Quick Start Guide

For the

InfraWare Dictation Client

Introduction

The InfraWare Dictation Client (IDC) provides a convenient and secure way for an author to upload dictations to the platform from a handheld recording device or to record dictations using the PC microphone.
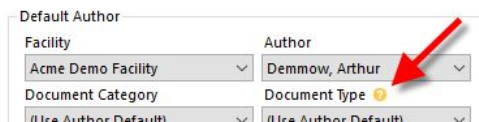
Scope of Guide

Quick Start Guides are intended to provide a new user with a brief introduction to each covered application. The Guides are not a substitute for training, and they are not comprehensive. Rather, they are concise documents that orient new users to the fundamentals of accessing and navigating the programs. Finally, they direct users to context-sensitive support resources for granular information on certain features.

Who should use this Guide and the IDC?

The IDC is used primarily by authors in the InfraWare 360 platform.

Before You Begin

Before you begin, please be aware of the yellow circles with question marks in them. Clicking these images will bring up information about the area on the page with which they are associated.

Installation

The InfraWare Dictation Client (IDC) makes use of Microsoft ClickOnce deployment technology for installation. ClickOnce application can be installed by non-administrator Windows users as long as the system requirements are met (.NET Framework and SQL Compact). This installation takes place under the logged in user's Windows profile, which means that each Windows user on a given a machine will install the application separately.

- Review system Requirements:
  - Supported default web browser (Internet Explorer or Firefox w/ the .NET Framework Assistant add-on installed)
  - Microsoft .NET Framework 4.0 (or later SP)
  - Microsoft SQL Compact 3.5
  - Supported Operating Systems:
    - Windows 10
    - Windows 8/8.1
    - Windows 7 32-bit
    - Windows 7 64-bit
  - 1 Ghz or higher processor
  - 1 GB or higher RAM
- Go to http://www.infraware.com/software/, review system requirements, and click to install the IDC. You may also install directly from this link: https://downloads.infraware.com/IDC/setup.exe
- When prompted, always select Run or Open (not Save). If the system is healthy and meets all requirements, a multi-step installation will occur.
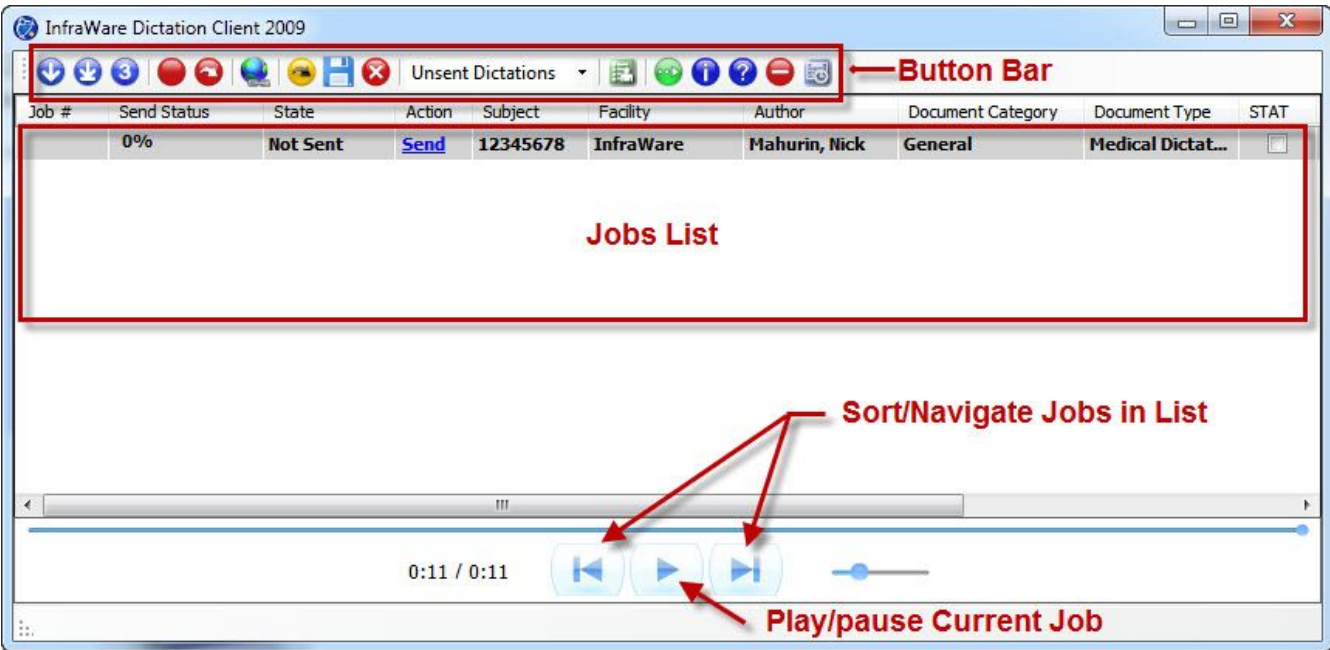
Log In

- Open the IDC application by double-clicking the icon on your Desktop or under the Windows Start menu. (Start → All Programs → InfraWare → InfraWare Dictation Client).
- A login screen will appear.

- The following are requirements for successfully logging to the IDC:
  - Valid email address and password (created in the IMC by an Admin)
  - User must have the Author Role assigned
  - User must have a healthy Internet connection

Main Window

The main window of the IDC includes a button bar, job list, and player controls.

Navigating the IDC

- **Button Bar:** The most commonly used actions in the Main Window have buttons (shortcuts) across the top. These include:

    The Retrieve File(s) button

    Retrieve Folder button

    Retrieve from Olympus DS-330 button

    Record New button

    Convert DSS/DS2 file(s) to WAV

    About button (display version info)

    Help button

    Send Error Report (to InfraWare)

    Open Dictation Schedule

- **User Settings:**   The IDC experience is customizable with options for associated document types, dictation retrieval, IDC program behavior, speech recognition settings, and more. Settings to customize IDC behavior can be accessed by clicking on the Settings button. See KB254 for details.

- **Player Controls:** The player controls provide easy access to play jobs in the IDC. You can play, rewind, or fast forward directly from the IDC main window. You can also adjust the volume and see the duration of dictations.

Jobs in the IDC are retrieved by pressing the Retrieve File(s) button and will appear in the job list after the IDC has pulled them into the program. After retrieval is complete, these jobs can be uploaded to the InfraWare 360 platform by pressing the Send to InfraWare Platform button. When a job is uploaded, it automatically becomes available to Transcriptionists based on workflow settings.