

iTransViewer

for Macintosh

User Manual



INTERLINK
NETWORK SYSTEMS INC.

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User Manual
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Introduction

This user guide is meant for the users of the Macintosh version of TransViewer.

Great news: Macintosh users now no longer have to switch to Windows or use a virtualization platform (such as Parallels' desktop) to run TransViewer on your Macintosh.

iTransViewer is fully compatible and runs natively on your Mac OS X version 10.5 (leopard) or later.

About iTransViewer

iTransViewer is your personal desktop application that manages your audio and dictation files as you upload and download them from the TransZip server. Physicians and their registered secretaries may use this application to:

- Upload dictation (audio) files.
- Download transcripts (transcribed) files.
- Sign files (SIGN feature may be enabled or disabled depending on your TransZip subscription) and view the status of signed files.
- View and print dictation files.
- Keep track of the date when a particular document was last printed.
- Search for files based on the document title, procedure date, download date, last printed date, dictation date and modification date.
- Locate a file location and open it in the finder window.
- Open audio files, open & print transcribed files.
- Submit your credentials and local settings to TransZip server.
- Reset your default settings stored on the server.
- Retrieve your last submitted configuration settings from the server.

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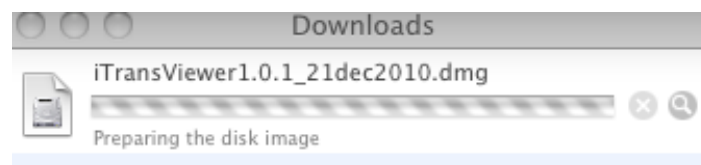
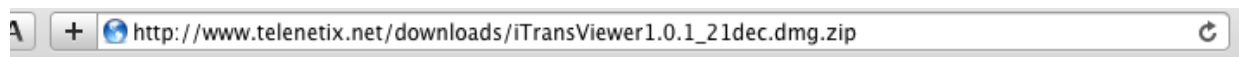
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1. DOWNLOADING AND INSTALLING

Please contact your TransZip service provider for getting a download link to the latest version of iTransViewer. The link in the example shown below may not exist or point to an older version.

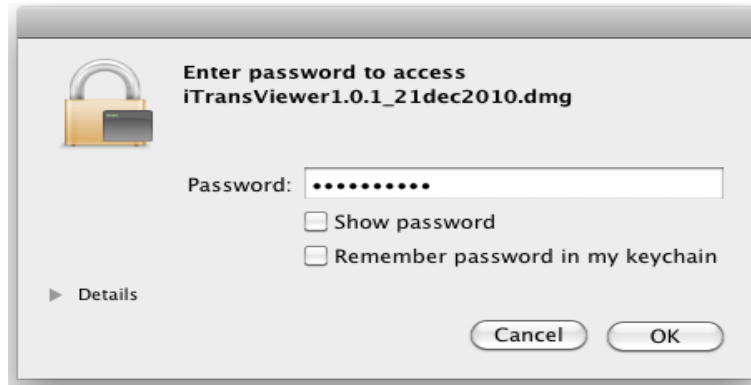
DOWNLOADING ITRANSVIEWER

Click on the download link provided to you or copy and paste the link into your browser's (e.g.: Safari) address bar and hit enter to begin downloading iTransViewer.



MOUNTING THE DISK IMAGE

If you are using Safari, the zip file should be automatically extracted for you, for other web browsers, double click on the zip file to extract the disk image. Here, you will be prompted for the password.



Enter the password given by your TransZip service provider and click the OK button to load the disk image.



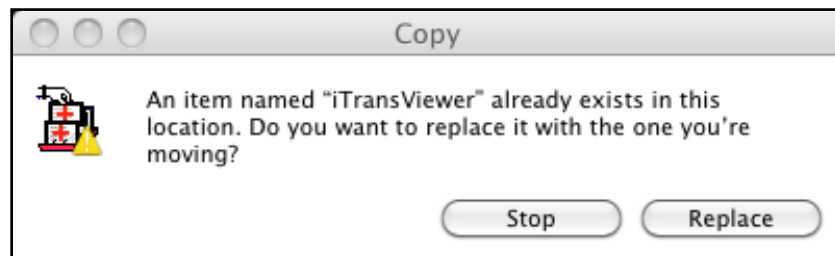
Drag and drop the iTransViewer icon to the Applications folder to install the app.

INSTALLING ITRANSVIEWER FOR THE FIRST TIME

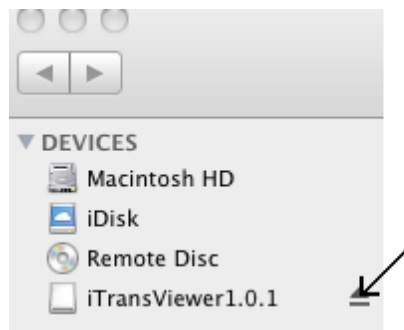
If you do not have any previous version of iTransViewer installed on your system, you are ready to launch iTransViewer from your Applications folder on the dock.

