

A Step-By-Step Guide for

Installing ActiveX to

Microsoft Internet Explorer

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CUMMING SCHOOL OF MEDICINE



**UNIVERSITY OF
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Installing ActiveX for Microsoft Internet Explorer

About ActiveX

ActiveX is a software component associated to Microsoft Internet Explorer that when added to a computer allows for animation, audio, and other functions.



Installing the ActiveX software component to Microsoft Internet Explorer only needs to be completed if you wish to listen to audio of the dictation in eScripton.

Please note that MS Internet Explorer is the only supported web browser to be used to access eScripton's EditScript Online and the Clinician NetScript portal.

Getting Started

Before using EditScript Online, you need to check to see if your computer satisfies the hardware and software requirements in [Hardware and Software Requirements for eScripton](#).

This section will guide you through the installation process. The installation process only needs to be completed twice on your computer (once as an Administrator and again as a regular user of your computer).

If you are unable to determine your hardware and software compatibility, or if you cannot install the ActiveX component contact:

UCMG Transcription Services

Phone: (403) 592-5200

E-mail: ucmgtrans@ucalgary.ca

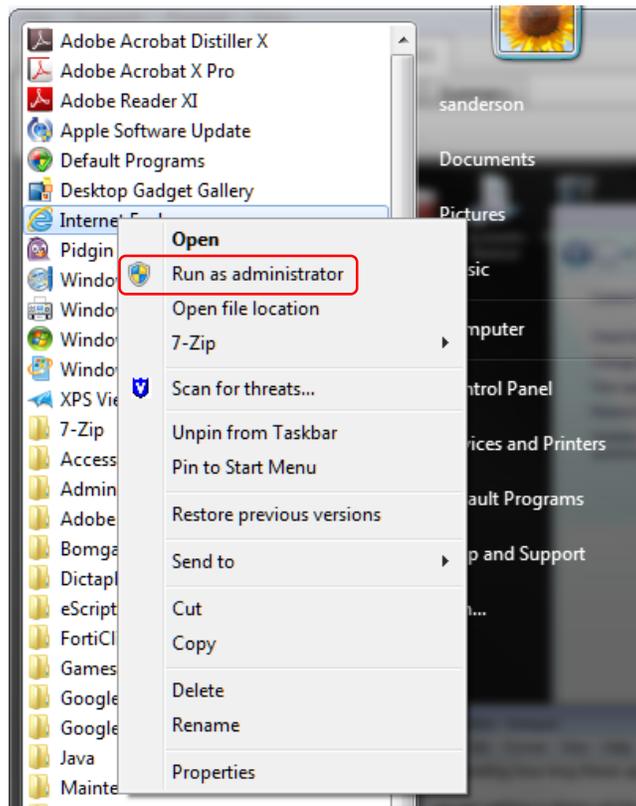
Before you Begin

You will need Administrator access privileges to your computer and its applications. If you do not or are uncertain, please contact: UCMG Transcription Services at (403) 592-5200 or e-mail UCMGTrans@ucalgary.ca.

Step 1 – Opening MS Internet Explorer as an Administrator

Be sure MS Internet Explorer (IE) is closed prior to starting these installation steps

Click the Windows Start button, right-click **Internet Explorer** and select **Run as Administrator**



Step 2 – Add eScripton to IE trusted sites

With Internet Explorer open, from the command options at the top of the browser select **Tools>Internet Options**

