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I Voice Reader User Guide

The ChartNet Voice Reader is an application used for downloading and transmitting voice files captured from digital hand-held recorders. It can be used both in a ChartNet Transcription system environment, or as a standalone application without any interface to ChartNet. Currently, the Voice Reader can download files from the Olympus D-1000, D-2000, D-3000, DS-330, and Uher DH-10 hand-held recorders. The Voice Reader can download voice files via a USB cable attached to the recorder, or via the Olympus "mini card reader" that can read the removable memory cards that some recorders use.

Once voice files have been captured, they can be stored in any folder that the local system has access to, or sent to a remote system via FTP or HTTP, or Email. All downloaded voice files are backed up to a user-defined backup folder and can be re-sent to the remote location in the event that voice files are found missing.

This User Guide describes the installation, configuration, and operation of this application.

II Installation

Installation of the ChartNet Voice Client is normally done by accessing the ChartNet Technologies web site. Please refer to the UG10 - Web Installer User Guide for help in installing the product.

IMPORTANT!

The MTRDR program icon will be installed on the Desktop. If the Voice Reader will be interfaced to ChartNet, you will need to add the following parameter to the command line:

/CnetPath=[root path to ChartNet]

III Configuration

After the Voice Reader is installed, you will need to configure it for your specific situation. The configuration will vary depending on whether or not ChartNet is already installed.

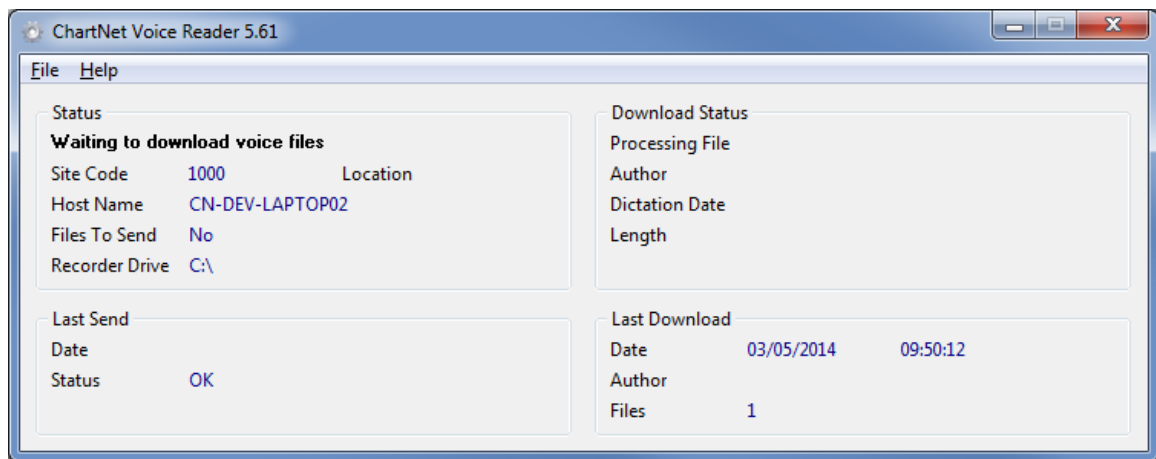
The basic steps are:

- Add all authors to the providers file who will be downloading files at this reader station.
- Complete the Configuration screen that will specify how the application will operate and how to handle the files that are downloaded.
- If voice files need to be sent to a remote system, complete the Communication Configuration screen which will tell the application how and where to send the files.

To configure the Voice Reader, first start the application by double-clicking on its icon.

