



Administrator

DocShuttle™

Internet Transcription Software

Administrator Manual **Software Version 5**

DocShuttle is a simple and affordable solution for managing medical dictation and transcription over the Internet.



www.bytescribe.com

DocShuttle Administrator

by Bytescribe, Inc.

Additional Documentation

For more information on using DocShuttle Administrator, please visit:

- **DocShuttle Frequently Asked Questions (FAQ's)** — go to www.bytescribe.com/faqs.htm
- **DocShuttle Administrator Help Files** — click on the **Help** menu and select **Contents**
- **DocShuttle Tutorial** — go to www.bytescribe.com/support
- **Supplemental Guides** — go to www.bytescribe.com/support

Personal Technical Support

To contact Bytescribe for additional technical support:

- **By Phone** — (408) 987-5628
- **By E-mail** — docshuttle@bytescribe.com

Upgrades

For product upgrades:

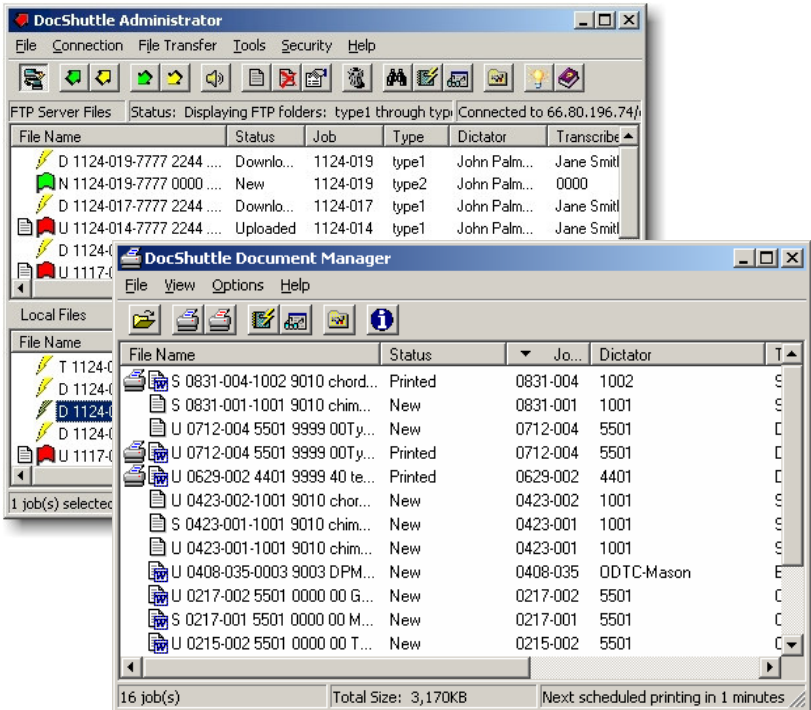
- **Within DocShuttle Administrator** — click on the **Help** menu and select **Check For Upgrades**
- **Bytescribe Website** — visit www.bytescribe.com/downloads for the installation file for the newest version of DocShuttle Administrator

Product Overview

DocShuttle Internet Transcription Software is an affordable and easy-to-use suite of software products used to manage workflow of dictation and transcription over the Internet.

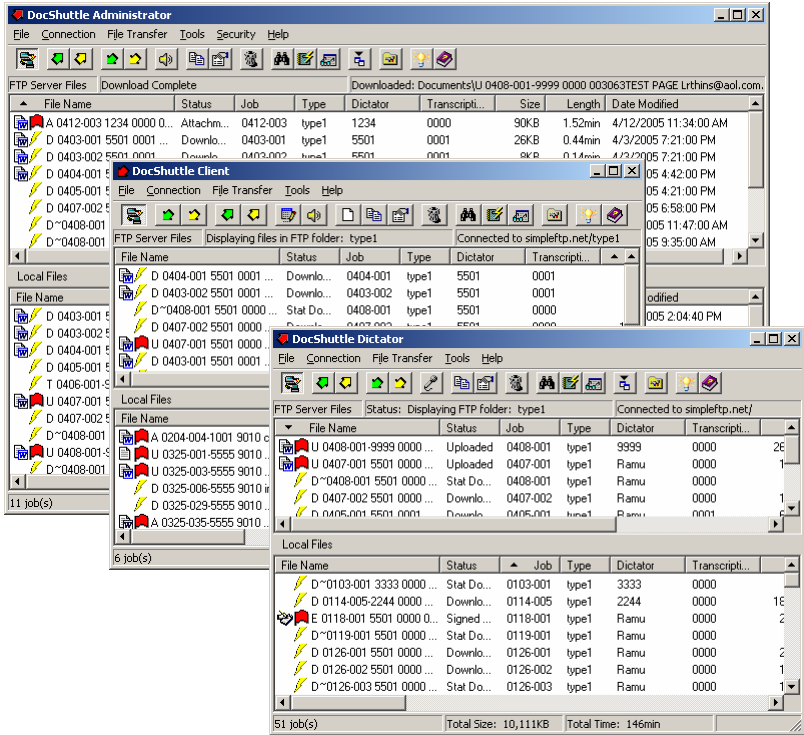
DocShuttle features:

- Automated transfer of voice files and text documents
- Complete tracking and management
- Secure, automated encryption of audio and document files
- Integration with dictation systems and handheld recorders for a virtually unlimited number of remote dictators and transcriptionists.



DocShuttle modules

A full DocShuttle system is comprised of three modules: Administrator, Client and Dictator.



DocShuttle Administrator is the central administrative module for the transcription company or facility using the system.

DocShuttle Administrator is used to set up the FTP site, set security and user permissions, manage workflow, upload files from dictation systems and/or handheld recorders, and archive files.

