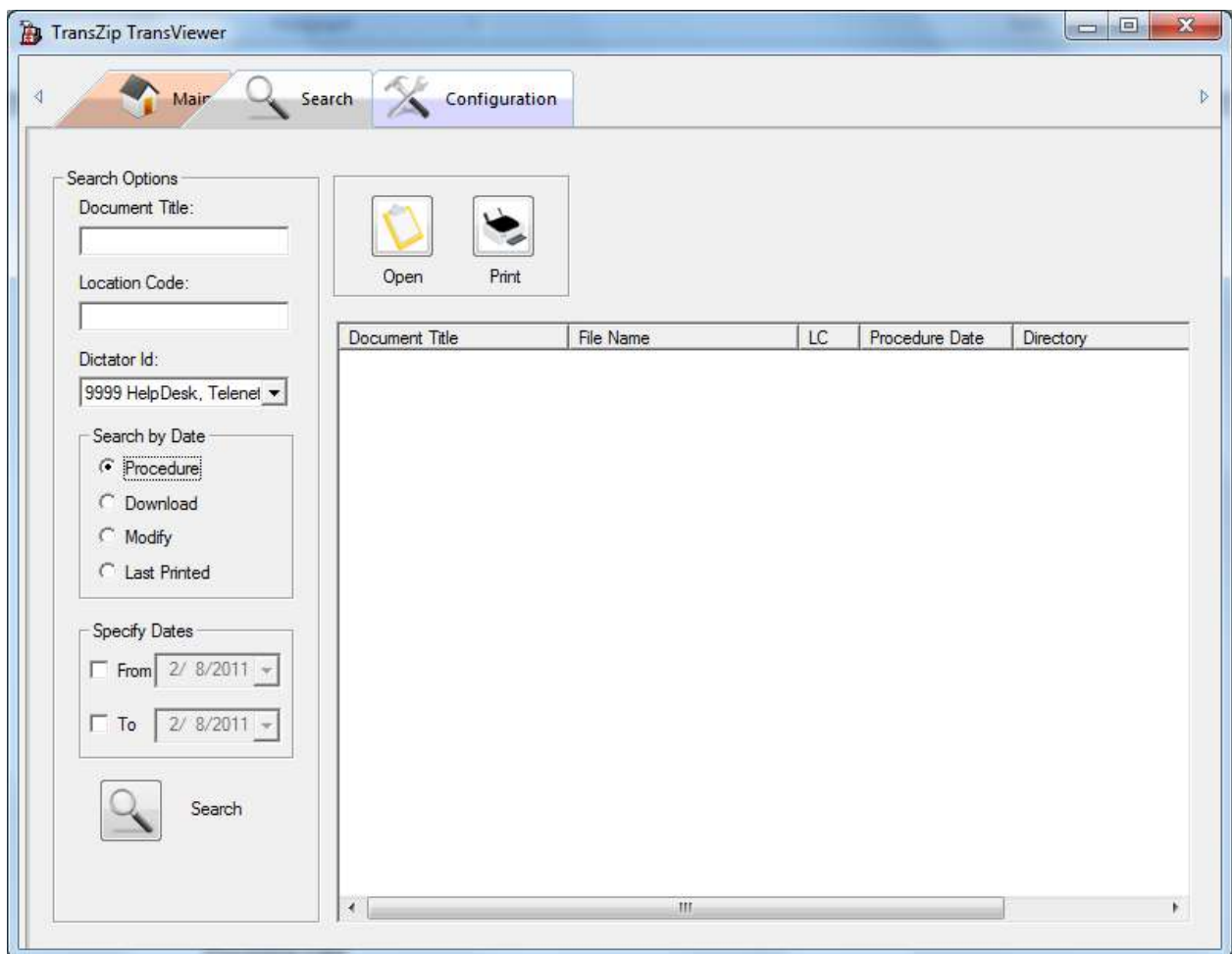
Clicking on the 'Open' button will open the selected file(s) from in the file list.

1.9.2.10. Print

Clicking on the 'Print' button will print the selected document file(s) from the file list.

1.9.3. Search Screen

The search tab allows you to search for document (transcribed) files with a variety of filter criteria that you may specify. It also displays all the attributes associated with the files so that you may review them as you like.



1.9.3.1. Document Title:

This field enables the user to search for documents based on document title (Patient name). Enter the title of the document you wish to search for. Leave this field blank if you are not searching based on document title.