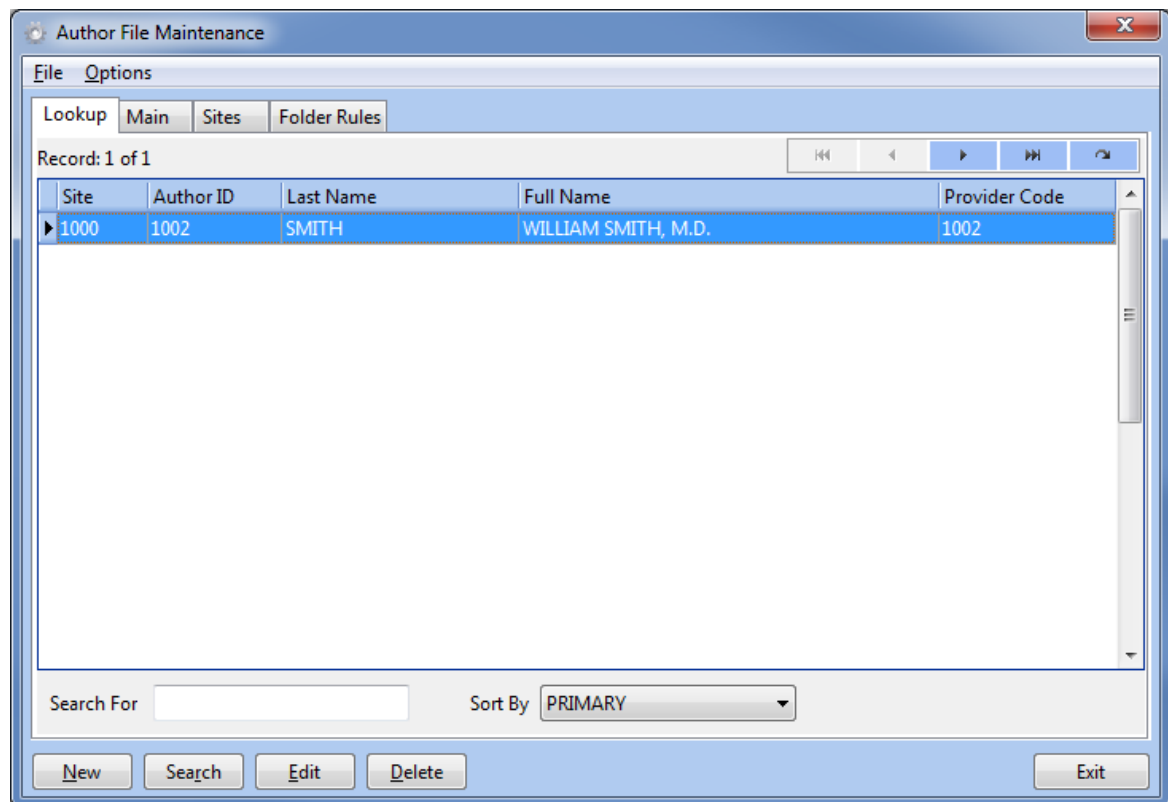
Note: If this is the first time that the application is run, you will be prompted to enter a Site code and you will get a warning saying that no authors are defined. This is normal.

A screen similar to the one shown below should appear.



Voice Reader Main Screen

Click on **File**, then **Author Maintenance**. The **Author Maintenance** screen will appear.



Author Maintenance Screen

To add a new author, click on the **New** button at the bottom.

Author File Maintenance AUTHOR=1002

File Options

Lookup Main Sites Folder Rules

Site Code (The site code defined in the Voice Reader configuration)

Author ID (The ID programmed into the hand-held)

Provider Code (The code used by the transcription system)

Last Name

Full Name (Ex. William Smith, M.D.)

Default Work Type

Save (F10) Lookup Previous Next Cancel

Author Maintenance - Add New Author

Enter the **Site Code**. Usually this will be the same site code that was entered into the Configuration screen.

Enter the **Author ID**. This is the code that is normally programmed into the recorder.

