FTP Magic Manual

Installation, setup and use.

Apptec Corporation
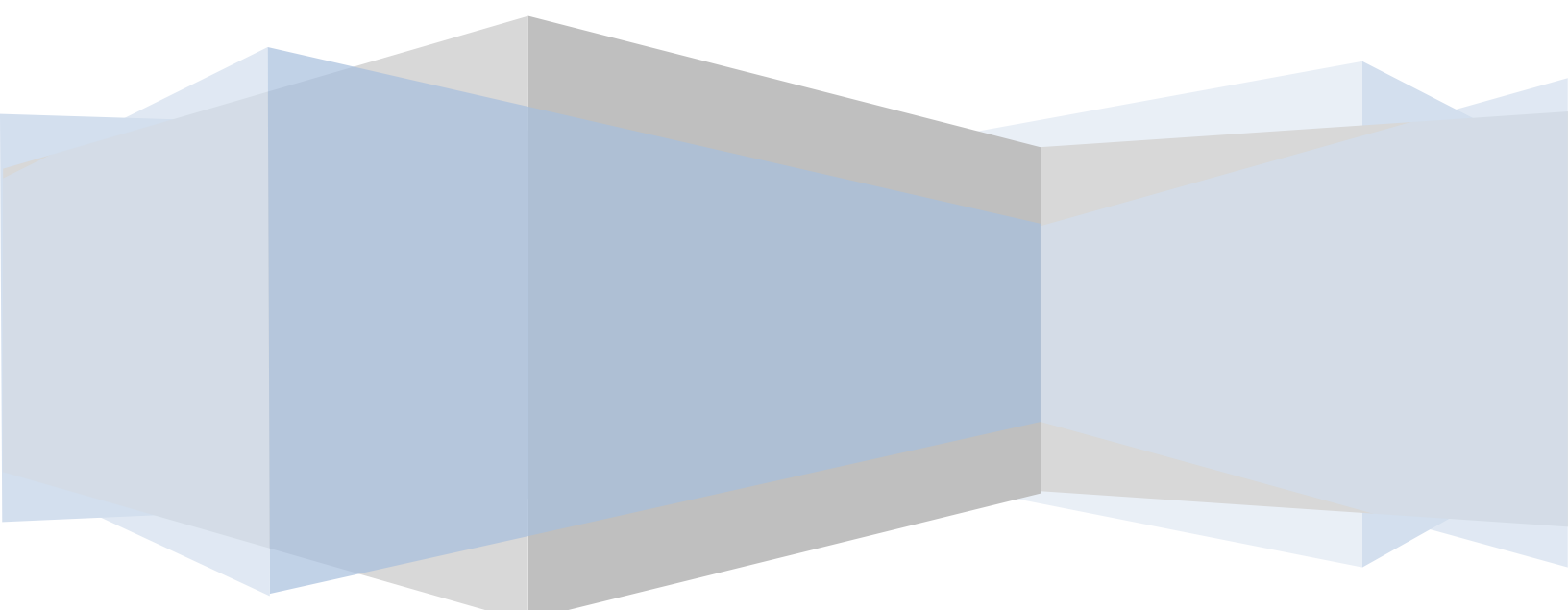
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INTRODUCTION

FTPMagic securely sends files from up to 300 different folders on your hard drive to up to 300 different FTP Sites/Folders.

FTPMagic can be used to send dictation files to remote transcriptionists and to send typed work back to the proofing supervisor or client's office. Those dictation files can be from our DigiTel Call-In Dictation System, or from a user's handheld recorder.

As FTPMagic securely sends each file, it can make a backup copy on your hard drive. It can also automatically delete old backups older than a set number of days.

FTPMagic also works in conjunction with DigiAlert to send an Email and/or Text Message to anyone you want to alert to the uploaded files. DigiAlert will run for a 30-day evaluation period prior to entering a License Key. A DigiAlert License Key can be purchased from your DigiTel Reseller, or contact Keys@DigiTelSoftware.com for more information.

FTPMagic also works in conjunction with DigiScribe to allow the upload of a dictation file to FTP Folders to return a file, or to send a copy to another transcriptionist for help understanding a word.

And FTPMagic also works in conjunction with DigiScribe and with itself to send file status information via a networked mapped drive letter, or via itself to ReportGenie.

FTPMagic is FREE to use on the same pc that is running the DigiTel Call-In Dictation System or the DigiScribe Transcription Program if used with Apptec's FTP Folders. Running it on other pc's or with non-Apptec FTP Folders requires a purchase of a License Key after its 30-day evaluation period. An FTPMagic License Key can be purchased from your DigiTel Reseller or email Keys@DigiTelSoftware.com for more information.

FTPMagic, once set, runs automatically in the background, minimized. It can also be run in a Hidden mode to keep it off of your Task Bar.