When the **Internet Options** window opens select **Security** tab

Select the **Trusted Site** icon and then select **Sites** button

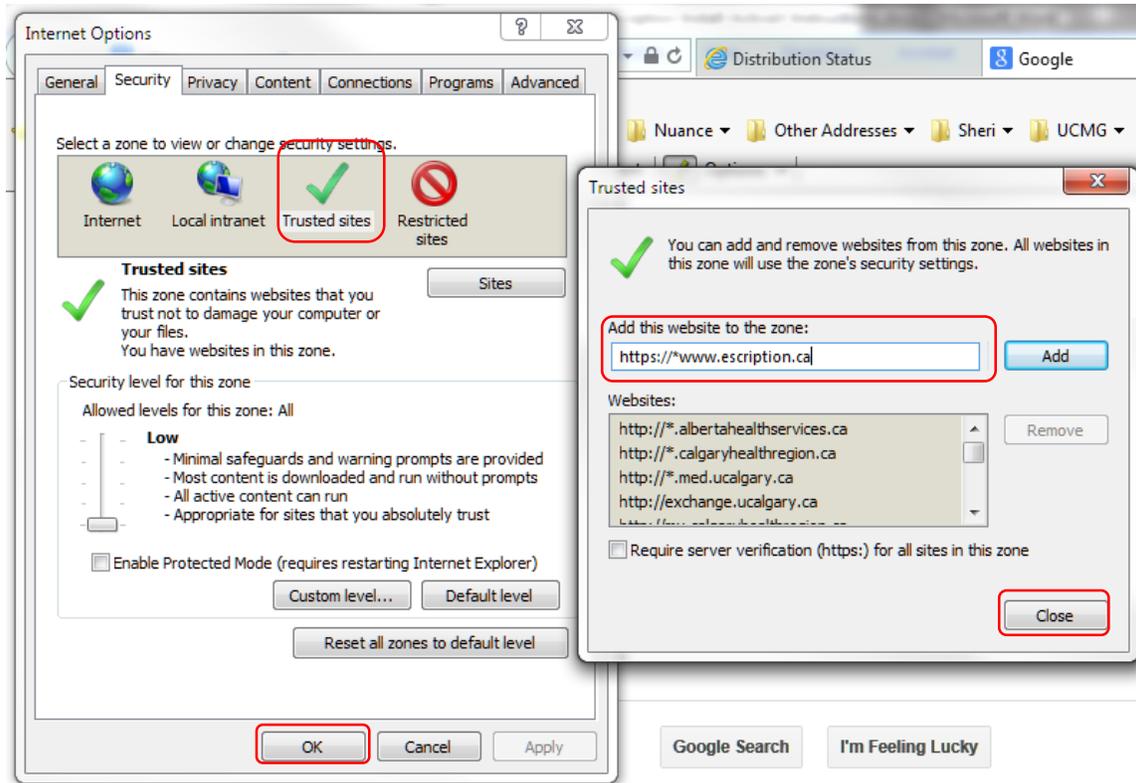
Within the **Add the website to the zone:** field type https://*.escription.ca

Select the **Add** button

Select **Close** button

Select **OK** button to close Internet Options window

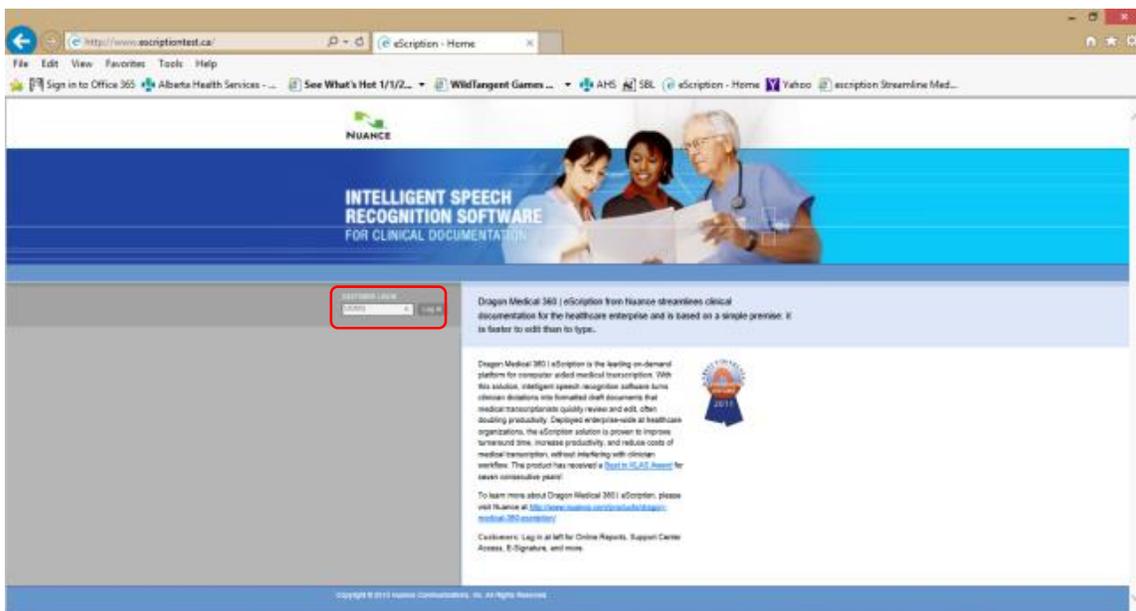
You will be returned to the opening Internet Explorer browser page



Step 3 – Access UCMG eScripton

Enter the URL <https://www.escription.ca>
 The eScripton home page will open.

In the **CUSTOMER LOG IN** field enter **UCMG** and select **Log In** button.