DocShuttle Client is the transcribe module, and is used by each remote transcriptionist to download and decrypt dictation files. It can also be used to send the completed documents to an editor or QA transcriptionist, back to the transcription office, or directly to the dictator's office.

DocShuttle Dictator is the dictate module. DocShuttle Dictator can be used to automatically upload dictation files to the FTP site for transcription and to download documents for printing. Each installation of DocShuttle Dictator can support up to 5 individual dictators with unique user ID's.

QuickStart Guide for DocShuttle Administrator

Step 1. Check your Connection Settings

First, check your connection settings in DocShuttle Client by clicking on the **Tools** menu and selecting **Settings**. Make sure you have a valid setting for **Host address**, **User name** and **Password**. If there is a subfolder on your FTP server that you will be using, enter that folder name in the **Initial Directory** field of the settings window.

Note: If you do not yet have a FTP site set up or are having problems connecting to your site, leave the default settings and connect to the sample FTP site.

Step 2. Connect to the FTP Site

Once you have checked your settings, click the **Connect** button in the top left corner of the DocShuttle window, or click on the **Connection** menu and select **Connect to FTP**. The DocShuttle software will attempt to connect to the FTP site.

If DocShuttle is able to connect without error, there will be a status message at the top of the window showing Logged in and DocShuttle will display any available files on the site in the top pane of the DocShuttle window

Note: If you have trouble connecting to the FTP site, please view the Troubleshooting section.

Step 3. Create Folders on FTP Site

DocShuttle uses folders on the FTP server to organize and to store files. The folders are named "type1", "type2", "type3", etc. If these folders are not present on your FTP server, you will not be able to upload files.

To create these folders, click on the **Tools** menu and select **Create Folders on FTP Site**. This menu option will create the folders on the FTP server for you. Once they are created, you may begin uploading voice files to the FTP site.

Step 4. Get Files to Upload

You must first get some files to upload. Just as a quick test, try dragging any .wav file from Windows Explorer and dropping it into the DocShuttle window. The file should automatically import and show up in the bottom pane of the DocShuttle window. Try the same for several other .wav files. Once these files have been imported, they are ready to be uploaded.

Step 5. Upload Files to FTP Site

To upload the voice files to the FTP site, click the button with the green arrow pointing up, or click the **File Transfer** menu and select **Upload New Files**. You can also upload selected files by dragging them from the bottom pane of the DocShuttle window to the top pane using the mouse. The file transfer should begin and a progress bar should appear showing the current status.

Once the files have been uploaded to the FTP site, the files will appear with a Transferred status and yellow icon in the bottom pane and a New status and green icon in the top pane.

*Note: If there is an error uploading, please see the **Troubleshooting** section of this manual*

Once the files are uploaded, the transcriptionists will be able to download and transcribe the voice files and then upload the completed text document back to the site. To view the current status of each job, right-mouse-click anywhere in the top pane of the DocShuttle window and select Refresh from the popup menu that appears. Step 6. Download Completed Text Documents

Step 6. Download Completed Text Documents

Once a transcriptionist has completed a job and uploaded a document file, the voice file will appear with an Uploaded status in the top pane of the DocShuttle window and will have an additional document icon. To download any attachments, click the button with the green arrow pointing down, or click the **File Transfer** menu and select **Download New Files** menu option. Any completed text documents that have been uploaded by a transcriptionist will be downloaded to your local hard drive.

Step 7. View and Print Completed Text Documents

Click the **Tools** menu and select **Document Manager**. This will display the Document Manager window. All downloaded documents will appear here. To view a Microsoft Word document, simply double-click on the document you wish to view. To print Microsoft Word documents, highlight the files you wish to print and then right-mouse-click on the selected files and choose **Print** from the popup menu that appears.

You may automatically schedule printing of all newly downloaded Word documents by clicking the **Options** menu in Document Manger, selecting **Settings**, and checking the **Schedule Printing** checkbox.

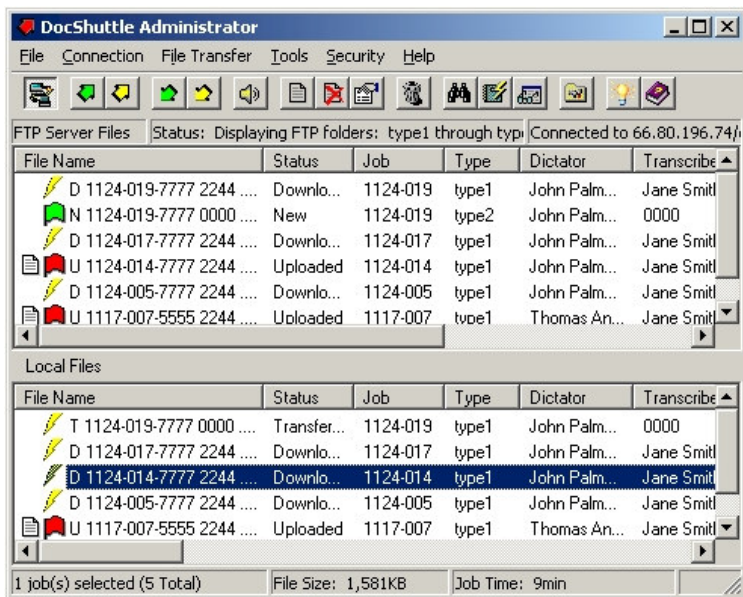
If the documents are not Microsoft Word documents, you will need to click on the **Tools** menu in DocShuttle Dictator and select **View Document Folder**. This will display, in Windows Explorer, the folder on the local computer that contains the documents. You may view and print any and all documents from this window.

Setting Up DocShuttle Administrator

The DocShuttle Administrator module is installed on a single computer, and can accommodate handheld dictation for 1-5 dictating physicians or any number of digital dictation systems.

