

DigtaSoft Pro Family Admin Manual

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Table of contents

Content

Table of contents.....	2
Introduction.....	4
1. Target group.....	4
2. Basics.....	4
3. History.....	4
4. Scope of application.....	5
5. DSS Standard.....	5
Software and components.....	7
6. DigtaSoft Pro.....	7
7. DssMover.....	7
8. NetAdministration.....	7
9. Digta Configurator mobile.....	8
10. Voice Transcriber.....	8
Operating principle.....	9
11. Starting scheme.....	9
12. Sending dictations in a network.....	10
13. Shared network directories.....	11
Licensing.....	12
14. Activate licenses.....	12
Installation.....	14
15. Requirements.....	14
16. System requirements.....	14
17. Repair, modify or remove software.....	15
18. Terminal Server operation.....	16
Administration.....	18
19. DssMover.....	18
20. NetAdministration.....	29
21. Import of XML files.....	47
22. DSS header information.....	49
Voice recognition.....	51
23. Possible applications.....	51
24. Components of speech recognition.....	51

25. Mode of operation	54
26. Configuration	55
DigtaSoft management files	58
27. NetConfig.ini	58
28. Users.ini	58
29. Select.ini	58
30. Update.ini	58
Tips	58
31. Keyboard shortcuts.....	58
32. Switches and command line parameters	60
33. Removable storage device.....	62
34. Pop-up window.....	62
35. DSS status	63
Service and support	64
36. Service and support.....	64
37. Trademark Notice	64

Introduction

Target group

This manual is intended for the maintainers of a Grundig dictation network. It depicts the recommended installation and administration of several DigtaSoft software components.

The manual deals with the cross-workstation function basics and workflows in the dictation network. It is not aimed at the individual user. The user will find all important information in the program help.

If you want to install and maintain a Grundig dictation network, you should already have knowledge of PC and network technology, in particular

- Underlying local network (LAN)
- File systems of the computers used
- Used hardware interfaces
- Operation and software interfaces of the Microsoft Office components Word and Outlook
- Outlook or email software in use (if they are used).

Basics

The DigtaSoft Pro software family for Grundig Business Systems dictation systems is based on two pillars:

- Dictation software, e.g. DssMover or DigtaSoft Pro
- Configuration files for program control

Anyone who, as an administrator of a digital dictation network, has understood the function of these basics is able to implement even complex structures and procedures in speech processing and to work out small details for himself.

We therefore recommend that you familiarize yourself above all with the chapter "*Basics*" as well as the chapter "*Operating Principle*". Furthermore, as an administrator, you should have read at least up to the chapter "*Dictation accompanying note*" in the user manual.

History

You have been able to dictate digitally at Grundig with the GVM2000 PC dictation machine since the early 90s. The foundation stone for the StenoNet dictation network was laid in the mid-90s with the GDV4000 system. Its proven simple and effective control via administration files was adopted and refined in StenoNet and then in DigtaSoft.

This means that at Grundig all digital dictation devices and their accompanying software have been compatible with each other since GDV4000. DigtaSoft is a further development with additional functions that are not available for StenoNet and GDV4000. The DSS standard, which Grundig helped to develop, is used to record speech. This is a speech-optimized compression and storage method similar to the well-known "MP3" standard.

From version 5.x DigtaSoft also works together with the speech recognition software DigtaSoft Voice. The DigtaSoft Voice interface enables on- and offline speech recognition with DigtaSoft Pro.

From version 7 DigtaSoft is available in the Office Ribbon look.

Scope of application

DigtaSoft can be used wherever speech is processed and a networked PC infrastructure is available. The software can replace analogue dictation technology with digital dictation devices. It provides an easy-to-use basis for managing digital voice recordings.

You can use the components to create, save and send dictations and convert them to text. The created documents can be linked to the dictations and further edited.

The Central Voice Transcriber and DigtaSoft Voice extension enables efficient processing of speech recognition dictations.

DSS Standard

The DSS file standard was developed for speech reproduction and offers optimal intelligibility with minimal memory requirements. There is also the DSS Pro standard in addition to the DSS. This contains extended functions (see table).

Format	File extension	Encryption	More than 16 Infos	Dictation compression
DSS	.dss	no	no	SP/LP
DSS Pro	.ds2	yes	yes	SP/LP
	.ds2	yes	no/yes	QP

In the DSS Pro standard it is possible to encrypt dictations to protect them from unauthorized access. In addition, the DSS Pro standard allows more than 16 pieces of information to be inserted into a dictation. The selection of dictation compressions has been extended by "Quality Play". Due to the higher sampling rate, Quality Play has an improved sound quality but less compression.

The following advantages apply to both standards:

- low memory requirements with high recording quality
- short transmission times during dispatch
- large recording capacity for mobile dictation devices
- good archivability

Due to their high playback quality, the DSS files are ideally suited for further processing with speech recognition systems.

Contents of a DSS / DSS Pro file

A DSS file consists of the sound recording and the dictation accompanying note.

- Acoustic information can be inserted into the sound recording and played back later, for example to give instructions to the secretary's office.
- The accompanying note records additional information about the dictation and allows
- Automation and control of dictation system workflows.

	DSS		DSS Pro
	Low Play	Standard Play	Quality Play (QP)
Memory re-	20 min / MB	10 min / MB	5 min / MB
Sampling rate	8 kHz	12 kHz	16 kHz
Channels	1 (mono)	1 (mono)	1 (mono)

Note: If a DSS dictation is encrypted, a DSS Pro dictation is created. This means that this dictation can only be opened with a product that also complies with the DSS Pro standard.

Software and components

DigtaSoft Pro

This software is an application for controlling complex dictation workflows including player and recorder with comprehensive functionalities, such as the following functions

- Extended dictator organization through (automatic) archiving in the additional folder "*Finished dictations*"
- Any additional input baskets
- Setting appointments, displaying the dictation history, and much more.
- Dictation filter
- DigtaSoft Voice Interface
- Interface to the DigtaSoft Editor
- Terminal Server Support: Citrix® and Windows® Terminal Server
- 30 days trial version (without activation code)

DssMover

The DssMover program automatically sends dictations from mobile dictation devices. It recognizes when a dictation machine is plugged in and automatically transfers dictations. DssMover obtains the information about the recipients from the configuration of the dictation devices.

The "Dictation accompanying note" function allows the sender to conveniently edit dictations before sending them.

In addition to backup functionality, DssMover can also scan dictations from network recorders and send dictations from third-party devices.

NetAdministration

The NetAdministration program is used for the configuration of workflows by system administrators. Besides entering the dictation network users, the following settings can be made:

- Creation by authors
- Creation of writing pools
- Creation of secretariats
- Configuration of the paths for workboxes, archives, inboxes and outboxes
- Creation and changes to the external typing service
- Configuration of the document release process
- Configuration of data lists
- Configuration of the CIP¹reasons
- Configuring shared dictation network settings
- Configuration of dictation types, groups and categories

¹ Continuous improvement process

Digta Configurator mobile

The Digta Configurator is the tool from Grundig Business Systems for the simple and quick adaptation of your mobile dictation device. The Digta Configurator can be used for the following purposes:

- Reading out dictation machine information
- General configuration of the dictation machine
- Personalising your dictation machine
- Extending the functions of your dictation machine

Voice Transcriber

The Voice Transcriber is a tool for transcribing dictations in the background. Dictations in the dictation network can be sent to the Voice Transcriber and transcribed there in the background. After transcription, the Voice Transcriber sends a voice file (.dra), a text file, a matching file and the corresponding dictation back to a defined recipient.

The transcriber is available as Local Voice Transcriber and as Central Voice Transcriber.

Operating principle

Starting scheme

Every program in the Grundig dictation network uses the same starting scheme. The software is installed in the program folder (usually under "C:\Programme (x86)\Grundig Business Systems" for 64bit operating systems). Two different operating modes can be used.

Single user operation

For single user operation, the configuration file "DigtaSoftOne.ini", "DigtaSoftPro.ini" or "DssMover.ini" is used. The name of the file depends on the program used. The functions of network operation are not available.

Note: In stand-alone mode, dictations can only be sent via e-mail.

Network operation

DigtaSoft Pro in network operation uses shared configuration files, through which the respective DigtaSoft program queries the users, their directories and other settings at start-up. This allows the user to conveniently exchange and manage dictations and documents in a network. The requirements are:

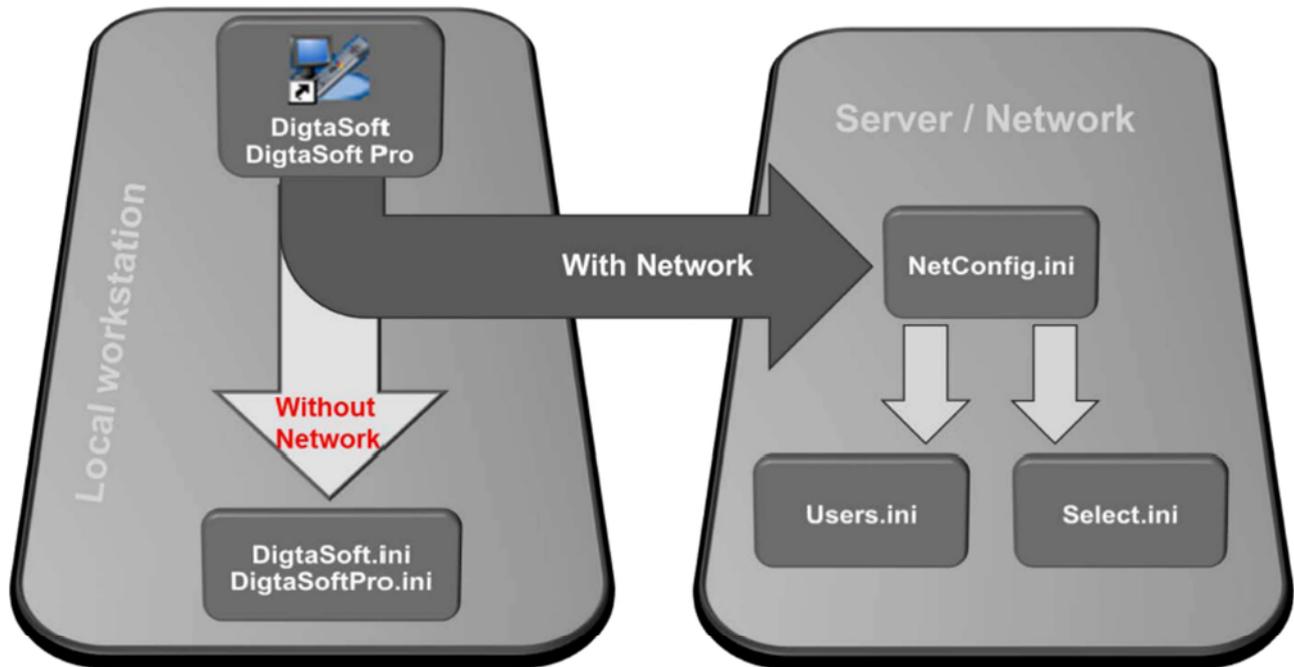
- Existing fixed network connection (LAN/WLAN) between all PCs in the dictation network
- Installing the DigtaSoft program on each of these computers
- Network directory accessible to all participants
- In this should:
 - The DigtaSoft configuration files are located
 - The dictations and documents to be exchanged are in the "mailboxes
- The configuration file "NetConfig.ini" is used for network operation. It contains the information about the paths to
 - Administration file for the users, "Users.ini
 - Management file for dictation types and groups, "Select.ini
 - Folders that contain the inboxes of the users.

The administration files "NetConfig.ini", "Users.ini" and "Select.ini" must be accessible by the users. The information about the users is stored in the file "Users.ini". When the programs are started, they check whether all paths and files noted in the "NetConfig.ini" file are present. If the software finds the corresponding administration files, the settings contained therein are adopted. The information about the dictation network is now available. The individual settings of the user and the directories are then provided from the "Users.ini" file.

Note: The names of the management files are freely selectable. The names of the management files used in this manual are the default names.

Starting scheme explanations

The programs DigtaSoft Pro, NetAdministration, DssMover, Local /Central Voice Transcriber and Digta Configurator use the same starting scheme.



These applications are based on the "NetConfig.ini" file when started in the network.

- NetConfig.ini Network Management File

The "NetConfig.ini" file contains the information and paths to the user administration file "Users.ini" and dictation group administration file "Select.ini".

- User administration file "Users.ini"

The file "Users.ini" contains all information of the users, e.g. dictation directories.

- Dictation group management file "Select.ini"

The Select.ini file contains a list of dictation types and user groups.

Hint:

When called with the command line parameter "-c", the configuration file to be used can be freely selected with path and name.

Sending dictations in a network

- An author (e.g. a typist) marks a dictation, opens the "Send" dialog and selects a transcriptionist. The software obtains the available transcriptionists from the user administration file "Users.ini".
- If author Mustermann now sends the dictation, the software copies the dictation from "My Dictations" into the typist's "Inbox" folder. The dictation is then placed in the "Sent dictations" folder at the author's office.
- The software finds the correct directories based on the entries "Inbox" and "Outbox" of the users in the user management file "Users.ini".

Shared network directories

DigtaSoft in network operation can only function fully if there is at least one network directory that is accessible to all users. Only then can shared access be ensured. Such a directory is needed for two reasons:

- There must be a storage location that centrally stores user data and dictation settings.
- There must be a storage location that contains the users' mailboxes in a central location.

Licensing

Activate licenses

Registration server

Applications from Grundig Business Systems (GBS) are subject to licensing. With the purchase of the software, you acquire a license, which must be registered and activated during the installation or after the first start of the application. To register, a user account must be created once in the GBS Customer Center, in which the purchased serial numbers are reported and thus activated.

If you cannot establish an online connection to the GBS Customer Center, please contact [GBS Service](#).

DigtaSoft Pro / One / Voice

For DigtaSoft Pro / One / Voice, the activation of the license must be initiated by entering the serial number and subsequent activation to activate the software. There are four types of license activation:

- Single user license
- Network license (concurrent license)
- Goldkey license
- DigtaSoft Voice Interface Licenses

Single user license

The license is activated manually on each workstation. The product key shown in the delivery note is entered in the "ACTIVATION CODE REQUIRED" dialog box and then activated. It is only valid for one workstation. Procedure:

- When DigtaSoft One / Pro is started for the first time, the "ACTIVATION CODE REQUIRED" window opens for entering the activation code.
- In the "Productkey" field, transfer the productkey with which you have installed DigtaSoft One / Pro on this workstation.
- Then click on "Activate".
- This will take you to the registration server of Grundig Business Systems GmbH. Follow the instructions on the registration server. You can create several product keys when connecting for the first time. Exit the browser after successful registration of the product keys.
- A dialog box confirms the activation of the license.
- Close the dialog box with "OK".
- Close the window ACTIVATION CODE REQUIRED with "OK".

