

## 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>

- a. Uninstall previous version of MTMan from your system. Remove any portable version also.
- b. Use Publish option for installation (**Preferred**)
- c. Approve and accept any installation related prompts.
- d. If any error, Download and install using Setup Installation files. Select the appropriate version for your system. (64 Bit or 32 Bit Version)
- e. 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?**

1. Use Ctrl+ N to get a new file in MT Level
2. Use Ctrl+ O to get a new or incomplete file in QA Level
3. You can set the working level in the menu bar. (Tools → Set Working level)
4. 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?**

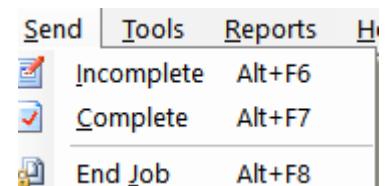
Select My Menu in the Menu Bar and click on Quick Link to MTMAN Documents. Here you will find voice file under Voice Folder and Document file under Temp Folder.

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.

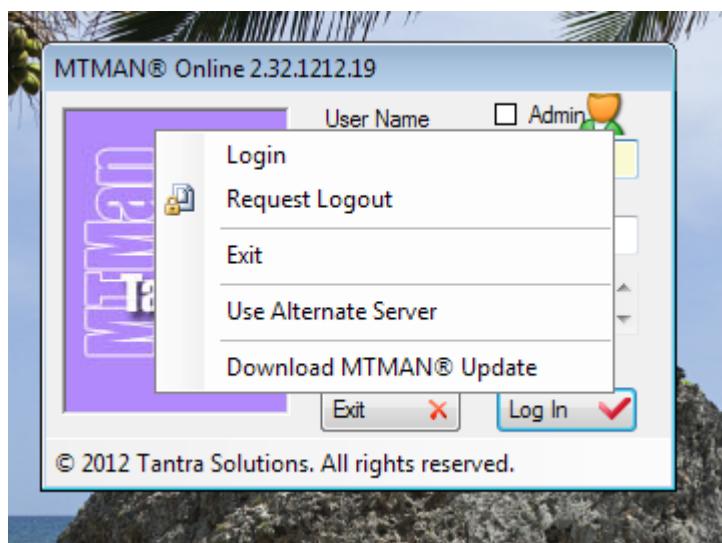


### QA/QA2 LEVEL:

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.

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

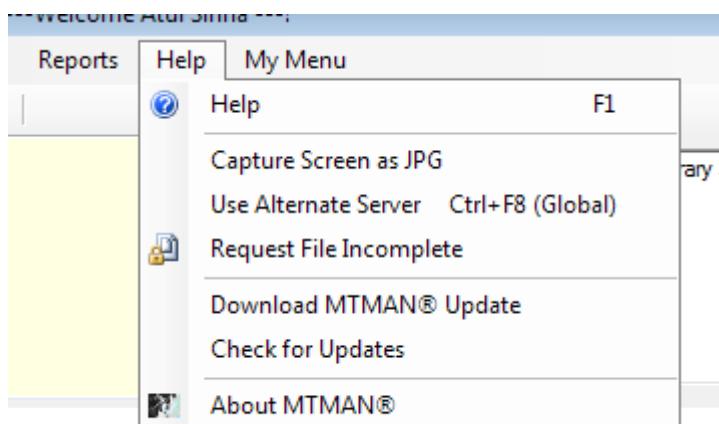
## 5. Request Self Logout:



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.

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## 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

