

1. HOW TO GET MTMAN® WORKING?

Visit any of the following links and choose appropriate options for installing latest version of MTMAN.

<http://www.empirews2.empiretech.in>

<http://www.empirews.empiretech.in>

- Uninstall previous version of MTMan from your system. Remove any portable version also.
- Use Publish option for installation (**Preferred**)
- Approve and accept any installation related prompts.
- If any error, Download and install using Setup Installation files. Select the appropriate version for you system. (64 Bit or 32 Bit Version)
- Install Crystal reports 2008 (64 Bit or 32 Bit Version) for report viewing if not already installed. (link available separately)

2. How to start working?

- Use Ctrl+ N to get a new file in MT Level
- Use Ctrl+ O to get a new or incomplete file in QA Level
- You can set the working level in the menu bar. (Tools → Set Working level)
- Use Ctrl+ D to get the Voice File to your system. (Available in My documents/MTMAN Documents/Voice)

Tip: Set this voice file folder in your voice player software (such as express scribe) as default location to get voice files loaded automatically.

3. Where to find current Working Voice or Document file?

Select My Menu in the Menu Bar and click on Quick Link to MTMAN Documents. Here you will find voice file under Voice Folder and Document file under Temp Folder.

This Folder is under your My Documents Folder.




4. How to send the transcribed document to server?

MT LEVEL:

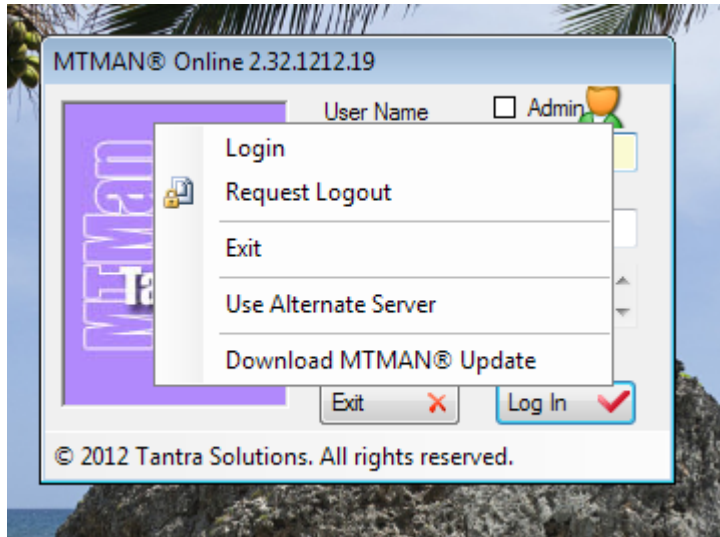
Use **Alt+F6** to incomplete file, **Alt+F7** to send the completed file.

QA/QA2 LEVEL:

Use **Alt+F6** to incomplete file, **Alt+F7** to complete file to send to next QA2 level and **Alt+F8** to End job (Ready for uploading to client) the completed file.

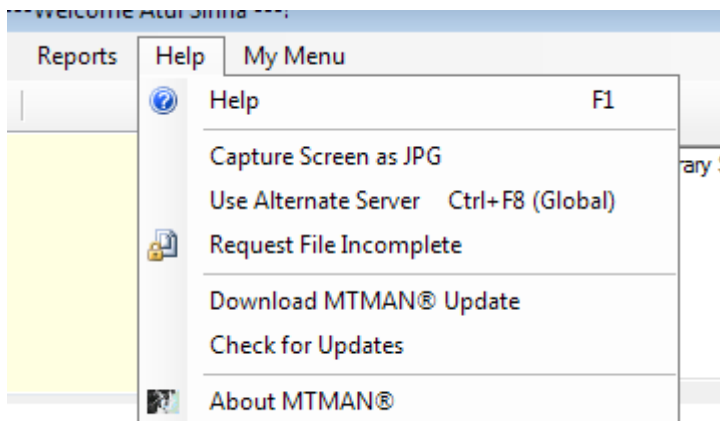
Send	Tools	Reports	H
	Incomplete	Alt+F6	
	Complete	Alt+F7	
	End Job	Alt+F8	

For further help or queries, call +91-98 1800 8759 or buzz in whatsapp

5. Request Self Logout:

While Logging-in MTMAN, if you get a message, 'Already logged in another computer' you can use the Request logout feature to log out yourself and continue working.

