

# Auto Report Download System

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## Auto Report Downloading System (ARDS)

**WELCOME TO AUTO REPORT DOWNLOADING SYSTEM !!!**

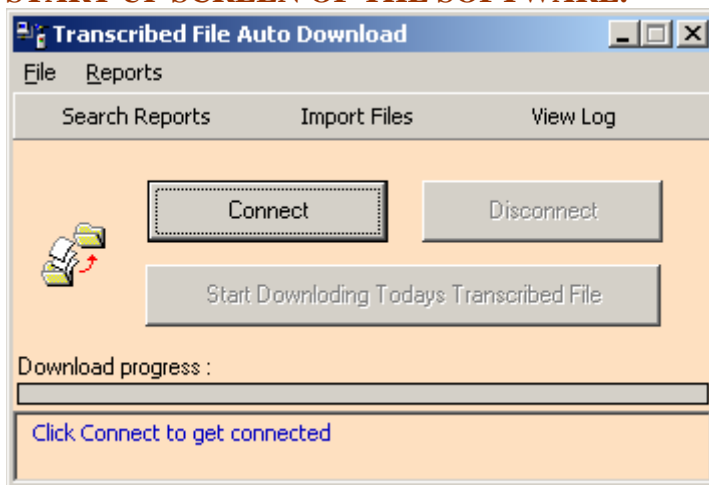
**This system is used for Automatic Download of your Transcriptions.**

### CONFIGURATION

1. Open the software:
  - a. Click on Start > All Programs > Auto FTP Download > Auto FTP Download.exe
  - b. Alternatively on the Desktop you will find icon like,

Double click this icon.

#### START UP SCREEN OF THE SOFTWARE.

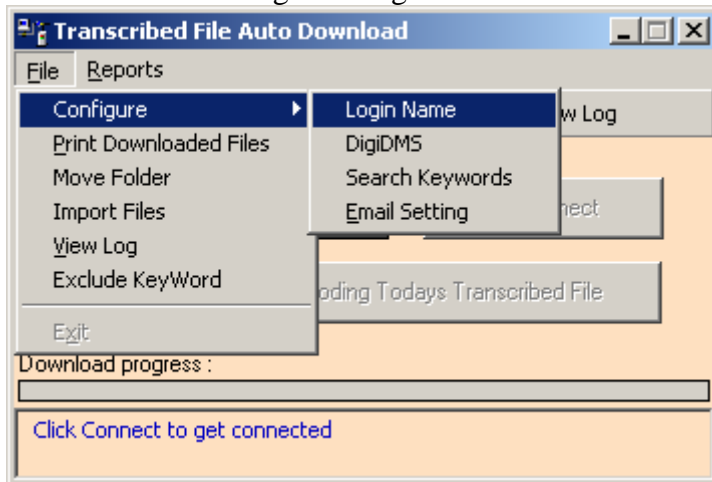


#### ARDS CONFIGURATION

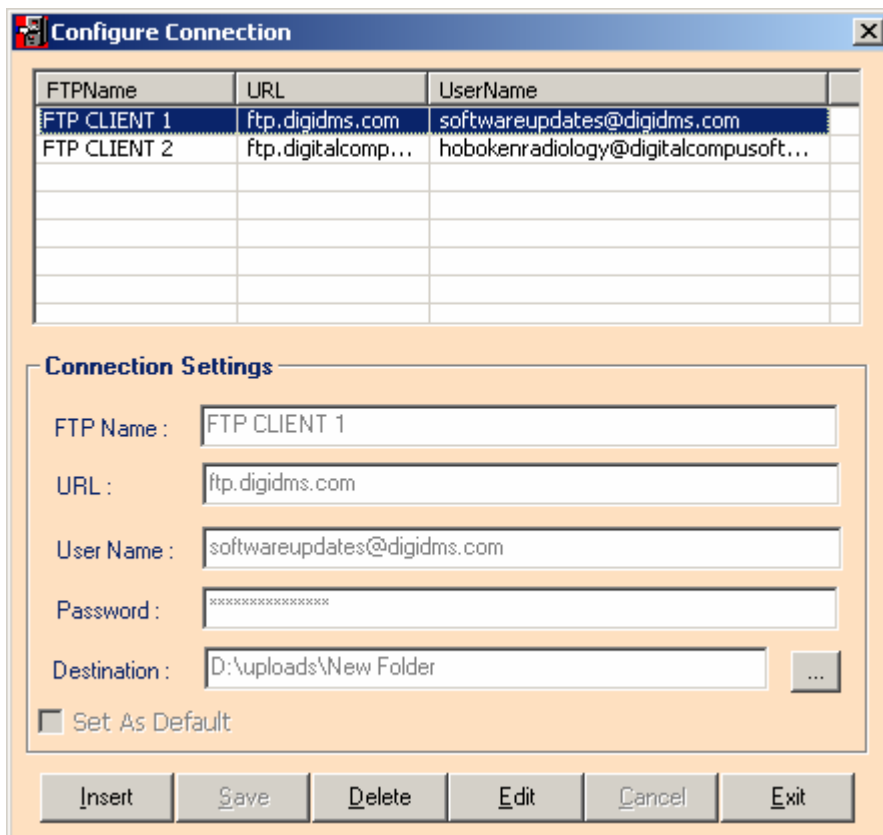
Configure ARDS by Login Name, DigiDMS, Search keywords and Email Settings.

## CONFIGURE LOGIN NAME

Click on File> Configure> Login Name



## CONFIGURE CONNECTION



Click on **Edit** button and then type the following,  
Choose an FTP name for your identification.

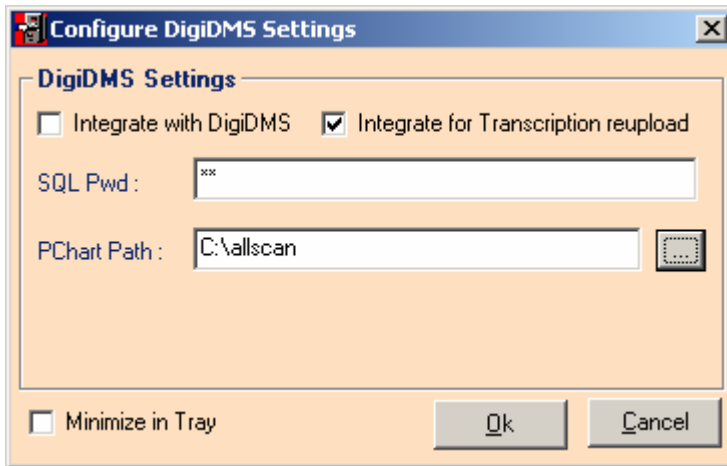
URL: <ftp.digidms.com>

Get **Username & Password** from our DigiDMS representative.

Choose Destination path for the process.

There is an option to ‘Set As Default’ one FTP address for regular usage.

