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DocShuttle Internet Transcription Software



*Installing and Configuring DSS Player
and DocShuttle Dictator for One User*

Software Version 5.5

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Introduction

This document will explain to you how to set up the Olympus DSS Player software with Bytescribe's DocShuttle Dictator for use by one dictator. Once the setup is complete, you will be able to automatically upload and/or download audio files from your Olympus handheld digital recorder to your computer, import them into DocShuttle Dictator, and then upload them to your FTP site.

Assumptions & necessary equipment

This document assumes that you already have the following:

- An Olympus DS-330 or DS-3000 handheld digital recorder
- The Olympus DSS Player software that came with the Olympus handheld
- A PC running Windows 98, ME, 2000, or XP, with a USB connection and Internet service
- Bytescribe's DocShuttle Dictator software

User ID's in DocShuttle Dictator

What is a User ID?

In the DocShuttle system, every user – each dictator, transcriptionist, and administrator – has a unique, 4-Digit User ID. This allows tracking of each file, and also helps when sorting or creating reports within DocShuttle. The assignment of User ID's should be completed, and the user profiles created and set with DocShuttle Administrator, before DocShuttle Dictator is installed.

In DocShuttle, the 4-digit User ID is saved in the filename of each file for both the dictator and transcriptionist. For example, in the filename *U 1103-001 0830 1228.dss*, the first letter is the status of the file (in this case, *U* for Uploaded), the next sequence of digits is the job number (in this case *1103-001*, meaning the first file uploaded on November 3), the next sequence is the dictator's User ID (*0830*) and the next sequence is the transcriptionist's User ID (*1228*).

Uploading from more than one DocShuttle Dictator installation and using the same User ID each time may result in files being overwritten. **If your user uploads from different locations, or even from more than one computer in the same location, you will need to use a different User ID at each DocShuttle Dictator installation.**

For example, if Dr. Smith travels between 3 different clinics and she uploads from DocShuttle Dictator at each location, you would need to have 3 User ID's for her in the system. Her User ID's might be:

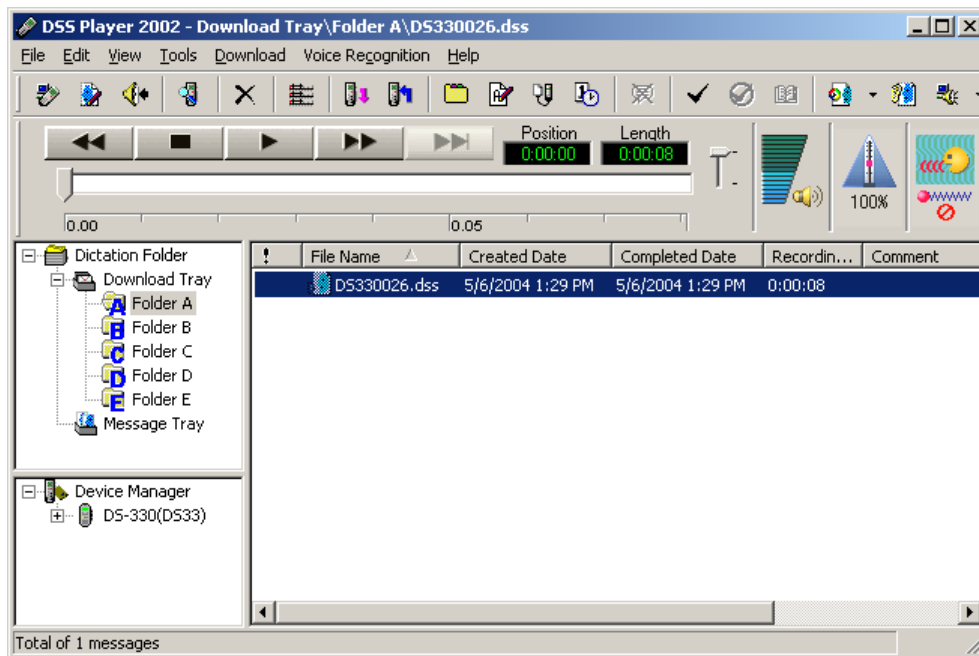
- 7051 – Dr. Smith at Valley Hospital
- 7052 – Dr. Smith at River Clinic
- 7053 – Dr. Smith at City Hospital

Installing Software

Installing DSS Player

In the same box with the Olympus Handheld is the CD for the DSS Player software. Follow the instructions in the box for installing the software and accept all defaults.

