Nexus Quick Start Guide

About

Nexus is a program that simplifies the management of dictation and transcription workflow. With Nexus you can manually or automatically upload your audio files and download completed transcripts. It can handle bulk uploads and downloads of many files and it can print your transcripts as well.

Utilization

In order to use Nexus you have to first of all have an account on our Dictation / Transcription workflow system. You will need a login ID and password in order for Nexus to connect to the system.

As Nexus is used to upload audio files from your computer you must have audio files in what we call the Source folder on your computer for Nexus to upload them. You can put the audio files into the source folder in a number of ways. The most common method is via syncing a handheld digital recorder. Other methods include recording files directly to your computer with the mic or loading the files via USB from a smartphone or any other USB device.

Download

1. Click on this link - http://www.dictationservices.com/nexus/nexus.exe
2. Enter the following username: *nexus* and password: *download* and hit enter to start downloading Nexus

Installation

1. After you have downloaded nexus.exe click on the app to begin the installation
2. Follow the Nexus installation wizard and click on all "affirmative" buttons (Yes, Ok, Next).
3. Once the Nexus Installation Wizard has installed Nexus on the computer, it will launch automatically. Here you will need to enter your a login ID and password which will be provided to you.
4. After you have entered the login ID and password you will see a pop-up that asks if you want to remember your password. If your computer has only 1 user, we recommend that you click yes to remember it for ease of use.

Uploading

1. The first pane you will be in is the Send pane. This is where you will upload or send your audio files. You should be able to see your files in this window. If you don't see your files click on the Refresh button.
2. Press the Send button in the lower right corner of the pane, or you can leave the screen open, and this will automatically upload your files every 10 minutes as long as the window is open.

Downloading

1. When transcripts are completed you will see them appear in the Get pane, accessed by pressing the Get tab.
2. Much like the automatic Send option, this will automatically get or download documents as they are available, every 10 minutes.
3. The other option is to press the Get button in the lower right corner.
4. The final option is to press the Download and Print button. This will download your documents.

Optimization

In this Send pane you can also set Nexus to automatically check for updates and to load on start up. You will also find buttons to open local folders on your computer related to the backup storage and file source folders. And the ability to refresh the window as files are made available. The ability to automatically send files and the frequency of how often they are sent can be changed here as well.

Backup

After you have successfully sent audio files through Nexus, you will be able to find a copy of those audio files by pressing the Open Backup Folder button (as long as this is done on the same computer the files were "sent" on). The Backup folder will have subfolders that are separated by date. So files uploaded on March 23, 2010 will appear in the 3_23_2010 subfolder. If you have files that are ready to be sent, but the file paths are not set up to your source folder, you can use the Open Source Folder button. Just press the Open Source Folder button and that will open the local folder on your computer. You can then just drag and drop your audio files into the open Source Folder, press Refresh on the Nexus window and then follow the instructions above for Sending.