Unleash the Potential SM

**Your Keystrokes
+
Our Technology
=
Your True Potential**

● **Responsive Technology Partner**

● **Faster Editing Experience**

● **More Lines per Hour**
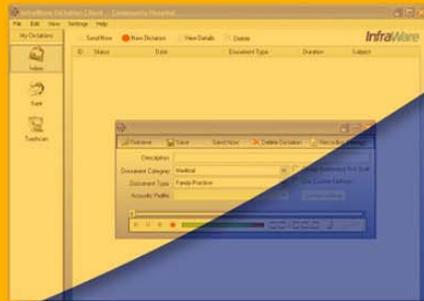
InfraWare

Quick Start

for Transcriptionists & Reviewers

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Introduction

You want to produce accurate documents quickly. InfraWare provides a powerful transcription platform to help unleash your full potential by leveraging every keystroke and removing time-consuming barriers to great productivity.

InfraWare Transcription Client (ITC)

The InfraWare Transcription Client (ITC) is a Windows program used by MTs and QA Reviewers to produce and edit documents. The software can be installed either from CD or from a download file available on the Software tab in the InfraWare Management Console (IMC) available via the Web. A valid username, password and license key are required to complete the installation and login. These can be provided by your administrator.

After dictations are created, they are queued in strategic order by the InfraWare Processing Center (IPC). The MT uses the ITC to retrieve jobs from the queue at the processing center. Upon download, the MT gets a job package, including:

> The audio dictation
> First Draft speech recognition text results
> Normals for the physician/author
> Document Template
> Patient demographic data

Once a job is downloaded, productivity tools in the ITC include the following features:

> Useful speech recognition results thru synchronous playback of audio/text
> Keystroke access to normals
> Built-in word expander
> Automatic population of patient demographic data to template
> Access to helpful reminder document specifications

Upon completion of the narrative, a single click by the MT returns the job to the processing center where it is queued for its next workflow step, which might include QA, eSign-off or document delivery.

Additional automation features at the processing center can save the MT's time. For example, when documents must be delivered in batches, the IPC can assemble those batches automatically.

Following transcription, the ITC can be used by transcription managers to review documents in the quality assurance (QA) workflow step.

Getting Started

Below is a tutorial to get you logged into the system and running the ITC. For additional tutorials, please see the Transcriptionists and Reviewers' Tutorials, which are included in the Welcome Kit.

Following the tutorial, you will find a list of keyboard shortcuts that will be useful in quickly reviewing and editing dictations.

ITC Tutorial 1: Initial ITC Login and Overview

Before you begin	Please obtain your username (which should be an email address) and a current password from your administrative. Also, please make sure you have the ITC installed before starting. Contact your Administrator if you need help with installation.
Step-by-step Tutorial	☑ **Task** Login to the ITC as a sample with the username and password obtained from your Supervisor.
	Steps ➜ 1. Double-click on the InfraWare Transcription Client (ITC) desktop icon. 2. Enter your entire email address and password as provided. 3. Click *Login*.
	Notice ➢ Notice that the program loads to the Main Window. This is where you will download dictations and First Drafts to begin the process of turning dictations into transcribed documents that will become a permanent part of the Patients' Medical Record. From this screen, you will be able to begin the process of Editing Dictations as well as a host of other options. These are explored in more detail in the Training Tutorials.
	☑ **Task** Observe the button bar.

File   Edit   Actions   View   Settings   Help

Mark Complete   Return to Server   Search for Jobs
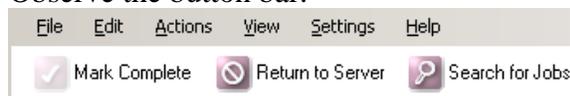
ITC Tutorial 1: Initial ITC Login and Overview (continued)

Step-by-step Tutorial (continued)

Steps ➔

4. Read each button label.
5. Now observe the menus across the top beginning with File and ending with Help.

6. Click the Help menu option to view the options.
7. Select Help Topics from the Help menu.

Notice ➢

The Help documentation loads within the InfraWare Knowledge Base with the topic selected as the ITC.

Conclusion

Now you know how to login to the InfraWare Transcription Client (ITC) and to navigate the Main Window and access the Help feature.

InfraWare Transcription Client (ITC) Quick Reference

**Transcription
Keystroke Shortcuts**

Transcription Keystroke Shortcuts

Program Control-----------------------------------
F2   Toggle Audio/Cursor Synchronization

Ctrl Keys---
Hold the Ctrl Key plus the key below to activate
Formatting
  U   Underline
  B   Bold
  I   Italic
  P   Print
  A   Select All
  C   Copy
  .   CAPITALIZE Selected Text
  ,   lower the case of the selected text
  /   Capitalize first letter of selected text

Navigation
  K   Highlight next word to the <u>right</u>
  L   Highlight next word to the <u>left</u>
 ◀ ▶   Skip to next/previous word
Shift ◀ ▶ Skip to word & highlight

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