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1. Plug in the PUMA Recorder
2. Enter Login ID
3. Enter Password
4. Click ‘Login’ button
Audio files will be uploaded into the PUMA System and removed from the PUMA Audio Recorder. Additionally, your computer's time will be synchronized to the PUMA Audio Recorder.

If the PUMA Audio Recorder is not plugged in at time of login, users will be required to select the Audio button to start the audio upload process.
The Upload Screen is broken up into three sections:

- **Files in Folder**
  Audio Files listed in chronological order

- **Fixed Demographics**
  Non-editable demographics

- **Editable Demographics**
  Custom, editable, demographics
Playback:

- Double click any file within the Files in Folder
  Or
- Select the file within the Files in Folder and select the Preview button

Media players will vary depending on the device used to record.
PUMA – Editable Demographics

Editing Custom Demographics:

1. **Highlight the desired audio file**
2. **Select the editable demographic you wish to modify**
3. **Enter the value within the Entry box**
4. **Select Accept Entry or Enter on your keyboard**
PUMA – Process Record

Process Record/s:

- **Select Process Record button**
  (Sends highlighted audio file to Server)
  
  *Or*

- **Select Process All button**
  (Sends all audio files to Server)

Files that are processed can be searched, replayed or copied at a later date.
Process Record/s:

When selecting Processing All, users will be presented with a confirmation dialog box. Select Yes to send all files.

Files that are processed can be searched, replayed or copied at a later date.
Search Screen:

1. Select the Search Tab
2. Enter the days to Go Back or select the drop down calendar
3. Enter search criteria as desired
4. Select Run Search

Check boxes, left of the custom fields, reflect ‘Wild Card’ searches

Date range or Days Back is not required if/when searching with other data; e.g. Case Number.
Replay Screen:

To play a file, double click anywhere within the ‘Transact’ column.

Audio players may vary. All players will have similar features and functionality.
Replay Screen:

To edit custom demographics:

1. Double click within the files desired field
2. Enter alpha/numeric data
3. When complete, click anywhere outside of the modified entry field.

Only Custom Demographics are editable.
Selecting files to Export:

- Mark the individual file/s by double clicking the ‘M’ column

Or

- Use the Mark Jobs button and select Mark All Jobs (If all jobs require export)
Export Options:

- After the selected files have been marked for export, click the Get Jobs button.
- Users will have three options for export:
  4. Copy to Audio CD Directory
  7. Upload to Recorder
  8. Copy to Desktop Folder
Export Option Details:

- **Audio CD Directory**

Audio files will be copied to a temporary Audio CD Directory. After selection, users must access the Get Jobs button again and select option 5, Open Audio CD Directory. Users will be presented with copied audio files.

The files will be automatically deleted from the temporary directory once the user logs off PUMA.
Export Option Details:

- **Recorder**

  Audio files will be copied back to the recorder. They will require manual deletion from the device. *Requires recorder be plugged in at time of selection.*
Export Option Details:

- Desktop Folder

Audio files will be copied to a PUMA created desktop folder. These files will remain in this directory until they are manually deleted by the end user.

Option 8 is the long-term export option typically used on computers that are private.
Printing Results Screen:

- Users will have three options for printing/exporting from the Results Screen:
  1. Print Portrait Mode
  2. Print Landscape Mode
  3. Export to Desktop via CSV File

Data exported to a CSV file may require column adjustments.
Changing Users Password:

1. Select the Password Tab
2. Enter Current Password
3. Enter New Password
4. Verify New Password
5. Select Change Password button
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3630 Park Sierra Drive
Riverside, CA 92505
1-800-794-4044
vip@versatileinformation.com