Monthly rental of FTP folders are available from Apptec Corporation for less than 50$^{\mathbb{C}}$ per day. Please contact Info@DigiTelSoftware.com for more information.
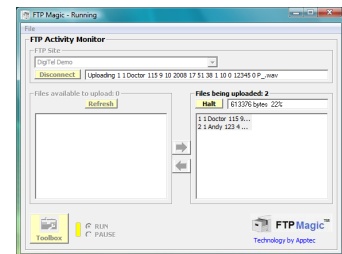
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INSTALLATION

PC Requirements
Hard Disk: 6 MB for FTPMagic program
Interface: Internet access for downloading files to FTP Folders

Operating Systems
WINDOWS 2000, 2000/2008 Server, XP, VISTA, WINDOWS 7

SOFTWARE INSTALLATION

1. **LOG-IN** to Windows as a user with **Administrator Rights** if necessary.
2. **DOWNLOAD** the latest FTPMagic at **www.DigiTelSoftware.com** by clicking on **SOFTWARE** then **New Installation**. Then click on the version number under the FTPMagic heading and follow the on-screen instructions. (Only setup in the default directory, and if asked "do you want to keep this file" click Yes).

FTPMagic will run for FREE on a pc that is also running DigiTel, and it will run for a FREE 30-day Evaluation Period prior to a License Key being entered on any other pc.
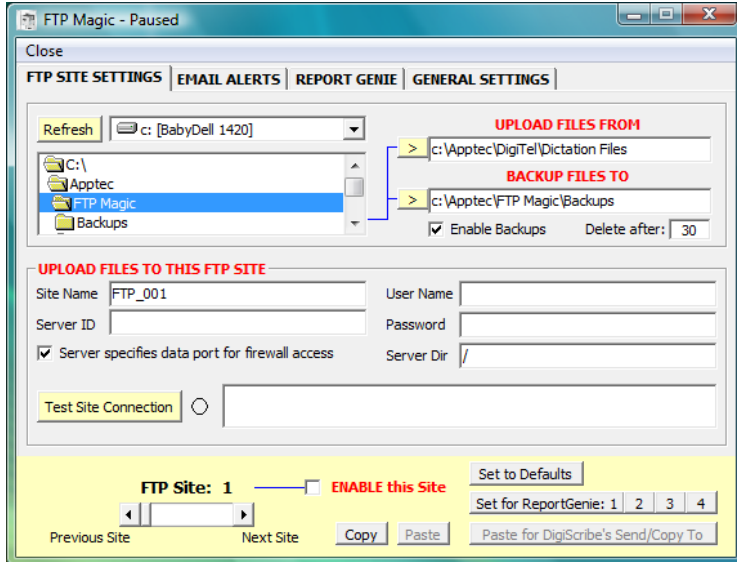
To place a FTPMagic **Shortcut** onto your desktop, locate FTPMagic in All Programs, then right-click on FTPMagic and select **Send To - Desktop**.

INITIAL SETUP AND USE

To setup the **FTP SITE SETTINGS**, click the **Toolbox** from the main screen.

You may setup up to 300 FTP Site Settings. Use the **FTP Site** left-right scroll arrows to scroll through the settings.

UPLOAD FILES FROM: Set the path where the files should be uploaded from.

BACKUP FILES TO: Set the path where the backup copies of those files (once uploaded) should be placed. Then check **Enable Backups** and set **Delete after** to the number of days you want FTPMagic to hold those backup files for. It can be set from 1 to 999 days (2.7 years), or to 0 to disable automatic deletion of old backups.

UPLOAD FILES TO THIS FTP SITE: Enter a descriptive **Site Name** and then the **Server ID**, **User Name**, **Password**, and **Server Dir** for the FTP Site Folder. The Server Directory is usually just "/" and in most cases **Server specifies data port for firewall access** should be checked. Then check **ENABLE this Site**.

If you rent FTP Folders from Apptec Corporation, the Server ID, User Name, Password and Server Dir will be emailed to you.

Now click **Test Site Connection.** If the Upload Files From or Upload Files To paths do not yet exist, a message will pop-up allowing you to create them. If the FTP SITE settings are entered correctly the message box will indicate "Connection OK", otherwise it will indicate "No connection, please check settings" and will display a message describing the error.

Copy will copy the current site's settings to a temporary buffer, and **Paste** will paste that data into the current site's settings. This is handy for setting up many FTP Sites that share many of the same settings. **Set to Defaults** will clear the current site's settings.

Set for ReportGenie: 1 2 3 4 will set the Upload Files From and Backup Files To paths to that necessary to send file status data to the ReportGenie.

