



Personal Navigator User Manual

**Apptec Corporation
Digital Accessories Corporation**

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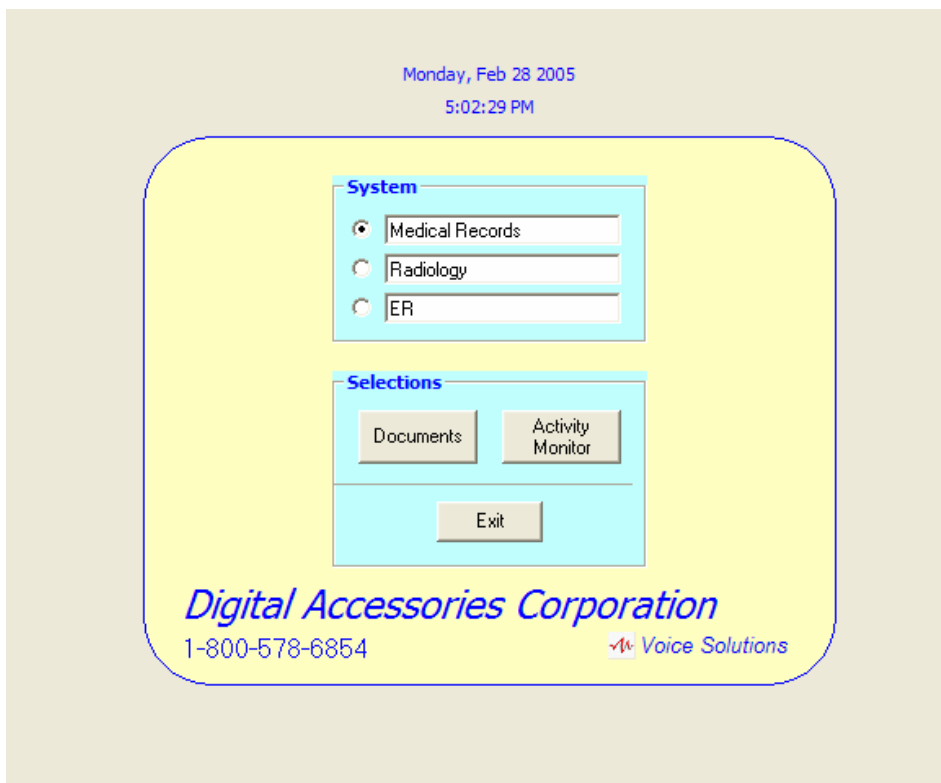


PERSONAL NAVIGATOR

The Personal Navigator enables you to view on your own computer, document information, system activity, and system statistics from a *Voice Solutions* Dictation System.

- It can be installed on most Windows based computers that are connected to a network to which the *Voice Solutions* system is also connected.
- It can connect to one, two, or three *Voice Solutions* systems to provide viewing of the documents and statistics in each.
- It enables you to view the details about each document in the system. It also enables you to view the system's activity and statistics.
- It enables you to keep a record of your work with its Print and Save features.
- It can remain on-line, or you can restart it each time you wish to use it.

The Main Menu provides keys to activate the Documents or Activity Monitor. You can select to view the documents and statistics from up to three systems.





Documents

Each time the document menu is selected it loads the Names and User ID's of the current authors and transcriptionists who are enrolled in the chosen Dictation System. It also creates a list of the exclusive assignment secretaries and a list of the available Filter Definitions.

Personal Navigator - Dictation

Close Reports

Documents for Medical Records

Filter

Filter Name: Backlogged

Save Delete

List ☐ Fifo ☐ Lifo

Print Totals

Author: ZAuthor 999999 Date Recorded (From): 0 2 2005 Date Recorded (To): 0 2 2005

Transcriptionist: ZTrans 989 Date Transcribed (From): 0 2 2005 Date Transcribed (To): 0 2 2005

Status: ☒ In Queue ☐ Imported Secondary Status: Subject: Work: Dept:

Priority: Exclusive Assignment: < Minutes: Sys ID: Channel: Encode:

Monday, Feb 28 2005 6:44:48 PM

Filter Definition

The filter definition can assist you to quickly find the documents that interest you by limiting the view to only those documents that meet the criteria you have selected.

There are six built-in filter definitions. They are shown below and described on the next page.

Personal Navigator - Dictation

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List ☐ Fifo ☐ Lifo

Print Totals

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Transcriptionist: ZTrans 989 Date Transcribed (From): 0 2 2005 Date Transcribed (To): 0 2 2005

Status: ☒ In Queue ☐ Imported Secondary Status: Subject: Work: Dept:

Priority: Exclusive Assignment: < Minutes: Sys ID: Channel: Encode:

Monday, Feb 28 2005 6:46:43 PM

In addition to the built-in definitions you may create additional filter definitions to suit your individual needs. For example: you might create definitions to show all the work from a particular department; or all the work for a particular work type; or all the work exclusively assigned to a particular secretary; or all the work from a particular author. And you may combine as many or as few parameters as you like to make the filter as specific or as general as you desire. You can even bind any definition with a particular time frame.