DocShuttle Administrator handles uploading of voice files to an FTP site and downloading of completed documents from the FTP site. DocShuttle Administrator can also print Microsoft Word documents. Each of these features can be automated.

The DocShuttle window has two panes. The top pane displays files on the FTP server. The bottom pane displays files on the local computer hard drive. DocShuttle Administrator users can track the status of jobs in real-time, showing the status of each job in the top pane.



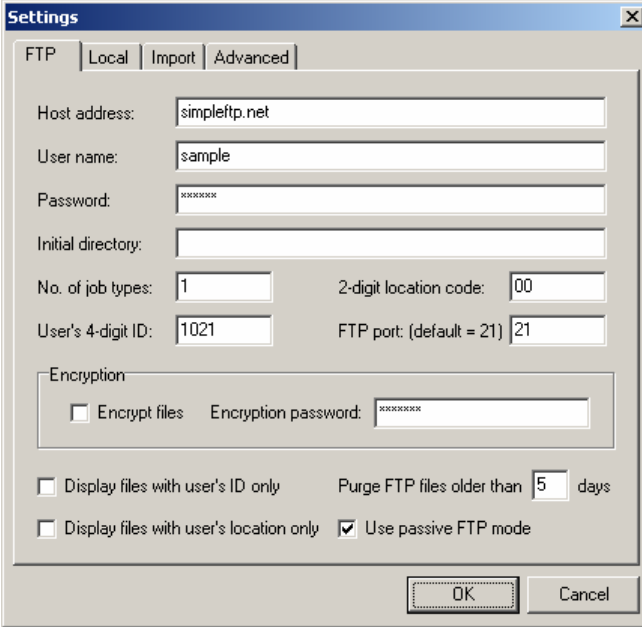
Files can be uploaded to the FTP server either by dragging files from the bottom pane to the top pane or by clicking the arrows in the button bar at the top of the window. Uploading can also be automated.

All files, including both audio and document files, can be automatically and securely encrypted with 256 bit encryption.

Configuring Connection Information

To configure the settings of DocShuttle Administrator, click **Tools** menu and select **Settings**. This will display the **Settings** window.

The **Host address**, **User name** and **Password** must be entered in order for DocShuttle Administrator to be able to connect to the FTP site. If dictation files are stored in a subfolder on the FTP site, the subfolder path should be entered in the **Initial directory** field. These four settings will usually be the same for each DocShuttle user.



The screenshot shows the 'Settings' dialog box with the 'FTP' tab selected. The fields are filled with the following values:

- Host address: simpleftp.net
- User name: sample
- Password: [masked with asterisks]
- Initial directory: [empty]
- No. of job types: 1
- 2-digit location code: 00
- User's 4-digit ID: 1021
- FTP port: (default = 21) 21

Under the 'Encryption' section:

- Encrypt files
- Encryption password: [masked with asterisks]

At the bottom, there are checkboxes for:

- Display files with user's ID only
- Display files with user's location only
- Purge FTP files older than 5 days
- Use passive FTP mode

Buttons for 'OK' and 'Cancel' are at the bottom right.

The **User's Job Type** and **User's 4-Digit ID** fields should also be filled in, and may be different for each user.

DocShuttle uses folders on the FTP server to organize and to store files. The folders are named "type1", "type2", "type3", etc. If these folders are not present on your FTP server, you will not be able to upload files.

To create these folders, click on the **Tools** menu and select **Create Folders on FTP Site**. This menu option will create the folders on the FTP server for you. Once they are created, you may begin uploading voice files to the FTP site.

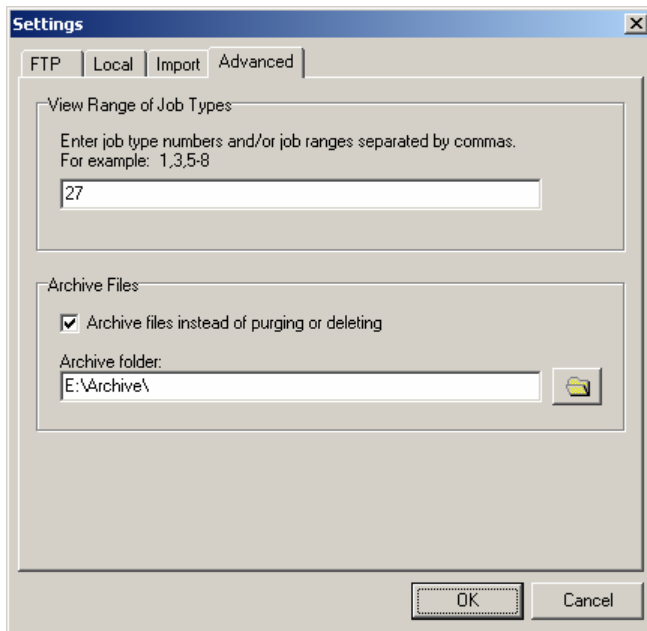
Connecting to a FTP Site

Once the settings have been entered, simply press the 'Connect' button on DocShuttle Administrator to connect to the FTP site. Once connected, all files on the FTP server will be displayed in the DocShuttle Administrator window.

All new files can be uploaded by pressing the "Upload New Files" button. Many functions such as running reports and moving files can be performed by right-mouse-clicking within the panes of the DocShuttle Administrator window.