## CONFIGURE DIGDMS SETTINGS

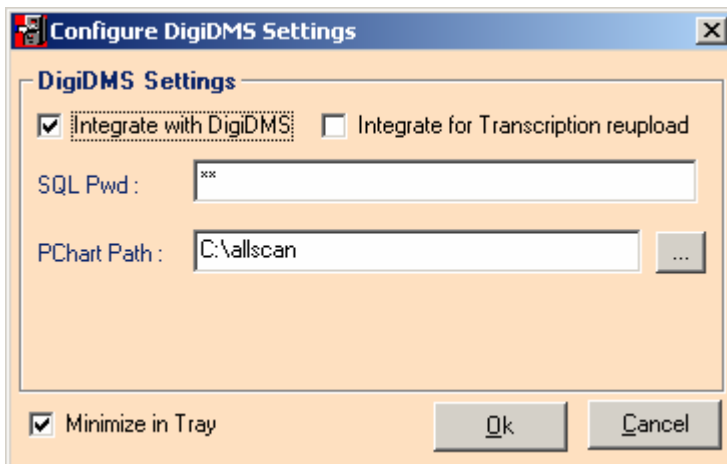


On this screen you are provided with two options :

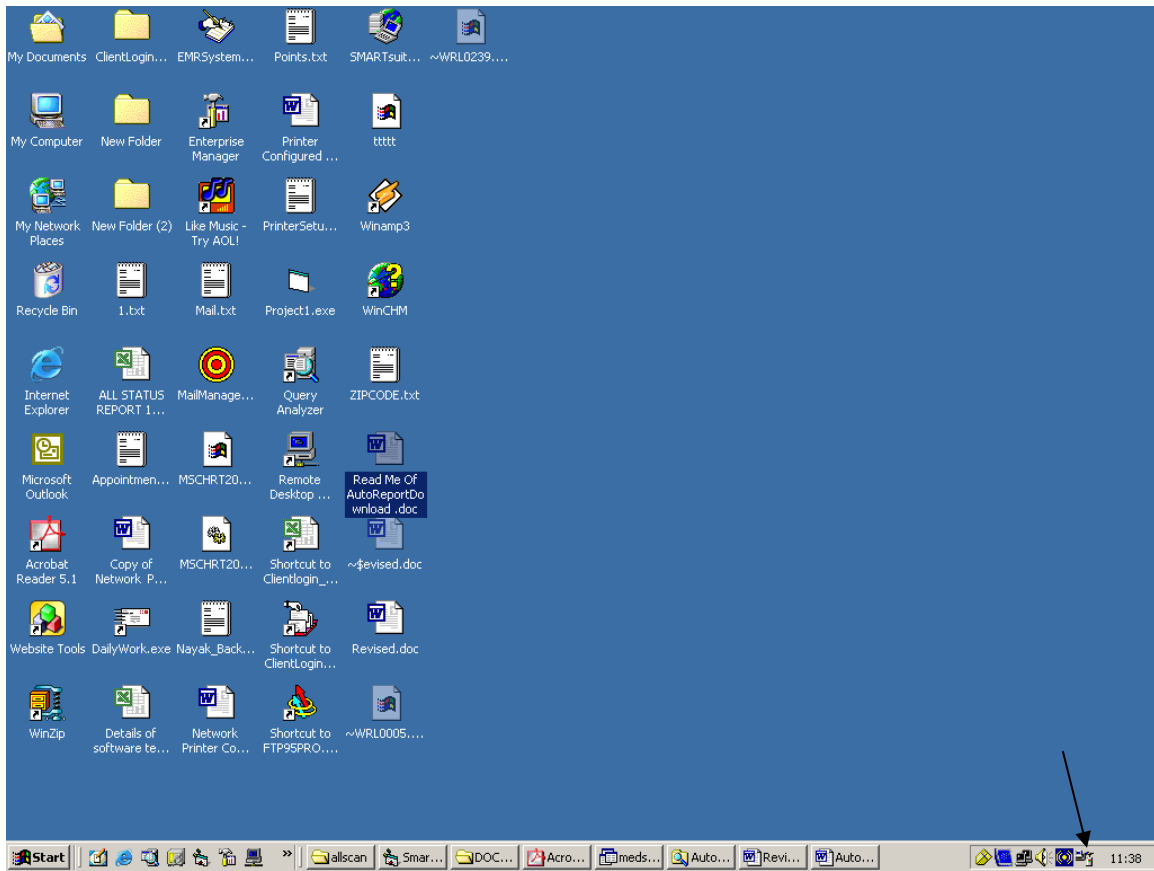
The first option “**Integrate with DigiDMS**” allows you to move selected Transcripts to download link of DigiDMS.

Whereas, the second option “**Integrate for Transcription reupload**”, allows you to REUPLOAD the transcripts to other ftp site(s) after verification of the transcripts.

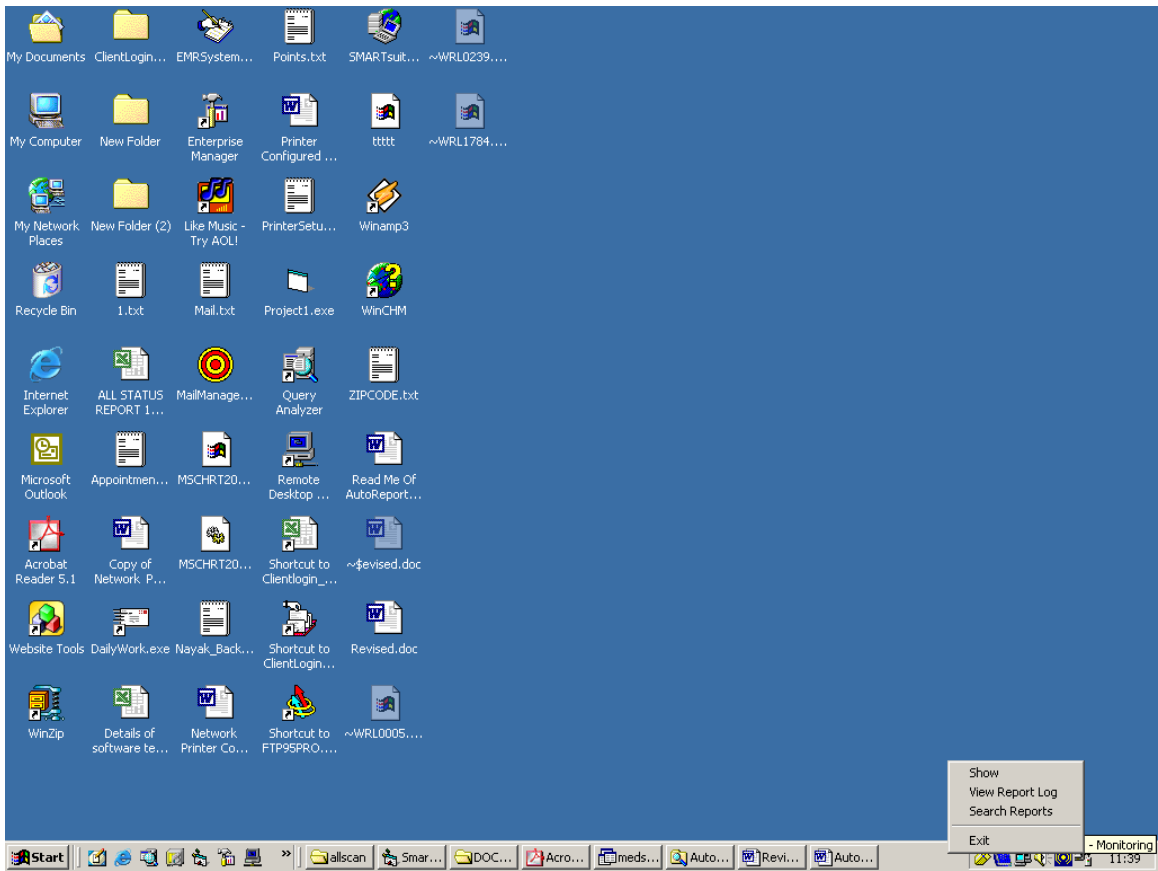
In case of the first option you should provide the correct Pchart path.



