

T-Pro Sync User Manual

Document Revision 2.2



Getting Started with T-Pro Sync

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Getting Started with T-Pro Sync

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T-PRO



Getting Started with T-Pro Sync

1. Introduction

T-Pro Sync is an application that runs on your computer and allows you to upload external recordings directly into the T-Pro web application. Any audio file done with a dictaphone can be used.

2. Installation

The installation file will be provided by T-Pro for download.

1. Run the file on your computer.

During the installation process you have the following options:

🕼 Installation Options		223		\times
Installation options				
Select installation options				S
Create a shortcut for this program on the desktop.				
Create a shortcut for this program in the startup menu.				
Run T-Pro Sync after install.				
Run T-Pro Sync automatically after Windows startup.				
☑ Run T-Pro Sync as Windows Service.				
Back	Next		Car	ncel

T-Pro Sync Setup Wizard

- Create a shortcut on your desktop.
- Create a shortcut in the startup menu.
- Launch the program after installation.
- Launch the program at every startup.
- Enable to run the program as a <u>Windows service</u>

2. Click on **Next** to view the installation location or click **Change** to manually select another installation folder.



	1	_
-		B
	Ca	ncel
	-	Ca

The default installation folder

3. Click Next again, then click Install.

🛃 T-Pro Sync Setup		32 <u>—</u> 33	
Ready to install T-Pro Syno	÷		\odot
Click Install to begin the installat settings. Click Cancel to exit the	tion. Click Back to review or ch wizard.	ange any of your	installation
	Back	PInstall	Cancel

Begin the installation

You'll see the progress and when clicking **Finish** the application automatically launches the login screen.



NOTE: If you have an external microphone / recording device attached to your pc at the time of installation and the login screen does not open automatically, just click on the desktop icon to start the application.



3. Login Options

There are different login options to access the application depending on your organisation's needs. Your credentials only work in the respective fields.

3.1 T-Pro Login

Enter your T-Pro user email and password, and click on LOGIN.



Login screen can remember your T-Pro credentials



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=> The application opens presenting a space to add a folder.

Remember Me Option

Ticking the option *Remember Me* at login keeps you logged in even when you close the app via the system tray (see below <u>Closing the application</u>).

=> Use the desktop icon to access the app again; the login screen will be skipped.

Forgot Password

There is one more option on the login screen: Click on **Forgot Password?** when you're having trouble signing in.

NOTE: This only works for your regular T-Pro credentials.

The account recovery screen comes up.

ຣີຊ T-PRO SYNC - 1.8.2	\otimes			
LOGIN TO YOUR A	CCOUNT			
Email				
	Account Recovery			
Password	Please enter your email to reset your account			
Remember Me	Email			
LO	support@tpro.io	RESET		

Account recovery step 1

Enter your user email address and click on RESET. If you have set up a contact email address and/or mobile number you will receive a verification code.

Retrieve this code and enter it into the field. Click on VERIFY.





Account recovery step 2

The RESET YOUR PASSWORD screen comes up.

RESET YOUR PAS	SWORD	\otimes
•••••		
••••••		Q
	CANCEL	RESET 🕕

Account recovery step 3

Enter your new password in the first field and confirm it in the second field. Click on RESET to complete this process.

=> Your password has been updated and you can sign in again.

Click here if you work with T-Pro Sync as an author.

Click here if you work with T-Pro Sync as a clerical user (transcriber, editor, etc.)

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3.2 Microsoft Login

If your organisation is working with Microsoft email accounts, click on SIGN IN WITH MICROSOFT.

Or	
Sign in with Microsoft	
Sign in with server credentials	

Select the login process to use your Microsoft account

The Microsoft sign in window opens.

1. Enter your Microsoft email address and click on Next.

	Sign in to your account	×
С Т-РКО SYNC - 1.4.7	Microsoft Sign in silvie.tpro@outlook.com No account? Create one! Can't access your account? Back Next	
	Sign-in options	es

T-Pro Sync with Microsoft sign in2. Enter your Password and sign in.

=> The application opens presenting a space to add a folder.

Click here if you work with T-Pro Sync as an author.



Click here if you work with T-Pro Sync as a clerical user (transcriber, editor, etc.)

3.3 Login Process for Automatic Uploads (Windows Service)

Use this login option if you want T-Pro Sync to perform automatic uploads in the background, even if the Sync app is not running.