If the activation fails, repeat the entry and check for typing errors or contact GBS Technical Support on 0900 1 201212 (1.99 €/min. from a German landline). To activate DigtaSoft One / Pro you need an internet access. If you do not have Internet access, please contact Technical Support. If you have not yet activated DigtaSoft One / Pro, the activation window will open at startup with information about the remaining time of the demo version, the serial number, the name and the installed version and options.

Network license (concurrent license)

The licenses are issued by a centrally installed license management service. DigtaSoft Pro can be operated simultaneously on as many workstations as there are licenses stored. This type of licensing is only possible for DigtaSoft Pro.

Advantages of network licensing:

- DigtaSoft Pro can be installed on more workstations than there are licenses available
- no manual activation of the license at the workstation

Note: The operation of DigtaSoft Pro in a Windows® Terminal Server/Citrix® environment requires a service contract and a concurrent license.

Procedure:

Install the license management service on a computer in your network that is accessible to all workstations. During the installation of DigtaSoft Pro on one workstation, select "Network Licensing". When DigtaSoft Pro is started, the service issues a free license. If the stored licenses are exhausted, DigtaSoft Pro can only be started when a license is free again.

Note: For an installation of DigtaSoft Pro on terminal servers, it is mandatory that a license management service is installed. The license server requires different licenses than the product keys. You can obtain this license from support@grundig-gbs.com.

Goldkey license

The license is activated automatically during installation. There is no need to enter an unlock code. This licensing can be used for software distribution. Advantages of Goldkey licensing:

- no manual activation of the license at the workstation
- Software installation with software distribution

Note: An agreement between the customer and Grundig Business Systems is required for Goldkey licensing for DigtaSoft Pro. A one-time processing fee is charged. Further information can be obtained from support@grundig-gbs.com.

DigtaSoft Voice Interface

The license for the DigtaSoft Voice interface is activated by entering a special product key and the subsequent registration and activation procedure. A DigtaSoft Pro version 5.1 or higher is required. The serial number is entered in the DigtaSoft Pro activation window.

Voice Transcriber

Local Voice Transcriber

The Local Voice Transcriber is delivered with the DigtaSoft Pro data carrier and does not need to be activated separately during installation.

Central Voice Transcriber

The Central Voice Transcriber is subject to licensing and must be activated during installation.

Installation

Requirements

Network

The network storage must be permanently accessible

Regardless of which computers are currently in use, every user must be able to access the configuration files and inboxes during his working hours. It does not matter what infrastructure is used as long as the network is accessible to the user's Windows computer. For example, Windows, Samba or Novell servers can be used. Permanent LAN/WAN connections or dial-up connections are also possible.

Access rights for network sharing

Every user needs read and write access for his own dictation folders and for all inboxes to which he sends data. This is necessary so that dictations can be transferred from the inbox or stored there. In the dictation network, permissions must be set so that users have write and read permissions for their own and the assigned folders. Individual inboxes can of course be additionally restricted. Each user must still have write and read rights to the network administration files in the server directory. If a user only has read rights to these configuration files, his settings cannot be saved when the program is closed.

The network storage must have sufficient free space

Estimate the amount of data that will be stored in the folders. You need the number of participants, the average number and retention time of dictations in the mailboxes and the average file size for planning (see DSS Standard). If the "Sent Dictations" are also stored on the server, you will need to allow for additional storage space.

System requirements

Please refer to the current system requirements from our homepage at <https://www.grundig-gbs.com/en/support/system-requirements/>

Additional system requirements

- For the Digta hardware 1 free USB port 1.1 / 2.0 / 3.0

Note: If you are using virtual computers (e.g. Virtual PC, VMware or others), you must guarantee the system requirements as listed in the table above. The software runs on 64-bit Windows® operating systems in 32-bit compatibility mode.

Repair, modify or remove software

Repairing Software



If you need to repair a workstation because, for example, a file is damaged, start the installation from the installation media or from the installation template, if available. After starting the installation, the selected DigtaSoft Pro version offers you a dialog by selecting "Repair". The installation on the workstation will now be repaired.

Change software

If you want to change certain features of DigtaSoft Pro, click on "Change". Click CONTINUE and follow the instructions.

Remove Software

If you want to remove a Grundig application, select "Remove program" and click on CONTINUE. Follow the instructions.

Terminal Server operation

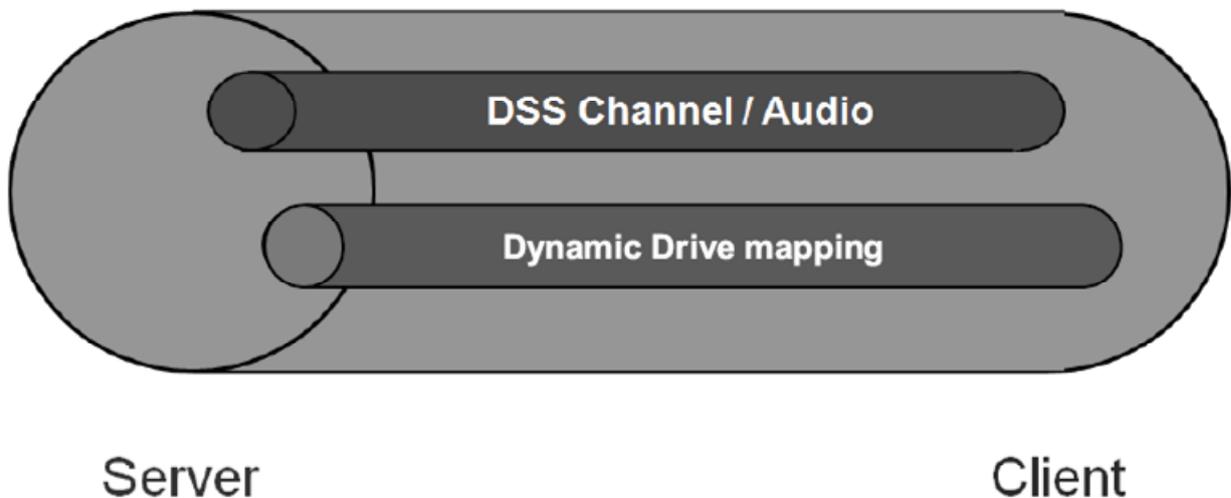
Introduction Terminal Server Installation

Mode of operation

To achieve this functionality, additional data lines are added to the respective protocols of Citrix® XenApp / Presentation Server (ICA data channel) and Microsoft® Terminal Servers (RDP data channel). One data line is used for optimal voice recording and voice playback. The second data line is responsible for drive mapping and for controlling the Grundig hardware.

These data lines must be added to the respective data channel on the server and on the client. On the server this is done by installing DigtaSoft Pro. An extension must be installed on the client or activated for supported Linux thin clients.

Separate ICA / RDP data channel



The advantages of using additional data lines in the data channel are

- Optimum voice quality with optimised response times for operation
- Accessing dictations without drive mapping
- Display of the devices only in the Grundig software, without the devices being displayed in Windows® Explorer (security data theft)
- Dictation machines can also be subsequently connected during active Terminal Server sessions
- If you are using virtual computers (e.g. Virtual PC, VMware), you must guarantee that you meet the system requirements as listed in the table above.
- The software runs on 64-bit Windows® operating systems in 32-bit compatibility mode.

Installation steps

- From DigtaSoft Pro5.x onwards, network licenses (concurrent licenses) are only issued after a service contract has been concluded.
- The network license (concurrent license) for DigtaSoft Pro can be requested from support@grundig-gbs.com.
- Installation with establishment of a dictation network
- Install License Management Service

- Install DigtaSoft Pro on Terminal Server
- Installation data channel on the client

Administration

DssMover

The DssMover is a program to automatically transfer dictations to a

- Receiver from dictation accompanying note
 - Directly
 - Via a speech recognition server
- Fixed folder

In its standard configuration, DssMover monitors the dictation machine drive. If it finds dictations there with valid author or secretary IDs in the dictation accompanying note, it automatically sends them to the corresponding inboxes.

The DssMover can be installed locally on a PC and monitor dictation machines connected to this PC. Additionally, DssMover can monitor any folder and move dictations from there. (network directory). The DssMover can be installed as a service on a server. The service starts DssMover and monitors a network folder.

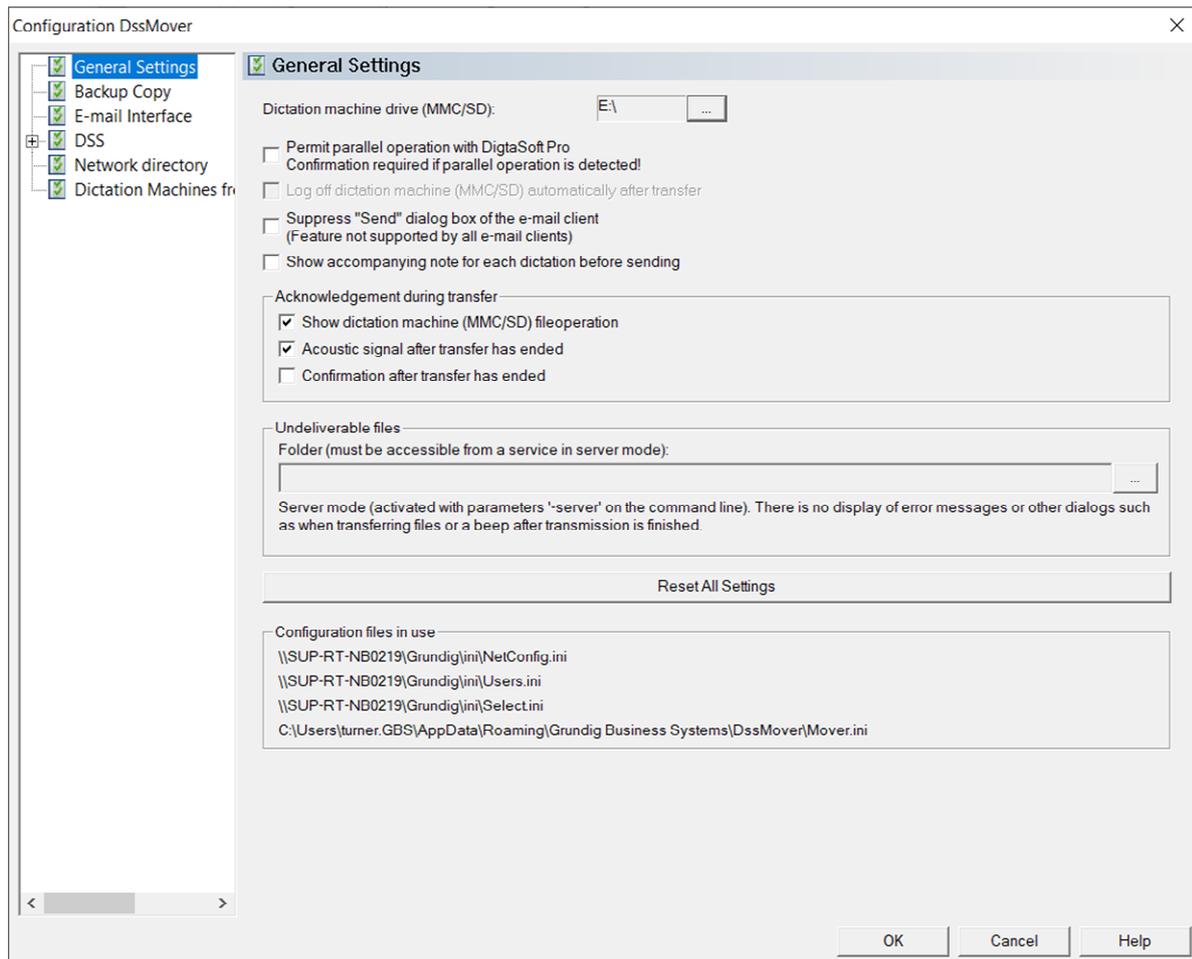
In this operating mode, care must be taken to ensure that

1. the service is started with a user who has read and write access to the selected network folder.
2. a directory is specified to which all dictations that cannot be assigned are moved. These must then be moved manually. We recommend creating an inbox/pool to which one or more DigtaSoft Pro users have access.

Note: The DssMover is deactivated when the dictation software is started. This setting can be changed in DssMover to allow parallel operation of DssMover and DigtaSoft Pro.

General settings

- Click with the right mouse button on the symbol  in the task bar → "Configuration" or
- Double-click on 



General

Dictation device drive (MMC/SD)	Here you can select the dictation machine drive.
Parallel operation with DigtaSoft Pro allow confirmation required when parallel operation is detected!	If you want the DssMover to be active when DigtaSoft Pro is open, you can activate this function. However, you cannot then access the dictations in the dictation machine in DigtaSoft Pro. As soon as you start both programs, the DssMover will ask you to confirm that you want to run parallel operation.
Logging off the dictation machine (MMC/SD) automatically after transfer	Once the dictations have been transferred from your dictation machine, it is automatically logged off and can be disconnected from the PC.
Suppress the e-mail client's Send dialog box (function is ignored by some e-mail clients)	The send dialog of the e-mail client is not displayed when sending dictations by e-mail; the dictations are sent directly. This function is not supported by all e-mail clients.
Displaying the accompanying note of each dictation before transfer	Before the dictation is transferred, the dictation accompanying note with the dictation information is displayed. Here you can make changes to the dictation information and compose a message for the recipient before sending.
Speaker symbol	The dictation can be played back. This function is not available in terminal server mode.
Undeliverable files	If the DssMover is operated as a service, all messages are suppressed. Undeliverable dictations are then moved to the folder selected here.

Feedback on transmission

Display file operation dictation device (MMC/SD)	The transfer is indicated by a progress bar, which disappears after the transfer.
Signal tone after transmission is completed	After the dictations have been transferred, a beep indicates that they have been transferred.
Confirmation after transmission is completed	When the DssMover has completed the transfer, a message window will inform you of this.

