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Getting Started

iNet is a powerful, yet intuitive and user-friendly transcription application for Phoenix Servers from DAC. It can be used on your local network or across the internet.

What you will need to know before installation

Does your computer meet the system requirements?

OS: Microsoft Windows XP SP3, Vista SP1 (32/64 bit), Windows 7 (32/64 bit), Windows 8 (32/64 bit)

Processor: Dual-core

Memory: 1 GB (1.5 GB for Microsoft Windows Vista, Server 2008, or 7)

Hard Disk Space: 20 MB

Screen Resolution: 1024 x 768 pixels, 65k colors

Additional Requirements: Sound card & 1 powered USB port

Do you have an iNet foot control from DAC (IN-DAC2)?

The product key is embedded in the foot control. Using another third-party USB foot control will cause iNet to run in demo mode.

Installation

Step 1	Run the installer. You can do so from either the Install CD you received or a downloaded installer.
Step 2	Keep all of the defaults and simply click Next through each screen.
Step 3	<p>Plug the iNet 3 foot control into an empty USB slot. The drivers will load automatically.</p> <p>Note: If you are plugging the foot control into a USB hub and are experiencing issues, please try connecting it directly to the computer.</p> <p>Installation is complete!</p>



Using iNet

For basic instructions on how to use iNet 3, please view the Quick Start Guide. You may access this from iNet 3 by going to **Help>Quick Start Guide** in the menu bar. Alternatively, it is available on our website.

- Overview

When you first open iNet 3 and connect to the server, you will get a screen like the one below. This is the main screen. From here you can see what jobs are available for transcription, play dictations, and access all important functions. The diagram below gives a quick explanation of the primary features.

The screenshot shows the iNet 3 software interface. At the top, the title bar reads "iNet - Player:" and the menu bar includes "File View Help dac7". The main window displays the user's login status as "Logged in as: Lisa 901". Below this, there are playback controls including a volume icon, a progress bar, and buttons for play, stop, and fast forward. A "Request" button is visible on the right side of the playback area. The "Job List" section is a table with columns for Job, Status, Author, AuthID, Exc, Subject, WT, Length, AuthTime, and AuthDate. Below the table, there are filter options for Status, Exclusive, Author, and WT, along with a "User Filters" dropdown. A "List" button is located at the bottom left, and a "Jobs: 11" indicator is at the bottom right.

Name and Typist ID you are logged in as - Click to change.

Minimize Maximize Quit

Volume

Playback speed

Request Methods - The method determines how jobs are given. Click **Request** to start typing.

Request

Job Filters - Filter what is shown in the Job List.

The Job List shows what is available for transcription - Double-click one to start typing.

Job	Status	Author	AuthID	Exc	Subject	WT	Length	AuthTime	AuthDate
51	In Queue	JSmith	8	901	014	1	01:36:42	16 42 32	2 15 2010
58	In Queue	Jones	75	903	122	4	00:08:25	08 55 21	2 14 2010
78	In Queue	JSmith	8	901	015	4	02:14:05	07 02 14	2 12 2010
80	In Queue	JSmith	8	901	016	4	00:17:29	11 33 05	2 12 2010
83	In Queue	Mr Jones	75	903	123	1	00:16:09	13 18 46	2 10 2010
84	In Queue	Williams	12	901	002	2	00:12:26	15 28 50	2 10 2010
111	In Queue	Williams	12	901	003	2	00:18:07	18 20 31	2 10 2010
113	In Queue	Williams	12	901	C.jones	2	00:02:43	05 46 36	2 9 2010
121	In Queue	Williams	12	901	JSmith	2	02:06:00	05 53 27	2 9 2010
122	In Queue	Matthews	172	901	121	2	00:34:05	08 03 59	2 8 2010
123	In Queue	Matthews	172	901	451231	2	00:08:34	11 02 14	2 8 2010

List - This button will refresh your Job List based on the filters set.

Jobs: 11 - # of jobs in the list.

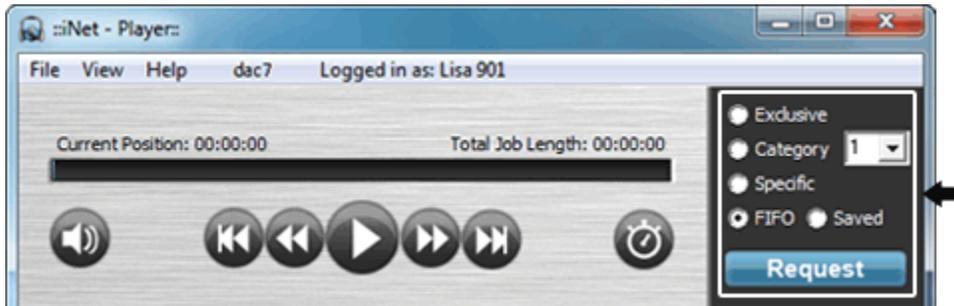
- How to Open a Job

There are two ways to open a job for transcription. The first is by using one of the **Request Methods**. These are **Exclusive**, **Category**, **Specific**, and **FIFO**. The second is by selecting a job from the **Job List**.