Viewing a Range of Folders

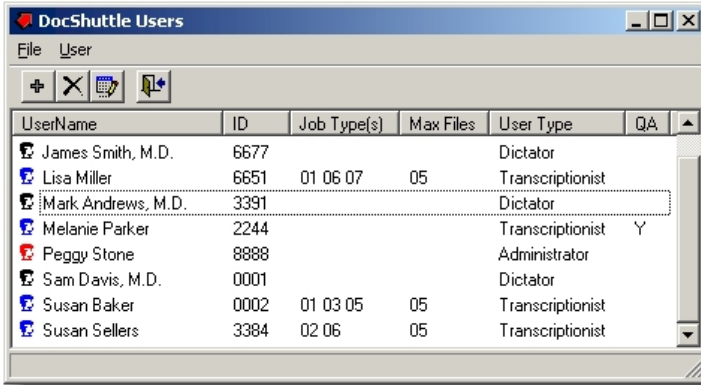
When connecting to an FTP site, DocShuttle Administrator will display files in all folders specified. If using a slow Internet connection or if a very large number of files exist on the server, the loading time may be significant.



If you wish to view a range of folders, you may specify the range of folders to view. Click on the **Tools** menu, select **Settings**, and click the **Advanced** tab. In the View Range of Job Types field, specify the range of Job Types you wish to view.

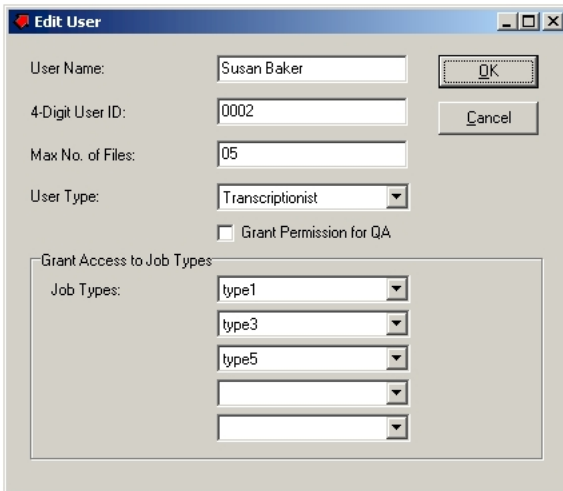
User Security and Permissions

DocShuttle uses its own internal security system, based on User Permissions. A user is allowed or denied access to a type folder based on their 4-Digit User ID. User Permissions are set in DocShuttle Administrator by clicking on the **Security** menu and selecting **User Permissions**.



UserName	ID	Job Type(s)	Max Files	User Type	QA
James Smith, M.D.	6677			Dictator	
Lisa Miller	6651	01 06 07	05	Transcriptionist	
Mark Andrews, M.D.	3391			Dictator	
Melanie Parker	2244			Transcriptionist	Y
Peggy Stone	8888			Administrator	
Sam Davis, M.D.	0001			Dictator	
Susan Baker	0002	01 03 05	05	Transcriptionist	
Susan Sellers	3384	02 06	05	Transcriptionist	

To create a new user, click on the **User** menu and select **Add**. To edit a user, just double-click on it in the DocShuttle Users window.



Edit User

User Name:

4-Digit User ID:

Max No. of Files:

User Type:

Grant Permission for QA

Grant Access to Job Types

Job Types:

Transcriptionists using DocShuttle Client and dictators using DocShuttle Dictator can be limited to only certain job types. If a job type is not specified in the user's profile, the user will have access to all job types. A limit to the number of files that a transcriptionists may download can be set by entering a value in the "Max Files" field.

Once all users have been entered into the user list and proper permissions have been granted, the administrator must set the permissions on the FTP site by clicking on the **Security** menu and selecting **Set Permissions**.

After permissions are set on the FTP site, only users with a valid ID number will be granted access.

Permissions may also be removed from the site by clicking on the **Security** menu and selecting **Remove Permissions**. Removing permissions will allow total access to all job types by anyone accessing the FTP site.

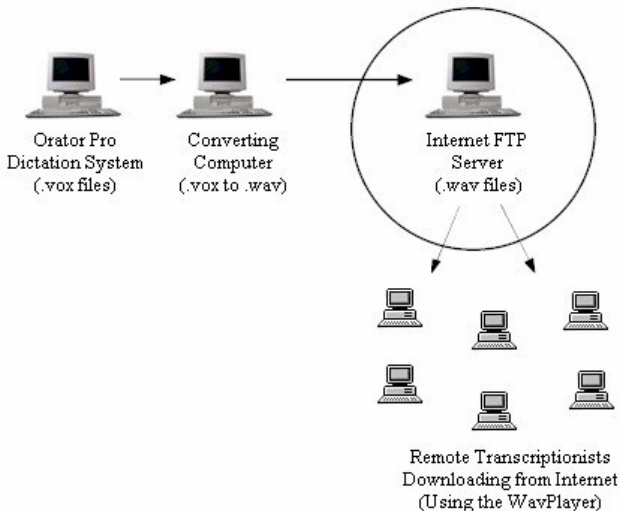
If you are connecting to an FTP site for the first time with DocShuttle Administrator, and if permissions have already been set on the site, you may quickly add the permissions into DocShuttle Administrator by getting the permissions file from the site. To get existing permissions from the site, and to overwrite whatever permissions exist locally, just click on the **Security** menu and selecting **Get Permissions**.

Using DocShuttle Administrator with the Orator Digital Dictation System

DocShuttle Administrator can upload files from both handheld digital recorders and from larger dictation systems, like the Bytescribe Orator.

When using DocShuttle Administrator with the Orator Digital Dictation System, the larger voice files from the Orator are usually converted by the Bytescribe Export Utility. When the Export Utility is installed (usually on a second computer, labeled the Converting Computer), it creates its own folder structure, including output folders for the converted audio files, on your computer's hard drive.