From the login screen, type your username and password in the respective fields and right click in the login screen and click Request Logout.

6. Request Self Document Incomplete:

While Logging-in MTMAN, if you get a message, 'Already one file is transcribing', you can use the Request File Incomplete feature to incomplete your file automatically, and continue working.

From the user screen, Select Help and then click Request File Incomplete. Make sure you have closed all your word instances before picking the next file.

7. CHECKING FEEDBACK/AUDIT

1. Go to infocenter in bottom-left of the screen.
2. Select feedback center and select the feedback file.
3. Press 'download' button.. Your feedback will be downloaded in your desktop in feedback Folder.
4. Open the feedback file and check what changes the QA has done.
5. After downloading and viewing all your feedbacks then only you will get new files!
6. Same is for Audit also if you are a QA.

8. CHECKING MESSAGES

1. Go to InfoCentre in bottom-left of the screen.
2. Select Messagecenter and select the Messages option.
3. Drag or double click the grey gridline to read the messages.
4. Double click on the message and select the text you want to copy and press Ctrl+C to copy to the clipboard.

9. CHECKING PATIENT LIST

1. Go to InfoCentre in bottom-left of the screen.
2. Select Messagecenter and select the Patient List option.
3. The Patient Lists will be shown if it is available!
4. Select the Date of Patient List you want to download.
5. Press 'download' button.. Your Patient List will be downloaded in your MTMAN Documents folder in MY DOCUMENTS Folder.

10. Sending Multiple Patients

- a. For Normal MT Files, do not select **Voice File Over** when sending multiple Patients. Choose Voice File Over only on the last patient. Default is selected (Single Patient in the voice file.).

Sending Document as MT Complete

Patient Name* ☐ Blank File

Last Name, First Name

Feed Back(300 Characters Max)

A: Informal!

Options

Accuracy 100

Voice Over ☒

Return to General ☐

No Standard Deduction ☐

Line Count: 0

Page Count: 1

STD Lines: 0

Cancel Send

For further help or queries, call +91-98 1800 8759 or buzz in whatsapp

- b. For Pre-transcribed documents, select **New Patient** option when sending multiple Patient dictations in one file. Default is not selected (Single Patient in the voice file).

Sending Document as Q&A Complete

Patient Name* ☐ Blank File

Options

Accuracy

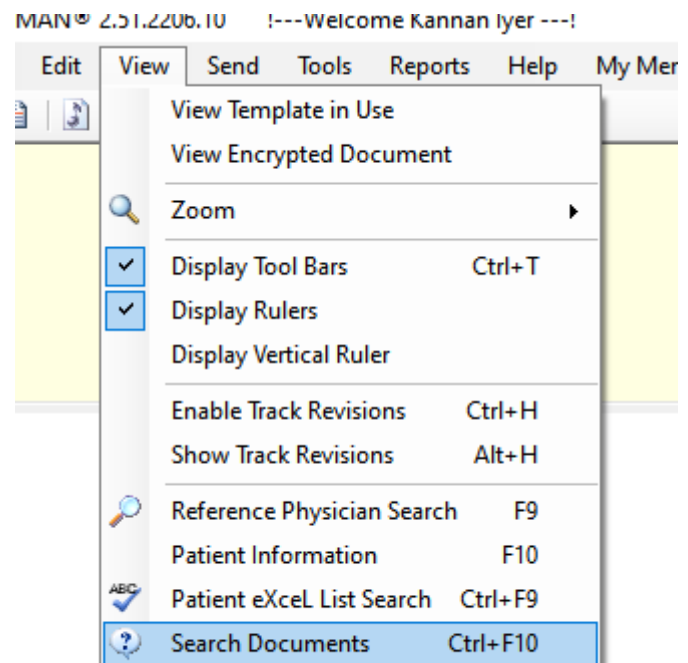
☒ New Patient? ☐ Return to General ☐ No Standard Deduction