- Using the Request Methods

To request a job, select which of the four methods you want to use, and click **Request Job**. The four methods are:

1. **Exclusive** – This will give you jobs only assigned to your **Typist ID**. So if you're Typist ID is 901, only jobs that have the number 901 in their **Exc** field on the **Job List** will be given to you.
2. **Category** – Along with selecting **Category**, you must select which category number to use. These categories are basically preset filters using anything from one criteria to several. You cannot modify a category as they are created on the server.
3. **Specific** – When you click **Request** with this option, you will be given a screen with the criteria: **Document Number**, **AuthorID**, **WT** (worktype), **Subject**, and **Department**. If you enter a **Document Number** (job number) and click **Request**, it will give you that specific job. If you select any of the other four criteria it will give you the oldest job that meets that criteria.
4. **FIFO** – First-in-first-out or **FIFO**, will give you the oldest job that your ID has permission to open.



- From the Job List

To request a job from the **Job List**, you can either:

1. Double-click the job, or
2. Right-click the job and choose **Request** from the drop-down menu that appears (see image below).

78	In Queue	JSmith	8	901	015	4	02:14:05	07 02 14	2 12 2010
80	In Queue	JSmith	8	901	016				2 12 2010
83	In Queue	MrJones	75	903	123				2 10 2010
84	In Queue	Williams	12	901	002				2 10 2010
111	In Queue	Williams	12	901	003				2 10 2010
113	In Queue	Williams	12	901	CJone				2 9 2010
121	In Queue	Williams	12	901	JSmith				2 9 2010
122	In Queue	Matthews	172	901	121				2 8 2010
123	In Queue	Matthews	172	901	45123				2 8 2010

- Playing a Job

This section will show the different features available to you once you have opened a job for transcription.

- Playback Functions

In addition to using the foot control, the playback buttons can be used. They are as follows: **Skip to the Beginning; Rewind; Play; Fast Forward; Skip to the End.**



- Current Position and Total Job Length

Current Position shows you where you are at within the job. **Total Job Length** shows you how long the job is. The blue progress bar will reflect your position and, if clicked, can be dragged to any position.



- Playback Speed

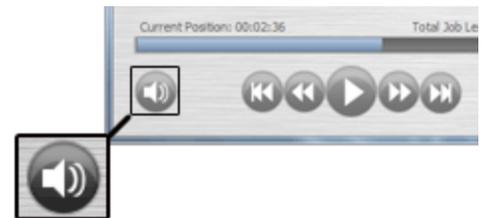
You can change the speed of playback, with 25 being the slowest and 175 being the fastest. 100 is the default playback speed.



- Playback Volume

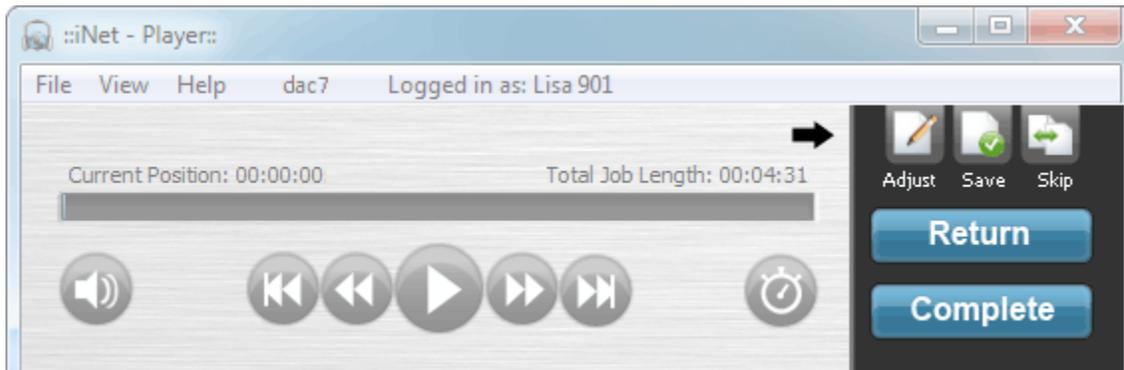
To raise or lower the playback volume, click the speaker icon. A volume bar will appear, with 0 being the lowest and 100 being the highest.

This only affects the volume of playback with a job, not any of the audio prompts in iNet. That is controlled by your Windows system volume.



- Job Commands

Once you have requested a job and it has opened, the **Request Methods** will disappear and be replaced with Job Commands. These commands only relate to the job that you currently have opened.



The five commands are:

Return – Your current job will be returned without changing its status.

Complete – When you have finished transcribing a job, this will close it and change its status from **In Queue** to **Completed**. You must be at the end of the job to mark it **Complete**.