Backup copy

Create a backup copy	A copy of all dictations is created. This is done regardless of the settings of the individual folders of the dictation machine.
Inbox of the author from DSS header	The copies of dictations are created in the author's inbox.
Author's outbox from DSS header	Copies of dictations are made in the author's "Sent Dictations".
Folder	Copies of dictations are created in the selected folder. Possible options are: <ul style="list-style-type: none"> • Keep folder structure • Keep only the last 100 dictations

Backup copy when sending via e-mail

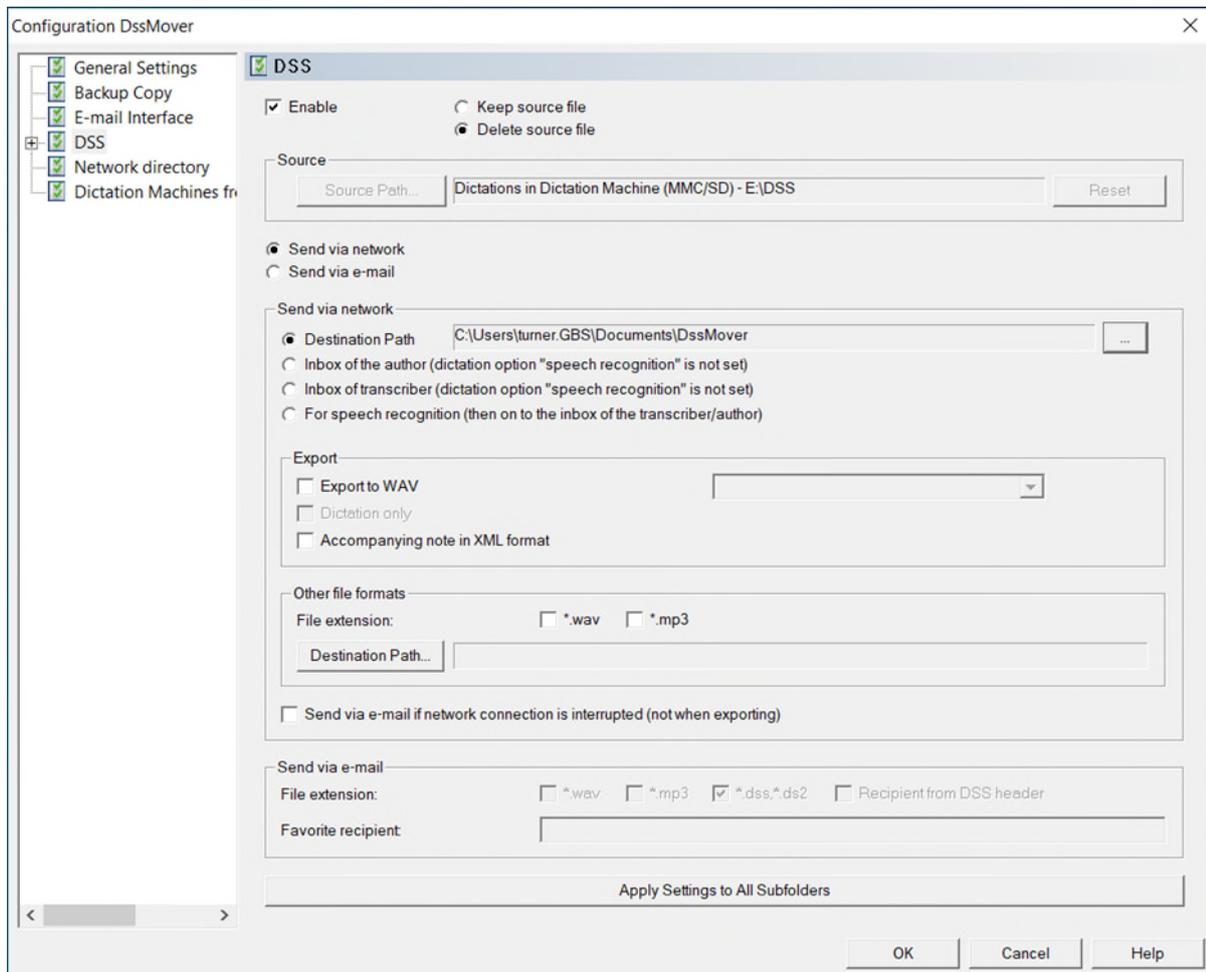
Create a backup copy	A copy of all dictations is created. This is done regardless of the settings of the individual folders of the dictation machine.
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E-mail interface

If "Send dictation by e-mail" is selected, you can decide here via which interface the DssMover should communicate with the e-mail client.

MAPI / Extended MAPI	Your e-mail client supports the MAPI / Extended MAPI interface, e.g. Outlook.
SMTP	Your e-mail client does not support the MAPI / Extended MAPI interface, then you can send dictations via SMTP. Please enter the data of the SMTP server here.
Outgoing mail server (SMTP)	Enter the SMTP server via which you want to send dictations.
Port number (Port)	Select port 465 here if the transmission is to be carried out with SSL encryption. For all other ports (e.g. port 25), an attempt is made to log on to the SMTP server with STARTTLS, and any encryption is negotiated with the SMTP server. If this is not possible, the transmission is unencrypted.
Authentication	If the SMTP server requires authentication, please enter the necessary data here.

Configuration DSS



Select which folder you want to configure. The folder "DSS" and its subfolders "A" to "F" are available. Each folder can be configured differently. The setting can also be applied to all folders.

General

Activate	If you uncheck the box, the selected folder will not be used.
Keep source file	Dictations are not deleted. Dictations that are not deleted reduce the memory space on your dictation machine. Only when you delete dictations manually will the memory space be freed up again.
Delete source file	Dictations are deleted after sending.
Source path	The source path is always the dictation machine drive and its subdirectories.

Sending via network

Target path	Directory to which the DssMover copies the dictations. The factory setting is "Secretariat from DSS Header", i.e. new dictations are transferred to the secretary's inbox, which is entered in the accompanying note of the dictations.
Reset (target path)	If a destination path has been entered, it can be deleted by clicking "Reset". Before doing so, select whether you want to reset to "Author from DSS Header" or "Secretary from DSS Header".

Export

Export to WAV	The dictations are converted into the selected WAV format and sent. Use the pull-down menu to select the WAV format into which the dictations are to be converted (e.g. 44 kHz for speech recognition).
only dictation	Only the dictation, without information, is converted to WAV and sent.
accompanying sheet in XML format	The dictation accompanying note is exported in XML format. This is used to make data from the dictation accompanying note available to other applications.

Other file formats

File extension	Select which other file formats should be transferred from the dictation machine.
Target path	Specify the folder to which the other file formats WAV and MP3 are to be transferred.

Emailing

Alternatively, send via e-mail if the network connection is interrupted	If the dictation network is not accessible, the dictations are transferred to the e-mail client.
File extension	Select which file types recorded on the dictation machine should be sent by e-mail. If you have selected *.dss, *.ds2, you can also select "Recipients from the DSS header". The dictations are then sent to the e-mail address of the secretary's office that is stored in the dictation machine. The e-mail address is created or changed in the NetAdministration tool for the respective user.
Preferred recipients	The desired recipient can be entered for e-mail dispatch.

Dictation machines from other manufacturers

Activate	If you uncheck the box, the selected folder will not be used.
Sending via network	Directory to which the DssMover copies the dictations.
emailing	The desired recipient can be entered for e-mail dispatch.

Network directory

If you have a folder in which dictations are stored centrally, you can configure here where DssMover should transfer the dictations. The dictations are deleted from the source folder after transfer.

Activate	If you uncheck the box, the selected folder will not be included.
Cyclical query:	Here you define the time intervals (seconds) in which DssMover scans the network directory for new dictations. If the network directory is not available, the icon in the task bar is displayed in red:
Source	Select here in which folder the dictations that the DssMover should transfer will be provided.

Send via network
 Send via e-mail

Send via network

Destination Path
 Inbox of the author (dictation option "speech recognition" is not set)
 Inbox of transcriber (dictation option "speech recognition" is not set)
 For speech recognition (then on to the inbox of the transcriber/author)

Export

Export to WAV
 Dictation only
 Accompanying note in XML format

Other file formats

File extension: *.wav *.mp3

Send via e-mail if network connection is interrupted (not when exporting)

Send via e-mail

File extension: *.wav *.mp3 *.dss;*.ds2 Recipient from DSS header
Favorite recipient:

Select whether you want to have dictations sent to the dictation network or by e-mail.

Sending via network	
Target path	DssMover transfers dictations to the folder selected under Target path.
Inbox of the author from DSS header	DssMover transfers dictations to the author's inbox, which is entered in the dictation's accompanying note.
Inbox of the secretariat from DSS header	The DssMover transfers dictations to the inbox of the secretary's office, which is entered in the dictation's accompanying note.
Voice recognition server	DssMover transfers dictations to the Central Voice Transcriber installed in your network for offline speech recognition.

Export	
Export to WAV	The dictations are converted into the selected WAV format and sent. Use the pull-down menu to select the WAV format into which the dictations are to be converted - e.g.
only dictation	Only the dictation without information is converted to WAV and sent.
accompanying sheet in XML format	The dictation accompanying note is exported to a file in XML format. This allows the data in the dictation accompanying note to be taken into account in other applications.

Other file formats	If you want to transfer WAV or MP3 files from your dictation machine to your dictation network, select the desired file format to be sent and specify the destination below.
If the network connection is interrupted, alternatively send via e-mail (not when exporting)	If you have selected Send dictation via network, but your PC does not have a network connection at the moment, the dictations will be sent by e-mail. This setting is very useful if you are travelling with your notebook and have no network connection (e.g. via VPN).

Sending via e-mail (MAPI interface)	
File extension	Select the format of the dictations you want to send by e-mail. Several formats can be activated at the same time. The formats WAV, MP3, DSS and DS2 are possible.
Receiver from DSS header	If an e-mail recipient is entered in the DSS header, the dictation is sent to this e-mail recipient. Only possible for dictations that were recorded in dss or ds2 format
Preferred recipient	The e-mail address entered here is transferred to the e-mail client as the recipient. If you do not enter a preferred recipient, the e-mail client opens and you can enter the desired recipient later.
Apply settings to all subfolders	The settings made for this folder are applied to all other folders. In this way, the settings need only be made once.

Create individual subfolders

On the Digta 7 series devices, individually named subfolders of the main DSS folder can be created. The subfolders are created in the Digta Configurator. In order for the DssMover to transfer these dictations and recognize the folders, they must be created.

The creation of folders in DssMover can be done centrally for the entire dictation network or locally. The central creation is described in the Net Administration section.

The subfolders can be created in DssMover by right clicking on "DSS". The text "New folder rule" appears. You can now name the subfolder.

The folders A to F and the centrally created folders cannot be deleted here.

Activate DssMover

When the DssMover icon in the taskbar turns red, right-click it to open the DssMover properties menu. Then click "Enable".

If the menu item "Activate" is not available, the DssMover is already active. Instead, you will find the menu item "Deactivate". The DssMover icon may appear red for the following reasons:

- If a dictation software is active, the DssMover cannot be activated so that the DssMover does not withdraw dictations from the dictation program.
- If the DSS source path is not available, for example because the dictation machine is not connected, the icon in the task bar is also displayed in red.

DssMover in action

When the DssMover performs an action, the icon appears in the task bar with an hourglass:

The DssMover performs the set action:

- At program start.
- If you select the menu item "Refresh" in the menu of the right mouse button.
- If the one in "Query all ... seconds" has elapsed.
- When you connect a dictation machine.

Transferring dictations

- If you want to use the DssMover, no dictation software must be active.
- Connect the dictation machine to the PC via the USB cable.
- Switch the dictation machine on or switch to PC operation with "ON/OFF". The dictations are transferred according to your settings.

Note: The dictation machine's recording display flashes during a data transfer. Be sure to observe the notes on secure file transfer via USB.

Dictations are not transferred

Deferred dictations

Deferred dictations, i.e. dictations that are not finished, are not transferred by the DssMover.

Manually modified dictations

Dictations that have been modified from the PC (e.g. by changing the dictation accompanying note in the dictation machine) are no longer automatically transferred by the DssMover.

Already transferred dictations

Dictations that have already been transferred are not transferred. This is only the case if you have selected "Keep source file" in the settings.

Log file

In the log file you can read error messages and also all successful transactions:

- Right-click the icon in the task bar.
- Click on "Log file".

Sources of error

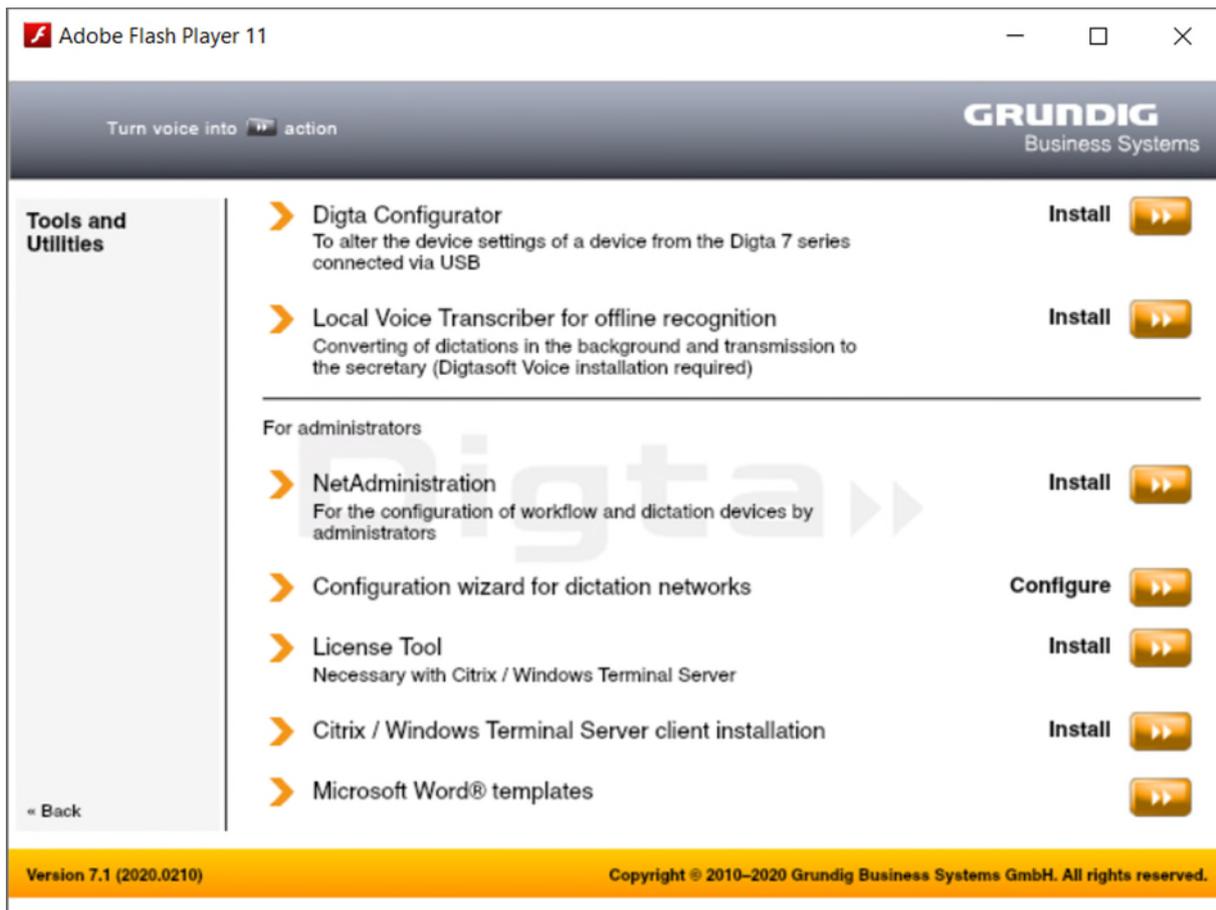
- If the DssMover works in standard mode and finds a dictation whose secretary entry in the dictation accompanying note it cannot assign, this dictation will not be transferred.
- The source or target path does not exist.
- No files may be written in the target path.
- Dictations are on hold.
- Dictations were changed manually.
- Dictations have already been transferred.