Click on Sign in with server credentials.

NOTE: This establishes a separate	e login to your default T-Pro	o user login.
-----------------------------------	-------------------------------	---------------



Switch here to log in with your AWS credentials

Server credentials will be provided from T-Pro.

- 1. Enter the Access Key Id
- 2. Enter the Secret Access Key
- 3. Enter the ID of your organisation
- 4. Select your region
- 5. Click on LOGIN.

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or 9 b_o T-PRO SYNC - 1.4.7	\otimes
LOGIN WITH SEF	RVER CREDENTIALS
****	xxxxx
•••••	•••••
111	Region eu-west-1
Remember Me	eu-west-1
	ap-southeast-2

AWS credentials login screen

=> The application opens presenting a space to add a folder.

4. Opening the Application

Open the application via the desktop icon.



Doubleclick on the icon

Once you are logged in and the application window is open, there is also an icon visible on the task bar.



T-Pro Sync is open

If you do not have the taskbar icon, the app has been minimised and is running in the background. Go to the system tray and reopen it from there.



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Open T-Pro Sync via the system tray

NOTE: If the app is running in the background you cannot open it via the desktop icon. Go to the system tray and reopen it from there.

Attaching / Detaching recording devices

You can attach and detach external recording devices at any time. Remember to open T-Pro Sync via the system tray if you have previously minimised the application window.

5. The Workspace

Depending on the user role different options are available to you. We explain those in the sections Author Role and <u>Transcriber Role</u> below.





5.1 Author Role



Workspace for folder upload after first login

Drag and drop a folder containing your dictation files onto the workspace. You can also click and select a folder location manually.

- > The folder will get connected with T-Pro Sync.
- The folder should contain the audio files you want to process with T-Pro.
- > Any audio file created with a dictaphone can be uploaded this way.
- > Individual audio files cannot be dragged to the workspace.

Using the application as an author gives you the following options:





្លែ ក	-PRO SYNC - 1.3.2						(
	MANAGE FOLDERS CHECK FOR UPDATE						
G	E:\SILVIE\WORK\2022\01-T-Pro	03 - Testing\Sync\Te	(3 Files)	Overview: Sent (0)	Unsent (3) V	Waiting (0) Error (o) ^
] File	Group	Template	Subject ID	Modified At	Status	Priority
] 11 U. Roy.mp3	Group A	Temp 1		25/01/2006	ŧ	
	A. Franklin.mp3	Group A	Temp 1		01/10/2007	ŧ	
	M. Young.mp3	Group A	Temp 1		12/08/2021	±	
	N						
-	r2.						
P	riority: 💽 👻 Group: 💽 👻	Template: 🗾 ID		Name:			Uplood

Workspace after folder upload displaying the files

The workspace lists the folder content as individual audio files.

- Information such as Group and Template originate from your (the author's) default user settings.
- There are three status icons:
 Orange = Awaiting upload
 Blue = processing upload
 Green = Uploaded



5.1.1 Changing and adding file information

Select a file by ticking the box at the start of the line.

Getting Started with T-Pro Sync



Change the settings for the selected file

Next, click into the fields at the bottom to change

- Priority Green = Normal
 - Orange = High
 - Red = Urgent
- Group
- Template

You can also manually enter a patient ID and/or patient name for the selected file.

11 U. Roy.mp3	Group A	Temp 1		25/01/2006	ŧ	
A. Franklin.mp3	Group A	Temp 1	F.000121	01/10/2007		
M. Young.mp3	Group A	Temp 1	M-0101112	12/08/2021	1	

Added patient ID and changed priority

Click on **Upload** to upload the selected file.

5.1.2 Bulk Upload

Instead of selecting the files individually, tick the box in the header to select all files.

I ■ A Tile	Group	Template
11 U. Roy.mp3	Group A	Temp 1
A. Franklin.mp3	Group A	Temp 1
M. Young.mp3	Group A	Temp 1

Selecting all files with one click

Getting Started with T-Pro Sync

Click on **Upload** to upload all files in one go.

5.1.3 MANAGE FOLDERS

Use the button to manage your folders:

Folders	Folders Options
OSHIBA EXT(E:\)	 Upload automatically Delete source file after sending Keep backup files Filter files by type
REMOVE	File Type MPEG Layer 3 Audio (*.mp3) Windows Media Audio (*.wma) OGG Vorbits Audio (*.ogg) Diaital Speech Standard (*.dss)

View folders and folder options

Folders

On the left side you see the folder(s) listed which connect with T-Pro Sync. Audio files placed in these folders will be synced with the program.

