

Procedure for Scripsys Orange Users

Step 1 – Establish Scripsys Orange User ID, Password, and File Directories

In order to establish a Scripsys Orange user ID and password, please email Teresa Wimmer at teresa.wimmer@scripsys.com with the following information. Please also copy info@scripsys.com:

- ü Your desired user ID which should be 6 to 10 alpha numeric characters. No spaces or special characters are acceptable.
- ü Your desired password which should be 6 to 10 alpha numeric characters.
- ü Your desired file directories for normal TAT or STAT files.

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Step 2 – Install Free File Transfer Management Software

Before you start the Scripsys Orange file upload process, you will need to download and install freeware to manage the file transfer process:

1. Download and install Fling software from www.nchsoftware.com. Once installed, two Fling icons will appear on your desktop.
2. Locate the grey icon with three white bars titled Fling and open it.
3. Locate and open the Properties button.
4. Enter into the Server field "ftp.scripsys.com". The Directory field can be left blank. Enter into the User Name field the user name that will be provided to you by Scripsys. Enter into the Password field the password that will be provided to you by Scripsys.
5. Locate the "Scan and Update Mode" section and select the radio button for "Automatic".
6. Select the "Test FTP Settings" button. Once the test is complete a screen will appear that describes the test results. If all results are "OK" then press the "OK" button.
7. If error messages appear, verify and re-enter your user name and password, then test the FTP settings again. If errors continue to appear, call Scripsys technical support at 612-746-5206, option 4
8. Locate and select the "Select" button next to the Directory field. Locate the directory, select it, then hit ok. The path will now appear in the directory field. Hit ok at the bottom of the Upload Folder screen to save these settings.
9. Locate the Fling-Fling-1 icon that will appear on your desktop. You will simply drag files into this icon to automatically transfer files.

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Step 3 – File Transfer

To begin the Scripsys Orange file upload process:

1. Record your dictation on your choice of any brand of digital recording device.
2. Be sure to set your digital recording device to long play recording mode (DSS file type).
3. Synchronize your digital recording device with your PC.
4. Once the synchronization is complete on your PC, copy the recorded DSS files from the device manager to your local file directories.
5. Locate the desired files from the device manager and drag the files to the Fling-Fling-1 icon on your desktop. These files will be copied and the original files will remain in your device manager directory.
6. Once files are dragged to Fling-Fling-1 the icon in your task bar at the bottom of your screen will flash “files uploaded ok”. Depending on file size, the file transfer process will be between 3 to 10 seconds.
7. To check if the files have been successfully transferred, login to the Scripsys Orange section of the Scripsys website.