Notes on secure file transfer via USB

Do not connect the portable dictation machine when it is switched on. Only disconnect the USB connection using the symbol in the task bar (from Windows® 2000), otherwise the transfer may be incomplete and file errors may occur.

NetAdministration

The "NetAdministration" program is available for creating and managing users. This program is located on the DigtaSoft Pro installation medium in the "Tools and Utilities" area.

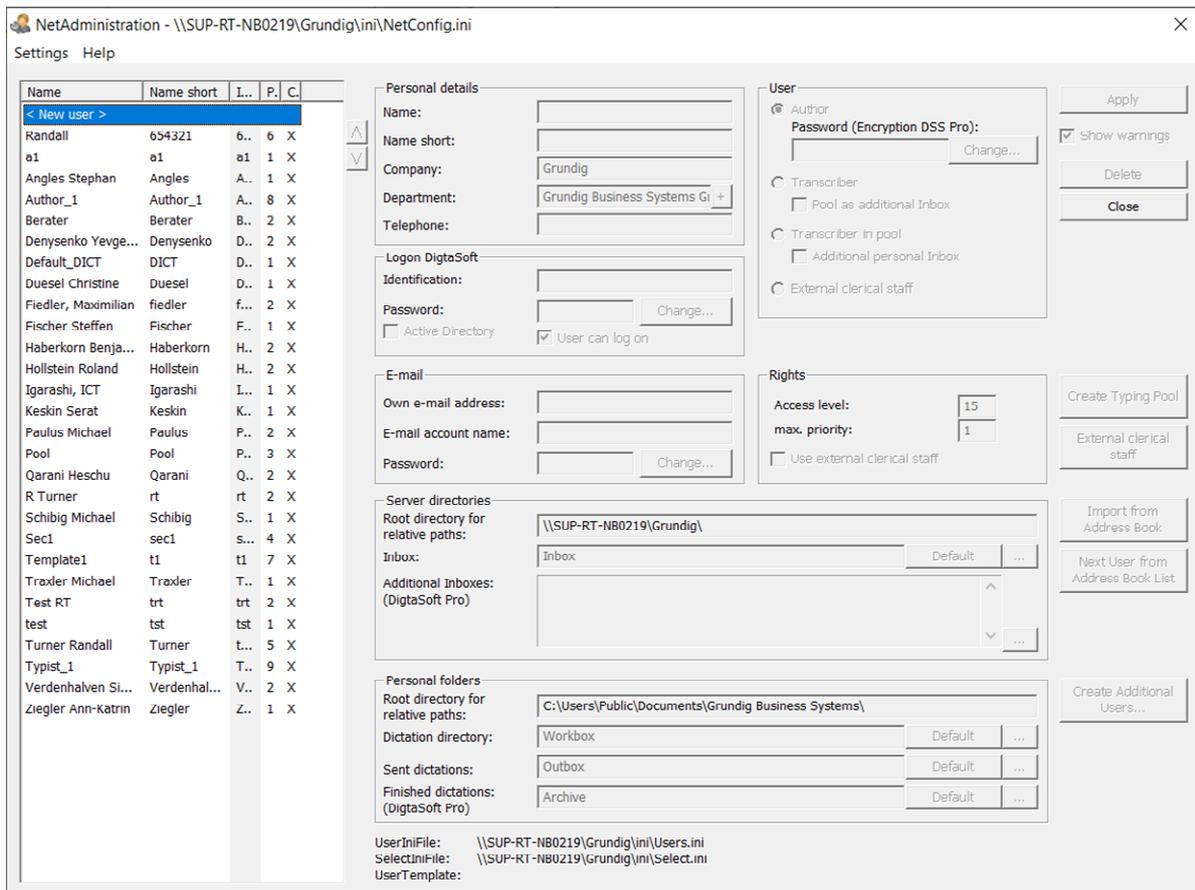


The tool is first installed locally.

Before completing the installation, activate the checkbox "Connect to the dictation network" and enter the path to the network configuration file (usually NetConfig.ini). Finish the installation.

Note: Alternatively, the program can be started as "Runtime" directly from the DigtaSoft Pro installation medium. The Runtime is located in the "Tools & Drivers/Net Administration/Runtime" folder.

Overview NetAdministration



Via the menu item "Settings" you can reach the following sub-items:

Network configuration	General settings for the dictation network; "Logging", "Windows Login", "Document Sharing", "Scheduling", etc.
Dictation type and groups	Default for the use of dictation types, groups and categories
Subfolder DssMover Workflow	Dictation network-wide, user-defined subfolders for DssMover
Digta dictation machine	Configuration of mobile dictation devices
Server and address book	Settings for querying the LDAP address books (Active Directory, Novell NDS)
Document release	Configuration of the document release
Reasons for complaint for the KVP	Creation of complaint reasons for the CIP
Select data lists and data fields	Configuration of data lists

Minimum requirements for new users

Name	The name of the user is displayed in the software and on the mobile devices.
Abbreviation	Used as a name for the inbox. The first four characters are used in the dictation name.
Identification	User name: Name or Windows login name (max. 16 characters).
Password	Starting with version 7.1 mandatory. See also Password Rules
User can login	If this option is set, a user can log on to the software. With DigtaSoft Pro, for example, a pool can be created in this way. For this purpose, a user is created as a secretary without being allowed to log in.
User	Define the role of the user: author or secretary.

Click "Apply" to save the user.

Identification and password

DigtaSoft Pro can only be started if correct login data has been entered. Up to version 7.0 the login data consists of an identification, from 7.1 on of identification and password.

After an upgrade, DigtaSoft recognizes the last user at the first start. The password field is empty. Click on OK. A window appears prompting you to enter a new password. The password is now assigned. From the next login on, the user must log in with identification and password.

For a new installation, the identification and password must be assigned by the administrator in Net Administration. The following rules apply for assigning passwords:

- At least 4 characters
- At least one capital letter and one lowercase letter and a number or special character
- Must not contain the identification string
- No series with more than 2 sequences (ab: ok, abc: not ok;12:ok, 123:not ok)
- No more than two repetitions of the same character (aa: ok, aaa:not ok, 22:ok, 222:not ok)

Create users

There are 3 ways to create users:

- Manual input of data for users
- Import from the address book
- Via the button "Create additional users"

By using a User Template in conjunction with the "Import from Address Book" function, the creation of users can be automated. If a User Template is created, the user can be selected with the function "Import from Address Book" and created by pressing the button "Next user from address book list". It may be necessary to specify the identification of the user.

Note: If you want to synchronize with the Active Directory, you must use the user management of the DigtaSoft Configuration Center.

User administration

The user administration consists of the following points:

Registration

- Personal data
 - Personal data of the selected user. These can be automatically generated by importing from the address book or preassigned with the help of a User Template.
 - Name → First and last name of the user. Is displayed in the dictation machine and in DigtaSoft Pro "My Dictations" folder
 - Name abbreviation: e.g. initials. The name abbreviation is used as a name for the user's inbox.
 - Company, department, telephone
- User
 - In the user selection window, you can choose which role the user is to receive.
 - Author → can record, edit and play back dictations. If the dictations are to be encrypted, the password must be entered here.
 - Secretariat → can play back dictations, but cannot change them.
 - Secretaries in the pool → can play back dictations from the pool, but have their own inbox. This means that dictations cannot be sent directly from this user.

External writing service

External write service → further configuration by clicking on the button EXTERNAL WRITING SERVICE is necessary. By clicking on the button "External transcription service" you can set up an external transcription service to which dictations can be sent by e-mail for transcription.

Procedure:

- Create write service
- Grant users the right to send dictations to the external transcription service.

Create write service

Enter the details of the typing service here.

- Name: Enter the name of the writing service here.
- Reference number: The reference number was given to you by the typing service, e.g. your customer number.
- ID: User identification of the transcription service in your dictation system. E-Mail Settings
- e-mail address: Enter the e-mail address of the writing service here.
- Subject: Here you can enter a default subject, which is automatically added to every e-mail sent to the writing service. The reference number is always automatically added to the subject.
- Text: Here you can define a standard text. This can be changed by the user before sending, as long as the user has not deactivated prompting during sending.

Demand during sending

If you want the send dialog to be displayed before each sending of a dictation, this must be activated here. You then have the option of making changes to the send and e-mail settings.

Now call up the users who use the external write service and check the box "Use external write service" in the "Rights" section. Click on "Apply".

- Create write pool
 - Via the button "Create writing pool" an "Additional inbox" is created. The secretary's office can receive the "Pool" inbox as a separate or additional inbox.
- Login to DigtaSoft
 - Identification This → is the identification of the user (=user name) in the DigtaSoft Pro network.
 - Password: is mandatory and subject to the following rules
 - At least 4 characters
 - At least one capital letter and one lowercase letter and a number or special character
 - Must not contain the identification string
 - No series with more than 2 sequences (ab: ok, abc: not ok;12:ok, 123:not ok)
 - No more than two repetitions of the same character (aa: ok, aaa:not ok, 22:ok, 222:not ok)
 - Active Directory: If this check mark and the function "Use Windows logon" (see Network Configuration) are activated and the identification corresponds to the Windows logon name, the Windows password can be used during logon.
 - User can log in: The user can log on to the network. (is deactivated if a pool is to be created. Then no password is required)

Note: If DigtaSoft Pro 7.1 or higher is installed over an older version that does not yet have password protection, the users must assign a password at the first login, which can then be changed in Net Administration. At this first login the user must leave the Password field empty. A dialog box then opens that prompts the user to assign a password

- E-mail
 - E-mail of the selected user. For external users an e-mail address must be entered.
- Rights
 - Access rights: Permission to open dictations. Only users with at least the same access rights can open dictations.
 - 0: No access right, only dictations without access protection can be opened by the user.
 - 15: Maximum access right, the user can open all dictations with access protection.
- Priority
- Up to the set value, the author can determine the order in which the dictations are to be processed at the transcription station.

Setting range: 16: lowest priority, 1: highest priority

Directories

Server directory

The server directory is the global directory in which the inboxes of the individual users are located in DigtaSoft Pro network operation. The directory is usually located on a server to ensure access by all users. (GlobalUserDirectory)

Inbox

The inbox of a user is created in the server directory. By default, the name of the inbox is based on the user's name abbreviation. If you want a different name, you can enter it here. By clicking on the "Standard" button, the inbox is named again according to the identification. If dictations are sent in DigtaSoft Pro network mode, the dictation is moved to the inbox of the recipient.

Click on "..." to get to the folder selection. If you do not want to create the inbox in the server directory, you can select the desired directory here.

By clicking "..." under Additional Inboxes, they can add additional inboxes of other users or pools to the user. For details [click here](#).

Personal folders

The dictation directory is the local working directory "My Dictations". The directory is created locally on the PC by default with the name "Workbox".

Via "..." you reach the folder selection where you can choose the path for the "Workbox".

Sent dictations

A copy of the dictation is saved in this directory after sending. The directory is created locally on the PC with the name "Outbox" by default.

Via "..." you reach the folder selection, where you can choose the path for the "Outbox".

Completed dictations (DigtaSoft Pro)

In the "Completed dictations" directory, the dictations that the user has marked as "Done" are archived. By default, the directory is created locally on the PC with the name "Archive" (only available with DigtaSoft Pro).

Via "..." you reach the folder selection where you can choose the path for the archive.

Configure additional input baskets

Click in the user administration under "Directories" in the item "Inbox" on "...". You reach the configuration of additional inboxes.



"Add absolute path..."

You can add a freely selectable path as inbox.

"Add inbox to server..."

You can add an inbox of the DigtaSoft network operation.

"Delete."

The selected inbox is removed from the configuration.

Note: Include the directories in the backup to avoid losing dictations, e.g. due to accidental deletion.

Create additional users

You can quickly create the desired number of users with the help of the function "Create additional users". To do this, you must click on the "Create additional users" button. The new dialog will show you how many users have already been created and how many you can still create. Select the desired number of users here and create them. In the user list you will now see the newly created users. These are already preconfigured.

Select one of the new users and enter its data in the user administration.

Note: from version 7.1 onwards, the password must be assigned in Net Administration after the user has been created in DigtaSoft Pro.

Create User Template

Creating template users

To create a User Template, a "New User" must be created in the "Net Administration" program. The user should be created as author. Name, name abbreviation, identification, password and directories can be chosen at will. After "Apply" the new user, all other users must be deleted.

Users that cannot be deleted in Net Administration must be deleted manually in the Users.ini file. To do this, close Net Administration and open the Users.ini file. In the Users.ini file, each user has a "section" that starts with the identification between two square brackets and continues to the next [Identification]. Delete all entries except those in the section of the user you created.

```

Users.ini - Editor
Datei Bearbeiten Format Ansicht Hilfe
FilterOutBox2=
FilterOutBoxIdx2=0
FilterArchive2=
FilterArchivIdx2=0
FilterDigta2=
FilterDigitalIdx2=0
FilterWorkBox3=
FilterWorkBoxIdx3=0
FilterInBox3=
FilterInBoxIdx3=0
FilterOutBox3=
FilterOutBoxIdx3=0
FilterArchive3=
FilterArchivIdx3=0
FilterDigta3=
FilterDigitalIdx3=0
[Musterfrau]
POP3_SERVER=
POP3_PORT=110
SMTP_SERVER=
SMTP_PORT=25
SMTP_IDENTIFY=0
LDAP_SERVER=
LDAP_PORT=389
LDAP_IDENTIFY=0
NAME=Mustersekretariat
IDENT=ms
HASH=07bf561062091ec9169d684e2ef5d9065c776ebe9f22cb80146c7e388e
AUTHOR=1
TELEFON=
MAIL_PATH=Inbox\ms
  
```

Note: If you plan to use a User Template, it should be created at the beginning of the installation.

User Template settings

The DigtaSoft Pro software should now be started. The desired settings can now be made e.g. under "Settings" → "General Settings". After the settings have been made, exit the software.

Adjust paths

To automatically assign personalized paths to the users, call the Users ini file again and add "\$ID\$" to the directories below. Save the Users.ini file and close it. When creating new users, "\$ID\$" will automatically add the entry Identification to the directories.