**Always Tick ‘Minimize in Tray’ for Automatic running of the system.**

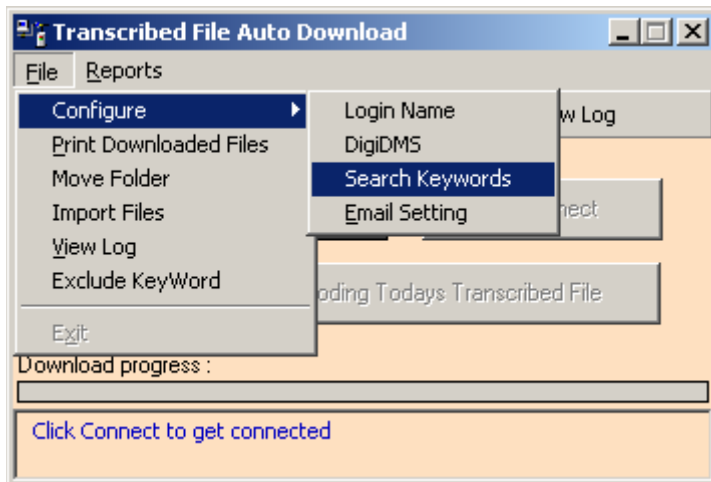


Once you click the **“Minimize in Tray”** option, the ARDS will be always seen in Taskbar on your desktop.

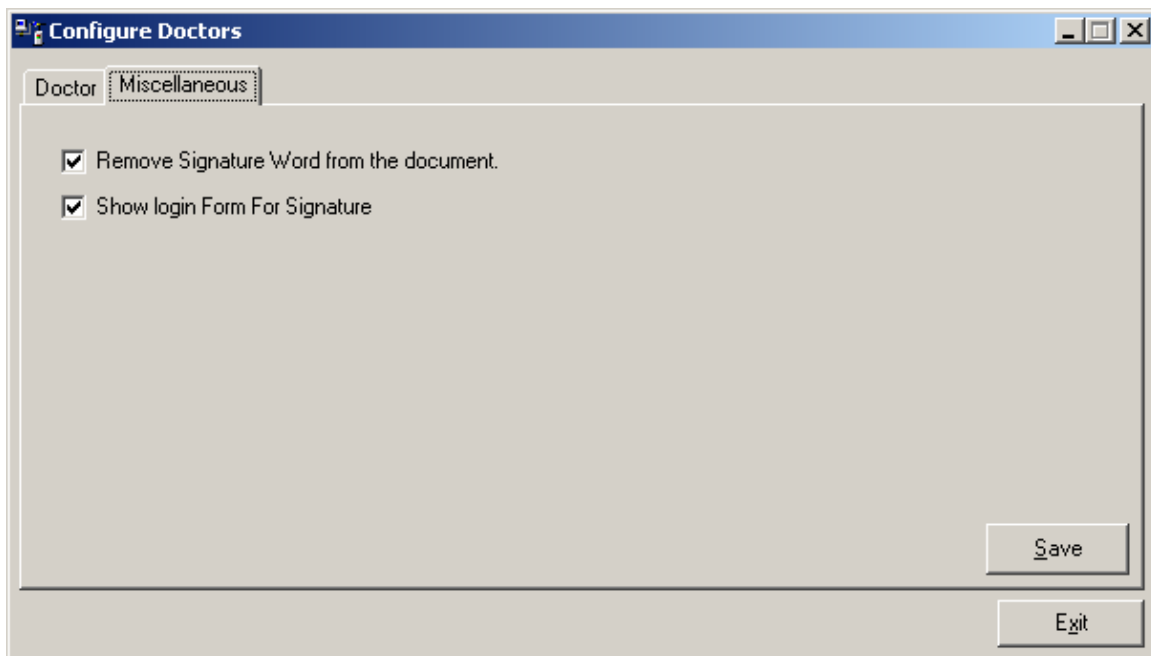


On right click of your mouse you can get all options of ARDS.

## CONFIGURE SEARCH KEYWORDS



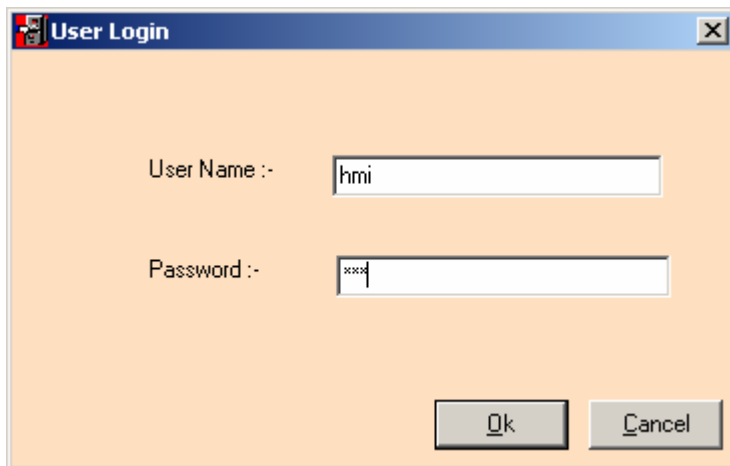
## CONFIGURE DOCTORS



This is the important feature of ARDS to facilitate the different physicians attending your practice to verify and digitally sign their reports.

If you check '**Remove Signature Word from the document**' then all your transcripts will not contain the Signature and the Signature word.

If you check '**Show Login Form for signature**' the following screen appears for user authentication of each user(Physician).