Here, you can also ADD or REMOVE folders which work with T-Pro Sync.

Folder Options

First select the relevant folder on the left side to enable the folder options (on the right).

- Automatic upload of files within the selected folder checking for and uploading new audio files every 15 seconds
- Deletion of the source file after upload
- Keeping backup files for the selected duration





Manage folders menu

File Type

Activate the option to filter files by type. Only the selected file types will then be displayed in the upload list (see screenshot <u>main workspace</u>).

	Upload automatically	
	Delete source file after	sending
	Keep backup files	1 Month
To F	Filter files by type	
	Filter files by type	p3)
	Filter files by type	p3) .wma)
	Filter files by type MPEG Layer 3 Audio (*.m Windows Media Audio (*.ogg OGG Vorbits Audio (*.ogg	p3) .wma)))

File type selection filter

Getting Started with T-Pro Sync

Tick the box for the files you want to include for the upload.

Click the button to **SAVE** your settings.

Windows Service Settings

If you want to set up T-Pro Sync to work as a Windows Service the options **Upload automatically** and **Manage folder in Windows service** both have to be enabled.

5 T-PRO SYNC - 1.4.2 - Manage Collections	\otimes
🖻 Folders	Folders Options
TOSHIBA EXT(E:\) SILVIE\WORK\2022\01-T-Pro\03 - Testing\Syn	 Upload automatically Delete source file after sending Keep backup files Manage folder in Windows service Filter files by type
REMOVE	File Type MPEG Layer 3 Audio (*.mp3) Windows Media Audio (*.wma) GGG Vorbits Audio (*.ogg) Diaital Speech Standard (*.dss)

Sample settings for Windows service upload

Click on SAVE.

=> In the main window you can see that the folder is managed by Windows Service.



Getting Started with T-Pro Sync

5 g T-PRO SYNC - 1.4.7		\otimes
MANAGE FOLDERS	Signed with Serv	er Credentials Logout
🗁 D:\SILVIE\WORK\2023\01 - T-Pro\03 - Testing\SYNC\Test Audio Fil (2 Files - Manage	ed by Windows Se	ervice
File	Sto	atus Priority
Gaeeecf0-6957-41a0-a138-6ba45e660739.wma		× • • • • • • • • • • • • • • • • • • •
9ee5af19-ebbd-48a2-9a0f-9575ccf631b3.DS2	· · · · · · · · · · · · · · · · · · ·	AAA
ي ا		
Overview: Sent (2) Unsent (0) Waiting (0) Error (0)		Upload

Folder managed by Windows Service

5.2 Transcriber Role



Workspace for folder upload after first login

Drag and drop a folder containing dictation files onto the workspace. You can also click and select a folder location manually.



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- > The folder will get connected with T-Pro Sync.
- The folder should contain the audio files you want to process with T-Pro.
- > Individual audio files cannot be dragged to the workspace.
- > Any audio file created with a dictaphone can be uploaded this way.
- > Each folder needs to be linked to an author.

5.2.1 Link an author with a folder

It is crucial that each audio file is linked to its creator (the author). Normally this is done by setting a default author to a folder. If you work with various different authors you need to select the right one from the dropdown menu.

There is also the option to <u>manually select an author</u> if this is necessary.

First time use

When you move a folder to the workspace the *Add User Folder* window will automatically come up.

្ត្រី 3 T-PRO SYNC - 1.4.4	\otimes
IPRO SINC-144 Add the author to the folder: Select Author CANCEL CONFIRM D ADD OR DRAG A FOLDER	♥ qaroute@qa.qa Logout

Click to open the dropdown list and select the relevant author

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(m	0	
6-] T-PRO SYNC - 1.8.2 - Add User Folder	\otimes
	Add the author to the folder: Select Author	
		<u> </u>
	Blayne Scott	^
L	Brian Coleman	
	BTH Clinician Test #1	
	Chris Martin	
	divya author	
	Gavin Richards	
	Harry Kane	
	James Moffatt	
	Jennifer Wilkinson	+

Select and confirm the author

The folder with its contents will be displayed.

The default author of this folder is shown at the bottom.