UPGRADING TO A NEWER VERSION OF ITRANSVIEWER

If you have a previous version of iTransViewer installed, you may be prompted if you wish to replace this version of iTransViewer with the previous version.



Click Replace to install the newer version. The newer version of iTransViewer should now be installed to your Applications folder.



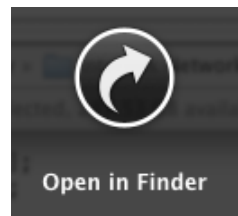
You may eject the disk image by clicking on the eject button beside the iTransViewer disk image in the list of your system devices once you have finished the installation.

LAUNCH ITRANSVIEWER FROM YOUR DOCK

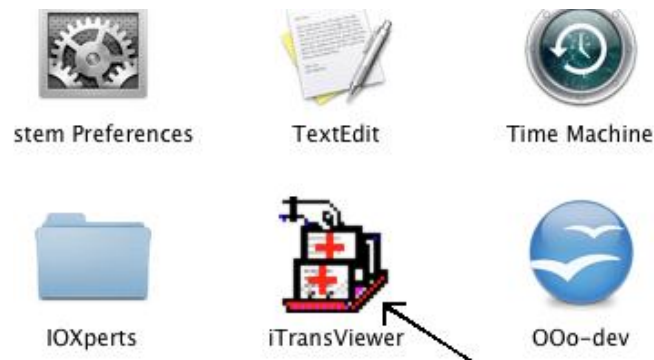
Once you have installed iTransViewer on your Macintosh, you are ready to launch and start using iTransViewer. Just click on the Applications icon on your dock and locate the iTransViewer app.



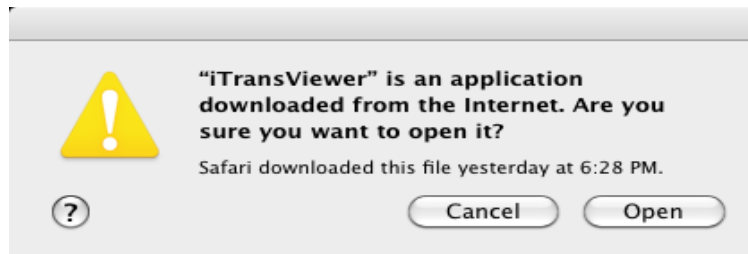
If you don't find iTransViewer there, select Open in Finder.



From the Applications folder in the Finder window, locate the iTransViewer and click on it to launch iTransViewer.



When you run iTransViewer for the first time, you may get an alert.



Click Open to launch iTransViewer.

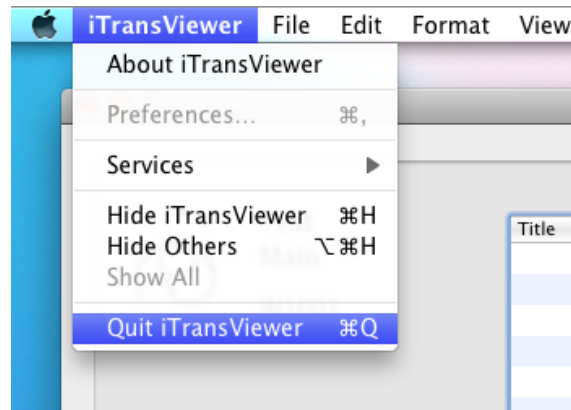
Once iTransViewer is successfully launched, you may want to keep iTransViewer on your dock for quick access. Just Control-click the iTransViewer app from the dock, go to Options and select Keep in dock.



The iTransViewer now stays on the dock so that the next time you want to launch iTransViewer, you may do it directly from the dock.

QUIT ITRANSVIEWER

Once you have finished working with your current task with iTransViewer, you may quit the application by selecting iTransViewer > Quit iTransViewer from your system menu bar on the top left corner of your screen.