Line Count: 90
Page Count: 3
STD Lines: 0

11. Checking for Patient history or Search for Samples

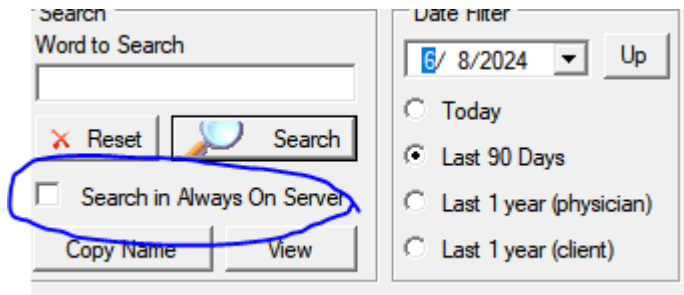
Click View → Search Documents (Ctrl + F10)

List of all documents in which the searched word available related to the client will be displayed. Select and view the document for reference. You can use the patient's last name or first name to get the history of the patient.



After selecting the required patient in the list, Click on **View** to Download and view the document. Click **Close** first and before selecting the next Patient in the List to view.

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Search Options:

Search
Word to Search

☐ Search in Always On Server

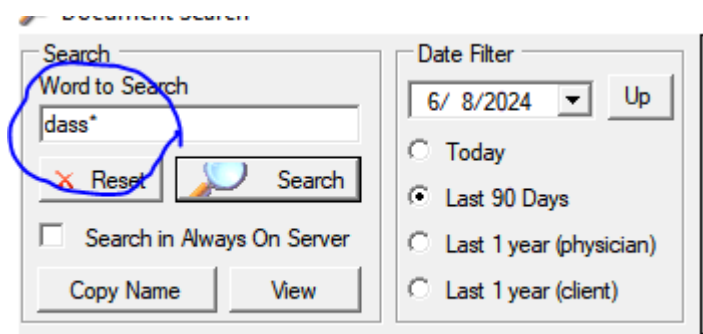
Reset Search

Copy Name View

Date Filter
6/ 8/2024 Up

☐ Today
☒ Last 90 Days
☐ Last 1 year (physician)
☐ Last 1 year (client)

- a. Click on Always on Server when Normal Search is down



Search
Word to Search

class*

☐ Search in Always On Server

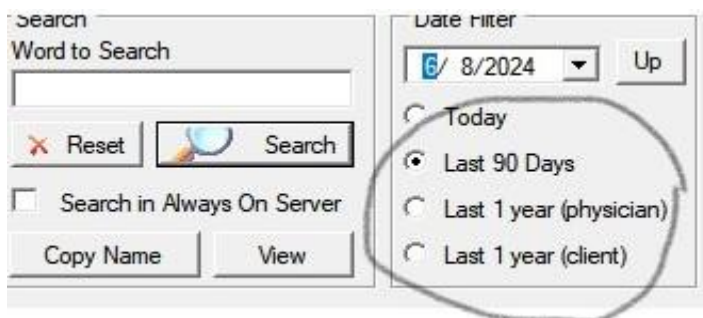
Reset Search

Copy Name View

Date Filter
6/ 8/2024 Up

☐ Today
☒ Last 90 Days
☐ Last 1 year (physician)
☐ Last 1 year (client)

- b. Use wildcard(*) to get more results.