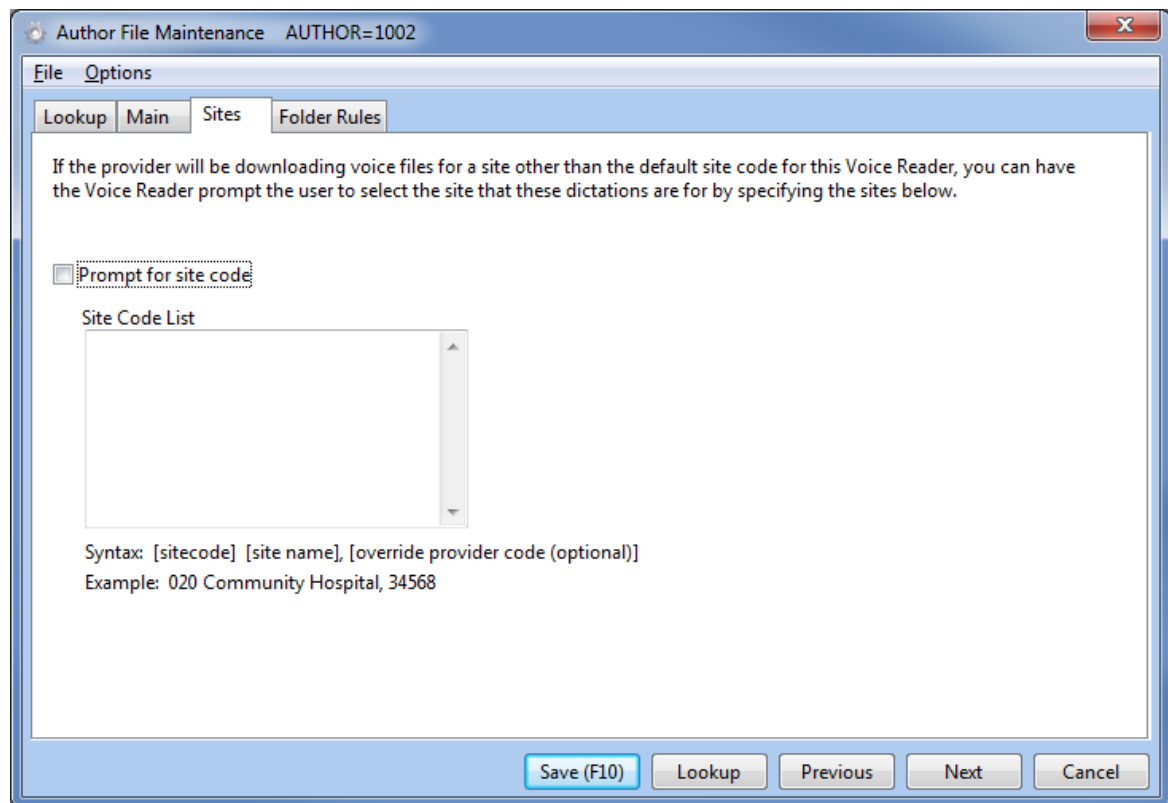
Enter the author's **Provider Code**. This is the code that the transcription system would normally require to identify this provider. For example, in a hospital setting, this code would normally be the code that the hospital assigned to this provider.

Enter the **Last Name** of the provider.

Enter the **Full Name** for the provider. For example: William J. Smith, M.D.

Enter a **Default Work Type** if you always want a work type code to be assigned to this author's voice files.

If this author dictates for multiple sites, you must define what sites are valid for this author. Click on the **Sites** tab and check the box **Prompt for Site Code**. In the memo box, enter the site code, the site code name, and an optional override provider code using the syntax: **[site] [site name] , [provider code]**