UNINSTALL ITRANSVIEWER

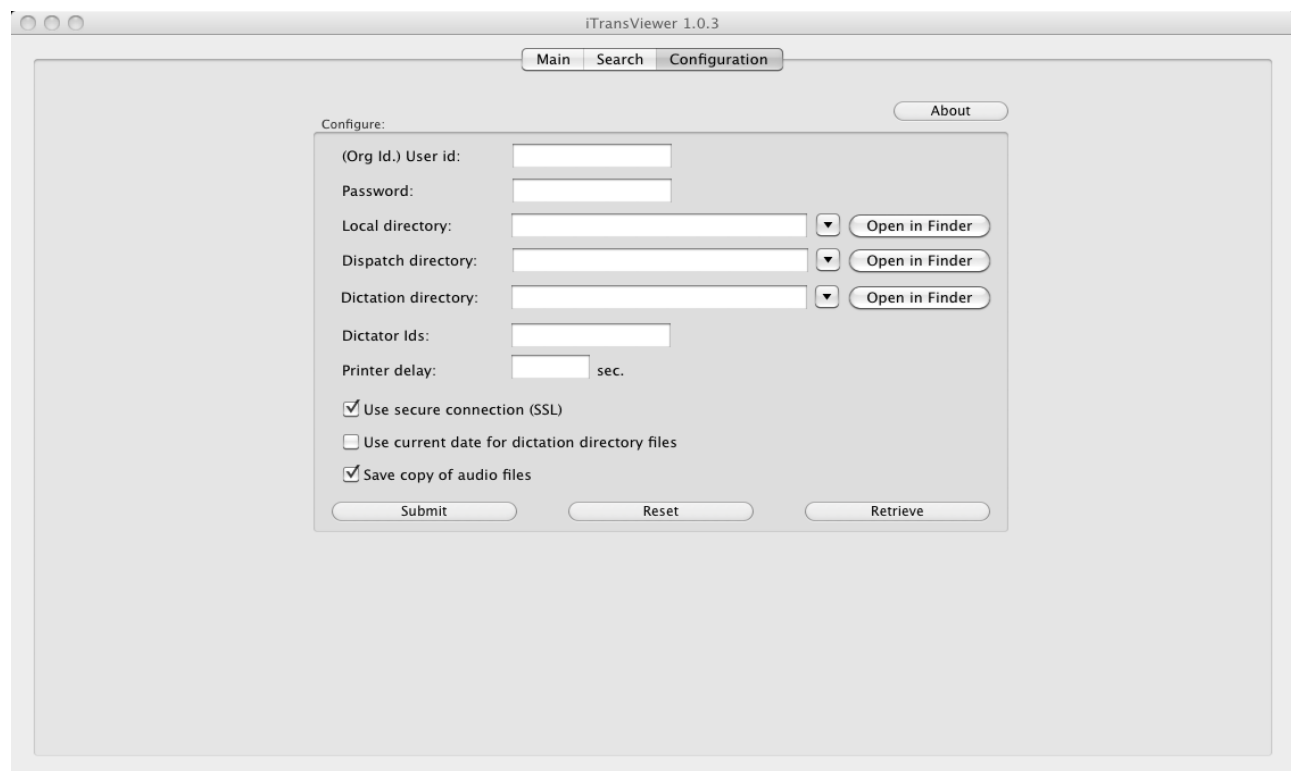
In case you may wish to uninstall iTransViewer from your Macintosh, just go to your applications folder and delete the iTransViewer icon that you see there. Your local configuration settings are stored in ~/Library/Interlink Network Systems/TransViewer/. You may manually delete the TransViewer folder from this location to remove all your local settings for iTransViewer from your Macintosh.

2. USER INTERFACE OVERVIEW

You should be comfortable using the iTransViewer interface if you have some experience using standard Macintosh apps. The default window that shows up when you launch iTransViewer has 3 tabs namely

1. Main
2. Search
3. Configuration

If you have launched iTransViewer for the first time, you will be presented with blank configuration window where you can enter your credentials (UserId and Password) and click on 'Reset' to receive default configuration setting from the TransZip server. You can change the default configuration settings and submit your custom configuration to the server by clicking on 'Submit'. Clicking on the 'Retrieve' button will get the previously submitted custom configuration setting from the TransZip server.



CONFIGURATION TAB

From the configuration tab you can specify your credentials registered with the TransZip server and your local configuration settings. You may then submit these to the TransZip server by clicking on the Submit button. The Reset button resets your default configuration settings and the Retrieve button retrieves the last submitted configuration settings.

MAIN TAB

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.

SEARCH TAB

You may search for transcribed files based on different criteria from search tab. The incoming and outgoing files are automatically indexed for faster search experience.

3. CONFIGURATION

ABOUT

The about button on the configuration tab, open a window. This shows info about your version of iTransViewer and contact details of your TransZip service provider.

(ORG ID.) USER ID.

Enter your 4 or 7 digit user Id. (3 digit Org Id. + 4 digit Member Id.) in this field given by your TransZip service provider.

PASSWORD

Enter your 4 digit password/pin given by your TransZip service provider

LOCAL DIRECTORY

This is the directory where your document (transcribed) files are stored. If you want to keep a backup of your audio (dictation) files, then these files are also stored here. You may manually enter the Local Directory path or click the ▼ button beside the text field to browse for the directory you wish to select from the finder window.

If the local directory you are selecting is present on some remote computer, make sure the path is mounted in the list of your system devices.

Also ensure that you have sufficient privilege to access and modify the contents of this directory.

DISPATCH DIRECTORY

The dispatch directory is like a springboard for your files. All your files are temporarily stored in this directory before they are uploaded to the TransZip server.

If you want to send document (schedules/reports) to your TransZip service provider, you may do so by placing them manually in the dispatch directory.