Search
Word to Search

☐ Search in Always On Server

Reset Search

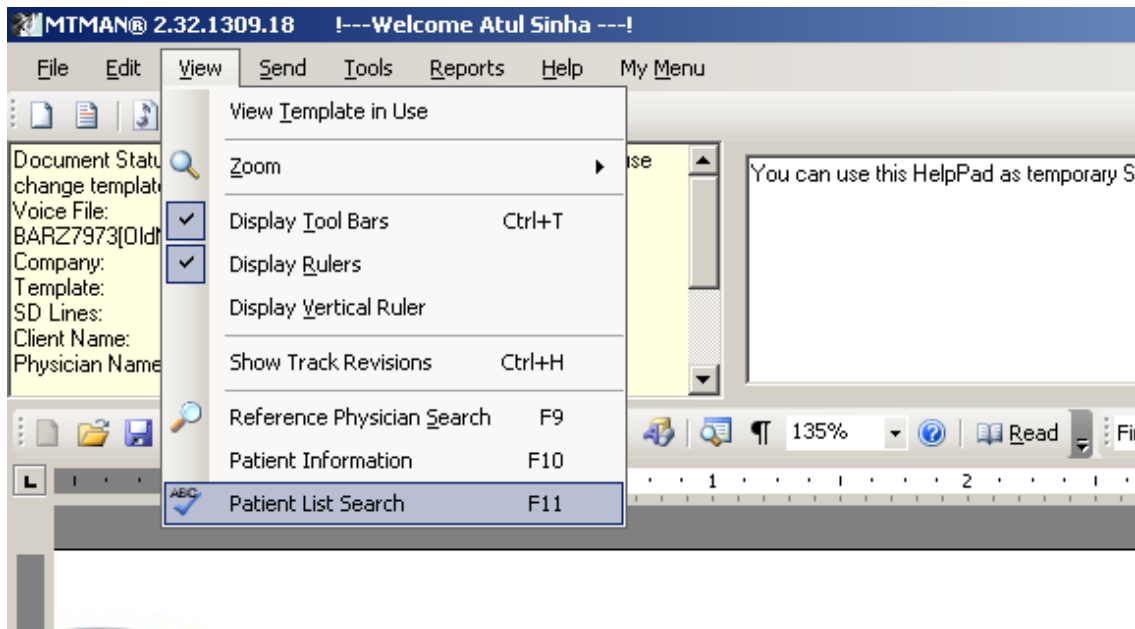
Copy Name View

Date Filter
6/ 8/2024 Up

☐ Today
☒ Last 90 Days
☐ Last 1 year (physician)
☐ Last 1 year (client)

- c. Use Date Filter for more appropriate Search.

12. CHECKING PATIENT NAME (Within the Software with search option (only for EMR Clients))



Select **Patient List search** (at present for Winthrop Ortho only)

Patient List Search

Search
Last Name
First Name (Patient)

☐ Search Physician Name

Date Filter
9/17/2013

☒ Today
☐ This Week
☐ This Month
☐ ALL

First Name	Last Name	DOB
JOCELYN	SERRANO	01-Nov-1996
RODNEY	TEELE	14-Apr-1962
GRACE	VERDI	11-Nov-1940
KYLE	MARTIS	17-Dec-1996
KEITH	BENT	28-May-1948
NANCY	BERGEMAN	25-Nov-1942
REBECCA	WEINER	29-Sep-1998
ERNEST	AUGHBURNS	07-Jul-1963
SOFIA	MARGIOTTA	01-Oct-2004
SAMANTHA	NOVOA	21-Apr-1999
AMENRAH	REID	15-Mar-1998
SAMANTHA	BARNWELL	24-Jul-1999
SAMANTHA	BARNWELL	24-Jul-1999
KENNETH	ECLUYER	18-Jul-1949
EDWIN	AGUILA	27-Jan-2006
DATRICK	AUTABLE	04-Jul-1948

Select **date** in the **Date filter** and click **Update** to get patient list for the particular day. You can select week or month as per your requirement.

For further help or queries, call +91-98 1800 8759 or buzz in whatsapp

Search

Last Name

Te

First Name (Patient)