Once the software is installed, do a practice dictation on the handheld and then dock the handheld to download the files. You should be able to see files in the DSS Player screen. If not, click on the *Download* menu and select *Download All*.



Installing DocShuttle Dictator from a CD

If you purchased DocShuttle Dictator on a CD, then just put the installation CD into your computer. The installation should begin automatically. Follow the on-screen instructions to install and register DocShuttle Dictator and accept all defaults.

Installing DocShuttle Dictator from download

If you purchased DocShuttle Dictator as a Software Download Only, or if you are upgrading your software, please go to www.bytescribe.com/downloads and download the trial version of DocShuttle Dictator. When asked if you want to Open or Save the file, choose *Save*, and then save the file to your *Desktop*.

Once the file has completed downloading, double-click on the installation file to begin installation. Just follow the on-screen instructions to install and register DocShuttle Dictator and accept all defaults.

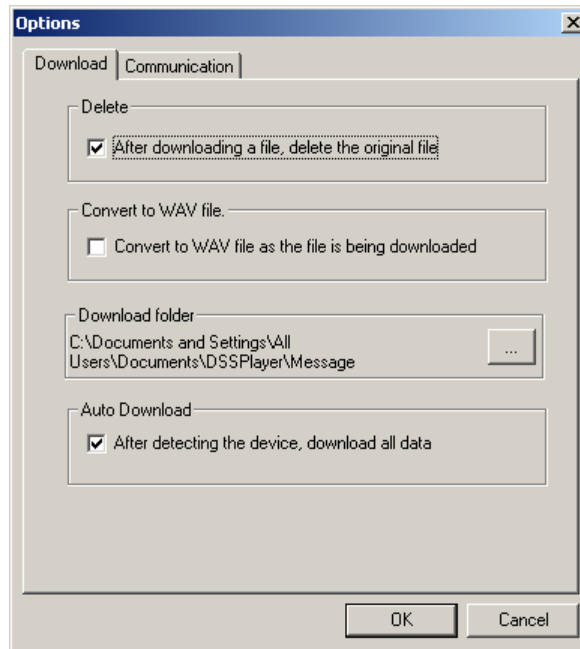
Configuring DSS Player

Automatic download

When set up properly, DSS Player will detect whenever a handheld digital recorder has been docked and automatically download the new files.

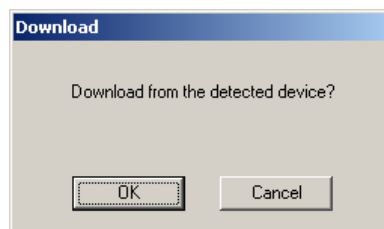
Set up automatic downloading:

1. Open the DSS Player application
2. Click on the *Tools* menu and select *Options*



3. At the bottom of the *Download* tab (the first tab) is a check box labeled *After detecting the device, download all data*. Click to put a check in the box.
4. Click the *OK* button on the *Options* window to accept the changes

Now, whenever the Olympus handheld digital recorder is docked, a box will appear that asks, *Download from the detected device?*



Click *OK*, and the DSS Player software will automatically download the files to the computer.

Download location

When the DSS Player downloads files from the handheld, it saves the files to the computer. There are 5 folders on the handheld (A, B, C, D, and E), and 5 corresponding folders on the computer. Files from the A folder on the handheld are saved to FolderA on the computer; files from the B folder on the handheld are saved to FolderB on the computer, etc.

It is important to know where the files are being saved on the computer. Usually, the files are saved in the following folder paths:

- C:\Documents and Settings\All Users\Documents\DSSPlayer\Message\FolderA
- C:\Documents and Settings\All Users\Documents\DSSPlayer\Message\FolderB
- C:\Documents and Settings\All Users\Documents\DSSPlayer\Message\FolderC
- C:\Documents and Settings\All Users\Documents\DSSPlayer\Message\FolderD
- C:\Documents and Settings\All Users\Documents\DSSPlayer\Message\FolderE

Depending on your version of Windows, however, the location of the folders may be different. So you will need to know where the download folders are located.

Verify the location of the downloads:

1. Open the DSS Player software
2. Click on the *Tools* menu and select *Options*
3. The third section on the *Download* tab (first tab) is labeled, *Download folder*.

The pathname inside should read C:\Documents and Settings\All Users\Documents\DSSPlayer\Message, or something similar. This Message folder contains the FolderA, FolderB, etc. If the pathname in the computer is different than the one shown here, make note of it and save the pathname for future use.