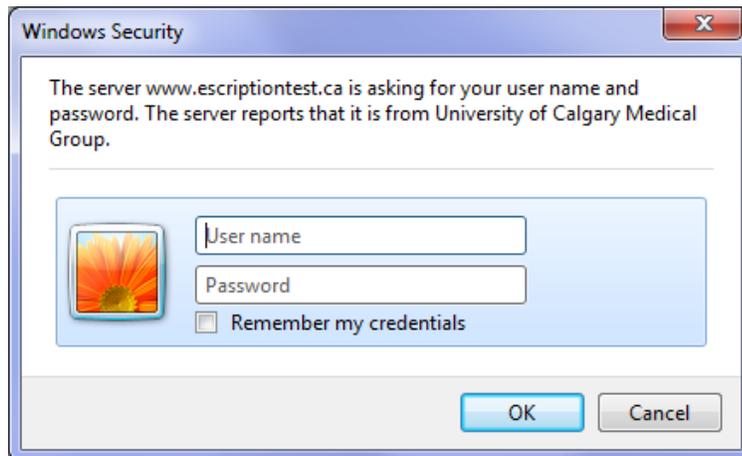


Step 4 – Log into NetScript

The UCMG eScripton Windows Security window will open

In the appropriate fields enter:

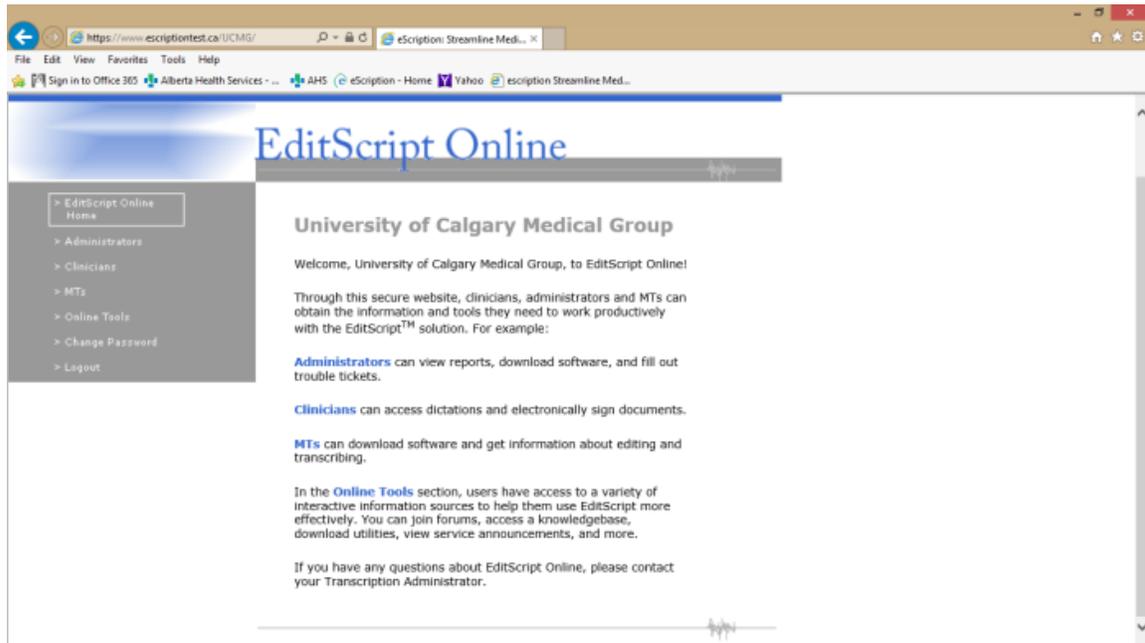
- Your assigned UCMG eScripton NetScript **User Name**
- Your assigned UCMG eScripton NetScript **Password**



To prevent unauthorized access of the application do **not** select the Remember my credentials check box.