Reset

Search

☐ Search Physician Name

Date Filter

9/17/2013

Update

☒ Today
 ☐ This Week
 ☐ This Month
 ☐ ALL

Copy Here

Copy to Patient Name

CHIEFFO, THERESA BONFITTO JR., PIO

First Name	Last Name	DOB	DOE	MRN	Encou...
RODNEY	TEELE	14-Apr-1962	17-Sep-2013	427052	332395
PALMA	TESTANI	06-Jan-1937	17-Sep-2013	253800	331290
NICOLLETTE	DURCHHALTER	28-Jan-1993	17-Sep-2013	364526	329953
FRANK	SPATERELLA	31-Jan-1930	17-Sep-2013	620940	329272
IRA	EPSTEIN	10-Mar-1944	17-Sep-2013	135720	329175
DAVID	GOLDSTEIN	03-Dec-1954	17-Sep-2013	670864	324373
ROBERT	EPSTEIN	27-May-1950	17-Sep-2013	330199	322899
MARC	PREVETE	19-Oct-1998	17-Sep-2013	663287	331867
MOLLY	DOSTER	02-Sep-2010	17-Sep-2013	1034341	329797
BERNARD	WHITE	26-Oct-1948	17-Sep-2013	052981	327054
JAKE	GOLDSTEIN	31-Jul-2011	17-Sep-2013	798213	332448
MICHAEL	GORNSTEIN	25-Nov-2008	17-Sep-2013	576942	332289
SOFIA	FUERTE	07-Nov-2002	17-Sep-2013	655785	301873
EDDIE	BLUMENSTETTER	06-Dec-1980	17-Sep-2013	843057	326322
ROBERT	COTE	12-Feb-1945	17-Sep-2013	390641	329529
LUIS ENRIQUE	TERAN	07-Aug-1949	17-Sep-2013	232123	329604
REBECCA	LOETTERLE	23-Mar-2012	17-Sep-2013	874334	330690
JAMES	HATTER	10-Sep-2001	17-Sep-2013	1018888	328893
--	--	Not Available	Not Available	--	--

Type few letters in the **last name** field and click **search** to get a list of filtered patient name list based on your search. Likewise You can type first name or the combination of first name and last name of the patient.

Search

Last Name

Physician Name

wass

Reset

Search

☒ Search Physician Name

Date Filter

9/17/2013

Update

☒ Today
 ☐ This Week
 ☐ This Month
 ☐ ALL

Copy Here

Copy to Patient Name

First Name	Last Name	DOB	DOE
MICHAEL	VOGEL	29-Apr-1990	17-Sep-2
GARY	RYDER	20-Apr-1951	17-Sep-2
DANTE	CORADIN	08-Jan-1995	17-Sep-2
STEPHEN	MCCARTHY	24-Jun-1991	17-Sep-2
PIO	BONFITTO JR.	10-Apr-1995	17-Sep-2
RAFFAELLA	SORRENTINO	03-Feb-1969	17-Sep-2
--	--	Not Available	Not Avail

You can tick **Search Physician Name** option and type few letters in the physician name field to filter the list based on the provider name and click search to get a list of filtered patient name list based on your search. Likewise you can type last name or the combination of physician name and last name of the patient.

For further help or queries, call +91-98 1800 8759 or buzz in whatsapp

Current Patient Name in Memory: FLORES~MILTON~03091972~09132013-BLANK

Search

Last Name

First Name

Reset

Search

☐ Search Physician Name

Date Filter

13-09-2013

Update

☒ Today
☐ This Week
☐ This Month
☐ ALL

Copy Here

Copy to Patient Name

FLORES, MILTON
DOB: 03/09/1972

First Name	Last Name	DOB	DOE	MRI
KEPENS	LEONARD	06-Jul-1979	13-Sep-2013	56533
FRANK	ADDIEGO	27-Apr-1928	13-Sep-2013	60426
PETER	MURRAY	19-Oct-1958	13-Sep-2013	25555
TYLER	BEHAR	10-Nov-2001	13-Sep-2013	83355
DARIUS	JONES	25-Sep-2003	13-Sep-2013	60962
GABRIELLA	LUGINBILL	22-Jul-2003	13-Sep-2013	10034
DAMIAN	STATHIS	09-Apr-2004	13-Sep-2013	10328
MILTON	FLORES	09-Mar-1972	13-Sep-2013	93444
PAMELA	NICHOLAS	08-Oct-1963	13-Sep-2013	21404
MICHELA	NARDI	02-Jun-1931	13-Sep-2013	15903
THOMAS	CONNORS	05-Jun-1988	13-Sep-2013	45306
JOHN	CIARCIA	11-Jan-1960	13-Sep-2013	24205
SAVANNAH	CASTILLO	23-Jan-2008	13-Sep-2013	58667
GABRIELA	GACCIONE	19-Mar-2001	13-Sep-2013	97777
NICOLE	HERNANDEZ	17-Jan-2002	13-Sep-2013	37154
PAUL	WIESNESKI	13-May-1957	13-Sep-2013	63405
HELENA	GARCES	14-Dec-1949	13-Sep-2013	99923
RAYMOND	COLON	14-May-1951	13-Sep-2013	36564
VICTORIA	PETER	23-Jul-1988	13-Sep-2013	52544