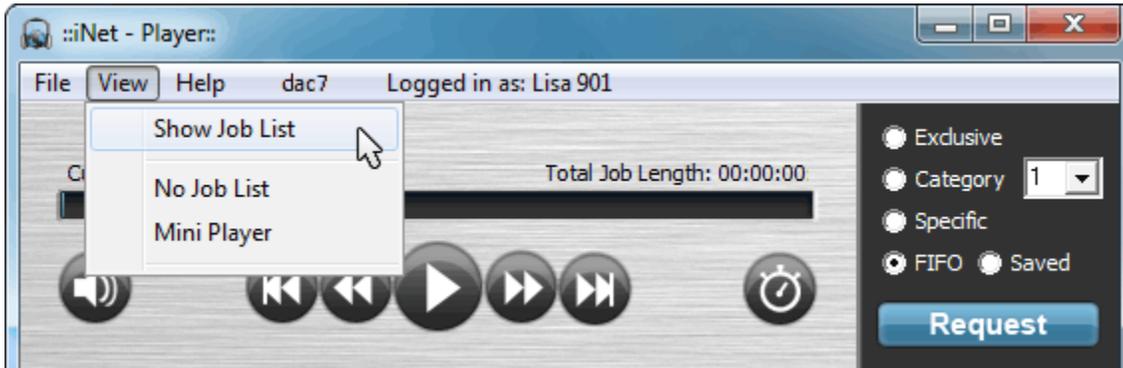
Adjust – A screen will appear for you to edit any of the dictation's demographics, such as Author, worktype, and etc.

Save – Your position in the job will be saved for future playback, the job will be closed, and its status will be changed from **In Queue** to **Saved**.

Skip – If requesting jobs using one of the **Request Methods**, then your current job will be returned and the next job will be automatically opened.

- Job List

The **Job List** is where all available dictation is displayed. If at any time your **Job List** is not visible, then go to **View>Show Job List**. Likewise, if you want to hide the Job List, go to **View>No Job List**.



- Job Filters

Job Filters allow you to filter out jobs that you do not want displayed in your **Job List**. This can be especially helpful if you only transcribe for a particular person, worktype, or department. There are several different filters that can be applied. You can use one of them, all of them, or any other combination to achieve the desired results. Whenever you have made changes to your **Job Filters**, you must click the **List** button for the **Job List** to show the updated results.

In addition, you can toggle the advanced filters' visibility by clicking **[-] Hide Job Filters** or **[+] Show Job Filters**.



Status

Filter jobs by their Status. This is based on the **Status** column in the **Job List**. Choose from twelve different status conditions. What each of these mean is explained further down in the Data Columns section.

Exclusive

Filter jobs by their Typist assignment. This is based on the **Exc** column in the **Job List**.

Author

Filter jobs by author. This is based on the **Author** column in the **Job List**.

WT (worktype)

Filter jobs by their worktype number. This is based on the **WT** column in the **Job List**.

User Filters

This is not a filter itself. If you have multiple filter criteria set and you wish to save it for future use then you

can type a name for the filter in the box where it says **Click to select a Filter** and press the green **+** button. Clicking the red **x** button when you have a filter selected from the dropdown will delete it.

Accessed By

Filter jobs to only show those that have been typed or reviewed by a particular Typist. This is based on the **TypistID** column in the **Job List**.

Dept (department)

Filter jobs by their department number. This is based on the **Dept** column in the **Job List**.

Subject

Filter jobs by their subject. This is based on the **Subject** column in the **Job List**.

Author Date

Filter jobs by their creation date. This is based on the **AuthDate** column in the **Job List**.

Trans Date

Filter jobs by their transcription date (Completed). This is based on the **TransDate** column in the **Job List**.

- Data Columns

There are 18 different potential **Data Columns** for each job. It is possible to have more than the default 18 different columns, but these would be custom fields that were created by your administrator and are unique to your setup. Typically, only the first 10 are visible in the **Job List** unless you scroll further to the right.

Data Columns	Job	Status	Author	AuthID	Exc	Subject	WT	Length	AuthTime	AuthDate
Jobs	51	In Queue	JSmith	8	901	014	1	01:36:42	16 42 32	2 15 2010
	58	In Queue	Jones	75	903	122	4	00:08:25	08 55 21	2 14 2010
	78	In Queue	JSmith	8	901	015	4	02:14:05	07 02 14	2 12 2010
	80	In Queue	JSmith	8	901	016	4	00:17:29	11 33 05	2 12 2010

Job

The unique job or document number for that particular dictation.

Status

There are twelve different status types: **In Queue**, **Completed**, **Saved Trans**, **Held Author**, **In Trans**, **In Dictation**, **All Active Documents**, **All Documents**, **Marked**, **Archived**, **Comp & Archived**, and **Auxiliary**.

In Queue – Dictations that have not been transcribed yet.

Completed – Dictations that have been transcribed.