Automatically deleting files from the handheld

If files are not deleted from the DS-330 handheld, then the same files will continue to be downloaded and sent for transcription. You will want to make sure that the files are removed after downloading.

It is possible for the DSS Player to delete files automatically from the handheld after they have been downloaded to the computer. This can be much easier than manually deleting the files from the handheld or from within the DSS Player software.

Set up DSS Player for automatic deletion:

1. Open the DSS Player software
2. Click on the *Tools* menu and select *Options*
3. At the top of the *Downloading* tab (the first tab) is a check box labeled *After downloading a file, delete the original file*. Click to put a check in the box.
4. Click the *OK* button on the *Options* window to accept the changes

Run a test

Your DSS Player software is now ready to be used with DocShuttle Dictator. You may want to run a test to make sure that everything is set up properly.

Test downloading from handheld:

1. Close the DSS Player software
2. Dictate two small dictation files into the DS-330 handheld digital recorder
3. Dock the DS-330 into its docking station. The DS-330 screen should say *Please Wait* and then *Remote*.
4. A box should pop up on your computer screen asking *Download from the detected device?* Click *OK* to download.
5. When the progress box goes away, you should see the two files you dictated in the DSS Player window.
6. Remove the DS-330 from the docking station. The file number in the DS-330 screen should read *01*.