Paste for DigiScribe's Send/Copy To will paste that data into the current site's settings after asking you for the Transcriptionist's Name to send data to. Then that name will be automatically assigned to the Upload Files From and Backup Files To and Site Name fields.
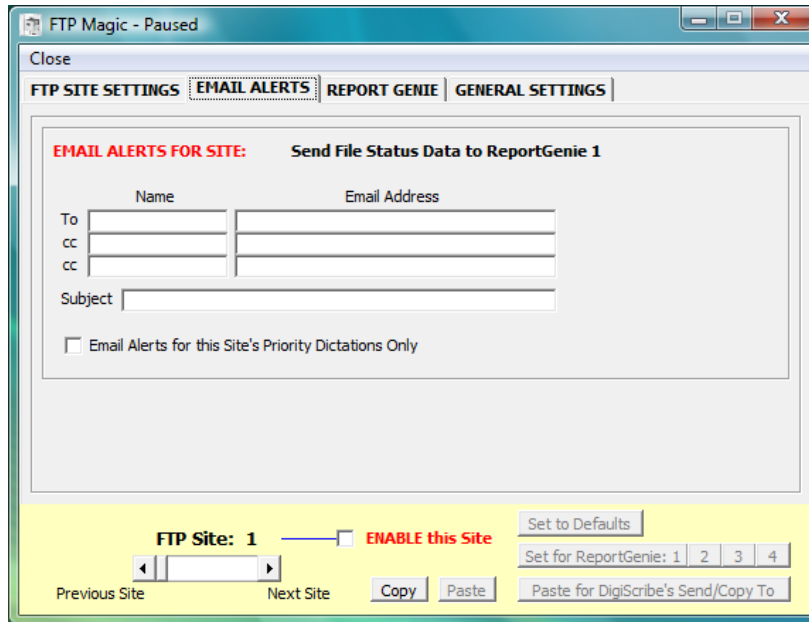

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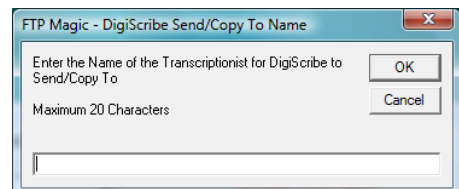
EMAIL ALERTS:

Each FTP Site Settings can have an Email Alert associated with it.

When a file is uploaded to that FTP Site, an Email Alert message will be sent to DigiAlert which will send the Email Alert. DigiAlert is an option for which a License Key must be purchased after its 30-day evaluation period.

To send an Email Alert simply put in the **To Name** which can be any descriptive name, and the **Email Address** of the recipient. A **Subject** can be entered which will be a prefix to the default Subject data of the dictation file's File Number, Reference Number and User's Name.

Email Alerts for this Site's Priority Dictations Only can be checked to enable Email Alerts only when the file uploaded is a Priority dictation.

REPORT GENIE:

FTPMagic can send file status data to up to 4 ReportGenie's.

If ReportGenie is located on the same network as FTPMagic, the data path can be set to a mapped drive letter to the shared path c:\Apptec\ReportGenie\FileStatusData.

If ReportGenie is located on a pc that is not networked to the FTPMagic pc, the data path will need to be set to an Intake Path of FTPMagic such as c:\Apptec\FTP Magic\Intake Paths\ReportGenie\File Status Data\1. FTPMagic will need to be set to upload from that Intake Path to the FTP Folder settings provided to you by your FTPMagic reseller or by Apptec Corporation.

Sending file status data to ReportGenie allows a system supervisor to monitor the transcription status of each file.
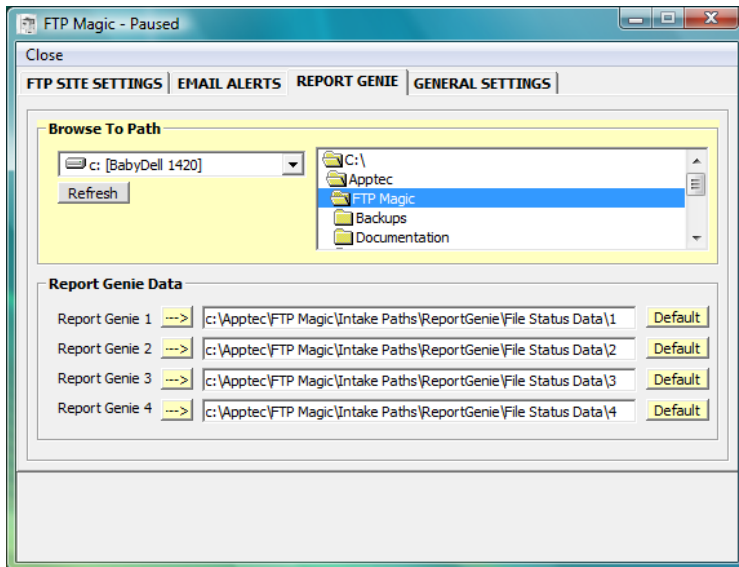
GENERAL SETTINGS:

Check **Restart FTP Magic daily** to enable FTPMagic to reinitialize its Internet connection each morning.