## CONFIGURE KEYWORDS - DOCTORS

The screenshot shows a Windows-style dialog box titled "Configure Doctors". It has two tabs: "Doctor" and "Miscellaneous". The "Doctor" tab is selected. On the left, there is a list box containing the following keywords: AAA, VD, HS, TN, VS, SS, IO, and HBR. The keyword "HBR" is currently selected and highlighted. To the right of the list box, there are several configuration fields:

- Key Word :- HBR
- Full Name :- HMI
- User Login Name :- HMI
- Password :- xxx
- Signature file :- D:\Team\Jwalin\16 Jan 2007\Hoboke
- User Type :-  Doctor  Assistant

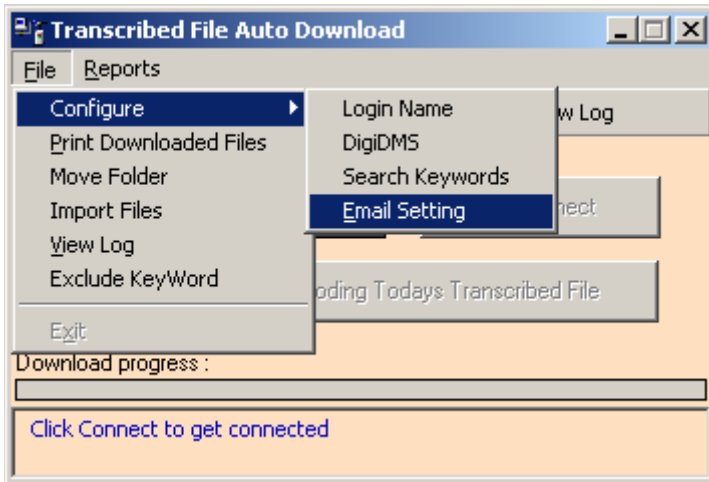
At the bottom of the dialog box, there are three buttons: "Insert", "Edit", and "Delete". A larger "Exit" button is located at the bottom right corner of the dialog box.

Once users are configured, they can fill in details e.g. Full Name, User Login Name, Password and Signature file (the digital signature image file) corresponding to each Key Word.

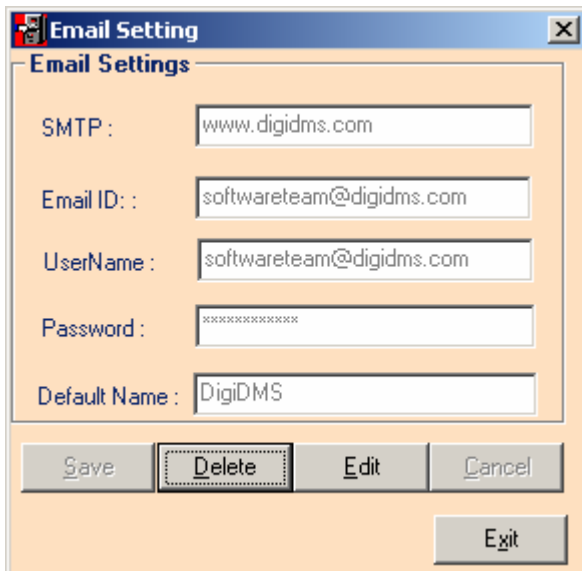
e.g. A Physician HMI can use his dss recorder, identifier 'HBR' which is present in front of each transcript. He can then go on to configure such multiple identifiers pertaining to different recorders, locations or practices.



## CONFIGURE EMAIL SETTING



On Clicking 'Email Setting' you will reach the following screen.



Fill up one by one the boxes displayed in the screen.

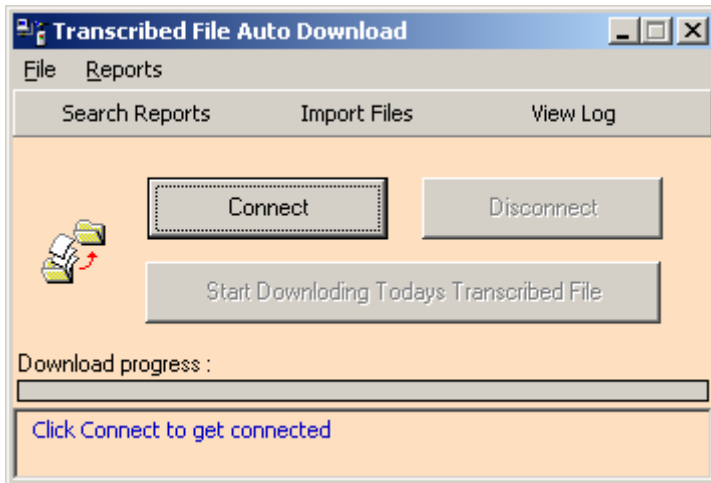
SMTP: [www.digidms.com](http://www.digidms.com)

USN & PWD: Provided by DIGIDMS REPRESENTATIVE

Default Name: Your choice

# MANAGING TRANSCRIPTS

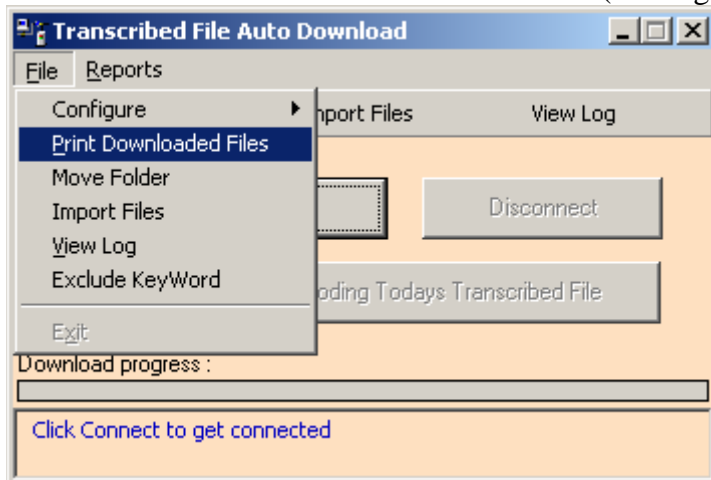
## **CONNECTING & DOWNLOADING REPORTS**



Double click **Connect**, once connected successfully click **'Start Downloading Todays Transcribed File'**, once Downloading is complete you can Print the reports.

## **PRINTING DOWNLOADED FILES**

Goto Main Menu > Print Downloaded Files > (next figure)

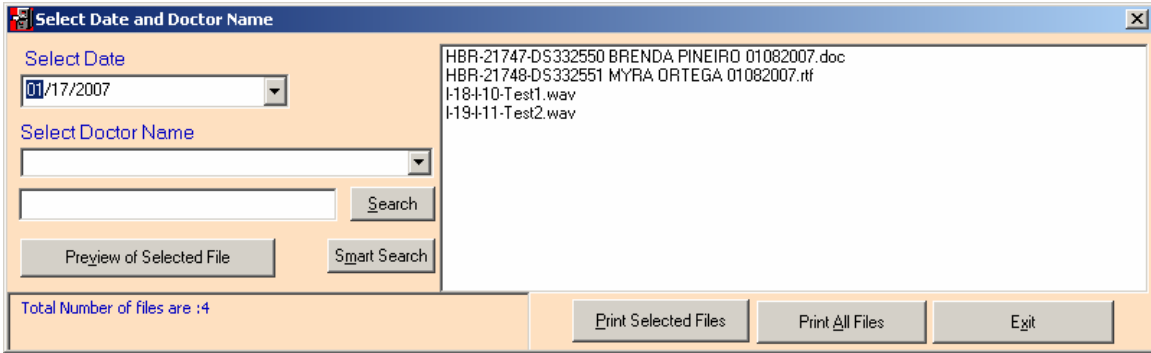


On double clicking 'Print Downloaded Files' the following sub-menu appears.