The entry "\$ID\$" can be used for these directories.

- Inbox
- Own dictations
- Sent dictations
- Completed dictations

```

*Users.ini - Editor
Datei Bearbeiten Format Ansicht Hilfe
[Musterfrau]
POP3_SERVER=
POP3_PORT=110
SMTP_SERVER=
SMTP_PORT=25
SMTP_IDENTIFY=0
LDAP_SERVER=
LDAP_PORT=389
LDAP_IDENTIFY=0
NAME=Mustersekretariat
IDENT=ms
HASH=07bf561062091ec9169d684e2ef5d9065c776ebe9f22cb80146c7e388e
AUTHOR=1
TELEFON=
MAIL_PATH=Inbox\%ID$
USERID=
COMPANY=Grundig
COMPANY-AD=
DEPARTMENT=Grundig Business Systems GmbH
DESKTOP=Workbox\%ID$
OUTBOX_PATH=Outbox\%ID$
ARCHIVE_PATH=Archive\%ID$
MAX_PRIO=1
ACCESS_LEVEL=15
PlayerViewMode=0
WorkViewMode=2
VOLUME=50
BACKSPACE=500
SPEED=50
TONE=0
SAVE_LIST_CONFIG=1
  
```

Note: "absolute paths" or "UNC paths" can be used as paths.

Copy template

The file "Users.ini" must be copied into the program folder of "Net Administration" and renamed to "UserTemplate.ini". Afterwards, "Net Administration" can be started again and user setup can be started.

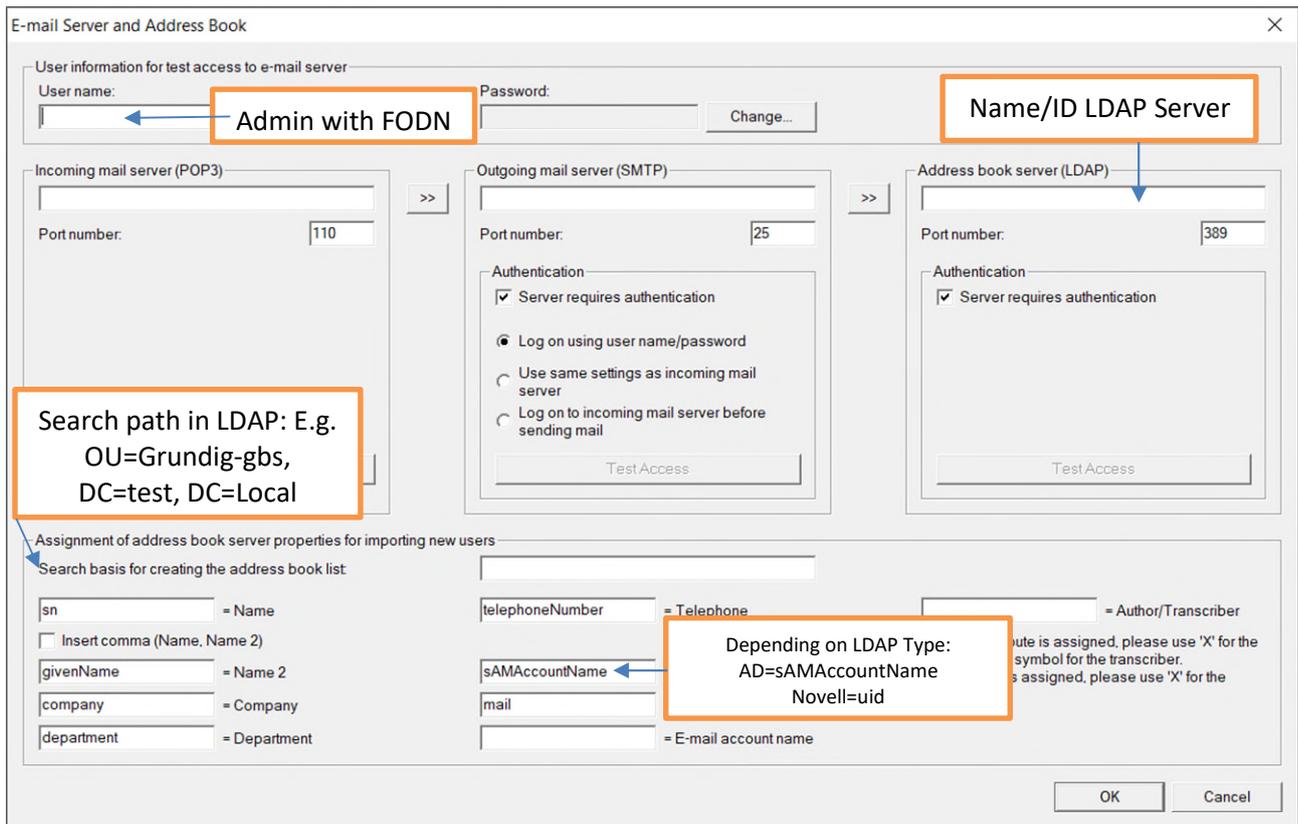
Create users

The setup of additional users is done analogous to the settings from the User Template.

Address Book / LDAP Import Server and Address Book

For the import of users from LDAP directories, e.g. Active Directory or Novell, these settings must be made.

In "Net Administration" under "Settings" → "Server and Address Book" the basic settings for reading out user information are set. The administrator can also define the desired attributes from LDAP.



Username

Enter the user name and password of an administrator with the FQDN name, e.g. Administrator@Grundig-Test.dom

Incoming mail server (POP3)/outgoing mail server (SMTP)

The settings are only required for the configuration for e-mail and not for the import of users.

Address Book Server (LDAP)

The address book server can be specified using the IP or DNS name. You can define and test access to the LDAP directory here.

Search base for creating the address book list

If not all address book entries should be considered, enter the LDAP directory that you want to consider for the import.

Author/Secretariat

If you do not make any entries here, all imported entries/persons are automatically defined as secretaries.

Define an attribute from the LDAP address book if the Author or Secretary property has already been considered in the LDAP address book. For an entry to be assigned the Author property, the value contained must be "X". If no value is specified, the entry or person is managed as secretary.

If no attribute for author/secretary is assigned, all users are created as authors.

Importing Users

The "Import from Address Book" button takes you to the address book list that was generated from the LDAP address book by the parameters set under "Server and Address Book".

If you want to import all users from the address book list, use "Ctrl+A" to highlight all contacts and press "OK". You can also select or deselect individual contacts by holding down "Ctrl" and left-clicking the respective user. You can also select several entries one after the other by holding down "Shift" and clicking with the left mouse button on the first and last user of the group to be selected.

After you have selected all users to be imported, confirm with "OK". The first user is then transferred to the main dialog of the administrator. Here the settings of the user can still be changed. With the function "Next user from address book list" the next selected user from the address book list is transferred to the main dialog of the administrator and can be edited.

Note: First check whether all data from the LDAP address book has been correctly assigned. If not, you must adjust the definition of the attributes in the menu item Server and Address Book accordingly.

Settings

Network configuration

Activate logging

When this option is activated, DigtaSoft Pro logs all actions that a user performs on dictations. Logging is done using unique identifiers (UUIDs) that are assigned to each dictation. This designation is unique and works throughout the Grundig Business Systems dictation network.

The log data is stored in a separate file (SysLog.ini) for each dictation in its own folder and is located in the server directory ..._SysLogs.

Delete log files

To avoid the log directory taking up unnecessary space, you can configure after how many days the files are automatically deleted. This applies to dictations with the status "Done" or to dictations deleted by the author/secretary.

Note: Since the log files store personal information about individual users (e.g. time of last opening or modification), the use of logging in the respective company should be checked.

Activate document release

You can activate the workflow for document release here. If document sharing is activated, the automatic deletion of the corresponding protocol files can be activated. This prevents the log files from taking up an unnecessary amount of memory space.

Automatic scheduling

In the menu item "Automatic deadline setting" you can determine in advance whether an appointment should be set for new dictations with or without priority. As soon as an appointment has been set automatically by DigtaSoft Pro, the appointment in the accompanying note can no longer be removed, but only changed.

- Automatic scheduling "for new dictations without priority" x days

If, for example, the number 5 is entered here, then all new dictations that have not been assigned a priority will automatically be assigned an appointment today in 5 days. At the same time, all dictations in the dictation list are marked  with the symbol.

- Automatic scheduling "for new dictations with priority" x days

Here you can specify on which date (or in how many days) a new dictation that has been assigned a priority should be completed.

Deadline monitoring

	The symbol indicates all dictations that must be completed on the same day.
	The symbol indicates that there are only x days left until completion. The value (number of days) from the "Automatic scheduling for new dictations without priority" is used here.
	The icon indicates all dictations whose deadline has expired.
	The icon indicates all dictations that have more days to process than specified in the menu item "Automatic scheduling for new dictations without priority".

All dictations without an appointment have no icon in the dictation list.

Use Windows Login

When the DigtaSoft application is started, the "Identification" field is preset with the Windows login name of the current user.

Allow configuration for mobile dictation devices

This setting allows users to use the configuration of mobile dictation devices in DigtaSoft Pro. This setting applies to all users; individual users or user groups cannot be excluded.

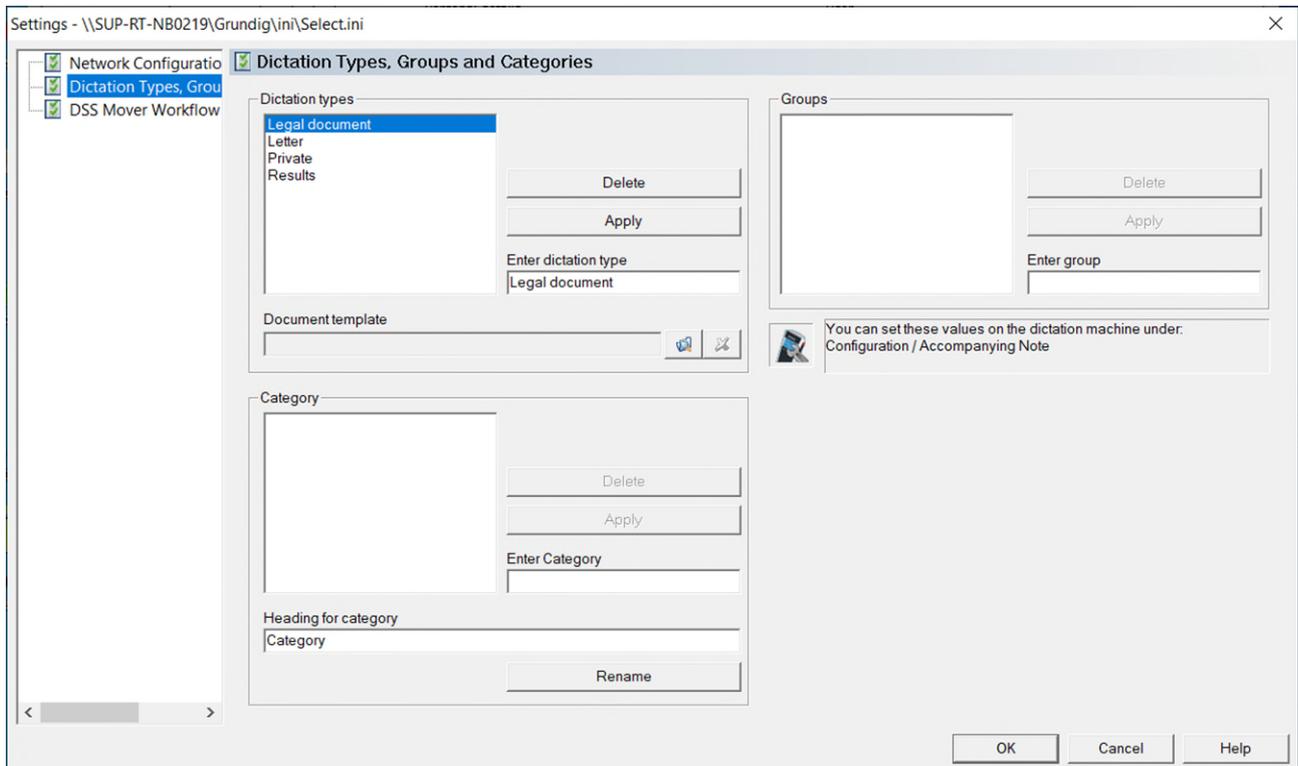
Use reasons for complaint

This setting allows DigtaSoft Pro users to specify a reason for complaint in the CLOSE DIKTAT dialog box. Complaint reasons are created in the "Settings" menu of Net Administration by selecting "Complaint reasons for CIP".

Reasons for complaints can be created for the secretariat and authors. These appear in the CLOSE DIKTAT dialog box, depending on the user profile.

Dictation types, groups and categories

Here you can define the dictation types known to the dictation system (e.g. letter, fax, memo) as well as the user groups or a category. These values can also be transferred to the digital portable dictation machines of the Digta series.



Dictation types

- Creating a new dictation type

To create a new dictation type, enter the name of the new dictation type in the "Enter dictation type" field and save the selection with the "Apply" button.

- Delete dictation type

To delete an existing dictation type, select the dictation type to be deleted in the list of dictation types and press the "Delete" button.

Select document template

A document template (Microsoft Word template - *.dot) can be assigned to each dictation type. If a dictation that is assigned to a corresponding dictation type is opened at the transcription station, a new document with the corresponding template is automatically opened.

To select a document template for a dictation type, proceed as follows:

- Select the dictation type in the list of dictation types.
- Select the document template by clicking the button and locate the corresponding Microsoft Word template (*.dot file) in the network or your local directory. Confirm the dialog with "Open".

Delete document template

To delete the assignment of the document template, first select the desired dictation type in the list of dictation types. Then press the button.

Groups

- Creating a new group

To create a new group, enter the name of the new group in the "Enter Group" field and save the value by selecting the "Apply" button.

- Delete group

To delete an existing group, select the element to be deleted in the list of groups and click the "Delete" button.

Category

- Creating a new category

To create a new category, enter the name of the new category in the "Enter Category" field and save the value by selecting the "Apply" button.