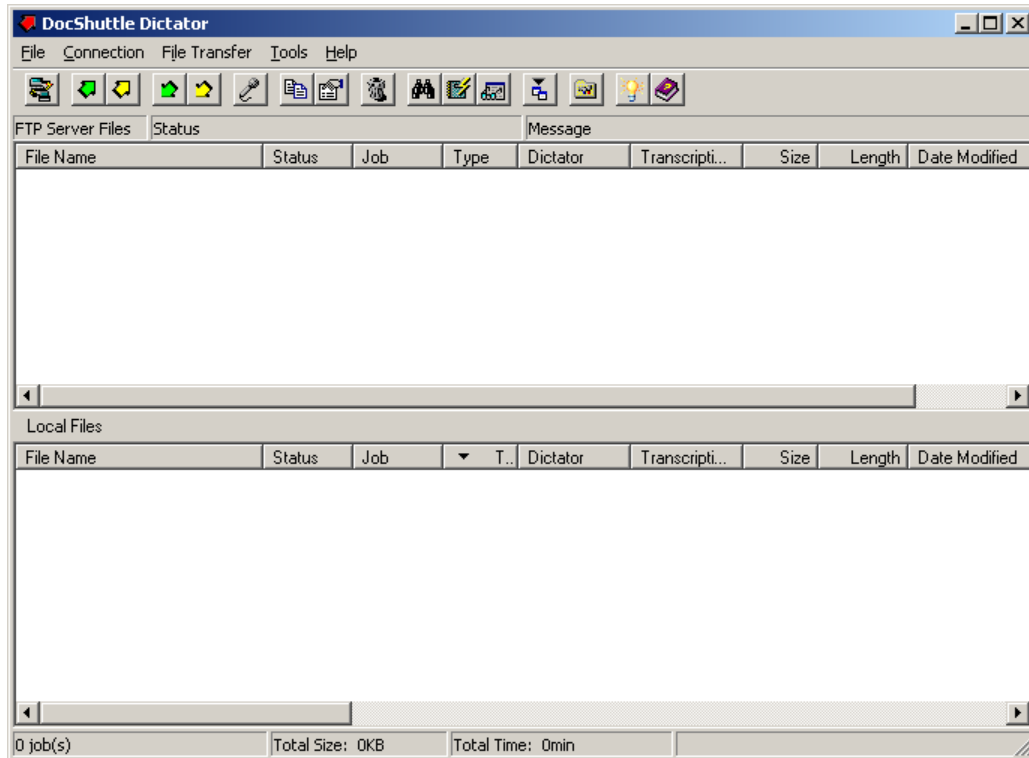
Configuring DocShuttle Dictator

Connection information

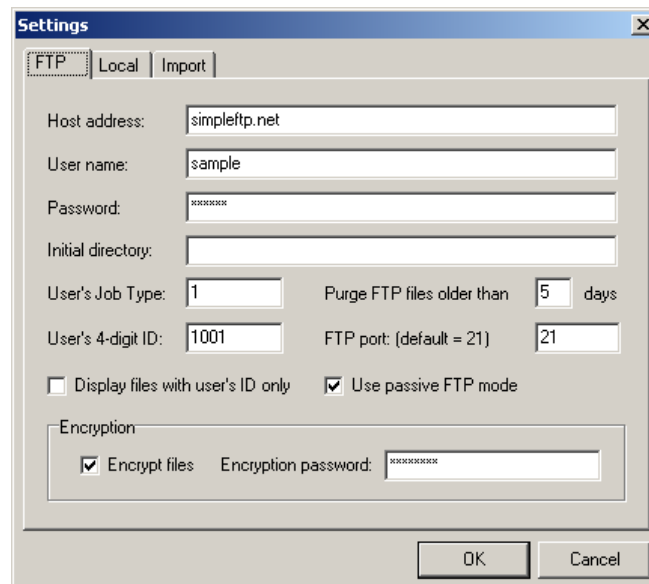
In order for DocShuttle Dictator to upload dictation to, and download documents from, the FTP server, you will first need to set up DocShuttle Dictator to connect to the FTP site.

Enter Connection Information:

1. Open DocShuttle Dictator



2. Click on the *Tools* menu and select *Settings*



3. On the *FTP* tab (first tab), enter the FTP site's address in the box labeled *Host Address*
4. Enter the user's FTP user name in the box labeled *User Name*
5. Enter the user's FTP password in the box labeled *Password*
6. If DocShuttle is working in a folder other than the root directory, enter that folder name in the box labeled *Initial Directory*. Otherwise, leave it blank.
7. Enter the user's job type in the box labeled *Job Type*. Please note: DocShuttle Dictator can only log into one job type at a time.
8. Enter the user's User ID in the box labeled *User's 4-Digit ID*
9. Click the *OK* button on the *Settings* window to accept the changes

Now click on the *Connection* menu and choose *Connect to FTP*. If the connection information is correct, DocShuttle Dictator should be able to connect to the FTP site. If not, you may want to check the box labeled *Use Passive FTP Mode* on the *FTP* tab of the *Settings* window.

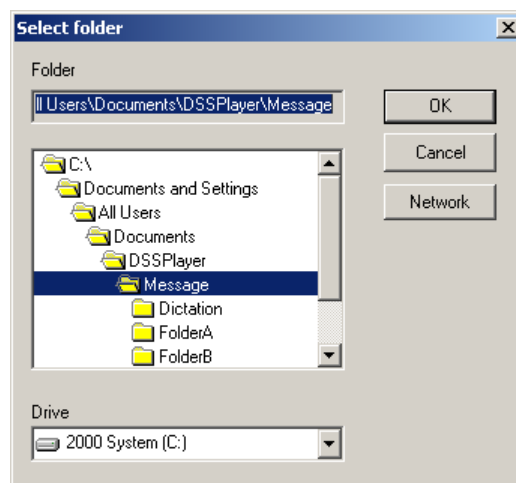
If DocShuttle Dictator is still unable to connect, please contact Bytescribe by phone at 408-987-5628, or by email at docshuttle@bytescribe.com.

Importing Information

To set up DocShuttle Dictator to import files from the DSS Player, you will need to enter the path to the folders where the files have been saved. In the DSS Player software, all of the download folders (FolderA, FolderB, etc.) are located in a folder named Message. The DSS Player software can tell you where the Message folder is located.

Find path to download folders:

1. Open the DSS Player software
2. Click on the *Tools* menu and select *Options*
3. The third box on the *Download* tab is labeled *Download Folder*. In that box is the path for the Message folder. It should say *C:\Documents and Settings\All Users\DSS Player\Message*, or something similar.
4. If you click on the button to the right of the path ("..."), the *Select folder* window will pop up. At the top of the window is a box labeled *Folder*. In that box is the entire path to the Message folder.

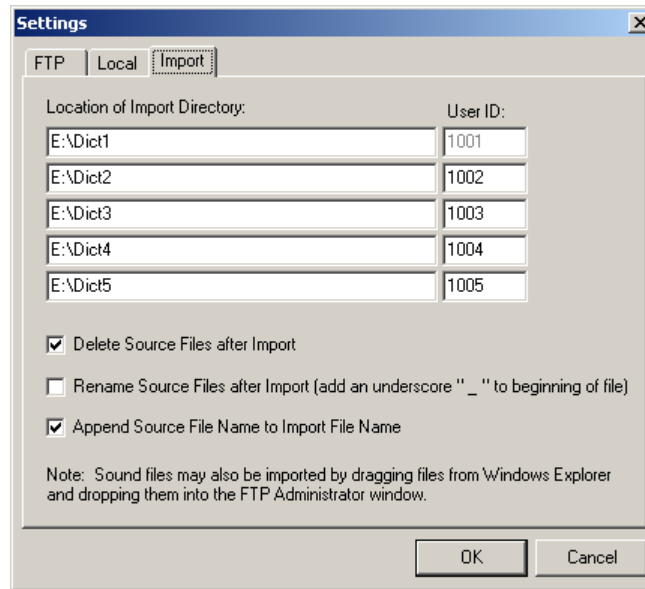


5. Make sure that all the text in the *Folder* box is highlighted in blue. Right-click in the box and select *Copy* from the menu that pops up.