1.9.3.2. Location Code:

This field enables the user to search for documents based on Location code. Enter the location code on which you would like to search for documents. Leave this field blank if you are not searching based on location code.

1.9.3.3. Dictator Id:

Secretaries who are logged on behalf of multiple physicians may select the dictator Id whose files they wish to search for. If there is multiple physician Ids, select 'All Physicians' to search for files belonging all the physicians under a secretary.

1.9.3.4. Search by Date:

You may specify files you wish to search for based on the following date type parameters:

1. Procedure
2. Downloaded
3. Modify
4. Last printed

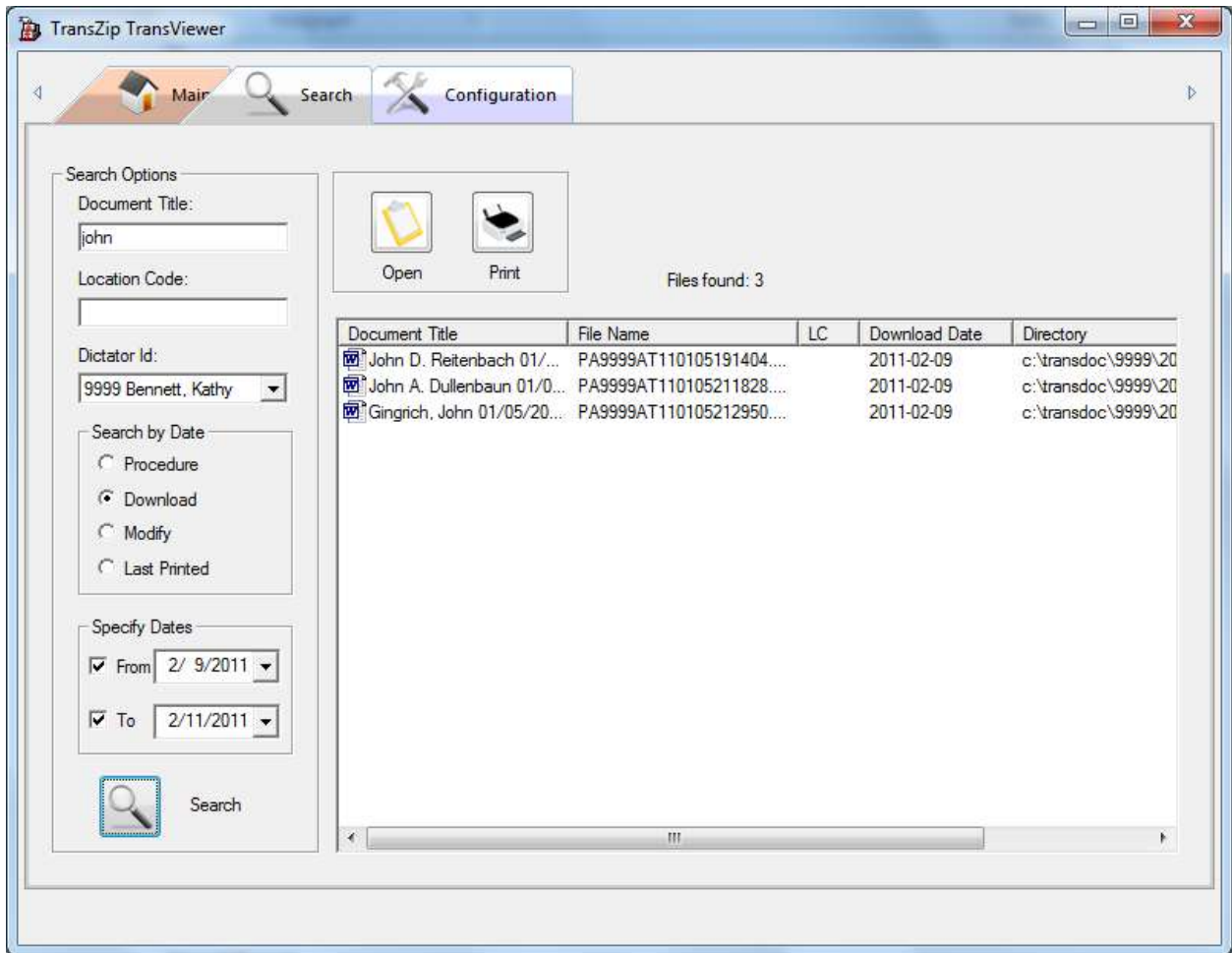
Choose one of the radio buttons from the "Search by date" group.