After selecting the dictated patient, click **Copy Here** to copy the patient name in the text box or click the **Copy to Patient Name** to copy the patient name with the DOB and DOE in the required format to the file name in memory. It will also copy the patient name with DOB to the memory. The **current copied patient name** is shown in the **title bar**. You can click **reset** button to clear and reset to the old patient name.

Month , 2012

RE: LAST NAME, FIRST NAME]
DOB:

RE: MARGIOTTA, SOFIA
DOB: 10/01/2004

The patient comes here for evaluation and treatment. The patient has neck pain. He feels numbness and tingling down his right arm

You can also **Paste the patient name and DOB** in the word file later.

Patient name along with **DOB and DOE** copied automatically to the Patient name in send document. Select and type appropriate type of document – CON/FUP/BLANK and send.

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FAQ:

Problem: Line count is showing Zero when the Document (word file) is opening outside MTMAN Editing window.

Solution:

1. Open **My Computer**.
2. On the **Tools** menu (or the **View** menu), click **Folder Options** (or click **Options**).
3. Click the **File Types** tab.
4. In the **Registered file types** list, click the specific Office document type (for example, Microsoft Word), and then click **Advanced** (or click **Edit**).
5. In the **Edit File Type** dialog box, click to check the **Browse in same window** check box (or click to check the **Open Web documents in place** check box).
6. **OK**

Sending Document as MT InComplete

Patient Name* ☐ Blank File
FLORES~MILTON~03091972~09132013-BLANK

Feed Back(50 Characters Max)
A: Informal!

Options
Accuracy: 100
Voice Over ☐
Return to General ☐
No Standard Deduction ☐

Line Count: 0
Page Count: 0
STD Lines: 2

LastName~FirstName~DOB~DOE

Cancel Send

Or

Type the following in a notepad text file and save as a .reg (registry) file and run as admin.
(From `###<Code start> ###` to `###<Code End> Lines###`)

```
###<Code start>###
Windows Registry Editor Version 5.00
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\Word.Document.8]
"BrowserFlags"=dword:80000024
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\Word.RTF.8]
"BrowserFlags"=dword:80000024
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\Word.Document.12]
"BrowserFlags"=dword:80000024
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\Word.DocumentMacroEnabled.12]
"BrowserFlags"=dword:80000024
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\Excel.Sheet.8]
"BrowserFlags"=dword:80000A00
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\Excel.Sheet.12]
"BrowserFlags"=dword:80000A00
```

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MTMan eis 2.51

Version 24.06.07

```
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\Excel.SheetMacroEnabled.12]
"BrowserFlags"=dword:80000A00
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\Excel.SheetBinaryMacroEnabled.12]
"BrowserFlags"=dword:80000A00
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\PowerPoint.Show.8]
"BrowserFlags"=dword:800000A0
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\PowerPoint.Show.12]
"BrowserFlags"=dword:800000A0
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\PowerPoint.ShowMacroEnabled.12]
"BrowserFlags"=dword:800000A0
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\PowerPoint.SlideShow.8]
"BrowserFlags"=dword:800000A0
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\PowerPoint.SlideShow.12]
"BrowserFlags"=dword:800000A0
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\PowerPoint.SlideShowMacroEnabled.12]
"BrowserFlags"=dword:800000A0
###<Code End> ###
```

System Requirements:

Operating System:

Windows 7 SP1 or above with all security updates installed.

Office:

Office 2003/2007 (32 Bit) or above (Office XP not supported) with latest Service Packs installed

Dot net:

Dot net 2.0/3.5 or above with latest service packs installed.

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