Transferring Wav Files via FTP Server



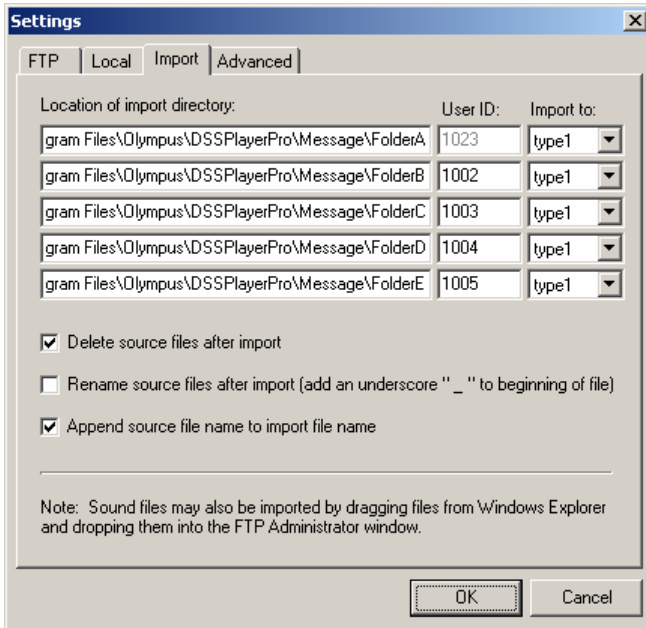
DocShuttle Administrator should be installed within the folder structure created by Export Utility (the default installation folder for DocShuttle Administrator is within the proper folder). If installed properly, DocShuttle Administrator will automatically recognize all voice files exported by the system.

DocShuttle Administrator will then upload the voice files to your FTP site.

Using DocShuttle Administrator

Importing Voice Files from Handheld Recorders

Voice files may be imported from digital handheld recorders, or from other systems that create sound files. So long as the files are saved onto a computer on the local network, DocShuttle Administrator can import them. Importing gives a file a DocShuttle filename, and copies the file to a location on your computer.



There are two methods for importing voice files. One method is to specify the import directory where files may be found in the Settings window. Click the **Tools** menu, select **Settings**, then click the **Import** Tab.

Specify the import directory and user ID for each folder. For each line, files imported from the folder on the left will automatically be marked with the User ID on the right. Once the settings have been entered, you may import files by clicking the **Tools** menu and selecting **Import Files**.

The second method for importing files is to drag-and-drop sound files directly from Windows Explorer – or the desktop – into the DocShuttle Administrator window. This method will import files into the default job type folder using the default User ID (the first line on the Import tab).

Uploading Voice Files

Uploading places the files on the FTP site where a transcriptionist with proper permissions and DocShuttle Client can see and retrieve them. DocShuttle Administrator must be connected to the FTP site in order to upload, and there are two ways to upload files.

The first simply is to click on the green up arrow button on the DocShuttle Administrator menu bar. This will upload all newly imported files, and is the most commonly used method.

The second way is to select only the files you want to upload and then either click on the yellow up arrow button or else drag the files from the bottom pane to the top pane of DocShuttle Administrator.

Downloading Document Files

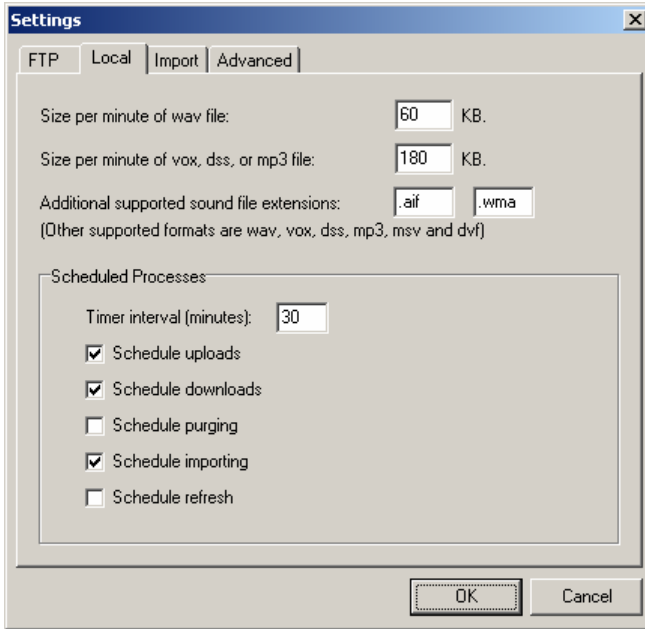
In DocShuttle Administrator, you can monitor the status of a file in the top pane. Once the status of the file is U (for Uploaded), you can download the completed document. DocShuttle Administrator must be connected to the FTP site in order to retrieve document files, and there are two ways to perform the download.

The first simply is to click on the green down arrow button on the DocShuttle Administrator menu bar. This will download any and all documents in that are not currently in the bottom pane , and is the most commonly used method.

The second way is to select only the files you want to download and then either click on the yellow down arrow button or else drag the files from the top pane to the bottom pane of DocShuttle Administrator.

Automating DocShuttle Administrator

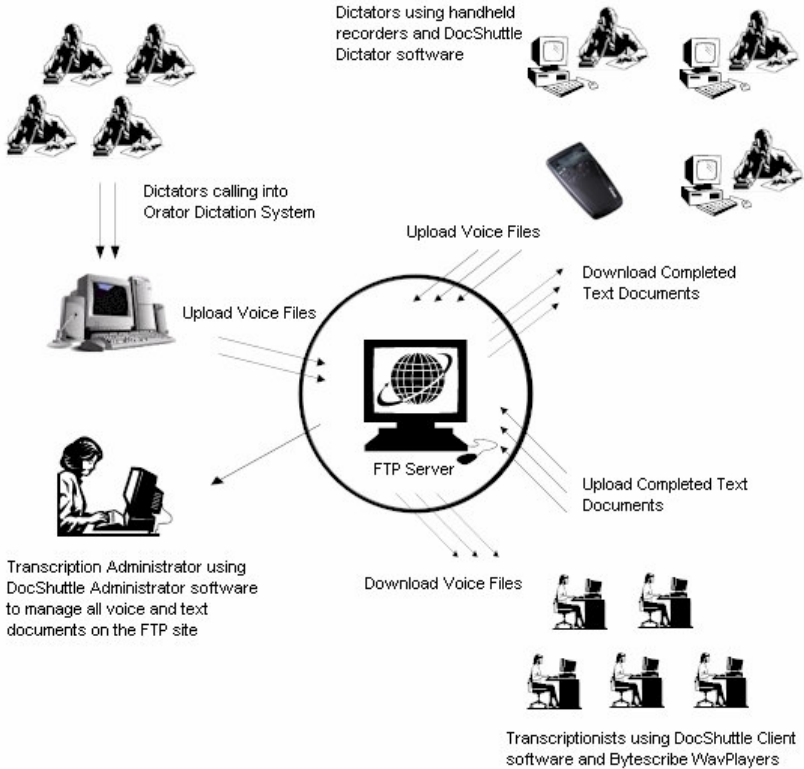
It is possible to automate importing, uploading, and downloading of all files using DocShuttle's scheduling functions, which are located on the Local tab in Settings.