- Delete category

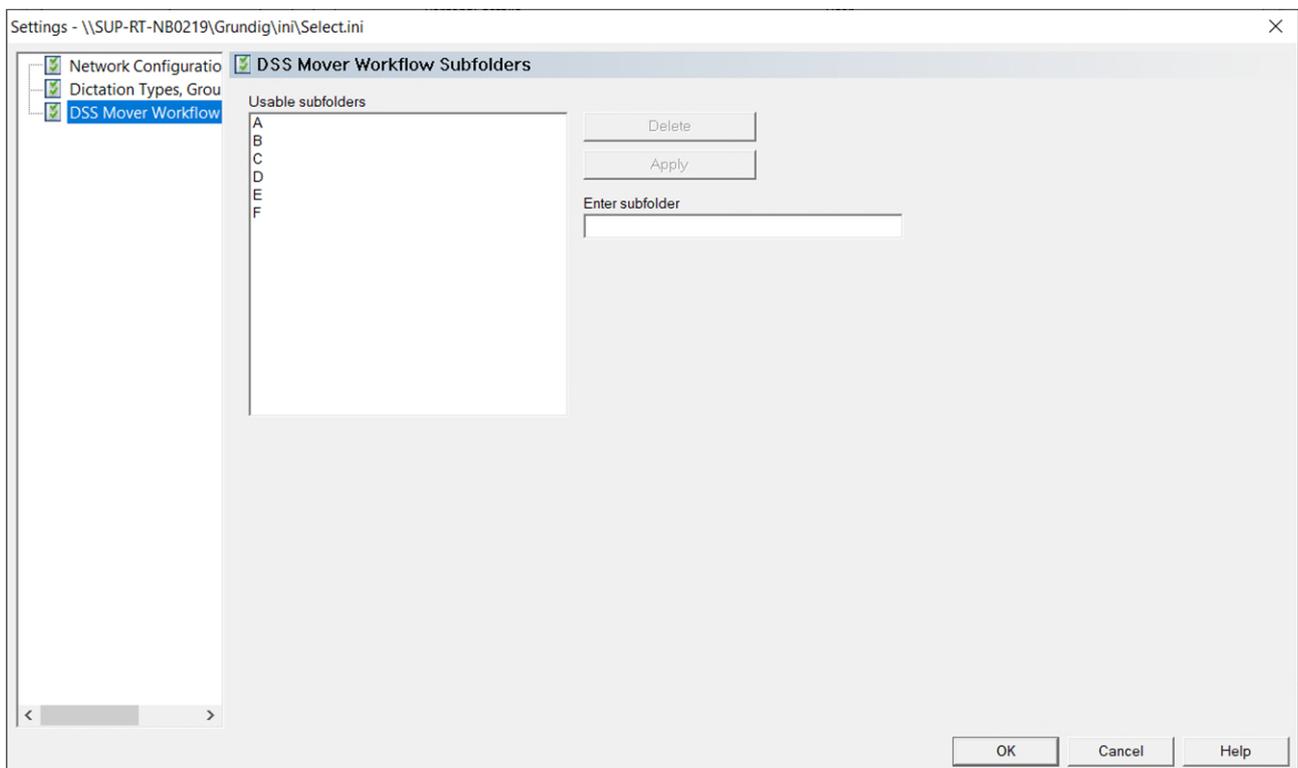
To delete an existing category, select the element to be deleted in the list of categories and click the "Delete" button.

Note: The category is supported by Digta 7 and the software and can be named freely. The Digta Configurator must be used to configure the category for the Digta 7.

Subfolder for DssMover Workflow

In the dictation machines of the Digta 7 series, up to 6 individually named subfolders can be created. The subfolders are created in the Digta Configurator for the respective dictation machine.

If dictations recorded in the folders individually created on the dictation machines are to be transferred automatically by the DssMover in the dictation network, the folder names for the DssMover must be stored here.



Any number of subfolders can be created.

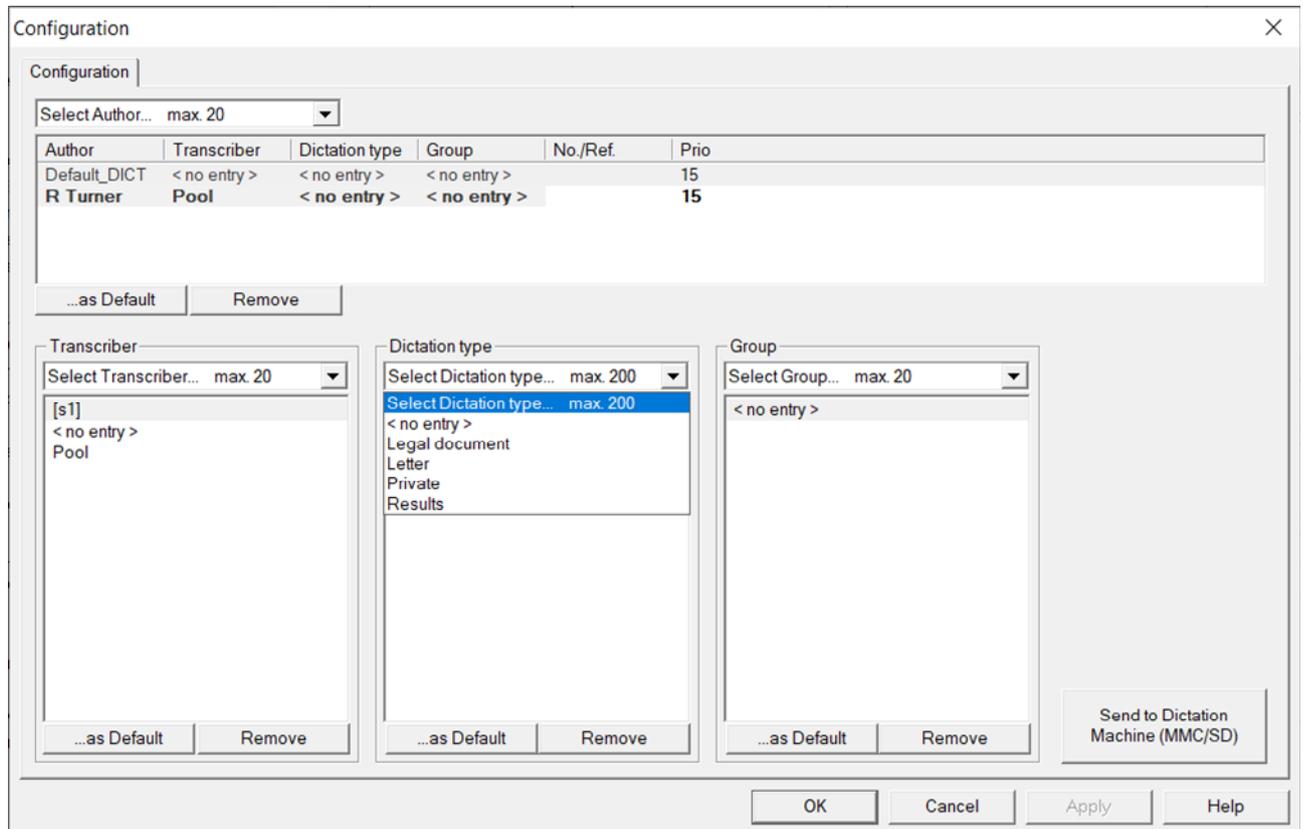
Note: Subfolders created here are available throughout the entire dictation network. If you want dictations from subfolders to be transferred only from specific workstations, you must create these subfolders manually on the workstation's DssMover.

Configuring the Digta dictation machine

Here you can change the settings of the "Dictation accompanying note" in the dictation machine. The dictation machine must be connected and switched on (PC mode).

Note: This configuration is for all mobile GBS devices except the Digta 7 series. Digta 7 are configured with the Digta Configurator.

The settings can also be made in DigtaSoft One or DigtaSoft Pro in the "Configuration".



Once you have selected the desired configuration, you can transfer it to the device by clicking the "Send to dictation device (MMC/SD)" button. The transferred settings are then available on the portable dictation machine.

Note: You can only select existing entries here. The users, dictation types and groups are created and managed in network operation by the Net Administration program

Configure authors

You can configure up to 20 authors with different settings for secretary, dictation type, group, no./character and priority.

During transfer, the identification and the name are loaded into the digital dictation machine. The mobile dictation machine generates the beginning of the dictation name for new dictations from the first four letters of the identification. The name is used in the display of a stationary dictation machine.

Secretariat, dictation type, group

After transfer, the entries in the lists for secretary, dictation type and group are available for selection on the dictation machine.

The authors can be assigned the entries in the lists for secretary, dictation type and group.

Digta Firmware

The administrator has the possibility to carry out (semi)automatic Digta firmware updates within the dictation network.

When the first DigtaSoft software with Digta update routine is installed within the dictation network, the folder "_FWUpdate" with the file "update.ini" is created in the server path. Firmware subfolders are also created. These contain the firmware files supplied on the installation CD. The subfolders are named after the Digta dictation machine.

The update.ini file is used as follows:

In the dictation network, every user with an updatable dictation machine receives a message the next time he or she logs on to the software. This message informs the user about the new firmware and describes how to install it on his portable dictation machine. He can choose whether he wants to have this message displayed again the next time he logs in ("Yes" or "No").

- Answer **Yes**:

No changes to the update.ini file

- Answer **no**:

Entry of the user ID and the entry "Turn off notification=1" in the "update.ini" file

- The file is empty during installation.

The administrator can later replace the firmware in the "_FWUpdate" folder with current versions from www.grundig-gbs.com.

- Delete "update.ini" content

All network users receive a notification again.

- Change the content of "update.ini"

If the value for individual users is changed to "Turn off notification=0" or the individual entry is deleted, the selected users will receive a new notification.

Document release

Note: This function is not implemented in DigtaSoft 7.x and higher.

In addition to the dictation workflow, DigtaSoft Pro also offers you the support of a document release process (also called vidification process).

Document release process

Document release is used to release the written document created from the dictation by one (e.g. the author) or more persons. The correctness of the content is thus confirmed by the person(s) responsible.

Dictation creation

The dictation created by the author is sent to the secretary's office.

Dictation transcribed

The transcriptionist transcribes the dictation and creates a written document.

Document release Start

The transcriptionist ends the dictation and sets the status to "Done", whereupon the document release dialog opens. The dictation workflow is now finished and document release begins.

Document release Release Release status 1

The typist selects the release status 1 (name can be freely chosen by the administrator) and the user (author) who is to actively release the document next.

Note Document release

The user who is to approve the document next will see a dialog box indicating that a document is pending for approval (must be activated). If the notification is not activated, the user can also display the current release status in the dictation list. To do this, the column "Document Information" must be displayed in the dictation list.

Issue release

The user (author) can now check the document and then forward it for further release via the document release dialog or give the final release. You can release the document by double-clicking on the dictation with the previously selected standard

write program can be opened. Alternatively, you can use the context menu (right-click on the dictation) "Show document" to open the document.

Document release End

If other users are involved in the document release, the release process is repeated from "Document release release status 1" until the final release has been issued.

Note: How many users or release statuses are required to finally release a document depends on the respective organization. Up to ten release statuses are possible, which can be individually adapted with the appropriate terms.

Set up document sharing

The following settings must be made to set up document sharing.

Settings Net Administration

The settings for enabling document sharing on the dictation network apply to all users. The settings can be made in the "Net Administration" program.

- "Settings" → "Network Configuration" → Enable Document Sharing
- "Settings" → "Document Sharing".

Definition of the release statuses, their number and designation

User settings

The active notification for the release of pending documents can be made in DigtaSoft Pro for each user.

- "Settings" → "General Settings" → "Notifications"

Reasons for complaint for the KVP

The reasons for complaints entered can be used for the continuous improvement process (CIP).

DigtaSoft Pro users can enter a reason for complaint in the CLOSE DIKTAT dialog box.

The following steps are necessary to activate this function:

- Creating reasons for complaints

You create the complaint reasons in the tool under Net Administration under "Settings" → "Complaint reasons for CIP".

Reasons for complaints for authors are only available to authors, reasons for complaints for the secretariat only to typists. Complaint reasons appear in the CLOSE DICTATE dialog box.

- Activating the function

"Settings" → "Network configuration" → Activate Use complaint reasons

- Evaluation

There is currently no special tool from Grundig Business Systems available for evaluating the data. The data is stored in the _SysLogs folder.

Select data lists and data fields

From software version DigtaSoft 5.0 onwards, Net Administration offers the possibility to create data lists which are automatically transferred to the dictation machine with the DssMover.

Preparatory measures

- Create a "Central folder for data lists and templates" with Windows Explorer. We recommend creating a new folder in the directories of the dictation network as storage location.
- Create a CSV file and save the file in this folder.
- The CSV file can have any name, e.g. "Radiology.csv". (When transferring to the Digta 7, Dss-Mover automatically renames the file to the necessary file name "IDs.csv").
- If possible, the structure of the CSV file should already correspond to the final CSV files.
- If the column names are to be displayed in the data list, they should be understandable.
- To use this function, Net Administration and DssMover version 5 or higher must be installed.

Configuration

Call up the configuration menu in the Net Administration program via "Settings" → "Data lists and data fields".

- Select the "Central folder for data lists and conversion templates".
- Load the CSV file via the button "Load data list (CSV file)". The content of a data set is displayed in the table.
- Via the field "Yes" / "No" in the menu column "In data list" it can be selected whether the respective data field is to be transferred to the data list that is transferred to the device.
- Via the field "Yes" / "No" in the menu column "Show field name" you can select whether the field name (column name) is displayed in front of the field contents in the data list (e.g. "Name: Smith" instead of "Smith").
- With the buttons "Up" / "Down" you can determine the order of the columns in which the fields in the data list are transferred to the device.
- With the button "Generate test data list (CSV file)..." a CSV file can be generated to test the set configuration.
- This test file is used exclusively to check whether all data in the Digta 7 are displayed as planned.
- The test file should be saved with the name "IDs.csv" on the Digta 7 in the "System" folder.
- The creation of a test file is not mandatory.
- With the button "Save conversion template" the created configuration is saved as a kind of "conversion rule". This "Conversion Rule" is saved as an ini file and is automatically applied to all new CSV files with the same name.

Important: The "Conversion Template" must have the same name as the corresponding CSV file (in the example, "Radiology.ini") and must also be saved in the "Central Folder for Data Lists and Conversion Templates".

Note: It is not possible to reload a template in order to change it further, e.g. later. The desired settings must be made again and the template must be saved again.

- In the table "Assignment author and data list" it is defined which author gets which data list.
- In the field "Data list" all available data lists are displayed.

Concluding measures

Using a Digta 7, it should now be checked whether the data lists are automatically transferred by DssMover. For this purpose, an author must exist on the Digta 7 to whom a data list has been assigned in the table "Assignment of author and data list".

- If required, further data lists with different names can be configured (e.g. "Inner.csv", "Orthopedics.csv" etc.).
- In addition or alternatively, the data records for specific departments can also be limited using the "group filter" of the Central Digta Configurator. This has the advantage that only one CSV file has to be generated from the leading system.
- A data list must be assigned to all authors who are to work with data lists in the dictation network.
- For current CSV files, the administrator should use the Windows or Crown Jobs "Task Scheduler" to automatically store data lists with the specified names in the "Central Folder for Data Lists and Conversion Templates", if possible.

Application of the data lists

The practical application now runs completely automatically. No manual intervention by author or administrator is necessary anymore!