Saved Trans – Dictations that have been saved by a typist for completion at a later time.

Held Author – Not typically used.

In Dictation – Dictations that are being dictated. When the author finishes it will become **In Queue**.

All Active Documents – Includes every status except for Auxiliary.

All Documents – Includes every status.

Marked – This is a secondary status. A job may be **In Queue** but **Marked** to edit its demographics.

Archived – Dictations that have had their audio file purged but the database entry remains.

Comp & Archived – Includes dictations with the **Completed** and **Archived** status.

Auxiliary – Dictations that have a database entry but the Server cannot find the matching audio file. Contact your system administrator if you have one of these dictations.

Author and AuthID

This is the name and ID number of the author who dictated the job.

Exc

This refers to who the dictation is exclusively assigned to. If there is not an assignment it will have the ID 900. If there is an assignment, it will have the ID of the typist, such as 901.

Subject

Any combination of alphanumeric characters can be in the **Subject**. This field can be very beneficial in distinguishing specific jobs. This column may be named **Patient** or **Case** on some servers. If this field is blank or incorrect you may perform a **Job Edit** and modify the field.

WT

WT stands for worktype.

Length

The total length of the job is in the format of hh:mm:ss. Sometimes, based on the encoding, this number can be slightly different than what the real length is.

AuthDate

This is the date the author dictated the job. It follows the format of mm/dd/yyyy. Jobs dictated from a telephone will always be correct (as long as the Phoenix Server's date is correct). However, the author date for some files that are imported from other sources (such as dss files) may have the date it was *imported*, not the date the actual dictation was *created*.

AuthTime

This is the time of day the author dictated the job. It follows the format of hh/mm/ss. Jobs dictated from a telephone will always be correct (as long as the Phoenix Server's time is correct). However, the author time for some files that are imported from other sources (such as dss files) may have the time it was *imported*, not the time the actual dictation was *created*.

Dept

Dept stands for department.

TransName and TransID

The name and ID number of the typist who last opened the dictation, or if **Completed**, the typist who transcribed it.

TransDate

This is the date the typist transcribed the job. It follows the format of mm/dd/yyyy. This date will always be correct as long as the Phoenix Server's date is correct.

TransTime

This is the time the typist transcribed the job. It follows the format of hh/mm/ss. This date will always be correct as long as the Phoenix Server's time is correct.

SysID

Some dictation devices have their own unique System ID, in which case it will be displayed here.

Priority

Will be either **Yes** or **No**. If it is **Yes** then the job's text will be red.

FileName

This is the dictation's file name.

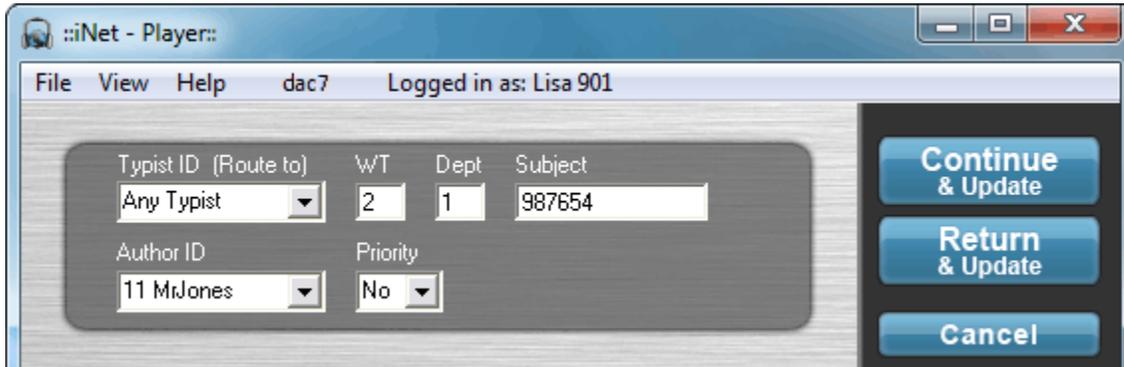
- Editing a Job

A job's demographic data (worktype, subject, etc.) can be edited in iNet 3. This can be done with the job open or straight from the Job List.

- With the job open

To edit a job you already have open:

1. Right-click the **Return** Job Command. A window will appear (as seen below).



The screenshot shows the 'iNet - Player' window with a menu bar (File, View, Help) and a user login 'Logged in as: Lisa 901'. The main area contains a form with the following fields:

Typist ID (Route to)	WT	Dept	Subject
Any Typist	2	1	987654
Author ID	Priority		
11 Mr.Jones	No		

On the right side of the form, there are three buttons: 'Continue & Update', 'Return & Update', and 'Cancel'.

2. Edit the fields as desired. When finished, click **Return & Update** (to return the job) or **Contine & Update** (to continue playing the job).