To turn on the scheduled features, click the **Tools** menu, select **Settings**, then click the **Local** tab. At the bottom of the window will be check boxes for each scheduled function. Click to place a check mark in the box for each feature you want automated.

File Management and Workflow

File management using DocShuttle is easy because the status of all files can be seen by any DocShuttle module that has access to the type folder.










When files are first uploaded to the FTP server, they will have either a New or Stat status and will be marked with a green or yellow flag. Once a file is downloaded, the status will be changed to Downloaded and it will be marked with a yellow lightning bolt.

If a transcriptionist attaches and uploads a document to the job, the file will have an Uploaded status and will be marked with a document icon. The status of all local files is automatically synchronized with the files on the FTP server.

If no document is attached, the file may be marked as completed by the transcriptionist, it will have a Completed status and will be marked with a red flag.

The status of files in DocShuttle is shown using colorful, easy to read icons in two columns of icons. The left column indicates the status of the attached text document. The right column of icons indicates the status of the voice file.

	S ...	Stat
	N ...	New
	D ...	Downloaded
	A ...	Attachment
	M ...	Marked for QA
	Q ...	Sent for QA
	R ...	Being Reviewed
	U ...	Uploaded
	e ...	Signature Pending
	E ...	Signed Electronically
	L ...	Locked

Files that have not yet been transcribed (N, S, D) will not have an envelope icon, since there is no document attached yet.

Voice files that have been completed by a transcriptionist (A, M, Q, R, U, and C) will be marked with a red flag.

In addition, files that are being reviewed for quality assurance purposes (M, R, Q) will have a colored envelope icon.

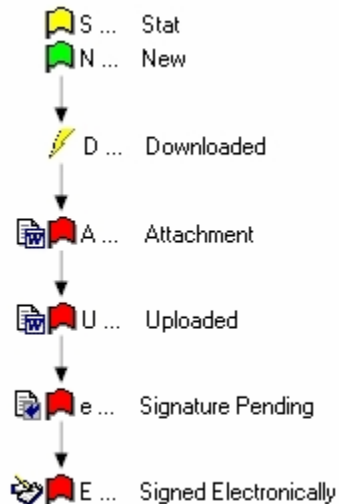
The Uploaded status (U) represents a file that is fully complete. Files with this status have a red flag and white document icon beside them.

Locked Files

As a file is being downloaded by a transcriptionist, it is briefly marked as Locked (L) on the FTP server so that no other transcriptionist can access the same file at the same time. The status remains Locked until the file is completely transferred.

If a problem occurs during download and the file gets stuck in the Locked status, the transcriptionist can unlock the file. In the top pane of DocShuttle Client, right-click on the Locked file and select **Change Status to New** from the menu that appears. The file should unlock, and the transcriptionist can try to download the file again.

If someone downloads a file and then is unable to complete it, then the status of the uncompleted file should be changed back to New on the FTP server. To do this, the file should be deleted from the local computer (bottom pane of DocShuttle Client) and then the status needs



to be reset to New.

First, to delete the file, it should be marked as **Completed** on the local drive by right-clicking on the file and selecting **Change Status To** from the popup menus that appears and then **Completed** from the second popup menu. Then the file can be deleted from the local drive by right-clicking on the file and selecting **Delete Selected Files** from the popup menu (a file that is not **Completed** status cannot be deleted).

Then, once the files have been deleted from the local drive, right-click the file on the FTP server in the top pane and select **Change Status to New** from the popup menu that appears.

Please note, it is possible to change the status and delete more than one file at a time. Just select multiple files to perform the same action.

Attaching External Documents

If a transcriptionist is using a word processor other than Microsoft Word or a player other than the Bytescribe WavPlayer, then Automatic Document Creation cannot be used. In that case, documents can be typed and saved and then attached to any voice file. Zip and PDF files may also be attached.

As a transcriptionist listens to voice files that have been downloaded, the transcription can be typed into any standard word processor such as Word or WordPerfect. These documents can be saved in any folder on the computer, such as the "My Documents" folder. Once a text document has been typed and saved to the computer, it is ready to be attached to the original voice file in the DocShuttle Client window.

To attach a document, right-click on the voice file in the bottom pane of DocShuttle Client and select the **Attach External Document** option from the popup menu that appears. Multiple documents can be added using the method.

The Complete status

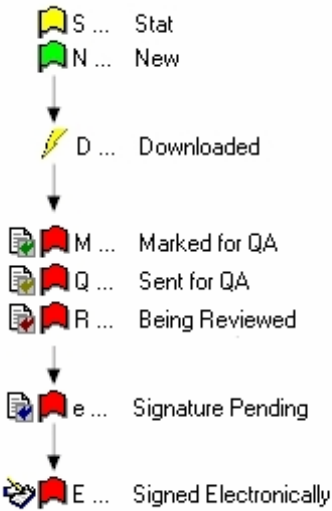
Some companies may not need for transcriptionists to upload and return text documents through DocShuttle. In this case it would be enough for the voice files to be marked as **Completed**. In order to mark a voice file as **Completed**, right-click on the voice file and select **Change Status To** and then select **Completed**.