Please choose Select Date and Select Doctor Name.

Bottom-Left hand corner indicates counter number (e.g. 4 files) of reports to be printed.

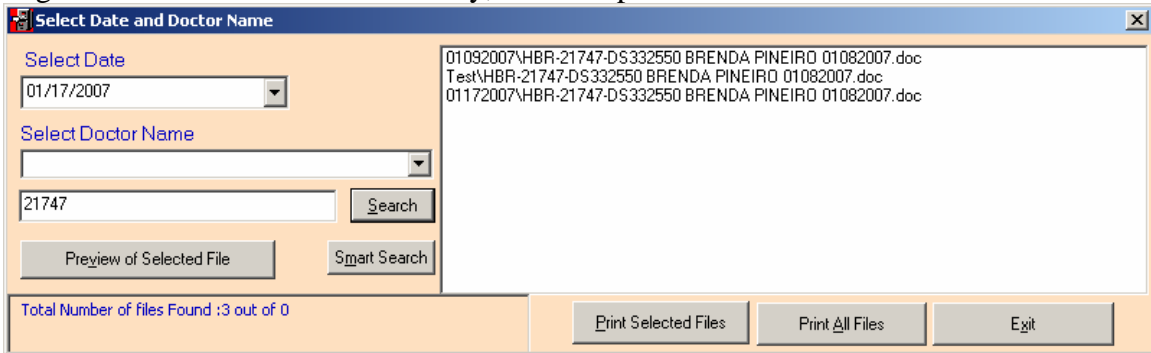
Right hand screen will show you all the reports by their full names.



You can select a date > select doctor > preview and Print a few or all files.

### SEARCHING REPORTS

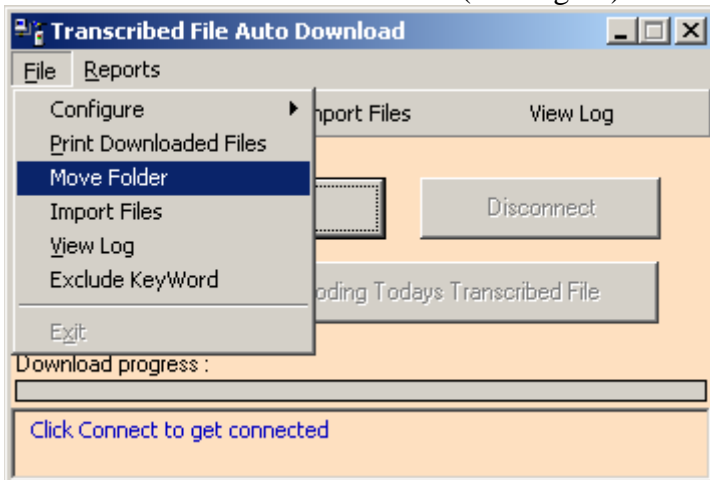
In order to locate a particular report, you can use windows based 'Search' facility or Digidms based 'Smart Search' facility, which is preferable.



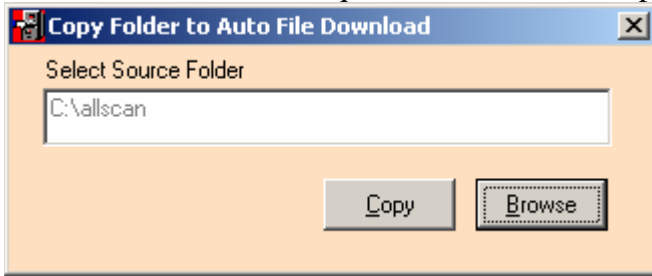
e.g. By punching MR#21747 the report for Brenda Pineiro is generated. Alternately you can give any text for searching a document.

### MOVING & COPYING FOLDER

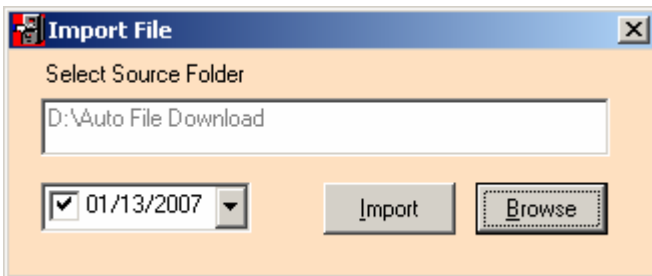
Goto Main Menu > Move Folder > (next figure)



You can conveniently move or copy folders from any given location to Auto Report Download folder when required to be transferred physically.

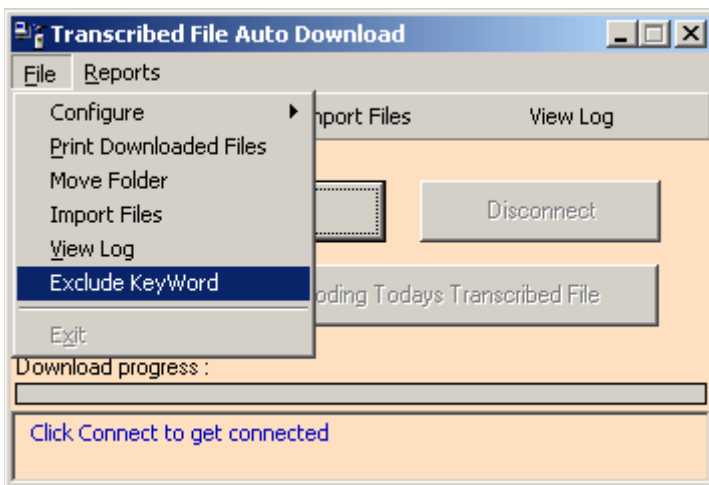


### **IMPORTING FILES**



This 'Import File' feature allows you to move files in the 'Auto File Download' folder under a specific date.

### **EXCLUDE KEY WORD**



On clicking 'Exclude KeyWord' tab the following screen appears.

The screenshot shows a window titled "Keyword" with a close button (X) in the top right corner. The window contains a table with two columns: "Id" and "Keyword". The table has three rows of data and two empty rows below. Below the table is a section labeled "Keyword" with a "User Name" label and a text input field containing ".Xls". At the bottom of the window is a row of six buttons: "Insert", "Save", "Delete", "Edit", "Cancel", and "Exit".