Default Filter Descriptions

You can choose the "**Backlogged**" default filter to show all the documents that are currently available for transcription ("**In Queue**" status).

You can choose the "**Priority Backlogged**" default filter to show all the documents that are prioritized and are currently available for transcription. These are the documents which have an "**In Queue**" status and a "**Priority**" indication of "Y" (Priority indication of Yes).

You can choose the "**All Active Documents**" default filter to show all the active (non-archived) documents that are currently in the system.

You can choose the "**All Documents**" default filter to show all the documents that are currently in the system, including the records of those that have already been archived.

You can choose the "**Completed**" default filter to show all the completed documents that are currently in the system.

You can choose the "**Completed via export**" default filter to show all the exported documents that are currently in the system as completed documents.

Adding New Filters

To add a new filter definition, enter a new filter name in the "**Filter Name**" field. Then define this new filter's characteristics by clicking one or more checkboxes and then selecting or entering the criteria for one or more filter parameters. After you have completed configuring this filter definition, click on the "**Save**" key to save this definition.

Modifying Existing Filters

To modify a filter definition, click on the filter's name in the "**Filter Name**" field. Then modify this filter's characteristics by clicking one or more checkboxes and then selecting or entering the criteria for one or more filter parameters. After you have completed reconfiguring this filter definition, click on the "**Save**" key, and then confirm that you wish to overwrite this filter's definition. *The default filter definitions can not be modified.*

Changing A Filter's Name

To change a filter's name, click on the filter's name in the "**Filter Name**" field. Then modify this filter's name and click on the "**Save**" key. Then click on the filter's old name and click on the "**Delete**" key to delete the old filter definition. *The default filter names can not be changed.*

Deleting A Filter

To delete a filter, click on the filter's name in the "**Filter Name**" field. Then click on the "**Delete**" key and confirm to delete this filter definition.



Filter Parameters

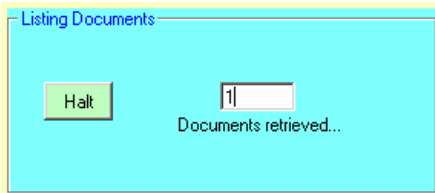
The following list shows the names and descriptions of each filter parameter.

Filter Name	A name that describes a filter definition.
Author	View an author's work by their last name or User ID.
Transcriptionist	View a transcriptionist work by their last name or User ID.
Status	
In Queue	View documents available for transcription.
Completed	View documents already transcribed.
Saved by Tran	View documents saved by a transcriptionist.
Saved by Auth	View documents saved by an author.
In Dictation	View documents currently being recorded.
In Transcription	View documents currently being transcribed.
All Active docs	View all of the above documents.
Archived	View documents already archived.
Auxiliary	View records tagged as auxiliary.
Priority	View prioritized work ("Y") or non-prioritized work ("N").
< Minutes	View documents whose length is less than a selected number of minutes.
Sys Id	View documents from a particular dictation system.
Date Recorded	View documents that were recorded on a particular date (by setting " From " and " To " to the desired date), or those that were recorded within a particular range of dates.
Date Transcribed	View documents that were transcribed on a particular date (by setting " From " and " To " to the desired date), or those that were transcribed within a particular range of dates.
Exclusive Assignment	View documents that an author exclusively assigned to a particular secretary (transcriptionist).
Dept	View documents from a particular department.
Work	View documents with a particular worktype.
Subject	View documents with a particular subject (or patient i.d. or client) number.
Channel	View documents that were recorded on a particular channel.
Encode	View documents that were recorded in a particular format.



List Documents

Once you have selected the desired filter definition, click “**List**” to see a snapshot of the documents that meet the criteria in the selected filter. You may click “List” anytime you wish to refresh the document list. Select Fifo to see documents in first-in-first-out sequence, and Lifo to see documents in last-in-first-out sequence.



If there are more than 10 documents to list, the following message will show the number of documents retrieved until the process is complete. You may press “**Halt**” to cancel the document list process.

Doc	Status	Pri	Author	Auth ID	Dept	Work	Subject	Auth Date	Exc/Asg	Length
27	Completed	N	andy	1	1	0	0	8 27 2002	0	000:00:00
28	Completed	N	andy	1	1	0	000123	8 27 2002	0	000:00:00
40	Completed	N	andy	1	1	0	0	8 27 2002	0	000:00:00

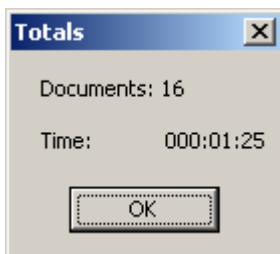
The Document List can be scrolled to the right to see additional data.