Check **Hide FTP Magic upon startup** to hide it from the Task Bar upon startup.
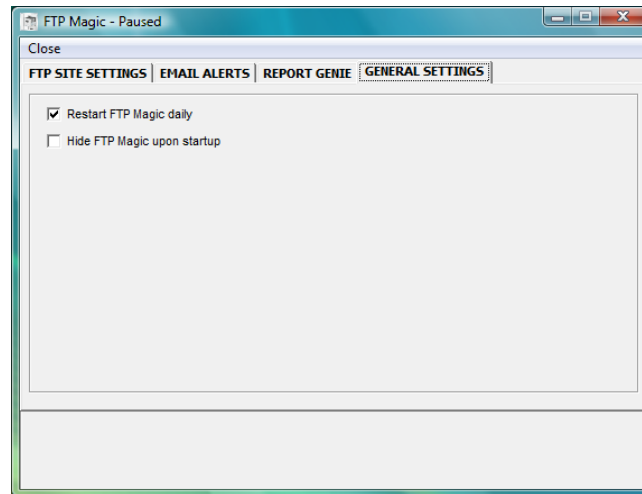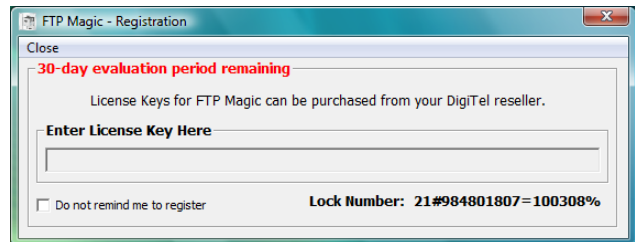
REGISTRATION

FTPMagic does not need a License Key when it is installed on the same computer that DigiTel is running on.

If FTPMagic is installed on another computer, FTPMagic will run for a 30-day evaluation prior to a License Key being entered into its Registration menu. Simply **Close** this window to begin using it.

A License Key is available for purchase from your DigiTel reseller or contact Keys@DigiTelSoftware.com for more information.

Once you've purchased an FTPMagic License Key, email the **Lock Number** from its Registration menu along with the **POP (Proof-Of-Purchase) Number** (that you will receive after your purchase) to **Keys@DigiTelSoftware.com** and you will receive your License Key via email.

RUN

After setting up FTPMagic, close the Toolbox and choose **RUN** on its **FTP Activity Monitor**. It will then scan for files to be uploaded to the FTP Sites.

You may then **Minimize** it by clicking the underscore in the upper right-hand corner, or you may choose File, **Hide from Task Bar** to hide it from the Task Bar.
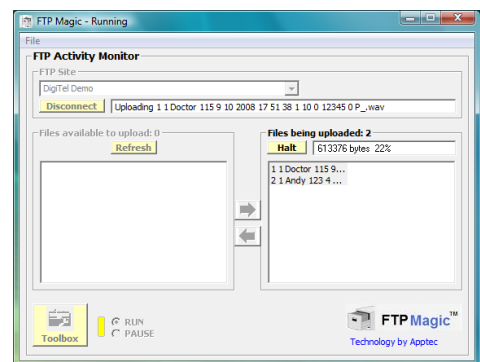
FTP SITE FOLDER MONTHLY RENTALS

Contact your FTPMagic Reseller or email Info@DigiTelSoftware.com for information on monthly FTP Site folder rentals… for less than 50$^{\math00}$ per day*!*

UPGRADES

The latest software and documentation can be found at **www.DigiTelSoftware.com**

If FTPMagic is <u>not</u> already installed, check this site to see if a newer **New Installation** version is available.

If FTPMagic <u>is</u> already installed, click **File** then **Check for Updates** to automatically navigate to this site.
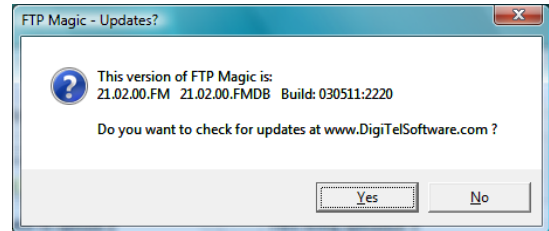
Click **Yes** and you will be brought to the **Software Upgrade** page of www.DigiTelSoftware.com

If there is a newer upgrade version available, click on the new version number in the FTPMagic column. Then follow the on-screen instructions to install the upgrade

On this site, you can also sign-up for Update Notices to receive an email when a new upgrade becomes available.

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