



Technology by Apptec

# File Status Alert System



## QUICK START GUIDE

### NEED HELP?

If you have any questions about DigiAlert's use, installation, or upgrade, please contact your DigiAlert Reseller. If you need additional assistance you may also email [Support@DigiTelSoftware.com](mailto:Support@DigiTelSoftware.com) with your questions. Remote installation and setup support is also available upon request.

DigiAlert is the way to be notified when a new dictation is available for transcription, or to let your client know when new typed work is ready, or to monitor the activity of your transcriptionists. Simply use DigiAlert on the same pc where DigiTel, or FtpMagic or DigiScribe are. Then setup DigiAlert with your email username and password, and set DigiTel, or FtpMagic or DigiScribe to email alerts when desired. DigiAlert can also be used by your clients to notify you when they have sent you new dictation work from a handheld recorder or other media. For more information on how to use DigiScribe, please email [Info@DigiTelSoftware.com](mailto:Info@DigiTelSoftware.com)

**This Quick Start Guide** briefly tells you how to install your DigiAlert software. More detailed installation, setup and usage instructions can be found in the **DigiAlert's User Manual** which is available to view and download from the **Documentation** page at [www.DigiTelSoftware.com](http://www.DigiTelSoftware.com)

### DigiAlert Installation & Initial Setup:

1. **DOWNLOAD** the latest DigiAlert at [www.DigiTelSoftware.com](http://www.DigiTelSoftware.com) by clicking on **SOFTWARE** then **New Installation**. Then click on the version number under the DigiAlert heading and follow the on-screen instructions (making sure to install in the Default Directory, and during installation if asked "Do you want to keep this file" always click Yes).
2. **SIGN-UP** to receive an email when a newer version becomes available by clicking on the **UPDATE NOTICES** page of [www.DigiTelSoftware.com](http://www.DigiTelSoftware.com)
3. **RUN** DigiAlert from Windows Start, All Programs menu. It will run for a free trial period without a License Key so you can begin to use it right away. When you purchase a DigiAlert License Key, you will receive a POP (Proof-Of-Purchase) Number that will be on the Installation CD's label or on an Invoice or Email. **To receive your DigiAlert License Key, email your POP Number plus the Lock Number shown in DigiAlert's Registration menu to [Keys@DigiTelSoftware.com](mailto:Keys@DigiTelSoftware.com)**
4. **SETUP** DigiAlert. It begins set up to use our default email server and defaults to Run mode so that you may begin using it right away. As soon as you can, enter *your email server's name, and your email username and password*. Then set DigiTel's, FTPMagic's, or DigiScribe's DigiAlert menus to send the desired alerts to yourself, your workers, and your clients, as desired.