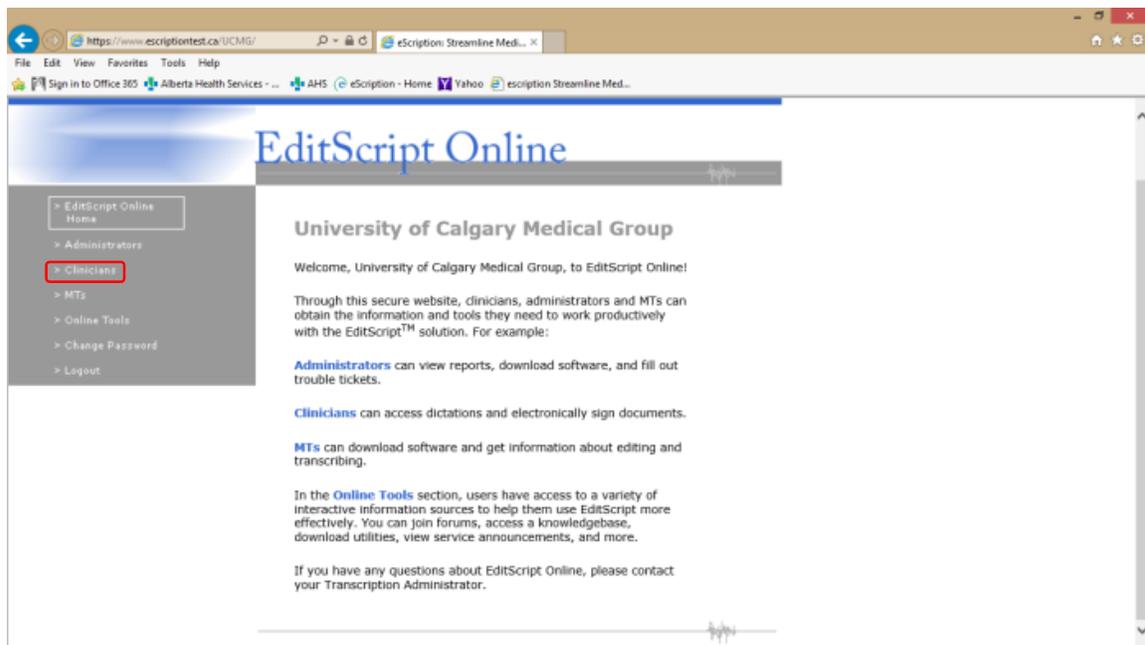
Select **OK** button

The **eScripton EditScript Online** page will open.
The UCMG eScripton EditScript Online page allows Clinicians to access NetScript.