The next time when you click the Send button, iTransViewer will automatically pick up these files and send them to your service provider.

DICTIONARY DIRECTORY

Dictation directory is the folder where you place your audio (dictation) files. Typically this may be the directory pointing to the recorder connected to your Macintosh.

E.g. If your recorder is named as MyRecorder, then this field should be set /Volumes/MyRecorder

(Note: When you connect the recorder to your Macintosh, it should show up on the list of system devices on the left side pane of your Finder window.)

DICTATOR IDS

This field is meant to be used when a secretary logs in on behalf of one or more physicians.

Enter the User Ids of the dictators separated by comma (,) on whose behalf you want to send and receive files.

Physicians who are logging in with their own Ids may leave this field blank.

PRINTER DELAY

If you want to print multiple files simultaneously, specify the number time interval (in seconds) which you would like give before sending the next file to be printed.

USE SECURE CONNECTION (SSL)

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

USE CURRENT DATE FOR DICTATION FILES

Check this box if you would like to use the current date and time for naming your dictation files as you upload them to the TransZip server. Uncheck if you would like to use the file's modification date for naming them.

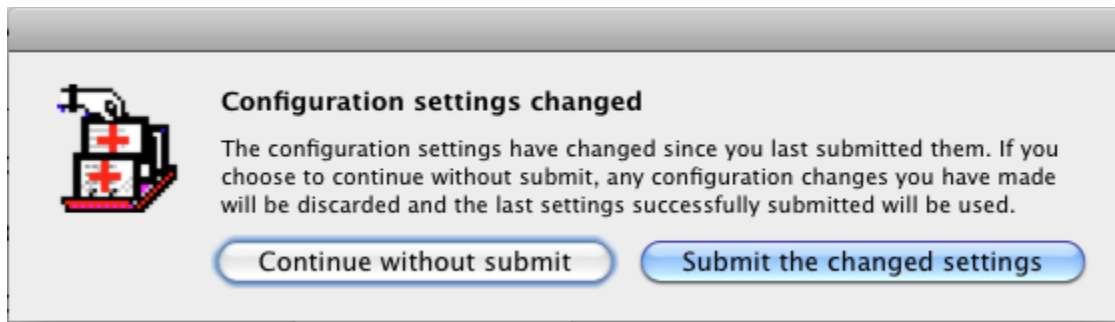
SAVE COPY OF AUDIO FILES

Check this box if you would like to keep a backup of your audio (dictation) files as you upload them to the TransZip server. If this box is unchecked, your files will be deleted from your local drive after sending them to the TransZip server.

SUBMIT

Once you have specified your credentials and settings, you may submit these to the TransZip server so that all your communication with TransZip takes place using these settings. You will receive a welcome message once your configuration settings have been successfully submitted to the server.

If you have changed your settings in the Configuration tab and click on the Main or Search tab without submitting your new settings, iTransViewer will warn you asking if you want to submit the changed settings or continue without submitting. If you choose to "Continue without submit", any changes which you may have made will be lost and the last settings successfully submitted will be used. However, if you click on "Submit the changed settings" you will be kept in the Configuration tab so that you may review your changes and click on the Submit button.



RESET

After entering your credentials, you may click on the Reset button to get the default configuration settings from the TransZip server.