Now the path to the Message folder is in your clipboard. You'll want to put that path into DocShuttle Dictator.

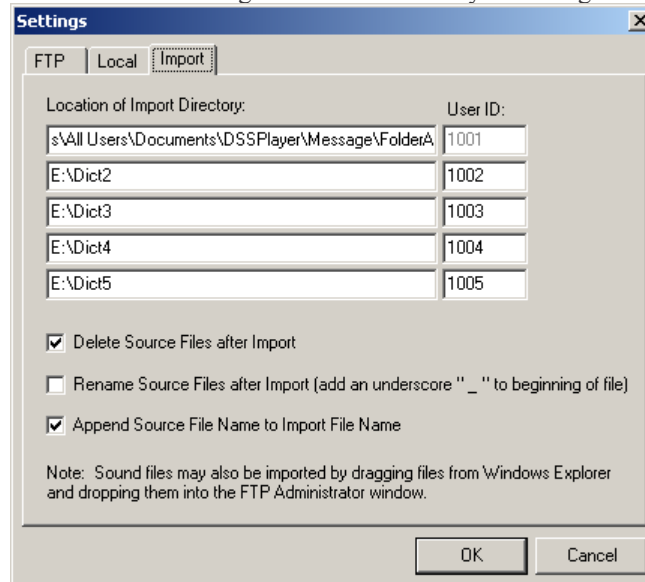
Enter path to download folders:

1. Open DocShuttle Dictator
2. Click on the *Tools* menu and select *Settings*
3. Click on the *Import* tab



4. In the first box of the first row, select all of the text and delete it
5. Then right-click and select *Paste* from the menu that pops up. You should see the full pathname to the Message folder in the first box.
6. In the first box, scroll to the end of the pathname, past the word Message and type in \FolderA. The full path should look something like this:

C:\Documents and Settings\All Users\DSS Player\Message\FolderA



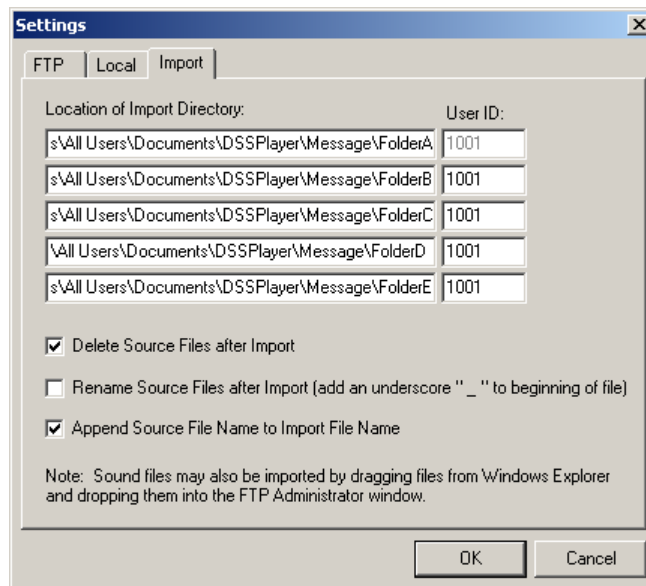
7. Click *OK* to accept changes

Note that in the second box of the first row, the user ID is greyed out, and that it has the same value that is in the User's 4-Digit ID box on the FTP tab. Now, whenever DocShuttle Dictator imports the files from FolderA, it will give that user ID to those files.

If you want to protect your dictator from accidentally switching folders on the handheld, or if your dictator wants to use more than one folder on the handheld, you will need to enter the remaining folders into the Import tab, along with the user's 4-digit ID.

Enter path to other download folders:

1. In DocShuttle Dictator, click on the *Tools* menu and select *Settings*
2. Click on the *Import* tab
3. In the first box of the first row, select all of the text and copy it
4. In the first box of the second row, select all of the text and delete it. Now paste the text from the first box of the first row.
5. Scroll to the end of the pathname and change \Folder to \FolderB
6. In the second box of the second row, type in the same 4-digit ID from the first row.
7. Repeat for the remaining 3 rows for folders C, D, and E. Continue to use the same 4-digit ID.