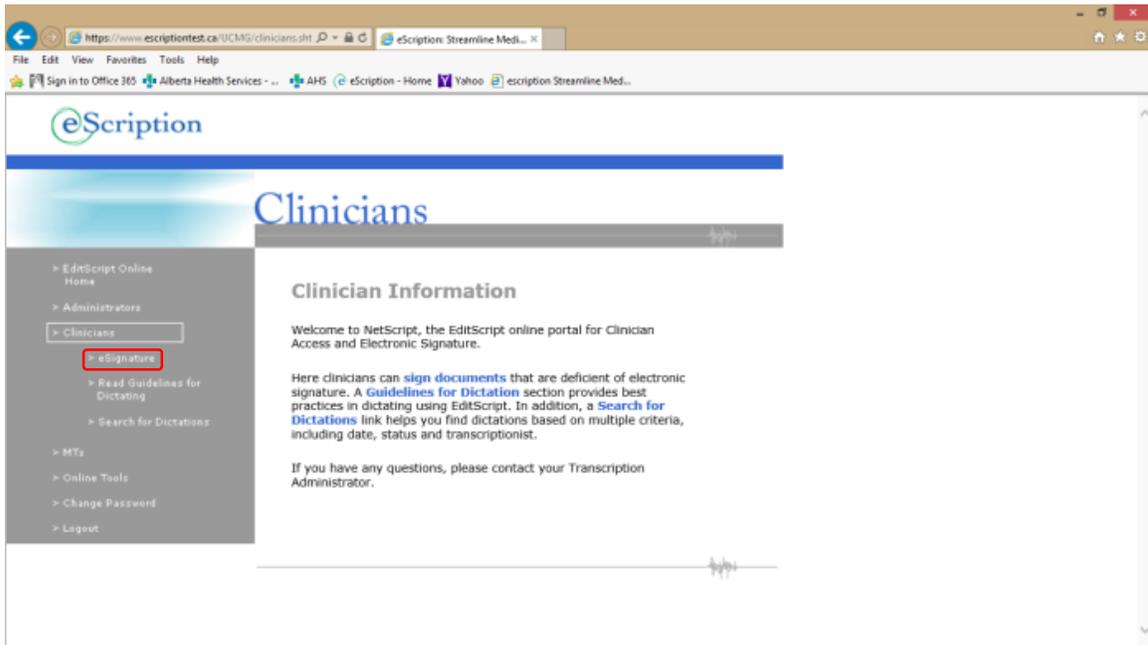
Step 5 – Access a Patient Report

Select the **Clinicians** link



Extended hyperlink options will be available

Select the **eSignature** hyperlink

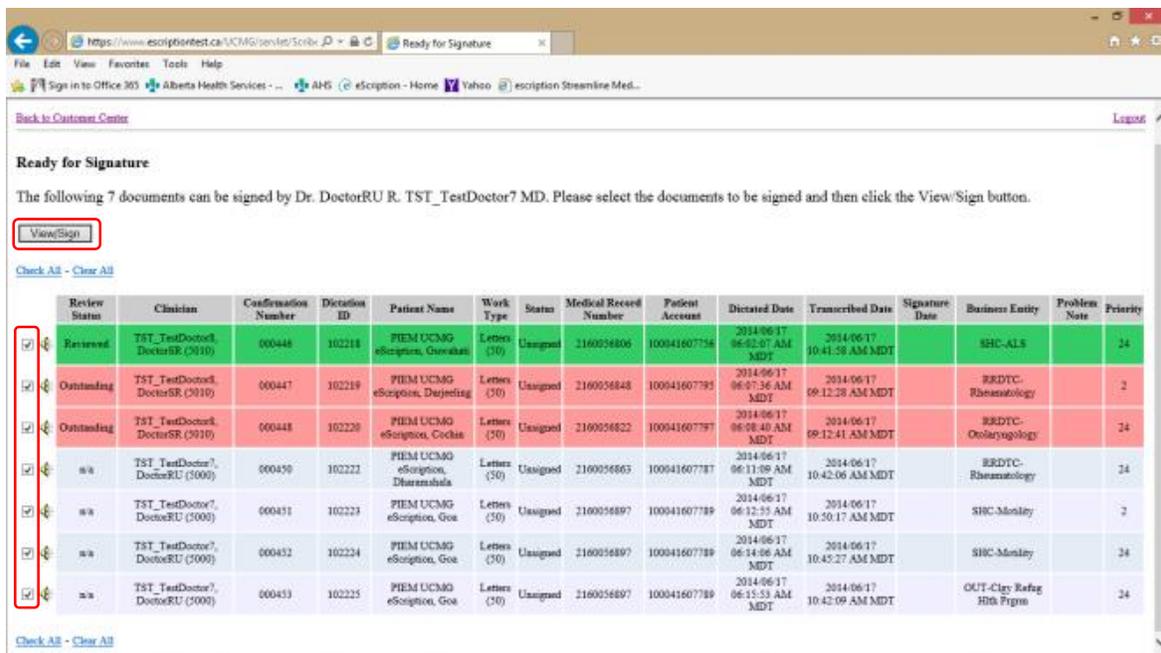


Step 6 – Opening a Transcribed Report

Access the Ready for Signature queue.

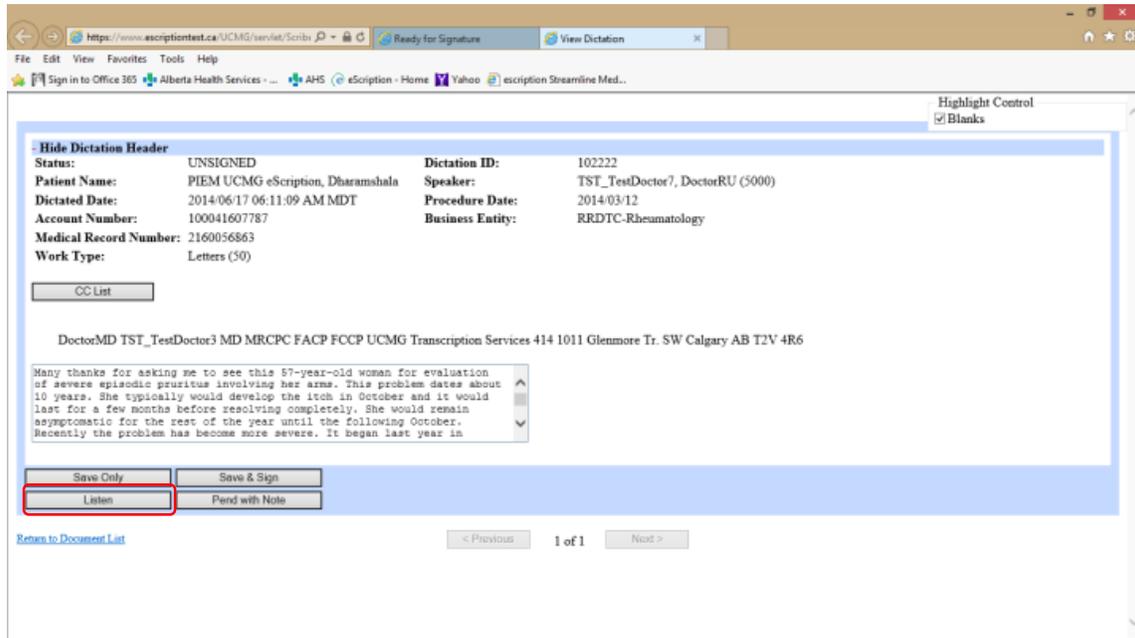
By default the check boxes selecting all reports is marked. (Reports with check boxes selected will be brought forward for viewing.)