Id	Keyword
1	.Xls
2	.bmp
3	.emr

**Keyword**

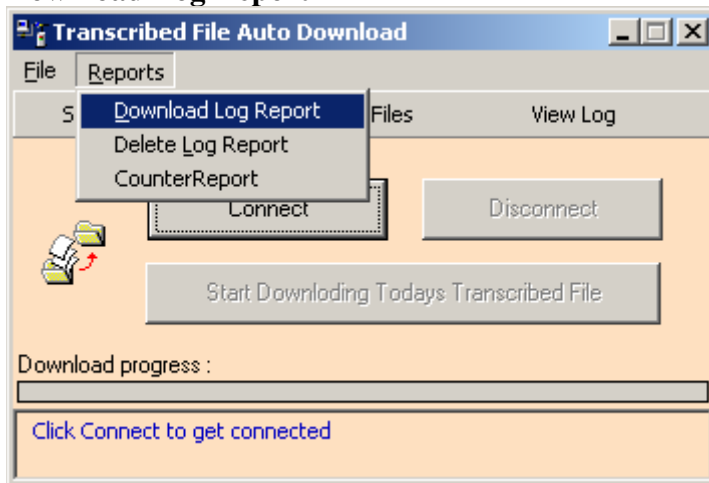
User Name :

This Exclusion feature allows the not required files to be excluded from the Print List, Logs etc. Also, it enables the counter to precisely show the correct number of reports downloaded or printed.

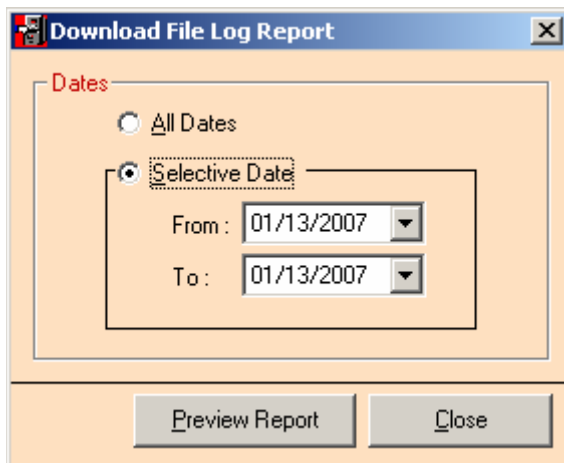
# REPORTS

There are three different kinds of Reports provided under the 'Reports' tab.

## Download Log Report

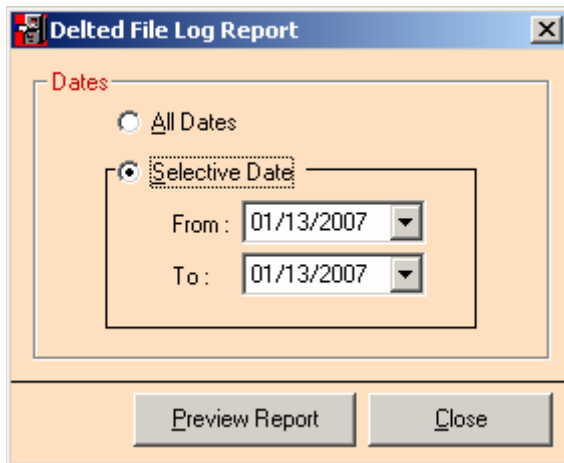


On double clicking the 'Download Log Report' tab will enhance a Date selection menu as follows.



By choosing a range of dates you can view the details of the corresponding transcripts.

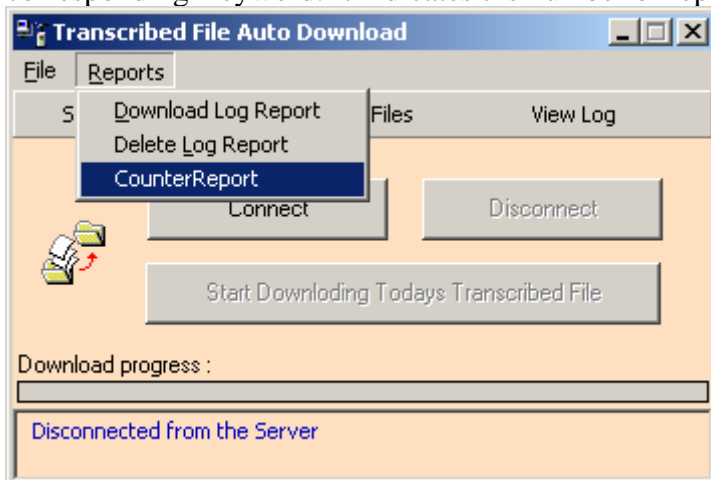
## **DELETED FILE LOG REPORT**

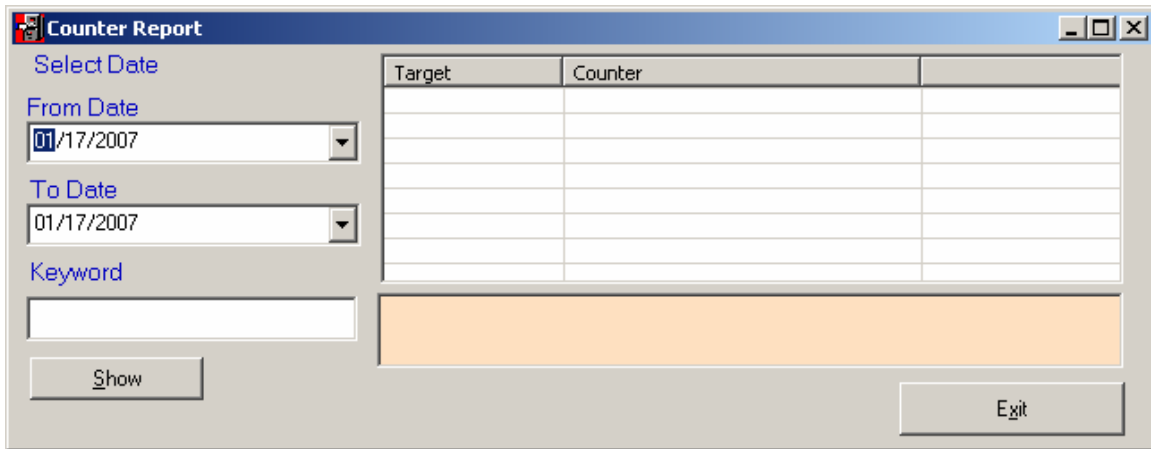


Quite similar to the previous feature, 'Deleted File Log Report' presents the report of all the transcripts that have been deleted by you in a given date range.