Author Maintenance - Sites

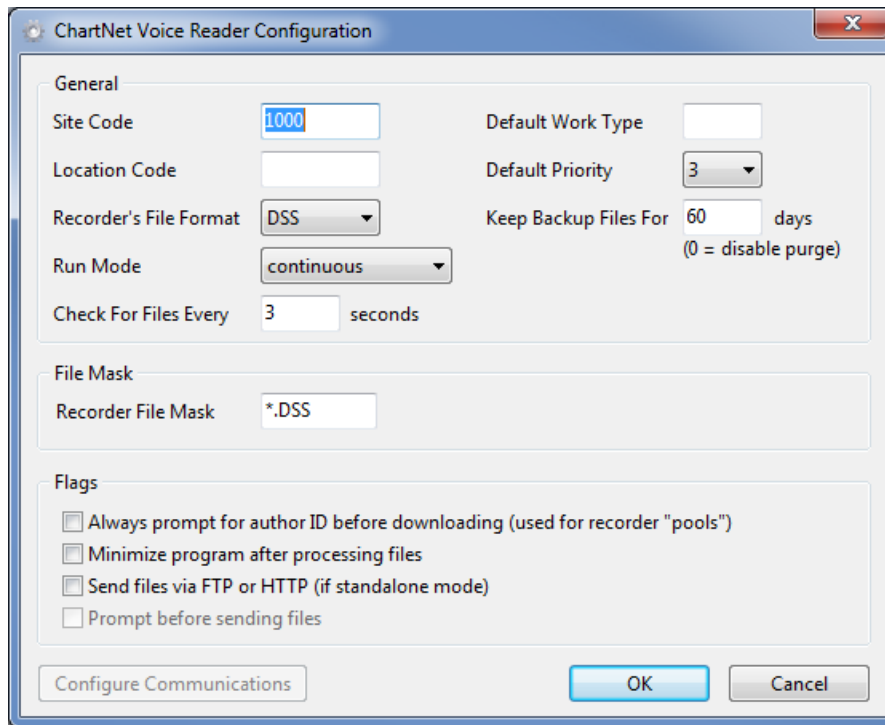
Press **Save (F10)** to save this new record.

Repeat the above steps until all authors have been entered.

Click on **Exit** to return to the Voice Reader main screen.

Next, click on **File**, then **Configuration** to bring up the **Voice Reader Configuration** screen.

The screen shot below shows typical settings for a ChartNet remote site setup, where an existing ChartNet Comm Server will be responsible for sending the files back to the host system.



The image shows a Windows-style dialog box titled "ChartNet Voice Reader Configuration". It has a standard title bar with a close button (X) in the top right corner. The dialog is divided into three main sections: "General", "File Mask", and "Flags".

General Section:

- Site Code:** A text box containing "1000".
- Location Code:** An empty text box.
- Recorder's File Format:** A dropdown menu with "DSS" selected.
- Run Mode:** A dropdown menu with "continuous" selected.
- Check For Files Every:** A text box containing "3" followed by the label "seconds".
- Default Work Type:** An empty text box.
- Default Priority:** A dropdown menu with "3" selected.
- Keep Backup Files For:** A text box containing "60" followed by the label "days". Below this, in smaller text, it says "(0 = disable purge)".

File Mask Section:

- Recorder File Mask:** A text box containing "*.DSS".