Select **View/Sign** button to open a report.



The report will open in the **View Dictation** tab

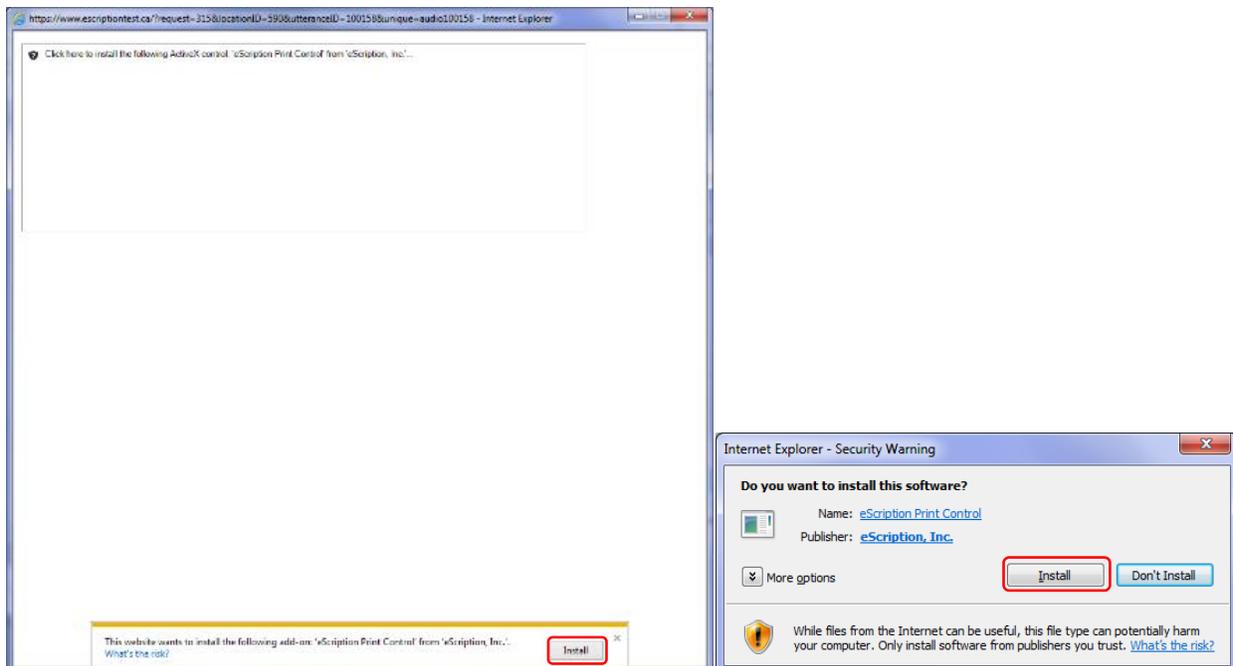
Select the **Listen** button



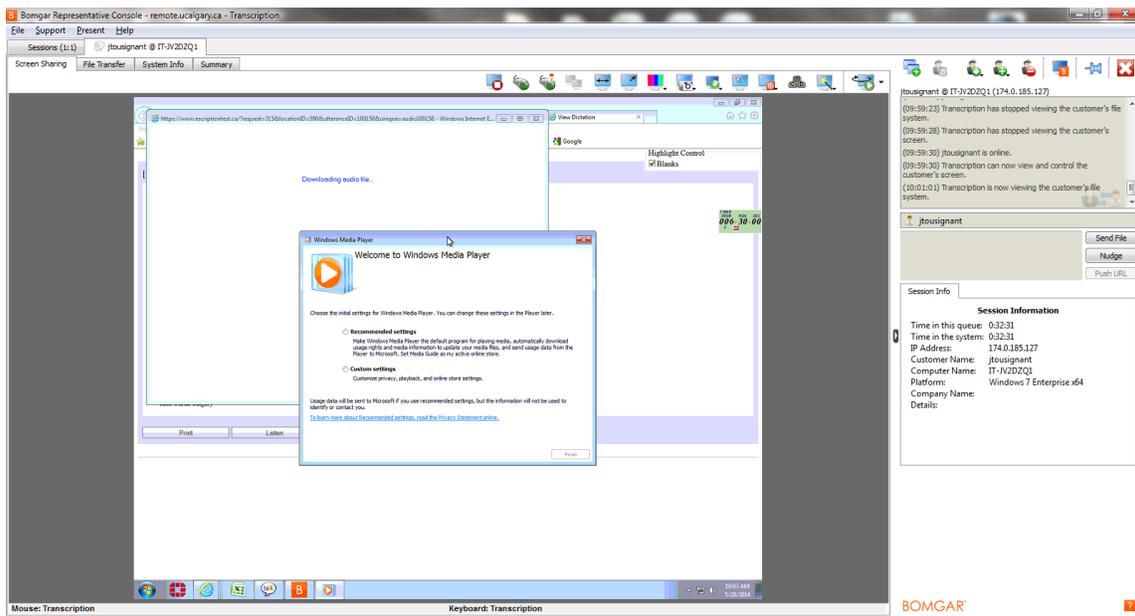
Step 7 – Downloading ActiveX

You may get a message similar to the one's shown (depending upon version of Windows).

