iNet 3

## quick start guide

Start

When you first open iNet 3, you may need to click [Connect]
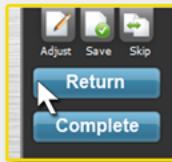This will connect you to the server.

The quickest way to request a
dictation is from the Job List.
Simply double-click the dictation.
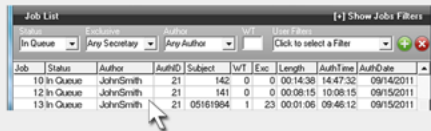
Or you can select a Request method (Exclusive,
Category, Specific, FIFO) and click [Request]
Exclusive: Used if you are assigned dictation
Category: Request by a criteria set up by your admin
Specific: Request by a specific criteria (eg. job #)
FIFO: Gives you the oldest dictation available
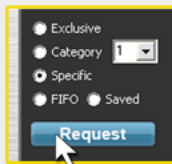
If you open a dictation you do not want, click [Return]
This will put the dictation back *In Queue* to type at
a later time.

List

The Job List shows what dictations are available to request and their information. Filters can narrow the results shown.

In this image, the Job List is set to
display all *In Queue* dictations with
no filters enabled.

The Job List shows important data, such as who dictated it (**Author** column), client/case/patient number (**Subject** column), work type (**WT** column), typist assignment (**Exc** column), **length** (hh:mm:ss format), and dictation date/time (**AuthTime** & **AuthDate** columns).

To only show dictations by a particular Author:
Click the menu under Author and select a name

Status menu options:
In Queue shows dictations that need to be typed. **Completed** shows dictations already typed. **In Trans** shows dictations currently open.
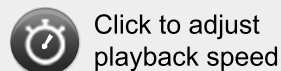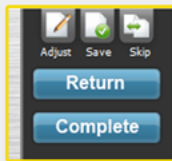
Type

After requesting a dictation 5 buttons appear.

Complete: After transcribing a dictation, click to change its status from *In Queue* to *Completed*.

Return: Closes current dictation and puts it back *In Queue*.

Adjust: Edit a dictation's information (must be enabled for your ID).

Skip: Returns current dictation and opens the next one (if available).
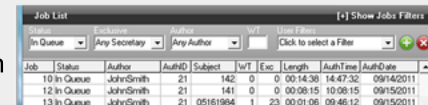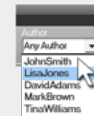
Click to adjust playback speed

Click to adjust volume (also available in Windows)

Save

If you Save a dictation, iNet will remember your position for future playback.

Eg. With a 10 minute dictation you click [Save] at the 5 minute mark.The next time you open that dictation the audio will begin playing at 5 minutes.

To retrieve a Saved dictation:
Set the Status filter to *Saved* (this will display all saved files) and then double-click the desired dictation.
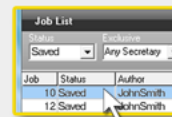
Learn More
For more help you can access the User Guide from iNet 3's menubar. Go to **Help>User Guide**