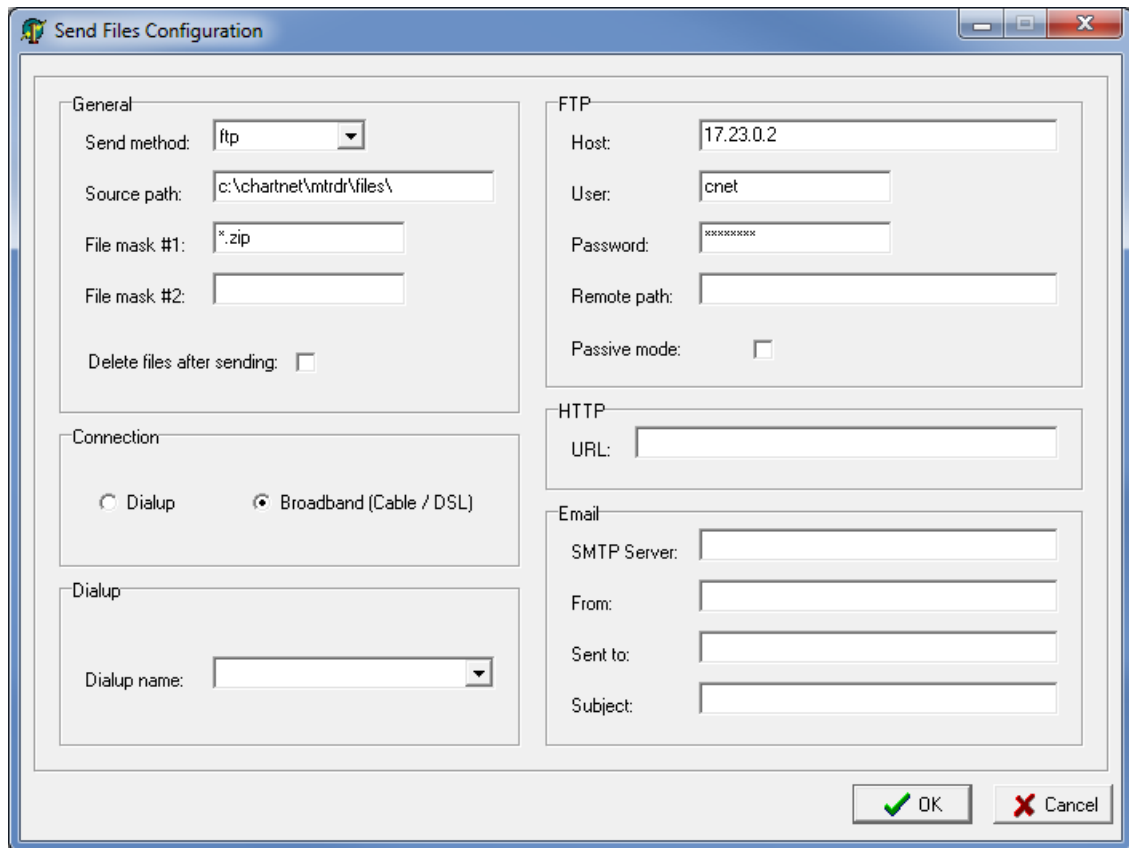
Flags Section:

- ☐ Always prompt for author ID before downloading (used for recorder "pools")
- ☐ Minimize program after processing files
- ☐ Send files via FTP or HTTP (if standalone mode)
- ☐ Prompt before sending files

At the bottom of the dialog, there are three buttons: "Configure Communications" (disabled), "OK" (highlighted in blue), and "Cancel".

Voice Reader Configuration Screen

Next, you will need to determine how you want the voice files handled. Click on the **Configure Communications** button to bring up the following dialog box.



The image shows a Windows-style dialog box titled "Send Files Configuration". It is divided into several sections for configuring file transfer settings.

- General:** Includes a "Send method:" dropdown menu set to "ftp", a "Source path:" text box containing "c:\chartnet\mtrdr\files\", a "File mask #1:" text box containing "*.zip", an empty "File mask #2:" text box, and a "Delete files after sending:" checkbox which is unchecked.
- FTP:** Includes a "Host:" text box with "17.23.0.2", a "User:" text box with "cnet", a "Password:" text box with masked characters "XXXXXXXX", an empty "Remote path:" text box, and a "Passive mode:" checkbox which is unchecked.
- Connection:** Contains two radio buttons: "Dialup" (unchecked) and "Broadband (Cable / DSL)" (checked).
- Dialup:** A section that is only visible if the "Dialup" radio button is selected, containing a "Dialup name:" dropdown menu.
- HTTP:** Includes a "URL:" text box.
- Email:** Includes text boxes for "SMTP Server:", "From:", "Sent to:", and "Subject:".

At the bottom right of the dialog are "OK" and "Cancel" buttons with green and red checkmarks respectively.

Voice Reader - Communication Configuration

Select the **Send Method** (FTP, HTTP, or Email).