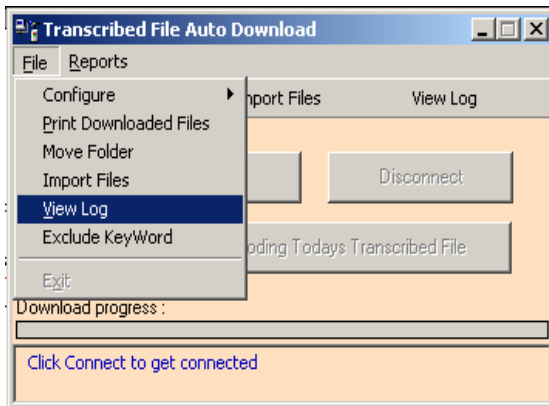
## **COUNTER REPORT**

Counter Report allows you to match all the transcripts of a given date range with the corresponding Keyword. It indicates the number of reports that matches the keyword.





### View Log



View Log feature allows you to check the Downloaded documents OR Imported documents for a given doctor and for a given date.

### LOG FILE READER

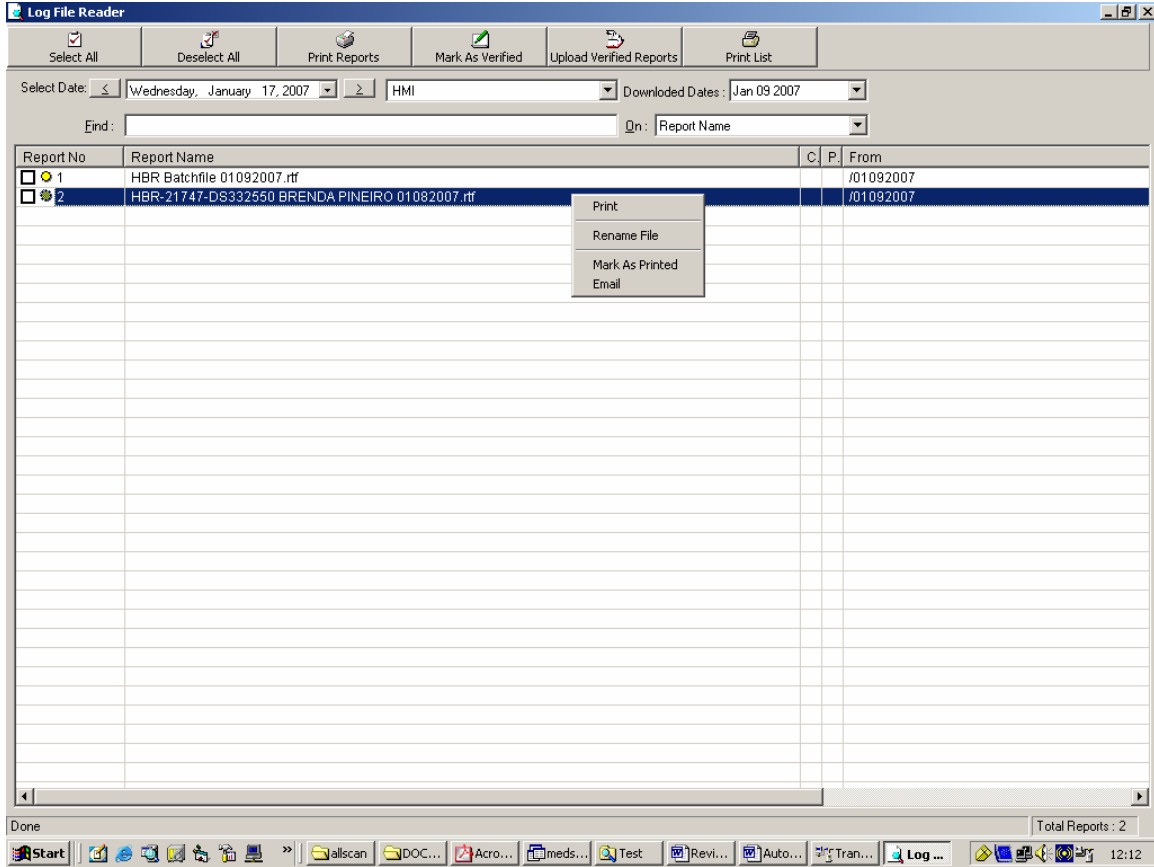
The Log File Reader gives you a complete account of your transcripts. As shown above this menu displays the Select All, Deselect All, Print Reports, Mark as Verified, Upload Verified Reports and Print List, buttons.

There are options to Select a date, Select Doctor Name and Downloaded Dates. One can search a report on a given parameter. E.g. John on X-rays.





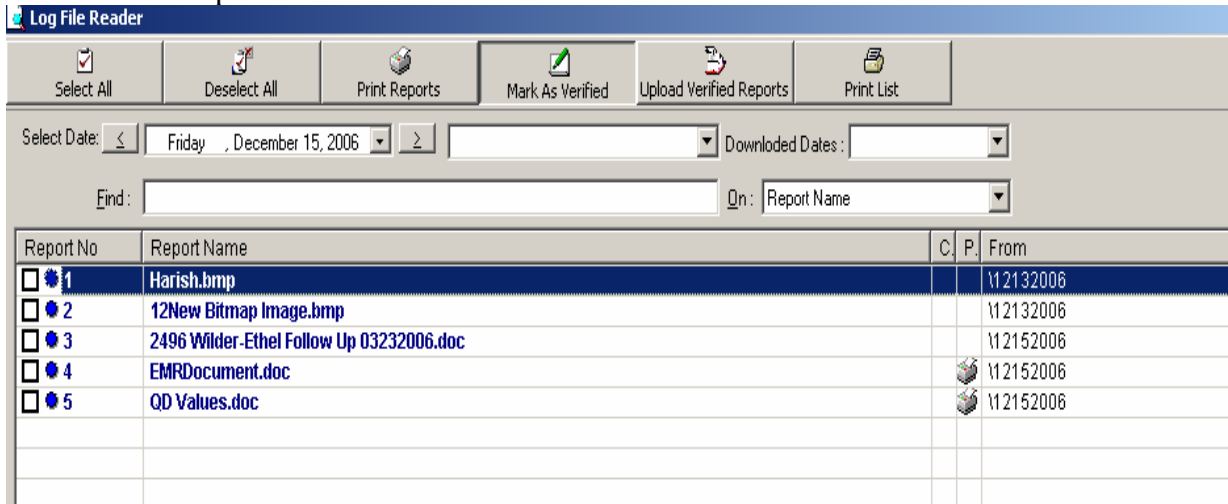
On right click a transcript name, four options are displayed viz. Print, Rename, Mark as Printed and Email.