RETRIEVE

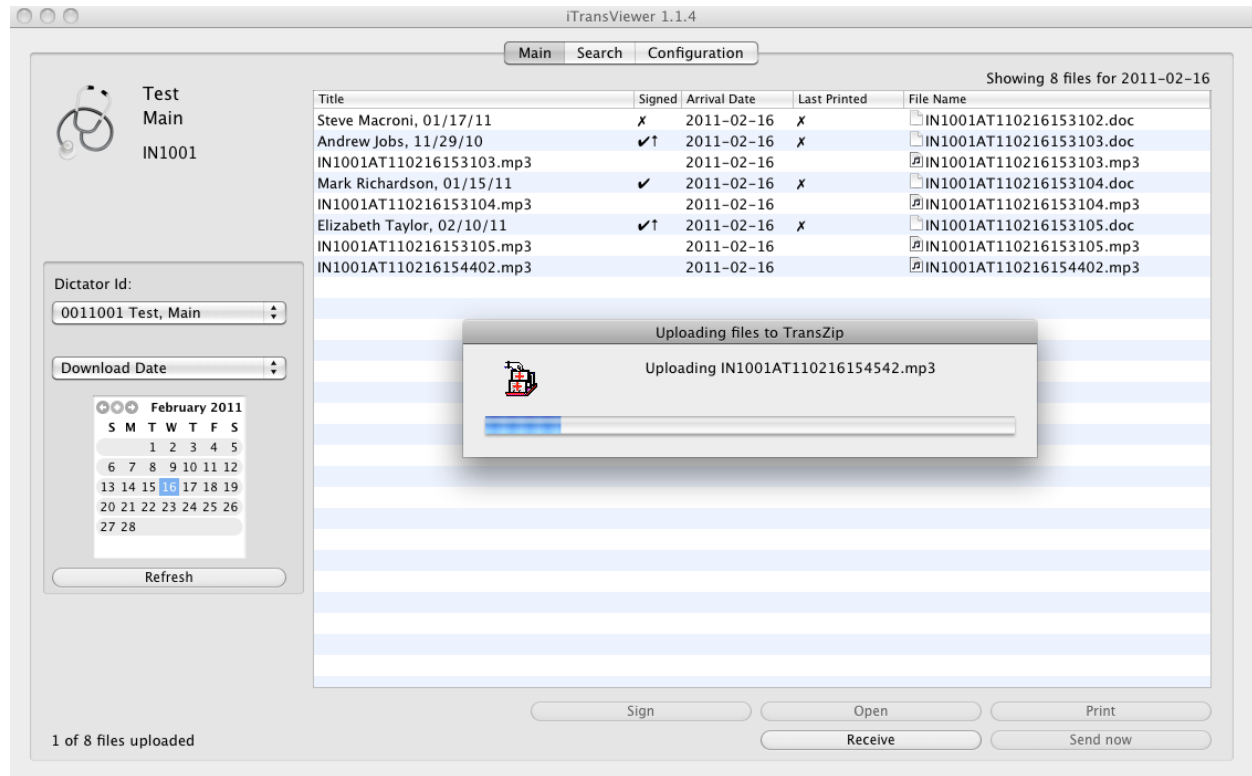
Clicking retrieve, gets back the configuration settings which you last submitted to the server.

OPEN IN FINDER

The "Open in Finder" button is provided beside each of the directories' (Local, Dispatch and Dictation) text fields. Clicking on this button will open the respective directory in a Finder window so that you may view and explore them.

4. MAIN

From the Main tab you can upload and download your files from the TransZip server. The main tab also displays your files based on the dictation and download dates. You can also open, print and sign¹ your files from here.



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

1. Open
2. Print
3. Sign
4. Show in finder

(The print and sign options won't show up when you select audio files.)

¹ The signing feature may or may not be available depending on your TransZip subscription type.

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.

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/download the files.

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. Download date

If you select dictation date, the files list table will display files whose dictation dates match the date selected in the date picker. Upon selecting the download date option, you will find files which were downloaded on the date selected in the date picker.

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 blue while the selected date is highlighted gray.

REFRESH BUTTON

Clicking the refresh button, refreshes the file list table and the details of the files displayed for the selected dictation date. This is useful if you may have changed the title of a particular file and the new title is not showing up in the file list table.

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 like:

1. Title
2. Signed² (✕ - not signed; ✓ - signed but not uploaded; ✓↑ - signed and uploaded)
3. Arrival date
4. Last printed (✕ - not yet printed; yyyy-mm-dd – date when the file was last printed)
5. File name (with the icon showing the file type)

You may double click a file from the file list table to directly open it or right click on a selected file to get a menu showing the basic operations you can perform with the file.

RECEIVE FILES FROM TRANSZIP

When you click on the receive button, iTransViewer checks if you have files waiting to be received and then downloads them one by one from the TransZip server.

SEND FILES TO TRANSZIP

When you click on the send button, iTransViewer checks if you have files waiting to be sent to the TransZip server and then starts uploading them one by one. The button text automatically changes to “Send now” with red text color alerting you that iTransViewer may have detected that you have some files waiting to be sent to the TransZip server.