As soon as a dictation machine is connected to the PC and recognized by DssMover, it checks whether there is a current data list for the author in the "Central folder for data lists and conversion templates". If so, this is automatically renamed to IDs.csv and transferred to the Digta 7.

Note: If a new data list is created and assigned to an author, DssMover must be restarted.

Import of XML files

This chapter deals with the transfer of data from any system in XML file format.

Possible applications

DigtaSoft can work with XML files in different ways:

1. Smartphone dictations (audio and XML file) are converted to a DS2 dictation when imported into DigtaSoft One / Pro.
2. Smartphone dictations (audio and XML file) are sent by DssMover from a defined folder to the secretary specified in the XML file and converted into a DSS file.
3. RIS/KIS starts with the current patient/client data in an XML file via the command line DigtaSoft One / Pro.

Options 1 and 2 are already fully integrated in DigtaSoft and DssMover. The third option requires the administrator to create a script that provides the desired data from the HIS/RIS in an XML file. This data must be provided in a predefined convention so that when DigtaSoft Pro is called via a command line, it can be merged with the audio file of the dictation to form a dictation with metadata. At the secretary's workstation, the metadata contained in the XML file and the audio file are converted into a DSS file.

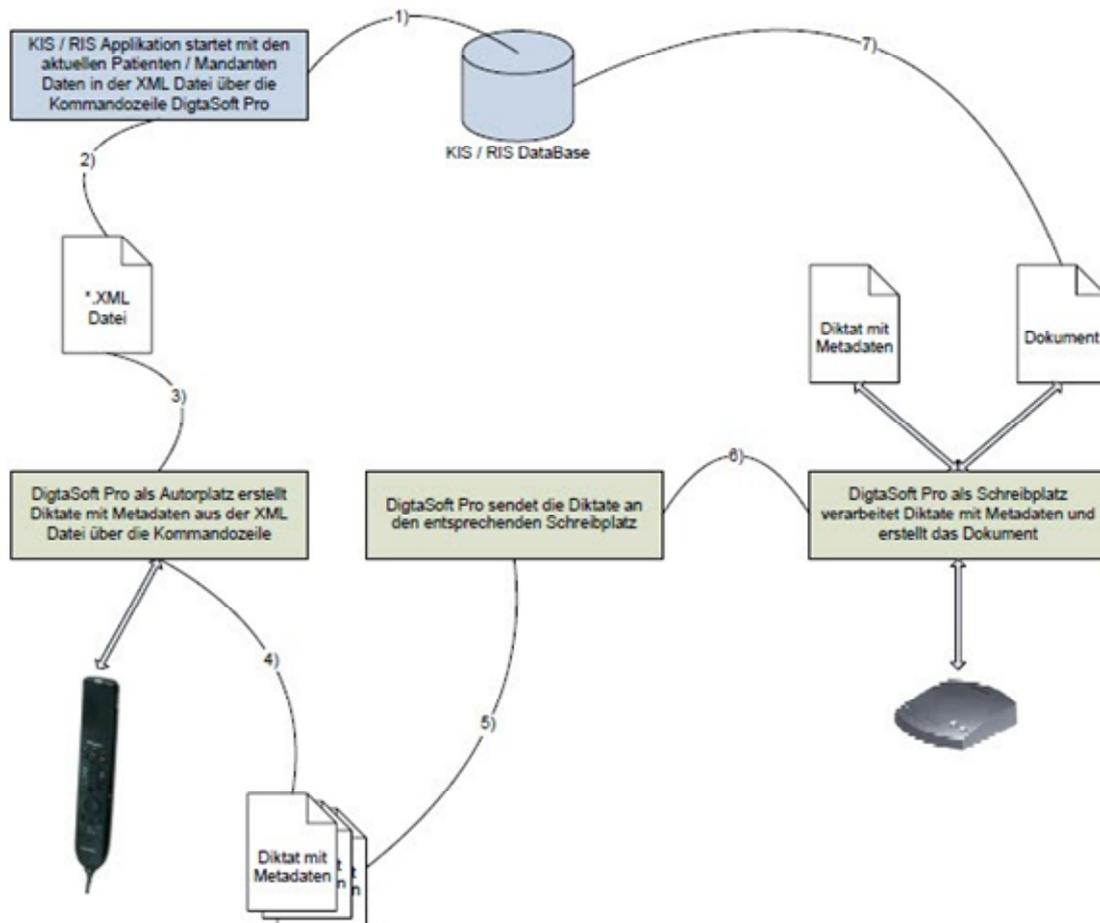
Data that can be used from HIS/RIS and from other sources as metadata include

- Author
- Secretariat
- Dictation type
- Dictation group
- Subject
- Reference number
- ...

The header data is generated before, during and after a dictation and can be used to increase the efficiency of dictation further processing. Header data can come from various sources:

- users.ini
- Select.ini
- CSV files
- XML files
- Scanning
- Data lists (see chapter Data lists)
- Manual input on the device
- Manual input in DigtaSoft

This way of working allows DigtaSoft Pro to be used in almost any information system. The integration is done by calling DigtaSoft Pro with command line parameters from the data set in the information system whose data is to be transferred to the header. DigtaSoft Pro builds a DSS file from the information system data, which is made available in the form of an XML file via script, which can be dictated and further processed (saved, sent, transcribed, ...).



When the system administrator creates the script, the following special features must be taken into account:

The convention of the example XML file must be observed.

Data entered in the XML template file is overwritten by data from the script.

To call DigtaSoft Pro via a command line, you will find the possible command line parameters here.

DSS header information

Meaning	Comment	XML Accompanying Note
license ID	0x00000001 = Grundig 0x00000002 = Olympus 0x00000003 = Philips	<Dictation><Accompanying
author ID	Author ID (mandatory Grundig)	<Dictation><Accompanying
job number	Dictation Number 1 .. 99.999.999, use the 4 lower digits for the filename of the dictation	<Dictation><Accompanying
Object Word	Dictation / Voice Message	
Process Word	Part 1 for DSS Status (Recording, Playback, ...)	<Dictation><DictationGe- ner
Start Date (yymmdd)	Date for DSS Status "Started" (= unchangeable)	<Dictation><Accompanying
End Date (yymmdd)	Date for DSS Status "Postponed / Dictated (= unchangeable)"	<Dictation><Accompanying
Priority Level (Job)	Priority (Index) (high 1 .. 16 low)	<Dictation><Accompanying
Target Transcriptionist ID	Secretary ID (automatic workflow Grundig)	<Dictation><Accompanying
Software Version ID	Software / Firmware Version ID [Major.Minor]	<Dictation><Accompanying
Software Build ID	Software / Firmware Build ID, [Release.Build] / [Build]	<Dictation><Accompanying
Device Serial No.	Device Serial Number [03]xxxx[0070]_xxxxx[?]	<Dictation><Accompanying
device ID	device name	<Dictation><Accompanying
job type	Theme (Barcode / RFID) workflow FW + SW	<Dictation><Accompanying
work type	Worktype / Dictation Type (document templates)	<Dictation><Accompanying
Group	Group (DataList filter & Number / Reference)	<Dictation><Accompanying
Case No.	Number / Reference, workflow editor FW or Digta 7 (Nuance Vocon engine)	<Dictation><Accompanying
Transcription Deadline Date	Date for Secretary Deadline	<Dictation><Accompanying
Transcription Finished Date	Date for DSS Status "In Process / Query / Finished (= unchangeable)"	<Dictation><Accompanying
Department	Department	<Dictation><Accompanying
Priority (Author)	Priority Author (low 16 .. 1 high)	<Dictation><Accompanying
DocFileName	Document File Name and DocFileNameExt in header 5 = 260 char (DigtaSoft V4.7)	<Dictation><Accompanying
ReceivedDate	Date for DSS Status "Send / Recognition / Received (= unchangeable)"	<Dictation><Accompanying
message author	Information for Secretary (16.383 char + 0x00)	<Dictation><Accompanying
Message Typist	Information for Author (16.383 char + 0x00)	<Dictation><Accompanying
UUID	Worldwide Unique Dictation ID, workflow SW	<Dictation><DictationGe-
ExternalASR	Name of Speech Recognition System	<Dictation><DictationGe-
ExternalID	Database ID external system	<Dictation><DictationGe-
LoadPositionMS	Load Position in Dictation	<Dictation><DictationGe-
SelectionStartMS	Selection Start in ms	<Dictation><DictationGe-
SelectionEndMS	Selection End in ms	<Dictation><DictationGe-
Email	E-Mail Address Recipient	<Dictation><Accompanying
AlarmDate	Date for Alarm (not used)	<Dictation><Accompanying

DictDataBlock	CSV entries as Header / Value pairs. ID, Name, Date of Birth 0x0D 0x0A 1234567890, Smith, 01.01.1970 0xFF or ID 0x0D 0x0A (if value length for the Theme field >32) 123456789012345678901234567890123	<Dictation><Accompanying
EMailFrom	E-Mail Address Sender	<Dictation><Accompanying
DocFileNameExt	Document File Name Extension and DocFileName in header 2 = 260 char	
DigtaMessagingSystemFlags	Activation (bit string of 32 bits) of dictation messages referenced by the UUID of the dictation.	<Dictation><DictationGener
DigtaMessagingSystemConfirmation- Flags	Confirmation (bit string of 32 bits) of the DigtaMessag- ingSystemFlags	<Dictation><DictationGener
CategoryHeader	Category Header (free definable)	<Dictation><Accompanying
Category	Category (free definable)	<Dictation><Accompanying

Voice recognition

Possible applications

Online detection

With online recognition, spoken language is immediately converted into text. A distinction is made here between commands and dictation text. The text can be output in various applications, e.g. in MS Word, the DigtaSoft Editor, etc.

Offline detection

This form of speech recognition converts an audio file (dictation) into text in the background (offline). The recognition is performed by the DigtaSoft Voice application. The organization (workflow) of the dispatch for background recognition and the return to the secretary's office or another addressee as well as the calling up of the correct Dragon user profile is handled by the DigtaSoft Pro, DigtaSoft Voice Interface and Voice Transcriber components.

The background detection can be local or central. Which background recognition is useful depends on the length and number of dictations to be recognized.

Online correction

The online correction of a text recognized by DigtaSoft Voice is done in DigtaSoft Pro. To do this, the recognized file is opened in the DigtaSoft speech recognition window. Corrections are saved directly in the Dragon user profile. For this type of correction, DigtaSoft Voice must be installed in addition to DigtaSoft Pro and the DigtaSoft Voice Interface.

Offline correction

If a dictation is background-recognized on a remote computer, DigtaSoft Pro can be configured to make the correction in an MS Word document and to send the corrections to a remote computer for relearning after the document has been saved. There the corrections are transferred to the author's user profile. For this purpose the service "Vocabulary Manager" and DigtaSoft Voice must be installed on the correction server.

Components of speech recognition

Different software components are necessary for working with Grundig speech recognition solutions. The selection of the components to be installed depends on the desired mode of operation. The basic types of use that are possible are described in the chapter [Possible applications](#).

DigtaSoft Pro

Software for recording and playback of speech dictations and speech recognition dictations Sub-organisation of the workflow. With DigtaSoft Pro you can:

- Recording dictations
- Record speech recognition dictations
- Play back dictation
- Correct speech recognition dictations
- Sending and receiving dictations
- Sending and receiving speech recognition dictations
- Send dictations to background detection

- Receive dictations from the background detection.

DigtaSoft Voice Interface

The DigtaSoft Voice Interface is the interface from DigtaSoft Pro to DigtaSoft Voice. The interface is integrated in DigtaSoft Pro and is available from version 5.1. It is activated by entering a special license.

The DigtaSoft Voice Interface allows the configuration of the following functionalities:

- Creating New Dragon User Profiles
- Assigning Dragon user profiles to dictation network users
- Communication with DigtaSoft Voice to read out the current Dragon user profiles
- Configuration of offline detection
 - local offline detection
 - central offline detection
- Configuration of the correction options
 - Online correction
 - Online correction in the standard writing program (for example MS Word)

DigtaSoft Editor

The DigtaSoft Voice Editor is used to correct speech-recognized dictations. The recognized texts are loaded in the editor. IN DigtaSoft you can configure in which file format (Doc, docx, odt, txt, ...) the 'corrected texts are to be saved. Furthermore, the editor provides efficient further processing options, up to automatic transfer into Word documents

DigtaSoft Voice

DigtaSoft Voice (DS Voice) is available in three versions:

- DS Voice Professional
- DS Voice Legal
- DS Voice Medical

All three versions are delivered in version 12.5 or higher. For installation and operation of DS Voice, please refer to the instructions supplied with the DigtaSoft Voice. When installing DS Voice, make sure that the installation is started by running the DigtaSoftVoice_Installer.exe file and follow the instructions.

DS Voice requires the "MS XML" and ".net" components. At the beginning of the installation, the installer checks whether these components are installed. If the components are not installed, the installer installs the two components. Afterwards, the installation of DS Voice must be restarted.

Voice transcriber

The Voice Transcriber organizes the transfer of speech dictations sent with DigtaSoft Pro for offline recognition to DigtaSoft Voice and the return of speech recognized dictations from DigtaSoft Voice to DigtaSoft Pro. It also ensures that the correct Dragon user profiles are loaded.

Depending on the application, the Local or Central Voice Transcriber can be used.

Local voice transcriber

The Local Voice Transcriber is for offline recognition on a local PC. It is installed locally and connected to the dictation network and, when started, monitors the "Speech-Recognition" directory and its subdirectories.

It is always operated together with DigtaSoft Pro, DigtaSoft Voice Interface and DigtaSoft Voice on one PC. If a dictation is recognized locally in the background, no online correction can take place at the same time on the same PC. This can only be done after background recognition is completed. It is therefore recommended to perform local background recognition and online correction on different workstations. The Local Voice Transcriber is supplied with the DigtaSoft Pro DVD. It is not subject to separate licensing.

Central Voice Transcriber

Central Offline Detection

The Central Voice Transcriber is for background recognition on any PC (usually a server, hereinafter referred to as a recognition server) in the network. It is installed as a service on the recognition server and monitors the "Speech-Recognition" directory and its subfolders. DigtaSoft Voice must also run on the Recognition Server.

If a dictation is sent with DigtaSoft Pro to central background recognition, it can be configured in DigtaSoft Pro whether the correction should be done online or offline. Depending on the volume of dictations, one or more recognition servers must be used. Up to 30 dictation hours per recognition server can be implemented within 24 hours. If there are several recognition servers in a network, they automatically control the recognition jobs (load balancing). This also applies to the correction server.

Offline correction

The Vocabulary Manager is installed as a service on any PC (usually a server that is not the recognition server, hereinafter called the correction server). It monitors the directory "Speech-Recognition" and its subfolders. DigtaSoft Voice must be installed on the Correction Server.