- From the Job List

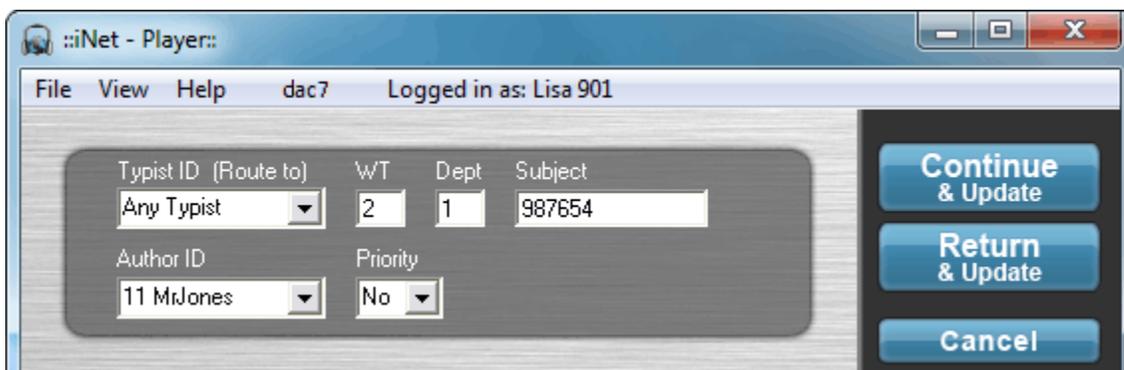
To edit a job directly from the Job List:

1. Right-click the desired job. From the menu that appears, click **Job Edit**. A window will appear (as seen to the right).

78	In Queue	JSmith	8	901	015	4	02:14:05	07 02 14
80	In Queue	JSmith	8	901	016			
83	In Queue	Mr.Jones	75	903	123			
84	In Queue	Williams	12	901	002			
111	In Queue	Williams	12	901	003			
113	In Queue	Williams	12	901	CJone			
121	In Queue	Williams	12	901	JSmith			
122	In Queue	Matthews	172	901	121			
123	In Queue	Matthews	172	901	45123			

A context menu is open over the row with ID 83, showing options: Request, Preview, Cancel, Return to Queue, and Job Edit (highlighted by the mouse cursor).

2. Edit the fields as desired. When finished, click **Return & Update** (to return the job) or **Contine & Update** (to continue playing the job).



This screenshot is identical to the one above, showing the 'iNet - Player' window with the same form fields and buttons.

- Previewing a Job

Previewing allows you to save time by quickly finding a job without having to open and listen to each one. The length of each preview can be adjusted as needed.

- Previewing

To preview a job:

1. Right-click the desired job. From the menu that appears, click **Preview**.

78	In Queue	JSmith	8	901	015	4	02:14:05	07 02 14	2 12 2010
80	In Queue	JSmith	8	901	016				2 12 2010
83	In Queue	MrJones	75	903	123				2 10 2010
84	In Queue	William s	12	901	002				2 10 2010
111	In Queue	William s	12	901	003				2 10 2010
113	In Queue	William s	12	901	CJone				2 9 2010
121	In Queue	William s	12	901	JSmith				2 9 2010
122	In Queue	Matthews	172	901	121				2 8 2010
123	In Queue	Matthews	172	901	45123				2 8 2010

Request

Preview

Cancel

Return to Queue

Job Edit

- Mini Player

When in **Mini Player** mode, iNet 3 is visible as a small bar with most of its major functions. You can change to the Mini Player at any time by going to **View>Mini Player**. In addition, the Mini Player can be automatically enabled every time you open a new job and press play.



 Skip to the beginning of the job.

 Skip to the end of the job.

 Mark the job **Complete**.

 Exit the Mini Player.

 Skip to the next available job.

 Return the job.

- Playing Local Audio Files

iNet can play audio files that are on your local computer or network, that are not listed on the Phoenix Server. Most audio formats are supported.

- Opening a File

To open a local audio file:

1. Go to **File>Manual File Select**. A window will popup.
2. Select the audio file you want and click **Open**.
3. Play using your foot control as usual. Note, though, that the Complete, Save, and other Phoenix Server specific features will not be available with a local file.

- Reports

iNet 3 can produce a number of different reports in the form of a text file (.doc), and can then be edited in any text editor. They are accessible from the **File** menu and are **Create Job List**, **Create Users List**, **Create Productivity Reports**.

- Job List Report

The **Job List** determines what is included in this report, so you may need to take advantage of the **Job Filters** features. This allows you to create a list with only the jobs you want. In addition, you can have the jobs sorted by any of the data columns by clicking their headers. Clicking the same header more than once will toggle listing the jobs from ascending to descending order.

To create the report:

1. Go to **File>Create Job List** or press **Ctrl-P**. This will create a report based on what you see in your current **Job List**.



Example: You want to create a report to see all the jobs Lisa (ID 901) has typed and have it listed by author alphabetically. To achieve this, you would select **Completed** as your **Status**, **901** in the **Accessed By** box, click **List**, and then click on the **Author** column to have it sorted by name. Then press Ctrl-P. The image below shows the results.

