A Step-By-Step Guide for

# Installing ActiveX to Microsoft Internet Explorer

For Support, Contact:

UCMG TRANSCRIPTION SERVICES Phone: (403) 592-5200 Fax: (403) 270-0805

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## **CUMMING SCHOOL OF MEDICINE**



## 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 eScription.

Please note that MS Internet Explorer is the only supported web browser to be used to access eScription'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 <u>Hardware and Software Requirements for</u> <u>eScription</u>.

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 <sup>1</sup> button, right-click **Internet Explorer** <sup>2</sup> and select **Run as Administrator** 



## Step 2 – Add eScription 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 <u>https://\*.escription.ca</u> 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

Internet Options           General         Security         Privacy         Content         Connections         Programs         Advanced	C S Google
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## Step 3 – Access UCMG eScription

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

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



## Step 4 – Log into NetScript

The UCMG eScription Windows Security window will open

In the appropriate fields enter:

- Your assigned UCMG eScription NetScript User Name
- Your assigned UCMG eScription NetScript Password

The server www password. The Group.	v.escriptiontest.ca is asking for your user i server reports that it is from University of	name and Calgary Medical
	User name Password Remember my credentials	
	ОК	Cancel

Select OK button

#### The eScription EditScript Online page will open.

The UCMG eScription EditScript Online page allows Clinicians to access NetScript.

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	EditScript Online	149	^
> EditScript Online Home > Administrators	University of Calgary Medical Group		
> Clinicians	Welcome, University of Calgary Medical Group, to EditScript Online!		
> MTs > Online Tools > Change Password	Through this secure website, clinicians, administrators and MTs can obtain the information and tools they need to work productively with the EditScript <sup>TM</sup> solution. For example:		
> Logout	Administrators can view reports, download software, and fill out trouble tickets.		
	Clinicians can access dictations and electronically sign documents.		
	HTs can download software and get information about editing and transcribing.		
	In the <b>Online Tools</b> section, users have access to a variety of interactive information sources to help them use EditScript more effectively. You can join forums, access a knowledgebase, download utilities, view service announcements, and more.		
	If you have any questions about EditScript Online, please contact your Transcription Administrator.		
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## Step 5 – Access a Patient Report

#### Select the Clinicians link



Extended hyperlink options will be available

Select the eSignature hyperlink

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> Administrators		
> Clinicians	Welcome to NetScript, the EditScript online portal for Clinician Access and Electronic Signature.	
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> Read Guidelines for Dictating	signature. A Guidelines for Dictation section provides best	
> Search for Dictations	practices in dictating using EditScript. In addition, a Search for Dictations link helps you find dictations based on multiple criteria, including date, status and transcriptionist.	
> MTs	If you have any questions, please contact your Transcription	
> Online Tools	Administrator.	
> Change Password		
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## 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.

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

#### Select the *Listen* button

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## 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

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You may get the screen prompts shown below

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#### 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

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## 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

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Status:	UNSIGNED	Dictation ID:	102222	
Patient Name:	PIEM UCMG eScription, Dharamshala	Speaker:	TST_TestDoctor7, DoctorRU (5000)	
Dictated Date:	2014/06/17 06:11:09 AM MDT	Procedure Date:	2014/03/12	
Account Number:	100041607787	<b>Business Entity:</b>	RRDTC-Rheumatology	
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10 years. She typical	ly would develop the itch in October	and it would		
last for a few months asymptomatic for the s	before resolving completely. She wow rest of the year until the following	October.		
Recently the problem h	has become more severe. It began last	year in		
Save Only	Save & Sign			
Listen	Pend with Note			
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"Downloading audio file" window will open, the Windows Media Player will start, and the dictation audio recording will play.

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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 <u>Internet Explorer</u> 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 (<u>start here</u>).

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.