



Updated 5/12/2023

This summary checklist is a reference for trained administrators on the InfraWare 360 Platform.



1. Set up the user who will operate the InfraWare Transcription Client (ITC). See [KB214](#) for more details on user setup.
  - Create the user who will work at this station.
  - Select the Transcriptionist Role ([KB519](#)) for this user & Save.
  - Open the user and set the Transcriptionist Settings as desired ([KB105](#)).
  - Assign an ITC license to the user on the Settings page ([KB382](#)).
  - Define Transcriptionist Access Rights for workflow routing ([KB814](#)).
2. Install the InfraWare Transcription Client.
  - Prior to installing, verify each of the following system requirements:

	Minimum	Recommended
Operating System	Windows 10	Windows 10/11
RAM Memory	4 GB	8+GB
Free Disk Space	5GB	20GB

- Windows Updates are installed
  - Perform the installation. See [KB298](#) for detailed installation instructions.
3. Log in to the ITC:
    - Remember: Only users with the Transcriptionist role **and** an assigned license can log in to the ITC.
    - The preferred method of communication is direct; however, InfraWare does support connection via Proxy Server if necessary. See [KB88](#) for more details.
  4. User Settings:
    - Configure User Settings as desired and click Save when done. See [KB56](#) for details.
    - Import Quick Text ([KB185](#)), Quick Type ([KB186](#)), and Personal Dictionary ([KB99](#)) from MS Word if desired.
  5. Verify Playback:
    - USB pedals should work automatically. Serial pedals require configuration. See [KB62](#) for details.
      - Test playback by opening a transcription job to verify pedal control of audio playback.

**Notes:**

- [Windows 7 support will end on January 14, 2020](#)
- [Windows 8 support will end on January 10, 2023](#)