Document Status Report Created on 4/22/2010 at 10:26:59 AM
Generated by iChannel Express For Lisa TypistID 901

Status: Completed Exclusively Assigned to: Any Typist
Author: Any Author WT: Dept: JobCount: 6

Status	Author	ID	Subject	WT	Length	AuthDate	AuthTime	TypistName	TID	TypistDate
Completed	Bryant	14	231507	1	00:03:13	04/13/2010	13:18:02	Lisa	901	04/16/2010
Completed	Bryant	14	451789	1	00:12:38	04/16/2010	10:06:02	Lisa	901	04/16/2010
Completed	Jones	75	014	4	00:28:17	04/10/2010	15:20:00	Lisa	901	04/15/2010
Completed	Jones	75	015	4	00:17:02	04/11/2010	09:31:45	Lisa	901	04/14/2010
Completed	Matthews	1	SmithCase	1	01:42:45	04/12/2010	10:02:06	Lisa	901	04/15/2010
Completed	Matthews	1	Letter	2	00:22:57	04/12/2010	18:01:30	Lisa	901	04/12/2010

Total 'In Queue' Length Count: 03:06:52

- Customizing Job List Reports

There are 18 different columns of data displayed in the **Job List** for each dictation. However, only the columns enabled will be included in the **Job List** report. To disable or enable a column:

1. Go to **File>Settings>Print Options** tab.
2. Check the data columns you want included. Uncheck the ones you do not want included.
3. Click **OK**.

- Users List Report

The **Users List** report will create a list of all author and typist profiles on the server. Their names, ID numbers, and basic settings are included in the report.

To create the report:

1. Go to **File>Create Users List**.

- Productivity Report

The **Job List** has a bearing on what is displayed in your Productivity reports, but unlike Job List reports which produce reports listing each dictation, Productivity reports provide totals for Authors or Typists. This is a useful tool for billing authors for the dictation they created, or paying typists for the dictation they transcribed.

To create the report:

1. Go to **File>Create Productivity Report** or press **F12**. This will produce a popup window with the options **Authors: Dictation Created, Typists: Typed Minutes, Specific Typists: Typed, by Author**. Click **Create**.

Authors: Dictation Created

This creates a report providing the total number of jobs and their total length per author. This is based on the **Job List**.



Example: You want to create a report for all authors that have dictated during the month of October 2013. To achieve this, you would select **All Active Documents** as your status, **Any Typist** in the **Exclusive** and **Accessed By** fields, **Any Author** in the **Author** field, and set the **Author Date** field to **10/1/2013 to 10/31/2013** using the calendar, and click **List**.

If you would rather it only include dictations that have been transcribed you would change the status field to **Completed** instead of **All Active Documents**.

If you would rather only create such a report on one author's dictation, select that user from the **Author** field instead of **All Authors**.

If you would rather the date range to be different, simply change the **Author Date** field.

Or if you wanted the report to only include dictations created from department 2 (as those are billed differently), then enter 2 in the **Dept** field. You could do the same with a worktype, subject/patient number, or a combination of these factors. As you can see, by altering your **Job List** filters, you can create a report as general or specific as needed.

Typists: Typed Minutes

This creates a report providing the total number of jobs and their total length that a typist or typists have transcribed. This is based on the **Job List**.



Example: You want to create a report for all typists that have transcribed during the month of October 2013. To achieve this, you would select **Completed** as your status, **Any Typist** in the **Exclusive** and **Accessed By** fields, **Any Author** in the **Author** field, and set the **Trans Date** field to **10/1/2013 to 10/31/2013** using the calendar, and click **List**.

If you would rather only create such a report on one typist's transcription, select that user from the **Accessed By** field instead of **All Typists**.

If you would rather only create such a report on one author's dictation, select that user from the **Author** field instead of **All Authors**.

If you would rather the date range to be different, simply change the **Trans Date** field.

Or if you wanted the report to only include dictations created from department 2 (as those are billed differently), then enter 2 in the **Dept** field. You could do the same with a worktype, subject/patient number, or a combination of these factors. As you can see, by altering your **Job List** filters, you can create a report as general or specific as needed.

Specific Typists: Typed, by Author

This creates a report that is very similar to the one for **Authors: Dictation created**, but adds some additional job count and adjusted minute fields to the bottom of the report.

Configuration

You may access the configuration screen by going to **File>Settings** in the menu bar.