1.9.3.5. Specify Dates:

You may specify the date range for which you want to search for. By default TransViewer searches for all dates.

1.9.3.6. Search

Once you have entered all the search criteria, just click on the 'Search' button to begin searching for the files.



Searching for documents based on the selected search criteria

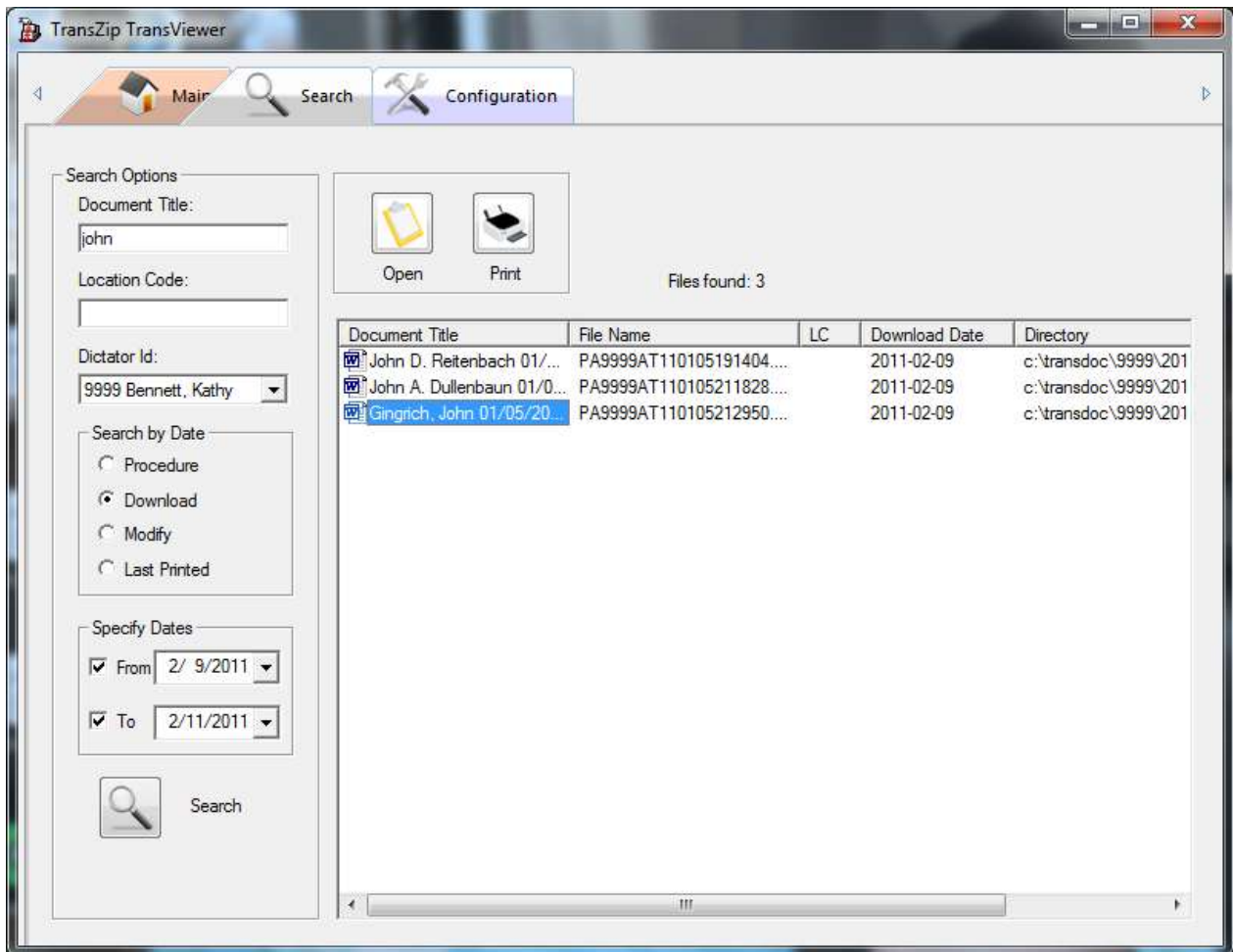
In the above example, the SEARCH criteria are to search for all documents having download date between 2/9/2011 and 2/11/2011 and having patient name or part of the patient name as 'John'. (The SEARCH is case-insensitive)

Sorting

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

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.