*Please note: if a voice file already has a document attached, marking it **Completed** will delete the document.*

Quality Assurance

Many companies require that a document be reviewed or edited for Quality Assurance (QA) purposes before a final copy is returned to the dictator. DocShuttle provides a method by which a transcriptionist may send files for QA review.

To do QA, both the initial transcriptionist and the editor/QA transcriptionist *must* be using DocShuttle Client. The QA review person should be granted QA privileges in their User Profile when Permissions are set in DocShuttle Administrator.



In order to begin the QA process, the file must be marked for QA before the document is uploaded back to the server. This can be done manually, on a file-by-file basis, or it can be done automatically for all files.

To mark an individual file for QA manually, right-click on the file and select **Mark Attachment for QA** from the popup menu that appears. The status of the file will then be changed to M.

To set up DocShuttle Client to automatically mark all files for QA, click on the **Tools** menu, select **Settings** and then go to the **Local** tab. There is a check box on that tab labeled **Mark attachments for QA review when attaching files**. Click to place a check mark in that box and then click the **OK** button. Now all files that get attached will be marked for QA.

When the transcriptionist uploads the file back to the FTP site, the status will be updated to Q for Sent for QA. The QA transcriptionist can then download the document using DocShuttle Client. He or she can open the document, make changes, and save the edited file on their own computer.

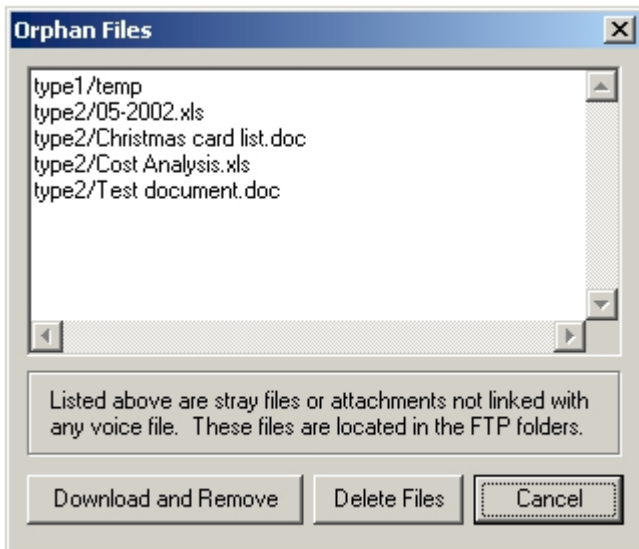
Once the file has been reviewed and saved, the QA transcriptionist uploads the document back to the server. So long as the document has the same name, it will overwrite the earlier, unedited document. Once the edited document is uploaded back to the server, the status is U for Uploaded, and the document can be downloaded by DocShuttle Dictator.

Note: It is important that the QA review person does not rename document file name during this process.

Orphan Files

Since an FTP site may be accessed by programs other than DocShuttle, it may be possible that files exist on the site that are not recognized by DocShuttle. To view documents that are not recognized by DocShuttle, select **Tools | Find Orphan Files** from the DocShuttle Administrator menu. The window shown below will appear.

Files appearing in the window above may be files that were uploaded by some other program or may be attachments that have been improperly uploaded or separated from the original voice files. There are buttons to "Download and Remove" or "Delete Files".



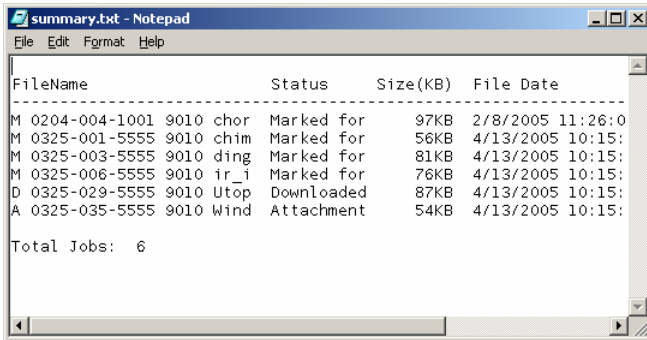
Reports in DocShuttle

There are two kinds of reports in DocShuttle: Quick Reports and Custom Reports. Both report types can be created either from within the main DocShuttle Administrator window or from within Document Manager.

Quick Reports

To create a Quick Report, highlight files you wish to appear in the report from the Local pane of DocShuttle window. Then click the **Quick Report** button. A report will appear in a new text file, allowing you to print, modify, or save the report.

Another method of creating a Quick Report is to right-click in the Local pane and select **Report of Local Files** from the popup menu. Similarly, to create a report of FTP files, right-click in the FTP pane and select **Report of FTP Files**.