General

The screenshot shows the 'Settings' dialog box with the 'General' tab selected. The dialog has four tabs: 'General', 'Advanced', 'Print Options', and 'Hot Keys'. The 'Typist Login Information' section contains text boxes for 'Typist Name' (filled with 'Scarlet') and 'Typist ID' (filled with '901'), and a 'Show' checkbox. The 'Dictation Notification - Job List Refresh' section has a checked 'Enable Notification' checkbox, a 'Global' dropdown menu, and an unchecked 'PopUp Prompt' checkbox. Below this is explanatory text: 'When enabled, a notification icon will appear on your taskbar. The icon will appear red if there is dictation available, and flash red if it has priority status. The icon will be gray if there is not any dictation currently available.' There are also checkboxes for 'Keep Notification icon visible on the taskbar when iNet exits' and 'Email Notification' (with an empty text box). A checked 'AutoRefresh: Refreshes Job List' checkbox is followed by a 'Frequency in minutes' dropdown set to '3'. The 'Footpedal' section has an unchecked 'Transpose Pedal' checkbox and two sliders: 'AutoBackspace: 1' and 'Wind Increment: 3'. The 'Main Window' section has three unchecked checkboxes: 'Launch mini-player upon Play', 'Minimize upon Play', and 'Always on top'. At the bottom, there are three more unchecked checkboxes: 'Auto Queue - When a job is Completed the next job is given to you automatically', 'Display military time in the caption bar for accessed jobs', and 'AutoRefresh on Dropdown Selection'. An 'OK' button is at the bottom right.

Typist Login Information

This is required to log on the server. Enter your name (no spaces or hyphens) in the **Typist Name** box. You need to enter the ID that was assigned to you in the **Typist ID** box. Check the **Show** box for your name and ID to be displayed in iNet's menubar when connected.

Dictation Notification – Job List Refresh

When the **Enable Notification** box is checked, a circular notification icon will be placed on your system tray near the computer's date and time. This icon will appear red if dictation is available. It will flash red if the dictation has a **Priority** status and be gray if there is no dictation available. If a connection to the server cannot be established, the icon will be yellow. The dropdown box gives you the option of **Exclusive** or **Global**. **Exclusive** means the notification light only alerts you to **In Queue** dictation assigned to your **Typist ID (Exc data column)**, whereas **Global** alerts you to any **In Queue** dictation on the server.



PopUp Prompt

If the **Enable Notification** option is checked, then this causes iNet to create a pop-up window alerting you to new **In Queue** dictation that is available, whether it is **Exclusive**, **Global**, or **Category**.

Keep Notification icon visible on taskbar when iNet exits

The notification icon will disappear when iNet is quit. If this option is enabled, however, it will keep the notification icon running even when iNet is quit.

Email Notification

This causes iNet to send an email alerting you to dictation that is now available. This is determined by whether you have it set **Exclusive**, **Global**, or **Category**. Enter the desired destination email address in the box. Note that for this option to work, it must be enabled and configured on your Phoenix Server.

Auto Refresh

Your Job List will refresh automatically based on the **Frequency** setting. The number is in minutes.

Transpose Pedal

The Rewind/FastForward buttons on your foot pedal will be switched, making the right pedal FastForward and the left pedal Rewind. Play is always the center pedal.

Auto-Backspace

This determines (in seconds) how big of an increment the dictation will automatically back up each time you press Play. You may set it from 0 (disabled) to 5 seconds.

Wind Increment

This determines (in seconds) the increment you will rewind or fast forward, from 0-20 seconds.

Launch mini-player upon Play

iNet will switch to mini-player mode when you go into Play.

Minimize upon Play

When you go into Play, iNet will minimize to the taskbar.

Always on top

iNet will always appear above other applications, regardless of which one has focus.

Auto Queue

When a dictation is **Completed**, the next job in your queue will automatically be requested.

Display military time in the caption bar for accessed jobs

A job's **AuthTime** by default is in the 12 hour am/pm format. This changes the format to 24 hour military time when displayed in the caption bar.

Auto Refresh on Dropdown Selection

If enabled, the **Job List** will refresh automatically when a new filter option is enabled or changed.

Advanced



Server Path

This is the path to the Phoenix Server. To change the server path, type a new path in the box and then click **Add**. The path should start with \\ and then be followed by the server's name or IP address. If you will be connecting over the internet, then the path should have your network's public IP address, and not the server. The exception would be if you are using a VPN. You may save several different paths, but iNet can only connect to one server at a time.

Click **Remove** to delete a path from the drop-down menu.

Display Server path for fast switching

This allows you to click the server name in the menu bar and quickly switch to other saved paths.



Shifting Focus at job end (for activating keyboard shortcuts)

In order for keyboard shortcuts to work, iNet must be the application in focus. When typing, typically your word processor or data entry application will be in focus. When you get to the end of a dictation, though, iNet can do one of the following 3 options:

Never Return Focus – The focus will remain on the application you are working in.

Return Focus when the foot pedal is released – iNet will receive focus when the foot control is released the first time after reaching the job's end.

Return Focus when the foot pedal is depressed a second time – iNet will receive focus when Play on the foot control is released and then tapped after reaching the job's end.