Select the **Connection** type (Dial-up or Broadband).

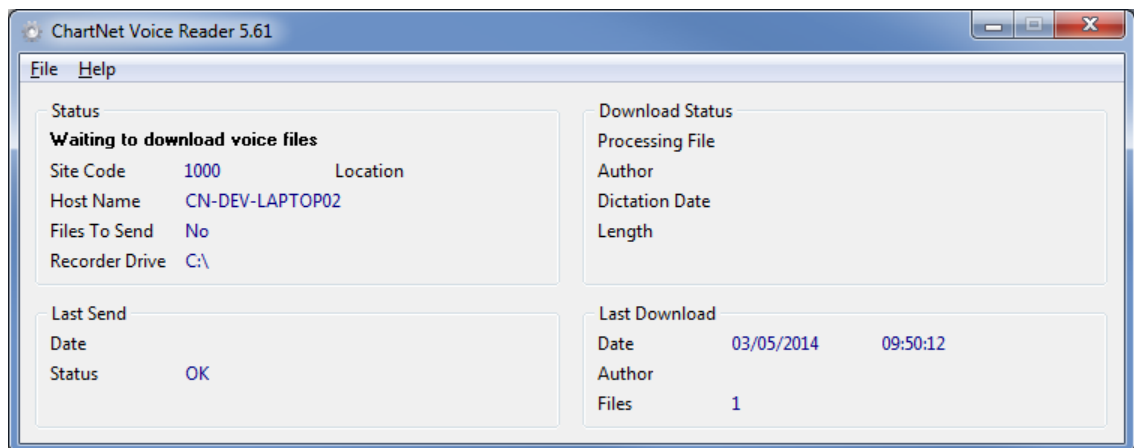
Specify the parameters required by the type of send method.

IV Operation

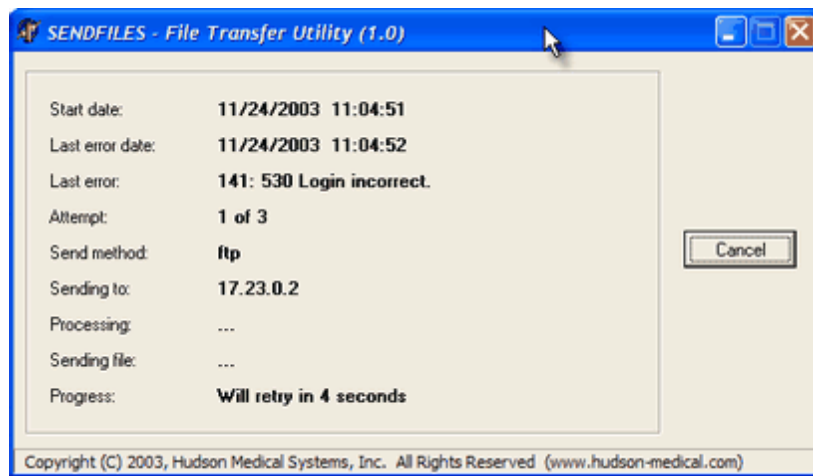
This topic describes the basic operation of the ChartNet Voice Reader application. In addition to downloading voice files, you can also resend files and view the log of the program's activity.

Normal Mode

Normally, the Voice Reader is in a "**Waiting to download voice files**" mode. As soon as a hand-held recorder is plugged into its USB cable or set into its cradle, the application will begin downloading the voice files from the hand-held and begin processing them. All files processed will be stored in the folder specified on the **Configuration** screen. If the voice files are to be sent to a remote system, then the **Send Files** program will be launched.