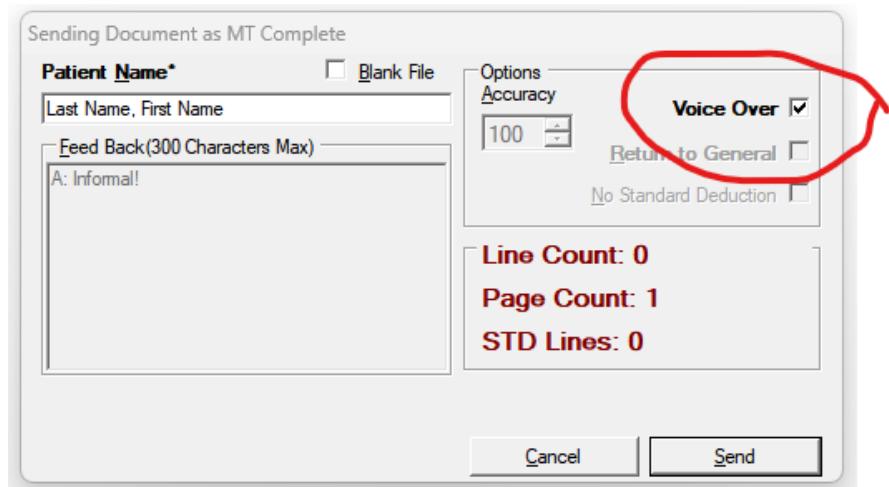
1. Go to InfoCentre in bottom-left of the screen.
2. Select Messagecenter and select the Messages option.
3. Drag or double click the grey gridline to read the messages.
4. Double click on the message and select the text you want to copy and press Ctrl+C to copy to the clipboard.

## 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.

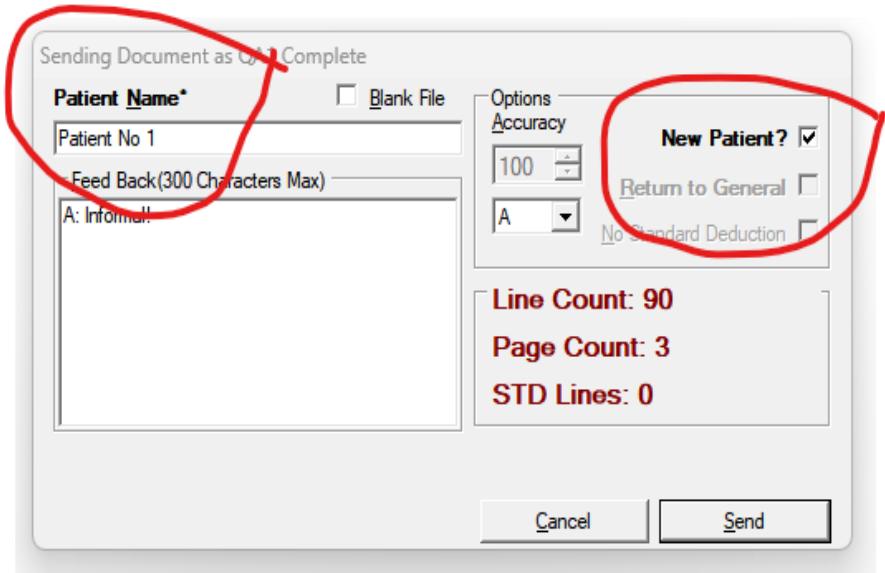
## 10. Sending Multiple Patients

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.).



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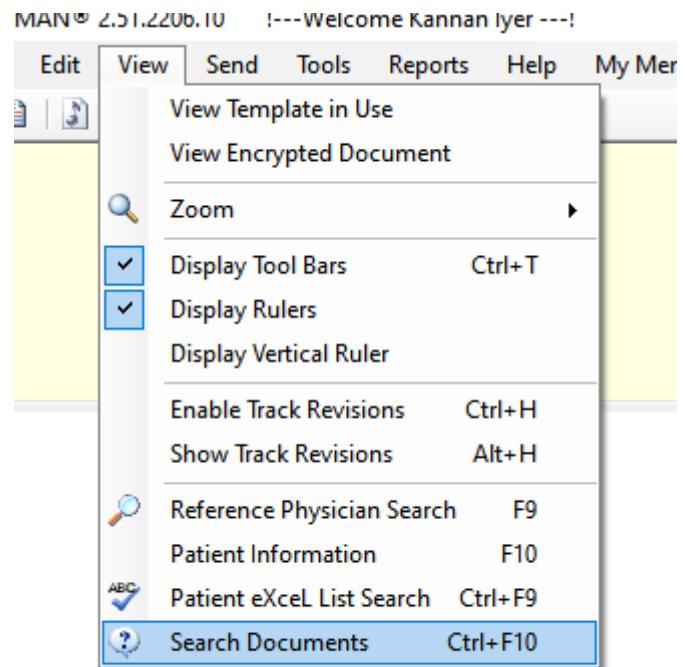
b. For Pre-transcribed documents, select **New Patient** option when sending multiple Patient dictations in one file. Default is not selected (Single Patient in the voice file).