8. Click *OK* to accept changes

At this point, DocShuttle Dictator knows where the files from the handheld will be downloaded. Now you need to turn on the features that prevent DocShuttle Dictator from repeatedly importing the same files.

Prevent repeating imports:

1. In DocShuttle Dictator, click on the *Tools* menu and select *Settings*
2. Click on the *Import* tab
3. At the bottom of the tab are 3 check boxes. Click to put a check in the top box, labeled *Delete Source Files after Import*.
4. Click to put a check in the bottom box, labeled *Append Source File Name to Import File Name*

5. Leave the middle box unchecked
6. Click *OK* to accept the changes

DocShuttle Dictator is now ready to import files that have been downloaded from the DS-330. You may want to run a test.

Run a test

Your DSS Player software is now ready to be used with DocShuttle Dictator. You may want to run a test to make sure that everything is set up properly.

Test importing from download folders:

1. Open the DocShuttle Dictator software
2. Click on the *Tools* menu and select *Import Files*
3. A box should pop up asking if you wish to import files. Click *Yes* to import.
4. A box should then pop up giving you the number of files you have imported. Click *OK*.

You should see some files marked *New* in the bottom pane of DocShuttle Dictator. Now test uploading those files to the FTP site.

Test uploading to the FTP site:

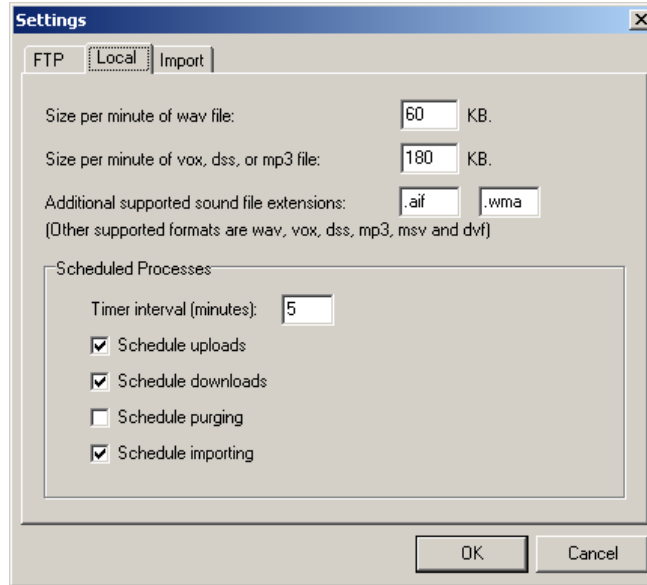
1. In DocShuttle Dictator, click on the *Connection* menu and select *Connect to FTP*.
2. After the *In Progress* box goes away, you should be connected to the FTP site.
3. Click on the green up arrow to upload all of the files marked *New* to the FTP site.
4. A box will pop up asking you to confirm that you want to upload files. Click *OK* to begin uploading.
5. After the *Transfer Progress* box goes away, you should see the files up on the FTP site. They will be marked *New* in the top pane of DocShuttle Dictator and marked *Transferred* in the bottom pane.

Automating DocShuttle Dictator

DocShuttle Dictator can be set up to both import and upload automatically. This way, it is not necessary to have someone at the computer, clicking on buttons to import the files, connect to the FTP site, or upload the files. DocShuttle Dictator will handle it all.

Turn on Scheduled Importing and Uploading:

1. In DocShuttle Dictator, click on the *Tools* menu and select *Settings*
2. Click on the *Local* tab
3. At the bottom of the tab is the *Scheduled Processes* section. Change the *Time Interval* to the number of minutes you want DocShuttle Dictator to wait between processes.
4. Click in the box labeled *Schedule Uploads* to enable DocShuttle Dictator to automatically upload files to the FTP site.
 1. Click in the box labeled *Schedule Importing* to enable DocShuttle Dictator to automatically import files from the DS-330's download folders.
 2. Click on *Scheduled Downloads* if you want DocShuttle Dictator to automatically download completed documents.



3. Click *OK* to accept the changes.

With the Scheduled Processes enabled, DocShuttle Dictator will automatically connect to the FTP site, refresh its views of the site and of the local files, and then carry out the importing, uploading, and downloading of files.

You will need to leave the computer on, DocShuttle Dictator on, and the computer connected to the Internet in order for the scheduled processes to run.