During relearning, the corrected text is compared with the original dictation and the changes are saved in the user profile.

Mode of operation

Different components must be installed depending on the mode of operation and the possible applications. Please refer to the following illustration to find out which working method you prefer. Depending on your working method, you can find the applications that need to be installed in the Components section.

Arbeitsweise				Komponenten														
Aufnahme	Erkennung	Korrektur		Autoren PC				Sekretariats PC			ErkennungsPC		Korrektur PC					
Spracherkennungsdiktat Sprachdiktat Mobiles Diktat	Lokale Hintergrunderkennung	Zentrale Hintergrunderkennung	Online Korrektur	DigtaSoft Pro	DSSMover	DigtaSoft Voice Interface	DigtaSoft Vocie	Locval Transcriber	DigtaSoft Pro	DSSMover	DigtaSoft Voice Interface	DigtaSoft Editor	DigtaSoft Vocie	Locval Transcriber	Central Voice Transcriber	DigtaSoft Voice	Central Voice Transcriber	DigtaSoft Voice
			Offline Korrektur	x		x	x	x										
				nicht möglich														
				x	x	x			x	x	x				x	x		
				x		x	x		x	x		x		x	x		x	x
				x					x	x	x		x					
				nicht möglich														
				x	x				x	x	x		x		x	x		x
				x		x			x	x		x		x		x		x
				nicht möglich														
			x					x	x	x		x		x	x		x	
			x					x	x					x	x		x	

Configuration

Requirements

For each author who wants to use speech recognition, a user profile must be created in DigtaSoft Voice, which contains a vocabulary and one or more dictation sources. If the correction does not take place on the same workstation as the recording, server profiles must be used. This setting is made in DigtaSoft Voice under "Administrative Settings" -> "Server Profile".

Assign user profiles

DigtaSoft Voice converts dictations into text during background recognition. In order to automatically assign the Dragon user profile of the dictation author for background recognition, an assignment must be performed once. This assignment must be made for each dictation network author who wants to have dictations recognized offline and has a Dragon user profile. The assignment is carried out by calling DigtaSoft Pro as author and entering the Dragon user in the menu SETTINGS / GENERAL SETTINGS / LANGUAGE RECOGNITION / DRAGON CONFIGURATION / USER PROFILES.

Close DigtaSoft Pro and repeat the process for each author who has a Dragon user profile and wants to use background detection.

Offline Recognition

The configuration of the offline recognition is done in DigtaSoft Pro under SETTINGS / GENERAL SETTINGS / LANGUAGE RECOGNITION / DRAGON CONFIGURATION / OFFLINE RECOGNITION

is carried out.

Recognition Options

Three settings are available:

Offline recognition

- No
- Local at workstation
- Central at network

Here you set whether the offline detection should take place on the local workstation or on the server.

Automatic start of the offline recognition

Start offline recognition

- Start automatically
- Always query when dictation completely dictated
- Query user profile when transferring to offline recognition

Start automatically

Start automatically: If this function is activated

1. The transcriber is started if a dictation is sent for offline recognition and the transcriber has not yet been started.
2. The status "in queue" is set for dictations sent for offline recognition
3. When DigtaSoft Pro is started, the "Recognition stopped" status is set to the "in queue" status.

Always query at "Dictation finished dictation"

If this setting is activated, the author will be asked after completion of the speech dictation whether he or she wants to send the dictation for offline recognition.

Query user profile

If this function is activated, a dialog box appears when sending a dictation for offline recognition, in which the desired Dragon user profile, a dictation source and a vocabulary can be selected. It is recommended to activate this function if a user has different vocabularies.

Correction

Correction

in DigtaSoft Pro recognition window

in the standard write program

in DigtaSoft Editor

Convert to text file:

Concurrent marking

Automatic vocabulary enhancement

Off

On request

Automatic

Correction in the DigtaSoft Pro detection window (=Online correction)

Select this correction method when you want to make online corrections. To do this, DigtaSoft Voice must be installed on the PC where correction is performed. The corrections are stored directly in the Dragon user profile called up with the dictation.

Correction in the standard write program (=offline correction)

The correction is performed in the standard write program. (The standard writing program can be selected under SETTINGS / GENERAL SETTINGS / STANDARD WRITING PROGRAM). This correction option is only available if the location of the offline detection is in the network.

Correction in the DigtaSoft Editor

If a DigtaSoft editor is installed on the PC and this is selected as the standard writing program (The standard writing program can be selected under SETTINGS / GENERAL SETTINGS / STANDARD WRITE PROGRAM), offline correction can be carried out with the DigtaSoft editor.

The DigtaSoft editor has an improved copy function and is optimized for editing texts with the moving marker.

Travelling mark

If you correct a recognized text in the DigtaSoft Editor, activate this check mark so that the cursor runs synchronously with the audio file.

Automatic vocabulary improvement

If you have started a dictation with the standard transcription program from DigtaSoft Pro, you can determine here whether automatic vocabulary improvement should take place.

- OFF: Automatic vocabulary enhancement is switched off.
- ON REQUEST: When closing the document, you will be asked whether the corrections should be automatically saved in the author's user profile.
- AUTOMATIC: The corrections are automatically saved in the author's Dragon user profile.

Note: Automatic vocabulary enhancement requires that DS Voice, Central Voice Transcriber, and Vocabulary Manager are installed and configured on a PC on the network.

For example, if MS Word is selected as the default transcription program, double-clicking on the recognized dictation opens it in MS Word. The corrections are made there. When the MS Word document is closed, the corrected document is sent to the correction server - depending on the settings in the Automatic vocabulary

enhancement area - which converts the corrections into learning successes and assigns them to the respective Dragon user profile.

Mode of operation

For storage at the workstation

On saving to workstation

- Copy text to clipboard
- Save text additionally as .txt file

Here you can determine what should happen to dictations corrected at the workstation (online correction, correction in the DigtaSoft Pro recognition window).

The corrected text can be automatically saved to the Windows clipboard when closing the DigtaSoft Pro recognition window and then pasted into the desired program.

Additionally you can save the text as a txt file. The location of this document is identical to the location of the recognized dictation.

Dispatch to secretariat in case of local offline recognition

When sending to transcriber

- Send Dragon file (.dra)
- Send text as .txt file and audio as dictation file

Select how you want the dictation to be returned from offline recognition. To edit a Dragon file (.dra), DigtaSoft Voice must be installed.

Central Meeting Transcriber²

The Central Meeting Transcriber (CMT) is installed per workstation. It runs as a service and establishes a connection to the ASR Engine. The ASR Engine and language model are configured in DigtaSoft Pro.

The CMT organizes the transfer of calls sent with DigtaSoft Pro (conferences, meetings, etc.) to the ASR Engine and the return of the speech-recognized dictations to DigtaSoft Pro.

ASR Engine³

The speech recognizer for call recognition.

² Fully available only in German

³ Fully available only in German

DigtaSoft management files

NetConfig.ini

The file specifies the DigtaSoft program at startup:

- The paths to the management files
- The path to the directory for the mailboxes
- Hardware configuration and local settings

Users.ini

The central configuration file for the DigtaSoft products All users who use the same "Users.ini" are participants in the same Grundig dictation network.

User sections always start with the user identification in square brackets.

The most important path in each user section is the path to the user's inbox (MAIL_PATH). The path is relative to the "server directory for mail", the global mail path. Via this entry the software of other participants in the dictation network gets the information about which directory can be used to send files to the user.

Select.ini

Here you can find the categories to which the user can assign dictations:

- Dictation types under [WORK_TYPE]
- Groups under [GROUP]

Update.ini

Here you will find entries for users who have been notified by their software that a firmware update is available for their dictation machine. The entries start with the user identification in square brackets. The users have

- either the update is performed or a new notification is rejected, "Turn off notification=1",
- or postponed the update to later and want to be notified again, "Turn off notification=0".

Users without an entry are also informed - if they use a DigtaSoft software with this function - no entry corresponds to "Turn off notification=0".

Tips

Keyboard shortcuts

You can use the following keyboard shortcuts to navigate in the DigtaSoft software.

Keyboard shortcut	Function
Ctrl + C	Copying to the clipboard
Ctrl + D	Listen to start of dictation
Ctrl + I	Listen to info
Ctrl + N	Creating a new dictation (only for author posi-

Ctrl + O	Accepting and playing back dictation
Ctrl + S	Save file as
Ctrl + V	Paste from the clipboard
F2	Rename file
F5	Update
Del	Deleting a dictation
Ctrl + Ins	Copying to the clipboard
Shift + Ins	Paste from the clipboard
Ctrl + Tab	Call up the next directory

Note: Not all the functions described are available at all times. This depends on the properties of the program used, the user (author or typist), the currently active part of the program and the basic Windows settings.

Switches and command line parameters

When starting the DigtaSoft software products, the following switches and command line parameters can be used:

Switch <Parameter>	Meaning
-u <login>	Log in as user "login"
-f <file>	Opens the file "file". The last command line input that is not preceded by a "switch" is also interpreted as a file name. <ul style="list-style-type: none"> with complete path specification: in the specified path without path specification: In the dictation directory
-i	Imports a DSS file into the dictation directory before the player (and text editor) is started. This switch is used in combination with the -f switch.
-substance	Suppresses the use of the default write program, regardless of the user's preferences.
-c <Netconfig.ini>	Uses the Netconfig.ini file instead of the local default configuration file. This allows alternative configuration options to be started.
-rec	Create or - if already existing - open a file for recording. <ul style="list-style-type: none"> for complete path specification with switch -f: Create or open in the specified path without complete path specification with switch -f: Create or open in dictation directory without file names: File is created in the dictation directory. The file name is created automatically according to the usual conventions.
-boff	The dictation accompanying note is not opened when new files are recorded, regardless of the user's preferences.
-autoclose	Automatic program end with restricted workflow after closing the dictation: <ul style="list-style-type: none"> No Info1 when the recorder is shut down No close dialog No sending or next dictation This switch can be combined with switch -autocloseapp
-autocloseapp	Automatic termination of the program, and: <ul style="list-style-type: none"> No Info1 when the recorder is shut down No next dictation This switch can be combined with switch -autoclose
-minimized	The application starts and stays minimized when it receives a new file (can also be useful for a second instance) In combination with the settings, the application can always be in the foreground.
-l	Program starts with this language, if it is installed. <ul style="list-style-type: none"> 0x07 = DE = English 0x09 = EN = English (U.S.) 0x0C = FR = French - Standard 0x0A = ES = Spanish - Standard 0x10 = IT = Italian - Standard 0x13 = NL = Dutch 0x06 = DA = Danish 0x14 = NO = Norwegian - Bokmål 0x1D = SW = Swedish Default language in the Windows registry: 32bit operating system: [HKEY_LOCAL_MACHINE\SOFTWARE\Grundig Business Systems GmbH\<Name of Application>\Settings] "Language"= word:0x40000000 (German) 64bit- Operating System [HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\Grundig Business Systems GmbH\<Name of the Application>\Settings] -xml

	Save the accompanying note information to an XML file with the same dictation name.
-play	
-s <setting>	
-xml2dict <file>	
-server	

Note: Switches can begin with '-' or '/'.

Removable storage device

Grundig portable dictation devices log on to the PC operating system as removable data carriers. Dictations can also be transferred to the PC using standard card readers or Grundig SD 4240 (built-in).

Pop-up window

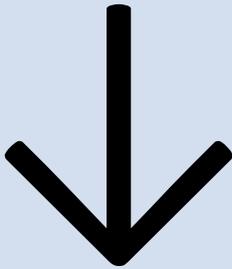
When you connect a portable dictation machine to USB, an Explorer pop-up window with the contents of the dictation memory or the "AutoPlay" pop-up window opens. This behavior can be annoying and (in Windows® XP) cannot be switched off directly in the Windows settings. An experienced user can influence the behavior by intervening in the registry.

Windows® 7 / Windows® 8 / Windows® 10

"gpedit.ms" - "Computer Configuration" - "Administrative Templates" - "Windows Components" - "AutoPlay Guidelines

"Disable Autoplay" disabled "AutoPlay" disabled "AutoRun" disabled

DSS status

DSS status	DSS Header-Field	DSS-Status Category	Workflow
STATUS_CREATED	Creation date	Author	
STATUS_DEFERRED	Date End of recording	Author	
STATUS_DICTATED	Date End of recording	Author	
STATUS_SENT	Date Re-	Author	
STATUS_KNOWN	Date Re-	Author	
STATUS_OBTAINED	Date Re-	Secretariat	
STATUS_IN_PROCESSING	Date Completed	Secretariat	
STATUS_QUERY	Date Completed	Secretariat	
STATUS_COMPLETED	Date Completed	Secretariat	
STATUS_STOPPED	Date Queue		
STATUS_IN_QUEUE	Date Queue		
STATUS_IN_RECOGNITION	Date recognition Start		
STATUS_RECOGNITION_SUCCESSFUL	Date recognition end		
STATUS_RECOGNITION_FAILED	Date recognition end		
STATUS_RECOGNITION_CANCELLED	Date recognition end		

The DSS status is a workflow level for dictations. The corresponding DSS header fields are automatically set when the DSS status is set. The DSS status is strictly ascending.

The corresponding DSS header fields are set only once for each DSS status level. Example:

Set STATUS_RESET	=	Date end of recording is set.
Set STATUS_RESET again	=	Date end of recording is not changed.
Set STATUS_DIKED	=	Date end of recording is changed.

A higher DSS status updates the corresponding date/time value. However, the same DSS status does not change the corresponding value for Date/Time.

The status string returns the current status and the corresponding date. This is the result of the combination of DSS status and DSS header field entry.

Service and support

Service and support

Technical support (contact details)

Grundig Business Systems Technical Support is available to answer your questions about the installation and configuration of the software.

Grundig Business Systems GmbH

Technical support

Weiherstraße 10

D-95448 Bayreuth

Email: <https://www.grundig-gbs.com/en/contact/>

Internet: <https://www.grundig-gbs.com/en/>

Callback service

You cannot dial a fee-based hotline and want to be called back? Request a callback service under www.grundig-gbs.com/rueckruf!

Installation Service

Would you like to have your dictation network installed and configured by a Grundig Business Systems partner or employee? Please contact your Grundig Business Systems partner or the service hotline 09001 201212 (1.99 ct/min).

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Note: Read the operating instructions carefully!

Incorrect operation can lead to the loss of dictations or dictation parts. Make absolutely sure that devices and accessories are protected from moisture (rain, water splashes) and do not place them in the immediate vicinity of the heater or in direct sunlight. The manufacturer does not accept any warranty for damage caused by improper handling. Use a dry or slightly moistened cloth for cleaning. Do not use chemical cleaning agents.

The product complies with EC directives 89/336/CEE, 72/23/CEE, 93/68/CEE. Errors and changes reserved