

# quick start guide



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### Start

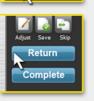
When you first open iNet 3, you may need to click Connect This will connect you to the server.

The quickest way to request a dictation is from the Job List. Simply double-click the dictation.

In Queue  Any Secretary			٠	Any Author				Click to sele	💌 😳 😜			
Job	Is	tatus	Author	1	LuchiD.	Subject	wr	Exc	Length	AuthTime	AuthDate	
		Queue	JohnSmith	Ť	21	142	0		00:14:38		09/14/2011	f
	12 In	Queue	JohnSmith		21	141	0	0	00:08:15	10:08:15	09/15/2011	
	13 In	Queue	JohnSmith	N	21	05161984	1	23	00:01:06	09:46:12	09/15/2011	

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.



Save

Return

Complete

Exclusive

Specific

🕒 Category 🚺 💌

🖱 FIFO 🜔 Saved

## Туре

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



# 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.

Jo	b List		-	[+] Show Jobs Filters							
Status Exclusive			Auto	×	. W	1	User Filters				
In Queue 💌		Any Secretary	<ul> <li>Ary.</li> </ul>	Any Author 💌				ct a Filter	💌 😳 😜		
Job	Status	Author	AuthD	Subject	WT	Exc	Length	AuthTime	AuthDate	1	
1	0 In Queue	JohnSmith	21	142	0	0	00:14:38	14:47:32	09/14/2011	1	
	2 In Queue	JohnSmith	21	141	0	0	00:08:15	10:08:15	09/15/2011		
			21	05161984	1			09:46:12	09/15/2011		

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 Author Any Author JohnSmith LisaJoneth DavidAdams MarkBrown TinaWilliams

#### Status menu options:

**In Queue** shows dictations that need to be typed. **Completed** shows dictations already typed. **In Trans** shows dictations currently open.

### Save



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

Eg. With a 10 minute dictation you click 🕍 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.





LearnFor more help you can access the User Guide fromMoreiNet 3's menubar. Go to Help>User Guide