## 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.

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

## Search Options:

Search

Word to Search

6/ 8/2024 Up

Search in Always On Server

Copy Name View

- Click on Always on Server when Normal Search is down

Document Search

Search

Word to Search

dass\*

6/ 8/2024 Up

Search in Always On Server

Copy Name View

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

Search

Word to Search

6/ 8/2024 Up

Today

Last 90 Days

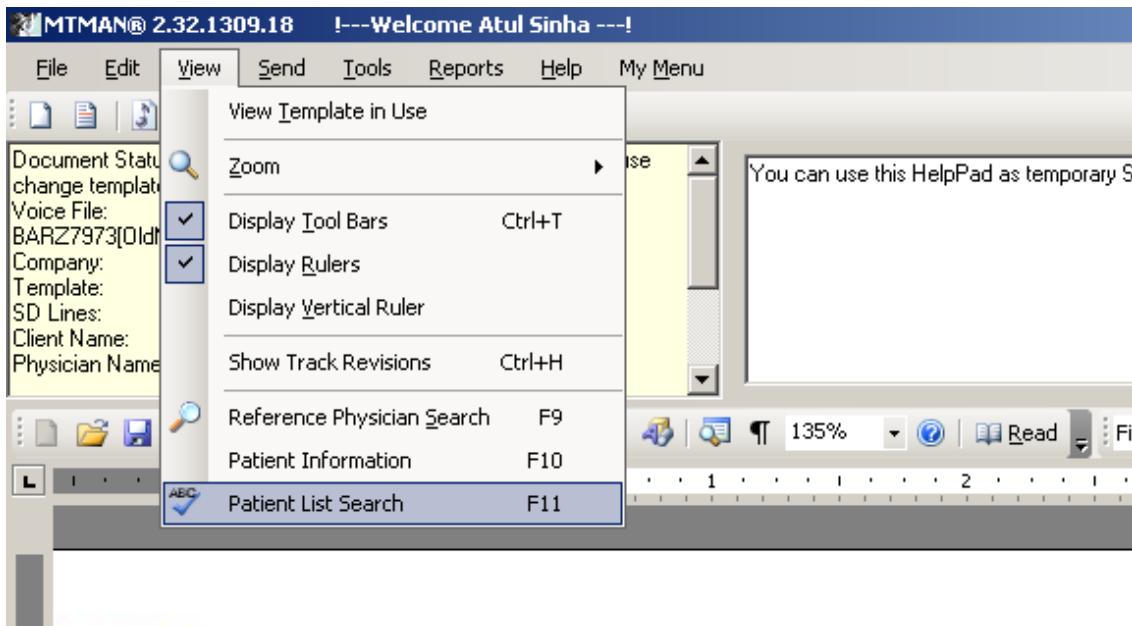
Last 1 year (physician)

Last 1 year (client)

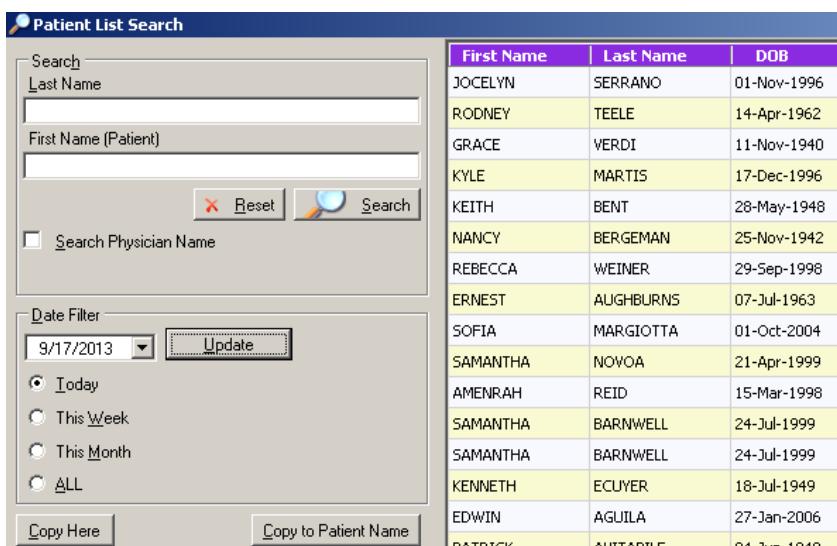
- Use Date Filter for more appropriate Search.