Autolog me in at startup

If enabled, at startup iNet will attempt to log in using the **Typist ID** you have configured. This bypasses having to press the **Connect** button. If your ID has a password, then you will be prompted for that before it connects you.

Save settings to the Registry

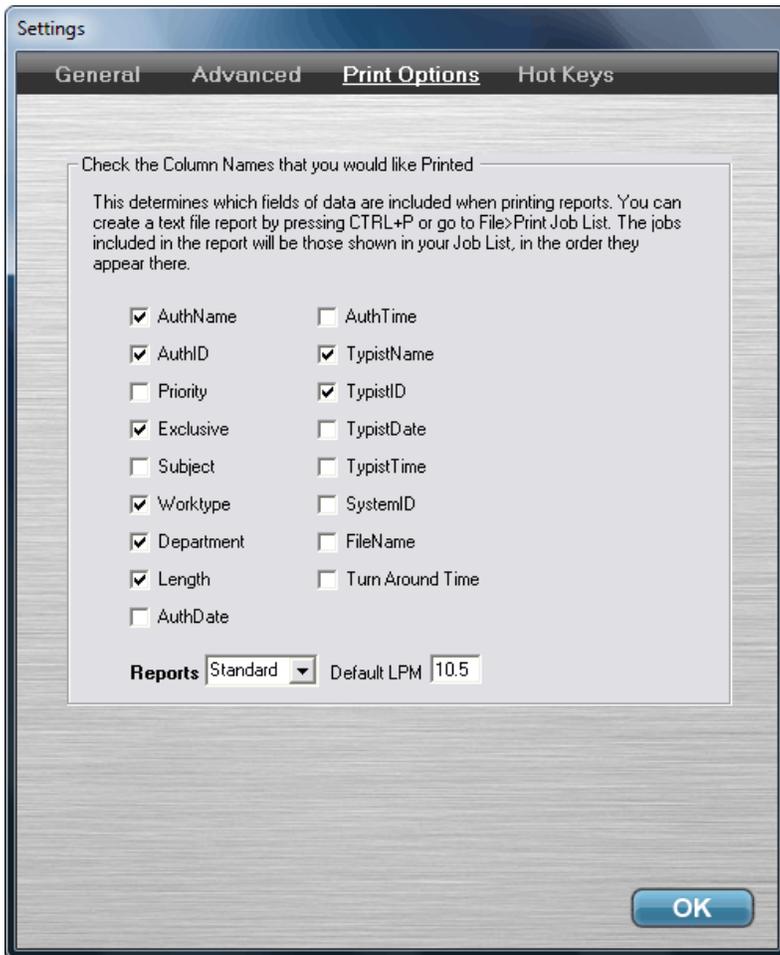
If enabled, your configuration settings will be saved to the Windows Registry instead of the **Config.ini** file (located in the program root directory). Saving to the registry is typically required if you will be using iNet with some form of thin client, running iNet from terminal server.

Set/Reset Password

Create or change your ID's password. To change your password, you will need to know your current password. If you have forgotten your current password, it will have to be reset on the Phoenix Server by an administrator. This feature can also be accessed from the **Help** menu.

Print Options

There are 17 different data columns that can be shown in a **Job List** report. To include that column in the report, check the box beside it. The **Job List** report is created from the **Ctrl-P** key, or from choosing **Create Job List** from the **File** menu.



Reports

There are three different kinds of reports. **Standard**, **LPM**, and **Factor**. This setting only affects **Productivity Reports** created from the **F12** key, or from choosing **Create Productivity Report** from the **File** menu.

The **Default LPM** determines the lines per minute factor that is used to determine how many lines were typed in a report. This can be changed and include a decimal point (as seen in the image above).

Troubleshooting

For the latest and most extensive list of troubleshooting tips visit: dacsolution.com/support/inet3

- Installation

Issue – The installer runs with errors.	Possible Cause – You do not have sufficient security credentials to run the installer.	Solution – Run the installer as an admin instead of a restricted user.
	Your operating system is not supported by iNet 3.	To determine this, verify your operating system is listed under Getting Started . If it is not, install iNet 3 on a supported OS.
Issue – iNet 3 will not keep my settings after being closed.	Possible Cause – You do not have sufficient security permissions.	Solution – On the iNet 3 application directory, assign Full Control to your user account, or log into Windows with an admin account.
Issue – The foot control is not being recognized.	Possible Cause – The drivers have not fully loaded.	Solution – Reboot your computer.
	The USB port is bad.	Plug the foot control into a different USB port, preferably one that you can verify is functioning correctly.
	You have the foot control plugged into a USB <i>hub</i> .	Some USB hubs are not compatible with the foot control. Plug the foot control directly into one of your computer's USB ports.
Issue – I get “iNet 3 is in demo mode” when the application is opened.	Possible Cause – The foot control is not connected to the computer.	Solution – The product's license key is embedded in the foot control. To resolve this issue, plug the foot control into a USB port on the computer.