STATUS BAR

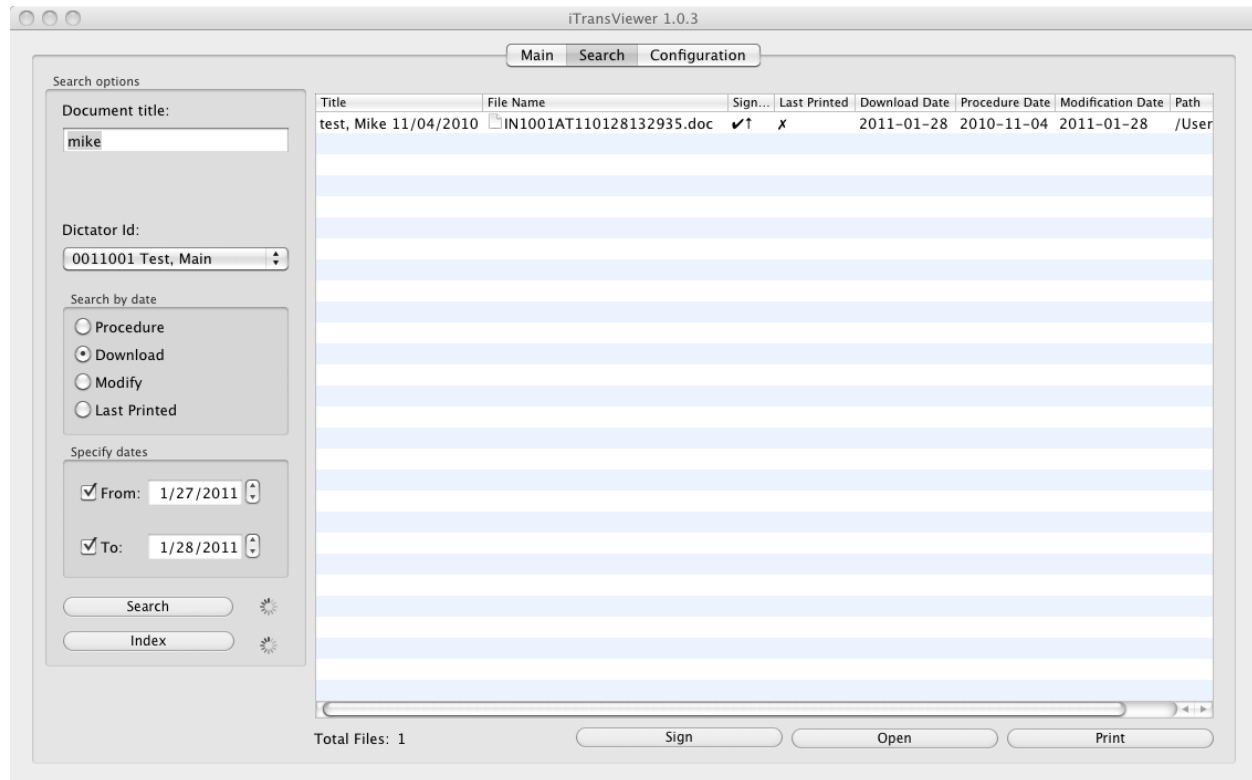
The status bar displays the current/last action performed by iTransViewer.

When you click on Send or Receive button on the Main tab, a window pops up showing the status of the current file upload/download status.

² The signing feature may or may not be available depending on your TransZip subscription type.

5. SEARCH

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.



DOCUMENT TITLE

The title of the document you wish to search for. Leave this field blank if you are not searching based on document title.

DICTATOR ID

Secretaries who are logged on behalf of multiple physicians may select the dictator Id whose files they wish to search for.

SEARCH BY DATE (FROM: DATE, TO: 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” box)

You may specify the date range for which you want to search for.

E.g.: The above figure shows a search made for files having the letters “mike” in the title and having the procedure date between 1/27/2011 and 1/28/2011.

SEARCH BUTTON

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

You may notice the circular progress indicator animated while the search is going on. Once the search is done, the matching files will show up in the file list table in the search tab.

INDEX BUTTON

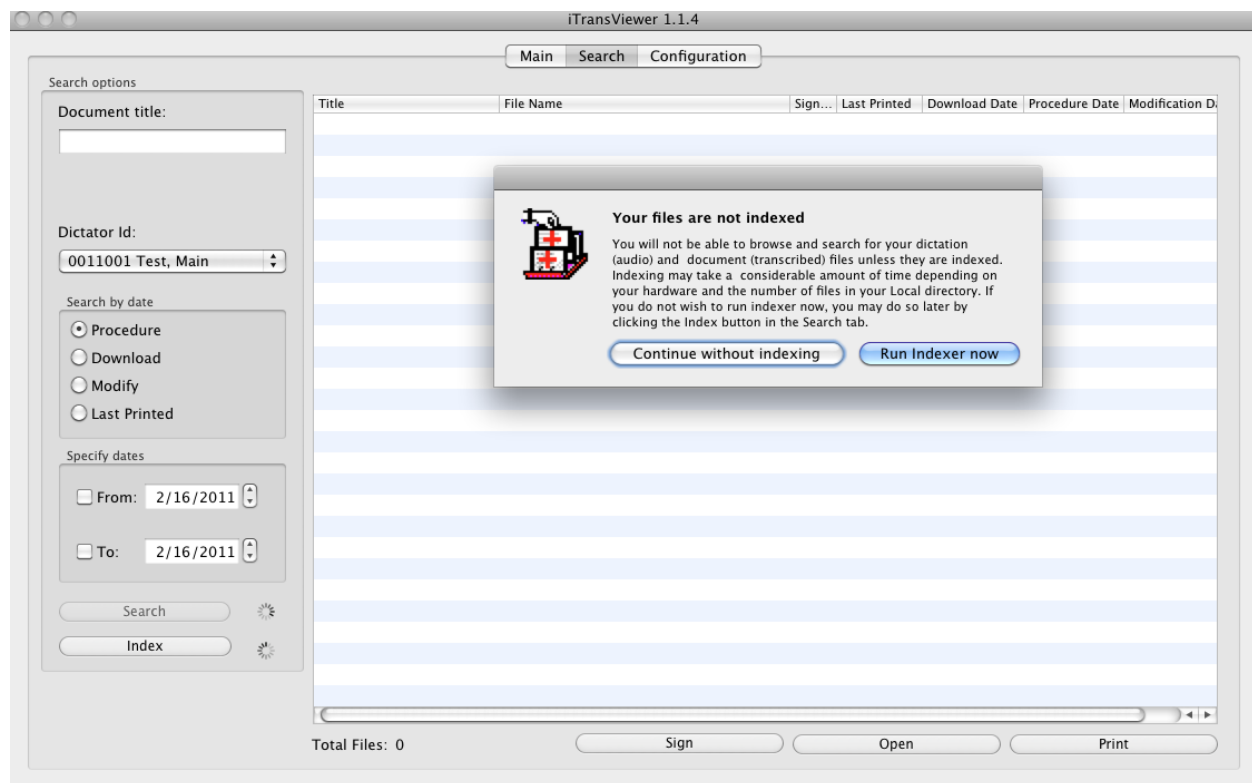
iTransViewer maintains an index file containing a list of all your files along with their associated attributes so that you experience faster and better search results. Usually the indexing is done automatically as you keep uploading and downloading files so you may never have to use this button.