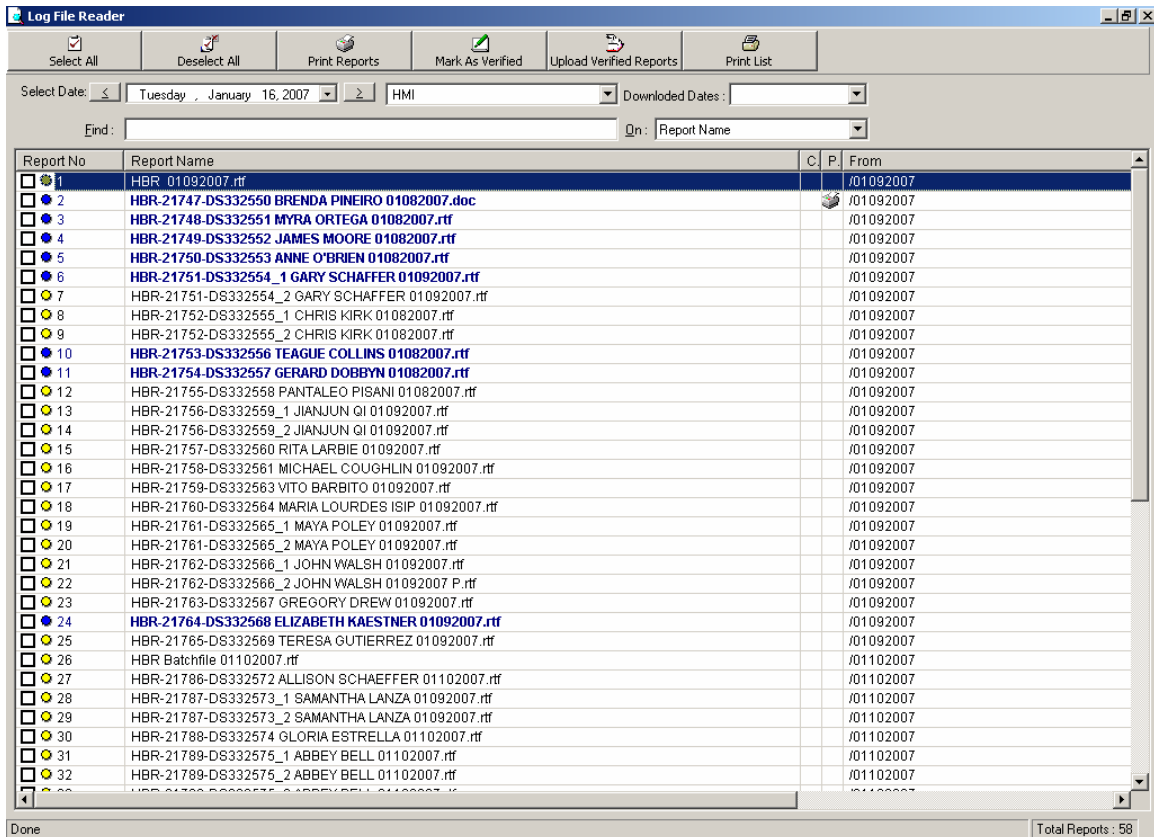


On double clicking a transcript name it gets opened for review/editing.

On reviewing one or a few reports and making necessary corrections/ editing you can mark the reports as verified by clicking on the button 'Mark As Verified'. Instantly, all the verified reports will be displayed in Blue color.

Alongside, the 'Digital Signature Image' will be automatically placed in the transcript at the end of the report on verification.

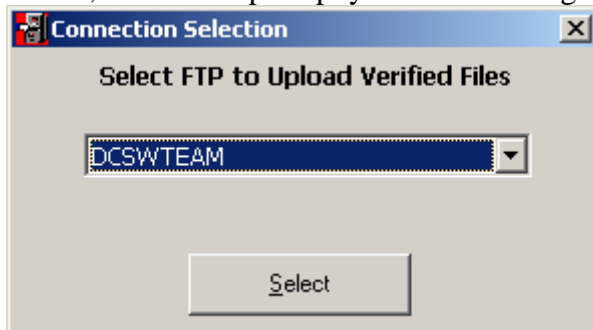




On completing verification (Blue colored reports) you may choose to Print Reports by checking the boxes on the left hand side.

### UPLOAD VERIFIED REPORTS

You may choose not to print the transcripts but to upload them on another FTP site. In order to upload the transcripts to another ftp site click on 'Upload Verified Reports' button, which will prompt you the following selection box.



Choose the CORRECT FTP site for uploading your reports.

Report No	Report Name	C	P	From
<input type="checkbox"/> 1	8866 Status Report on 12062006.xls			/12062006/MEDICAL IMAGING CEI
<input type="checkbox"/> 2	xyz8866C6725766 8866 MIC ESPEJO NARIS 12062006.doc			/12072006/MEDICAL IMAGING CEI
<input type="checkbox"/> 3	8866C6725783 8866 MIC BRISBON KATHY 12062006.doc			/12062006/MEDICAL IMAGING CEI
<input type="checkbox"/> 4	8866C6725798 8866 MIC BRISBON KATHY 12062006.doc			/12062006/MEDICAL IMAGING CEI
<input type="checkbox"/> 5	8866C6726088 8866 MIC ZIEMIAN JOSEPH 12062006.doc			/12062006/MEDICAL IMAGING CEI
<input type="checkbox"/> 6	1238866C6726100 8866 MIC DIAZ LUIS 12062006 TP5.doc			/12072006/MEDICAL IMAGING CEI
<input type="checkbox"/> 7	8866C6726107 8866 MIC DIAZ LUIS 12062006.doc			/12062006/MEDICAL IMAGING CEI
<input type="checkbox"/> 8	KETANG MODI, D.O. Batchfile 12062006.doc			/12072006/MEDICAL IMAGING CEI

All the transcripts uploaded on another ftp site will be displayed in **GREEN COLOR**.

Report No	Report Name	C	P	From
<input type="checkbox"/> 1	8866 Status Report on 12062006.xls			/12062006/MEDICAL IMAGING
<input type="checkbox"/> 2	xyz8866C6725766 8866 MIC ESPEJO NARIS 12062006.doc			/12072006/MEDICAL IMAGING
<input type="checkbox"/> 3	8866C6725783 8866 MIC BRISBON KATHY 12062006.doc			/12062006/MEDICAL IMAGING
<input type="checkbox"/> 4	8866C6725798 8866 MIC BRISBON KATHY 12062006.doc			/12062006/MEDICAL IMAGING
<input type="checkbox"/> 5	8866C6726088 8866 MIC ZIEMIAN JOSEPH 12062006.doc			/12062006/MEDICAL IMAGING
<input type="checkbox"/> 6	1238866C6726100 8866 MIC DIAZ LUIS 12062006 TP5.doc			/12072006/MEDICAL IMAGING
<input type="checkbox"/> 7	8866C6726107 8866 MIC DIAZ LUIS 12062006.doc			/12062006/MEDICAL IMAGING
<input type="checkbox"/> 8	KETANG MODI, D.O. Batchfile 1206			/12072006/MEDICAL IMAGING

## SENDING EMAILS

To:	dcswteam@digidms.com
Cc:	
Subject:	From DCSWTEAM
Body:	Hi Sending Thje Folowing Files 1.bat 2.bay
0 Attachment(s)	
<input type="button" value="Send Mail"/> <input type="button" value="Cancel"/>	

List of attached files

Email Options :

To : Write Receiver's Email ID; Subject : Write the subject; Body : Write the Message