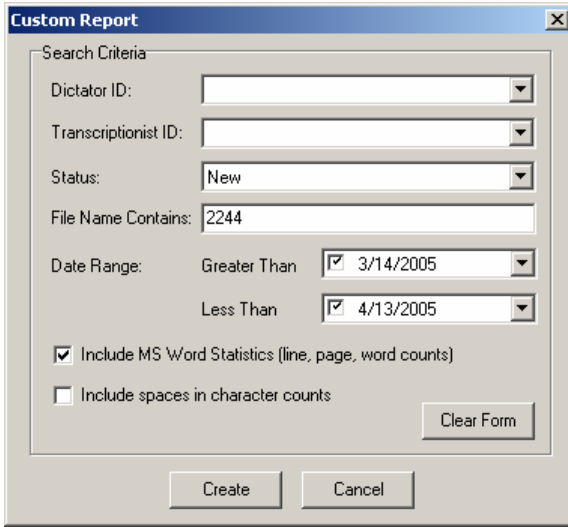
FileName	Status	Size(KB)	File Date
M 0204-004-1001 9010 chor	Marked for	97KB	2/8/2005 11:26:0
M 0325-001-5555 9010 chim	Marked for	56KB	4/13/2005 10:15:
M 0325-003-5555 9010 ding	Marked for	81KB	4/13/2005 10:15:
M 0325-006-5555 9010 ir_i	Marked for	76KB	4/13/2005 10:15:
D 0325-029-5555 9010 Utop	Downloaded	87KB	4/13/2005 10:15:
A 0325-035-5555 9010 Wind	Attachment	54KB	4/13/2005 10:15:

Total Jobs: 6

Custom Reports

To create a Custom Report, click the **Custom Report** button. The **Custom Report** window will appear with a number of fields. Specify the criteria for the report and click the **Create** button.

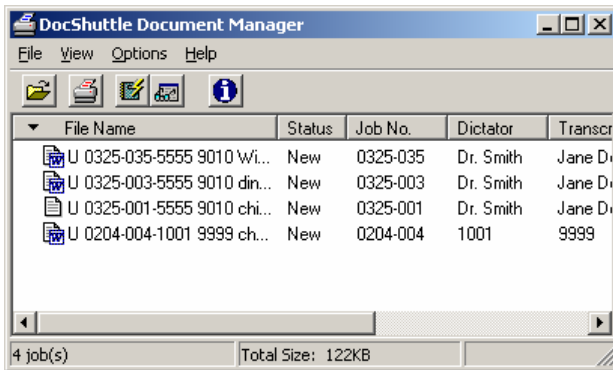
If the documents downloaded by DocShuttle are Microsoft Word documents and Microsoft Word is installed on the computer, you may select the **Include MS Word Statistics** checkbox to include line count information in the report.



Using the DocShuttle Document Manager

To view all completed text documents, click on the **Tools** menu and select **Document Manager**. The Document Manager window will appear.

The Document Manager displays all attached documents for a particular voice file. This window enables functions such as printing, viewing, searching and creating reports.



The Custom Report window in Document Manager also has additional report options, including Turnaround Time reporting.

DocShuttle Troubleshooting

I have a problem connecting to an FTP site

Check the DocShuttle Log (click **Tools > View Log**) to see if any information is given as to why the connection failed.

First, verify that your computer is connected to the Internet. Try opening an Internet browser to see if you can see web pages. DocShuttle will not work without an Internet connection.

Second, try turning on DocShuttle's Passive Mode setting. In the **Settings** window (click **Tools > Settings**) find the box labeled **Use Passive FTP Mode** and click to put a check mark in that box.

Third, verify that you can connect to an FTP site. Some firewalls and Internet Service Providers (ISP's) block FTP access. Open your web browser and enter ftp://sample:sample@simpleftp.net in the address bar, then hit enter. You should be able to see some files and folders in your web browser. If you cannot connect through FTP, you may need change settings in your firewall or contact your ISP.

Fourth, verify that your host address, user name and password are correct in the **Settings** window (click **Tools > Settings**). Check with your administrator to verify these settings. Your host address will usually be something like mywebsite.com or an IP address like 192.168.100.1.

Finally, verify that your FTP address is accessible. Try using another FTP program to connect to the same FTP site (Microsoft Internet Explorer, WS_FTP, CuteFTP, etc.)

I can connect to an FTP site, but I can't see any files

First, check the **Root Directory** setting in the **Settings** window (click **Tools > Settings**). This setting is usually blank. Only if the job type folders exist in a subfolder on the FTP site should there be a subfolder name in this field..

Second, make sure that the someone has created folders on the FTP site using DocShuttle Administrator. DocShuttle Client requires a particular folder structure on the FTP site. See DocShuttle Administrator Help files for more information.

Finally, make sure he files on the FTP site are of the correct type. DocShuttle will display files with .wav, .vox, .dss, .mp3, .msv, and .dvf extensions. Also, the files must have been uploaded by DocShuttle Dictator or Administrator in order for DocShuttle Client to see them.

Shuttle software again and see if you get the error.

Second, if you continue to get the error, please try removing all of the files from the subfolders within the DocShuttle installation folder. Inside the DocShuttle installation folder are subfolders named Documents and Headers, as well as all of the type folders. There may be a file in one of these folders that is corrupt and is causing the error, so please move the files to an archive folder somewhere else on your computer.

Please note, these include your dictation files, so you may not want to delete them entirely. You just need to remove them from the folders that DocShuttle uses.

After you have removed all of the files from all of the subfolders in the DocShuttle installation folder, please start your DocShuttle software again and see if you get the error.

Finally, if you still continue to get the error, please try uninstalling the software and installing to a totally different folder. During installation, you will need to change the name of the folder into which DocShuttle is being installed. This will perform a completely clean installation of DocShuttle in another folder, so that none of the old files are being used.



The DocShuttle Software System allows transcription companies to easily manage workflow for unlimited remote dictators and transcriptionists. DocShuttle consists of three modules: Administrator, Client and Dictator. Each module has an easy-to-use interface specifically designed for the functions of that user. Whether you are uploading, downloading, managing workflow or organizing files, DocShuttle puts it all at your fingertips, easily and efficiently.

After installation, follow the instructions included with your DocShuttle to register your software.

If you have any problems installing the DocShuttle software, please look in the "Troubleshooting" section of this manual for help. Bytescribe Development Company also offers a line of affordable, reliable digital dictation systems. If you are interested in finding out about our other products, please visit our website.

Thank you for purchasing the DocShuttle by Bytescribe!



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