Voice Reader Main Screen



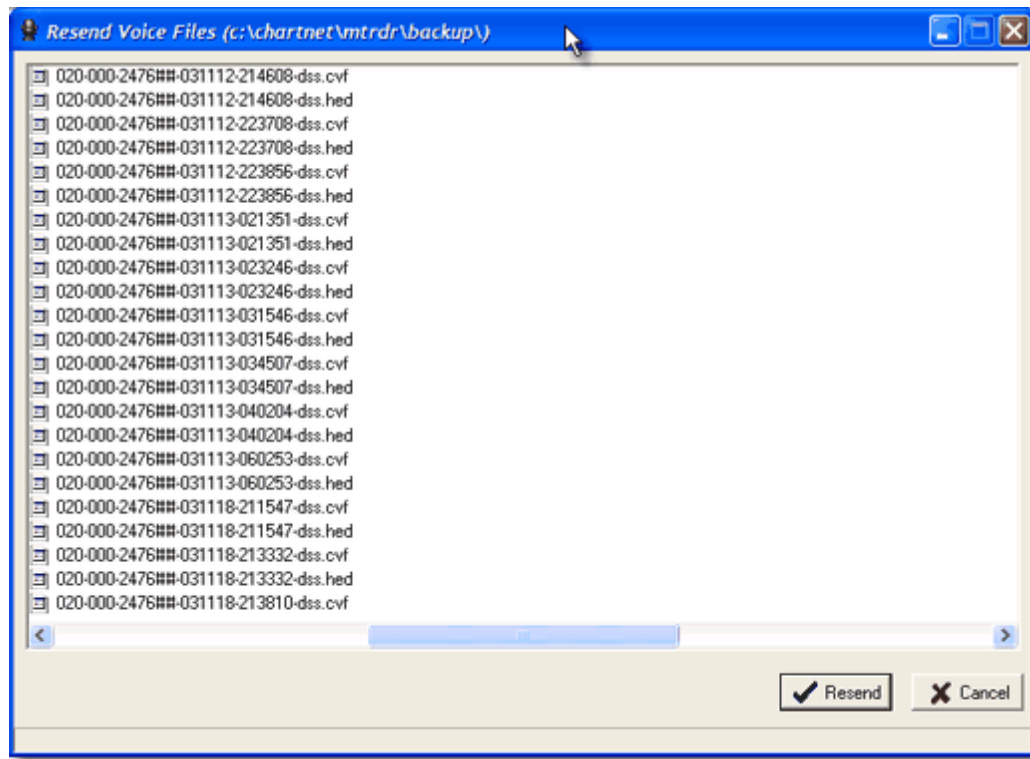
Send Files Screen Example

Resending Files

If voice files get sent to a remote system for processing and for some reason the remote system is missing one or more files, you have the ability to re-send one or more files from the backup folder. To re-send voice files, click on File, then Resend.

You will be prompted to enter the **Author ID** and the **date** the files were downloaded.

The following is an example of what the Resend screen looks like.



Voice Reader - Resend Screen

Each voice file may consist of one or two files, depending on whether or not a header file is created with each voice file. The actual voice files have an extension of .CVF and header files have an extension of .HED.

The format of each filename depends on the filename format specified in the Configuration screen. The example screen above shows a list of files in ChartNet format. The ChartNet format has the syntax:

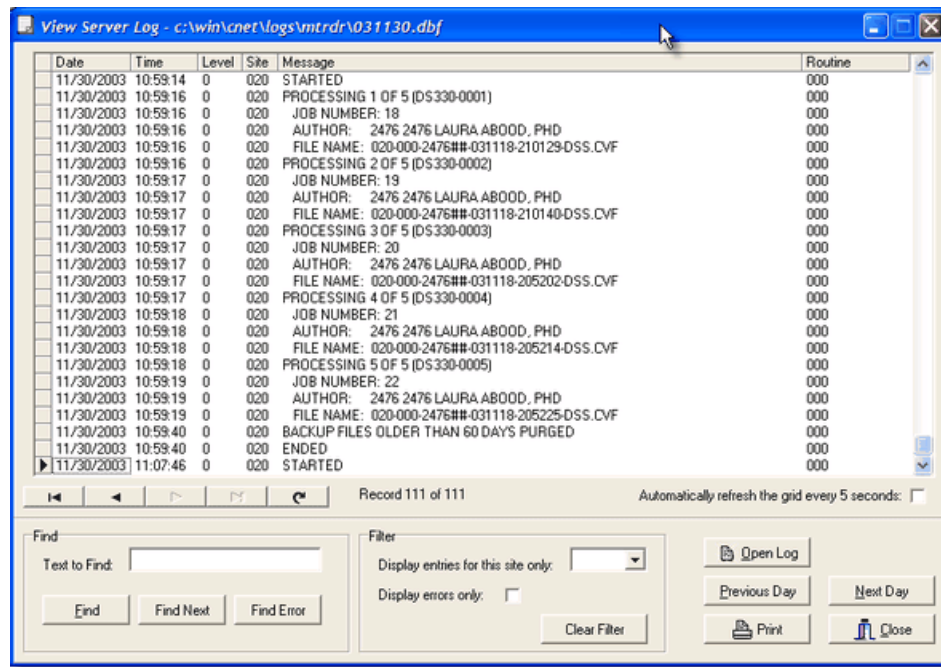
[site]-[location]-[author id]-[dictate date]-[dictate time]-[dss/wav].cvf

To resend files, highlight the files, then click on the **Resend** button. The files will be copied from the backup folder to the output folder for re-sending. After all files are copied, the **Send Files** program will be launched to send the files.

Note: if a "header" file is created for each voice file, make sure you highlight both the voice file and the header file.

Viewing the Log

To view the log of the application's activity, click on the Log menu. A screen will display showing today's log as shown by the example below.



Voice Reader - Log view screen

V Command-Line Options

The MTRDR program can accept the following command-line parameters.

- /CnetPath = Path to the ChartNet root folder. Required if running MTRDR at a host location or a remote location that has MTCOMM running. This path is required when setting up the configuration screen using the "Set Common Configuration" option button.
- /HomePath = Override path where MTRDR will locate all of its folders.
- /AuthorPath = Override path for Authors file. Default is the MTRDR "home" path.
- /BinPath = Override path where miscellaneous EXE files are located (i.e. sendfiles.exe and mtlogv.exe). This parameter would only be used if the mtrdr.exe program was loaded from a folder that did not contain sendfiles.exe (used for sending files when mtcomm is not used) or mtlogv.exe (used for viewing the logs).

VI Directory Structure

The following describes the directory structure that MTRDR uses.

"Home" refers to the starting folder from which the folders listed below descend from. For example, if mtrdr.exe was loaded from `c:\chartnet\bin`, then the home folder would be `c:\chartnet\mtrdr`.

"Hostname" refers to the network name of the machine that is running mtrdr. The Voice Reader gets the

host name from the networking properties of the PC. Certain folders used by mtrdr use the hostname in order to keep files for that machine separate from files processed by other machines on the same network.

[home]

The "home" directory for MTRDR. Can be overridden using the /HomePath command-line parameter. The Authors table is stored here (unless overridden using the /AuthorPath parameter). Each workstation that runs MTRDR will have an .INI file located here using the file name of [hostname].ini.

[home]\download\[hostname]

The folder where voice files are downloaded to.

[home]\backup1

The folder where downloaded voice files are backed up to before they are processed. Files are copied to the backup1 folder as they are downloaded from the recorder. Files in this folder get purged after 60 days.

Filename format: [author id]-[yyyymmdd]-[hhmmss]-[seq].dss, where "yyyymmdd" is the date of the download, "hhmmss" is the time of the download, and "seq" is a sequential file number.

[home]\backup2\[author id]\[hostname]\[date]

The folder where the voice files (.cvf) and header files (.hed) are backed up to after they are processed. This is the folder used when doing "re-sends".

[home]\logs\[hostname]

The folder where the log files are stored for each machine.