You may have to click the index button in case you are migrating from the windows version of TransViewer and have moved your files from a windows based PC to your Macintosh.

If you have a feeling that you are not getting all the files you expected in your search results or the file attributes are not updated, you may click on the Index button to re-index your files.

iTransViewer maintains an index file so that you may experience faster results while searching for your files based on file title, download date, procedure date, etc. However if for some reason, the data base gets corrupted or has not been created, you will be shown an alert asking if you would like to "Run indexer now" or "Continue without indexing". If you choose to "Run indexer now", you will be taken to the search tab where the indexer will be running. If you choose to "Continue without indexing", you may experience incorrect search results.

(Note: Indexing operation may consume considerable amount of time depending on the location, number of files you have and your hardware configuration.)



SEARCHED FILE LIST

The file list table displays the files matching your search criteria along with the attributes associated with these files. You may double click on a file open it or select a file and click on the open button. To print a file, select it and click on the Print button.

You may also Ctrl-click on a file to get the context menu which provides you a menu for the basic operations you may perform with the file.

6. MIGRATING FROM TRANSVIEWER (WINDOWS) TO ITRANSVIEWER (MAC)

PATH NAMING CONVENTION

A path, the general form of a filename or a directory name, specifies a unique location in a file system. A path points to a file system location by following the directory tree hierarchy expressed in a string of characters in which path components separated by a delimiting character, represent each directory.

The Windows operating system uses a naming convention where the root path is identified as a drive letter such as **C:**, **D:**, etc. So you may specify your TransViewer Local directory as **C:\TransDoc** where **C:** identifies the root directory and **TransDoc** is the directory within **C:** where your dictation files are stored.

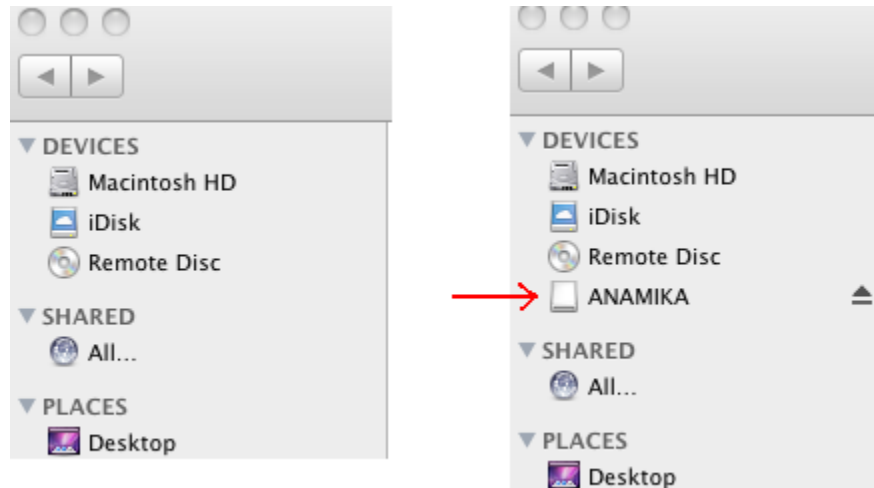
Your Mac OS follows a different path naming convention. Here your root drive is identified by a name and not a drive letter. Each user on the Mac is assigned a directory which is usually identified as **/Users/Steve/**³(if Steve is the current user logged on to the Mac). So on your Mac, you may consider naming your iTransViewer Local directory path as **/Users/Steve/TransDoc** and your iTransViewer dispatch directory as **/Users/Steve/Dispatch**.

****Note:** The Local and Dispatch directories are usually created for you if they don't exist at the specified path (provided you have write access to the directory specified).