Select **Install** (or **OK**) button



You may get the screen prompts shown below



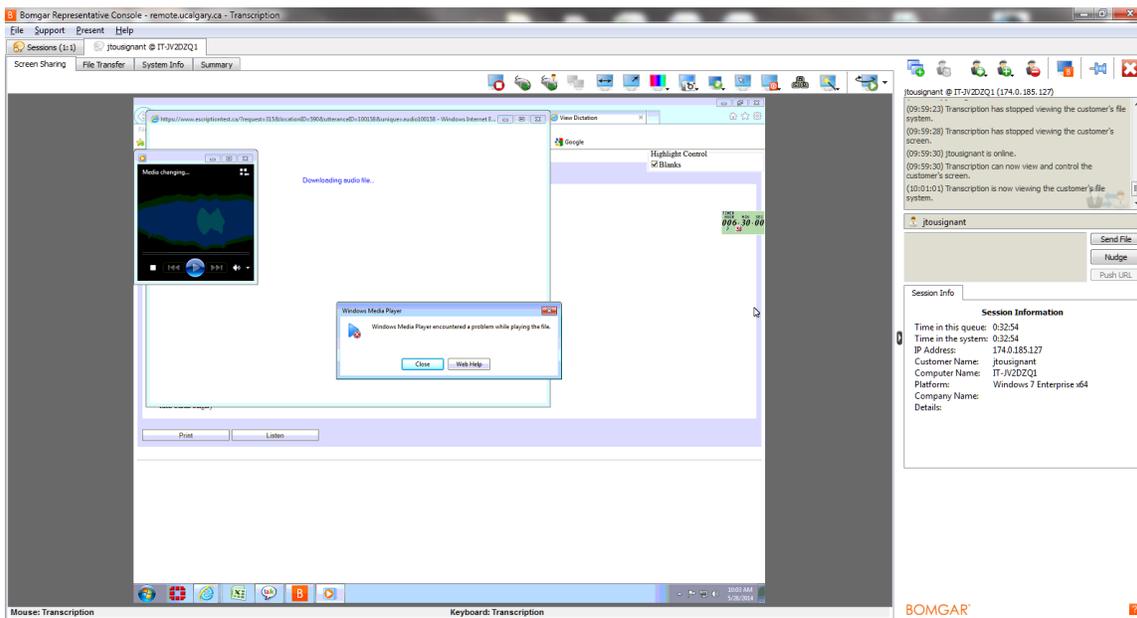
Select **Recommended settings**

A Windows Media Player error message will result

Select **Close** button

Close the Windows Media Player window

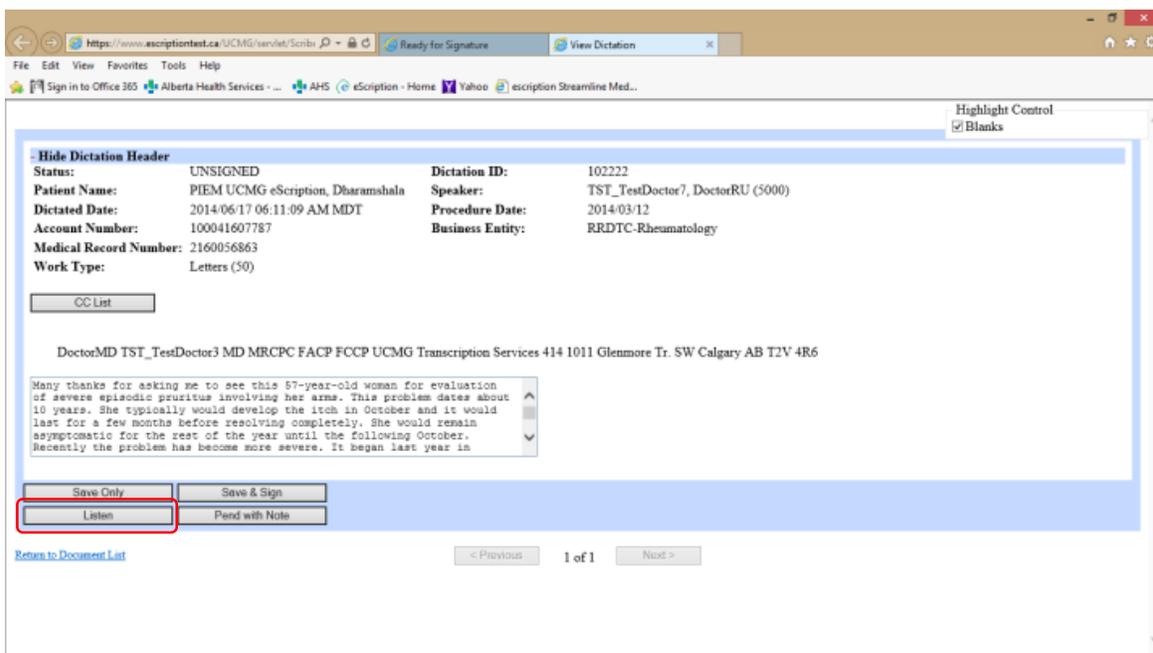
Close the "Downloading audio file" window



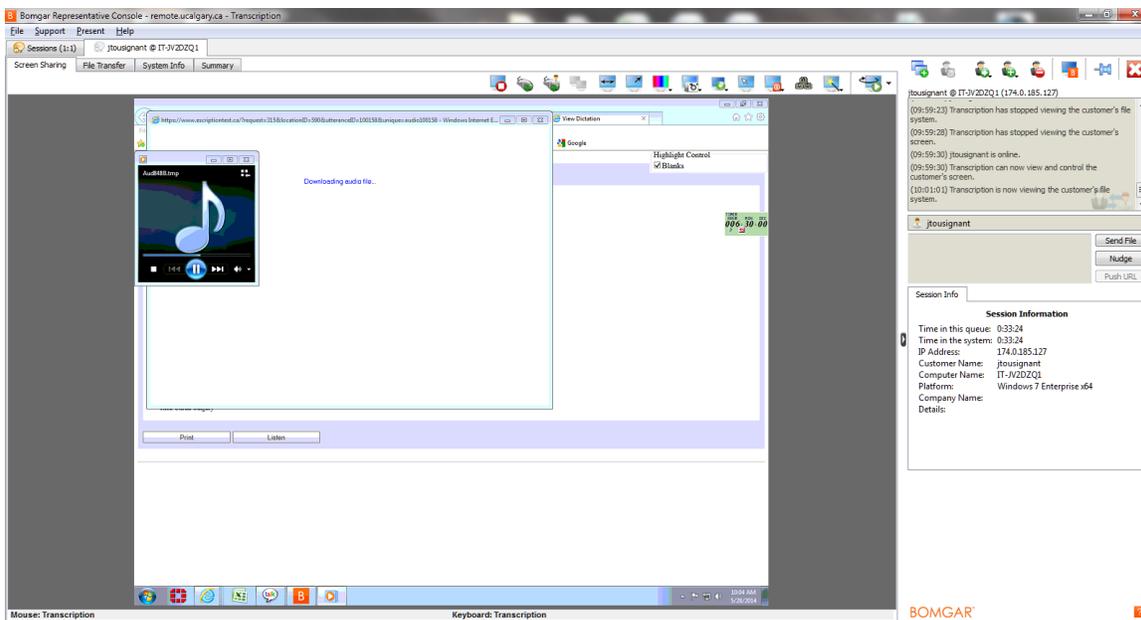
Step 8 – Testing Active X Install

After closing the ActiveX install process you will be returned to the **View Dictation** page

Select the **Listen** button again



"Downloading audio file" window will open, the Windows Media Player will start, and the dictation audio recording will play.



If you can listen to the dictation you have successfully downloaded the ActiveX control to your computer as an Administrator.

Close the Windows Media Player window.

Close the "Downloading audio file" window.

Close the Internet Explorer tab that shows the document.

Logout of NetScript and **Close** Internet Explorer.

Important! You are not done yet.

You will now need to open Internet Explorer as a regular user, log back into NetScript, and install the ActiveX component as an assigned user of your computer.

Start now by selecting **Internet Explorer**  icon to open MS Internet Explorer and follow/repeat steps 2 through 8 again ([start here](#)).

If you are successful in loading ActiveX (being able to listen to a dictation) you will not need to complete these steps again on this computer.