Subject ID	Mounted At	Status	en
MG	30/11/2006		A
MG	09/05/2006	ŧ	4
MG	12/08/2021		A
	MG	MG 09/05/2006 MG 12/08/2021	MG 09/05/2006 會 MG 12/08/2021 會

Workspace displaying the folder content and default author

Additional folders

After the first time setup you can add more folders via the MANAGE FOLDERS button. Each time you will have to link a default author to your new folder.

Getting Started with T-Pro Sync

Follow the steps below (which are similar to the above):

1. Click on MANAGE FOLDERS. A new window opens..



Folders and Folders Options window

2. Click on ADD. The Add User Folder window opens.

÷	Author: Silvi	olders		🕞 Folders Opt	ions		• Uple	ad
-	D:\	IBA EXT(D:\)	δ.g T-PRO SYNC - 1.4.4 - Add User Fold	er 🛞	stically le after sending	8	Error (0)	^
ב	File		Add the author to the folder:		es 🗌	*	Status	Pric
2	01 I Smell Winte		Select Author	y.	pe		1	
	04 Wishbone.m-		CAN	CONFIRM				
	Speech Direct S			Windows Med	idio (*.mp3) ia Audio (*.wma)			
			REMOVE	OGG Vorbits A	udio (*.ogg) Standard (*.dss)			
				Diaital Speech	Standard (*.dss)			

- 3. Select the relevant author from the dropdown list and CONFIRM.
- 4. Next, your PC's explorer opens where you need to navigate to the folder location and select the folder.



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	and a second of the Association of the	v 71	O Search Sunc	
e i i i i i	THE CONTRACTOR CONTRACTOR	• 0	- Search Sync	
Organise • New folder				- 0
01 - imperior	^ Name ^		Date modified	Typ
E Christian	TEST N		24/11/2022 16:26	File
A DRI HELDER BING	43			
Internal country future				
 OneDrive 				
This PC				
3D Objects				
Desktop				
Documents				
Downloads				
Music				
Pictures				
Videos				
😍 Local Disk (C:)				
 ROWA BILLING 	~ <			>
Folder: Sync				
5		-		1

Sample of explorer to select a new folder

5. Back in the folder section click on SAVE to complete the process.

_	6-9 T-PRO SYNC - 1.4.4 - Manage Folders	\otimes	
Author:	🖻 Folders	Folders Options	-
🖻 D:\	TOSHIBA EXT(D:\)	Upload automatically	g (0) En
🗆 File	Insting\Syn Insting\Syn Testing\Syn	Delete source file after sending	At
		Keep backup files	
011 Smell		Filter files by type	
04 Wishbo		File Type	
Speech Dir		MPEG Layer 3 Audio (*.mp3)	
		Windows Media Audio (*.wma) OGG Vorbits Audio (*.oga)	
	REMOVE	Digital Speech Standard (* dss)	

Sample of saving an additional folder

You can repeat this process to create an individual folder for each of your authors.

Folder Options

First select the relevant folder on the left side to enable the folder options (on the right).

- Automatic upload of files within the selected folder checking for and uploading new audio files every 15 seconds
- Deletion of the source file after upload
- Keeping backup files for the selected duration

b_a T-PRO SYNC - 1.3.2 - Manage Collections	\otimes
🖻 Folders	Folders Options
SILVIE\WORK\2022\0 -T-Pro\03 - Testing\Syn	 Upload automatically Delete source file after sending Keep backup files I Day Filter files by type Week
REMOVE	File Type 1 Month MPEG Layer 3 Audio (*.mp3) 3 Months Windows Media Audio (*.wmq 1 Year OGG Vorbits Audio (*.ogg) Diaital Speech Standard (*.dss)

Manage folders menu

NOTE: When the folder is set to *Upload automatically* in combination with the <u>Manually</u> <u>select author</u> option, a request to select and confirm the author comes up at every automatic upload. To avoid this just uncheck the box.



File Type

Activate the option to filter files by type. Only the selected file types will then be displayed in the upload list (see screenshot <u>main workspace</u>).



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-	Upload automatically	
	Delete source file after sendir	ng
	Keep backup files	Month .
H	le	
H	MPEG Layer 3 Audio (*.mp3)	
	MPEG Layer 3 Audio (*.mp3) Windows Media Audio (*.wma)	
	MPEG Layer 3 Audio (*.mp3) Windows Media Audio (*.wma) OGG Vorbits Audio (*.ogg)	

File type selection filter

Tick the box for the files you want to include for the upload.