³ The name Steve is used as an example. Consider replacing Steve by your name (the user who is logged on).

CONNECTING YOUR RECORDER

When you connect your recorder to your Mac, it should show up on the list of devices on the left side pane of your Finder window.



The image on the left shows a snapshot of my Finder window without the recorder connected and the image on the right shows how the recorder (which I've named **ANAMIKA**) shows up in the list of devices after I connect it to my Macintosh.

Note: If you have not yet named your recorder, it may appear as **UNTITLED**.

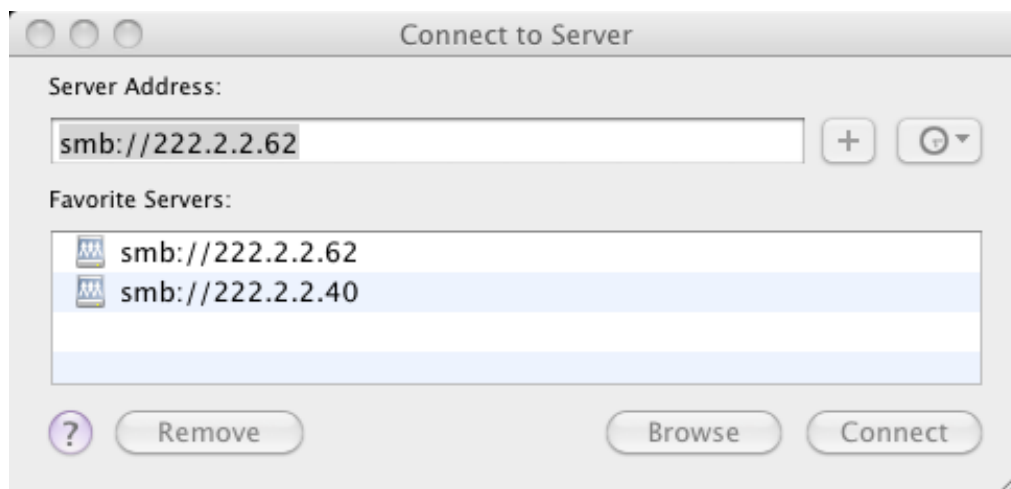
To pick up dictation files from the recorder, I would specify my iTransViewer Dictation directory as **/Volumes/ANAMIKA** (and click Submit button) after connecting the recorder.

MOUNTING A SHARED FOLDER FROM A REMOTE COMPUTER

You may wish to put your dictation and document files on a shared folder (a directory which is not physically present on your Macintosh or any of the devices directly connected to it) which is present on a remote computer.

Follow the steps below to achieve this (ensure that you have Read and Write access permissions to this shared folder to avoid any erratic behavior from iTransViewer):

1. Open Finder on your Mac.
2. Press $\mathbb{C} + K$ (or from the Finder menu bar select Go → Connect to Server...).



Type the IP address or the name of the machine you would like to connect to.

e.g.: I would like to mount a shared folder from a machine whose IP address is 222.2.2.62

3. Click on Connect button. Enter your user ID and password when prompted. A list of folders shared on the machine will appear. Select the folder you want to mount and click Ok. The folder will get mounted and you should be able to see the folder under the list of shared devices on the left pane of your finder window.
4. Assume the folder you have mounted is called **SharedTransDoc**. You may manually enter the Local Directory path or click the ▼ button beside the text field to browse for this mounted volume called **SharedTransDoc**.
5. Your local directory path should now be set to **/Volumes/SharedTransDoc**(or whatever be the name of your shared directory).

Consider repeating this operation each time you restart your Mac if you wish iTransViewer to keep your files on a shared folder.

SAFELY COPYING YOUR LOCAL DIRECTORY CONTENTS

While migrating from TransViewer (for Windows) to iTransViewer (for Mac), you may wish to copy your existing dictation and document files present from your existing Windows Local Directory (if your Local Directory is not a shared folder on a network) to your Mac's Local Directory.

Follow the steps given below carefully to move your files to Mac so that you may browse them using your new iTransViewer (make sure you perform the operations given below before you do any Send or Receive operation from your iTransViewer):

(Assume that your Windows Local Directory points to **C:\TransDoc** and you want to set the local directory on your **iTransViewer to /Users/Steve/TransDoc⁴**)

1. Consider using a blank thumb drive (pen drive/ flash drive/ blank DVD / external Hard Disk) large enough to hold all your files. Copy the **TransDoc** (or whatever be the folder name) folder from **C:** (Or wherever it may be present) to this blank drive..
2. Insert this drive to your Mac.
3. Copy the TransDoc folder from the external drive and paste it under **/Users/Steve/**.
4. Run an Index from iTransViewer search page after setting your Local Directory to **/Users/Steve/TransDoc** and clicking Submit button from the Configuration tab of iTransViewer.

⁴ The name Steve is used as an example. Consider replacing Steve by your name (the user who is logged on).