Length	Auth Time	Transcriptionist	Tran ID	Tran Date	Tran Time	Turnaround Time	Secondary Status	Sys ID
000:00:02	10 45 12	ZTrans	989	8 27 2002	11 28 3	00/00:43		9278
000:00:03	10 45 45	ZTrans	989	8 27 2002	11 28 28	00/00:42		9278
000:00:01	12 23 20	ZTrans	989	8 27 2002	12 25 9	00/00:02		9278

The list includes a Turnaround Time in Days/Hours:Minutes format that shows the elapsed time between the Auth Date/Time and the Tran Date/Time.

The sequence of the parameters in the Document List can be changed to suit your needs. To change the sequence of the parameters, simply click on the column heading of the parameter you wish to move and drag it to the left or right as desired. When it is in the desired location release the mouse key. *When the Personal Navigator is exited it automatically saves the new parameter sequence.*

Once a document list is shown, you may click on any column heading to alphabetically sort the list by that parameter. Click again on the same column heading to reverse the alphabetical sort by that parameter.



Once a document list is shown, you may click on the “**Totals**” key to show the total number and the total lengths for the documents currently displayed in the document list.



Reports & Printouts

The following reports are available:

- List, Fifo/Lifo
- By Author (In Queue)
- By Author (Completed/Archived), Today, Past 7/14/31 days
- By Transcriptionist (Completed/Archived), Today, Past 7/14/31 days
- By Worktype (In Queue)

Once a document list has been generated, you may click **"Print"**. It will open your word processor and display a report showing the content of the document list.

From within your word processor you can print the report, or you can save the report to floppy diskette, or your hard drive, or across the network.

The report header includes the filter parameters that define the report.

Document Status Report Created on 8/29/2002 at 10:42:41 PM
Created by VOICE SOLUTIONS Digital Dictation System System ID 9278
Created for Voice Solutions Document Information

Filter: All Documents Subject: S-ID:
Author: Recorded from: to:
Trans: Transcribed from: to:

Status: Sec/Sta: <Mins: Ch: Enc:
Pri: Exc/Asg: Work: Dept:

DOC	STATUS	AUTH-NAME	A-ID	AUTH-DATE	DEPT	PRI	SUBJECT
S-ID	TAT	TRAN-NAME	T-ID	TRAN-DATE	WORK	ASG	LENGTH
25	Saved-T	Andy	1	8 22 2002	1	No	0
9278	04/21:24	ZTrans	989	8 27 2002	0	0	000:00:12

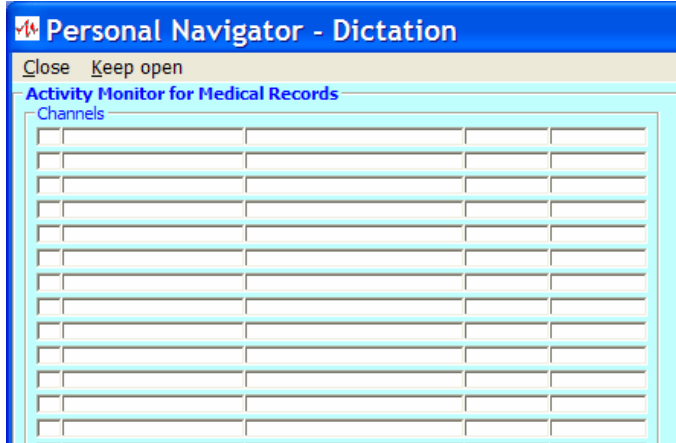
The report totals for **"Documents"** and **"Time"**, and **"Average TAT"** are shown at the end of the report.

*If you **"Print"** a document list that was halted, a notation indicating "...Note: The document list may be incomplete as the user halted the listing." will be displayed at the end of the report.*

*In the printout, the **"SUBJECT"** heading may alternatively show as **"PATIENT"** or **"CLIENT"** depending on the System Style setting of Business, Medical, or Legal.*



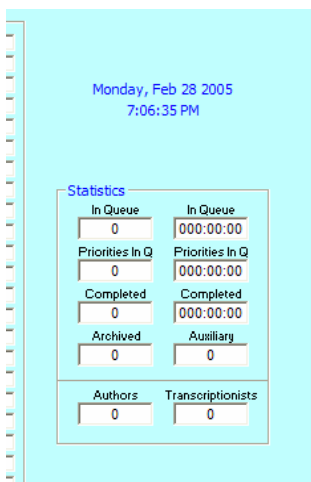
Activity Monitor and Statistics



The Activity Monitor shows the activity on each channel.

The first column shows if the channel is set to loop or ring mode. The second shows the channel number and current status. The third shows the current user, and the fourth shows elapsed time in the current state.

The Activity Monitor also shows the statistics for the system.



In Queue

Documents available for transcription.

Priority In Q

Documents with priority available for transcription.

Completed

Documents already transcribed.

Archived

Documents already archived.

Auxiliary

Records tagged as auxiliary.

Authors Number of Authors in use.

Transcriptionists Number of Transcriptionists in use.

The time windows are in hours:minutes:seconds format.

*The Activity Monitor updates each parameter once each second and it will automatically close after one minute. You may click on “**Keep open**” to disable this timeout, and then you may click on “**Close**” when you are ready to close the activity monitor.*