Click the button to **SAVE** your settings.

Windows Service Settings

If you want to set up T-Pro Sync to work as a Windows Service the options **Upload automatically** and **Manage folder in Windows service** both have to be enabled.



ອີຊິ T-PRO SYNC - 1.4.2 - Manage Collections	\otimes
🗁 Folders	Folders Options
TOSHIBA EXT(E:\) SILVIE\WORK\2022\01-T-Pro\03 - Testing\Syn	 Upload automatically Delete source file after sending Keep backup files Manage folder in Windows service Filter files by type
REMOVE	File Type MPEG Layer 3 Audio (*.mp3) Windows Media Audio (*.wma) OGG Vorbits Audio (*.ogg) Diaital Speech Standard (*.dss) CANCEL SAVE

Sample settings for Windows service upload

Click on SAVE.

=> In the main window you can see that the folder is managed by Windows Service.

5 g T-PRO SYNC - 1.4.7		S
MANAGE FOLDERS CHECK FOR UPDATE Sign	ed with Server Cred	dentials Logout
D:\SILVIE\WORK\2023\01 - T-Pro\03 - Testing\SYNC\Test Audio Fil (2 Files - Managed by Windows Audio Fil)	ndows Service	> ^
	Status	Priority
Gaeeecf0-6957-41a0-a138-6ba45e660739.wma	1	
9ee5af19-ebbd-48a2-9a0f-9575ccf631b3.DS2	1	
N		
	_	_
Overview: Sent (2) Unsent (0) Waiting (0) Error (0)		Upload

Folder managed by Windows Service

5.2.2 Folder view

The workspace lists the folder content as individual audio files.

- Information such as Group and Template originate from the author's default user settings.
- There are three status icons:
 Orange = Awaiting upload
 Blue = processing upload
 Green = Uploaded



If you work with several folders, open and close them with the small arrow icon to the right.

1 14NO STNC-144	G
	(2) testtypist1@tpro.ie Logout
D:\	Overview: Sent (0) Unsent (3) Waiting (0) Error (0)
D:\ Testing\Sync\T (3 Files)	Overview: Sent (0) Unsent (3) Waiting (0) Error (0)

Open and close the folders

Tick the files you want to upload individually or tick *File* in the table header for bulk upload.

6		Files) ov	verview: Sent (
9	File	Group	Template	Sut
	01 I Smell Winter.wma	Adult Clinical Services	Clinic Letter TEST VF - (Сору
	04 Wishbone.m4a	Adult Clinical Services	Clinic Letter TEST VF - (Сору
	Speech Direct Script.mp3	Adult Clinical Services	Clinic Letter TEST VF - 0	Сору

Tick the box at the top to upload the entire folder content

For selected files the following options get available:



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Sa T	PRO SYNC - 1.4.4						\otimes
		CHECK FOR UPDATE			(2) testtyp	ist1@tpro.ie	Logout
6		Testing\Sync\T (3 Files)	Overview: Sent (0) Ur	nsent (3) Waiting (0)	Error (0)	*
G	D:\III.HENYCHYJCENE: 1 Frank) -	Testing\Sync\T (3 Files)	Overview: Sent (0) Ur	nsent (3) Waiting (0)	Error (0)	~
	File	Group	Template	Subject ID	Modified At	Status	Prio
	01 I Smell Winter.wma	TestingGroup	Outpatient Clinic Let	ter MG	30/11/2006		A
	04 Wishbone.m4a	TestingGroup	Outpatient Clinic Let	ter MG	09/05/2006	=	A 2
	Speech Direct Script.mp3	TestingGroup	Outpatient Clinic Let	ter MG	12/08/2021		A 4
1	Author: Amorim testauthor	_	Z	Annually select author	Priority: Normal Normal High Urgent	Upl	oad

Options at the bottom of the folder

- 1. Manually select author
- 2. Set / change the priority
- 3. Upload the selected file(s)

5.2.3 Manually select an author

Tick this option if you have files for upload which are from a different author than the one set as default.