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



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



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	ECUYER	18-Jul-1949
EDWIN	AGUILA	27-Jan-2006
DARICK	AUTADIE	04-Jun-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.

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**Patient List Search**

Search Last Name Te First Name (Patient) <input type="text"/> <input type="button" value="Reset"/> <input type="button" value="Search"/> <input type="checkbox"/> Search Physician Name	<table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>DOB</th> <th>DOE</th> <th>MRN</th> <th>Encou...</th> </tr> </thead> <tbody> <tr><td>RODNEY</td><td>TEELE</td><td>14-Apr-1962</td><td>17-Sep-2013</td><td>427052</td><td>332395</td></tr> <tr><td>PALMA</td><td>TESTANI</td><td>06-Jan-1937</td><td>17-Sep-2013</td><td>253800</td><td>331290</td></tr> <tr><td>NICOLLETTE</td><td>DURCHHALTER</td><td>28-Jan-1993</td><td>17-Sep-2013</td><td>364526</td><td>329953</td></tr> <tr><td>FRANK</td><td>SPATERELLA</td><td>31-Jan-1930</td><td>17-Sep-2013</td><td>620940</td><td>329272</td></tr> <tr><td>IRA</td><td>EPSTEIN</td><td>10-Mar-1944</td><td>17-Sep-2013</td><td>135720</td><td>329175</td></tr> <tr><td>DAVID</td><td>GOLDSTEIN</td><td>03-Dec-1954</td><td>17-Sep-2013</td><td>670864</td><td>324373</td></tr> <tr><td>ROBERT</td><td>EPSTEIN</td><td>27-May-1950</td><td>17-Sep-2013</td><td>330199</td><td>322899</td></tr> <tr><td>MARC</td><td>PREVETE</td><td>19-Oct-1998</td><td>17-Sep-2013</td><td>663287</td><td>331867</td></tr> <tr><td>MOLLY</td><td>DOSTER</td><td>02-Sep-2010</td><td>17-Sep-2013</td><td>1034341</td><td>329797</td></tr> <tr><td>BERNARD</td><td>WHITE</td><td>26-Oct-1948</td><td>17-Sep-2013</td><td>052981</td><td>327054</td></tr> <tr><td>JAKE</td><td>GOLDSTEIN</td><td>31-Jul-2011</td><td>17-Sep-2013</td><td>798213</td><td>332448</td></tr> <tr><td>MICHAEL</td><td>GORNSTEIN</td><td>25-Nov-2008</td><td>17-Sep-2013</td><td>576942</td><td>332289</td></tr> <tr><td>SOFIA</td><td>FUERTES</td><td>07-Nov-2002</td><td>17-Sep-2013</td><td>655785</td><td>301873</td></tr> <tr><td>EDDIE</td><td>BLUMENSTETTER</td><td>06-Dec-1980</td><td>17-Sep-2013</td><td>843057</td><td>326322</td></tr> <tr><td>ROBERT</td><td>COTE</td><td>12-Feb-1945</td><td>17-Sep-2013</td><td>390641</td><td>329529</td></tr> <tr><td>LUIS ENRIQUE</td><td>TERAN</td><td>07-Aug-1949</td><td>17-Sep-2013</td><td>232123</td><td>329604</td></tr> <tr><td>REBECCA</td><td>LOETTERLE</td><td>23-Mar-2012</td><td>17-Sep-2013</td><td>874334</td><td>330690</td></tr> <tr><td>JAMES</td><td>HATTER</td><td>10-Sep-2001</td><td>17-Sep-2013</td><td>1018888</td><td>328893</td></tr> <tr><td>--</td><td>--</td><td>Not Available</td><td>Not Available</td><td>--</td><td>--</td></tr> </tbody> </table>	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	FUERTES	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	--	--
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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.