A typical scenario is if you load audio files from external devices of different authors into the same folder. Follow the steps below:

1. Tick the option *Manually select author*.



2. Select the relevant file(s).

-	🗁 D:\ ````````````````````````````````````					
	File	Group	Template			
	01 I Smell Winter.wma	TestingGroup	Outpatient Clinic Letter MG			
2)4 Wishbone.m4a	TestingGroup	Outpatient Clinic Letter MG			
-	Speech Direct Script.mp3	TestingGroup	Outpatient Clinic Letter MG			

Two files selected

3. Click on Upload.

-	D: This and and an altern - 1. An alter -	Testing\Sync\T (3 Files)	Overview: Sent (0) Uns	ent (3) Waiting (0)	Error (0)	^`
	File	Group	Template	Subject ID	Modified At	Status	Prior
	01 I Smell Winter.wma	TestingGroup	Outpatient Clinic Letter	MG	30/11/2006	ŧ	A 4
	04 Wishbone.m4a	TestingGroup	Outpatient Clinic Letter	MG	09/05/2006		
	Speech Direct Script.mp3	TestingGroup	Outpatient Clinic Letter	MG	12/08/2021	÷	
_							
+	Author: Henyi		2	Manually select author	Priority:	Upl	
3							S

The selected files do not belong to the default author

- 4. The window to select an author opens.
- 5. Select the relevant author and CONFIRM.

=> The selected files will be uploaded under the name of the manually selected author. This is clearly displayed in the folder view.

You can easily reset back to the default author using the button at the bottom of the folder.

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13 T	PRO SYNC-1.4.4				-		
	MANAGE FOLDERS	CHECK FOR UPDATE			(C) testtyp	bist1@tpro.ie	Logout
	Author: Silvie MC			Manually select author	Priority:	• Uplo	od .
G	D:\Asiantinanianianianianiania il Providio -	• Testing\Sync\T (3 Files)	Overview: Sent (2) Un:	sent (1) Waiting (0)	Error (0)	^
	File	Group	Template	Subject ID	Modified At	Status	Prior
	01 I Smell Winter.wma	TestingGroup	Outpatient Clinic Lette	er MG	30/11/2006	4	A /
	04 Wishbone.m4a	TestingGroup	Outpatient Clinic Lette	er MG	09/05/2006	1	•
	Speech Direct Script.mp3	TestingGroup	Outpatient Clinic Lette	er MG	12/08/2021		A 1
							i i
4	Author: SMC Test (Selected manual)) Reset Author	Z	Manually select author	Priority:	• Uplo	ad

File upload for a different author

NOTE: When a folder is set to automatically upload files (<u>Folders Options</u>), T-Pro Sync will ask to select an author on each automatic upload when the *Manually select author* option is activated.

5.3 MANAGE FOLDERS

Click on the button MANAGE FOLDERS to set additional folder options. Please <u>click here</u> to view the details.

5.4 REFRESH

Use the button to synchronise your local folder with the upload list. Newly added audio files of your local folder will be added to T-Pro Sync.

5.5 CHECK FOR UPDATE

Use this button to see if there is an update available for the application.

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្លែ 1	-PRO SYNC - 1.3.2						\otimes
l	MANAGE FOLDERS CHECK FOR UPDATE						
0	E:\SILVIE\WORK\2022\01-T-Pro\03 - 7	Testing\Sync\Te (3 Files)	Overview: Sent (4	Unsent (0) Wo	siting (0) Error (0) ^
E	File	Group	Template	Subject ID	Modified At	Status	Priority
	A. Franklin 03.mp3	Group A	Temp 1		01/10/2007	4	
	M. Young 01.mp3	Group A	Temp 1		12/08/2021	1	
	U. Roy 01.mp3	Group A	Temp 1		25/01/2006	1	
f	Priority: 🔹 🗸 Group: 🔽 Templat	te: 🗾 ID:		Name:			Upload
				© T-Pro	Sync Latest vers	sion is alread <u>y</u>	y installed

Check for updates

6. Closing the Application

Use the \mathbf{x} in the right corner to close the T-Pro Sync window.



=> The application is minimised and can be opened via the system tray at any time.

To access the tray click on the arrow in the Windows taskbar.



Getting Started with T-Pro Sync



Access the tray

A single click on the T-Pro Sync icon opens the application again.

If you right-click on the icon in the tray you can close the application, e.g. remove from the tray.



Select Close

Logging out

If you want to logout of the program just click on the option next to your user name.



Logout brings you back to the login screen

- > You will be returned to the login screen.
- > The application will still be available via the tray.

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