**Patient List Search**

Search Last Name <input type="text"/> Physician Name was <input type="button" value="Reset"/> <input type="button" value="Search"/> <input checked="" type="checkbox"/> Search Physician Name	<table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>DOB</th> <th>DOE</th> </tr> </thead> <tbody> <tr><td>MICHAEL</td><td>VOGEL</td><td>29-Apr-1990</td><td>17-Sep-2</td></tr> <tr><td>GARY</td><td>RYDER</td><td>20-Apr-1951</td><td>17-Sep-2</td></tr> <tr><td>DANTE</td><td>CORADIN</td><td>08-Jan-1995</td><td>17-Sep-2</td></tr> <tr><td>STEPHEN</td><td>MCCARTHY</td><td>24-Jun-1991</td><td>17-Sep-2</td></tr> <tr><td>PIO</td><td>BONFITTO JR.</td><td>10-Apr-1995</td><td>17-Sep-2</td></tr> <tr><td>RAFFAELLA</td><td>SORRENTINO</td><td>03-Feb-1969</td><td>17-Sep-2</td></tr> <tr><td>--</td><td>--</td><td>Not Available</td><td>Not Avail</td></tr> </tbody> </table>	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
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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.

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

First Name	Last Name	DOB	DOE	MRN
KEPENS	LEONARD	06-Jul-1979	13-Sep-2013	5653:
FRANK	ADDIEGO	27-Apr-1928	13-Sep-2013	6042:
PETER	MURRAY	19-Oct-1958	13-Sep-2013	2555:
TYLER	BEHAR	10-Nov-2001	13-Sep-2013	8335:
DARIUS	JONES	25-Sep-2003	13-Sep-2013	6096:
GABRIELLA	LUGINBILL	22-Jul-2003	13-Sep-2013	1003:
DAMIAN	STATHIS	09-Apr-2004	13-Sep-2013	1032:
MILTON	FLORES	09-Mar-1972	13-Sep-2013	9344:
PAMELA	NICHOLAS	08-Oct-1963	13-Sep-2013	2140:
MICHELA	NARDI	02-Jun-1931	13-Sep-2013	1590:
THOMAS	CONNORS	05-Jun-1988	13-Sep-2013	4530:
JOHN	CIARCIA	11-Jan-1960	13-Sep-2013	2420:
SAVANNAH	CASTILLO	23-Jan-2008	13-Sep-2013	5866:
GABRIELA	GACCIONE	19-Mar-2001	13-Sep-2013	9777:
NICOLE	HERNANDEZ	17-Jan-2002	13-Sep-2013	3715:
PAUL	WIESNESKI	13-May-1957	13-Sep-2013	6340:
HELENA	GARCES	14-Dec-1949	13-Sep-2013	9992:
RAYMOND	COLON	14-May-1951	13-Sep-2013	3656:
ANGELA	ROBERTS	03-Jun-1988	13-Sep-2013	5254:

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

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.

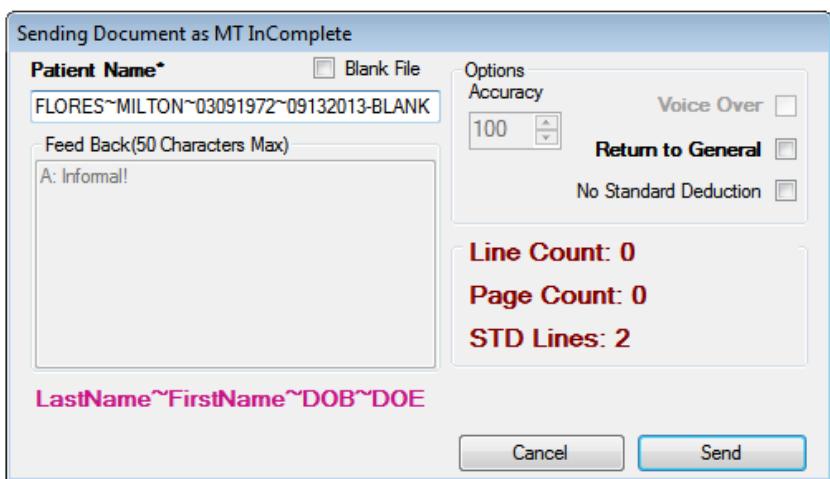
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## FAQ:

**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**



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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```
[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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